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.

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

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.

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:
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.

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

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.