HOW TO FIND PCARD TRANSACTIONS

As an alternative to clicking on the email.

Using the tiles: Select Procurement Cards
This is where your procurement card transactions that need to be worked are listed. Note: If you are a reconciler for multiple cardholders you will first see the search screen.

To access the tiles, click on the Home button

Using the navigator
Go to Purchasing > Procurement Cards > Reconcile > Reconcile Statement. Purchasing > Procurement Cards > Reconcile > Reconcile Statement
Please note: If Reconcile Statement lands you directly on your Procurement Card Transactions screen, you will need to click “search” at the bottom of that page to access the Reconcile Statement Search screen.

Choose “Reconciler” as the Role Name.

1. Enter the Look up Employee ID or Click the magnifying glass to view the cardholders list and click on the name needed to select.
2. Click on Statement Status to select a status (Staged-not worked, Processing – Sent to workflow/not approved, Approved or Closed)
3. Click the Search button

Reconcile Statement Search

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Employee ID</th>
<th>Name</th>
<th>Card Issuer</th>
<th>Card Number</th>
<th>Transaction Number</th>
<th>Merchant</th>
<th>Exact Match</th>
<th>Sequence Number</th>
<th>Line Number</th>
<th>Billing Date</th>
<th>Statement Status</th>
<th>Budget Status</th>
<th>Chartfield Status</th>
<th>Transaction Date</th>
<th>Charge Type</th>
<th>Posted Date</th>
<th>Rows Per Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Visa</td>
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<td>50</td>
</tr>
</tbody>
</table>
Your procurement card transactions waiting to be reconciled will be shown.

Loading documentation to closed transactions

To view all your transactions that are closed follow this path.

Main Menu> Purchasing> Procurement Cards> Reconcile > Reconcile Statement>
Enter Employee ID
Under Statement Status, select CLOSED
Enter Merchant name (to narrow down the search)
Uncheck Match Case box
Change Rows per Page to 100
Click Search

- **Please note:** if Reconcile Statement lands you directly on your Procurement Card Transactions screen, you will need to click “search” at the bottom of that page to access the Reconcile Statement Search screen
- Find the transaction(s) in question and load the receipts as normal.
- Be sure to click “save” at the bottom of the Procurement Card Transactions screen before exiting the system or you may lose any changes made.