

CARDHOLDER ROLE

THE CARDHOLDER AKA ACCOUNTHOLDER WILL ONLY HAVE ONE ROLE

BANK OF AMERICA

Works

Home Expenses Accounts Reports Accounting Administration

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	3	Transaction	Pending

CARDHOLDER

Action- SIGN OFF
Acting As-ACCOUNTHOLDER
Status- PENDING

CARDHOLDER ROLE

TO ALLOCATE YOUR TRANSACTION- CLICK "PENDING"

Sign Off

Accountholder

3 Transaction

[Pending](#)

PENDING SIGN-OFF SCREEN

Select the transaction you need to Allocate, hover to the right to show the ARROW

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 05/10/2022 - 08/18/2022
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>	TXN00004980	0623	none	08/15/2022	08/11/2022	Balli, Stefani	10.35	LANIER PARKING 21056100	✓ ✓ ✓
<input type="checkbox"/>	<input type="checkbox"/>	TXN00004988			08/15/2022	08/14/2022	Balli, Stefani	389.78	AMZN Mktp US AE69B83U3	✗ ✓ ✓
<input type="checkbox"/>	<input type="checkbox"/>	TXN00004990			08/16/2022	08/15/2022	Balli, Stefani	55.94	AMZN Mktp US GA8213893	✗ ✓ ✓

Document

TXN00004980

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute

CARDHOLDER ROLE

ALLOCATION & DETAIL

Post Date: 06/09/2022
Vendor Name: ENGINEERING, ARCHITECTURAL CO.
MCC: 8911 (ENGINEERING, ARCHITECTURAL AND SURVEYING)

Comp | Val | Auth: ✓ | ✓ | ✓
Sign Off History: [AH](#)

Transaction **Allocation & Detail** Dispute Receipts

Allocation Purchase Amount: 83.94

<input type="checkbox"/>	Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: FUND	GL02: DEPT	GL03: UNIT	GL04: SUBUNIT	GL05: OBJECT	GL06: BSA
<input type="checkbox"/>	✓ ✓ ✓	78.07	5.87	ENGINEERING, ARCHITECTURAL CO. - Purchase	010	110	3640	3640		

0 Selected | 1 item

[Remove](#) [Add](#) [Duplicate](#) [Clear GL](#)

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax
	Sales Tax Included	78.07	5.87	

☐ Adjust Amount

Transaction Detail - 8911 (ENGINEERING, ARCHITECTURAL AND SURVEYING)

Temp Services Summary

All applicable GL Funding codes must be entered, you cannot leave a mandatory field blank, else it will reject in Advantage

MANDATORY FIELDS

FUND- DEPT- UNIT-SUBUNIT- OBJ/BSA

If it is part of a Program this must be completed as well, all funding information you would normally enter into Advantage must be present or your document will fail and delay payment to Bank of America.

CARDHOLDER ROLE

JUMPING YOUR BACKUP

AFTER FILLING IN YOUR ALLOCATION-FUNDING (*DO NOT SIGN OFF/CLOSE*)

CLICK ON TRANSACTION TAB

TXN00004980

Purchase Amount: 10.35

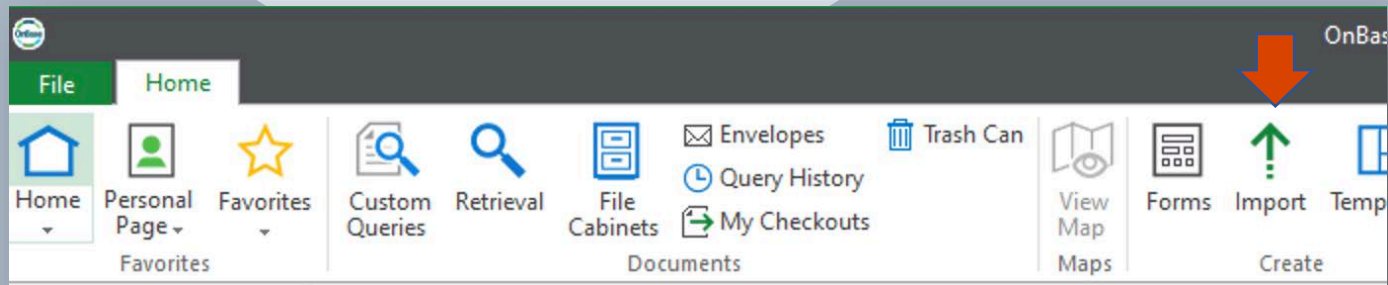
Post Date: 08/15/2022

Vendor Name: LANIER PARKING 21056100

MCC: 7523 (AUTOMOBILE PARKING LOTS AND GARAGES)

Transaction Allocation & Detail Dispute

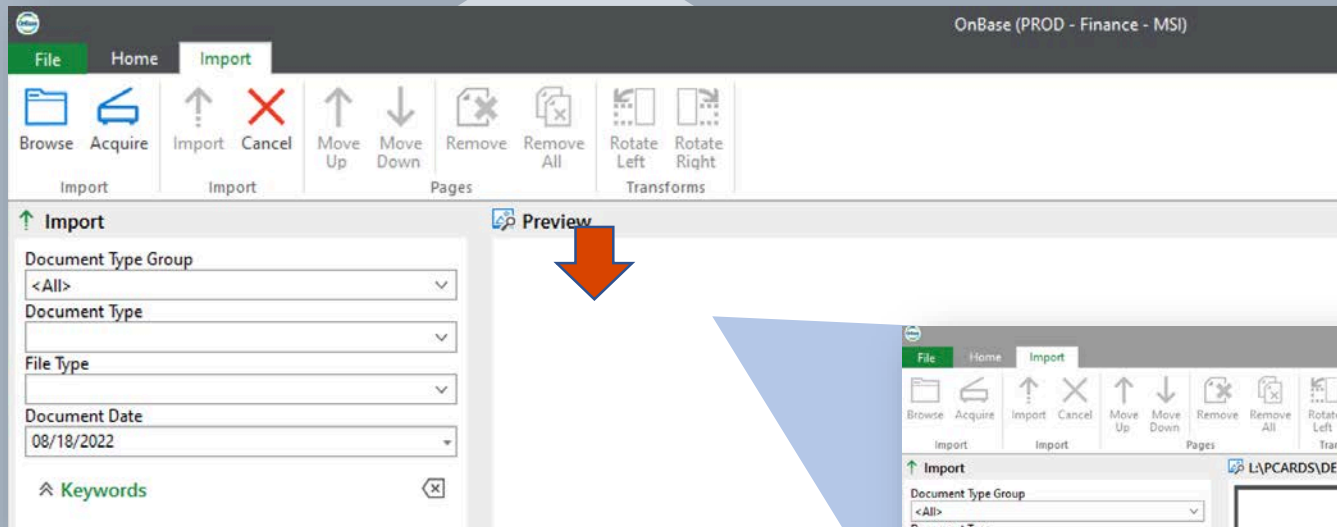
Open your ONBASE UNITY CLIENT
and CLICK IMPORT



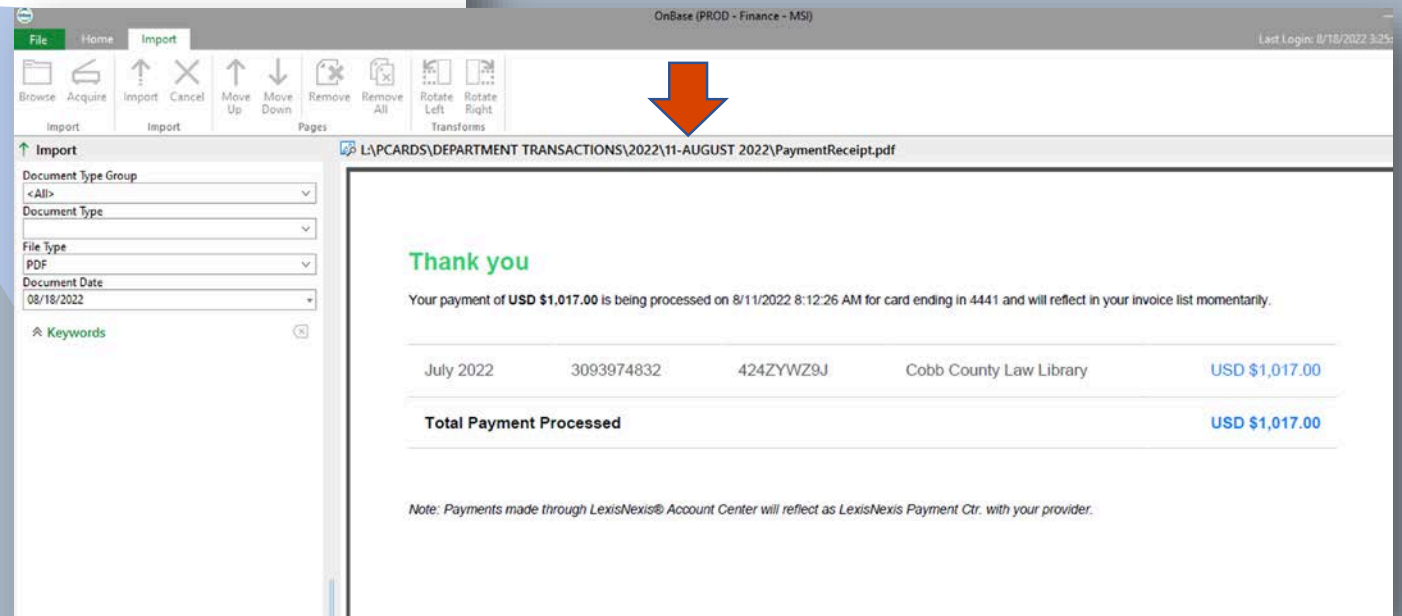
CARDHOLDER ROLE

JUMPING YOUR BACKUP

DRAG IN YOUR RECEIPT BACKUP
FOR THIS TRANSACTION INTO WHITE SPACE



RECEIPT IMAGE AND NAME WILL
APPEAR



CARDHOLDER ROLE

JUMPING YOUR BACKUP

WORKS TRANSACTION SCREEN

ALT-Double Right Click on
BANK TRANSACTION #

Purchase Amount: 10.35
Post Date: 08/15/2022
Vendor Name: LANIER PARKING 21056100
MCC: 7523 (AUTOMOBILE PARKING LOTS AND GARAGES)

Transaction Allocation & Detail Dispute

Bank Transaction #: 24034542224001337190853
Purchase ID: P47003500
CRI Reference: P47003500
Vendor ID: 650000010831074

YOUR ONBASE SCREEN SHOULD FILL IN THE
REQUIRED DOC TYPE AND KEYWORD
BANK TRANSACTION #

Import

Document Type Group: <All>
Document Type: FINAP - PCARD Dept Backup
File Type: PDF
Document Date: 08/18/2022

Keywords

Bank Transaction Number: 24034542224001337190853
Department Number:

FINAP - PCARD MIKG

CLICK IMPORT

Options

Import Cancel

DO NOT MODIFY -ADD-TOUCH-EDIT ANY KEYWORDS IN THE ONBASE SCREEN

RETURN TO ALLOCATION & EDIT

Transaction Allocation & Detail Dispute

Allocation

SAVE & SIGN OFF

Save and Sign Off Save