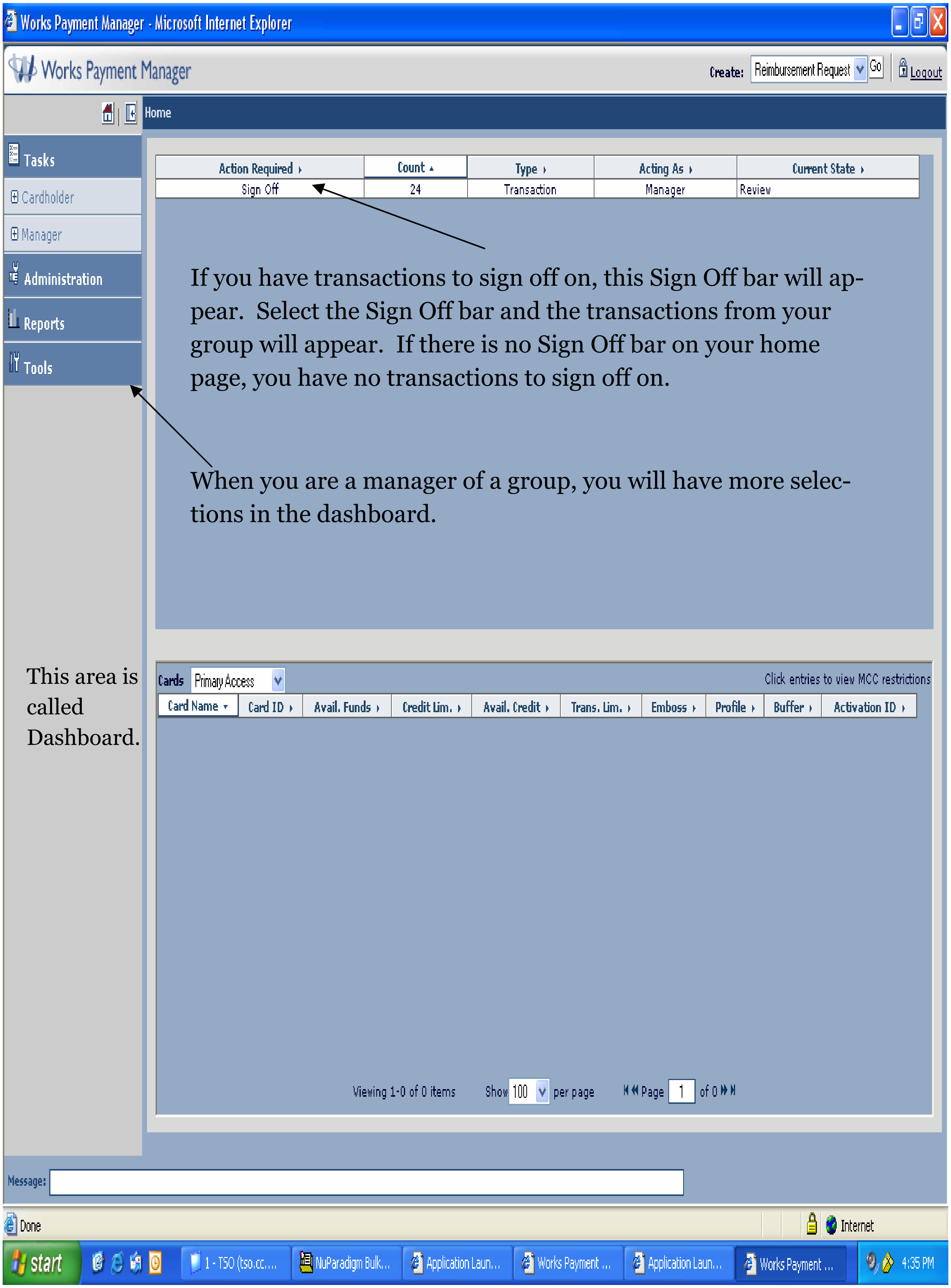
P-CARD WORKS

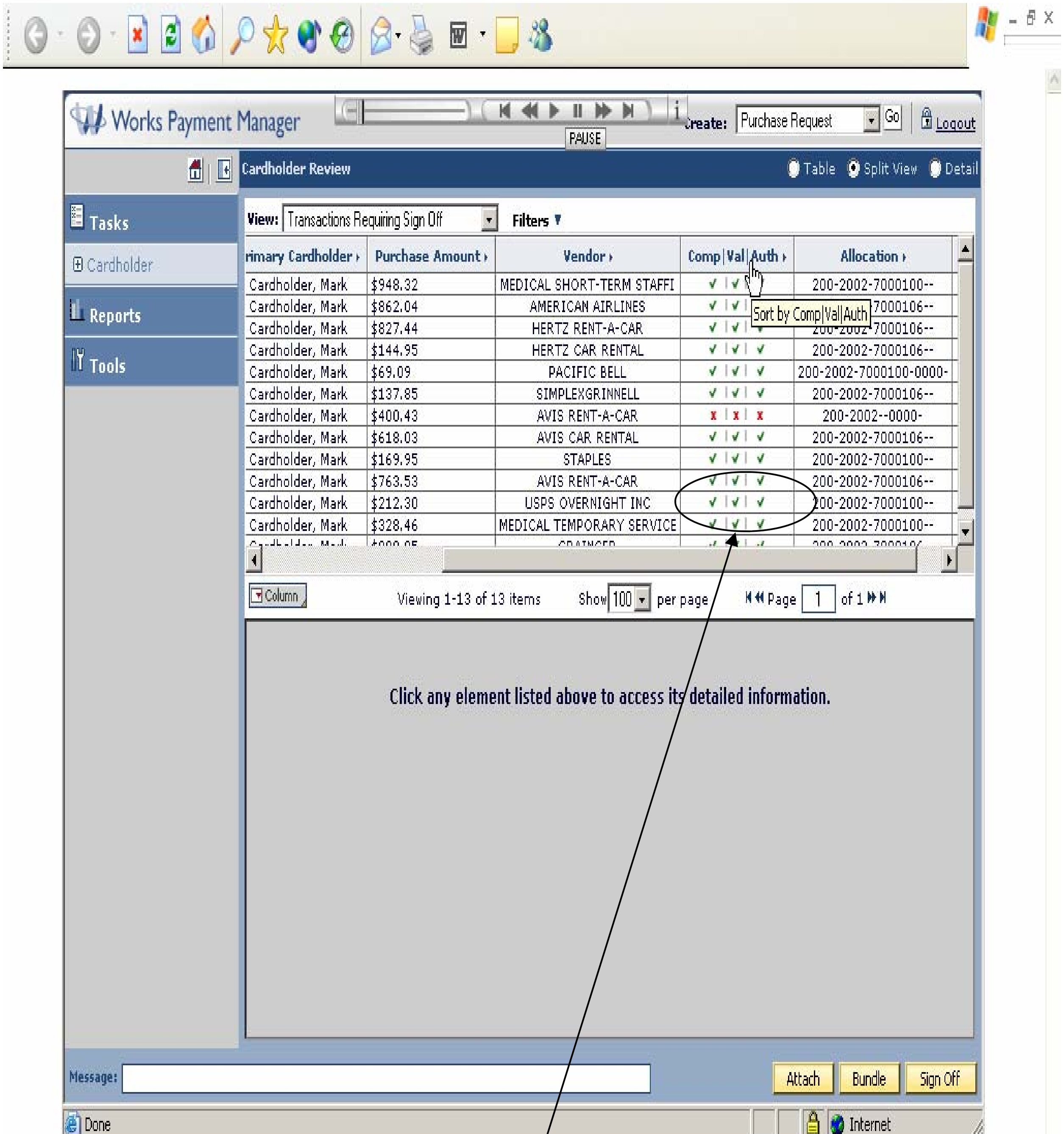
MANAGER TRAINING



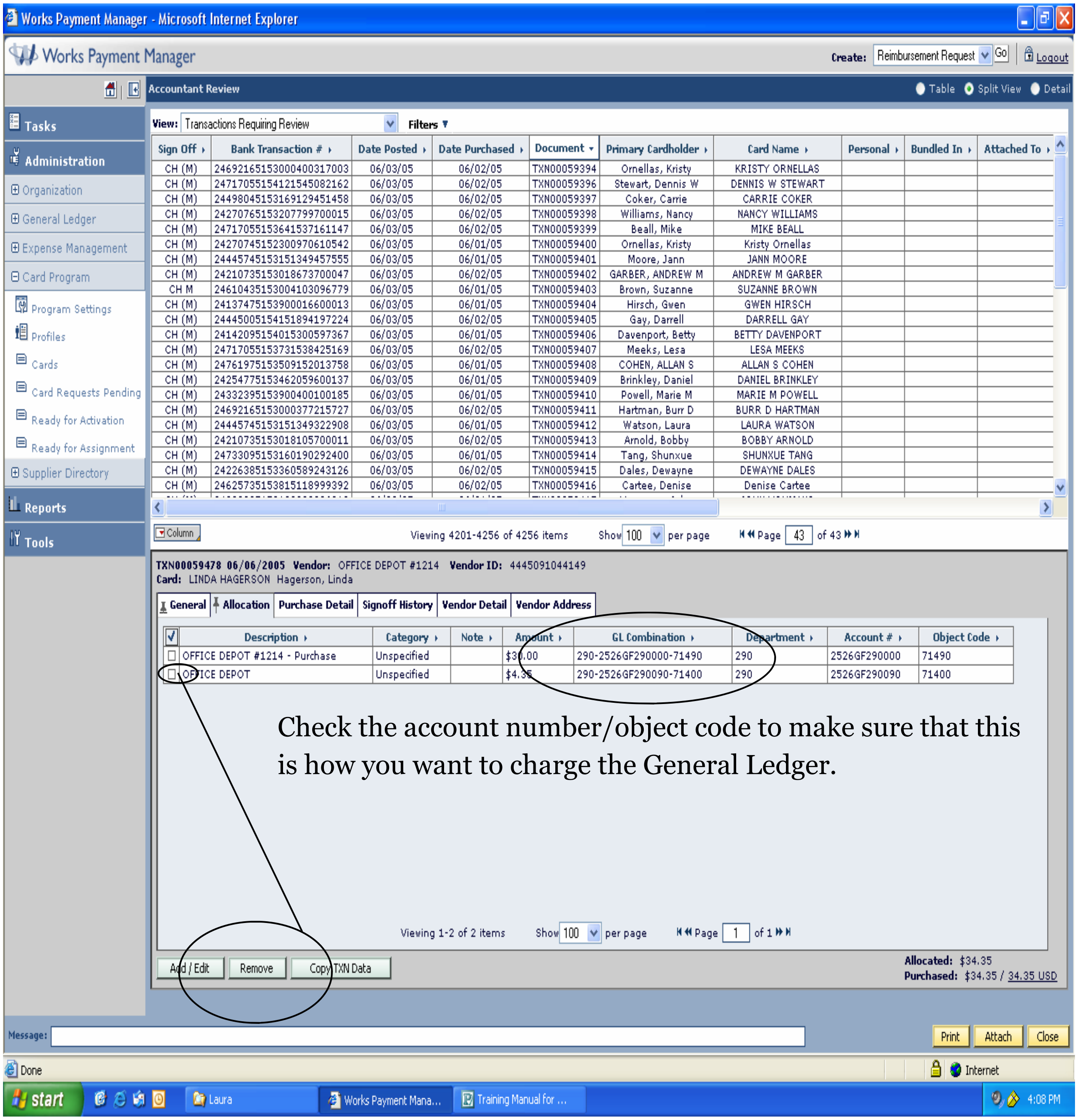
If you have transactions to sign off on, this Sign Off bar will appear. Select the Sign Off bar and the transactions from your group will appear. If there is no Sign Off bar on your home page, you have no transactions to sign off on.

When you are a manager of a group, you will have more selections in the dashboard.

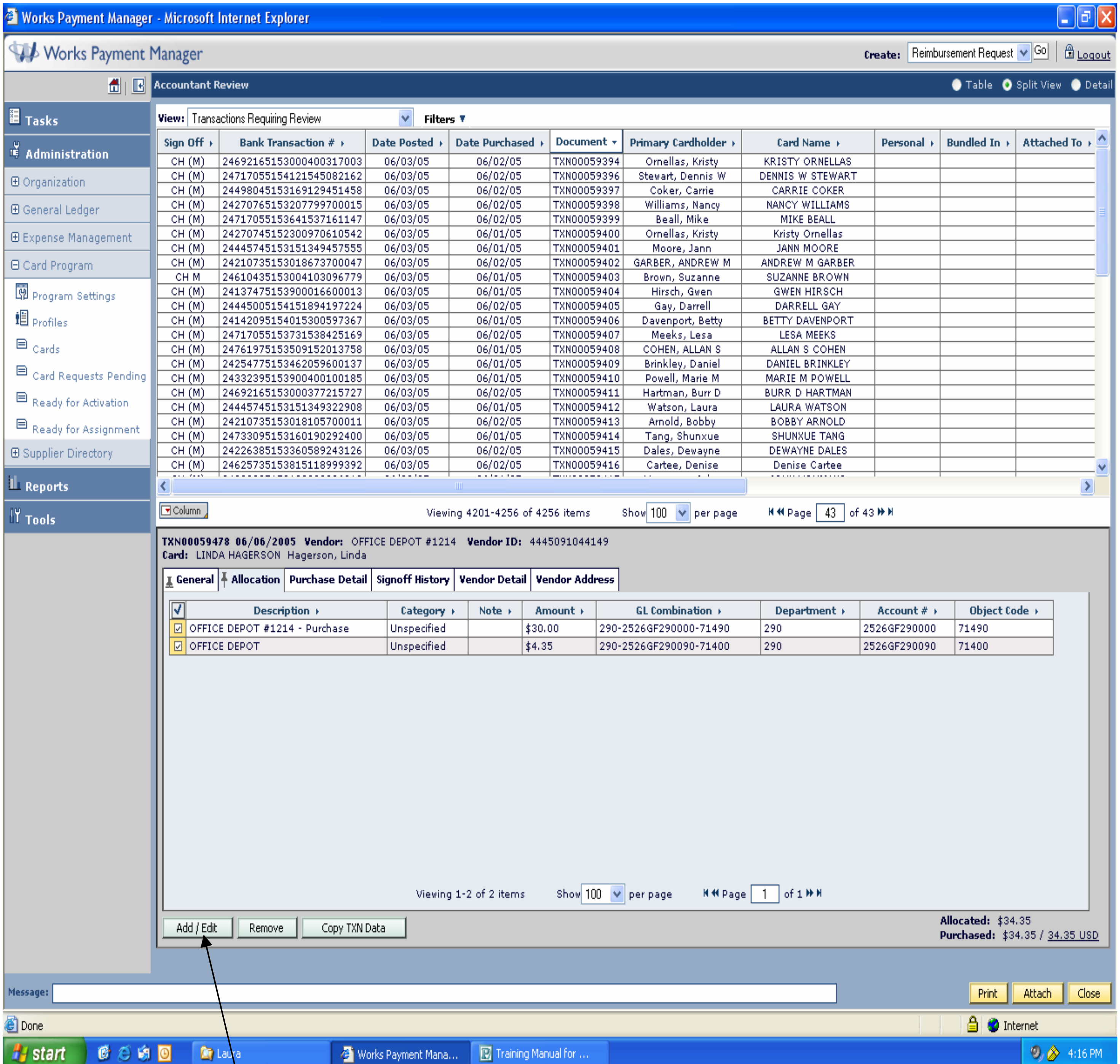
This area is called Dashboard.



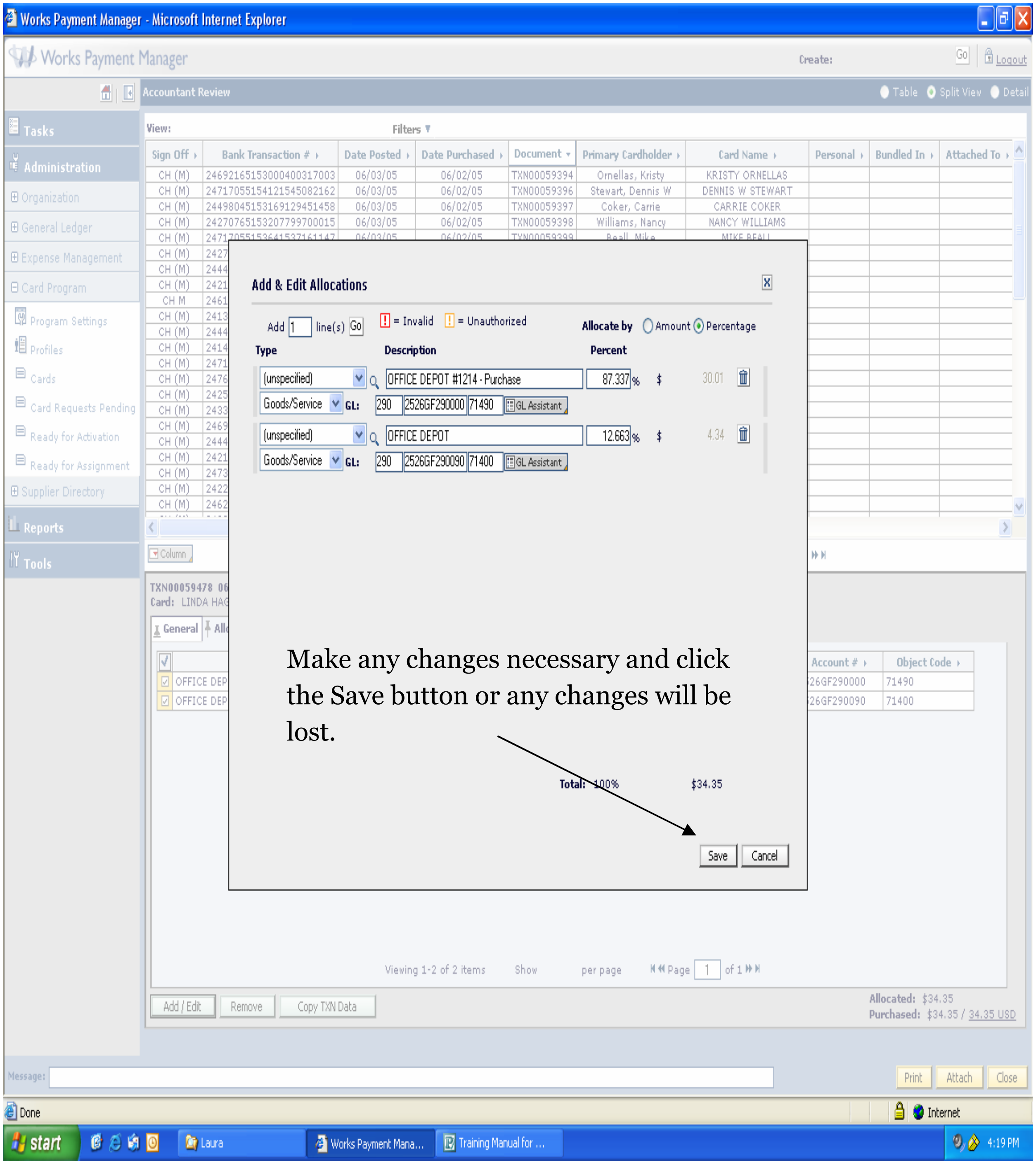
To determine if the cardholder transactions are ready for manager sign off, scroll over to the "Comp/Val/Auth" columns and make sure there are all green check marks. If there are any marked with a red "X", check the allocation (account number/object code assigned) and that the Cardholder and Proxy Reconciler (Coordinator or Propriety Reviewer) has signed off on that transaction (Covered on page 7).



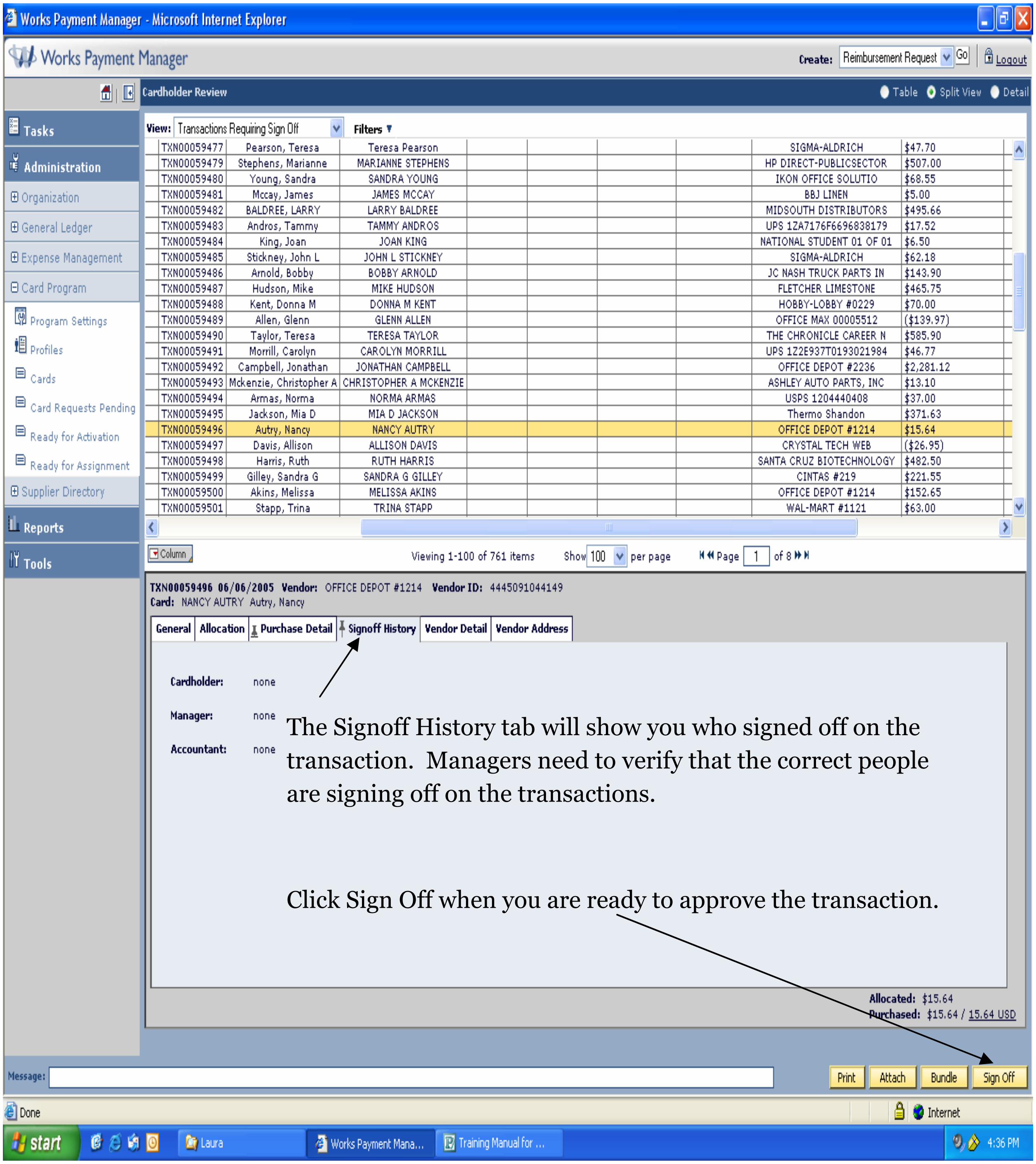
If you want the charges to be against only one account number, you can select the Description that you want deleted and then select the Remove button. This should be the only time you select the Remove button.



To make a change to the account number or object code, select the Description(s) to be changed and select the Add/Edit button.

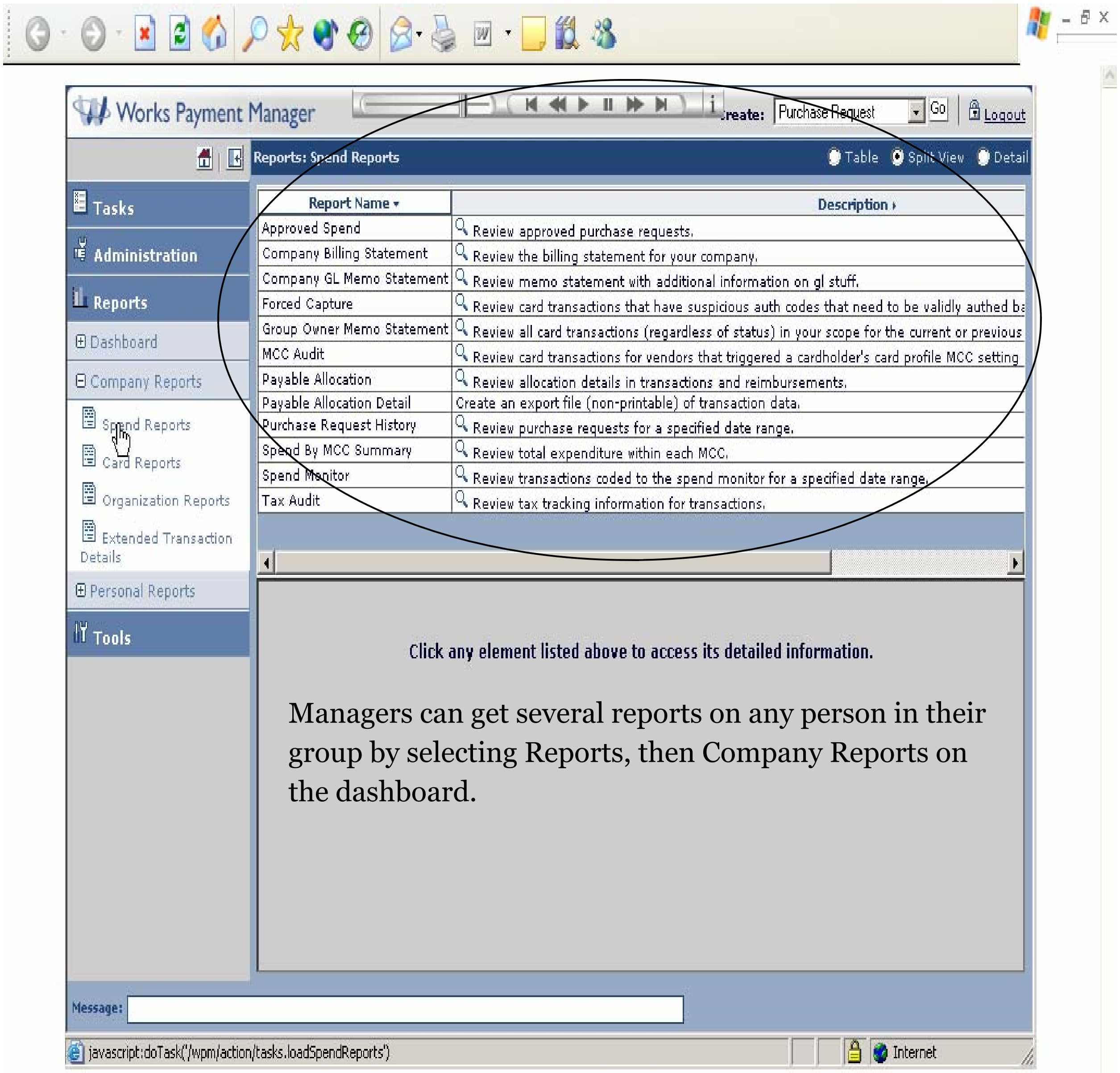


After you have finished this screen, go back to the "Comp/Val/Auth" column to see that there are three green check marks .

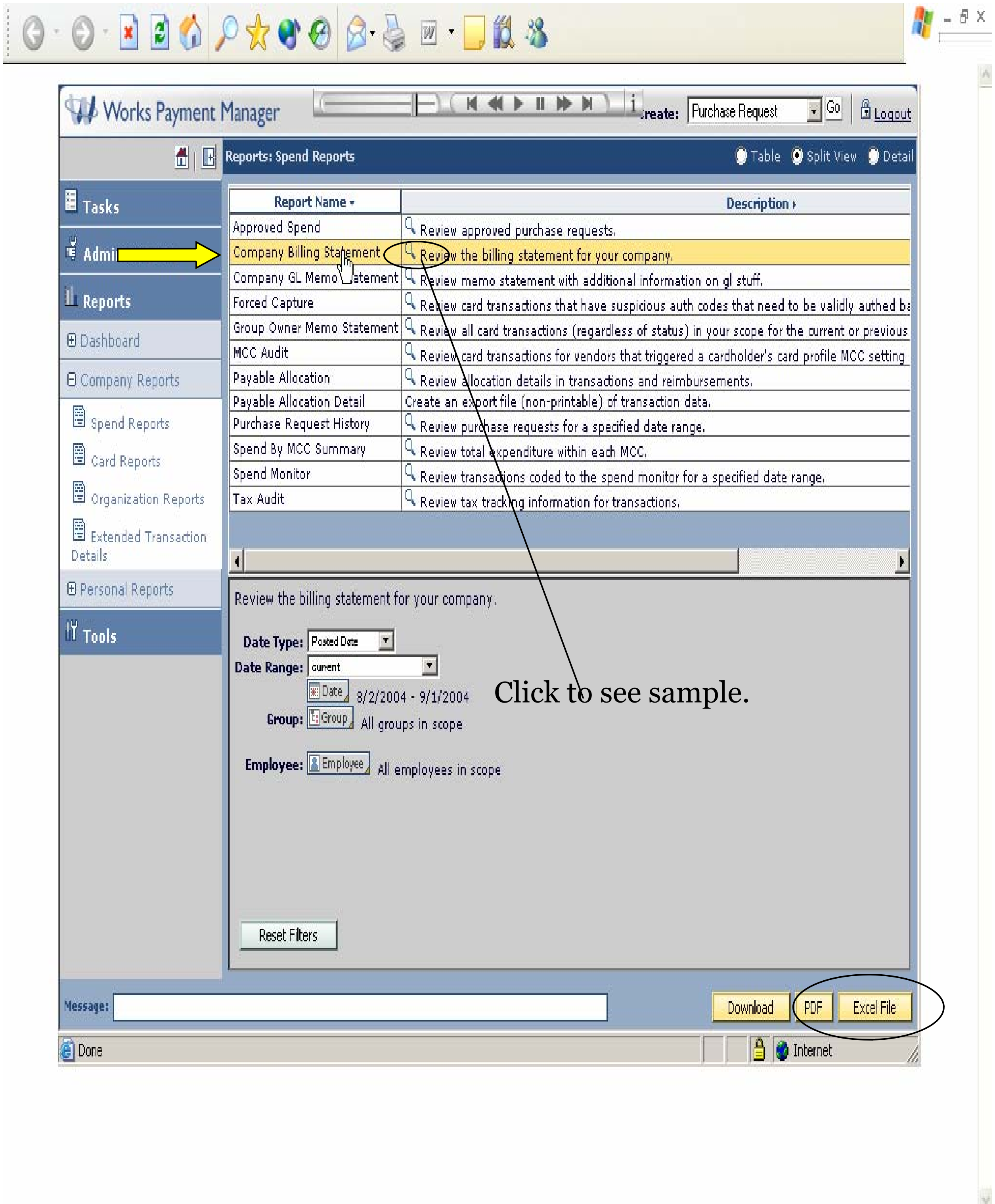


The Signoff History tab will show you who signed off on the transaction. Managers need to verify that the correct people are signing off on the transactions.

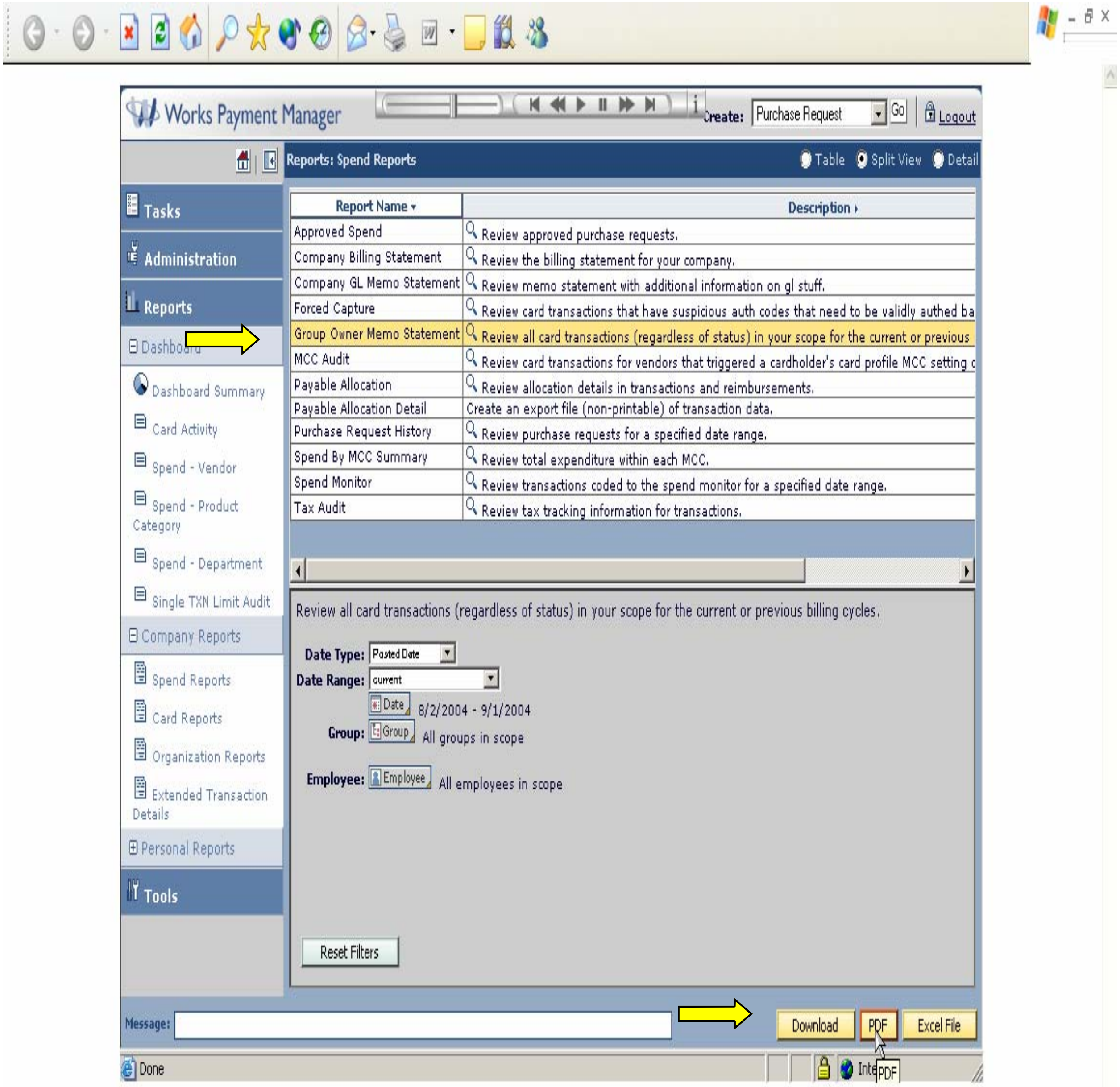
Click Sign Off when you are ready to approve the transaction.



This is a list of the different reports that a Manager can produce for an individual cardholder in their group or their entire group as a whole.



Managers have the ability to see several reports for their group. Select Report, Company Reports, Spend Reports, Company Billing Statement to see your billing statement for your entire group or for an individual in your group. You can look at or print this by selecting PDF or Excel File.



Select: Reports, Company Reports, Spend Reports, Group Owner Memo Statement—the filter for the Date, Group, Employees can be selected and you can get a report of card transactions no matter where they are in the system.

Select PDF or Excel File to print the report.

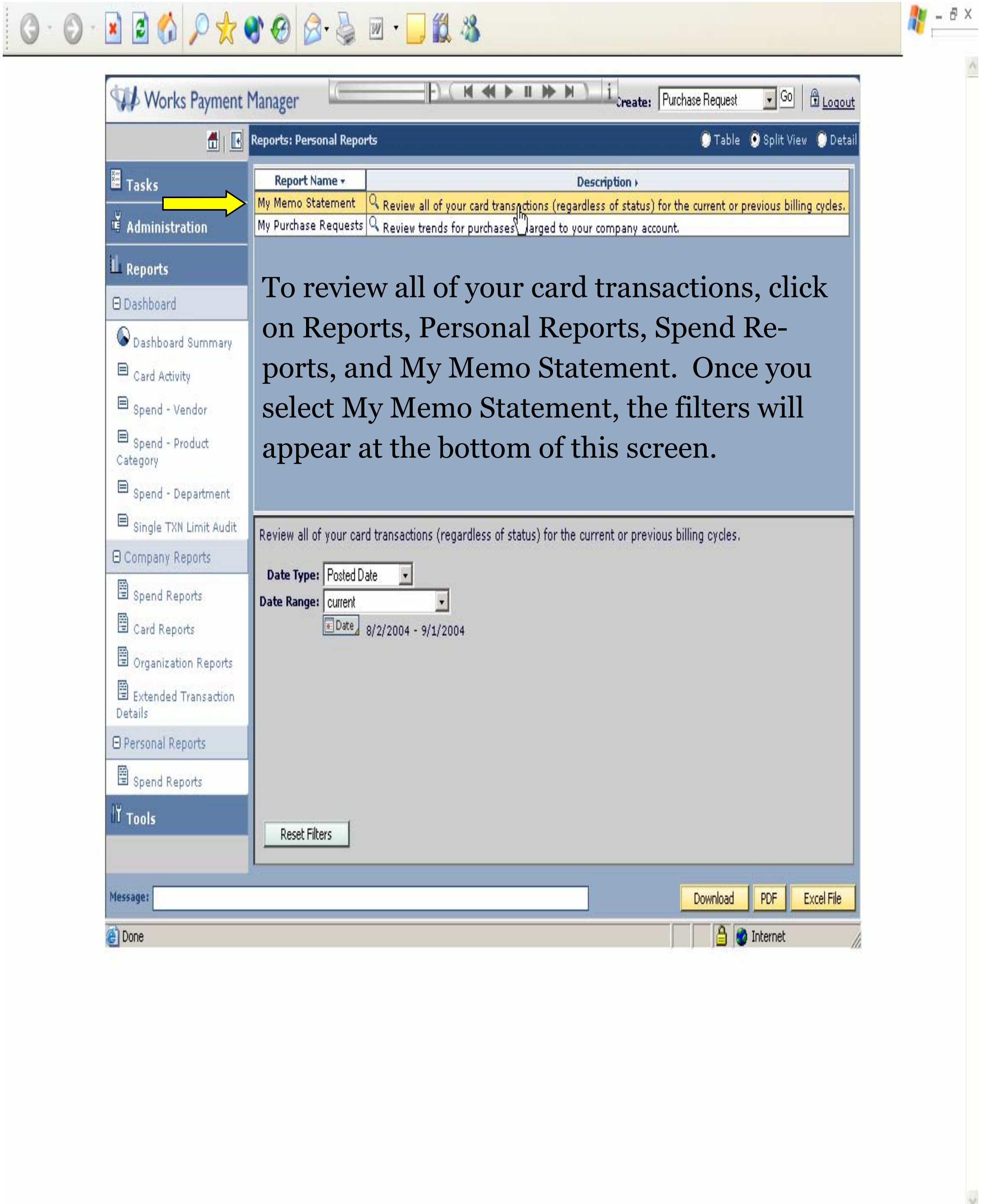
Group Owner Memo Statement | Date Range: 08/02/2004 to 09/01/2004

Demo Site
6034 West Courtyard Drive
Austin, TX 78730

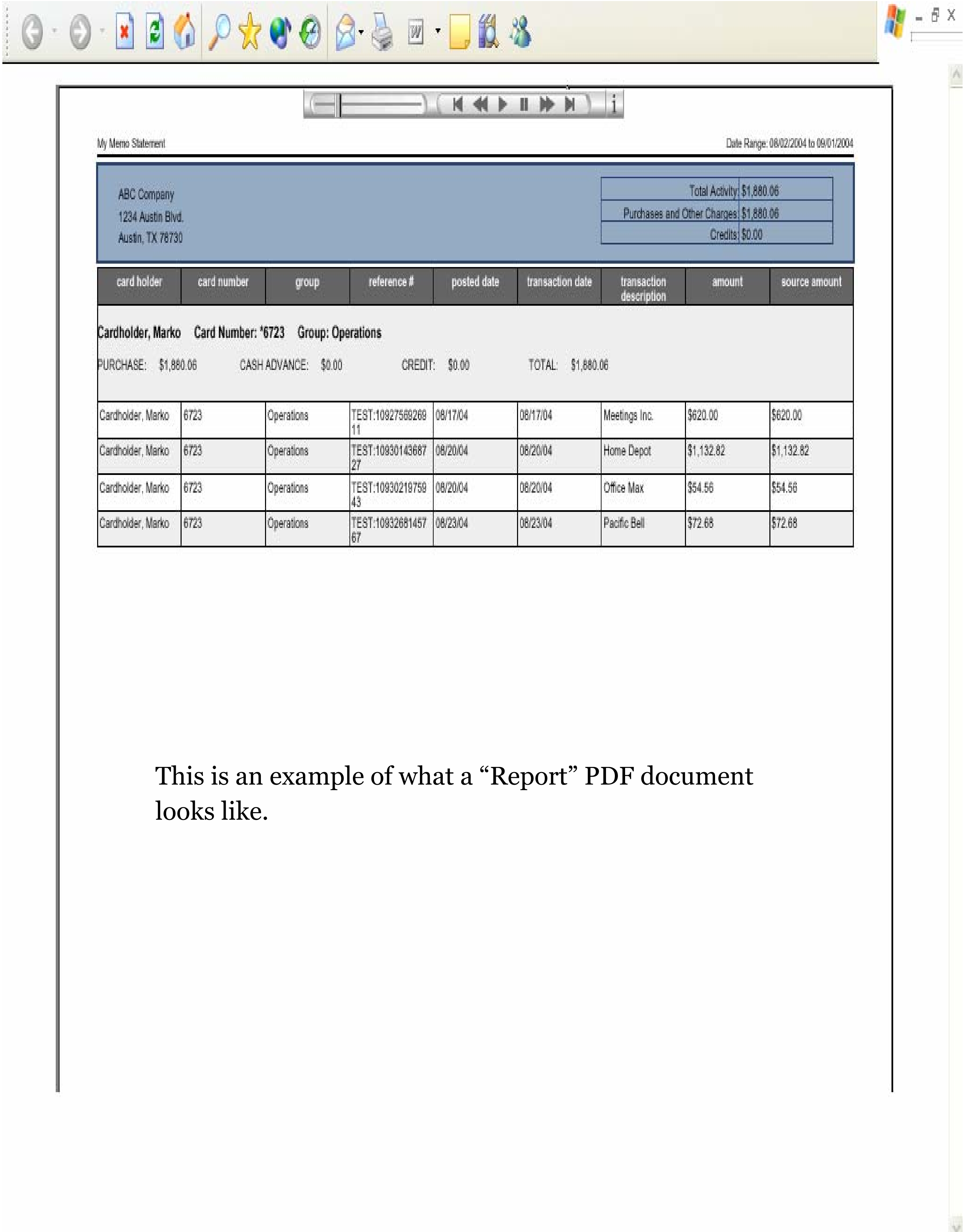
Total Activity	$75,835.82
Purchases and Other Charges	$75,835.82
Credits	$0.00

card holder	card number	group	reference #	posted date	transaction date	transaction description	amount	source amount
VP, Robert Card Number: *8513 Group: Operations								
PURCHASE: $2,185.57	CASH ADVANCE: $0.00	CREDIT: $0.00	TOTAL: $2,185.57					
VP, Robert	8513	Operations	4404345029567081469	08/15/04	08/04/04	KINKOS	$8.18	$8.18
VP, Robert	8513	Operations	2593053248127294843	08/16/04	08/15/04	MIDWEST AIRLINES	$363.03	358.50 EUR
VP, Robert	8513	Operations	8228879083115167590	08/16/04	07/20/04	AVIS RENT-A-CAR	$564.11	$564.11
VP, Robert	8513	Operations	2431015043413567121	08/16/04	08/07/04	WORLDWIDE TEMPORARY SERVI	$493.79	152.80 CAD
VP, Robert	8513	Operations	3955628677888866113	08/17/04	07/13/04	MICROSOFT	$756.46	189.49 CAD
VP, Ellen Card Number: *5205 Group: Purchasing								
PURCHASE: $8,016.36	CASH ADVANCE: $0.00	CREDIT: $0.00	TOTAL: $8,016.36					
VP, Ellen	5205	Purchasing	8305987972058774447	08/17/04	08/12/04	STAPLES	$4.82	862.91 MXN
VP, Ellen	5205	Purchasing	441552623315426211	08/17/04	07/17/04	WASTE MANAGEMENT	$806.05	276.89 MXN
VP, Ellen	5205	Purchasing	6387264724464119662	08/16/04	06/28/04	FEDERAL EXPRESS OVERNIGHT	$845.77	$845.77
VP, Ellen	5205	Purchasing	2508011571963606414	08/16/04	06/22/04	FEDERAL EXPRESS OVERNIGHT	$667.76	877.05 MXN
VP, Ellen	5205	Purchasing	7123244504115966860	08/16/04	06/27/04	MOTOROLA	$395.88	311.36 MXN
VP, Ellen	5205	Purchasing	2025214442842491777	08/16/04	07/27/04	HILTON HOTELS	$546.75	$546.75
VP, Ellen	5205	Purchasing	8123314870398564963	08/16/04	07/24/04	DOLLAR RENT-A-CAR	$452.79	222.26 CAD
VP, Ellen	5205	Purchasing	7970315809808480539	08/15/04	08/13/04	HERTZ CAR RENTAL	$38.63	$38.63
VP, Ellen	5205	Purchasing	7136310314648238402	08/15/04	06/23/04	AVIS RENT-A-CAR	$812.87	$812.87
VP, Ellen	5205	Purchasing	9134197621554704049	08/15/04	07/11/04	LEXMARK	$198.48	$198.48

This is as example of the information you can receive from this report.



To review all of your card transactions, click on Reports, Personal Reports, Spend Reports, and My Memo Statement. Once you select My Memo Statement, the filters will appear at the bottom of this screen.



My Memo Statement

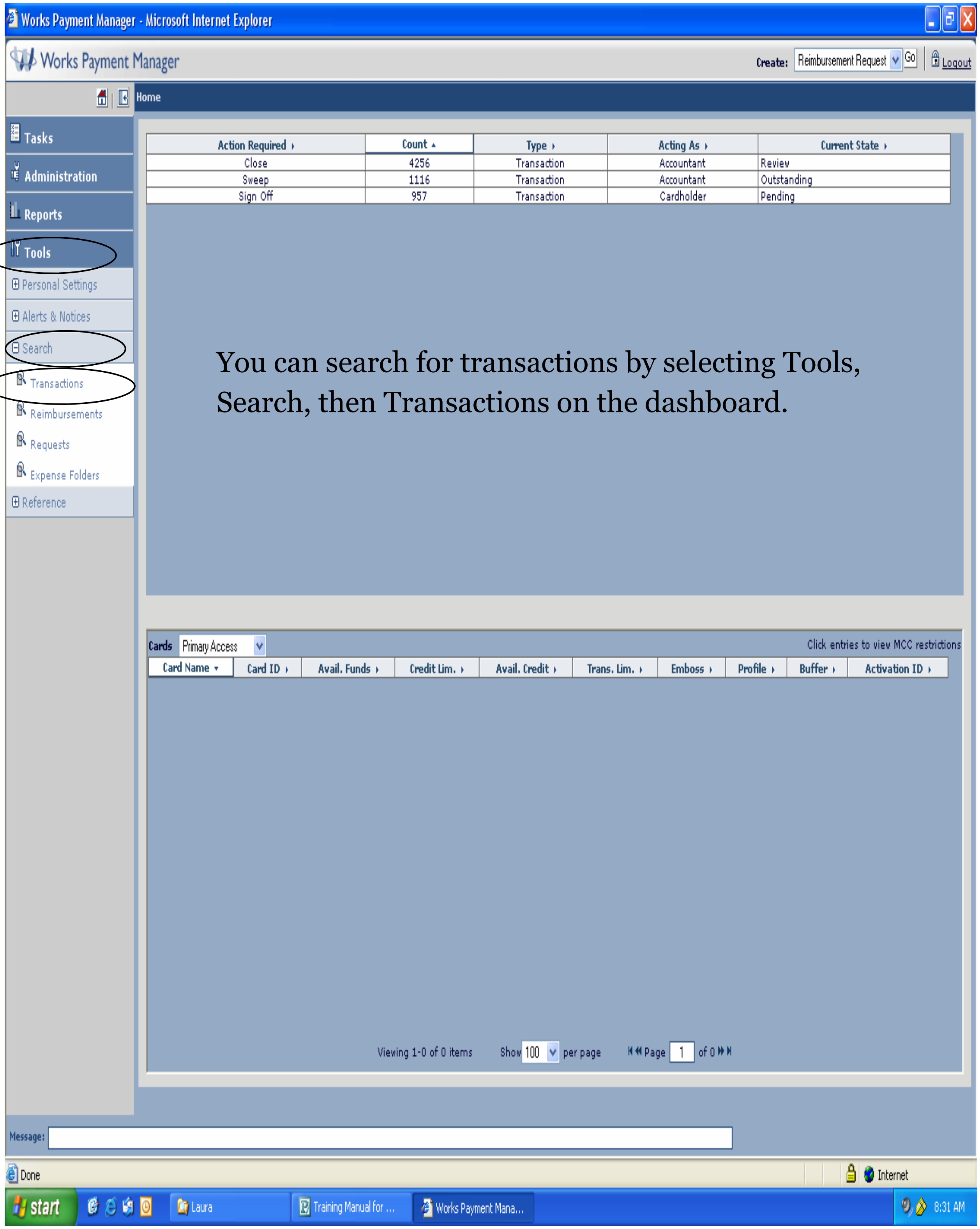
Date Range: 08/02/2004 to 09/01/2004

ABC Company
1234 Austin Blvd.
Austin, TX 78730

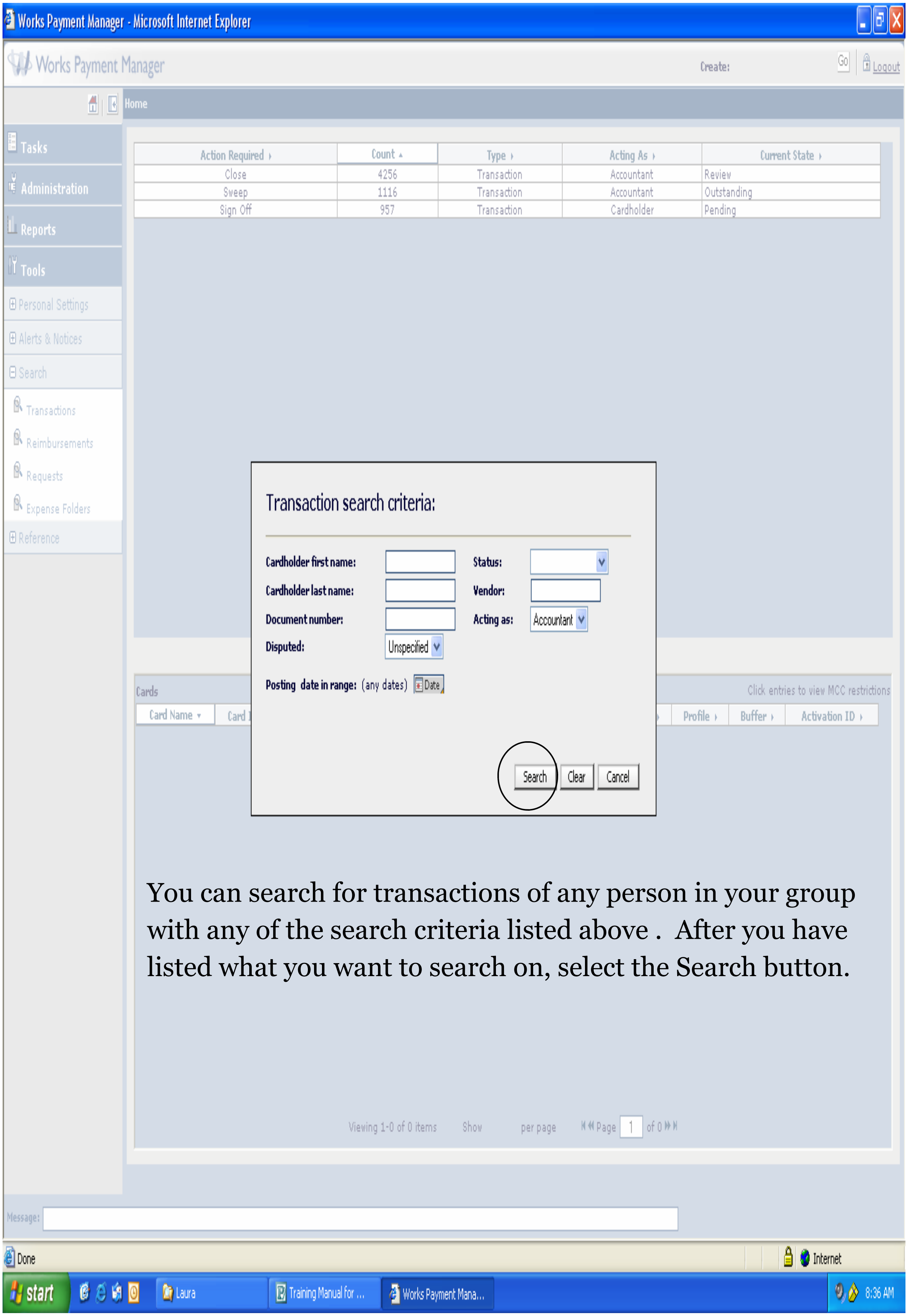
Total Activity:	$1,880.06
Purchases and Other Charges:	$1,880.06
Credits:	$0.00

card holder	card number	group	reference #	posted date	transaction date	transaction description	amount	source amount
Cardholder, Marko Card Number: '6723 Group: Operations								
PURCHASE: $1,880.06 CASH ADVANCE: $0.00 CREDIT: $0.00 TOTAL: $1,880.06								
Cardholder, Marko	6723	Operations	TEST:1092756926911	08/17/04	08/17/04	Meetings Inc.	$620.00	$620.00
Cardholder, Marko	6723	Operations	TEST:1093014368727	08/20/04	08/20/04	Home Depot	$1,132.82	$1,132.82
Cardholder, Marko	6723	Operations	TEST:1093021975943	08/20/04	08/20/04	Office Max	$54.56	$54.56
Cardholder, Marko	6723	Operations	TEST:1093268145767	08/23/04	08/23/04	Pacific Bell	$72.68	$72.68

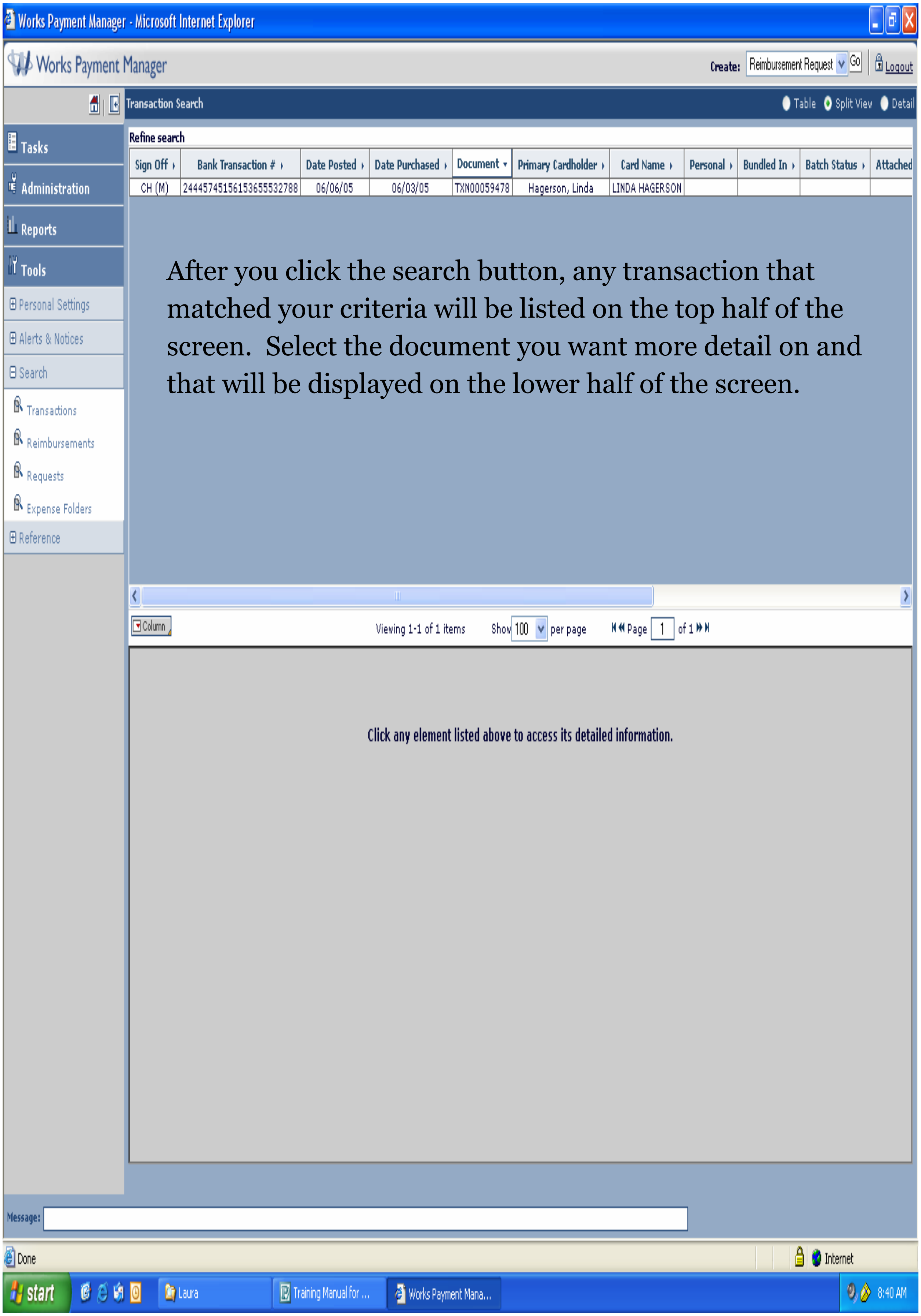
This is an example of what a "Report" PDF document looks like.



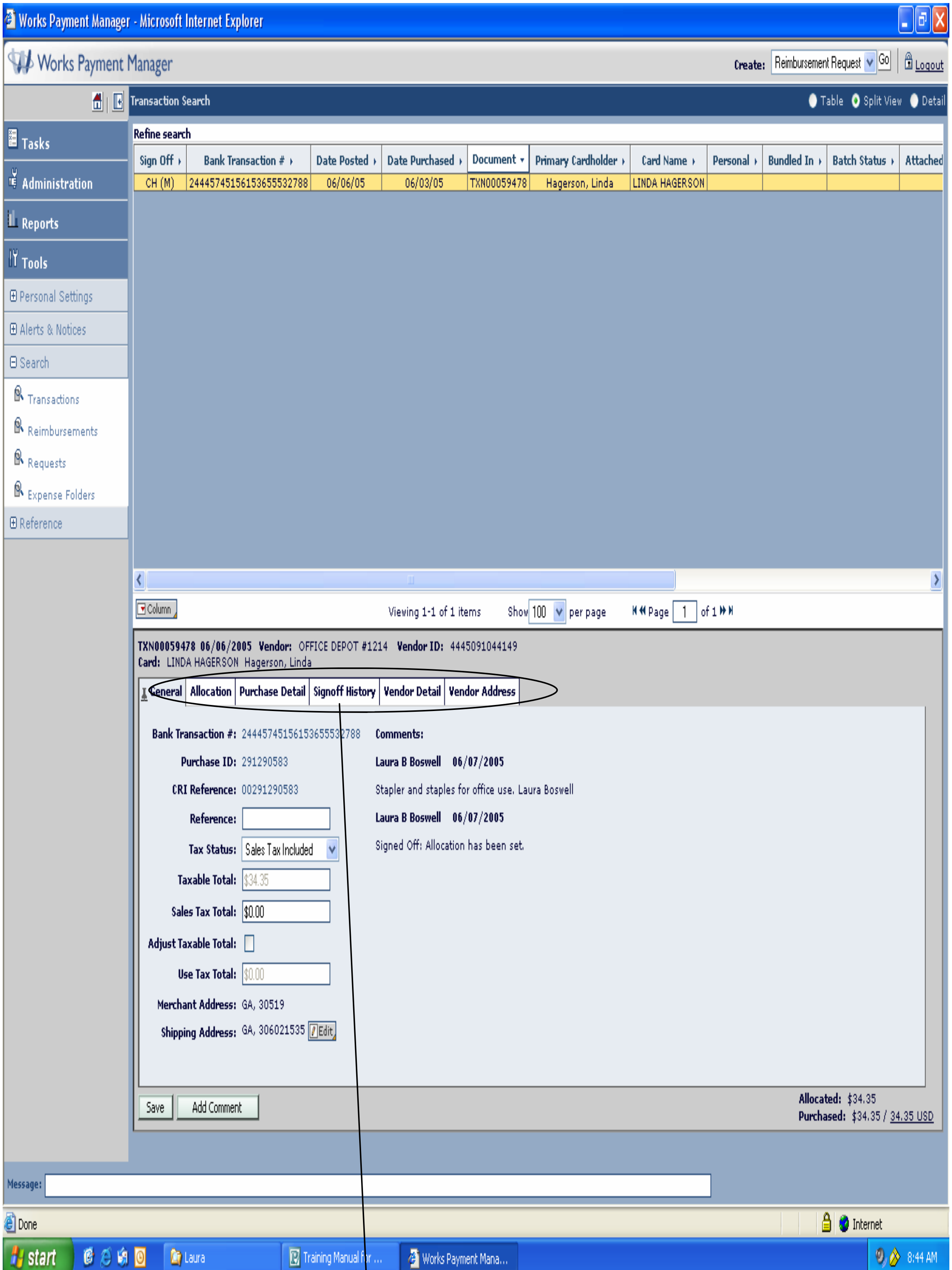
You can search for transactions by selecting Tools, Search, then Transactions on the dashboard.



You can search for transactions of any person in your group with any of the search criteria listed above . After you have listed what you want to search on, select the Search button.



After you click the search button, any transaction that matched your criteria will be listed on the top half of the screen. Select the document you want more detail on and that will be displayed on the lower half of the screen.



You can select any of the tabs to see all of the details of the transaction.