

## MDConnect Procurement Cards (PCARDS) Basic Step by Step Reference

To access the MDConnect PCARD transactions:

- Login into MDConnect
- Enter your User ID and Password same as your morning login to your computer
- From **Main Menu**, Navigate to: **Financials > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

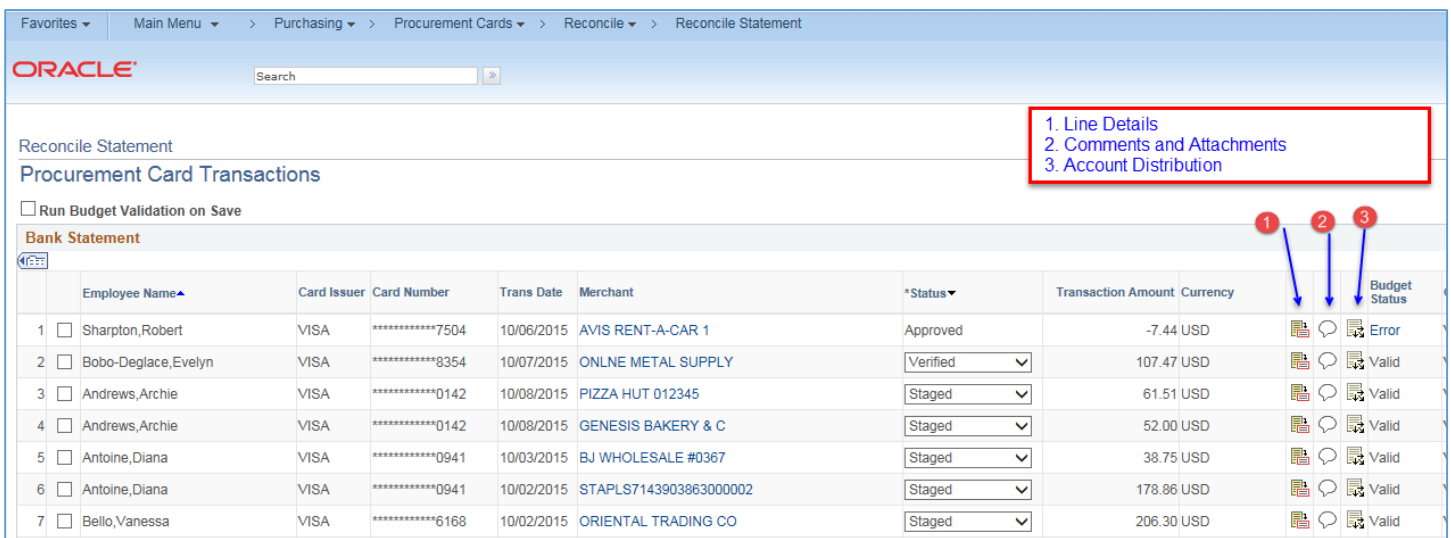
If you only have one role, you will come directly to the Procurement Card Transaction Screen.

If you have more than one role, from Reconcile Statement Search screen.

- Enter Role Name (Cardholder role=Purchasing Card Reconciler)

(P-Card Approver role = Purchasing Credit Card Approver)

- Click Search
- From Procurement Card Transactions screen, to view Line Details, Comments and Account Distributions (chartfield string), see icons indicated below.



	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
1	<input type="checkbox"/> Sharpton,Robert	VISA	*****7504	10/06/2015	AVIS RENT-A-CAR 1	Approved	-7.44 USD		Error
2	<input type="checkbox"/> Bobo-Deglance,Evelyn	VISA	*****8354	10/07/2015	ONLNE METAL SUPPLY	Verified	107.47 USD		Valid
3	<input type="checkbox"/> Andrews,Archie	VISA	*****0142	10/08/2015	PIZZA HUT 012345	Staged	61.51 USD		Valid
4	<input type="checkbox"/> Andrews,Archie	VISA	*****0142	10/08/2015	GENESIS BAKERY & C	Staged	52.00 USD		Valid
5	<input type="checkbox"/> Antoine,Diana	VISA	*****0941	10/03/2015	BJ WHOLESALE #0367	Staged	38.75 USD		Valid
6	<input type="checkbox"/> Antoine,Diana	VISA	*****0941	10/02/2015	STAPLS7143903963000002	Staged	178.86 USD		Valid
7	<input type="checkbox"/> Bello,Vanessa	VISA	*****6168	10/02/2015	ORIENTAL TRADING CO	Staged	206.30 USD		Valid

1. Line Details icon gives details about transaction
2. Comments icon is where comments are added and you can attached scanned receipt per transaction
3. Account Distribution icon is where the account/Chartfield String can be changed from the default account

Once transaction is processed and reviewed, be sure to validate budget and if valid update Status to verify (for cardholders/reconciler) or approved (Approvers).

Once reviewed and updated, Click SAVE on Procurement Card Transactions screen.

Documents for review and to send to the Purchasing Department

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Bank of America Statement signed by both cardholder and approver.

Original Receipts per transaction.

If travel is present, copy of approved travel request form.

If a dispute is present a copy of documentation pertinent to dispute sent to the bank.

\*To watch a video tutorial that shows how to reconcile PCard transactions, click [here](#) for the Panopto training.