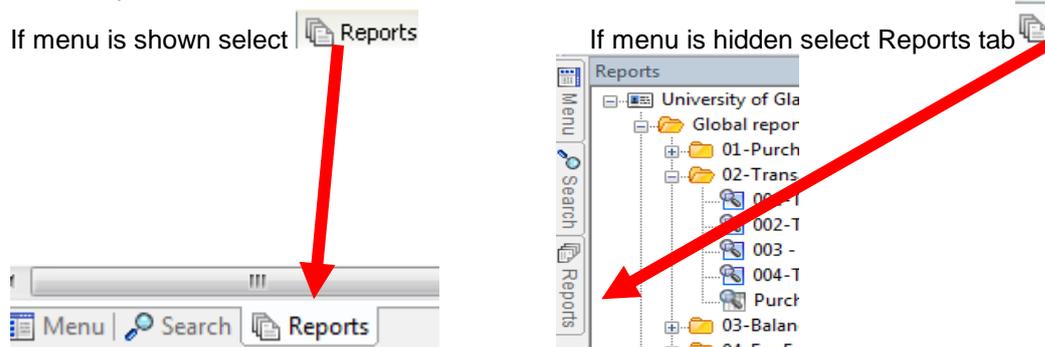


PO6 Recording the Purchasing Card Transaction Log

The User will need to run an Invoice Log for the Purchasing Card Transaction.

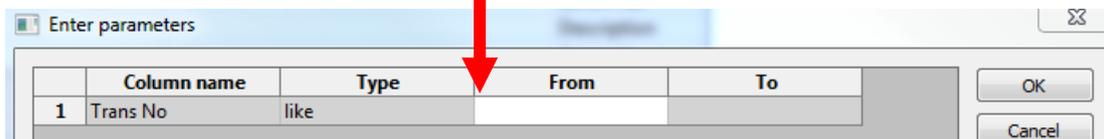
- To open the specific Browser Enquiries:
Select the Reports Tab that can be found depending on how the user's individual menu is set up.



- From the reports menu select
 -  Global Reports
 -  02- Transaction Details
 -  Purchase Card Invoice Log (double-click to open)

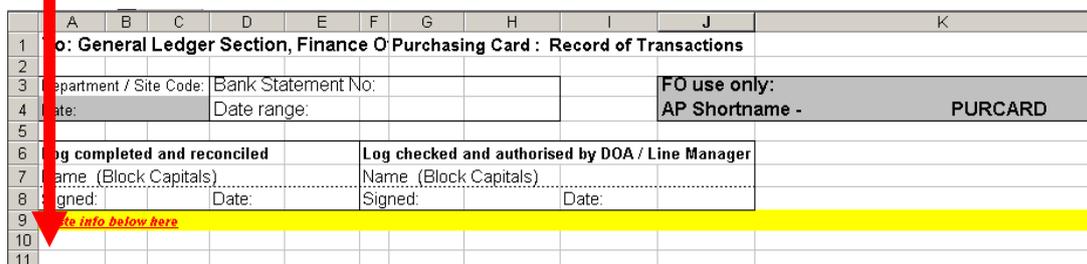
- Details to be entered during Invoice Log:

Enter your transaction number from when the Purchasing Card statement was reconciled



	Column name	Type	From	To
1	Trans No	like		

- Using the results on screen Copy and Paste all the details of the Transaction Log into Purchasing Card Template Spreadsheet. This spreadsheet can be found within the Commonly Used Forms on the university Agresso website.
http://www.gla.ac.uk/media/media_90375_en.xls



	A	B	C	D	E	F	G	H	I	J	K	
1	to: General Ledger Section, Finance Office Purchasing Card : Record of Transactions											
2												
3	Department / Site Code:			Bank Statement No:								
4	Date:			Date range:			FO use only: AP Shortname - PURCARD					
5												
6	Log completed and reconciled					Log checked and authorised by DOA / Line Manager						
7	Name: (Block Capitals)					Name: (Block Capitals)						
8	Signed:					Date:			Signed:			Date:
9	*Please enter info below here											
10												
11												

- The Purchasing Card Log total should reconcile to the Purchasing Card Statement Total.
- Each page should be stamped 'PROCESSED' and the log should be signed and authorised per the purchasing regulations.
- A copy of the log should be sent to: General Ledger – Finance Office