REVIEWING PROCARD TRANSACTIONS

1. Click the '**MANAG**E **TRANSACTIONS**' link to review the posted ProCard purchases.

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1. Select the correct Billing Cycle (System will automatically default to current cycle).

2. Select the correct Accounting Unit and Account Code.

3. Provide a detailed and valid justification regarding the business purpose of the purchase

Important Note: For assistance with providing correct transaction notes, please refer to the '**Transaction Note Guide**' link on the '**ProCard Tutorials**' page).

4. Click the '**REVIEW**' box and click '**SAVE**' at the bottom of the page when finished.