



# Review Transactions and Enter Notes

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9. After changes have been made, click the Save button.

8. Check the Reviewed box.

10. Go to the previous, next transaction or back to the Transaction List by clicking on the appropriate button.

Transaction Detail Record 357715	
Reviewed	<input checked="" type="checkbox"/>
Account Number	*****
Cardholder	*****
Transaction Date	10/19/2011
Post Date	10/21/2011
Customer Code	
Merchant ID	38149
Visa Merchant ID	000031209152
Trans Merchant Name	DOMINO'S 6990
Trans Merchant City	817-558-2900
Merch. State / Prov	TX
Merchant MCC	5814
Originating Currency	US Dollar
Orig Currency Amt	\$55.88
Subtotal	\$55.88
Sales Tax Amount	\$0.00
Total	\$55.88

Transaction Notes  
Enter notes here.

**3. Dept ID**  
Select the Dept ID#, from the drop down arrow, if applicable.

**4. Change the Account**  
from the drop down arrow, if applicable.

**5. Enter Program Code**, if applicable, or leave 0 as default.

**6. Project ID**  
Select Proj ID from the drop down arrow *and* Select the Proj ID# from the drop down arrow. If you do not charge to a Proj ID, leave Dept ID as default.

**7. Enter transactions notes.**

**IMPORTANT:**

- Notes must include who, what, when and where, if applicable.
- If charging to a Proj ID# include the # in the notes.

## Review Transactions and Enter Notes

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11. On the Transaction List page, your transaction should show a white *note* under Trans ID and a check mark under Reviewed.

12. Review the Dept ID Proj ID, Program Code and Account, if applicable.

The screenshot shows the JP Morgan Chase Transaction List page. At the top, there is a blue header with the JP Morgan Chase logo on the left and 'Menu: Transactions' with a 'go' button on the right. Below the header, there is a 'Transaction List' section with a 'Select a View' dropdown set to 'Default View' and a 'go' button. Below this are buttons for 'Create Export File', 'Create Secured Export File', 'Save Query', and 'Create Query'. The main content is a table with the following columns: Row, Trans ID, Reviewed, Merchant Name, Transaction Amount, Sales Tax Amount, Post Date, Transaction Date, Employee Last Name, Employee First Name, Dept ID, Account, Orig Merchant Name, Bear ID, Approver, MCC, Program Code, Bear Id, and Proj ID. A single row is visible with the following data: 811, 357418, a checked checkbox, ALPHAGRAPHS #152, \$559.66, \$0.00, 10/20/2011, 10/18/2011, [blurred], [blurred], 0341369, 9372, ALPHAGRAPHS #152, [blurred], [blurred], 2741, 0, [blurred], and Dept ID. Red arrows from the instruction boxes point to the 'Trans ID' and 'Reviewed' columns (for step 11) and to the 'Dept ID', 'Account', 'Program Code', and 'Proj ID' columns (for step 12).

Row	Trans ID	Reviewed	Merchant Name	Transaction Amount	Sales Tax Amount	Post Date	Transaction Date	Employee Last Name	Employee First Name	Dept ID	Account	Orig Merchant Name	Bear ID	Approver	MCC	Program Code	Bear Id	Proj ID
811	357418	<input checked="" type="checkbox"/>	ALPHAGRAPHS #152	\$559.66	\$0.00	10/20/2011	10/18/2011	[blurred]	[blurred]	0341369	9372	ALPHAGRAPHS #152	[blurred]	[blurred]	2741	0	[blurred]	Dept ID

You will follow these same steps at the end of cycle if you have transactions that post during that cycle.