

INSTRUCTIONS FOR ONLINE PROCESSING OF P-CARD TRANSACTIONS

P-Card transactions are accessed by logging into WORKS at: <https://payment2.works.com/works/session>.

Due dates for the P-Card reconciliations in WORKS, including allocation and sign off by the Reconciler and online approvals by the Approver, are listed on the P-CARD DUE DATES CALENDAR located at:

https://calendar.google.com/calendar/embed?src=apstate.edu_2tmks4feuij6jd3re6tubm5j74%40group.calendar.google.com&ctz=America%2FNew_York. Late online processing may cause the bank software to put a "hold" on the cardholder account until the online processing is completed.

RECONCILERS

IMPORTANT: Wait 2 days after cycle closes to run your statement in WORKS in order to assure all transactions for the cycle appear on the report.

Never manually enter fund/org or account numbers when completing transaction allocations. You must select the fund/org and account number from the drop down list that appears when you type the fund/account in the appropriate field. If you need a "refresher" on the processing requirements, there are screen prints available at <http://materials.appstate.edu/sites/materials.appstate.edu/files/pcardmanual-rotated.pdf>.

Each transaction must have an itemized invoice or receipt. The receipt must include unit prices, quantities, etc. Sales drafts and statements are not acceptable. Attach small receipts to a sheet of copy paper – STAPLE – do not tape over information printed on the receipt as tape causes the ink on the receipt to fade and be illegible.

FOOD PURCHASES – THIS POLICY HAS CHANGED RECENTLY (09/2018)

- A "Documentation of P-Card Purchase Form" is required when any food item purchased. (The form is available on the P-Card website.) The form must be signed by the cardholder and approver.

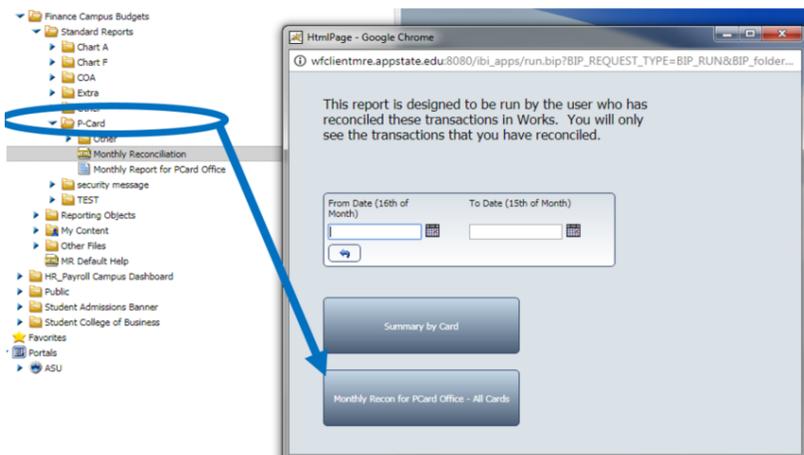
TRAVEL RELATED PURCHASES

- All travel related purchases (lodging, registration and transportation) must include a copy of an approved TRAVEL AUTHORIZATION form for the person traveling as part of the transaction documentation.

Write the transaction number (TXNxxxxxxx) on each piece of documentation associated with the transaction including the receipt.

The final scanned copy of the reconciliation report submitted to the PCard Office should be in landscape view from WebFocus (see screenshot below for report location). Note: The report should be printed after the online approvals have been completed and should have the Approver's

name printed on the report which will serve as an electronic signature. If transactions are highlighted in red they need online approvals completed. There is an approximate 4 hour lag time between completing entries in WORKS and the information showing on the WebFocus reports.



* WebFocus Report Availability with Signatures

Run after 2:00PM - for approvals completed between 10:00PM and 10:59AM.

Run after 5:00PM - for approvals completed between 11:00AM and 1:59PM.

Run after 8:30AM - for approvals completed between 2:00PM and 9:59PM.

Include report, receipts, and all supporting documentation in TXN number order as they appear on the report. Receipts smaller than 8 ½" x 11" should be stapled to an 8.5" x 11" sheet of paper. If there are additional forms required to document the purchase, please include the receipt and the additional documentation together with the TXN numbers written on each page. Obtain Cardholder and Reconciler signatures on the report (Reports must have original signatures and be kept in your office).

Scan the report and all supporting documentation in the order that they appear on the report and submit through Docuware by following the link on the P-Card Website in the section named: Docuware Links to Submit P-Card Reports

APPROVERS - Approvers must sign off all transactions online as well as signing the reconciliation report. For additional information on the approver's role, a video is available at <https://materials.appstate.edu/p-card-program>

APPALACHIAN STATE UNIVERSITY

2022-2023

Cycle Dates	Due Dates	PCARD RECONCILER & APPROVER ONLINE PROCESSING DATES
06/16/2022-07/15/2022	07/20/2022	All online allocations and RECONCILER sign off must be completed
	07/22/2022	All online APPROVER sign offs must be completed
07/16/2022-08/15/2022	08/22/2022	All online allocations and RECONCILER sign off must be completed
	08/24/2022	All online APPROVER sign offs must be completed
08/16/2022-09/15/2022	09/20/2022	All online allocations and RECONCILER sign off must be completed
	09/23/2022	All online APPROVER sign offs must be completed
09/16/2022-10/14/2022	10/20/2022	All online allocations and RECONCILER sign off must be completed
	10/24/2022	All online APPROVER sign offs must be completed
10/15/2022-11/15/2022	11/21/2022	All online allocations and RECONCILER sign off must be completed
	11/22/2022	All online APPROVER sign offs must be completed
		*Time between reconciliation and approver due dates shortened due to weekend Banner Feed Date
		*IMPORTANT-If the reconciler or approver will be off for the entire week of Thanksgiving, the reconciliations and approvals must be completed on <u>11/18/2022</u> .
11/16/2022-12/15/2022	12/20/2022	All online allocations and RECONCILER sign off must be completed
	12/21/2022	All online APPROVER sign offs must be completed
		*Time between reconciliation and approver due dates shortened due to Christmas holidays
12/16/2022-01/13/2023	01/19/2023	All online allocations and RECONCILER sign off must be completed
	01/24/2023	All online APPROVER sign offs must be completed
01/14/2023-02/15/2023	02/21/2023	All online allocations and RECONCILER sign off must be completed
	02/24/2023	All online APPROVER sign offs must be completed
02/16/2023-03/15/2023	03/21/2023	All online allocations and RECONCILER sign off must be completed
	03/23/2023	All online APPROVER sign offs must be completed
03/16/2023-04/14/2023	04/20/2023	All online allocations and RECONCILER sign off must be completed
	04/24/2023	All online APPROVER sign offs must be completed
04/15/2023-05/15/2023	05/22/2023	All online allocations and RECONCILER sign off must be completed
	05/24/2023	All online APPROVER sign offs must be completed
05/16/2023-06/15/2023	06/20/2023	All online allocations and RECONCILER sign off must be completed
	06/23/2023	All online APPROVER sign offs must be completed

DEADLINE FOR RECONCILIATION REPORTS WITH RECEIPTS & OTHER REQUIRED DOCUMENTATION

Electronically submitted reconciliation reports are due on the last day of the cycle closing month.

Example: Reports with the cycle close date of 01/15/2023 must be electronically submitted no later than 01/31/2023

PLEASE NOTE: If reports are not received by the due date, the associated PCard will be suspended until the report is received. Multiple occurrences of late report submissions will result in a "strike" towards the "three strike policy."

*****PLEASE MARK THESE DATES ON YOUR CALENDAR*****

RECONCILER AND APPROVERS ARE RESPONSIBLE FOR MEETING THE STATED DEADLINES

Receipt Requirements

The following information is required on the receipt. If information is missing, the Controller's Office may request additional information.

- a. The name & address of the seller or supplier
- b. The date of the transaction
- c. The receipt should be itemized
[a full description of the goods or services]
- d. The name of the card holder used for payment
[this should match the name on the reimbursement request]
- e. The type of payment/card [VISA, MasterCard, Amex, Discover]
- f. The last four digits of the card number
- g. The *balance due* should show that the expense has been paid in full or applied to the invoice
- h. Information must be in English or the department must provide a translation along with the receipt plus the currency conversion amount.

INSTRUCTIONS FOR PREPARING PCARD RECONCILIATION REPORTS AND SUBMISSION OF ELECTRONIC COPIES

1. Reconciliation Report printed in landscape view with cardholder and reconciler signatures. *The report must have the approver's name printed by the system and have no red highlighted transactions. (Red highlighted transactions indicate the Approver's need to complete the online approval process in WORKS.)*
2. Original Receipt - The following information is required on the receipt. If information is missing, the Controller's Office may request additional information.
 - a. The name & address of the seller or supplier
 - b. The date of the transaction
 - c. The receipt should be itemized [full description of goods or services]
 - d. The name of the cardholder used for payment
 - e. The type of payment/card [VISA]
 - f. The last four digits of the card number if available
 - g. The *balance due* should show that the expense has been paid in full or applied to the invoice
 - h. *Information must be in English or the department must provide a translation along with the receipt and include printed documentation of the currency conversion to US Dollars.*
3. *There must be a Business Purpose entered in the comments section (located at the bottom of the allocation screen) when allocating each transaction. The Business Purpose is an explanation of how the purchase benefits the university and must be printed on the Reconciliation Report.*
4. *There must be an Approved Travel Authorization prior to making any travel related charges, i.e. registration payment or airline ticket purchases. A copy of the Approved Travel Authorization with the TXN for the travel related purchase written on the form should be included in the Reconciliation Report located directly behind the receipt for purchase.*
5. Insert Documentation for PCard Purchase form as required. **See *When to Use the Documentation of PCard Purchase Form for additional details.* Form should have the TXN number for the purchase written on it and be located directly behind the receipt for purchase.
6. Email containing approval when prior approval is requested and granted. The email documentation should have the TXN number for the purchase written on it and be located directly behind the receipt for purchase.

ORDER OF REPORTS, RECEIPTS & DOCUMENTATION:

1. Reconciliation Report printed in landscape view with cardholder and reconciler signatures. *The scanned report must have the approver's name printed by the system and have no red highlighted transaction*
2. All receipts with any required documentation placed directly behind the receipt are to be placed in the order they appear on the Reconciliation Report.

INSTRUCTIONS FOR SUBMITTING ELECTRONIC COPIES OF RECONCILIATION REPORTS

SCAN CARDHOLDER'S ENTIRE REPORT AS ONE PDF DOCUMENT (as it would have been sent to our office when original reports were being submitted).

SAVE THE FILE LOCALLY ON YOUR COMPUTER. ("P" or "M" Drive is suggested so the file will be backed up by the university IT Department.)

FILE NAMING CONVENTION Save the file as: Last Name, First Name (As it appears on Reconciliation Report) Space Last Four Digits of Card Space Cycle Close Date Space Total amount of Charges on Report Space Reconciler's user name (email address without the "@appstate.edu").

Example:

Fitchlee, Jane 2058 041519 \$1295.13 walljm

Goodwin, Judy 4209 041519 \$515.28 walljm

IMPORTANT: No sit down meals in restaurants are allowed to be charged on the PCard. Food that is delivered to and consumed on campus during meetings with an approved Business Purpose can be charged to the PCard. A Documentation of PCard Purchase form is required with the receipt in the Reconciliation Report.

Written approval from your Vice Chancellor is required prior to purchasing food to be consumed at meetings on campus where Faculty and Staff only are present.

Instructions for Submitting Monthly P-Card Report with Docuware

Please be aware that submitting your report does not require you to access Docuware.

There are two links on the PCard website (<https://materials.appstate.edu/p-card-program>)for use in submitting your reports.

- **"LINK FOR SUBMITTING INITIAL REPORT"**

- Use to submit your monthly report. Reports are due on the last day of the month of the cycle close date.
Example - Cycle closes on 07/15/2019; The electronic copy of the completed reports with receipts and all required documentation are due on 07/31/2019.
- Click on link to open form. Complete the form using information from the reconciliation report.
- For "*Total Charges on Submitted Report*" field, enter the total of charges listed at the bottom of your report. Please enter the total from the "AMOUNT" column. Do not include the total from the sales tax column that may appear if you have paid for prepared food, lodging expenses, etc. **(See attached for additional explanation).**
- After all of the fields have been completed, attach the reconciliation report by either "dragging and dropping" the report or you may Browse and select the report from it's location on your computer.
- The process of submitting the report is complete.
- You will receive a confirmation email. Please either save the email electronically or print the email and store it with your report. Docuware may need the confirmation email to troubleshoot the system should a problem occur.

- **"LINK FOR RESUBMITTING PCARD REPORT"**

- This link would be used to resubmit a report if:
 - Report was submitted and additional information is located that should have been included in the report, i.e. receipts, Travel Authorization, Documentation of PCard Purchase.
 - Report is reviewed by PCard Office Staff or auditors and additional information is requested.

PURCHASES USING UNIVERSITY PCARD

When to use the Documentation of PCard Purchases Form

If there is an approved Business Purpose for the purchase of any of the items listed here, complete a 'Documentation of PCard Purchase' form and include it behind the receipt in the Reconciliation Report.

If there is any question regarding the ability to make a purchase, please follow the instructions for requesting prior approval located at the end of this document.

(LISTED POLICY EXCERPTS FROM BASIC SPENDING GUIDELINES BY FUND SOURCE - Policy 501.16)

Items listed below as not allowable on State Funds *may be allowable* purchases using Non-State Funds (Foundation Funds).

4.1.14 Foundation Funds

4.1.14.1 (Project number range 2-27XXX and 992XXX-998XXX) All purchases must follow restrictions set by the donor. Any expenditure must be made prudently with the intent of the donor and best business practices in mind.

4.1.11 Unallowable Purchases from State Budget Codes

4.1.11.1 There are some purchases that are not allowable from state funds. Listed below is information about unallowable purchases:

2. The purchase of items for personal use is prohibited.

The following items are considered personal items.

- **Hand Sanitizer/Sanitizing Wipes**
- **Hand Soap**
- **Tissues**
- **Dishwashing liquid**
- **Calendars**
- **Planners**

3. The purchase of food, coffee, tea, drinks, candy, snacks, break refreshments, etc. for consumption by employees or guests is prohibited from state operating funds under all circumstances other than those provided for under university and state travel regulations. The travel regulations provide specific guidance as to allowable reimbursable expenses for meals when in travel status. State budget regulations do provide for the purchase of refreshments for coffee breaks not to exceed \$4.50/person for meetings/conferences which are planned in detail in advance, with a formal agenda or curriculum, where there is a formal written invitation to participants setting forth the calendar of events and the detailed schedule of costs, and there are twenty (20) or more participants per day. Specific information about situations in which coffee breaks can be paid from State funds may be found in the State Budget Manual at: <https://www.osbm.nc.gov/budget/state-agency-resources/manuals-instructions/documents/2015-Budget-Manual>. Purchases of food, flowers, and plants are permissible when purchased for use in research, education, or for consumption by research animals rather than for decorative or personal use.
4. The purchase of medications (pain relievers, aspirin, etc.) and/or medical supplies for staff/employees other than as may be required by federal or state regulations or for emergency first aid is not allowable.
7. The purchase or framing of pictures, art, diplomas, etc. for use in a personal office for decorative purposes is not allowed. Exceptions include the purchase/framing of motivational or informational wall hangings which are functional rather than decorative in nature.
9. The purchase of picnic items (paper plates, cups, napkins, forks, spoons, etc.) for office/employee use is not allowable.
10. The rental of portable water dispensers and the purchase of bottled water from state funds is not normally allowable and is considered a personal expense. A portable water dispenser can be rented or bottled water purchased from state appropriated or overhead funds only if there is a health/safety reason for the purchase. Examples would be if a temporary condition existed where water quality in a facility was below state standards or when university personnel (for example, Physical Plant personnel or farm personnel) are working under weather or other conditions where water is not available otherwise.

For rental of portable water dispensers for the use in public areas (for use of non ASU faculty/staff).

Complete a 'Documentation of PCard Purchase' Form and include with the receipt in the Monthly Reconciliation Report – For ongoing monthly rentals, one form (blanket) for the entire fiscal year can be prepared and included with the receipt in each Monthly Reconciliation Report.

11. The purchase of gifts or flowers for an employee or non-employee is considered a personal expense and is not allowable.

4.1.17 Discretionary Funds

****4.1.17.5 Floral purchases are subject to the following restrictions:**

****4.1.17.6 The purpose must be to express sympathy and support in the event of the hospitalization or death of either an employee, or a member of the employee's immediate family. The expenditure request must stipulate the recipient, their affiliation with the University and the reason for the purchase.**

4.3 Unallowable Purchases from State Budget Codes

4.3.1 There are some purchases that are specifically not allowable from state funds and are prohibited, including but not limited to:

The purchase of promotional or gift items to be distributed at a conference.

REQUESTING PRIOR APPROVAL

To request prior approval, please complete the "Gifts, Awards and Prizes" electronic form which can be found on the University Controller's webpage (<https://controller.appstate.edu/forms/all-forms>). Please review the Procedures for the Tax Reporting Threshold when completing the form.

YOU WILL RECEIVE AN EMAIL FROM YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR REGARDING THE DECISION FOR YOUR REQUEST.

IF YOUR REQUEST IS APPROVED, BY YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR AND THE REQUEST REQUIRES APPROVAL FROM THE TAX COMPLIANCE OFFICE, YOU WILL RECEIVE AN EMAIL FROM THEIR OFFICE.

IF A PCARD IS REQUESTED TO BE USED FOR PAYMENT, YOU WILL RECEIVE AN EMAIL FROM A PCARD OFFICE REPRESENTATIVE TO INFORM YOU WHETHER THE PCARD CAN BE USED TO MAKE THE PURCHASE OR IF ANOTHER FORM OF PAYMENT IS REQUIRED.

VERY IMPORTANT: IF APPROVAL IS GIVEN TO USE THE PCARD INCLUDE ALL APPROVAL EMAILS IN YOUR RECONCILIATION REPORT, LOCATED DIRECTLY BEHIND RECEIPT FOR THE PURCHASE.

**PROCESS FOR REQUESTING PRIOR APPROVAL FOR PURCHASES REQUIRING PRIOR
APPROVAL PER UNIVERSITY POLICY & PROCEDURES**

To request prior approval, please complete the "Gifts, Awards and Prizes" electronic form which can be found on the University Controller's webpage (<https://controller.appstate.edu/forms/all-forms>). Please review the Procedures for the Tax Reporting Threshold when completing the form.

YOU WILL RECEIVE AN EMAIL FROM YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR REGARDING THE DECISION FOR YOUR REQUEST.

IF YOUR REQUEST IS APPROVED, BY YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR AND THE REQUEST REQUIRES APPROVAL FROM THE TAX COMPLIANCE OFFICE, YOU WILL RECEIVE AN EMAIL FROM THEIR OFFICE.

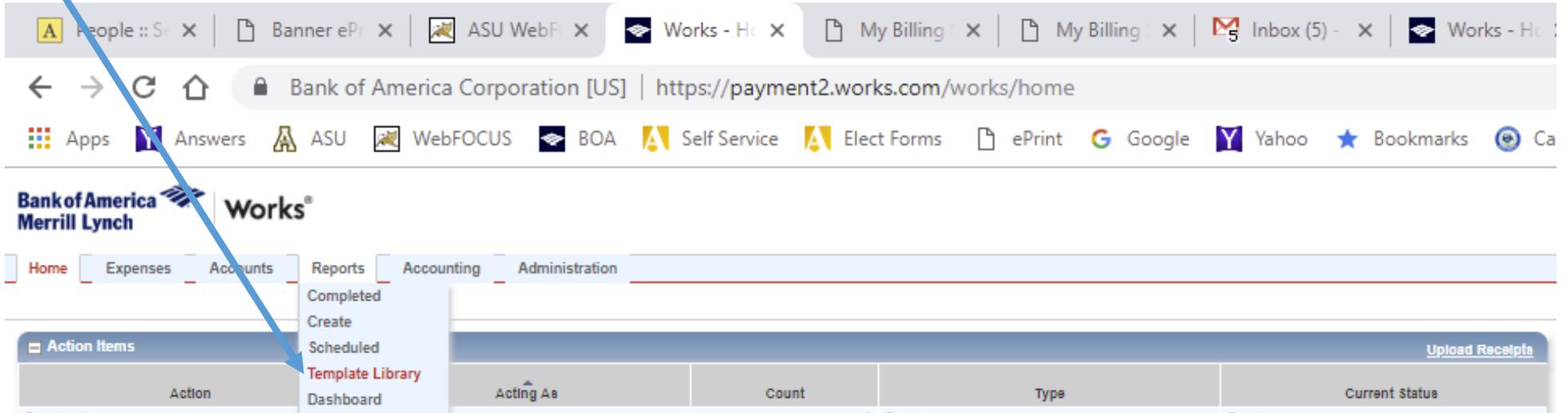
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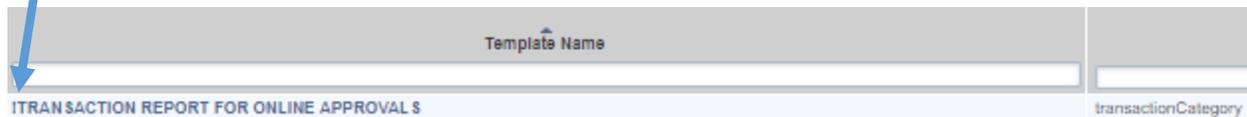
REPORT TO PROVIDE APPROVERS TO COMPLETE ONLINE APPROVALS

SIGN IN TO WORKS WITH YOUR RECONCILER USER NAME AND PASSWORD

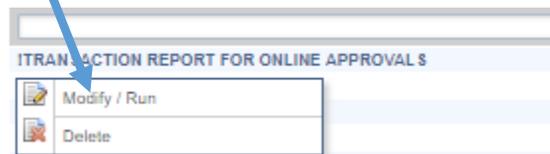
- CLICK ON REPORTS TAB > SELECT "TEMPLATE LIBRARY"



- HOVER YOUR MOUSE OVER AND CLICK ON REPORT TITLE "TRANSACTION REPORT FOR ONLINE APPROVALS"



- HOVER YOUR MOUSE OVER AND CLICK ON "MODIFY/RUN"



SCROLL TO BOTTOM OF PAGE AND CLICK ON "SUBMIT REPORT"

Output Format

Formats: Excel

PDF

Output Files: Full Details
 Summary Only

Paper:

Orientation: Portrait Landscape

Add Summary Data in Header

Add Signature Line to: Header Footer

Insert Page Break:

Delimited Text

Summary Grouping: ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

Save Template to Template Library

Template Name:

Description:

Sharing: Personal Shared Both

Scheduling and Expiration

Job Name:

Run for User(s): None selected

Schedule: Run Now
 Run Later
 Recurring

Report Expiration after: day(s)

- A “COMPLETED REPORTS” SECTION WILL APPEAR STATING Awaiting Processing or Processing 1 Submitted report.

Completed Reports					
		Queued At	Report Name	Status	New
		10/17/2018 01:01 PM CDT	ITRANSACTION REPORT FOR ONLINE APPROVAL S	Awaiting Processing (+)	

- ONCE THE REPORT IS COMPLETED YOU WILL HAVE A LINK LABELED “PDF”. CLICK ON “PDF” TO OPEN AND PRINT REPORT IN LANDSCAPE VIEW.

Created 1 report. Report can be downloaded from the table below.

Completed Reports					
		Queued At	Report Name	Status	New
		10/17/2018 01:01 PM CDT	ITRANSACTION REPORT FOR ONLINE APPROVAL S	Ready	 PDF

- **PLEASE USE THIS REPORT FOR COMPILING RECEIPTS/DOCUMENTATION, ALLOCATING TRANSACTIONS AND PROVIDING TRANSACTION DOCUMENTATION TO YOUR APPROVERS ONLY; DO NOT SUBMIT THIS REPORT TO THE PCARD OFFICE.**

- **Print the final reconciliation report from WebFocus Dashboard.** The report requires the cardholder and reconciler signatures only. You may have the approver sign the report as well, but the approvers name printed on the report will suffice as an electronic signature.

- PLEASE NOTE: IF THERE ARE TRANSACTIONS HIGHLIGHTED IN RED THOSE TRANSACTIONS HAVE NOT BEEN APPROVED ONLINE. THE FINAL REPORT YOU SUBMIT WILL HAVE THE APPROVERS NAME PRINTED BY THE SYSTEM AND NO HIGHLIGHTED TRANSACTIONS.

P-Card Reconciliation Instructions

When you Log in, this is the home Screen

Bank of America
Merrill Lynch

Works®

Home Expenses Reports

Welcome, JUDITH L (REC) GOODWIN - [Log Out](#)

Appalachian State University PCard

Action Items [Upload Receipts](#)

Action	Acting As	Count	Type	
Sign Off	Accountholder	249	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
ASU TRAINING CARDHOLDER 1	5999	50,000.00	871,145.81	(162,892.13)	(821,145.81)
ASU TRAINING CARDHOLDER 10	7826	50,000.00	248,289.63	50,000.00	(198,289.63)
ASU TRAINING CARDHOLDER 11	5903	50,000.00	123,611.74	50,000.00	(73,611.74)
ASU TRAINING CARDHOLDER 12	4646	50,000.00	110,545.50	50,000.00	(60,545.50)
ASU TRAINING CARDHOLDER 13	0559	50,000.00	129,716.24	50,000.00	(79,716.24)
ASU TRAINING CARDHOLDER 14	0062	50,000.00	123,818.04	50,000.00	(73,818.04)
ASU TRAINING CARDHOLDER 15	9663	50,000.00	296,840.03	50,000.00	(246,840.03)
ASU TRAINING CARDHOLDER 16	5543	50,000.00	121,837.51	50,000.00	(71,837.51)
ASU TRAINING CARDHOLDER 17	5842	50,000.00	181,452.34	50,000.00	(131,452.34)
ASU TRAINING CARDHOLDER 18	5265	50,000.00	355,909.19	50,000.00	(305,909.19)

21 items Show 10 per page Page: 1 of 3

My Announcements

Hi,
Welcome to the ASU P-Card Program Reconciler training.
I look forward to working with you on the App State P-Card program.
Have a good day!
Judy

Posted by your Program Administrator, SUSAN M (REC) POOLE, on April 6, 2018.

This is the first thing you should look at when you open your home screen at least once a month

These are the different card holders for which you reconcile for and their card numbers

Click on Expenses, Transactions, Accountholder and this screen opens. It shows all the transactions that you will be allocating. Make sure to be on the Pending Sign Off Tab.

Pending Sign Off Tab

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All >> [Clear Filters](#) [Columns](#)

Advanced Filter

- Date - 08/01/2018 - 04/15/20...
- 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

	Document	Account ID	Date Posted	Primary Accountholder	Comments	Vendor	Comp Val Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name
<input type="checkbox"/>	TXN00003453	9087	08/08/2018	Cardholder 3, ASU Training		LUFTHANSA CO.	x ✓ x	Unknown	1,777.50		731310				
<input type="checkbox"/>	TXN00003454	9087	08/08/2018	Cardholder 3, ASU Training		ENGINEERING, ARCHITECTURAL CO.	x ✓ x	Unknown	3,951.23						
<input type="checkbox"/>	TXN00003455	9087	08/08/2018	Cardholder 3, ASU Training		PUBLIC WAREHOUSING-FARM PR CO.	x ✓ x	Unknown	4,781.50						
<input type="checkbox"/>	TXN00003457	9087	08/08/2018	Cardholder 3, ASU Training		DAN HOTELS CO.	x ✓ x	Unknown	464.32		731240				
<input type="checkbox"/>	TXN00003458	9087	08/08/2018	Cardholder 3, ASU Training		EUROPE BY CAR CO.	x ✓ x	Unknown	2,205.98		743920				
<input type="checkbox"/>	TXN00003459	9087	08/08/2018	Cardholder 3, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	x ✓ x	Unknown	1,307.21		731310				
<input type="checkbox"/>	TXN00003460	9087	08/08/2018	Cardholder 3, ASU Training		ACCOUNTING, AUDITING AND B CO.	x ✓ x	Unknown	4,740.87						
<input type="checkbox"/>	TXN00003461	9087	08/08/2018	Cardholder 3, ASU Training		COURIER SERVICES-AIR OR GR CO.	x ✓ x	Unknown	1,212.07		736000				
<input type="checkbox"/>	TXN00003462	7945	08/08/2018	Cardholder 4, ASU Training		HERTZ CORPORATION CO.	x ✓ x	Unknown	178.86		743920				
<input type="checkbox"/>	TXN00003463	7945	08/08/2018	Cardholder 4, ASU Training		LUFTHANSA CO.	x ✓ x	Unknown	2,932.16		731310				

0 Selected | 17 items Show 10 per page Page: 1 of 2

Retry Automatch Mass Allocate Expense Report Attach Receipt Print Sign Off Upload Receipt

This is the number of transactions that you actually must attend to.

This is the number of transactions that you are showing on the screen. You can choose more, but if you choose to see more at a time, you will have to scroll every time you move around on the screen

Or you can choose the page you want to go to.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Clear Filters Columns

Advanced Filter

Date - 03/16/2019 - 04/15/20... 

03/16/2019 - 04/15/2019 

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

Document Account ID Date Posted Primary Accountholder Comments Vendor Comp|Val|Auth Receipt Purchase Amount GL01: Fund/Org GL02: Account Sign Off AH Date Sign Off APR Date Sign Off APR Name Sign Off AH Name

No data available in table

Click retain settings so that the next time you go to this page, your dates will remain and you won't have to choose the dates again. Click on the Calendar Icon to be able to change your cycle dates

When you click on the calendar, this window comes up and you can select the dates of the cycle.

If you are working on the transactions throughout the month, you would click on the: Cycle to Date button. If you are working on the transactions after the cycle closes (after the last day of the cycle), you would click on the: Previous Cycle button- see below.

Bank of America Merrill Lynch Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 03/16/2019 - 04/15/20... 

03/16/2019 - 04/15/2019 

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

0 Selected | 0 items

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

Select Dates

24	25	26	27	28				
2				1	2	M		
0	3	4	5	6	7	8	9	A
1	10	11	12	13	14	15	16	R
9	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
2		1	2	3	4	5	6	A
0	7	8	9	10	11	12	13	P
1	14	15	16	17	18	19	20	R
9	21	22	23	24	25	26	27	
	28	29	30					
2			1	2	3	4		M
0	5	6	7	8	9	10	11	A
1	12	13	14	15	16	17	18	Y
9	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
2						1		J

MM DD YY

- 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
- Today
- Custom

Apply to

OK Cancel

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Date	Primary Accountholder	Comments	Vendor	Comp Val Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off APR Date	Sign Off APR Name	Sign Off AH Name
<input type="checkbox"/>	TXN00003453	9087	08/08/2018	Cardholder 3, ASU Training		ANSA CO.	x v x	Unknown	1,777.50		731310				
<input type="checkbox"/>	TXN00003454	9087	08/08/2018	Cardholder 3, ASU Training		ENGINEERING, ARCHITECTURAL CO.	x v x	Unknown	3,951.23						
<input type="checkbox"/>	TXN00003455	9087	08/08/2018	Cardholder 3, ASU Training		PUBLIC WAREHOUSING-FARM PR CO.	x v x	Unknown	4,781.50						
<input type="checkbox"/>	TXN00003457	9087	08/08/2018	Cardholder 3, ASU Training		DAN HOTELS CO.	x v x	Unknown	464.32		731240				
<input type="checkbox"/>	TXN00003458	9087	08/08/2018	Cardholder 3, ASU Training		EUROPE BY CAR CO.	x v x	Unknown	2,205.98		743920				
<input type="checkbox"/>	TXN00003459	9087	08/08/2018	Cardholder 3, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	x v x	Unknown	1,307.21		731310				
<input type="checkbox"/>	TXN00003460	9087	08/08/2018	Cardholder 3, ASU Training		ACCOUNTING, AUDITING AND B CO.	x v x	Unknown	4,740.87						
<input type="checkbox"/>	TXN00003461	9087	08/08/2018	Cardholder 3, ASU Training		COURIER SERVICES-AIR OR GR CO.	x v x	Unknown	1,212.07		736000				
<input type="checkbox"/>	TXN00003462	7945	08/08/2018	Cardholder 4, ASU Training		HERTZ CORPORATION CO.	x v x	Unknown	178.86		743920				
<input type="checkbox"/>	TXN00003463	7945	08/08/2018	Cardholder 4, ASU Training		LUFTHANSA CO.	x v x	Unknown	2,932.16		731310				

0 Selected | 17 items Show 10 per page Page: 1 of 2

Click on the two-headed arrow to close the calendar window to give you more room on your screen.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Date	Primary Accountholder	Comments	Vendor	Comp Val Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off APR Date	Sign Off APR Name	Sign Off AH Name
<input type="checkbox"/>	TXN00003453	9087	08/08/2018	Cardholder 3, ASU Training		LUFTHANSA CO.	x v x	Unknown	1,777.50		731310				
<input type="checkbox"/>	TXN00003454	9087	08/08/2018	Cardholder 3, ASU Training		ENGINEERING, ARCHITECTURAL CO.	x v x	Unknown	3,951.23						
<input type="checkbox"/>	TXN00003455	9087	08/08/2018	Cardholder 3, ASU Training		PUBLIC WAREHOUSING-FARM PR CO.	x v x	Unknown	4,781.50						
<input type="checkbox"/>	TXN00003457	9087	08/08/2018	Cardholder 3, ASU Training		DAN HOTELS CO.	x v x	Unknown	464.32		731240				
<input type="checkbox"/>	TXN00003458	9087	08/08/2018	Cardholder 3, ASU Training		EUROPE BY CAR CO.	x v x	Unknown	2,205.98		743920				
<input type="checkbox"/>	TXN00003459	9087	08/08/2018	Cardholder 3, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	x v x	Unknown	1,307.21		731310				
<input type="checkbox"/>	TXN00003460	9087	08/08/2018	Cardholder 3, ASU Training		ACCOUNTING, AUDITING AND B CO.	x v x	Unknown	4,740.87						
<input type="checkbox"/>	TXN00003461	9087	08/08/2018	Cardholder 3, ASU Training		COURIER SERVICES-AIR OR GR CO.	x v x	Unknown	1,212.07		736000				
<input type="checkbox"/>	TXN00003462	7945	08/08/2018	Cardholder 4, ASU Training		HERTZ CORPORATION CO.	x v x	Unknown	178.86		743920				
<input type="checkbox"/>	TXN00003463	7945	08/08/2018	Cardholder 4, ASU Training		LUFTHANSA CO.	x v x	Unknown	2,932.16		731310				

0 Selected | 17 items Show 10 per page Page: 1 of 2

Allocate / Edit

Sign Off

View Full Details

Dispute

Retry Automatch

Mark Receipt Status

Add to Expense Report

Attach to Purchase Request

Manage Receipts

Print

Click on the arrow to the right of the TXN # and Select Allocate/Edit.

The Allocation Window will open

Vendor Name will default in the Description Field but it can be changed to say details of the purchase

Allocation Details -TXN00003465 - PUBLIC WAREHOUSING-FARM PR CO. | 08/08/2018 | Source Amount : 4,629.56 USD

Comp Val Auth	Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
x ✓ x	4,305.50	324.06	PUBLIC WAREHOUSING-FARM PR CO. - Purchase			

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,305.50	324.06	0.00	28608

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Num of Packa
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	190652729	168427953	David Rodriguez 53821-	John Robinson 210 ORDOVICIAN CUTOFF 14 070350000	20.00 kgs	603.64	
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	164031425	490512862	Matthew Allen 14 9 537060000	Deborah Martin 1212 COLLEGIATE AVE 028400000	128.00 kgs	1,589.32	
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	612112673	824199615	Robert Martin 14 9 842 SARATOGA EXPY 55414	Shirley Walker 334 belgrade grade 03801-	188.00 lbs	2,112.54	

In the Reference & Tax section, under the Tax Status column, choose Non-Taxable Purchase and it will remove the tax from the screen.

Allocation Details -TXN00003465 - PUBLIC WAREHOUSING-FARM PR CO. | 08/08/2018 | Source Amount : 4,781.50 USD

Purchase Amount: 4,781.50 Tax Amount: 334.70 Allocation Total: 4,781.50 | 100% Variance: 0.00

Comp Val Auth	Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
x ✓ x	4,446.80	334.70	PUBLIC WAREHOUSING-FARM PR CO. - Purchase			

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	4,446.80	334.70	0.00	28608

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Num of Packa
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	664286560	115223326	Dorothy Thomas 650 DRUMMOND BYWAY 279490000	Michael Lopez 14 9 7309 BLINKENHEIMER EXPY 02882-0000	239.00 kgs	4,446.80	

Once you have made sure that it is a Non-Taxable Purchase, now you start allocating funds. These fields should already be populated with your default information (FOAP), but if it doesn't, Click in the GL01: Fund/Org box. All the funds that you have available for you to use, should be in your drop down menu. If they are not, you will need to contact us to add the funds that you need in Works.

NEVER HARD CODE A FUND/ORG, ACCOUNT NUMBER OR THE GL03: ACTIVITY CODE IN THE BOXES!
YOU MUST SELECT IT FROM THE DROP DOWN LIST.

If you type the information in these fields, it will give us an exception and not upload properly into Banner.

The screenshot displays the 'Allocation Details' screen in the Bank of America Works application. The main header shows 'Allocation Details - TXN00003455 - PUBLIC WAREHOUSING-FARM PR CO.' with a source amount of 4,781.50 USD. The 'GL01: Fund/Org' dropdown menu is open, showing a list of fund options including '101340-330100 | Child Care Center', '102220-265050 | Art', '109500-410300 | Motor Pool', '110300-410000 | Pp-Acad Bldg/Ground', '110310-410000 | Phy Plant Admin', and '110316-410000 | Phy Plant Revenue'. A grey arrow points to the dropdown menu. The screen also shows a table for 'Reference & Tax' and a 'Courier/Shipping Summary' table.

The GL01: Fund/Org box should already be populated with your Default Fund/Org., but if you have other funds, you can choose them from this box. You can start typing the number or name and it will give you the options that you have. You then choose it from the list. When you have selected your fund, it will take you to the next field, if it does not, hit the tab key and it will move you to the GL02.

Bank of America Merrill Lynch Works®

Allocation Details - TXN0003465 - PUBLIC WAREHOUSING-FARM PR CO. 08/08/2018 | Source Amount : 4,781.50 USD

Purchase Amount: 4,781.50 Tax Amount: 334.70 Allocation Total: 4,781.50 | 100% Variance: 0.00

Comp Val Auth	Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
x ✓ x	4,781.50	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase			

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	4,781.50	0.00		

Transaction Detail - 4225 (PUBLIC WAREHOUSING-FARM PROD,REFRIDGERAT)

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Number of Packages	Ta Am
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	664286560	115223326	Dorothy Thomas 650 DRUMMOND BYWAY 279490000	Michael Lopez 14 9 7309 BLINKENHEIMER EXPY 02882-0000	239.00 kgs	4,446.80	1	370

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	334.70	1	334.70

Buttons: Save, Save and Allocate Next, Close

Click in the GL02: Account. Select from the Drop Down list to choose the Account Code. You can start typing the number or name and it will give you the options that you have. You then choose it from the list. The Account Code is associated with what the purchase type is, (ie. Office Supplies) When you have selected your Account number, it should take you to the next field, if it does not, hit the tab key.

Bank of America Merrill Lynch Works®

Allocation Details - TXN0003455 - PUBLIC WAREHOUSING-FARM PR CO. 08/08/2018 | Source Amount : 4,781.50 USD

Purchase Amount: 4,781.50 Tax Amount: 334.70 Allocation Total: 4,781.50 | 100% Variance: 0.00

Comp Val Auth	Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
x ✓ x	4,781.50	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110310-410000	736000	

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	4,781.50	0.00	0.00	28608

Transaction Detail - 4225 (PUBLIC WAREHOUSING-FARM PROD,REFRIDGERAT)

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Number of Packages	Ta Am
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	664286560	115223326	Dorothy Thomas 650 DRUMMOND BYWAY 279490000	Michael Lopez 14 9 7309 BLINKENHEIMER EXPY 02882-0000	239.00 kgs	4,446.80	1	370

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	334.70	1	334.70

Buttons: Save, Save and Allocate Next, Close

Click the GL03: Activity. This box should already be populated with Null in the Activity Code.

You can add a line if you need to split a transaction into more than one fund. Click the duplicate button to determine how many lines you need to split your transaction into multiple funds. You can add as many lines as you need to.

The screenshot shows the Bank of America Works application interface. The main window displays transaction details for 'PUBLIC WAREHOUSING-FARM PR CO.' with a purchase amount of 4,781.50. A 'Duplicate' button is highlighted with a red arrow, indicating the process of adding new lines to split the transaction. The interface includes a navigation menu on the left, a main data table, and a 'Courier/Shipping Summary' section at the bottom.

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
1 line	(Non-taxable Purchase)	0.00	0.00	0.00	28608

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Number of Packages	Tax Amount	Disc Amc
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	664286560	115223326	Dorothy Thomas 650 DRUMMOND BYWAY 279490000	Michael Lopez 14 9 7309 BLINKENHEIMER EXPY 02882-0000	239.00 kgs	4,446.80	1	370.56	44

When you add additional lines, you will need to put the amount in which you want to split from the original about. These columns should automatically populate from your original transaction. Copy and paste the Vendor information in the description box and then use the drop down lists to populate the GLO1 and GLO2 with the new fund/org(s).

Allocation Details -TXN0003455 - PUBLIC WAREHOUSING-FARM PR CO. 08/08/2018 | Source Amount : 4,781.50 USD

Purchase Amount: 4,781.50 Tax Amount: 334.70 Allocation Total: 5,281.50 | 110.457% Variance: -500.00

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
x ✓ x	4,781.50	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110310-410000	736000	Null
	500.00	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110321-410000	736000	Null

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	5,281.50	0.00	0.00	28608

Adjust Amount

Transaction Detail - 4225 (PUBLIC WAREHOUSING-FARM PROD,REFRIDGERAT)

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Number of Packages	Ta Amo
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	664286560	115223326	Dorothy Thomas 650 DRUMMOND BYWAY 279490000	Michael Lopez 14 9 7309 BLINKENHEIMER EXPY 02882-0000	239.00 kgs	4,446.80	1	370

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	334.70	1	334.70

Copy to Allocation

Save Save and Allocate Next Close

Variance amount should be 0.00

Make sure that when you Split the transactions to additional lines that you deduct that amount from the first line so that the Variance does not show a Negative \$ amount.

Once you have completed the Allocations, you will need to add a Comment. You may have to scroll down to the bottom of the page to get to the Add Comment section.

Allocation Details -TXN0003455 - PUBLIC WAREHOUSING-FARM PR CO. 08/08/2018 | Source Amount : 4,781.50 USD

Purchase Amount: 4,781.50 Tax Amount: 334.70 Allocation Total: 4,781.50 | 100% Variance: 0.00

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
x ✓ x	4,281.50	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110310-410000	736000	Null
	500.00	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110321-410000	736000	Null

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase			0.00	28608

Adjust Amount

Transaction Detail - 4225 (PUBLIC WAREHOUSING-FARM PROD,REFRIDGERAT)

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Number of Packages	Ta Amo
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	664286560	115223326	Dorothy Thomas 650 DRUMMOND BYWAY 279490000	Michael Lopez 14 9 7309 BLINKENHEIMER EXPY 02882-0000	239.00 kgs	4,446.80	1	370

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	334.70	1	334.70

Copy to Allocation

Comments

Add Comment

Save Save and Allocate Next Close

Click Add Comment

Allocation Details - TXN00003495 - PUBLIC WAREHOUSING-FARM PR CO. 08/08/2018 | Source Amount : 4,781.50 USD

Purchase Amount: 4,781.50 Tax Amount: 334.70 Allocation Total: 4,781.50 | 100% Variance: 0.00

Comp(Val)Auth	All Values Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
<input type="checkbox"/>	4,281.50	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110310-410000	736000	Null
<input type="checkbox"/>	500.00	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110321-410000	736000	Null

0 Selected | 2 Items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status
	Non-taxable Purchase

Transaction Detail - 4225 (PUBLIC WAREHOUSING-FARM PROD,REFRID)

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	66428650

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	334.70	1	334.70

Copy to Allocation

Comments

Add Comment

Save Save and Allocate Next Close

Add Comment

Comments: This is where the Business Purpose for the Expense should go. (How does this expense benefit the University?)

OK Cancel

Once you add a comment, IT CAN NOT BE REMOVED OR DELETED! You can only add another comment, so check your spelling and what you want to say carefully before you hit the OK Button!

Allocation Purchase Amount: 4,781.50 Tax Amount: 334.70 Allocation Total: 4,781.50 | 100% Variance: 0.00

All Values		Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity	
Comp Val Auth	Amount						
<input type="checkbox"/>	x ✓ x	4,281.50	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110310-410000	736000	Null
<input type="checkbox"/>		500.00	0.00	PUBLIC WAREHOUSING-FARM PR CO. - Purchase	110321-410000	736000	Null

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	4,781.50	0.00	0.00	28608

Adjust Amount

Transaction Detail - 4225 (PUBLIC WAREHOUSING-FARM PROD,REFRIDGERAT)

Courier/Shipping Summary

Pickup Date	Courier/Service	Tracking #	Customer Reference	Sender	Destination	Weight	Total Price	Number of Packages
08/08/2018	PUBLIC WAREHOUSING-FARM PR CO. / Shipping	664286560	115223326	Dorothy Thomas 650 DRUMMOND BYWAY 279490000	Michael Lopez 14 9 7309 BLINKENHEIMER EXPY 02882-0000	239.00 kgs	4,446.80	1

Goods & Services

Goods/Services	Price	Quantity	Total
Sales tax	334.70	1	334.70

Copy to Allocation

Comments

Add Comment

This is where the Business Purpose for the Expense should go. (How does this expense benefit the University?)
 JUDITH L (REC) GOODWIN | 06/07/2019

Your comment appears here

Save Save and Allocate Next Close

Once you have completed your allocations and comments, you click on the Save and Close Button.



Next, you will select the check box in front of the transaction that you just completed and the buttons at the bottom of the screen are now available. Click the Receipt Button to complete the receipt information.

Bank of America Merrill Lynch Works®

Welcome, JUDITH L (REC) GOODWIN - [Log Out](#)

Home Expenses Reports

Expenses > Transactions > Accountholder

Appalachian State University PCard

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Date Posted	Primary Accountholder	Comments	Vendor	Comp Val Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off APR Date	Sign Off APR Name	Sign Off AH Name
<input type="checkbox"/>	TXN00003453	9087	08/08/2018	Cardholder 3, ASU Training		LUFTHANSA CO.	x v x	Unknown	1,777.50		731310				
<input type="checkbox"/>	TXN00003454	9087	08/08/2018	Cardholder 3, ASU Training		ENGINEERING, ARCHITECTURAL CO.	x v x	Unknown	3,951.23						
<input checked="" type="checkbox"/>	TXN00003455	9087	08/08/2018	Cardholder 3, ASU Training	This is where the Business Purpose for the Expense (more)	PUBLIC WAREHOUSING-FARM PR CO.	✓ ✓ ✓	Unknown	4,781.50	110310-410000	736000				
<input type="checkbox"/>	TXN00003457	9087	08/08/2018	Cardholder 3, ASU Training		DAN HOTELS CO.	x v x	Unknown	464.32		731240				
<input type="checkbox"/>	TXN00003458	9087	08/08/2018	Cardholder 3, ASU Training		EUROPE BY CAR CO.	x v x	Unknown	2,205.98		743920				
<input type="checkbox"/>	TXN00003459	9087	08/08/2018	Cardholder 3, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	x v x	Unknown	1,307.21		731310				
<input type="checkbox"/>	TXN00003460	9087	08/08/2018	Cardholder 3, ASU Training		ACCOUNTING, AUDITING AND B CO.	x v x	Unknown	4,740.87						
<input type="checkbox"/>	TXN00003461	9087	08/08/2018	Cardholder 3, ASU Training		COURIER SERVICES-AIR OR GR CO.	x v x	Unknown	1,212.07		736000				
<input type="checkbox"/>	TXN00003462	7945	08/08/2018	Cardholder 4, ASU Training		HERTZ CORPORATION CO.	x v x	Unknown	178.86		743920				
<input type="checkbox"/>	TXN00003463	7945	08/08/2018	Cardholder 4, ASU Training		LUFTHANSA CO.	x v x	Unknown	2,932.16		731310				

1 Selected | 17 items Show 10 per page Page: 1 of 2

[Retry Automatch](#)
[Mass Allocate](#)
[Add to Expense Report](#)
[Attach](#)
[Receipt](#)
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YOU MUST HAVE A RECEIPT FOR EVERY PURCHASE

The screenshot shows the Bank of America Works interface. At the top, there is a navigation bar with 'Home', 'Expenses', and 'Reports'. Below this is a breadcrumb trail: 'Expenses > Transactions > Accountholder'. The main area displays a table of transactions for 'Appalachian State University PCard'. The table has columns for Document, Account ID, Date Posted, Primary Accountholder, Comments, Vendor, Comp/Val/Auth, Receipt, Purchase Amount, GL01: Fund/Org, GL02: Account, and Sign Off Date/Name. A dialog box titled 'Receipt' is open in the foreground, displaying an error message: 'Comments: This field is required.' Below the message are two radio buttons: 'No receipt' (selected) and 'Yes, I have the receipt'. There is also a text input field for 'Comments' and 'OK' and 'Cancel' buttons at the bottom.

Document	Account ID	Date Posted	Primary Accountholder	Comments	Vendor	Comp/Val/Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off Date	Sign Off Name
TXN0003464	7945	08/08/2018	Cardholder 4, ASU Training		ENGINEERING, ARCHITECTURAL CO.	x v x	Unknown	2,058.88				
TXN0003465	7945	08/08/2018	Cardholder 4, ASU Training	This is where the Business Purpose for the Expense (more)	PUBLIC WAREHOUSING-FARM PR CO.	v v v	Unknown	4,629.56	110310-410000	736000		
TXN0003467	7945	08/08/2018	Cardholder 4, ASU Training		DAN HOTELS CO.	x v x	Unknown	3,255.85		731240		
TXN0003468	7945	08/08/2018	Cardholder 4, ASU Training		EUROPE BY CAR CO.	x v x	Unknown	3,144.62		743920		
TXN0003469	7945	08/08/2018	Cardholder 4, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	x v x	Unknown	4,528.07		731310		
TXN0003470	7945	08/08/2018	Cardholder 4, ASU Training		ACCOUNTING, AUDITING AND B CO.	x v x	Unknown	873.97				
TXN0003471	7945	08/08/2018	Cardholder 4, ASU Training		COURIER SERVICES-AIR OR GR CO.	x v x	Unknown	3,037.76		736000		
TXN0003472	0254	02/17/2019	POOLE, SUSAN P		COMPUTER AND DATA PROCESSI CO.	x v x	Unknown	3,513.97				

Do not put a comment once you click: Yes, I have a receipt. Click ok.

This is a close-up of the 'Receipt' dialog box. It shows two radio buttons: 'No receipt' and 'Yes, I have the receipt'. The 'Yes, I have the receipt' option is selected. Below the radio buttons is a text input field labeled 'Comments:'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The screenshot displays the Bank of America Works interface for account holder transactions. The page title is "Transactions - Accountholder". A notification at the top states "Updated receipt status on 1 transaction." Below this is a table of transactions with columns for Document, Account ID, Date Posted, Primary Accountholder, Comments, Vendor, Comp/Val/Auth, Receipt, Purchase Amount, GLB: Fund/Org, and GLB: Account. Transaction TXN0003455 is selected, with a check box in the left margin. The comment for this transaction reads "This is where the Business Purpose for the Expense (copy)". At the bottom of the interface, there are several buttons: "Retry Automatic", "Mass Allocate", "Add to Expense Report", "Attach", "Receipt", "Print", "Sign Off", and "Upload Receipt". A grey arrow points to the "Sign Off" button.

Document	Account ID	Date Posted	Primary Accountholder	Comments	Vendor	Comp/Val/Auth	Receipt	Purchase Amount	GLB: Fund/Org	GLB: Account
TXN0003453	9587	06/06/2018	Cardholder 3, ASU Training		LUFTHANSA CO.	x - y - z	Unknown	1,777.50		731310
TXN0003454	9587	06/06/2018	Cardholder 3, ASU Training		ENGINEERING, ARCHITECTURAL CO.	x - y - z	Unknown	3,951.23		
<input checked="" type="checkbox"/> TXN0003455	9587	06/06/2018	Cardholder 3, ASU Training	This is where the Business Purpose for the Expense (copy)	PUBLIC WAREHOUSING-FARM PR CO.	x - y - z	Yes	4,781.50	110310-410000	736000
TXN0003457	9587	06/06/2018	Cardholder 3, ASU Training		DAN HOTELS CO.	x - y - z	Unknown	464.32		731240
TXN0003458	9587	06/06/2018	Cardholder 3, ASU Training		EUROPE BY CAR CO.	x - y - z	Unknown	2,295.90		743620
TXN0003459	9587	06/06/2018	Cardholder 3, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	x - y - z	Unknown	1,387.21		731310
TXN0003460	9587	06/06/2018	Cardholder 3, ASU Training		ACCOUNTING, AUDITING AND S CO.	x - y - z	Unknown	4,740.87		
TXN0003461	9587	06/06/2018	Cardholder 3, ASU Training		COURIER SERVICES-AIR OR GR CO.	x - y - z	Unknown	1,212.07		736000
TXN0003462	7545	06/06/2018	Cardholder 4, ASU Training		HERTZ CORPORATION CO.	x - y - z	Unknown	178.86		743620
TXN0003463	7545	06/06/2018	Cardholder 4, ASU Training		LUFTHANSA CO.	x - y - z	Unknown	2,932.16		731310

When You have completed the allocation, comments and receipting of a transaction, you click the check box in front of that transaction and the Buttons at the bottom are available to you now. You will click the Sign Off Button.

Once you sign off on all your transactions, they are no longer in your Pending Sign Off tab as they have automatically been forwarded to the Approvers que to be signed off by them.

Bank of America Merrill Lynch Works®

Welcome, JUDITH L (REC) GOODWIN - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

Appalachian State University PCard

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Clear Filters Columns

Document	Account ID	Date Posted	Primary Accountholder	Comments	Vendor	Comp Val Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off APR Date	Sign Off APR Name	Sign Off AH Name
No data available in table														

0 Selected | 0 items

Show 10 per page

Page: 1 of 0

Buttons: Retry Automatch, Mass Allocate, Add to Expense Report, Attach, Receipt, Print, Sign Off, Upload Receipt

You may view all the transactions that you have allocated and signed off on by clicking on the All Tab. You can search for any transaction that you have signed off on previously.

As you see over to the right of the window, your name appears as the AH (Account Holder). If you have these columns in your screen, you can now see the date that you signed off on the transactions. The next 2 columns show the Sign Off APR (Approver) date and APR Name. This shows that your Approver has not signed off on the transactions. When they sign off on the transactions, the date and their name will appear. Once your approver signs off on the transactions, you will need to wait approximately 4 hours until you can run your report in WebFocus.

Bank of America Merrill Lynch Works®

Welcome, JUDITH L (REC) GOODWIN - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

Appalachian State University PCard

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Clear Filters Columns

Advanced Filter

Date: 08/01/2018 - 06/07/2019

Retain settings

Document	Account ID	Date Posted	Primary Accountholder	Comments	Vendor	Comp Val Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off APR Date	Sign Off APR Name	Sign Off AH Name
TXN00003452	9087	08/08/2018	Cardholder 3, ASU Training	Rental car for Conference in Atlanta (more)	HERTZ CORPORATION CO.	✓ ✓ ✓	Yes	1,486.83	multiple	743920	04/12/2019		GOODWIN, JUDITH L (REC)	
TXN00003453	9087	08/08/2018	Cardholder 3, ASU Training		LUFTHANSA CO.	✗ ✗ ✗	Unknown	1,777.50		731310				
TXN00003454	9087	08/08/2018	Cardholder 3, ASU Training		ENGINEERING, ARCHITECTURAL CO.	✗ ✗ ✗	Unknown	3,951.23						
TXN00003455	9087	08/08/2018	Cardholder 3, ASU Training	This is where the Business Purpose for the Expense (more)	PUBLIC WAREHOUSING-FARM PR CO.	✓ ✓ ✓	Unknown	4,781.50	110310-410000	736000				
TXN00003456	9087	08/08/2018	Cardholder 3, ASU Training	Not child care but Physical Plant (more)	CAMERA AND PHOTOGRAPHIC SU CO.	✓ ✓ ✓	Yes	981.52	multiple	751030	05/31/2019		GOODWIN, JUDITH L (REC)	
TXN00003457	9087	08/08/2018	Cardholder 3, ASU Training		DAN HOTELS CO.	✗ ✗ ✗	Unknown	464.32		731240				
TXN00003458	9087	08/08/2018	Cardholder 3, ASU Training		EUROPE BY CAR CO.	✗ ✗ ✗	Unknown	2,205.98		743920				
TXN00003459	9087	08/08/2018	Cardholder 3, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	✗ ✗ ✗	Unknown	1,307.21		731310				
TXN00003460	9087	08/08/2018	Cardholder 3, ASU Training		ACCOUNTING, AUDITING AND B CO.	✗ ✗ ✗	Unknown	4,740.87						
TXN00003461	9087	08/08/2018	Cardholder 3, ASU Training		COURIER SERVICES-AIR OR GR CO.	✗ ✗ ✗	Unknown	1,212.07		736000				

0 Selected | 42 items

Show 10 per page

Page: 3 of 5

Print

Mass Allocations

If you have more than one transaction for the same vendor or similar vendor that you purchased the same type of items from, with the same Fund/Org and Account Codes, you can select the transactions in the check boxes in front of the TXN #'s, click Mass Allocate Button at the bottom of the screen. A single box will open that will allow you to select the Fund/Org, Account and the Activity from the drop down boxes. You would select your codes from the drop downs listed to assign those funds to the selected transactions. Then you would click ok.

The screenshot displays a 'Transactions - Accountholder' window with a table of transactions. A 'Mass Allocate' dialog box is open, allowing the user to assign segment codes to selected transactions. The dialog includes the following text and controls:

- Header: **Mass Allocate**
- Instruction: Apply segment codes to each allocation line on 2 transaction(s).
- Fields:
 - GL01: Fund/Org
 - GL02: Account
 - GL03: Activity
- Options:
 - Retain original codes(s)
 - Delete original codes(s)
- Buttons: OK, Cancel

The background table contains the following data:

Document	Account ID	Date Posted	Primary Accountholder	Vendor	Comp Val Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off APR Date	Sign Off APR Name	Sign Off AH Name
TXN00003453	9087	08/08/2018	Cardholder 3, ASU Training	LUFTHANSA CO.	x ✓ x	Unknown	1,777.50		731310				
TXN00003454	9087	08/08/2018	Cardholder 3, ASU Training	ENGINEERING, ARCHITECTURAL CO.	x ✓ x	Unknown	3,951.23						
TXN00003455	9087	08/08/2018	Cardholder 3, ASU Training	PUBLIC WAREHOUSING-FARM PR CO.	x ✓ x	Unknown	4,781.50						
TXN00003457	9087	08/08/2018	Cardholder 3, ASU Training						731240				
TXN00003458	9087	08/08/2018	Cardholder 3, ASU Training						743920				
TXN00003459	9087	08/08/2018	Cardholder 3, ASU Training						731310				
TXN00003460	9087	08/08/2018	Cardholder 3, ASU Training										
TXN00003461	9087	08/08/2018	Cardholder 3, ASU Training						736000				
TXN00003462	7945	08/08/2018	Cardholder 4, ASU Training						743920				
TXN00003463	7945	08/08/2018	Cardholder 4, ASU Training						731310				
TXN00003464	7945	08/08/2018	Cardholder 4, ASU Training										
TXN00003465	7945	08/08/2018	Cardholder 4, ASU Training						0-410000				
TXN00003467	7945	08/08/2018	Cardholder 4, ASU Training						731240				
TXN00003468	7945	08/08/2018	Cardholder 4, ASU Training	EUROPE BY CAR CO.	x ✓ x	Unknown	3,144.62		743920				
TXN00003469	7945	08/08/2018	Cardholder 4, ASU Training	SUNWORLD INTERNATIONAL AIR CO.	x ✓ x	Unknown	4,528.07		731310				
TXN00003470	7945	08/08/2018	Cardholder 4, ASU Training	ACCOUNTING, AUDITING AND B CO.	x ✓ x	Unknown	873.97						
TXN00003471	7945	08/08/2018	Cardholder 4, ASU Training	COURIER SERVICES-AIR OR GR CO.	x ✓ x	Unknown	3,037.76		736000				
TXN00003472	0254	02/17/2019	POOLE, SUSAN P.	COMPUTER AND DATA PROCESSI CO.	x ✓ x	Unknown	3,513.97						

At the bottom of the window, there are buttons for 'Retry Automatch', 'Mass Allocate', 'Add to Expense Report', 'Attach', 'Receipt', 'Print', 'Sign Off', and 'Upload Receipt'. The status bar shows '2 Selected | 18 items' and 'Show 25 per page'.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Date Posted	Primary Accountholder	Comments	Vendor	Comp/Val/Auth	Receipt	Purchase Amount	GL01: Fund/Org	GL02: Account	Sign Off AH Date	Sign Off APR Date	Sign Off APR Name	Sign Off AH Name
<input type="checkbox"/>	TXN00003463	9087	08/08/2018	Cardholder 3, ASU Training		LUFTHANSA CO.	x v x	Unknown	1,777.50		731310				
<input type="checkbox"/>	TXN00003464	9087	08/08/2018	Cardholder 3, ASU Training				Unknown	3,951.23						
<input type="checkbox"/>	TXN00003465	9087	08/08/2018	Cardholder 3, ASU Training				Unknown	4,781.50						
<input type="checkbox"/>	TXN00003467	9087	08/08/2018	Cardholder 3, ASU Training				Unknown	464.32		731240				
<input type="checkbox"/>	TXN00003468	9087	08/08/2018	Cardholder 3, ASU Training				Unknown	2,205.98		743920				
<input type="checkbox"/>	TXN00003469	9087	08/08/2018	Cardholder 3, ASU Training				Unknown	1,307.21		731310				
<input type="checkbox"/>	TXN00003460	9087	08/08/2018	Cardholder 3, ASU Training				Unknown	4,740.87						
<input type="checkbox"/>	TXN00003461	9087	08/08/2018	Cardholder 3, ASU Training				Unknown	1,212.07		736000				
<input type="checkbox"/>	TXN00003462	7945	08/08/2018	Cardholder 4, ASU Training				Unknown	178.86		743920				
<input type="checkbox"/>	TXN00003463	7945	08/08/2018	Cardholder 4, ASU Training				Unknown	2,932.16		731310				
<input type="checkbox"/>	TXN00003464	7945	08/08/2018	Cardholder 4, ASU Training				Unknown	2,058.88						
<input checked="" type="checkbox"/>	TXN00003465	7945	08/08/2018	Cardholder 4, ASU Training	This is where the Busine			Yes	4,629.56	110310-410000	736000				
<input type="checkbox"/>	TXN00003467	7945	08/08/2018	Cardholder 4, ASU Training				Unknown	3,255.85		731240				
<input type="checkbox"/>	TXN00003468	7945	08/08/2018	Cardholder 4, ASU Training				Unknown	3,144.62		743920				
<input type="checkbox"/>	TXN00003469	7945	08/08/2018	Cardholder 4, ASU Training		SUNWORLD INTERNATIONAL AIR CO.	x v x	Unknown	4,528.07		731310				
<input type="checkbox"/>	TXN00003470	7945	08/08/2018	Cardholder 4, ASU Training		ACCOUNTING, AUDITING AND B CO.	x v x	Unknown	873.97						
<input type="checkbox"/>	TXN00003471	7945	08/08/2018	Cardholder 4, ASU Training		COURIER SERVICES-AIR OR GR CO.	x v x	Unknown	3,037.76		736000				
<input type="checkbox"/>	TXN00003472	0254	02/17/2019	POOLE, SUSAN P		COMPUTER AND DATA PROCESSI CO.	x v x	Unknown	3,513.97						

1 Selected | 18 items Show 25 per page Page: 1 of 1

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

You would still need to go into each transaction and put the comments (the Business Purpose for the transaction) in as you have with every transaction and then click the receipt button and say if you have the receipt.

Billing Statement: 09/15/2018 to 10/15/2018 Card # **XXXX** Group Name: MATERIALS MANAGEMENT-BUYERS Run Date: 10/23/2018
 Card Holder: **Card Holder Name** Card Holder: _____ Date: _____
 Reconciler: GOODWIN, JUDITH L (REC) Reconciler: _____ Date: _____
 Approver: . Approver: _____ Date: _____

I, under penalties of perjury and serving the role(s) as indicated, do hereby certify by signing hereon that this is a true and accurate statement of expenses incurred on behalf of Appalachian State University, that the card was used by the named cardholder only and that any event expenses, if applicable, have been reviewed and are deemed just and responsible.

Transaction	Posted	Fund	Account	Amount	Tax	Vendor	Allocation Desc	Trans Comments
TXN00472252	09/17/2018	109340	726000	85.70	.00	LOWES #01522	LOWES #01522	Office Supplies From Move and cleaning supplies for the office
TXN00476344	10/12/2018	109340	786700	24.75	.00	TYH WATER&COFFEE SRVC	TYH WATER&COFFEE SRVC	Bottled water used during the flushing of the lines at our new Sofield property location. AppState will not be paying for any additional bottled water after this payment
*TOTAL 8264				110.45	.00			

Total pages: 1 Card: 8264 #of Trans: 2

Billing Statement: 02/16/2019 to 03/15/2019 Card # **XXXX** Group Name: MATERIALS MANAGEMENT-BUYERS Run Date: 07/02/2019
 Card Holder: **Card Holder Name** Card Holder: _____ Date: _____
 Reconciler: GOODWIN, JUDITH L (REC) Reconciler: _____ Date: _____
 Approved by: **Approver Name**

I, under penalties of perjury and serving the role(s) as indicated, do hereby certify by signing hereon that this is a true and accurate statement of expenses incurred on behalf of Appalachian State University, that the card was used by the named cardholder only and that any event expenses, if applicable, have been reviewed and are deemed just and responsible.

Transaction	Posted	Fund	Account	Amount	Tax	Vendor	Allocation Desc	Trans Comments
TXN00498096	03/11/2019	109340	731190	149.00	.00	NCSU OPD INT	NCSU OPD INT	Registration Fee for the 2019 State Procurement Conference in Raleigh, NC
*TOTAL 6932				149.00	.00			

Total pages: 1 Card: 6932 #of Trans: 1