

PCard Simplified Reconciliation

An enhancement was made to EFS on May 20, 2012. Reconcilers can now set “Verified” transactions back to “Staged” for faster processing.

Verifying Process

- Reconcilers can search for transactions in the “Staged” status.

The screenshot shows the 'Reconcile Statement Search' interface. The header includes the University of Minnesota logo and the text 'UNIVERSITY OF MINNESOTA FS89ENT'. Below the header is a breadcrumb trail: 'Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement'. The search form contains the following fields:

- Role Name: [Dropdown]
- Empl ID: [Text input with search icon]
- Employee Name: [Text input with search icon]
- Card Issuer: [Dropdown]
- Card Number: [Text input]
- Billing Date: [Text input with search icon]
- Department Approval Status: [Dropdown menu with 'Staged' selected and highlighted by a red circle]
- Certified Approval Status: [Dropdown]
- Budget Status: [Dropdown]
- Chartfield Status: [Dropdown]
- Merchant: [Text input]
- Transaction Date: [Text input with calendar icon]
- Charge Type: [Dropdown]
- Posted Date: [Text input with calendar icon]

A yellow 'Search' button is located at the bottom left of the form.

Note: “Staged” transactions are the responsibility of the Reconciler and “Verified” transactions are the responsibility of the Approvers. If both users add the same status in their search criteria, this may result in transactional overlap and cause page data inconsistency error.

PCard Simplified Reconciliation

- Once the search results are returned, using the check boxes, select those transactions for which you have the supporting documentation to verify.
- Select the “Details”.

Reconcile Statement

UNIVERSITY OF MINNESOTA FS89ENT

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: [REDACTED] Employee Name: [REDACTED] Card Number: *****9745 Card Provider: WELLS

Run Budget Validation on Save

Bank Statement Customize Find View All First 1-4 of 4 Last

Transaction	Trans Date	Merchant	*DA Status	Transaction Amount	Currency	Details	Budget Status	Chartfield Status	Redistrib	Voucher Error
<input type="checkbox"/>	04/26/2012	GAMESTOP #1448	Staged	150.00	USD	Details	Valid	Valid	No	No
<input type="checkbox"/>	04/30/2012	OFFICE MAX	Staged	18.97	USD	Details	Valid	Valid	No	No
<input type="checkbox"/>	05/01/2012	HY VEE 1555	Staged	35.74	USD	Details	Valid	Valid	No	No
<input type="checkbox"/>	05/01/2012	HY VEE 1555	Staged	97.19	USD	Details	Valid	Valid	No	No

Select All Clear All

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

If you are prepared to verify all of the transactions, there is no need to select the check boxes, but navigate to the “Details” of the first transaction.

Note: Resorting the transactions on this page will not result in the same sort order in the “Details” section.

PCard Simplified Reconciliation

- When the details for the first transaction appear, enter the Description, change the ChartField string, and enter complete justification for each transaction in the comments field.
- Select the “Verify” button, which will also save the transaction.
- Finally, click “Next” to navigate to the next transactions.

Reconcile Statement

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Home Worklist

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New Window

Pcard Transaction Details

Line Details

Line 1 Description

Empl ID [REDACTED] Card Issuer WELLS
Name [REDACTED] Card Number *****9745
Merchant GAMESTOP #1448 Transaction Amount USD 150.00
Reference Transaction Date 04/26/2012
DA Status Staged Budget Status Valid
Chartfield Status Valid

Account Distribution

PO Qty 1.0000 UOM EA Transaction Unit Price 150.00000
Billing Date 05/25/2012 Billing Amount USD 150.00 Unit Price 150.00000
*Distribute by Amount SpeedChart

Distributions

Dist	Percent	Amount	Currency	GL Unit	Entry Event	Fund	DeptID	Program	PC Bus Unit	Project	Activity	Account	EmplID	ChartField 1
1	100.0000	150.00	USD	UMN01		1000	10698	20407				721101		

Comments & Attachments

Comments

Status Active

Associated Document

Attachment [Images](#)

[Return to Main Page](#)

PCard Simplified Reconciliation

Automatic Budget Checking

- There is no longer a need to individually Budget Check each transaction. All transactions are automatically budget checked over night.
- Select “Return to Main Page” hyperlink.
- The Reconciler may now exit out and allow the “Verified” transactions to be budget checked by the overnight batch process.

Reconcile Statement

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Home Worklist

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Pcard Transaction Details

Line Details

Line 1 Description Description - Invalid Chartfield String

Empl ID [REDACTED] Card Issuer WELLS

Name [REDACTED] Card Number *****9745

Merchant GAMESTOP #1448 Transaction Amount USD 150.00

Reference Transaction Date 04/26/2012

DA Status Staged Budget Status Valid

Chartfield Status Valid

Account Distribution

PO Qty 1.0000 UOM EA Transaction Unit Price 150.00000

Billing Date 05/25/2012 Billing Amount USD 150.00 Unit Price 150.00000

*Distribute by Amount SpeedChart

Distributions

Dist	Percent	Amount	Currency	GL Unit	Entry Event	Fund	DeptID	Program	PC Bus Unit	Project	Activity	*Account	Fin EmplID	ChartField 1
1	100.0000	150.00	USD	UMN01		1026	11646	20090				721101		

Comments & Attachments

Status Active

Comments

Comment - Invalid Chartfield String

Associated Document

Attachment Attach View Delete Images

Stage Verify Validate Budget Previous Next Return to Main Page

No longer necessary.

PCard Simplified Reconciliation

- The next day, the Reconciler may now conduct a search for “Verified” transactions that are in an “Error” budget check status.

Reconcile Statement

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Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

Role Name:

Empl ID:

Employee Name:

Card Issuer:

Card Number:

Billing Date:

Department Approval Status:

Certified Approval Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Reconcile Statement

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Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: Employee Name: Card Number: *****9745 Card Provider: WELLS

Run Budget Validation on Save

Bank Statement Customize | Find | View All | | First 1-2 of 2 Last

Transaction	Trans Date	Merchant	*DA Status	*CA Status	Transaction Amount	Currency	Details	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input type="checkbox"/>	04/26/2012	GAMESTOP #1448	Verified <input type="button" value="v"/>		150.00	USD	<input type="button" value="Details"/> Details	<input type="text" value="Error"/>	Valid	Yes	No
2 <input type="checkbox"/>	05/01/2012	HY VEE 1555	Verified <input type="button" value="v"/>	Verified <input type="button" value="v"/>	35.74	USD	<input type="button" value="Details"/> Details	<input type="text" value="Error"/>	Valid	Yes	No

Select All Clear All

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PCard Simplified Reconciliation

Restaging Transactions

- Using the check boxes, select those transactions requiring restaging.

Reconcile Statement

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Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: █████ Employee Name: █████ Card Number: *****9745 Card Provider: WELLS

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-2 of 2 Last

Transaction	Trans Date	Merchant	*DA Status	*CA Status	Transaction Amount	Currency	Details	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	04/26/2012	GAMESTOP #1448	Verified		150.00	USD	Details	Error	Valid	Yes	No
2 <input type="checkbox"/>	05/01/2012	HY VEE 1555	Verified	Verified	35.74	USD	Details	Error	Valid	Yes	No

Select All Clear All

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- Select the “Stage” button, which will also save the transaction. Transactions returned to a “Staged” status may now be researched and corrected to resolve the budget check errors.

Reconcile Statement

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Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: █████ Employee Name: █████ Card Number: *****9745 Card Provider: WELLS

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-2 of 2 Last

Transaction	Trans Date	Merchant	*DA Status	*CA Status	Transaction Amount	Currency	Details	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	04/26/2012	GAMESTOP #1448	Staged		150.00	USD	Details	Error	Valid	Yes	No
2 <input checked="" type="checkbox"/>	05/01/2012	HY VEE 1555	Staged	Staged	35.74	USD	Details	Error	Valid	Yes	No

Select All Clear All

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

No longer necessary.

- Once the errors are resolved, repeat steps to “verify” the transaction.
- It is recommended to verify transactions in enough time to take advantage of the overnight budget check. End user initiated budget checking of PCard transactions is no longer necessary or recommended. The ad hoc budget checking of transactions slows the reconciliation process and consumes system resources.