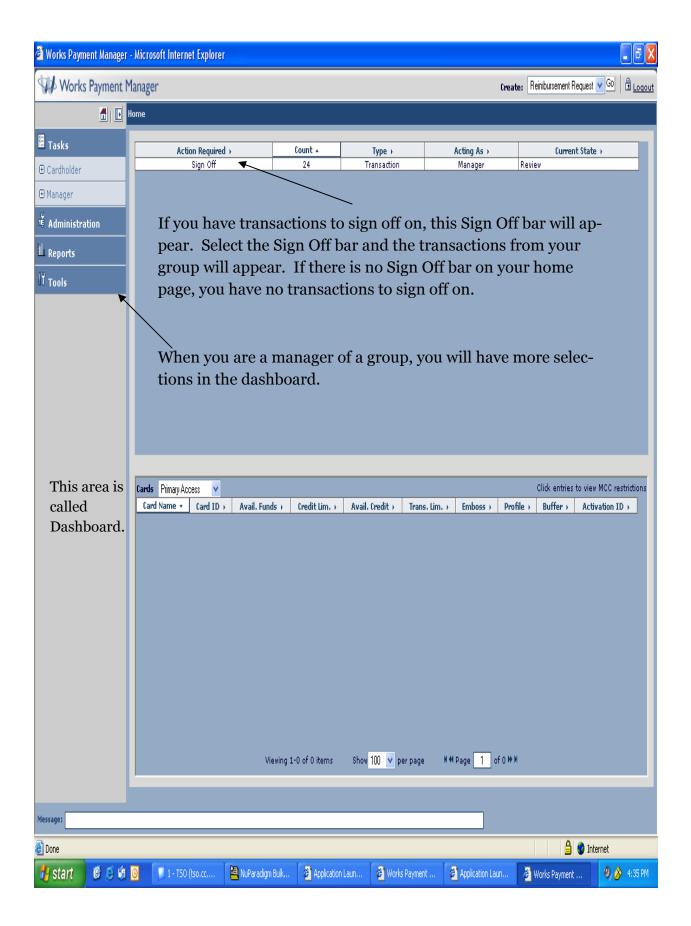
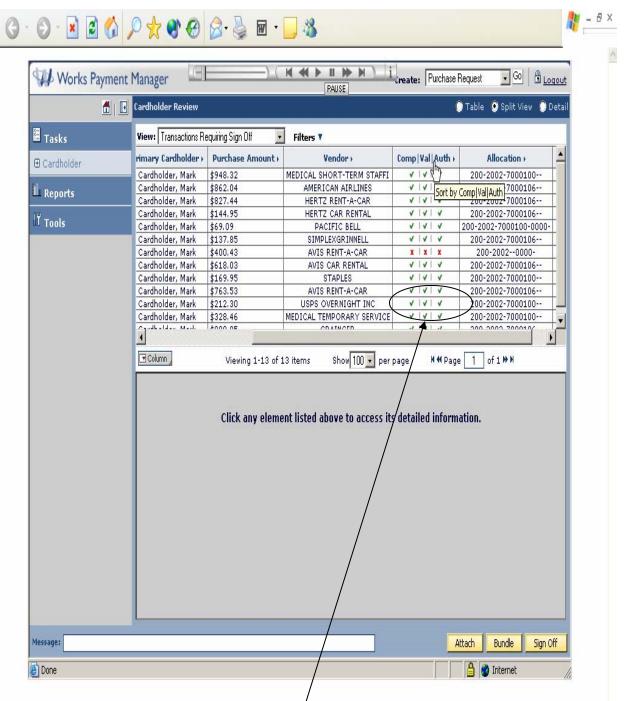
P-CARD WORKS

MANAGER TRAINING





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).

	06/03/05 06/03/05	Date Purchased → 06/02/05 06/02/05 06/02/05 06/02/05 06/02/05 06/01/05 06/01/05 06/01/05 06/01/05 06/01/05	Document + TXN00059394 TXN00059397 TXN00059398 TXN00059398 TXN00059400 TXN00059400 TXN00059402 TXN00059403	Primary Cardholder > Ornellas, Kristy Stewart, Dennis W Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne Hirsch, Gwen	Card Name > KRISTY ORNELLAS DENIIS W STEWART CARRIE COKER NANCY WILLIAMS MIKE BEALL Kristy Omelias JANN MOORE ANDREW M GARBER SUZANKE BROWN	Personal >	● Table ● Bundled In →	Split View
Sign Off Bank Transaction ≠ → CH (M) 2469216515300040031700 anization CH (M) 247170551541254508210 cH (M) 24471705515364153161124540821 eral Ledger CH (M) 24270751532077970001 cH (M) 242707515320179706105 cH (M) 242707515320077051002 cH (M) 24270751532007705105 dProgram CH (M) 2441707515300161000677 odf CH (M) 242107515315316477505 offles CH (M) 2421075153001610000573 cH (M) 242107515300154015194519451920137 CH (M) cH (M) 242400515401530051941520137 cH (M) 24243735153001650005130153915194013005973 cH (M) 242437351530015201377 cH (M) 24243239515300017715157 cH (M) 2424323951531049027010715157 cH (M) 24243339515310419029240 cH (M) 242433351531801970021 cH (M) 242433551531514929293 cH (M) 242433551531514929393 cH (M) 2424333551531630151920177 cH (Date Posted → 0 6/03/05	Date Purchased → 06/02/05 06/02/05 06/02/05 06/02/05 06/02/05 06/01/05 06/01/05 06/01/05 06/01/05 06/01/05	TXN00059394 TXN00059396 TXN00059397 TXN00059398 TXN00059399 TXN00059400 TXN00059400 TXN00059402 TXN00059404 TXN00059404	Ornellas, Kristy Stewart, Dennis W Coker, Carrie Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne	KRISTY ORNELLAS DENNIS W STEWART CARRIE COKER NANCY WILLIAMS MIKE BEALL Kristy Ornellas JANN MOORE ANDREW M GARBER	Personal >	Bundled In →	Attached T
ninistration CH (M) 2469216515300040031700 cH (M) 24497105515412154508210 CH (M) 247170551541254508210 eral Ledger CH (M) 247170551532077997001 cH (M) 247170551532077997001 CH (M) 247170551532077997001 cH (M) 247170551532077997001 CH (M) 247170551530153016737000 cH (M) 242107351530153016737000 CH (M) 242107351530153016737000 cH (M) 2421073515301530153016737000 CH (M) 24137475153900166000 orgram CH (M) 241374751539001650005 offles CH (M) 241374751539001650005 cH (M) 241374751539001650005 CH (M) 241374751539001650005 ords CH (M) 2413747515390016500015 ords CH (M) 242107351531531531530152016 ord Requests Pending CH (M) 242339515390040010010214 cH (M) 24427305515315316192240 CH (M) 2423395153004001001224 cH (M) 2423395153004001001224 CH (M) 24233951530105700234 cH (M) 2423395153161052240 CH (M) 2422395153805924312 cH (M) 24263851533065924312 CH (M) 24263851533065924312 cH (M) 24263851533065924312 CH (M) 2422395153805924312 orts CH (M) 2422395153805924312 sls TXN08059478 86/06/2005 Vender: 0 CH (M) 242107351530181057000 <th>06/03/05 06/03/05</th> <th>06/02/05 06/02/05 06/02/05 06/02/05 06/02/05 06/01/05 06/01/05 06/02/05 06/01/05 06/02/05 06/02/05</th> <th>TXN00059394 TXN00059396 TXN00059397 TXN00059398 TXN00059399 TXN00059400 TXN00059400 TXN00059402 TXN00059404 TXN00059404</th> <th>Ornellas, Kristy Stewart, Dennis W Coker, Carrie Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne</th> <th>KRISTY ORNELLAS DENNIS W STEWART CARRIE COKER NANCY WILLIAMS MIKE BEALL Kristy Ornellas JANN MOORE ANDREW M GARBER</th> <th>Personal ></th> <th>Bundled In →</th> <th>Attached T</th>	06/03/05 06/03/05	06/02/05 06/02/05 06/02/05 06/02/05 06/02/05 06/01/05 06/01/05 06/02/05 06/01/05 06/02/05 06/02/05	TXN00059394 TXN00059396 TXN00059397 TXN00059398 TXN00059399 TXN00059400 TXN00059400 TXN00059402 TXN00059404 TXN00059404	Ornellas, Kristy Stewart, Dennis W Coker, Carrie Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne	KRISTY ORNELLAS DENNIS W STEWART CARRIE COKER NANCY WILLIAMS MIKE BEALL Kristy Ornellas JANN MOORE ANDREW M GARBER	Personal >	Bundled In →	Attached T
cH (M) 24737205315412154508216 cH (M) 2473705515412154508216 cH (M) 2447804515316112445145 eral Ledger CH (M) cH (M) 242707651532007961003 cH (M) 2427074515320076159230079970000 cH (M) 242707451532009706104975 cH (M) 242707451532009706104975 cH (M) 2421073515301867370004 cH (M) 24417075153900166000 cH (M) 2441707515390018064000 cH (M) 2441707515390158073158044975 cH (M) 244170751539001500130089736 cH (M) 24142095159311530842816 cH (M) 241420951593153901520137 cH (M) 241420951593153901520137 cH (M) 24216735133018103003772157 cH (M) 2421073513301810130029740 cH (M) 24220395153310019029240 cH (M) 24220395153310019029240 cH (M) 24226395153300192029240 cH (M) 24226395153300192029240 cH (M) 24226395153300192029240 cH (M) 24226395153300192029240 cH (M) 24226395153300192039240 cH (M) <td>06/03/05 06/03/05</td> <td>06/02/05 06/02/05 06/02/05 06/02/05 06/01/05 06/01/05 06/02/05 06/01/05 06/02/05 06/02/05</td> <td>TXN00059396 TXN00059397 TXN00059398 TXN00059399 TXN00059400 TXN00059401 TXN00059402 TXN00059403 TXN00059404</td> <td>Stewart, Dennis W Coker, Carrie Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne</td> <td>DENNIS W STEWART CARRIE COKER NANCY WILLIAMS MIKE BEALL Kristy Ornellas JANN MOORE ANDREW M GARBER</td> <td></td> <td></td> <td></td>	06/03/05 06/03/05	06/02/05 06/02/05 06/02/05 06/02/05 06/01/05 06/01/05 06/02/05 06/01/05 06/02/05 06/02/05	TXN00059396 TXN00059397 TXN00059398 TXN00059399 TXN00059400 TXN00059401 TXN00059402 TXN00059403 TXN00059404	Stewart, Dennis W Coker, Carrie Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne	DENNIS W STEWART CARRIE COKER NANCY WILLIAMS MIKE BEALL Kristy Ornellas JANN MOORE ANDREW M GARBER			
Initiation CH (M) 2449804515316912945145 eral Ledger CH (M) 24270751532007967000 inse Management CH (M) 2427075153009706109- CH (M) 2427075153009706109- CH (M) 2427075153009706109- CH (M) 24210731530186773000- CH (M) 24410745153009706109- Orgam CH (M) 24210731530186773000- orgam Settings CH (M) 24130751539016800007 CH (M) 241420751593153193842516 CH (M) CH (M) 241420751593153930186013009773 CH (M) 2414209515931539305842516 CH (M) 241420951593153930425163005773517 CH (M) 242457351539151201372 CH (M) 242537515390400100101 CH (M) 242263951530003772157 ady for Activation CH (M) 24226395153300100292401 CH (M) 24226395153300100292401 CH (M) 242263051533005972315 orts CH (M) 24226385153300190292401 CH (M) 24226385153300190292401 Is TXN808059478 06/06/2005 Vendors CH (M) 242273513381511498935 CH (M)	06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05	06/02/05 06/02/05 06/02/05 06/01/05 06/01/05 06/02/05 06/01/05 06/01/05 06/02/05 06/01/05	TXN00059397 TXN00059398 TXN00059399 TXN00059400 TXN00059401 TXN00059402 TXN00059403 TXN00059404	Coker, Carrie Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne	CARRIE COKER NANCY WILLIAMS MIKE BEALL Kristy Ornellas JANN MOORE ANDREW M GARBER			
ral Ledger ral Ledger H (M) 242707551530779970001 CH (M) 24270755153077997005105 Program CH (M) 244270745153306165070 CH (M) 244207451533153049775 CH (M) 244107451533153016707000 CH (M) 24410745153153016707000 CH (M) 2441074515315301615005973 CH (M) 244107515475153091520157 CH (M) 2441020515401530059736 CH (M) 2441209515401530059736 CH (M) 2441209515401530059736 CH (M) 2441209515401530059736 CH (M) 2442075153791520197 CH (M) 244207515315301520157 CH (M) 24427775153901620007 CH (M) 244274775153901620007 CH (M) 2442737515390100160100 CH (M) 242921551530001771577 CH (M) 244252451531513492290 CH (M) 2442323515316019029240 CH (M) 242263515316019029240 CH (M) 2422637553160151190097 CH (M) 2422637553160151190097 CH (M) 24260097 CH (M) 24260097 CH (M) 24260097 CH (M) 24260097 CH (M) 24260097 CH (M) 24260097 CH	6 06/03/05 9 06/03/05	06/02/05 06/02/05 06/01/05 06/01/05 06/01/05 06/01/05 06/02/05 06/01/05	TXN00059398 TXN00059399 TXN00059400 TXN00059401 TXN00059402 TXN00059403 TXN00059404	Williams, Nancy Beall, Mike Ornellas, Kristy Moore, Jann GARBER, ANDREW M Brown, Suzanne	NANCY WILLIAMS MIKE BEALL Kristy Ornellas JANN MOORE ANDREW M GARBER			
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Program CH (M) 242107351530186737000- CH (M) 2421073515301186737000- CH (M) 244510435153001103065773 gram Settings CH (M) 244510435153011809419722 GH (M) 244120951541513005773 GH (M) 244120951540153005773 ds CH (M) 244250751538001520137 d Requests Pending CH (M) 24432075153300137012157 CH (M) 2443230515313013902241 CH (M) CH (M) 244232751538019029241 CH (M) CH (M) 2442537515381019029241 CH (M) CH (M) 2442537515381019029241 CH (M) CH (M) 2442537515381511899932 Ort CH (M) 2442537515381511899932 CH (M) CH (M) 244253751538151189992341 CH (M) CH (M) 244253751538151189992341 CH (M) CH (M) 246257351538151189992341	06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05	06/02/05 06/01/05 06/01/05 06/02/05 06/01/05	TXN00059402 TXN00059403 TXN00059404	GARBER, ANDREW M Brown, Suzanne	ANDREW M GARBER			
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rain Seconds CH (M) 2444500515415189419722 iles CH (M) 2444200515401330059736 is CH (M) 2441200515401330059736 is CH (M) 24425075153301520137 is CH (M) 244250751533091520137 is CH (M) 244251751534091520137 is CH (M) 244251751534091520137 is CH (M) 24425175133009120137 is CH (M) 244251751314920560011001 is CH (M) 24425175131513151315134932240 is CH (M) 244253751531619029244 is CH (M) 244253751531619029244 is CH (M) 244253751531619029244 is CH (M) 244253751531619029244 is CH (M) 2422575153151189933 rts C Column TXN00059478 05/06/2005 Vendors is Cum Cum Cum is Column Cum Cum is Cum Cum Cum is Cum Cum Cum i	06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05 06/03/05	06/01/05 06/02/05 06/01/05	TXN00059404					
Iles CH (M) 244450051541518941972 CH (M) 244450051540153005973 CH (M) 247619751536091520137 CH (M) 247619751536900120137 CH (M) 24257751534602596001 CH (M) 24692165153000377157 CH (M) 24492165153101972924 CH (M) 24492165153101972924 CH (M) 24492165153101972924 CH (M) 24269715153151499939 CH (M) 242627351531511999939 rts TXN00059478 06/06/2005 Vendor: 0 Card: LINDA HAGERSON Hagerson, Lin I Ceneral I Allocation Purchase Del V Description) OFFICE DEPOT #1214 - Purchase COLUMN	7 06/03/05 9 06/03/05 8 06/03/05 7 06/03/05	06/01/05	TXN00059405	Constanty Martell	GWEN HIRSCH			
Is CH (M) 2471705515371534250137 CH (M) 2476175153091520137 CH (M) 24254775153091520137 CH (M) 2425375153091520137 CH (M) 2425351530040010016 CH (M) 2429251530001772157 CH (M) 2442107351531619302224 CH (M) 2422107351531619302224 CH (M) 2422107351531619302224 CH (M) 2422107351531619302224 CH (M) 2422107351531619302224 CH (M) 24221073515316119302224 CH (M) 24221073515316119302224 CH (M) 2422107351531611930224 CH (M) 2422107351531611990224 CH (M) 24221073515315311990224 CH (M) 2422107351531611990224 CH (M) 242210735153161199024 CH (M) 242210735153161199024 CH (M) 242210735153161199024 CH (M) 242210735153161199024 CH (M) 242210735153161019024 CH (M) 24221073515160000 CH (M) 242210735154 CH (M) 242210735154 CH (M) 242210735160000 CH (M) 2422107 CH (M) 2422107351760000 CH (M) 242	06/03/05 06/03/05 06/03/05			Gay, Darrell	DARRELL GAY			
s CH (M) 2476197513350913201372 CH (M) 2476197513350913201372 CH (M) 242477515336091201372 CH (M) 243232951339004001001 CH (M) 243323951339004001001 CH (M) 243232951333004001001 CH (M) 24424745153153143932292 CH (M) 2424457451531531401902924 er Directory CH (M) 2422053815336058924312 CH (M) 242205815336058924312 CH (M) 24220581536058924312 CH (M) 2420581536058924312 CH (M) 2420581536058924 CH (M) 2420581536058924312 CH (M) 2420581536058924 CH (M) 2420581536058924 CH (M) 242058153608924 CH (M) 242058158 CH (M) 242058158808 CH (M) 2420588158 CH (M) 2420588158 CH (M) 2420588158 CH (M) 2420588158 CH	06/03/05 06/03/05		TXN00059406	Davenport, Betty	BETTY DAVENPORT LESA MEEKS			
I Requests Pending CH (M) 2425477515346205960013 CH (M) 2433239515390040010011 CH (M) 24433239515390040010011 CH (M) 2442316515300037721577 CH (M) 24421073515301810570007 CH (M) 2421073515301810570007 CH (M) 242203951533005929247 CH (M) 242203951533005929247 CH (M) 2422039515316019029247 CH (M) 242203951531601902947 CH (M) 242203951531601902947 CH (M) 242203951531601902947 CH (M) 242203951531601902947 CH (M) 242203951531001902947 CH (M) 242203951531001902947 CH (M) 242203951531001902947 CH (M) 242203951531001902947 CH (M) 242203951531001902947 CH (M) 242203951531001902947 CH (M) 2422037 CH (M) 242203951531001902947 CH (M) 2422037 CH (M) 242037 CH (M) 24	06/03/05		TXN00059407 TXN00059408	Meeks, Lesa COHEN, ALLAN S	ALLAN S COHEN			
Requests Pending CH (M) 2433239513390040010016 by for Activation 2469216513300037721577 by for Assignment CH (M) 2443274513315134932290 cH (M) 244374513315134932294 er Directory CH (M) 24210735133018105700037721577 cH (M) 24437451331513493290 er Directory CH (M) 242107351330181057002344 CH (M) 242625735133018105992934 cH (M) 242625515330619592431 CH (M) 242625515330619592431 CH (M) 24262573513381511899939 rts Column Column TXN88659478 Column TXN88659478 Column Column TXN88659478 06/06/2005 V Description) OFFICE DEPOT DEPOT COFFICE DEPOT Checcl			TXN00059409	Brinkley, Daniel	DANIEL BRINKLEY			
y for Adivation CH (M) 244457451331513492290 CH (M) 2421073515301610570001 CH (M) 24220351533610590291 CH (M) 2473305153361050929291 rts CH (M) 2462573513381511899939 CH (M) 246257351381511899939 CH (M) 2462573515381511899939 CH (M) 246257351538151189939 CH (M) 246257351538151899 CH (M) 246257351538151189939 CH (M) 24625735153815119993 CH (M) 2462573515381518993 CH (M) 2462573515381518993 CH (M) 2462573515381518993 CH (M) 2462573515381518993 CH (M) 2462573515381518993 CH (M) 246257351538151997 CH (M) 2462575158157 CH (M) 246257515817 CH (M) 24625751577 CH (M) 2462575157 CH (M) 24625751577 C		06/01/05	TXN00059410	Powell, Marie M	MARIE M POWELL			
by for Assignment CH (M) 244207305105016105702020 CH (M) 244207305105016105702020 CH (M) 2442073051050161057002924 CH (M) 24420573051530619524012 CH (M) 244257351530619524012 CH (M) 244257351530619524012 CH (M) 244257351530619524012 CH (M) 244257351530619524012 CH (M) 244257351530619524012 CH (M) 244267351530619524012 CH (M) 244207351530619524012 CH (M) 24420735153061961092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244257351530619740092940 CH (M) 244257351530619740092940 CH (M) 244257351530619740092940 CH (M) 244257351530619740092940 CH (M) 244257351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 244207351530619740092940 CH (M) 24425500 CH (M) 24425500 CH (M) 24425500 CH (M) 24425500 CH (M) 24425500 CH (M) 24420500 CH (M) 244200 CH (M) 24420500 CH (M) 244200 CH (M) 24			TXN00059411	Hartman, Burr D	BURR D HARTMAN			
y vor Assignment CH (M) 2473309515316019029240 sr Directory CH (M) 24226381533605924312 CH (M) 246257351538151189993 CH (M) 24625735153815118999312 ts Column Card: LINDA HAGERSON Hagerson, Lin General ↑ Allocation Purchase Det V Description , OFFICE DEPOT #1214 - Purchase Check Check			TXN00059412	Watson, Laura	LAURA WATSON			
cH (M) 242263851336058924312 cH (M) 246257351538151189933 tts Image: Common State			TXN00059413 TXN00059414	Arnold, Bobby Tang, Shunxue	BOBBY ARNOLD SHUNXUE TANG			
rts CH (M) 2462573515381511899933 TtN00059478 06/06/2005 Vendor: Card: LINDA HAGERSON Hagerson, Lin Card: LINDA HAGERSON Hagerson, Lin Corrice DEPOT #1214 - Purchase COFICE DEPOT #1214 - Purchase COFICE DEPOT Checol			TXN00059415	Dales, Dewayne	DEWAYNE DALES			
Column TXN00059478 06/06/2005 Vendor: of Card: LINOA HAGERSON Hagerson, Lin Card: LINOA HAGERSON Hagerson, Lin Card: LINOA HAGERSON Hagerson, Lin Corrice Deport #1214 - Purchase Corrice DEPOT #1214 - Purchase Corrice DEPOT Checcl	06/03/05	06/02/05	TXN00059416	Cartee, Denise	Denise Cartee			
TX00059478 06/06/2005 Vendor: Card: LINOA HAGERSON Hagerson, Lin I General I Allocation Purchase Det I General I Allocation Purchase Det I OFFICE DEPOT #1214 - Purchase I OFFICE DEPOT Check Check Check								
TXN00059478 06/06/2005 Vendor: of Card: LINDA HAGERSON Hagerson, Lin Ceneral Allocation Purchase Def OFFICE DEPOT #1214 - Purchase OFFICE DEPOT Checcl	Viewir	ng 4201-4256 of 425	items :	Show 100 👽 per page	K≪Page 43 of 4	3 14 H		
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	I Data						Print	Attach

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.

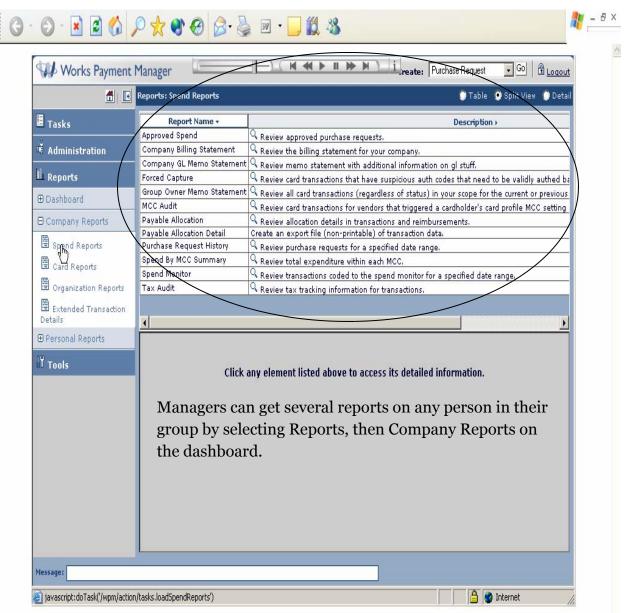
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rganization	CH (M)	24717055154121545082162		06/02/05	TXN00059396		DENNIS W STEWART			
	CH (M) CH (M)	24498045153169129451458 24270765153207799700015		06/02/05 06/02/05	TXN00059393 TXN00059398		CARRIE COKER NANCY WILLIAMS			
eneral Ledger	CH (M)	24717055153641537161147	06/03/05	06/02/05	TXN00059399		MIKE BEALL			
pense Management	CH (M)	24270745152300970610542		06/01/05	TXN00059400		Kristy Ornellas			
	CH (M)	24445745153151349457555	06/03/05	06/01/05	TXN0005940:		JANN MOORE			
ard Program	CH (M) CH M	24210735153018673700047 24610435153004103096779		06/02/05 06/01/05	TXN00059402 TXN00059403		ANDREW M GARBER SUZANNE BROWN			
Program Settings	CH (M)	24137475153900016600013		06/01/05	TXN00059404		GWEN HIRSCH			
	CH (M)	24445005154151894197224	06/03/05	06/02/05	TXN00059405	5 Gay, Darrell	DARRELL GAY			
Profiles	CH (M)	24142095154015300597367	06/03/05	06/01/05	TXN00059406		BETTY DAVENPORT			
Cards	CH (M) CH (M)	24717055153731538425169 24761975153509152013758		06/02/05 06/01/05	TXN00059403 TXN00059408		LESA MEEKS ALLAN S COHEN			
	011 (14)	24761975153509152013758		06/01/05	TXN00059408		DANIEL BRINKLEY			
Card Requests Pending	CH (M)	24332395153900400100185		06/01/05	TXN0005941		MARIE M POWELL			
Ready for Activation	CH (M)	24692165153000377215727	06/03/05	06/02/05	TXN0005941:		BURR D HARTMAN			
	CH (M)	24445745153151349322908		06/01/05	TXN00059412		LAURA WATSON	_		
Ready for Assignment	CH (M) CH (M)	24210735153018105700011 24733095153160190292400		06/02/05 06/01/05	TXN00059413 TXN00059414		BOBBY ARNOLD SHUNXUE TANG			
upplier Directory	CH (M)	24226385153360589243126		06/01/05	TXN00059415		DEWAYNE DALES			
ppnor pricedory	CH (M)	24625735153815118999392		06/02/05	TXN00059410	Cartee, Denise	Denise Cartee			
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ools	Column TXN00059 Card: LIN	478 06/06/2005 Vendor: OF DA HAGERSON Hagerson, Linda Allocation Purchase Detai	FICE DEPOT #121 a	4 Vendor ID:	4445091044149	Show 100 💌 per page	K ≪ Page 43 of	43 ₩ M		
ools	Column TXN00059 Card: LIN	DA HAGERSON Hagerson, Linda Allocation Purchase Detai	FICE DEPOT #121 a il Signoff History	4 Vendor ID:	4445091044149 Vendor Address		- <u> </u>	1	Okinet Co	4
ools	Card: LIN	DA HAGERSON Hagerson, Lind Allocation Purchase Detai Description >	FICE DEPOT #121 a il Signoff History Category	Vendor ID: Vendor Detail Note	4445091044149 Vendor Address Amount >	GL Combination >	Department >	Account # >	Object Co	de →
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To make a change to the account number or object code, select the Description(s) to be changed and select the Add/Edit button.

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Organization	CH (M) 2449	8045153169129451458 06/03/05 0765153207799700015 06/03/05	06/02/05 TXN00059397 06/02/05 TXN00059398	Coker, Carrie Williams, Nancy	CARRIE COKER NANCY WILLIAMS		
⊞ General Ledger	CH (M) 2471	7055153641537161147 06/03/05	06/02/05 TXN00059399	Reall Mike	MIKE REALI	1	=
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After you have finished this screen, go back to the "Comp/Val/Auth" column to see that there are three green check marks .

	t Manager							Create: Reimbursemen	nt Request 🔽 Go	🛱 <u>Loc</u>
🗂 🗄	Cardholder Review							• T	able 💿 Split Vie	ew 🌒 🖸
asks	View: Transactions	Requiring Sign Off	/ Filters T							
	TXN00059477	Pearson, Teresa	Teresa Pearson					SIGMA-ALDRICH	\$47.70	
dministration	TXN00059479	Stephens, Marianne	MARIANNE STEPHENS					HP DIRECT-PUBLICSECTOR	\$507.00	
	TXN00059480	Young, Sandra	SANDRA YOUNG					IKON OFFICE SOLUTIO	\$68.55	
ganization	TXN00059481	Mccay, James	JAMES MCCAY					BBJ LINEN	\$5.00	
1	TXN00059482	BALDREE, LARRY	LARRY BALDREE					MIDSOUTH DISTRIBUTORS	\$495.66	
neral Ledger	TXN00059483 TXN00059484	Andros, Tammy King, Joan	TAMMY ANDROS JOAN KING					UPS 1ZA7176F6696838179 NATIONAL STUDENT 01 OF 01	\$17.52 \$6.50	
oense Management	TXN00059485	Stickney, John L	JOHN L STICKNEY					SIGMA-ALDRICH	\$62.18	
sense management	TXN00059486	Arnold, Bobby	BOBBY ARNOLD					JC NASH TRUCK PARTS IN	\$143.90	
rd Program	TXN00059487	Hudson, Mike	MIKE HUDSON					FLETCHER LIMESTONE	\$465.75	
	TXN00059488	Kent, Donna M	DONNA M KENT					HOBBY-LOBBY #0229	\$70.00	
rogram Settings	TXN00059489	Allen, Glenn	GLENN ALLEN					OFFICE MAX 00005512	(\$139.97)	
	TXN00059490	Taylor, Teresa	TERESA TAYLOR					THE CHRONICLE CAREER N	\$585.90	
rofiles	TXN00059491	Morrill, Carolyn	CAROLYN MORRILL					UPS 1Z2E937T0193021984	\$46.77	
ards	TXN00059492	Campbell, Jonathan	JONATHAN CAMPBELL					OFFICE DEPOT #2236	\$2,281.12	
ards			CHRISTOPHER A MCKENZIE					ASHLEY AUTO PARTS, INC	\$13.10	
ard Requests Pending	TXN00059494	Armas, Norma	NORMA ARMAS					USPS 1204440408	\$37.00	
		Jackson, Mia D	MIA D JACKSON					Thermo Shandon	\$371.63	
eady for Activation	TXN00059496	Autry, Nancy	NANCY AUTRY					OFFICE DEPOT #1214	\$15.64	
	TXN00059497	Davis, Allison	ALLISON DAVIS					CRYSTAL TECH WEB	(\$26.95)	
eady for Assignment	TXN00059498	Harris, Ruth	RUTH HARRIS					SANTA CRUZ BIOTECHNOLOGY		
- Key Minestern	TXN00059499	Gilley, Sandra G	SANDRA G GILLEY					CINTAS #219	\$221.55	
oplier Directory	TXN00059500	Akins, Melissa	MELISSA AKINS					OFFICE DEPOT #1214	\$152.65	
	TXN00059501	Stapp, Trina	TRINA STAPP					WAL-MART #1121	\$63.00	
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ols	Card: NANCY AUT	FRY Autry, Nancy	Viewing 1-10 FICE DEPOT #1214 Vendor Signoff History Vendor D		044149	0 🔻 per page	H 🕊 Page	1_ of 8 ₩ M		
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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.

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	Reports: Spend Reports	🔮 Table 🔮 Split View 🌍 Detai
asks	Report Name +	Description +
	Approved Spend	Review approved purchase requests.
dmi 📩 🚬 📐	Company Billing Statement	Review the billing statement for your company.
	Company GL Memo	Review memo statement with additional information on gl stuff.
eports	Forced Capture	${ extsf{Q}}$ Review card transactions that have suspicious auth codes that need to be validly authed be
the set	Group Owner Memo Statement	
shboard	MCC Audit	${}^{ extsf{Q}}$ Review card transactions for vendors that triggered a cardholder's card profile MCC setting
npany Reports	Payable Allocation	Review allocation details in transactions and reimbursements.
	Payable Allocation Detail	Create an export file (non-printable) of transaction data.
ipend Reports	Purchase Request History	${}^{ ext{Q}}$ Review purchase requests for a specified date range.
Card Reports	Spend By MCC Summary	Review total expenditure within each MCC.
(2)	Spend Monitor	${}^{ extsf{Q}}$ Review transactions coded to the spend monitor for a specified date range,
Organization Reports	Tax Audit	Review tax tracking information for transactions.
Extended Transaction ails	•	
ersonal Reports	Review the billing statement f	
ools		Click to see sample.
age:		Download PDF Excel File
one		🗎 💋 Internet

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. Y

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🗂 💽	Reports: Spend Reports	🍞 Table 💿 Split View 🌘 Detail
Tasks	Report Name +	Description >
	Approved Spend	Review approved purchase requests.
Administration	Company Billing Statement	Review the billing statement for your company.
	Company GL Memo Statement	Review memo statement with additional information on gl stuff.
Reports	Forced Capture	$^{ m Q}$ Review card transactions that have suspicious auth codes that need to be validly authed ba
Dashboan	Group Owner Memo Statement	$^{ m Q}$ Review all card transactions (regardless of status) in your scope for the current or previous
Dashbuard	MCC Audit	$^{ m Q}$ Review card transactions for vendors that triggered a cardholder's card profile MCC setting c
Dashboard Summary	Payable Allocation	${}^{ extsf{Q}}$ Review allocation details in transactions and reimbursements.
	Payable Allocation Detail	Create an export file (non-printable) of transaction data.
Card Activity	Purchase Request History	$^{ m Q}$ Review purchase requests for a specified date range.
🖹 Spend - Vendor	Spend By MCC Summary	🔍 Review total expenditure within each MCC.
	Spend Monitor	$^{ m Q}$ Review transactions coded to the spend monitor for a specified date range.
Spend - Product	Tax Audit	Review tax tracking information for transactions.
ategory		
Spend - Department	•	
🖲 Single TXN Limit Audit	Review all card transactions (regardless of status) in your scope for the current or previous billing cycles.
Company Reports		
N	Date Type: Posted Date	
Spend Reports	Date Range: ouvent	<u>.</u>
Card Reports	E Date 8/2/200	4 - 9/1/2004
	Group: Group All grou	ps in scope
Organization Reports		
Extended Transaction	Employee: Employee All e	mployees in scope
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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.

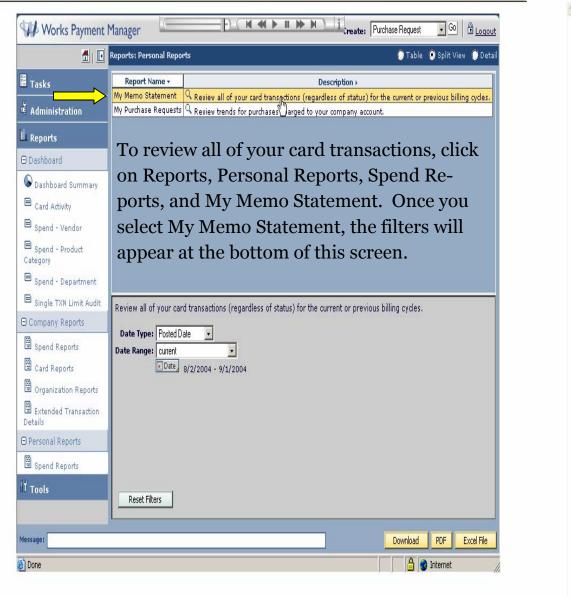
Select PDF or Excel File to print the report.

- 8 X

Demo Site 6034 West 0 Austin, TX 7	Courtyard Drive 8730					Purchases and	Total Activity \$75, Other Charges \$75, Credits \$0.0	835.82
card holder	card number	group	reference #	posted date	transaction date	transaction description	amount	source amoun
	ard Number: *8513 2,185.57 CAS	Group: Operations	GREDIT	: \$0.00	TOTAL: \$2,185	57		4
VP, Robert	8513	Operations	44043450295670814 69	08/15/04	08/04/04	KINKOS	\$8.18	\$8.18
VP, Robert	8513	Operations		08/16/04	08/15/04	MIDWEST	\$363.03	358.50 EUR
/P, Robert	8513	Operations	82288790831151675 90	08/16/04	07/20/04	AVIS RENT-A-CAR	\$564.11	\$564.11
/P, Robert	8513	Operations	24310150434135671 21	08/16/04	08/07/04	WORLDWIDE TEMPORARY SERVI	\$493.79	152.80 CAD
/P. Robert	8513			15723 S.C.A:	1 2210/2221		120000000	(12) (2) (2) (2)
	1	Operations Group: Purchasing	39556286778888661 13	08/17/04	07/13/04	MICROSOFT	\$756.46	189.49 CAD
/P, Ellen Ca	rd Number: *5205 (: \$0.00	07/13/04 TOTAL: \$8,016 08/12/04		\$4.82	189.49 CAD 862.91 MXN
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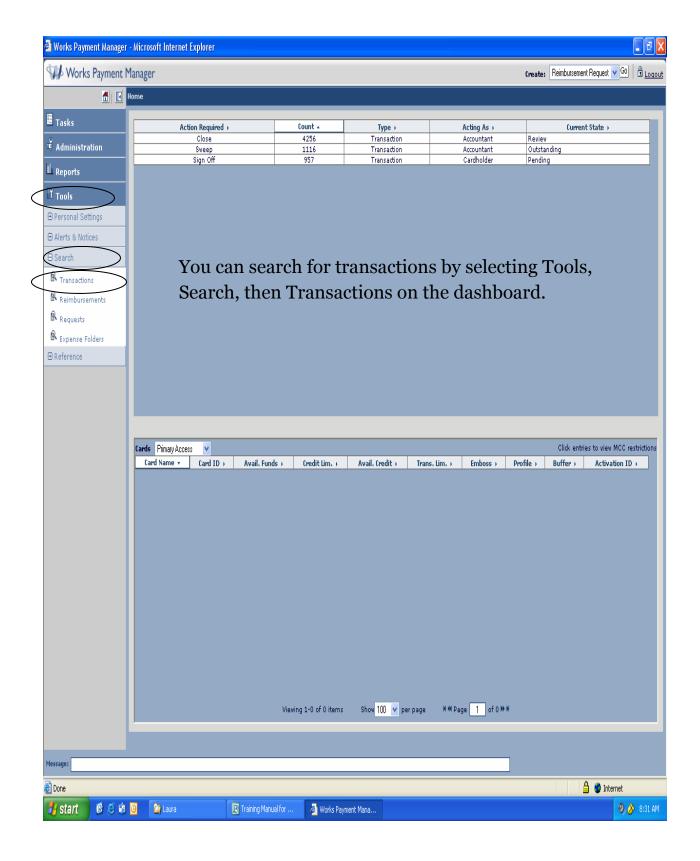
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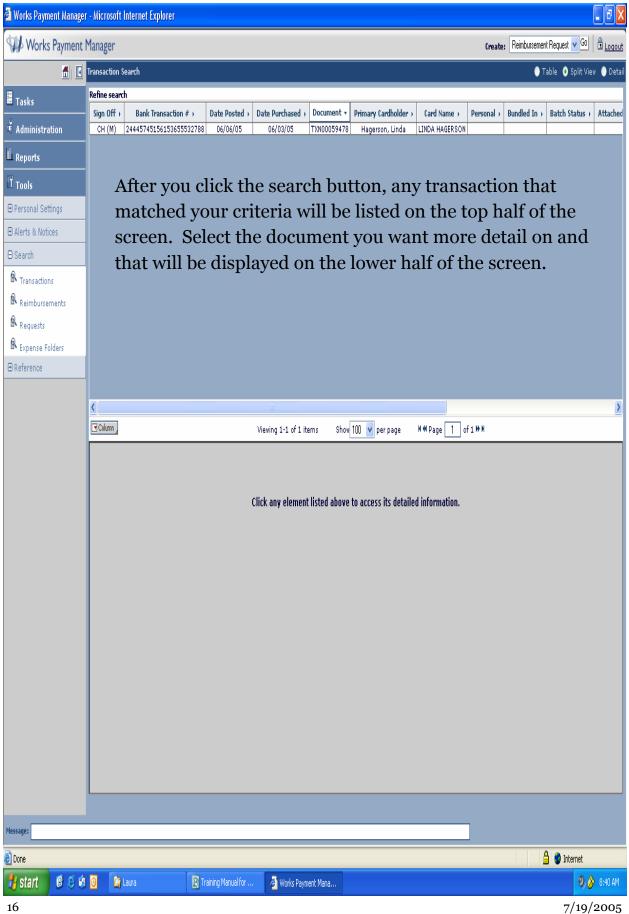
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