


9.2 Reconciling P-Card Transactions/Statements Manually

Purpose: Use this document as a reference for manually reconciling P-Card transactions/statements in ctcLink.

Audience: Purchasing staff and Cardholders.

 You must have at least one of these local college managed security roles:


- CC_ADMINISTRATOR
- CC_APPROVER
- CC_RECONCILER
- CC_REVIEWER
- CC_USER_PO
- CC_USER_REQ
- ZZ Procurement Card Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reconciling P-Card Transactions/Statement Manually

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement

1. The **Reconcile Statement Search** page displays.
2. Enter **Search Criteria** to identify your transactions/statement.
3. Select **Search**.

 The **Employee ID** and **Name** fields refer to the user assigned as the cardholder in the Cardholder Profile.

Employee Self Service Reconcile PCard Statement

Reconcile Statement Search

Role Name

Employee ID

Name

Business Unit

Card Issuer

Card Number

Transaction Number

Merchant ☒ Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status


Transaction Date To

Charge Type


Posted Date To

Rows Per Page

☐ Auto Save When Scrolling Through Chunks

 **Note:** User should have correct roles as part of their User Profiles to view transactions. User should also have correct Proxy to the credit card.

- The **Procurement Card Transactions** page displays. Use it to review, manage, and approve procurement card transactions loaded by the Load Statement process. You can view all of the procurement card transactions that you have been granted authority to access on the **Cardholder Profile - Card Data: Assign Proxies** page.

 **Note:** All transactions with a ChartField Status of **"Recycle"** must be corrected and have a **"Valid"** status before any changes in the Reconcile Statement screen can be Saved or an error message will display.

If any of the transactions in "Recycle" status cannot be corrected immediately, then it may be helpful to revise the Reconcile Statement search parameters to exclude those transactions from displaying in the screen until they can be addressed.

- Select the **Merchant** link to review merchant or preferred supplier cross-reference information.

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Depot	Staged	100.00	USD			Not Chk'd
2	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Furnitures	Staged	60.00	USD			Not Chk'd
3	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Costco	Staged	40.00	USD			Not Chk'd
4	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-14.00	USD			Not Chk'd
5	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-333.00	USD			Not Chk'd

Select All Clear All

Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

6. The **ProCard Merchant Info** window displays.
7. Select **Return**.

ProCard Merchant Info

Line 1

Merchant Office Depot

City Pleasanton

State CA

Country USA

Return

Help

Stage Verify Approve Validate

Distribution Template

8. The **ProCard Merchant Info** window disappears.
9. Select the **Billing** tab.

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction **Billing**

		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Depot	Staged	100.00	USD			Not Chk'd
2	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Furnitures	Staged	60.00	USD			Not Chk'd
3	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Costco	Staged	40.00	USD			Not Chk'd
4	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-14.00	USD			Not Chk'd
5	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-333.00	USD			Not Chk'd

Select All Clear All

Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

10. The **Billing** tab displays.
11. Use the **Description** field to enter additional information about the goods purchased.
12. The **Billing Amount** field displays the amount billed on the statement line.
13. If your records disagree with the billing amount, enter the amount difference in the **Dispute Amount** field. This does not mean that your organization is not liable for the purchase, but rather acts as a notation that the user reconciling this account must follow up with the merchant or procurement card supplier to settle the disputed amount. If you enter an amount, the statement line is visible on the **Review Disputes - Dispute** page until it has been identified as collected.
14. The **Credit Collected** option displays the status of the disputed amount. If clear, the dispute is still open. If selected, the dispute has been identified as collected or closed on the **Review Disputes - Dispute** page.
15. Select the **Transaction** tab.

Reconcile Statement

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
 ☐ Run Budget Validation on Save

Bank Statement

Transaction

Billing

II>

1-5 of 5

	Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	Supplier Order Number ---	CC_PO_ID	03/08/2019	100.00	USD		0.00	<input type="checkbox"/>
2	Supplier Order Number ---		03/08/2019	60.00	USD		0.00	<input type="checkbox"/>
3	Supplier Order Number ---		03/08/2019	40.00	USD		0.00	<input type="checkbox"/>
4	Supplier Order Number ---		03/08/2019	-14.00	USD		0.00	<input type="checkbox"/>
5			03/08/2019	-333.00	USD		0.00	<input type="checkbox"/>

☒ Select All
 ☐ Clear All

Stage

Verify

Approve

Validate Budget

Search

Purchase Details

Split Line

Distribution Template

Save

Notify

Refresh

16. The **Transaction** tab displays.
17. Select the **Line Details** button to view the details of the transaction.

NOTE: For UAT purposes, please skip steps 17-20. For UAT, the uploaded test pcard file might not show the "line details" icon.

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Depot	Staged	100.00	USD			Not Chk'd
2	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Furnitures	Staged	60.00	USD			Not Chk'd
3	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Costco	Staged	40.00	USD			Not Chk'd
4	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-14.00	USD			Not Chk'd
5	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-333.00	USD			Not Chk'd

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

18. The **ProCard VISA Trans Details** window displays. Use it to review the transaction details. The information on this page will differ depending on the type of card used for the transaction.
19. Select **Return**.

ProCard VISA Trans Details

Card Number *****0134
 Posted Date 03/01/2019
 Transaction Number 61000000001000000000111
 Sequence Number 1

Card Transaction - Type 5

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1 00003	400100	Card AcceptorID-----X	Office Depot

Return

Split Line Distribution Template

20. The **ProCard VISA Trans Details** window disappears.

21. Select the **Comments** button to enter comment text that remains with the associated procurement card transaction line. (Optional)

Reconcile Statement

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction

Billing

		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Depot	Staged	100.00	USD			Not Chk'd
2	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Furnitures	Staged	60.00	USD			Not Chk'd
3	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Costco	Staged	40.00	USD			Not Chk'd
4	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-14.00	USD			Not Chk'd
5	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-333.00	USD			Not Chk'd

☒ Select All

☐ Clear All

Stage

Verify

Approve

Validate Budget

Search

Purchase Details

Split Line

Distribution Template

Save

Notify

Refresh

22. The **ProCard Comments** window displays.
23. Enter **Comments**.
24. Attach **Associated Documents** (Optional).
25. Select **OK**.

ProCard Comments

Help

Line 1

Description CC_PO_ID

Reference Supplier Order Number ---

Transaction Line Comments

Comments:

Status Active

Associated Document

Attachment

Attach

View

Delete

OK

Cancel

Refresh

- 26. The **ProCard Comments** window disappears.
- 27. Select the **Distribution** button.

Reconcile Statement

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction

Billing

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Depot	Staged	100.00	USD			Not Chk'd
2	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Furnitures	Staged	60.00	USD			Not Chk'd
3	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Costco	Staged	40.00	USD			Not Chk'd
4	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-14.00	USD			Not Chk'd
5	<input type="checkbox"/> Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-333.00	USD			Not Chk'd

Select All

Clear All

Stage

Verify

Approve

Validate Budget

Search

Purchase Details

Split Line

Distribution Template

Save

Notify

Refresh

- 28. The **ProCard Account Distribution** window displays. Use it to split accounting distributions or override defaults for a statement line.
- 29. The key difference between this page and the **Distribution Templates/Reset Status** page is that this page affects one statement line at a time.
- 30. Use the **Chartfields** tab to manually override the distribution information for the statement line by changing any of the distribution field values in the scroll area.
- 31. Select the **Details/Tax** tab.

ProCard Account Distribution

Hel

Line 1

PO Qty 1.0000

UOM EA

Billing Date 03/08/2019

Billing Amount 100.00 USD

Unit Price 100.00000

SpeedChart

Transaction Unit Price 100.00000

*Distribute By Amount

Distributions

Chartfields

Details/Tax

Asset Information

Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Class	State Purpose	PC Bus Unit	Project
1	100.0000	100.00	USD	WA22C	5030020	7220	148	10501	080	N		

OK

Cancel

Refresh



If the **Sales/Use Tax Information** should be updated, please follow steps 39 - 41.

32. The **Details/Tax** tab displays. Use it to review the tax information associated with this transaction.
33. Select the **Asset Information** tab.

The screenshot shows the 'ProCard Account Distribution' window. At the top, there's a header bar with the title and a close button. Below it, a 'Help' link is visible. The main area displays transaction details for Line 1: PO Qty 1.0000, Billing Date 03/08/2019, Billing Amount 100.00 USD, Unit Price 100.00000, and Transaction Unit Price 100.00000. A 'SpeedChart' search box is present. The 'Distributions' section is active, showing a table with columns: SUT Applicable, Tax Code, Sales/Use Tax %, Sales Tax, Use Tax, Currency, and buttons for '+', '-', and 'View All'. The 'Asset Information' tab is selected and highlighted with a red box. Below the table are 'OK', 'Cancel', and 'Refresh' buttons.

SUT Applicable	Tax Code	Sales/Use Tax %	Sales Tax	Use Tax	Currency		
		0.0000	0.00	0.00	USD	+	-

34. The **Asset Information** tab displays. Use it to review the asset information associated with this transactions.
35. Select the **Statuses** tab.

The screenshot shows the 'ProCard Account Distribution' window with the 'Statuses' tab selected and highlighted with a red box. The transaction details remain the same. The 'Distributions' section now shows a table with columns: AM Unit, Profile ID, CAP #, Sequence, Capitalize, and buttons for '+', '-', and 'View All'. Each of the first four columns has a search box. The 'Capitalize' column has a checkbox. Below the table are 'OK', 'Cancel', and 'Refresh' buttons.

AM Unit	Profile ID	CAP #	Sequence	Capitalize		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	+	-

36. The **Statuses** tab displays. Use it to review the status information associated with this transaction.

37. Select **OK**.

ProCard Account Distribution

Help

Line 1

PO Qty1.0000

UOM EA

Billing Date03/08/2019

Billing Amount100.00 USD

Unit Price100.00000

SpeedChart

Transaction Unit Price100.00000

*Distribute ByAmount

Distributions

Chartfields

Details/Tax

Asset Information

Statuses

Chartfield Status

Budget Status

Valid

Not Chk'd

OK

Cancel

Refresh

38. The **ProCard Account Distribution** window disappears.
39. Select a transaction and then Select on Purchase Details (Optional).

Transaction

Billing

		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		
1	<input checked="" type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	08/06/2018	Costco	Staged	40.00	USD		
2	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	08/06/2018	Fry's Electronics	Approved	-14.00	USD		
3	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	08/06/2018	Fry's Electronics	Staged	-333.00	USD		

Select All

Clear All

Stage

Verify

Approve

Validate Budget


Search

Purchase Details

Split Line

Distribution Template

40. Here you can link a purchase order to the transaction (Optional).

 Note that at the bottom of the **Purchase Details** screen, the **Tax Paid** box defaults to **checked**. If Tax is not included and **Use Tax** should be added, please continue with steps 41 - 42.

ProCard Purchase Order

Line 1
 Merchant G
 City C
 State CA
 Country US

▼ Purchase Order

*Business Unit WA010 Original PO N

PO ID
 PO Line
 PO Sched
 Supplier ID
 Location
 Ship To PE00T0201 Main Campu
 Item ID
 Category
 Supplier Item
 *Quantity 1.0000
 *UOM EA
 Unit Price 500.00000 USD Transaction Amount 500.00

☐ Bill Includes Tax if Applied
☒ Tax Paid

Sales/Use Tax OK Cancel Category Search View Hierarchy PO Pick List Refresh

Country US

▼ Purchase Order

*Business Unit WA010
 PO ID 0000000087
 PO Line 1
 PO Sched
 Supplier ID
 Location 010
 Ship To
 Item ID
 Category
 Supplier Item
 *Quantity 1.0000
 *UOM EA
 Unit Price 500.00000

☐ Bill Includes Tax if Applied
☒ Tax Paid

Sales/Use Tax OK Cancel Category Search View Hierarchy PO Pick List Refresh

Look Up PO Line

Business Unit WA010
 PO Number 0000000087
 Purchase Order Line Number =

Search Clear Cancel Basic Lookup

Search Results

View 100 1-2 of 2

Purchase Order Line Number	Purchase Order Date	PO Status	Cancel Status	Item	Description
1	09/17/2020	Dispatched	Approved	(blank)	Excel
2	09/17/2020	Dispatched	Approved	(blank)	Fabsl

41. If Tax is 'paid' go to **Step 43**. Otherwise, select on **Sales/Use Tax** link on the bottom if Sales/Use Tax needs to be applied to the transaction.

Category

Supplier Item

*Quantity

*UOM

Unit Price USD

Transaction Amount 40.00

☒ Bill Includes Tax if Applied

☐ Tax Paid

Sales/Use Tax (highlighted with a red box)

OK Cancel Refresh

Category Search View Hierarchy PO Pick List

42. The **Sales/Use Tax** page opens. Select either '**Item is Exempt**' OR '**Use Tax Applicable**' and select your Tax Destination. Based on the Tax Destination, Tax Code/SUT Code Pct/Sales Tax will be defaulted. Sales tax percentage can also be manually entered (Optional).
43. Select the **OK** button to return to "ProCard Purchase Order" Page.
44. Select the **OK** to return back to Transactions.

Reconcile Statement
ProCard Purchase Order

Line 2
Merchant WPY*SPOKANE JOURNAL
City 855-469-3729
State WA
Country USA

Purchase Order

*Business Unit WA170
PO ID
PO Line
PO Sched
Supplier ID
Location
Ship To
Item ID
Category
Supplier Item
*Quantity 1.0000
*UOM EA
Unit Price 400.00000 USD
Transaction Amount 400.00

☒ Bill Includes Tax if Applied
☒ Tax Paid

Sales/Use Tax OK Cancel Refresh

Category Search View Hierarchy PO Pick List

Sales/Use Tax (highlighted with a red box)

Tax Applicability

Tax Destination

Tax Code

SUT Code Pct

Use Tax

OK Cancel Refresh

45. You can change the status of a card transaction for individual lines or for many lines in mass. To update the status of an individual line, select a value in the **Status** list.
46. Select the "Approved" or "Verified" list item. Only users with approval role will be able to "Approve" transactions.

47. Select **Save**.
48. You can also run Budget Check process from here. Just select the line and select **Validate Budget**.

Reconcile Statement

Reconcile Statement

New Window

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction

Billing

1-5 of 5

View All

	Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	<input checked="" type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Depot	Approved	100.00	USD			Not Chk'd
2	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Office Furnitures	Staged	60.00	USD			Not Chk'd
3	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Costco	Staged	40.00	USD			Not Chk'd
4	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-14.00	USD			Not Chk'd
5	<input type="checkbox"/>	Fisher, Nevada	JPMC	*****0134	02/15/2019	Fry's Electronics	Staged	-333.00	USD			Not Chk'd

☒ Select All

☐ Clear All

Stage

Verify

Approve

Validate Budget

Search

Purchase Details

Split Line

Distribution Template

Save

Notify

Refresh

49. Process complete.