

# APSU Corporate Card Approver Training

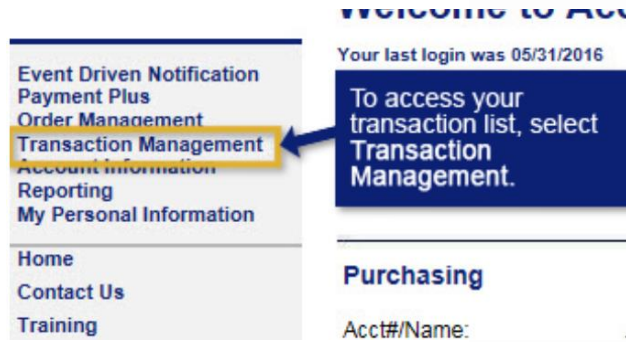
Pat Walton, Interim Director  
Lois Culwell - Buyer 1  
Casey Leffel-Account Clerk



**lead**

# Approver Training

1. Log into USBANK at [access.usbank.com](https://access.usbank.com)
2. Select Transaction Management



3. Select Manager Approval Queue:



## [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.




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# Corporate Card Reconciliation

4. Select Cardholder you are looking for or select all for all cards:




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








Cardholder Approver:  Last Approver:

Pending Approver:

Display  Transactions per page

5. Scroll to bottom on page to see transactions:



<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">03/25</a>	AMZN MKTP US*YM1DY2UD3	AMZN.COM/BILL, WA	\$88.82	
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">03/24</a>	AMZN MKTP US*0V6GC8VT3	AMZN.COM/BILL, WA	\$118.46	
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">03/24</a>	AMZN MKTP US*6R3QO78L3	AMZN.COM/BILL, WA	\$124.95	
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">03/23</a>	AMZN MKTP US*Z19IB1FO3	AMZN.COM/BILL, WA	\$14.99	
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">03/23</a>	AMZN MKTP US*5G7491BZ3	AMZN.COM/BILL, WA	\$199.00	
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">03/23</a>	AMZN MKTP US*Q37HA4Z23	AMZN.COM/BILL, WA	\$624.75	
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">03/23</a>	AMZN MKTP US*638YX6963	AMZN.COM/BILL, WA	\$93.94	



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# Corporate Card Reconciliation

6. Choose pending next to the transaction you would like to work with

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	\$13.98		04596183186027742020-03-0300003	113-2681134-86418			AI 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*109N75043	AMZN.COM/BILL, WA	\$43.95		04596183186027742020-03-0300002	113-7208371-47714			AI 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*JY88U81V3	AMZN.COM/BILL, WA	\$149.72		04596183186027742020-03-0300001	113-7315504-87946			AI 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/02	03/02	AMZN MKTP US*4V0YG3G93	AMZN.COM/BILL, WA	\$29.79		04596183186027742020-03-0200013	113-7513614-98138			AI 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*946VY8G93	AMZN.COM/BILL, WA	\$44.64		04596183186027742020-03-0200012	113-9473743-01090			AI 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*N95VQ0W53	AMZN.COM/BILL, WA	\$52.57		04596183186027742020-03-0200011	113-3693318-26498			AI 110001 - 32401 - 74510 - 450

7. On transaction summary, select Transaction Line Items to see the transaction details if available

**Transaction Summary**

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	13.98		113-2681134-86418		AI 110001 - 32401 - 74510 - 450

Disputed 
   Trans Detail Level 
  Reallocated 
  Upload Attachments

[Summary](#) | [Allocations](#) | [Transaction Line Items](#) | [Comments](#) | [Approval History](#)

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

**Approval Actions**



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# Corporate Card Reconciliation

8. Select the paperclip to ensure all documentation for the transaction is attached.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	13.98		113-2681134-86418		AJ  110001 - 32401  - 74510 - 450

Disputed Trans Detail Level Reallocated Upload Attachments

Summary | Allocations | Transaction Line Items | Comments | Approval History

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

**Approval Actions**

9. Once transaction has been reviewed, you will need to approve the transaction one of two ways:

a. Select approve on the summary tab

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	13.98		113-2681134-86418		AJ  110001 - 32401  - 74510 - 450

Disputed Trans Detail Level Reallocated Upload Attachments

Summary | Allocations | Transaction Line Items | Comments | Approval History

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

**Approval Actions**



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# Corporate Card Reconciliation

10. Then select Approve:

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
	03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	13.98		113-2681134-86418

[Disputed](#) [Trans Detail Level](#) [Reallocated](#) [Upload Attachments](#)

Summary | Allocations | Transaction Line Items | 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.

<b>Transaction</b>		<b>Reference Information</b>	
Date:	03/02/2020	Billing Cycle:	Open
Purchase ID:	113-2681134-86418	Posting Date:	03/03/2020
Total Amount:	13.98	Reference Number:	55432860062200889343786
Memo Post:	Yes	Authorization Number:	025090

Sales Tax:	0.00	<b>Most Recent Extract Dates</b>
Freight:	0.00	Financial Extract:
		General Ledger Extract:
		Payment Extract:

<b>Merchant</b>		<b>Currency</b>	
Name:	AMZN MKTP	Billing Currency:	U.S. Dollar
	US*J31WR0B73	Source Currency:	U.S. Dollar
City, State/Province:	AMZN.COM/BILL, WA	Source Currency Amt:	13.98
Transaction Type:	MASTERCARD MC		
	PURCHASE		

<b>Merchant Category Code (MCC):</b>	5942
<b>MCC Description:</b>	BOOK STORES

[Approve](#) [Print Transaction](#)

- none

<b>Dispute</b>	<b>Sales Draft Requests</b>
Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.	
<a href="#">Dispute</a>	

[Dispute History](#)



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# Corporate Card Reconciliation

b. On transaction list, select the transaction(s) by putting a check in the box(es):

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input checked="" type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	\$13.98		04596183186027742020-03-0300003	113-2681134-86418			AM110001 32401 74510 450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*109N75043	AMZN.COM/BILL, WA	\$43.95		04596183186027742020-03-0300002	113-7208371-47714			AM110001 32401 74510 450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*JY88U81V3	AMZN.COM/BILL, WA	\$149.72		04596183186027742020-03-0300001	113-7315504-87946			AM110001 32401 74510 450
<input type="checkbox"/>	Pending		03/02	03/02	AMZN MKTP US*4V0YG3G93	AMZN.COM/BILL, WA	\$29.79		04596183186027742020-03-0200013	113-7513614-98138			AM110001 32401 74510 450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*946VY8G93	AMZN.COM/BILL, WA	\$44.64		04596183186027742020-03-0200012	113-9473743-01090			AM110001 32401 74510 450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*N95VQ0W53	AMZN.COM/BILL, WA	\$52.57		04596183186027742020-03-0200011	113-3693318-26498			AM110001 32401 74510 450

14. Select approve on the bottom.

**Transaction List**

Records 1 - 20 of 20

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City
<input checked="" type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J31WR0B73	AM.
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*109N75043	AM.
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*JY88U81V3	AM.
<input type="checkbox"/>	Pending		03/02	03/02	AMZN MKTP US*4V0YG3G93	AM.
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*946VY8G93	AM.
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*N95VQ0W53	AM.
<input type="checkbox"/>	Pending		03/01	03/02	AMAZON.COM*5N3JE23J3	AM.
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*PK9B86UY3	AM.
<input type="checkbox"/>	Pending		03/01	03/02	AMAZON.COM*6B09B4K33	AM.
<input type="checkbox"/>	Pending		02/29	03/02	AMZN MKTP US*SM8857HM3	AM.
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*ZA83N0I23	AM.
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*VV6PM3X13	AM.
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*LZ16U0HW3	AM.
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*BY2AL7RD3	AM.
<input type="checkbox"/>	Pending		03/01	03/02	AMAZON.COM*SE0OW1OV3 A	AM.
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*B857G2E43	AM.
<input type="checkbox"/>	Pending		02/28	02/28	AMZN MKTP US*4C59D60C3	AM.
<input type="checkbox"/>	Pending		02/26	02/27	AMZN MKTP US*LU5AL7ET3	AM.
<input type="checkbox"/>	Pending		02/26	02/26	AMZN MKTP US*8010P6N43	AM.
<input type="checkbox"/>	Pending		02/25	02/26	AMZN MKTP US*LH9HS6UN3	AM.

Disputed  
  Reallocated  
  Trans Detail Level  
  Upload Attachments

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

Records 1 - 20 of 20



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# Corporate Card Approval

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