

P-CARD RECONCILIATION

Approving Transactions

To review and approve 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.

As the Approver, you will only be able to view your Reconciler's P-Card charges. Click on the down arrow next to role name and select Approver.

Menu

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 - Reconcile Statement**
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Reconcile Statement Search

Role Name:

EmpID:

Employee Name:

Card Issuer:

Card Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Locating a Statement

Users can locate an entire Statement or a specific transaction on a Statement via the Reconcile Statement Search screen. **Select the Employee Name (Reconciler), Card Issuer and Billing Date.**

- Statement Status = Verified - Charges pending for approval

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Select the Drop Down box and select **Approved** or use the **Approve button** after selecting the particular transaction.

You can approve all transactions at once by placing a check in the "Select All" box. To view that amount of the transaction, click on the Billing tab

The screenshot displays the 'Reconcile Statement' interface for 'Procurement Card Transactions'. It features a table with columns for Employee Name, Card Issuer, Card Number, Trans Date, Merchant, *Status, Currency, Budget Status, Chartfield Status, Redistrib, and Voucher Error. The table lists seven transactions, all for Dawson, Thomas, with a card number of 7678. The statuses are: 1. Staged, 2. Staged, 3. Staged, 4. Approved, 5. Verified, 6. Staged, 7. Staged. Below the table, there are buttons for 'Select All', 'Clear All', 'Stage', 'Approve', and 'Validate Budget'. The 'Approve' button is circled in red. At the bottom left, there are buttons for 'Save', 'Notify', and 'Refresh', with the 'Save' button also circled in red. A 'Billing' tab is highlighted in red at the top of the table area.

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	Dawson, Thomas	VISA	*****7678	02/17/2009	UBERPRINTS.COM	Staged	USD	Valid	Valid	Yes	No
2	Dawson, Thomas	VISA	*****7678	02/16/2009	COMMUNITY LAUNDRY SERVICE	Staged	USD	Valid	Valid	Yes	No
3	Dawson, Thomas	VISA	*****7678	02/16/2009	COMMUNITY LAUNDRY SERVICE	Staged	USD	Valid	Valid	Yes	No
4	Dawson, Thomas	VISA	*****7678	02/16/2009	MARRIOTT SAVANNAH RIVERFR	Approved	USD	Error	Valid	Yes	No
5	Dawson, Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Verified	USD	Valid	Valid	Yes	No
6	Dawson, Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Staged	USD	Valid	Valid	Yes	No
7	Dawson, Thomas	VISA	*****7678	02/16/2009	LOWES #00747	Staged	USD	Valid	Valid	Yes	No

Approvers can also change the Approved transaction back to Staged status to request the card holder for further review.

Save the transaction.

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.