ACCOUNTHOLDER INSTRUCTIONS

This guide provides information needed for an accountholder to manage transactions. Within this guide, you will learn how to:

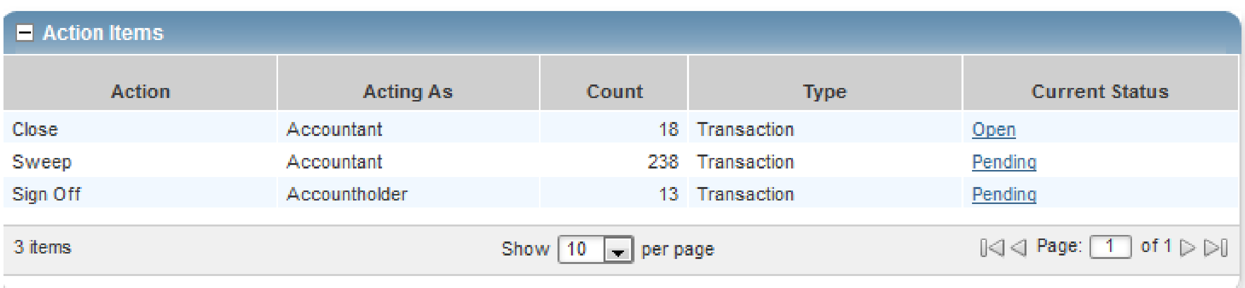
- Allocate or edit a transaction and enter a description
- Sign off on a transaction
- Dispute a transaction
- Remove a flag on a transaction
- View Authorization Log

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Allocate or Edit a Transaction and Enter a Description

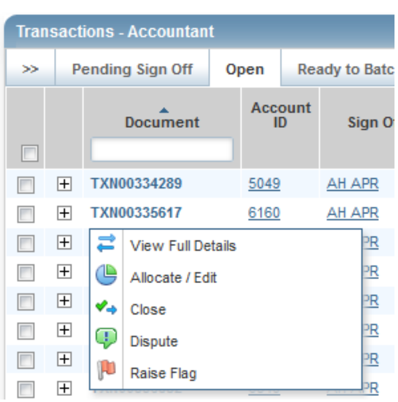
Procedure:

1. On the **Home Page** under **Action Items>Current Status**, click on the **Pending** link.

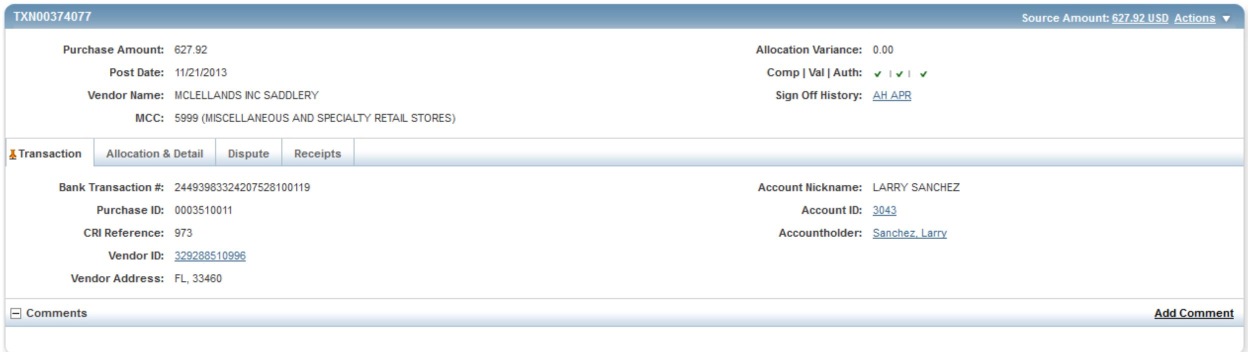


These are the transactions ready for accountholder or approver sign off.

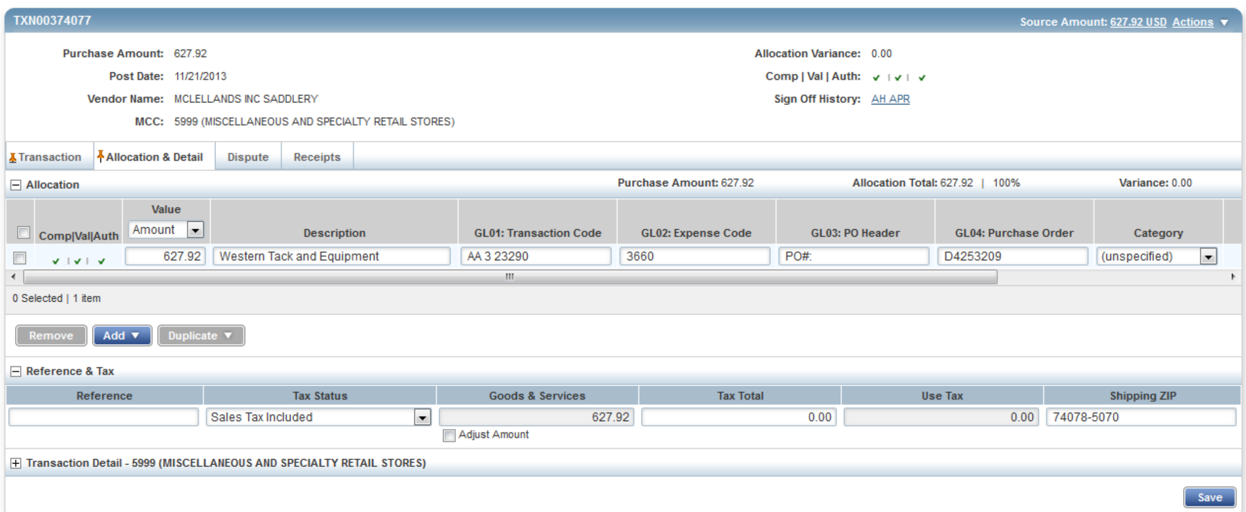
2. Click the desired **Document** number**.** A menu displays.



3. Select **View Full Details.** The **Transaction Detail** screen displays.

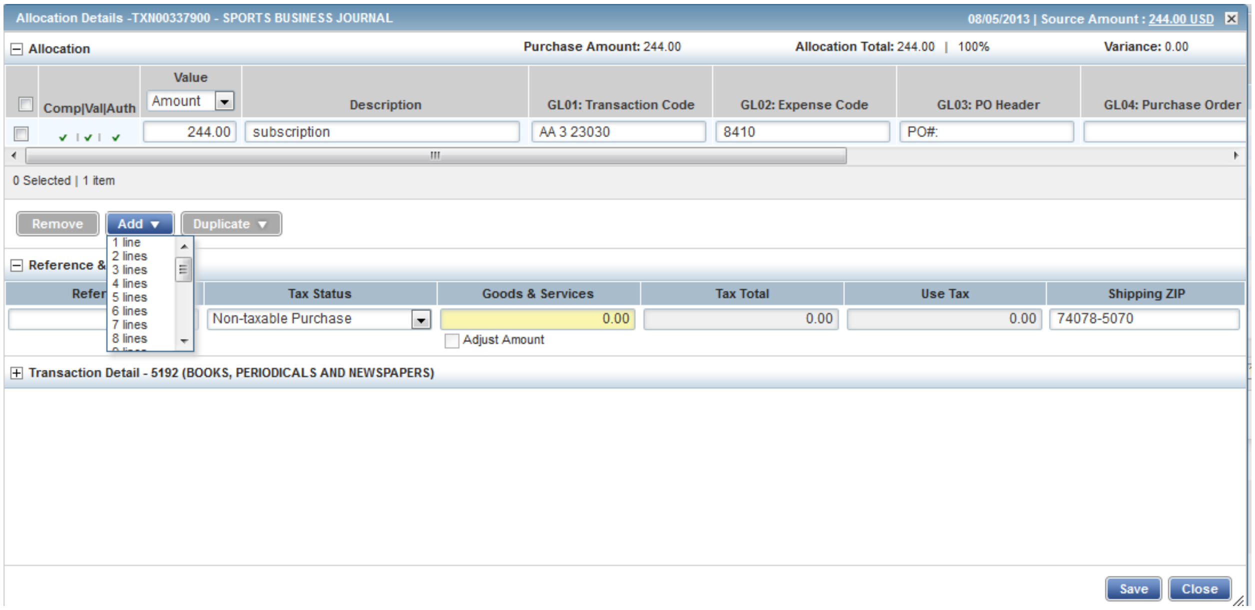


4. Select the **Allocation & Detail** tab.

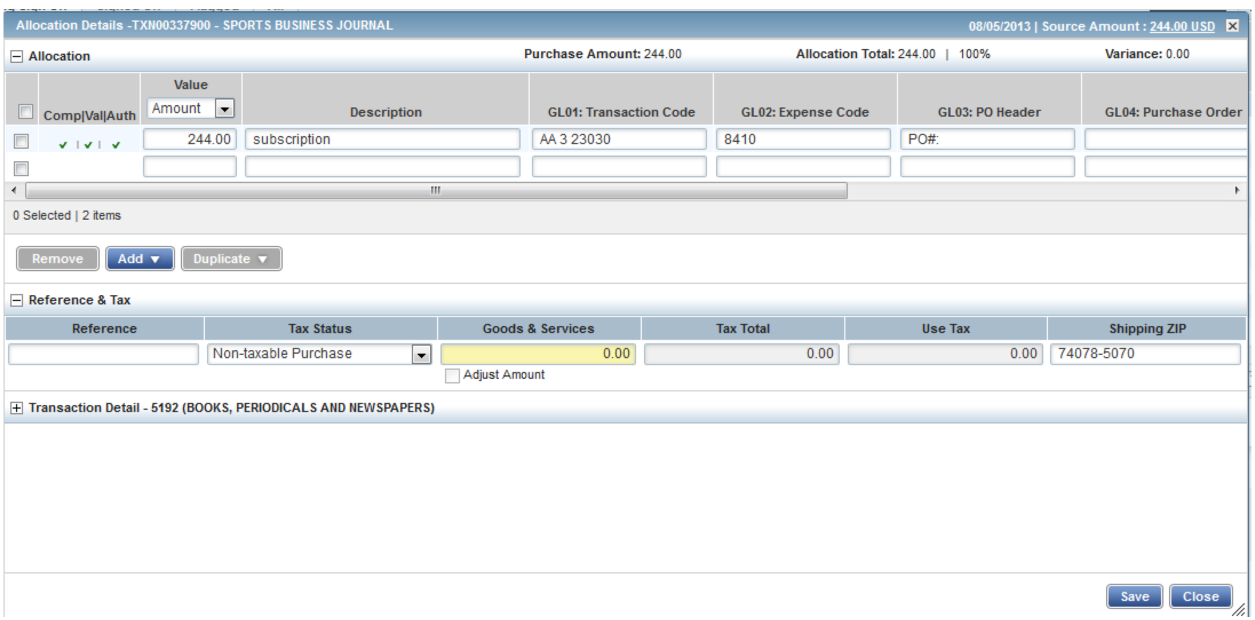


5. Select the **Allocation & Detail** tab, edit, if applicable. Enter codes in the following fields to identify how the segment will be allocated
   - GL01: Fund/Agency/Organization
   - GL02: Activity
   - GL03: Object
   - GL04: Sub-Object
   - GL05: Agency/Reporting Category

6. To add additional lines of funding, click on the **Add** button and choose how many additional lines you need.

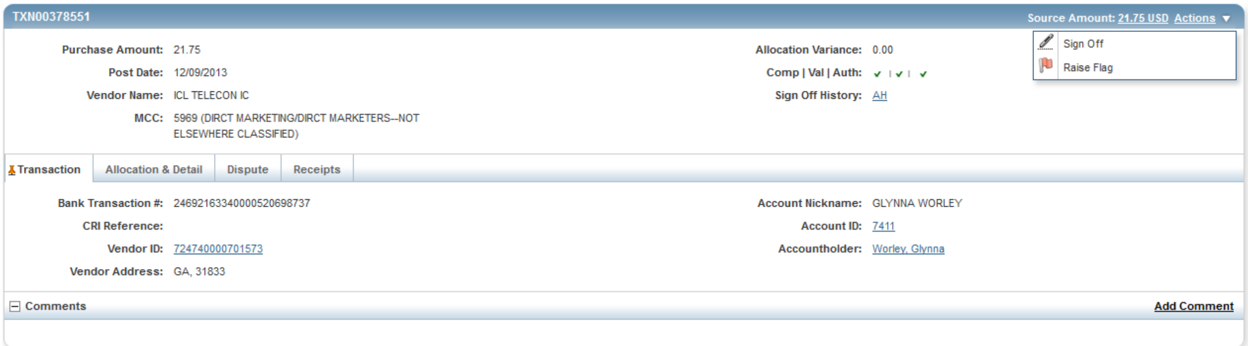


7. Fill in the amount, description, account number, and coding for the additional lines of funding.

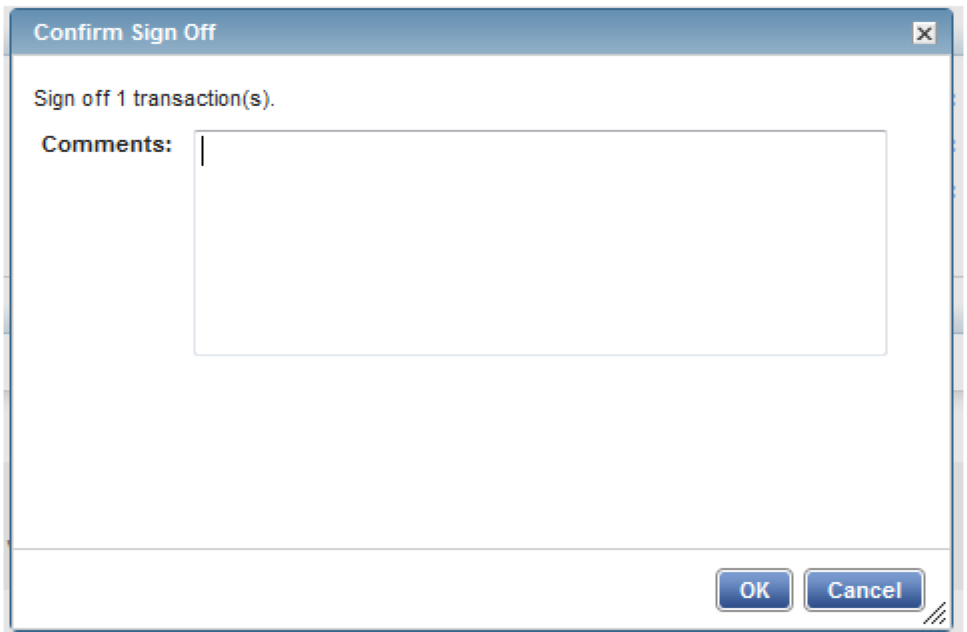


8. Click **Save**.

9. In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu.



10. Click **Sign Off**. The **Confirm Sign Off** screen displays enter a description of the transaction.



11. Click **OK**.

12. This completes the procedure.

Disputing a Transaction

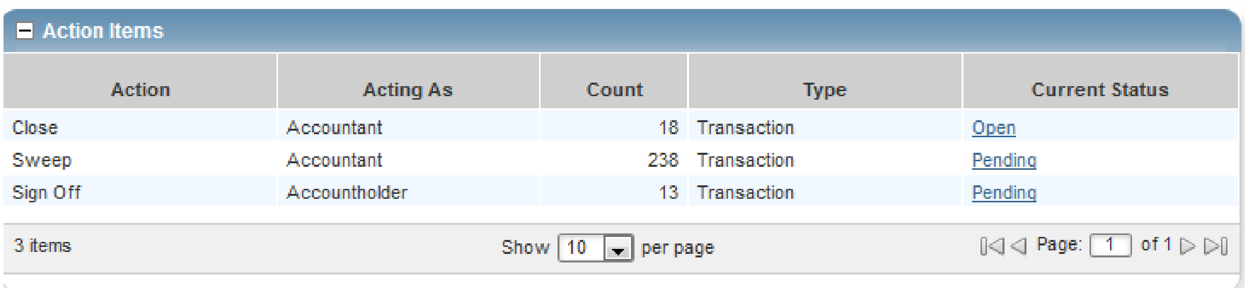
NOTE:

- Accountholders will only be able to dispute their transactions
- Approvers/Managers/Supervisors will only be able to dispute for accountholders they have been assigned to approve, depending on the agency workflow configuration.
- Accountants will be able to dispute Accountholders transaction after the transaction has been swept.

Procedure:

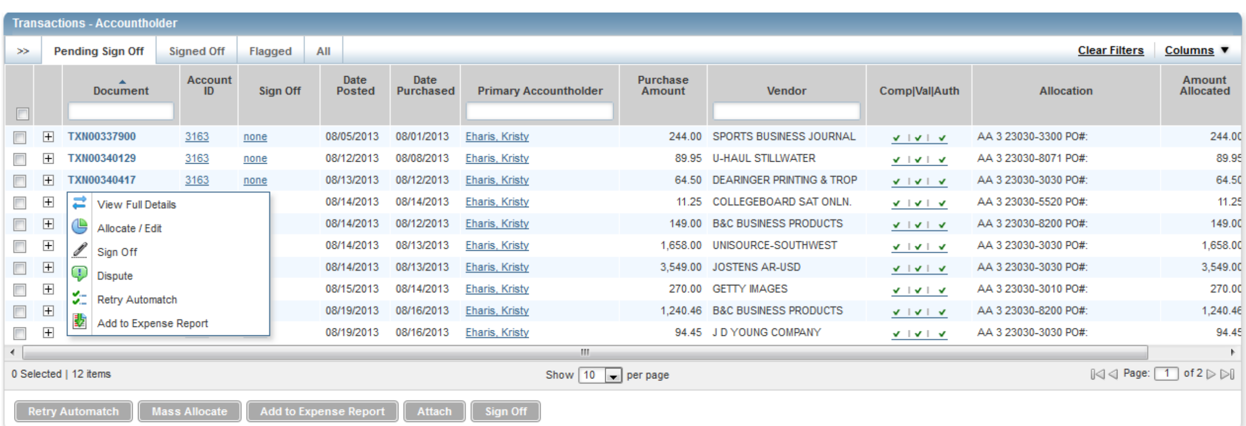
To dispute a transaction, complete the following:

1. On the **Home Page** under **Action Items>Sign Off>Current Status**, click on the **Pending** link.



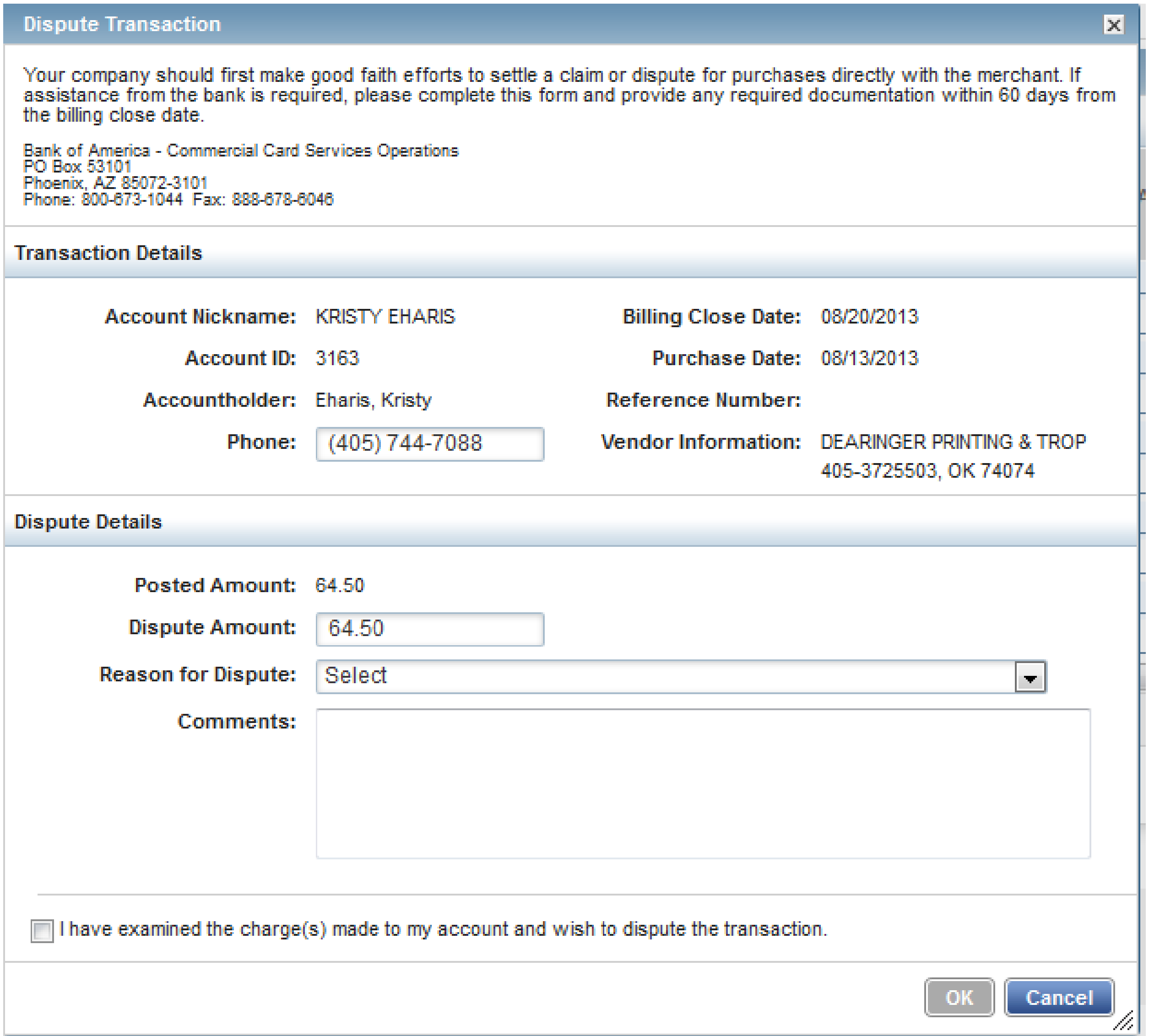
Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	Open
Sweep	Accountant	238	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending

2. Click the desired **Document** number. A drop-down menu displays.



Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocated
TXN00337900	3163	none	08/05/2013	08/01/2013	Eharis, Kristy	244.00	SPORTS BUSINESS JOURNAL	✓ | ✓ | ✓	AA 3 23030-3300 PO#:	244.00
TXN00340129	3163	none	08/12/2013	08/08/2013	Eharis, Kristy	89.95	U-HAUL STILLWATER	✓ | ✓ | ✓	AA 3 23030-8071 PO#:	89.95
TXN00340417	3163	none	08/13/2013	08/12/2013	Eharis, Kristy	64.50	DEARINGER PRINTING & TROP	✓ | ✓ | ✓	AA 3 23030-3030 PO#:	64.50
			08/14/2013	08/14/2013	Eharis, Kristy	11.25	COLLEGEBOARD SAT ONLN.	✓ | ✓ | ✓	AA 3 23030-5520 PO#:	11.25
			08/14/2013	08/12/2013	Eharis, Kristy	149.00	B&C BUSINESS PRODUCTS	✓ | ✓ | ✓	AA 3 23030-8200 PO#:	149.00
			08/14/2013	08/13/2013	Eharis, Kristy	1,658.00	UNISOURCE-SOUTHWEST	✓ | ✓ | ✓	AA 3 23030-3030 PO#:	1,658.00
			08/14/2013	08/13/2013	Eharis, Kristy	3,549.00	JOSTENS AR-USD	✓ | ✓ | ✓	AA 3 23030-3030 PO#:	3,549.00
			08/15/2013	08/14/2013	Eharis, Kristy	270.00	GETTY IMAGES	✓ | ✓ | ✓	AA 3 23030-3010 PO#:	270.00
			08/19/2013	08/16/2013	Eharis, Kristy	1,240.46	B&C BUSINESS PRODUCTS	✓ | ✓ | ✓	AA 3 23030-8200 PO#:	1,240.46
			08/19/2013	08/16/2013	Eharis, Kristy	94.45	J D YOUNG COMPANY	✓ | ✓ | ✓	AA 3 23030-3030 PO#:	94.45

3. Click **Dispute**. The **Dispute Transaction** screen displays.



4. Enter the **Dispute Amount**, if different from the purchase total.

5. Select the **Reason for Dispute** from the drop-down menu.
   Note: Depending on the **Reason for Dispute**, additional information may be required.

6. Enter **Comments**, if desired.

7. Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box.

8. Click **OK**. The screen displays a confirmation message.

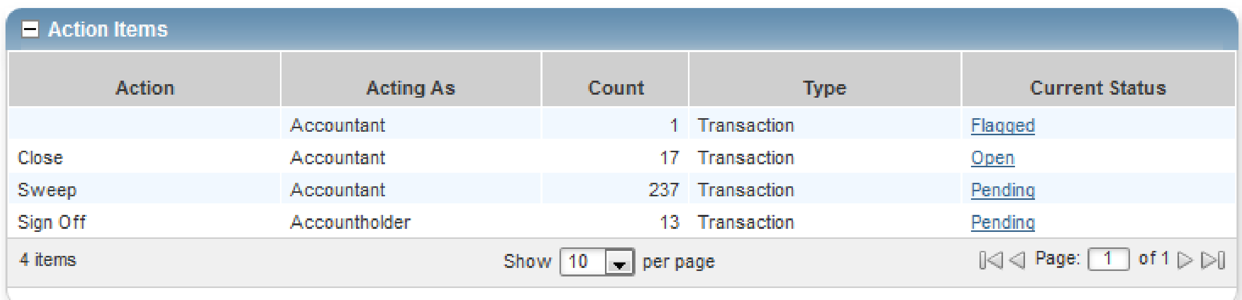
9. This completes the procedure.

10. NOTE: You must inform your agency LaCarte Program Administrators that you have a dispute

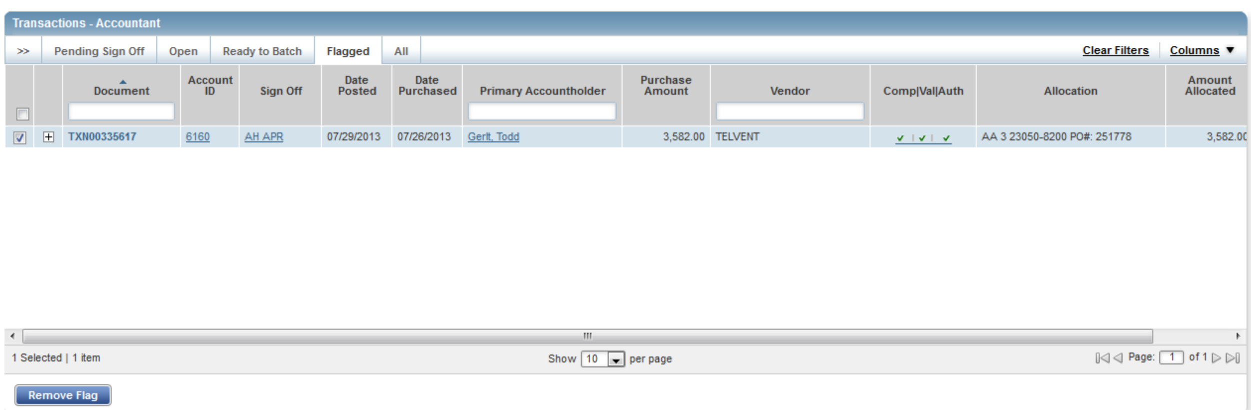
Remove Flag

To remove a flag, complete the following:

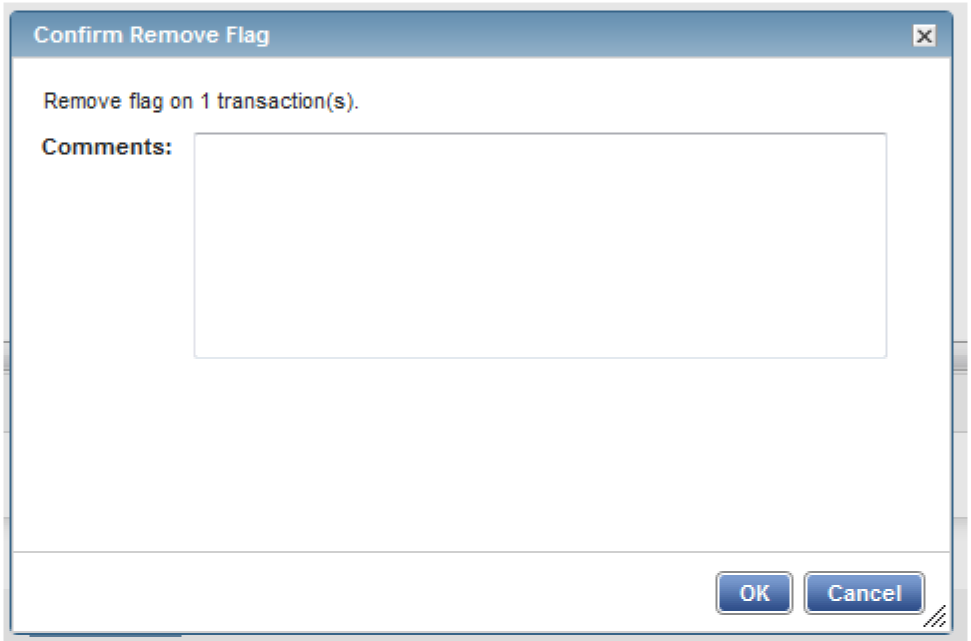
1. On the **Home Page** under **Action Items>Current Status**, click on the **Flagged** link.



2. Select the check box for the **Document** you wish to “un-flag.” The action buttons at the bottom of the screen become enabled.



3. Click **Remove Flag**. The **Confirm Remove Flag** window displays.



4. Enter a **Comment.** You will not be able to remove the flag unless you enter a comment.

5. Click **OK**.

6. This completes the procedure.

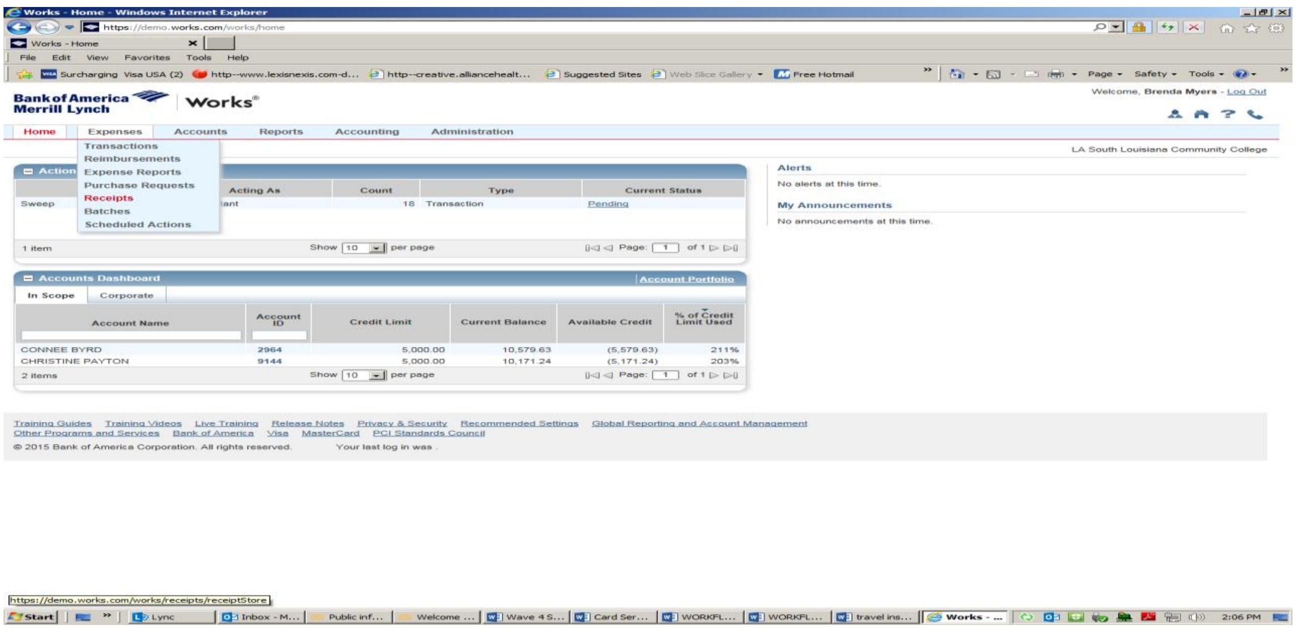
ATTACHING A RECEIPT INSTRUCTIONS

This guide provides information needed to upload a receipt from your desktop or a stored receipt and attach to a transaction.

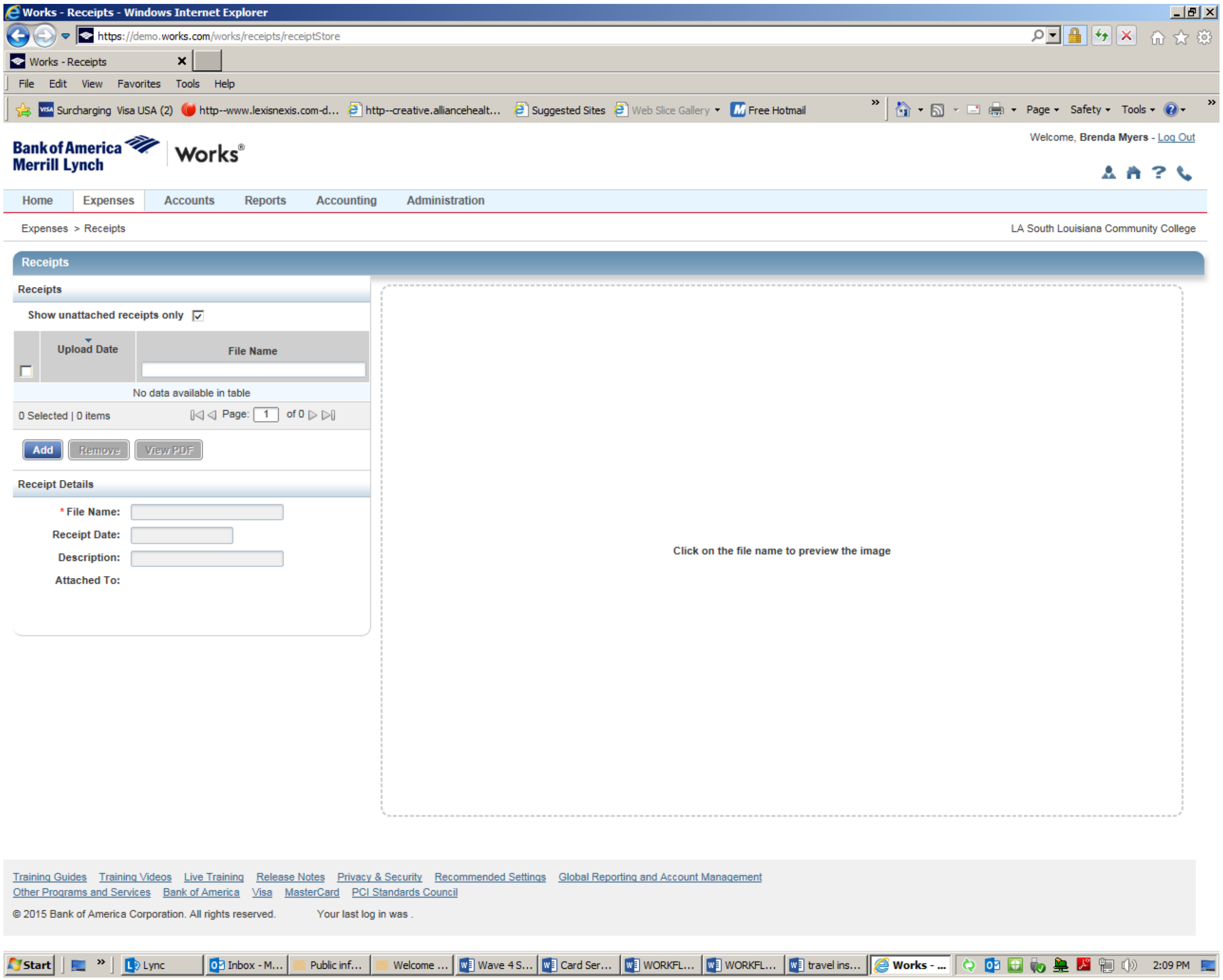
1. Click Expenses **Click Expenses > Expense Reports > Owner.**

Procedure:

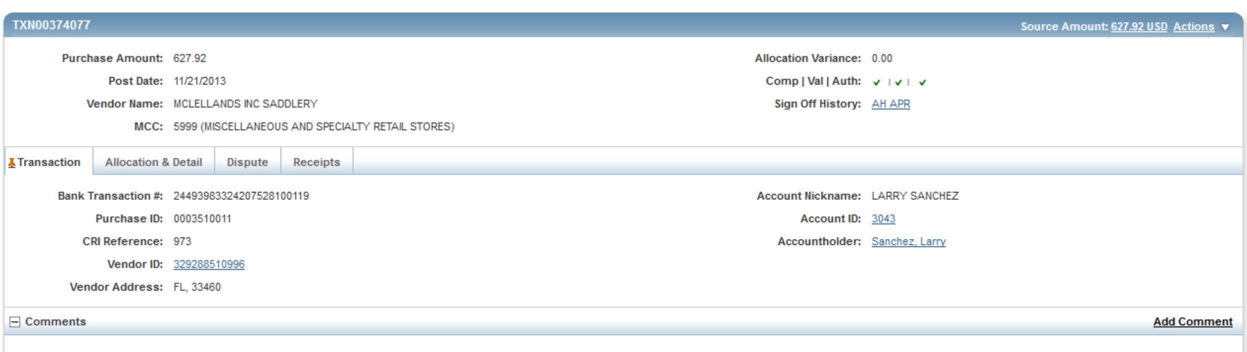
13. On the **Home Page** click Expenses**>Receipts**, click on the **Pending** link.



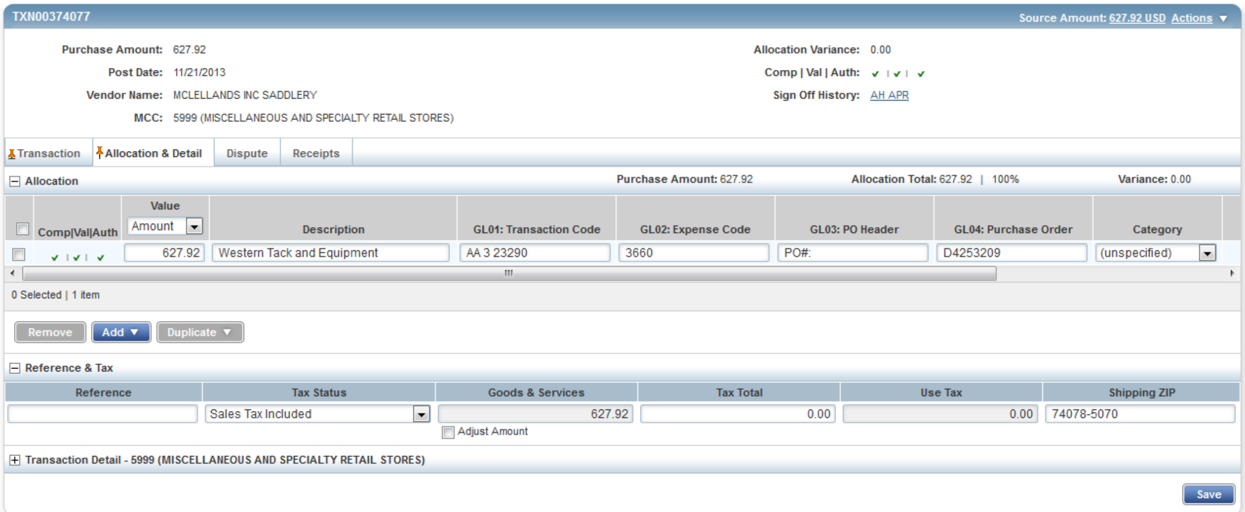
14. Click Add.



15. Select **View Full Details.** The **Transaction Detail** screen displays.

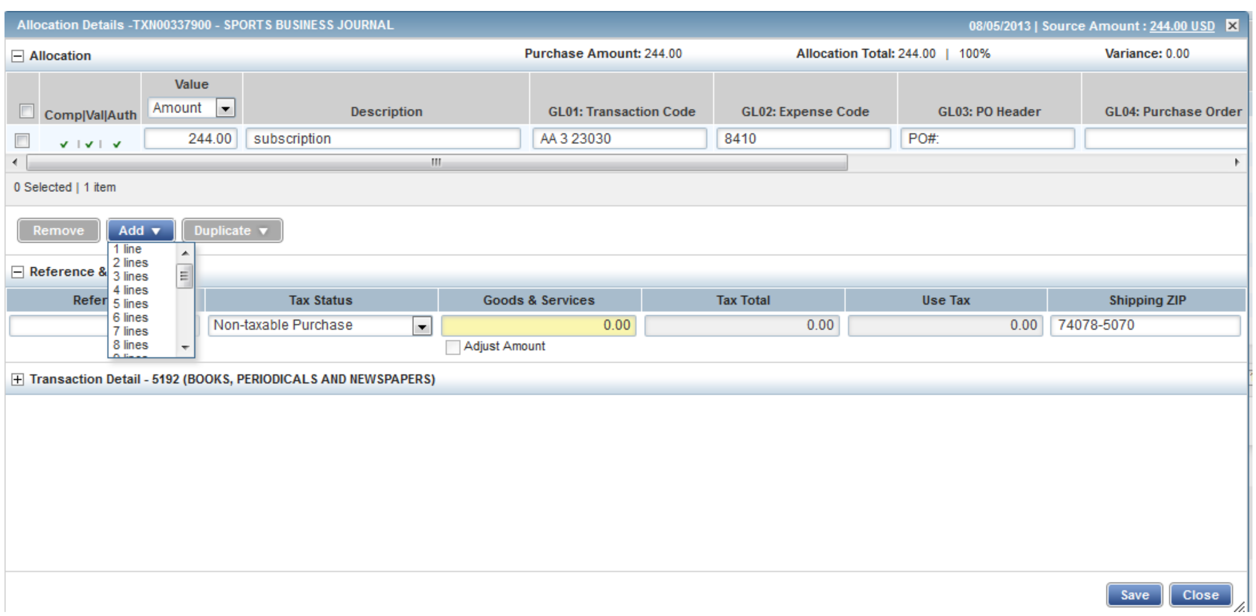


16. Select the **Allocation & Detail** tab.

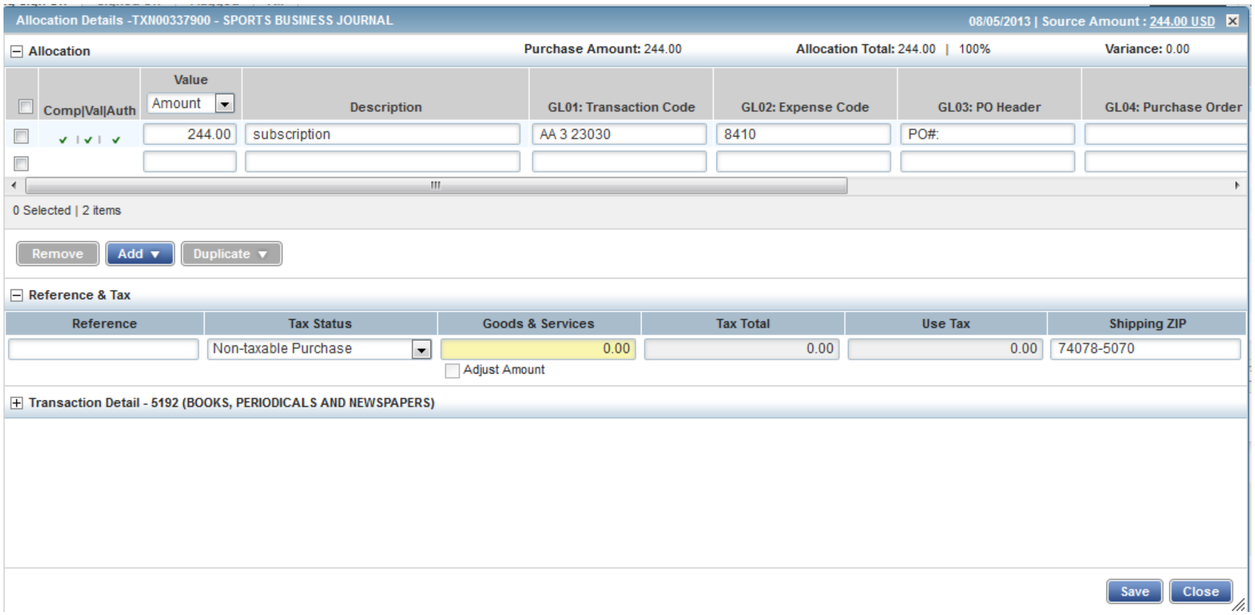


17. Select the **Allocation & Detail** tab, edit, if applicable. Enter codes in the following fields to identify how the segment will be allocated
    - GL01: Fund/Agency/Organization
    - GL02: Activity
    - GL03: Object
    - GL04: Sub-Object
    - GL05: Agency/Reporting Category

18. To add additional lines of funding, click on the **Add** button and choose how many additional lines you need.

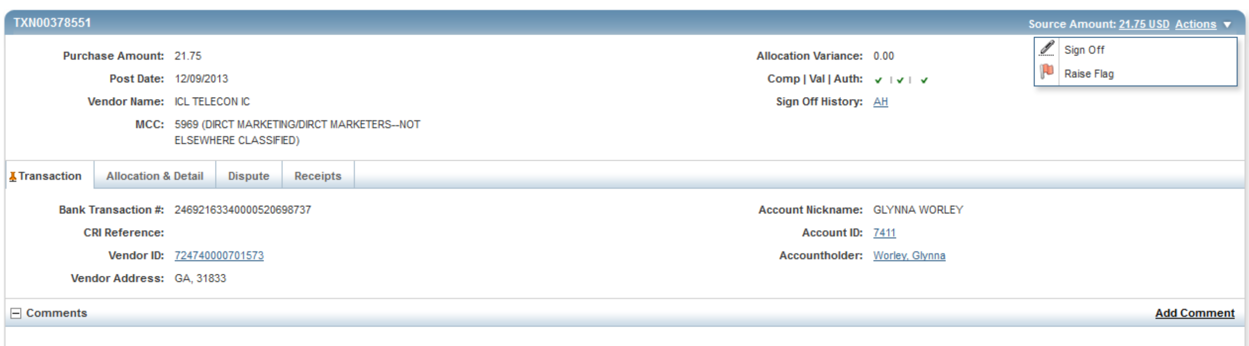


19. Fill in the amount, description, account number, and coding for the additional lines of funding.

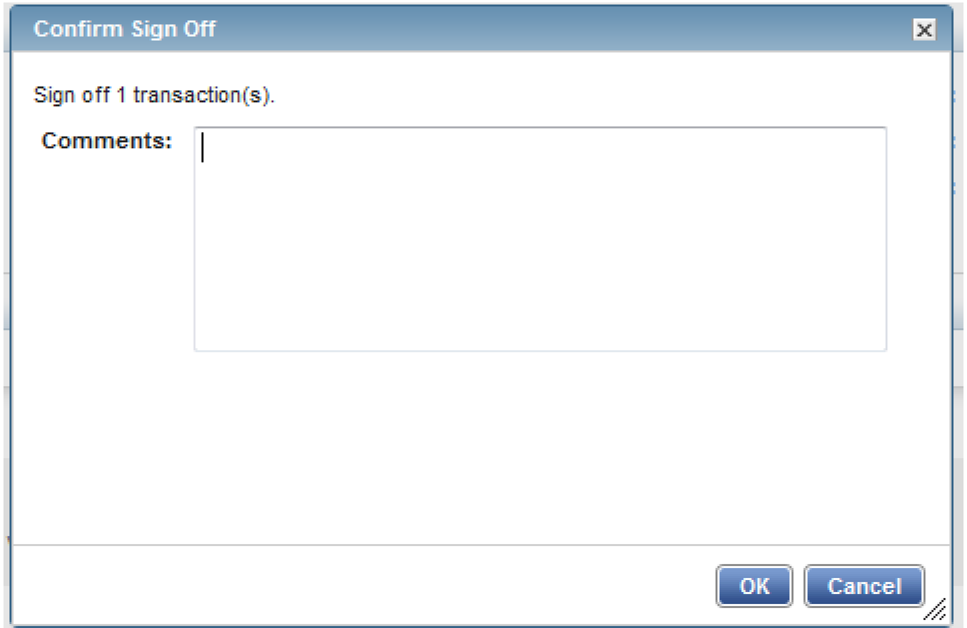


20. Click **Save**.

21. In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu.



22. Click **Sign Off**. The **Confirm Sign Off** screen displays enter a description of the transaction.



23. Click **OK**.

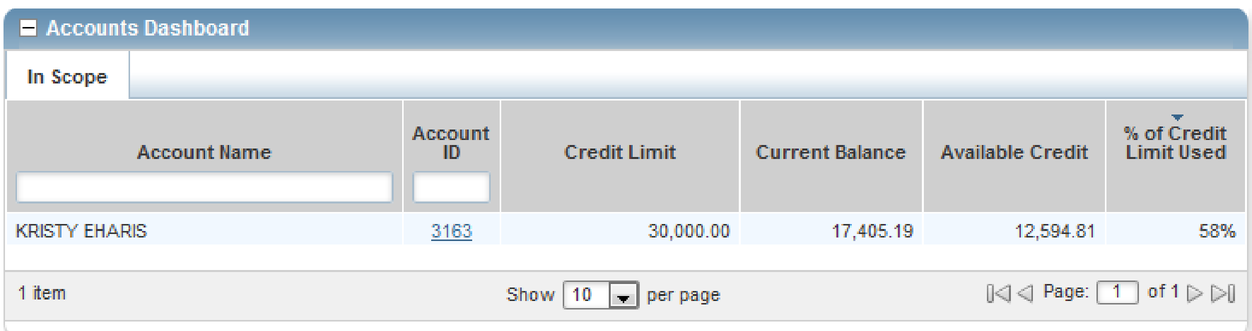
24. This completes the procedure.

VIEW AUTHORIZATION LOG

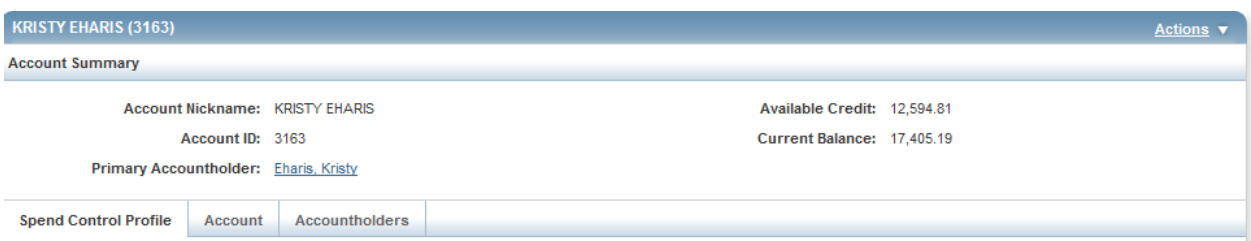
The Authorization Log allows you to see transactions that have been approved by the bank but have not yet posted to Works; if a transaction was declined, the reason why is shown.

1. On the **Home Page**, **Accounts Dashboard**, click on the last 4 digits of your account ID.

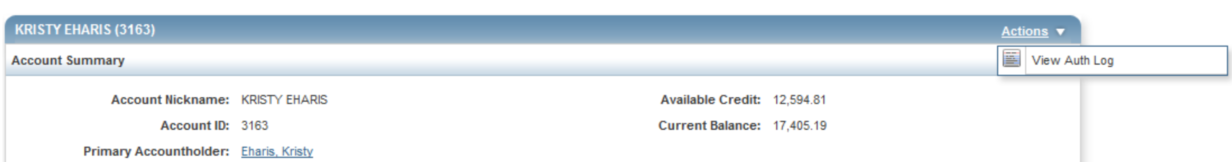
   NOTE: The Accounts Dashboard also lists your credit limit, balance, and available credit. This is useful information easily referenced on the Works Home Page.



2. Click on the **Actions** link in the upper right corner.



3. Click **View Auth Log**.



4. The next screen will be your **Authorization Log**.

Authorization Log - KRISTY EHARIS (3163)

Current Balance: 17,405.19 **ATM Cash Limit:** 0.00 **Available Funds:** 8,923.00

Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth
08/19/13 15:12:13 EDT	GILMAN GEAR	5046	$3,671.39	Authorized	063922		
08/15/13 11:51:01 EDT	BERTREM PRODUCTS	5085	$4,850.00	Authorized	030297		