Transaction List View Details

The Transaction List View has several features to help make your charge reconciliation process easier.

1. There are Tabs across the top, which act as Filters for the transactions in the selected billing cycle. The actual tabs displayed will depend on your Role (Card Member or Manager), and business rule choices your company made.
   A. If your company uses Approvals, the Needs Submission tab shows transactions that have not been submitted for manager approval.
   B. The Not Reviewed tab shows transactions that have not been Re-allocated, and have not been Approved or marked as Reviewed.
   C. If your company has enabled Receipt Imaging at the transaction level, the Receipts Needed tab shows all transactions without a receipt matched.

2. The leftmost column of checkboxes is for Transaction Selection. Your company may permit you to select more than one transaction, or all transactions on the screen. You may also perform certain actions for all the selected transactions in one step – such as reallocating, approving, or attaching a receipt. As you select multiple transactions, the count will be shown in the area indicated.

3. Transactions are sortable, and the arrow icon shows if they are sorted ascending or descending.

4. For Corporate Purchasing Card (CPC) and Corporate Meeting Card (CMC) products, there is a selectable column you can use to choose transaction data elements to display. The keyword filter will search whichever data field you have selected, in addition to the fixed columns.

5. There are two selectable columns to show the accounting codes for the first accounting allocation line for a transaction. The Keyword Filter will also search these columns.
6. There are several status icons which can appear in the section to the left of the transaction date
A. A green calculator icon indicates the transaction has been reallocated to different accounting
B. A green eye indicates the transaction has been Approved or Reviewed, but not reallocated
C. The blue icon with lines indicates the transaction has Line Item Detail (LID). LID is only available for Corporate Purchasing Cards, where the Merchant is LID-capable.
D. The Comment bubble icon indicates the transaction has Card Member or Manager Comments.
E. A red exclamation point icon (not shown) indicates the transaction has an Exception
F. A Lock Icon (not shown) indicates the transaction has been locked by your company admin. If the lock icon is yellow, it means the transaction has been fully locked from all changes. If the lock icon is green, it means accounting cannot be changed, but potentially you can still submit for approval, add comments, and add receipts – per your company’s policies

7. If your company has Transaction Level receipt imaging enabled, a green icon will indicate a Receipt has been matched to the transaction. A gray icon indicates no receipts have been matched to the transaction.
Transaction Hover-Overs

You can move your mouse over several data fields in the transaction list, which will cause a popup with extra detail to appear.

8. Hovering your mouse over the **Merchant** field will show extra merchant details, and up to 4 lines of transaction description information.

9. Hovering over an **Approval Icon** will show the names of the users who have approved the transaction. Hovering over one of the **Accounting Code** fields will show the full accounting and description for the first allocation line.