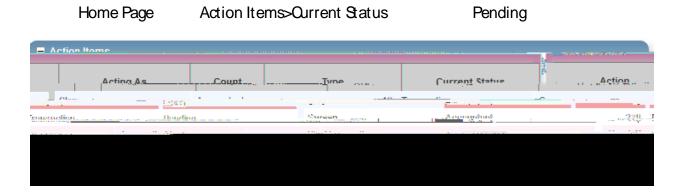
ACCOUNTHOLDER INSTRUCTIONS

Allocate or Edit a Transaction and Enter a Description

Procedure:



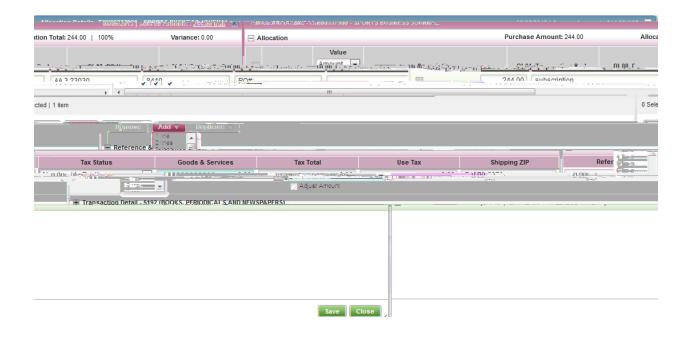
Document

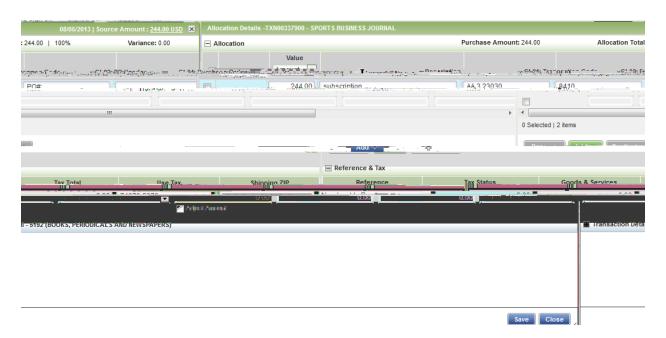


View Full Details. Transaction Detail

Allocation & Detail

Allocation & Detail





Save

Allocation & Detail

Actions



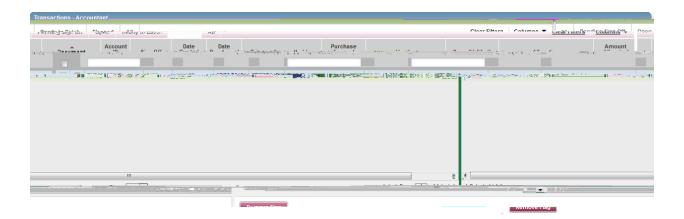
Dispute Amount

Remove Flag

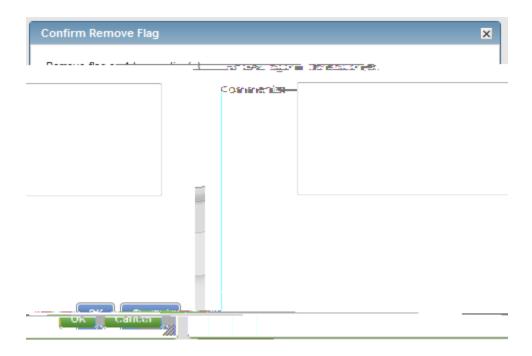
Home Page Action Items>Current Status Flagged



Document



Remove Flag Confirm Remove Flag



Comment.

OK

ATTACHING A RECEIPT INSTRUCTIONS

Click Expenses > Expense Reports > Owner.

Procedure:

H-**4664165**Tm**[**ecg) **(9666**TeW*n **EBF12**Tf **1016866**Tm(**0**g0

View Full Details. Transaction Detail



Save

Allocation & Detail

Actions

Sign Off Confirm Sign Off



OK

VIEW AUTHORIZATION LOG

Home Page Accounts Dashboard

NOTE: The Accounts Dashboard also lists your credit limit, balance, and available credit. This is useful information easily referenced on the Works Home Page.



Actions



View Auth Log



Authorization Log

