Transaction Envelope for Submitter (cardholder)

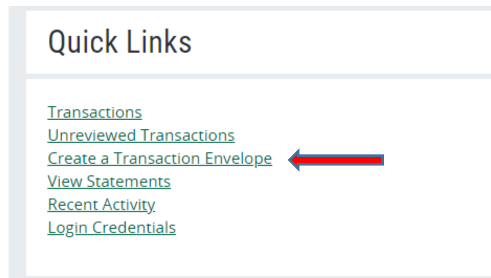
(Re-designed Commerce Bank website)

The Transaction Envelope in Commerce Bank will replace the Monthly Cardholder Statement. Your Transaction Management duties do not change. This new process only addresses how to submit a monthly reporting of your transactions along with receipts.

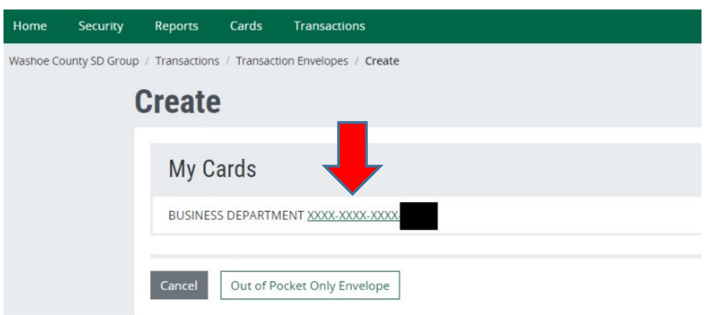
Transactions for the monthly reporting cycle must be reviewed by the cardholder before you begin this process.

You should also scan your receipts and save them to your desktop as a reduced sized PDF before starting the process. (See Reduced Size PDF job aid for more information on this topic.)

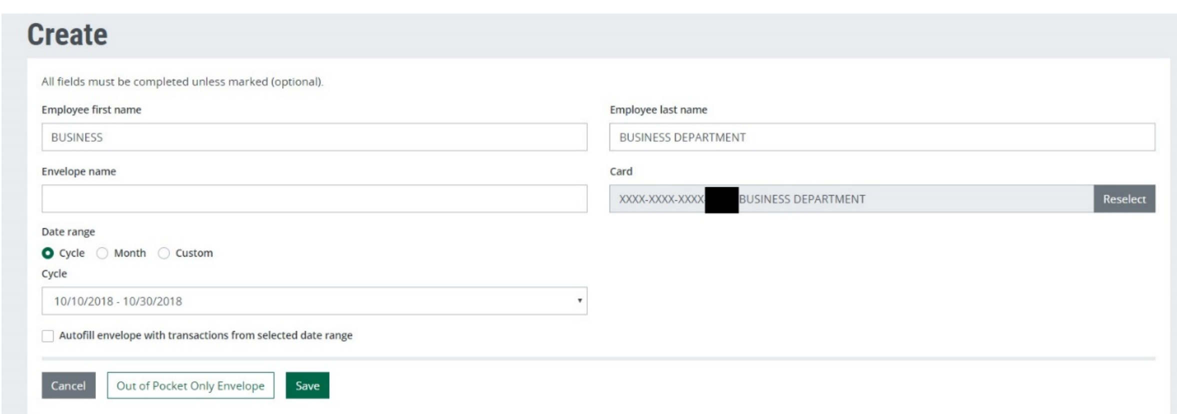
1. Login to Commerce Bank and look for the **Quick Links** on the right hand side of your Home Page.



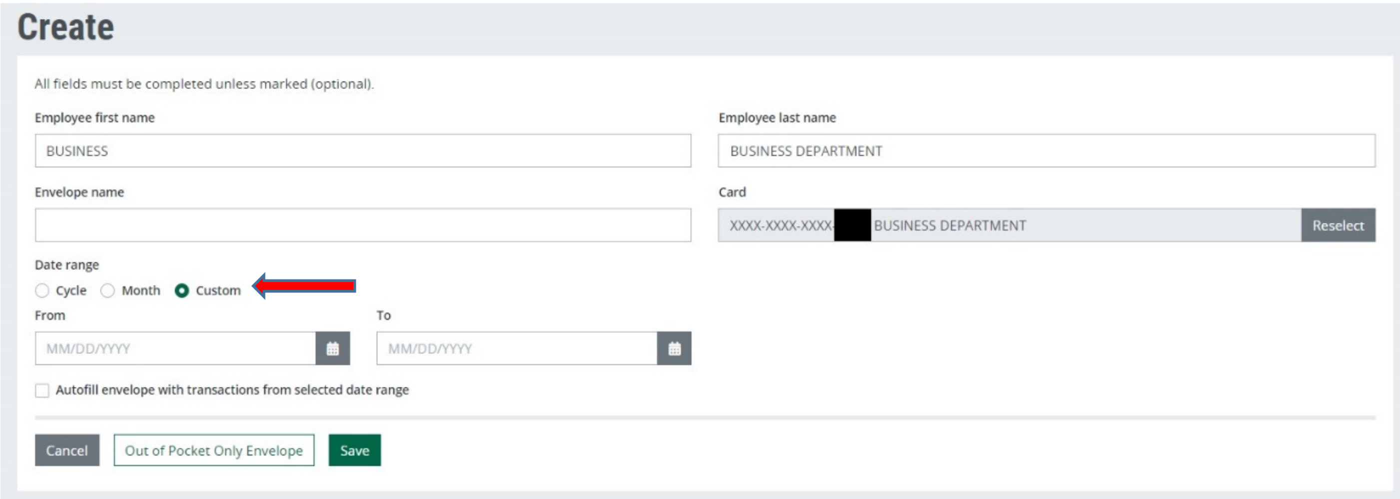
2. Click on the link **Create a Transaction Envelope.**
3. When this new page loads, click on the line that contains your active card.



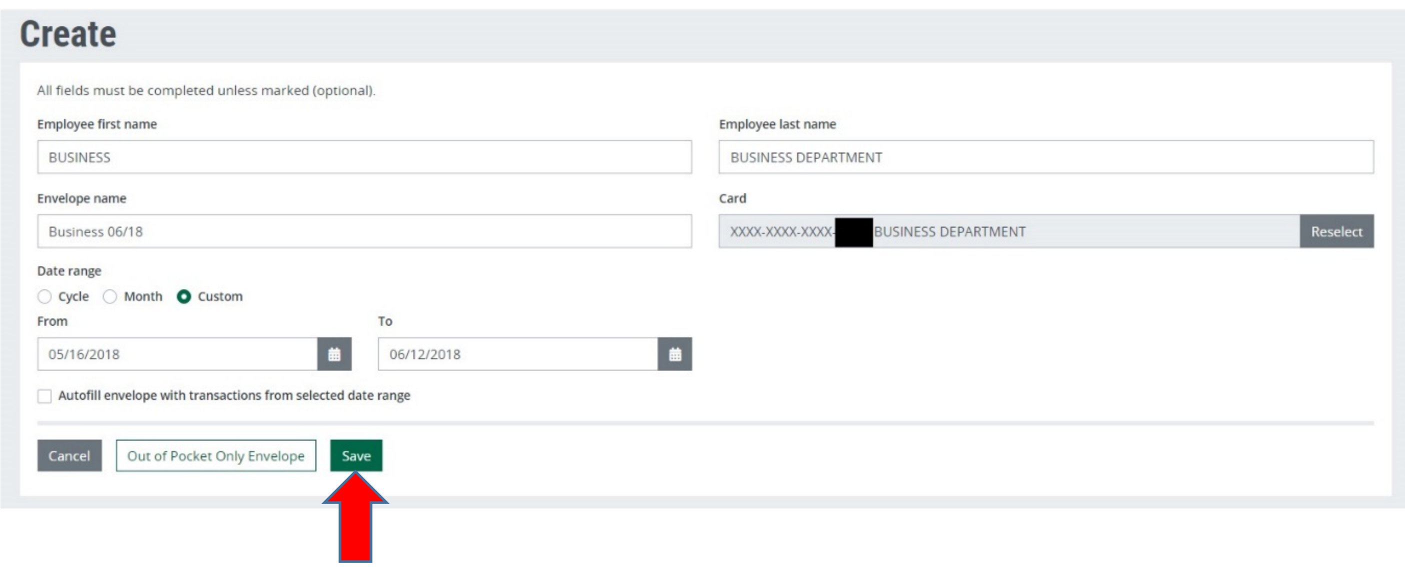
4. When this new page loads, you will need to complete a few fields to start the process.



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.

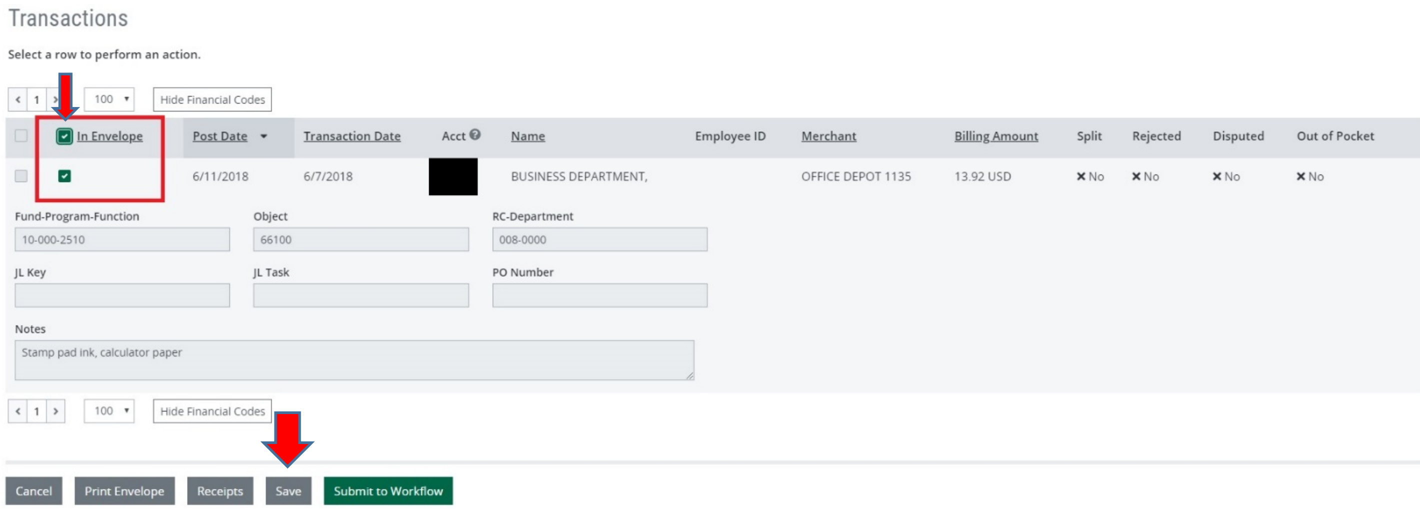


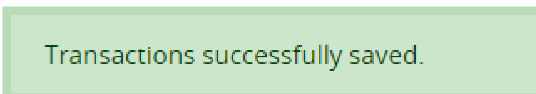
9. Enter the dates for the reporting cycle. These are emailed to you by the P Card administrator and available on the yearly P Card date calendar.
    a. Example start day: 5/16/18
    b. Example end day: 6/12/18
10. DO NOT check the box Autofill Envelope. There is an error in the software that is currently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



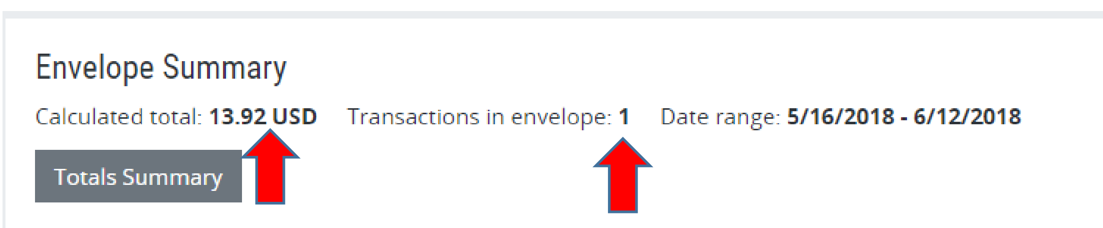
11. Click **Save**. This creates your envelope.

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.

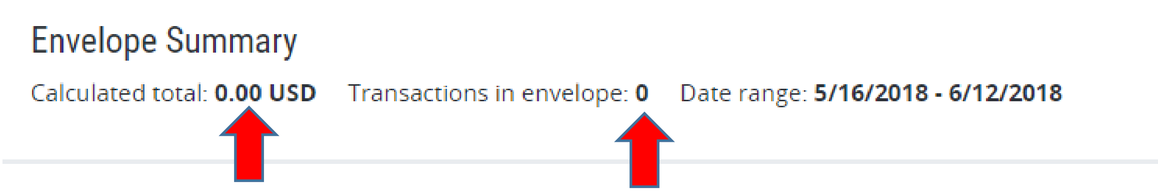




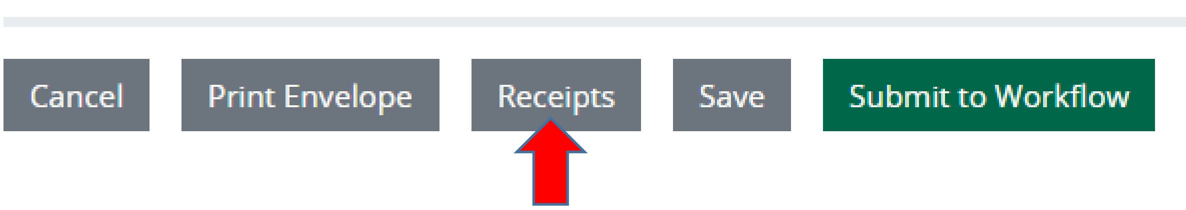
14. After saving, your Transaction Envelope should have a dollar amount associated with it (Calculated Total). You can find this information right above the list of your transactions. (If the Calculated Total says $0.00, you did not complete step #13 above.)
    a. Successful example below ☺



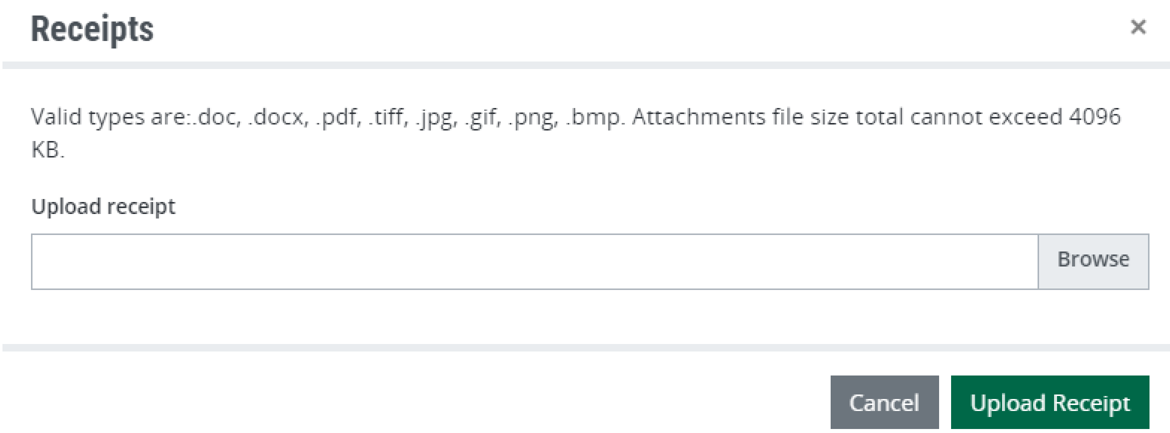
    b. Unsuccessful example below ☹ (if $0.00, place a check mark in the **In Envelope** column for each transaction.)



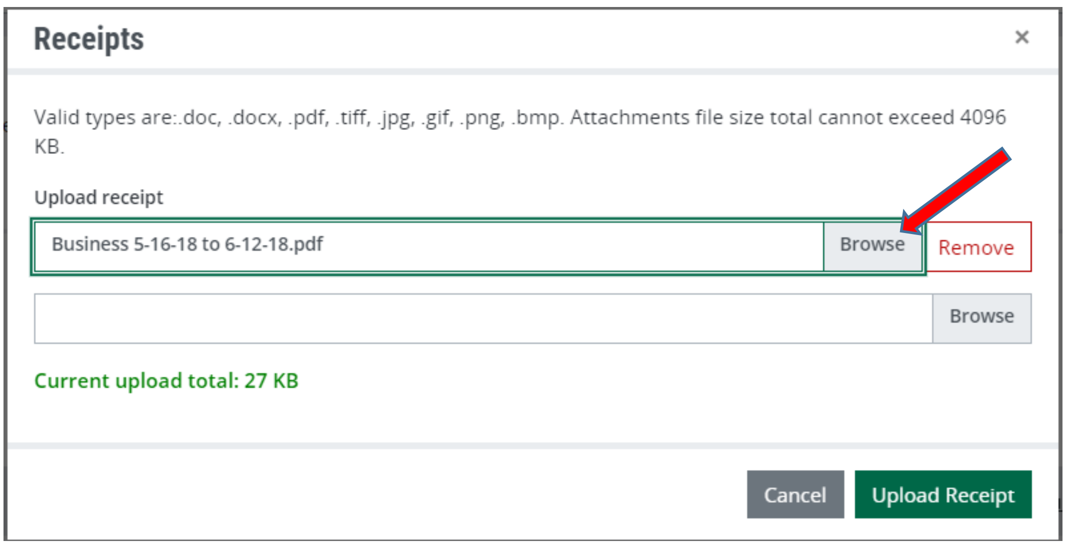
15. Click **Receipts**



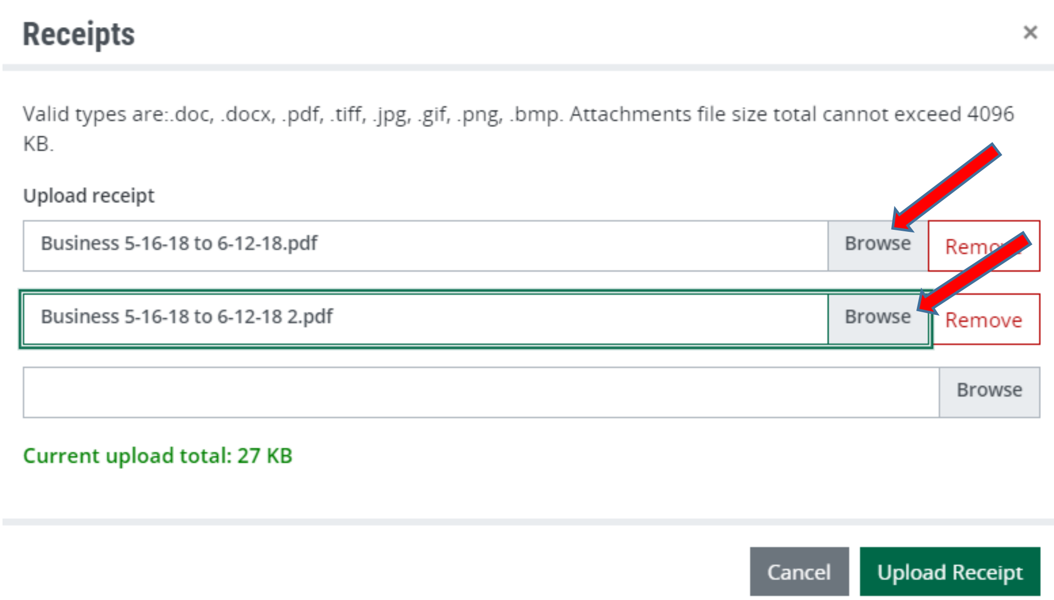
16. The **Receipts** dialog box opens



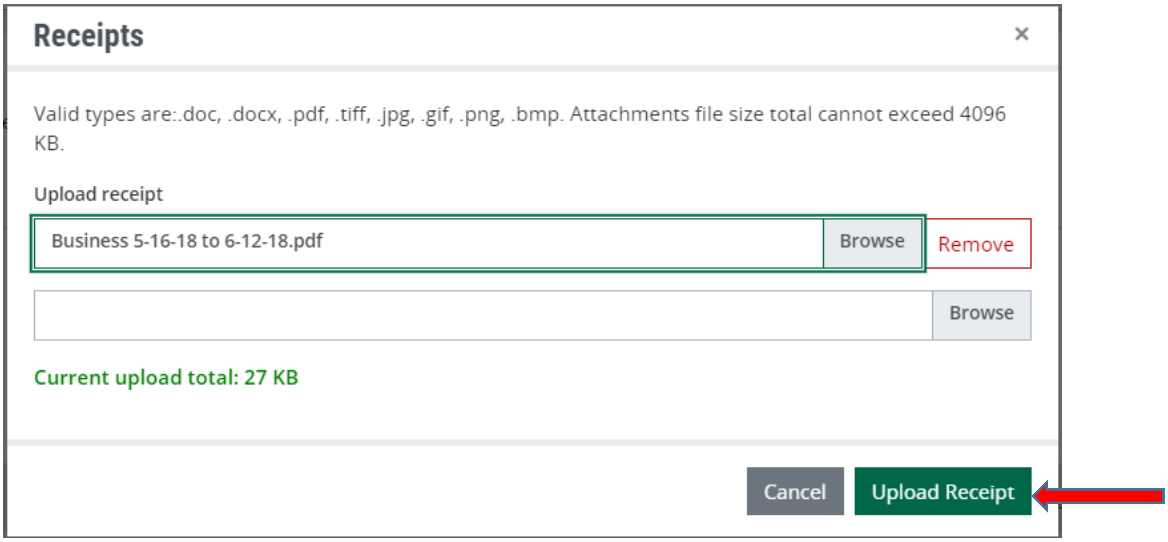
17. Click **Browse**, then search for your saved receipts on your desktop and select (if you have multiple receipt files, you can choose each file before finalizing the **Upload Receipt** process)
    a. Example of one file for receipts:



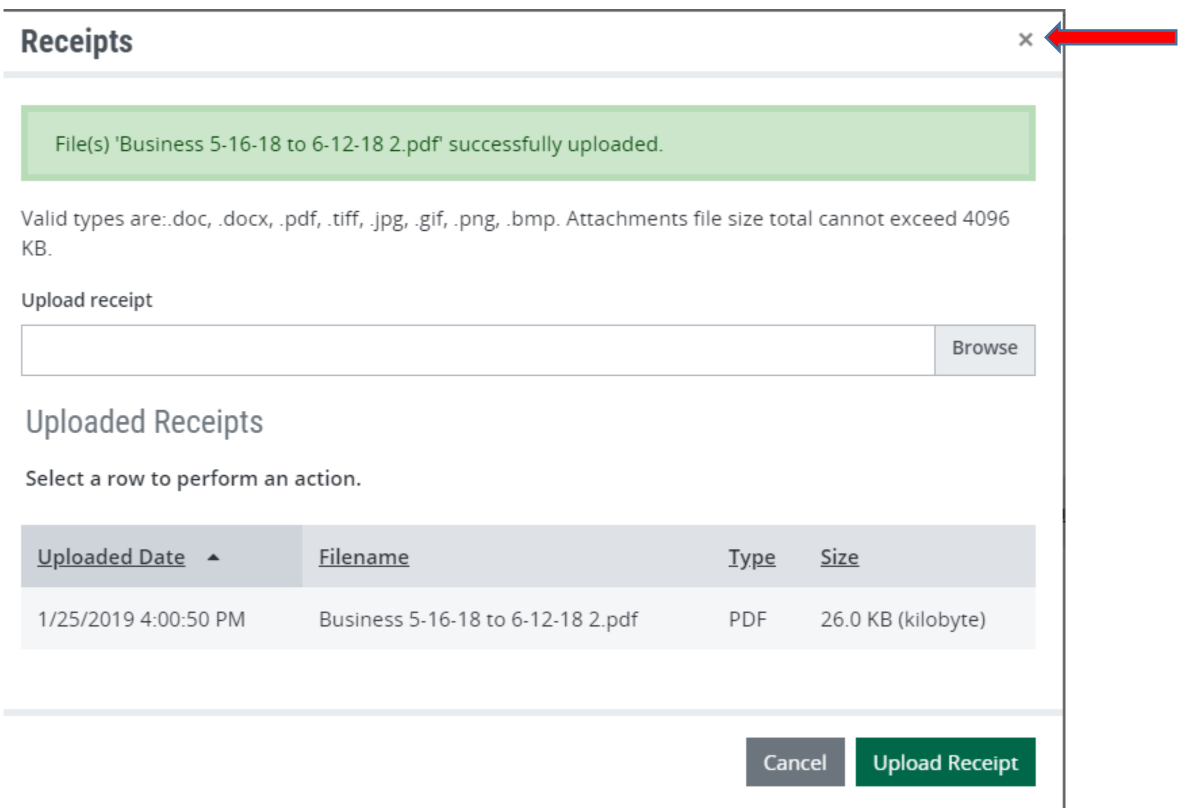
    b. Example of two files for receipts:



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

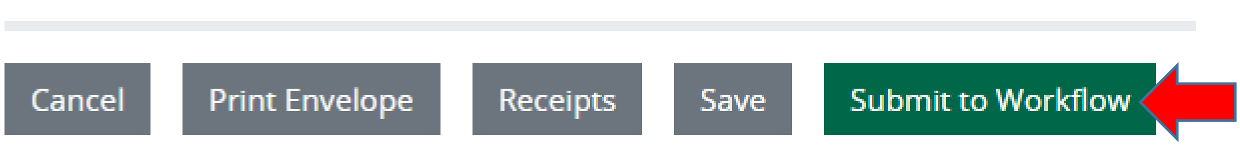


19. The **Upload Receipts** dialog box will change to reflect a successful upload, click the **X** to close the window

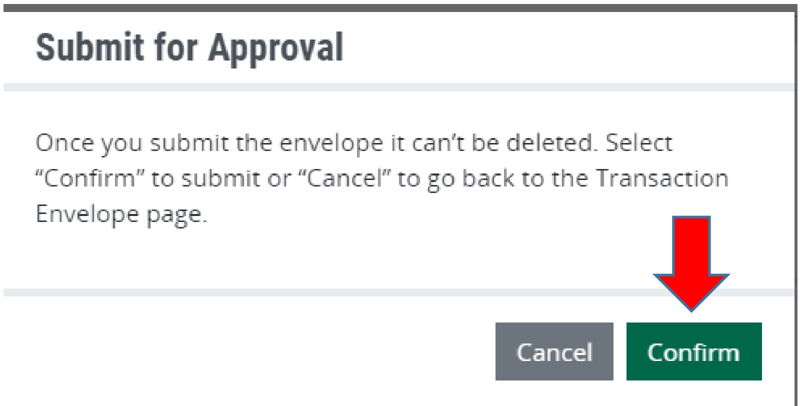


   a. If your file is too big, refer to the Reduced Size PDF job aid.

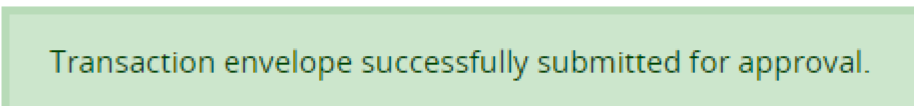
20. **SAVE** your envelope one more time once the page refreshes.
21. You are now ready to submit your Transaction Envelope into workflow for approval.
22. Click **Submit to Workflow**



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.



This completes the process for submitted a Transaction Envelope (cardholder)