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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 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

TranDate	Amount	Vendor	VendorID	Sfx	PCA	INDEX	BFY	Sub	Dtl	1099	STARS Vend	Sfx	CI	Grant	Ph	Project	Ph
2/2/2016	24.84	HORTON			31108	3110	2016	5648						AIR021	16	75FOMA	16
2/2/2016	8.28	HORTON			31101	3110	2016	5648						AIR021	16	75FOMA	16

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 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

TranDate	Amount	Vendor	VendorID	Sfx	INDEX*	PCA	BFY	Sub	Dtl	1099	STARS Vend	Sfx	CI	Grant
1/17/2016	12.98	AMAZON MKTPLACE PMTS	20		4413	06000	2016	5410			91	00		ED14
1/17/2016	12.98	AMAZON MKTPLACE PMTS	20		1040	06000	2016	5410			91	00		

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 at least one transaction 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

The screenshot shows the top navigation bar with 'App Menu', 'Statewide Acct', 'Logoff', and 'Back' buttons. Below is the 'Enter Transmittal:' field with '18740 : CECIL' and the 'Select Transmittal:' dropdown menu also showing '18740: CECIL'. A 'Reprint Transmittal' button is below the dropdown. A red box highlights the filter options: a 'Processed' checkbox, 'Date Range' fields, and a 'Sort' dropdown menu with 'TM#' selected and 'Name' as an option. A 'Filter' button is at the bottom of the filter box. Below the filter box is a table with columns: TranDate, Amount, Vendor, VendorID, Sfx, PCA, INDEX, BFY, Sub, Dtl, 1099, STARS Vend, Sfx, CI, Grant.

TranDate	Amount	Vendor	VendorID	Sfx	PCA	INDEX	BFY	Sub	Dtl	1099	STARS Vend	Sfx	CI	Grant
2/2/2016	24.84	HORTON			31108	3110	2016	5648						AIR0

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

This screenshot is similar to Figure 5, but the 'Processed' checkbox in the filter box is checked. The 'Filter' button is highlighted with a red box. The table below shows the same data as in Figure 5.

TranDate	Amount	Vendor	VendorID	Sfx	PCA	INDEX	BFY	Sub	Dtl	1099	STARS Vend	Sfx	CI	Grant
2/2/2016	24.84	HORTON			31108	3110	2016	5648						AIR0

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.](#)