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.

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.

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

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 your use the SpeedChart, the Account number will be deleted. Re-enter the appropriate Account number. Click “OK”.

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.

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.