

## PCARD Quick Reference Guide

### **Reconcile/approve your transactions on a weekly basis.**

My PCard > Reconcile Statement

Use magnifying glass and drop downs to find correct statement  
Find specific billing date (if month has already been closed, status = "Closed")  
Should see Procurement Card Transactions

Update Accounting and Descriptions using this icon



Attach backup and add comments to each transaction using this icon



Backup should have filenames with NO SPECIAL CHARACTERS  
One file per transaction :PDF's or JPG's are acceptable  
Comments can include "MISSING RECEIPT" instead of Missing Receipt Affidavit.

### **Run WMS PCard Expense Report for the specific date range (from the 28 of prior month to 27 of current month).**

Review report for accuracy (accounting, descriptions, comments, amounts).  
This will indicate if backup is missing for any transactions.  
Can be run multiple times.

### **Add PCARD Recon Approval for the month you are submitting.**

Navigate to PCard Recon Approval.

- "Create a Recon for a New Month" using the magnifying glasses to select the appropriate criteria.
- Generate/Regenerate a Preview of the Recon Packet  
Will give you a link to a pdf of what your recon packet looks like  
It combines the PCard Expense Report and all attached backup
- Once the Preview is reviewed for accuracy, SUBMIT FOR APPROVAL.  
The PCard Recon will then be forwarded to your Supervisor for approval.

**Find an Existing Value** can be used to access PCARD Recons that have previously been submitted or if need to RESUBMIT a recon that was denied.

### **Approve PCARD RECON:**

The Supervisor

- Will receive an email that a PCard Recon needs to be approved or denied
- Will see this activity in their Worklist
- Will either approve or deny the PCARD Recon  
If approved, it will be forwarded to the Controller's Office for final approval.  
The Cardholder will receive an email confirmation.  
If denied, the cardholder will receive an email that it has been denied and needs additional attention. Once fixed, the cardholder can resubmit.