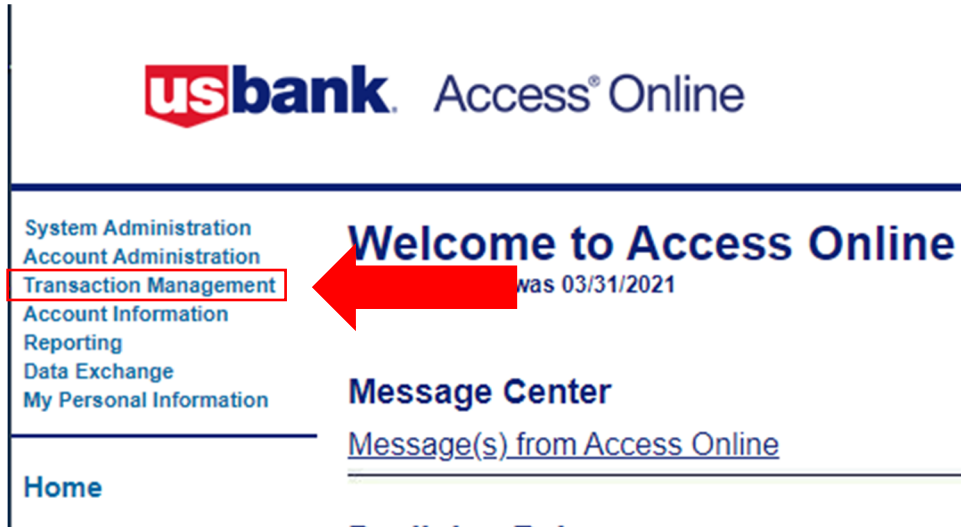


## US Bank Cardholder & Reconciler Functions

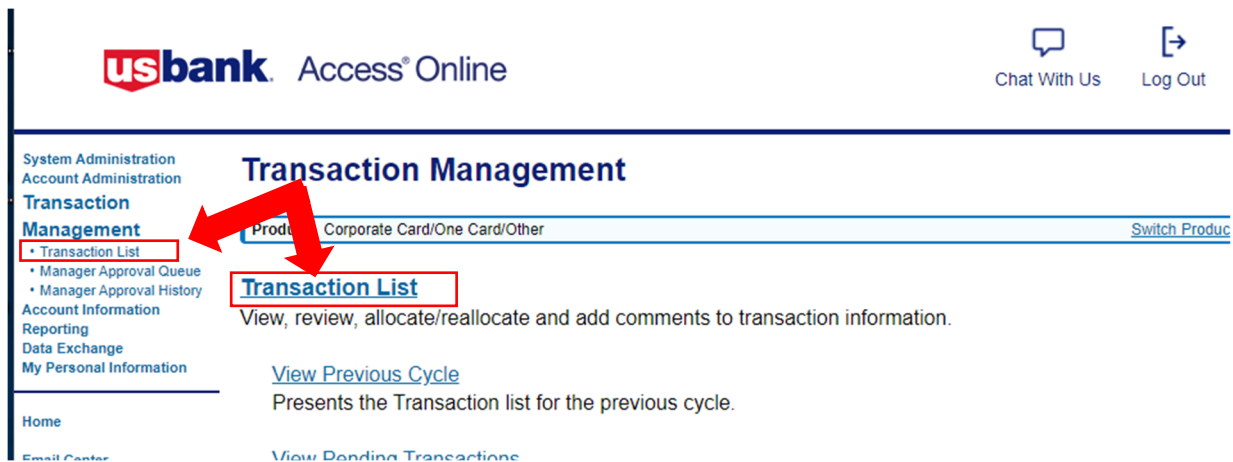
Cardholder is responsible for logging in to Access to attach receipt(s) to each transaction. After receipt(s) is attached, Cardholder shall sign off on each transaction by updating the Approval Status.

### Attaching Receipts:

On the Homepage, Cardholder can access transactions by clicking on **Transaction Management**:



Next, click the **Transaction List** link:



On the list of transactions, click the Paperclip icon on the line of the transaction you are working with (you may have to scroll to the right):

City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Co
AMZN.COM/BILL, WA	\$280.15	Ⓜ	04596325187011052019-04-1600002	112-0750761-58730	📎	
AMZN.COM/BILL, WA	\$398.32	Ⓜ	04596325187011052019-04-1600001	112-0750761-58730	📎	
AMZN.COM/BILL, WA	\$192.08	Ⓜ	04596325187011052019-04-1200001	112-8560520-18986	📎 📄	
AMZN.COM/BILL, WA	\$204.40	Ⓜ	04596325187011052019-04-1100001	112-3571246-33610	📎 📄	
WWW.AMAZON.CO, WA	\$4.99	Ⓜ	04596325187011052019-04-0900001	D01-7698138-70210	📎	
MEMPHIS, TN	\$9.98	Ⓜ	04596325187011052019-04-0100001		📎 📄	



load Attachments 📎 Attachment

Click the **Add Attachment** button:

Trans Date	Posting Date	Merchant	City, State/Province	Amount
04/15	04/16	Amazon.com*mq4xq0tu1	Amzn.com/Bill, WA	\$280.15

Manage Attachments

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



In the Open File box, choose your file and click the **Open** button:


File name:

Custom Files

Click the **Save** button:

**Approving Purchases:**

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:

[-] Transaction List			
Records 1 - 25 of 33			
Page: 1   2			
<a href="#">Check All Shown</a>   <a href="#">Uncheck All Shown</a>			
Select	Status	Approval Status	Trans Date
<input type="checkbox"/>		<a href="#">Pending</a>	04/17
<input type="checkbox"/>		<a href="#">Pending</a>	04/17
<input type="checkbox"/>		<a href="#">Pending</a>	04/17
<input type="checkbox"/>		<a href="#">Pending</a>	04/15
<input type="checkbox"/>		<a href="#">Pending</a>	04/15
<input type="checkbox"/>		<a href="#">Pending</a>	04/12
<input type="checkbox"/>		<a href="#">Pulled Back</a>	04/12
<input type="checkbox"/>		<a href="#">Approved</a>	04/11
<input type="checkbox"/>		<a href="#">Approved</a>	04/11
<input type="checkbox"/>		<a href="#">Pending</a>	04/11

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

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. Receipt should be attached before approving transactions, as this puts the transaction into your approval manager's queue:

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**

Date:

04/17/2019

Purchase ID:

813250

Total Amount:

122.75

Memo Post:

Yes

Sales Tax:

0.00

Freight:

**Merchant**

Name:

MCCARTNEY PRODUCE LLC

City, State/Province:

PARIS, TN

Transaction Type:

MASTERCARD MC PURCHASE

Merchant Category Code (MCC):

5199

MCC Description:

WHOLESALE NONDURABLE

**Reference Information**

Billing Cycle:

Open

Posting Date:

04/18/2019

Reference Number:

55436879107271070872597

Authorization Number:

056432

**Most Recent Extract Dates**

Financial Extract:

General Ledger Extract:

Payment Extract:

**Currency**

Billing Currency:

U.S. Dollar

Source Currency:

U.S. Dollar

Source Currency Amt:

122.75

Approve

Print Transaction

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

• 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):**  **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 to yourself or your approval manager.

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.

The screenshot shows a web interface with four tabs: Summary, Allocations, Comments, and Approval History. The 'Approval History' tab is selected and circled in red. Below the tabs, a text box states: 'The Approval History tab displays approval actions taken on a transaction.' Underneath, a section titled 'Approval Actions' contains a table with headers: Approver, Date/Time, Approval Action, and Approver Modifications. The table body contains a single message: 'There hasn't been any approval action taken on this transaction.'

### Splitting Transactions:

Click on the **Allocations** tab to view and change the FOAP coding for the transaction.

To split the transaction, indicate the amount to go to the first allocation in the Amount box and type in or select the FOAP. (You can also split by percentages)

This amount will appear underneath in the total allocated box, and the remaining amount will appear in the Amount Remaining box. Next to this is the Additional Allocations box. Fill in how many more lines you need, from 1 - ? and click **Add**.

The screenshot shows the 'Allocations' tab selected and circled in red. The interface includes a text box explaining the allocation process: '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.' Below this, it says 'Allocation Source: Default Acct Code Last Changed By: System'. A table for allocations is shown with columns: Remove, Amount, Percent, Accounting Code - Segment Name (Length), FUND (6), ORG (6), ACCOUNT (5), and PROG (4). The first row has a checkbox, a dollar amount of 122.75, a percentage of 100.00%, and various accounting codes. A 'Remove' button is next to the first row. Below the table, 'Total Allocated:' shows \$122.75 and 100.00%, followed by an 'Apply Accounting Code:' dropdown and an 'Apply' button. A red box highlights the 'Amount Remaining:' section, which shows \$0.00 and 0.00%, followed by 'Additional Allocation(s):' with a value of 1 and an 'Add' button. At the bottom, a 'Note' states: 'Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.' and a 'Save Allocations' button is present.

The new line(s) will appear and you can type in or choose the next FOAP

Allocation Source: User Last Changed By: REECE, KERRI

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change To:	Account FUN
<input type="checkbox"/>	\$ 1.00	OR 50.00%	#Travel - out of state	--Change Current Value--	
<input type="checkbox"/>	\$ 0.00	OR 0.00%		--Change Current Value--	

Remove

Total Allocated: \$ 1.00 50.00% Apply Accounting Code:  Apply

Amount Remaining: \$ 1.00 50.00% Additional Allocation(s):  1 Add

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

Save Allocations



After you make any changes, be sure to click the **Save Allocations** button.