

PEF Purchasing Card User Guide



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OVERVIEW

In an effort to provide better service and financial controls, PEF has implemented a procurement card program with Bank of America. This program has increased user functionality, widespread vendor acceptance, pre-defined spending limits, electronic approval routing, and online reporting. The approval function uniquely identifies and routes requests through the appropriate approval authorities. This eliminates the need to generate purchase orders and manually prepare Procurement Card Logs for items purchased with your procurement card. Online reporting offers a variety of reports that will allow you to view spending by cardholder, department, location, and account number. These functions allow greater flexibility and management of expenditures.

This document provides an overview of the transaction processing cycle and the procurement card user activities and responsibilities.

TERMS AND CONCEPTS

A cardholder can make a purchase using his or her purchasing card only if the card has available funds. There are two types of funds that may be available on a user's card: discretionary funds and incremental funds.

Discretionary funds can be used to make ordinary purchases without a prior approval request. These transactions do require sign off by the employee and manager following the purchase. The sign off process requires the cardholder to log into the application to review the transaction and account coding before signing off that it is a valid transaction. The transaction is then electronically routed to the manager for review and sign off approval. Discretionary funds are renewed after both the cardholder and manager sign off on the transaction. If the cardholder has \$1,000 in Discretionary funds and makes a \$200 purchase, \$800 in discretionary funds is available for future purchases. As soon as the \$200 transaction receives sign off, the full \$1,000 in Discretionary funds is restored to the card. The cardholder could continue to make purchases without transaction sign off until this fund has been depleted; however, no new discretionary funds will be added to the card until the sign off process is complete. It is important that transactions are signed off on regularly to maintain available funds on the card.

Incremental funds can be added to the card to make purchases that exceed the amount of discretionary funds available on the card. Incremental funds require the user to submit an online purchase request in the application. Purchase request information includes the requested amount, the user who will make the purchase, and a description of the desired goods and/or services. The purchase request must be approved before the requested funds are available on the user's card. After the user makes a purchase, the amount of the purchase is instantly removed from the available funds on the user's card.

The amount of available funds on the user's card is the combined sum of the user's discretionary and incremental funds.

Transaction Limit is the amount of the largest single transaction that is authorized on the purchasing card.

Credit Limit is the total amount of transactions that are authorized during the monthly business cycle. A cardholder can continue to replenish discretionary funds, but cannot spend more than the credit limit during the month.

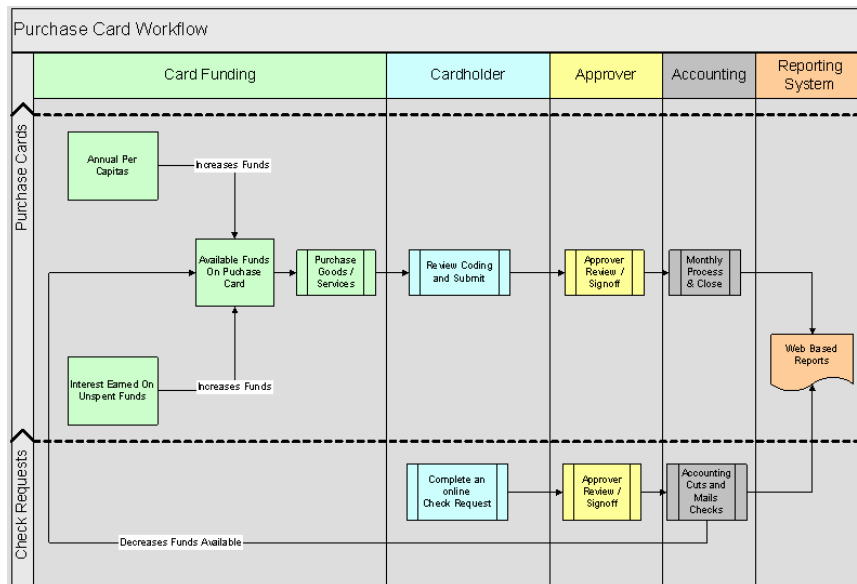
PROCESSING CYCLE:

The typical cycle for procurement card usage is:

- Procurement card users will initiate transactions on their card
- Email notification sent to cardholder of transactions posted on the procurement card system. Transactions are typically posted on the system 24-72 hours after purchase.
- Cardholder will log into the procurement card system and review transactions and account coding.
- Cardholder will Sign off on the transaction
- Transaction is routed to the manager for approval.
- Manager logs into system and reviews transaction
- Manager signs off on transaction or requests additional information from user
- Accounts Payable will review and summarize transactions for the monthly billing cycle and import into the Payables System at month end.

A short video clip to overview the processing cycle can be viewed at:

http://training.works.com/pm30/video/01_chart.htm



CONTACTS

Contact the Program Administrator with any questions or comments relating to the Works Website.

Program Administrator:

Graham A.C. Goffin, MBA
Director Of Finance

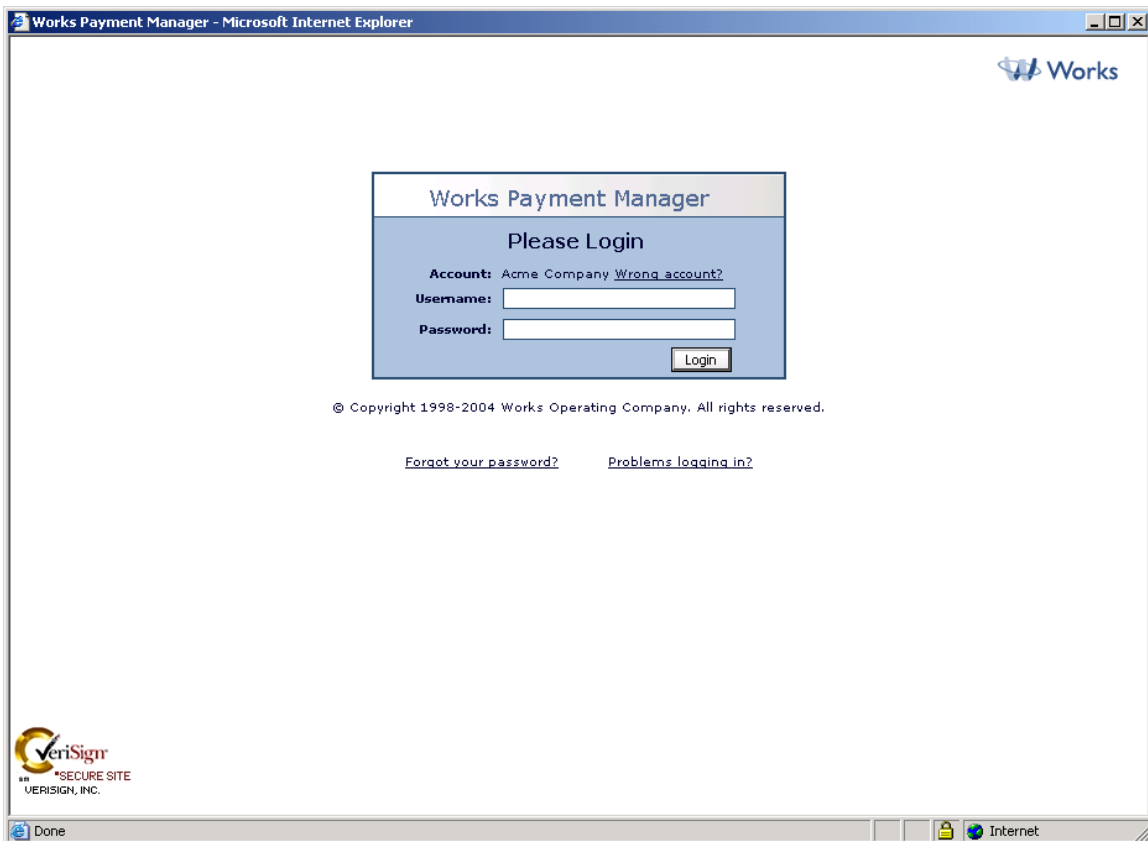
New York State Public Employees Federation AFL-CIO
1168-70 Troy-Schenectady Road
Latham, NY 12110

Phone: (518) 785 1900 ext. 224

Fax: (518) 785 1814

LOGGING IN

1. Go to: <https://payment2.works.com>
2. Bookmark the site for future reference.



3. Login with:

Email (1st login only)
Username (Case Sensitive)
Password (Case Sensitive)

- If you forget your password, you can click “Forgot your password”. The application will send you a secure link from which you can reset your password (provided you know the answer to your security question).

Note: The application is designed to automatically timeout if not active for 30 minutes.

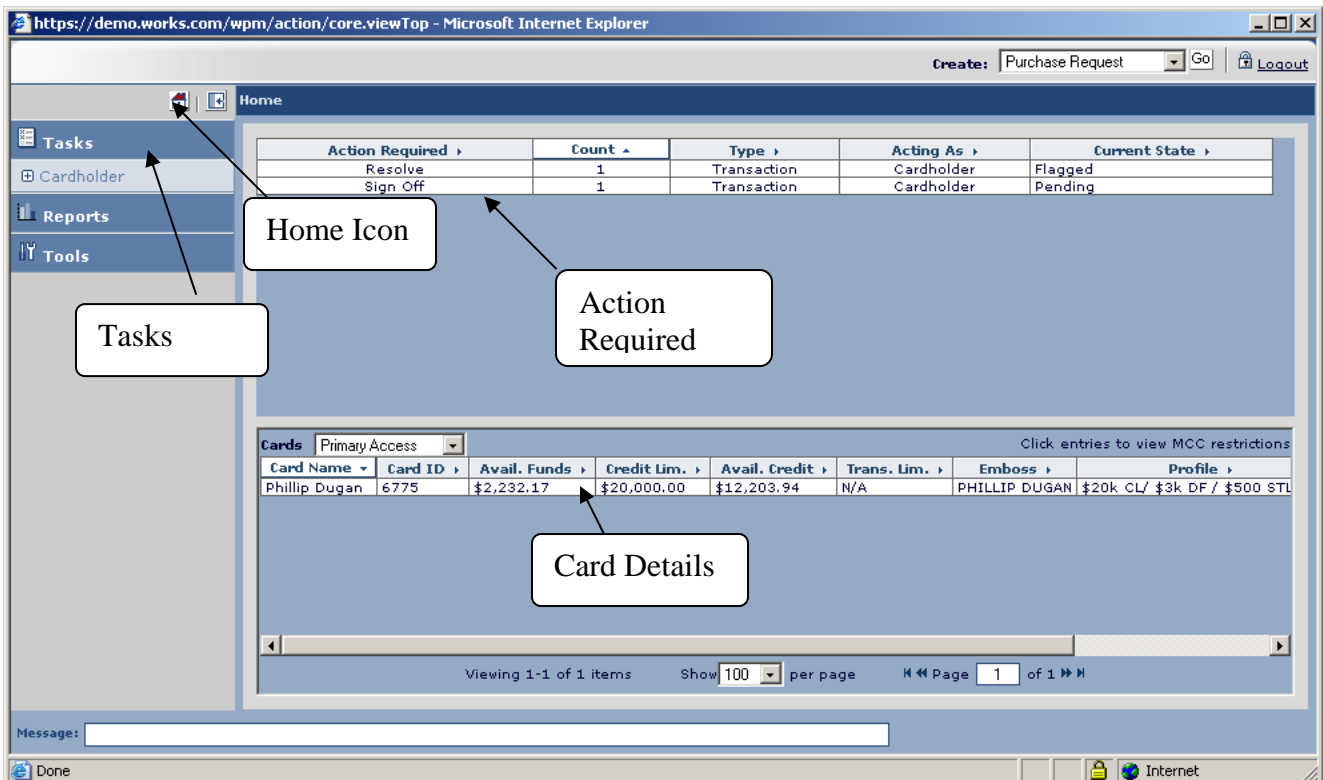
You will receive a welcome email that provides the initial log in information and user validation. You can view a video presentation of this process at:

http://training.works.com/pm30/video/02_welcome.htm

HOME PAGE

The Home Page displays when you first log into the application or when you click the Home Page icon. This page includes links to “Tasks” assigned to you and a listing of your Purchasing Card funds.

The “Tasks” section of the Home Page lists “Tasks” cardholders must complete. “Tasks” are also listed in the left navigation bar. To perform a “Task”, highlight the “Task” under “Action Required”. Once the action is highlighted, transactions will appear.



You can access a video overview of navigating the application at the following address:

http://training.works.com/pm30/video/03_app_navigation.htm

CUSTOMIZING COLUMNS

The column button enables you to specify the columns of information to display in an order that you select.

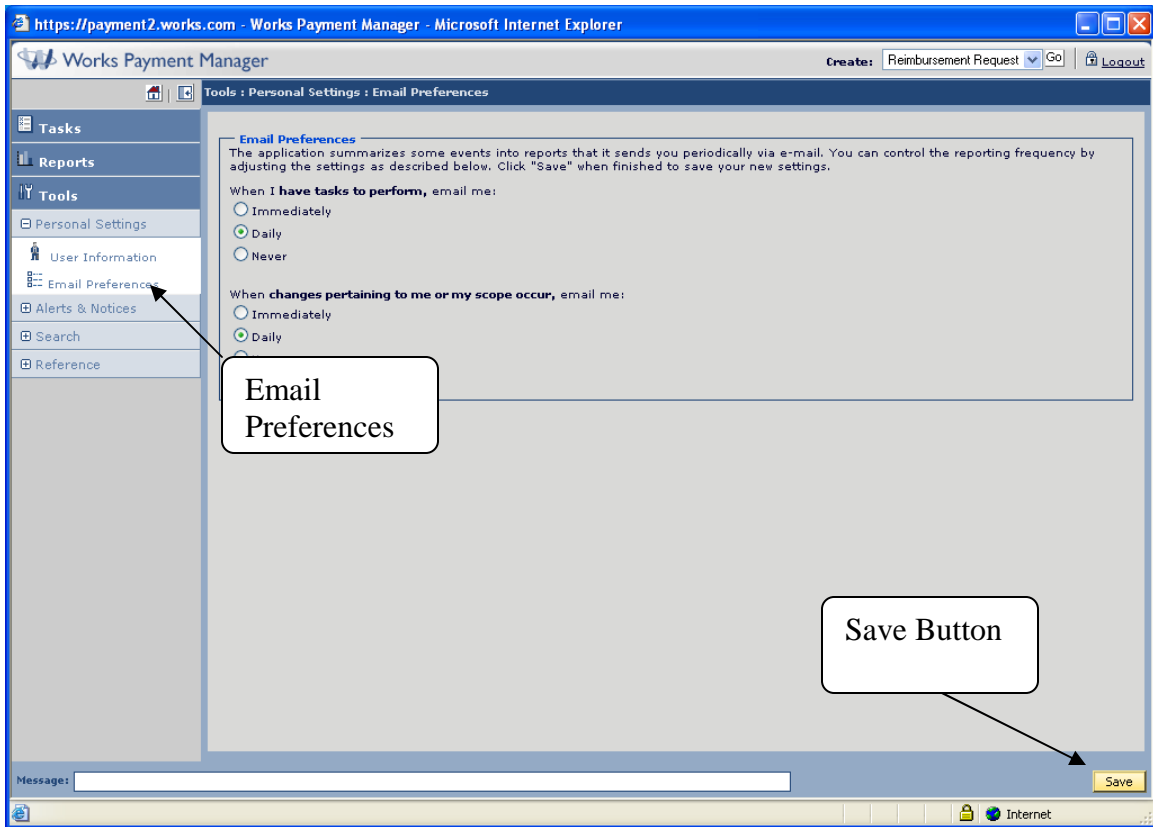
The screenshot shows the Works Payment Manager interface in Microsoft Internet Explorer. The browser address bar displays <https://payment2.works.com>. The application title is "Works Payment Manager" and the current view is "Cardholder Review". The "Create" dropdown is set to "Reimbursement Request".

The main content area shows a table of transactions with the following columns: Sign Off, Date Posted, Date Purchased, Document, Vendor, Purchase Amount, Comp|Val|Auth, and AI. The table contains 18 rows of data. Below the table, there is a "Column" button highlighted with a callout box labeled "Column Button". The callout box contains the text "Click any element listed above to access its detailed information." The status bar at the bottom indicates "Viewing 1-42 of 42 items" and "Show 100 per page".

Sign Off	Date Posted	Date Purchased	Document	Vendor	Purchase Amount	Comp Val Auth	AI
	09/30/04	09/29/04	TXN00001080	LEI LANDS END CLOTHING	\$116.00	✓ ✓ ✓	257.4
	09/30/04	09/29/04	TXN00001088	LEI LANDS END CLOTHING	\$65.00	✓ ✓ ✓	257.4
	09/30/04	09/29/04	TXN00001101	CEDAR RIVER CANDLE CO.	\$35.41	✓ ✓ ✓	257.4
	10/01/04	09/30/04	TXN00001118	SLACK MEDICAL PUBLICATION	\$33.76	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001121	MCGRAW-HILL E-COMMERCE	\$235.85	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001123	MCGRAW-HILL E-COMMERCE	\$333.53	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001131	MCGRAW-HILL E-COMMERCE	\$334.43	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001132	MCGRAW-HILL E-COMMERCE	\$102.00	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001142	MCGRAW-HILL E-COMMERCE	\$582.78	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001150	MCGRAW-HILL E-COMMERCE	\$585.75	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001158	MCGRAW-HILL E-COMMERCE	\$1,204.44	✓ ✓ ✓	257.4
	10/01/04	09/29/04	TXN00001160	MCGRAW-HILL E-COMMERCE	\$504.37	✓ ✓ ✓	257.4
	10/04/04	10/01/04	TXN00001191	ROU ROUTLEDGE PUBLISHING	\$253.46	✓ ✓ ✓	257.4
	10/04/04	10/04/04	TXN00001205	LEI LANDS END CLOTHING	\$26.00	✓ ✓ ✓	257.4
	10/04/04	10/01/04	TXN00001206	LEI LANDS END CLOTHING	\$26.00	✓ ✓ ✓	257.4

EMAIL NOTIFICATION PREFERENCES

The application summarizes events into reports that it sends you periodically via e-mail. You can control the reporting frequency by adjusting the settings as described in the Email Preferences Page. Click "Save" when finished.



EMAIL NOTIFICATION REPORT EXAMPLE:

(Your Name will appear here),

The following changes have occurred.

The following transactions have been received, adjusting the available funds.

Card	Supplier	Amount
XXXX	SIR SPEEDY	\$348.19
XXXX	NWA AIR	\$384.89
XXXX	PASCO SCIENTIFIC	\$419.44

PROCESSING TRANSACTIONS

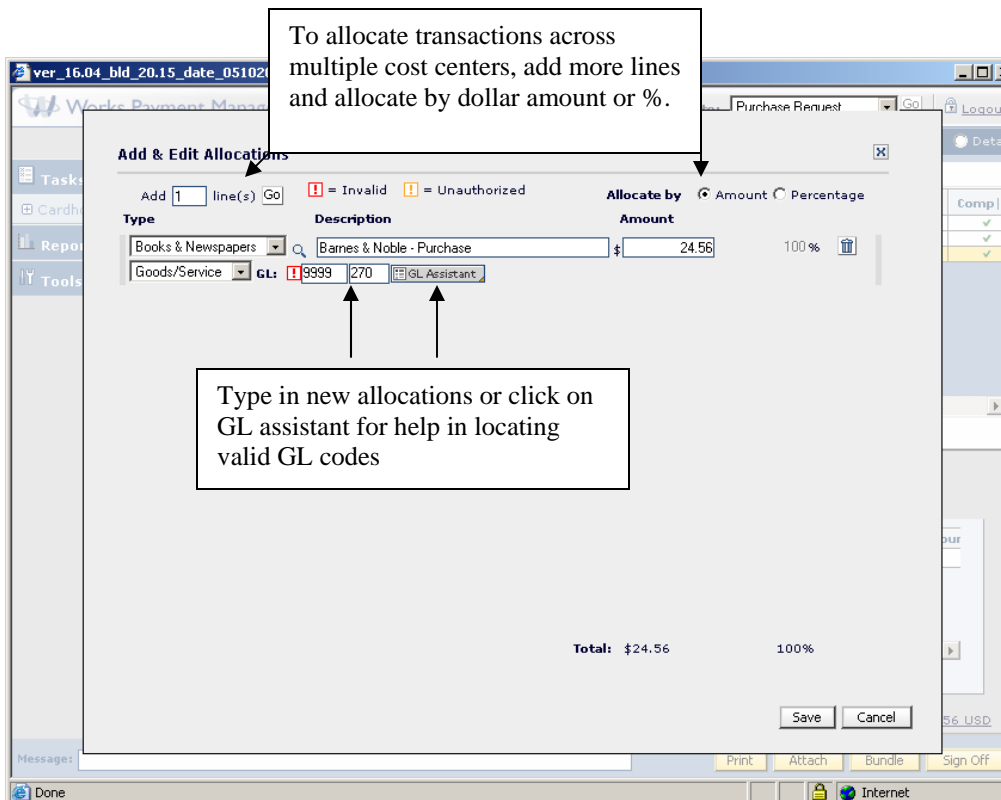
1. On the Home Page, under "Action Required" click "Sign Off".
 - a. Or go to "Tasks" on the left navigation bar.
 - b. Select "Cardholder".
 - c. Select "Transactions Requiring Sign Off".
2. Highlight the transaction in the upper section of the window to view its details in the lower section.
3. Click the "Allocation Tab".
4. Enter a description in the "Description Field".

5. Move the cursor to the “Allocations Field” and review the GL accounting codes. Account codes will default based upon your assigned location department and type of purchase.
6. The account number can be changed, if necessary, You can manually enter the account number or click the "GL Assistant". Refer to [“Using the GL Assistant”](#). To change the allocation, click Edit
7. If an invalid account number is entered, an invalid/unauthorized red x will appear in the allocation validation column.
8. Add new lines if necessary, refer to the next page
9. Click the “Purchase Detail Tab” to review any line item detail submitted by the merchant.
10. Click “Save”.
11. Click “Sign Off”. Refer to page 13 [“Signing Off Transactions”](#).

The screenshot displays the 'Works Payment Manager' interface in Microsoft Internet Explorer. The main window is titled 'Cardholder Review' and shows a list of transactions requiring sign-off. Below this, a detailed view for transaction TXN00008293 is shown, including an 'Allocation' tab with a table of GL combinations. Callouts provide instructions: 'To set default tab for this session, click the thumbtack' points to a thumbtack icon in the top right of the transaction list; 'To Edit Allocation Click' points to the 'Allocation' tab; and 'Account Allocation' points to the 'GL Combination' field in the allocation table.

Date Purchased	Date Posted	Document	Attached To	Vendor	Purchase Amount	Comp	Val	Auth	Allocation
05/18/05	05/18/05	TXN00008291		Office Depot	\$47.58	✓	✓	✓	7060-270
05/18/05	05/18/05	TXN00008292		Ace Plumbing	\$185.68	✓	✓	✓	6410-270
05/18/05	05/18/05	TXN00008293		Barnes & Noble	\$24.56	✓	✓	✓	9999-270

Description	Category	Note	Amount	GL Combination	Main Account	Department
✓ Barnes & Noble - Purchase	Books & Newspapers		\$24.56	9999-270	9999	270



SPLITTING TRANSACTIONS

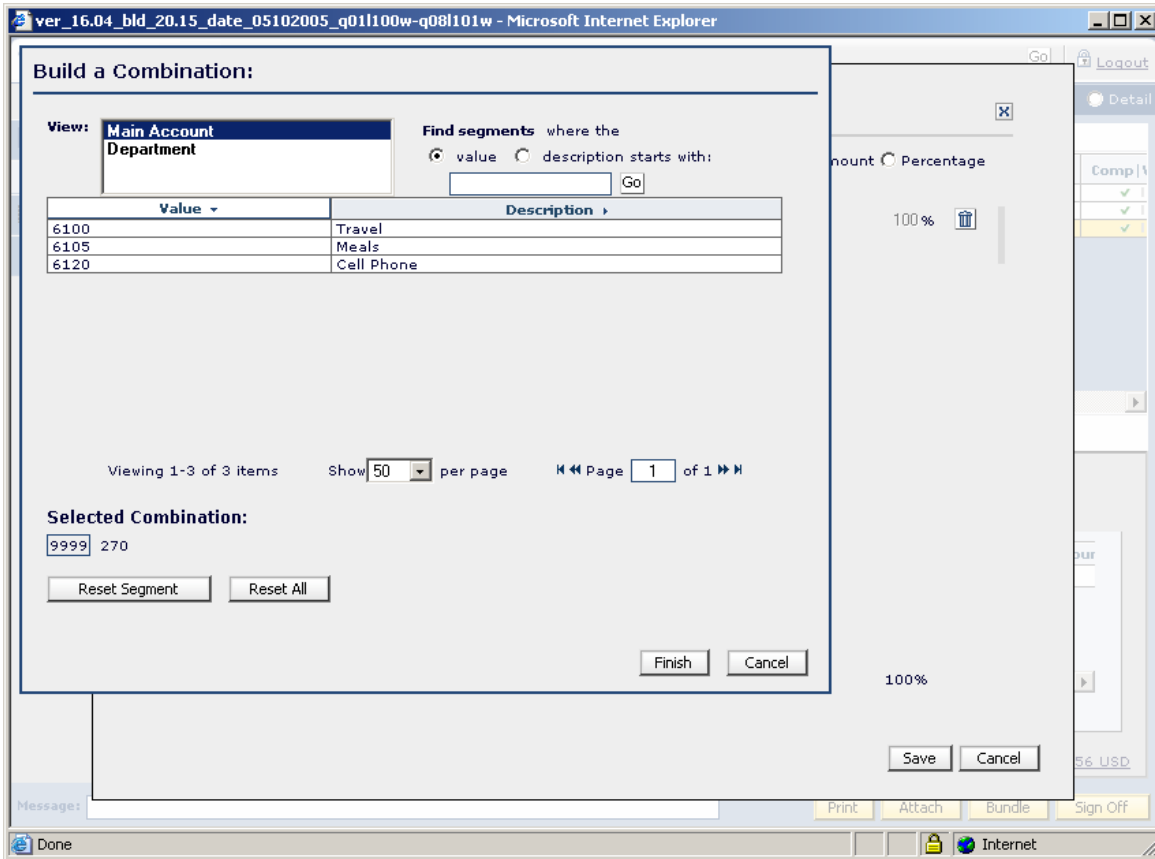
1. Go to the “Add New Lines” drop down menu.
2. Select the number of lines as necessary.
3. Select Amount or Percentage button beside “Allocate By”.
4. Move from one line item to the next entering the account number in the “Allocations Field” and the dollar/percentage amount in the “Amount Field” if necessary.
5. Click “Save”.

GL ASSISTANT

Using the GL Assistant

1. Click the “Allocation Tab”.
2. Click the "GL Assistant" box.
3. A window will appear.
4. Select the appropriate accounting code. The Company.Location.Department will default to your current information,
5. When complete, click "Finish".
6. Click “Save”.

Note: If you have trouble finding your appropriate codes, click “Reset All”. Your implementation may be set to only show you valid combinations. The value you are looking for may not be valid with one of the values.



You can access a video overview of the GL Account coding and sign off procedures at the following addresses:

http://training.works.com/pm30/video/04_reconcile.htm

http://training.works.com/pm30/video/06_memo_search_flagged.htm

SIGNING OFF TRANSACTIONS

Signing off a transaction is the final step in the allocation process. "Signing Off" a transaction notifies your manager of transactions that have been reconciled online and are ready for his or her sign off. Transactions become read-only once they are "Signed Off", making it impossible for you to make allocation alterations unless the transaction is flagged. For this reason, only "Sign Off" transactions once they are allocated to the appropriate account number. If changes need to be made after "Sign Off", contact the Program Administrator.

“SIGN OFF” A SINGLE TRANSACTION:

1. Allocate the transaction as described in “Processing Transactions above.
2. Click “Sign Off” on the lower right-hand corner to submit the transaction to your manager for approval.

https://demo.works.com/wpm/action/core.viewTop - Microsoft Internet Explorer

Create: Purchase Request Go Logout

Cardholder Review Table Split View Detail

View: Transactions Requiring Sign Off Filters

Date Posted	Date Purchased	Vendor	Purchase Amount	Allocation	Comp Val Auth	Documen
06/06/05	06/06/05	Staples	\$50.00	100-2110-70600-9999-9999	✓ ✓ ✓	TXN0000:
06/10/05	06/10/05	Barnes & Noble	\$24.65	100-2110-60300-9999-9999	✓ ✓ ✓	TXN0000:
06/10/05	06/10/05	Office Max	\$124.56	100-2110-64600-9999-9999	✓ ✓ ✓	TXN0000:
06/10/05	06/10/05	Ace Plumbing	\$240.56	100-2110-64100-9999-9999	✓ ✓ ✓	TXN0000:

Viewing 1-4 of 4 items Show 100 per page Page 1 of 1

TXN0001092 06/06/2005 Vendor: Staples Vendor ID: n/a
Card: Phillip Dugan Dugan, Phillip S

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Description	Category	Note	Amount	GL Combination	Company-Department	Expens
Staples - Purchase	Office Supplies		\$50.00	100-2110-70600-9999-9999	100-2110	70600

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

Add / Edit Remove Copy TXN Data

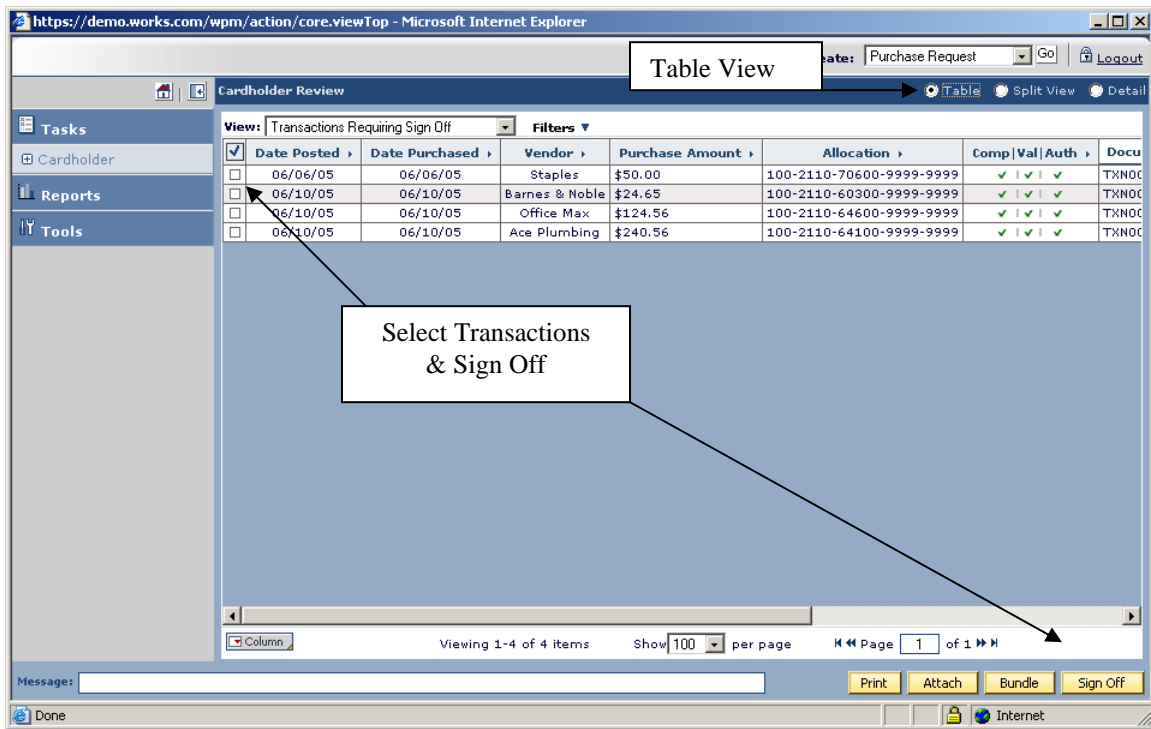
Allocated: \$50.00
Purchased: \$50.00 / 50.00 USD

Message: Print Attach Bundle Sign Off

Click Sign Off

“SIGN OFF” MULTIPLE TRANSACTIONS:

1. Go to “Tasks” on the left navigation bar.
2. Select “Cardholder”.
3. Select “Transactions Requiring Sign Off”. A list of transactions will appear.
4. Check the “Table” view button on the right-hand corner of the screen. All transactions requiring “Sign Off” will appear in a table format.
5. To “Sign Off” all transactions listed:
 - a. Check the “Check-Mark” box on the at the top of the column on the left side of the screen. A check mark will be placed beside all transactions listed.
 - b. Click “Sign Off”.
6. To “Sign Off” multiple, but not all transactions listed:
 - a. Check the “Check-Mark” box beside the transactions to be “Signed Off”. A check mark will be placed beside the requested transactions only.
 - b. Click “Sign Off”.



VIEWING SIGN OFF HISTORY

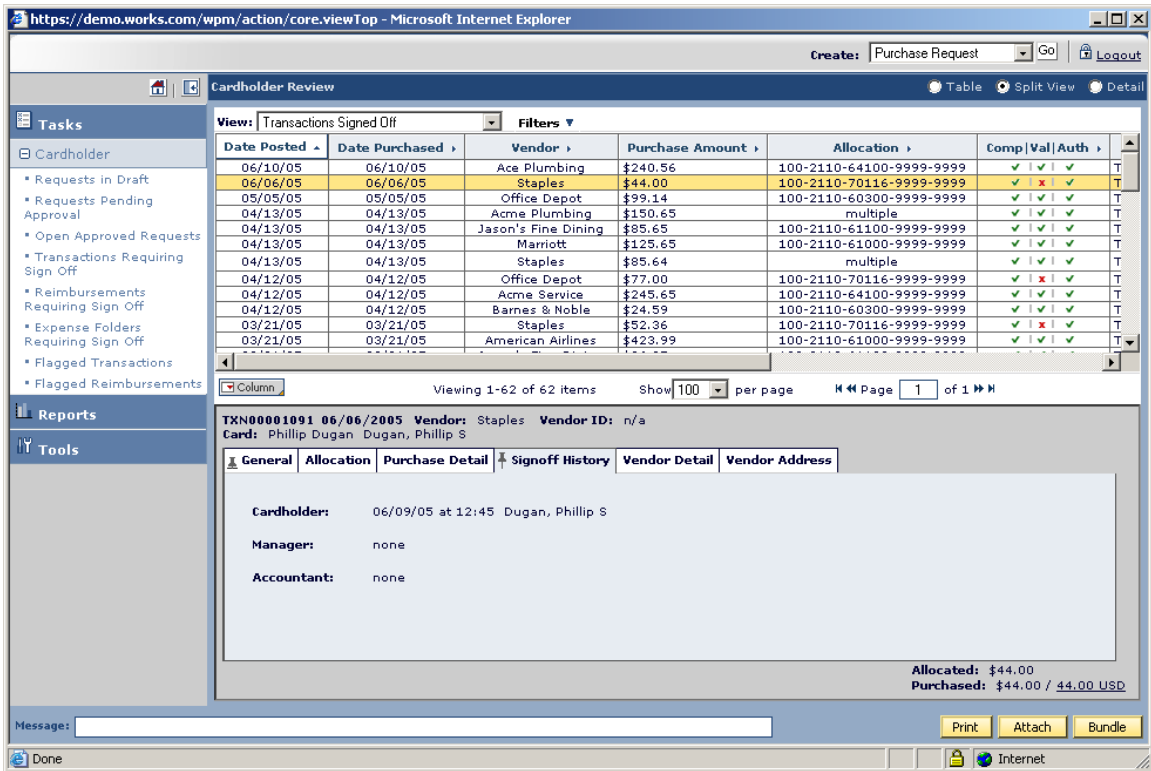
You can view the “Sign Off” history of transactions to see which users, including the Administrator, have “Signed Off”.

VIEWING SINGLE TRANSACTION HISTORY:

1. Go to “Tasks” on the left navigation bar.
3. Select “Cardholder”.
4. Select “Transactions Requiring Sign Off”.
5. Highlight the transactions in the upper section of the window.
6. Click on the “Sign Off History” Tab in the lower section.
7. The “Sign Off” history is displayed.

VIEWING YOUR TRANSACTIONS SIGNED OFF:

1. Go to “Tasks” on the left navigation bar.
2. Select “Cardholder”.
3. Select “Transactions Requiring Sign Off”.
4. Select the “View” drop down menu.
5. Select “Transactions Signed Off”.
6. All transactions “Signed Off” are listed.



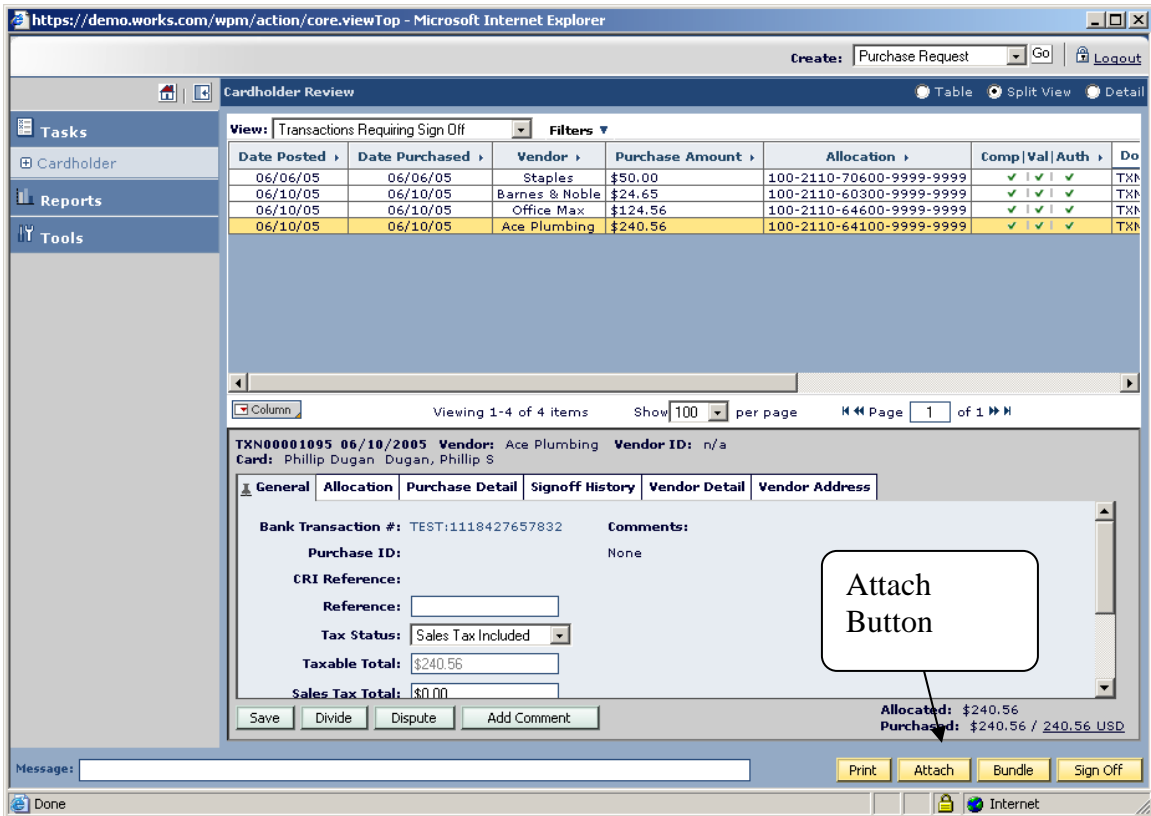
PURCHASE REQUEST

PEF HQ creates your purchase requests that match your available balances based on adding new per capitas or interest and subtracting for checks written by HQ

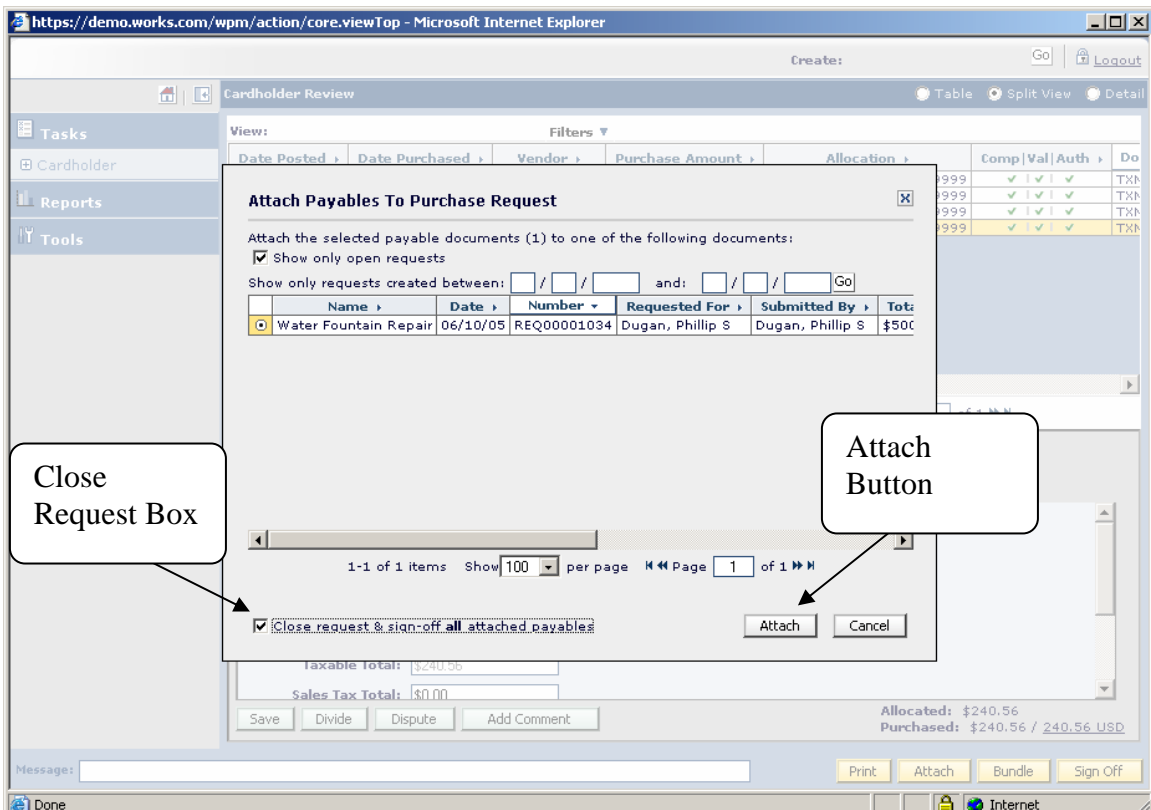
Transactions related to a purchase request must be identified and attached to a purchase request. You can attach multiple transactions to a single purchase request.

To attach or detach a payable document:

- 1 Select the transaction from the List section
- 2 Click **Attach** Button



- 3 The **Attach Payables to Purchase Request** window will open
- 4 Select the Request to attach the transaction
- 5 Select **Attach**
- 6 If this is the final transaction for this request, check the **Close Request Box**
- 7 Click **Attach**



PROCESSING DEADLINES

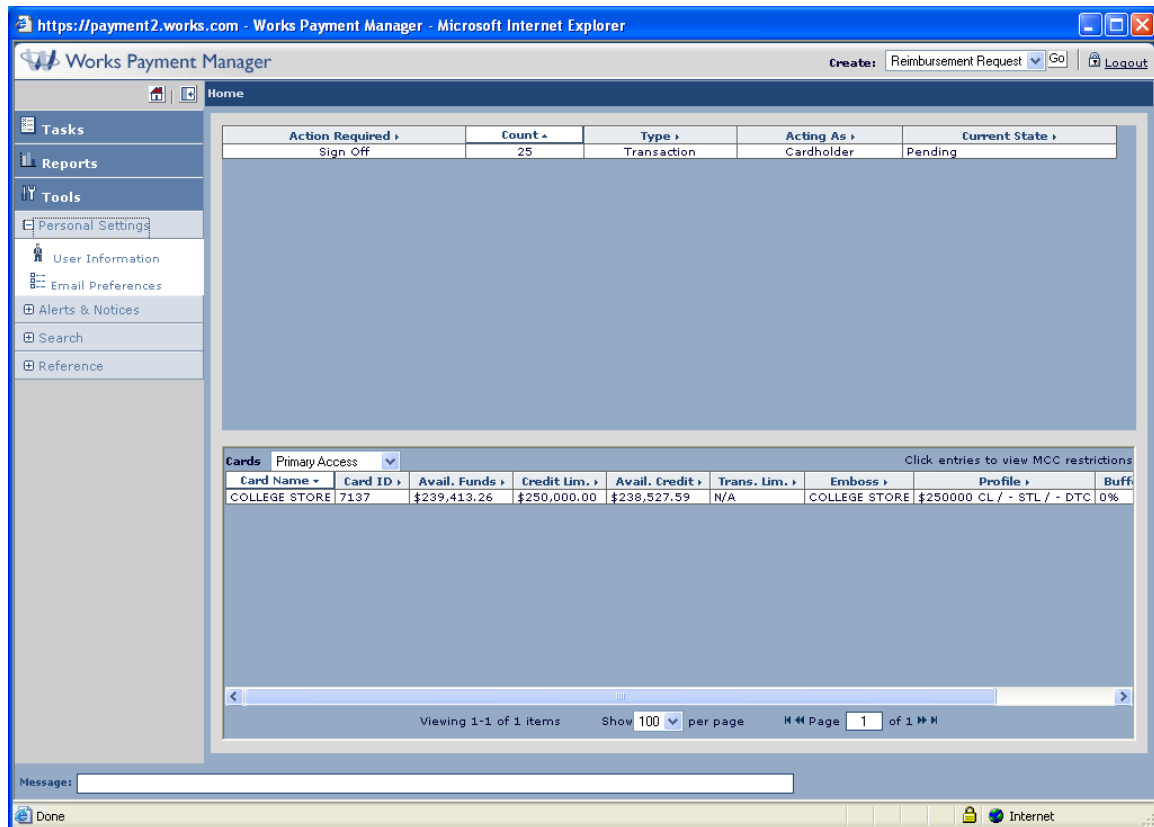
All transactions must be “Signed Off” within 10 days of the transaction being made. If that day falls on a weekend, transactions must be the “Signed Off” by the following Monday.

USER INFORMATION

Each user, regardless of the role to which they are assigned, can access their own user information. This information includes the user’s name, email address, username, and a link to update passwords, assigned roles, etc.

To access your user information:

1. “Tools”.
2. “Personal Settings”.
3. “User Information”.



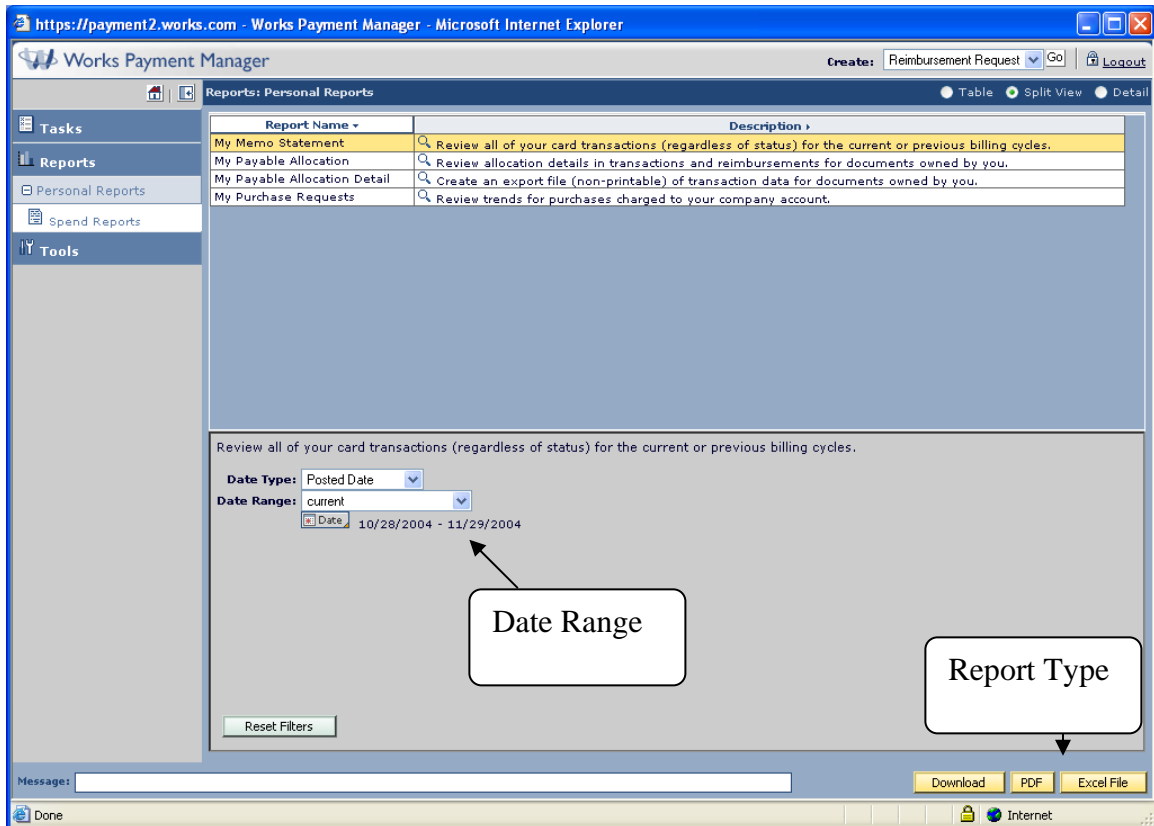
REPORTS

Each user can monitor his or her spend activity by accessing his or her memo statement and personal reports.

Users can access “My Memo Statement”. The “My Memo Statement” report enables cardholders to view all of their card transactions for a specified date range.

TO ACCESS PERSONAL REPORTS:

1. Click “Reports” on the left navigation bar.
2. Select “Personal Reports”.
3. Select “Spend Reports”.
4. Highlight the desired report.
5. Select the report’s criteria in the lower portion of the page.
6. Select:
 - a. PDF: View access only.
 - b. Excel: Access to edit and sort information.



MANAGER ACTIVITIES

Managers will perform additional tasks and have access to reports for all card users reporting to their group. Online videos regarding Manager Activities can be found at the following address:

http://training.works.com/pm30/video/07_managersignoff.htm

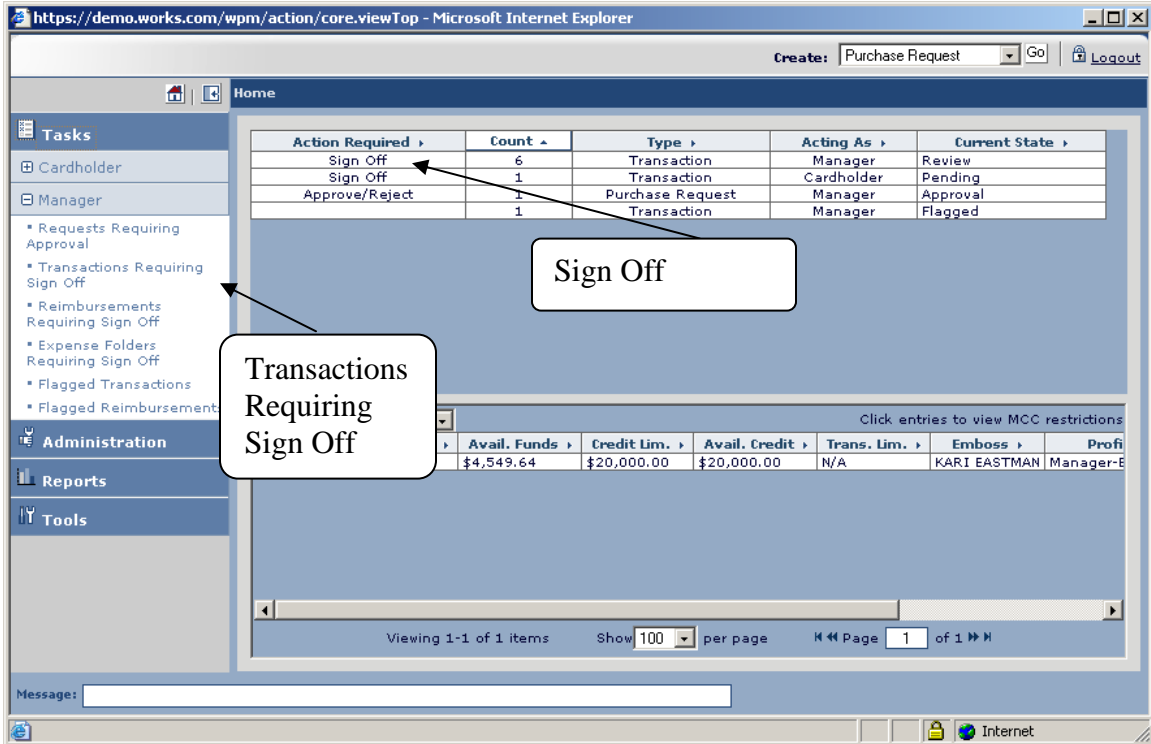
http://training.works.com/pm30/video/08_managerreporting.htm

SIGNING OFF ON A TRANSACTION

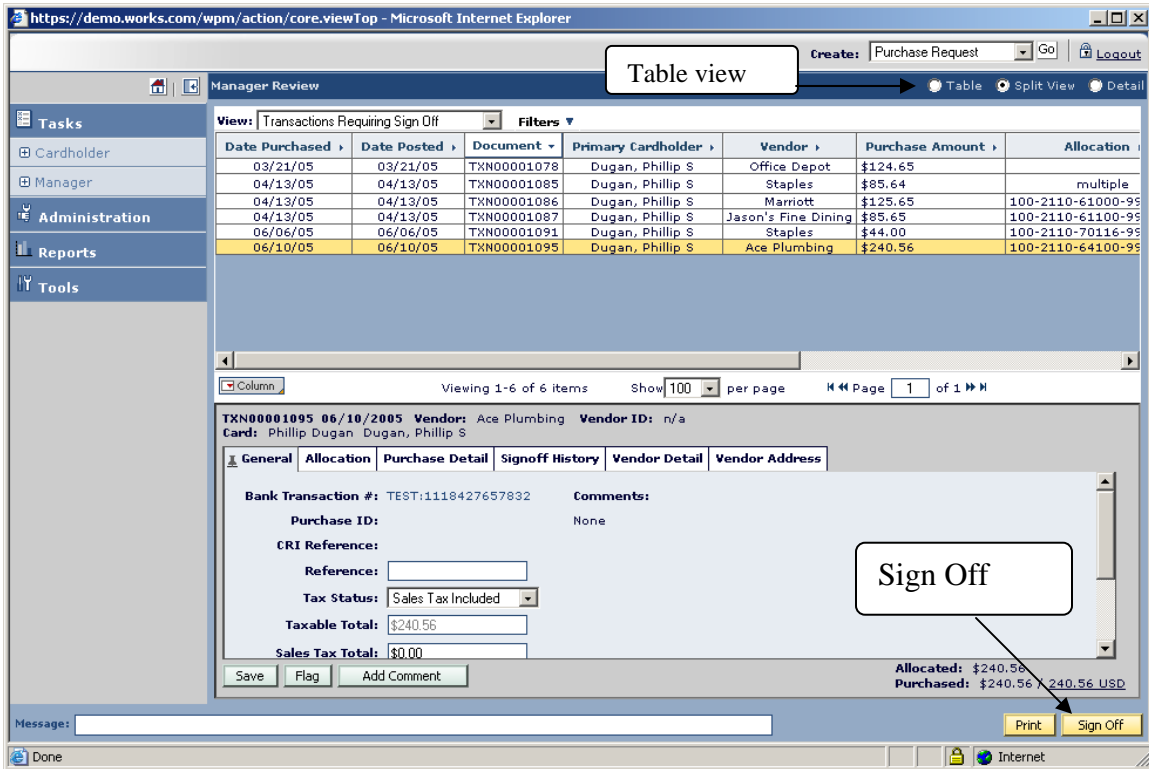
This section describes accessing and signing off a payable document in the document queue.

To sign off a payable document:

- 1 Access the desired payable document in the appropriate Requiring Sign Off queue. For example, to access a transaction in the Requiring Sign Off queue, click **Tasks . Manager. Transactions Requiring Sign Off** in the Left Navigation bar or under “Action Required” click **Sign Off**



- 2 Click (to highlight) the desired payable document in the List section
 - 3 Click **Sign Off**.
- A confirmation page displays.
- 4 Click **OK**.



NOTE: You can signoff multiple transactions at a time using the Table Layout view which will provide check boxes next to each request or a select all box at the top of the column

FLAGGING A TRANSACTION

A manager can flag a transaction to alert other users that there is an issue with the transaction. Flagging a transaction does not prevent you from signing off, and is useful if the transaction requires additional information that another user can provide. For example, you might flag a transaction for a pizza purchase and include a comment that the cardholder should include the explanation of the purchase. If you need to flag a transaction, you must do so before you sign off the transaction. Removing a flag removes the transaction from the Flagged queue for you, the appropriate cardholder, and the Accountant.

To flag a transaction or remove a flag:

- 1 Access the desired transaction in the appropriate queue (either the Requiring Sign Off or Flagged queue).
- 2 Click (to highlight) the desired transaction in the List section.
- 3 Click the **General** tab option

4 Do one of the following:

- To flag a transaction, click **Flag**.
- Remove a flag, click **Remove Flag**. Note that this button is only available if the transaction is currently flagged.

A confirmation page displays.

5 Enter a comment about why you are either flagging the transaction or clearing the flag in the **Comments field**.

6 Click **OK**.

The screenshot shows a web browser window displaying a management interface. The top navigation bar includes a 'Create' dropdown set to 'Purchase Request', a 'Go' button, and a 'Logout' link. A left-hand menu contains sections for 'Tasks', 'Administration', 'Reports', and 'Tools', with sub-items like 'Cardholder', 'Manager', and 'Tools'. The main content area features a table titled 'Transactions Requiring Sign Off'. The table has columns for Document, Date Purchased, Date Posted, Primary Cardholder, Purchase Amount, and Vendor. Three rows are visible, with the third row (TXN00001237) highlighted in yellow. Below the table, a detailed view for transaction TXN00001237 is shown, including fields for Bank Transaction #, Purchase ID, CRI Reference, Reference, Tax Status, Taxable Total, and Sales Tax Total. A 'Flag' button is prominently displayed and highlighted with a callout box. Other buttons like 'Save', 'Add Comment', 'Print', and 'Sign Off' are also visible. The bottom status bar shows 'Done' and 'Internet'.

Document	Date Purchased	Date Posted	Primary Cardholder	Purchase Amount	Vendor
TXN00001228	10/07/05	10/11/05	Dugan, Phillip S	\$990.15	DAHL OVERNIGHT INC
TXN00001229	09/14/05	10/12/05	Dugan, Phillip S	\$256.09	HOME DEPOT
TXN00001237	09/07/05	10/11/05	Dugan, Phillip S	\$798.27	KELLY SHORT-TERM STAFFING

Viewing 1-3 of 3 items Show 100 per page Page 1 of 1

TXN00001237 10/11/2005 Vendor: KELLY SHORT-TERM STAFFING Vendor ID:
Card: Phillip Dugan Dugan, Phillip S

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Bank Transaction #: 7004120085809212052 Comments:
Purchase ID: 50190855556 Phillip S Dugan 12/02/2005
CRI Reference: Signed Off:
Reference:
Tax Status: Sales Tax Included
Taxable Total: \$622.65
Sales Tax Total: \$175.62
Adjust Taxable Total:

Save Flag Add Comment Allocated: \$798.27 Purchased: \$798.27 / 798.27 USD

ADDITIONAL TRAINING RESOURCES

ONLINE TRAINING VIDEOS

Online Training Material is available as listed below:

Works Payment Manager 3.0 Process Overview: http://training.works.com/pm30/video/01_chart.htm

This session introduces you to the Works application and the workflow being used by your organization

Initial Login/Forgot Password: http://training.works.com/pm30/video/02_welcome.htm

This session shows how to login in for the first time and reset or set your password should you forget your password or delete your welcome email.

Navigating Payment Manager 3.0: http://training.works.com/pm30/video/03_app_navigation.htm

This session introduces you to the interactive interface of Payment Manager, including action items, viewing your card's available funds, finding reports, and modifying the frequency of e-mails from Works.

Cardholders: Reconciling Transactions: http://training.works.com/pm30/video/04_reconcile.htm

This session shows cardholders how to allocate transactions for purchases and sign off on their transactions.

Cardholders: Creating Purchase Requests and Reconciling Transactions:

http://training.works.com/pm30/video/05_purchaserequest.htm

This session shows cardholders how to create purchase requests for incremental funds and how to allocate transactions and sign off on their transactions.

Cardholders & Managers: Viewing Your Online Statement and Handling Flagged Transactions:

http://training.works.com/pm30/video/06_memo_search_flagged.htm

This session covers viewing and printing your statement online, searching for transactions in the system, and handling transactions that have been flagged by your manager or accountant.

Managers: Transaction Sign Off and Approving/Rejecting Purchase Requests:

http://training.works.com/pm30/video/07_managersignoff.htm

This session shows managers how to sign off on their cardholder's transactions and approve or reject purchase requests for incremental funds. Delegation authority is also covered, allowing managers to give another user access to their tasks.

Managers: Reporting: http://training.works.com/pm30/video/08_managerreporting.htm

This session shows managers how to run detailed reporting for all cards and transactions within their scope.

ONLINE MANUALS

You can access the Payment Manager Manual online as follows:

- 1 Select “Reference” on the left navigation bar.
- 2 Select “Training”.
- 3 A new window will pop up with topic sections

The screenshot displays the Payment Manager web application interface. The browser address bar shows <https://demo.works.com/wpm/action/core.viewTop>. The page title is "Home". The navigation menu on the left includes: Tasks, Administration, Reports, Tools, Personal Settings, Alerts & Notices, Search, Reference, and Training. The main content area features a table with the following data:

Action Required	Count	Type	Acting As	Current State
Sign Off	6	Transaction	Manager	Review
Sign Off	1	Transaction	Cardholder	Pending
Approve/Reject	1	Purchase Request	Manager	Approval
	1	Transaction	Manager	Flagged

Below this table is a "Cards" section with a "Primary Access" dropdown and a "Click entries to view MCC restrictions" link. The table below shows card details:

Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss	Profile
Kari EastMan	8488	\$4,549.64	\$20,000.00	\$20,000.00	N/A	KARI EASTMAN	Manager-Exception 1

The page footer indicates "Viewing 1-1 of 1 items" and "Show 100 per page Page 1 of 1".