

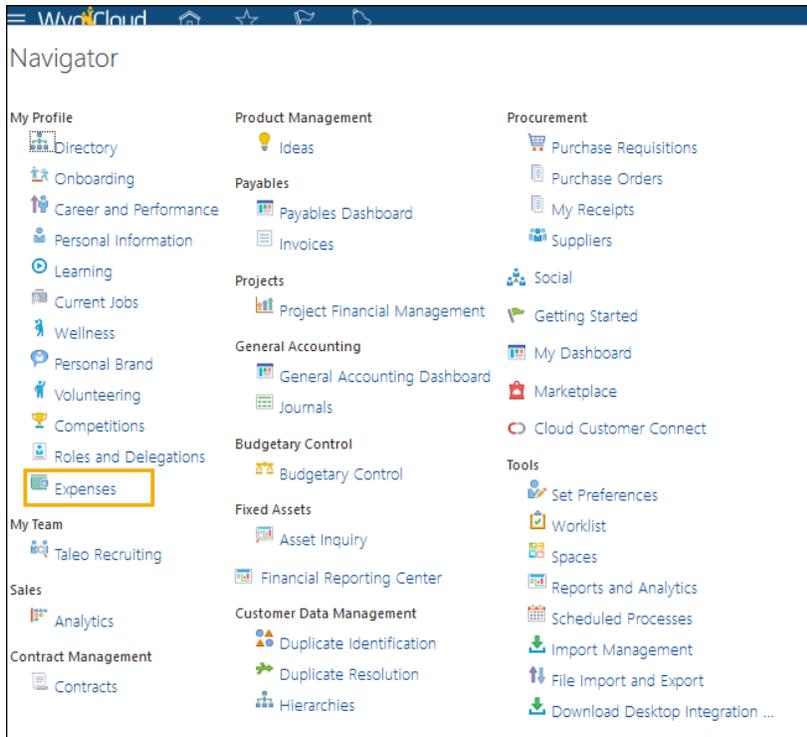


# Find Missing/Outstanding P-Card Transactions

## Step One

### Navigate to Expense Module

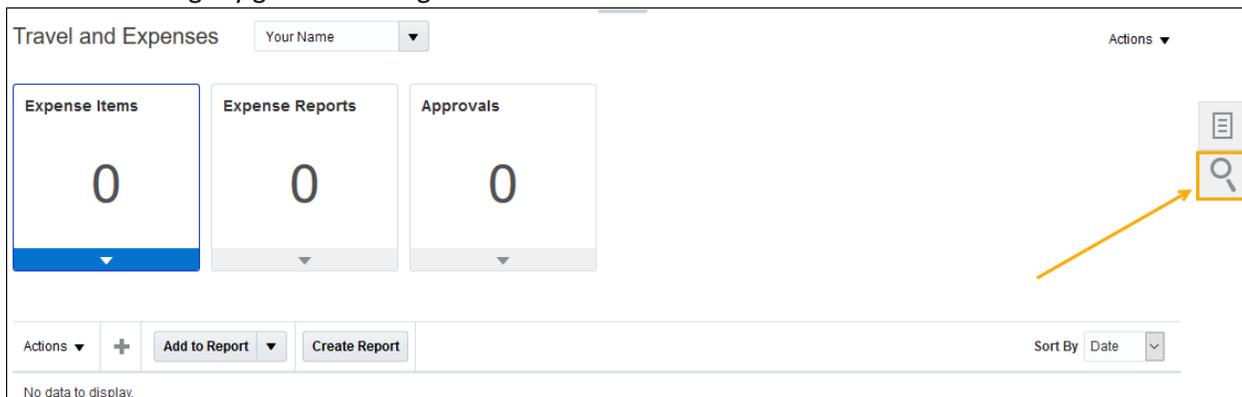
From the Navigator, under My Profile, select **Expenses**.



## Step Two

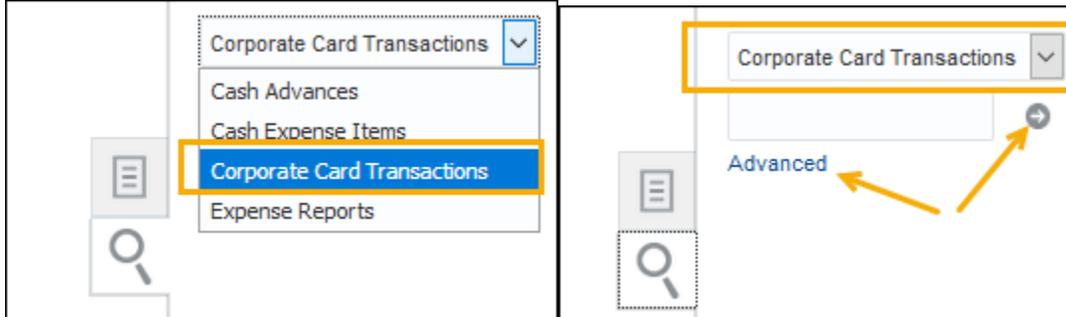
### Navigate to Manage Expense Reports to view Corporate Card Transactions

Click on the magnify glass on the right





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**

Transaction Amount Equals

Posted Currency Equals

Age in Days Greater than

Transaction Class Equals

Posted Date Equals

Billed Date Equals

Report Status Equals

Report Number is blank

Search Reset Save... Add Fields Reorder

Actions View Format Add to Report

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount	Transaction Class	Merchant Name	Billed Amount	Business Amount
No results found.										



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

Manage Expense Reports Done

Search Corporate Card Transactions

Search

Basic Manage Watchlist Saved Search Overdue Transactions

Transaction Amount Equals

Posted Date Equals m/d/yyyy

Posted Currency Equals

Billed Date Equals m/d/yyyy

Age in Days Greater than 365

Report Status Equals

Transaction Class Equals

Report Number Is blank

Search Reset Save... Add Fields Reorder

Actions View Format Add to Report

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount	Transaction Class	Merchant Name	Billed Amount	Business Amount
No results found.										

Manage Expense Reports Done

Search Corporate Card Transactions

Search

Basic Manage Watchlist Saved Search Overdue Transactions

Transaction Amount Equals

Posted Date Equals m/d/yyyy

Posted Currency Equals

Age in Days Greater than

Report Status Equals

Transaction Class Equals

Report Number Is blank

Report Number Operator

Search Reset Save... Add Fields Reorder

Actions View Format Add to Report

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount	Transaction Class	Merchant Name	Billed Amount	Business Amount
No results found.										

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.

Manage Expense Reports Done

Search Corporate Card Transactions

Search

Basic Manage Watchlist Saved Search Overdue Transactions

Actions View Format Add to Report

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)	Report Number	Report Status
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	EXXONMOBL 4...	12.51	12.51	0.00		



## 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.

Manage Expense Reports Done

Search: Corporate Card Transactions

Actions ▾ View ▾ Format ▾ **Add to Report ▾**

Do **NOT** click on the down arrow to add to an existing report. Transactions **must be** added to a **NEW** report.

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	EXXONMOBL 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.



### Create Expense Report

**Save** **Submit** **Cancel**

\* Purpose

Attachments None +

Report Total

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 and expense policies.

Expense Items Sort By **Newest date**

Actions + Add Existing Apply Project Apply Account

<b>P-Card</b> - UT, United States <small>Missing required fields</small>	1/18/2019 + Imaged receipt required	<b>12.51 USD</b> Card	X
<b>P-Card</b> - UT, United States <small>Missing required fields</small>	1/18/2019 + Imaged receipt required	<b>57.58 USD</b> Card	X

### Expense Report: EXP0045439380

**Save** **Submit** **Cancel**

\* Purpose

Missing Images Reason

Attachments None +

Status **Saved**

Report Total

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 and expense policies.

Expense Items Sort By **Newest date**

Actions + Add Existing **Apply Project** Apply Account

<b>P-Card</b> - UT, United States Fuel for rental car in Salt Lake City, UT while attending...	1/18/2019 🔗	<b>12.51 USD</b> Card	X
<b>P-Card</b> - UT, United States Rental car in Salt Lake City, UT for CASE conference 01/1...	1/18/2019 🔗	<b>57.58 USD</b> Card	X

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