Review Transactions

The Cardholder should send an email letting you know they have completed data entry and once you receive their Expense Report, review thoroughly and approve by following these steps.

1. At the Financial tab, drop down to select Transaction Management

2. Click on Transaction Approval Summary

3. The next screen allows you to search by Cardholder or if you want to see all Cardholders who have current account activity, click on your name in the Quick Link box.

4. The next screen asks you to select your Search Criteria either by Date Range or Reporting Cycle. It will default to the current Reporting Cycle, click Search to see Cardholders in your list that have transactions for the current cycle.

5. The next page explains why you should click only on the Cardholder accounts that have completed their reconciliation and who have Reviewed all transactions. If the Reviewed boxes haven't been checked, contact the Cardholder.
6. Click on the *Cardholder’s* name and you will be taken to the *Transaction Summary* screen.

Some items to check and verify for accuracy....

- **Check Expense Description** cells for complete and appropriate descriptions.
- **Check GL account numbers for accuracy**, paying close attention to object codes selected.
If receipts have been uploaded click to the right of the transaction to view. Some Cardholders are starting to use this feature.

Click View The receipt will pop up in a separate window. After you see that the receipt is in view, you may click the to close the pop-up window so you may easily match the receipt back to the transaction.

**Approve Transactions: 2 options**

**Option 1:**

Approve by checking the Approved box for each completed transaction.

Do not check the Approved box if the Cardholder has not checked the Reviewed box. Doing so will lock the Cardholder from completing required steps.

*Mass Approval*: Approving numerous transactions at once.

Follow the bread crumbs from Transaction Summary back to Transaction Approval Summary
Option 2:
This is where you may complete a *Mass Approval* if you are certain all transactions have been completed and the Reviewed boxes are all checked.

**Warning:** If you check the Approved boxes before the Cardholder has checked the Reviewed box for a transaction you will lock the Cardholder from being able to complete the entries and receipt upload.

![](image)

*Mass Approval - click the radio button in the Transaction Approval Summary screen, then Save*

If you accidently approve too soon and have locked the transaction, email accounting@willamette.edu or call (503) 370-6134.

Remember to approve only the transactions that you see have the Reviewed box checked.

Additional steps may be needed by the Account Group Manager.

- Send reminder (warning) email to Cardholders who haven't completed reconciliation on time to avoid suspension of their account.

- If reconciliations run past 30 days, P-card accounts will be dropped to a $10 limit until brought current. If the issue isn’t resolved in a timely manner, the card may be closed.

- An assistant may help by sending emails.