Access Online for Approvers

Screens used in this presentation are from a demonstration site using sample data. Your screens may differ based on your role and the features used by your organization.
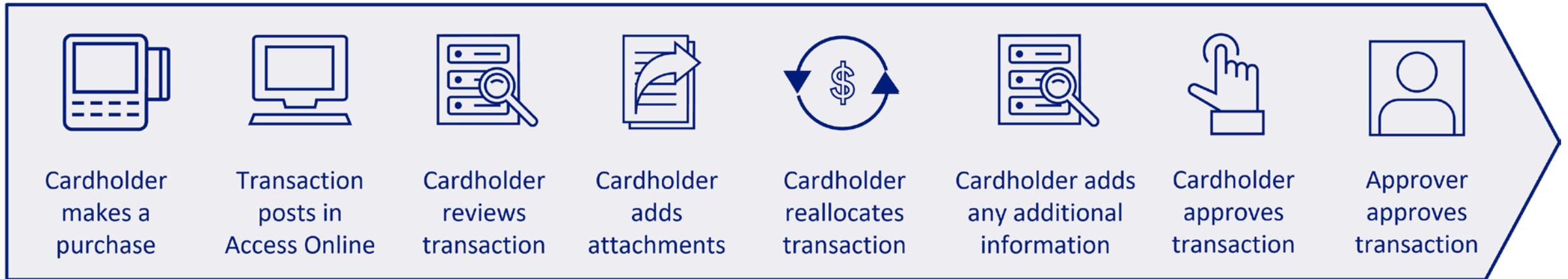
Learning objectives

At the end of this training, you'll be able to:

- Navigate to Transaction Management

- Approver tasks:

    - Use the Manager Approval Queue

        - Fix transaction information if needed (attachments and allocations)

        - Final Approve, reject and pull back transactions

    - View the Manager Approval History

    - Select a backup approver

- View reporting on transaction information

Transaction management: approval process overview

Cardholder makes a purchase → Transaction posts in Access Online → Cardholder reviews transaction → Cardholder adds attachments → Cardholder reallocates transaction → Cardholder adds any additional information → Cardholder approves transaction → Approver approves transaction

USE THE MANAGER APPROVAL QUEUE

Navigate to Transactions

Navigate to Transactions

Transactions to approve display in the Manager Approval Queue

Manager Approval Queue notes:

- Only transactions pending your approval display in the queue.

- You may also be able to view a cardholder's full transaction list.

Navigate the screen

Filter the transaction list

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date:
All ▾

Approval Status:
All ▾

Transaction Amount:
All ▾ $ _____

Cardholder Approver:
All ▾

Last Approver:
All ▾

Order Match Status:
All ▾

Pending Approver:
All ▾

Display 25 ▾ **Transactions per page**

[Search] [Reset]

View the queue's transaction list left side

View the queue's transaction list right side

Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Accounting Code
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎 📄		528A5|0162A|10100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎 📄		528A5|0162A|10100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎		528A5|0162A|10100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎		528A5|0162A|10100|C1AX48
ZHANG, WEI	ZHANG, WEI	ANDERSON, PENNY	📎		4444|333|55555|91614

VIEW OR ATTACH A RECEIPT/DOCUMENT

View the attachment

Cardholder Approver	Last Approver	Pending Approver	Attachment	de
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎 📄	0100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎 📄	0100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎	528A5|0162A|10100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎	528A5|0162A|10100|C1AX48
ZHANG, WEI	ZHANG, WEI	ANDERSON, PENNY	📎	4444|333|55555|91614

View the attachment to make sure the right one is attached.

- Transaction date

- Merchant name

- Dollar amount

If an attachment is missing, you can reject the transaction and have the cardholder add it. You can add one by clicking the paperclip icon.

Click Add Attachment

Attachment notes:

- You can attach a PNG, JPG, or PDF file to a transaction

- The system converts all file types to a PDF after upload

- No limit to number of attachments per transaction

- 5MB size limit for all files per transaction

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
03/22	03/24	Valero 1058	Beorne, TX	$75.50

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

Add Attachment

Back

Save

Locate your attachment

- Click **Add Attachment** to search and select items to attach

- You can also drag and drop files from your computer into the image window

- A thumbnail image of the attachment will display
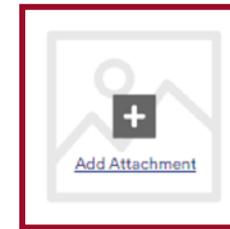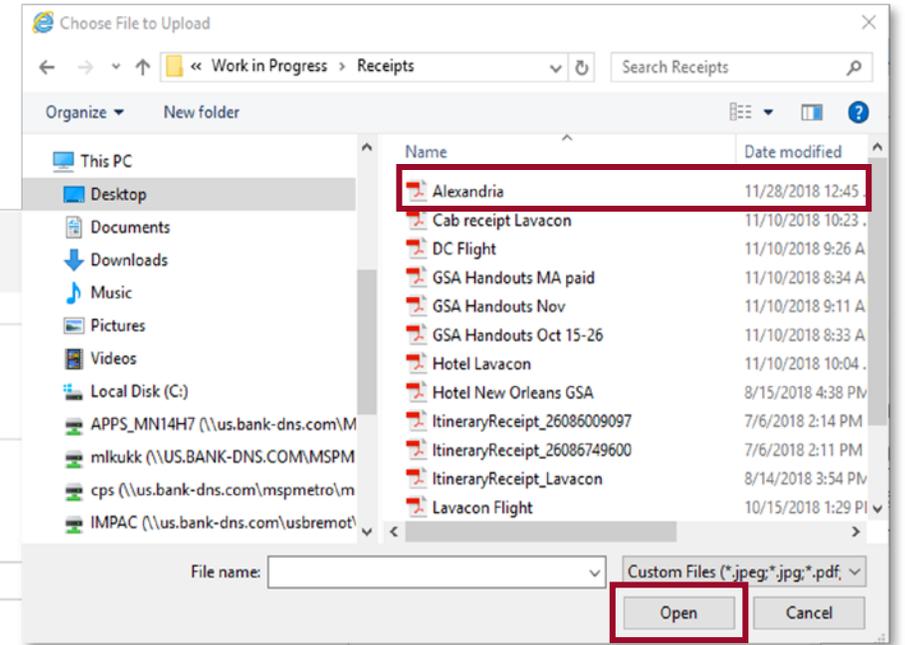
Add any other attachments

- Click **Add Another Attachment** under the image preview to search and select more items

- Be sure to click the **Save** button when you are done

The attachment icon appears on the transaction list

- A *PDF* icon now appears next to the paperclip to indicate the attachment has been saved

- Click the *PDF* icon to view the attachment

CHECK THE ALLOCATION

Check the allocation

Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Accounting Code
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎 📄		528A5|0162A|10100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎 📄		528A5|0162A|10100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎		528A5|0162A|10100|C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	📎		528A5|0162A|10100|C1AX48
ZHANG, WEI	ZHANG, WEI	ANDERSON, PENNY	📎		4444|333|55555|91614

Allocations tab

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail		Purchase ID		Attachment		Accounting Code
		03/22	03/24	VALERO 1058	BEORNE, TX	75.50	ⓘ		02011811058VPRYF000006024		🔗		71320ǀ-27-ǀ21-430

ⓓ Disputed ⬭ Matched ⚠ Exception ⓘ, ⑪ Trans Detail Level ⚑ Reallocated 🔗 Upload Attachments

Summary | Match | **Allocations** | User Line Items | Comments | Approval History | Custom Fields

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required   Allocation Source: User Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			GL CODE (5)	COST CENTER (4)	JOB/PROJECT NUMBER (20)	
☐	$ 75.50	OR 100.00 %	[ ] 🔍	[ ] *🔍	[ ]	Add as Favorite

🔍 Search

Remove

Total Allocated:	$ 75.50	100.00 %	Apply Accounting Code: [▼] **Apply**

| Amount Remaining: | $ 0.00 | 0.00 % | Additional Allocation(s): [1] **Add** |

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

View or change the accounting codes as needed.

Save allocations if you make changes.

Search and select valid values

Transaction Management
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

COST CENTER (4)	
Value:	[ ]
Description:	[ ]
Search Type:	Begins with ▾

Display 25 ▾ **Values per page**

Search

If you have a default accounting code set on your account, you may need to delete it in the **Value** field to see a full list of valid value accounting codes.

Select a valid value from the results list below.

Records 1 - 9 of 9

	COST CENTER	Value Description
Select	0010	Dept A
Select	0020	Dept B
Select	0030	Dept C
Select	0040	Dept E

Reallocation – single transaction

Summary | Match | Allocations | User Line Items | Comments | Approval History | Custom Fields

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required   Allocation Source: User Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			GL CODE (5)	COST CENTER (4)	JOB/PROJECT NUMBER (20)	
☐	$ 75.50	OR 100.00 %	🔍	0060 *🔍		Add as Favorite

🔍 Search

Remove

Total Allocated: $ 75.50 100.00 % **Apply Accounting Code:** [▾] **Apply**

Amount Remaining: $ 0.00 0.00 % **Additional Allocation(s):** 1 **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

It is critical that you click the **Save Allocations** button before you leave this tab!

APPROVE OR REJECT A TRANSACTION

Two ways to approve (or reject) a transaction

From the Transaction Detail:

Click the *Approve* button on the *Summary* tab.

Transaction Management
Transaction Detail

Card Account Number: ***********3177, MAE DOWD
Card Account ID: 017731777135

Create | Manage | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/22	03/24	VALERO 1058	BOERNE TX	75.50		02011811058VPRYF000006024		71320-27-121-430

Summary | Match | Allocations | User Line Items | Comments | Approval History | Custom Fields

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

(MCC): 5542   Source Currency Amt: 75.50
MCC Description: AUTOMATED FUEL DISPENSERS

[Mark as Reviewed] [Approve] [Reject] [Print Transaction]

From the Approval Queue

Choose transactions using the checkboxes in the *Select* column, then click the *Approve* button below the list.

	Status	Trans Date	Posting	Merchant	City, State	Amount		Code
☐	Pending	03/07	03/10	MURPHY6822ATWALMRT	BOERNE, TX	$56.00	ⓘ	04419
☐	Pending	03/05	03/07	CHEVRON 00210261	HEARNE, TX	$77.76	ⓘ	04419
☑	Pending	03/05	03/07	DAIRY QUEEN #14127	FRANKLIN, TX	$10.81	ⓘ	04419
☑	Pending	03/06	03/07	FRANKLIN SLEEP INN	FRANKLIN, TX	$137.99	ⓘ	04419
☑	Pending	03/03	03/04	WM SUPERCENTER	BOERNE, TX	$70.30	ⓘ	04419
☑	Pending	02/28	03/03	EXXONMOBIL 47485628	SHAVANO PARK, TX	$80.51	ⓘ	04419
☐	Pending	03/03	03/03	AUTO PAYMENT DEDUCTION		$3,904.80 PY		04419
☑	Pending	02/26	02/28	TASTE OF CHINA	SAN MARCOS, TX	$9.99	ⓘ	04419
☑	Pending	02/26	02/28	SAC 301 N PAC	KYLE, TX	$81.52	ⓘ	04419

ⓘ, ⓜ Trans Detail Level ⓐ Reallocated 📎 Upload

Check All Shown | Uncheck All Shown

Records 1 - 18 of 18

[Approve] [Reject]   [Reallocate] [Mass Reallocate]

Navigate to the Transaction Detail screen

Approve from Transaction Detail 2

Transaction Management
Transaction Detail

Card Account Number: ***********3177, MAE DOWD
Card Account ID: 017731777135

Create | Manage | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	ⓔ→	Purch
		03/22	03/24	VALERO 1058	BEORNE, TX	75.50	Ⓘ		0201

Freight:

Merchant
Name: VALERO 1058
City, State/Province: BEORNE, TX
Transaction Type: SALES DRAFT
Merchant Category Code
(MCC): 5542
MCC Description: AUTOMATED FUEL
DISPENSERS

Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 75.50

Mark as Reviewed | **Approve** | Reject | Print Transaction

Approval notes:

Know what your organization requires for review before you approve. Common review items include:

- Basic details (merchant/amount)
- Attachments
- Accounting code allocations
- Comments or custom fields
- Prior approvals

Approve from Manager Approval Queue2

Approval notes:

Know what your organization requires for review before you approve. Common review items include:

- Basic details (merchant/amount)
- Attachments
- Accounting code allocations
- Comments or custom fields
- Prior approvals

Approve or Final Approve the transaction(s)

Approve and send to the next approver

If you have additional approval levels , select the *"I want to forward these transaction(s)..."* radio button and click the *Select Approver* link.

Some approvers may already have a default approver's name displayed.

Transaction Management
Approve Transaction(s)

[+] 7 Transaction(s) to Approve

○ I approve these transaction(s) and no further approval is needed.
◉ I want to forward these transaction(s) for further approval to:
   Select Approver

[Approve] [Cancel]

Final Approve as the last workflow step

If you are the final approval level and no other approvals are required, select the *"I approve these transaction(s)..."* radio button and click *Approve*.

Transaction Management
Approve Transaction(s)

[+] 7 Transaction(s) to Approve

◉ I approve these transaction(s) and no further approval is needed.
○ I want to forward these transaction(s) for further approval to:
   Select Approver

[Approve] [Cancel]

Search for an approver

Approve Transaction(s)
Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: **First Name:**

[   ] [   ]

[Search]

<< Back to Approve Transaction(s)

If you do not have a default approver, enter a last name and click the **Search** button, or leave the *Last Name* field blank to see a list of all available approvers.

Select an approver

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:

First Name:

Search

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
◉	**ADAMS, AMANDA**	amanda.adams@acme-corp.com

Records 1 - 1 of 1

☐ Set selection as your default approver

Select Approver

Select your approver from the list. You also have the option to check the box to make this approver your default approver.

After you select your default, the name will populate automatically each time you approve.

Click the **Select Approver** button.

Submit the transaction for approval

Transaction Management
Approve Transaction(s)

[–] 7 **Transaction(s) to Approve**

Number of Transactions: 7

Total Dollar Amount: $644.10

Records 1-7 of 7

Trans Date	Merchant	Amount
03/05	DAIRY QUEEN #14127	$10.81
03/06	FRANKLIN SLEEP INN	$137.99
03/03	WM SUPERCENTER	$70.30
02/28	EXXONMOBIL 47485628	$80.51
02/26	TASTE OF CHINA	$9.99
02/26	SAC 301 N PAC	$81.52
02/21	HOLIDAY INN EXPRESS	$252.98

○ I approve these transaction(s) and no further approval is needed.

◉ I want to forward these transaction(s) for further approval to:

[ADAMS, AMANDA   (User ID: PA1ALLOCATE) ▾]   Select Approver

[Approve]   [Cancel]

The selected approver displays.

Click **Approve** to complete your approval.

Note that clicking the *plus sign* icon next to *Transactions to Approve* expands the details of the transactions included in this approval.

Reject a transaction, select a reason

Transaction Management
Reject Transaction(s)

* = required

Summary of Transactions to be Rejected

Number of
Transactions: 1

Total Dollar Amount: $15.36

Rejection Reason*

Please select at least one reason why you are rejecting these transactions.

☑ **Incorrect accounting code allocation (Request for user to change allocation)**

☐ **Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)**

☐ **Incorrect or insufficient transaction comment information**

☐ **Incorrect or not enough user line item data**

☐ **Unauthorized / non-preferred vendor**

☐ **Incorrect match**

☐ **Other:**

If you click **Reject**, the list of rejection reasons will display.

Select the reason or select Other and enter your comments.

Select to whom it should be rejected

☐ **Other:**

Rejection Destination*

Please select the person you would like to reject (send) these transactions to.

🔘 **Reject each transaction to its cardholder account**

⚪ **Reject all transactions to an approver:**   ADAMS, AMANDA   <u>Switch Approver</u>

Reject   **Cancel**

Select to reject the transaction back to the cardholder or to another approver in the workflow and click **Reject.**

View rejection information

Summary | Match | Allocations | Transaction Line Items | User Line Items | Tax Data | Comments | **Approval History** | Custom Fields

The Approval History tab displays approval actions taken on a transaction. To pull this transaction back from

Cardholder Approver: ANDERSON, PENNY
Current Pending Approver: Cardholder

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
ANDERSON, PENNY	04/16 06:02	Rejected (1)	
ANDERSON, PENNY	04/16 05:37	Approved	

Key for Rejection Reasons:
1. Incorrect accounting code allocation (Request for user to change allocation)
2. Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s)
3. Incorrect or insufficient transaction comment information
4. Incorrect or not enough user line item data
5. Unauthorized / non-preferred vendor
6. Incorrect match
7. Other

The rejection reason you selected displays to the cardholder on the Approval History tab of the Transaction Detail.

Look at the number next to the word Rejected and match it to the key below.

Success message

Transaction Management
Manager Approval Queue

Trans List | »Manager's Queue |

ℹ Request has been successfully completed.

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: **Approval Status:**   **Transaction Amount:**
[All ▾]   [All ▾]   [All ▾] $[   ]

Cardholder Approver: **Last Approver:**
[All ▾]   [All ▾]

Pending Approver:
[All ▾]

Display [25 ▾] Transactions per page

[Search] [Reset]

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 6 of 6

Check All Shown | Uncheck All Shown

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver		Pending Approver	Atta
☐	Pending	03/20	CHICKEN EXPRESS ROCKDALE	ROCKDALE, TX	$7.48	⑪	...3177	DOWD, MAE	DOWD, MAE	☞	MASON, OLIVER	
☐	Pending	03/21	EL NOPALITO MEXICA	NEW BRAUNFELS, TX	$10.65	⑪	...3177	DOWD, MAE	DOWD, MAE	☞	MASON, OLIVER	

The success message displays.

The transactions approved no longer display on the queue.

Approve all transactions in the queue.

VIEW MANAGER APPROVAL HISTORY

Navigate to Transactions

Navigate to Transactions

View a history of approvals

If you need to make changes to a transaction, we have a **Pull Back** button that allows you to pull the transaction back from the Approver's queue so that you can edit the information.

Steps to follow:

- Select the transaction to pull back
- Click the **Pull Back** button to move it back to your Manager Approval Queue.
- Make any changes to attachments, allocations, comments, etc.
- Reapprove the transaction to send it back to your Approval History Queue

Note that Pull Back is an optional feature; some organizations may not allow approvers to pull back transactions.

Approved transaction locking

- When a transaction is approved, the transaction "locks" for that approver. While it is in the next approver's queue, it can be pulled back.

- After the final approver has final approved it or sent it to the next level of approval, it can't be pulled back.

- Your organization has chosen a specific time frame after the cycle end date for transactions to lock, and no more changes can be made to transactions.

- Locking allows for data to be exported or codified for auditing purposes.

SELECT A BACKUP APPROVER

Expand Profile menu and select Account
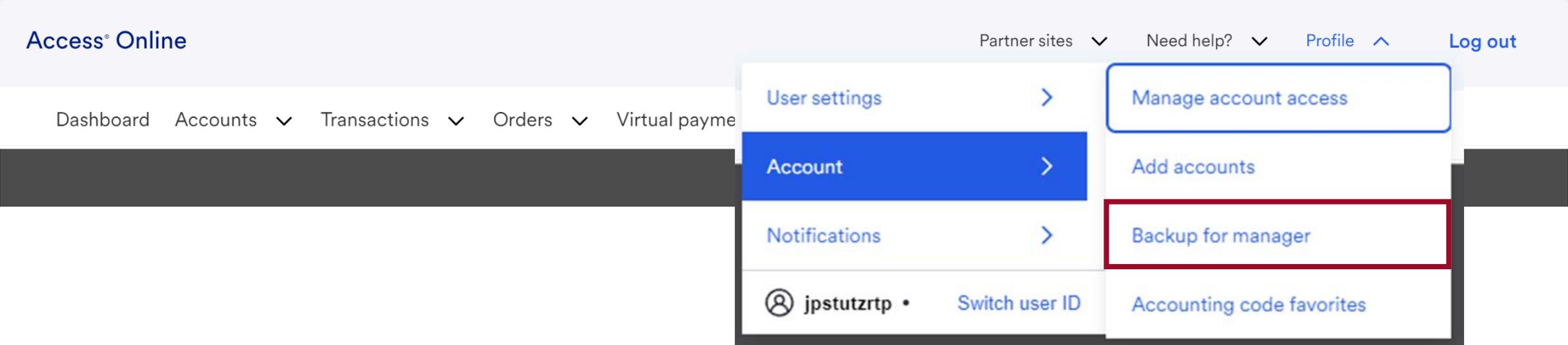
Select your backup and set a timeframe

My Personal Information
Backup for Manager Approval Queue

User ID: PA1BASIC

To assign a backup for your manager approval queue, select a user and define a date range.

When you are unavailable to approve others' transactions, who should approve them?

No approver currently assigned | Select Backup

When do you want to send transactions to the Backup Approver's Manager Approval Queue?

- ● Do not send
- ○ Send indefinitely
- ○ Send during this timeframe:

  [MM/DD/YYYY] to [MM/DD/YYYY]

Save


Select a Backup Approver

- Click the *Select Backup* link to search and select your backup.

- Select an option for the duration or timeframe for your backup and save your selections.

- Transactions will go into the backup's Manager Approval Queue for the timeframe you specify but will appear on your queue and history too.

Additionally, Administrators and A/OPCs can also set up backup approvers in the User Profile function.

NOTIFICATIONS

Expand Profile menu and select Notifications
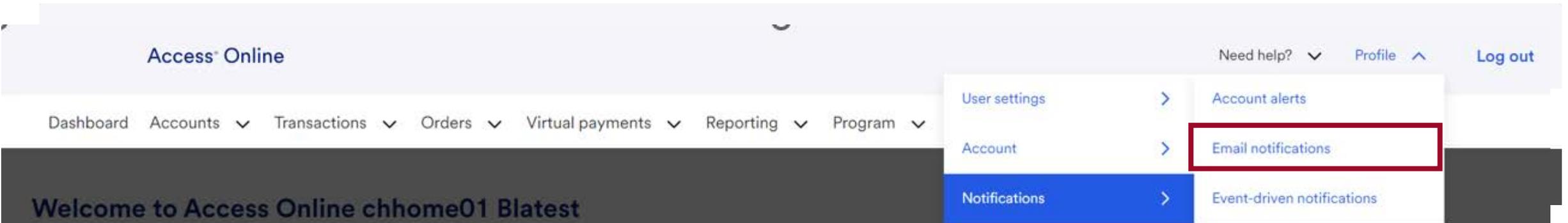
Notifications for Transaction Management

Notes on Notifications:

- Verify your email address!

- Although all are optional, we recommend the notifications shown here.

- Be sure to click *Save* when your selections are complete.

My Personal Information
Email Notification

User ID: CH1BASIC

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

* = required

Email Address: *

MAE.DOWD@ABC000.COM

☐ **Dispute Status Email Notification**

Send notification when the status of my dispute changes.

☐ **Password Expiration Email Notification**

Send notification 10 days and 3 days prior to password expiration.

☑ **Pending Cardholder's Transaction Approval**
- ○ Daily
- ◉ Weekly: Monday ▼

Rejected Transaction Email Notification ⓘ
☑ Send rejected transaction notifications.

Save