


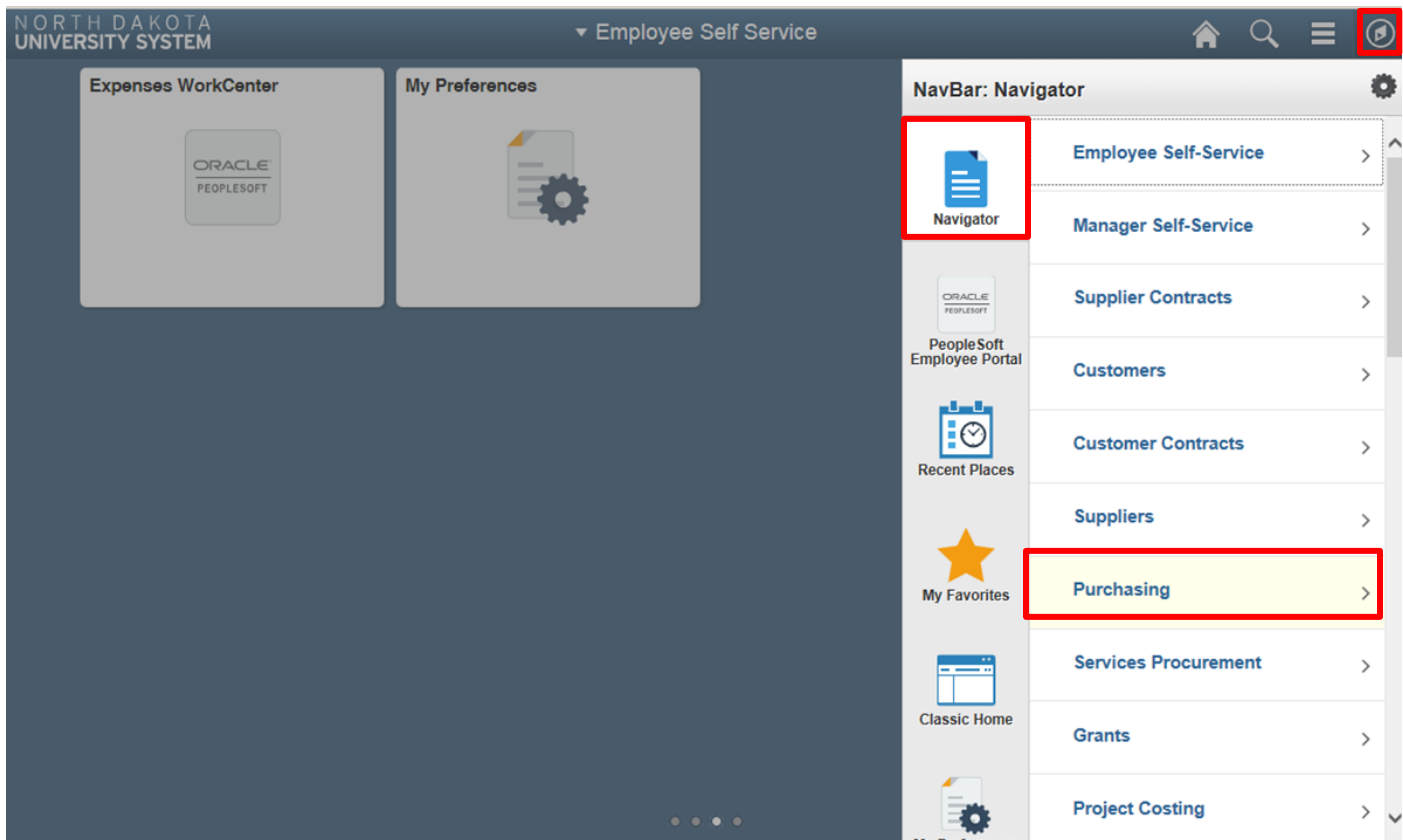
Reconcile Statement (Reallocating)

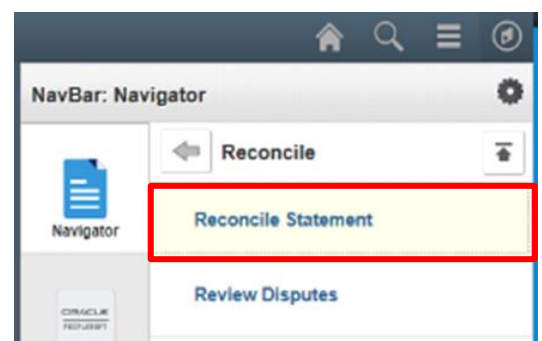
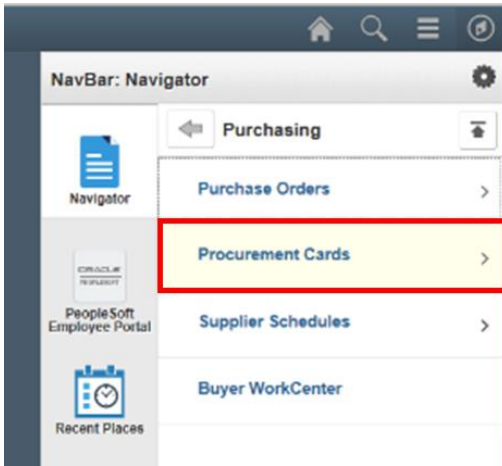
The Reconcile Statement page allows purchasing card administrators (reallocators) to view the monthly transactions and edit (reallocate) the ChartFields associated with those transactions, if needed.

IMPORTANT: Reallocators will only be allowed to view transactions for the cardholders in which they have been assigned as a proxy to.

Procedure

Step	Action
1.	Select the NavBar icon in the right hand corner of your screen.  Then click on the Navigator icon → Purchasing → Procurement Cards → Reconcile → Reconcile Statement





Employee Self Service

Reconcile Statement Search

Role Name: [Dropdown]

Employee ID: [Text Box]

Name: [Text Box]

Card Issuer: [Dropdown]

Card Number: [Text Box]

Transaction Number: [Text Box]

Merchant: [Text Box] ☒ Exact Match

Sequence Number: [Text Box]

Line Number: [Text Box]

Billing Date: [Text Box] To: [Text Box]

Statement Status: [Dropdown]

Budget Status: [Dropdown]

Chartfield Status: [Dropdown]

Transaction Date: 01/03/2018 To: 04/03/2018

Charge Type: [Dropdown]

Posted Date: [Text Box] To: [Text Box]

Rows Per Page: 50

☐ Auto Save When Scrolling Through Chunks

Step	Action
2.	You do not need to fill in any of the Search Criteria fields. Clicking Search will display all transactions that need to be built into a voucher.
	(OPTIONAL) You could also restrict the results to only show a specific cardholder by entering their EmplID or Last Name if you have multiple cards to reallocate.
3.	Click the Search button. <input type="button" value="Search"/>
	IMPORTANT - Save often! If an error is received on this page and you are forced to leave the page (or it times out), you will lose all of your work from the last save point. If you didn't save at any point while reallocating, you will lose ALL of your work!

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Reconcile Statement

Procurement Card Transactions

Empl ID _____ Name _____

☐ Display Unmasked Card Number



Bank Statement

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	Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Chartfield Status	Redistrib
1	<input type="checkbox"/>	JP	*****7190	03/02/2016	TMS*TREEHOUSE VIDEO, L	Approved	66.40	USD		Valid	Yes
2	<input type="checkbox"/>	JP	*****7190	03/10/2016	IN *BERLINGER USA LLC	Approved	132.00	USD		Valid	Yes
3	<input type="checkbox"/>	JP	*****7190	03/09/2016	ARTICULATE GLOBAL I	Approved	1,957.00	USD		Valid	Yes
4	<input type="checkbox"/>	JP	*****7190	03/14/2016	ATD ADIRONDACK	Approved	768.00	USD		Valid	Yes
5	<input type="checkbox"/>	JP	*****7190	03/17/2016	AMAZON MKTPLACE PMTS	Approved	5.82	USD		Valid	Yes
6	<input checked="" type="checkbox"/>	JP	*****7190	03/18/2016	AMAZON MKTPLACE PMTS	Approved	10.46	USD		Valid	Yes
7	<input type="checkbox"/>	JP	*****7190	03/24/2016	ULINE *SHIP SUPPLIES	Approved	354.50	USD		Valid	Yes
8	<input type="checkbox"/>	JP	*****7190	03/25/2016	NRSI	Approved	64.95	USD		Valid	Yes
9	<input type="checkbox"/>	JP	*****7190	03/31/2016	NCS PEARSON	Approved	273.48	USD		Valid	Yes

☒ Select All
 ☐ Clear All

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

Step	Action
4.	Columns can be sorted by clicking the column header for Trans Date, Merchant or Transaction Amount.
5.	Click the Show all columns button. 
6.	Click the Distribution icon to reallocate the transaction. 
7.	When reallocating the transaction enter in the desired account string(s).

Procurement Card Transactions

ProCard Account Distribution

Line 4
 PO Qty 1.0000 UOM EA

Billing Date 04/01/2016
 Billing Amount 768.00 USD

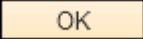
SpeedChart
Unit Price 768.00000

Transaction Unit Price 768.00000
 *Distribute By Amount

Distributions

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Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	PC Bus Unit	Project
1	100.0000	768.00	USD	MISU1	535045	12345	6789			

Step	Action
8.	Click the OK button. 
9.	Notice that the Redistrib is now <i>Yes</i> and Chartfield Status is <i>Valid</i> after returning to the Reconcile Statement page. Clicking the Yes link will show an audit trail of who edited the transaction along with a date/time stamp.

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Reconcile Statement

Procurement Card Transactions

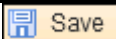
Empl ID 0 Name A

☐ Display Unmasked Card Number

Bank Statement

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Chartfield Status	Redistrib	Voucher Error	Reference
1	<input type="checkbox"/> JP	*****7190	03/02/2016	TMS*TREEHOUSE VIDEO, L	Approved	66.40 USD			Valid	Yes	No	28122978
2	<input type="checkbox"/> JP	*****7190	03/10/2016	IN *BERLINGER USA LLC	Approved	132.00 USD			Valid	Yes	No	32934661
3	<input type="checkbox"/> JP	*****7190	03/09/2016	ARTICULATE GLOBAL I	Approved	1,957.00 USD			Valid	Yes	No	25813017
4	<input type="checkbox"/> JP	*****7190	03/14/2016	ATD ADIRONDACK	Approved	768.00 USD			Valid	Yes	No	25557106
5	<input type="checkbox"/> JP	*****7190	03/17/2016	AMAZON MKTPLACE PMTS	Approved	5.82 USD			Valid	Yes	No	26327303
6	<input checked="" type="checkbox"/> JP	*****7190	03/18/2016	AMAZON MKTPLACE PMTS	Approved	10.46 USD			Valid	Yes	No	26327303
7	<input type="checkbox"/> JP	*****7190	03/24/2016	ULINE *SHIP SUPPLIES	Approved	354.50 USD			Valid	Yes	No	38565429
8	<input type="checkbox"/> JP	*****7190	03/25/2016	NRSI	Approved	64.95 USD			Valid	Yes	No	22712927
9	<input type="checkbox"/> JP	*****7190	03/31/2016	NCS PEARSON	Approved	273.48 USD			Valid	Yes	No	23328677

☒ Select All ☐ Clear All [Stage](#) [Verify](#) [Approve](#)
[Set Status to Staged](#)
[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)
[Save](#) [Notify](#) [Refresh](#)

Step	Action
10.	Click the Save button. 
11.	Repeat these steps until all lines have been reallocated. Verify account strings by running the PCard Transactions query, and to ensure that no lines were missed. NavBar Icon → Navigator → Reporting Tools → Query → Query Viewer Search by Query Name: NDU_PCARD2_REALLOCATION Run to Excel

NDU_PCARD2_REALLOCATION - P-card Reallocation Trans

Business Unit
 From Billing Date
 To Billing Date
 Credit Card Vendor
 Empl ID Like (%=All)
[View Results](#)

Bus Unit	Name	Empl ID	Cardholder Number	Trans Date	Merchant
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Billing Date will always be the last business day of the month.

Enter in or search for Cardholders Empl ID.

Splitting Transactions

To split a transaction select the transaction that is to be reallocated. Enter in the information and amount on line one. Scroll to the right and select the + button to add another row. A prompt will appear and enter in the number of additional rows needed for the transaction and click ok. Once the subsequent rows have been entered click ok on the ProCard Account Distribution window and save your progress.

The screenshot shows the 'Reconcile Statement' interface with a modal window titled 'ProCard Account Distribution'. The modal contains the following information:

- Line 2**
- Billing Date:** 04/30/2018
- Billing Amount:** 68.15 USD
- Unit Price:** 68.15000
- Transaction Unit Price:** 68.15000
- *Distribute By:** Amount

Below this information is a 'Distributions' section with tabs for 'Chartfields', 'Details/Tax', 'Asset Information', and 'Statuses'. The 'Chartfields' tab is active, showing a table with the following columns: *Account, Fund, Dept, Program, PC Bus Unit, Project, Activity, and Source Type. The Fund field is populated with '31400' and the Dept field with '3000'. A red box highlights the '+' button in the bottom right corner of the distribution table.

Note: Occasionally the distribution percentage will change and no equal 100%. The system will not let you proceed until the transaction percentage is 100%. Adjust the percentage until all lines add to 100%.

Negative amounts are not allowed in the Reconcile Statement page, any time a refund, credit or negative amount is needed on a line the change will need to be done by Accounts Payable before the voucher is paid.