

Step 1: Financial Management

- I. From the left navigation, click the [Financial Management](#) link.

Step 2: Applicant Organization Financial Transactions

- I. Enter an organization name or Org ID and click the **Search** button.
- II. Click the **Transactions** button next to the selected organization.
- III. Select one of the following from the **Update Account** drop-down list:
 - a. "Add funds to pre-purchase account."
 - b. "Add funds to applicant account via check/money order."
 - c. "Add Funds to applicant account via credit card."
- IV. Click the **Next** button.

Step 3: Add Funds to Pre-Purchase Account

- I. Enter the transaction information and click the **Save** button.

Step 4: Pre-Purchase Account Update Confirmation

- I. Click the **Yes** button to confirm the amount to be added to the organization's pre-purchase account.

Step 5: Applicant's Pre-Purchase Account Balance

- I. Review the organization's current account balance and click the **OK** button.

View An Organization's Transactions in PCIT

- I. From the left navigation, click on the [View Reports](#) link.
- II. In the **View Reports** drop-down list, select "Debit Transaction" and click the **Submit** button.
- III. Enter an organization name or Org ID and click the **Search** button.
- IV. Click on the **Select** button next to the selected organization.
- V. Enter your transaction date range and click the **Next** button.
- VI. Choose your report type and report output and click the **Next** button.
- VII. Review your report criteria and click the **Generate Report** button. The report will open in a new window.