



Reconcilers & Verifiers Manual

PCard Services

Table of Contents

Department Users	1
Overview	1
Occurrence	1
General Information	2
Reconciliation of Bank Charges	3
Navigate to the Reconcile Statement Page	3
Find Cardholder Transactions	4
Using Templates	8
Step 1 Navigate to Reconcile Statement Page	8
Step 2 Optional: Use Distribution Template	8
Step 3 Create Template	8
Split a Transaction Line	10
Change Chartfield Distribution and/or Budget Check a Transaction	12
Split a Distribution	14
Approved Transactions	15
Disputes	15
Step 1 Record Disputes	15
Step 2 Record Dispute Resolution	17
Closing	18

Reconcilers & Verifiers Manual

Department Users

- Proxies (Reconcilers, Verifiers)
- Cardholders
- PCard Managers

Overview

With the implementation of the FAST Procurement Card function, users are able to view and reconcile PCard charges online within the current FAST system.

Proxies authorized by the department chair and dean or vice-president or other designee will review, change or correct chartfields, note disputes and approve charges made to the University's Procurement Card account by cardholders. Timely approval of all charges is mandatory with corrective action performed by the University's PCard Compliance Area (part of PCard Services in the Purchasing Department), if necessary.

Bank charges are downloaded each business day and Proxies will be given a 7 day turnaround time to review and approve the charges or to register a dispute, should that be necessary. Reconcilers have seven (7) days to process transactions—both charges and credits. The PCard Compliance area will monitor the transactions and send emails to the Reconciler and Cardholder after the seven day period has elapsed. If charges are unreconciled fourteen (14) days after load date, the Cardholder's college administration is notified. If the charges remain unreconciled for twenty-one (21) days, the Cardholder's VP area is notified. If the charges remain unreconciled for twenty-eight (28) days, the account is suspended. If PCard Compliance posts charges to the cardholder's default chartfield for a failure to approve on time, departments are required to submit expenditure transfer requests to move the charges to the correct chartfield string. The system will perform both a budget and combo edit check. A transaction that does not pass cannot be saved or approved.

Approval will generate a transfer of department funds to a clearinghouse account that will be used to pay monthly bank statements from the University's credit card vendor. This section outlines the steps executed to review and approve charges.

NOTE: The information in this guide is based on certain assumptions:

- Users have previously received training in PeopleSoft navigation
- Control tables have been set up with needed values prior to performing the activities described below.

Occurrence

Online Review:	As charges are downloaded
Disputes:	Noted online and registered with the bank

Reconcilers & Verifiers Manual

PCard Services

General Information

The following pages show the details of how to access and process PCard transactions in the FAST PCard Module. Travel transactions are loaded into the Travel Module and must be processed according to the Travel Department rules and policies.

Access to PCard transactions requires PCard roles for reconcilers and verifiers. These roles are obtained from IT Security by submitting the FAST Access Request form found either on the FAST Financials website or the PCard website (forms area).

The reconciliation process in FAST is simple. Once transactions are loaded, the reconciler (or verifier) goes in and find the transactions, assigns the chartfield and description, and approves the transaction (**only reconcilers can approve**). The only remaining step is to attach a copy of the receipt to the activity statement.

There are two types of disputes, both informal and formal. The informal dispute means the cardholder is working with the vendor to resolve the problem. The formal dispute occurs when all efforts to resolve the informal dispute have failed. The formal dispute is filed with the bank by PCard Services. Contact PCard Services for procedures and forms.

Fraud occasionally happens on the PCard. Almost all fraud is external and our servicing bank is excellent at providing credit. Contact PCard Services for instructions if you suspect fraud of any type.

Misuse of the PCard occurs when rules are intentionally violated. Suspension or revocation of privileges may result. Know the rules. If in doubt, contact PCard Services.

USF has a robust and growing PCard Program. We are proud to serve you and welcome suggestions for improvement. Our general email box is: PCard@usf.edu

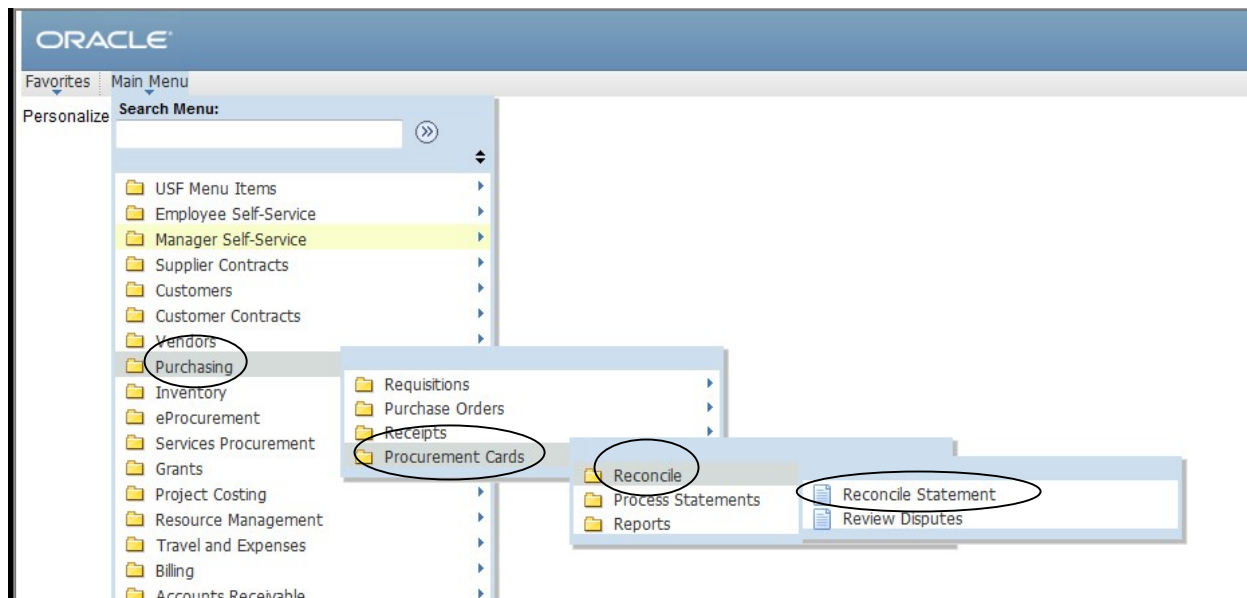
Reconcilers & Verifiers Manual

PCard Services

Reconciliation of Bank Charges

Navigate to the Reconcile Statement Page

- 1.1. Navigate to the Reconcile Statement page by selecting **Purchasing, Procurement Cards, Reconcile, Reconcile Statement** from the screen menus



Reconcilers & Verifiers Manual

Find Cardholder Transactions

- 2.1. Either enter the 11 digit employee number to see one cardholder or click on the **Search** button to see all cardholders

ORACLE

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Transaction Date:

Charge Type:

Posted Date:

Search

- 2.2. The system will return the transactions for one cardholder or all transactions for all cardholders the Proxy has authorization to review. The system will only show cardholders that have existing charges to approve. If no charges exist, the search will show 'No Transactions Found' and no further action is needed by the Proxy.
- 2.3. The above screen shows the initial entry in this module. You may click on Search for direct entry to the charges or modify the selection criteria for the available parameters.

Reconcilers & Verifiers Manual

PCard Services

New Window Help Customize Page http

Reconcile Statement

Procurement Card Transactions

☒ Run Budget Validation on Save


Bank Statement Customize Find View All First 1-9 of 37 Last

Transaction	Billing	Employee Name	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input type="checkbox"/>	Roberson,Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	261.88	USD	Not Chk'd	Valid	No	No
2	<input type="checkbox"/>	Roberson,Deborah J	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD	Not Chk'd	Valid	No	No
3	<input type="checkbox"/>	Roberson,Deborah J	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46	USD	Not Chk'd	Valid	No	No
4	<input type="checkbox"/>	Roberson,Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23	USD	Not Chk'd	Valid	No	No
5	<input type="checkbox"/>	Roberson,Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	83.71	USD	Not Chk'd	Valid	No	No
6	<input type="checkbox"/>	Patel,Marlene J	BOA	12/02/2011	12/06/2011	SECURE ON-SITE SHREDDING	Staged	18.00	USD	Not Chk'd	Valid	No	No
7	<input type="checkbox"/>	Justice,Sandra Lea	BOA	11/19/2011	11/22/2011	OFFICE DEPOT #1165	Staged	31.18	USD	Not Chk'd	Valid	No	No
8	<input type="checkbox"/>	Drawdy,Judy W	BOA	11/10/2011	12/06/2011	OFFICE DEPOT #1165	Staged	575.25	USD	Not Chk'd	Valid	No	No
9	<input type="checkbox"/>	Matos,Daisy	BOA	10/25/2011	10/31/2011	THORLABS INC	Staged	587.40	USD	Not Chk'd	Valid	No	No

☒ Select All ☐ Clear All

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

2.4. Note that the status is Staged

2.5. By clicking on the Show All Columns icon  the entire line can be viewed

2.6. The Load Date is the date used to time the speed of approvals. As charges will be downloaded each business day, they should be reconciled within 7 days. This period is counted the day AFTER the load date.

Reconcile Statement

Procurement Card Transactions

Empl ID: 00000016082 Name: Roberson,Deborah J

☒ Run Budget Validation on Save

Bank Statement Customize Find View All First 1-5 of 5 Last

Transaction	Billing	Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	<input type="checkbox"/>		OFFICE SUPPLIES	12/05/2011	261.88	USD		0.00	<input type="checkbox"/>
2	<input type="checkbox"/>		OFFICE SUPPLIES	12/05/2011	35.00	USD		0.00	<input type="checkbox"/>
3	<input type="checkbox"/>		q630e35e	12/05/2011	1,652.46	USD		0.00	<input type="checkbox"/>
4	<input type="checkbox"/>		412405129	12/05/2011	39.23	USD		0.00	<input type="checkbox"/>
5	<input type="checkbox"/>		412405130	12/05/2011	83.71	USD		0.00	<input type="checkbox"/>

☒ Select All ☐ Clear All

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

2.7. Under the billing tab there is an area for description entries. If there is no description or the description is the same, the reports from Finance Mart will combine the like items to a total amount of each same description.

Reconcilers & Verifiers Manual

PCard Services

- 2.8. The PCard Services area will monitor the transactions and send emails to the Reconciler and Cardholder after the seven day period has elapsed.
- 2.9. If charges are unreconciled fourteen (14) days after load date, the Cardholder's college administration is notified.
- 2.10. If the charges remain unreconciled for twenty-one (21) days, the Cardholder's VP area is notified.
- 2.11. If the charges remain unreconciled after twenty-eight (28) days, the account is suspended.
- 2.12. If proxies wish to view only some of the charges, they can click on **Search**

Procurement Card Transactions

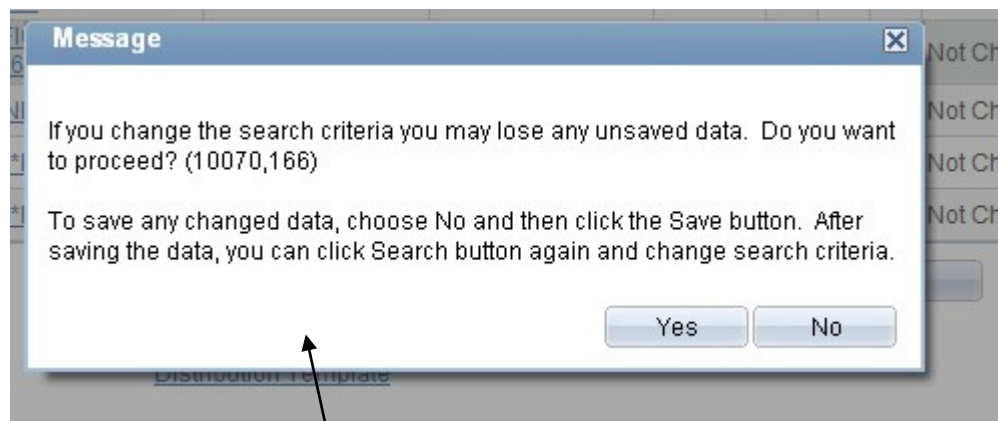
☒ Run Budget Validation on Save

Bank Statement Transaction Billing Customize | Find | View All | | First 1-9 of 37 Last

	Employee Name	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib	Voucher Error
1	Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1185	Staged	261.88	USD		Not Chk'd	Valid	No	No
2	Roberson, Deborah J	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1185	Staged	35.00	USD		Not Chk'd	Valid	No	No
3	Roberson, Deborah J	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46	USD		Not Chk'd	Valid	No	No
4	Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23	USD		Not Chk'd	Valid	No	No
5	Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	83.71	USD		Not Chk'd	Valid	No	No
6	Patel, Marlene J	BOA	12/02/2011	12/06/2011	SECURE ON-SITE SHREDDING	Staged	18.00	USD		Not Chk'd	Valid	No	No
7	Justice, Sandra Lea	BOA	11/18/2011	11/22/2011	OFFICE DEPOT #1185	Staged	31.18	USD		Not Chk'd	Valid	No	No
8	Drawdy, Judy W	BOA	11/30/2011	12/06/2011	OFFICE DEPOT #1185	Staged	575.25	USD		Not Chk'd	Valid	No	No
9	Matos, Daisy	BOA	10/25/2011	10/31/2011	THORLABS INC	Staged	587.40	USD		Not Chk'd	Valid	No	No

☒ Select All

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



- 2.13. You will see a warning that means any action taken up to this point but not saved (e.g. any changes to distribution, status, description, etc.) will be lost
- 2.14. Click Yes

Reconcilers & Verifiers Manual

PCard Services

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

Role Name:	<input type="text"/>
Employee ID:	<input type="text" value="00000018381"/>
Name:	<input type="text" value="Jones, Sonya A"/>
Card Issuer:	<input type="text" value="Bank of America"/>
Card Number:	<input type="text"/>
Transaction Number:	<input type="text"/>
Merchant:	<input type="text"/>
Sequence Number:	<input type="text"/>
Line Number:	<input type="text"/>
Billing Date:	<input type="text"/>
Statement Status:	<input type="text" value="Staged"/>
Budget Status:	<input type="text"/>
Chartfield Status:	<input type="text"/>
Transaction Date:	<input type="text"/>
Charge Type:	<input type="text"/>
Posted Date:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- 2.15. Enter the search criteria such as a Status, Transaction Date, Merchant Name (must be typed in exactly as it appears on the statement)
 - 2.15.1. Remember that the Status is Staged when the charges are downloaded
 - 2.15.1.1. Click on the OK button
 - 2.15.1.2. The system will return only those transactions that meet your criteria

Procurement Card Transactions

☒ Run Budget Validation on Save

Bank Statement

Customize Find View All First 1-9 of 37 Last

Transaction	Billing	Employee Name	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1		Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	261.88	USD	Not Chk'd	Valid	No	No
2		Roberson, Deborah J	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD	Not Chk'd	Valid	No	No
3		Roberson, Deborah J	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46	USD	Not Chk'd	Valid	No	No
4		Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23	USD	Not Chk'd	Valid	No	No
5		Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	83.71	USD	Not Chk'd	Valid	No	No

Reconcilers & Verifiers Manual

Using Templates

Templates allow you to make changes to a selection of transactions at the same time to eliminate repetitive steps. Templates can be used on all transactions or on a selected number using the **Distribution Template** feature.

Step 1 | Navigate to Reconcile Statement Page

See **Reconciliation of Bank Charges** Section Step 1

Step 2 | Optional: Use Distribution Template

Reconcilers select a specific group of transactions to change using the Template feature. See **Reconciliation of Bank Charges** Section Steps 2.5 through 2.15.1.2 above

Step 3 | Create Template

3.1. Check the boxes next to each transaction you would like to work on

Reconcile Statement

Procurement Card Transactions

Empl ID: 00000016082

Name:

Roberson, Deborah J

☒ Run Budget Validation on Save

Bank Statement

Transaction		Billing					
		Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount Currency
1	<input type="checkbox"/>	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	261.88 USD
2	<input type="checkbox"/>	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00 USD
3	<input type="checkbox"/>	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46 USD
4	<input type="checkbox"/>	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23 USD
5	<input type="checkbox"/>	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	83.71 USD

☒ Select All

☐ Clear All

Verify

Approve

[Search](#)

[Purchase Details](#)

[Split Line](#)

[Distribution Template](#)

3.2. If all selected transactions are to be changed, check the box next to **Select All** link

3.3. Click on the **Distribution Template** link

Reconcile Statement

Distribution Template

SpeedChart:

Distributions

Seq	Pct	*GL Unit	Oper Unit	Fund	*Account	DeptID	Product	Initiative	PC Bus Unit
1	100.0000	USF0	TPA	10000	64900	120500	000000	00000000	

3.4. Enter the chartfield for all transactions being changed at this time. Click OK.

Reconcilers & Verifiers Manual

PCard Services

3.5. The system will return the user to the basic reconciliation page.

Reconcile Statement

Procurement Card Transactions

Empl ID: 00000016082 Name: Roberson, Deborah J

☒ Run Budget Validation on Save

Bank Statement

Transaction Billing

		Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency			
1	<input type="checkbox"/>	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	261.88	USD			
2	<input type="checkbox"/>	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD			
3	<input type="checkbox"/>	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46	USD			
4	<input type="checkbox"/>	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23	USD			
5	<input type="checkbox"/>	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	83.71	USD			

☒ [Select All](#) ☐ [Clear All](#) [Verify](#) [Approve](#) [Vali](#)

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

[Save](#) [Notify](#) [Refresh](#)

3.6. The new chartfields will be on all the transactions selected.

3.7. You may add/change descriptions or comments by clicking on the Billing tab or the comment call-out button (shown above).

3.8. Click **Save** to keep your descriptions or comments

Reconcilers & Verifiers Manual

PCard Services

Split a Transaction Line

To better identify or segregate parts of a single transaction, the transaction can be split to use different descriptions. This is not the method to use if you are only trying to create multiple lines of distribution.

4.1. Check the box next to each transaction you would like to work on

Reconcile Statement

Procurement Card Transactions

☒ Run Budget Validation on Save

Bank Statement

Transaction | Billing | **Reconcile**

	Employee Name	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency		
1	<input checked="" type="checkbox"/> Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	261.88	USD		
2	<input type="checkbox"/> Roberson, Deborah J	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD		
3	<input type="checkbox"/> Roberson, Deborah J	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46	USD		
4	<input type="checkbox"/> Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23	USD		
5	<input type="checkbox"/> Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	83.71	USD		
6	<input type="checkbox"/> Patel, Marlene J	BOA	12/02/2011	12/06/2011	SECURE ON-SITE SHREDDING	Staged	18.00	USD		
7	<input type="checkbox"/> Justice, Sandra Lea	BOA	11/18/2011	11/22/2011	OFFICE DEPOT #1165	Staged	31.18	USD		
8	<input type="checkbox"/> Drawdy, Judy W	BOA	11/30/2011	12/06/2011	OFFICE DEPOT #1165	Staged	575.25	USD		
9	<input type="checkbox"/> Matos, Daisy	BOA	10/25/2011	10/31/2011	THORLABS INC	Staged	587.40	USD		


☒ [Select All](#) ☐ [Clear All](#) [Verify](#) [Approve](#) [Validate Budget](#)

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



4.2. Click the **Split Line** link at the bottom of the page

Reconcilers & Verifiers Manual

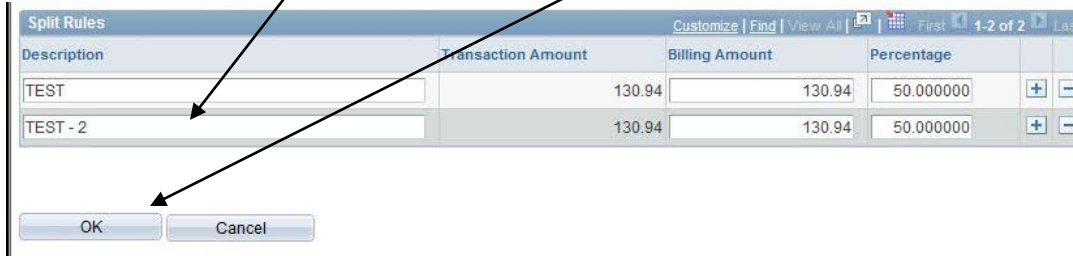
PCard Services





4.3. Change the dollar amount or the percentage and click the  to the right of the line



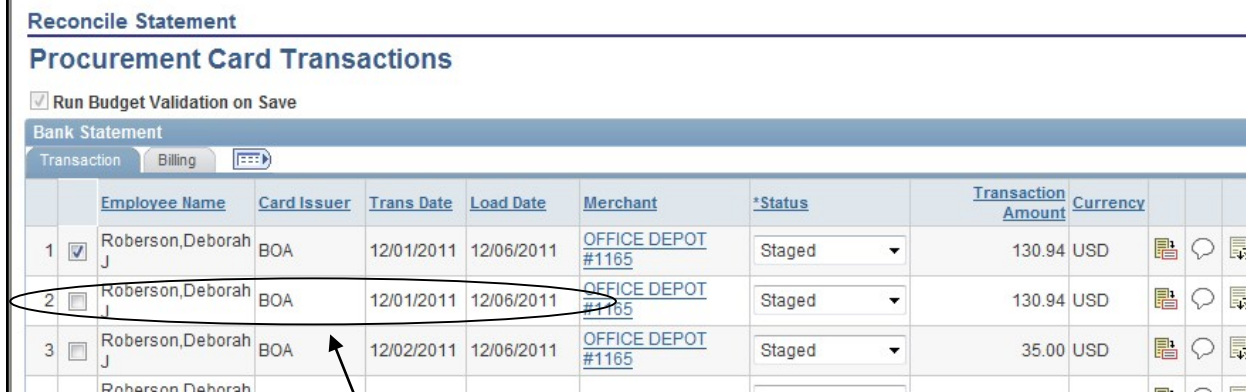
Description	Transaction Amount	Billing Amount	Percentage	
1	261.88	261.88	100.000000	 

4.4. Add a description or explanation and Click OK



Description	Transaction Amount	Billing Amount	Percentage	
TEST	130.94	130.94	50.000000	 
TEST - 2	130.94	130.94	50.000000	 

OK Cancel












Reconcile Statement

Procurement Card Transactions

☒ Run Budget Validation on Save

Bank Statement

Transaction Billing

	Employee Name	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency			
1	Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	130.94	USD			
2	Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	130.94	USD			
3	Roberson, Deborah J	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD			

4.5. A separate line is created on the statement

Reconcilers & Verifiers Manual

PCard Services

Change Chartfield Distribution and/or Budget Check a Transaction

- 5.1. Check the box next to each transaction you would like to work on

Reconcile Statement

Procurement Card Transactions

☒ Run Budget Validation on Save

Bank Statement

Transaction Billing

	Employee Name	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	
1	Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	130.94	USD	

- 5.2. Click on the distribution icon
- 5.3. The account distribution page displays the default chartfield string provided by the cardholder when the account was set up.
- 5.3.1. **Note:** This manual shows all the distribution values as available to change. In “live” applications, the Operating Unit and the Department ID cannot be changed unless special authorization is obtained from the PCard Manager.

Distributions

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Oper Unit	Fund	*Account	DeptID	Initiative	Product	PC Bus Unit	Project
1	100.0000	130.94	USD	USF0	TPA	10000	64900	120500	0000000	000000		

- 5.4. Change the chartfield values as needed by either typing them in or using the Look Up (magnifying glass) to the right of the field
- 5.5. If a Project chartfield needs to be added, enter the proper data in the spaces provided.

Reconcilers & Verifiers Manual

PCard Services

- 5.6. Add in Project chartfields and click **OK** when finished to return to the Account Distribution page

Oper Unit	Fund	*Account	DeptID	Initiative	Product	PC Bus Unit	Project	Activity ID	Source Type	Category
TPA	10000	64900	120500	0000000	000000	GRT0	7903003500	BUDGET		

OK Cancel Refresh

- 5.7. Be sure to change the Account number from 64900 which is a generic number to one that better describes the purchase
- 5.8. Click OK to return to the main statement page

Procurement Card Transactions

☒ Run Budget Validation on Save

Bank Statement

Transaction Billing

	Employee Name	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency				
1	<input checked="" type="checkbox"/> Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	130.94	USD				N
2	<input type="checkbox"/> Roberson, Deborah J	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	130.94	USD				N
3	<input type="checkbox"/> Roberson, Deborah J	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD				N
4	<input type="checkbox"/> Roberson, Deborah J	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46	USD				N
5	<input type="checkbox"/> Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23	USD				N
6	<input type="checkbox"/> Roberson, Deborah J	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	83.71	USD				N
7	<input type="checkbox"/> Patel, Marlene J	BOA	12/02/2011	12/06/2011	SECURE ON-SITE SHREDDING	Staged	18.00	USD				N
8	<input type="checkbox"/> Justice, Sandra Lea	BOA	11/18/2011	11/22/2011	OFFICE DEPOT #1165	Staged	31.18	USD				N
9	<input type="checkbox"/> Drawdy, Judy W	BOA	11/30/2011	12/06/2011	OFFICE DEPOT #1165	Staged	575.25	USD				N

☒ Select All ☐ Clear All

Verify Approve Validate Budget

Save Notify Refresh

- 5.9. Change the status from **Staged** to **Approved** by using either the drop down arrow or selecting the transaction and clicking **Approve**
- 5.10. An error message will be generated if there is a problem in any of these areas
- 5.11. The transaction will not be saved or approved if it fails this check
- 5.12. Click **Cancel** to exit out of the screen if budget checking fails
- 5.13. Click on the 'Save' button
- 5.14. This posts the charge to your departmental ledger
- 5.15. If a charge is mistakenly approved with incorrect chartfield values, the user may click on the distribution icon and correct the chartfield and click the "save" button again. A description can be inserted or modified at this point too. Once the charge posts to the ledger any incorrect items must be corrected using an expenditure transfer request.
- 5.15.1. If the description is modified, click **Save** to record the changes

Reconcilers & Verifiers Manual

PCard Services

Split a Distribution

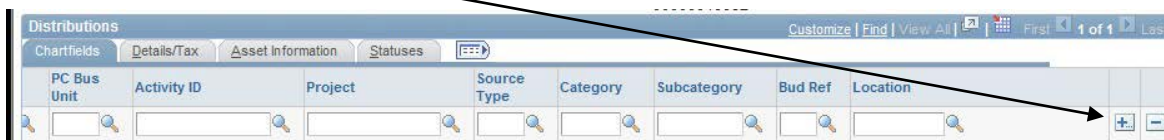
Select the transaction to be split by clicking on the Distribution icon

6.1. Click the Distribution link



	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status
1	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Staged	261.88	USD		Not Chk'd	Valid
2	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD		Not Chk'd	Valid

6.2. Click the Add icon



PC Bus Unit	Activity ID	Project	Source Type	Category	Subcategory	Bud Ref	Location	

6.3. On the pop up screen, enter the number of rows you want to add, then click OK



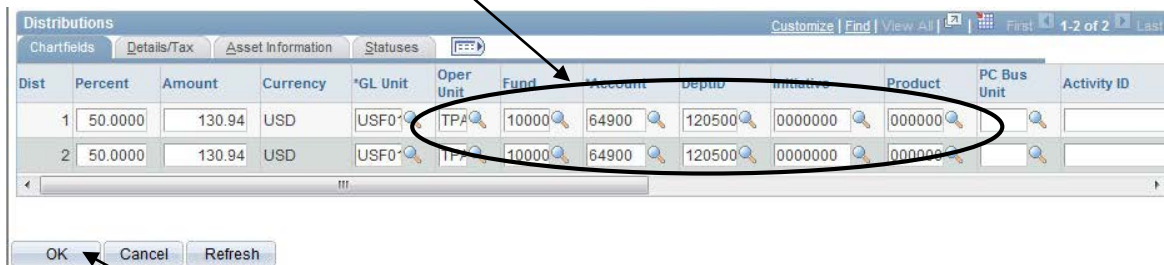
Explorer User Prompt

Script Prompt:
Enter number of rows to add:

1

OK Cancel

6.4. Change Distribution as needed




Dist	Percent	Amount	Currency	*GL Unit	Oper Unit	Fund	Account	Debit	Initiative	Product	PC Bus Unit	Activity ID
1	50.0000	130.94	USD	USF0	TPA	10000	64900	120500	0000000	000000		
2	50.0000	130.94	USD	USF0	TPA	10000	64900	120500	0000000	000000		

OK Cancel Refresh

6.5. Click OK to get back to the previous screen

6.6. Change the status to **Approved** and **Save**



	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	
1	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Approved	261.88	USD	
2	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD	

Reconcilers & Verifiers Manual

PCard Services

Approved Transactions

Approved transactions will be uploaded to the Voucher Stage tables each hour. Once this occurs, the transaction will no longer be available for further changes although it can be “retrieved” (See Reconciliation of Bank Charges Steps 2.5-2.14.1.2) using the Status “Closed” as the search criteria.

Disputes

Step 1 | Record Disputes

- 7.1. If a transaction amount or part of a transaction amount is in dispute, click on the **Billing** tab or the **Show All Columns** icon

☒ Run Budget Validation on Save

Bank Statement										
Transaction Billing [Show All Columns]										
	Card Issuer	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	BOA	12/01/2011	12/06/2011	OFFICE DEPOT #1165	Approved	261.88	USD			Not Chk'd
2	BOA	12/02/2011	12/06/2011	OFFICE DEPOT #1165	Staged	35.00	USD			Not Chk'd
3	BOA	11/30/2011	12/06/2011	BONECLONES	Staged	1,652.46	USD			Not Chk'd
4	BOA	12/01/2011	12/06/2011	RC *RICOH CORP	Staged	39.23	USD			Not Chk'd

- 7.2. Please the amount of the dispute in the Dispute Amount column
7.2.1. Use ONLY the total transaction amount

Bank Statement							
Transaction Billing [Show All Columns]							
Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	JIMS' STAPLER	12/05/2011	261.88	USD		0.00	<input type="checkbox"/>
2	TEST TUBES	12/05/2011	35.00	USD		0.00	<input type="checkbox"/>
3	SCOTT'S LAPTOP	12/05/2011	1,652.46	USD		0.00	<input type="checkbox"/>
4	PCARD	12/05/2011	39.23	USD		0.00	<input type="checkbox"/>
5	PCARD S	12/05/2011	83.71	USD		0.00	<input type="checkbox"/>

☒ Select All ☐ Clear All

Verify Approve Validate Budget

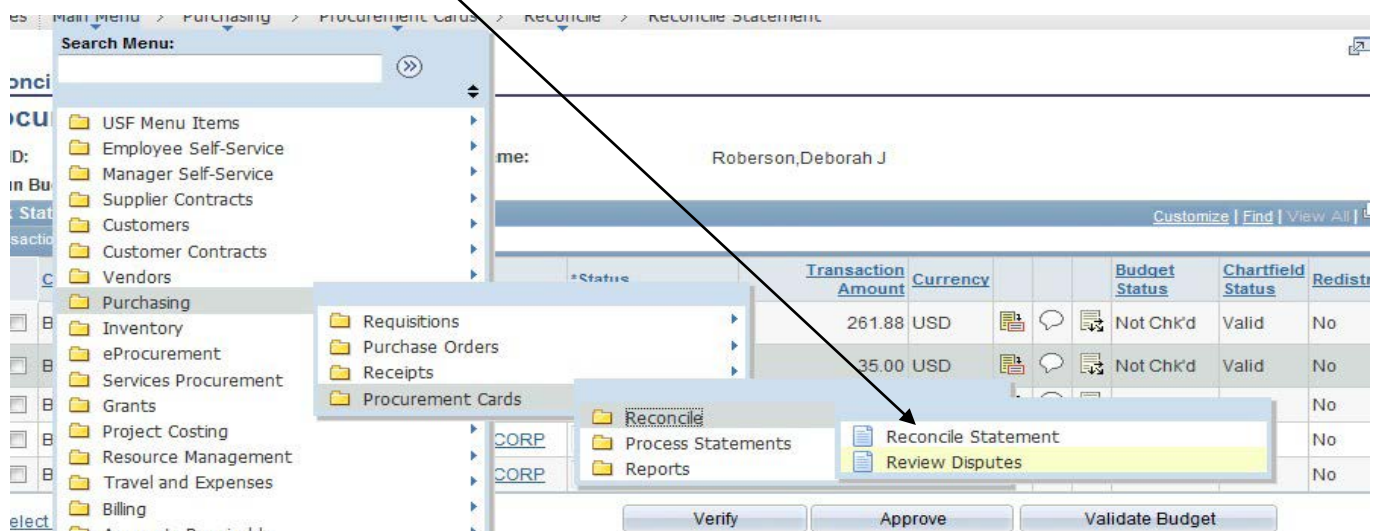
- 7.3. Click the **Transaction** tab to go back to the main page

Reconcilers & Verifiers Manual

PCard Services

Step 2 | Record Dispute Resolution

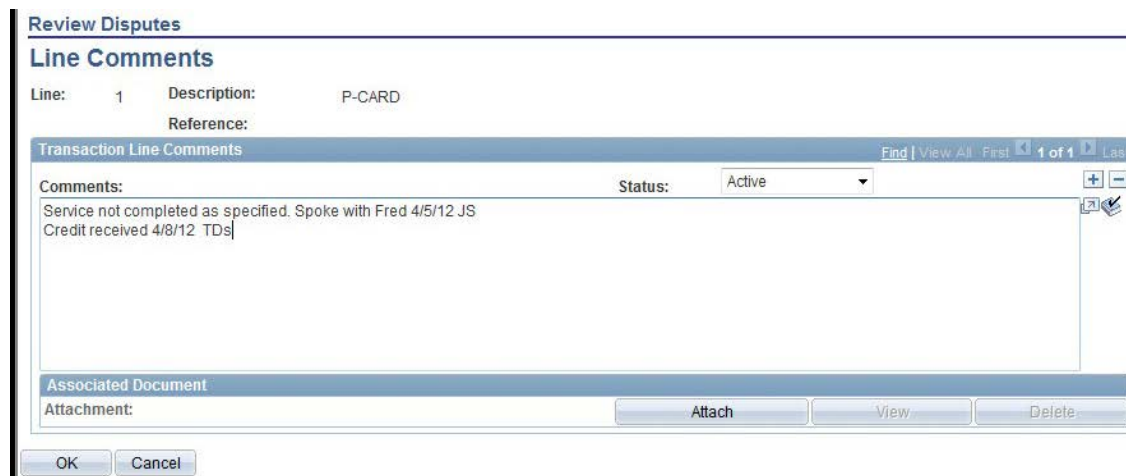
- 8.1. Once a credit is received, check the **Collected** box to the right of the **Dispute Amount** to record that the dispute is resolved
- 8.2. If necessary, use the Review Disputes feature to pull up any outstanding disputes



- 8.3. Click on the Comments link



- 8.4. Add comments and click OK when done



- 8.5. On the next screen, **Save** the Comments & apply the chartfield distribution through the standard access to the transaction

Reconcilers & Verifiers Manual

PCard Services

Closing

This completes the instructions for proxies (reconcilers) to process cardholder charges in Fast. It was designed for proxies with Fast access and some knowledge of Fast procedures. It supplements, but does not replace FST 102: PCard Reconciler classroom training.

Questions on procedures or suggestions for improvement to this manual should be directed to PCard@usf.edu. Your support and understanding is appreciated.