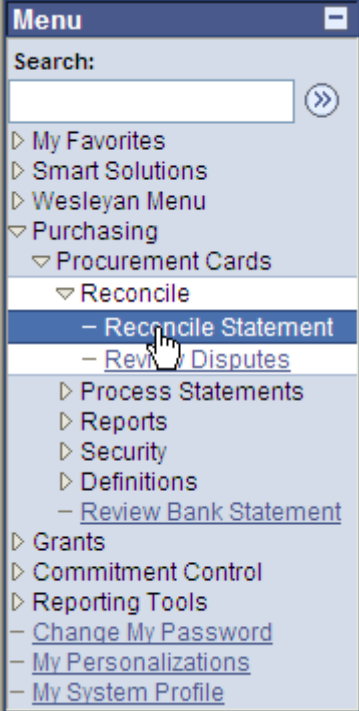


# PCARD PROCESS DOC #1: REVIEWING CHARGES IN PURCHASING (OPTIONAL, REQUIRED FOR PO'S)

---

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	 <p>The screenshot shows a 'Menu' window with a search bar and a list of items. The 'Purchasing' category is expanded, showing 'Procurement Cards' and 'Reconcile'. Under 'Reconcile', the 'Reconcile Statement' option is highlighted with a mouse cursor.</p>



Employee Name:  
click on  
magnifying glass  
and search for  
cardholder by last  
name


(Only if user has  
access to multiple  
cards)

### Reconcile Statement Search

Role Name:  

Employee ID:  

Employee Name:   


Card Issuer:  


Card Number:


Transaction Number:


Sequence Number:

Line Number:


Billing Date:  


Statement Status:  


Budget Status:  

Chartfield Status:  

Merchant:

Transaction Date:  


Charge Type:  

Posted Date:  

CLICK NAME

CLICK SEARCH

### Look Up Employee Name

Name:  

[Basic Lookup](#)

### Search Results

View All First  1 of 1  Last

Name	EmpID
<a href="#">Gambell,Lynne A.</a>	<a href="#">280054</a>

CLICK SEARCH

### Reconcile Statement Search

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Click on DISTRIBUTION

### Reconcile Statement

#### Procurement Card Transactions

EmplID: 280054      Name: Gambell, Lynne A.  
Card Number: \*\*\*\*\*20405290      Card Provider: JPMOR

**Bank Statement**      Customize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>	05/19/2009	F.W.WEBB COMPANY	Staged	100.00	USD	Valid	No	No
2	<input type="checkbox"/>	05/19/2009	F.W.WEBB COMPANY	Staged	200.00	USD	Distribution	No	No
3	<input type="checkbox"/>	05/19/2009	F.W.WEBB COMPANY	Staged	401.20	USD	Valid	No	No

Select All     Clear All       

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

Change Account and SmartKey, if necessary

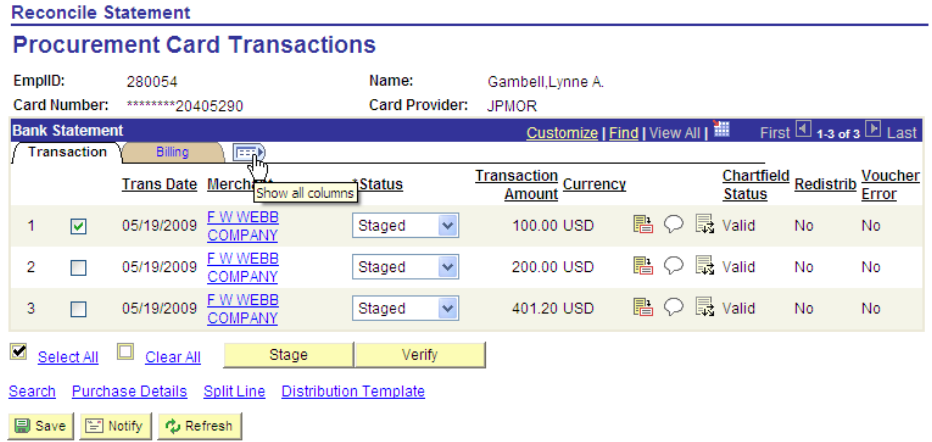

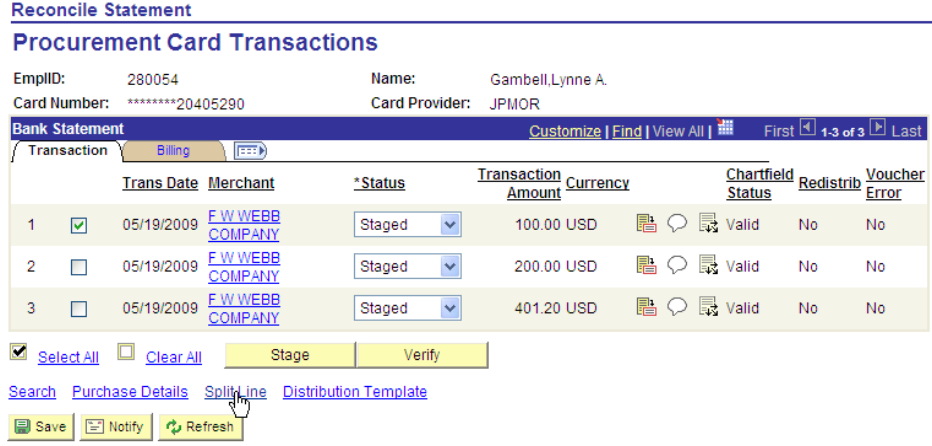
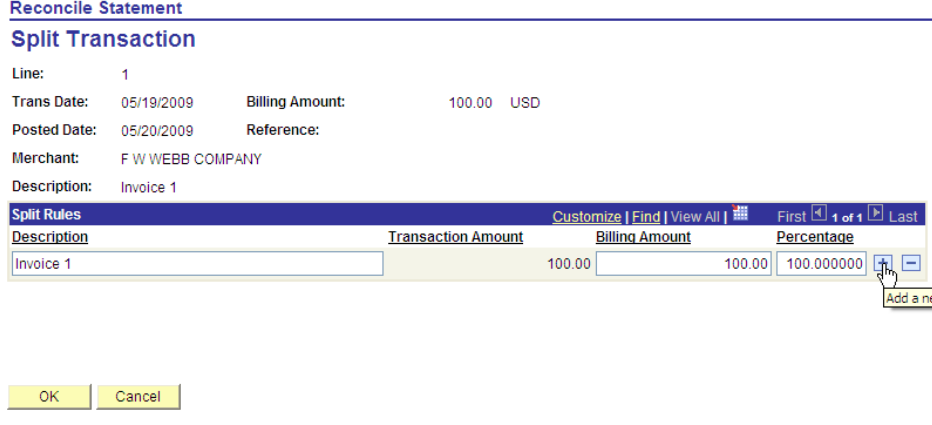
### Reconcile Statement

#### Account Distribution

Line: 1      PO Qty: 1.0000      UOM: EA  
Billing Date: 05/20/2009      Billing Amount: USD 100.00      Unit Price: 701.20000  
SpeedChart:       Transaction Unit Price: 100.00000      \*Distribute by: Amount

**Distributions**      Customize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Activity	Source Type	Smartkey	Location
1	100.0000	100.00	USD	WSLYN	87220			1001095100	

<p>Show All Columns</p>	 <p>Reconcile Statement Procurement Card Transactions</p> <p>EmpID: 280054 Name: Gambell,Lynne A. Card Number: *****20405290 Card Provider: JPMOR</p> <p>Bank Statement</p> <table border="1"> <thead> <tr> <th>Transaction</th> <th>Trans Date</th> <th>Merch</th> <th>Status</th> <th>Transaction Amount</th> <th>Currency</th> <th>Chartfield Status</th> <th>Redistrib</th> <th>Voucher Error</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>100.00</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>2</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>200.00</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>3</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>401.20</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> </tbody> </table> <p>Select All Clear All Stage Verify</p> <p>Search Purchase Details Split Line Distribution Template</p> <p>Save Notify Refresh</p>	Transaction	Trans Date	Merch	Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error	1	05/19/2009	F W WEBB COMPANY	Staged	100.00	USD	Valid	No	No	2	05/19/2009	F W WEBB COMPANY	Staged	200.00	USD	Valid	No	No	3	05/19/2009	F W WEBB COMPANY	Staged	401.20	USD	Valid	No	No				
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3	05/19/2009	F W WEBB COMPANY	Staged	401.20	USD	Valid	No	No																																	
<p>Enter Description (invoice #, if available)</p> <p>Flows to PCard voucher "Line 1 Description" field</p>	 <p>Reconcile Statement Procurement Card Transactions</p> <p>EmpID: 280054 Name: Gambell,Lynne A. Card Number: *****20405290 Card Provider: JPMOR</p> <p>Bank Statement</p> <table border="1"> <thead> <tr> <th>Trans Date</th> <th>Merchant</th> <th>*Status</th> <th>Transaction Amount</th> <th>Currency</th> <th>Chartfield Status</th> <th>Redistrib</th> <th>Voucher Error</th> <th>Reference</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>100.00</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> <td>Invoice 1</td> </tr> <tr> <td>2</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>200.00</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> <td>Invoice 2</td> </tr> <tr> <td>3</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>401.20</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> <td>Invoice 3</td> </tr> </tbody> </table> <p>Select All Clear All Stage Verify</p> <p>Search Purchase Details Split Line Distribution Template</p> <p>Save Notify Refresh</p>	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error	Reference	Description	1	05/19/2009	F W WEBB COMPANY	Staged	100.00	USD	Valid	No	No	Invoice 1	2	05/19/2009	F W WEBB COMPANY	Staged	200.00	USD	Valid	No	No	Invoice 2	3	05/19/2009	F W WEBB COMPANY	Staged	401.20	USD	Valid	No	No	Invoice 3
Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error	Reference	Description																																
1	05/19/2009	F W WEBB COMPANY	Staged	100.00	USD	Valid	No	No	Invoice 1																																
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<p>Split Transactions</p>	 <p>Reconcile Statement Procurement Card Transactions</p> <p>EmpID: 280054 Name: Gambell,Lynne A. Card Number: *****20405290 Card Provider: JPMOR</p> <p>Bank Statement</p> <table border="1"> <thead> <tr> <th>Transaction</th> <th>Trans Date</th> <th>Merchant</th> <th>*Status</th> <th>Transaction Amount</th> <th>Currency</th> <th>Chartfield Status</th> <th>Redistrib</th> <th>Voucher Error</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>100.00</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>2</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>200.00</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>3</td> <td>05/19/2009</td> <td>F W WEBB COMPANY</td> <td>Staged</td> <td>401.20</td> <td>USD</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> </tbody> </table> <p>Select All Clear All Stage Verify</p> <p>Search Purchase Details Split Line Distribution Template</p> <p>Save Notify Refresh</p>	Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error	1	05/19/2009	F W WEBB COMPANY	Staged	100.00	USD	Valid	No	No	2	05/19/2009	F W WEBB COMPANY	Staged	200.00	USD	Valid	No	No	3	05/19/2009	F W WEBB COMPANY	Staged	401.20	USD	Valid	No	No				
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3	05/19/2009	F W WEBB COMPANY	Staged	401.20	USD	Valid	No	No																																	
<p>Click +</p> <p>Enter # of lines to add</p> <p>OK</p> <p>Click Distribution and change SmartKey and/or Account</p>	 <p>Reconcile Statement Split Transaction</p> <p>Line: 1</p> <p>Trans Date: 05/19/2009 Billing Amount: 100.00 USD</p> <p>Posted Date: 05/20/2009 Reference:</p> <p>Merchant: F W WEBB COMPANY</p> <p>Description: Invoice 1</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Transaction Amount</th> <th>Billing Amount</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Invoice 1</td> <td>100.00</td> <td>100.00</td> <td>100.000000</td> </tr> </tbody> </table> <p>OK Cancel</p>	Description	Transaction Amount	Billing Amount	Percentage	Invoice 1	100.00	100.00	100.000000																																
Description	Transaction Amount	Billing Amount	Percentage																																						
Invoice 1	100.00	100.00	100.000000																																						

SAVE

**Reconcile Statement**

**Procurement Card Transactions**

EmplID: 280054      Name: Gambell,Lynne A.  
Card Number: \*\*\*\*\*20405290      Card Provider: JPMOR

**Bank Statement**

Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error	Reference	Description
<input checked="" type="checkbox"/> 05/19/2009	<a href="#">F.W.WEBB COMPANY</a>	Staged	100.00	USD	Valid	No	No		<input type="text" value="Invoice 1"/>
<input type="checkbox"/> 05/19/2009	<a href="#">F.W.WEBB COMPANY</a>	Staged	200.00	USD	Valid	No	No		<input type="text" value="Invoice 2"/>
<input type="checkbox"/> 05/19/2009	<a href="#">F.W.WEBB COMPANY</a>	Staged	401.20	USD	Valid	No	No		<input type="text" value="Invoice 3"/>

Select All     Clear All       

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

August 23, 2010

## RELATING PO'S TO YOUR PCARD PAYMENT

### PROCESS

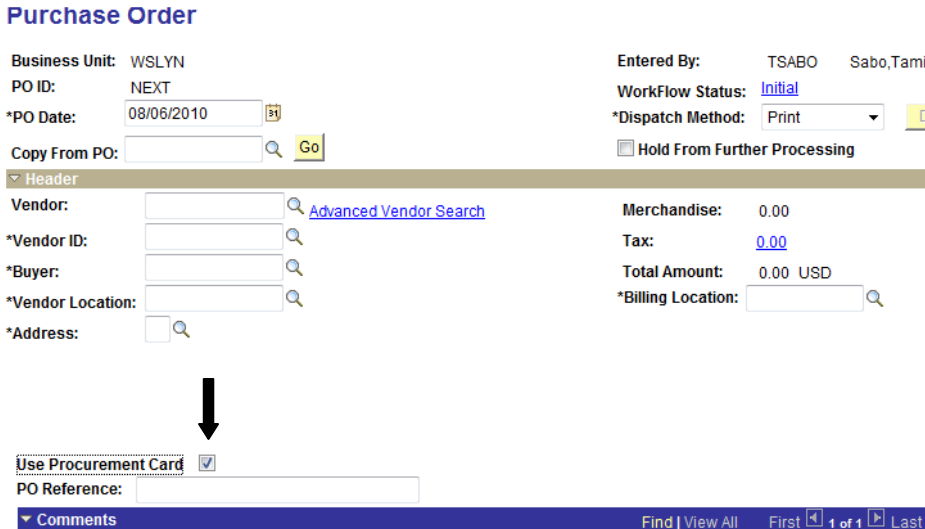
1.) If paying a PO by PCard, check the “Use Procurement Card” box on the PO.  
The buyer must have a PCard to be able to check this box.

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](mailto: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
<p><b>1st STEP:</b></p> <p>When creating a PO, be sure to check the “Use Procurement Card” box. Otherwise, the PO cannot be tied to a PCard charge.</p>	 <p><b>Purchase Order</b></p> <p>Business Unit: WSLYN            PO ID: NEXT            *PO Date: 08/06/2010            Copy From PO: [ ] Go            Entered By: TSABO Sabo,Tami            WorkFlow Status: Initial            *Dispatch Method: Print  <input type="checkbox"/> Hold From Further Processing</p> <p><b>Header</b></p> <p>Vendor: [ ] Advanced Vendor Search            *Vendor ID: [ ]            *Buyer: [ ]            *Vendor Location: [ ]            *Address: [ ]</p> <p>Merchandise: 0.00            Tax: 0.00            Total Amount: 0.00 USD            *Billing Location: [ ]</p> <p><input checked="" type="checkbox"/> Use Procurement Card            PO Reference: [ ]</p> <p>Comments [ ] Find   View All First 1 of 1 Last</p>

**2nd STEP:**

Tying a PO to a PCard charge:

Once payment is made and the charge hits WFS, navigate to Purchasing>Reconcile>Reconcile Statement.



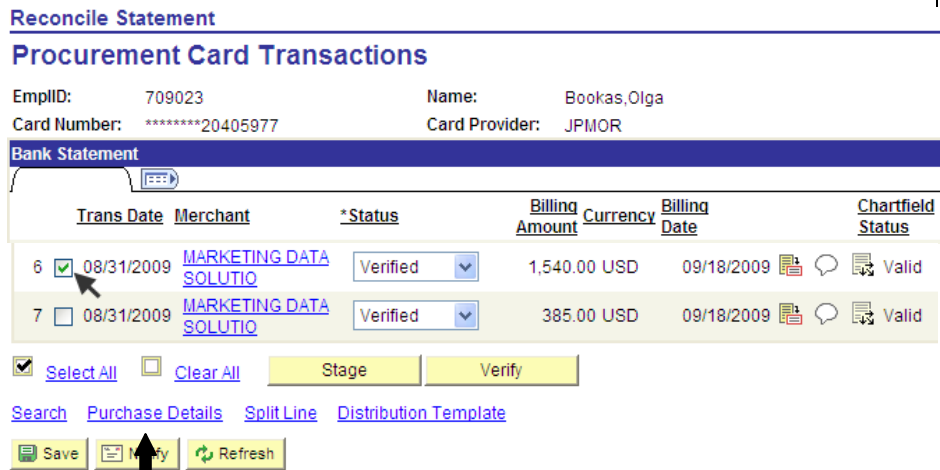
**Reconcile**  
Review, manage, or approve procurement card transactions and disputes.

- [Reconcile Statement](#)
- [Review Disputes](#)

CLICK BOX ON FAR LEFT OF 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 cycle.



**Reconcile Statement**  
**Procurement Card Transactions**

EmpID: 709023      Name: Bookas,Olga  
Card Number: \*\*\*\*\*20405977      Card Provider: JPMOR

**Bank Statement**

	Trans Date	Merchant	*Status	Billing Amount	Currency	Billing Date	Chartfield Status	
6	<input checked="" type="checkbox"/>	08/31/2009	<a href="#">MARKETING DATA SOLUTION</a>	Verified	1,540.00	USD	09/18/2009	Valid
7	<input type="checkbox"/>	08/31/2009	<a href="#">MARKETING DATA SOLUTION</a>	Verified	385.00	USD	09/18/2009	Valid

[Select All](#)     [Clear All](#)    [Stage](#)    [Verify](#)

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

[Save](#)    [Modify](#)    [Refresh](#)


Click on the magnifying glass for PO ID



## Reconcile Statement


### Purchase Details


Line: 6  
Merchant: MARKETING DATA SOLUTIO  
City: FRANKLIN  
State: MA  
Country: USA


#### ▼ Purchase Order


\*Business Unit:   Original PO: N


PO ID:   


PO Line:  


PO Sched:  

Vendor ID:  

Location:  


Ship To:  

Item ID:  

Category:  

Vendor Item:

\*Quantity:

\*UOM:  

Unit Price:  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

Select PO.

PO must be dispatched to be tied to a Pcard transaction.

### Look Up PO ID

Procurement Card Number: 221  
Business Unit: WSLYN  
PO Number:  

Look Up



Clear

Cancel

[Basic Lookup](#)

### Search Results

[View All](#)

First  1-7 of 7  Last

PO Number	Purchase Order Date	PO Status
<a href="#">000000554</a>	<a href="#">08/31/2009</a>	<a href="#">Dispatched</a>
<a href="#">00000052</a>	<a href="#">08/28/2009</a>	<a href="#">Approved</a>
<a href="#">000000352</a>	<a href="#">07/27/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000315</a>	<a href="#">07/20/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000295</a>	<a href="#">07/13/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000285</a>	<a href="#">07/09/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000266</a>	<a href="#">07/02/2009</a>	<a href="#">Dispatched</a>



When the PO ID field populates, click OK

**Reconcile Statement**

**Purchase Details**

Line: 6  
 Merchant: MARKETING DATA SOLUTIO  
 City: FRANKLIN  
 State: MA  
 Country: USA

▼ Purchase Order

\*Business Unit:  Original PO: N  
 PO ID:   
 PO Line:   
 PO Sched:   
 Vendor ID:   
 Location:   
 Ship To:   
 Item ID:   
 Category:   
 Vendor Item:   
 \*Quantity:   
 \*UOM:   
 Unit Price:  USD Transaction Amount 1540.00  
 Bill Includes Tax if Applied  
 Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

Click SAVE

**Reconcile Statement**

**Procurement Card Transactions**

EmplID: 709023 Name: Bookas,Olga  
 Card Number: \*\*\*\*\*20405977 Card Provider: JPMOR

Bank Statement

Trans Date	Merchant	*Status	Billing Amount	Currency	Billing Date	Chartfield Status
6 <input checked="" type="checkbox"/> 08/31/2009	<a href="#">MARKETING DATA SOLUTIO</a>	Verified <input type="button" value="v"/>	1,540.00	USD	09/18/2009	Valid
7 <input type="checkbox"/> 08/31/2009	<a href="#">MARKETING DATA SOLUTIO</a>	Verified <input type="button" value="v"/>	385.00	USD	09/18/2009	Valid

[Select All](#)  [Clear All](#)

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