

For PCard Transaction Reconciliation:

Go to Menu > Purchases > and follow the instructions below depending on if you have a new/pending or draft transaction status:

If “New or Pending” status Click on Verify Procurement Card Transaction Verification and select the transaction(s) to reconcile.

The screenshot shows the 'Purchases' menu with several sections: 'Actions', 'External Links', 'View', and 'Cart'. A green arrow points to 'Verify Procurement Card Transactions' in the 'Actions' section. Another green arrow points to 'Procurement Card Transaction Verifications' in the 'View' section. Text annotations explain that new transactions appear here and that draft transactions can be edited from the 'View' section.

New Transactions will be seen here first and are ready to be verified. If you leave the screen for any reason, they will be in "Draft" stage and can no longer be reconciled in this action tab.

Draft Transactions can be seen and edited here. To Edit, click on the PCTV 3 dots, under Action on the left side, click on Credit Card Transaction and "Edit"

If your transaction is in “draft status” follow the below screenshot to edit the transaction.

The screenshot shows a table titled 'My Procurement Card Transaction Verifications' with one row in 'Draft' status. A modal window is open for editing the record.

Procurement Card Transaction Verification	Verification Number	Company	Verification Date	Status	Verification Amount	Currency	Number of Transactions
				Draft	108.85	USD	1

Procurement Card Transaction Verification

Edit: 0000466

Cancel

Status: Draft

For: Susan Scheks

Company: 100 The University of Akron

Currency: USD

Date: 06/28/2023

Total Amount: 108.85

Credit Card Transactions: 1

For reconciliation, you must complete the Item Description and Spend Code Authorization number. You can type "supplies" or whatever the item category is and the corresponding number will fill in.

Credit Card Transaction * 08/23/2023 P-0110561112 6.00 USD R

Transaction Date 08/23/2023 C

Charge Description P-0110561112 T

Supplier (empty) Supplier ;

Purchase Order (empty) J

Supplier Contract (empty) D

T

× PCard Vendor Place Holder ... ☰
 only

Transaction Details 1 item

Company	Business Document Line	Item and Category
100 The University of Akron		Item Line Item Description WSJ subscription Spend Category SC 5788 Subscription Reports Books

When using Supplier not listed, 'PCard Vendor Place Holder only', enter the name of Supplier in the Memo section along with a Business Purpose, not the item description.

Goods

1 item

Extended Amount	Deliver-To	*Ship-To Address	Ship-To Contact	*Supplier	Supplier Contract	Supplier Item Identifier	Memo	Co
10.00	<div style="border: 1px solid gray; padding: 2px;"> × University of Akron Campus System > Akron Campus > Lincoln Building (LINC) > LINC 213 </div>	<div style="border: 1px solid gray; padding: 2px;"> × 185 E. Mill Street Akron, OH 44325-0703 United States of America </div>	<div style="border: 1px solid gray; padding: 2px;"> × Deb Wilhite </div>	<div style="border: 1px solid gray; padding: 2px;"> × PCard Vendor Place Holder only </div>			<div style="border: 1px solid gray; padding: 2px;"> Supplier is Sams Club Expand </div>	

Scroll the bar to the right and you will need your Cost Center account number. Your Department account is your default Cost Center. If you have to change your Cost Center account, [please follow the 1 – 2 – 3 - instructions](#) below:

Cost Center	Grant	Gift	Departmental Sales/Testing
<div style="border: 1px solid gray; padding: 5px;"> × A4740001 Purchasing </div> <p>1. Delete by clicking on the "X"</p> <p>3. Your Cost Center will autofill once you click on your special fund.</p>	<div style="border: 1px solid gray; padding: 5px;"> × </div>	<div style="border: 1px solid gray; padding: 5px;"> × GI 636520 Purchasing Restricted Fund </div> <p>2. Find your preferred special fund, grant, start up, whichever you need to use.</p>	<div style="border: 1px solid gray; padding: 5px;"> × </div>

You MUST include an itemized receipt with each transaction in the form of a PDF or JPEG. If you do not have a receipt, you must provide the explanation as to why you do not have a receipt and what it was that you purchased in as much detail as possible, and attach that to the transaction.

Attachments

Drop files here

or

Select files

If you have forgotten to add a transaction, you can click on the blue “Add” button and add it while in editing mode.

InformationAttachments**Transaction Details**

Add



2 items Sort By: ▾

10/20/2023	46.84 USD
21622523358717988 11/22/2023	202.92 USD

Edit Summary Transaction

Credit Card Transaction * 10/2

Transaction Date 10/2

Charge Description (em)

Supplier

Purchase Order

Supplier Contract

Transaction Details 1 item

+	Company
-	× 100 The Univ of Akron

Submit

Save for Later

Close

If you have more than one transaction to reconcile in one PCTV (Procurement Card Transaction Verification Report)

You must select the next transaction and finish reconciling before hitting the “Submit” button. If you need to come back to reconciling at a later time, **you have that option, ONLY IF you are reconciling your own transaction.**

If you are given delegation to help another person’s reconciliations, you **CANNOT return** to the transaction if you did not complete it the first time reviewing. If you find that you do need to return to a transaction reconciliation, please email us at PCard@uakron.edu and we will have to delete your current reconciliation and create a “new” transaction for you to review for the person who delegated you to reconcile their account.