



**Business Process Document**  
**PS FIN Purchasing: Budget Authority\_Reconciling**  
**Commodity/Dept. Travel Card**

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Budget Authority_Reconciling Commodity_Dept_Travel Card_BUSPROC.doc
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**Budget Authority\_Reconciling Commodity/Dept. Travel Card**

Trigger:

<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Results</b>	<b>Comments</b>

**Additional Information**

# Business Process Document

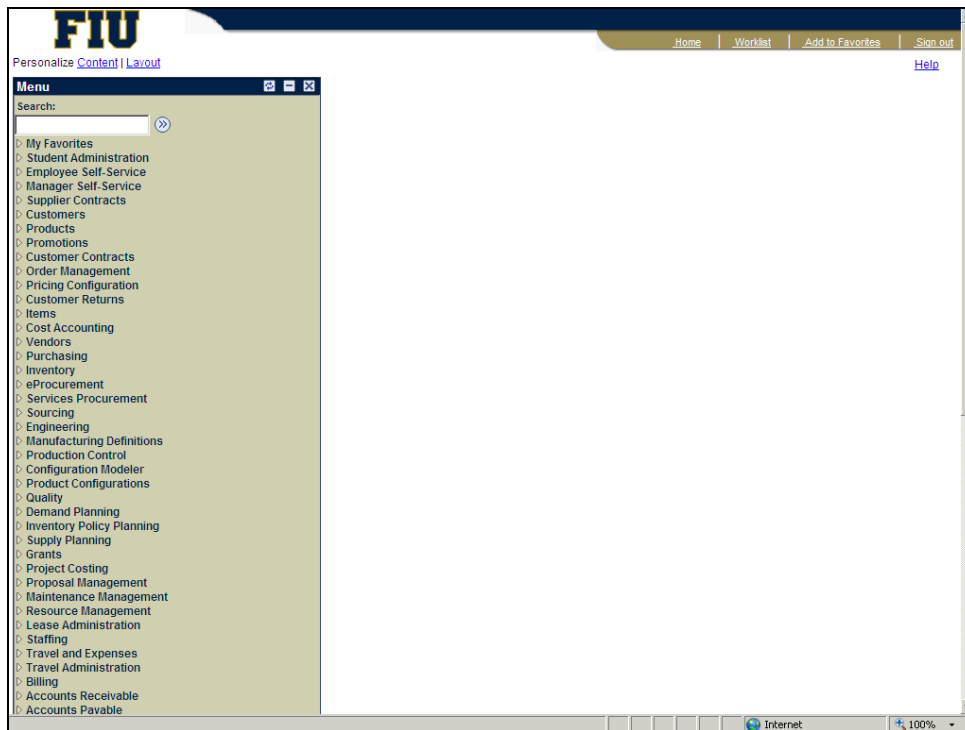
## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card




### Procedure

You can use the **Procurement Card Transactions** page to review, manage, and approve procurement card transactions loaded by the Load Statement Process.

In PantherSoft 8.4 the file loads took place on Tuesday of every week. However, in PantherSoft 9.0 these file loads will take place on **the first business day after the 4th of each month**. You will have 10 business days to complete the reconciliation after they are loaded.

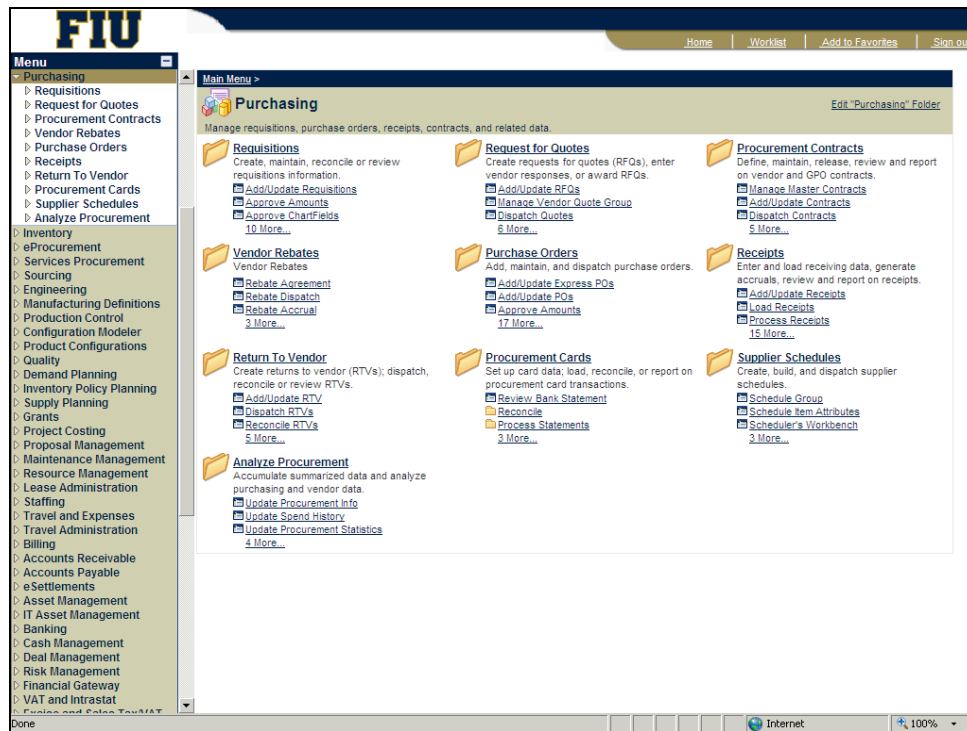


Step	Action
1.	Click the <b>Purchasing</b> link. 



# Business Process Document

## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card




Step	Action
2.	Click the <b>Procurement Cards</b> link. <a href="#">Procurement Cards</a>
3.	Click the <b>Reconcile</b> link. <a href="#">Reconcile</a>
4.	Click the <b>Reconcile Statement</b> link. <a href="#">Reconcile Statement</a>

# Business Process Document

## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card



Step	Action
5.	Click the <b>Role Name</b> list. 



# Business Process Document

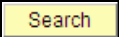
## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card

Step	Action
6.	Click the <b>Approver</b> list item. <input type="text" value="Approver"/>

# Business Process Document

## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card



Step	Action
7.	Enter the desired information into the <b>Employee ID</b> field. Enter " <b>pcarduser2</b> ".
8.	Click the <b>Search</b> button. 



# Business Process Document

## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card

**FIU** Home | Workset | Add to Favorites | Sign out

Menu

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  - Reconcile Statement
  - Review Disputes
- Process Statements
- Reports
- Security
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- Review Bank Statement
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- Analyze Procurement
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- eProcurement
- Services Procurement
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- Proposal Management
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- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- eSettlements
- Asset Management
- IT Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- Financial Gateway
- VAT and Intrastat
- Excise and Sales Tax/VAT

**Reconcile Statement**

**Procurement Card Transactions**

EmpID: PCARDUSER2 Name: Acerno, Tead  
Card Number: \*\*\*\*\*4765 Card Provider: PBOA  
 Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 35 Last

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
<input checked="" type="checkbox"/>	03/03/2009	AMERICAN AIR0017404952757	Verified	593.93	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	THRIFTY CAR RENTAL	Verified	193.42	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	UNITED AIR 0187403934193	Verified	100.00	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	UNITED AIR 0182148359180	Verified	551.40	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	HAMPTON INNS	Verified	515.88	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	HAMPTON INNS	Verified	84.29	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	HAMPTON INNS ALBANY	Verified	149.08	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	AVIS RENT-A-CAR	Verified	202.84	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	03/03/2009	HERTZ RENT-A-CAR	Verified	130.00	USD	Valid	Valid	Yes	No

Select All  Clear All Stage Verify Approve Validate Budget

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

Step	Action
9.	Click the <b>Status</b> list. <input type="text" value="Verified"/>

# Business Process Document

## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card



**Reconcile Statement**

**Procurement Card Transactions**

EmpID: PCDUSER2      Name: Acerno, Tead  
 Card Number: \*\*\*\*\*4765      Card Provider: PBOA

Run Budget Validation on Save

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
<input checked="" type="checkbox"/> 1	03/03/2009	AMERICAN AIR0017404952757	Verified	593.93	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 2	03/03/2009	THRIFTY CAR RENTAL	Approved Staged	193.42	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 3	03/03/2009	UNITED AIR 0187403934193	Verified	100.00	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 4	03/03/2009	UNITED AIR 0182148359180	Verified	551.40	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 5	03/03/2009	HAMPTON INNS	Verified	515.88	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 6	03/03/2009	HAMPTON INNS	Verified	84.29	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 7	03/03/2009	HAMPTON INNS ALBANY	Verified	149.08	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 8	03/03/2009	AVIS RENT-A-CAR	Verified	202.84	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 9	03/03/2009	HERTZ RENT-A-CAR	Verified	130.00	USD	Valid	Valid	Yes	No

Select All    Clear All           

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Step	Action
10.	Click the <b>Approved</b> list item to Approve the selected transaction.



# Business Process Document

## PS FIN Purchasing: Budget Authority\_Reconciling Commodity/Dept. Travel Card

**Reconcile Statement**

**Procurement Card Transactions**

EmpID: PCARDUSER2      Name: Acerno, Tead  
 Card Number: \*\*\*\*\*4765      Card Provider: PBOA

Run Budget Validation on Save

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
<input checked="" type="checkbox"/> 1	03/03/2009	AMERICAN AIR0017404952757	Approved	593.93	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 2	03/03/2009	THRIFTY CAR RENTAL	Verified	193.42	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 3	03/03/2009	UNITED AIR 0187403934193	Verified	100.00	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 4	03/03/2009	UNITED AIR 0182148359180	Verified	551.40	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 5	03/03/2009	HAMPTON INNS	Verified	515.88	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 6	03/03/2009	HAMPTON INNS	Verified	84.29	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 7	03/03/2009	HAMPTON INNS ALBANY	Verified	149.08	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 8	03/03/2009	AVIS RENT-A-CAR	Verified	202.84	USD	Valid	Valid	Yes	No
<input type="checkbox"/> 9	03/03/2009	HERTZ RENT-A-CAR	Verified	130.00	USD	Valid	Valid	Yes	No

Select All     Clear All    Stage    Verify    Approve    Validate Budget

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

Step	Action
11.	Click the <b>Select All</b> link to select every transaction listed under the current Bank Statement. <a href="#">Select All</a>
12.	Click the <b>Approve</b> button to Approve all of the selected transactions. <input type="button" value="Approve"/>
13.	Click the <b>Save</b> button. <input type="button" value="Save"/>
14.	Click on the <b>Home</b> link.
15.	Congratulations. You have successfully Reconciled a Procurement Card Transaction as a Budget Authority. <b>End of Procedure.</b>