Acquitting Credit Card Transactions
Quick Reference Guide

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Step 1.
Note your outstanding transactions on your Homepage.
To verify your transaction, select the Waiting Accountholder (Transactions) or the **green tick** next to the transaction you want to acquit within the Home Page.

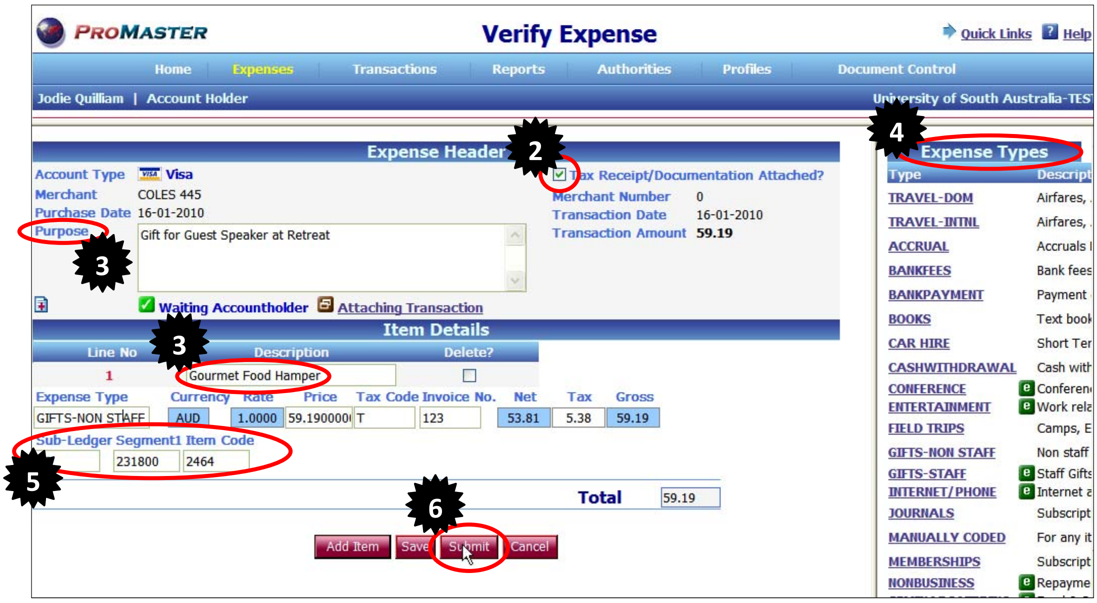
Step 2.
Tick whether **Tax Receipt/Documentation** is available. If no Tax Receipt / Documentation is available, please see Quick Reference Guide: [*Verifying a Transaction without a Receipt.*]

Step 3.
Enter **Purpose (why?)** and **Description (what?)**.

Step 4.
Select Item Code from **Expense Types**. If an expense type does not reflect the type of expenditure then select **MANUALLY CODED** from the list and manually add the correct Item Code.

Step 5.
Ensure correct Cost Centre information appears in **Sub-Ledger** and **Item Code**.

Step 6.
If ready to forward to Admin Review AC - Select **Submit**.
If not ready – Select **Save** to edit and submit later.



Step 7.
The **Expense Details** screen will show a breakdown of the expense. Note that the Status changes from *Waiting Accountholder* to *Waiting Admin Review AC*.

To acquit your next transaction, select **Verify Next Transaction** or to go back to the home page click on **Go to Home Page**.

Once all transactions are verified, [*print Document Control Report*] and forward to Admin Centre Controller.

Need further help? Please contact the STARS Team on
Ph: (08) 830 21482 or (08) 830 21481 or via email: promaster@unisa.edu.au

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