

How to Check for Pending P-Card Charges

Reports will be sent to your unit from Administrative Services indicating Purchasing Card charges that have not been assigned to an ERS report. This report is a snapshot in time and may not reflect all pending charges.

IT IS THE RESPONSIBILITY OF THE PURCHASING CARDHOLDER (OR THEIR DELEGATE) TO RECONCILE CHARGES ON THE PURCHASING CARD.

To check for unassigned Purchasing Card charges (as the delegate):

- Log into ERS and select to "Act as an Expense delegate" indicating the individual you are a delegate for.
- Click on "Company Card" tab at top of screen.
- Unassigned Company Card Transactions will be displayed in the top box and expense reports will be listed in the bottom box for charges that are assigned, but not paid.
- If the Purchasing Card transaction is for airfare/agent fee for a trip that will take place in the new fiscal year, it is okay for the charge to remain unassigned. It will be linked to the ERS report for the entire trip.
- If the Purchasing Card transaction can be linked to a report – select "Create a New Expense Report" and develop the report.