



Access Online

Approval Managers
Transaction Approval Training

Contents

Introduction.....	3
Approval Manager Transaction Approval Process.....	6
View and Approve Transactions.....	7
Reject a Transaction.....	14
Pull Back a Transaction.....	19
View Approval History.....	23
Resources Available to You.....	26

Introduction

Two basic users will use the Transaction Approval Process (TAP) function:

- 1) **Cardholders-** Cardholders will use TAP to approve and forward transactions to an approval manager.
- 2) **Approving Managers-** Approval managers will use TAP to review and final approve transactions.

Introduction Continued

Both approval managers and cardholders can perform the following basic procedures:

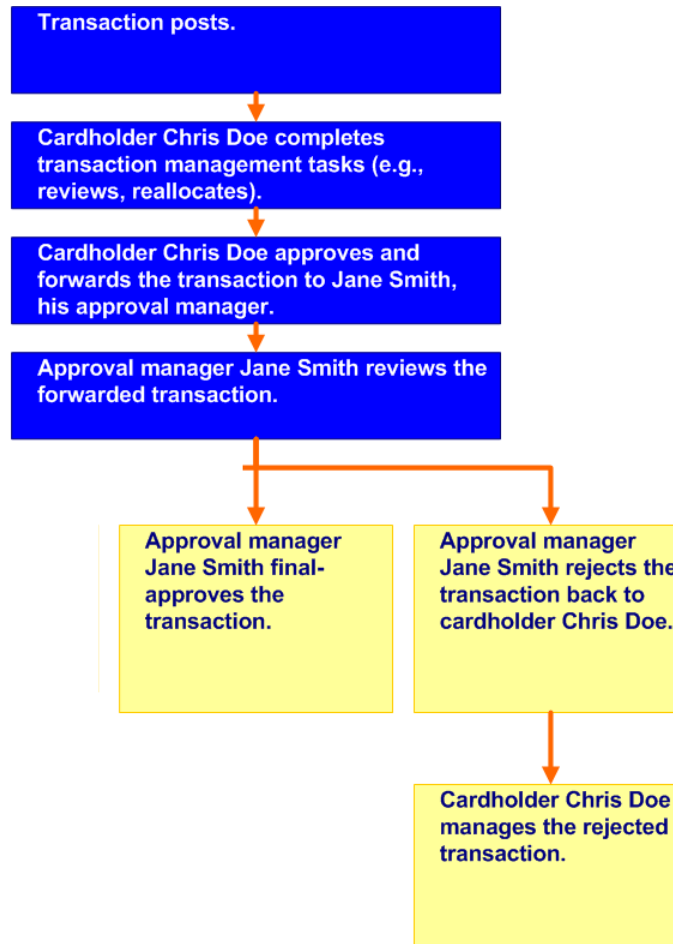
1) Approve Transactions- Cardholders review, approve and forward only their own transactions, while approval managers review and approve transactions forwarded to them from cardholders.

2) Pull Back Transactions- Cardholders can pull back transactions that an approval manager has not approved, rejected, or modified (e.g. reallocated) yet. Both cardholders and approval managers can pull back transactions they previously approved as long as the transaction has not been modified (e.g., reallocated, added comments, changed user line items).

In Addition, Approval Managers Can:

3) Reject Transactions- Approval managers can reject transactions and send them back to the cardholder. The rejecting approval manager must specify a rejection reason so that the cardholder receiving the rejected transaction knows how to manage the rejected transaction.

TAP Overview



Approval Managers Transaction Approval Process

As an approval manager, you can:

- View transactions that cardholders have sent to you for approval.
- Final-approve the transactions. You cannot approve and forward a transaction to yourself.
- Reject a transaction, by selecting a reject reason and sending the transaction back to the cardholder.
- Pull back a transaction, if the cardholder has not modified (e.g., reallocated) the transaction
- View the approval history and current approval status for transactions that you have approved
- NOTE: Complete transaction management tasks *before you approve or reject the transaction. Once you approve or reject the transaction, you can no longer modify the transaction, unless you pull it back. If you do modify the transaction, the system records your changes along with your approval actions.*

View and Approve Transactions

The screenshot displays a web application interface. On the left is a dark blue navigation bar with white text listing various menu items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Payment Plus, Order Management, Transaction Management, Enhanced Supplier Management, Data Exchange, Account Information Reporting, My Personal Information, Home, and Contact Us. A red arrow points from the 'Transaction Management' item to a large red number '1' in the main content area. The main content area has a dark blue header with the text 'Message from U.S. Bank' in green. Below this is a welcome message: 'Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.' In the top right corner, there is a dark blue button with a white star icon and the text 'Log Out'. Below that is a white box with a dark blue header 'Account Activity Select an Account' and a list of account types, including 'Purchasing Card' with a masked card number '*****9947'.

To view and approve transactions:

1. Select the **Transaction Management** high-level task on the *Left-Column Navigation Bar*. The *Transaction Management* screen displays.

Transaction Management ★ Log Out

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the transaction list for the previous cycle.

[View Pending Transactions](#)
Presents the pending transaction list.

[View Unmatched Transactions](#)
Presents the unmatched transaction list.

Manager Approval Queue
View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History
View and pull back transactions previously approved by you.

Extract Administrator Queue
View, mark for extract, unmark for extract, and reallocate transactions that have not been included in a GL extract.

2. Select the **Manager Approval Queue** link. The *Transaction Management: Manager Approval Queue* screen displays. This screen lists the transactions that cardholders have forwarded to you for approval.

Transaction Management

★ Log Out

Card Account Number: *****5678, JANE SMITH
Switch Accounts

Create
Manage
» Trans List
Manager's Queue
Extract Queue

[-] Card Account Summary
3a

Account Number:	● ...5678	Outstanding Orders:	\$15,949.59 5
Account Name:	JANE SMITH	Unmatched Transactions:	\$7,333.08 56
Billing Cycle Close Date:	All ▼	Search	
Total Transactions:	\$7,383.49	58	Final Approved Transactions: \$0.00 0
Reallocated Transactions:	\$50.41	2	% Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions:	0.6%	3.4%	

● Open Account

[-] Search Criteria
3b

Transaction Amount:

Purchase ID:

Approval Status:

All ▼ \$

All ▼

Pull Back Eligibility:

Order Match Status:

All ▼

Disputed Transactions:

Reallocated Transactions:

Reviewed Transactions:

Display 25 ▼ Transactions per page

Search
Reset & Search with Defaults

[-] Transaction List
Return to top

Records 1 - 25 of 58
 Page: [1](#) | [2](#) | [3](#)

3. View Transactions to filter the transactions that cardholders have forwarded to you for approval.

- a. Select correct Billing Cycle
- b. Under search criteria select *Approval Status All*

Tip! If the system does not find any transactions, a message displays that prompts you to change your search criteria and try your search again.

Transaction Management ★ Log Out

Card Account Summary with Transaction List

Card Account Number: *****5678, JANE SMITH [Switch Accounts](#)

[Create](#) [Manage](#) [Trans List](#) [Manager's Queue](#) [Extract Queue](#)

[-] Card Account Summary

Account Number: ● ...5678 Outstanding Orders: \$15,949.59 5
 Account Name: JANE SMITH Unmatched Transactions: \$7,333.08 56

Billing Cycle Close Date: All [Search](#)

Total Transactions: \$7,383.49 58 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$50.41 2 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.6% 3.4%

● Open Account

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

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

Records 1 - 25 of 58
 Page: [1](#) | [2](#) | [3](#)

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Allocation Source	Last Changed By
<input type="checkbox"/>	Pending			10/10	10/13	MAID RITE OSKALOOSA	OSKALOOSA, IA	\$38.95	Ⓜ	1	Default Acct Code	System
<input type="checkbox"/>	Pending			10/10	10/12	WENDY'S #4410 Q25	OSKALOOSA, IA	\$7.79	Ⓜ	091010131658	Default Acct Code	System
<input type="checkbox"/>	Pending			10/10	10/12	HY VEE 1162	DUBUQUE, IA	\$15.06	Ⓜ		Default Acct Code	System
<input type="checkbox"/>	Pending			10/07	10/12	FIRST TO THE FINIS	800-747-9013, IL	\$30.90	Ⓜ	2000000	Default Acct Code	System
<input type="checkbox"/>	Pending			10/10	10/12	SUBWAY 00074674	OSKALOOSA, IA	\$45.52	Ⓜ	1403154100068	Default Acct Code	System

1. Select the Transaction by clicking on the **Approved Status** Column.

View and Approve Transactions- Continued

Transaction Management - Comments Tab - Windows Internet Explorer

https://access.usbank.com/cpsApp1/USBComServlet

Card Account Number: *****8043, TRACI RATHFON

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	05/27	05/28	GOOGLE*ADWS3045196323	CC@GOOGLE.COM, CA	\$560.36	(III)	8498282023	43010.508.66079.0000.4411.1017

Disputed (D) (II) (III) Trans Detail Level (A) Reallocated

Summary Allocations Transaction Line Items **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.

Comments

Save Comments

<< Back to Transaction List

R031.10b7.0 usb cool 1

2. Select the **Comments** tab.

3. This shows the details of what was purchased and for what reason.

4. Select “Back to Transaction List”

Transaction Management

Manager Approval Queue

★ Log Out

[Create](#) [Manage](#) [Trans List](#) [Manager's Queue](#) [Extract Queue](#)

Transactions **Payment Requests**

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

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

Cardholder Approver: Last Approver: Order Match Status:

Accounting Code Validation Status:

Display Transactions per page

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 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Match	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Allocation Source	Last Changed By
<input type="checkbox"/>	Pending		10/10	MAID RITE OSKALOOSA	OSKALOOSA, IA	\$38.95		...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending		10/10	WENDY'S #4410 Q25	OSKALOOSA, IA	\$7.79		...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending		10/10	SUBWAY 00074674	OSKALOOSA, IA	\$15.52		...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending		10/07	FIRST TO THE FINIS	800-747-9013, IL	\$30.90		...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending		10/10	HY VEE 1162	DUBUQUE, IA	\$15.06		...5334	Doe, Chris	Doe, Chris	Default Acct Code	System

Matched Exception Trans Detail Level Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)
 Records 1 - 5 of 5

4. Select a check box for a transaction with a *Pending* or *Pulled Back* status.

Tip! You can select the **Check all shown** link if you want to approve all the displayed transactions.

5. Click the **Approve** button. The *Transaction Management: Approve Transaction(s)* screen displays.

Transaction Management

Approve Transaction(s)

Please select an approver to forward these transaction(s) to, "Final" if no further approval is needed, or "Cancel" if you do not want to approve / forward these transactions at this time:

* = required

6

Approval Action

- Approver's Name:* [Select Approver](#)
- No further approval needed for these transactions

Summary of Transactions to be Approved

Number of Transactions: 1
Total Dollar Amount: \$1.34

7

6. To approve the transaction: Since you are the final approval manager, **select the *No further approval needed for these transactions* radio button.**

7. Click the **Approve** button. Based on your selection, the system either records the transaction as final approved. The system also removes it from the list of transactions on the *Transaction Management: Manager Approval Queue* screen.

Reject a Transaction

Transaction Management Manager Approval Queue

★ Log Out

Create Manage Trans List **Manager's Queue** Extract Queue

Transactions **Payment Requests**

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

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

Cardholder Approver: Last Approver: Order Match Status:

Accounting Code Validation Status:

Display Transactions per page

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 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Match	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Allocation Source	Last Changed By
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/10	MAID RITE OSKALOOSA	OSKALOOSA, IA	\$38.95	II	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/10	WENDY'S #4410 Q25	OSKALOOSA, IA	\$7.79	II	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/10	SUBWAY 00074674	OSKALOOSA, IA	\$15.52	II	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/07	FIRST TO THE FINIS	800-747-9013, IL	\$30.90	II	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/10	HY VEE 1162	DUBUQUE, IA	\$15.06	II	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System

Matched Exception [Trans Detail Level](#) [Reallocated](#)

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

Records 1 - 5 of 5

1 (points to the first checkbox in the table)

2 (points to the Reject button)

*You can reject a group of transactions, but it must be for the same reason

To reject a transaction:

1. Select the check box in the *Select* column for the transaction you want to reject.
2. Click the **Reject** button. The *Transaction Management: Reject Transaction(s)* screen displays.

Transaction Management

Reject Transaction(s)

* = required

Summary of Transactions to be Rejected

Number of Transactions: 1

Total Dollar Amount: \$268.12

Rejection Reason*

Please select at least one reason why you are rejecting these transactions.

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

Rejection Destination*

Please select the person you would like to reject (send) these transactions to.

- Reject each transaction to its cardholder account
- Reject each transaction to its previous approver
- Reject all transactions to an approver:

[Switch Approver](#)

Reject

Cancel

3

4

5

3. Select the appropriate *Reject Reason* check box(es).

4. If you selected the *Other check box*, then type comments.

Tip! If you select the *Other check box*, then you must type comments. You can also select more than one reject reason. Add comments to any rejection by selecting *Other as well* and typing comments.

5. Select the appropriate *Rejection Destination* radio button: Select the *Reject each transaction to its cardholder account* to send the transaction (or each transaction in the selected group) back to the cardholder.

6

Rejection Destination*

Please select the person you would like to reject (send) these transactions to.

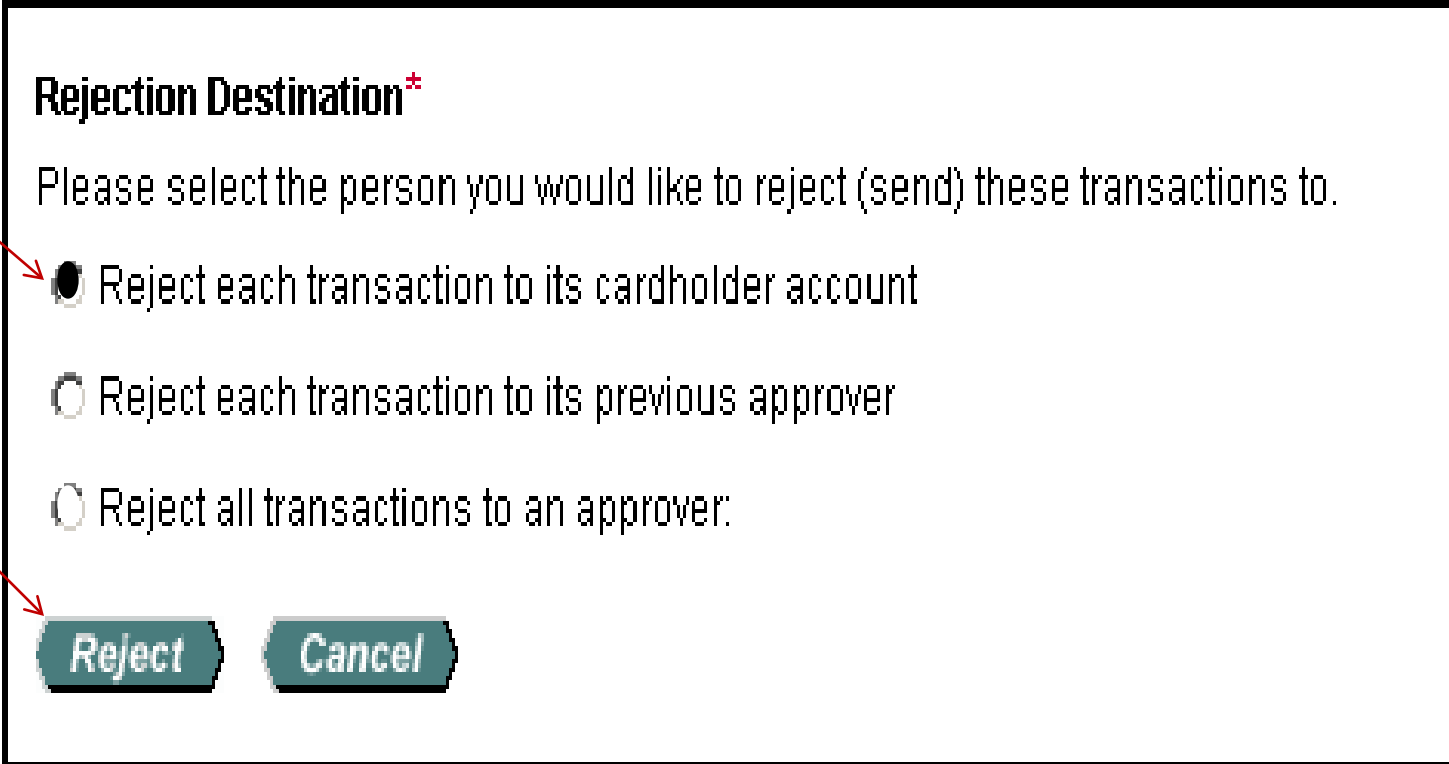
Reject each transaction to its cardholder account

Reject each transaction to its previous approver

Reject all transactions to an approver:

7

Reject **Cancel**



6. Select the **Reject each transaction to its cardholder account** radio button

7. Click the **Reject** button. The *Transaction Management: Manager Approval Queue* screen displays a confirmation message and the transaction is no longer in your approval queue.

Payment Plus
Order Management
Transaction Management
[Transaction List](#)
[Manager Approval Queue](#)
[Manager Approval History](#)
[Extract Administrator Queue](#)

[Home](#)
[Contact Us](#)

★ [Log Out](#)

Transaction Management

Manager Approval Queue

← Create
Manage
Trans List
➤ Manager's Queue
Extract Queue

i Request has been successfully completed. 8

Transactions

Payment Requests

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

Billing Cycle End Date:

Cardholder Approver:

Accounting Code Validation Status:

Approval Status:

Last Approver:

Transaction Amount:
 \$

Order Match Status:

Display Transactions per page

Search
Reset

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 - 2 of 2
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Match	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Allocation Source	Last Changed By
<input type="checkbox"/>	Pending		10/07	FIRST TO THE FINIS	800-747-9013, IL	\$30.90		...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending		10/10	HY VEE 1162	DUBUQUE, IA	\$15.06		...5334	Doe, Chris	Doe, Chris	Default Acct Code	System

Matched Exception Trans Detail Level Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)
 Records 1 - 2 of 2

Approve
Reject
Reallocate
Mass Reallocate

8. Select the **Manager Approval History** link in the *Left-Column Navigation Bar* to view the transaction. The *Transaction Management: Manager Approval History* screen displays the transaction with a **Rejected** status.

Transaction Management Manager Approval History

★ Log Out

Create Manage **Trans List** » **Manager's Queue** Extract Queue

Transactions **Payment Requests**

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria.

Billing Cycle Close Date: Last Approval Action: Pull Back Eligibility:

Cardholder Approver: Last Approver: Pending Approver:

Display Transactions per page

Search **Reset**

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

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

Note: Now Rejected

Records 1 - 3 of 3
[Check All Shown](#) | [Uncheck All Shown](#)

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	10/10	MAID RITE OSKALOOSA	\$38.95	...5334	Doe, Chris	Doe, Chris	Final Approved	
<input type="checkbox"/>	10/10	SUBWAY 00074674	\$15.52	...5334	Doe, Chris	Doe, Chris	Rejected	Cardholder
<input type="checkbox"/>	10/10	WENDY'S #4410 Q25	\$7.79	...5334	Doe, Chris	Doe, Chris	Final Approved	

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

Records 1 - 3 of 3

Pull Back

The *Transaction Management: Manager Approval History* screen displays the transaction with a **Rejected** status.

Pull Back a Transaction

As an approval manager, you can pull back a transaction after you reject it, as long as the cardholder has not approved or modified (e.g., reallocated) the transaction.

1

Payment Plus
Order Management
Transaction Management
 Transaction List
 Manager Approval Queue
 Manager Approval History
 Extract Administrator Queue

Home
Contact Us

Transaction Management ★ Log Out

Create | Manage | Trans List | **Manager's Queue** | Extract Queue

Request has been successfully completed.

Transactions | **Payment Requests**

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

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

Cardholder Approver: Last Approver: Order Match Status:

Accounting Code Validation Status:

Display Transactions per page

Search **Reset**

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 - 3 of 3
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Match	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Allocation Source	Last Changed By
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/10	SUBWAY 00074674	OSKALOOSA, IA	\$15.52	<input type="checkbox"/>	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/07	FIRST TO THE FINIS	800-747-9013, IL	\$30.90	<input type="checkbox"/>	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System
<input type="checkbox"/>	Pending	<input type="checkbox"/>	10/10	HY VEE 1162	DUBUQUE, IA	\$15.06	<input type="checkbox"/>	...5334	Doe, Chris	Doe, Chris	Default Acct Code	System

Matched Exception Trans Detail Level Reallocated

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

Records 1 - 3 of 3

Approve **Reject** **Reallocate** **Mass Reallocate**

To pull back a transaction:

1. Select the Manager Approval History link on the *Left-Column Navigation Bar*. The *Transaction Management: Manager Approval History* screen displays.

Transaction Management Manager Approval History

★ Log Out

Create Manage Trans List » **Manager's Queue** Extract Queue

Transactions **Payment Requests**

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria.

Billing Cycle Close Date: All Last Approval Action: All Pull Back Eligibility: Pending Approver: All

Cardholder Approver: All Last Approver: All Pending Approver: All

Display 25 Transactions per page

Search **Reset**

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

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

Records 1 - 3 of 3

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

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	10/10	MAID RITE OSKALOOSA	\$38.95	...5334	Doe, Chris	Doe, Chris	Final Approved	
<input type="checkbox"/>	10/10	SUBWAY 00074674	\$15.52	...5334	Doe, Chris	Doe, Chris	Rejected	Cardholder
<input type="checkbox"/>	10/10	WENDY'S #4410 Q25	\$7.79	...5334	Doe, Chris	Doe, Chris	Final Approved	

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

Records 1 - 3 of 3

Pull Back

2



3



- 2. Select the check box for the transaction you wish to pull back.
- 3. Click the **Pull Back** button.

Transaction Management Manager Approval History

★ Log Out

Create Manage Trans List **➤ Manager's Queue** Extract Queue

i Request has been successfully completed.

Transactions **Payment Requests**

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria.

Billing Cycle Close Date: Last Approval Action: Pull Back Eligibility:
 Cardholder Approver: Last Approver: Pending Approver:
 Display Transactions per page

Search **Reset**

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

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

Records 1 - 3 of 3
[Check All Shown](#) | [Uncheck All Shown](#)

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	10/10	MAID RITE OSKALOOSA	\$38.95	...5334	Doe, Chris	Doe, Chris	Final Approved	
<input type="checkbox"/>	10/10	SUBWAY 00074674	\$15.52	...5334	Doe, Chris	Doe, Chris	Pulled Back	Doe, Chris
<input type="checkbox"/>	10/10	WENDY'S #4410 Q25	\$7.79	...5334	Doe, Chris	Doe, Chris	Final Approved	

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

Records 1 - 3 of 3

Pull Back

Note the Pulled Back Status

The system removes the transaction from the *Transaction Management: Manager Approval History* screen and returns it to the list on the *Transaction Management: Manager Approval Queue* screen with a **Pulled Back** status.

View Approval History

If you are an approval manager, you can view a list of the transactions that you have previously approved or rejected, as well as the complete approval history of each transaction.

Transaction Management
Manager Approval History

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria.

Billing Cycle End Date: Last Approval Action: Cardholder Approver:

Last Approver: Pending Approver:

Show only those transactions eligible for pull back

Display Transactions per page

[Search](#) [Reset](#)

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

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

Records 1 - 9 of 9
[Check All Shown](#) | [Uncheck All Shown](#)

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	03/06	LA BTTRY WHSL 30600340	\$500.44	*****0009775281	Smith, Jane	Anderson, Richard	Approved	Jones, Kate
	01/13	OFFICE DEPOT	\$103.66	*****0009775281	Johnson, Dan	Anderson, Richard	Pulled Back	Anderson, Richard
	01/13	OFFICE DEPOT	\$103.33	*****0009775281	Smith, Jane	Anderson, Richard	Approved	Jones, Kate
	01/13	MINNESOTA WILD - TICKETS	\$268.12	*****0009775281	Johnson, Dan	Anderson, Richard	Approved	Jones, Kate
	01/13	GRANDER	\$1.60	*****0009775281	Smith, Jane	Anderson, Richard	Pulled Back	Anderson, Richard
<input type="checkbox"/>	01/13	TARGET	\$2.98	*****0009775281	Smith, Jane	Anderson, Richard	Approved	Jones, Kate
<input type="checkbox"/>	01/13	OFFICE DEPOT	\$1.34	*****0009775281	Smith, Jane	Anderson, Richard	Approved	Jones, Kate
<input type="checkbox"/>	01/09	MINNESOTA WILD - TICKETS	\$268.12	*****0009775281	Smith, Jane	Jones, Kate	Final Approved	
<input type="checkbox"/>	01/08	MINNESOTA WILD - TICKETS	\$268.12	*****0009775281	Smith, Jane	Anderson, Richard	Approved	Jones, Kate

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

Records 1 - 9 of 9

[Pull Back](#)

To view approval history:

1. From any transaction management screen, select the **Manager Approval History** link on the *Left-Column Navigation Bar*. The *Transaction Management: Manager Approval History* screen displays.
2. To view detailed approval history for a specific transaction, select a link in the *Last Action* column. The *Transaction Management: Transaction Detail* screen displays with the *Approval History* tab open.

Transaction Management

Transaction Detail

★ Log Out

Account Number: 4716555512345678, JANE SMITH

[Switch Accounts](#)

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
		01/09	01/12	MINNESOTA WILD - TICKETS	MINNEAPOLIS, MN	\$268.12	121101B180000412	EPMNBGFD

Reviewed
 Disputed
 Matched (Auto)
 Matched (Manual)
 Exception
 Reallocated
 Reallocation Locked

[Summary](#)
[Matched Order](#)
[Allocations](#)
[User Line Items](#)
[Tax Data](#)
[Comments](#)
[Approval History](#)

The Approval History tab displays approval actions taken on a transaction. To pull this transaction back from its pending approver, click "Pull Back".

Cardholder Approver: Smith, Jane
Current Pending Approver: Final

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Anderson, Richard	03/18 2:48 PM CST	Final Approved	
Smith, Jane	01/21 11:14 AM CST	Forwarded	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation
- 2 Incorrect approver sequence / additional approval needed
- 3 Incorrect or insufficient transaction comments information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect order match
- 7 Other

Key for Approver Modifications:

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

[Pull Back](#)

[<< Back to Manager Approval History](#)

This screen shows the detail from the link selected in the *Last Action* column from previous screen.

Resources Available To You

- Access Online Help Desk – (877) 887-9260
 - General Website Navigation Inquiry
 - Resetting Passwords
 - General Account Inquiry
- 24-Hour Customer Service- (800) 344-5696
 - Balance Inquiry
 - Statement Inquiry
 - Disputed Items
 - Declined Purchases
 - Card Activation
 - Lost, Stolen or Compromised Card
- Sharon Danner, PCC Coordinator: 4-2915 or sdanner@mail.sdsu.edu
- Candice Cooper, AP: 4-5246 or ccooper@mail.sdsu.edu

Congratulations!!!!

