

CREDIT CARD PROGRAM APPROVER NOTES AND PROCEDURE

What the cardholder will do first:

1. At the end of each month or the beginning of the next month, Cardholders or their backup Reconcilers will do the following:
 - a. Go online and fill in an explanation for each transaction
 - b. Indicate whether they have a receipt
 - c. Print the statement
 - d. Attached the receipts
 - e. For alcohol purchases, Cardholders will need to get your signature on the receipt or other form that includes names of guests entertained and the reason the alcohol was necessary/appropriate.
 - f. Send the statement and receipts to the Business Office for storage and auditing. Statements containing large purchases should be routed through supervisors and then sent to the Business Office
 - g. Hitting the “review complete” button sends a message for you to approve the statement.

Deadlines: You have a minimum of (4) days to complete the on-line approval.

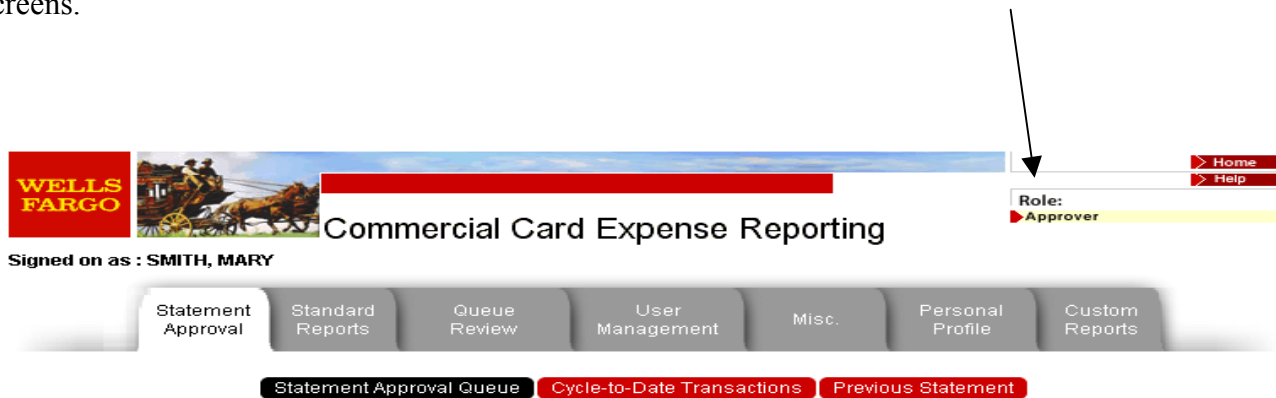
If you miss the deadline for approving the statement (10 days from the time the cardholder is notified the statements are ready), the Business Office will ask you to sign that statement indicating your approval.

Important: The system tracks missed approvals by individual and that information is requested during the audit at year end by our auditors.

CARDHOLDER LIST

A list of cardholder statements you currently need to approve will appear and will look like the following.

If you are also a cardholder, you will notice a role selection box that may need to be adjusted. Click on the approver role to move the red arrow to “approver.” You will then have access to all “approver” screens.



Statement Approval Queue

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Select	Cardholder Name ▲	Card Number ▲	Start Date ▲	End Date ▲	Charges ▲	OOP ▲	Total ▲	Status ▲
<input type="radio"/>	BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	3000.00	0.00	3000.00	Approved
<input type="radio"/>	CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	03/01/20xx	03/31/20xx	2505.50	14.55	2520.05	CH Reviewed
<input type="radio"/>	COX, MARY	xxxx-xxxx-xxxx-2133	03/01/20xx	03/31/20xx	4623.95	880.50	5504.45	Open
<input type="radio"/>	EVANS, JERRY	xxxx-xxxx-xxxx-2234	03/01/20xx	03/31/20xx	4524.90	851.90	5376.80	Open
<input type="radio"/>	GORDON, ANDREW	xxxx-xxxx-xxxx-2335	03/01/20xx	03/31/20xx	4425.85	822.13	5247.98	Open
<input type="radio"/>	HOWELL, CANDI	xxxx-xxxx-xxxx-2436	03/01/20xx	03/31/20xx	4326.80	793.17	5119.97	CH Reviewed
<input type="radio"/>	KING, TOM	xxxx-xxxx-xxxx-2537	03/01/20xx	03/31/20xx	300.00	764.21	1064.21	CH Reviewed
<input checked="" type="radio"/>	KLINE, JACK	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	4904.23	82.00	4986.23	Open
<input type="radio"/>	MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	3203.73	14.55	3218.28	CH Reviewed
<input type="radio"/>	WAGNER, JUDY	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	4500.00	706.29	5206.29	Open
<input type="radio"/>	WEST, JASON	xxxx-xxxx-xxxx-2840	03/01/20xx	03/31/20xx	(3930.60)	0.00	(3930.60)	Open
<input type="radio"/>	WRIGHT, JOSH	xxxx-xxxx-xxxx-2941	03/01/20xx	03/31/20xx	3831.55	648.37	4479.92	Open

[View Statement](#)

- Select the cardholder you wish to approve by clicking a name in the select column. The following will appear.

STATEMENT APPROVAL

Select the “Approval Complete” button when you have finished looking over the cardholder’s expenses

Statement Approval

The screenshot shows the 'Statement Approval' interface. At the top, there is a navigation menu with buttons for 'Statement Approval', 'Standard Reports', 'Queue Review', 'Existing Users', 'Misc.', and 'Custom Reports'. Below this, there are two tabs: 'Statement Approval Queue' (highlighted in red) and 'Cycle-to-Date Transactions'. The main content area is titled 'Current Transactions' and contains a form for 'Cardholder Name' and 'Card Number'. Below the form is a table of 'Charges' with columns for 'Select', 'Transaction Date', 'Posting Date', 'Merchant Name', 'Merchant City, State', 'Custom Fields', 'G/L Code', 'Receipt Attached', and 'Amount/Original Currency Amount'. The table lists three transactions from 'FORGET-ME-NOT FLORIST' with a total amount of 173.80. At the bottom of the table, there are several action buttons: 'Split and Reclassify', 'Reclassify', 'Description', 'Dispute', 'Copy Request', 'Reclassify All', and 'Add Description to All'. Below these buttons are four more buttons: 'Print', 'Save', 'Approval Complete', and 'Back'. An arrow points to the 'Approval Complete' button.

Select	Transaction Date	Posting Date	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Receipt Attached	Amount/Original Currency Amount
<input type="checkbox"/>	09/02/2004	09/03/2004	FORGET-ME-NOT FLORIST	507-645-4956, MN	Unit: 16102	78600	<input type="checkbox"/>	28.95
<input type="checkbox"/>	09/02/2004	09/03/2004	FORGET-ME-NOT FLORIST	507-645-4956, MN	Unit: 16102	78600	<input type="checkbox"/>	76.95
<input type="checkbox"/>	09/04/2004	09/06/2004	FORGET-ME-NOT FLORIST	507-645-4956, MN	Unit: 16102	78600	<input type="checkbox"/>	67.90
Total								173.80

Approve the card expenses by clicking “Approval Complete”

Once you have selected the Approval complete button. Please send the statement with the receipts attached to the Business Office.

Each transaction should have a description of what was purchased completed by the cardholder or reconciler. Descriptions can be added up to 1 month after the statement has closed.

Tip: The System will time out after 10 minutes. Please remember to save often. You know you have timed out if the system sends you back to the sign-on screen.