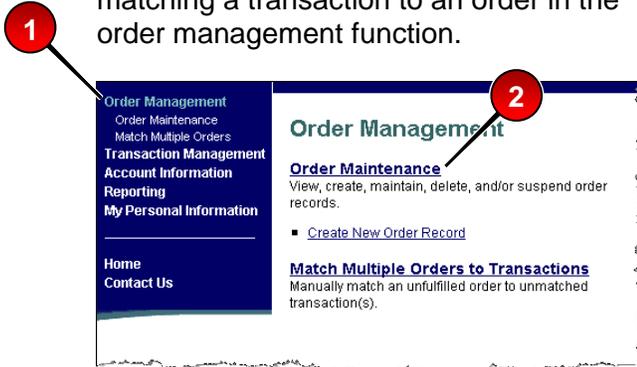
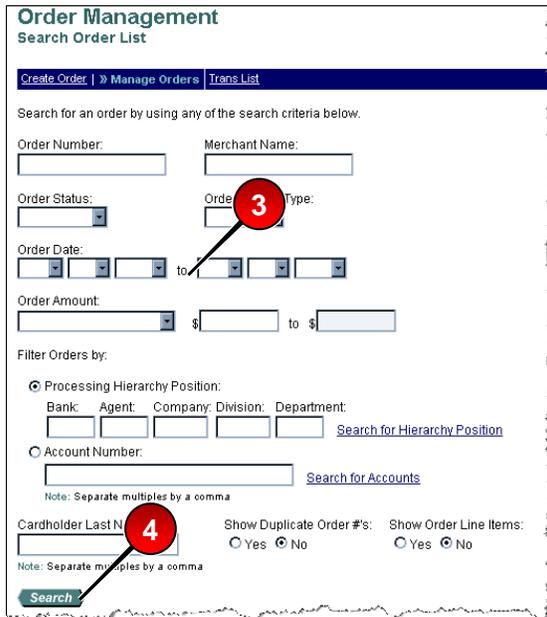


Match a Transaction to an Order in Order Management

You can use this quick reference guide as a fast reminder of the basic steps for matching a transaction to an order in the order management function.



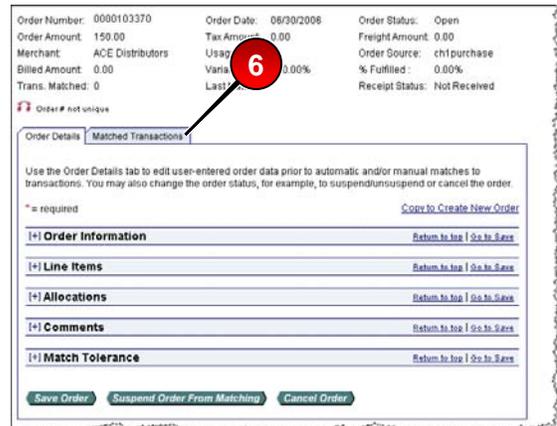
1. Select the **Order Management** high-level task.
2. Click the **Order Maintenance** link.



3. Specify order search criteria, if needed.
4. Click the **Search** button.



5. Click the order number link.



6. Select the *Matched Transactions* tab.



7. Click the **Match to Transactions** link.

U.S. Bank Access® Online: Match a Transaction to an Order *Quick Reference*

Order Summary Create New Order Record

Status	Order Number	Order Date	Merchant	Amount	Source	% Fulfilled	Last Match
Open	0000103370	06/30/2006	ACE Distributors	150.00	chtpurchase	0.00%	

Order # not unique

Search for a transaction by using any of the search criteria below.

Merchant Name: Purchase ID:

Transaction Amount:
 Greater than or equal to \$25 to \$1000

Billing Cycle Close Date:

Posting Date: to

Transaction Date: to

Disputed Transaction: Allocated Transactions:

Display Transactions per page

8. Specify search criteria.
9. Click the **Search** button.

Records 1 - 19 of 19

|

Match Status	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting
<input type="checkbox"/>	05/21	05/24	OMEGA ENGINEERING	203-2997719, CT	\$508.40	05691	471830455
<input type="checkbox"/>	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	471830455
<input type="checkbox"/>	05/20	05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	471830455
<input type="checkbox"/>	05/20	05/24	PACE CUSTOM CASES & BAGS	009-506-0000, UT	\$269.40	05691	471830455
<input type="checkbox"/>	05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	\$311.00	05691	471830455
<input type="checkbox"/>	05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	\$38.20	05691	471830455
<input type="checkbox"/>	05/20	05/21	THATCHER COMPANY	0019724507, UT	\$1,173.70	05691	471830455
<input type="checkbox"/>	05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	\$261.55 CR	05691	471830455
<input type="checkbox"/>	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$20.43	05691	471830455
<input type="checkbox"/>	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$53.83	05691	471830455
<input type="checkbox"/>	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$317.94	05691	471830455
<input type="checkbox"/>	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$295.49	05691	471830455
<input type="checkbox"/>	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$96.12	05691	471830455
<input type="checkbox"/>	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$105.00	05691	471830455

10. Select the check box for the transaction to match to the order.
11. Click the **Match to Order** button.

Are you sure?

Matching will replace existing transaction allocations.

Do you still wish to continue?

12. Review the message. Your organization sets parameters to determine when a transaction keeps its own allocation or takes the allocation of the order.
13. Click the **Yes, Match** button.

Order Details | Matched Transactions

The Matched Transactions tab provides information on the results of a match, including the li

Order-Transaction Match Summary

Order Amount: 150.00 Billed Amount: 38.20 Variance Amount: 111.80
 % Fulfilled: 25.47% # of Transactions Matched: 1 Variance Percent: 74.53%

Matched Transactions

To unmatched, select one or more transactions and click on the "Unmatch" button.
 To view the transaction's details, click on the "Tran Date" link.
 To match to more transactions, click on the "Match to Transactions" link.

Records 1 - 1 of 1

Unmatch Status	Match	Tran Date	Posting Date	Merchant	Amount
<input type="checkbox"/>	MM	05/20	05/21	PLATT ELEC SPPLY 0057	\$38.20 ch

Records 1 - 1 of 1

Note the MM icon.



LEARN MORE
 For more detailed information, refer to the *Order Management* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.