

PCARD INSTRUCTIONS FOR APPROVERS



Spend Clarity Enterprise

<https://enterprise.spendclarity.visa.com>

VISA Spend Clarity | Enterprise

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for Enterprise

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 Password

Log in

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EMAIL NOTIFICATION OF PENDING APPROVAL



VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

■ Kanaras, Elizabeth

Approval Required Action

Liz Kanaras

A transaction has posted to your account for review and approval. Please log into Visa IntelliLink Spend Management for review and reconciliation. Thank you!!

Transaction Approval Action Required

The following transaction approval actions are required for the following employees.

Cabrini University - PNC Bank 1940 - 09/01/2021 to 09/30/2021

>0

| | | | | | |
|------------|---|------|------|---|-------------|
| 09/08/2021 | Pa Driver & Vehicle Serv | | | | \$ 88.00 |
| | Purchase Pa Driver & Vehicle Serv | | | | |
| | (ANNUAL REGISTRATION RENEWAL FOR 2 PUBLIC SAFETY VEHICLES.) | | | | |
| | 1101 | 6151 | 3170 | - | 88.00 |
| 09/13/2021 | Enterprise Rent-A-Car | | | | \$ 292.90 |
| | Purchase Enterprise Rent-A-Car | | | | |
| | (Cross Country rental needed. Credit pending for extra day, tax and fees charged. EK) | | | | |
| | 1101 | 4216 | 3220 | - | 292.90 |
| 09/21/2021 | Enterprise Rent-A-Car | | | | - \$ 146.45 |
| | Credit Voucher Enterprise Rent-A-Car | | | | |
| | (Van rental for athletics department - cross country) | | | | |
| | 1101 | 4216 | 3320 | - | - 146.45 |

COMPUTER APPROVAL INSTRUCTIONS



TRANSACTIONS LISTED UNDER APPROVAL TAB



Approve Expenses

Filter To do • 09/28/2020 to 09/28/2021 ▾

Find

Cabrini University [Select all](#)

| | | | | | |
|--|--------------------------|-------------|-----------------|------------|-------|
| | Pa Driver & Vehicle Serv | 88.00 USD | PNC 1940 (7658) | 09/08/2021 | Yes > |
| | Enterprise Rent-A-Car | 292.90 USD | PNC 1940 (7658) | 09/13/2021 | Yes > |
| | Enterprise Rent-A-Car | -146.45 USD | PNC 1940 (7658) | 09/21/2021 | Yes > |

OPTION #1 – APPROVE ALL TRANSACTIONS







Cabrini University

Select all

- ✓ Review each transaction listed and verify the data in each category is correct. Approve ALL transactions at once.

Review expenses - Cabrini University

Clear selection

| | | | | | Date | Amount | Tax code | Tax amount | Fund | Org | Account |
|-------------------------------------|---|--------------------------|---|-------------------------|------------|-------------|----------|------------|------|------|---------|
| <input checked="" type="checkbox"/> |  | Pa Driver & Vehicle Serv |  Yes | Details | 09/08/2021 | 88.00 USD | | 0.00 | 1101 | 6151 | 3170 |
| <input checked="" type="checkbox"/> |  | Enterprise Rent-A-Car |  Yes | Details | 09/13/2021 | 292.90 USD | | 0.00 | 1101 | 4216 | 3220 |
| <input checked="" type="checkbox"/> |  | Enterprise Rent-A-Car |  Yes | Details | 09/21/2021 | -146.45 USD | | 0.00 | 1101 | 4216 | 3320 |

Approve selected (3 of 3)

Back

OPTION #2 – APPROVE EACH TRANSACTION

- ✓ Review each line transaction, verify the data in each category and approve EACH transaction separately.



Approve Expenses

Filter To do • 09/28/2020 to 09/28/2021 ▾

Find

Jerome Zurek [Select all](#)

| | | | | | |
|--|-----------------------|------------|-----------------|------------|-----|
| | Zoom.U.s 888-799-9666 | -85.49 USD | PNC 1940 (6866) | 09/21/2021 | Yes |
|--|-----------------------|------------|-----------------|------------|-----|

Nancy N Douglas [Select all](#)

| | | | | | |
|--|----------------------|------------|-----------------|------------|-----|
| | Dropbox*3bhf5klh7mk2 | 119.88 USD | PNC 1940 (7278) | 09/22/2021 | Yes |
|--|----------------------|------------|-----------------|------------|-----|



Zoom.Us 888-799-9666 | Jerome Zurek

| Amount | Date | Issuer | Type |
|-------------------------|------------|----------|----------------|
| -85.49 USD | 09/21/2021 | PNC 1940 | Credit Voucher |
| Merchant category group | | | |
| Utilities | | | |

Workflow

Additional information

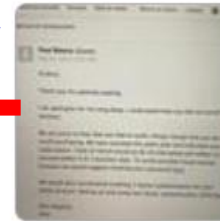
Vendor Description

Credit Voucher Zoom.Us 888-799-9666

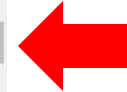
Expense Description

Credit for false charge rebates after 6 months

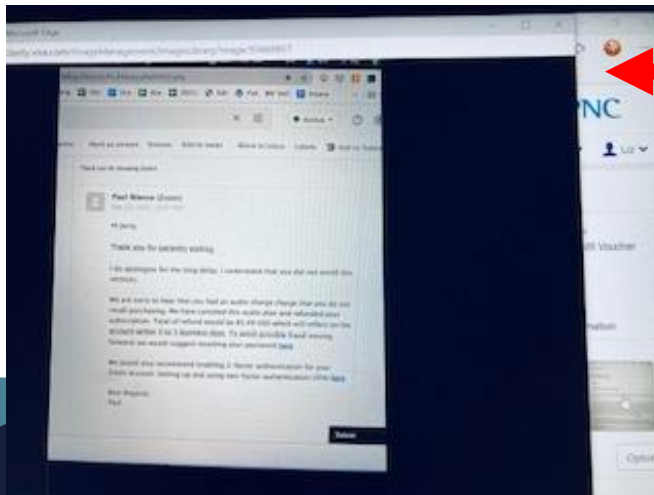
Click on image to view full size



Receipt status: Yes



Move bar to advance



✓ Receipt and Expense Description Review



Zoom.Us 888-799-9666 | Jerome Zurek

| | | | |
|------------|------------|----------|----------------|
| Amount | Date | Issuer | Type |
| -85.49 USD | 09/21/2021 | PNC 1940 | Credit Voucher |

Merchant category group
Utilities

Workflow

Additional information

| | |
|---------------|------|
| Tax code | |
| Tax amount | |
| Fund | 1101 |
| Org | 3156 |
| Account | 3155 |
| Activity Code | |

✓ **Budget Code Review**

OPTION TO SEND BACK QUESTIONS TO CARDHOLDER

Approval rules

> >0

Approval required

Approvers: Dawn M Francis

Ask a question or add a comment

What was the date of the original purchase? And what budget codes were charged? Thank you.

158 characters left

Approve

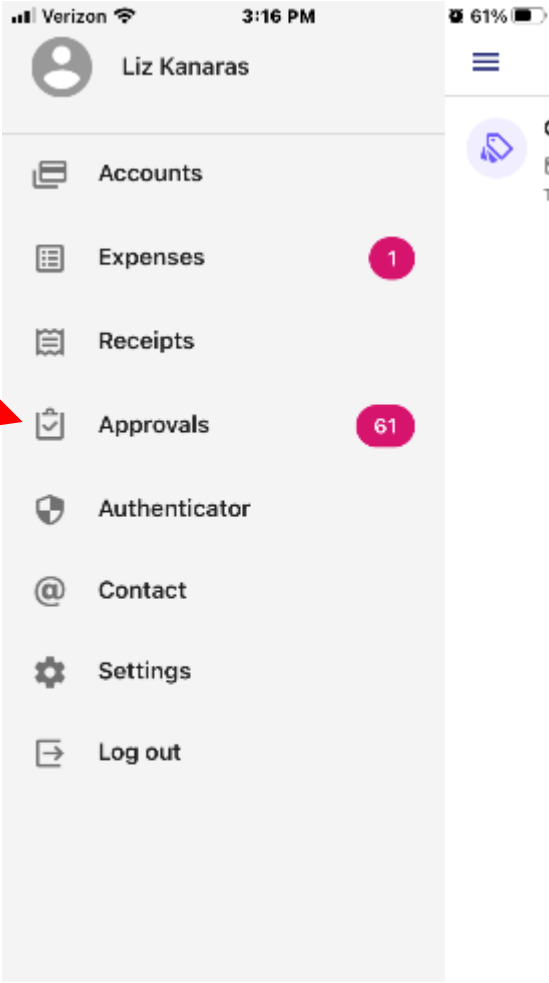
Options

Approved successfully.

MOBILE TRANSACTION RECONCILIATION INSTRUCTIONS



OPTION #3 – APPROVE EACH TRANSACTION VIA MOBILE APP



CLICK ON TRANSACTION FOR REVIEW

Verizon 3:17 PM 60%

Approvals

| | | |
|---|--|--------------------------|
| P | Cabrini University Pa Driver & Vehicle Serv 09/08/2021 | USD 88 ⁰⁰ |
| U | Liz Kanaras Usps Po 4150480755 09/08/2021 | USD 7 ⁷⁰ |
| E | Cabrini University Enterprise Rent-A-Car 09/13/2021 | USD 292 ⁹⁰ |

Verizon 3:27 PM 60%

Approvals

Cabrini University
Government

88⁰⁰ USD
PNC Bank 1940

Purchase: 09/08/2021

Have you attached a receipt?
Yes

Coding

| | | |
|------------------------|------|------|
| Amount incl: 88.00 USD | | |
| Fund: | 1101 | 1101 |
| Org: | 6151 | 6151 |
| Account: | 3170 | 3170 |

Click on receipt for larger view



ABILITY TO SEND CARDHOLDER A MESSAGE FOR ADDITIONAL INFORMATION

Verizon 3:27 PM 60%

< Approvals

Cabrini University

Have you attached a receipt?

Yes

Coding

Amount incl: 88.00 USD

| | | |
|----------|------|------|
| Fund: | 1101 | 1101 |
| Org: | 6151 | 6151 |
| Account: | 3170 | 3170 |

Vendor Description

Purchase Pa Driver & Vehicle Serv

Expense Description

ANNUAL REGISTRATION RENEWAL FOR 2 PUBLIC SAFETY VEHICLES.

Approval rule

>0

Comment Send

Approve

Verizon 3:29 PM 58%

< Approvals

Cabrini University

| | | |
|----------|------|------|
| Org: | 6151 | 6151 |
| Account: | 3170 | 3170 |

Vendor Description

Purchase Pa Driver & Vehicle Serv

Expense Description

ANNUAL REGISTRATION RENEWAL FOR 2 PUBLIC SAFETY VEHICLES.

Approval rule

>0

Did you get approval from PS? Send

1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

#+= . , ? ! ' <

ABC 😊 🎤 space return

Cabrini University

Government

Information required

88.00 USD

PNC Bank 1940

Purchase: 09/08/2021



Have you attached a receipt?

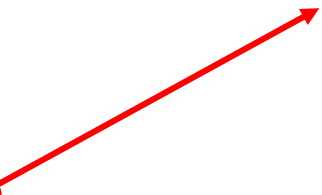
Yes

Coding

Amount incl: 88.00 USD

| | | |
|----------|------|------|
| Fund: | 1101 | 1101 |
| Org: | 6151 | 6151 |
| Account: | 3170 | 3170 |

Approve



09/11/2021

Expense approved

Enterprise Rent-A-Car

292.00 USD

CABRINI UNIVERSITY PURCHASING CARD PROGRAM

*I hope you enjoyed this presentation.
Please feel free to contact me with
any questions.*



Presented by
Liz Kanaras
Procurement Manager
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