

Find Missing/Outstanding P-Card Transactions

Step One

Navigate to Expense Module

From the Navigator, under My Profile, select Expenses.



Step Two

Navigate to Manage Expense Reports to view Corporate Card Transactions

Click on the magnify glass on the right

| Travel and Expense | Your Name | • | Actions 🔻 |
|--|------------------------|-----------|----------------|
| Expense Items | Expense Reports | Approvals | |
| 0 | 0 | 0 | Q |
| | . | • | |
| Actions Act | Report Create Report | t | Sort By Date 🗸 |



From the dropdown, select **Corporate Card Transactions**. Then either click on the grey circle with the white arrow **OR** the Advanced hyperlink (both options take you to the Manage Expense Reports screen).



Step Three

Finding P-Card Transactions

Manage Expense Reports screen will display.

| Manage Expense Reports | | | | | Done | | | |
|--|-----------------------------|--|--------------------|------------------|------------------------|--|--|--|
| Search Corporate Card Transactions 🗸 | | | | | | | | |
| ▲ Search | | Ba | Anage Watchli | ist Saved Search | Overdue Transactions 🗸 | | | |
| Transaction Amount Equals | | Posted Date | Equals V m | /d/yyyy | Ĵô | | | |
| Posted Currency Equals | | ✓ Billed Date | Equals 🗸 m | /d/yyyy | Ŭ. | | | |
| Age in Days Greater than | 365 | Report Status | Equals | \sim | ~ | | | |
| Transaction Class Equals | ~ | Report Number | ls blank | \sim | | | | |
| | | | Search R | eset Save | Add Fields 🔻 Reorder | | | |
| Actions ▼ View ▼ Format ▼ Add to Report ▼ | | | | | | | | |
| Expense Type Expense Corporate Card Template Number | Age in Days Posted Date Bil | illed Date Transaction Transactior Amount Class | n Merchant Name | Billed Amoun | t Business Amount | | | |
| No results found. | | | | | > | | | |



Remove 365 from the **Age in Days** prompt, leave it blank and click **Search**.

| Manage Expense Reports | | | | | D <u>o</u> ne |
|---|-------------------------------------|--|---|--|--|
| Search Corporate Card Transactions 🗸 | | | | | |
| ▲ Search | | Ba | sic Manage Watchlis | t Saved Search Overdu | e Transactions 🗸 |
| Transaction Amount Equals | | Posted Date | Equals v m/d | Иуууу | |
| Posted Currency Equals | | ✓ Billed Date | Equals v m/d | Иууууу | |
| Age in Days Greater than | 365 | Report Status | Equals | ~ | ~ |
| Transaction Class Equals | ~ | Report Number | ls blank | \checkmark | |
| | | | Search Re | set Save Add Fie | ids 🔻 Reorder |
| Actions ▼ View ▼ Format ▼ Add to Report ▼ | | | | | |
| Expense Type Expense Corporate Card Template Number | Age in Days Posted Date Billed Date | Transaction Transaction Amount Class | Merchant Name | Billed Amount | Business Amount |
| No results found. | | | | | > |
| | | | | | |
| Manage Expense Reports | | | | | Done |
| Council Council Count Transmittan | | | | | |
| Search Corporate Card Transactions | | | | | |
| ▲ Search | | Ba | sic Manage Watchlis | t Saved Search Overdu | |
| Transaction Amount Equals | | | | | e Transactions 🗸 |
| | | Posted Date | Equals v m/d | לאיז לא | e Transactions 🗸 |
| Posted Currency Equals | | Posted Date | Equals v m/d | ליציאי ווייעיעי וויייס איציאיע ווייס | e Transactions 🗸 |
| Posted Currency Equals | | Posted Date Billed Date Report Status | Equals v m/d Equals v m/d Equals | Ayyyy Co Ayyyy Co Report Number Operator | e Transactions |
| Posted Currency Equals V Age in Days Greater than V Transaction Class Equals V | 1 | Posted Date Billed Date Report Status Report Number | Equals v m/d Equals v m/d Equals Is blank | Vyyyy Co Vyyyy Co Report Number Operator | de T Beorder |
| Posted Currency Equals v Age in Days Greater than v Transaction Class Equals v | 1 | Posted Date Billed Date Report Status Report Number | Equals v m/d Equals v m/d Equals Is blank 2 Search Re | Myyyy Image: Constraint of the sector of t | ds V Reorder |
| Posted Currency Equals Age in Days Greater than Transaction Class Equals Actions View Format Add to Report Expense Template Corporate Card | Age in Days Posted Date Billed Date | Posted Date Billed Date Report Status Report Number | Equals v m/d Equals v m/d Equals Is blank Search Re Merchant Name | Ayyyy Control Ayyyy Control Ayyyy Control Ayyyy Control Control Add Field Billed Amount | e Transactions V ds V Reorder Business Amount |

All p-card transactions *not added* to an expense report will populate. These p-card transactions may include ones that "disappeared" from the Travel & Expenses home page and are showing up on the Outstanding P-Card Transaction report or any other current charges.

| Mana | age Exp | ense Repor | ts | | | | | | | | | | | Done | |
|-----------------------------|---|--|--|-------------------------|--------------------------------------|---|---|--|---|--|--|---|------------------------------|----------------|---|
| Search | Corporate | Card Transactions | ~ | | | | | | | | | | | | |
| ► Se | earch | | | | | | | | | | Basic Manage | Watchlist Saved | Search Overdue | Transactions 🗸 |] |
| Action: | is 🔻 View | ▼ Format ▼ | Add to Report | | | | | | | | | | | | |
| Expens | se Type | Expense Template | Corporate Card Number | Age in Days | Posted Dat | e Billed Date | Transaction Amount (USD) | Transaction Class | Merchant Name | Billed Amount (USD) | Business Amount (USD) | Personal Amount (USD) | Report Number | Report Status | |
| P-C | Card | Expenses | Card - | 12 | 1/20/2019 | 1/20/2019 | 57.58 | Business | NATIONAL CAR | 57.58 | 57.58 | 0.00 | | | |
| P-C | Card | Expenses | Card - | 12 | 1/20/2019 | 1/20/2019 | 12.51 | Business | EXXONMOBIL 4 | 12.51 | 12.51 | 0.00 | | | |
| Se Actions Expens P-C P-C < | earch is View se Type Card Card | Format ▼ Expense Template Expenses Expenses | Add to Report Corporate Card Number Card - Card - | Age in Days 12 12 | Posted Dat 1/20/2019 1/20/2019 | e Billed Date 1/20/2019 1/20/2019 | Transaction Amount (USD) 57.58 12.51 | Transaction Class Business Business | Merchant Name NATIONAL CAR EXXXONMOBIL 4 | Billed Amount (USD) 57.58 12.51 | Basic Manage Business Amount (USD) 57.58 12.51 | Watchlist Saved Personal Amount (USD) 0.00 0.00 | Search Overdue Report Number | Transactions | v |



Step Four

Adding P-Card Transactions to a New Report to Edit & Submit

In order to edit the p-card tranaction charges, they must be added to a new report.

Select the line(s) you want to add to a new report by clicking on the line anywhere that is not hyperlinked.



If you want to add more than one line, click on your first line then **hold CTRL** on your keyboard and click on your second line. Rows selected will display how many lines you have selected. In this example, we've selected 2 lines.

Click Add to Report. Note: <u>**DO NOT**</u> click the **down arrow** beside Add to Report and try to add to an existing report. The only way to add p-card transactions that do not show up on your Travel & Expenses home page is to add them to a new report.

| Manage Exp | Janage Expense Reports | | | | | | | | | | |
|------------------------------------|------------------------|--------------------------|----------------------------------|---|-------------|-----------------------------|--|------------------|------------------------|--------------------------|--------------------------|
| Search Corporate Card Transactions | | | Do down e Tran adder | Do <u>NOT</u> click on the down arrow to add to an existing report. Transactions <u>must be</u> added to a NEW report. | | | Basic Manage Watchlist Saved Search Overdue Transactions V | | | | |
| Expense Type | Expense Template | Corporate Card Number | Age in Days | Posted Date | Billed Date | Transaction Amount (USD) | Transaction Class | Merchant Name | Billed Amount (USD) | Business Amount (USD) | Personal Amount (USD) |
| P-Card | Expenses | Card - | 12 | 1/20/2019 | 1/20/2019 | 57.58 | Business | NATIONAL CAR | 57.58 | 57.58 | 0.00 |
| P-Card | Expenses | Card - | 12 | 1/20/2019 | 1/20/2019 | 12.51 | Business | EXXONMOBIL 4 | 12.51 | 12.51 | 0.00 |
| < | | | | | | | | | | | > |
| Rows Selected | 2 | | | | | | | | | | |

The new expense report will display. Enter all appropriate information, attach required documentation, review the account string and submit the expense report as normal.



| Cr | eate Expense Report | | | Save 🔻 Sub <u>m</u> i | t Cancel |
|--|-------------------------------------|---------------|---|-----------------------|------------------|
| * Purpose | | | Report Total | | |
| Attachments None 🕂 | | | Payment Method Electronic Employer Pays You 0.00 USD | | |
| | | | Employer Pays Card Issuer 70.09 USD 70.09 USD I have read and accept the corporate travel ar policies. | nd expense | |
| Expense Items | | | | Sort By N | ewest date 🗸 |
| Actions Act | Existing Apply Project V | Apply Account | 1/18/2019 The Imaged receipt required | 12.5 | j1lusp × Card |
| P-Card - UT, United State Missing required fields | s | | 1/18/2019 Imaged receipt required | 57.5 | j8∪SD × Card |
| Fxt | pense Report: EXP004 | 5439380 | | Save 🔻 Su | ubmit Cancel |
| * Purpose | P-Card Transactions for 01/16/19-01 | /31/19 | Report Total | | |
| Missing Images Reason Attachments | None 🕂 | | Payment Method Electronic V Employer Pays You 0.00 USD | | |
| Status | Saved | | Employer Pays Card Issuer 70.09 USD | | |

| | Employer Pays card issuer 70.03 030 | | |
|---|---|----------------|--------|
| - | 70.09usd | | |
| | I have read and accept the corporate travel and expense policies. | | |
| Expense Items | Sort | By Newest date | \sim |
| Actions 🗸 🕂 Add Existing Apply Project 🔻 Apply Account 🔻 | | | |
| P-Card - UT, United States | 1/18/2019 | 12.51 USD | × |
| Fuel for rental car in Salt Lake City, UT while attending | Ø | Card | |
| P-Card - UT, United States | 1/18/2019 | 57.58 USD | × |
| Rental car in Salt Lake City, UT for CASE conference 01/1 | Ø | Card | |

Once the expense report is submitted, it will route through the normal approval workflow.