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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**, transactions that have not been **approved** and transactions that have not been **processed**. Not **reconciled** means that the **Reconciled** box has not been checked. Not **approved** means that the **Approved** box has not been checked. Not **processed** 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**.

Favorites ▾	Main Menu ▾	> My Homepage	> 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 ▾		🔍
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	= ▾	No ▾	
Approved	= ▾	No ▾	
Processed	= ▾	No ▾	
Audited	= ▾	▾	

☐ Case Sensitive

Search	Clear	Basic Search 🔲 Save Search Criteria

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3	You also have the ability to limit the transactions shown by using the other search filters. Hint: See the OU Job Aid on Pcard Transaction Search for more information.
4	Click anywhere in the **transaction** to review the details.

5	The cardholder's default chartfield spread will load for all transactions but can be updated. Hint: Refer to the OU Job Aid on Pcard Default Chartfield Spreads for more information on how to change the default.
6	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.
7	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 have a Security Form completed to gain additional access.

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8	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.
9	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.
10	Note that when a transaction is split between multiple lines, the **OU Amount lines** must equal the total **Amount** for the charge.

11	Once the accounting updates have been made, an optional **Description** or **Comment** can be entered.

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

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

14	If no information is displayed in this tab, no information was provided by the vendor.
15	The third tab, **Attachments**, is where an electronic attachment of the Pcard receipt or invoice will need to be provided.

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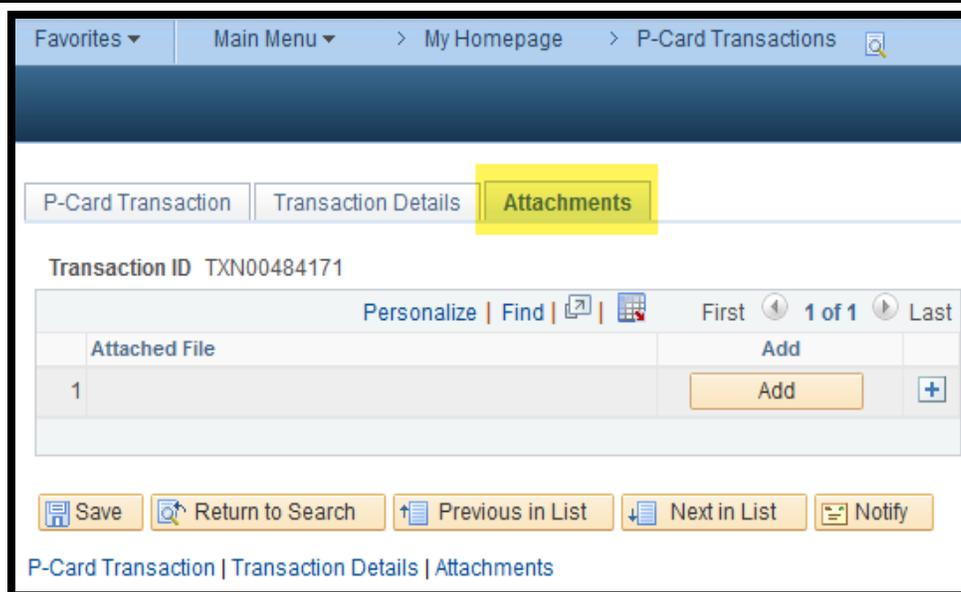
| 16 | Click **Add** and then **Browse** to locate the file. Once the file is selected, click **Upload**. |

| 17 | The file can be viewed by clicking on the **View** button. Additional files can be added by clicking on the **plus** (**+**) **sign**. |
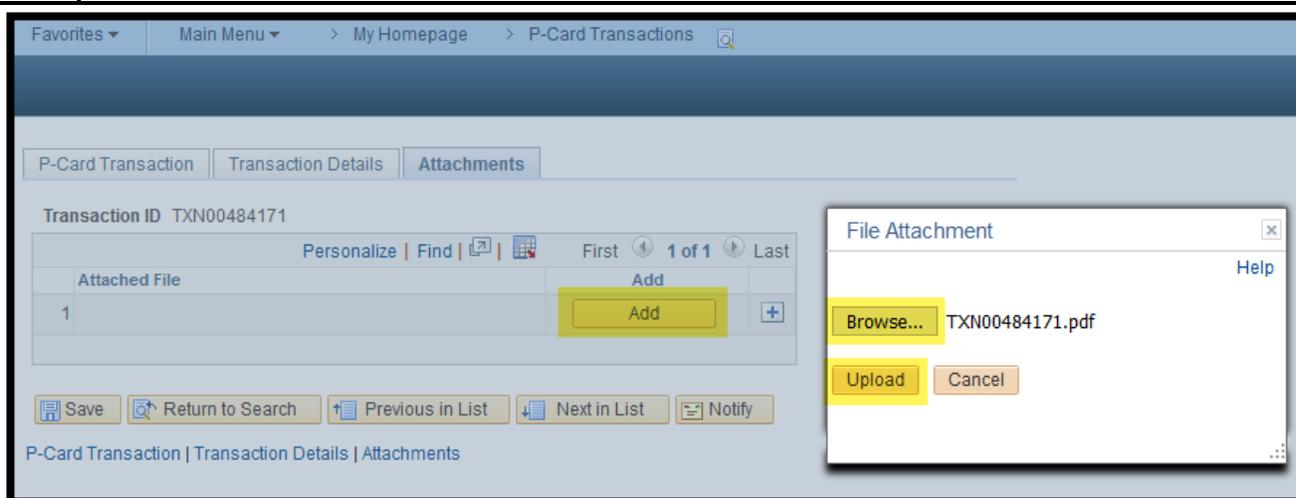
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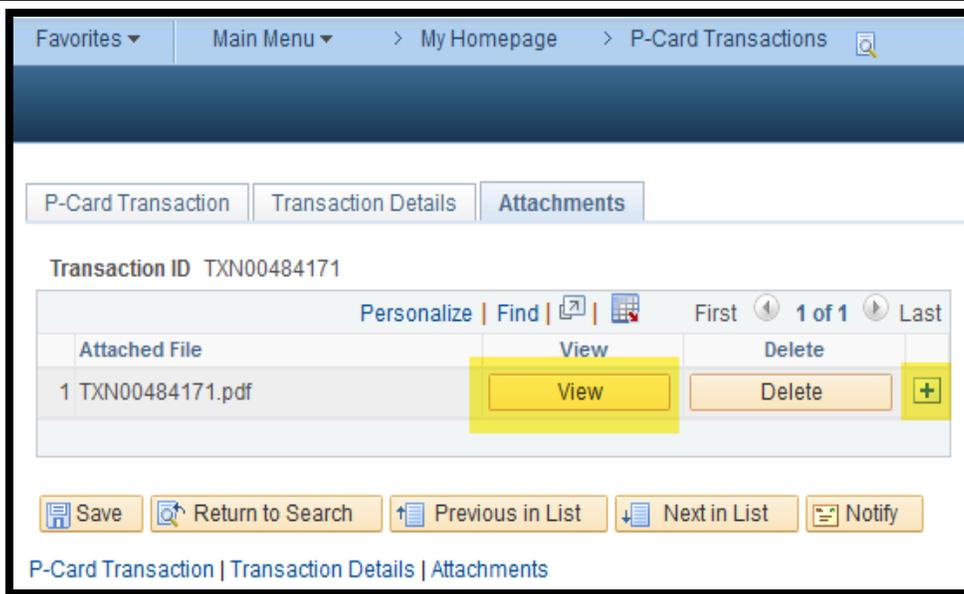
18	When finished, click **Save** and then **Next in List** to move onto the next transaction. Note that you will not be able to save a transaction without adding an attachment.
19	For approvers (not cardholders/reconcilers), the default search view will show transactions that have been **reconciled** but not **approved** or **processed**.
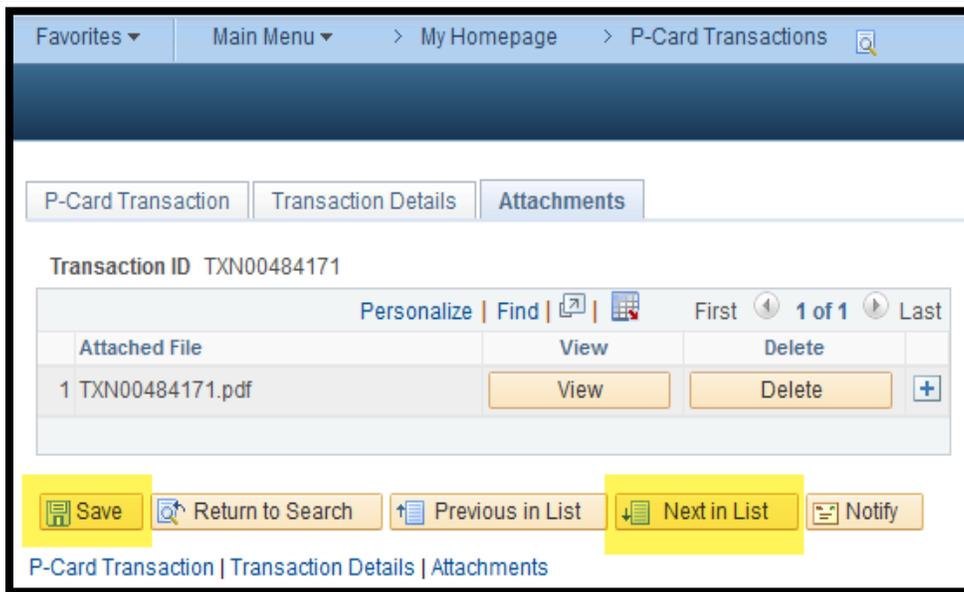
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Favorites ▾	Main Menu ▾	> My Homepage	> P-Card Transactions

P-Card Transactions

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Business Unit	begins with ▾		🔍
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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	= ▾	Yes ▾	
Approved	= ▾	No ▾	
Processed	= ▾	No ▾	
Audited	= ▾	▾	

☐ Case Sensitive

[Search] [Clear] Basic Search ▣ Save Search Criteria

20	Note that approvers will <u>not</u> have the ability to check the **Reconciled** box. However, if the cardholder/reconciler is out of the office, the approver will still have the ability to update the chartfield spread and add an attachment. If a cardholder/reconciler is unable to take these steps before the monthly cutoff date, approvers should perform these tasks and then click the **Approved** box.
21	For transactions that have been reconciled, the approver should review the **vendor**, **amount** charged and the **chartfield spread**, including the GL code(s). Note that the approver can update the chartfield spread or add additional attachments, if necessary.
22	Approvers should also review any details in the **Transaction Details** tab as well as view the attachment on the **Attachments** tab.
23	When the review is complete, check the **Approved** box and then **Next in List** to move to the next transaction.

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24	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. Note that documentation for Pcard transactions can be added after the cutoff date.
25	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.

26	Type in **OU_PCARD** in the query name field and click **Search**.

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Query Viewer

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

*Search By	Query Name ∨	begins with	OU_PCARD

Search   Advanced Search

Search Results

*Folder View   -- All Folders -- ∨

Query

1-1 of 1 ∨ | View All

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	HTML	Excel	XML	Schedule	Lookup References	Favorite

27	Click on the hyperlink of **HTML** or **Excel**, depending on the format you want to see the results in.
28	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.

OU_PCARD_TRANS_SUMMARY - P-Card Transaction Summary

Posted Date From 06/17/2020

Posted Date To 07/16/2020

View Results

29	The results of the query will display, similar to the previous Transaction Summary report from the Works system.

Pcard Transaction Summary   4806

Unit	Trans ID	Trans Date	Posted	Supplier	Total Amt	Account	Fun	Org	Function	Entity	Project	Sour	Purpose	Budg Dt	Name	Descr	Comment	Recon	User	Date	Approved	Approver Oprid	Date
OUHSC	TXN00492167	6/18/2020	6/19/2020	ITAMAR MEDICAL	3690.00	602700	CLN	MED1	00124	00000				6/18/2020				N			N		
OUHSC	TXN00494046	7/29/2020	7/2/2020	WWW RESEARCHDIETS COM	1202.50	602700	CLN	MED1	00124	00000				7/29/2020				N			N		
OUHSC	TXN00491834	6/16/2020	6/17/2020	AT&T PREMIER EBIL	156.09	602700	CLN	MDT0	00014	00000				6/16/2020				N			N		
OUHSC	TXN00492521	6/20/2020	6/22/2020	AT&T BILL PAYMENT	623.47	602700	CLN	MDT0	00014	00000				6/20/2020				N			N		
OUHSC	TXN00492536	6/20/2020	6/22/2020	STAPLS7231611373000001	37.95	602700	CLN	MDT0	00014	00000				6/20/2020				N			N		
OUHSC	TXN00492795	6/22/2020	6/24/2020	FIZZ-O WATER	36.70	602700	CLN	MDT0	00014	00000				6/22/2020				N			N		
OUHSC	TXN00492833	6/22/2020	6/24/2020	FIZZ-O WATER	27.00	602700	CLN	MDT0	00014	00000				6/22/2020				N			N		
OUHSC	TXN00492883	6/22/2020	6/24/2020	FIZZ-O WATER	19.35	602700	CLN	MDT0	00014	00000				6/22/2020				N			N		
OUHSC	TXN00493054	6/25/2020	6/25/2020	AMZN Mktp US MS9C05B42	23.99	602700	CLN	MDT0	00014	00000				6/25/2020				N			N		
OUHSC	TXN00493618	6/27/2020	6/29/2020	STAPLS7231658875000001	92.44	602700	CLN	MDT0	00014	00000				6/27/2020				N			N		
OUHSC	TXN00493777	7/30/2020	7/1/2020	STAPLS7231627204000001	89.99	602700	CLN	MDT0	00014	00000				7/30/2020				N			N		
OUHSC	TXN00491794	6/16/2020	6/17/2020	FEDERAL COPRORATION	748.48	660300	SUA	OPH0	00061	00000			SU381500	6/16/2020				N			N		
OUHSC	TXN00492852	6/23/2020	6/24/2020	FEDERAL COPRORATION	480.73	660300	SUA	OPH0	00061	00000			SU381500	6/23/2020				N			N		
OUHSC	TXN00493070	6/24/2020	6/25/2020	BTS STANDARD SUPPLY	17.12	660300	SUA	OPH0	00061	00000			SU381500	6/24/2020				N			N		
OUHSC	TXN00493936	7/1/2020	7/2/2020	FEDERAL COPRORATION	850.00	660300	SUA	OPH0	00061	00000			SU381500	7/1/2020				N			N		
OUHSC	TXN00494042	7/1/2020	7/2/2020	FEDERAL COPRORATION	190.96	660300	SUA	OPH0	00061	00000			SU381500	7/1/2020				N			N		
OUHSC	TXN00494092	7/30/2020	7/2/2020	STANDARD SUPPLY-COUNTER	342.80	660300	SUA	OPH0	00061	00000			SU381500	7/30/2020				N			N		
OUHSC	TXN00494129	7/2/2020	7/3/2020	CE OKLAHOMA CITY	432.76	660300	SUA	OPH0	00061	00000			SU381500	7/2/2020				N			N		