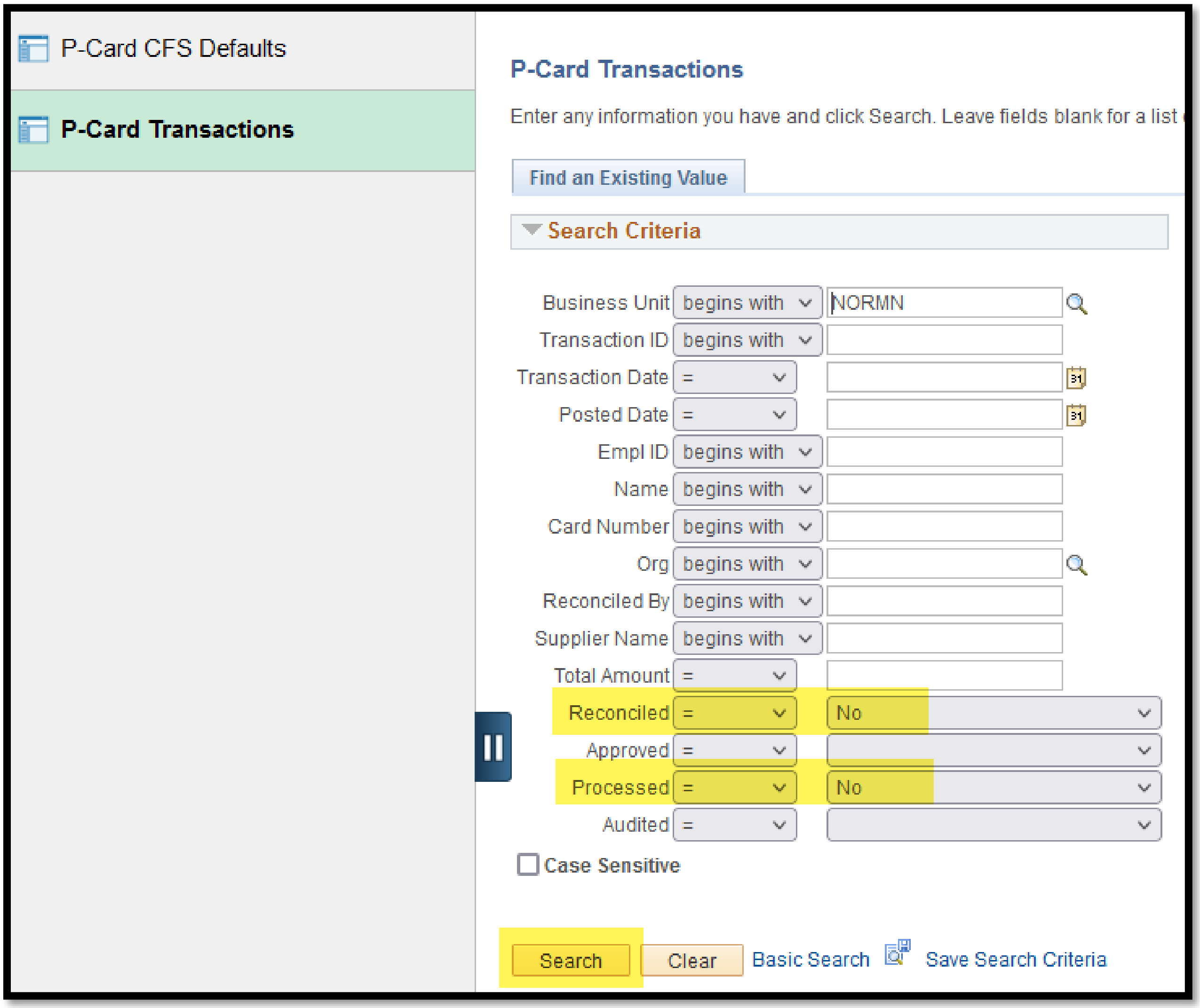
Step	Action
Navigation: OU Main Menu – P-Card – P-Card Transactions	
1	To access Pcard transactions in PeopleSoft, click on the **P-Card** tile on the **Home Screen** and select **P-Card Transaction** on the left side menu or use the **NavBar** and select **Navigator > OU Main Menu > P-Card > P-Card 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. To view all transactions that meet this criteria, click **Search**.



Step	Action
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 on a **transaction** to review the details.

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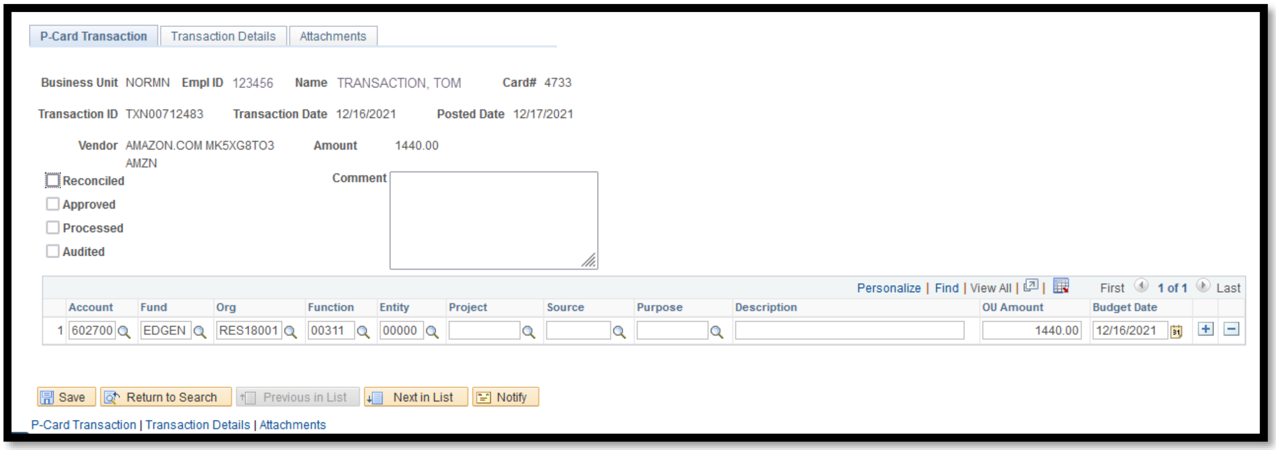

5	The cardholder's default chartfield spread will load for all transactions but can be updated. Hint: Refer to the OU Job Aid on Pcard Default Chartfield Spreads for more information on how to change the default.
6	To update any part of the chartfield spread, click in the **field** and either type in 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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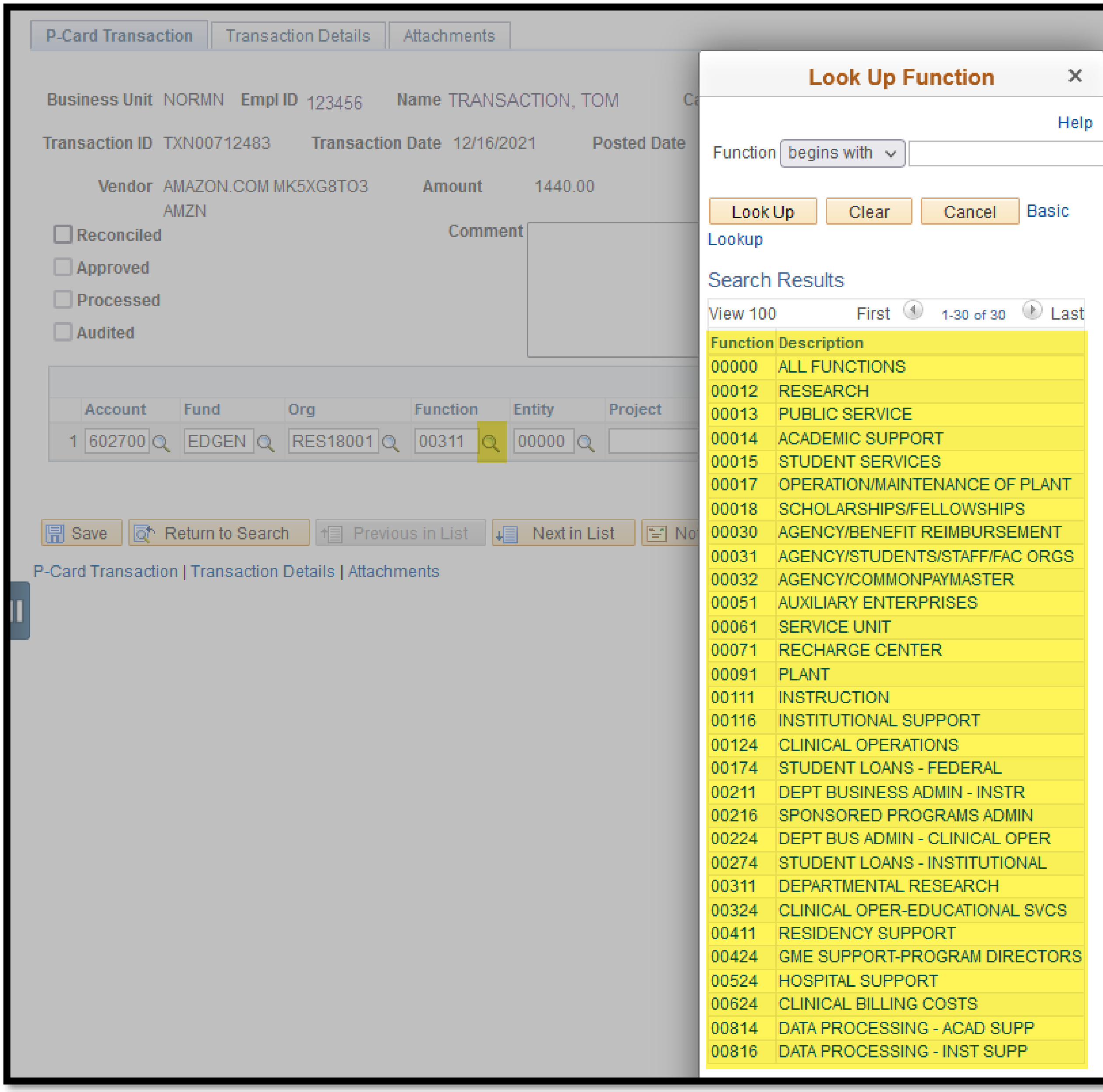
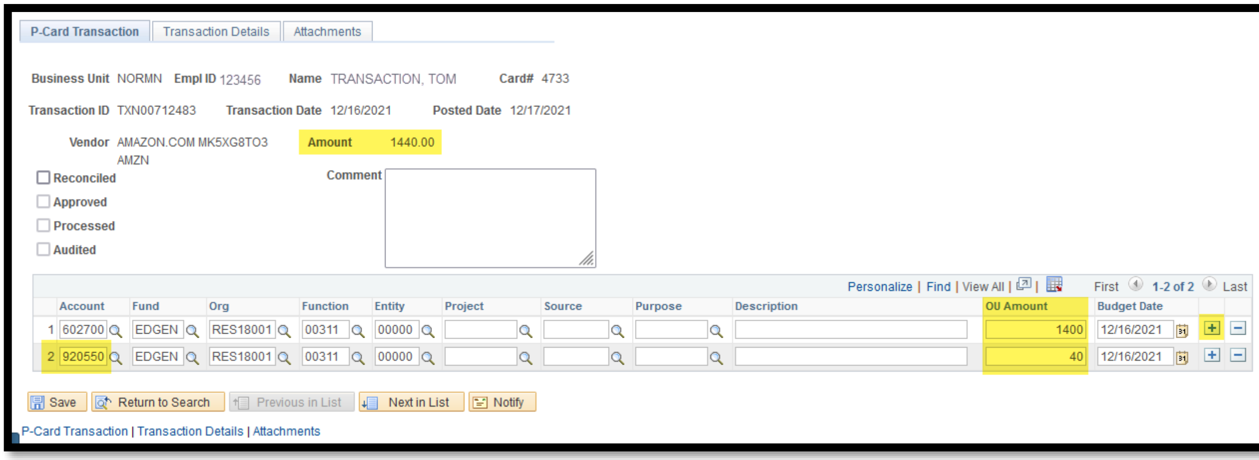
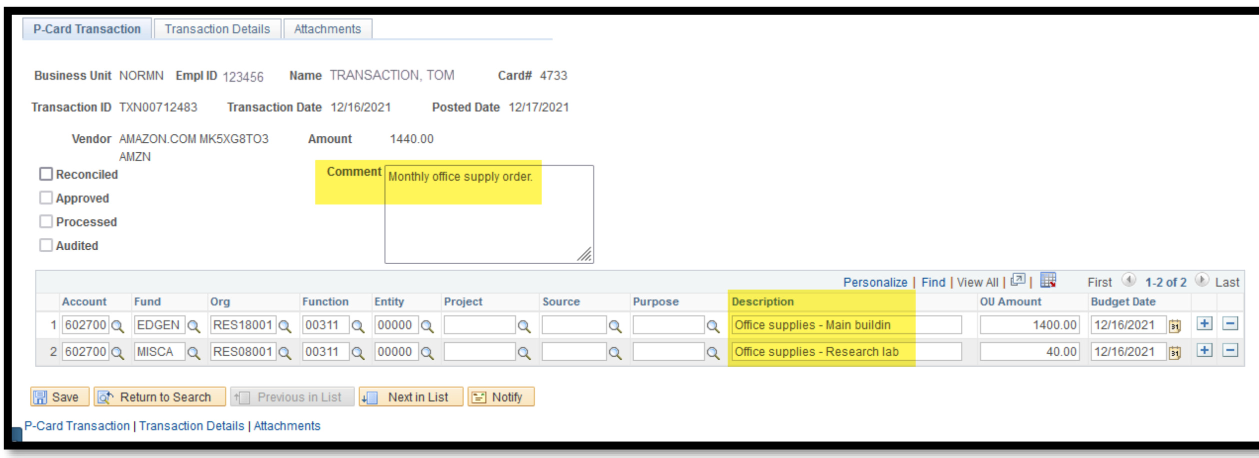


8	Please be aware that the GL Account code should be updated, as necessary, to accurately reflect the expense. Hint: See the OU Job Aid on GL Codes for more information.
9	If a transaction needs to be split against multiple chartfield spreads, click the **plus (+) sign** to copy the previous row of information and add a new line. Add as many additional lines as needed to appropriately allocate the expense.

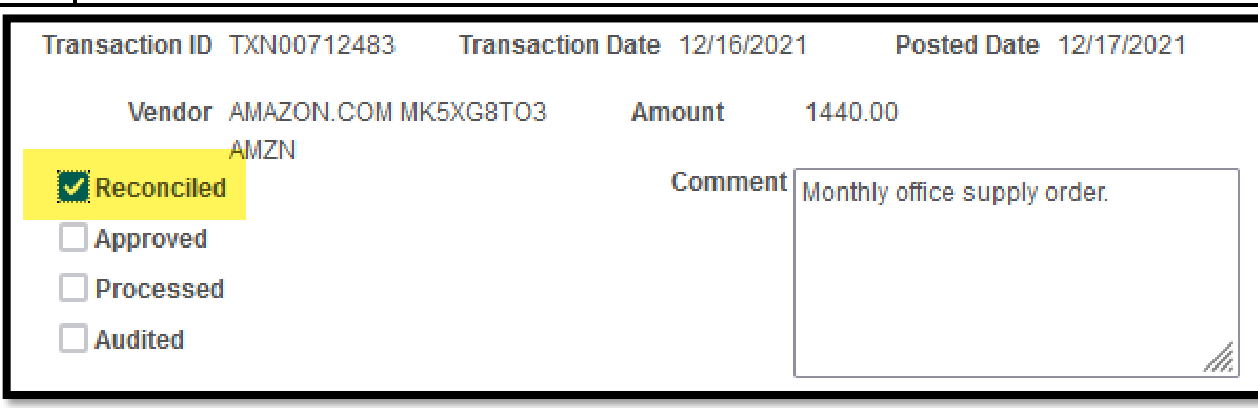


10 Note that when a transaction is split between multiple lines, the **OU Amount lines** must equal the total **Amount** for the charge.

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**.

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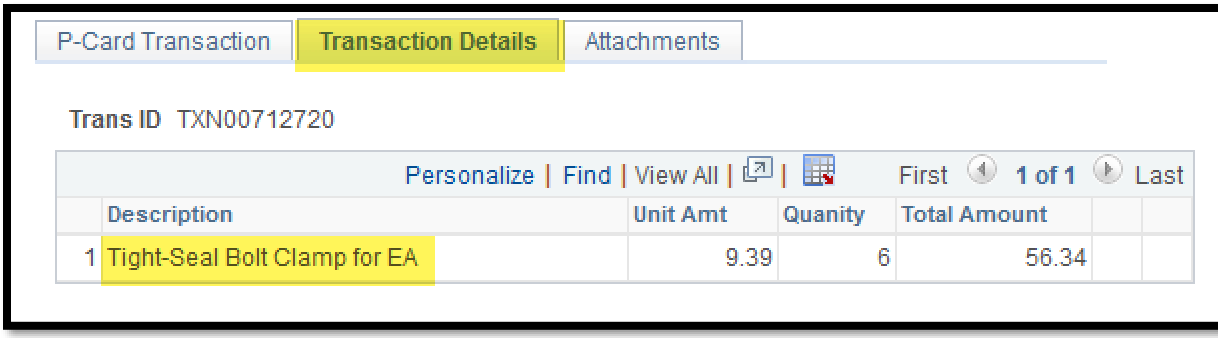
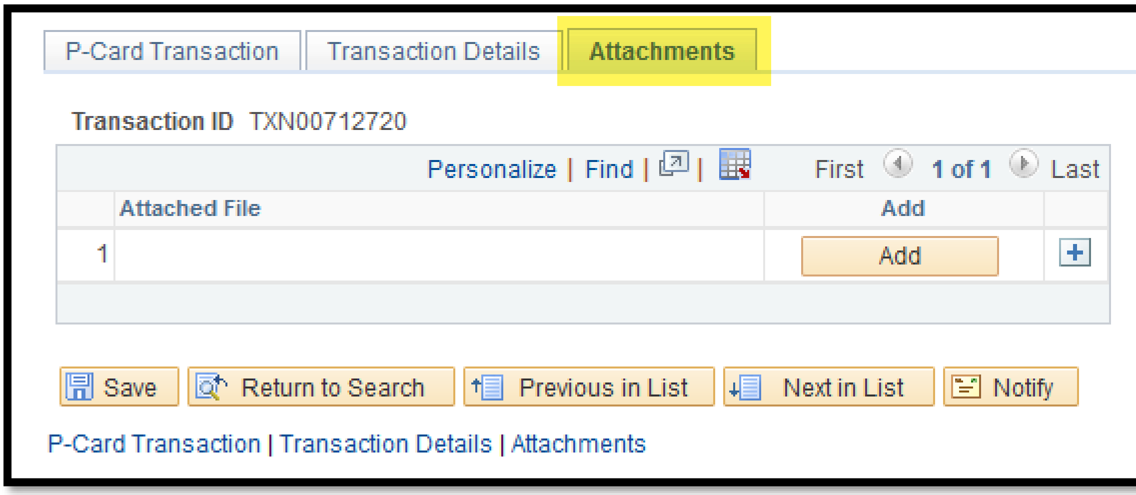


14	If no information is displayed in this tab, no information was provided by the vendor.
15	The third tab, **Attachments**, is where an electronic attachment of the Pcard receipt or invoice will need to be provided.



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

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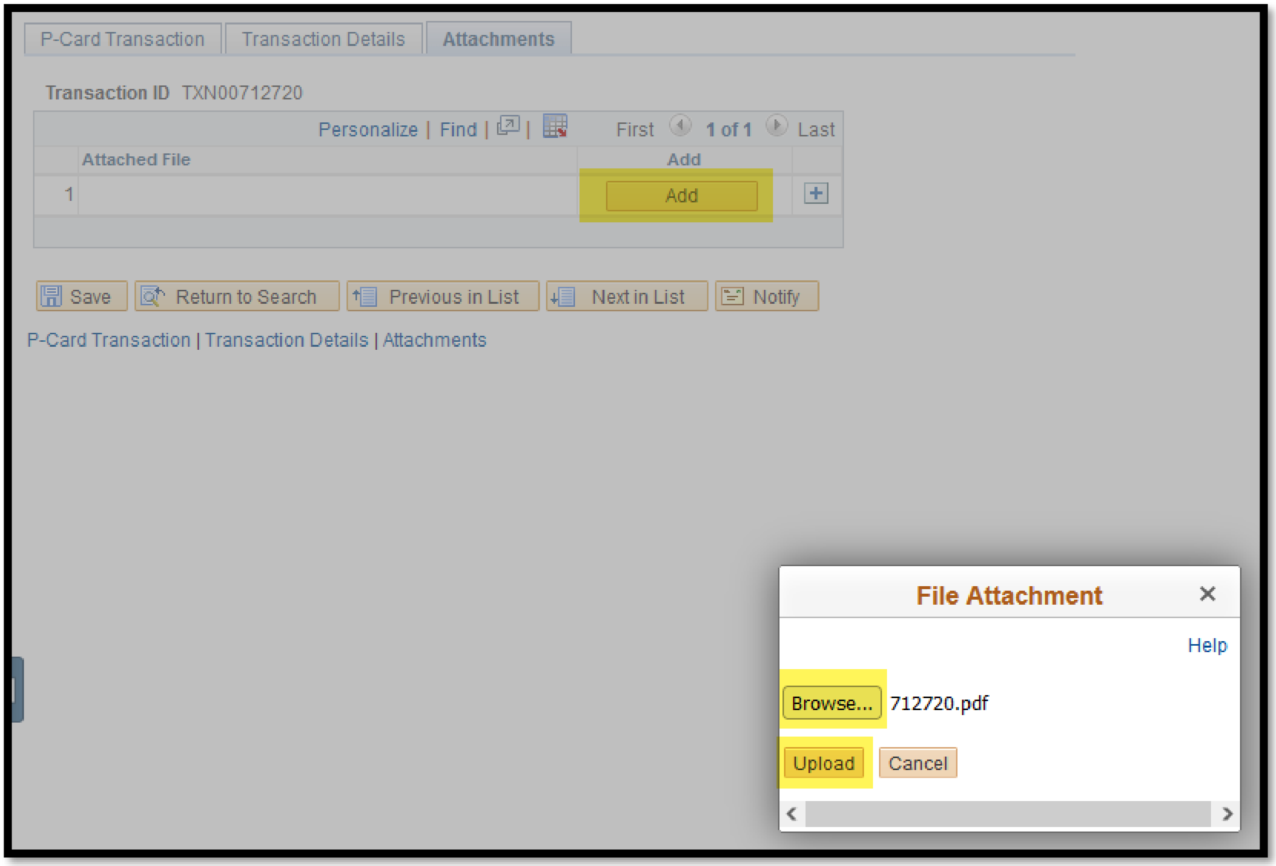
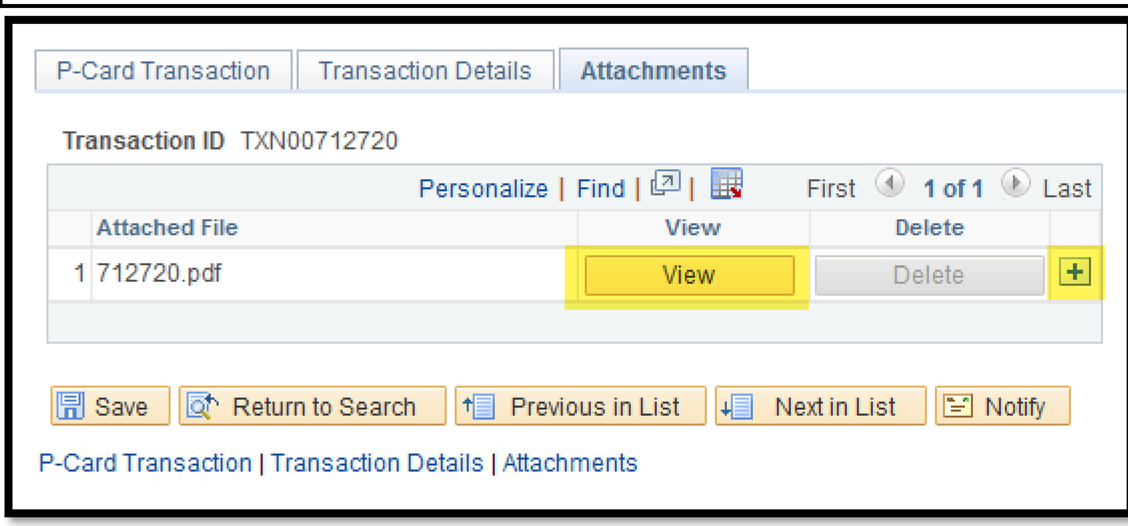


17	The file can be viewed by clicking on the **View** button. Additional files can be added by clicking on the **plus (+) sign**.



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.

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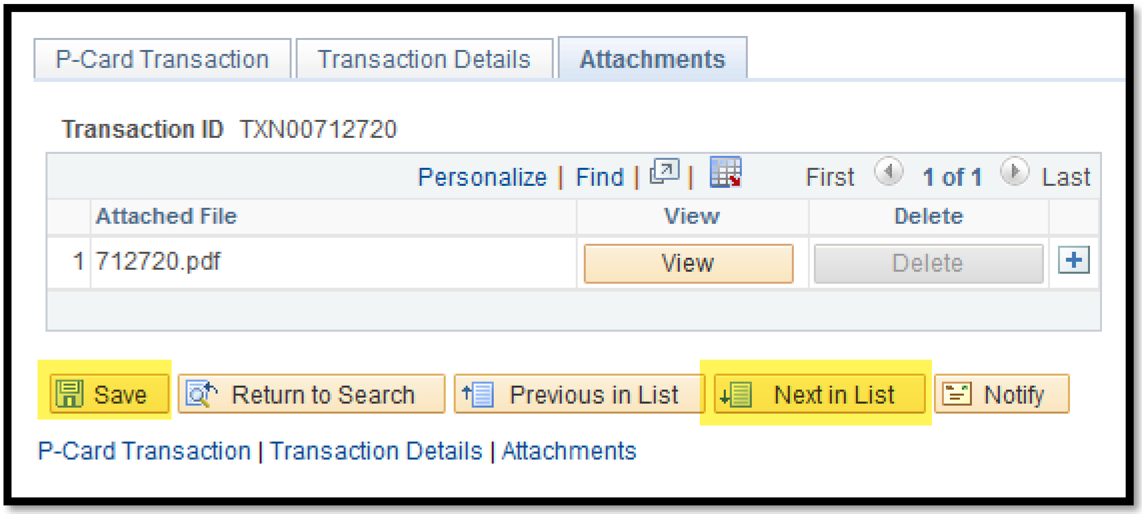
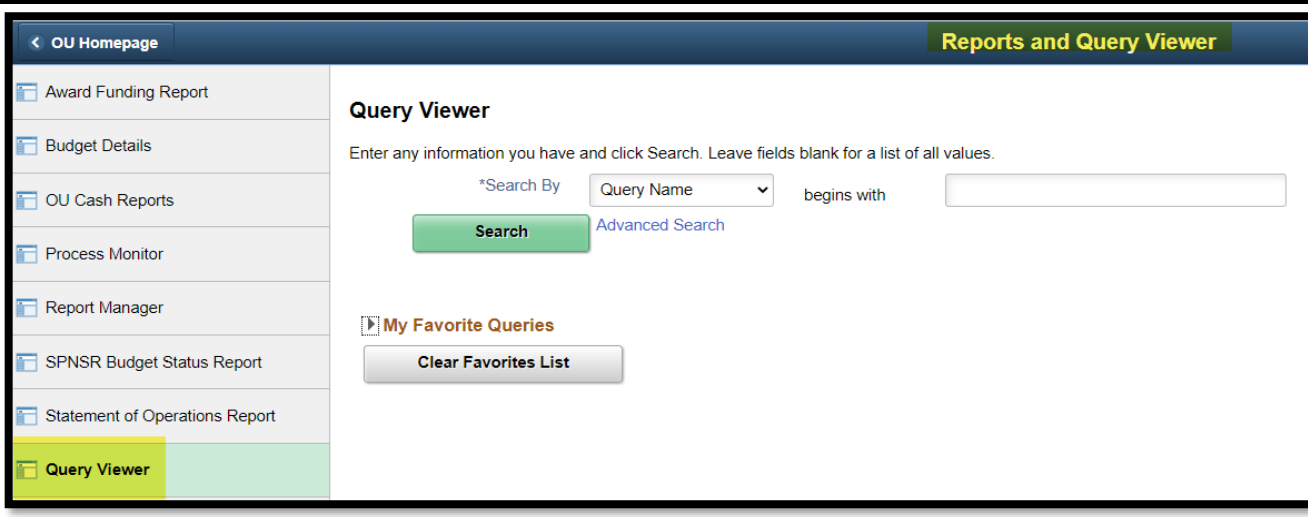


19	Please ensure that all transactions are reconciled by the monthly cutoff deadline. Any chartfield spread updates that need to be made after that date must be done via a cost transfer. Note that documentation for Pcard transactions can be added after the cutoff date.
20	To run a query on Pcard transactions by post date, navigate to the **Reports and Query Viewer** tile from the home screen and select **Query Viewer** from the left side menu.



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

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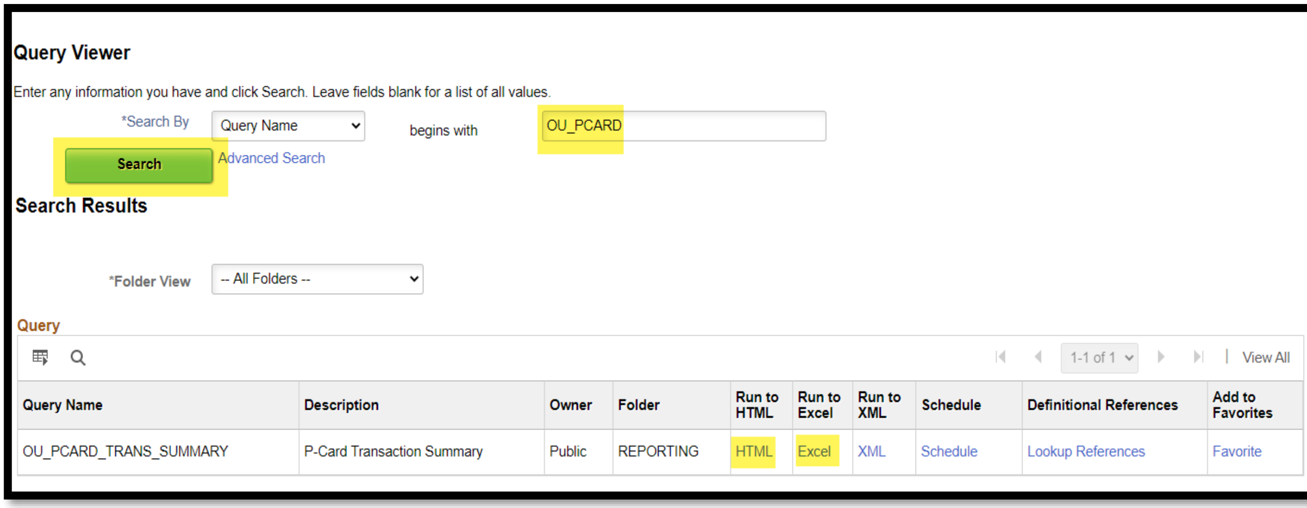

22	Click on the hyperlink of **HTML** or **Excel**, depending on the format you want to see the results in.
23	In the prompt fields, use the calendar icons to select the **Post Dates** for the query. Usually the dates selected will be the Pcard cycle post dates. Click **View Results** when complete.