How to Approve Credit Card Transactions

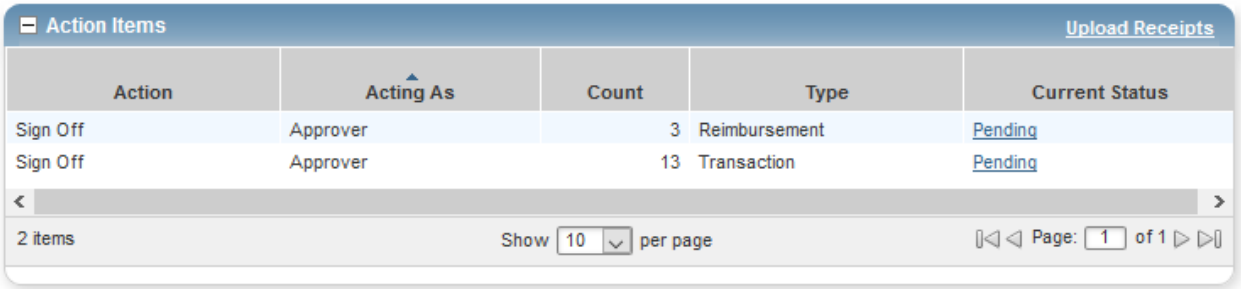
Approving credit card transactions is of vital importance to AFS-USA's systems of internal control. Tight approval processes are instrumental in detecting fraud and ensuring accurate coding and financial reporting. The role of an approver is critical and will only be granted to those individuals on your 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.

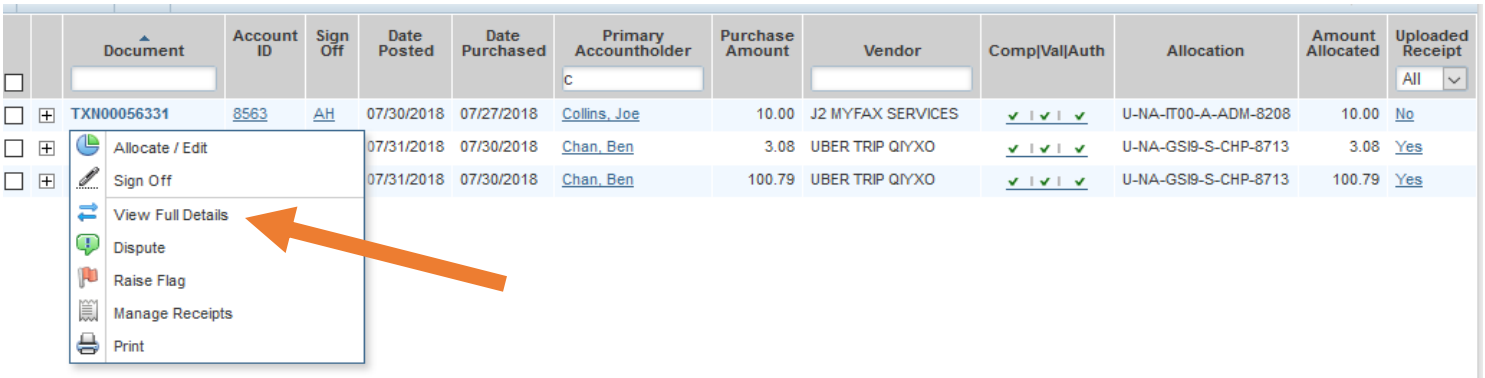
Specific procedures are as follows:

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.

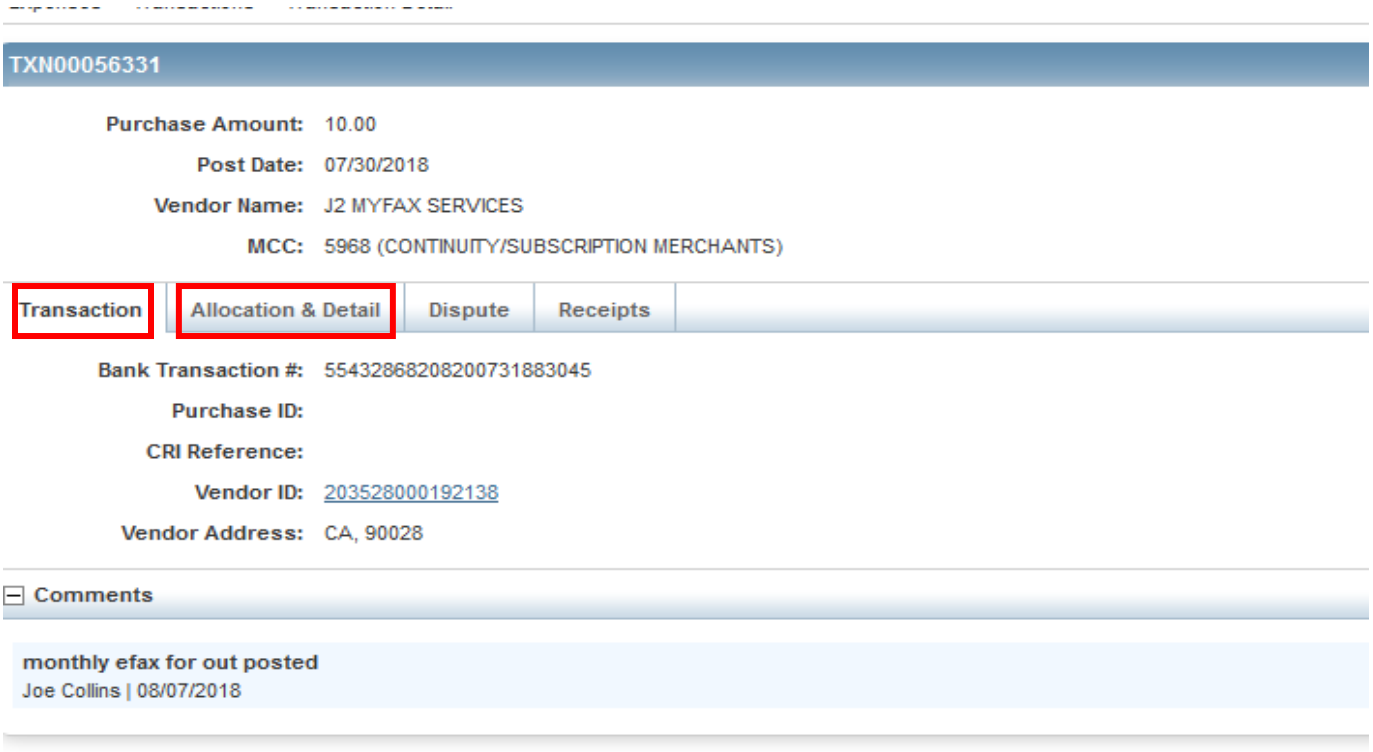
From the top menu bar, click on Expenses>Transactions>Approver



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).



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*).

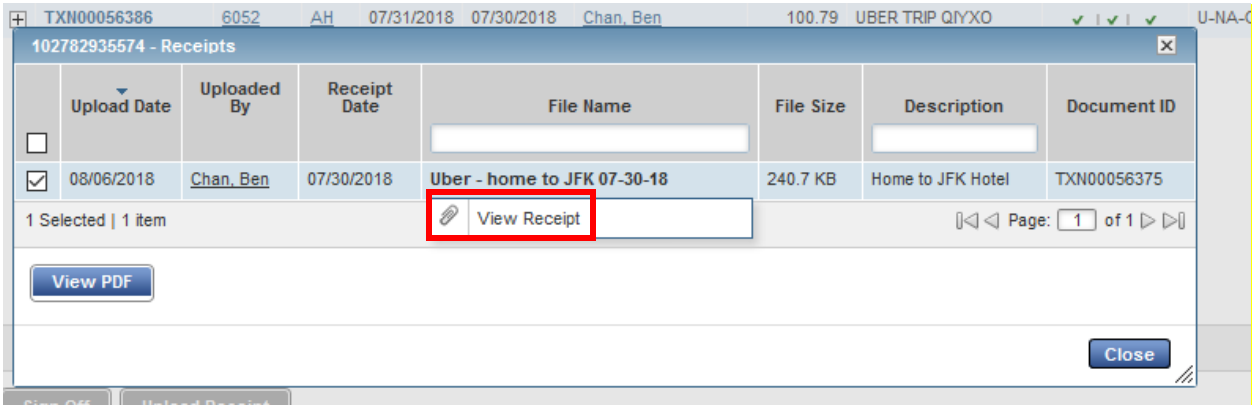


Transaction tab – here you can review details about the vendor and review comments made by the cardholder as to the nature of the expense.

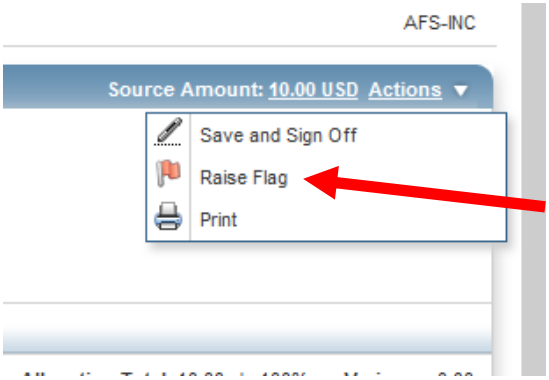
Allocation & detail tab – review all the fields containing account codes – cost center, function, project and account – to make sure the codes are correct. You can get a full description of the account code by clicking in the appropriate field.

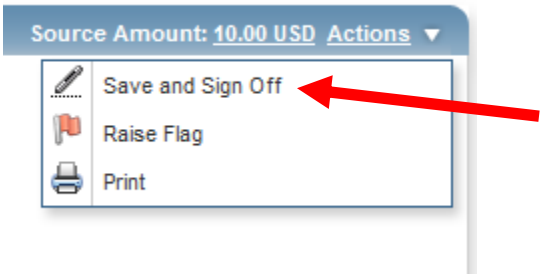
Dispute tab – this will be used only if a charge is disputed (because of fraud or other vendor related issues) and **not** if you, as approver, find errors made by cardholders in coding or attaching receipts.

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.



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 of 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.