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Viewing and Approving a Transaction

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	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			
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	for this transaction. Me Dispute History.	nly reflects the last dispute filed ore information available in			e transactio	
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Card Account Number: ************************************	5678, JANE SMITH anager's Queue Extract Queue	Switch	h Accounts			the Transaction L		
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Approve a Transaction

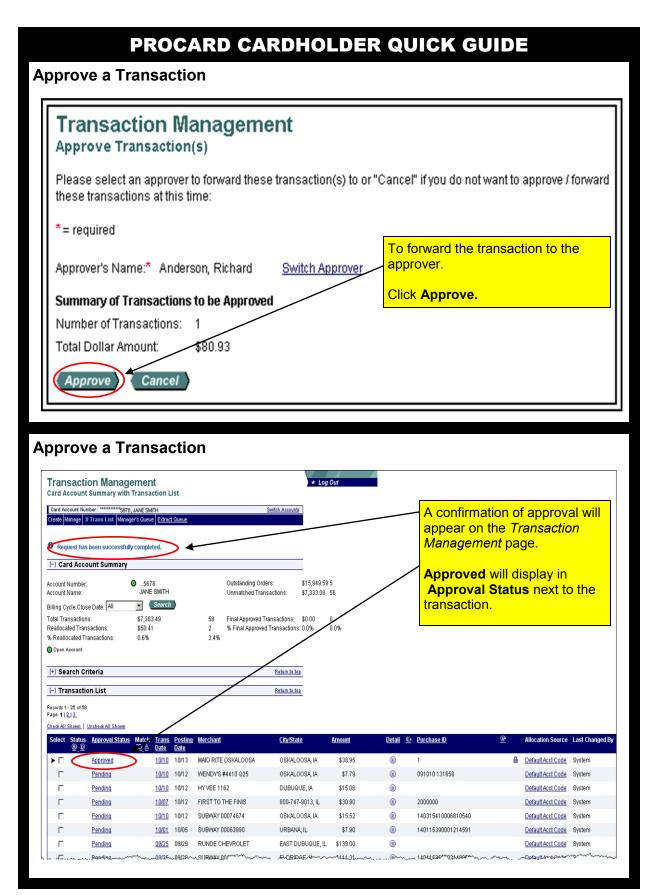
Approve Transaction(s) Search & Select an Approver

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
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<< 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.
 Anderson, Richard
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	
 Approver's Name: <u>Select Approver</u> No further approval needed for these transactions 	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 Pull Back 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 Pulled Back.
Open Account	Dack.
[-] Search Criteria	—— Click Search .
	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 Pull Ba	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
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PROCARD CARD	HOLDER QUIC	C 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 Cancelled - Recurring Transaction I had cancelled the purchase. This is a recurring transaction	such as a monthly service.
Mark as Reviewed	 Cancelled , I had cancelled the purchase. 	
Click Dispute.	 ransaction Posted to Closed Account - Recurring Transact this account has been closed. This is a recurring transaction ransaction Posted to Closed Account 	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.
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Dispute a Transaction Transaction Management		
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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
Mailing Address: 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
Unauthorized 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	
[-] Transaction List 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 ① ①1/18 ①1/19 MR NEWSPAPER MAN 908-6680202, NJ \$128.10 ①1/18 ①1/19 MR NEWSPAPER MAN 908-6680202, NJ \$37.35 ①1/18 ①1/19 MR NEWSPAPER MAN	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 ● <	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 ● <li< td=""><td>Detail Purchase ID Accounting Code 1 P22562501001 42396 1 P22562501001 42396 00022302 P22562501001 42396 00022302 P22562501001 42396 From the Transaction List, click on the Transaction Date link, the Transaction Detail—Summary will display. </td></li<>	Detail Purchase ID Accounting Code 1 P22562501001 42396 1 P22562501001 42396 00022302 P22562501001 42396 00022302 P22562501001 42396 From the Transaction List, click on the Transaction Date link, the Transaction Detail—Summary will display.

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?

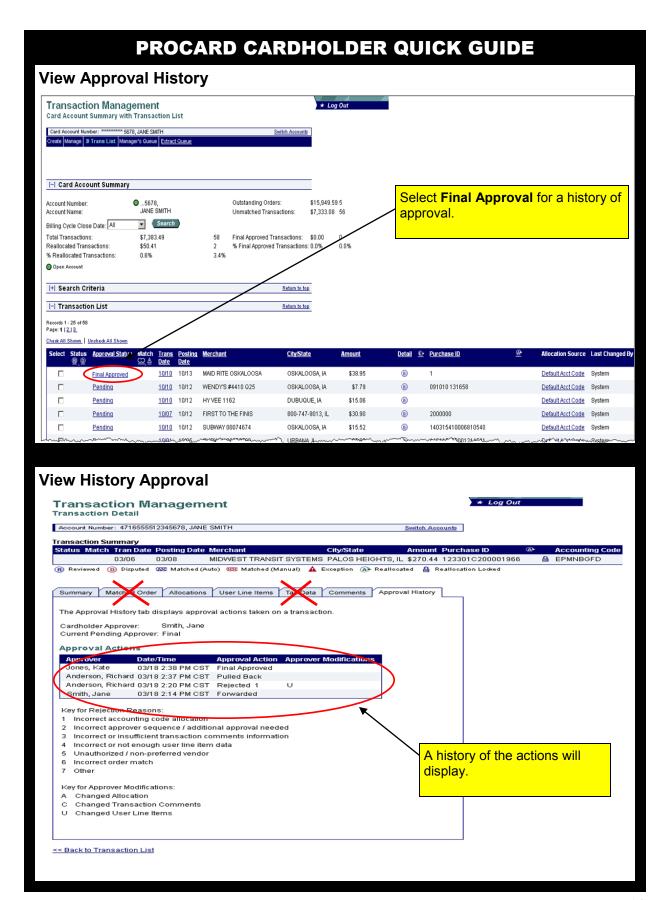
You have chosen to cancel the dispute filed for the following transaction:

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

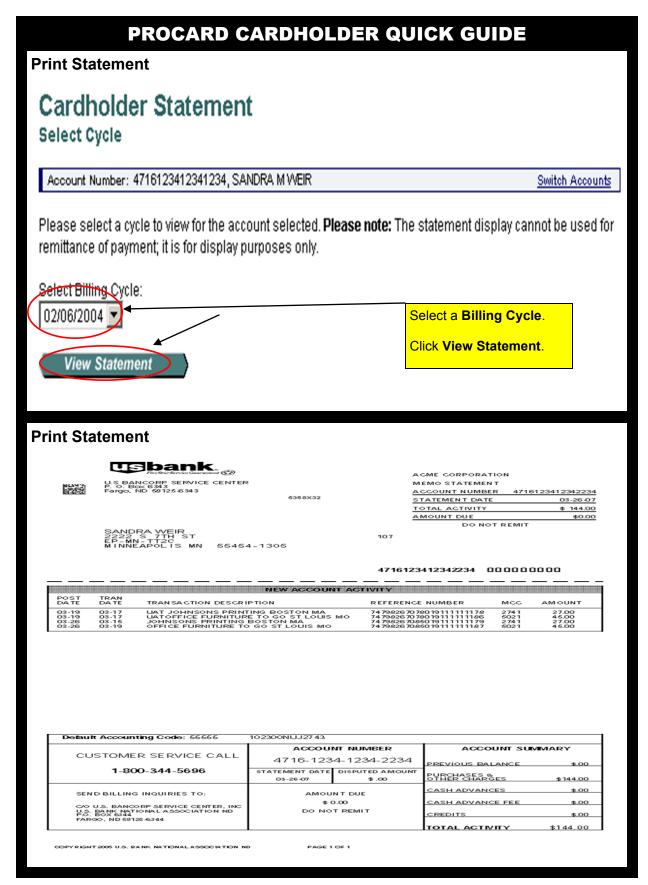
Unauthorized

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

Pancellation Comments: PSmith okayed renewal cost	Jn Cancellation Comments , 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 Account Information 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