

Access[®] Online

- **Cardholder PCard Reconciliation Guide**

<https://www.access.usbank.com/>

Organization Short Name:*

Stofct

Navigate Online Portal

View transaction information

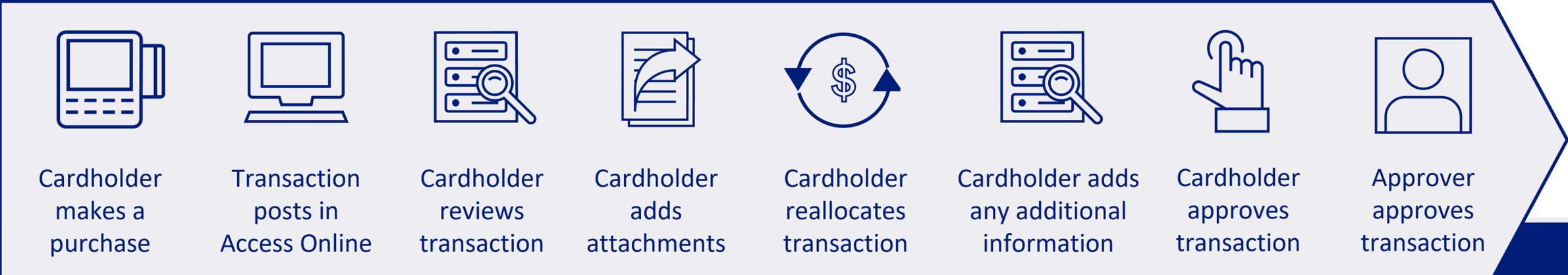
Reallocate transaction

Approve transaction

Retrieve Bank Statement

Attach receipts/documents

Pcard Reconciliation Process



9

DASHBOARD

Welcome to Access Online

Your last login was 03/06/2025

Guide

Message Center

1. Account name

One Card

Account Name: [Redacted]

Account Unique ID: ⓘ 0975-7045-2500-4507

Account ID: 925045000451

Account #: **3717

Account Status: Open

2. Last 4 digits of account

Quick Links

- [Manage Home Page Settings](#)
- [Account Alerts](#)
- [Manage Contact Information](#)
- [Manage Email Notifications](#)
- [Run Transaction Detail Report](#)
- [View All Statements](#)
- [View Last Cycle Transactions](#)
- [View Open Transactions](#)

3. Current Balance: \$2,620.19

4. Credit Limit: \$50,000.00

5. Available Credit: \$47,364.00

Current Balance is updated as of previous business day. Available Credit includes pending account activity.

6

Last 10 Transactions Posted		
Posting Date	Merchant	Amount
03/06	AMAZON MKTPL*IW00N03N3	\$39.96
03/06	AMAZON MKTPL*JH8PB4M73	\$198.43
03/05	RESEARCH PRODUCTS INTERNA	\$130.68
03/05	SAVELIVES.COM	\$1,980.00
02/27	AMAZON MKTPL*OT8V37393	\$51.12
02/27	PY *LOCALSTORAGE BRISTOL	\$220.00

1. Account Name
2. Last 4 digits of Account
3. Current Balance
(updated as of previous business day)
4. Credit Limit
5. Available Credit
(includes pending purchases)
6. Last 10 Posted Transactions
7. Set up Account Alerts
8. View Bank Statements
9. View Transactions

View transactions

Transaction Screen Review

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****3717, CHRISTOPHER OKENQUIST [Switch Accounts](#)
 Card Account ID: 92504500045 [Trans List](#)

[-] Card Account Summary

Account Number: 3717
 Account Name: CHRISTOPHER OKENQUIST
 Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)

[Open Account](#)

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 6 of 6
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		03/06	03/06	AMAZON MKTPL*IW00N03N3	AMZN.COM/BILL, WA	\$39.96		09757045250045072025-03-0600002	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	\$198.43		09757045250045072025-03-0600001	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/04	03/05	RESEARCH PRODUCTS INTERNA	847-6357330, IL	\$130.68		09757045250045072025-03-0500002	685252-00		FA2000 N22300 702200 101100 02 SodiumHydroxidePelletsEducationalSupplies
<input type="checkbox"/>	Pending		03/04	03/05	SAVELIVES.COM	860-388-4599, CT	\$1,980.00		09757045250045072025-03-0500001	84634986		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		02/27	02/27	AMAZON MKTPL*OT8V37393	AMZN.COM/BILL, WA	\$51.12		09757045250045072025-02-2700002	114-5393460-07666		Add Allocation
<input type="checkbox"/>	Pending		02/26	02/27	PY *LOCALSTORAGE BRISTOL	877-905-6225, CT	\$220.00		09757045250045072025-02-2700001	4a0deb869b4		Add Allocation

Disputed Reallocated Trans Detail Level Upload Attachments Attachment

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

- 1 Approval Status
 - Pending=transaction has not been reallocated or if reallocated but not sent for approval
 - Approved=sent for approval
- 2 Trans Date
3. Posting Date
4. Merchant
5. Amount
6. Detail-Merchant description of item
 - 2 lines=-no description
 - 3 lines=detail description
7. Attachment
8. Accounting Code/Description
 - Default FOAP or reallocated FOAP / Added Description

Transaction Management

Transaction Detail

Card Account Number: *****3717, CHRISTOPHER OKENQUIST [Switch Accounts](#)
Card Account ID: 925045000451 [Switch Accounts](#)
[Trans List](#)

Transaction Detail Level II

Transaction Screen Review cont....

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	02/26	02/27	PY *LOCALSTORAGE BRISTOL	877-905-6225, CT	220.00	ⓘ	4a0deb869b4	📎	

Ⓛ Disputed ⓘ, ⓘ Trans Detail Level Ⓜ Reallocated 📎 Upload Attachments

Summary | Allocations | Approval History

The Summary tab shows high-level transaction information.
The review status cannot be changed because the review day limit has been reached.
To approve and forward the transaction, click "Approve."
To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information ⓘ	
Date:	02/26/2025	Billing Cycle:	Open
Purchase ID:	4a0deb869b4	Posting Date:	02/27/2025
Total Amount:	220.00	Reference Number:	24445005057300525921589
Memo Post: ⓘ	Yes	Authorization Number:	060755
Sales Tax:	0.00	Most Recent Extract Dates	
Freight:		Financial Extract:	
		General Ledger Extract:	
		Payment Extract:	
Merchant		Currency	
Name:	PY *LOCALSTORAGE BRISTOL	Billing Currency:	U.S. Dollar
City, State/Province:	877-905-6225, CT	Source Currency:	U.S. Dollar
Transaction Type:	SALES DRAFT	Source Currency Amt:	220.00
Merchant Category Code (MCC):	4225		
MCC Description:	PUBLIC WAREHOUSING-INCL.		

- **Summary tab** – show high level transaction information
- **Allocations tab**- where you can reallocate charge
- **Approval History**-show transactions that has been approved
- **The Dispute section** - initiate a dispute of transaction(s) in the system (ex: unauthorize charge, duplicate charge)

[Approve](#) [Print Transaction](#)

Dispute **Sales Draft Requests ⓘ**

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

[Dispute](#)

Dispute History

[<< Back to Transaction List](#)

Transaction Management

Transaction Detail

Transaction Detail Level III

Transaction Screen Review cont....

Card Account Number: *****
Card Account ID: 925045000451
[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	198.43		111-0251946-47586		JA2000 N69002 702200 707800 02

Disputed Trans Detail Level Reallocated Upload Attachments

Summary Allocations Transaction Line Items Approval History

The Summary tab shows high-level transaction information.
The review status cannot be changed because the review day limit has been reached.
To approve and forward the transaction, click "Approve."
To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information	
Date:	03/05/2025	Billing Cycle:	Open
Purchase ID:	111-0251946-47586	Posting Date:	03/06/2025
Total Amount:	198.43	Reference Number:	24692165064104347188812
Memo Post:	Yes	Authorization Number:	024832
Sales Tax:	0.00	Most Recent Extract Dates	
Freight:	0.00	Financial Extract:	
		General Ledger Extract:	
		Payment Extract:	
Merchant		Currency	
Name:	AMAZON	Billing Currency:	U.S. Dollar
	MKTPL*JH8PB4M73	Source Currency:	U.S. Dollar
City, State/Province:	AMZN.COM/BILL, WA	Source Currency Amt:	198.43
Transaction Type:	SALES DRAFT		
Merchant Category Code (MCC):	5942		
MCC Description:	BOOK STORES		

- **Summary Tab** – show transaction information
- **Allocation Tab**- where you can reallocate charge
- **Transaction Line Item**-show detail of purchase
- **Approval History Tab**-show history of approved or rejected transactions by approver

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	198.43	III	111-0251946-47586		JA2000 N69002 702200 707800 02

Disputed
 ,
 Trans Detail Level
 Reallocated
 Upload Attachments

Transaction Screen Review cont....

[Summary](#) |
 [Allocations](#) |
 [Transaction Line Items](#) |
 [Approval History](#)

The Transaction Line Items tab shows the details provided by the merchant of all line items with the transaction. This tab will only appear if the merchant has passed the level 3 data about the transaction.

Records 1 - 12 of 12

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Tax Amount	Line Item Total	% of Trans Amount	Item Commodity Code
B0BPX7LK71	maxtek Dry Erase Markers,	1.0000	PCE	7.59	\$0.00	7.59	3.83%	B0BPX7LK71
B0BSFWN8MH	Quarterhouse Native Americ	1.0000	PCE	28.99	\$0.00	28.99	14.61%	B0BSFWN8MH
B0CL4MZXS	EIHFHIE Black History Mont	1.0000	PCE	17.99	\$0.00	17.99	9.07%	B0CL4MZXS
B0CMPWNVV4	Vanhench 17.5" 963" (80 1	1.0000	PCE	8.99	\$0.00	8.99	4.53%	B0CMPWNVV4
B0CPDH76CB	Anley Latin America 23 Cou	1.0000	PCE	6.95	\$0.00	6.95	3.50%	B0CPDH76CB
B0CRL56TT1	Vanhench 30" 1200" Easter	1.0000	PCE	25.99	\$0.00	25.99	13.10%	B0CRL56TT1
B0CY4XV72M	Vanhench 17.5" 963" (80 1	1.0000	PCE	12.99	\$0.00	12.99	6.55%	B0CY4XV72M
B0CY5GGYV3	Valentines Wrapping Paper,	1.0000	PCE	12.99	\$0.00	12.99	6.55%	B0CY5GGYV3
B0C37W41DL	Asian Asian American and P	1.0000	PCE	18.99	\$0.00	18.99	9.57%	B0C37W41DL
B0D6G9XCQQ	Hispanic Heritage Month Ba	1.0000	PCE	10.99	\$0.00	10.99	5.54%	B0D6G9XCQQ
B002HUJV5Q	Hammermill Cardstock, Prem	2.0000	PCE	17.99	\$0.00	35.98	18.13%	B002HUJV5Q
B08XXG9N1Q	Wall Charger for Verizon M	1.0000	PCE	9.99	\$0.00	9.99	5.03%	B08XXG9N1Q

Records 1 - 12 of 12

- **Transaction Line Items**
(shows item description from merchants)

Return to the screen with your transaction list

[<< Back to Transaction List](#)

Card Account Number: *****3747 SUBSCRIPTIONS/ENQUIRY
Card Account ID: 925045000451
Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	198.43		111-0251946-47586		JA2000 N69002 702200 707800 02

Disputed Trans Detail Level Reallocated Upload Attachments

Summary Allocations Transaction Line Items Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Code - Segment Name (Length)					DESCRIPTION (110)	Favorite	
					INDEX (6)	FUND (6)	ORG (6)	ACCOUNT (6)	PROGRAM (6)			CHART FIELD (2)
<input type="checkbox"/>	\$ 198.43	OR 100.00%		--Change Current Value--		JA2000 *	N69002 *	702200 *q	707800 *	02 *q		Add as Favorite

Search

Remove

Total Allocated: \$ 198.43 100.00% Apply Accounting Code: [dropdown] Apply

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Clicking the Save Allocations button is necessary to save any changes you make to your reallocation page; else, any newly added data will be lost

Allocations tab :

- Required fields indicated with a red asterisk *

Chart field is already populated unless split Cost then you would need to add it to your reallocated line(s)

Transaction Management

Transaction Detail



Card Account Number: *****3717, CHRISTOPHER OKENQUIST

[Switch Accounts](#)

Card Account ID: 925045000451

[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	198.43	III	111-0251946-47586	U	JA2000 N69002 702200 707800 02

Ⓧ Disputed Ⓜ, Ⓜ Trans Detail Level Ⓜ Reallocated U Upload Attachments

[Summary](#) [Allocations](#) [Transaction Line Items](#) [Approval History](#)

The Approval History tab displays approval actions taken on a transaction.

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
<i>There hasn't been any approval action taken on this transaction.</i>			

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 2 Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

Key for Approver Modifications:

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

Transaction Detail Tabs:

- **Approval History**- show history of approval actions taken on a transaction

Reallocate a transaction

Transaction management

Transaction Management

Card Account Summary with Transaction List

Card Account Number: ***** [Redacted]
 Card Account ID: 925045000451 [Redacted]
[» Trans List](#)

[-] Card Account Summary

Account Number: ...3717
 Account Name: CHRISTOPHER OKENQUIST

Billing Cycle Close Date:

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 6 of 6

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		03/06	03/06	AMAZON MKTPL*IW00N03N3	AMZN.COM/BILL, WA	\$39.96		09757045250045072025-03-0600002	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	\$198.43		09757045250045072025-03-0600001	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/04	03/05	RESEARCH PRODUCTS INTERNA	847-6357330, IL	\$130.68		09757045250045072025-03-0500002	685252-00		FA2000 N22300 702200 101100 02 SodiumHydroxidePelletsEducationalSupplies
<input type="checkbox"/>	Pending		03/04	03/05	SAVELIVES.COM	860-388-4599, CT	\$1,980.00		09757045250045072025-03-0500001	84634986		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		02/27	02/27	AMAZON MKTPL*OT8V37393	AMZN.COM/BILL, WA	\$51.12		09757045250045072025-02-2700002	114-5393460-07666		Add Allocation
<input type="checkbox"/>	Pending		02/26	02/27	PY *LOCALSTORAGE BRISTOL	877-905-6225, CT	\$220.00		09757045250045072025-02-2700001	4a0deb869b4		Add Allocation

Disputed Reallocated Trans Detail Level Upload Attachments Attachment

Single Transaction Process

1. Choose you transaction by clicking on the select box
2. Click the Reallocate button

Allocations tab

1. Reallocate your charge(s) if differ from your default account code segment otherwise leave as is .
2. Add your description.

****Accounts code has drop down box to make selection click on magnifier glass****

Transaction Management

Transaction Detail

Card Account Number: *****
 Card Account ID: 925045000451
[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	198.43		111-0251946-47586		[JA2000]N69002 702200 707800 02

Disputed | Trans Detail Level | Reallocated | Upload Attachments

Summary | **Allocations** | Transaction Line Items | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Code - Segment Name (Length)					PROGRAM (6)	CHART FIELD (2)	DESCRIPTION (110)	Favorite
					INDEX (6)	FUND (6)	ORG (6)	ACCOUNT (6)	ACCOUNT (6)				
<input type="checkbox"/>	\$ 198.43	OR 100.00%		--Change Current Value--		JA2000 *	N69002 *	702200 *	707800 *	02 *		Add as Favorite	

Search

Remove

Total Allocated: \$ 198.43 100.00% Apply Accounting Code:

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s):

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Card Account Number: ***** [Redacted] [Switch Accounts](#)
 Card Account ID: 925045000451

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

Enables you to delete a transaction that has been entered incorrectly.
Allow you to contribute more funds for a single transaction if necessary.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Code - Segment Name (Length)				PROGRAM (6)	CHART FIELD (2)
							INDEX (6)	FUND (6)	ORG (6)	ACCOUNT (6)		
<input type="checkbox"/>	03/06/2025	AMAZON MKTPL*IW00N03N3	\$39.96	Add Alloc		--Change Current Value--		JA2000 *	N69002 *	702200 * Q	707800 *	02 * Q

[Q Search](#)

[Remove Trans](#) [Save Allocations](#)

DON'T FORGET TO CLICK

[<< Back to Transaction List](#)

* = required

Remove Trans	Trans Date	Merchant	Remove Alloc	Amount	Alloc %	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Code - Segment Name (Length)				PROGRAM (6)	CHART FIELD (2)	DESCRIPTION (118)	Favorite
								INDEX (6)	FUND (6)	ORG (6)	ACCOUNT (6)				
<input type="checkbox"/>	03/06/2025	AMAZON MKTPL*IW00N03N3		\$39.96	Add Alloc		--Change Current Value--		JA2000 *	N69002 *	702200 * Q	707800 *	02 * Q		Add as Favorite
			<input type="checkbox"/>	\$ 39.96	OR 100.00%		--Change Current Value--		JA2000 *	N69002 *	702200 * Q	707800 *	02 * Q		Add as Favorite
			<input type="checkbox"/>	\$ 0.00	OR 0.00%		--Change Current Value--		JA2000 *	N69002 *	702200 * Q	707800 *	02 * Q		Add as Favorite
			Amount Remaining	\$ 0.00	0.00%										

Transaction Management

Card Account Summary with Transaction List

Card Account Number: ***** [REDACTED]
 Card Account ID: 925045000451
[Trans List](#)

[-] Card Account Summary

Account Number: [REDACTED]
 Account Name: [REDACTED]
 Billing Cycle Close Date: Open ▾ [Search](#) [Print Account Activity](#)

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 6 of 6

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		03/06	03/06	AMAZON MKTPL*IW00N03N3	AMZN.COM/BILL, WA	\$39.96		09757045250045072025-03-0600002	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	\$198.43		09757045250045072025-03-0600001	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/04	03/05	RESEARCH PRODUCTS INTERNA	847-6357330, IL	\$130.68		09757045250045072025-03-0500002	685252-00		FA2000 N22300 702200 101100 02 SodiumHydroxidePelletsEducationalSupplies
<input type="checkbox"/>	Pending		03/04	03/05	SAVELIVES.COM	860-388-4599, CT	\$1,980.00		09757045250045072025-03-0500001	84634986		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		02/27	02/27	AMAZON MKTPL*OT8V37393	AMZN.COM/BILL, WA	\$51.12		09757045250045072025-02-2700002	114-5393460-07666		Add Allocation
<input type="checkbox"/>	Pending		02/26	02/27	PY *LOCALSTORAGE BRISTOL	877-905-6225, CT	\$220.00		09757045250045072025-02-2700001	4a0deb869b4		Add Allocation

The reallocation symbol displays transaction has been reallocated and saved.



Disputed Reallocated Trans Detail Level Upload Attachments Attachment

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

Until you click the "Approve" button, your approval status stays at "Pending" even though you saved your reallocation(s). When the button is clicked, your approver will receive it.



Additional allocation options

Manage Accounting Code Favorites

Manage Accounting Code Favorites

Card Account Number: ***** [REDACTED] [Switch Accounts](#)
 Card Account ID: 925045000451

To create up to 25 Favorites, enter the number of Favorites to be created and click the "Add" Button. After adding, modifying or deleting Favorites, click the "Save" Button to save changes.

Delete	Favorite Name	Status	INDEX (6)	FUND (6)	ORG (6)	ACCOUNT (6)	PROGRAM (6)	CHART FIELD (2)	DESCRIPTION (118)
<input type="checkbox"/>	test	Active		FA2000	N22300	702200	101100	02	test
<input type="checkbox"/>		Active		JA2000	N69002	702200	707800	02	

Search for Valid Value

Add Additional Favorites

Save

Transaction Management

Reallocation Worksheet

Card Account Number: *****3717, CHRISTOPHER OKENQUIST [Switch Accounts](#)
 Card Account ID: 925045000451

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. [REDACTED] accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Prepopulated Accounting Code Selection	Change To:	Accounting Code - Segment Name (Length)
					Current Name		INDEX (6) FUND (6) ORG (6)
<input type="checkbox"/>	03/06/2025	AMAZON MKTPL*IW00N03N3	\$39.96	Add Alloc		--Change Current Value--	[REDACTED] JA2000 * N6

Search

Remove Trans Save Allocations

<< Back to Transaction List

Add as favorites: Save the accounting codes you use frequently to speed up the process. **Name your favorite** and be sure to click **Save**.

You can add up to **25 accounting codes** favorites from this screen.

Once favorites are added, the accounting code line displays a drop-down menu to select a favorite or (if available) another accounting code added by your organization.

- Change Current Value--
- Change Current Value--
- Card Account Default Accounting Code
- Tax Default Accounting Code
- Freight Default Accounting Code
- #test

Access your favorites

Summary Match **Allocations** User Line Items Comments Approval History Custom Fields

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Allocation Source: User Last Changed By: System

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Code - Segment Name (Length)		
					GL CODE (5)	COST CENTER (4)	JOB/PROJECT NUMBER
<input type="checkbox"/>	\$ 75.50	OR 100.00%		--Change Current Value-- --Change Current Value-- Card Account Default Accounting Code Tax Default Accounting Code Freight Default Accounting Code #Fuel	<input type="text"/>	0060 *	<input type="text"/>

Search

Remove

Total Allocated: \$ 75.50 100.00% Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Once favorites are added, the accounting code line displays a drop-down menu to select a favorite or (if available) another accounting code added by your organization.

Reallocate multiple transactions

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****
 Card Account ID: 925045000451
[» Trans List](#)

[-] Card Account Summary

Account Number:
 Account Name:
 Billing Cycle Close Date:

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 6 of 6
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		03/06	03/06	AMAZON MKTPL*IW00N03N3	AMZN.COM/BILL, WA	\$39.96		09757045250045072025-03-0600002	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	\$198.43		09757045250045072025-03-0600001	111-0251946-47586		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		03/04	03/05	RESEARCH PRODUCTS INTERNA	847-6357330, IL	\$130.68		09757045250045072025-03-0500002	685252-00		FA2000 N22300 702200 101100 02 SodiumHydroxidePelletsEducationalSupplies
<input type="checkbox"/>	Pending		03/04	03/05	SAVELIVES.COM	860-388-4599, CT	\$1,980.00		09757045250045072025-03-0500001	84634986		JA2000 N69002 702200 707800 02
<input type="checkbox"/>	Pending		02/27	02/27	AMAZON MKTPL*OT8V37393	AMZN.COM/BILL, WA	\$51.12		09757045250045072025-02-2700002	114-5393460-07666		Add Allocation
<input type="checkbox"/>	Pending		02/26	02/27	PY*LOCALSTORAGE BRISTOL	877-905-6225, CT	\$220.00		09757045250045072025-02-2700001	4a0deb869b4		Add Allocation

Disputed Reallocated Trans Detail Level Upload Attachments Attachment

Mass Reallocate

Transactions to THE SAME accounting code



Click the *Mass reallocate* button if these transactions are being allocated to **THE SAME** accounting code segment then save allocation

1. Select transactions
2. Click Mass Reallocate it will bring you to the next screen

You can choose from
 Leaving Allocations alone:
 Substitute Current Allocations:
 Add more allotments:

- Mass Reallocation Action: [i](#)
- Replace Existing Allocations
 - Add Allocations

Alloc % i	Prepopulated Accounting Code Selection		Accounting Code - Segment Name (Length)						
	Current Name	Change To:	INDEX(6)	FUND(6)	ORG(6)	ACCOUNT(6)	PROGRAM(6)	CHART FIELD(2)	DESCRIPTION(118)
0.00%		--Change Current Value--		JA2000 *	N69002 *	702200 * q	707800 *	02 * q	

[q](#) Search

Total Allocated:

Additional Allocation(s): [Add](#)

[Save Allocations](#)

After completing allocations click the Save Allocation button

Selected Transaction List

Transactions that will be affected by the action taken above.

Summary

Total Number of Transactions:

Total Dollar Amount:

Detail of Selected Transactions

Remove	Trans Date	Merchant	Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code i	Allocation Source i	Last Changed by i
<input type="checkbox"/>	02/27/2025	AMAZON MKTPL*OT8V37393	\$51.12			Default Acct Code	System
<input type="checkbox"/>	02/26/2025	PY *LOCALSTORAGE BRISTOL	\$220.00			Default Acct Code	System

[Remove Trans](#) If you decided that you want to remove certain transaction you can select remove and then click the Remove Transaction button/Back to Transaction List

[<< Back to Transaction List](#)

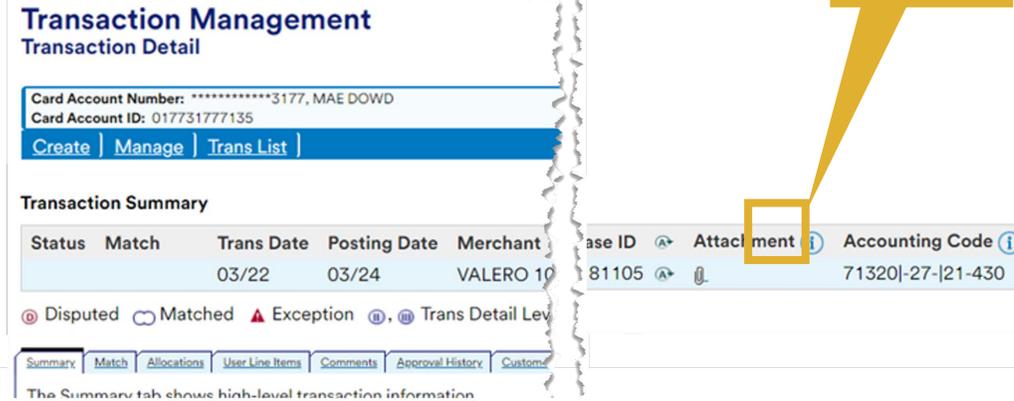


Attach a receipt/document

Two ways to attach a receipt to a transaction

Transaction Detail:

Click the *paperclip* icon on the row above detail tabs



Transaction Management
Transaction Detail

Card Account Number: *****3177, MAE DOWD
Card Account ID: 017731777135

Create | Manage | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	Purchase ID	Attachment	Accounting Code
		03/22	03/24	VALERO 10	81105		71320 -27- 21-430

Disputed | Matched | Exception | Trans Detail Lev

Summary | Match | Allocations | User Line Items | Comments | Approval History | Custom

The Summary tab shows high-level transaction information

Transaction List:

Click the *paperclip* icon on each transaction row

Purchase ID	Attachment	Comments	Accounting Code
01082024-03-2400005			71320 -27- 21-430
01082024-03-2400004			71520 -27- 21-430
01082024-03-2400003			71520 -27- 21-430
01082024-03-2400002			71520 -27- 21-430
01082024-03-2400001			71320 -27- 21-430
01082024-03-2100003			71520 -27- 21-430
01082024-03-0700002			71520 -27- 21-430
01082024-03-0700001			71510 -27- 21-430
01082024-03-0400001			71160 -27- 21-430
01082024-03-0300002			71320 -27- 21-430

Click Add Attachment

Attachment notes:

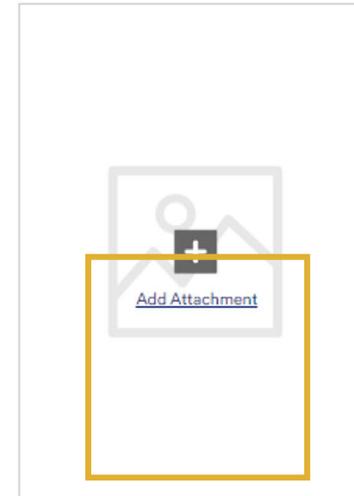
- You can attach a PNG, JPG, or PDF file to a transaction
- The system converts all file types to a PDF after upload
- No limit to number of attachments per transaction
- 5MB size limit for all files per transaction

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
03/22	03/24	Valero 1058	Beorne, TX	\$75.50

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



Back

Save

Locate your attachment

Attachment notes, pt. 2:

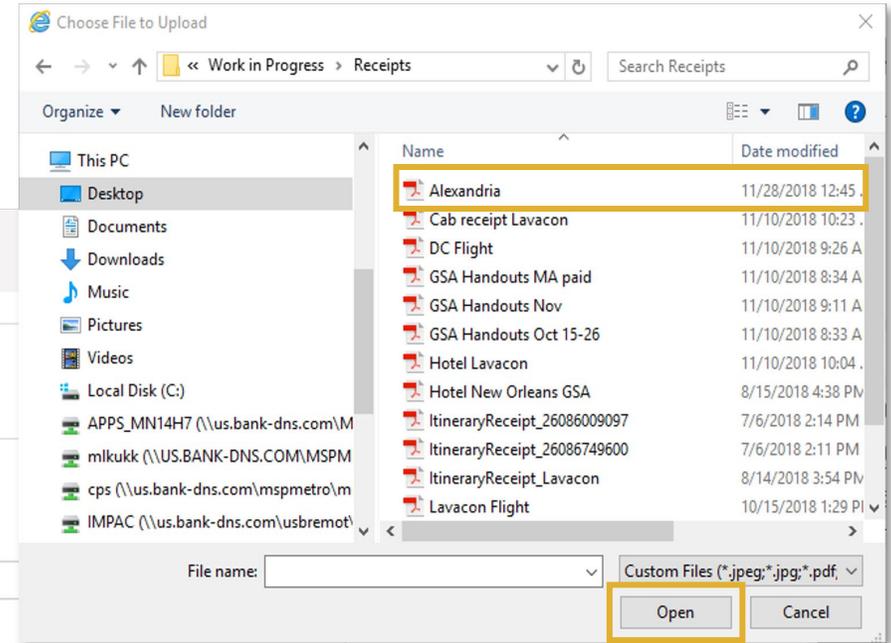
- Click the *Add Attachment* link to search and select items to attach
- You can also drag and drop files from your computer into the image window
- A thumbnail image of the attachment will display

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
03/22	03/24	Valero 1058	Beorne, TX	\$75.50

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



Back

Save

Add any other attachments

Attachment notes, pt. 3:

- Click the *Add Another Attachment* link under the image preview to search and select more items
- Be sure to click the *Save* button when you are done

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
03/22	03/24	Valero 1058	Beorne, TX	\$75.50

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



Total file size: 

Images of 1



[Add Another Attachment](#)

[Back](#)

[Save](#)

The attachment icon appears on the transaction list

- A *PDF* icon now appears next to the paperclip to indicate the attachment has been saved
- Click the *PDF* icon to view the attachment

	<u>Purchase ID</u>		Attachment (i)	Comments	<u>Accounting Code</u> (i)
05	02011811058VPRYF000006024				71320 -27- 21-430
04					71520 -27- 21-430
03					71520 -27- 21-430
02	000000000000000000				71520 -27- 21-430
01	000000000000000000				71320 -27- 21-430
03					71520 -27- 21-430
02	0060766401				71510 -27- 21-430
01					71520 -27- 21-430
03					50000 -27- 21-430
02					71520 -27- 21-430
01					71520 -26- 01-430
03	80202				71520 -27- 21-430
02					71520 -27- 21-430
01					71520 -27- 21-430
01	017620875				71320 -27- 21-430
02					71520 -27- 21-430
01	007550017				71320 -27- 21-430
07	00000				71320 -27- 21-430



Approve a transaction

*****Two ways to approve a transaction*****

From the Transaction Detail:

Click the *Approve* button on the *Summary* tab.

Transaction Management
Transaction Detail

Card Account Number: *****3177, MAE DOWD
Card Account ID: 017731777135

Create | Manage | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/22	03/24	VALFRO 1058	BOERNE, TX	75.50		02014811058VPRYF000006024		713201-27-121-430

Summary | Match | Allocations | User Line Items | Comments | Approval History | Custom Fields

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

(MCC): 5542 Source Currency Amt: 75.50
MCC Description: AUTOMATED FUEL DISPENSERS

Mark as Reviewed | **Approve** | Print Transaction

From the Transaction List:

Choose transactions using the checkboxes in the *Select* column, then click the *Approve* button below the list.

<input type="checkbox"/>	Pending	03/07	03/10	MURPHY6822ATWALMRT	BOERNE, TX	\$56.00			04415
<input type="checkbox"/>	Pending	03/05	03/07	CHEVRON 00210261	HEARNE, TX	\$77.76			04415
<input checked="" type="checkbox"/>	Pending	03/05	03/07	DAIRY QUEEN #14127	FRANKLIN, TX	\$10.81			04415
<input checked="" type="checkbox"/>	Pending	03/06	03/07	FRANKLIN SLEEP INN	FRANKLIN, TX	\$137.99			04415
<input checked="" type="checkbox"/>	Pending	03/03	03/04	WM SUPERCENTER	BOERNE, TX	\$70.30			04415
<input checked="" type="checkbox"/>	Pending	02/28	03/03	EXXONMOBIL 47485628	SHAVANO PARK, TX	\$80.51			04415
<input type="checkbox"/>	Pending	03/03	03/03	AUTO PAYMENT DEDUCTION		\$3,904.80	PY		04415
<input checked="" type="checkbox"/>	Pending	02/26	02/28	TASTE OF CHINA	SAN MARCOS, TX	\$9.99			04415
<input checked="" type="checkbox"/>	Pending	02/26	02/28	SAC 301 N PAC	KYLE, TX	\$81.52			04415

Reviewed Disputed Matched Exception Reallocated Trans Detail Level Reallocation Locked Upload Attachments Attachment

Check All Shown | Uncheck All Shown

Records 1 - 25 of 27
Page: 1 | 2

Reallocate | Mass Reallocate | Change Review Status | **Approve** | Pull Back

Approve from Transaction Detail....cont.

Select the *Approve* button located on the Summary tab.

Transaction Management

Transaction Detail

Product: Corporate Card/One Card/Other
Card Account Number: *****3177, MAE DOWD
Card Account ID: 017731777135

[Switch Products](#)
[Switch Accounts](#)

[Trans List](#) | [Manager's Queue](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
	03/22	03/24	VALERO 1058	BEORNE, TX	75.50	Ⓜ	02011811058VPRYF000006024

Ⓜ Disputed Ⓜ, Ⓜ Trans Detail Level Ⓜ Reallocated Ⓜ Upload Attachments 📎 Attachment

[Summary](#) | [Allocations](#) | [User Line Items](#) | [Comments](#) | [Approval History](#) | [Custom Fields](#)

The Summary tab shows high-level transaction information.

Merchant

Name: VALERO 1058
City, State/Province: BEORNE, TX
Transaction Type: SALES DRAFT
Merchant Category Code (MCC): 5542
MCC Description: AUTOMATED FUEL DISPENSERS

Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 75.50

[Mark as Reviewed](#) [Approve](#) [Print Transaction](#)

Approve from Transaction List....cont.

Choose the transactions to approve using the checkboxes in the *Select* column, then click the *Approve* button below the list. Some organizations do not allow cardholders to approve multiple transactions at a time.

<input checked="" type="checkbox"/>	Pending	03/17	03/19	DAIRY QUEEN #14127	FRANKLI
<input type="checkbox"/>	Pending	03/17	03/18	MURPHY6822ATWALMRT	BOERNE
<input checked="" type="checkbox"/>	Pending	03/06	03/10	JOHNNY REB'S DIXIE CAFE	HEARNE
<input type="checkbox"/>	Pending	03/07	03/10	MURPHY6822ATWALMRT	BOERNE
<input type="checkbox"/>	Pending	03/05	03/07	CHEVRON 00210261	HEARNE
<input checked="" type="checkbox"/>	Pending	03/05	03/07	DAIRY QUEEN #14127	FRANKLI
<input type="checkbox"/>	Pending	03/06	03/07	FRANKLIN SLEEP INN	FRANKLI
<input type="checkbox"/>	Pending	03/03	03/04	WM SUPERCENTER	BOERNE
<input type="checkbox"/>	Pending	02/28	03/03	EXXONMOBIL 47485628	SHAVAN

[R](#) Reviewed [D](#) Disputed [M](#) Matched [A](#) Exception [A](#) Reallocated [II](#), [III](#) Trans Detail Level [U](#) Upload Attach

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 25 of 27

Page: 1 | 2

Reallocate

Mass Reallocate

Change Review Status

Approve

Pull Back

Approver by Default or Select Name

If you have a default approver, the name will appear here. If not, click the select Approver box and search for the approver by name

Transaction Management

Approve Transaction(s)

[+] 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

Select Approver

Approve

Cancel

Select an approver...cont.

Select your approver from the list.

You also have the option to check the box to make this approver your default approver.

After you select your default, the name will populate automatically each time you approve.

Click the *Select Approver* button.

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:

First Name:

Search

Please select an approver from the results list below.

Records 1 - 2 of 2

Select	Approver Name	Email Address
<input type="radio"/>	ADAMS, AMANDA	amanda.adams@acme-corp.com
<input checked="" type="radio"/>	MASON, OLIVER	OLIVER.MASON@ABC000.COM

Records 1 - 2 of 2

Set selection as your default approver

Select Approver

[<< Back to Approve Transaction\(s\)](#)

Submit the transaction for approval...cont.

If another approver besides your default is needed later, you have the *Select Approver* link to change approvers at any time.

The last step is to click the *Approve* button.

Approve all transactions in the billing cycle in the same manner, or as your organization's process requires.

Transaction Management

Approve Transaction(s)

[+] 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

MASON, OLIVER (User ID: PA1BASIC) [Select Approver](#)



Check the approval status

The transactions now display as **Approved**.

Key Approval Status descriptions:

- **Approved:** Cardholder have approved.
- **Final Approved:** Last approval manager in the workflow has approved.

Also, note the *Locked* icon that now displays before the Attachment column. When you approve a transaction, it moves to the Approver's queue, and you are locked from making changes.

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	Case ID	Attachment	At
<input type="checkbox"/>		Approved		03/22	03/24	VALER	811058VPRYF000006024		
<input type="checkbox"/>		Approved		03/20	03/24	CHIC			
<input type="checkbox"/>		Approved		03/21	03/24	EL NOP			
<input type="checkbox"/>		Approved		03/20	03/24	EXXON	0000000000000		
<input type="checkbox"/>		Approved		03/20	03/24	EXXON	0000000000000		
<input type="checkbox"/>		Approved		03/19	03/21	AMIC			
<input type="checkbox"/>		Approved		03/20	03/21	FRANK	766401		
<input type="checkbox"/>		Approved		03/19	03/21	SUBV			
<input type="checkbox"/>		Approved		03/18	03/20	M ANE			
<input type="checkbox"/>		Approved		03/18	03/20	AMIC			
<input type="checkbox"/>		Approved		03/18	03/20	SUBW			
<input type="checkbox"/>		Approved		03/18	03/19	TEXAC			
<input type="checkbox"/>		Approved		03/17	03/19	CHICKE			
<input type="checkbox"/>		Approved		03/17	03/19	DAIRY			
<input type="checkbox"/>		Approved		03/17	03/18	MURP	875		
<input type="checkbox"/>		Approved		03/06	03/10	JOHNM			
<input type="checkbox"/>		Approved		03/07	03/10	MURP	017		
<input type="checkbox"/>		Approved		03/05	03/07	CHEV			
<input type="checkbox"/>		Approved		03/05	03/07	DAIRY			
<input type="checkbox"/>		Approved		03/06	03/07	FRANK	31745		
<input type="checkbox"/>		Approved		03/03	03/04	WM Su	111126		
<input type="checkbox"/>		Approved		02/28	03/03	EXXON	0000000000000		
<input type="checkbox"/>		Pending		03/03	03/03	AUTG			
<input type="checkbox"/>		Approved		02/26	02/28	TASTE			
<input type="checkbox"/>		Approved		02/26	02/28	SAC 30	2012181VPRYF000378440		

Pull back a transaction from your Approver

If you need to make changes to a locked transaction, we have a *Pull Back* button that allows you to pull the transaction back from the Approver's queue so that you can edit the information.

Steps to follow:

- Click the **Pull Back** button to unlock the transaction
- Make any changes to attachments, allocations, comments, etc.
- Reapprove the transaction to send it back to your Approver once changes are made

The screenshot shows a table of transactions with columns: Select, Status, Approval Status, Match, Trans Date, Posting Date, Merc, and Case ID. The 'Status' column contains icons for Reviewed (R), Disputed (D), Matched (M), Exception (A), Reallocated (A), and Trans Detail Level (D). The 'Approval Status' column shows 'Approved' for all transactions. The 'Match' column shows icons for Matched (M) and Exception (A). The 'Trans Date' and 'Posting Date' columns show dates from 03/06 to 03/24. The 'Merc' column shows various merchant names like VALER, CHIC, EL NOP, EXXON, AMIG, FRANK, SUBW, M ANE, AMIG, SUBW, TEXAC, CHICK, DAIR, MURP, JOHNN, MURP, CHEV, DAIR, and FRAN. The 'Case ID' column shows various IDs like 311058VPRYF000006024, 000000000000, 766401, 7875, 3017, and 31745. At the bottom of the table, there are buttons: Reallocate, Mass Reallocate, Change Review Status, Approve, and Pull Back. The 'Pull Back' button is highlighted with a yellow box. A blue arrow points from the 'Pull Back' button in the list to a magnified view of the 'Pull Back' button in the 'Approval Status' column of a single transaction row.

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merc	Case ID
<input type="checkbox"/>		Approved		03/22	03/24	VALER	311058VPRYF000006024
<input type="checkbox"/>		Approved		03/20	03/24	CHIC	
<input type="checkbox"/>		Approved		03/21	03/24	EL NOP	
<input type="checkbox"/>		Approved		03/20	03/24	EXXON	000000000000
<input type="checkbox"/>		Approved		03/20	03/24	EXXON	000000000000
<input type="checkbox"/>		Approved		03/19	03/21	AMIG	
<input type="checkbox"/>		Approved		03/20	03/21	FRANK	766401
<input type="checkbox"/>		Approved		03/19	03/21	SUBW	
<input type="checkbox"/>		Approved		03/18	03/20	M ANE	
<input type="checkbox"/>		Approved		03/18	03/20	AMIG	
<input type="checkbox"/>		Approved		03/18	03/20	SUBW	
<input type="checkbox"/>		Approved		03/18	03/19	TEXAC	
<input type="checkbox"/>		Approved		03/17	03/19	CHICK	
<input type="checkbox"/>		Approved		03/17	03/19	DAIR	
<input type="checkbox"/>		Approved		03/17	03/18	MURP	7875
<input type="checkbox"/>		Approved		03/06	03/10	JOHNN	
<input type="checkbox"/>		Approved		03/07	03/10	MURP	3017
<input type="checkbox"/>		Approved		03/05	03/07	CHEV	
<input type="checkbox"/>		Approved		03/05	03/07	DAIR	
<input type="checkbox"/>		Approved		03/06	03/07	FRAN	31745

Records 1 - 25 of 27
Page: 1 | 2

Buttons: Reallocate, Mass Reallocate, Change Review Status, Approve, Pull Back

Magnified view of 'Pull Back' button in the 'Approval Status' column.

Work with rejected transactions

An approver may reject a transaction if it needs a corrections or additional information.

Click the Rejected status link to view the *Approval History* tab.

Transaction Management Card Account Summary with Transaction List

Product: Corporate Card/One Card/Other
Card Account Number: *****3177, MAE DOWD
Card Account ID: 017731777135

[Switch Products](#)
[Switch Accounts](#)

[» Trans List](#) | [Manager's Queue](#)

[+] Card Account Summary

Account Number: ...3177
Account Name: MAE DOWD

Billing Cycle Close Date: 03/25/2024 [Search](#) [Print Account Activity](#)

[Open Account](#)

<input type="checkbox"/>	Approved	03/17	03/18	MURPHY6822ATWALMRT	BOERNE, TX	\$
<input type="checkbox"/>	Rejected	03/06	03/10	JOHNNY REB'S DIXIE CAFE	HEARNE, TX	\$
<input type="checkbox"/>	Approved	03/07	03/10	MURPHY6822ATWALMRT	BOERNE, TX	\$
<input type="checkbox"/>	Approved	03/05	03/07	CHEVRON 00210261	HEARNE, TX	\$
<input type="checkbox"/>	Final Approved	03/05	03/07	DAIRY QUEEN #14127	FRANKLIN, TX	\$
<input type="checkbox"/>	Approved	03/06	03/07	FRANKLIN SLEEP INN	FRANKLIN, TX	\$1
<input type="checkbox"/>	Final Approved	03/03	03/04	WM SUPERCENTER	BOERNE, TX	\$
<input type="checkbox"/>	Final Approved	02/28	03/03	EXXONMOBIL 47485628	SHAVANO PARK, TX	\$
<input type="checkbox"/>	Pending	03/03	03/03	AUTO PAYMENT DEDUCTION		\$3,9
<input type="checkbox"/>	Final Approved	02/26	02/28	TASTE OF CHINA	SAN MARCOS, TX	
<input type="checkbox"/>	Final Approved	02/26	02/28	SAC 301 N PAC	KYLE, TX	\$

[R](#) Reviewed [D](#) Disputed [A](#) Reallocated [U](#), [M](#) Trans Detail Level [L](#) Reallocation Locked [U](#) Upload Attachments [F](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 25 of 27

Page: 1 | 2

[Reallocate](#)

[Mass Reallocate](#)

[Change Review Status](#)

[Approve](#)

[Pull Back](#)

Transaction Detail: Approval History

The **Approval History** tab displays all approval workflow steps. The rejected transaction reason code in this example is (1) and an explanation is show in the *Key for Rejection Reasons*.

Make the necessary corrections and re-approve the transaction.

Transaction Management Transaction Detail

Product: Corporate Card/One Card/Other
Card Account Number: *****3177, MAE DOWD
Card Account ID: 017731777135

[Trans List](#) | [Manager's Queue](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	De
	03/22	03/24	VALERO 1058	BEORNE, TX	75.50	

Disputed Trans Detail Level Reallocated Upload Attachments Attachmen

[Summary](#) | [Match](#) | [Allocations](#) | [User Line Items](#) | [Comments](#) | **Approval History** | [Custom Fields](#)

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: DOWD, MAE
Current Pending Approver: Cardholder

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
MASON, OLIVER	04/09 05:13	Rejected (1)	
DOWD, MAE	04/08 04:26	Approved	

Key for Rejection Reasons:

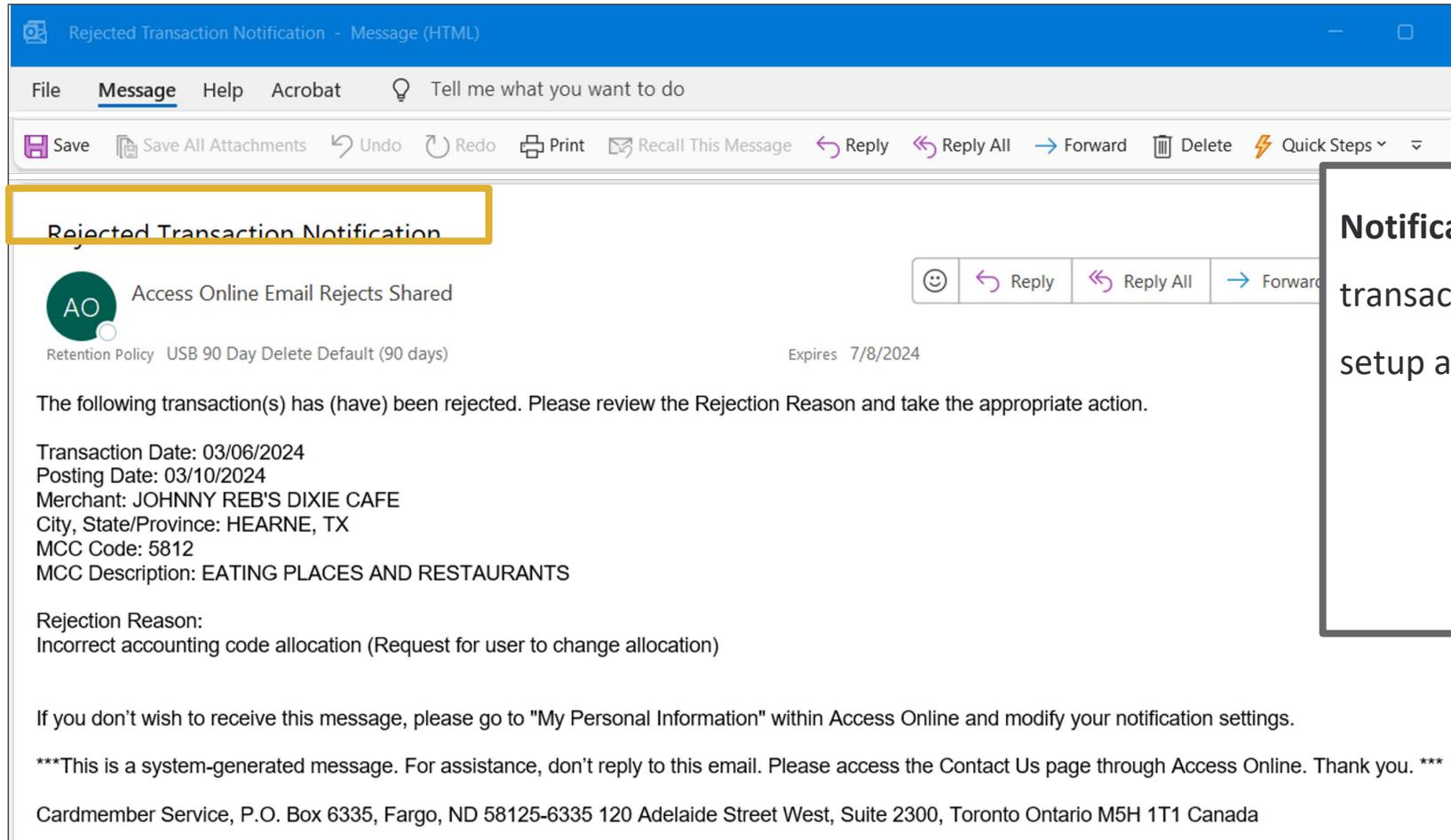
- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 2 Incorrect approver sequence / additional approval needed (Request for user to forward the tra
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

Key for Approver Modifications:

- C Changed Transaction Comments
- U Changed User Line Items



Rejected transaction notification email example



Notifications are available for rejected transactions; we will discuss notification setup and options later in the session.