Find Missing/Outstanding P-Card Transactions

**Step One**

**Navigate to Expense Module**

From the Navigator, under My Profile, select *Expenses*.

![Expense Module Image]

**Step Two**

**Navigate to Manage Expense Reports to view Corporate Card Transactions**

Click on the magnify glass on the right.

![Expense Reports Image]
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.
Remove 365 from the Age in Days prompt, leave it blank and click Search.

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.
Step Four

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

In order to edit the p-card transaction 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: **DO NOT** 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.

The new expense report will display. Enter all appropriate information, attach required documentation, review the account string and submit the expense report as normal.
Once the expense report is submitted, it will route through the normal approval workflow.