

LONGWOOD

U N I V E R S I T Y

RECONCILIATION TRAINING MANUAL FOR STATE AND NON-STATE



OFFICE OF PROCUREMENT SERVICES

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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 Procurement Services.

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 a web interface with two main sections. The top section, titled 'Action Items', has a header bar with a menu icon and the text 'Action Items' on the left, and a link 'Upload Receipts' on the right. Below the header is a table with columns: 'Action', 'Acting As', 'Count', 'Type', and 'Current Status'. The table body contains the text 'No data available in table'. At the bottom of this section, it shows '0 items', a 'Show' dropdown set to '10', 'per page', and pagination controls indicating 'Page: 1 of 0'.

The bottom section, titled 'Accounts Dashboard', has a header bar with a menu icon and the text 'Accounts Dashboard'. Below the header is a sub-header 'In Scope' followed by a search input field. The main table has columns: 'Account Name', 'Account ID', 'Credit Limit', 'Current Balance', 'Available Spend', and 'Available Credit'. The table contains one row with the following data: 'MARGARET SAMUELS' for Account Name, '2876' for Account ID (highlighted with a red box), '250,000.00' for Credit Limit, '0.00' for Current Balance, '250,000.00' for Available Spend, and '250,000.00' for Available Credit. At the bottom of this section, it shows '1 item', a 'Show' dropdown set to '250', 'per page', and pagination controls indicating '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 Procurement Services 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:	Immediately
Reports ready for download:	Immediately
Configuration changes:	Immediately
Change Password Save	

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

Email Notifications	Immediately
	Daily
	Weekly
	Never
Pending tasks:	Immediately
Reports ready for download:	Immediately
Configuration changes:	Immediately

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.

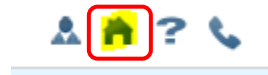


Home	Expenses	Reports
------	----------	---------

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

10

 per page

⏪ ⏩

Page:

1

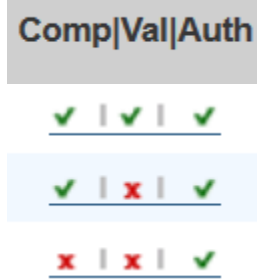
 of 1

⏪ ⏩

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 Sign Off Flagged All

Clear Filters Columns

Advanced Filter

+ Date - 03/12/2018 - 06/20/20...

+ 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

Search Reset

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Upld Rec
☐												All
☒	TXN00001113	4242	none	05/17/2018	05/17/2018	Wilson, Bill	911.38	PUBLIC WAREHOUSING-FARM PR CO.	x x ✓	131005,71309,.....	911.38	No
☒	TXN00001117	4242	none	05/17/2018	05/17/2018	Wilson, Bill	38.71	SUNWORLD INTERNATIONAL AIR CO.	x x ✓	131005,71309,.....	38.71	No

0 Selected | 2 items

Show 10 per page

Page: 1 of 1

Retry Automatch

Mass Allocate

Add to Expense Report

Attach

Print

Sign Off

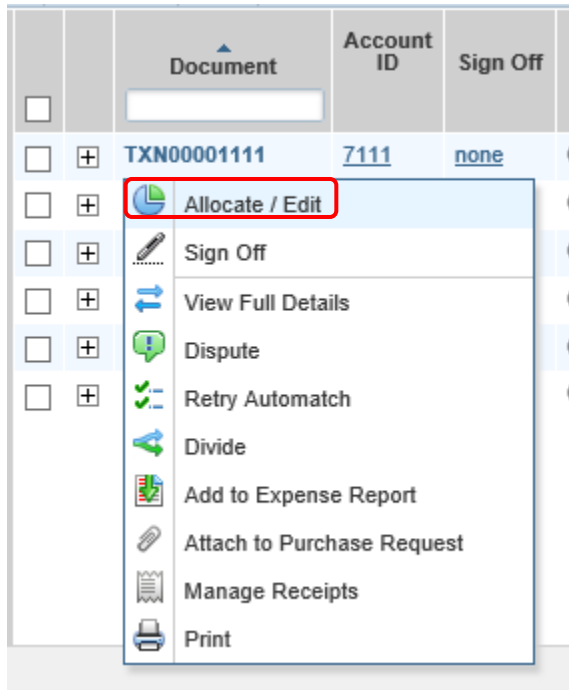
Upload Receipt

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.**

All Values	Description
☐ 111000	President's Contingency
☐ 111005	Distinguished Scholars
☐ 111006	General Education Program
☐ 111008	Honors Program
☐ 111010	Art and Graphic Design
☐ 111011	Art Post Bac Program
☐ 111012	Theatre
☐ 111013	Graphic and Animation Design
☐ 111014	Academic Core Committee
☐ 111015	CAS Adjunct

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.**

GL02: Account

71205 | Seat Management Services

71212 | Outbound Freight Service

71213 | Messenger Services

71214 | Postal Services

71215 | Printing Services

71216 | Telecom Svcs

General Ledger Picker

	All Values	Description
☐	71205	Seat Management Services
☐	71212	Outbound Freight Service
☐	71213	Messenger Services
☐	71214	Postal Services
☐	71215	Printing Services
☐	71216	Telecom Svcs (by VITA)
☐	71217	Telecom Svcs (by Non-St Vendor)
☐	71218	Telecom Svcs (by another St. Agency)
☐	71219	Inbound Freight Services
☐	71221	Organization Memberships

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

OK Cancel

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

26EQU | 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

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

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
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			

on 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:

☐	Comp Val Auth	All Values Amount
☐	✓ ✗ ✓	565.46

0 Selected | 1 item

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

☐	Comp Val Auth	All Values Amount	Sales Tax
☒	✓ ✗ ✓	565.46	42.56

1 Selected | 1 item

Remove Add Duplicate Clear GL

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

Reference & Tax

Reference

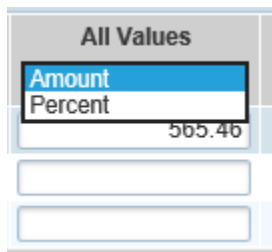
Sales Tax Include

Transaction Detail 4225 / PUBLIC WAREHOUSING FARM

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

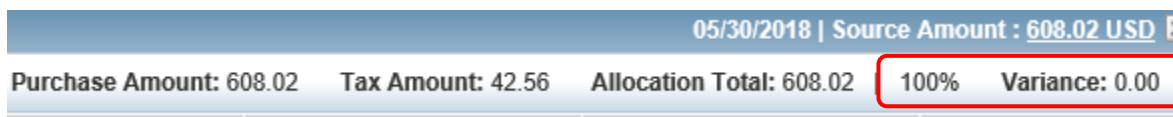
GL01: Index	GL02: Account
164000	71343
319235	71343
171000	71343

Purchases can be split by either dollar value or percentage.



All Values	
Amount	565.46
Percent	

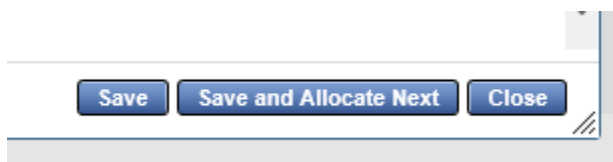
To ensure all funds have been allocated, the upper right hand of the allocation details box shows the allocation total. The total amount should show 100%, and the Variance 0.00.



05/30/2018 Source Amount : 608.02 USD				
Purchase Amount: 608.02	Tax Amount: 42.56	Allocation Total: 608.02	100%	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.

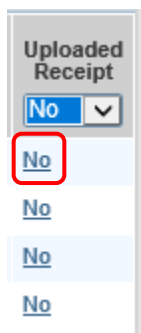
After your charge has been allocated to the proper budget, you may select Save or Save and Allocate Next to continue. *Please note that if you do not save your work before closing, it will not retain the information.*



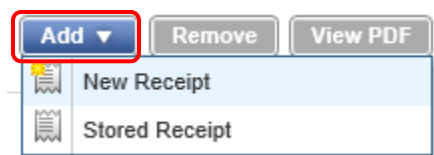
Save	Save and Allocate Next	Close
------	------------------------	-------

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

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:

Browse...

Receipt Date:

mm/dd/yyyy

Description:

OK

Cancel

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	
	Upload Date	Uploaded By	Receipt Date	File Name
☐				
☐	03/08/2019	Samuels, Margaret		20190225_XEROX_PmtConfirmation
☐	03/08/2019	Samuels, Margaret		20190225_XEROX_Inv095395176
☐	02/28/2019	Samuels, Margaret		20190225_XEROX_Past_Due_Invoice_Payment_Approval
☐	02/28/2019	Samuels, Margaret		20190225_XEROX_PO_Receiving

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 **\$10,000** from Department of Accounts through Procurement Services.
 - 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.**

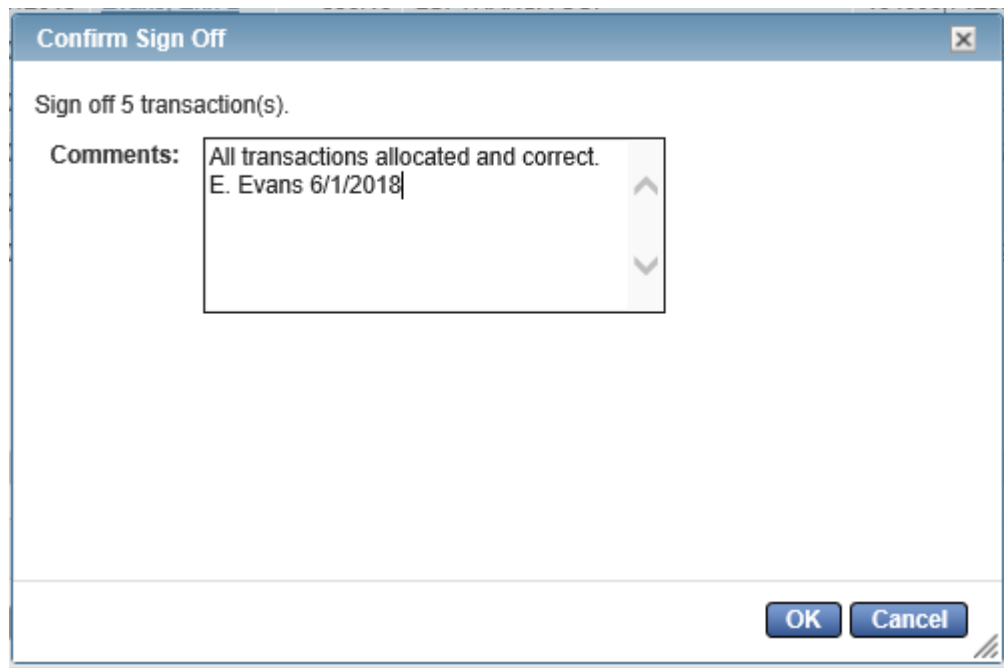
The last step in the cardholder reconciliation process is signing off on the transaction. This is done by clicking on the check-box to the left of the line item and clicking on the blue Sign Off button located at the bottom of the page. This will route the transaction to your Approver for review and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

☐		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
☒									
☒	+	TXN00001111	7111	none	05/17/2018	05/17/2018	Evans, Erin L	856.16	LUFTHANSA CO.
☒	+	TXN00001140	7111	none	05/30/2018	05/30/2018	Evans, Erin L	2.45	HERTZ CORPORATION CO.
☒	+	TXN00001141	7111	none	05/30/2018	05/30/2018	Evans, Erin L	411.61	LUFTHANSA CO.
☒	+	TXN00001142	7111	none	05/30/2018	05/30/2018	Evans, Erin L	533.72	ENGINEERING, ARCHITECTURAL
☒	+	TXN00001143	7111	none	05/30/2018	05/30/2018	Evans, Erin L	608.02	PUBLIC WAREHOUSING-FARM PI

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.

A screenshot of a software dialog box titled "Confirm Sign Off". The dialog box has a blue header bar with the title and a close button (X). Below the header, the text "Sign off 5 transaction(s)." is displayed. Underneath, there is a label "Comments:" followed by a text input area. The input area contains the text "All transactions allocated and correct." and "E. Evans 6/1/2018". To the right of the text input area are vertical scroll arrows. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

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 Items Upload Receipts				
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.

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 Document 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.

Off Flagged All		
Document	Account ID	Sign Off
TXN00001150	4608	AH (APR) AC
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

Adjust Amount

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

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	Allocation
TXN00001150	4608	AH/(APB)/ACT	06/06/2018	06/06/2018	Demsey, Tiffany E	8.06	DAN HOTELS CO.	✓ ✗ ✓	161035,71285,,,RTA

Clear Filters Columns

- 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	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

Transactions - Accountholder

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

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

Search [Reset](#)

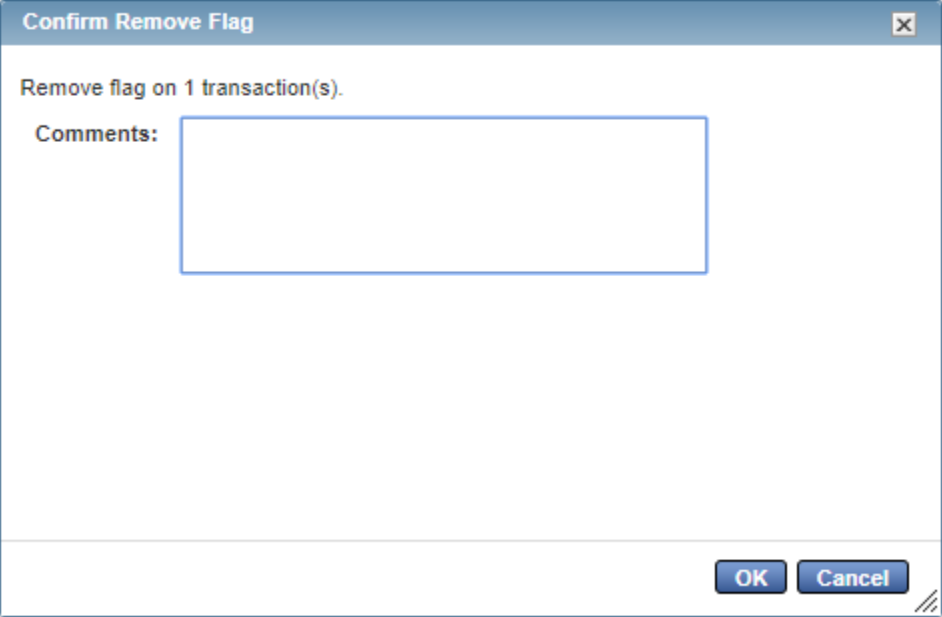
1 Selected | 1 item

	Document	Account ID	Sign Off
☒	TXN00001150	4608	AH (APR) AC

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

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

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



The image shows a software dialog box titled "Confirm Remove Flag". Inside the dialog, the text "Remove flag on 1 transaction(s)." is displayed. Below this text is a label "Comments:" followed by a large, empty rectangular text input field. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

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 Items

Upload Receipts

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

<

1 item

Show 10 per page

⏪

⏩

Page: 1 of 1

⏪

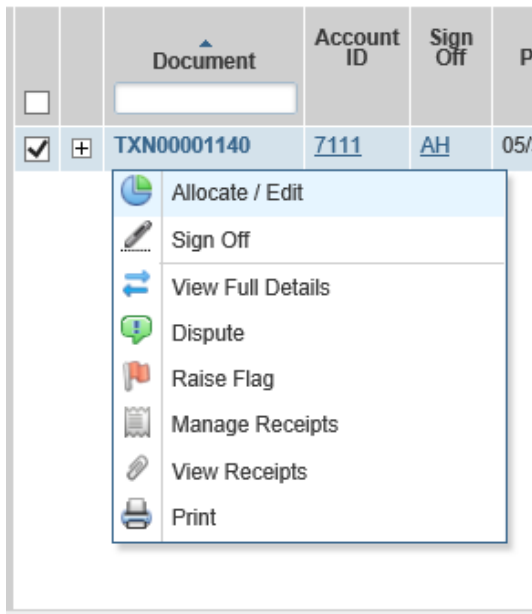
⏩

Click Approver “Pending”.

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

Transactions - Approver											
<< Pending Sign Off Signed Off Flagged All											
Clear Filters Columns											
Advanced Filter											
Date - 03/12/2018 - 06/20/2018											
Group - All											
Account - All											
Corporate Account - All											
Amount Range - All											
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.

Allocation Details - TXN00001140 - HERTZ CORPORATION CO. 05/30/2018 | Source Amount : 2.45 USD

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 Code	GL05: Field Hou
☒ 1 1 1	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	Late Charges	Telephone Charges
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	ZDZY228234	0.14	0.61	0.29	0.10	0.00	0.36	0.09	0.23

Goods & Services

Save Close

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
2.45	All ▼	
	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

Transactions - Approver

<<

Pending Sign Off

Signed Off

Flagged

All

Advanced Filter

Date - 02/24/2018 - 06/04/20...

Group - All

Account - All

Corporate Account - All

Amount Range - All

Dispute Status - All

Account Status - All

Matched Status - All

Search

Reset

Document

Account ID

Sign Off

☐

TXN00001140

7111

AH

1 Selected | 1 item

Mass Allocate

Flag ▼

Print

Sign Off

Upload Receipt

Raise Flag

Remove Flag

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

Confirm Raise Flag

Raise flag on 1 transaction(s).

Comments:

OK

Cancel

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

actions - Approver																													
Pending Sign Off		Signed Off		Flagged		All		Clear Filters Columns																					
Selected Filter																													
Document Account ID Sign Off Date Posted Date Purchased Primary AccountHolder Purchase Amount Vendor Comp/Val/Auth Allocation Amount Allocated Uploaded Receipt Flagged																													
Date - 02/24/2018 - 06/04/20...		☐		Document		Account ID		Sign Off		Date Posted		Date Purchased		Primary AccountHolder		Purchase Amount		Vendor		Comp/Val/Auth		Allocation		Amount Allocated		Uploaded Receipt		Flagged	
Group - All		☒		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			
Corporate Account - All																													

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

Action Items				Upload Receipts
Action	Acting As	Count	Type	Current Status
Sign Off	Approver	1	Transaction	Flagged
	Approver	1	Expense Report	Pending
2 items		Show 10 per page	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.

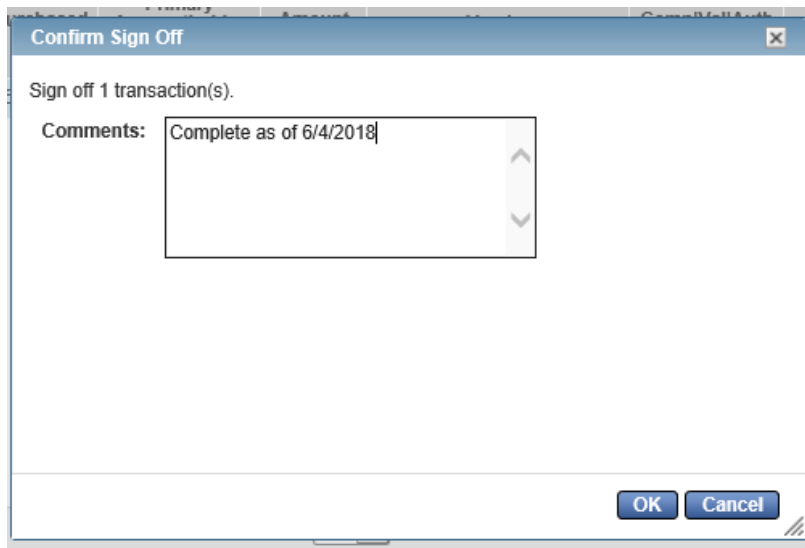
The cardholder may clear the flag when they have corrected the problem with the transaction. To review the steps for clearing the flag, please see pages 22 – 26 in the Cardholder Reconciliation section.

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
☐								
☒	+		TXN00001140	7111	AH	05/30/2018	05/30	

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



Confirm Sign Off

Sign off 1 transaction(s).

Comments: Complete as of 6/4/2018

OK Cancel

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.

Home

Expenses

Reports

Action Items

Upload Receipts

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

<

Click on Expenses and select Transactions.

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

Action	Transactions
	Reimbursements
	Expense Reports
	Purchase Requests
	Receipts

Acting As
No dat

Once on the Transactions page, select the Signed Off tab

Home

Expenses

Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<<

Pending Sign Off

Signed Off

Flagged

All

Advanced Filter

+ Date - 03/19/2018 - 06/27/2018

Document

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

Transactions - Accountholder										
<<		Pending Sign Off		Signed Off		Flagged		All		
Advanced Filter										
+ Date - 03/19/2018 - 06/27/2018 - + Account - All - + Corporate Account - All - + Purchase Request - All - + Amount Range - All - + Dispute Status - All - + Account Status - All -						Document	Account ID	Sign Off	Date Posted	Date Purchased
☐										
☐	☐	+	TXN00001130	3976	AH APR ACT	05/30/2018	05/30/2018	V		
☐	☐	+	TXN00001131	3976	AH APR ACT	05/30/2018	05/30/2018	V		
☐	☐	+	TXN00001132	3976	AH APR	05/30/2018	05/30/2018	V		
☐	☐	+	TXN00001133	3976	AH APR ACT	05/30/2018	05/30/2018	V		
☐	☐	+	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.

Transactions - Accountholder

<< Pending Sign Off Signed Off

Advanced Filter

☐ Date - 03/19/2018 - 06/27/2018

☐ 03/19/2018 - 06/27/2018

☐ Retain settings

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

Signed Off Flagged All

Document

☐

☐	+	TXN00001130
☐	+	TXN00001131
☐	+	TXN00001132
☐	+	TXN00001133
☐	+	TXN00001134

Select Print at the bottom left of the screen.

5 Selected | 5 items

Add to Expense Report

Print

Attach

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.

Print

You have selected 5 document(s) for printing.

Print: Summary

Summary Columns

Available

Account ID
Amount Allocated
Attached to Purch Req ID
Bank Transaction #
Barcode Index
CRI Reference
Date Posted
Dispute Submitted
Flagged
Flagged By
Flagged Date
GL01: Index
GL01: Index Desc
GL02: Account
GL02: Account Desc
GL03: Activity
GL03: Activity Desc
GL04: Location Code

Included

Sign Off
Date Purchased
*Document
Primary Accountholder
Account Nickname
Vendor
Purchase Amount
Comp|Val|Auth
Allocation
Bank Dispute Status

(*) indicates always active

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

Print Preview

Cancel

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

CRI Reference
 Date Posted
 Dispute Submitted
 Flagged
 Flagged By
 Flagged Date
 GL01: Index
 GL01: Index Desc
 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

➔

➔

Included

Sign Off
 Date Purchased
 *Document
 Primary Accountholder
 Account Nickname
 Vendor
 Purchase Amount
 Comp|Val|Auth
 Allocation
 Bank Dispute Status

(*) 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

39

Last revised 9/16/2025

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	✓ ✗ ✓	162000,71284,34DUES,,,,FOCUS,,23a,ESS
AH APR ACT	05/30/2018	TXN00001131	WRIGHT, TRAVIS H	TRAVIS H WRIGHT	LUFTHANSA CO.	535.69	✓ ✗ ✓	162000,71309,,,,Supplies,PR045678,,YES
AH APR	05/30/2018	TXN00001132	WRIGHT, TRAVIS H	TRAVIS H WRIGHT	ENGINEERING, ARCHITECTURAL CO.	460.38	✓ ✗ ✓	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	✓ ✗ ✓	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	✓ ✗ ✓	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.

Print Preview - Summary

Print

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

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 #

Included

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.

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/Vall/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

Purchase ID: SYNTH

CRI Reference: MCC: 3357 (HERTZ CORPORATION)

Vendor ID: SYNTH

Vendor Address: IN , 464020000

Account Nickname: TRAVIS H WRIGHT

Account ID: 3976

Accountholder: WRIGHT, TRAVIS H

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

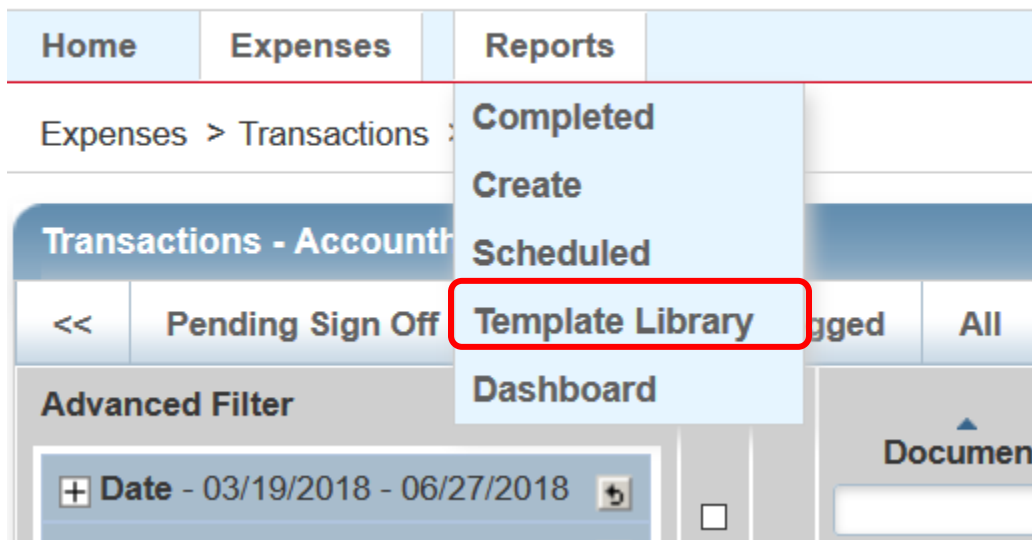
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
Sales Tax Included		277.54	20.89	0.00	23909

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							
<table border="1"> <thead> <tr> <th>Template Name</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>				Template Name			
Template Name							
0 items Show							
[-] Shared							
<table border="1"> <thead> <tr> <th>Template Name</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>		Template Name		<table border="1"> <thead> <tr> <th>Category</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>		Category	
Template Name							
Category							
1099 Company Supplier Spend		transactionCategory					
1099 Reportable MCOs		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

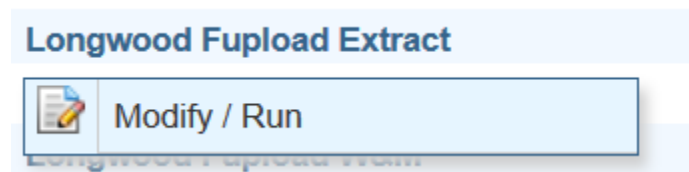
Template Name	Category	Template Owner	Description
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions
1099 Reportable MCCs	transactionCategory	support, works	1099 Reportable MCCs
5541 Decline Report	cardCategory	support, works	5541 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	support, works	Cardholder Listing with Employee ID-SPCC
CCA Cardholder Summary	cardCategory	Samuels, Peggy	CCA Cardholder Summary Listing with Profiles
DMBE-SWAM	transactionCategory	support, works	DMBE-SWAM
DMBE-SWAM-ALL	transactionCategory	support, works	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.

The screenshot shows the "Create Report" dialog box. At the top, it says "Report data is current as of June 27, 2018 11:05 AM CDT." Below this are two dropdown menus: "Category:" with "Spend" selected, and "Template:" which is empty. The "Report Options" section has two radio buttons: "Basic" (selected) and "Advanced". There are links for "Reset to defaults" and "Use last run settings". The "Columns" section is expanded, showing three panels: "Available", "Selected", and "Column Sort". The "Available" panel lists various GL codes and descriptions. The "Selected" panel lists the same items, with buttons for "Remove", "Edit", and "Add Constant" at the bottom. The "Column Sort" panel shows "A→Z Txn Number" with "Remove" and "Reverse Sort" buttons. The "Filters" section is also expanded, showing a "Post Date" range and "Transaction Type" checkboxes.

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.

The screenshot shows the "Filters" section of the report interface. It has a header "Filters" and a "Add filter:" dropdown menu. Below this are two rows of settings: "Post Date:" with a red X icon, a date range "05/02/2018 - 06/01/2018", and a calendar icon; and "Transaction Type:" with a red X icon, a list of checkboxes for "Cash advance", "Misc Credit", "Misc Debit", "Purchase", "Reimbursement", and "Payment", and a "Payment" checkbox that is checked.

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:

US Letter

Orientation:

☐ Portrait

☒ Landscape

☐ Add Summary Data in Header

Add Signature Line to:

☐ Header

☐ Footer

Insert Page Break:

No Page Break

☐ Delimited Text

Summary Grouping:

No Summary Data

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:

LU Banner FUPLOAD

Description:

LU Banner FUPLOAD

Sharing:

☒ Personal

☐ Shared

☐ Both

Click on Submit Report to run the report

Submit Report

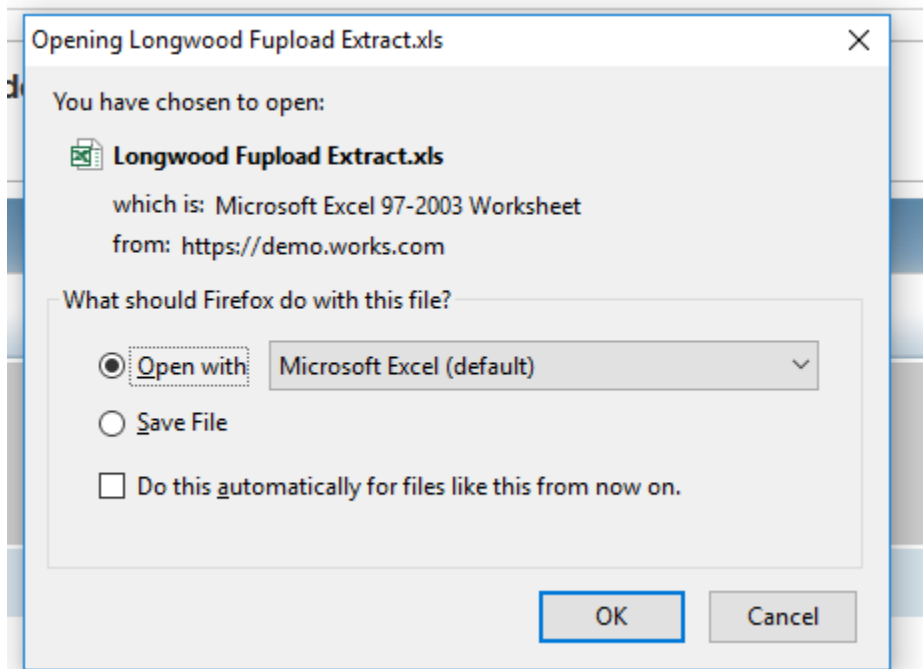
When the report is finished you see the screen below. Click on the XLS link to view the Excel spreadsheet of the information you requested.

Reports > Completed 214-Longwood University

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

Completed Reports						Actions
		Queued At	Report Name	Status	New	Output Type(s)
☐	☐	06/27/2018 11:16 AM CDT	Longwood Fupload Extract	Ready	☒	XLS

You will see a confirmation screen. Click Ok.

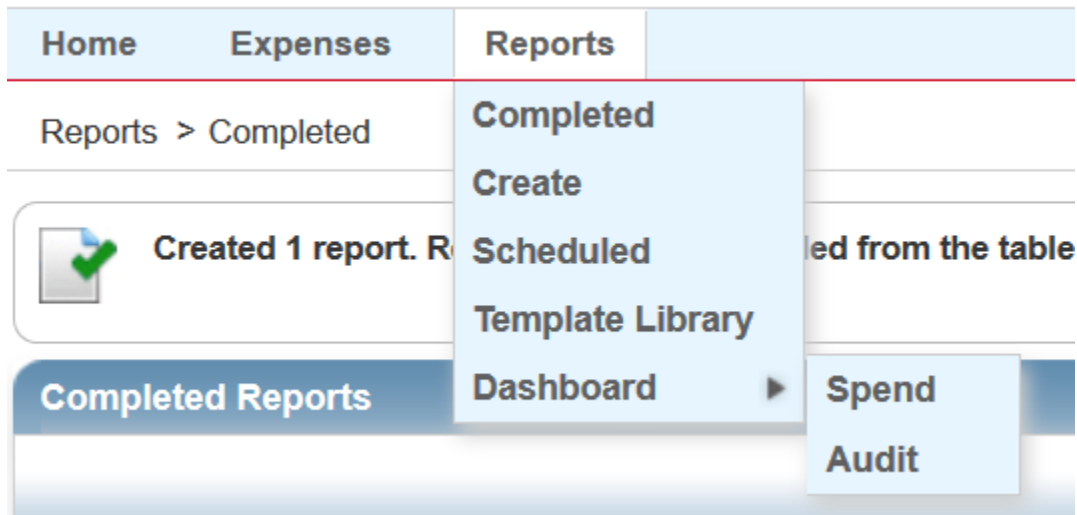


The spreadsheet opens and the following displays.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Card Last	Post Date	Txn Num	Item Total	Item Desc	Item Tax	Vendor Na	GL: Accou	GL: Activ	GL: DSBS	GL: Descr	GL: Index	GL: Locati	GL: Locati	GL: Purch
2	3976	5/30/2018	TXN00001	\$298.43	HERTZ CC	\$20.89	HERTZ CC 71284		34DUES	ESS	FOCUS	162000			
3	3976	5/30/2018	TXN00001	\$535.69	LUFTHAN	\$37.49	LUFTHAN 71309			YES	Supplies	162000			PR045678
4	3976	5/30/2018	TXN00001	\$460.38	ENGINEER	\$32.22	ENGINEER 71309			YES	Supplies	162000			PR632521
5	3976	5/30/2018	TXN00001	\$519.52	PUBLIC W	\$36.36	PUBLIC W 71309			YES	Card Read	162000			PR999999
6	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
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							
MCC Type - All	Vendor Name	MCC	Transaction Count	Tax Total	Amount Total	Average Amount	
+	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.

Summary - Spend by Vendor

<<

Advanced Filter

☒ MCC Type - All

☒ Vendor Name - All

☒ Date - 05/27/2018 - 06/27/2018

05/27/2018 - 06/27/2018

[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.

Summary - Spend by Vendor

<<

Advanced Filter

☒ MCC Type - All

☐ Airline

☐ Car rental

☐ Hotel

☐ Shipping

☐ Services

☐ Other

☒ Vendor Name - All

☒ Date - 05/27/2018 - 06/27/2018

[Reset](#)

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 10 per page

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

Document	Account holder	Account ID	Date Posted
+ 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	
Transaction Allocation Reference & Tax Dispute View Full Details						
Bank Transaction #: SYNTH Purchase ID: SYNTH CRI Reference: Vendor ID: SYNTH Vendor Address: WV, 26059 Account Nickname: TRAVIS H WRIGHT Account ID: 3976 Accountholder: WRIGHT, TRAVIS H						
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		05/30/2018
	Transaction	Allocation	Reference & Tax		Dispute				
	Comp Val Auth	Amount	Sales Tax	Description		GL01: Index	GL02: Account	GL03: Activity	
	✔ ✖ ✔	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
-------------	------------	-----------------	---------	-------------------

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 Items				Upload Receipts
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 > >>	

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

☰

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

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

Expenses > Transactions > Accountant

214-Longwood University

Transactions - Accountant													Clear Filters	Columns
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 SearchReset														
	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.						
☐	TXN00001120	5186	AH APR	05/30/2018	05/30/2018	Mobley, Cathryn B	341.15	HERTZ CORPORATION CO.		161030,71283,,,,,RTA 1234,;				
☐	TXN00001121	5186	AH APR	05/30/2018	05/30/2018	Mobley, Cathryn B	723.02	LUFTHANSA CO.		161030,71312,,,,,Supplies,PC				
☐	TXN00001122	5186	AH APR	05/30/2018	05/30/2018	Mobley, Cathryn B	912.83	ENGINEERING, ARCHITECTURAL CO.		111000,71215,,,,,test transac				
☐	TXN00001123	5186	AH APR	05/30/2018	05/30/2018	Mobley, Cathryn B	8.85	PUBLIC WAREHOUSING-FARM PR CO.		111000,71215,,,,,test transac				
☐	TXN00001124	5186	AH APR	05/30/2018	05/30/2018	Mobley, Cathryn B	635.01	COUNSELING SERVICE-DEBT, M CO.		111000,71215,,,,,test transac				
☐	TXN00001127	0435	none	05/30/2018	05/30/2018	Cooper, Deborah J	978.17	ENGINEERING, ARCHITECTURAL CO.		171020,71268,,,,,				
☐	TXN00001132	3976	AH APR	05/30/2018	05/30/2018	WRIGHT, TRAVIS H	460.38	ENGINEERING, ARCHITECTURAL CO.		162000,71309,,,,,Supplies,PF				
☐	TXN00001139	4608	AH (APR)	05/30/2018	05/30/2018	Dempsey, Tiffany E	761.25	COUNSELING SERVICE-DEBT, M CO.		multiple				
☐	TXN00001140	7111	AH APR	05/30/2018	05/30/2018	Evans, Erin L	2.45	HERTZ CORPORATION CO.		164000,71309,0004,Field Hk				

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

Search

Reset

		Document	Account ID	Sign Off
☒				
☒	+	TXN00001110	1911	(AH) (APR)
☒	+	TXN00001120	5186	AH APR
☒	+	TXN00001121	5186	AH APR
☒	+	TXN00001122	5186	AH APR
☒	+	TXN00001123	5186	AH APR
☒	+	TXN00001124	5186	AH APR
☒	+	TXN00001127	0435	none
☒	+	TXN00001132	3976	AH APR
☒	+	TXN00001139	4608	AH (APR)
☒	+	TXN00001140	7111	AH APR

21 Selected | 21 items

Mass Allocate

Attach

Flag ▼

Print

Close

Upload Receipt

56

Last revised 9/16/2025

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
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	➡	
Flagged By		
Flagged Date		
GL01: Index		
GL01: Index Desc		
GL02: Account		
GL02: Account Desc		
GL03: Activity		

(*) 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

Summary Columns

Available

Flagged By

Flagged Date

GL01: Index

GL01: Index Desc

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

Included

Sign Off

Date Purchased

*Document

Primary Accountholder

Account Nickname

Vendor

Purchase Amount

Comp|Val|Auth

Allocation

Bank Dispute Status




(*) 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

Summary Columns

Available

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
GL06: Shop
GL06: Shop Desc
GL07: Description
GL08: Purchase Order Number
GL08: Purchase Order Number Desc

Included

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

(*) indicates always active

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

Print Preview

Cancel

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

Printed by LU_Peg_Samuels, 06/18/2018 1:56 I

Transactions - Summary

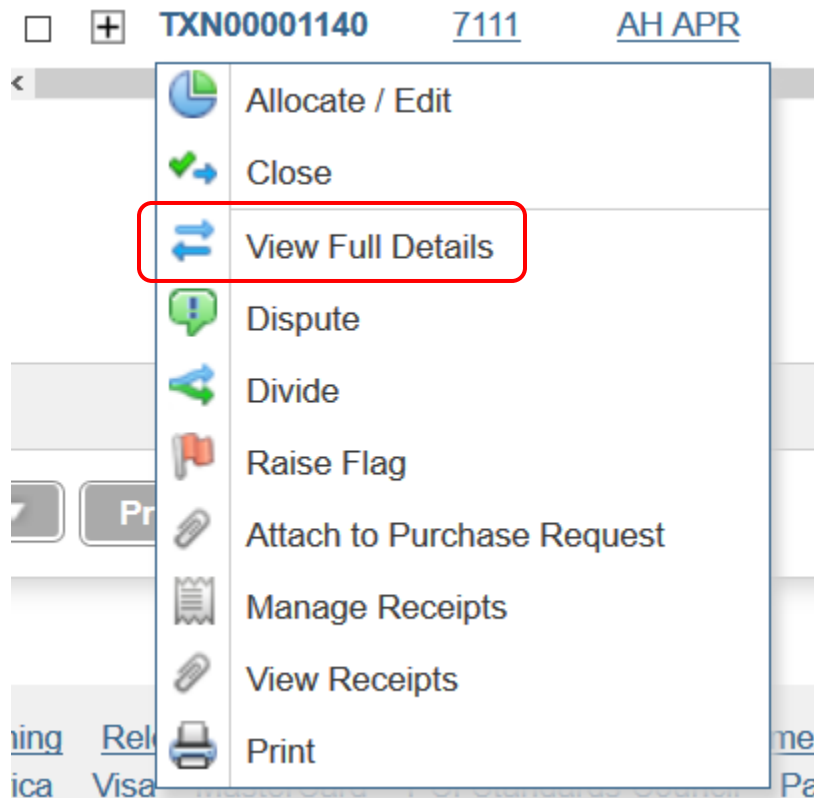
Sign Off	Date Purchased	Document	Primary Accountholder	Account Nickname	Vendor	Purchase Amount	Comp Val Auth	
(AH) (APR)	05/17/2018	TXN00001110	Farley, Shelly	SHELLY FARLEY	HERTZ CORPORATION CO.	584.51	✖ ✖ ✔	,,,,,,,,,
AH APR	05/30/2018	TXN00001120	Mobley, Cathryn B	CATHRYN B MOBLEY	HERTZ CORPORATION CO.	341.15	✔ ✖ ✔	161030,71283,,,,,F
AH APR	05/30/2018	TXN00001121	Mobley, Cathryn B	CATHRYN B MOBLEY	LUFTHANSA CO.	723.02	✔ ✖ ✔	161030,71312,,,,,S
AH APR	05/30/2018	TXN00001122	Mobley, Cathryn B	CATHRYN B MOBLEY	ENGINEERING, ARCHITECTURAL CO.	912.83	✔ ✖ ✔	111000,71215,,,,,te transactions,DO56
AH APR	05/30/2018	TXN00001123	Mobley, Cathryn B	CATHRYN B MOBLEY	PUBLIC WAREHOUSING-FARM PR CO.	8.85	✔ ✖ ✔	111000,71215,,,,,te transactions,DO56
AH APR	05/30/2018	TXN00001124	Mobley, Cathryn B	CATHRYN B MOBLEY	COUNSELING SERVICE-DEBT, M CO.	635.01	✔ ✖ ✔	111000,71215,,,,,te transactions,DO56
none	05/30/2018	TXN00001127	Cooper, Deborah J	DEBORAH J COOPER	ENGINEERING, ARCHITECTURAL CO.	978.17	✖ ✖ ✔	171020,71268,,,,,,
AH APR	05/30/2018	TXN00001132	WRIGHT, TRAVIS H	TRAVIS H WRIGHT	ENGINEERING, ARCHITECTURAL CO.	460.38	✔ ✖ ✔	162000,71309,,,,,S
AH (APR)	05/30/2018	TXN00001139	Dempsey, Tiffany E	TIFFANY E DEMPSEY	COUNSELING SERVICE-DEBT, M CO.	761.25	✔ ✖ ✔	multiple

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					
Date - 03/10/2018 - 06/18/2018 Group - All Account - All Corporate Account - All Purchase Request - All Amount Range - All Dispute Status - All	☒	Document TXN00001110	Account ID 1911	Sign Off (AH) (APR)	Date Posted 05/17/2018
Date - 03/10/2018 - 06/18/2018 Group - All Account - All Corporate Account - All Purchase Request - All Amount Range - All Dispute Status - All	☒	Document TXN00001120	Account ID 5186	Sign Off AH APR	Date Purchased 05/30/2018
Date - 03/10/2018 - 06/18/2018 Group - All Account - All Corporate Account - All Purchase Request - All Amount Range - All Dispute Status - All	☒	Document TXN00001121	Account ID 5186	Sign Off AH APR	Date Purchased 05/30/2018
Date - 03/10/2018 - 06/18/2018 Group - All Account - All Corporate Account - All Purchase Request - All Amount Range - All Dispute Status - All	☒	Document TXN00001122	Account ID 5186	Sign Off AH APR	Date Purchased 05/30/2018
Date - 03/10/2018 - 06/18/2018 Group - All Account - All Corporate Account - All Purchase Request - All Amount Range - All Dispute Status - All	☒	Document TXN00001123	Account ID 5186	Sign Off AH APR	Date Purchased 05/30/2018
Date - 03/10/2018 - 06/18/2018 Group - All Account - All Corporate Account - All Purchase Request - All Amount Range - All Dispute Status - All	☒	Document TXN00001124	Account ID 5186	Sign Off AH APR	Date Purchased 05/30/2018

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

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

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

The screenshot shows a transaction screen for TXN00001140 with the following details: Purchase Amount: 2.45, Post Date: 05/30/2018, Vendor Name: HERTZ CORPORATION CO., and MCC: 3357 (HERTZ CORPORATION). The 'Allocation' tab is active, showing a table with columns for 'Comp|Val|Auth', 'Amount', and 'Sales Tax'. A single row is visible with values 2.28 and 0.17. A 'Confirm Raise Flag' dialog box is open, prompting the user to 'Raise flag on 1 transaction(s)' and providing a text area for 'Comments'. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

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.

This screenshot shows the transaction screen for TXN00001140 with the same details as the previous image. The tabs at the bottom are 'Transaction', 'Allocation & Detail', 'Dispute', and 'Receipts'. The 'Receipts' tab is highlighted with a red rectangular box, indicating it is the next step in the process.

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

TXN00001140

Source Amount: 2.45 USD Actions

Purchase Amount: 2.45

Post Date: 05/30/2018

Vendor Name: HERTZ CORPORATION CO.

MCC: 3357 (HERTZ CORPORATION)

Allocation Variance: 0.00

Comp | Val | Auth: ✓ ! ✓ ! ✓

Sign Off History: [AH APR](#)

Transaction Allocation & Detail Dispute Receipts

Clear Filter

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
☐	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
☐	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/0001DKAXQLKKKKBANND/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 **
**See overage details below	\$252.05

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.)

☒	+	TXN00001119	7967	none	05/17/2018	05/17/2018	Cooper, Deborah J	6
☒	+	TXN00001125	0435	none	05/30/2018	05/30/2018	Cooper, Deborah J	7
☒	+	TXN00001126	0435	none	05/30/2018	05/30/2018	Cooper, Deborah J	8
☒	+	TXN00001127	0435	none	05/30/2018	05/30/2018	Cooper, Deborah J	9
☒	+	TXN00001128	0435	none	05/30/2018	05/30/2018	Cooper, Deborah J	20
☒	+	TXN00001129	0435	none	05/30/2018	05/30/2018	Cooper, Deborah J	4
☐	+	TXN00001136	4608	AH	05/30/2018	05/30/2018	Dempsey, Tiffany E	6
☐	+	TXN00001137	4608	AH	05/30/2018	05/30/2018	Dempsey, Tiffany E	7

Select Sweep at the bottom of the screen.

6 Selected | 28 items

[Retry Automatch](#)
[Print](#)
[Sweep](#)

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

Confirm Sweep

⚠ Once transactions are swept, only accountants may alter allocations.

Sweep 6 transaction(s)?

☐ Force automatic accountholder / approver sign off

[OK](#)
[Cancel](#)

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

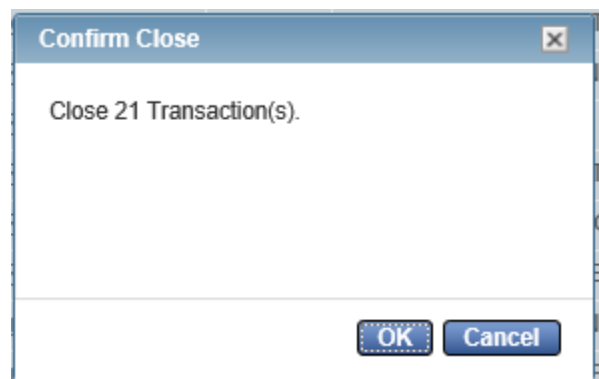
Select the transactions you are ready to close.

Transactions - Accountant											
<< Pending Sign Off Open Ready to Batch Flagged All			Clear Filters Columns								
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 Document Account ID Sign Off Date Posted Date Purchased Primary Accountholder Purchase Amount Vendor Comp Val Auth											
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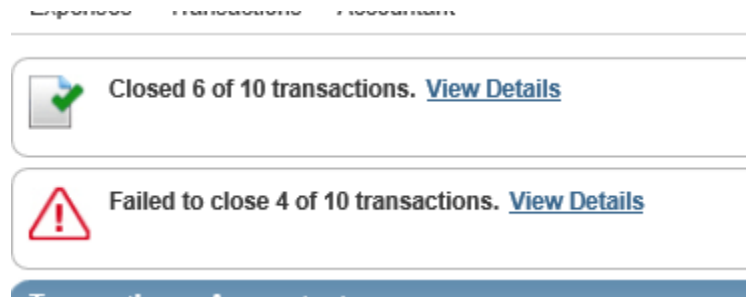
Select Close at the bottom of the screen.



A confirmation screen will display. Click OK to close.



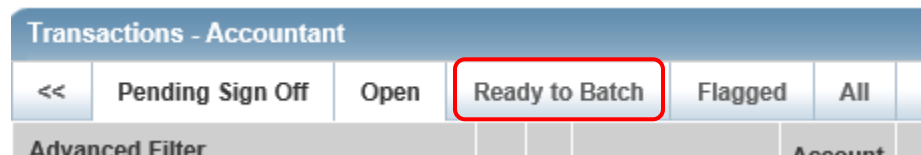
If there are any issues with closing the transactions, the system will display a message informing you of problems.



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			Document	Account ID	Sign Off
			☐		
			☐	☒	TXN00001116 5186 AH APR ACT
			☐	☒	TXN00001130 3976 AH APR ACT
			☐	☒	TXN00001131 3976 AH APR ACT
			☐	☒	TXN00001133 3976 AH APR ACT
			☐	☒	TXN00001134 3976 AH APR ACT
			☐	☒	TXN00001135 4608 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
☒				
☒	☐	TXN00001116	5186	AH APR AC
☒	☐	TXN00001130	3976	AH APR AC
☒	☐	TXN00001131	3976	AH APR AC
☒	☐	TXN00001133	3976	AH APR AC
☒	☐	TXN00001134	3976	AH APR AC
☒	☐	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
☐	09/14/2017	Test	72
☐	10/19/2017	October 2017	7
☐	02/01/2018	Jan 2018	5
☐	02/22/2018	Feb 2018	1
☐	03/16/2018	16MARCH2018	10
☐	06/04/2018	06042018	12

0 Selected | 6 items

Show 10 per page

Page: 1 of 1

OK Cancel

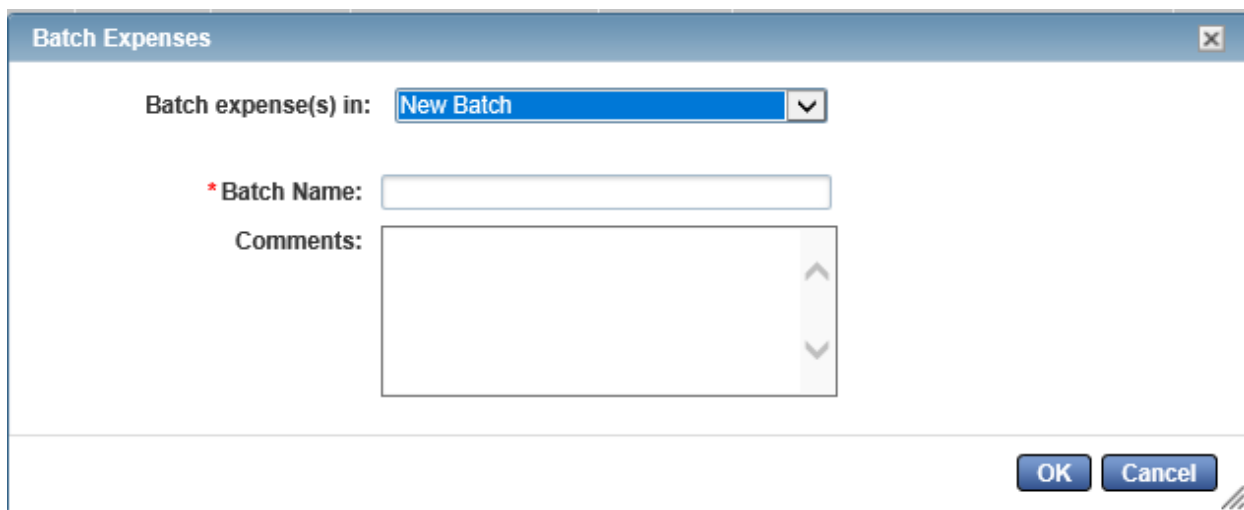
Or you can create a new batch.

Batch Expenses

Batch expense(s) in: New Batch
Existing Batch

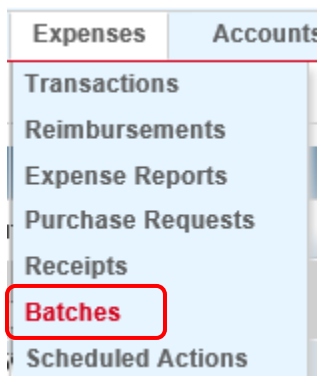
	Created Date	Batch Name	Document Count
☐	09/14/2017	Test	72
☐	10/19/2017	October 2017	7
☐	02/01/2018	Jan 2018	5
☐	02/22/2018	Feb 2018	1
☐	03/16/2018	16MARCH2018	10
☐	06/04/2018	06042018	12

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



The 'Batch Expenses' dialog box has a title bar with a close button. Inside, there is a label 'Batch expense(s) in:' followed by a dropdown menu currently showing 'New Batch'. Below this, there is a field for '* Batch Name:' and a larger text area for 'Comments:'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Existing Batches may be reviewed by going to Expenses → Batches



A list of all batches will appear below.

Batches		
>>	Unlocked	Locked
☐		Batch Name
☒	+	06042018

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

06042018 -

Batch Name: 06042018 [Edit](#)

Created Date: 06/04/2018

Document Count: 12

Debits: 10,167.33

Credits: 0.00

Batch Total: 10,167.33

Transactions

☐	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Allocation
☐	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,...
☐	TXN00001101	1550	(AH) (APR) ACT	04/11/2018	04/11/2018	Overstreet, David G	866.04	LUFTHANSA CO.	161080,71224,....This is a test,...
☐	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
☐	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),,KeenSweep for Warehouse,DO196
☐	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
☐	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
☐	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,,
☐	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.

0 Selected | 12 items

☐ Reimbursements

--	--	--	--

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.

1 Selected | 1 item

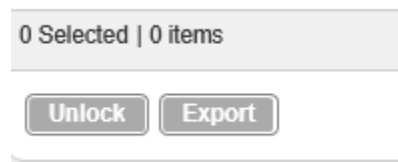
NOTE: Exporting a batch creates a .txt file.

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

Batches

☐

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.



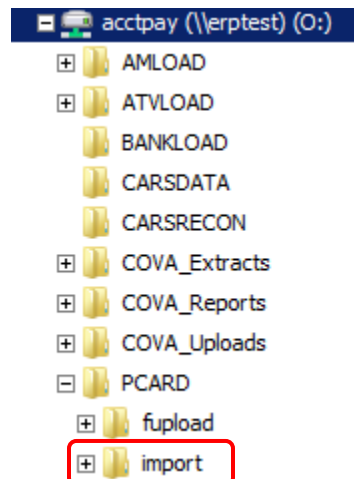
Once the transactions have been closed, swept and batched, the process to close the billing period and pay the bill can be completed.

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.

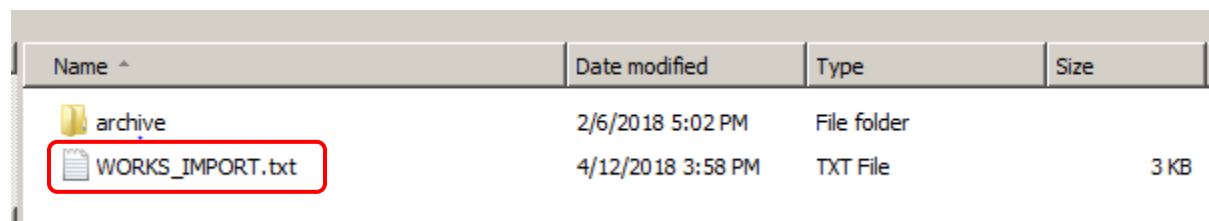
Once you have reviewed the report and are ready to proceed, you will need to download the data from the Works system and upload it into Banner.

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 (bnr8devl)			
Process: FZPWRKS		Parameter Set:	
Printer Control			
Printer:	Special Print:	Lines:	Submit Time:
Parameter Values			
Number	Parameters	Values	
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
Submission			
☐ Save Parameter Set as	Name:	Description:	☐ Hold ☒ Submit

Review output and look at list file

Saved Output Review GJIREVO 8.6 (bnr8devl)									
Process:	FZPWRKS	Process PCard BoA WORKS Data	Beginning Date Saved:						
Number:	3470606	File Name:	fzpwks_3470606.lis					Lines:	19
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	
fzkwks.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:

Save

Process Submission Controls GJAPCTL 8.8 (bnr8dev1)

Process: FUPLOAD Finance Upload to GURFEED Proc

Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 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: FUPLOAD Finance Upload to GURFEED Proc

Beginning Date Saved:

Number: 3470549 File Name: fupload_3470549.iis

Lines: 24

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 Submission Controls GJAPCTL 8.8 (bnr8devl)

Process: FUPLOAD Finance Upload to GURFEED Proc

Parameter Set:

Printer Control

Printer: DATABASE

Special Print:

Lines: 55

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

Rollback Output Review GJIREVO 8.6 (bnr8devl)

Process: FUPLOAD Finance Upload to GURFEED Proc

Beginning Date Saved:

Number: 3470550

File Name: fupload_3470550.lis

Lines: 31

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

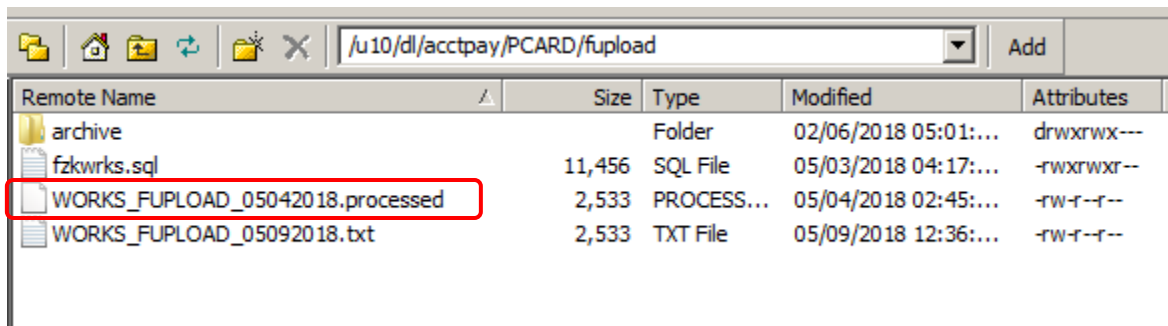
Longwood University(bnr8devl) Page: 2

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 * * *

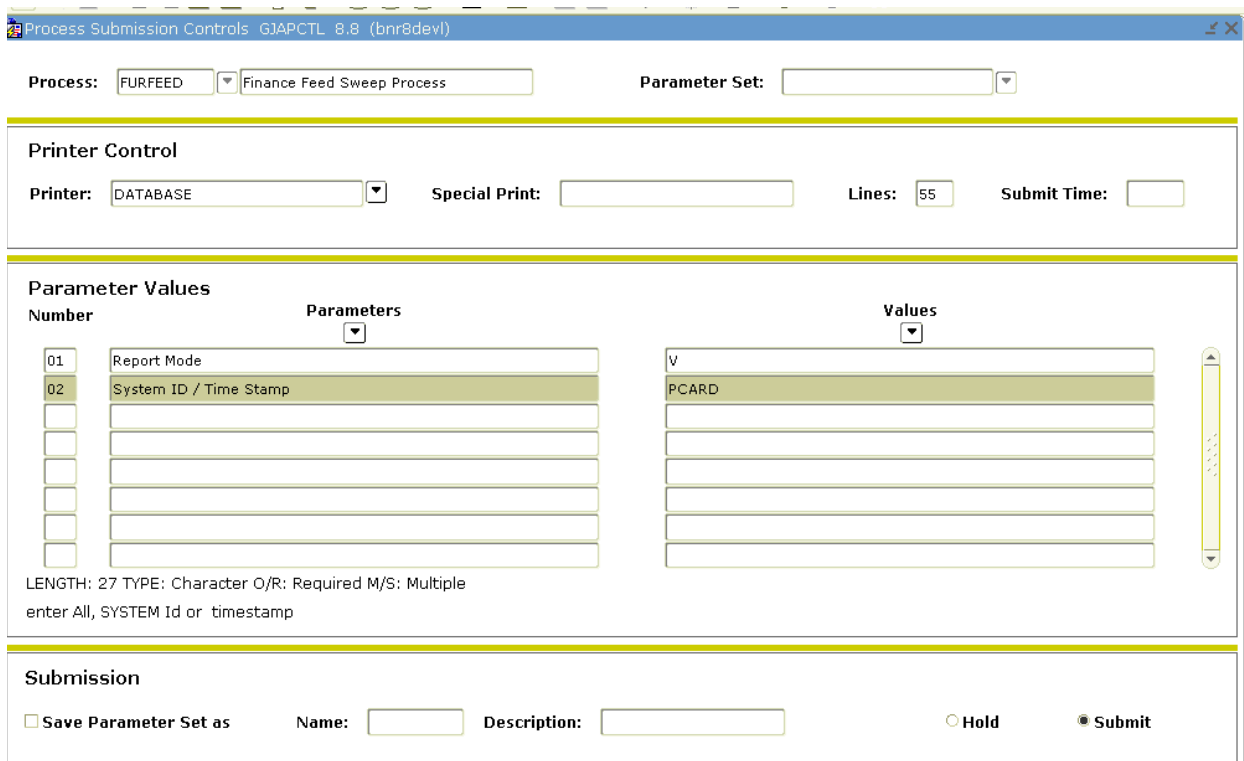
After the FUPLOAD process the file's extension will change from .txt to .processed



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: Finance Feed Sweep Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Mode	V
02	System ID / Time Stamp	PCARD

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

Saved Output Review GJIREVO 8.6 (bnr8devl)

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 Longwood University(bnr8devl) PAGE: 2
 16:53:01 Finance Feed Sweep Process 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)

Rollback Output Review GJIREVO 8.6 (bnr8devl)

Process: Finance Feed Sweep Process
 Beginning Date Saved:

Number:
File Name:
Lines:

05/04/2018 Longwood University(bnr8devl) PAGE: 1						
16:55:59 Finance Feed Sweep Process 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 Longwood University(bnr8devl) PAGE: 2						
16:55:59 Finance Feed Sweep Process 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 Submission Controls GJAPCTL 8.8 (bnr8devl)

Process: FGRTRNR Transaction Error Report

Parameter Set:

Printer Control

Printer: DATABASE

Special Print:

Lines: 55

Submit Time:

Parameter Values

Number	Parameters	Values
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

Submission

☐ Save Parameter Set as

Name:

Description:

☐ Hold

☒ Submit

Save Output Review GJIREVO 8.6 (bnr8devl)

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(bnr8devl)

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**