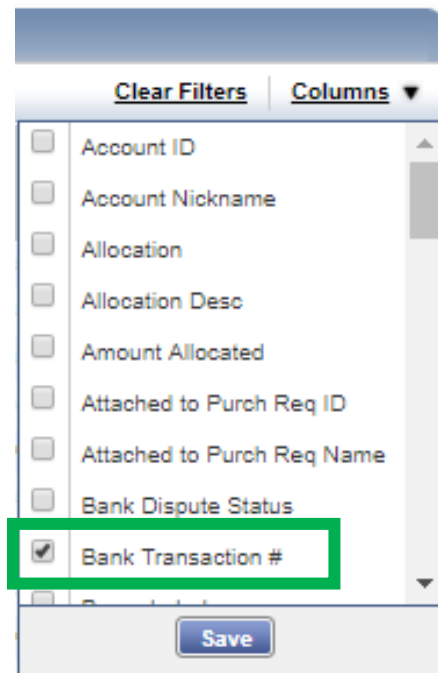


## TO DETERMINE WHAT TRANSACTION IS ASSOCIATED WITH AN INTERNATIONAL CHARGE

Go to the Pending Sign Off tab where you go to allocate your transactions. Click on the drop down arrow beside 'Columns'



The screenshot shows the 'Transactions - Accountant' interface. At the top, there are tabs for 'Pending Sign Off', 'Open', 'Ready to Batch', 'Flagged', and 'All'. A green arrow points to the 'Columns' dropdown menu in the top right corner. Below the tabs, there is an 'Advanced Filter' section with a date range of '06/15/2019 - 06/28/2019'. The main table has columns for 'Primary Accountholder', 'Document', 'Date Posted', 'Vendor', 'Purchase Amount', 'Comments', 'GL03: Activity', 'Sign Off AH Date', 'Account ID', 'Sign Off AH Name', 'Dispute Submitted', 'Group', and 'GL Func'.



This is a close-up of the 'Columns' dropdown menu. It shows a list of columns with checkboxes next to them. The 'Bank Transaction #' option is checked and highlighted with a green box. Other options include 'Account ID', 'Account Nickname', 'Allocation', 'Allocation Desc', 'Amount Allocated', 'Attached to Purch Req ID', 'Attached to Purch Req Name', and 'Bank Dispute Status'. A 'Save' button is at the bottom of the menu.

Click in the box beside the 'BANK TRANSACTION #' to add the column to your screen.

Depending on what fields you have selected to show on your screen during your allocations, you may have to scroll to the right to see the Bank Transaction Column.

(You can click on your columns and drag them to appear in the order you would like them to be on your screen.)

Document	Date Posted	Vendor	Purchase Amount	Bank Transaction #
TXN00514972	06/19/2019	INTERNATIONAL TRANSACTION	4.26	74105049169810330061644
TXN00515057	06/19/2019	TRAVELOKA 3DS-IPG	365.37	74105049169810330061636
TXN00515076	06/19/2019	TRAVELOKA 3DS-IPG	426.26	74105049169810330061644
TXN00515083	06/19/2019	INTERNATIONAL TRANSACTION	3.65	74105049169810330061636
TXN00515114	06/20/2019	GARUDA INDO WEB/IPG	1,110.54	74105049170814683790269
TXN00515154	06/20/2019	TRAVELOKA 3DS-IPG	187.07	74105049170810330041049
TXN00515161	06/20/2019	INTERNATIONAL TRANSACTION	1.87	74105049170810330041056
TXN00515173	06/20/2019	TRAVELOKA 3DS-IPG	187.07	74105049170810330041056

The transaction that is associated with the International Fee will have the same number that is assigned to the fee.

You can click on the column header to sort the numbers so they will appear together.

Document	Date Posted	Vendor	Purchase Amount	Bank Transaction #
TXN00515649	06/24/2019	0764 CED	24.50	24767909172761703972830
TXN00515057	06/19/2019	TRAVELOKA 3DS-IPG	365.37	74105049169810330061636
TXN00515083	06/19/2019	INTERNATIONAL TRANSACTION	3.65	74105049169810330061636
TXN00515076	06/19/2019	TRAVELOKA 3DS-IPG	426.26	74105049169810330061644
TXN00514972	06/19/2019	INTERNATIONAL TRANSACTION	4.26	74105049169810330061644
TXN00515227	06/20/2019	INTERNATIONAL TRANSACTION	1.87	74105049170810330041049
TXN00515154	06/20/2019	TRAVELOKA 3DS-IPG	187.07	74105049170810330041049