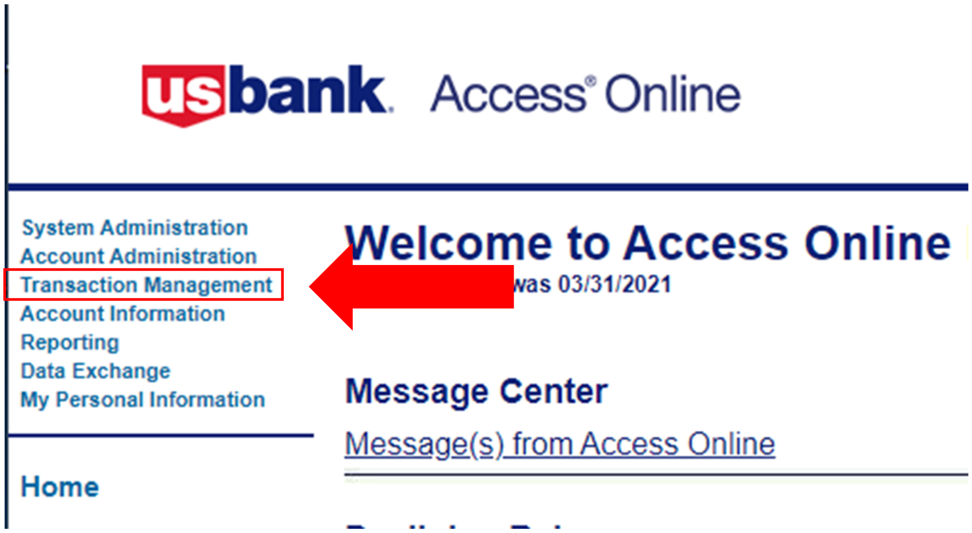
US Bank Cardholder & Reconciler Functions

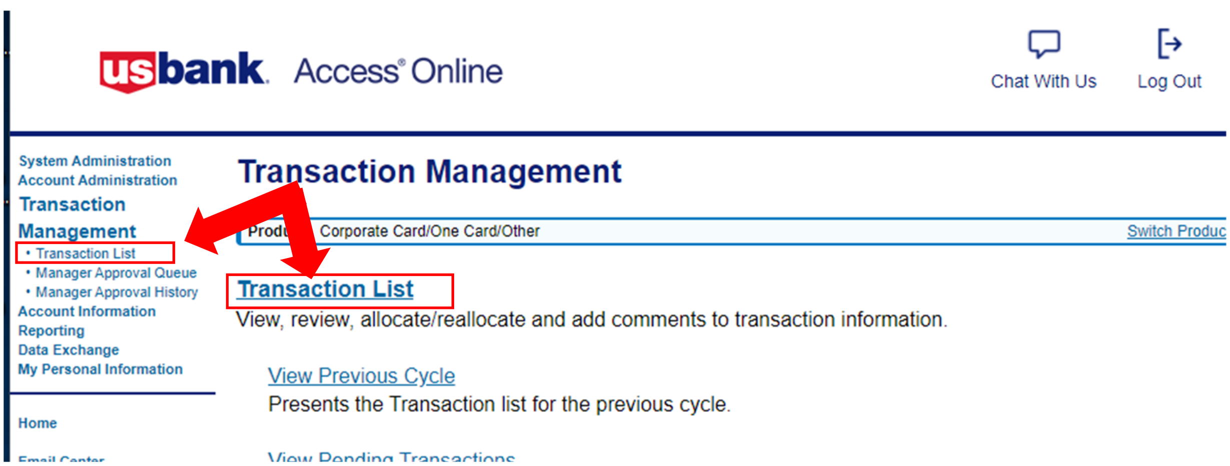
Cardholder is responsible for logging in to Access to attach receipt(s) to each transaction. After receipt(s) is attached, Cardholder shall sign off on each transaction by updating the Approval Status.

Attaching Receipts:

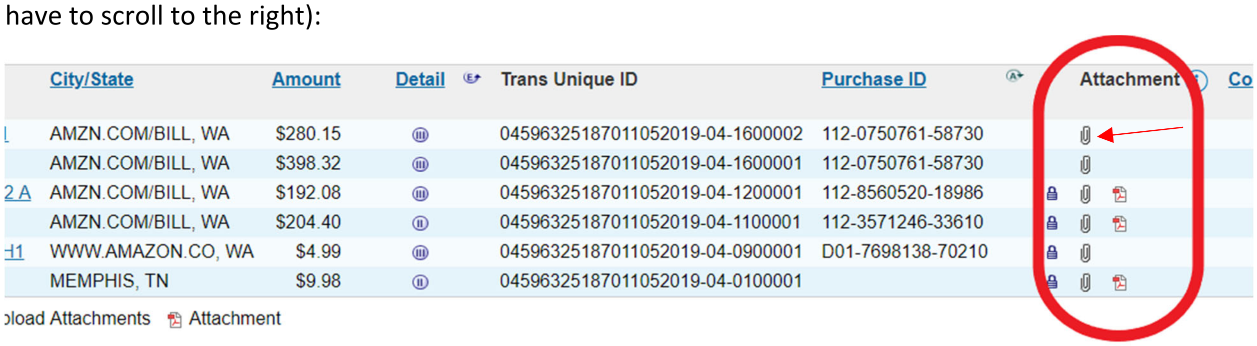
On the Homepage, Cardholder can access transactions by clicking on **Transaction Management**:



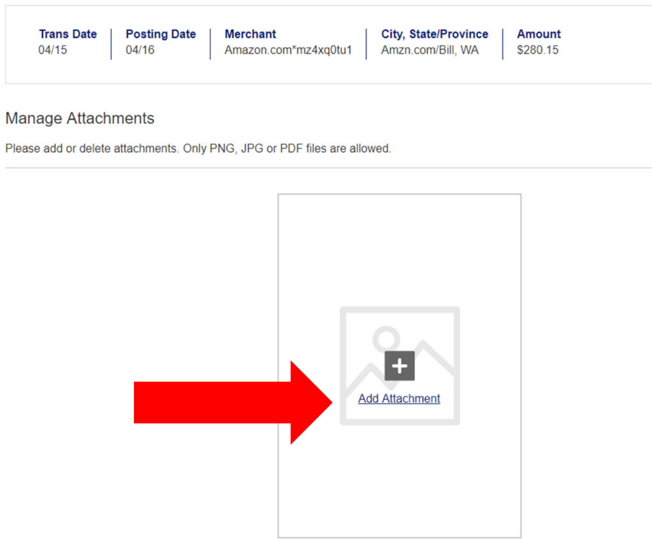
Next, click the **Transaction List** link:



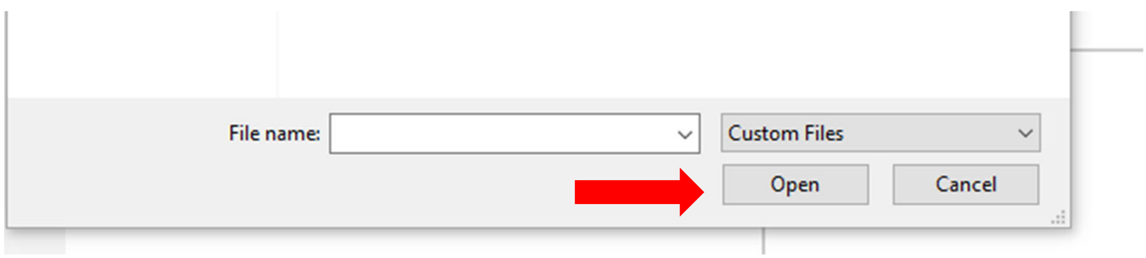
On the list of transactions, click the Paperclip icon on the line of the transaction you are working with (you may have to scroll to the right):



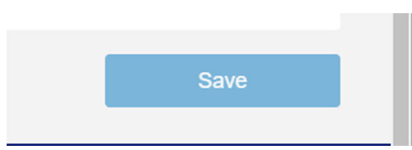
Click the **Add Attachment** button:



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

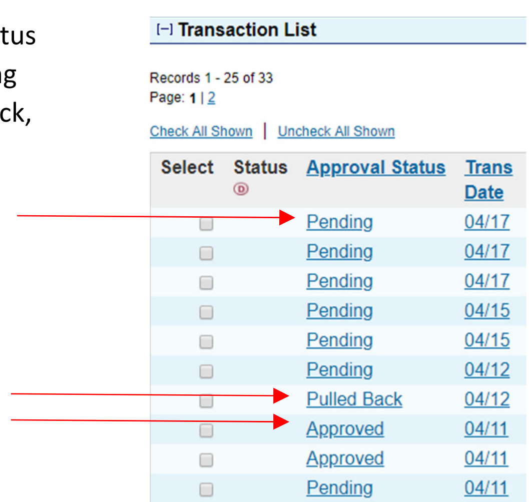


Click the **Save** button:



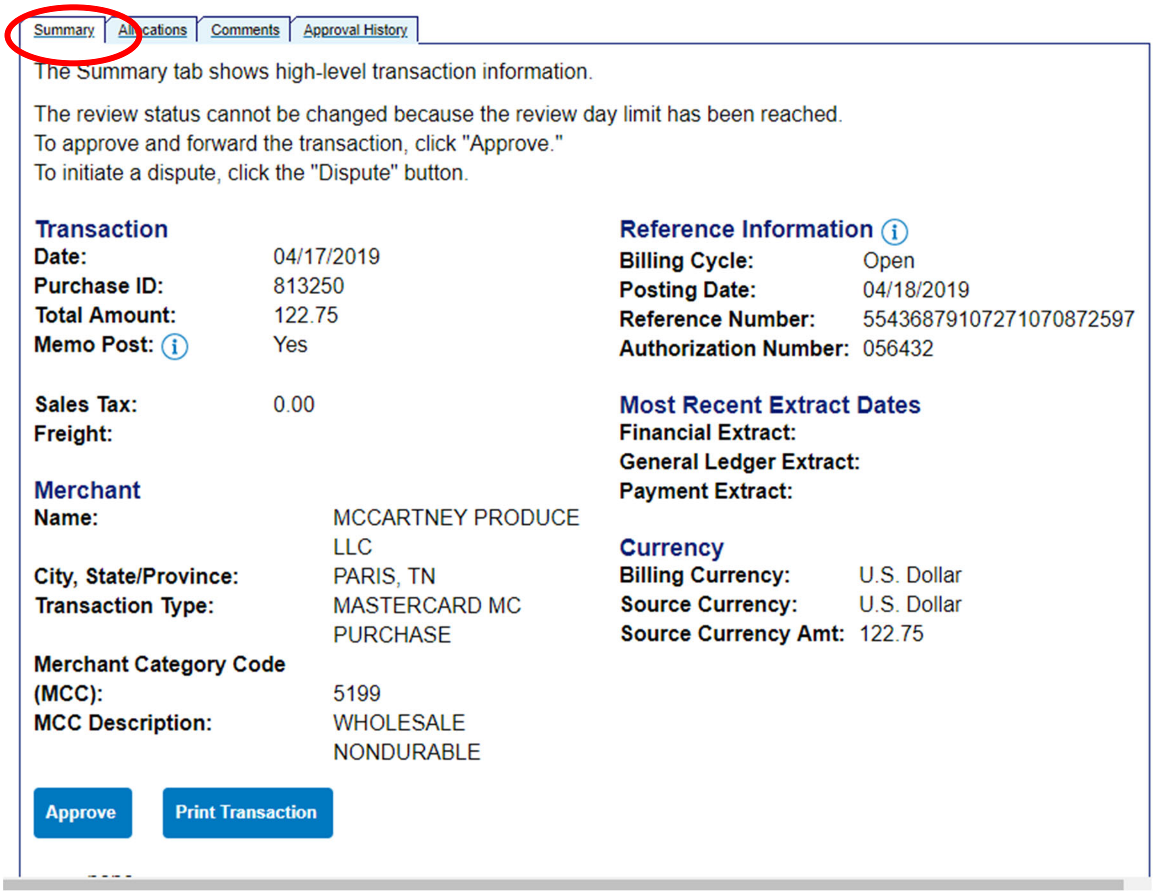
Approving Purchases:

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:

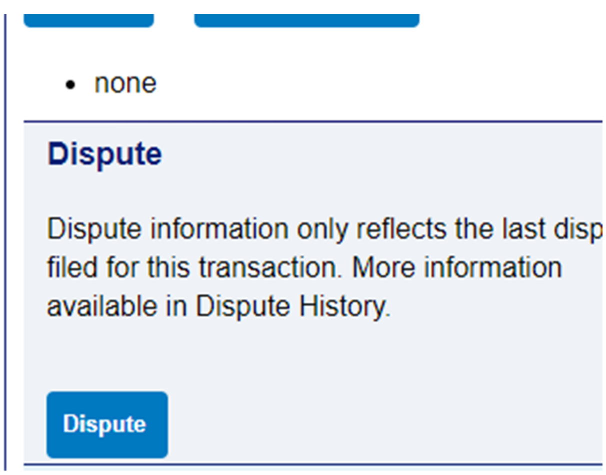


The **Transaction Summary** will come up. Click on the **Summary** tab to begin your review and to make Approvals:

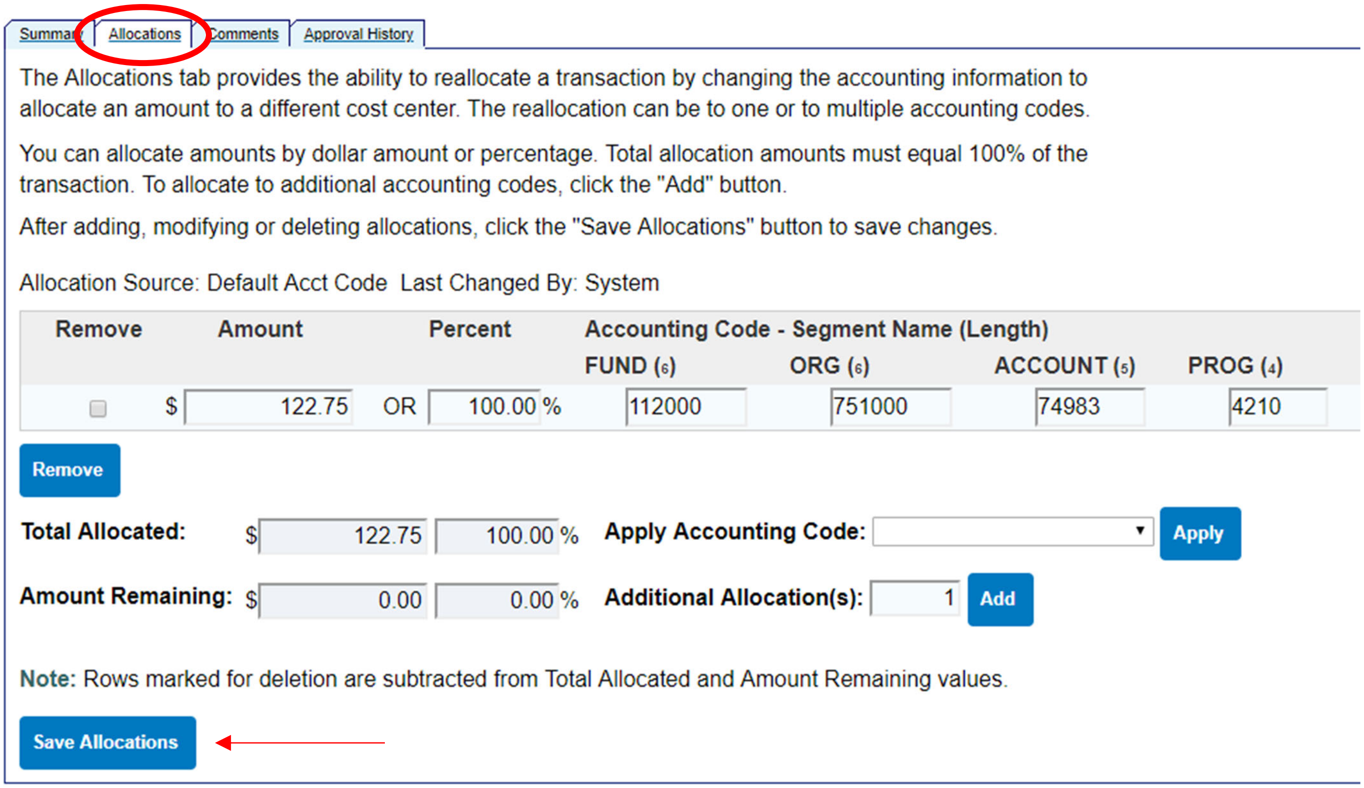
This tab has all the system transaction information. Once you have viewed all necessary information on all tabs, you can approve the transaction by clicking the **Approve** button. Receipt should be attached before approving transactions, as this puts the transaction into your approval manager's queue:



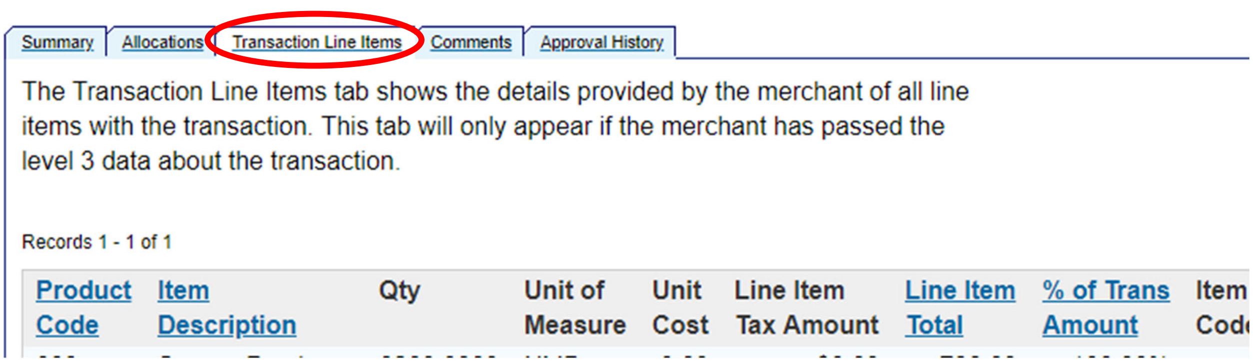
If there is a problem, you can begin the dispute process by scrolling down to the **Dispute** button:



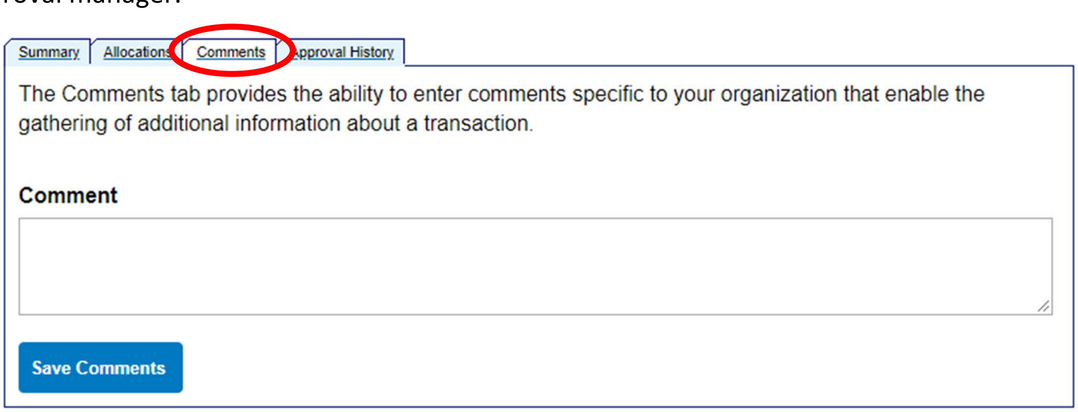
Click on the **Allocations** tab to view or change the FOAP coding for the transaction. If you make any changes, be sure to click the Save Allocations button:



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:



The **Comments** tab allows you to leave any comments needed to explain this purchase to yourself or your approval manager.



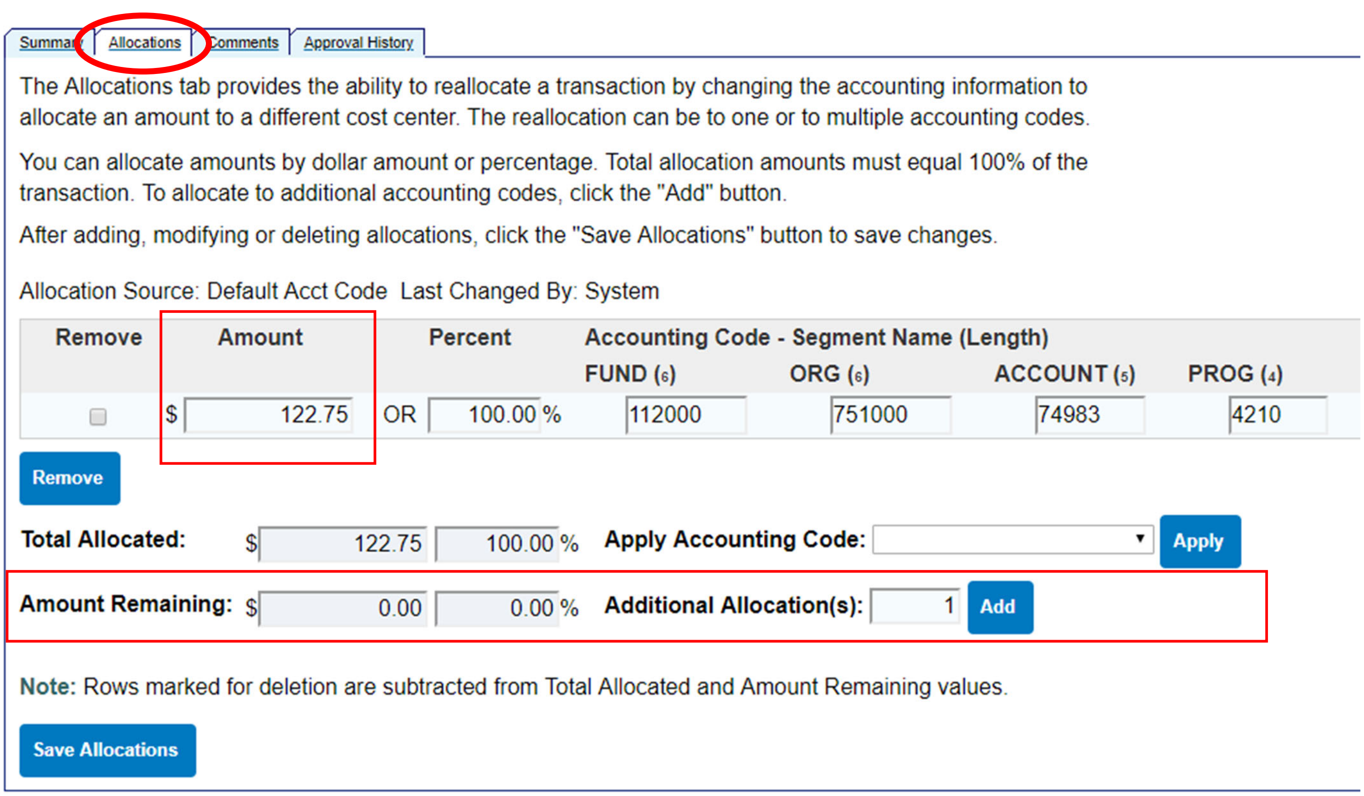
The **Approval History** tab will show what actions have been taken, by whom, any changes, and date & time markers.

__Splitting Transactions:__

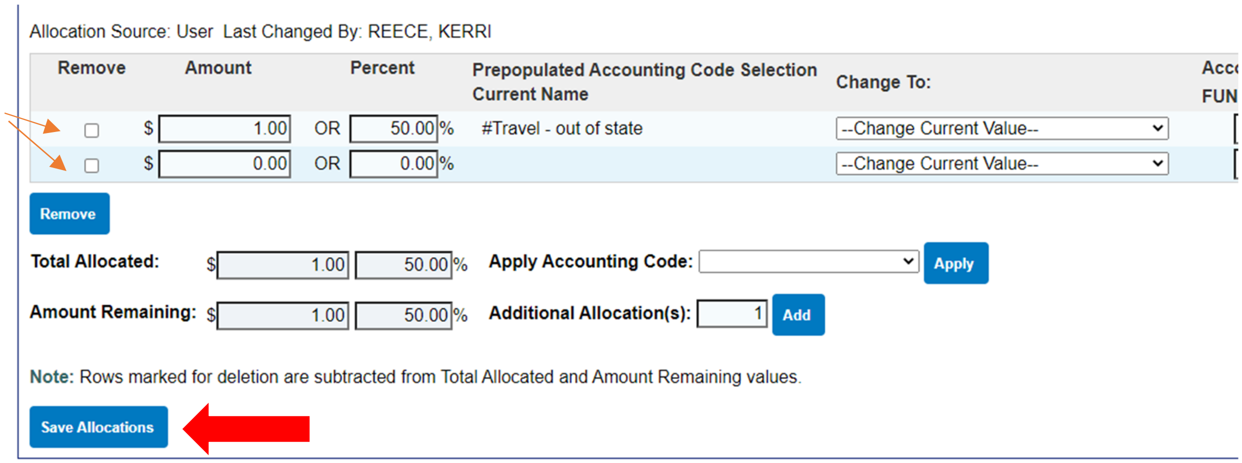
Click on the **Allocations** tab to view and change the FOAP coding for the transaction.

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



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