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ADMINISTRATOR

Transactions 03/07/2018 to 02/08/2018

Lloyds Bank

Total 920 Coding Required 432

| Transactions | Debit (GBP) | Credit (GBP) |
|--------------|-------------|--------------|
| 920 | 72,608.09 | 87,327.24 |

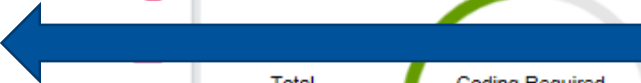
[View full transaction summary](#)

Recent Periods ▾

Account Management

| | Unmapped | Active |
|--|----------|--------|
| | 3 | 454 |
| | | 0 |

• Click into "Approvals"





Home Administration ▾ Statements ▾ Approvals ▾ Reports ▾

| Employee | | Period | Information Required | Information Provided | Approval Required |
|-----------------|-------------|------------|----------------------|----------------------|-------------------|
| Alan Riddell | Lloyds Bank | 04/06/2018 | 1 | - | - |
| | | 02/05/2018 | 1 | - | - |
| Andrew Goor | Lloyds Bank | 02/07/2018 | - | - | 1 |
| Ann Le...vre | Lloyds Bank | 02/08/2018 | 1 | - | - |
| Benjamin Stuart | Lloyds Bank | 02/08/2018 | - | 1 | - |
| | | 02/07/2018 | - | 1 | - |

- Click into the cardholder name



Transaction Approval
Statement & transactions requiring approval
Andrew Goor

[Expand All](#) [Collapse All](#)

Lloyds Bank

- Information Required
- Information Provided
- Approval Required (1)**

All Transactions Approval

| | | | | | | | |
|------------|----------------------|-----------------------------------|-------------|------|-----|------|------|
| 26/06/2018 | Abellio Scotrail Ltd | Global Sustainability Trust forum | CFN1-ADG6XX | 6012 | VAT | 0.95 | 5.70 |
|------------|----------------------|-----------------------------------|-------------|------|-----|------|------|

1. Review the high level information. Does the spend look reasonable?
2. Check that code doesn't contain "HOLDCC" or "6300"*
3. If you see "VAT" check that a UK VAT receipt has been attached by clicking on the "Yes" in the Image column**

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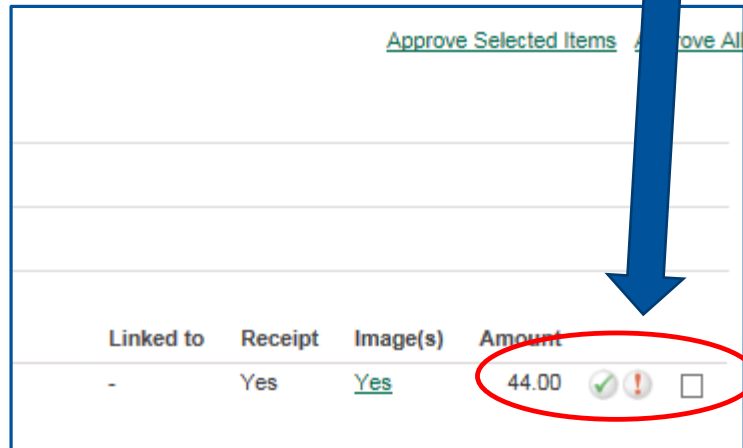
[Approve Selected Items](#) [Approve All](#)

| Linked to | Receipt | Image(s) | Amount |
|-----------|---------|---------------------|--------|
| | | Yes | 5.70 |

4. If all of the above looks ok, then check the box and click on "Approve Selected Items"
5. If anything is wrong then you need to let the cardholder know that they have a correction to make. To do this - see next slide.

* These are holding codes and not valid charge codes
 ** A valid UK VAT receipt must contain a VAT number on it

1. Click into the second radial button (will normally be an exclamation mark)



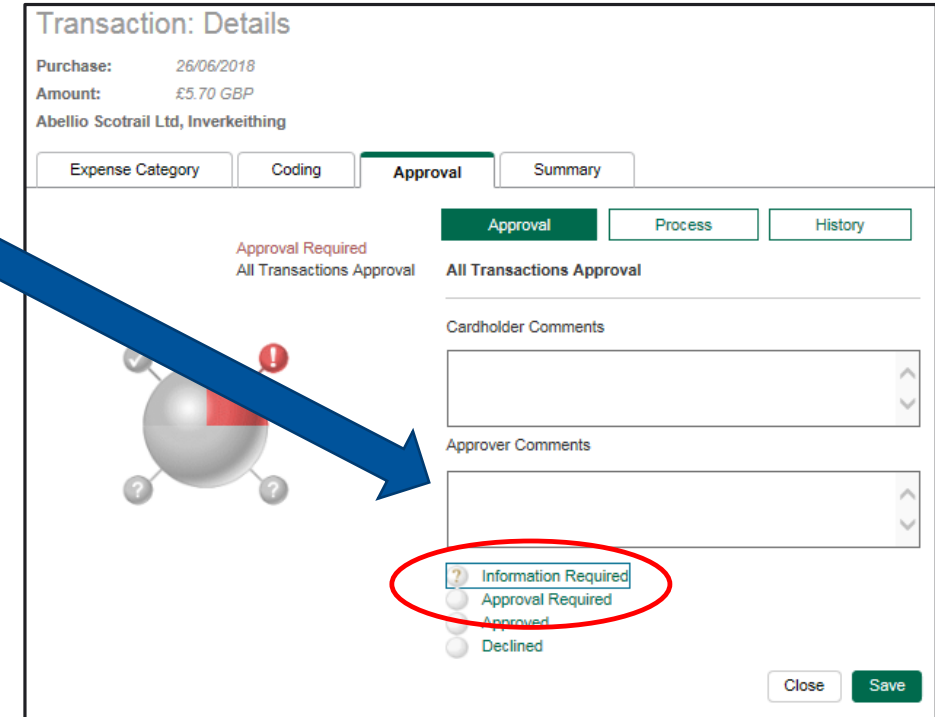
| Linked to | Receipt | Image(s) | Amount |
|-----------|---------|---------------------|--|
| - | Yes | Yes | 44.00 <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="checkbox"/> |

2. Enter some details about what is wrong in the “Approver Comments” box

3. Select “Information required”

4. HIT SAVE

5. This will change the status of the transaction and send it back to the cardholder for correcting.



Transaction: Details

Purchase: 26/06/2018
Amount: £5.70 GBP
Abellio Scotrail Ltd, Inverkeithing

Expense Category | Coding | **Approval** | Summary

Approval Required
All Transactions Approval

Approval | Process | History

All Transactions Approval

Cardholder Comments

Approver Comments

Information Required
 Approval Required
 Approved
 Declined

Close Save

NOTE: DO NOT SELECT “DECLINED”. THAT SHOULD ONLY BE USED IF THE SPEND IS UNAUTHORISED AND THE CARDHOLDER IS TO REFUND THE MONEY TO THE UNIVERSITY**