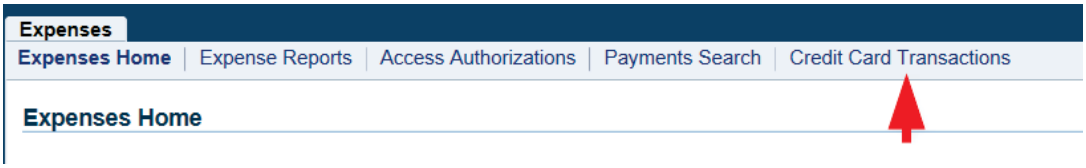
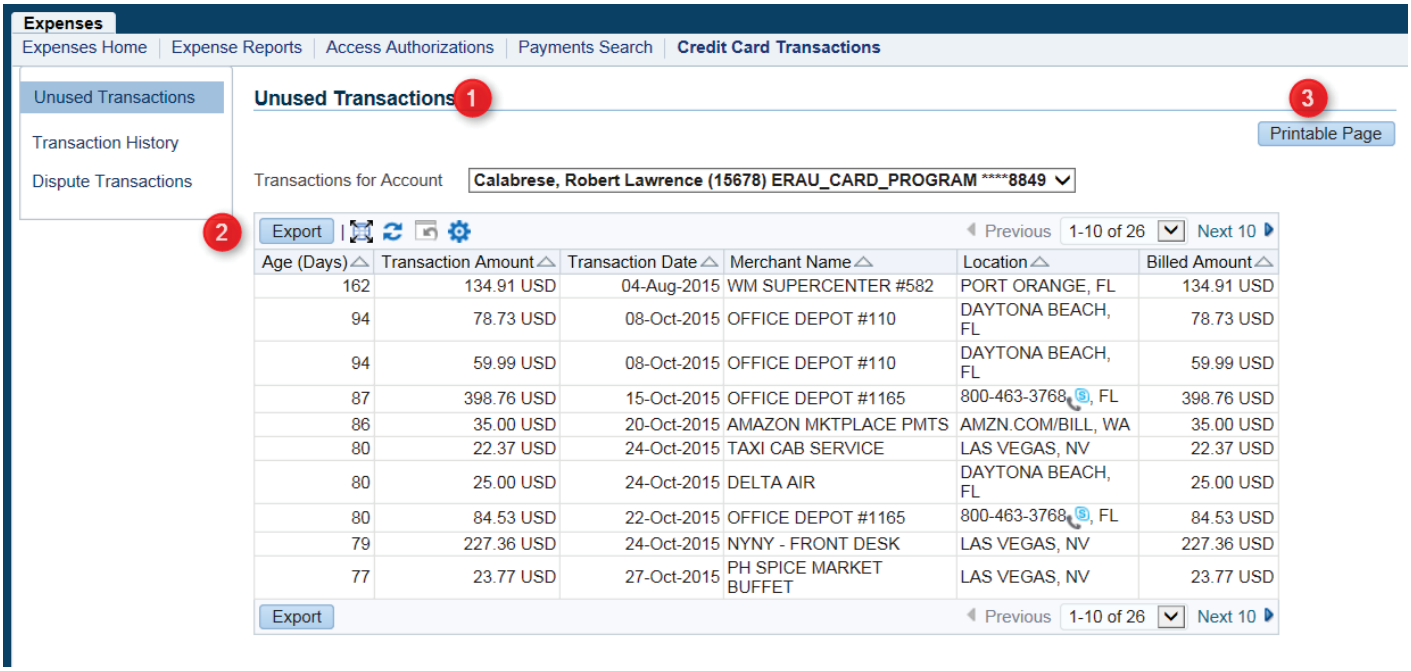
How to View Credit Card Transactions

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.

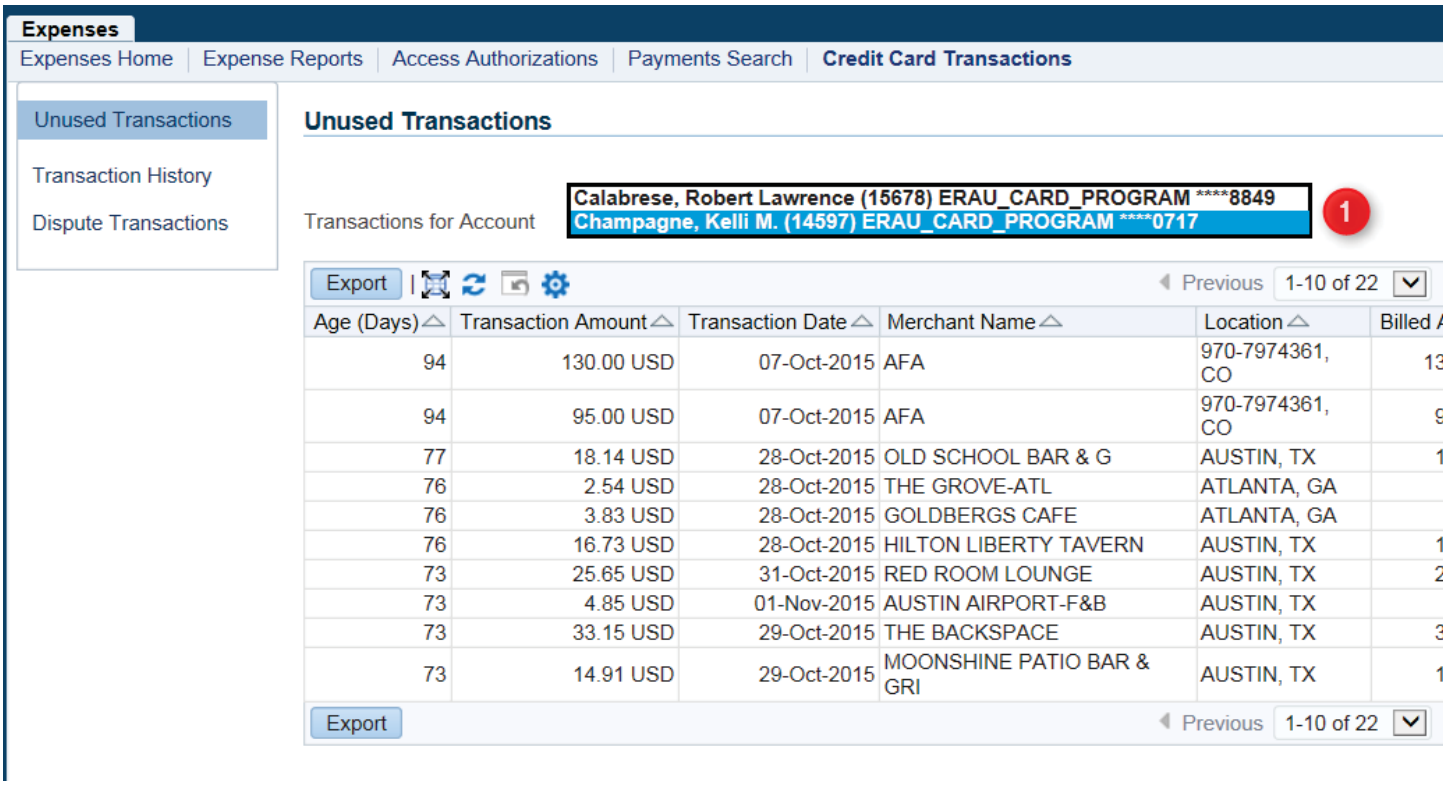


You are now on the Credit Card Transactions page.

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.



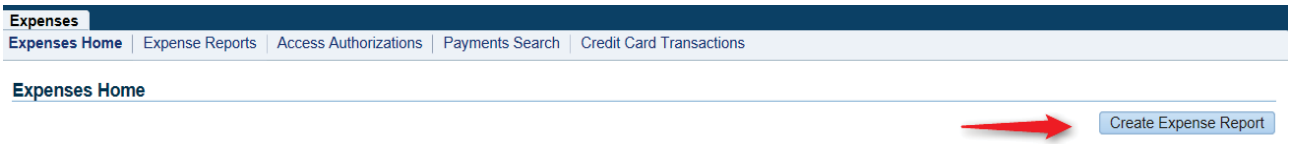
1. Employees with delegated authority will have a drop down list of those person/s that have given them delegated authority.
2. Select another person and the list transactions for the account will be updated with any unused transaction for that person.



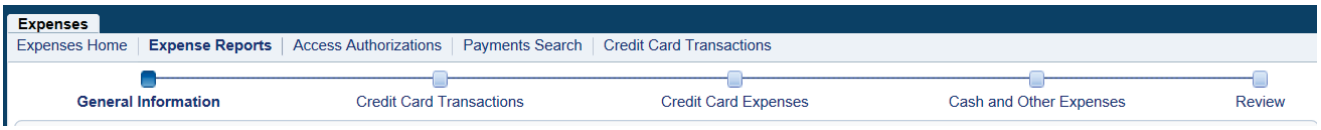
Reviewing the Unused Transcations will be useful if you have submit multiple expense reports due to different cost centers to be charged. It is also useful to distinguish between travel and miscellaneous expenses. These are required to be submitted on separate expense reports with the appropriate expense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

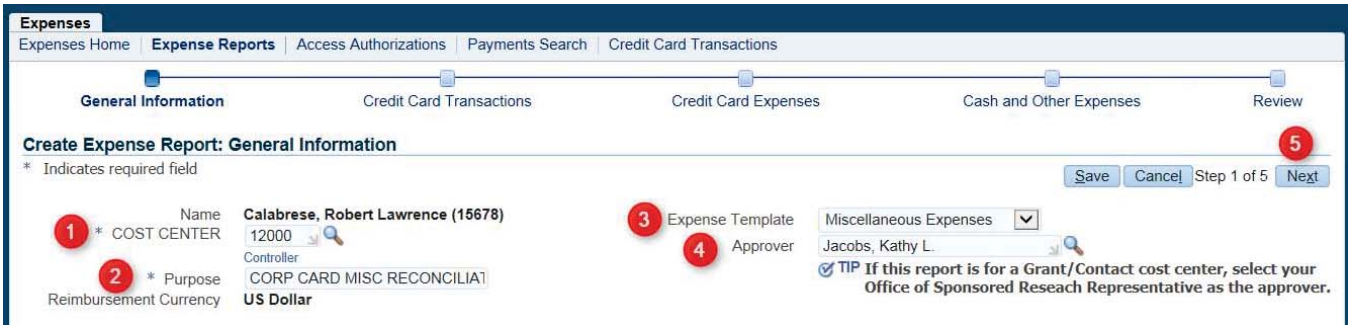


As you proceed with the expense report you will be able to see the 5 steps at the top of the page from General Information to the end at the Review page.



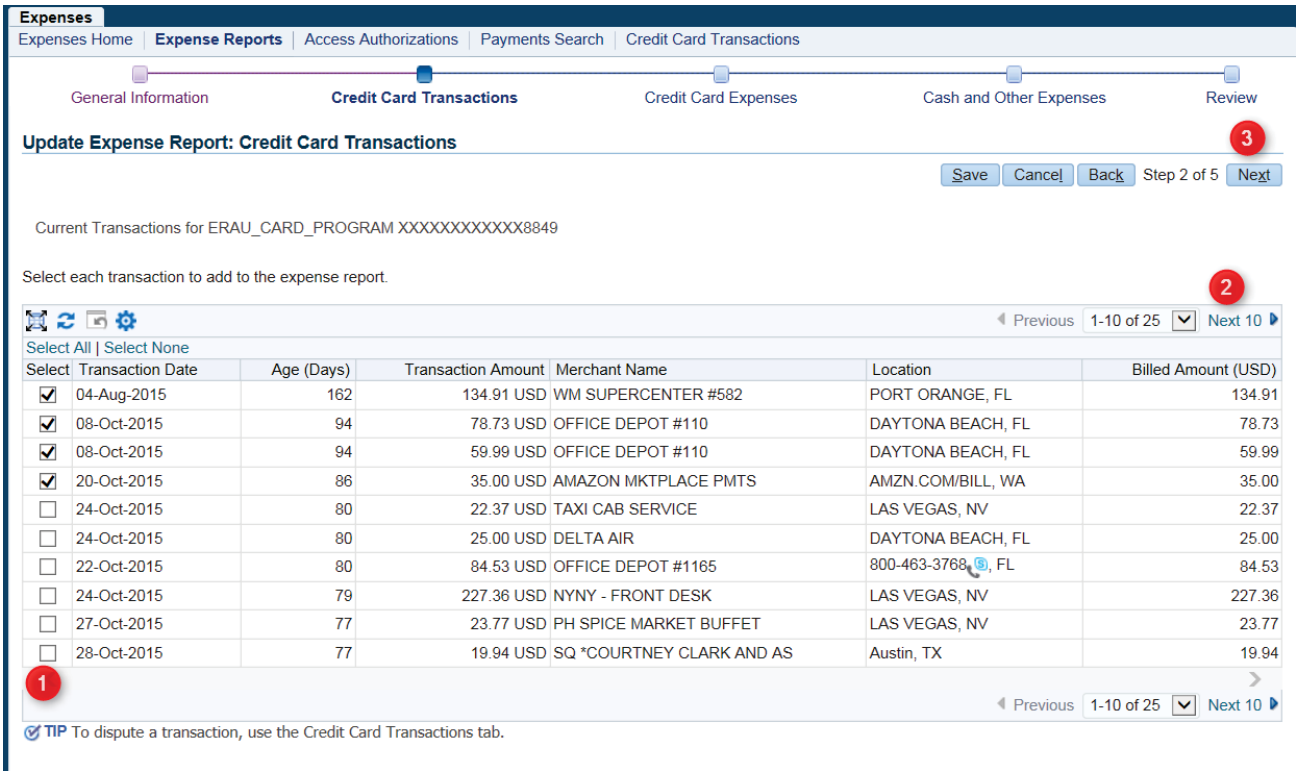
You are on the **General Information** page. Begin your expense report, complete the following steps.

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.



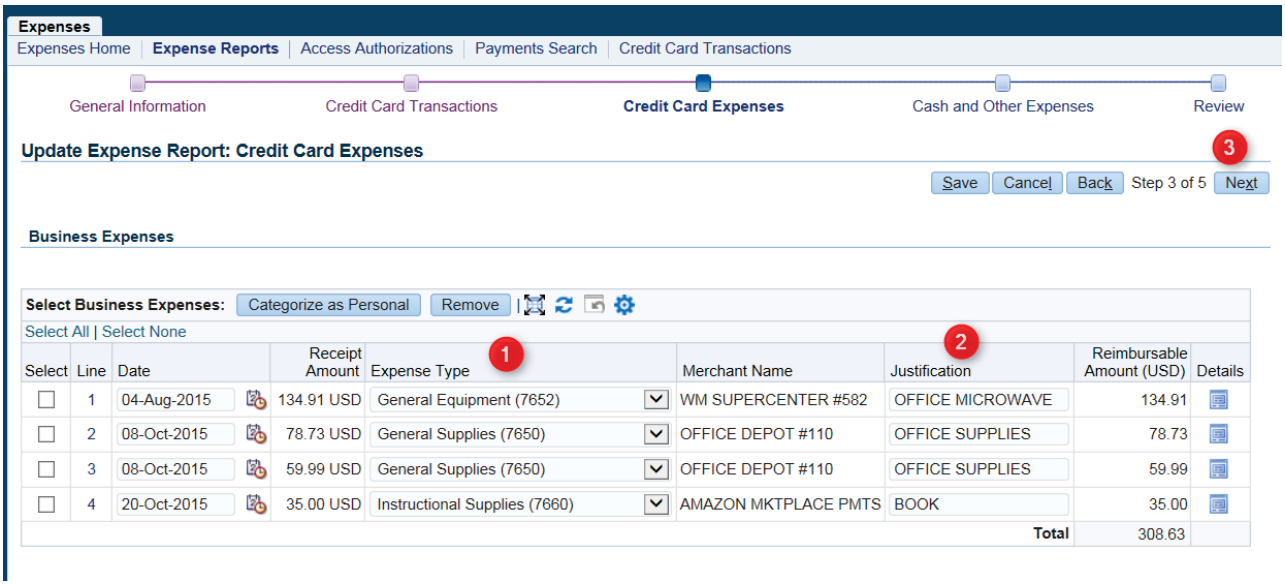
You are now on the **Credit Card Transactions** page.

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.

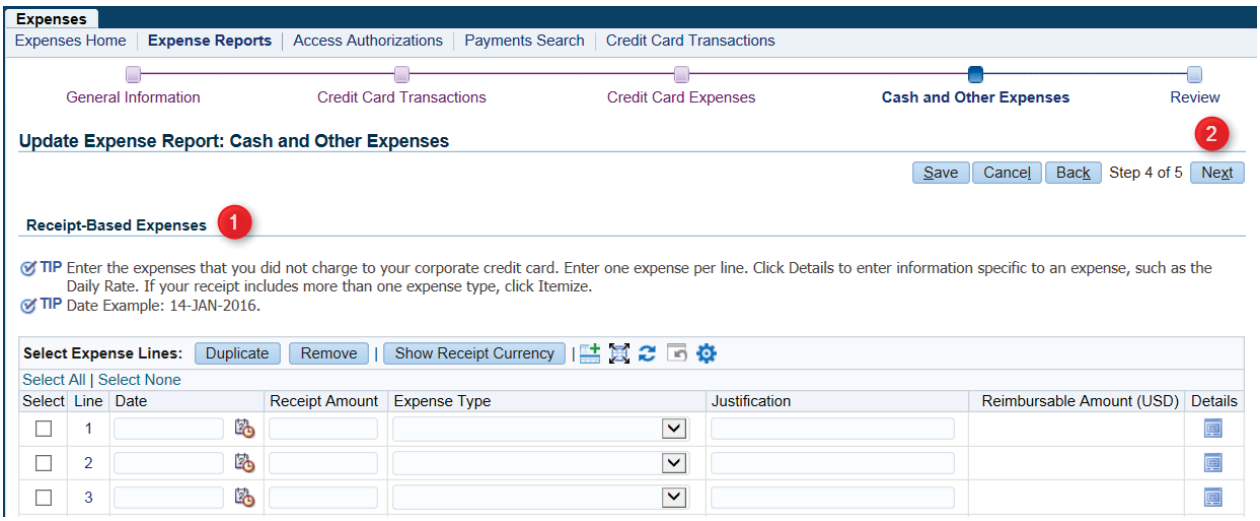
1. Select the Expense type for each transaction.
2. Fill in a Justification for each transaction.
3. Click the Next button to proceed.



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

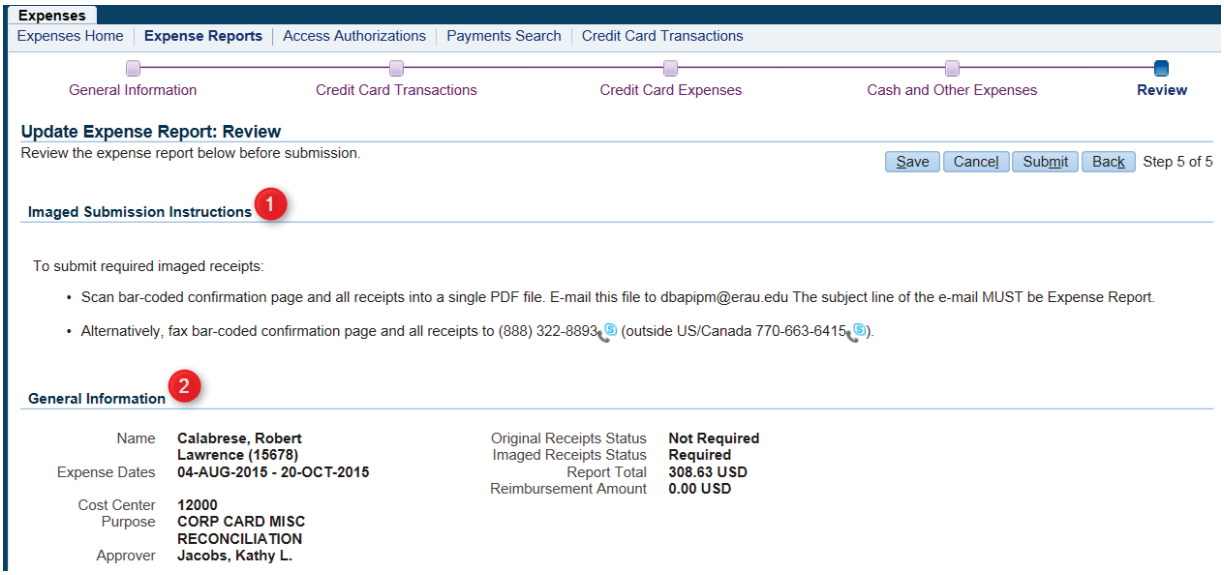
1. On this page, you will list any expenses paid with cash. Complete all the required fields.
2. Click the Next button after you have listed your cash expenses.

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

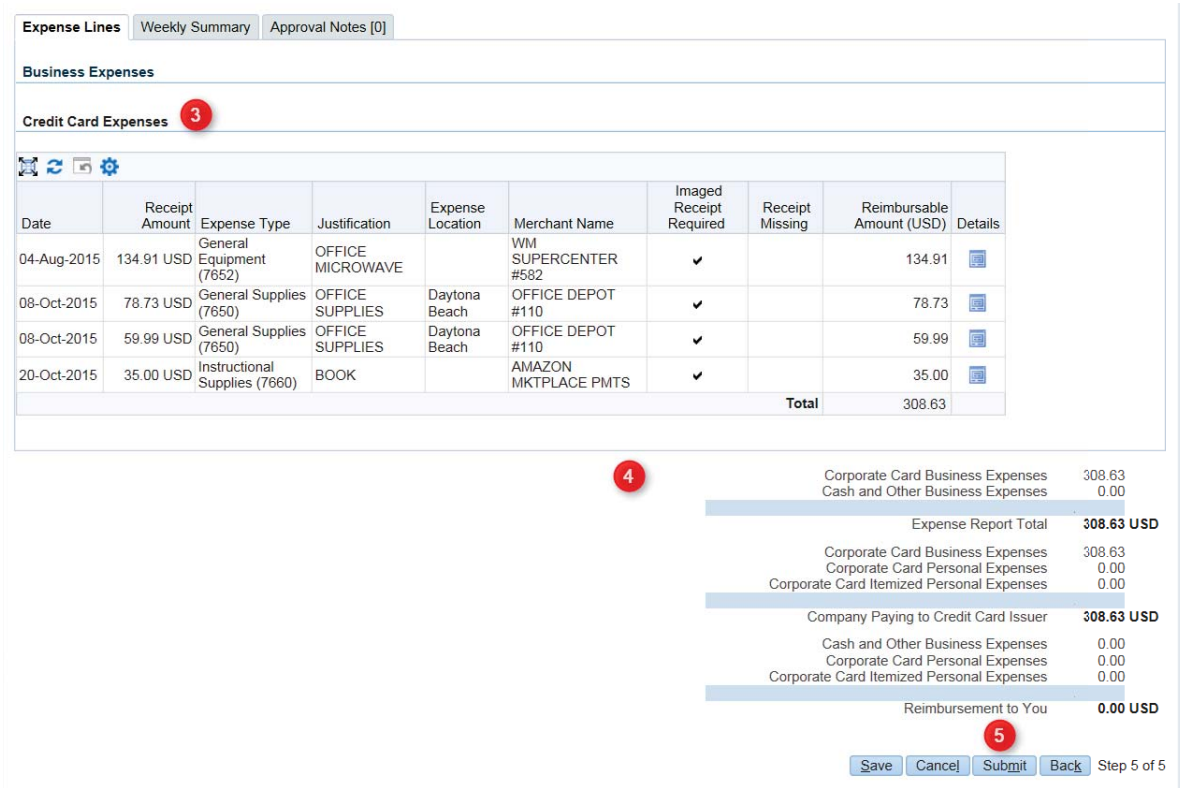


You are now on the **Review** page. The next 2 screen shots are the completed expense report. The following fields should be review before submitting the expense report.

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

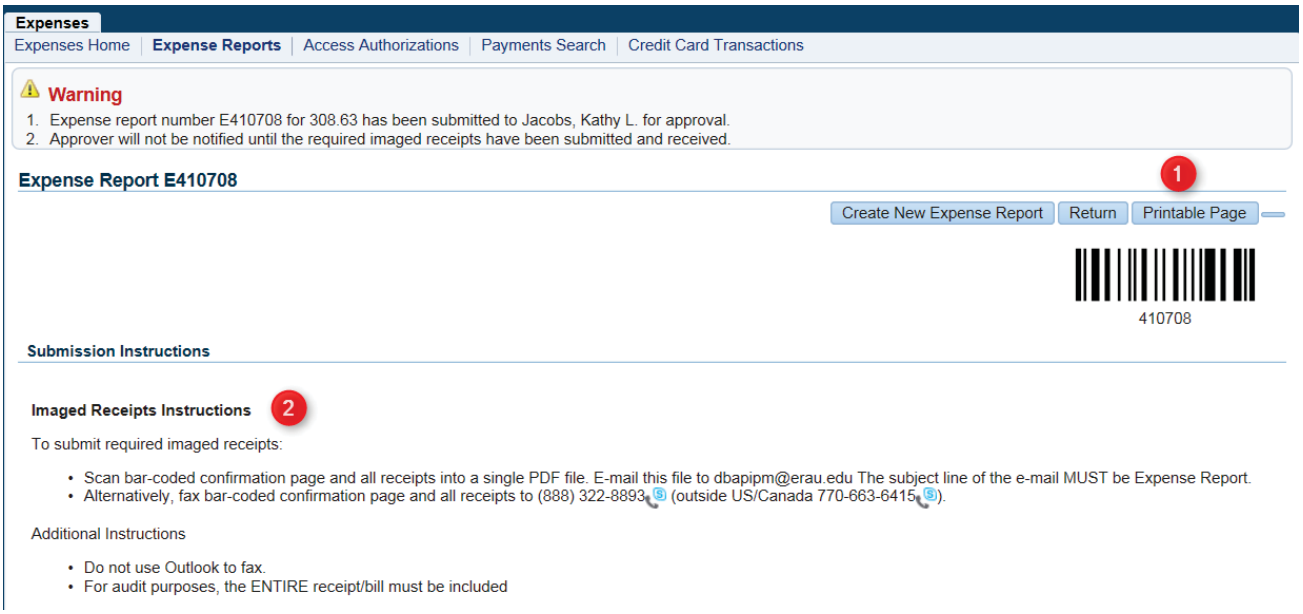


3. Review the Credit Card Expenses.
4. Review the Totals. If you have Cash Expenses then you total reimbursement will be zero.
5. Click the Submit button to submit the report.



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

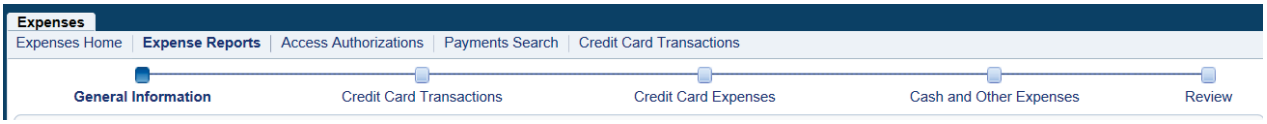
1. Click the Printable Page button to create a printer friendly version of the report.
2. Please be sure to read the Submission instructions on how to submit your report and receipts. All receipts must be received for the report to be processed.



How to Reconcile Travel Related Expenses

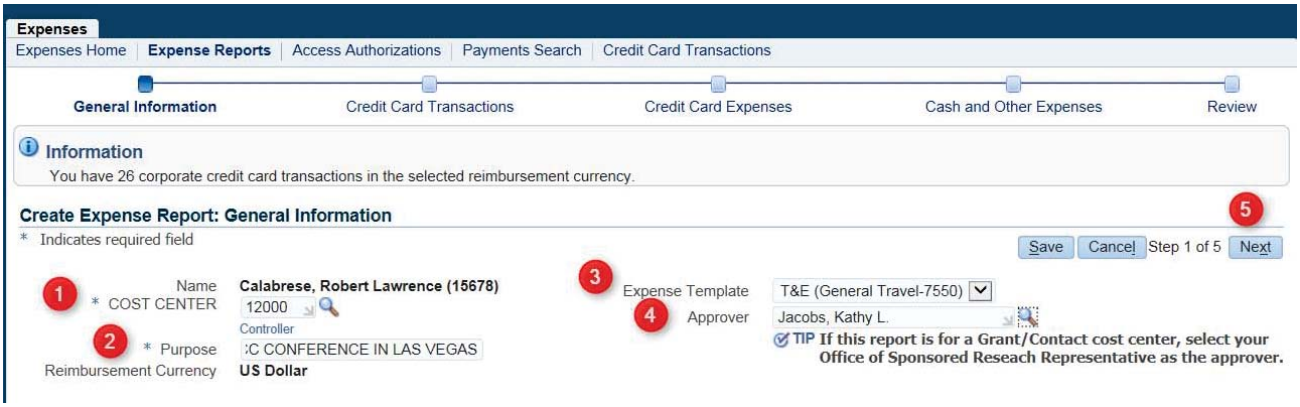
To begin your expense report, click the Create Expense Report button on the Expenses Home tab.

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.



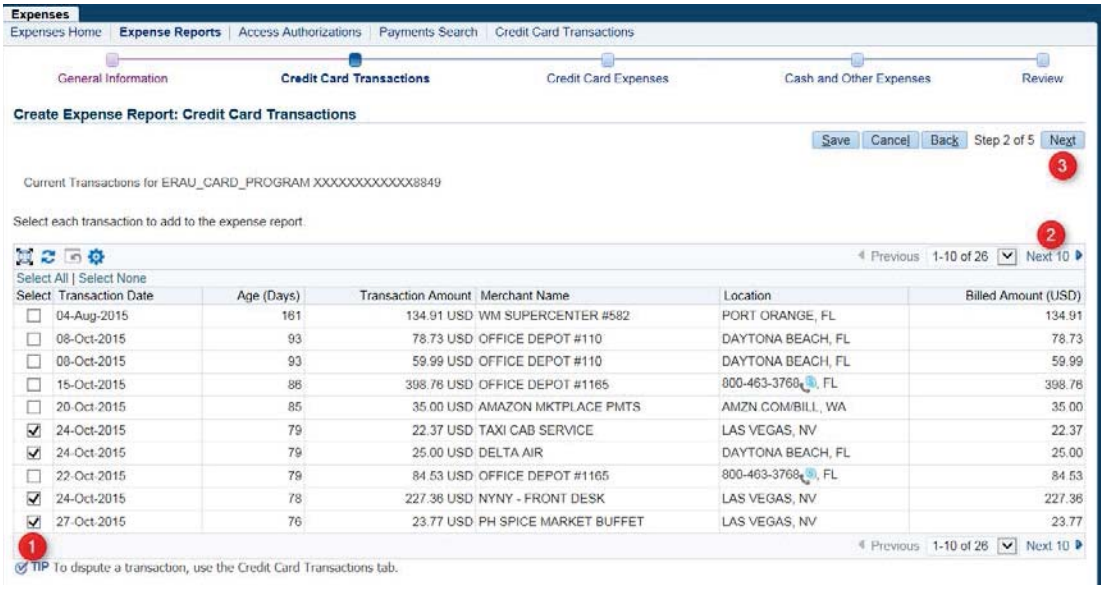
You are now on the General Information page. Begin your expense report, complete the following steps.

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.



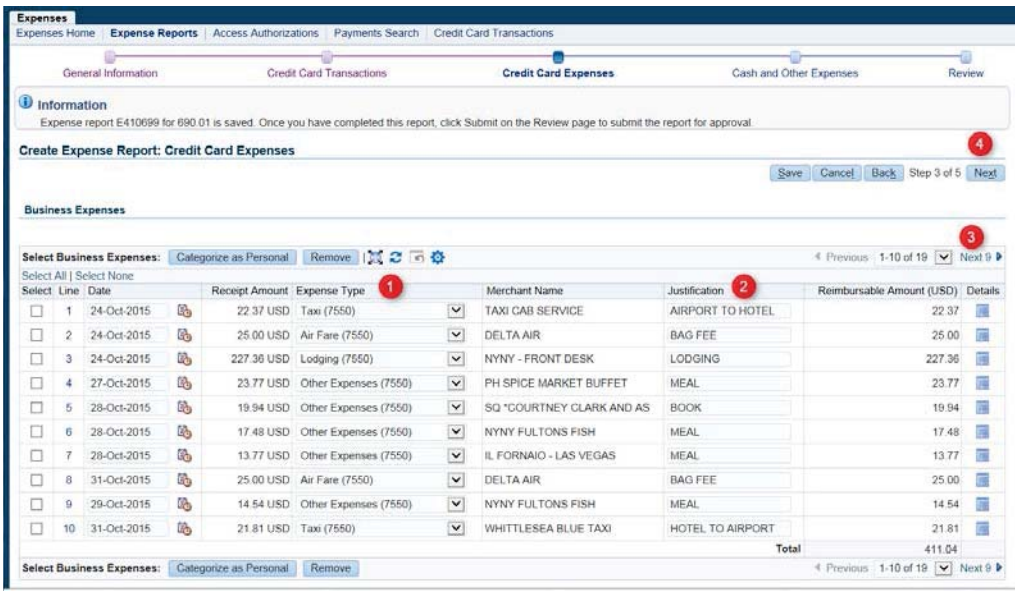
You are now on the Credit Card Transactions page.

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.



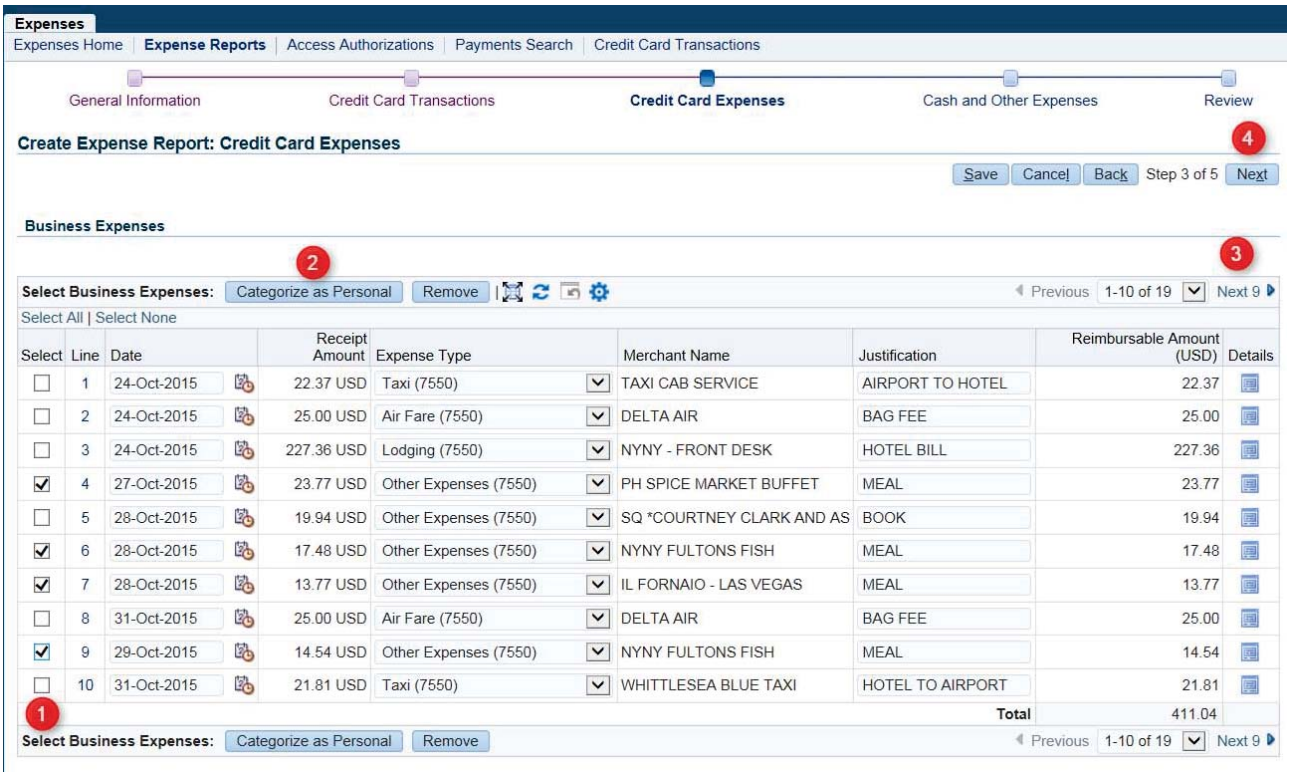
You are now on the Credit Card Expenses page.

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

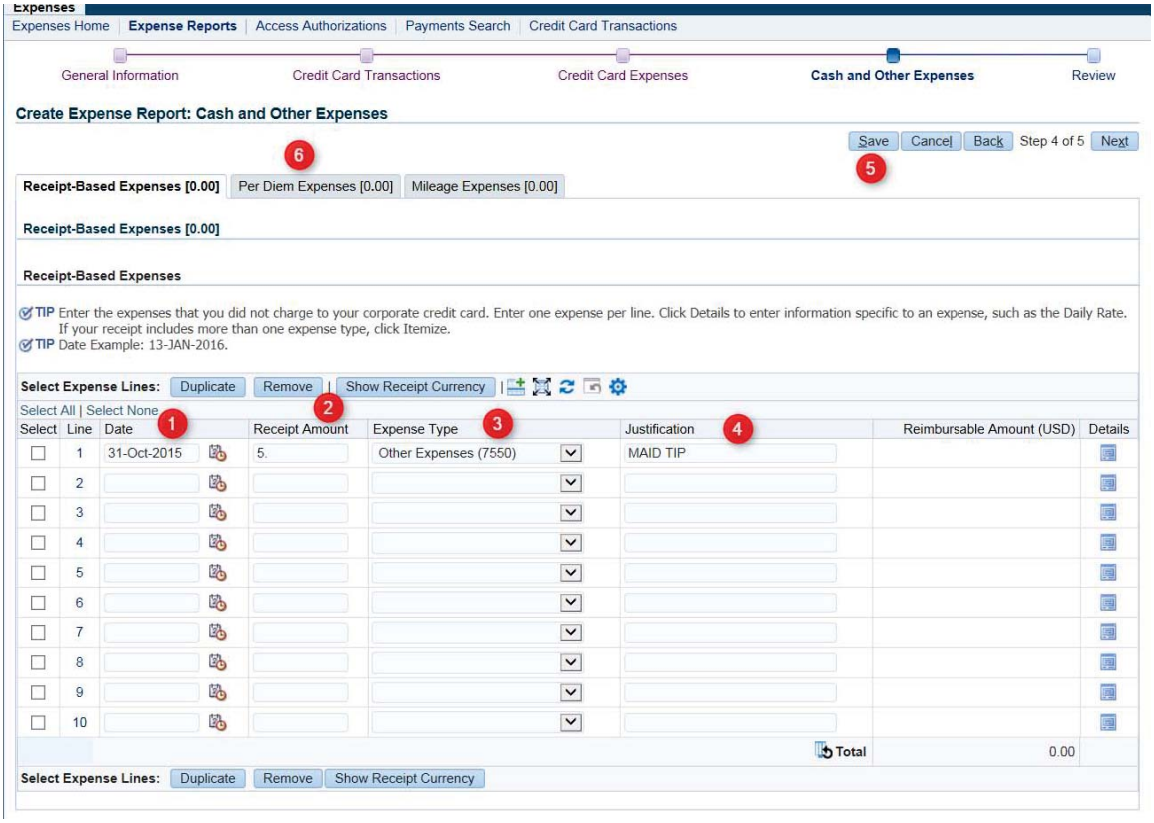
Select All | Select None

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

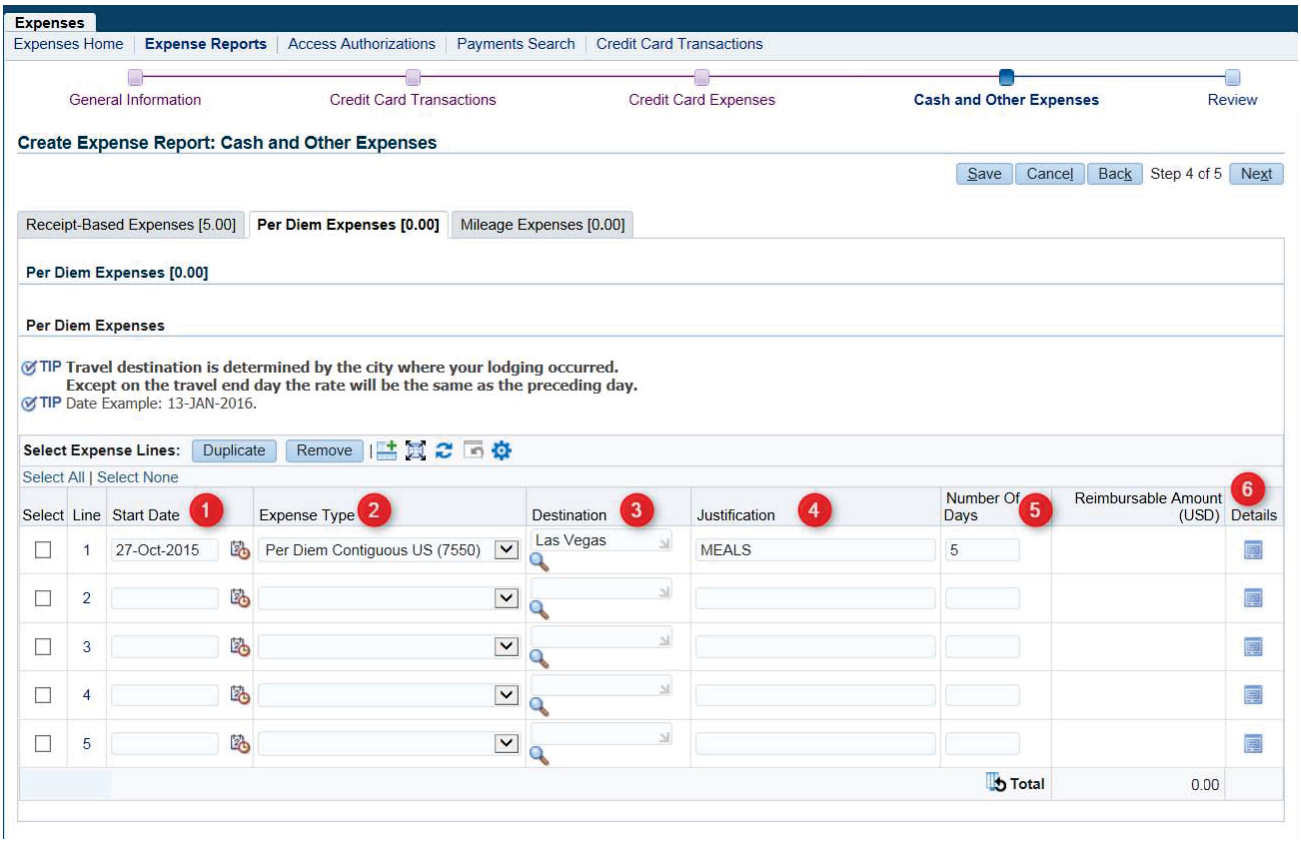
You are now on the Cash and Other Expenses page.

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).

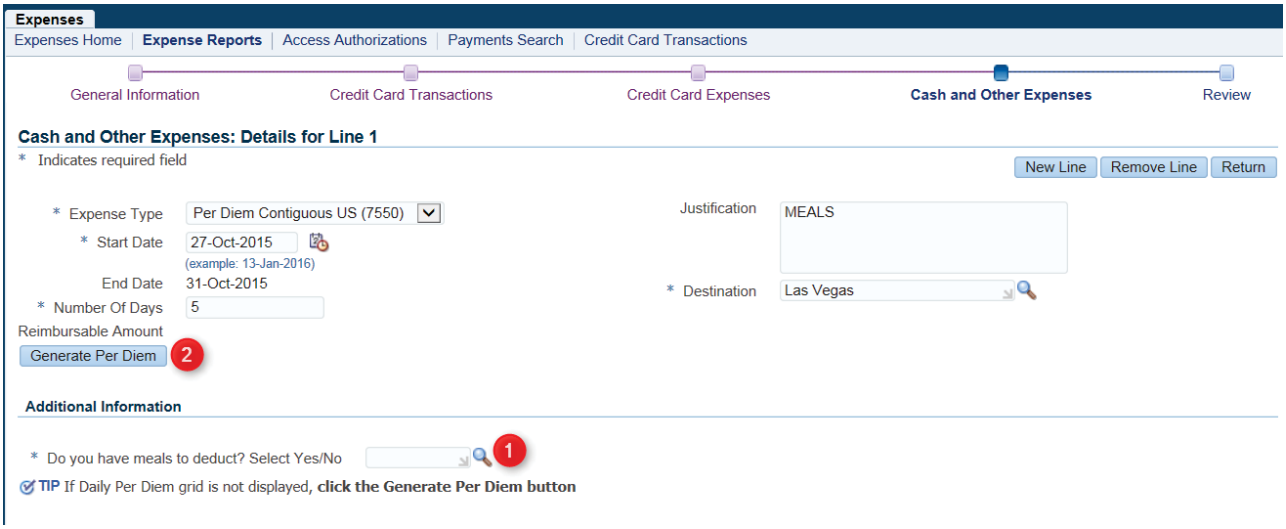


On the Per Diem Expenses tab you will complete the meal details for your trip. After completing the line information (steps 1-5), click on the Details icon (6).

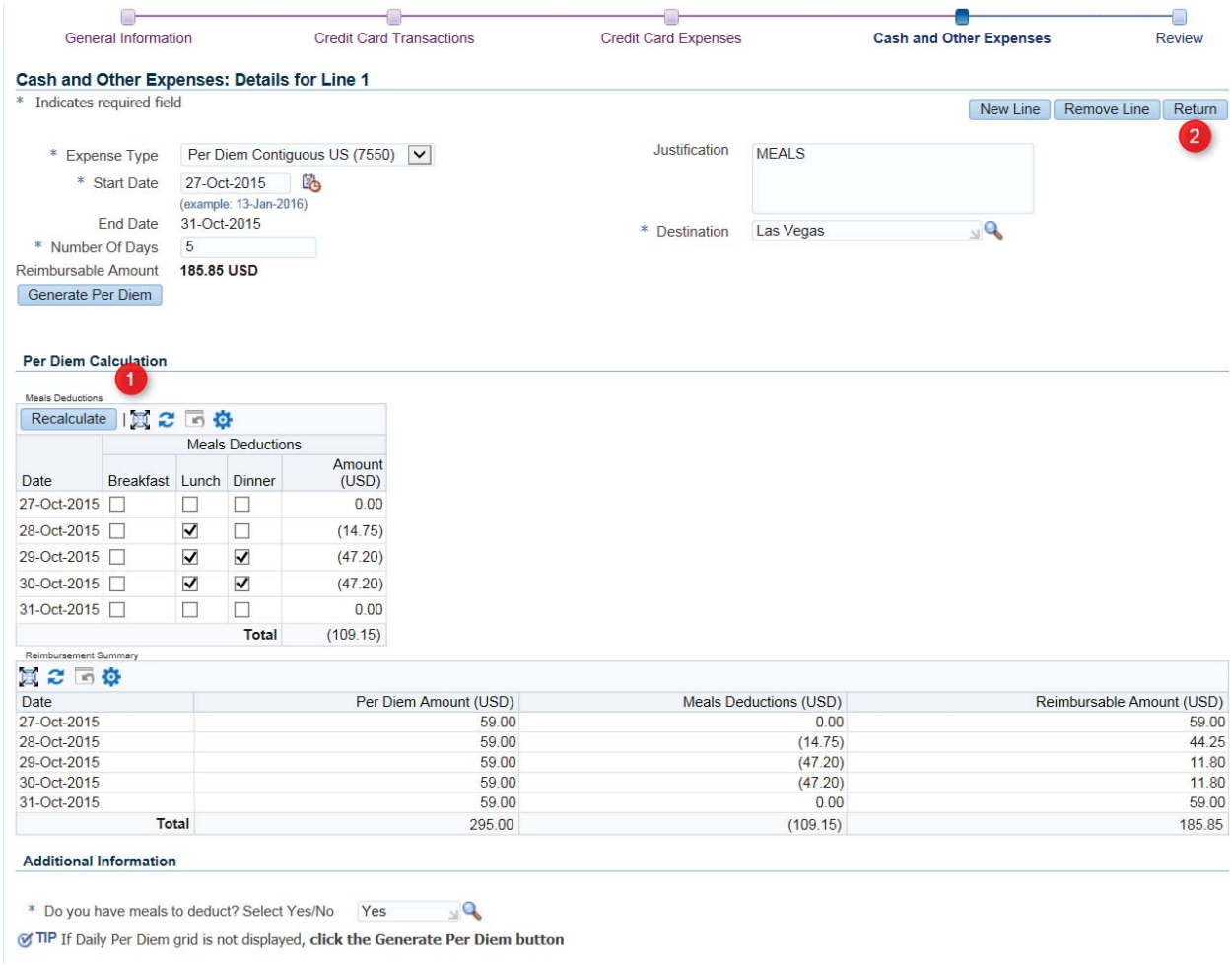


You are on the Details for Line 1 page.

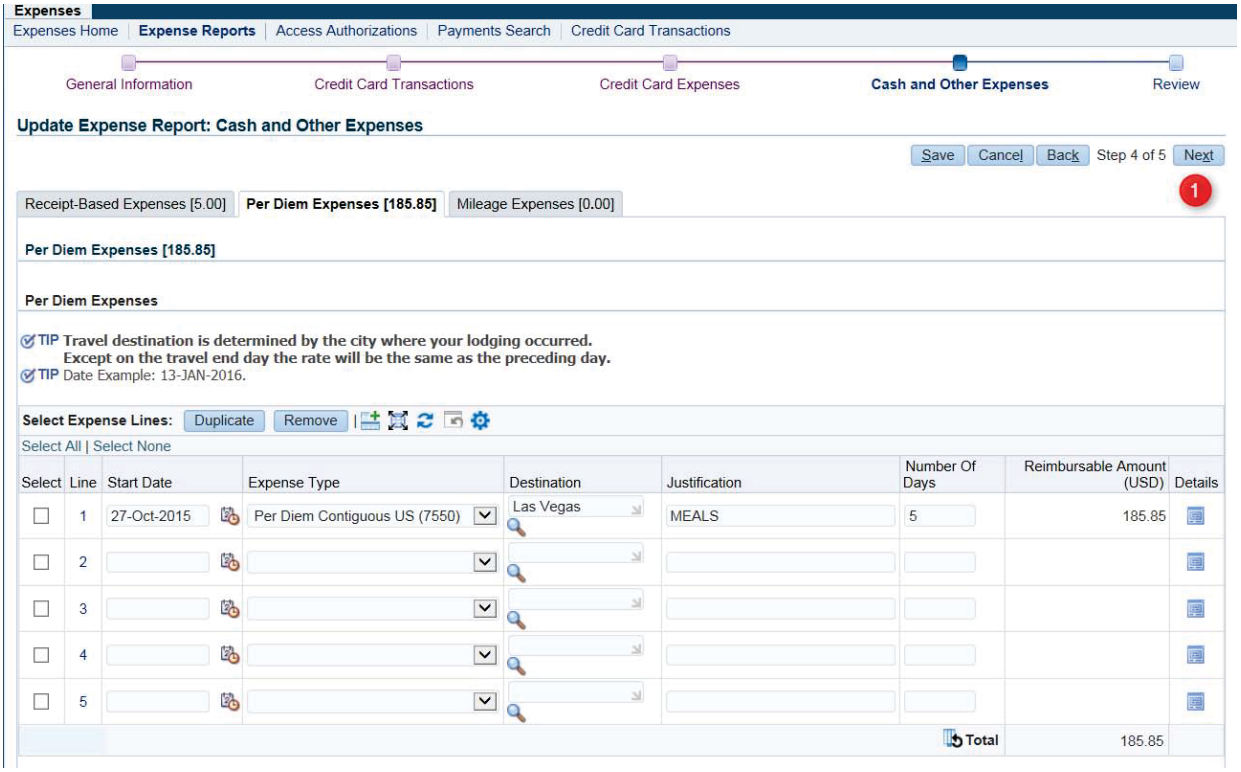
1. Answer the question under Additional Information regarding meals to deduct.
2. Click the Generate Per Diem button.



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.



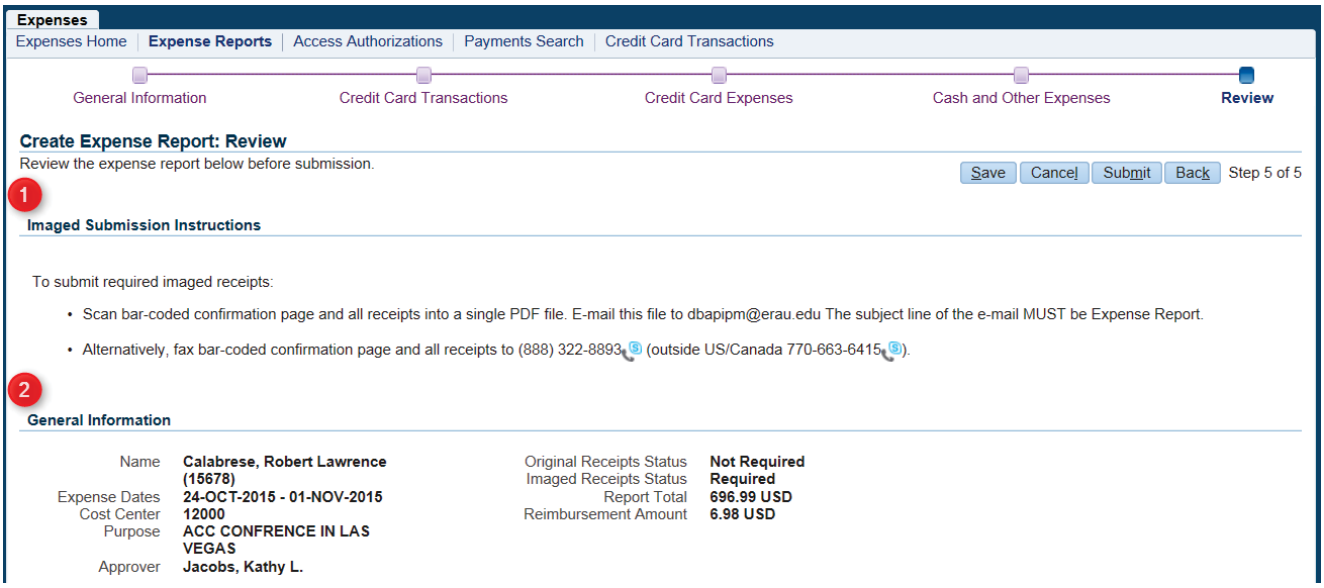
The Cash and Per Diem totals now show on the tabs. Click the Next button to proceed (1).



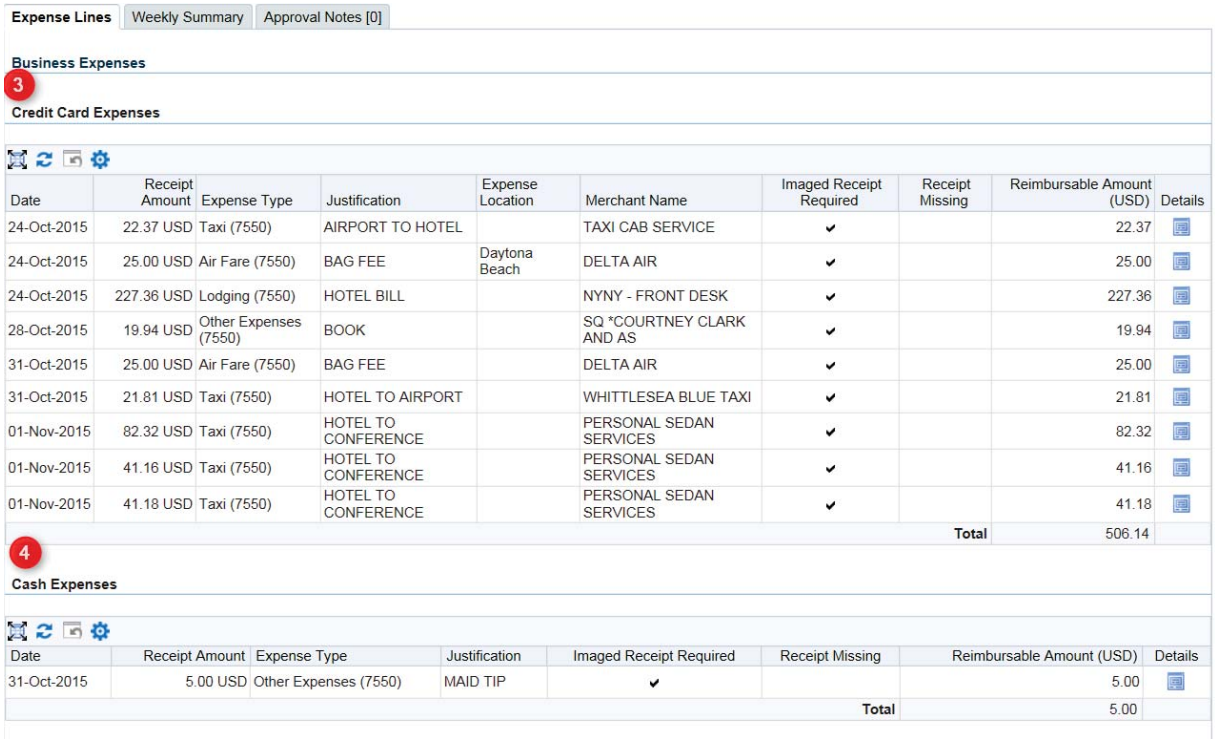
You are now on the Review page.

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

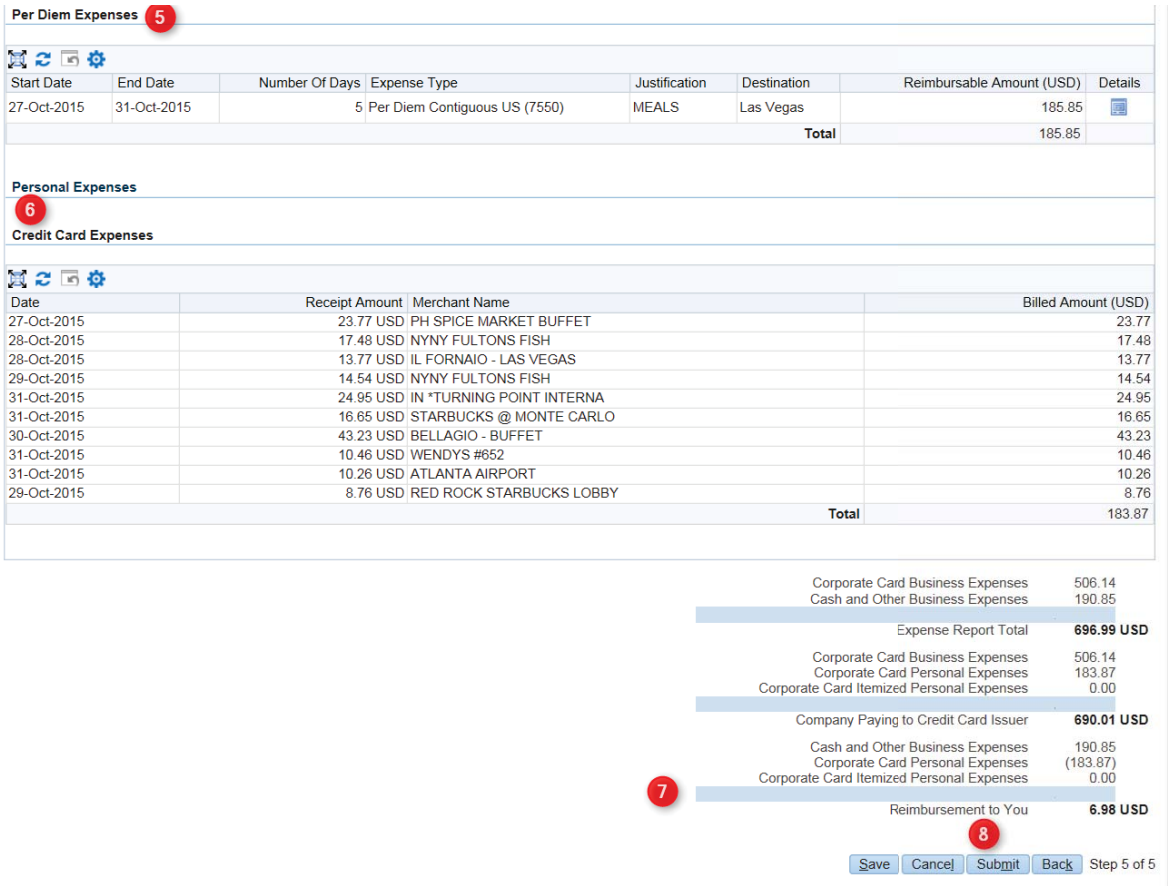
Date	Receipt Amount	Expense Type	Justification	Expense Location	Merchant Name	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
24-Oct-2015	22.37 USD	Taxi (7550)	AIRPORT TO HOTEL		TAXI CAB SERVICE	✔		22.37	
24-Oct-2015	25.00 USD	Air Fare (7550)	BAG FEE	Daytona Beach	DELTA AIR	✔		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

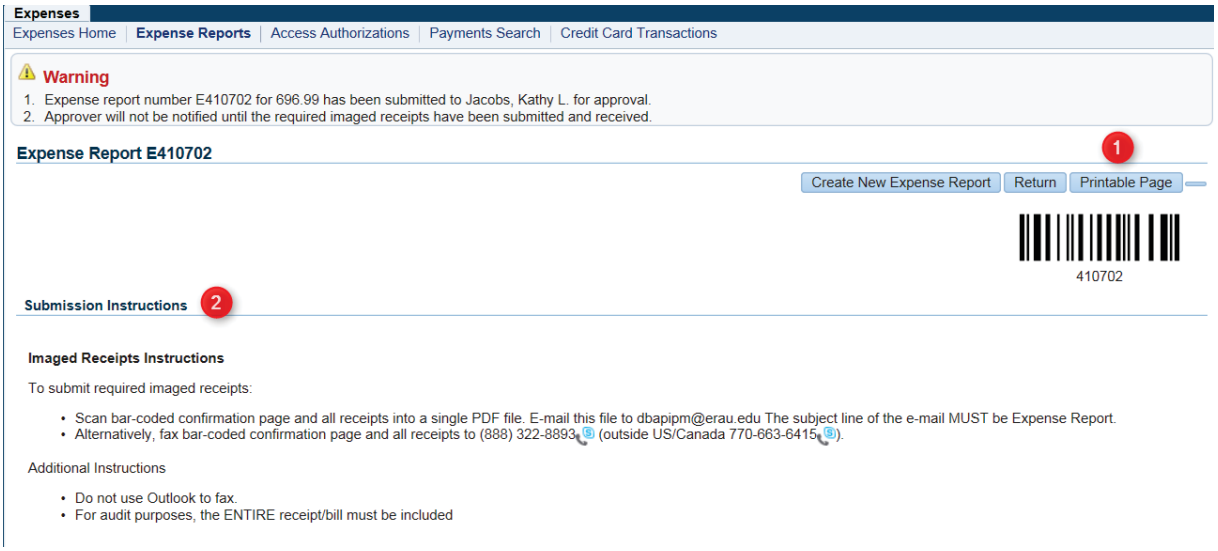
Date	Receipt Amount	Expense Type	Justification	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
31-Oct-2015	5.00 USD	Other Expenses (7550)	MAID TIP	✔		5.00	
					Total	5.00	

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.



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

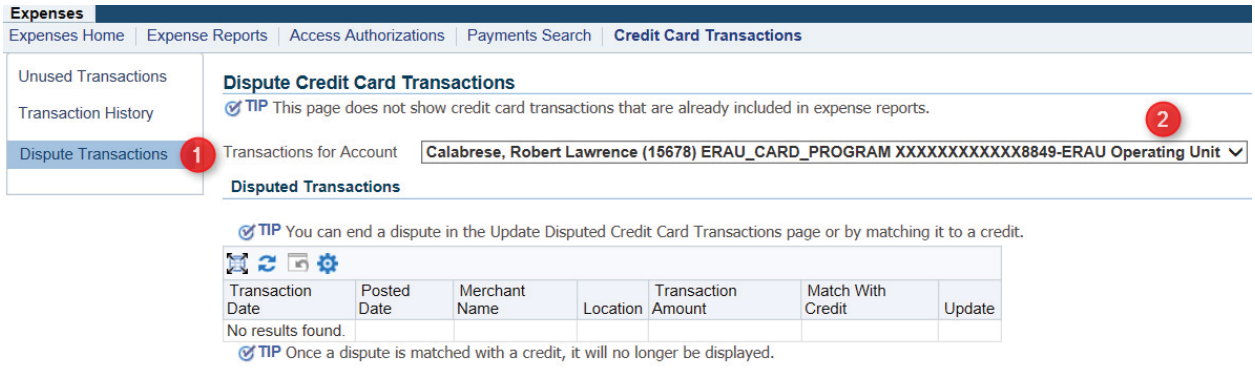
1. Click the Printable Page button to create a printer friendly version of the report.
2. Please be sure to read the Submission instructions on how to submit your report and receipts. All receipts must be received for the report to be processed.



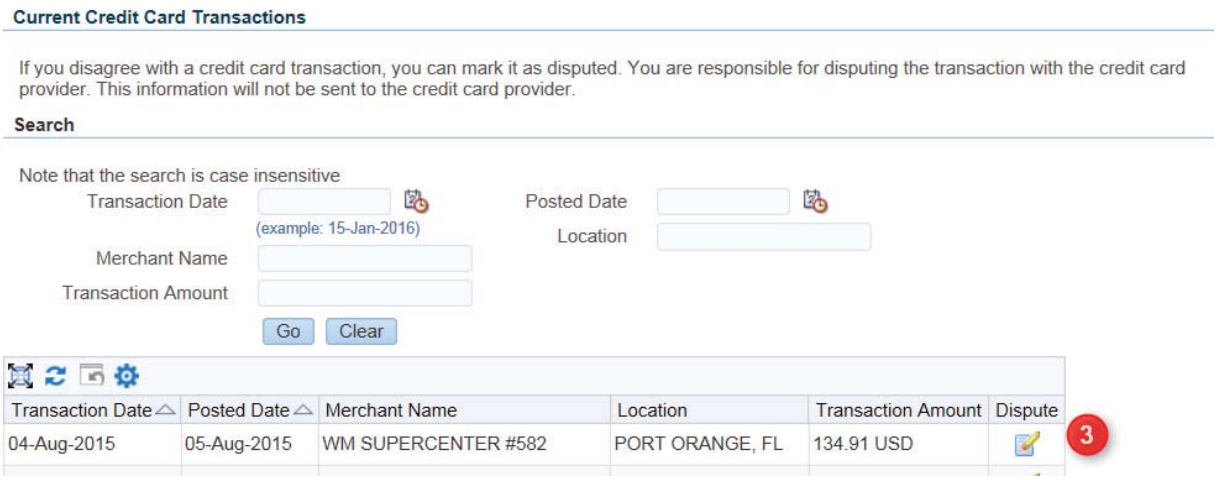
How to Dispute Credit Card Transactions

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.

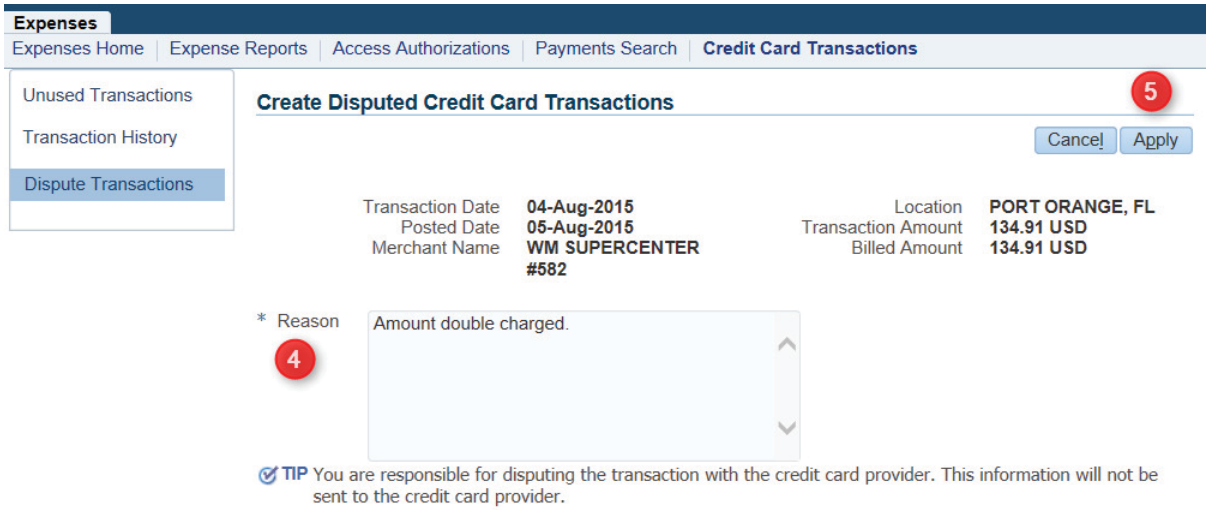
1. Click on the Dispute Transactions tab.
2. Individuals wilth delegated authority for another person will have a drop down list of values to select another name.



3. In the Current Credit Card Transactions section, click on the Dispute icon for the transactions that is to be disputed.

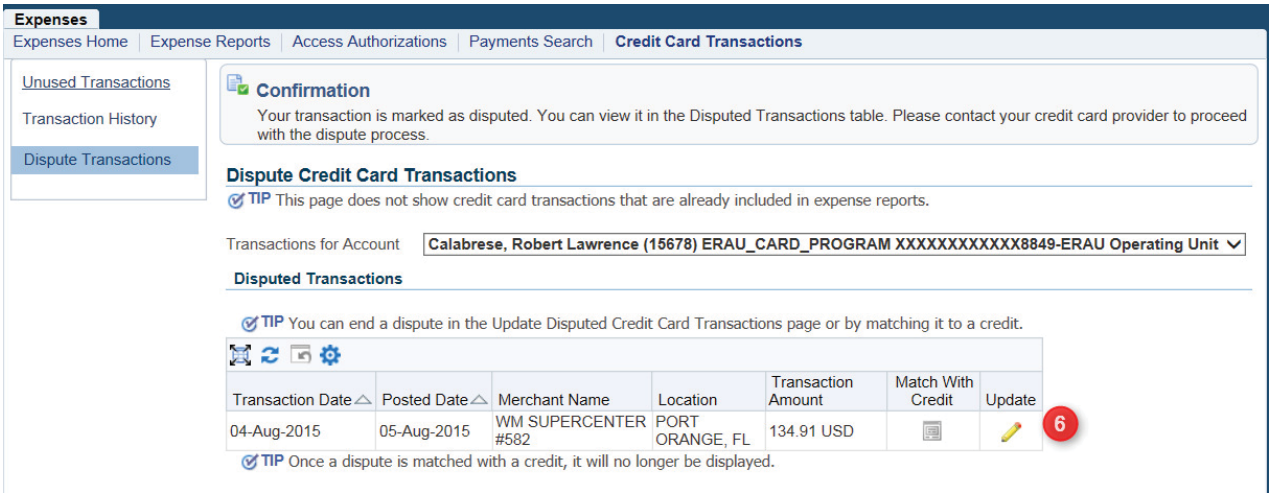


4. Enter the reason for the dispute.
5. Click the Apply button to save the dispute reason.

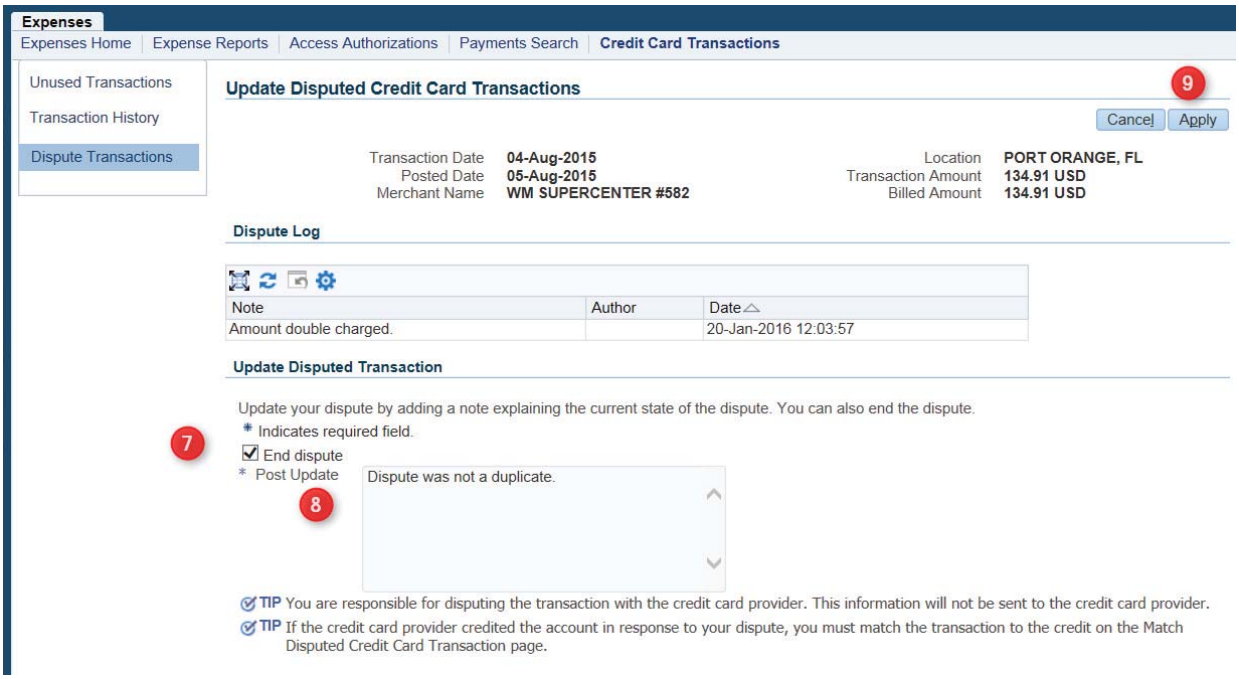


The transaction will now show under the Disputed Transaction area.

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

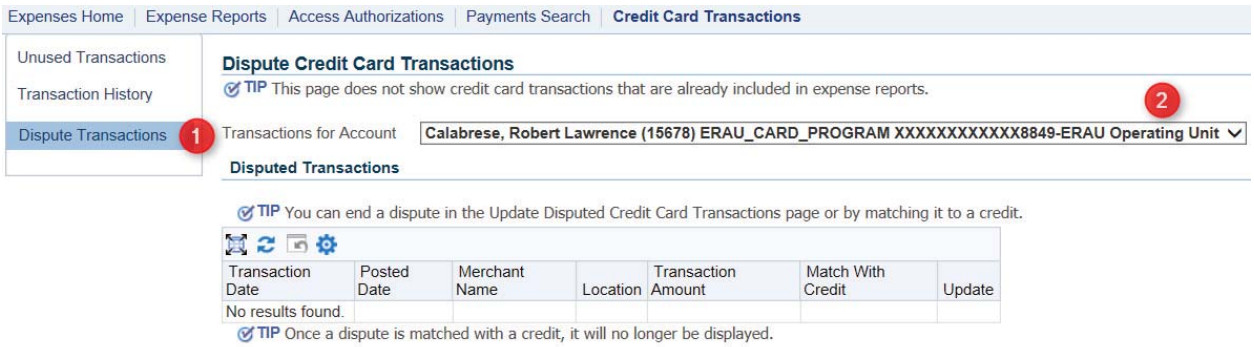


7. Click the end dispute check box.
8. Enter a reason to end the dispute.
9. Click the Apply button to save dispute.
10. The transaction will be returned to the unused transactions list.

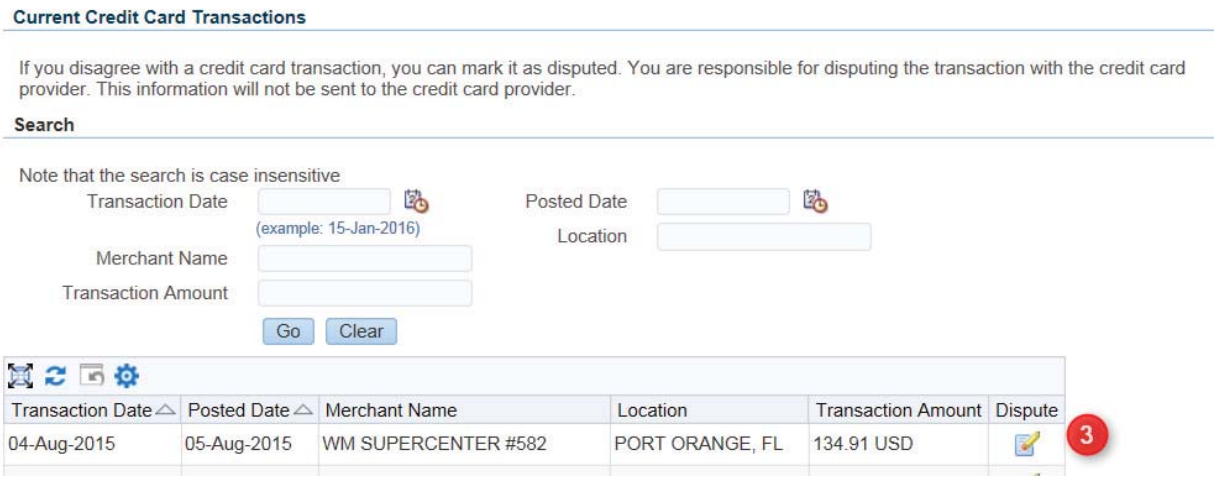


How to dispute corporate card transactions

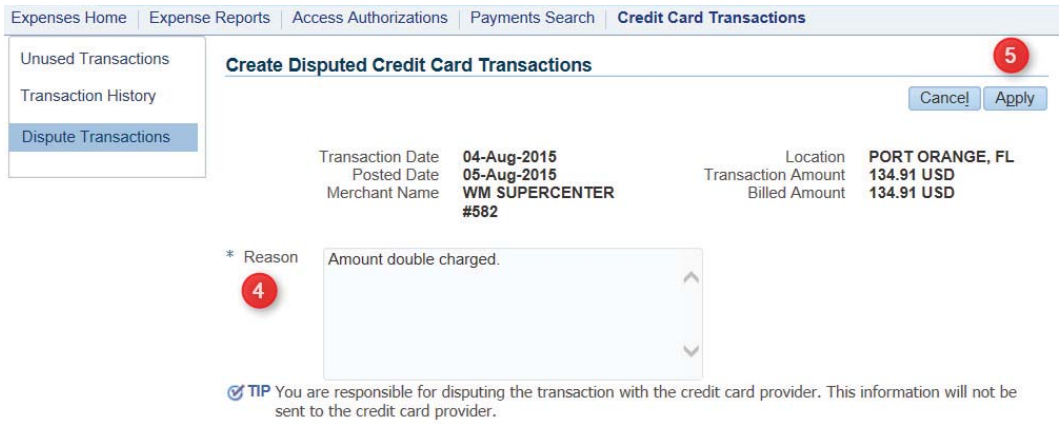
1. To process a dispute in Oracle, click on the Dispute Credit Card Transactions tab.
2. Individuals wilth delegated authority for another person will have a drop down list of values to select another name.



3. In the Current Credit Card Transactions section, click on the Dispute icon for the transaction that is being disputed.



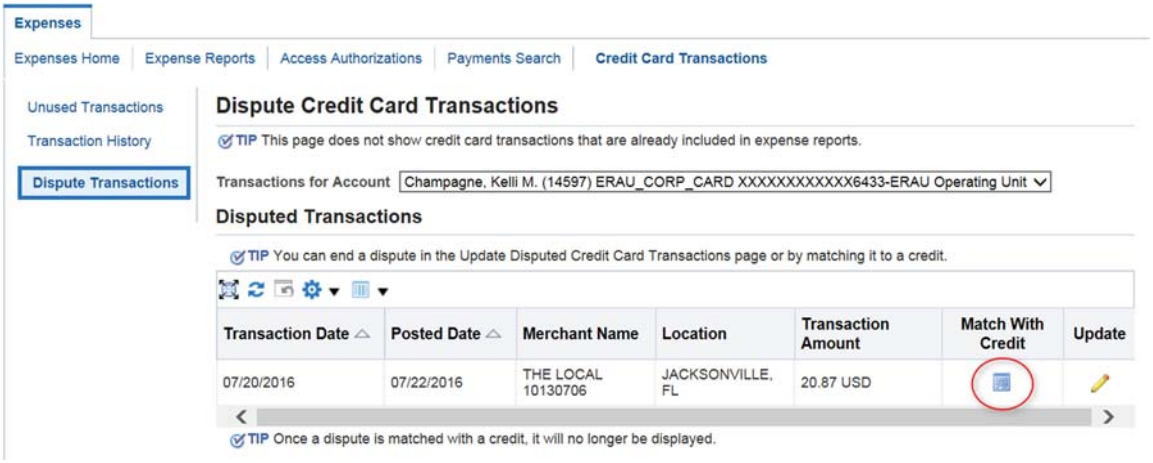
4. Enter the Reason for the dispute.
5. Click the Apply button to save the dispute reason.



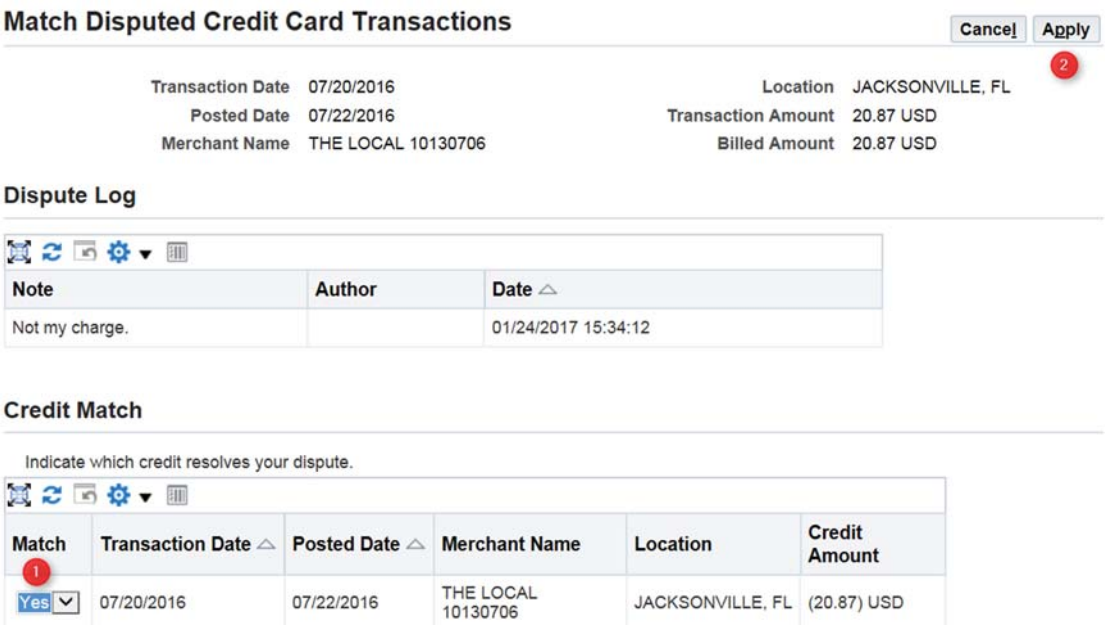
The transaction will now show under the Disputed Transaction area.

Directions to match dispute to a full amount credit.

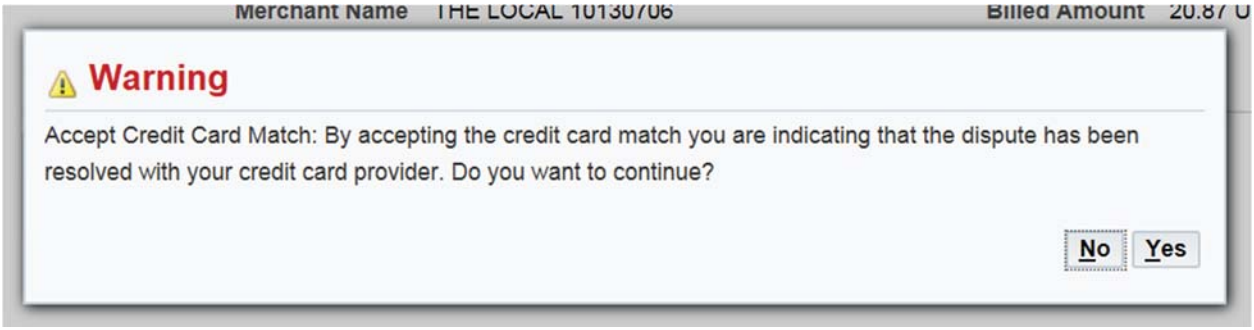
Once a full amount credit has been received, the Match to Credit icon will be blue. Click on the icon.



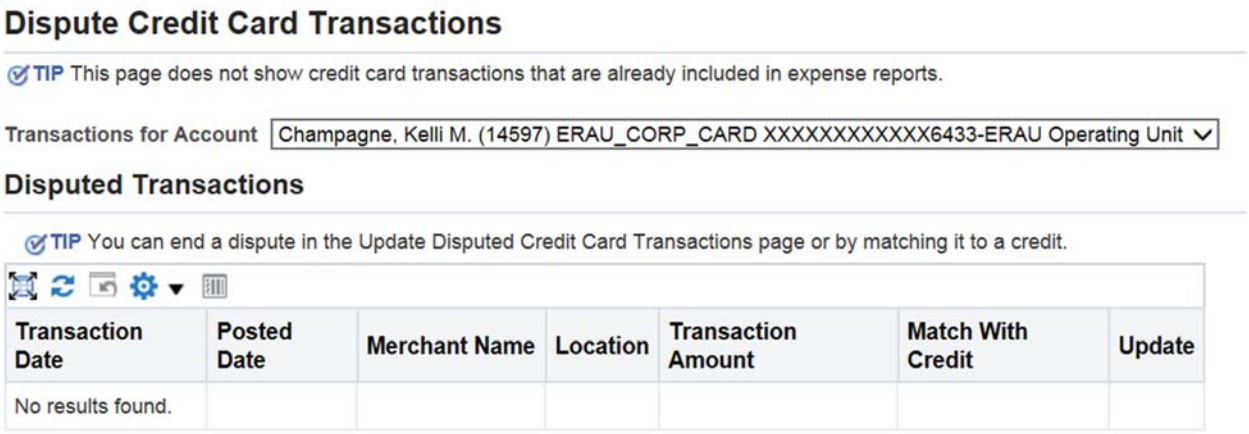
1. Change the Match drop down list to Yes.
2. Click Apply button.



A warning message will be shown.

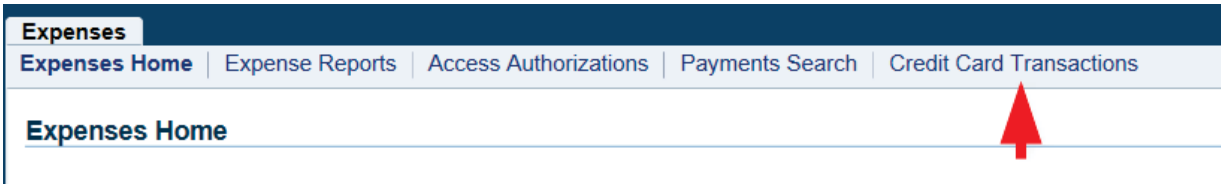


By clicking Yes, the transaction will be removed from the dispute list and will no longer show in Internet Expenses.

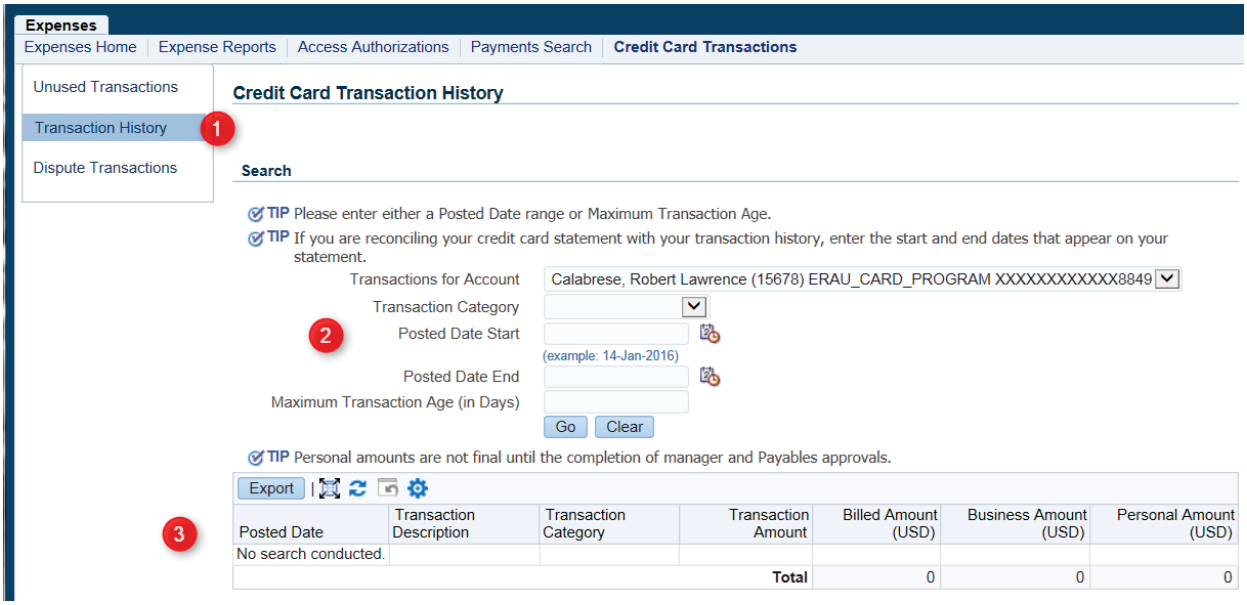


How to Search Credit Card Transaction History

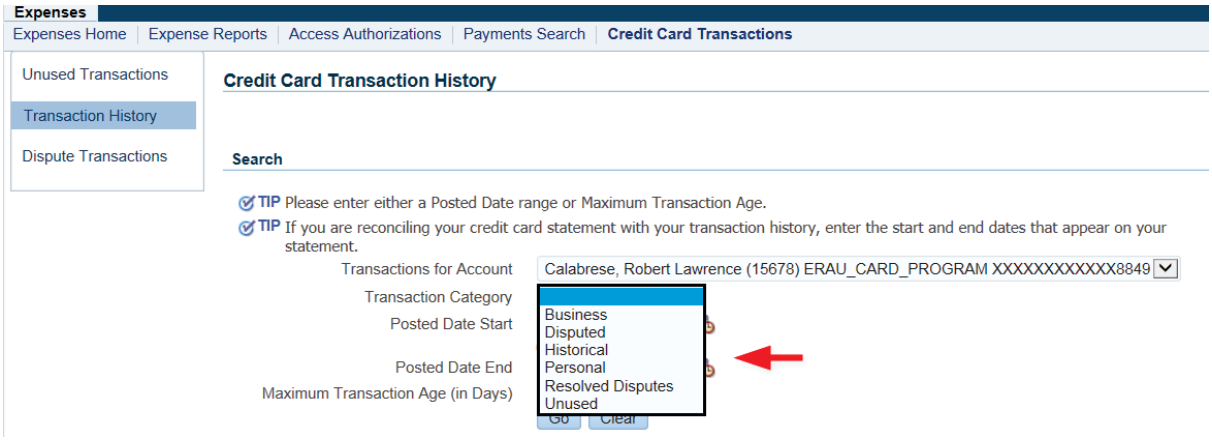
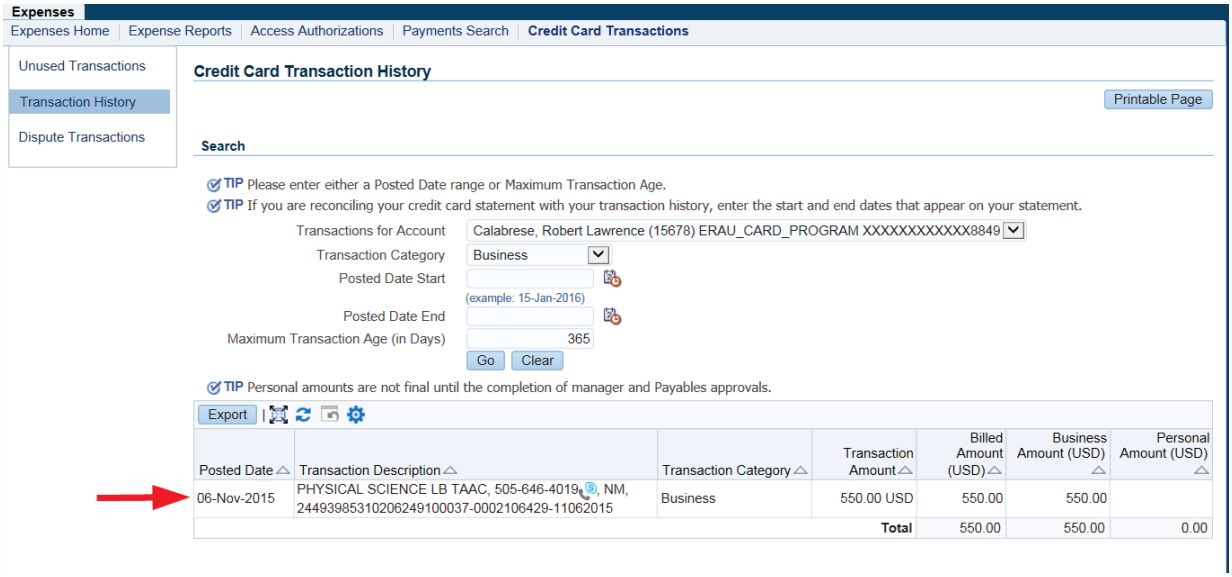
Card holders and employees with delegated authority will have the additional tab of Credit Card Transactions. Click on this tab to view the page.



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.