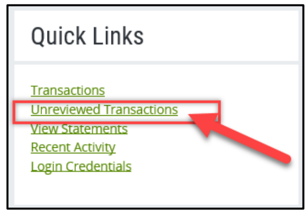
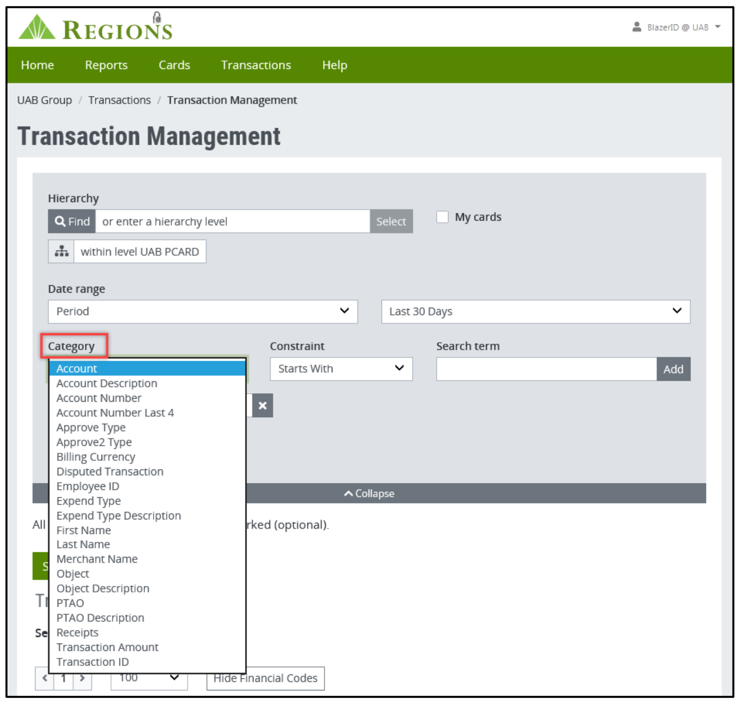
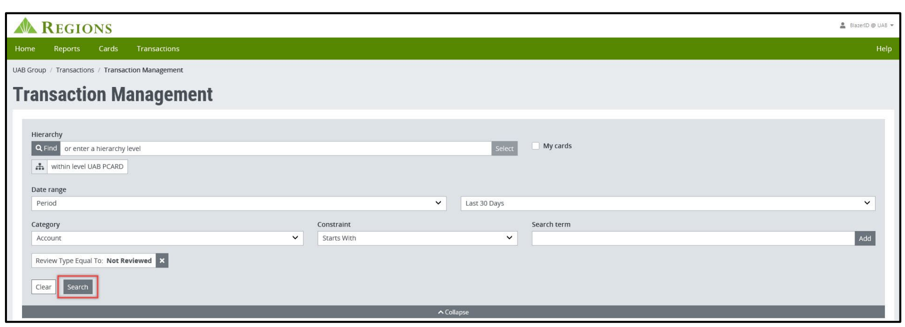
Regions Intersect: Transaction Review (Cardholders & Proxies)

<table>
<tr><th>Instructions</th><th>Images</th></tr>
<tr><td>On the system “Home” page.

Click “Unreviewed Transactions” from the “Quick Links” box.</td><td>
</td></tr>
<tr><td>The “Transaction Management” page will appear displaying unreviewed transactions for all of the P-CARDS that the user is responsible for.

If you need to narrow the search, You are able to edit the search criteria using the “Category” drop-down Button.

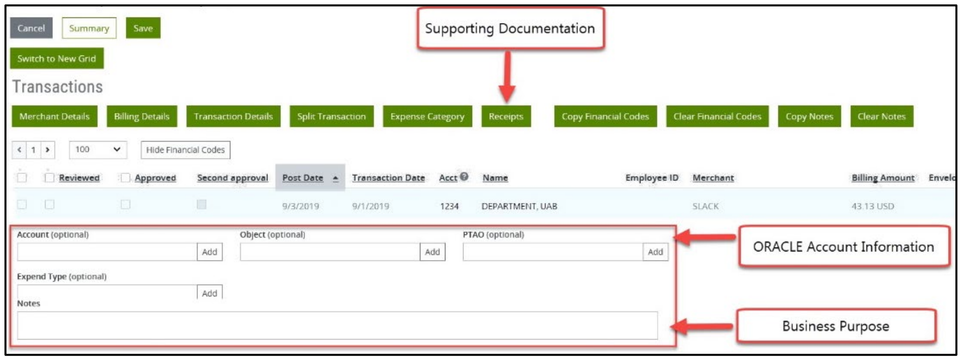
Select the appropriate category and enter the information you are searching for in the “Search Term” field.</td><td>
</td></tr>
<tr><td>**Select “Search”** and scroll down to view a listing of posted transactions that need to be reviewed.</td><td>
</td></tr>
</table>

To review a transaction, three things must be entered into the system:

1. Oracle Account number

2. Business Purpose statement

3. Receipts and other supporting documentation.



<u>Step One</u>: Account Information

Select the transaction to perform an action. The selected transaction row will turn blue.

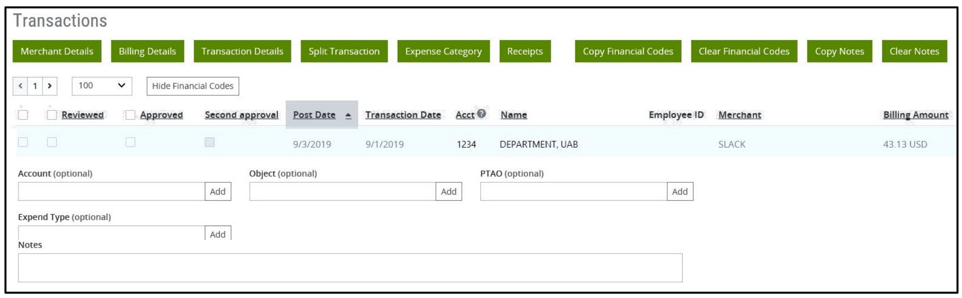
Select the "Add" button for each field box to search the account number or organization.*

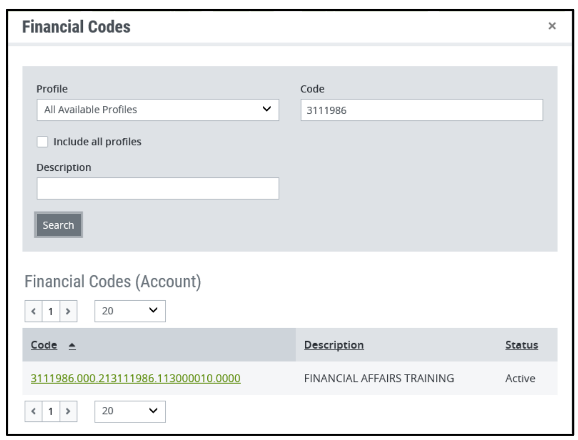
Select the desired account string

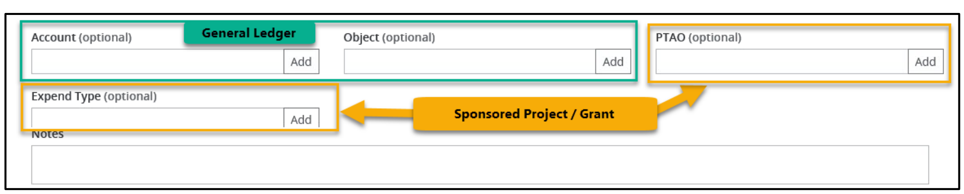
Select save.

Please note:

- *"Account" and "Object" fields will be used for <u>General Ledger</u> accounts and Object Codes.*
- *The "PTAO" and "Expend Type" fields should be used for <u>Grant and Sponsored Projects</u>*



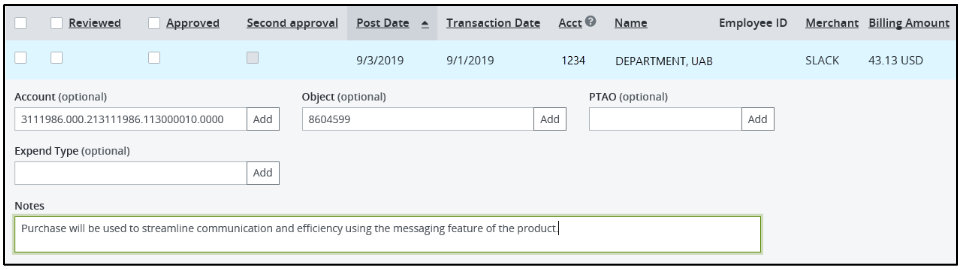




*To associate the transaction to more than one Oracle account, please review instructions for "Split Transaction".

Step Two: Business Purpose

Add the Business Purpose for the transaction in the “Notes” field, then click on the “Save” button.



Step Three: Receipts and Supporting Documents

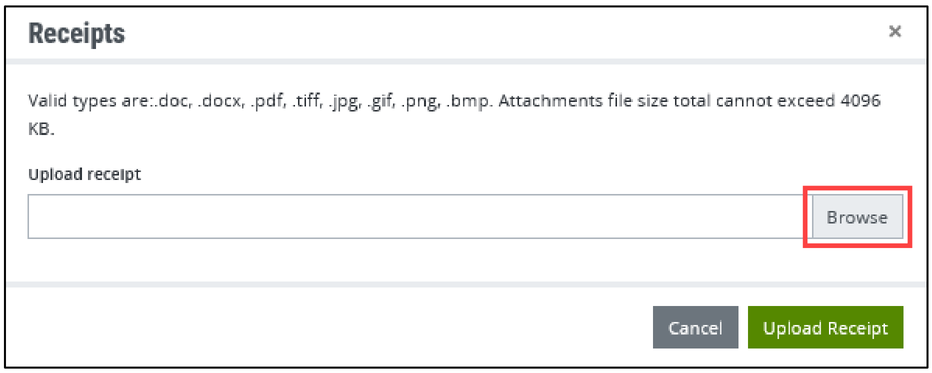
To upload receipts for a transaction, while the transaction is highlighted blue, select the green “Receipts” Button.

A new window will open.

Select the “Browse” button.

Choose a file to upload.

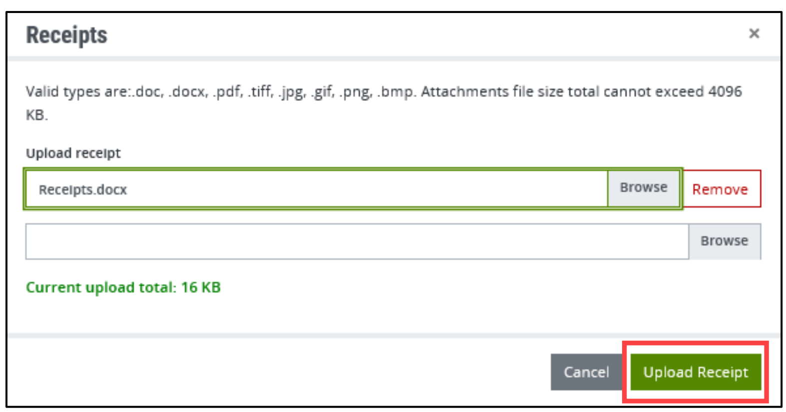
Select Open.

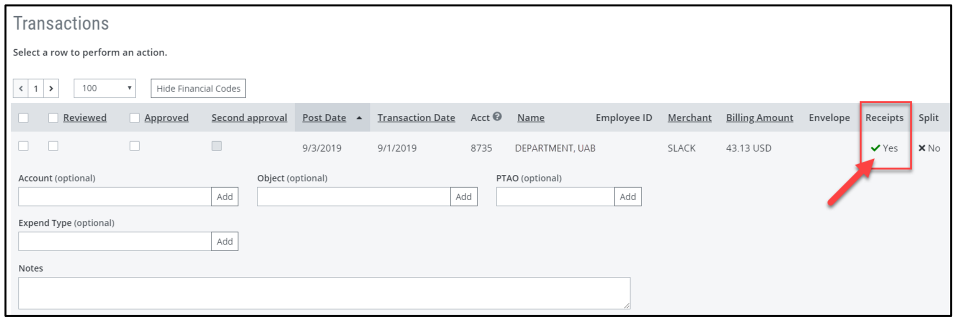
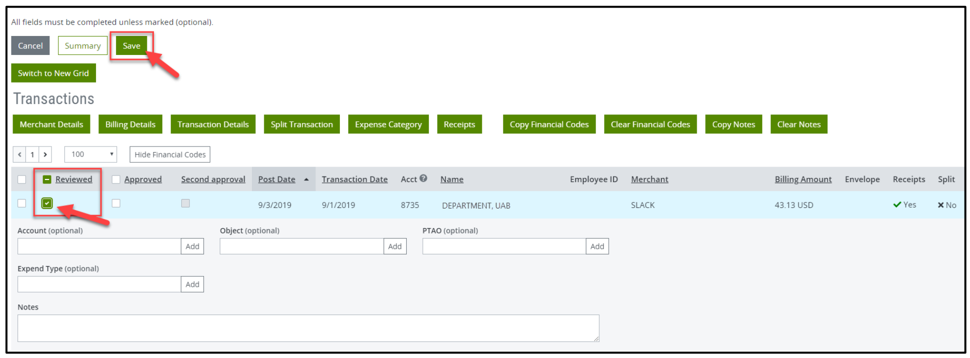


The selected file will appear in the window.

If there are additional documents, you may continue to upload more than one file until you reach the file size limit.

When all related documents have been selected, select the “Upload Receipt” button.



If the receipt loaded successfully, there will be a check mark under the "Receipts" column on the Transactions page.	
Check the "Reviewed" checkbox and the **"Save" button** at the top or bottom on the page to indicate you have reviewed the transaction by allocating the expense, providing a business purpose statement and uploaded receipts for the transaction.	 ** This action sends the transaction your Organizational Approver **