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.

<table>
<thead>
<tr>
<th>Description</th>
<th>GL01: Transaction Code</th>
<th>GL02: Expense Code</th>
<th>GL03: PO Header</th>
<th>GL04: Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>subscription</td>
<td>244.00</td>
<td>8410</td>
<td>PO#:</td>
<td></td>
</tr>
</tbody>
</table>

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:


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

   ![Action Items Table]

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

   ![Transactions - Accountant]

   ![Remove Flag]
3. Click **Remove Flag**. The **Confirm Remove Flag** window displays.

![Confirm Remove Flag Window](image)

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**.