

**Finding card transactions that have not yet been verified**

To determine if a cardholder that you have access to has card transactions that have not yet been verified, you can follow these steps:

1. Using an IE Procurement Card responsibility (ex. USA IE Procurement Card), navigate to the **IE Home Page**.
2. On the Home Page, click on the Card Transactions tab.

**ORACLE Procurement Card / Expense Report** Contact Us Global Policy Home Logout Preferences Diagnostics

Home | Reports | **Card Transactions** | Preferences | Access Authorizations | Projects and Tasks | Payments Search

Procurement Card Home Create Credit Card Verification Report Export Spreadsheet

**Track Submitted Credit Card Verification Reports**  
The following items have been submitted. They are either pending approval or were processed in the last 30 days.

Name	Report Number	Report Submit Date	Report Status	Last Report Status Activity Current (Days)	Approver	Receipts Status	Report Total (USD)	Purpose	Withdraw
	PRC714573	25-May-2011	Paid	1		Required	125.17	FOR AMANDA C. FOX OF...	
	PRC711934	25-May-2011	Paid	1		Required	175.19	VARIOUS PCARD CHARGE...	
	PRC713837	25-May-2011	Pending Manager Approval	2		Required	252.81		
	PRC714099	24-May-2011	Paid	2		Required	638.96	Expense Report	
	PRC714075	24-May-2011	Paid	1		Required	1,069.56	Expense Report	

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

3. The Unused Transactions screen will display. Using the drop down arrow, select a cardholder for whom you wish to determine if they have transactions that have not yet been verified.

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**Unused Transactions**

Transaction History: Transactions for Account: **PROCUREMENT CARD - PNC BANK \*\*\*\*5794-CM OPERATING UNIT ORGANIZATION**

Export

Age (Days)	Transaction Amount	Transaction Date	Merchant Name	Location	Billed Amount
No results found.					

4. If the cardholder you select has transactions that have not yet been verified, the screen will display those transactions.

**Unused Transactions**

Transactions for Account: **PROCUREMENT CARD - PNC BANK \*\*\*\*5307-CM OPERATING UNIT ORGANIZATION**

Export

Age (Days)	Transaction Amount	Transaction Date	Merchant Name	Location	Billed Amount
9	160.99 USD	16-May-2011	MARKET DISTRICT #0040	PITTSBURGH, PA	160.99 USD
8	376.38 USD	17-May-2011	SARCOM	614-854-1300, OH	376.38 USD
5	31.25 USD	19-May-2011	AMAZON.COM	AMZN.COM/BILL, WA	31.25 USD
2	3.45 USD	24-May-2011	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	3.45 USD
2	(1.14) USD	23-May-2011	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	(1.14) USD
2	20.08 USD	23-May-2011	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	20.08 USD
1	115.21 USD	24-May-2011	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	115.21 USD