

## For PCard Transaction Reconciliation:

Go to Menu > Purchases > and click on the "New Transactions" button.

If the transaction is in the "Draft" stage, click on the "Edit" button to reconcile.

The screenshot shows the Oracle Purchasing module interface. At the top, there's a navigation bar with 'MENU' and a search bar. Below it, a yellow header bar says 'Purchasing'. The main area has several sections: 'Actions' (Create Supplier Request, Create Requisition, Add from Templates/Requisitions, Select from M&R, Vendor Packets, OPERS Form, Create Supplier Invoice Request), 'External Links' (Vendor Packets, OPERS Form, Create Supplier Invoice Request), and 'View' (Requisitions, Business Cards, Supplier Requests, Procurement Card Transactions). A note in the center states: 'New Transactions will be seen here first and are ready to be verified. If you leave this screen, they will be in "Draft" stage and can no longer be edited.' Below this, another note says: 'Draft Transactions can be seen and edited here. To Edit, click on the PC Transaction dots, under Actions on the left side, click on Credit Card Transaction and "Edit".' On the right, there's a 'Cart' section with a red '0' icon.

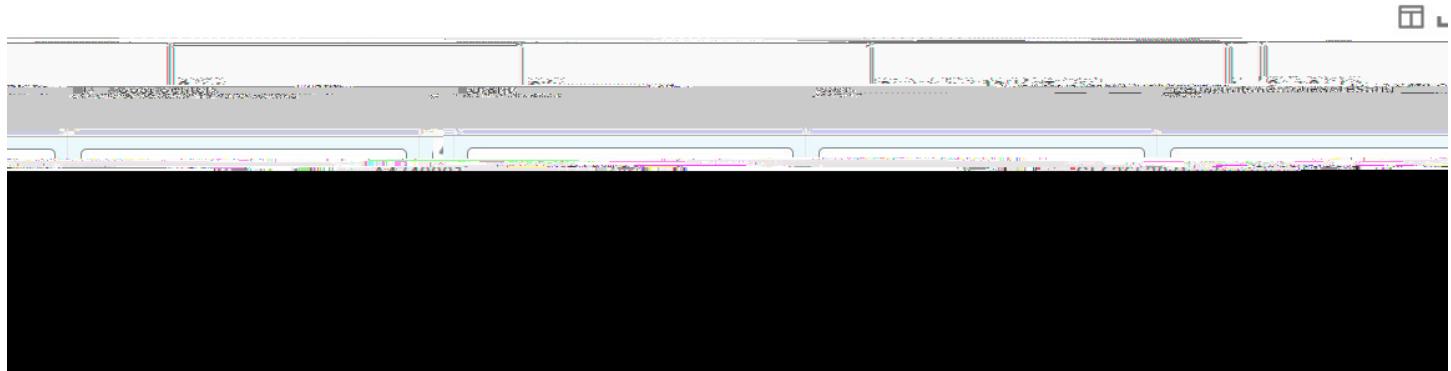
If the transaction is in the "Draft" stage, click on the "Edit" button to reconcile.

The screenshot shows the 'My Procurement Card Transaction Verification' dialog box. It has a header bar with 'My Procurement Card Transaction Verification' and a toolbar with various icons. The main area has tabs for 'Procurement Card Transaction Verification' and 'Verification Number'. A table lists transactions with columns: Item, Verification Number, Verification Date, Status, Verification Amount, Currency, and Number of Transactions. One row is selected with the number 0000466. A modal dialog titled 'Procurement Card Transaction Verification' is open, showing details: Status (Draft), For (Susan Schek), Currency (USD), Date (06/28/2023), Total Amount (108.85), and Credit Card Transactions (1).

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Date	08/23/2023	C Transaction	
T Charge Description	D 0110561112		
(empty)	SUPPLIER PO Document	D Purchase Order	
(empty)	only	D Supplier Contract	
(empty)	T	Transaction Details 1 item	
Business Line	Item Number	Category	Business D

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You must select the next step • Yes or No  
reconcile the transaction? Yes  No   
have that option, ONLY IF you are reconciling your  
own transaction.

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