

1. After logging in to PeopleSoft Financials, navigate to Reconcile Statement:  
*Purchasing > Procurement Cards > Reconcile > Reconcile Statement*  
\*\*NOTE: Your pop-up blocker must be OFF to complete the reconciliation\*\*
2. If you are the reconciler for only one procurement card, you will be taken directly to the reconcile screen (step 3). If you are the reconciler for multiple cards, you will be taken to the search screen and must add search criteria (e.g., choose the cardholder or set the Statement Status to "Staged") to access all transactions that need to be coded). Then press the **Search** key.

**Reconcile Statement Search**

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Wf Status:

Click here to choose a Cardholder.

Click here to set Statement status to "Staged".

3. The next screen is the Reconcile Statement screen. In our example, three transactions are waiting to be reconciled. This example will focus on the middle transaction for the merchant Southeastern Bookstore.

**Reconcile Statement**

**Procurement Card Transactions**

Empl ID: 0000000      Name: Lakeman, Kathy  
Card Number: \*\*\*\*\*0000      Card Provider: PCBA


Bank Statement

Transaction	Trans Date	Merchant	Status	Wf Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Audit Review
1	04/18/2012	ABC INC	Staged		87.91	USD	Valid	Recycled	No	No	
2	04/18/2012	SOUTHEASTERN BOOKSTOR	Staged		45.94	USD	Valid	Recycled	No	No	
3	04/19/2012	XYZ INC	Staged		299.00	USD	Valid	Recycled	No	No	

Select All    Clear All     

Search   Purchase Details   Split Line

## RECONCILING PROCUREMENT CARD TRANSACTIONS

4. To be reconciled, a transaction must be coded to the correct budget unit and account. To code the transaction, click the  icon. The initial coding to budget unit 98889 must be changed to the appropriate budget unit and account.

**Reconcile Statement**  
**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 05/05/2012 Billing Amount: USD 45.94 Unit Price: 45.94000  
 SpeedChart: Transaction Unit Price: 45.94000 \*Distribute by: Amount

**Distributions**

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Budget Unit	Program	Class	Bud Ref	PC Bus Unit	Project
1	100.0000	45.94	USD	SLULA			98889					

OK Cancel Refresh

Click when complete.

Click to select the account.

Click to select the budget unit.


First, choose the correct budget unit on the distribution line. Then choose the account for the transaction. (For transactions that must be coded to multiple distributions, click on the "+" on the right side of the line. Then enter the amount, budget unit, and account for the next part of the distribution.) Click **OK** when the transaction distribution is complete. If budget dollars are not sufficient at the parent level for the transaction, a message will appear on the screen similar to this:

Warning -- Not enough funds for Date 2012-04-18 Amount 45.94 Budget 49999 Account 599999 (20001,37)

Not enough funds in the budget for account .

OK Cancel

The distribution must be corrected or funds moved in the budget to cover the transaction. You would not be able to save the transaction reconciliation without funds being available.

5. A scanned copy of the receipt for the PCard purchase must be attached to the transaction. On the Reconcile Statement screen, click the  icon to access the Line Comments screen.

**Reconcile Statement**  
**Line Comments**

Line: 2 Description:  
Reference:

**Transaction Line Comments** Find | View All First 1 of 1 Last

Comments: Status: Active

Reference book for XYZ class.

**Associated Document**

Attachment: Attach View Delete

OK Cancel Refresh

Click to attach receipt.

## RECONCILING PROCUREMENT CARD TRANSACTIONS

Enter a brief description of the purchase under "Comments" and press the **Attach** key to browse and select the receipt. (Receipts can be in "jpg" or "pdf" format.)

**\*\*NOTE:** Comments can be added to a transaction at any time in the process, but should never be removed!!\*\*

Click **OK** to return to the main page.

- To complete the transaction, place a check mark on the left side of the reconciled line, and click on the **Verify** key. (You can do this step for one or several lines at a time.)

**Reconcile Statement**  
**Procurement Card Transactions**

Empl ID: 0000000      Name: Lakeman, Kathy  
 Card Number: \*\*\*\*\*0000      Card Provider: PCBA

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**Bank Statement** Customize | Find | View All | 21

Transaction  Billing

	Trans Date	Merchant	Status	WF Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib	Voucher Error
<input type="checkbox"/>	012	ABC INC	Staged		87.91	USD		Valid	Recycled	No	No
2 <input checked="" type="checkbox"/>	04/18/2012	SOUTHEASTERN BOOKSTOR	Verified	SuprNeeded	45.94	USD		Not Chk'd	Valid	Yes	No
3 <input type="checkbox"/>	04/19/2012	XYZ INC	Staged		299.00	USD		Valid	Recycled	No	No

Select All    Clear All     

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

Click Save when done.

Click Verify

Click **Save** to record the transaction and begin the approval process. When you click **Save**, the program will again confirm that there are funds available as your distribution is coded and that there is an attachment for the line.

If there are no problems with the reconciliation, the transaction will be removed from the screen. If there are no additional transactions, you will be returned to the search screen.

When you choose another menu option to leave the search screen, you will receive the following message:

**Save Warning** X

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

Click on **Cancel** to continue.

## RECONCILING PROCUREMENT CARD TRANSACTIONS

### *IMPORTANT FAQs:*

Budgets are not pre-encumbered or encumbered with this process. When the transaction is fully approved, a nightly process will record the expense against the distribution that you coded.

Transactions will flow through the approval worklists of OSRP (if coded to a grant budget) or the cardholder's supervisor, and Client Services (Help Desk), if coded to a computing account.

You can review the status of the transaction by returning to the initial search screen. To see all transactions that have not been expensed against the budget, choose the employee and proceed. To see transactions that have been approved and expensed, set the "Statement Status" to "Closed" before clicking on the ***Search*** key.

If the transaction is "Denied" by any of the approvers, you will be notified via email and must again reconcile and verify the transaction.