

Reconciler (Scoped Accountant) Reconciling in BOA Works

Once on the main page you click "Expenses" and "Transactions" then "Accountant"



Works

Home | Expenses | Accounts | Reports | Accounting | Administration

Transactions | Reimbursements | Expense Reports | Purchase Requests

Accountholder | **Accountant** | Auditor

Action

Then you should be able to see any transactions waiting for you on the first "Pending Sign Off" tab. If you don't see anything, you will need make sure the date filter on the side has the "Month to Date" current date range selected and "Retain Settings" is checked. Click search at the bottom of that filter section. This should bring up current transactions.

Optional: You can also filter by account name, group name etc using the options in this same filter section.

Expenses > Transactions > Accountant

Transactions - Accountant

<< Pending Sign Off | Open | Ready to Batch | Flagged | All

Advanced Filter

- Date - 09/01/2020 - 09/18/2020
- 09/01/2020 - 09/18/2020
- Retain settings
- Group - PURCHASING
- Account - All
- Corporate Account - All
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- Allocation Complete - All
- Allocation Valid - All
- Allocation Authorized - All
- AH Sign Off - Show All
- APR Sign Off - Show All
- Matched Status - All

Search [Reset](#)

	Document	Primary Accountholder	Date Posted	Date Purchased
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	TXN00473282	PURCHASING_PURCHASING	09/17/2020	09/16/2020

Select all the transactions that you are responsible for reconciling/allocating and then click “Sweep”. This moves the transactions from the “Pending Sign Off” tab into the “Open” tab where you can reconcile them.

Note: We do not use the “Ready to Batch” or “Flagged” tabs so please do not worry about those sections.

Transactions - Accountant

<< Pending Sign Off Open Ready to Batch Flagged All

Advanced Filter

- Date - 09/01/2020 - 09/18/2020
- 09/01/2020 - 09/18/2020
- Retain settings
- Group - PURCHASING
- Account - All
- Corporate Account - All
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- Allocation Complete - All
- Allocation Valid - All
- Allocation Authorized - All
- AH Sign Off - Show All
- APR Sign Off - Show All
- Matched Status - All

Search Reset

1 Selected | 1 item

Show 25

Retry Automatch Print Sweep

Document	Primary Accountholder	Date Posted	Date Purchased
<input checked="" type="checkbox"/> TXN00473282	PURCHASING_PURCHASING	09/17/2020	09/16/2020

Option 1: Click on the single document number “TXN00xxxxx” that you want to reconcile and click “Allocate/Edit”.
 (For Option 2: “Mass Allocate” instructions farther below)

Transactions - Accountant

<< Pending Sign Off Open Ready to Batch Flagged All

Advanced Filter

- Date - 09/01/2020 - 09/18/2020
- 09/01/2020 - 09/18/2020
- Retain settings
- Group - PURCHASING
- Account - All
- Corporate Account - All

Document	Primary Accountholder	Date Posted	Date Purchased
<input type="checkbox"/> TXN00472554	PURCHASING_PURCHASING	09/03/2020	09/02/2020
<input type="checkbox"/>	SING_PURCHASING	09/04/2020	09/03/2020
<input type="checkbox"/>	SING_PURCHASING	09/07/2020	09/03/2020
<input type="checkbox"/>	SING_PURCHASING	09/15/2020	09/14/2020
<input type="checkbox"/>	SING_PURCHASING	09/15/2020	09/14/2020

Allocate / Edit

Close

View Full Details

Dispute

Always change the account number from the default of "72202" to the correct, appropriate account. It's possible that no other changes are necessary as the charges default to the rest of your accounting string automatically. You can type the exact account number you want to assign or words that will pull up all available options associated that you can select from. Once you've entered the account number click the "Save" button and then close the pop-up window.

ORGANIZATION	GL03: ACCOUNT	GL04: PROGRAM	G
	72202	660	BUY
	72202 Procurement Card Default Acct		
	See More...		

Use Tax	Shipping ZIP
00 0.00	32901

[Add Comment](#)

[Save](#) [Save and Allocate Next](#) [Close](#)

ORGANIZATION	GL03: ACCOUNT	GL04: PROGRAM	G
	Suppl	660	BUY
	72100 Supplies- Office		
	72104 Supplies- Uniforms		
	72110 Supplies- Computer Software		
	72112 Supplies- Computer	Shipping ZIP	
00		32901	
	72120 Supplies- Copier		
	72121 Supplies-		

[Add Comment](#)

[Save](#) [Save and Allocate Next](#) [Close](#)

Option 2: In the "Open" tab, you can "Mass Allocate" charges that all belong to the same account. Select all applicable, click "Mass Allocate". All fields appear blank, only enter information in the field that needs to be changed/updated.
Click "Ok".

Transactions - Accountant

<< Pending Sign Off Open Ready to Batch Flagged All

Advanced Filter

Date - 09/01/2020 - 09/18/2020

09/01/2020 - 09/18/2020

Retain settings

Group - PURCHASING

Account - All

Corporate Account - All

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

AH Sign Off - Show All

APR Sign Off - Show All

Matched Status - All

Search Reset

	Document	Primary Accountholder	Date Posted	Date Purchased
<input checked="" type="checkbox"/>	TXN00472554	PURCHASING_PURCHASING	09/03/2020	09/02/2020
<input type="checkbox"/>	TXN00472691	PURCHASING_PURCHASING	09/04/2020	09/03/2020
<input checked="" type="checkbox"/>	TXN00472715	PURCHASING_PURCHASING	09/07/2020	09/03/2020
<input checked="" type="checkbox"/>	TXN00473153	PURCHASING_PURCHASING	09/15/2020	09/14/2020
<input type="checkbox"/>	TXN00473170	PURCHASING_PURCHASING	09/15/2020	09/14/2020

3 Selected | 5 items Show 5

Mass Allocate Attach Flag Receipt Print Close Upload Receipt

Mass Allocate

Apply segment codes to each allocation line on 3 transaction(s).

GL01: FUND	GL02: ORGANIZATION	GL03: ACCOUNT	GL04: PROGRAM	GL05: INDEX
		72		

Empty Segment Field(s) : Retain original codes(s) Delete original codes(s)

72100 | Supplies-Office

72104 | Supplies-Uniforms

72110 | Supplies-Computer Software

72112 | Supplies-Computer

OK Cancel