Pcard Place

Verifying Transactions in Pcard Place

revised12.15.2020

ⓘ **Summary**

This procedure will walk supervisors and cardholders through the steps of how to verify a p-card transactions in MyFin Pcard Place.

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 **Pending My Approval tile.**

Step 3. Delete date shown as transaction date needs to be blank to ensure all transactions will be displayed.

Step 3a. Click the **Search button.**

A new window will be displayed, showing transactions.

Step 4. Click on the **Distribution icon** [icon] to review the account codes the cardholder entered for that transaction.

✓ To locate a transaction via the Scroll feature, you can either select **View ALL** to display all transactions at one time on the screen, or select arrows to view 9 transactions per page.

Step 5. The next screen will display the account code entered by the Cardholder. Review account codes for accuracy or change it.

Step 5a. Click **OK** to exit the screen back to the previous page. For account codes refer to *__your Fiscal Manager/Staff__*

> ✅ Click on the search option within each distribution box to search if you are not sure of codes.

> ⚠ **If you receive an ACCOUNT CODE ERROR - Back out the Alt Account so it is a blank field, hit OK. An error box will pop up, hit okay. The account field will be red, ignore this and enter the correct account code in the Alt Acct field. Hit OK. The Alt Account and the Account field should be the account code you wanted and should match.**

Step 6. Click on the **Comments icon** 💬 **.** A new window will be displayed.

Step 7. Click **View** to see what supporting documentation the cardholder has uploaded for this transaction. Every transaction should have supporting documentation uploaded.


> ⚠ In the **Comments Box** – Cardholders may have entered additional comments. Comments entered here do not post to any reports but are viewable to those who have access to their transactions.

Examples of possible attachments:

- Invoice/receipt/order document
- Packing Slip
- Meal Form
- ICS Form if COVID related (signed copy should be uploaded with invoice)

Step 7a. Click **OK**.

Step 8. Review the **Description**, is it reflective of what was purchased. Cardholders are limited to 60 characters. The description entered here will appear on the monthly expense report.
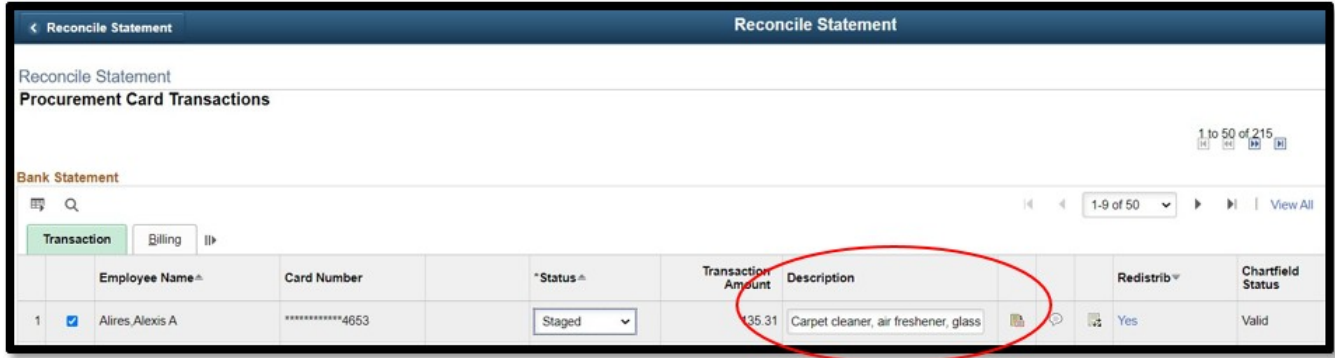
Step 9. After the above items have been reviewed for accuracy the **Status** will need to be updated from **Staged** to **Verified** for each transaction.
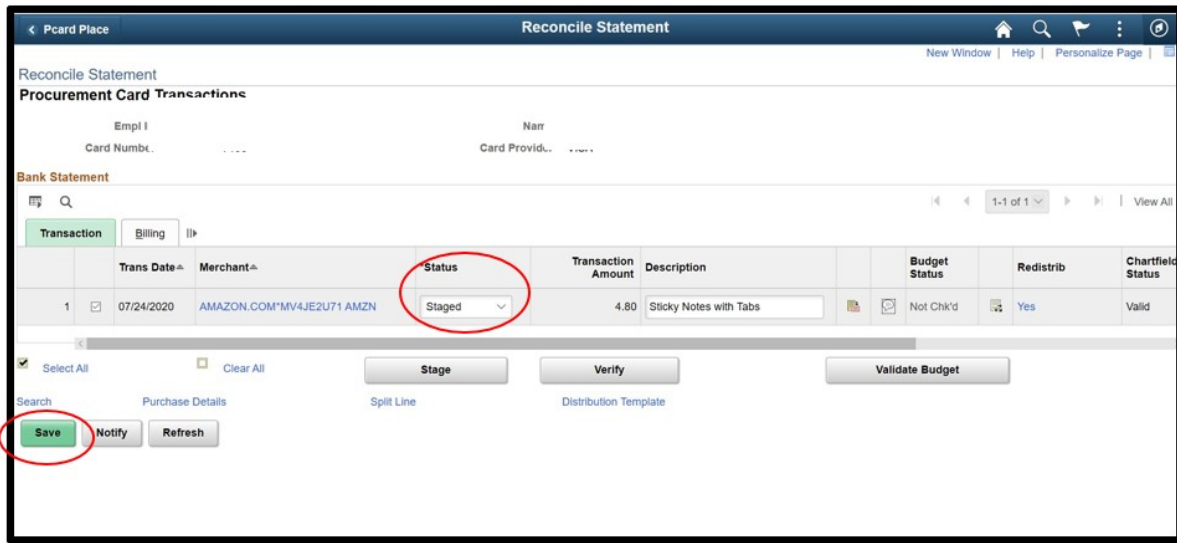
Step 9a. Click on **Save**.

⚠ The Fiscal Manager will then review and approve the transaction(s) and update the Status to Approved. Transactions that are in the Approved status will be pulled into a night voucher process to be uploaded in the general ledger. The status will then be changed to "Closed" because the transaction has been completed.

TO VIEW TRANSACTION IN A VARIES STAGES

Step 1. Click on dropdown arrow on Card Issuer.

Step 1a. Select **VISA.**

Step 1b. Search by Billing Date, Statement Status or Transaction Date If using statement status chose: **CLOSED, STAGED, VERIFIED, or APPROVED**.

Step 1c. Click the **Search** button.

Reconcile Statement

Reconcile Statement

Reconcile Statement Search

Role Name	
Employee ID	🔍
Name	🔍
Card Issuer	VISA
Card Number	
Transaction Number	
Merchant	☑ Exact Match
Sequence Number	
Line Number	
Billing Date	08/24/2020 🔍 To 08/24/2020 🔍
Statement Status	
Budget Status	
Chartfield Status	
Transaction Date	📅 To 📅
Charge Type	
Posted Date	📅 To 📅
Rows Per Page	50
	☐ Auto Save When Scrolling Through Chunks

Search   **Clear**