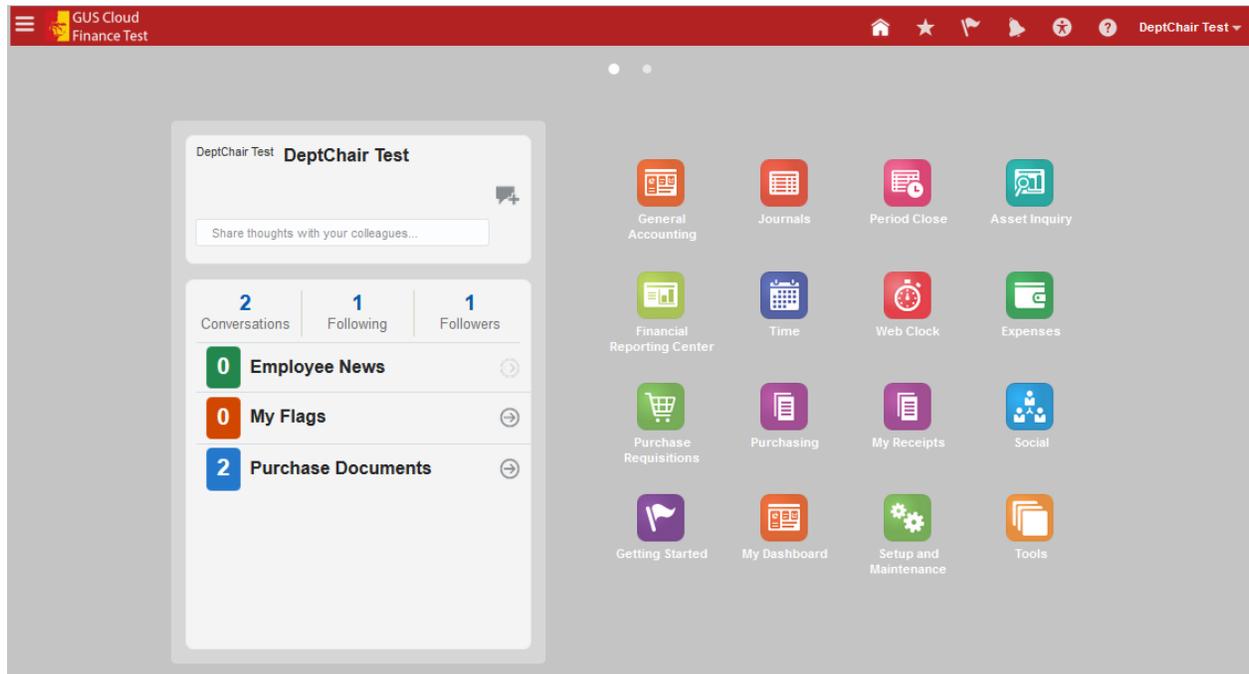


Job Aid

Disputing Pcard Transactions



This Job Aid walks through the process of disputing a Pcard transaction. For instructions on reviewing Pcard transactions and submitting them via an expense report, see the Creating Expense Reports-Pcard Job Aid.



Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard . 
2.	Click the Expenses icon on the home page to access the Expenses module . 

Job Aid

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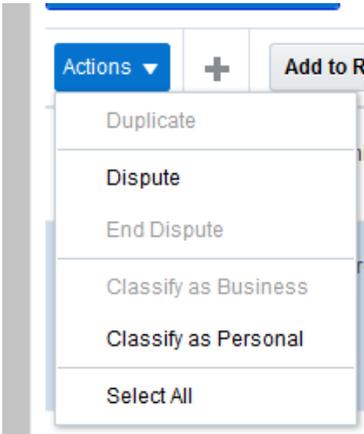


Step	Action															
3.	<p>Review the Travel and Expenses Info Tiles to check for items and reports that require immediate action.</p> <div data-bbox="381 520 1396 819"> <p>Travel and Expenses</p> <table border="1"> <tr> <td data-bbox="381 567 625 808"> <p>Expense Items</p> <ul style="list-style-type: none"> 1 Overdue 8 Card Charges 2 Cash </td> <td data-bbox="641 567 885 808"> <p>Expense Reports</p> <ul style="list-style-type: none"> 1 Requires Action 1 In Progress </td> <td data-bbox="901 567 1144 808"> <p>Approvals</p> <ul style="list-style-type: none"> 2 Reports 1 Cash Advance </td> <td data-bbox="1161 567 1396 808"> <p>Cash Advances</p> <ul style="list-style-type: none"> 1 In Approval </td> </tr> </table> </div> <p>Remember: Overdue expense items MUST be submitted before any other expense items can be processed.</p>	<p>Expense Items</p> <ul style="list-style-type: none"> 1 Overdue 8 Card Charges 2 Cash 	<p>Expense Reports</p> <ul style="list-style-type: none"> 1 Requires Action 1 In Progress 	<p>Approvals</p> <ul style="list-style-type: none"> 2 Reports 1 Cash Advance 	<p>Cash Advances</p> <ul style="list-style-type: none"> 1 In Approval 											
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4.	<p>Pcard transactions will automatically show as expense items requiring your attention.</p> <div data-bbox="365 1018 1404 1249"> <table border="1"> <thead> <tr> <th>Transaction Description</th> <th>Amount</th> <th>Card</th> </tr> </thead> <tbody> <tr> <td>Travel Expenses - IL, United States NCAA FULFILLMENT</td> <td>508.90 USD</td> <td>Card 0435</td> </tr> <tr> <td>In State - Mileage - KS, United States Travel to Topeka for xyz meeting</td> <td>0.00 USD</td> <td>Card 1163</td> </tr> <tr> <td>Travel Expenses - Pittsburg, MO ENTERPRISE RENT-A-CAR 44 days old</td> <td>-20.00 USD</td> <td>Card 1163</td> </tr> <tr> <td>Travel Expenses - Joplin, MO FHS PEDS FMR Text Dispute Transaction</td> <td>315.95 USD</td> <td>Card 0435</td> </tr> </tbody> </table> </div> <p>Tip: Under the transaction amount, Pcard transactions will have 'Card' followed by the last four digits of the card number.</p>	Transaction Description	Amount	Card	Travel Expenses - IL, United States NCAA FULFILLMENT	508.90 USD	Card 0435	In State - Mileage - KS, United States Travel to Topeka for xyz meeting	0.00 USD	Card 1163	Travel Expenses - Pittsburg, MO ENTERPRISE RENT-A-CAR 44 days old	-20.00 USD	Card 1163	Travel Expenses - Joplin, MO FHS PEDS FMR Text Dispute Transaction	315.95 USD	Card 0435
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5.	Review Pcard transactions for accuracy and legitimacy.															

Job Aid

Disputing Pcard Transactions



Step	Action
6.	<p>If you see a fraudulent transaction, highlight that transaction and click on 'Actions' then 'Dispute'.</p> 
7.	<p>Enter a Dispute Note.</p>  <p>Remember: The dispute will act as a temporary placeholder. You must still dispute the transaction at the bank. Work with the Purchasing Office for resolution.</p>
8.	<p>The Dispute transaction will eventually have an off-setting transaction from the bank. These two transactions should be added to the same Expense Report and submitted. This will be a 'zero dollar' expense report.</p>
9.	<p>You have reached the end of the Disputing Pcard Transactions Job Aid.</p>