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.

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.

4. 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.

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

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

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

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.

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.

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**.

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)

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

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

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.

> ⚠ 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.

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

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

37. Select **OK**.

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

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.

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.

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.

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**.

49. Process complete.