

**Approving PCard and ISSP Transactions Overview**

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and Integrated Supply Services Program (ISSP) supplier with a status of “Staged”. In order to comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their transactions within 5 days of the posted date.

Once the cardholder reconciles their transactions and updates the status to “Verified”, the transactions can be reviewed and approved by the supervisor. Approved transactions are then sent to the Accounts Payable (AP) module for processing and payment.

Users (typically supervisors) with the role of PCard Administrator can access verified transactions that are ready for their approval using an approval pagelet. The pagelet view can be set up on the approver’s **Home** page. Multiple PCard or ISSP transactions may be simultaneously accessed, reviewed, and approved by navigating to the reconciliation pages.

For additional instructions pertaining to reviewing, reconciling, approving, and reporting on PCard and ISSP transactions, refer to the course titled PR349: Managing PCard and ISSP Transactions. This course is located on the Cardinal website in **Course Materials** under **Learning**.

**Table of Contents**

Approvals Pagelet Setup .....	2
PCard and ISSP Transactions – Review and Approve.....	4
PCard and ISSP Transactions – Review and Approve Multiple Transactions .....	6
PCard Transactions by Transaction Date Query .....	8

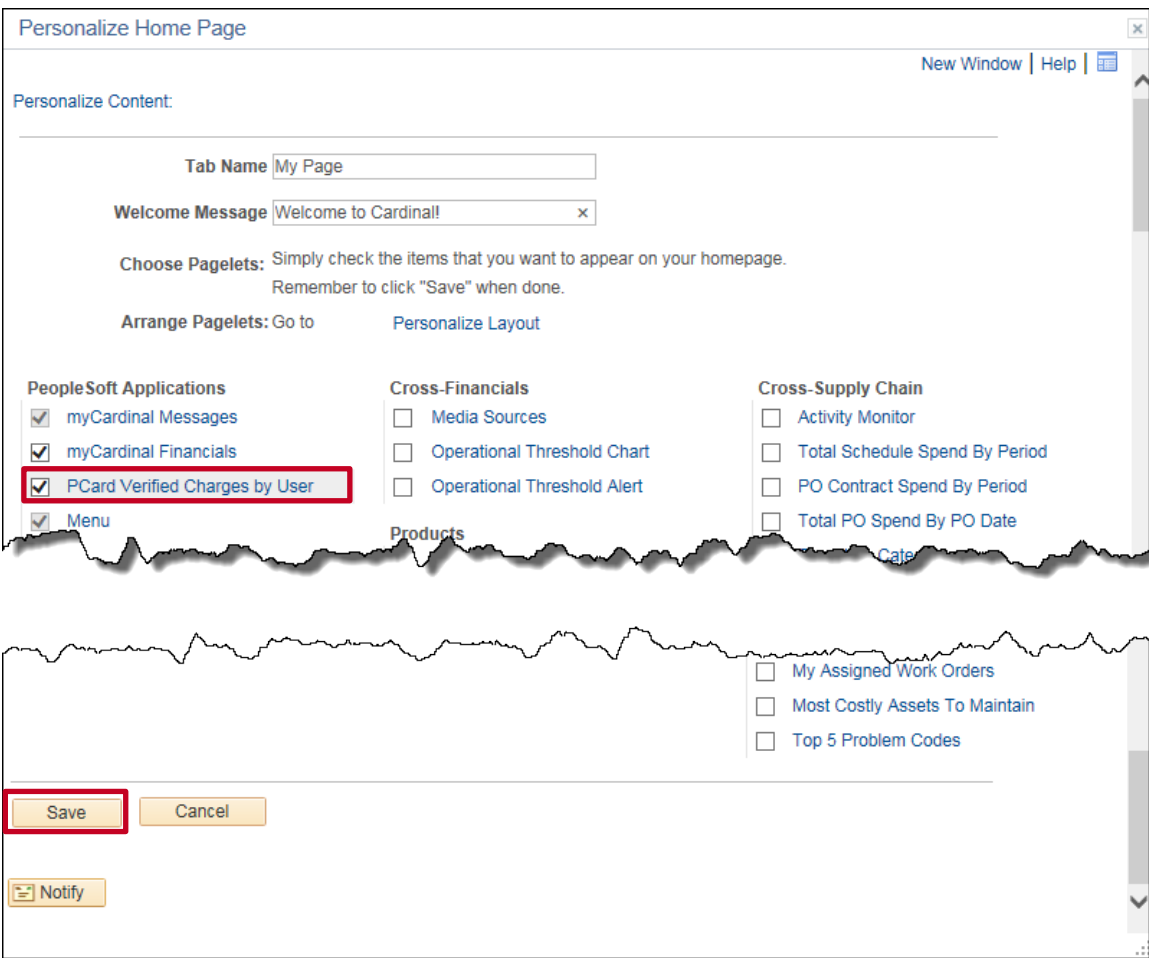
**PR349\_Reviewing and Approving PCard and ISSP Transactions (VDOT)****Approvals Pagelet Setup**

Both PCard and ISSP transactions awaiting approval (status is “Verified”) display in your approvals pagelet for easy access for review and approval. You only need to set up your approvals pagelet one time.



1. From the **Home** page, click the **Personalize Content** link.

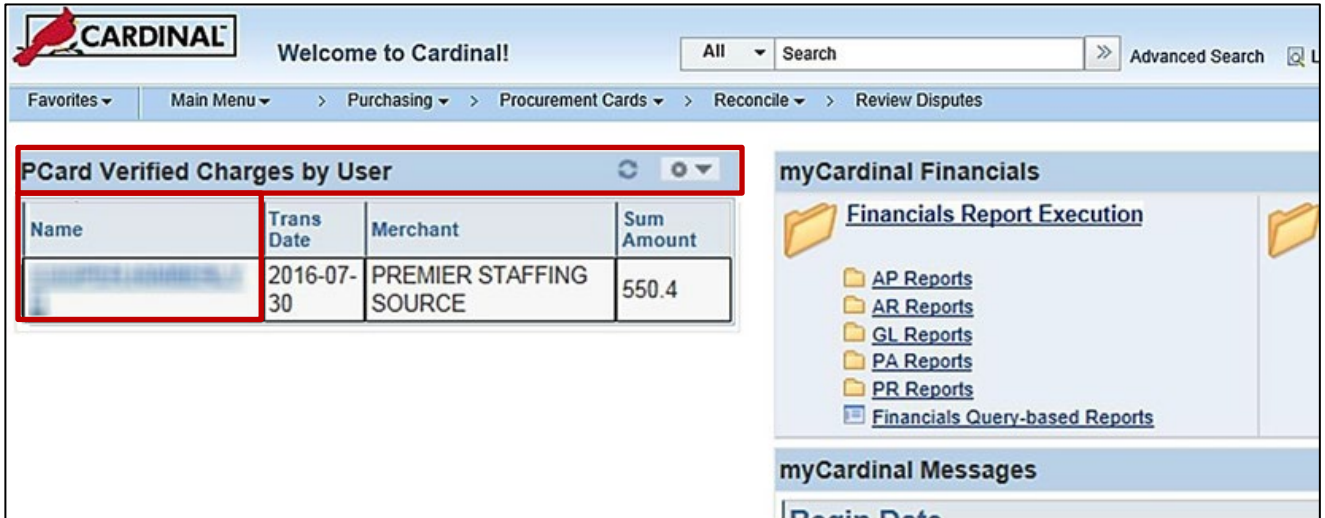
The **Personalize Home Page** displays.



2. Select the **PCard Verified Charges by User** checkbox option.
3. Click the **Save** button.

**PR349\_Reviewing and Approving PCard and ISSP Transactions (VDOT)**

The **Home** page redispays.



Name	Trans Date	Merchant	Sum Amount
[REDACTED]	2016-07-30	PREMIER STAFFING SOURCE	550.4

**Note:** The **PCard Verified Charges by User** approvals pagelet displays on the left side of the **Home** page and includes all transactions (i.e., charges) with a status of “Verified” (awaiting approval). Under the **Name** column, transactions display:

- PCard transactions display by the PCard holder
- ISSP transactions display by District

**PR349\_Reviewing and Approving PCard and ISSP Transactions (VDOT)**
**PCard and ISSP Transactions – Review and Approve**

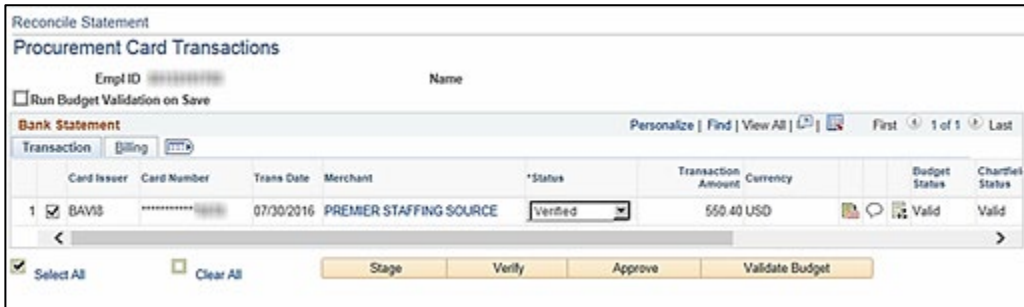
The approvals pagelet provides quick and easy access to review and approve both PCard and ISSP transactions.

Name	Trans Date	Merchant	Sum Amount
	2016-06-27	ROANOKE TRIBUNE	165.6
	2016-06-27	KINGSPORT TIMES NEW CIR	1546.6
	2016-06-27	NORTHERN VIRGINIA	379.25
	2016-06-27	IN *LOCAL MEDIA CONNECTIO	1204.75
	2016-06-28	VIRGINIA NEWS - ADS	512
	2016-07-09	RESIDENCE INNS ALEXAND	222.23
	2016-07-09	RESIDENCE INNS ALEXAND	200.23
	2016-07-13	TIDEWATER NEWSPAPERS	228
	2016-07-13	WOMACK PUBLISHING CO INC	275.6
	2016-07-14	BIZPORT	151.2
	2016-07-14	BIZPORT	151
	2016-07-14	AASHTO	1800
	2016-07-16	CENTURYLINK/SPEEDPAY	243.68
	2016-07-16	CENTURYLINK/SPEEDPAY	156.73
	2016-08-04	KINGSPORT TIMES NEW CIR	709.2
	2016-12-14	Virginia Media Inc	134.13
	2016-12-16	DAILY PRESS MEDIA GROUP	2144.04
	2016-12-16	WOMACK PUBLISHING CO INC	233.1

1. From the **Home** page, click the **District** or employee's **Name** link for the specific transaction you wish to review.

**PR349\_Reviewing and Approving PCard and ISSP Transactions (VDOT)**

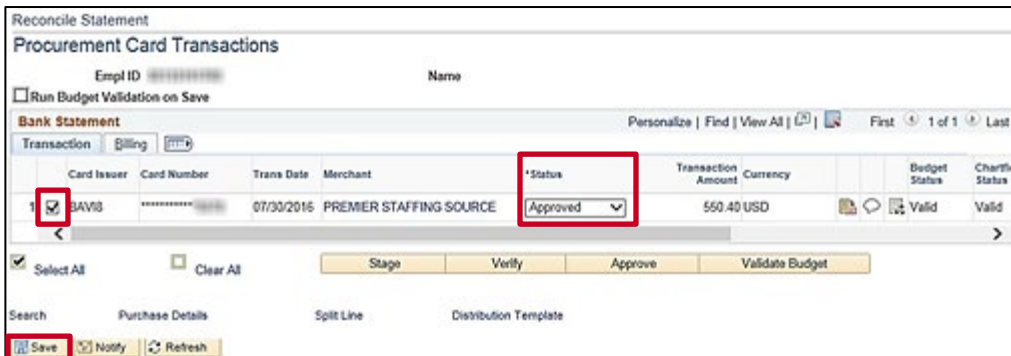
The **Reconcile Statement – Procurement Card Transactions** page displays. The PCard and ISSP search results pages will look slightly different, but have the same functionality.



**Note:** You can also access the **Reconcile Statement – Procurement Card Transactions** page using the following navigation path:

**Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

2. Before approving the transaction, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349\_Performing PCard and ISSP Reconciliations (VDOT). This Job Aid is available on the Cardinal website in **Job Aids** under **Learning**.



3. Once you have reviewed the transaction and are ready to approve it, click the **Select** checkbox option for the transaction.
4. Click the **Status** dropdown button and select “Approved”.
5. Click the **Save** button.

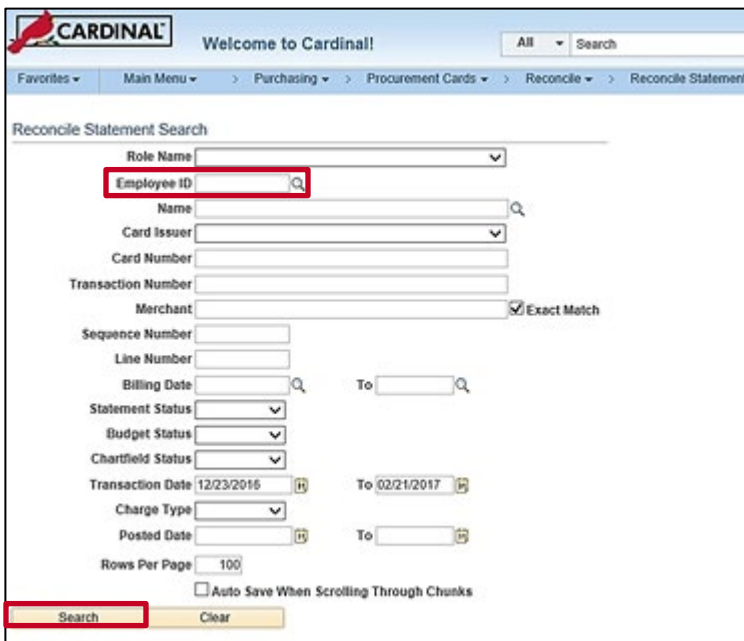
**PR349\_Reviewing and Approving PCard and ISSP Transactions (VDOT)****PCard and ISSP Transactions – Review and Approve Multiple Transactions**

The process for approving multiple PCard or ISSP transactions (for an individual cardholder or District respectively) is done in the same manner as a single transaction. However, you cannot use the approvals pagelet to approve multiple transactions at the same time as the approvals pagelet provides access to only one transaction at a time. Instead, begin by navigating to the **Reconcile Statement Search** page.

1. Navigate to the **Reconcile Statement Search** page using the following path:

**Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

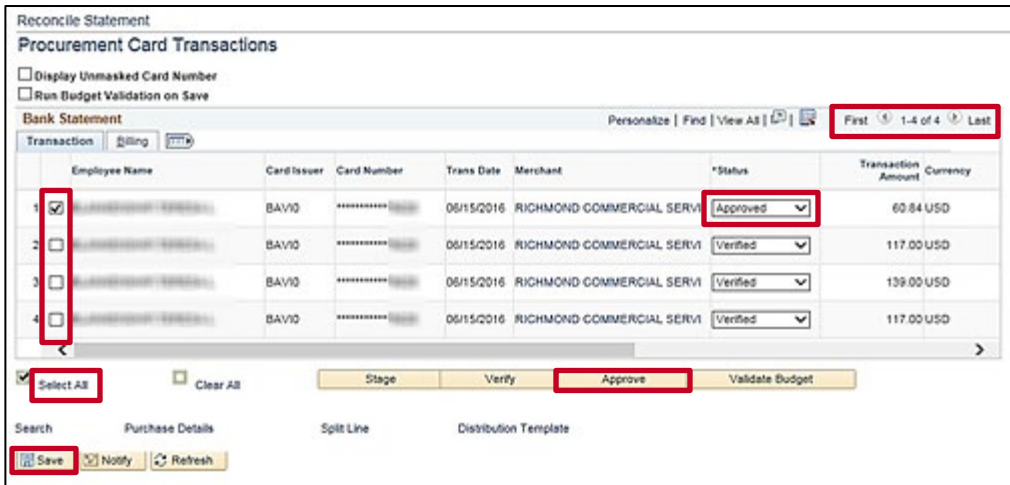
The **Reconcile Statement Search** page displays. This page will only display if you have access to approve more than one card. If you only have access to approve for one card, skip to Step 4.



1. Utilize the **Employee ID** search criteria field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
  - **PCard**: Enter the applicable employee’s Employee ID in the **Employee ID** field
  - **ISSP**: Click the **Employee ID Look Up** icon. Once the **Look Up Employee ID** page displays in a pop-up window, enter the applicable District’s ISSP in the **Employee ID begins with** field and then click the **Look Up** button to search for and select the applicable ISSP
2. Click the **Statement Status** dropdown button and select “Verified” to search for transactions that need to be approved.
3. Click the **Search** button.

**PR349\_Reviewing and Approving PCard and ISSP Transactions (VDOT)**

The **Reconcile Statement: Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP transactions, however, the approval process is the same.



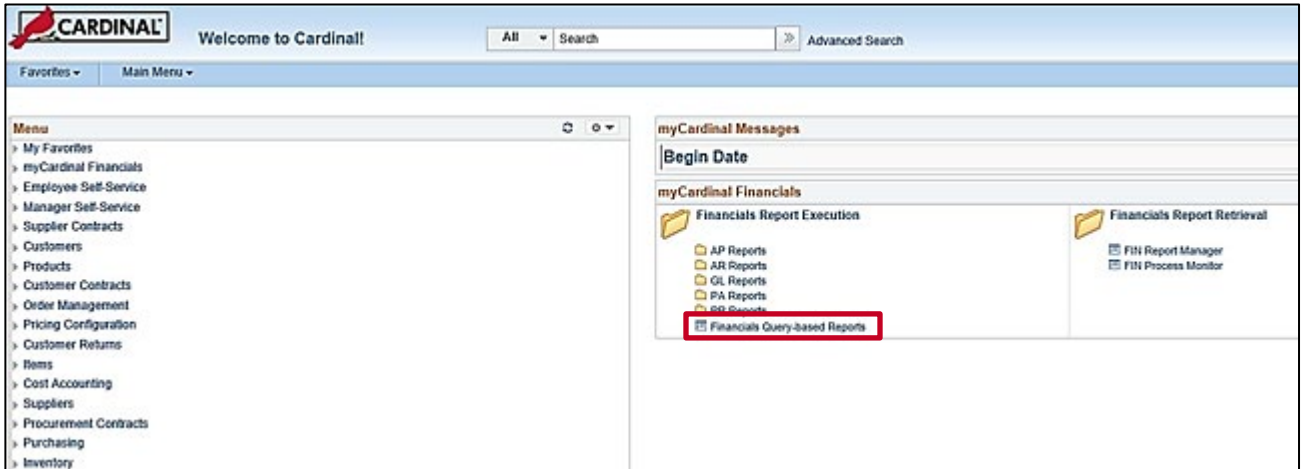
Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	[Redacted]	BAVD	*****	06/15/2016	RICHMOND COMMERCIAL SERVI	Approved	60.84	USD
2	[Redacted]	BAVD	*****	06/15/2016	RICHMOND COMMERCIAL SERVI	Verified	117.00	USD
3	[Redacted]	BAVD	*****	06/15/2016	RICHMOND COMMERCIAL SERVI	Verified	139.00	USD
4	[Redacted]	BAVD	*****	06/15/2016	RICHMOND COMMERCIAL SERVI	Verified	117.00	USD

4. Before approving the transactions, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349\_Performing PCard and ISSP Reconciliations (VDOT). This Job Aid is available on the Cardinal website in **Job Aids** under **Learning**. Click the arrow icons in the **Bank Statement** header section to scroll through, view, and take action on the additional transactions.
5. Select the transaction(s) to approve based on the following guidelines:
  - a. To select all transactions, click the **Select All** checkbox option
  - b. To select individual transactions, click the **Select** checkbox option for each applicable transaction
6. Click the **Approve** button.

The page refreshes and the transaction Status is updated to “Approved” for the selected transaction(s).

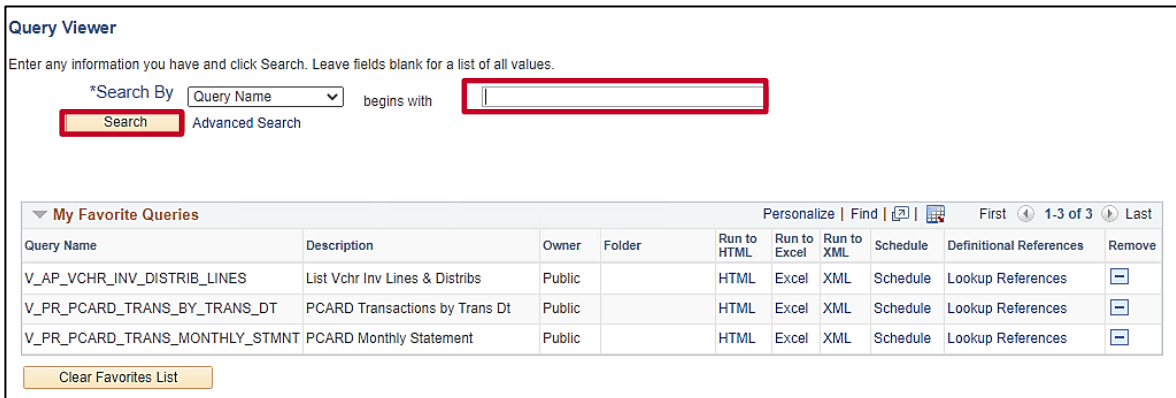
7. Click the **Save** button.



**PCard Transactions by Transaction Date Query**


1. From the **Cardinal Home** page, click the **Financials Query-based Reports** link with the **myCardinal Financials** section.

The **Query Viewer** page displays.

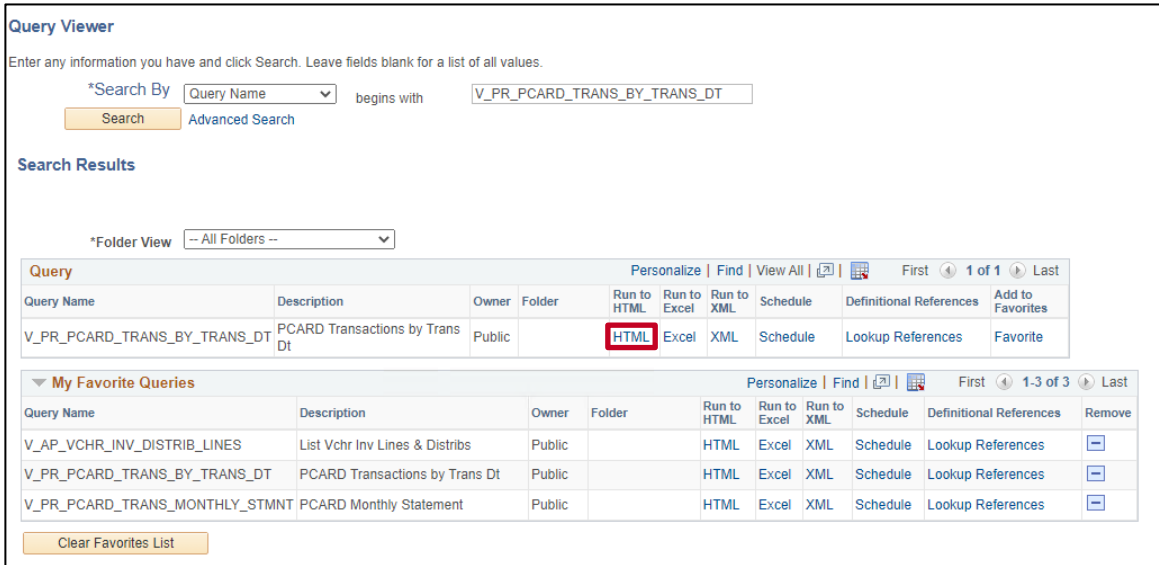


2. Click in the **Search by** field.
3. Enter "V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT" in the **Search by** field.
4. Click the **Search** button.



**PR349\_Reviewing and Approving PCard and ISSP Transactions (VDOT)**

The page refreshes with the search results displayed in the **Query** section.



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

**Search Results**

\*Folder View

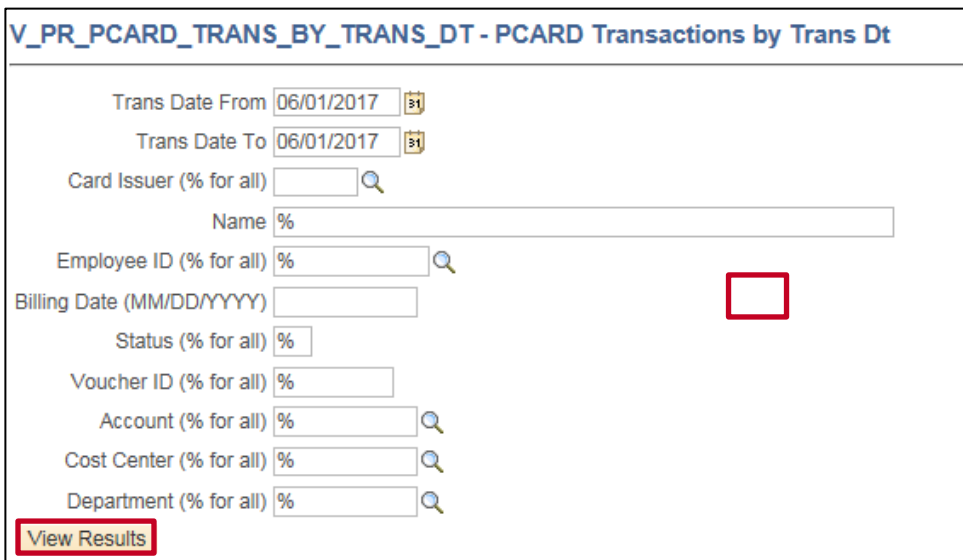
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		<b>HTML</b>	Excel	XML	Schedule	Lookup References	Favorite

**My Favorite Queries**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
V_AP_VCHR_INV_DISTRIB_LINES	List Vchr Inv Lines & Distributions	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
V_PR_PCARD_TRANS_MONTHLY_STMT	PCARD Monthly Statement	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>

- Click the **Run to HTML** link.

The **Query** page displays in a new internet browser tab.



**V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT - PCARD Transactions by Trans Dt**

Trans Date From

Trans Date To

Card Issuer (% for all)

Name

Employee ID (% for all)

Billing Date (MM/DD/YYYY)

Status (% for all)

Voucher ID (% for all)

Account (% for all)

Cost Center (% for all)

Department (% for all)

**Note:** No results for the query will display until parameters are entered and the **View Results** button is clicked.

- Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields.
- Click the **View Results** button.

**PR349\_ Reviewing and Approving PCard and ISSP Transactions (VDOT)**

The page refreshes with the query results.

V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT - PCARD Transactions by Trans Dt

Trans Date From: 06/01/2017  
 Trans Date To: 06/01/2017  
 Card Issuer (% for all): BAVIO  
 Name: %  
 Employee ID (% for all): %  
 Billing Date (MM/DD/YYYY):  
 Status (% for all): %  
 Voucher ID (% for all): %  
 Account (% for all): %  
 Cost Center (% for all): %  
 Department (% for all): %

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (52 kb)

[View All](#)

	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date
1	50100	BAVIO	*****0000	*****0000	00002056100	Closed	Valid	Valid	24431067153708407870410	36	06/06/2017			06/01/2017
2	50100	BAVIO	*****0000	*****0000	00002056100	Closed	Valid	Valid	24013397152000111463767	21	06/05/2017	06/28/2017 6:31:39PM	A501_5297644_21_3	06/01/2017
3	50100	BAVIO	*****0000	*****0000	00002056100	Closed	Valid	Valid	24692167152000226022396	18	06/05/2017			06/01/2017
4	50100	BAVIO	*****0000	*****0000	00001579000	Closed	Valid	Valid	74013397153000170055904	21	06/06/2017			06/01/2017
5	50100	BAVIO	*****0000	*****0000	00002056100	Closed	Valid	Valid	24431067153344900970844	40	06/06/2017			06/01/2017

- Review the query results as needed. Optionally, download the query results to a Microsoft Excel file by clicking the **Excel Spreadsheet** link.