

# P Card Transaction Sign Off

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wgn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0f7c62729a78prevLoginTime=1274292423097#

Bank of America

Create: Expense Folder Go Logout

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:

Start Inbox for mmingu@st... Saint Mary's College of ... 3 Internet Explorer Datatel - Colleague - CF Microsoft PowerPoint - ... 4:36 PM

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wgn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0f7c62729a78prevLoginTime=1274292423097#

Bank of America

Create: Expense Folder Go Logout

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	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.	

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 Comments:

Purchase ID: SYNTH None

CRI Reference:

Reference:

Tax Status: Sales Tax Included

Taxable Total: \$0.00

Sales Tax Total: \$0.00

Manually Adjust Taxable Total:

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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# P Card Transaction Sign Off

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https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0f7c62729a78prevLoginTime=1274292423097#

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

Tasks

Cardholder

Reports

Tools

View: Transactions Requiring Sign Off Filters

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

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 Comments:

Purchase ID: SYNTH None

CRI Reference:

Reference:

Tax Status: Sales Tax Included

Taxable Total: \$0.00

Sales Tax Total: \$0.00

Manually Adjust Taxable Total:

Save Divide Dispute Add Comment \$0.00 / \$979.87

Message:

Print Receipt Code GL Attach Bundle Sign Off

Done

Internet

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Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0f7c62729a78prevLoginTime=1274292423097#

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

Tasks

Cardholder

Reports

Tools

View: Transactions Requiring Sign Off Filters

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.	

4 Click on Add/Edit button

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

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

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

Add / Edit Remove Copy TXN Data \$0.00 / \$979.87

Message:

Print Receipt Code GL Attach Bundle Sign Off

Done

Internet

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# P Card Transaction Sign Off

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0fc7c62729a78prevLoginTime=1274292429097#

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

Tasks View: Transactions Requiring Sign Off Filters

Cardholder

Reports

Tools

Allocation

Add 1 line(s) Go

Invalid Unauthorized

Description Amount

CARIBBEAN AIRLINES CO. \$ 0.00 0.00 %

GL: GL Assistant

5 Click on GL Assistant

Automatic Edit Mode

Allocate by Amount Percentage

Tax on transaction: \$ 0.00 All allocation lines: \$0.00 0.00%

Purchase amount: \$979.87 Variance: \$979.87

Approx. tax rate: 0.00%

OK Cancel

Add / Edit Remove Copy TXN Data

Done

Internet

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Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0fc7c62729a78prevLoginTime=1274292429097#

Bank of America

Create: Go Logout

Build a Combination:

View: General Ledger Find segments where the

value description starts with:

Go

Value	Description
10-1-3210-6450-000	Instructional Material : *
10-1-3210-6450-097	Instructional Material : Carryove
10-1-3210-6551-000	Printing : *
10-1-3210-6553-000	Telephone : *
10-1-3210-6558-058	Travel : Local Meetings
10-1-3210-6559-000	General Expense : *
10-1-3210-6582-000	Repairs/Maintenance : *
10-1-3210-6599-000	Equipment/Furnishings : *
10-1-3210-7521-000	Budget Enhancement Expenses : *
10-1-3212-6450-097	Instructional Material : Carryove
10-1-3212-6455-000	Lab Materials : *
10-1-3212-6551-000	Printing : *
10-1-3212-6553-000	Telephone : *

Viewing 1-17 of 17 items Show 50 per page Page 1 of 1

Selected Combination

6 Select GL code

Reset Segment Reset All

Finish Cancel

Tax on transaction: \$ 0.00 All allocation lines: \$0.00 0.00%

Purchase amount: \$979.87 Variance: \$979.87

Approx. tax rate: 0.00%

OK Cancel

Add / Edit Remove Copy TXN Data

Done

Internet

Start Inbox for mmingul@st... Saint Mary's College of ... 3 Internet Explorer - Datalat - Colleague - CF Microsoft PowerPoint - ... 4:48 PM

# P Card Transaction Sign Off

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0f7c62729a70prevLoginTime=1274292429097#

**Build a Combination:**

View: General Ledger Find segments where the value description starts with:

Value	Description
10-1-3210-6450-000	Instructional Material : *
10-1-3210-6450-097	Instructional Material : Carryove
10-1-3210-6551-000	Printing : *
10-1-3210-6553-000	Telephone : *
10-1-3210-6558-058	Travel : Local Meetings
10-1-3210-6559-000	General Expense : *
10-1-3210-6582-000	Repairs/Maintenance : *
10-1-3210-6599-000	Equipment/Furnishings : *
10-1-3210-7521-000	Budget Enhancement Expenses : *
10-1-3212-6450-097	Instructional Material : Carryove
10-1-3212-6455-000	Lab Materials : *
10-1-3212-6551-000	Printing : *
10-1-3212-6553-000	Telephone : *

Viewing 1-17 of 17 items Show 50 per page Page 1 of 1

**Selected Combination:** 10-1-3210-6558-058

Check that GL populates here

Reset Segment Reset All

7 Click Finish

Finish Cancel

Tax on transaction: \$ 0.00 All allocation lines: \$0.00 0.00%  
Purchase amount: \$979.87 Variance: \$979.87  
Approx. tax rate: 0.00%

OK Cancel

Add / Edit Remove Copy TXN Data \$0.00 / \$979.87

Message: Print Receipt Code GL Attach Bundle Sign Off

Done

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=e5b0f7c62729a70prevLoginTime=1274292429097#

**Bank of America**

Cardholder Review

View: Transactions Requiring Sign Off Filters

Tasks Cardholder Reports Tools

**Allocation**

Add 1 line(s) Go

Invalid Unauthorized

Description Amount

CARIBBEAN AIRLINES CO. \$ 979.87 100%

GL: 10-1-3210-6558-058 GL Assistant

Double check that GL and amount are correct

Tax on transaction: \$ 0.00 All allocation lines: \$979.87 100%  
Purchase amount: \$979.87 Variance: \$0.00  
Approx. tax rate: 0.00%

8 Click OK

OK Cancel

Add / Edit Remove Copy TXN Data \$979.87 / \$979.87

Message: Print Receipt Code GL Attach Bundle Sign Off

Done

# P Card Transaction Sign Off

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=641eb93bcd2a50d3prevLoginTime=1274308931960

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

Tasks

Cardholder

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	✓   ✓   ✓	10-1-3210-6558-058	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 CC	
	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.	

Should have 3 green checkmarks.

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

Description	Category	Note	Price	Tax	Amount	Comp	Val	Auth	GL Combination	General L
CARIBBEAN AIRLINES CO.	Unspecified		\$979.87	\$0.00	\$979.87	✓	✓	✓	10-1-3210-6558-058	10-1-3210-

9 Click on Receipt button

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

Add / Edit Remove Copy TXN Data \$979.87 / \$979.87

Message: Print Receipt Code GL Attach Bundle Sign Off

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpn/action/core.viewTop?WORKS\_CSRFTOKEN=641eb93bcd2a50d3prevLoginTime=1274308931960

Bank of America

Create: Go Logout

Cardholder Review Table Split View Detail

Tasks

Cardholder

Reports

Tools

View: Filters

Sign Off	Document	Date Posted	Flag	Date Purchased	Comp Val Auth	Allocation	Vendor
	TXN00001407	02/25/10		02/25/10	✓   ✓   ✓	10-1-3210-6558-058	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 CC	
	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.	

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

Receipt

No receipt Yes, I have the receipt

Comments: State business purpose for charge here

Save Cancel

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

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

Add / Edit Remove Copy TXN Data \$979.87

Message: Print Receipt Code GL Attach Bundle Sign Off

# P Card Transaction Sign Off

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https://demo.works.com/wprn/action/core.viewTop?WORKS\_CSRFTOKEN=641eb93bcd2a50d3prevLoginTime=1274308931960

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

View: Transactions Requiring Sign Off Filters

Document	Date Purchased	Comp/Val/Auth	Allocation	Vendor	Receipt	Amount Allocated
TXN00001407	02/25/10	✓✓✓	10-1-3210-6558-058	CARIBBEAN AIRLINES CO.	Yes	\$979.87
TXN00001410	02/25/10	✗✓✓		VIA ROUTE RENT-A-CAR CO.	Unknown	\$0.00
TXN00001411	02/25/10	✗✓✓		LUXAIR CO.	Unknown	\$483.05
TXN00001414	02/25/10	✗✓✓		CAREY CO.	Unknown	\$682.37
TXN00001415	02/25/10	✗✓✓		MIDWAY AIRLINES CO.	Unknown	\$900.33
TXN00001416	02/25/10	✗✓✓		AUTOMOBILE ASSOCIATIONS CO.	Unknown	\$599.90
TXN00001417	02/25/10	✗✓✓		SAS HOTELS CO.	Unknown	\$848.36
TXN00001418	02/25/10	✗✓✓		RENT-A-WRECK CO.	Unknown	\$837.51
TXN00001419	02/25/10	✗✓✓		GERMANWINGS CO.	Unknown	\$139.64
TXN00001421	02/25/10	✗✓✓		MILLENNIUM HOTELS CO.	Unknown	\$72.81
TXN00001422	02/25/10	✗✓✓		NATIONAL CAR RENTAL CO.	Unknown	\$752.81

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 Receipt: Yes, State bus purpose for purchase here  
Purchase ID: SYNTH  
CRI Reference: Comments: None  
References: None  
Tax Status: Sales Tax Included  
Taxable Total: \$979.87  
Sales Tax Total: \$0.00  
Manually Adjust Taxable Total: ☐

Save Divide Dispute Add Comment \$979.87 / \$979.87

Message: Preferences saved successfully.

Print Receipt Code GL Attach Bundle Sign Off

## 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)

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https://demo.works.com/wprn/action/core.viewTop?WORKS\_CSRFTOKEN=641eb93bcd2a50d3prevLoginTime=1274308931960

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

View: Transactions Requiring Sign Off Filters

Document	Date Purchased	Comp/Val/Auth	Allocation	Vendor	Receipt	Amount Allocated
TXN00001407	02/25/10	✓✓✓	10-1-3210-6558-058	CARIBBEAN AIRLINES CO.	Yes	\$979.87
TXN00001410	02/25/10	✗✓✓		VIA ROUTE RENT-A-CAR CO.	Unknown	\$0.00
TXN00001411	02/25/10	✗✓✓		LUXAIR CO.	Unknown	\$483.05
TXN00001414	02/25/10	✗✓✓		CAREY CO.	Unknown	\$682.37
TXN00001415	02/25/10	✗✓✓		MIDWAY AIRLINES CO.	Unknown	\$900.33
TXN00001416	02/25/10	✗✓✓		AUTOMOBILE ASSOCIATIONS CO.	Unknown	\$599.90
TXN00001417	02/25/10	✗✓✓		SAS HOTELS CO.	Unknown	\$848.36
TXN00001418	02/25/10	✗✓✓		RENT-A-WRECK CO.	Unknown	\$837.51
TXN00001419	02/25/10	✗✓✓		GERMANWINGS CO.	Unknown	\$139.64
TXN00001421	02/25/10	✗✓✓		MILLENNIUM HOTELS CO.	Unknown	\$72.81
TXN00001422	02/25/10	✗✓✓		NATIONAL CAR RENTAL CO.	Unknown	\$752.81

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 Receipt: Yes, State bus purpose for purchase here  
Purchase ID: SYNTH  
CRI Reference: Comments: None  
References: None  
Tax Status: Sales Tax Included  
Taxable Total: \$979.87  
Sales Tax Total: \$0.00  
Manually Adjust Taxable Total: ☐

Save Divide Dispute Add Comment \$979.87 / \$979.87

Message: Preferences saved successfully.

Print Receipt Code GL Attach Bundle Sign Off

Sign Off

Sign off on the selected payable documents (1)?

Comments:

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 Receipt: Yes, State bus purpose for purchase here  
Purchase ID: SYNTH  
CRI Reference: Comments: None  
References: None  
Tax Status: Sales Tax Included  
Taxable Total: \$979.87  
Sales Tax Total: \$0.00  
Manually Adjust Taxable Total: ☐

Save Divide Dispute Add Comment \$979.87 / \$979.87

Message: Preferences saved successfully.

Print Receipt Code GL Attach Bundle Sign Off

# P Card Transaction Sign Off

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpm/action/core.viewTop?WORKS\_CSRFTOKEN=641eb93bcd2a50d3prevLoginTime=1274308931960

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

View: Transactions Requiring Sign Off Filters

Document	Date Purchased	Comp	Val	Auth	Allocation	Vendor	Receipt	Amount Allocated	Bank Di
TXN00001410	02/25/10	x	✓	x		VIA ROUTE REIT-A-CAR CO.	Unknown	\$0.00	
TXN00001411	02/25/10	x	✓	x		LUXAIR CO.	Unknown	\$483.05	
TXN00001414	02/25/10	x	✓	x		CAREY CO.	Unknown	\$682.37	
TXN00001415	02/25/10	x	✓	x		MIDWAY AIRLINES CO.	Unknown	\$900.33	
TXN00001416	02/25/10	x	✓	x		AUTOMOBILE ASSOCIATIONS CO.	Unknown	\$599.90	
TXN00001417	02/25/10	x	✓	x		SAS HOTELS CO.	Unknown	\$848.36	
TXN00001418	02/25/10	x	✓	x		RENT-A-WRECK CO.	Unknown	\$837.51	
TXN00001419	02/25/10	x	✓	x		GERMANWINGS CO.	Unknown	\$139.64	
TXN00001421	02/25/10	x	✓	x		MILLENNIUM HOTELS CO.	Unknown	\$72.81	
TXN00001422	02/25/10	x	✓	x		NATIONAL CAR RENTAL CO.	Unknown	\$752.81	

Transaction 1407 is no longer visible here

Viewing 1-10 of 10 items Show 100 per page Page 1 of 1

Click any element listed above to access its detailed information.

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

Message: Signoff payable: 1/1 OK

Print Receipt Code GL Attach Bundle Sign 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.

Works - Microsoft Internet Explorer provided by St Marys College

https://demo.works.com/wpm/action/core.viewTop?WORKS\_CSRFTOKEN=641eb93bcd2a50d3prevLoginTime=1274308931960

Bank of America

Create: Expense Folder Go Logout

Cardholder Review Table Split View Detail

View: Transactions Requiring Sign Off Filters

Document	Date Purchased	Comp	Val	Auth	Allocation	Vendor	Receipt	Amount Allocated	Bank Di
TXN00001410	02/25/10	x	✓	x		VIA ROUTE REIT-A-CAR CO.	Unknown	\$0.00	
TXN00001411	02/25/10	x	✓	x		LUXAIR CO.	Unknown	\$483.05	
TXN00001414	02/25/10	x	✓	x		CAREY CO.	Unknown	\$682.37	
TXN00001415	02/25/10	x	✓	x		MIDWAY AIRLINES CO.	Unknown	\$900.33	
TXN00001416	02/25/10	x	✓	x		AUTOMOBILE ASSOCIATIONS CO.	Unknown	\$599.90	
TXN00001417	02/25/10	x	✓	x		SAS HOTELS CO.	Unknown	\$848.36	
TXN00001418	02/25/10	x	✓	x		RENT-A-WRECK CO.	Unknown	\$837.51	
TXN00001419	02/25/10	x	✓	x		GERMANWINGS CO.	Unknown	\$139.64	
TXN00001421	02/25/10	x	✓	x		MILLENNIUM HOTELS CO.	Unknown	\$72.81	
TXN00001422	02/25/10	x	✓	x		NATIONAL CAR RENTAL CO.	Unknown	\$752.81	

Viewing 1-10 of 10 items Show 100 per page Page 1 of 1

Click any element listed above to access its detailed information.

Message: Signoff payable: 1/1 OK

Print Receipt Code GL Attach Bundle Sign Off