**Accountholder Instructions**

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

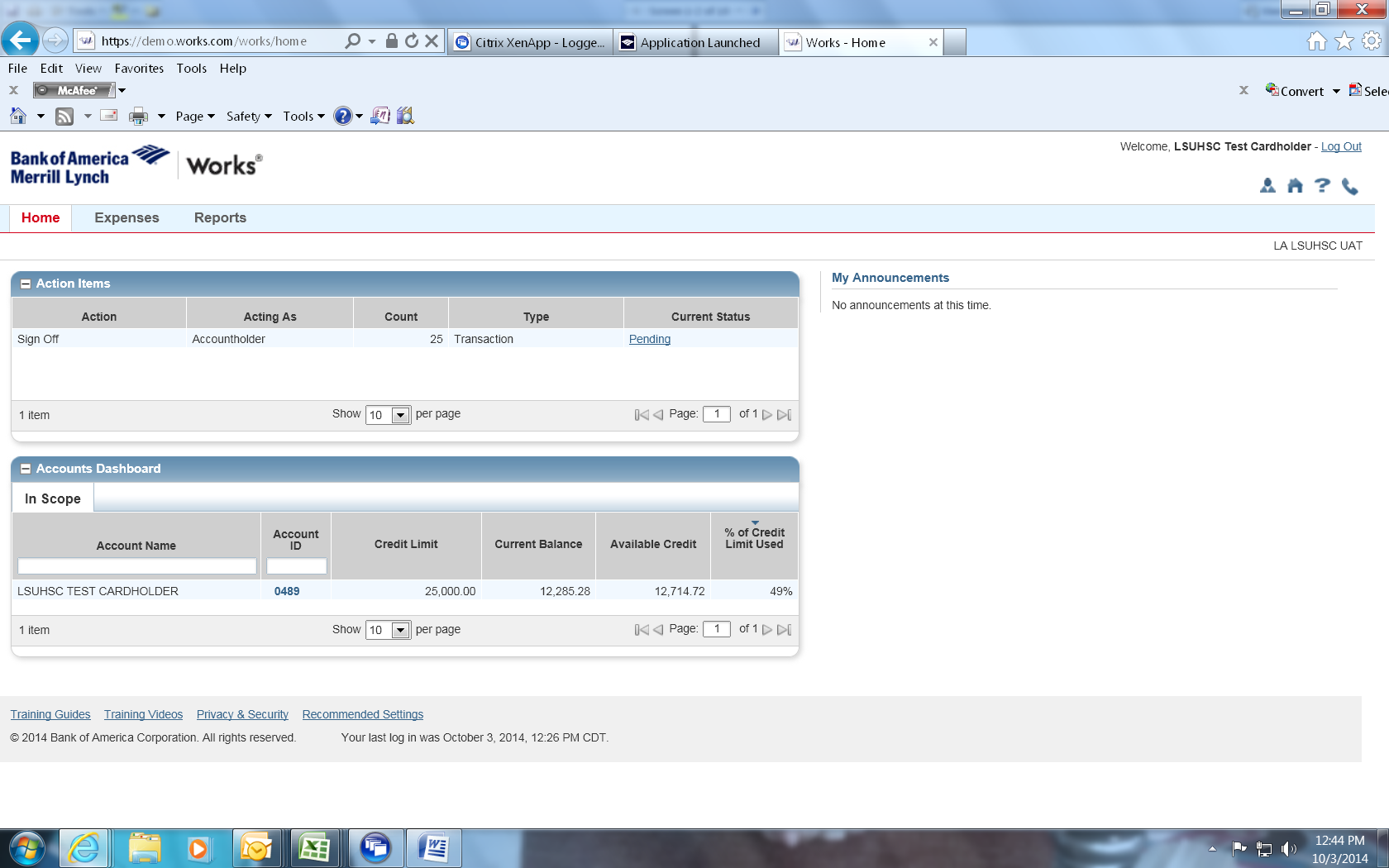
* Allocate or edit a transaction
* Add imaged receipt to transaction
* Sign off on a transaction
* Mass allocation

Each of the above topics includes step-by-step instructions for performing a specific task.

**Allocate or Edit a Transaction**

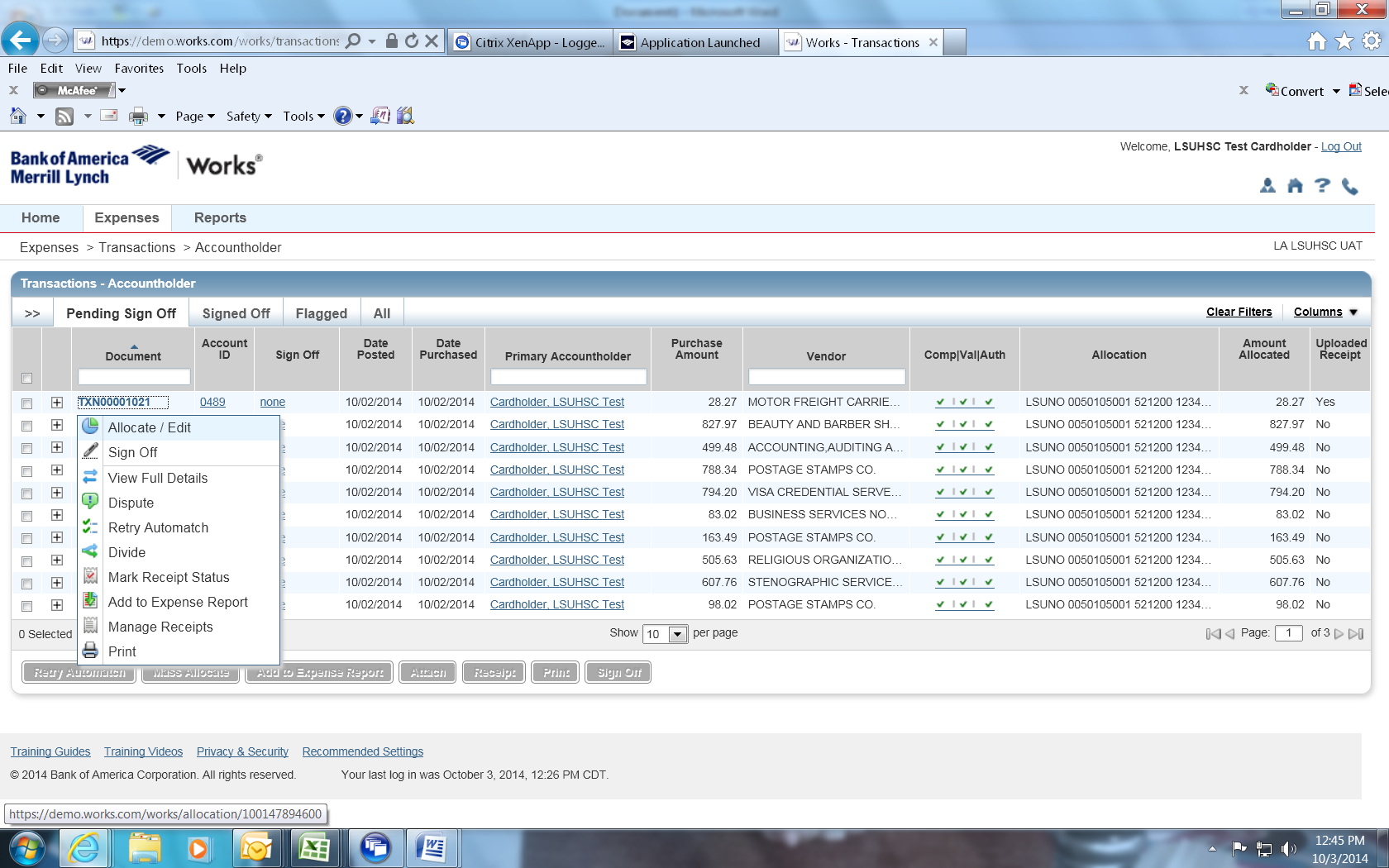
**Procedure:**

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.

1. Click the desired **Document** number**.** A menu displays.

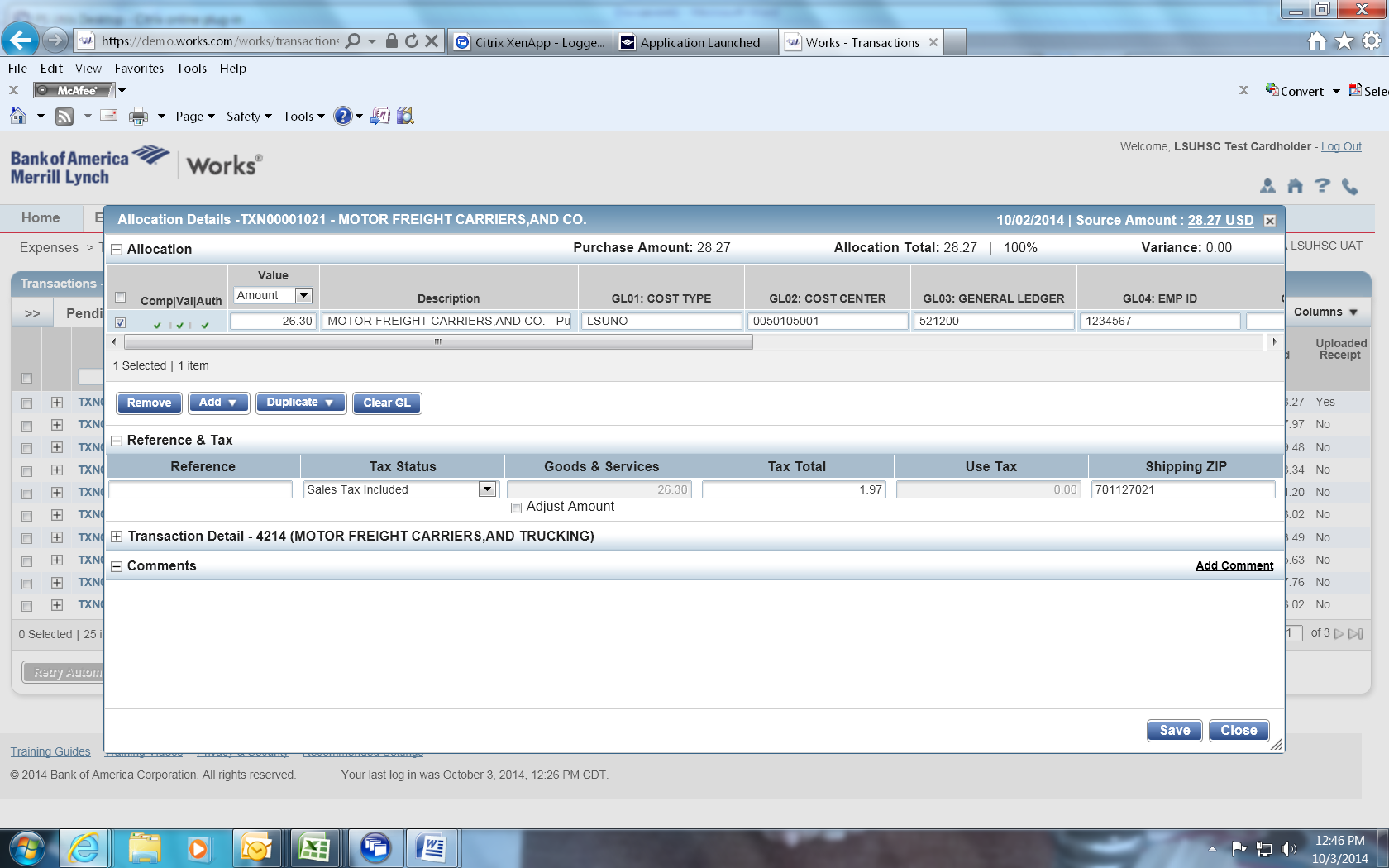


1. Select Allocate/Edit and the following window appears

The (GL02) **Cost Center** and (GL03) **General Ledger** data fields should be reviewed and allocated appropriately. REMEMBER-all NON-Fedex transactions must be allocated from suspense account 547250 to the appropriate account code.

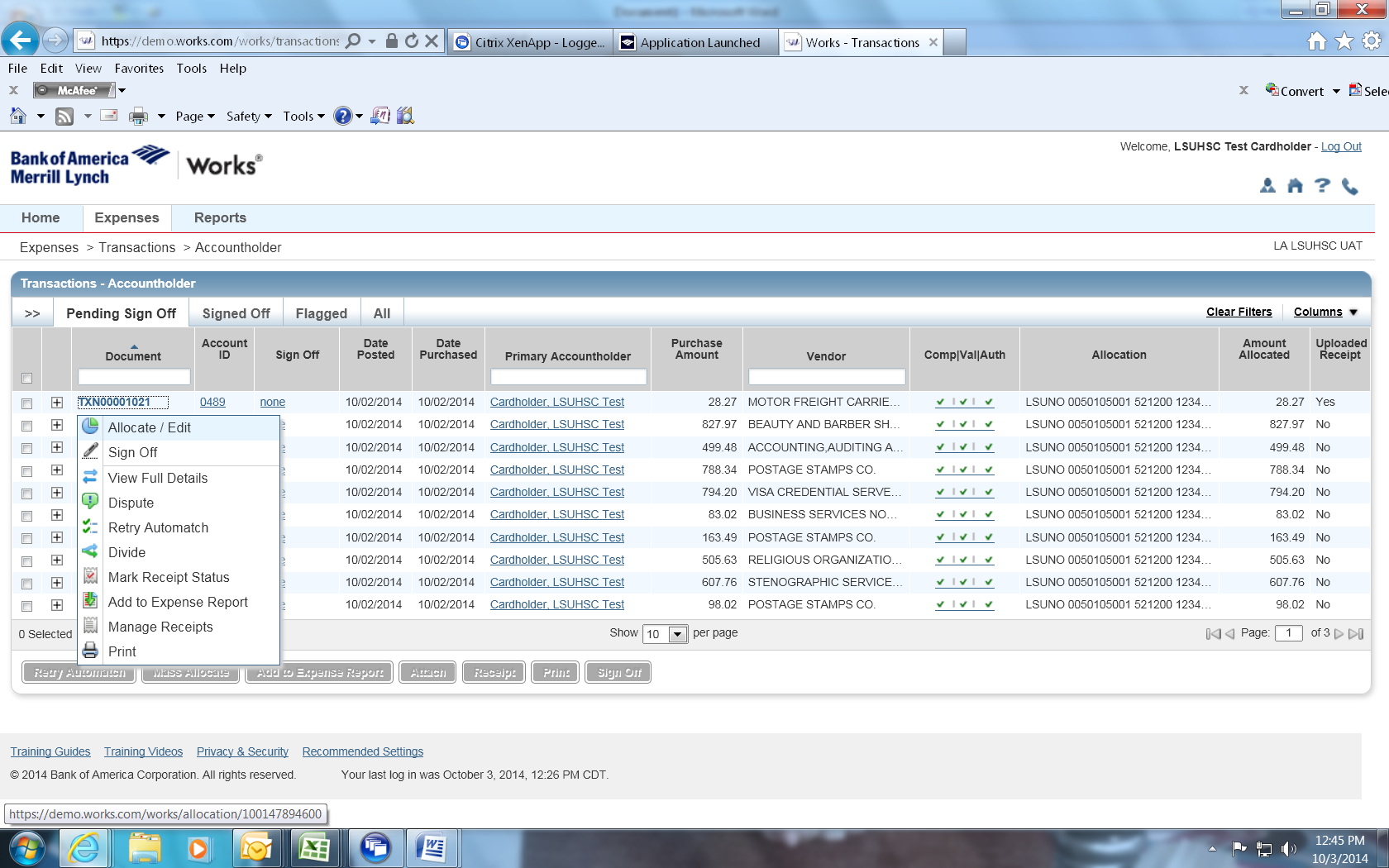
To add additional lines of funding, click on the **Add** button and choose how many additional lines you need. Add Comments as appropriate (recommended but not required).

Click **Save**

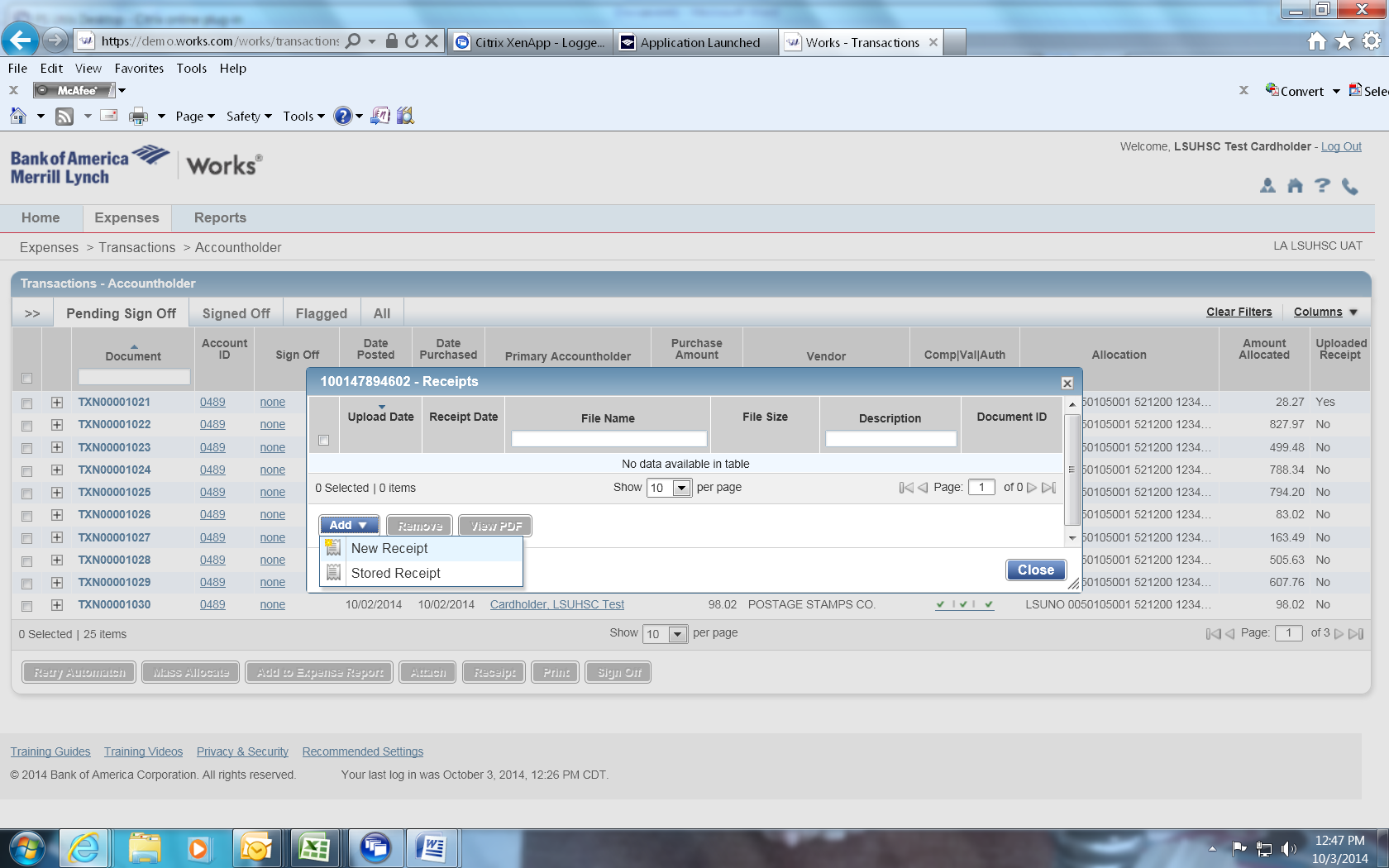


**Add imaged receipt to transaction**

Select the document number and click manage receipts.

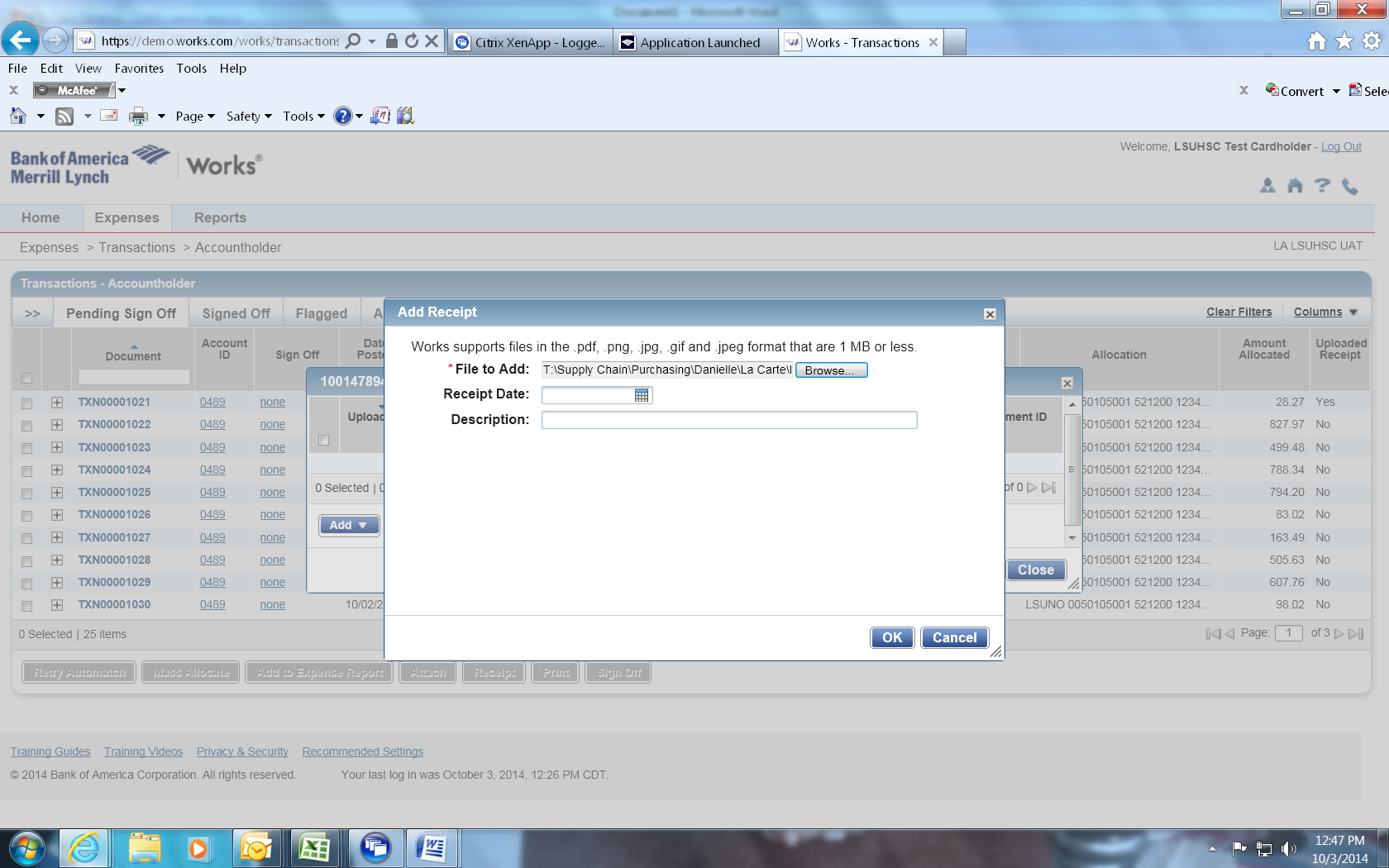


Click Add>New Receipt



Click the **Browse** button and select the imaged receipt that matches your transaction. NOTE- imaged receipts must be prepared and saved prior to attachment to p-card transaction in WORKS. Receipt date and description are not required fields.

Click **OK**

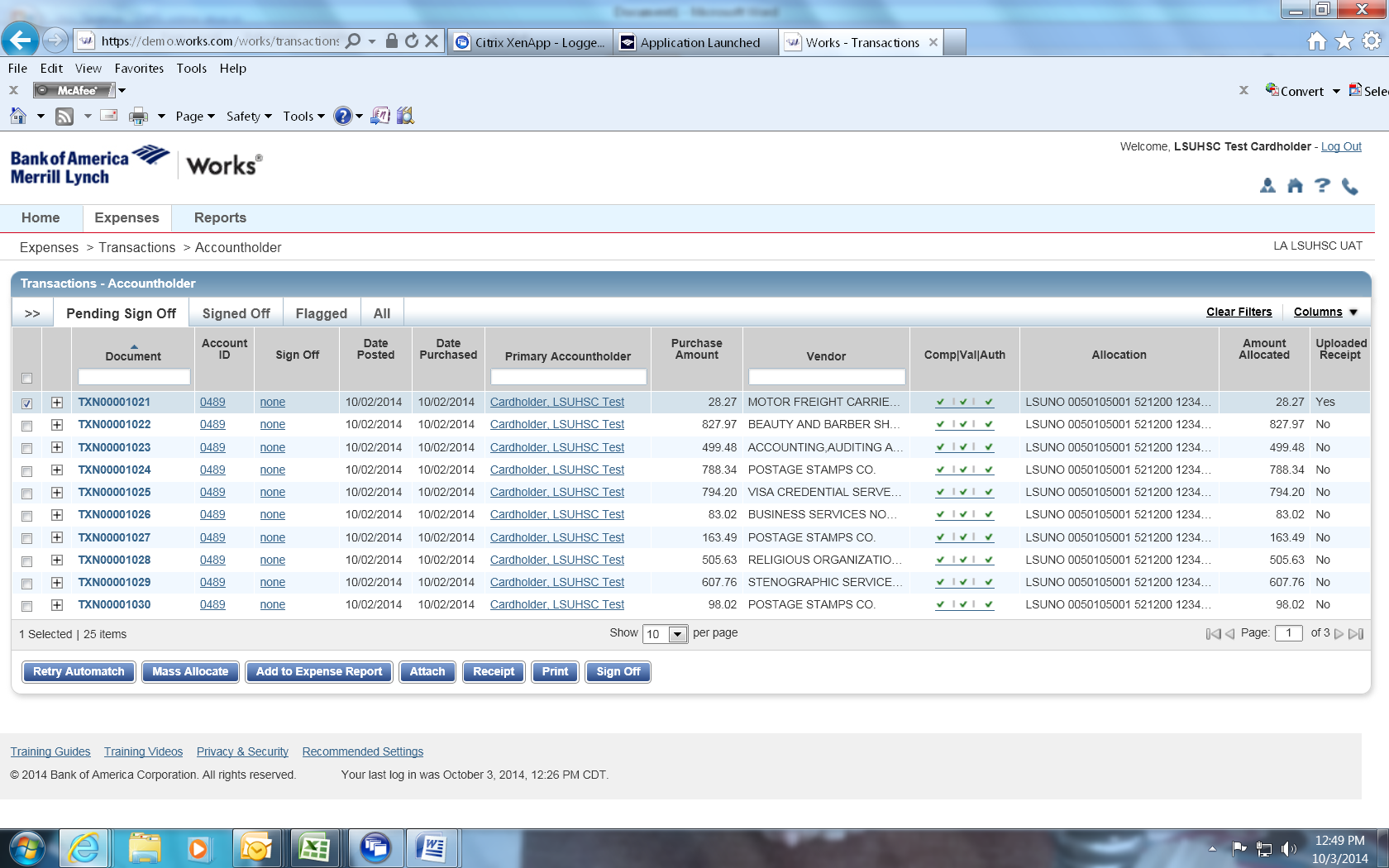


**Accountholder Sign Off**

Transaction sign off can be accomplished individually or in mass.

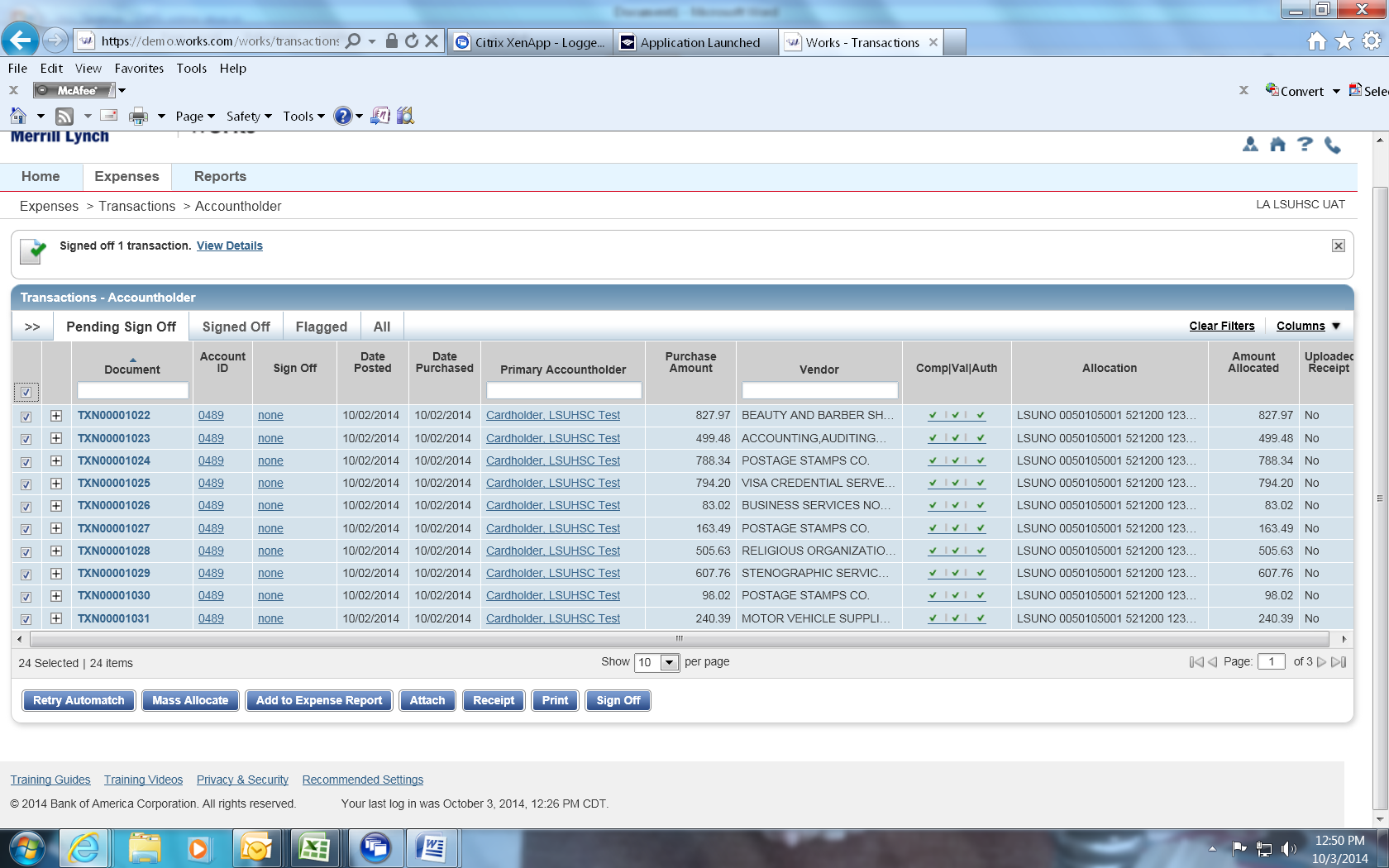
To sign off individually- select the check box in the left hand column next to the transaction.

Select the sign off button



To sign off in mass- select the check box in the header column (on the left hand side)

Select the sign off button

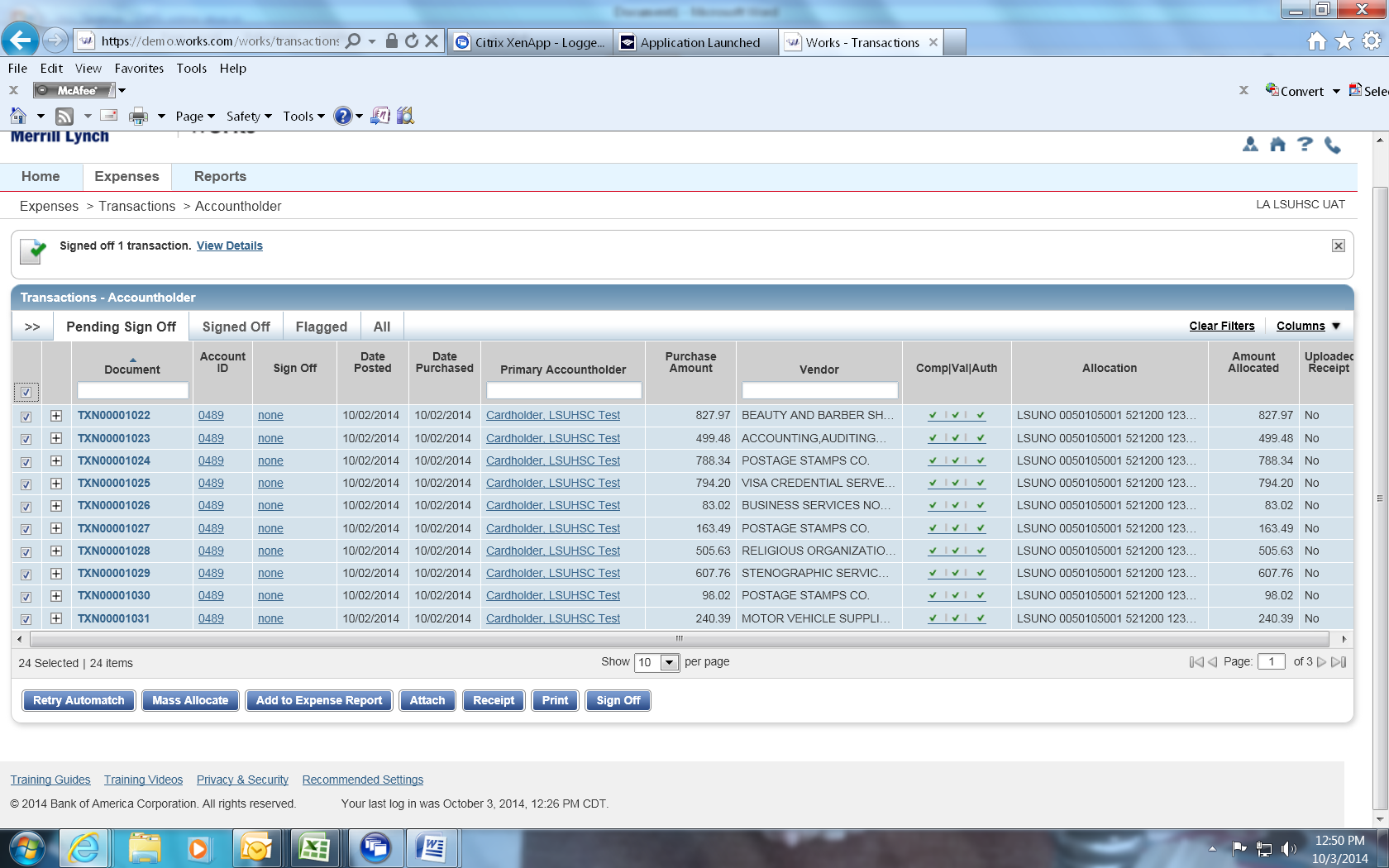


**Mass Allocation**

Mass allocation allows you to reallocate several transactions at once. This is an effective tool if you have several transactions that should be reallocated to the same cost center and/or account code.

Select transactions by clicking on the check boxes in the left hand column.

Click on the mass allocate button



For mass allocation, enter the cost type (LSUNO for all) and the appropriate cost center (PS speedtype) and general ledger (account code).

Click OK

