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| P-CARD USER MANUAL..... | 1 |
| TRANSACTIONS NOT VERIFIED REPORT | 1 |
| TRANSACTIONS NOT VERIFIED | 1 |

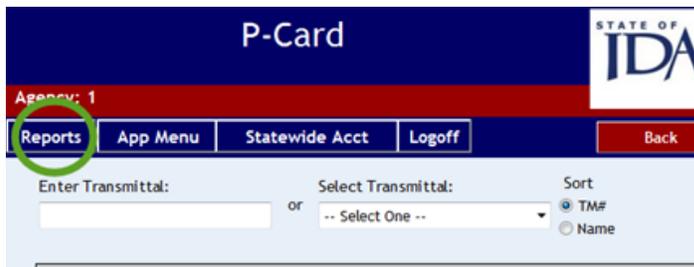
P-CARD USER MANUAL

TRANSACTIONS NOT VERIFIED REPORT

TRANSACTIONS NOT VERIFIED

This report is used to find transactions that have not been verified. This report will show only those transactions specific to the user - and the PCA, Index, Location, or proxy cards that the user can verify – who runs the report. The P-Card administrator or a “verifier all” user will see *all* unverified transactions. The report will include Posted Pending transactions. The report will also include an indicator to show if a transaction has been verified, but not assigned a transmittal.

1. Click **Reports** on the P-Card main menu.



2. Click **Transactions Not Verified**.
3. To generate a Transactions Not Verified report, select a date range and one of the criteria to sort the report by, and then click the desired file format extension. The sort criteria are:
 - User Name
 - Tran Date (date transaction occurred at Point of Sale)
 - Merchant
 - Location
 - Card #
 - Post Date (date the transaction posted at the bank)
 - Tran Amt

In addition, when an "Approver" (not Approver All) runs the report, that person will see a **Show all transactions with an assigned approval PCA or Index or Location** checkbox (checked by default). When checked, the report will show all unverified transactions that have a PCA, Index, Location, or proxy card that the Approver will be able to approve.

Figure 1 - Transactions Not Verified

| Transactions Not Verified | | | | | | | Agency: 230 | Department of Correction |
|---------------------------|-----------|----------------|-----------------|--|-------------|-------------|---|--------------------------|
| Date: 02/01/2013 | | To: 06/30/2013 | | Includes all transactions with an assigned approval Location | | | | |
| Sort By: User Name | | | | | | | "V" checkbox indicates VERIFIED but no transmittal assigned | |
| User Name | Tran Date | Post Date | Card# | Loc | Vendor Name | Amount | V | |
| THOMAS KEITH | 2/20/2013 | 2/22/2013 | 1201201202 BOAV | PROB | ALASKA | \$260.80 | <input type="checkbox"/> | |
| THOMAS KEITH | 2/20/2013 | 2/22/2013 | 1201201202 BOAV | PROB | ALASKA | \$260.80 | <input type="checkbox"/> | |
| THOMAS KEITH | 2/20/2013 | 2/22/2013 | 1201201202 BOAV | PROB | SOUTHV | \$213.90 | <input type="checkbox"/> | |
| THOMAS KEITH | 2/20/2013 | 2/22/2013 | 1201201202 BOAV | PROB | SOUTHV | \$213.90 | <input type="checkbox"/> | |
| THOMAS KEITH | 2/23/2013 | 2/25/2013 | 1201201202 BOAV | PROB | HERTZ F | \$114.38 | <input type="checkbox"/> | |
| THOMASON LAWANDA | 2/27/2013 | 3/1/2013 | 1201201202 BOAV | NICI | AMERITI | \$130.00 | <input type="checkbox"/> | |
| THOMASON LAWANDA | 3/1/2013 | 3/4/2013 | 1201201202 BOAV | NICI | WENDT | \$16.50 | <input type="checkbox"/> | |
| TILLEY LUCAS | 2/25/2013 | 2/27/2013 | 1201201206 BOAV | IT | THE COI | \$109.99 | <input type="checkbox"/> | |
| TRAINING GROUP A | 2/25/2013 | 2/27/2013 | 1201201202 BOAV | TRNG | HASTIN | \$24.99 | <input type="checkbox"/> | |
| TRAINING GROUP A | 2/28/2013 | 3/1/2013 | 1201201202 BOAV | TRNG | FRED-MI | \$55.42 | <input type="checkbox"/> | |
| VOLK MYRON | 2/26/2013 | 2/28/2013 | 1201201205 BOAV | CNST | GATEWA | \$70.00 | <input checked="" type="checkbox"/> | |
| VOLK MYRON | 2/28/2013 | 3/1/2013 | 1201201205 BOAV | CNST | MISTER | \$11.99 | <input type="checkbox"/> | |
| WESTHOFF SHERYLANN | 3/1/2013 | 3/1/2013 | 1201201208 BOAV | NICI | ID COU | \$84.80 | <input type="checkbox"/> | |
| YORDY JILL | 2/23/2013 | 2/25/2013 | 1201201205 BOAV | CWCS | OFFICE | \$12.38 | <input type="checkbox"/> | |
| | | | | | | \$15,558.82 | | |

If transactions appear on this report that cannot be found in P-Card, check to make sure the card or card holder is Active. If not, make the card or card holder active, then a user who is Verifier All can verify the transactions and create the transmittal.