Looking at pending transactions and declines

Pending transactions are real-time. In this field approvals and declines can be seen. The Departmental P-Card Administrator can trouble-shoot p-card declines. Pending transactions will stay under “account authorizations” for up to 5 days. When the vendor is paid, the transaction will move to the cardholder’s transactions list in Access-on-line.

- **Account information> cardholder account profile**

- **Input cardholder’s last name or credit card number**

  **Cardholder Account Profile**
  
  Search & Select an Account

  Account Administration
  Transaction Management
  Account Information
  • Statement
  • Account Profile
  Reporting
  Data Exchange
  My Personal Information

  Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first searching for a Managing Account.

  Account Number:

  OR
  Last Name:     First Name:

  OR
  Social Security Number:

  Search

- **Account authorizations**
Here is a screen shot of declined transactions: drill into time to see reason.

<table>
<thead>
<tr>
<th>Auth Date</th>
<th>Auth Time</th>
<th>Response</th>
<th>Auth Number</th>
<th>Type of Request</th>
<th>Transaction Amount</th>
<th>MCC</th>
<th>MCC Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/02/2012</td>
<td>09:58 PM ET</td>
<td>Declined</td>
<td>Mail/Phn Order</td>
<td>$49.00</td>
<td>4816</td>
<td>COMPUTER NETWORK/INFORMATION S</td>
<td></td>
</tr>
<tr>
<td>04/02/2012</td>
<td>09:58 PM ET</td>
<td>Declined</td>
<td>Mail/Phn Order</td>
<td>$49.00</td>
<td>4816</td>
<td>COMPUTER NETWORK/INFORMATION S</td>
<td></td>
</tr>
</tbody>
</table>

Screen shot of approvals

Cardholder Account Profile

<table>
<thead>
<tr>
<th>Auth Date</th>
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<th>Response</th>
<th>Auth Number</th>
<th>Type of Request</th>
<th>Transaction Amount</th>
<th>MCC</th>
<th>MCC Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/02/2012</td>
<td>73:51 PM ET</td>
<td>Approved</td>
<td>075075</td>
<td>Mail/Phn Order</td>
<td>$421.75</td>
<td>5968</td>
<td>TENT AND AWNING SHOPS</td>
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<td>Mail/Phn Order</td>
<td>$332.78</td>
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<td>007801</td>
<td>Mail/Phn Order</td>
<td>$93.10</td>
<td>5968</td>
<td>TENT AND AWNING SHOPS</td>
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</tbody>
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