

REVIEWING PROCARD TRANSACTIONS

The screenshot displays the PNC ProCard management dashboard. At the top left is the PNC logo. The top navigation bar includes links for Home, Log Out, and Contact Us. Below this is a blue header with icons and labels for ADMIN, SECURITY MANAGER, REPORT STUDIO, CARD MGMT, TRANSACTION MAINT, and HELP. The main content area is divided into several sections:

- Hello, MARTIN**: A user profile box showing Username: MRIVERA1, Org Group: Ioyola, Role: Admin, and Last Login: 6/26/2014.
- My Links**: A list of quick links including Transactions Management (477), Card Account Management (409), Report Wizard (319), User Accounts (259), and View Report Folder - MY (134).
- Announcements**: A section with 'New(0)' and 'Old(1)' tabs. A yellow box highlights the 'New(0)' tab, and a yellow circle with the number '1' and an arrow points to the 'Manage Transactions' link in the Quick Links section.
- Quick Links**: A list of links including Manage Transactions (circled in red), View Statements, Change My Password Options, and Recent Activity.
- Inbox**: Shows 0 Inbox Items with a note '(Require(s) Attention)'. There is also a 'MESSAGE' icon next to the 'New(0)' tab.
- Cardholder Information**: Displays account details for XXXX-XXXX-XXXX-8586 (RIVERA JR, MARTIN). It includes Account Information, Credit Limit (2,500.00), and # of Transactions in Current Cycle (7). Below this is an MCC Summary (last 30 days) pie chart showing 85.7% for Transportation (6) and 14.3% for Business Services (1). A 'Recent Activity (show)' link is at the bottom.
- Reports**: Includes links for Transaction Report and Account Report.

1. Click the 'MANAGE TRANSACTIONS' link to review the posted ProCard purchases.

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Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.
Date Range: Billing Cycle 12/28/2012 - 1/28/2013

Actions	Search Term	Filter Type	Value
- No search terms have been added. -			

Account Code Starts With Add Reset

Search

Transactions Summary (Payments Excluded)							
Reviewed:	1	Approved:	0	Approved2:	0	Total Number of Transactions:	1
Amount:	USD 5.00	Amount:	USD 0.00	Amount:	USD 0.00	Total Transactions Amount:	USD 5.00

Financial Codes: View Hide

Transactions													
Records per page: 100 Page 1 of 1 Go													
Actions	Rev	App 1	App 2	Date	Trans Date	Act# 4	Name	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/13	1/8/2013	8586	RIVERA JR, MARTIN	PARKING GARAGE	5.00	USD			
				Accounting Unit	Account Code	Personal Use							
				100808	6426	No							
parking at the Maywood Campus for ProCard Training session													
Records per page: 100 Page 1 of 1 Go													

Save Reset Cancel

1. Select the correct Billing Cycle (System will automatically default to current cycle).
2. Select the correct Accounting Unit and Account Code.
3. Provide a detailed and valid justification regarding the business purpose of the purchase

Important Note: For assistance with providing correct transaction notes, please refer to the 'Transaction Note Guide' link on the 'ProCard Tutorials' page).

4. Click the 'REVIEW' box and click 'SAVE' at the bottom of the page when finished.