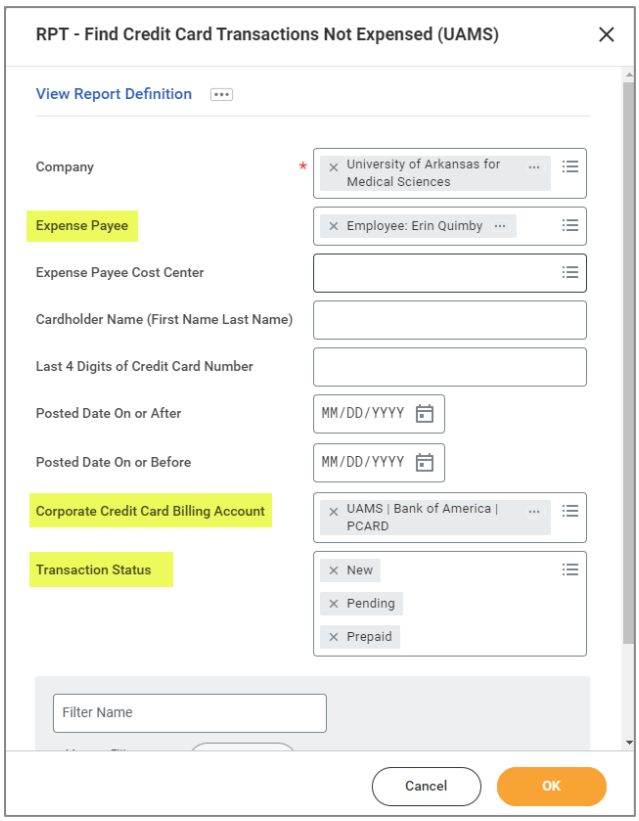
Managing Procurement: Identifying Outstanding P-Card Transactions

This quick reference guide (QRG) outlines the process to identify a card holder's outstanding P-card transactions. It also contains information to resolve outstanding transactions.

RPT – FIND CREDIT CARD TRANACTIONS NOT EXPENSED (UAMS)

1. Search for and select the report RPT - Find Credit Card Transactions Not Expensed (UAMS).
2. Select the Cardholder in the **Expense Payee** field. Select UAMS | Bank of America | PCARD as the **Corporate Credit Card Billing Account**. Select the **Transaction Statuses** of New, Pending, and Prepaid.
3. Click OK to run the report.



Transactions displayed on the report have not been expensed to the department, indicating that they have not been verified.

RESOLVING OUTSTANDING TRANSACTIONS

To complete verifications for transactions on the report, you can refer to the Transaction Status and Business Document columns.

Transaction Status	Transaction Type	Charge Description	Business Document	Business Document Status
Pending	Purchase	WCA WASTE CORPORATION	PC-00263915	In Progress
Pending	Purchase	WCA WASTE CORPORATION	PC-00263917	Draft
New	Purchase	AMERICAN COLLEGE OF PH		
New	Purchase Return Credit	CHALLENGER WEB		

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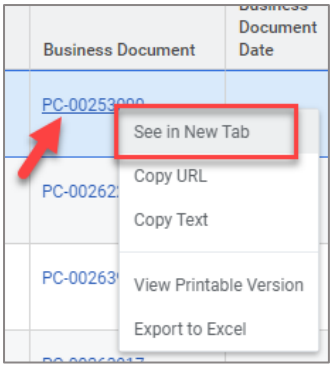
Transaction Status column

- New = Procurement card verification has not been started.
- Pending = Procurement card verification has been started but is not complete. This occurs when the verification is in a Draft or In Progress status.
- Prepaid = Procurement card verification has not yet been started or has been started but is not complete. A status of prepaid also indicates that the transaction has been settled (i.e., paid to Bank of America).

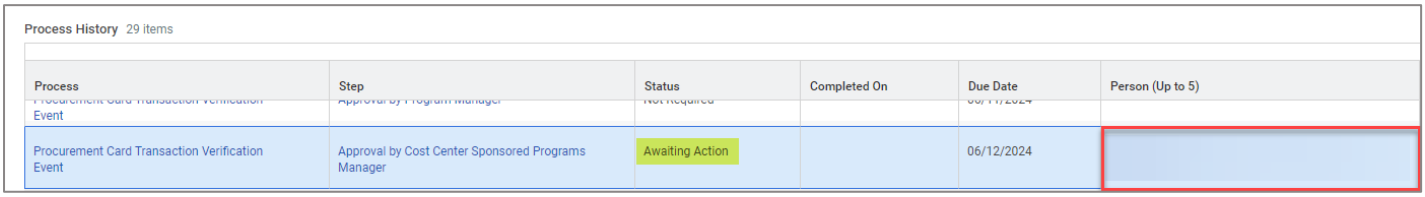
Business Document column

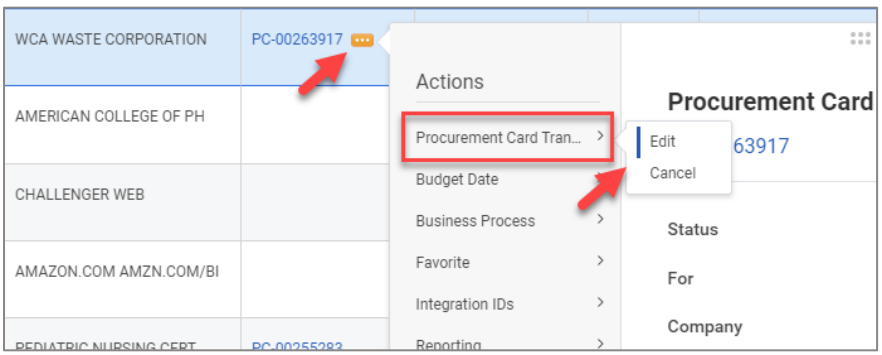
Pending P-card verifications are listed in the Business Document column. To see more information about the verification, Right click on the blue document hyperlink and select **See in New Tab**.



CHECK ON APPROVAL PROCESS FOR IN PROGRESS VERIFICATIONS

For verifications with an In Progress status, click on the Process History tab to see where the verification is in the approval process. Scroll down to find the line with a status of Awaiting Action.



EDIT OR CANCEL DRAFT VERIFICATIONS

Click on the Related Actions (...) button for the Verification. Hover over the Procurement Card Transaction Verification action and select **Edit** or **Cancel**. To complete the verification for the transaction, you can Edit the draft verification to finish submitting, or you can Cancel the draft verification and start the Verify Procurement Card Transactions task over.