

# Allocating a transaction to multiple account numbers.

## 1. Log into Works and click "Pending".

The screenshot shows the Bank of America Works Accounts Dashboard. A blue arrow points from the text 'Log into Works and click "Pending"' to the 'Pending' link in the 'Action Items' table.

Action	Account	Acting As	Count	Type	Current Status
Sweep Sign Off	Accountant	Accountholder	1359	Transaction	Pending

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JEFF LAMPSON	5276	1,000.00	929.00	80.00	92%
LEIGH-ANNE ROYSTER	9432	1,000.00	897.16	147.84	89%
BRUK PENNINGTON	7414	3,000.00	2,438.99	560.01	81%
REBECCA B PATTERSON	6232	2,000.00	1,568.45	431.55	78%
JOHN WALKER	1165	1,000.00	745.50	254.50	74%
HOLLEY L BERRY	7914	6,000.00	4,366.44	1,633.56	72%
JANIBER ROESTER	9132	9,000.00	725.23	274.77	72%
JANA F PATTERSON	6568	4,000.00	2,727.18	1,272.82	68%
FRANCES WARD-JOHNSON	3439	7,000.00	4,764.96	2,235.04	68%
JAMES F FOLEMAN	1972	4,000.00	2,687.16	1,312.84	67%

## 2. Click on the Document Number.

The screenshot shows the Bank of America Works Transactions - Accountholder page. A blue arrow points from the text 'Click on the Document Number.' to the document number 'TX000361658' in the first row of the transaction list.

Document	Primary Accountholder	Vendor	Date Purchased	Date Posted	Account ID	Allocation	Purchase Amount	Sign Off AH Date	Sign Off	Sign Off AH Name
TX000361658	HENDRICKS, JEFFREY P	THE RITZ CARLTON SAN FRAN	02/27/2015	03/02/2015	9234	0400053-51999	1,250.00		None	
TX000361215	MORGAN, RON	SYNTECH OF BURLINGTON INC	03/03/2015	03/04/2015	1334	0400053-51999	1,428.12		None	
TX000362204	MORGAN, RON	J J KELLER & ASSOCIATES	03/03/2015	03/04/2015	1334	0400053-51999	108.84		None	
TX000362575	MORGAN, RON	NC DOL BOLLER	03/05/2015	03/06/2015	1334	0400053-51999	45.00		None	
TX000362660	MORGAN, RON	JRC ASHEBORO	03/05/2015	03/06/2015	1334	0400053-51999	1,535.99		None	
TX000363051	MORGAN, RON	INDUSTRIAL PAPER PRODUCTS	03/06/2015	03/09/2015	1334	0400053-51999	1,395.86		None	
TX000363221	MORGAN, RON	BUS FUEL #9357	03/09/2015	03/10/2015	1334	0400053-51999	37.81		None	

### 3. Click on "Allocate/Edit".

The screenshot shows the Bank of America Works Merrill Lynch interface. A list of transactions is displayed with columns for Document, Primary Accountholder, Vendor, Date Purchased, Date Posted, Account ID, Allocation, Purchase Amount, Sign Off AH Date, Sign Off, and Sign Off AH Name. A context menu is open over the first transaction, with the "Allocate/Edit" option highlighted. The menu options include: Allocate/Edit, Sign Off, View Full Details, Duplicate, Retry Automatch, Mark Record Status, Add to Expense Report, and Print.

Document	Primary Accountholder	Vendor	Date Purchased	Date Posted	Account ID	Allocation	Purchase Amount	Sign Off AH Date	Sign Off	Sign Off AH Name
T309030319	HENDRICKS, JEFFREY P	THE RITZ CARLTON SAN FRAN	03/07/2015	03/02/2015	9234	0400053-91999	1,250.00		0000	
T309030320	JORGAN, BON	SYNTECH OF BURLINGTON INC	03/03/2015	03/04/2015	3334	0400053-91999	1,420.12		0000	
T309030321	JORGAN, BON	J J KELLER & ASSOCIATES	03/03/2015	03/04/2015	3334	0400053-91999	108.84		0000	
T309030322	JORGAN, BON	NC DOL BOLER	03/05/2015	03/06/2015	3334	0400053-91999	45.00		0000	
T309030323	JORGAN, BON	JRC ASHEBORO	03/05/2015	03/06/2015	3334	0400053-91999	1,535.99		0000	
T309030324	JORGAN, BON	INDUSTRIAL PAPER PRODUCTS	03/06/2015	03/09/2015	3334	0400053-91999	1,395.86		0000	
T309030325	JORGAN, BON	BJS FUEL #9357	03/09/2015	03/10/2015	3334	0400053-91999	37.01		0000	

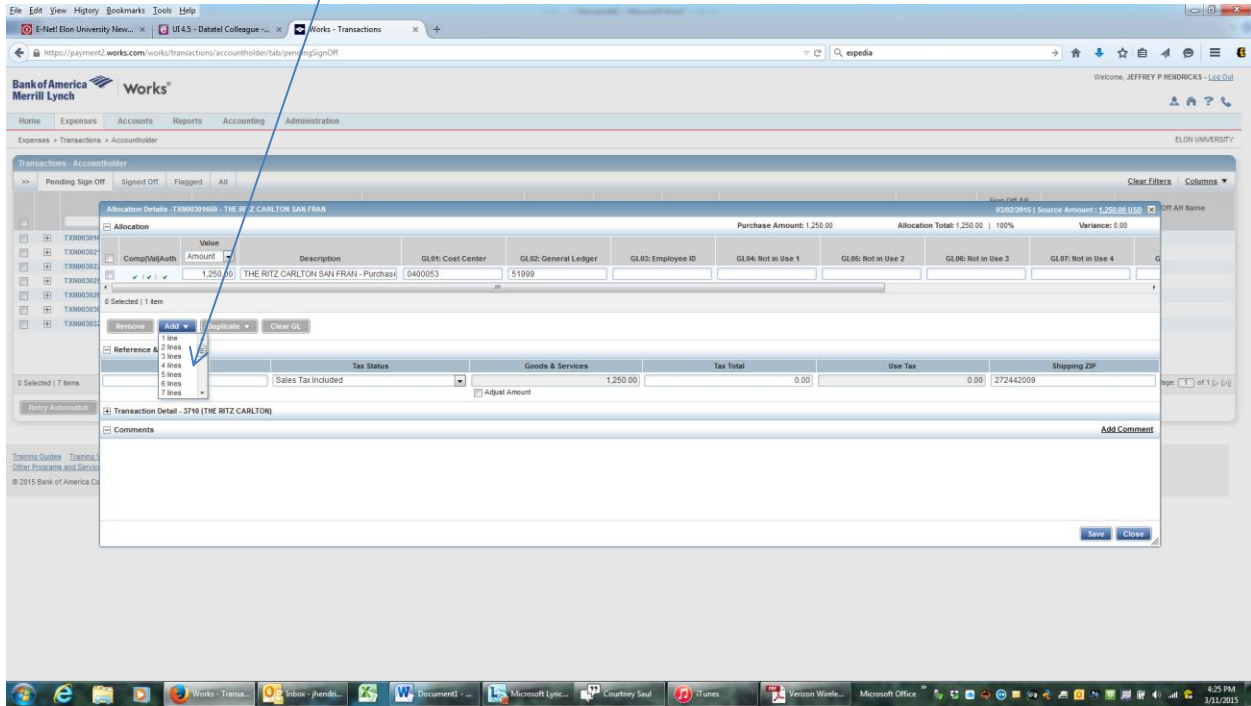
### 4. Click the "Add" button to add more allocation lines.

The screenshot shows the Bank of America Works Merrill Lynch interface with the "Allocation Details" dialog box open for transaction T309030319. The dialog box displays the following information:

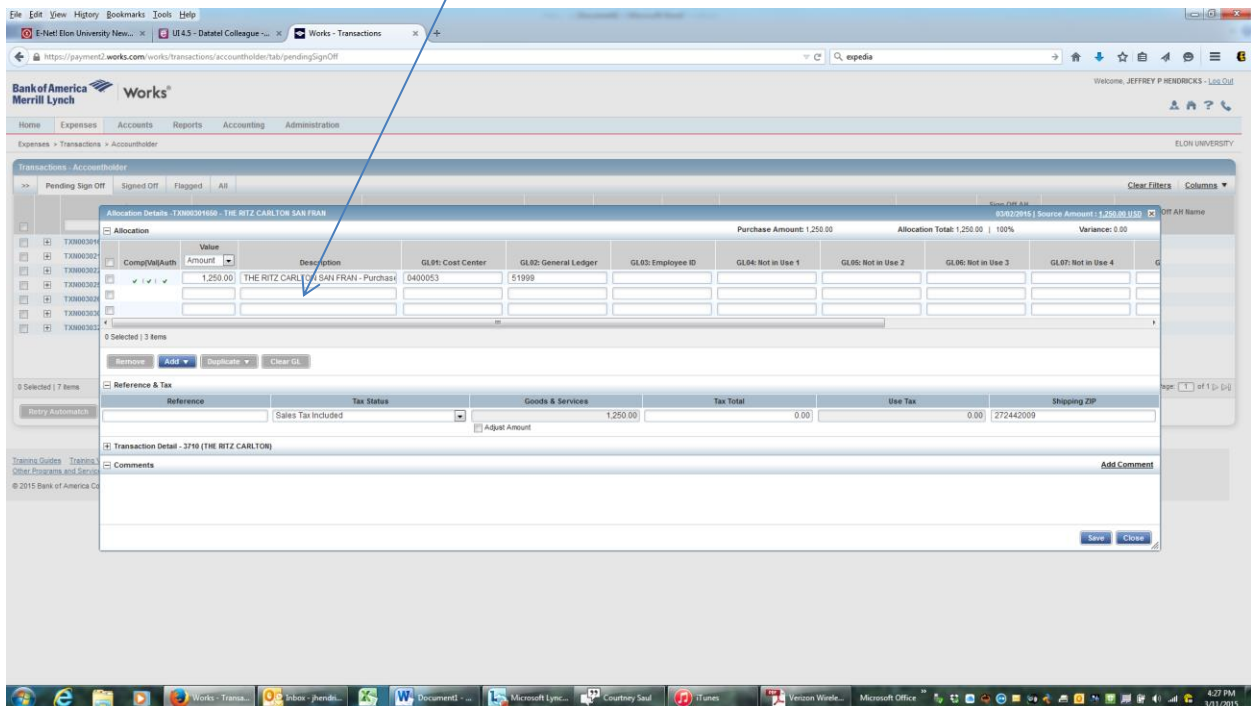
- Allocation Details - TAX 0301600 - THE RITZ CARLTON SAN FRAN
- Purchase Amount: 1,250.00 | Allocation Total: 1,250.00 | 100% | Source Amount: 1,250.00 | 100% | Variance: 0.00
- GL: Cost Center: 0400053 | GL: General Ledger: 91999
- GL: Employee ID: | GL: Not in Use 1: | GL: Not in Use 2: | GL: Not in Use 3: | GL: Not in Use 4: |
- Reference: Sales Tax Included | Tax Status: | Goods & Services: 1,250.00 | Tax Total: 0.00 | Use Tax: 0.00 | Shipping ZIP: 272442009
- Transaction Detail - 3710 (THE RITZ CARLTON)
- Comments: | Add Comment

The "Add" button is highlighted in the dialog box.

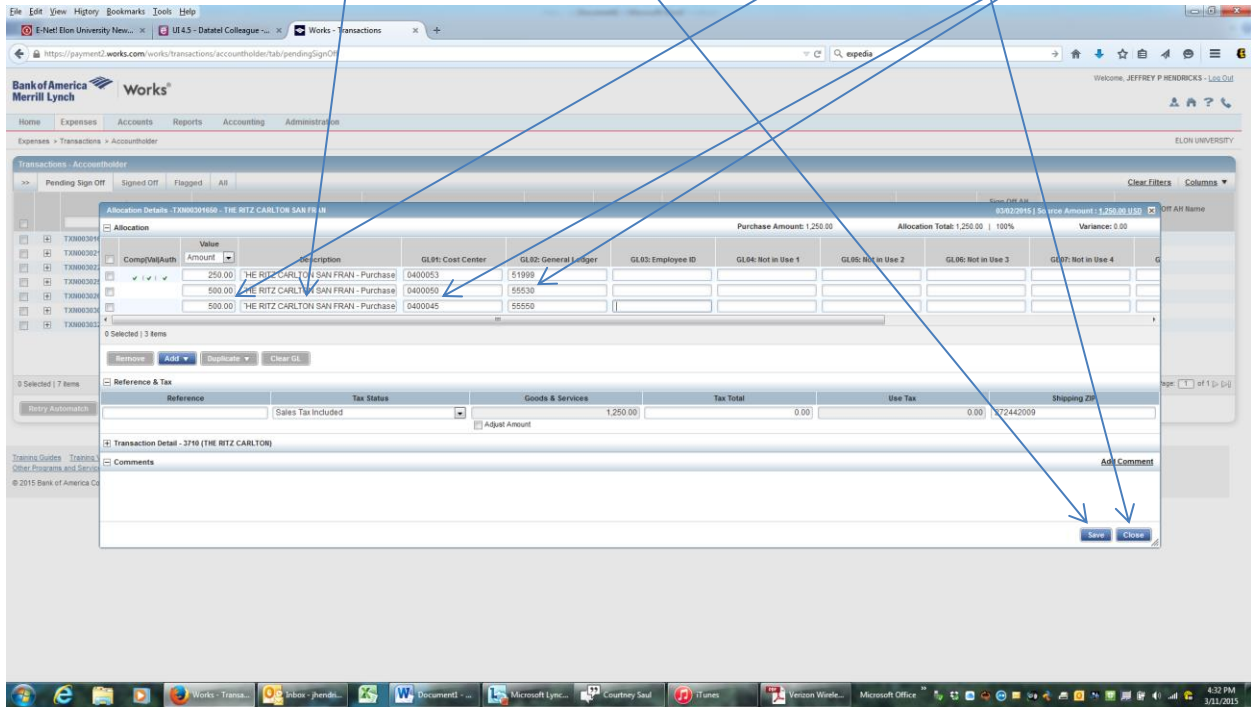
5. Choose how many more lines you need to add



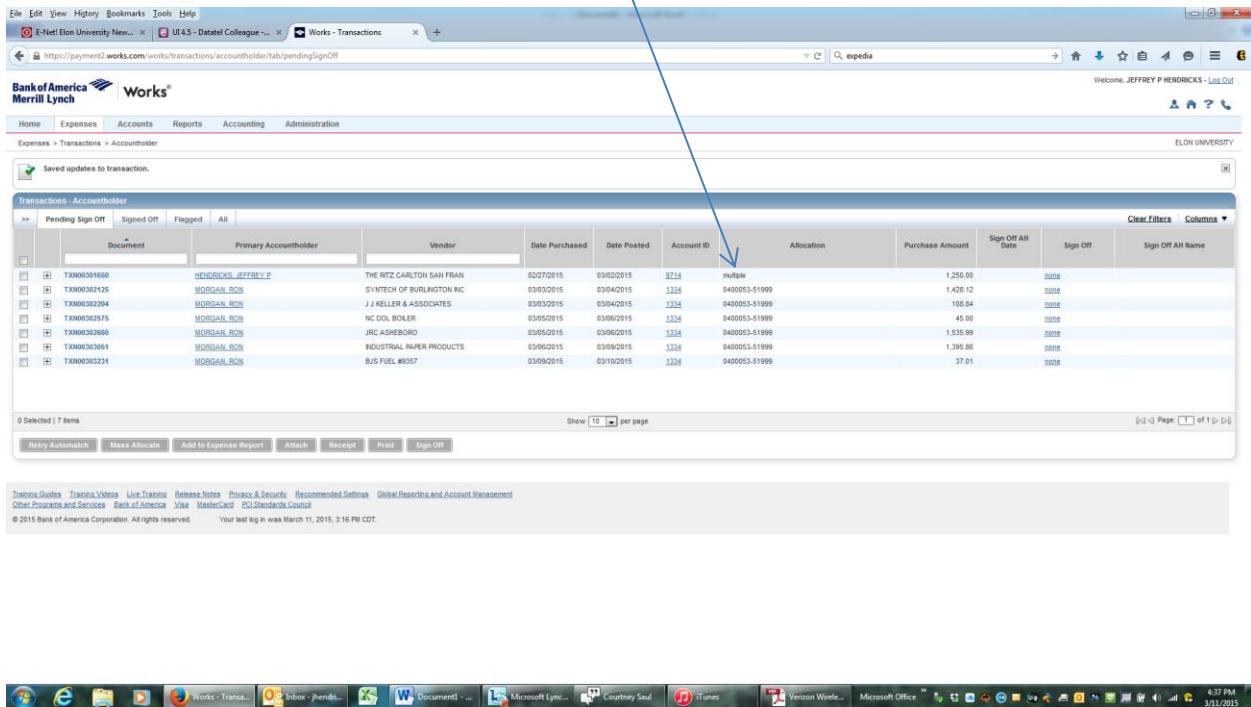
6. The corresponding number of blank lines will appear.



7. Copy & paste the "Description" to the additional lines. Enter the dollar amount and account numbers for the additional lines. Click the "Save" button, then click the "Close" button.



8. The "Allocation" column will change to "multiple" indicating the transaction has been allocated to more than one account number.



9. Continue with the Sign Off process as usual.