ARC P-Card Transaction Search

To search for a P-Card transaction in ARC and you know the ARC P-Card transaction number, follow these steps:

1. Card Issuer – Select “Procurement Card - Regular”
2. Transaction Number – Enter the ARC Transaction (if known)
3. Billing Date – Select the “statement” billing date for the transaction (optional)
4. Statement Status – If the transaction has already posted to the Financials, you must select “Closed”. If you do not select “Closed” no transactional information will be returned. If you leave this field blank, any “staged” or “verified” transaction assigned to your card will be returned.
5. Select Search

Reconcile Statement Search

Role Name:
Employee ID:
Name:
Card Issuer: Procurement Card - Regular
Card Number:
Transaction Number:
Merchant:
Sequence Number:
Line Number:
Billing Date: 01/23/2013
Statement Status:
Budget Status:
Chartfield Status:
Transaction Date:
Charge Type:
Posted Date:
Search