

## P Card Charge Reallocations

The cardholder can click on Reports/My Information/Transaction Search Personal. Choose the statement period, various dates, or execution range to pull up transactions. Keep in mind, you can add any other features you would like applied to the search. Click Search.

**VISA Transaction Search - Personal**

Statement Issuer: PNC 4940 - Corporate (0014)  
Statement Period: 09/15/2017 to 09/14/2017  
Account Type: [All Types]  
Start Date:    
End Date:    
Execution Range:

Posting Date  Transaction Date

Export File Name:   
Export File Type:

Exclude Payments

**Transaction Type & Status**

Transaction Type:   
Transaction Status:   
Approval Status:   
Policy Status:

Receipt Status:  Yes  No  Both  
Personal Transactions:  Yes  No  Both  
Linked Transactions:  Yes  No  Both  
Disputed Transactions:

Supplier Groups:   
Currency & Amount:   
Enhanced Data:   
Coding Information:   
Additional Fields:   
Report Templates:

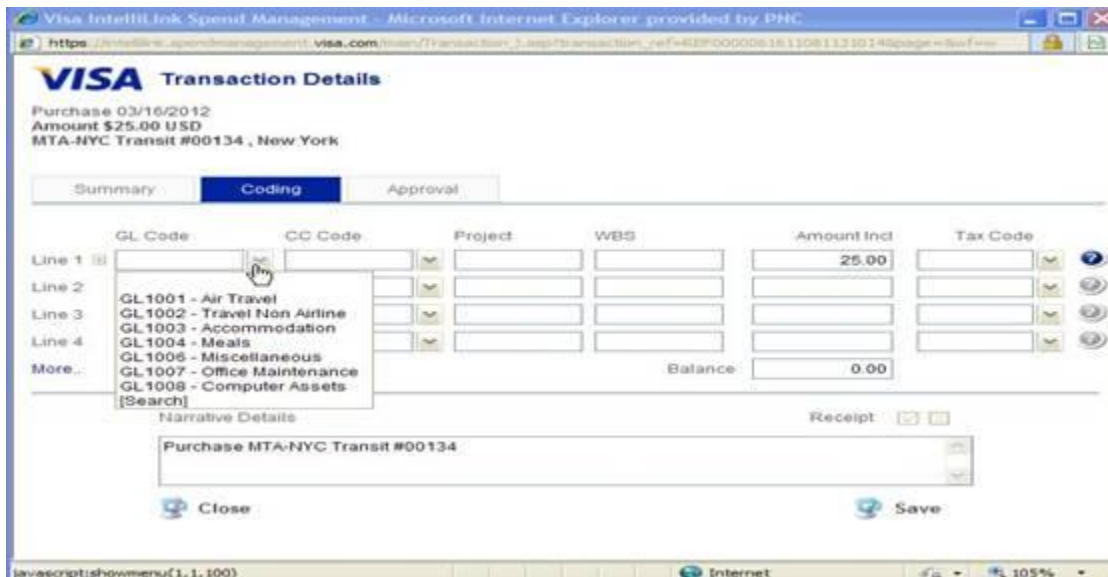
Search

If a transaction has a red “X” to the right of it, you can click on that “X” icon to code the transaction. A “Green Checkmark” signifies a completed coding. A “Question Mark” means that a default code was populated, but the coding needs to be submitted. A red “Exclamation Mark” in the second column means that the transaction’s coding requires approval. This icon changes to a green checkmark when the approval is complete.

02/25/2012 to 03/24/2012  
 Susan Womak - Spring FI - Corporate (0151)

Tran Date	Supplier	Amount Incl		
02/29/2012	FedEx.com	79.89	✓	!
02/29/2012	United Airlines	986.45	✓	!
03/15/2012	ATM Cash Withdrawal	100.00	X	!
03/15/2012	Executive Car Services Inc	45.00	✓	!
03/15/2012	Pizza Palace	15.99	?	!
03/15/2012	Starbucks JFK	6.45	?	
03/15/2012	W Hotel New York	1,160.00	?	!
03/16/2012	Hair Definition Salon	165.00	X	!
03/16/2012	MTA-NYC Transit #00134	25.00	X	!
03/22/2012	Amazon.com	-49.99	X	!

When you click on the “X” or “?” icon to code a transaction, it will show a screen with your organization’s segments listed in columns. The example shown has four segments, but your screen may have between one and eight columns shown here, each with a segment name. When you click the dropdown box in a field, you will see the Search option. Click on this option to find the code that you need for this transaction. (You may see segments that do not have dropdown boxes. These are “Free-form” segments, which should be manually entered.)



The code search screen allows you to search for codes by typing all or part of the code itself, or the description of the code, or simply leaving the search criteria blank and clicking Search. Click the upward arrow to use a code. Click the “i” icon to see if a code has an extended description.

Click the right-hand arrow to add it to your favorites list, which will make this code appear in the drop-down on the main coding screen in the future. (You can search using the wildcard character “%” anywhere in your search text. For example, “ABC%1” will find any codes starting with “ABC” and with the number “1” located anywhere within it, for example “ABC00100”.) When you complete the coding for a transaction, click Save and move on to the next transaction.