

PCard Compliance: “PCard Holder Unreconciled PCard Transaction Pagelet” Instructions

What is the “PCard Holder’s Unrecon PCard Trans Pagelet”?

It is a collection of information which provides the ability for you to see all your unreconciled PCard transactions. The pagelet shows up on your FAST Home page for as long as you have it enabled. The pagelet provides awareness into the fact that you have PCard Transactions which have not been reconciled by your PCARD reconciler and/or your travel delegate.

How does it know what to show me?

PCard transactions are identified to the PCARD holder. When you bring up the FAST Home page we know who you are and the pagelet populates based on a query that pulls all this information together to present your unreconciled transactions.

What are all those buttons and links for?



PCard Holder's Unrecon Trans

Listing of your unreconciled PCard transactions. Displays up to 25 rows from PCard transactions and/or the travel wallet. Click the "?" on title bar for help.

Card #	Merchant	Trans Date	Posted	Tran Nbr	Amount	Wallet Emplid	Wallet Name	Wallet Amt
*****1234	Office Depot	2013-10-25	2013-10-28	24055233299207654700014	80.56			0
*****1234	Ricoh	2013-10-23	2013-10-25	24492153297849037521022	447.02			0
*****1234	ABC Company	2013-10-24	2013-10-25	24493983298026858932483	145.28			0
*****1234	Southwest	2013-10-18	2013-10-21	24692163291000431820718	543			543
*****1234	Southwest	2013-10-18	2013-10-21	24692163291000431821120	543			543

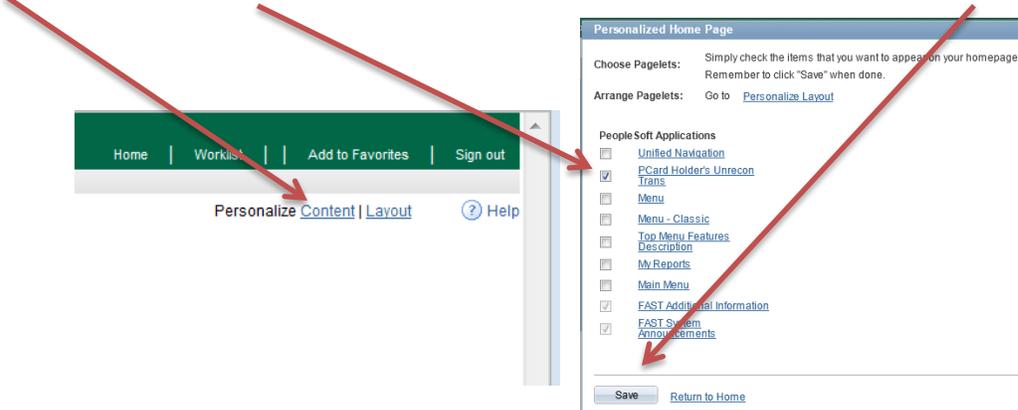
[Full Query Results](#)

Remove this pagelet from the Home Page
Minimize/Maximize this pagelet
Refresh the Information on the Pagelet
Help

Click here to see more than 25 rows

How do I get this pagelet to show up on my FAST Home page?

Click Content Link, click the check box next to PCard Holder’s Unreconciled PCard Trans and click Save.



How can I remove this pagelet from my FAST Home Page? There are two ways to remove the pagelet, click the “X” on the pagelet title bar and confirm by clicking “Yes – Remove” or click the content link and unclick the check box next to PCard Holder’s Unreconciled PCard Trans.

Who do I contact if I have additional questions?

For questions, not answered by this document, please send an email to pcardcompliance@usf.edu