P-Card Reconciliation Instructions

When you Log in, this is the home Screen

This is the first thing you should look at when you open your home screen at least once a month.

These are the different card holders for which you reconcile for and their card numbers.
Click on Expenses, Transactions, Accountholder and this screen opens. It shows all the transactions that you will be allocating. Make sure to be on the Pending Sign Off Tab.

This is the number of transactions that you are showing on the screen. You can choose more, but if you choose to see more at a time, you will have to scroll every time you move around on the screen.

This is the number of transactions that you actually must attend to.

Or you can choose the page you want to go to.
When you click on the calendar, this window comes up and you can select the dates of the cycle.

If you are working on the transactions throughout the month, you would click on the: Cycle to Date button. If you are working on the transactions after the cycle closes (after the last day of the cycle), you would click on the: Previous Cycle button- see below.
Click on the two-headed arrow to close the calendar window to give you more room on your screen.

Click on the arrow to the right of the TXN # and Select Allocate/Edit.
In the Reference & Tax section, under the Tax Status column, choose Non-Taxable Purchase and it will remove the tax from the screen.
Once you have made sure that it is a Non-Taxable Purchase, now you start allocating funds. These fields should already be populated with your default information (FOAP), but if it doesn't, Click in the GL01: Fund/Org box. All the funds that you have available for you to use, should be in your drop down menu. If they are not, you will need to contact us to add the funds that you need in Works.

**NEVER HARD CODE A FUND/ORG, ACCOUNT NUMBER OR THE GL03: ACTIVITY CODE IN THE BOXES!**

**YOU MUST SELECT IT FROM THE DROP DOWN LIST.**

If you type the information in these fields, it will give us an exception and not upload properly into Banner.

The GL01: Fund/Org box should already be populated with your Default Fund/Org., but if you have other funds, you can choose them from this box. You can start typing the number or name and it will give you the options that you have. You then choose it from the list. When you have selected your fund, it will take you to the next field, if it does not, hit the tab key and it will move you to the GL02.
Click in the GL02: Account. Select from the Drop Down list to choose the Account Code. You can start typing the number or name and it will give you the options that you have. You then choose it from the list. The Account Code is associated with what the purchase type is, (ie. Office Supplies) When you have selected your Account number, it should take you to the next field, if it does not, hit the tab key.

Click the GL03: Activity. This box should already be populated with Null in the Activity Code.
You can add a line if you need to split a transaction into more than one fund. Click the duplicate button to determine how many lines you need to split your transaction into multiple funds. You can add as many lines as you need to.

When you add additional lines, you will need to put the amount in which you want to split from the original amount. These columns should automatically populate from your original transaction. Copy and paste the Vendor information in the description box and then use the drop down lists to populate the GL01 and GL02 with the new fund/org(s).
Make sure that when you Split the transactions to additional lines that you deduct that amount from the first line so that the Variance does not show a Negative $ amount.

Once you have completed the Allocations, you will need to add a Comment. You may have to scroll down to the bottom of the page to get to the Add Comment section.

Variance amount should be 0.00

Click Add Comment
Once you add a comment, IT CAN NOT BE REMOVED OR DELETED! You can only add another comment, so check your spelling and what you want to say carefully before you hit the OK Button!
Once you have completed your allocations and comments, you click on the Save and Close Button.
Next, you will select the check box in front of the transaction that you just completed and the buttons at the bottom of the screen are now available. Click the Receipt Button to complete the receipt information.
YOU MUST HAVE A RECEIPT FOR EVERY PURCHASE

Do not put a comment once you click: Yes, I have a receipt. Click ok.
When you have completed the allocation, comments and receipting of a transaction, you click the check box in front of that transaction and the Buttons at the bottom are available to you now. You will click the Sign Off Button.
Once you sign off on all your transactions, they are no longer in your Pending Sign Off tab as they have automatically been forwarded to the Approvers queue to be signed off by them.

You may view all the transactions that you have allocated and signed off on by clicking on the All Tab. You can search for any transaction that you have signed off on previously.

As you see over to the right of the window, your name appears as the AH (Account Holder). If you have these columns in your screen, you can now see the date that you signed off on the transactions. The next 2 columns show the Sign Off APR (Approver) date and APR Name. This shows that your Approver has not signed off on the transactions. When they sign off on the transactions, the date and their name will appear. Once your approver signs off on the transactions, you will need to wait approximately 4 hours until you can run your report in WebFocus.
Mass Allocations

If you have more than one transaction for the same vendor or similar vendor that you purchased the same type of items from, with the same Fund/Org and Account Codes, you can select the transactions in the check boxes in front of the TXN #’s, click Mass Allocate Button at the bottom of the screen. A single box will open that will allow you to select the Fund/Org, Account and the Activity from the drop down boxes. You would select your codes from the drop downs listed to assign those funds to the selected transactions. Then you would click ok.

<table>
<thead>
<tr>
<th>Document</th>
<th>Account ID</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>GL31 Fund/Org</th>
<th>GL32 Account</th>
<th>GL33 Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX00000463</td>
<td>9007</td>
<td>06/06/2018</td>
<td>Cardholder 3, ASU Training</td>
<td>LUFTHANSA CO.</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>TX00000464</td>
<td>9007</td>
<td>06/06/2018</td>
<td>Cardholder 3, ASU Training</td>
<td>ENGINEERING, ARCHITECTURAL CO.</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>TX00000465</td>
<td>9007</td>
<td>06/06/2018</td>
<td>Cardholder 3, ASU Training</td>
<td>PUBLIC WAREHOUSING FARM INC</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

[Image of the Mass Allocate window with options to select Fund/Org, Account, and Activity.]
You would still need to go into each transaction and put the comments (the Business Purpose for the transaction) in as you have with every transaction and then click the receipt button and say if you have the receipt.