

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

The screenshot shows the WISER dashboard interface. At the top, there is a navigation bar with the WISER logo, a 'Main Menu' dropdown, a 'Home' link, a 'Quick Search' box, and user information 'UWWTW' and '2024'. The main content area features a 'Welcome to WISER' heading and a message: 'This is your dashboard. It is currently empty. As you pin things, they will appear here as updating tiles. Clicking the Home link above will take you back to this page quickly.' Below this is a 'Tips to get started:' section with three boxes: 1. A hamburger menu icon with text: 'Click the Main Menu link above in the top navigation bar to explore searches and features of the app. This is how you get to where you need to go.' 2. A pushpin icon with text: 'When you visit a page in WISER, many times you will see a Pin to Dashboard link near the top of the page. Click that link to add a tile here to your dashboard.' 3. A 2x2 grid icon with text: 'Tiles can be organized into tile groups. You can choose your organization scheme and name your group whatever you want.'

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

The screenshot shows the WISER Main Menu dropdown. The navigation bar at the top includes the WISER logo, 'Main Menu' dropdown, 'Home' link, 'Quick Search' box, and user information. The dropdown menu is open, displaying several categories: 'Departments' (Find Departments), 'Projects' (Find Projects, My Projects), 'AP/PO' (Find POS, Vouchers, Vendors, Commodity Code Lookup), 'ARBI' (Find Invoices, Find Customers), 'Expenses' (Find Expense Reports), 'Procurement Card' (Find Procurement Card Transactions - highlighted), 'Payroll' (Find Salaries & Encumbrances), and 'Detail' (Find Detailed Transactions). There is also a 'Tools' section with links like 'Budget Control Reports', 'Funding Validation', 'System-wide Income Statement', 'PR Balance Report', and 'Auxiliary PR Division Report', and a 'Help' section with links like 'Glossary', 'Documentation', 'Campus Support', and 'About WISER'.

On the "Find Procurement Card Transactions" screen select "Closed" status.

Find Procurement Card Transactions

PCard Holder Name/Empl ID <input type="text" value="start typing last name or emplid"/>	PCard Unique Card Number <input type="text" value="Is Exactly ▾"/>
Merchant Name <input type="text" value="Starts With ▾"/>	Transaction Date <input type="text" value="Is Exactly ▾ mm/dd/yyyy"/>
Billing Date <input type="text" value="Is Exactly ▾ mm/dd/yyyy"/>	Transaction Number <input type="text" value="Is Exactly ▾"/>
Billing Amount <input type="text" value="Equals ▾"/>	Voucher Number <input type="text" value="Is Exactly ▾"/>
Account <input type="text" value="Is Exactly ▾"/>	Dept <input type="text" value="Starts With ▾"/>
Fund <input type="text"/>	Program <input type="text"/>
Class <input type="text"/>	Project <input type="text" value="Is Exactly ▾"/>
Prepaid Reference <input type="text" value="Is Exactly ▾"/>	Award ID <input type="text"/>
Status <ul style="list-style-type: none">InitialVerifiedApprovedClosedError	

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

PCard Holder Name/Empl ID <input type="text" value="start typing last name or emplid"/>	Pcard Unique Card Number <input type="text" value="Is Exactly ▾"/>
Merchant Name <input type="text" value="Starts With ▾"/>	Transaction Date <input type="text" value="Between ▾ mm/dd/yyyy mm/dd/yyyy"/>
Billing Date <input type="text" value="Is Exactly ▾ mm/dd/yyyy"/>	Transaction Number <input type="text" value="Is Exactly ▾"/>
Billing Amount <input type="text" value="Equals ▾"/>	Voucher Number <input type="text" value="Is Exactly ▾"/>
Account <input type="text" value="Is Exactly ▾"/>	Dept <input type="text" value="Between ▾"/>
Fund <input type="text"/>	Program <input type="text"/>
Class <input type="text"/>	Project <input type="text" value="Is Exactly ▾"/>
Prepaid Reference <input type="text" value="Is Exactly ▾"/>	Award ID <input type="text"/>
Status <ul style="list-style-type: none">InitialVerifiedApprovedClosedError	

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/documentated.

Transaction Date	Billing Date	GL Unit	Voucher Nbr	Prepaid Reference	Approved By	Approved Date	Business Purpose	PCard Status
10/04/2023	10/09/2023	UWWTW	XXXXXXX	XXXXXXXXXX				Closed

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

Transaction Date	Billing Date	GL Unit	Voucher Nbr	Prepaid Reference	Approved By	Approved Date	Business Purpose	PCard Status
10/04/2023	10/09/2023	UWWTW	XXXXXXX	XXXXXXXXXX			XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Closed

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.