



Step	Action
------	--------

**Navigation:** OU Main Menu – P-Card – P-Card Transactions

- |   |   |
|---|---|
| 1 | To access Pcard transactions in PeopleSoft, click on the <b>P-Card</b> tile on the <b>Home Screen</b> and select <b>P-Card Transaction</b> on the left side menu or use the <b>NavBar</b> and select <b>Navigator &gt; OU Main Menu &gt; P-Card &gt; P-Card Transactions</b> .  |
| 2 | If you do not have access to this <b>Pcard</b> option, you have not been granted security access. Please work with a financial approver (someone in your department with access to approve vouchers, requisitions, and/or cost transfers) to complete the required security form.   |
| 3 | For reconcilers (cardholders or those with Org access - not approvers), the default search screen will filter by transactions that have not been <b>reconciled</b> , have not been <b>approved</b> , and transactions that have not been <b>processed</b> . <b>Reconciled = No</b> means that the <b>Reconciled</b> box has not been checked. <b>Approved = No</b> means that the <b>Approved</b> box has not been checked by a financial approver. <b>Processed = No</b> means that the <b>Processed</b> box, used by General Accounting once the transactions have been loaded to the general ledger, has not been checked. To view all transactions that meet this criteria, click <b>Search</b> . |

**P-Card Transactions**

Enter any information you have and click Search. Leave fields blank for a list

**Search Criteria**

Business Unit begins with

Transaction ID begins with

Transaction Date =

Posted Date =

Empl ID begins with

Name begins with

Card Number begins with

Org begins with

Reconciled By begins with

Supplier Name begins with

Total Amount =

Reconciled =

Approved =

Processed =

Audited =

Case Sensitive

- |   |   |
|---|---|
| 4 | You also have the ability to limit the transactions shown by using the other search filters.<br><b>Hint:</b> See the OU Job Aid on Pcard Transaction Search for more information. |
| 5 | Click anywhere on a <b>transaction</b> to review the details.   |



P-Card Transaction | Transaction Details | Attachments

Business Unit NORMN Empl ID 123456 Name TRANSACTION, TOM Card# 4733  
 Transaction ID TXN00712483 Transaction Date 12/16/2021 Posted Date 12/17/2021

Vendor AMAZON.COM MK5XG8TO3 AMZN Amount 1440.00

Reconciled  
 Approved  
 Processed  
 Audited

Comment

Account	Fund	Org	Function	Entity	Project	Source	Purpose	Description	OU Amount	Budget Date
1 602700	EDGEN	RES18001	00311	00000					1440.00	12/16/2021

Save Return to Search Previous in List Next in List Notify

6 The cardholder’s default chartfield spread will load for all transactions but can be updated while reconciling the transaction.

**Hint:** Refer to the OU Job Aid on Pcard Default Chartfield Spreads for more information on how to change the default.

7 To update any part of the chartfield spread, click in the **field** and either type in the correct value or click on the magnifying glass to load the available values.

8 Note that you will only have access to the Org combinations that you have been given security for. If additional Org access is needed, please work with your department to be granted additional security access.

P-Card Transaction | Transaction Details | Attachments

Business Unit NORMN Empl ID 123456 Name TRANSACTION, TOM  
 Transaction ID TXN00712483 Transaction Date 12/16/2021 Posted Date

Vendor AMAZON.COM MK5XG8TO3 AMZN Amount 1440.00

Reconciled  
 Approved  
 Processed  
 Audited

Comment

Account	Fund	Org	Function	Entity	Project
1 602700	EDGEN	RES18001	00311	00000	

Save Return to Search Previous in List Next in List No

**Look Up Function** X

[Help](#)

Function begins with

Look Up Clear Cancel Basic

Lookup

Search Results

View 100 First 1-30 of 30 Last

Function	Description
0000	ALL FUNCTIONS
00012	RESEARCH
00013	PUBLIC SERVICE
00014	ACADEMIC SUPPORT
00015	STUDENT SERVICES
00017	OPERATION/MAINTENANCE OF PLANT
00018	SCHOLARSHIPS/FELLOWSHIPS
00030	AGENCY/BENEFIT REIMBURSEMENT
00031	AGENCY/STUDENTS/STAFF/FAC ORGS

9 Please be aware that the GL Account code should be updated, as necessary, to accurately reflect the expense.

**Hint:** See the OU Job Aid on GL Codes for more information.

10 If a transaction needs to be split against multiple chartfield spreads, click the **plus (+) sign** to copy the previous row of information and add a new line. Add as many additional lines as needed to appropriately allocate the expense.



P-Card Transaction | Transaction Details | Attachments

Business Unit NORMN Empl ID 123456 Name TRANSACTION, TOM Card# 4733  
 Transaction ID TXN00712483 Transaction Date 12/16/2021 Posted Date 12/17/2021

Vendor AMAZON.COM MK5XG8TO3 AMZN Amount 1440.00

Reconciled  
 Approved  
 Processed  
 Audited

Comment

Account	Fund	Org	Function	Entity	Project	Source	Purpose	Description	OU Amount	Budget Date
1 602700	EDGEN	RES18001	00311	00000					1400	12/16/2021
2 920550	EDGEN	RES18001	00311	00000					40	12/16/2021

Save Return to Search Previous in List Next in List Notify

- 11 Note that when a transaction is split between multiple lines, the **OU Amount lines** must equal the total **Amount** for the charge.
- 12 Once the accounting updates have been made, an optional **Description** or **Comment** can be entered.
- 13 Please note that if you have been granted a Pcard exception for your purchase, the formal exception number **MUST** be added in either the Comment or Description fields.

P-Card Transaction | Transaction Details | Attachments

Business Unit NORMN Empl ID 123456 Name TRANSACTION, TOM Card# 4733  
 Transaction ID TXN00712483 Transaction Date 12/16/2021 Posted Date 12/17/2021

Vendor AMAZON.COM MK5XG8TO3 AMZN Amount 1440.00

Reconciled  
 Approved  
 Processed  
 Audited

Comment Monthly office supply order.

Account	Fund	Org	Function	Entity	Project	Source	Purpose	Description	OU Amount	Budget Date
1 602700	EDGEN	RES18001	00311	00000				Office supplies - Main buildin	1400.00	12/16/2021
2 602700	MISCA	RES08001	00311	00000				Office supplies - Research lab	40.00	12/16/2021

Save Return to Search Previous in List Next in List Notify

- 14 Check the **Reconciled** button to indicate that you have reconciled the transaction.

Transaction ID TXN00712483 Transaction Date 12/16/2021 Posted Date 12/17/2021

Vendor AMAZON.COM MK5XG8TO3 AMZN Amount 1440.00

**Reconciled**  
 Approved  
 Processed  
 Audited

Comment Monthly office supply order.

- 15 Transactions from vendors that provide third-level detail will have that information displayed on the second tab, **Transaction Details**.



P-Card Transaction | **Transaction Details** | Attachments

Trans ID TXN00712720

Personalize | Find | View All | [Print] | [Grid] | First 1 of 1 Last

Description	Unit Amt	Quantity	Total Amount
1 Tight-Seal Bolt Clamp for EA	9.39	6	56.34

16 If no information is displayed in this tab, no information was provided by the vendor.

17 The third tab, **Attachments**, is where an electronic attachment of the Pcard receipt or invoice will need to be provided.

P-Card Transaction | Transaction Details | **Attachments**

Transaction ID TXN00712720

Personalize | Find | [Print] | [Grid] | First 1 of 1 Last

Attached File	Add
1	Add [ + ]

Save | Return to Search | Previous in List | Next in List | Notify

P-Card Transaction | Transaction Details | Attachments

18 Click **Add** and then **Browse** to locate the file. Once the file is selected, click **Upload**.

P-Card Transaction | Transaction Details | Attachments

Transaction ID TXN00712720

Personalize | Find | [Print] | [Grid] | First 1 of 1 Last

Attached File	Add
1	Add [ + ]

Save | Return to Search | Previous in List | Next in List | Notify

P-Card Transaction | Transaction Details | Attachments

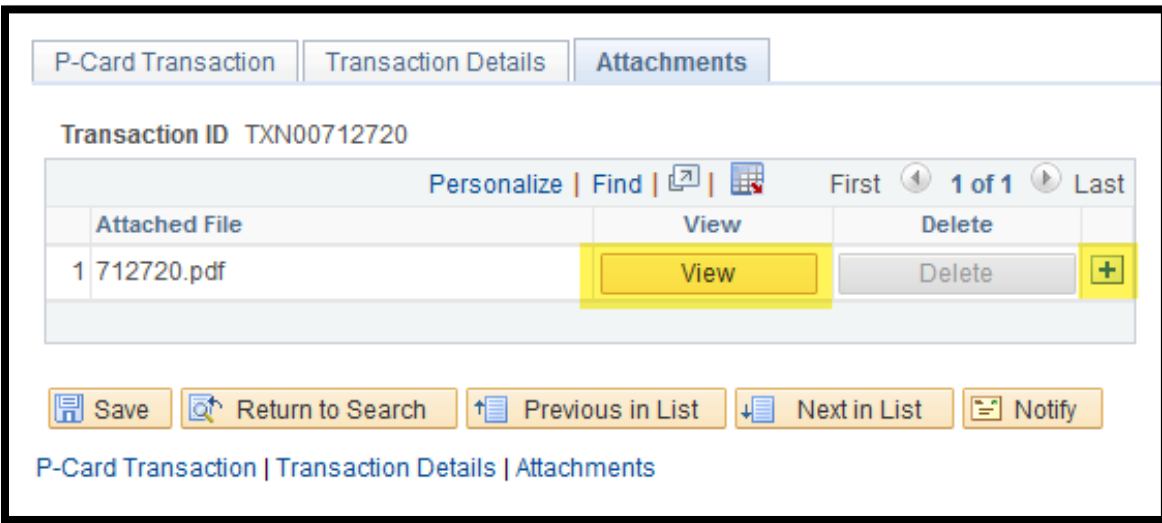
**File Attachment** [X] [Help]

Browse... 712720.pdf

Upload Cancel

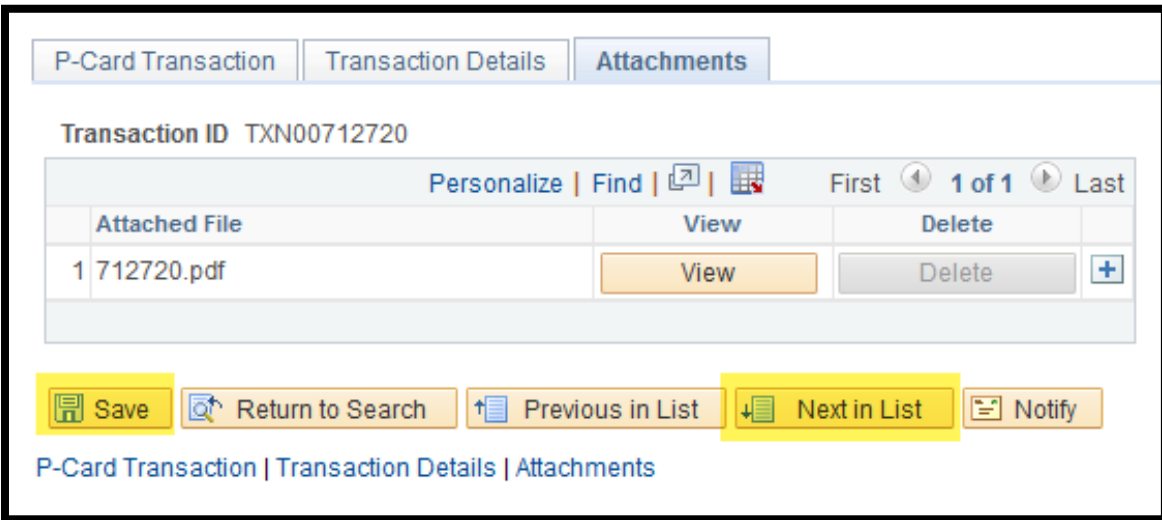


19 The file can be viewed by clicking on the **View** button. Additional files can be added by clicking on the **plus (+) sign**.



20 Please note that only the Pcard Team has access to delete attachments in PeopleSoft. If the wrong attachment was added and needs to be deleted, please upload the correct attachment, then email Pcard ([Pcard@ou.edu](mailto:Pcard@ou.edu) or [Pcard@ouhsc.edu](mailto:Pcard@ouhsc.edu)) and reference the TXN number and file name that needs to be deleted.

21 When finished, click **Save** and then **Next in List** to move onto the next transaction. Please note that you will not be able to save a transaction without adding an attachment.



22 Please ensure that all transactions are reconciled by the monthly cutoff deadline. Any chartfield spread updates that need to be made after that date must be done via a cost transfer. Documentation for Pcard transactions can be added after the cutoff date.

23 For approvers, the default search screen will filter by transactions that have been **reconciled**, have not been **approved**, and transactions that have not been **processed**. **Reconciled = Yes** means that the **Reconciled** box has been checked, which also means an attachment was added. **Approved = No** means that the **Approved** box has not been checked by a financial approver. **Processed = No** means that the **Processed** box, used by General



Accounting once the transactions have been loaded to the general ledger, has not been checked. To view all transactions that meet this criteria, click **Search**.

- P-Card CFS Defaults
- P-Card Transactions

### P-Card Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Business Unit begins with NORMN Q

Transaction ID begins with

Transaction Date =  31

Posted Date =  31

Empl ID begins with

Name begins with

Card Number begins with

Org begins with  Q

Reconciled By begins with

Supplier Name begins with

Total Amount =

Reconciled = Yes  Q

Approved = No  Q

Processed = No  Q

Audited =   Q

Case Sensitive

Search
Clear
Basic Search Q
Save Search Criteria

- 24** Please note that if a cardholder/reconciler is unavailable to reconcile their charges before cutoff, an approver can perform this function on their behalf. Remove the filter for **Reconciled = Yes** and all transactions not approved for the current cycle will display. Approvers will not be able to check the **Reconciled** box for the cardholder.
- 25** Approvers should review the details of each transaction, including the chartfield spread charged, any comments or descriptions, and all attachments.
- 26** Approvers can update the chartfield spread and add additional attachments, if necessary.
- 27** Once the review of the transaction is complete, click **Approved** and then **Save**. Click **Next in List** to move onto the next transaction.
- 28** To run a query on Pcard transactions by post date, navigate to the **Reports and Query Viewer** tile from the home screen and select **Query Viewer** from the left side menu.

7/11/2023

Page 6 of 7



29 Type in **OU\_PCARD** in the query name field and click **Search**.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OU_PCARD_TRANS_SUMMARY	P-Card Transaction Summary	Public	REPORTING	<a href="#">HTML</a>	<a href="#">Excel</a>	XML	Schedule	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

30 Click on the hyperlink of **HTML** or **Excel**, depending on the format you want to see the results in.

31 In the prompt fields, use the calendar icons to select the **Post Dates** for the query. Usually the dates selected will be the Pcard cycle post dates. Click **View Results** when complete.

32 Billing cycle dates and cutoff dates can be found on the Pcard website: <https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Pcard/Cutoff-Information>