



**Middle Georgia**  
State University

# WORKS

Training for p-card holders

# Getting Started in Works

You will receive an email to set up your works login

Use your email to begin the login process

Set up password & security questions

Please do not reply to the sender of this email. It is a system-generated email from the works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

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A Notice From The Works Application

Initial,

To set your password, begin by entering your username or email address at this URL:  
<https://demo.works.com/works/password?viewType-validateInitial&>

Your username: Initial  
Your email address: [initial@friendlybusiness.com](mailto:initial@friendlybusiness.com)

If the above link does not work, copy and paste the link directly into your browser. Your browser must be configured to accept cookies, allow pop-up windows (for the "works." domain), and allow JavaScript. For more information on how to configure these settings, consult your browser's help file.

Please also note that the link above allows you to access the application directly by entering the following URL in your browser's location field:  
<https://demo.works.com/works>

We recommend that you use your browser to create a bookmark for the Works application.

For further assistance, please contact one of your program administrators:

Two User	<a href="mailto:u2@friendlybusiness.com">u2@friendlybusiness.com</a>
Works Support	(none)

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Log into Works 4 at: <https://demo.works.com/works>

The screenshot displays the Bank of America Merrill Lynch Works application interface. At the top, the Bank of America Merrill Lynch logo and the Works logo are visible. Below the logo, there is a navigation bar with links for Home, Expenses, and Reports. The main content area is divided into two sections: "Initial Security Check" and "Initial Password Setup".

**Initial Security Check:** This section prompts the user to enter their email address or Login Name. A text input field contains the text "in", and an "OK" button is located below the field.

**Initial Password Setup:** This section prompts the user to enter their desired password (twice). It includes two text input fields: "New Password" and "Confirm Password", both containing six asterisks. Below these fields, there is a prompt to select three security validation questions and enter answers for each. The first question is "What is your favorite sport or hobby?", with a dropdown menu showing "What is your favorite sport or hobby?". The second question is "Which city was your youngest brother born in?", with a dropdown menu showing "Which city was your youngest brother born in?". Each question has an "Answer" and "Confirm" field.

# Login and Home screen of Works

Bank of America Merrill Lynch Works

Link to WORKS it will be available on your “Task to Perform” Email

### About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#).

### Login to Works

Organization: MIDDLE GEORGIA ST

Login Name: TLESLIE

Password: \*\*\*\*\*

Login

[Forgot your password?](#)

Need more help? Please contact your Card Program Administrator for assistance.

Use the information from your welcome email, if this is your first time logging in. If you do not remember your login or password please contact Purchasing to reset.

[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#)

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Norton SECURED powered by Symantec

You will receive a ‘Task to Perform’ email when you have transaction to sign off. But do not solely rely on these emails. Make sure to sign off on your transactions once a week.

# Getting to Transactions

The screenshot shows the Bank of America Works portal home page. The browser address bar displays <https://payment2.works.com/works/home>. The page header includes the Bank of America Merrill Lynch logo and the Works logo. A navigation bar contains links for Home, Expenses, and Reports. The main content area is divided into three sections: Action Items, Accounts Dashboard, and My Announcements. The Action Items section contains a table with one row: Sign Off, Accountholder, 2 Transaction, and Pending. The Accounts Dashboard section contains a table with one row: BRIAN CHIPMAN, 6136, 3,000.00, 42.28, 2,957.72, and 1%. The My Announcements section displays "No announcements at this time." Three callout boxes with arrows point to these sections: "Action Items" points to the table, "Accounts Dashboard" points to the table, and "Announcements" points to the "My Announcements" section. A larger callout box with an arrow points to the "Pending" link in the Action Items table, containing the text: "Click on the link. This is where you will find the transaction that require Sign-off".

Action	Account	Type	Current Status
Sign Off	Accountholder	2 Transaction	<a href="#">Pending</a>

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
BRIAN CHIPMAN	6136	3,000.00	42.28	2,957.72	1%

**Action items** is were you will see transactions that need allocation and signing off .

**Accounts Dashboard** is were you will see card information- balance, current balance, available credit .

**Announcements** will have the last new and updates for Works only.

# Allocation of Transactions

The screenshot displays the 'Transactions - Accountant' interface in the Works system. The page shows a list of transactions with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp|Val|Auth, Allocation, and Amount Allocated. Two callout boxes are present: 'Requires Allocation' points to the 'Comp|Val|Auth' column for transactions with red 'x' marks, and 'Allocated' points to the 'Comp|Val|Auth' column for transactions with three green checkmarks.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
TXN00006533	3307	none	04/08/2014	04/07/2014	Leslie, Tiffany	373.05	DADE PAPER & BAG - ATLA	✓ ✓ ✓	1703100105001730011000714100...	373.05
TXN00006534	3307	none	04/08/2014	04/07/2014	Leslie, Tiffany	429.60	DADE PAPER & BAG - ATLA	✓ ✓ ✓	1703100105001730011000714100...	429.60
TXN00006560	3307	none	04/09/2014	04/08/2014	Leslie, Tiffany	378.68	UPS 000000E1Y150134	✗ ✗ ✗	xxx	378.68
TXN00006564	3307	none	04/09/2014	04/08/2014	Leslie, Tiffany	228.43	UPS 000000E1Y150124	✗ ✗ ✗	xxx	228.43
TXN00006602	3307	none	04/10/2014	04/09/2014	Leslie, Tiffany	449.53	OFFICEMAX CT IN#499020	✓ ✓ ✓	1606010105001620011000714100...	449.53
TXN00006603	3307	none	04/10/2014	04/08/2014	Leslie, Tiffany	1,402.92	WW GRAINGER	✓ ✓ ✓	1703100105001730011000714100...	1,402.92

This is a screen shot of a p-card holders transactions that require sign-off. Note that not all transactions have been allocated yet. You need three green check marks before you can sign off.

# Allocation

Bank of America Merrill Lynch Works®

Welcome, Barbara Burns - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountant MIDDLE GEORGIA STATE COLLEGE

### 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 type="checkbox"/>						leslie					
<input type="checkbox"/>	<a href="#">TXN00006533</a>	3307	none	04/08/2014	04/07/2014	Leslie, Tiffany	373.05	DADE PAPER & BAG - ATLA	✓ ✓ ✓	1703100105001730011000714100...	373.05
<input type="checkbox"/>	<a href="#">TXN00006534</a>	3307	none	04/08/2014	04/07/2014	Leslie, Tiffany	429.60	DADE PAPER & BAG - ATLA	✓ ✓ ✓	1703100105001730011000714100...	429.60
<input type="checkbox"/>	<a href="#">TXN00006560</a>	3307	none	04/09/2014	04/08/2014	Leslie, Tiffany	378.68	UPS 000000E1Y150134	✗ ✗ ✓	xxx	378.68
<input type="checkbox"/>	<a href="#">TXN00006564</a>	3307	none	04/09/2014	04/08/2014	Leslie, Tiffany	228.43	UPS 000000E1Y150124	✗ ✗ ✓	xxx	228.43
<input type="checkbox"/>	<a href="#">TXN00006602</a>	3307	none	04/10/2014	04/09/2014	Leslie, Tiffany	449.53	OFFICEMAX CT IN#499020	✓ ✓ ✓	1606010105001620011000714100...	449.53
<input type="checkbox"/>				04/10/2014						1703100105001730011000714100...	1,402.92

0 Selected | 6 items Show 10 per page Page: 1 of 1

[Retry Automatch](#) [Sweep](#)

[Allocate / Edit](#)  
[View Full Details](#)  
[Sweep](#)

To allocate – click the transaction number

Then - click allocate/edit

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Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

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https://payment2.works.com/works/transactions/accountant/tab/pendingSignOff#

# Allocation

The screenshot displays the Bank of America Works portal interface. The browser address bar shows the URL: <https://payment2.works.com/works/transactions/accontholder/tab/pendingSignOff>. The user is logged in as Tiffany Leslie. The navigation menu includes Home, Expenses, Accounts, Reports, Accounting, and Administration. The current page is titled "Transactions - Accontholder" and shows a list of transactions for MIDDLE GEORGIA STATE COLLEGE.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accontholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Sales Tax
TXN00008367	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany	225.35	UPS 000000E1Y150234	x   x   ✓	xxx	225.35	0.00
TXN00008369	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany	278.00	UPS 000000E1Y150224	x   x   ✓	xxx	278.00	0.00
TXN00008371	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany	117.01	UPS 000000E1Y150264	x   x   ✓	xxx	117.01	0.00
TXN00008372	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany	177.97	UPS 000000E1Y150244	x   x   ✓	xxx	177.97	0.00
TXN00008377	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany	67.42	UPS 000000E1Y150254	x   x   ✓	xxx	67.42	0.00

A callout box with a purple border and arrow points to the 'Comp|Val|Auth' column of the last row, containing the text: "Red x means not allocated or error with allocations".

0 Selected | 5 items      Show 10 per page      Page: 1 of 1

[Retry Automatch](#)   [Mass Allocate](#)   [Add to Expense Report](#)   [Attach](#)   [Sign Off](#)

[Training Guides](#)   [Training Videos](#)   [Live Training](#)   [Release Notes](#)   [Privacy & Security](#)   [Recommended Settings](#)   [Global Reporting and Account Management](#)  
[Other Programs and Services](#)   [Bank of America](#)   [Visa](#)   [MasterCard](#)   [PCI Standards Council](#)

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# Allocation

Bank of America  
Merrill Lynch Works®

Welcome, Tiffany Leslie - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

MIDDLE GEORGIA STATE COLLEGE

Transactions - Accountholder

>> Pending Sign Off Allocation Details - TXN00008233 - Amazon.com 06/11/2014 | Source Amount : 31.98 USD

Allocation Purchase Amount: 31.98 Allocation Total: 31.98 | 100% Variance: 0.00

Value	Description	GL01: DeptID	GL02: Fund	GL03: Program	GL04: Class	GL05: Expense	GL06: Project/Grant	Sales Tax
31.98	Amazon.com - Purchase						xxx	0.00

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status
	Sales Tax Included

Transaction Detail - 5942 (BOOK STORES)

0 Selected | 35 Items

Comments

Save Close

Allocate each column ( Dept. Id., Fund, Program, Class. Expense, Project/Grants)



# Allocation

Allocation Details - TXN00008233 - Amazon.com

Purchase Amount: 31.98    Allocation Total: 31.98 | 100%    Variance: 0.00

Value	Description	GL01: DeptID	GL02: Fund	GL03: Program	GL04: Class	GL05: Expense	GL06: Project/Grant	Sales Tax
31.98	Amazon.com - Purchase						xxx	0.00

0 Selected | 1 item

Remove   Add   Duplicate   Clear GL

Reference: 1 line, 2 lines, 3 lines, 4 lines, 5 lines, 6 lines, 7 lines

Transaction Detail - 5942 (BOOK STORES)

Comments

Save   Close

https://payment2.works.com/works/transactions/accontholder/tab/pendingSignOff#

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Add lines as need to slip up transaction types, ( Labor, Material) between Departments example: Bldg. Maint. Macon and Bldg. Maint. Cochran)

Note: freight is only separated if \$500.00 or more.

# Comments

Bank of America Merrill Lynch Works®

03/05/2014 | Source Amount : 36.84 USD

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	36.84	0.00	0.00	31206

Transaction Detail - 5943 (STATIONERY,OFFICE AND SCHOOL SUPPLY STORES)

Purchase Summary

Total Amount	Discount Amount	Shipping Amount	Tax Amount	Order Date	Purchase ID
36.84	0.00	0.00	0.00	03/03/2014	

Purchase Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
4 TIER BUSINESS CARD EA	2.24	3	6.72	K30M96098	K30M96098
BUSINESS CARD HOLDER EA	0.41	7	2.87	K30M00770	K30M00770
BUS CARD CASE W/FLAP EA	5.45	5	27.25	G80M02801	G80M02801

Comments

Bldg. Maint., Card holders, office use  
Tiffany Leslie | 03/18/2014

Example for comments Detailed information

Click here to add comments or add them at sign-off

Click save

Save Close

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# Comments

The screenshot displays the Bank of America Works interface. A modal window titled "Allocation Details - TXN00005570 - OFFICEMAX CT IN#851727" is open, showing a purchase amount of 139.29 USD. The window includes a table for allocation details, a "Reference & Tax" section, and a "Comments" section. The comment text is "Bulletin Board and office supplies for Chris Tsavatewa office suite area." by Tina C Carreker on 03/27/2014. A red box highlights the comment text with the text "Another example for comments." The interface also shows a sidebar with "Transactions" and "Expenses" sections, and a footer with copyright information and a log-in timestamp.

Comp Val Auth	Value Amount	Description	GL01: Dept ID	GL02: Fund	GL03: Program	GL04: Class
<input type="checkbox"/>	139.29	OFFICEMAX CT IN#851727 - Purchase	1104030	10000	11100	11000

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	139.29	0.00	0.00	31206

**Comments** [Add Comment](#)

Bulletin Board and office supplies for Chris Tsavatewa office suite area.  
Tina C Carreker | 03/27/2014

Another example for comments.

[Save](#) [Close](#)

Do not use 'approved', 'signed off' or 'ok to pay'. Comments should describe what has been purchased and for whom.

# Verify Allocation

Allocation Details - TXN00006602 - OFFICEMAX CT IN#499020 04/10/2014 | Source Amount : 449.53 USD

Allocation Total: 449.53 | 100% Variance: 0.00

Comp/Alt/Auth	Amount	Description	GL01: Dept ID	GL02: Fund	GL03: Program	GL04: Class	
✓   ✓   ✓	449.53	OFFICEMAX CT IN#499020 - Purchase	1606010	10500	16200	11000	714

1 item

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP	Amount Allocated
	Sales Tax Included		449.53	0.00	0.00 31206	373.05
Transaction Detail - 5943 (STATIONERY, OFFICE AND SCHOOL SUPPLY STORES)						429.60
						378.68
						228.43
						449.53
						1,402.92

Comments Add Comment

Close

**Note:** sometimes taxes will show up in amounts of \$.03 or \$.01 but will not be on your receipt. Please do not worry this is an issue that happen time to time with some vendors; just clear the taxes to show zero.

# Transaction Details

Bank of America Merrill Lynch Works®

https://payment2.works.com/works/transactions/accountant/tab/pendingSignOff

Welcome, Barbara Burns - Log Out

04/10/2014 | Source Amount : 449.53 USD

Allocation Details - TXN00006602 - OFFICEMAX CT IN#499020

Comp/Var/Amt	Amount	Description	GL: Dept	GL: Fund	GL: Program	GL: Class
✓✓✓	449.53	OFFICEMAX CT IN#499020 - Purchase	1606010	10500	16200	11000

1 item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
Sales Tax Included					
			449.53	0.00	0.00 31206

Transaction Detail - 5943 (STATIONERY,OFFICE AND SCHOOL SUPPLY STORES)

Purchase Summary

Total Amount	Discount Amount	Shipping Amount	Tax Amount	Order Date	Purchase ID
449.53	0.00	0.00	0.00	04/08/2014	

Purchase Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	It
8" BENT SHEAR SOFT B EA	4.40	3	13.20	H30M97613	H
FILE FLD 1/3 LT AST BX	15.51	2	31.02	F10M01632	F10M01632
HANGING FLDR 1/5 LTR BX	13.38	5	66.90	F50M01945	F50M01945
BRTH LT BLK ON WHT 3 EA	8.36	4	33.44	A5TZE241	A5TZE241
TAPE MATT .75X1296 1 PK	5.38	1	5.38	A80M96190	A80M96190
VALUE PK LRG BNDR CL PK	11.09	1	11.09	H40M99274	H40M99274
LIQUID ACCENT ASST 1 ST	6.85	2	13.70	N224415PP	N224415PP

0 Selected | 6

Retry Auto

Close

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Some suppliers (most Statewide contract suppliers) will provide detailed information on what was purchased. You still have to add a comment.

# Sign-off on Transactions

Bank of America Merrill Lynch Works

Welcome, Tiffany Leslie - Log Out

Home Expenses Accounts

Expenses > Transactions > Accountholder

Check the box to the left for sign-off on the transactions

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Sales Tax
<input checked="" type="checkbox"/>	TXN00008185	3307	none	06/05/2014	06/04/2014	Leslie, Tiffany	272.55	NEOPOST USA	✓ ✓ ✓	1404400100001460011000719100xxx	272.55	0.00
<input type="checkbox"/>	TXN00008190	3307	none	06/05/2014	06/04/2014	Leslie, Tiffany	593.85	AMAZON MKTPLACE PMTS	✓ ✓ ✓	1510000106001560011000714100xxx	593.85	0.00
<input type="checkbox"/>	TXN00008202	3307	none	06/06/2014	06/05/2014	Leslie, Tiffany	182.26	OFFICEMAX CT IN#433622	✓ ✓ ✓	1606010105001620011000714100xxx	182.26	0.00
<input type="checkbox"/>	TXN00008227	3307	none	06/11/2014	06/10/2014	Leslie, Tiffany	181.35	ROTORCORP HELI PARTS	✓ ✓ ✓	1108070106001110011000715100xxx	181.35	0.00
<input type="checkbox"/>	TXN00008233	3307	none	06/11/2014	06/11/2014	Leslie, Tiffany	31.98	Amazon.com	✓ ✓ ✓	1404111106001470011000714100xxx	31.98	0.00
<input type="checkbox"/>	TXN00008235	3307	none	06/11/2014	06/10/2014	Leslie, Tiffany	56.45	PREFERRED AIRPARTS LLC	✓ ✓ ✓	1108070100001110011000714100xxx	56.45	0.00
<input type="checkbox"/>	TXN00008238	3307	none	06/12/2014	06/11/2014	Leslie, Tiffany	90.90	PCI PATTERSON MEDICAL	✓ ✓ ✓	1511200100001520011000714100xxx	90.90	0.00
<input type="checkbox"/>	TXN00008241	3307	none	06/12/2014	06/11/2014	Leslie, Tiffany	60.40	PCI PATTERSON MEDICAL	✓ ✓ ✓	1511200100001520011000714100xxx	60.40	0.00
<input type="checkbox"/>	TXN00008248	3307	none	06/12/2014	06/11/2014	Leslie, Tiffany	89.94	AMAZON MKTPLACE PMTS	✓ ✓ ✓	1107000100001110011000714100xxx	89.94	0.00
<input type="checkbox"/>	TXN00008249	3307	none	06/12/2014	06/10/2014	Leslie, Tiffany	89.60	AIRCRAFT SPRUCE AND SPECI	✓ ✓ ✓	1108070100001110011000714100xxx	89.60	0.00

1 Selected | 35 items

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Click Sign-off button

Note that Column Comp|Val|Auth has all Green ✓ marks. This means that you have allocated correctly and can sign off on the transactions

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# Sign-off on Transactions

The screenshot shows the Bank of America Works interface. At the top, there's a navigation bar with 'Home', 'Expenses', 'Accounts', 'Reports', 'Accounting', and 'Administration'. Below that, a breadcrumb trail reads 'Expenses > Transactions > Accountholder'. The main area displays a table titled 'Transactions - Accountholder' with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Compl(Val)Auth, Allocation, Amount Allocated, and Sales Tax. Five transactions are listed, all with 'none' in the Sign Off column. A 'Confirm Sign Off' dialog box is open, showing 'Sign off 1 transaction(s)' and a 'Comments:' text area. A purple arrow points from the dialog box to the text area. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Below the table, there are buttons for 'Retry Automatch', 'Mass Allocate', 'Add to Expense Report', 'Attach', and 'Sign Off'. The footer contains links for 'Training Guides', 'Training Videos', 'Live Training', 'Release Notes', 'Privacy & Security', 'Recommended Settings', 'Global Reporting', 'Other Programs and Services', 'Bank of America', 'Visa', 'MasterCard', and 'PCI Standards Council'. Copyright information for 2014 Bank of America Corporation is also present.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Compl(Val)Auth	Allocation	Amount Allocated	Sales Tax
TXN00008367	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany				xxx	225.35	0.00
TXN00008369	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany				xxx	278.00	0.00
TXN00008371	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany				xxx	117.01	0.00
TXN00008372	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany				xxx	177.97	0.00
TXN00008377	3307	none	07/02/2014	07/01/2014	Leslie, Tiffany				xxx	67.42	0.00

When signing off a comment box will pop-up. You can add comments for your transactions. (Dept., What was purchased, for whom it was for)

Do not use 'approved', 'signed off' or 'ok to pay'. Comments should describe what has been purchased and for whom.

# Questions ?

Questions or Issues contact

Amy Walker at 478-471-2071 or email [amy.walker7@mga.edu](mailto:amy.walker7@mga.edu)

Barbara Burns at 478-471-2502 or email [barbara.burns@mga.edu](mailto:barbara.burns@mga.edu)



**Middle Georgia** State University