BCA Managers
This is the Accounts & Cycles Summary page, which shows individual BCA’s, along with the site name and BCA description.

The cycle lock status and approval status are the same as in the Card Member view (see page 6), except they apply to the entire BCA.
In the transaction list, you will see a column with the Card Members names. You can change what you see in this column using the dropdown menu.

Once you select a particular BCA and Cycle, you will see the transaction list. The BCA name or description as well as the site name are shown here.
You can select multiple transactions for bulk reallocation or approval.
In the “Needs Approval” tab, you can click the “Approve All” button to approve all transactions at once, (if allowed by your company’s settings).
The “Filter by Keyword” feature allows you to filter the transaction list. You can search for transactions based on date, merchant, amount, accounting code, or information in selectable transaction column. In this example, the user was searching for all transactions from a particular Card Member.
In this example, the user was searching for all transactions hitting Cost Center 13223.