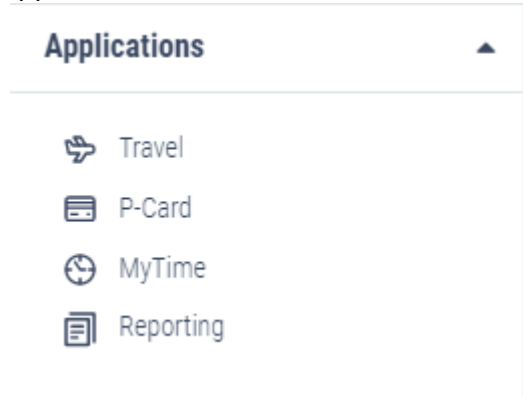
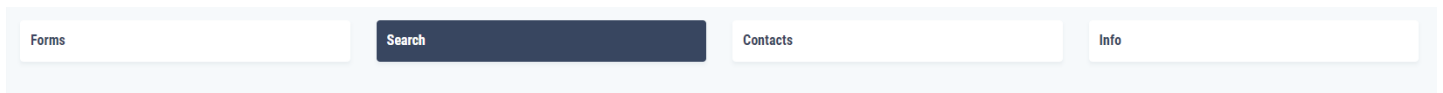


# MISSING P-CARD RECEIPTS REPORT IN SERVICE NOW

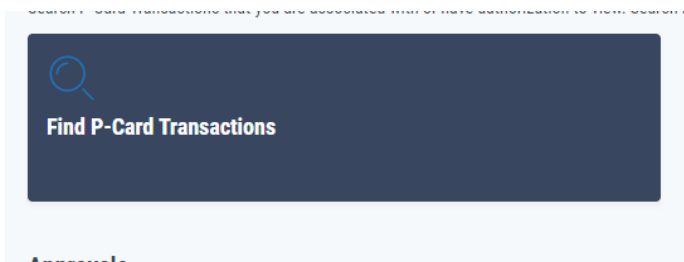
1. Login to <https://usu.service-now.com/aggies>
2. Select P-Card in the Applications to the left of the home screen.



3. Select "Search" from your options at the top of this screen:



4. From the search options, select "Find P-Card Transactions"



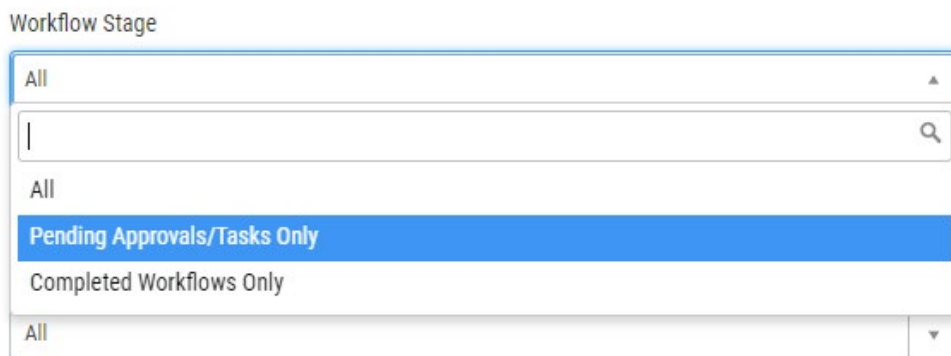
5. From the form, you can fill in what boxes you'd like to search under, by department or cardholder by typing into either of those boxes and selecting what you are searching when it populates.

Card Details

Cardholder Name or A#

Card Department

- In the box labeled “Workflow Stage” use the drop-down box options to select ‘Pending Approvals/Tasks only’



- Click “Submit” at the right of the page to execute the search.
- This will bring up the list of transactions that is still pending. Look for a column (may have to scroll right) that indicates the “Stage” of the transaction.
  - Anything in the queue for the Receipt Attacher (Level 10) has not been processed and documentation is needed.
  - Anything under Cardholder (Level 100) needs the cardholder’s approval.
    - Instructions for approving at the 100 can be found here: <https://www.usu.edu/student-affairs/business-services/files/Level-100-approvals.pdf>
  - Any other level (200 or above) is waiting for supervisor approval and no cardholder action is needed.
  - You can change the viewing options of the default columns by selecting the blue gear at the top left of the listing.
- To export this list, right click on any header, scroll down to export and select your preferred destination.

