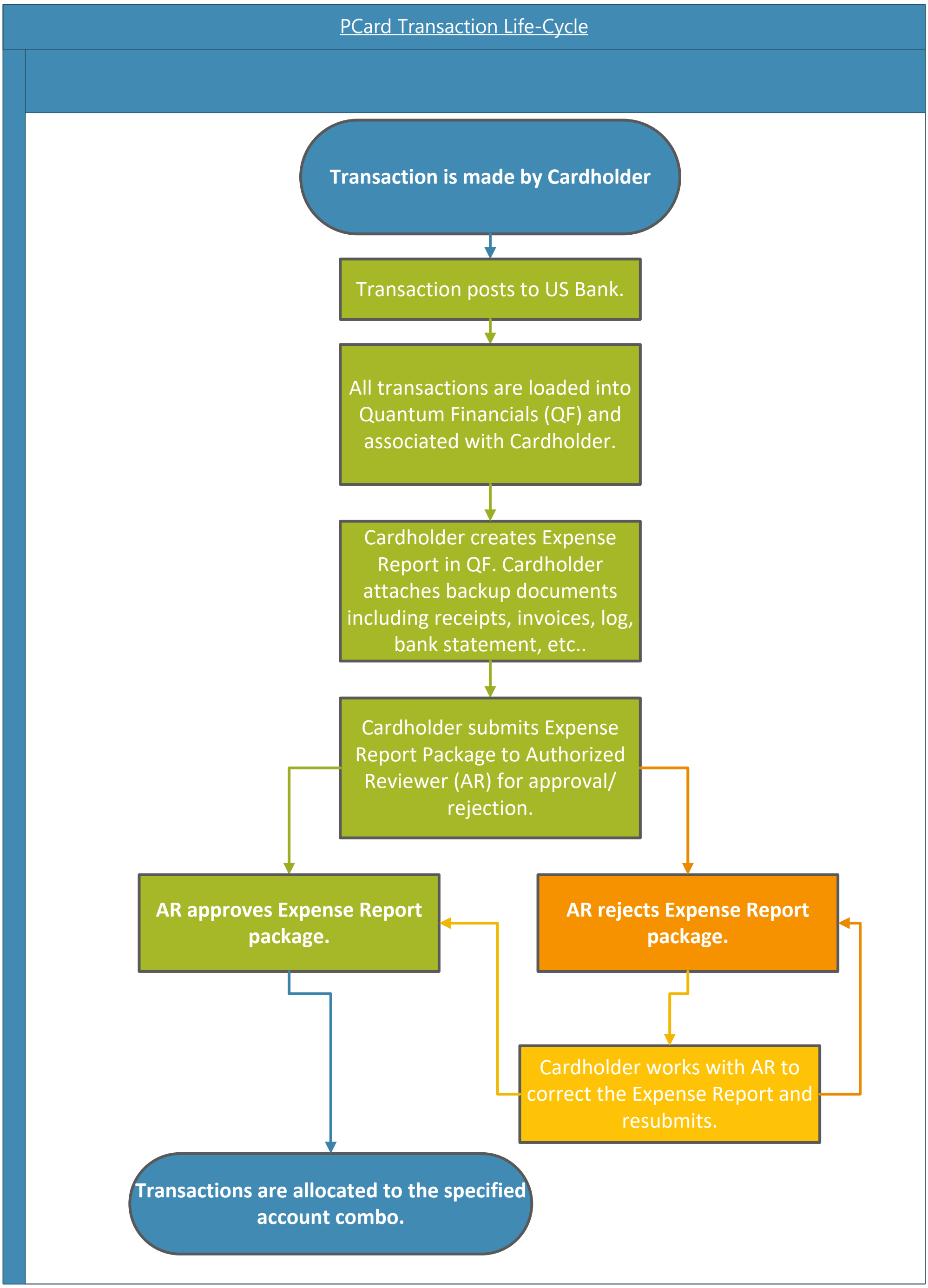
PCard Transaction Life-Cycle
Transaction is made by Cardholder
Transaction posts to US Bank.
All transactions are loaded into Quantum Financials (QF) and associated with Cardholder.
Cardholder creates Expense Report in QF. Cardholder attaches backup documents including receipts, invoices, log, bank statement, etc..
Cardholder submits Expense Report Package to Authorized Reviewer (AR) for approval/ rejection.
AR approves Expense Report package.
AR rejects Expense Report package.
Cardholder works with AR to correct the Expense Report and resubmits.
Transactions are allocated to the specified account combo.