

P-CARD RECONCILIATION Verifying and Budget Validation

To review and reconcile your P-Card charges, in the PeopleSoft Financials Module navigate to **Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

What can I view?

The system returns the following page to the Users and Users are only able to view P-Card Charges that they have been given access to view.

Most users will only be able to view their own P-Card Charge. In this case the system will skip the Reconcile Statement Search screen to go directly to Reconcile Statement screen (see page 2).

If you are responsible for reconciling multiple P-Cards, you may have access to view Charges related to multiple cards.

The screenshot displays the 'Reconcile Statement Search' interface. On the left, a 'Menu' sidebar is visible with the following items: Return To Vendor, Procurement Cards (expanded), Reconcile (expanded), Reconcile Statement (selected), Review Disputes, ProCard Bill Dt >, Grace Per WF, Bank Statement Workflow, Process Statements, Reports, Security, Definitions, Review Bank Statement, Supplier Schedules, Analyze Procurement, Inventory, eProcurement, Services Procurement, Sourcing, Engineering, Manufacturing Definitions, Production Control, Configuration Modeler, Product Configurations, Quality, Demand Planning, Grants, and Program Management. The main content area is titled 'Reconcile Statement Search' and contains the following fields: Role Name (dropdown), EmpID (text with search icon), Employee Name (text with search icon), Card Issuer (dropdown), Card Number (text), Billing Date (text with search icon), Statement Status (dropdown), Budget Status (dropdown), Chartfield Status (dropdown), Merchant (text), Transaction Date (text with calendar icon), Charge Type (dropdown), and Posted Date (text with calendar icon). A yellow 'Search' button is located at the bottom left of the form area.

Locating a Statement

Users can locate an entire Statement or a specific transaction on a Statement via the Reconcile Statement Search screen. **The two most common search fields are the Employee Name and the Card Number**(not required to use for Reconcilers with single card and useful for Approvers with more than one card to approve). **Billing Date** is also the important search field to find the transactions for the current Billing period, if there are transactions for more than one billing period.

- Statement Status = Staged - Charges pending to review
- Statement Status = Verified - Charges pending for approval

Reviewing the Bank Statement Page

Transaction Tab

The system automatically displays the transactions for your “EmplID” or for an Employee ID for which you have proxy authority.

Note: The statement will show all charges that have not been approved in current Billing Cycle, if you select the current Billing cycle end date

Row Number Select the check box for the line that you would like to review.

Reconcile Statement
Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First | 1 of 7 | Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Currency	Budget Status	Chartfield Status	Redistrib
1	Dawson,Thomas	VISA	*****7678	02/17/2009	UBERPRINTS.COM	Verified	USD	Valid	Valid	Yes
2	Dawson,Thomas	VISA	*****7678	02/16/2009	COMMUNITY LAUNDRY SERVICE	Verified	USD	Valid	Valid	Yes
3	Dawson,Thomas	VISA	*****7678	02/16/2009	COMMUNITY LAUNDRY SERVICE	Verified	USD	Valid	Valid	Yes
4	Dawson,Thomas	VISA	*****7678	02/16/2009	MARRIOTT SAVANNAH RIVERFR	Verified	USD	Error	Valid	Yes
5	Dawson,Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Verified	USD	Valid	Valid	Yes
6	Dawson,Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Staged	USD	Valid	Valid	Yes
7	Dawson,Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Staged	USD	Valid	Valid	Yes

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Click on the Distribution icon  for the desired transaction and the Account Distribution screen is displayed as shown below.

Reconcile Statement
Account Distribution

Line: 5 PO Qty: 1.0000 UOM: EA

Billing Date: 02/25/2009 Billing Amount: USD 249.95 Unit Price: 249.95000

SpeedChart: *Distribute by: Amount

Distributions Customize | Find | View All | First | 1 of 1 | Last

Dist Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Bud Ref	Project	Location
1	100.0000	249.95	USD	COPPN 099501	4010	4301100	00601			

OK Cancel Refresh

The Account Distribution **must** be changed from 099501 (P-Card Clearing account number) to the appropriate account number for the type of products or services

CHANGING THE DEPARTMENT OR PROJECT (optional)

To change a P-card charge dept or program to one other than your default dept, click in the magnifying glass to the right of the SpeedChart box. Any additional departments or projects added to you P-card will be listed (note only the last 4 numbers of the dept or program will appear). Click on the number (it will appear as a blue hyperlink). You will notice that the Fund and Program fields have been populated. Also, when you use the SpeedChart, the Account number will be deleted. Re-enter the appropriate Account number. Click "OK".

The screenshot shows the 'Reconcile Statement' interface. At the top right, there are links for 'New Window', 'Help', 'Customize Page', and 'Help'. Below this is the 'Account Distribution' section with the following details:

- Line: 5
- PO Qty: 1.0000
- UOM: EA
- Billing Date: 02/25/2009
- Billing Amount: USD 249.95
- Unit Price: 249.95000
- SpeedChart: (highlighted with a red circle)
- *Distribute by: Amount

Below the details is a 'Distributions' table with columns: Dist, Percent, Amount, Currency, *GL Unit, *Account, Fund, Dept, Program, Bud Ref, Project, and Location. The table contains one row with the following values:

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Bud Ref	Project	Location
1	100.0000	249.95	USD	COPPN	099501	4010	4301100	00601			

At the bottom of the interface, there are buttons for 'OK', 'Cancel', and 'Refresh', with the 'OK' button highlighted by a red circle.

Changing a department or project can only be done if you have the department and/or project number on your P-Card account. Please contact the P-Card Administrator to add or delete additional department and/or project numbers.

VERIFY AND VALIDATE BUDGET

To change the status from staged to verified, click on the drop down arrowhead next to the Status box. Select Verified. To validate the budget, make sure you have entered a check in the check box of the transaction to be validated, then click the Validate Budget button. The Budget Status will change from “Not Chk’d” to “Valid”. Finally, save your changes before exiting.

Reconcile Statement
Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-7 of 7 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans. Date	Merchant	*Status	Currency	Budget Status	Chartfield Status	Redistrib
1	Dawson, Thomas	VISA	*****7678	02/17/2009	UBERPRINTS.COM	Verified	USD	Valid	Valid	Yes
2	Dawson, Thomas	VISA	*****7678	02/16/2009	COMMUNITY LAUNDRY SERVICE	Verified	USD	Valid	Valid	Yes
3	Dawson, Thomas	VISA	*****7678	02/16/2009	COMMUNITY LAUNDRY SERVICE	Verified	USD	Valid	Valid	Yes
4	Dawson, Thomas	VISA	*****7678	02/16/2009	MARRIOTT SAVANNAH RIVERFR	Verified	USD	Error	Valid	Yes
5	Dawson, Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Verified	USD	Valid	Valid	Yes
6	Dawson, Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Staged	USD	Valid	Valid	Yes
7	Dawson, Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Staged	USD	Valid	Valid	Yes

Select All Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

RECAP

1. Click on the Distribution icon.
2. Change the default account number (099501) to the appropriate type of product or service.
3. Change to default chartfield combination, if necessary.
4. Change status from staged to verified.
5. Validate the budget and save.

All transactions must be approved by the 5th day of the month immediately following the closing of the billing period; e.g. on May 25th the May billing cycle ended, therefore all transactions must be approved by June 5th.