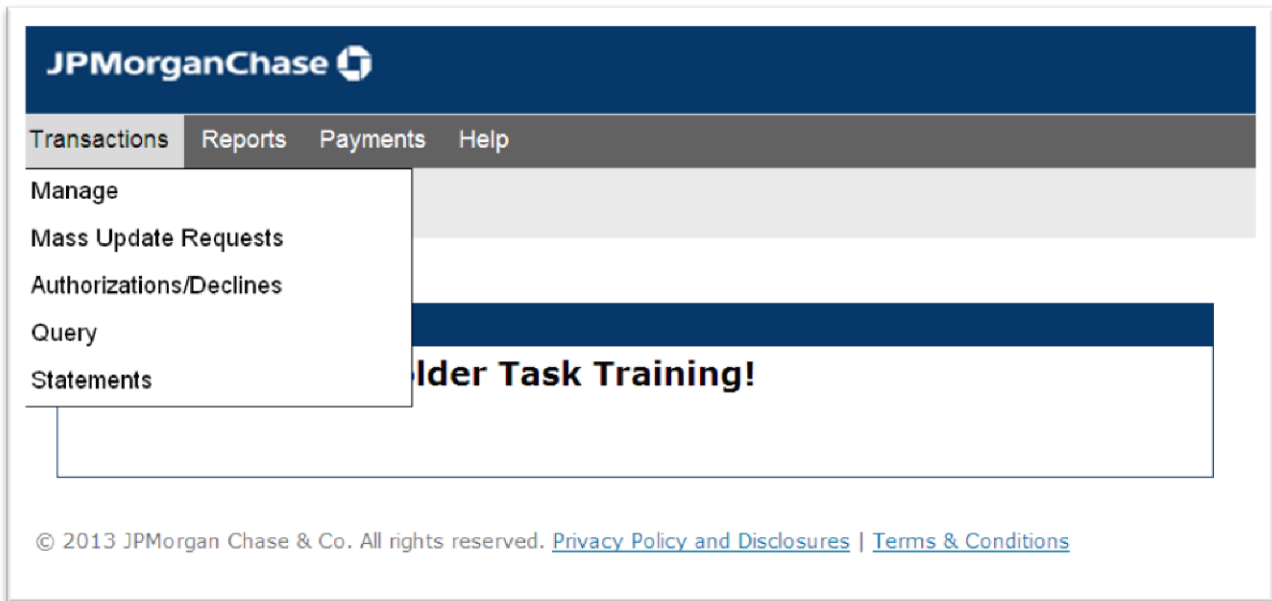
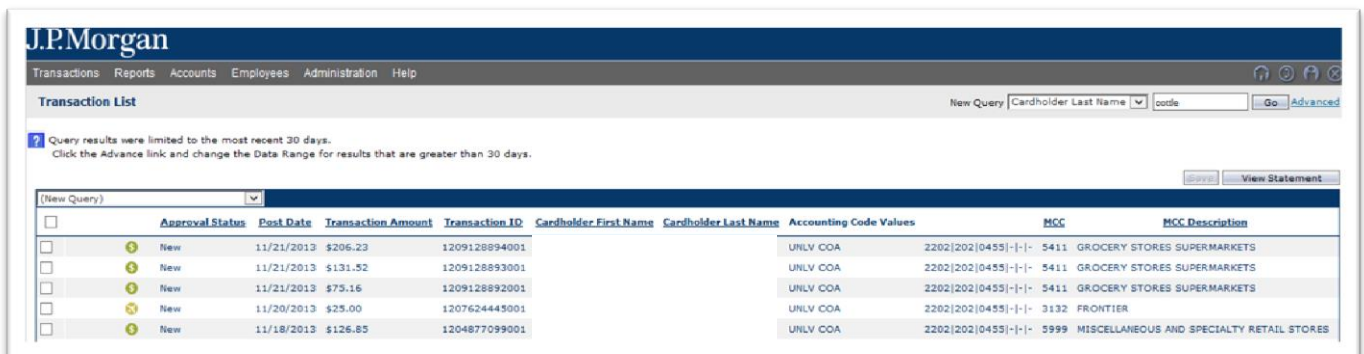


# Transaction Review

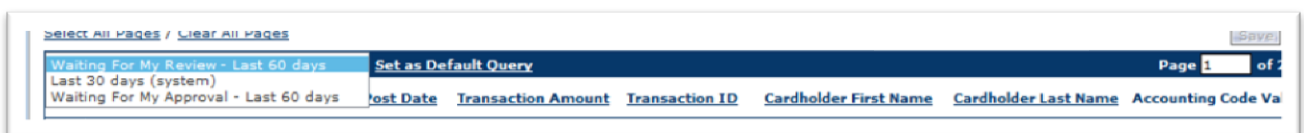
To review your transactions you will use the menu option **Transactions**



Under transactions click **Manage**. This will take you to the Transaction List Screen.



The **Transaction List** screen displays transactions which have posted to your account.



To see only the items that you need to review click the drop down menu and select *Waiting for My Review-last 60 days*

From the **Transaction List**, you can click on a transaction to view the transaction details.

By selecting a transaction, the **Transaction Detail** screen is populated.

General Information Addendum History |< <Previous 1 of 582 Next> >|

Save Add Lines Dispute

Settlement Method Commercial Card  
Transaction Type Purchase  
Account Number \*\*\*\*\*7868  
Transaction Date 11/20/13  
Post Date 11/21/13  
MCC 5943  
Merchant OFFICEMAX CT\*IN#375610  
877-969-6629, IL, US  
Original Merchant OFFICEMAX CT\*IN#375610  
Parent Merchant OFFICEMAX CT\*IN#375610  
Exported ☐  
Customer Code 717  
Micro Reference 05436843325000098572690  
Authorization Number 050105  
Transaction ID 1209128888001

Approval Status New  
Reviewed ☒

Accounting Codes  
Chart of Accounts UNLV COA  
\* Fund 1111  
\* Agency 222  
\* Orgn 3333  
Sorg  
\* Obj 30  
\* Subj 12

Transaction Custom Fields

Transaction Notes  
JM / Office Supplies Copy paper, Bic pens, 2 printer cartridges for 3050 HP printer.  
2916 characters remaining.

|< <Previous 1 of 582 Next> >|

General Information Addendum History

Save Add Lines Dispute

Settlement Method Commercial Card  
Transaction Type Purchase  
Account Number \*\*\*\*\*7868  
Transaction Date 11/20/13  
Post Date 11/21/13  
MCC 5943  
Merchant OFFICEMAX CT\*IN#375610  
877-969-6629, IL, US  
Original Merchant OFFICEMAX CT\*IN#375610  
Parent Merchant OFFICEMAX CT\*IN#375610  
Exported ☐  
Customer Code 717  
Micro Reference 05436843325000098572690  
Authorization Number 050105  
Transaction ID 1209128888001

Original Currency USD  
Original Amount \$67.05  
Tax \$0.00  
Settlement Currency USD  
Total \$67.05

The left side of the screen contains the purchase information like:

- Transaction date
- Merchant
- The Amount of the purchase

The Right Side is where you will populate the account information and descriptions.

This screenshot shows the right-hand portion of a transaction entry form. At the top, the 'Approval Status' section has a 'Reviewed' checkbox that is checked. Below this is the 'Accounting Codes' section, which includes a 'Chart of Accounts' dropdown set to 'UNLV COA' and several input fields for 'Fund' (1111), 'Agency' (222), 'Orgn' (3333), 'Sorg' (blank), 'Obj' (30), and 'Sobj' (12). Further down is the 'Transaction Custom Fields' section, which is currently empty. At the bottom is the 'Transaction Notes' section, containing a text area with the entry: 'JM / Office Supplies Copy paper, Bic pens, 2 printer cartridges for 3050 HP printer.' Below the text area, it indicates '2916 characters remaining.'

Mark the transaction as **reviewed**.

Fill in the Fund

Fill in the Agency

Fill in the Orgn

Leave the Sorg Blank

Fill in the Obj

Fill in the Sobj

Enter a **detailed** description of what was purchased.

Note: The transaction notes are required and will show up on your Statement of Account.

This screenshot shows the left-hand portion of the transaction entry form. At the top, there are tabs for 'General Information', 'Addendum', and 'History', with 'General Information' selected. Below the tabs are three buttons: 'Save', 'Add Lines', and 'Dispute'. The main area contains transaction details: 'Settlement Method' (Commercial Card), 'Transaction Type' (Purchase), 'Account Number' (\*\*\*\*\*7868), 'Transaction Date' (11/20/13), 'Post Date' (11/21/13), 'MCC' (5942), 'Merchant' (OFFICEMAX CT\*IN#375610), 'Original Merchant' (OFFICEMAX CT\*IN#375610), 'Parent Merchant' (OFFICEMAX CT\*IN#375610), 'Exported' (checkbox), 'Customer Code' (717), 'Micro Reference' (0543684332500098572690), 'Authorization Number' (050105), and 'Transaction ID' (1209128888001). Below these are currency details: 'Original Currency' (USD), 'Original Amount' (\$67.05), 'Tax' (\$0.00), 'Settlement Currency' (USD), and 'Total' (\$67.05). On the right side of this section, there is a smaller version of the 'Approval Status' and 'Accounting Codes' section seen in the first screenshot. At the bottom right, there is a 'Transaction Notes' section with the same text as the first screenshot. At the very bottom, there are navigation links: '< <Previous 1 of 582 Next> >|'.

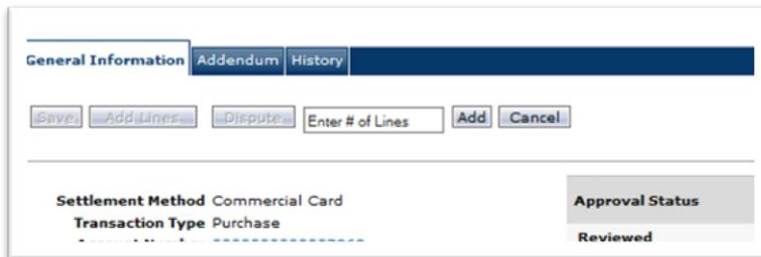
Click **Save**

From here you can go to the next transaction by clicking **Next**.

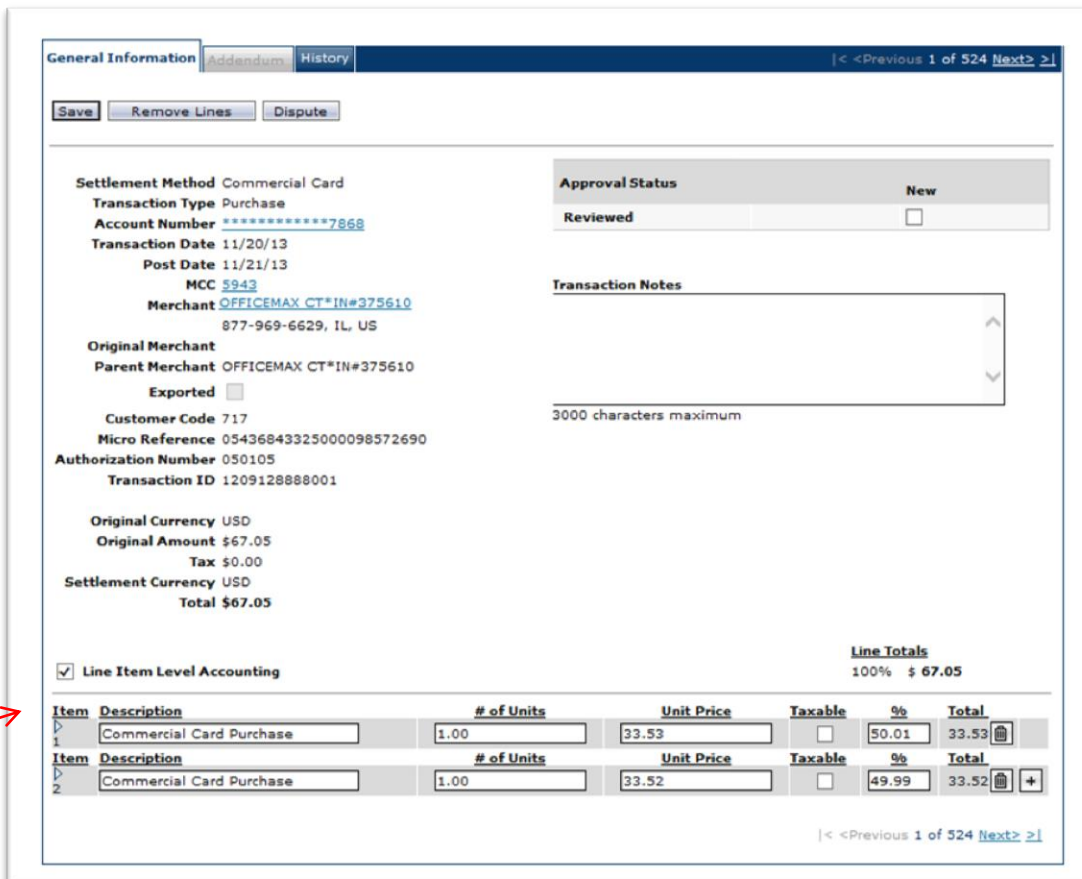
## Distributing your transaction across multiple account lines



- Click on *Add Lines*



- Enter the number of account lines
- Click *Add*



Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	33.53	<input type="checkbox"/>	50.01	33.53
2	Commercial Card Purchase	1.00	33.52	<input type="checkbox"/>	49.99	33.52

Your multiple lines will now appear at the bottom of the screen.

To access the accounting information click on the item number.

Original Amount \$67.05  
Tax \$0.00  
Settlement Currency USD  
Total \$67.05

☒ Line Item Level Accounting

Line Totals  
100% \$ 67.05

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	33.53	<input type="checkbox"/>	50.01	33.53

Accounting Codes  
Chart of Accounts UNLV COA  
\* Fund 2202  
\* Agency 202  
\* Orgn 0253  
Sorg  
\* Obj  
\* Sobj

Transaction Custom Fields

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	33.52	<input type="checkbox"/>	49.99	33.52

< Previous 1 of 582 Next >

The system will automatically split the amount between the number of lines you choose.

You can adjust the allocation based on any combination of: # of units, unit price or percentage.

Line Totals  
100% \$ 67.05

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	45.00	<input type="checkbox"/>	67.11	45.00

Accounting Codes  
Chart of Accounts UNLV COA  
\* Fund 1111  
\* Agency 222  
\* Orgn 3333  
Sorg  
\* Obj 30  
\* Sobj 12

Transaction Custom Fields

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	22.05	<input type="checkbox"/>	32.89	22.05

Accounting Codes  
Chart of Accounts UNLV COA  
\* Fund 2222  
\* Agency 333  
\* Orgn 1111  
Sorg  
\* Obj 30  
\* Sobj 12

Transaction Custom Fields

Once you change the first line the system will automatically calculate the remaining amount for the next line.

Enter the Fund, Agency, Orgn, Obj and Sobj for each account line.

General Information | Addendum | History < Previous 1 of 582 Next >

Save Remove Lines Dispute

Settlement Method Commercial Card  
Transaction Type Purchase  
Account Number \*\*\*\*\*7868  
Transaction Date 11/20/13  
Post Date 11/21/13  
MCC 5943  
Merchant OFFICEMAX CT\*IN#375610  
877-969-6629, IL, US  
Original Merchant  
Parent Merchant OFFICEMAX CT\*IN#375610  
Exported ☐  
Customer Code 717  
Micro Reference 05436843325000098572690  
Authorization Number 050105  
Transaction ID 1209128888001

Approval Status  
New  
Reviewed ☐

Transaction Notes  
JM ? Office Supplies Copy Paper, Big Pens, Printer cartridges for 3050 printer.  
2921 characters remaining.

Original Currency USD  
Original Amount \$67.05  
Tax \$0.00  
Settlement Currency USD  
Total \$67.05

☒ Line Item Level Accounting

Line Totals  
100% \$ 67.05

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	45.00	<input type="checkbox"/>	67.11	45.00

Accounting Codes  
Chart of Accounts UNLV COA  
\* Fund 1111  
\* Agency 222  
\* Orgn 3333

Transaction Custom Fields

Click reviewed.

The description will only have to be entered once.

Remember to Click **Save**.