P-CARD USER MANUAL

FIND, VIEW, AND REPRINT TRANSMITTALS

INTRODUCTION

The View Transmittal selection on the main P-Card menu is available for verifiers, approvers, and auditors to view and reprint transmittals. Users can view any transmittal of a card for which they have verifier rights and any transmittal for which they have approval rights, and depending on the PCA/Index on the transactions.

The important features of the View Transmittals screen are:

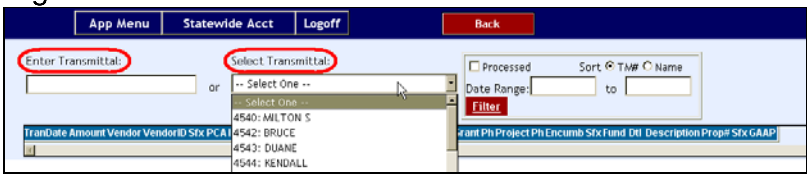
- Transmittals that have been processed and sent to STARS will be viewable, including transmittals from approximately two years back.
- The batch number and batch date processed transmittals will be displayed (although not printed).
- Attached scanned receipts or documents can be viewed and new documents can be attached to a transmittal, including transmittals that have been sent to STARS. (Auditors will not have this ability).
- On the right side of the printed transmittal, the **S** column will if indicate (**Y** for yes, **N** for No) if transactions have been split.

If the transmittal does not print or you do not see it displayed, you may need to check settings in Internet Explorer or Adobe Acrobat. Click here for more information. An apostrophe in the card holder's name (on the transmittal that you are trying to print) can also cause the transmittal to not print.

SELECTING AND VIEWING A TRANSMITTAL

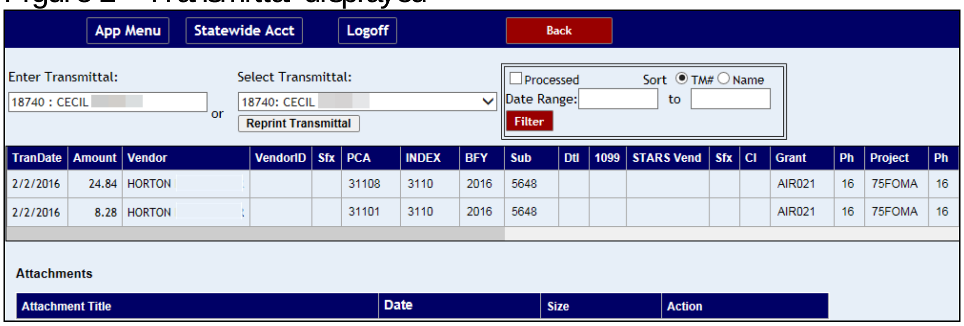
1. Select **View Transmittal** from the main P-Card menu.
2. Enter a transmittal number if you know it, or select a transmittal from the drop down menu:
   - Enter the transmittal number in the **Enter Transmittal** field and press ENTER.. If you don't know the transmittal number, see "How to find a transmittal number" below.
   - Click the **Select Transmittal** drop down menu and then click the transmittal you want to view.

Figure 1 - Enter or select a transmittal



3. The transmittal will be displayed.

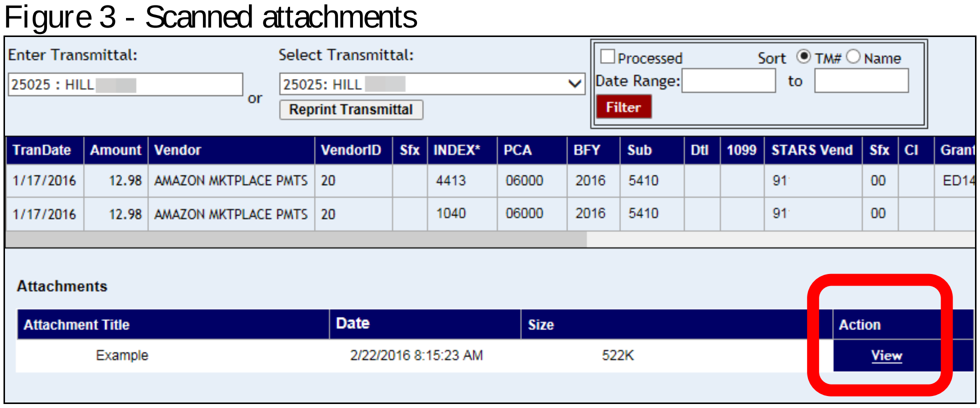
Figure 2 - Transmittal displayed



The batch number and batch date of the transactions sent to STARS are displayed in the transaction grid of the **View Transmittals** screen. However, these will not be printed on the PDF transmittal if you choose to reprint the transmittal. The printed transmittal will if indicate if transactions have been split (**Y** for yes, **N** for No) under the **S** column on the right side of the page.

4. If there are any scanned documents attached to the transmittal, click **View** to view the attachments.

Figure 3 - Scanned attachments



5. Click **Reprint Transmittal** if you want a copy of the transmittal. The transmittal will be generated and displayed in PDF format. Click here if you have problems printing a transmittal.

FIND, SORT, OR FILTER TRANSMITTALS DISPLAYED IN THE SELECT TRANSMITTAL MENU

You can find, sort, or filter the transmittals displayed in the **Select Transmittal** drop down menu. You can apply any of the following:

BY DATE RANGE

1. Enter a beginning and ending date in the **Date Range** fields. This will limit the transmittals in the **Select Transmittal** menu to those that have <u>at least one transaction</u> on a transmittal in that date range.
2. Watch for the browser to finish with the filter process, and then click **Filter**.

Figure 4 - Filter by date range

3. Click the **Select Transmittal** drop down menu and select a transmittal.

SORT BY VERIFIER NAME OR TRANSMITTAL NUMBER

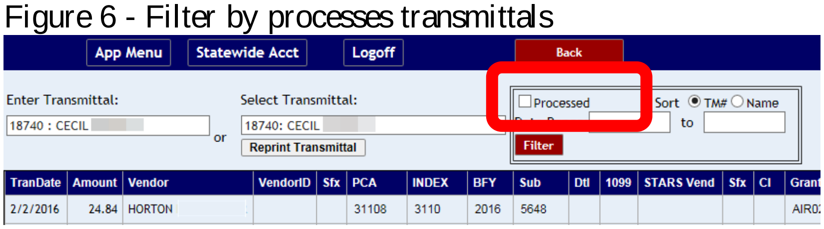
1. Select **TM#** (the default) or **Name** to display transmittals in the **Select Transmittal** menu in order of the transmittal number or alphabetically by the verifier's last name.
2. Click the **Select Transmittal** drop down menu and select a transmittal.

Figure 5 - Sort by name or transmittal number

FIND PROCESSED TRANSMITTALS (SENT TO STARS)

1. Click the **Processed** check box.
2. Enter a beginning and ending date in the **Date Range** fields.
3. Click **Filter**
4. Watch for the browser to finish with the filter process, and then click **Filter**.
5. Click the **Select Transmittal** drop down menu to select a transmittal.

Figure 6 - Filter by processes transmittals



HOW TO FIND A TRANSMITTAL NUMBER

Verifiers and Approvers: Click **Reports** on the P-Card menu. Select the **All Transactions** report. Select a date range, the criteria to sort the report by, and then click the desired file format extension.

The transmittal number will be under the **TM#** column,

The sort criteria are:

• Name	• TM#	• Posting Date (date the transaction posted at the bank)
• Amount	• 1099	• 1099 Tran Date (Date transaction occurred at POS)

The results of the report depend on the type of user requesting the report. If a Verifier requests the report, it will report the transactions that the person is authorized to verify. If an Approver requests the report, it will report the transactions that the Approver is authorized to approve.

ATTACHING SCANNED DOCUMENTS

You can scan receipts, invoices, or any other document pertaining to a transaction and attach it to the transmittal (auditors will not have this ability), including transmittals that have been sent to STARS. The scanned documents will then be in the application for approvers, auditors, or managers to view online. Click here to view the instructions for attaching scanned documents.