

Status and Transaction Types explained for PCard - MOPS menu options

| Status or Transaction Type and explanation | Status/Transaction Type appears as follows: | | | |
|--|---|---|--|---------------------------------------|
| | Status criteria and field (PCard Approval History menu) | Transaction Type criteria (PCard Reporting) | (Trans) Status field (PCard Reporting) | Detail Status field (PCard Reporting) |
| Unreconciled Transactions which have yet to be reconciled (assigned a FOAPAL to charge). | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Reconciled <u>Transaction Type Criteria:</u> Transactions which have been assigned a FOAPAL to charge. At the header level, these transactions have a status of <i>Waiting for Approval</i> . <u>Detail Status:</u> Transactions which have been reconciled (assigned a FOAPAL to charge) by a Cardholder or Departmental PCard Reconciler using the PCard Transaction Reconciliation menu. | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Auto-Reconciled Transactions which were not reconciled within the deadline (as per the PCard schedule) and were therefore assigned the default FOAPAL to charge by the system. At the header level, these transactions have a status of <i>Waiting for Approval</i> . | | | | <input checked="" type="checkbox"/> |
| Waiting for Approval Transactions which have been reconciled or auto-reconciled and are now in the approval queue. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Approved Transactions which have been approved and will be /are posted to the ledger charging the entered FOAPAL. At the header level, these transactions have a status of <i>Approved</i> . <u>Detail Status:</u> Transactions which have been approved by the Fund Financial Manager/Principal Investigator or their Delegate. using the PCard Transaction Approval menu. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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| <p>Auto-Approved Transactions which were not approved within the deadline (as per the PCard schedule) by the Fund Financial Manager/Principal Investigator or their Delegate and were therefore posted to the default FOAPAL.</p> <p>At the header level, these transactions have a status of <i>Approved</i>.</p> | | | | <input checked="" type="checkbox"/> |
| <p>Disapproved Transactions which were disapproved by the Fund Financial Manager/Principal Investigator or their Delegate using the PCard Transaction Approval menu and need to be reconciled again using the PCard Transaction Approval menu.</p> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| <p>Disputed Transactions which have been marked as Disputed by a Cardholder or Departmental PCard Reconciler using the PCard Transaction Reconciliation menu.</p> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |