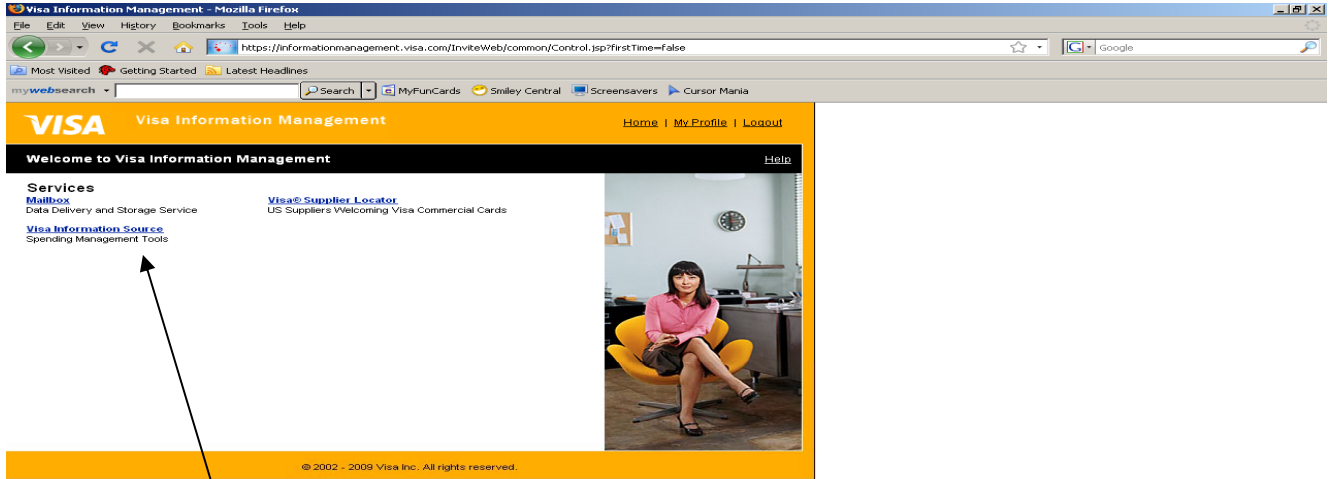
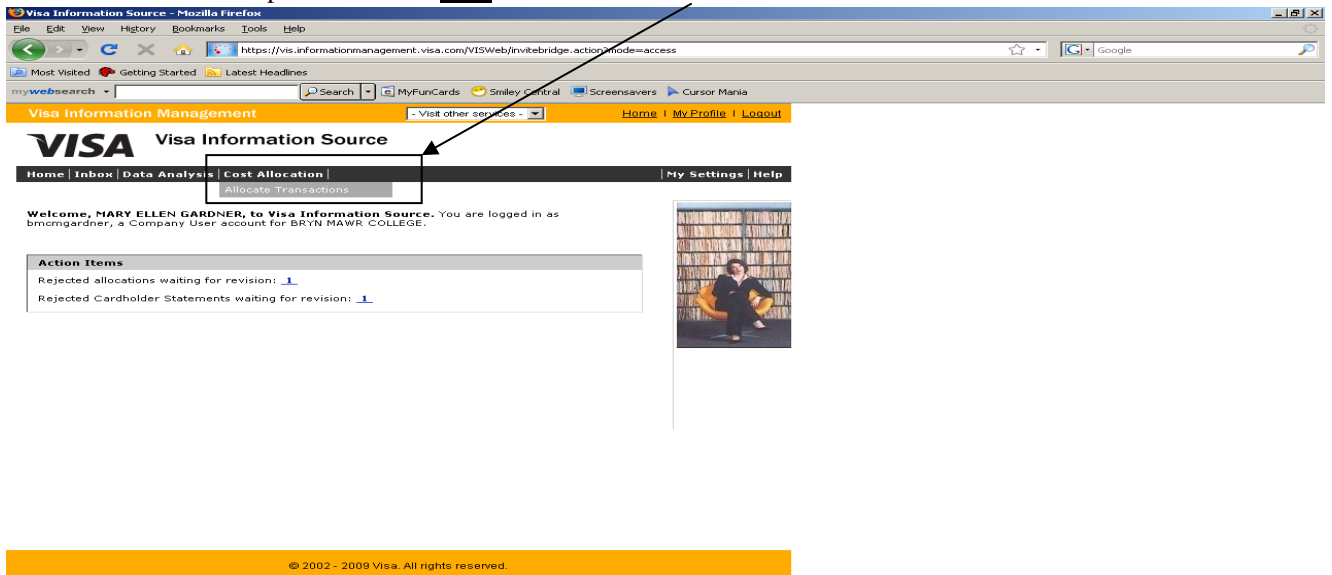


# Allocator Procedure for Allocating Monthly Credit Card Statement(s)

1. Receive completed monthly statement from cardholder. Statement must have/contain the following:
  - a. ALL receipts stapled to back or an explanation why a receipt is not attached.
  - b. Signed and dated on last page by the cardholder.
  - c. If needed, any account coding instructions from the cardholder.
2. To continue with the process both a and b above must be true. If not, return entire statement to cardholder requesting they resubmit the statement with the required information.
3. Login to Visa Information Management (VIM) website at **vim.visa.com**. You will be on the **Home** page, see example below.

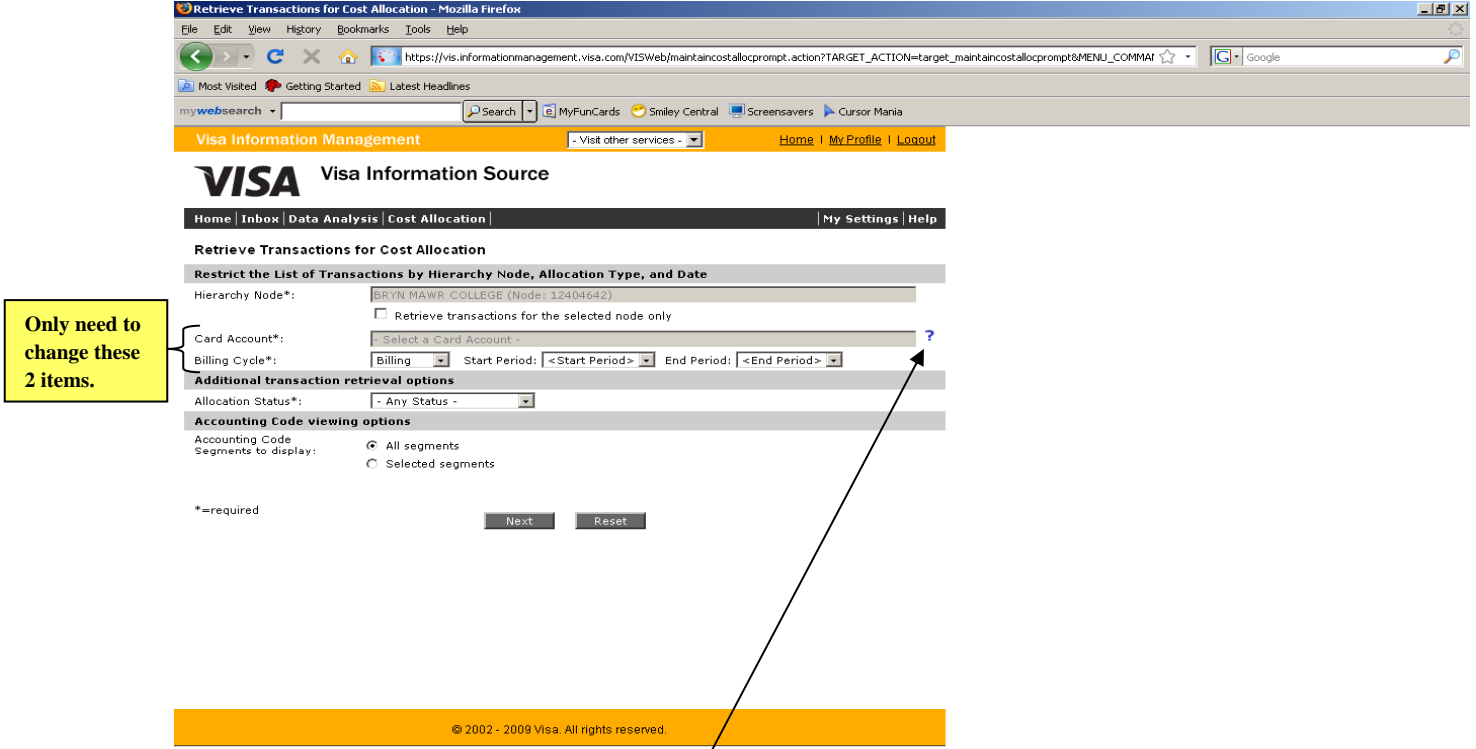


4. Click once on **Visa Information Source (VIS)**. You will now be on the VIS home page. With your mouse roll over the **Cost Allocation** menu option then click once on the **Allocate Transactions** choice.



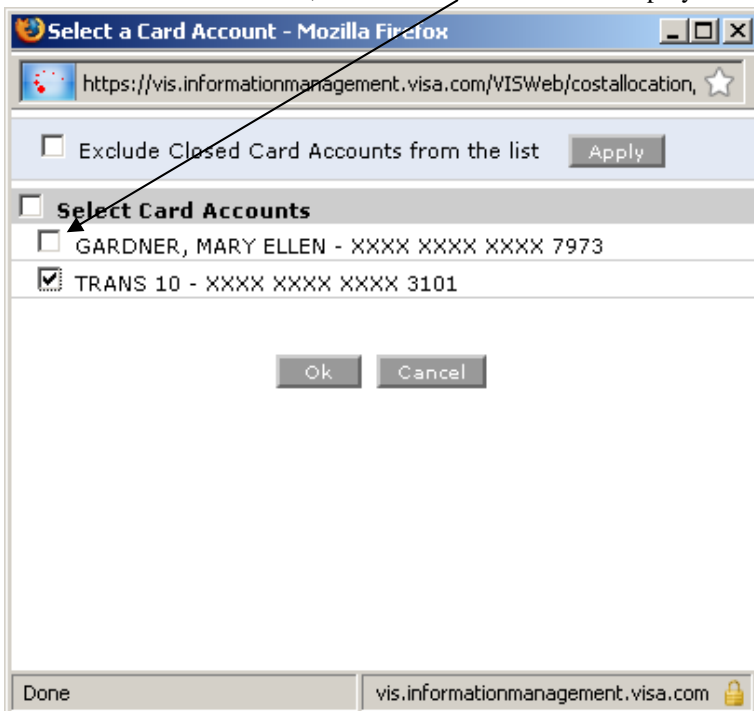
# Allocator Procedure for Allocating Monthly Credit Card Statement(s)

5. The **Retrieve Transactions for Cost Allocation** screen will appear. See example below.



- a. **Hierarchy Node:** Do not change.
- b. **Card Account:** Click on the blue question mark (?).

i. The following screen will appear which will list all card accounts you have access to. To choose a cardholder, click in the box next to the employee's name. A checkmark will appear. Click the **Ok** button.



## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

- c. **Billing Cycle/Start Period:** Click on down arrow, choose start date for month you are allocating.
- d. **Billing Cycle/End Period:** Click on down arrow, choose end date for month you are allocating.
- e. **Allocation Status:** Do not change.
- f. **Accounting code segments to Display:** Do not change.

**Retrieve Transactions for Cost Allocation - Mozilla Firefox**

Home | My Profile | Logout

**VISA** Visa Information Source

Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help

**Retrieve Transactions for Cost Allocation**

Restrict the List of Transactions by Hierarchy Node, Allocation Type, and Date

Hierarchy Node\*: BRYN MAWR COLLEGE (Node: 12404642)

Retrieve transactions for the selected node only

Card Account\*: TRANS 10 XXXX XXXX XXXX 3101

Billing Cycle\*: Billing Start Period: 01/30/2009 End Period: 02/27/2009

Additional transaction retrieval options

Allocation Status\*: Any Status

Accounting Code Segments to display:  All segments  Selected segments

g. Click Next button. →

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6. A list of all purchases made for that monthly statement will be listed. To sort purchases by transaction date click on **Trans Date** in the column header. See example below.

**Allocate Transactions - Mozilla Firefox**

Home | My Profile | Logout

**VISA** Visa Information Source

Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help

**Allocate Transactions**

Company: 7860252 - BRYN MAWR COLLEGE [Sort and Filter](#)

Cycle: From 01/30/2009 To 02/27/2009

Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)

Card Account: XXXX XXXX XXXX 3101

Legend: A=Allocated, AA=Allocated and Approved, E=Extracted, N=New, P=Pending, R=Rejected, S=Saved, U=Unallocated

#	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	A	TRANS 10 XXXX XXXX XXXX 3101 01/28/2009 01/30/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 37.47	1 51732 01845 99999  Auto Allocated	Auto Allocated
2	A	TRANS 10 XXXX XXXX XXXX 3101 01/29/2009 02/02/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 29.13	1 51732 01845 99999  Auto Allocated	Auto Allocated
3	A	TRANS 10 XXXX XXXX XXXX 3101 02/11/2009 02/13/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 57.05	1 51732 01845 99999  Auto Allocated	Auto Allocated
4	A	TRANS 10 XXXX XXXX XXXX 3101 02/12/2009 02/16/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 51.00	1 51732 01845 99999  Auto Allocated	Auto Allocated
5	A	TRANS 10 XXXX XXXX XXXX 3101 02/14/2009 02/16/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 45.00	1 51732 01845 99999  Auto Allocated	Auto Allocated
6	A	TRANS 10 XXXX XXXX XXXX 3101 02/15/2009 02/17/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 27.00	1 51732 01845 99999  Auto Allocated	Auto Allocated
7	A	TRANS 10 XXXX XXXX XXXX 3101 02/18/2009 02/20/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 45.72	1 51732 01845 99999  Auto Allocated	Auto Allocated
8	A	TRANS 10 XXXX XXXX XXXX 3101 02/20/2009 02/20/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 17.22	1 51732 01845 99999  Auto Allocated	Auto Allocated

Sort by Trans Date

## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

✓ **To split a single purchase into 2 or more different 16-digit account numbers please use the Allocator Procedure for Splitting Purchases located on the Controllers' Office website under Monthly Process Procedures at <http://www.brynmawr.edu/controller/facstaff.html#CreditCard>.**

7. Click on box located in gray area and a checkmark will appear in that box and next to every purchase listed. The **Allocated to** and **Description** fields as well as the **Receipt?** box will also become white instead of gray.
8. Each purchase has been auto-allocated (see **Allocated by** column) to a BMC 16-digit account number (see **Allocated to** column) based on the following:
  - a. **Fund** = 1
  - b. **Account code** = based on vendor's Merchant category code (MCC)
  - c. **Department** = default department for that credit card
  - d. **Project** = default project for that credit card
9. Review each purchase for account number changes. If you need to change any part of the 4-part account number do the following:
  - a. **Allocated to field:** Use your left and right arrow keys to move throughout the field NOT backspace. The parallel lines in the **Allocated to** field must remain exactly as they are. Click in the section of the field you want to change.
    - i. For example, if in transaction 2 shown below you wanted to change the department then you should click after the 5 in 01845.

7. Click in box

Transaction #	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 01/29/2009 01/30/2009	SUNOCO SVC STATION 37.47	1[51732]01845[99999]   Auto Allocated	Auto Allocated
2	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 01/29/2009 02/02/2009	SUNOCO SVC STATION 29.13	1[51732]01845[99999]   Auto Allocated	Auto Allocated
3	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 02/11/2009 02/13/2009	SUNOCO SVC STATION 57.05	1[51732]01845[99999]   Auto Allocated	Auto Allocated
4	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 02/12/2009 02/16/2009	SUNOCO SVC STATION 51.00	1[51732]01845[99999]   Auto Allocated	Auto Allocated
5	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 02/14/2009 02/16/2009	SUNOCO SVC STATION 45.00	1[51732]01845[99999]   Auto Allocated	Auto Allocated
6	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 02/15/2009 02/17/2009	SUNOCO SVC STATION 27.00	1[51732]01845[99999]   Auto Allocated	Auto Allocated
7	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 02/18/2009 02/20/2009	SUNOCO SVC STATION 45.72	1[51732]01845[99999]   Auto Allocated	Auto Allocated
8	<input checked="" type="checkbox"/>	A TRANS 10 XXXX XXXX XXXX 3101 02/19/2009 02/20/2009	SUNOCO SVC STATION 47.00	1[51732]01845[99999]   Auto Allocated	Auto Allocated

8. Allocated by and Allocated to

9.a.i. Click after 5 in 01845

# Allocator Procedure for Allocating Monthly Credit Card Statement(s)

ii. Backspace to delete the auto-allocated department number. See example below.

**Allocate Transactions**

Company: 7860252 - BRYN MAWR COLLEGE  
 Cycle: From 01/30/2009 To 02/27/2009  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: XXXX XXXX XXXX 3101

#	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	A	TRANS 10 XXXX XXXX XXXX 3101 01/28/2009 01/30/2009	SUNOCO SVC STATION 37.47	1 51732 01845 99999   Auto Allocated	? Auto Allocated
2	A	TRANS 10 XXXX XXXX XXXX 3101 01/29/2009 02/02/2009	SUNOCO SVC STATION 29.13	1 51732 01845 99999   Auto Allocated	? Auto Allocated
3	A	TRANS 10 XXXX XXXX XXXX 3101 02/11/2009 02/13/2009	SUNOCO SVC STATION 57.05	1 51732 01845 99999   Auto Allocated	? Auto Allocated
4	A	TRANS 10 XXXX XXXX XXXX 3101 02/12/2009 02/16/2009	SUNOCO SVC STATION 51.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
5	A	TRANS 10 XXXX XXXX XXXX 3101 02/14/2009 02/16/2009	SUNOCO SVC STATION 45.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
6	A	TRANS 10 XXXX XXXX XXXX 3101 02/15/2009 02/17/2009	SUNOCO SVC STATION 27.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
7	A	TRANS 10 XXXX XXXX XXXX 3101 02/18/2009 02/20/2009	SUNOCO SVC STATION 45.72	1 51732 01845 99999   Auto Allocated	? Auto Allocated
8	A	TRANS 10 XXXX XXXX XXXX 3101 02/19/2009 02/20/2009	SUNOCO SVC STATION 27.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated

iii. Type the correct department number. In the example, I am changing 01845 to 00269. See example below.

**Allocate Transactions**

Company: 7860252 - BRYN MAWR COLLEGE  
 Cycle: From 01/30/2009 To 02/27/2009  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: XXXX XXXX XXXX 3101

#	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	A	TRANS 10 XXXX XXXX XXXX 3101 01/28/2009 01/30/2009	SUNOCO SVC STATION 37.47	1 51732 01845 99999   Auto Allocated	? Auto Allocated
2	A	TRANS 10 XXXX XXXX XXXX 3101 01/29/2009 02/02/2009	SUNOCO SVC STATION 29.13	1 51732 00269 99999   Auto Allocated	? Auto Allocated
3	A	TRANS 10 XXXX XXXX XXXX 3101 02/11/2009 02/13/2009	SUNOCO SVC STATION 57.05	1 51732 01845 99999   Auto Allocated	? Auto Allocated
4	A	TRANS 10 XXXX XXXX XXXX 3101 02/12/2009 02/16/2009	SUNOCO SVC STATION 51.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
5	A	TRANS 10 XXXX XXXX XXXX 3101 02/14/2009 02/16/2009	SUNOCO SVC STATION 45.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
6	A	TRANS 10 XXXX XXXX XXXX 3101 02/15/2009 02/17/2009	SUNOCO SVC STATION 27.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
7	A	TRANS 10 XXXX XXXX XXXX 3101 02/18/2009 02/20/2009	SUNOCO SVC STATION 45.72	1 51732 01845 99999   Auto Allocated	? Auto Allocated
8	A	TRANS 10 XXXX XXXX XXXX 3101 02/19/2009 02/20/2009	SUNOCO SVC STATION 27.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated

## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

- b. To look up any part of the account number instead of manually typing in the number you can do the following:
- i. On the main screen, click on **blue** question mark (?) next to **Allocated to** field for that purchase. For the example, I am changing purchase number 3 from the previous page. The following window will appear.

Accounting Code Segment	Allocate To
Funds : 1	? Unrestricted
Account Codes : 51732	? Gas & Oil Supplies
Departments : 01845	? Rental Van
Projects : 99999	? Project Default

Note: Card accounts may be restricted to a specific set of accounting codes for allocation. You may not be able to edit some Accounting Code Segments. Contact your administrator for further assistance.

OK Cancel

- ii. For the **Account Code Segment** you wish to look up, click on the **blue** question mark (?). For the example, I want to look up the Department for the purchase so I am clicking on the **blue** question mark (?) to the left of **Rental Van**. The following window will appear on top of the other window.

iii. (from next page)  
Click on **blue** number

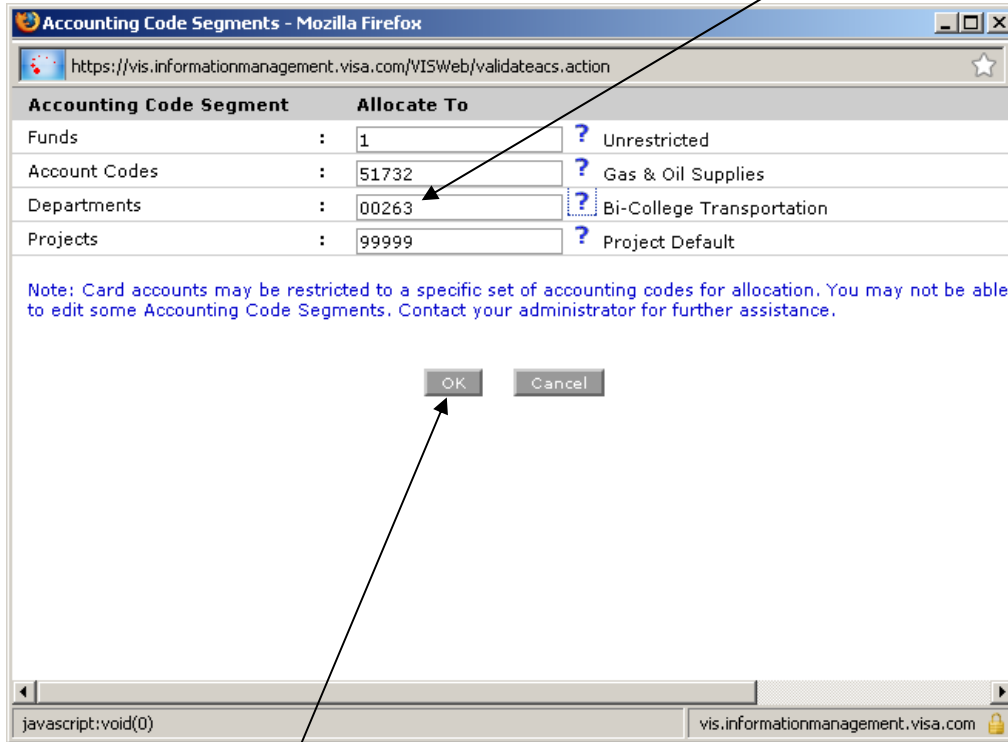
Accounting Code	Accounting Code Name
? 00263	Bi-College Transportation
? 00269	Tri-College Van
? 01432	Campus Shuttle
? 01845	Rental Van

Close

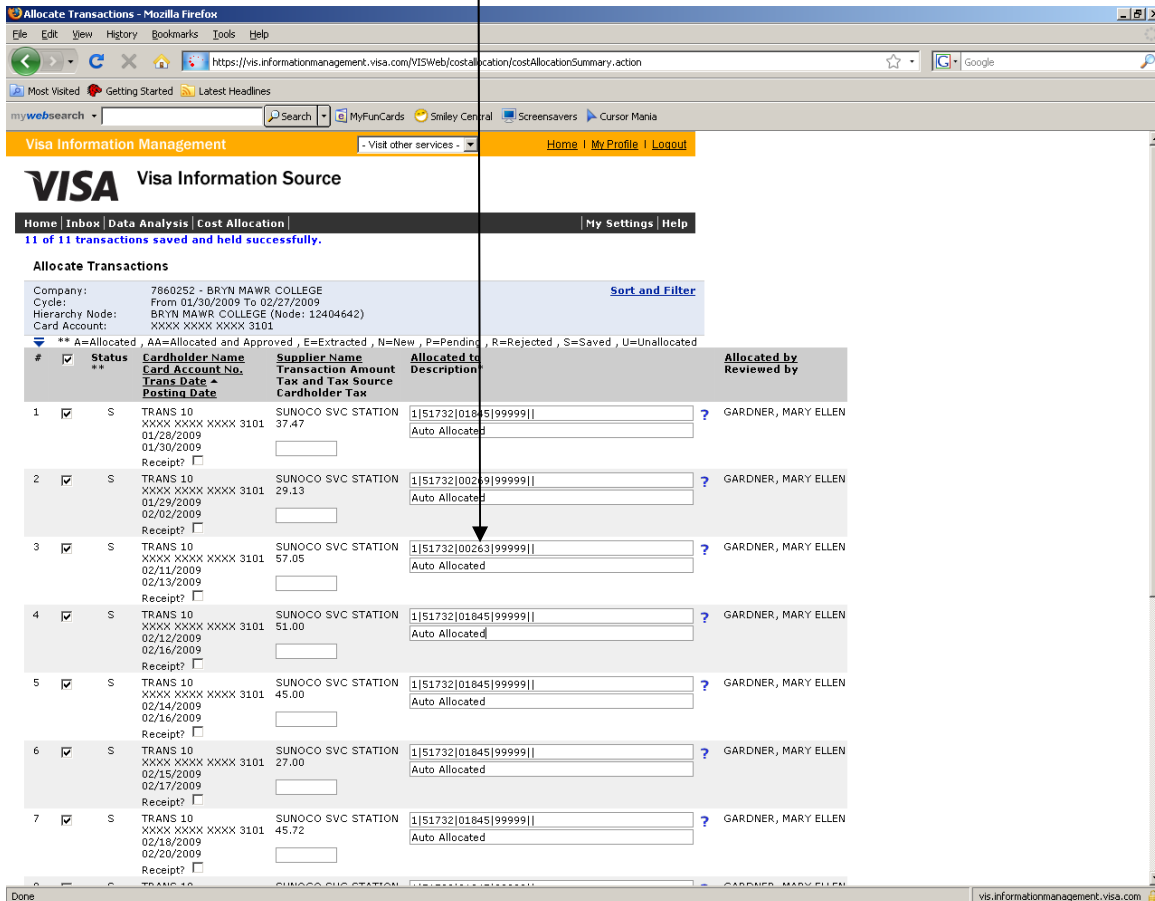
✓ Questions about or to request access to additional funds, account codes, departments and/or projects in VIM, please email the Controllers' Office at [bmc\\_creditcard@brynmawr.edu](mailto:bmc_creditcard@brynmawr.edu).

## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

- iii. Click **once** on the department number that should be charged for this purchase. The window will automatically close and bring you back to the previous window. It will populate the field with the new department number. In the example, I clicked on 00263, see below.



- iv. Click **OK** button. This window will close and you will be brought back to the main screen which will now contain the change. See example below.



## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

c. **Description field:** This field defaults to **Auto Allocated**. You are **required** to enter a more appropriate description. The description (up to 60 characters) will be used by the Controllers' Office to determine if the account code is correct and the description will also be displayed in Financial Edge (FE) AP queries/reports.

i. The following information will automatically be loaded in FE therefore **DO NOT INCLUDE** this information in your description.

1. Vendor Name and Address
2. Statement month and/or end date
3. Transaction date
4. Cardholder's name

ii. See examples of descriptions below for purchase 2, 3 and 4.

**Allocate Transactions**

Company: 7860252 - BRYN MAWR COLLEGE [Sort and Filter](#)  
 Cycle: From 01/30/2009 To 02/27/2009  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: XXXX XXXX XXXX 3101

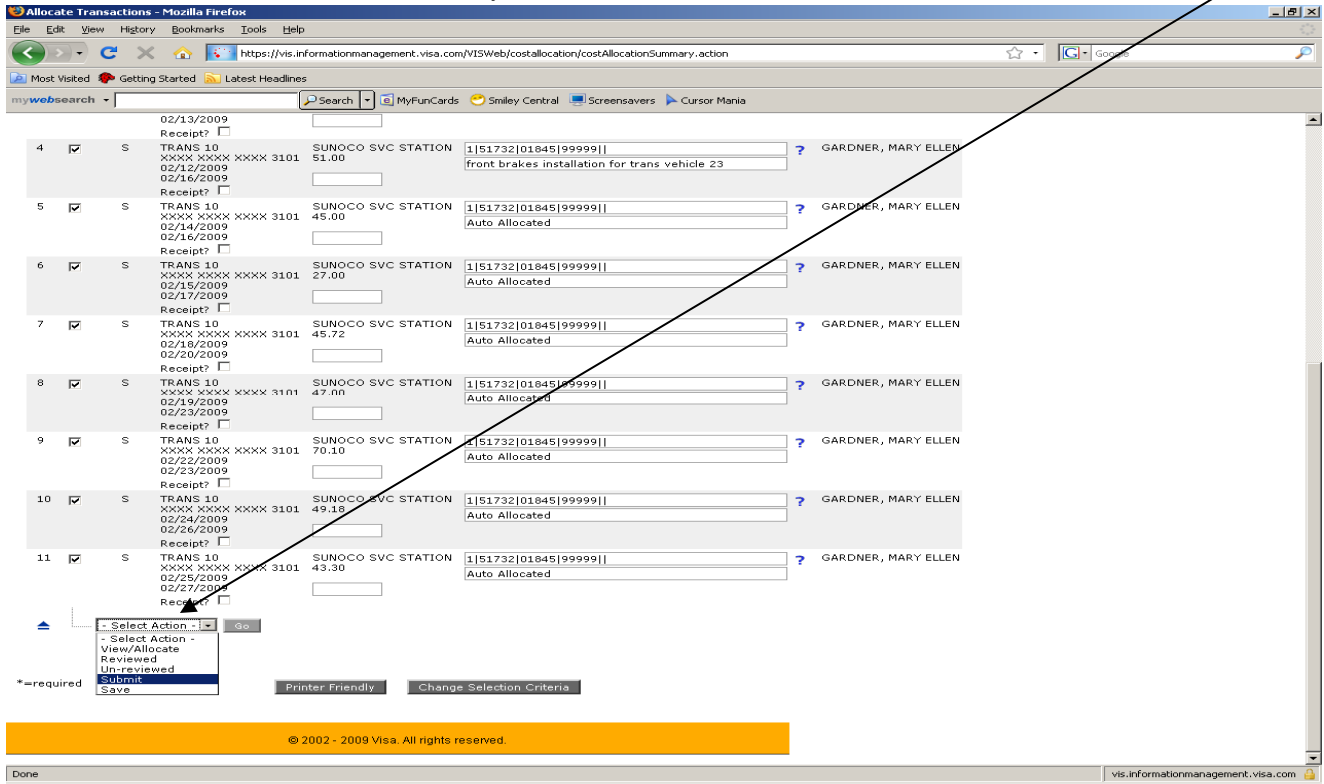
\*\* A=Allocated, AA=Allocated and Approved, E=Extracted, N=New, P=Pending, R=Rejected, S=Saved, U=Unallocated

#	✓	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	✓	A	TRANS 10 XXXX XXXX XXXX 3101 01/28/2009 01/30/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 37.47	1 51732 01845 99999   Auto Allocated	? Auto Allocated
2	✓	A	TRANS 10 XXXX XXXX XXXX 3101 01/29/2009 02/02/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 29.13	1 51732 00269 99999   gas for trip to harrisburg for DOP conference	? Auto Allocated
3	✓	A	TRANS 10 XXXX XXXX XXXX 3101 02/11/2009 02/13/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 57.05	1 52300 01845 99999   lunch for J Smith for DOP conference	? Auto Allocated
4	✓	A	TRANS 10 XXXX XXXX XXXX 3101 02/12/2009 02/16/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 51.00	1 51732 01845 99999   front brakes installation for trans vehicle 23	? Auto Allocated
5	✓	A	TRANS 10 XXXX XXXX XXXX 3101 02/14/2009 02/16/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 45.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
6	✓	A	TRANS 10 XXXX XXXX XXXX 3101 02/15/2009 02/17/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 27.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated
7	✓	A	TRANS 10 XXXX XXXX XXXX 3101 02/18/2009 02/20/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 45.72	1 51732 01845 99999   Auto Allocated	? Auto Allocated
8	✓	A	TRANS 10 XXXX XXXX XXXX 3101 02/21/2009 02/23/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 27.00	1 51732 01845 99999   Auto Allocated	? Auto Allocated

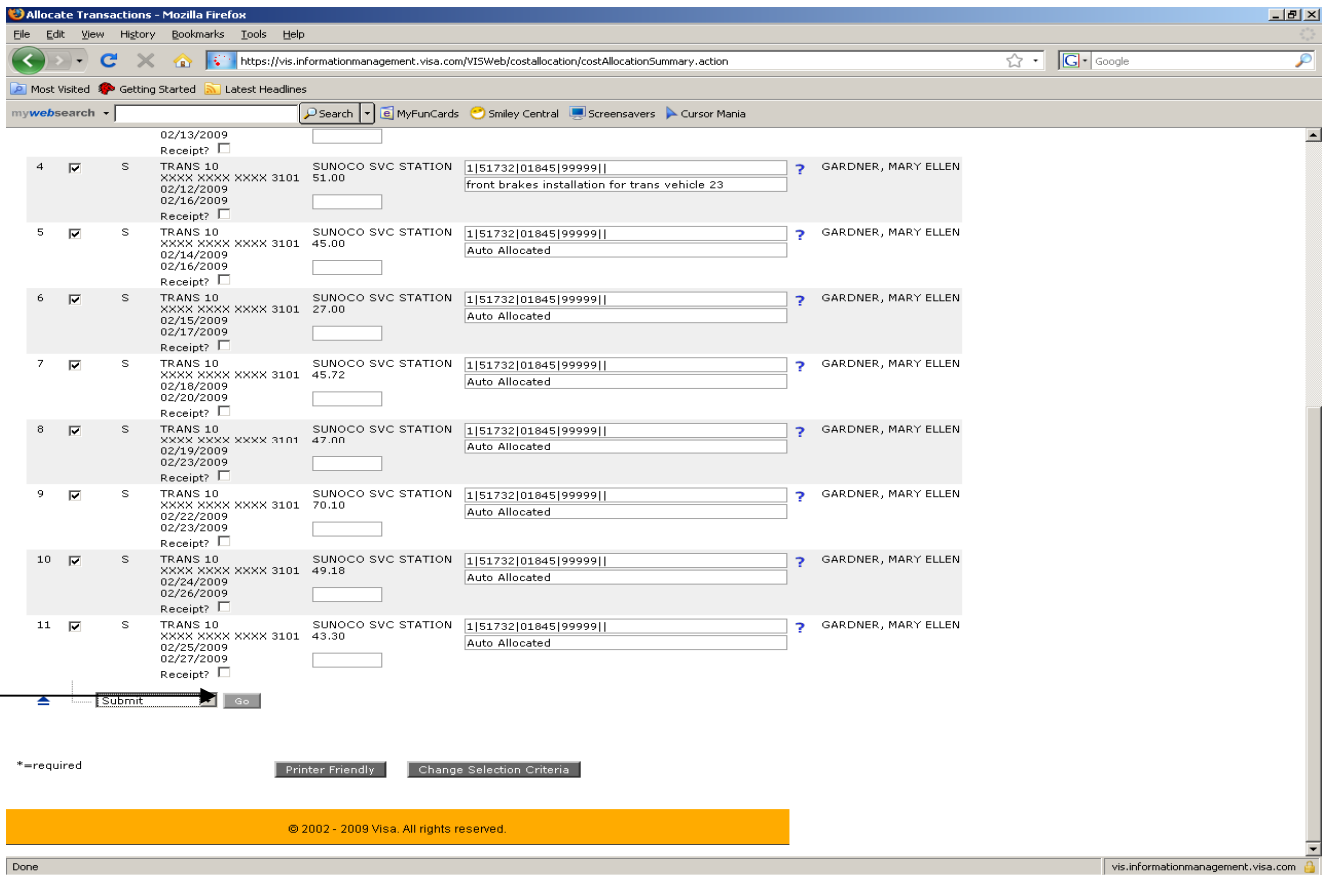
d. **Receipt? Box:** Click on the **Receipt?** box (a checkmark will appear) if the receipt for that transaction is attached to the statement you are allocating. If the cardholder did not attach a receipt but wrote an explanation as to why they do not have a receipt **DO NOT** click the **Receipt?** box for that transaction.

## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

10. Repeat changing the **Allocated to** account number (only if necessary) and adding a **Description** to each purchase.
11. Scroll to the bottom of the screen (if necessary). Click on the **down arrow** in the **Select Action** box and choose **Submit**.



Click the Go button



12. When you click **Go** the Controllers' Office will automatically be notified by VIM.

## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

13. The status on the purchases changes from A or S to **P (Pending)**. See example below.

Allocate Transactions

Company: 7860252 - BRYN MAWR COLLEGE  
 Cycle: From 01/30/2009 To 02/27/2009  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: XXXX XXXX XXXX 3101

Sort and Filter

\*\*\* A=Allocated and Approved, E=Extracted, N=New, P=Pending, R=Rejected, S=Saved, U=Unallocated

#	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	P	TRANS 10 XXXX XXXX XXXX 3101 01/28/2009 01/30/2009 Receipt? No	SUNOCO SVC STATION 37.47	1[51732]01845[99999]   Auto Allocated	GARDNER, MARY ELLEN
2	P	TRANS 10 XXXX XXXX XXXX 3101 01/29/2009 02/02/2009 Receipt? No	SUNOCO SVC STATION 29.13	1[51732]00269[99999]   gas for trip to harrisburg for DOP conference	GARDNER, MARY ELLEN
3	P	TRANS 10 XXXX XXXX XXXX 3101 02/11/2009 02/13/2009 Receipt? No	SUNOCO SVC STATION 57.05	1[51732]00263[99999]   lunch for J Smith for DOP conference	GARDNER, MARY ELLEN
4	P	TRANS 10 XXXX XXXX XXXX 3101 02/12/2009 02/16/2009 Receipt? No	SUNOCO SVC STATION 51.00	1[51732]01845[99999]   front brakes installation for trans vehicle 23	GARDNER, MARY ELLEN
5	P	TRANS 10 XXXX XXXX XXXX 3101 02/14/2009 02/16/2009 Receipt? No	SUNOCO SVC STATION 45.00	1[51732]01845[99999]   Auto Allocated	GARDNER, MARY ELLEN
6	P	TRANS 10 XXXX XXXX XXXX 3101 02/15/2009 02/17/2009 Receipt? No	SUNOCO SVC STATION 27.00	1[51732]01845[99999]   Auto Allocated	GARDNER, MARY ELLEN
7	P	TRANS 10 XXXX XXXX XXXX 3101 02/19/2009 02/20/2009 Receipt? No	SUNOCO SVC STATION 45.72	1[51732]01845[99999]   Auto Allocated	GARDNER, MARY ELLEN
8	P	TRANS 10 XXXX XXXX XXXX 3101 02/19/2009 02/23/2009 Receipt? No	SUNOCO SVC STATION 47.00	1[51732]01845[99999]   Auto Allocated	GARDNER, MARY ELLEN
9	P	TRANS 10 XXXX XXXX XXXX 3101 02/22/2009 02/23/2009 Receipt? No	SUNOCO SVC STATION 70.10	1[51732]01845[99999]   Auto Allocated	GARDNER, MARY ELLEN
10	P	TRANS 10 XXXX XXXX XXXX 3101 02/24/2009	SUNOCO SVC STATION 49.18	1[51732]01845[99999]   Auto Allocated	GARDNER, MARY ELLEN

14. Scroll to the bottom of the screen (if necessary). Print submitted statement by clicking on the **Printer Friendly** button. The following screen will appear.

Printer-friendly allocate transaction - Mozilla Firefox

https://vis.informationmanagement.visa.com/VISWeb/costallocation/costAllocationSummary.action?command=printFriendly

**VISA** Visa Information Source

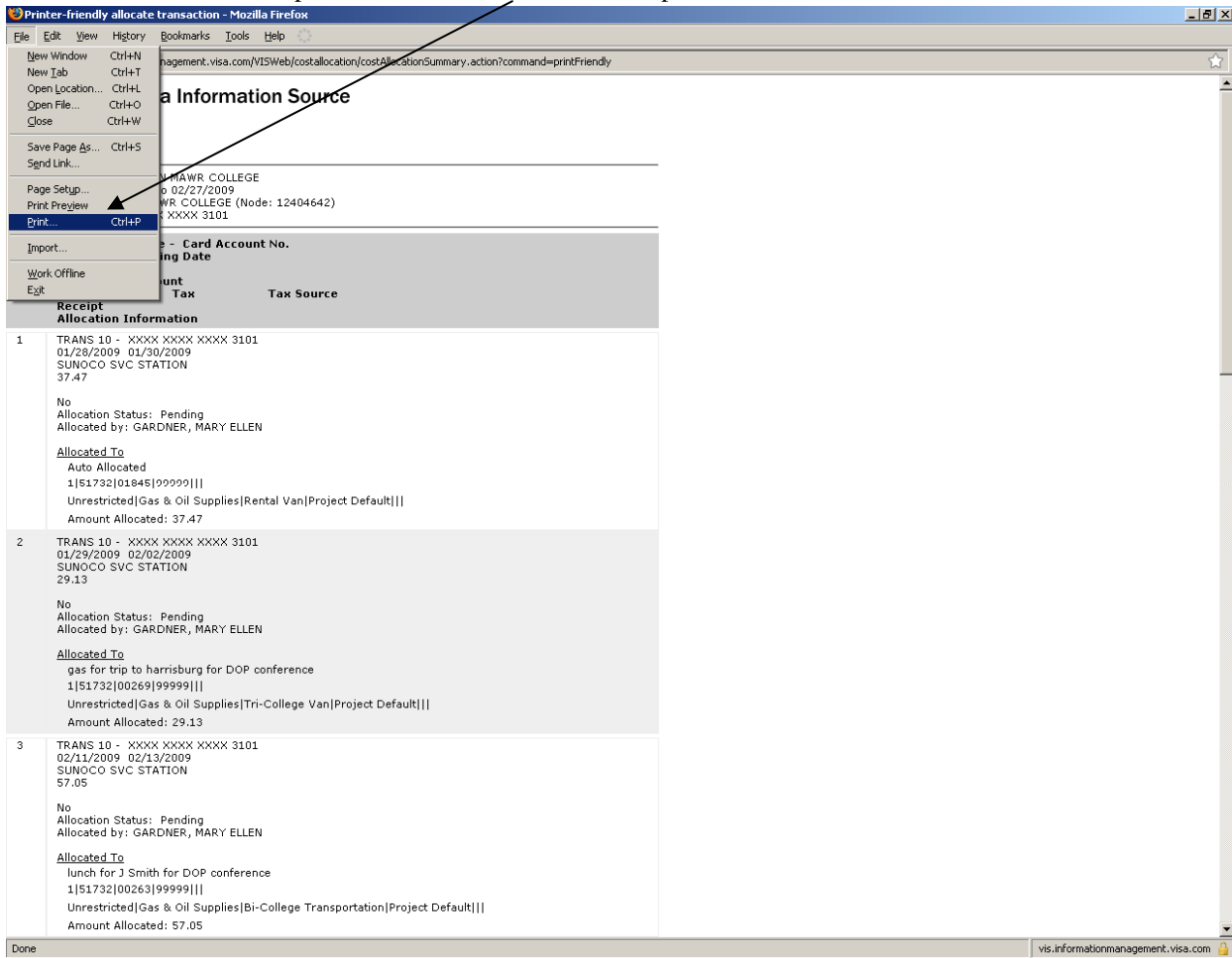
Allocate Transactions

Company: 7860252 - BRYN MAWR COLLEGE  
 Cycle: From 01/30/2009 To 02/27/2009  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: XXXX XXXX XXXX 3101

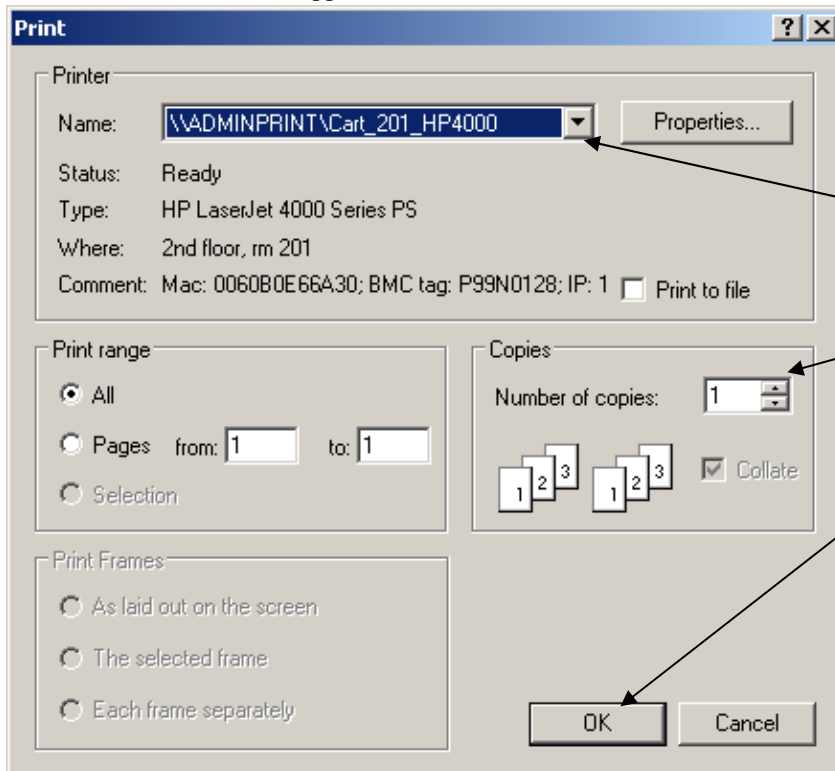
#	Cardholder Name - Card Account No.	Trans Date Posting Date	Supplier Name Transaction Amount Cardholder Tax Receipt Allocation Information
1	TRANS 10 - XXXX XXXX XXXX 3101	01/28/2009 01/30/2009	SUNOCO SVC STATION 37.47  No Allocation Status: Pending Allocated by: GARDNER, MARY ELLEN  Allocated To Auto Allocated 1[51732]01845[99999]   Unrestricted Gas & Oil Supplies Rental Van Project Default   Amount Allocated: 37.47
2	TRANS 10 - XXXX XXXX XXXX 3101	01/29/2009 02/02/2009	SUNOCO SVC STATION 29.13  No Allocation Status: Pending Allocated by: GARDNER, MARY ELLEN  Allocated To gas for trip to harrisburg for DOP conference 1[51732]00269[99999]   Unrestricted Gas & Oil Supplies Tri-College Van Project Default   Amount Allocated: 29.13
3	TRANS 10 - XXXX XXXX XXXX 3101	02/11/2009 02/13/2009	SUNOCO SVC STATION 57.05  No Allocation Status: Pending Allocated by: GARDNER, MARY ELLEN  Allocated To lunch for J Smith for DOP conference 1[51732]00263[99999]   Unrestricted Gas & Oil Supplies Bi-College Transportation Project Default   Amount Allocated: 57.05

# Allocator Procedure for Allocating Monthly Credit Card Statement(s)

a. Click on **File** in top left and choose **Print**. See example below.



b. Print window will appear.

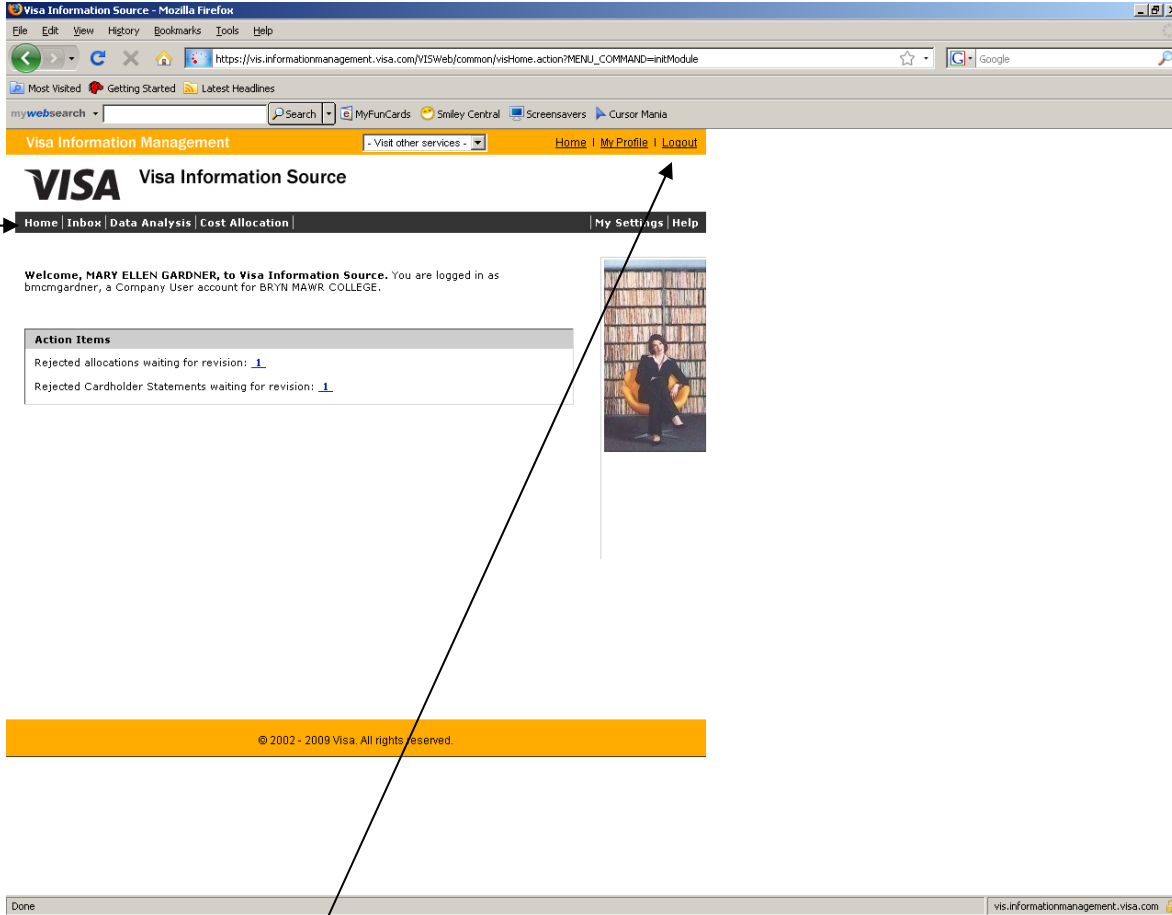


Choose **Printer Name**, **Number of copies** then click **OK** button.  
The statement will print.

## Allocator Procedure for Allocating Monthly Credit Card Statement(s)

- c. Close the Printer Friendly version of the window by clicking on the **X** in the top right hand corner. You will be brought back to the main window.

15. To exit out of this statement allocation click on the **Home** menu option located in the black bar. You will be back on the VIS Home page.



16. To logout, click on **blue Logout**.
17. Take allocated statement printout, initial it and staple to the front of the completed statement packet you received from the cardholder. Send entire packet through inter-office mail to the authorized signer for that card.
18. Allocator's part of the process is finished.



✓ *Questions about this procedure please email the Controllers' Office at [bmc\\_creditcard@brynmawr.edu](mailto:bmc_creditcard@brynmawr.edu). In your email please make sure to include which page and outline number/letter on this document you have a question about.*