

APSU Corporate Card Reconciliation Training

Pat Walton - Interim Director

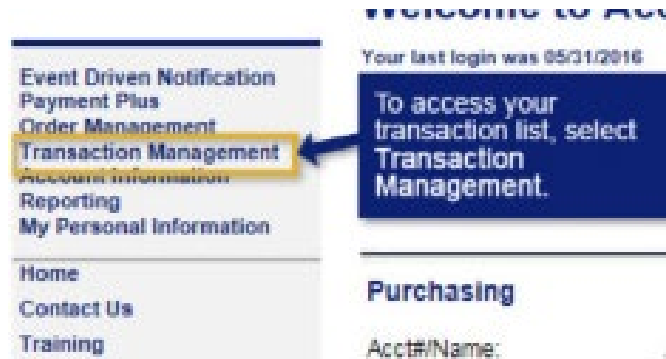
Lois Culwell - Buyer 1

Casey Leffel - Account Clerk



Corporate Card Reconciliation

1. Log into USBANK at access.usbank.com
2. Select Transaction Management



3. Select Corporate Card

Transaction Management Select Product

Please select a product line to manage from the list below:

[Purchasing Card](#)

[Corporate Card/One Card/Other](#)



Corporate Card Reconciliation

4. Select View Pending Transactions:

[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 transactions list.

5. Choose Billing Cycle Close Date you are wishing to review:

Billing Cycle Close Date:

Open Account



[+] Search Criteria

[-] Transaction List

Records 1 - 20 of 20



Corporate Card Reconciliation

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



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*J11WR0B73	AMZN.COM/BILL, WA	\$13.98		0459618318627742828-43-0300003	113-2681134-86418			AJ 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*189K75043	AMZN.COM/BILL, WA	\$43.95		0459618318627742828-43-0300002	113-7280371-47714			AJ 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*JNB8UBV93	AMZN.COM/BILL, WA	\$149.72		0459618318627742828-43-0300001	113-7315504-87946			AJ 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/02	03/02	AMZN MKTP US*4V0Y63693	AMZN.COM/BILL, WA	\$29.79		0459618318627742828-43-0200013	113-7513614-98138			AJ 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*943Y10051	AMZN.COM/BILL, WA	\$44.64		0459618318627742828-43-0200012	113-9473742-01050			AJ 110001 - 32401 - 74510 - 450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*85N000H53	AMZN.COM/BILL, WA	\$52.57		0459618318627742828-43-0200011	113-3693318-26488			AJ 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		AJ 110001 - 32401 - 74510 - 450

Disputed Trans Detail Level Reallocated Upload Attachments

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

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

Approval Actions

Corporate Card Reconciliation

8. Select allocations tab to reallocate transaction

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		A 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

9. If not using the default FOAP, change your accounting information to the current FOAP.
 If multiple FOAPs are being used, select ADD for each additional FOAP and put the amount beside each one.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	D1 (t)	FUND (t)	D2 (t)	ORG (t)	D3 (t)	ACCOUNT (t)	D4 (t)	PROGRAM (t)	Favorite
<input type="checkbox"/>	\$ 13.98	OR 100.00 %	A * a		110001 *	-	32401 *	-	74510 *	-	450 *	Add as Favorite

 Search

Total Allocated: \$ 13.98 100.00 % Apply Accounting Code:

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s):

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

Corporate Card Reconciliation

10. Select the paperclip to attach all documentation for the transaction

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		A 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

11. Once the transaction has been reallocated and receipt attached, you will need to approve it one of two ways:

a. Select approve on the summary tab (to approve each transaction separately)

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		A 110001 - 32401 - 74510 - 450

Disputed Trans Detail Level Reallocated Upload Attachments

Summary Allocations Transaction Line Items Comments Approval History

Approval History tab displays approval actions taken on a transaction.

Approval Actions

Corporate Card Reconciliation

12. Then select Approve if you did make the transaction:

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.

Transaction		Reference Information	
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	Most Recent Extract Dates	
Freight:	0.00	Financial Extract:	
		General Ledger Extract:	
		Payment Extract:	
Merchant		Currency	
Name:	AMZN MKTP US*J31WR0B73	Billing Currency:	U.S. Dollar
City, State/Province:	AMZN.COM/BILL, WA	Source Currency:	U.S. Dollar
Transaction Type:	MASTERCARD MC PURCHASE	Source Currency Amt:	13.98
Merchant Category Code (MCC):	5942		
MCC Description:	BOOK STORES		

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

- none

Dispute [Sales Draft Requests](#)

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

[Dispute](#)

[Dispute History](#)



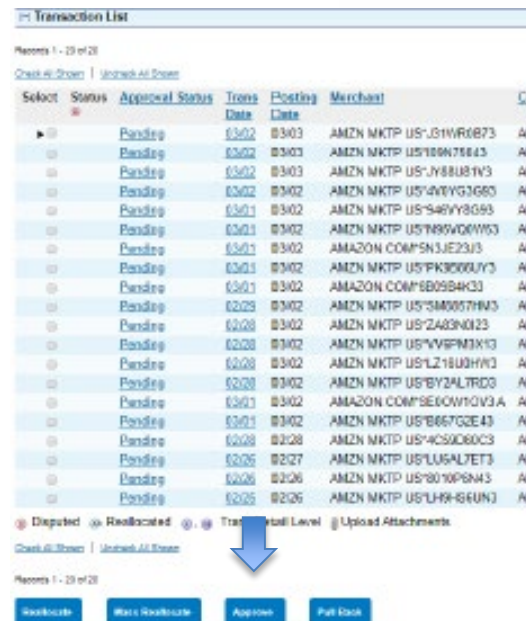
Corporate Card Reconciliation

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



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*J11WR0B73	AMZN.COM/BILL, WA	\$15.98		0459618318627742020-43-030003	113-261134-86416			AM1100014324011-045101458
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J19A75043	AMZN.COM/BILL, WA	\$43.95		0459618318627742020-43-030003	113-720371-47714			AM1100014324011-045101458
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J188U81V3	AMZN.COM/BILL, WA	\$149.72		0459618318627742020-43-030001	113-731554-87946			AM1100014324011-045101458
<input type="checkbox"/>	Pending		03/02	03/02	AMZN MKTP US*4V0Y63693	AMZN.COM/BILL, WA	\$29.79		0459618318627742020-43-020013	113-751364-98138			AM1100014324011-045101458
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*949V10693	AMZN.COM/BILL, WA	\$44.64		0459618318627742020-43-020012	113-9473142-01060			AM1100014324011-045101458
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*185V03053	AMZN.COM/BILL, WA	\$62.57		0459618318627742020-43-020011	113-369316-26488			AM1100014324011-045101458

14. Select approve on the bottom to approve all selected transactions at once.



Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J11WR0B73	AWK
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*106N75643	AWK
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*JY88U81V3	AWK
<input type="checkbox"/>	Pending		03/02	03/02	AMZN MKTP US*4V0Y63693	AWK
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*949V10693	AWK
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*185V03053	AWK
<input type="checkbox"/>	Pending		03/01	03/02	AMAZON COMPEN3JE23J3	AWK
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*PK3000UY3	AWK
<input type="checkbox"/>	Pending		03/01	03/02	AMAZON COMPENB09B4K33	AWK
<input type="checkbox"/>	Pending		02/29	03/02	AMZN MKTP US*SM0057HM3	AWK
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*2403N023	AWK
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*VVPN3X13	AWK
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*L218U3HW3	AWK
<input type="checkbox"/>	Pending		02/28	03/02	AMZN MKTP US*BY2ALTRD3	AWK
<input type="checkbox"/>	Pending		03/01	03/02	AMAZON COMPEN0W1CV3A	AWK
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*B667GZE43	AWK
<input type="checkbox"/>	Pending		02/28	02/28	AMZN MKTP US*4C59D6DC3	AWK
<input type="checkbox"/>	Pending		02/26	02/27	AMZN MKTP US*LU5ALJ7E3	AWK
<input type="checkbox"/>	Pending		02/26	02/26	AMZN MKTP US*8010P6H43	AWK
<input type="checkbox"/>	Pending		02/26	02/26	AMZN MKTP US*LH9466UN3	AWK

Disputed Reallocated Transaction Level Upload Attachments



Corporate Card Reconciliation

15. If you did not make the transaction, you will need to dispute the transaction. Click on pending beside the transaction.



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		0459618318627742828-43-0300003	113-2681134-86418			A 110001 -32401 -74510 -450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	\$43.95		0459618318627742828-43-0300002	113-7280371-47714			A 110001 -32401 -74510 -450
<input type="checkbox"/>	Pending		03/02	03/03	AMZN MKTP US*J31WR0B73	AMZN.COM/BILL, WA	\$149.72		0459618318627742828-43-0300001	113-7315534-87946			A 110001 -32401 -74510 -450
<input type="checkbox"/>	Pending		03/02	03/02	AMZN MKTP US*4VDP63993	AMZN.COM/BILL, WA	\$29.79		0459618318627742828-43-0200013	113-7513614-98138			A 110001 -32401 -74510 -450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*949V10693	AMZN.COM/BILL, WA	\$44.64		0459618318627742828-43-0200012	113-9473742-01060			A 110001 -32401 -74510 -450
<input type="checkbox"/>	Pending		03/01	03/02	AMZN MKTP US*185N1001653	AMZN.COM/BILL, WA	\$62.57		0459618318627742828-43-0200011	113-3693318-26408			A 110001 -32401 -74510 -450

16. Select the Summary tab

Transaction Summary

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



Corporate Card Reconciliation

17. Then select Dispute.
This will take you to another screen where you will choose why you are disputing the charge.

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.

Transaction		Reference Information	
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	Most Recent Extract Dates
Freight:	0.00	Financial Extract:
		General Ledger Extract:
		Payment Extract:

Merchant

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

Merchant Category Code (MCC): 5942
MCC Description: BOOK STORES

Approve | Print Transaction

- none

Dispute | Sales Draft Requests

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

Dispute

Dispute History

