

COMMERCE BANK - TRANSACTION ENVELOPES (SAVE RECEIPTS TO YOUR COMPUTER FIRST)

Receipts should be scanned separately 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 receipt to the Transaction Envelope.

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

TIP: Create an Envelope each week you have transactions. (Make it a habit 😊)

Quick Links

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

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

Home Security Reports Cards Transactions

Washoe County SDI Group Transactions Transaction Envelopes Create

Create

My Cards

BUSINESS DEPARTMENT XXXX-XXXX-XXXX

Cancel Out of Pocket Only Envelope

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

Create

All fields must be completed unless marked (Optional)

Employee first name

BUSINESS

Envelope name

Date range

Cycle Month Custom

Cycle

10/1/2018 - 11/30/2018

Autofill envelope with transactions from selected date range

Cancel

Out of Pocket Only Envelope

Save

Employee last name

BUSINESS DEPARTMENT

Card

XXXXXXXX-XXXX BUSINESS DEPARTMENT

Reselect

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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:** You can use any name that makes sense to you. You just cannot duplicate names.

Example: Early July, mid July
First of the Month

Merchant Name (if one transaction)

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: []

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

Date range: Cycle Month Custom

From: [] To: []

Autofill envelope with transactions from selected date range:

Cancel Out of Pocket Only Envelope Save

Enter a date range that will capture the transactions

If you want the transactions automatically checked "In Envelope" on next screen, check this box. If not, leave blank and you will be checking the box on the next screen.

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: 05/18/2018 To: 06/12/2018

Autofill envelope with transactions from selected date range:

Cancel Out of Pocket Only Envelope Save

9. Click Save. This creates your envelope.

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- 10. When this new page loads, you will see a list of the transactions included in the date range you entered.
- 11. 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.

Note: If you checked "autofill" on the previous screen, you can just scan your transactions to see you have the ones you intended. If there are extra, just uncheck those boxes.

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

Fund-Program-Function: 10-000-2510
 Object: AS100
 RC-Department: 008-0000
 JL Key: JL Task: PO Number:

Notes: Stamp pad ink, calculator paper

Click Save

Buttons: Cancel, Print Envelope, Receipts, Save, Submit to Workflow

Transactions successfully saved.

12. 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, check the column **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



Needs Review

13. Click **Receipts** (to Attach your receipts)



The **Receipts** dialog box opens

Receipts

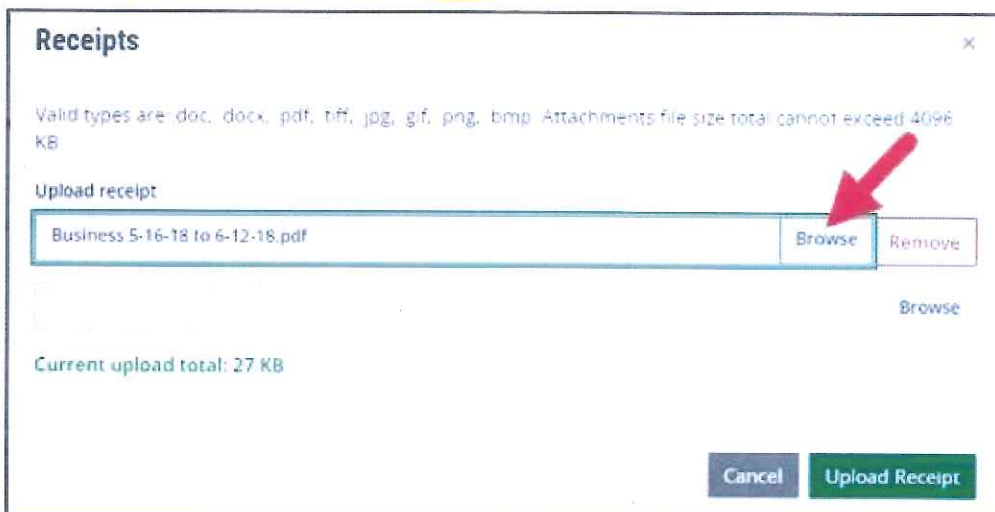
Valid types are: .doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total cannot exceed 4096 KB.

Upload receipt



14. 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:



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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]

16. 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]

17. 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 (1kilobyte)

[Cancel] [Upload Receipt]

when done, close window.

Your successfully loaded receipts will appear here.

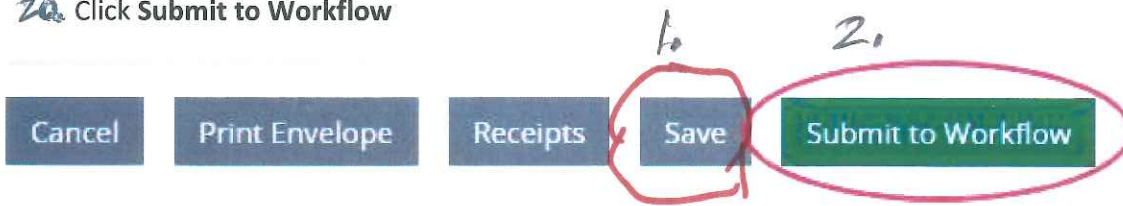
a. If your file is too big, refer to the reduced size PDF job aid on the District website.

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

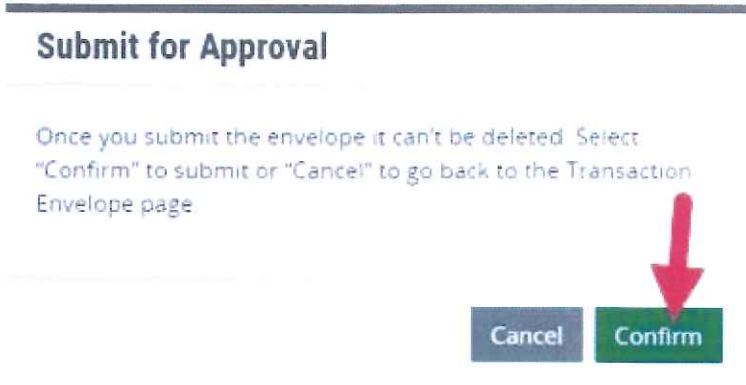
19. You are now ready to submit your Transaction Envelope into workflow for approval.

20. Click **Submit to Workflow**

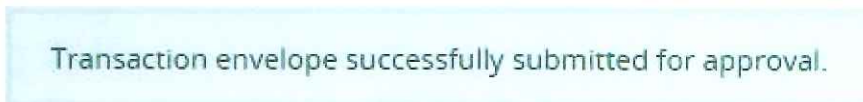


21. When you click **Submit to Workflow**, a confirmation dialog box will populate. Once you have submitted the envelope into workflow, you cannot delete it.

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



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



YEA!