COTC

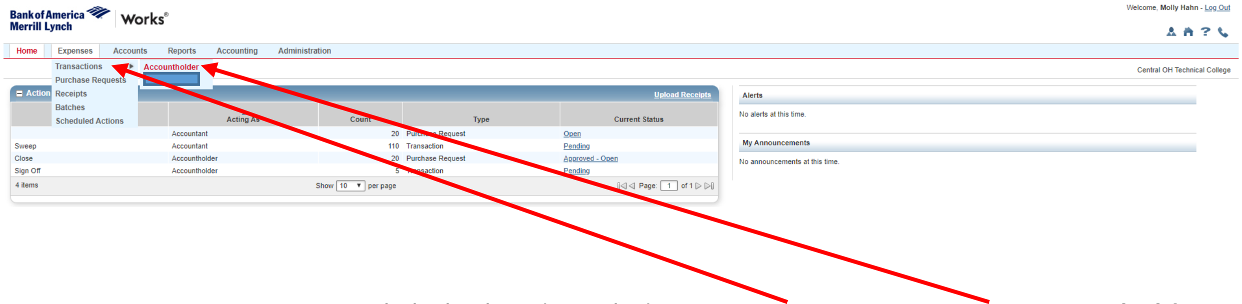
PCARD PROGRAM

ALLOCATING OR EDITING TRANSACTIONS

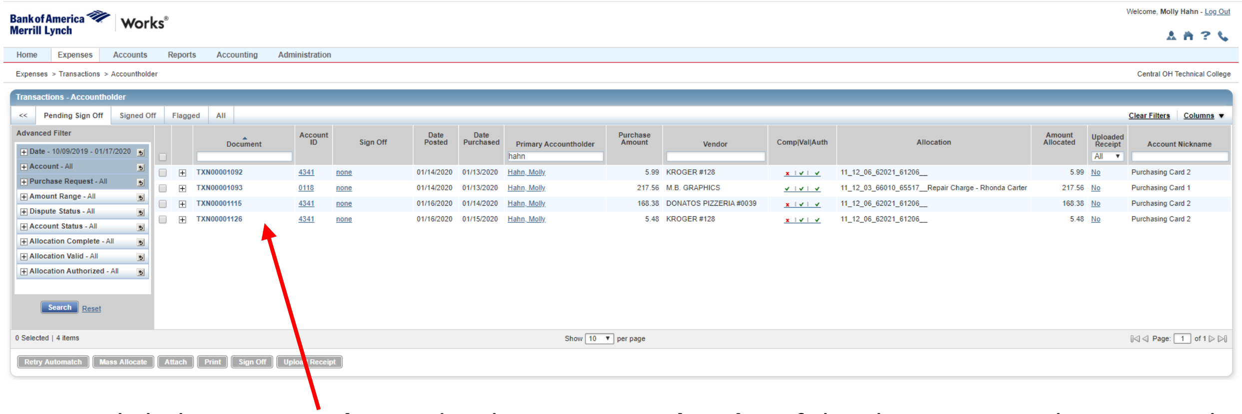
BEGIN BY LOGGING INTO

https://payment2.works.com

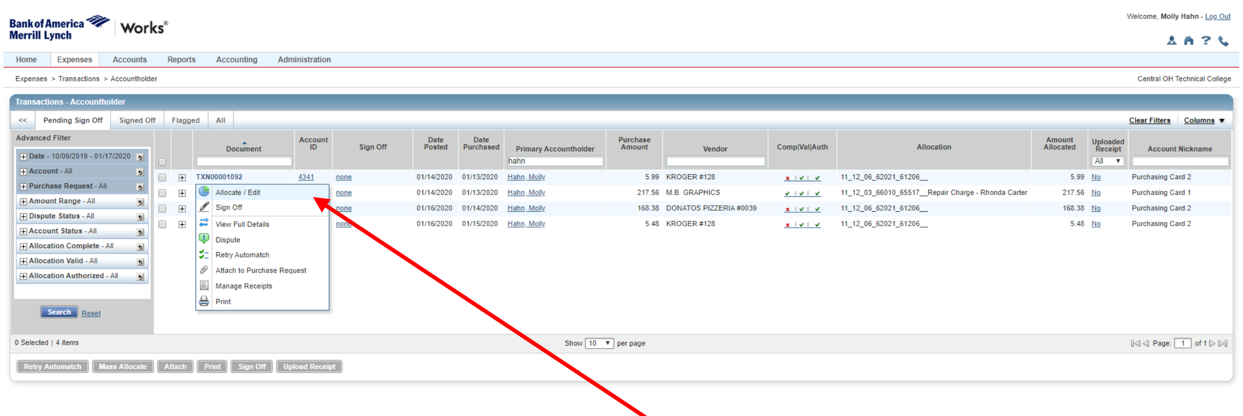
Allocating or Editing Transactions



1. On your **Home Page** click the header titled **Expenses** > **Transactions** > **Accountholder**

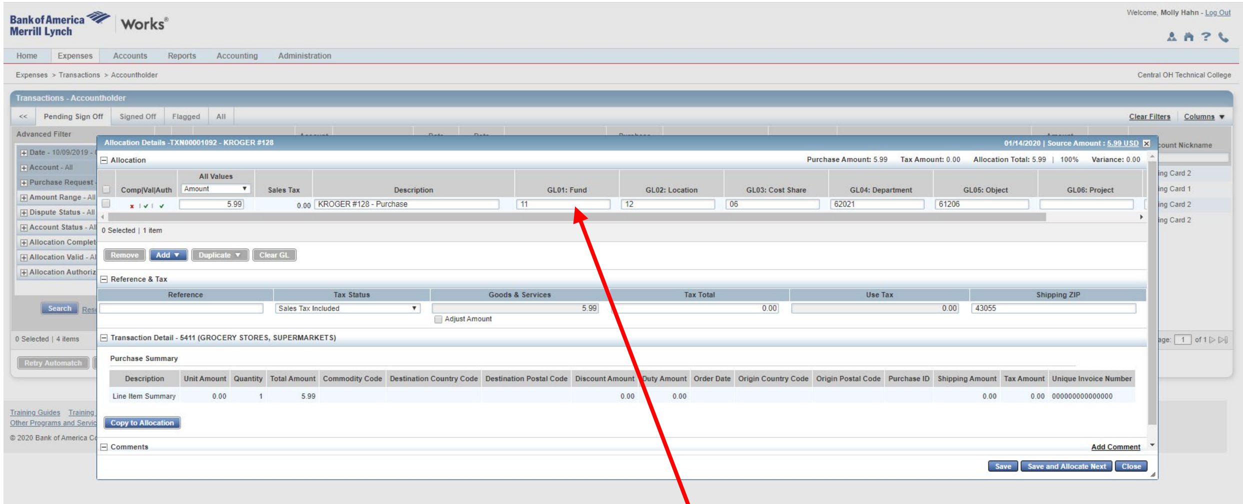


1. Click the **TXN Number** under the **Document header** of the charge you wish to reconcile.

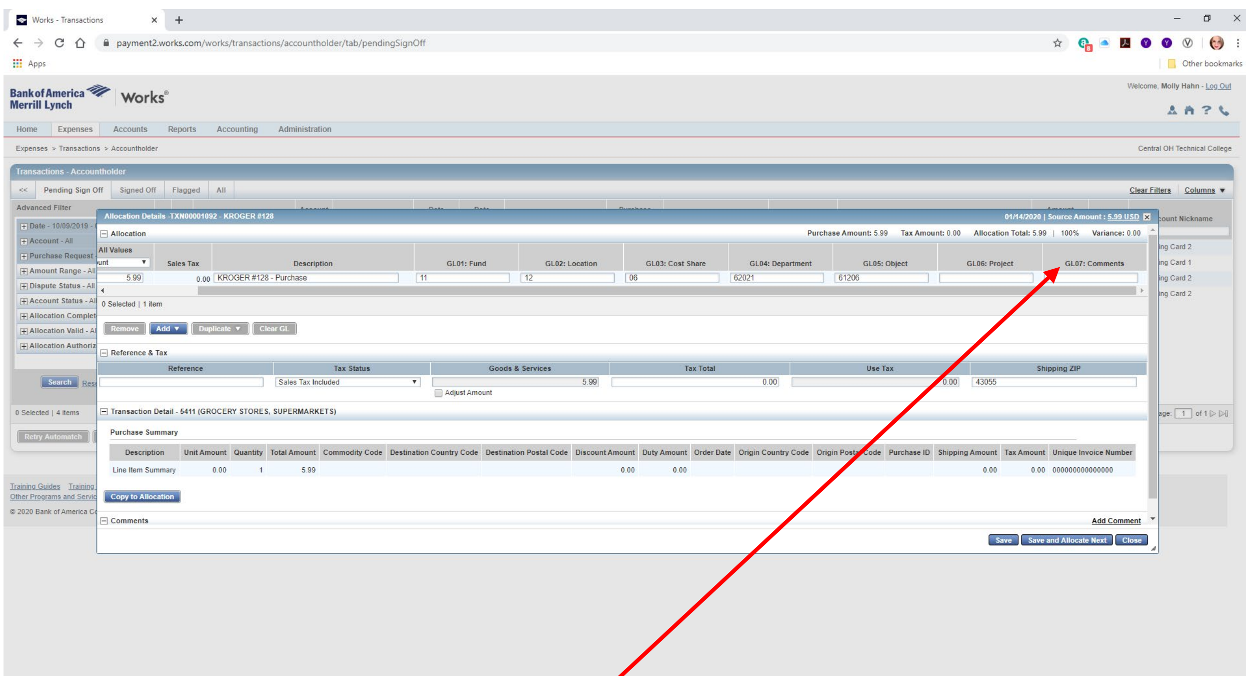


1. Select **Allocate/Edit** from the drop down menu.

Allocating or Editing Transactions

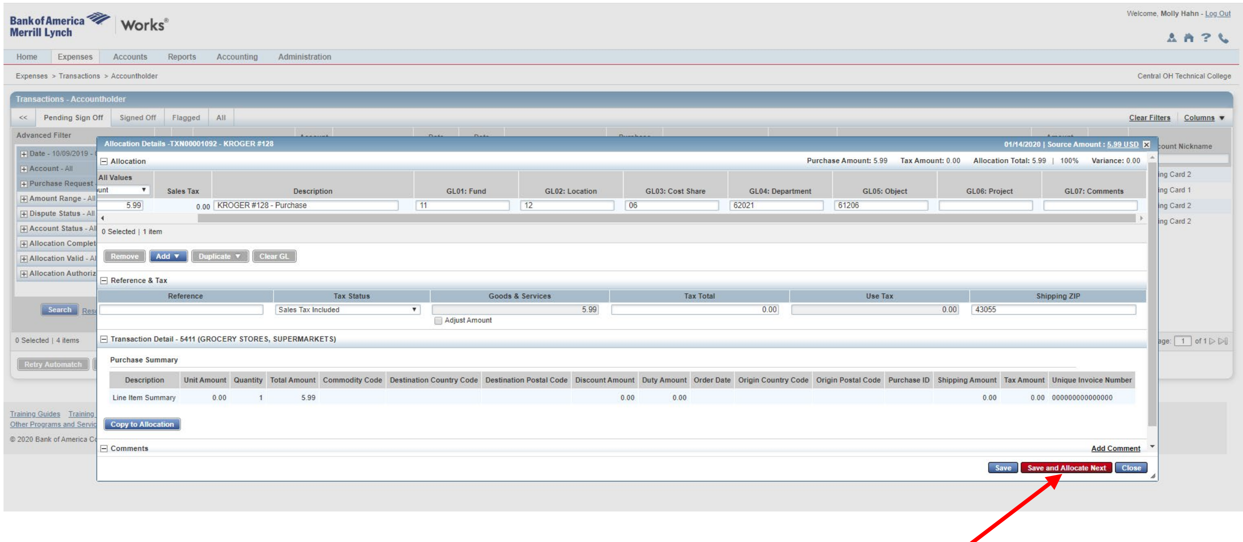


1. Edit Allocation GL information
2. Select an option to allocate from the drop down menu under each GL header or you can type it in.
3. Enter **<u>Fund</u>**, **<u>Location</u>**, **<u>Cost Share</u>**, **<u>Department</u>**, **<u>Object</u>**, **<u>Project (if needed)</u>** and the **<u>description</u>** in the **<u>GL Comments</u>**.

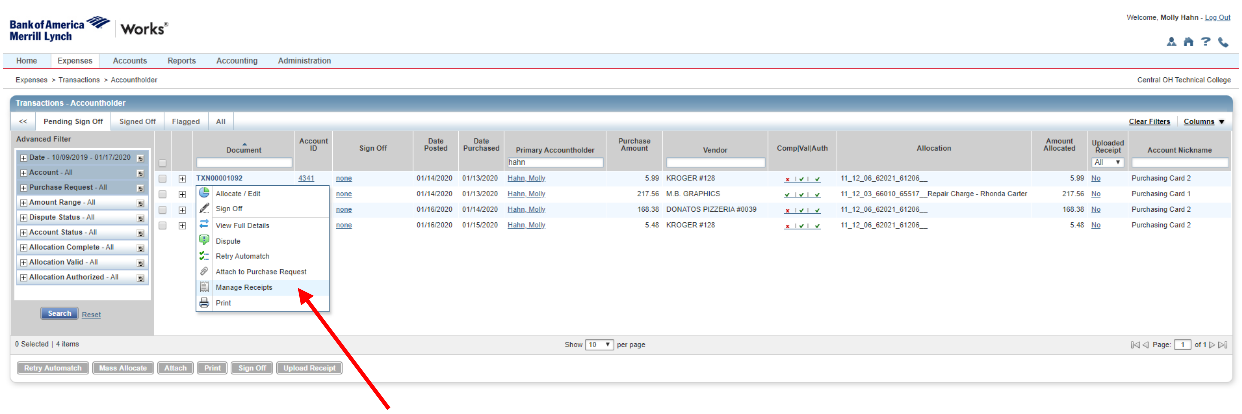


1. **YOU MUST SCROLL OVER TO THE RIGHT USING THE GRAY SHADED BAR TO ENSURE YOU FILL OUT **<u>GL07:COMMENTS</u>**

Allocating or Editing Transactions

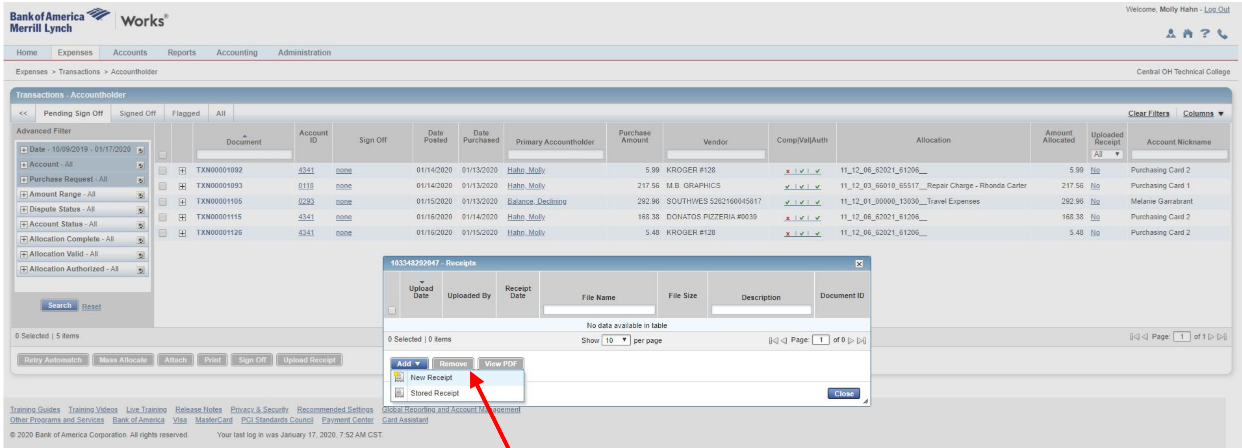


1. Once you have allocated your transaction click **Save and Allocate Next** or if you have no more charges to reconcile just click **Save**.

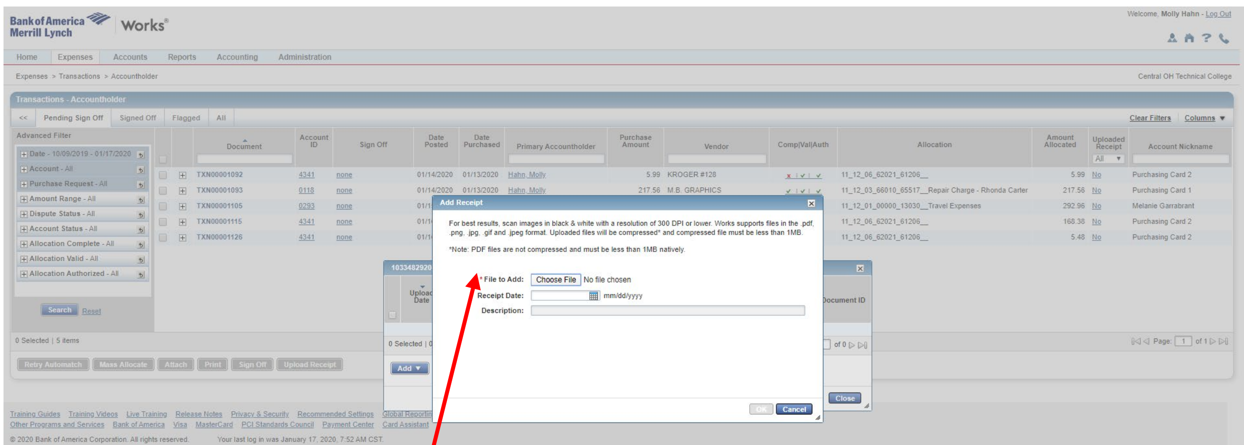


1. After you reconcile a charge click on the TXN Number under the Document Header and select Manage Receipts.

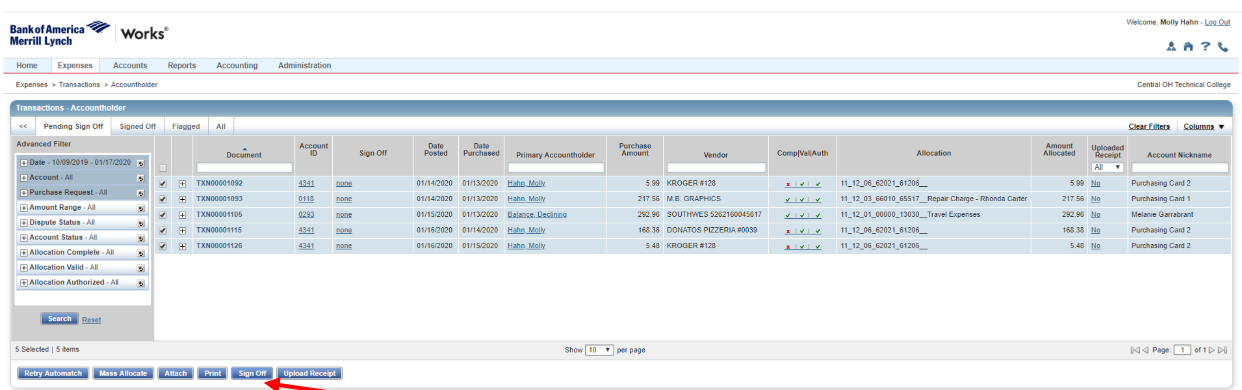
Allocating or Editing Transactions



1. Click **Add** then **New Receipt**.

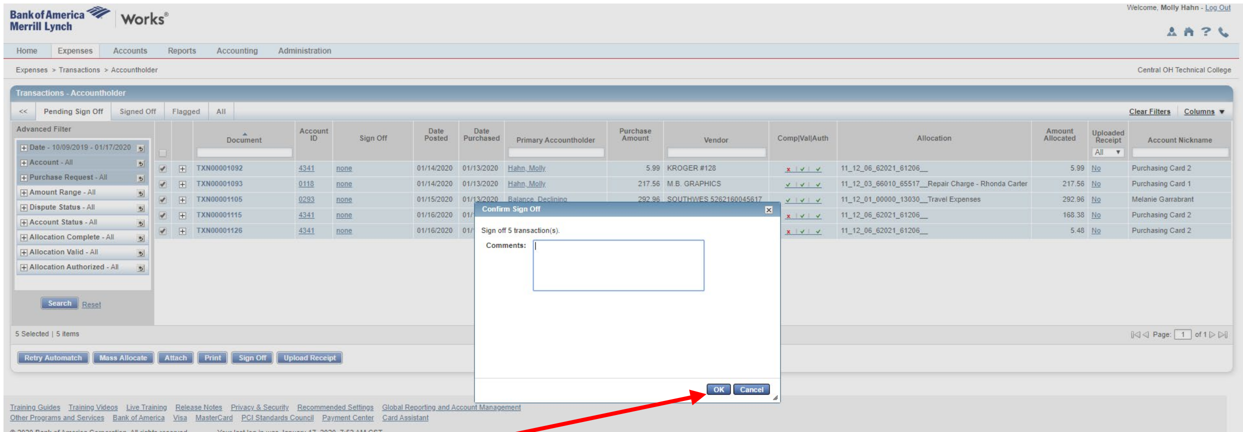


1. Click **Choose File** to add receipt.
2. Add **Receipt Date** and **Description**.
3. Then click OK.



1. Select all Transactions and click **Sign Off**.

Allocating or Editing Transactions



1. Click **<u>OK</u>**.
2. **<u>IF YOU DO NOT SIGN OFF ON YOUR TRANSACTIONS IT WILL EFFECT YOUR CREDIT CARD BALANCE FOR THE NEXT MONTH. YOU WILL NOT RECEIVE YOUR ENTIRE DESIGNATED CREDIT LIMIT.</u>**