



Step	Action
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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 .
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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. To view all transactions that meet this criteria, click Search .
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3	You also have the ability to limit the transactions shown by using the other search filters.
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Hint: See the OU Job Aid on Pcard Transaction Search for more information.

4	Click anywhere on a transaction to review the details.
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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 Amount 1440.00
AMZN

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

P-Card Transaction | Transaction Details | Attachments

- | | |
|---|---|
| 5 | <p>The cardholder's default chartfield spread will load for all transactions but can be updated.</p> <p>Hint: Refer to the OU Job Aid on Pcard Default Chartfield Spreads for more information on how to change the default.</p> |
| 6 | <p>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.</p> |
| 7 | <p>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.</p> |



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

Look Up Function
✕

[Help](#)

Function begins with

Basic

Lookup

Search Results

View 100 First 1-30 of 30 Last

Function	Description
00000	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
00032	AGENCY/COMMONPAYMASTER
00051	AUXILIARY ENTERPRISES
00061	SERVICE UNIT
00071	RECHARGE CENTER
00091	PLANT
00111	INSTRUCTION
00116	INSTITUTIONAL SUPPORT
00124	CLINICAL OPERATIONS
00174	STUDENT LOANS - FEDERAL
00211	DEPT BUSINESS ADMIN - INSTR
00216	SPONSORED PROGRAMS ADMIN
00224	DEPT BUS ADMIN - CLINICAL OPER
00274	STUDENT LOANS - INSTITUTIONAL
00311	DEPARTMENTAL RESEARCH
00324	CLINICAL OPER-EDUCATIONAL SVCS
00411	RESIDENCY SUPPORT
00424	GME SUPPORT-PROGRAM DIRECTORS
00524	HOSPITAL SUPPORT
00624	CLINICAL BILLING COSTS
00814	DATA PROCESSING - ACAD SUPP
00816	DATA PROCESSING - INST SUPP

- | | |
|----------|---|
| 8 | <p>Please be aware that the GL Account code should be updated, as necessary, to accurately reflect the expense.</p> <p>Hint: See the OU Job Aid on GL Codes for more information.</p> |
| 9 | <p>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> |



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 AMZN

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

- 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.

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 Amount 1440.00
 AMZN

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

- 12 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 Amount 1440.00
 AMZN

Reconciled
 Approved
 Processed
 Audited

Comment Monthly office supply order.

- 13 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] | [Calendar] First 1 of 1 Last

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

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.

P-Card Transaction Transaction Details **Attachments**

Transaction ID TXN00712720

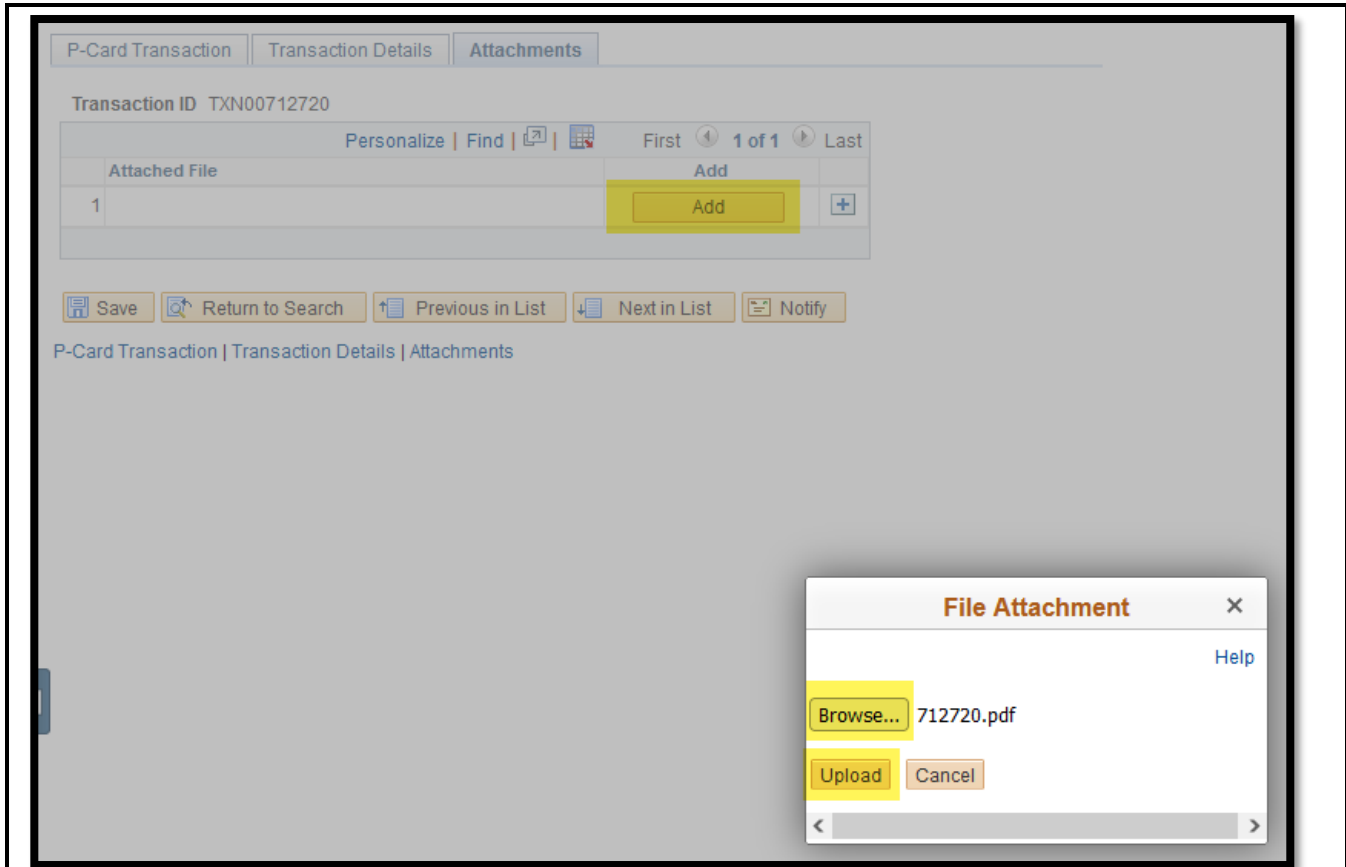
Personalize | Find | [Print] | [Calendar] First 1 of 1 Last

Attached File	Add
1	Add

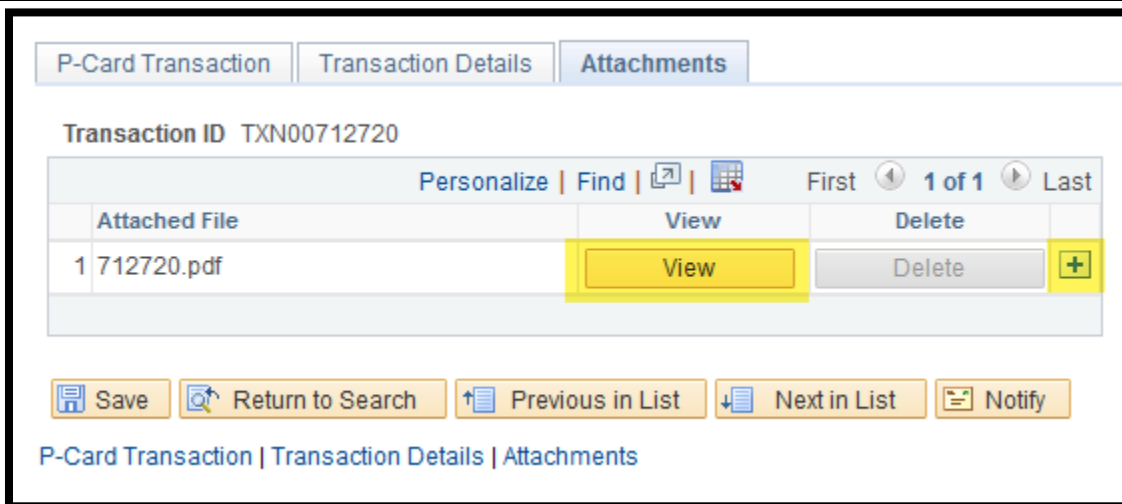
Save Return to Search Previous in List Next in List Notify

P-Card Transaction | Transaction Details | Attachments

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**.



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.



P-Card Transaction
Transaction Details
Attachments

Transaction ID TXN00712720

Personalize | Find | |
First ◀ 1 of 1 ▶ Last

Attached File	View	Delete
1 712720.pdf	View	Delete +

Save
 Return to Search
 Previous in List
 Next in List
 Notify

[P-Card Transaction](#) | [Transaction Details](#) | [Attachments](#)

- 19
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.
- 20
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.

< OU Homepage
Reports and Query Viewer

- Award Funding Report
- Budget Details
- OU Cash Reports
- Process Monitor
- Report Manager
- SPNSR Budget Status Report
- Statement of Operations Report
- Query Viewer

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

Search

Advanced Search

My Favorite Queries

Clear Favorites List

- 21
Type in **OU_PCARD** in the query name field and click **Search**.



Query Viewer

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

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

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

- 22 Click on the hyperlink of **HTML** or **Excel**, depending on the format you want to see the results in.
- 23 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

Posted Date To

[View Results](#)