

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.

Search bar results for "Reassign Expense Credit Card Transactions". The results show a task icon and the text "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.

The dialog box "Reassign Expense Credit Card Transactions" contains the following fields:

- Company:** A dropdown menu.
- Worker Credit Card:** A dropdown menu with a red asterisk. The selected option is "Travel Expense Credit Card Account -".
- Transaction Date On or After:** A date field with a calendar icon, showing "06/06/2024".
- Transaction Date On or Before:** A date field with a calendar icon, showing "06/06/2025".
- Current Expense Payee:** A dropdown menu.
- Buttons:** "Cancel" and "OK".

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

The screen "Reassign Transactions to Assignee" displays a list of transactions. The fields at the top are: 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), and Current Expense Payee (empty).

| Transaction | Merchant | Amount | Currency | Date | Description | Traveler | Current Expense Payee | *New Expense Payee |
|-------------|------------------|----------|----------|------------|-------------|----------|-----------------------|----------------------|
| Q | Townplace Suites | 1,279.25 | USD | 05/14/2025 | 88257737 | | Employee: | Employee: [dropdown] |
| Q | Townplace Suites | 182.75 | USD | 05/24/2025 | 88257737 | | Employee: | Employee: [dropdown] |
| Q | Red Roof Inn | (50.00) | USD | 05/24/2025 | 1741457273 | | Employee: | Employee: [dropdown] |
| Q | Townplace Suites | 1,462.00 | USD | 05/26/2025 | 54041187 | | Employee: | Employee: [dropdown] |
| Q | Extended Stay | 892.93 | USD | 05/26/2025 | 969603 | | Employee: | Employee: [dropdown] |
| Q | Residence Inn | 1,393.00 | USD | 05/27/2025 | 55411 | | Employee: | Employee: [dropdown] |

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

Credit Card Transactions 67 items

| Transaction | Merchant | Amount | Currency | Date | Description | Traveler | Current Expense Payee |
|----------------------------------|----------|--------|----------|------|-------------|----------|-----------------------|
| 05/14/2025 88257737 1,279.25 USD | | | | | | | |

Credit Card Transaction

05/14/2025 88257737 1,279.25 USD

Expense Payee: Towneplace Suites

Status: New

Credit Card Network: Visa

Corporate Credit Card Billing Account: Travel Expense Credit Card Account

Credit Card: Visa - - Travel Expense Credit Card Account -

Credit Card Holder:

Posted Date: 05/15/2025

Transaction Date: 05/14/2025

Transaction Type: Purchase

Merchant Code: 3816 - HOME2SUITES

Last 4 Digits of Credit Card Number: 5585

Merchant Name: HOMES TO SUITES BY HILTON

Charge Description: 88257737

Arrival Date: 04/18/2025

Origination City: 401-3490012

State: RI

Country: 840

Destination City: 401-3490012

Destination State: RI

Destination Country: 840

- 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.

Reassign Expense Credit Card Transactions

Reassign Transactions to Assignee

Company: (empty)

Worker Credit Card: Visa

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 |
|----------------------------------|-------------------|----------|----------|------------|-------------|----------|-----------------------|-------------------|
| 05/14/2025 88257737 1,279.25 USD | Towneplace Suites | 1,279.25 | USD | 05/14/2025 | 88257737 | | Employee: | Employee: |
| 05/26/2025 88257737 182.75 USD | Towneplace Suites | 182.75 | USD | 05/26/2025 | 88257737 | | Employee: | Employee: |

- 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.