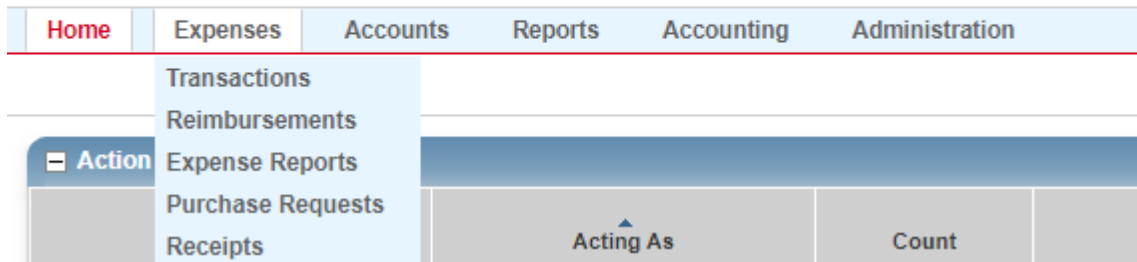


Account Holder Reconciling in BOA Works

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



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.

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- Date - 07/01/2020 - 07/29/2020
 - 07/01/2020 - 07/29/2020
 - Retain settings
- 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

Search Reset

0 Selected | 0 items

Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

Click on the document number "TXN00xxxxxx" that you want to reconcile and click "Allocate/Edit"

Advanced Filter

- Date - 07/01/2020 - 07/29/2020
- Group - All
- Account - All
- Corporate Account - All

	Document	Primary Accountholder	Date Posted	Date Purchased
<input checked="" type="checkbox"/>	TXN00469935	PURCHASING_PURCHASING	07/17/2020	07/15/2020

Allocate / Edit
Close

You will be able to see the accounting string up at the top of the next screen and normally it will allow you to click into any of the FOPAL and insert the correct Org/Acct number etc. Typically, only the account will need to be changed. You can type words like “supplies” in this field and it will offer you all the “7” accounts that are related to supplies. Select the correct account then hit the save button on that screen and close it.

Amount: 25.28 Tax Amount: 0.00 Allocation Total: 25.28 | 100% Variance: 0.00

ORGANIZATION	GL03: ACCOUNT	GL04: PROGRAM	
	72100	660	BUY

Use Tax	Shipping ZIP
0.00	32901

Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
	32819		0.00	0.00	0000000000000000

When you are finished reconciling all your transactions select them all click the “Sign Off” button, shown on one of the above screen shots.