

How to create your PCard Transaction Envelope:

1. Under Quick Links click on **Create a Transaction Envelope**

The screenshot shows the ControlPay Advanced dashboard for user Jennifer. The top navigation bar includes Home, Administration, Security, Payables, Reports, Cards, Transactions, and Help. The main content area is divided into three columns. The left column has 'Announcements' (0 Current, 1 Past) and 'My Links' (Workflow Worksheet (120), Merchant Logs (110), Report Wizard (87), View Report Folder - COMPANY (64)). The middle column is titled 'Cardholder' and shows a card with the last 4 digits *1074, a credit limit of 4,000.00 USD, 0 Transactions, and 0 Unreviewed transactions. The right column is titled 'Quick Links' and contains links for Transactions, Unreviewed Transactions, **Create a Transaction Envelope**, View Statements, Recent Activity, and Login Credentials. Below this is a 'Reports' section with links for Merchant Log Report, Transaction Report, Account Report, Accounts Payable, and Reconciliation. A red arrow points from the 'Create a Transaction Envelope' link in the Quick Links section to the first step of the instructions.

2. Click on the hyperlink that shows the last 4 digits of your card account.

The screenshot shows the 'Create' page in ControlPay Advanced. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is BRADLEY UNIVERSITY GROUP / Transactions / Transaction Envelopes / Create. The main content area is titled 'Create' and features a dropdown menu for 'Organization' set to 'BRADLEY UNIVERSITY'. Below this is a 'Hierarchy' section with a search bar and a 'Select' button. The 'My Cards' section is expanded, showing a card for 'MARY' with the number 'XXX-XXXX-XXXX-1074'. A red arrow points from the '1074' part of the card number to the second step of the instructions. At the bottom, there are 'Cancel' and 'Out of Pocket Only Envelope' buttons.

3. Create your transaction envelope.

CommercePayments
ControlPay[®] Advanced

Jhughes @ BRADLEYGROUP 56

Home Administration Security Payables Reports Cards Transactions Help

BRADLEY UNIVERSITY GROUP / Transactions / Transaction Envelopes / Create

Create

Organization BRADLEY UNIVERSITY

All fields must be completed unless marked (optional).

Employee first name Jennifer

Employee last name Hughes

Envelope name March 2019

Card XXXX-XXXX-XXXX-1074 MARY Reselect

Date range
 Cycle Month Custom

Cycle 2/26/2019 - 3/25/2019

Autofill envelope with transactions from selected date range

Cancel Save

- 1 Type in your Envelope Name: (Month Year) *Example: March 2019*
- 2 Click on **Cycle** for the Date Range
- 3 Choose the current billing Cycle
- 4 Click on **Autofill Envelope with transactions from selected date range**

Click **Save**

4. Change **Account Number** and **Project ID** for each transaction to the correct account number by hand keying new code or clicking on the **Add** button to view all available codes. Also, enter **Purpose Code** and **Transaction Attributes**, if applicable.

Transactions

Select a row to perform an action.

< 1 > 100 Hide Financial Codes

| <input type="checkbox"/> | <input checked="" type="checkbox"/> In Envelope | Post Date | Transaction Date | Acct | Name | Employee ID | Merchant | Billing Amount | Split | Rejected | Disputed | Out of Pocket | Extracted |
|--------------------------|---|-----------|------------------|------|------|-------------|---------------------------|----------------|--|--|--|--|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2/27/2019 | 2/27/2019 | 1074 | MARY | | INTERNATIONAL SERVICE FEE | -0.40 USD | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No |

Account Number (optional) 11-6000-0000 Add

Project ID (optional) 1111317 Add

Purpose Code (optional) Add

Location Code (optional) Add

Transaction Attributes (optional) Add

Notes

5. If you choose the **Add** button option, you can search for your code by typing in the code and click search. Once you locate the proper code click on the code in hyperlink and the Account Number will auto populate.

Financial Codes

Code Description

Search

Financial Codes (Account Number)

< 1 >

| Code | Description | Status |
|------------------------------|--------------|--------|
| 11-1011-0000 | 11-1011-0000 | Active |
| 11-1013-0000 | 11-1013-0000 | Active |
| 11-1202-0000 | 11-1202-0000 | Active |
| 11-1216-0000 | 11-1216-0000 | Active |
| 11-1352-0000 | 11-1352-0000 | Active |
| 11-1401-0000 | 11-1401-0000 | Active |
| 11-1402-0000 | 11-1402-0000 | Active |
| 11-1405-0000 | 11-1405-0000 | Active |
| 11-1490-0000 | 11-1490-0000 | Active |
| 11-1492-0000 | 11-1492-0000 | Active |

< 1 >

6. Enter the business purpose of each transaction into the **Notes** field(s).

Transactions

Merchant Details Billing Details **Transaction Details** Split Transaction Copy Financial Codes Clear Financial Codes Copy Notes Clear Notes

< 1 > 100 Hide Financial Codes

| <input type="checkbox"/> | <input checked="" type="checkbox"/> In Envelope | Post Date | Transaction Date | Acct | Name | Employee ID | Merchant | Billing Amount | Split | Rejected | Disputed | Out of Pocket | Extracted |
|-------------------------------|---|-----------------------------------|------------------|-------------------------|--------|-------------|---------------------------|----------------|--|--|--|--|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2/27/2019 | 2/27/2019 | 1074 | , MARY | | INTERNATIONAL SERVICE FEE | -0.40 USD | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No |
| Account Number (optional) | | Project ID (optional) | | Purpose Code (optional) | | | | | | | | | |
| 11-6160-0000 Add | | 1111317 Add | | | | | | | | | | | |
| Location Code (optional) | | Transaction Attributes (optional) | | | | | | | | | | | |
| Add | | Add | | | | | | | | | | | |
| Notes | | | | | | | | | | | | | |
| Refund for cancelled services | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2/27/2019 | 2/26/2019 | 1074 | MARY | | PIKTOCHARTCO 15CB9FDLUCV | -39.99 USD | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No |
| Account Number (optional) | | Project ID (optional) | | Purpose Code (optional) | | | | | | | | | |
| 11-6160-0000 Add | | 1111317 Add | | | | | | | | | | | |
| Location Code (optional) | | Transaction Attributes (optional) | | | | | | | | | | | |
| Add | | Add | | | | | | | | | | | |
| Notes | | | | | | | | | | | | | |
| Refund for cancelled services | | | | | | | | | | | | | |

7. Verify that all of your transactions have a checkmark in the **In Envelope** box.

8. Click **Save**.

9. Click Print Envelope. Choose Portrait layout. (Below is an example of what your printed envelope will look like. Print and attach your receipts.)

Transaction Envelope

| Summary Information | | | |
|-------------------------------|---------------------------|-----------------------------|-----------------------|
| Envelope Name: | March 2019 | Memo-Posted Transactions: | (US\$40.39) |
| Cardholder: | Jennifer Hughes (JHughes) | Out of Pocket Transactions: | US\$0.00 |
| Card Account: | *1074 | Grand Total: | (US\$40.39) |
| Approval Date: | | Date Range: | 2/26/2019 - 3/25/2019 |
| Memo-Posted Transactions | | | |
| Date Occurred | Date Posted | Merchant | Billing Amount |
| Notes | | | |
| Account Number | Project ID | Purpose Code | Location Code |
| Transaction Attributes | | | |
| 2/27/2019 | 2/27/2019 | INTERNATIONAL SERVICE FEE | (US\$0.40) |
| Refund for cancelled services | | | |
| 11-6160-0000 | 1111317 | | (US\$0.40) |

10. Click on the Submit to Workflow Icon at the bottom of the screen.



Please note: Once you click on submit you cannot make any changes to the envelope or delete the envelope unless your approver rejects it and sends it back to you.

You will get a Highlighted green verification message if your envelope has been submitted successfully.

To split a transaction between two or more account number, please follow the steps below while creating a transaction envelope:

1. Click on the transaction row you want to perform a split and you will see the action icons appear at the top of the screen. Click on **Split Transaction**.

Transactions

A screenshot of a web application interface for 'Transactions'. At the top, there is a navigation bar with buttons: 'Merchant Details', 'Billing Details', 'Transaction Details', 'Split Transaction' (highlighted with a red oval), 'Copy Financial Codes', 'Clear Financial Codes', 'Copy Notes', and 'Clear Notes'. Below this is a table with columns: 'In Envelope', 'Post Date', 'Transaction Date', 'Acct', 'Name', 'Employee ID', 'Merchant', 'Billing Amount', 'Split', 'Rejected', 'Disputed', 'Out of Pocket', and 'Extracted'. A single transaction row is visible with the following data: 'In Envelope' checked, 'Post Date' 2/27/2019, 'Transaction Date' 2/27/2019, 'Acct' 1074, 'Name' MARY, 'Merchant' INTERNATIONAL SERVICE FEE, 'Billing Amount' -0.40 USD, and 'Split', 'Rejected', 'Disputed', 'Out of Pocket', and 'Extracted' all set to 'No'. Below the table are several input fields: 'Account Number (optional)' with value '11-6160-0000', 'Project ID (optional)' with value '1111317', 'Purpose Code (optional)', 'Location Code (optional)', and 'Transaction Attributes (optional)'. At the bottom, there is a 'Notes' field containing the text 'Refund for cancelled services'.

2. Click on **Add Split**.

Split Transaction

| Actions | Amount | Percent | |
|---|--|---|---|
| | <input type="text" value="-0.40"/> USD | <input type="text" value="100.00"/> % | |
| <input type="button" value="Clear Codes"/> | Account Number (optional) <input type="text" value="11-6160-0000"/> <input type="button" value="Add"/> | Project ID (optional) <input type="text" value="1111317"/> <input type="button" value="Add"/> | Purpose Code (optional) <input type="text"/> <input type="button" value="Add"/> |
| | Location Code (optional) <input type="text"/> <input type="button" value="Add"/> | Transaction Attributes (optional) <input type="text"/> <input type="button" value="Add"/> | |
| <input type="button" value="Clear Notes"/> | Notes (optional) <input type="text"/> | | |
| Remaining Amount | <input type="text" value="0.00"/> USD | <input type="text" value="0.00"/> % | |
| Total <input type="button" value="ⓘ"/> | <input type="text" value="-0.40"/> USD | <input type="text" value="100.00"/> % | |

3. **Add Split** will give you the ability to split the charge multiple times using as many account numbers as needed.

4. Type in the account information and Notes for the split(s) and click **Save**.

Send your printed statement (Transaction Envelope) with receipts attached to the Accounts Payable Office, Swords Hall, Room 103. Questions? Call x3228.