

Expense Module Overview – View Transactions

Within the Expense Module, the View Transaction screens will be modified to support the ongoing goal to improve the user experience including a responsive design along with improved system stability. The base functionality will remain the same as it is today with a few flow changes. Users will still access the functionality by navigating to Expenses > View Transactions:



Search for Transactions

[Click here to select accounts or units for your search](#)

Search for:
 Account unit

Name on Account

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

SEARCH

Selected Accounts/Units: * [?]

No accounts or units selected

Select a saved search: [?]

Select a saved search

Display format:

Default

Date range: *

Last 10 days

From:

3/2/2015

To:

3/12/2015

Number of results per page:

20

Include transactions:

Not assigned to an expense report Assigned to an expense report Both

Transaction type:

Out-of-pocket transactions only Card transactions only Both

As noted above, the flow remains the same and options will display based on the users access and enabled functionality. The option to set up additional filter criteria has been moved to the main page below the transaction type option and displays as “Advanced Search [+]”:

Include transactions:

Not assigned to an expense report Assigned to an expense report Both

Transaction type:

Out-of-pocket transactions only Card transactions only Both

[Advanced Search \[+\]](#)



RUN SEARCH

[Save Search](#)

[Delete Search](#)

[Terms & Conditions](#) and [Privacy Policy](#)

To set up additional search criteria click on the “Advanced Search [+]” link:

Advanced Search [-]

Advanced Search [\(Reset Criteria\)](#)

MCC/Expense Type	+
Merchant Information	+
Amount	+
Addendum Information	+
Allocation Information	+
Mapped Status	+

RUN SEARCH

[Save Search](#)

[Delete Search](#)

[Terms & Conditions](#) and [Privacy Policy](#)

Users can then expand any one of the sections to set up their filter criteria as they do today. In addition, the options for Run Search, Save Search and Delete Search now display at the bottom of the screen:

Advanced Search [-]

Advanced Search [\(Reset Criteria\)](#)

MCC/Expense Type +

Merchant Information +

Amount -

Specify type and amount of transaction.

Amount: Any amount v

Include:

Only diverted transactions Non-diverted transactions All transactions

Addendum Information +

Allocation Information +

Mapped Status +

RUN SEARCH

[Save Search](#)

[Delete Search](#)

[Terms & Conditions](#) and [Privacy Policy](#)

The result query will display much as it does today with a few modifications:

[← Back to Search](#)

Search Results [?] EXPORT

Date Range **With unsplit transactions show:**

1/1/2014 - 3/31/2014 Split Transactions Split Detail Split Transactions and Split Detail

Action: [?] 📄 📊 🔒 🔓 🗑️ Display format: [?] Default GO EDIT

SAVE [Undo](#)

	[?]	Split	Details	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Description
📄	✕	●	***	1/10/2014	1/8/2014	\$994.00	UNITED 0167329904663	ELAINE PLAKORUS	Airfare
📄	●	●	***	1/16/2014	1/14/2014	\$7.57	TSYS RIVERFRONT 3048	ELAINE PLAKORUS	Lunch
📄	●	●	***	1/16/2014	1/15/2014	\$90.10	THE LOFT	ELAINE PLAKORUS	Dinner

Actions that can be applied to transactions which currently display in a dropdown will now be available via icons directly on the screen. Once a transaction(s) has been selected the appropriate icons will become enabled. Users can then click on the icon to allocate, split, lock, unlock or delete (out of pocket) transactions. The process to complete each action remains the same as it is today.

[← Back to Search](#)

Search Results [?]

EXPORT

Date Range

1/1/2014 - 1/31/2014

With unsplit transactions show:

Split Transactions Split Detail Split Transactions and Split Detail

Action: [?]     

Display format: [?] New format GO EDIT

SAVE

Undo

<input type="checkbox"/>	[?]	Split	Details	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name
<input type="checkbox"/>		●	***	1/15/2014	1/2/2014	\$56.00	Personal Mileage	TSYS TRAINING TEST CARD
<input type="checkbox"/>		●	***	1/15/2014	1/15/2014	\$500.00	Marriott	TSYS TRAINING TEST CARD
<input checked="" type="checkbox"/>		●	***	1/27/2014	1/24/2014	\$36.00	OAK INTLARprt	TOMMY CHANG

Users will continue to have the ability to view the detail of a transaction by clicking on the icon within the Details column. Users will navigate to other transactions by clicking on the Previous and Next buttons. To return to the results grid, users will click on the “Back to results” link at the top of the screen.

[← Back to results](#)

Transaction Detail [?]

PREVIOUS

NEXT [?]

UNITED 0167329904663 994.00 1/10/2014 ELAINE PLAKORUS 420000*****0158

Transaction Allocation and Expense Type [?]

Transaction Information [?]

Merchant:	UNITED 0167329904663	Diverted:	False
Amount:	994.00	Original Amount:	994.00
Sales Tax:	0.00	Original Currency:	840
Posted:	1/10/2014	Conversion Rate:	0
Transaction Date:	1/8/2014	Transaction ID:	183208432
Merchant Reference #:	24692164009000800598680		
MCC:	3000		
Purchase ID:			

All information will display within the Transaction Information section instead of requiring users to click on the “More” link to see additional information. The same modification has been made to each of the addendum sections (if applicable). All information will display versus selecting the “More” link:

Purchase [?]

Purchase ID	Unique Invoice Number:
Merchant Order Number:	Minority Ownership Code:
Commodity Code:	Originating Postal Code:
Purchase Identifier:	Alternate Tax Amount: 0.00
Business Disadvantaged:	Local Tax Amount: 0.00
Business Owner Type:	Order Tax Amount: 0.00
Business Type:	Sales Tax Amount: 0.00
Customer VAT Number:	VAT Tax Shipping Amount: 0.00
Destination Country Code:	VAT Tax Shipping Rate: 0.0000
Destination Postal Code:	Merchant Postal Code:
Destination State Code:	Supplier Postal Code:
Discount Amount: 0.00	Supplier State:
Duty Amount: 0.00	Merchant Tax ID:
Freight Amount: 0.00	Merchant VAT Number:

Detail

No additional detail exists.

The option to export the grid results has been moved to the "Search Results" header section.

[← Back to Search](#)

Search Results [?]

EXPORT

Date Range **With unsplit transactions show:**

1/1/2014 - 3/1/2014 Split Transactions Split Detail Split Transactions and Split Detail

Action: [?]

Display format: [?] Default ▼ GO EDIT

SAVE
Undo

	[?]	Split	Details	Posted Date ▲	Occurred Date	Billing Amount	Merchant Name	
		<input checked="" type="radio"/>	...	1/10/2014	1/8/2014	\$994.00	UNITED 0167329904663	ELAINI
		<input checked="" type="radio"/>	...	1/16/2014	1/14/2014	\$7.57	TSYS RIVERFRONT 3048	ELAINI

Once the option is selected the same confirmaiton message will display:

Run Export [?]

Exporting from 1/1/2014 through 3/1/2014 **86** transactions

Name: [?]

Level of Detail: [?]
 Transactions only Grand total only

Delimiter: [?]

Text Qualifier: [?]

RUN EXPORT [Cancel](#)

Users will navigate to the Output log as they do today to retrieve the output file:

Output Log [?] **REFRESH STATUS**

Delays may occur when processing volume is high.

Show: Output Level: **DELETE**

Download file	Unmap	Name	Status	Output Level	Type	Date Range	Run Date
		Transaction Export	Ready		Export: Transaction	1/1/2014 - 3/1/2014	3/18/2015 4:05 PM

Users will click on the download icon to open and/or save the file.