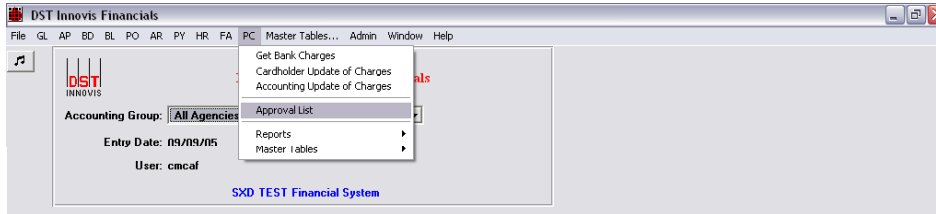
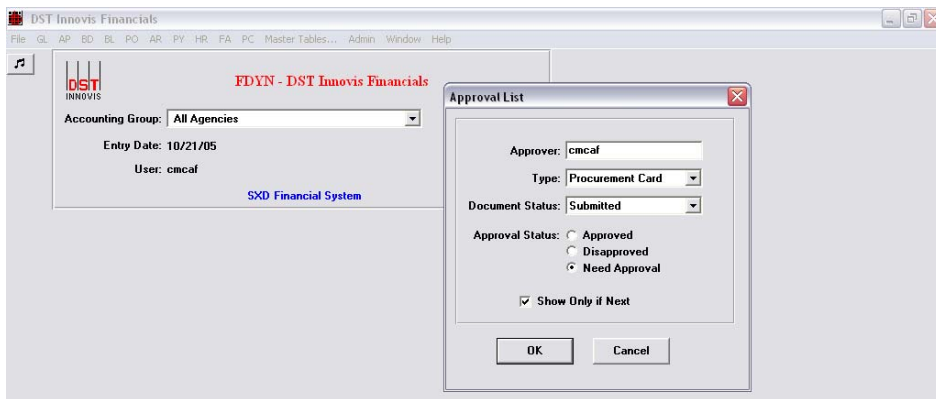


Approving Cardholder Charges

After logging into the SXD system, select the PC (Purchasing Card) menu, then select Approval List.



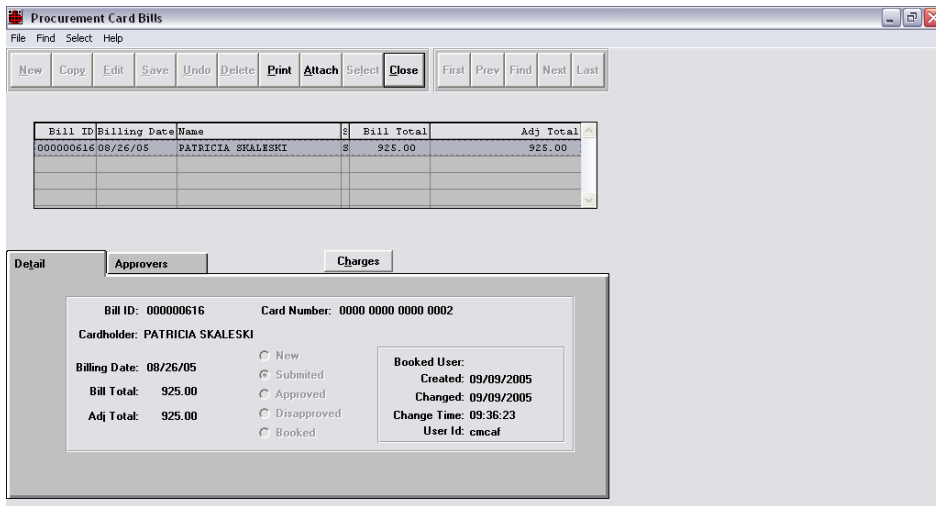
An Approver List dialog box will open. The Approver indicated will default to the login user. If approving on behalf of another, replace the Approver login with the applicable approver. The Type field should indicate Procurement Card. The Document Status field provides a selection of filter criteria. Using the pull down menu, select Submitted. Using the Approval Status radial buttons, select the procurement card bills to view. Approved status will display all bills already approved. Disapproved status will list all bills that were not approved. Need Approval will indicate all bills that have been updated by the cardholder and submitted for approval. After providing the filter requirements, select OK.



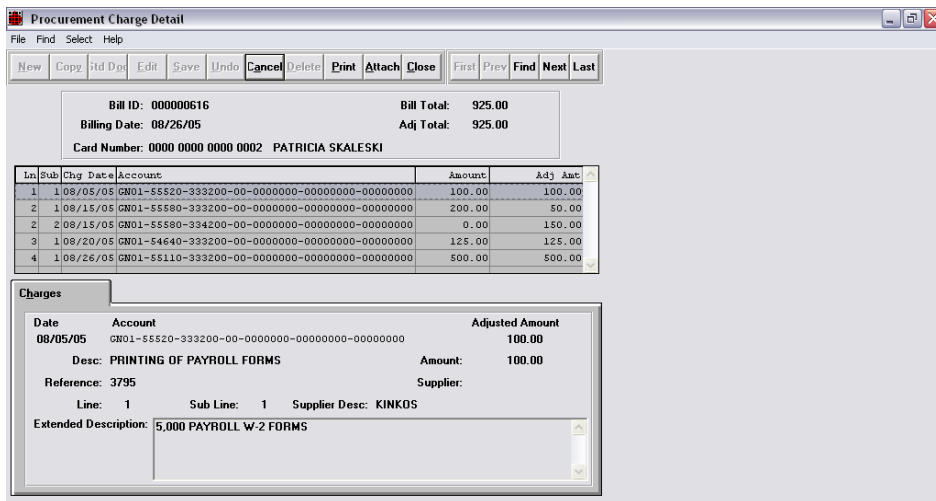
The Approval List screen will appear with the applicable documents produced from the filter specifications. To review the bill detail, prior to approval, highlight the Document and select Open.



The Procurement Card Bills screen will identify the bill and cardholder information. After highlighting the bill, select Charges to view the transaction detail and account string information updated by the cardholder/alternate.



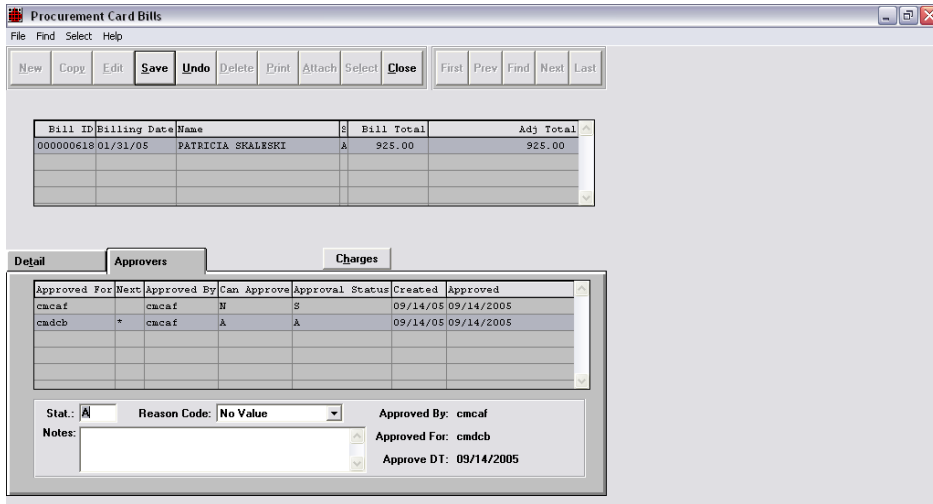
Detailed transaction information is displayed on the Charges display window as each transaction is highlighted. After reviewing the transaction detail, select Close.



Next, from the Procurement Card Bills screen, select the Approvers tab. If multiple lines appear on this tab, select the record that identifies the assigned approver. Select Edit. To approve the bill, place an A (Approve) in the Stat field. Select Save.

If transaction records have not been adequately updated, or additional information is needed prior to approval, place a D (Disapprove) in the Stat field. Next, using the Reason Code pull down menu, select a disapproval reason. The Notes field (optional) can be used to add further comments or request specific information regarding the disapproval of the bill. When finished updating the Stat, Reason Code and Notes field, select Save. Note: An approver should notify the cardholder/alternate in the event that a bill was disapproved.

After approving/disapproving the bill, select close.



The system will now present the Approval List indicating the status of the document (A or D) This completes the approval process. Select Close.

