For PCard Transaction Reconciliation:

Go to Menu > Purchases > and ...

If "..." ... and select the ... transaction(s) to reconcile.

New Transactions will be seen here first and are ready to be verified. If you lea... screen ... any reason, they will be in "Draft" stage and can no longer be reconciled in this action tab.

Actions
- Create Supplier Request
- Create Requisition
- Add from Templates/Requisitions
- Select from M...

External Links
- Vendor ... Packet
- OPERS Form
- Create Supplier Invoice Request
- 2022 Tax Exempt Form

View
- Requisitions
- Business ...
- Supplier Requests
- Procurement Card Transactions

Cart
- 0 Items
- Cart

Draft Transactions can be seen and edited here.
To Edit, click on the PC... dots, unde... the left side, click on Credit Card Transaction and "Edit"

If you ... the ... allows ... to ... it ... the transaction.

My Procurement Card Transaction Ve...

1 item

Procurement Card Transaction Verification	Verification Number		Verification Date	Status	Verification Amount	Currency	Number of Transactions
				Draft	108.85	USD	1

Actions
- Procurement Card Tran...
- Budget Date
- Favorite

Procurement Card Transaction Verification
- Edit
- Cancel

0000466

Status	Draft
For	Susan Scheks
Currency	USD
Date	06/28/2023
Total Amount	108.85
Credit Card Transactions	

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(empty)

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(empty)

08/23/2023
C. Transaction
T. Charge Description
D. Purchase Order
R. Supplier Contract

T

Transaction Details 1 item
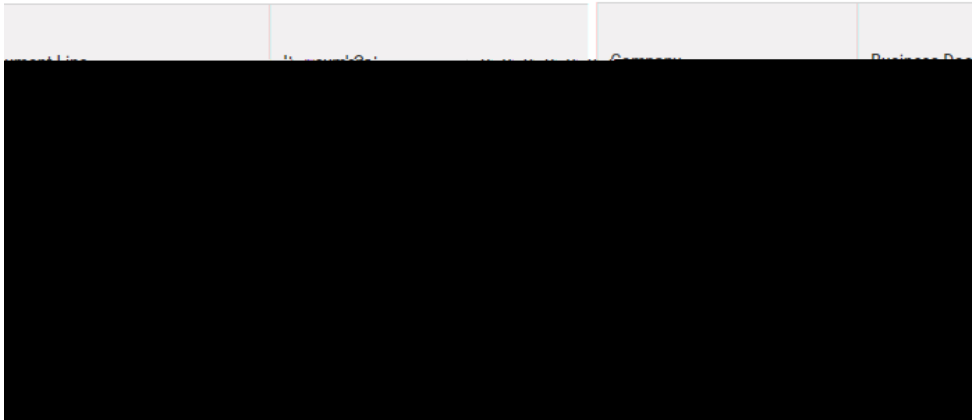
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Expand
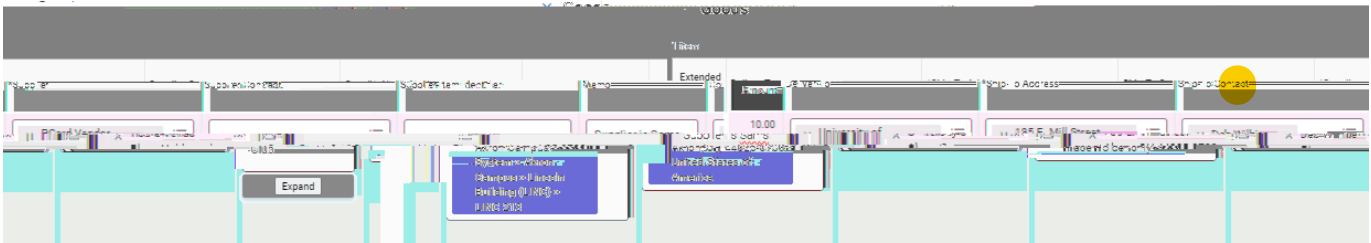
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z}µ Dh^d]v oµ v]š u]Ì Œ]‰š]Á]ššZZ (}ŒŒµš&E(}ŒX:Ÿ}(vÇ}µ Àv}šŒZ]‰šU Ç}µ uµ•š ‰Œ}À] šZ Æ%G¿}µv Ÿ}w}š•ZšÀ ÁZ Œ]‰š v ÁZ š]š Á• šZ š Ç}µ š]o • ‰}••] o U v © Z šZ š š} šZ šŒv• Ÿ}vX

/(Ç}µ Z À (}ŒP}© v š} šŒ konm th Ÿ}v[Add Ç}µ©}and add it ÁZ]o]v]ŸvP u} X

/(Ç}µ Z À u}Œ šZ v }v šŒ v• Ÿ}v }v W šŸ}Œ} µŒ uŒvšdŒ}w• šŸŒ]. Ÿ}v Z ‰}Œ š

You uust select the neÆ š šŒ v• Ÿ}v v .v]•Z reconc]o]v P}ŒZ]«vP š"½µ ű"]šµ©}v(XÇ/}µ v š} }u Iš} Œ }vš]6E]v½ou SJ o have that op on, ONLY IF you are reconciling your own transac on.

Z(Ç}µ Œ P] ŒÆN2(JN2(Toll®ÿ#E