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Logging In

- Access the website https://www.commercialcardreports.com
- Enter assigned User ID and password
- Click on “Login” button

Landing page will display the following tabs
Selecting Accounts

- Select “Account Summary” from Financial tab

- Utilize “Quick Link” section and click on your assigned department/group
• Using Search Criteria, select either Reporting Cycle (1) or Date Type for specific date range (2)
• Click on “Search”

**Account Summary**

**Search Criteria**

- Reporting Cycle: Ending 04/24/09
  (03/26/2009 to 04/24/2009)
- Date Type: From: 03/26/2009
- Posting Date: To: 04/24/2009

**Search**

- To select desired employee, click on corresponding account number link

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Transaction Amount</th>
<th>Adjustment Amount</th>
<th>Total Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINSEY FREISE</td>
<td>XIXX-XXXX-XIXX-1782</td>
<td>20,868.62</td>
<td>(21,930.05)</td>
<td>1,061.47</td>
</tr>
<tr>
<td>JARROD MORRISON</td>
<td>XIXX-XXXX-XIXX-7845</td>
<td>349.87</td>
<td>0.00</td>
<td>349.87</td>
</tr>
<tr>
<td>JOSEPH J ZABOROWSKI</td>
<td>XIXX-XXXX-XIXX-2241</td>
<td>11.61</td>
<td>(12.99)</td>
<td>(1.37)</td>
</tr>
<tr>
<td>BELLE WASHINGTON</td>
<td>XIXX-XXXX-XIXX-2469</td>
<td>494.25</td>
<td>(1,469.92)</td>
<td>(975.67)</td>
</tr>
<tr>
<td>LIEANN CRIST</td>
<td>XIXX-XXXX-XIXX-5974</td>
<td>3,104.94</td>
<td>(2,242.00)</td>
<td>(812.94)</td>
</tr>
<tr>
<td>MIKE WILLEY</td>
<td>XIXX-XXXX-XIXX-3713</td>
<td>3,126.69</td>
<td>(451.59)</td>
<td>2,675.10</td>
</tr>
<tr>
<td>PETER SIMMER</td>
<td>XIXX-XXXX-XIXX-4515</td>
<td>733.65</td>
<td>(720.72)</td>
<td>12.93</td>
</tr>
</tbody>
</table>

**Search Results**

- Search Total: 3,982.64

- 1 - 7
Approver Review Process

- Only approve “Reviewed” transactions that contain a check-mark (payments/credits will appear but will not need to be approved)

- Click on “Expand All” link
- Review transactions for business purpose and proper cost allocation
• To verify split transactions, click on split icon

• Click on “Expand All” link

• Click on “Transaction Summary” in breadcrumb string to return to list of transactions after reviewing split
- If correct, check the “Approved” box
- Move on to next transaction and repeat process

- If you have questions for the cardholder or Custodian regarding a transaction, uncheck “Reviewed” box
- Move on to next transaction

- Click on “Save” button
When all or selected “Approved” boxes are checked, transactions will be locked down and identified by Lock icon.

Note: Custodian will not be able to modify accounting codes after this is performed and Lock icon appears. Only Approver or Accounts Payable can unlock.

Example 1. Indicates that all transactions were approved and approval process is complete.

Example 2. Indicates that certain transactions were not approved and may need to be resubmitted. Only those transactions with Lock icons will be submitted to Accounts Payable.
If there are transactions that need to be resubmitted, click on “Send Email” button on top or bottom of page

- Default email address(es) will appear
- Modify with appropriate email address(es)
- Compose appropriate subject and message
- Click on “Send” button

Note: A notification email will be sent, not the actual transaction(s). Custodian will need to logon to modify and resubmit the transactions.

Log out when finished
Online Help

- Access Online Help from landing page to look up specific functionality or subject matter

- You will be able to look up specific content based on “Contents” section
• Click on specific subject matter link to expand documents

Cost Allocation

In cost allocation, accounting codes representing general ledger numbers or budget centers are associated with expenses. For example, transactions incurred during travel might be cost allocated to a specific project. Once the expense records are cost allocated, the transaction data and accounting codes can be exported for use by a reporting or account system.

Cost allocation is not enabled for all companies. If cost allocation is enabled at a company, the company administrator decides what types of accounting codes will be used.

Accounting codes are defined in a scheme that is assigned to the company. The accounting codes for a transaction are accessed with the transaction's accounting details. Optionally, default accounting code values can be defined and assigned to a reporting entity such as the company, an org point, or an account. Defaults are applied when a transaction is loaded into the system.

Note: Manager and Account user guides are available but are detailed and require time to search specific subject matter.