

## PCard Compliance: “R/D Unreconciled PCard Transaction Pagelet” Instructions

### What is the “R/D (Reconciler/Delegate) Unreconciled PCard Transaction Pagelet”?

It is a collection of information which provides the ability for you to see all the unreconciled PCard transactions for those PCard Holders where you are identified as the reconciler and/or traveler delegate. The pagelet shows up on your FAST Home page for as long as you have it enabled. The pagelet provides awareness into the fact that PCard Transactions have been posted - without requiring you to check all your PCard Holder’s transactions. In addition, the pagelet provides a means for you to quickly navigate to the transaction to reconcile it.

### How does it know what to show me?

Purchasing maintains a listing of all reconcilers for every PCard holder and Travel maintains a listing of all traveler delegates. This listing enables us to identify which PCard Holders and/or Travelers you reconcile. When you bring up the FAST Home page we know who you are and the pagelet populates based on a query that pulls all this information together to present the unreconciled transactions you are responsible for reconciling.

### What do I do if I am not the reconciler for one of these PCard Holders, or not the Traveler’s Delegate?

If you are not the reconciler, fill out the [FAST Reconciler Set-Up Form](#). If you are not the Traveler’s delegate, fill out the [Delegate Assignment Request Form](#). Ensure you follow instructions for deleting.

### What are all those buttons and links for?

The screenshot shows the 'R/D Unreconciled PCard Trans' pagelet. It features a table with columns: Link Trans, PCard Holder Id, Name, Card #, Link V/wallet, V/wallet EmpId, V/wallet Name, and Total CC Trans. The table lists several transactions for different holders. Callouts point to various elements:

- Remove this pagelet from my FAST Home Page**: Points to the 'X' icon in the title bar.
- Minimize/Maximize this pagelet**: Points to the minimize and maximize icons in the title bar.
- Refresh the Information on the Pagelet**: Points to the refresh icon in the title bar.
- Help**: Points to the question mark icon in the title bar.
- Click here to see more than 15 rows**: Points to the 'Full Query Results' link below the table.
- Links DO NOT work in the Full Query Results**: Points to the 'Full Query Results' link.

Link Trans	PCard Holder Id	Name	Card #	Link V/wallet	V/wallet EmpId	V/wallet Name	Total CC Trans
	00000011111	Abright, Mary	*****1111	<a href="#">Goto Wallet</a>	00000012345	Jones, James	2
<a href="#">Goto Trans</a>	00000021111	Johnson, Tom	*****1234				1
<a href="#">Goto Trans</a>	00000021112	Kaley, Kate	*****5696				2
<a href="#">Goto Trans</a>	00000077777	Mann, Mark	*****2626				3
	00000077777	Mann, Mark	*****2626	<a href="#">Goto Wallet</a>	00000077777	Mark Mann	2

Clicking on the [Goto Trans](#) link, opens a new window bringing up the unreconciled PCard transactions for that PCard Holder.

#### Notes:

- May take a few seconds to display all transactions, this is dependent on the number of open transactions for a given PCard Holder
- Each click opens a new window, in order to minimize the number of windows you have open – close the PCard transaction window when you finish
- Click the Refresh Button on the title bar of the pagelet to see your remaining unreconciled PCard transactions after you reconcile each.

Clicking on [Goto Wallet](#) link, opens a new window bringing up the unreconciled PCard transactions, for that PCard Holder, in that employee’s wallet.

#### Notes:

- May take a few seconds to display the transaction
- In the wallet, only one transaction is displayed at a time – you may use “Return to Search” (on the page) to see select additional transactions or return to pagelet.
- Each click opens a new window, in order to minimize the number of windows you have open – close Wallet window when you finish
- Click the Refresh Button on the title bar of the pagelet to see your remaining unreconciled PCard transactions after you reconcile each.

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How can I remove this pagelet from my FAST Home Page? There are two ways to remove the pagelet:

- 1) Click the "X" in the corner of the title bar and ----- Select "Yes – Remove" to confirm removal.

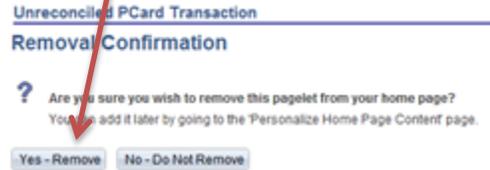
R/D Unreconciled PCard Trans

Summary listing of unreconciled PCard Transactions for your PCard Holders or Travelers. The listing displays maximum of 15 rows. Click the "?", on the title bar, for help.

Link Trans	PCard Holder Id	Name	Card #	Link Wallet	Wallet Emplid	Wallet Name	Total CC Trans
	00000011111	Albright, Mary	*****1111	<a href="#">Goto Wallet</a>	00000012345	Jones, James	2
<a href="#">Goto Trans</a>	00000021111	Johnson, Tom	*****1234				1
<a href="#">Goto Trans</a>	00000021112	Kaley, Kate	*****5696				2
<a href="#">Goto Trans</a>	00000077777	Mann, Mark	*****2626				3
	00000077777	Mann, Mark	*****2626	<a href="#">Goto Wallet</a>	00000077777	Mark Mann	2

[Full Query Results](#)

Click the "Full Query Results" to see the entire listing - Links are not active on the query results.



- 2) Click Content Link, unclick the check box next to R/D Unreconciled PCard Transaction and click Save.

Home | Worklist | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#) | [Help](#)

Personalized Home Page

Personalize Content: My Page

Tab Name:

Welcome Message:

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

PeopleSoft Applications

- [R/D Unreconciled PCard Trans](#)
- [Unified Navigation](#)
- [Menu](#)
- [Menu - Classic](#)
- [Top Menu Features Description](#)
- [My Reports](#)
- [Main Menu](#)
- [FAST Additional Information](#)
- [FAST System Announcements](#)

How do I get it back on my FAST Home Page? There is only one way to get it back!

Click Content Link, click the check box next to R/D Unreconciled PCard Transaction and click Save.

Home | Worklist | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#) | [Help](#)

Personalized Home Page

Personalize Content: My Page

Tab Name:

Welcome Message:

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

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Who do I contact if I have additional questions?

For questions, not answered by this document, please send an email to [pcardcompliance@usf.edu](mailto:pcardcompliance@usf.edu)