Administrator Approving a Cardholder's Envelope

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CommerceVantage[®] ControlPay[®] Advanced

USER LOG IN

USERNAME ahooper

Re

ORGANIZATION ID INDEPENDENCEGROUF

Log In

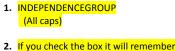
HAVING PROBLEMS LOGGING IN?

CASE SENSITIVE - Ensure that the CAPS LOCK key is set correctly. - USERNAME is not case sensitive - PASSWORD is case sensitive

BROWSER COOKIES Make sure your computer accepts cookies. If browser cookies are not accepted correctly by your computer, it may: - Block ability to log on - Force log off upon navigation to a new page

SUPPORTED BROWSERS and PLATFORMS - Microsoft Internet Explorer 9, 10, and 11

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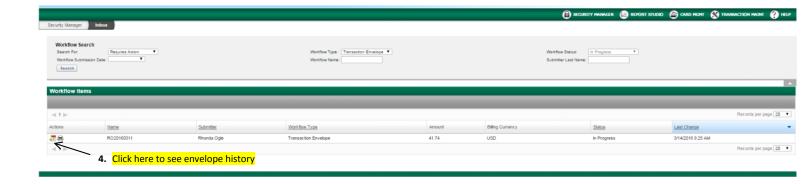
your Username and Organization ID

A

Commerce Bank

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Hello, LANCE	Announcements	Quick Links
Usemanne a15386 Org Group INDEPENDENCEGROUP Role Commerce Bank Cardholder Default LastLogin 3/8/2016	@P New(0) 72* Old(1) There are surrently no new announcements	Manage Transactions Unreviewed Transactions View Statements Change My Password Options Create a Transaction Envelope
My Links		Inbox
Transaction Envelope (15) Transaction Management (12) Workflow Workeheat (0)		Stephenks Attention
Transaction Report (1) Create a Transaction Envelope (1)	Cardholder Information	Reports
	Account XXXXX-XXXX-4367 (STOUT, LANCE) Account Information	Transaction Report Account Report
	Credit Limit # of Transactions in Current Dycle # of Unreviewed Transactions in Last 20 Days MCC Summary (Best 30 days)	2,590,00 0 0
	No transactions during the last 30 days. Recent Activity (stres)	



Envelope History

Open Transaction Envelope: R020160311 5. Click to Open Transaction Envelope details										
Workflow History										
Approver Name	Start Hierarchy	End Hierarchy	Status							
	Initial Submission	Lance Stout Approvals	In Progress							
Notes:										

Transaction Envelope

												e	SECURITY HANAGER	REPORT STUDE) 合 cum	мант 🛞 ти	ANSACTION MAINT	(2) HELP
Transaction Maintenance	Transaction Em	elope Tran	sactions															
Envelope Summary																		
Envelope Name:			R020	160311			Envelope Submitter:			a Ogle (ROgle1)			Calculated Total:			USD 4		
Transactions In Envelope: Total USD Transactions:			1				Begin Date: Transactions Amount:		3/5/201 USD 41				End Date: Out of Pockets Amou			3/11/20 USD 0		
Total 050 Transactions;							Transactions Amount:		050 4	1.74			Out of Pockets Amou	n,		050 0	00	
																Finar	icial Codes: 🖲 V	iew 🔍 Hide
Transactions																		
-⊲ 1 ⊳																	Records per pay	ge 100 🔻
Actions	Post Date		Trans Date		Act#-4	Name		Mercha	<u>nt</u>		Billing Amount	Bille	ng Currency	OOP	Split	Disputed	Receipt?	
N (5 5)	3/7/2016		3/4/2016		9152	OGLE, P	HONDA	IN OFF	CE PRODUCTS ALLIA		41.74	USC)				*	
		PO # - Line # 260269-16		PO Status C	s (C = Closed, O =	Open)	Invoice Number (AP Entry On	ly)	Invoice Date (AP Entry Only)									
			Supplies for the He	ealth Clinic														
	6 Clic	k here to	see add	litiona	Itransad	tion	detail including	, rec	eipt. If there are	multiple tr	ansactions in	an env	elone vou				-	
-≪1 ⊫								sicc	cipt. If there are	manupic u		unchiv	clope, you				Records per pa	30 100 •
	nee	d to do t	this for ea	ach tra	ansactio	n.												

Save Approve Print Envelope Close

Transaction Detail

			💼 security manager 🛛 😰 repor	T STUDIO 🛛 🚔 CARD MGMT	🛞 TRANSACTION MAINT 🥐 H	ELP
Transaction Maintenance Transaction Management	Transaction Details					_
Back to Search					Transaction	1 of 1
Transaction Details for Account Number: XXXX-XXX	XX-XXXX-9152					
Post Date:	3/7/2016	Trans Date:	3/4/2016			
Reference Number:	24692166064000310958884	Merchant:	IN OFFICE PRODUCTS ALLIA			
Amount	41.74 USD	Account Transaction ID:	29814196			
Toggle: Expand All • Collapse All			Go To: Merchant Information • Billing Inf	ormation • Sign Off History	Flags & Notes Comments S	<u>solits</u>
Merchant Information						•
Billing Information						•
Sign Off History						•
Flags & Notes						•
Reviewed: 🗭 Approved: 🗐 Sales Tax Not Billed: 🗐	Sales Tax: 0.00					
Note Supplies for the Health Clinic					le	
Comments						•
Splits						•
Save Dispute Cancel Cancel Upload Receipt(s) View Receipt(s)	7. Click here to view receipt					

Receipt

		No Faxed Receipts Found		
Uploade	Receipts			
Actions	Uploaded Date	▼ Filename	Type	Size

Transaction Maintenance	Transaction Management	Transaction Details	
Back to Search	10. Click here	to return to trans	action list
Transaction Details for A	Account Number: XXXX-XXX	(X-XXXX-9152	
Post Date:		3/7/2016	
Reference Number:			4000310958884
Amount:		41.74 USD	
Toggle: Expand All • Co	illapse All		
Merchant Information			
Billing Information			
Sign Off History			
Flags & Notes			
Reviewed: 🧭 Approved:	Sales Tax Not Billed:	Sales Tax: 0.00	
Note Supplies for t	the Health Clinic		
a			
Comments			
Splits			
Save Dispute Ca	ncel		

Upload Receipt(s) View Receipt(s)

Approval

			PO # - Line # 260269-16		PO Statu C	s (C = Closed,	0 = Open)	Invoice Number (AP Entry	Only)	Invoice Date (AP Entry Or	ıly)
🐚 🕅 🗊 🍫		3/7/2016		3/4/2016		9152	OGLE,	RHONDA	IN OF	FICE PRODUCTS ALLIA	
Actions		Post Date		Trans Date		Act#-4	Name		Merch	ant	
⊲1⊳											
Transactions											
Total USD Transacti	ons:			1				Transactions Amount:			USD 41.7
Envelope Name: Transactions In Enve	elope:			RO2 1	0160311			Envelope Submitter: Begin Date:			Rhonda (3/5/2016
Envelope Summa	ry										
ansaction Maintenan	ce)	Transaction	Envelope	sactions							

Save Approx Print Envelope Close

 Once you have looked at each transaction/receipt and are ready to approve the envelope click "Approve". This will submit the envelope to the next process in the workflow with is Account Payable.

If you have any questions please contact:

Judy Luce - Ext 10084 Aaron Hooper - Ext 10067 Rhonda Ogle - 10059