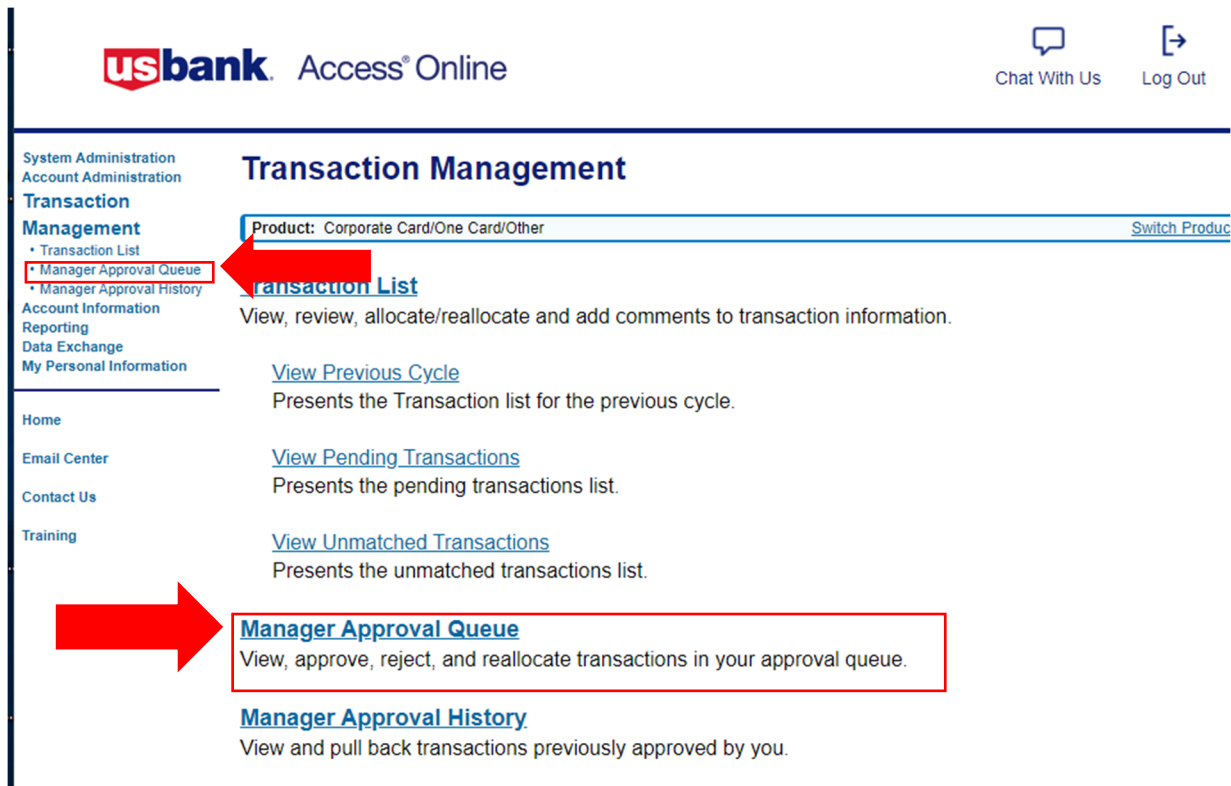
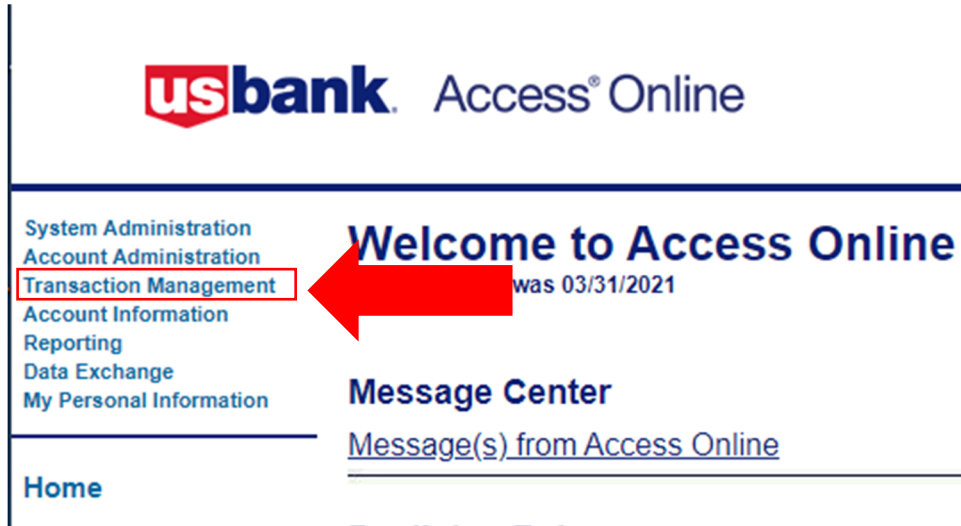


US Bank Approver Functions

The Approver is responsible for logging in and providing Final Approval of Cardholder transactions and receipts, entering notes and correcting departmental FOAP/account codes if needed.

On the Homepage, the Approver can access transactions by clicking on **Transaction Management** and choosing the **Manager Approval Queue**:



This will bring up the list of all transactions waiting for final approval. The top of the page has filters to narrow down the list if needed.

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Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All Approval Status: All Transaction Amount: All \$

Cardholder Approver: All Last Approver: All

Pending Approver: All

Display 25 Transactions per page

Search Reset

Scroll down to the list of transactions. On the list of transactions, click the Approval Status link on the line of the transaction you are working with. Link may say Pending, Approved, Pulled Back, or Final Approved:

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 25 of 284
Page: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

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

Select	Approval Status	Trans Date	Merchant	City/State	Amount
<input type="checkbox"/>	Pending	06/23	THE HOME DEPOT #0703	MEMPHIS, TN	\$22.88
<input type="checkbox"/>	Pending	06/24	DTV*DIRECTV SERVICE	800-347-3288, CA	\$288.98
<input type="checkbox"/>	Pending	06/22	DTV*DIRECTV SERVICE	800-347-3288, CA	\$1,697.36
<input type="checkbox"/>	Pending	06/19	JENFRYTALKS	LANSING, MI	\$80.00
<input type="checkbox"/>	Pending	06/19	AMZN MKTP US*MS8S90EV0	AMZN.COM/BILL, WA	\$184.36
<input type="checkbox"/>	Pending	06/18	NSCA	719-632-6722, CO	\$120.00
<input type="checkbox"/>	Pending	06/17	SAFETY QUIP INC	9014527040, TN	\$95.00
<input type="checkbox"/>	Pending	06/17	D1TICKER	502-2637100, KY	\$250.00
<input type="checkbox"/>	Pending	06/18	AMZN MKTP US*MS8S90EV0	AMZN.COM/BILL, WA	\$78.74

The Transaction Summary will come up. Click on the **Summary** tab to begin and make Approvals.

Summary Allocations Comments Approval History

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

This tab has all the system transaction information. Once you have viewed all necessary information on all tabs, you can approve the transaction by clicking the Approve button:

Summary | Allocations | Comments | 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:	04/17/2019	Billing Cycle:	Open
Purchase ID:	813250	Posting Date:	04/18/2019
Total Amount:	122.75	Reference Number:	55436879107271070872597
Memo Post: ⓘ	Yes	Authorization Number:	056432
Sales Tax:	0.00	Most Recent Extract Dates	
Freight:		Financial Extract:	
Merchant		General Ledger Extract:	
Name:		Payment Extract:	
City, State/Province:	PARIS, TN	Currency	
Transaction Type:	MASTERCARD MC PURCHASE	Billing Currency:	U.S. Dollar
Merchant Category Code (MCC):	5199	Source Currency:	U.S. Dollar
MCC Description:	WHOLESALE NONDURABLE	Source Currency Amt:	122.75

Approve **Dispute**

If there is a problem, you can begin the dispute process by scrolling down to the Dispute button:

Approve **Dispute**

- none

Dispute

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

Dispute

Click on the **Allocations** tab to view or change the FOAP coding for the transaction. If you make any changes, be sure to click the **Save Allocations** button:

[Summary](#) | **[Allocations](#)** | [Comments](#) | [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.

Allocation Source: Default Acct Code Last Changed By: System


Remove	Amount	Percent	Accounting Code - Segment Name (Length)			
			FUND (6)	ORG (6)	ACCOUNT (5)	PROG (4)
<input type="checkbox"/>	\$ 122.75	OR 100.00 %	112000	751000	74983	4210

Remove

Total Allocated: \$ 122.75 100.00 % **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 

If the merchant has sent Line Item data in the transaction, there will be a Transaction Line Items tab visible. Clicking this will let you see the exact items that were purchased:

[Summary](#) | [Allocations](#) | **[Transaction Line Items](#)** | [Comments](#) | [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 - 1 of 1


Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Tax Amount	Line Item Total	% of Trans Amount	Item Code
...

The Comments tab allows you to leave any comments needed to explain this purchase. When saved, the comment is hidden and a link appears to reveal it.

[Summary](#) | [Allocations](#) | **[Comments](#)** | [Approval History](#)

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comment

Save Comments 

The Approval History tab will show what actions have been taken, by whom, any changes, and date & time markers.


[Summary](#) [Allocations](#) [Comments](#) [Approval History](#)

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

Approval Actions

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

If you need to view a particular cardholder's transactions or prefer to approve one card at a time, use the **Transaction List** to view the card transactions and the **Manager's Queue** from within the card account to approve.

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Card Account Summary with Transaction List

Product: Corporate Card/One Card/Other [Switch Products](#)

Card Account Number: *****4243, KERRI A REECE

Card Account ID: 219338000403

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

View | Approve

Transactions for the cycle were not found.

[-] Card Account Summary

Account Number: ...4243

Account Name: KERRI A REECE

Billing Cycle Close Date:

Open

All

Open

03/25/2021

02/25/2021

01/25/2021

12/28/2020

11/25/2020

10/26/2020

09/25/2020

08/25/2020

07/27/2020

06/25/2020

05/25/2020

04/27/2020

Search

Print Account Activity

[+] Search Criteria

[-] Transaction List

Select

Status

Approv

Status

No transactions were found.

Posting

Merchant

City/State

Amount

Detail

Trans Unique ID

Purchase ID

Accounting Code

Return to top

Return to top

Change the search criteria and search again.

You can View All transactions, Open transactions (from the current open billing cycle), or individual billing cycles. Choose from the pull-down menu and click **Search**.