



PCard/ISSP Reconciliation and Approvals Overview

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and Integrated Supply Services Program (ISSP) supplier with a status of "Staged". In order to comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their Transactions within five days of the posted date.

Once the cardholder reconciles their Transactions and updates the status to "Verified", the Transactions can be reviewed and approved by the supervisor. Approved Transactions are then sent to the Accounts Payable (AP) module for processing and payment.

Users (typically supervisors) with the role of PCard Supervisor can access verified Transactions that are ready for their approval using the Procurement WorkCenter. Multiple PCard or ISSP Transactions may be simultaneously accessed, reviewed, and approved by navigating to the reconciliation pages.

PCard Supervisors can also review Transactions using the **PCard Transactions by Transaction Date Query**, and support monthly PCard Transactions by accessing the **Review Bank Statement** page.

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	3
Reviewing and Approving PCard and ISSP Transactions	4
Reviewing and Approving Multiple PCard and ISSP Transactions	7
Running the PCard Transactions by Transaction Date Query	11
Reviewing PCard and ISSP Bank Statements	14



Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Revision History

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



Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Reviewing and Approving PCard and ISSP Transactions

The Procurement WorkCenter provides quick and easy access to review and approve both PCard and ISSP Transactions.

Step	Action																																																																																																																																															
1.	Navigate to the Reconcile PCard Statement page by clicking the Procurement WorkCenter tile. Procurement WorkCenter 																																																																																																																																															
	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: My Work > PCard Reconciliation > Reconcile PCard Statement Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. Procurement WorkCenter My Work PCard Reconciliation Reconcile PCard Statement 79 My Approvals Pending Approvals Requisition Delegation of Authority Links Contract Alerts Contract Thresholds Requisitions Sourcing Procurement Contracts Purchase Order Receipts Items Other Links Reconcile PCard Statement <table><tr><th>Actions</th><th>Name</th><th>Card Number</th><th>Transaction Date</th><th>Merchant</th><th>Transaction Amount</th><th>Currency</th><th>Status</th><th>Budget Status</th><th>Attachment Reviewed</th><th>More</th></tr><tr><td></td><td></td><td>*****</td><td>12/19/2025</td><td></td><td>349.44</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/23/2025</td><td></td><td>324.11</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/23/2025</td><td></td><td>362.27</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/23/2025</td><td></td><td>218.20</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/23/2025</td><td></td><td>141.08</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/30/2025</td><td></td><td>60.00</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/18/2025</td><td></td><td>425.00</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/19/2025</td><td></td><td>1584.61</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/19/2025</td><td></td><td>3928.91</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/24/2025</td><td></td><td>1454.00</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/24/2025</td><td></td><td>1243.00</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr><tr><td></td><td></td><td>*****</td><td>12/24/2025</td><td></td><td>793.00</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td></td></tr></table>	Actions	Name	Card Number	Transaction Date	Merchant	Transaction Amount	Currency	Status	Budget Status	Attachment Reviewed	More			*****	12/19/2025		349.44	USD	Verified	Valid	No				*****	12/23/2025		324.11	USD	Verified	Valid	No				*****	12/23/2025		362.27	USD	Verified	Valid	No				*****	12/23/2025		218.20	USD	Verified	Valid	No				*****	12/23/2025		141.08	USD	Verified	Valid	No				*****	12/30/2025		60.00	USD	Verified	Valid	No				*****	12/18/2025		425.00	USD	Verified	Valid	No				*****	12/19/2025		1584.61	USD	Verified	Valid	No				*****	12/19/2025		3928.91	USD	Verified	Valid	No				*****	12/24/2025		1454.00	USD	Verified	Valid	No				*****	12/24/2025		1243.00	USD	Verified	Valid	No				*****	12/24/2025		793.00	USD	Verified	Valid	No	
Actions	Name	Card Number	Transaction Date	Merchant	Transaction Amount	Currency	Status	Budget Status	Attachment Reviewed	More																																																																																																																																						
		*****	12/19/2025		349.44	USD	Verified	Valid	No																																																																																																																																							
		*****	12/23/2025		324.11	USD	Verified	Valid	No																																																																																																																																							
		*****	12/23/2025		362.27	USD	Verified	Valid	No																																																																																																																																							
		*****	12/23/2025		218.20	USD	Verified	Valid	No																																																																																																																																							
		*****	12/23/2025		141.08	USD	Verified	Valid	No																																																																																																																																							
		*****	12/30/2025		60.00	USD	Verified	Valid	No																																																																																																																																							
		*****	12/18/2025		425.00	USD	Verified	Valid	No																																																																																																																																							
		*****	12/19/2025		1584.61	USD	Verified	Valid	No																																																																																																																																							
		*****	12/19/2025		3928.91	USD	Verified	Valid	No																																																																																																																																							
		*****	12/24/2025		1454.00	USD	Verified	Valid	No																																																																																																																																							
		*****	12/24/2025		1243.00	USD	Verified	Valid	No																																																																																																																																							
		*****	12/24/2025		793.00	USD	Verified	Valid	No																																																																																																																																							



Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Step	Action												
3.	Click the More (>) icon next to the applicable Transaction row. <table><tr><th>Transaction Amount</th><th>Currency</th><th>Status</th><th>Budget Status</th><th>Attachment Reviewed</th><th>More</th></tr><tr><td>349.44</td><td>USD</td><td>Verified</td><td>Valid</td><td>No</td><td>></td></tr></table>	Transaction Amount	Currency	Status	Budget Status	Attachment Reviewed	More	349.44	USD	Verified	Valid	No	>
Transaction Amount	Currency	Status	Budget Status	Attachment Reviewed	More								
349.44	USD	Verified	Valid	No	>								

The **Reconcile Statement - Procurement Card Transactions** page displays in a new browser tab. The PCard and ISSP search results pages will look slightly different but have the same functionality.

Reconcile Statement

Procurement Card Transactions

Empl ID Name

☐ Run Budget Validation on Save

Bank Statement

☐ |< < 1-1 of 1 > >| View All

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Ch Sta
1	☒		*****	12/19/2025		Verified	349.44	USD			Valid	Val

☒ Select All ☐ Clear All

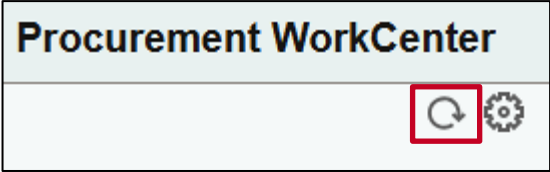
Search Purchase Details Distribution Template

4.	Before approving the Transaction, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349 Performing PCard and ISSP Reconciliations (VDOT Only) . This Job Aid is available on the Cardinal website in Job Aids under Learning .
5.	Click the Approve button. Approve

The **Status** field for the Transaction is updated to "Approved".

*Status

Approved

Step	Action
6.	Click the Save button. 
7.	Return to the Procurement WorkCenter page on the previous browser tab.
8.	Click the Refresh button. 
The approved Transaction is no longer in the list, and the list total is reduced by one. 	



PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Reviewing and Approving Multiple PCard and ISSP Transactions

The process for approving multiple PCard or ISSP Transactions (for an individual cardholder or District respectively) is done in the same manner as a single Transaction. However, the **Procurement WorkCenter** cannot be used to approve multiple Transactions at the same time. It provides access to only one Transaction at a time. Instead, navigate to the **Reconcile Statement - Procurement Card Transactions** page.

Step	Action
1.	Navigate to the Reconcile Statement Search page using the following path: NavBar > Menu > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement

The **Reconcile Statement Search** page displays.

Reconcile Statement Search

Role Name		▼
Employee ID		Q
Name		Q
Business Unit		Q
Card Issuer		▼
Card Number		
Transaction Number		
Merchant		☒ Exact Match
Sequence Number		
Line Number		
Billing Date		To
Statement Status		▼
Budget Status		▼
Chartfield Status		▼
Transaction Date		To
Charge Type		▼
Posted Date		To
Rows Per Page		100
☐ Auto Save When Scrolling Through Chunks		
Search Clear		



Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Step	Action
2.	Click the Role Name dropdown button and select "SUPERVISOR". Role Name SUPERVISOR 
3.	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: • PCard: Enter the applicable employee's Employee ID in the Employee ID field. • 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. Employee ID ISSP1 
4.	Click the Statement Status dropdown button and select "Verified" to search for Transactions that need to be approved. Statement Status Verified 
5.	The Transaction Date fields default to a 60-day window going back from the current date. Update this date range as needed. Transaction Date 01/01/2026  To 04/14/2026 
6.	Click the Search button. Search Clear



Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Step	Action																																																																																																												
	The Reconcile Statement - Procurement Card Transactions page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP Transactions, however, the approval process is the same. Reconcile Statement Procurement Card Transactions ☐ Run Budget Validation on Save Bank Statement 1-8 of 8 View All Transaction Billing <table><tr><th></th><th></th><th>Employee Name</th><th>Card Issuer</th><th>Card Number</th><th>Trans Date</th><th>Merchant</th><th>*Status</th><th>Transaction Amount</th><th>Currency</th><th></th><th></th></tr><tr><td>1</td><td>☒</td><td></td><td></td><td>*****</td><td>01/02/2026</td><td></td><td>Verified</td><td>120.00</td><td>USD</td><td></td><td></td></tr><tr><td>2</td><td>☐</td><td></td><td></td><td>*****</td><td>01/05/2026</td><td></td><td>Verified</td><td>83.47</td><td>USD</td><td></td><td></td></tr><tr><td>3</td><td>☐</td><td></td><td></td><td>*****</td><td>01/05/2026</td><td></td><td>Verified</td><td>317.80</td><td>USD</td><td></td><td></td></tr><tr><td>4</td><td>☐</td><td></td><td></td><td>*****</td><td>01/02/2026</td><td></td><td>Verified</td><td>6.35</td><td>USD</td><td></td><td></td></tr><tr><td>5</td><td>☐</td><td></td><td></td><td>*****</td><td>01/02/2026</td><td></td><td>Verified</td><td>2.34</td><td>USD</td><td></td><td></td></tr><tr><td>6</td><td>☐</td><td></td><td></td><td>*****</td><td>01/05/2026</td><td></td><td>Verified</td><td>120.00</td><td>USD</td><td></td><td></td></tr><tr><td>7</td><td>☐</td><td></td><td></td><td>*****</td><td>01/06/2026</td><td></td><td>Verified</td><td>76.10</td><td>USD</td><td></td><td></td></tr><tr><td>8</td><td>☐</td><td></td><td></td><td>*****</td><td>01/06/2026</td><td></td><td>Verified</td><td>2.24</td><td>USD</td><td></td><td></td></tr></table> ☒ Select All ☐ Clear All Stage Verify Approve Validate Budget Search Purchase Details Split Line Distribution Template Save Notify			Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			1	☒			*****	01/02/2026		Verified	120.00	USD			2	☐			*****	01/05/2026		Verified	83.47	USD			3	☐			*****	01/05/2026		Verified	317.80	USD			4	☐			*****	01/02/2026		Verified	6.35	USD			5	☐			*****	01/02/2026		Verified	2.34	USD			6	☐			*****	01/05/2026		Verified	120.00	USD			7	☐			*****	01/06/2026		Verified	76.10	USD			8	☐			*****	01/06/2026		Verified	2.24	USD		
		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency																																																																																																				
1	☒			*****	01/02/2026		Verified	120.00	USD																																																																																																				
2	☐			*****	01/05/2026		Verified	83.47	USD																																																																																																				
3	☐			*****	01/05/2026		Verified	317.80	USD																																																																																																				
4	☐			*****	01/02/2026		Verified	6.35	USD																																																																																																				
5	☐			*****	01/02/2026		Verified	2.34	USD																																																																																																				
6	☐			*****	01/05/2026		Verified	120.00	USD																																																																																																				
7	☐			*****	01/06/2026		Verified	76.10	USD																																																																																																				
8	☐			*****	01/06/2026		Verified	2.24	USD																																																																																																				
7.	Before approving the Transaction, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349 Performing PCard and ISSP Reconciliations (VDOT Only) . This Job Aid is available on the Cardinal website in Job Aids under Learning .																																																																																																												
8.	To select all Transactions, click the Select All checkbox option. ☒ Select All																																																																																																												



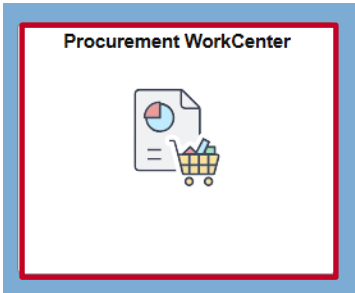
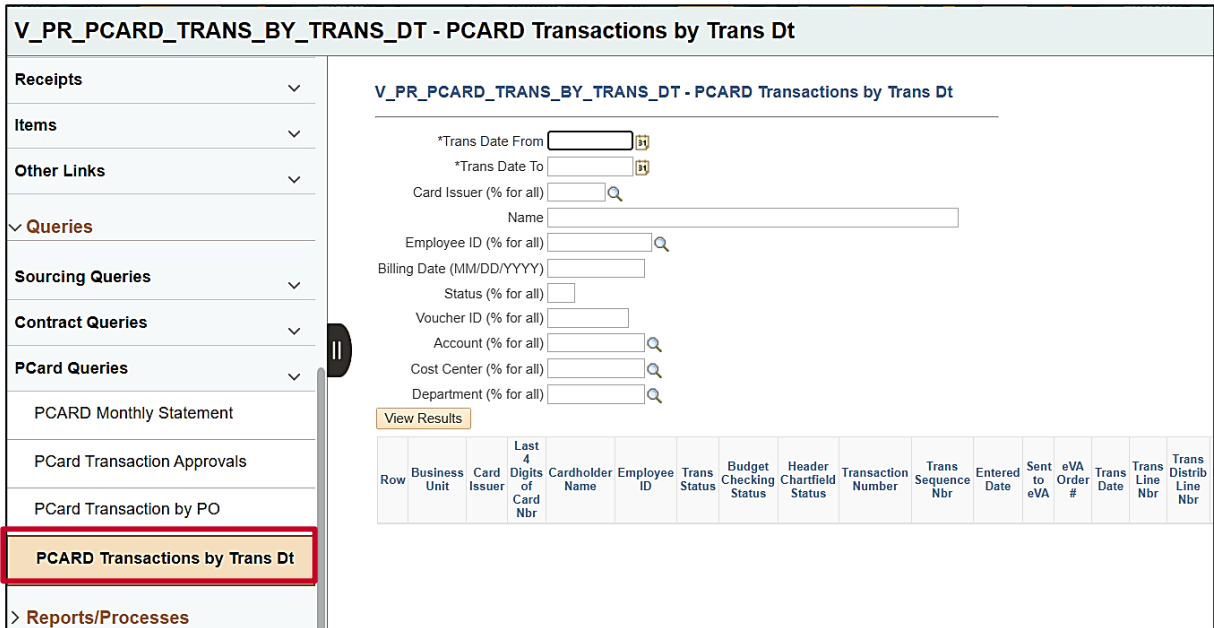
Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Step	Action																																																						
9.	To select individual Transactions, click the Select checkbox option for each. <table border="1"><thead><tr><th></th><th></th><th>Employee Name</th><th>Card Issuer</th><th>Card Number</th><th>Trans Date</th><th>Merchant</th><th>*Status</th><th>Transaction Amount</th></tr></thead><tbody><tr><td>1</td><td>☒</td><td></td><td></td><td>*****</td><td>01/02/2026</td><td></td><td>Verified v </td><td>120.00</td></tr><tr><td>2</td><td>☒</td><td></td><td></td><td>*****</td><td>01/05/2026</td><td></td><td>Verified v </td><td>83.47</td></tr><tr><td>3</td><td>☒</td><td></td><td></td><td>*****</td><td>01/05/2026</td><td></td><td>Verified v </td><td>317.80</td></tr><tr><td>4</td><td>☐</td><td></td><td></td><td>*****</td><td>01/02/2026</td><td></td><td>Verified v </td><td>6.35</td></tr><tr><td>5</td><td>☐</td><td></td><td></td><td>*****</td><td>01/02/2026</td><td></td><td>Verified v </td><td>2.34</td></tr></tbody></table>			Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	1	☒			*****	01/02/2026		Verified v	120.00	2	☒			*****	01/05/2026		Verified v	83.47	3	☒			*****	01/05/2026		Verified v	317.80	4	☐			*****	01/02/2026		Verified v	6.35	5	☐			*****	01/02/2026		Verified v	2.34
		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount																																															
1	☒			*****	01/02/2026		Verified v	120.00																																															
2	☒			*****	01/05/2026		Verified v	83.47																																															
3	☒			*****	01/05/2026		Verified v	317.80																																															
4	☐			*****	01/02/2026		Verified v	6.35																																															
5	☐			*****	01/02/2026		Verified v	2.34																																															
10.	Click the Approve button. Approve																																																						
	The Status field is updated to "Approved" for each of the selected Transactions. <table border="1"><thead><tr><th>*Status</th><th>Transaction Amount</th><th>Currency</th></tr></thead><tbody><tr><td>Approved v </td><td>120.00</td><td>USD</td></tr><tr><td>Approved v </td><td>83.47</td><td>USD</td></tr><tr><td>Approved v </td><td>317.80</td><td>USD</td></tr><tr><td>Verified v </td><td>6.35</td><td>USD</td></tr></tbody></table>	*Status	Transaction Amount	Currency	Approved v	120.00	USD	Approved v	83.47	USD	Approved v	317.80	USD	Verified v	6.35	USD																																							
*Status	Transaction Amount	Currency																																																					
Approved v	120.00	USD																																																					
Approved v	83.47	USD																																																					
Approved v	317.80	USD																																																					
Verified v	6.35	USD																																																					
11.	Click the Save button. Save Notify																																																						

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

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. 
	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 Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Step	Action																								
	The V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt Query page displays. V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt *Trans Date From *Trans Date To Card Issuer (% for all) Name Employee ID (% for all) Billing Date (MM/DD/YYYY) Status (% for all) Voucher ID (% for all) Account (% for all) Cost Center (% for all) Department (% for all) View Results <table><tr><th>Row</th><th>Business Unit</th><th>Card Issuer</th><th>Last 4 Digits of Card Nbr</th><th>Cardholder Name</th><th>Employee ID</th><th>Trans Status</th><th>Budget Checking Status</th><th>Header Chartfield Status</th><th>Transaction Number</th><th>Trans Sequence Nbr</th><th>Entered Date</th><th>Sent to eVA</th><th>eVA Order #</th><th>Trans Date</th><th>Trans Line Nbr</th><th>Trans Distrib Line Nbr</th><th>Posted Date</th><th>Billing Date</th><th>Trans Amt</th><th>Merchant</th><th>Supplier ID</th><th>Last User to Modify</th><th>Last Change Date Time</th></tr></table>	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	eVA Order #	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date Time
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	eVA Order #	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date Time		
3.	Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields. *Trans Date From *Trans Date To Card Issuer (% for all) Name Employee ID (% for all) Billing Date (MM/DD/YYYY) Status (% for all) Voucher ID (% for all) Account (% for all) Cost Center (% for all) Department (% for all) View Results																								
	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 on, including the Name field, but not including Billing Date.																								
4.	Click the View Results button. View Results																								



Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

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	

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)



PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Reviewing PCard and ISSP Bank Statements

At the end of each PCard monthly billing cycle, the Accounts Payable PCard Processor verifies that all Transactions for that statement billing date have been approved and have a valid budget status. If there are Transactions that have not been approved, the Approver is notified. ISSP Transactions are reconciled (verified and approved) and paid daily.

Transactions that have not been closed (i.e. vouchered) can always be reviewed on the **Review Bank Statement** page.

Step	Action
1.	Navigate to the Review Bank Statement page using the following path: NavBar > Menu > Purchasing > Procurement Cards > Review Bank Statement
The Review Bank Statement search page displays. Role Name Card Issuer Billing Date Statement Status All Trans Search	
2.	Click the Role Name dropdown button and select the applicable role (e.g., "SUPERVISOR"). Role Name SUPERVISOR
3.	Click the Card Issuer Look up icon to search for the applicable card issuer. Card Issuer
4.	Click the Billing Date Look up icon to search for the applicable billing date. This field can be populated only if the Card Issuer field is already populated. Billing Date 12/15/2025



Procurement Job Aid

PR349 Reviewing and Approving PCard and ISSP Transactions (VDOT Only)

Step	Action																																																																																																			
5.	Click the Statement Status dropdown button to filter for Transactions with a specific status, or leave it at “All Trans” to display all Transactions. Statement Status All Trans ▼																																																																																																			
6.	Click the Search button. Search																																																																																																			
The Review Bank Statement page displays. ← Statement Summary Review Bank Statement Card Issuer BAVI3 Billing Date 12/15/2025 Total Amount 228,048.19 Currency USD Transaction Summary 1-20 of 334 > > View 100 <table><tr><th>Empl ID</th><th>Card Number</th><th>Trans Date</th><th>Transaction Number</th><th>Billing Amount</th><th>Currency</th><th>Merchant</th><th>Status</th><th>Voucher ID</th></tr><tr><td></td><td>*****</td><td>11/14/2025</td><td></td><td>285.00</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/14/2025</td><td></td><td>175.00</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/19/2025</td><td></td><td>429.21</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/13/2025</td><td></td><td>420.00</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/17/2025</td><td></td><td>420.00</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/17/2025</td><td></td><td>925.01</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/18/2025</td><td></td><td>918.40</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/14/2025</td><td></td><td>236.76</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/19/2025</td><td></td><td>627.85</td><td>USD</td><td></td><td>Closed</td><td></td></tr><tr><td></td><td>*****</td><td>11/19/2025</td><td></td><td>172.00</td><td>USD</td><td></td><td>Closed</td><td></td></tr></table>		Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID		*****	11/14/2025		285.00	USD		Closed			*****	11/14/2025		175.00	USD		Closed			*****	11/19/2025		429.21	USD		Closed			*****	11/13/2025		420.00	USD		Closed			*****	11/17/2025		420.00	USD		Closed			*****	11/17/2025		925.01	USD		Closed			*****	11/18/2025		918.40	USD		Closed			*****	11/14/2025		236.76	USD		Closed			*****	11/19/2025		627.85	USD		Closed			*****	11/19/2025		172.00	USD		Closed	
Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID																																																																																												
	*****	11/14/2025		285.00	USD		Closed																																																																																													
	*****	11/14/2025		175.00	USD		Closed																																																																																													
	*****	11/19/2025		429.21	USD		Closed																																																																																													
	*****	11/13/2025		420.00	USD		Closed																																																																																													
	*****	11/17/2025		420.00	USD		Closed																																																																																													
	*****	11/17/2025		925.01	USD		Closed																																																																																													
	*****	11/18/2025		918.40	USD		Closed																																																																																													
	*****	11/14/2025		236.76	USD		Closed																																																																																													
	*****	11/19/2025		627.85	USD		Closed																																																																																													
	*****	11/19/2025		172.00	USD		Closed																																																																																													
7.	Review Transactions as applicable.																																																																																																			
i	Available Status options include “Initial”, “Staged”, “Verified”, “Approved”, “Not Closed”, and “Closed”. Closed Transactions will show the voucher number.																																																																																																			