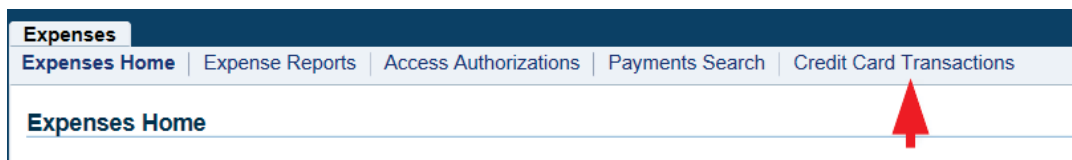


How to View Credit Card Transactions

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.

A screenshot of the 'Credit Card Transactions' page. The page has a sidebar with 'Unused Transactions', 'Transaction History', and 'Dispute Transactions'. The 'Unused Transactions' section is active, showing a table of transactions for the account 'Calabrese, Robert Lawrence (15678) ERAU_CARD_PROGRAM ****8849'. The table has columns for Age (Days), Transaction Amount, Transaction Date, Merchant Name, Location, and Billed Amount. There are 10 transactions listed. The page also has an 'Export' button and a 'Printable Page' link. Red circles with numbers 1, 2, and 3 are placed over the 'Unused Transactions' header, the 'Export' button, and the 'Printable Page' link respectively.

Age (Days) ▲	Transaction Amount ▲	Transaction Date ▲	Merchant Name ▲	Location ▲	Billed Amount ▲
162	134.91 USD	04-Aug-2015	WM SUPERCENTER #582	PORT ORANGE, FL	134.91 USD
94	78.73 USD	08-Oct-2015	OFFICE DEPOT #110	DAYTONA BEACH, FL	78.73 USD
94	59.99 USD	08-Oct-2015	OFFICE DEPOT #110	DAYTONA BEACH, FL	59.99 USD
87	398.76 USD	15-Oct-2015	OFFICE DEPOT #1165	800-463-3768, FL	398.76 USD
86	35.00 USD	20-Oct-2015	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	35.00 USD
80	22.37 USD	24-Oct-2015	TAXI CAB SERVICE	LAS VEGAS, NV	22.37 USD
80	25.00 USD	24-Oct-2015	DELTA AIR	DAYTONA BEACH, FL	25.00 USD
80	84.53 USD	22-Oct-2015	OFFICE DEPOT #1165	800-463-3768, FL	84.53 USD
79	227.36 USD	24-Oct-2015	NYNY - FRONT DESK	LAS VEGAS, NV	227.36 USD
77	23.77 USD	27-Oct-2015	PH SPICE MARKET BUFFET	LAS VEGAS, NV	23.77 USD

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.

Expenses

[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#) | [Payments Search](#) | [Credit Card Transactions](#)

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

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

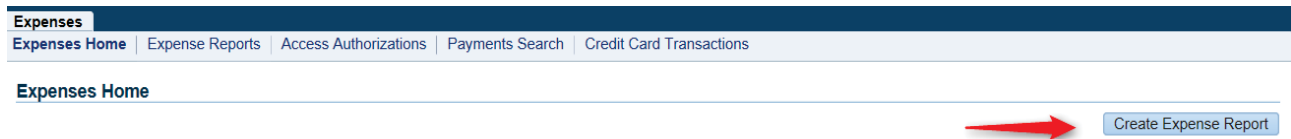
Export

◀ Previous 1-10 of 22 ▼

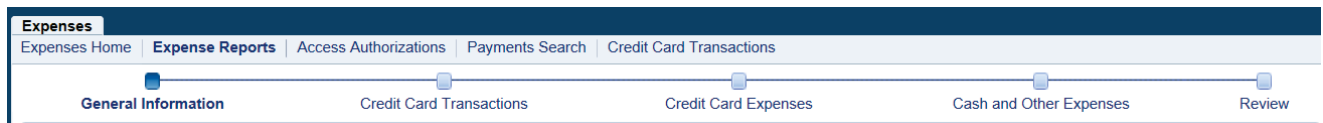
Reviewing the Unused Transactions will be useful if you have submitted multiple expense reports due to different cost centers to be charged. It is also useful to distinguish between travel and miscellaneous expenses. These are required to be submitted on separate expense reports with the appropriate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

A screenshot of the 'Create Expense Report: General Information' form. The form is titled 'Create Expense Report: General Information' and has a progress bar at the top showing five steps: 'General Information', 'Credit Card Transactions', 'Credit Card Expenses', 'Cash and Other Expenses', and 'Review'. The 'General Information' step is selected. The form contains several fields with numbered red circles indicating the steps to follow: 1. * COST CENTER: Name Calabrese, Robert Lawrence (15678), Controller 12000. 2. * Purpose: CORP CARD MISC RECONCILIATION. Reimbursement Currency: US Dollar. 3. Expense Template: Miscellaneous Expenses. 4. Approver: Jacobs, Kathy L. 5. A 'Next' button is located at the bottom right. A tip at the bottom right states: 'TIP If this report is for a Grant/Contact cost center, select your Office of Sponsored Research Representative as the approver.'

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.

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: Credit Card Transactions

3

SaveCancelBackStep 2 of 5Next

Current Transactions for ERAU_CARD_PROGRAM XXXXXXXXXXXX8849

Select each transaction to add to the expense report.


2

Previous1-10 of 25Next 10

Select All | Select None

Select	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)
<input checked="" type="checkbox"/>	04-Aug-2015	162	134.91 USD	WM SUPERCENTER #582	PORT ORANGE, FL	134.91
<input checked="" type="checkbox"/>	08-Oct-2015	94	78.73 USD	OFFICE DEPOT #110	DAYTONA BEACH, FL	78.73
<input checked="" type="checkbox"/>	08-Oct-2015	94	59.99 USD	OFFICE DEPOT #110	DAYTONA BEACH, FL	59.99
<input checked="" type="checkbox"/>	20-Oct-2015	86	35.00 USD	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	35.00
<input type="checkbox"/>	24-Oct-2015	80	22.37 USD	TAXI CAB SERVICE	LAS VEGAS, NV	22.37
<input type="checkbox"/>	24-Oct-2015	80	25.00 USD	DELTA AIR	DAYTONA BEACH, FL	25.00
<input type="checkbox"/>	22-Oct-2015	80	84.53 USD	OFFICE DEPOT #1165	800-463-3768, FL	84.53
<input type="checkbox"/>	24-Oct-2015	79	227.36 USD	NYNY - FRONT DESK	LAS VEGAS, NV	227.36
<input type="checkbox"/>	27-Oct-2015	77	23.77 USD	PH SPICE MARKET BUFFET	LAS VEGAS, NV	23.77
<input type="checkbox"/>	28-Oct-2015	77	19.94 USD	SQ *COURTNEY CLARK AND AS	Austin, TX	19.94

1Previous1-10 of 25Next 10

 **TIP** To dispute a transaction, use the Credit Card Transactions tab.

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.





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: Credit Card Expenses 3

Save Cancel Back Step 3 of 5 Next

Business Expenses

Select Business Expenses: Categorize as Personal Remove    

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type 1	Merchant Name	Justification 2	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	04-Aug-2015	134.91 USD	General Equipment (7652)	WM SUPERCENTER #582	OFFICE MICROWAVE	134.91	
<input type="checkbox"/>	2	08-Oct-2015	78.73 USD	General Supplies (7650)	OFFICE DEPOT #110	OFFICE SUPPLIES	78.73	
<input type="checkbox"/>	3	08-Oct-2015	59.99 USD	General Supplies (7650)	OFFICE DEPOT #110	OFFICE SUPPLIES	59.99	
<input type="checkbox"/>	4	20-Oct-2015	35.00 USD	Instructional Supplies (7660)	AMAZON MKTPLACE PMTS	BOOK	35.00	
Total							308.63	

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.


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: Cash and Other Expenses 2

Save Cancel Back Step 4 of 5 Next




Receipt-Based Expenses 1

 **TIP** Enter the expenses that you did not charge to your corporate credit card. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

 **TIP** Date Example: 14-JAN-2016.

Select Expense Lines: Duplicate Remove | Show Receipt Currency    

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1						
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						

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
Cost Center	12000	Report Total	308.63 USD
Purpose	CORP CARD MISC RECONCILIATION	Reimbursement Amount	0.00 USD
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 MKTPLCE 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

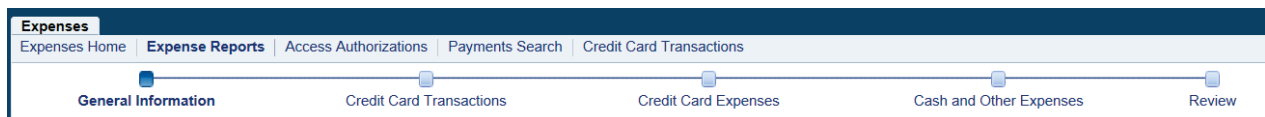
- Do not use Outlook to fax.
- For audit purposes, the ENTIRE receipt/bill must be included

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.

A screenshot of the 'Create Expense Report: General Information' form. The form is titled 'Create Expense Report: General Information' and includes a red circle with the number 5 in the top right corner. It contains several fields and a 'Next' button. The fields are: 'Name' (Calabrese, Robert Lawrence (15678)), 'COST CENTER' (12000), 'Purpose' (CONFERENCE IN LAS VEGAS), 'Expense Template' (T&E (General Travel-7550)), and 'Approver' (Jacobs, Kathy L.). There are also checkboxes for 'Reimbursement Currency' (US Dollar) and a tip about selecting the approver. Numbered callouts 1 through 5 are placed over the form fields: 1 over 'Name', 2 over 'COST CENTER', 3 over 'Expense Template', 4 over 'Approver', and 5 over the 'Next' button. A red circle with the number 5 is also in the top right corner of the form area.

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.

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

Create Expense Report: Credit Card Transactions

Save Cancel Back Step 2 of 5 Next

Current Transactions for ERAU_CARD_PROGRAM XXXXXXXXXXXX8849

Select each transaction to add to the expense report.

Previous 1-10 of 26 Next 10

Select	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)
<input type="checkbox"/>	04-Aug-2015	161	134.91 USD	WM SUPERCENTER #582	PORT ORANGE, FL	134.91
<input type="checkbox"/>	08-Oct-2015	93	78.73 USD	OFFICE DEPOT #110	DAYTONA BEACH, FL	78.73
<input type="checkbox"/>	08-Oct-2015	93	59.99 USD	OFFICE DEPOT #110	DAYTONA BEACH, FL	59.99
<input type="checkbox"/>	15-Oct-2015	86	398.78 USD	OFFICE DEPOT #1165	800-463-3768, FL	398.78
<input type="checkbox"/>	20-Oct-2015	85	35.00 USD	AMAZON MKTPLACE PMTS	AMZN COM/BILL, WA	35.00
<input checked="" type="checkbox"/>	24-Oct-2015	79	22.37 USD	TAXI CAB SERVICE	LAS VEGAS, NV	22.37
<input checked="" type="checkbox"/>	24-Oct-2015	79	25.00 USD	DELTA AIR	DAYTONA BEACH, FL	25.00
<input type="checkbox"/>	22-Oct-2015	79	84.53 USD	OFFICE DEPOT #1165	800-463-3768, FL	84.53
<input checked="" type="checkbox"/>	24-Oct-2015	78	227.36 USD	NYNY - FRONT DESK	LAS VEGAS, NV	227.36
<input checked="" type="checkbox"/>	27-Oct-2015	76	23.77 USD	PH SPICE MARKET BUFFET	LAS VEGAS, NV	23.77

TIP To dispute a transaction, use the Credit Card Transactions tab.

Previous 1-10 of 26 Next 10

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 remaining expenses.
4. Click the Next button to proceed.

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

Information
Expense report E410699 for 690 01 is saved. Once you have completed this report, click Submit on the Review page to submit the report for approval.

Create Expense Report: Credit Card Expenses

Save Cancel Back Step 3 of 5 Next

Business Expenses

Select Business Expenses: Categorize as Personal Remove

Previous 1-10 of 19 Next 9

Select	Line	Date	Receipt Amount	Expense Type	Merchant Name	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	24-Oct-2015	22.37 USD	Taxi (7550)	TAXI CAB SERVICE	AIRPORT TO HOTEL	22.37	
<input type="checkbox"/>	2	24-Oct-2015	25.00 USD	Air Fare (7550)	DELTA AIR	BAG FEE	25.00	
<input type="checkbox"/>	3	24-Oct-2015	227.36 USD	Lodging (7550)	NYNY - FRONT DESK	LODGING	227.36	
<input type="checkbox"/>	4	27-Oct-2015	23.77 USD	Other Expenses (7550)	PH SPICE MARKET BUFFET	MEAL	23.77	
<input type="checkbox"/>	5	28-Oct-2015	19.94 USD	Other Expenses (7550)	SO *COURTNEY CLARK AND AS	BOOK	19.94	
<input type="checkbox"/>	6	28-Oct-2015	17.48 USD	Other Expenses (7550)	NYNY FULTONS FISH	MEAL	17.48	
<input type="checkbox"/>	7	28-Oct-2015	13.77 USD	Other Expenses (7550)	IL FORNAIO - LAS VEGAS	MEAL	13.77	
<input type="checkbox"/>	8	31-Oct-2015	25.00 USD	Air Fare (7550)	DELTA AIR	BAG FEE	25.00	
<input type="checkbox"/>	9	29-Oct-2015	14.54 USD	Other Expenses (7550)	NYNY FULTONS FISH	MEAL	14.54	
<input type="checkbox"/>	10	31-Oct-2015	21.81 USD	Taxi (7550)	WHITTLESEA BLUE TAXI	HOTEL TO AIRPORT	21.81	
Total							411.04	

Select Business Expenses: Categorize as Personal Remove

Previous 1-10 of 19 Next 9

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.

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

Create Expense Report: Credit Card Expenses

Save

Cancel

Back

Step 3 of 5

Next

Business Expenses

2

Select Business Expenses:

Categorize as Personal

Remove

Previous

1-10 of 19

Next 9

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Merchant Name	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	24-Oct-2015	22.37 USD	Taxi (7550)	TAXI CAB SERVICE	AIRPORT TO HOTEL	22.37	
<input type="checkbox"/>	2	24-Oct-2015	25.00 USD	Air Fare (7550)	DELTA AIR	BAG FEE	25.00	
<input type="checkbox"/>	3	24-Oct-2015	227.36 USD	Lodging (7550)	NYNY - FRONT DESK	HOTEL BILL	227.36	
<input checked="" type="checkbox"/>	4	27-Oct-2015	23.77 USD	Other Expenses (7550)	PH SPICE MARKET BUFFET	MEAL	23.77	
<input type="checkbox"/>	5	28-Oct-2015	19.94 USD	Other Expenses (7550)	SQ *COURTNEY CLARK AND AS	BOOK	19.94	
<input checked="" type="checkbox"/>	6	28-Oct-2015	17.48 USD	Other Expenses (7550)	NYNY FULTONS FISH	MEAL	17.48	
<input checked="" type="checkbox"/>	7	28-Oct-2015	13.77 USD	Other Expenses (7550)	IL FORNAIO - LAS VEGAS	MEAL	13.77	
<input type="checkbox"/>	8	31-Oct-2015	25.00 USD	Air Fare (7550)	DELTA AIR	BAG FEE	25.00	
<input checked="" type="checkbox"/>	9	29-Oct-2015	14.54 USD	Other Expenses (7550)	NYNY FULTONS FISH	MEAL	14.54	
<input type="checkbox"/>	10	31-Oct-2015	21.81 USD	Taxi (7550)	WHITTLESEA BLUE TAXI	HOTEL TO AIRPORT	21.81	
Total							411.04	

1

Select Business Expenses:

Categorize as Personal

Remove

Previous

1-10 of 19

Next 9

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
<input type="checkbox"/>	1	24-Oct-2015	22.37 USD	Taxi (7550)	TAXI CAB SERVICE	AIRPORT TO HOTEL	22.37	
<input type="checkbox"/>	2	24-Oct-2015	25.00 USD	Air Fare (7550)	DELTA AIR	BAG FEE	25.00	
<input type="checkbox"/>	3	24-Oct-2015	227.36 USD	Lodging (7550)	NYNY - FRONT DESK	HOTEL BILL	227.36	
<input type="checkbox"/>	4	28-Oct-2015	19.94 USD	Other Expenses (7550)	SQ *COURTNEY CLARK AND AS	BOOK	19.94	
<input type="checkbox"/>	5	31-Oct-2015	25.00 USD	Air Fare (7550)	DELTA AIR	BAG FEE	25.00	
<input type="checkbox"/>	6	31-Oct-2015	21.81 USD	Taxi (7550)	WHITTLESEA BLUE TAXI	HOTEL TO AIRPORT	21.81	
<input type="checkbox"/>	7	01-Nov-2015	82.32 USD	Taxi (7550)	PERSONAL SEDAN SERVICES	HOTEL TO CONFERENI	82.32	
<input type="checkbox"/>	8	01-Nov-2015	41.16 USD	Taxi (7550)	PERSONAL SEDAN SERVICES	HOTEL TO CONFERENI	41.16	
<input type="checkbox"/>	9	01-Nov-2015	41.18 USD	Taxi (7550)	PERSONAL SEDAN SERVICES	HOTEL TO CONFERENI	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	Billed Amount (USD)
<input type="checkbox"/>	1	27-Oct-2015	23.77 USD		23.77
<input type="checkbox"/>	2	28-Oct-2015	17.48 USD		17.48
<input type="checkbox"/>	3	28-Oct-2015	13.77 USD		13.77
<input type="checkbox"/>	4	29-Oct-2015	14.54 USD		14.54
<input type="checkbox"/>	5	31-Oct-2015	24.95 USD		24.95
<input type="checkbox"/>	6	31-Oct-2015	16.65 USD		16.65
<input type="checkbox"/>	7	30-Oct-2015	43.23 USD		43.23
<input type="checkbox"/>	8	31-Oct-2015	10.46 USD		10.46
<input type="checkbox"/>	9	31-Oct-2015	10.26 USD		10.26
<input type="checkbox"/>	10	29-Oct-2015	8.76 USD		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).

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

Create Expense Report: Cash and Other Expenses

Save

Cancel

Back

Step 4 of 5

Next

Receipt-Based Expenses [0.00]

Per Diem Expenses [0.00]

Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

☒ TIP

Enter the expenses that you did not charge to your corporate credit card. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

☒ TIP Date Example: 13-JAN-2016.

Select Expense Lines:

Duplicate

Remove

Show Receipt Currency

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	31-Oct-2015	5.	Other Expenses (7550)	MAID TIP		<div></div>
<input type="checkbox"/>	2						<div></div>
<input type="checkbox"/>	3						<div></div>
<input type="checkbox"/>	4						<div></div>
<input type="checkbox"/>	5						<div></div>
<input type="checkbox"/>	6						<div></div>
<input type="checkbox"/>	7						<div></div>
<input type="checkbox"/>	8						<div></div>
<input type="checkbox"/>	9						<div></div>
<input type="checkbox"/>	10						<div></div>
						Total	0.00

Select Expense Lines:

Duplicate

Remove

Show Receipt Currency

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).

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

Create Expense Report: Cash and Other Expenses





Save Cancel Back Step 4 of 5 Next

Receipt-Based Expenses [5.00] **Per Diem Expenses [0.00]** Mileage Expenses [0.00]






Per Diem Expenses [0.00]

Per Diem Expenses

☒ **TIP** Travel destination is determined by the city where your lodging occurred. Except on the travel end day the rate will be the same as the preceding day.
☒ **TIP** Date Example: 13-JAN-2016.

Select Expense Lines: Duplicate Remove    

Select All | Select None

Select	Line	Start Date ¹	Expense Type ²	Destination ³	Justification ⁴	Number Of Days ⁵	Reimbursable Amount (USD) ⁶	Details
<input type="checkbox"/>	1	27-Oct-2015	Per Diem Contiguous US (7550)	Las Vegas	MEALS	5		
<input type="checkbox"/>	2							
<input type="checkbox"/>	3							
<input type="checkbox"/>	4							
<input type="checkbox"/>	5							
Total							0.00	

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.


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

Cash and Other Expenses: Details for Line 1

* Indicates required field

New Line Remove Line Return


* 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

Justification: MEALS

* Destination: Las Vegas 

Reimbursable Amount: **Generate Per Diem** ²

Additional Information

* Do you have meals to deduct? Select Yes/No  ¹

☒ **TIP** If Daily Per Diem grid is not displayed, 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

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

New Line

Remove Line

Return

Per Diem Calculation

Meals Deductions

Recalculate

Meals Deductions

Date	Breakfast	Lunch	Dinner	Amount (USD)
27-Oct-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
28-Oct-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(14.75)
29-Oct-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(47.20)
30-Oct-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(47.20)
31-Oct-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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).

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: Cash and Other Expenses





Save Cancel Back Step 4 of 5 **Next**

Receipt-Based Expenses [5.00] **Per Diem Expenses [185.85]** Mileage Expenses [0.00]






Per Diem Expenses [185.85]

Per Diem Expenses

☒ **TIP** Travel destination is determined by the city where your lodging occurred.
Except on the travel end day the rate will be the same as the preceding day.
☒ **TIP** Date Example: 13-JAN-2016.

Select Expense Lines: Duplicate Remove    

Select All | Select None

Select	Line	Start Date	Expense Type	Destination	Justification	Number Of Days	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	27-Oct-2015	Per Diem Contiguous US (7550)	Las Vegas	MEALS	5	185.85	
<input type="checkbox"/>	2							
<input type="checkbox"/>	3							
<input type="checkbox"/>	4							
<input type="checkbox"/>	5							
Total							185.85	

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.

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**

Create Expense Report: Review

Review the expense report below before submission.

Save Cancel Submit Back Step 5 of 5

1

Imaged Submission 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).

2

General Information

Name	Calabrese, Robert Lawrence (15678)	Original Receipts Status	Not Required
Expense Dates	24-OCT-2015 - 01-NOV-2015	Imaged Receipts Status	Required
Cost Center	12000	Report Total	696.99 USD
Purpose	ACC CONFERENCE IN LAS VEGAS	Reimbursement Amount	6.98 USD
Approver	Jacobs, Kathy L.		

- Review the Credit Card Expenses.
- 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	

- Review the Per Diem Expenses.
- Review the Personal expenses. These are the meals paid using ERAU credit card.
- 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.
- 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

Credit Card Expenses 6

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

Create New Expense Report Return **Printable Page** 1

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

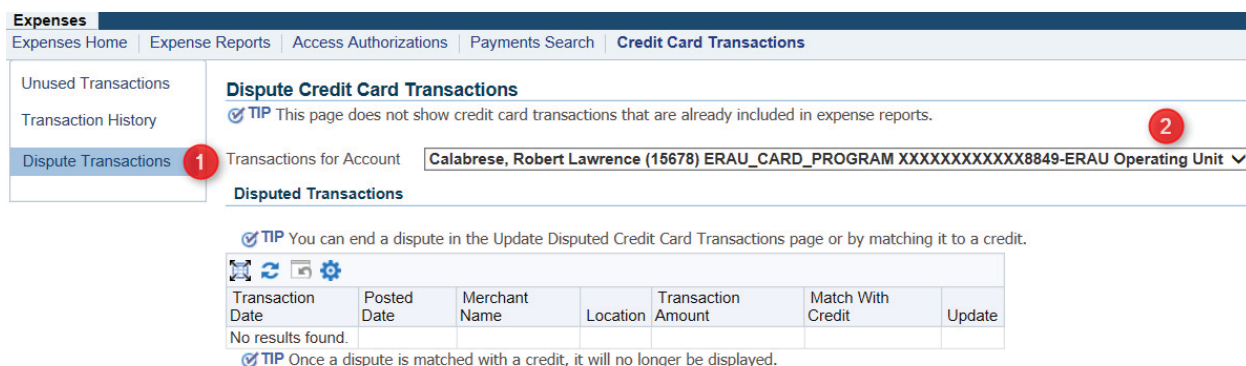
- Do not use Outlook to fax.
- For audit purposes, the ENTIRE receipt/bill must be included

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 with 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.

Current Credit Card Transactions

If you disagree with a credit card transaction, you can mark it as disputed. You are responsible for disputing the transaction with the credit card provider. This information will not be sent to the credit card provider.

Search

Note that the search is case insensitive

Transaction Date
(example: 15-Jan-2016)

Posted Date

Location

Merchant Name

Transaction Amount

Transaction Date	Posted Date	Merchant Name	Location	Transaction Amount	Dispute
04-Aug-2015	05-Aug-2015	WM SUPERCENTER #582	PORT ORANGE, FL	134.91 USD	3

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

Expenses

[Expenses Home](#)
[Expense Reports](#)
[Access Authorizations](#)
[Payments Search](#)
[Credit Card Transactions](#)

Unused Transactions

Transaction History

Dispute Transactions

Create Disputed Credit Card Transactions

Cancel

Apply

Transaction Date

04-Aug-2015

Posted Date

05-Aug-2015

Merchant Name

WM SUPERCENTER #582

Location

PORT ORANGE, FL

Transaction Amount

134.91 USD

Billed Amount

134.91 USD

* Reason

Amount double charged.

TIP

You are responsible for disputing the transaction with the credit card provider. This information will not be sent to the credit card provider.

The transaction will now show under the [Disputed Transaction](#) area.

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

Expenses

[Expenses Home](#)
[Expense Reports](#)
[Access Authorizations](#)
[Payments Search](#)
[Credit Card Transactions](#)

Unused Transactions

Transaction History

Dispute Transactions

Confirmation

Your transaction is marked as disputed. You can view it in the Disputed Transactions table. Please contact your credit card provider to proceed with the dispute process.

Dispute Credit Card Transactions

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

Transactions for Account

Calabrese, Robert Lawrence (15678) ERAU_CARD_PROGRAM XXXXXXXXXXXX8849-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

04-Aug-2015

Posted Date

05-Aug-2015

Merchant Name

WM SUPERCENTER #582

Location

PORT ORANGE, FL

Transaction Amount

134.91 USD

Match With Credit

Update

TIP

Once a dispute is matched with a credit, it will no longer be displayed.

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.

Expenses

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

Unused Transactions

Transaction History

Dispute Transactions

Update Disputed Credit Card Transactions

Cancel | Apply

Transaction Date04-Aug-2015

Posted Date05-Aug-2015

Merchant NameWM SUPERCENTER #582

LocationPORT ORANGE, FL

Transaction Amount134.91 USD

Billed Amount134.91 USD

Dispute Log

Note

Author

Date

Amount double charged.

20-Jan-2016 12:03:57

Update Disputed Transaction

Update your dispute by adding a note explaining the current state of the dispute. You can also end the dispute.

* Indicates required field.

☒ End dispute

* Post Update

Dispute was not a duplicate.

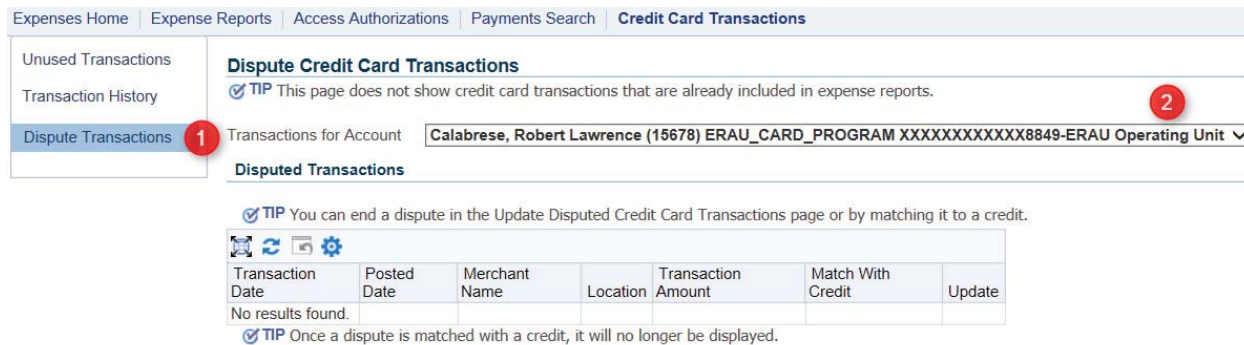
TIP You are responsible for disputing the transaction with the credit card provider. This information will not be sent to the credit card provider.

TIP If the credit card provider credited the account in response to your dispute, you must match the transaction to the credit on the Match Disputed Credit Card Transaction page.

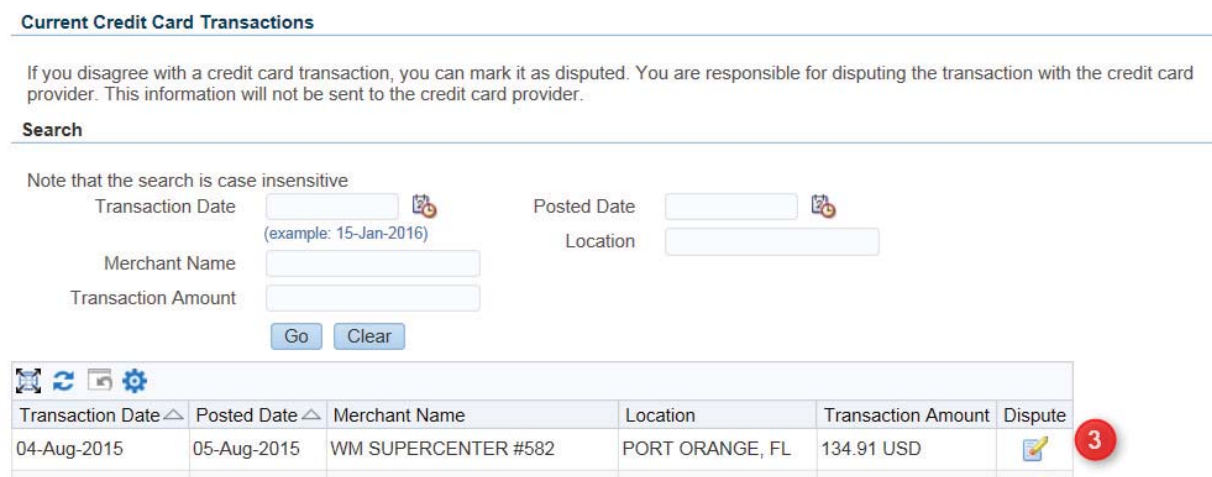
How to dispute corporate card transactions



1. To process a dispute in Oracle, click on the Dispute Credit Card Transactions tab.
2. Individuals with 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.

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

Unused Transactions
Transaction History
Dispute Transactions

Create Disputed Credit Card Transactions

Cancel | Apply

Transaction Date: 04-Aug-2015
Posted Date: 05-Aug-2015
Merchant Name: WM SUPERCENTER #582

Location: PORT ORANGE, FL
Transaction Amount: 134.91 USD
Billed Amount: 134.91 USD

* Reason: Amount double charged.

TIP You are responsible for disputing the transaction with the credit card provider. This information will not be sent to the credit card provider.

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.

Expenses

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

Unused Transactions
Transaction History
Dispute Transactions



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
07/20/2016	07/22/2016	THE LOCAL 10130706	JACKSONVILLE, FL	20.87 USD		

TIP Once a dispute is matched with a credit, it will no longer be displayed.







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

Cancel Apply

Location	JACKSONVILLE, FL
Transaction Amount	20.87 USD
Billed Amount	20.87 USD

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

Indicate which credit resolves your dispute.


<div>     </div>					
Match	Transaction Date ▴	Posted Date ▴	Merchant Name	Location	Credit Amount
<div><div>1</div><div>Yes ▾</div></div>	07/20/2016	07/22/2016	THE LOCAL 10130706	JACKSONVILLE, FL	(20.87) USD

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

Dispute Credit Card Transactions

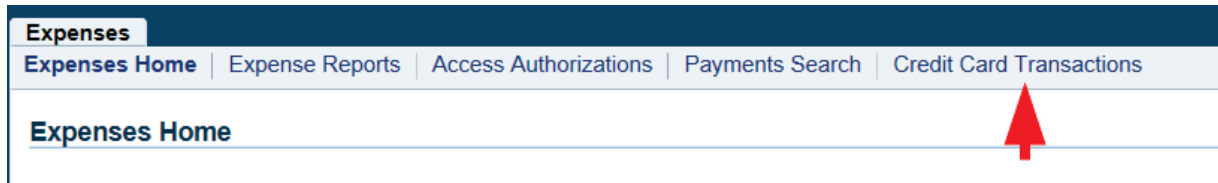
Transactions for Account Champagne, Kelli M. (14597) ERAU_CORP_CARD XXXXXXXXXXXXX6433-ERAU Operating Unit

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

<div></div>						
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.

A screenshot of the 'Credit Card Transaction History' search page. The page has a left sidebar with 'Unused Transactions', 'Transaction History' (highlighted with a red circle and '1'), and 'Dispute Transactions'. The main area has a 'Search' section with a 'TIP' and a form for search criteria. The form includes a dropdown for 'Transactions for Account' (selected: Calabrese, Robert Lawrence (15678) ERAU_CARD_PROGRAM XXXXXXXXXXXX8849), a dropdown for 'Transaction Category' (highlighted with a red circle and '2'), and input fields for 'Posted Date Start', 'Posted Date End', and 'Maximum Transaction Age (in Days)'. There are 'Go' and 'Clear' buttons. Below the form is a 'TIP' about personal amounts. At the bottom, there is an 'Export' button and a table with columns: 'Posted Date', 'Transaction Description', 'Transaction Category', 'Transaction Amount', 'Billed Amount (USD)', 'Business Amount (USD)', and 'Personal Amount (USD)'. The table shows 'No search conducted.' and a 'Total' row with zeros. A red circle and '3' highlight the table area.

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

