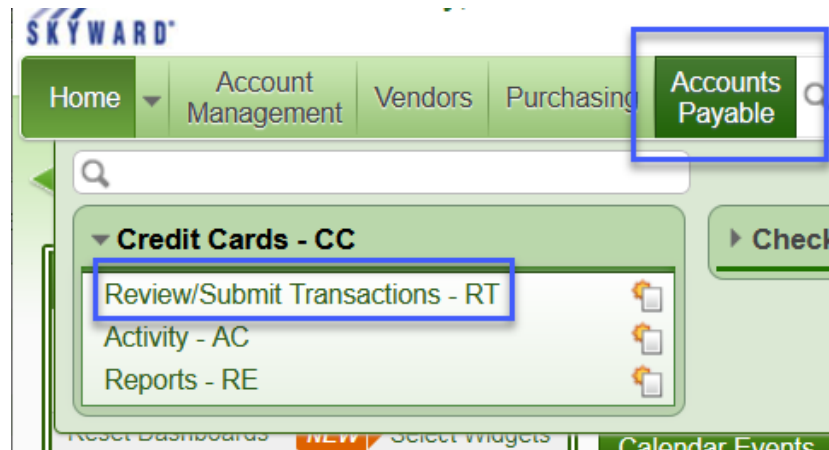


Review/Submit Credit Card Transactions

This option is used for the verification, coding and submitting of receipts for approval.

Step 1

To access your credit card transactions, go to Financial Management / Accounts Payable / Credit Cards / then click on Review/Submit Transactions



The Review/Submit Transactions browse will open and display all transactions for the user. Transactions can be expanded to view the details. On the right side of your screen will be the buttons for you to use to review and submit your transactions.

View = Opens the transaction for you to review the information.

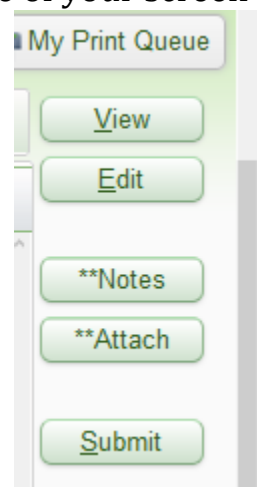
Edit = Opens the transaction for you to code the transaction.

Notes = Notes can be added for the transaction. Asterisks here designate that there is a note for this transaction.

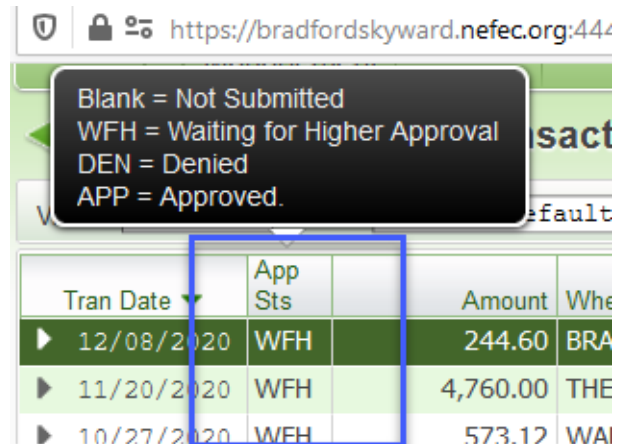
Attachments = Attachments can be added for the transaction. Asterisks designate that there is an attachment(s) for this transaction

Submit = Used to submit the transaction(s) for approval after your review and coding.

*** The Submit button is available on transactions not submitted, waiting for approval (WFH) or have been denied. ***



If you hover over the App Sts column it will explain the status of your transaction.

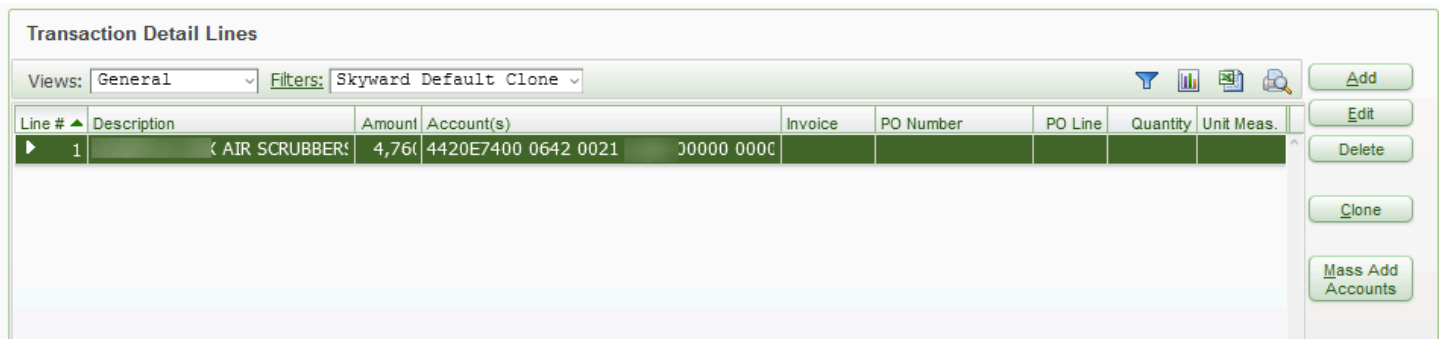


When you select Edit, the Credit Card Transaction Maintenance screen will pop up and display your transaction information. The top section shows the Credit Card Transaction Master information.

*****!!! DO NOT EDIT THE MASTER INFORMATION IE: Vendor or amount. ***!!!**

If vendor is not in Skyward, it would stop the process of reconciling.

The bottom section of the Credit Card Transaction Maintenance screen will display the transaction details. Click Edit to add the account strip(s) for your transaction.



Line #	Description	Amount	Account(s)	Invoice	PO Number	PO Line	Quantity	Unit Meas.
1	AIR SCRUBBER	4,760	4420E7400 0642 0021	00000 0000				

At the top right are the submit and save for later buttons.

Submit For Approval = When the entry is complete and ready for approval.

Save and Finish Later = Saves your data that you have entered and will not change the status of the transaction

