
P-CARD USER MANUAL.....	1
TRANSMITTALS NOT APPROVED REPORT	1
TRANSMITTALS NOT APPROVED	1

P-CARD USER MANUAL

TRANSMITTALS NOT APPROVED REPORT

TRANSMITTALS NOT APPROVED

This report is used to find transactions that have not been approved. This report will show only those transactions specific to the user running the report, i.e., it will show only transactions that the user has authority to approve (based on PCA, Index, Location, or proxy cards). The report will include Posted Pending transactions.

Transmittals with at least one transaction in the date range that you specify will be shown, along with all other transactions belonging to that transmittal (which may be outside the selected date range).

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



2. Click **Transmittals Not Approved**.
3. To generate a Transmittals Not Approved report, select a date range, 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 POS)	• Post Date (date transaction posted at the bank)	• Card #
• Merchant	• TM#	• Amount	• PCA
• Location			

Agencies that use Locations will also see **PCA** and **Loc** (location) columns.

Figure 1 - Transmittals Not Approved

P-Card Transmittals Not Approved Agency: 30 Department													
From: 01/01/2012 To: 08/31/2012													
Sort By: User Name													
User Name	Card#	PCA	Loc	Lvl1	Lvl2	Appr	TM#	Vendor Name	Post Date	Tran Date	Amount		
BAUER J	7000000003	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30541	WONDER HOSTESS # 44090 BOISE ID	3/9/2012	3/7/2012	\$16.80	
BAUER J	7000000003	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30541	WONDER HOSTESS # 44090 BOISE ID	3/19/2012	3/15/2012	\$16.80	
BAUER J	7000000003	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30541	BARGREEN ELLINGSON #6 BOISE ID	3/21/2012	3/19/2012	\$141.00	
BRADY V	7000000001	WFMC	05111	ETR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30510	OFFICE MAX BOISE ID	3/2/2012	3/1/2012	\$46.25	
BRADY V	7000000001	WFMC	05111	ETR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30510	ABC STAMP COMPANY INC BOISE ID	3/2/2012	3/1/2012	\$230.16	
BRAESE J	7000000000	WFMC	05843	CWCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30404	M & W MARKETS BOISE ID	2/29/2012	2/28/2012	\$7.51	
BURT R	7000000009	WFMC	65001	SAWC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30668	WAL-MART#1878 REXBURG ID	4/4/2012	4/2/2012	\$6.88	