

ACCOUNTANT INSTRUCTIONS

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

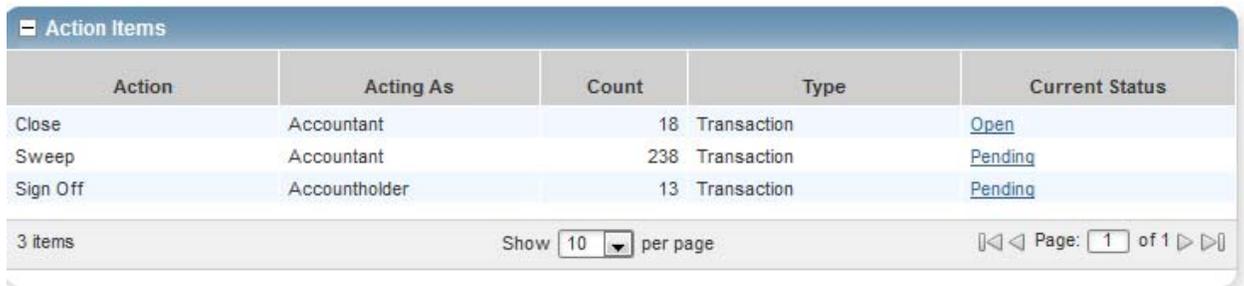
- Allocate or edit a transaction
- Close a transaction
- Sweep a transaction
- Manage flags on a transaction

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

Procedure:

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

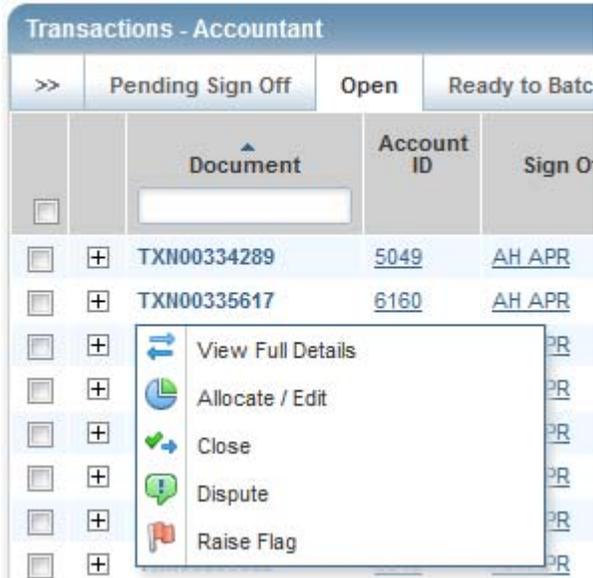


Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	Open
Sweep	Accountant	238	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending

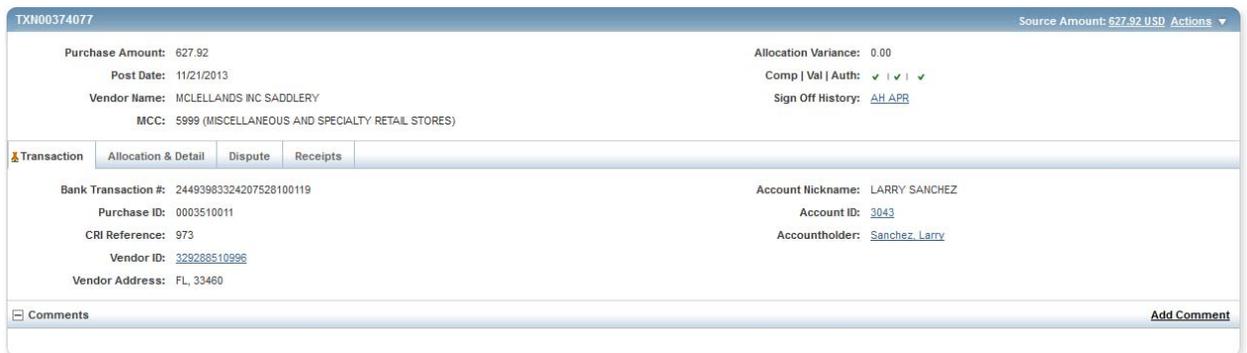
3 items Show 10 per page Page: 1 of 1

These are the transactions ready for accountant 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.

TXN00374077 Source Amount: 627.92 USD Actions

Purchase Amount: 627.92 Allocation Variance: 0.00
 Post Date: 11/21/2013 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: MCLELLANDS INC SADDLERY Sign Off History: AH APR
 MCC: 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 627.92 Allocation Total: 627.92 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓ ✓ ✓	627.92	Western Tack and Equipment	AA 3 23290	3660	PO#:	D4253209	(unspecified)

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	627.92	0.00	0.00	74078-5070

Transaction Detail - 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Save

5. The cardholder should have entered a description of what was purchased and the business purpose. Make sure this makes sense and is an allowable purchase.

6. Make sure the account number and codes are correct. If not, highlight and make the corrections.

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

Allocation Details - TXN00337900 - SPORTS BUSINESS JOURNAL 08/05/2013 | Source Amount : 244.00 USD

Allocation Purchase Amount: 244.00 Allocation Total: 244.00 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order
✓ ✓ ✓	244.00	subscription	AA 3 23030	8410	PO#:	

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Refer	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	0.00	0.00	0.00	74078-5070

Transaction Detail - 5192 (BOOKS, PERIODICALS AND NEWSPAPERS)

Save Close

8. Fill in the amount, description, account number, and subcode for the additional lines of funding.

Allocation Details - TXN0037900 - SPORTS BUSINESS JOURNAL 08/05/2013 | Source Amount : 244.00 USD

Allocation Purchase Amount: 244.00 Allocation Total: 244.00 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order
✓ ✓ ✓	244.00	subscription	AA 3 23030	8410	PO#:	

0 Selected | 2 items

Remove Add ▾ Duplicate ▾

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non-taxable Purchase	0.00	0.00	0.00	74078-5070

Adjust Amount

Transaction Detail - 5192 (BOOKS, PERIODICALS AND NEWSPAPERS)

Save Close

9. Click **Save**.

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

TXN00374077 Source Amount: 627.92 USD Actions ▾

Purchase Amount: 627.92 Allocation Variance: 0.00

Post Date: 11/21/2013 Comp | Val | Auth: ✓ | ✓ | ✓

Vendor Name: MCLELLANDS INC SADDLERY Sign Off History: [AH APR](#)

MCC: 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 627.92 Allocation Total: 627.92 | 100% Variance: 0.00

Comp Val Auth	Value Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓ ✓ ✓	627.92	Western Tack and Equipment	AA 3 23290	3660	PO#:	D4253209	(unspecified)

0 Selected | 1 item

Remove Add ▾ Duplicate ▾

Reference & Tax

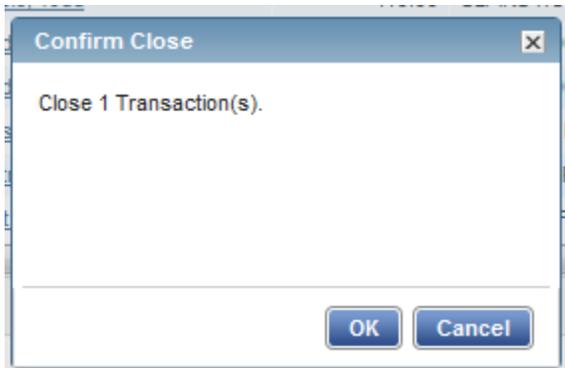
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	627.92	0.00	0.00	74078-5070

Adjust Amount

Transaction Detail - 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Save

11. Click **Close**. The **Confirm Close** screen displays.



12. Click **OK**. The closed transaction moves to the **Ready to Batch** screen.
13. This completes the procedure.
14. If you need to correct any coding after you have closed a transaction, you can find the transaction under the **Ready to Batch** tab until it has been downloaded and locked by University Accounting.

Sweeping a Transaction

Accountants can move transactions from their Pending Sign Off queue into their Open queue when accountholders and/or approvers have not signed off on a transaction. This allows the accountant to sign off on a transaction and verify and/or correct the accounting information when the accountholder or approver have not, or are unable to, sign off on a transaction. After the sweep occurs, neither the accountholder nor the approver may edit the transaction's allocation codes or enter a description.

Procedure:

To sweep a transaction, complete the following:

1. On the **Home Page** under **Action Items>Sweep>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

3 items Show per page Page: of 1

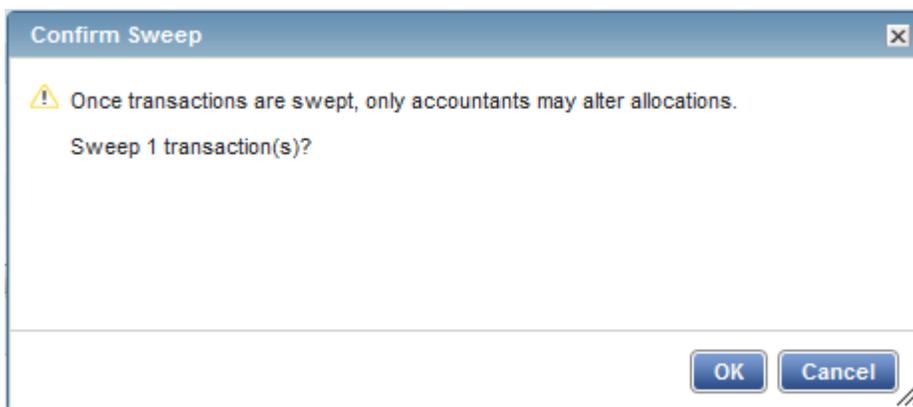
These are the transactions awaiting accountholder and/or approver sign off.

- Select the check box for each **Document** you wish to sweep. The action buttons at the bottom of the screen become enabled.

Transactions - Accountant											
<input type="checkbox"/> Pending Sign Off <input type="checkbox"/> Open <input type="checkbox"/> Ready to Batch <input type="checkbox"/> Flagged <input type="checkbox"/> All											
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00332865	0927	none	07/22/2013	07/19/2013	Edwards, Wes	107.00	EYEBLACK.COM	✓ ✓ ✓	AA 3 23035-3030 PO#:	107.00
<input type="checkbox"/>	TXN00332879	3929	none	07/22/2013	07/19/2013	Tivis, Jerri B	1,443.03	SO UPLAND RAID OUTFITTER	✓ ✓ ✓	AA 3 23060-8200 PO#:	1,443.03
<input type="checkbox"/>	TXN00332887	5681	none	07/22/2013	07/19/2013	Tanner, John	12.48	FEDEXOFFICE 00001248	✓ ✓ ✓	AA 3 23060-3640 PO#:	12.48
<input type="checkbox"/>	TXN00332988	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	199.50	TREAT'S SOLUTIONS	✓ ✓ ✓	AA 3 23060-3500 PO#: 251678	199.50
<input type="checkbox"/>	TXN00333000	1047	none	07/22/2013	07/18/2013	Lockhart, Bobby	-9.87	FAIRFIELD INN-STILLWATER	✓ ✓ ✓	AA 3 23140-5610 PO#:	-9.87
<input type="checkbox"/>	TXN00333020	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	279.59	LOWES #00241	✓ ✓ ✓	multiple	279.59
<input type="checkbox"/>	TXN00333040	6740	none	07/22/2013	07/18/2013	Bratton, Alan	-105.00	NATIONAL GOLF COACHES ...	✓ ✓ ✓	AA 3 23260-8401 PO#:	-105.00
<input type="checkbox"/>	TXN00333051	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	1,735.00	Coopers Locksmith	✓ ✓ ✓	AA 3 23060-3510 PO#: 251677	1,735.00
<input type="checkbox"/>	TXN00333095	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	2,276.79	LESLIES POOL SPLY 3023	✓ ✓ ✓	AA 3 23060-3510 PO#: 251750	2,276.79
<input type="checkbox"/>	TXN00333171	3929	AH	07/22/2013	07/19/2013	Tivis, Jerri B	712.95	P & K EQUIPMENT	✓ ✓ ✓	AA 3 23060-7200 PO#: 251662	712.95

1 Selected | 238 items Show per page Page: of 24

- Click **Sweep**. The **Confirm Sweep** window displays.



- Click **OK**. The transaction moves to the **Open** tab and is ready for accountant signoff.
- This completes the procedure.

NOTE: Even though the accountant can now sign off on the transaction, the transaction will remain on the accountholder and/or the approver screen for their sign off. The accountholder's credit limit will not be refreshed for the amount of the transaction until both accountholder and approver have signed off on the transaction.

Managing Flags

Flags indicate transactions needing attention. Flagging the transaction sends it back to the Accountholder for a response. Once the transaction is reviewed and action taken, the flag is removed.

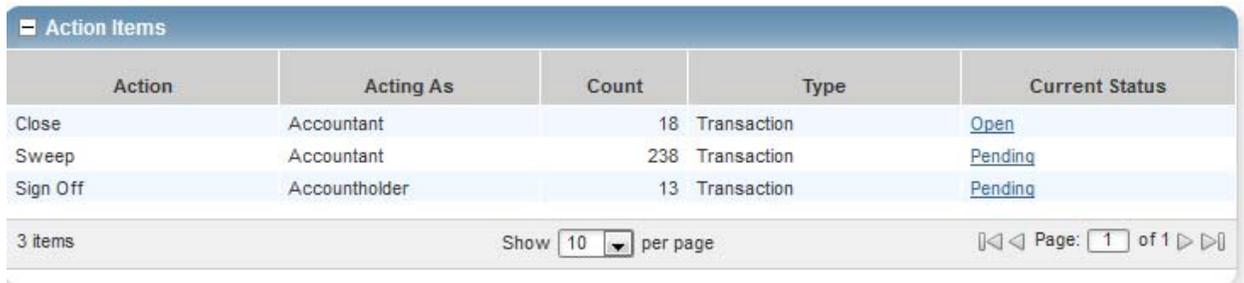
Notes:

- An Accountant can flag a transaction to alert other users there is an issue or question with a transaction.
- Flagging a transaction does not prevent an Accountant from closing the transaction.
- Flagging a transaction does not change its location in the workflow.

Procedure:

To manage flags, complete the following:

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



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

3 items Show 10 per page Page: 1 of 1

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

Transactions - Accountant												
>> Pending Sign Off Open Ready to Batch Flagged All Clear Filters Columns												
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	
<input checked="" type="checkbox"/>	TXN00336617	6160	AH APR	07/29/2013	07/28/2013	Gerfi, Todd	3,582.00	TELVENT	✓ ✓ ✓	AA 3 23050-8200 PO#: 251778	3,582.00	
<input type="checkbox"/>	TXN00336200	2919	AH APR	07/31/2013	07/30/2013	Sanderson, David	284.07	LOWES #00241	✓ ✓ ✓	AA 3 23290-3030 PO#: 3251559	284.07	
<input type="checkbox"/>	TXN00336386	2919	AH APR	08/01/2013	07/31/2013	Sanderson, David	669.00	LOWES #00241	✓ ✓ ✓	AA 3 23290-3030 PO#: 3251559	669.00	
<input type="checkbox"/>	TXN00336408	5844	AH APR	08/01/2013	07/30/2013	Tribble, Todd	119.99	SEARS HOMETOWN 3036	✓ ✓ ✓	AA 3 23060-3510 PO#: 4251874	119.99	
<input type="checkbox"/>	TXN00336586	2919	AH APR	08/01/2013	07/31/2013	Sanderson, David	64.89	LOWES #00241	✓ ✓ ✓	AA 3 23290-3030 PO#: 3251559	64.89	
<input type="checkbox"/>	TXN00336626	2919	AH APR	08/01/2013	07/31/2013	Sanderson, David	144.12	LOWES #00241	✓ ✓ ✓	AA 3 23290-3030 PO#: 3251559	144.12	
<input type="checkbox"/>	TXN00336852	6349	AH APR	08/02/2013	07/31/2013	Boese, Stephanie	102.38	WESTERN PRINTING CO.	✓ ✓ ✓	AA 3 23070-6100 PO#: 4251782	102.38	
<input type="checkbox"/>	TXN00337037	4589	AH APR	08/02/2013	07/31/2013	Cantrell, Roxanne	1,843.07	TRANSCRIPT PRESS	✓ ✓ ✓	AA 3 23020-8010 PO#: 251624	1,843.07	
<input type="checkbox"/>	TXN00337414	6160	AH APR	08/05/2013	08/02/2013	Gerfi, Todd	192.00	MARSH AFF GRP SVCS 110W	✓ ✓ ✓	AA 3 23050-8410 PO#: 251931	192.00	
<input type="checkbox"/>	TXN00337867	6160	AH APR	08/05/2013	08/03/2013	Gerfi, Todd	55.00	OK MEDICAL BOARD	✓ ✓ ✓	AA 3 23050-8410 PO#: 251930	55.00	

1 Selected | 17 Items Show 10 per page Page: 1 of 2

Mass Allocate Attach Flag Close

3. Click **Flag**. A drop-down menu displays.



4. Select **Raise Flag**.

5. Enter a comment.

Confirm Raise Flag ✕

Raise flag on 1 transaction(s).

Comments:

6. Click **OK**. This sends the transaction back to the accountholder for a response.

7. This completes the procedure.

Remove Flag

To remove a flag, complete the following:

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



The screenshot shows a table titled "Action Items" with the following data:

Action	Acting As	Count	Type	Current Status
	Accountant	1	Transaction	Flagged
Close	Accountant	17	Transaction	Open
Sweep	Accountant	237	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending

At the bottom of the table, it says "4 items" and "Show 10 per page". On the right, it says "Page: 1 of 1".

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

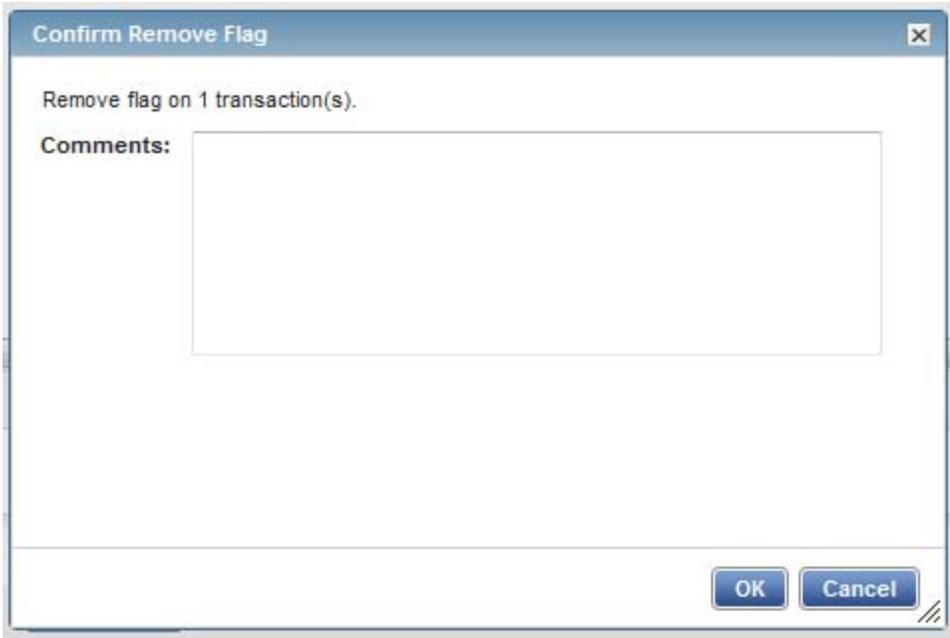


The screenshot shows a window titled "Transactions - Accountant" with a table of transactions. The "Flagged" filter is selected. The table has the following columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp|Val|Auth, Allocation, and Amount Allocated. One transaction is selected, and a "Remove Flag" button is visible at the bottom.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/> TXN0035647	6160	AH APR	07/29/2013	07/28/2013	Gerit_Todd	3,582.00	TELVENT	✓ ✓ ✓	AA 3 23050-8200 PO#: 251778	3,582.00

At the bottom of the window, it says "1 Selected | 1 Item" and "Show 10 per page". On the right, it says "Page: 1 of 1". A "Remove Flag" button is located at the bottom left.

3. Click **Remove Flag**. The 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.