elcome to Access Online			🚵 • 🔊 - 📼	🖶 🔹 Page 🗸 Safety 🕶 Tools 🗸
6. Bank Access®	Online			
				Our Payment Products
sbank.	Welcome to Acc	ess Online!		
actUs	Please enter the information	elow and login to begin.		
1	Organization Short Name:		Key in the following ir	
	User ID:		Drganization Short N	ame: TUCSUN
			Jser Id:	
	Password:	L L	Password:	
	Login			
	Forgot your password?			
	Register Online			
	Website/Browser Requireme	<u>its</u>		
f us serving you	·			
wing and	Approving Pr	ocard		
_	Approving Pr	ocard		· Page • Safety • Tgols • 🕢 • 🖽
Welcome To Access Online		ocard		· <u>Page • Safety • Tools • 💽 • 🕼</u> rustees California State Univ
Welcome To Access Online		ocard	;	
Welcome To Access Online	Online		;	rustees California State Univ Our Payment Products Logout
Welcome To Access Online .S. Bank Access®	Online Message(s) from Acce		Tr	rustees California State Univ
Welcome To Access Online .S. Bank Access® Sbank.	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program	is Online tch your program limits and streamlin nanagement and reporting tool. This v	Tr e payment processes with Access web-enabled tool offers a feature-rich	rustees California State Univ Our Payment Products Logout Account Activity
Welcome To Access Online S. Bank Access® Sbank.	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere wi	s Online tch your program limits and streamlin nanagement and reporting tool. This v jured and deployed to meet your uniq h Access Online.	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online S. Bank Access® Sbank. Isochon Management om Information orting	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere w	IS Online tch your program limits and streamlin anagement and reporting tool. This gured and deployed to meet your uniq h Access Online.	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online S. Bank Access® Sbank. Isbank. Isbank. Internation Personal Information ne	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere will Effective July 1, 2010, there will have been updated. Any client u	IS Online tch your program limits and streamlin nanagement and reporting tool. This v pured and deployed to meet your uniq h Access Online. we sales tax changes in Canada. Acce sing a custom tax table will need to up	rr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online .S. Bank Access® Sbank. Isbank. Insaction Management room Information Personal Information ne	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere will have been updated. Any client to nlease contact the Helpdesk at	IS Online tch your program limits and streamlin nanagement and reporting tool. This v pured and deployed to meet your uniq h Access Online. we sales tax changes in Canada. Acce sing a custom tax table will need to up	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions,	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online .S. Bank Access® Sbank. Isotom Management South Information Personal Information me	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere wi Effective July 1, 2010, there will have been updated. Any client to nease contact the Helpdesk at Blenn nue sur Access Online! 1	IS Online tch your program limits and streamlin nanagement and reporting tool. This y pured and deployed to meet your uniq h Access Online. The sales tax changes in Canada. Acce sing a custom tax table will need to up 8777 332-7461.	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, mme et simplifiez les processus de	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online S. Bank Access® Sbank. Isbank. Isbank. Internation Personal Information ne	Online Message(s) from Accee Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere wi Effective July 1, 2010, there will have been updated. Any client u please contact the Helpdesk at Bienenue sur Access Online! paiement avec Access Online! Cet outlint mernet offre une plate	IS Online tch your program limits and streamlin nanagement and reporting tool. This to jured and deployed to meet your uniq h Access Online. The sales tax changes in Canada. Acce sing a custom tax table will need to up 877) 332-7461. The poussez les limites de votre program otre outil novateur d'établissement de forme riche en fonctionnalités qui peu	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, mme et simplifiez les processus de rapports et de gestion de programme. t être aisément configurée et déployée	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online S. Bank Access® Sbank. Isbank. Isbank. Internation Personal Information ne	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily cont solutions anytime, anywhere will have been updated. Any client t please contact the Helpdesk at Biennenue sur Access Online! paiement avec Access Online! Cet outil Mernet offre une plate pour réponce à vos besoins p	IS Online tch your program limits and streamlin nanagement and reporting tool. This to jured and deployed to meet your uniq h Access Online. The sales tax changes in Canada. Acce sing a custom tax table will need to up 877) 332-7461. The poussez les limites de votre program otre outil novateur d'établissement de forme riche en fonctionnalités qui peu	rr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, nnme et simplifiez les processus de rapports et de gestion de programme.	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online .S. Bank Access® Sbank. Isbank. Insaction Management room Information Personal Information ne	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere will have been updated. Any client t please contact the Helpdesk at Biennenue sur Access Online. Cet outil Nernet offre une plate pour réponce à vos besoins p soyez, avec Access Online.	IS Online tch your program limits and streamlin nanagement and reporting tool. This to jured and deployed to meet your uniq h Access Online. The sales tax changes in Canada. Acce sing a custom tax table will need to up 877) 332-7461. The poussez les limites de votre program otre outil novateur d'établissement de forme riche en fonctionnalités qui peu	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, mme et simplifiez les processus de rapports et de gestion de programme. t être aisément configurée et déployée paiement en tout temps, où que vous	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online .S. Bank Access® Sbank. Isotom Management South Information Personal Information me	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions and the anywhere will have been updated. Any client t platese contact the Helpdesk at Blemenue sur Access Online! Blemenue sur Access Online! Dealement avec Access Online! Dealement avec Access Online. Cet outil hermet offre une plate pour réponde à vos besoins p soyez, avec Access Online.	s Online tch your program limits and streamlin nanagement and reporting tool. This y gured and deployed to meet your uniq h Access Online. be sales tax changes in Canada. Acce sing a custom tax table will need to up 877) 332-7461. epoussez les limites de votre program otre outil novateur d'établissement de forme riche en fonctionnalités qui peu rticuliers. Accédez à vos solutions de taxe de vente subira des changement	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, mme et simplifiez les processus de rapports et de gestion de programme. t être aisément configurée et déployée paiement en tout temps, où que vous ts au Canada. Les tables d'impôt	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily cont solutions anytime, anywhere wi Effective July 1, 2010, there will have been updated. Any client t have been updated. Any client t Biement avec Access Online! Biement avec Access Online, Cet outil hernet offre une plate pour réponce à vos besoins p soyez, avec Access Online. Å compter du 1er juliet 2010, la canadiennes par défaat Varier & sm	IS Online tch your program limits and streamlin nanagement and reporting tool. This v jured and deployed to meet your uniq h Access Online. The sales tax changes in Canada. Acce sing a custom tax table will need to up 877) 332-7461. epoussez les limites de votre program otre outil novateur d'établissement de forme riche en fonctionnalités qui peu triculiers. Accédez à vos solutions de taxe de vente subira des changement s Online ont été mises à jour. Tous le	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, mme et simplifiez les processus de rapports et de gestion de programme. t être aisément configurée et déployée paiement en tout temps, où que vous	Ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Wekcome To Access Online .S. Bank Access® Sbank. Insaction Management Comm Information Personal Information me	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily conf solutions anytime, anywhere wi Effective July 1, 2010, there will have been updated. Any client u please contact the Helpdesk at Bienennue sur Access Online! Deater avec Access Online! Deater avec Access Online! Accompter du ter julket 2010, Ia Canadiennes par défaat d'Acce habituelle devront suivre as m d'assistance en composal le	IS Online tch your program limits and streamlin nanagement and reporting tool. This to pured and deployed to meet your uniq h Access Online. The sales tax changes in Canada. Acce sing a custom tax table will need to up 877) 332-7461. The poussez les limites de votre program ofte outil novateur d'établissement de forme riche en fonctionnalités qui peu triculiers. Accédez à vos solutions de taxe de vente subira des changement s Online ont été mises à jour. Tous le ses à jour. Si vous avez des questions (877) 332-7461.	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, mme et simplifiez les processus de rapports et de gestion de programme. têtre aisément configurée et déployée paiement en tout temps, où que vous is au Canada. Les tables d'impôt is clients qui utilisent une table d'impôt s, veuillez communiquer avec le Centre	ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card
Welcome To Access Online .S. Bank Access® Sbank. Isotom Management South Information Personal Information me	Online Message(s) from Acce Welcome to Access Online! Str Online, our innovative program platform that can be easily cont solutions anytime, anywhere wi Effective July 1, 2010, there will have been updated. Any client t have been updated. Any client t Biement avec Access Online! Biement avec Access Online, Cet outil hernet offre une plate pour réponce à vos besoins p soyez, avec Access Online. Å compter du 1er juliet 2010, la canadiennes par défaat Varier & sm	IS Online tch your program limits and streamlin nanagement and reporting tool. This to pured and deployed to meet your uniq h Access Online. The sales tax changes in Canada. Acce sing a custom tax table will need to up 877) 332-7461. The poussez les limites de votre program ofte outil novateur d'établissement de forme riche en fonctionnalités qui peu triculiers. Accédez à vos solutions de taxe de vente subira des changement s Online ont été mises à jour. Tous le ses à jour. Si vous avez des questions (877) 332-7461.	Tr e payment processes with Access web-enabled tool offers a feature-rich ue needs. Access your payment ss Online Canadian default tax tables date them. If you have any questions, mme et simplifiez les processus de rapports et de gestion de programme. I être aisément configurée et déployée paiement en tout temps, où que vous is au Canada. Les tables d'impôt is clients qui utilisent une table d'impôt s, veuillez communiquer avec le Centre ion Management to	ustees California State Univ Our Payment Products Logout Account Activity Select an Account Purchasing Card

	PROCARD CARDHO	LDER QUICK GUIDE
ewing and	Approving Procard	
Transaction Management		🦄 🔹 🔊 👘 🖃 🖶 🕈 Bage 🔹 Safety 🔹 Tgols 🛛 🔞 🕰 🎎
J.S. Bank Access®	Online	Trustees California State Univ Our Payment Products Logout
ransaction Management Transaction List ccount Information aporting y Personal Information	Transaction Management Transaction List Wew, review, allocate/reallocate and add comments to transaction information. Wew Previous Cycle Presents the Transaction list for the previous cycle. Wiew Pending Transactions Presents the pending transactions list.	Click <b>View Pending Transactions</b> for a list of all charges ready to be approved.
II of US serving you		R031.10b7.0 usb col 1
ewing and	Approving Procard	
ewing and		🚵 • 🔊 - 🖃 🚔 • Page • Safety • Tools • 🔞 • 🜆
Card Account Summary with T	ransaction List	👌 🔹 🔊 🛸 🖃 🚔 Y Bage 🔹 Safety 🕶 Tgols 👻 🔞 🖗
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number:	ransaction List Inagement y with Transaction List	📩 👻 🔊 🛛 🖶 Tage + Safety + Tgols + 🔞 + 🍻
Card Account Summary with T Transaction Ma Card Account Summar	ransaction List Inagement y with Transaction List	👔 🔹 🗟 🔹 📑 🖶 🔹 Bage 🕶 Şafety 🕶 Tgols 🕶 🥥 🕶 🐼 (
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: Trans List	ransaction List Inagement y with Transaction List	The Card Account Summary with Transaction List is the default view.
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: "> Trans List [-] Card Account Sum Account Number:	ransaction List Inagement y with Transaction List mary 3150 Suzie Sunshine	The Card Account Summary with Transaction List is the default
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: Trans List (-) Card Account Sum Account Number: Account Number: Acc	ransaction List Inagement y with Transaction List mary 3150 Suzie Sunshine	The Card Account Summary with Transaction List is the default
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: Card Account Number: Account Number: Account Number: Billing Cycle Close Date: All O Open Account [+] Search Criteria	ransaction List Inagement y with Transaction List mary 3150 Suzie Sunshine	The Card Account Summary with Transaction List is the default view.
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: Trans List (-) Card Account Sum Account Number: Account Number: Acc	ransaction List Inagement y with Transaction List mary 3150 Suzie Sunshine	The Card Account Summary with Transaction List is the default view.
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: Trans List (-) Card Account Sum Account Number: Account Number: Acc	ransaction List transaction List transac	The Card Account Summary with Transaction List is the default view.
Card Account Summary with T Transaction Ma Card Account Summar Card Account Summar Card Account Number: Trans List  I-1 Card Account Sum Account Number: Account Number: Billing Cycle Close Date: All O Open Account I+1 Search Criteria I-1 Transaction List Records 1 - 1 of 1 Check All Shown,   Uncheck Al	ransaction List ransaction Lis	The Card Account Summary with Transaction List is the default view.
Card Account Summary with T Transaction Ma Card Account Summar Card Account Summar Card Account Number: Card Account Number: Account Number: Account Number: Billing Cycle Close Date: All O Open Account [+] Search Criteria [-] Transaction List Records 1-1 of 1 Check All Shoun,   Uncheck All S Select Status Approve	ransaction List  ransaction List  ransaction List  mary  3150 Suzie Sunshine  Search  houn  listatus Trans Posting Merchant City/State Arm  bate Date	The Card Account Summary with Transaction List is the default view.
Card Account Summary with T Transaction Ma Card Account Summar Card Account Summar Card Account Number: Card Account Number: Account Number: Account Number: Account Number: Account Number: Billing Cycle Close Date: All O Open Account L+) Search Criteria I-) Transaction List Records 1-1 of 1 Check All Shown   Uncheck All S Select Status Approve D	ransaction List  ransaction List  ransaction List  mary  3150 Suzie Sunshine  Search  hoan  li Status Trans Posting Merchant City/State Am- Date Date 06/22 06/24 OFFICE MAX NORTHRIDGE, CA \$4	Return to top         Return to top         Return to top         Return to top
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: Card Account Number: Trans List  I-) Card Account Sum Account Number: Account Number: Account Number: Billing Cycle Close Date: All O Open Account I+) Search Criteria I-) Transaction List Records 1 - 1 of 1 Check All Shoun,   Uncheck All S Select Status Approvs D Pending	ransaction List  ransaction List  mary  3150 Suzie Sunshine  Search  hown  l Status Trans Posting Merchant City/State Ame  06/22 06/24 OFFICE MAX NORTHRDGE, CA S4  (), (i) Trans Detail Level	Transaction List is the default view.         Return to top       Return to top         Return to top       Return to top         Return to top       Accounting Code
Card Account Summary with T Transaction Ma Card Account Summar Card Account Number: Card Account Number: Account Number: Account Number: Account Number: Account Number: Billing Cycle Close Date: All Open Account (+) Search Criteria (+) Transaction List Records 1-1 of 1 Check All Shown   Uncheck All S Select Status Approva Dending Dispute @ Pending	ransaction List  ransaction List  mary  3150 Suzie Sunshine  Search  hown  l Status Trans Posting Merchant City/State Ame  06/22 06/24 OFFICE MAX NORTHRDGE, CA S4  (), (i) Trans Detail Level	Return to top         Return to top         Return to top         Return to top
Card Account Summary with T Transaction Ma Card Account Summar Card Account Summar Card Account Number: Card Account Number: Account Number: Account Number: Account Number: Account Number: Account Number: Billing Cycle Close Date: All O Open Account If) Search Criteria I-1 Transaction List Records 1-1 of 1 Check All Shoun,   Uncheck All S Select Status Approve Disputed Arealocated Check All Shoun,   Uncheck All S	ransaction List  ransaction List  ransaction List  ransaction List  ransaction List  ransation Content Research  search  four	Return to top         Return to top         Return to top         Return to top

PROCARD CARDHOLDER Q	UICK GUIDE
Viewing and Approving Procard	
[-] Search Criteria	Return to top
	Advanced Search
Transaction Amount: Purchase ID: Approval Status:	:
Pull Back Eligibility: Order Match Status:	
Disputed Transactions: Reallocated Transactions: Reviewed Transactions:	In the Search Criteria from the Card Account Summary,
Display 25 💌 Transactions per page	use any of the fields to narrow search, if needed.
Search Reset & Search with Defaults	Click Search.
[-] Transaction List	Return to top
Viewing and Approving Procard	
Viewing and Approving Procard	🏠 • 🗟 - 🖃 🖶 • Page • Safety • Tools • 🕢 • 🎜 🌋
Card Account Summary with Transaction List	🚵 • 🔊 - 🖃 🖶 • Bage • Safety • Tools • 🚱 • 🕼 🌋
Card Account Summary with Transaction List	📩 • 🔊 - 🗆 🖶 • Page • Safety • Tgols • 🕢 • 🌆 🎽
Card Account Summary with Transaction List Transaction Management Card Account Summary with Transaction List	🏠 ▼ 🔊 - 🖃 🖶 ▼ Page + Safety + Tgols + 🕢 🖗 🛣
Card Account Summary with Transaction List Transaction Management Card Account Summary with Transaction List Card Account Number:	🏠 ▼ 🔊 - 🖃 🖶 * Page - Safety - Tgols - 🛞 - 🕼 🕯
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Number:  I-1 Card Account Summary  Account Number:	<ul> <li>Martin Solution</li> <li>Ma</li></ul>
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Number:  Trans List  I - 1 Card Account Summary  Account Number:  Card Account Summary  Suzzie Sunshine	Click on one of the following links
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Number:  I-1 Card Account Summary  Account Number:  Account Number:  Suzie Sunshine	
Card Account Summary with Transaction List	Click on one of the following links to reallocate and/or add a requisi- tion number:
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Number: Trans List  I - 1 Card Account Summary  Account Number: Suzie Sunshine Billing Cycle Close Date: All Search  Open Account  I + 1 Search Criteria Return to top  I - 1 Transaction List Return to top	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Number: Trans List	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Number:  Trans List  I - I Card Account Summary  Account Number:  Suzie Sunshine  Biling Cycle Close Date:  All  Search  O Open Account  I + Search Criteria  Return to top  I - Transaction List  Return to top  Records 1-1 of 1  Check All Shoun  Select Status Approval Status Trans Posting Merchant City/State Anount Detail	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Summary  Trans List  I - 1 Card Account Summary  Account Number: Suzie Sunshine Billing Cycle Close Date: All  Card Copen Account  I Search  Copen Account  Records 1-1 of 1 Check All Shown Uncheck All Shown	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date Account Code
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Number:  Trans List  I -1 Card Account Summary  Account Number:  Suzie Sunshine  Biling Cycle Close Date:  All  Search  Card Account  (+) Search Criteria  Return to top  (-) Transaction List  Return to top  Records 1-1 of 1  Check All Shoun  Select Status Approval Status Trans Posting Merchant City/State Amount Detail  Date  Date  Date  Card Account Summary  Card Account Summary  Account Sum	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date Account Code
Transaction Management         Card Account Summary with Transaction List         Card Account Number:         >> Trans List         I-I Card Account Summary         Account Number:         Account Number:         Card Account Summary         Account Number:         Account Number:         Suzie Sunshine         Billing Cycle Close Date:         All         Search         © Open Account         I+I Search Criteria         Records 1-1 of 1         Check All Shown         Select         Date         Date <td>Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date Account Code</td>	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date Account Code
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Summary with Transaction List  Trans List  P Card Account Summary  Account Number: Suzie Sunshine Billing Cycle Close Date: All Suzie Suzie Sunshine Billing Cycle Close Date: All Suzie	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date Account Code
Card Account Summary with Transaction List  Transaction Management Card Account Summary with Transaction List  Card Account Summary  Trans List  I - I Card Account Summary  Account Number:  I - I Card Account Summary  Account Number: I - I Card Account Summary  Account Summary  Account Number: I - I Card Account Summary  Account Summary	Click on one of the following links to reallocate and/or add a requisi- tion number: Approval Status Trans Date Account Code

	CA				•				I	-					-	I
1.1	. 7:	1.	••	/ <b>1</b> \		•	l •	••	. –		 Ι.		Ľ	ΙŪ	•	_
				_	_							-				

### Viewing and Approving Procard

Bank Access®						Our Paynien	Products Logout	
bank.	tMTransLin Transaction Deta	eltems.trans	action_ma	nagement				
ction Management section List at Information ing sonal Information	Trans List	-: ***********2269, LAURA	LAU-PHUNG					
	Transaction Summa Status Trans Date	ny e PostingDate Mer	chant	City/State	Amount Det	ail 🗈 Purchase	ID 🔗 Account	ng Code
t Us	07/06	07/07 OFF	ICEMAX CT*IN#179	9618 800-472-6473, I	_ \$277.00 🁊	0000000	000000000 🚱 🔒 660003	8501 10180 9999    G10-110
	Summary Allocatio	ns Transaction Line Ite	ems Comments A	Approval History	>			
	The Transaction L transaction. This ta		e detaile previded b	, the merchant of all lir sed the level 3 data ab		n.		
	Records 1 - 7 of 7						The <b>Trans</b> a	action Summary
	Product Iter Code Des	<u>n</u> scription	Qty Unit o Meas	of Unit <u>Line I</u> sure Cost <u>T</u>	em <u>% of Trans</u> otal <u>Amount</u>	ltem Commodity Code	will display.	Tabs can be
	A8136 TPI	E,DBL STICK,1/2X25 E,DBL STICK,1/2X45	10.0000 RL 5.0000 RL	2.7000 23	.00 9.75%	A8136 A8137		view information
		PE,ELCTRCL,.75"X12 STEEL RULER	1.0000 PK 1.0000 EA			A8307969 J113012	The Trans	
	K6T13957S LIN	LER,12"NON-SHATTE	3.0000 CT	60.5100 181	.53 65.53%	J113862 K6T13957S		vas selected to
	P435762 RO Records 1 - 7 of 7	LL,2-1/4"X165'3PK,	3.0000 PK	5.4600 18	.38 5.91%	P435762	an Office N	nformation from
	<< Back to Transactio	on List						
us serving you								
U.S. Bancorp						R031.10b	7.0	
wing ar	nd Appro	oving P	rocard					
	nd Appro	oving P	rocard					
wing ar	nd Appro	oving P	rocard				tees California State Univ	
	nd Appro	oving P	rocard				tees California State Univ r Payment Products Logout	
Dnline Transacti	ion Manag		rocard					•
Online	ion Manag		rocard					•
Online Transacti Transaction D	ion Manag	jement	rocard					•
Online Transaction I	ion Manag	jement	rocard					•
Online Transacti Transaction I Card Account Nu Trans List	ion Manag Detail mber:	jement	rocard					•
Online Transaction I Transaction I Card Account Nu Trans List	ion Manag Detail mber:	lement	rocard			Ou	r Payment Products Logout	
Online Transaction I Card Account Nu Trans List Transaction Sur Status Trans	ion Manag Detail mber: 338 nmary Date Posting Da	jement <sup>9,1</sup> te Merchant		City, State/Prov		Ou t Detail €→	Purchase ID	Accounting Code
Online Transaction I Card Account Nu Trans List Transaction Sum Status Trans 07/20	ion Manag Detail mber: ************************************	ement 9,1 te Merchant OFFICEMAX	CT*IN#319930			Ou	r Payment Products Logout	Accounting Code 660003 48501 10035 99:
Online Transaction I Card Account Nu Trans List Transaction Sum Status Trans 07/20	ion Manag Detail mber: 338 nmary Date Posting Da	ement 9,1 te Merchant OFFICEMAX	CT*IN#319930	City, State/Prov		Ou t Detail €→	Purchase ID	
Dnline Transaction Card Account Nu Trans List Transaction Sur Status Trans 07/20 Disputed (1),	ion Manag Detail mber:	Iement	CT*IN#319930	City, State/Prov		Ou t Detail €→	Purchase ID	
Dnline Transaction I Card Account Nu Trans List Transaction Sum Status Trans 07/20 Disputed (II), Summary Allo	ion Manag Detail mber:	Iement 9,1 te Merchant OFFICEMAX / el @ Reallocated on Line Items Co	CT*IN#319930 i mments Appro	City, State/Prov 800-472-6473, 1 Ival History	L \$83.21	Ou t Detail €≁ (])	Purchase ID	
Donline Transaction II Transaction II Card Account Nu Trans List Transaction Sum Status Trans 07/20 Disputed III. Summary Allo The Comment	ion Manag Detail mber: 338 nmary Date Posting Da 07/21 III) Trans Detail Lev cations Transacti	Iement Is, 1 te Merchant OFFICEMAX 1 el @ Reallocated on Line items Co ability to enter co	CT*IN#319930 i mments Appro	City, State/Prov 800-472-6473, 1 Ival History	L \$83.21	Ou t Detail €≁ (])	Purchase ID	
Donline Transaction II Transaction II Card Account Nu Trans List Transaction Sum Status Trans 07/20 Disputed III. Summary Allo The Comment	ion Manag Detail mber: 338 nmary Date Posting Da 07/21 (1) Trans Detail Lev ications Transacti ts tab provides the	Iement Is, 1 te Merchant OFFICEMAX 1 el @ Reallocated on Line items Co ability to enter co	CT*IN#319930 i mments Appro	City, State/Prov 800-472-6473, 1 Ival History	L \$83.21	Ou t Detail €≁ (])	Purchase ID	
Donline Transaction II Transaction II Card Account Nu Trans List Transaction Sum Status Trans 07/20 Disputed III. Summary Allo The Comment	ion Manag Detail mber: 338 nmary Date Posting Da 07/21 (1) Trans Detail Lev ications Transacti ts tab provides the	Iement Is, 1 te Merchant OFFICEMAX 1 el @ Reallocated on Line items Co ability to enter co	CT*IN#319930 i mments Appro	City, State/Prov 800-472-6473, 1 Ival History	L \$83.21	Ou t Detail €≁ (II) e the	r Payment Products Logout	660003 48501 10035 99
Donline Transaction I Card Account Nu Trans List Transaction Sur Status Trans 07/20 Disputed (II), Summary Allo The Comment gathering of ac	ion Manag Detail mber: 338 nmary Date Posting Da 07/21 (1) Trans Detail Lev ications Transacti ts tab provides the	Iement Is, 1 te Merchant OFFICEMAX 1 el @ Reallocated on Line items Co ability to enter co	CT*IN#319930 i mments Appro	City, State/Prov 800-472-6473, 1 Ival History	L \$83.21	Ou t Detail €→ (1) e the	Purchase ID 000000000000000000000000000000000000	660003 48501 10035 999
Donline Transaction I Card Account Nu Trans List Transaction Sur Status Trans 07/20 Disputed (II), Summary Allo The Comment gathering of ac	ion Manag Detail mber: 338 nmary Date Posting Da 07/21 (1) Trans Detail Lev ications Transacti ts tab provides the	Iement Is, 1 te Merchant OFFICEMAX 1 el @ Reallocated on Line items Co ability to enter co	CT*IN#319930 i mments Appro	City, State/Prov 800-472-6473, 1 Ival History	L \$83.21	Ou t Detail €→ 100	Purchase ID 000000000000000000000000000000000000	660003 48501 10035 999
Donline Transaction I Card Account Nu Trans List Transaction Sur Status Trans 07/20 Disputed (II), Summary Allo The Comment gathering of ac	ion Manag Detail mber: 338 nmary Date Posting Da 07/21 (1) Trans Detail Lev ications Transacti ts tab provides the dditional informatio	Iement Is, 1 te Merchant OFFICEMAX 1 el @ Reallocated on Line items Co ability to enter co	CT*IN#319930 i mments Appro	City, State/Prov 800-472-6473, 1 Ival History	L \$83.21 ion that enab	Ou t Detail €→ 100	Purchase ID 000000000000000000000000000000000000	660003 48501 10035 999

### Viewing and Approving a Transaction

ig onal Information	Transaction Common					
	Transaction Summary Status Trans Date Po	osting Date Merchant	City, State/Province A	mount Detail 🗈	Purchase ID 🛛 👁	Acc
Us					033960	₿ 6048
	Disputed III, III Trans	Detail Level 🔿 Reallocated 🔒 :	Reallocation Locked			
	Summary Allocations	Comments Approval History				
	The Summary tab show	ws high-level transaction informa	ation.			
	The review status capr	not be changed because the revi	ew day limit has been reached			
	To initiate a dispute, cli	ick the "Dispute" button.				
	Transaction Date: Purchase ID:	06/28/2010 033960		07/14/2010 06/30/2010		
	Total Amount: Memo Post:	287.03 Yes		244980401801691232	290108	
	Sales Tax:	0.00	Extract Date(s)			
	Freight:		Most Recent Standard Financial Extract:			
	Merchant Name:	VERIZON WRL 18063-01	General Ledger Extract: Payment Extract:			
	City, State/Province: Transaction Type:	800-9220204, CA SALES DRAFT	Currency			
	MCC Code:	4814		U.S. Dollar		
	Dispute		Sales Draft Requests none	-	l informati	
	for this transaction. Me Dispute History.	nly reflects the last dispute filed ore information available in			e transactio	
				located in	n the <b>Sum</b>	mary
	Dispute			tab.		
	[+] Dispute Histor	y				
		a Transaction				
		a Transaction				
action Summa us Trans Date	ary e PostingDate Ma	erchant	City, State/Province			chase II
action Summa	ary e PostingDate Ma		City, State/Province	e Amount Det \$83.21 (III		
action Summa us Trans Date 07/20	e Posting Date M 07/21 01	erchant	City, State/Province			
action Summa us Trans Date 07/20 sputed (II), (III)	e Posting Date M 07/21 Of Trans Detail Level @	erchant FFICEMAX CT*IN#3199: Reallocated	<b>City, State/Province</b> 30 800-472-6473, IL			
action Summa us Trans Date 07/20 uputed (II), (III) mary Allocatio	e Posting Date M 07/21 Of Trans Detail Level @ ons Transaction Line	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap	City, State/Province 30 800-472-6473, IL proval History	\$83.21 👊	000	
action Summa IS Trans Date 07/20 Iputed (1), (11) mary Allocations tat	e Posting Date Ma 07/21 Of Trans Detail Level A Dons Transaction Line b provides the ability f	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction	City, State/Province 30 800-472-6473, IL proval History on by changing the acco	\$83.21 (III) unting informatio	) 000	
action Summa US Trans Date 07/20 Inputed (II), (III) many Allocations tate cate an amount	e Posting Date M 07/21 Of Trans Detail Level Of Transaction Line to provides the ability to a different cost of	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction enter. The reallocation c	City, State/Province 30 800-472-6473, IL proval History on by changing the acco an be to one or to multip	\$83.21 (III) unting informatio ple accounting co	) 000	000000
action Summa us Trans Date 07/20 aputed (II), (III) mary Allocations tat cate an amount can allocate a	e Posting Date M 07/21 Of Trans Detail Level Of Transaction Line to provides the ability t to a different cost of mounts by dollar am	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota	City, State/Province 30 800-472-6473, IL proval History on by changing the acco an be to one or to multip al allocation amounts m	\$83.21 (III) unting informatio ple accounting co ust equal 100% of	) 000	000000
action Summa us Trans Date 07/20 aputed (II), (III) mary Allocations tat cate an amoun i can allocate a r adding, modit	e Posting Date M 07/21 Of Trans Detail Level Of Transaction Line to provides the ability t to a different cost of mounts by dollar am	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m ullocations" button to say	\$83.21 (II) unting informatio ble accounting co ust equal 100% o re changes.	n to des.	0000000
action Summa us Trans Date 07/20 uputed (II), (III) mary Allocations tat cate an amoun can allocate a r adding, modif	e Posting Date M 07/21 Of Trans Detail Level Of Transaction Line to provides the ability t to a different cost of mounts by dollar am	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota	City, State/Province 30 800-472-6473, IL proval History on by changing the acco an be to one or to multip al allocation amounts m	\$83.21 (II) unting informatio ble accounting co ust equal 100% o re changes.	n to des.	000000
action Summa us Trans Date 07/20 uputed (II), (III) mary Allocations tat cate an amoun can allocate a r adding, modif	e Posting Date M 07/21 Of Trans Detail Level Of Transaction Line to provides the ability t to a different cost of mounts by dollar am	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction enter. The reallocation of ount or percentage. Tota cations, click the "Save A Percent Ac	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m Allocations" button to sav Allocation Source: Def	\$83.21 (II) unting informatio ble accounting co ust equal 100% of re changes. 'ault Acct Code Li ent Name (Length	on to odes. of the transac ast Changed	tion. To a
action Summa us Trans Date 07/20 aputed (1), (11) mary Allocation Allocations tat cate an amoun can allocate a r adding, modif required Remove	e Posting Date M 07/21 Of Trans Detail Level O Trans Detail Level O Transaction Line to provides the ability f to a different cost of mounts by dollar am fying or deleting alloc	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction enter. The reallocation co ount or percentage. Tota cations, click the "Save A Percent Ac	City, State/Province 30 800-472-6473, IL proval History on by changing the acco an be to one or to multip al allocation amounts m Allocation Source: Def counting Code - Segme COUNT (6) FU	\$83.21 () unting informatio ble accounting co ust equal 100% o e changes. ault Acct Code Li ent Name (Lengti IND (5)	on to odes. of the transact ast Changed b) DEPARTI	tion. To a by: Syste
action Summa us Trans Date 07/20 sputed (1), (11) mary Allocations e Allocations tat cate an amoun u can allocate a ur adding, modil required	e Posting Date M 07/21 Of Trans Detail Level Of Transaction Line b provides the ability f to a different cost of mounts by dollar am fying or deleting alloc	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transaction enter. The reallocation of ount or percentage. Tota cations, click the "Save A Percent Ac	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m Allocations" button to sav Allocation Source: Def	\$83.21 (II) unting informatio ble accounting co ust equal 100% of re changes. 'ault Acct Code Li ent Name (Length	on to odes. of the transact ast Changed b) DEPARTI	tion. To a by: Syste
action Summa us Trans Date 07/20 aputed (I), (II) mary Allocations tat ocate an amoun u can allocate a er adding, modif required Remove	e Posting Date M 07/21 Of Trans Detail Level O Trans Detail Level O Transaction Line to provides the ability f to a different cost of mounts by dollar am fying or deleting alloc	erchant FFICEMAX CT*IN#3199: Reallocated items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac	City, State/Province 30 800-472-6473, IL proval History on by changing the acco an be to one or to multip al allocation amounts m Allocation Source: Def counting Code - Segme COUNT (6) FU	\$83.21 () unting informatio ble accounting co ust equal 100% o e changes. ault Acct Code Li ent Name (Lengti IND (5)	on to odes. of the transact ast Changed b) DEPARTI	tion. To a by: Syste
action Summa us Trans Date 07/20 sputed ①, ① anary Allocations tat ocate an amount a can allocate a are adding, modifi required Remove Search	e Posting Date M 07/21 Of Trans Detail Level O Trans Detail Level O Transaction Line to provides the ability f to a different cost of mounts by dollar am fying or deleting alloc	erchant FFICEMAX CT*IN#3199: Reallocated items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac	City, State/Province 30 800-472-6473, IL proval History on by changing the acco an be to one or to multip al allocation amounts m Allocation Source: Def counting Code - Segme COUNT (6) FU	\$83.21 () unting informatio ble accounting co ust equal 100% o e changes. ault Acct Code Li ent Name (Lengti IND (5)	on to odes. of the transact ast Changed b) DEPARTI	tion. To a by: Syste
action Summa us Trans Date 07/20 aputed (I), (II) mary Allocations tat ocate an amoun u can allocate a er adding, modif required Remove	e Posting Date M 07/21 Of Trans Detail Level O Trans Detail Level O Transaction Line to provides the ability f to a different cost of mounts by dollar am fying or deleting alloc	erchant FFICEMAX CT*IN#3199: Reallocated items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac	City, State/Province 30 800-472-6473, IL proval History on by changing the acco an be to one or to multip al allocation amounts m Allocation Source: Def counting Code - Segme COUNT (6) FU	\$83.21 () unting informatio ble accounting co ust equal 100% o e changes. ault Acct Code Li ent Name (Lengti IND (5)	on to odes. of the transact ast Changed b) DEPARTI	tion. To a by: Syste
action Summa us Trans Date 07/20 aputed (1), (11) mary Allocations Allocations tab cate an amount of can allocate a r adding, modif required Remove	e Posting Date M 07/21 Of Trans Detail Level O Trans Detail Level O Transaction Line to provides the ability t to a different cost of mounts by dollar am fying or deleting alloc Amount \$ 83.21	erchant FFICEMAX CT*IN#3199: Reallocated items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac AC OR 100.00 %	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m vilocations" button to sav Allocation Source: Def counting Code - Segme cCOUNT (6) FU 660003	\$83.21 () unting informatio ple accounting co ust equal 100% o e changes. ault Acct Code Li ault Acct Code Li <b>nt Name (Lengt</b> ) <b>ND (5)</b> [48501] * Q	on to odes. of the transact ast Changed b) DEPARTI	tion. To a by: Syste MENT (5) 35 * (
action Summa us Trans Date 07/20 aputed (I), (II) mary Allocations tat cate an amoun i can allocate a r adding, modif required Remove Bearch emove al Allocated:	e Posting Date Ma 07/21 Of Trans Detail Level A ons Transaction Line b provides the ability to a different cost of mounts by dollar am fying or deleting alloc Amount s 83.21	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transactive enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac OR 100.00 %	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m dilocations" button to sav Allocation Source: Def counting Code - Segme (COUNT (6) FU 660003 (COUNT (6) FU 660003 (COUNT (6) FU	\$83.21 ()) unting informatio ble accounting co ust equal 100% of re changes. fault Acct Code Li ent Name (Length IND (s) [48501] * Q ode:	on to des. of the transact ast Changed DEPARTI	tion. To a by: Syste <u>MENT (5)</u> 35 • (
action Summa us Trans Date 07/20 sputed (1), (11) many Allocations a Allocations tat icate an amoun d can allocate a rr adding, modifi required Remove	e Posting Date Ma 07/21 Of Trans Detail Level A ons Transaction Line b provides the ability to a different cost of mounts by dollar am fying or deleting alloc Amount s 83.21	erchant FFICEMAX CT*IN#3199: Reallocated items Comments Ap to reallocate a transaction enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac AC OR 100.00 %	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m dilocations" button to sav Allocation Source: Def counting Code - Segme (COUNT (6) FU 660003 (C) Apply Accounting C Additional Allocatio	\$83.21 (II) unting informatio ble accounting co ust equal 100% of re changes. ault Acct Code Li ent Name (Length IND (5) [48501] * Q 00e: Use the mag	on to des. of the transact ast Changed DEPARTI	by: Syste MENT (5) 35 * ( 255
action Summa IS Trans Date 07/20 puted (II), (III) many Allocation Allocations tat cate an amoun can allocate a r adding, modif required Remove Bearch Bearch Bearch Bearch Bearch Bearch Bearch Bearch Bearch Bearch Bearch Bearch	e Posting Date M 07/21 OF Trans Detail Level of trans Detail Level of transaction Line of provides the ability in to a different cost of mounts by dollar am fying or deleting alloc Amount \$ 83.21 \$ 83.21	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transactivent enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac OR 100.00 % 3.21 100.00 %	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m focations" button to sav Allocation Source: Def counting Code - Segme (COUNT (6) FU 660003 (C) Apply Accounting C Additional Allocatio	\$83.21 ()) unting informatio ble accounting co ust equal 100% of re changes. fault Acct Code Li ent Name (Length IND (s) [48501] * Q ode:	on to des. of the transact ast Changed DEPARTI	tion. To a by: Syste MENT (5) 35 • ( 35 • (
action Summa us Trans Date 07/20 uputed (II), (III) many Allocations Allocations tat cate an amound Allocate an r adding, modif required Remove Search emove al Allocated: ount Remaining	e Posting Date Ma 07/21 Of Trans Detail Level A ons Transaction Line b provides the ability f that to a different cost of mounts by dollar am fying or deleting alloc Amount s 83.21 s 83.21	erchant FFICEMAX CT*IN#3199: Reallocated Items Comments Ap to reallocate a transactive enter. The reallocation c ount or percentage. Tota cations, click the "Save A Percent Ac OR 100.00 %	City, State/Province 30 800-472-6473, IL proval History on by changing the acco can be to one or to multip al allocation amounts m Allocation Source: Def counting Code - Segme counting Code - Segme	\$83.21 (II) unting informatio ble accounting co ust equal 100% of re changes. ault Acct Code Li ent Name (Length IND (5) [48501] * Q 00e: Use the mag	on to ides. of the transact ast Changed b) DEPARTI	tion. To a by: Syste <u>MENT (5)</u> 35 • ( ass d.

Line Realloc	atinga							
ransaction Summary								
	—	lerchant	CT*IN#31993		e/Province	883.21	Detail (	Purchase II 000000000
Disouted (II), (III) Trans			51 114#3 1993	800-472-	0473, IL	\$63.21		00000000
					1	To	add an	additional
Summary Allocations	Transaction Line			proval History				string, Click
The Allocations tab prov allocate an amount to a							d.	
You can allocate amour	nts by dollar am	ount or perc	centage. Tota	al allocation a	mounts m	ust equ		
After adding, modifying ( * = required	or deleting allo	cations, click	k the "Save A					nanged by: Syste
Remove	Amount	F	Percent Ac	counting Cod				langed by: bysk
			AC	COUNT (6)	FL	IND (5)	DI	EPARTMENT (5)
S	83.21	OR   10	0.00 %	660003	*Q	48501	*9	10035 *
Q Search								
Remove							$\bot$	
Total Allocated:	s 8	3.21	100.00 %	Apply Acc	counting C	ode:		🔽 🔼
Amount Remaining:	s	0.00	0.00 %	Additiona	al Allocatio	n(s): 1	Add	)
Note: Rows marked for							$\smile$	
Line Realloca	ation Tra	insactio	on					
Line Realloca		insacti	on		à • 6	3 · 🖶 •	Page • Sal	fety + T <u>o</u> ols + 🔃
	g information and perca	entage. I ne realio	cation can be to or	ie or multiple accou		) ·	Page ▼ Sal	fety + T <u>o</u> ols + 🔞 +
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional	g information and perci accounting codes, clic	entage. I ne realio k the "Add" buttor	cation can be to or h.		nting	) - I 🖶 •	Page <del>+</del> Sal	fety × T <u>o</u> ols × Q∙
ion Management - Mass Reallocation establishing the new accounting	g information and perce accounting codes, clic new Total Allocated at	entage. I ne realio k the "Add" buttor	cation can be to or h.		nting	) - I 🖶 •	<u>Page + S</u> af	fety + T <u>o</u> ols + 🔞 +
on Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the	g information and perci- accounting codes, clic new Total Allocated an ihan 100%.	entage. I ne realio k the "Add" buttor mount must equal	cation can be to or 1. 100%. When addir	ng allocations, the n	ew Total			
on Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc the save by selecting "Remove	g information and perci- accounting codes, clic new Total Allocated at than 100%. ation, click the "Save A	entage: The realio k the "Add" buttor mount must equal Allocations" buttor	cation can be to or h. 100%. When addir h to save changes.	ng allocations, the n	ew Total ns from s)"	n additior	nal line(	s) will dis-
on Management - Mass Reallocation estaolishing the new accountin codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc	g information and perci- accounting codes, clic new Total Allocated at than 100%. ation, click the "Save A	entage: The realio k the "Add" buttor mount must equal Allocations" buttor	cation can be to or h. 100%. When addir h to save changes.	ng allocations, the n	ew Total hs from h)" Ar	n additior ay with th	nal line( ne defau	s) will dis- ult chart-
on Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less to After establishing the new alloc the save by selecting "Remove button.	g information and perci- accounting codes, clic new Total Allocated at than 100%. ation, click the "Save A	entage: The realio k the "Add" buttor mount must equal Allocations" buttor	cation can be to or h. 100%. When addir h to save changes.	ng allocations, the n	ew Total hs from b)" Al fie	n additior ay with th	nal line( ne defau	s) will dis-
on Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc the save by selecting "Remove button. * = required	g information and perci- accounting codes, clic new Total Allocated at than 100%. ation, click the "Save A	entage: The realio k the "Add" buttor mount must equal Allocations" buttor	cation can be to or h. 100%. When addir h to save changes.	ng allocations, the n	ew Total hs from h)" Ar	n additior ay with th	nal line( ne defau	s) will dis- ult chart-
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action:	g information and perci accounting codes, clic new Total Allocated ar than 100%. vation, click the "Save A Transaction(s)" check	entage: The realio k the "Add" buttor mount must equal Allocations" buttor	cation can be to or h. 100%. When addir h to save changes.	ng allocations, the n	ew Total hs from a)" All pl fie es	n additior ay with th eld. Make	nal line( ne defai e neces	s) will dis- ult chart- sary chang
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc the save by selecting "Remove button. * = required	g information and perci accounting codes, clic new Total Allocated ar than 100%. vation, click the "Save A Transaction(s)" check	entage: The realio k the "Add" buttor mount must equal Allocations" buttor	cation can be to or h. 100%. When addir h to save changes.	ng allocations, the n	ew Total hs from a)" All pl fie es	n additior ay with th	nal line( ne defai e neces	s) will dis- ult chart- sary chang
tion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less the After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: © Replace Existing Allocations	g information and perci accounting codes, clic new Total Allocated at than 100%. tation, click the "Save A Transaction(s)" check	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option.	Cation can be to or h. 100%. When addir n to save changes. ally clicking the "Re	ng allocations, the n Exclude transaction move Transaction(s	ew Total hs from a)" All pl fie es	n additior ay with th eld. Make	nal line( ne defai e neces	s) will dis- ult chart- sary chang
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: © Replace Existing Allocations	g information and perci- accounting codes, clic new Total Allocated ar than 100%. tation, click the "Save A Transaction(s)" check	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option: boxes and option:	Cation can be to or 100%. When addir n to save changes. ally clicking the "Re nt Name (Length	ng allocations, the n Exclude transaction move Transaction(s	ew Total hs from pl fie C	n additior ay with th Id. Make S. lick <b>Save</b>	nal line( ne defau e neces Alloca	s) will dis- ult chart- sary chang t <mark>ion</mark> .
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: © Replace Existing Allocations © Add Common Allocations Remove Alloc	g information and perci- accounting codes, clic new Total Allocated ar than 100%. ation, click the "Save A Transaction(s)" check s Accounting ACCOU	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option: boxes and option: 0 Code - Segme NT (6)	Cation can be to or 100%. When addir n to save changes. ally clicking the "Re ally clicking the "Re <b>The Name (Length</b>	ng allocations, the n Exclude transaction move Transaction(s T DEPARTMENT (5)	ew Total hs from pl fie es C PROGRA	n additior ay with th eld. Make S. lick <b>Save</b>	nal line( ne defai e neces	s) will dis- ult chart- sary chang
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional. When replacing allocations, the Allocated amount must be less the After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: • Replace Existing Allocations • Add Common Allocations • Remove Alloc Alloc	g information and perciaccounting codes, clic new Total Allocated ar than 100%. Accounting Accounting Accounting Accounting (0.00% [660003	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option boxes and option boxes and option boxes and option	cation can be to or 100%. When addir n to save changes. ally clicking the "Re ally clicking the "Re <b>INND (5)</b> * Q	ng allocations, the n Exclude transaction move Transaction(s	ew Total hs from a)" All fie es C	n additior ay with th Id. Make S. lick <b>Save</b>	nal line( ne defau e neces Alloca	s) will dis- ult chart- sary chang t <mark>ion</mark> .
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less to After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: © Replace Existing Allocations © Add Common Allocations Remove Alloc Alloc	g information and perci- accounting codes, clic new Total Allocated ar than 100%. ation, click the "Save A Transaction(s)" check s Accounting ACCOU	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option boxes and option boxes and option boxes and option	Cation can be to or 100%. When addir n to save changes. ally clicking the "Re ally clicking the "Re <b>The Name (Length</b>	ng allocations, the n Exclude transaction move Transaction(s DEPARTMENT (s) [1002] * Q	ew Total hs from pl fie c PROGRA [9399	n additior ay with th eld. Make S. lick <b>Save</b>	Alloca	s) will dis- ult chart- sary chang t <mark>ion</mark> .
on Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less t After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: @ Replace Existing Allocations @ Add Common Allocations Remove Alloc	g information and perciaccounting codes, clic new Total Allocated ar than 100%. Accounting Accounting Accounting Accounting (0.00% [660003	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option boxes and option boxes and option boxes and option	cation can be to or 100%. When addir n to save changes. ally clicking the "Re ally clicking the "Re <b>INND (5)</b> * Q	ng allocations, the n Exclude transaction move Transaction(s DEPARTMENT (s) [1002] * Q	ew Total hs from pl fie c PROGRA [9399	n additior ay with th eld. Make S. lick <b>Save</b>	Alloca	s) will dis- ult chart- sary chang t <mark>ion</mark> .
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less to After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: © Replace Existing Allocations © Add Common Allocations Remove Alloc Alloc	g information and perciaccounting codes, clic new Total Allocated ar than 100%. Accounting Accounting Accounting Accounting (0.00% [660003	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option boxes and option boxes and option boxes and option	cation can be to or 100%. When addir n to save changes. ally clicking the "Re ally clicking the "Re <b>INND (5)</b> * Q	ng allocations, the n Exclude transaction move Transaction(s DEPARTMENT (s) [1002] * Q	ew Total hs from pl fie c PROGRA [9399	n additior ay with th eld. Make S. lick <b>Save</b>	Alloca	s) will dis- ult chart- sary chang t <mark>ion</mark> .
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less the After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: • Replace Existing Allocations • Add Common Allocations • Add Common Allocations • Add Common Allocations • Callocation (S) • Search	g information and perciaccounting codes, clic new Total Allocated ar than 100%. Accounting Accounting Accounting Accounting (0.00% [660003	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option boxes and option boxes and option boxes and option	cation can be to or h. 100%. When addir to save changes. ally clicking the "Re ally clicking the "Re FUND (s) 18501 * Q	ng allocations, the n Exclude transaction move Transaction(s DEPARTMENT (s) [10029] * Q [10029] * Q	PROGRA 9999 9999	n additior ay with th eld. Make S. lick <b>Save</b>	Alloca	s) will dis- ult chart- sary chang t <mark>ion</mark> .
ion Management - Mass Reallocation establishing the new accounting codes. To allocate to additional When replacing allocations, the Allocated amount must be less the After establishing the new alloc the save by selecting "Remove button. * = required Mass Reallocation Action: • Replace Existing Allocations • Add Common Allocations • Add Common Allocations • Alloc	g information and perciaccounting codes, clic new Total Allocated ar than 100%. Accounting Accounting Accounting Accounting (0.00% [660003	entage: The realio k the "Add" buttor mount must equal Allocations" buttor boxes and option boxes and option boxes and option boxes and option	cation can be to or h. 100%. When addir to save changes. ally clicking the "Re ally clicking the "Re FUND (s) 18501 * Q	ng allocations, the n Exclude transaction move Transaction(s DEPARTMENT (s) [1002] * Q	PROGRA 9999 9999	n additior ay with th eld. Make S. lick <b>Save</b>	Alloca	s) will dis- ult chart- sary chang t <mark>ion</mark> .

Fransaction Mana Card Account Summary W	vith Transaction List		) * Log C					
Card Account Number: ************************************	5678, JANE SMITH anager's Queue Extract Queue	Switch	h Accounts			the Transaction L		
-) Card Account Summa						box next to the tra	ansactions	s(s) to
Account Number: Account Name:	Search	Outstanding Orders: Unmatched Transactio	\$15,949.595 ons: \$7,333.085		be ap	proved.		
Billing Cycle Close Date: All Fotal Transactions: Reallocated Transactions: & Reallocated Transactions: Open Account	\$7,383.49 \$50.41 0.6%	58 Final Approved Transa 2 % Final Approved Tran 3.4%				Approve to compaction.	olete the	
[+] Search Criteria			etum to top		Noto	The Check All S	bown link	. con
[-] Transaction List	/		etum to top			ed to approve all f		
Page: 1   2,   3, Check All Shown,   Uncheck All Show Select Status Approval Sta		Merchant	City/State	Amount		ou to uppione a	Ton to a com	10.
me		$\sim$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	· ·····		~~~~~
Pendina Pendina	05/29 06/01 05/29 06/01	JIMMY JOHNS MCDONALD'S M6719 OF IA	CEDAR RAPIDS, IA DUBUQUE, IA	\$7.06 \$4.70	•	A* 07637976719VP1Y7000025468	<u>Order - Manual</u> Default Acct Code	Winter, Kay System
Pending     Pending	05/24 05/26 86/24 05/26	HYATT REGENCY RIVERFRONT HYATT REGENCY RIVERFRONT	F ST. LOUIS, MO	\$337.98 \$365.70	0	0	Default Acct Code	System
	Matched 🛕 Exception 🕀 Real	Neated 🕕 🕕 Trans Detail Level						
Records 1 - 25 of 58 Page: 1   2   3 Recallocate Mass R	eallocate) (Match To Order) Transactio		Approve Pull Ba	ack				
Readlocate Mass R	eallocate) (Match To Order Transactio			ack				
Reallocate Page: 11212 Reallocate Approve a Transa	eallocate) (Match To Order Transactio	on anagemei		lack )				
Rootlocato Paper 1 12.12 Rootlocato Mass R Approve a Approve T Please select	Transactio	on anagemei s) o forward these t	nt		r"Cance	el" if you do not want	to approve	/ forwa
Roadio 1 22 or 68 Paper 1 1212 Reallocato Mass R Approve a Approve T Please select	Transaction Ction Ma Transaction Transaction(	on anagemei s) o forward these t	nt		r"Cance			
Rootlocation Paper 1 12.12. Rootlocation R	Transaction Ction Ma Transaction Transaction(	on anagemei s) o forward these t me:	nt		r"Cance	el" if you do not want Click Select Ap Search and Se approver from I	oprover to elect a de	<mark></mark>
Rominosti 22 orse Paper 1 1212 Rominosti 2212 Rominosti 2212 Romin	eallocate) (Match To Order Transaction Cransaction( An approver to ctions at this time ame:* Select.	on anagemei s) o forward these t me:	nt		r"Cance	Click Select Ap Search and Se	oprover to elect a de	<mark></mark>
Approve a Transa Approve a Transa Approve T Please selec these transa * = required Approver's Na Summary of	Transaction Ction Ma ransaction( t an approver to ctions at this tin ame:* Select. Transactions to	on anagemei s) o forward these t me: Approver	nt		r"Cance	Click Select Ap Search and Se	oprover to elect a de	<mark></mark>
Approve a Transa Approve T Please select these transact * = required Approver's Na Summary of Number of Tr	Transaction Ction Ma ransaction( t an approver to ctions at this tir ame:* Select. Transactions to ransactions:	on anagemei s) o forward these t me: Approver to be Approved 1	nt		r "Cance	Click Select Ap Search and Se	oprover to elect a de	<mark></mark>
Approve a Transa Approve a Transa Approve T Please selec these transa * = required Approver's Na Summary of	Transaction Ction Ma ransaction( t an approver to ctions at this tir ame:* Select. Transactions to ransactions:	on anagemei s) o forward these t me: Approver	nt		r "Cance	Click Select Ap Search and Se	oprover to elect a de	<b>0</b>

#### Approve a Transaction

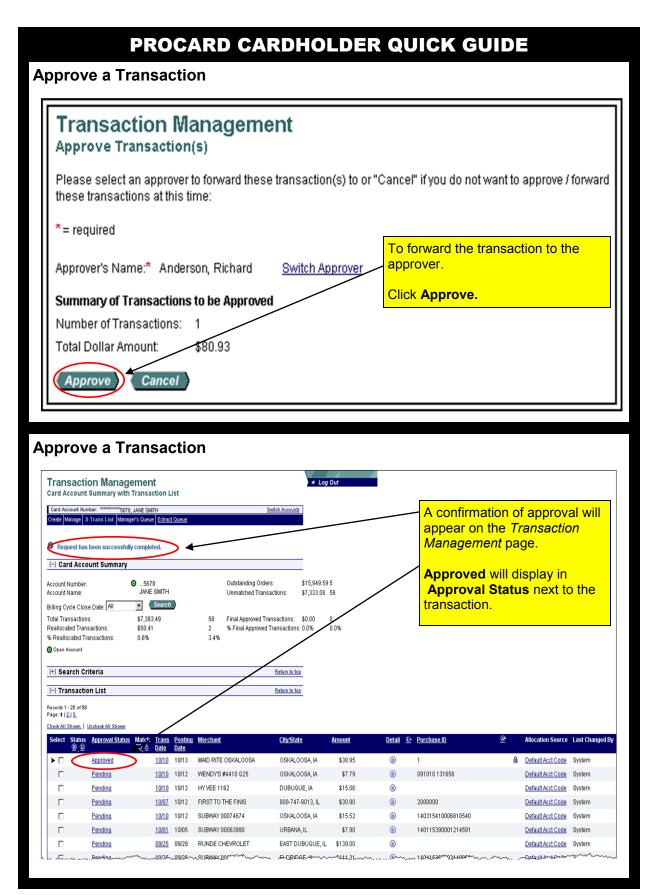
## Approve Transaction(s) Search & Select an Approver

Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:	First Name:	
		Enter all or part of the Approver's name.
	•	Click Search for results.
Search		Use the Back to Approve
		Transactions to navigate back to Approve
		Transactions.
<< Back to Approve Trans	actions	

#### Approve a Transaction

Approve Transaction(s)         Search & Select an Approver         Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button.         Last Name:       First Name:         Search
Please select an approver from the results list below. Records 1 - 7 of 7 Select an Approver by clicking on the radio button.
Select Approver Name         Email Address         Click Select Approver.           O         Jones, Kate         Click Select Approver.
<ul> <li>Anderson, Richard</li> </ul>
O Lopez, Mark
C Johnson, Donald
O O'Malley, Erin
C Schmidt, Henry
O James, Anne
Records 1 - 7 of 7
Select Approver       Note: Select Set selection as your default approver or the system will automatically generate a default approver after approver is used 4 times consecutively.         << Back to Approve Transactions



PROCARD CARDHOLD	ER QUICK GUIDE
Approve a Transaction	
Transaction Management Approve Transaction(s)	
No approver has been selected. Please select an ap	pprover and resubmit.
Please select an approver to forward these transaction(s "Cancel" if you do not want to approve / forward these trans	
*= required	
Approval Action	
<ul> <li>Approver's Name: <u>Select Approver</u></li> <li>No further approval needed for these transactions</li> </ul>	If no approver is selected, the following error will display.
Summary of Transactions to be Approved	
Number of Transactions: 3	
Total Dollar Amount: \$5.92	
Approve Cancel	
Pull Back (reopen) a Transaction	
Dnline	Trustees California State Univ
	Our Payment Products Logout
Transaction Management	
Card Account Summary with Transaction List	
Card Account Number: **********3150,	
» Trans List	There are two ways to retrieve a <b>Pull Back</b> Transaction:
[-] Card Account Summary	Puil Back Transaction:
	1. From Search Criteria, use the
Account Number: Q3150 Account Name: CYNTHIA PAULL	Approval Status drop down to
Billing Cycle Close Date: All Search	select transaction that are <b>Pulled</b> Back.
Open Account	Dack.
[-] Search Criteria	—— Click <b>Search</b> .
	Advanced Search
Transaction Amount: Purchase ID: Approval Statu	
All s Pending Pull Back Eligibility: All	
Approved Awaiting Your	Action
Disputed Transactions: Final Approve Pending	d
Pulled Back Rejected	
Display 25 🔽 Transactions per page	
Display 25 V Transactions per page	

III Back (ree		* Log C	Dut				
Account Summary with Tran Account Number:	294011 Calcost Counter upleted. 5878 Outstanding Ord	Switch Accounts			2. Select the the approved		
g Cycle Close Date: All ▼ Transactions: \$3 boated Transactions: \$5		ransaettons: \$0.00 0	n5 ) ).0%		Click <b>Pull Ba</b>	ack.	
s1-25 of 58 1 2 2 All Shown   Upsin & All Shown St. C. tus: Approval Status: Ma	Ich Trans Posting Merchant	<u>City/State</u>	Amount	Detail 🗈 I	<u>urchase ID</u>		ource Last Change
Approved and a second and a sec	Only         Definition           10010         10012         10013         MAID RITE OSIAALOOSA           10010         10012         WENDYUS 84410 025           10010         10012         WENDYUS 84410 025           10010         10012         WENDYUS 84410 025           10012         1012         HY VEE 1162           10002         1012         FIRST TO THE FINIS           10001         1012         SUMWAY 00074874           10001         10012         SUMWAY 00074874           10002         00079         RUNDE CHEVROLET           10002         00079         RUNDE CHEVROLET           10002         00070         JIMMY JOHNS	CEVALOOSA, IA OSKALOOSA, IA DUBUQUE, IA 800-747-9013, IL OSKALOOSA, IA URBANA, IL EL DEIGER CEDAR RAPIDS, IA	\$38.95 \$7.79 \$15.06 \$30.90 \$15.52 \$7.90 \$139.00 		91010 131658 900000 40115410006810540 40115390001214591 4014539-0214591	DefaultAcct     DefaultAcct     DefaultAcct	Cade System Cade System Cade System Cade System Cade System Cade System Cade System
Pending     Pending     Pending     Pending	05/29 06/01 MCDONALD'S M6719 OF 05/24 05/26 HYANT REGENCY RIVER	IA DUBUQUE, IA	\$4.70 \$4.70 \$337.98 \$365.70	(I) (I) (I) (I) (I) (I) (I) (I) (I) (I)	07637976719VP1Y7000025466 0 0		<u>Code</u> System <u>Code</u> System
Reallocate) Mass Realloca	ee) Match To Order) Change Review State	ns) (Approve) (Pull)	Back				
Reallocate) Mass Reallocate anage a Rej J.S. Bank Access	Online	on	Back			Trustees Caliform Our Payment Proc	lucts Logout
Anage a Rej J.S. Bank Access Sbank.	Online Transaction Manag	on ement		tion	the <b>Search</b> Management	Our Payment Proc Criteria in Card Acc	lucts Logout Transac ount
Anage a Re J.S. Bank Access <sup>4</sup> J.S. Bank Access <sup>4</sup>	Online Transaction Manag	on ement		tion Sum		Our Payment Proc Criteria in Card Acc	lucts Logout Transac ount
Anage a Rej U.S. Bank Access U.S. Bank Access U.S. Bank Access Access Ansaction List count Information porting	Online Transaction Manag Card Account Summary with Card Account Number:	on ement		tion Sum prov	Management mary, select	Our Payment Proc Criteria in Card Acc	lucts Logout Transac ount
Anage a Re U.S. Bank Access D.S. Bank Access Danker Access Anagement Transaction Management Transaction List count Information	Card Account Number: ************************************	on ement		Click	Management mary, select al Status. Search. Bergects caugh the Trans	Our Payment Proc Criteria in Card Acc Rejected i n be retrieved	ucts Logout Transac ount In <b>the Ap</b>
Anage a Rej Anage a Rej A.S. Bank Access A.S. Bank Access	Online Transaction Manag Card Account Summary with Card Account Number: Trans List  (-) Card Account Summary Account Number: Account Number: Account Name:	on ement Transaction List 0, cynthia Paull 0, cynthia Paull 0, cynthia Paull 0, cynthia Paull		Click	Management mary, select cal Status. Search. : Rejects ca	Our Payment Proc Criteria in Card Acc Rejected i n be retrieved	ucts Logout Transac ount n <b>the Ap</b> ved
Anage a Rej anage a Rej .S. Bank Access Sbank. Isbank. Insaction Management Transaction List count Information porting Personal Information me	Card Account Summary with Card Account Summary with Card Account Number: Trans List  I-) Card Account Summary Account Number: Account Number: Billing Cycle Close Date: All	on ement Transaction List 0, cynthia Paull 0, cynthia Paull 0, cynthia Paull 0, cynthia Paull		Click	Management mary, select al Status. Search. Bergects caugh the Trans	Our Payment Proc Criteria in t: Card Acc Rejected i n be retrieved saction Main cks.	ucts Logout Transac ount n <b>the Ap</b> ved

•	ransactio	on	ARDHO					
All Shown Und								
lect <u>Approva</u> <u>Status</u>	al Match <u>Trans</u> ≌≜ Date	<u>Merchant</u>	<u>City/State Ar</u>		<u>:count</u> ımber	<u>Cardholder</u> Approver	<u>Last</u> Approver	Accounting Cod
Rejected	d <u>03/06</u>	LA BTTRY WHSL 3060034			****55123456	Click on R		display the
datched (Manual All Shown   Uno		) 🛕 Exception 🕢 Realloca	ted					I. The approve
ds 1 - 1 of 1						will have s	elected a	a reason for the
prove Re	eject		Reallocate	Mass Re	allocate			ges and resubr
ransactio	n Detail	145678, JANE SMITH				for approv		
ransaction Status Mate	Summary ch Tran Date P	Posting Date Merchant		City/Stat		Amount Purch	ase ID	Accounting
R Reviewed			TA WILD - TICKETS fatched (Manual)		APOLIS, MN		ation Looked	2 🖴 EPMNBGFD
	Matched Order	Allocations User Ly	ne Items Tax Data		onts Appr	oval History	7	
Cardholder		Smith, Jane	$\overline{\}$					
Approval Approver Anderson,		Time Approva 1:21 PM CST Rejecte	al Action Approver	r <b>Modifica</b> Sales)	ations			
	jection Reasons	2:51 PM CST Forward						
2 Incorrect 3 Incorrect	ct or insufficient	de allocation uence / additional appro transaction comments i user line item data						
5 Unauth	orized / non-pre- ct order match			$\sim$				saction list to
A Chang	prover Modification			-		ary Transa		count Sum-
	ed Transaction Jed User Line Ite							
< Back to Tr	ransaction List							
ransaction L	.ist		!	Return to top				
ls 1 - 4 of 4								
All Shown Unch	reck All Shown							
of Chatua Ma		u Harahaut	CituCtata	Amount	Det	nil 🙃 Durchaaa ID	æ	Assounting Code
CL Status Ma	atch <u>Trans</u> <u>Postir</u> ⊇≜ Date Date	ng <u>Merchant</u>	<u>City/State</u>	<u>Amount</u>	Deta	<u>ail 🕒 Purchase ID</u>	<u>w</u>	Accounting Code
	·							
<u>a</u> = ~	01/18 0109	MR NEWSPAPER MAN	908-6680202 NJ	\$128.10	()	1		P22562501001 42396
<u>a</u> a a	01/18 0109	K	908-6680202, NJ		0			P22562501001 42396
<u>a</u> 'a <i>a</i>	<u>01/18</u> 01/19 <u>01/18</u> 01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$37.35	()			P22562501001 42396 P22562501001 42396
	$\sim$	MR NEWSPAPER MAN	908-6680202, NJ	\$37.35	-	1		
<u>a</u> a a	<u>01/18</u> 01/19	MRNEWSPAPER MAN NEJM MASS MED BOCIET	908-6680202, NJ Y#3 781-893-3800, MA	\$37.35 \$98.00	0	1 00022302	019653	P22562501001 42396
	<u>01/18</u> 01/19 <u>01/08</u> 01/09 <u>12/27</u> 12/28	MR NEWSPAPER MAN NEJM MASS MED SOCIET REI*ELSEVIER HEALTH S	908-6680202, NJ Y#3 781-893-3800, MA 3C <del>890-654-2452, FL</del>	\$37.35 \$98.00	0	1 00022302	019653	P22562501001 42396 P22562501001 42396
viewed 🔘 Dispu	01/18 01/19 01/08 01/09 12/27 12/28 uted (C) Matched	MRNEWSPAPER MAN NEJM MASS MED BOCIET	908-6680202, NJ Y#3 781-893-3800, MA 3C <del>890-654-2452, FL</del>	\$37.35 \$98.00	Erom t	1 00022302 0541806600 he <b>Transa</b> 0	ction Lis	P22562501001 42396 P22562501001 42396 P22562501001 42396 P22562501001 42396
viewed 🔘 Dispu	01/18 01/19 01/08 01/09 12/27 12/28 uted (C) Matched	MR NEWSPAPER MAN NEJM MASS MED SOCIET REI*ELSEVIER HEALTH S	908-6680202, NJ Y#3 781-893-3800, MA 3C <del>890-654-2452, FL</del>	\$37.35 \$98.00	From t the <b>Tra</b>	1 00022302 0541806600 he <b>Transa</b> ansaction	<mark>ction Lis</mark> Date nex	P22562501001 42396 P22562501001 42396 P22562501001 42396 P22562501001 42396
	01/18 01/19 01/08 01/09 12/27 12/28 uted (C) Matched	MR NEWSPAPER MAN NEJM MASS MED SOCIET REI*ELSEVIER HEALTH S	908-6680202, NJ Y#3 781-893-3800, MA 3C <del>890-654-2452, FL</del>	\$37.35 \$98.00	From t the <b>Tra</b>	1 00022302 0541806600 he <b>Transa</b> 0	<mark>ction Lis</mark> Date nex disputed.	P22562501001 42396 P22562501001 42396 P22562501001 42396 P22562501001 42396 P22562501001 42396

PROCARD CARD	HOLDER QUIC	<b>C</b> GUIDE
Dispute a Transaction		
Transaction Management	Transaction Management Select a Dispute Reason Card Account Number: 1234, CHRIS DOE	* Log Out
Transaction Detail Product: Purchaing Card Card Account Number: 1234, CHRIS DOE	Tran Date Statement Date Merchant Amo	Switch Accounts Int Reference Number 0 24755427018730181473186
Greate Order, Manage Orders, Card Acct List Trans List	01/18/2007 01/22/2007 MR NEWSPAPER MAN 128: Select a dispute reason from the list below. If you need more informat request a copy of the sales draft.	
Transaction Summary Status Match Tran Date Posting Date Merchant City/State	My account was charged for this transaction and	
01/18 01/19 MR NEWSPAPER MAN 908-6680202, N	Reason O Unauthorized Unauthorize the shares	Additional items Required Print, Signature
Disputed      Matched A Exception       Tax Detail Level      Reallocated     Summary Metched Order Allocations Tax Data	Unrecognized 	Print, Signature Print, Signature
The Summary tab shows high-level transaction information.	Merchandise Returned     In have not received credit for the returned merchandise.     Merchandise Not Received	
	I have not received the merchandise. Services Not Received I have not received the services.	
To change the review status, click the "Mark as Reviewed" button. To initiate a dispute, click the "Dispute Transaction" button.	Credit Not Received I have not received credit toward my account.	Print, Copy of Receipt
Transaction Reference Information Date: 01/18/2007 Billing Cycle: 01/22/200	Cash Not Received I did not receive cash from the ATM.	Print, Copy of Receipt
Purchase ID: 1 Posting Date: 01/9/200 Total Amount: 128.10 Reference Number: 7755427 Authorization Number: 081985	the receipt does not match the amount posted.	Print, Copy of Receipt
Memo Post: Yes Extract Date(s)	the description does not give enough information. Not As Described the merchandise I received does not match the description fi	om the merchant. Print, Copy of Documentation
Sales Tax: 0.00 Most Recent Standard Financial E Freight: General Medger Extract:	Ouality of Service    the service I received does not match the description from the	
Payment Extract: Merchant Currency	Duplicate Processing    thas been charged for this transaction more than once.     Paid by Other Means	
Name: MR NEWSPAPER MAN Source Currency: U.S. Dollar City/State: 908-6680202, NJ Source Currency Amt: 128.10	I had paid by other means such as a cash or check.	Print, Copy of Receipt
Transaction Type: SALES DRAFT MCC Code: 5994 MCC Description: NEWS	Cancelled - Merchandise Returned	Print, Copy of Receipt
DEALERS/NEWSSTANDS	I had cancelled the purchase. The merchandise has been re <b>Cancelled - Recurring Transaction</b> I had cancelled the purchase. This is a recurring transaction	such as a monthly service.
Mark as Reviewed	<ul> <li>Cancelled , I had cancelled the purchase.</li> </ul>	
Click Dispute.	<ul> <li>ransaction Posted to Closed Account - Recurring Transact this account has been closed. This is a recurring transaction</li> <li>ransaction Posted to Closed Account</li> </ul>	on such as a monthly service.
Dispute information only reflects the A list of reasons for	this account has been closed.     Defective - Shipped/Returned	
for this transaction. More information dispute will display.	the shipped merchandise I received was defective. The merce     Defective - Shipped     a shipped merchandise I received was defective	handise has been returned to the merchant. Print, Copy of Shipping Invoice Print, Copy of Shipping Invoice
	Defective    the merchandise I received was defective.	This copy of shipping involce
	O Other	tion.
(+) Dispute Higtory	Solect	
<u> «Backto Transaction List</u> CliCk Select.	Interto Transaction Detail	
<u> Back to Transaction List</u>	Inventi Transaction Detail	
Dispute a Transaction Transaction Management		
Dispute a Transaction		Switch Accounts
Dispute a Transaction Transaction Management Dispute Reason: Unauthorized Card Account Number: ************************************	E	
Dispute a Transaction Transaction Management Dispute Reason: Unauthorized Card Account Number: ************************************	E Amount F	eference Number
Dispute a Transaction Transaction Management Dispute Reason: Unauthorized Card Account Number: ************************************	E Amount F	
Dispute a Transaction         Dispute a Transaction         Dispute Reason: Unauthorized         Card Account Number:       ************************************	E Arnount F PAPER MAN 128.10 2 nd I did not authorize the charg	e.
Dispute a Transaction Transaction Management Dispute Reason: Unauthorized Card Account Number: ************************************	E Arnount F PAPER MAN 128.10 2 nd I did not authorize the charg	e.
Dispute a Transaction         Transaction Management         Dispute Reason: Unauthorized         Card Account Number:         Tran Date       Statement Date         Merchant         01/18/2007       01/22/2007         My account was charged for this transaction at         This dispute reason requires a physical signa         "continue" for a printable version of the form.	E Arnount F PAPER MAN 128.10 2 nd I did not authorize the charg	e.
Dispute a Transaction         Dispute a Transaction         Dispute Reason: Unauthorized         Card Account Number:         Market Control         Dispute Reason: Unauthorized         Card Account Number:         Market Control         Dispute Reason: Unauthorized         Card Account Number:         Market Control         Dispute Reason: Unauthorized         Market Control         Dispute Reason: Unauthorized         My account was charged for this transaction at This dispute reason requires a physical signa "Continue" for a printable version of the form.         * = required	E PAPER MAN 128.10 2 nd I did not authorize the charg ture of the Cardholder. After co	e.
Dispute a Transaction         Dispute a Transaction         Dispute Reason: Unauthorized         Card Account Number:       ************************************	E Amount F PAPER MAN 128.10 2 Ind I did not authorize the charg ture of the Cardholder. After co	e. mpleting this form, click
Dispute a Transaction         Dispute a Transaction         Dispute Reason: Unauthorized         Card Account Number:         Card Account Number:         Market Statement Date         Merchant         01/18/2007         01/22/2007         Mr NEWS         Unauthorized         My account was charged for this transaction at         This dispute reason requires a physical signa         "Continue" for a printable version of the form.         * = required         Bequestor Name:"	E PAPER MAN 128.10 2 and I did not authorize the charg ture of the Cardholder. After co	e. mpleting this form, click requestor's name and e number in fields. Enter
Dispute a Transaction         Dispute a Transaction         Dispute Reason: Unauthorized         Dispute Reason: Unauthorized         Card Account Number:       ************************************	E PAPER MAN 128.10 2 and I did not authorize the charg ture of the Cardholder. After co	e. mpleting this form, click
Dispute a Transaction         Dispute a Transaction         Dispute Reason: Unauthorized         Dispute Reason: Unauthorized         Card Account Number:       ************************************	Amount F PAPER MAN 128.10 2 and I did not authorize the charg ture of the Cardholder. After co	e. mpleting this form, click requestor's name and e number in fields. Enter
Dispute a Transaction         Dispute a Transaction         Dispute Reason: Unauthorized         Card Account Number:       Management         Dispute Reason: Unauthorized         Card Account Number:       Merchant         Dispute Reason: Unauthorized       Merchant         Dispute Reason: Unauthorized       Merchant         Dispute Reason: Unauthorized       Merchant         Dispute Reason: Unauthorized       Merchant         Dispute reason requires a physical signa       Continue" for a printable version of the form.         * = required       Requestor Name:*       Requestor Physical Signa         Chris Doe       Requestor Physical Signa       Requestor Physical Signa         Comments:*       Requestor Physical Signa       Requestor Physical Signa	Amount F PAPER MAN 128.10 2 and I did not authorize the charg ture of the Cardholder. After co	e. mpleting this form, click requestor's name and e number in fields. Enter

Dispute a Transaction	
Dispute Reason: Unauthorized	
Request has been successfully completed.	
Print, sign and fax or mail this form to the following address. This d this form is not received within 21 days of the dispute date.	lispute will not be processed if
Fax Number: 701-461-3463	Print, Sign and Fax or mail to US
<b>Mailing Address:</b> U.S. Bank National Association, ND C/O U.S. Bancorp Service Center, Inc. P.O. Box 6344 Fargo, ND 58125-6344	Bank. Send a copy of the dispute to
When finished printing, you can go to the <u>transaction detail</u> .	Accounts Payable with monthly statement.
Account Number: 4246040011253475	
Dispute Date Tran Date Statement Date Merchant	Amount Reference Number
03/02/2007 01/18/2007 01/22/2007 MR NEWSPAPER	MAN 128.10 24755427018730181473186
<b>Unauthorized</b> My account was charged for this transaction and I did not authorize	the charge.
Requestor Name: Requestor Phone Number: Chris Doe 6121231234 Comments:	
Comments: I did not authorize this charge. I cancelled my subscription in Nove	mber 2006.
Cardholder Signature (required to process this dispute)	
cancel a Dispute	
Cancel a Dispute	1
[-] Transaction List Return to top	
Constant Constan	
[-] <b>Transaction List</b> Records 1 - 4 of 4       Check All Shown	-
Constant Constan	2 <u>Detail 🗈 Purchase ID</u> 🙆 Accounting Code
[-] Transaction List     Return to top       Records 1 - 4 of 4     Check All Shown       Select Status Match Trans Posting Merchant     City/State	<u>Detail ऒ Purchase ID @</u> Accounting Code ① 1 <u>P22562501001 42396</u>
[-] Transaction List         Return to top           Records 1 - 4 of 4         Check All Shown         Uncheck All Shown           Select Status Match Trans Posting Merchant @ @ @ @ A Date Date         City/State Amount Date           □         01/18         11/19         MR NEWSPAPER MAN         908-6680202, NJ \$128.10           □         01/18         01/19         MR NEWSPAPER MAN         908-6680202, NJ \$37.35	
I-I Transaction List         Return to top           Records 1 - 4 of 4         Check All Shown         Uncheck All Shown           Select Status Match Trans Dosting Merchant Date         City/State Arrount         Arrount	- <u>Detail</u>
[-] Transaction List         Return to top           Records 1 - 4 of 4         Check All Shown         Uncheck All Shown           Select Status Match Trans Date Date         Posting Merchant Date         City/State Armount           □         0         01/18         11/19         MR NEWSPAPER MAN         908-6680202, NJ         \$128.10           □         01/18         01/19         MR NEWSPAPER MAN         908-6680202, NJ         \$137.35	Detail
I-I Transaction List         Return to top           Records 1 - 4 of 4         Check All Shown         Uncheck All Shown           Select Status Match Trans Dosting Merchant Date         City/State Arrount         Arrount	Detail       E       Purchase ID       M       Accounting Code         ①       1       P22562501001 42396         ①       1       P22562501001 42396         ①       1       P22562501001 42396         ①       00022302       P22562501001 42396         From the Transaction List, click on the Transaction Date link, the Transaction Detail—Summary will       42396
[-] Transaction List         Return to top           Records 1 - 4 of 4         Check All Shown         Uncheck All Shown           Select Status Match Trans Date Date         Posting Merchant Date         City/State         Amount Pate <ul> <li>①</li> <li>①1/18</li> <li>①1/19</li> <li>MR NEWSPAPER MAN</li> <li>908-6680202, NJ \$128.10</li> <li>①1/18</li> <li>①1/19</li> <li>MR NEWSPAPER MAN</li> <li>908-6680202, NJ \$37.35</li> <li>①1/18</li> <li>①1/19</li> <li>MR NEWSPAPER MAN</li></ul>	Detail         E         Purchase ID         M         Accounting Code           ①         1         P22562501001 42396         P22562501001 42396           ①         1         P22562501001 42396         P22562501001 42396           ①         00022302         P22562501001 42396         P22562501001 42396           From the Transaction List, click on the Transaction Date link, the         42396
[-] Transaction List       Return to top         Records 1 - 4 of 4         Check All Shown         Select       Status       Match       Trans       Posting       Merchant       City/State       Arrount <ul> <li>●</li>             &lt;</ul>	Detail       €       Purchase ID       €       Accounting Code         ①       1       P22562501001 42396         ①       1       P22562501001 42396         ①       1       P22562501001 42396         ①       00022302       P22562501001 42396         From the Transaction List, click on the Transaction Date link, the Transaction Detail—Summary will display.       42396         Note: the D in status field indicates       1
[-] Transaction List       Return to top         Records 1 - 4 of 4         Check All Shown       Uncheck All Shown         Select       Status       Match       Trans       Posting       Merchant       City/State       Arrount <ul> <li>●</li> <li< td=""><td>Detail          <ul> <li>Purchase ID</li> <li>Accounting Code</li> <li>1</li> <li>P22562501001 42396</li> <li>1</li> <li>P22562501001 42396</li> <li>00022302</li> <li>P22562501001 42396</li> <li>00022302</li> <li>P22562501001 42396</li> </ul> <li>From the Transaction List, click on the Transaction Date link, the Transaction Detail—Summary will display.</li> </td></li<></ul>	Detail <ul> <li>Purchase ID</li> <li>Accounting Code</li> <li>1</li> <li>P22562501001 42396</li> <li>1</li> <li>P22562501001 42396</li> <li>00022302</li> <li>P22562501001 42396</li> <li>00022302</li> <li>P22562501001 42396</li> </ul> <li>From the Transaction List, click on the Transaction Date link, the Transaction Detail—Summary will display.</li>

#### **Cancel a Dispute**

The Summary tab shows high-level transaction inform To change the review status, click the "Mark as Review To view the dispute's details, click the dispute reason	wed" button.	
Transaction Date: 01/18/2007 Purchase ID: 1 Fotal Amount: 128.10	Billing Cycle: Billing Cycle: Posting Date: Reference Number: Authorization Number	01/22/2007 01/19/2007 24755427018730181473186
Memo Post: Yes	Extract Date(s)	
Sales Tax: 0.00 Freight:	Most Recent Standard General Ledger Extra Payment Extract:	
Merchant Name: MR NEWSPAPER MAN CittyState: 908-6680202, NJ	Currency Source Currency: Source Currency Amt	U.S. Dollar 128.10
Transaction Type: SALES DRAFT MCC Code: 5994 MCC Description: NEWS DEALERS/NEWSSTANDS Mark as Reviewed		
Transaction Type: SALES DRAFT MCC Code: 5994 MCC Description: NEWS DEALERS/NEWSSTANDS	Sales Draft Reque	
Transaction Type: SALES DRAFT MCC Code: 5994 MCC Description: NEWS DEALERS/NEWSSTANDS Mark as Reviewed Dispute information only reflects the last dispute file for this transaction. More information available in Dispute History. Dispute Reason: Unauthorized Dispute Date: 03/02/2007	Sales Draft Reque	
Transaction Type: SALES DRAFT MCC Code: 5994 MCC Description: NEWS DEALERS/NEWSSTANDS Mark as Reviewed Dispute Dispute information only reflects the last dispute file for this transaction. More information available in Dispute History. Dispute Reason: Unauthorized	Sales Draft Reque	ests Make sure the transaction is

#### **Cancel a Dispute**

#### Are You Sure?

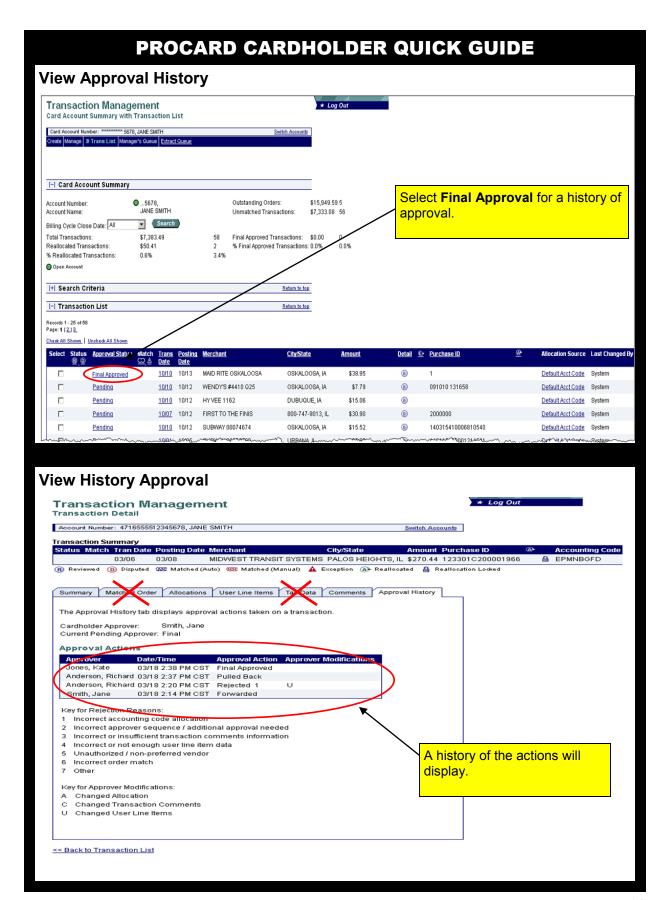
You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Tran Date	Posting Date	Merchant	Amount	Reference Number
03/02/2007	01/18/2007	01/19/2007	MR NEWSPAPER MAN	128.10	24755427018730181473186

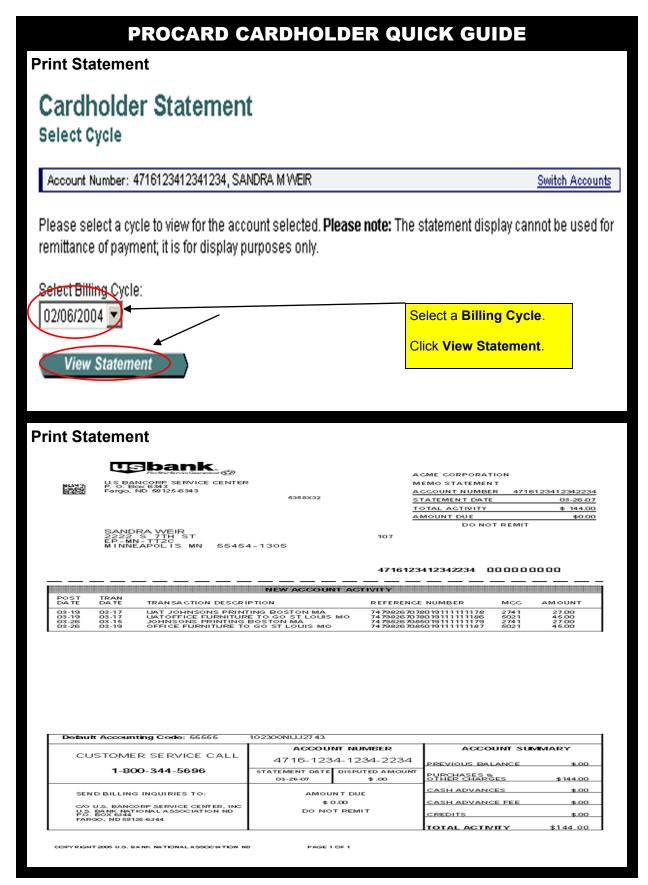
#### Unauthorized

I did not authorize this charge. I cancelled my subscription in November 2006.

Pancellation Comments: PSmith okayed renewal cost	Jn <b>Cancellation Comments</b> , type in an explanationl.
	Click Yes, Cancel Dispute.
Yes, Cancel Dispute No	
vers, cancer Dispute 1) No	



J.S. Bank Access®	Online	Trustees California State Univ Our Payment Products Logout
I of the serving you	Transaction List         View, review, allocate/reallocate and add comments to transaction information.         View Previous Cvcle         Presents the Transaction list for the previous cycle.         View Pending Transactions         Presents the pending transactions list.	Select <b>Account Information</b> from the <i>Transaction Management</i> screen.
rint Statem .S. Bank Access®		Trustees California State Univ Our Payment Products Logout
S. Bank Access®		Our Payment Products Logout Select Cardholder Account Statement.



**Important Information:** 

Access Online Help Desk (877) 887-9260 Resetting User Ids Resetting Passwords

24– Hour Customer Service (800) 344-5696 No personal information code needed 9999 Lost, Stolen, or Fraud

TUC PCard Coordinator: tuc.pcard@csun.edu

Billing Questions Declined Purchases Limit Adjustments(Approvers need to ask for increase) Questions regarding appropriate use Replacement cards Updates to your account

Urgent matters, contact Dustin Abad at ext. 7077 or call the Main: (818) 677- 5298