

# How to Approve Credit Card Transactions

Approving credit card transactions is of vital importance to AFS-USA’s systems of internal control. Tight approval processes are instrumental in detecting fraud and ensuring accurate coding and financial reporting. The role of an approver is critical and will only be granted to those individuals on your Teams in leadership positions (i.e., Chair and/or Treasurer).

As an approver, you will be responsible to: (1) make sure the vendor and the amount of the transaction is in line with your Team’s activities and authorized spending limits, (2) review the cost allocation codes to ensure they are correct, and (3) ensure that receipts are attached and complete.

## Specific procedures are as follows:

1. Log in to Works and view your pending tasks under the **Action Items** section. This will tell you how many transactions you need to Approve. Click the link under the **Current Status** column to go directly to the charges waiting for your sign off.

From the top menu bar, click on Expenses>Transactions>Approver

Action	Acting As	Count	Type	Current Status
Sign Off	Approver	3	Reimbursement	<a href="#">Pending</a>
Sign Off	Approver	13	Transaction	<a href="#">Pending</a>

2. Review each item by clicking on the **Document#** and then on **View Full Details**. You will then be “in” the transaction and you can see the details of the expense, allocation codes assigned and uploaded receipt(s).

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Uploaded Receipt
<a href="#">TXN00056331</a>	<a href="#">8563</a>	<a href="#">AH</a>	07/30/2018	07/27/2018	<a href="#">Collins, Joe</a>	10.00	J2 MYFAX SERVICES	✓   ✓   ✓	U-NA-IT00-A-ADM-8208	10.00	<a href="#">No</a>
<a href="#">Allocate / Edit</a>			07/31/2018	07/30/2018	<a href="#">Chan, Ben</a>	3.08	UBER TRIP QIYXO	✓   ✓   ✓	U-NA-GS19-S-CHP-8713	3.08	<a href="#">Yes</a>
<a href="#">Sign Off</a>			07/31/2018	07/30/2018	<a href="#">Chan, Ben</a>	100.79	UBER TRIP QIYXO	✓   ✓   ✓	U-NA-GS19-S-CHP-8713	100.79	<a href="#">Yes</a>

3. Once in the transaction, you can navigate through the data by clicking on the tabs that are available in **View Full Details** (*Transaction, Allocation & Detail, Dispute and Receipts*).

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**TXN00056331**

**Purchase Amount:** 10.00  
**Post Date:** 07/30/2018  
**Vendor Name:** J2 MYFAX SERVICES  
**MCC:** 5968 (CONTINUITY/SUBSCRIPTION MERCHANTS)

<b>Transaction</b>	<b>Allocation &amp; Detail</b>	Dispute	Receipts
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**Bank Transaction #:** 55432868208200731883045  
**Purchase ID:**  
**CRI Reference:**  
**Vendor ID:** [203528000192138](#)  
**Vendor Address:** CA, 90028

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**Comments**

**monthly efax for out posted**  
Joe Collins | 08/07/2018

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**Transaction tab** – here you can review details about the vendor and review comments made by the cardholder as to the nature of the expense.

**Allocation & detail tab** – review all the fields containing account codes – cost center, function, project and account – to make sure the codes are correct. You can get a full description of the account code by clicking in the appropriate field.

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<b>Purchase Amount:</b> 100.79 <b>Tax Amount:</b> 0.00 <b>Allo</b>					
Ind Type	GL02: Entity	GL03: Cost Center	GL04: Function	GL05: Project	GL06: Account
	NA	GS19	S	CHP	8713

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**Dispute tab** – this will be used only if a charge is disputed (because of fraud or other vendor related issues) and **not** if you, as approver, find errors made by cardholders in coding or attaching receipts.

**Receipts tab** – you can access a receipt by clicking on the receipt file name rather than the View PDF button which will take longer to open.

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID	
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	08/06/2018	Chan, Ben	07/30/2018	Uber - home to JFK 07-30-18	240.7 KB	Home to JFK Hotel	TXN00056375

1 Selected | 1 item

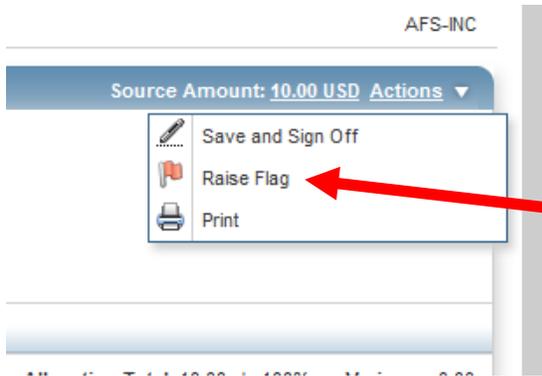
[View Receipt](#)

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[View PDF](#)

[Close](#)

4. During your review, if there are any issues with the coding, the receipt or the validity of the expense, you should FLAG the transaction. This will halt the approval process and prevent the charge from flowing through the system until it is corrected or explained.



5. Once a charge is Flagged, the Works system will send an email to the cardholder that a charge must be reviewed by him/her. Once a cardholder fixes the issue, they will unflag the item. This action will generate an email back to you that the flag was resolved; you can then go back into the system and review and approve.

6. The final step is the actual approval. Once the above steps are complete, you will click on the down arrow next to Actions and choose Save and Sign off. You can also Sign off on the *Pending Sign Off* Screen - From the top menu bar, click on Transaction>Transaction>Approver and then you will see a list of items to approve. Click the check box next to the one you want to sign off on and then the Sign Off button at the bottom.

