

How to process a charge when a Cardholder has failed to provide the proper documentation or the charge is questionable

In the event that a Cardholder has failed to provide the proper documentation to their Approver or the instance where the Approver is not comfortable with the nature of the expenditure, the Approver should:

1. Update the accounting distribution to the best of their ability based on the available information.
2. Make the notation in the comments field that the expense is “Under Review” and/or provide additional information.
3. Update the transaction status from “staged” to “verified” and click “save.”

The screenshot displays a list of transactions with columns for checkboxes, card type, card number, date, description, status, amount, and various icons. Transaction 8 is highlighted with a red circle around its status dropdown, which is set to 'Verified'. Below the list are buttons for 'Select All', 'Clear All', 'Stage', and 'Verify', along with links for 'Search', 'Purchase Details', 'Split Line', and 'Distribution Template'. A 'Reconcile Statement' dialog box is open, showing 'Line: 8' and 'Description:'. The 'Transaction Line Comments' section contains a text area with 'Under Review' entered. The 'Associated Document' section has an 'Attachment:' field with 'Attach', 'View', and 'Delete' buttons. At the bottom of the dialog are 'OK', 'Cancel', and 'Refresh' buttons.

Line	Card	Card No.	Date	Description	Status	Amount	Icons	Valid	Valid	Yes	No
5	VISA	*****0895	10/27/2009	FINANCIAL ACCOUNTING F	Approved	156.00 USD		Valid	Valid	Yes	No
6	VISA	*****0895	10/08/2009	OFFICEMAX CT IN#161374	Approved	284.27 USD		Valid	Valid	Yes	No
7	VISA	*****0895	10/08/2009	OFFICEMAX CT IN#163488	Approved	556.15 USD		Valid	Valid	Yes	No
8	VISA	*****0895	10/09/2009	OFFICEMAX CT IN#164263	Verified	31.56 USD		Valid	Valid	Yes	No
9	VISA	*****0895	10/09/2009	OFFICEMAX CT IN#189426	Approved	11.89 USD		Valid	Valid	Yes	No

As part of the month end closing processes, the Program Accountant in the Controller’s Office will then review the transaction and update the transaction status to “Approved” status.