

Card Member Managers

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	Card Manager	Accounts	Role				🔁 Larry Mika 🛱 Lo	og Out 🕀 I	Deed help? Q Feedback	
			Card Manager	~						
Filte	CARDMEMBER NAME \$	SITE NAME \$	CARD NUMBER -		CYCLE	STATUS	TRANSACTIONS	TRANSACTION TOTAL	APPROVALS CM CMgr BCA AM	
i),	DAN F MEAD	US CPC	X-21004		05/11/17	Open	153	20,978.17		
>	SUSAN F CAMPBELL	US CPC	X-33008		05/11/17	Open	16	32,171.90		

Showing 1-2 of 2

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DORRESS

Card Manager	Accounts	Role Card Manager			e	Larry Mika ‡ Lo	og Out 🗘 N	leed help? ♀ Feedbac
CARDMEMBER NAME \$	SITE NAME \$	CARD NUMBER -		CYCLE	STATUS	TRANSACTIONS	TRANSACTION TOTAL	APPROVALS CM CMgr BCA AM
				05/11/17	Open	153	20,978.17	
				04/11/17	Closed	142	19,787.41	
			•	03/12/17	Closed	122	21,597.08	CM CMgr
				02/10/17	Closed	159	29,232.41	CM CMgr
				01/10/17	Closed	72	14,750.18	CM CMgr
				12/10/16	Closed	101	18,594.16	CM CMgr
DAN F MEAD	US CPC	X-21004		11/10/16	Closed	175	26,552.38	CM CMgr

Once a card is expanded, you will see details for up to 13 billing previous cycles of that particular card.

To view the transaction list for a particular cycle, click on that cycle (on the right half of the screen.)

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G B	ack to Card Manager Accounts DAN F MEAD (X-21004) US CPC Larry Mika \$ Log Out O3/12/17 - 04/11/17 I UPLOAD RECEIPTS I UPLOAD RECEIPTS									
DAN F MEAD (X-21004)			(X-21004)	Billing Cy 03/12/				UPLOAD RECEIPTS		
A	LL TRAN	ізастіс 42	ONS	NO RECEIPTS ADDED 55	NOT REVIEWED	NEEDS APPROVAL 138	Í			
Fil	ter by k	eyword	ł		▼ □ Only transact	tions with an excep	tion note			
Se	elected	Transa	ctions: 0 of	142			EXPORT	REALLOC	ATE (O) 🖹 ADD	RECEIPT
			DATE -	MERCHANT \$	Description 1 🗸 🕈	AMT. (USD) \$	ii	APPROVALS CM CMgr	Company Code	Cost Center
	۲	1	04/11/17	STAPLES SCC MO 2471	ORD 7174418549- 000-0;REQ DAN F MEAD	39.77	B	СМ	1002	10288
	Ħ	1= •	04/11/17	STAPLES SCC MO 2471	ORD 7174406151- 000-0;REQ DAN F MEAD	48.97	B	CM CMgr	1002	10381
			04/11/17	STAPLES SCC MO 2471	ORD 7174406151- 000-0;REQ DAN F MEAD	273.45	B		1001	13662
	Ħ		04/11/17	STAPLES SCC MO 2471	ORD 7174388033- 000-0;REQ DAN F MEAD	347.79	B	CM CMgr	1001	11733

If your company has approvals enabled for Card Member and CM Manager roles, managers will see a "Needs Approval" tab instead of a "Needs Submission" tab. You can click on the Approval column headings (CM, CMgr, etc.) to sort the transactions by approval status, for example, to see which transactions have been approved by the Card Member.

ii.

DORESS 👤 MY ACCOUNT 🔤 CARDS 💥 TRAVEL 😭 REWARDS 🗾 BUSINESS **O** Back to Card Manager Accounts 🔁 Larry Mika 🌣 | Log Out Deed help? Deedback **Billing Cycle** DAN F MEAD (X-21004) 03/12/17 - 04/11/17 V UPLOAD RECEIPTS US CPC NEEDS APPROVAL ALL TRANSACTIONS NO RECEIPTS ADDED NOT REVIEWED 142 55 25 138 Filter by keyword T Only transactions with an exception note . ii **REALLOCATE (3)** ADD RECEIPT Selected Transactions: 3 of 142 EXPORT -APPROVE **APPROVALS Company Code** Description 1 ∨ ≑ V 🔹 Cost Center ∨ ≑ Ξ MERCHANT \$ DATE \$ AMT. (USD) \$ CM CMgr 1 STAPLES SCC MO ORD 7174418549-04/11/17 10288 旨 39.77 1002 CM 000-0;REQ DAN F MEAD 2471 STAPLES SCC MO ORD 7174170650-E 04/06/17 1001 10141 15.97 E CM ۲ 2471 000-0;REQ DAN F MEAD STAPLES SCC MO ORD 7173608295-04/06/17 a = 35.99 E CM 1001 10025 ۲ 2471 000-0;REQ DAN F MEAD Т STAPLES SCC MO ORD 7174191761- \mathbf{Z} E 04/06/17 3.39 E CM 1005 11027 000-0;REQ DAN F MEAD 2471

i If allowed by your company settings, you can select several transactions and approve them all at once. iii Select the desired transactions and click the Approve button.

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0	Back to	Card	Manager Ac	counts			🙆 Larry	y Mika 🛱 Log Out	C Need I	O Need help? Seedback	
DAN F MEAD (X-21004)				(X-21004)	Billing Cycle 03/12/17 - 04/11/17 ✓						JPLOAD RECEIPTS
A	LL TRAI	isactio 42	DNS	o RECEIPTS ADDED	NOT REVIEWED	NEEDS APPROVAL 138	i				
Fi	lter by l	eywor	d		T Only transac	tions with an except	tion no	te			APPROVE ALL
Se	elected	Transa	ctions: 0 of 1	38			EXPO	RT - REALLOC	ATE (0)	D RECEIPT	APPROVE
0			DATE \$	MERCHANT \$	Description 1 🗸	AMT. (USD) \$		APPROVALS CM CMgr	Company Code	♥ ¢ Cost	Center 💙 🕈
0	۲	1 2 2	04/11/17	STAPLES SCC MO 2471	ORD 7174418549- 000-0:REQ DAN F MEAD	39.77	B	СМ	1002	10288	
	۲		04/06/17	STAPLES SCC MO 2471	ORD 7174170650- 000-0;REQ DAN F MEAD	15.97	Đ	СМ	1001	10141	
	۲		04/06/17	STAPLES SCC MO 2471	ORD 7173608295- 000-0;REQ DAN F MEAD	35.99	Đ	СМ	1001	10025	
	۲		04/06/17	STAPLES SCC MO 2471	ORD 7174191761- 000-0;REQ DAN F MEAD	3.39	B	СМ	1005	11027	

