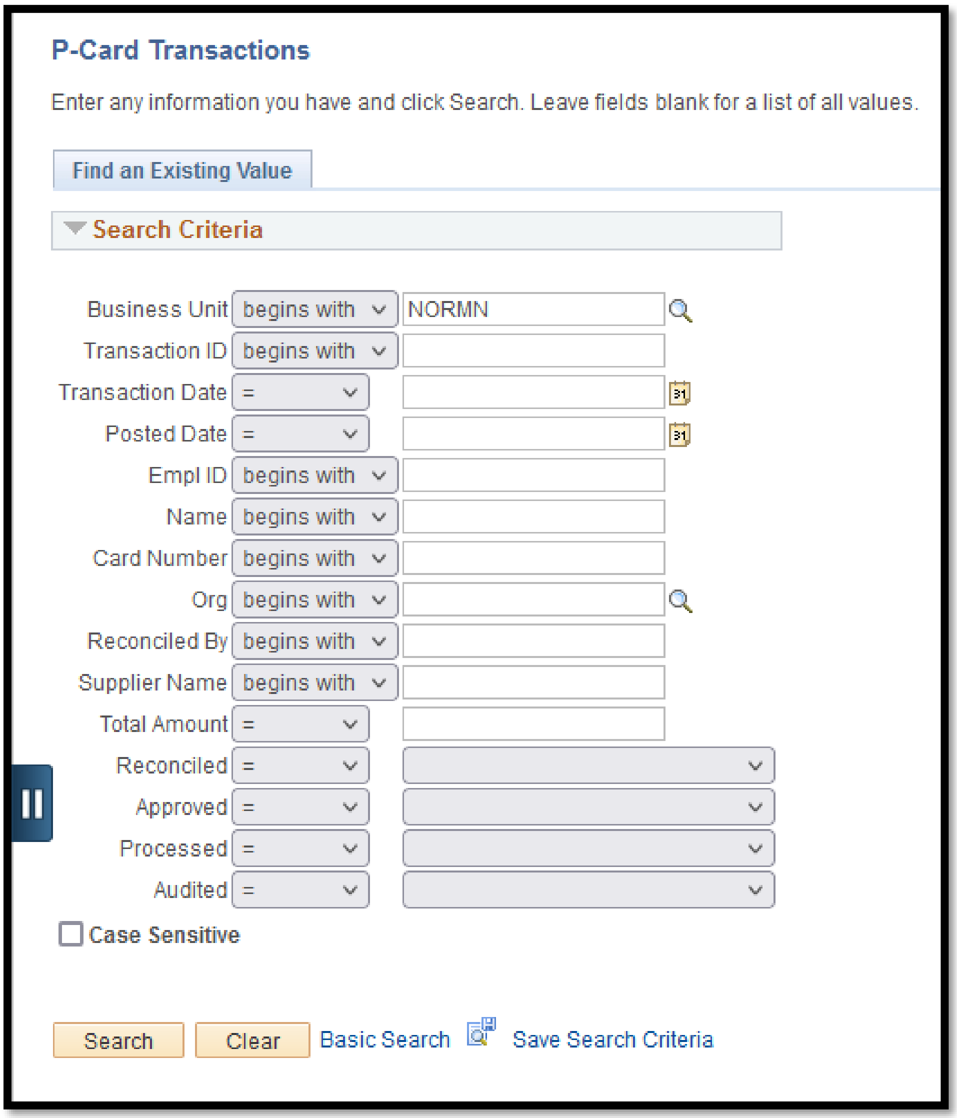
The UNIVERSITY of OKLAHOMA

Step	Action
Navigation: OU Main Menu – P-Card – P-Card Transactions	
1	To access Pcard transactions in PeopleSoft, click on the **P-Card** tile on the **Home Screen** and select **P-Card Transaction** on the left side menu or use the **NavBar** and select **Navigator > OU Main Menu > P-Card > P-Card Transactions**.
2	For reconcilers (cardholders or those with Org access - not approvers), the default search screen will filter by transactions that have not been **reconciled** and transactions that have not been **processed**. **Reconciled = No** means that the **Reconciled** box has not been checked. **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.
3	For approvers (not cardholders/reconcilers), the default search view will show transactions that have been **reconciled** but not **approved** or **processed**.
4	Other search options are available to locate particular transactions or to filter the list of transactions available.



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5	**Business Unit.** This option will default to your main campus but if you have permissions to see transactions from both campuses, you can update your view.
6	**Transaction ID**. This option will allow you to search for a particular transaction if the ID number is known.
7	**Transaction Date**. This option will allow you to search for transactions that were made on a particular date.
8	**Posted Date**. This option will allow you to search for transactions that were posted on a particular date.
9	**Empl ID**. This option will allow you to search for transactions from a particular employee by typing in their Employee ID number.
10	**Name**. This option will allow you to search for transactions from a particular cardholder by typing in their name. Note that names should be entered as Last Name, First Name. (Example: Transaction, Tom.)
11	**Card Number**. This option will allow you to search for transactions from a particular card. Note that this will only allow you to search using the last four digits of a card number. The full card number is not stored in PeopleSoft.
12	**Org**. This option will allow you to search for transactions allocated to a particular Org. Clicking on the magnifying glass next to the Org field, it will allow you to see the Orgs that are available to you to search. The available Orgs are ones that you have Pcard security access for.
13	**Reconciled By**. This option will allow you to search for transactions that have been reconciled by a particular cardholder/reconciler. Note that Employee ID numbers are used in this field.
14	**Supplier Name.** This option will allow you to search for transactions from a specific supplier. Note that many supplier names are abbreviated so it may be useful to change the default option of Beings With to Contains in order to pull in the correct supplier name.
15	**Total Amount.** This option will allow you to search for transactions by a specific dollar amount.
16	Once the appropriate fields have been added, click **Search** at the bottom of the screen to review your search results.