Did You Know? Batching Transactions
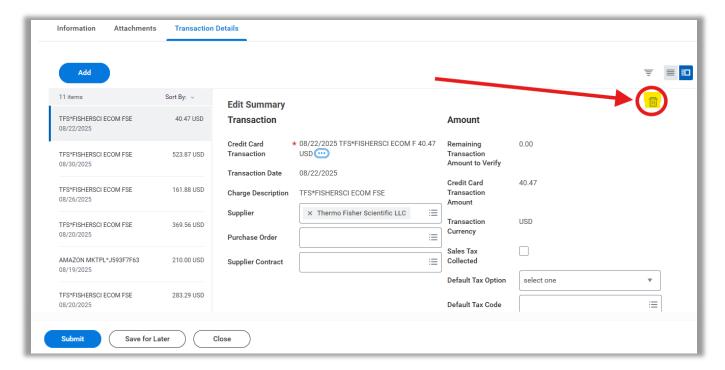
Dear Cardholders and Transaction Approvers,

When reconciling your transactions, **please do not reconcile multiple transactions under one PCV#, also known as "batching".** This practice can delay the review process and can be confusing for transaction approvers.
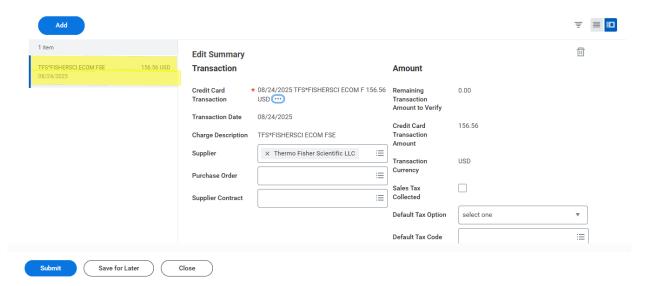
Reconciling each transaction individually helps to streamline the review process.

If you have reconciled multiple transactions under a single PCV# and it is returned for edits, please follow these steps to reconcile them separately:

1. Open the transaction you wish to edit
2. Click the trash can at the top right of the screen

3. Remove all transactions except one, ensuring that only a single transaction remains in the PCV you are editing.

4. Finish the reconciliation of the single transaction (enter spend category, worktag, and upload attachments) and submit it.
5. The transactions that you removed will go back into "Purchases" -> "Verify Procurement Card Transactions", where you can reconcile them individually.