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ADMINISTRATOR

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

Lloyds Bank

Total 920 Coding Required 432

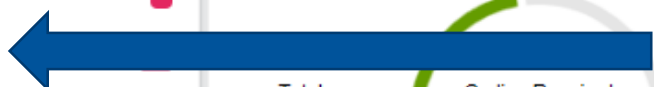
Transactions 920 Debit (GBP) 72,608.09 Credit (GBP) 87,327.24

[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



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Previous Next

Approve Selected Items Approve All

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

- Click on the green tick to open the transaction
- Click into the expense category (green hyperlink)
- Go to the Comments tab to read the details of what the spend was for
- Then go to the APPROVAL TAB

Transaction: Details

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

Expense Category Coding Approval Summary

Options Allocation **Comments**

Travel - Please enter additional information about the event (conference, course, meeting etc) to which this travel relates

Travellers/Attendees: Andy Goor

Name of event(s): Global Sustainability Trust forum

Start Date: 26/06/2018
End Date: 26/06/2018
Town/City: Edinburgh
Country: Scotland

Cancel Delete Undo Save

Transaction: Details

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

Expense Category Coding Approval Summary

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Transaction: Details

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Abellio Scotrail Ltd, Inverkeithing

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

Approval Required
All Transactions Approval

Approval | Process | History

Cardholder Comments

Approver Comments

Information Required
 Approval Required
 Approved
 Declined

Close Save

- If you are happy to approve the transaction select "Approve" and Hit Save

If there is something wrong

- Put a comment in the Approver comment box to explain the issue
- Select "Information required"
- HIT SAVE** this will send the transaction back to the cardholder to fix

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

Cardholder Comments

Approver Comments

Information Required
 Approval Required
 Approved
 Declined

Close Save

NOTE: DO NOT SELECT "DECLINED". THIS BUTTON SHOULD ONLY BE USED IF THE SPEND IS UNAUTHORISED AND THE CARDHOLDER IS TO REFUND THE MONEY TO THE UNIVERSITY**