

FINDING UNRECONCILED T-CARD TRANSACTIONS

This process guide supports processors that:

- Have a T-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.

2 items

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	Transaction Date	Posted Date
Employee: [REDACTED]	[REDACTED]	SOC FOR NEUROSCIENCE M	06/09/2026 SOC FOR NEUROSCIENCE 175.00 USD	\$175.00			06/09/2026	06/10/2026
Employee: [REDACTED]	[REDACTED]	UNITED 01621105976405	06/10/2026 UNITED 0162110597 496.40 USD	\$496.40			06/10/2026	06/12/2026

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