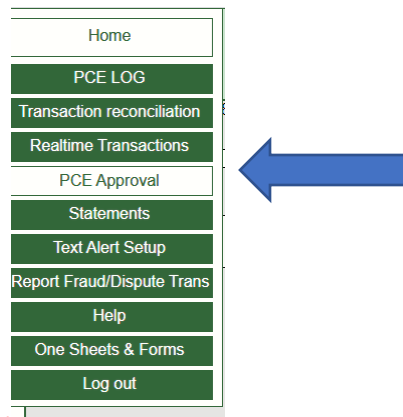


HOW TO CASHet: P-CARD DIGITAL APPROVAL PROCESS DEPARTMENT HEAD APPROVAL

Once a cardholder creates a P-Card Envelope the approval process begins.

After logging into the CASHet portal, mouse over the left margin of the window and click PCE Approval.



The below screen will appear listing the P-Card Envelopes that are pending approval.

CARDHOLDER	CARD LAST 4	CARD DEPARTMENT	PCE ID	CREATED TIME	CREATED BY	TOTAL TRANSACTIONS	PCE TOTAL	COMMENTS
PAUL ROGERS	7258	GRIP	72580001	2020-08-26 13:52:28.445048	Gillespie, Shaan	3	28.45	Type New Comment Here Save Comment

Click the row of the P-Card Envelope you are approving.

Welcome back Grip Dept head - last login: 2020-08-20 07:42:51.415688 from IP (104.54.207.245)


PCE Approval

Pending
 Approved
 All

CARDHOLDER	CARD LAST 4	CARD DEPARTMENT	PCE ID	CREATED TIME	CREATED BY	TOTAL TRANSACTIONS	PCE TOTAL	COMMENTS
COLLEEN WAINWRIGHT	7264	GRIP	72640007	2020-08-19 09:47:21.399804	Best Boy, Grip	4	134.87	Type New Comment Here Save Comment
COLLEEN WAINWRIGHT	7264	GRIP	72640008	2020-08-19 10:04:56.425758	Best Boy, Grip	2	44.98	Type New Comment Here Save Comment
COLLEEN WAINWRIGHT	7264	GRIP	72640011	2020-08-20 07:03:51.25014	Best Boy, Grip	1	19.90	Type New Comment Here Save Comment

HOW TO CASHet: P-CARD DIGITAL APPROVAL PROCESS DEPARTMENT HEAD APPROVAL

The P-Card Envelope Cover sheet will popup.



P-Card Cover Sheet
CASHET: CASHET 2020

Page 1

Name: ROGERS, PAUL

Department: _____

Position: _____

Vendor #: _____

Envelope Created Date: 08-26-2020 01:08

Envelope Number: 72560001

Envelope Amount: \$29.45

Received Date: _____

Received By: _____

#	Trans Date	Vendor/MCC Info	Merchant address	Amount
1	2020-06-07	MSFT * E0500BC455	1 MICROSOFT WAY MSBILL INFO WA 98052	8.25
		ACCOUNT SERIES SET SUB F1F2F3	DESCRIPTION APPROVAL COMMENT	Amount
2	2020-06-19	BUS INSIDER*BI PRIME	7700 EASTPORT PARKWAY 6463766096 NY 10013	12.95
		ACCOUNT SERIES SET SUB F1F2F3	DESCRIPTION APPROVAL COMMENT	Amount
3	2020-07-07	MSFT * E0500BLP1K	1 MICROSOFT WAY MSBILL INFO WA 98052	8.25
		ACCOUNT SERIES SET SUB F1F2F3	DESCRIPTION APPROVAL COMMENT	Amount
Transaction Count				3
Total Amount:				\$29.45

Approvals

Finalized, GILLESPIE, SHAWN 08-26-20 13:52:28

Comments

Dept Head, Camera : 08-11-20 09:46:03 - "Copy that on reminder for meals"

Approve and Close

Approve and Continue to Next PCE

Edit Envelope

Close


There are four action buttons at the bottom of the screen.




- Approve and Close: Only approve this envelope
- Approve and Continue to Next PCE: Once this envelope is approved, the next envelope to approve will be displayed
- Edit Envelope: Allows changes to coding, descriptions, split lines, add or remove transactions

NOTE: If you do not have the ability to edit envelopes, please contact your accounting department.

HOW TO CASHet: P-CARD DIGITAL APPROVAL PROCESS DEPARTMENT HEAD APPROVAL


The "Edit Envelope" allows coding to be changed, comments added, and the ability to delete or add transactions.

PCE Editor Click on  to remove a transaction

RECEIPT #	TRANSACTION	CARDHOLDER	CARD	TRANSACTION DATE	DATE TRANS POSTED	MERCHANT	CITY	STATE	AUTH/APPROVAL #	POSTED AMNT	DELETE
1	15124472	PAUL ROGERS	7256	2020-06-07	2020-06-08	MSFT * E0500BC455	MSBILL.INFO	WA	229852	8.25	
		Account Series Set Sub F1 F2 F3		Description	Amount	Approval Comment					
1	15124472				8.25						
2	15137941	PAUL ROGERS	7256	2020-06-19	2020-06-20	BUS INSIDER*BI PRIME	6463766096	NY	554329	12.95	
		Account Series Set Sub F1 F2 F3		Description	Amount	Approval Comment					
2	15137941				12.95						
3	15166957	PAUL ROGERS	7256	2020-07-07	2020-07-08	MSFT * E0500BLP1K	MSBILL.INFO	WA	863905	8.25	
		Account Series Set Sub F1 F2 F3		Description	Amount	Approval Comment					
3	15166957				8.25						

Save All

Transactions available to be added to PCE (Check the transaction(s) to add, then click the "Add to PCE" button)

TRANSACTION	CARDHOLDER	CARD	TRANSACTION DATE	DATE TRANS POSTED	MERCHANT	CITY	STATE	AUTH/APPROVAL #	POSTED AMNT	ADD TO PCE
15095839	PAUL ROGERS	7256	2020-05-05	2020-05-07	APPLE.COMIUS	800-676-2775	CA	746972	141.26	


Coding and the description can be modified in the appropriate fields.

Account Series	Set	Sub	F1	F2	F3	Description	Amount
<input type="text"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	141.26

Comments can be added in the "Approval Comment" field. This field will print on the P-Card cover sheet.

Description	Amount	Approval Comment
<input type="text"/>	8.25	CHARGE TO SET DRESSING

A transaction can be deleted from the envelope by clicking the "X in a Blue Circle" located at the end of the transaction.

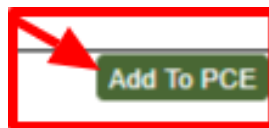
TRANSACTION	CARDHOLDER	CARD	TRANSACTION DATE	DATE TRANS POSTED	MERCHANT	CITY	STATE	AUTH/APPROVAL #	POSTED AMNT	DELETE
15095839	PAUL ROGERS	7256	2020-05-05	2020-05-07	APPLE.COMIUS	800-676-2775	CA	746972	141.26	
		Account Series Set Sub F1 F2 F3		Description	Amount	Approval Comment				
15095839					141.26					

HOW TO CASHet: P-CARD DIGITAL APPROVAL PROCESS DEPARTMENT HEAD APPROVAL

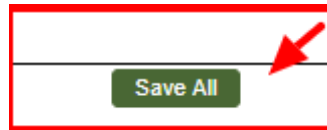
To add a transaction to an envelope, locate the transaction to be added. Tick "ADD TO PCE" box to the far right of the transaction line.

TRANSACTION	CARDHOLDER	CARD	TRANSACTION DATE	DATE TRANS POSTED	MERCHANT	CITY	STATE	AUTH/APPROVAL #	POSTED AMNT	ADD TO PCE
15012377	PAUL ROGERS	7256	2020-03-13	2020-03-16	DAIKOKUYA - WEST HOLLY	WEST HOLLYWOOD	CA	569524	40.00	<input type="checkbox"/>

Click "Add To PCE" button at the bottom of the screen.



After editing the envelope click "Save All"



Next click "Close"



HOW TO CASHet: P-CARD DIGITAL APPROVAL PROCESS DEPARTMENT HEAD APPROVAL

The P-Card Envelope cover sheet will popup.

Edits will be reflected on the cover sheet.

CASHet P-Card Cover Sheet Page 1
CASHET: CASHET 2020

Name: ROGERS, PAUL	Envelope Created Date: 08-26-2020 01:08
Department: _____	Envelope Number: 72560001
Position: _____	Envelope Amount: \$29.45
Vendor #: _____	Received Date: _____
	Received By: _____

#	Trans Date	Vendor/MCC Info	Merchant address	Amount
1	2020-06-07	MSFT * E0500BC455	1 MICROSOFT WAY MSBILL.INFO WA 98052	8.25
	ACCOUNT SERIES SET SUB F1F2F3	DESCRIPTION	APPROVAL COMMENT	Amount
	000 000 000		CHARGE TO SET DRESSING	8.25
2	2020-06-19	BUS INSIDER*BI PRIME	7700 EASTPORT PARKWAY 6463766096 NY 10013	12.95
	ACCOUNT SERIES SET SUB F1F2F3	DESCRIPTION	APPROVAL COMMENT	Amount
	4995 000 000 000	PAPER		12.95
3	2020-07-07	MSFT * E0500BLP1K	1 MICROSOFT WAY MSBILL.INFO WA 98052	8.25
	ACCOUNT SERIES SET SUB F1F2F3	DESCRIPTION	APPROVAL COMMENT	Amount
	8891 000 000 000	07/08 WORKING MEAL		8.25
Transaction Count				3
Total Amount:				\$29.45

Approvals

Finalized, GILLESPIE, SHAWN 08-26-20 13:52:28

Comments

Dept Head, Camera : 08-11-20 09:46:03 - "Copy that on reminder for meals"
GILLESPIE, SHAWN: 08-26-20 16:30:02 - "CHARGE TO SET DRESSING"

You can now "Approve and Close" or "Approve and Continue to Next PCE".

Congratulations! You have successfully approved your P-Card Envelope as a Department Head.

If you have any questions about these instructions please email renee@cashet.com or jens@cashet.com and copy PCEDA@cashet.com.