

## PCard Reconciliation

- [Overview](#)
- [Definitions](#)
- [Reconciliation Process](#)
- [Search for Transactions](#)
- [Description of Billing Tab](#)
- [Description of the Transaction Tab](#)
- [Adding Use Tax through Purchase Details](#)

### Overview

PCard transactions made using an NAU PCard are loaded into [Peoplesoft Financials](#) for reconciliation. The Reconciliation Process section of this training manual outlines the requirements of the Reconciler and the Approver. Links to detailed processes of each requirement are provided throughout the Reconciliation Process section.

### Definitions

Approver – The NAU employee that has been assigned the responsibility for monitoring and approving PCard activity for assigned Reconcilers.

Billing Cycle - The Billing Cycle consists of daily statements that covers one month. As an example, statements dated 7/2/2014 through 7/31/2014 comprise July's Billing Cycle.

Reconciler – An NAU employee that has been issued an NAU PCard.

Billing Date - The file date of the Visa Statement. These are downloaded daily.

### Reconciliation Process

#### 1. General Information




- Reconcilers make authorized purchases in accordance with [NAU Purchasing Policy](#) using NAU PCards.
- Each day, PCard transactions are downloaded from a Visa file into Peoplesoft Financials.
- Reconcilers are required to Verify transactions for each Billing Cycle in Peoplesoft Financials no later than the close of business on the 3rd of each month following the open Billing Cycle, or the next business day if the 3rd falls on an NAU Holiday or weekend.
- Approvers are required to Approve transactions for each Billing Cycle in Peoplesoft Financials no later than the 5<sup>th</sup> of each month following the open Billing Cycle, or the next business day if the 5<sup>th</sup> falls on an NAU Holiday or weekend.
- Every Friday, or the next business day if Friday falls on an NAU Holiday, Contracting and Purchasing Services (CPS) runs the Post-Payment process. Friday's Post-Payment closes any Approved transactions. A final Post-Payment will be ran on the 6th of each month or the next business day if the 6th falls on an NAU Holiday or weekend for all transactions included in the previous Billing Cycle. The final Post-Payment process closes transactions from the previous Billing Cycle.

#### 2. Verify Transaction

At minimum, Reconcilers must Verify all transactions made against their assigned PCard in Peoplesoft Financials. Based on individual departmental policies, the Reconciler may be required to perform some of the steps outlined in Section 3 below.

- Open the Reconcile Statement Search page to access transactions. If the transactions do not display, click Search on the bottom of the page.
  - Compare the vendor invoice to the corresponding statement transaction line in Peoplesoft Financials. If the transaction is correct, change the Status to Verified. If the transaction is incorrect, contact the vendor for appropriate correction and work with the Approver to record appropriate comments in Peoplesoft Financials.
3. Complete Required Transaction Information

Each department will establish if these requirements are completed by the Approver or Reconciler.

- Click on the Billing Tab to enter the actual item description.
- Click on the Transaction Tab.
- Click on the Public Purpose icon  to navigate to the Line Comments page and populate line 1 comments with the Public Purpose. Click OK.
- Upload the Documentation into OnBase. At minimum the vendor receipt must be uploaded, however additional supporting documentation may be included.
- If the transaction is travel related, click on the Travel Info icon  to navigate to the PCard Travel Related Information page and populate the Traveler's Emplid, Departure Date and Return Date of travel. Click OK.
- Click the Account Distribution icon  to navigate to the Account Distribution page to change the Chartfield. Click OK.
- If the transaction needs to be split between accounts, click the Split Line link. Click OK.
- If the transaction requires a use tax payment, click the Purchase Details hyperlink, then click the Sales/Use Tax link. Calculate the Use Tax amount and enter into the Use Tax field. **Note: The percentage calculation does not work.**

#### 4. Approve Transaction

This is required of the Approver.

- If there is a Violation on the transaction, the Approver will check the Notice of Violation box and select the type of violation that occurred. Approver will forward the completed Notice of Violation form to Contracting and Purchasing Services.
- The Approver will review the invoice and ensure the Reconciler verified the transaction, will review and/or add information required in Section 3 above and Approve the transaction.

## Verify Transaction

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

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### Reconcile Statement

#### Procurement Card Transactions

Empl ID: 2164468      Name: Birkett, Glenn  
 Card Number: \*\*\*\*\*8211      Card Provider: JPMOR

☒ Run Budget Validation on Save

Bank Statement											Personalize	Find	View All	First	1 of 2	Last
Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status	Chartfield Status	Red					
1	<input checked="" type="checkbox"/>	08/14/2013	MLS*APPLIANCES	Verified	1,328.67	USD			Valid	Valid	No					
2	<input type="checkbox"/>	08/16/2013	DMI* DELL HIGHER EDUC	Staged	70,536.88	USD			Valid	Valid	No					

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

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

After comparing the transaction in Peoplesoft Financials to the vendor invoice change status to Verified by selecting Verified from the dropdown.

Click Save.

## Search for Transactions

### Reconcile Statement Search

[Favorites](#)
[Main Menu >](#)
[Purchasing >](#)
[Procurement Cards >](#)
[Reconcile >](#)
[Reconcile Statement](#)

### Reconcile Statement Search

Role Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Name:	<input type="text"/>
Card Issuer:	<input type="text"/>
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"/>
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"/>

Search

To access the Reconcile Statement Page, click Main Menu>Purchasing>Procurement Cards>Reconcile>Reconcile Statement. Statements can be searched on any field in the Reconcile State Search page. Reconcilers can click Search to access all open transactions.

**Role Name:** Valid Roles are Approver, Reconciler, and Viewer. Approvers that are also Reconcilers will have both roles, but cannot self approve transactions.

**Employee ID:** The Reconciler's Employee ID.

**Name:** The Reconciler's Name.

**Card Issuer:** The name of the PCard bank, currently JP Morgan Chase.

**Card Number:** The Reconciler's PCard number.

**Transaction Number:** The unique identifier assigned to a PCard transaction

**Merchant:** The vendor name.

**Sequence Number:** The number assigned during statement load that shows where the transaction was listed in the Visa file.

**Line Number:** The transaction line number.

**Billing Date:** The Visa file date.

**Statement Status:** Valid selections are Approved, Closed, Error, Initial and Staged. After the Post Payment process for a Billing Cycle is complete, Closed must be selected in order to see those transactions.

**Budget Status:** Valid selections are Error in Budget Check, Not Budget Checked, Provisionally Valid and Valid.

**Chartfield Status:** Valid selections are Recycled and Valid.

**Transaction Date:** The date of the transaction.

**Charge Type:** Valid Selections are New Charge, Other Credits, Other Debits and Payment.

**Posted Date:** The date the transaction was posted.

## Description of Billing Tab

### Billing Tab

**Reconcile Statement**

**Procurement Card Transactions**

Empl ID: 2164468      Name: Birkett, Glenn  
Card Number: \*\*\*\*\*8211      Card Provider: JPMOR

☒ Run Budget Validation on Save

Bank Statement      Personalize | Find | View All | First 1-2 of 2 Last

Transaction **Billing**

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collect
1	Laundry Commission 7-2013	08/23/2013	1,328.67	USD	2013082301	0.00	<input type="checkbox"/>
2	3 each Powervault MD1220 Servers	08/23/2013	70,536.88	USD	2013082301	0.00	<input type="checkbox"/>

☒ Select All      ☐ Clear All      Stage      Verify      Approve      Validate Budget

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

Select the Billing Tab to enter an appropriate description of the item associated with the transaction.

Below is a listing of fields on the Billing Tab.

**Empl ID:** The Reconciler's Employee ID

**Employee Name:** The Reconciler's name.

**Card Number:** Displays the last four digits of the PCard.

**Card Provider:** Displays the short name for the bank, currently JPMOR.

**Run Budget Validation on Save:** Check the box before Saving in order to validate budgets after

reconciliation.

**Row Number:** The number of the transaction in the display.

**Reference:** Number associated with the transaction line.

**Description:** Contains a description sent through the Visa file at statement load. An accurate description for the goods purchased must be entered during the reconciliation process. This information displays on PCard reports.

**Billing Date:** Displays the Visa file date.

**Billing Amount:** Displays the total transaction amount.

**Currency:** Displays in USD.

**Prepaid Ref:** Displays the Prepaid Voucher reference number. The Prepaid Voucher is processed by Accounts Payable to pay the bank.

**Dispute Amount:** Not applicable.

**Credit Collect:** Not applicable.

### Description of the Transaction Tab

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

Empl ID: 2164468      Name: Birkett, Glenn  
Card Number: \*\*\*\*\*8211      Card Provider: JPMOR

☒ Run Budget Validation on Save

Bank Statement      Personalize | Find | View All | First 1-2 of 2 Last

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status	Chartfield Status
1	08/14/2013	MLS*APPLIANCES	Approved	1,328.67	USD			Valid	Valid
2	08/16/2013	DMI* DELL HIGHER EDUC	Approved	70,536.88	USD			Valid	Valid

☒ Select All      ☐ Clear All      Stage      Verify      Approve      Validate Budget

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

Below is a listing of fields on the Transaction Tab.

**Empl ID:** The Reconciler's Employee ID

**Employee Name:** The Reconciler's name.

**Card Number:** Displays the last four digits of the PCard.

**Card Provider:** Displays the short name for the bank, currently JPMOR.

**Run Budget Validation on Save:** Check the box before Saving in order to validate budgets after reconciliation.

**Row Number:** The number of the transaction in the display.

**Trans Date:** The date of the transaction.




**Merchant Name:** The name of the vendor, links to the Merchant Details page.

**Status:** Status of the transaction. The Status is set to Staged when transactions are loaded into Peoplesoft Financials from Visa. The Reconciler changes the Status from Staged to Verified and the Approver changes the Status from Verified to Approved during the reconciliation process.


**Transaction Amount:** Total dollar amount of the transaction.

**Currency:** Shows the purchase currency.

**Lines Detail Icon** : Provides access to the Visa Transaction Details page.

**Public Purpose:** Links to the Line Comments where the public purpose and other comments about the transaction are entered during the reconciliation process.

**Travel Info:** Links to the Travel Information page where travel information is entered if the PCard transaction is related to a travel event.

**Distribution Icon** : Provides access the Account Distribution page in order to update the SpeedChart and Account information.


**Budget Status:** Identifies if the SpeedChart is valid. Valid values are Valid or Error.  
Select the Scroll Bar and drag to the right.


### Reconcile Statement








### Procurement Card Transactions

Empl ID: 2164468      Name: Birkett, Glenn  
Card Number: \*\*\*\*\*8211      Card Provider: JPMOR

☒ Run Budget Validation on Save

Bank Statement      Personalize | Find | View All |  First 1-2 of 2 Last

Transaction      Billing      

Status	Transaction Amount	Currency		Public Purpose	Travel Info	Budget Status	Chartfield Status	Redistrib	Voucher Error
1proved	1,328.67	USD				Valid	Valid	No	No
2proved	70,536.88	USD				Valid	Valid	No	No

☒ Select All      ☐ Clear All      Stage      Verify      Approve      Validate Budget

Search      Purchase Details      Split Line      Distribution Template

Save      Notify      Refresh

**Chartfield Status:** Identifies if the Chartfield is valid. The display will indicate “Not Budget Checked” if the SpeedChart and/or Account were changed.

**Redistrib:** Will display “Yes” if the SpeedChart or Account were changed.

**Voucher Error:** Identifies if a voucher error exists-this field is informational only.

**Search:** Link opens the Reconcile Statement Search page.

**Purchase Details:** Used to access the Sales/Use tax hyperlink for entry of use tax.

**Split Line:**Used to split transactions for appropriate allocation to Speedcharts and/or Accounts.

**Distribution Template:** Not applicable.

## Public Purpose-Comments

### Reconcile Statement

### Procurement Card Transactions

Empl ID: 2164468      Name: Birkett, Glenn  
 Card Number: \*\*\*\*\*8211      Card Provider: JPMOR

☒ Run Budget Validation on Save

Bank Statement


[Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status	Chartfield Status	Redist
13/14/2013	MLS*APPLIANCES	Approved	1,328.67	USD			Valid	Valid	No
23/16/2013	DMI*DELL HIGHER EDUC	Approved	70,536.88	USD			Valid	Valid	No

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

[Stage](#)    [Verify](#)    [Approve](#)    [Validate Budget](#)

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

**Public Purpose:** Select  to access the Line Comments page.

The Line Comments Page is used to enter the Public Purpose and other comments as appropriate.

Enter the Public Purpose on Comments Line 1. Comments Line 1 should only be used for the Public Purpose, use the “+” to add additional Comment Lines to insert important information about the transaction. For example, if a credit has been requested, a note to that affect may be appropriate in Comments Line 2. After entry, click OK.



Reconcile Statement

**Line Comments**

Line: 1      Description: Laundry Commission 7-2013  
Reference:

Notice of Violation: ☐

Violation Type:

Documentation

Name: Birkett, Glenn  
Transaction Number: 24692163226000603408847  
Transaction Line Nbr: 0  
Merchant: MLS\*APPLIANCES  
Card Number: \*\*\*\*\*8211  
Transaction Date: 08/14/2013  
Gross Amount: 1328.67

Transaction Line Comments

Find | View All | First 1 of 1 Last

Public Purpose:

Status: Active

PO 2000021674 Laundry Commission 7/2013

OK

Cancel

Refresh

## Documentation

### Reconcile Statement

#### Line Comments

Line: 1      Description: Laundry Commission 7-2013

Reference:

Notice of Violation: ☐

Violation Type:

Documentation

**Name:** Birkett, Glenn  
**Transaction Number:** 24692163226000603408847  
**Transaction Line Nbr:** 0  
**Merchant:** MLS\*APPLIANCES  
**Card Number:** \*\*\*\*\*8211  
**Transaction Date:** 08/14/2013  
**Gross Amount:** 1328.67

#### Transaction Line Comments

Find | View All | First 1 of 1 Last

**Public Purpose:** PO 2000021674 Laundry Commission 7/2013      **Status:** Active

OK

Cancel

Refresh

The Line Comments are accessed through the Public Purpose link while in the Transaction Tab. Click the Documentation button to upload receipts and other supporting documentation related to the corresponding transaction.

For the complete instruction guide, visit the PeopleSoft Financials Website. [https://nau.edu/its/learn/psfinancials\\_pca/](https://nau.edu/its/learn/psfinancials_pca/)

## Travel Information

### Reconcile Statement

#### Procurement Card Transactions

**Empl ID:** 2164468      **Name:** Birkett, Glenn  
**Card Number:** \*\*\*\*\*8211      **Card Provider:** JPMOR

☒ Run Budget Validation on Save

#### Bank Statement

Personalize | Find | View All | 1-2 of 2 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	08/14/2013	MLS*APPLIANCES	Approved	1,328.67	USD			Valid	Valid
2	<input type="checkbox"/>	08/16/2013	DMI* DELL HIGHER EDUC	Approved	70,536.88	USD			Valid	Valid

☒ Select All

☐ Clear All

Stage

Verify

Approve

Validate Budget

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

Select the suitcase in the Travel Info column to enter travel information related to the corresponding P Card transaction. If populated, the suitcase will contain a checkmark.

### PCard Travel Related Information

**Name:** Birkett, Glenn

**Card Number:** \*\*\*\*\*8211

**Transaction Number:** 24692163226000603408847

**Transaction Date:** 08/14/2013

Travel Related Information				Personalize	Find	First	1 of 1	Last
*Traveler's Emplid	Name of Traveler	*Departure Date	*Return Date					
1								

**Traveler's Emplid:** The traveler's employee ID, multiple travelers can be entered for one transaction.

**Departure Date:** The start date of travel.

**Return Date:** The end date of travel.

## Account Distribution

In order to ensure transactions are posted correctly to the General Ledger, it is important to allocate each transaction to the appropriate SpeedChart and Account. The Account Distribution page is used to change the SpeedChart or Account from the assigned defaults.

### Reconcile Statement

### Procurement Card Transactions

**Empl ID:** 2164468      **Name:** Birkett, Glenn

**Card Number:** \*\*\*\*\*8211      **Card Provider:** JPMOR

☒ Run Budget Validation on Save

Bank Statement										Personalize	Find	View All	First	1-2 of 2	Last
Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status	Chartfield Status					
1	<input checked="" type="checkbox"/>	08/14/2013	MLS*APPLIANCES	Approved	1,328.67	USD			Valid	Valid					
2	<input type="checkbox"/>	08/16/2013	DMI* DELL HIGHER EDUC	Approved	70,536.88	USD			Valid	Valid					

☒ Select All      ☐ Clear All

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



**Account Distribution:** Click to change the SpeedChart and/or Account.

**Reconcile Statement**  
**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
Billing Date: 08/23/2013 Billing Amount: 1328.67 USD Unit Price: 1328.67000  
SpeedChart: Transaction Unit Price: 1328.67000 \*Distribute By: Amount

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

Chartfields	Details/Tax	Asset Information	Statuses										
Dist	Percent	Amount	Currency	*GL Unit	Fund	Dept	*Account	Program	PC Bus Unit	Project	Activity	SubDept	At
1	100.0000	1328.67	USD	NAUBI	2500	4090010	730150	F003					

OK Cancel Refresh



**SpeedChart:** Click next to the SpeedChart field to select the appropriate SpeedChart. Only SpeedCharts that have been assigned to the Reconciler are available.

**Look Up SpeedChart**

SetID: NAU00  
SpeedChart Key: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-2 of 2 Last

SpeedChart Key	Description
4030010F11	Comptrollers Office F1100
4030010F25	Comptrollers Office F2500

**Reconcile Statement**


**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 06/03/2013 Billing Amount: 332.40 USD Unit Price: 332.40000  
 SpeedChart: Transaction Unit Price: 332.40000 \*Distribute By: Amount

**Distributions** Personalize Find View As First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Statuses											
Dist	Percent	Amount	Currency	*GL Unit	Fund	Dept	*Account	Program	PC Bus Unit	Project	Activity	SubDept	Affiliat	
1	100.0000	332.40	USD	NAUBL	1100	4030010	730150	F002						

OK Cancel Refresh

**Account:** Click  next to the Account to select the applicable account from the Look Up Account page.

**Look Up Account**

SetID: NAU00

Account: begins with 730

Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-24 of 24 Last

Account	Description	Account Type
730100	Office Supplies	E
730110	Other Materials & Supplies	E

## Split Line

A transaction may need to be split in order to divide the transaction among multiple SpeedCharts and Accounts. Freight does not need to be split out.

**Reconcile Statement**

**Procurement Card Transactions**

Empl ID: 2164468 Name: Birkett, Glenn  
Card Number: \*\*\*\*\*8211 Card Provider: JPMOR

☒ Run Budget Validation on Save

**Bank Statement** Personalize Find View All First 1-2 of 2 Last

Transaction Billing

Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status	Chartfield Status	Redist
13/14/2013	MLS*APPLIANCES	Approved	1,328.67	USD			Valid	Valid	No
23/16/2013	DMI* DELL HIGHER EDUC	Approved	70,536.88	USD			Valid	Valid	No

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

Search Purchase Details **Split Line** Distribution Template

**Split Line Hyperlink:** Select to link to the Split Transaction page.

**Reconcile Statement**

**Split Transaction**

Line: 1  
Trans Date: 08/14/2013 Billing Amount: 1,328.67 USD  
Posted Date: 08/15/2013 Reference:  
Merchant: MLS\*APPLIANCES  
Description: Laundry Commission 7-2013

**Split Rules** Personalize Find View All First 1 of 1 Last

Description	Transaction Amount	Billing Amount	Percentage
Laundry Commission 7-2013	1328.67	1,328.67	100.000000

OK Cancel

Click the “+” to add an additional row for the selected transaction. Once a transaction is split, all lines will show on the Procurement Card Transactions page where they are available to change the SpeedChart and Account or assess use tax.



### Reconcile Statement

### Split Transaction

Line: 1

Trans Date: 08/14/2013      Billing Amount: 1,328.67    USD

Posted Date: 08/15/2013      Reference:

Merchant: MLS\*APPLIANCES

Description: Laundry Commission 7-2013

Split Rules				Personalize   Find   View All		First	1-2 of 2	Last
Description	Transaction Amount	Billing Amount	Percentage					
Laundry Commission 7-2013	1328.67	1,328.67	100.000000	+	-			
Laundry Commission 7-2013 - 2				+	-			

**Description:** Enter a description for the goods purchased as they relate to each line.

**Transaction Amount:** Displays the transaction amount.

**Billing Amount:** If splitting using amount, enter the appropriate amounts in this field for each row. The amounts must add up to original transaction amount.

**Percentage:** If splitting using percentage, enter the appropriate percentages in this field for each row. The percentages must add up to 100%.

### Adding Use-Tax through Purchase Details

This link is used to access the Sales/Use Tax link in order log Use Tax. Manually calculate Use Tax for the applicable goods at 5.6%.

## Reconcile Statement

### Purchase Details

Line: 1  
Merchant: CATHAYPA 1600197413495  
City: MIAMI  
State: NY  
Country: USA

#### ▼ Purchase Order

\*Business Unit: NAUBU Original PO: N  
PO ID:   
PO Line:   
PO Sched:   
Vendor ID:   
Location:   
Ship To: WHSE-COC WHSE(COC)  
Item ID:   
Category:   
Vendor Item:   
\*Quantity: 1.0000  
\*UOM: EA  
Unit Price: 332.40000 USD Transaction Amount: 332.40  
☐ Bill Includes Tax if Applied  
☒ Tax Paid  
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK

Cancel

Refresh

**Sales/Use Tax:** Click to access the Sales/Use tax page.

### Sales/Use Tax

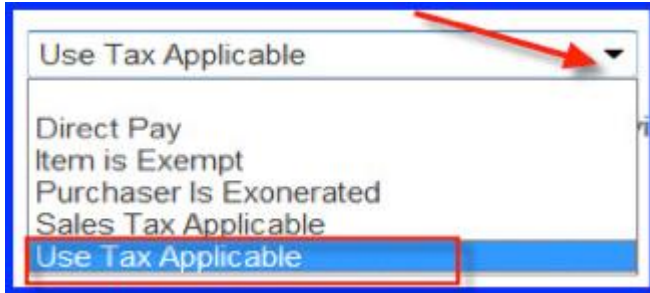
Tax Applicability: Use Tax Applicable  
Tax Destination: WHSE-COC Shipping And Receiving  
Tax Code:   
SUT Code Pct: 5.6000  
Use Tax: 18.610

OK

Cancel

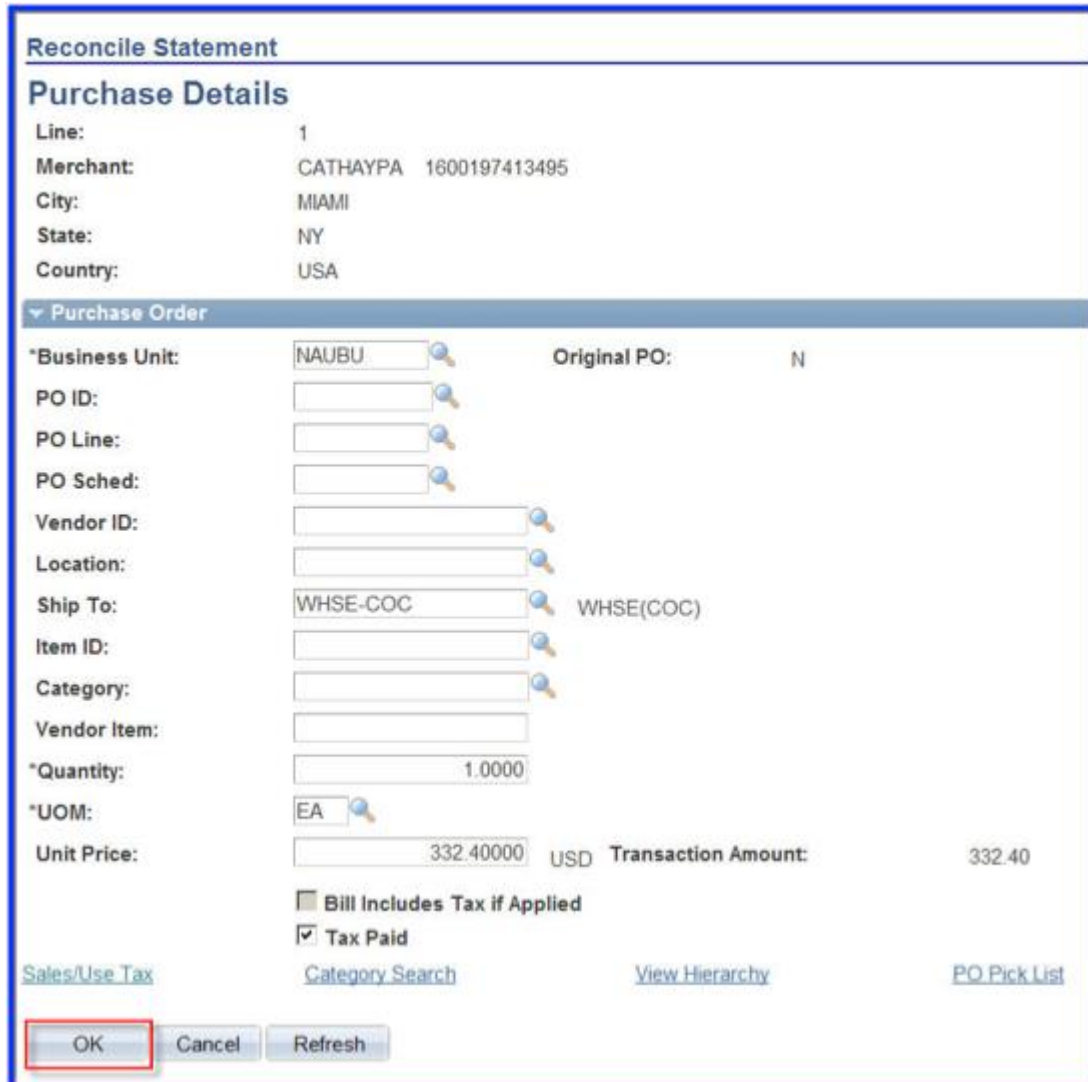
Refresh

**Tax Applicability:** Select Use Tax Applicable from the drop down menu.




**Use Tax:** Enter the dollar amount of use tax for the transaction line using the current use tax percentage. Note-the SUT Code Pct: will display incorrectly-this is a bug that has been reported to Peoplesoft.  
Click OK

The system automatically routes back to the Purchase Details page.



Click OK



**To view Use Tax amount:** Click  and choose the second tab Details/Tax. The dollar amount entered will show under Use Tax. The percentage will be incorrect. The Use Tax amount entered does not continue display if the Sales/Use Tax link is selected again.

**Reconcile Statement**  
**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 08/23/2013 Billing Amount: 1328.67 USD Unit Price: 1328.67000  
 SpeedChart: Transaction Unit Price: 1328.67000 \*Distribute By: Amount

**Distributions** Personalize Find View All First 1 of 1 Last

IN Unit	SUT Applicable	Tax Code	Sales/Use Tax %	Sales Tax	Use Tax	Currency
			0.7526	0.00	10.00	USD

OK Cancel Refresh

The use tax being reported through the above process will be recorded by Financial Accounting Services (FAS) through a monthly journal after the monthly reconciliation period is closed. For completed PCard transactions, any use tax not reported through the above process or corrections to previously reported use tax can be entered on an IDT journal using the p-card use tax speedtype 1700460F71 as the offsetting speedtype to your use tax charge or credit (to reduce reported tax).

See Comptroller Policy [CMP – 120](#) – Sales and Use Tax for additional information.

## Violation

## Reconcile Statement

### Line Comments

Line: 1      Description: Laundry Commission 7-2013

Reference:

☐ Notice of Violation:

Violation Type

Improper Card Use by Others  
 Multiple/Split Transaction(s)  
 Not Approved by Deadline  
 Not Verified by Deadline  
 Other  
 Personal Purchase  
 Restricted Commodity

Documentation

Name: Birkett, Glenn

Transaction Number: 24692163226000603408847

Transaction Line Nbr: 0

Merchant: MLS\*APPLIANCES

Card Number: \*\*\*\*\*8211

Transaction Date: 08/14/2013

Gross Amount: 1328.67

Transaction Line

Public Purpose

PO 20000216

Status: Active

OK

Cancel

Refresh

If there is a transaction violation, select the Notice of Violation box and select the Violation Type from the dropdown. Contracting and Purchasing Services will upload the documentation to OnBase after obtaining proper signatures. The Public Purpose section is available for additional comments if needed. These violations may be issued by the Approver and/or P Card Administrators.

## Approve-Required of the Approver

After reviewing the transaction in accordance with policy, change the status from "Verified" to "Approved" by selecting the Status of "Approved" from the dropdown. Check Run Budget Validation on Save and click Save.

## Reconcile Statement

### Procurement Card Transactions

Empl ID: 2164468

Card Number: \*\*\*\*\*8211

Name:

Birkett, Glenn

Card Provider:

JPMOR

☒ Run Budget Validation on Save

#### Bank Statement

Personalize | Find | View All | First 1-2 of 2 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	08/14/2013	MLS*APPLIANCES	Approved	1,328.67	USD			Valid	Valid
2	<input type="checkbox"/>	08/16/2013	DMI* DELL HIGHER EDUC	Approved	70,536.88	USD			Valid	Valid

☒ Select All

☐ Clear All

Stage

Verify

Approve

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