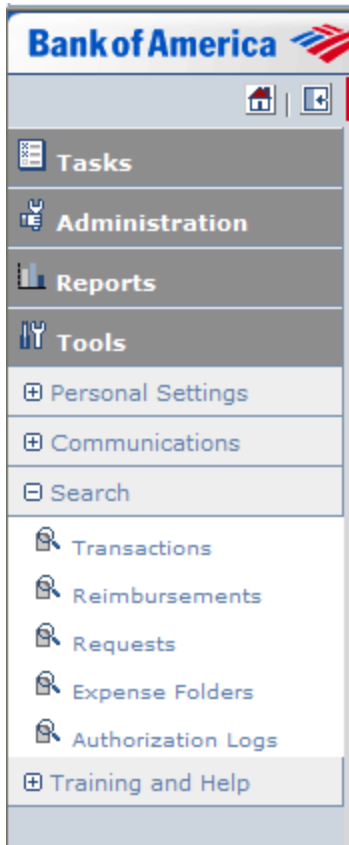


FINDING SIGNED OFF TRANSACTIONS, REIMBURSEMENTS, OR EXPENSE FOLDERS

You may want to find older transactions or expense folders for information purposes or for reprinting the cover page.

FINDING SIGNED OFF TRANSACTIONS, REIMBURSEMENTS, OR EXPENSE FOLDERS



1
In the Left Navigation Bar, **Click on Tools, then Search.**

Click your choice... Transactions, reimbursements, or Expense Folders.

You will be presented with one of the search criteria windows, depending on whether you clicked on Transactions, reimbursements or Expense Folders in the previous step.

2
Complete any fields to narrow your search. All fields are not required, but help to narrow the search.

Transaction search criteria

Cardholder first name: Status:

Cardholder last name: Disputed: ▼

Document number: Acting as: ▼

Vendor: Cardholder signoff: ▼

Posting date: 01/01/2007 - 04/10/2007 Manager signoff: ▼

Card: (any) Accountant signoff: ▼

Expense Folder search criteria:

Owner first name: Status:

Owner last name: Acting as: ▼

Expense folder name:

Creation date in range: 01/01/2007 - 04/10/2007

3
You will be presented with a listing of transactions or expense folders in the upper portion of the screen. Find the transaction or expense folder and click on it. In the lower portion of your screen you will find all the information about your transaction, you can view your comments, and/or print the transaction again.