

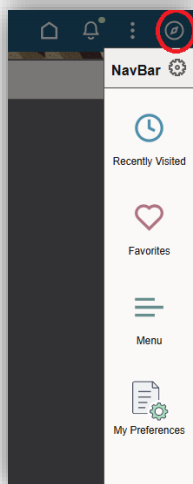
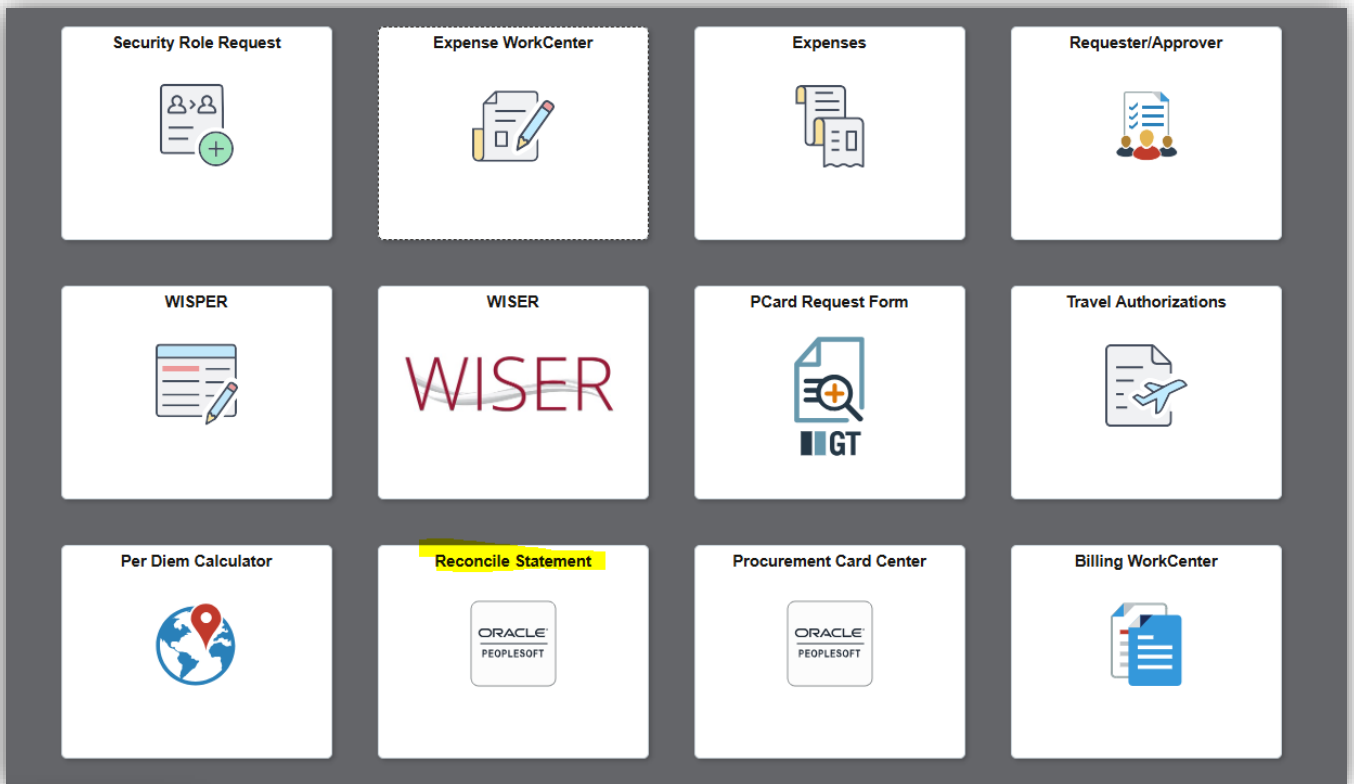
Looking up Pcard Transactions

There are two ways to look up closed Purchasing Card transactions

1. SFS

Go to the SFS [portal](#)

Select the “Reconcile Statement” tile. If the tile does not appear, you can navigate to it by going to the Navigation Bar at the top right corner>Menu>Purchasing>Procurement Cards>Reconcile>Reconcile Statement



When you get to the search screen, make sure to hit the “Clear” button first (this will prevent errors). From the “Name” field, select the cardholder last name. From the Statement Status, select “closed*” and then hit Search.

The screenshot shows a web form titled "Reconcile Statement Search". The form includes the following fields and controls:

- Employee ID: Text input with a search icon.
- Name: Text input with a search icon, highlighted in yellow.
- Card Issuer: Dropdown menu.
- Card Number: Text input with a search icon.
- Merchant: Text input.
- Exact Match: Checked checkbox.
- Billing Date: Text input with a search icon.
- To: Text input with a search icon.
- Statement Status: Dropdown menu with "Closed" selected, highlighted in yellow.
- Attachments: Dropdown menu.
- Budget Status: Dropdown menu.
- Business Purpose: Dropdown menu.
- Chartfield Status: Dropdown menu.
- Distributed: Dropdown menu.
- Transaction Date: Text input with a calendar icon.
- To: Text input with a calendar icon.
- Rows Per Page: Text input with "50" selected.
- Auto Save When Scrolling Through Chunks: Unchecked checkbox.
- Search: Button.
- Clear: Button, highlighted in yellow.

*other statuses you can search are “approved” = transactions which have been approved by the pcard site manager; “initial” = new transactions that need to be reconciled; “staged” = transactions which have been verified by the pcard holder and then sent back by the pcard site manager for corrections; “verified” = transactions that have been reconciled by the card holder and are waiting for site manager’s approval and “processing”; “error”

If the search screen does not come up and instead you get taken directly to the Reconcile Statement page, you will see a list of your current transactions. At the bottom of the screen, hit the “Search” button and it will take you to the screen discussed above. Follow the steps to bring up a list of closed transactions.

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Procurement Card Transactions

Empl ID _____ Name _____
 Card Number _____ Card Provider UWMSN
 The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct #.

Bank Statement

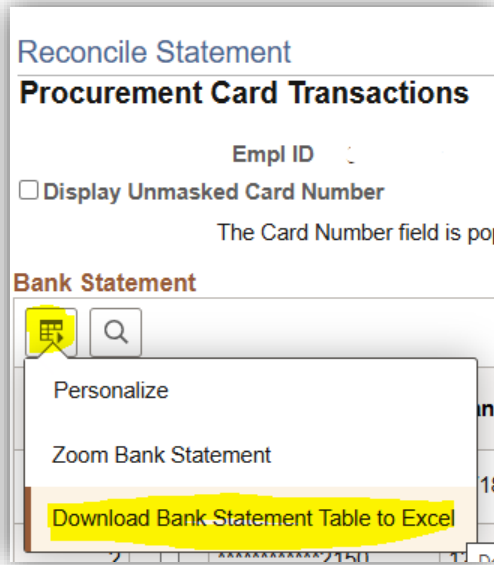
		Trans Date ↑	Merchant	Billing Amount	Currency	Transaction Amount	Currency	*Status ↑
1	<input checked="" type="checkbox"/>				USD		USD	Initial
2	<input type="checkbox"/>				USD		USD	Initial
3	<input type="checkbox"/>				USD		USD	Initial
4	<input type="checkbox"/>				USD		USD	Initial
5	<input type="checkbox"/>				USD		USD	Initial
6	<input type="checkbox"/>				USD		USD	Initial

Select All Clear All

[Search](#) [Distribution Template](#)

Cardholders can also navigate directly to the Reconcile Statement page by clicking the hyperlink included within the automatic email notifications they receive (subject line “Your Procurement Card Transaction(s) Have Arrived”)

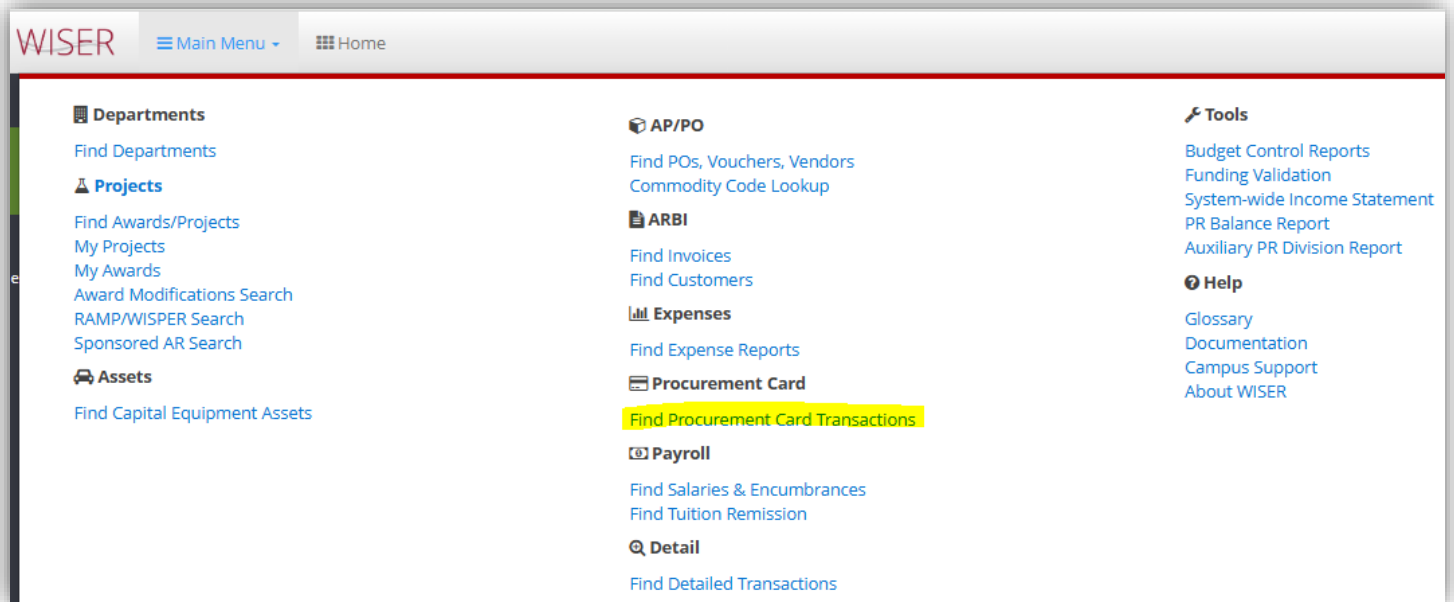
To export the list of the closed transactions, select the grid icon under “Bank Statement” and download to an Excel file. Although you will not be able to see the Business Purpose, this report will list the funding strings that were used to reconcile the pcard transactions.



2. WISER

Go to WISER <https://wiser.wisc.edu/>

From the Main Menu, select Find Procurement Card Transactions



In the PCard Holder Name field, start typing your last name (or your EMPL ID if you know it). The Status defaults to Closed so no need to change anything there. Hit Search.

You will get a list of your closed transactions; a report can be exported to Excel by selecting the drop down on the gear icon in the upper right hand corner.

Find Procurement Card Transactions Search Results

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First Name	Last Name	Empl ID	PCard Unique Card Nbr	Transaction Nbr	Merchant Name	Billing Amount	Transaction Date	Billing Date	GL Unit	Voucher Nbr	Prepaid Reference	Approved By	Approved Date	Business Purpose	PCard Status
ALISA	GRADNEY	00978979	0142510824002150	24137464342501166969020	TST* GOTHAM BAGELS - MADI	170.06	12/07/2024	12/09/2024	UWMSN	03457055	2024120910	00939093	12/11/2024	Bagels ordered for the the SoE...	Closed
ALISA	GRADNEY	00978979	0142510824002150	24692164341101938195790	IN *HOFFMAN SECURITY SOLU	1,785.00	12/05/2024	12/06/2024	UWMSN	03456680	2024120610	00939093	12/10/2024	Annual service charge for the ...	Closed
ALISA	GRADNEY	00978979	0142510824002150	24445004339000856747032	FRESH MADISON MARKET 3361	22.07	12/03/2024	12/04/2024	UWMSN	03456673	2024120410	00939093	12/10/2024	Drinks purchased from Madison ...	Closed

Please note that you can click on the blue hyperlinks listed in the column called “Transaction Nbr” to get more information related to the charge (including attachments, funding string, and traveler information if it’s an airline ticket).

Find Procurement Card Transactions Search Results

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Click on the blue hyperlink for more information

First Name	Last Name	Empl ID	PCard Unique Card Nbr	Transaction Nbr	Merchant Name	Billing Amount	Transaction Date	Billing Date	GL Unit	Approved Date	Business Purpose	PCard Status
ALISA	GRADNEY	00978979	0142510824002150	24035964186012573188544	AMERICAN AIR0017138213949	212.97	07/03/2024	07/05/2024	UWMSN	07/10/2024	Flight	Closed

Export to Excel

PDF - Letter (8.5"x11")

PDF - Legal (8.5"x14")

PDF - Ledger (11"x17")

The one drawback of exporting the Pcard transaction report from WISER is that the report will not include the funding string information (although you can see this information by clicking into the “Transaction Nbr” hyperlink). If you need a summary of funding strings, use the SFS method described above.