

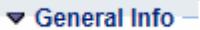


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P-Card

Quick Reference Card

Login Procedures	
Login	1. Address: https://myapps.wvsao.gov/apps/default.aspx 2. User ID: Your MyApps email address Password: Your MyApps password 3. Forgot password: click "Reset Password" and follow the prompts to have a temporary password emailed to you.
Navigate to wvOASIS	1. Click the link labeled <i>Financial, Procurement and Treasury</i> .

View/Reconcile Transactions as a Cardholder	
How to view unreconciled transactions.	1. Use the  box at the top of the Home screen and type in <i>PRCUU</i> . 2. All unreconciled transactions are found on the PRCUU table. Click a transaction located in the summary grid. 3. All details of the selected transaction will display in the sections below the summary grid.
How to reconcile a valid transaction. <i>Please note that a transaction is considered reconciled when the following have been completed: receipt date; attachment of all supporting documentation; the Reconciliation Status field displays a status other than Not Reconciled; commodity lines, accounting fields, and the Review and Pay flags have been checked.</i>	Complete the fields under the first section,  <ol style="list-style-type: none"> Complete the Receipt Date field to reflect the date your goods were received. If applicable, click  to search for the authorized receiver who received the goods. Attach all supporting documents using the  option located below the summary grid. Change the Reconciliation Status to the appropriate status based upon your Department's internal control procedures. Click Save.

View/Reconcile Transactions as a Cardholder

Assign the proper Commodity Code for each Commodity line associated with a transaction.

1. Scroll down to the **General Information** section and click the arrow to reveal all fields associated with a Commodity Line.

2. Each transaction will display values in the Commodity section when the transaction is initially loaded in the PRCUU table. If you have to modify the Commodity Code, enter it in the Commodity Code field or

click  if you need to search for the applicable code.

Note: If you have multiple commodity lines that you are modifying, please click *Save* for each line modified prior to advancing to another line item.

3. You have the option of referencing a procurement document (APO, ADO, etc.), if applicable, in the four unique *Order Doc* fields.

▼ **General Information**

Order Doc Code :	<input type="text"/>
Order Doc Department :	<input type="text"/>
Order Doc ID :	<input type="text"/>
Order Commodity Line :	<input type="text"/>

4. Click *Save*.

Complete the fields under the Fund Accounting section.

1. The following fields must have valid values for each transaction: Fund, Sub Fund, Object, Sub Object, Department, Unit and Appr Unit.

2. Click  if you need to search for the applicable value.

3. Click *Save*.

How to dispute a transaction.

Please note that all disputed transactions must follow the same reconciliation process as valid transactions.

Complete the dispute fields under the first section, **General Info**

1. Viewing the General Info section of a transaction, complete the Dispute Reason Code, Dispute Reason Description and Dispute Comments fields.

2. Click  if you need to search for the applicable Dispute Reason Code. Please note that the Dispute Reason Description is associated with each Dispute Reason Code and will auto-populate the field upon the code being selected.

3. Complete the Receipt Date field.

4. Attach all supporting documentation.

View/Reconcile Transactions as a Cardholder

5. Change the Reconciliation Status to *Disputed*.

6. Click *Save*.