

AMEX Transaction Verification System Functional Specs

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AMEX Transaction Verification System

Quick Glance

Billing Period: April 1 - April 30 2007

Outstanding Transactions: 36

Approved Transactions: 12

Denied Transactions: 2

Total Amount All Transactions: \$3256.23

View Transactions

Choose Employee: Choose Transaction Status: Choose Billing Period: Or Choose Specific Date:

Employee Outstanding Current Month Day Year View >>

View Reports

View Current Billing Period Report >> View Current Daily Report >>

View Custom Report:

Choose Data: Choose Employee: Choose Status: Choose Code:

Quick Glance Only Employee Outstanding Travel

Choose Specific Date: Or Choose Billing Period:

Month Day Year Current View >>

The status of an transaction may be edited by using the View Transaction feature. Once a billing period has closed, only transactions marked "Denied" or "Outstanding" may be edited.

Home page:

Quick Glance: basic overview data for the current billing period

View Transactions: this form allows user to view transactions and set/edit their status. User must choose an employee, a transaction status (default is "all") and either a billing period time frame or a specific date. A user may update the status of a transaction at any time within a given current billing period. After the billing period has closed, only items marked "Denied" or "Outstanding" may be edited. Clicking VIEW routes user to view.cfm.

View Reports: form allows user to view basic reports. **View** routes to reports.cfm.

View Current Billing Period Report runs a report of all of the data for the current billing period. Routes to reports.cfm.

View Current Daily Report runs a report of all of the data received the previous day. Routes to reports.cfm.

View Custom Reports: allows user to create a custom report. User first chooses what data they want to view: Quick Glance only, Transactions only, or All; next, user must choose either a specific employee or All employees; user must then choose a status: Approved, Outstanding, Denied, or All; user may also choose to view only transactions that have a certain code, default is None; user must then choose a specific date or a billing period. Clicking **VIEW** routes user to reports.cfm.

AMEX Transaction Verification System

View Transactions

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Quick Glance

Billing Period: April 1 - April 30 2007 **Cardholder:** John Doe
Outstanding Transactions: 3 **Employee #:** 001234
Approved Transactions: 5 **Location:** Lake Lawn Metarie,
New Orleans, LA
Denied Transactions: 1
Total Amount All Transactions: \$695.36

View Transactions

Date:	Transaction:	Amount:	G/L Code:	Status:
4/15/07	Starbucks	3.52	<input type="text"/> - <input type="text"/> - <input type="text"/>	Approved <input type="button" value="v"/>
4/13/07	Applebees	35.62	<input type="text"/> - <input type="text"/> - <input type="text"/>	Approved <input type="button" value="v"/>
4/12/07	Best Western	251.36	<input type="text"/> - <input type="text"/> - <input type="text"/>	Outstanding <input type="button" value="v"/>

Total All Transactions: \$ XXX.XX

View Transactions page:

Quick Glance: Overview information regarding the cardholder and the transactions.

View Transactions: Each transaction is listed by Date, Transaction description, Amount of transaction, with 3 boxes for filling out the G/L codes, and a dropdown of Status codes: Approved, Outstanding (default), and Denied (reason codes to be supplied by AP, currently only code we have is "Personal")

CANCEL: Clears out data and routes user back to home page, default.cfm.

SUBMIT: Sends data to database and routes user to a confirmation screen, confirm.cfm.

AMEX Transaction Verification System

Confirmation

You have successfully updated the status of transactions for John Doe.

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Confirmation page:

Page will display confirmations of user actions.

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Error

There has been an error and the transaction records for John Doe were not updated. Please try again later.

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Error page:

Page will display any errors that are incurred upon task submission.

AMEX Transaction Verification System

Report

Export to Excel >>

Print >>

Overview

Billing Period: April 1 - April 30 2007 **Status:** Closed
All Transactions: 450 **# Cardholders :** 75
Approved Transactions: 325 **Total Amount Approved :** \$25632.14
Denied Transactions: 12 **Total Amount Denied:** \$6523.87
Outstanding Transactions: 23 **Total Amount Outstanding:** \$2563.25
Total Amount All Transactions: \$32369.21

Cardholder Detail

Quick Glance

Cardholder: John Doe **Employee #:** 001234
All Transactions: 9 **Location:** Lake Lawn Metarie,
New Orleans, LA
Outstanding Transactions: 3
Approved Transactions: 5
Denied Transactions: 1
Total Amount All Transactions: \$695.36

Transactions

Date:	Transaction:	Type:	Amount:	Status:
4/15/07	Starbucks	Dining	3.52	Denied
4/13/07	Applebees	Dining	35.62	Approved
4/12/07	Best Western	Lodging	251.36	Outstanding
Total to be paid by Company:				\$ XXX.XX
Total to be paid by Cardholder:				\$ XXX.XX

Reports page:

Export to Excel: Button exports the report data into an Excel file.

Print: Button opens print dialog, allowing report to be printed. Report will print so that each cardholder detail is printed separately, one to a page, so that details aren't interrupted in the printing process.

Overview: Display of overview information for the reporting period. **Status** refers to whether the billing period is current, and thus not invoiced by AMEX, or closed, past the billing period end date.

Cardholder Detail: For each cardholder on the report, **Quick Glance** details will display, as well as **Transactions** details.

Quick Glance: Displays information regarding the cardholder and the transactions.

Transactions: Displays transaction details including **Date** of transaction, **Transaction** description, **Type** of transaction (based on AMEX industry codes), **Amount** of transaction, and **Status** of transaction (Approved, Denied, or Outstanding). **Total to be paid by cardholder** is sum total of all charges not marked Approved; **Total to be paid by company** is sum total of all charges marked Approved.