

LONGWOOD
UNIVERSITY

RECONCILIATION TRAINING MANUAL
FOR STATE AND NON-STATE



MATERIEL MANAGEMENT

Table of Contents

| | |
|---|---------|
| SPCC Reconciliation Overview | 2 |
| Cardholder Reconciliation Process | 3 – 27 |
| Approver Review Process..... | 28 – 33 |
| Reporting..... | 34 – 53 |
| Accounting Review Process..... | 54 - 81 |

What's New?

We have some updated items that we have put in **red** to draw your attention. Please review this new information on pages 18 thru 20 as it contains the revised documentation requirements.



Remember, over-the-counter purchases are those purchases that are made when you visit the vendor and your card is swiped by the vendor in your presence. The goods are then presented to you “over-the-counter”. If you are calling the vendor to have your card processed, this is **not** an over-the-counter transaction, and we will be flagging the transaction to have it processed in eVA.

Prohibited Purchase – The purchase of any kind of gift card with any of the Longwood University purchase cards is prohibited without meeting the following condition:

- **Must have prior approval** of Accounts Payable, Human Resources, and Materiel Management.

Gift cards are considered income for employees and must be taxed accordingly.

SPCC Reconciliation

Overview

All Cardholders and Approvers will be required to complete online reconciliation of SPCC transactions. Reconciliation will be completed in the [Bank of America, Works 4 application](#) (This application is most compatible with Firefox and Chrome). Cardholders are strongly urged to reconcile transactions as they post to their account, since cardholders will no longer receive paper statements and reconciliation is now due by the close of the billing period.

Reconciliation of all transactions to include allocation, uploading documentation, and sign off by both the cardholder and approver must be completed by the last day of the month in which the billing cycle ends. (If the billing cycle ends on June 15th, the reconciliation is due by June 15th for the cardholder and June 30th for the approver.)

Reconciliation of transactions consists of:

For Cardholders:

- Reviewing the transaction to ensure that it is a valid business purchase that complies with policies and procedures,
- Allocating transactions or confirming default / auto-matched allocations,
- Uploading electronic documentation for the transaction to the bank system, and
- Signing off on the transaction, which routes the transaction to the Approver for the account.

For Approvers:

- Reviewing the transaction and attached documentation to ensure that it is a valid business purchase that complies with policies and procedures,
- Checking the index and account codes on the transaction to ensure that the charge has been correctly allocated, and
- Signing off on the transaction, which forwards the transaction for audit review and prepares the transaction for Banner upload.

For Accounting:

- Reviewing the transaction and attached documentation to ensure that it is a valid business purchase that is in compliance with policies and procedures,
- Reviewing the index and account codes associated with the transaction to ensure it is properly allocated,
- Reviewing the documentation to ensure it is complete,
- Running a report to determine if all transactions have been properly allocated and signed off,
- Closing and Batching the transactions for extraction, and
- Running the process to upload the transactions into Banner.

CARDHOLDER RECONCILIATION PROCESS

To Reconcile Transactions

As purchases are made, retain your original receipts and other supporting documentation.

- It is a best practice to immediately convert paper documentation to electronic format and save them to a folder on your computer to expedite the reconciliation process.

When saving your documentation, please use the following data standard:

- **Date_vendor's name_invoice number (invoice date if there is no number)**
- **Date_vendor's name_receipt**
- **Date_vendor's name_purchase order**
- **Date_vendor's name_receiving report**
- **Date_traveler's name_RT A**

Receipts should be saved either to Works or on your computer using the data standard.

As a transaction posts to your account, you will receive an automated email from the bank system notifying you that there is a transaction available for signoff. You may set your email alerts to different timeframes per your preference. Clicking on the link for Works 4 in that email will bring you to the Bank of America Works system, which may also be found at <http://payment2.works.com/works>.

The screen below is an example of a cardholder home screen.

The screenshot displays two sections of a web interface. The top section, titled 'Action Items', contains a table with columns: Action, Acting As, Count, Type, and Current Status. The table is empty, with a message 'No data available in table' and '0 items' at the bottom. The bottom section, titled 'Accounts Dashboard', features a table with columns: Account Name, Account ID, Credit Limit, Current Balance, Available Spend, and Available Credit. One account is listed: MARGARET SAMUELS, with an Account ID of 2876 (highlighted with a red box), a Credit Limit of 250,000.00, a Current Balance of 0.00, and Available Spend and Credit of 250,000.00. The page shows '1 item' and 'Page: 1 of 1'.

Click on the down ➔ next to the last four digits of your account number.

| Accounts Dashboard | | | | | |
|--------------------|------------|--|-----------------|-----------------|------------------|
| In Scope | | | | | |
| Account Name | Account ID | Credit Limit | Current Balance | Available Spend | Available Credit |
| MARGARET SAMUELS | 2876 | 250,000.00 | 0.00 | 250,000.00 | 250,000.00 |
| 1 item | | View Full Details View Auth Log | Page: 1 of 1 | | |

Click on View Auth Log.

| Authorization Log - Margaret Samuels (2876) | | | | | | |
|---|---------------|----------------------|--------|-----------------------------|----------------|--|
| Current Balance: 0.00 | | ATM Cash Limit: 0.00 | | Available Funds: 250,000.00 | | |
| Date | Merchant Name | MCC | Amount | Result | Decline Reason | |
| No data available in table | | | | | | |

The cardholder’s current balance, available funds, and if any, a list of transactions that have been authorized to go on the card or have been declined. If declined, there will be a decline reason in the column to the right. This is the first area that Materiel Management will review when Bank of America Fraud contacts them or the cardholder.

| Accounts Dashboard | | | | | |
|--------------------|------------|--|-----------------|-----------------|------------------|
| In Scope | | | | | |
| Account Name | Account ID | Credit Limit | Current Balance | Available Spend | Available Credit |
| MARGARET SAMUELS | 2876 | 250,000.00 | 0.00 | 250,000.00 | 250,000.00 |
| 1 item | | View Full Details View Auth Log | Page: 1 of 1 | | |

Click on View Full Details. A page with the cardholder’s account detail will display. Click on the cardholder’s name next to the “Primary Accountholder”.

Home Expenses Reports

Accounts > [Account Portfolio](#) > Account Details

MARGARET SAMUELS (2876)

Account Summary

Account Nickname: Margaret Samuels
 Account ID: 2876
 Primary Accountholder: Samuels, Margaret

Spend Control Profile Account Address Accountholders

Another way to display the user's account detail is to click on the person icon in the upper righthand corner of the screen.



The Accountholder's information displays in the upper portion of the screen and the Email Notifications Section is at the bottom.

Email Notifications

Pending tasks: ▾

Reports ready for download: ▾

Configuration changes: ▾

To set the email alerts, click on the down ➔ next to each type of email and you will see the choices available.

Email Notifications

Pending tasks:

Reports ready for download:

Configuration changes:

- Immediately
- Daily
- Weekly
- Never

Cardholders will need to set their email preferences as soon as possible to avoid missing any alerts. It is **strongly** recommended to leave it set to at least daily until the user is comfortable with the system and the billing cycles.

An example of a system generated email is attached as Attachment 1.

To go back to the accountholder’s home page, click on “Home” in the upper left hand of the screen.



Home | Expenses | Reports

Administration > Organization > [Users](#) > User Details

WRIGHT, TRAVIS H

| User | Group Permissions | Accounts |
|--|-------------------|----------|
| * Group: AF-Cashiering & Student Accounts | | |

User Info

Or you can click on the house icon on the upper right hand side of the screen.



Click the Accountholder Pending link.

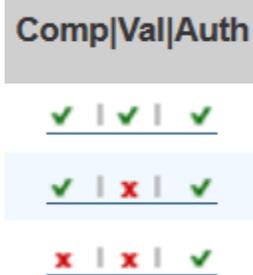
| Action Items Upload Receipts | | | | |
|---|---------------|-------|-------------|-------------------------|
| Action | Acting As | Count | Type | Current Status |
| Sign Off | Accountholder | 4 | Transaction | Pending |

1 item Show per page Page: of 1

On the Transactions screen, you will see several fields. These fields are limited in the number of characters that can be entered and displayed. The different fields are:

- Document – this is a system generated field and you will not be able to change. This is also the transaction number.
- Account ID – this is the last four (4) digits of the cardholder’s card number.
- Sign off – this field will change as the cardholder and approver sign off.
- Date posted – is the date the charge posted to the card.
- Date purchased – is the date the cardholder actually purchased the item.
- Primary accountholder – is the name of the cardholder.
- Purchase amount – is the total amount of the purchase.
- Vendor – is the vendor’s name that is provided to Bank of America when posting the charge.

- Comp/Val/Auth – this will show if the transaction is complete, valid, and authorized based on whether the charge has been allocated, is using the correct combinations of location code/location title (if used), and authorized by Bank of America. Once the transaction has been allocated, the Comp should turn to a green check mark. The Val portion should be a green check as a default of N/A has been set for most departments. If N/A does not automatically show in these fields, you must choose it if you are not in Facilities. All Facilities departments will still have to choose a valid combination or N/A in the Location Code and Location Description fields. The Auth will always show a green check mark as it shows that the charge is authorized by the bank.



- Allocation – this is the combination of index and account codes used for the transaction and a description of the transaction. The description is limited to 35 characters and will be required before you will be able to save the allocation.
- Allocated amount – this should match the Purchase amount to show that the charge has been completely allocated.
- Upload receipt – this will show if a receipt has been uploaded (Yes) or not (No). Documentation is **required** to be uploaded to the system for each transaction. This documentation should be uploaded to Works **before** clicking the sign off button for the transaction.

| Transactions - Accountholder | | | | | | | | | | | | | |
|---|-------------|------------|----------|-------------|----------------|-----------------------|-----------------|--------------------------------|---------------|--------------------|------------------|----------|-----|
| << Pending Sign Off Signed Off Flagged All Clear Filters Columns ▾ | | | | | | | | | | | | | |
| Advanced Filter | | | | | | | | | | | | | |
| | Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor | Comp Val Auth | Allocation | Amount Allocated | Upld Rec | |
| <input type="checkbox"/> | TXN00001113 | 4242 | none | 05/17/2018 | 05/17/2018 | Wilson, Bill | 911.38 | PUBLIC WAREHOUSING-FARM PR CO. | ✓ X ✓ | 131005,71309,..... | 911.38 | No | All |
| <input type="checkbox"/> | TXN00001117 | 4242 | none | 05/17/2018 | 05/17/2018 | Wilson, Bill | 38.71 | SUNWORLD INTERNATIONAL AIR CO. | X X X | 131005,71309,..... | 38.71 | No | |

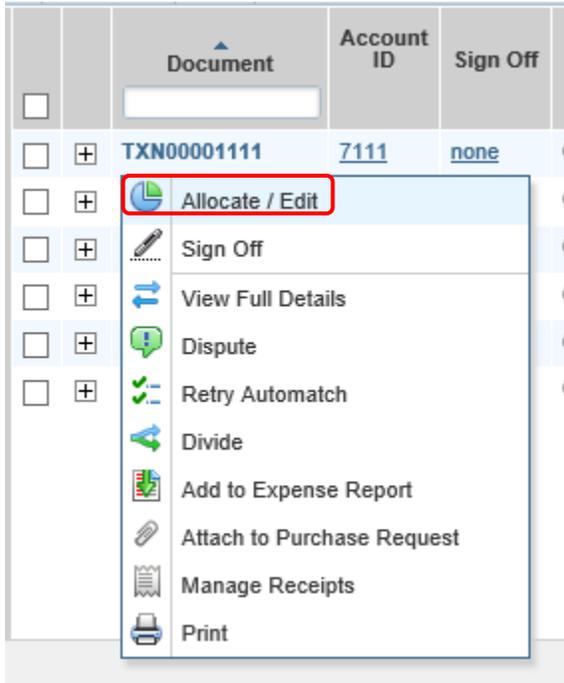
0 Selected | 2 items Show 10 per page Page: 1 of 1

On the Pending Sign Off tab of the Works Expense screen, review the transaction by comparing the transaction information to supporting documentation. Ensure that totals match and that you have not been incorrectly charged tax.

- Contact the vendor immediately if you have been charged in error. Contact the Program Administrator, Erin Evans at 434-395-2093 or Peggy Samuels at 434-395-2721, and

Bank of America's Fraud Department (1-866-500-8262) if any fraudulent transactions appear.

After reviewing the transaction, click on the Document Number in the line item and select the Allocate/Edit option from the drop-down menu.



This will open an allocation pop-up window.

| Description | GL01: Index | GL02: Account |
|--------------------------|-------------|---------------|
| LUFTHANSA CO. - Purchase | 164000 | 71309 |

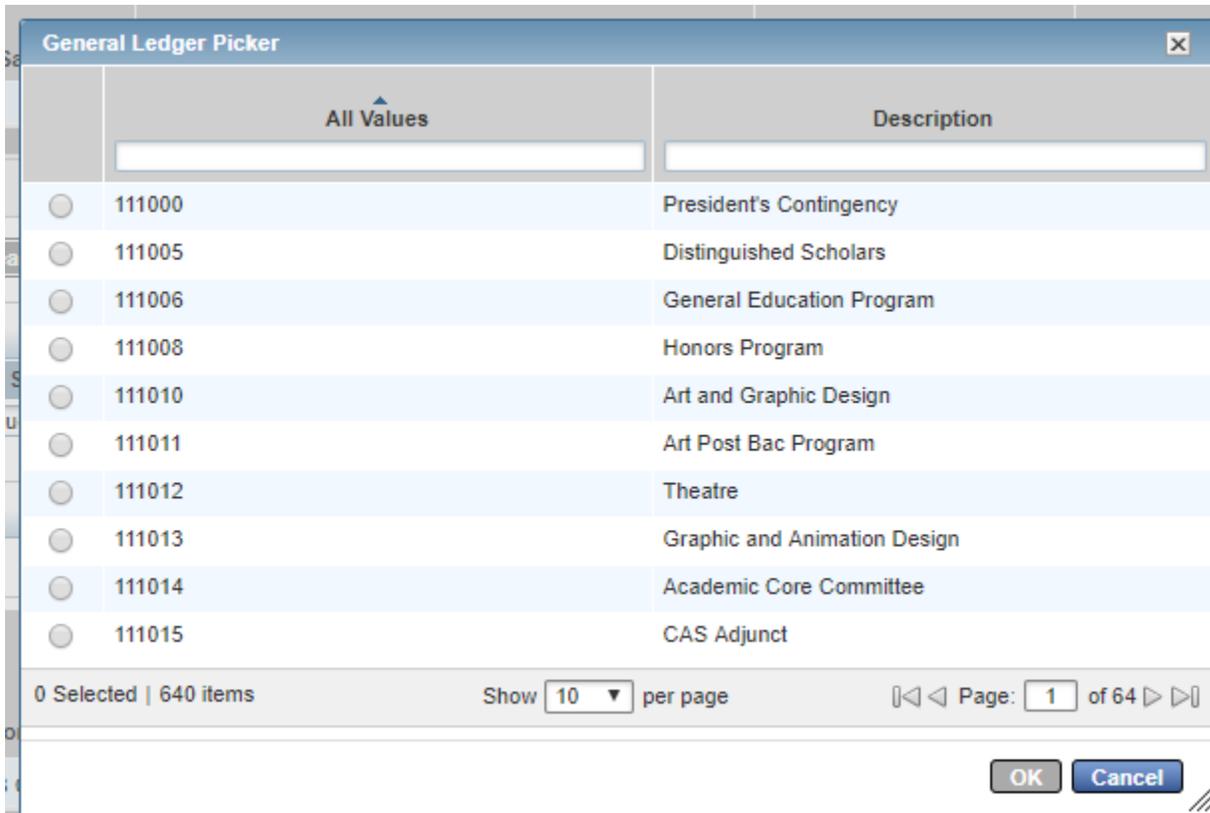
In this window you will need to review the many columns.

Edit the item description field to change the description that will post to Banner-Add first initial and first 4 digits of your last name in all capital letters with no spaces in front of the vendor's name. Example: **PSAMU Dell Marketing**. Do not leave a space between your first initial and the initials of your last name. Leave one space between your initials and the vendor's name. If you have a hyphenated last name, use the first four letters of the first of the hyphenated names. (For Walls-McKay, you would use the WALL for the letters of the last name.) (Please note that there is a 35-character limit on the Banner import for this field and special characters will not import.)

GL01: Index should default to your departmental index code. If this is not the index to which you would like the charge allocated, click on the “See More” and all available index codes and their descriptions will display. Note: if the default index code is incorrect for your department or is not displaying, please contact Peggy Samuels by email at samuelsma@longwood.edu.



****Note that the Index codes will be different for Local and State Programs.**



GL02: Account Code – this is set to a default code and MUST be changed to reflect the correct type of charge. To change it, click in the field to begin typing the code, or select ‘See More...’ to choose the correct Index code. **This is a required field.**

| All Values | Description |
|-----------------------|--|
| <input type="radio"/> | 71205 Seat Management Services |
| <input type="radio"/> | 71212 Outbound Freight Service |
| <input type="radio"/> | 71213 Messenger Services |
| <input type="radio"/> | 71214 Postal Services |
| <input type="radio"/> | 71215 Printing Services |
| <input type="radio"/> | 71216 Telecom Svcs (by VITA) |
| <input type="radio"/> | 71217 Telecom Svcs (by Non-St Vendor) |
| <input type="radio"/> | 71218 Telecom Svcs (by another St. Agency) |
| <input type="radio"/> | 71219 Inbound Freight Services |
| <input type="radio"/> | 71221 Organization Memberships |

0 Selected | 267 items Show 10 per page Page: 1 of 27

OK Cancel

GL02: Account

- 71205 | Seat Management Services
- 71212 | Outbound Freight Service
- 71213 | Messenger Services
- 71214 | Postal Services
- 71215 | Printing Services
- 71216 | Telecom Svcs

GL03: Activity

GL04: Location Code

GL05: Location Title

GL06: Shop

GL03: Activity Codes –This is only a required field for the Library and Athletics. To update click in the field and the options will display. *If you are not entering one of the required codes, **do not enter anything in this field.***

GL03: Activity

- 17SAID | Athletic Student Aid
- 18GUAR | Guarantees
- 24RECR | Recruiting
- 25TTRA | Team Travel
- 26EQUP | Equipment/Uniforms/S
- 27GAME | Game Expenses

GL04: Location Code – This is a searchable field meant for Facilities’ use to indicate the building the work was completed in. If you do not have a building to enter into this field, use N/A. This is a **required** field.

GL05: Location Title – The name corresponding with the building in GL04. These must match to process correctly. If you do not have a building to enter into this field, use N/A. This is a **required** field.

| GL04: Location Code | GL05: Location Title |
|---|---|
| 0004 Field House | 113 W. Third St |
| 0005 Gate House / 1209 Longwood Ave. | (lease) 113 W. Third St (lease) |
| 0008 Coal House | 117 W. Third St. 117 W. Third St. |
| 0009 Cox | 1st. Ave. Field 1st. Ave. Field |
| 0011 Old Main Cunningham - 201 Brock Commons | 2091 Black Walnut Road (Arch Field School) 2091 Black Walnut Road (Arch Field School) |
| 0012 Old South Cunningham - 201 Brock Commons | |

If you are not using one of the buildings, you **MUST** choose N/A for both the Location Code and Location Title. You **CANNOT** leave them blank after April 1, 2019. Location Code and Title will be defaulted to N/A for all departments with the exception of Facilities departments.

GL06: Shop – Another searchable field meant for Facilities to indicate which shop did the work. *If you are not entering a required code in this field do not enter anything in this field.*

| GL06: Shop |
|---|
| Administrative Services Administrative Services |
| Carpentry Carpentry |
| Contract Administration Contract Administration |
| Electrical Electrical |
| Energy Mgmt Energy Mgmt |

| | | | |
|----------------------|-----------------------------|----------------------------|---|
| GL07: Description | GL08: Purchase Order Number | GL09: eVA Exclusion Number | GL10: DSBSD Certified SWaM Business Codes |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

GL07: Description of your purchase. **This is a required field.** This field is limited to 35 characters. Note: This information will not feed to Banner, but is available to query in Bank of America Works. Information to be included:

- RTA number and traveler’s last name
- Short description of purpose of purchase (examples: office supplies, conference fees, etc.)

| |
|-------------------|
| GL07: Description |
| RTA 43518 Parker |

GL08: Purchase order number –If your purchase was not an eVA exclusion, please put the Purchase order number in this field.

| |
|-----------------------------|
| GL08: Purchase Order Number |
| <input type="text"/> |

GL09: eVA Exclusion Number – If your order did NOT go into eVA, and is under an eVA Exclusion number, please select the number from the drop-down menu. ***All purchases not specifically excluded from eVA must be recorded in eVA by the cardholder within 5 business days or by the last of the month, whichever is earlier.***

| |
|---|
| GL09: eVA Exclusion Number |
| <input type="text"/> <ul style="list-style-type: none"> 1 Real estate leases 10 Goods or services for direct use by the program recipients 11 Award of grants or contracts by agencies and institutions 12 Medical (health care) services 13 Public Utilities 14 Closed loop or |

GL10: DSBSB Certified SWaM Business Codes – Indicate if your vendor was SWaM certified or falls under one of the other drop-down codes. Please select from the drop-down menu.

GL10: DSBSB Certified SWaM Business Codes

- EP | Emergency Procurement
- ESS | Exempt from SWaM Set-Aside
- PNR | Price Not Reasonable
- VNA | Vendor Not Available
- YES | SWaM vendor was used
- See More...

If you have any additional information not included in one of the GL values listed above, the Reference field under the Reference and Tax section can be used. Note: This information will not feed to Banner, but will be available for query in Bank of America Works. **If you are using a contract, please enter the contract number into the Reference field. This will allow tracking of contract use.**

Reference & Tax

Reference

Reference & Tax

Reference

E194-1277 Contract number

If split accounting is required, you may add additional lines. Click on Add and choose the number of lines you would like to add.

Remove Add Duplicate Clear GL

- 1 line
- 2 lines
- 3 lines
- 4 lines
- 5 lines
- 6 lines
- 7 lines

Reference & Tax

Tax Status

Sales Tax Included

To duplicate line items, fill out the fields that will be the same between all lines.

| Description | GL01: Index | GL02: Account | GL03: Activity | GL04: Location Code | GL05: Location Title |
|---|-------------|---------------|----------------|---------------------|----------------------|
| PUBLIC WAREHOUSING-FARM PR CO. - Purchase | 164000 | 71343 | | | |

| Item Title | GL06: Shop | GL07: Description | GL08: Purchase Order Number | GL09: eVA Exclusion Number | GL10: DSBSD Certified SWaM Business Codes |
|------------|------------|-----------------------|-----------------------------|----------------------------|---|
| | | 7132-Kleensweep order | DO1983257 | | YES |

When complete, select the check box at the beginning of the transaction:

| | | All Values | |
|--------------------------|---------------|------------|---|
| <input type="checkbox"/> | Comp Val Auth | Amount | ▼ |
| <input type="checkbox"/> | ✓ ✗ ✓ | 565.46 | |

0 Selected | 1 item

Under 'Duplicate' select how many lines you want to add to split the amount.

| | | All Values | | Sales Tax |
|-------------------------------------|---------------|------------|---|-----------|
| <input type="checkbox"/> | Comp Val Auth | Amount | ▼ | |
| <input checked="" type="checkbox"/> | ✓ ✗ ✓ | 565.46 | | 42.56 |

1 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference

1 line
2 lines
3 lines
4 lines
5 lines
6 lines
7 lines

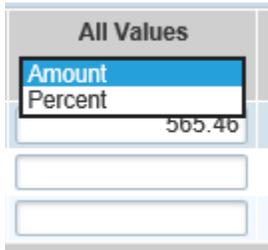
Sales Tax Include

Transaction Detail 4225 / PUBLIC WAREHOUSING FARM

Once the new lines are in place, update the budgets that the charge will be split between.

| GL01: Index | GL02: Account |
|-------------|---------------|
| 164000 | 71343 |
| 319235 | 71343 |
| 171000 | 71343 |

Purchases can be split by either dollar value or percentage.

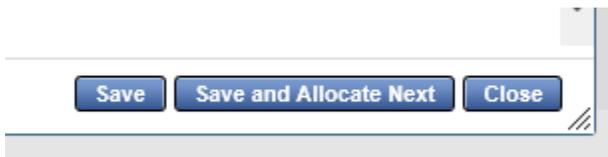


To ensure all funds have been allocated, the upper right hand of the allocation details box shows the allocation total. The total amount should show 100%, and the Variance 0.00.



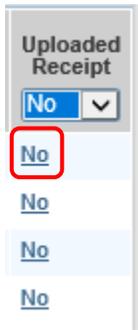
Note: In the above example tax was charged in error. The cardholder will need to contact the vendor to receive a credit for the tax. A note should be added to the Comment section documenting that a credit has been requested. The cardholder will need to document that a credit is pending. Once the credit is received, it must be reconciled in the same way as the original charge. Again, a note should be added to the Comment section documenting the purchase order or vendor for the original charge.

After your charge has been allocated to the proper budget, you may select Save or Save and Allocate Next to continue. *Please note that if you do not save your work before closing, it will not retain the information.*

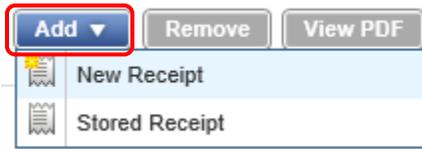


Once edits are complete, click on the Save button to save changes. Next click the Close button to return to the Pending Sign Off screen. Once you return to the Pending Sign Off list, you will need to add documentation to the charge as you did with your paper VISA log. **A receipt/documentation is required for your allocation to be submitted.**

To attach documentation to a transaction, click on the 'No' in the Uploaded Receipt column at the end of each transaction line.



This will bring up the Receipts pop-up window. On the Receipts pop-up window, click on Add button and select the New Receipt option from the drop-down menu.



This will open a new window where you can browse to the document on your computer. **PLEASE ADD RTA DATE AND DESCRIPTION ON THIS SCREEN IF YOU HAVE MULTIPLE TRANSACTIONS WITH ONE RTA (such as lodging, meals, rental car, etc.).** The receipt date and description on this screen will not display in Works and will not populate in Banner, but will allow Accounts Payable to track all transactions that go with the RTAs. Once you have chosen your receipt, select 'OK'.

Add Receipt

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

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

* File to Add: FOCUS RTA 40351.pdf

Receipt Date: mm/dd/yyyy

Description:

As you can see from the example above, the RTA date as well as a description have been added to the fields when uploading an additional receipt for a trip. This will be for both SPCC and Local cards.

Add Receipt [X]

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

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

* File to Add:

Receipt Date: mm/dd/yyyy

Description:

When saving your documentation, please use the following data standard:

Date_vendor's name_invoice number (invoice date if there is no number)

Date_vendor's name_receipt

Date_vendor's name_purchase order

Date_vendor's name_receiving report

Date_traveler's name_RT A

Receipts should be saved either to Works or on your computer using the data standard.

| Transaction | Allocation & Detail | Dispute | Receipts | | |
|--------------------------|---------------------|-------------------|--------------|--|-----------|
| <input type="checkbox"/> | Upload Date | Uploaded By | Receipt Date | File Name | File Size |
| <input type="checkbox"/> | 03/08/2019 | Samuels, Margaret | | 20190225_XEROX_PmtConfirmation | 43.4 KB |
| <input type="checkbox"/> | 03/08/2019 | Samuels, Margaret | | 20190225_XEROX_Inv095395176 | 77.2 KB |
| <input type="checkbox"/> | 02/28/2019 | Samuels, Margaret | | 20190225_XEROX_Past_Due_Invoice_Payment_Approval | 5.1 KB |
| <input type="checkbox"/> | 02/28/2019 | Samuels, Margaret | | 20190225_XEROX_PO_Receiving | 103.7 KB |

You may add as many files as are necessary to properly document the charge. RTAs, receipts, and invoices are still required for documentation. The cardholder is responsible to ensure that all documentation is *clear* and *legible*.

Note: File sizes for receipt documentation is limited to 1MB per file. If you try to upload a file larger than the allowed size, it will give you an error message.

Add Receipt

File to Add: Select a file smaller than 1MB in size.

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

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

* File to Add:

Receipt Date:

Description:

After locating the documentation to upload, click on the OK button on the Receipt Window. You will now see the receipt name listed in the File Name column of the Receipts pop-up window. From here you can view the documentation or click on the Close button to return to the Expenses screen.

You will be required to upload documentation before you can sign off on transactions.

- Required documentation to be submitted:
 - Itemized invoice.
 - Paid Receipt with “Received” and date received written on receipt.
 - eVA Purchase order number or eVA exclusion number.
 - If this was a release request for items such as payment for ARAMARK, Enterprise, furniture not provided through VCE, printing not printed through Longwood University, etc., include a copy of the appropriate release.
 - Releases to pay past-due invoices.
 - Single transaction releases above \$5,000 from Department of Accounts through Materiel Management.
 - If there is a meal charge, a completed SPCC Business Meal Form.
 - For travel charges, you must include a **signed** RTA (Request for Travel) once for each trip. Please include it with either the lodging or the first expense of the trip. All other expenses associated with that trip **MUST** reference the RTA number either in the Receipt description when uploading additional receipts or in the Comment section.

****Note that Local Fund purchases are encouraged to utilize the same purchasing procedures that the State program utilizes. Local Fund purchases will still be required to provide documentation for all purchases.**

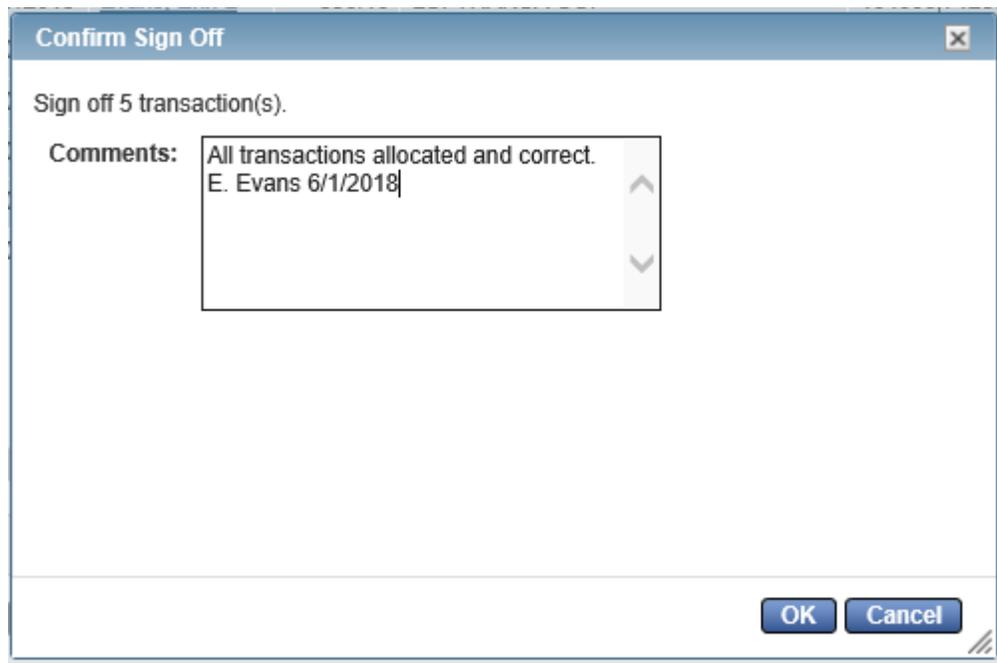
The last step in the cardholder reconciliation process is signing off on the transaction. This is done by clicking on the check-box to the left of the line item and clicking on the blue Sign Off button located at the bottom of the page. This will route the transaction to your Approver for review and sign off. Select all the transactions your wish to sign off on.

| <input type="checkbox"/> | | Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor |
|-------------------------------------|--------------------------|----------------------|------------|----------|-------------|----------------|-------------------------------|-----------------|----------------------------|
| <input checked="" type="checkbox"/> | | <input type="text"/> | | | | | <input type="text"/> | | <input type="text"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001111 | 7111 | none | 05/17/2018 | 05/17/2018 | Evans, Erin L | 856.16 | LUFTHANSA CO. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001140 | 7111 | none | 05/30/2018 | 05/30/2018 | Evans, Erin L | 2.45 | HERTZ CORPORATION CO. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001141 | 7111 | none | 05/30/2018 | 05/30/2018 | Evans, Erin L | 411.61 | LUFTHANSA CO. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001142 | 7111 | none | 05/30/2018 | 05/30/2018 | Evans, Erin L | 533.72 | ENGINEERING, ARCHITECTURAL |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001143 | 7111 | none | 05/30/2018 | 05/30/2018 | Evans, Erin L | 608.02 | PUBLIC WAREHOUSING-FARM PF |

Select 'Sign Off'



Signing off on the transactions requires a comment to confirm. Enter your comment and select 'OK'. The comment is **required** by both the cardholder and the approver when signing off.



Confirm Sign Off

Sign off 5 transaction(s).

Comments: All transactions allocated and correct.
E. Evans 6/1/2018

OK Cancel

The transaction(s) is now ready for your supervisor to review and approve.

Any transactions that have not been completely reconciled (allocate, upload receipt, sign-off by both cardholder and approver) will not be cleared from your available balance. If you have not completed the reconciliation process, your available balance will be less the amount of the unreconciled transactions.

Example: Peggy has a monthly available balance of \$10,000. She does not complete the reconciliation on two of her transactions totaling \$500. When the new billing period begins, her available balance will only be \$ 9,500. She will not be able to change the allocation of the purchases but will still be required to upload the receipt and documentation and complete the sign off process along with her supervisor. Once the transactions have been completely reconciled and signed off, her available balance will be restored in the next billing period. If these purchases were in the billing period ending June 15th and the reconciliation is not completed by June 30th, her available balance for the July billing period will be the lower amount. If she reconciles on July 1st, her available balance will not restore until the August billing period begins.

The approver or Accounting may flag a transaction for a variety of reasons. Some of these reasons may be the wrong allocation, missing documentation, or a better explanation for the purchase. The accountholder should receive an email from the system regarding the transaction being flagged. When logging in to Works, you will see the flagged transaction in your Action Items. To review transaction, click on the “Flagged” link.

| Action | Acting As | Count | Type | Current Status |
|---------|---------------|-------|-------------|----------------|
| Resolve | Accountholder | 1 | Transaction | Flagged |

1 item Show 10 per page Page: 1 of 1

The transaction details will display.

| Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor | Comp Val Auth | Allocation | Amount Allocated |
|-------------|------------|-------------|-------------|----------------|-----------------------|-----------------|---------------|---------------|--|------------------|
| TXN00001150 | 4608 | AH (APR)ACT | 06/06/2018 | 06/06/2018 | Demosey, Tiffany E | 8.06 | DAN HOTELS CO | ✓ ✗ ✓ | 161035.71285...RTA 45678 - Lodging_23a.ESS | 8.06 |

Click on the down arrow next to the transaction number and the following screen will display.

| Document | Account ID | Sign Off |
|-------------|------------|-------------|
| TXN00001150 | 4608 | AH (APR)ACT |

- Allocate / Edit
- View Full Details**
- Sign Off
- Dispute
- Divide
- Remove Flag
- Add to Expense Report
- Attach to Purchase Request
- Manage Receipts
- View Receipts
- Print

Choose the View Full Details to review the transaction. Note: on the Transaction Details screen under the Comments section you can see the name of the person that flagged the transaction and the comment that was left when it was flagged.

Expenses > Transactions > Transaction Detail 214-Longwood University

TXN00001150 Source Amount: 8.06 USD Actions

Purchase Amount: 8.06 Allocation Variance: 0.00
 Post Date: 06/06/2018 Comp | Val | Auth: ✓ | x | ✓
 Vendor Name: DAN HOTELS CO. Sign Off History: [AH \(APR\) ACT](#)
 MCC: 3629 (DAN HOTELS)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: SYNTH Account Nickname: TIFFANY E DEMPSEY
 Purchase ID: SYNTH Account ID: 4608
 CRI Reference: Accountholder: [Dempsey, Tiffany E](#)
 Vendor ID: [SYNTH](#)
 Vendor Address: sd, 573131234

Comments Add Comment

Signed off 6-11-18 TD
 Tiffany E Dempsey | 06/11/2018
 For test of raised flag
 Cathryn B Mobley | 06/11/2018

Click on the Allocation & Detail tab to view the allocation details. The allocation details of the transaction are displayed.

TXN00001150 Source Amount: 8.06 USD Actions

Purchase Amount: 8.06 Allocation Variance: 0.00
 Post Date: 06/06/2018 Comp | Val | Auth: ✓ | x | ✓
 Vendor Name: DAN HOTELS CO. Sign Off History: [AH \(APR\) ACT](#)
 MCC: 3629 (DAN HOTELS)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 8.06 Tax Amount: 0.56 Allocation Total: 8.06 | 100% Variance: 0.00

| Comp Val Auth | All Values Amount | Sales Tax | Description | GL01: Index | GL02: Account | GL03: Activity | GL04: Location Code |
|---------------|----------------------|-----------|-------------------------------------|-------------|---------------|----------------|---------------------|
| ✓ x ✓ | 7.50 | 0.56 | Dempsey - DAN HOTELS CO. - Purchase | 161035 | 71285 | | |

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

| Reference | Tax Status | Goods & Services | Tax Total | Use Tax | Shipping ZIP |
|-----------|--------------------|------------------|-----------|---------|--------------|
| | Sales Tax Included | 7.50 | 0.56 | 0.00 | 23909 |

Transaction Detail - 3629 (DAN HOTELS)

Another way to determine the individual that flagged the transaction and/or the date it was flagged, look to the righthand side of the transaction screen. You will see “Columns”. Click on the dropdown arrow next to the word Columns to display a list of columns that can be added to the display.

Home Expenses Reports

Expenses > Transactions > Accountholder 214-Longwood University

Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All Clear Filters Columns ▼

Advanced Filter

- Date - 03/18/2018 - 06/26/2018
- Account - All
- Corporate Account - All
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- Allocation Complete - All
- Allocation Valid - All
- Allocation Authorized - All

| Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor | Comp/Val/Auth | All |
|-------------|------------|--------------|-------------|----------------|-----------------------|-----------------|---------------|---------------|----------------------|
| TXN00001150 | 4608 | AH,(APB),ACT | 06/06/2018 | 06/06/2018 | Demsey,Tiffany,E | 8.06 | DAN HOTELS CO | ✓ x ✓ | 161035,71285,,,,,RTA |

Columns dropdown menu:

- Bank Transaction #
- Barcode Index
- CRI Reference
- Comments**
- Comp/Val/Auth
- Date Posted
- Date Purchased
- Dispute Submitted
- Flagged
- Flagged By**

Save

Choose Comments to view any comments left and Flagged by to determine the individual that flagged the transaction. Click Save to display the new columns. The new columns will be added to the right of the existing columns so you will need to use the scroll bar to move over to see the new columns.

Clear Filters Columns ▼

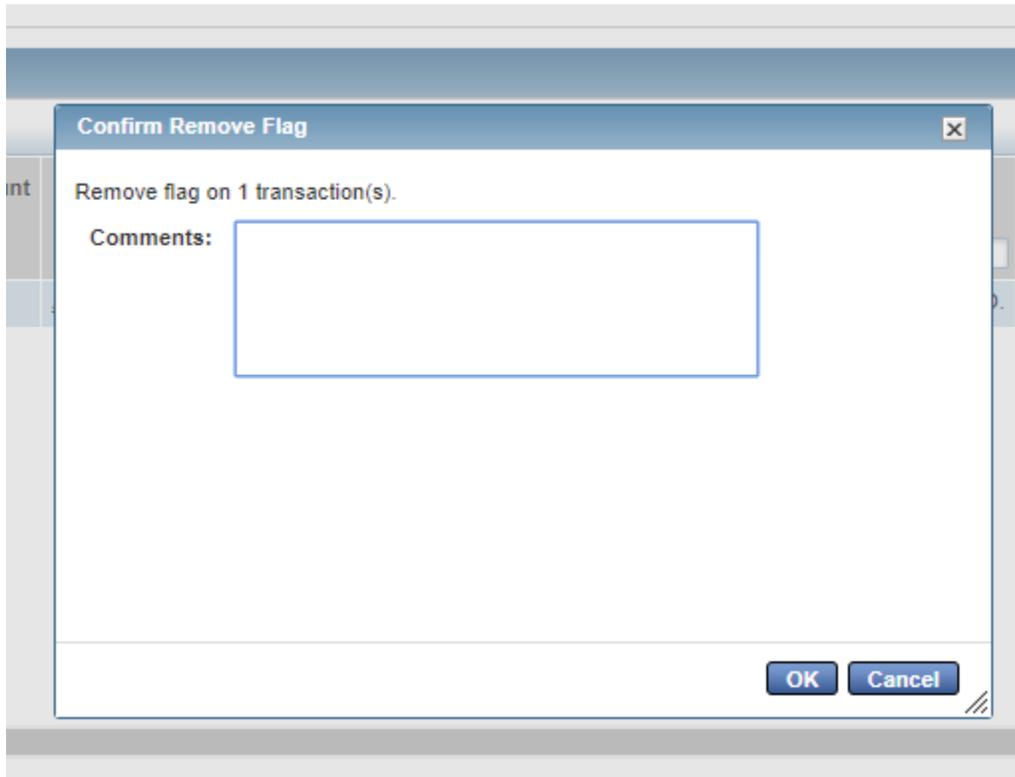
| Allocation | Amount Allocated | Uploaded Receipt | Comments | Flagged By |
|---|------------------|------------------|--|-------------------|
| 161035,71285,,,,,RTA 45678 - Lodging,,23a,ESS | 8.06 | All ▼ Yes | For test of raised flag (more) | Mobley, Cathryn B |

Once you have fixed the issue with the transaction, you will need to remove the flag. You can either go back and click on the dropdown arrow next to the transaction number and choose Remove Flag or you can click the “Remove Flag” button at the bottom of the transaction screen.

Expenses > Transactions > Accountholder

The screenshot displays the 'Transactions - Accountholder' interface. At the top, there are navigation tabs: '<<', 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. Below this is an 'Advanced Filter' section with various criteria like Date, Account, Corporate Account, Purchase Request, Amount Range, Dispute Status, Account Status, Allocation Complete, Allocation Valid, and Allocation Authorized, each with a search icon. A table below the filters shows transaction details for TXN00001150, with columns for Document, Account ID, and Sign Off. A dropdown menu is open over the transaction, listing actions: Allocate / Edit, View Full Details, Sign Off, Dispute, Divide, Remove Flag (highlighted with a red box), Add to Expense Report, Attach to Purchase Request, Manage Receipts, View Receipts, and Print. At the bottom of the interface, there are buttons for Attach, Mass Allocate, Print, Remove Flag (highlighted with a red box), and Upload Receipt.

A confirmation screen will display. You will need to add a comment to the confirmation screen below before clicking Ok.



Once you click OK, an email will be sent to your approver or Accounting advising them that the transaction is now ready for them to review again. The transaction will be removed from the cardholders Action Items screen.

Approver Reconciliation Process

As cardholders sign off on transactions they will be electronically routed to the approver's account for review and sign off.

The [Bank of America, Works 4 application](#) will send you an automated [email](#) notifying you when you have a transaction available for signoff. Please see Attachment 2 for an example of the automated email. Clicking on the link for Works 4 in that email will bring you to the bank system, which may also be found at <http://payment2.works.com/works> (Please do not click through on the link for Works 3, as that application does not support receipt imaging).

Any items you have pending approval will show up in your Action Items list on the Bank of America Home Page.

| Action | Acting As | Count | Type | Current Status |
|----------|-----------|-------|-------------|-------------------------|
| Sign Off | Approver | 1 | Transaction | Pending |

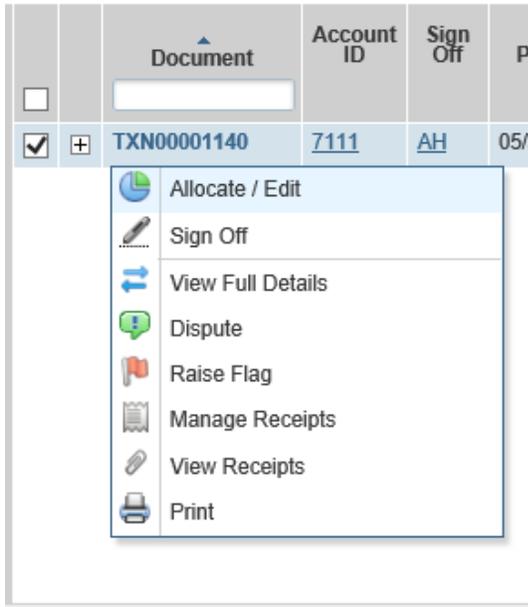
1 item Show 10 per page Page: 1 of 1

Click Approver “Pending”.

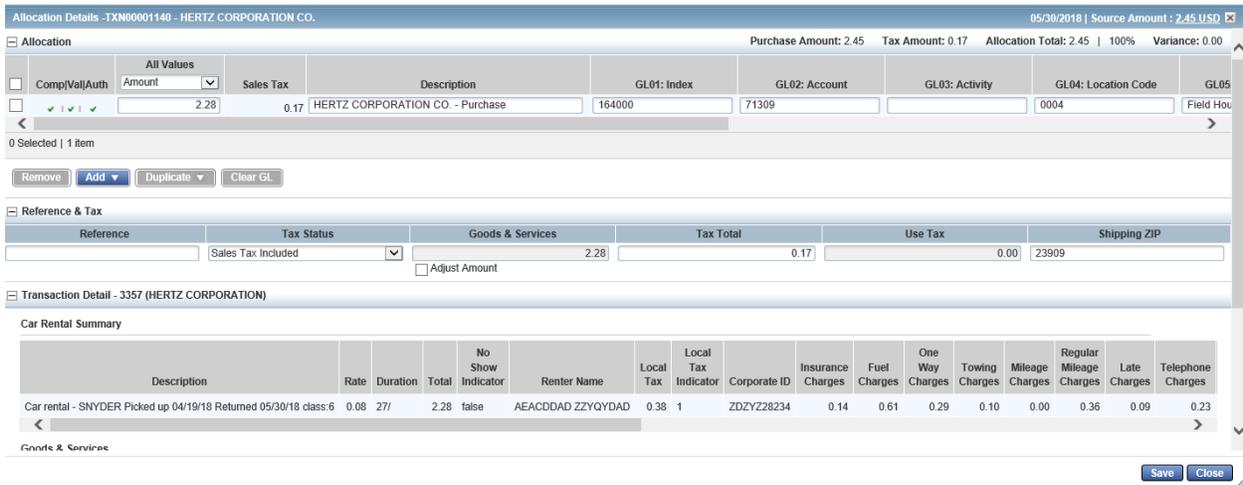
This screen will appear with all transactions ready to be approved.

| Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor | Comp/Val/Auth | Allocation |
|-------------|------------|----------|-------------|----------------|-----------------------|-----------------|--------------------------------|---------------|--|
| TXN00001113 | 4242 | AH | 05/17/2018 | 05/17/2018 | Wilson, Bill | 911.38 | PUBLIC WAREHOUSING-FARM PR CO. | ✓ ✓ ✓ | 111190,71256,0004,Field House,,Test tr |

To review the details of the transaction, click on either the Document number at the beginning of the transaction, or the + symbol before the Document number.



Confirm that the transaction has been correctly allocated by viewing the Allocation column of the Expenses screen. Allocation information for transactions containing multiple line items can be viewed by clicking on the plus sign (+) next to the Document number and then clicking on the Allocation Tab.



Close the transaction when complete.

To view documentation, click on the 'Yes' hyperlink under the Uploaded Receipt column.

| Clear Filters | | Columns ▼ |
|------------------|---------------------|-----------|
| Amount Allocated | Uploaded Receipt | Flagged |
| | All ▼ | |
| 2.45 | Yes | |

Review the transaction's attached supporting documentation to ensure it is a valid business purchase.

If you find an issue with the transaction, flag it for review by the cardholder. Select the transaction that needs to be flagged by placing a check mark next to the Document number, and click on the 'Flag' link, and select, Raise Flag

The screenshot shows the 'Transactions - Approver' interface. At the top, there are tabs for 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. Below the tabs is an 'Advanced Filter' section with various criteria like Date, Group, Account, etc. A table below the filter shows a transaction with Document ID 'TXN00001140' and Account ID '7111'. A checkmark is next to the document number. At the bottom, there are buttons for 'Mass Allocate', 'Flag', 'Print', 'Sign Off', and 'Upload Receipt'. The 'Flag' button is highlighted with a red box, and a dropdown menu is open showing 'Raise Flag' and 'Remove Flag' options.

Make a comment on the issue with the transaction and click Ok.

The image shows a 'Confirm Raise Flag' dialog box. At the top, it says 'Raise flag on 1 transaction(s)'. Below this is a 'Comments:' label followed by a large, empty text input area with a vertical scrollbar on the right side. At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel'.

Once a flag has been raised, it will show in the 'Flagged' tab of the page.

The screenshot shows a table with several columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp/Val/Auth, Allocation, Amount Allocated, Uploaded Receipt, and Flagged. The 'Flagged' tab is selected. One transaction is visible with the following details:

| Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor | Comp/Val/Auth | Allocation | Amount Allocated | Uploaded Receipt | Flagged |
|-------------|------------|----------|-------------|----------------|-----------------------|-----------------|-----------------------|---------------|--|------------------|------------------|---------|
| TXN00001140 | 7111 | AH | 05/30/2018 | 05/30/2018 | Evans, Edm L | 2.45 | HERTZ CORPORATION CO. | ✓ ✓ ✓ | 164000,71309,,0004,Field House,,Test for description,,Test for description,, | 2.45 | Yes | Flagged |

It will also show up under the Action Items on the home page.

The 'Action Items' table displays the following data:

| Action | Acting As | Count | Type | Current Status |
|----------|-----------|-------|----------------|-------------------------|
| | Approver | 1 | Transaction | Flagged |
| Sign Off | Approver | 1 | Expense Report | Pending |

At the bottom of the table, it indicates '2 items', 'Show 10 per page', and 'Page: 1 of 1'.

Once an item is flagged by an approver or Accounting, the cardholder will receive an email alerting them that there is an item that needs their attention. The flagged item will also show in their Action Items sections of their home screen in Works.

The cardholder may clear the flag when they have corrected the problem with the transaction. To review the steps for clearing the flag, please see pages 22 – 26 in the Cardholder Reconciliation section.

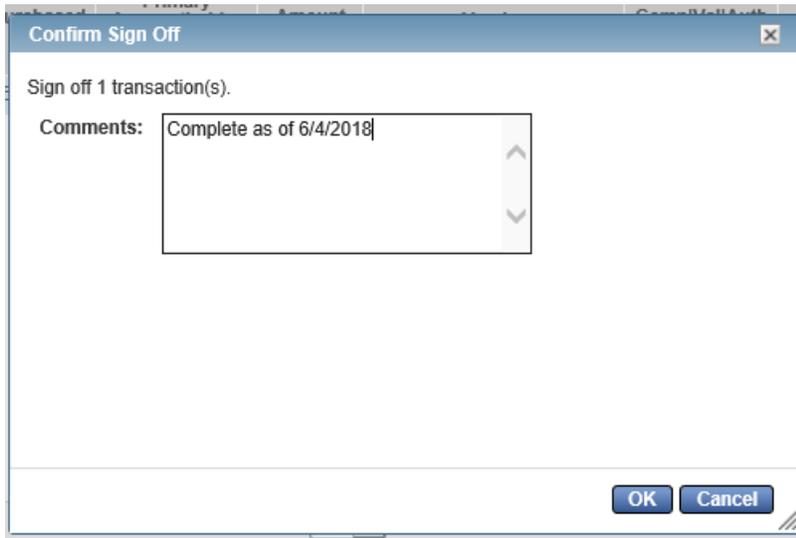
The last step in the Approver reconciliation process is signing off on the transaction. This is done by clicking on the check-box to the left of the line item and clicking on the blue Sign Off button located at the bottom of the page. You can sign off on multiple transactions simultaneously by adding a check mark to multiple lines before clicking the Sign Off button.

- Do not sign off on transactions in Works if the cardholder's supporting documentation is not attached to the transaction and/or you have not verified that the transaction is a valid business expense that complies with Longwood policies and procedures.

| Off | Flagged | All | Document | Account ID | Sign Off | Date Posted | D Purc |
|-------------------------------------|--------------------------|-----|-------------|------------|----------|-------------|--------|
| <input type="checkbox"/> | | | | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | TXN00001140 | 7111 | AH | 05/30/2018 | 05/30 |

Sign Off Upload Receipt

Signing off on transactions **requires** a comment to confirm signing off. Enter your comment and select OK.



SPCC cardholders and Approvers are responsible for ensuring that monthly reconciliation and sign off is complete by the last day of the month in which the cycle closes. Example sign off for June charges must be completed by June 30th.

Funds for unreconciled transactions will be withheld from the cardholder's available balance in the following billing cycle until reconciliation is completed by the cardholder and approver. If you have not completed the reconciliation process, the cardholder's available balance will be less the amount of the unreconciled transactions.

Example: Peggy has a monthly available balance of \$10,000. She does not complete the reconciliation on two of her transactions totaling \$500. When the new billing period begins, her available balance will only be \$ 9,500. She will not be able to change the allocation of the purchases but will still be required to upload the receipt and documentation and complete the sign off process along with her supervisor. Once the transactions have been completely reconciled and signed off, her available balance will be restored in the next billing period. If these purchases were in the billing period ending June 15th and the reconciliation is not completed by June 30th, her available balance for the July billing period will be the lower amount. If she reconciles on July 1st, her available balance will not restore until the August billing period begins.

Reports

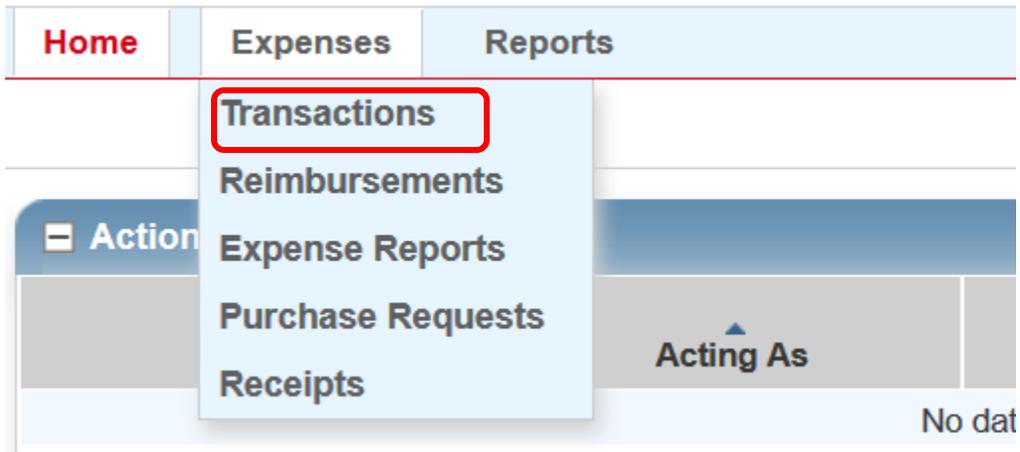
There are multiple reports that may be utilized in the Works system. It is encouraged to print a report of the approved monthly transactions to keep with your records. The documentation that would normally be retained by Accounts Payable will now be electronically stored in the Works system.

To access the reports, log in to Works. If you have signed off of all of your transactions, you should have nothing in your Action Items section of the home page.

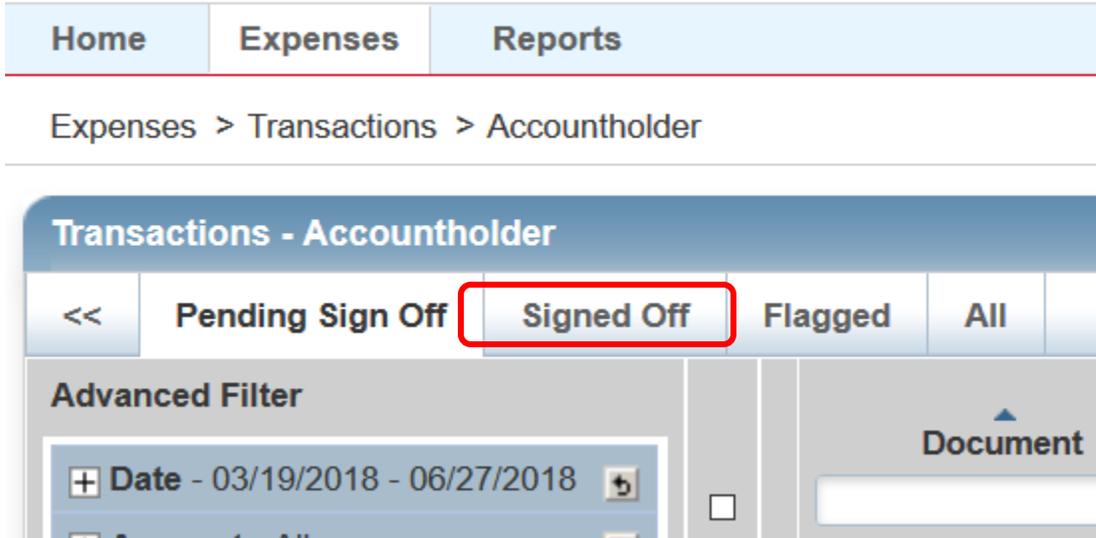
| Action | Acting As | Count | Type | Current Status |
|----------------------------|-----------|-------|------|----------------|
| No data available in table | | | | |

0 items Show 10 per page Page: 1 of 0

Click on Expenses and select Transactions.



Once on the Transactions page, select the Signed Off tab

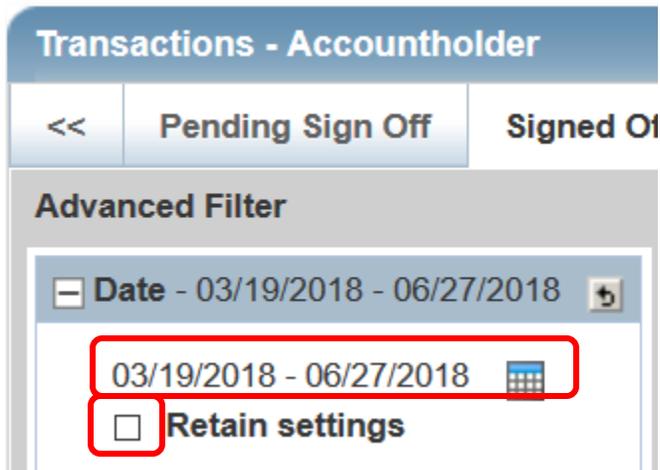


All purchases that the cardholder has signed off of will display. You can narrow the period by changing the Date section below.

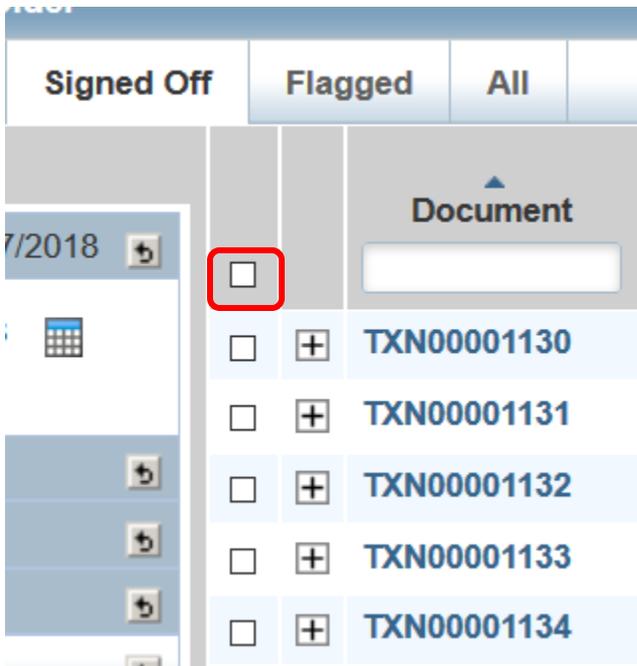
The screenshot shows the 'Transactions - Accountholder' page with the 'Signed Off' tab selected. The 'Advanced Filter' section has the 'Date' filter highlighted with a red box, set to '03/19/2018 - 06/27/2018'. Below the filter is a table of transactions.

| Advanced Filter | | Document | Account ID | Sign Off | Date Posted | Date Purchased |
|--------------------------|--------------------------|--------------------------------------|----------------------|----------------------------|-------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> TXN00001130 | 3976 | AH APR ACT | 05/30/2018 | 05/30/2018 v |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> TXN00001131 | 3976 | AH APR ACT | 05/30/2018 | 05/30/2018 v |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> TXN00001132 | 3976 | AH APR | 05/30/2018 | 05/30/2018 v |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> TXN00001133 | 3976 | AH APR ACT | 05/30/2018 | 05/30/2018 v |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> TXN00001134 | 3976 | AH APR ACT | 05/30/2018 | 05/30/2018 v |

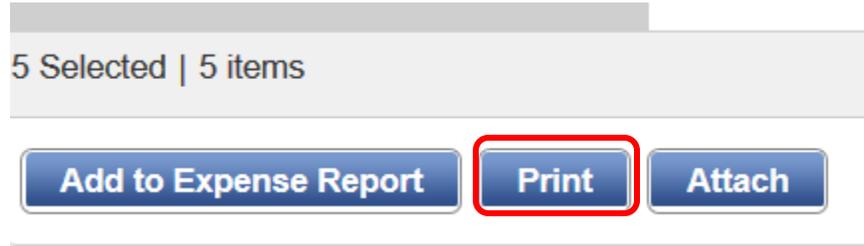
Set for the billing period for which you have completed the reconciliation. You are able to set the system to retain your setting by checking the box next to Retain settings.



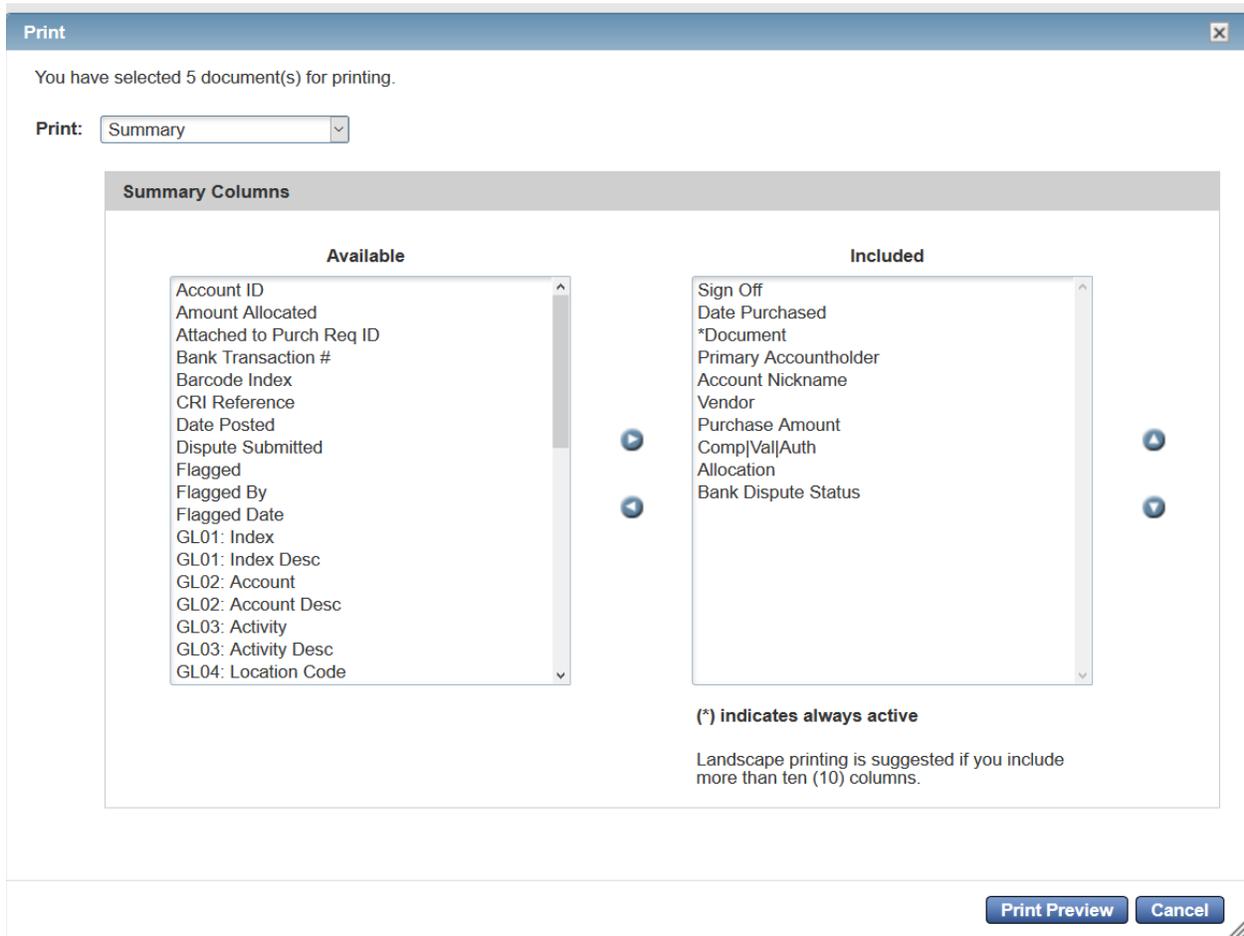
Once you have set the date for the report, click the box to select all the transactions for this period.



Select Print at the bottom left of the screen.



You will be given the option to pick and choose the information you would like to see. You also have the option to view a summary page or the details for each transaction you selected.



First we will look at the Summary View. You will want to add the information you wish to see in the report. Select the items you wish to include from the Available column and click on the → below to move them to the Included column.

Print

You have selected 5 document(s) for printing.

Print: Summary

Summary Columns

| Available | | Included |
|---------------------------|---|-----------------------|
| CRI Reference | | Sign Off |
| Date Posted | | Date Purchased |
| Dispute Submitted | | *Document |
| Flagged | | Primary Accountholder |
| Flagged By | | Account Nickname |
| Flagged Date | | Vendor |
| GL01: Index | → | Purchase Amount |
| GL01: Index Desc | | Comp Val Auth |
| GL02: Account | | Allocation |
| GL02: Account Desc | | Bank Dispute Status |
| GL03: Activity | | |
| GL03: Activity Desc | | |
| GL04: Location Code | | |
| GL04: Location Code Desc | | |
| GL05: Location Title | | |
| GL05: Location Title Desc | | |
| GL06: Shop | | |
| GL06: Shop Desc | | |

(*) Indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

Click on the Print Preview button to see the information that will be included.

Included

- GL02: Account
- GL02: Account Desc
- GL03: Activity
- GL03: Activity Desc
- GL04: Location Code
- GL04: Location Code Desc
- GL05: Location Title
- GL05: Location Title Desc
- GL06: Shop
- GL06: Shop Desc
- GL07: Description
- GL07: Description Desc
- GL08: Purchase Order Number
- GL08: Purchase Order Number Desc
- GL09: eVA Exclusion Number
- GL09: eVA Exclusion Number Desc
- GL10: DSBSD Certified SWaM Business Codes
- GL10: DSBSD Certified SWaM Business Codes

(*) indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

Print Preview **Cancel**

A sample report will be displayed. The information contained in the report can be quite extensive and will be bigger than the computer screen. You will need to scroll to the right to view all of the information.

Works - Transactions Printed by LU_Travis_Wright, 06/27/2018 10:28 AM

Transactions - Summary

| Sign Off | Date Purchased | Document | Primary Accountholder | Account Nickname | Vendor | Purchase Amount | Comp Val Auth | Allocation |
|------------|----------------|-------------|-----------------------|------------------|--------------------------------|-----------------|---------------|--|
| AH APR ACT | 05/30/2018 | TXN00001130 | WRIGHT, TRAVIS H | TRAVIS H WRIGHT | HERTZ CORPORATION CO. | 298.43 | ✓ x ✓ | 162000,71284,34DUES,,...FOCUS,,23a,ESS |
| AH APR ACT | 05/30/2018 | TXN00001131 | WRIGHT, TRAVIS H | TRAVIS H WRIGHT | LUFTHANSA CO. | 535.69 | ✓ x ✓ | 162000,71309,,...Supplies,PR045678,,YES |
| AH APR | 05/30/2018 | TXN00001132 | WRIGHT, TRAVIS H | TRAVIS H WRIGHT | ENGINEERING, ARCHITECTURAL CO. | 460.38 | ✓ x ✓ | 162000,71309,,...Supplies,PR6325214,,YES |
| AH APR ACT | 05/30/2018 | TXN00001133 | WRIGHT, TRAVIS H | TRAVIS H WRIGHT | PUBLIC WAREHOUSING-FARM PR CO. | 519.52 | ✓ x ✓ | 162000,71309,,...Card Reader Software,PR9999990,,YES |
| AH APR ACT | 05/30/2018 | TXN00001134 | WRIGHT, TRAVIS H | TRAVIS H WRIGHT | COUNSELING SERVICE-DEBT, M CO. | 817.93 | ✓ x ✓ | 162000,71309,,...Flash Drive Purchase,N/A,17,YES |

Totals

| | |
|--------------------|----------|
| Transaction Count: | 5 |
| Purchase Total: | 2,631.95 |
| Allocation Total: | 2,631.95 |

If this is the view of the information you would like, click on the Print button in the upper right of the preview screen.



To view the Detail View of the report, select the down arrow next to Print

Print

You have selected 5 document(s) for printing.

Print: Summary ▼

- Summary
- Details
- Details and Summary

| | |
|--|---|
| <p>Available</p> <ul style="list-style-type: none"> Account ID Amount Allocated Attached to Purch Req ID Bank Transaction # | <p>Included</p> <ul style="list-style-type: none"> Sign Off Date Purchased *Document Primary Accountholder |
|--|---|

You will see you can choose one of three views. Choose the Details view and click Print Preview at the bottom right of the Print screen.

The screenshot shows a 'Print' dialog box with a title bar and a close button. The main content area contains the text 'You have selected 5 document(s) for printing.' Below this is a 'Print:' label followed by a dropdown menu currently set to 'Summary'. The dropdown menu is open, showing three options: 'Summary', 'Details' (which is highlighted in blue), and 'Details and Summary'. Below the dropdown are two columns of fields. The left column is titled 'Available' and lists fields such as 'Account ID', 'Amount Allocated', 'Attached to Purch Req ID', 'Bank Transaction #', 'Barcode Index', 'CRI Reference', 'Dispute Submitted', 'Flagged', 'Flagged By', 'Flagged Date', 'Group', 'In Expense Report', 'MCC', 'Personal', 'Purchase ID', 'Reference', 'Source Amount', and 'Source Currency'. The right column is titled 'Included' and lists fields such as 'Sign Off', 'Date Purchased', '*Document', 'Primary Accountholder', 'Account Nickname', 'Vendor', 'Purchase Amount', 'Comp|Val|Auth', 'Allocation', 'Bank Dispute Status', 'Date Posted', 'GL01: Index', 'GL01: Index Desc', 'GL02: Account', 'GL02: Account Desc', 'GL03: Activity', 'GL03: Activity Desc', and 'GL04: Location Code'. Between the two columns are three blue circular arrows pointing from the 'Available' column to the 'Included' column. Below the 'Included' list, there is a note: '(*) indicates always active'. At the bottom of the dialog, there are two buttons: 'Print Preview' and 'Cancel'. A double-slash icon is located at the bottom right corner of the dialog box.

Print

You have selected 5 document(s) for printing.

Print: Summary

- Summary
- Details
- Details and Summary

Available

- Account ID
- Amount Allocated
- Attached to Purch Req ID
- Bank Transaction #
- Barcode Index
- CRI Reference
- Dispute Submitted
- Flagged
- Flagged By
- Flagged Date
- Group
- In Expense Report
- MCC
- Personal
- Purchase ID
- Reference
- Source Amount
- Source Currency

Included

- Sign Off
- Date Purchased
- *Document
- Primary Accountholder
- Account Nickname
- Vendor
- Purchase Amount
- Comp|Val|Auth
- Allocation
- Bank Dispute Status
- Date Posted
- GL01: Index
- GL01: Index Desc
- GL02: Account
- GL02: Account Desc
- GL03: Activity
- GL03: Activity Desc
- GL04: Location Code

(*) indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

Print Preview Cancel

The Detail view will show more information so you will see there are scroll bars on both the bottom and right side of the screen.

Print Preview - Details
Print

Works - Transactions Printed by LU_Travis_Wright, 06/27/2018 10:41 AM

TXN00001130 - 05/30/2018

Vendor Name: HERTZ CORPORATION CO.
Purchase Amount: 298.43
Source Amount: 298.43 USD
Allocation Total: 298.43 | 100%

General

| | |
|--|-----------------------------------|
| Bank Transaction #: SYNTH | Account Nickname: TRAVIS H WRIGHT |
| Purchase ID: SYNTH | Account ID: 3976 |
| CRI Reference: MCC: 3357 (HERTZ CORPORATION) | Accountholder: WRIGHT, TRAVIS H |
| Vendor ID: SYNTH | |
| Vendor Address: IN , 464020000 | |

Allocation Purchase Amount: 298.43 Allocation Total: 298.43 | 100% Variance: 0.00

| Description | Allocation | Amount |
|----------------------------------|--------------------------------------|--------|
| HERTZ CORPORATION CO. - Purchase | 162000-71284-34DUES---FOCUS--23a-ESS | 277.54 |
| Total: | | 298.43 |

Reference & Tax

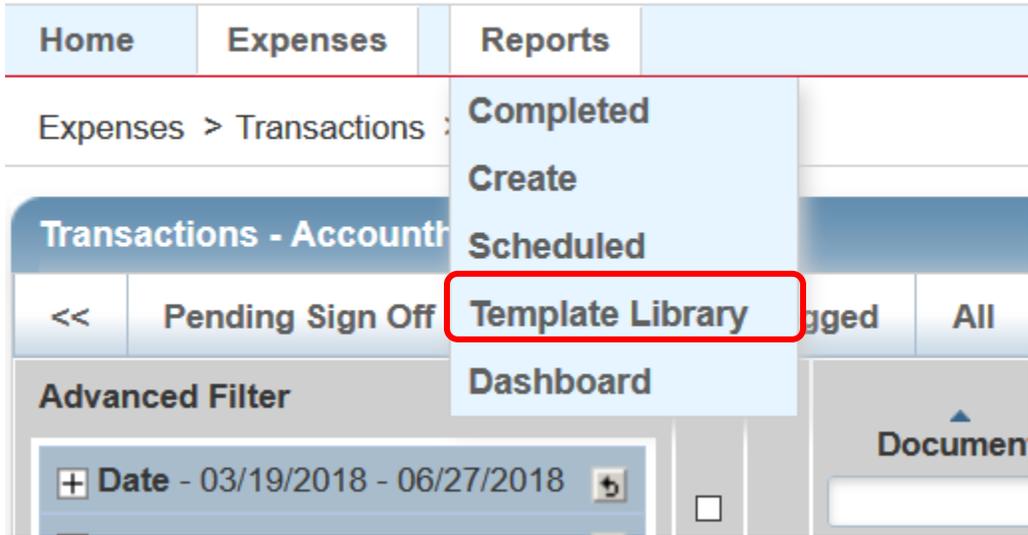
| Reference | Tax Status | Goods & Services | Tax Total | Use Tax | Shipping ZIP |
|-----------|--------------------|------------------|-----------|---------|--------------|
| | Sales Tax Included | 277.54 | 20.89 | 0.00 | 23909 |

Transaction Detail - 3357 (HERTZ CORPORATION)

Car Rental Summary

The Details and Summary option for reports is also available. This report will be quite large if you have many transactions, but will give the most detail.

The best report will be found in the Reports sections of Works. Select Template Library.



You will see the page below. The upper portion of this page is where any reports that you have saved for your personal use will be displayed. It is encouraged to save reports that you use on a regular basis to your Personal Template Library. In the bottom section of the page, you will see several reports listed that are Shared. These template were developed and shared by others.

| | | |
|-------------|-----------------|----------------|
| Home | Expenses | Reports |
|-------------|-----------------|----------------|

Reports > Template Library

Template Library

Personal

| Template Name |
|---------------|
| |

0 items Show

Shared

| Template Name | Category |
|------------------------------------|---------------------|
| | ▼ |
| 1099 Company Supplier Spend | transactionCategory |
| 1099 Reportable MCCs | transactionCategory |

The bottom section of the Template Library contains multiple report templates. You will see that in this screen there are a total of 38 reports in the library but only 10 items are showing. You can change the number of items displayed by clicking on the ➔ next to the 10. This allows you to view more items on the screen at a time.

Shared

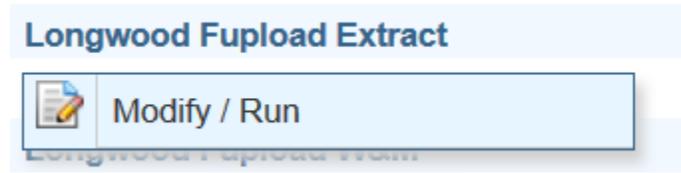
| Template Name | Category | Template Owner | Description |
|--|---------------------|----------------|--|
| 1099 Company Supplier Spend | transactionCategory | Bank Defined | A statement for reviewing 1099 company supplier transactions |
| 1099 Reportable MCCs | transactionCategory | support, works | 1099 Reportable MCCs |
| 5541 Decline Report | cardCategory | support, works | 5541 Decline Report |
| Airline Spend Detail | transactionCategory | Bank Defined | Review details of all airline-related expenses. |
| Cancelled Cards | cardCategory | Bank Defined | Review details of cancelled cards. |
| Card Past Due | cardCategory | Bank Defined | Review details of the past due balances on cards. |
| Cardholder Listing with Employee ID-SPCC | cardCategory | sup 25 ks | Cardholder Listing with Employee ID-SPCC |
| CCA Cardholder Summary | cardCategory | Sup 50 ggy | CCA Cardholder Summary Listing with Profiles |
| DMBE-SWAM | transactionCategory | sup 75 ks | DMBE-SWAM |
| DMBE-SWAM-ALL | transactionCategory | sup 100 ks | DMBE-SWAM File - show ALL purchasing card transactions w |

38 items Show 10 per page

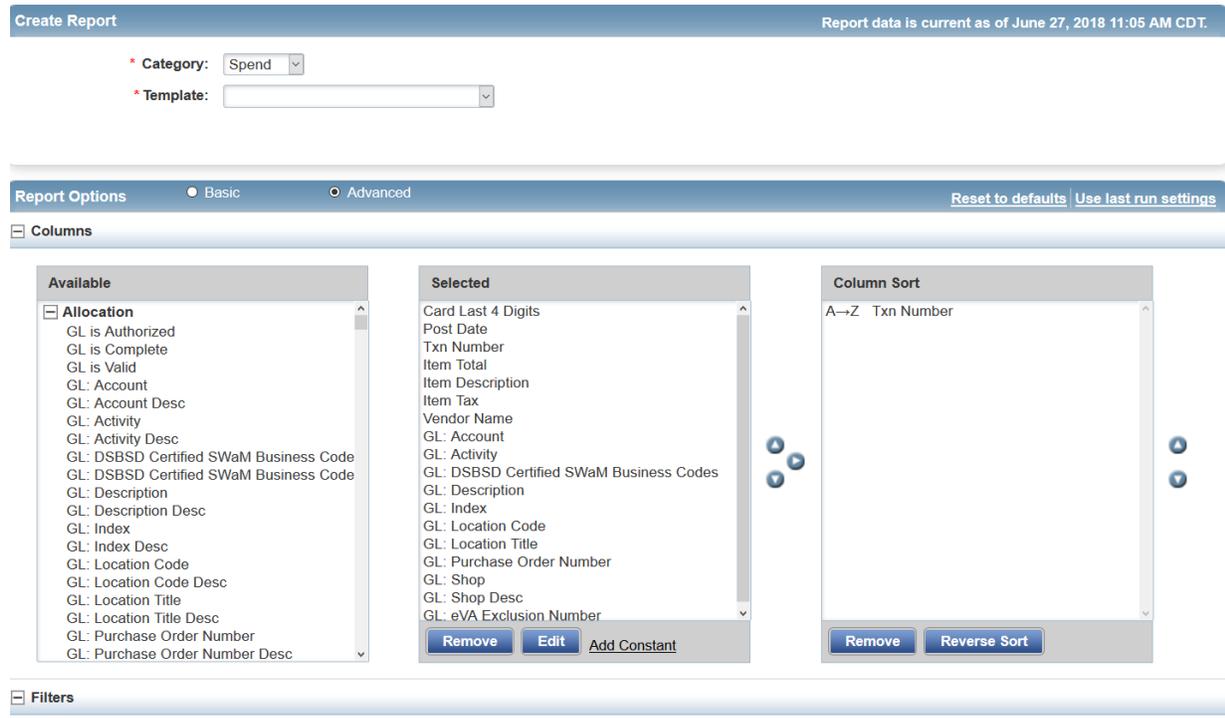
Click on the number of items you would like displayed and it will update. The report that is encouraged you use is the Longwood Fupload Extract report.

| Template Name | Category | Template Owner | Description |
|--|---------------------|----------------|-------------------------------------|
| 1099 Company Supplier Spend | transactionCategory | Bank Defined | A statement for reviewing 1099 c |
| 1099 Reportable MCCs | transactionCategory | support, works | 1099 Reportable MCCs |
| 5541 Decline Report | cardCategory | support, works | 5541 Decline Report |
| Airline Spend Detail | transactionCategory | Bank Defined | Review details of all airline-relat |
| Cancelled Cards | cardCategory | Bank Defined | Review details of cancelled card |
| Card Past Due | cardCategory | Bank Defined | Review details of the past due b. |
| Cardholder Listing with Employee ID-SPCC | cardCategory | support, works | Cardholder Listing with Employe |
| CCA Cardholder Summary | cardCategory | Samuels, Peggy | CCA Cardholder Summary Listir |
| DMBE-SWAM | transactionCategory | support, works | DMBE-SWAM |
| DMBE-SWAM-ALL | transactionCategory | support, works | DMBE-SWAM File - show ALL p |
| FOIA | transactionCategory | support, works | FOIA |
| Forced Capture | transactionCategory | Bank Defined | Review card transactions with st |
| General Purchase Spend Detail | transactionCategory | Bank Defined | Review details of all general pur |
| GMU JVUpload | transactionCategory | support, works | Transaction Upload |
| Hotel Spend Detail | transactionCategory | Bank Defined | Review details of all hotel-relate |
| JVUpload | transactionCategory | Samuels, Peggy | Transaction Upload |
| Longwood Accounting Upload | transactionCategory | support, works | Longwood Accounting Upload |
| Longwood Cindy Test | transactionCategory | Evans, Erin L | Longwood Cindy Test |
| Longwood Fupload Extract | transactionCategory | Evans, Erin L | Longwood Fupload Extract |
| Longwood Fupload Gm Script | transactionCategory | support, works | Transaction Upload |
| Longwood Fupload W&M | transactionCategory | support, works | Longwood Fupload W&M |
| Non-Preferred Company Supplier Spend | transactionCategory | Bank Defined | A statement for reviewing your s |

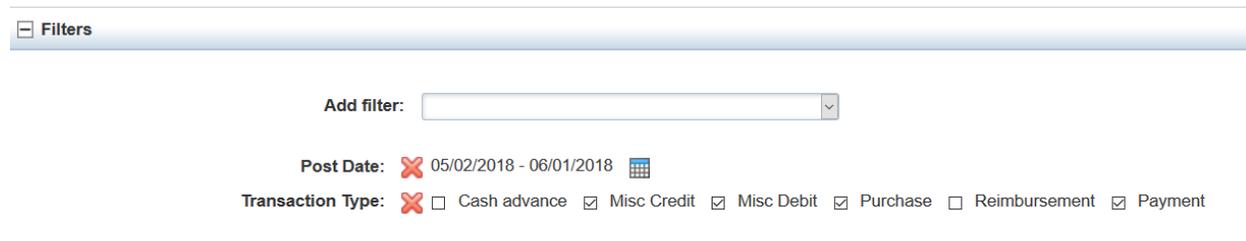
Click on the Report name and you will see the following.



Click on Modify/Run. Set the column settings to the desired set up. Add columns if needed and move the selected columns to the preferred order.



In the Filters section, select the needed Post Date. If you are running the report to show all of the transactions in the billing period, you would want to set the date range to fit the billing period.



You can remove the Transaction Type by clicking on the red X.

In the Output Format section, select the desired download format. For reviewing transactions, Excel or PDF are the best option.

Output Format

Formats:

- Excel
 - Output Files: Full Details
 Summary Only
- PDF
 - Output Files: Full Details
 Summary Only
 - Paper:
 - Orientation: Portrait Landscape
 - Add Summary Data in Header
 - Add Signature Line to: Header Footer
 - Insert Page Break:
- Delimited Text

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

You may save the report template to your Personal templates by clicking on the Personal selection in the Save Template area of the screen.

Save Template

Save Template to Template Library

Template Name:

Description:

Sharing: Personal Shared Both

Click on Submit Report to run the report



When the report is finished you see the screen below. Click on the XLS link to view the Excel spreadsheet of the information you requested.

Reports > Completed 214-Longwood University

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

Completed Reports Actions

[Clear Filters](#) [Columns](#)

| | Queued At | Report Name | Status | New | Output Type(s) |
|-------------------------------------|-------------------------|--------------------------|--------|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | 06/27/2018 11:16 AM CDT | Longwood Fupload Extract | Ready | <input checked="" type="checkbox"/> | XLS |

You will see a confirmation screen. Click Ok.

Opening Longwood Fupload Extract.xls

You have chosen to open:

 **Longwood Fupload Extract.xls**
which is: Microsoft Excel 97-2003 Worksheet
from: <https://demo.works.com>

What should Firefox do with this file?

Open with Microsoft Excel (default) v

Save File

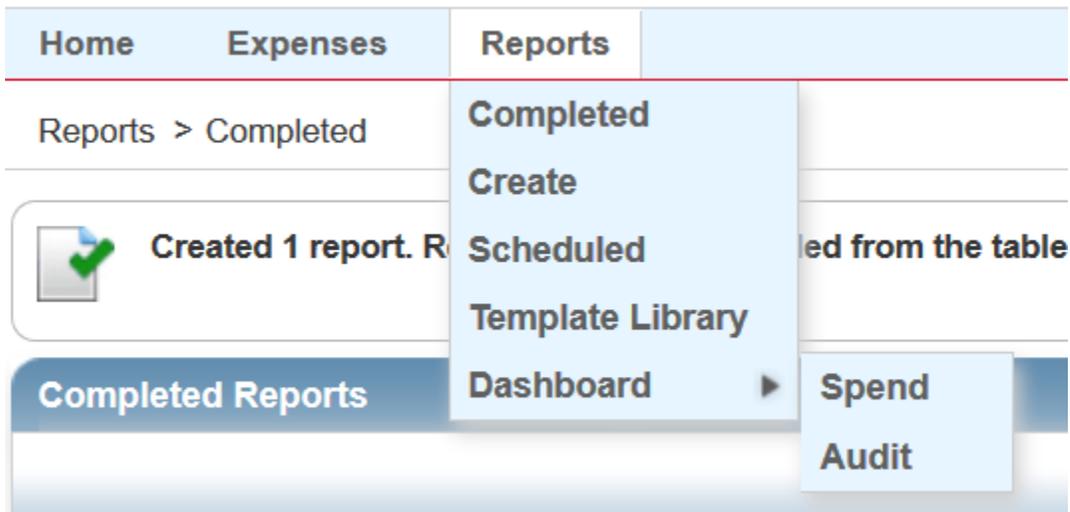
Do this **automatically** for files like this from now on.

The spreadsheet opens and the following displays.

| Card Last | Post Date | Txn Num | Item Total | Item Desc | Item Tax | Vendor Na | GL: Accou | GL: Activit | GL: DSBS | GL: Descri | GL: Index | GL: Locati | GL: Locati | GL: Purch |
|-----------|-----------|----------|------------|-----------|----------|----------------|-----------|-------------|-------------|------------|-----------|------------|------------|-----------|
| 3976 | 5/30/2018 | TXN00001 | \$298.43 | HERTZ CC | \$20.89 | HERTZ CC 71284 | 34DUES | ESS | FOCUS | 162000 | | | | |
| 3976 | 5/30/2018 | TXN00001 | \$535.69 | LUFTHAN | \$37.49 | LUFTHAN 71309 | | YES | Supplies | 162000 | | | | PR045678 |
| 3976 | 5/30/2018 | TXN00001 | \$460.38 | ENGINEER | \$32.22 | ENGINEER 71309 | | YES | Supplies | 162000 | | | | PR632521 |
| 3976 | 5/30/2018 | TXN00001 | \$519.52 | PUBLIC W | \$36.36 | PUBLIC W 71309 | | YES | Card Read | 162000 | | | | PR999999 |
| 3976 | 5/30/2018 | TXN00001 | \$817.93 | COUNSEL | \$57.25 | COUNSEL 71309 | | YES | Flash Drive | 162000 | | | | N/A |

This is like any other Excel spreadsheet.

Another way to run reports is through the Dashboard. Go to Reports → Dashboard → Spend.



The dashboard will display.

Reports > Dashboard > Spend

Spend

Audit

▢ Account Activity

Dates: 05/27/2018 - 06/27/2018

| Debit Total | Debit Count | Debit Average | Credit Total | Credit Count |
|-------------|-------------|---------------|--------------|--------------|
| 2,631.95 | 5 | 526.39 | 0.00 | |

▢ Card vs Non-Card Spend

Dates: 05/27/2018 - 06/27/2018

| Spend Type | Transaction Count |
|------------|-------------------|
| Card | |

▢ Spend by Vendor

Dates: 05/27/2018 - 06/27/2018

Under the “Spend by Vendor” section, go to the Actions link in the upper right hand corner of the box. Click on the arrow next to the word Actions and click on “View Full Details”.

▢ Spend by Vendor Actions ▾

Dates: 05/27/2018 - 06/27/2018

View Full Details
Print Graph

Top 10 Vendors

All transactions for the currently indicated date range are displayed. These can be sorted by the vendor’s name, the MCC code, or the Amount Total.

| Summary - Spend by Vendor Actions ▾ | | | | | | |
|---|--|------|-------------------|-----------|--------------|----------------|
| Advanced Filter | Vendor Name | MCC | Transaction Count | Tax Total | Amount Total | Average Amount |
| <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> ▢ MCC Type - All </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> ▢ Vendor Name - All </div> <div style="border: 1px solid #ccc; padding: 2px;"> ▢ Date - 05/27/2018 - 06/27/2018 </div> | COUNSELING SERVICE-DEBT, M.CO. | 7277 | 1 | 57.25 | 817.93 | 817.93 |
| | LUFTHANSA CO. | 3008 | 1 | 37.49 | 535.69 | 535.69 |
| | PUBLIC WAREHOUSING-FARM PR CO. | 4225 | 1 | 36.36 | 519.52 | 519.52 |
| | ENGINEERING, ARCHITECTURAL CO. | 8911 | 1 | 32.22 | 460.38 | 460.38 |
| | HERTZ CORPORATION CO. | 3357 | 1 | 20.89 | 298.43 | 298.43 |

To change the date range, select the Date drop down in the left hand column.

The screenshot shows a web interface titled "Summary - Spend by Vendor". Below the title is a navigation bar with a double-left arrow. The main section is labeled "Advanced Filter" and contains three filter items: "MCC Type - All", "Vendor Name - All", and "Date - 05/27/2018 - 06/27/2018". The "Date" filter is expanded, showing a text input with the date range "05/27/2018 - 06/27/2018" and a small calendar icon to its right. At the bottom of the filter section are two buttons: "Search" and "Reset".

Select the calendar icon to change the date range. Hit Search when you're ready to rerun the report and activate the new date range.

To filter by MCC code, select the MCC drop down in the Advanced Filter column.

The screenshot shows the same "Summary - Spend by Vendor" interface. In this view, the "MCC Type - All" filter is expanded, displaying a list of categories with checkboxes: "Airline", "Car rental", "Hotel", "Shipping", "Services", and "Other". The "Date" filter remains expanded below it, showing the same date range and calendar icon. The "Search" and "Reset" buttons are still visible at the bottom.

Only the boxes provided are searchable. Any other MCC codes would have to be filtered by hand.

To view the transaction details of a particular vendor, select the vendor's name in the upper section of the Summary page.

Reports > Dashboard > [Spend](#) > Spend by Vendor Details

Summary - Spend by Vendor

<<

Advanced Filter

- MCC Type - All
- Vendor Name - All
- Date - 05/27/2018 - 06/27/2018

| Vendor Name |
|--|
| COUNSELING SERVICE-DEBT, M CO. |
| LUFTHANSA CO. |
| PUBLIC WAREHOUSING-FARM PR CO. |
| ENGINEERING, ARCHITECTURAL CO. |
| HERTZ CORPORATION CO. |

All transactions to that vendor will be displayed in the details window at the bottom of the page.

Summary - Spend by Vendor

<<

Advanced Filter

- MCC Type - All
- Vendor Name - All
- Date - 05/27/2018 - 06/27/2018

Search [Reset](#)

| Vendor Name | MCC |
|--|------|
| COUNSELING SERVICE-DEBT, M CO. | 7277 |
| LUFTHANSA CO. | 3008 |
| PUBLIC WAREHOUSING-FARM PR CO. | 4225 |
| ENGINEERING, ARCHITECTURAL CO. | 8911 |
| HERTZ CORPORATION CO. | 3357 |

5 items Show per page

Details - ENGINEERING, ARCHITECTURAL CO. - 8911 | 05/27/2018 - 06/27/2018

| | Document | Account holder | Account ID | Date Posted |
|--------------------------|-------------|------------------|------------|-------------|
| <input type="checkbox"/> | TXN00001132 | WRIGHT, TRAVIS H | 3976 | 05/30/2018 |

To view the details of a particular transaction, click the + box to the left of the transaction.

| Details - ENGINEERING, ARCHITECTURAL CO. - 8911 05/27/2018 - 06/27/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------------|---|------------|-----------------------------------|----------------|-----|-------------|-----------------------------|---|---------|---|--|--|---------------------------|--|-----------------------------------|--|--|--|--|--------------------|--|----------------------------------|--|--|--|--|----------------|--|---|--|--|--|--|----------------------------------|--|--|--|--|--|--|---------------------------|--|--|--|--|--|--|
| | Document | Accountholder | Account ID | Date Posted | Date Purchased | Tax | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ☰ | TXN00001132 | WRIGHT, TRAVIS H | 3976 | 05/30/2018 | 05/30/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Transaction</th> <th>Allocation</th> <th>Reference & Tax</th> <th>Dispute</th> <th colspan="3">View Full Details</th> </tr> </thead> <tbody> <tr> <td colspan="2">Bank Transaction #: SYNTH</td> <td colspan="5">Account Nickname: TRAVIS H WRIGHT</td> </tr> <tr> <td colspan="2">Purchase ID: SYNTH</td> <td colspan="5">Account ID: 3976</td> </tr> <tr> <td colspan="2">CRI Reference:</td> <td colspan="5">Accountholder: WRIGHT, TRAVIS H</td> </tr> <tr> <td colspan="2">Vendor ID: SYNTH</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">Vendor Address: WV, 26059</td> <td colspan="5"></td> </tr> </tbody> </table> | | | | | | | Transaction | Allocation | Reference & Tax | Dispute | View Full Details | | | Bank Transaction #: SYNTH | | Account Nickname: TRAVIS H WRIGHT | | | | | Purchase ID: SYNTH | | Account ID: 3976 | | | | | CRI Reference: | | Accountholder: WRIGHT, TRAVIS H | | | | | Vendor ID: SYNTH | | | | | | | Vendor Address: WV, 26059 | | | | | | |
| Transaction | Allocation | Reference & Tax | Dispute | View Full Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank Transaction #: SYNTH | | Account Nickname: TRAVIS H WRIGHT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purchase ID: SYNTH | | Account ID: 3976 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CRI Reference: | | Accountholder: WRIGHT, TRAVIS H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor ID: SYNTH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor Address: WV, 26059 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>6/4/2018 uploaded receipts. TRAVIS H WRIGHT 06/04/2018</td> <td></td> </tr> <tr> <td>does this complete the order? Bruce Jenkins 06/04/2018</td> <td></td> </tr> <tr> <td>Order completed. Flag removed. TRAVIS H WRIGHT 06/04/2018</td> <td></td> </tr> </tbody> </table> | | | | | | | Comments | Add Comment | 6/4/2018 uploaded receipts. TRAVIS H WRIGHT 06/04/2018 | | does this complete the order? Bruce Jenkins 06/04/2018 | | Order completed. Flag removed. TRAVIS H WRIGHT 06/04/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments | Add Comment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/4/2018 uploaded receipts. TRAVIS H WRIGHT 06/04/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| does this complete the order? Bruce Jenkins 06/04/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Order completed. Flag removed. TRAVIS H WRIGHT 06/04/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

To view the allocation details, any additional references, or disputes click on the Allocation tab in the details.

| Details - ENGINEERING, ARCHITECTURAL CO. - 8911 05/27/2018 - 06/27/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------|------------------|---|-------------|---------------|----------------|--|-------------|------------|-----------------|---------|--|--|--|--|---------------|--------|-----------|-------------|-------------|---------------|----------------|--|-----------|--------|-------|---|--------|-------|--|--|
| | Document | Accountholder | Account ID | Date Posted | Date | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ☰ | TXN00001132 | WRIGHT, TRAVIS H | 3976 | 05/30/2018 | 05/30 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Transaction</th> <th>Allocation</th> <th>Reference & Tax</th> <th>Dispute</th> <th colspan="4"></th> </tr> <tr> <th>Comp Val Auth</th> <th>Amount</th> <th>Sales Tax</th> <th>Description</th> <th>GL01: Index</th> <th>GL02: Account</th> <th>GL03: Activity</th> <th></th> </tr> </thead> <tbody> <tr> <td>✓ x ✓</td> <td>428.16</td> <td>32.22</td> <td>ENGINEERING, ARCHITECTURAL CO. - Purchase</td> <td>162000</td> <td>71309</td> <td></td> <td></td> </tr> </tbody> </table> | | | | | | | | Transaction | Allocation | Reference & Tax | Dispute | | | | | Comp Val Auth | Amount | Sales Tax | Description | GL01: Index | GL02: Account | GL03: Activity | | ✓ x ✓ | 428.16 | 32.22 | ENGINEERING, ARCHITECTURAL CO. - Purchase | 162000 | 71309 | | |
| Transaction | Allocation | Reference & Tax | Dispute | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comp Val Auth | Amount | Sales Tax | Description | GL01: Index | GL02: Account | GL03: Activity | | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ x ✓ | 428.16 | 32.22 | ENGINEERING, ARCHITECTURAL CO. - Purchase | 162000 | 71309 | | | | | | | | | | | | | | | | | | | | | | | | | | |

You can also click into the full details of the transaction by using the link in the upper right corner. Please note that this will take you away from the Dashboard report. If you wish to go back into the Dashboard, you will need to repeat the steps starting on page 46.

| Transaction | Allocation | Reference & Tax | Dispute | View Full Details |
|---------------------------|------------|-----------------------------------|---------|-----------------------------------|
| Bank Transaction #: SYNTH | | Account Nickname: TRAVIS H WRIGHT | | |

Other helpful reports are “1099 Reportable MCCs” and “Travel Spend” to assist in review of specific transaction types.

You will be taken back to the Transactions page.

Expenses > Transactions > Transaction Detail

TXN00001132

Purchase Amount: 460.38

Post Date: 05/30/2018

Vendor Name: ENGINEERING, ARCHITECTURAL CO.

MCC: 8911 (ENGINEERING, ARCHITECTURAL AND SURVEYING)

Expense Report: [5/16/2018 - 6/14/2018](#)

| | | | | |
|--------------------|--------------------------------|----------------|-----------------|--|
| Transaction | Allocation & Detail | Dispute | Receipts | |
|--------------------|--------------------------------|----------------|-----------------|--|

ACCOUNTING RECONCILIATION PROCESS

Reconciliation Review

Log on to Bank of America Works. Any items pending will show up in your Action Items list on the BOA home page.

| Action | Acting As | Count | Type | Current Status |
|----------|---------------|-------|-------------|-------------------------|
| Sweep | Accountant | 35 | Transaction | Pending |
| Sign Off | Accountholder | 6 | Transaction | Pending |

2 items Show 10 per page Page: 1 of 1

To review transactions that have not been swept or reviewed, click on the [Open](#) hyperlink.

| Action | Acting As | Count | Type | Current Status |
|--------|------------|-------|-------------|-------------------------|
| | Accountant | 1 | Transaction | Flagged |
| Close | Accountant | 21 | Transaction | Open |
| Sweep | Accountant | 15 | Transaction | Pending |

3 items Show 10 per page Page: 1 of 1

Transactions that are ready for review will have AH/APR in the Sign Off column.

Expenses > Transactions > Accountant 214-Longwood University

| Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor | Comp Val Auth |
|-------------|------------|------------|-------------|----------------|-----------------------|-----------------|--------------------------------|---------------|
| TXN00001110 | 1911 | (AH) (APR) | 05/17/2018 | 05/17/2018 | Farley, Shelly | 584.51 | HERTZ CORPORATION CO. | x x ✓ |
| TXN00001120 | 5186 | AH/APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 341.15 | HERTZ CORPORATION CO. | ✓ x ✓ |
| TXN00001121 | 5186 | AH/APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 723.02 | LUFTHANSA CO. | ✓ x ✓ |
| TXN00001122 | 5186 | AH/APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 912.83 | ENGINEERING, ARCHITECTURAL CO. | ✓ x ✓ |
| TXN00001123 | 5186 | AH/APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 8.85 | PUBLIC WAREHOUSING-FARM PR CO. | ✓ x ✓ |
| TXN00001124 | 5186 | AH/APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 635.01 | COUNSELING SERVICE-DEBT, M CO. | ✓ x ✓ |
| TXN00001127 | 0435 | none | 05/30/2018 | 05/30/2018 | Cooper, Deborah J | 978.17 | ENGINEERING, ARCHITECTURAL CO. | x x ✓ |
| TXN00001132 | 3976 | AH/APR | 05/30/2018 | 05/30/2018 | WRIGHT, TRAVIS H | 460.38 | ENGINEERING, ARCHITECTURAL CO. | ✓ x ✓ |
| TXN00001139 | 4608 | AH (APR) | 05/30/2018 | 05/30/2018 | Dempsey, Tiffany E | 761.25 | COUNSELING SERVICE-DEBT, M CO. | ✓ x ✓ |
| TXN00001140 | 7111 | AH/APR | 05/30/2018 | 05/30/2018 | Evans, Erin L | 2.45 | HERTZ CORPORATION CO. | ✓ ✓ ✓ |

To review the transactions that have been allocated and approved, you can either select only those transactions that have the AH/APR in the Sign Off column or you can select all. Once the selection is made, click the Print button at the bottom of the screen.

Expenses > Transactions > Accountant

Transactions - Accountant

| | | | | | |
|----|------------------|------|----------------|---------|-----|
| << | Pending Sign Off | Open | Ready to Batch | Flagged | All |
|----|------------------|------|----------------|---------|-----|

Advanced Filter

- + Date - 03/10/2018 - 06/18/2018 ↕
- + Group - All ↕
- + Account - All ↕
- + Corporate Account - All ↕
- + Purchase Request - All ↕
- + Amount Range - All ↕
- + Dispute Status - All ↕
- + Account Status - All ↕
- + Allocation Complete - All ↕
- + Allocation Valid - All ↕
- + Allocation Authorized - All ↕
- + AH Sign Off - Show All ↕
- + APR Sign Off - Show All ↕
- + Matched Status - All ↕

| | | Document | Account ID | Sign Off |
|-------------------------------------|---|----------------------|----------------------|----------------------------|
| <input checked="" type="checkbox"/> | | <input type="text"/> | | |
| <input checked="" type="checkbox"/> | + | TXN00001110 | 1911 | (AH) (APR) |
| <input checked="" type="checkbox"/> | + | TXN00001120 | 5186 | AH APR |
| <input checked="" type="checkbox"/> | + | TXN00001121 | 5186 | AH APR |
| <input checked="" type="checkbox"/> | + | TXN00001122 | 5186 | AH APR |
| <input checked="" type="checkbox"/> | + | TXN00001123 | 5186 | AH APR |
| <input checked="" type="checkbox"/> | + | TXN00001124 | 5186 | AH APR |
| <input checked="" type="checkbox"/> | + | TXN00001127 | 0435 | none |
| <input checked="" type="checkbox"/> | + | TXN00001132 | 3976 | AH APR |
| <input checked="" type="checkbox"/> | + | TXN00001139 | 4608 | AH (APR) |
| <input checked="" type="checkbox"/> | + | TXN00001140 | 7111 | AH APR |

21 Selected | 21 items

Mass Allocate

Attach

Flag ▼

Print

Close

Upload Receipt

This will bring up a Print screen selection page. On this page you can select the different columns to display when printing. You will see all the available fields on the left of the page and only those items that you have chosen to include in the printout on the right side of the page.

Reports Accounting Administration

Print ✕

You have selected 21 document(s) for printing.

Print:

Summary Columns

| Available | | Included |
|--|------------|--|
| <div style="border: 1px solid gray; padding: 5px; min-height: 200px;">Account ID Amount Allocated Attached to Purch Req ID Bank Transaction # Barcode Index Batch Status Batched In CRI Reference Date Posted Dispute Submitted Flagged Flagged By Flagged Date GL01: Index GL01: Index Desc GL02: Account GL02: Account Desc GL03: Activity</div> | ▶ ▶ | <div style="border: 1px solid gray; padding: 5px; min-height: 200px;">Sign Off Date Purchased *Document Primary Accountholder Account Nickname Vendor Purchase Amount Comp Val Auth Allocation Bank Dispute Status</div> |

(*) indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

You would need to include the GL01: Index and Index Description, GL02: Account and Account Description, GL03: Activity and Activity Desc, and GL07: Description Desc to get the basic review information.

Print

You have selected 21 document(s) for printing.

Print:

Summary Columns

| Available | Included |
|----------------------------------|-----------------------|
| Flagged By | Sign Off |
| Flagged Date | Date Purchased |
| GL01: Index | *Document |
| GL01: Index Desc | Primary Accountholder |
| GL02: Account | Account Nickname |
| GL02: Account Desc | Vendor |
| GL03: Activity | Purchase Amount |
| GL03: Activity Desc | Comp Val Auth |
| GL04: Location Code | Allocation |
| GL04: Location Code Desc | Bank Dispute Status |
| GL05: Location Title | |
| GL05: Location Title Desc | |
| GL06: Shop | |
| GL06: Shop Desc | |
| GL07: Description | |
| GL07: Description Desc | |
| GL08: Purchase Order Number | |
| GL08: Purchase Order Number Desc | |
| GL09: eVA Exclusion Number | |

(*) indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

Once you have selected the items you would like to include, click on the top arrow to move the items into the Included list. Click on the Print Preview button to see how the information will display.

You have selected 21 document(s) for printing.

Print:

Summary Columns

| Available | | Included |
|----------------------------------|---|--------------------------|
| Account ID | | Sign Off |
| Amount Allocated | | Date Purchased |
| Attached to Purch Req ID | | *Document |
| Bank Transaction # | | Primary Accountholder |
| Barcode Index | | Account Nickname |
| Batch Status | | Vendor |
| Batched In | ➔ | Purchase Amount |
| CRI Reference | | Comp Val Auth |
| Date Posted | | Allocation |
| Dispute Submitted | | Bank Dispute Status |
| Flagged | ➔ | GL01: Index |
| Flagged By | | GL01: Index Desc |
| Flagged Date | | GL02: Account |
| GL06: Shop | | GL02: Account Desc |
| GL06: Shop Desc | | GL03: Activity |
| GL07: Description | | GL03: Activity Desc |
| GL08: Purchase Order Number | | GL04: Location Code |
| GL08: Purchase Order Number Desc | | GL04: Location Code Desc |

(*) indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

If the preview does not have all the information you need, you can go back and add or delete any of the information.

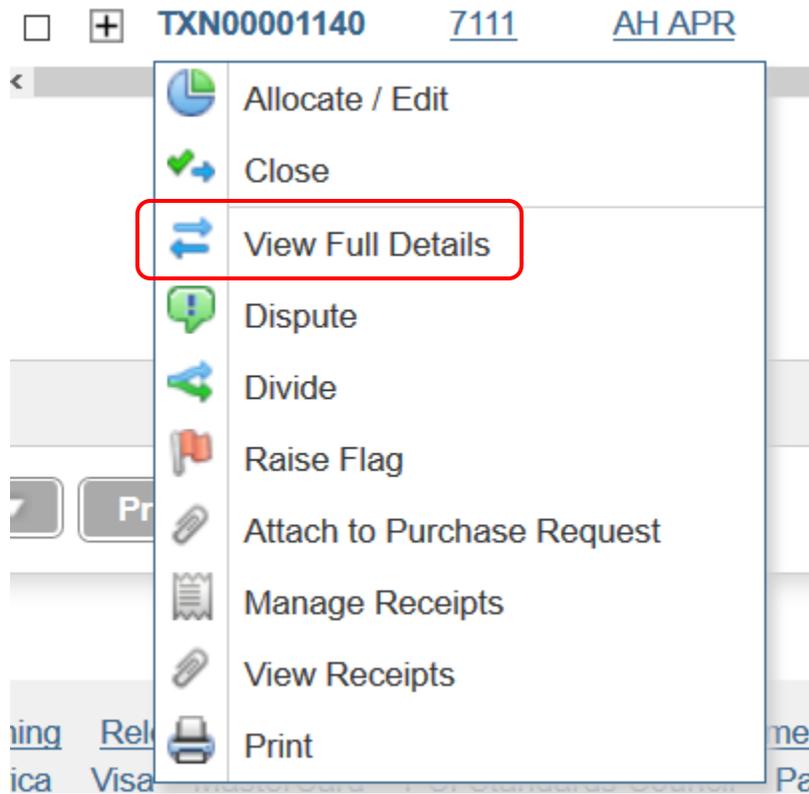
| Print Preview - Summary | | | | | | | |
|-------------------------|----------------|-------------|-----------------------|--|--------------------------------|-----------------|---------------|
| Works - Transactions | | | | Printed by LU_Peg_Samuels, 06/18/2018 1:56 I | | | |
| Transactions - Summary | | | | | | | |
| Sign Off | Date Purchased | Document | Primary Accountholder | Account Nickname | Vendor | Purchase Amount | Comp Val Auth |
| (AH) (APR) | 05/17/2018 | TXN00001110 | Farley, Shelly | SHELLY FARLEY | HERTZ CORPORATION CO. | 584.51 | x x ✓ |
| AH APR | 05/30/2018 | TXN00001120 | Mobley, Cathryn B | CATHRYN B MOBLEY | HERTZ CORPORATION CO. | 341.15 | ✓ x ✓ |
| AH APR | 05/30/2018 | TXN00001121 | Mobley, Cathryn B | CATHRYN B MOBLEY | LUFTHANSA CO. | 723.02 | ✓ x ✓ |
| AH APR | 05/30/2018 | TXN00001122 | Mobley, Cathryn B | CATHRYN B MOBLEY | ENGINEERING, ARCHITECTURAL CO. | 912.83 | ✓ x ✓ |
| AH APR | 05/30/2018 | TXN00001123 | Mobley, Cathryn B | CATHRYN B MOBLEY | PUBLIC WAREHOUSING-FARM PR CO. | 8.85 | ✓ x ✓ |
| AH APR | 05/30/2018 | TXN00001124 | Mobley, Cathryn B | CATHRYN B MOBLEY | COUNSELING SERVICE-DEBT, M CO. | 635.01 | ✓ x ✓ |
| none | 05/30/2018 | TXN00001127 | Cooper, Deborah J | DEBORAH J COOPER | ENGINEERING, ARCHITECTURAL CO. | 978.17 | x x ✓ |
| AH APR | 05/30/2018 | TXN00001132 | WRIGHT, TRAVIS H | TRAVIS H WRIGHT | ENGINEERING, ARCHITECTURAL CO. | 460.38 | ✓ x ✓ |
| AH (APR) | 05/30/2018 | TXN00001139 | Dempsey, Tiffany E | TIFFANY E DEMPSEY | COUNSELING SERVICE-DEBT, M CO. | 761.25 | ✓ x ✓ |

You can print the list or just use it to determine those transactions that need to have a closer review such as items associated with travel.

To review a specific transaction, exit the print preview and you should return to the list of transactions on the Open tab.

| Home | Expenses | Accounts | Reports | Accounting | Administration | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------|
| Expenses > Transactions > Accountant | | | | | | |
| Transactions - Accountant | | | | | | |
| << | Pending Sign Off | Open | Ready to Batch | Flagged | All | |
| Advanced Filter | | | | | | |
| <input checked="" type="checkbox"/> Date - 03/10/2018 - 06/18/2018 <input checked="" type="checkbox"/> Group - All <input checked="" type="checkbox"/> Account - All <input checked="" type="checkbox"/> Corporate Account - All <input checked="" type="checkbox"/> Purchase Request - All <input checked="" type="checkbox"/> Amount Range - All <input checked="" type="checkbox"/> Dispute Status - All <input type="checkbox"/> Account Status - All | <input checked="" type="checkbox"/> | |
| Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount |
| TXN00001110 | 1911 | (AH) (APR) | 05/17/2018 | 05/17/2018 | Farley, Shelly | 584.51 |
| TXN00001120 | 5186 | AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 341.15 |
| TXN00001121 | 5186 | AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 723.02 |
| TXN00001122 | 5186 | AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 912.83 |
| TXN00001123 | 5186 | AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 8.85 |
| TXN00001124 | 5186 | AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 635.01 |

Select a specific transaction by clicking on the transaction number. This will display a list of possible actions. To review the transaction, click on View Full Details.



The following information will display. From this screen it is possible to review the purchase amount, postdate, vendor name, MCC code, the cardholder, and any comments that accompany the transaction. To view the allocation information, click on the Allocation & Detail tab.

TXN00001140

| | |
|------------------------------------|--|
| Purchase Amount: 2.45 | Allocation Variance: 0.00 |
| Post Date: 05/30/2018 | Comp Val Auth: ✓ ✓ ✓ |
| Vendor Name: HERTZ CORPORATION CO. | Sign Off History: AH APR |
| MCC: 3357 (HERTZ CORPORATION) | |

Transaction **Allocation & Detail** Dispute Receipts

| | |
|----------------------------------|---|
| Bank Transaction #: SYNTH | Account Nickname: ERIN L EVANS |
| Purchase ID: SYNTH | Account ID: 7111 |
| CRI Reference: | Accountholder: Evans, Erin L. |
| Vendor ID: SYNTH | |
| Vendor Address: IA, 503111234 | |

Comments

Complete for test
Erin L. Evans | 06/04/2018

The information provided is bigger than the computer screen. You can view additional information by using the sliding bar at the bottom of each area where there is more information available.

TXN00001140 Source Amount: 2.45 USD Actions

Purchase Amount: 2.45 Allocation Variance: 0.00
 Post Date: 05/30/2018 Comp | Val | Auth: ✓ | ✓ | ✓ | ✓
 Vendor Name: HERTZ CORPORATION CO. Sign Off History: AH APR
 MCC: 3357 (HERTZ CORPORATION)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 2.45 Tax Amount: 0.17 Allocation Total: 2.45 | 100% Variance: 0.00

| Comp Val Auth | All Values Amount | Sales Tax | Description | GL01: Index | GL02: Account | GL03: Activity | GL04: Location |
|---------------|----------------------|-----------|----------------------------------|-------------|---------------|----------------|----------------|
| ✓ ✓ ✓ | 2.28 | 0.17 | HERTZ CORPORATION CO. - Purchase | 164000 | 71309 | | 0004 |

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

| Reference | Tax Status | Goods & Services | Tax Total | Use Tax | Shipping ZIP |
|-----------|--------------------|------------------|-----------|---------|--------------|
| | Sales Tax Included | 2.28 | 0.17 | 0.00 | 23909 |

Adjust Amount

Transaction Detail - 3357 (HERTZ CORPORATION)

Car Rental Summary

| Description | Rate | Duration | Total | No Show Indicator | Renter Name | Local Tax | Local Tax Indicator | Corporate ID | Insurance Charges | Fuel Charges | One Way Charges | Towing Charges | Mileage Charges | Regular Mileage Charges | L |
|--|------|----------|-------|-------------------|-------------------|-----------|---------------------|--------------|-------------------|--------------|-----------------|----------------|-----------------|-------------------------|---|
| Car rental - SNYDER Picked up 04/19/18 Returned 05/30/18 class 6 | 0.08 | 27/ | 2.28 | false | AEACDDAD ZZYQYDAD | 0.38 | 1 | ZDZY28234 | 0.14 | 0.61 | 0.29 | 0.10 | 0.00 | 0.36 | |

If the allocation is incorrect, you may flag the transaction which will send it back to the cardholder to be corrected. To flag a transaction, go back to Actions drop down menu and select Raise Flag.

TXN00001140 Source Amount: 2.45 USD Actions

Purchase Amount: 2.45 Allocation Variance: 0.00
 Post Date: 05/30/2018 Comp | Val | Auth: ✓ | ✓ | ✓ | ✓
 Vendor Name: HERTZ CORPORATION CO. Sign Off History: AH APR
 MCC: 3357 (HERTZ CORPORATION)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 2.45 Tax Amount: 0.17 Allocation

| Comp Val Auth | All Values Amount | Sales Tax | Description | GL01: Index | GL02: Account | GL03: Activity | GL04: Location C |
|---------------|----------------------|-----------|----------------------------------|-------------|---------------|----------------|------------------|
| ✓ ✓ ✓ | 2.28 | 0.17 | HERTZ CORPORATION CO. - Purchase | 164000 | 71309 | | 0004 |

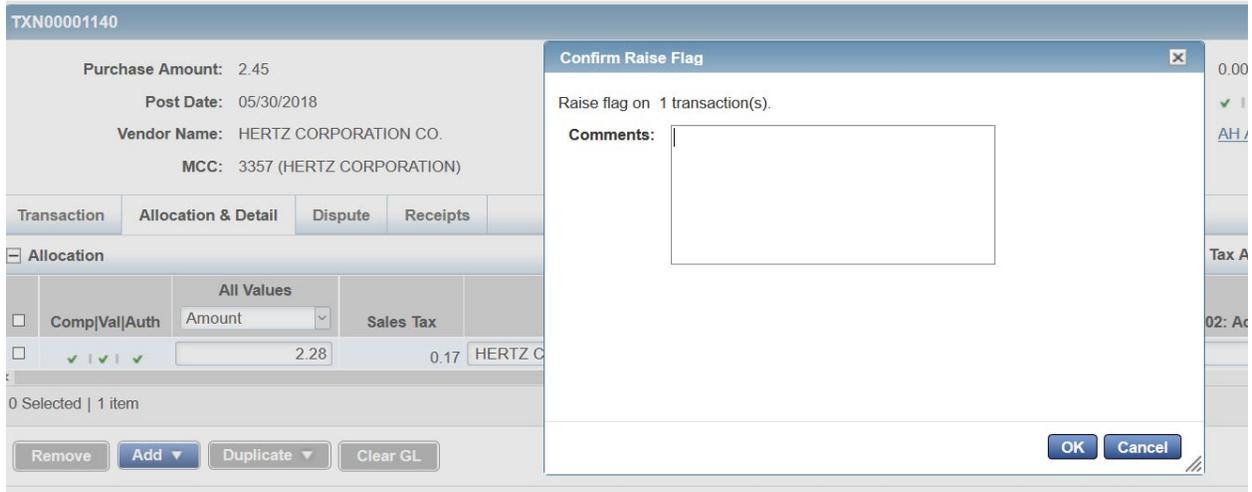
0 Selected | 1 item

Remove Add Duplicate Clear GL

Actions menu:

- Retry Automatch
- Save and Close
- Dispute
- Divide
- Raise Flag**
- Attach to Purchase Request
- Print

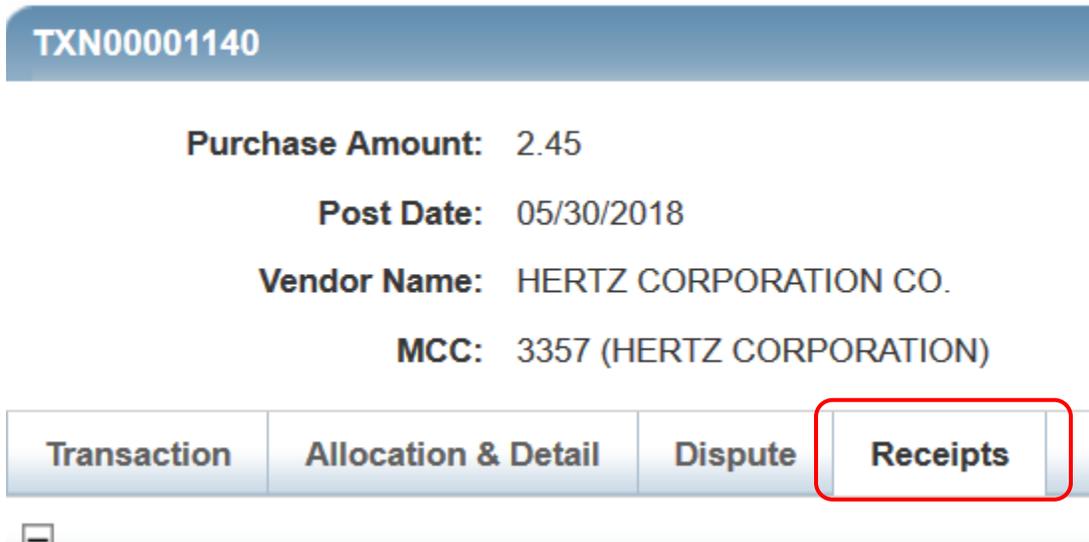
Once you select Raise Flag, the screen below will display.



Add the reason for flagging the transaction and click OK. The cardholder will receive an email notifying them that a transaction needs to be reviewed.

If the transaction is allocated correctly, you can review the documentation to determine if the transaction is ready to be closed.

To view the documentation uploaded by the cardholder, click on the Receipts tab.



The screen below will be displayed showing information associated with the documentation.

TXN00001140 Source Amount: 2.45 USD [Actions](#)

Purchase Amount: 2.45 **Allocation Variance:** 0.00
Post Date: 05/30/2018 **Comp | Val | Auth:** ✓ | ✓ | ✓
Vendor Name: HERTZ CORPORATION CO. **Sign Off History:** [AH APR](#)
MCC: 3357 (HERTZ CORPORATION)

Transaction Allocation & Detail Dispute Receipts [Clear Filter](#)

| | Upload Date | Uploaded By | Receipt Date | File Name | File Size | Description | Document ID |
|-------------------------------------|-------------|-----------------------------|--------------|----------------------------------|-----------|-------------|-------------|
| <input type="checkbox"/> | | | | | | | |
| <input checked="" type="checkbox"/> | 06/01/2018 | Evans, Erin | | Edwards Business Invoice 2586059 | 87.7 KB | | TXN00001140 |

1 Selected | 1 item Show 10 per page Page 1 of 1

To view the actual documentation, click on the File name and a drop down will appear with View Receipt.

TXN00001140

Purchase Amount: 2.45
Post Date: 05/30/2018
Vendor Name: HERTZ CORPORATION CO.
MCC: 3357 (HERTZ CORPORATION)

Transaction Allocation & Detail Dispute Receipts

| | Upload Date | Uploaded By | Receipt Date | File Name |
|-------------------------------------|-------------|-----------------------------|--------------|----------------------------------|
| <input checked="" type="checkbox"/> | 06/01/2018 | Evans, Erin | | Edwards Business Invoice 2586059 |

1 Selected | 1 item [View Receipt](#) per page

Click View Receipt and a pdf of the receipt will display.

pdf - Mozilla Firefox
 Bank of America Corporation (US) | https://demo.works.com/works/receipts/image/0001DKAXQLKKKBANND/T/100299755199/pdf

1 of 1 Automatic Zoom




Virginia Business Systems **Edwards Business Systems**

PO Box 6798 - Wyomissing, PA - 19610
 Any questions call: 888-487-1055

CONTRACT INVOICE

Invoice Number: 2586059
 Invoice Date: 03/20/2018

Bill To: Longwood University
 Facilities Mgmt
 201 High Street
 Farmville, VA 23909

Customer: Longwood University
 201 High Street
 Farmville, VA 23909

| Account No | Payment Terms | Due Date | Invoice Total | Balance Due | |
|---|-------------------------|-----------------|---------------|---------------|------------|
| AR4555 | 30 Days | 04/19/2018 | \$252.05 | \$0.00 | |
| Invoice Remarks | | | | | |
| | | | | | |
| Contract Number | Contact | Contract Amount | P.O. Number | Start Date | Exp. Date |
| A61H011001173-01 | Erin Evans 434-395-2093 | \$252.05 | DO1665334 | 03/25/2014 | 03/24/2018 |
| Contract Remarks | | | | | |
| MONTHLY RENTAL *****CHARGE ERIN EVANS CARD ENDING 7132 ON AL1559***** | | | | | |

Summary:

| | |
|---|-----------------|
| Contract base rate charge for the 12/25/2017 to 03/24/2018 billing period | \$252.05 |
| Contract overage charge for the 03/25/2017 to 03/24/2018 overage period | \$0.00 ** |
| | \$252.05 |

**See overage details below

Detail:

Equipment included under this contract

| Konica Minolta/224e | | | |
|----------------------------|---------------|-----------|--|
| Number | Serial Number | Base Adj. | Location |
| O1840 | A61H011001173 | \$112.04 | Longwood University 201 High Street Farmville, VA 23909 LU Material Management Office-Lancaster Bldg |

If there are multiple attachments, you will need to view them one at a time.

Once the transaction has been reviewed and deemed correct and complete (includes the correct allocation and documentation), it is ready to be closed. Closing transactions will be reviewed after Sweeping transactions.

When closing the billing period and paying the bill, you may have transactions that have not been completed. Transactions that have not been allocated or have not been completed (allocation, sign off, documentation uploaded, and approver sign off) may be swept. Sweeping allows Accounting to post the transactions to Banner and pay the bill even if the transactions have not been completed.

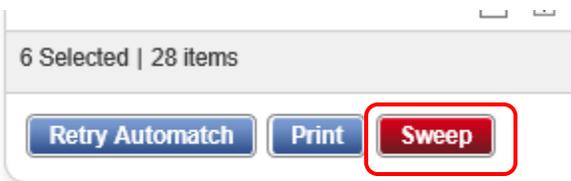
To Sweep click Pending on the Sweep line in the Action Items list on the Home screen.

| | | | | | |
|----------|---------------|--|----|-------------|-------------------------|
| | Accountant | | 1 | Transaction | Flagged |
| Close | Accountant | | 19 | Transaction | Open |
| Sweep | Accountant | | 28 | Transaction | Pending |
| Sign Off | Accountholder | | 7 | Transaction | Pending |

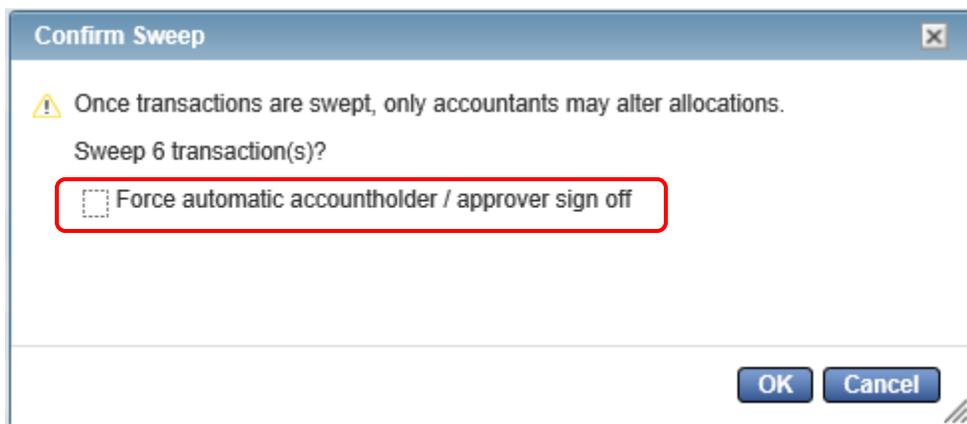
Select the transactions you would like to sweep. (The transactions that list “none” or only have AH in the Account Sign Off column are the transactions that are not complete.)

| | | | | | | | | |
|-------------------------------------|---|-----------------------------|----------------------|----------------------|------------|------------|------------------------------------|----|
| <input checked="" type="checkbox"/> | + | TXN00001119 | 7967 | none | 05/17/2018 | 05/17/2018 | Cooper, Deborah J | 6 |
| <input checked="" type="checkbox"/> | + | TXN00001125 | 0435 | none | 05/30/2018 | 05/30/2018 | Cooper, Deborah J | 7 |
| <input checked="" type="checkbox"/> | + | TXN00001126 | 0435 | none | 05/30/2018 | 05/30/2018 | Cooper, Deborah J | 8 |
| <input checked="" type="checkbox"/> | + | TXN00001127 | 0435 | none | 05/30/2018 | 05/30/2018 | Cooper, Deborah J | 9 |
| <input checked="" type="checkbox"/> | + | TXN00001128 | 0435 | none | 05/30/2018 | 05/30/2018 | Cooper, Deborah J | 20 |
| <input checked="" type="checkbox"/> | + | TXN00001129 | 0435 | none | 05/30/2018 | 05/30/2018 | Cooper, Deborah J | 4 |
| <input type="checkbox"/> | + | TXN00001136 | 4608 | AH | 05/30/2018 | 05/30/2018 | Dempsey, Tiffany E | 6 |
| <input type="checkbox"/> | + | TXN00001137 | 4608 | AH | 05/30/2018 | 05/30/2018 | Dempsey, Tiffany E | 7 |

Select Sweep at the bottom of the screen.



The system will ask if you want to force automatic accountholder/approver sign off.



Do **not** check the box to force automatic sign off. The accountholder will still need to sign off of the transaction after they upload the documentation. By checking this box, it will not allow the accountholder to go back in and upload the documentation.

Click OK to confirm the Sweep.

NOTE: Once a transaction has been swept, the accountholder cannot allocate the transaction. The transaction will be charged to the default codes entered in the system and it is the accountholder's responsibility to work with Accounts Payable to get the charges moved to the correct Index/Budget and Account codes.

When items have been swept or completed (fully allocated, documentation uploaded, and sign off completed by both the accountholder and approver) and have been closed, they can now be batched.

On the left-hand side of the Action Items you will see Close. Look across the same line to the Open link. Click the Open link.

| Action Items | | | | | Upload Receipts |
|--------------|------------|-------|-------------|----------------|-----------------|
| Action | Acting As | Count | Type | Current Status | |
| | Accountant | 1 | Transaction | Flagged | |
| Close | Accountant | 21 | Transaction | Open | |
| Sweep | Accountant | 15 | Transaction | Pending | |

3 items Show 10 per page Page: 1 of 1

If you are already in the Transactions list, go to the Open tab.

| Transactions - Accountant | | | | | |
|---------------------------|------------------|------|----------------|---------|-----|
| << | Pending Sign Off | Open | Ready to Batch | Flagged | All |

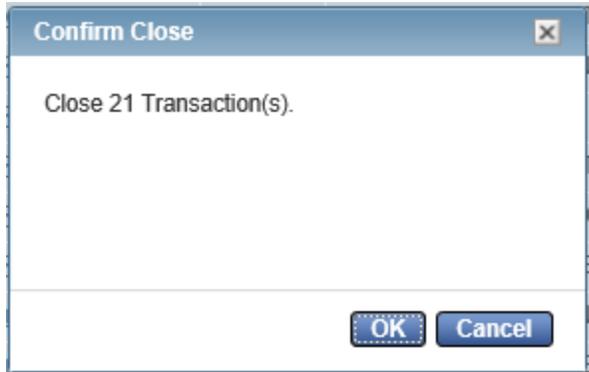
Select the transactions you are ready to close.

| 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 | | | |
| <input type="checkbox"/> | TXN00001110 | 1911 (AH) (APR) | 05/17/2018 | 05/17/2018 | Farley, Shelly | 584.51 | HERTZ CORPORATION CO. | x x ✓ | | | |
| <input type="checkbox"/> | TXN00001120 | 5186 AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 341.15 | HERTZ CORPORATION CO. | ✓ x ✓ | 161030,71283,....RTA 1234,2 | | |
| <input type="checkbox"/> | TXN00001121 | 5186 AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 723.02 | LUFTHANSA CO. | ✓ x ✓ | 161030,71312,....Supplies,PC | | |
| <input type="checkbox"/> | TXN00001122 | 5186 AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 912.83 | ENGINEERING, ARCHITECTURAL CO. | ✓ x ✓ | 111000,71215,....test transac | | |
| <input type="checkbox"/> | TXN00001123 | 5186 AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 8.85 | PUBLIC WAREHOUSING-FARM PR CO. | ✓ x ✓ | 111000,71215,....test transac | | |
| <input type="checkbox"/> | TXN00001124 | 5186 AH APR | 05/30/2018 | 05/30/2018 | Mobley, Cathryn B | 635.01 | COUNSELING SERVICE-DEBT, M CO. | ✓ x ✓ | 111000,71215,....test transac | | |
| <input type="checkbox"/> | TXN00001127 | 0435 none | 05/30/2018 | 05/30/2018 | Cooper, Deborah J | 978.17 | ENGINEERING, ARCHITECTURAL CO. | x x ✓ | 171020,71268,.... | | |
| <input type="checkbox"/> | TXN00001132 | 3976 AH APR | 05/30/2018 | 05/30/2018 | WRIGHT, TRAVIS H | 460.38 | ENGINEERING, ARCHITECTURAL CO. | ✓ x ✓ | 162000,71309,....Supplies,PF | | |
| <input type="checkbox"/> | TXN00001139 | 4608 AH (APR) | 05/30/2018 | 05/30/2018 | Dempsey, Tiffany E | 761.25 | COUNSELING SERVICE-DEBT, M CO. | ✓ x ✓ | multiple | | |

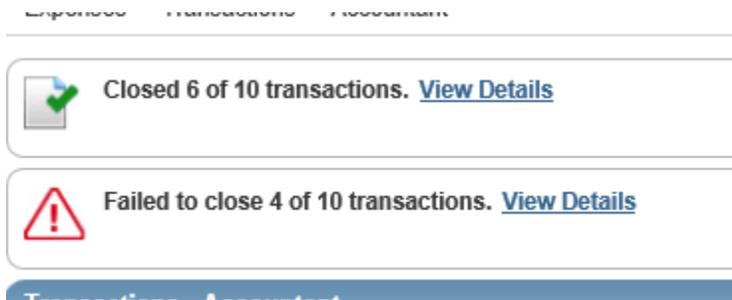
Select Close at the bottom of the screen.



A confirmation screen will display. Click OK to close.



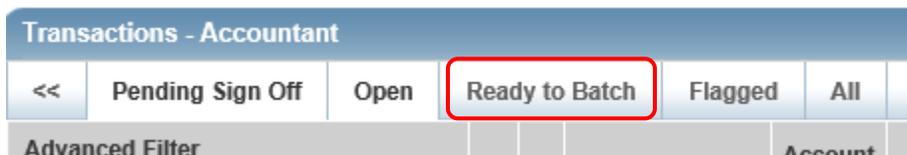
If there are any issues with closing the transactions, the system will display a message informing you of problems.



You can go back and fix or sweep the transactions that did not close before batching.

Once you have closed or swept the transactions for the billing period, you are ready to batch them.

To batch a transaction(s), select the Ready to Batch tab.



The following screen will display.

Expenses > Transactions > Accountant

| Transactions - Accountant | | | | | |
|---|------------------|------|--------------------------|-------------------------------------|------------------------------|
| << | Pending Sign Off | Open | Ready to Batch | Flagged | All |
| Advanced Filter + Date - 03/12/2018 - 06/20/2018 + Group - All + Account - All + Corporate Account - All + Purchase Request - All + Amount Range - All + Dispute Status - All + Account Status - All | | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | TXN00001116 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5186 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AH APR ACT |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | TXN00001130 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3976 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AH APR ACT |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | TXN00001131 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3976 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AH APR ACT |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | TXN00001133 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3976 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AH APR ACT |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | TXN00001134 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3976 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AH APR ACT |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | TXN00001135 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4608 |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AH (APR) ACT |

Select the items ready for Batch and click Batch.

Advanced Filter

- + Date - 03/12/2018 - 06/20/2018
- + Group - All
- + Account - All
- + Corporate Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All
- + AH Sign Off - Show All
- + APR Sign Off - Show All
- + Matched Status - All

Search [Reset](#)

| | | Document | Account ID | Sign Off |
|-------------------------------------|--------------------------|----------------------|------------|------------|
| <input checked="" type="checkbox"/> | | <input type="text"/> | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001116 | 5186 | AH APR AC |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001130 | 3976 | AH APR AC |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001131 | 3976 | AH APR AC |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001133 | 3976 | AH APR AC |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001134 | 3976 | AH APR AC |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TXN00001135 | 4608 | AH (APR) A |

3 Selected | 6 items

Mass Allocate **Attach** **Flag** **Print** **Batch** **Upload Receipt**

You will be given the option to add the transactions to an existing batch.

Batch Expenses ✕

Batch expense(s) in: Existing Batch ▼

| | Created Date | Batch Name | Document Count |
|-----------------------|--------------|--------------|----------------|
| <input type="radio"/> | 09/14/2017 | Test | 72 |
| <input type="radio"/> | 10/19/2017 | October 2017 | 7 |
| <input type="radio"/> | 02/01/2018 | Jan 2018 | 5 |
| <input type="radio"/> | 02/22/2018 | Feb 2018 | 1 |
| <input type="radio"/> | 03/16/2018 | 16MARCH2018 | 10 |
| <input type="radio"/> | 06/04/2018 | 06042018 | 12 |

0 Selected | 6 items Show 10 per page Page: 1 of 1

OK Cancel

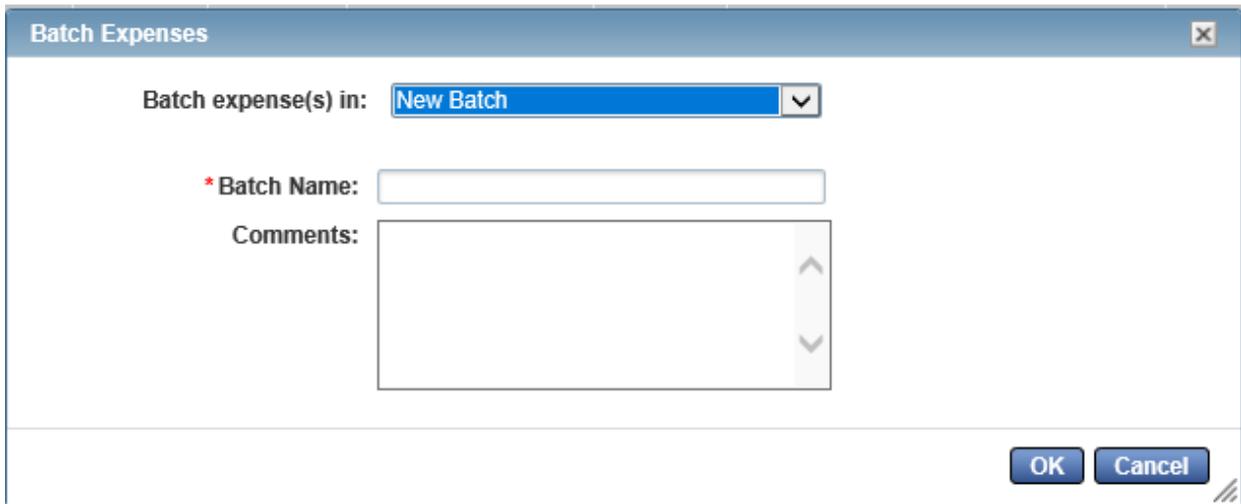
Or you can create a new batch.

Batch Expenses ✕

Batch expense(s) in: New Batch
Existing Batch

| | Created Date | Batch Name | Document Count |
|-----------------------|--------------|--------------|----------------|
| <input type="radio"/> | 09/14/2017 | Test | 72 |
| <input type="radio"/> | 10/19/2017 | October 2017 | 7 |

If a new batch, create the Batch name and add any comments associated with the batch.



The image shows a dialog box titled "Batch Expenses". At the top, it says "Batch expense(s) in:" followed by a dropdown menu currently set to "New Batch". Below this, there is a field for "* Batch Name:" which is currently empty. Underneath that is a larger text area for "Comments:" which is also empty. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

Existing Batches may be reviewed by going to Expenses → Batches



A list of all batches will appear below.



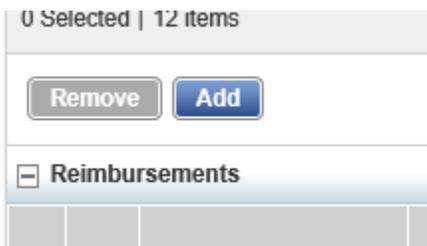
| Batches | | |
|-------------------------------------|--------------------------|--------------------------|
| >> | Unlocked | Locked |
| <input type="checkbox"/> | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Batch Name |
| | | 06042018 |

Click on the Batch Name to view the transactions associated with that particular batch.

| 06042018 | | | | | | | | | |
|---|-----------------------------|------------|--------------------------------|-------------|----------------|-------------------------------------|-----------------|--------------------------------|---|
| Batch Name: 06042018 Edit | | | | | | | | Debits: 10,167.33 | |
| Created Date: 06/04/2018 | | | | | | | | Credits: 0.00 | |
| Document Count: 12 | | | | | | | | Batch Total: 10,167.33 | |
| Transactions | | | | | | | | | |
| | Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor | Allocation |
| <input type="checkbox"/> | TXN00001100 | 1550 | (AH) (APR) ACT | 04/11/2018 | 04/11/2018 | Overstreet, David G | 184.34 | HERTZ CORPORATION CO. | 161080,71224,....This is a test,... |
| <input type="checkbox"/> | TXN00001101 | 1550 | (AH) (APR) ACT | 04/11/2018 | 04/11/2018 | Overstreet, David G | 866.04 | LUFTHANSA CO. | 161080,71224,....This is a test,... |
| <input type="checkbox"/> | TXN00001102 | 7967 | (AH) (APR) ACT | 04/11/2018 | 04/11/2018 | Cooper, Deborah J | 561.90 | ENGINEERING, ARCHITECTURAL CO. | 111005,71205,17SAID,0004,106 Venable Street - Funeral Home (lease), Test for des |
| <input type="checkbox"/> | TXN00001103 | 7111 | AH (APR) ACT | 04/11/2018 | 04/11/2018 | Evans, Erin L | 987.80 | PUBLIC WAREHOUSING-FARM PR CO. | 319235,71312,0089, Surplus Warehouse (lease), KreenSweep for Warehouse, DO196 |
| <input type="checkbox"/> | TXN00001104 | 4608 | (AH) (APR) ACT | 04/11/2018 | 04/11/2018 | Dempsey, Tiffany E | 498.25 | COUNSELING SERVICE-DEBT, M CO. | 111000,71205,0004, Field House, Administrative Services, This is a description, 1, EP |
| <input type="checkbox"/> | TXN00001105 | 3520 | (AH) (APR) ACT | 04/11/2018 | 04/11/2018 | Dempsey, Tiffany E | 188.25 | DAN HOTELS CO. | 111000,71205,17SAID,0066, Clark House, Administrative Services, This is a descriptio |
| <input type="checkbox"/> | TXN00001106 | 1938 | (AH) (APR) ACT | 04/11/2018 | 04/11/2018 | Redman, Beverly W | 268.48 | EUROPE BY CAR CO. | 164040,71283,....Purchase for supplies,... |
| <input type="checkbox"/> | TXN00001107 | 4242 | (AH) (APR) ACT | 04/11/2018 | 04/11/2018 | Wilson, Bill | 139.18 | SUNWORLD INTERNATIONAL AIR CO. | 164040,71283,....Purchase for supplies,... |

This will show the number of transactions listed and the Batch total.

Transactions can be removed and added as needed.

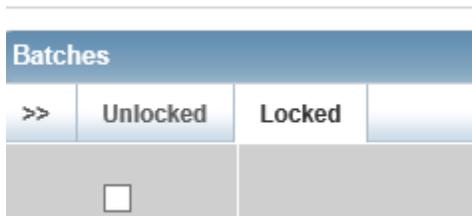


When a batch is complete for the desired period, it can be locked to prohibit further changes. Select the Batch and select Lock at the bottom of the screen.

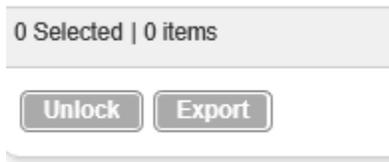


NOTE: Exporting a batch creates a .txt file.

The locked batch will now appear on the Locked tab of the Batch section.



The batch can be unlocked if items such as documentation need to be added or removed at a later time. To unlock, click the Unlock button.



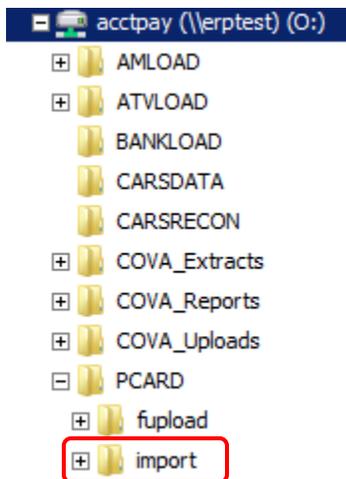
Once the transactions have been closed, swept and batched, the process to close the billing period and pay the bill can be completed.

First run the Longwood Banner Fupload report to have a record of all transactions in this billing period, the amounts and the total amount. For instructions on running this report, please refer to pages 40 – 46 in the Reports Section.

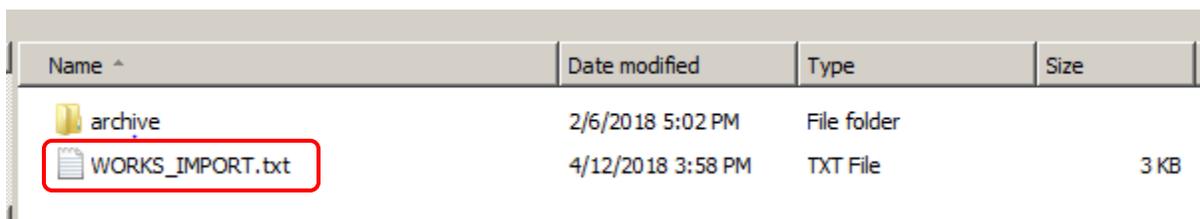
Once you have reviewed the report and are ready to proceed, you will need to download the data from the Works system and upload it into Banner.

To download the data from the Works system:

Copy data to the **import** folder inside of **PCARD** on **acctpay** share (/u10/dl/acctpay/PCARD/import)



The file **must** be named **WORKS_IMPORT.txt**



FZPWRKS

Log into INB Banner. Type FZPWRKS

Keep hitting next block

Hit Save in top left hand corner

Process Submission Controls GJAPCTL 8.8 (bnr8dev)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

| Number | Parameters <input type="text"/> | Values <input type="text"/> |
|--------------------------|---------------------------------|-----------------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Submission

Save Parameter Set as Name: Description: Hold Submit

Review output and look at list file

Process: Process PCard BoA WORKS Data **Beginning Date Saved:**

Number: **File Name:** **Lines:**

Run Date: 09-MAY-2018

```

v_rec_type = 1  header record = PCARD                120180119
v_rec_type = 2  Detail Line = MILLEVILLE RENT-A-CAR CO. - Purchas  Index:  164000  Fund:  11001  ORGN:  409001  Prog:  10640  Amount
v_rec_type = 2  Detail Line = BRITISH AIRWAYS - BRITISH A CO. - Pu  Index:  164000  Fund:  11001  ORGN:  409001  Prog:  10640  Amount
v_rec_type = 2  Detail Line = PROFESSIONAL SERVICES NOT CO. - Pu  Index:  177000  Fund:  11001  ORGN:  508001  Prog:  10770  Amount
v_rec_type = 2  Detail Line = PROFESSIONAL SERVICES NOT CO. - Pu  Index:  173000  Fund:  11001  ORGN:  503001  Prog:  10730  Amount
v_rec_type = 2  Detail Line = UPS                               Index:  164020  Fund:  11001  ORGN:  411001  Prog:  10640  Amount
v_rec_type = 2  Detail Line = EATING PLACES, RESTAURANTS CO. - Pu  Index:  164000  Fund:  11001  ORGN:  409001  Prog:  10640  Amount
v_rec_type = 2  Detail Line = Hampton Inn                       Index:  111020  Fund:  11001  ORGN:  204101  Prog:  10110  Amount
v_rec_type = 2  Detail Line = Enterprise                       Index:  164000  Fund:  11001  ORGN:  409001  Prog:  10640  Amount
v_rec_type = 2  Detail Line = AIR PANAMA INTERNATIONAL CO. - Purc  Index:  164000  Fund:  11001  ORGN:  409001  Prog:  10640  Amount
v_rec_type = 2  Detail Line = POSTAGE STAMPS CO. - Purchase      Index:  164020  Fund:  11001  ORGN:  411001  Prog:  10640  Amount
v_rec_type = 2  Detail Line = ACCOUNTING, AUDITING AND B CO. - Pu  Index:  319543  Fund:  31007  ORGN:  801211  Prog:  80995  Amount
v_rec_type = 2  Detail Line = ACCOUNTING, AUDITING AND B CO. - Pu  Index:  319544  Fund:  31007  ORGN:  801007  Prog:  80995  Amount
v_rec_type = 2  Detail Line = ACCOUNTING, AUDITING AND B CO. - Pu  Index:  319526  Fund:  31007  ORGN:  801001  Prog:  80995  Amount
v_rec_type = 2  Detail Line = PCARD BILLING CYCLE 20180119      Index:  319220  Fund:  31001  ORGN:  407003  Prog:  80990  Amount
v_rec_type = 3  trailer record = PCARD                300000014000000922974
v_rec_type = 4  text record = PCARD                    4PCARD BILLING CYCLE END 20180119
    
```

The file for fupload will be written to the **fupload** folder in the **PCARD** folder with a date stamp (/u10/dl/acctpay/PCARD/fupload)

| Name ^ | Date modified | Type | Size |
|--|-------------------|----------------|-------|
|  archive | 2/6/2018 5:01 PM | File folder | |
|  fzkwrks.sql | 5/3/2018 4:17 PM | SQL File | 12 KB |
|  WORKS_Fupload.txt | 4/12/2018 3:58 PM | TXT File | 3 KB |
|  WORKS_FUPLOAD_05032018.txt | 5/3/2018 4:38 PM | TXT File | 3 KB |
|  WORKS_FUPLOAD_05032018_v1.txt | 5/3/2018 4:38 PM | TXT File | 3 KB |
|  WORKS_FUPLOAD_05042018.processed | 5/4/2018 2:45 PM | PROCESSED File | 3 KB |
|  WORKS_FUPLOAD_05092018.txt | 5/9/2018 12:36 PM | TXT File | 3 KB |

.txt files are the files to be updated to Banner using FUPLOAD. Typically there will only be one file.

After the file is run in U(pdate) mode in FUPLOAD the file will change to a .processed file

FUPLOAD (In Banner):

In Audit Mode:

Process: Finance Upload to GURFEED Proc Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

| Number | Parameters | Values |
|--------|------------|--------------------------------|
| 01 | System ID | PCARD |
| 02 | Location | /u10/dl/acctpay/PCARD/fupload/ |
| 03 | File Name | WORKS_FUPLOAD_05042018.txt |
| 04 | Run Mode | A |
| | | |
| | | |
| | | |

LENGTH: 8 TYPE: Character O/R: Required M/S: Single
Enter System ID

Submission

Save Parameter Set as Name: Description: Hold Submit

Process: Finance Upload to GURFEED Proc Beginning Date Saved:
Number: File Name: Lines:

FILE:/u10/dl/acctpay/PCARD/fupload/WORKS_FUPLOAD_05042018.txt System ID - PCARD

04-MAY-2018 Longwood University(bnr8dev1) Page: 2
Gurfeed Upload Process FUPLOAD

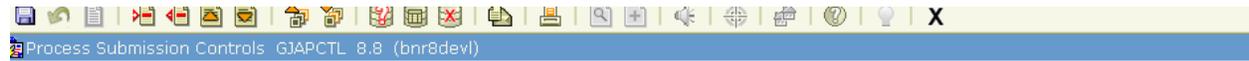
FILE:/u10/dl/acctpay/PCARD/fupload/WORKS_FUPLOAD_05042018.txt System ID - PCARD

* * * REPORT CONTROL INFORMATION - FUPLOAD Release 8.9.0.1 * * *

Detail File Name: /u10/dl/acctpay/PCARD/fupload/WORKS_FUPLOAD_05042018.txt
Run Mode: A
System ID: PCARD

Total Records Read: 17
Total Records inserted into GURFEED: 0
Total Records inserted into GURTEXT: 0
Total Errors: 0
Total Warnings: 0

In Update Mode:



Process:

Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

| Number | Parameters | Values |
|--------|------------|--------------------------------|
| 01 | System ID | PCARD |
| 02 | Location | /u10/dl/acctpay/PCARD/fupload/ |
| 03 | File Name | WORKS_FUPLOAD_05042018.txt |
| 04 | Run Mode | U |
| | | |
| | | |
| | | |

Submission

Save Parameter Set as Name: Description: Hold Submit



Process:

Beginning Date Saved:

Number:

Lines:

```

04-MAY-2018      Longwood University(bnr8devl)      Page: 1
                  Gurfeed Upload Process           FUPLOAD
FILE: /u10/dl/acctpay/PCARD/fupload/WORKS_FUPLOAD_05042018.txt      System ID - PCARD

Doc Code: PC000001

1      Type 1 Record written to GURFEED
14     Type 2 Records written to GURFEED
1      Type 4 Records written to GURTEXT

DOCUMENT TRANS_TOT  9229.74
                  Longwood University(bnr8devl)      Page: 2
                  Gurfeed Upload Process           FUPLOAD
FILE: /u10/dl/acctpay/PCARD/fupload/WORKS_FUPLOAD_05042018.txt      System ID - PCARD

* * * REPORT CONTROL INFORMATION - FUPLOAD Release 8.9.0.1 * * *
    
```

After the FUPLOAD process the file's extension will change from .txt to .processed

| Remote Name | Size | Type | Modified | Attributes |
|----------------------------------|--------|------------|----------------------|------------|
| archive | | Folder | 02/06/2018 05:01:... | drwxrwx--- |
| fzkwks.sql | 11,456 | SQL File | 05/03/2018 04:17:... | -rwxrwxr-- |
| WORKS_FUPLOAD_05042018.processed | 2,533 | PROCESS... | 05/04/2018 02:45:... | -rw-r--r-- |
| WORKS_FUPLOAD_05092018.txt | 2,533 | TXT File | 05/09/2018 12:36:... | -rw-r--r-- |

FURFEED:

FURFEED in View Mode:

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

| Number | Parameters | Values |
|-----------------------------|------------------------|--------|
| <input type="checkbox"/> 01 | Report Mode | V |
| <input type="checkbox"/> 02 | System ID / Time Stamp | PCARD |
| <input type="checkbox"/> | | |

LENGTH: 27 TYPE: Character O/R: Required M/S: Multiple
enter All, SYSTEM Id or timestamp

Submission

Save Parameter Set as Name: Description: Hold Submit

Process: Finance Feed Sweep Process Beginning Date Saved:
 Number: File Name: Lines:

| SYSTEM ID | TIMESTAMP | DOCUMENT | DESCRIPTION | AMOUNT | COUNT | STATUS |
|--|----------------|----------|---|----------------------------|-------|-------------|
| PCARD | 20180504162643 | PC000001 | | 9229.74 | 15 | |
| REPORT TOTALS: | | | | 9229.74 | 15 | 0 TRANSFERS |
| 05/04/2018 16:53:01 | | | Longwood University(bnr8devl) Finance Feed Sweep Process | PAGE: 2 REPORT: FURFEED | | |
| * * * REPORT CONTROL INFORMATION * * * | | | | | | |
| PARAMETER SEQUENCE NUMBER: 3470553 | | | | | | |
| REPORT MODE: V | | | | | | |
| NUMBER OF PRINTED LINES PER PAGE: 55 | | | | | | |

FURFEED in Sweep Mode (S in the 2nd parameter)

Process: Finance Feed Sweep Process Beginning Date Saved:
 Number: File Name: Lines:

| 05/04/2018 16:55:59 | | | Longwood University(bnr8devl) Finance Feed Sweep Process | PAGE: 1 REPORT: FURFEED | | |
|--|----------------|----------|---|----------------------------|-------|--------------|
| SYSTEM ID | TIMESTAMP | DOCUMENT | DESCRIPTION | AMOUNT | COUNT | STATUS |
| PCARD | 20180504162643 | PC000001 | | 9229.74 | 15 | TRANSFERRED |
| REPORT TOTALS: | | | | 9229.74 | 15 | 15 TRANSFERS |
| 05/04/2018 16:55:59 | | | Longwood University(bnr8devl) Finance Feed Sweep Process | PAGE: 2 REPORT: FURFEED | | |
| * * * REPORT CONTROL INFORMATION * * * | | | | | | |

FGRTRNI:

Process Submission Controls GJAPCTL 8.8 (bnr8devl)

Process: FGRTRNI Interface Process Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

| Number | Parameters | Values |
|--------|-------------|--------|
| 01 | System ID | PCARD |
| 02 | Disposition | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Submission

Save Parameter Set as Name: Description: Hold Submit

Saved Output Review GJIREVO 8.6 (bnr8devl)

Process: FGRTRNI Interface Process Beginning Date Saved: Number: 3470575 File Name: fgrtrni_3470575.lis Lines: 33

FGRTRNI 8.10 Longwood University(bnr8devl) RUN DATE: 07-MAY-2018
Interface Process TIME: 08:54:47 AM
PAGE: 1

PROCESSING SUMMARY:

| Disposition Settings | | | | JV Document Count | | | |
|----------------------|--------------|-----------------|---------------|-------------------|----------|-----------|-------|
| System ID | FTMSDAT Code | Parameter Value | System Target | Passed | Rejected | Suspended | Total |
| PCARD | | C | C | 1 | 0 | 0 | 1 |
| Total Documents: | | | | 1 | 0 | 0 | 1 |

* Note: Parameter value entered at run time will not override the FTMSDAT setting.
* Legend: JVC - Complete; C - Complete; JVA - Approval; A - Approval; JVI - Incomplete; I - Incomplete

PROCESSING DETAIL:

| System ID | Timestamp | Document Number | Amount | Count | Disposition |
|-----------|----------------|-----------------|----------|-------|-------------|
| PCARD | 20180504162643 | PC000001 | 9,229.74 | 15 | Complete |

FGRTRNR:

Process: FGRTRNR Transaction Error Report

Parameter Set:

Printer Control

Printer: DATABASE

Special Print:

Lines: 55

Submit Time:

Parameter Values

| Number | Parameters | Values |
|--------------------------|------------|--------|
| <input type="checkbox"/> | | |

Submission

Save Parameter Set as

Name: Description:

Hold

Submit

Process: FGRTRNR Transaction Error Report

Beginning Date Saved:

Number: 3470552

File Name: fgrtrnr_3470552.lis

Lines: 11

04-MAY-2018 04:46:52 PM

Longwood University(bnr8dev1)

PAGE 1

Transaction Error Report

FGRTRNR

AS OF 04-MAY-2018

*** REPORT CONTROL INFORMATION ***

PARAMETER SEQUENCE NUMBER: 3470552

NUMBER OF PRINTED LINES PER PAGE: 55

RECORD COUNT:

SUMMARY:

- 1. Download the file to the PCARD\Import folder on the ACCTPAY share with the name WORKS_IMPORT.txt**
- 2. Log into INB Banner**
- 3. Run FZPWRKS and review output**
- 4. Run FUPLOAD in (V)iew then (U)pdate mode**
- 5. Run FURFEED in (V)iew then (S)weep mode**
- 6. Run FGRTRIN**
- 7. Run FGRTRNR**
- 8. FOAPPL should automatically run**