

CommercePayments[™] |  Commerce Bank[™]

ControlPay[®] Advanced

Washoe County School District

**ControlPay Advanced (CPA)
User Guide**

August 2019



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This user guide was designed specifically for Washoe County School District's purchasing card program. If you have any questions, please contact your P Card Administrators.

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*Additional resources for the P Card can be found on the District website. Navigate to:
Departments/BusinessPLUS-Business Processes/Tutorials BusinessPLUS-Business Processes/P Card:*

- *Checking for Declines and Credit Limits in ControlPay Advanced*
- *Resetting Password or Forgot Password in ControlPay Advanced*
- *Setting Notifications in ControlPay Advanced*

- *PDF Reduced Size (for the Transaction Envelope)*
- *Transaction Envelope Retrieval*
- *What to do when your Transaction Envelope has been Rejected*

You may also request access to the Microsoft Team for P Card users which has supplemental step-by-step videos, quizzes and expanded instructional material in addition to this document.

Logging-In

All P Card activity and transactions are managed in a separate website that is hosted by Commerce Bank. Commerce Bank is based in Kansas City, MO and is the current WCSD P Card banking partner. Each card has a separate login to the Commerce Bank website. The website is ControlPayAdvanced or <https://controlpayadvanced.com>.

Browser Requirements

Supported Browsers

- Google Chrome
- Microsoft Internet Explorer 11

Acceptable but Not Supported Browsers

- Mozilla Firefox
- Microsoft Edge
- Safari

Browser Settings Enabled

- Transport Layer Security (TLS) 1.2 or newer

The standard login information for each card is:

Username: assigned upon receiving a card (not case sensitive)

Password: assigned upon receiving a Username (will be case sensitive)

ORG ID: wcsdgroup (not case sensitive)

- The P Card Administrator will set up your login information once your card has been ordered. You will receive two emails from Commerce Bank containing your login credentials.
- When logging in the first time, follow the prompts to set up a personalized password and security questions. Choose answers that you will remember as you may need to enter these security questions during a future login session to verify your credentials.

The login screen will be blank for your initial login. Complete the fields, THEN check the Remember Me box. Going forward, your username and ORG ID will be auto filled, requiring only your password to be entered.

Initial login:



Username

Password

Show

Organization ID

Remember me



[Register](#) [Forgot Username](#) [Forgot Password](#)

Auto-filled login:



Username

Password

Show

Organization ID

Remember me

[Register](#) [Forgot Username](#) [Forgot Password](#)

Upon initial login, you will be required to accept the End User License Agreement (Terms of Use). Scroll to the bottom of the page, select the Accept option and click OK.

- CAUTION! The website will allow you to attempt to login three times. On the fourth time, if you are unsuccessful, you will be locked out. You can contact the P Card Administrators to unlock your login and send you a temporary password; or you can use the job aid for resetting your own password in Commerce Bank.

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- Commerce Bank will need to verify your credentials on each new computer you use to access your transactions. (An example would be if you are working in the lab or from home.) Commerce Bank will prompt you to send a security code to facilitate this process. Follow the prompts to generate the security code then login following the instructions on the screen.

Reviewing Transactions (card holders)

Once you have used the card, the transaction will post to the P Card website, ControlPayAdvanced. It will take at least 24 hours for the transaction to post, but it may take several days depending on vendor processing times. Card holders will need to manage their transactions weekly in preparation for the Friday upload to BusinessPLUS.

- The credit cycle runs Wednesday - Tuesday each week,
 - The credit will refresh every Wednesday morning as long as both the review (card holder) and approval (supervisor) are complete.
 - This is called the Credit Control feature. Funds from charges not reviewed and approved by Wednesday will be held back until these duties are completed. Once completed, the funds will automatically be refreshed to the card.
 - Remember credit does not equal budget.
- If you set up notifications, you will receive an email when it is time to review your transactions. Follow the link in the email, then login; or, access the "Unreviewed Transactions" quick link from the ControlPayAdvanced homepage. You will be taken to the Transaction Management section of the website. The criteria to find your transactions will automatically be set for you:
 - Date Range = Period = Last 30 Days. Review Type = Not Reviewed.
 - With these parameters set, you will only see transactions that are waiting for your review.

Quick Links

[Transactions](#)

[Unreviewed Transactions](#)



[Create a Transaction Envelope](#)

[View Statements](#)

[Recent Activity](#)

[Login Credentials](#)

Transaction Management

Organization WASHOE COUNTY SCHOOLS CPA

Hierarchy
Find or enter a hierarchy level Select My cards

Date range
Period Last 30 Days

Category Account Number Constraint Equal To Search term

Review Type Equal To: **Not Reviewed** ×

Clear Search

^ Collapse

All fields must be completed unless marked (optional).

Cancel Summary Save

- All purchases posted to ControlPayAdvanced are pre-coded with a default account code established when the card was issued. This may or may not be the appropriate account/budget to support the purchase. As part of the review process, the card holder should change the account code to the correct budget as needed for each purchase.

The review process has four steps:

1. Code the transaction to the correct budget supporting the purchase. (This budget should be identified before the card is even used.)
2. Add review notes. (Specific, no generalizations. Registration or travel notes should include WHO, WHAT, WHERE, WHEN.)
3. Check the REVIEWED Box.
4. Click SAVE.

The screenshot shows a transaction review form with the following fields and callouts:

- Reviewed:** A checkbox labeled "Reviewed" with a purple circle containing the number "3" next to it.
- Fund-Program-Function:** A field containing "10-000-2610" with a red circle containing the number "1" next to it.
- Object:** A field containing "66100" with a red arrow pointing from the "Reviewed" checkbox to it.
- RC-Department:** A field containing "054-0505" with a red arrow pointing from the "Reviewed" checkbox to it.
- Notes:** A large text area with a green arrow pointing to it from a green circle containing the number "2".
- Buttons:** At the bottom, there are three buttons: "Summary", "Cancel", and "Save". The "Save" button is highlighted with a yellow box and a yellow circle containing the number "4".

- Complete the review process every time you get an email notification, or every Wednesday. At the latest, you would complete your transactions by the close of business on Thursday. Remember the upload to BusinessPLUS happens every Friday so the transaction management must be complete prior to the upload.

Additional Reconciliation Features


There are additional features available from the Action Icon menu, including the following:

- Splitting a transaction
- Disputing a transaction (with guidance from the P Card Administrator)

Splitting Transactions:

Click on the row of the transaction you want to work with to reveal the Action Icons.

Transactions

Select a row to perform an action. 

< 1 > 100 Hide Financial Codes


<input type="checkbox"/>	<input type="checkbox"/> Reviewed	Approved	Second approval	Post Date	Transaction Date	Acct	Name	Employee ID	Mer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/28/2019	1/24/2019				

Fund-Program-Function: 10-000-2510 Add
Object: 66100 Add
RC-Department: 008-0000 Add

JL Key (optional): Add
JL Task (optional): Add
PO Number (optional): Add

Notes

< 1 > 100 Hide Financial Codes

 Click on this row

Summary Cancel Save

1. Click the SPLIT TRANSACTION Action Icon link.

Transactions

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

< 1 > 100 Hide Financial Codes

<input type="checkbox"/>	<input type="checkbox"/> Reviewed	Approved	Second approval	Post Date	Transaction Date	Acct	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/28/2019	1/24/2019		

Fund-Program-Function: 10-000-2510 Add
Object: 66100 Add
RC-Department: 008-0000 Add

JL Key (optional): Add
JL Task (optional): Add
PO Number (optional): Add

Notes


2. If only splitting twice, click ADD SPLIT (in lower left-hand corner). *If splitting more than two times, indicate the number in the “number of splits” field then click the green split button.*

All fields must be completed unless marked (optional).

Number of splits
1 Split

Split Transaction

Actions	Amount
<input type="text" value="120.00"/>	120.00
<input type="button" value="Clear Codes"/>	Fund-Program-Function 10-000-2510 <input type="button" value="Add"/>
<input type="button" value="Clear Notes"/>	JL Key (optional) <input type="button" value="Add"/>
	Notes (optional) <input type="text"/>
Remaining Amount	0.00
Total <input type="button" value="⊕"/>	120.00
<input type="button" value="Add Split"/>	



Follow the color-coded numbers below and the numbered pictograms in the screen shot as you move through the instructions.

- 3. Add notes for each part of the transaction.
- 4. Allocate transaction (how much is going to each budget account).
- 5. Code transaction (change object code, or other account segments if need be).

Split Transaction

Actions	Amount	Percent
	75.00 4	62.50 %
<input type="button" value="Copy to All"/> <input type="button" value="Clear Codes"/>	Fund-Program-Function 10-000-2510 <input type="button" value="Add"/>	Object 5 <input type="button" value="Add"/> RC-Department 008-0000 <input type="button" value="Add"/>
	JL Key (optional) <input type="button" value="Add"/>	JL Task (optional) <input type="button" value="Add"/> PO Number (optional) <input type="button" value="Add"/>
<input type="button" value="Copy to All"/> <input type="button" value="Clear Notes"/>	Notes toner 3	
	45.00 4	37.50 %
<input type="button" value="Copy to All"/> <input type="button" value="Clear Codes"/>	Fund-Program-Function 10-000-2510 <input type="button" value="Add"/>	Object 5 <input type="button" value="Add"/> RC-Department 008-0000 <input type="button" value="Add"/>
	JL Key (optional) <input type="button" value="Add"/>	JL Task (optional) <input type="button" value="Add"/> PO Number (optional) <input type="button" value="Add"/>
<input type="button" value="Copy to All"/> <input type="button" value="Clear Notes"/>	Notes post-its, pens, highlighters, staples 3	
Remaining Amount	0.00 USD	0.00 %
Total	120.00 USD	100.00 %
<input type="button" value="Add Split"/>		

6. Scroll to the top of the web page and expand the section labeled WORKFLOW.

[Collapse All](#)

Workflow

7. Check Reviewed box.

8. Re-type the notes from both parts of the split (Step #3 above).

Workflow

Sign-Off

7

Reviewed Approved Second approval

Adjustments

Exclude sales tax from bill

Sales tax amount (optional)

0.00

USD

Notes

toner and post-its, pens, highlighters, staples

8

9. SAVE.

Cancel

Dispute

Save

9

10. Click [Back to Search](#) in upper right hand corner of screen.

Back to Search

Transaction 1 of 1

10

Disputing Transactions (with guidance from the P Card Administrator):


You may encounter a fraudulent charge on your P Card, an unauthorized charge on your P Card, or a time when a vendor charges your card incorrectly. Card holders can dispute the charges with Commerce Bank.

- Please exhaust every option to resolve the issue with the vendor prior to initiating the dispute process.
- Contact the P Card Administrators if you ever have questions about the dispute process.

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When initiating the Dispute, click on the row of the transaction you want to work with to reveal the Action Icons.

Transactions

Select a row to perform an action. 

< 1 > 100 Hide Financial Codes


<input type="checkbox"/>	<input type="checkbox"/> Reviewed	Approved	Second approval	Post Date	Transaction Date	Acct	Name	Employee ID	Mer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/28/2019	1/24/2019				

Fund-Program-Function: 10-000-2510 Add
Object: 66100 Add
RC-Department: 008-0000 Add

JL Key (optional): Add
JL Task (optional): Add
PO Number (optional): Add

Notes:

< 1 > 100 Hide Financial Codes

 Click on this row

Summary Cancel Save

1. Click on the TRANSACTION DETAILS action icon.

Transactions

2. Click the DISPUTE button, then follow the instructions on the official form that opens.

The screenshot shows a web interface for "Transaction Details". At the top right, there are navigation buttons: "Back to Search", "Previous", "Transaction 3 of 100", and "Next". Below this is a summary section with the following information:

- Card Number: XXXX-XXXX-XXXX-XXXX
- Amount: 30.48 USD
- Merchant: AMAZON.COM MH0QG71D0 AMZN
- Transaction date: 7/10/2019
- Posting date: 7/11/2019
- Reference number: [REDACTED]
- Account transaction ID: [REDACTED]

Below the summary is a list of expandable sections: "Workflow", "Merchant Information", "Billing Information", "Splits", and "Comments". Each section has a right-pointing chevron icon. There are "Expand All" links at the end of the list.

At the bottom of the main content area, there are three buttons: "Cancel", "Dispute", and "Save". The "Dispute" button is highlighted with a red box, and a red arrow points to it from the right.






At the very bottom of the page, there is a footer with links for "Browser Requirements", "Contact Us", "Privacy Policy", and "Terms and Conditions". Below these links is a small copyright notice: "Copyright © 2005-2019. Powered by EnCompass, a WEX Inc. Proprietary Web Product. All Rights Reserved. 19.3.2-Prod20190731.30461 | 07-31-2019 | (mac:04)".

IMPORTANT: Commerce Bank’s official dispute policy is outlined below. Please review this information or contact the P Card Administrator prior to filing a dispute.

Dispute Resolution Process

Commerce Bank strives to ensure that all disputes are handled in the best manner to service you, the client. When there is a transaction in question on the cardholder's statement that needs to be disputed, we have a qualified staff of chargeback representatives ready to assist you with your dispute resolution. Outlined below is Commerce Bank's position on this important issue, which is the process, outlined by the Associations (Visa and MasterCard).

CARDHOLDER'S RESPONSIBILITY

-  Notify Commerce Bank of the disputed transaction within 60 days of the transaction date as shown on the first billing statement.
-  Provide as many specific details as possible regarding the item on your statement that is being disputed.
-  Include your account number, the transaction date, the merchant's name, and the amount to be placed in dispute.
-  We will also need a daytime phone number, e-mail address and fax number should we need to contact you.
-  Indicate the reason for the dispute i.e. duplicate charge, unauthorized etc.

When an item is charged back a *provisional* credit will be placed on your account. The merchant has an opportunity to present their rebuttal or provide documentation to support the charge. Your response to the merchant's rebuttal is needed immediately in order to respond within the 30-45 day timeframe allowed by Visa and MasterCard.

If the cardholder does not respond within these timeframes the dispute will be closed. The charge will be placed back on the cardholder's account and will require payment on the next billing cycle.

Email address: commercial.cards@commercebank.com

Phone number: 816-234-2047

Fax number: 816-760-7935

Address: Commerce Bank
811 Main Street
Kansas City, MO 64105


Resources for locating merchants: Monthly Credit Card Statement, Directory Assistance and the Internet search engines are all good resources for getting a merchant's phone number.

Approving Transactions (supervisors)

Cardholders are responsible for reviewing their charges online throughout the weekly credit cycle. As an Approver, you will have access to all cardholders who report to you. You are required to approve your cardholders' transactions, to include notes and budget allocations, online.

- The credit cycle runs Wednesday - Tuesday each week,
 - The credit will refresh every Wednesday morning as long as both the review (card holder) and approval (supervisor) are complete.
 - This is called the Credit Control feature. Funds from charges not reviewed and approved by Wednesday will be held back until these duties are completed. Once completed, the funds will automatically be refreshed to the card.
- Remember credit does not equal budget.
- If you set up notifications, you will receive an email when it is time to approve your transactions. Follow the link in the email, login, then access the Transactions section of the website. The criteria to find your transactions should be:
 - Date Range = Period = Last 30 Days. Review Type = Reviewed. Approve Type = Not Approved.
 - With these parameters set, you will only see transactions that are waiting for your approval.

Quick Links

- [Transactions](#) 
- [Unreviewed Transactions](#)
- [Create a Transaction Envelope](#)
- [View Statements](#)
- [Recent Activity](#)
- [Login Credentials](#)

Washoe County SD Group / Transactions / Transaction Management

Transaction Management

Organization: WASHOE COUNTY SCHOOLS CPA

Hierarchy: or enter a hierarchy level

within level WASHOE COUNTY SCHOOLS CPA

Date range:

Category:

Constraint:

Review Type Equal To: Approve Type Equal To:

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- All purchases posted to ControlPayAdvanced are pre-coded with a default account code established when the card was issued. This may or may not be the appropriate account/budget to support the purchase. As part of the review process, the card holder should change the account code to the correct budget as needed for each purchase.
- As the approver, you will double check that the budget is accurate, and the card holder notes reflect the details of the purchase.

The approval process has four steps:

1. Confirm the account coding.
2. Review the notes for accuracy and clarity.
3. Check the APPROVED box.
4. Click SAVE.

The screenshot shows a transaction record in a table with columns: Reviewed, Approved, Second approval, Post Date, Transaction Date, Acct, Name, and Employee. The 'Approved' checkbox is highlighted with a purple box and a callout '3'. Below the table, there are three input fields: 'Fund-Program-Function' (10-000-2510), 'Object' (64210), and 'RC-Department' (008-0000), each with an 'Add' button. A red box highlights these fields with a callout '1'. Below these are three optional fields: 'JL Key (optional)', 'JL Task (optional)', and 'PO Number (optional)', each with an 'Add' button. A 'Notes' field contains the text 'Shredding--Payroll' and is highlighted with a green box and callout '2'.

The screenshot shows three buttons: 'Summary', 'Cancel', and 'Save'. The 'Save' button is highlighted with a yellow box and a callout '4'.

Transaction Envelope for Reviewers (card holders)

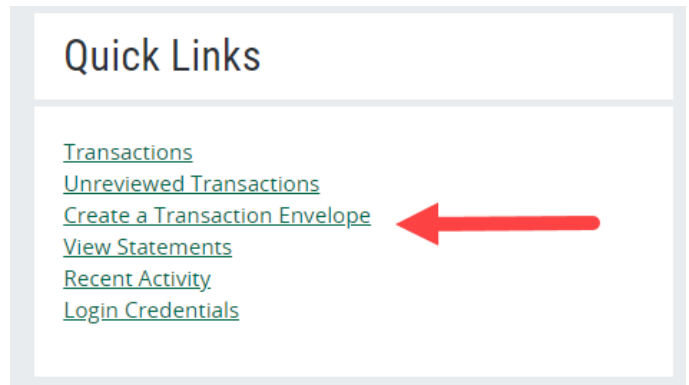
Card holders are required to submit a transaction envelope with receipts each month. The schedule is set by the P Card Administrators and all P Card users will receive an email each month when it is time to create and submit the transaction envelope. *Transactions for the monthly reporting cycle must be reviewed by the cardholder before you begin this process.*

Prior to creating your transaction envelope in ControlPayAdvanced, please gather:

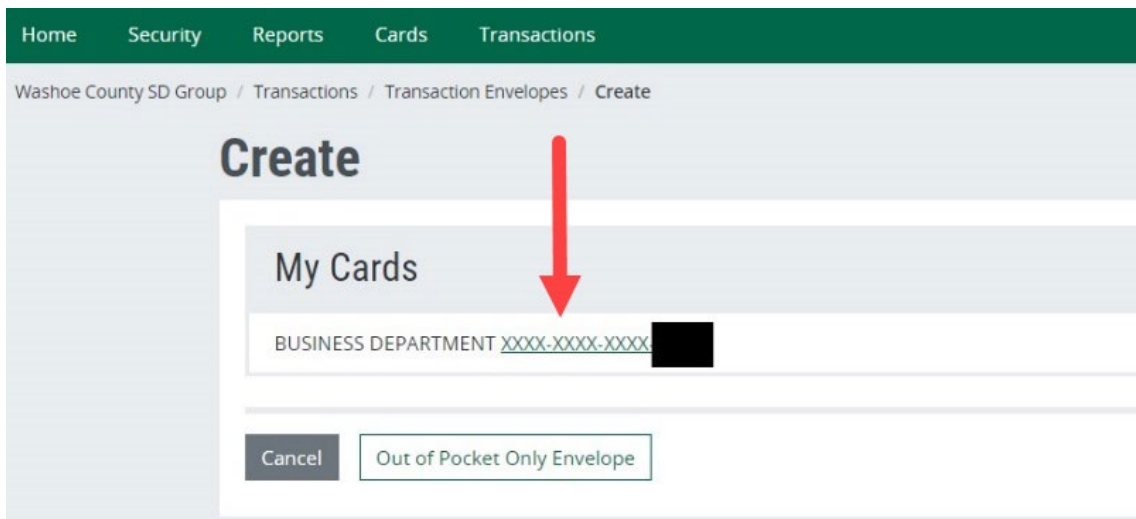
- Itemized receipts for each purchase
- Accompanying documents, like an approved Leave Request form (for registration or travel related purchases)
- Remember you can use the Statement of Lost or Missing Receipt (AP-F013) for purchases under \$100.

These items should be scanned as one PDF document and saved to your desktop for easy retrieval. You may need to save your document as a reduced sized PDF to ensure it will be accepted in ControlPayAdvanced. The maximum size is 4096 KB. You will eventually attach your PDF to the Transaction Envelope.

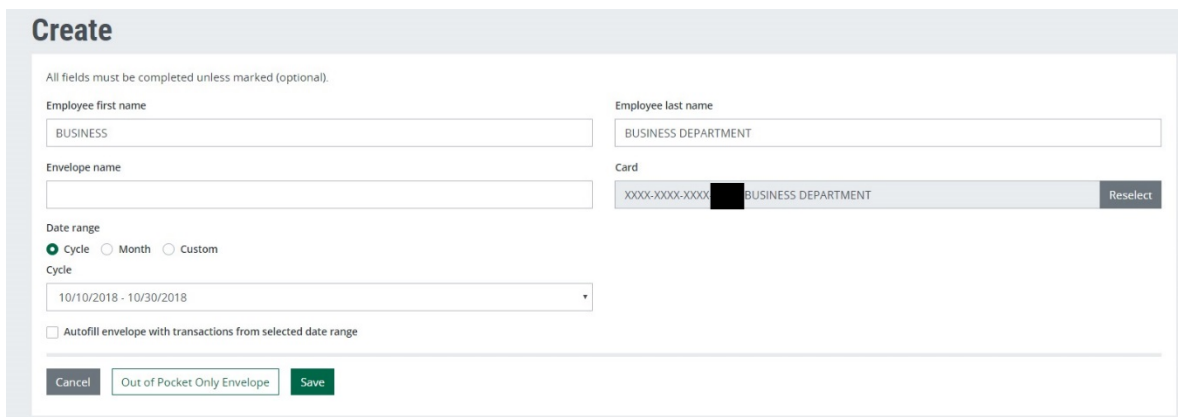
1. Login to Commerce Bank and look for the **Quick Links** on the right-hand side of your Home Page.



2. Click on the link **Create a Transaction Envelope**.
3. When this new page loads, click on the line that contains your active card.



4. When this new page loads, you will need to complete a few fields to start the process.



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5. **Employee First Name:** If this is not auto-filled, please type the name you use for your Commerce Bank login.
6. **Employee Last Name:** This field is auto filled, **DO NOT CHANGE.**
7. **Envelope Name:** Site RC (for schools) OR Last Name (for department and personal cards), Month (xx)/Year (xx).
 - a. The month to use is always the month of the cycle end day
 - b. Example: 101 06/18 (for Allen ES)
 - c. Example: Business 06/18 (for the Business Office)
 - d. Example: Doe 06/18 (for John Doe)
8. **Date Selection:** Click the **Custom** option, to populate the date range fields.

Create

All fields must be completed unless marked (optional).

Employee first name: BUSINESS

Employee last name: BUSINESS DEPARTMENT

Envelope name: [Empty]

Card: XXXX-XXXX-XXXX BUSINESS DEPARTMENT [Reselect]

Date range:

 Cycle

 Month

 Custom ←

 From: MM/DD/YYYY [Calendar icon] To: MM/DD/YYYY [Calendar icon]

Autofill envelope with transactions from selected date range

Buttons: Cancel, Out of Pocket Only Envelope, Save

9. Enter the dates for the reporting cycle. These are emailed to you by the P Card administrator and available on the yearly P Card date calendar.
 - a. Example start day: 5/16/18
 - b. Example end day: 6/12/18
10. **DO NOT check the box Autofill Envelope.** There is an error in the software that is currently under review.
 - c. See finished sample below:

Create

All fields must be completed unless marked (optional).

Employee first name: BUSINESS

Employee last name: BUSINESS DEPARTMENT

Envelope name: Business 06/18

Card: XXXX-XXXX-XXXX BUSINESS DEPARTMENT [Reselect]

Date range:

 Cycle

 Month

 Custom

 From: 05/16/2018 [Calendar icon] To: 06/12/2018 [Calendar icon]

Autofill envelope with transactions from selected date range

Buttons: Cancel, Out of Pocket Only Envelope, Save ←

11. Click **Save**. This creates your envelope.

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12. When this new page loads, you will see a list of the transactions included in the date range you entered.
13. Click in the box labeled **In Envelope** (this step is critical), and then confirm there are check marks next to each transaction in this column. Click **Save**. You should get the green **Transactions Successfully Saved** message at the top of your screen.

Transactions

Select a row to perform an action.

< 1 > 100 Hide Financial Codes

<input type="checkbox"/>	In Envelope	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	Split	Rejected	Disputed	Out of Pocket
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6/11/2018	6/7/2018		BUSINESS DEPARTMENT,		OFFICE DEPOT 1135	13.92 USD	X No	X No	X No	X No

Fund-Program-Function: 10-000-2510
 Object: 66100
 RC-Department: 008-0000

JL Key:
 JL Task:
 PO Number:

Notes: Stamp pad ink, calculator paper

< 1 > 100 Hide Financial Codes

Cancel Print Envelope Receipts **Save** Submit to Workflow

Transactions successfully saved.

14. After saving, your Transaction Envelope should have a dollar amount associated with it (Calculated Total). You can find this information right above the list of your transactions. (If the Calculated Total says \$0.00, you did not complete step #13 above.)

a. Successful example below

Envelope Summary

Calculated total: **13.92 USD** Transactions in envelope: **1** Date range: **5/16/2018 - 6/12/2018**

Totals Summary

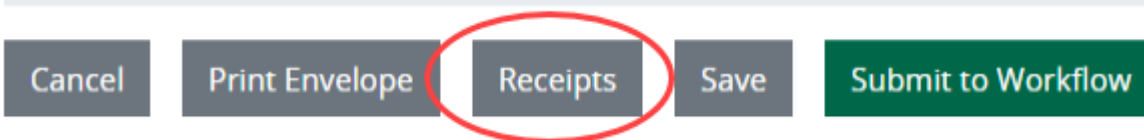
- b. Unsuccessful example below ☹️ (if \$0.00, place a check mark in the **In Envelope** column for each transaction.)

Envelope Summary

Calculated total: **0.00 USD** Transactions in envelope: **0** Date range: **5/16/2018 - 6/12/2018**



15. Click **Receipts**



16. The **Receipts** dialog box opens

Receipts



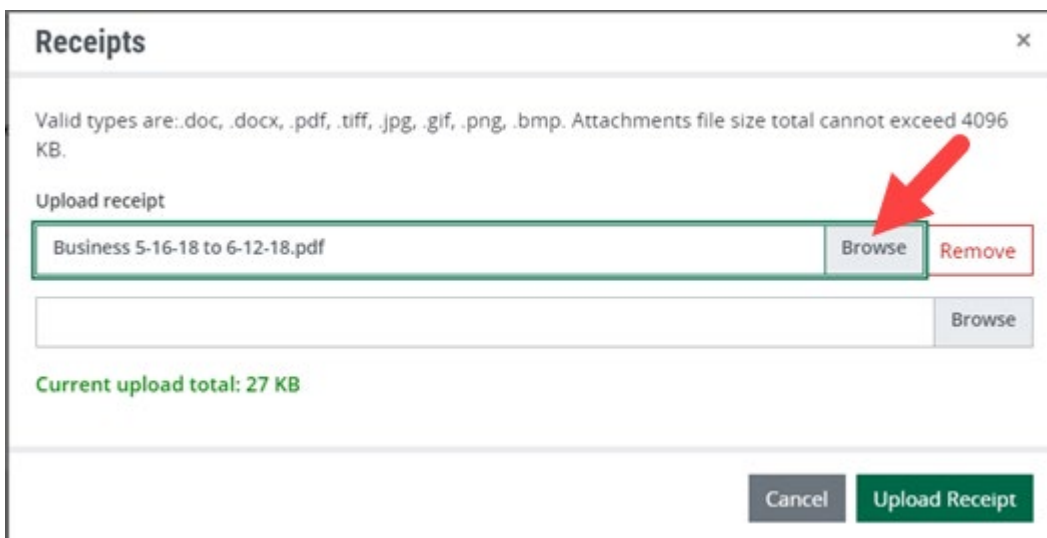
Valid types are: .doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB.

Upload receipt



17. Click **Browse**, then search for your saved receipts on your desktop and select (if you have multiple receipt files, you can choose each file before finalizing the **Upload Receipt** process)

- a. Example of one file for receipts:



b. Example of two files for receipts:

Receipts ×

Valid types are: .doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB.

Upload receipt

Business 5-16-18 to 6-12-18.pdf Browse Remove

Business 5-16-18 to 6-12-18 2.pdf Browse Remove

Browse

Current upload total: 27 KB

Cancel Upload Receipt

18. Once all receipt files are ready, click **Upload Receipt**

Receipts ×

Valid types are: .doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB.

Upload receipt

Business 5-16-18 to 6-12-18.pdf Browse Remove

Browse

Current upload total: 27 KB

Cancel Upload Receipt

19. The **Upload Receipts** dialog box will change to reflect a successful upload, click the **X** to close the window

Receipts ×

File(s) 'Business 5-16-18 to 6-12-18 2.pdf' successfully uploaded.

Valid types are: .doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB.

Upload receipt

Browse

Uploaded Receipts

Select a row to perform an action.

Uploaded Date	Filename	Type	Size
1/25/2019 4:00:50 PM	Business 5-16-18 to 6-12-18 2.pdf	PDF	26.0 KB (kilobyte)

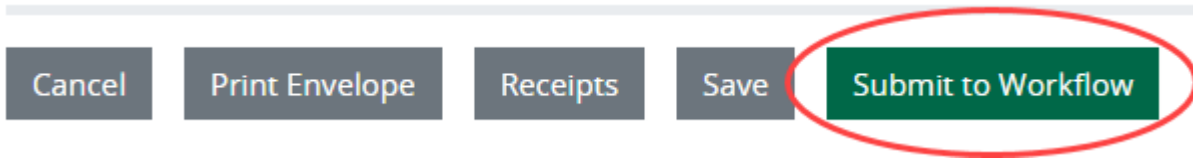
Cancel Upload Receipt

a. If your file is too big, refer to the reduced size PDF job aid on the District website.

20. **SAVE** your envelope one more time once the page refreshes.

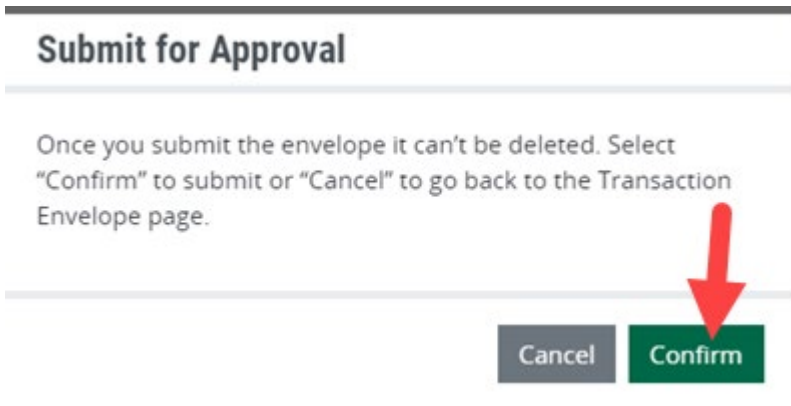
21. You are now ready to submit your Transaction Envelope into workflow for approval.

22. Click **Submit to Workflow**

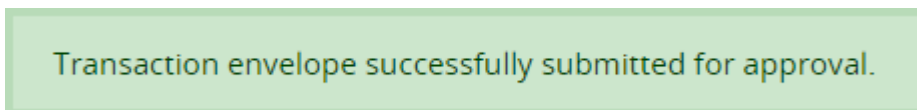


23. When you click **Submit to Workflow**, a confirmation dialog box will populate. Once you have submitted the envelope into workflow, you cannot delete it.

24. If you are ready, click **Confirm**.



25. A message displays at the top of the page indicating successful submission of the envelope.

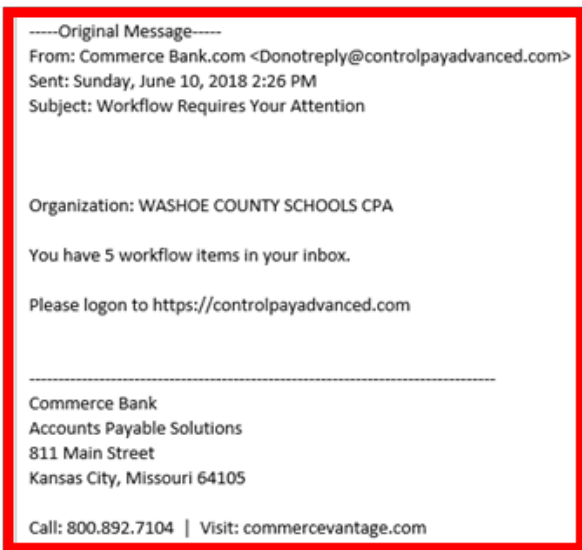


Transaction Envelope for Approvers (supervisors):

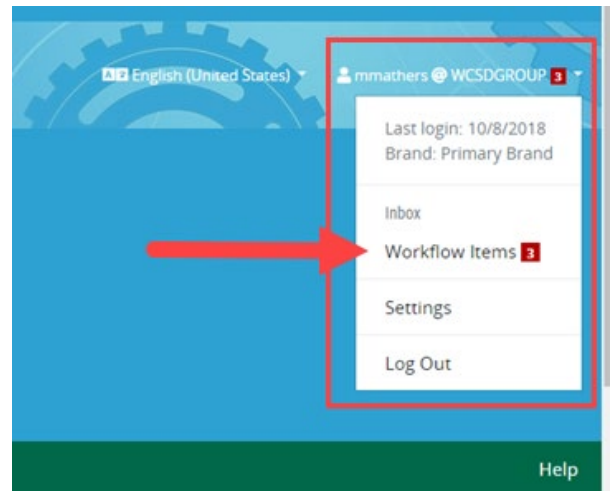
Card holders are required to submit a transaction envelope with receipts each month, according to a pre-set schedule. Supervisors are required to approve each transaction envelope submitted for their unit after it is completed. An email notification will be sent when it is available to you for approval.

Please note there is a feature built into the Transaction Envelope approval process that will auto approve all transactions in an envelope once a supervisor approves it if they were not originally approved in Transaction Management. Best practice is to approve all P Card transactions in Transaction Management weekly after the cardholder has reviewed them. This allows the credit to refresh on the cards, which will only happen if the review and approval are completed in Transaction Management each week. We encourage all supervisors to approve weekly, rather than as part of the envelope approval, as this is only a monthly event.

1. As an approver, you will receive an email when you have a Transaction Envelope to approve.

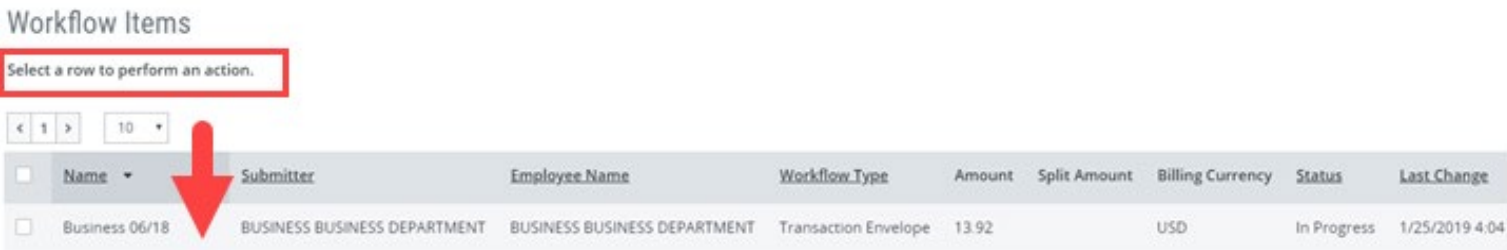


2. Login to Commerce Bank and hover over your login name on the right-hand side of your Home Page.



3. Click on the **Workflow Items** link.
4. When this new page loads, you will see the Transaction Envelope(s) waiting for your approval.
5. Click on the row of the Transaction Envelope you want to view (a.) Select a row to perform an action (generate action icons), (b.) Select the action icon you want to work with.

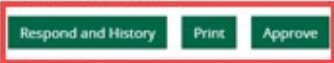
a. Select a row to perform an action



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b. Select the action icon you want to work with

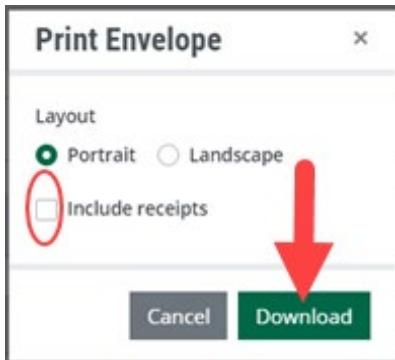
Workflow Items



<input type="checkbox"/>	Name	Submitter	Employee Name	Workflow Type	Amount	Split Amount	Billing Currency	Status	Last Change
<input type="checkbox"/>	Business 06/18	BUSINESS BUSINESS DEPARTMENT	BUSINESS BUSINESS DEPARTMENT	Transaction Envelope	13.92		USD	In Progress	1/25/2019 4:04

6. To view the envelope, click **Print**.

7. A **Print Envelope** dialog box will open, you can choose Portrait, Landscape or to Include Receipts (recommended). Complete your options, then click **Download**.



8. When prompted, open the zip file. (The prompts may differ depending on the browser you use.)

9. A window will open showing the receipt file(s) as well as the Transaction Envelope file.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Business 5-16-18 to 6-12-18 2	Adobe Acrobat Document	20 KB	No	27 KB	27%	1/25/2019 5:02 PM
TransactionEnvelope	Adobe Acrobat Document	3 KB	No	6 KB	49%	1/25/2019 5:02 PM

10. You can open each individual receipt file as well as open the Transaction Envelope file to review purchases, notes and account coding. When finished viewing receipts and envelope, close the file finder window.

11. When you are ready, place a check mark next to the envelope, then click **Approve**.

<input checked="" type="checkbox"/>	Business 06/18	BUSINESS BUSINESS DEPARTMENT	BUSINESS BUSINESS DEPARTMENT	Transaction Envelope	13.92		USD	In Progress	1/25/2019 4:04
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Workflow Items



12. A green message will be displayed indicating the Transaction Envelope has been moved on in workflow (to Business).

You have approved 1 workflow items.

13. Repeat for other Transaction Envelopes you may have in your queue.

Additional resources for the P Card can be found on the District website. Navigate to: Departments/BusinessPLUS-Business Processes/Tutorials BusinessPLUS-Business Processes/P Card:

- **Checking for Declines and Credit Limits in ControlPay Advanced**
- **Resetting Password or Forgot Password in ControlPay Advanced**
- **Setting Notifications in ControlPay Advanced**

- **PDF Reduced Size (for the Transaction Envelope)**
- **Transaction Envelope Retrieval**
- **What to do when your Transaction Envelope has been Rejected**

You may also request access to the Microsoft Team for P Card users which has supplemental step-by-step videos, quizzes and expanded instructional material in addition to this document.