

**i Summary**

This procedure will walk through the steps of how to review p-card transactions in various stages.

**Procedure**

**Step 1. Log into MyFin** - <https://psfin.slcounty.org/>



Enter **Username** - Same as PeopleSoft timesheet

Enter **Password** - Same as PeopleSoft Timesheet

**Step 2. Click on "My Pending Transactions" tile to view your transactions.**



Step 3. Click on Search

Reconcile Statement  
Procurement Card Transactions

Empl ID \_\_\_\_\_ Name Miller,  
Card Number \*\*\*\*\* Card Provider VISA

Bank Statement

10-14 of 14 | View All

| Transaction | Trans Date | Merchant                  | Status | Transaction Amount | Description                   |
|-------------|------------|---------------------------|--------|--------------------|-------------------------------|
| 10          | 10/13/2020 | AMZN MKTP US*MK4S/9SB0    | Staged | 27.78              | Masking Tape                  |
| 11          | 10/15/2020 | AMAZON.COM*2T9070ZY1 AMZN | Staged | 133.09             | Laminator, Laminating pouches |
| 12          | 10/15/2020 | AMZN MKTP US*2T60M6NK1    | Staged | 36.10              | Goo Gone Pens                 |
| 13          | 10/15/2020 | AMZN MKTP US*2T0WN9NW1    | Staged | 16.89              | Compressed air                |
| 14          | 10/16/2020 | AMZN MKTP US*2T3U57CQ0    | Staged | 347.92             |                               |

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Step 3. The Reconcile Statement Search window is displayed and populated with the cardholder's information.

ProCard Recon Workbench

Reconcile Statement Search

Role Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Name Miller, \_\_\_\_\_

Card Issuer VISA

Card Number \*\*\*\*\*

Transaction Number \_\_\_\_\_

Merchant \_\_\_\_\_  Exact Match

Sequence Number \_\_\_\_\_

Line Number \_\_\_\_\_

Billing Date \_\_\_\_\_ To \_\_\_\_\_

Statement Status Staged

Budget Status \_\_\_\_\_

Chartfield Status \_\_\_\_\_

Transaction Date \_\_\_\_\_ To \_\_\_\_\_

Charge Type \_\_\_\_\_

Posted Date \_\_\_\_\_ To \_\_\_\_\_

Rows Per Page 50

Auto Save When Scrolling Through Chunks

OK Cancel Clear

**Step 1.** Card Issuer must equal **VISA** or **search functionality will not work.**

**Step 1a.** Search by Billing Date, Statement Status or Transaction Date.

- Statement status options: (must select one)
  - **APPROVED** - transactions that were approved by Fiscal today
  - **CLOSED** - **this transaction will be shown on financial reports & cannot be edited**, turn to closed 24 hrs after receiving approval from Fiscal
  - **STAGED** - Transaction are loaded into P-Card Place in this status & are available for editing
  - **VERIFIED** – **supervisor has reviewed transaction & attachments APPROVED** – transaction has been approved by Fiscal that same day

**Step 1b.** Change **Rows per Page** if cardholder expects more than 50 rows of data.

**Step 1c.** Click **OK**, the window will close and your search results will be displayed.