COTC PCARD PROGRAM

ALLOCATING OR EDITING TRANSACTIONS

BEGIN BY LOGGING INTO https://payment2.works.com





Bank of America Pcard Program

Allocating or Editing Transactions

Bank of /	America 🥙 Wor	'ks [®]	_	-		Welcome, Molly Hahn - Log Ovd
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Home	Expenses Accounts	Reports Accounting	Administration			
	Transactions	ccountholder				Central OH Technical College
_	Purchase Requests					
Action	Receipts				Upload Receipts	Alerts
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	Scheduled Actions	Acting As	Count	Туре	Current Status	No alerts at this time.
		Accountant	20 Purch	Request	Open	
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4 items			Show 10 V per page		ii⊴ ⊲ Page: 1 of 1 ⊳ ⊳ij	

1. On your <u>Home Page</u> click the header titled <u>Expenses</u> > <u>Transactions</u> > <u>Accountholder</u>

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+ Date - 10/09/2019 - 01/17/2020	2								hahn						Al T	
+ Account - An	2	Ŧ	TXN00001092	4341	none		01/14/2020	01/13/2020	Hahn, Molly	5.99	KROGER #128	XIVIV	11_12_06_62021_61206	5.99	No	Purchasing Card 2
Purchase Request - All	2	٠	TXN00001093	0118	none		01/14/2020	01/13/2020	Hahn, Molly	217.58	M.B. GRAPHICS	<u> </u>	11_12_03_66010_65517Repair Charge - Rhonda Carter	217.56	No	Purchasing Card 1
H Amount Range - An	2	Ŧ	TXN00001115	4341	none		01/16/2020	01/14/2020	Hahn, Molly	168.38	DONATOS PIZZERIA #0039	x v v	11_12_06_62021_61206	168.38	No	Purchasing Card 2
H Dispute Status - All	2	Ŧ	TXN00001126	4341	none		01/16/2020	01/15/2020	Hahn, Molly	5.48	KROGER #128	x v v	11_12_06_62021_61206	5.48	Ne	Purchasing Card 2
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1. Click the **TXN Number** under the **Document header** of the charge you wish to reconcile.

Bank of America 🖤 Merrill Lynch	Work	s®													Welcome, Molly Hahn - Log Out
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E Account - All	١	-	TXN00001092	4341	none	01/14/2020	01/13/2020	Hahn, Molly	5.99	KROGER #128		11 12 05 62021 61206	5.99	No	Purchasing Card 2
Purchase Request - All	2		Allocate / Edit		none	01/14/2020	01/13/2020	Hahn, Molly	217.56	M.B. GRAPHICS	× × ×	11 12 03 66010 65517 Repair Charge - Rhonda Carter	217.56	No	Purchasing Card 1
Amount Range - All	2		/ Sign Off		none	01/16/2020	01/14/2020	Hahn, Molly	168.38	DONATOS PIZZERIA #0039	* Y Y	11 12 06 62021 61206	168.38	No	Purchasing Card 2
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1. Select <u>Allocate/Edit</u> from the drop down menu.

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⊕ Date - 10/09/2019 - (Allocation	1052 - KROOLK #12						Pur	chase Amount: 5.99 Tax Am	ount: 0.00 All	location Total: 5.9	99 100% Variance: 0.00	Count Nickname
Account - All E Purchase Request -	Comp[Val]Auth Amou	All Values	Sales Tax	Description		GL01: Fund	GL02: Location	GL03: Cost Share	GL04: Department	GL05	< Object	GL08: Project	ing Card 2
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	Comments											Add Comment	¥
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- 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 Fund, Location, Cost Share, Department, Object, Project (if needed) and the description in the GL Comments.

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

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

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Account - All	5	•	TXN00001092	4341	none	01/14/2020	01/13/2020	Hahn_Molly	5.99	KROGER #128	<u>x 1 v 1 v</u>	11_12_06_62021_61206	5.99	No	Purchasing Card 2
Purchase Request - All	5	Ð	Allocate / Edit		none	01/14/2020	01/13/2020	Hahn, Molly	217.56	M.B. GRAPHICS	<u> </u>	11_12_03_66010_65517Repair Charge - Rhonda Carter	217.56	No	Purchasing Card 1
Amount Range - All Dispute Status - All			🖉 Sign Off		none	01/16/2020	01/14/2020	Hahn, Molly	168.38	DONATOS PIZZERIA #0039	<u>x v v</u>	11_12_06_62021_61206	168.38	No	Purchasing Card 2
Account Status - Al		•	View Full Details		none	01/16/2020	01/15/2020	Hahn, Molly	5.48	KROGER #128	XIVIV	11_12_06_62021_61206	5.48	No	Purchasing Card 2
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1. After you reconcile a charge click on the TXN Number under the Document Header and select Manage Receipts.

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TXN00001092 4341 none	01/14/2020	01/13/2020	Hahn, Molly	5.99	KROGER #128	<u>x v v</u>	11_12_06_62021_61206	5.99	No	Purchasing Card 2
TXN00001093 0118 none	01/14/2020	01/13/2020	Hahn, Molly	217.56	M.B. GRAPHICS	<u> </u>	11_12_03_66010_65517Repair Charge - Rhonda Carter	217.56	No	Purchasing Card 1
TXN00001106 0223 none	01/15/2020	01/13/2020	Balance. Declining	292.96	SOUTHWES 5262160045617	<u>v 1 v 1 v</u>	11_12_01_00000_13030Travel Expenses	292.96	No	Melanie Garrabrant
TXN00001115 4341 none	01/16/2020	01/14/2020	Hahn, Molly	168.38	DONATOS PIZZERIA #0039	x 141 x	11_12_06_62021_61206	168.38	No	Purchasing Card 2
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1. Click Add then New Receipt.

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E Account - All		TXN00001092	4341	none	01/14/2020	01/13/2020	Hahn_Molly	5.99	KROGER #128	x v v	11_12_06_62021_61206	5.99	No	Purchasing Card 2
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- 1. Click <u>Choose File</u> to add receipt.
- 2. Add <u>Receipt Date</u> and <u>Description</u>.
- 3. Then click OK.

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E Account - All		Ŧ	TXN00001092	4341	none	01/14/2020	01/13/2020	Hahn, Molly	5.99	KROGER #128	<u>x v v</u>	11_12_06_62021_61206	5.99	No	Purchasing Card 2
Purchase Request - All		٠	TXN00001093	0118	none	01/14/2020	01/13/2020	Hahn, Molly	217.56	M.B. GRAPHICS	<u>v 1 v 1 v</u>	11_12_03_66010_65517Repair Charge - Rhonda Carter	217.56	No	Purchasing Card 1
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1. Select all Transactions and click Sign Off.

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Purchase Request - All	1		TXN00001093	0118	none	01/14/2020	01/13/2020	Hahn Molly	217.58	M.B. GRAPHICS	V V V	11_12_03_66010_65517Repair Charge - Rhonda Carter	217.56	No	Purchasing Card 1
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Dispute Status - All		-	TXN00001115	4341	none	01/16/2020	01/ Confir	m Sign Off		×	T IVI V	11 12 06 62021 61206	168.38	No	Purchasing Card 2
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- 1. Click <u>OK</u>.
- 2. 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.