

PCard and ISSP Reconciliation Overview

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and the Integrated Supply Services Program (ISSP) Supplier. Once loaded into Cardinal, these transactions have a status of "Staged". In order to comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their transactions within (5) days of the posted date.

Reconciliation involves the cardholder completing the following actions:

- Verifying every transaction for accuracy
- Updating existing data or entering any additional data to include the accounting distributions, descriptions, Supplier ID, Item ID, and eVA PO Type as applicable

Once the cardholder completes the reconciliation for a transaction and updates the transaction status to "Verified", the transaction can be reviewed and approved by the Supervisor. Approved transactions are then sent to the Accounts Payable (AP) module for processing and payment.

For additional information pertaining to reviewing, reconciling, approving, and generating reports related to PCard and ISSP transactions, refer to the course titled PR349_Managing PCard and ISSP Transactions (VDOT). This course is located on the Cardinal website in **Course Materials** under **Learning**.

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Performing Cardholder Reconciliation – PCard and ISSP Transactions

Reconciliation for PCard or ISSP transactions (for an employee (cardholder) or the District respectively) is completed on the **Reconcile Statement: Procurement Card Transactions** page.

1. Navigate to the **Reconcile Statement: Procurement Card Transactions** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

The **Reconcile Statement Search** page displays. This page will only display if you have access to more than one card. If you only have access to one card, skip to Step 6.

Favorites -	Main Menu	• >	Purchasing 🗸	> Procurement (Cards 👻 🗆	> Reconcile 🗸	> Reconcile Statement
Reconcile	Statement Sea	rch					
	Role Name	•			~		-
	Employee ID]Q				
	Name					Q	
	Card Issue	·			~		
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	Posted Date		31	То	31		
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- 2. Utilize the **Employee ID** search criteria field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
 - PCard: Enter the applicable employee's Employee ID in the Employee ID field
 - ISSP: Click the Employee ID Look Up icon. Once the Look Up Employee ID page displays in a pop-up window, enter the applicable District's ISSP in the Employee ID begins with field and then click the Look Up button to search for and select the applicable ISSP
- 3. Click the **Statement Status** dropdown button and select "Staged" to search for transactions that need to be reconciled.
- 4. The **Transaction Date** fields default based on the current date (defaults to a (60) day window going back from the current date). Update this date range as needed.
- 5. Click the **Search** button.

The **Reconcile Statement: Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP transactions Examples of both are provided below.

PCard Transactions:

Re	eco	ncil	e Statemer	nt										
P	roc	cur	ement C	ard Transactions										
			Empl ID		Nan	ne								
		C	ard Number	*************,ËF}	Card Provid	er BAVI1								
\square	Ru	n Bi	udget Validat	tion on Save								_		
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T	ran	sac	tion <u>B</u> illin	g 💷										
			Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	Vc
	1	✓	01/31/2023	Marsh Propane - Abingdon	Staged 🗸	386.74	USD		0	R	Valid	Recycled	No	N
	2	0	01/31/2023	Marsh Propane - Abingdon	Staged V	269.59	USD	₽±	0	R	Valid	Recycled	No	N
	3	\Box	01/31/2023	Marsh Propane - Abingdon	Staged 🗸	319.74	USD	ŀ	0	R	Valid	Recycled	No	N
	4	(•
	Se	elect	All	Clear All	Stage	Verify					Validate I	Budget		
Sea	arch] Sa	ave	Pu	rchase Details	Split Line	Distribution Temp	late							



ISSP Transactions:

Rec	onci	le Statem	ient								
Pro	cu	rement	Card Transactions								
		Empl	ID ISSP5		Name District,Hampto	onRoads					
	ispla	y Unmaske	ed Card Number								
	un B	udget Valio	dation on Save						1 to 229) of 2	29 N
Ba	nk S	tatement				Personalize Find View 9	🖓 🔛 🛛 F	irst 🕚 1-1	00 of 229	۲	Last
Tra	insa	ction <u>B</u> i	lling 💷								
		Card Issuer	r Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Be
79		ISSP0	******500∨	05/03/2018	MANCON LLC	Staged V	35.41	USD	0	R	₽,
80		ISSP0	******540L	05/03/2018	MANCON LLC	Staged V	36.57	USD	0	R	
81		ISSP0	******500L	05/03/2018	MANCON LLC	Staged V	7.65	USD	0	R	
82		ISSP0	******510R	05/03/2018	MANCON LLC	Staged V	22.31	USD	0	R	
83		ISSP0	******510V	05/03/2018	MANCON LLC	Staged V	128.53	USD	0	R	
84		ISSP0	******510V	05/03/2018	MANCON LLC	Staged V	352.70	USD	0	R	R
85		ISSP0	*****530N	05/03/2018	MANCON LLC	Staged V	435.98	USD	0	P	
86		ISSP0	******500∨	05/03/2018	MANCON LLC	Staged V	128.16	USD	0	ł	
87		ISSP0	******500∨	05/03/2018	MANCON LLC	Staged V	21.94	USD	0	P	
88		ISSP0	*****500∨	05/03/2018	MANCON LLC	Staged V	163.47	USD	0	P	
89		ISSP0	******500∨	05/03/2018	MANCON LLC	Staged V	763.71	USD	0	R	
90		ISSP0	******500∨	05/03/2018	MANCON LLC	Staged V	53.15	USD	0	R	
91		ISSP0	******5000	05/03/2018	MANCON LLC	Staged V	19.56	USD	0	ŀ	R
92		ISSP0	******5000	05/03/2018	MANCON LLC	Staged V	15.11	USD	\bigcirc	R:	

Note: For ISSP transactions, the Employee ID will be "ISSP" plus the District Number (District 5 in this example). The Card Numbers will end in "L", "R", "N", "V", or "O".

The following steps are used to reconcile an individual transaction. There are steps used to reconcile PCard transactions that are not performed when reconciling ISSP transactions. For PCard transactions, continue with Step 6. For ISSP transactions, skip to Step 32.



Reconcile Statemer	nt										
Procurement C	ard Transactions										
Empl ID		Nan	ne								
Card Number	**************,ËF}	Card Provid	er BAVI1								
Run Budget Validat	tion on Save										
Bank Statement				Personal	lize	Find	I Vie	ew All 🔁	📑 First	🕚 1-3 of 3 🕑) Last
Transaction Billin	g 💷 🕬										
Trans Date ▲	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	Vc
1 🗹 01/31/2023	Marsh Propane - Abingdon	Staged 🗸	386.74	USD	P	0	R	Valid	Recycled	No	N
2 🗌 01/31/2023	Marsh Propane - Abingdon	Staged 🗸	269.59	USD	₽ †	0	R	Valid	Recycled	No	N
3 🔲 01/31/2023	Marsh Propane - Abingdon	Staged 🗸	319.74	USD	ŀ	0	R	Valid	Recycled	No	N
4											•
Select All	Clear All	Stage	Verify					Validate B	udget		
Search Pur	Chase Details	Split Line	Distribution Temp	late							

6. Click the **Select** checkbox option for the Transaction that you want to review and reconcile (the first transaction is selected by default).

Note: The Navigation arrows and links can be used to view additional Transactions if the search results do not all display on the page.

7. Click the **Purchase Details** link.



Cardinal Procurement Job Aid PR349_Performing PCard and ISSP Reconciliations (VDOT)

The **ProCard Purchase Order** page displays in pop-up window for the selected transaction.

	×
	Help
Line 1	
Merchant Marsh Propane - Abingdon	
City 276-619-2400	
State VA	
▼ Purchase Order	
*Business Unit 50100 Coriginal PO eVA PO Type OTC COVER The Counter eVA eVA Order Method Exempt	
PO Line Q eVA Interfaced NSEV	
PO Sched Q PV Decomp Type Professional Sandree	
eva Procure Type	
eVA Contirming Order:	
Cancel in eva /:	
Supplier ID Q	
Address Sequence Nbr	
Ship To	
Item ID	
Category Q	
Supplier Item	
*Quantity 1.0000	
"UOM EA Q	
Unit Price 386.74000 USD Transaction Amount 386.74	
Bill Includes Tax if Applied	
🗹 Tax Paid	
Sales/Use Tax Category Search View Hierarchy PO Pick List	
OK Cancel Refresh	
1	



8. The **eVA PO Type** field defaults to "OTC" (Over The Counter eVA Exempt). Click the **eVA PO Type Look Up** icon and select the applicable eVA PO Type based on the following:

eVA PO Type	Description	Additional Data Entry Requirements on the ProCard Purchase Order page
EPO	Existing Cardinal PO. This selection is used when you are making a PCard payment against an existing Cardinal Purchase Order.	 PO ID PO Line PO Sched Supplier ID Address Sequence Nbr: Defaults once the Supplier ID is selected Ship To Item ID: If the Item is matched to the Supplier, it will display for selection. If the Item is not matched to the Supplier, then clear the Supplier ID field, select the Item ID, and then re- select the Supplier ID
EVP	Existing eVA PO. This selection is used when you are making a PCard payment against an existing eVA Purchase Order.	None
INV	PCard Payment of Invoice. This selection is used when making a PCard payment against non-PO related Invoices and is generally not used.	None
OTC	Over The Counter eVA Exempt. This default selection is used when the PCard transaction was performed over the counter at the point of sale and a receipt is in hand.	None



eVA PO Type	Description	Additional Data Entry Requirements on the ProCard Purchase Order page
E01, GOP, P01, R01, S01, VE1, VP1, VR1, and VS1	(E01) Emergency Bill Vendor, (GOP) Grant Opportunity, (P01) Proprietary Bill Vendor, (R01) Routine Bill Vendor, (S01) Sole Source Bill Vendor, (VE1) Emergency VITA Bill Vendor, (VP1) Proprietary VITA Bill Vendor, (VR1) Routine VITA Bill Vendor, (VS1) Sole Source VITA Bill Vendor. These selections are used to generate a confirming Purchase Order in eVA (in accordance with the Agency Procurement and Surplus Property Manual (APSPM)). This confirming PO is sent to the Merchant.	 Supplier ID: If the Supplier ID is available for selection, the Supplier is a Preferred Supplier. If the Supplier ID is not available for selection, the Supplier needs to be set up as a Preferred Supplier. Refer to the Job Aid titled PR349_PCard Merchant to Preferred Supplier (VDOT). This Job Aid is located on the Cardinal website in Job Aids under Learning Address Sequence Nbr: Defaults once the Supplier ID is selected Ship To Item ID: If the Item is matched to the Supplier, it will display for selection. If the Item is not matched to the Supplier ID field, select the Item ID, and then re- select the Supplier ID
X02	Excluded Per APSPM. This selection is used when the transaction is exempt from requiring a Purchase Order	None

Complete the following situational steps (Steps 9 - 15) based on the eVA PO Type selected. For eVA PO Types of "EVP", "INV", "OTC", or "X02", skip to Step 16.

- 9. Select the Cardinal Purchase Order ID using the **PO ID Look Up** icon ("EPO" only).
- 10. Select the Cardinal Purchase Order Line Number using the **PO Line Look Up** icon ("EPO" only).
- 11. Select the Cardinal PO Schedule Number using the **PO Sched Look Up** icon ("EPO" only).



12. Click the **Supplier ID Look Up** icon and select the applicable Supplier ID for the Merchant ("EPO", "E01", "GOP", "P01", "R01", "S01", "VE1", "VP1", "VR1", and "VS1").

Note: The Supplier's address will populate once the Supplier ID is selected and the **Address Sequence Nbr** field will auto-populate.

- 13. Select the applicable ship-to location using the **Ship To Look Up** icon ("EPO", "E01", "GOP", "P01", "R01", "S01", "VE1", "VP1", "VR1", and "VS1")..
- 14. Click the **Item ID Look Up** icon and select the applicable Item ID ("EPO", "E01", "GOP", "P01", "R01", "S01", "VE1", "VP1", "VR1", and "VS1").
- 15. The **Quantity**, **UOM** (Unit of Measure), **Unit Price**, and **Transaction Amount** fields all autopopulate based on the PCard transaction. Validate these fields for accuracy.

Note: If any of the information is inaccurate, the transaction needs to be disputed. Refer to the PR349_Managing PCards and ISSP Transactions (VDOT) course for more information and the steps used to manage disputes. This course is located on the Cardinal website in **Course Materials** under **Learning**.

ProCard Purchase Order		×
ProCard Purchase Order Line 1 Merchant Marsh Propane - Abingdon City 276-619-2400 State VA Country USA VA Va		Help
*Business Unit 50100 Q Original PO N PO ID Q PO Line Q PO Sched Q	eVA Order Method URL eVA Interfaced NSEV eVA Dttm eVA Procure Type Supplies - Non-Technology V eVA Confirming Order: V	
Supplier ID 0000068440 Marsh LP Gas Company Address Sequence Nbr 4 Q 15725 Porterfield Hwy VA00027697 Abingdon, VA 24210 Ship To ABINGD AHQ ABINGD AHQ Item ID 4050350000 PROPANE GAS Category Q Supplier Item *Quantity 1.0000 *UOM	Cancel in eVA ?: U	
Unit Price 386.74000 USD Tran	saction Amount 386.74	
Sales/Use Tax Category Search View Hierarchy OK Cancel Refresh	PO Pick List	



Note: The **eVA Order Method** field defaults based on the eVA PO Type selected and is readonly. The **eVA Interfaced** field is read-only and signifies the status of the transaction in regards to the interface with eVA (ex: "NSEV" signifies that the transaction has not been sent to eVA and "SEVA" signifies that the transaction has been sent to eVA). The **eVA Dttm** field is read-only and will auto-populate with the date and time once the transaction is sent to eVA. Transactions are transmitted from Cardinal to eVA nightly (Monday – Friday) after they have been reconciled and approved.

- 16. Click the **eVA Procure Type** dropdown button and select the applicable value as needed.
- 17. The **eVA Confirming Order** checkbox option indicates that the PCard transaction will be created as a confirming Purchase Order in eVa. This checkbox option will automatically be selected if the eVA PO Type selected is "E01", "GOP", "P01", "R01", "S01", "VE1", "VP1", "VR1", or "VS1". Deselect the **eVa Confirming Order** checkbox option when it is an original Purchase Order.
- 18. The **Cancel in eVA** checkbox option is only used when there is an existing Purchase Order in eVA that needs to be cancelled. The confirming Purchase Order in eVA will be cancelled automatically. Select as applicable.
- 19. Click the **OK** button.

The Reconcile Statement: Procurement Card Transactions page returns.

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The **Billing** tab displays.

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Reconcile Statement								
Procurement Card Tra	ansactions							
Empl ID			Name					
Card Number *********	***,ËF}	Card P	rovider E	BAVI1				
Run Budget Validation on S	ave							
Bank Statement				P	ersonalize Find	। View All । 🔄	🔣 First 🕢 1	-3 of 3 🕟 Last
Transaction Billing	1							
Reference	Description		Billing Da	te Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1			02/15/202	23 386.74	4 USD		0.00	
2			02/15/202	23 269.5	9 USD		0.00	
3			02/15/202	23 319.74	4 USD		0.00	
		Stane		Verify		Valida	te Budget	
Select All	Clear All	Stage		(only		Valida	to Budgot	
Search Purchase De	tails	Split Line	Di	istribution Template				
🗑 Save 🔛 Notify 🔅 Rei	tresh							

- 20. Click in the **Description** field for the applicable Transaction.
- 21. Enter a description of the item(s) purchased in the **Description** field.

Note: The description entered here will display on the Monthly PCard Statement query.

22. Click the **Transaction** tab.

The **Transaction** tab returns.

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Rec	onci	le Stateme	nt											
Pro	ocu	rement C	ard Transac	ctions										
		Empl ID			Nan	ne								
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1		01/31/2023	Marsh Propane -	Abingdon	Staged 🗸	386.74	USD	₽ b	þ	R,	Valid	Recycled	No	N
2		01/31/2023	Marsh Propane -	Abingdon	Staged 🗸	269.59	USD		0	R ا	Valid	Recycled	No	N
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23. Next, review the Line details for the transaction as needed. Click the Line Details icon.

The ProCard VISA Trans Details page displays in a pop-up window with Tab 1 displayed by default.

ProCard VISA Trans Details		×
		Help
Card Number	**************4813	
Posted Date	02/01/2023	
Transaction Number	24426293031030034809985	
Sequence Number	1	
Card Transaction - Type 5	Personalize Find	1 View All 🔄 🔜 First 🕚 1 of 1 🕑 Last
Tab 1 Tab 2 Tab 3 Tab 4	Tab <u>5</u> Tab <u>6</u> Tab <u>7</u> Tab <u>8</u>	Tab 9 🕑 💷
Period Acquiring Bin	Card Acceptor ID	Supplier Name
1 08153 442629	554402000592816	Marsh Propane - Abingdon
Return		.:

24. Review the detailed Line information as needed. Of note, the posted date and the Transaction Number display in the **Header** portion of this page.

Note: In order to review the Transaction enter date, run the PCard Transactions by Transaction Date query. The enter date is important because all Transactions must be reconciled within (5) days of the Transaction enter date. Refer to the <u>Running the PCard Transactions by Transaction</u> <u>Date Query</u> section of this Job Aid for detailed instructions on how to run this query.

- 25. Review the additional tabs (Tabs 2 10) for additional information as needed.
- 26. Once your review is complete, click the **Return** button.



The **Transaction** tab returns.

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Rec	onc	ile Stateme	nt													
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1		01/31/2023	Marsh Prop	oane - Abing	don		Staged 🗸	386.74	USD		Q	R	Valid	Recycled	No	N
2		01/31/2023	Marsh Prop	bane - Abing	don		Staged 🗸	269.59	USD		0	R	Valid	Recycled	No	N
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27. Click the **Comments** icon for the applicable Transaction.

The **ProCard Comments** page displays in a pop-up window.

ProCard Comme	nts				×
				н	elp
Line 3	Description Propane				
	Reference				
Transaction Line	Comments		Find View All	First 🕢 1 of 1 🕑 Last	
Comments:		Status Active	~	+ -	
€ Associated Dec	ument				
Attachm	ent	Attach	View	Delete	
OK Car	ncel Refresh				.:

- 28. Click in the **Comments** field.
- 29. Enter a detailed description for the Transaction in the **Comments** field. Multiple comments can be added as needed using the **Add** icon (+).

Note: For Transactions with an eVA PO Type of "EVP" (existing eVA PO), enter the DO # as a comment.



- 30. Optionally use the **Attach** button to add supporting documentation as attachments to the Transaction.
- 31. Click the **OK** button.
- The **Transaction** tab returns.

Rec	onci	le Statemer	at											
Pro	oner	ement C	ard Transaction	ns										
		Empl ID			Name									
0	0	Card Number	*******,ËF}		Card Provide	r BAVI1								
	un B	udget Validat	tion on Save					Porconaliza	Find	1116	w All [2]]	Eire	rt @ 13.0F3 (Last
To	in Si	tion Billin	0 [222]					ersonalize	- Find	1 1 1 1	sw Ali j 대수 Vi	- <u></u>	51 (J) 1-3013 (J	Last
		Trans Date	Merchant		*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	Vc
1		01/31/2023	Marsh Propane - Abin	gdon	Staged 🗸	386.74	USD		ø	R	Valid	Recycled	No	N
2	\Box	01/31/2023	Marsh Propane - Abin	gdon	Staged 🗸	269.59	USD		0	R	Valid	Recycled	No	N
3		01/31/2023	Marsh Propane - Abin	gdon	Staged 🗸	319.74	USD	P	0	R	Valid	Recycled	No	N
	4													•
	Select	All	Clear All		Stage	Verify					Validate B	udget]	
Sear	ch Save	Pu	rchase Details	Spli	t Line	Distribution Temp	late							

Note: The corresponding **Comments** icon now displays with lines in it indicating that there are comments associated with this Transaction.

32. PCard and ISSP Transactions (unless the ISSP Card Number ends in "V" (Non-Equipment ISSP Card)) have a Budget Status of "Valid" and a ChartField status of "Recycled". You must review and/or enter a valid accounting distribution for the Transaction. Click the **Distribution** icon (icon directly to the left of the **Budget Status** field).

The ProCard Account Distribution page displays in a pop-up window.

ProCard Account Distribution			
			Hel
Line 3	PO Qty	1.0000	UOM EA
Billing Date 02/15/2023	Billing Amount	386.74 USD	Unit Price 386.74000
SpeedChart	Transaction Unit Price	386.74000	*Distribute By Amount 🗸
Distributions		Personalize Find View A	li 🔁 🛛 🧱 🛛 First 🕢 1 of 1 🕑 Last
Chartfields Details/Tax Statuses			
Dist Percent Amount Currency	*GL Unit *Account	Fund Program	Department Cost Center T
1 100.0000 386.74 USD	50100 Q 5013090 Q	Q	QQ
4			•
OK Cancel Refresh			



33. Review the ChartFields information and update as needed.

Note: If your Agency uses SpeedCharts, the SpeedChart field can be used to quickly populate the applicable ChartFields information.

34. Click the **OK** button.

Note: The ChartField combinations will be validated at this point. If the combination is not valid, an error message will be received.

The Transaction tab returns.

Recon	icile	Stateme	nt										
Proc	ure	ement C	ard Transactions										
		Empl ID		Nan	ne								
_	Ca	rd Number	- **************,ËF}	Card Provid	er BAVI1								
⊥ Run Bank Trans	Buo Sta acti	lget Valida tement on Billin	tion on Save			Pers	onalize	Find	Vie	ew All 🔁	First	🕢 1-3 of 3 🕑	Last
	1	frans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	Vo
1 🖸	2 ()1/31/2023	Marsh Propane - Abingdon	Staged 🗸	386.74	USD		Ø		Not Chk'd	Valid	Yes	N
2 (01/31/2023	Marsh Propane - Abingdon	Staged 🗸	269.59	USD	ŀ	\bigcirc	R	Valid	Recycled	No	N
3 (01/31/2023	Marsh Propane - Abingdon	Staged 🗸	319.74	USD		0	R	Valid	Recycled	No	N
•													•
Sele	ect A	JI	Clear All	Stage	Verify					Validate B	udget		
Search	/e	Pu	rchase Details	Split Line	Distribution Temp	late							

35. If any information was entered or updated on the **ProCard Account Distribution** page, the Budget Status will be "Not Chk'd" and the ChartField status will be "Valid". In these cases, click the **Validate Budget** button. If not, and the Budget Status is "Valid", proceed to Step 38.

Note: The "Validate Budget" process runs automatically multiple times a day if Step 35 is not performed manually.



The page refreshes.

Rec	onci	le Stateme	nt									
Pro	ocui	rement C	ard Transactions									
		Empl ID		Nan	ne							
— –	_	Card Number	*************,ËF}	Card Provid	er BAVI1							
⊡ R Bai	un B nk St	udget Valida tatement	tion on Save			Pers	onalize	Find	View All	🖉 🔜 🛛 First	t 🕚 1-3 of 3 🕑) Last
m	mout	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budge Status	t Chartfield Status	Redistrib	Vo
1	•	01/31/2023	Marsh Propane - Abingdon	Staged 🗸	386.74	USD		P	民 Valid	Valid	Yes	N
2	\Box	01/31/2023	Marsh Propane - Abingdon	Staged 🗸	269.59	USD	₽±	Q	🛃 Valid	Recycled	No	N
3		01/31/2023	Marsh Propane - Abingdon	Staged 🗸	319.74	USD	1	Q	🛃 Valid	Recycled	No	N
	4											•
9 8	Selec	t All	Clear All	Stage	Verify				Valid	ate Budget		
Searc	ch	Pu	rchase Details	Split Line	Distribution Temp	late						
冒 :	Save	🖃 Notify	2 Refresh									

- 36. Validate that the Budget Status is now "Valid".
- 37. Repeat these steps to review and reconcile additional Transactions as needed.
- 38. Next, verify the Transactions that have been reconciled so that they can be approved. Click the **Verify** button.

Note: Alternatively, click the Status dropdown button and select the "Verified" list item.

The page refreshes.

Rec	onci	le Stateme	nt										
Pro	ocur	rement C	ard Transactions										
		Empl ID		Name	e								
	(D	Card Number	********************,ËF}	Card Provide	r BAVI1								
Ba	un B nk St	tatement	uon on save			P	ersonalize	Find	I I Vie	ew All I 🗖	I 🕮 Eirs	st ④ 1-3 of 3	● Last
Tra	insac	tion <u>B</u> illin	g 📰										
		Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	Vc
1		01/31/2023	Marsh Propane - Abingdon	Verified 🗸	386.74	USD		ø	R	Valid	Valid	Yes	N
2	\Box	01/31/2023	Marsh Propane - Abingdon	Staged 🗸	269.59	USD		0	R	Valid	Recycled	No	N
3		01/31/2023	Marsh Propane - Abingdon	Staged 🗸	319.74	USD		\bigcirc	R	Valid	Recycled	No	N
	•												•
2	Select	t All	Clear All	Stage	Verify					Validate	Budget]	
Sear	ch Save	Pu	rchase Details	Split Line	Distribution Temp	ate							

- 39. Validate that the **Status** field now displays as "Verified".
- 40. Click the **Save** button.



Splitting a Transaction Line into Multiple Lines

There are times when you may need to split a Transaction into multiple Lines because eVA accepts only one Schedule per Purchase Order. Once you split a Transaction, all individual Lines must be reviewed, reconciled, verified, and approved individually.

1. Navigate to the **Reconcile Statement: Procurement Card Transactions** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

The Reconcile Statement Search page displays.

Favorites -	Main Men	l ▼ >	Purchasing -	· >	Procurement C	ards 👻	> Reconcile -	>	Reconcile Statement
Reconcile	Statement Sea	urch							
	Bolo Nam							-	
		e				×			
	Employee I		Q	_					
	Nam	e					Q		
	Card Issue	er				~	-		
	Card Numbe	er							
Ti	ansaction Numbe	r							
	Merchai	it					🗹 Exact Match		
	Sequence Numbe	r							
	Line Numbe	er							
	Billing Dat	e	Q	Т	0	Q			
	Statement Statu	s Staged	~						
	Budget Statu	s	~						
	Chartfield Statu	s	~						
	Transaction Dat	e 01/03/202	3 対	Te	o 03/03/2023	Ħ			
	Charge Typ	e	~						
	Posted Dat	e	31	Т	0	31			
	Rows Per Pag	e 100							
		C Auto S	ave When Sc	rolling	Through Chu	nks			
Sea	irch	Clear							

- 2. Utilize the **Employee ID** search criteria field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
 - PCard: Enter the applicable employee's Employee ID in the Employee ID field
 - **ISSP**: Click the **Employee ID Look Up** icon. Once the **Look Up Employee ID** page displays in a pop-up window, enter the applicable District's ISSP in the **Employee ID begins with** field and then click the **Look Up** button to search for and select the applicable ISSP



- 3. Click the **Statement Status** dropdown button and select "Staged" to search for transactions that need to be reconciled.
- 4. The **Transaction Date** fields default based on the current date (defaults to a (60) day window going back from the current date). Update this date range as needed.
- 5. Click the **Search** button.

The **Reconcile Statement: Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP transactions Examples of both are provided below.

PCard Transactions:

Reconci	ile Statemer	nt										
Procu	rement C	ard Transactions										
	Empl ID		Na	me								
	Card Number	**************,ËF}	Card Provi	der BAVI1								
🗆 Run B	Budget Validat	tion on Save										
Bank S	tatement				1	Personalize	Fir	nd N	/iew All	21 📑 🛛 🔤	irst 🕢 1 of 1 🕑	Last
Transa	ction <u>B</u> illin	g 💷										
	Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	Vc
1 🗹	01/31/2023	Marsh Propane - Abingdon	Staged 🗸	269.59	USD		\bigcirc		Valid	Recycled	No	N
4												•
Selec	t All	Clear All	Stage	Verify					Validate I	Budget]	
Search	Pu	rchase Details	Split Line	Distribution Temp	late							
R Save	🖃 Notify	₿ Refresh										



ISSP Transactions:

Rec	onc	ile Stateme	ent								
Pro	cu	rement (Card Transactions								
		Empl I	D ISSP5		Name District, Hampt	onRoads					
	ispla	ay Unmaskee	d Card Number								
	un E	ludget Valid	ation on Save						1 to 229 ⊮ ≪) of 2	29 4]
Ba	ık S	tatement				Personalize Find View 9	1 🖉 🔜 - 1	First 🕚 1-10	00 of 229	۲	Last
Tra	nsa	ction <u>B</u> illi	ing 💷								
		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Bu
79		ISSP0	******500V	05/03/2018	MANCON LLC	Staged V	35.41	USD	0	R	₽,
80		ISSP0	*******540L	05/03/2018	MANCON LLC	Staged V	36.57	USD	0	R	
81		ISSP0	*******500L	05/03/2018	MANCON LLC	Staged V	7.65	USD	0	R	R
82		ISSP0	******510R	05/03/2018	MANCON LLC	Staged V	22.31	USD	0	R	R
83		ISSP0	******510V	05/03/2018	MANCON LLC	Staged V	128.53	USD	0	R	R
84		ISSP0	******510V	05/03/2018	MANCON LLC	Staged V	352.70	USD	0	R	R
85		ISSP0	******530N	05/03/2018	MANCON LLC	Staged V	435.98	USD	0	R	R
86		ISSP0	*******500V	05/03/2018	MANCON LLC	Staged V	128.16	USD	0	R	R
87		ISSP0	*******500∨	05/03/2018	MANCON LLC	Staged V	21.94	USD	0	ł	R
88		ISSP0	*******500V	05/03/2018	MANCON LLC	Staged V	163.47	USD	Q	h	R
89		ISSP0	******500∨	05/03/2018	MANCON LLC	Staged 🗸	763.71	USD	0	ŀ	R
90		ISSP0	******500∨	05/03/2018	MANCON LLC	Staged V	53.15	USD	Q	B	
91		ISSP0	******5000	05/03/2018	MANCON LLC	Staged V	19.56	USD	Q	P:	
92		ISSP0	******5000	05/03/2018	MANCON LLC	Staged V	15.11	USD	Q	R	

Note: For ISSP transactions, the Employee ID will be "ISSP" plus the District Number (District 5 in this example). The Card Numbers will end in "L", "R", "N", "V", or "O".

Reconcile Statemer	nt											
Procurement C	ard Transactions											
Empl ID		Name	e									
Card Number	*************,ËF}	Card Provide	r BAVI1									
CRUN Budget Validat	tion on Save											
Bank Statement					Personaliz	e Fi	nd 📔	View All 🖪] 🔣	First	🕚 1 of 1 🥡	Last
Transaction Billin	g 💷											
Trans Date ▲	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status		Redistrib	Vc
1 🗹 01/31/2023	Marsh Propane - Abingdon	Staged 🗸	269.59	USD		\circ	R	Valid	Recycled		No	N
4												+
Select All	Clear All	Stage	Verify					Validate B	udget			
Search Pur	chase Details	Split Line	Distribution Templ	ate								
🔚 Save 🖃 Notify	C Refresh											

- 6. Click the **Select** checkbox option for the transaction that you need to split (the first transaction is selected by default).
- 7. Click the **Split Line** link.



The **ProCard Transaction Splits** page displays in a pop-up window.

ProCard Transaction	Splits					>
						Help
Line	1					
Trans Date	01/31/2023	Billing Amount	269.59	USD		
Posted Date	02/01/2023	Reference				
Merchant	Marsh Propane - Abingdon					
Description						
Split Rules			Personalize	Find View All 🔄	🔣 🛛 First 🕢 1	of 1 🕟 Last
Description		Transaction Amount	Billing	g Amount	Percentage	
]	269.59	269.59	100.000000	• =
ОК	Cancel					

8. Click in the **Description** field for the applicable Transaction.

9. Enter a description of the item(s) purchased in the **Description** field.

Note: The description entered here will display on the Monthly PCard Statement query.

10. For this first Line, enter an updated billing amount (portion of the total transaction amount as a dollar amount) in the **Billing Amount** field or update the percentage (portion of the total transaction amount as a percentage) in the **Percentage** field.

Note: If an updated billing amount is entered, the **Percentage** field will automatically update when you tab out of the field. If an updated percentage is entered, the **Billing Amount** field will automatically update when you tab out of the field.

ProCard Transaction	Splits								×
									Help
Line	1								
Trans Date	01/31/2023	Billing Amount	26	69.59	USD				
Posted Date	02/01/2023	Reference							
Merchant	Marsh Propane - Abingdon								
Description									
Split Rules			Person	alize	Find View All 🔄	🔣 🛛 First 🕢 1	of 1	🕑 Last	
Description		Transaction Amount		Billing	Amount	Percentage			
Propane]	200.00		200.00	74.18672	8 -	-	
ОК	Cancel								
									.::

11. Click the Add a New Row icon (+).



The page refreshes and the new row displays.

ProCard Transaction	Splits						×
							Help
Line	1						
Trans Date	01/31/2023	Billing Amount	26	9.59 USD			
Posted Date	02/01/2023	Reference					
Merchant	Marsh Propane - Abingdon						
Description							
Split Rules			Personali	e Find View All 🔄 🚦	First 🕢 1-2 of	2 🕑	Last
Description		Transaction Amount		Billing Amount	Percentage		
Propane			200.00	200.00	74.186728	÷	-
Propane			69.59	69.59	25.813272	+	-
ок	Cancel						.:

- 12. The **Description** field for the second Line defaults to the same description as Line 1. Update as needed.
- The Billing Amount and Percentage fields automatically calculate based on the updates you
 made to Line 1. Update one of these fields if additional split Lines need to be added and then
 repeat Steps 10 12.
- 14. Once complete, click the **OK** button.

The Reconcile Statement: Procurement Card Transactions page redisplays.

Recon	cile	Statemer	nt											
Procu	ure	ement C	ard Transactions											
_	Ca	Empl ID ard Number	**********,ĒF}		Nam Card Provide	e Pr BAVI1								
Run Budget Validation on Save Rest Statement Percentation												● Last		
Trans	actio	on <u>B</u> illin	g 💷)						1	- ,				
	т	Frans Date	Merchant		*Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	Vc
1 🛃	3 0	01/31/2023	Marsh Propane - Abingdon		Staged 🗸	200.00	USD		b C		Valid	Recycled	No	N
2	0	01/31/2023	Marsh Propane - Abingdon		Staged 🗸	69.59	USD		• C		Valid	Recycled	No	N
4														۲
Sele	ect A	All	Clear All		Stage	Verify			(Validate	Budget]	
Search Purchase Details Split Line Distribution Template														

Note: The split Lines now display as individual Transactions.

 Next, review and reconcile each Transaction created by the split. Refer to the <u>Performing</u> <u>Cardholder Reconciliation – Pcard and ISSP Transactions</u> section of this Job Aid and complete Steps 6 - 40 for each Transaction.



Procurement Job Aid PR349_Performing PCard and ISSP Reconciliations (VDOT)

Running the PCard Transactions by Transaction Date Query

CARDINAL Welcome to Cardinal!	Search	Advanced Search	
Favorites - Main Menu -			
Menu	0 0+	myCardinal Messages	
My Favorites mcCardinal Examples		Begin Date	
> Employee Self-Service		myCardinal Financials	
Manager See Service Suppler Contracts Customers Products Customer Contracts Order Management Pricing Configuration		Financials Report Execution AP Reports AR Reports PA Reports PA Reports PA Reports PA Reports Reports Reports PA Repo	Financiats Report Retrieval
Customer Returns Homs Cost Accounting Supplers Procurement Contracts Procurement Contracts			

From the Cardinal Home page, click the Financials Query-based Reports link with the 1. myCardinal Financials section.

The Query Viewer page displays.

Enter any information you have and click Search. Leave fields blank for a list of all values.			
*Search By			
Search by Query Name V begins with			
Search Advanced Search			
The second secon	ze Find 🔁 📗	First 🕢 1-3 of 3	Last
Query Name Description Owner Folder Run to Excel	Run to XML Schedule	Definitional References	Remove
V_AP_VCHR_INV_DISTRIB_LINES List Vchr Inv Lines & Distribs Public HTML Excel	XML Schedule	Lookup References	
V_PR_PCARD_TRANS_BY_TRANS_DT PCARD Transactions by Trans Dt Public HTML Excel	XML Schedule	Lookup References	-
V_PR_PCARD_TRANS_MONTHLY_STMNT PCARD Monthly Statement Public HTML Excel	XML Schedule	Lookup References	-
Clear Favorites List			

- 2. Click in the **Search by** field.
- 3. Enter "V PR PCARD TRANS BY TRANS DT" in the Search by field.
- 4. Click the **Search** button.



The page refreshes with the search results displayed in the Query section.

uery Viewer												
iter any information you have and click Sear	rch. Leave fields blank for a list	of all va	lues.									
*Search By Query Name	 begins with 	V_PR_	PCARD_T	RANS_BY_T	RANS_	DT						
Search Advanced Search	ch											
Search Results												
curon results												
*Folder View All Folders	*											
				-		L market I	Minut Al	1.51	Eir		f d (A) Loot	
Query				Pers	onalize	Find	view Al		E FI	st 🕚 10	I T 🕑 Last	
Query Name D	Description	Owner	Folder	Run to HTML	Run to Excel	Run to	Schedu	ile	Definitional F	References	Add to Favorites	
Query Query Name C V_PR_PCARD_TRANS_BY_TRANS_DT C C	Description PCARD Transactions by Trans Dt	Owner Public	Folder	Run to HTML HTML	Run to Excel Excel	Run to XML XML	Schedu Schedu	ile ile	Definitional F	References Prences	Add to Favorites Favorite	
Query Query Name C V_PR_PCARD_TRANS_BY_TRANS_DT F C W Favorite Queries C C	Description PCARD Transactions by Trans Dt	Owner Public	Folder	Run to HTML HTML	Run to Excel	Run to XML XML	Schedu Schedu Schedu	ile ile ile ize Fi	Definitional F Lookup Refe	References erences	Add to Favorites Favorite	۲
Query Query Name C V_PR_PCARD_TRANS_BY_TRANS_DT E My Favorite Queries Query Name	Description CARD Transactions by Trans Dt Description	Owner Public	Folder	Folder	Run to Excel	Run to XML XML XML F Run to HTML	Schedu Schedu Personal Run to Excel	ile ile ize Fi Run to XML	Definitional F Lookup Refe nd [2] Schedule	References erences First Definition	Add to Favorites Favorite t 1-3 of 3 al References	Re
Query C Query Name C V_PR_PCARD_TRANS_BY_TRANS_DT C My Favorite Queries C Query Name V_AP_VCHR_INV_DISTRIB_LINES	Pescription CARD Transactions by Trans Ot Description List Vchr Inv Lines & Distribution	Owner Public	Folder	Folder	Run to Excel	Run to XML XML F Run to HTML	Schedu Schedu Personali Run to Excel Excel	ile ile ize Fi Run to XML XML	Definitional F Lookup Refe nd 2 Schedule Schedule	References erences First Definitiona Lookup R	Add to Favorites Favorite t 1-3 of 3 al References	Re
Query Image: Comparison of the system of	CARD Transactions by Trans CARD Transactions by Trans Description List Vchr Inv Lines & Distributions PCARD Transactions by Tr	Owner Public	Folder V V V V V V V V V V V V V	Pers Run to HTML HTML	enalize Run to Excel Excel	Run to XML XML F Run to HTML HTML	Schedu Schedu Personal Run to Excel Excel Excel	ile ile ize Fi Run to XML XML XML	Definitional F Lookup Refe nd [2]] Schedule Schedule Schedule	References erences Definition Lookup R Lookup R	Add to Favorites Favorites to 1-3 of 3 al References References References	Rei

5. Click the **Run to HTML** link.

The **Query** page displays in a new internet browser tab.

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt
Trans Date From
Trans Date To
Card Issuer (% for all)
Name %
Employee ID (% for all) %
Billing Date (MM/DD/YYYY)
Status (% for all) %
Voucher ID (% for all) %
Account (% for all) %
Cost Center (% for all) %
Department (% for all) %
View Results

Note: No results for the query will display until parameters are entered and the **View Results** button is clicked.

- 6. Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields.
- 7. Click the **View Results** button.



The page refreshes with the query results.

٧_	PR_PC	ARD_	TRANS_BY_1	TRANS_DT - PCAR	D Transactio	ns by '	Trans D	t						
	т	rans Da	te From (ij										
		Trans	Date To (Ē										
	Card Is	suer (%	6 for all) E	Q										
			Name %											
	Employe	ee ID (%	6 for all) %	٩										
Bill	ing Date (MM/DD	//////)											
	S	tatus (%	6 for all) %											
	Vouch	er ID (%	6 for all) %											
	Ace	ount (%	6 for all) %	Q										
	Cost C	enter (%	6 for all) %	Q										
	Depart	ment (%	6 for all) %	<u> </u>										
V	iew Resul	ts												
D	ownload r	esults ir	n : Excel Spread	dSheet CSV Text File	XML File (52 k	(b)								
Vie	ew All													
	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Dat
1	50100	BAVIO	**************************************	AND DESCRIPTION OF THE OWNER.	00053056100	Closed	Valid	Valid	24431067153708407870410	36	06/06/2017			06/01/201
2	50100	BAVIO	**************************************		00053056100	Closed	Valid	Valid	24013397152000111463767	21	06/05/2017	06/28/2017 6:31:39PM	A501_5297644_21_3	06/01/201
3	50100	BAVIO	······	AND THE PARTY.	00052056100	Closed	Valid	Valid	24692167152000226022396	18	06/05/2017			06/01/201
4	50100	BAVIO	**************	Statistica (Bassie)	003615/9000	Closed	Valid	Valid	74013397153000170055904	21	06/06/2017			06/01/201
5	50100	BAVIO	*****	CONTRACTOR CONTRACTOR	000628498000	Closed	Valid	Valid	24431067153344900970844	40	06/06/2017			06/01/201

8. Review the query results as needed. Optionally, download the query results to a Microsoft Excel file by clicking the **Excel Spreadsheet** link.