



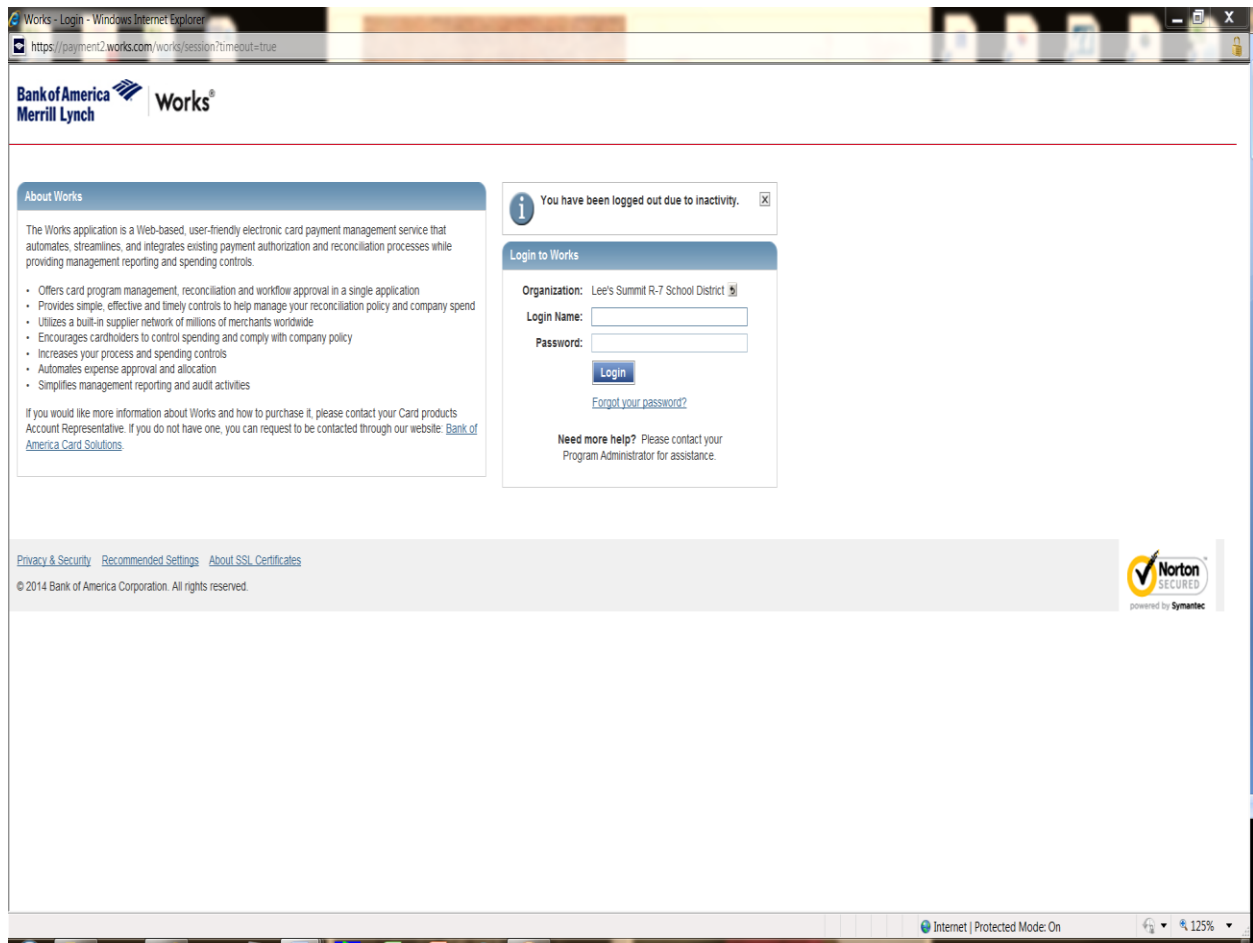
PURCHASING CARD TRANSACTION ALLOCATION INSTRUCTIONS

MUST BE IN INTERNET EXPLORER

<https://payment2.works.com/works> OR

[Visit the District website@www.lsr7.org](http://www.lsr7.org)>staff pages>Business Services>WORKS purchasing card.

You will sign using the same user name and password as the previous website.



Works - Home - Windows Internet Explorer
 https://payment2.works.com/works/home

Bank of America Merrill Lynch Works®
 Welcome, ELIZABETH SKILES - Log Out

Home Expenses Accounts Reports Accounting Administration

Lee's Summit R-7 School District

Action Items

Action	Acting As	Count	Type	Current Status
Download		2	Report	Ready
	Accountant	1	Transaction	Flagged
	Accountant	74	Purchase Request	Open
Sweep	Accountant	2622	Transaction	Pending
Close	Accountholder	10	Purchase Request	Approved - Open
Sign Off	Accountholder	21	Transaction	Pending

6 items Show 10 per page

Alerts
 No alerts at this time.

My Announcements
 No announcements at this time.

Accounts Dashboard

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JENIFER OPIE	5137	2,000.00	1,945.00	55.00	97%
KARLA THOMPSON	7796	1,000.00	905.75	94.25	90%
TRACY SAMPLE	3777	1,000.00	820.00	180.00	82%
LORI SETLEY	2720	5,000.00	3,737.67	1,262.33	74%
DEBORAH PARKER	9731	2,000.00	1,410.22	589.78	70%
TODD WILSON	6157	2,000.00	1,277.97	722.03	63%
MARTHA LANE	6896	1,000.00	570.00	430.00	57%
DAVID REYNOLDS	1489	10,000.00	5,348.49	4,651.51	53%
DAVID TAYLOR	0617	7,500.00	3,866.99	3,633.01	51%
MELISSA ROSS	9408	2,000.00	841.84	1,158.16	42%

1132 items Show 10 per page

Error on page. Internet | Protected Mode: On

1. On the home page, click PENDING next to SIGN OFF.
2. Hover then click on the down arrow located by the document number (TXN#). Select ALLOCATE/EDIT.

Transactions - Accountholder

Pending Sign Off Signed Off Flagged All

Document	Account ID	Date Purchased	Date Posted	Primary Accountholder	Purchase Amount	Vendor	Amount Allocated	GL01: KEY	GL02: OBJECT	Receipt	Flagged	Sale
TXN00123506	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	164.20	SOUTHWES 5262482278658	164.20	G221452	6343	Yes		
TXN00123513	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	204.60	UNITED 0167572534700	204.60	G221417	6343	Yes		
TXN00123540	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	184.60	DELTA AIR 0067572940134	184.60	G221417	6343	Unknown		
TXN00123565	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	302.20	SOUTHWES 5262482266109	302.20	G221515	6343	Yes		
TXN00123598	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	184.60	DELTA AIR 0067572540133	184.60	G221417	6343	Yes		
TXN00123645	9675	02/12/2015	02/16/2015	SKILES, ELIZABETH	522.20	UNITED 0162438466096	522.20	G221415	6343	Unknown		
TXN00123685	9675	02/12/2015	02/16/2015	SKILES, ELIZABETH	456.70	SOUTHWES 5262482581413	456.70	G221515	6343	Unknown		
				SKILES, ELIZABETH	894.60	SOUTHWES 5262482882583	894.60	G2215211	6343	Unknown		
				SKILES, ELIZABETH	485.70	USAIRWAYS 0372391000889	485.70			Unknown		
		02/14/2015	02/16/2015	Cardholder_ePay_LSSD	17,112.60	KONICA MINOLTA BUSINESS	17,112.60			Unknown		

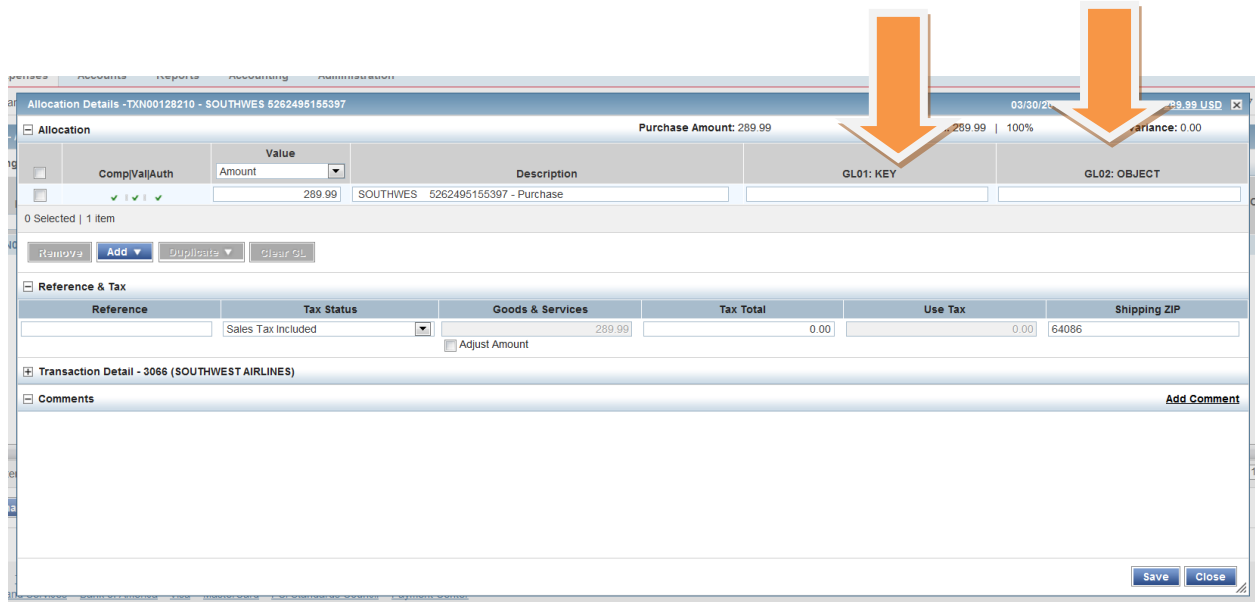
Selected | Dispute | Retry Automatch | Divide | Mark Receipt Status | Add to Expense Report | Print

Showing 10 per page

Expense Report Attach Receipt Print Sign Off

Release Notes Privacy & Security Recommended Settings Global Reporting and Account Management

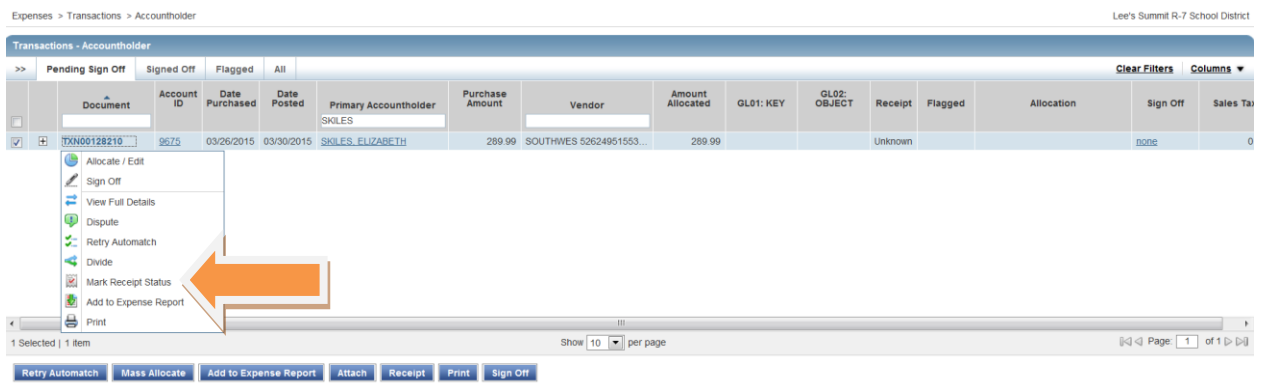
3. Add Key code in GL01 Key. Add object code in GL02 Object. If you have multiple codes, you would click ADD, then the number of lines needed. Click save/close. You will see the code(s) once they are entered.



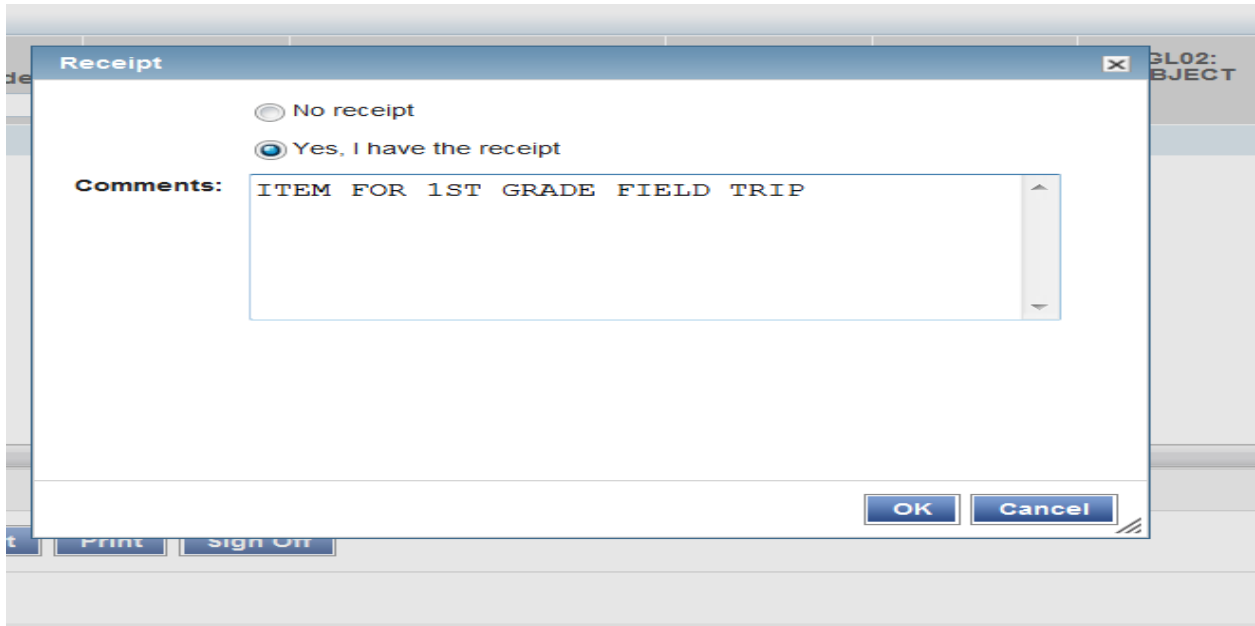
Select SAVE, then CLOSE.

Upon selecting CLOSE, you will be taken back to your first screen.

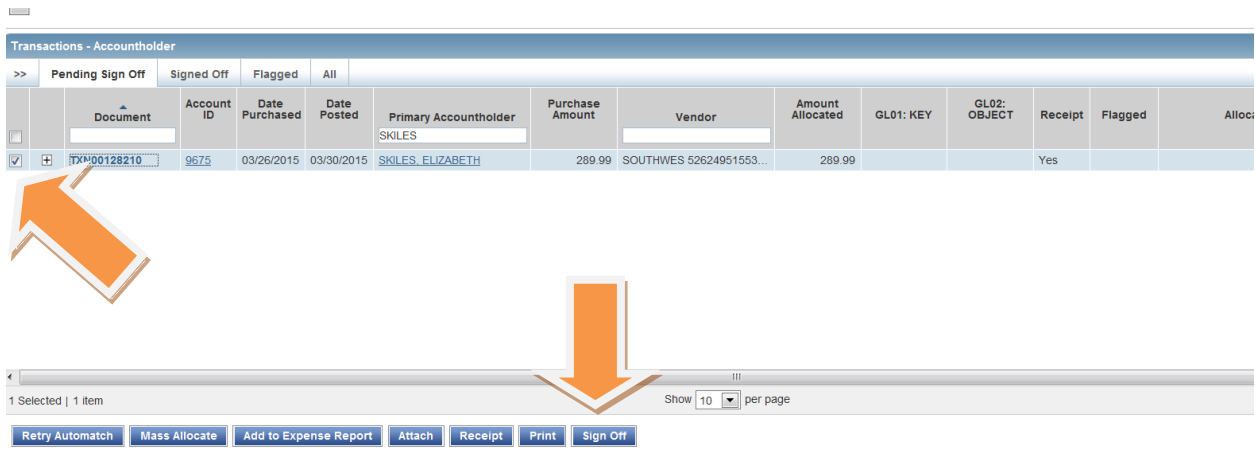
4. Select same transaction, select drop down by TXN#. Choose MARK RECEIPT STATUS.



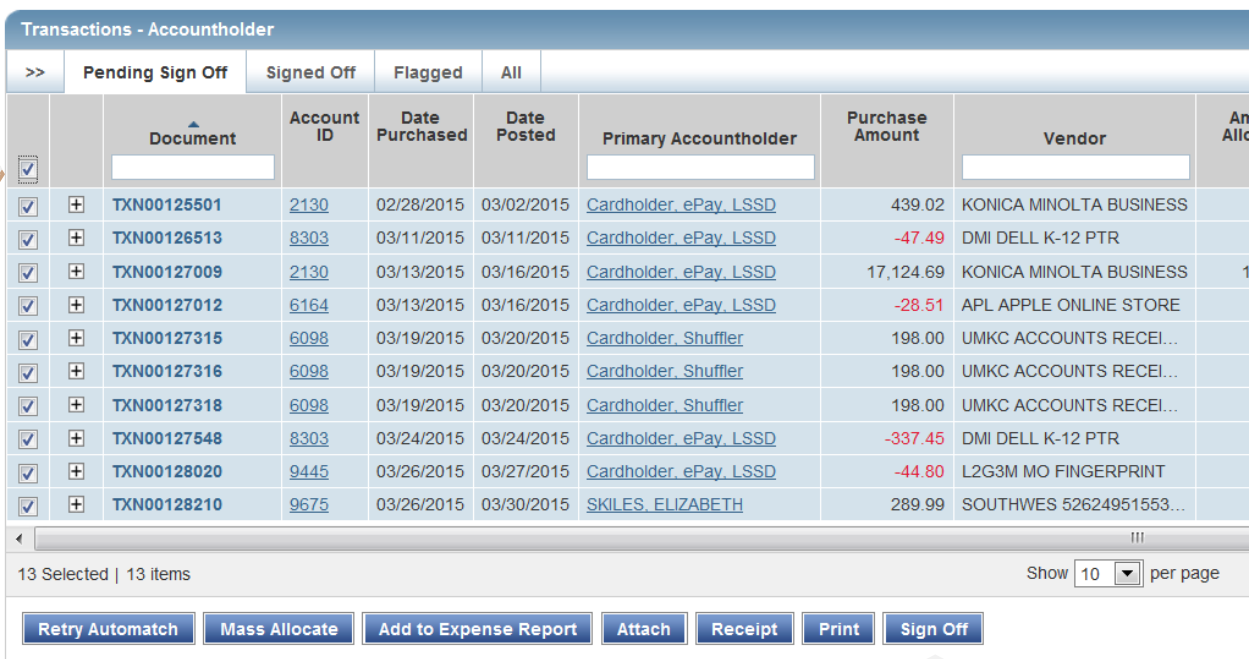
Select YES and enter business purpose in box provided. Select OK.



- Now you are ready to sign off. There are 2 ways to sign off. The first way is to check the box next to the transaction you want to sign off, and then select SIGN OFF located at the bottom of your screen. Once selecting SIGN OFF, the transaction will forward to the Visa Program Administrators in Business Services. Or, if you choose to sign off on all your transactions at once, simply select the box in the grey underneath >>, then select SIGN OFF. Once you sign off, the transaction are then sent to the program administrators.



6. Below is an example of signing off all transactions at once.



The screenshot shows a web interface for 'Transactions - Accountholder'. It features a table with columns for Document, Account ID, Date Purchased, Date Posted, Primary Accountholder, Purchase Amount, and Vendor. All 13 rows in the table have a checkmark in the first column, indicating they are selected. Below the table, there are several buttons: 'Retry Automatch', 'Mass Allocate', 'Add to Expense Report', 'Attach', 'Receipt', 'Print', and 'Sign Off'. An orange arrow points to the 'Sign Off' button. Another orange arrow points to the first column of the table.

>>	Pending Sign Off	Signed Off	Flagged	All						
	Document	Account ID	Date Purchased	Date Posted	Primary Accountholder	Purchase Amount	Vendor	An	Allo	
<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>	+ TXN00125501	2130	02/28/2015	03/02/2015	Cardholder_ePay_LSSD	439.02	KONICA MINOLTA BUSINESS			
<input checked="" type="checkbox"/>	+ TXN00126513	8303	03/11/2015	03/11/2015	Cardholder_ePay_LSSD	-47.49	DMI DELL K-12 PTR			
<input checked="" type="checkbox"/>	+ TXN00127009	2130	03/13/2015	03/16/2015	Cardholder_ePay_LSSD	17,124.69	KONICA MINOLTA BUSINESS			1
<input checked="" type="checkbox"/>	+ TXN00127012	6164	03/13/2015	03/16/2015	Cardholder_ePay_LSSD	-28.51	APL APPLE ONLINE STORE			
<input checked="" type="checkbox"/>	+ TXN00127315	6098	03/19/2015	03/20/2015	Cardholder_Shuffler	198.00	UMKC ACCOUNTS RECEI...			
<input checked="" type="checkbox"/>	+ TXN00127316	6098	03/19/2015	03/20/2015	Cardholder_Shuffler	198.00	UMKC ACCOUNTS RECEI...			
<input checked="" type="checkbox"/>	+ TXN00127318	6098	03/19/2015	03/20/2015	Cardholder_Shuffler	198.00	UMKC ACCOUNTS RECEI...			
<input checked="" type="checkbox"/>	+ TXN00127548	8303	03/24/2015	03/24/2015	Cardholder_ePay_LSSD	-337.45	DMI DELL K-12 PTR			
<input checked="" type="checkbox"/>	+ TXN00128020	9445	03/26/2015	03/27/2015	Cardholder_ePay_LSSD	-44.80	L2G3M MO FINGERPRINT			
<input checked="" type="checkbox"/>	+ TXN00128210	9675	03/26/2015	03/30/2015	SKILES_ELIZABETH	289.99	SOUTHWES 52624951553...			

13 Selected | 13 items Show 10 per page

Buttons: Retry Automatch, Mass Allocate, Add to Expense Report, Attach, Receipt, Print, Sign Off

AT THIS POINT, WAIT 1 HOUR FOR THE DATA TO PROCESS BEFORE RUNNING YOUR REPORT.

TO RUN MONTHLY REPORTS:

1. Select REPORTS—see example above.
2. Select “CREATE”
3. Category—under drop down and select SPEND.
4. Template—Select “choose from all available templates”
5. Select 2nd item—2014-15 Cardholder Report—“OK”.
6. At next screen (see below)—click submit report.
7. If you are a proxy, then you will need to put the last name of the cardholder in the box right of CH last name is exactly. A proxy means you reconcile for more than your own charges.

Works - Create Report - Windows Internet Explorer
https://payment2.works.com/works/reports/create

Reports > Create Lee's Summit R-7 School District

Create Report Report data is current as of October 2, 2014 11:26 AM CDT.

*Category: Spend
*Template: 2014-15 Cardholder Report

Report Options Basic Advanced Reset to defaults Use last run settings

Filters

CH Last Name: is exactly
Transaction Type: Cash advance Misc Credit Misc Debit Purchase Disbursement Payment
Post Date: 08/01/2014 - 08/31/2014

Output Format

Formats: Excel PDF

Output Files: Full Details Summary Only

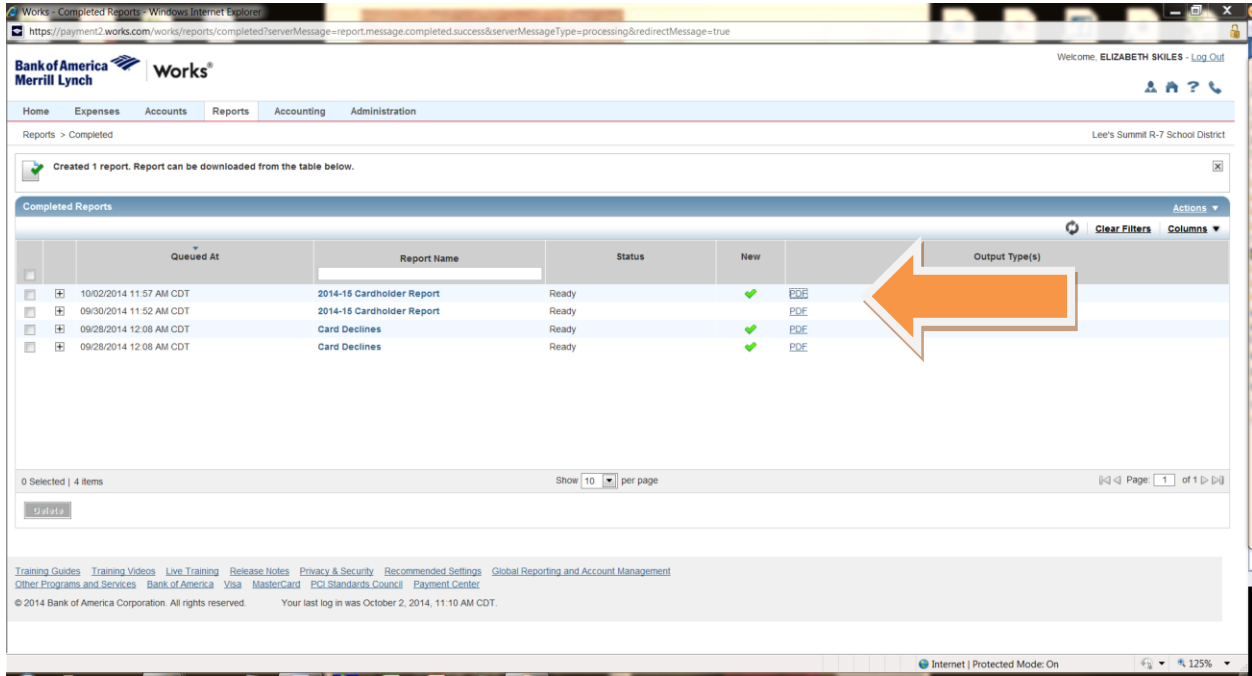
Paper: US Letter
Orientation: Portrait Landscape
Add Summary Data in Header
Add Signature Line to: Header Footer
Insert Page Break: No Page Break

Delimited Text

Summary Grouping: No Summary Data

Submit Report

Once report has been submitted, the COMPLETED REPORTS screen will appear. When ready, it will appear under STATUS-Click on PDF and OPEN. Select PRINT.



As stated previously, you must wait at least 1 hour before printing your report. In some cases, if you do not wait, your report will be incomplete. Completed reports with corresponding receipts are a District purchasing card requirement. After printing your report, a good practice would be to match up the receipts with the report to make sure the correct information is attached.

Below is an example of an incomplete report.

