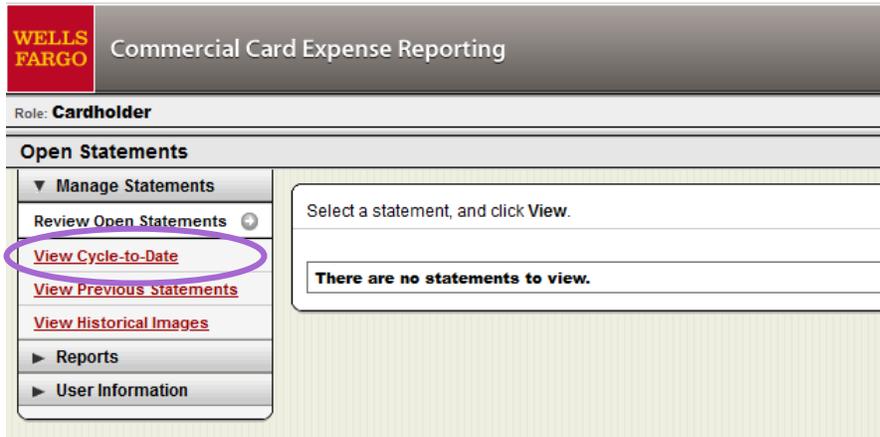


How to Reclassify Charges as a Cardholder

1. Click on “View Cycle-to-Date” in your left-hand sidebar (or “View Previous Statements” if you are in the grace period):



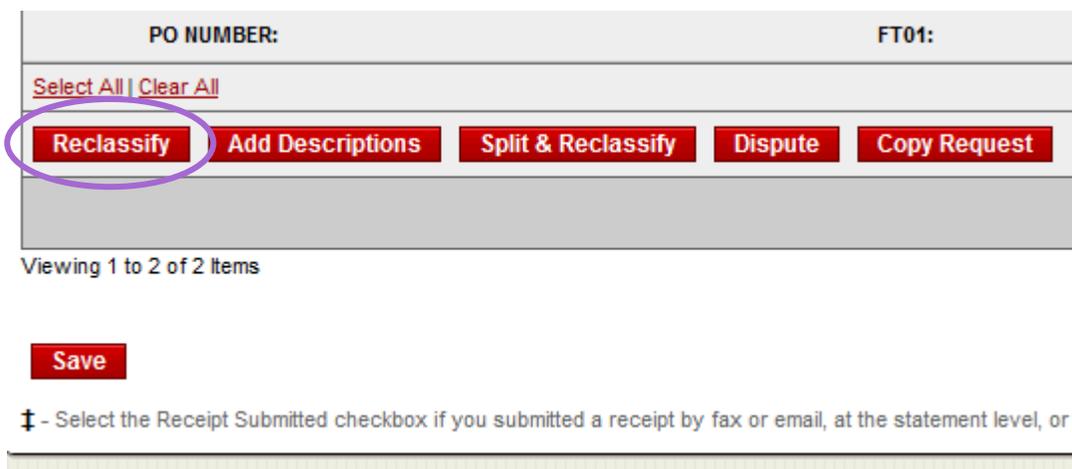
2. Select the charge(s) you would like to reclassify by clicking the checkbox next to the charge:

The screenshot shows a table titled 'Charges' with columns: Transaction Date, Posting Date, Merchant, G/L Code, Unit, Receipt Image, Receipt Submitted, and Amount / Original Currency. The first row is selected, and the 'Reclassify' button is circled in purple. Below the table, there are fields for Description, BANNER ID, FUND, PO NUMBER, ORG, ACTIVITY, FT01, PROGRAM CODE, INVOICE, and SEVEN.

Transaction Date	Posting Date	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
04/15/2022	04/18/2022	Fred Meyer #0150 Portland,OR	07031 - Events/Functions and Meetings	CAMPUS MINISTRY(394)		<input type="checkbox"/>	19.96 USD

Description: *
BANNER ID: [REDACTED] ORG: 394 PROGRAM CODE: 50
FUND: 1000 ACTIVITY:
PO NUMBER: FT01: INVOICE:
SEVEN:

3. Click on **Reclassify** at the bottom of the page:



4. Make any necessary changes and click Save:

Charges

Viewing 1 to 1 of 1 Items

1.	Transaction Date	Posting Date	Merchant	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	04/15/2022	04/18/2022	Fred Meyer #0150 Portland,OR		<input type="checkbox"/>	19.96 USD
General Ledger Code *		Description *		Unit		
07031 - Events/Functions and Meetings				CAMPUS MINISTRY(394)		
BANNER ID	<input type="text"/>	ORG	<input type="text"/>	PROGRAM CODE		
<input type="text"/>		394		50		
FUND	<input type="text"/>	ACTIVITY	<input type="text"/>	INVOICE		
1000		<input type="text"/>		<input type="text"/>		
PO NUMBER	<input type="text"/>	FT01	<input type="text"/>	SEVEN		
<input type="text"/>		<input type="text"/>		<input type="text"/>		

Viewing 1 to 1 of 1 Items

Save **Cancel**

‡ - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

5. Be sure to click Save again at the bottom of your statement:

PO NUMBER:	FT01:			
Select All Clear All				
Reclassify	Add Descriptions	Split & Reclassify	Dispute	Copy Request

Viewing 1 to 2 of 2 Items

Save

‡ - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or u

You are done! 😊