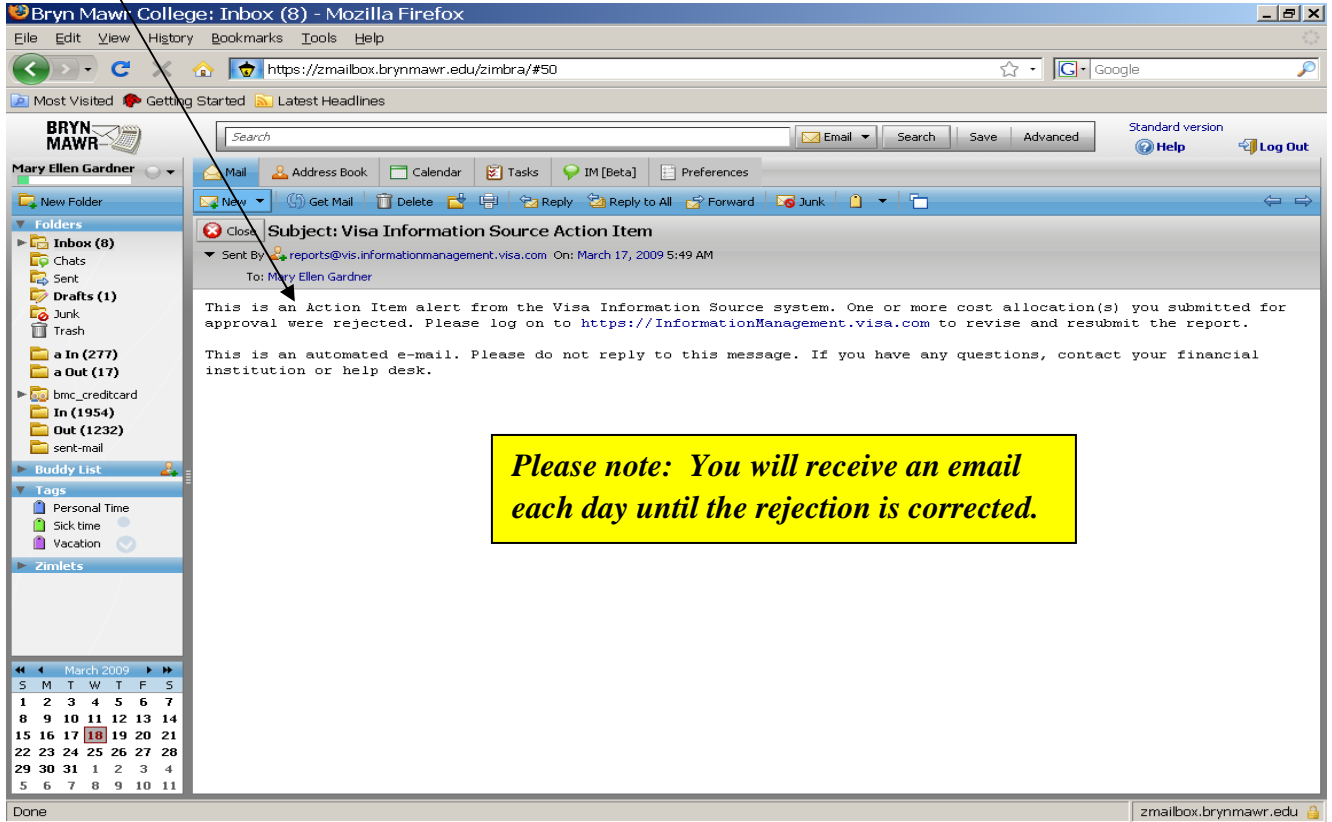
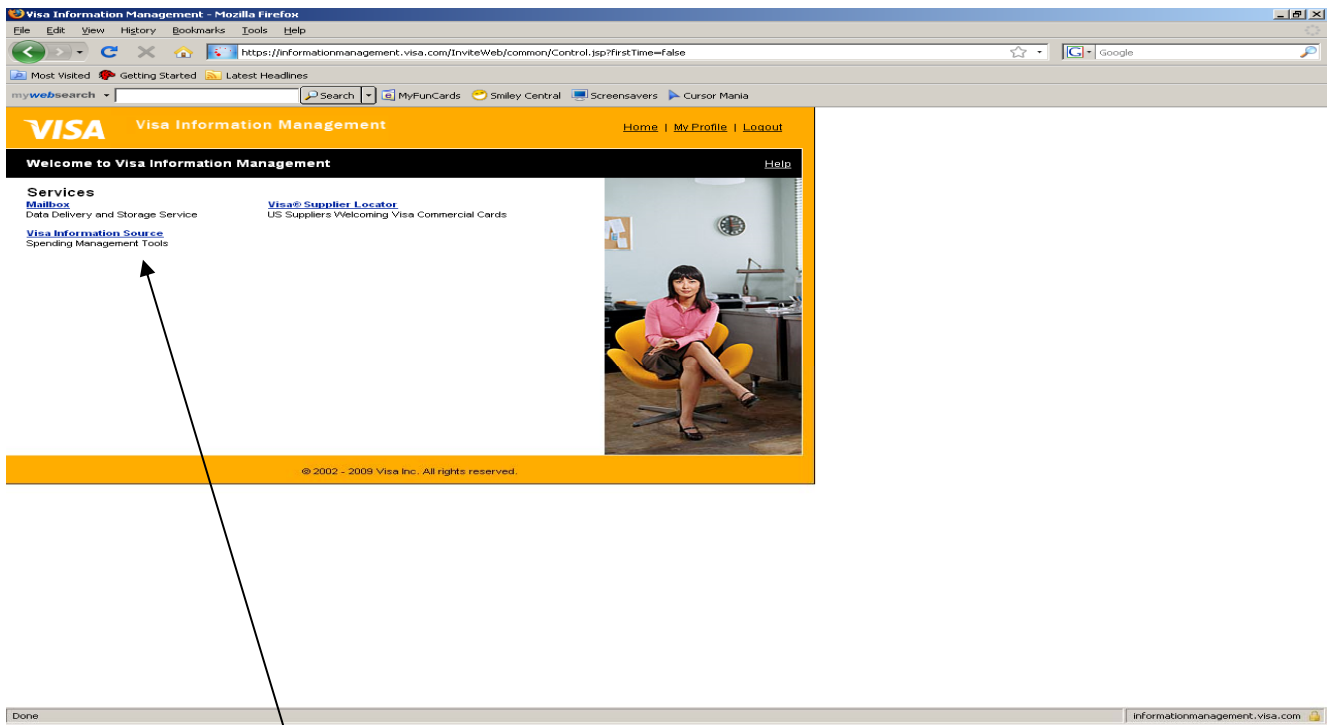


## Allocator Procedure for Correcting Rejected Transaction(s)

1. Allocator will receive an email from reports@vis.informationmanagement.visa.com letting them know there are rejected transaction(s) they need to correct. An example of the email is below:



2. Login to Visa Information Management (VIM) website at [vim.visa.com](http://vim.visa.com). You will be on the main **Home** page, see example below.



3. Click once on [Visa Information Source \(VIS\)](#). You will now be on the VIS home page.

## Allocator Procedure for Correcting Rejected Transaction(s)

4. Look at the **Action Items** box, **Rejected allocations waiting for revision**. The **blue** number next to it tells you the number of transaction(s) that need to be corrected.

Visa Information Source - Mozilla Firefox  
https://vis.informationmanagement.visa.com/VISWeb/invitebridge.action?mode=access

Visa Information Management - Visit other services - Home | My Profile | Logout

**VISA** Visa Information Source  
Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help

Welcome, MARY ELLEN GARDNER, to Visa Information Source. You are logged in as bmcmgardner, a Company User account for BRYN MAWR COLLEGE.

**Action Items**  
Rejected allocations waiting for revision: [2](#)

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Done vis.informationmanagement.visa.com

5. To correct, click on the **blue** number. So in the example above you would click on the **2**. You will automatically be brought into the same screen that is used when allocating. See example below:

Allocate Transactions - Mozilla Firefox  
https://vis.informationmanagement.visa.com/VISWeb/maintaincostallocprompt.action

Visa Information Management - Visit other services - Home | My Profile | Logout

**VISA** Visa Information Source  
Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help

**Allocate Transactions**

Company: 7860252 - BRYN MAWR COLLEGE  
Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
Card Account: Multiple Card Accounts Selected [Sort and Filter](#)

\*\* A=Allocated, AA=Allocated and Approved, E=Extracted, N=New, P=Pending, R=Rejected, S=Saved, U=Unallocated

#	Status	Cardholder Name Card Account No. Trans Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	R	GARDNER, MARY ELLEN XXXX XXXX XXXX 7973 02/06/2009 02/09/2009 Receipt? <input checked="" type="checkbox"/>	W.B. MASON CO INC. 40.14	1 52300 01310 99999  test m gardner cost allocation-invalid account code wit	GARDNER, MARY ELLEN
2	R	TRANS 10 XXXX XXXX XXXX 3101 02/25/2009 02/27/2009 Receipt? <input type="checkbox"/>	SUNOCO SVC STATION 43.30	1 01702 01040 99999  Auto Allocated *MUST CHANGE DESCRIPTION	GARDNER, MARY ELLEN

\*=required [Printer Friendly](#) [Change Selection Criteria](#)

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Done vis.informationmanagement.visa.com

## Allocator Procedure for Correcting Rejected Transaction(s)

6. Click on box located in gray area and a checkmark will appear in that box and next to every purchase listed. The **Allocated to** and **Description** fields will become white instead of gray.
  - a. The reason for the rejection will be preceded by a \* and typed in **CAPS** at the end of the description in the **Description** field. See example below.

Company: 7860252 - BRYN MAWR COLLEGE  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: Multiple Card Accounts Selected

#	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	R	GARDNER, MARY ELLEN XXXX XXXX XXXX 7973 02/06/2009 02/09/2009 Receipt? <input checked="" type="checkbox"/>	W. B. MASON CO INC. 40.14	11523001013101999991 Printer toner cartridge *ACCOUNT CODE SB 51701	GARDNER, MARY ELLEN
2	R	TRANS 10 XXXX XXXX XXXX 3101 02/25/2009 02/27/2009 Receipt? <input checked="" type="checkbox"/>	SUNOCO SVC STATION 43.30	11517321010451999991 Auto Allocated *MUST CHANGE DESCRIPTION	GARDNER, MARY ELLEN

\*=required  
 Printer Friendly    Change Selection Criteria

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- b. **Allocated to field:** If needed, correct the 16-digit account number. Be sure not to delete the vertical lines.

- i. After correcting, DELETE the Controller's Office reason that is in CAPS in the **Description** field. You can highlight that part of the description and hit backspace. See example below.

Company: 7860252 - BRYN MAWR COLLEGE  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: Multiple Card Accounts Selected

#	Status	Cardholder Name Card Account No. Trans Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	R	GARDNER, MARY ELLEN XXXX XXXX XXXX 7973 02/06/2009 02/09/2009 Receipt? <input checked="" type="checkbox"/>	W. B. MASON CO INC. 40.14	11517011013101999991 Printer toner cartridge *ACCOUNT CODE SB 51701	GARDNER, MARY ELLEN
2	R	TRANS 10 XXXX XXXX XXXX 3101 02/25/2009 02/27/2009 Receipt? <input checked="" type="checkbox"/>	SUNOCO SVC STATION 43.30	11517321010451999991 Auto Allocated *MUST CHANGE DESCRIPTION	GARDNER, MARY ELLEN

\*=required  
 Printer Friendly    Change Selection Criteria

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## Allocator Procedure for Correcting Rejected Transaction(s)

- c. **Description field:** Delete the Controllers' Office reason, then, if needed, correct the description.

7. See completed corrections below.

Allocate Transactions - Mozilla Firefox  
https://vis.informationmanagement.visa.com/VISWeb/maintaincostallocprompt.action

Visa Information Management - Visit other services - Home | My Profile | Logout

**VISA** Visa Information Source

Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help

Allocate Transactions

Company: 7860252 - BRYN MAWR COLLEGE  
Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
Card Account: Multiple Card Accounts Selected

\*\* A=Allocated, AA=Allocated and Approved, E=Extracted, N=New, P=Pending, R=Rejected, S=Saved, U=Unallocated

#	Status	Cardholder Name Card Account No. Trans. Date Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	R	GARDNER, MARY ELLEN XXXX XXXX XXXX 7973 02/06/2009 02/09/2009 Receipt? <input checked="" type="checkbox"/>	W.B. MASON CO INC. 40.14	1 51701 01310 99999   Printer toner cartridge	GARDNER, MARY ELLEN
2	R	TRANS 10 XXXX XXXX XXXX 3101 02/25/2009 02/27/2009 Receipt? <input checked="" type="checkbox"/>	SUNOCO EVC STATION 43.30	1 51702 01045 99999   Gas for vehicle number 14	GARDNER, MARY ELLEN

\*=required

Printer Friendly Change Selection Criteria

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8. You must print the corrections BEFORE you submit the corrected transactions. To print the corrections click the **Printer Friendly** button.

- a. A screen will appear, click on **File** in top left and choose **Print**.
- b. Print window will appear.

Print

Printer

Name: \\ADMINPRINT\Cart\_201\_HP4000 Properties...

Status: Ready

Type: HP LaserJet 4000 Series PS

Where: 2nd floor, rm 201

Comment: Mac: 0060B0E66A30; BMC tag: P99N0128; IP: 1  Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

Collate

Print Frames

As laid out on the screen

The selected frame

Each frame separately

OK Cancel

Choose **Printer Name**, **Number of copies** then click **OK** button.

The statement will print.

## Allocator Procedure for Correcting Rejected Transaction(s)

- c. Close the Printer Friendly version of the window by clicking on the **X** in the top right hand corner. You will be brought back to the main window.
9. Scroll to the bottom of the screen (if necessary). Click on the **down arrow** in the **Select Action** box and choose **Submit**.

#	Status	Cardholder Name	Card Account No.	Trans Date	Posting Date	Supplier Name	Transaction Amount	Tax and Tax Source	Cardholder Tax	Allocated to	Reviewed by
1	R	GARDNER, MARY ELLEN	XXXX XXXX XXXX 7973	02/06/2009	02/09/2009	W.B. MASON CO INC	40.14			11517010131099999	GARDNER, MARY ELLEN
2	R	TRANS 10	XXXX XXXX XXXX 3101	02/25/2009	02/27/2009	SUNOCO SVC STATION	43.30			11517320104599999	GARDNER, MARY ELLEN

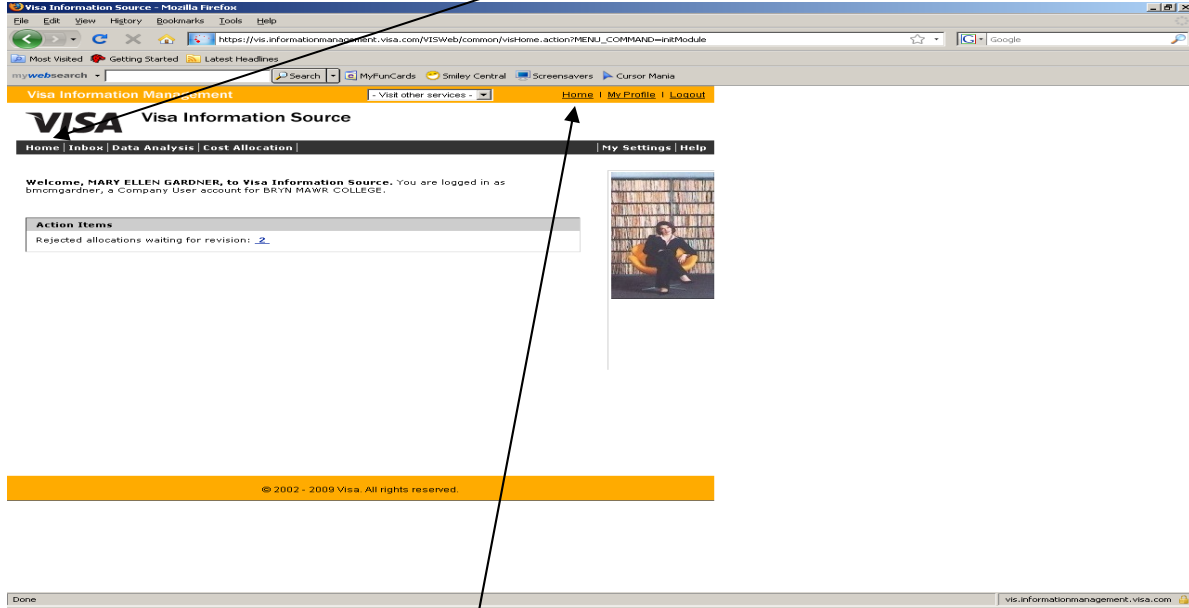
10. When you click **Go** the Controllers' Office will automatically be notified by VIM. The following screen will appear.

There are no transactions to display.

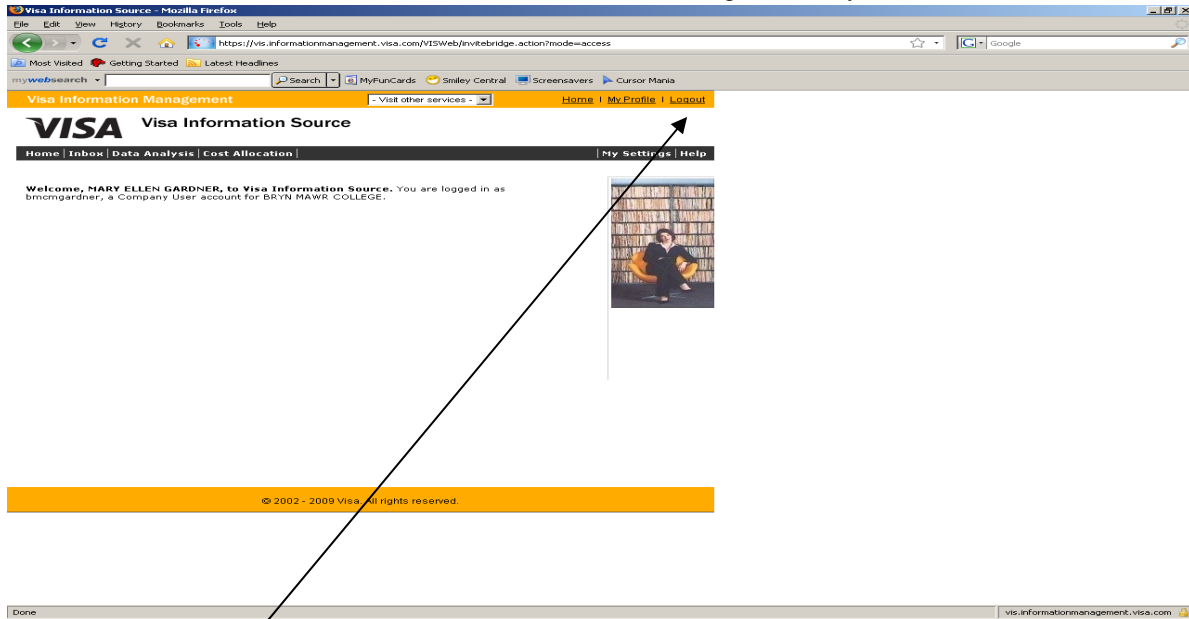
Change Selection Criteria

## Allocator Procedure for Correcting Rejected Transaction(s)

11. To exit out of this statement allocation click on the **Home** menu option located in the black bar. You will be back on the VIS Home page.



12. To refresh the VIS **Home** page, click on **blue Home** at top which will bring you back to the main **Home** page, then click **Visa Information Source (VIS)** once and the screen should no longer have any **Action Items**.



13. To logout, click on **blue Logout**

14. Allocator's correction process is finished.



✓ *Questions about this procedure please email the Controllers' Office at [bmc\\_creditcard@brynmaur.edu](mailto:bmc_creditcard@brynmaur.edu). In your email please make sure to include which page and outline number/letter on this document you have a question about.*