

# Quick Reference Guide

## CARDHOLDER SUBMISSION OF PCARD RECON

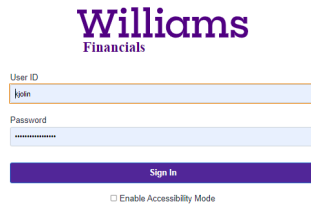
A Proxy can reconcile and prepare the Recon for a Cardholder.

Contact [PCARDRECON@williams.edu](mailto:PCARDRECON@williams.edu) if Proxy Access is needed.

Cardholder should log into the Finance system: <https://finance.williams.edu> You can also navigate from the Williams home page to the Controller's Office site <https://controller.williams.edu> to log into the Finance system.

Log into Finance.

You should see a login panel like this:



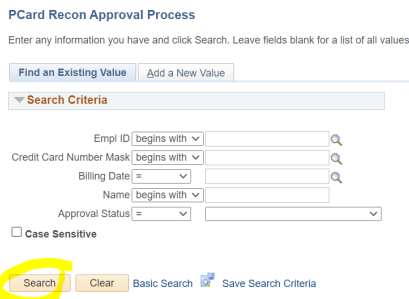
Login using your email address (not including the @williams.edu) and your email password.

There is additional information on the Controller's Office website:  
<https://controller.williams.edu/articles/update-to-the-peoplesoft-login-process-effective-may-13th/>

### **ONLY THE CARDHOLDER CAN SUBMIT A PCARD RECON FOR APPROVAL**

Once the Activity/Preview is reviewed for accuracy, The Proxy should contact the Cardholder to submit their own PCard recon. The Cardholder needs to navigate to PCard Recon Approval & SUBMIT.

Select the MY PCARD tile on your home page  
Select PCard Recon Approval of the left menu  
Click on the SEARCH



Make sure that you know which month you are submitting.  
You can either use the link to view “PCard Recon with Receipts”  
Or just SUBMIT for Approval

The PCard Recon will then be forwarded to your Supervisor for approval.

You will be notified if your supervisor or the Controller’s Office denies the recon submission or when it has been successfully accepted by the Cotnroller’s Office.

**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 **(CARDHOLDER OR PROXY)**

### **To Exit Finance**

Select the three dots on the right and Sign Out

