

West Texas A&M University
ONECard Program
Approval Manager Guide



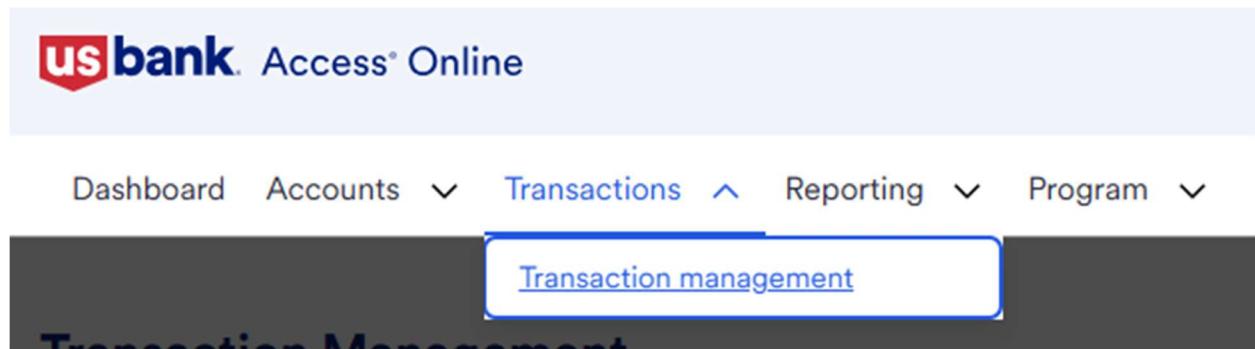
1.0 Getting Started

As an Approval Manager, you are responsible for confirming all transactions are valid, are not for personal use, and serve to support the University in accordance with policies and procedures. Your review and approval of each transaction certifies that the purchase was made in accordance with the State of Texas, TAMUS, and the University policies and procedures.

Log in to Access Online:

<https://www.access.usbank.com>

- 1.1 Enter **WTXAM** in the 'Organization Short Name' field then your User ID and Password to log in.
- 1.2 Click on the *Transactions* tab and then on *Transaction Management*



1.3 Click on Manager Approval Queue to bring up transactions that are pending manager approval.

Transaction Management

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)

Presents the pending transactions list.

[Manager Approval Queue](#)

View, approve, reject, and reallocate transactions in your approval queue.

[Manager Approval History](#)

View and pull back transactions previously approved by you.

1.4 Next, click on “*Pending*” to bring up the transaction details.

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: Approval Status: Transaction Amount:

Cardholder Approver: Last Approver:

Pending Approver:

Display Transactions per page

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 1 of 1
[Check All Shown](#) [Uncheck All Shown](#)

Select	Approval Status	Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending	10/20/2011	WAL-MART #0793	CANYON, TX	\$99.72		...0277	MCCAFFERTY, BRYON	MCCAFFERTY, BRYON	MCNEILL, TODD		Purchase[03/08/111098510562]7300]Yes	

Reallocated Attachment
[Check All Shown](#) [Uncheck All Shown](#)

Records 1 - 1 of 1
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1.5 Purchases: Review allocations for the following:

- a. The comment / description box should give detailed information, such as what was purchased and why the item(s) was purchased. Ensure the purchase is not a prohibited purchase.
- b. Verify the correct account number was used, the object code is correct, and that funds are available for the disbursement. IF you are not sure about the source of funding for a particular purchase, check with the Business Office.

NOTE: *Any corrections to account numbers can now only be done within 30 days of allocation. After 30 days the Budget Office will have to be contacted for a budget transfer. Please make every effort to ensure the account numbers used for the purchases are correct.*

- c. Review the invoices / receipts for the purchases to ensure they are accurate and complete. The invoices and or receipts must be itemized, and the amount of the charge matches the amount on the receipt. If a receipt is not available, then a Supplemental/Missing Receipt form signed by the Supervisor must be present.
- d. Verify there is a Vendor Hold Search report if the purchase is \$500 or more.
- e. Verify there is a W9 for the vendor if a 10 account is used.
- f. Verify meal and/or food purchases DO NOT use a 10 account.

- g. Verify State of Texas sales tax is not included.
- h. Meal purchases must include a roster of attendees and a detailed description of the business purpose of the meal in the description field.
- i. Surcharges and fees have been split with appropriate object codes.
- j. Each uploaded document complies with applicable policies, rules, and regulations.

1.6 Travel: Review allocations for the following:

- a. The comment / description box should give detailed information, such as what was purchased and the name of the trip.
- b. Verify that the correct account number was used, the object code is correct, and that funds are available for the disbursement. IF you are not sure about the source of funding for a particular purchase, check with the Business Office.
- c. If a travel charge is for one or more students, their names must be listed in the expense description, or a student travel manifest can be uploaded along with the itemized receipt.
- d. Receipts Requirements:

- Airfare: must include the name of the employee, ticket number, class of transportation, travel dates, origin city, destination city, payment amount, and last four digits of the credit card used for payment.
- Lodging: must have the name and address of the lodging establishment, the name of the employee, the room rate, and a daily itemization of the lodging charges showing a paid zero balance.
- Meals: must be itemized to show all food/beverage purchased, and display the tax and tip amount.

e. Rental vehicles rented in Texas should be state tax exempt; Lodging in Texas should be state occupancy tax exempt. If these are present, the cardholder will need to reach out to get the taxes refunded back to the card, or repay the taxes to the allocated account.

f. If a travel charge is allocated to a state account:

- Alcohol, tips/gratuities, and Texas state tax are not allowed
- Foreign travel, undergraduate student travel, and business meals are not allowed

1.7 To Reject an allocation, select the transaction you are rejecting and then click the 'Reject' button. The next screen will be the *Transaction Management – Reject Transaction(s)* where you will select the reason for the rejection.

Records 1 - 1 of 1

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval	Trans	Merchant	City/State	Amount	Detail
Status		Date				
<input checked="" type="checkbox"/>	Pending	10/29	WAL-MART #0793	CANYON, TX	\$99.72	

 [Reallocated](#)  [Upload](#)  [Attachment](#)  [Comments](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

[Approve](#)

[Reject](#)

[Reallocate](#)

[Mass Reallocate](#)

Transaction Management

Reject Transaction(s)

* = required

Summary of Transactions to be Rejected

Number of
Transactions: 1

Total Dollar Amount: \$99.72

Rejection Reason*

Please select at least one reason why you are rejecting these transactions.

- Incorrect accounting code allocation (Request for user to change allocation)**
- Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)**
- Incorrect or insufficient transaction comment information**
- Incorrect or not enough user line item data**
- Unauthorized / non-preferred vendor**
- Incorrect match**
- Other:**

Rejection Destination*

Please select the person you would like to reject (send) these transactions to.

- Reject each transaction to its cardholder account**
- Reject each transaction to its previous approver**
- Reject all transactions to an approver: [Select Approver](#)**

[Reject](#)

[Cancel](#)

1.8 This action will put the transaction back in the cardholder's que for rework.

1.9 To Approve the allocation, place a check mark next to the transaction that is ready for approval and then click the Approve button.

Records 1 - 1 of 1

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail
<input checked="" type="checkbox"/>	Pending	10/29	WAL-MART #0793	CANYON, TX	\$99.72	

[Ⓐ Reallocated](#) [Upload](#) [Attachment](#) [Comments](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)

1.10 This will bring up the final menu for approval; Click Approve or forward the transaction for another Approving Manager to Approve, if needed. The approval process is now complete.

us bank Access® Online

Dashboard Accounts ▾ [Transactions](#) ▾ Reporting ▾ Program ▾

Transaction Management
Approve Transaction(s)

[+] 1 Transaction(s) to Approve

I approve these transaction(s) and no further approval is needed.
 I want to forward these transaction(s) for further approval to:
[Select Approver](#)

[Approve](#) [Cancel](#)

Program Contacts

The ONEcard program is administered through the Purchasing Department. The following staff members are available to assist with any questions or concerns regarding the ONEcard:

Procurement Purchases

Aida Jones

ONEcard Coordinator

806-651-2096

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Travel Expenses

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ONEcard Coordinator

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