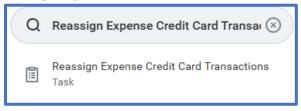**Reassign Expense Credit Card Transactions**   **Reconcilers**
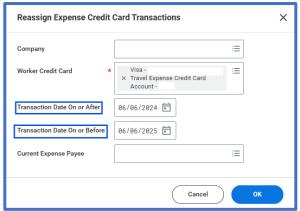
This is a step-by-step guide on how to reassign expense credit card transactions in the ERP system.   This will be used by the designated reconciler to reassign charges to the traveler in their expense report.
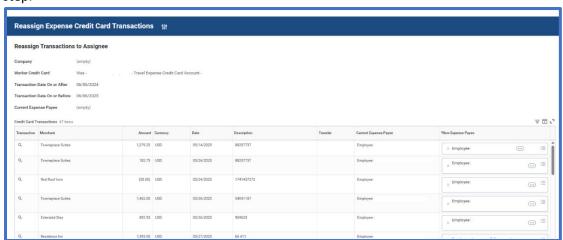
1. In the ERP system search bar, type *Reassign Expense Credit Card Transactions* and select the **Reassign Expense Credit Transactions** task.

   Q Reassign Expense Credit Card Transa ⊗

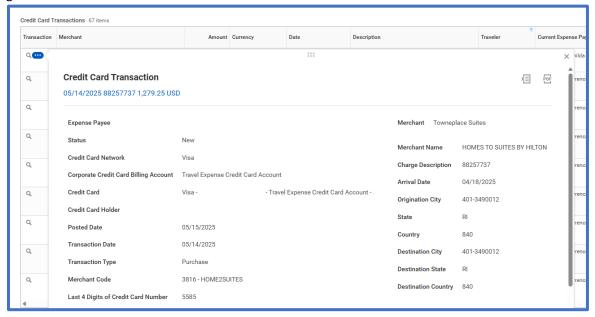   📋 Reassign Expense Credit Card Transactions
        Task

2. In the following screen, use the **Worker Credit Card** prompt to select the credit card containing the transactions that need to be reassigned. Enter the relevant dates in the fields *Transaction Date On or After* and *Transaction Date On or Before*. Press OK.

   Reassign Expense Credit Card Transactions   ✕

Company	
Worker Credit Card *	Visa - ✕ Travel Expense Credit Card Account -
Transaction Date On or After	06/06/2024
Transaction Date On or Before	06/06/2025
Current Expense Payee	

   Cancel   **OK**

3. The following screen will display all transactions assigned to the credit card selected in the prior step.

   Reassign Expense Credit Card Transactions

   Reassign Transactions to Assignee

Company	(empty)
Worker Credit Card	Visa - - Travel Expense Credit Card Account -
Transaction Date On or After	06/06/2024
Transaction Date On or Before	06/06/2025
Current Expense Payee	(empty)

   Credit Card Transactions 67 items

Transaction	Merchant	Amount	Currency	Date	Description	Traveler	Current Expense Payee	*New Expense Payee
🔍	Towneplace Suites	1,279.25	USD	05/14/2025	88257737		Employee:	✕ Employee:
🔍	Towneplace Suites	182.75	USD	05/26/2025	88257737		Employee:	✕ Employee:
🔍	Red Roof Inns	(50.00)	USD	05/24/2025	1741457273		Employee:	✕ Employee:
🔍	Towneplace Suites	1,462.00	USD	05/26/2025	54041187		Employee:	✕ Employee:
🔍	Extended Stay	892.93	USD	05/26/2025	969620		Employee:	✕ Employee:
🔍	Residence Inn	1,393.00	USD	05/27/2025	E6 411		Employee:	

4. To view additional detail for a **Transaction**, under the heading **Transaction**, select the magnifying-glass icon.

5. Then, to reassign a transaction, navigate to the **New Expense Payee** field on the header. Enter the employee's name and press **ENTER**. Then, select the correct employee from the list.
Note: *Agencies should consult their internal records of card usage to identify the appropriate individual to whom each transaction should be reassigned.*

6. Once all transactions have been correctly reassigned, click *OK*. The reassigned transactions will now be available for inclusion in an expense report for the selected employee.