



## Link PO line to a PCard Transaction

Step #	Do This:
1	<ul style="list-style-type: none"> <li>Run the query: <b>0PO204B_PCARD_POS_BY_ORIGIN</b> – will display all PO lines marked pay with PCard that have not been linked to a PCard transaction.</li> <li>Enter your origin number, (use % for all origins) all PO's that are pay with Pcard that have not already been tied to a Pcard transaction will be displayed.</li> <li><b>Download to excel so the spreadsheet can be used when reconciling transactions.</b></li> </ul>
2	<ul style="list-style-type: none"> <li>From the Reconcile transaction page you should locate the charge that needs to be tied to a PO line. If there is more than one PO line, the charge will need to be split by the amount of the PO line. If there is only 1 line skip to step 4.</li> <li><b>For example the transaction amount is \$350, you will need to split it to \$250 and \$100 to match the amount of the PO line.</b></li> </ul>
3	<ul style="list-style-type: none"> <li>Select the transaction and click the Split Line hyperlink. From the Split Transaction page, enter a description, for example, what was purchased, or delete the number that defaults and enter the amount of line 1 in the billing field. Click the add line (+) button and enter the amount of line 2. Continue until there is an amount for each PO line that should be reconciled. Click OK when finished; notice that the transaction has been split into the number of lines you added.</li> <li>What to enter in the description field is an agency decision leaving it blank will pass the merchant name to AP. The total of all lines must match the total transaction amount.</li> <li><b>If your transaction is not available to link your PO line it is because a voucher has already been created for the transaction and the PO will have to be manually closed from the PO Recon workbench.</b></li> </ul>
4	<ul style="list-style-type: none"> <li>To link the transaction to a PO line: Select the first transaction and click the Purchase details hyperlink. Click the PO id lookup and select the PO id. Then use the PO line lookup and select the Line number. Click OK.</li> </ul>
5	<ul style="list-style-type: none"> <li>Continue with step 4 until all PO lines and transactions that need to be tied to a PO line have been completed. Be sure to save before exiting.</li> </ul>