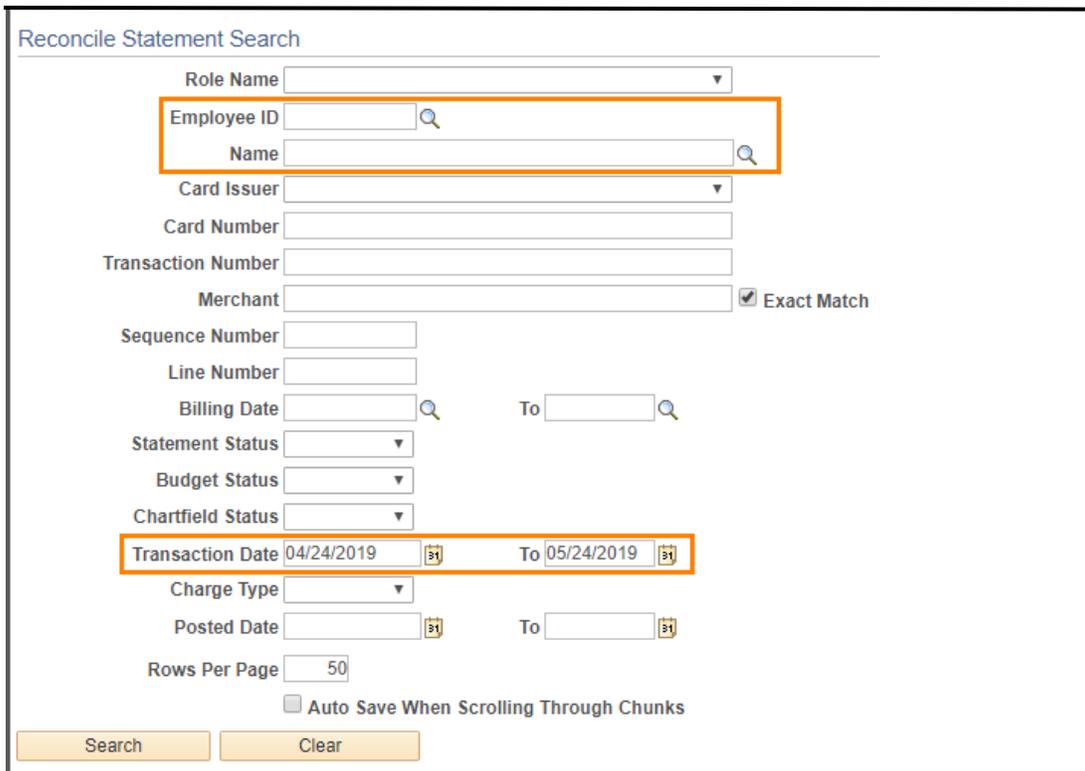


## ProCard Reconciliation

1. To reconcile the ProCard statement begin by navigating to: **Navigator > Financials > 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



Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant   Exact Match

Sequence Number

Line Number

Billing Date   To

Statement Status

Budget Status

Chartfield Status

Transaction Date   To

Charge Type

Posted Date   To

Rows Per Page

Auto Save When Scrolling Through Chunks

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).

Reconcile Statement  
Procurement Card Transactions

Empl ID 1000123456 Name Maverick, Sam

Run Budget validation on Save

Bank Statement C Personalize | Find | View All | | First 1-8 of 8 Last

Transaction C Billing C

	Card Issuer	Card Number	Trans Date	Merchant	*Status <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">E</span>	Transaction Amount	Currency	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">B</span> Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	*****5453	04/03/2019	ALLSECURITY	Verified <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">E</span>	542.10	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid
2	<input type="checkbox"/>	*****5453	04/03/2019	JMAC SUPPLY	Staged	92.60	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid
3	<input type="checkbox"/>	*****5453	04/12/2019	IDENTISYS INCORPORATED	Verified	402.66	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid
4	<input type="checkbox"/>	*****5453	04/11/2019	CBORD	Staged	1,666.09	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid
5	<input type="checkbox"/>	*****5453	04/15/2019	PROVANTAGE	Staged	328.07	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid
6	<input type="checkbox"/>	*****5453	04/16/2019	AMAZON.COM MZ10B63E0	Staged	5.29	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid
7	<input type="checkbox"/>	*****5453	04/15/2019	ESHIPGLOBAL INC	Staged	8.34	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid
8	<input type="checkbox"/>	*****5453	05/02/2019	ULINE SHIP SUPPLIES	Staged	571.87	USD	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">A</span>	Valid	Valid

Select All  Clear All Stage Verify Validate Budget

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.

Line 1 Description  
Reference 174030075991

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

Comments: Status Active + -

test comments will be entered here.

File Attachment x ?

2 Choose File 2019-05-09\_8-21-46.png

3 Upload Cancel

1 Attach View Delete

OK Cancel Refresh

- 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.

Line 1	PO Qty	1.0000	UOM	EA
Billing Date 05/17/2019	Billing Amount	542.10	USD	Unit Price 542.10000
SpeedChart	Transaction Unit Price	542.10000	*Distribute By Amount	

**Distributions** Personalize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Cost Center	Function	Program	PC Uni
1	100.0000	542.10	USD	UTARL	63003	4700	315203	470089	500		

OK Cancel Refresh

- 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).

Reconcile Statement

**Procurement Card Transactions**

Empl ID 1000123456 Name Maverick, Sam

Run Budget Validation on Save

**Bank Statement** Personalize | Find | View All | First 1-8 of 8 Last

Transaction Billing

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1 174030075991		05/17/2019	542.10	USD		0.00	<input type="checkbox"/>
2 174030075991		05/17/2019	92.60	USD		0.00	<input type="checkbox"/>
3 948908470274771		05/17/2019	402.66	USD		0.00	<input type="checkbox"/>
4 520003011618		05/17/2019	1,666.09	USD		0.00	<input type="checkbox"/>

- 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.