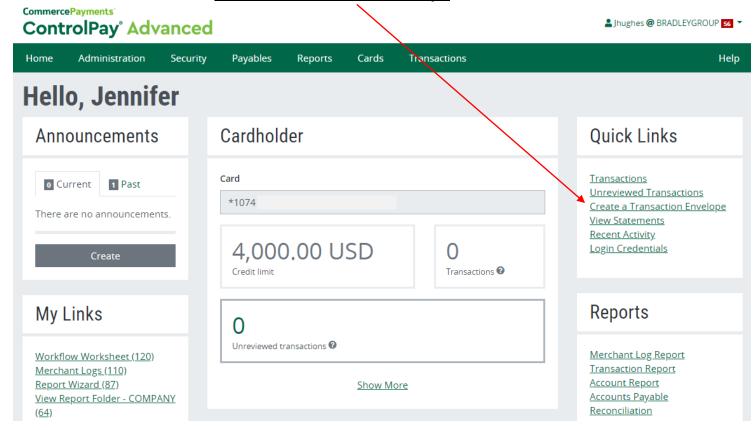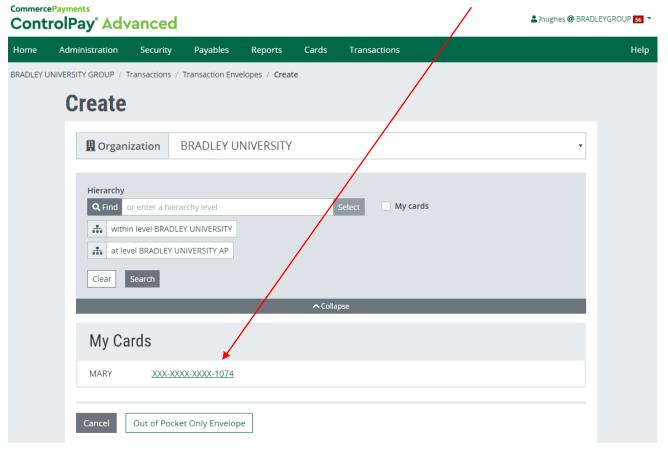# How to create your PCard Transaction Envelope:
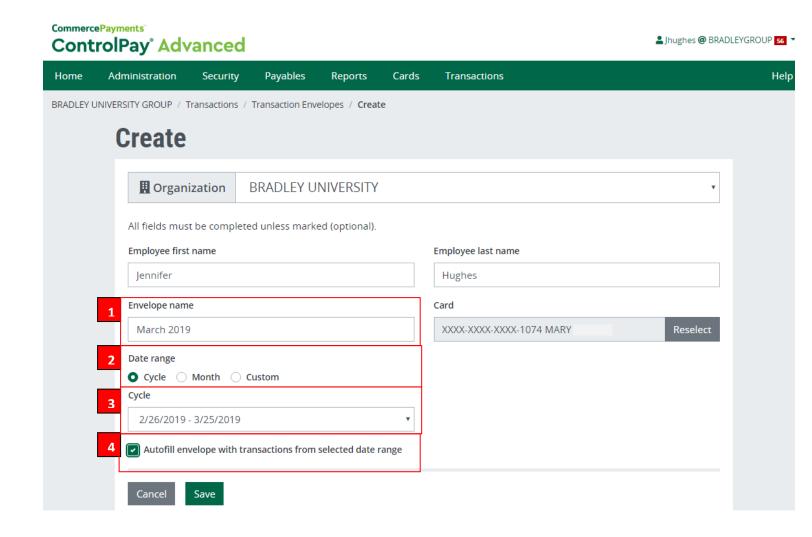
1. Under Quick Links click on **Create a Transaction Envelope**

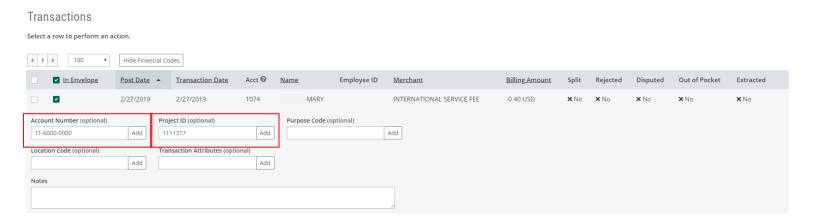2. Click on the hyperlink that shows the last 4 digits of your card account.

3. Create your transaction envelope.

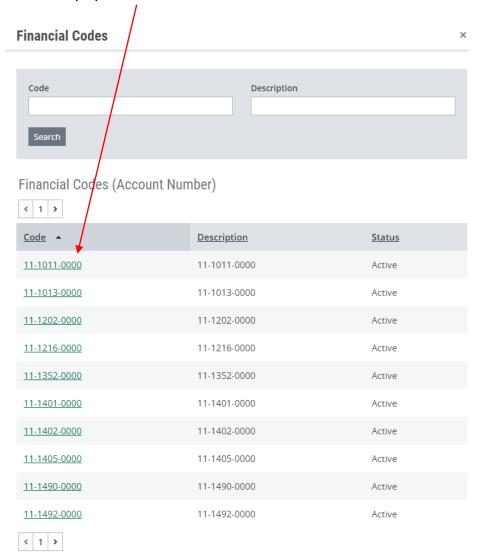**1** Type in your Envelope Name: (Month Year) *Example: March 2019*

2 Click on **Cycle** for the Date Range

3 Choose the current billing Cycle

4 Click on **Autofill Envelope with transactions from selected date range**

Click **Save**

4. Change **Account Number** and **Project ID** for each transaction to the correct account number by hand keying new code or clicking on the **Add** button to view all available codes. Also, enter **Purpose Code** and **Transaction Attributes**, if applicable.

5. If you choose the **Add** button option, you can search for your code by typing in the code and click search. Once you locate the proper code click on the code in hyperlink and the Account Number will auto populate.

6. Enter the <u>business purpose</u> of each transaction into the **Notes** field(s).

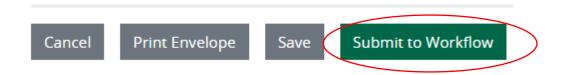7. Verify that all of your transactions have a checkmark in the **In Envelope** box.

8. Click **Save**.

9. Click Print Envelope. Choose Portrait layout. (Below is an example of what your printed envelope will look like. Print and attach your receipts.)

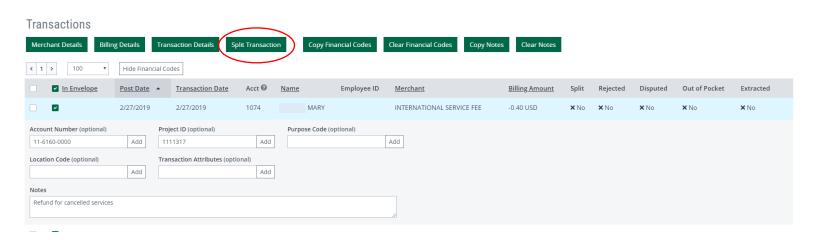10. Click on the Sumit to Workflow Icon at the bottom of the screen.

Please note: Once you click on submit you cannot make any changes to the envelope or delete the envelope unless your approver rejects it and sends it back to you.

You will get a Highlighted green verification message if your envelope has been submitted successfully.

To split a transaction between two or more account number, please follow the steps below while creating a transaction envelope:

1. Click on the transaction row you want to perform a split and you will see the action icons apear at the top of the screen. Click on **Split Transaction**.

Transactions

| | Merchant Details | Billing Details | Transaction Details | Split Transaction | Copy Financial Codes | Clear Financial Codes | Copy Notes | Clear Notes |

< 1 > | 100 ▼ | Hide Financial Codes

	✔ In Envelope	Post Date ▲	Transaction Date	Acct ❓	Name	Employee ID	Merchant	Billing Amount	Split	Rejected	Disputed	Out of Pocket	Extracted
☐	✔	2/27/2019	2/27/2019	1074	MARY		INTERNATIONAL SERVICE FEE	-0.40 USD	✖ No	✖ No	✖ No	✖ No	✖ No

Account Number (optional)
11-6160-0000 | Add

Project ID (optional)
1111317 | Add

Purpose Code (optional)
| Add

Location Code (optional)
| Add

Transaction Attributes (optional)
| Add

Notes
Refund for cancelled services

2. Click on **Add Split**.

Split Transaction

Actions	Amount		Percent	
	-0.40	USD	100.00	%

	Account Number (optional)	Project ID (optional)	Purpose Code (optional)
Clear Codes	11-6160-0000 Add	1111317 Add	Add
	Location Code (optional)	Transaction Attributes (optional)	
	Add	Add	

	Notes (optional)
Clear Notes	

Remaining Amount	0.00	USD	0.00	%

Total ❓	-0.40	USD	100.00	%

Add Split

3. **Add Split** will give you the ability to split the charge multiple times using as many account numbers as needed.

4. Type in the account information and Notes for the split(s) and click **Save**.

Send your printed statement (Transaction Envelope) with receipts attached to the Accounts Payable Office, Swords Hall, Room 103. Questions? Call x3228.