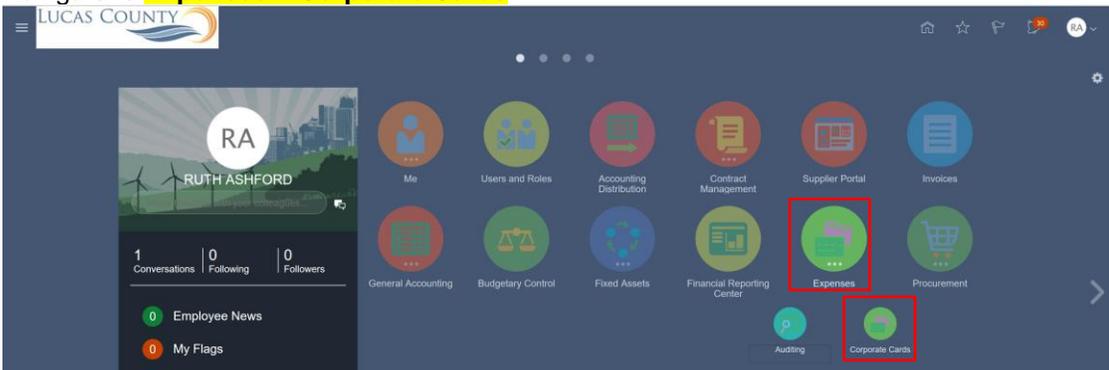
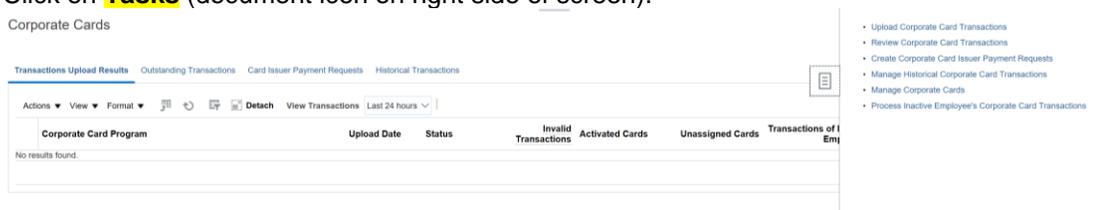


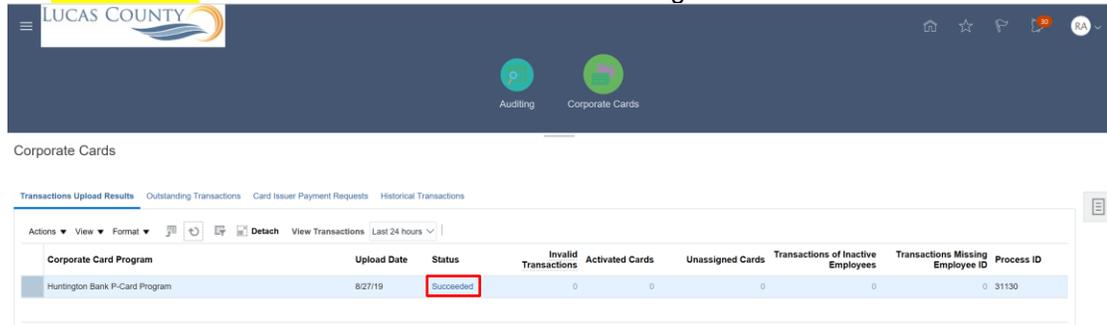
Upload and Review Card Transactions

Audience: Credit Card Administration

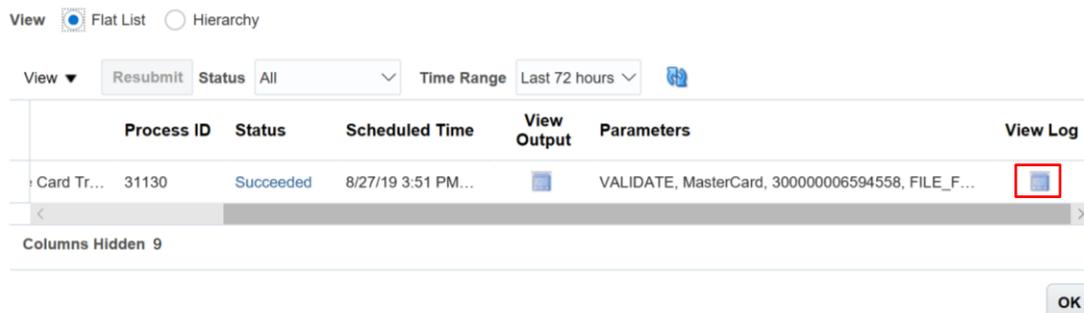
Purpose: This job aid will assist you with uploading credit card transactions and reviewing invalid and valid transactions.

Step	Action
1	<p>Navigate to Expenses > Corporate Cards.</p> 
2	<p>Click on Tasks (document icon on right side of screen).</p> 
3	<p>Select Upload Corporate Card Transaction.</p>
4	<p>Add the following parameters:</p> <ul style="list-style-type: none"> -Process Type = Upload and validate -Card Brand = MasterCard -Corporate Card Program = Huntington Bank P-Card Program -Company Account Name = Lucas County Treasurer -Account Type = Employee Card -File Name = <blank> -Download Profile Name = Lucas County PCard <p>Click Submit.</p>

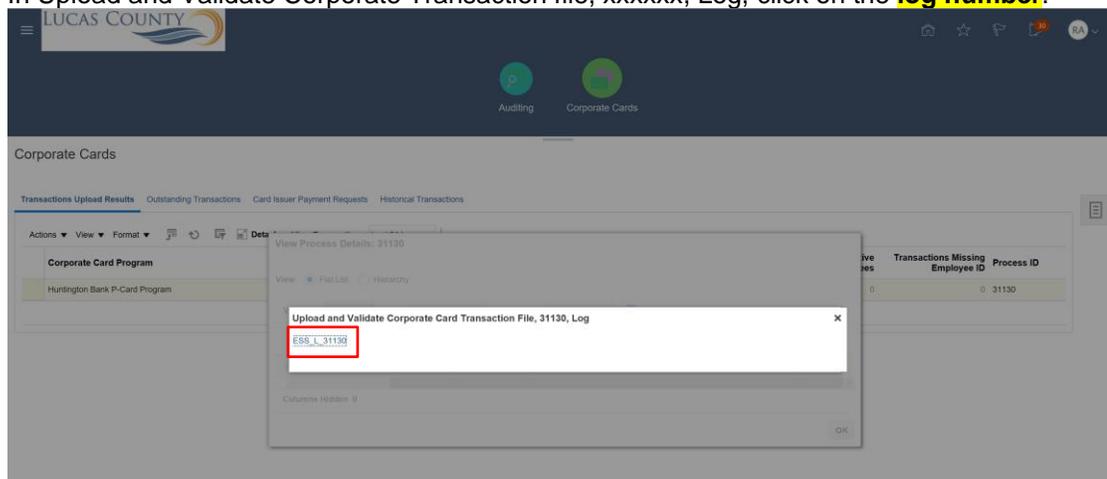
- 5 Refresh the process by clicking on the **Refresh Icon** until it shows as “**Succeeded**”, click on the **Succeeded** link on the submission line to view the log.



- 6 Scroll across to the View Log column and click on the **View Log** icon.
View Process Details: 31130



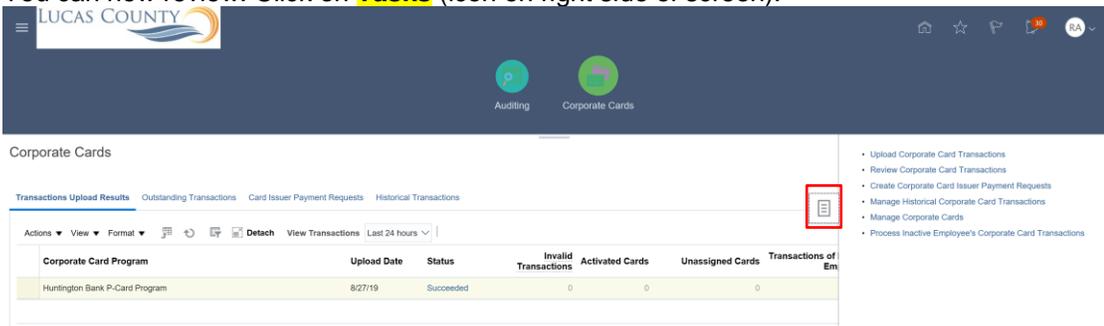
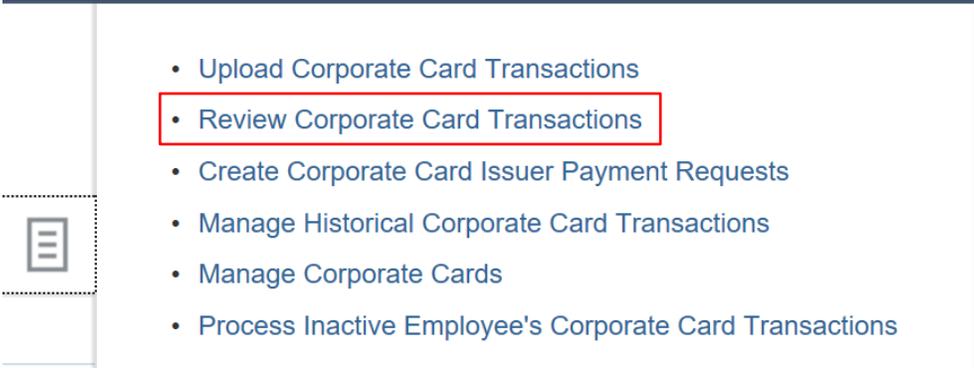
- 7 In Upload and Validate Corporate Transaction file, xxxxxx, Log, click on the **log number**.



- 8 Select to **Open with Wordpad** and click **Ok**.

- 9 Scroll down and check for the number of transactions processed.

- 10 Close the WordPad and close the Log and Process pop-up windows.

11	<p>You can now review. Click on Tasks (icon on right side of screen).</p> 
12	<p>Click on the Review Corporate Card Transactions menu item.</p>  <ul style="list-style-type: none"> • Upload Corporate Card Transactions • Review Corporate Card Transactions • Create Corporate Card Issuer Payment Requests • Manage Historical Corporate Card Transactions • Manage Corporate Cards • Process Inactive Employee's Corporate Card Transactions
13	<p>Use the following parameter: **Corporate Card Program = Visa Program. The date of file upload can be used to restrict the search to only the transactions processed on the last update. Select Search.</p>
14	<p>Review the transaction downloaded and statuses. Highlight a transaction and scroll to view the transaction details.</p>