

COTC

PCARD PROGRAM

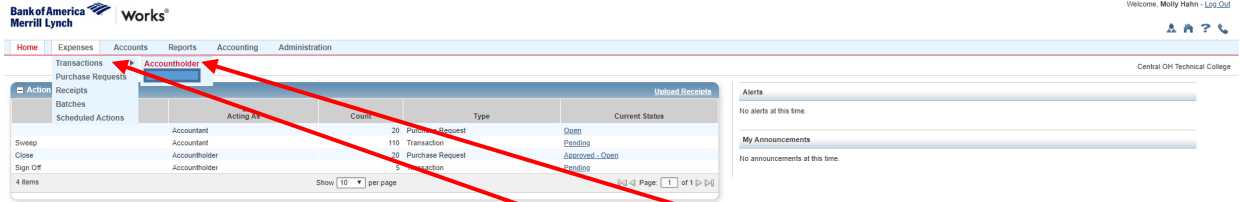
ALLOCATING OR EDITING TRANSACTIONS

BEGIN BY LOGGING INTO

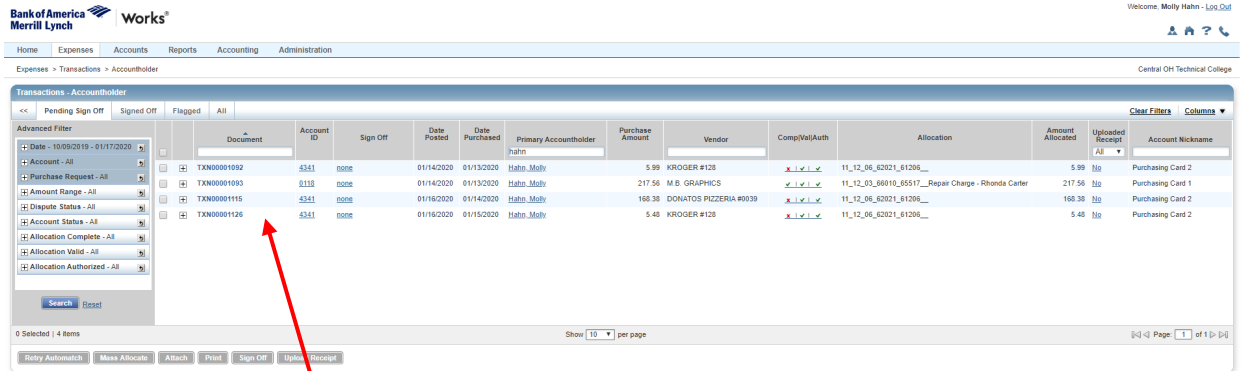
<https://payment2.works.com>



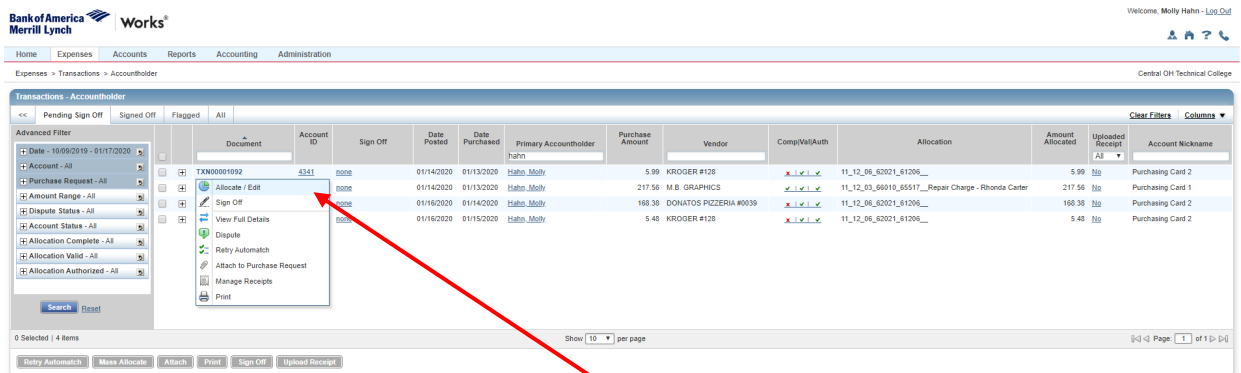
Bank of America Pcard Program Allocating or Editing Transactions



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



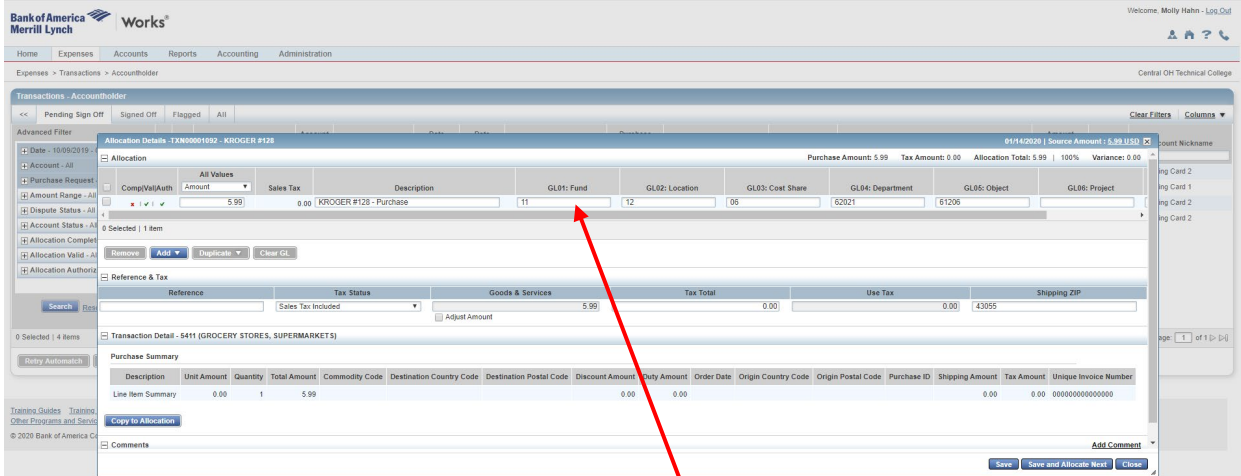
1. Click the **TXN Number** under the **Document header** of the charge you wish to reconcile.



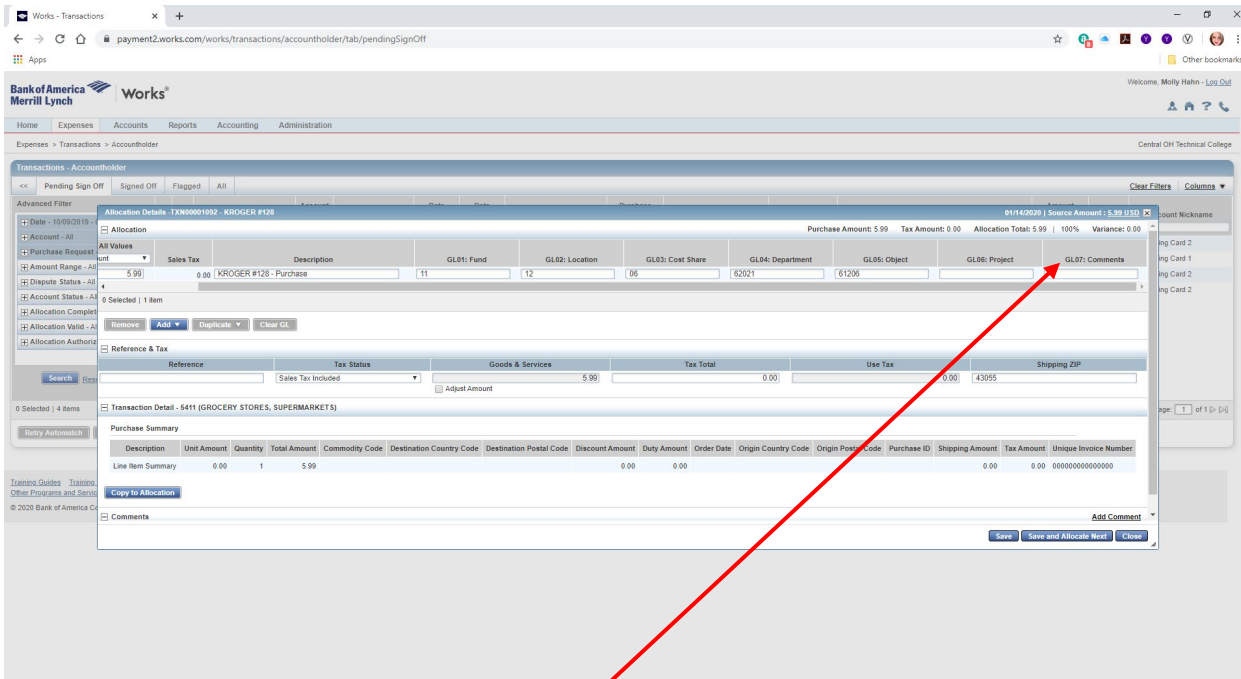
1. Select **Allocate/Edit** from the drop down menu.

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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 **Fund**, **Location**, **Cost Share**, **Department**, **Object**, **Project (if needed)** and the **description** in the **GL Comments**.



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

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The screenshot shows the 'Allocation Details' screen for transaction TXN00001092 - KROGER #128. The interface includes a navigation menu at the top, a search bar, and a main content area with several sections: 'Allocation' (showing purchase amount, tax amount, and allocation total), 'Reference & Tax' (with a table for tax details), 'Transaction Detail' (for 'GROCERY STORES, SUPERMARKETS'), and 'Purchase Summary' (a table with columns for Description, Unit Amount, Quantity, Total Amount, etc.). At the bottom right, there are buttons for 'Save', 'Save and Allocate Next', and 'Close'. A red arrow points to the 'Save and Allocate Next' button.

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

The screenshot shows the 'Transactions - Accountholder' screen. It features a table with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp/Val/Auth, Allocation, Amount Allocated, and Uploaded Receipt. The first row shows transaction TXN00001092 with a purchase amount of 5.99 from KROGER #128. A dropdown menu is open for the first row, showing options: Allocate / Edit, Sign Off, View Full Details, Dispute, Retry Automatch, Attach to Purchase Request, and Manage Receipts. A red arrow points to the 'Manage Receipts' option.

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

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The screenshot shows the 'Transactions - Accountholder' page. A table lists transactions with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp/Wal/Auth, Allocation, Amount Allocated, and Uploaded Receipt. A dialog box titled '10334629047 - Receipts' is open, showing an 'Add' button with a plus icon. A red arrow points to this button.

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

The screenshot shows the 'Add Receipt' dialog box. It contains fields for 'Receipt Date' (mm/dd/yyyy) and 'Description'. A red arrow points to the 'Choose File' button. Below the fields, there is a note: 'For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg 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.'

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

The screenshot shows the 'Transactions - Accountholder' page with the 'Sign Off' button highlighted in the bottom toolbar. A red arrow points to this button.

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

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The screenshot shows the Bank of America Works! interface for managing transactions. A table lists transactions with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Account Holder, Purchase Amount, Vendor, Comp/Wal/Auth, Allocation, Amount Allocated, and Uploaded Receipt. A 'Confirm Sign Off' dialog box is open, displaying 'Sign off 5 transaction(s)' and a 'Comments:' field. A red arrow points to the 'OK' button in the dialog box.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Account Holder	Purchase Amount	Vendor	Comp/Wal/Auth	Allocation	Amount Allocated	Uploaded Receipt	Account Nickname
TXN00001092	4341	None	01/14/2020	01/13/2020	Hahn, Molly	5.99	KROGER #128		11_12_06_62021_61206_...	5.99		Purchasing Card 2
TXN00001093	0113	None	01/14/2020	01/13/2020	Hahn, Molly	217.56	M.B. GRAPHICS		11_12_03_66019_65517_...Repair Charge - Rhonda Carter	217.56		Purchasing Card 1
TXN00001105	0283	None	01/15/2020	01/13/2020	Blaich, Paulina	292.96	SOUTHWEST 5787160045617		11_12_01_06009_13930_...Travel Expenses	292.96		Melanie Garabrant
TXN00001116	4341	None	01/16/2020	01/16/2020					11_12_06_62021_61206_...	165.38		Purchasing Card 2
TXN00001126	4341	None	01/16/2020	01/16/2020					11_12_06_62021_61206_...	5.48		Purchasing Card 2

1. Click **OK**.
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.**