

Access[®] Online

• Cardholder PCard Reconciliation Guide

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

Organization Short Name:*

Navigate Online Portal View transaction information Reallocate transaction Approve transaction Retrieve Bank Statement Attach receipts/documents

Pcard Reconciliation Process



Dashboard Accounts Transactions Reporting

DASHBOARD

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

Message Center	1. Account name	
One Card	_	Quick Links
		Manage Home Page Settings
Account Name:	I	Account Alerts
Account Unique ID: 🥧	0975-7045-2500-4507	Manage Contact Information
Account ID:	925045000451 8	Manage Email Notifications
Account #:	**3717 2. Last 4 digits of account	Run Transaction Detail Repor
Account Status:	Open	View All Statements
Current Balance:	\$2,620.19	View Last Cycle Transactions
Credit Limit:	\$50,000.00	View Open Transactions
Available Credit:	\$47,364.00	

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

Last 10 Transa	actions 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

6

View transactions

Transaction Screen Review



💿 Disputed 🔉 Reallocated 🕕, 🌐 Trans Detail Level 🖞 Upload Attachments 🖺 Attachment

Reallocate Mass Reallocate

Approve Pull Back

Transaction Manag	gement			Transaction Detail Level II
Card Account Number: ***********	3717, CHRISTOPHER OKENQUIST	Switch Accounts		
Trans List				
				Transaction Screen Review cont
Transaction Summary				
Status Trans Date Postin	ng Date Merchant	City, State/Province Amount Detail	😝 Purchase ID 🔿	Attachment (i) Accounting Code (i)
02/26 02/27	PY *LOCALSTOR	AGE BRISTOL 877-905-6225, CT 220.00 🕕	4a0deb869b4	0.
💿 Disputed 🏾 🕕 , 🍿 Trans Det	ail Level 🔉 Reallocated (] Upload Attachments		
Summary Allocations Approval Hist				
The Summary tab shows hig	h-level transaction informa	tion.		
The review status cannot be	changed because the revi	ew day limit has been reached.		Summary tab - show high lovel transaction information
To approve and forward the	transaction, click "Approve	."		Summary tab – show high level transaction mormation
To initiate a dispute, click the	e "Dispute" button.			
Transaction		Reference Information (1)		
Date: 02 Purchase ID: 4a	2/26/2025 0deb869b4	Billing Cycle: Open Posting Date: 02/27/2025	•	Allocations tab- where you can reallocate charge
Total Amount: 22	0.00	Reference Number: 24445005057300525921589		
Memo Post: (i) Yes	s	Authorization Number: 060755		
Sales Tax: 0.0	00	Most Recent Extract Dates	$\overline{}$.	Approval History show transactions that has been approved
Freight:		Financial Extract:		Approval history-show transactions that has been approved
Merchant		Payment Extract:		
Name:	PY *LOCALSTORAGE			
City, State/Province:	BRISTOL 877-905-6225 CT	Currency Billing Currency: U.S. Dollar	•	The Dispute section - initiate a dispute of transaction(s) in the
Transaction Type:	SALES DRAFT	Source Currency: U.S. Dollar		
Merchant Category Code	4005	Source Currency Amt: 220.00		system (ex: unauthorize charge, duplicate charge)
MCC Description:	PUBLIC			
	WAREHOUSING-INCL.			
Approve Print Transaction				
Dispute	5	Gales Draft Requests (i)		
Dispute information only ref	flects the last dispute	- none		
in Dispute History.				
Dispute				
[+] Dispute History				

<< Back to Transaction List

. .

Transaction Ma Transaction Detail Card Account Number: ****** Card Account ID: 9250450004 Trans List	nagement		Transaction Detail Level III	Transaction Screen Review cont
Transaction Summary				
Status Trans Date Po 03/05 03	Date Merchant 3/06 AMAZON MKT Detail Level Reallocated	City, State/Province Amount Det PL*JH8PB4M73 AMZN.COM/BILL, WA 198.43 () Upload Attachments	Image: Purchase ID Attachment (i) Accounting Code (i) 111-0251946-47586 Image: Purchase ID Image: Purchase ID	21
Summary Allocations Transac The Summary tab shows The review status canno To approve and forward To initiate a dispute, clic Transaction	tion Line Items Approval History s high-level transaction inform of be changed because the rev the transaction, click "Approv sk the "Dispute" button.	nation. view day limit has been reached. ve." Reference Information (j)	 Summary Tab – show transaction i Allocation Tab- where you can rea 	nformation locate charge
Date: Purchase ID: Total Amount: Memo Post: (j)	03/05/2025 111-0251946-47586 198.43 Yes	Billing Cycle:OpenPosting Date:03/06/2025Reference Number:24692165064104347188812Authorization Number:024832	Transaction Line Item-show detail	of purchase
Freight: Merchant Name:	0.00 AMAZON	Financial Extract: General Ledger Extract: Payment Extract:	 Approval History Tab-show history 	of approved or rejected
City, State/Province: Transaction Type: Merchant Category Co (MCC): MCC Description:	MKTPL*JH8PB4M73 AMZN.COM/BILL, WA SALES DRAFT ode 5942 BOOK STORES	CurrencyU.S. DollarBilling Currency:U.S. DollarSource Currency Amt:198.43	transactions by approver	

.

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

Disputed (1), (1) Trans Detail Level (A) Reallocated (1) Upload Attachments

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	ltem	Qty	Unit of	Unit	Line Item	Line Item	<u>% of Trans</u>	Item Commodity
Code	<u>Description</u>		Measure	Cost	Tax Amount	<u>Total</u>	<u>Amount</u>	Code
BOBPX7LK71	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
BOCL4MZXSB	EIHFHIE Black History Mont	1.0000	PCE	17.99	\$0.00	17.99	9.07%	BOCL4MZXSB
B0CMPWNVV4	Vanhench 17.5" 963" (80 1	1.0000	PCE	8.99	\$0.00	8.99	4.53%	B0CMPWNVV4
BOCPDH76CB	Anley Latin America 23 Cou	1.0000	PCE	6.95	\$0.00	6.95	3.50%	B0CPDH76CB
BOCRL56TT1	Vanhench 30" 1200" Easter	1.0000	PCE	25.99	\$0.00	25.99	13.10%	BOCRL56TT1
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 Screen Review cont....

• Transaction Line Items

(shows item description from merchants)

<< Back to Transaction List

Return to the screen with your transaction list

Client Training | Confidential

Transaction Management Transaction Detail

Card Account Number:

Transaction Screen Review cont....

Trans List			Α	llocations tab :	
Transaction Summary Status Trans Date Posting Date Merchant City State/Province Amount Detail - Purchase ID	Attachment (1) Accounting Code (1)		•	Required fields indicated with a red	
03/05 03/06 AMAZON MKTPL*JH8PB4M73 AMZN.COM/BILL, WA 198.43	JA2000 N69002 702200 707800 02	21		nequired nerus indicated with a rea	
💿 Disputed 📵 , 🍘 Trans Detail Level 🔉 Reallocated 👔 Upload Attachments				asterisk *	
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				***Chart field is already populated u Cost then you would need to add it t	nless split o your
transaction. To allocate to additional accounting codes, click the "Add" button.				reallocated line(s)	
* = required Allocation Source: Default Acct Code Last Changed By: System					
Remove Amount Percent Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) INDEX (6) FUND (6) ORG (6) ACC	OUNT (6) PROGRAM (6) CHART F	FIELD (2) DESCRIPTION (118)		Favorite
	JA2000 * N69002 *	702200 * 0 707800 * 02]*q		Add as Favorite
Q. Search Remove					
Total Allocated: \$ 198.43 100.00 % Apply Accounting Code:	Арріу				
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

Transaction Screen Review cont....

Transaction Management Transaction Detail

Card Account Number: ***********3717, CHRISTOPHER OKENQUIST Card Account ID: 925045000451	Switch Accounts
Trans List	

Transaction Summary

Status Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	(E)	Purchase ID	(A)	Attachment (i)	Accounting Code (i)
03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	198.43			111-0251946-47586		0_	JA2000 N69002 702200 707800 02
 Disputed (1), (11) Summary Allocations The Approval Histo Approval Action Approver Date/ There hasn't been 	Trans Detail Level Transaction Line Items ry tab displays ap s Time Approva any approval acti	Reallocated Upload Attach Approval History oproval actions taken on a transaction I Action Approver Modifications fon taken on this transaction.	on.							 Transaction Detail Tabs: Approval History- show history of approval actions taken on a transaction
Key for Rejection R 1 Incorrect accor 2 Incorrect appro 3 Incorrect or ins 4 Incorrect or no 5 Unauthorized / 6 Incorrect match 7 Other Key for Approver I A Changed Allo C Changed Use	easons: unting code alloc: over sequence / a ufficient transact t enough user line non-preferred ve n Modifications: cation saction Comme r Line Items	ation (Request for user to change a dditional approval needed (Reques ion comment information a item data andor	llocation) t for user to forward the tr	ansaction(s) to app	ropri	ate approver(s) in the pr	oper	sequence)	

Reallocate a transaction

		~											
Transact Card Account No Card Account No Card Account ID » Trans List	ion Managem nt Summary with Tr 1925045000451	ent ransactio	Tr.	ansaction management								Sing	le Transaction Process
											1.	Choose	you transaction by clicking on the
[-] Card Acco	unt Summary												
Account Num	ber: O	3	3717									select b	юх
Account Name	9:	CH	RISTOPH	HER OKENQUIST							2	Click th	a Paallacata huttan
Billing Cycle (Close Date: Open	~	Search	Print Account Activity							۷.		
Open Accou	int												
[+] Search Cri	teria				Return to top								
[-] Transactio	n List				Return to top								
Records 1 - 6 of 6								Tea	neaction managem	treet			
Check All Shown	Uncheck All Shown								insue con managen	inger in			
Select Stat	us <u>Approval Status</u>	Trans	Posting	Merchant	City/State	Amount	Detail (🕑 Tran	s Unique ID	Purchase ID	€	Attachment (i)	Accounting Code (i)
D		Date	Date										
	Pending	03/06	03/06	AMAZON MKTPL*IW00N03N3	AMZN.COM/BILL, WA	\$39.96		0975	57045250045072025-03-0600002	111-0251946-47586		0	JA2000[N69002]702200]707800[02
	Pending	03/05	03/06	AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	\$198.43	())	0975	57045250045072025-03-0600001	111-0251946-47586		0	
	Pending	03/04	03/05	RESEARCH PRODUCTS INTERNA	847-6357330, IL	\$130.68	())	0975	57045250045072025-03-0500002	685252-00	A +	0 🔁	[FA2000[N22300]702200[101100[02]SodiumHydroxidePelletsEducationalSupplie
	Pending	03/04	03/05	SAVELIVES.COM	860-388-4599, CT	\$1,980.00	())	0975	57045250045072025-03-0500001	84634986		Û	<u>JA2000[N69002]/02200]/07800[02</u>
	Pending	02/27	02/27	AMAZON MKTPL*OT8V37393	AMZN.COM/BILL, WA	\$51.12	())	0975	57045250045072025-02-2700002	114-5393460-07666		Û	Add Allocation
	Pending	02/26	02/27	PY *LOCALSTORAGE BRISTOL	877-905-6225, CT	\$220.00	(1)	0975	57045250045072025-02-2700001	4a0deb869b4		Û	Add Allocation
		_											

💿 Disputed 🐟 Reallocated 🕕, 🌐 Trans Detail Level 🔋 Upload Attachments 🐒 Attachment

Reallocate Mass Reallocate

Approve Pull Back

Single	Transaction	Process	cont
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Transaction Management Transaction Detail

Status Trans Date Posting Date Merchant

Summary Allocations Transaction Line Items Approval History

Amount

03/06

Disputed (1), (1) Trans Detail Level 🔉 Reallocated (1) Upload Attachments

transaction. To allocate to additional accounting codes, click the "Add" button.

Percent

Transaction Summary

* = required

Remove

03/05

d Account Number: *********
d Account ID: 925045000451
ns List

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

Current Name

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

AMAZON MKTPL*JH8PB4M73 AMZN.COM/BILL, WA 198.43

Allocation Source: Default Acct Code Last Changed By: System

Prepopulated Accounting Code Selection

Allocations tab

DESCRIPTION (118)

1. Reallocate your charge(s) if differ from your default account code segment

otherwise leave as is.

2. Add your description.

CHART FIELD (2)

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

□ \$	198.43 OR 100.00%	Change Current Value	✓	JA2000 *	N69002 *	702200 * q	707800 *	02 * Q
c. Secret								
Q Search								
Remove								
Total Allocated	\$ 198.43 10	0.00 % Apply Accounting Code:	✓ Apply					
Amount Remain	ning: \$ 0.00	0.00% Additional Allocation(s): 1 Add						

111-0251946-47586

City, State/Province Amount Detail (p. Purchase ID

Change To:

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

Save Allocations

Attachment (i) Accounting Code (i)

Accounting Code - Segment Name (Length)

FUND (6)

INDEX (6)

JA2000 N69002 702200 707800 02

ORG (6)

ACCOUNT (6)

PROGRAM (6)

Favorite

Add as Favorite

Transaction Management Reallocation Worksheet

Card Account Number: ************************************	Process cont
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. * = required * = required	
Remove Trans Date Merchant Amount Alloc % Prepopulated Accounting Code Selection Change To: Accounting Code - Segment Name (Length) Trans 03/06/2025 AMAZON MKTPI*IW00N03N3 \$39.96 Add Alloc Change Current Value > INDEX (6) FUND (6) ORG (6) ACCOUNT (6)	PROGRAM (6) CHART FIELD (2)
Q Search DON'T FORGET Remove Trans Save Allocations	
<< Back to Transaction List	1
* = required Remove Trans Date Merchant Remove Amount Alloc % Prepopulated Accounting Code Selection Change To: Accounting Code - Segment Name (Length) Trans Alloc Current Name Current Name Description (up to the segment Name (Length) Description (up to the segment Name (Length)	Favorite
O3/06/2025 AMAZON MKTPL*IW00003N3 \$39.6 Add Alloc - \$ 39.96 OR - \$ 0.00% - \$ 0.00% - - - \$ 0.00% - -	Add as Favorite Add as Favorite

Single Transaction

Transactio	n Managem Summary with T	ent ransaction L	ist								Single Transaction Process Cont
Card Account Numb Card Account ID: 92 <u>» Trans List</u>	per: ************************************										
[-] Card Accoun	t Summary										
Account Number Account Name:	r: o						The reallo	ocation syml	bol	displays	s transaction has been reallocated and saved.
Billing Cycle Clo	ose Date: Open	✓ Searce	h Print Account Activity								
[+] Search Criter	ria			Return to top							
[-] Transaction L	_ist			Return to top							
Records 1 - 6 of 6	ncheck All Shown										
Select Status	Approval Status	<u>Trans</u> Pos	ting <u>Merchant</u> e	City/State	Amount	<u>Detail</u> 🙂	Trans Unique ID	Purchase ID	<u>ه</u>	Attachment (i	i) Accounting Code (i)
	Pending	03/06 03/	AMAZON MKTPL*IW00N03N3	AMZN.COM/BILL, WA	\$39.96		09757045250045072025-03-0600002	111-0251946-47586		Û	JA2000 N69002 702200 707800 02
	Pending	<u>03/05</u> 03/	06 AMAZON MKTPL*JH8PB4M73	AMZN.COM/BILL, WA	\$198.43	())	09757045250045072025-03-0600001	111-0251946-47586	-	Ū	JA2000 N69002 702200 707800 02
	Pending	<u>03/04</u> 03/	05 RESEARCH PRODUCTS INTERN	A 847-6357330, IL	\$130.68	())	09757045250045072025-03-0500002	685252-00	(A) ≁	0 🔁	FA2000 N22300 702200 101100 02 SodiumHydroxidePelletsEducationalSupplies
	Pending	<u>03/04</u> 03/	05 SAVELIVES.COM	860-388-4599, CT	\$1,980.00	())	09757045250045072025-03-0500001	84634986		Û	JA2000 N69002 702200 707800 02
	Pending	<u>02/27</u> 02/	27 AMAZON MKTPL*OT8V37393	AMZN.COM/BILL, WA	\$51.12		09757045250045072025-02-2700002	114-5393460-07666		Ū	Add Allocation
	Pending	<u>02/26</u> 02/	27 PY *LOCALSTORAGE BRISTOL	877-905-6225, CT	\$220.00	(1)	09757045250045072025-02-2700001	4a0deb869b4		Q	Add Allocation
Disputed A F	Reallocated 🕕, 🙀	Trans Detail L	evel 🔋 Upload Attachments 🎦 Attachr	ment							
Reallocate Mass Reallocate Approve Pull Back Until you click the "Approve" button, your approval status stays at											
				"Pendi clicked	ing" eve d, your a	en thoi approv	ugn you saved your /er will receive it.	reallocatio	on(s	s). Whei	n the dution is
(Client Training	Confidentia	I								15

Additional allocation options

Manage Accounting Code Favorites		Add as favorites: Save the accounting codes you use frequently to speed up the process. Name your favorite and be sure to click Save.						
Manage Accounting Code Favorites								
Card Account Number: ******** Card Account ID: 925045000451	Switch Accounts	You can add up to 25	accounting codes favorites from this screen.					
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.								
Account	ing Code - Segment Name (Length) (i)							
Delete Favorite Name Status i INDEX (e	FUND (6) ORG (6) ACCOUNT	(6) PROGRAM (6) CHART FIELD (2)	DESCRIPTION (118)					
□ test * Active ▼	FA2000 N22300 702200 c	101100 02 q	test					
Active V	JA2000 N69002 702200 c	707800 02 q						
Q Search for Valid-Value Add Additional Favorites Save								
Dashboard Accounts 🗸 Transactions 🗸 Reporting 🗸 Progra	am 🗸							

Transaction Management Reallocation Worksheet

	Curitada Associata
Card Account ID: 925045000451	Switch Accounts
Peollocate transactions by changing the accounting information to a	llocate the
Reallocate transactions by changing the approximation to a	mocate the
amount to a different cost center. 1 untir	ng codes, click
the "Add Alloc" link.	
After modifying the allocations, click the "Save Allocations" button to	o save changes.
A set of the set of th	() a li
Exclude transactions from the save by selecting "Remove Transactio	n(s)" checkboxes
and optionally clicking the	
"Remove Transaction(s)" button.	

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.

* = required

Ren Tra	move	Trans Date	Merchant	Amount	Alloc %	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Co INDEX (6)	de - Segment Nar FUND (6)	ne (Leng ORG
		03/06/2025	AMAZON MKTPL*IW00N03N3	\$39.96	Add Alloc		Change Current Value 🗸		JA2000 *	NG
o Sear	rch						Change Current Value			
							Card Account Default Accounting Code			
Remov	ve Trans	Save Allo	ocations				Tax Default Accounting Code			
							Freight Default Accounting Code			
<< Bac	sk to Tra	ansaction List					#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 difference the reallocation can be to one or to multiple accounting codes.

You can allocate amounts by donar 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	
		requireu	

Allocation Source: User Last Changed By: System

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change To:		A	ccounting	g Code	- Segme	nt Name (L	engtl	h)		
			Current Name			G	L CODE (5)	COST C	ENTER (4)	JOB.	/PROJEC	CT NUMBE	R
Search	75.50	OR 100.00%		Change Current Value Change Current Value Card Account Default Accounting	v Code	-		٩	0060	0 * 🔍				
Remove				Tax Default Accounting Code Freight Default Accounting Code #Fuel										
Total Allocated	l: \$	75.50 100.00	Apply Accounting Code:	Apply										
Amount Remai Note: Rows ma Save Allocations	rked for deletion	0.00 0.00 0.00 of are subtracted fr	K Additional Allocation(s): 1 Add	ues.	Once code select	f avo line c t a fav	r ites ar displays vorite o	e add a dro r (if a	ed, the p-dow vailable	e account n menu t e) anothe	ing: o er			
					orgar	nizatio	g code a on.	laaea	ι by γοι	ır				

Split allocation

Summary Match Allocations User Line Items Comments	Approval History. Custom Fields		1					
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: User Last Changed By: System							
Remove Amount Percent	Accounting Code - Segment Name (Length)	Favorite						
	GL CODE (5) COST CENTER (4) JOB/PROJECT NUMBER (20)							
□ \$ 37.75 OR 50.00%	Q 0060 ⁺Q	Add as Favorite						
□ \$ 37.75 OR 50.00%	a 0010 *a	Add as Favorite						
Q Search								
Remove			l					
		To split allocatio	ns among two or					
Total Allocated: \$ 75.50 100.00	Apply Accounting Code: Apply	more accounting	codes, click the					
Amount Remaining: \$ 0.00 0.00	% Additional Allocation(s): 1 Add	Add button to di	splay another					
		row. You can the	n divide the					
Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.								
allocation by percent or dollar								
Save Allocations		amount.						

Reallocate multiple transactions



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

Mass Reallocation Action: (i) Replace Existing Allocations
 Add Allocations

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

Alloc % 🚺	Prepopulated Accounting Code Selection		Accounting Co	ode - Segment Name	e (Length)			
	Current Name	Change To:	INDEX(6)	FUND(6) OR	G(6) ACCOUNT(6)	PROGRAM(6)	CHART FIELD(2)	DESCRIPTION(118)
0.00	%	Change Current Value		JA2000 *	N69002 * 702200 *	a 707800 *	02 * Q	
Q Search								
Total Allocated	0.00%	Additional Allocation(s): 1 Add	1					
Save Allocations			After	completing	allocations click t	he Save Allo	cation butto	วท
Selected Transa	action List							
Selected Italisa								
Transactions tha	t will be affected by the action taken above.							
Summary	(T)							
Total Number o	ount: 271.12							
Detail of Select	ed Transactions							
Remove	Trans Date Merchant	Amount Prepopulated Account Current Name	ng Code Selectio	on Accounting Cod	e (į) Allocation Source (į	Last Changed by (i	
	02/27/2025 AMAZON MKTPL*OT8V37393	\$51.12			Default Acct Code	System		
	02/26/2025 PY *LOCALSTORAGE BRISTOL	\$220.00			Default Acct Code	System		
Remove Trans	If you decided that you w the Remove Transaction	vant to remove certain trans button/Back to Transaction	nsaction yo on List	ou can <mark>select</mark>	remove and ther	n click		(

Attach a receipt/document

Two ways to attach a receipt to a transaction

ιU **Transaction Management Transaction Detail Transaction Detail:** Card Account ID: 017731777135 Create | Manage | Trans List Click the *paperclip* icon on **Transaction Summary** Accounting Code (i) ase ID 👁 Attacl ment Status Match Trans Date Posting Date Merchant the row above detail tabs 03/22 03/24 VALERO 10 81105 👁 🔒 71320|-27-|21-430 Disputed
 Matched ▲ Exception
 m,
 m Trans Detail Lev Summary Match Allocations User Line Items Comments Approval History Custome The Summary tab shows high-level transaction information

	Purchase ID	<u>ه</u>	Attachment (i) Commen	ts Accounting Code (i
Transaction List:	01082024-03-2400005 02011811058VPRYF000006	6024 👁	0	<u>71320 -27- 21-430</u>
	01082024-03-2400004	(A)+	Q	71520 - 27 - 21 - 430
	01082024-03-2400003	(▲)	Ū	71520 -27- 21-430
Click the <i>nanerclin</i> icon on	01082024-03-2400002 0000000000000000	(A)+	Ū	71520 -27- 21-430
Chek the puper chip icon on	01082024-03-2400001 0000000000000000	(A) +	Ū	71320 -27- 21-430
	01082024-03-2100003	(A)+	Ū	71520 - 27 - 21 - 430
	01082024-03-0700002	A ⁺	0	71520 -27- 21-430
each transaction row	01082024-03-0700001 0059631745	€	Ū	<u>71510 -27 (?) 30</u>
	01082024-03-0400001 1003111126	(A⁺	Ū	71160 -27- 21-430
	01082024-03-0300002 0000000000000000	(A⁺	Ū	71320 - 27 - 21 - 430

Click Add Attachment

	Transaction Management	
Attachment notes:	Trans DatePosting DateMerchantCity, State/ProvinceAmount03/2203/24Valero 1058Beorne, TX\$75.50	
 You can attach a PNG, JPG, or PDF file to a transaction 	Manage Attachments Please add or delete attachments. Only PNG, JPG or PDF files are allowed.	
The system converts all file		
types to a PDF after upload		
• No limit to number of		
attachments per transaction	Add Attachment	
• 5MB size limit for all files per		
transaction		
		?
	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

	This PC	Name	Date modified
	Desktop	🗾 Alexandria	11/28/2018 12:45
	Documents	🔀 Cab receipt Lavacon	11/10/2018 10:23
insaction Management	Downloads	🗾 DC Flight	11/10/2018 9:26 4
	Music	🗾 GSA Handouts MA paid	11/10/2018 8:34 4
		📩 GSA Handouts Nov	11/10/2018 9:11 /
		🛃 GSA Handouts Oct 15-26	11/10/2018 8:33 /
Trans Date Posting Date Merchant City, State/Province Amount	Videos	🔁 Hotel Lavacon	11/10/2018 10:04
03/22 03/24 Valero 1058 Beorne, TX \$75.50	🏪 Local Disk (C:)	Hotel New Orleans GSA	8/15/2018 4:38 P
	APPS_MN14H7 (\\us.bank-dns.com\M	LiineraryReceipt_260860090	97 7/6/2018 2:14 PM
	🛫 mlkukk (\\US.BANK-DNS.COM\MSPM	LiineraryReceipt_260867496	00 7/6/2018 2:11 PN
1anage Attachments	🛖 cps (\\us.bank-dns.com\mspmetro\m	ItineraryReceipt_Lavacon	8/14/2018 3:54 P
ease add or delete attachments. Only PNG, JPG or PDF files are allowed.	IMPAC (\\us.bank-dns.com\usbremot\	Lavacon Flight	10/15/2018 1:29
	File name:	~	Custom Files (* ineq:*.ing:*.ndf
			eastannines (jpeg, jpg, ipa,
			Open Cancel
	Add Attachment		

A Choose File to Upload

Organize 🔻

New folder

Work in Progress > Receipts

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Q

= • 🔟 🕐

Search Receipts

5 V

Add any other attachments

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

The attachment icon appears on the transaction list

		Purchase ID	A *	Attachment (i)	Comments	Accounting Code (i)
	05	02011811058VPRYF000006024	A ≁	0 😰		71320 -27- 21-430
• A <i>PDF</i> icon now appears next to	04		(A→	0		71520 -27- 21-430
the paperclip to indicate the	03		(A≁	0		71520 -27- 21-430
attachment has been saved	02	000000000000000000000000000000000000000	(A)→	Q		71520 -27- 21-430
	01	000000000000000000000000000000000000000	(A) ≁	Q		71320 -27- 21-430
	03		A+	Q		71520 -27- 21-430
• Click the PDF icon to view the	02	0060766401	(A⁺	0		71510 -27- 21-430
attachment	01		A+	0		71520 -27- 21-430
	03		(A)+	Ū		50000 -27- 21-430
	02		(A⁺	0		71520 -27- 21-430
	01		€	0		71520 -26- 01-430
	03	80202	(A⁺	0		71520 -27- 21-430
	02		A ≁	Û		71520 -27- 21-430
	01		€	Û		71520 -27- 21-430
	01	017620875	(A) ≁	Û		71320 -27- 21-430
	02		(A→	Û		71520 -27- 21-430
	01	007550017	A ≁	Û		71320 -27- 21-430
	07	00000	-			717001 07 101 170

Approve a transaction



Mass Reallocate

Change Review Status

From the Transaction List:

Choose transactions using the

checkboxes in the Select column, then

click the *Approve* button below the list.

1		Pending	03/07	03/10	MURPHY6822ATWALMRT	BOERNE, TX	\$56.00	())	04419			
		Pending	03/05	03/07	CHEVRON 00210261	HEARNE, TX	\$77.76	(1)	04419			
		Pending	03/05	03/07	DAIRY QUEEN #14127	FRANKLIN, TX	\$10.81		04419			
		Pending	03/06	03/07	FRANKLIN SLEEP INN	FRANKLIN, TX	\$137.99		04419			
		Pending	03/03	03/04	WM SUPERCENTER	BOERNE, TX	\$70.30	•	04419			
		Pending	02/28	03/03	EXXONMOBIL 47485628	SHAVANO PARK, TX	\$80.51		04419			
		Pending	03/03	03/03	AUTO PAYMENT DEDUCTION		\$3,904.80 PY		04419			
		Pending	02/26	02/28	TASTE OF CHINA	SAN MARCOS, TX	\$9.99	•	04419			
		Pending	02/26	02/28	SAC 301 N PAC	KYLE, TX	\$81.52		04419			
R	Review	ed 💿 Disputed 🗂 Matched	A Exception	Real	located 🕕, 🍿 Trans Detail Level	Reallocation Locked	🛛 Upload Attachments	🔁 Attach	ment			
Che	Check All Shown Uncheck All Shown											
Reco	ords 1 - 25	of 27										

Approve from Transaction Detail....cont.

	Transaction Transaction Deta	Manageme	ent						
Select the <i>Approve</i>	Product: Corporate Care	I/One Card/Other					Switch P	Products	
	Card Account Number:	*************3177, MA	E DOWD				Switch A	Accounts	
button located on the	Card Account ID: 01773	1777135							
	Irans List J Manager's Queue								
Summary tab.	Transaction Summa	ry							
	Status Trans Dat	e Posting Date	Merchant	City, State/Province	Amount	Detail	€r P	Purchase ID	(A ≁
	03/22	03/24	VALERO 1058	BEORNE, TX	75.50		C	02011811058VPRYF000006)24 🔿 j
	Disputed (1), (1)	Trans Detail Level		🛭 Upload Attachments	🔁 Attac	hment			
	Summary Allocations	User Line Items Comm	ents Approval History	Custom Fields					
	The Summary tab	howe high lovel t	ransaction inform						
	The Summary tab	nows nigh-level (ransaction mom	lation.					
	- Comment and a start of the st	and a second	in the second					and the second sec	an a
	Marabant	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		North Estimate	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
	Name:	VALER	0 1058	Payment Extrac	ct:				
	City, State/Provin	ce: BFORN	F. TX	Currency					
	Transaction Type:	SALES	DRAFT	Billing Currenc	v:	U.S. Dolla	ar		
	Merchant Catego	rv Code		Source Current	cy:	U.S. Dolla	ar		
	(MCC):	5542		Source Current	cy Amt:	75.50			
	MCC Description	AUTON	ATED FUEL						
		DISPEN	ISERS						
	Mark as Reviewed	Approve	Print Transaction						
ent Training Proprietary									31

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.

		Pending	03/17	03/19	DAIRY QUEEN #14127	FRANKLI
		Pending	03/17	03/18	MURPHY6822ATWALMRT	BOERNE
		Pending	03/06	03/10	JOHNNY REB'S DIXIE CAFE	HEARNE
		Pending	03/07	03/10	MURPHY6822ATWALMRT	BOERNE
		Pending	03/05	03/07	CHEVRON 00210261	HEARNE
		Pending	03/05	03/07	DAIRY QUEEN #14127	FRANKLI
		Pending	03/06	03/07	FRANKLIN SLEEP INN	FRANKLI
		Pending	03/03	03/04	WM SUPERCENTER	BOERNE
		Pending	02/28	03/03	EXXONMOBIL 47485628	SHAVAN
R	Reviewed	Disputed OMatched	Exception		ocated 🌐 , 🏢 Trans Detail Level	ဖြ <mark>Upload</mark> Attao



Approver by Default or Select Name



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



Records 1 - 2 of 2

Set selection as your default approver



<< Back to Approve Transaction(s)</p>

Submit the transaction for approval...cont.

If another approver besides your	Transaction Management Approve Transaction(s)
default is needed later, you have	
the Select Approver link to change	[+] 1 Transaction(s) to Approve
approvers at any time.	Transaction Approval
	I want to forward these transaction(s) for further approval to:
	MASON, OLIVER (User ID: PA1BASIC) Select Approver
The last step is to click the <i>Approve</i>	
button.	Approve
Approve all transactions in the	
billing cycle in the same manner, or	
as your organization's process	

requires.

Check the approval status

	Select	Status	Approval Status	Match	Trans	Posting	Merch	ase ID	`@*		At
		R_0		60 A	Date	Date		< land			
The transactions now display as Approved.			Approved		03/22	03/24	VALER	811058VPRYF000006024	`@†	₿	Ū
		<u> </u>	Approved		<u>03/20</u>	03/24	CHICK		۰	₿	Ū
Key Approval Status descriptions:			Approved		03/21	03/24	ELNOP	{	@≁	₿	Ū
			Approved		03/20	03/24	EXXON	200000000000	A *	₿	U
• Approved: Cardholder have approved.		_	Approved		03/20	03/24	EXXON	°0000000000	@•	8	Û
••			Approved		<u>03/19</u>	03/21	AMIG		At At		
• Final Approved: Last approval manager in		_	Approved		03/20	03/21	FRANK	766401	A +	8	Û
			Approved		03/19	03/21	SUBY		A4	₿	U
the workflow has approved.			Approved		03/18	03/20	MANE		(@)	8	U
			Approved		03/18	03/20	AIVIIG		(A)	8	At
			Approved		07/18	03/20	SUBW		(A)*	8	U
Also, note the <i>Locked</i> icon that now displays			Approved		03/10	03/19	CHICKE	e contraction of the second se	(A*	8	U
			Approved		03/17	03/19	DAIRY	2	(A+	A	U
before the Attachment column. When you			Approved		03/17	03/18	MURP	9875	@*	а А	0
			Approved		03/06	03/10	JOHNN	510	@•	A	0
approve a transaction, it moves to the			Approved		03/07	03/10	MURP	- 	(A)	8	ū
			Approved		03/05	03/07	CHEV	5	A *	8	ū
Approver's queue, and you are locked from			Approved		03/05	03/07	DAIR	{	`@	A	Ū
making changes			Approved		03/06	03/07	FRAN'	31745	۰	₿	Ū
making changes.			Approved		03/03	03/04	WM Sug	111126	`@•	₿	Ū
			Approved		02/28	03/03	EXXON	0000000000	`@+	₿	Û
			Pending		03/03	03/03	AUTC	25 yrs			Ū
			Approved		02/26	02/28	TASTE		`@≁	₿	Ū
			Approved		02/26	02/28	SAC 3	2012181VPRYF000378440	`@•	₿	Ū

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

Select Status Approval Status Match Trans Posting Merci. jse ID At															
Approved 03/22 03/24 VALER. 311058VPRYF000006024 A A A Approved 03/20 03/24 CHIQT A A A Approved 03/20 03/24 ELNOP A A B Approved 03/20 03/24 EXXON '00000000000 A A B Approved 03/20 03/24 EXXON '00000000000 A A B Approved 03/20 03/24 EXXON '00000000000 A A B Approved 03/20 03/21 AMIG A A B Approved 03/20 03/21 SUN A B B Approved 03/20 03/20 MAIC A B B Approved 03/18 03/20 SUBV A B B Approved 03/11 03/19 TEXAC A B B Approved 03/117 03/19 CHICK A B B B B <td< th=""><th></th><th>Select</th><th>Status ®_</th><th>Approval Status</th><th>Match</th><th><u>Trans</u> Date</th><th><u>Posting</u> <u>Date</u></th><th>Merci.</th><th><u>se ID</u></th><th></th><th>A⁺</th><th></th><th>At</th><th></th><th></th></td<>		Select	Status ®_	Approval Status	Match	<u>Trans</u> Date	<u>Posting</u> <u>Date</u>	Merci.	<u>se ID</u>		A ⁺		At		
Approved 03/20 03/24 CHIQ' ● ▲ ∅ Approved 03/21 03/24 ELNOP ● ▲ ∅ Approved 03/20 03/24 EXXON >00000000000 ● ▲ ∅ Approved 03/20 03/24 EXXON >00000000000 ● ▲ ∅ Approved 03/21 03/21 AMIG ● ▲ ∅ Approved 03/21 03/21 SUBN ● ▲ ∅ Approved 03/11 03/20 AMIG ● ▲ ∅ Approved 03/12 03/20 AMIG ● ▲ ∅ Approved 03/12 03/20 MMIG ● ▲ ∅ Approved 03/12 03/20 SUBN ● ▲ ∅ Approved 03/12 03/19 CHICK ● ▲ ∅ Approved 03/17 03/19 CHICK ● ▲ ∅ Approved 03/17 03/18 MURP				Approved		03/22	03/24	VALER	811058VPRYF000	0006024	<u>A</u> +	₿	Ū		
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Approved 03/20 03/24 EXXON 00000000000 A A B Approved 03/20 03/24 EXXON '00000000000 A A B Approved 03/19 03/21 AMIC A B B Approved 03/20 03/21 FRANK '766401 A B Approved 03/19 03/20 NANE A B Approved 03/18 03/20 NURG A B Approved 03/18 03/20 SUBW A B B Approved 03/18 03/19 TEXAC A B B Approved 03/18 03/19 TEXAC A B B Approved 03/17 03/18 MURP *875 A B B Approved 03/17 03/18 MURP *017 A B B Approved 03/05 03/07 CHEV Y A B B Approved 03/05 03/07 <td></td> <td></td> <td></td> <td>Approved</td> <td></td> <td>03/21</td> <td>03/24</td> <td>EL NOP</td> <td></td> <td></td> <td>(A)</td> <td>₿</td> <td>Ū</td> <td></td> <td></td>				Approved		03/21	03/24	EL NOP			(A)	₿	Ū		
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Approved		Realloca	te	Mass Reallocate	Change R	eview State	us Aj	oprove Pu	Ill Back				Ap	proved	
											-		Ar	proved	_

Work with rejected transactions

Transaction Management Card Account Summary with Transaction List

Card Account	orate Card/One Card/Other Number: **********3177, ID: 017731777135	MAE DOWD		Switch Products Switch Accounts	
» Trans List	L] Manager's Queue]			
		,			
[-] Card Acc	count Summary				
	,				
Account Nur	mber: O		3177		
Account Nar	ne:		MAE DOWD		
Billing Cycle	Close Date: 03/25/	2024 V Secret	Print Account Activity		
bining eyere		Search	Philit Account Activity		
Open Acco	ount	and a second	and a second s	مساهو المستركي بواهميت الموتواسي.	100
	Approved	<u>03/17</u> 03/18	MURPHY6822ATWALMRT	BOERNE, TX	
	Rejected	<u>03/06</u> 03/10	JOHNNY REB'S DIXIE CAFE	HEARNE, TX	
	Approved	03/07 03/10	MURPHY6822ATWALMRT	BOERNE, TX	
	Approved	<u>03/05</u> 03/07	CHEVRON 00210261	HEARNE, TX	
	Final Approved	03/05 03/07	DAIRY QUEEN #14127	FRANKLIN, TX	
	Approved	03/06 03/07	FRANKLIN SLEEP INN	FRANKLIN, TX	
	Final Approved	03/03 03/04	WM SUPERCENTER	BOERNE, TX	
	Final Approved	02/28 03/03	EXXONMOBIL 47485628	SHAVANO PARK, TX	
	THIAT TOPTOTOG				
	Pending	03/03 03/03	AUTO PAYMENT DEDUCTION		
	Pending Final Approved	03/03 03/03 02/26 02/28	AUTO PAYMENT DEDUCTION TASTE OF CHINA	SAN MARCOS, TX	

🔞 Reviewed 🝈 Disputed 🔈 Reallocated 🕕, 🌐 Trans Detail Level 🛔 Reallocation Locked 🖞 Upload Attachments 😤

Check All Shown Uncheck All Shown



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 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

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	Q						
Disput	ted 🕕, 🏢 Tr	ans Detail Leve	el 🔉 Reallocated	၂) Upload Attachments	🔁 Attach	men						
Summary	Match Allocati	ons User Line Items	Comments Approval	listory Custom Fields								
The Ap	oroval History	tab displays ap	proval actions take	n on a transaction.								
Cardho Current Appro	Cardholder Approver: DOWD, MAE Current Pending Approver: Cardholder Approval Actions											
Appro	ver	Date/Time	Approval Action	Approver Modifications								
MASC	N, OLIVER	04/09 05:13	Rejected (1)									
DOW	D, MAE	04/08 04:26	Approved									
Key for	Rejection Rea	eone:			_							
1 Inco	orrect accoun	ting code alloca	ition (Request for u	ser to change allocation)								
2 Inco	2 Incorrect approver sequence / additional approval needed (Request for user to forward the tra											
3 Inco	orrect or insuf	ficient transacti	on comment inforr	nation								

- 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

Rejected transaction notification email example

🛃 Rejected Transaction Notification - Message (HTML)	- 0
File Message Help Acrobat Q Tell me what you want to do	
🔚 Save 👔 Save All Attachments り Undo ひ Redo 🖶 Print 🖾 Recall This Message ← Reply ≪ Reply All → Forward 🔟 Delete 🖗 Quick Steps ∽ 🗢	
Rejected Transaction Notification	Notifications are available for rejected
Access Online Email Rejects Shared $(\bigcirc \ \ \ \ \ \ \ \ \ \ \ \ \ $	transactions; we will discuss notification
Retention Policy USB 90 Day Delete Default (90 days) Expires 7/8/2024	setup and options later in the session.
The following transaction(s) has (have) been rejected. Please review the Rejection Reason and take the appropriate action.	
Transaction Date: 03/06/2024 Posting Date: 03/10/2024 Merchant: JOHNNY REB'S DIXIE CAFE City, State/Province: HEARNE, TX MCC Code: 5812 MCC Description: EATING PLACES AND RESTAURANTS	
Rejection Reason: Incorrect accounting code allocation (Request for user to change allocation)	
If you don't wish to receive this message, please go to "My Personal Information" within Access Online and modify your notification settings.	
***This is a system-generated message. For assistance, don't reply to this email. Please access the Contact Us page through Access Online. Thank you. ***	
Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335 120 Adelaide Street West, Suite 2300, Toronto Ontario M5H 1T1 Canada	