PROXY RECONCILER

THE SCOPED ACCOUNTANT WILL HAVE MULTIPLE "ACTION ITEMS"

BANK OF AMERICA

Works

Home | Expenses | Accounts | Reports | Accounting | Administration

Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountant	14	Transaction	Open
Sweep	Accountant	9	Transaction	Pending

PROXY RECONCILIER

Action- CLOSE/SWEEP
Acting As-ACCOUNTANT
Status- OPEN/PENDING

Action- SIGN OFF
Acting As-ACCOUNTHOLDER
Status- PENDING

YOU WILL NEVER USE THE SWEEP ACTION

PROXY RECONCILER ROLE

TO ALLOCATE YOUR TRANSACTION- CLICK "OPEN"

Close	Accountant	14	Transaction	Open
Sweep	Accountant	9	Transaction	Pending

PENDING SIGN-OFF SCREEN

Select the transaction you need to Allocate, hover to the right to show the ARROW

Transactions - Accountholder

<< | Pending Sign Off | Signed Off | Flagged | All

Advanced Filter			Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth
Date - 05/10/2022 - 08/18/2022											
Account - All			TXN00004980	0623	none	08/15/2022	08/11/2022	Balli, Stefani	10.35	LANIER PARKING 21056100	✓ ✓ ✓
Purchase Request - All			TXN00004988			08/15/2022	08/14/2022	Balli, Stefani	389.78	AMZN Mktp US AE69B83U3	✗ ✓ ✓
Amount Range - All			TXN00004990			08/16/2022	08/15/2022	Balli, Stefani	55.94	AMZN Mktp US GA82I3893	✗ ✓ ✓
Dispute Status - All											
Account Status - All											
Allocation Complete - All											
Allocation Valid - All											
Allocation Authorized - All											

	⊞	TXN00004980 ▼
	⊞	TXN00004988

Select VIEW FULL DETAILS

		Document
☐		
☐	⊞	TXN00004980
☐	⊞	🥧 Allocate / Edit
☐	⊞	✏️ Sign Off
		⇄ View Full Details
		❗ Dispute

PROXY RECONCILER ALLOCATION

ALLOCATION & DETAIL

All applicable GL Funding codes must be entered, you cannot leave a mandatory field blank, else it will reject in Advantage

MANDATORY FIELDS
FUND- DEPT- UNIT-SUBUNIT- OBJ/BSA
If it is part of a Program this must be completed as well

PROXY RECONCILER JUMP

JUMPING YOUR BACKUP

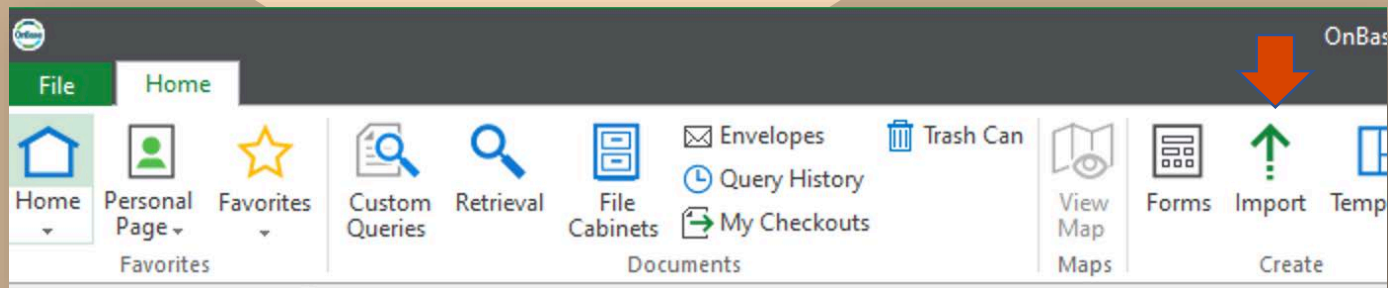**AFTER FILLING IN YOUR ALLOCATION-FUNDING** *(DO NOT SIGN OFF/CLOSE)*
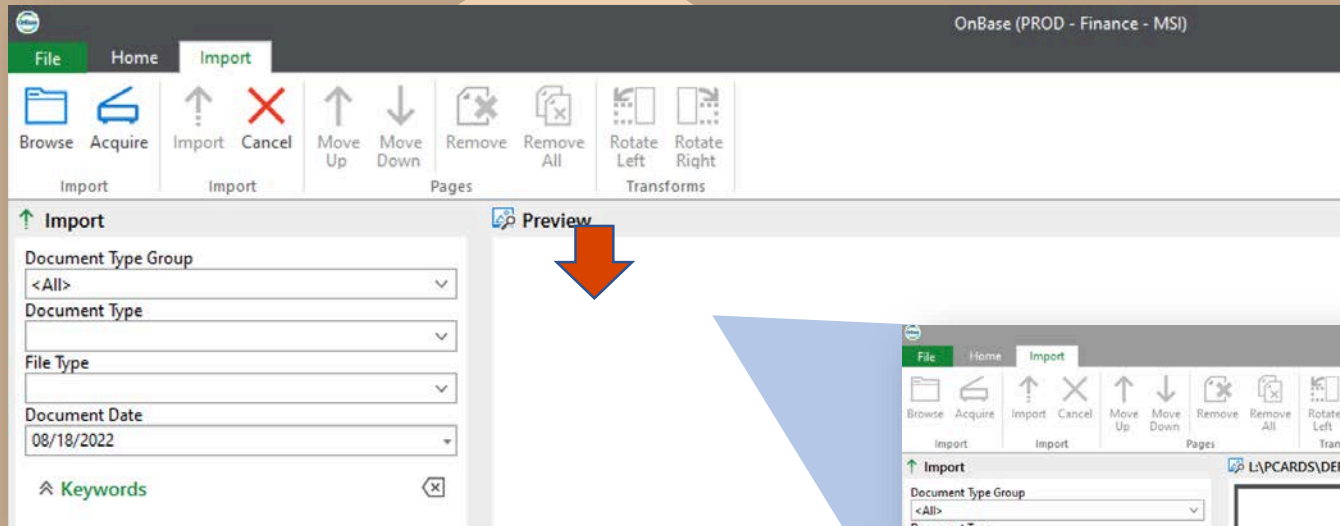
CLICK ON TRANSACTION TAB

**Open your ONBASE UNITY CLIENT
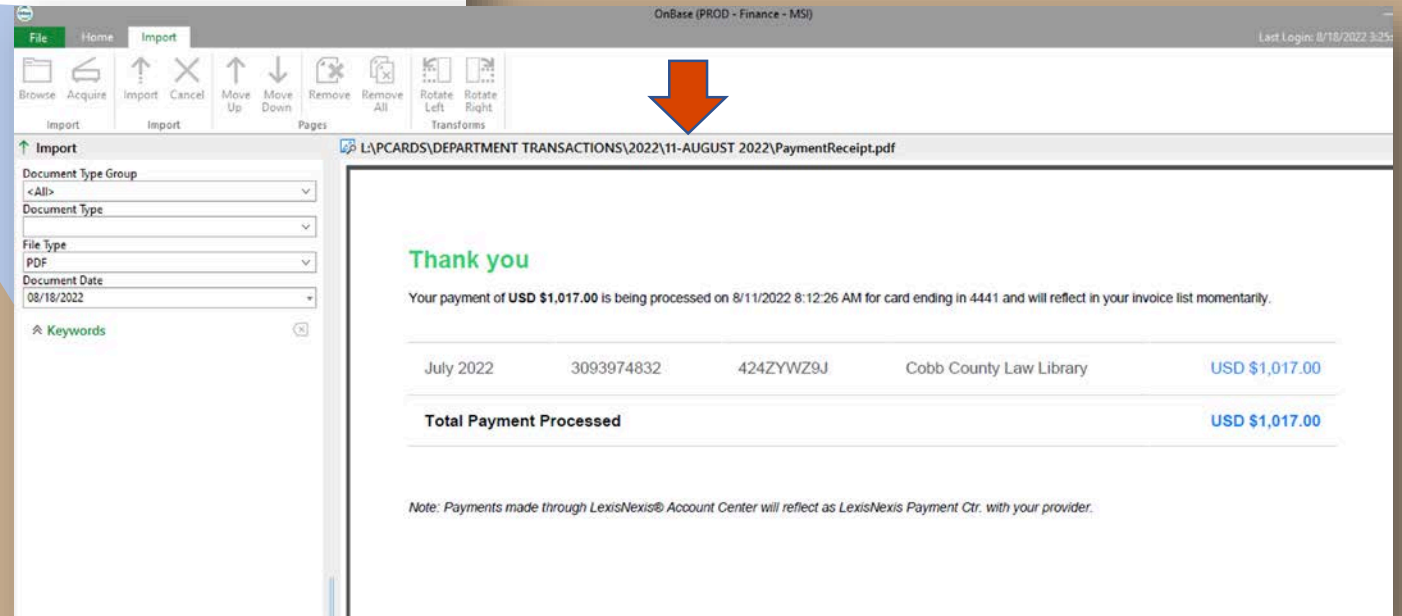and CLICK IMPORT**

PROXY RECONCILER JUMP

JUMPING YOUR BACKUP

**DRAG IN YOUR RECEIPT BACKUP
FOR THIS TRANSACTION INTO WHITE SPACE**

**RECEIPT IMAGE AND NAME WILL
APPEAR**

PROXY RECONCILER JUMP

JUMPING YOUR BACKUP

WORKS TRANSACTION SCREEN
<mark>ALT-Double Right Click</mark> on
BANK TRANSACTION #

YOUR ONBASE SCREEN SHOULD FILL IN THE REQUIRED DOC TYPE AND KEYWORD BANK TRANSACTION #

CLICK IMPORT

TXN00004980

Purchase Amount: 10.35
Post Date: 08/15/2022
Vendor Name: LANIER PARKING 21056100
MCC: 7523 (AUTOMOBILE PARKING LOTS AND GARAGES)

Transaction | Allocation & Detail | ...ute

Bank Transaction #: 24034542224001337190853
Purchase ID: P47003500
CRI Reference: P47003500
Vendor ID: 650000010831074

↑ Import   L:\PCARDS\DEPARTMENT

Document Type Group
<All>
Document Type
FINAP - PCARD Dept Backup
File Type
PDF
Document Date
08/18/2022

Keywords
Bank Transaction Number
24034542224001337190853
Department Number

FINAP - PCARD MIKG

Thank yo
Your payment of U

July 2022

Total Payme

Options
↑ Import   ✕ Cancel

DO NOT MODIFY –ADD-TOUCH-EDIT ANY KEYWORDS IN THE ONBASE SCREEN

RETURN TO ALLOCATION & EDIT

Transaction | Allocation & Detail | Dispute
— Allocation

SAVE & CLOSE

Save and Close   Save