



LACARTE/P-CARD WORKS TRAINING GUIDE

TABLE OF CONTENTS

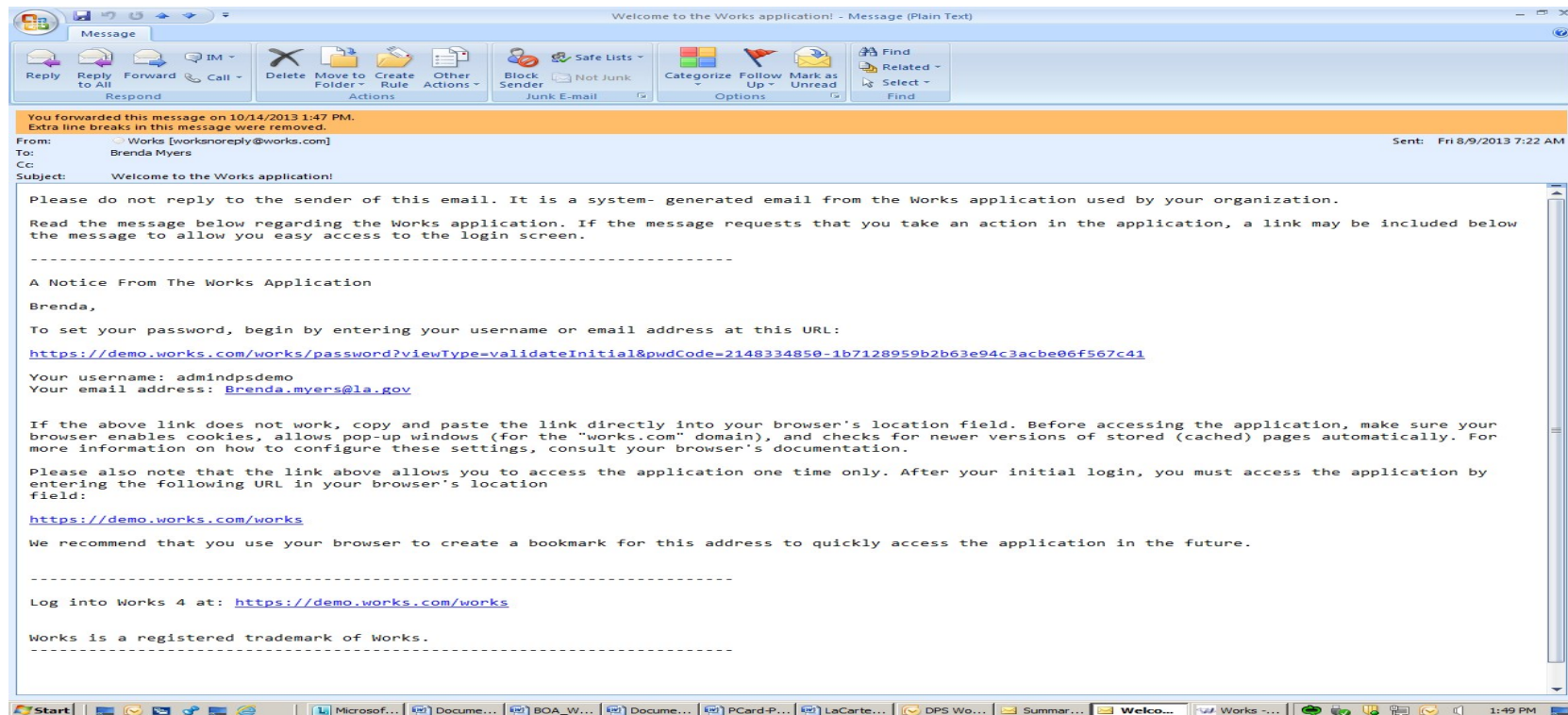
	<u>PAGE</u>
CREATING A PASSWORD	4
USER LOGIN	6
ALLOCATING TRANSACTIONS	7
Single Transaction	
Mass Transactions	
Adding Allocation Line/s	
Duplicate an Allocation Line	
Remove an Allocation Line	
SIGNING OFF ON TRANSACTIONS	24
Single Transactions	
Mass Transactions	

FLAGGING TRANSACTIONS	26
Raising a flag	
Removing a flag	
DISPUTING TRANSACTIONS	32
SWEEPING TRANSACTIONS	36
REPORTS	41
EDITING ALLOCATION RULES/GL RESTRICTIONS	50
DEADLINES	56
UPDATING PERSONAL SETTINGS: PASSWORD	57
LACARTE WORKS	

CREATING A PASSWORD

To access the Works application, a Program Administrator must add you as a user and assign you a username. Once you have been added to the system, a welcome email will automatically be sent to your email address that includes your username and information on how to set up your password.

Follow the instructions in the email.



- Click the first link in the email message.
- Enter your username and click OK as shown in the email.
- Create a password (must be eight characters, can be any combination of letters or numbers, and is case sensitive).
- Click the arrow in the **Question** field and select the desired security validation question(s).
- In the **Answer** field, answer the question(s) you specified in the previous step, then enter the same answer in the **Confirm** field.
- Click Ok. The Home Page will display.

Note: If your username is not working, your Program Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link in the Login page. "Forgot Your Password" displays and prompts you to enter your user name. After entering username and clicking Submit, the system will send you an email with instructions on how to create a new password. If you do not know your security validation answer(s), your Program Administrator can reset your password, which enables you to select new security validation question(s) and answer(s).

IMPORTANT: After clicking the link included in the email and setting a password, **DO NOT** attempt to access the Works application by using that link again. After initial use the link is rendered inactive.

Follow the steps below under **USER LOGIN** to now access the Works application.

USER LOGIN

UAT SITE: <https://payment2.works.com/works/home>.

PRODUCTION SITE: <https://payment2.works.com/works/>

Once the user enters the WORKS system, the log-in screen will appear as shown below. User will log-in using information provided in Works Welcome email.



About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#).

Login to Works

Organization:

Login Name:

Password:

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#)

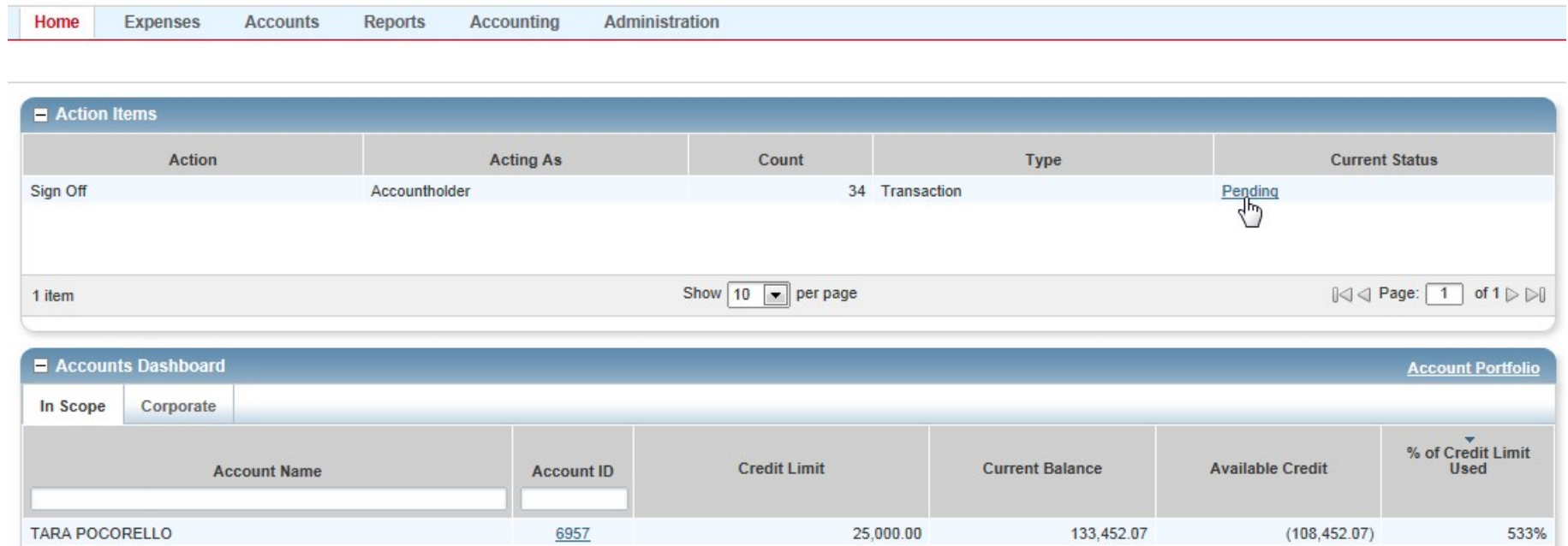
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ALLOCATING TRANSACTIONS

- Account/Card holders will only be able to view and allocate their transactions.
- Approvers/Manager/Supervisors will only be able to view and/or allocate (depending on how the workbook was set up) the Account/Card holder's transactions for which they have been set up to approve transactions.
- Accountants will be able to view and allocate all Account/Card holders' transactions after the transactions have been swept. □ Program Administrator will not be able allocate any transactions.

ALLOCATING A SINGLE TRANSACTION

Select **Pending** as shown below. **NOTE:** If **Pending Transactions** do not display on the **Home** page, click **Expenses >Transactions >Accountholder or Approver**. The Pending Transaction screen will display.



7

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder											
<div> <div>>></div> <div>Pending Sign Off</div> <div>Signed Off</div> <div>Flagged</div> <div>All</div> </div> <div>Clear Filters Columns</div>											
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input type="checkbox"/>	<input type="checkbox"/> TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	X ✓ X	---	4,734.68
<input type="checkbox"/>	<input type="checkbox"/> TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	X ✓ X	---	3,757.16
<input type="checkbox"/>	<input type="checkbox"/> TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	X ✓ X	---	1,150.61
<input type="checkbox"/>	<input type="checkbox"/> TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	X ✓ X	---	4,780.09
<input type="checkbox"/>	<input type="checkbox"/> TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	X ✓ X	---	2,544.07
<input type="checkbox"/>	<input type="checkbox"/> TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	X ✓ X	---	427.16
<input type="checkbox"/>	<input type="checkbox"/> TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	X ✓ X	---	2,739.38
<input type="checkbox"/>	<input type="checkbox"/> TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	X ✓ X	---	3,733.12
<input type="checkbox"/>	<input type="checkbox"/> TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	X ✓ X	---	727.38
<input type="checkbox"/>	<input type="checkbox"/> TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	X ✓ X	---	3,720.51

0 Selected | 34 Items Show 10 per page Page: 1 of 4

[Retry Automatch](#)
[Mass Allocate](#)
[Add to Expense Report](#)
[Attach](#)
[Sign Off](#)

Select **Allocate/Edit** from drop-down menu.

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder											
<div> <div>>></div> <div>Pending Sign Off</div> <div>Signed Off</div> <div>Flagged</div> <div>All</div> </div> <div>Clear Filters Columns</div>											
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input type="checkbox"/>	<input type="checkbox"/> TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	X ✓ X	---	4,734.68
<input type="checkbox"/>	<input type="checkbox"/> TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	X ✓ X	---	3,757.16
<input type="checkbox"/>	<input type="checkbox"/> TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	X ✓ X	---	1,150.61
<input type="checkbox"/>	<input type="checkbox"/> TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	X ✓ X	---	4,780.09
<input type="checkbox"/>	<input type="checkbox"/> TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	X ✓ X	---	2,544.07
<input type="checkbox"/>	<input type="checkbox"/> TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	X ✓ X	---	427.16
<input type="checkbox"/>	<input type="checkbox"/> TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	X ✓ X	---	2,739.38
<input type="checkbox"/>	<input type="checkbox"/> TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	X ✓ X	---	3,733.12
<input type="checkbox"/>	<input type="checkbox"/> TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	X ✓ X	---	727.38
<input type="checkbox"/>	<input type="checkbox"/> TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	X ✓ X	---	3,720.51

0 Selected | 34 Items Show 10 per page Page: 1 of 4

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[Mass Allocate](#)
[Add to Expense Report](#)
[Attach](#)
[Sign Off](#)

The screen below appears.

Allocation Details -TXN00001049 - METAL SERVICE CENTERS AND CO. 09/19/2013 | Source Amount : 4,734.68 USD

Allocation Purchase Amount: 4,734.68 Allocation Total: 4,734.68 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
* ✓ *	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase						

0 Selected | 1 item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,403.26	331.42	0.00	70806


☐ Adjust Amount

Transaction Detail - 5051 (METAL SERVICE CENTERS AND OFFICES)

Edit, if applicable. Enter codes in the following fields to identify how the segment will be allocated.

☐ GL01: Fund/Agency/Organization

- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

Note: If you are restricted to using predefined codes, click the browse icon () to select a code from the allocation pick list.

Click **Save** and then **Close**.

Allocation Details - TXN00001049 - METAL SERVICE CENTERS AND CO.
09/19/2013 | Source Amount : 4,734.68 USD

Allocation
Purchase Amount: 4,734.68
Allocation Total: 4,734.68 | 100%
Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
<input checked="" type="checkbox"/>	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase	4184182122 FINANCIAL SERV		3000 OT OPERATING SERVICE	01	4181102 ADM GEN PROJECT	

0 Selected | 1 item
[See More...](#)

[Remove](#)
[Add](#)
[Duplicate](#)

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,403.26	331.42	0.00	70806

☐ Adjust Amount

Transaction Detail - 5051 (METAL SERVICE CENTERS AND OFFICES)

[Save](#)
[Close](#)

The screen below appears after you have saved and closed the transaction. The first transaction has been completely allocated as there are three green checkmarks in the Comp/Val/Auth field. This same process must be completed on each transaction or you can allocate mass transactions.

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Welcome, TARA POCORELLO

Log Out

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>>

Pending

Sign Off

Signed Off

Flagged

All

Clear Filters

Columns

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp[Val]Auth	Allocation	Amount Allocated
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001049	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	<div><div>✓</div><div>✓</div><div>✓</div><div>✓</div></div>	4184182122--3000-01-4181102	4,734.68
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001050	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	3,757.16
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001051	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	1,150.61
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001052	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	4,780.09
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001053	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	2,544.07
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001054	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	427.16
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001055	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	2,739.38
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001056	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	3,733.12
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001057	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	727.38
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001058	9957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	<div><div>✗</div><div>✓</div><div>✓</div><div>✗</div></div>	----	3,720.51

0 Selected | 34 items

Show 10 per page

Page: 1 of 4

Retry Automatch

Mass Allocate

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Training Guides

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Visa

MasterCard

PCI Standards Council

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ALLOCATING MASS TRANSACTIONS

On the **Home** page, click **Pending** in the action field. Select the check box for desired **Documents**, then click **Mass Allocate** from action buttons.

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Merrill Lynch

Works

Welcome, TARA POCORELLO - Log Out

HomeExpensesAccountsReportsAccountingAdministration

Expenses > Transactions > Accountholder

LA DPS UAT

Signed off 1 transaction. View Details

Transactions - Accountholder

>>

PendingSign OffSigned OffFlaggedAll

Clear FiltersColumns

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp[Val]Auth	Allocation	Amount Allocated
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001050	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	<div></div>	----	3,757.16
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TXN00001051	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	<div></div>	----	1,150.61
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TXN00001052	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,780.09	STENOGRAPHIC SERVICES CO.	<div></div>	----	4,780.09
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001053	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	<div></div>	----	2,544.07
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001054	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	<div></div>	----	427.16
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001055	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	<div></div>	----	2,739.38
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001056	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	<div></div>	----	3,733.12
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001057	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	727.36	DIRECT MARKETING INSURANCE CO.	<div></div>	----	727.36
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001058	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	<div></div>	----	3,720.51
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001059	695Z	none	09/19/2013	09/19/2013	POCORELLO_TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	<div></div>	----	4,053.27

3 Selected | 33 Items

Show 10 per page

Page 1 of 4

Retry Automatic

Mass Allocate

Add to Expense Report

Attach

Sign Off

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The screen below appears.

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Works®

Welcome, TARA POCORELLO - [Log Out](#)

[Home](#)
[Expenses](#)
[Accounts](#)
[Reports](#)
[Accounting](#)
[Administration](#)

Expenses > Transactions > Accountholder

LA DPS UAT

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

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

Clear Filters

Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Compi(Val)/Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,757.16
<input checked="" type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	----	1,150.61
<input checked="" type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	----	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	STENOGRAPHIC SERVICES CO.	x ✓ x	----	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	STENOGRAPHIC SERVICES CO.	x ✓ x	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	STENOGRAPHIC SERVICES CO.	x ✓ x	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	STENOGRAPHIC SERVICES CO.	x ✓ x	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	STENOGRAPHIC SERVICES CO.	x ✓ x	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	STENOGRAPHIC SERVICES CO.	x ✓ x	----	3,720.51
<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	STENOGRAPHIC SERVICES CO.	x ✓ x	----	4,053.27

3 Selected | 33 Items

[Retry Automatch](#)
[Mass Allocate](#)
[Add to Expense Report](#)
[Attach](#)
[Sign Off](#)

GL01: ind/Agency/Organization

GL02: Activity

GL03: Object

GL04: Sub-Object

GL05: Agency/Reporting Category

84182122 | FINANCIAL SI

3100 | OFFICE SUPPLIES

01

4181102 | ADM GEN PROJE

Empty Segment Field(s) :

☒ Retain original codes(s)
☐ Delete original codes(s)

OK

Cancel

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[MasterCard](#)
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Click **OK**.

The screen below appears that shows the transactions have been completely allocated as there are three green checkmarks in the Comp/Val/Auth field.

LA DPS UAT

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

[Clear Filters](#) | [Columns](#) ▼

Page: 1 of 4

ADD ALLOCATION LINE(S)

When using the Add Allocation Line(s) function the system adds a blank row of coding to the transaction selected. This allows for breaking the transaction down into multiple lines of coding. If using this function you must edit the dollar amounts so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable, then click **Add**.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Signed off 3 of 3 transactions. [View Details](#)

Transactions - Accountholder

>> Pending Sign Off Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Comp/Val/Auth	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/IBFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha							2,544.07
TXN000010									427.16
TXN000010									2,739.38
TXN000010									3,733.12
TXN000010									727.38
TXN000010									3,720.51
TXN000010									4,053.27
TXN000010									878.43
TXN000010									3,593.22
TXN000010									3,232.74

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,365.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 items

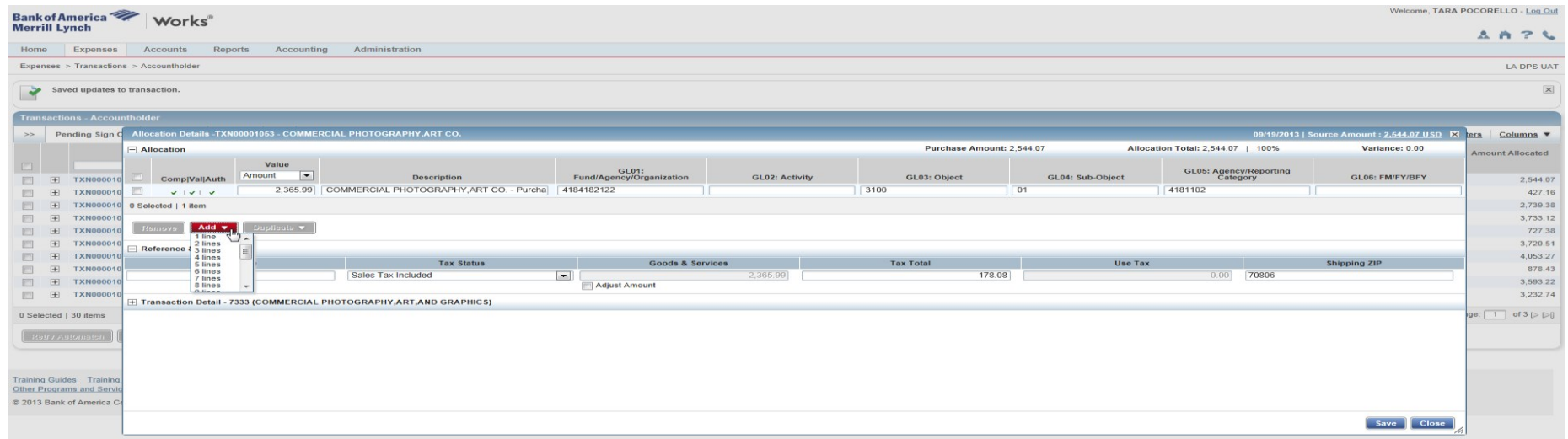
Happy Autocomplete

Training Guides Training Other Programs and Services

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Save Close

Select number of lines to add from drop-down menu. Select an option to allocate by from the **Value** drop-down menu, if needed. Enter the **amount or percentage** of the total purchase to be allocated in the **Value** text box, if needed.



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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Value	Description	Fund/Agency/Organization	GL01: Activity	GL02: Object	GL03: Sub-Object	GL04: Agency/Reporting Category	GL05: FM/FY/BFY	Amount Allocated
2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,544.07
								427.16
								2,739.36
								3,733.12
								3,727.36
								3,720.51
								4,053.27
								878.43
								3,593.22
								3,232.74

0 Selected | 1 Item

Remove Add Duplicate

Reference

1 line
2 lines
3 lines
4 lines
5 lines
6 lines
7 lines
8 lines
9 lines
10 lines

Value

Amount

Percentage

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 Items

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Save Close

The screen below will appear showing two allocation lines were added.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Comp/Vall/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
✓ ✓ ✓	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102	

0 Selected | 3 items

Remove Add Duplicates

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,365.99	178.08	0.00	70806

0 Selected | 30 items

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

Complete the allocation lines.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Comp/Vall/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
✓ ✓ ✓	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102	
	300.00	cleaning supplies	4184182119 FACILITY SERVIC		3200 OPERATING SUPPLIES -	01	4181512 IAT-OFFICE OF RISK	
	65.00	office supplies	4184182122 FINANCIAL SERV		3100 OFFICE SUPPLIES	03	4181702 ADM RIVERBOAT ST	

0 Selected | 3 items

Remove Add Duplicates

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,730.99	178.08	0.00	70806

0 Selected | 30 items

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

Click **Save** and **Close**.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

Saved updates to transaction.

Transactions - Accountholder

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Comp/Vall/Auth	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FMFY/BFY
✓ ✓ ✓	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purchase	4184182122		3100	01	4181102	
✓ ✓ ✓	300.00	cleaning supplies	4184182119		3200	01	4181512	
✓ ✓ ✓	65.00	office supplies	4184182122		3100	03	4181702	

0 Selected | 3 Items

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
Sales Tax Included		2,730.99	178.08	0.00	70806

0 Selected | 30 Items

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

The screen print below shows the multiple lines of allocation have been completely applied. However if the total allocated doesn't balance to the purchase amount you will not be able to sign off on the transaction.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

Saved updates to transaction.

Transactions - Accountholder

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Vall/Auth	Allocation	Amount Allocated
TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	✓ ✓ ✓	multiple	2,909.07
TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	---	427.16
TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	✗ ✓ ✗	---	2,739.38
TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	✗ ✓ ✗	---	3,733.12
TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	✗ ✓ ✗	---	727.38
TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	✗ ✓ ✗	---	3,720.51
TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	✗ ✓ ✗	---	4,053.27
TXN00001060	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	---	878.43
TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	✗ ✓ ✗	---	3,593.22
TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	✗ ✓ ✗	---	3,232.74

0 Selected | 30 Items

Show 10 per page

Page: 1 of 3

Duplicate an Allocation Line

When duplicating a line the system copies the allocation code on a line to another line for the same transaction. If using this function you must edit the dollar amounts to match so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✓ ✓ ✓	4184182120-3100-01-4181102	427.16
<input type="checkbox"/>	View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	✗ ✓ ✗	----	2,739.38
<input type="checkbox"/>	Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	✗ ✓ ✗	----	3,733.12
<input type="checkbox"/>	Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	✗ ✓ ✗	----	727.38
<input type="checkbox"/>	Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	✗ ✓ ✗	----	3,720.51
<input type="checkbox"/>	Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	✗ ✓ ✗	----	4,053.27
<input type="checkbox"/>	Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	----	878.43
<input type="checkbox"/>	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	✗ ✓ ✗	----	3,593.22
<input type="checkbox"/>	TXN00001063	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	✗ ✓ ✗	----	3,232.74
<input type="checkbox"/>							33.53	NEWS DEALERS AND NEWSSTAND CO.	✗ ✓ ✗	----	33.53

0 Selected | 29 Items

Show 10 per page

Page: 1 of 3

Retry Automatch Allocate Add to Expense Report Attach Sign Off

Select the check box beside the allocation line you want to duplicate. Click **Duplicate**.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

Saved updates to transaction.

Transactions - Accountholder

Pending Sign Off

Allocation Details - TXN00001054 - BUSINESS SERVICES NOT ELSE CO.

Purchase Amount: 427.16 Allocation Total: 427.16 | 100% Variance: 0.00

Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
397.26	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182120		3100	01	4181102		427.16
								2,739.36
								3,733.12
								727.36
								3,720.51
								4,053.27
								678.43
								3,583.22
								3,232.74
								33.53

1 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	397.26	29.90	0.00	70806

Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

0 Selected | 29 items

Save Close

Make modifications as needed to Description, GL Segments and/or Amounts, then click **Save**, then **Close**. Once again if the total allocated does not equal the purchase amount you will not be able to sign off on the transaction.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

Saved updates to transaction.

Transactions - Accountholder

Pending Sign Off

Allocation Details - TXN00001054 - BUSINESS SERVICES NOT ELSE CO.

Purchase Amount: 427.16 Allocation Total: 427.16 | 100% Variance: 0.00

Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
397.26	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182120		3100	01	4181102		427.16
	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182120		3100	01	4181102		2,739.36
								3,733.12
								727.36
								3,720.51
								4,053.27
								678.43
								3,583.22
								3,232.74
								33.53

0 Selected | 2 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	397.26	29.90	0.00	70806

Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

0 Selected | 29 items

Save Close

REMOVE AN ALLOCATION LINE

When using the Remove function the allocation that was previously applied will be completely removed. A new allocation will have to be applied.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS

Saved updates to transaction.

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY, ART CO.	✓ ✓ ✓	multiple	2,905.16
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	---	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLISH CO.	✗ ✓ ✗	---	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	✗ ✓ ✗	---	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	✗ ✓ ✗	---	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFECT CO.	✗ ✓ ✗	---	3,720.51
<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STORE CO.	✗ ✓ ✗	---	4,053.27
<input type="checkbox"/>	TXN00001060	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	---	878.43
<input type="checkbox"/>	TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	✗ ✓ ✗	---	3,593.22
<input type="checkbox"/>	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	✗ ✓ ✗	---	3,232.74

0 Selected | 30 items Show 10 per page Page: 1 of 3

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

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Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

Select the check box beside the allocation line you want to remove. Click **Remove**.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

✓ Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Comp/Vall/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
<input checked="" type="checkbox"/>	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,909.07
<input type="checkbox"/>	300.00	cleaning supplies	4184182119		3200	01	4181512		427.16
<input type="checkbox"/>	65.00	office supplies	4184182122		3100	03	4181702		2,739.38

1 Selected | 3 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,730.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

Removing the allocation line will require user to change the amounts to ensure the Allocation Total equals the Purchase Amount.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Pending Sign C Allocation Details: TXN0001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

8/15/2013 | Source Amount: 2,544.87 | 21.35% | Variance: 2,908.96

Purchase Amount: 2,544.87 Allocation Total: 543.08 | 21.35% Variance: 2,908.96

GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FWPY/BFY	Amount Allocated
4104182119		3200	01	4101512		2,909.07
4104182122		3100	03	4101702		427.16
						2,739.58
						3,733.12
						727.36
						3,726.51
						4,853.27
						879.43
						3,583.22
						3,232.74

0 Selected | 2 Items

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	305.36	176.06	0.00	79806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART AND GRAPHICS)

Save Close

Click **Save** and **Close**.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign C Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount: 2,544.07 USD X Users Columns

Purchase Amount: 2,544.07 Allocation Total: 543.08 | 21.35% Variance: 2,000.99

Comp/Vail/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
<input type="checkbox"/>	300.00	cleaning supplies	4184182119		3200	01	4181512		2,909.07
<input checked="" type="checkbox"/>	65.00	office supplies	4184182122		3100	03	4181702		427.16

0 Selected | 2 Items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	365.00	178.08	0.00	70806

☐ Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 Items

Retry Automatch

Save Close

IMPORTANT: Once all transactions have been properly allocated, cardholder must “sign-off”. This can be done individually or as a whole as shown in the **SIGNING OFF ON TRANSACTIONS** section.

SIGNING OFF ON TRANSACTIONS

- Account/Card holders will only be able to view and sign off on their transactions.

- Approvers/Manager/Supervisors will only be able to view and/or sign off (depending on how the workbook was set up) the Account/Card holder's transactions for which they have been set up to approve transactions.
- Accountants may sign off on transactions either manually or automatically (depending on how the workflow was set up) □
Program Administrators will not be able to sign off on any transactions.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number(s), and click **Sign Off**.

NOTE: You may sign off on one or more documents at the same time as long as allocation has been completed correctly.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

✓ Saved updates to transaction.

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	✓ ✓ ✓	4184182122-3000-01-4181102	4,734.68
<input type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	✗ ✓ ✗	----	3,757.16
<input type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	✗ ✓ ✗	----	1,150.61
<input type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	✗ ✓ ✗	----	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY, ART CO.	✗ ✓ ✗	----	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	✗ ✓ ✗	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	✗ ✓ ✗	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	✗ ✓ ✗	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	✗ ✓ ✗	----	3,720.51

1 Selected | 34 Items Show 10 per page Page: 1 of 4

Retry Automatch Mass Allocate Add to Expense Report Attach **Sign Off**

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Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

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Enter **Comments** if desired, then click OK. Confirmation message appears and the transaction is removed from the Pending Sign Offs View.

NOTE: The Comments field is optional in the system so it may be left blank or used at the agencies' discretion.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	✓ ✓ ✓	4184182122-3000-01-4181102	4,734.68
<input type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013			ING AND DISINFEC CO.	✗ ✓ ✗		3,757.16
<input type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013			E TIRE STORES CO.	✗ ✓ ✗		1,150.61
<input type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013			HIC SERVICES CO.	✗ ✓ ✗		4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013			L PHOTOGRAPHY/ART CO.	✗ ✓ ✗		2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013			SERVICES NOT ELSE CO.	✗ ✓ ✗		427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013			D POOL ESTABLIS CO.	✗ ✓ ✗		2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013			ND MAINTENANCE,J CO.	✗ ✓ ✗		3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013			KETING INSURANCE CO.	✗ ✓ ✗		727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013			ING AND DISINFEC CO.	✗ ✓ ✗		3,720.51

1 Selected | 34 items

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Confirm Sign Off

Sign off 1 transaction(s).

Comments: Enter comment if needed....this is an optional field

OK Cancel

Training Guides Training Videos Live Training Release Notes Privacy & Security Recommended Settings Global Reporting and Account Management

Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

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- As an Account/Card holder the deadline to sign-off on all transactions is the 8th of the month following the charges.
- As an Approver/Manager/Supervisor the deadline to sign-off on all transactions is the 11th of the month following the charges.
- As an Accountant the deadline to add allocations and sign off on incomplete transactions (not allocated and/or sign off) is the 14th.
- It is not necessary to wait until you receive your paper statement from Bank of America. You can access the transactions at any time during the billing cycle.
- Once all sign offs are completed by the Account/Card holder and/or the Approver/Manager/Supervisor you may exit the system.
- Reports should be printed the next day to make sure system refreshes have included the changes made in the system. There is a lag time between when information is entered into Works versus when the same data is available via Works Reporting.

FLAGGING A TRANSACTION

- Account/Card holders cannot raise a flag on transactions, but can remove flags.
- Approvers/Managers/Supervisors can raise a flag on transactions and remove flags.
- Accountants can raise a flag and remove flags after the transaction are swept. □ Program Administrators cannot raise or remove flags.

RAISING FLAGS

Click **Home**, then **Pending**.

Home

Expenses

Reports

☰

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Approver	3	Transaction	Flagged
	Approver	17	Transaction	Pending

2 items

Show

10

per page

Page: 1 of 1

Click on the transaction to be flagged.

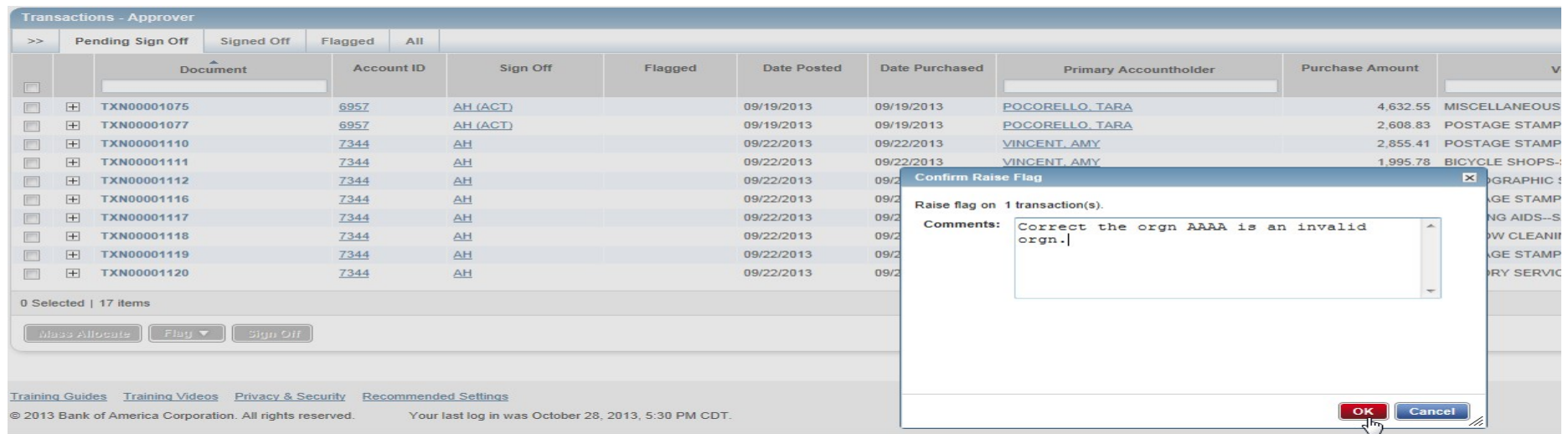
Transactions - Approver											
>>	Pending Sign Off	Signed Off	Flagged	All							
	Document	Account ID	Sign Off	Flagged	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation
<input type="checkbox"/>	TXN00001075	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182122-3000-02-4181102
<input type="checkbox"/>	TXN00001077	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3180-11-4181102
<input type="checkbox"/>	TXN00001110	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	2,855.41	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3100-00-4181110
<input type="checkbox"/>	TXN00001111	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,995.78	BICYCLE SHOPS-SALES AND SE CO.	✓ ✓ ✓	4184182122-3100-00-4181102
<input type="checkbox"/>	TXN00001112	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	3,686.53	STENOGRAPHIC SERVICES CO.	✓ ✓ ✓	4184182122-3100-00-4181102
<input type="checkbox"/>	TXN00001116	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	492.80	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182119-inva-1234-4181200
<input type="checkbox"/>	TXN00001117	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,197.74	HEARING AIDS-SALES,SERVIC CO.	✓ ✓ ✓	4184182122-1234-3100-01-4181102
<input type="checkbox"/>	TXN00001118	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	969.27	WINDOW CLEANING SERVICES CO.	✓ ✓ ✓	4184182120-BADC-3100-02-4181110
<input type="checkbox"/>	TXN00001119	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	4,231.82	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-3100-99-4189999
<input type="checkbox"/>	TXN00001120	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,907.76	LAUNDRY SERVICES-FAMILY A CO.	✓ ✓ ✓	4184182122-AAAA-3100-99-4181511

Click **Raise Flag**.



Enter Comments when confirming raising the flag and click **OK**.


Note: Comments are required when raising and removing flags.



The flagged transaction now appears in the Account/Card holder, Approver/Manager/Supervisor or Accountants view, depending on who flagged the transaction.

REMOVING FLAGS

Click **Home**, then **Flagged**.

Bank of America  **Merrill Lynch** | **Works**®

Home | Expenses | Accounts | Reports | Accounting | Administration

Action Items

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	8	Transaction	Pending

Click on desired Document.

Home | Expenses | Accounts | Reports | Accounting | Administration

Expenses > Transactions > Accountholder LA DPS UAT

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input type="checkbox"/>											
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NO...	✓ ✓ ✓	4184182118-FLD1-3000-01-4181...	538.83

Click **Allocate/Edit** to read the comment that was required for the Manager to enter in order to flag the transaction. Make necessary changes/corrections to the transaction.

Transactions - Accountholder								
>> Pending Sign Off Signed Off Flagged All								
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="TXN00001070"/>	6957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	538.83
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="TXN00001070"/>	957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47

Allocate / Edit
 View Full Details
 Dispute
 Remove Flag

The screen below appears.

Allocation Details - TXN00001070 - BUSINESS SERVICES NOT ELSE CO.
09/19/2013 | Source Amount : 538.83 USD

Allocation
Purchase Amount: 538.83
Allocation Total: 538.83 | 100%
Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118		3000	01	4181102	

0 Selected | 1 item

Remove
Add
Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	501.12	37.71	0.00	70806

☐ Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

Comments
Add Comment

Wrong coding. Need revision.
SCOTT ERWIN | 10/03/2013

Make the necessary changes requested by the Approver. Click **Save**.

Allocation Details - TXN00001070 - BUSINESS SERVICES NOT ELSE CO.

Purchase Amount: 538.83 Allocation Total: 538.83 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY
501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118			3000	01	4181102	

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	501.12	37.71	0.00	70806

Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

Comments

Wrong coding. Need revision.
SCOTT ERWIN | 10/03/2013

Correction has been made.
TARA POCORELLO | 10/13/2013

Incorrect coding.
SCOTT ERWIN | 10/22/2013

Save Close

Click on the desired flagged document again. Click **Remove Flag**.

Transactions - Accountholder								
>>		Pending Sign Off	Signed Off	Flagged	All			
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001070	6957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	538.83
<input type="checkbox"/>	<input type="checkbox"/>	<div> <div>Allocate / Edit</div> <div>View Full Details</div> <div>Dispute</div> <div>Remove Flag</div> </div>	957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47

Enter the required comments and click **OK**.

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Comp Val Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	✓ ✓ ✓	4184182118-FLD1-3000-01-4181...	538.83

1 Selected | 1 item

Confirm Remove Flag

Remove flag on 1 transaction(s).

Comments: Correction has been made.

OK Cancel

Page: 1 of 1

The screen below appears...Flag has been removed.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Removed flag from 1 transaction. [View Details](#)

Transaction - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
No data available in table											

DISPUTING A TRANSACTION

- Account/Card holders will only be able to dispute their transactions. □ Approvers/Manager/Supervisors will only be able to dispute (depending on how the workbook was set up) the Account/Card holder's transactions for which they have been set up to approve transactions.
- Accountants will be able to dispute Account/Card holder's transactions after the transactions have been swept. □ Program Administrators will not be able to dispute transactions.

On the **Home** page, click **Pending** in the action field.

Home

Expenses

Accounts

Reports

Accounting

Administration

Action Items

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	8	Transaction	Pending

Click the desired **Document** number.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

Clear Filters

Columns ▼

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input type="checkbox"/>		<input type="text"/>					<input type="text"/>		<input type="text"/>			
<input type="checkbox"/>	+	TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x v i x	4184182122-3000-02-	4,632.55
<input type="checkbox"/>	+	TXN00001076	6957	(ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING,AUDITING...	x v i x	----	4,173.47

Select **Dispute** from drop-down menu.

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Transactions - Accountholder

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

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
	TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x ✓ x	4184182122-3000-02-	4,632.55
	Allocate / Edit			09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING, AUDITING...	x ✓ x	---	4,173.47
	Sign Off			09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	x ✓ x	---	2,608.83
	View Full Details			09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGR...	x ✓ x	---	4,375.65
	Dispute			09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NO...	x ✓ x	---	391.11
	Retry Amount			09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.	x ✓ x	---	170.41
	Add to Expense Report			09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES A...	x ✓ x	---	2,078.73
				09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVIC...	x ✓ x	---	4,120.86

The screen below appears. Dispute amount defaults to the total amount of the transaction. If not disputing the total transaction amount enter Dispute amount.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
P.O. Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-6046

Transaction Details

Account Nickname: TARA POCORELLO Billing Close Date: 10/01/2013
Account ID: 6957 Purchase Date: 09/19/2013
Accountholder: POCORELLO, TARA Reference Number:
Phone: [225] 925-6077 Vendor Information: MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount: 4,632.55
Dispute Amount: 4,632.55
Reason for Dispute: Select
Comments:

☐ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK Cancel

Select the Reason for Dispute from the drop-down menu.

Note: Depending on the Reason for Dispute, additional information may be required.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-6046

Transaction Details

Account Nickname: TARA POCORELLO	Billing Close Date: 10/01/2013
Account ID: 6957	Purchase Date: 09/19/2013
Accountholder: POCORELLO, TARA	Reference Number:
Phone: (225) 925-6077	Vendor Information: MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount: 4,632.55

Dispute Amount: 4,632.55

Reason for Dispute: Select

Comments: Select

- Unauthorized transaction
- Charge amount does not agree with the order authorizing this charge
- Merchandise or services not received
- Defective or wrong merchandise
- Recurring charges after cancellation
- Recurring charges already paid by other means
- Credit appears as charge
- Credit from merchant not received
- Hotel reservation cancelled
- Double or multiple charges
- Do not recall the transaction
- Other, above descriptions do not apply

☐ I have examined the charge

Cancel

Enter **Comments**, if desired.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-6046

Transaction Details

Account Nickname: TARA POCORELLO	Billing Close Date: 10/01/2013
Account ID: 6957	Purchase Date: 09/19/2013
Accountholder: POCORELLO, TARA	Reference Number:
Phone: (225) 925-6077	Vendor Information: MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount: 4,632.55


Dispute Amount: 4,632.55

Reason for Dispute: Charge amount does not agree with the order authorizing this charge

Amount entered on the sales slip increased.

Actual Amount: 4630.55

Billed Amount: 4632.55

 I am forwarding a copy of the unaltered sales slip to the address listed above.

Comments: Enter a comment if necessary

☒ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK Cancel

Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box, then click **OK**.

☒ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK Cancel

Note: If the check box is not selected, OK is not activated.

The following confirmation message will display.

Expenses > Transactions > Accountholder LA DPS UAT

Disputed 1 transaction.

Transactions - Accountholder

>>	Pending Sign Off	Signed Off	Flagged	All	Clear Filters Columns ▼							
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated		
<input type="checkbox"/> TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x v x	4184182122--3000-02-	4,632.5		
<input type="checkbox"/> TXN00001076	6957	(ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING, AUDITING...	x v x	----	4,173.4		
<input type="checkbox"/> TXN00001077	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	x v x	----	2,608.8		

The Dispute Submitted column for the selected transaction displays an X.

Note: If the dispute was performed on a screen other than Pending Sign Off, that screen will display.

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Transactions - Accountholder

>>	Pending Sign Off	Signed Off	Flagged	All	Clear Filters Columns ▼							
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Dispute Submitted	
TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x v x	4184182122--3000-02-	4,632.55	x	

SWEEPING TRANSACTIONS

□ **NOTE:** Accountants are the only role that can perform the Sweep function.

The Sweep function allows accounting to pull the transactions from the Account/Card holder and Approver/Manager/Supervisor view in order to allocate and prepare for export of file to create the P3 in ISIS.

After performing the Sweep, the Accountant has the option to allocate or allow the overrides codes to be applied. If the override codes are applied a J6 will have to be prepared to correct. Therefore it is highly recommended the Accountant contact the account/card holder or the Approver/Manager/Supervisor to get the correct coding.

Click **Home**, then **Pending** under **Sweep**.

Home	Expenses	Reports	Accounting
------	----------	---------	------------

Action Items					
Action	Acting As	Count	Type	Current Status	
	Accountant	4	Transaction	Flagged	
Sweep	Accountant	43	Transaction	Pending	
Resolve	Accountholder	4	Transaction	Flagged	
Sign Off	Accountholder	18	Transaction	Pending	
4 items		Show 10 per page		Page: 1 of 1	

The screen below appears which represents all incomplete transactions.

<div> Home Expenses Reports Accounting </div>											
Expenses > Transactions > Accountant											
LA DPS UAT											
Transactions - Accountant											
<div> <div>>></div> <div> <div>Pending Sign Off</div> <div>Open</div> <div>Ready to Batch</div> <div>Flagged</div> <div>All</div> </div> <div>Clear Filters</div> <div>Columns ▼</div> </div>											
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input type="checkbox"/>	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓ ✓ ✓	4184182122-3000-01-4181102	1,304.49
<input type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NOT ELSE CO.	✓ ✓ ✓	4184182118-FLD1-3000-01-4181102	538.83
<input type="checkbox"/>	TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182122-3000-02-4181102	4,632.55
<input type="checkbox"/>	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3180-11-4181102	2,608.83
<input type="checkbox"/>	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGRAPHY ART CO.	✗ ✓ ✗	---	4,375.65
<input type="checkbox"/>	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	4184182122-BADC-1234-11-	391.11
<input type="checkbox"/>	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.	✗ ✓ ✗	---	170.41
<input type="checkbox"/>	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.	✗ ✓ ✗	---	2,078.73
<input type="checkbox"/>	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVICES CO.	✗ ✓ ✗	---	4,120.86
<input type="checkbox"/>	TXN00001085	2476	AH	09/19/2013	09/19/2013	DEMOULIN, NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182118-3190-01-4181102	3,749.80
<div>0 Selected 43 Items</div> <div> <div>Show</div> <div>10</div> <div>per page</div> </div> <div> <div>Page</div> <div>1</div> <div>of 5</div> </div> <div> <div>Retry Automatch</div> <div>Sweep</div> </div>											

You may select one or more transactions by clicking on the individual boxes.

<div> Home Expenses Reports Accounting </div>											
Expenses > Transactions > Accountant											
LA DPS UAT											
Transactions - Accountant											
<div> <div>>></div> <div> <div>Pending Sign Off</div> <div>Open</div> <div>Ready to Batch</div> <div>Flagged</div> <div>All</div> </div> <div>Clear Filters</div> <div>Columns ▼</div> </div>											
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓ ✓ ✓	4184182122-3000-01-4181102	1,304.49
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NOT ELSE CO.	✓ ✓ ✓	4184182118-FLD1-3000-01-4181102	538.83
<input type="checkbox"/>	TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182122-3000-02-4181102	4,632.55
<input type="checkbox"/>	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3180-11-4181102	2,608.83
<input type="checkbox"/>	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGRAPHY ART CO.	✗ ✓ ✗	---	4,375.65
<input type="checkbox"/>	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	4184182122-BADC-1234-11-	391.11
<input type="checkbox"/>	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.	✗ ✓ ✗	---	170.41
<input type="checkbox"/>	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.	✗ ✓ ✗	---	2,078.73
<input type="checkbox"/>	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVICES CO.	✗ ✓ ✗	---	4,120.86
<input type="checkbox"/>	TXN00001085	2476	AH	09/19/2013	09/19/2013	DEMOULIN, NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182118-3190-01-4181102	3,749.80
<div>2 Selected 43 Items</div> <div> <div>Show</div> <div>10</div> <div>per page</div> </div> <div> <div>Page</div> <div>1</div> <div>of 5</div> </div> <div> <div>Retry Automatch</div> <div>Sweep</div> </div>											

You also have the option to select all transactions by clicking the box in the gray shaded area.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant

LA DPS UAT

Transactions - Accountant

Pending Sign Off Open Ready to Batch Flagged All

Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
	TXN00001069	6957	AD	09/19/2013	09/19/2013	POCORELLO, TARA	1,304.49	TELEGRAPHIC SERVICES CO.		4184182122-3000-01-4181102	1,304.49
	TXN00001070	6957	AD	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NOT ELSE CO.		4184182118-FLD1-3000-01-4181102	538.83
	TXN00001076	6957	AD	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.		4184182122-3000-02-4181102	4,632.55
	TXN00001077	6957	AD	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.		4184182122-KARN-3180-11-4181102	2,608.83
	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGRAPHY/ART CO.		---	4,375.65
	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NOT ELSE CO.		4184182122-BADC-1234-11-	391.11
	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.		---	170.41
	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.		---	2,078.73
	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVICES CO.		---	4,120.86
	TXN00001085	2478	AD	09/19/2013	09/19/2013	DEMOULIN, NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.		4184182118-3180-01-4181102	3,749.80

43 Selected | 43 Items

Show 10 per page

Page 1 of 5

Retry Automatic Sweep

Click **Sweep**.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant

LA DPS UAT

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch Flagged All

Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	1,304.49	TELEGRAPHIC SERVICES CO.		4184182122-3000-01-4181102	1,304.49
	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NOT ELSE CO.		4184182118-FLD1-3000-01-4181102	538.83
	TXN00001076	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.		4184182122-3000-02-4181102	4,632.55
	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.		4184182122-KARN-3180-11-4181102	2,608.83
	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGRAPHY/ART CO.		---	4,375.65
	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NOT ELSE CO.		4184182122-BADC-1234-11-	391.11
	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.		---	170.41
	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES AND SE CO.		---	2,078.73
	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVICES CO.		---	4,120.86
	TXN00001085	2478	AH	09/19/2013	09/19/2013	DEMOULIN, NATASHA	3,749.80	MISCELLANEOUS HOME FURNISH CO.		4184182118-3180-01-4181102	3,749.80

43 Selected | 43 Items

Show 10 per page

Page 1 of 5

Retry Automatic Sweep

The screen below appears. Click **OK**.

Home Expenses Reports Accounting

Expenses > Transactions > Accountant LA DPS UAT

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch Flagged All Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp(Vai)Auth	Allocation	Amount Allocated
<input type="checkbox"/>	TXN00001069	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	1,304.49	TELEGRAPHIC SERVICES CO.	✓ ✓ ✓	4104182122-3000-01-4181102	1,304.49
<input checked="" type="checkbox"/>	TXN00001070	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NOT ELSE CO.	✓ ✓ ✓	4104182118-FLD1-3000-01-4181102	538.83
<input type="checkbox"/>	TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4104182122-3000-02-4181102	4,632.55
<input type="checkbox"/>	TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ ✓ ✓	4104182122-KARN-3100-11-4181102	2,608.83
<input type="checkbox"/>	TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGRAPHY ART CO.	x ✓ x	---	4,375.65
<input type="checkbox"/>	TXN00001079	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	4104182122-BADC-1234-11	391.11
<input type="checkbox"/>	TXN00001080	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	170.41	STAMPS CO.	x ✓ x	---	170.41
<input type="checkbox"/>	TXN00001081	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	OPS-SALES AND SE CO.	x ✓ x	---	2,078.73
<input type="checkbox"/>	TXN00001082	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	PHIC SERVICES CO.	x ✓ x	---	4,120.86
<input type="checkbox"/>	TXN00001085	2478	AH	09/19/2013	09/19/2013	POCORELLO, TARA	3,749.00	IOUS HOME FURNISH CO.	✓ ✓ ✓	4104182118-3190-01-4181102	3,749.00

2 Selected | 43 Items

Retry Automatch Sweep

Confirm Sweep

Once transactions are swept, only accountants may alter allocations.

Sweep 2 transaction(s)?

OK Cancel

This screen below appears confirming the transactions have been swept.

Expenses > Transactions > Accountant LA DPS UAT

Swept 2 of 2 transaction(s). View Details

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch Flagged All Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp(Vai)Auth	Allocation	Amount Allocated
--	----------	------------	----------	-------------	----------------	-----------------------	-----------------	--------	---------------	------------	------------------

These transactions can now be allocated by the Accountant only in the Ready to Batch tab. Any transactions that were not signed off on by the Account/Card holder and/or the Approver/Manager/Supervisor still need to have sign-off applied. If sign-off has not been applied by either the Account/Card holders, their limit will not be refreshed until sign-off is completed.

Click **Home**, **Pending** under Sweep.

Home

Expenses

Reports

Accounting

Action Items

Action	Acting As	Count	Type	Current Status
	Accountant	4	Transaction	Flagged
Sweep	Accountant	41	Transaction	Pending
Resolve	Accountholder	4	Transaction	Flagged
Sign Off	Accountholder	18	Transaction	Pending
4 items		Show <div> <div>10</div> <div></div> </div> per page		<div> <div></div> <div></div> </div> Page: <div> <div>1</div> <div></div> </div> of 1 <div> <div></div> <div></div> </div>

Click **Ready to Batch** to access all transactions that have been swept.

Home	Expenses	Reports	Accounting
------	----------	---------	------------

Expenses > Transactions > Accountant

LA DPS UAT

Transactions - Accountant												
>>	Pending Sign Off	Open	Ready to Batch	Flagged	All	Clear Filters Columns						
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated		
TXN00001075	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182122-3000-02-4181102	4,632.55		
TXN00001077	6957	AH	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3180-II-4181102	2,608.83		
TXN00001078	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGRAPHY,ART CO.	✗ ✓ ✗	----	4,375.65		

The swept transactions appear. If allocation is required/needed please follow the instructions in the **Allocating Transactions** section of this document.

Transactions - Accountant												
>>	Pending Sign Off	Open	Ready to Batch	Flagged	All	Clear Filters Columns						
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated		
TXN00001096	695Z	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO, TARA	773.47	MOTOR FREIGHT CARRIERS AND CO.	✓ ✓ ✓	4184182122-3100-4181512	773.47		
Allocate / Edit	695Z	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO, TARA	1,250.44	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	multiple	1,250.44		
View Full Details	695Z	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO, TARA	1,271.22	ACCOUNTING,AUDITING AND BO CO.	✓ ✓ ✓	multiple	1,357.95		
Dispute	695Z	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO, TARA	3,325.44	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-3100-4181102	3,325.44		
Raise Flag	695Z	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO, TARA	3,578.01	COMMERCIAL PHOTOGRAPHY,ART CO.	✓ ✓ ✓	multiple	3,578.01		
	695Z	AH APR (ACT)	09/05/2013	09/05/2013	POCORELLO, TARA	2,914.83	BUSINESS SERVICES NOT ELSE CO.	✓ ✓ ✓	4184182122-3120-01-4181102	2,914.83		

REPORTS

TYPES OF REPORTS

- **Billing Cycle Purchase Log** – This report serves as a Billing Statement and Lacarte Purchase Log all in one. It can be run anytime by any user. The only changes that can be made by the user are selection of billing cycle dates. **Approver/Manager/Supervisor must verify the billing cycle dates are correct to make sure all transactions within the billing cycle are accounted for in the report.** This report is in PDF format which is sufficient for audit purposes. This report is required to be complete and should have receipts attached for each billing cycle.
- **Billing Cycle Incomplete Transactions** - This report is scheduled to run on the 15th of the month. It will show all transactions in which a sign off and/or allocation was not performed prior to the sweep/export file into ISIS. This is an optional report available as a management Tool.

RUNNING REPORTS

- Account/Card holders reports will only include their transactions.
- Approvers/Manager/Supervisors reports will include all the Account/Card holders' transactions for which they have been set up to approve transactions.
- Accountant reports will include all Account/Card holders' transactions for the Groups they have been set up to sweep. □ Program Administrator report will include all Account/Card holders' transactions within the Instance.

BILLING CYCLE PURCHASE LOG

On the **Home** page, click **Reports**, then select **Template Library** from the drop-down menu.

Home Expenses Accounts Reports Accounting Administration

Completed
Create
Scheduled
Template Library

Action Items

Action	g As	Count	Type	Current Status
Sign Off	Accountholder	10	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

Accounts Dashboard Account Portfolio

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TARA POCORELLO	6957	25,000.00	133,452.07	(108,452.07)	533%
AMY VINCENT	7344	25,000.00	120,333.29	(95,333.29)	481%
NATASHA DEMOULIN	2476	25,000.00	44,229.19	(19,229.19)	176%
RICHARD ABBOTT	9506	25,000.00	15,220.87	9,779.13	60%
BRITTANI ADAMS	4875	25,000.00	0.00	25,000.00	0%
PAULA ADAMS	9040	25,000.00	0.00	25,000.00	0%

6 items Show 10 per page Page: 1 of 1

In the **Template Name** column, select the **Billing Cycle Purchase Log** drop-down arrow.

Shared

Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Cycle Purchase Log	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.
Card Adjustment History	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

16 items Show 10 per page

Click **Modify/Run**.

Shared

Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Cycle Purchase Log	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
Modify / Run	cardCategory	Bank Defined	Review details of cancelled cards.
Delete	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
	cardCategory	Bank Defined	Review details of the past due balances on cards.
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

Scroll down and verify Post Dates are for the correct billing cycle. Change if needed.

Bank of America Merrill Lynch | Works®

Home Expenses Accounts Reports Accounting Administration

Reports > Modify/Run

Create Report Report data is current as of October 2, 2013 10:29 AM CDT.

* Category: Spend

* Template: shared : Billing Cycle Purchase Log

Report Options Basic Advanced Reset to defaults | Use last run settings

Columns

Available	Selected	Column Sort
<ul style="list-style-type: none"> Allocation GL is Authorized GL is Complete GL is Valid GL: Activity GL: Activity Desc GL: Agency/Reporting Category GL: Agency/Reporting Category Desc GL: FM/FY/BFY GL: FM/FY/BFY Desc GL: Fund/Agency/Organization GL: Fund/Agency/Organization Desc GL: Object GL: Object Desc GL: Sub-Object GL: Sub-Object Desc Item Description Item Exp Cat Comment Item GL Combination Item Number Item Price 	<ul style="list-style-type: none"> Card Last 4 Digits Purchase Date Post Date Vendor Name Item Description Item Total CH Signoff Date Mgr Signoff Date Item GL Combination Item Exp Cat Comment Mgr Signoff Full Name 	<ul style="list-style-type: none"> A-Z Card Last 4 Digits A-Z Post Date

Remove Edit Add Constant

Remove Reverse Sort

Filters

Add filter:

Transaction Type: ☒ Cash advance ☒ Misc Credit ☒ Misc Debit ☒ Purchase ☐ Reimbursement ☐ Payment

Post Date: ☒ 08/06/2013 - 09/05/2013

Then scroll down and Click **Submit Report**.

Output Format

Formats: ☐ Excel ☒ PDF

Output Files: ☒ Full Details ☐ Summary Only

Paper: US Letter

Orientation: ☐ Portrait ☒ Landscape

☐ Add Summary Data in Header

Add Signature Line to: ☐ Header ☐ Footer

Insert Page Break: No Page Break

☐ Delimited Text

Summary Grouping: Card Last 4 Digits 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: Billing Cycle Purchase Log

Description: Final to be added to UAT

Sharing: ☐ Personal ☒ Shared ☐ Both

Scheduling and Expiration

Job Name: Billing Cycle Purchase Log

Run for User(s): None selected

Schedule: ☒ Run Now ☐ Run Later ☐ Recurring

Report Expiration after: 7 day(s)

Submit Report

The screen below appears which shows the report is completed.

Completed Reports						
		Queued At	Report Name	Status	New	
<input type="checkbox"/>			<input type="text"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready		PDF

Click on PDF to open the report.

Completed Reports						
		Queued At	Report Name	Status	New	
<input type="checkbox"/>			<input type="text"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready		PDF

Note: Some computers may open the report automatically. On other computers, you will have to click **Open** or **Save** (see below).

Completed Reports

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready		PDF

1 Selected | 1 item
Show 10 per page

Delete

[Training Guides](#)
[Training Videos](#)
[Privacy & Security](#)
[Recommended Settings](#)

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Your last log in was October 17, 2013, 2:07 PM CDT.



Do you want to open or save **Billing Cycle Purchase Log.pdf** from **demo.works.com**?

Open
Save
Cancel

Report appears in PDF format.

Billing Cycle Purchase Log					
Company Name LA DPS UAT					
Post Date Between 2013-08-06 00:00:00 and 2013-09-05 00:00:00					
Report Owner VINCENT, AMY					
Report Time 2013-10-15 14:24:47					
Transaction Type One of: Misc Credit or Misc Debit or Purchase					
Card Last 4 Digits	Purchase Date	Post Date	Vendor Name	Item Description	Item Total
CH Signoff Date	Mgr Signoff Date	Item GL Combination	Item Exp Cat Comment	Mgr Signoff Full Name	
7344					
09/05/2013	09/05/2013	MOTOR FREIGHT CARRIERS,AND CO.	MOTOR FREIGHT CARRIERS,AND CO. -	220.51	
09/12/2013	09/12/2013	4184182122--2500-Y-4181102	Purchase	ERWIN, SCOTT	
09/05/2013	09/05/2013	MISCELLANEOUS HOME FURNISH CO.	MISCELLANEOUS HOME FURNISH CO. -	1,118.08	
09/12/2013	09/12/2013	4184182118--2500-Y-4181102	Purchase	ERWIN, SCOTT	
09/05/2013	09/05/2013	MISCELLANEOUS HOME FURNISH CO.	misc	430.11	
09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	ACCOUNTING,AUDITING AND BO CO.	ACCOUNTING,AUDITING AND BO CO. -	757.72	
09/12/2013	09/12/2013	4184182118--2500-Y-4181102	Purchase	ERWIN, SCOTT	
09/05/2013	09/05/2013	ACCOUNTING,AUDITING AND BO CO.	misc	189.43	
09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	2,623.96	
09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	COMMERCIAL PHOTOGRAPHY,ART CO.	COMMERCIAL PHOTOGRAPHY,ART CO. -	2,696.25	
09/12/2013	09/12/2013	4184182118--2500-Y-4181102	Purchase	ERWIN, SCOTT	
09/05/2013	09/05/2013	BUSINESS SERVICES NOT ELSE CO.	BUSINESS SERVICES NOT ELSE CO. -	4,067.12	
09/12/2013	09/12/2013	4184182118--2500-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	2,459.02	
09/16/2013	09/16/2013	4184182122--2791-Y-4184715		ERWIN, SCOTT	
09/05/2013	09/05/2013	BICYCLE SHOPS-SALES AND SE CO.	BICYCLE SHOPS-SALES AND SE CO. -	2,434.65	
09/16/2013	09/17/2013	4184182122--3650-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	STENOGRAPHIC SERVICES CO.	STENOGRAPHIC SERVICES CO. - Purchase	4,576.29	
09/16/2013	09/18/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT	
Card Last 4 Digits	Purchase Date	Post Date	Vendor Name	Item Description	Item Total
CH Signoff Date	Mgr Signoff Date	Item GL Combination	Item Exp Cat Comment	Mgr Signoff Full Name	
09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	2,862.89	
09/17/2013	09/18/2013	4184182122--3100-01-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	HEARING AIDS--SALES,SERVIC CO.	HEARING AIDS--SALES,SERVIC CO. - Purchase	70.26	
09/16/2013	09/18/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	WINDOW CLEANING SERVICES CO.	WINDOW CLEANING SERVICES CO. - Purchase	2,170.07	
09/16/2013	09/17/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	1,412.11	
09/16/2013	09/17/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	LAUNDRY SERVICES--FAMILY A CO.	LAUNDRY SERVICES--FAMILY A CO. -	2,943.13	
09/16/2013	09/18/2013	4184182122--3100-Y-4181102	Purchase	ERWIN, SCOTT	
09/05/2013	09/05/2013	CLEANING AND MAINTENANCE,J CO.	CLEANING AND MAINTENANCE,J CO. -	320.94	
09/16/2013	09/17/2013	4184182122--3100-Y-4181102	Purchase	ERWIN, SCOTT	
09/05/2013	09/05/2013	POSTAGE STAMPS CO.	POSTAGE STAMPS CO. - Purchase	4,473.04	
09/16/2013	09/18/2013	4184182122--3100-Y-4181102		ERWIN, SCOTT	
09/05/2013	09/05/2013	USED MERCHANDISE AND SECON CO.	USED MERCHANDISE AND SECON CO. -	4,958.27	
09/16/2013	09/17/2013	---Y-	Purchase	ERWIN, SCOTT	
count: 22					49,911.01
report count: 22					49,911.01

Once you have run this report it will appear in Completed Reports. You can now rerun/modify the report by clicking on the Report Name.

Completed Reports					
<input type="checkbox"/>		Queued At	Report Name	Status	New
<input checked="" type="checkbox"/>		10/14/2013 04:25 PM CDT	Billing Cycle Purchase Log	Ready	PDF



The dropdown appears. Click **Modify/Run**.

Home Expenses Accounts Reports Accounting Administration					
Reports > Completed					
Completed Reports					
<input type="checkbox"/>		Queued At	Report Name	Status	New
<input type="checkbox"/>		10/04/2013 10:16 AM CDT	Sweep Report	Ready	PDF
<input type="checkbox"/>		10/03/2013 03:31 PM CDT		Ready	TXT CUSTOM
<input type="checkbox"/>		10/02/2013 10:45 AM CDT		Ready	PDF

	Sweep Report
	Modify / Run
	Add Output Type
	Change Expiration
	Delete

Repeat the steps in the Billing Cycle Purchase Log section of this document.

BILLING CYCLE INCOMPLETE TRANSACTIONS REPORT

This report will be scheduled to run on the 15th of every month and will be available to download. On the **Home** page, click **Reports**, then **Completed Reports**.



Home Expenses Accounts Reports Accounting Administration					
Reports > Completed					
Completed Reports					
			Completed		
			Create		
			Scheduled		
			Template Library		

Click on **PDF** in the Output column for the Billing Cycle Incomplete Transactions.

Bank of America
Merrill Lynch

Works®

HomeExpensesAccountsReportsAccountingAdministration

Reports > Completed

Deleted 1 report.

Completed Reports

		Queued At	Report Name	Status	New	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/15/2013 02:36 PM CDT	Billing Cycle Incomplete Transactions	Ready		PDF

Report appears in PDF format.

Billing Cycle Incomplete Transactions				Company Name LA DPS UAT	
				Mgr Signoff Date Exists No	
				Post Date Between 2013-08-05 00:00:00 and 2013-09-30 00:00:00	
				Report Owner POCORELLO, TARA	
				Report Time 2013-10-15 14:36:47	
				Sweep Date Exists Yes	
				Transaction Type One of: Misc Credit or Misc Debit or Purchase	
Card Last 4 Digits	Purchase Date	Post Date	Vendor Name	Item Total	CH Signoff Date
Mgr Signoff Date	Item	GL Combination	Mgr Signoff Full Name	Sweep Date	Swept By User Full Name
6957	09/19/2013	09/19/2013	ACCOUNTING,AUDITING AND BO CO.	4,173.47	
		---		10/10/2013	Support, Works _ ladps_final
count: 1				4,173.47	
report count: 1				4,173.47	

POCORELLO, TARA

1 of 1

2013-10-15 14:36:47

EDITING ALLOCATION RULES/GL RESTRICTIONS

□ **NOTE:** Accountants are the only role that can perform edits to allocation rules/GL Restrictions

Click **Accounting > Allocation Profiles & Rules > Allocation Rules.**

Home	Expenses	Accounts	Reports	Accounting	Administration
				Default Allocations	
				Segment Values	
				Allocation Profiles & Rules▶	
				Accounting Settings	
Action Items				Allocation Profiles	
				Allocation Rules	
Action				Type	Current Status
Resolve	Accountholder		2	Transaction	Flagged
Sign Off	Accountholder		3	Transaction	Pending

The screen below appears.

Home Expenses Accounts Reports Accounting Administration					
Accounting > Allocation Profiles & Rules > Allocation Rules					
Allocation Rules					
>>					
<input type="checkbox"/>	Rule Name				
<input type="checkbox"/>	DPS-GCB				
<input type="checkbox"/>	DPS-LEGAL				
<input type="checkbox"/>	DPS-LHSC				
<input type="checkbox"/>	DPS-LPG				
<input type="checkbox"/>	DPS-LSP-AUX				
<input type="checkbox"/>	DPS-LSP-CRIMINAL				
<input type="checkbox"/>	DPS-LSP-GAMING				
<input type="checkbox"/>	DPS-LSP-OPERATIONAL				
<input type="checkbox"/>	DPS-LSP-TRAFFIC				
<input type="checkbox"/>	DPS-OMF				
0 Selected 14 items			Show 10 per page		

Click on the Parent Group to be edited (added or removed).

Click **Edit**.

Click on the appropriate GL segment to be edited (added/removed) to/from the Parent Group.

Segment: GL01: FUND/AGENCY/ORGANIZATION
 Permit: GL01: FUND/AGENCY/ORGANIZATION
 GL03: OBJECT
 GL05: AGENCY/REPORTING CATEGORY

Value	Description
4184182118	UNDERSECRETARY
4184182119	FACILITY SERVICES
4184182120	HUMAN RESOURCES
4184182122	FINANCIAL SERVICE DIVISION
4184182127	INFORMATION SERVICES
4184182135	BUDGET SERVICES
4184182137	INTERNAL AUDIT SECTION
4184182141	OMF-GENERAL
4184182145	CENTRAL PLANT
4184182146	ADM/OEP-GENERAL

0 Selected | 442 items Show 10 per page Page: 1 of 45

Add Custom Value:

4234232901

Remove

Save Cancel

Click the restriction to be added to the Parent Group. Click the blue arrow to move the restriction to the Permitted field.

Segment: GL01: FUND/AGENCY/ORGANIZATION
 Permit: Permitted Values

Value	Description
4184182118	UNDERSECRETARY
4184182119	FACILITY SERVICES
4184182120	HUMAN RESOURCES
4184182122	FINANCIAL SERVICE DIVISION
4184182127	INFORMATION SERVICES
4184182135	BUDGET SERVICES
4184182137	INTERNAL AUDIT SECTION
4184182141	OMF-GENERAL
4184182145	CENTRAL PLANT
4184182146	ADM/OEP-GENERAL

1 Selected | 442 items Show 10 per page Page: 1 of 45

Add Custom Value:

4234232901

Remove

Save Cancel

Click **Save**.

Edit Allocation Rule

Segment: GL01: FUND/AGENCY/ORGANIZATI
 Permit: Permitted Values

	Value	Description
<input checked="" type="checkbox"/>	4184182118	UNDERSECRETARY
<input type="checkbox"/>	4184182119	FACILITY SERVICES
<input type="checkbox"/>	4184182120	HUMAN RESOURCES
<input type="checkbox"/>	4184182122	FINANCIAL SERVICE DIVISION
<input type="checkbox"/>	4184182127	INFORMATION SERVICES
<input type="checkbox"/>	4184182135	BUDGET SERVICES
<input type="checkbox"/>	4184182137	INTERNAL AUDIT SECTION
<input type="checkbox"/>	4184182141	OMF-GENERAL
<input type="checkbox"/>	4184182145	CENTRAL PLANT
<input type="checkbox"/>	4184182146	ADM/OEP-GENERAL

1 Selected | 442 items Show 10 per page Page: 1 of 45

Add Custom Value:

Permitted
 4234232901
 4184182118
 Remove

Save Cancel

The screen below confirms that the restriction has been saved.

Home Expenses Accounts Reports Accounting Administration

Accounting > Allocation Profiles & Rules > Allocation Rules > Allocation Rule Details

Saved DPS-GCB.

DPS-GCB

Allocation Rule Name: DPS-GCB [Edit](#)

Allocation Rule

GL 1: FUND/AGENCY/ORGANIZATI
 Permitted Values
 4184182118
 4234232901

GL 3: OBJECT
 Any Existing Segment Value

GL 5: AGENCY/REPORTING CATEGORY
 Permitted Values
 4230701
 4230703
 4239999

To remove an allocation, simply highlight the GL segment to be removed and click Remove.

Edit Allocation Rule

Segment: Permit:

Value	Description
<input type="checkbox"/> 4184182118	UNDERSECRETARY
<input type="checkbox"/> 4184182119	FACILITY SERVICES
<input type="checkbox"/> 4184182120	HUMAN RESOURCES
<input type="checkbox"/> 4184182122	FINANCIAL SERVICE DIVISION
<input type="checkbox"/> 4184182127	INFORMATION SERVICES
<input type="checkbox"/> 4184182135	BUDGET SERVICES
<input type="checkbox"/> 4184182137	INTERNAL AUDIT SECTION
<input type="checkbox"/> 4184182141	OMF-GENERAL
<input type="checkbox"/> 4184182145	CENTRAL PLANT
<input type="checkbox"/> 4184182146	ADM/OEP-GENERAL

0 Selected | 442 Items Show per page Page: of 45

Add Custom Value:

Permitted

4184182118
4234232901

GL segment has been removed. Click **Save**.

Edit Allocation Rule

Segment: Permit:

Value	Description
<input checked="" type="checkbox"/> 4184182118	UNDERSECRETARY
<input type="checkbox"/> 4184182119	FACILITY SERVICES
<input type="checkbox"/> 4184182120	HUMAN RESOURCES
<input type="checkbox"/> 4184182122	FINANCIAL SERVICE DIVISION
<input type="checkbox"/> 4184182127	INFORMATION SERVICES
<input type="checkbox"/> 4184182135	BUDGET SERVICES
<input type="checkbox"/> 4184182137	INTERNAL AUDIT SECTION
<input type="checkbox"/> 4184182141	OMF-GENERAL
<input type="checkbox"/> 4184182145	CENTRAL PLANT
<input type="checkbox"/> 4184182146	ADM/OEP-GENERAL


1 Selected | 442 Items Show per page Page: of 45

Add Custom Value:

Permitted

4234232901

The screen below confirms GL segment has been removed.

 Saved DPS-GCB.

DPS-GCB

Allocation Rule Name: DPS-GCB [Edit](#)

☐ Allocation Rule

GL 1: FUND/AGENCY/ORGANIZATION	GL 3: OBJECT	GL 5: AGENCY/REPORTING CATEGORY
<div> <div> <div></div> <div> </div> <div></div> </div> </div>	Any Existing Segment Value	Permitted Values
Permitted Values		
4234232901		4230701 4230703 4239999

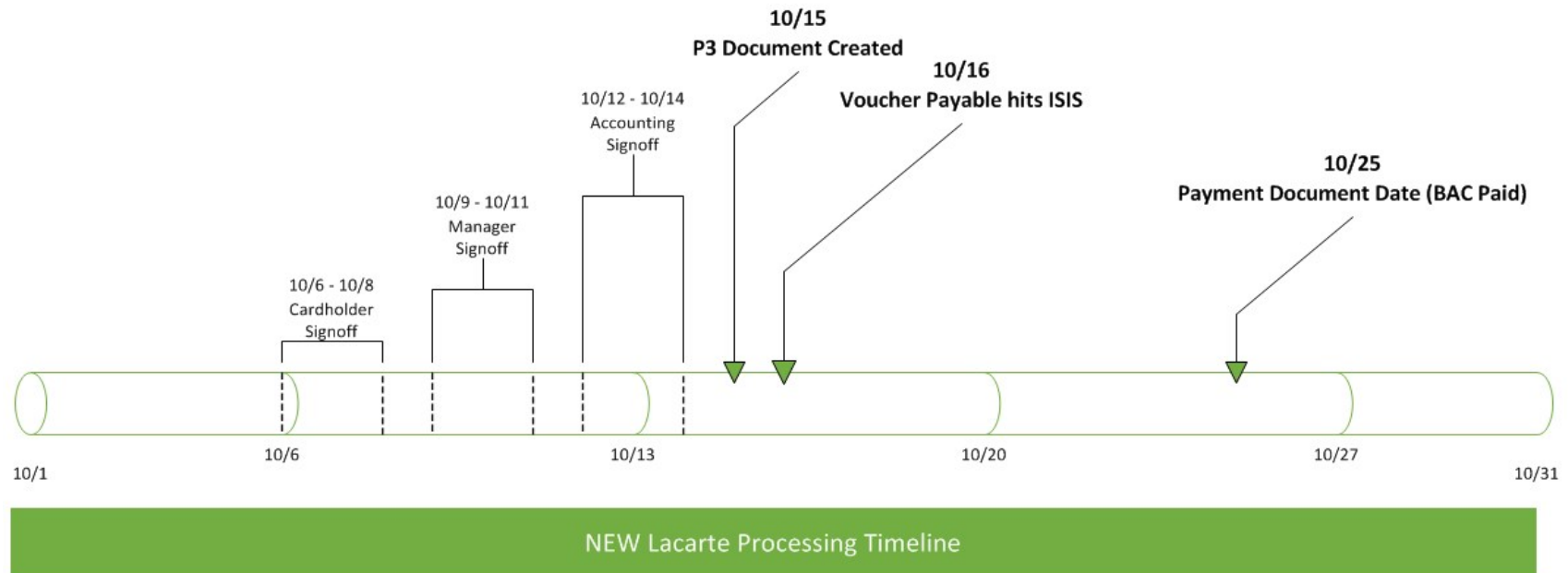
□ All Allocation Rules/GL Restrictions are edited (added/removed) in the same way.

DEADLINES

- The billing cycle for purchases remains the same: The 6th of the month through the 5th of the following month.
- Account/Card holders have throughout the billing cycle and 3 additional days (8th of the following month) to complete Allocations and Sign off.
- Approvers/Managers/Supervisors have throughout the billing cycle and 6 additional days (11th of the following month) to complete Allocations and Sign off.

- Accounting/Accountants have 3 days (12th-14th) to Sweep the incomplete transactions. These are the transactions in which the Account/Card holders or Approvers/Managers did not completely Allocate and/or Sign off on by the 11th.
- P3 will be created on the 15th and will hit Vouchers Payable on the 16th (These dates will vary depending on what day the 15th falls on).
- The payment date remains on the 25th of the month.

Recommended Lacarte Billing Cycle Illustration for October. (Items in bold are mandatory)



UPDATING PERSONAL SETTINGS: PASSWORD

From the Home Screen click last 4 digits of card number, click View Full Details.

Works - Home - Works - Home

https://demo.works.com/works/home

Bank of America Merrill Lynch | Works®

Welcome, BRENDA MYERS - Log Out

Home Expenses Reports

LA DPS Public Safety - GL Workflow

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	7	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 Credit	% of Credit Limit Used
BRENDA MYERS	4422	100,000.00	5,381.02	94,618.98	5%

1 item View Full Details View Auth Log Page: 1 of 1

Training Guides Training Videos Privacy & Security Recommended Settings

© 2013 Bank of America Corporation. All rights reserved. Your last log in was October 14, 2013, 3:31 PM CDT.

Start | Micros... | Docum... | PCard... | Docum... | travel i... | LaCart... | DPS W... | RE: Dr... | Welco... | Welco... | Work... | 3:33 PM

Cardholder Details appear. Click **Change Password** at bottom right. Once changes are made click **Save**.

Note: To update Email Address or change Login Name make changes in the fields shown on screen below, then click **Save**.

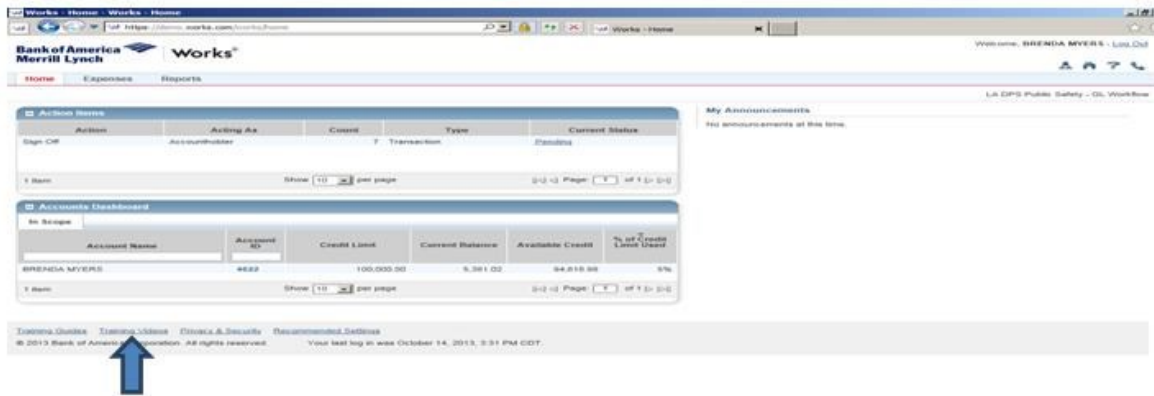
The screenshot shows a web browser window with the URL <https://demo.works.com/works/organization/user/2103884920>. The page is titled "Works - User - MYERS, BRENDA - Works - Home". The Bank of America Merrill Lynch logo is in the top left, and the user is logged in as "BRENDA MYERS". The navigation bar includes "Home", "Expenses", "Reports", and "Administration > Organization > Users > User Details". The main content area is titled "MYERS, BRENDA" and has tabs for "User", "Group Permissions", and "Accounts". The "User" tab is active, showing the following information:

- User Info:**
 - * First Name: BRENDA
 - Middle Name:
 - * Last Name: MYERS
 - * Email Address: brenda.myers@la.gov
 - * Login Name: CHBMYERS
 - A/P Payee ID:
- Roles:**
 - ☐ Program Administrator
 - ☐ Accountant
 - ☐ Auditor
 - ☒ Allocation Coder
 - ☒ Restrict Allocation Assistant to valid and authorized codes
 - ☐ Permit modifications via Allocation Assistant only
 - ☐ Purchase Requester
 - ☐ Purchaser
 - View Requests
 - ☐ Assigned to any Purchaser
 - ☐ Not assigned to any Purchaser
- Email Notifications:**
 - Reports ready for download: Daily
 - Pending tasks: Never
 - Configuration changes: Never

At the bottom right of the form are buttons for "Change Password" and "Save". The footer contains links for "Training Guides", "Training Videos", "Privacy & Security", and "Recommended Settings", along with the copyright notice "© 2013 Bank of America Corporation. All rights reserved." and the last login time "Your last log in was October 14, 2013, 3:31 PM CDT."

ONLINE VIDEO TRAINING

From the Home Page, select "Training Video" at the bottom of the screen.



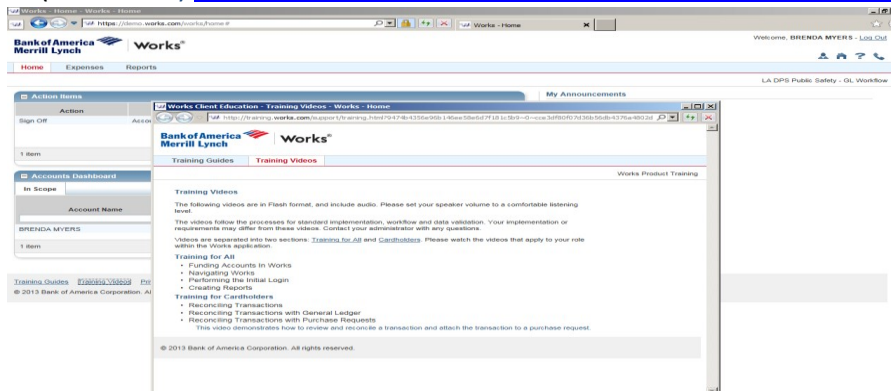
Training for Cardholders - Select Reconciling Transactions - demonstrates how to review and reconcile a transaction.

(direct link) http://training.works.com/support/resources/videos/Reconciling_Transactions.htm

Reconciling Transactions with General Ledger – demonstrates how to reconcile and review transactions with general ledger assignments.

(this one also talks about flagged transactions)

(direct link) http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger.htm



---END---