# PR349 Performing PCard and ISSP Reconciliations (VDOT Only)

## PCard and ISSP Reconciliation Overview

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and the Integrated Supply Services Program (ISSP) Supplier. Once loaded into Cardinal, these transactions have a status of “Staged”. To comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their transactions within five days of the posted date.

Reconciliation involves the cardholder completing the following actions:

- Verifying every transaction for accuracy
- Updating existing data or entering any additional data to include the accounting distributions, descriptions, Supplier ID, Item ID, and eVA PO Type as applicable

Once the cardholder completes the reconciliation for a transaction and updates the transaction status to “Verified”, the transaction can be reviewed and approved by the Supervisor. Approved transactions are then sent to the Accounts Payable (AP) module for processing and payment.

**Navigation Note**: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

## Table of Contents

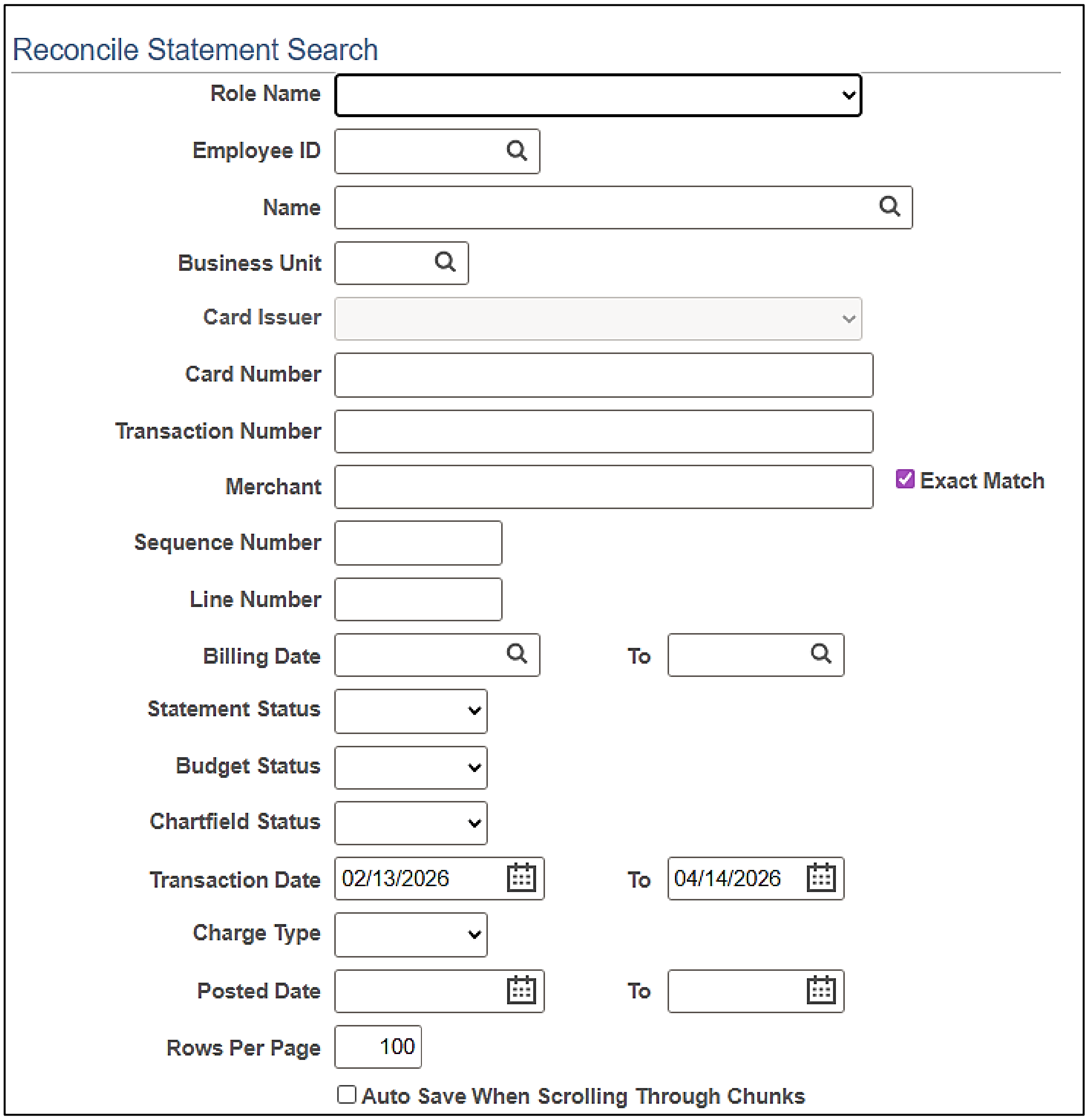
## Revision History

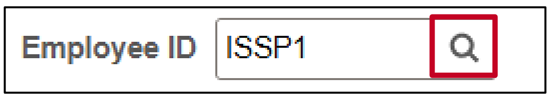
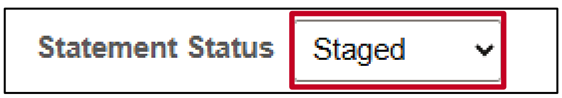
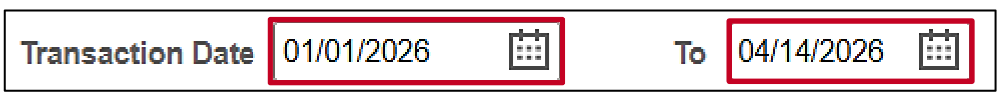
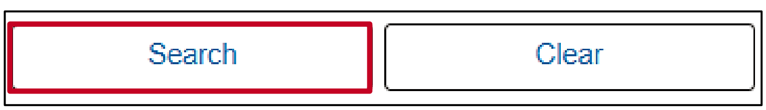
| Revision Date | Summary of Changes |
|---|---|
| 9/1/2026 | Updated to reflect the Cardinal system upgrades. |
| 4/26/2023 | Baseline. |

## Performing Cardholder/District Reconciliation

Reconciliation for PCard (for an employee/cardholder) or ISSP transactions (for a district) is completed on the **Reconcile Statement Procurement Card Transactions** page.

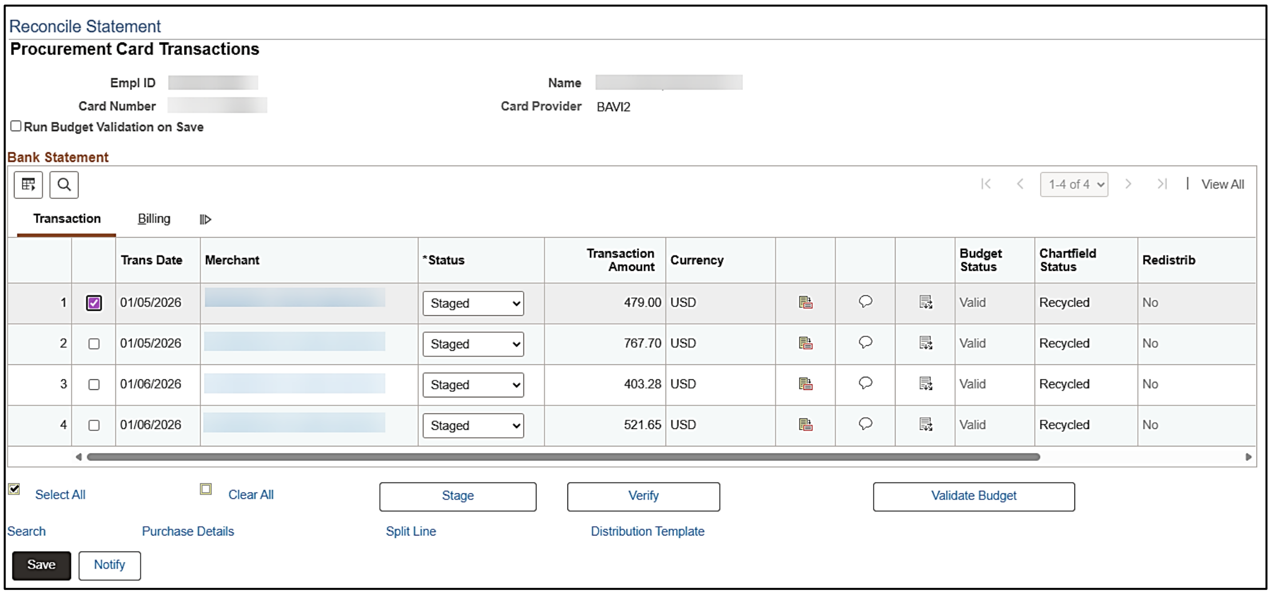
| Step | Action |
|---|---|
| 1. | Navigate to the **Reconcile Statement Procurement Card Transactions** page using the following path: **NavBar > Menu > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement** |
| The **Reconcile Statement Search** page displays if the user has access to more than one card. If the user only has access to one card, proceed to **Step 6**. | |



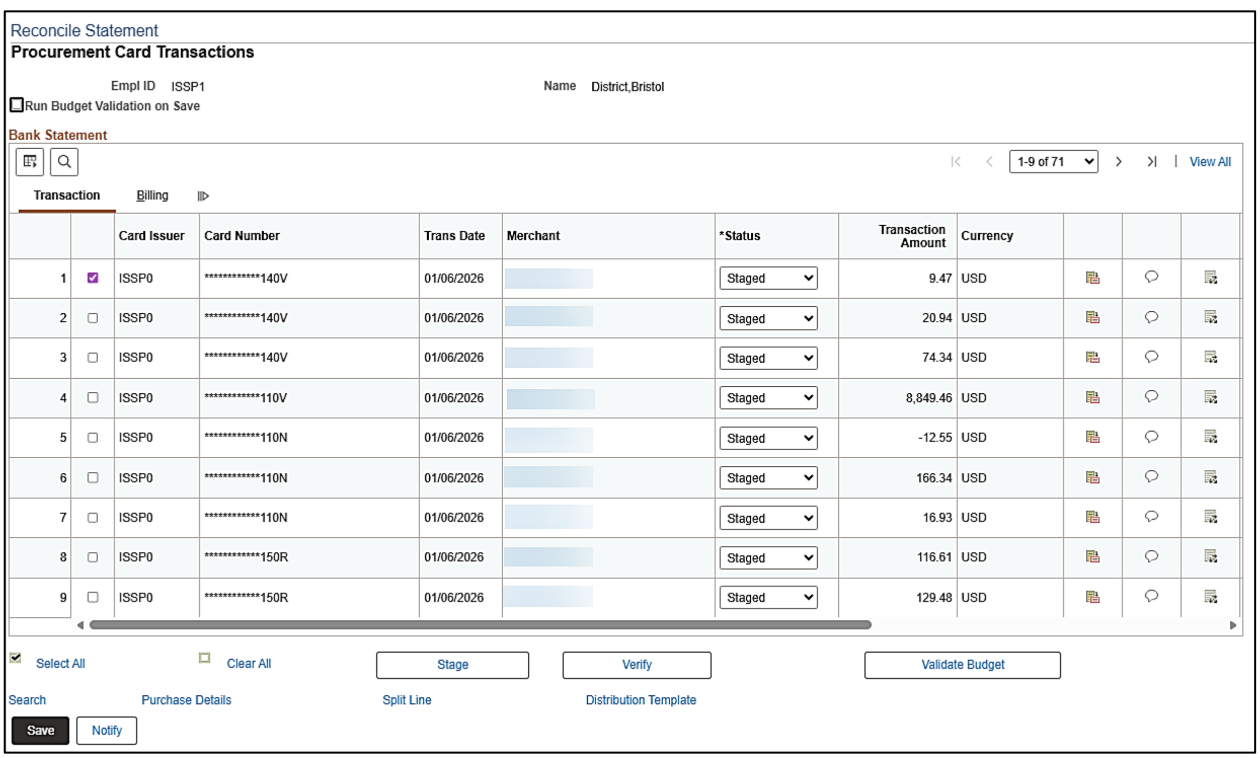
| Step | Action |
|---|---|
| 2. | Use the **Employee ID** field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:<br>• **PCard**: Enter the applicable employee's Employee ID in the **Employee ID** field.<br>• **ISSP**: Click the **Employee ID Look up** icon. Once the **Look Up Employee ID** page displays in a pop-up window, enter the applicable District's ISSP in the **Employee ID begins with** field and then click the **Look up** button to search for and select the applicable ISSP.<br> |
| 3. | Click the **Statement Status** dropdown button and select "Staged" to search for transactions that need to be reconciled.<br> |
| 4. | The **Transaction Date** fields default to a 60-day window going back from the current date. Update this date range as needed.<br> |
| 5. | Click the **Search** button.<br> |

The **Reconcile Statement Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether the search was for PCard or ISSP transactions. Examples of both are provided below.

PCard Transactions:

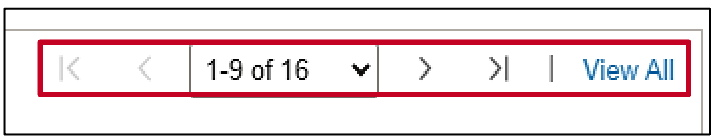


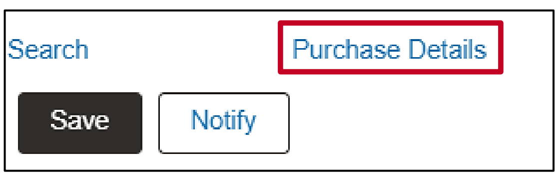

ISSP Transactions:



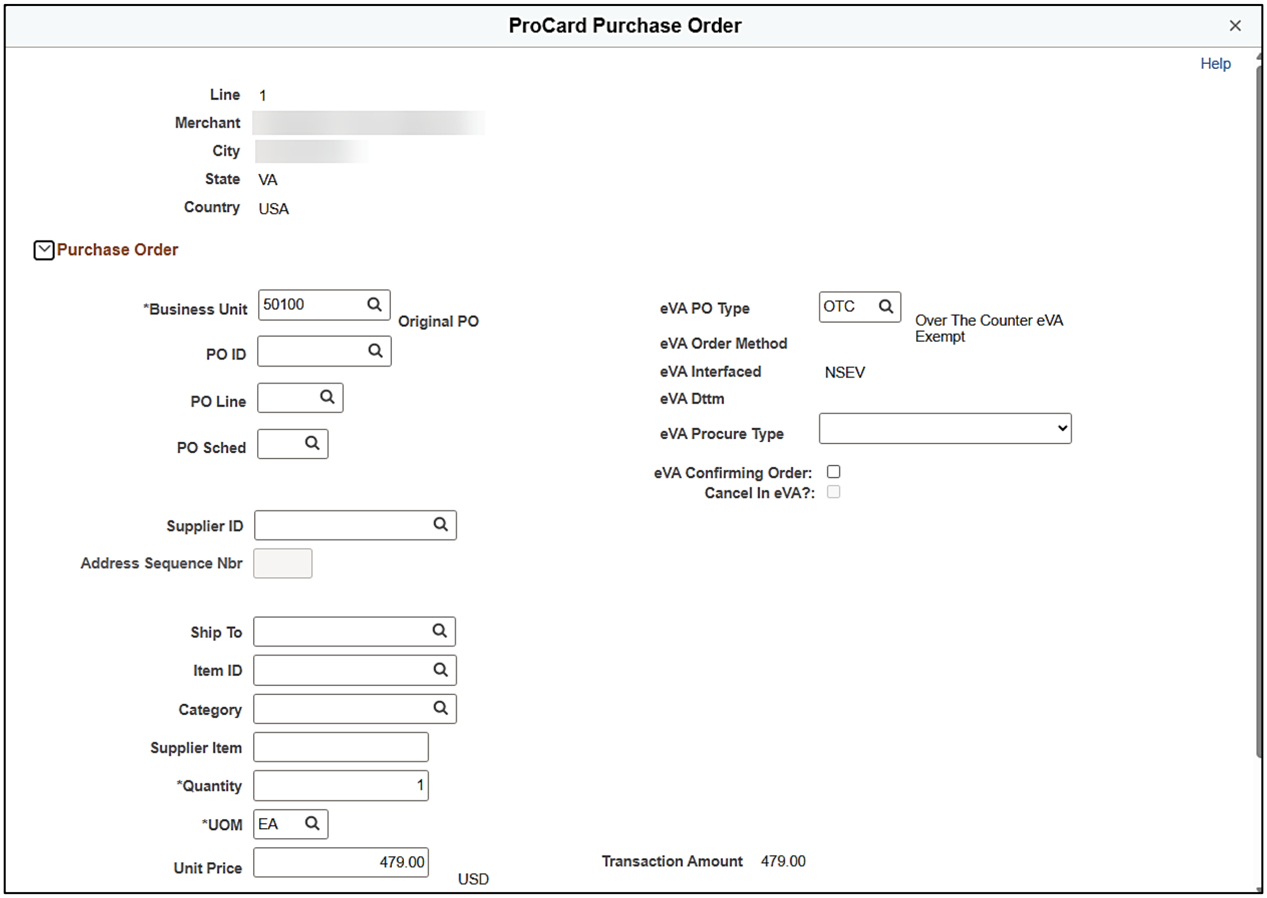
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>For ISSP transactions, the Employee ID will be “ISSP” plus the District Number (District 1 in this example). The Card Numbers will end in “L”, “R”, “N”, “V”, or “O”.</td></tr>
<tr><td></td><td>The following steps are used to reconcile an individual transaction. There are steps used to reconcile PCard transactions that are not performed when reconciling ISSP transactions. For PCard transactions, continue with Step 6. For ISSP transactions, skip to Step 35.</td></tr>
<tr><td>6.</td><td>Select the Transaction checkbox option for the transaction to be reviewed and reconciled (the first transaction is selected by default).


</td></tr>
<tr><td></td><td>The Navigation arrows and links can be used to view additional transactions if the search results are not all displayed on the page.


</td></tr>
<tr><td>7.</td><td>Click the Purchase Details link.


</td></tr>
</table>

| Step | Action |
|---|---|
| | The **ProCard Purchase Order** page displays in pop-up window for the selected transaction. |



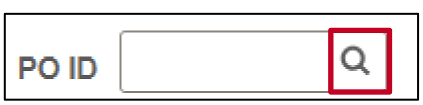
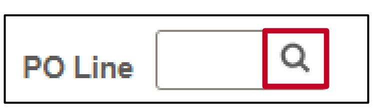

| Step | Action |
|---|---|
| 8. | Click the **eVA PO Type Look up** icon. |

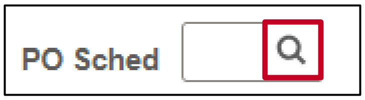
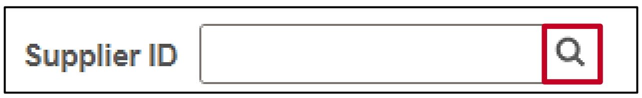
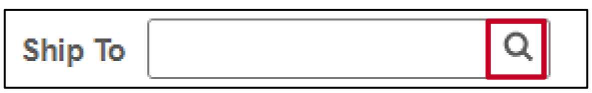
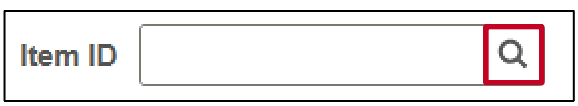
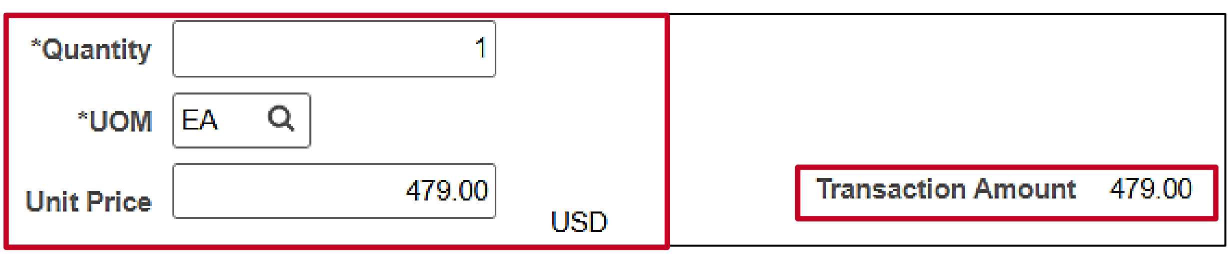
| Step | Action |
|---|---|
| | The **Look Up eVA PO Type** page displays in a pop-up window. |

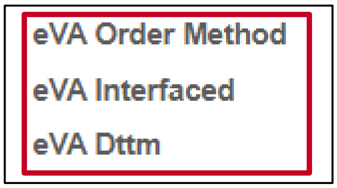
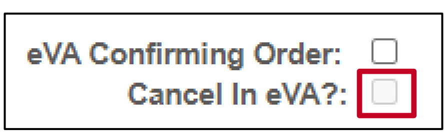
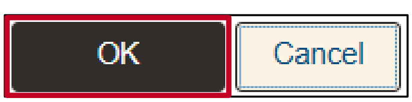

| Step | Action |
|---|---|
| 9. | Select the applicable **eVA PO Type** based on the table below.<br>The **eVA PO Type** field defaults to “OTC” (Over The Counter eVA Exempt). |

| eVA PO Type | Description | Additional Data Entry Requirements on the ProCard Purchase Order page |
|---|---|---|
| EPO | Existing Cardinal PO. This selection is used when making a PCard payment against an existing Cardinal Purchase Order. | • **PO ID**<br>• **PO Line**<br>• **PO Sched**<br>• **Supplier ID**<br>• **Address Sequence Nbr**: Defaults once the Supplier ID is selected<br>• **Ship To**<br>• **Item ID**: If the Item is matched to the Supplier, it will display for selection. If the Item is not matched to the Supplier, then clear the Supplier ID field, select the Item ID, and then re-select the Supplier ID. |
| EVP | Existing eVA PO. This selection is used when making a PCard payment against an existing eVA Purchase Order. | None |
| INV | PCard Payment of Invoice. This selection is used when making a PCard payment against non-PO related Invoices and is generally not used. | None |
| OTC | Over The Counter eVA Exempt. This default selection is used when the PCard transaction was performed over the counter at the point of sale and a receipt is in hand. | None |

| eVA PO Type | Description | Additional Data Entry Requirements on the ProCard Purchase Order page |
|---|---|---|
| E01, GOP, P01, R01, S01, VE1, VP1, VR1, and VS1 | (E01) Emergency Bill Vendor, (GOP) Grant Opportunity, (P01) Proprietary Bill Vendor, (R01) Routine Bill Vendor, (S01) Sole Source Bill Vendor, (VE1) Emergency VITA Bill Vendor, (VP1) Proprietary VITA Bill Vendor, (VR1) Routine VITA Bill Vendor, (VS1) Sole Source VITA Bill Vendor. These selections are used to generate a confirming Purchase Order in eVA (in accordance with the Agency Procurement and Surplus Property Manual (APSPM)). This confirming PO is sent to the Merchant. | • **Supplier ID**: If the Supplier ID is available for selection, the Supplier is a Preferred Supplier. If the Supplier ID is not available for selection, the Supplier needs to be set up as a Preferred Supplier. Refer to the job aid **PR349 PCard Merchant to Preferred Supplier (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.<br>• **Address Sequence Nbr**: Defaults once the Supplier ID is selected.<br>• **Ship To**<br>• **Item ID**: If the Item is matched to the Supplier, it will display for selection. If the Item is not matched to the Supplier, then clear the Supplier ID field, select the Item ID, and then re-select the Supplier ID. |
| X02 | Excluded Per APSPM. This selection is used when the transaction is exempt from requiring a Purchase Order. | None |

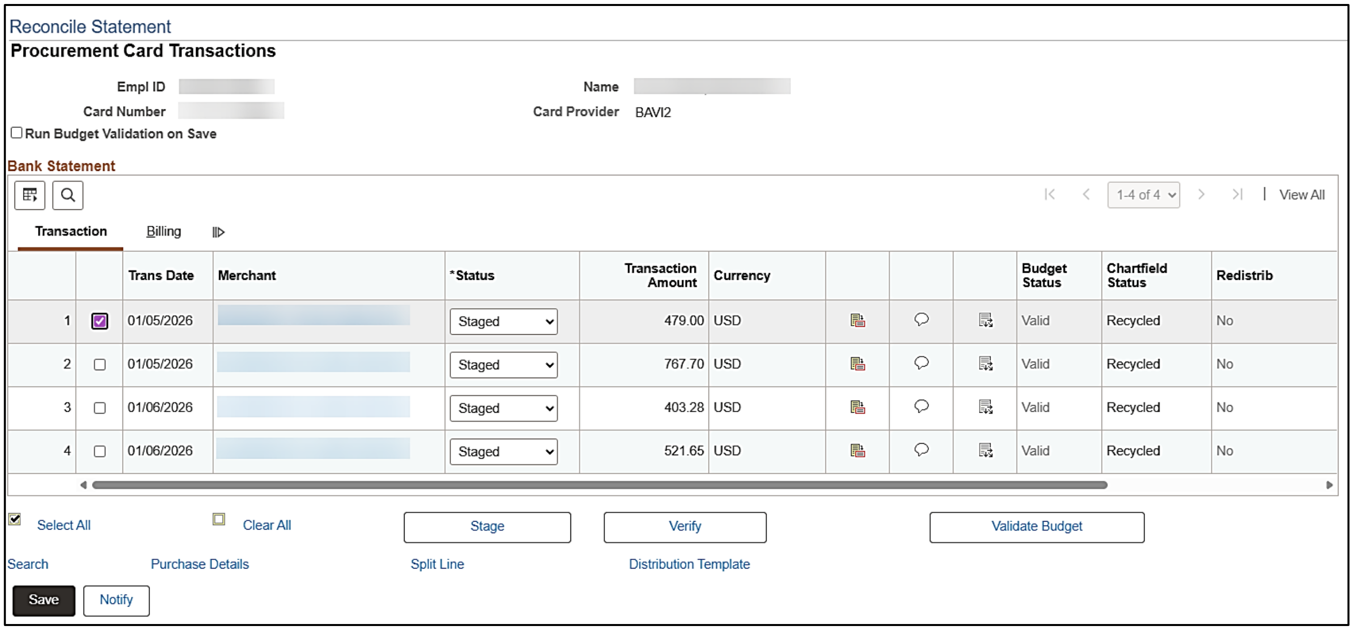
| Step | Action |
|---|---|
| 10. | Complete **Steps 11-17** based on the **eVA PO Type** selected. For eVA PO Types of “EVP”, “INV”, “OTC”, or “X02”, proceed to **Step 18**. |
| 11. | Select the Cardinal Purchase Order ID using the **PO ID Look up icon** (“EPO” only).<br><br> |
| 12. | Select the Cardinal Purchase Order Line Number using the **PO Line Look up icon** (“EPO” only).<br><br> |

| Step | Action |
|---|---|
| 13. | Select the Cardinal PO Schedule Number using the **PO Sched Look up icon** (“EPO” only).<br><br> |
| 14. | Click the **Supplier ID Look up icon** and select the applicable Supplier ID for the Merchant (“EPO”, “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, and “VS1”).<br><br> |
| ℹ | The Supplier’s address will populate once the **Supplier ID** is selected and the **Address Sequence Nbr** field will auto-populate. |
| 15. | Select the applicable ship-to location using the **Ship To Look up icon** (“EPO”, “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, and “VS1”).<br><br> |
| 16. | Click the **Item ID Look up icon** and select the applicable Item ID (“EPO”, “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, and “VS1”).<br><br> |
| 17. | The **Quantity**, **UOM** (Unit of Measure), **Unit Price**, and **Transaction Amount** fields all auto-populate based on the PCard transaction. Validate these fields for accuracy.<br><br> |
| ℹ | If any of the information is inaccurate, the transaction needs to be disputed. Refer to the Creating and Reviewing Disputes section in this Job Aid. |

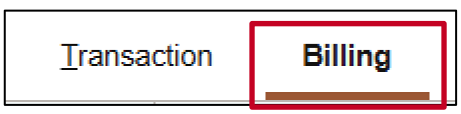
| Step | Action |
|---|---|
| | The **eVA Order Method** field defaults based on the eVA PO Type selected and is read-only.<br>The **eVA Interfaced** field is read-only and signifies the status of the transaction in regard to the interface with eVA (ex: “NSEV” signifies that the transaction has not been sent to eVA and “SEVA” signifies that the transaction has been sent to eVA).<br>The **eVA Dttm** field is read-only and will auto-populate with the date and time once the transaction is sent to eVA.<br><br>Transactions are transmitted from Cardinal to eVA nightly (Monday – Friday) after they have been reconciled and approved. |
| 18. | Click the **eVA Procure Type** dropdown button and select the applicable value as needed.<br> |
| 19. | The **eVA Confirming Order** checkbox option indicates that the PCard transaction will be created as a confirming Purchase Order in eVa. This checkbox option will automatically be selected if the eVA PO Type selected is “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, or “VS1”.<br>Deselect the **eVa Confirming Order** checkbox option when it is an original Purchase Order.<br> |
| 20. | The **Cancel in eVA** checkbox option is only used when there is an existing Purchase Order in eVA that needs to be canceled. For more information, see the Canceling a Confirming Order in eVA section in this Job Aid.<br> |
| 21. | Click the **OK** button.<br> |

| Step | Action |
|---|---|

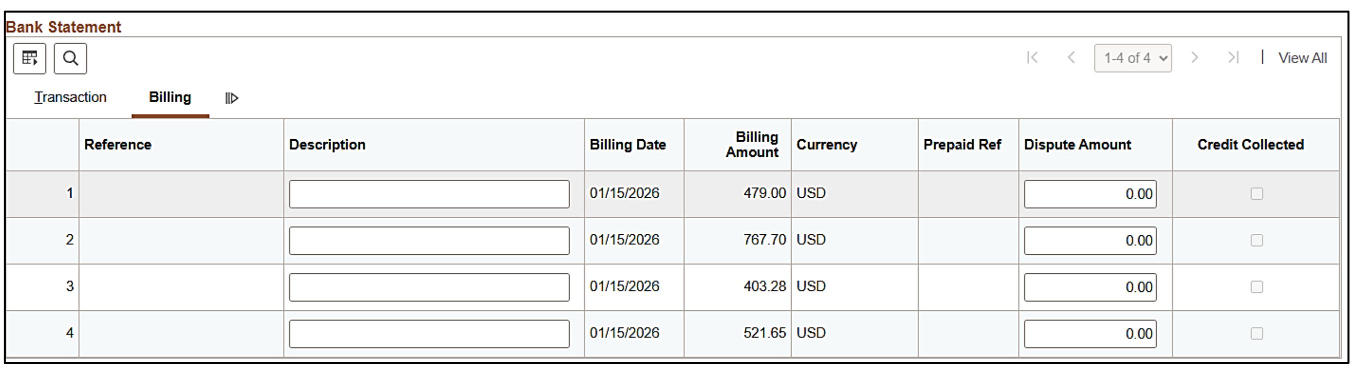
The **Reconcile Statement Procurement Card Transactions** page displays.

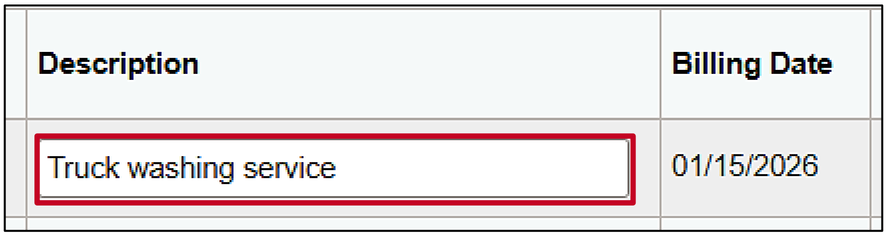



| Step | Action |
|---|---|
| 22. | Click the **Billing** tab. |

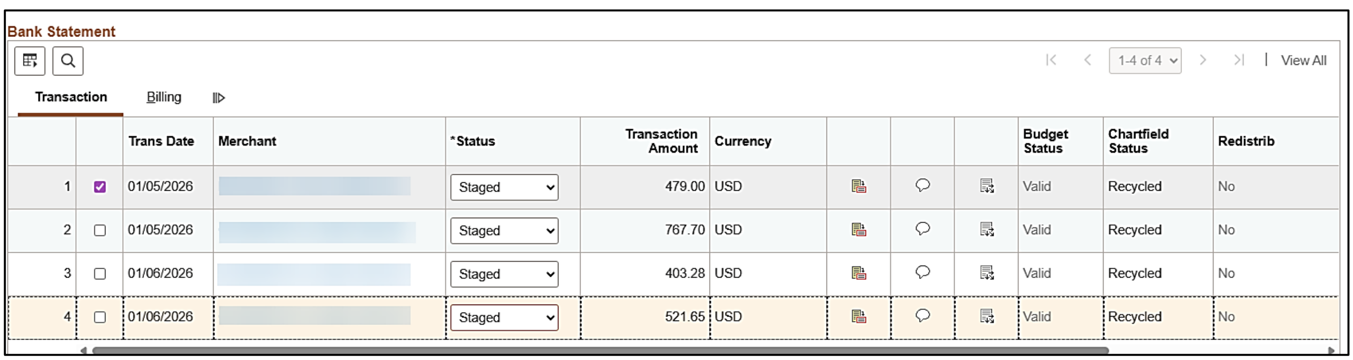


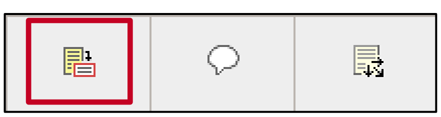

The **Billing** tab displays.

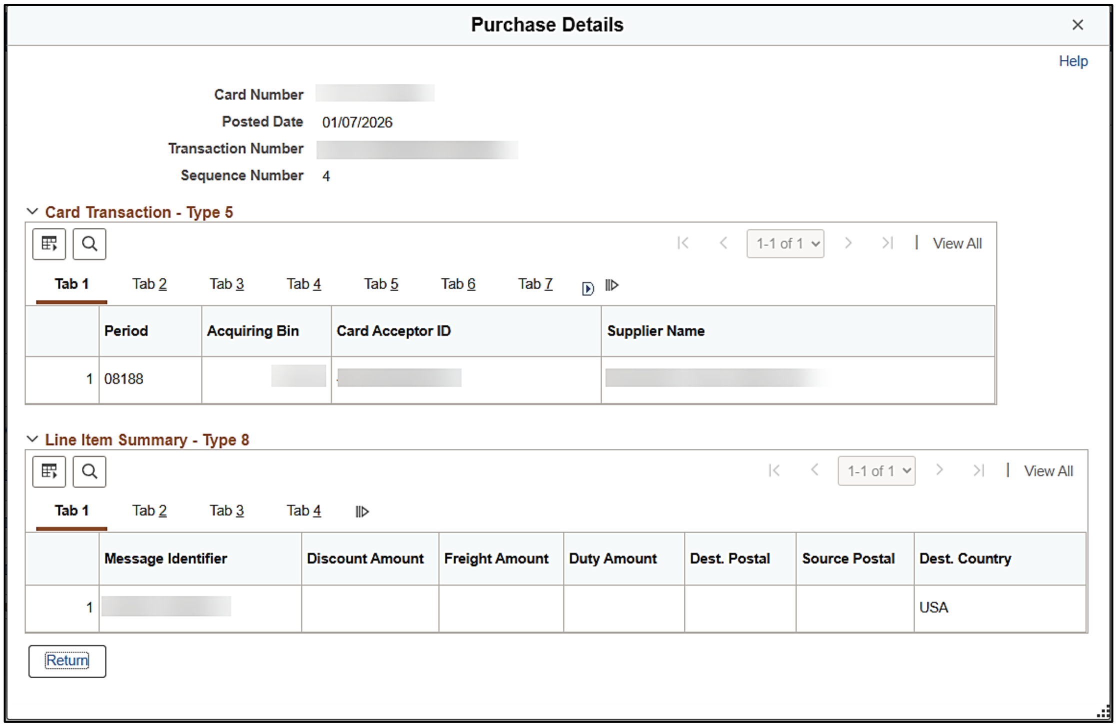
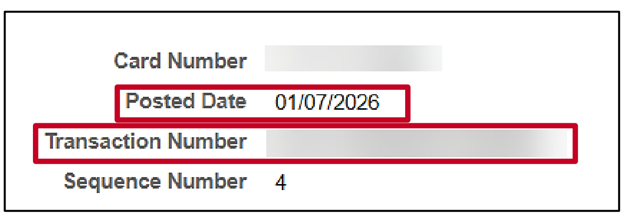


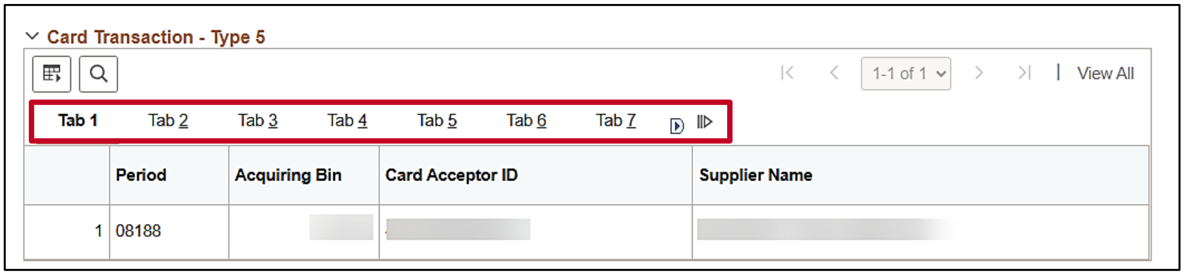
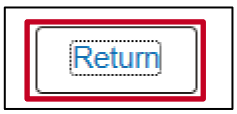
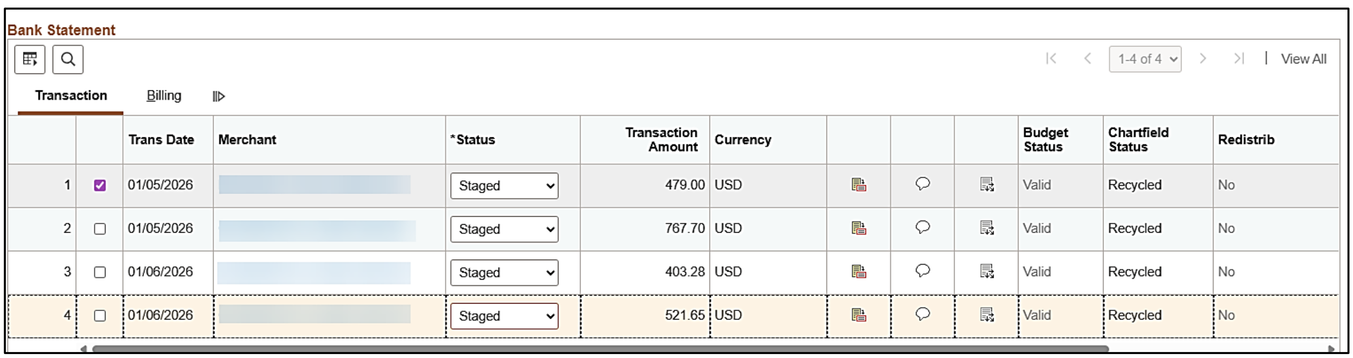
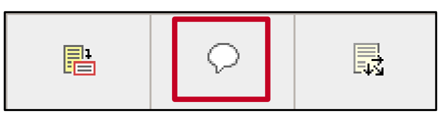
| Step | Action |
|---|---|
| 23. | Enter a description of the item(s) purchased in the **Description** field.<br><br> |
| | The description entered here will display on the **Monthly PCard Statement** query. |
| 24. | Click the **Transaction** tab.<br><br> |

The **Transaction** tab displays.



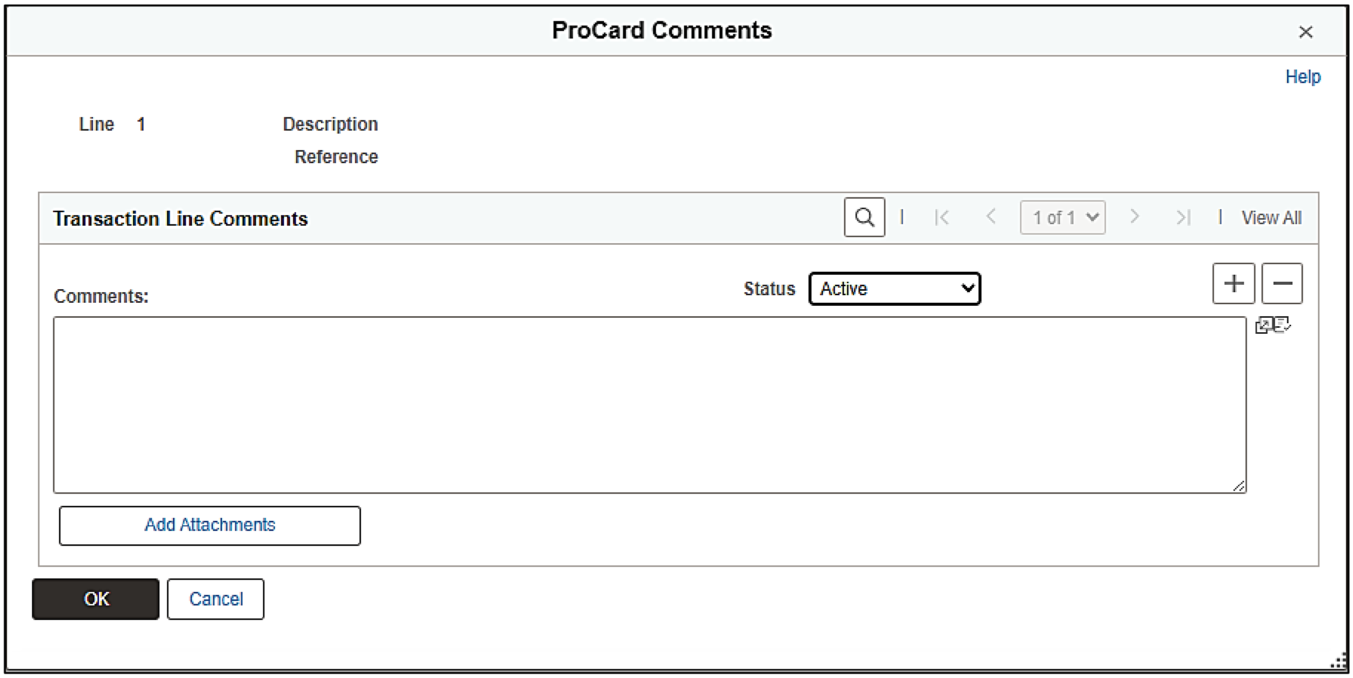

| Step | Action |
|---|---|
| 25. | Click the **Line Details** icon.<br> |

| Step | Action |
|---|---|
| 26. | The **Purchase Details** page displays in a pop-up window.   |
| 27. | Review the detailed Line information as needed. Of note, the **Posted Date** and the **Transaction Number** fields display in the **Header** section of this page.   |
| ℹ | To review the Transaction Entered Date, run the **PCard Transactions by Transaction Date** query. The Entered Date is important because all Transactions must be reconciled within five days of the Transaction Entered Date. Refer to the Running the PCard Transactions by Transaction Date Query section of this Job Aid for detailed instructions on how to run this query. |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>28.</td><td>Review the other Card Transaction tabs as needed.<br>

</td></tr>
<tr><td>29.</td><td>Click the Return button.<br>

</td></tr>
<tr><td colspan="2">The Transaction tab displays.<br>

</td></tr>
<tr><td>30.</td><td>Click the Comments icon for the applicable Transaction.<br>
</td></tr>
</table>

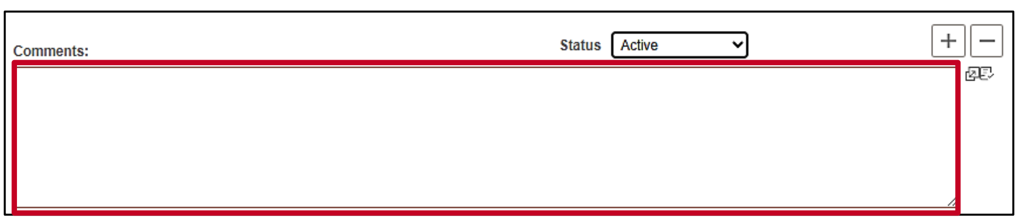
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **ProCard Comments** page displays in a pop-up window.



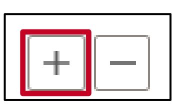

</td></tr>
<tr><td>31.</td><td>

Enter a detailed description for the Transaction in the **Comments** field.




</td></tr>
<tr><td>32.</td><td>

Use the **Add** icon (**+**) to add multiple comments as needed.



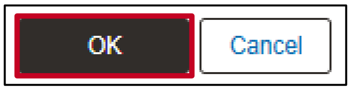
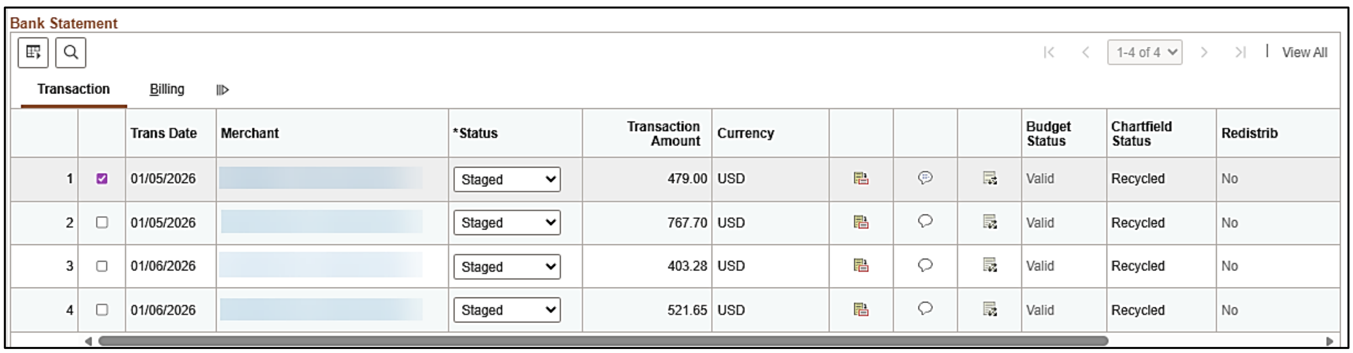
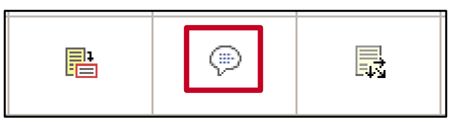
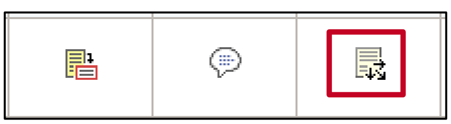
</td></tr>
<tr><td></td><td>

For Transactions with an eVA PO Type of “EVP” (existing eVA PO), enter the DO # as a comment.

</td></tr>
<tr><td>33.</td><td>

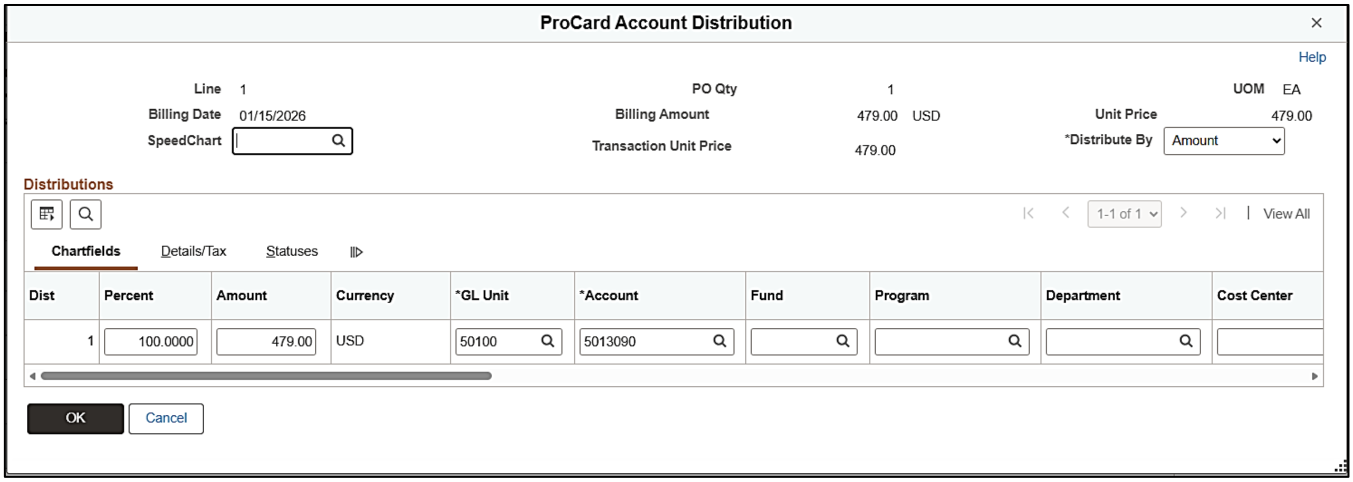
Click the **Add Attachments** button to add supporting documentation as attachments to the Transaction, as needed.


</td></tr>
</table>

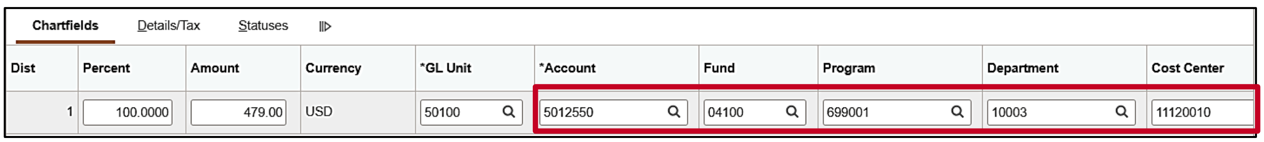
| Step | Action |
|---|---|
| 34. | Click the **OK** button.<br><br> |
| The **Transaction** tab displays.<br><br> | |
| | The corresponding **Comments** icon now displays with lines in it indicating that there are comments associated with this Transaction.<br> |
| 35. | Click the **Distribution** icon.<br> |
| | PCard and ISSP Transactions have a Budget Status of “Valid” and a ChartField status of “Recycled”, unless the ISSP Card Number ends in “V” (Non-Equipment ISSP Card). |

| Step | Action |
|---|---|

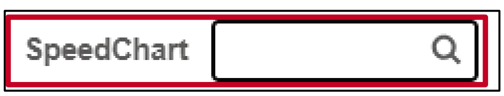
The **ProCard Account Distribution** page displays in a pop-up window.



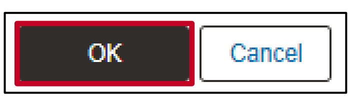

**36.** Review and/or enter a valid accounting distribution (ChartFields values) for the Transaction.




*(Info)* If the Agency uses SpeedCharts, the **SpeedChart** field can be used to quickly populate the applicable ChartFields information.




**37.** Click the **OK** button.




*(Info)* The ChartField combinations will be validated at this point. If the combination is not valid, an error message will display.

| Step | Action |
|---|---|
| | The **Transaction** tab displays. |

**Bank Statement**

1-4 of 4 | View All

Transaction | Billing

| | | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | | Budget Status | Chartfield Status | Redistrib |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | 01/05/2026 | | Staged | 479.00 | USD | | | | Not Chk'd | Valid | Yes |
| 2 | ☐ | 01/05/2026 | | Staged | 767.70 | USD | | | | Valid | Recycled | No |
| 3 | ☐ | 01/06/2026 | | Staged | 403.28 | USD | | | | Valid | Recycled | No |
| 4 | ☐ | 01/06/2026 | | Staged | 521.65 | USD | | | | Valid | Recycled | No |

| Step | Action |
|---|---|
| 38. | If any information was entered or updated on the **ProCard Account Distribution** page, the **Budget Status** will be "Not Chk'd" and the **ChartField Status** will be "Valid". In these cases, proceed to **Step 39**. If not, and the Budget Status is "Valid", proceed to **Step 41**. |

| Budget Status | Chartfield Status | Redistrib |
|---|---|---|
| Not Chk'd | Valid | Yes |

| Step | Action |
|---|---|
| 39. | Click the **Validate Budget** button. |

Validate Budget

Note: The Validate Budget process runs automatically multiple times a day if **Step 39** is not performed manually.

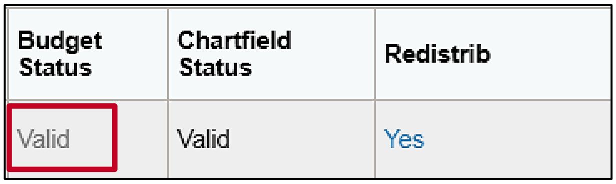
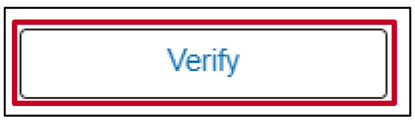
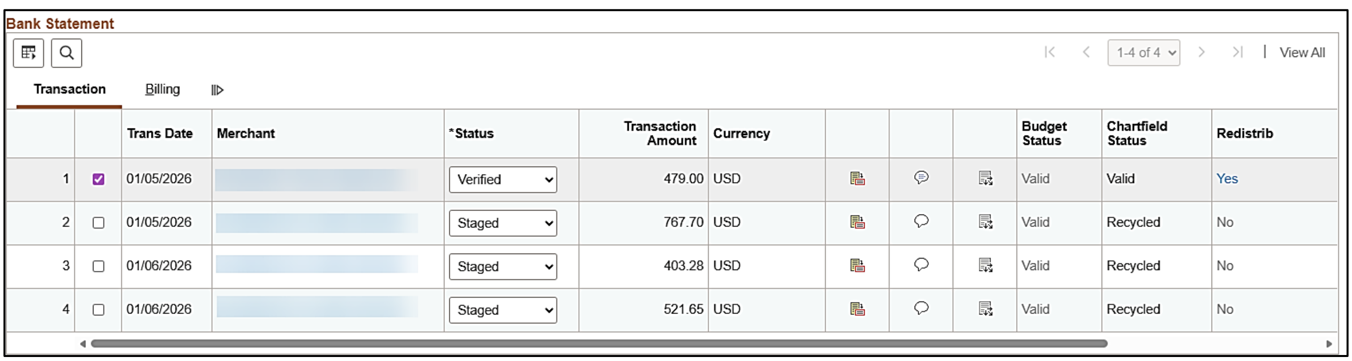
The page refreshes.

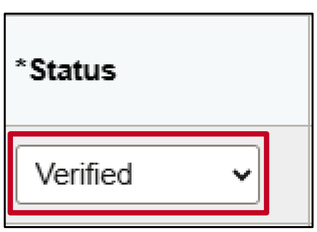
**Bank Statement**

1-4 of 4 | View All

Transaction | Billing

| | | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | | Budget Status | Chartfield Status | Redistrib |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | 01/05/2026 | | Staged | 479.00 | USD | | | | Valid | Valid | Yes |
| 2 | ☐ | 01/05/2026 | | Staged | 767.70 | USD | | | | Valid | Recycled | No |
| 3 | ☐ | 01/06/2026 | | Staged | 403.28 | USD | | | | Valid | Recycled | No |
| 4 | ☐ | 01/06/2026 | | Staged | 521.65 | USD | | | | Valid | Recycled | No |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>40.</td><td>Validate that the Budget Status is now “Valid”.<br>
</td></tr>
<tr><td>41.</td><td>Repeat these steps to review and reconcile additional Transactions as needed.</td></tr>
<tr><td>42.</td><td>Click the Verify button, to verify the Transactions that have been reconciled so that they can be approved.<br>
<br>Note: Alternatively, click the Status dropdown button and select the “Verified” list item.</td></tr>
<tr><td colspan="2">The page refreshes.<br>

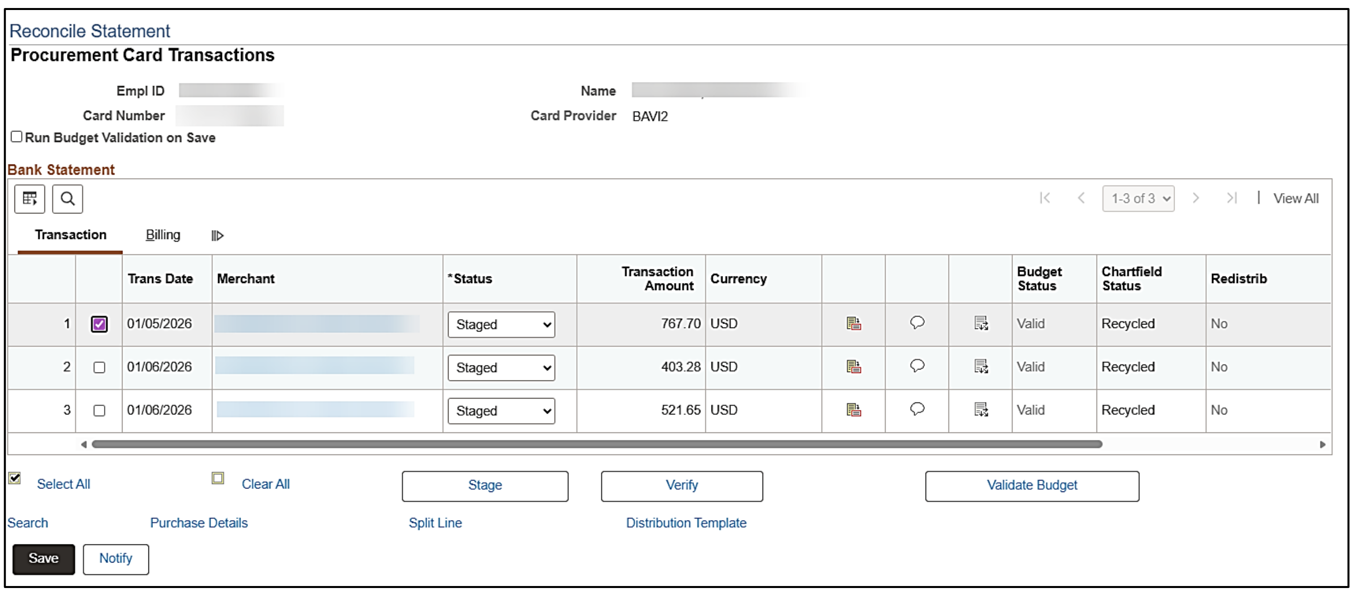
<table>
<tr><th></th><th></th><th>Trans Date</th><th>Merchant</th><th>*Status</th><th>Transaction Amount</th><th>Currency</th><th></th><th></th><th></th><th>Budget Status</th><th>Chartfield Status</th><th>Redistrib</th></tr>
<tr><td>1</td><td>☑</td><td>01/05/2026</td><td></td><td>Verified</td><td>479.00</td><td>USD</td><td></td><td></td><td></td><td>Valid</td><td>Valid</td><td>Yes</td></tr>
<tr><td>2</td><td>☐</td><td>01/05/2026</td><td></td><td>Staged</td><td>767.70</td><td>USD</td><td></td><td></td><td></td><td>Valid</td><td>Recycled</td><td>No</td></tr>
<tr><td>3</td><td>☐</td><td>01/06/2026</td><td></td><td>Staged</td><td>403.28</td><td>USD</td><td></td><td></td><td></td><td>Valid</td><td>Recycled</td><td>No</td></tr>
<tr><td>4</td><td>☐</td><td>01/06/2026</td><td></td><td>Staged</td><td>521.65</td><td>USD</td><td></td><td></td><td></td><td>Valid</td><td>Recycled</td><td>No</td></tr>
</table></td></tr>
<tr><td>43.</td><td>Validate that the Status field now displays as “Verified”.<br>
</td></tr>
<tr><td>44.</td><td>Click the Save button.<br>
</td></tr>
</table>

## Splitting a Transaction Line into Multiple Lines

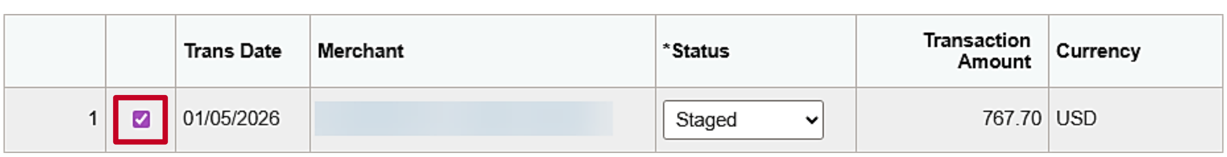
There are times when a transaction may need to be split into multiple Lines because eVA accepts only one Schedule per Purchase Order. Once a transaction is split, all individual Lines must be reviewed, reconciled, verified, and approved individually.

| Step | Action |
|---|---|
| 1. | Navigate to the **Reconcile Statement Procurement Card Transactions** page using the following path: **NavBar > Menu > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement** |
| 2. | Search for staged transactions that need to be reconciled by following **Steps 2-4** of the Performing Cardholder/District Reconciliation section in this Job Aid. |

The **Reconcile Statement Procurement Card Transactions** page displays.

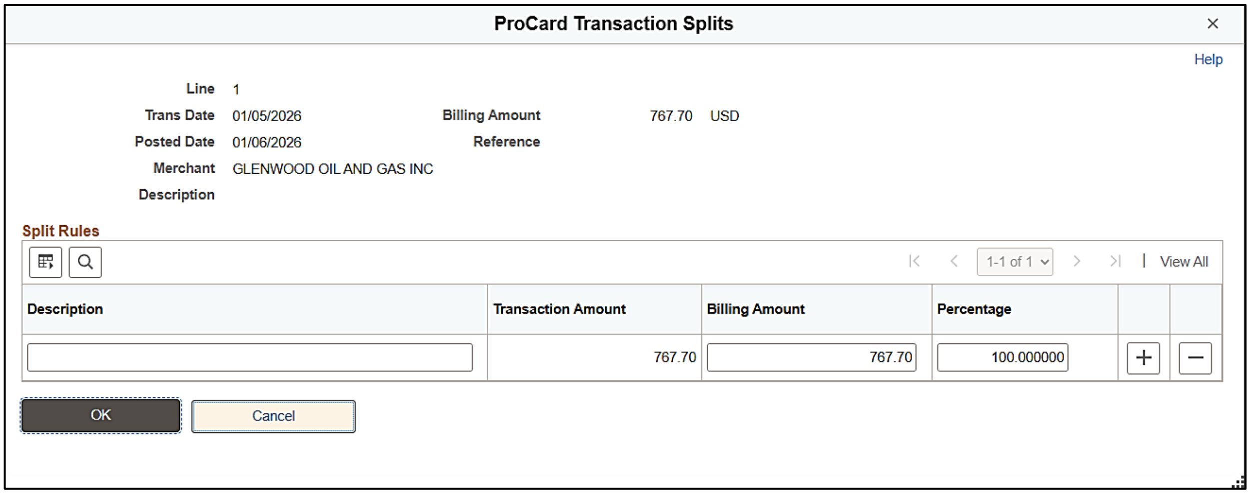


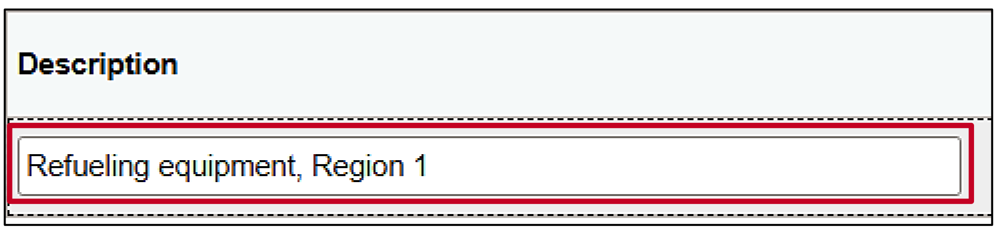

| | |
|---|---|
| 3. | Select the **Transaction** checkbox option for the transaction that needs to be split (the first transaction is selected by default). |

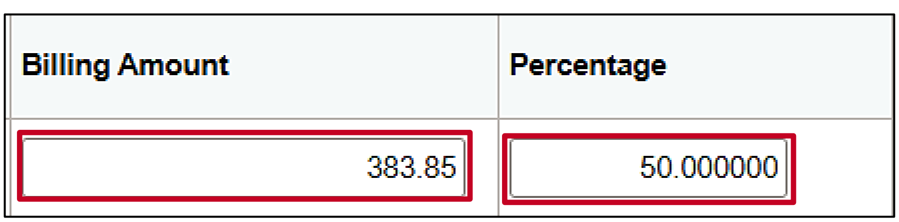


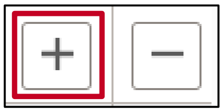
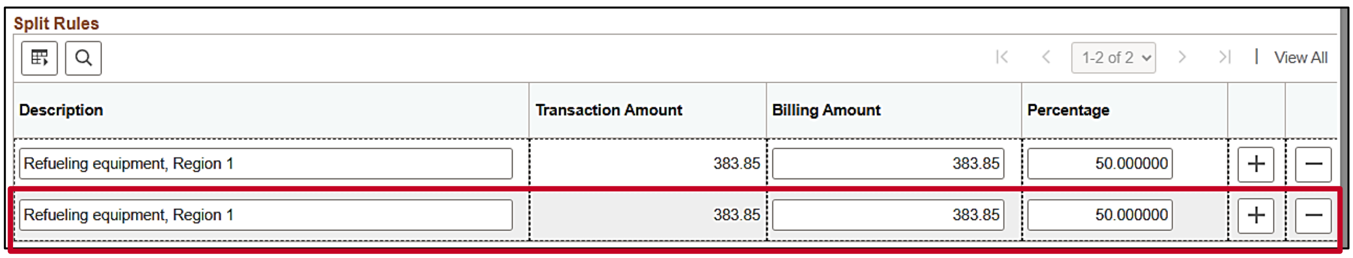
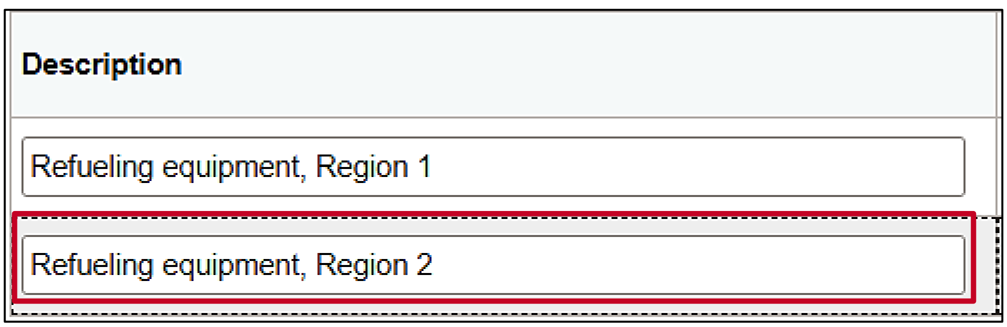
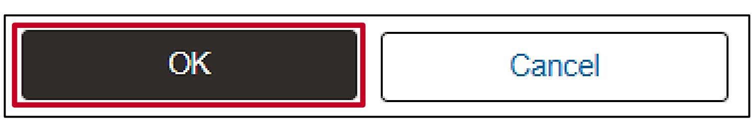

| | |
|---|---|
| 4. | Click the **Split Line** link. |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>The ProCard Transaction Splits page displays in a pop-up window.


</td></tr>
<tr><td>6.</td><td>Enter a description of the item purchased in the Description field.

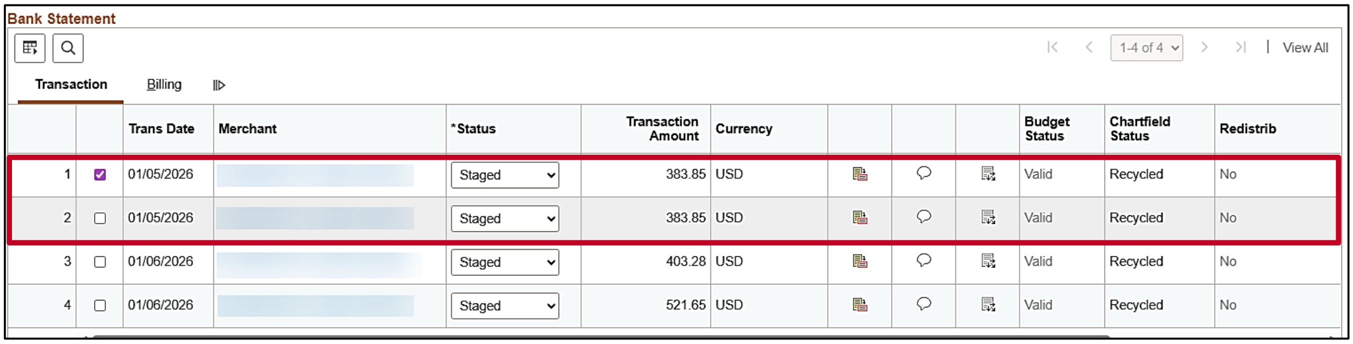

</td></tr>
<tr><td></td><td>Note: The description entered here will display on the Monthly PCard Statement query.</td></tr>
<tr><td>7.</td><td>For this first Line, enter an updated billing amount (portion of the total transaction amount as a dollar amount) in the Billing Amount field or update the percentage (portion of the total transaction amount as a percentage) in the Percentage field.


</td></tr>
<tr><td></td><td>Note: If an updated billing amount is entered, the Percentage field will automatically update when users tab out of the field. If an updated percentage is entered, the Billing Amount field will automatically update when users tab out of the field.</td></tr>
</table>

| Step | Action |
|---|---|
| 8. | Click the **Add a New Row** icon (**+**).<br> |
| | The page refreshes and the new row displays.<br><br> |
| 9. | The **Description** field for the second Line defaults to the same description as Line 1. Update as needed.<br><br> |
| 10. | The **Billing Amount** and **Percentage** fields automatically calculate based on the updates made to Line 1. Update one of these fields if additional split Lines need to be added and then repeat **Steps 7-9**. |
| 11. | Once complete, click the **OK** button.<br><br> |

| Step | Action |
|---|---|

The **Reconcile Statement Procurement Card Transactions** page displays, with the split Lines now appearing as individual Transactions.



Bank Statement

Transaction | Billing

1-4 of 4 | View All

| | | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | | Budget Status | Chartfield Status | Redistrib |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | 01/05/2026 | | Staged | 383.85 | USD | | | | Valid | Recycled | No |
| 2 | ☐ | 01/05/2026 | | Staged | 383.85 | USD | | | | Valid | Recycled | No |
| 3 | ☐ | 01/06/2026 | | Staged | 403.28 | USD | | | | Valid | Recycled | No |
| 4 | ☐ | 01/06/2026 | | Staged | 521.65 | USD | | | | Valid | Recycled | No |

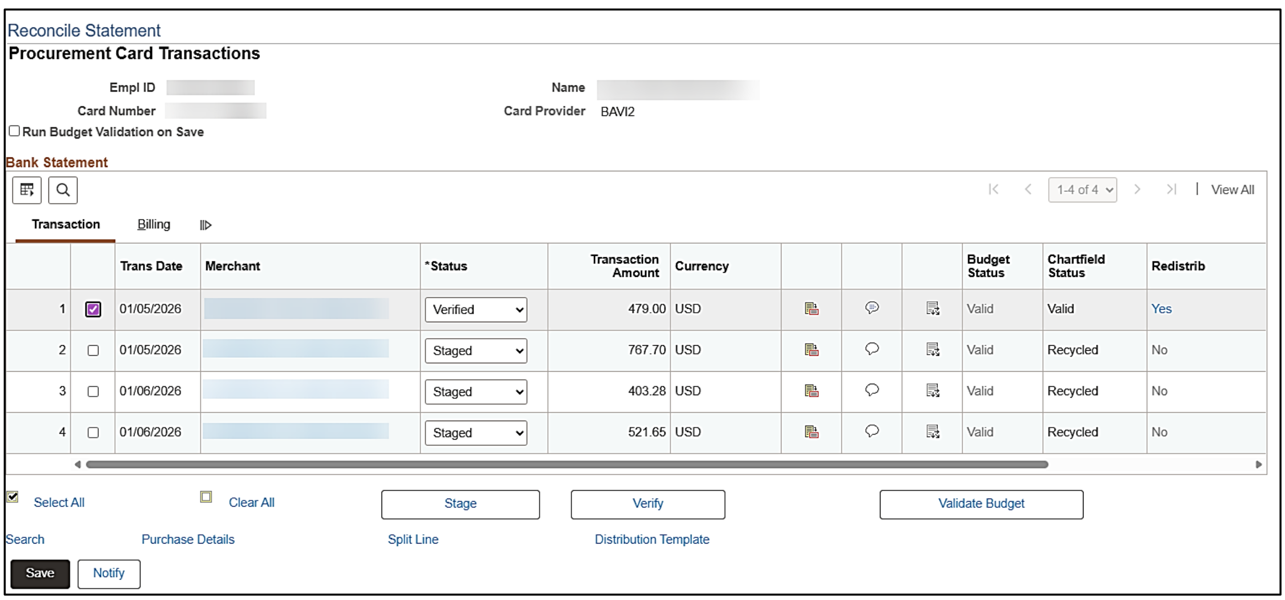
| | |
|---|---|
| 12. | Review and reconcile each Transaction created by the split by following **Steps 6-44** of the [Performing Cardholder/District Reconciliation](#) section of this Job Aid. |

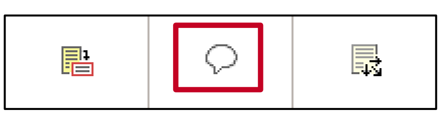
## Creating and Reviewing Disputes

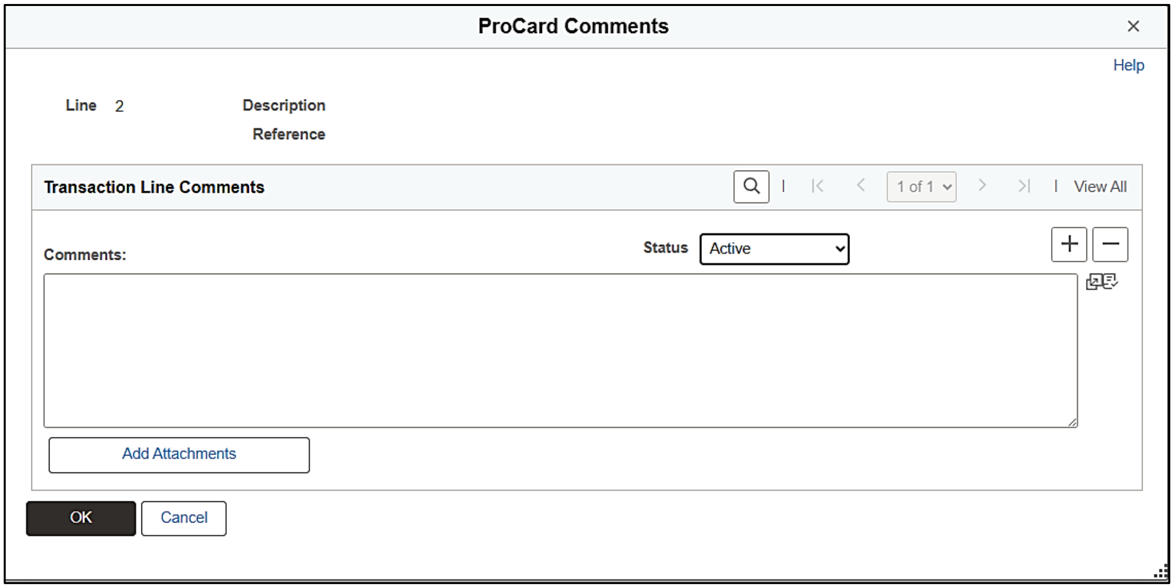
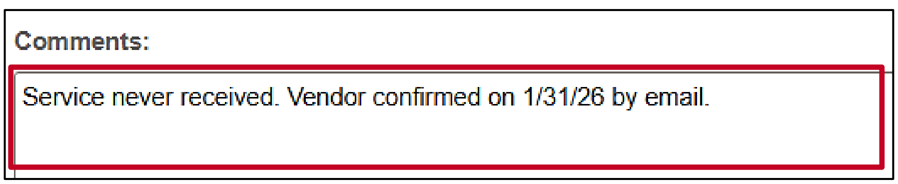
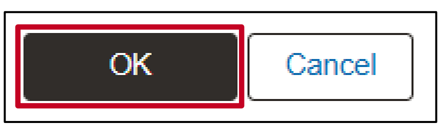
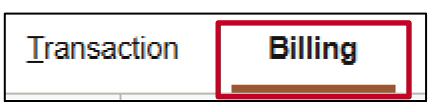
If there is a dispute the PCard or ISSP Supplier must be contacted.

In most cases where transactions are disputed, the vouchers are still paid in full. The merchant, or Supplier, will credit the transaction later.

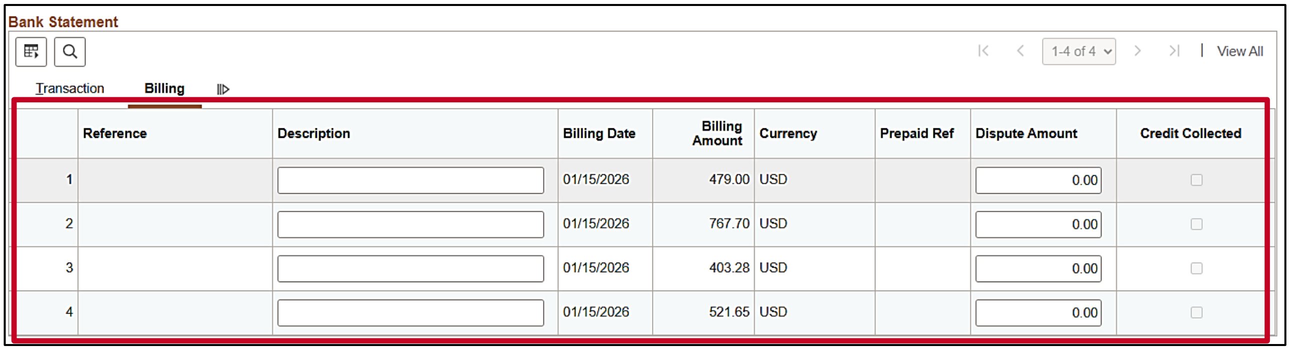
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Reconcile Statement Procurement Card Transactions page using the following path: NavBar > Menu > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement</td></tr>
<tr><td>2.</td><td>Search for applicable transactions by following Steps 2-5 of the Performing Cardholder/District Reconciliation section in this Job Aid.</td></tr>
<tr><td colspan="2">The Reconcile Statement Procurement Card Transactions page displays.


</td></tr>
<tr><td>3.</td><td>Click the Comments icon on the Transaction line to be disputed.

</td></tr>
</table>

| Step | Action |
|---|---|
| | The **ProCard Comments** page displays in a pop-up window.   |
| 4. | In the **Comments** field, enter a detailed explanation about the dispute.   |
| 5. | Click the **OK** button.   |
| 6. | Click the **Billing** tab.   |

| Step | Action |
|---|---|
| The **Billing** tab displays. | |



Bank Statement

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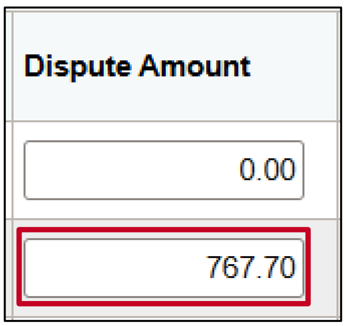
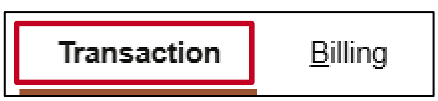
Transaction | Billing

| | Reference | Description | Billing Date | Billing Amount | Currency | Prepaid Ref | Dispute Amount | Credit Collected |
|---|---|---|---|---|---|---|---|---|
| 1 | | | 01/15/2026 | 479.00 | USD | | 0.00 | |
| 2 | | | 01/15/2026 | 767.70 | USD | | 0.00 | |
| 3 | | | 01/15/2026 | 403.28 | USD | | 0.00 | |
| 4 | | | 01/15/2026 | 521.65 | USD | | 0.00 | |

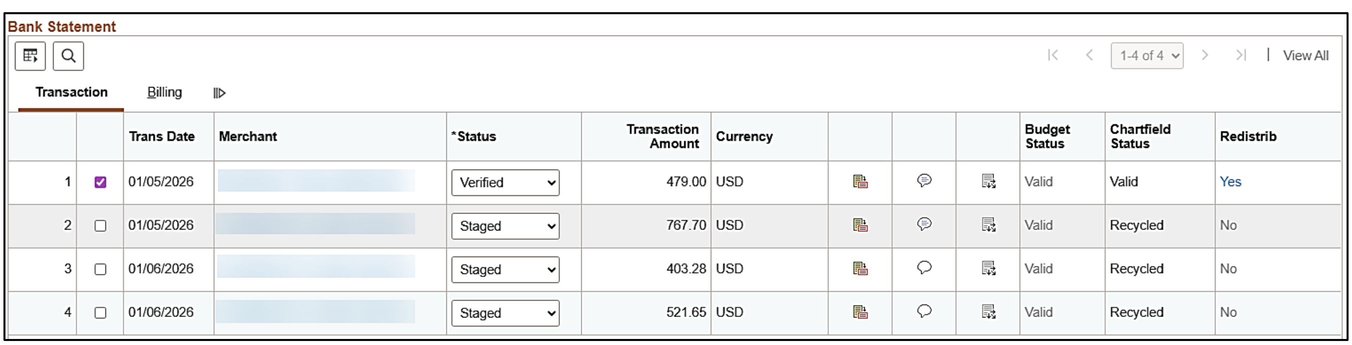
| Step | Action |
|---|---|
| 7. | Enter the disputed amount in the **Dispute Amount** field for the applicable Transaction. |




| Step | Action |
|---|---|
| 8. | Click the **Transaction** tab. |




The **Transaction** tab displays.



Bank Statement

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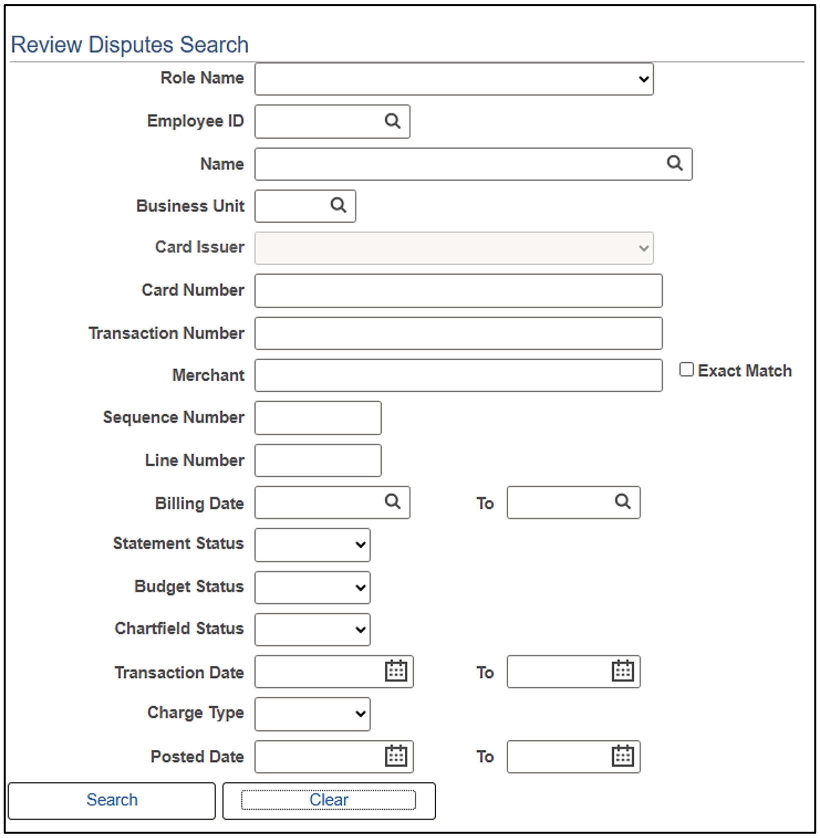
Transaction | Billing

| | | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | | Budget Status | Chartfield Status | Redistrib |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | 01/05/2026 | | Verified | 479.00 | USD | | | | Valid | Valid | Yes |
| 2 | ☐ | 01/05/2026 | | Staged | 767.70 | USD | | | | Valid | Recycled | No |
| 3 | ☐ | 01/06/2026 | | Staged | 403.28 | USD | | | | Valid | Recycled | No |
| 4 | ☐ | 01/06/2026 | | Staged | 521.65 | USD | | | | Valid | Recycled | No |

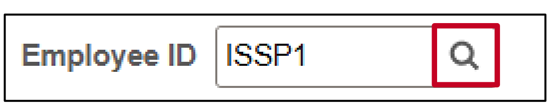
| Step | Action |
| --- | --- |
| 9. | If the **Status** field is set to “Staged”, complete the transaction’s verification following **Steps 35-44** in the Performing Cardholder/District Reconciliation section in this Job Aid to set the **Status** field of the disputed line to "Verified".<br><br> |
| 10. | Click the **Save** button.<br><br> |

## Reviewing Disputed Transactions

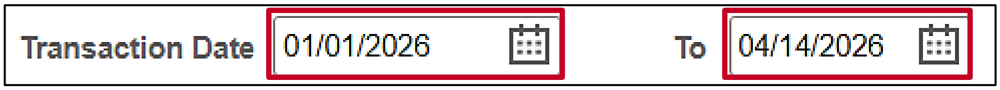
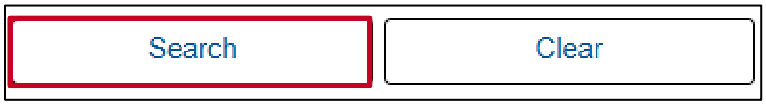
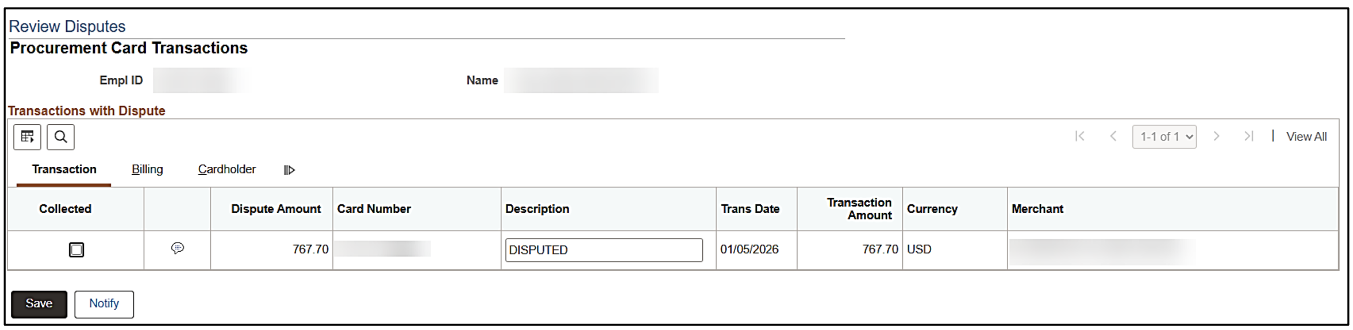
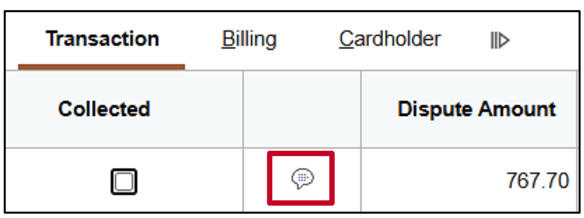
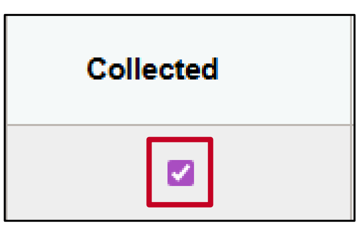
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Review Disputed Transactions page using the following path:<br>NavBar > Menu > Purchasing > Procurement Cards > Reconcile > Review Disputes</td></tr>
<tr><td colspan="2">The Review Disputes Search page displays.



</td></tr>
<tr><td>2.</td><td>Use the Employee ID field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
<ul>
<li>PCard: Enter the applicable employee’s Employee ID in the Employee ID field.</li>
<li>ISSP: Click the Employee ID Look up icon. Once the Look Up Employee ID page displays in a pop-up window, enter the applicable District’s ISSP in the Employee ID begins with field and then click the Look up button to search for and select the applicable ISSP.</li>
</ul>



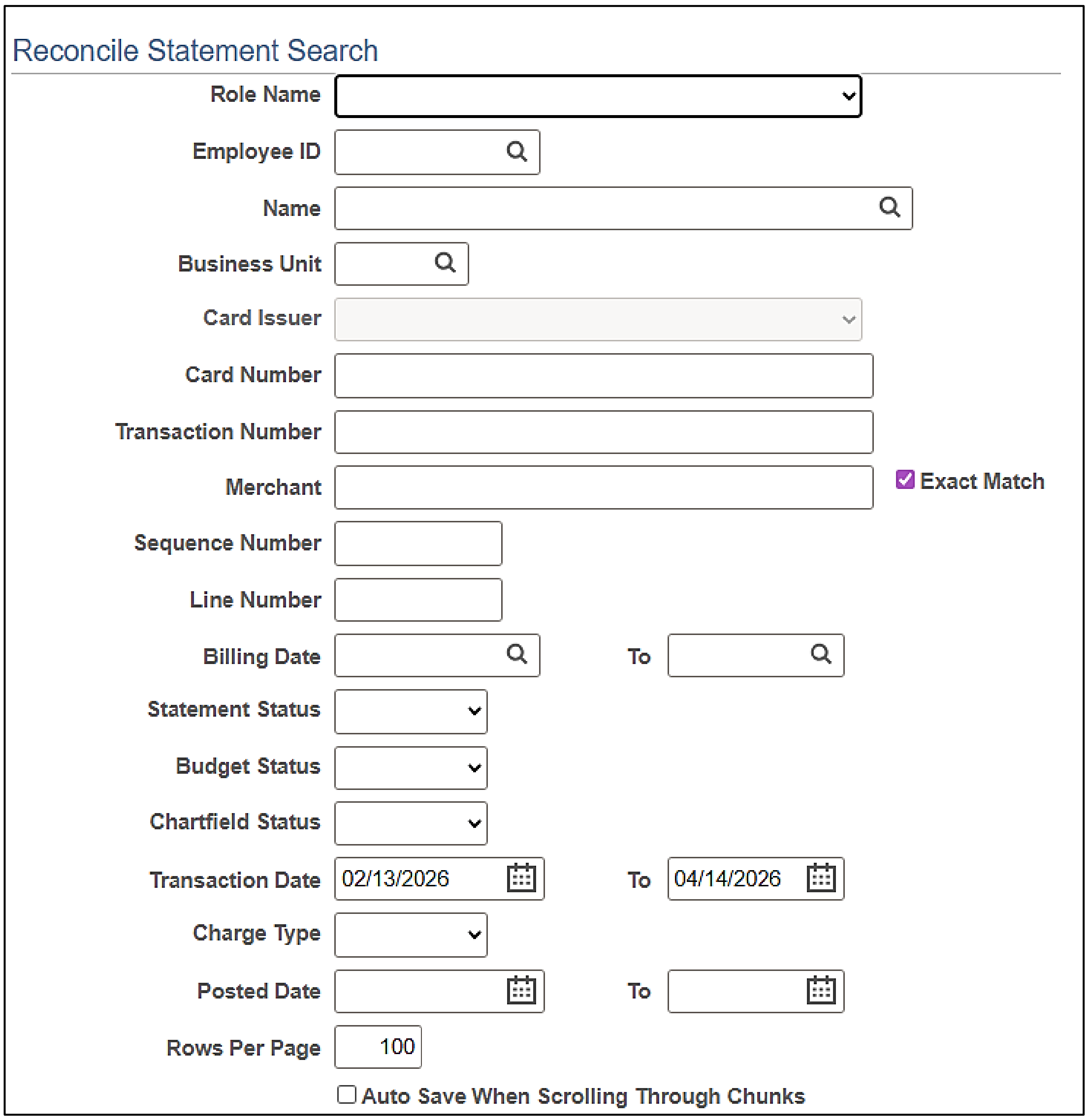
</td></tr>
</table>

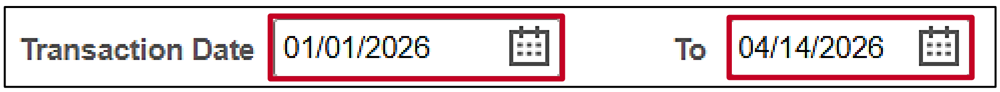
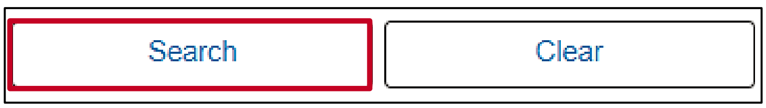
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>The Transaction Date fields default to a 60-day window going back from the current date. Update this date range as needed.<br>
</td></tr>
<tr><td>4.</td><td>Click the Search button.<br>
</td></tr>
<tr><td colspan="2">The Review Disputes Procurement Card Transactions page displays.<br>
</td></tr>
<tr><td>5.</td><td>Review the dispute explanation by clicking the Comments icon which is available on all the tabs.<br>
</td></tr>
<tr><td></td><td>Once the dispute is resolved and the credit is collected, the transaction is set to Collected on the Transaction tab.<br>
</td></tr>
</table>

## Canceling a Confirming Order in eVA

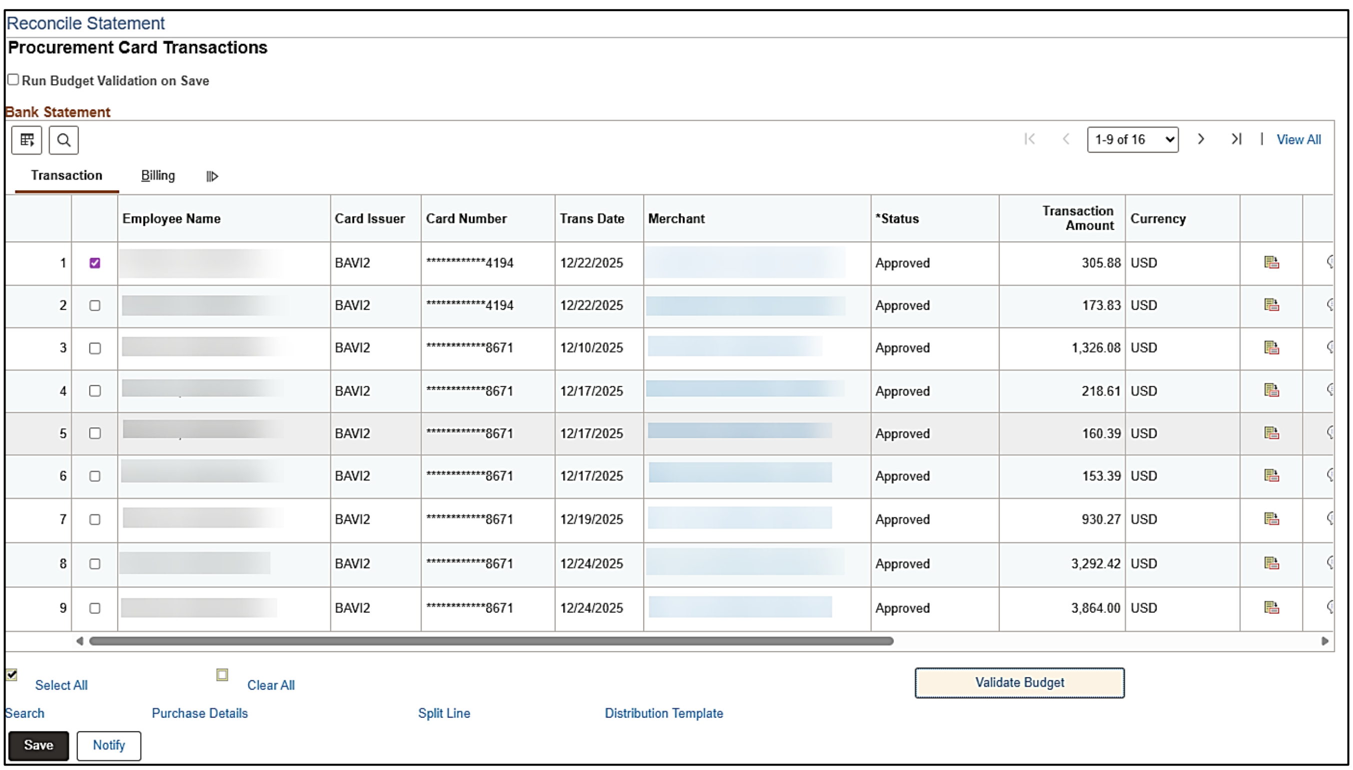
| Step | Action |
|---|---|
| 1. | Navigate to the **Reconcile Statement Procurement Card Transactions** page using the following path: **NavBar > Menu > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement** |

The **Reconcile Statement Search** page displays if the user has access to more than one card. If the user only has access to one card, proceed to **Step 6**.



| Step | Action |
|---|---|
| 2. | Use the **Employee ID** field to narrow down the search results (transactions) for a specific employee.   |
| 3. | The **Transaction Date** fields default to a 60-day window going back from the current date. Update this date range as needed.   |
| 4. | Click the **Search** button.   |

The **Reconcile Statement Procurement Card Transactions** page displays.



Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement

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Transaction Billing

| | | Employee Name | Card Issuer | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Currency |
|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | | BAVI2 | ************4194 | 12/22/2025 | | Approved | 305.88 | USD |
| 2 | ☐ | | BAVI2 | ************4194 | 12/22/2025 | | Approved | 173.83 | USD |
| 3 | ☐ | | BAVI2 | ************8671 | 12/10/2025 | | Approved | 1,326.08 | USD |
| 4 | ☐ | | BAVI2 | ************8671 | 12/17/2025 | | Approved | 218.61 | USD |
| 5 | ☐ | | BAVI2 | ************8671 | 12/17/2025 | | Approved | 160.39 | USD |
| 6 | ☐ | | BAVI2 | ************8671 | 12/17/2025 | | Approved | 153.39 | USD |
| 7 | ☐ | | BAVI2 | ************8671 | 12/19/2025 | | Approved | 930.27 | USD |
| 8 | ☐ | | BAVI2 | ************8671 | 12/24/2025 | | Approved | 3,292.42 | USD |
| 9 | ☐ | | BAVI2 | ************8671 | 12/24/2025 | | Approved | 3,864.00 | USD |

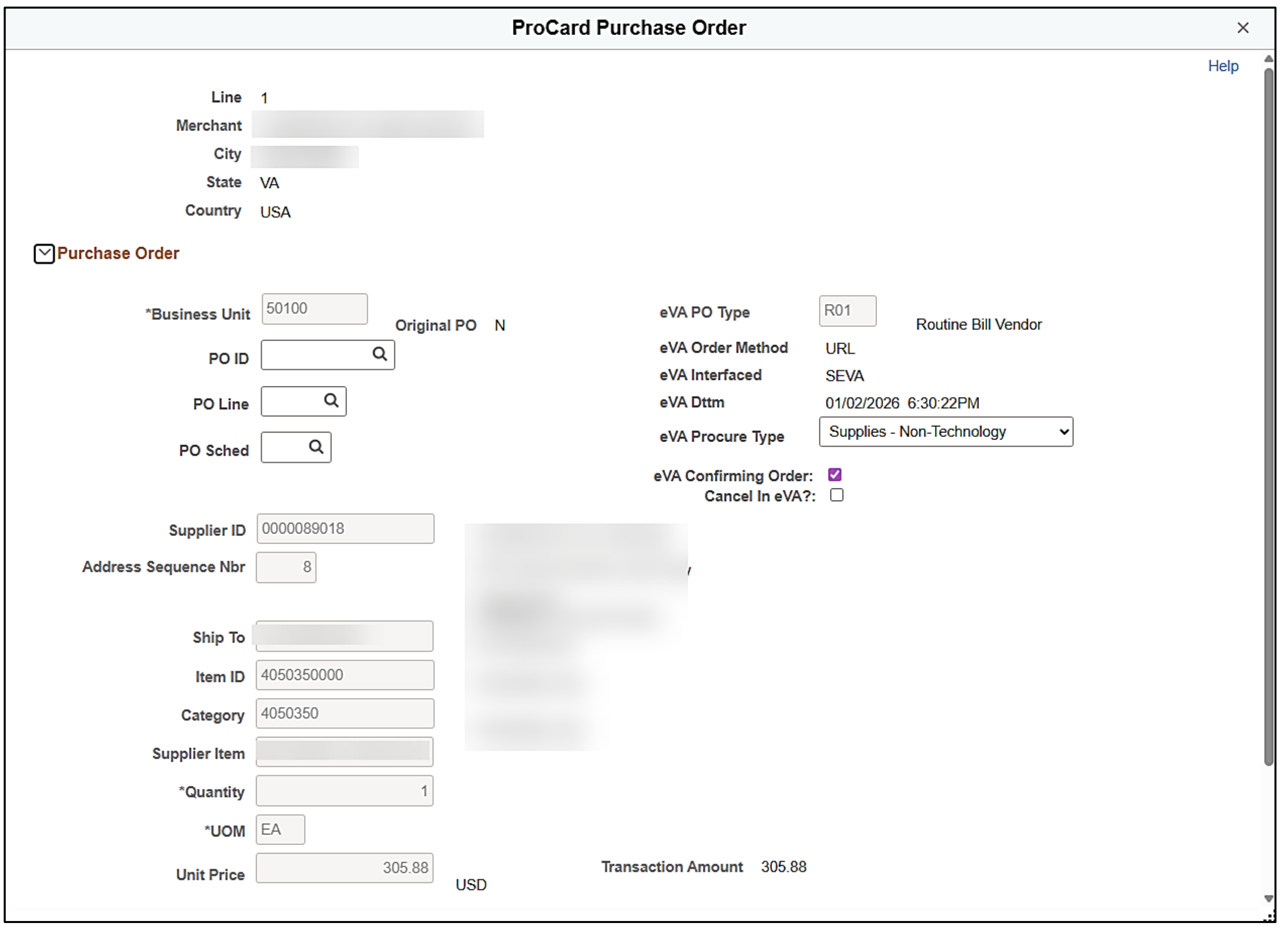
Select All Clear All Validate Budget

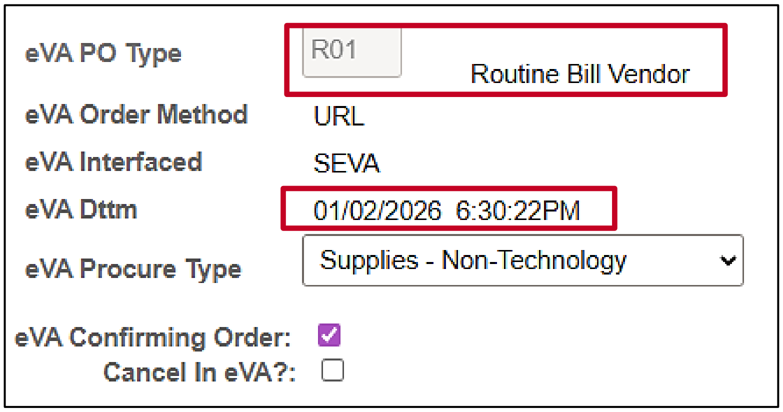
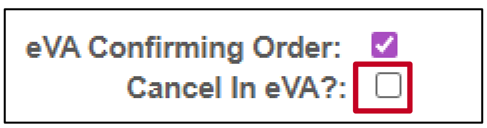
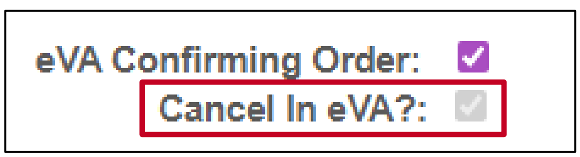
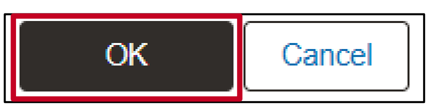
Search Purchase Details Split Line Distribution Template

Save Notify

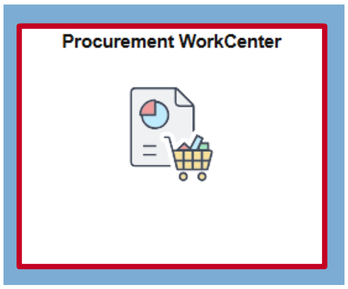
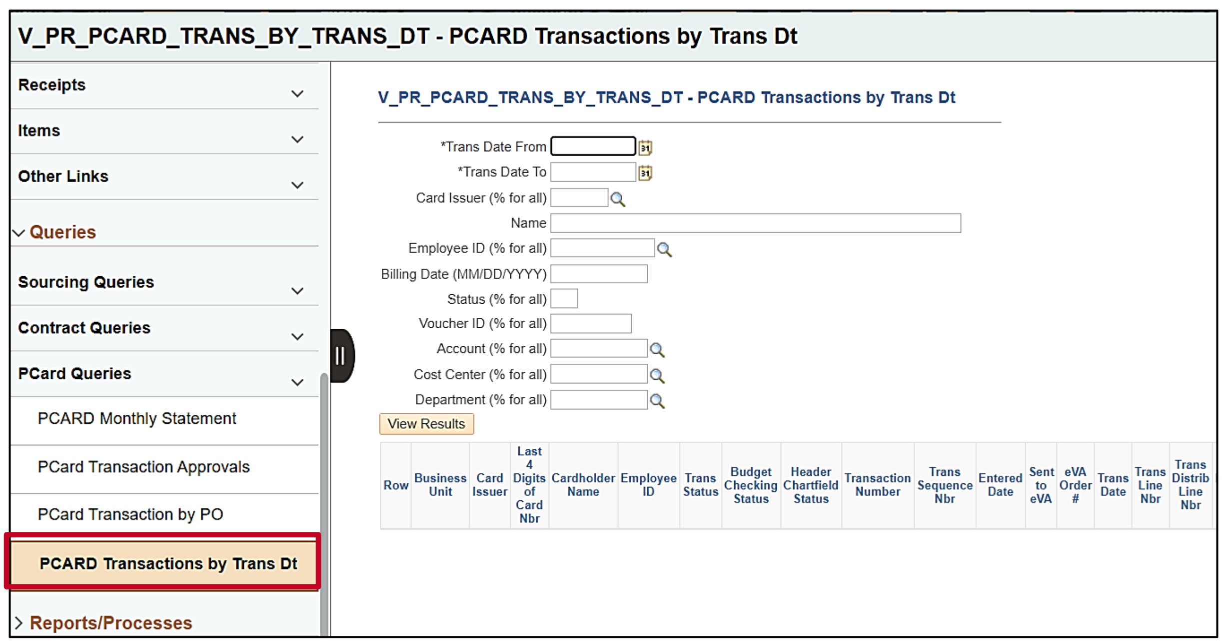
| Step | Action |
|---|---|
| 5. | Select the applicable **Transaction** checkbox option for the transaction to be canceled in eVA.   |
| 6. | Click the **Purchase Details** link.   |

The **ProCard Purchase Order** page displays in a pop-up window.



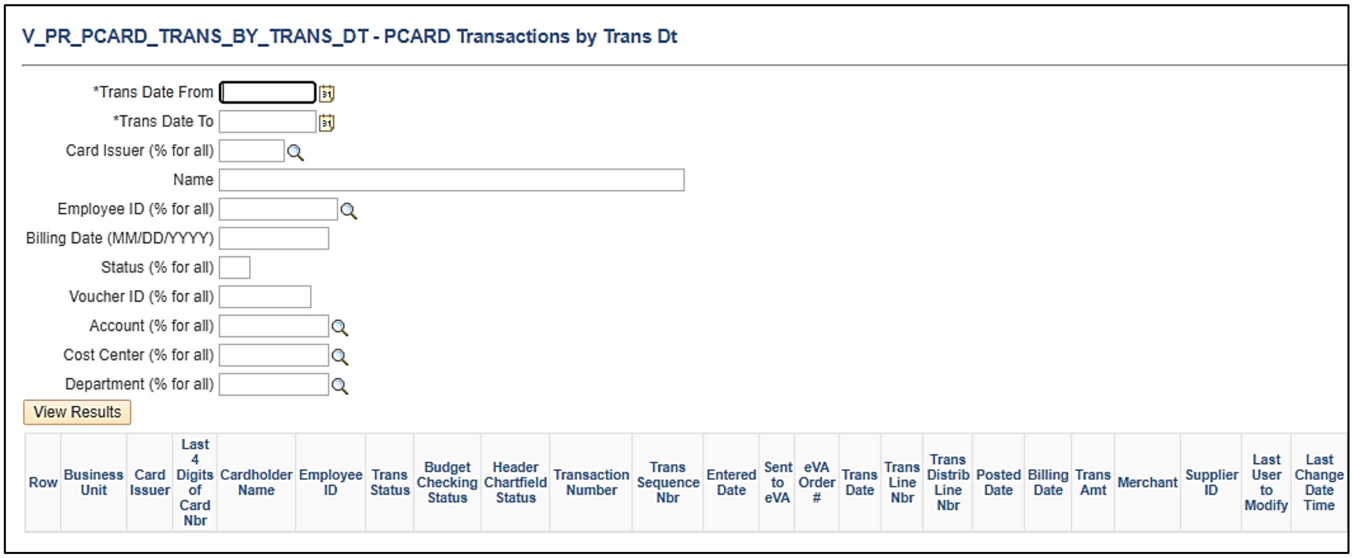
| Step | Action |
|---|---|
| | Only transactions with the **eVA PO Type** of "R01" will transmit to eVA.<br>Also note that the **eVA Dttm** field is populated.<br> |
| 7. | Select the **Cancel in eVA?** checkbox option.<br> |
| The **Cancel in eVA?** checkbox option is now grayed out and cannot be reversed.<br> | |
| | If the **Cancel** button is clicked instead of the **OK** button in the next step, the **Cancel in eVA** will not be saved. |
| 8. | Click the **OK** button.<br> |
| | The transaction will be transmitted to eVA and will be canceled automatically. |

## Running the PCard Transactions by Transaction Date Query

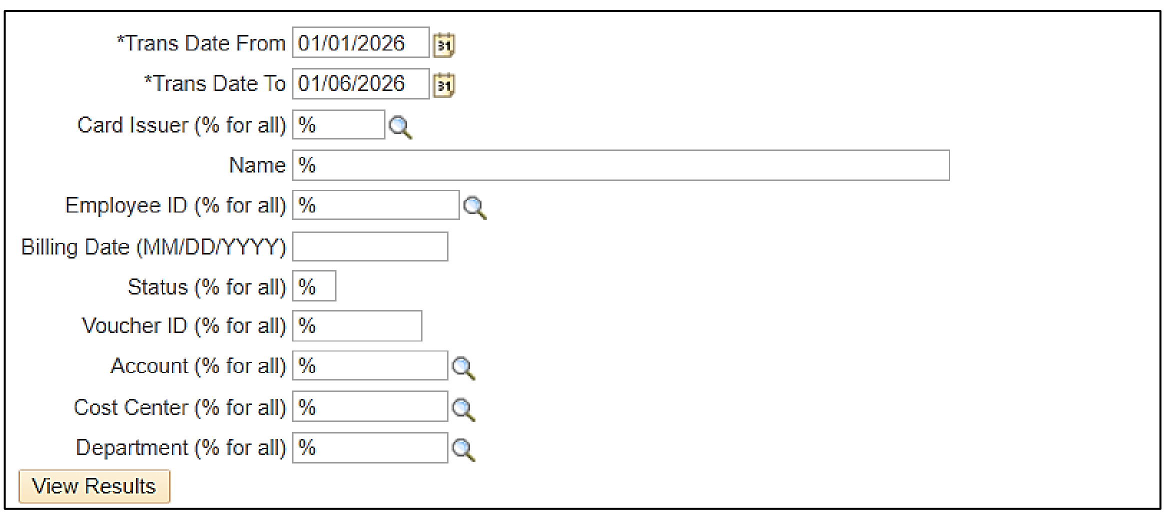
| Step | Action |
|---|---|
| 1. | Navigate to the **PCard Transactions by Transaction Date Query** by clicking the **Procurement WorkCenter** tile.<br> |
| | For more information pertaining to WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**. |
| 2. | Use the following navigation path in the WorkCenter: **Queries > PCard Queries > PCARD Transactions by Trans Dt**<br>**Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles.<br> |

| Step | Action |
|---|---|

The **V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt Query** page displays.

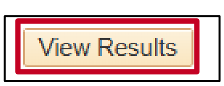



**3.** Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields.




**(i)** No results for the query will display until all required parameters are entered and the **View Results** button is clicked. The % wildcard character needs to be added to any fields that are not being searched, including the **Name** field, but not including **Billing Date**.

**4.** Click the **View Results** button.



| Step | Action |
|---|---|
| | The page refreshes with the query results. |

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2887 kb)

View All

| Row | Business Unit | Card Issuer | Last 4 Digits of Card Nbr | Cardholder Name | Employee ID | Trans Status | Budget Checking Status | Header Chartfield Status | Transaction Number | Trans Sequence Nbr | Entered Date | Sent to eVA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 50100 | BAVI9 | ************3842 | | | Staged | Valid | Recycled | 24040836002900014775306 | 8 | 01/06/2026 | |
| 2 | 50100 | BAVI9 | ************3842 | | | Staged | Valid | Recycled | 24394696002018015901373 | 7 | 01/06/2026 | |
| 3 | 50100 | BAVI9 | ************3842 | | | Staged | Valid | Recycled | 24394696002018015901381 | 6 | 01/06/2026 | |
| 4 | 50100 | BAVI4 | ************4451 | | | Staged | Valid | Recycled | 24692166005105569991098 | 11 | 01/07/2026 | |

| Step | Action |
|---|---|
| 5. | Click the **Excel Spreadsheet** link to download the query results if needed. |

Download results in : Excel SpreadSheet CSV Text File XML File (2887 kb)