

BO APPROVES FOR CARDHOLDER

*****GPC accounts using Single Charge Card Solution will no longer “Create an Order for Matching” instead the PR Processor will input a GFEBS Purchase Request that will be matched to the vendors invoice.**

TRANSACTION MANAGEMENT >

CARDHOLDER ACCOUNT >(PRINT SCREEN MAKE SURE YOU GET DOLLAR AMOUNT)

SELECT CYCLE DATE >

/_/ CHECK PENDING >

MATCH TRANSACTION (LEFT SIDE MATCH MULTIPLE TRANSACTIONS)

MATCH TRANSACTION (RIGHT SIDE OF PAGE)

/_/ SELECT MATCH

MATCH TO ORDER

GO BACK TO ADMINISTRATION

SAVE ORDER

*START OVER > TRANSACTION MANAGEMENT > TRANSACTION LIST
FINAL APPROVE*

CERTIFY ACCOUNTS

Account must be in final approve status to certify(click on approve button to final approve)