

APPROVING PROCARD TRANSACTIONS

The screenshot displays the PNC ProCard portal interface. At the top left is the PNC logo. The top right corner contains links for Home, Log Out, and Contact Us. A blue navigation bar includes 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 sidebar box containing user details: Username MRIVERA1, Org Group Ioyola, Role Admin, and Last Login 6/26/2014.
- My Links:** A sidebar box with links to Transactions Management (477), Card Account Management (409), Report Wizard (319), User Accounts (259), and View Report Folder - MY (134).
- Announcements:** A central box with tabs for New(0) and Old(1). A yellow circle with the number '1' is placed over the 'New(0)' tab, with an arrow pointing to the 'Manage Transactions' link in the Quick Links section. The main text in this box reads: "There are currently no new announcements".
- Quick Links:** A sidebar box containing links for Manage Transactions (circled in red), View Statements, Change My Password Options, and Recent Activity.
- Inbox:** A sidebar box showing 0 Inbox Items (Require(s) Attention).
- Reports:** A sidebar box with links for Transaction Report and Account Report.
- Cardholder Information:** A central box displaying 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 link for Recent Activity (show) is at the bottom.

1. Click the 'MANAGE TRANSACTIONS' link to view 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

My Cards

Search Criteria			
Actions	Search Term	Filter Type	Value
- No search terms have been added. -			
Account Code	Starts With		<input type="text"/>

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
<input checked="" type="checkbox"/>	<input checked="" 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											

1. Select the correct Billing Cycle (System will automatically default to current cycle).
2. Make any corrections to the Accounting Unit and Account Code provided by cardholder.
3. Review the cardholder's note/justification. If not valid or detailed, do not approve and inform cardholder to revise note.
4. If the transaction information is complete, click '**APP 1**' and click 'SAVE' at the bottom of the page. Please note: The '**REVIEW**' box should already be checked off by the cardholder prior to approving.