

# FINDING UNRECONCILED P-CARD TRANSACTIONS

This process guide supports processors that:

- Have a P-Card in SUSPENDED status.
- Are receiving Workday notifications indicating they have unreconciled transactions.
- Need to identify if their card has any transactions that need to be reconciled.

## INSTRUCTIONS: FINDING UNRECONCILED EXPENSES

### 1. Run **RPT – Find Unreconciled Credit Card Transactions (UAMS).**

1. Enter the last four digits of your card in the **Last 4 Digits of Credit Card Number** field.



**TIP** Do not use the **Cardholder Name** field. Using the Last 4 of your card is more accurate.

2. Click **OK**.

### 2. Unreconciled transactions will be listed.

Indicates number of unreconciled transactions.

|                                             |                 |                           |                                              |                             |                   |                          |
|---------------------------------------------|-----------------|---------------------------|----------------------------------------------|-----------------------------|-------------------|--------------------------|
| 1 item                                      |                 |                           |                                              |                             |                   |                          |
| The employee the transaction is assigned to |                 |                           |                                              |                             |                   |                          |
| Expense Payee                               | Cardholder Name | Credit Card Merchant Name | Credit Card Transaction                      | Extended Transaction Amount | Business Document | Business Document Status |
| Employee: [REDACTED]                        | [REDACTED]      | DISCOUNT TROPHIES OF A    | 05/20/2026 DISCOUNT TROPHIES OF 1,384.32 USD | \$1,384.32                  | PC-00620111       | Draft                    |

If the transaction is associated with a draft PC, the PC will be linked in this column.