Job Aid: How to pull Unassigned (Unallocated) Travel Card Transactions

How to pull Unassigned (Unallocated) Travel Card Transactions

This report will provide all travel card transactions that have not been assigned to an Expense Report or were assigned to an Expense Report not submitted. All transactions must be reconciled, even fraudulent, or transactions that will receive credit. If it's associated with a trip/event, then it is to be added to the trip/event expense report, or an expense report not submitted. Expense Reports can be started once expenses populate in the traveler's profile. If it is not associated with a trip/event such as a catering event with no travel, the cardholder is to reconcile it with an expense report. The report is called **Unassigned Transactions**.



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5. Select Credit Card – Unassigned Transactions

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Cardholders		Credit Card - Unassigned		Credit Card - Unassigned	
Cardholders		Credit Card - Unassigned Transactions		Credit Card - Unassigned Transactions (CBOs)	
Cardholders		Credit Card - Unassigned Transactions		Credit Card - Unassigned Transactions (CBOs)	

6. Supervisors can just hit the **Finish** button at the bottom and pull up their unit. Those with divisional access can filter data for a particular unit by taking the following steps

- a. Enter a keyword to narrow your search
- b. Select Options and Contains any of these keywords underneath the category
- c. Click the Search button, and make your selections from the results
- d. At the bottom of the page, click **Finish**

Division Keywords:	College Keywords:				
Type one or more keywords separated by spaces.	Type one or more keywords separated by spaces.				
VPA Search	facilities Search				
<u>Options</u> [⊗]	Options ×				
 Starts with any of these keywords 	 Starts with any of these keywords 				
O Starts with the first keyword and contains all of the remaining keywords	O Starts with the first keyword and contains all of the remaining keywords				
Contains any of these keywords	 Contains any of these keywords 				
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Case insensitive	Case insensitive				
Choice: UMES-VPAR-Athletics Administrativ CCH04110 UMES EXEC VPAR CCH01105 UMCP EXEC VPAAF Sr VP Academic Affairs&Provost (S CCH01104 UMCP EXEC VPAA V CCH04103 UMES EXEC VPAM V CCH04105 UMES EXEC VPAA CCH04105 UMES EXEC VPAA	Choice: CCH01223 UMCP DIV FM Faci A Facilities Management				
Product	Develop				

7. To download a copy of the report, click on the **HTML** button and choose a file type from the drop-down menu.

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