



Transaction Processing in Naviline

Go to Application Menu > Fiscal Services > Govt Mgmt & Budgetary Acct > Procurement Card Tracking

From that screen, go to the Processing Menu section > Transaction Maintenance (Click the link)
**Click the STAR beside the link's title to save this to your My Favorites screen for the future.*

Make a note of the Department/Division numbers next to your Cardholder's name

Under Option to the left of their name, click the drop down and choose Select. Press Enter.

Under Option to the left of a transaction, click the drop down and choose Change. Press Enter.

Complete the following fields:

Vendor Number: 8835 Citibank

GL Account: Enter in the appropriate account code

Misc. Info Line 1: Enter a brief description of the transactions – use lines 2 and 3 if needed

Multiple Accounts: Leave the GL Account field blank but complete the Misc. Info Lines. Click "Multiple Accounts" in the menu to the left and complete the following:

General Ledger Account: Enter in the appropriate account code

Amount: Enter amount to be charged without decimals

Add additional notes to each line as necessary

Click OK in left-hand menu (Exit and Cancel are also options)

Uncheck "Hold Transaction." This will create a "Completed" status for the transaction.

If applicable, check "Transaction Approved"

Click OK in the left-hand menu.

All transactions must have a "Completed" or "Approved" status



Print Dept/Div Approval Report

Go to Application Menu > Fiscal Services > Govt Mgmt & Budgetary Acct > Procurement Card Tracking

From that screen, go to the Demand Reports Menu section > *Dept/Div Approval Report (Click the link)
**Click the STAR beside the link's title to save this to your My Favorites screen for the future.*

Complete the following fields:

Single Department/Division: Enter the Department/Division numbers for the cardholder

Leave Department/Division Range Report Selection BLANK

Leave Date Range Selection BLANK

Approved Status Selection: All Transactions

Print Miscellaneous Line 1: Check the box

Print Miscellaneous Line 2: Check the box

Print Miscellaneous Line 3: Check the box

Click "OK" in the top left hand corner

You will probably not get any sort of alert or confirmation but go to Outputs (click on the Orange box in the upper right hand corner with the icon of a person). Look for something that printed on the date and time that you finished your print submission. Look for PC100LB. Display as PDF or Display as Text and print in Landscape.