ProCard Reconciliation

1. To reconcile the ProCard statement begin by navigating to: **Nav Bar > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

2. The Reconcile Statement Search page is displayed. This page provides several options for performing a search. To search for a specific cardholder, you may search by the Employee ID, Name, or by the last 4-digits of the cardholders Card Number.
   a. The Search Results table displays a list of cardholder's names for which you have proxy authority. Select the Name or Empl ID of the cardholder’s statement you want to reconcile.
   b. If necessary, modify the transaction dates to capture the whole period to be reconciled.
   c. Click the Search button to view the cardholders Procurement Card Transactions

3. The Procurement Card Transactions page is displayed. This page displays the cardholders Empl ID, Name, the last 4-digits of the cardholders bank card and the ProCard charges for a specific billing cycle. The initial Status of each transaction is "Staged". This status indicates that the ProCard statement from the bank is loaded into the staging table and ready to be reconciled. The Reconciler is responsible for:
   a. Reviewing each transaction line for accuracy.
   b. Adding comments.
   c. Assigning the appropriate account code.
d. Updating the default chartfield values (if necessary).

Click the Show all columns icon to display all the billing information on one page.

4. Starting with the first transaction line:
   a. Click the Comments icon to enter remarks (i.e. what was purchased and the reason for the purchase). Click the Attach link (1) and follow the prompts (2,3) to attach the receipts for the entire reconciliation page to the first transaction line. After updating this section, click the OK button to return to the Procurement Card Transactions page.

   b. Click the Distribution icon to update the Account code and the default Chartfield values. It is recommended to use the SpeedChart field rather than entering in all chartfields. Update the Account field as needed. After updating
this section, click the OK button to return to the Procurement Card Transactions page.

c. If Description is not displayed, click Billing to display the rest of the Statement fields. Enter a brief description of the goods/services in the Description field (up to 30 characters). Information entered in this section will appear on ProCard Reports and Payment Vouchers. At a minimum, the description should include the name of the Vendor and the Cardholder (e.g. Target-Flowers-Sam-Maverick).

d. If your records disagree with the billing amount, the discrepancy can be entered into the Dispute Amount field. The use of this field is optional. You are still required to maintain the Purchasing Card Carry Over Transaction Log. The Credit Collected checkbox displays the status of the disputed amount.

e. To show the transaction line as reconciled, click the Status drop-down menu and select “Verified”.

5. Click the Validate Budget button. This process checks for available funds. This does not encumber or expense the funds. If funds are available, the budget status will be “Valid”. If the funds are not valid, the budget status will return as “Not Chk’d” and a warning message will appear.

6. Click the Save button to commit your changes to the system. Once the reconciliation process is complete, you should notify the “Reviewer” in your department to “Approve” the statement.