LaGov Batching Instructions

MUST BE COMPLETED BY THE CLOSE OF BUSINESS ON THE 14th OF EVERY MONTH

Note: If the 14th falls on a weekend or holiday the transactions must be batched no later than close of business the business day prior.

1. Click *Expenses > Transactions > Accountant*

2. The screen defaults to *Pending Sign Off*
   - Adjust the *Date* (click on the **+**)
   - Click the *calendar icon*
   - Click in the *field* next to *Previous Cycle*, confirm *Apply to* is set at *Date Posted*, Click *OK*

3. Any transaction shown on the screen must be swept in order to move to *Ready to Batch*
   - Check the ☐ next to each transaction
   - Click *Sweep*

4. Click the *Ready to Batch* tab

5. Batch *all transactions* for the cycle
   - Adjust the *Date* (click on the **+**)
   - Click the *calendar icon*
   - Click in the **field** next to *Previous Cycle*, confirm *Apply to* is set at *Date Posted*, Click *OK*

6. Make sure to remove any checkmarks next to any *payment*s previously to Bank of America– shown as *"PAYMENT THANK YOU"*

7. Click *Batch* at bottom of the screen

8. From dropdown selection, select Batch expense(s) in "*New Batch"*

9. Name the batch *Billing Cycle Month/Year*, example *PCard Ending June 5 2023*, click *OK*

10. The batch must match the total of the balance on your billing statement from Bank of America for that billing cycle.

11. To check the batch vs. billing statement: Click *Expenses > Batches*

12. Click on the batch you are looking for and under the *Batch Details,* it will show the *Batch Total*. Please ensure this amount matches your billing statement.

13. If a transaction from the batch needs to be flagged back to the cardholder for supporting documentation, the cardholder and/or approver should still have access to the transaction. If they do not, then after the 25th of the month, the transaction(s) can be removed from the batch and flagged back to the cardholder.

14. If any GL segments needs to be changed after batching, your agency will work with LaGov to make changes, as needed.

Billing Cycle for LaCarte Card Program
Begins on 6th and ends on the 5th of following month
Billing Cycle for Travel Card Program
Begins on 9th and end on the 8th of following month