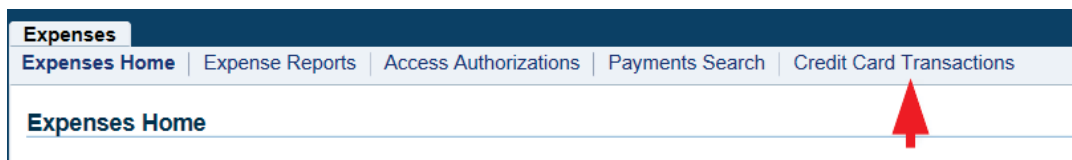# How to View Credit Card Transactions

Card holders and employees with delegated authority will have the additional tab of Credit Card Transactions. The tab provides information on Unused Transactions, Transaction History and Dispute Transactions. Click on the Credit Card Transaction tab to proceed to the page.

You are now on the Credit Card Transactions page.

1. "Unused Transactions" are the all transactions that have not submitted on an expense report.
2. You have the option to export the list of transactions into Excel.
3. You also have the option print the list of transactions.

1. Employees with delegated authority will have a drop down list of those person/s that have given them delegated authority.
2. Select another person and the list transactions for the account will be updated with any unused transaction for that person.

Unused Transactions

Transaction History

Dispute Transactions

Unused Transactions

Transactions for Account

| Calabrese, Robert Lawrence (15678) ERAU_CARD_PROGRAM ****8849 |
| Champagne, Kelli M. (14597) ERAU_CARD_PROGRAM ****0717 |

① 1

Export | ⊠ ⟳ ⬚ ⚙

◀ Previous   1-10 of 22 ▼

Age (Days) △	Transaction Amount △	Transaction Date △	Merchant Name △	Location △	Billed A
94	130.00 USD	07-Oct-2015	AFA	970-7974361, CO	13
94	95.00 USD	07-Oct-2015	AFA	970-7974361, CO	9
77	18.14 USD	28-Oct-2015	OLD SCHOOL BAR & G	AUSTIN, TX	1
76	2.54 USD	28-Oct-2015	THE GROVE-ATL	ATLANTA, GA	
76	3.83 USD	28-Oct-2015	GOLDBERGS CAFE	ATLANTA, GA	
76	16.73 USD	28-Oct-2015	HILTON LIBERTY TAVERN	AUSTIN, TX	1
73	25.65 USD	31-Oct-2015	RED ROOM LOUNGE	AUSTIN, TX	2
73	4.85 USD	01-Nov-2015	AUSTIN AIRPORT-F&B	AUSTIN, TX	
73	33.15 USD	29-Oct-2015	THE BACKSPACE	AUSTIN, TX	3
73	14.91 USD	29-Oct-2015	MOONSHINE PATIO BAR & GRI	AUSTIN, TX	1

Export

◀ Previous   1-10 of 22 ▼

Reviewing the Unused Transcations will be useful if you have submit multiple expense reports due to different cost centers to be charged. It is also useful to distinguish between travel and miscellaneous expenses. These are required to be submitted on separate expense reports with the appropriate expense template.

How to Reconcile Non-Travel (**Miscellaneous**) Related Expenses

To begin your expense report, click the **Create Expense Report** button on the Expenses Home tab.
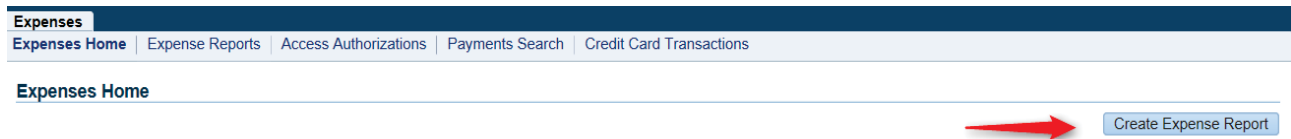
As you proceed with the expense report you will be able to see the 5 steps at the top of the page from General Information to the end at the Review page.
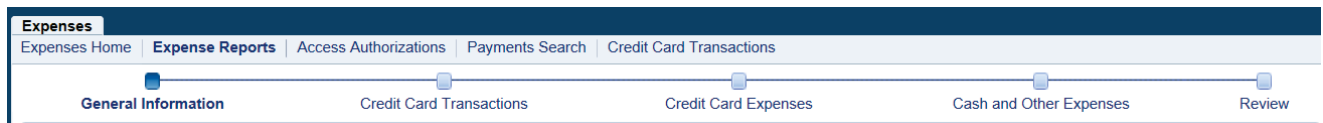
You are on the **General Information** page. Begin your expense report, complete the following steps.

1. Verify the cost center. The default cost center is from your HR personnel record. This can be changed if needed.
2. Complete a detailed purpose of your expense report such as "Corp Card Misc Reconciliation Oct 20.
3. Select the Miscellaneous template from the drop down list.
4. Enter the last name of a budget manager for the cost center as the approver. Use the search icon to find the correct name.
5. Click Next button to proceed.

You are now on the **Credit Card Transactions** page.

1. Click the select boxes on the left side to select each credit card expense to be reconciled on the expense report.
2. Click the *Next 10* link on the right to see the remainder of the expenses.
3. Once all the expenses for this report have been selected, click the next button to proceed.

You are now on the **Credit Card Expenses** page.

1. Select the Expense type for each transaction.
2. Fill in a Justification for each transaction.
3. Click the Next button to proceed.

You are now on the **Cash and Other Expenses** page.

1. On this page, you will list any expenses paid with cash. Complete all the required fields.
2. Click the Next button after you have listed your cash expenses.

If you have no cash expenses then click the Next button.

You are now on the **Review** page. The next 2 screen shots are the completed expense report. The following fields should be review before submitting the expense report.

1. Instructions on submitting the expense report confirmation page and receipts.
2. The General information regarding the cost center, purpose, approver and report amounts.

Expenses				
Expenses Home	**Expense Reports**	Access Authorizations	Payments Search	Credit Card Transactions

| General Information | Credit Card Transactions | Credit Card Expenses | Cash and Other Expenses | Review |

Update Expense Report: Review

Review the expense report below before submission.   Save Cancel Submit Back Step 5 of 5

Imaged Submission Instructions ①

To submit required imaged receipts:

- Scan bar-coded confirmation page and all receipts into a single PDF file. E-mail this file to dbapipm@erau.edu The subject line of the e-mail MUST be Expense Report.

- Alternatively, fax bar-coded confirmation page and all receipts to (888) 322-8893 (outside US/Canada 770-663-6415).

General Information ②

Name	Calabrese, Robert Lawrence (15678)	Original Receipts Status	Not Required
Expense Dates	04-AUG-2015 - 20-OCT-2015	Imaged Receipts Status	Required
		Report Total	308.63 USD
		Reimbursement Amount	0.00 USD
Cost Center	12000		
Purpose	CORP CARD MISC RECONCILIATION		
Approver	Jacobs, Kathy L.		

3. Review the Credit Card Expenses.
4. Review the Totals. If you have Cash Expenses then you total reimbursement will be zero.
5. Click the Submit button to submit the report.

Expense Lines	Weekly Summary	Approval Notes [0]

Business Expenses

Credit Card Expenses ③

Date	Receipt Amount	Expense Type	Justification	Expense Location	Merchant Name	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
04-Aug-2015	134.91 USD	General Equipment (7652)	OFFICE MICROWAVE		WM SUPERCENTER #582	✔		134.91	🗒
08-Oct-2015	78.73 USD	General Supplies (7650)	OFFICE SUPPLIES	Daytona Beach	OFFICE DEPOT #110	✔		78.73	🗒
08-Oct-2015	59.99 USD	General Supplies (7650)	OFFICE SUPPLIES	Daytona Beach	OFFICE DEPOT #110	✔		59.99	🗒
20-Oct-2015	35.00 USD	Instructional Supplies (7660)	BOOK		AMAZON MKTPLACE PMTS	✔		35.00	🗒
							Total	308.63	

④

Corporate Card Business Expenses	308.63
Cash and Other Business Expenses	0.00
Expense Report Total	**308.63 USD**
Corporate Card Business Expenses	308.63
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Company Paying to Credit Card Issuer	**308.63 USD**
Cash and Other Business Expenses	0.00
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Reimbursement to You	**0.00 USD**

⑤

Save Cancel Submit Back Step 5 of 5

After submission you will see the Expense Report cover sheet. (Header of the report shown below.)

1. Click the Printable Page button to create a printer friendly version of the report.
2. Please be sure to read the Submission instructions on how to submit your report and receipts. All receipts must be received for the report to be processed.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search | Credit Card Transactions

⚠ **Warning**

1. Expense report number E410708 for 308.63 has been submitted to Jacobs, Kathy L. for approval.
2. Approver will not be notified until the required imaged receipts have been submitted and received.

Expense Report E410708

①

[Create New Expense Report] [Return] [Printable Page] —

‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖
410708

Submission Instructions

Imaged Receipts Instructions **②**

To submit required imaged receipts:

- Scan bar-coded confirmation page and all receipts into a single PDF file. E-mail this file to dbapipm@erau.edu The subject line of the e-mail MUST be Expense Report.
- Alternatively, fax bar-coded confirmation page and all receipts to (888) 322-8893 Ⓢ (outside US/Canada 770-663-6415 Ⓢ).

Additional Instructions

- Do not use Outlook to fax.
- For audit purposes, the ENTIRE receipt/bill must be included

How to Reconcile Travel Related Expenses

To begin your expense report, click the Create Expense Report button on the Expenses Home tab.

As you proceed with the expense report, you will be able to see the 5 steps at the top of the page from General Information to the end at the Review page.
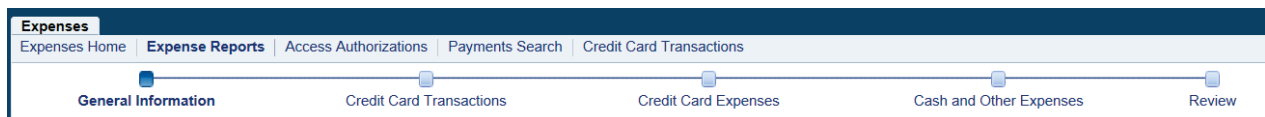
You are now on the General Information page. Begin your expense report, complete the following steps.

1. Verify the cost center. The default cost center is from your HR personnel record. This can be changed if needed.
2. Complete a detailed purpose of your travel.
3. Select the appropriate expense template from the drop down list. All expenses on the report will be charged to the associated object code number. (Unless Entertainment is selected, then 7560 will be charged.)
4. Enter the last name of a budget manager for the cost center as the approver. Use the search icon to find the correct name.
5. Click Next button to proceed.

You are now on the Credit Card Transactions page.

1. Click the select boxes on the left side to select each credit card expense to be reconciled on the expense report.
2. Click the *Next 10* link on the right to see the remainder of the expenses.
3. Once all the expenses for this report have been selected, click the next button to proceed.

You are now on the Credit Card Expenses page.

1. Select the expense type from the list of values for each expense. (Only on a travel report, some expenses such as Lodging, Car Rental and Airlines, will be defaulted as relating to the MCC(merchant category code) for the expense.)
2. Complete the justification of each expense.
3. Click the Next link to see the remaing expenses.
4. Click the Next button to proceed.

Once the expense type and justification fields have been completed, you will need to identify the meal expenses and categorize them as personal. This will deduct these expenses from your per diem total.

1. Click the check box for each meal expense.
2. Click the Categorize as Personal button. These expense will be remove from the Business Expenses section. The screen will refresh and show you the remaining lines. Continue selecting your meals and categorizing them as personal.
3. Click the Next link to see the remaining expenses if needed.
4. Click Next button once the meal categorization is complete.

Your expenses will now be identified as business and personal expenses. The personal expenses will be deducted from your Cash and other expense to be reimbursed. Click the Next button to proceed.

Business Expenses ←

Select Business Expenses: [Categorize as Personal] [Remove] | 🔲 🔄 📄 ⚙

Select All | Select None

Select	Line	Date		Receipt Amount	Expense Type		Merchant Name	Justification	Reimbursable Amount (USD)	Details
☐	1	24-Oct-2015	📷	22.37 USD	Taxi (7550)	▼	TAXI CAB SERVICE	AIRPORT TO HOTEL	22.37	📋
☐	2	24-Oct-2015	📷	25.00 USD	Air Fare (7550)	▼	DELTA AIR	BAG FEE	25.00	📋
☐	3	24-Oct-2015	📷	227.36 USD	Lodging (7550)	▼	NYNY - FRONT DESK	HOTEL BILL	227.36	📋
☐	4	28-Oct-2015	📷	19.94 USD	Other Expenses (7550)	▼	SQ *COURTNEY CLARK AND AS	BOOK	19.94	📋
☐	5	31-Oct-2015	📷	25.00 USD	Air Fare (7550)	▼	DELTA AIR	BAG FEE	25.00	📋
☐	6	31-Oct-2015	📷	21.81 USD	Taxi (7550)	▼	WHITTLESEA BLUE TAXI	HOTEL TO AIRPORT	21.81	📋
☐	7	01-Nov-2015	📷	82.32 USD	Taxi (7550)	▼	PERSONAL SEDAN SERVICES	HOTEL TO CONFEREN	82.32	📋
☐	8	01-Nov-2015	📷	41.16 USD	Taxi (7550)	▼	PERSONAL SEDAN SERVICES	HOTEL TO CONFEREN	41.16	📋
☐	9	01-Nov-2015	📷	41.18 USD	Taxi (7550)	▼	PERSONAL SEDAN SERVICES	HOTEL TO CONFEREN	41.18	📋
								Total	506.14	

Personal Expenses ←

Select Personal Expenses: [Categorize as Business] [Remove] | 🔲 🔄 📄 ⚙

Select All | Select None

Select	Line	Date	Receipt Amount	Exchange Rate	Merchant Name	Billed Amount (USD)
☐	1	27-Oct-2015	23.77 USD	1	PH SPICE MARKET BUFFET	23.77
☐	2	28-Oct-2015	17.48 USD	1	NYNY FULTONS FISH	17.48
☐	3	28-Oct-2015	13.77 USD	1	IL FORNAIO - LAS VEGAS	13.77
☐	4	29-Oct-2015	14.54 USD	1	NYNY FULTONS FISH	14.54
☐	5	31-Oct-2015	24.95 USD	1	IN *TURNING POINT INTERNA	24.95
☐	6	31-Oct-2015	16.65 USD	1	STARBUCKS @ MONTE CARLO	16.65
☐	7	30-Oct-2015	43.23 USD	1	BELLAGIO - BUFFET	43.23
☐	8	31-Oct-2015	10.46 USD	1	WENDYS #652	10.46
☐	9	31-Oct-2015	10.26 USD	1	ATLANTA AIRPORT	10.26
☐	10	29-Oct-2015	8.76 USD	1	RED ROCK STARBUCKS LOBBY	8.76
					Total	183.87

You are now on the Cash and Other Expenses page.

On this page, you will list any expenses paid with cash and complete the details for your per diem on the Per Diem tab.

Under Receipt-Based Expenses, completed fields below the information on any expenses that you paid cash such a tips or tolls (Steps 1-4). Click Save (5)and then click the Per Diem Expenses tab(6).

On the Per Diem Expenses tab you will complete the meal details for your trip. After completing the line information (steps 1-5), click on the Details icon (6).

You are on the Details for Line 1 page.

1. Answer the question under Additional Information regarding meals to deduct.
2. Click the Generate Per Diem button.

1. Under the Per Diem Calculation, click the check boxes for the meals that were provided during your trip.
2. Click return to save details and return to Cash and Other Expenses page.

General Information —— Credit Card Transactions —— Credit Card Expenses —— **Cash and Other Expenses** —— Review

Cash and Other Expenses: Details for Line 1

* Indicates required field

[New Line] [Remove Line] [Return]

2

* Expense Type	Per Diem Contiguous US (7550) ▼
* Start Date	27-Oct-2015
	(example: 13-Jan-2016)
End Date	31-Oct-2015
* Number Of Days	5
Reimbursable Amount	**185.85 USD**

[Generate Per Diem]

Justification   MEALS

* Destination   Las Vegas

Per Diem Calculation

Meals Deductions

1

[Recalculate] | 🔳 ⟳ 🗗 ⚙

Date	Meals Deductions Breakfast	Lunch	Dinner	Amount (USD)
27-Oct-2015	☐	☐	☐	0.00
28-Oct-2015	☐	☑	☐	(14.75)
29-Oct-2015	☐	☑	☑	(47.20)
30-Oct-2015	☐	☑	☑	(47.20)
31-Oct-2015	☐	☐	☐	0.00
			Total	(109.15)

Reimbursement Summary

🔳 ⟳ 🗗 ⚙

Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
27-Oct-2015	59.00	0.00	59.00
28-Oct-2015	59.00	(14.75)	44.25
29-Oct-2015	59.00	(47.20)	11.80
30-Oct-2015	59.00	(47.20)	11.80
31-Oct-2015	59.00	0.00	59.00
Total	295.00	(109.15)	185.85

Additional Information

* Do you have meals to deduct? Select Yes/No   Yes

☑ TIP If Daily Per Diem grid is not displayed, **click the Generate Per Diem button**

The Cash and Per Diem totals now show on the tabs. Click the Next button to proceed (1).

You are now on the Review page.

The next 3 screen shots below are the completed expense report. The following fields should be review before submitting the expense report.

1. Instructions on submitting the expense report confirmation page and receipts.
2. The General information regarding the cost center, purpose, approver and report amounts.

3. Review the Credit Card Expenses.
4. Review the Cash Expenses.

Expense Lines | Weekly Summary | Approval Notes [0]

Business Expenses

(3)

Credit Card Expenses

Date	Receipt Amount	Expense Type	Justification	Expense Location	Merchant Name	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
24-Oct-2015	22.37 USD	Taxi (7550)	AIRPORT TO HOTEL		TAXI CAB SERVICE	✔		22.37	📄
24-Oct-2015	25.00 USD	Air Fare (7550)	BAG FEE	Daytona Beach	DELTA AIR	✔		25.00	📄
24-Oct-2015	227.36 USD	Lodging (7550)	HOTEL BILL		NYNY - FRONT DESK	✔		227.36	📄
28-Oct-2015	19.94 USD	Other Expenses (7550)	BOOK		SQ *COURTNEY CLARK AND AS	✔		19.94	📄
31-Oct-2015	25.00 USD	Air Fare (7550)	BAG FEE		DELTA AIR	✔		25.00	📄
31-Oct-2015	21.81 USD	Taxi (7550)	HOTEL TO AIRPORT		WHITTLESEA BLUE TAXI	✔		21.81	📄
01-Nov-2015	82.32 USD	Taxi (7550)	HOTEL TO CONFERENCE		PERSONAL SEDAN SERVICES	✔		82.32	📄
01-Nov-2015	41.16 USD	Taxi (7550)	HOTEL TO CONFERENCE		PERSONAL SEDAN SERVICES	✔		41.16	📄
01-Nov-2015	41.18 USD	Taxi (7550)	HOTEL TO CONFERENCE		PERSONAL SEDAN SERVICES	✔		41.18	📄
							Total	506.14	

(4)

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
31-Oct-2015	5.00 USD	Other Expenses (7550)	MAID TIP	✔		5.00	📄
					Total	5.00	

5. Review the Per Diem Expenses.
6. Review the Personal expenses. These are the meals paid using ERAU credit card.
7. The totals sections shows the totals for Expense Report, the amount credit card expenses, the cash and personal expenses.
   The meal charges categorized as personal are deducted from your Cash and Other Business expense (Per Diem). The Reimbursement amount to you is shown at the bottom.
8. Click on the Submit button to submit the report.

Per Diem Expenses 5

Start Date	End Date	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details
27-Oct-2015	31-Oct-2015	5	Per Diem Contiguous US (7550)	MEALS	Las Vegas	185.85	🔲
					Total	185.85	

Personal Expenses

6

Credit Card Expenses

Date	Receipt Amount	Merchant Name	Billed Amount (USD)
27-Oct-2015	23.77 USD	PH SPICE MARKET BUFFET	23.77
28-Oct-2015	17.48 USD	NYNY FULTONS FISH	17.48
28-Oct-2015	13.77 USD	IL FORNAIO - LAS VEGAS	13.77
29-Oct-2015	14.54 USD	NYNY FULTONS FISH	14.54
31-Oct-2015	24.95 USD	IN *TURNING POINT INTERNA	24.95
31-Oct-2015	16.65 USD	STARBUCKS @ MONTE CARLO	16.65
30-Oct-2015	43.23 USD	BELLAGIO - BUFFET	43.23
31-Oct-2015	10.46 USD	WENDYS #652	10.46
31-Oct-2015	10.26 USD	ATLANTA AIRPORT	10.26
29-Oct-2015	8.76 USD	RED ROCK STARBUCKS LOBBY	8.76
		Total	183.87

Corporate Card Business Expenses	506.14
Cash and Other Business Expenses	190.85
Expense Report Total	**696.99 USD**
Corporate Card Business Expenses	506.14
Corporate Card Personal Expenses	183.87
Corporate Card Itemized Personal Expenses	0.00
Company Paying to Credit Card Issuer	**690.01 USD**
Cash and Other Business Expenses	190.85
Corporate Card Personal Expenses	(183.87)
Corporate Card Itemized Personal Expenses	0.00
Reimbursement to You	**6.98 USD**

7

8

Save Cancel Submit Back Step 5 of 5

After submission you will see the Expense Report cover sheet. (Header of the report shown below.)

1. Click the Printable Page button to create a printer friendly version of the report.
2. Please be sure to read the Submission instructions on how to submit your report and receipts. All receipts must be received for the report to be processed.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search | Credit Card Transactions

⚠️ **Warning**
1. Expense report number E410702 for 696.99 has been submitted to Jacobs, Kathy L. for approval.
2. Approver will not be notified until the required imaged receipts have been submitted and received.

Expense Report E410702

1

Create New Expense Report   Return   Printable Page

|||||||||| 410702

Submission Instructions 2

Imaged Receipts Instructions

To submit required imaged receipts:

- Scan bar-coded confirmation page and all receipts into a single PDF file. E-mail this file to dbapipm@erau.edu The subject line of the e-mail MUST be Expense Report.
- Alternatively, fax bar-coded confirmation page and all receipts to (888) 322-8893📞 (outside US/Canada 770-663-6415📞).

Additional Instructions

- Do not use Outlook to fax.
- For audit purposes, the ENTIRE receipt/bill must be included

How to Dispute Credit Card Transactions

Card holders and employees with delegated authority will have the additional tab of Credit Card Transactions. First contact the vendor with who the transaction was made, to resolve the issue. If the issue can't be resolved with the vendor, call US Bank customer service at 800-344-5696 to dispute the transaction prior to marking the transaction as a disputed in Oracle. By disputing the transaction in Oracle, you will not receive notifications regarding this transaction.

1. Click on the Dispute Transactions tab.
2. Individuals wilth delegated authority for another person will have a drop down list of values to select another name.
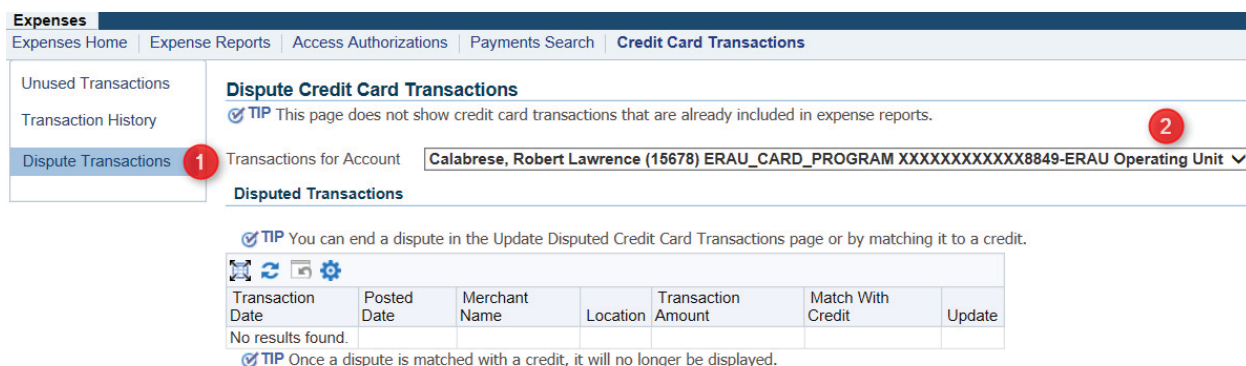
3. In the Current Credit Card Transactions section, click on the Dispute icon for the transactions that is to be disputed.

4. Enter the reason for the dispute.
5. Click the Apply button to save the dispute reason.

The transaction will now show under the Disputed Transaction area.

6. Click on the Update pencil icon to change the status of the dispute.

7. Click the end dispute check box.
8. Enter a reason to end the dispute.
9. Click the Apply button to save dispute.
10. The transaction will be returned to the unused transactions list.

How to dispute corporate card transactions

1. To process a dispute in Oracle, click on the Dispute Credit Card Transactions tab.
2. Individuals wilth delegated authority for another person will have a drop down list of values to select another name.
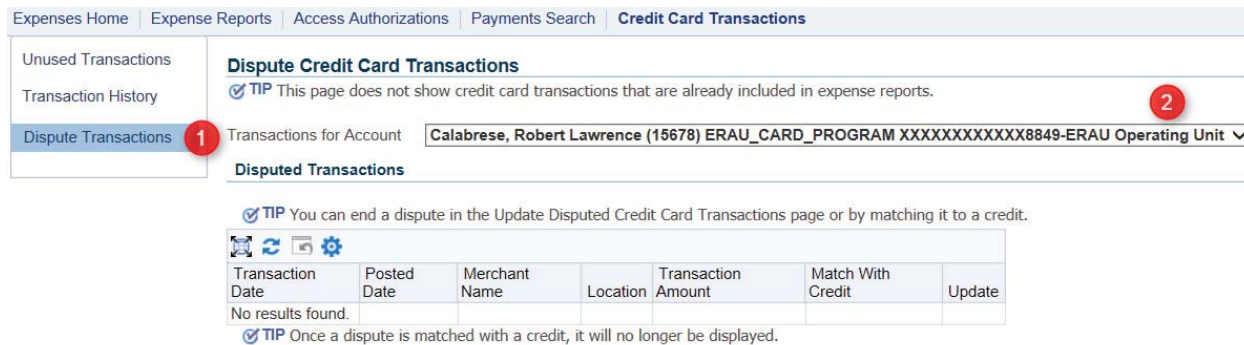
3. In the Current Credit Card Transactions section, click on the Dispute icon for the transaction that is being disputed.
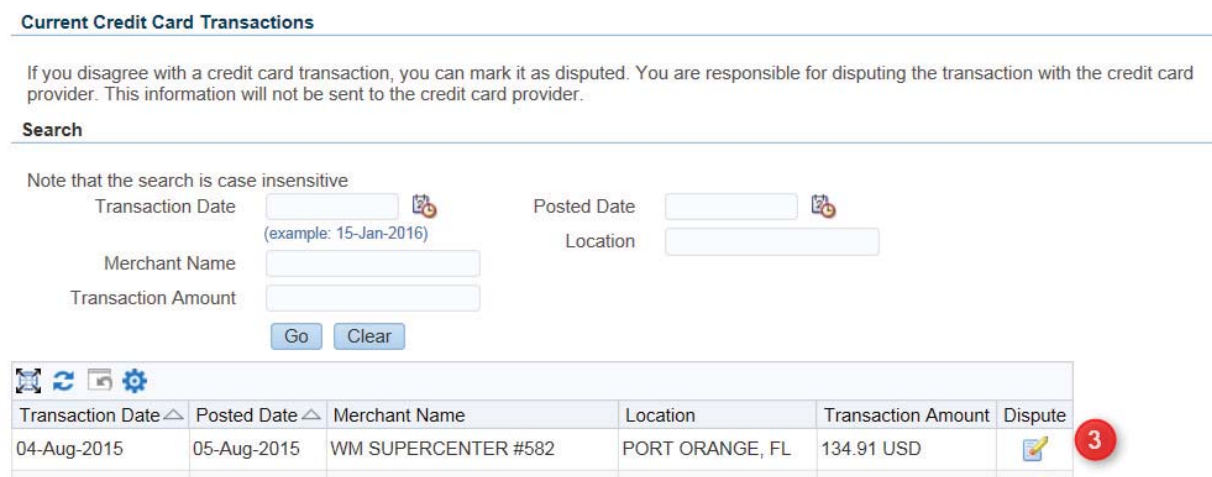
4. Enter the Reason for the dispute.
5. Click the Apply button to save the dispute reason.

The transaction will now show under the Disputed Transaction area.

Directions to match dispute to a full amount credit.

Once a full amount credit has been received, the Match to Credit icon will be blue. Click on the icon.

1. Change the Match drop down list to Yes.
2. Click Apply button.

Match Disputed Credit Card Transactions

Cancel Apply

Transaction Date	07/20/2016		Location	JACKSONVILLE, FL
Posted Date	07/22/2016		Transaction Amount	20.87 USD
Merchant Name	THE LOCAL 10130706		Billed Amount	20.87 USD

Dispute Log

Note	Author	Date △
Not my charge.		01/24/2017 15:34:12

Credit Match

Indicate which credit resolves your dispute.

Match	Transaction Date △	Posted Date △	Merchant Name	Location	Credit Amount
Yes ∨	07/20/2016	07/22/2016	THE LOCAL 10130706	JACKSONVILLE, FL	(20.87) USD

A warning message will be shown.

Merchant Name   THE LOCAL 10130706   Billed Amount   20.87 U

⚠ **Warning**

Accept Credit Card Match: By accepting the credit card match you are indicating that the dispute has been resolved with your credit card provider. Do you want to continue?

No   Yes

By clicking Yes, the transaction will be removed from the dispute list and will no longer show in Internet Expenses.
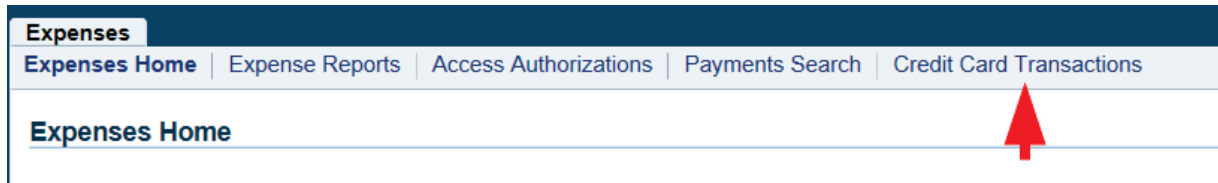
Dispute Credit Card Transactions

☑TIP This page does not show credit card transactions that are already included in expense reports.

Transactions for Account Champagne, Kelli M. (14597) ERAU_CORP_CARD XXXXXXXXXXXX6433-ERAU Operating Unit ∨

Disputed Transactions

☑TIP You can end a dispute in the Update Disputed Credit Card Transactions page or by matching it to a credit.

Transaction Date	Posted Date	Merchant Name	Location	Transaction Amount	Match With Credit	Update
No results found.						

How to Search Credit Card Transaction History

Card holders and employees with delegated authority will have the additional tab of Credit Card Transactions. Click on this tab to view the page.

1. Click on the Transaction History tab to search for credit card history.
2. By using the search criteria, you will be able to find prior transactions on your account. Those with delegated authority will have a drop down list to select the card holder.
3. The search results will show at the bottom.

Use the drop down list for Transaction Category to select the type of transaction history needed. Enter the Posted start and end dates or enter the maximum transaction age.

The results of your search will be shown at bottom of page and can be exported or printed if needed.