



Business Process Document
PS FIN Purchasing: Reconciler_Reconciling
Commodity/Dept. Travel Card

Department	
Responsibility/Role	
File Name	Reconciler_Reconciling Commodity_Dept_ Travel Card_BUSPROC.doc
Version	
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Status	

Reconciler_Reconciling Commodity/Dept. Travel Card

Trigger:

Required Field(s)	Comments

Output - Results	Comments

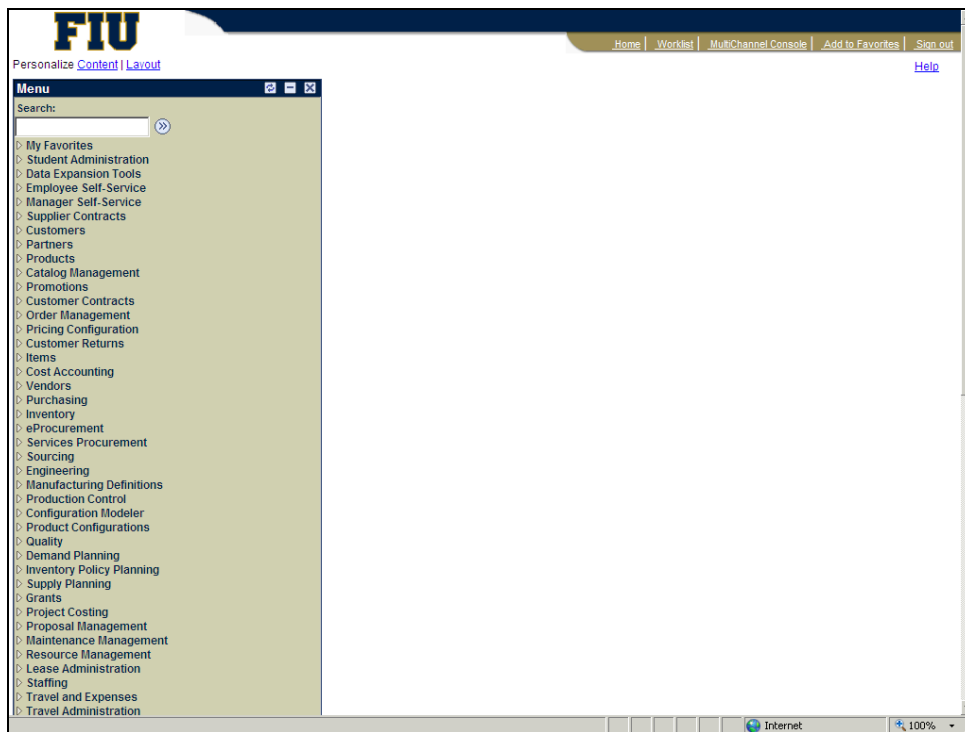
Additional Information


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.

Is this topic, you will be reviewing and managing your transactions before they can be approved.

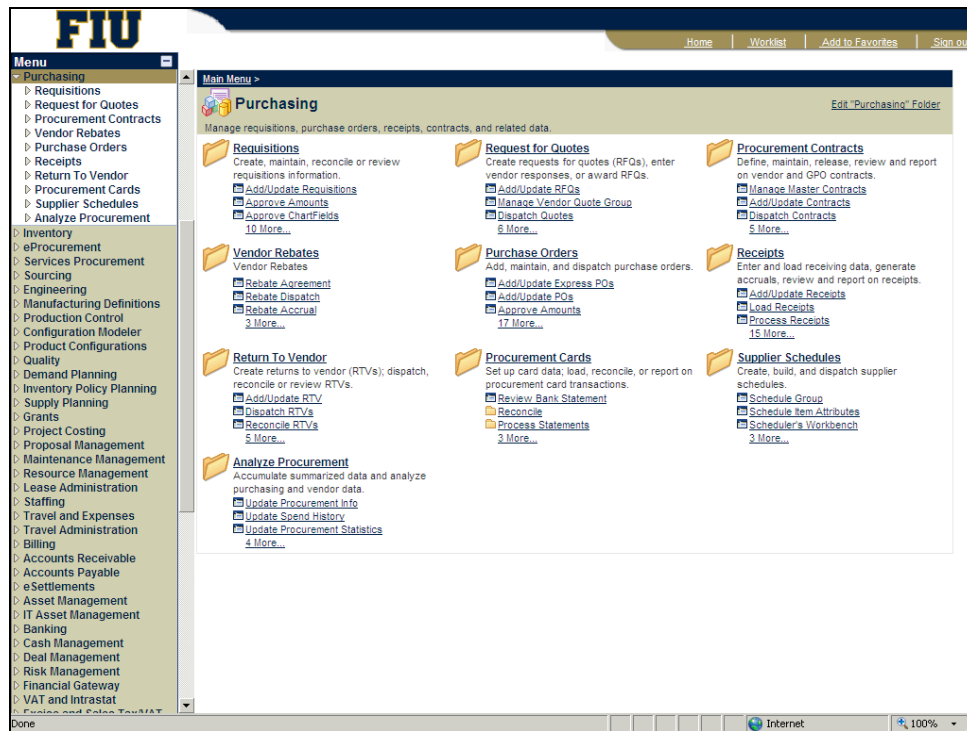


Step	Action
1.	Click the Purchasing link. 



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Step	Action
2.	Click the Procurement Cards link. Procurement Cards
3.	Click the Reconcile link. Reconcile
4.	Click the Reconcile Statement link. Reconcile Statement

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The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. The interface includes a navigation menu on the left, a header with 'FIU' and user options, and a main content area. The main content area displays a table of transactions with columns for Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Chartfield Status, Redistrib, and Voucher Error. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget', along with 'Save', 'Notify', and 'Refresh' buttons.

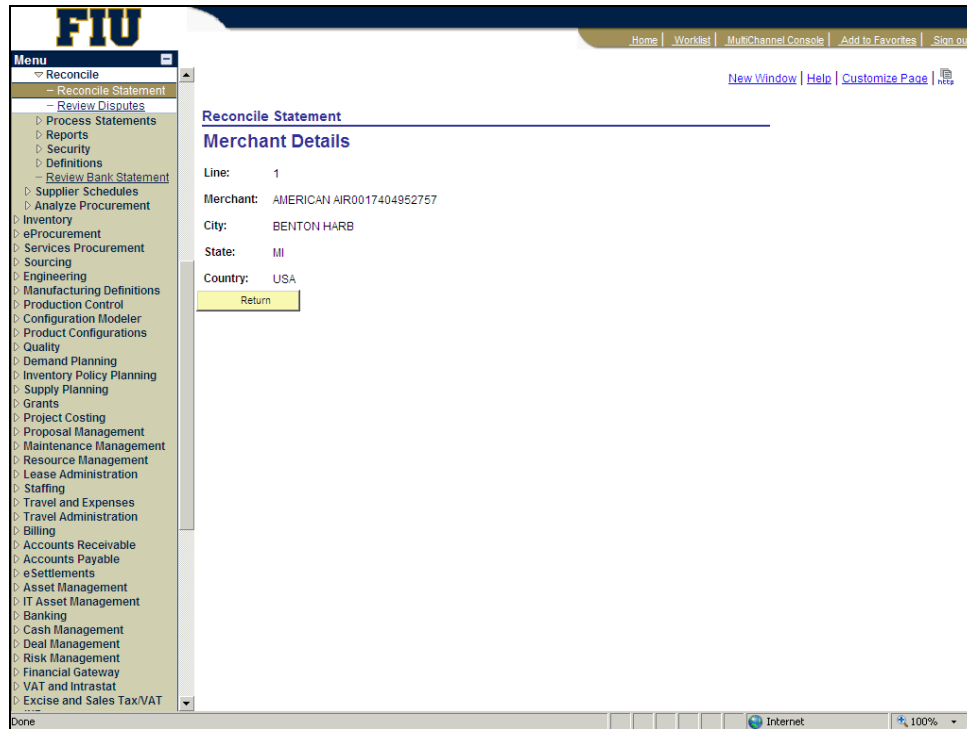
Trans	Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	03/03/2009	AMERICAN AIR0017404952757	Staged	593.93	USD	Valid	Valid	No	No
2	03/03/2009	THRIFTY CAR RENTAL	Staged	193.42	USD	Valid	Valid	No	No
3	03/03/2009	UNITED AIR 0187403934193	Staged	100.00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

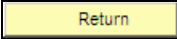
Step	Action
5.	Click an entry in the Merchant column to view specific information about a merchant. AMERICAN AIR0017404952757



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Step	Action
6.	Click the Return button. 

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FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- Reconcile
 - Reconcile Statement
 - Review Disputes
 - Process Statements
 - Reports
 - Security
 - Definitions
 - Review Bank Statement
 - Supplier Schedules
 - Analyze Procurement
 - Inventory
 - eProcurement
 - Services Procurement
 - Sourcing
 - Engineering
 - Manufacturing Definitions
 - Production Control
 - Configuration Modeler
 - Product Configurations
 - Quality
 - Demand Planning
 - Inventory Policy Planning
 - Supply Planning
 - Grants
 - Project Costing
 - Proposal Management
 - Maintenance Management
 - Resource Management
 - Lease Administration
 - Staffing
 - Travel and Expenses
 - 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"/> 1	03/03/2009	AMERICAN AIR0017404952757	Staged	593.93	USD	Valid	Valid	No	No
<input type="checkbox"/> 2	03/03/2009	THRIFTY CAR RENTAL	Staged	193.42	USD	Valid	Valid	No	No
<input type="checkbox"/> 3	03/03/2009	UNITED AIR 0187403934193	Staged	100.00	USD	Valid	Valid	No	No
<input type="checkbox"/> 4	03/03/2009	UNITED AIR 0182148359180	Staged	551.40	USD	Valid	Valid	No	No
<input type="checkbox"/> 5	03/03/2009	HAMPTON INNS	Staged	515.88	USD	Valid	Valid	No	No
<input type="checkbox"/> 6	03/03/2009	HAMPTON INNS	Staged	84.29	USD	Valid	Valid	No	No
<input type="checkbox"/> 7	03/03/2009	HAMPTON INNS ALBANY	Staged	149.08	USD	Valid	Valid	No	No
<input type="checkbox"/> 8	03/03/2009	AVIS RENT-A-CAR	Staged	202.84	USD	Valid	Valid	No	No
<input type="checkbox"/> 9	03/03/2009	HERTZ RENT-A-CAR	Staged	130.00	USD	Valid	Valid	No	No

Select All Clear All

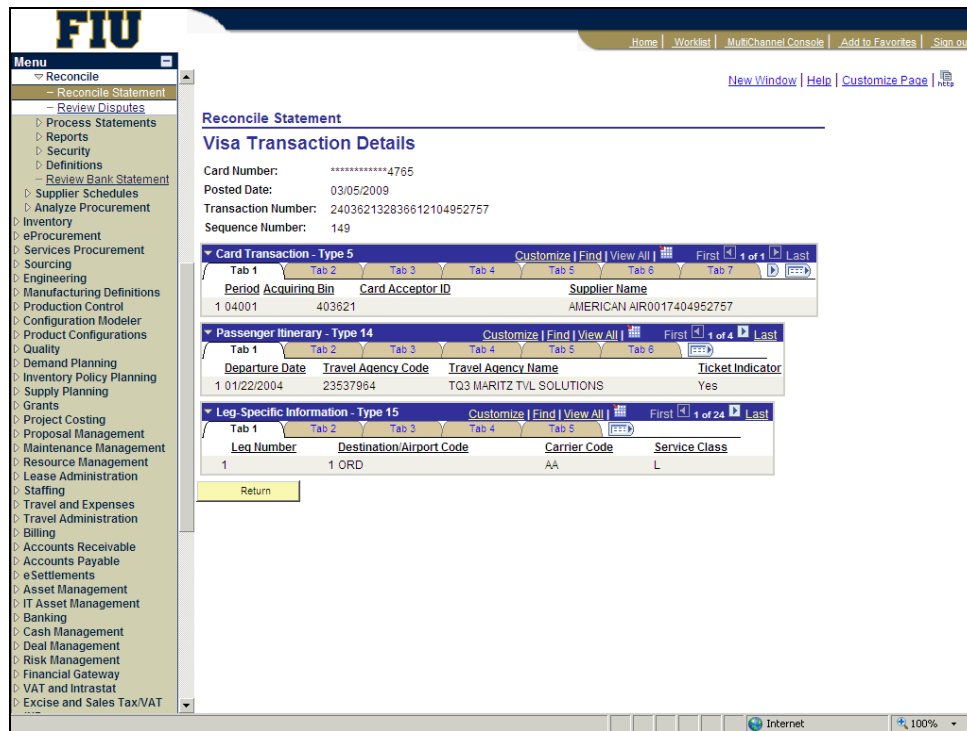
[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)


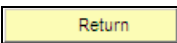
Step	Action
7.	Click the Line Details button if you wish to see further details about your transaction. 



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Step	Action
8.	Click the Show all columns button to expand the line and see further detail about your transaction. 
9.	Click the scrollbar.
10.	Click the Return button. 


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The screenshot displays the 'Reconcile Statement' interface for 'Procurement Card Transactions'. The left sidebar shows a navigation menu with 'Reconcile' selected. The main content area shows a table of transactions with columns for Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Chartfield Status, Redistrib, and Voucher Error. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom, there are links for 'Search', 'Purchase Details', 'Split Line', and 'Distribution Template', along with 'Save', 'Notify', and 'Refresh' buttons.


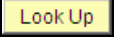
Trans	Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	03/03/2009	AMERICAN AIR0017404952757	Staged	593.93	USD	Valid	Valid	No	No
2	03/03/2009	THRIFTY CAR RENTAL	Staged	193.42	USD	Valid	Valid	No	No
3	03/03/2009	UNITED AIR 0187403934193	Staged	100.00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

Step	Action
11.	Click the Distribution button to view/edit the Distribution chartfield. 



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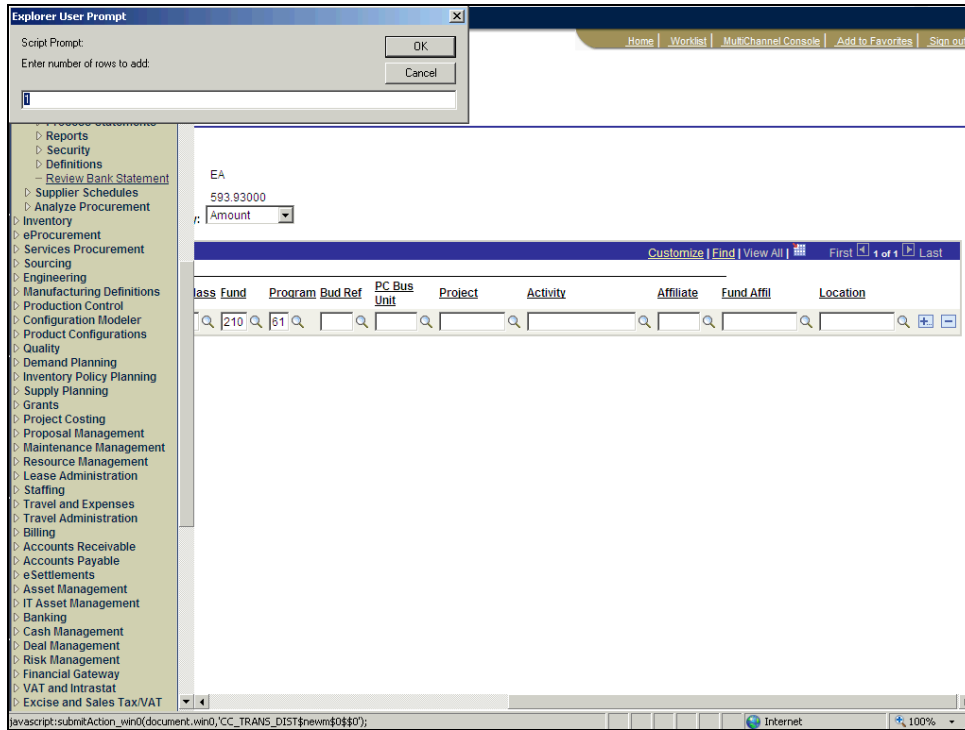
Step	Action
12.	<p>Click the Dept button.</p> <p>For Contracts & Grants project IDs, the following fields must be populated:</p> <p>Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN'</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP</p> 
13.	Enter the desired information into the Department field. Enter " 144000103 ".
14.	<p>Click the Look Up button.</p> 
15.	<p>Click an entry in the Description column.</p> <p>PANTHERSOFT ADMINISTRATIVE</p>
16.	Click the Horizontal scrollbar button.

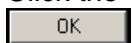
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Step	Action
17.	Click the Add multiple new rows (Alt+7) button. 

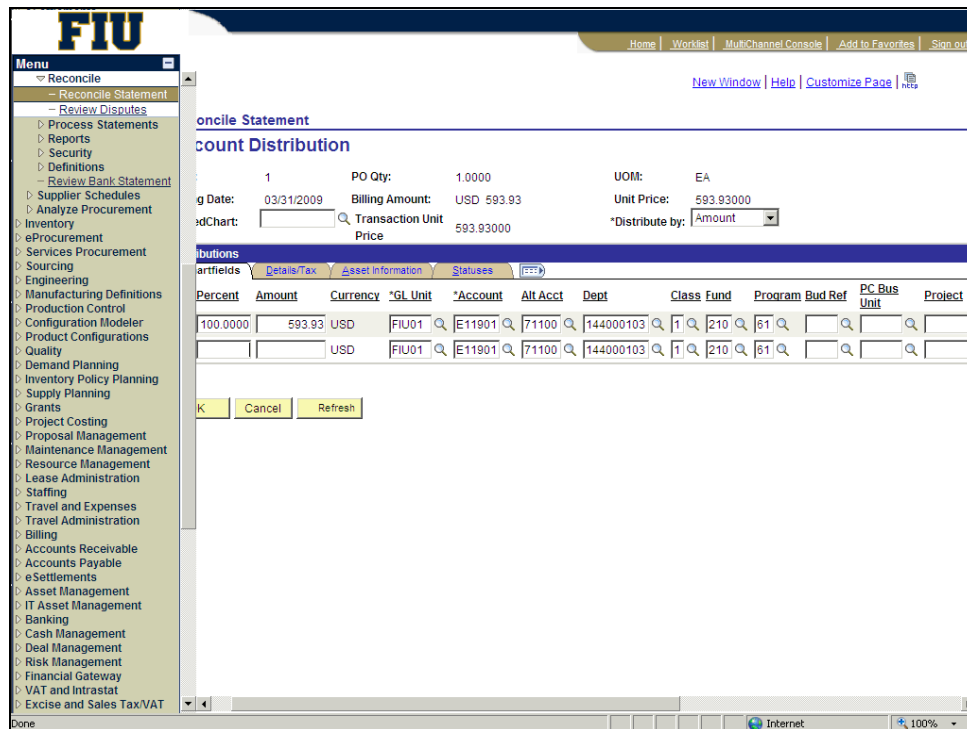




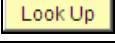

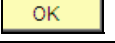
Step	Action
18.	Click the OK button. 



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Step	Action
19.	Enter the desired information into the Percent field. Enter " 50.00 ".
20.	Enter the desired information into the Percent field. Enter " 50.00 ".
21.	Click the Refresh button. 
22.	Double-click the Dept object. 
23.	Enter the desired information into the Department field. Enter " 144000101 ".
24.	Click the Look Up button. 
25.	Click an entry in the Manager Name column. 
26.	Click the OK button. 

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FIU

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

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
1 <input checked="" type="checkbox"/>	03/03/2009	AMERICAN AIR0017404952757	Staged	593.93	USD	Not Chkd	Valid	Yes	No
2 <input type="checkbox"/>	03/03/2009	THRIFTY CAR RENTAL	Staged	193.42	USD	Valid	Valid	No	No
3 <input type="checkbox"/>	03/03/2009	UNITED AIR 0187403934193	Staged	100.00	USD	Valid	Valid	No	No
4 <input type="checkbox"/>	03/03/2009	UNITED AIR 0182148359180	Staged	551.40	USD	Valid	Valid	No	No
5 <input type="checkbox"/>	03/03/2009	HAMPTON INNS	Staged	515.88	USD	Valid	Valid	No	No
6 <input type="checkbox"/>	03/03/2009	HAMPTON INNS	Staged	84.29	USD	Valid	Valid	No	No
7 <input type="checkbox"/>	03/03/2009	HAMPTON INNS ALBANY	Staged	149.08	USD	Valid	Valid	No	No
8 <input type="checkbox"/>	03/03/2009	AVIS RENT-A-CAR	Staged	202.84	USD	Valid	Valid	No	No
9 <input type="checkbox"/>	03/03/2009	HERTZ RENT-A-CAR	Staged	130.00	USD	Valid	Valid	No	No

Select All Clear All Stage Verify Validate Budget

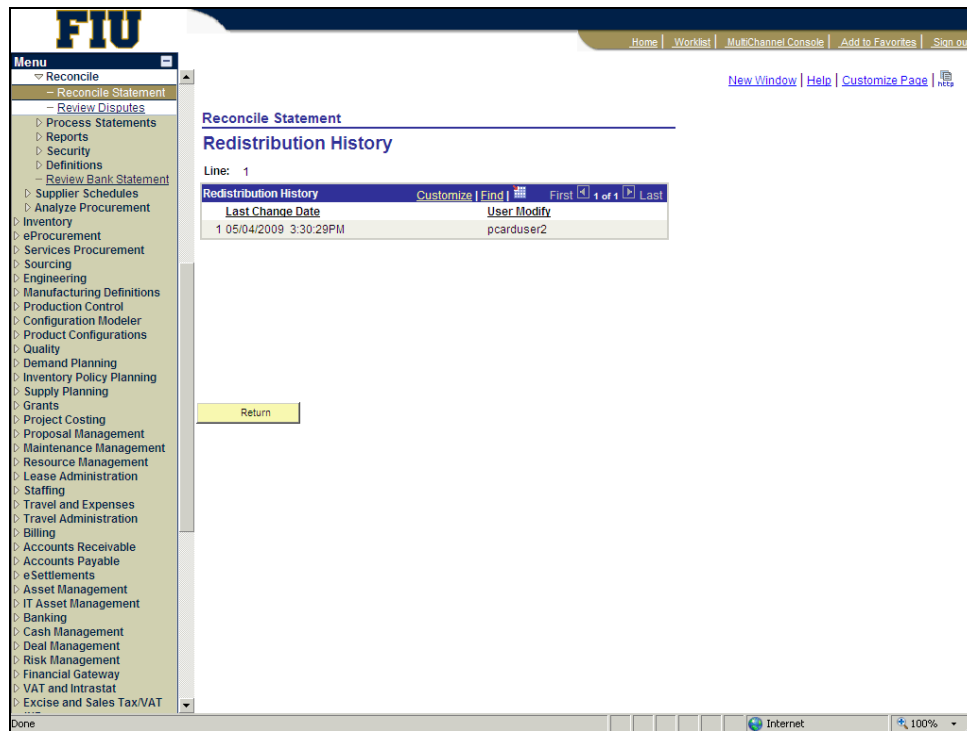
[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Step	Action
27.	Click an entry in the Redistrib column to view the redistribution history, and the users who have modified it.
	Yes

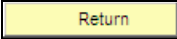


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Step	Action
28.	Click the Return button.



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The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. The interface includes a left-hand menu with various system navigation options. The main content area displays a table of transactions with columns for Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Chartfield Status, Redistrib, and Voucher Error. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget', along with links for 'Search', 'Purchase Details', 'Split Line', and 'Distribution Template'.

Trans	Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	03/03/2009	AMERICAN AIR0017404952757	Staged	593.93	USD	Not Chkd	Valid	Yes	No
2	03/03/2009	THRIFTY CAR RENTAL	Staged	193.42	USD	Valid	Valid	Yes	No
3	03/03/2009	UNITED AIR 0187403934193	Staged	100.00	USD	Valid	Valid	Yes	No
4	03/03/2009	UNITED AIR 0182148359180	Staged	551.40	USD	Valid	Valid	Yes	No
5	03/03/2009	HAMPTON INNS	Staged	515.88	USD	Valid	Valid	Yes	No
6	03/03/2009	HAMPTON INNS	Staged	84.29	USD	Valid	Valid	Yes	No
7	03/03/2009	HAMPTON INNS ALBANY	Staged	149.08	USD	Valid	Valid	Yes	No
8	03/03/2009	AVIS RENT-A-CAR	Staged	202.84	USD	Valid	Valid	Yes	No
9	03/03/2009	HERTZ RENT-A-CAR	Staged	130.00	USD	Valid	Valid	Yes	No

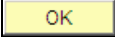
Step	Action
29.	Click the Select All link to select every transaction listed under the current Bank Statement. Select All
30.	Click the Distribution Template link to view the distribution line field. This will apply this Distribution Template to all of the selected transactions. Distribution Template



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Step	Action
31.	Click the OK button. 

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The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. The interface includes a left-hand menu with various system navigation options. The main content area displays a table of transactions with columns for Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Chartfield Status, Redistrib, and Voucher Error. Transaction 3, dated 03/03/2009, is highlighted with a blue background and has its status changed to 'Verified'. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget', along with 'Save', 'Notify', and 'Refresh' buttons.

Trans	Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	03/03/2009	AMERICAN AIR0017404952757	Staged	593.93	USD	Not Chk'd	Valid	Yes	No
2	03/03/2009	THRIFTY CAR RENTAL	Staged	193.42	USD	Not Chk'd	Valid	Yes	No
3	03/03/2009	UNITED AIR 0187403934193	Verified	100.00	USD	Not Chk'd	Valid	Yes	No
4	03/03/2009	UNITED AIR 0182148359180	Staged	551.40	USD	Not Chk'd	Valid	Yes	No
5	03/03/2009	HAMPTON INNS	Staged	515.88	USD	Not Chk'd	Valid	Yes	No
6	03/03/2009	HAMPTON INNS	Staged	84.29	USD	Not Chk'd	Valid	Yes	No
7	03/03/2009	HAMPTON INNS ALBANY	Staged	149.08	USD	Not Chk'd	Valid	Yes	No
8	03/03/2009	AVIS RENT-A-CAR	Staged	202.84	USD	Not Chk'd	Valid	Yes	No
9	03/03/2009	HERTZ RENT-A-CAR	Staged	130.00	USD	Not Chk'd	Valid	Yes	No

Step	Action
32.	<p>Click the Verified list item.</p> <p>When you have confirmed that a transaction is accurate and legitimate, the status must be changed to Verified.</p> <p><input type="text" value="Verified"/></p>



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The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. The interface includes a navigation menu on the left, a header with 'FIU' and user options, and a main content area. The main area displays a table of transactions with columns for Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Chartfield Status, Redistrib, and Voucher Error. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget', along with a 'Run Budget Validation on Save' checkbox.

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	03/03/2009	AMERICAN AIR0017404952757	Staged	593.93	USD	Not Chk'd	Valid	Yes	No
2	03/03/2009	THRIFTY CAR RENTAL	Staged	193.42	USD	Not Chk'd	Valid	Yes	No
3	03/03/2009	UNITED AIR 0187403934193	Staged	100.00	USD	Not Chk'd	Valid	Yes	No
4	03/03/2009	UNITED AIR 0182148359180	Staged	551.40	USD	Not Chk'd	Valid	Yes	No
5	03/03/2009	HAMPTON INNS	Staged	515.88	USD	Not Chk'd	Valid	Yes	No
6	03/03/2009	HAMPTON INNS	Staged	84.29	USD	Not Chk'd	Valid	Yes	No
7	03/03/2009	HAMPTON INNS ALBANY	Staged	149.08	USD	Not Chk'd	Valid	Yes	No
8	03/03/2009	AVIS RENT-A-CAR	Staged	202.84	USD	Not Chk'd	Valid	Yes	No
9	03/03/2009	HERTZ RENT-A-CAR	Staged	130.00	USD	Not Chk'd	Valid	Yes	No

Step	Action
33.	Click the Select All link to select every transaction listed under the current Bank Statement.
34.	Click the Verify button to Verify all of the selected transactions.
35.	Click the Run Budget Validation on Save option. When you save the Procurement Card Transaction, this option will run chartfield edit on every transaction line to make sure that their individual chartfield combinations are correct.
36.	Click the Save button.
37.	Click the Home link.
38.	Congratulations. You have successfully completed Reconciling a Procurement Card Transaction. End of Procedure.