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

			Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth
+ Date - 05/10/2022 - 08/18/2022	☐										
+ Account - All	☐	+	TXN00004980	0623	none	08/15/2022	08/11/2022	Balli, Stefani	10.35	LANIER PARKING 21056100	✓|✓|✗
+ Purchase Request - All	☐	+	TXN00004988			08/15/2022	08/14/2022	Balli, Stefani	389.78	AMZN Mktp US AE69B83U3	✗|✓|✓
+ Amount Range - All	☐	+	TXN00004990			08/16/2022	08/15/2022	Balli, Stefani	55.94	AMZN Mktp US GA82I3893	✗|✓|✓
+ Dispute Status - All											
+ Account Status - All											
+ Allocation Complete - All											
+ Allocation Valid - All											
+ Allocation Authorized - All											

☐	+	TXN00004980 ▼
☐	+	TXN00004988

Document ▲

☐		
☐	+	TXN00004980
☐	+	🥧 Allocate / Edit
☐	+	✏️ Sign Off
		⇄ View Full Details
		❗ Dispute

Select VIEW FULL DETAILS

CARDHOLDER ROLE

ALLOCATION & DETAIL

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

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

CLICK ON TRANSACTION TAB

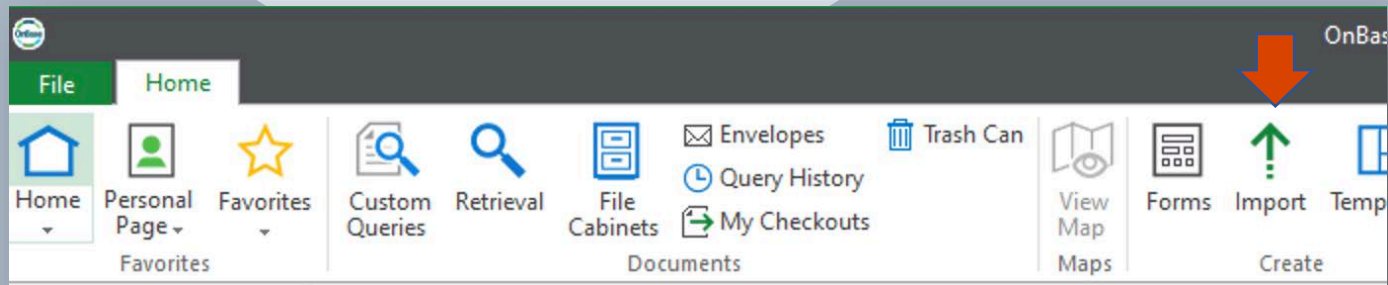TXN00004980

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

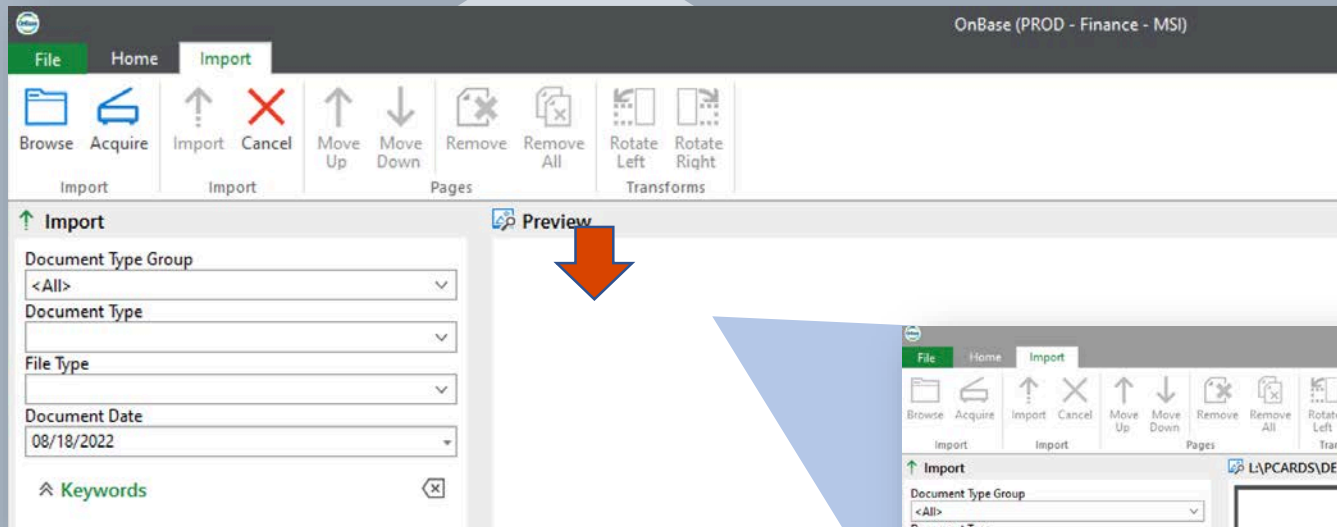Transaction | Allocation & Detail | Dispute

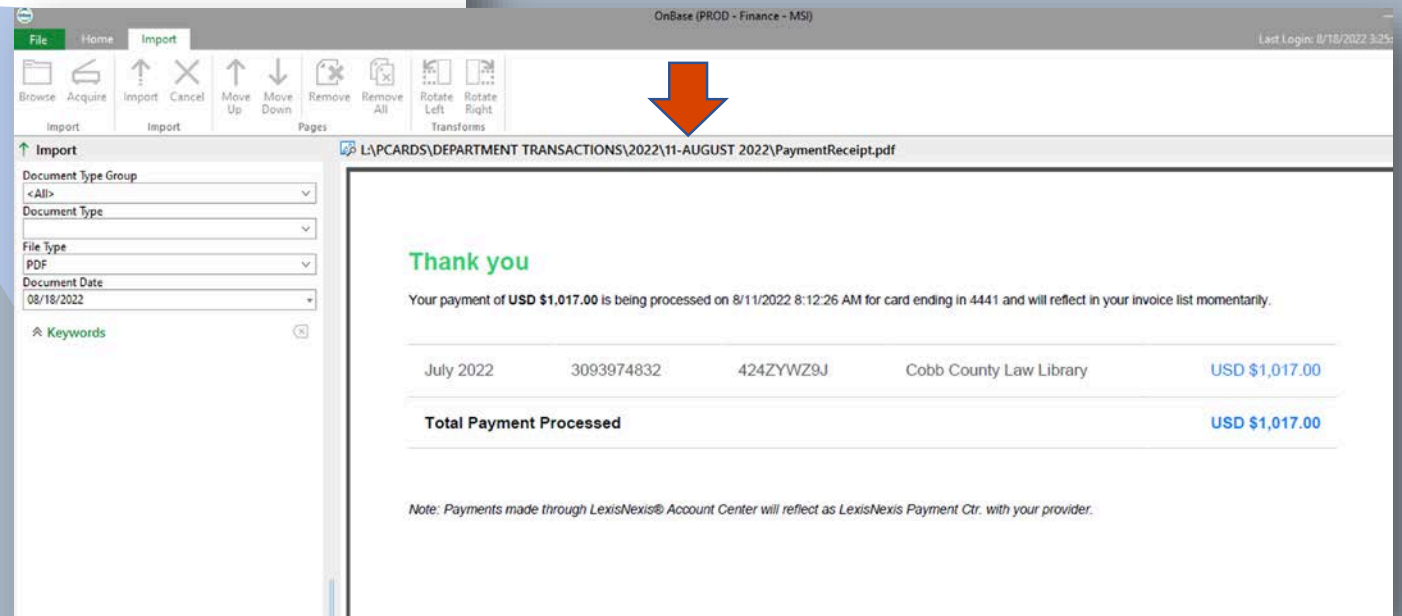**Open your ONBASE UNITY CLIENT
and CLICK IMPORT**

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
<mark>ALT-Double Right Click</mark> on
BANK TRANSACTION #

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

CLICK IMPORT

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

RETURN TO ALLOCATION & EDIT

SAVE & SIGN OFF