

Searching for Trips from the Procurement Card Line Editor:

If the trip has already been created the user will:

- Click Search for Trip

PCV: Line Editor
Create a new accounting line for line: 1

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR	LINE	AMT
240	05	0310	00000	50508250	6026	000	00000	60	0000	495.00	

Line Desc: SLID/SLAC:

Trip: [Clear selected trip](#) | **Search for trip** | [Create new trip](#)

Payroll deduct: SSN:

Transactions for P0063385 1-Click Reconciliation

Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1	New Line	10/19/2005	NAPCP	495.00		0.00

[attach file](#) New line will default with IACCT 6420

The user will be prompted to enter the travelers' last name, first name, or HawkID

- Click Search

Search for trips:

Search travelers:
You may search for any visible trip that you have view access to or greater.

HawkID:

Last name:

First name:

A listing of trips for that individual will display.

Search for trips:

Reynolds-Miller, Sherry

Orlando,FL <i>NAPCP Conference</i>	04/10/2005-04/13/2005	Reconcile to this trip
Ames,IA <i>test</i>	11/19/2004-11/20/2004	Reconcile to this trip
Los Angeles,CA <i>First test trip in prod</i>	10/25/2004-10/27/2004	Reconcile to this trip

Search travelers:
You may search for any visible trip that you have view access to or greater.

HawkID:

Last name:

First name:

Find the trip that corresponds to the transaction.

- Click Reconcile to this trip.

The trip will populate the reconciled line.

PCV: Line Editor
Create a new accounting line for line: 1

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR	LINE AMT
240	05	0310	00000	50508250	6026	000	00000	60	0000	495.00

Line Desc: SLID/SLAC:

Trip: Reynolds-Miller, Sherry(04/10/2005) - Orlando,FL

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

Payroll deduct: SSN: 478847412

Process Line

If the trip has **NOT** already been created the user will:

- Select Create New Trip

PCV: Line Editor
Create a new accounting line for line: 1

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR	LINE AMT
240	05	0310	00000	50508250	6026	000	00000	60	0000	495.00

Line Desc: SLID/SLAC:

Trip:

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

Payroll deduct: SSN:

Process Line

Transactions for P0063385 1-Click Reconciliation

Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1	New Line	10/19/2005	NAPCP	495.00		0.00

[attach file](#) New line will default with IACCT 6420

The user will be navigated through the Trip wizard.

If the user selects the wrong trip when reconciling the line:

- Click Clear selected trip. Then proceed with searching for the correct trip.

PCV: Line Editor
Create a new accounting line for line: 1

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR	LINE AMT
240	05	0310	00000	50508250	6026	000	00000	60	0000	495.00

Line Desc: SLID/SLAC:

Trip:

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

Payroll deduct: SSN:

Process Line

Transactions for P0063385 1-Click Reconciliation

Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1	New Line	10/19/2005	NAPCP	495.00		0.00

[attach file](#) New line will default with IACCT 6420