## PCARD PROCESS DOC #1: REVIEWING CHARGES IN PURCHASING (OPTIONAL, REQUIRED FOR PO'S)

## Purpose:

- View/monitor charges as they hit your account daily in WFS
- Edit SmartKey/Account, split charges
- Include business purpose
- Relate a PO that was created to pay with Pcard to a Pcard transaction to relieve encumbrance

Steps/Instructions	Screen Capture	
Navigate to PURCHASING> PROCUREMENT CARDS> RECONCILE> RECONCILE STATEMENT	Menu         Search:         ▷ My Favorites         ▷ Smart Solutions         ▷ Wesleyan Menu         ♡ Purchasing         ♡ Procurement Cards         ○ Reconcile         - Reconcile Statement         - Review Estatements         ▷ Process Statements         ▷ Reports         ▷ Security         ▷ Definitions         - Review Bank Statement         ▷ Commitment Control         ▷ Reporting Tools         - Change My Password         - My Personalizations         - My System Profile	

	Reconcile Statement	Search
Employee Name:	Role Name:	✓
click on magnifying glass	Employee ID:	Q
and search for	Employee Name:	
cardholder by last	Card Issuer:	
name	Card Number:	
	Transaction Number:	
(Only if user has	Sequence Number:	
access to multiple	Line Number:	
cards)	Billing Date:	Q
	Statement Status:	▼
	Budget Status:	▼
	Chartfield Status:	▼
	Merchant:	
	Transaction Date:	
	Charge Type:	▼
	Posted Date:	31
	Search	
CLICK NAME	Look Up Empl	oyee Name
CLICK SEARCH	Name: begins with 🐱	gambell
	Look Up Clear	Cancel Basic Lookup
	Search Results View All First Name Empli Gambell.Lynne A. 28003	<ul> <li>◀ 1 of 1 ▶ Last</li> <li><u>D</u></li> <li><u>54</u></li> </ul>

CLICK SEARCH	Reconcile Statement S	earch
	Role Name:	*
	Employee ID: 2	180054 Q
	Employee Name:	Gambell,Lynne A. Q
	Card Issuer:	▼
	Card Number:	
	Transaction Number:	
	Sequence Number:	
	Line Number:	'
	Pilling Date:	
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	Merchant:	<b>B</b>
	Charge Type:	✓
	Posted Date:	F
	Search ୧୮୦	
Click on	Reconcile Statement	
DISTRIBUTION	Procurement Card Trans	sactions
	EmplID: 280054 Card Number: *******20405290	Name: Gambell,Lynne A. Card Provider: .JPMOR
	Bank Statement	Customize   Find   View All   🗮 First 🗹 1-3 of 3 🕨 Last
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Change Account	Reconcile Statement	
and SmartKey, if	Account Distribution	40000
necessary	Billing Date: 05/20/2009 Billing Amount	nt: USD 100.00 Unit Price: 701.20000
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	OK Cancel Refresh	

Show All Columns	Reconcile Statement		
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	Select All Clear All Stage	Verify			
	Search Purchase Details Split Line Distribution	n Template			
	Save Notify CRefresh				

August 23, 2010

## **RELATING PO'S TO YOUR PCARD PAYMENT**

## PROCESS

- If paying a PO by PCard, check the "Use Procurement Card" box on the PO. The buyer must have a PCard to be able to check this box.
- 2.) After the PO is created, it must be dispatched.
   \*NOTE: THESE PO'S ARE NOT AVAILABLE TO COPY TO A REGULAR VOUCHER.
- 3.) A PO must be tied to the related PCard transaction PRIOR TO THE VOUCHER DOWNLOAD DATE (usually the 20<sup>th</sup> of each month). Otherwise, the encumbrance will not be relieved. If you miss relating the PO to the PCard charge, contact finance@wesleyan.edu to request the PO to be cancelled.
- 4.) When PCard vouchers are created at the end of the billing cycle, budget checking will relieve the encumbrance and create an expense just as if the PO had been copied to a voucher.

Steps/Instructions	Screen Capture		
1 <sup>st</sup> STEP:	Purchase Order Business Unit: WSLYN PO ID: NEXT	Entered By: WorkFlow Status:	TSABO Sabo,Tami, Initial
PO, be sure to	Copy From PO:	Dispatch Method:	Print
check the "Use	Vendor: Advanced Vendor Search *Vendor ID: Q	Merchandise: Tax:	0.00
Procurement	*Buyer: Q *Vendor Location: Q	Total Amount: *Billing Location:	0.00 USD
Card" box.	*Address:		
Otherwise, the PO	1		
cannot be tied to	Use Procurement Card		
a PCard charge.	PO Reference:  Comments	<u>Find</u>   View All	First 🕙 1 of 1 🕨 Last

2 <sup>nd</sup> STEP:	Reconcile Review, manage, or approve procurement card transactions and disputes	
Tying a PO to a	Reconcile Statement	
PCard charge:	Review Disputes	
Once payment is		
made <u>and</u> the		
charge hits WFS,		
navigate to		
Purchasing>Reco		
ncile>Reconcile		
Statement.		
	Reconcile Statement	
CLICK BOX ON	Procurement Card Transactions	
FAR LEFT OF	EmpliD:         709023         Name:         Bookas,Olga           Card Number:         ********20405977         Card Provider:         JPMOR	
	Bank Statement	
CHARGE (Green		
CHARGE (Green check will appear	Trans Date Merchant <u>*Status</u> Billing <u>Amount</u> Currency Billing <u>Date</u>	<u>Chartfield</u> <u>Status</u>
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CHARGE (Green check will appear in box) Then click on Purchasing Details link *Important: This must be done prior to when	Image: Trans Date Merchant       *Status       Billing Amount       Currency Date         6       08/31/2009       MARKETING DATA SOLUTIO       Verified       1,540.00 USD       09/18/2009       09/18/2009         7       08/31/2009       MARKETING DATA SOLUTIO       Verified       385.00 USD       09/18/2009       09/18/2009         8       Select All       Clear All       Stage       Verify         Search       Purchase Details       Split Line       Distribution Template         Save       Image: Save       Image: Save       Image: Save	Chartfield Status Valid
CHARGE (Green check will appear in box) Then click on Purchasing Details link *Important: This must be done prior to when PCard vouchers	Trans Date       Merchant       *Status       Billing Amount       Currency       Billing Date         6       08/31/2009       MARKETING DATA SOLUTIO       Verified       1,540.00 USD       09/18/2009           7       08/31/2009       MARKETING DATA SOLUTIO       Verified       385.00 USD       09/18/2009           Select All       Clear All       Stage       Verify         Search       Purchase Details       Split Line       Distribution Template         Save       Image       Refresh	Chartfield Status Valid
CHARGE (Green check will appear in box) Then click on Purchasing Details link *Important: This must be done prior to when PCard vouchers are created at the	Image: Trans Date Merchant       Status       Billing Amount       Currency Date         6       08/31/2009       MARKETING DATA Solutio       Verified       1,540.00 USD       09/18/2009 <ul> <li>(*)</li> <li>(*)</li> <li>08/31/2009</li> <li>MARKETING DATA Solutio</li> <li>(*)</li> <li>Verified</li> <li>(*)</li> <li>385.00 USD</li> <li>09/18/2009</li> <li>(*)</li> <li>(*)</li> <li>(*)</li> <li>Select All</li> <li>(*)</li> <li>(*)<td>Chartfield Status</td></li></ul>	Chartfield Status
CHARGE (Green check will appear in box) Then click on Purchasing Details link *Important: This must be done prior to when PCard vouchers are created at the end of the billing	Irans Date       Merchant       Status       Billing Amount       Currency       Billing Date         6       08/31/2009       MARKETING DATA       Verified       1.540.00 USD       09/18/2009       ©         7       08/31/2009       MARKETING DATA       Verified       385.00 USD       09/18/2009       ©       >         7       08/31/2009       MARKETING DATA       Verified       385.00 USD       09/18/2009       ©       >         Select All       Clear All       Stage       Verify       Search       Purchase Details       Split Line       Distribution Template         Image: Save	Chartfield Status Valid

	Reconcile Statemer	nt	
	Purchase Details		
Click on the			
magnifying glass	Line: 6 Merchant: MARKETING DATA SOLUTIO		
	City: FRANKLIN		
for PO ID	State: MA		
	Country: USA		
	Purchase Order		
	*Business Unit:	WSLYN C Original PO: N	
	PO ID:		
	PO Line:		
	PO Sched:	Q	
	Vendor ID:	Q	
	Location:	Q	
	Ship To:	Q	
	Item ID:	Q	
	Category:	Q	
	Vendor Item:		
	*Quantity:	1.0000	
	*UOM:	EA	
	Unit Price:	1,540.00000 USD Transaction Amount 1540.00	
		Bill Includes Tax if Applied	
		🗹 Tax Paid	
	Sales/Use Tax Category	ry Search View Hierarchy PO Pick List	
	OK Cancel	Defreeh	
		Reliesh	
	Look Up PO	ID	
Select PO.			
	Procurement Card N	Number: 221	
	Business Unit:	WSLYN	
PO must be	PO Number:	begins with 🐱	
dispatched to be			
	Look Up Clear	ar Cancel Basic Lookup	
tied to a Pcard			
transaction.	Search Results		
	View All	First 🔌 1-7 of 7 🕞 Last	
	PO Number Purchas	ase Order Date PO Status	
	00000055408/31/2	2009 Dispatched	
	000000052008/28/29	2009 Approved	
	0000000352012120	2009 Dispatched	
	0000000295 07/13/2	2009 Dispatched	
	000000285 07/09/2	2009 Dispatched	
	000000266 07/02/20	2009 Dispatched	

	Reconcile Statement
	Purchase Details
When the PO ID	Line: 6
field populates,	Merchant: MARKETING DATA SOLUTIO
click OK	City: FRANKLIN
	State: MA
	Country: USA
	Vonder ID:
	Shin To:
	Item ID:
	Category:
	Vendor Item:
	*Quantity: 1.0000
	*UOM: EA 🔍
	Unit Price: 1,540.00000 USD Transaction Amount 1540.00
	Bill Includes Tax if Applied
	Tax Paid
	Sales/Use Tax Category Search View Hierarchy PO Pick List
	OK Cancel Refresh
Click SAVE	Reconcile Statement
	Procurement Card Transactions
	EmpliD: 709023 Name: Bookas,Olga Card Number: *******20405977 Card Provider: JPMOR
	Bank Statement
	( ) [
	Irans Date Merchant <u>*Status</u> Amount <u>Currency</u> Date <u>Status</u>
	6 🔽 08/31/2009 MARKE IING DATA SOLUTIO Verified ▼ 1,540.00 USD 09/18/2009 🖶 📿 🛼 Valid
	7 🖸 08/31/2009 MARKETING DATA SOLUTIO Verified 💌 385.00 USD 09/18/2009 🖺 📿 🔂 Valid
	SelevitAll Clear All Stage Verify
	Search Purchase Details Split Line Distribution Template
	Save Notify CRefresh