P Card Transaction Sign Off

Works - Microsoft Internet Explorer provided by St Marys College

Bank of America

Home: Bockman, Amy of Saint Mary's College of CA

Tasks
Cardholder
Reports
Tools

Action Required	Count	Type	Acting As	Current State
Sign Off	11	Transaction	Cardholder	Pending
Resolve	1	Transaction	Cardholder	Flagged

1 Click on Sign Off

Cards Primary Access — Click entries to view MCC restrictions

Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss	Profile
AMY BOCKMAN	2717	$52,803.36	$60,000.00	($19,058.61)	N/A	AMY BOCKMAN	Purchasing: CL $60,000; STL-None

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

Message:

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Bank of America

Cardholder Review — Table Split View Detail

Tasks
Cardholder
- Open Approved Requests
- Transactions Requiring Sign Off
- Expense Folders Requiring Sign Off
- Flagged Transactions

Reports
Tools

View: Transactions Requiring Sign Off — Filters

Sign Off	Document	Date Posted	Flag	Date Purchased	Comp|Val|Auth	Allocation	Vendor
	TXN00001407	02/25/10		02/25/10	x | ✓ | x		CARIBBEAN AIRLINES CO.
	TXN00001410	02/25/10		02/25/10	x | ✓ | x		VIA ROUTE RENT-A-CAR CO.
	TXN00001411	02/25/10		02/25/10	x | ✓ | x		LUXAIR CO.
	TXN00001414	02/25/10		02/25/10	x | ✓ | x		CAREY CO.
	TXN00001415	02/25/10		02/25/10	x | ✓ | x		MIDWAY AIRLINES CO.
	TXN00001416	02/25/10		02/25/10	x | ✓ | x		AUTOMOBILE ASSOCIATIONS CO.
	TXN00001417	02/25/10		02/25/10	x | ✓ | x		SAS HOTELS CO.
	TXN00001418	02/25/10		02/25/10	x | ✓ | x		RENT-A-WRECK CO.
	TXN00001419	02/25/10		02/25/10	x | ✓ | x		GERMANWINGS CO.
	TXN00001421	02/25/10		02/25/10	x | ✓ | x		MILLENNIUM HOTELS CO.
	TXN00001422	02/25/10		02/25/10	x | ✓ | x		NATIONAL CAR RENTAL CO.

2 Select a transaction

Column — Viewing 1-11 of 11 items Show 100 per page Page 1 of 1

TXN00001407 02/25/2010 Vendor: CARIBBEAN AIRLINES CO. — Source Amount: 979.87 USD
Card: AMY BOCKMAN Bockman, Amy

General | Allocation | Purchase Detail | Signoff History | Vendor Detail | Dispute

Bank Transaction #: SYNTH
Purchase ID: SYNTH
CRI Reference:
Reference:
Tax Status: Sales Tax Included
Taxable Total: $0.00
Sales Tax Total: $0.00
Manually Adjust Taxable Total:

Comments: None

Save | Divide | Dispute | Add Comment — $0.00 / $979.87

Message: — Print | Receipt | Code GL | Attach | Bundle | Sign Off

Double-click to change security settings

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Cardholder Review

View: Transactions Requiring Sign Off

Sign Off	Document	Date Posted	Flag	Date Purchased	Comp|Val|Auth	Allocation	Vendor	Amc
	TXN00001407	02/25/10		02/25/10	x | ✓ | x		CARIBBEAN AIRLINES CO.	
	TXN00001410	02/25/10		02/25/10	x | ✓ | x		VIA ROUTE RENT-A-CAR CO.	
	TXN00001411	02/25/10		02/25/10	x | ✓ | x		LUXAIR CO.	
	TXN00001414	02/25/10		02/25/10	x | ✓ | x		CAREY CO.	
	TXN00001415	02/25/10		02/25/10	x | ✓ | x		MIDWAY AIRLINES CO.	
	TXN00001416	02/25/10		02/25/10	x | ✓ | x		AUTOMOBILE ASSOCIATIONS CO.	
	TXN00001417	02/25/10		02/25/10	x | ✓ | x		SAS HOTELS CO.	
	TXN00001418	02/25/10		02/25/10	x | ✓ | x		RENT-A-WRECK CO.	
	TXN00001419	02/25/10		02/25/10	x | ✓ | x		GERMANWINGS CO.	
	TXN00001421	02/25/10		02/25/10	x | ✓ | x		MILLENNIUM HOTELS CO.	
	TXN00001422	02/25/10		02/25/10	x | ✓ | x		NATIONAL CAR RENTAL CO.	

3 Click on Allocation tab

Viewing 1-11 of 11 items

TXN00001407 02/25/2010 Vendor: CARIBBEAN AIRLINES CO. Source Amount: 979.87 USD

Card: AMY BOCKMAN Bockman, Amy

General | Allocation | Purchase Detail | Signoff History | Vendor Detail | Dispute

Bank Transaction #: SYNTH

Purchase ID: SYNTH

CRI Reference:

Reference:

Tax Status: Sales Tax Included

Taxable Total: $0.00

Sales Tax Total: $0.00

Manually Adjust Taxable Total:

Comments: None

Save | Divide | Dispute | Add Comment

$0.00 / $979.87

Print | Receipt | Code GL | Attach | Bundle | Sign Off

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View: Transactions Requiring Sign Off

Sign Off	Document	Date Posted	Flag	Date Purchased	Comp|Val|Auth	Allocation	Vendor	Amc
	TXN00001407	02/25/10		02/25/10	x | ✓ | x		CARIBBEAN AIRLINES CO.	
	TXN00001410	02/25/10		02/25/10	x | ✓ | x		VIA ROUTE RENT-A-CAR CO.	
	TXN00001411	02/25/10		02/25/10	x | ✓ | x		LUXAIR CO.	
	TXN00001414	02/25/10		02/25/10	x | ✓ | x		CAREY CO.	
	TXN00001415	02/25/10		02/25/10	x | ✓ | x		MIDWAY AIRLINES CO.	
	TXN00001416	02/25/10		02/25/10	x | ✓ | x		AUTOMOBILE ASSOCIATIONS CO.	
	TXN00001417	02/25/10		02/25/10	x | ✓ | x		SAS HOTELS CO.	
	TXN00001418	02/25/10		02/25/10	x | ✓ | x		RENT-A-WRECK CO.	
	TXN00001419	02/25/10		02/25/10	x | ✓ | x		GERMANWINGS CO.	
	TXN00001421	02/25/10		02/25/10	x | ✓ | x		MILLENNIUM HOTELS CO.	
	TXN00001422	02/25/10		02/25/10	x | ✓ | x		NATIONAL CAR RENTAL CO.	

TXN00001407 02/25/2010 Vendor: CARIBBEAN AIRLINES CO. Source Amount: 979.87 USD

Card: AMY BOCKMAN Bockman, Amy

General | Allocation | Purchase Detail | Signoff History | Vendor Detail | Dispute

✓	Description	Category	Note	Price	Tax	Amount	Comp | Val | Auth	GL Combination	General Ledg
✓	CARIBBEAN AIRLINES CO.	Unspecified		$0.00	$0.00	$0.00	x | ✓ | x		

4 Click on Add/Edit button

Viewing 1-1 of 1 items

Add / Edit | Remove | Copy TXN Data

$0.00 / $979.87

Print | Receipt | Code GL | Attach | Bundle | Sign Off

P Card Transaction Sign Off

5 Click on GL Assistant

6 Select GL code

P Card Transaction Sign Off

Check that GL populates here

7 Click Finish

Double check that GL and amount are correct

8 Click OK

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Should have 3 green checkmarks.

9 Click on Receipt button

10 Select Yes for receipt and **enter the business purpose for the purchase**. If No receipt, state reason why.

11 Click Save – **you aren't finished yet. You have more steps to complete.**

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12 **Click on the transaction to select it.**

- Check that the GL allocation is correct and you have three green checks.
- Check that you have selected the Receipt button and noted the business purpose for expense.
- **Click the Sign Off button**. (Step 13)
- You will be prompted one last time to include any comments. You do not need to repeat any comments you typed in the receipt dialogue box. If you have nothing else to add, **click OK**. (Step 14)

13 Click Sign Off button

14

P Card Transaction Sign Off

Transaction 1407 is no longer visible here

NOTE: If the txn did not leave your queue it has not been signed off.

Final Review

- The signed off transaction is no longer in your task list, it is now residing in your approver's task list.
- To see transactions that you have signed off on click on Transactions Signed Off.