Transaction Approval

User Guide

Count on more.

Transaction Approval – User Guide

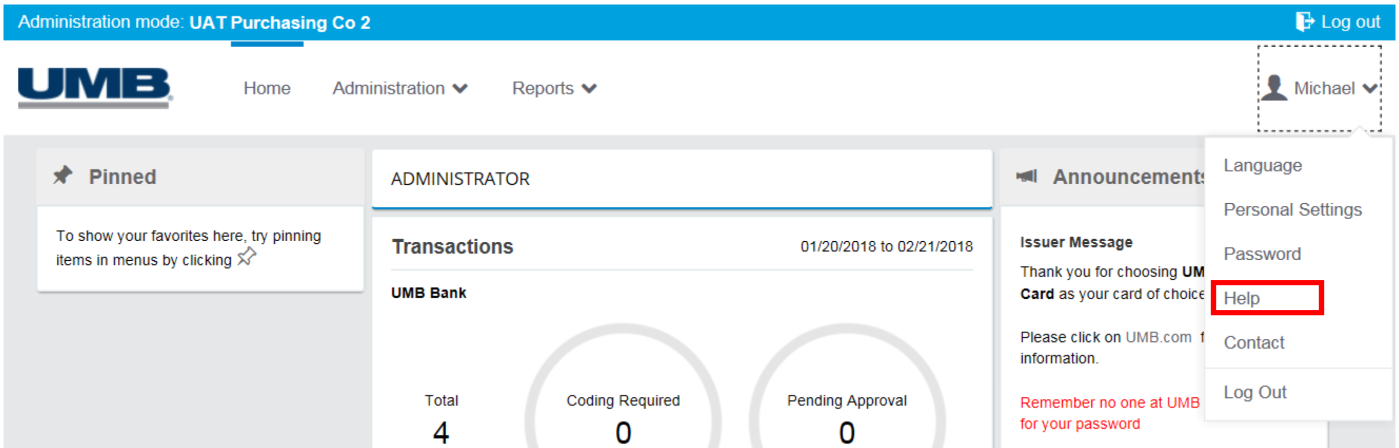
Version 4.0 07022018 FINAL March 2018

Contents

Introduction...4
Approver responsibilities...4
Logging In...5
Viewing transactions requiring approval...5-6
Viewing items by approval status...7
Actioning approvals...8
Approving individual transactions...9
Approving multiple transactions...10
Approving all transactions...10
User reports……………………………………………………………… 10-11

Introduction

This Transaction Approval User Guide will take you through the process of approving your employee's card and cash transactions in the UMB Commercial Card platform. You can also find help online in the card dashboard by selecting Help from the right dropdown menu underneath your name.



Note: The screens, options, and labels on your environment may vary from the examples in this document depending on the configuration for your organization.

If you have any questions regarding the UMB Commercial Card platform, please contact your program administrator.

Approver responsibilities

As an approver, you must:

- Comply with your organization's corporate expense policy.
- Delegate your approval responsibilities to another approver prior to taking leave. Please contact your UMB administrator for information on how to delegate approvals.
- Ensure employees have submitted all receipts and tax invoices for their transactions.
- Ensure employees have included a description of the transaction.
- Inform your administrator of any changes to your details.
- Ensure your employees are not using their card for personal expenses.

Logging In

1. Go to https://identity.commercialcard.umb.com/login
2. Click **Login**.
3. In the **Expenses** pane, click **login**.
4. Enter your **username** and **password**.
5. Press the **Enter** key or click **Login**.

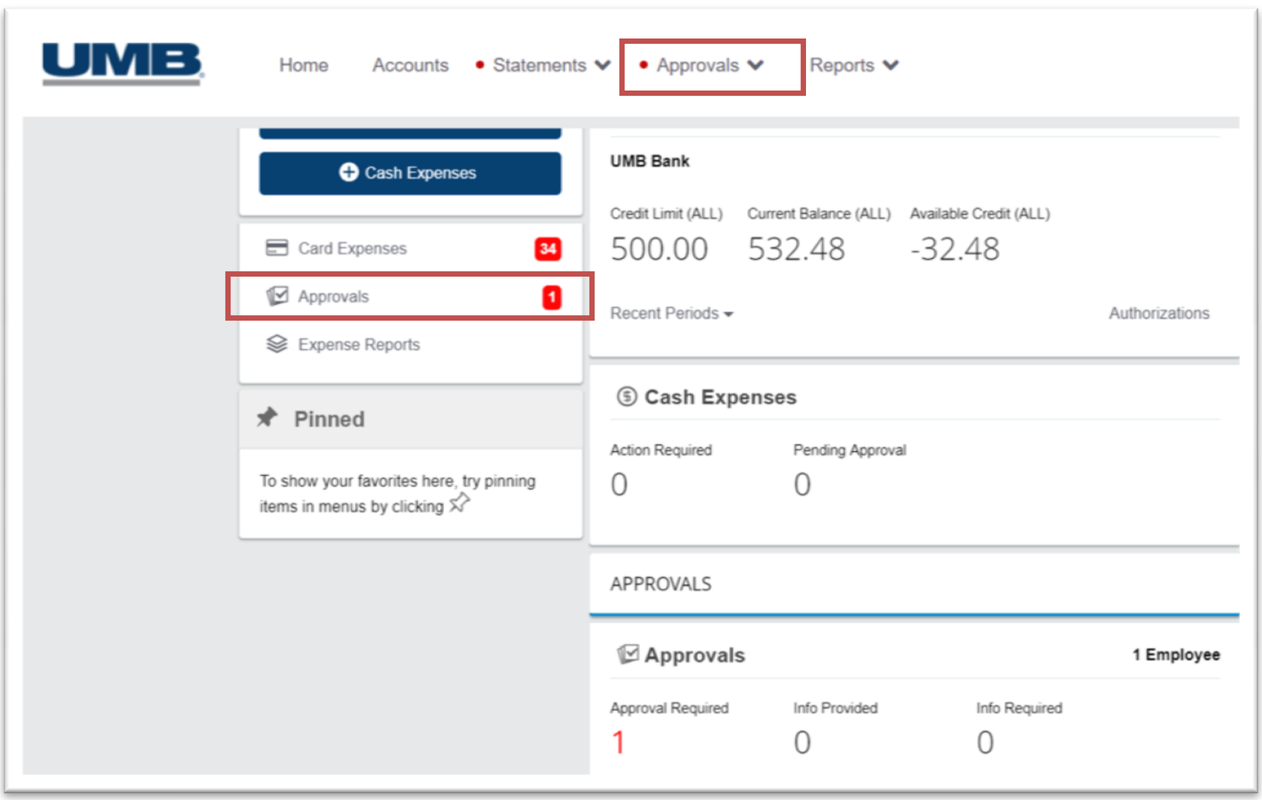
Note: If you are logging in for the first time, the login disclaimer message may appear. Read the standard terms and conditions, and click **Accept** to proceed.

Viewing transactions requiring approval

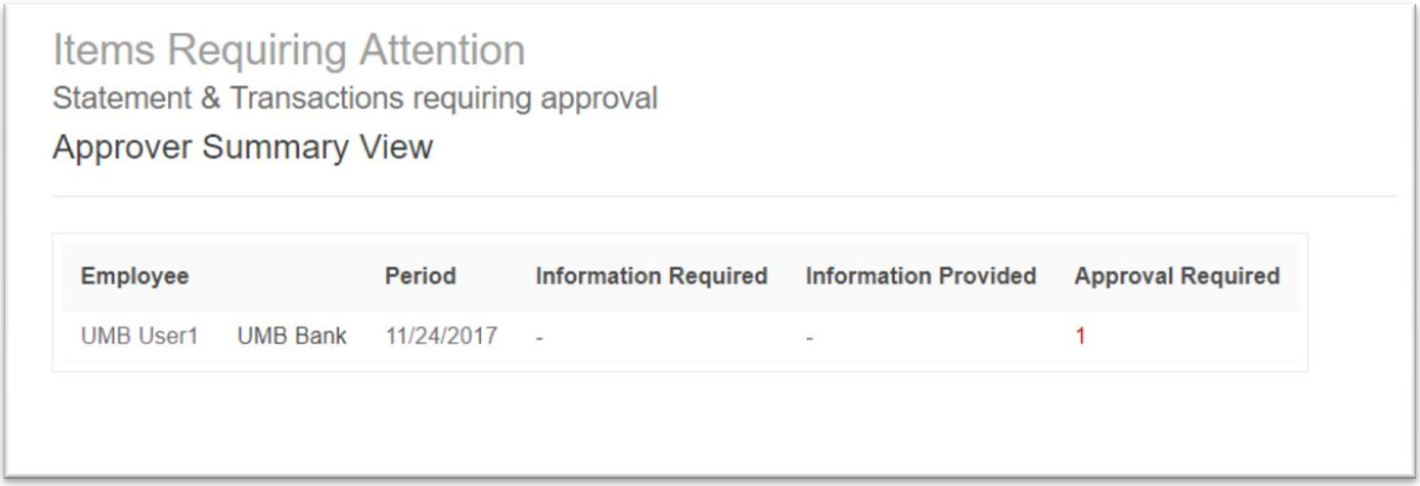
If there are transactions that require your approval, an indicator displays next to **Approvals** in the **main menu**. A count of items requiring your approval displays beside **Approvals** in the quick actions area, under the **Attention Required** heading.

To view the transactions awaiting your approval, you can either:

1. Click **Approvals** in the quick actions area, or
2. Select **Approvals > Items Requiring Attention** from the main menu.

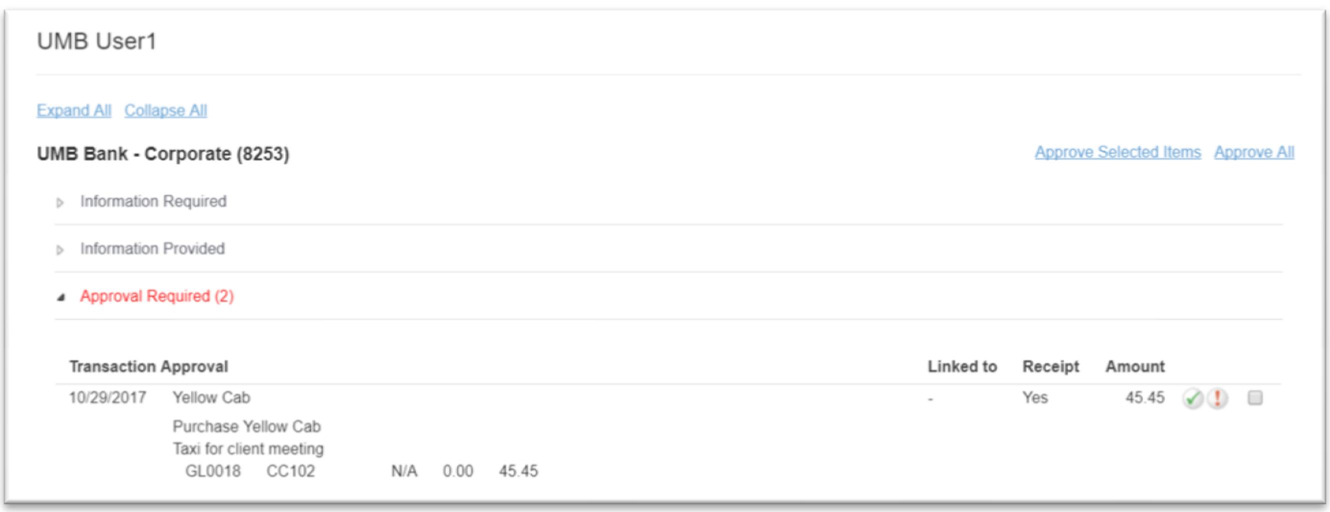


After you have selected to view your approvals, the **Items Requiring Attention** screen appears. This screen is arranged by employee, with transactions needing approval grouped by transaction type (e.g. card issuer or cash expenses).



In the **Items Requiring Attention** screen, you can select one of the below to view more detail:

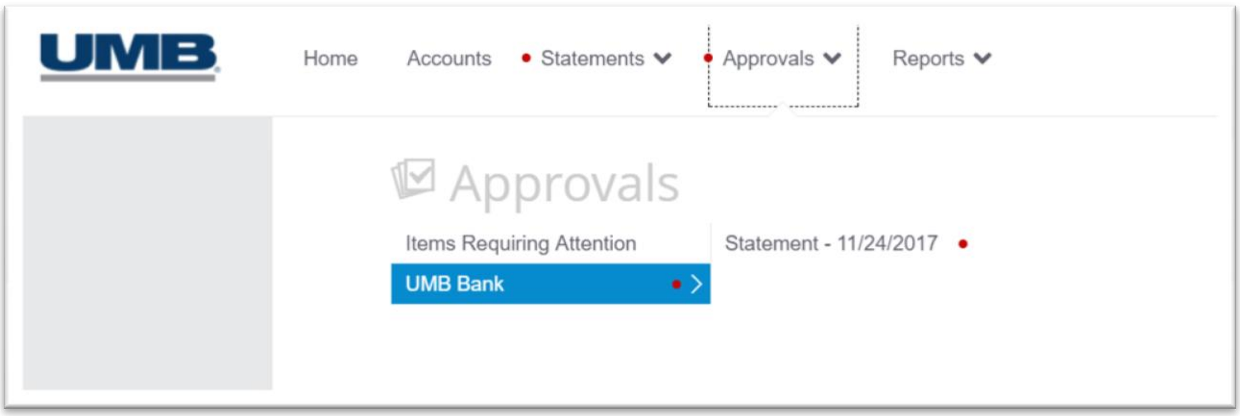
1. An employee's name to display all transactions that need approval across all periods and all account types.
2. A statement period beside an employee's name to display only the transactions for that period and that account type.
    a. With this filter, the **Transaction Approval** screen appears, allowing you to view the employee's transactions that require approval. The items are categorized by account type, and the **Approval Required** list is automatically expanded for each type. For each transaction, you can view the supplier, item description, transaction date, amount, coding details, any linked receipts, and any linked expense report.



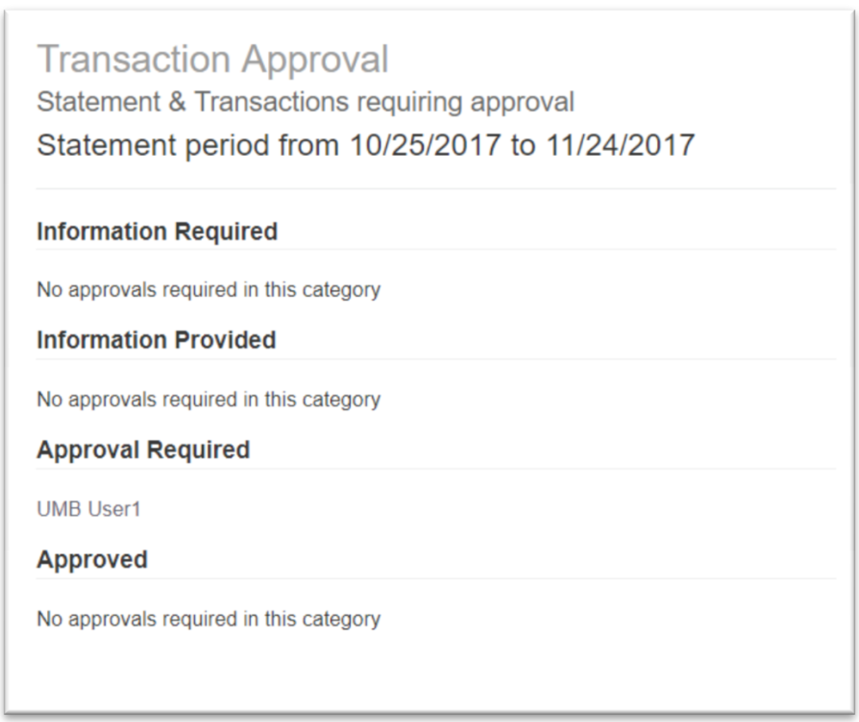
Viewing items by approval status

You can view transactions based on approval status for specific statement periods. This enables you to see the items waiting for your approval, declined items, approved transactions, and items you requested more information for. An indicator displays next to statements that require approval action.

Select the account type and statement period from the **Approvals** menu item.

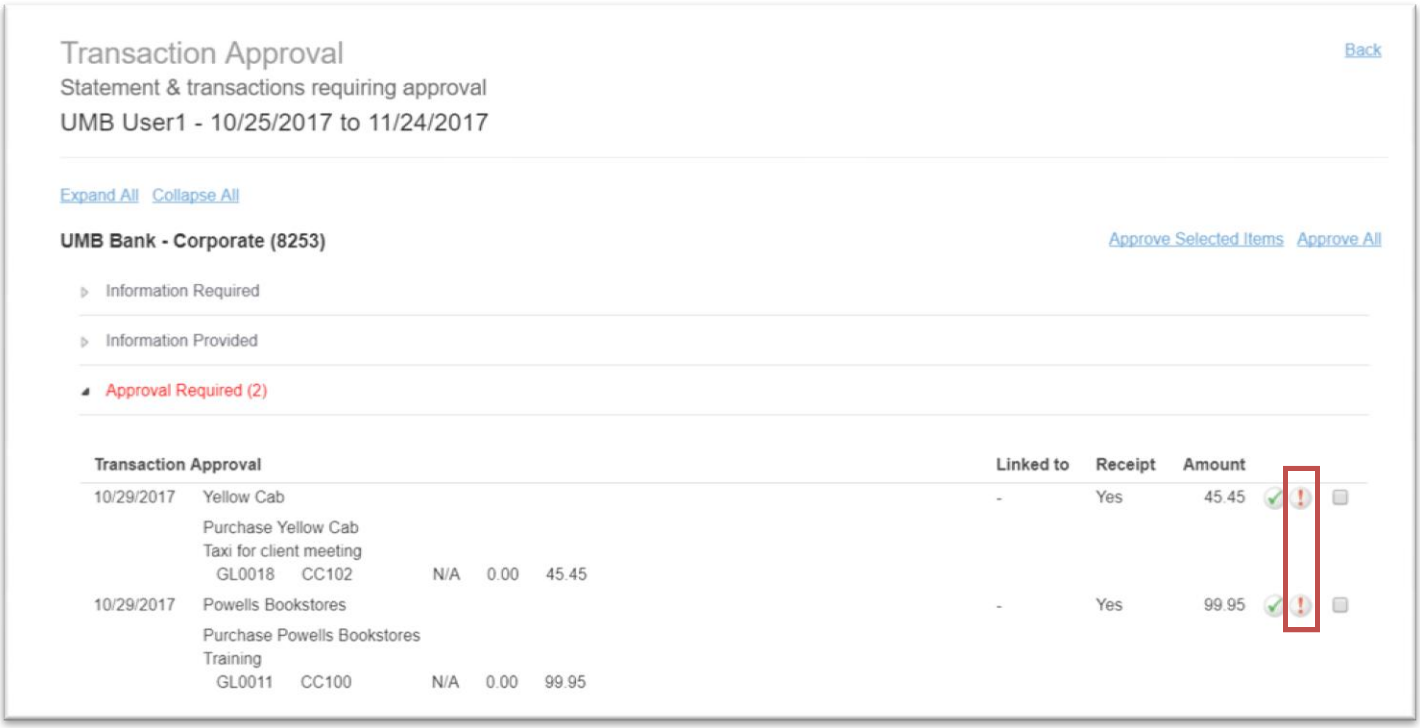


The **Transaction Approval** screen displays accountholders with transactions that require attention, grouped by approval status. Click the employee name to view and perform approval action on the transaction(s).



Actioning approvals

The second column of icons in the **Transaction Approval** screen indicates the status of each transaction.

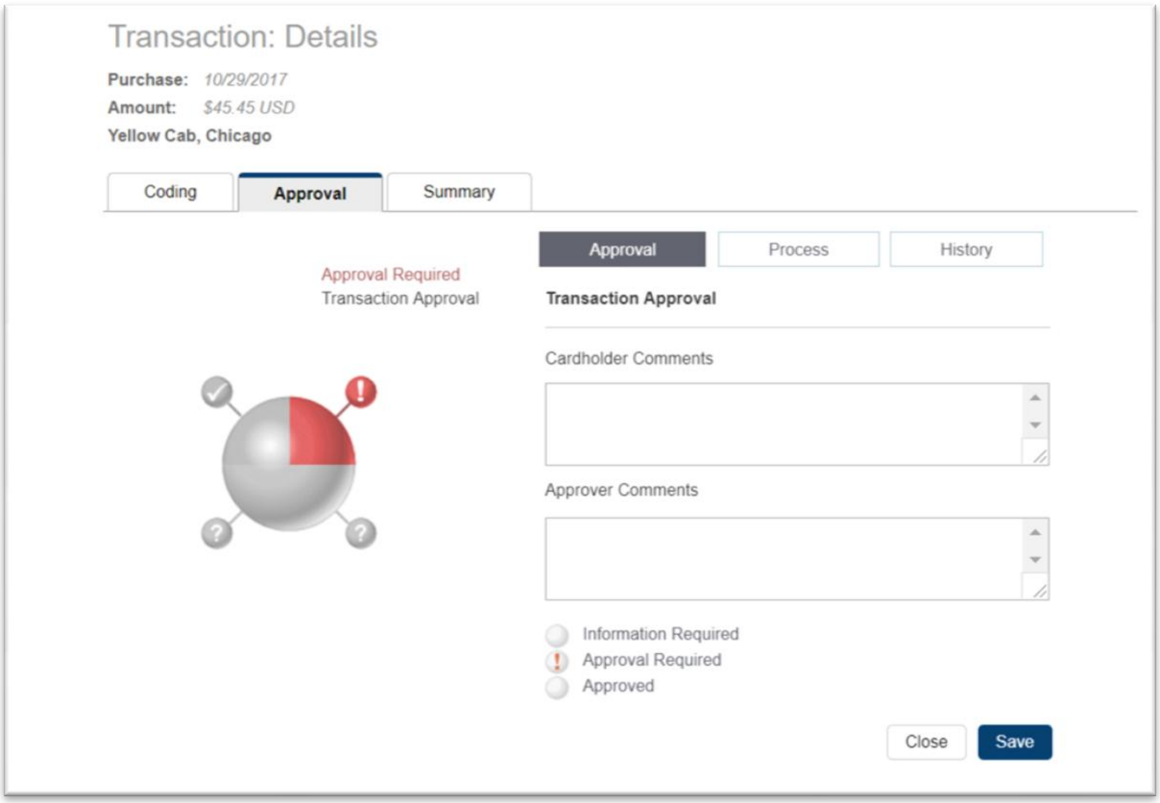


A transaction can have one of the following status icons. Use the icon to view more details on the transaction, or to change the approval status.

Icon	Status Description	Details
?	**Information Required**	The approver has requested more information.
!	**Approval Required**	The transaction requires approval action.
✓	**Approved**	The transaction has been approved.

Approving individual transactions

1. Click next to the transaction.
2. In the **Transaction Details** window, add **Approver Comments** and/or select a new approval status for the transaction, and click **Save**.
3. Click **Next** to begin the process.



Note: If you select **Information Required**, you must specify the information you require in the **Approver Comments** box.

Approving multiple transactions

You can approve multiple transactions directly from the **Transaction Approval** screen.

1. In the **Transaction Approval** screen, select the check boxes for the transactions you want to approve.
2. Click **Approve Selected Items**.

Approving all transactions

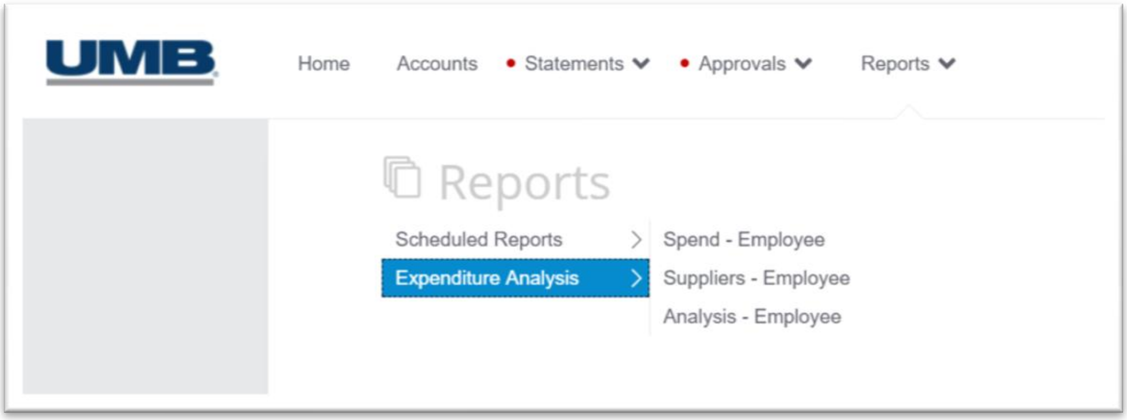
To approve all transactions displayed in the **Transaction Approval** screen, click **Approve All**.

The approve all function only approves transactions that require approval, and does not change previously actioned transactions. We recommend setting an Approver Disclaimer if you use this option. This ensures liability is with the approver and s/he understands the consequences if they do not perform due diligence.

Using reports

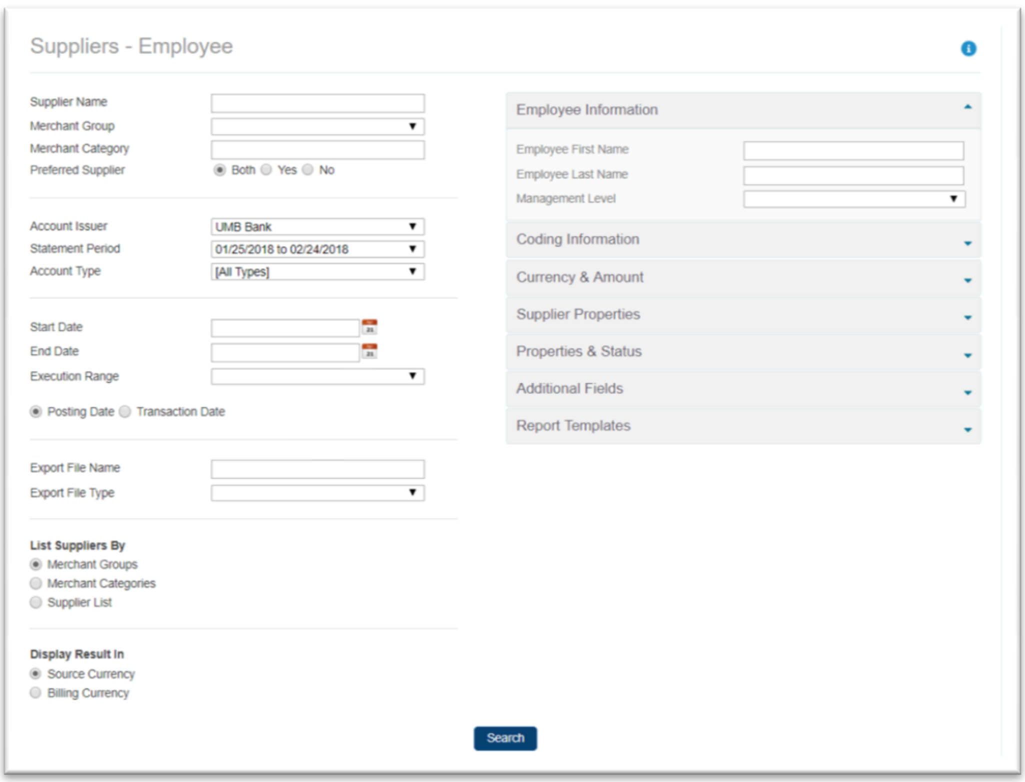
Reports are grouped into categories, such as **My Information** and **Expenditure Analysis**. The reports available to you depend on the rights assigned by your administrator.

In the **Reports** menu, select the report category, and then click the report you want (for example, *Expenditure Analysis > Suppliers - Employee)*.



In most reports, a search window appears. In the search window, specify the criteria for your report, and click **Search**.

The generated report normally displays a high-level summary of results. To display more details, click the area of interest within the report.



Note: If you select a **Statement Period**, the **Start Date** and **End Date** must be blank. Similarly, if the **Statement Period** is blank, you must enter a **Start Date** and **End Date**.