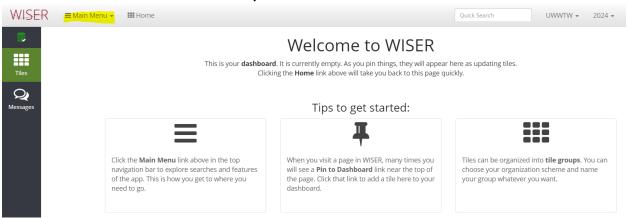
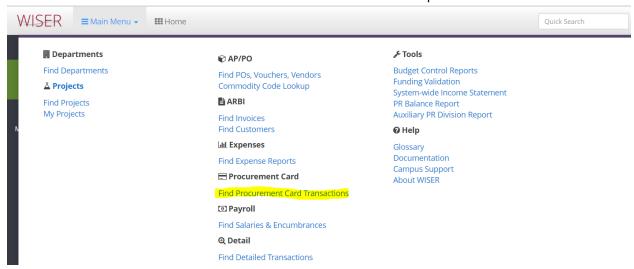
### **P Card Transaction Reporting in WISER**

- 1. ALL transactions (Supply and Travel) must be documented and approved within 30 days of the transaction.
- 2. Transactions not reconciled and approved within 30 days become System Closed Transactions and are noncompliant with policy.
- 3. System Closed Transactions must still be documented and include an attachment showing supervisor approval (approver routing and funding reallocation within the P card module are not possible after 30 days).
- 4. You can generate a report in WISER to identify System Closed Transactions.

#### How to Generate a P Card Transaction Report in WISER



### Select "Find Procurement Card Transactions" from the Main Menu dropdown.

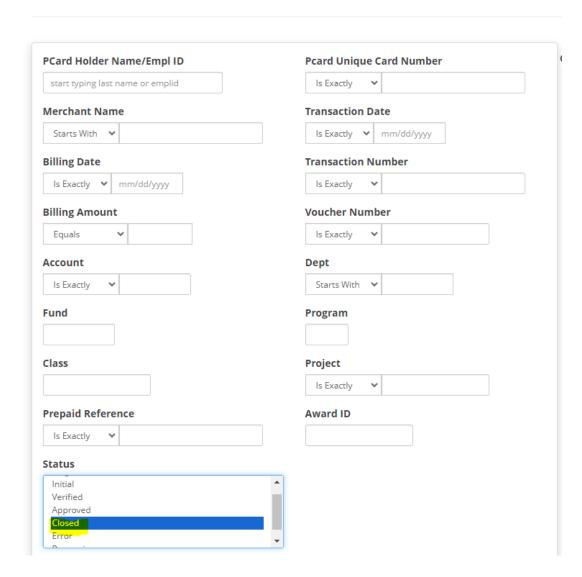








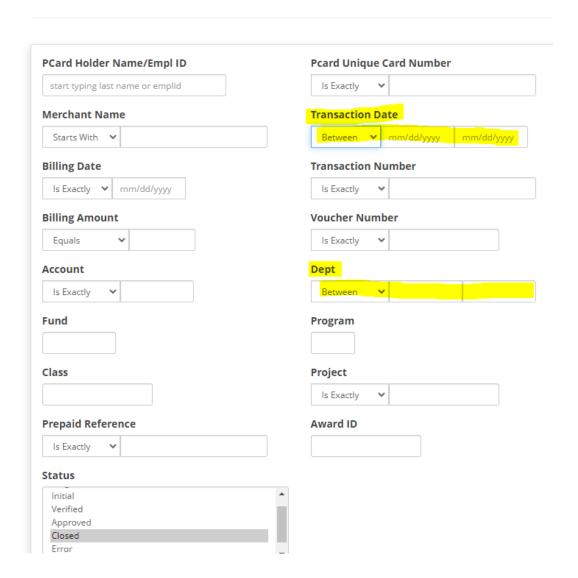
# Find Procurement Card Transactions



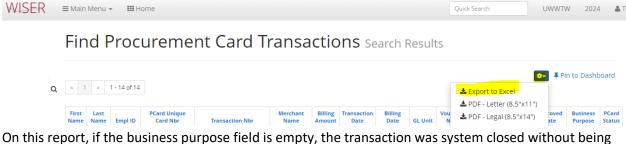
Useful search parameters include PCard Holder Name, Transaction Date, or Dept. A range of dates or department numbers can be selected in the search drop-down menu(s).



## Find Procurement Card Transactions



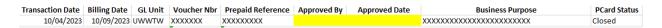
A report will be generated that includes the fields shown below. The individual transactions can be selected and viewed. Or a report can be exported to Excel by selecting the drop down on the gear icon in the upper right hand corner.



On this report, if the business purpose field is empty, the transaction was system closed without being reconciled/documented.



If the business purpose field if completed, but the approval fields are blank, the transaction was system closed without approval.



In either of these cases, further documentation is required. Please use the "How to Reconcile a System-Closed Transactions" document to assist you with completing the required steps. If you need a copy of this document or assistance with the process, please contact Purchasing@uww.edu.