Checking Pending Transactions with Regions

- 1. Logon to Regions everyday.
- 2. Click on "Account Maintenance" tab.



3. Click on "Transaction Inquiry".



- If searching by account number, enter a complete or partial account number.
- Select an option from the Transaction Type box to display the desired combinat If searching by employee or vendor ID, enter a complete or partial employee or Select "Search" to find accounts using search criteria.

Note: To reduce the number of entries in the search results, please enter as much possible.

Search Type
Search for Account Name
○ Search for Account Number
O Search for Employee/Vendor
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Transaction Type
● All
O Pending Transactions
O Posted Transactions
¥
Search

- 5. All of the cards you have access to will be listed. Cards with a Closed status will remain until Regions purges the card from their system.
 - Account Maintenance Modify Search Note: For multiple accounts with the same name, check the status and select "View Account" for the desired account. Type: All Status: All V V Last Name First Name Middle Name Employee / Vendor Ib Status Type -----Active I View Accou _____ Active View Account I Active 1 View Acco Closed I View Acco Active I View Acc Active া Active 1 lew A Active I Active T Active I Active I View Acc Active I Active I iew Accor Active I View Accou Active 1 T Active I Active 1 View Acc Active I Active I View Accor Active I View Accou Active I View Account
- 6. Click on **"View Account"** for the first card with an Active Status.

7. Click on "Pending Transactions". Pending Transactions will list transactions approved but not posted, credits not posted, declined charges and reversals. A reversal is when the bank approved the charge, but the vendor canceled the transaction. Once the transaction posts, it will move to the Posted Transactions tab until the 1st of the next month. Declined Charges will stay for approximately 7 days.

ment	Account Maintenance	Administration	Reports
Modify Search Acco ESCAMBIA COUNTY Account	ount Selection DISTRICT SCH	lt i "Ad un	s important to monitor the ccount Available". This is the used monthly credit limit.
Status Account Status: APPROVE			
Account Summary Pe	nding Transactions Posted Transaction	15	
Account Availa	ble: \$2,054.88 Curr	rent Balance: \$0.00	Company Available: \$5,614,187.68

Modify Search | Account Selection

- 8. Declined charges will have a reason listed after the Merchant. The following are the most common decline messages.
 - a. ACCT DAILY TRANS COUNT EXCEEDED The cardholder has reached the daily transaction limit.
 - b. ACCT BILLING CYCLE CNT EXCEEDED The cardholder has reached the monthly transaction limit.
 - c. Mcc Not In Grp When Mcc Ind = I The Merchant has a MCC code assigned by Visa that is not permitted on that card. Contact Cindy Davison or Kristin Smith to request an override.
 - d. Non-Cash Overline % Or Amount The cardholder does not have enough monthly credit limit for the purchase.
 - e. Expire Date Indicator Match The wrong Expiration Date was used.
 - f. Cvv/Cvc 2 Mismatch Option C The wrong CVC code was entered. This is the 3 digit code on the back of the card.
 - g. Fraud Criteria Strategy Regions has declined the transaction because it met a fraud criteria. The following reason could cause a decline.
 - i. The transaction originates outside the United States.
 - ii. An attempt was made for a cash advance.
 - iii. A card was used at one Merchant more than 3 times in a 24-hour period. This pertains to Merchants that Regions has determined to have a high volume of fraudulent activity.
 - h. ACCT SINGLE TRANS AMT EXCEEDED The transaction is above the cardholder's single transaction limit.
 - i. MATCHED BLOCK CODE ON PARM The card has not been activated.
- 9. Click on **"Posted Transactions"**. Posted Transactions will stay on the screen until the 1st of the next month. After the 1st, the transactions can be viewed on the Statement.

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Account Availa	ble: \$2,054.88 Curr	rent Balance: \$0.00 Com	npany Available: \$5,614,187.68

Modify Search | Account Selection

10. To review the next card, click on **"Account Selection"**

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12. Continue until all cards have been reviewed.

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