

Aloha Everyone!

Missing PCard Transactions in CoHnect

Thank you to everyone that have been opening tickets identifying which PCard transactions are missing in CoHnect. We are working with Bank of America to resolve this issue.

PCard deadline is still noon tomorrow, 10/14. Please process only the PCard transactions that are showing up in CoHnect by way of checking the box next to the transaction and creating the Expense Report.

It is very important that the missing transactions **do not** get entered manually, as this will only pay the employee and not the bank. If you have entered any PCard transactions manually, please cancel them. If they have already been submitted, please withdraw them, cancel the manual entries, and resubmit.

Please keep track of missing transactions. Once the issue of the missing transactions is resolved, verify all missing transactions have been correctly imported into CoHnect for processing. Create and submit expense reports as soon as the missing PCard transactions populate. Please update existing or open new tickets should there still be missing transactions post resolution.

Only the transactions that can be verified by Accounts will be paid at this time.

We apologize for the inconvenience this has been and thank you tremendously for your understanding and continued patience.