P-CARD
WORKS
MANAGER
TRAINING
This area is called the Dashboard.

If you have transactions to sign off on, this Sign Off bar will appear. Select the Sign Off bar and the transactions from your group will appear. If there is no Sign Off bar on your home page, you have no transactions to sign off on.

When you are a manager of a group, you will have more selections in the dashboard.
To determine if the cardholder transactions are ready for manager sign off, scroll over to the “Comp/Val/Auth” columns and make sure there are all green check marks. If there are any marked with a red “X”, check the allocation (account number/object code assigned) and that the Cardholder and Proxy Reconciler (Coordinator or Propriety Reviewer) has signed off on that transaction (Covered on page 7).
Check the account number/object code to make sure that this is how you want to charge the General Ledger.

If you want the charges to be against only one account number, you can select the Description that you want deleted and then select the Remove button. This should be the only time you select the Remove button.
To make a change to the account number or object code, select the Description(s) to be changed and select the Add/Edit button.
After you have finished this screen, go back to the “Comp/Val/Auth” column to see that there are three green check marks.
The Signoff History tab will show you who signed off on the transaction. Managers need to verify that the correct people are signing off on the transactions.

Click Sign Off when you are ready to approve the transaction.
This is a list of the different reports that a Manager can produce for an individual cardholder in their group or their entire group as a whole.
Managers have the ability to see several reports for their group. Select Report, Company Reports, Spend Reports, Company Billing Statement to see your billing statement for your entire group or for an individual in your group. You can look at or print this by selecting PDF or Excel File.
Select: Reports, Company Reports, Spend Reports, Group Owner Memo Statement—the filter for the Date, Group, Employees can be selected and you can get a report of card transactions no matter where they are in the system.

Select PDF or Excel File to print the report.
This is an example of the information you can receive from this report.
To review all of your card transactions, click on Reports, Personal Reports, Spend Reports, and My Memo Statement. Once you select My Memo Statement, the filters will appear at the bottom of this screen.
This is an example of what a “Report” PDF document looks like.
You can search for transactions by selecting Tools, Search, then Transactions on the dashboard.
You can search for transactions of any person in your group with any of the search criteria listed above. After you have listed what you want to search on, select the Search button.
After you click the search button, any transaction that matched your criteria will be listed on the top half of the screen. Select the document you want more detail on and that will be displayed on the lower half of the screen.

Click any element listed above to access its detailed information.
You can select any of the tabs to see all of the details of the transaction.