

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

[View Diversion Account](#) | [View Managing Account](#)

Cardholder Account Search

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*

Select an item below to view its contents. You can also [View a Managing Account](#)

[Demographic Information](#)

View account name, address, and contact information.

[Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

[Default Accounting Code](#)

View the default accounting code assigned to the account.

[Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	01/19/2009 21:05:12

➤ Here is a screen shot of declined transactions: drill into time to see reason.

Records 1 - 2 of 2

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
04/02/2012	09:58 PM ET	Declined		Mail/Phn Order	\$49.00	4816	COMPUTER NETWORK/INFORMATION S
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Records 1 - 2 of 2

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➤ Screen shot of approvals

Cardholder Account Home
Account Authorizations

Card Account Number: *****5118, DAVID EARLY [Switch Accounts](#)

Name: DAVID EARLY

Records 1 - 3 of 3

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
07/02/2012	73:91 PM ET	Approved	075075	Mail/Phn Order	\$421.75	5998	TENT AND AWNING SHOPS
07/02/2012	73:81 PM ET	Approved	044775	Mail/Phn Order	\$332.78	5998	TENT AND AWNING SHOPS
07/02/2012	73:65 PM ET	Approved	097891	Mail/Phn Order	\$93.10	5998	TENT AND AWNING SHOPS

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