Data Entry Checklist for PCard Reconcilers

All PCard transactions must be reconciled and approved by the 10th of the following month in which the transaction occurred. Any transaction not meeting this deadline will be force reconciled.

1. Collect receipts from the cardholder and verify that PCard purchases abide by University policy.
3. On the Reconcile Statement Search page, define the search parameters by selecting:
   - Role Name: select “Reconciler.”
   - EmplID: select the employee ID number of a specific cardholder.
   - Departmental Approval (DA) Status: select “Staged” to retrieve only the staged transactions.
   - Click <Search>.
4. The Reconcile Statement: Procurement Card Transactions page will appear, revealing the data associated with the previous step’s defined search criteria. Perform the following tasks:
   - Locate the transaction(s) ready for reconciliation. Select the corresponding checkbox(es).
   - Verify the transaction’s data in the system matches the cardholder’s receipt.
   - (Optional) Click the <Line Details> icon where appropriate to view the merchant’s third level details to further scrutinize the cardholder’s purchase.
5. Click <Details>. The PCard Transaction Details subpage will appear. Perform the following data entry tasks:
   - Enter a succinct, high level summary of the transaction in the Description field.
   - Enter the correct ChartField string(s) in the Distributions section.
   - Enter an adequate justification in the Comments section.
   - Click <Verify>. Once clicked, the transaction’s changes will be automatically saved.
   - Click <Next> or <Previous> to advance to the next or previous transaction that was selected in Step 4. Repeat the steps listed above for the remaining transactions that must be reconciled. NOTE: If any customization or sorting was applied on the main summary page (e.g., transactions were sorted by merchant or dollar amount), the transactions may not appear in their expected order.
6. If there are no further transactions to reconcile, click <Return to Main Page.>
Data Entry Checklist for PCard Reconcilers (continued)

7. Once reconciled, each transaction must have a valid budget. Reconcilers may choose one of the following methods to perform the budget validation process:

   a. Automatic Budget Validation (recommended): the system will automatically perform a nightly batch budget validation process for all PCard transactions. The reconciler may review the transaction the next day to confirm the budget was valid.

   b. Manual Budget Validation (not recommended): the reconciler may manually run the validation process by selecting the transaction’s line and clicking <Validate Budget>. If this process is used, check multiple transactions at once, as it may take several minutes to be completed.

8. Determine whether budget errors occurred:

   a. If the nightly validation process was used: on the next day, access the PCard reconciliation page and search for transactions with a Budget Status of “Error.” Any transactions that appear will be those that did not pass the budget validation process and must be resolved.

   b. If the manual budget validation process was used: if the Budget Status is “Valid,” the reconciliation process is complete. If the Budget Status is “Error,” it must be resolved.

9. To resolve a budget error, select the transaction and click <Stage> to reset the transaction’s status, as it must be in this status before it may be edited. Enter the correct ChartField information, click <Verify>, and repeat the budget validation process in Step 7. Reminder: The manual budget validation is strongly discouraged.

Monitoring Tasks to be Conducted Two to Three Days Before the Reconciliation Deadline:

As a best practice, reconcilers should navigate to eProcurement > Procurement Card Center > Reconcile Statement and utilize the Reconcile Statement Search page to search for transactions that have not met the reconciliation deadline. Within 2-3 days before the deadline, reconcilers should conduct three separate searches for transactions that have achieved the following statuses:

- **DA Status**: “Staged” indicates that the reconciliation steps have not been completed or the approver did not approve the transaction. The reconciler must resolve any issues.

- **DA Status** (and CA Status if applicable): “Verified” indicates that the transaction awaits approval. The reconciler should inform the approver(s) that the transaction awaits his/her approval.

- **Budget Status**: “Error” indicates that the transaction has an invalid ChartField string. The reconciler must resolve the issue by re-entering a valid ChartField string.