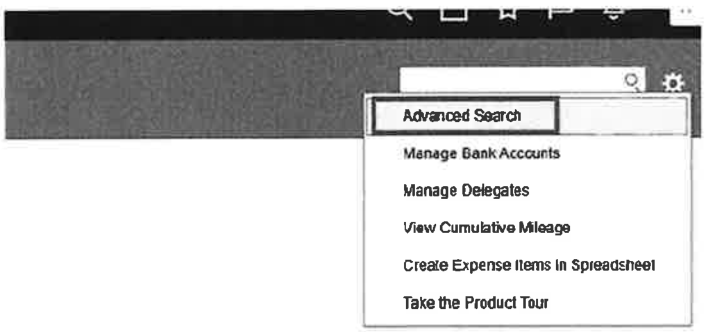
How to Access Missing Card Transactions

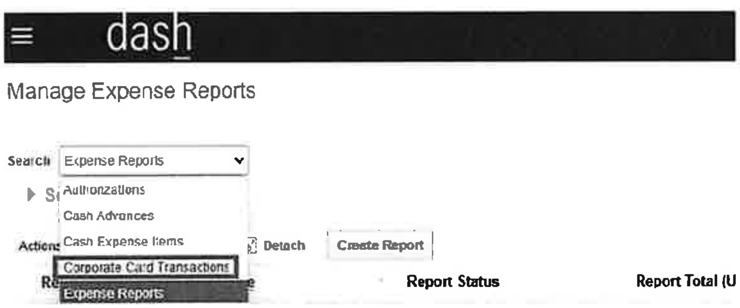
- If you or your delegate has left your department and transferred to another, you can still access your (their) transactions that were not placed on an Expense Report.

Go to Me -> Expenses and click on the top right hand corner gear box. Click Advanced Search.

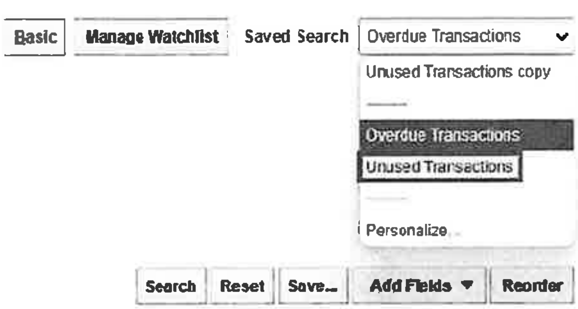
***Note: If you were a verifier for someone else's expenses, please choose their name from the drop down menu first.**



Next click on Corporate Card Transactions from the drop down on the left.



Then on the right side drop down, click on Unused Transactions to see the ones that have not been placed on a report. Then click search.



Your transactions will load below and you can highlight the ones that you need and click on Add to Report. Once you add them to a report, you are able to change the account string if needed.

You are now able to create your expense report like normal and submit for approval.