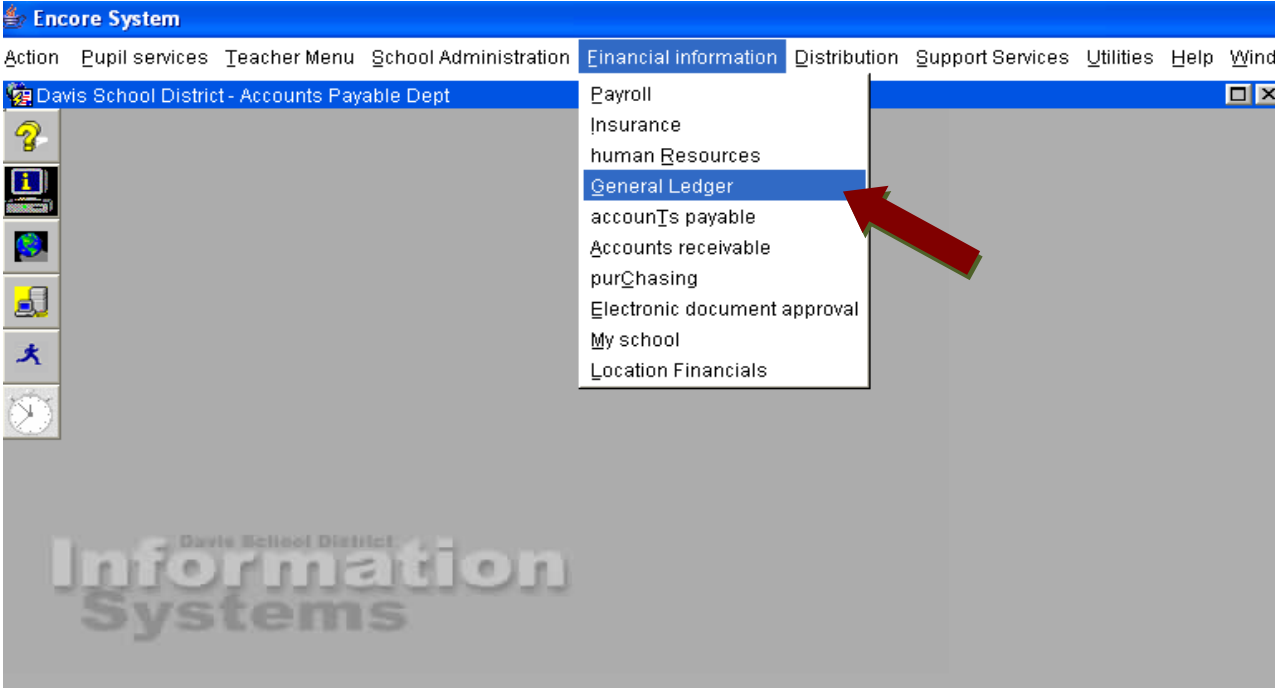


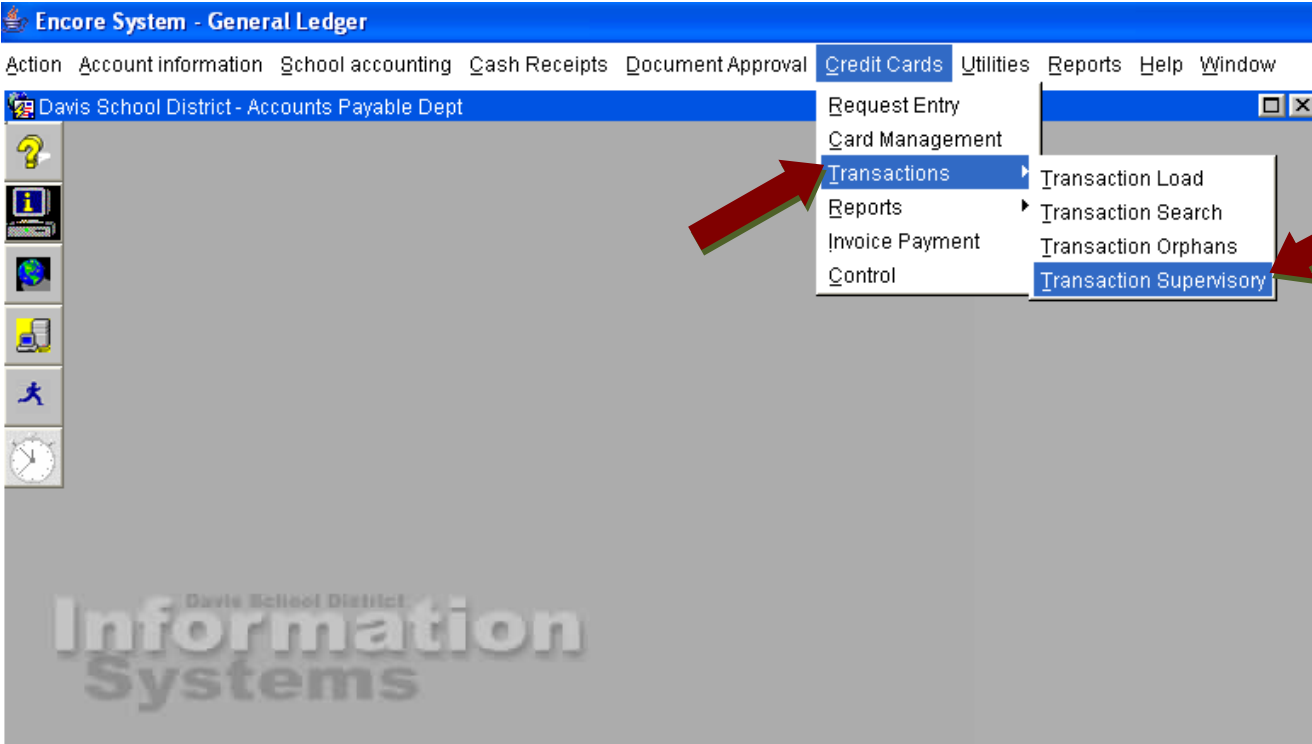
Account Reconciliation for Credit Card Charges

For Secretaries and Principals

Under Financial Information, select General Ledger



- Under Credit Cards, select Transactions then Transaction Supervisory



Credit Card Transactions Search Screen

Encore System - General Ledger

Action Edit Query Block Record Field Help Window

Credit Card Supervisory

Credit Card Transactions Search

Billing Period

Transaction Date Range To

Employee Name Or Id

Reconciled

Locations

<input checked="" type="checkbox"/>	25	ACCOUNTS PAYABLE DEPT
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Select billing period

If you would like to see single transactions, enter other search parameters as needed.

Select the Search button to continue

The screenshot displays the 'Credit Card Transaction Report' window. It features several data tables and control elements:

- Account History Table:**

Status	Fund	Loc	Prog	Func	Acct	Entry User	Entry Date	Amount
TRANSAC	10	25	2770	2500	610	PATTYF	07-JUL-2008	\$144.00
- New Accounts Table:**

Fund	Loc	Prog	Func	Acct	Amount
10	25	2770	2500	740	\$100.00
10	25	2770	2500	610	\$44.00
Total Amount					\$144.00
- Buttons:** Save, Approval History, Delete Pending, Dismiss.
- Callout:** A box with the text 'Amounts must balance' points to the 'Amount' column of the 'New Accounts' table.
- Annotations:** Red arrows point to the 'Save' and 'Approval History' buttons.

Enter the new account(s) you wish to use. If more than one account is used, the total of individual amounts must balance to the total transaction amount.

If using an account outside of your school or department, it will go through the approval process. To see the approval status, select the [Approval History](#) button.

[Save](#) your changes.

Encore System - General Ledger

Window

Credit Card Supervisory

Credit Card Transaction Report

Account History

Status	Fund	Loc	Prog	Func	Acct	Entry User	Entry Date	Amount
PENDING	10	25	2770	2500	610	KARENL	09-JUL-2008	\$44.00
PENDING	10	25	2770	2500	740	KARENL	09-JUL-2008	\$100.00
TRANSAC	10	25	2770	2500	610	PATTYF	07-JUL-2008	\$144.00

New Accounts

Fund	Loc	Prog	Func	Acct	Amount
Total Amount					

Buttons: Save, Approval History, **Delete Pending**, Dismiss

Trans Date: 25-JUN-2008, Amount: \$144.00, Sales Tax: \$0.00

Status: TRANSACTION, Post Date: 27-JUN-2008

Status Reason: TRANSACTION

Merchant Address: 801-9246159, UT, 84119

Entry User: PATTYF, Entry Date: 07-JUL-2008

Update User: , Update Date:

Accounts

Fund	Loc	Prog	Func	Acct	Amount
10	25	2770	2500	610	\$144.00

Check All Grand Total \$144.00

Buttons: Print, Update Account, Dismiss

Once the account(s) have been added, they move up into the Account History. If you wish to delete the account(s) entered, highlight the account line and select the Delete Pending button.

