

P-Cardholders: Reconcile and Sign Off in Works



This guide will walk the P-Cardholder through the steps of allocating, entering a business reason and comments, uploading receipts/approval/supporting documents, and signing off on transactions.



Tip! Some P-Cardholders have a P-Card Manager, who will perform the steps of allocating, entering a business reason and comments, and adding receipts/approval/supporting documents to transactions on your behalf. If that applies to you, see the P-Cardholders - How to Review Transactions and Sign Off Guide.

1

Navigate to Bank of America Works and login

2

Click on the Expense menu header, then click "Transactions"

Global Card Access

Works®

BANK OF AMERICA

Works

Home

Expenses

Reports

Transactions

Purchase Requests

Receipts

Acting As

Count

Type

Current Status

Sign Off

Accountholder

30

Transaction

Pending

1 item

Show 10 per page

Page: 1 of 1

Accounts Dashboard

In Scope

Account Name

Account ID

Credit Limit

Current Balance

Available Spend

Available Credit

My

*The

The trans

Post

3

Click on the Pending Sign Off tab then click on the plus button next to the date range.

BANK OF AMERICA

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 10/01/2024 - 10/28/2024
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> + TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> + TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
<input type="checkbox"/> + TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE
<input type="checkbox"/> + TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST
<input type="checkbox"/> + TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LL
<input type="checkbox"/> + TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> + TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LL
<input type="checkbox"/> + TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I

4

Click the calendar icon.

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- Date - 10/01/2024 - 10/28/2024
- ☒ Retain settings
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> + TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> + TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
<input type="checkbox"/> + TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE
<input type="checkbox"/> + TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST
<input type="checkbox"/> + TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LL
<input type="checkbox"/> + TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> + TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LL
<input type="checkbox"/> + TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I
<input type="checkbox"/> + TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LL
<input type="checkbox"/> + TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LL

5 Select Month-to-Date or other date range option

Select Dates

MM DD YY
10 1 2024
10 28 2024

☐ Month-to-Date
☐ Cycle-to-Date
☐ Year-to-Date
☐ Selected Week
☐ Selected Month
☐ Selected Cycle
☐ Previous Week
☐ Previous Month
☐ Past 30 days
☐ Previous Cycle
☐ Past [] days
☒ Today
☒ Custom

Apply to: Date Posted

6 Click "OK"

Select Dates

☐ Year-to-Date
☐ Selected Cycle
☐ Previous Week
☐ Today
☐ Previous Month
☐ Custom
☐ Past 30 days
☐ Previous Cycle
☐ Past [] days
☒ Custom

Apply to: Date Posted

OK Cancel

Date	Amount	Description	Category
10/25/2024	62.97	ODP BUS SOL LLC # 101078	5720
10/28/2024	125.67	ODP BUS SOL LLC # 101078	5720
10/28/2024	4.99	AMAZON MKTPL QG5LT5KK3	5720
10/28/2024	12.73	AMZN Mktp US 434IU4273	5720
10/28/2024	49.60	ODP BUS SOL LLC # 101078	5720
10/28/2024	88.18	ODP BUS SOL LLC # 101078	5720
10/28/2024	147.98	DMI DELL K-12/GOVT	5720
10/28/2024	20.99	AMAZON MKTPL E796P7CA3	5720
10/28/2024	4.46	ODP BUS SOL LLC # 101078	5720

7 Click the Retain Settings button and then click Search.

☒ Retain settings

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocat
<input type="checkbox"/> TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BOOKSTORE	10-10-90610
<input type="checkbox"/> TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC	10-10-90610
<input type="checkbox"/> TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE	10-10-90610
<input type="checkbox"/> TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK STATE CATERI	10-10-90610
<input type="checkbox"/> TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-03860
<input type="checkbox"/> TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL BK95409S3	---5720
<input type="checkbox"/> TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-91810
<input type="checkbox"/> TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL FP9MS48S3	---5720
<input type="checkbox"/> TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-86360
<input type="checkbox"/> TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	---5720
<input type="checkbox"/> TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL 410AQ0N83	---5720
<input type="checkbox"/> TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL DC6UG2BE3	---5720
<input type="checkbox"/> TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	---5720
<input type="checkbox"/> TXN00094975			10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	---5720
<input type="checkbox"/> TXN00094990			10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	---5720
<input type="checkbox"/> TXN00094995			10/28/2024	10/25/2024	4.99	AMAZON MKTPL QG5LT5KK3	---5720
<input type="checkbox"/> TXN00095000			10/28/2024	10/25/2024	12.73	AMZN Mktp US 434IU4273	---5720
<input type="checkbox"/> TXN00095001			10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	---5720
<input type="checkbox"/> TXN00095007			10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	---5720
<input type="checkbox"/> TXN00095009			10/28/2024	10/27/2024	147.98	DMI DELL K-12/GOVT	---
<input type="checkbox"/> TXN00095014			10/28/2024	10/25/2024	20.99	AMAZON MKTPL E796P7CA3	---5720

8 Select a transaction to reconcile and click on the drop down arrow next to the transaction.

Expenses > Transactions > Accountholder

Transactions - Accountholder

Advanced Filter

☒ Retain settings

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/> TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

9 Click "Allocate / Edit"

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024
☒ Retain settings

Account - OFFICE DEPOT
OFFICE DEPOT

Purchase Request - All
Amount Range - All
Dispute Status - All
Account Status - All
Allocation Complete - All
Allocation Valid - All
Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	Allocate / Edit			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	Sign Off			10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	View Full Details			10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	Dispute			10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	Retry Automatch			10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	Attach to Purchase Request			10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	Manage Receipts			10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	Print			10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

10 Enter the appropriate Fund, Function, Cost Center, GL Class and Object

10/25/2024 | Source Amount : 453.12 USD

Purchase Amount: 453.12 Tax Amount: 0.00 Allocation Total: 453.12 | 100% Variance: 0.00

GL01: Fund	GL02: Function	GL03: Cost center	GL04: GL Class	GL05: Object
	01	037101	5	5720
				5720 Supplies
				See More

ces	Tax Total	Use Tax	Shipping ZIP
453.12	0.00	0.00	83501

Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
	0.00	0.00	10/22/2024				0.00	0.00	0000000000000000

ct Code



To determine the correct expense object, review the Expense Object list on the Accounts Payable site:

<https://www.lcsc.edu/controllers-office/accounts-payable>

11

A comment can be entered if needed. Click "Add Comment"

The screenshot shows a web interface for Accounts Payable. It features a large text area for entering a comment. To the right of the text area is a vertical list of expense object numbers: 463, 466, 463, 467, 523, 501, 530, 481, 528, and 524. Below this list is a pagination indicator showing '1 of 1'. At the bottom of the interface are three buttons: 'Save', 'Save and Allocate Next', and 'Close'. A blue footer bar at the bottom contains the text 'ed Settings | Payment Center'.



A comment can be entered to add additional information relevant to the transaction.

Use this field to add a comment if an approval document was already added to a prior transaction. For example, if there are multiple transactions in a month related to a Travel Authorization or IT Approval, attach the approval document to the first transaction. Then add a comment to any subsequent transactions, noting which transaction the authorization was attached to.

Note that the business reason will be entered in a later step in the Receipt Description.

12 Enter comments

ails -TXN00094952 - ODP BUS SOL LLC # 101078

Description	Amount	Quantity	Amount	Code	Code	Code	Amount	Amount	Date	Code	Code	ID
Summary - Charges for 10/22/24	0.00	1	453.12		000		0.00	0.00	10/22/2024			

etail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
LJ CC530A,BLACK NMB	114.51	1			
LJ CC532A,YELLO NMB	112.87	1			
LJ CC531A,CYAN NMB	112.87	1			
LJ CC533A,MAGEN NMB	112.87	1			

x

PST / QST	GST / HST
0.00	0.00

Services

Services	Price	Quantity	Total
Qualifier	0.00	0	0.00

action

Add Comment ✕

Comments:

OK Cancel

13 Click "OK"

Comments:

1

1

OK Cancel

Add Comment

Save Save and Allocate Next Close

option receipt

aces ☒ Recommended Settings | Payment Center

14

Click "Save", then "Close". You can also click "Save and Allocate Next" to save the current transaction and open the next transaction for allocation and comments.

The screenshot displays a software interface for transaction entry. It features a large text area for input, a table on the right with numerical values (463, 466, 463, 467, 523, 501, 530, 481, 528, 524), and a bottom navigation bar with 'Recommended Settings' and 'Payment Center'. A modal window at the bottom right contains three buttons: 'Save' (highlighted with an orange circle), 'Save and Allocate Next', and 'Close'. An 'Add Comment' link is also visible above the buttons. A small '1 of' indicator is present near the buttons.

15

Attach the receipt, any approval or supporting documentation, and enter the business reason.

16 Click on the down arrow button next to the transaction.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024

10/01/2024 - 10/29/2024

☒ Retain settings

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> +	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

17 Click "Manage Receipts"

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> +	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

18 Click the Add button.

Date - 10/01/2024 - 10/29/2024

10/01/2024 - 10/29/2024

Retain settings

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search

Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>							
<input type="checkbox"/>	TXN0001044	Depot Office	1862	10/24/2024	10/24/2024	8.88	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN00095021	Depot Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

104936060075 - Receipts

	Upload Date	Uploaded By	Receipt Date	File Name	File Size
<input type="checkbox"/>					

No data available in table

0 Selected | 0 items

Show 10 per page

Add

Remove

View PDF

0 Selected | 12 items

Show 250 per page

Retry Automatch

Mass Allocate

Attach

Print

Sign Off

Upload Receipt

19 Click "New Receipt"

10/01/2024 - 10/29/2024

☒ Retain settings

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search Reset

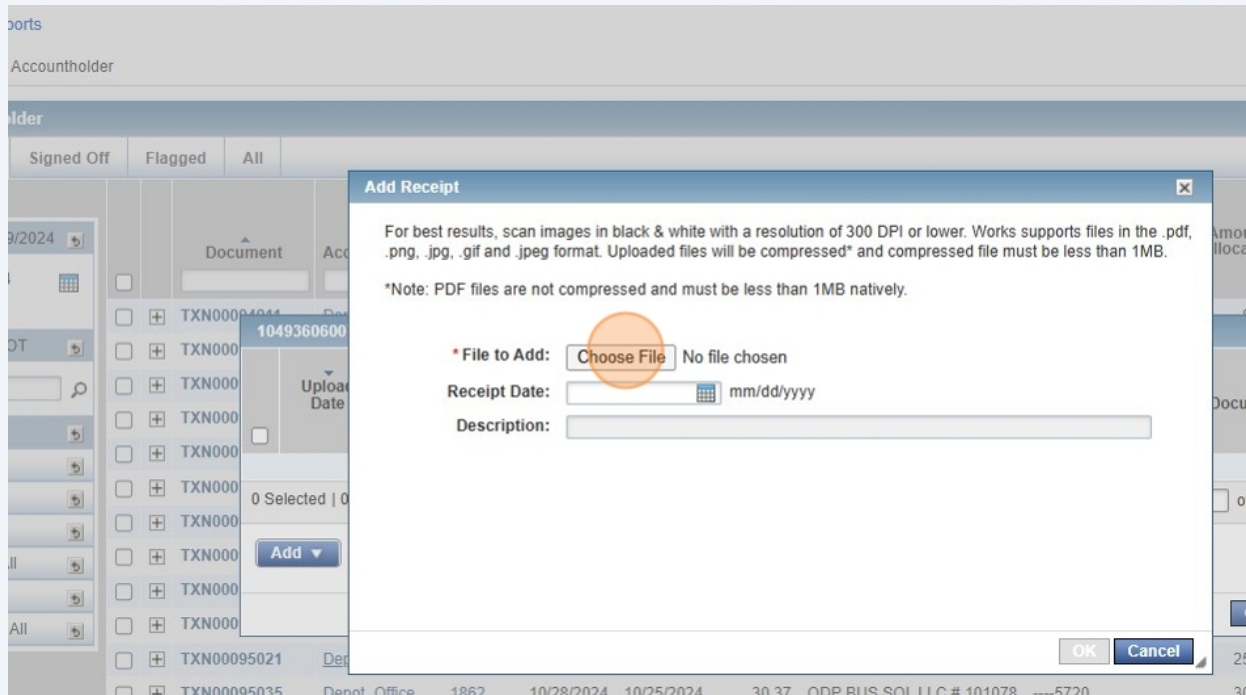
Document	Accountholder	ID	Posted	Purchased	Amount	Vendor
TXN0001044	Depot Office	1862	10/24/2024	10/24/2024	8.88	ODP BUS SOL LLC # 10107
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN00095021	Depot Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
TXN00095035	Depot Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

20

Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.



Important Note: Receipt images must be uploaded 1 file at a time.

The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.

Each PDF file must be less than 5 MB to upload. Non-PDF file formats can be up to 10 MB.

21 Click the "Receipt Date:" field.

The screenshot shows a software interface with a background window titled 'Accountholder' containing a list of transactions (TXN000, TXN000, etc.) and a table with columns like 'Depot', 'Office', and dates. Overlaid on this is a modal dialog box titled 'Add Receipt'. Inside the dialog, there is instructional text about file formats and a note about PDF compression. Below this, there are three fields: '* File to Add:' with a 'Choose File' button and the text 'Amazon Or...y 823300.pdf'; 'Receipt Date:' with a date input field and a calendar icon; and 'Description:' with a text input field. An orange circle highlights the 'Receipt Date' field. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

22 Select Receipt date

This screenshot shows the same 'Add Receipt' dialog box as in the previous step, but with a calendar widget open over the 'Receipt Date' field. The calendar is for the month of October 2024. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. An orange circle highlights the date '22' in the calendar. The background window and the dialog's text and buttons remain the same as in the previous screenshot.

23

Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.

Add Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add: Amazon Or...y 823300.pdf

Receipt Date: mm/dd/yyyy

Description:

24

Click "OK"

* File to Add: Amazon Or...y 823300.pdf

Receipt Date: mm/dd/yyyy

Description:

25 Click "Close"

The screenshot shows a web application interface for uploading receipts. At the top, there is a search bar. Below it is a table with columns: Receipt Date, File Name, File Size, Description, and Document ID. The first row shows a receipt dated 10/22/2024 with the file name 'Amazon Order Summary 823300', a size of 190 KB, and a description 'Folders, Pens, Notepads for Jess'. To the right of the table is a list of document IDs (PJ007463, PJ007466, PJ007463, PJ007467, PJ007523, PJ007501, PJ007530, PJ007481, PJ007528, PJ007524) and a 'Comment' column. Below the table, there is a pagination control showing 'Page: 1 of 1'. A red 'Close' button is highlighted with a red circle. At the bottom of the interface, there are links for 'ed Settings' and 'Payment Center'.

Receipt Date	File Name	File Size	Description	Document ID	Comment
10/22/2024	Amazon Order Summary 823300	190 KB	Folders, Pens, Notepads for Jess	TXN0009	

Show 10 per page Page: 1 of 1

Close

ed Settings | Payment Center



Tip! Receipts can also be uploaded to Stored Receipts, then selected when reconciling the transactions.

26 To add receipts to the Stored Receipts section, Click "Expenses"

Global Card Access Works®

BANK OF AMERICA

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transaction Purchase Requests

<< Per Receipts Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024

10/01/2024 - 10/29/2024

☒ Retain settings

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107

27 Click "Receipts"

Global Card Access Works®

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Works

Home Expenses Reports

Expense Transactions Accountholder

Transaction Purchase Requests

<< Receipts Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024

10/01/2024 - 10/29/2024

☒ Retain settings

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Display Status - All

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107

28 Click the Add button

Expenses > Receipts

Receipts

Receipts

Show unattached receipts only ☒

	Upload Date	File Name
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	10/29/2024	Amazon Order Summary 823300

1 Selected | 1 item Page: 1 of 1

Add Remove View PDF

Receipt Details

* File Name:

Receipt Date: mm/dd/yyyy

Description:

Attached To:

Click on the file r

29 Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.

Reports

Receipts only ☒

	File Name
	Amazon Order Summary 823300

Page: 1 of 1

View PDF

mm/dd/yyyy

mm/dd/yyyy

Add Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add: **Choose File** No file chosen

Receipt Date: mm/dd/yyyy

Description:

OK Cancel

30 Click the "Receipt Date:" field.

The screenshot shows a web application interface with a modal dialog titled "Add Receipt". The dialog contains instructions for file uploads and a form with three fields: "File to Add:", "Receipt Date:", and "Description:". The "File to Add:" field has a "Choose File" button and the text "LC Organiz... 10.2023.pdf". The "Receipt Date:" field is highlighted with an orange circle and contains a calendar icon and the placeholder "mm/dd/yyyy". The "Description:" field is an empty text box. The dialog has "OK" and "Cancel" buttons at the bottom right.

File Name

on Order Summary 823300

Page: 1 of 1

View PDF

mm/dd/yyyy

Add Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

*File to Add: **Choose File** LC Organiz... 10.2023.pdf

Receipt Date: **mm/dd/yyyy**

Description:

OK Cancel

31 Select the receipt date

This screenshot shows the same "Add Receipt" dialog box as in step 30, but with the "Receipt Date:" field's calendar picker open. The calendar shows the month of October 2024. The date 14 is highlighted with an orange circle. The "Description:" field is still empty. The "OK" and "Cancel" buttons are at the bottom right.

File Name

Order Summary 823300

Page: 1 of 1

View PDF

mm/dd/yyyy

Add Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

*File to Add: **Choose File** LC Organiz... 10.2023.pdf

Receipt Date: **mm/dd/yyyy**

Description:

Oct 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OK Cancel

32

Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.

The screenshot shows a software interface with a modal dialog box titled "Add Receipt". The dialog box contains the following text: "For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB." Below this is a note: "*Note: PDF files are not compressed and must be less than 1MB natively." The form fields are: "* File to Add:" with a "Choose File" button and the text "LC Organiz... 10.2023.pdf"; "Receipt Date:" with a date picker showing "10/21/2024" and a placeholder "mm/dd/yyyy"; and "Description:" with a text input field. An orange circle highlights the "Description:" text input field. At the bottom right of the dialog are "OK" and "Cancel" buttons. In the background, a document viewer is visible with a "File Name" field, a document number "ary_823300", and a page indicator "Page: 1 of 1".

33

Click "OK"

This screenshot shows the same "Add Receipt" dialog box as in the previous step, but now the "Description:" field is populated with the text "Fuel for rental car for Boise ID trip for Jess". An orange circle highlights the "OK" button at the bottom right of the dialog. The "Receipt Date:" field still shows "10/21/2024". The background document viewer is also visible.

34 Continue to add receipts following the steps above.

Receipts

Receipts

Show unattached receipts only ☒

	Upload Date	File Name
<input type="checkbox"/>		
<input type="checkbox"/>	10/29/2024	
<input type="checkbox"/>	10/29/2024	Amazon Order Summary 823300

0 Selected | 2 items

Page: 1 of 1

Add

Remove

View PDF

Receipt Details

* File Name:

Receipt Date:

Description:

Attached To:

Click on the file r

 The receipts will be available to select from when reconciling transactions.

35 Select a transaction to add a receipt to; click on the down arrow button.

Transactions - Accountholder									
<< Pending Sign Off		Signed Off		Flagged	All				
Advanced Filter									
+ Date - 10/01/2024 - 10/29/2024		Document		Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
- Account - OFFICE DEPOT									
OFFICE DEPOT									
+ Purchase Request - All									
+ Amount Range - All									
+ Dispute Status - All									
+ Account Status - All									
+ Allocation Complete - All									
+ Allocation Valid - All									
+ Allocation Authorized - All									
Search Reset									
									</

37 Click Add

+ Date - 10/01/2024 - 10/29/2024
 - Account - OFFICE DEPOT
 OFFICE DEPOT
 + Purchase Request - All
 + Amount Range - All
 + Dispute Status - All
 + Account Status - All
 + Allocation Complete - All
 + Allocation Valid - All
 + Allocation Authorized - All
 Search Reset

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
TXN00010444	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010445	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010446	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010447	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010448	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010449	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010450	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010451	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010452	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010453	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010454	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010455	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010456	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010457	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010458	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010459	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010460	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

38 Click "Stored Receipt"

+ Date - 10/01/2024 - 10/29/2024
 - Account - OFFICE DEPOT
 OFFICE DEPOT
 + Purchase Request - All
 + Amount Range - All
 + Dispute Status - All
 + Account Status - All
 + Allocation Complete - All
 + Allocation Valid - All
 + Allocation Authorized - All
 Search Reset

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
TXN00010444	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010445	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010446	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010447	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010448	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010449	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010450	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010451	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010452	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010453	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010454	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010455	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010456	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010457	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010458	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010459	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010460	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

39 Review the receipts available and select the appropriate one.

WORKS

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged

Advanced Filter

- + Date - 10/01/2024 - 10/29/2024
- Account - OFFICE DEPOT
- OFFICE DEPOT
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Search Reset

Select Receipts

Show unattached receipts only ☒

	Upload Date	File Name	Receipt Date	Description
<input type="checkbox"/>	10/29/2024	Chevron Receipt	10/23/2024	Conference registration for Jess in Pullman
<input type="checkbox"/>	10/29/2024	Receipt	10/16/2024	Fuel for rental car for Jess travel to Boise
<input type="checkbox"/>	10/29/2024	Amazon Order Summary 823300	10/22/2024	Folders, Pens, Notepads for Jess

0 Selected | 3 items Show 10 per page Page: 1 of 1

40 Click Attach

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

0 Selected | 12 items

1 Selected | 3 items | 72.8 KB Show 10 per page Page: 1 of 1

Attach View PDF Close

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

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Last login Tuesday October 29, 2024, 12:25 PM CDT.

41 Click "Close"

The screenshot displays a receipt management interface. A modal window is open, showing a table with columns: Receipt Date, File Name, File Size, Description, and Document. The table contains one row with the following data:

Receipt Date	File Name	File Size	Description	Document
10/23/2024	Chevron Receipt	72.8 KB	Conference registration for Jess in Pullman WA	TXN000949

Below the table, there is a pagination control showing "Show 10 per page" and "Page: 1 of 1". A red "Close" button is highlighted with a red circle. The background interface shows a list of transactions with columns for Receipt Date, File Name, File Size, Description, and Document. The bottom of the interface has a dark blue footer with the text "ed Settings | Payment Center".



Tip! If the incorrect receipt was attached to a transaction, it can be removed.

42 Locate the transaction and click on the down arrow button

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

+ Date - 10/01/2024 - 10/29/2024

- Account - OFFICE DEPOT

OFFICE DEPOT

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

		Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

43 Click "Manage Receipts"

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All









+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search

Reset

<input type="checkbox"/>	<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		Allocate / Edit		10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		Sign Off		10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		View Full Details		10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		Dispute		10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		Retry Automatch		10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		Attach to Purchase Request		10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		Manage Receipts		10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	<input type="checkbox"/>		Print					

0 Selected | 12 items

Show250per page

Retry Automatch

Mass Allocate

Attach

Print

Sign Off

Upload Receipt

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 [Payment Center](#)

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Last login Tuesday October 29, 2024, 12:53 PM CDT.

44 Select the receipt that you want to remove

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

+ Date - 10/01/2024 - 10/29/2024

- Account - OFFICE DEPOT

OFFICE DEPOT

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

Document Primary Accountholder Account ID Date Posted Date Purchased Purchase Amount Vendor

TXN000 104936060098 - Receipts

TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 K
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 K
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 K

0 Selected | 3 items Show 10 per page

Add Remove View PDF

0 Selected | 12 items Show 250 per page

45 Click this button field.

Account - OFFICE DEPOT

OFFICE DEPOT

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

TXN000 104936060098 - Receipts

TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size
<input checked="" type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 KB
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB

1 Selected | 3 items | 159.1 KB Show 10 per page

Add Remove View PDF

0 Selected | 12 items Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

Training Guides Training Videos Digital Privacy Notice Your Privacy Choices Recommended Settings Payment Center

46 Click "OK"

The screenshot shows a receipt management interface with a table of receipts. A modal dialog titled "Confirm removal of receipt(s)" is open, displaying "Remove 1 receipt(s)." and "OK" and "Cancel" buttons. The "OK" button is highlighted with an orange circle. The background table has columns: Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, Amount Allocated, and Allocation ID. The table shows three receipts with a total of 159.1 KB. The "OK" button is highlighted with an orange circle.

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation ID
104936060098									
104936060098									
104936060098									

47 You can view the receipts by clicking on the file name

The screenshot shows a receipt management interface with a table of receipts. A modal dialog titled "Removed 1 receipt." is open, displaying a green checkmark and "Removed 1 receipt." The "OK" button is highlighted with an orange circle. The background table has columns: Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, Amount Allocated, and Allocation ID. The table shows two receipts with a total of 239.9 KB. The "OK" button is highlighted with an orange circle.

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation ID
104936060098									
104936060098									
104936060098									

48 Click "View Receipt"

104936060098 - Receipts

Removed 1 receipt.

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	2	TXN00094974
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024		137.9 KB	1	TXN00094974

0 Selected | 2 items

View Receipt

Edit

Add Remove View PDF

Close

Show 250 per page

Attach Print Sign Off Upload Receipt

49 The receipt will open in a separate window. View receipt. Click Close.

Receipt Date	File Name	File Size	Description	Document ID
10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	2	TXN00094974
10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB	1	TXN00094974

Show 10 per page

Page: 1 of 1

Close

Show 250 per page

Page: 1 of 1

ed Settings | Payment Center



Review all transactions to ensure they have been fully allocated and a receipt is attached. Navigate to Expenses, then click on Transactions. Click on the Pending Sign Off tab, enter the applicable date range, then click Search.

50

Review the Allocation column to ensure all transactions have been allocated. In the example below, the transactions boxed in green have been allocated. Those boxes in red have NOT been allocated.

Flagged		All							
Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation Desc	CRI Reference	
1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-038601-5-5720	8.89	PJ007327	PJ007327	
1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ007481	
1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	10-01-037101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466	
1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	189.89	PJ007463	PJ007463	
1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463	
1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	----5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467	
1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	----5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523	
1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	----5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501	
1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	----5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530	
1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	----5720	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481	
1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	----5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528	
1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	----5720	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524	

Show 250 per page

51

Review the Uploaded Receipt column. Transactions with a Yes in this column do have a receipt uploaded, transactions with a No, do not. You can click on the Yes to view the receipt(s) attached to each transaction.

Clear Filters Columns											
Location	Amount Allocated	Allocation Desc	CRI Reference	Comments	Comp Val Auth	Sign Off	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off API Name	Uploaded Receipt
38601-5-5720	8.89	PJ007327	PJ007327		✓ ✓ ✓	none					Yes
18102-5-5720	87.15	PJ007481	PJ007481		✓ ✓ ✓	none					Yes
37101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466	Comment (more)	✓ ✓ ✓	none					No
33603-5-5720	189.89	PJ007463	PJ007463		✓ ✓ ✓	none					Yes
33603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463		✓ ✓ ✓	none					Yes
	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467		✗ ✓ ✓	none					No
	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523		✗ ✓ ✓	none					No
	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501		✗ ✓ ✓	none					No
	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530		✗ ✓ ✓	none					No
	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481		✗ ✓ ✓	none					No
	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528		✗ ✓ ✓	none					No
	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524		✗ ✓ ✓	none					No

Show 250 per page Page: 1 of 1



After allocating, entering a business reason and comments, and uploading receipts to transactions, the P-Cardholder must sign off on.

Note that transactions can be signed off individually, or several can be selected and signed off at the same time.

52

To sign off on a single transaction, select the transaction and click on the drop down arrow.

Works

[Home](#) [Expenses](#) [Reports](#)

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024

10/01/2024 - 10/29/2024

☒ Retain settings

+ Account - All

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	none	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #

53

Click "Sign Off"

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024

10/01/2024 - 10/29/2024

☒ Retain settings

+ Account - All

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	none	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

54 Enter any comments

The screenshot shows a 'Confirm Sign Off' dialog box with the following text:

Sign off 1 transaction(s).

Comments:

At the bottom of the dialog are 'OK' and 'Cancel' buttons. An orange circle highlights the 'Comments' text area.

Document	Primary Accountholder	Allocation
TXN00094911	Depot_Office	11-01-038601-5-572
TXN00094949	Depot_Office	10-10-918102-5-572
TXN00094951	Depot_Office	11-08-863603-5-572
TXN00094952	Depot_Office	10-01-037101-5-572
TXN00094974	Depot_Office	11-08-863603-5-572
TXN00094975	Depot_Office	10-10-906101-5-572
TXN00094990	Depot_Office	----5720
TXN00095001	Depot_Office	----5720
TXN00095007	Depot_Office	----5720
TXN00095016	Depot_Office	----5720
TXN00095021	Depot_Office	----5720

55 Click "OK"

The screenshot shows the same table as in step 54, but the 'Confirm Sign Off' dialog box is closed. An orange circle highlights the 'OK' button in the dialog's position.

Document	Primary Accountholder	Allocation
TXN00094911	Depot_Office	11-01-038601-5-572
TXN00094949	Depot_Office	10-10-918102-5-572
TXN00094951	Depot_Office	11-08-863603-5-572
TXN00094952	Depot_Office	10-01-037101-5-572
TXN00094974	Depot_Office	11-08-863603-5-572
TXN00094975	Depot_Office	10-10-906101-5-572
TXN00094990	Depot_Office	----5720
TXN00095001	Depot_Office	----5720
TXN00095007	Depot_Office	----5720
TXN00095016	Depot_Office	----5720
TXN00095021	Depot_Office	----5720

At the bottom of the page, there is a footer with the text: Recommended Settings | Payment Center

56

To sign off on multiple transactions, locate the transactions you want to sign off and click the checkbox to the left of the transaction.

Expenses > Transactions > Accountholder



Signed off 1 transaction. [View Details](#)

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024

☒ Retain settings

+ Account - All

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>							
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37 ODP BUS SOL LLC #

57

Once you have checked the transactions that you want to sign off on, click the Sign Off button.

Date - 10/01/2024 - 10/29/2024

☒ Retain settings

+ Account - All

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

<input checked="" type="checkbox"/>	TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15 ODP BUS SOL LLC #
<input checked="" type="checkbox"/>	TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37 ODP BUS SOL LLC #

2 Selected | 11 items

Show 250 per page

Retry Automatch

Mass Allocate

Attach

Print

Sign Off

Upload Receipt

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58 Enter any comments

Reports

Accountholder

Section. [View Details](#)

Accountholder

ff Signed Off Flagged All

0/29/2024

2024

All

- All

Document

Primary Accountholder

TXN00094949 Depot Office

TXN00094951 Depot Office

TXN00094952 Depot Office

TXN00094974 Depot Office

TXN00094975 Depot Office

TXN00094990 Depot Office

TXN00095001 Depot Office

TXN00095007 Depot Office

Confirm Sign Off

Sign off 2 transaction(s).

Comments:

OK Cancel

59 Click "OK"

Primary Accountholder

Comments:

mp|Val|Auth

Allocation

Amount Allocated

Sign Off AH Date

Sign Off AH Name

10-10-918102-5-5720 87.15

11-08-863603-5-5720 189.89

10-01-037101-5-5720 453.12

11-08-863603-5-5720 175.78

10-10-906101-5-5720 62.97

32-30-977902-5-5720 125.67

10-10-906104-5-5720 49.60

10-09-876101-5-5720 88.18

1862 none 10/28/2024 10/23/2024 4.46 ODP BUS SOL LLC # 101078 10-10-918102-5-5720 4.46

1862 none 10/28/2024 10/25/2024 25.65 ODP BUS SOL LLC # 101078 10-09-876101-5-5720 25.65

1862 none 10/28/2024 10/25/2024 30.37 ODP BUS SOL LLC # 101078 10-08-852101-5-5720 30.37

Show 250 per page

Upload Receipt



Once a transaction is signed off, it will leave the Pending Sign Off section and show in the Signed Off section.

60

Click on the Signed Off tab to view transactions that have been signed off.

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Signed off 1 transaction. [View Details](#)

Transactions - Accountholder

<< Pending Sign Off **Signed Off** Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024
10/01/2024 - 10/29/2024
☒ Retain settings

Account - OFFICE DEPOT
OFFICE DEPOT


+ Purchase Request - All
+ Amount Range - All
+ Dispute Status - All
+ Account Status - All
+ Allocation Complete - All

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094047	Depot, Office	1862	AH	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094101	Depot, Office	1862	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094135	Depot, Office	1862	AH	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094143	Depot, Office	1862	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094161	Depot, Office	1862	AH	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094179	Depot, Office	1862	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094190	Depot, Office	1862	AH	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094218	Depot, Office	1862	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #

61 Click on the calendar icon to select the date range

Home Expenses Reports


Expenses > Transactions > Accountholder

 Signed off 1 transaction. [View Details](#)

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024 

10/01/2024 - 10/29/2024

☒ Retain settings

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	+ TXN00094047	Depot, Office	1862	AH	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094101	Depot, Office	1862	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094135	Depot, Office	1862	AH	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094143	Depot, Office	1862	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094161	Depot, Office	1862	AH	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094179	Depot, Office	1862	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094190	Depot, Office	1862	AH	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094218	Depot, Office	1862	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094225	Depot, Office	1862	AH	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094337	Depot, Office	1862	AH	10/07/2024	10/04/2024	487.74	ODP BUS SOL LLC #

62 Click "Month-to-Date" or other date range

Flagged All

Document Account

+ TXN00094047 Depot

+ TXN00094101 Depot

+ TXN00094135 Depot

+ TXN00094143 Depot

+ TXN00094161 Depot

+ TXN00094179 Depot

+ TXN00094190 Depot

+ TXN00094218 Depot

+ TXN00094225 Depot

Allocation

10-01-037105-5-5720

10-01-037105-5-5720

10-09-876101-5-5720

10-01-230104-5-5720

10-09-876101-5-5720

32-30-977902-5-5720

10-01-230104-5-5720

11-08-863603-5-5720

10-09-876101-5-5720

Select Dates

MM DD YY

10 1 2024

10 29 2024

☒ Month-to-Date

☐ Cycle-to-Date

☐ Year-to-Date

☐ Selected Week

☐ Selected Month

☐ Selected Cycle

☐ Previous Week

☐ Previous Month

☐ Past 30 days

☐ Previous Cycle

☐ Past 30 days

Apply to Date Posted

September 2024

October 2024

November 2024

63 Click "OK"

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

October 2024

1

2

3

4

5

6

7

8

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10

11

12

13

14

15

16

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18

19

20

21

22

23

24

25

26

27

28

29

30

31

November 2024

1

2

3

4

5

6

7

8

9

10

11

12

Year-to-Date

Previous Week

Previous Month

Past 30 days

Previous Cycle

Past 30 days

Selected Cycle

Today

Custom

Apply to

Date Posted

OK

Cancel

10-01-037105-5-5720	7.10	10/07/2024	Higgins, Diana
10-09-876101-5-5720	20.63	10/08/2024	Higgins, Diana
10-01-230104-5-5720	14.59	10/08/2024	Higgins, Diana
10-09-876101-5-5720	93.82	10/08/2024	Higgins, Diana
32-30-977902-5-5720	38.81	10/08/2024	Higgins, Diana
10-01-230104-5-5720	98.55	10/08/2024	Higgins, Diana
11-08-863603-5-5720	87.89	10/08/2024	Higgins, Diana
10-09-876101-5-5720	31.99	10/08/2024	Higgins, Diana
10-09-876101-5-5720	487.71	10/08/2024	Higgins, Diana

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per page

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of

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Payment Center

64 Click search

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search

Reset

<input type="checkbox"/>	TXN00094101	Depot, Office	1862	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094135	Depot, Office	1862	AH	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094143	Depot, Office	1862	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094161	Depot, Office	1862	AH	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094179	Depot, Office	1862	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094190	Depot, Office	1862	AH	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094218	Depot, Office	1862	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094225	Depot, Office	1862	AH	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094237	Depot, Office	1862	AH	10/07/2024	10/04/2024	487.71	ODP BUS SOL LLC #

0 Selected | 26 items


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Review the "Sign Off AH Date" and "Sign Off AH Name" columns. The P-Cardholder and date of sign off will show in these fields. The "Sign off APR Date" and "Sign Off APR Name" fields will populate once the P-Cardholder's Supervisor signs off.

Clear Filters Columns										
Date Purchased	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
09/30/2024	121.48	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	121.48	10/04/2024	Higgins, Diana			Yes
10/01/2024	7.10	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	7.10	10/07/2024	Higgins, Diana			Yes
10/04/2024	20.63	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	20.63	10/08/2024	Higgins, Diana			Yes
10/02/2024	14.59	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	14.59	10/08/2024	Higgins, Diana			Yes
10/03/2024	93.82	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	93.82	10/08/2024	Higgins, Diana			Yes
10/03/2024	38.81	ODP BUS SOL LLC # 101078	✓ ✓ ✓	32-30-977902-5-5720	38.81	10/08/2024	Higgins, Diana			Yes
10/03/2024	98.55	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	98.55	10/08/2024	Higgins, Diana			Yes
10/02/2024	87.89	ODP BUS SOL LLC # 101078	✓ ✓ ✓	11-08-863603-5-5720	87.89	10/08/2024	Higgins, Diana			Yes
10/03/2024	31.99	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	31.99	10/08/2024	Higgins, Diana			Yes
10/04/2024	487.71	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	487.71	10/08/2024	Higgins, Diana			Yes



Ensure all transactions are reconciled and signed off prior to the Works Sweep date. The transactions must be reconciled and signed off early enough to allow time for sign off by the P-Cardholder's Supervisor.