**U\_PCARD\_TRAVEL public query is updated to include Archivum Travel Request Number- sent on Travel ListServ on 11/01/2017**

We are pleased to announce that the public query U\_PCARD\_TRAVEL has been updated.

The second to the last column will now provide the Travel Authorization ID from FAST or the Appian TR number from Archivum depending on how the PCard charge was reconciled.

Remember that this query is designed to be used by individuals set up as reconcilers for a cardholder. While running this query, you will be prompted for the Cardholder Employee ID and a beginning and ending date.  The date used in this prompt is the Bank Post Date.

If the PCard charge is associated with the wrong Appian TR number, you can access the charge in ‘Closed’ status in the PCard module and correct the Appian TR number prior to Expense Report submission.

U\_PCARD\_TRAVEL\_DEPT query has also been updated. While running this query, you will be prompted for the FAST department number.

If you have any questions, please contact our Travel Help Desk travelhelp@usf.edu or PCard Services pcard@usf.edu