

MONMOUTH UNIVERSITY
CORPORATE CARD FOR TRAVEL
POLICY AND PROCEDURES

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MONMOUTH UNIVERSITY CORPORATE CARD FOR TRAVEL

Introduction

The Monmouth University *Corporate Card for Travel Program* has been established to better satisfy the needs of Monmouth University employees traveling on University business. The Corporate Card for Travel (Travel Card) Program allows employee cardholders to make purchases of chargeable expenses (e.g., transportation, lodging and meals) on their Travel Card. Chargeable expenses are those expenses that meet the requirements of the University Travel, Entertainment and Food Policy. Expenses charged to the Travel Card are billed directly to the University and paid by the University on a monthly basis. There are no annual fees.

A Travel Card will be issued after an application has been signed by the applicant and approved by the department head, dean (if applicable), and the area vice president.

General Guidelines:

The cardholder is responsible for the card's safekeeping. It may not be transferred to, assigned to, or used by anyone other than the cardholder. Monmouth University may, at any time, suspend or cancel the cardholder privileges for any reason, and the cardholder will surrender the Travel Card to the Program Coordinator in the Controller's Office upon request. Misuse of the Travel Card may be considered fraudulent and further action may be taken by the University against the cardholder. Cardholders should also keep in mind that charges to the Travel Card will result in a "receivable" due from the cardholder, similar to that of a travel advance. Therefore, like a travel advance, any Travel Card charges not satisfactorily documented on an Employee Travel Card Documentation Form (Attachment III) within a reasonable amount of time may result in suspension, cancellation of the cardholder's Travel Card privileges, and deduction of undocumented charges from the cardholder's paycheck.

Eligibility:

All active full-time administrators and faculty of the University, upon approval of the employee's area vice president, are eligible to be issued a Travel Card.

Application Process:

To apply for a Travel Card, a Monmouth University Corporate Card For Travel Application form (Attachment I) must be completed and approved by the department head, dean (if applicable) and area vice president and then forwarded to the Program Coordinator in the Controller's Office. On the application form, certain limits and characteristics of the Travel Card are selected by the cardholder applicant. These characteristics and limits include the Single Transaction Dollar Limit, the Monthly Credit Line Dollar Limit, the General Ledger account to be charged and the cardholder name and department.

The default value for both the Single Transaction Dollar Limit and the Monthly Credit Line Dollar Limit is \$1,500. On the Application form, the applicant may increase these limits and provide an explanation for the increased limits. If after the card has been issued you discover that circumstances may require a higher transaction limit than the original limits set, or any other changes to the original application Travel Card setup, the cardholder may request temporary or permanent changes to the Travel Card setup by completing the Corporate Card for Travel Account Maintenance Request form (Attachment II). The cardholder must then secure the required signatures and forward the Maintenance Request form to the Program Coordinator located in the Controller's Office.

Issuance, Pickup and Setup Interview:

After your Travel Card Application has been approved, the Program Coordinator will have the Travel Card issued by the Bank and schedule an appointment with the cardholder applicant for a Card Pickup and Setup Interview. During this interview the cardholder applicant will be given an overview of the policies and procedures of using the card and given an opportunity to ask any questions relating to the Program.

At that time the cardholder applicant will be asked if he/she wants the ability to change the general ledger account number to be charged to another authorized account number for individual transactions and/or if they would like to designate a proxy to view and/or change the general ledger account number to be charged for individual transactions. With either of these two privileges, after each use of the Travel Card, the cardholder or proxy will need to log onto the WORKS online application and signoff on each transaction. See the section below entitled "Reconciling and Signing Off on Transactions with the online WORKS application". Opting to not have either of these privileges, Travel Card transactions will be automatically reconciled and signed off by the WORKS application without any action taken by the cardholder.

At the end of the interview, the cardholder applicant will be given their Travel Card and asked to sign the bottom of the application form in receipt of the Travel Card. If the cardholder elected to have the privilege of changing general ledger accounts on individual transactions or to assign a proxy, the cardholder will be required to sign a form to that affect.

Changes to the Default Limits and Other Card Setup Characteristics:

When the Program Coordinator issues your Travel Card from the information provided on the approved Application form, certain limits and characteristics associated with the Travel Card were set up and described in the above section entitled "Application Process". On the Application form, the applicant may have requested higher limits and provided an explanation. If after the card has been issued, you discover circumstances require higher limits than the original limits set or any other changes to the original application Travel Card setup, the cardholder may request temporary or permanent changes to the Travel Card setup by completing the Corporate Card for Travel Account Maintenance Request form (Attachment II). The cardholder must then secure the required signatures and forward the Maintenance Request form to the Program Coordinator located in the Controller's Office.

Responsibilities

Cardholder:

Under Internal Revenue Service regulations for accountable plans, travel expenses must meet three conditions.

- I. There must be a business connection.
- II. All business expenses must be substantiated within a reasonable time.
- III. All amounts not substantiated within a reasonable time must be returned.

Accordingly, cardholders must submit an Employee Travel Card Documentation Form, the original Travel Card Monthly Statement and complete and appropriate supporting documentation to the Program Coordinator within (20) business days of receipt of the Travel Card Monthly Statement. Please include the travel date in the description column for items paid for in advance of the travel date. Documentation requirements are described in the University's Travel, Entertainment and Food Policy. The Employee Travel Card Documentation Form must have the Budget Officer's signature of approval.

Budget Officer:

The Budget Officer for the account to be charged by the Travel Card is responsible to assure that the cost of travel does not exceed available budgets and that the charges are business related expenses and properly documented by the cardholder. Budget officers must have their immediate supervisor's approval for their own travel.

Support

Program Coordinator:

The Program Coordinator, located within the Controller's Office, is available to administer initial cardholder setup, adjustments to setup, cancellations, and is the primary contact for the University with the Travel Card Bank.

Appropriate Travel Card Use

See University Travel, Entertainment and Food Policy.

Travel Card- Use Violations:

1. Using the Travel Card for personal use (See paragraph “Charges that Include Both Business and Personal Use” under the “Additional Instructions” section below.)
2. Using the Travel Card for the purchase of goods or services that are not related to business travel
3. Failure to submit proper transaction documentation in a timely manner
4. Failure to get proper approvals and preapprovals for travel charges
5. Failure to report a lost or stolen Travel Card immediately after being discovered
6. Allowing someone else to use your Travel Card
7. Using the Travel Card for Travel for any use that is prohibited by the Monmouth University Travel, Entertainment and Food Policy

Additional Instructions

Charges that Include both Business and Personal use:

When charges to the Travel Card include both business and personal use, the personal use portion must be documented and returned the University. For instance, the cardholder charged dinner for himself/herself (business) and his/her spouse (personal) to the Travel Card. The cardholder may deposit the personal use portion amount at the cashier’s office and include the receipt with the Employee Travel Card Documentation Form, or include a check made out to Monmouth University with the Employee Travel Documentation Form. If a check is included with the form, the form and check must be delivered to the Program Coordinator by hand.

Faculty Travel to be charged to the Professional Travel Allowance Account:

Applications for faculty travel being charged to the Professional Travel Allowance account shall be made in writing to the Department Chair and must be approved by the Department Chair and authorized by the Provost prior to charges being made to the Travel Card. The approved form must then be attached to the Employee Travel Card Documentation Form along with all other required information as stated previously under *Responsibilities*. (See the FAMCO contract for specific guidelines regarding the Professional Travel Allowance Program.)

Reconciling and Signing Off on Transactions with the Online Works™ Application

Normally, Travel Card transactions are automatically reconciled and require no action by the cardholder. Reconciling a transaction confirms that the transaction is correct and unencumbers your Travel Card credit limits. However, when applying for your Travel Card, should you designate a person other than yourself to access the online Works application to view your transactions, or you opted to be able to change the General Ledger account to be charged for individual transactions, then, your card has to be setup with manual reconciliation. With manual reconciliation, either the cardholder or proxy must log onto the online Works application and manually signoff on each transaction. (See the Quick Reference for Cardholders Using Works, Attachment IV.) This action will

confirm that the transaction is correct and restores your Travel Card credit limits at the beginning of the next billing cycle. Not performing this task timely will result in your discretionary funds remaining encumbered at the beginning of the next billing cycle which may cause your card to decline.

General Ledger and Online Works™ Application

Charges to your Travel Card will be viewable on the online Works application once the charge has been processed by the Bank. The Controller's Office will upload charges from the Works application to the cardholder's General Ledger travel account specified on cardholder's Travel Card application. If when applying for your Travel Card, you designated a person (proxy) other than yourself to access the online Works application to view your transactions, or you opted to be able to change the General Ledger account to be charged, either you or your designated proxy may change the General Ledger account to be charged for an individual transaction. Between the time the Travel Card charge is viewable on the online Works application and the time these charges are uploaded to the General Ledger, the cardholder has a short window of time to change the General Ledger account number to a different General Ledger account number for which they are authorized to charge. This is done using the online Works system. (See the Quick Reference for Cardholders Using Works, Attachment IV.) Travel Card charges are uploaded from the online Works application to the General Ledger semi-monthly. Therefore account changes should be made as soon as possible after the card has been used and the charge appears on the online Works application. Once the charge has been uploaded to the General Ledger, account changes may only be made by written request to the Controller's Office.

Monthly Statement and Documentation Procedure:

Each month the cardholder will receive a Monthly Statement listing all transactions charged to their Travel Card. The Statement is sent from the bank directly to the cardholder. Within 20 working days of receipt of the Monthly Statement, the cardholder must provide complete and appropriate documentation for each charge listed on the Statement. This is done by completing an Employee Travel Card Documentation form (Attachment III), attaching the original Monthly Statement and all of the original documents relating to the transactions. After securing the Budget Officers' approval signature, the package must be forwarded to the Program Coordinator in the Controller's Office for review and acceptance. Acceptable documentation for various travel expenses may be found in the "Monmouth University Travel, Entertainment and Food Policy". Failing to provide complete and appropriate documentation within a reasonable amount of time will result in suspension, cancellation of the cardholder's Travel Card privileges and deduction of undocumented charges from the cardholder's paycheck.

Disputing a Transaction:

In the case of a disputed charge, the cardholder must first try to resolve the dispute directly with the merchant. If the dispute cannot be resolved, the cardholder should call the customer service number printed on their Monthly Statement and state the nature of the dispute. All disputes must be initiated with the Bank within 60 days of the date on the Monthly Statement which included the disputed charge. If you wish to file a written dispute, you may send a copy of your Statement and a written description of the error and

why you believe there is an error, to the address provided on the back of your Monthly Statement.

Lost, Stolen or Damaged Cards:

If the Travel Card is lost or stolen, the cardholder is required to immediately contact the Bank using the “For Lost or Stolen Card” phone number 1-888-449-2276. This phone number is also printed on the cardholder’s Monthly Statement. Do not ask or allow the Bank to issue a new card for you. Once the Bank has been informed, please call the Program Coordinator who will acquire a new card for you. Should the Travel Card be found after being reported lost or stolen, it must be destroyed by cutting it in half. The same procedure applies if a card is damaged. Both halves must be sent to the Program Coordinator located in the Controller’s Office.

Cardholder Separation:

Prior to separation from the University, the Cardholder must surrender the Travel Card to Human Resources or to the Program Coordinator. The University will seek restitution for any charges incurred on the Travel Card after the employee’s separation from the University any for any remaining undocumented charges prior to separation.

Card Security:

It is the cardholder’s responsibility to safeguard the Travel Card and the card account number at all times. The card should be kept in a secured location and the cardholder should exercise care to ensure that neither the card nor the card number can be easily viewed.

Tax Exemption:

When making a purchase, inform the merchant that the purchase is for Monmouth University and is therefore tax exempt. Before signing off on the sale, check to make sure tax has not been added to the amount of the purchase. Our tax exempt number (EO-210-634-584) is embossed on the front of the Travel Card. If the merchant requests a copy of the ST-5 Tax Exemption Certificate, which are within his/her rights, a request can be made to Accounts Payable for a certificate to be issued to the merchant by mail or fax. (See Monmouth University’s Travel, Entertainment and Food Policy for information regarding hotel tax)

Related Documents:

Monmouth University Travel, Entertainment and Food Policy
Quick Reference for Cardholders Using Works™
FAMCO Agreement



MONMOUTH
UNIVERSITY

Corporate Card for Travel Application

Applicant name: _____

Employee ID: _____ Date: _____

Department Name: _____

Work Phone: (____) _____

Dept. GL Acct. Number: _____ - _____ - _____

Applicant SS# _____ (Last 4 digits)

1. ☒ Default single transaction limit: **\$1,500**

☐ Other amount requested \$ _____

**Reason: _____

2. ☒ Default monthly credit limit: **\$1,500**

☐ Other amount requested \$ _____

**Reason: _____

****A written reason must be provided if higher amount is being requested.**

Department Head _____

Date: _____

Print name _____

Dean (if applicable) _____

Date: _____

Print name _____

Area V.P. _____

Date: _____

Print name _____

For Controller's Office Use Only

Program Coordinator: _____

Date: _____

Print name Loretta Dickerson

Approving Individual _____

Date: _____

Print name Mary Byrne

Approving Individual _____

Date: _____

Print name Elizabeth E. Lunney

*** To Be Signed By Cardholder When Card is Issued ***

I acknowledge receipt of the Monmouth University Travel Card, the Monmouth University Travel, Entertainment and Food Policy and the Travel Card Policy and Procedures document. I confirm that I have read, understand, and will comply with the terms of both of these related policy and procedure documents. I agree that my use of the Card will be for University business only and that I will be the only user of the Card. I will return my Card to Human Resources or the Program Coordinator at my termination or upon request. I understand that the University may terminate my privilege to use this Card at any time and for any reason including misuse of the Card. I further understand that I must document the expenses charged to my Card within 20 business days after receipt of my monthly statement. If I fail to do so, I authorize the University, at its option, to deduct the amount of the undocumented or unallowable charge from my pay.

Cardholder _____

Date: _____

Program Coordinator _____

Date: _____



MONMOUTH UNIVERSITY

Corporate Card for Travel Account Maintenance Request

Cardholder Name: _____

Date of Request: _____

Department Name: _____

Work Phone: (____) _____

GL Account Number: _____ - _____

Credit Card Number _____ (Last 4 Digits)

Check all
that apply:

- ☐ Single Transaction Limit Change
☐ GL Account Number Change
☐ Monthly Credit Line Change

- ☐ Cardholder Name change
☐ Other (Explain)

FROMTO

GL Account Number: _____ - _____

_____ - _____

Single Transaction Limit: _____

Monthly Credit Limit: _____

Cardholder Name: _____

Other: _____

Cardholder Signature _____

Date _____

Dept. Head Signature _____

Date _____

Print Name _____

(if applicable)

Dean Signature _____

Date _____

Print Name _____

V.P. Signature _____

Date _____

Print Name _____

For Controller's Office Use Only

Program Coordinator _____

Date _____

Print name Loretta Dickerson _____

Approving Individual _____

Date _____

Print name Mary Byrne _____

Approving Individual _____

Date _____

Print name Elizabeth E. Lunney _____

Please return completed and approved request to the Program Coordinator
 Loretta Dickerson, Controller's Office
 Phone: x5391 Fax: (732)923-4652


**MONMOUTH
UNIVERSITY**

Employee Travel Card Documentation Form

Statement date: _____

Last Name		First Name		M.I.
Last 4 digits of Credit card number		Default General Ledger Account Number Assigned		

Please complete this form using your monthly Corporate Travel Card Statement. List the transactions in the order they appear on your statement and attach the supporting documentation in the same order. If a transaction should be charged to a different G/L number than listed above, please indicate the transaction line and account to be charged in the bottom right-hand corner. **If any expense listed below relates to future travel, please provide travel date in description.**

m/d Date	Vendor	Transaction Description & Purpose	Attendees (if applicable)	Amount	APPROVAL Controller's Office
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Total Lines 1 - 14				\$ 0.00	

I certify that all expenses listed on the attached statement are accurate and made in accordance with the Monmouth University Travel, Entertainment and Food Policy and the University Corporate Card for Travel Policy and Procedures document. I understand that failure to adhere to these policies may require repayment or a deduction from my pay for undocumented or unallowable charges and may result in revocation of my card or other disciplinary actions.

APPROVAL	
I certify that I have reviewed this Employee Travel Card Documentation Form for compliance with the Monmouth University Travel, Entertainment and Food Policy, including the Business Purposes, Attendees, Supporting Documents attached, and Account Distribution.	
Approving Signature	Date
Print Name	Title

EMPLOYEE SIGNATURE		DATE
Line No.	Journal Entry Request for Allocation Changes	
	Account Number	Amount
	-	-
	-	-
	-	-
	-	-
	-	-

Note: Do not enter charges that have already been re-allocated online in the Works System.

1. Login

Select the appropriate card program and use your current Works Log in and password to login.

The screenshot shows the Works login page. On the left, there is an 'About Works' section with a description and a list of features. On the right, there is a 'Login to Works' form. The form has three input fields: 'Organization' (with a dropdown menu showing 'MONMOUTH PC'), 'Login Name', and 'Password'. Below these fields is a 'Login' button. A blue arrow points to the 'Login' button. Below the 'Login' button is a link that says 'Forgot your password?'. At the bottom of the login form, there is a text link: 'Need more help? Please contact your Program Administrator for assistance.'

2. Homepage

The Homepage displays two screens.

- Actions Items:** Represent outstanding items that require action or review. The **Current Status** column items are links to the corresponding work screens. If you have several different user roles, review the **Acting As** column to verify which role you should be performing the required action.
- Accounts Dashboard:** This screen allows the proxy or secondary accountholder to view all accounts within their scope. The accountholder authorization logs may also be viewed on the accounts Dashboard.

The screenshot shows the Works homepage. At the top, there is a navigation bar with 'Home', 'Expenses', and 'Reports'. Below the navigation bar, there are two main sections: 'Action Items' and 'Accounts Dashboard'. The 'Action Items' section shows a table with columns: Action, Acting As, Count, Type, and Current Status. The 'Accounts Dashboard' section shows a table with columns: Account Name, Account ID, Credit Limit, Current Balance, Available Credit, and % of Credit Limit Used. Blue arrows point to the 'Action Items' and 'Accounts Dashboard' sections.

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	3	Transaction	Pending

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
DEBORAH R PALMER	7994	2,500.00	27.99	2,472.01	1%

Fig 2

3. Transaction sign off

To sign off on your pending transactions, click **Pending** under **Current Status** on the Action Item Screen. Fig 2

Your pending transactions will appear: Choose the desired transaction to sign off, add/edit and/or view in full details. By Clicking on the Document number of that transaction, the drop menu appears. Fig 3

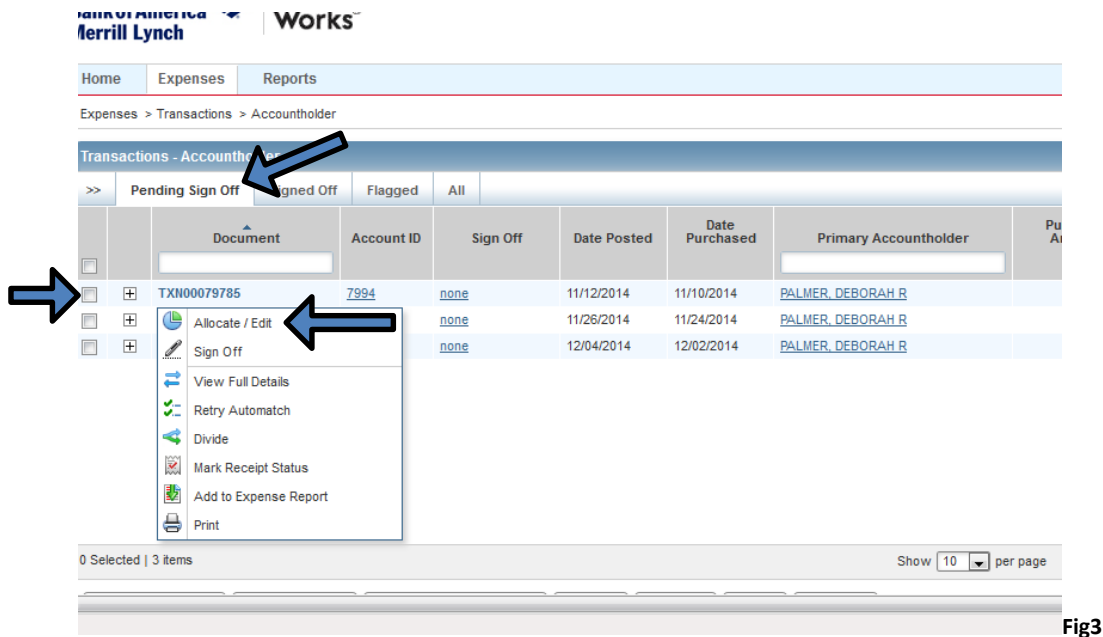


Fig3

4. To Sign off

Select the transaction, using the check box and click on the document.

Choose **Sign Off**. Fig 3

5. To Allocate/Edit

Select the transaction, using the check box and click on the document.

Choose **Allocate/edit** from the menu. Fig 3

The Allocation Detail Screen will appear. Fig 4

Delete original GL codes in the field marked **Unique ID**. **(Do not change Acct Default)**. Enter the desired GL account number. Save.

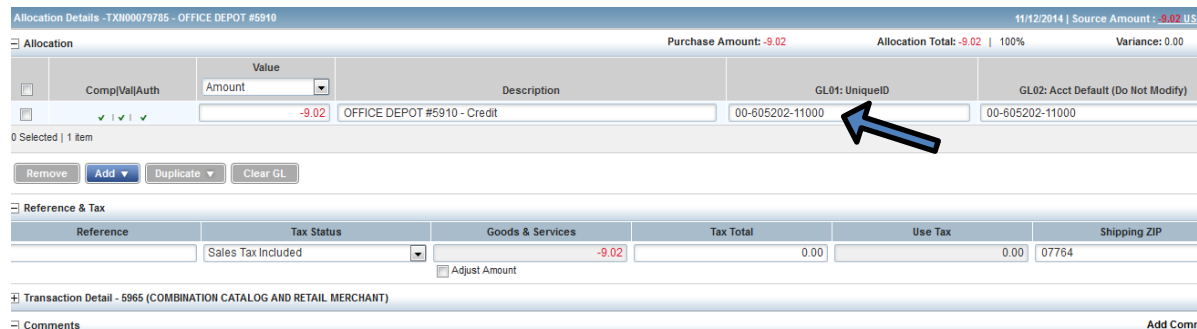


Fig 4

6. Mass Allocation

To mass allocate multiple lines with the same GL account: **Fig.5**

- a) Click Expenses>Transactions>Accountholder. The transaction screen with transactions in the Pending Sign Off queue displays. Click on Pending. **Fig 5**

Action Items

Action	Acting As	Count	Type	Current St
Sign Off	Accountholder	2	Transaction	Pending

1 item Show 10 per page Page: []

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	%
DEBORAH R PALMER	7994	2,500.00	769.18	1,730.82	

1 item Show 10 per page Page: []

[Training Guides](#) [Training Videos](#) [Privacy & Security](#) [Recommended Settings](#) [Payment Center](#)

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Fig 5

Select the check box beside each transaction you wish to allocate with the same GL code. **Fig 6**

- b) Click **Mass Allocate**. The Mass Allocate window displays.

Bank of America Merrill Lynch Works®

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Va
<input checked="" type="checkbox"/>	TXN00080859	7994	none	12/18/2014	12/16/2014	PALMER, DEBORAH R	112.83	OFFICE DEPOT #5910	✓ ✓ ✓
<input checked="" type="checkbox"/>	TXN00080880	7994	none	12/18/2014	12/16/2014	PALMER, DEBORAH R	19.96	OFFICE DEPOT #5910	✓ ✓ ✓

2 Selected | 2 Items Show 10 per page

Retry Automatch **Mass Allocate** Add to Expense Report Attach Receipt Print Sign Off

Fig 6

- c) Enter an allocation code in the Unique ID field. (Do not change Account Default) **Fig 7**

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth
<input checked="" type="checkbox"/>	TXN00080859	7994	none	12/18/2014	12/16/2014	PALMER, DEBORAH R	112.83	OFFICE DEPOT #5910	✓✓✓ 00-6052
<input checked="" type="checkbox"/>	TXN00080880	7994	none						00-6052

2 Selected | 2 Items

Mass Allocate

Apply segment codes to each allocation line on 2 transaction(s).

GL01: UniqueID GL02: Acct Default (Do Not Modify)

Empty Segment Field(s): ☒ Retain original codes(s) ☐ Delete original codes(s)

OK Cancel

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off

Fig7

- d) Select **Retain original codes** from the options from Empty Segment Fields. **Fig 7**
By doing so, the field will automatically enter the account default.
- e) Click **Ok** and a confirmation message displays. **Fig 7**

7. Add a line to a Transaction

- a) From **Pending** Transactions, click on the transaction you would like to add a line to. **Fig 8**

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Account
<input checked="" type="checkbox"/>	TXN00080721	6163	none	12/12/2014	12/10/2014	CATE, MARGARET

Fig 8

b) Select transaction to be edited. Choose Allocate/Edit from the drop menu. Fig 9









Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	+	TXN00080721 ▼	6163	none	12/12/2014	12/10/2014	CATE, I

 Allocate / Edit
 Sign Off
 View Full Details
 Retry Automatch
 Divide
 Mark Receipt Status
 Add to Expense Report
 Print

1 Selected | 1 item

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off

Fig 9

c) From the **Allocation Detail Screen**, Select **Add** from the drop menu. Fig 10

Home Expenses Reports

Expenses > Transactions > Accountholder

Allocation Details - TXN00080721 - PERRYS TROPHY CO INC

Purchase Amount: 62.25

Comp/Val/Auth	Value	Description	
<input type="checkbox"/>	Amount		
<input checked="" type="checkbox"/>	62.25	PERRYS TROPHY CO INC - Purchase	00-6030

0 Selected | 1 item

Remove Add ▼ Duplicate ▼ Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total
	Sales Tax Included	62.25	

Fig10

d) Select the number of lines you desire to add to transaction. **Fig 11**

Allocation Details -TXN00080721 - PERRYS TROPHY CO INC

Purchase Amount: 62

Comp Val Auth	Value	Description
✓ ✓ ✓	62.25	PERRYS TROPHY CO INC - Purchase

0 Selected | 1 item

Remove Add Duplicate Clear GL

1 line
2 lines
3 lines
4 lines
5 lines
6 lines
7 lines

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total
	Sales Tax Included		62.25

Transaction Detail - 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Comments

Fig11

e) The additional line is added to transaction. **Fig 12**

Allocation Details -TXN00080721 - PERRYS TROPHY CO INC

Allocation

Comp Val Auth	Value	Description
✓ ✓ ✓	62.25	PERRYS TROPHY CO INC - Purchase

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services
	Sales Tax Included	62.25

Transaction Detail - 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Comments

Fig 12

f) To duplicate transaction description, check the line newly added and choose **Duplicate** from the Drop menu. **Fig 11**