

Reconciling P-Card Transactions
Created on 6/21/2013 3:54:00 PM

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Training Guide

Reconciling P-Card Transactions



Reconciling P-Card Transactions



Reconciling P-Card Transactions Overview

This is the *Reconciling P-Card Transactions* course. If you need a reminder on how to navigate through this course using ARC's Web Based System Training Tool, click here (http://finance.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_Started_With_the_Web_Based_Tool.pdf) for a quick reference guide. To receive certification credit for this course, you will need to take a Knowledge Assessment at the end - passing score is 90% or better. **See final slide for a link to the required KA.**

This course is for anyone who:

1. Has a P-Card role in ARC to reconcile or approve
2. Is a P-Card cardholder (Note: there is additional live training offered by the P-Card Team that is required before a card is issued to a user.)

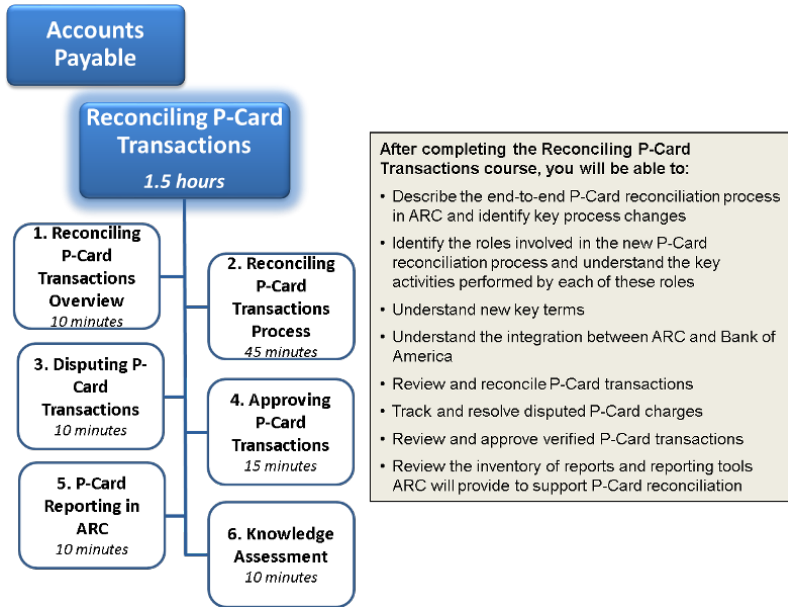
Note: This course only addresses reviewing, reconciling, and approving P-Card transactions in ARC. There is a required live P-Card training course for anyone who needs to get the card. This training is not the one you take in order to get a card. It is the one you take once you have the card. Please review the P-Card Policies by clicking here (<http://policylibrary.columbia.edu/purchasing-cards-pcards>) to determine if you are eligible to apply for and receive a P-Card and to determine what types of goods may be purchased using a P-Card.

Holders of the T-Card (still in a pilot program) should refer to this training for details on how to reconcile their charges, as the process is the same as P-Card reconciliations.

In general, the P-Card may be used by authorized cardholders to purchase goods and some services with a cost of less than \$2,500 per transaction. There is a P-Card policy that must be reviewed by clicking here (<http://policylibrary.columbia.edu/purchasing-cards-pcards>). Goods and/or services which require prior approval or require additional oversight/control cannot be purchased with the P-Card (i.e., live animals, gift cards, gifts, alcoholic beverages, etc.).

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Reconciling P-Card Transactions





P-Card Proxy Roles

Each P-Card that is established will have designated users assigned to the P-Card as a proxy. Users will only be able to view and take the appropriate action against P-Card transactions for which they are assigned as a proxy.

Note: The term “Proxy” is not delegation permission. Proxy is an ARC term that identifies a user(s) who has a security access role(s) associated to a Cardholder Profile as a reviewer, reconciler, or approver for a specific P-Card.

The following table provides details regarding the P-Card Proxy roles and responsibilities.

P-Card Proxy Role	Responsibility
Reconciler	<ul style="list-style-type: none">• Has the authority to reconcile P-Card transactions for their own P-Card or others• Can add comments and/or attachments to transactions
Approver	<ul style="list-style-type: none">• Has the authority to approve P-Card transactions for specific P-Cards• Can add comments and/or attachments to transactions
Reviewer	<ul style="list-style-type: none">• Has the authority to review P-Card transactions for their own P-Card or others• Can add comments and/or attachments to transactions

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Reconciling P-Card Transactions



P-Card Roles and Responsibilities

We will use the following characters to help inform you on how responsibilities align to roles throughout the *Reconciling P-Card Transactions* course.



This is Amy. She works in the Psychology Department and is a P-Card Reconciler responsible for:

- Reconciling her own P-Card transactions as well as the P-Card transactions for several other P-Cardholders in her department because she is assigned as a proxy
- Reconciling 'Staged' transactions
- Allocating P-Card transactions to the appropriate ChartField coding
- Identifying/tracking/resolving transactions in dispute
- Updating reconciled transactions to 'Verified' status

Note: The P-Card Reconciler in most cases will be the P-Card cardholder



This is Susan. She also works in the Psychology Department and is a P-Card Approver responsible for:

- Reviewing 'Verified' transactions for policy compliance
- Updating 'Verified' transactions to 'Approved' status as applicable
- Resetting 'Verified' transactions by placing the transaction back to 'Staged' status along with documenting comments to the P-Card Reconciler providing detail regarding why the transaction was not approved
- Approving P-Card transactions for all P-Card cardholders in her department because she is assigned as a proxy



This is Sean. He also works in the Psychology Department and is a P-Card Reviewer responsible for:

- Reviewing P-Card transaction information
- Being assigned as a proxy to a P-Card designating that he has the authority to review the P-Card transactions, however, he will not have the ability to take any actions against the P-Card.
- Reviewing P-Card transactions for his P-Card because he is assigned as a proxy

Note: A cardholder will likely be assigned as a P-Card Reviewer proxy in the case where another user will be reconciling P-Card transactions on behalf of the cardholder.

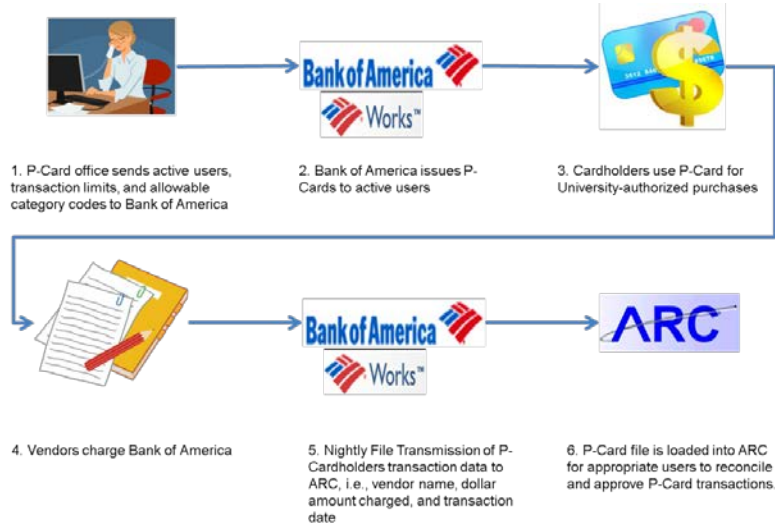


This is Michelle. She works in Central Procurement and is a P-Card Administrator. She is responsible for:

- Establishing and maintaining cardholder profile information
- Assigning proxy users for P-Cards
- Resolving any errors that result from the nightly P-Card reconciliation file received from Bank of America
- Force reconciling transactions at the end of the billing cycle that have not been reconciled or approved
- Administering the P-Card program

Bank of America Integration with ARC

ARC will integrate with Bank of America in the transmission of Bank of America's reconciliation file. The following diagram illustrates the integration between Bank of America and ARC.



Bank of America will transmit a file on a daily basis to ARC that will contain transactions that posted to the WORKS system the previous day. These transactions will be loaded to a staging table and subsequently loaded to the Reconcile Statement page.

ARC will capture and set aside transactions that fail to load to the Reconcile Statement page for review and resolution will be reviewed by the P-Card Administrator. Examples of an error may include a P-Card transaction provided in the Bank of America file that does not have an associated P-Card established in ARC.

Note: A file will be sent to WORKS on a weekly basis to establish new and update existing cardholder information. The P-Card team will manage your permissions.

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Reconciling P-Card Transactions



What's Changing?

Today

- Separate system for processing P-Card transactions
- P-Card approvals based on a Department
- Separate systems for reporting



Tomorrow

- Single system for processing and reconciling P-Card transactions
- Approvals based on a specific P-Card
- Integration with the expanded ARC Financials Chart of Accounts
- Increased reporting capability with the ability to drill to the General Ledger detail

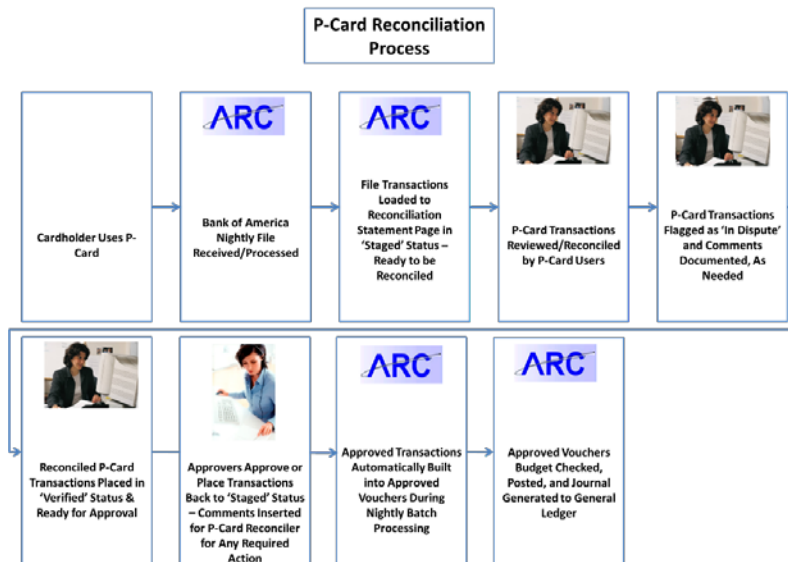
Reconciling P-Card Transactions Process

Based on assigned roles in ARC, a P-Card Reconciler and/or Approver will manage P-Card transactions accordingly. On a nightly basis, ARC will receive a P-Card file from Bank of America that contains all of the P-Card transactions that have been posted to the Bank of America system.

Note: Reconcilers and Approvers should review the P-Card Policies by clicking here (<http://procurement.columbia.edu/purchasing/pcardPolicy.html>) to determine approval authority required to reconcile and/or approve P-Card transactions.

No Cardholder may approve his or her own purchases/transactions nor may he or she direct someone else to approve transactions in a manner that would violate policy, i.e., without reviewing the transactions in detail, etc. The Approver should not report to the Cardholder whose transactions he or she is reviewing.

The following diagram illustrates the P-Card Reconciliation process overview:



Estimated time to complete lesson: 45 minutes

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Reconciling P-Card Transactions



P-Card Reconciler

When reconciling transactions, the P-Card Reconciler is confirming the following:

- The P-Card was used to make a University-authorized purchase
- Goods were received and not in dispute
- Receipts are on file
- Accounting is in compliance with University's Accounting policies
- If allocating to a grant, the transaction is in compliance with grant policies

The P-Card Reconciler will then have the ability to:

- Reconcile staged P-Card transactions
- Reallocate ChartField coding
- Provide comments when required
- Flag any transactions that are in dispute

In completing these actions, they will change a transaction's status from "Staged" to "Verified."



P-Card Approver

P-Card Approvers are associated with a P-Cardholder. The P-Card Approver will review all verified transactions and provide comments as needed. In completing these actions, they will change the status from "Verified" to "Approved."

When approving a transaction, the P-Card Approver is confirming:

- The P-Card transaction is in compliance with P-Card policies and procedures as well as University policies
- A legitimate business purpose is provided
- Accounting is in compliance with University's Accounting policies
- If allocating to a grant, transaction is in compliance with grant policies
- Receipt is provided
- ChartFields used are appropriate (Note: There is no system check on ChartFields. There is no Workflow and if a Reconciler allocates to a foreign department for approval, the transaction will not be routed for this approval.)



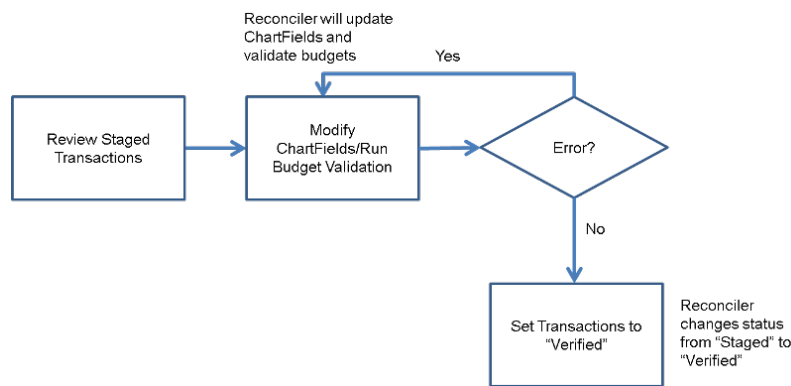
Reconciling P-Card Transactions

This is the *Reconciling P-Card Transactions* lesson of the *Reconciling P-Card Transactions* course. Upon completion of this lesson, you will be able to:

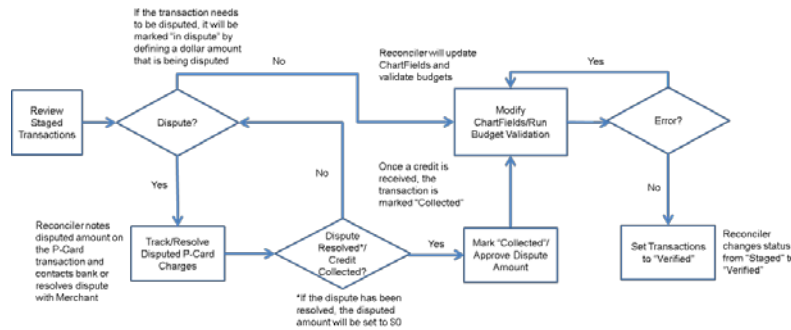
- Search for P-Card transactions to be reconciled
- Reconcile P-Card transactions
- Enter comments and attach documents
- Validate ChartField status
- Validate Budget status
- Update reconciled transactions to 'Verified'

The Reconciler role will reconcile P-Card transactions per the process flows below:

1. If there is no transaction dispute:



2. If there is a transaction dispute:



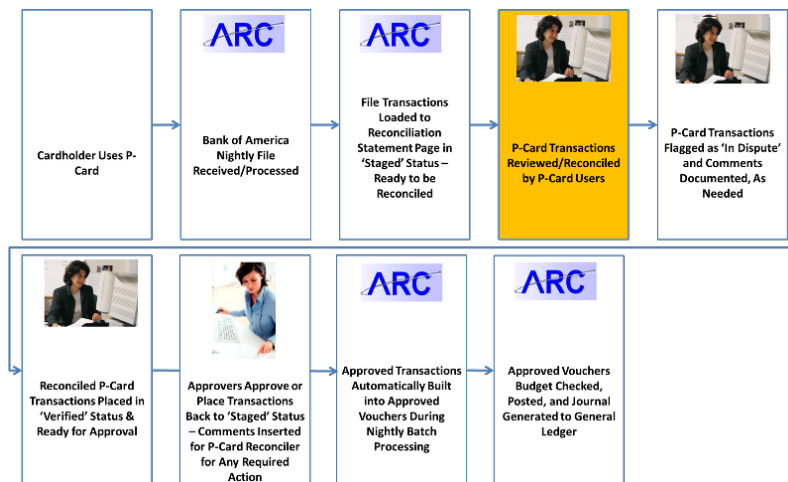
Estimated time to complete lesson: 45 minutes

Search for P-Card Transactions to be Reconciled

Users can enter search criteria for the P-Card transactions to be reconciled that have been loaded by the Load Statement process. Transactions that are available to be reconciled will have a status of "Staged." Users will only be able to view P-Card transactions for which they are assigned as a proxy.

Please review the P-Card Policies and Procedures by clicking here (<http://procurement.columbia.edu/purchasing/pcardPolicy.html>) for P-Card monthly cycle sign-off deadlines.

To search and review P-Card transactions, users will access the *Procurement Cards - Reconcile Statement Search* page in the Purchasing module. The following diagram illustrates when the P-Card Reconciler or Reviewer searches and reviews P-Card transactions.



In this scenario, Amy will access the *Procurement Cards - Reconcile Statement Search* page to search for a P-Card transaction to be reconciled.

To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

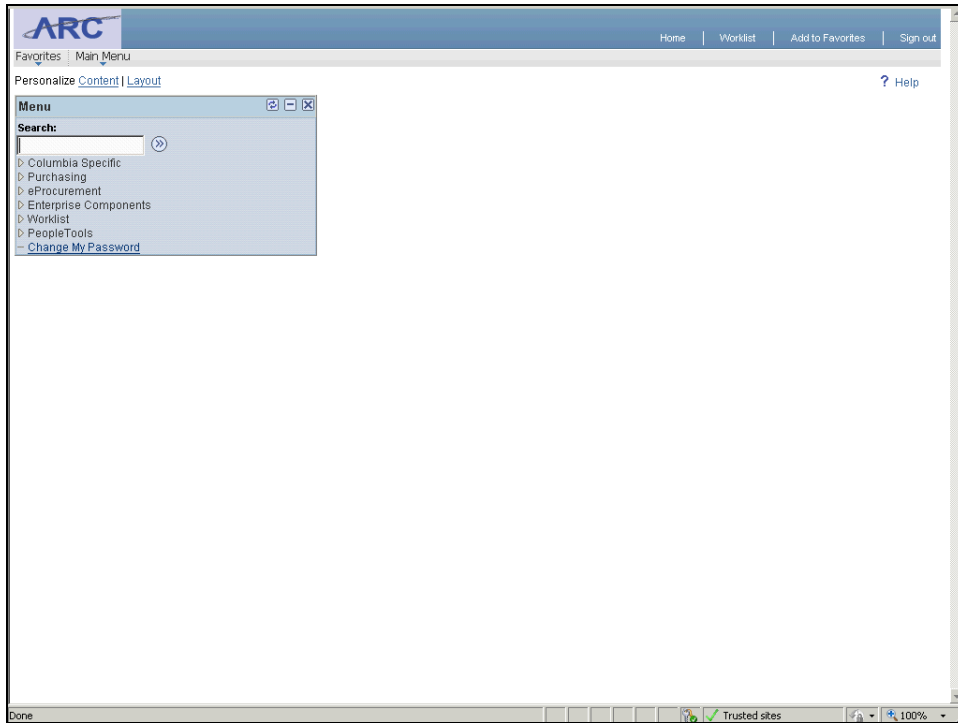
Estimated time to complete topic: 5 minutes


Procedure

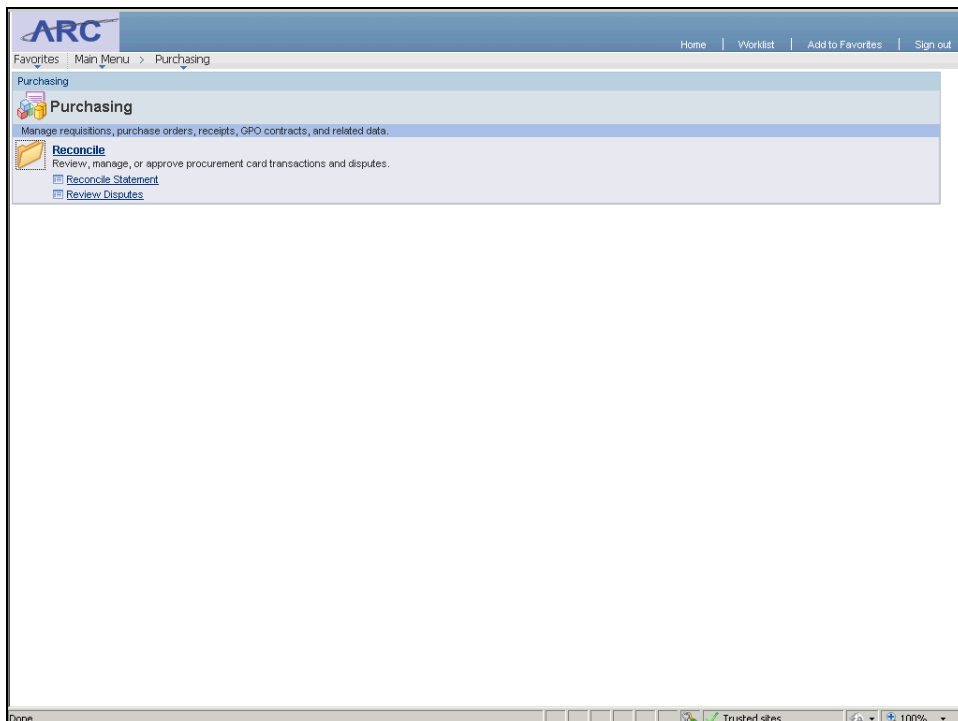
Welcome to the *Search for P-Card Transactions to be Reconciled* topic where you learn how to search for P-Card transactions.


Training Guide

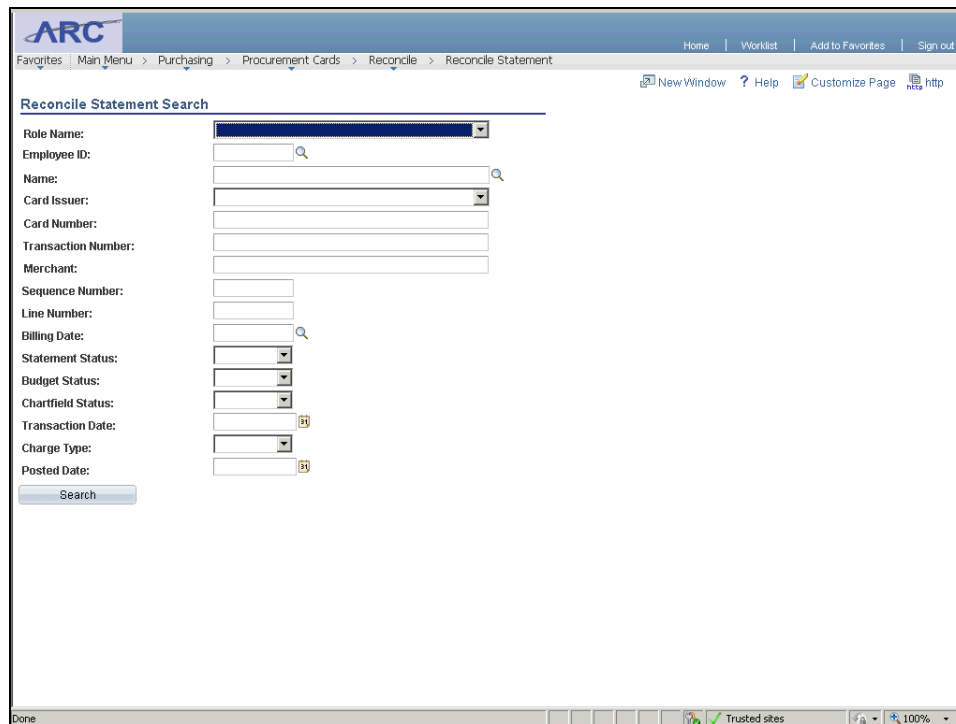
Reconciling P-Card Transactions






Step	Action
1.	Click the Purchasing link. 



Step	Action
2.	Click the Reconcile Statement link. 
3.	<p>The Reconcile Statement Search page displays which allows a user to search for specific transactions.</p> <p>Search criteria can be entered such as Employee ID, Merchant, Statement Status or other search criteria.</p> <p>In this scenario, Amy will enter her Employee ID and select a Statement Status of 'Staged.'</p>



Step	Action
4.	Click the Look up Employee ID (Alt+5) button. 
5.	Click the P000000001 link. 
6.	Click the Statement Status list. 

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Reconciling P-Card Transactions



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

Approved
 Closed
 Error
 Initial
 Staged
 Verified

Trusted sites | 100%

Step	Action
7.	Click the Staged list item. <input type="text" value="Staged"/>

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

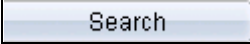
Chartfield Status:

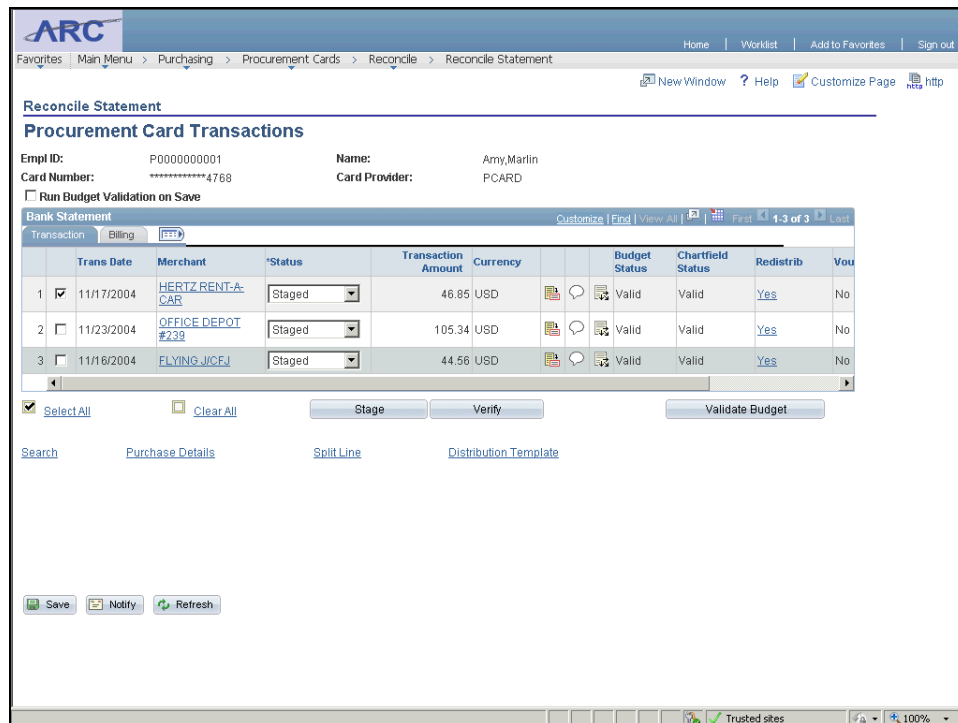
Transaction Date:


Charge Type:

Posted Date:

Trusted sites | 100%

Step	Action
8.	Click the Search button. 
9.	The Reconcile Statement - Procurement Card Transactions page displays all merchant transactions charged against a P-Card based on the search criteria.
10.	There are 2 tabs displayed on the Bank Statement: 1. Transaction - displays the transactions based on the search criteria. 2. Billing - displays the Line Description, Billing Date, Billing Amount, Currency, Collected check box, and Dispute Amount. Note: The Reconciler is required to confirm that the information posted in ARC matches the information on the receipt, such as transaction amount, merchant name, etc.
11.	The number of rows indicates the total number of transactions based on the search criteria.




Step	Action
12.	Click and drag the scroll bar to the right to review additional fields. 

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Reconciling P-Card Transactions



Step	Action
13.	Click the Billing tab to review additional information. 
14.	<p>The Billing tab displays additional details such as:</p> <ol style="list-style-type: none"> Description - Enter additional information about the goods purchased. Billing Amount - Displays the amount billed on the statement line. Dispute Amount - If your records disagree with the billing amount, enter the amount difference. <p>Please note: You are responsible for contacting the Merchant to dispute the transaction and to obtain a credit (if applicable). If needed, you may also contact Bank of America and request assistance in disputing the transaction (Please review the P-Card Policies and Procedures for additional information by clicking here (http://procurement.columbia.edu/purchasing/pcardPolicy.html)). Disputing an item in ARC does not prevent the Merchant from receiving payment.</p> <ol style="list-style-type: none"> Credit Collected - Displays the status of the disputed amount. If clear, the dispute is still open. If selected, the dispute has been identified as collected or closed on the <i>Review Disputes - Dispute</i> page.



Training Guide Reconciling P-Card Transactions

Step	Action
15.	<p>You have successfully searched for P-Card transactions to be reconciled.</p> <p>You can now move onto the <i>Review P-Card Transactions Line Details</i> topic where you will review P-Card transaction lines.</p> <p>End of Procedure.</p>



Review P-Card Transaction Line Details

There are several common actions users can take when reconciling transactions:

1. Users can review transaction line details as provided by merchants that transmit level 3 data, i.e., additional information related to a transaction such as car rental, lodging, and passenger itinerary information) through the credit card system.
2. Users can enter comment text that remains with the associated procurement card transaction line. Please review the P-Card Policies by clicking here (<http://policylibrary.columbia.edu/purchasing-cards-pcards>) to determine types of transactions which require comments, i.e., food or hotel charges, if allowed, and what information is required in the comment field.
3. Define accounting distributions or override defaults for a statement one line at a time.
4. Change accounting distributions for multiple lines selected all at once. Users might use this feature to assign the same ChartFields to several statement lines from a particular merchant.

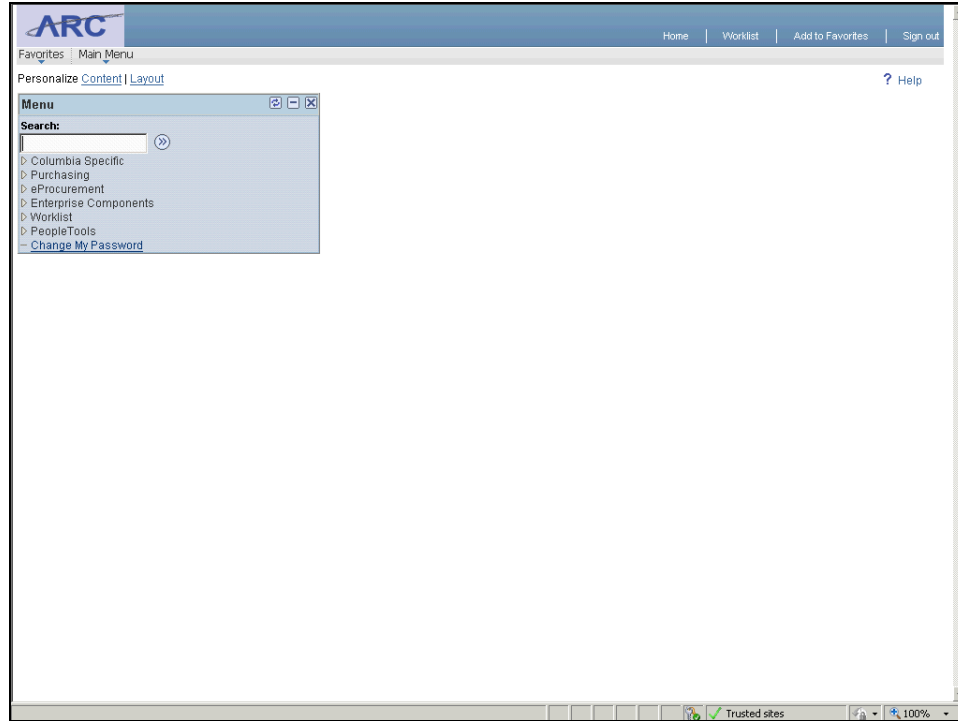
In this scenario, Amy will reconcile P-Card transactions by reviewing the transaction line details as provided by merchants that transmitted level 3 data through the credit card system. She will access the *Reconcile Statement - Procurement Card Transactions* page.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

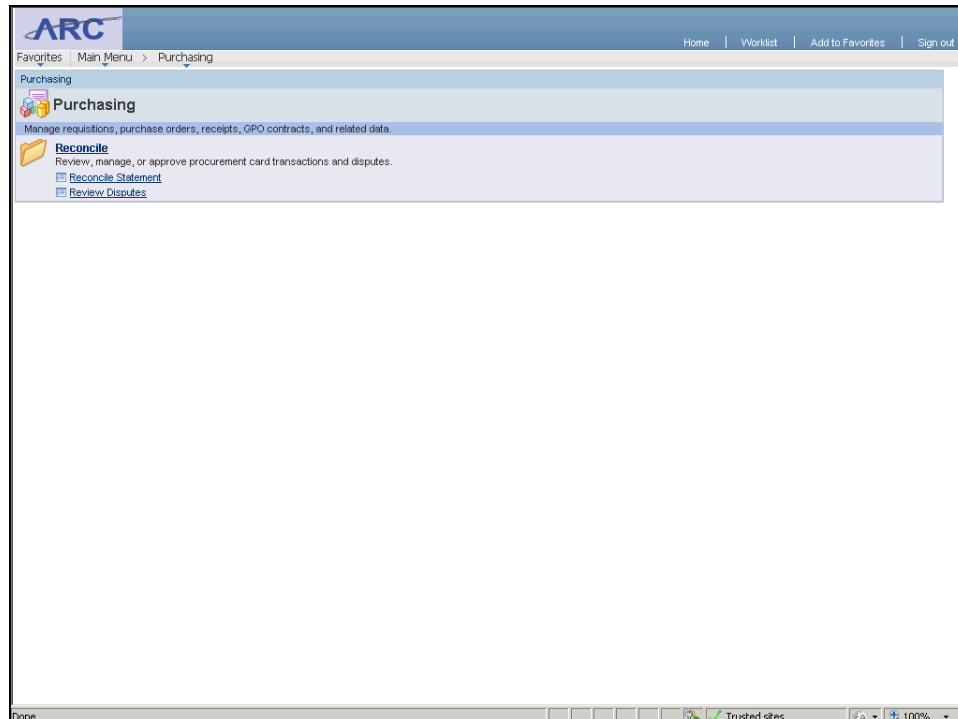
Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Review P-Card Transaction Line Details* topic where you learn how to review P-Card transaction line details.




Step	Action
1.	Click the Purchasing link. 

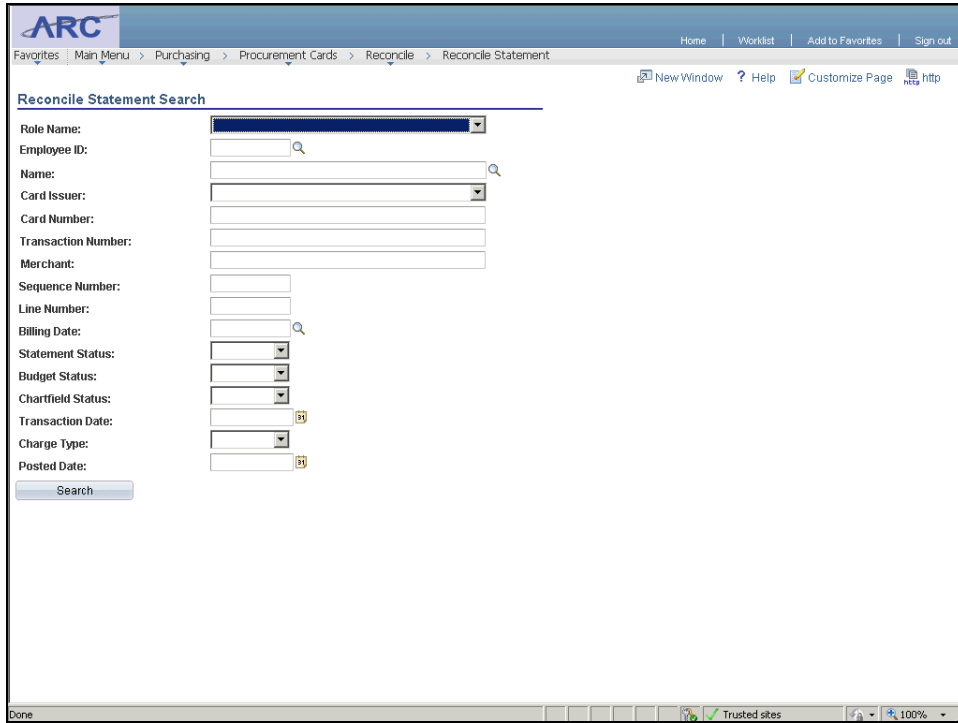





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Reconciling P-Card Transactions



Step	Action
2.	Click the Reconcile Statement link. 



Step	Action
3.	Click the Look up Employee ID (Alt+5) button. 
4.	Click the P000000001 link. 
5.	Click the Statement Status list. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

Step	Action
6.	Click the Staged list item. <input type="text" value="Staged"/>

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

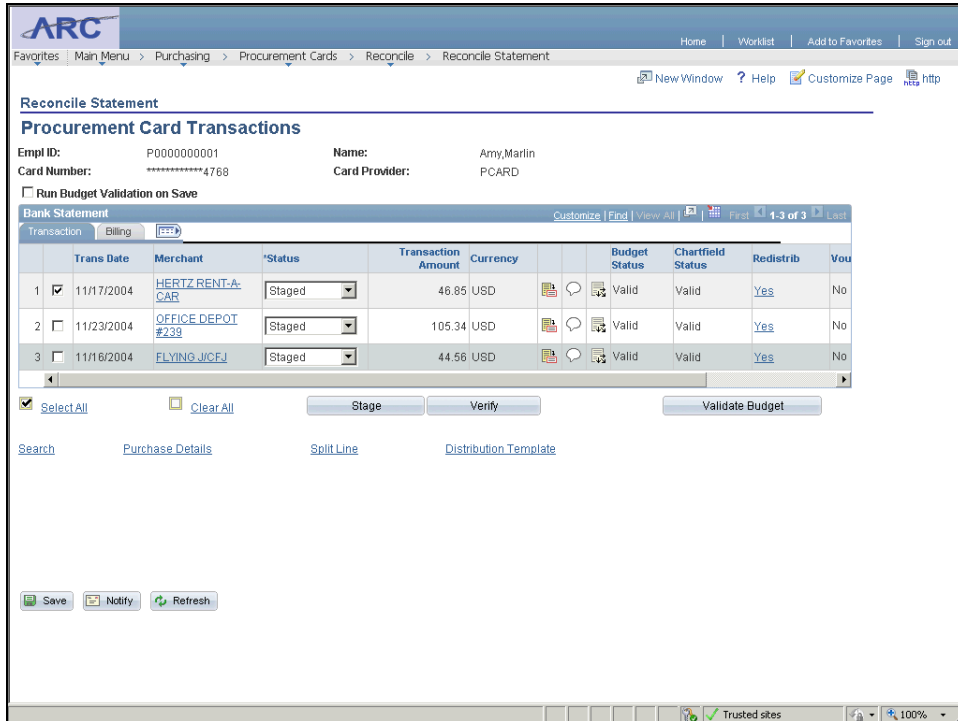
Posted Date:


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Step	Action
7.	Click the Search button. 



Step	Action
8.	To review the transaction line details, click the Line Details button. 
9.	The Reconcile Statement - Visa Transaction Details page displays transaction details provided by merchants that transmitted Level 3 data through the credit card system. Level 3 data is additional information related to a transaction such as number of items purchased and item description. The Reconciler is required to confirm that the transaction details match the information provided on the Merchant receipt.
10.	You have successfully reviewed P-Card transaction line details. You can now move onto the <i>Enter Comments on the Associated P-Card Transaction Line</i> topic where you will enter comments. End of Procedure.



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Reconciling P-Card Transactions



Enter Comments on the Associated P-Card Transaction Line

Once a P-Card transaction has been reviewed, users can enter comment text that remains with the associated procurement card transaction line.

Please review the P-Card Policies by clicking here (<http://policylibrary.columbia.edu/purchasing-cards-pcards>) to determine types of transactions which require comments, i.e., food or hotel charges, if allowed, and what information is required in the comment field.

In this scenario, Amy will enter comments and attach a document on a P-Card transaction line by accessing the *Reconcile Statement - Procurement Card Transactions* page.

To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

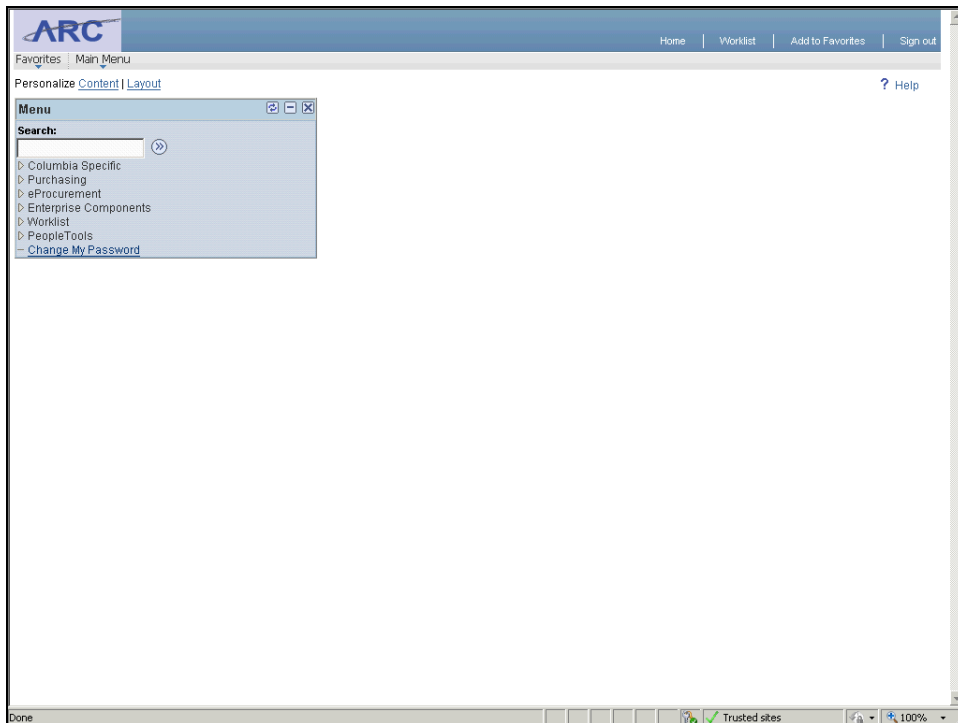
Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Enter Comments on the Associated P-Card Transaction Line* topic where you learn how to enter comments and attachments.

Please note: The transactions included in this training are sample transactions for training purposes only and may or may not be “allowable purchases” under the current P-Card Policies.


For a complete list of allowable purchases, please review the P-Card Policies by clicking here (<http://policylibrary.columbia.edu/purchasing-cards-pcards>).

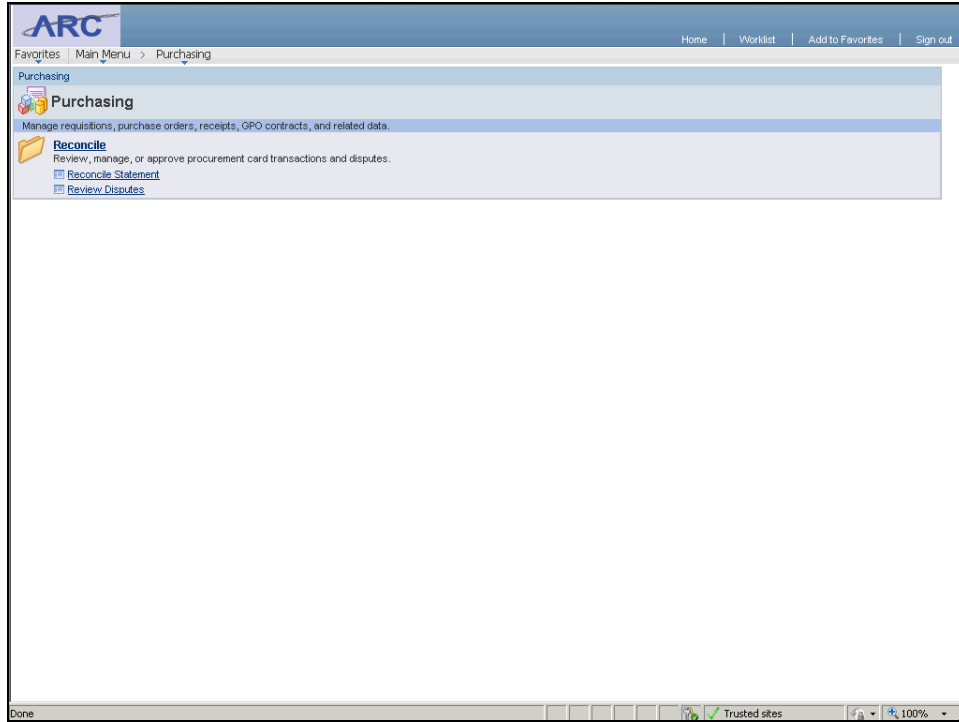





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Step	Action
1.	Click the Purchasing link. 






Step	Action
2.	Click the Reconcile Statement link. 

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Reconciling P-Card Transactions



Step	Action
3.	Click the Look up Employee ID (Alt+5) button. 
4.	Click the P000000001 link. 
5.	Click the Statement Status list. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

Step	Action
6.	Click the Staged list item. <input type="text" value="Staged"/>

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

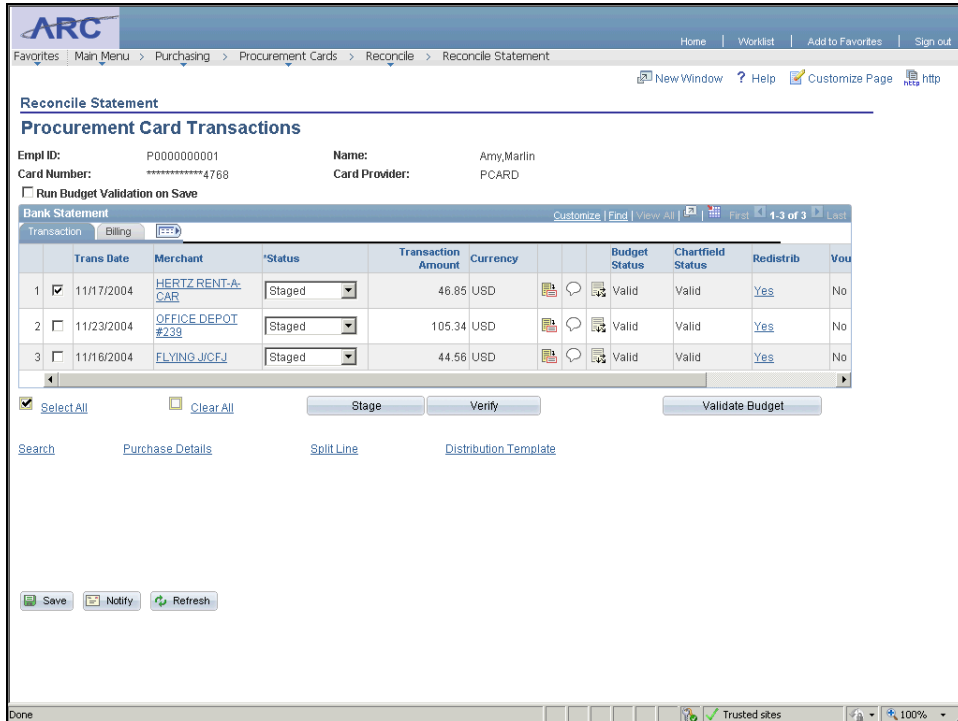
Posted Date:


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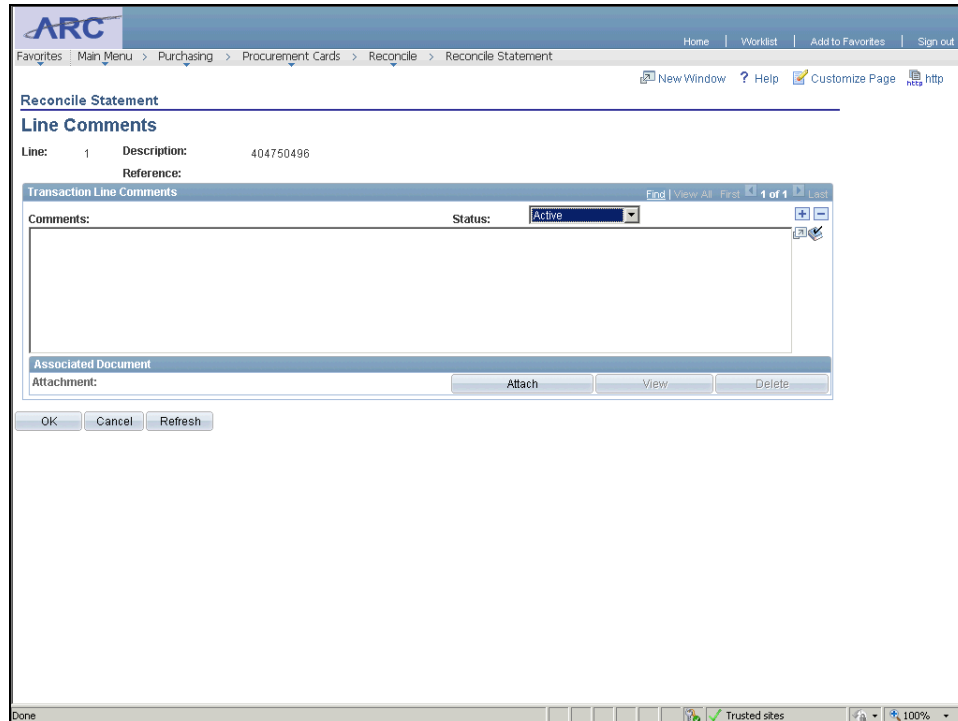
Reconciling P-Card Transactions





Step	Action
7.	Click the Search button. 



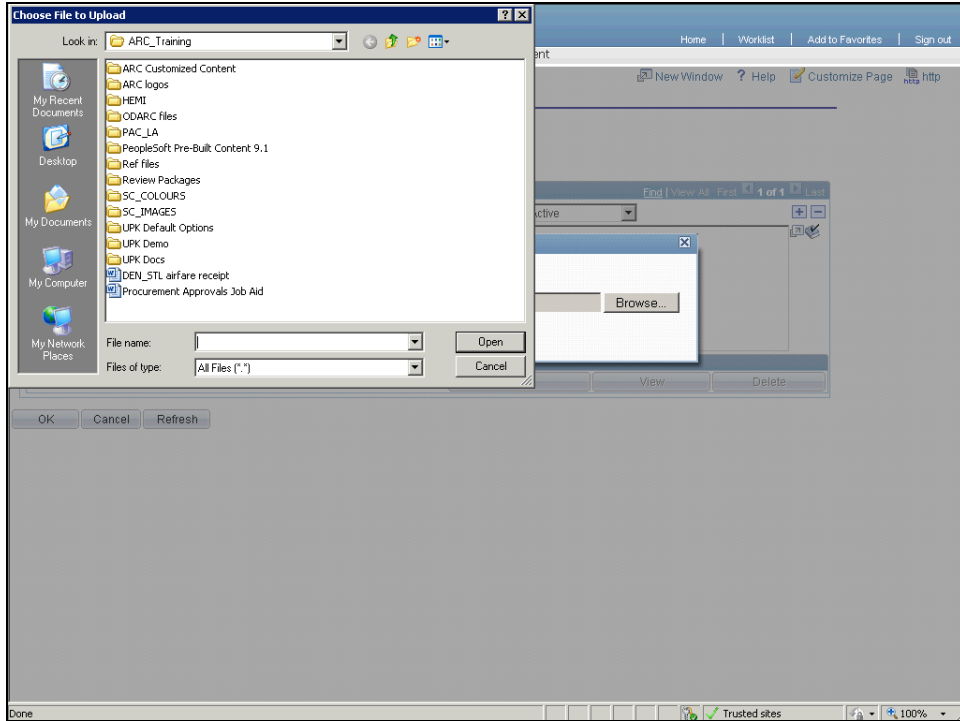
Step	Action
8.	To enter comments and/or attachments that will remain with the associated P-Card transaction line, click the Comments button. 



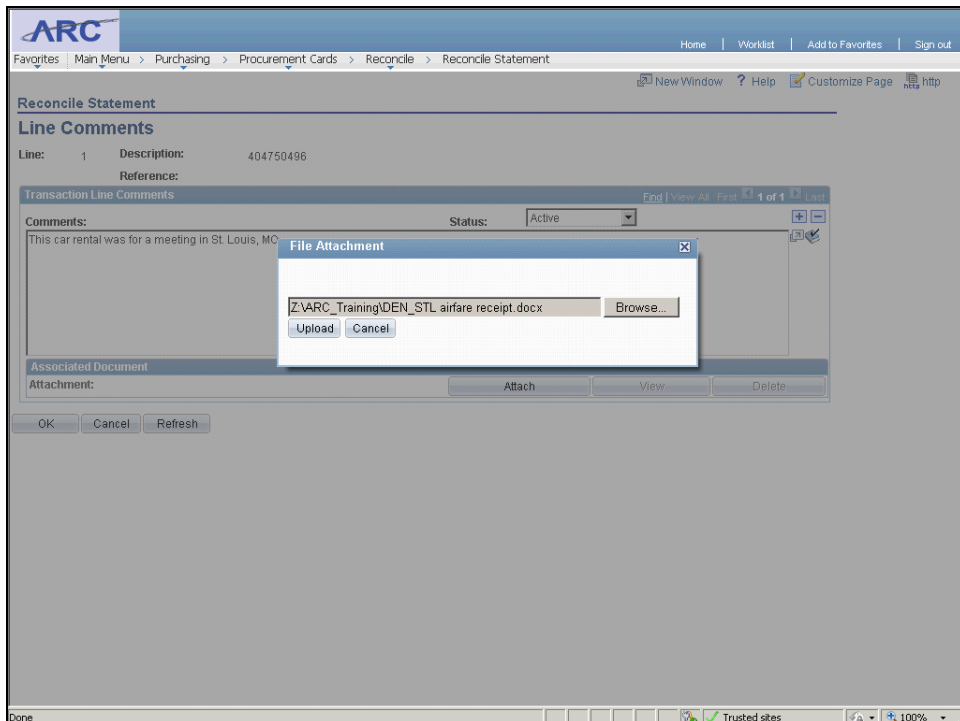
Step	Action
9.	Click in the Comments field.
10.	Enter the desired information into the Comments field. Enter " This car rental was for a meeting in St. Louis, MO. ".
11.	To add attachments, click the Attach button. 
12.	Click the Browse... button. 

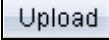

Training Guide

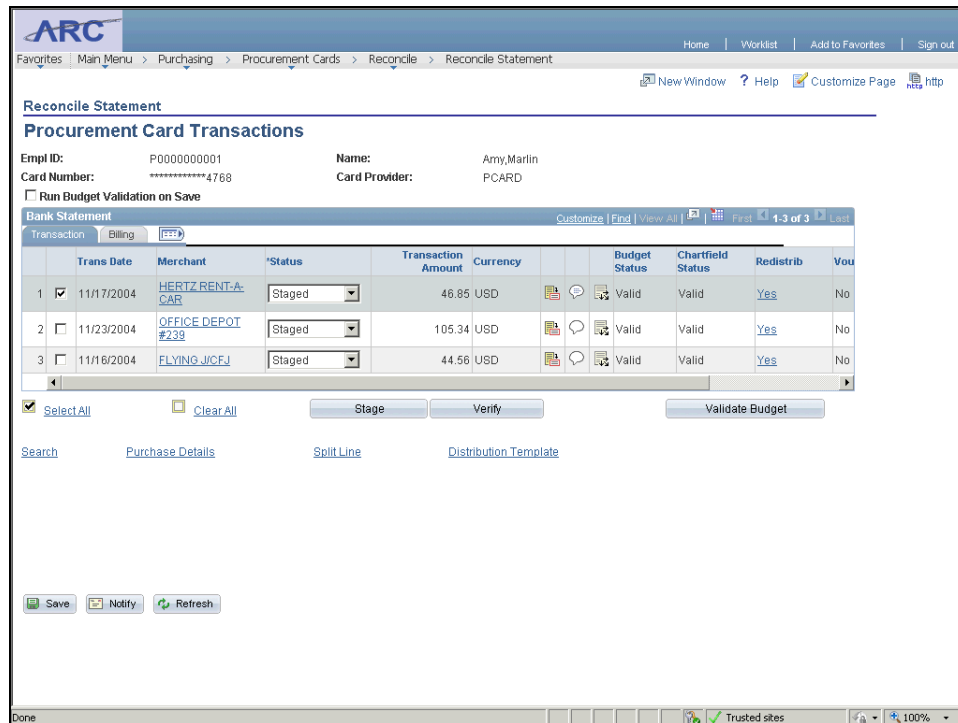
Reconciling P-Card Transactions

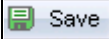


Step	Action
13.	Double-click the DEN_STL airfare receipt list item.  DEN_STL airfare receipt



Step	Action
14.	Click the Upload button. 
15.	Click the OK button. 
16.	The Comments button displays lines within the bubble that indicates linked text and/or attachments.



Step	Action
17.	Click the Save button. 
18.	You have successfully entered comments and attachments on the associated P-Card transaction line. You can now move onto the <i>Define Accounting Distributions for a Statement</i> topic where you will define accounting distributions. End of Procedure.



Define Accounting Distributions for a Statement

Once a P-Card transaction has been reconciled and is valid and appropriate, users should define accounting distributions for a statement one line at a time. Users can override the defaulted ChartField information that is populated on the transaction from the card profile.

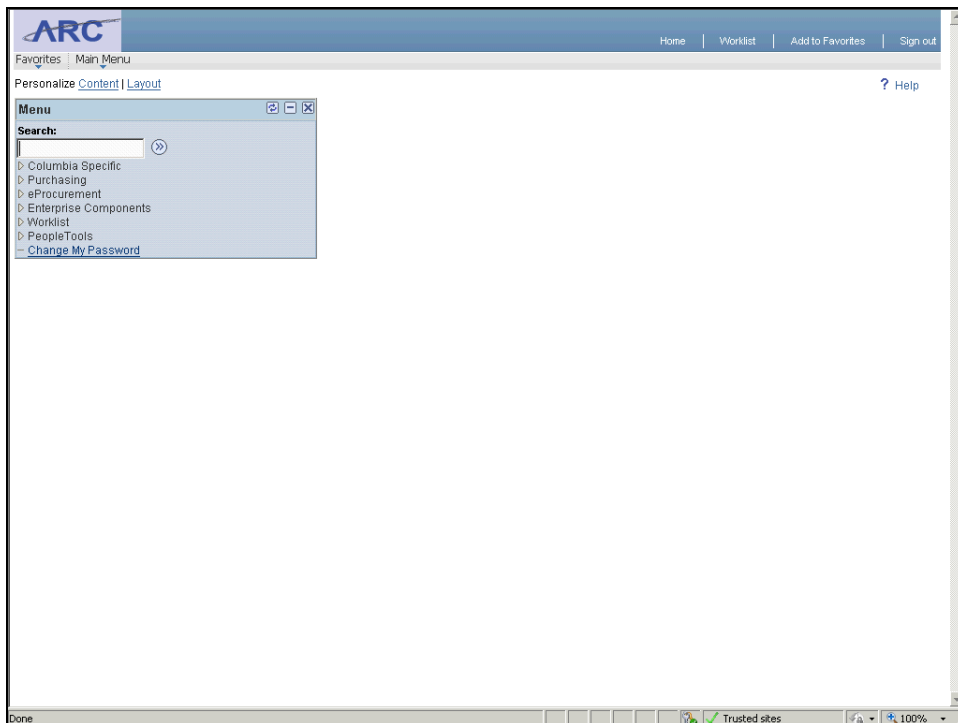
In this scenario, Amy will define the accounting distribution for a statement one line at a time by accessing the *Reconcile Statement - Procurement Card Transactions* page.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

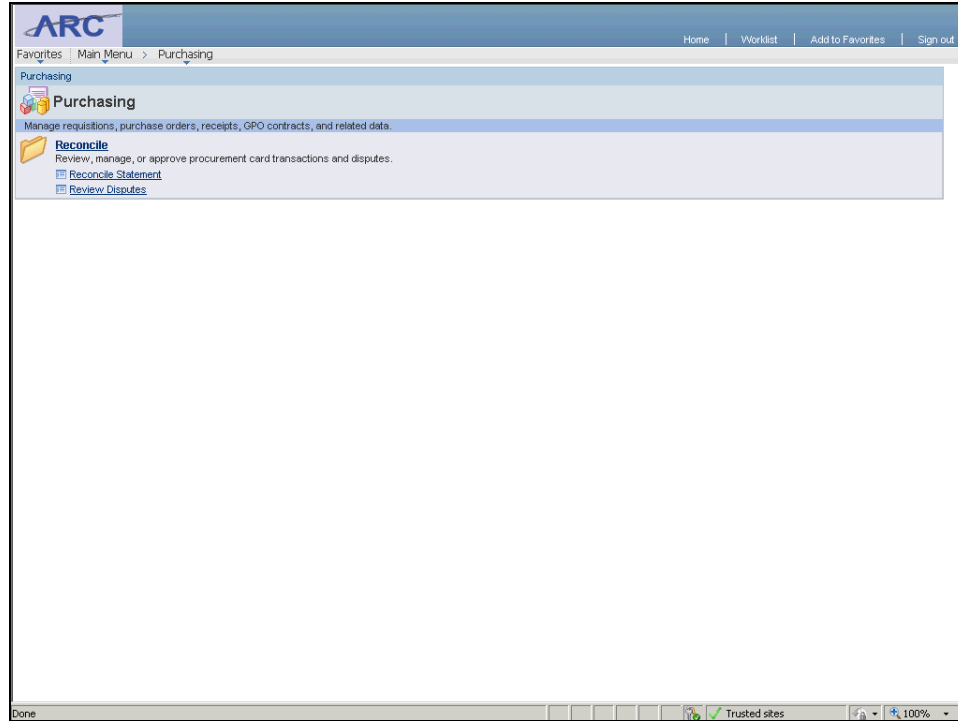
Estimated time to complete topic: 5 minutes

Procedure

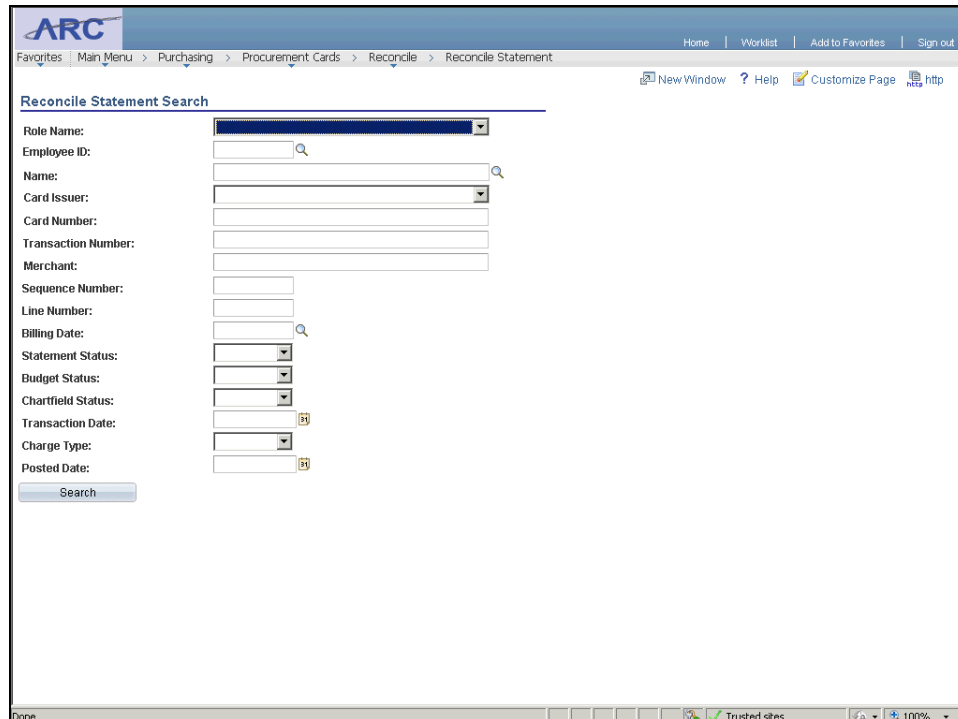
Welcome to the *Define Accounting Distributions for a Statement* topic where you learn how to define accounting distributions.



Step	Action
1.	Click the Purchasing link. 






Step	Action
2.	Click the Reconcile Statement link. Reconcile Statement

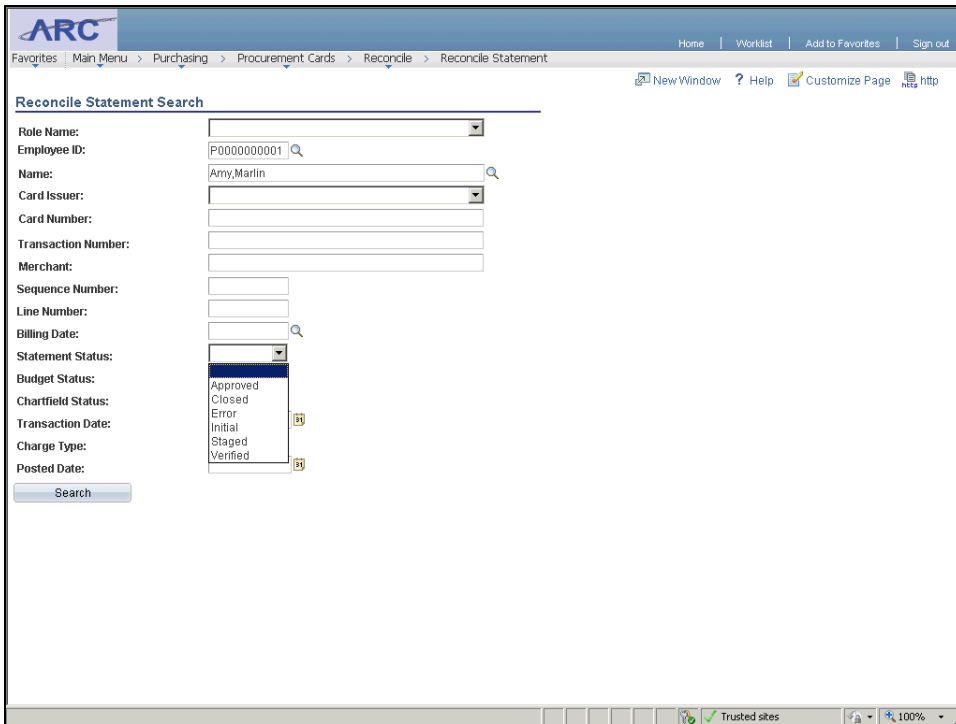



Training Guide

Reconciling P-Card Transactions



Step	Action
3.	Click the Look up Name (Alt+5) button. 
4.	Click the Amy,Marlin link. 
5.	Click the Statement Status list. 



Step	Action
6.	Click the Staged list item. 

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:

Step	Action
7.	Click the Search button.

Reconcile Statement

Procurement Card Transactions

Empl ID: P0000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD

Run Budget Validation on Save


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

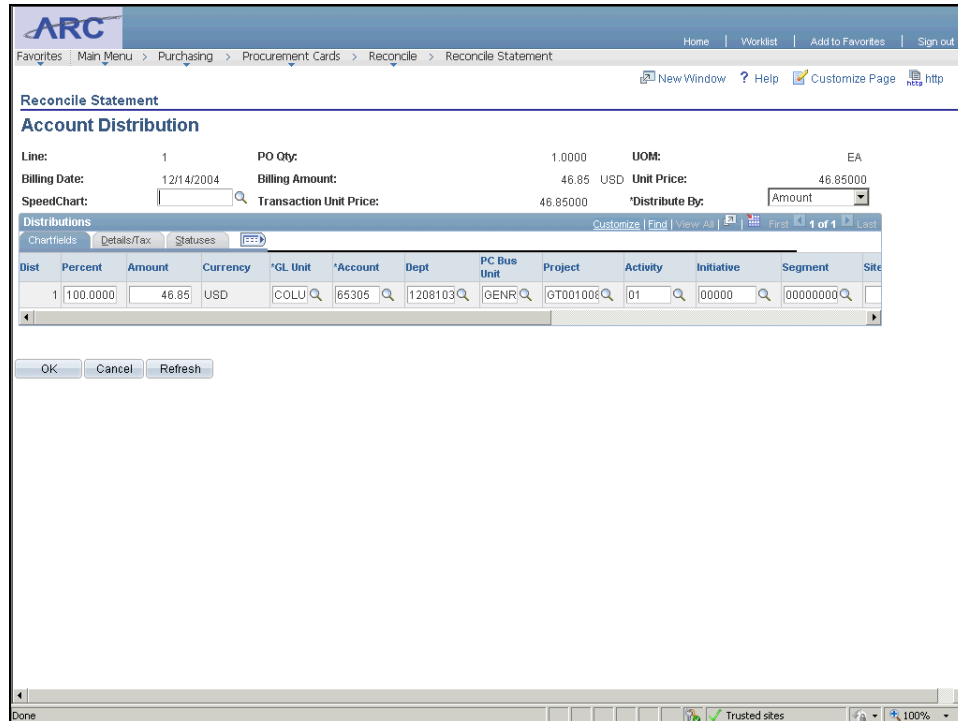
Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vous
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Staged	46.85	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Staged	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JICFU	Staged	44.56	USD	Valid	Valid	Yes	No



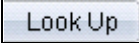


Select All Clear All

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



Step	Action
8.	To view/update the ChartField distribution, click the Distribution button. 
9.	<p>The Reconcile Statement - Account Distribution page displays the ChartField allocated to the transaction.</p> <p>In order to ensure that transactions are posted properly to the General Ledger, it is important to allocate each transaction to the appropriate ChartField.</p> <p>Please note: you are only able to reallocate to accounts within your ChartField Security.</p> <p>The order of the ChartFields in the live ARC environment may vary from the order presented in this training course. Please keep this in mind as you review the hands-on training activities. For the correct order of the ChartFields in all ARC modules, please reference this job aid by clicking here (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_ChartString.pdf). The meaning of each ChartField, and the values that should be entered in each Field, will remain the same regardless of order.</p>
10.	<p>When populating the ChartField string, the following fields are not required:</p> <ol style="list-style-type: none"> 1. PC Business Unit - defaults from Project. 2. Fund - defaults from Segment. 3. Function - defaults from Project. 4. Affiliate 5. Fund Affil 6. Location



Step	Action
11.	In this scenario, Amy will change the Account number in the ChartField. Click the Look up Account (Alt+5) button. 
12.	Click in the Account field. 
13.	Enter the desired information into the Account field. Enter " 653 ".
14.	Click the Look Up button. 
15.	Click the 65310 link. 
16.	Click the OK button. 
17.	The Budget Status changed from 'Valid' to 'Not Chk'd' after changing the ChartField. To validate the budget for the new ChartField, budget validation should be run.

Training Guide

Reconciling P-Card Transactions



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement
Procurement Card Transactions

Empl ID: P000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD

Run Budget Validation on Save

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

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vous
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Staged	46.85	USD	Not Chk'd	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Staged	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JUICE	Staged	44.56	USD	Valid	Valid	Yes	No

Select All Clear All Stage Verify Validate Budget

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

Step	Action
18.	Click the Run Budget Validation on Save checkbox. <input type="checkbox"/>
19.	Click the Save button. <input type="button" value="Save"/>
20.	The Budget Status is now updated to 'Valid.'
21.	You have successfully defined accounting distributions for a statement. You can now move onto the <i>Change Accounting Distributions for a Statement</i> topic where you change accounting distributions. End of Procedure.

Change Accounting Distributions for Multiple Lines

Once a P-Card transaction has been reviewed, users can change the accounting distributions for multiple lines selected all at once. Users might use this feature to assign the same SpeedChart to several statement lines for a particular merchant or to assign the same ChartField string to multiple transactions.

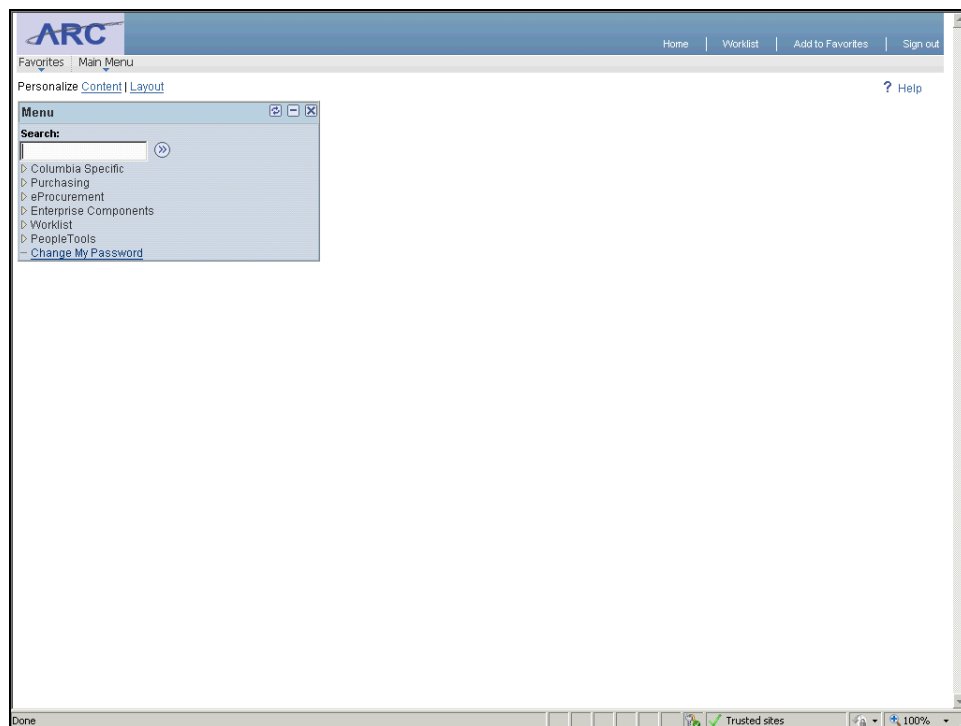
In this scenario, Amy will change the accounting distributions for multiple lines selected all at once by accessing the *Reconcile Statement - Procurement Card Transactions* page.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

Estimated time to complete topic: 5 minutes

Procedure

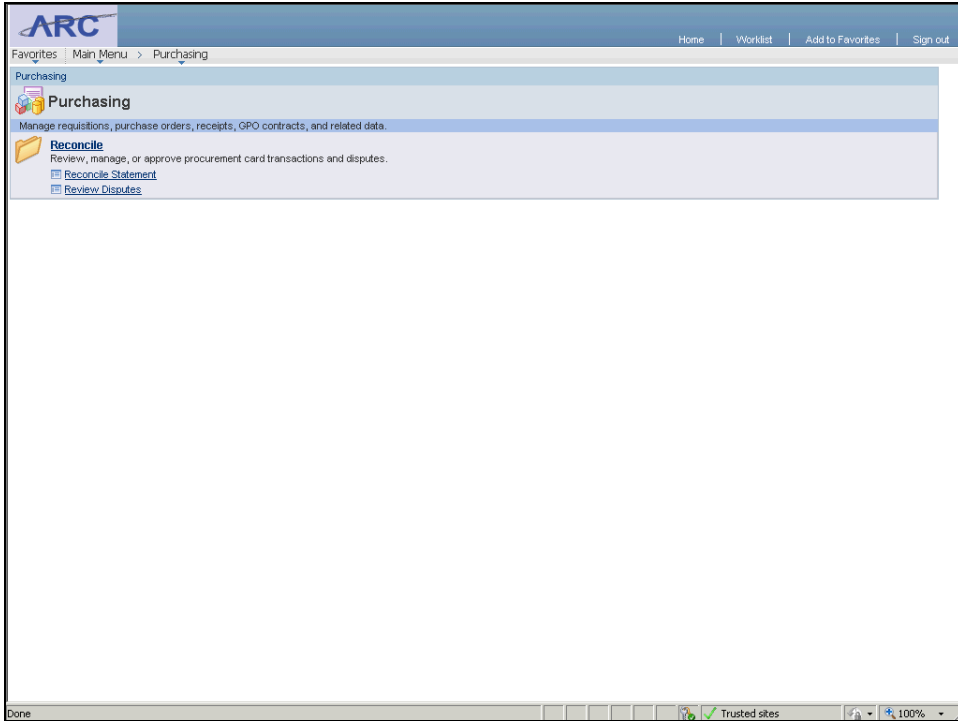
Welcome to the *Change Accounting Distributions for Multiple Lines* topic where you learn how to change accounting distributions for multiple lines.



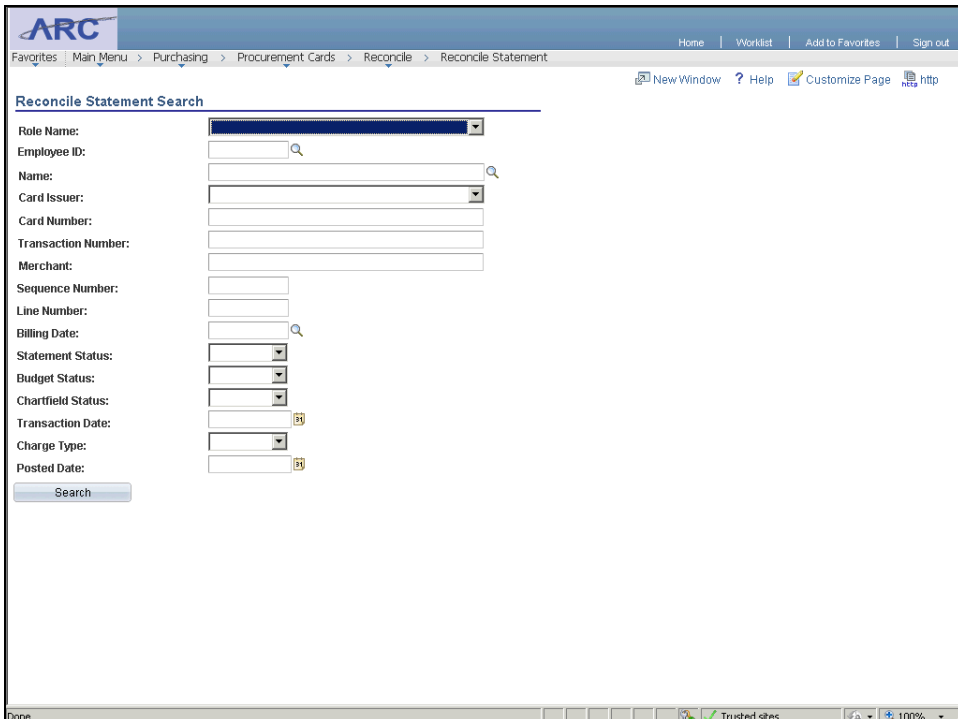
Step	Action
1.	Click the Purchasing link. 


Training Guide

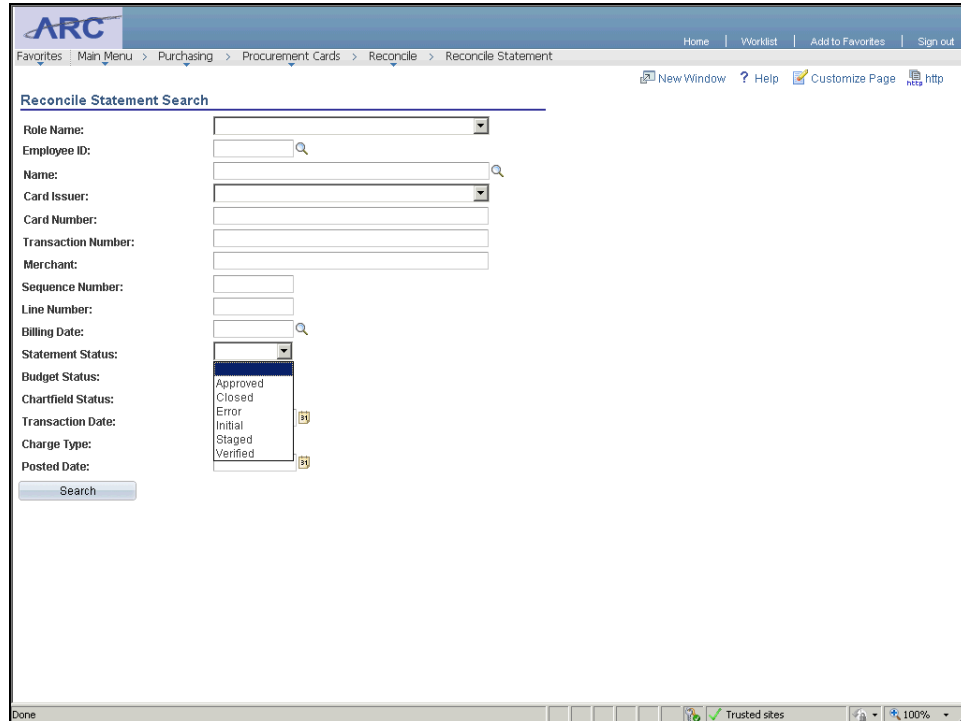
Reconciling P-Card Transactions

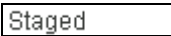


Step	Action
2.	Click the Reconcile Statement link. Reconcile Statement



Step	Action
3.	Click the Statement Status list. 

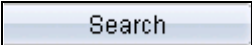


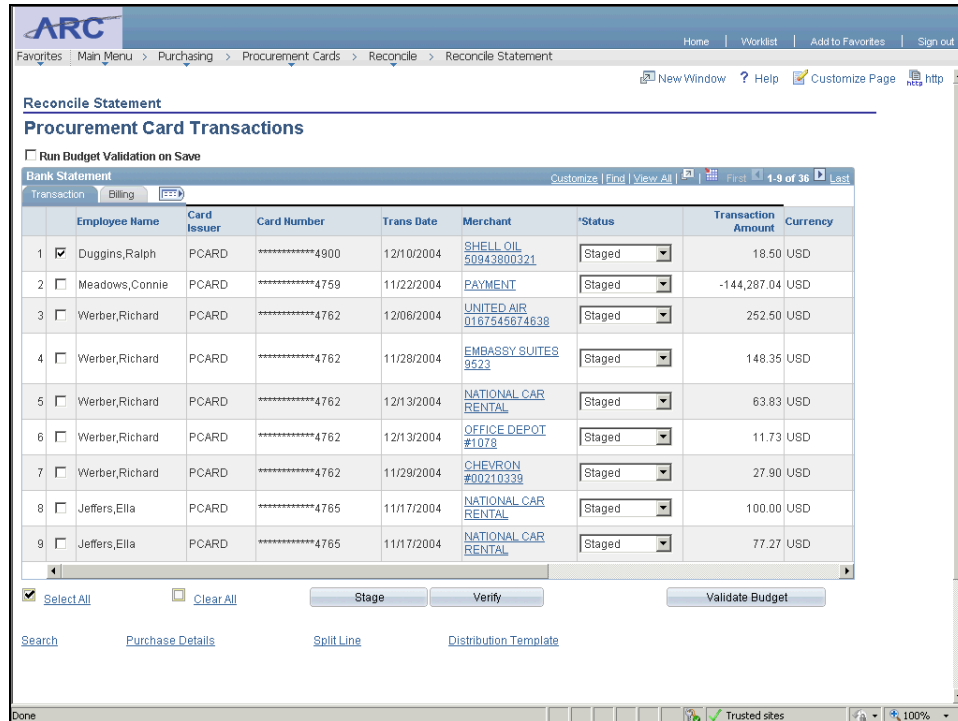
Step	Action
4.	Click the Staged list item. 

Training Guide

Reconciling P-Card Transactions



Step	Action
5.	Click the Search button. 
6.	The Reconcile Statement Search page displays the specific transactions based on the search criteria. In this scenario, Amy will change the accounting distributions for multiple lines by selecting the appropriate transaction lines and then entering a ChartField string. Note: The first line defaults to being checked.



Step	Action
7.	Click the Werber, Richard checkbox. <input type="checkbox"/>
8.	Click the Werber, Richard checkbox. <input type="checkbox"/>
9.	To change the accounting distributions for all of the selected lines at once, click the Distribution Template link. Note: Users can also use this link to assign the same SpeedChart to several lines. Distribution Template
10.	The Reconcile Statement - Distribution Template displays where users can assign a specific SpeedChart or ChartField string. In this scenario, Amy will assign a specific ChartField string. Note: The order of the ChartFields in the live ARC environment may vary from the order presented in this training course. Please keep this in mind as you review the hands-on training activities. For the correct order of the ChartFields in all ARC modules, please reference this job aid by clicking here (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_ChartString.pdf). The meaning of each ChartField, and the values that should be entered in each Field, will remain the same regardless of order.

Training Guide

Reconciling P-Card Transactions



ARC

Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

Reconcile Statement





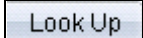



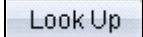
Distribution Template

SpeedChart:

Seq	Pct	*GL Unit	*Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Function	Affiliate	FA
1	100.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Done Trusted sites 100%

Step	Action
11.	Click the Look up GL Unit (Alt+5) button. 
12.	Click the COLUM link. 
13.	Click the Look up Account (Alt+5) button. 
14.	Click in the Account field. 
15.	Enter the desired information into the Account field. Enter " 68305 ".
16.	Click the Look Up button. 
17.	Click the 68305 link. 
18.	Click the Look up Dept (Alt+5) button. 
19.	Click in the Department field. 
20.	Enter the desired information into the Department field. Enter " 1208103 ".
21.	Click the Look Up button. 

Step	Action
22.	Click the 1208103 link. 
23.	Click the Look up PC Bus Unit (Alt+5) button. 
24.	Click the GENRL link. 
25.	Click the Look up Project (Alt+5) button. 
26.	Click in the Project field. 
27.	Enter the desired information into the Project field. Enter " GT001008 ".
28.	Click the Look Up button. 
29.	Click the GT001008 link. 
30.	Click the Look up Activity (Alt+5) button. 
31.	Click the 1 link. 
32.	Click the Look up Initiative (Alt+5) button. 
33.	Click the 00000 link. 
34.	Click the Look up Segment (Alt+5) button. 
35.	Click the 00000000 link. 
36.	Click the Look up Fund (Alt+5) button. 
37.	Click the 30 link. 
38.	Click the Look up Function (Alt+5) button. 
39.	Click in the Function field. 
40.	Enter the desired information into the Function field. Enter " 200 ".
41.	Click the Look Up button. 

Training Guide

Reconciling P-Card Transactions



Step	Action
42.	Click the 200 link.
43.	Upon completion, click the OK button.

Reconcile Statement
Procurement Card Transactions

Run Budget Validation on Save

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/> Duggins,Ralph	PCARD	*****4900	12/10/2004	SHELL OIL 50943800321	Staged	18.50	USD
2	<input type="checkbox"/> Meadows,Connie	PCARD	*****4759	11/22/2004	PAYMENT	Staged	-144,287.04	USD
3	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	12/06/2004	UNITED AIR 0187545674638	Staged	252.50	USD
4	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	11/28/2004	EMBASSY SUITES 9523	Staged	148.35	USD
5	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	12/13/2004	NATIONAL CAR RENTAL	Staged	63.83	USD
6	<input checked="" type="checkbox"/> Werber,Richard	PCARD	*****4762	12/13/2004	OFFICE DEPOT #1078	Staged	11.73	USD
7	<input checked="" type="checkbox"/> Werber,Richard	PCARD	*****4762	11/29/2004	CHEVRON #00210339	Staged	27.90	USD
8	<input type="checkbox"/> Jeffers,Ella	PCARD	*****4765	11/17/2004	NATIONAL CAR RENTAL	Staged	100.00	USD
9	<input type="checkbox"/> Jeffers,Ella	PCARD	*****4765	11/17/2004	NATIONAL CAR RENTAL	Staged	77.27	USD

Select All Clear All

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

Step	Action
44.	Click the Run Budget Validation on Save checkbox. <input type="checkbox"/>
45.	Click and drag the scroll bar down to click the Save button.
46.	Click the Save button.
47.	You have successfully changed accounting distributions for multiple lines. You can now move onto the <i>Validate ChartField Status</i> topic to learn how to validate the ChartField status. End of Procedure.

Validate ChartField Status

The ChartField Status identifies whether all required ChartField values have been entered on the Distribution page, as well as validating that the ChartField combination does not violate combination edit rules.

Valid values include "Recycled" and "Valid." Users will view the "ChartField Status" to confirm that the ChartFields entered on the distribution line are valid and do not violate ChartField combination edit rules on the *Reconcile Statement - Procurement Card Transactions* page.

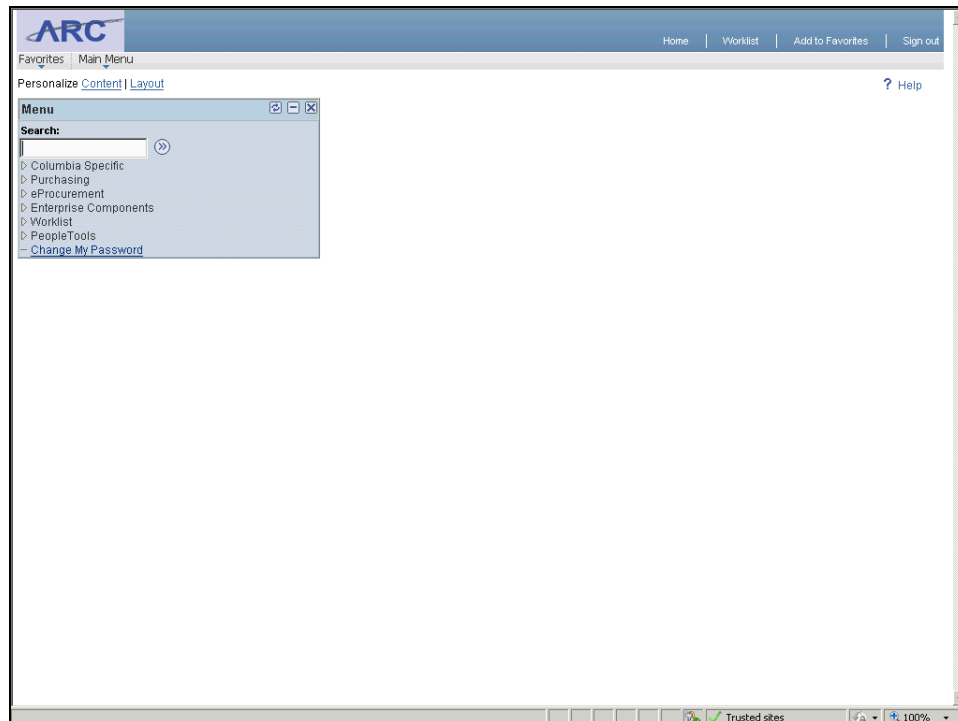
In this scenario, Amy will validate the ChartField status by accessing the *Reconcile Statement - Procurement Card Transactions* page.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

Estimated time to complete topic: 5 minutes

Procedure

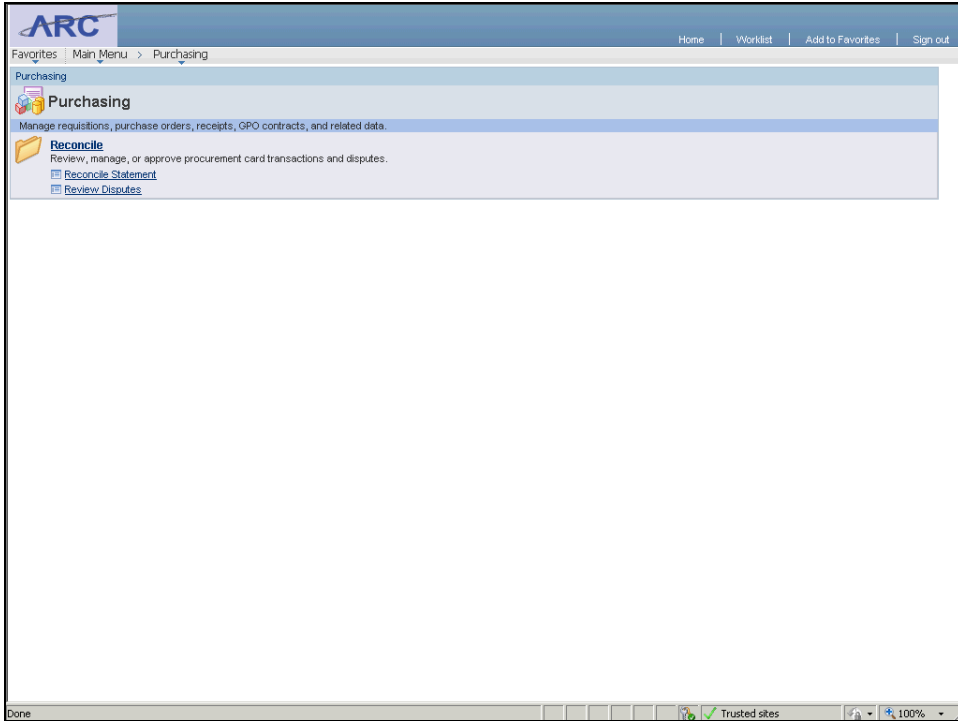
Welcome to the *Validate ChartField Status* topic where you learn how to validate the ChartField status.



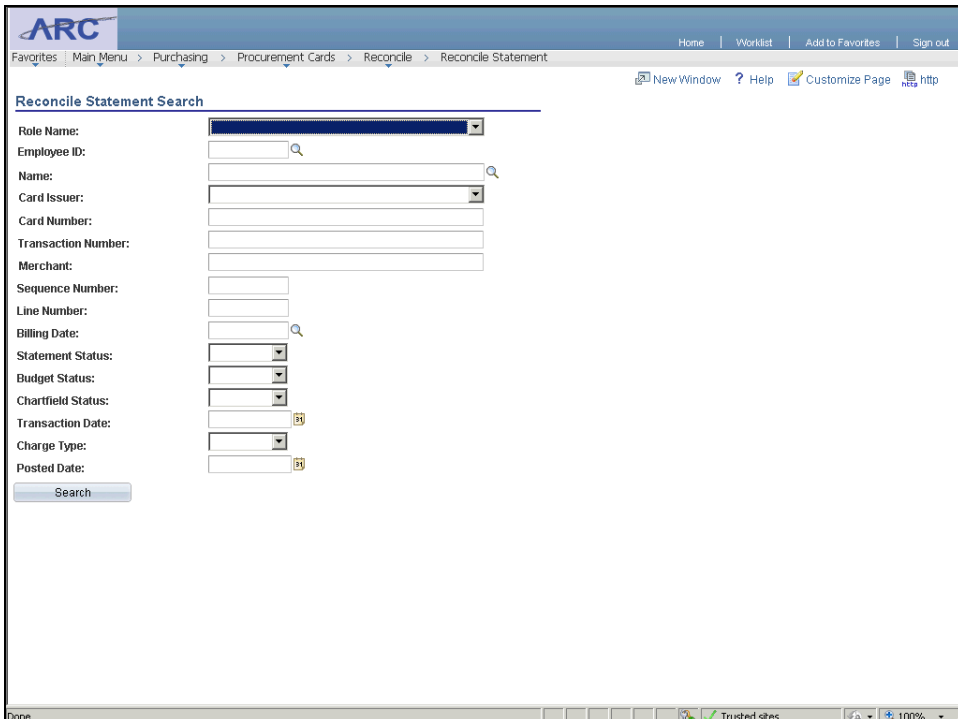
Step	Action
1.	Click the Purchasing link. 



Training Guide

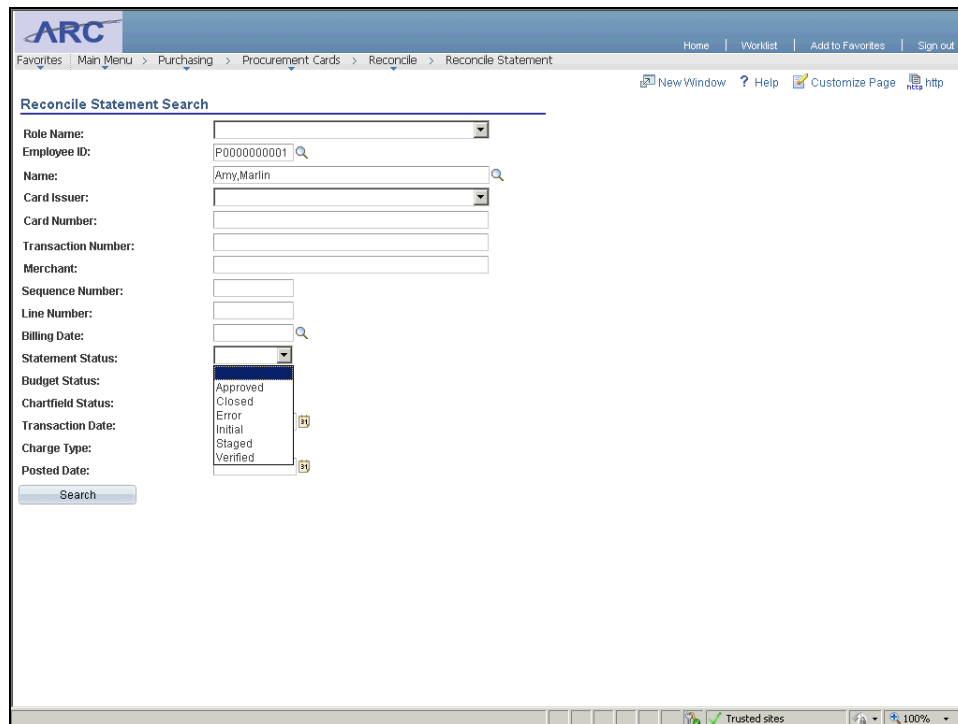
Reconciling P-Card Transactions



Step	Action
2.	Click the Reconcile Statement link. Reconcile Statement



Step	Action
3.	Click the Look up Employee ID (Alt+5) button. 
4.	Click the P0000000001 link. <input type="text" value="P0000000001"/>
5.	Click the Statement Status list. 




Step	Action
6.	Click the Staged list item. <input type="text" value="Staged"/>

Training Guide

Reconciling P-Card Transactions



Step	Action
7.	Click the Search button. 
8.	Users will view the ChartField Status to confirm that the ChartFields entered on the distribution line are valid and do not violate ChartField combination edit rules. Valid values include: 1. Valid - Indicates that the appropriate ChartField values are completed. 2. Recycled - Indicates that the ChartField values did not pass the validation process.
9.	You have successfully validated the ChartField status. You can now move onto the <i>Validate Budget Status</i> topic where you will validate the budget status. End of Procedure.

Validate Budget Status

Reconcilers and Approvers are required to run the budget validation process. When initiated, the process validates that a budget row exists for the ChartField combinations associated with the P-Card transaction. This process checks for an existing budget row, but does not check for a budgetary amount. It has no budgetary impact nor does it validate remaining budget balances.

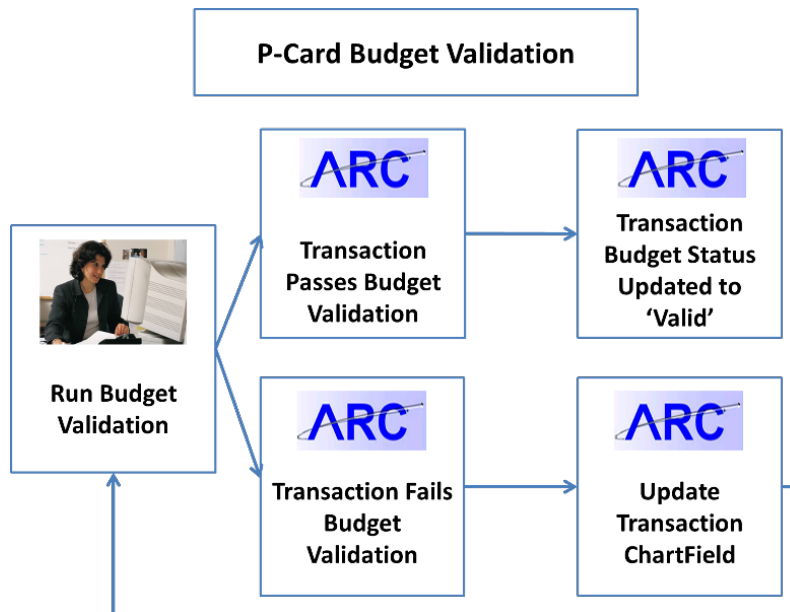
Possible values include "Not Checked," "Error," and "Valid."

There are two ways to perform budget validation against transactions on the *Reconcile Statement - Procurement Card* page. The options are:

1. **Run Budget Validation on Save** - Click the checkbox to validate the budget for all reconciled transactions at one time upon save.
2. **Validate Budget** - Click the "Validate Budget" button* to validate the budget for each transaction that has been selected.

*Note: This button can still be clicked for specific transactions even if the "Run Budget Validation on Save" checkbox is selected.

The following diagram illustrates the P-Card Budget Status Validation process:



In this scenario, Amy will validate the budget by accessing the *Reconcile Statement - Procurement Card Transactions* page.

To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

Estimated time to complete topic: 5 minutes

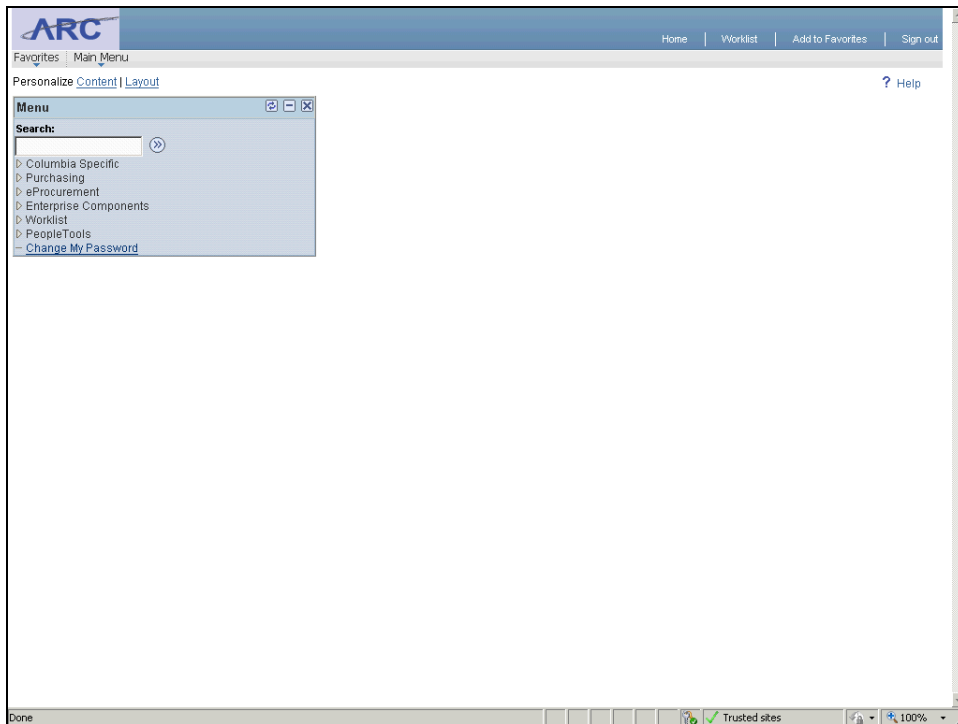
Training Guide



Reconciling P-Card Transactions




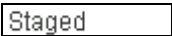



Procedure

Welcome to the *Validate Budget Status* topic where you learn how to validate the Budget status.





Step	Action
1.	Click the Purchasing link. 
2.	Click the Reconcile Statement link. 

Step	Action
3.	Click the Look up Employee ID (Alt+5) button. 
4.	Click the P000000001 link. 
5.	Click the Statement Status list. 
6.	Click the Staged list item. 
7.	Click the Search button. 
8.	The Budget Status field indicates the status for existing budget rows for the ChartField combinations. The valid values include: 1. Not Chk'd (Not Checked) 2. Error 3. Valid

Training Guide

Reconciling P-Card Transactions



Step	Action
9.	<p>Budget Validation must be run to validate the existing budget rows for the ChartField combinations associated with the P-Card.</p> <p>This process, however, has no budgetary impact nor does it validate remaining budget balances.</p>
10.	<p>There are two ways to perform budget validation against transactions.</p> <p>The options are:</p> <ol style="list-style-type: none"> Run Budget Validation on Save - Click the checkbox to validate the budget for all reconciled transaction at one time upon save. Validate Budget - Click the "Validate Budget" button* to validate the budget for each transaction that has been selected. <p>*Note: This button can still be clicked for specific transactions even if the "Run Budget Validation on Save" check box is selected.</p>
11.	<p>In this scenario, Amy will validate all reconciled transactions at the same time.</p> <p>Click the Run Budget Validation on Save option.</p> 
12.	<p>Click the Save button.</p> 
13.	<p>The Budget Status is now "Valid" for all transactions.</p>
14.	<p>You have successfully validated the Budget status.</p> <p>You can now move onto the <i>Verify Reconciled Transactions</i> topic where you will verify reconciled P-Card transactions.</p> <p>End of Procedure.</p>

Verify Reconciled Transactions

Once a user has reconciled the P-Card transaction and allocated the charges appropriately, the transaction will be placed in "Verified" status, indicating that the transaction is ready for approval. Reconciled transactions can be updated to "Verified" for single and/or multiple transactions at a given time.

The following diagram illustrates when the P-Card Reconciler places the transaction in a "Verified" status.



In this scenario, Amy has reconciled a P-Card transaction and will place it in "Verified" status using the *Reconcile Statement - Procurement Card Transactions* page.

To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

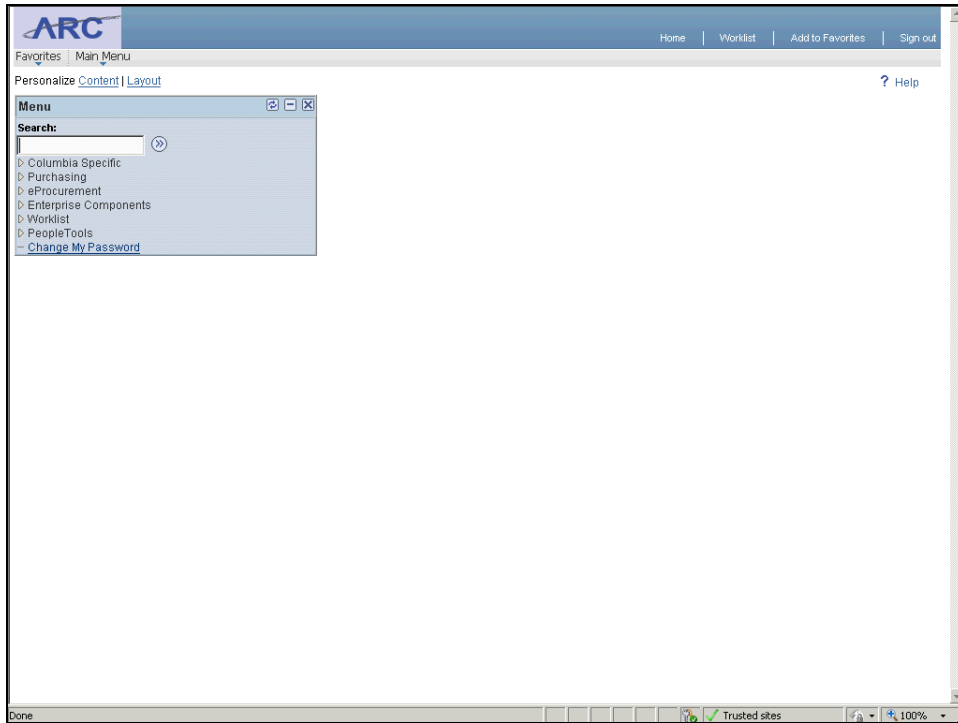
Estimated time to complete topic: 5 minutes


Procedure

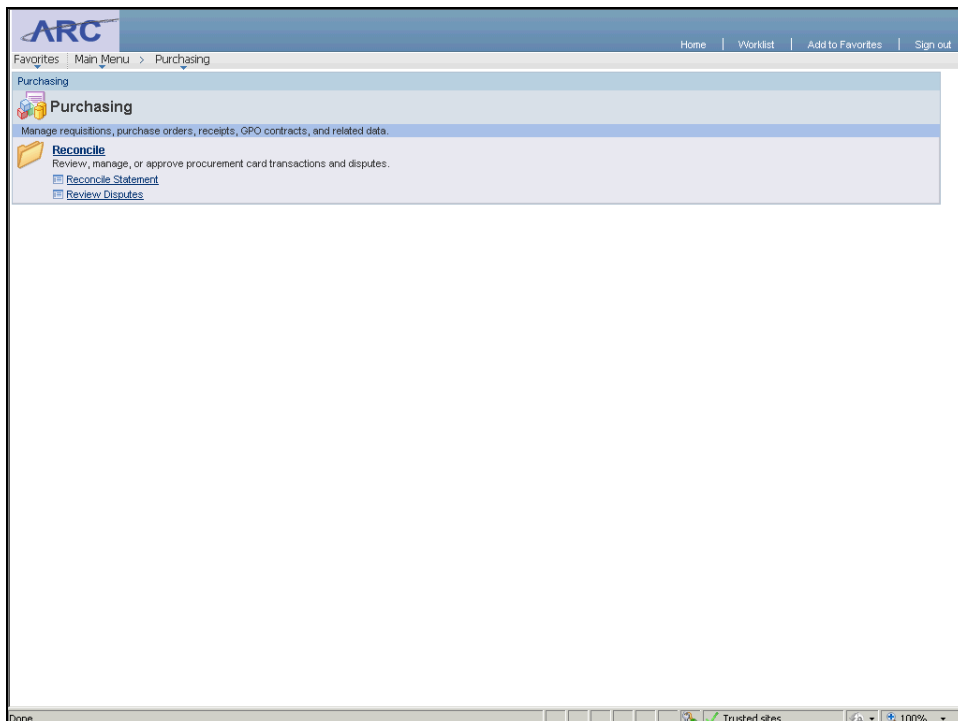
Welcome to the *Verify Reconciled Transactions* topic where you learn how to verify P-Card transactions.


Training Guide

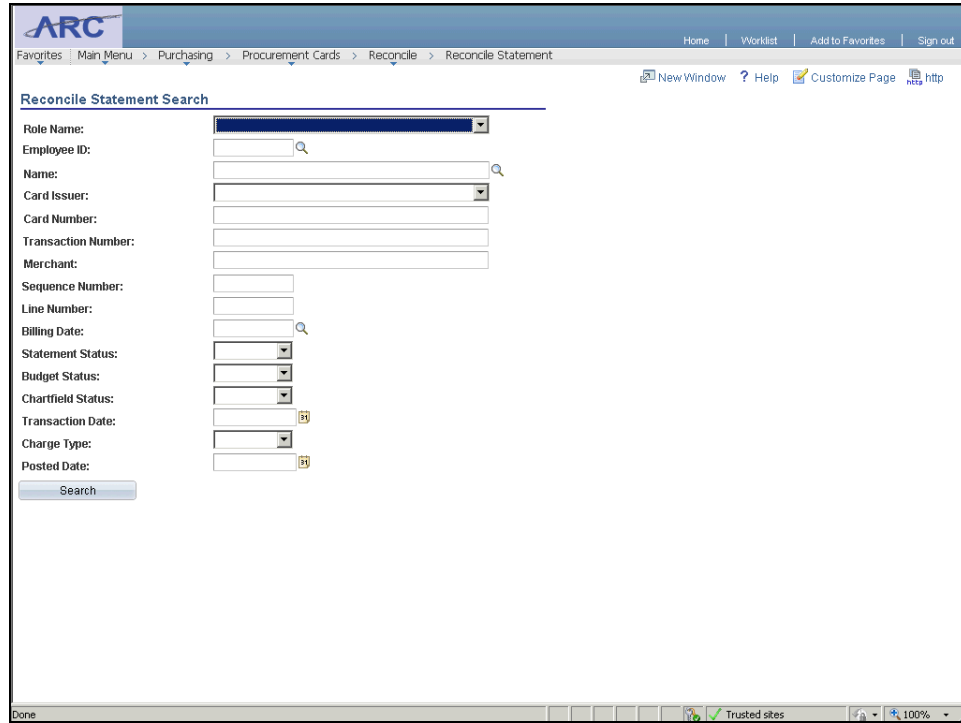
Reconciling P-Card Transactions



Step	Action
1.	Click the Purchasing link. 



Step	Action
2.	Click the Reconcile Statement link. 




ARC
Home | Worklist | Add to Favorites | Sign out


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

New Window ? Help Customize Page http

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: 

Done Trusted sites 100%


Step	Action
3.	Click the Look up Employee ID (Alt+5) button. 
4.	Click the P000000001 link. 
5.	Click the Statement Status list. 

Training Guide

Reconciling P-Card Transactions



Step	Action
6.	Click the Staged list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Staged</div>

Step	Action
7.	Click the Search button. 
8.	Once a user has reconciled the P-Card transaction and allocated the charges appropriately, the transaction will be placed in ' Verified ' status, indicating that the transaction is ready for approval. Reconciled transactions can be updated to ' Verified ' for single and/or multiple transactions at a given time. In this scenario, Amy will place three (3) transactions in 'Verified' status.

ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help Customize Page http

Reconcile Statement

Procurement Card Transactions

Empl ID: P000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD
 Run Budget Validation on Save

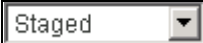
Bank Statement Customize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	You
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Staged	46.85	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Staged	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JICEJ	Staged	44.56	USD	Valid	Valid	Yes	No

Select All Clear All

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

Done Trusted sites 100%

Step	Action
9.	Click the Status dropdown button to activate the menu. 

Training Guide

Reconciling P-Card Transactions



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement
 Procurement Card Transactions

Empl ID: P000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD

Run Budget Validation on Save

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

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vou
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Staged	46.85	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Verified	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JICEJ	Staged	44.56	USD	Valid	Valid	Yes	No

Select All Clear All Stage Verify Validate Budget

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

Done Trusted sites 100%

Step	Action
10.	Click the Verified list item. <input type="text" value="Verified"/>

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement
 Procurement Card Transactions

Empl ID: P000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD

Run Budget Validation on Save

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

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vou
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Verified	46.85	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Staged	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JICEJ	Staged	44.56	USD	Valid	Valid	Yes	No


Select All Clear All Stage Verify Validate Budget

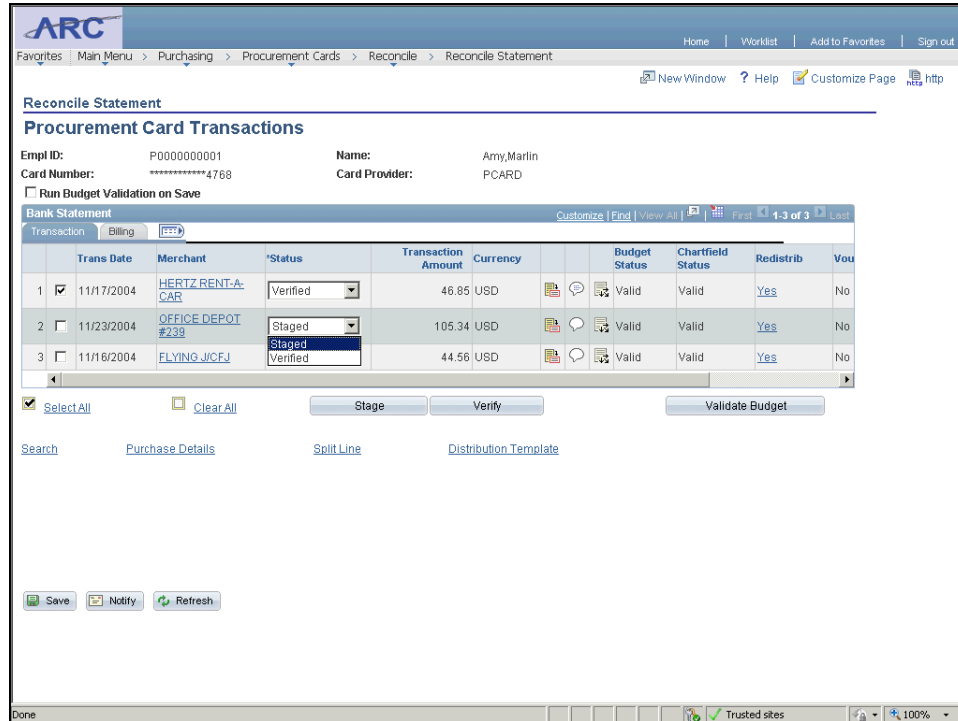
[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Done Trusted sites 100%



Training Guide Reconciling P-Card Transactions

Step	Action
11.	Click the Status dropdown button to activate the menu. 



ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help Customize Page http

Reconcile Statement

Procurement Card Transactions

Empl ID: P0000000001 Name: Army,Marlin
Card Number: *****4768 Card Provider: PCARD

Run Budget Validation on Save

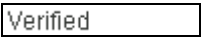
Bank Statement Customize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vo
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Verified	46.85	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Staged	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JICEJ	Verified	44.56	USD	Valid	Valid	Yes	No

Select All Clear All

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

Done Trusted sites 100%

Step	Action
12.	Click the Verified list item. 

Training Guide

Reconciling P-Card Transactions



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

Reconcile Statement
Procurement Card Transactions

Empl ID: P000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD

Run Budget Validation on Save

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


Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vous
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Verified	46.85	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Verified	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JICFJ	Staged	44.56	USD	Valid	Valid	Yes	No

Select All Clear All Stage Verify Validate Budget

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

Save Notify Refresh

Done Trusted sites 100%

Step	Action
13.	Click the Staged dropdown button to activate the menu. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

Reconcile Statement
Procurement Card Transactions

Empl ID: P000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD

Run Budget Validation on Save

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

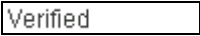
Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vous
1	<input checked="" type="checkbox"/>	11/17/2004	HERTZ RENT-A-CAR	Verified	46.85	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	11/23/2004	OFFICE DEPOT #239	Verified	105.34	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>	11/16/2004	FLYING JICFJ	Staged	44.56	USD	Valid	Valid	Yes	No

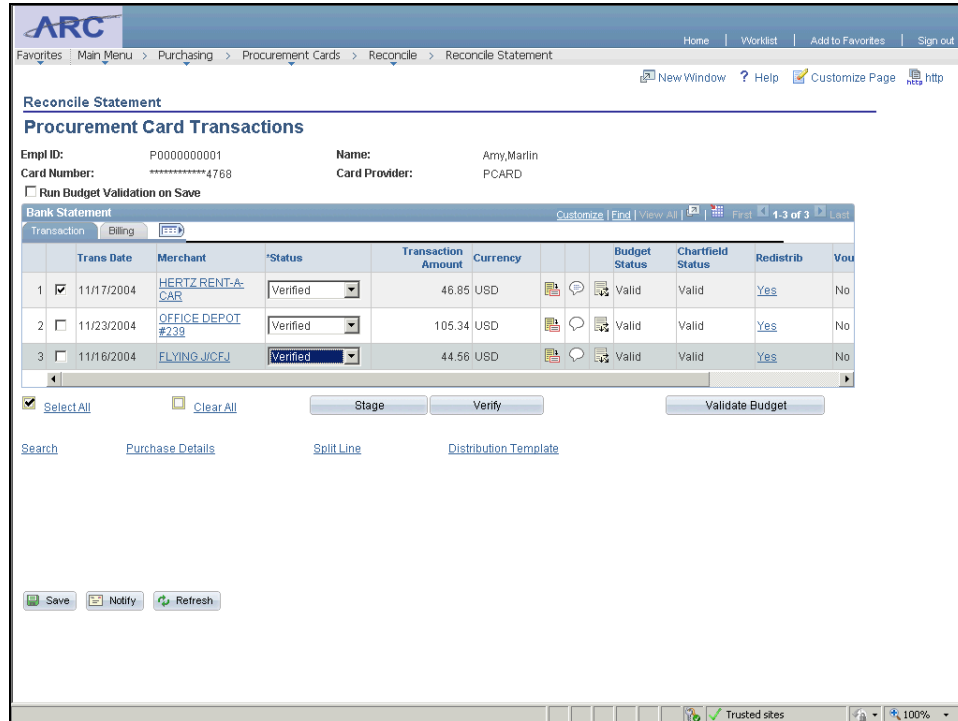
Select All Clear All Stage Verify Validate Budget

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

Save Notify Refresh


Trusted sites 100%

Step	Action
14.	Click the Verified list item. 



The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. It displays user information (Emp ID: P0000000001, Name: Army, Marlin) and card details (Card Number: ****4788, Card Provider: PCARD). A table lists three transactions, all with a 'Verified' status. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. A 'Save' button is highlighted in the bottom left corner.

Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Charfield Status	Redistrib	You
11/17/2004	HERTZ RENT-A-CAR	Verified	46.85	USD	Valid	Valid	Yes	No
11/23/2004	OFFICE DEPOT #239	Verified	105.34	USD	Valid	Valid	Yes	No
11/18/2004	FLYING JICEJ	Verified	44.56	USD	Valid	Valid	Yes	No

Step	Action
15.	Click the Save button. 
16.	You have successfully verified reconciled transactions. You can now move onto the <i>Disputing P-Card Transactions</i> lesson where you will learn how to dispute P-Card transactions. End of Procedure.

Disputing P-Card Transactions

This is the *Disputing P-Card Transactions* lesson of the *Reconciling P-Card Transactions* course. Upon completion of this lesson, you will be able to:

- Track and resolve disputed P-Card charges

The reasons to dispute a transaction with a merchant are:

1. If a merchant has charged you the incorrect amount or charged you in error
2. If a P-Card has been compromised

The user is responsible for contacting the Merchant to dispute the transaction and to obtain a credit (if applicable). If needed, the user may also contact Bank of America and request assistance in disputing the transaction (Please review the P-Card Policies and Procedures for additional information by clicking here (<http://procurement.columbia.edu/purchasing/pcardPolicy.html>)). Disputing an item in ARC does not prevent the Merchant from receiving payment.

The following diagram illustrates when P-Card transactions are flagged as 'In Dispute':



Estimated time to complete lesson: 10 minutes



Track Disputed Transactions

Users will have the ability to mark disputed transactions by documenting the amount in dispute on the *Reconcile Statement - Procurement Card Transactions - Billing* page. If your records disagree with the billing amount, enter the amount difference. The types of disputed transactions are:

1. New transactions that have been loaded
2. Previously reconciled transactions that have been reset to "Staged"

This does not mean that Columbia is not liable for the purchase, but rather acts as a notation that the user reconciling this account must follow up with the merchant or Bank of America to settle the disputed amount. If you enter an amount, the statement line is visible on the *Review Disputes – Dispute* page until it has been identified as collected or the dispute amount removed.

Process note: If a transaction has been closed (verified, approved and posted to the GL) the Dispute Amount cannot be edited. Users will only have the option to select "collected" and edit the description. \

In this scenario, Amy will identify a disputed P-Card transaction by documenting the amount in dispute.

To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

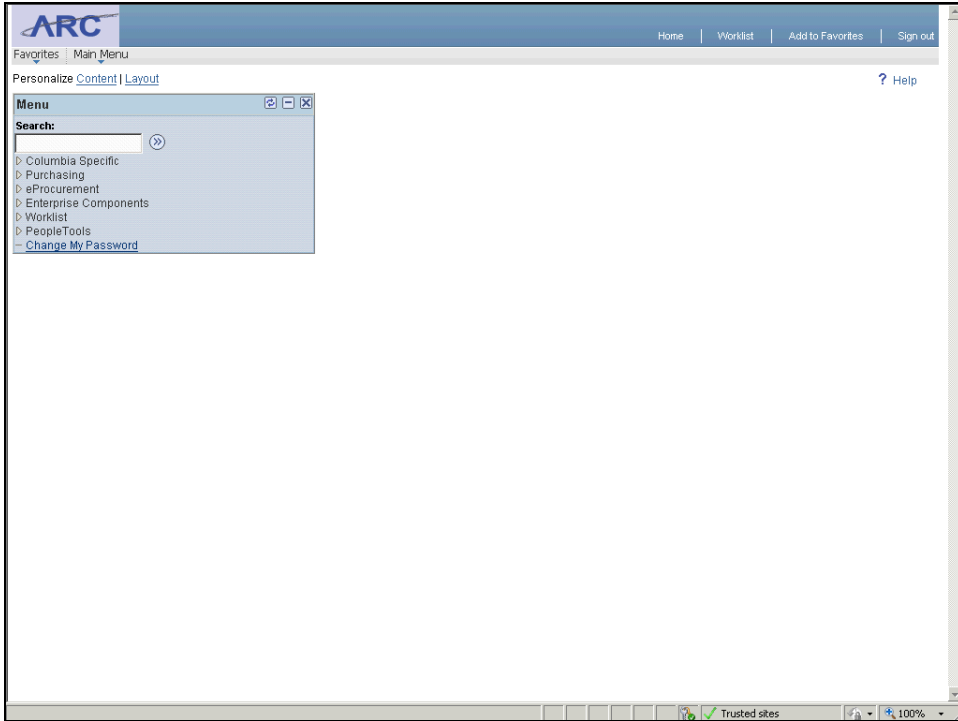
Estimated time to complete topic: 5 minutes


Procedure

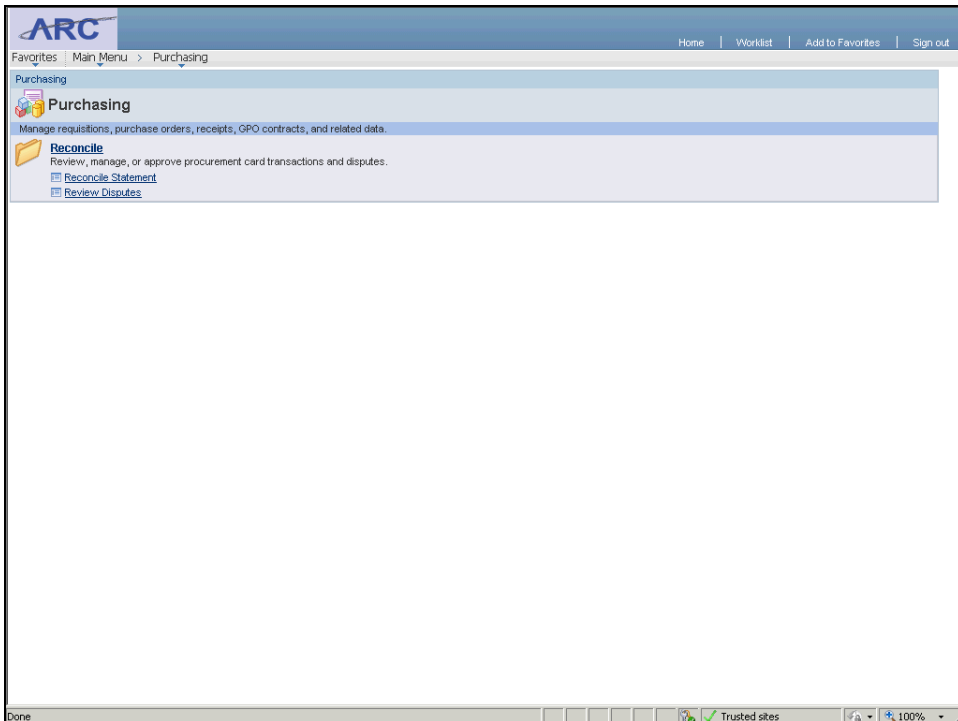
Welcome to the *Track Disputed Transactions* topic where you learn how to track and flag disputed transactions.


Training Guide

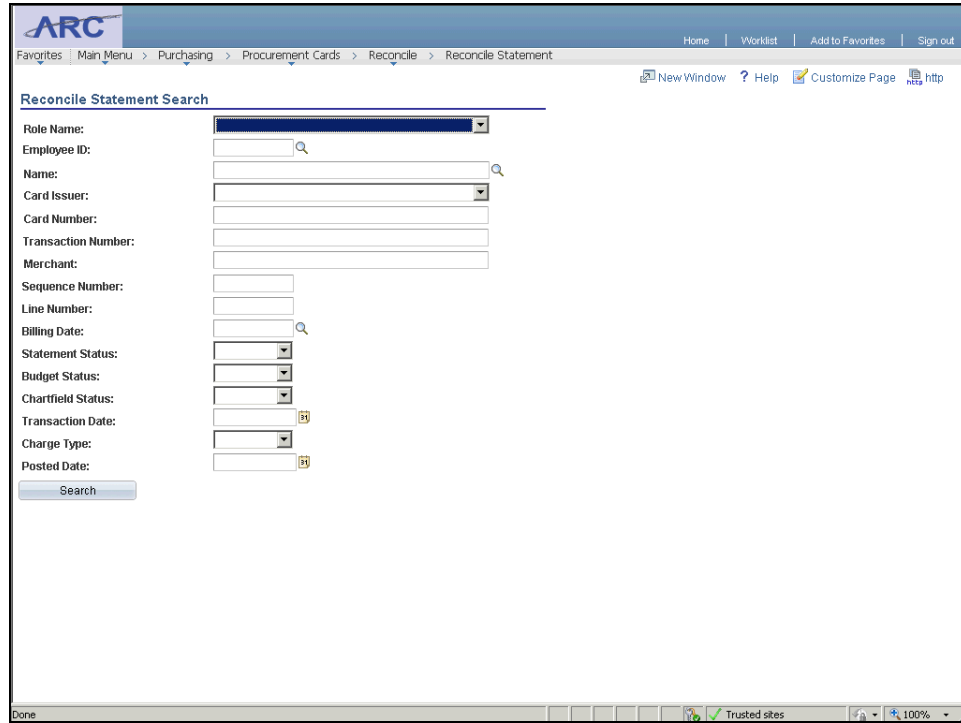
Reconciling P-Card Transactions






Step	Action
1.	Click the Purchasing link. 



Step	Action
2.	Click the Reconcile Statement link. 



Step	Action
3.	Click the Look up Employee ID (Alt+5) button. 
4.	Click the P000000001 link. 
5.	Click the Statement Status list. 

Training Guide

Reconciling P-Card Transactions



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

Trusted sites | 100%

Step	Action
6.	Click the Staged list item. <input type="text" value="Staged"/>

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

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:

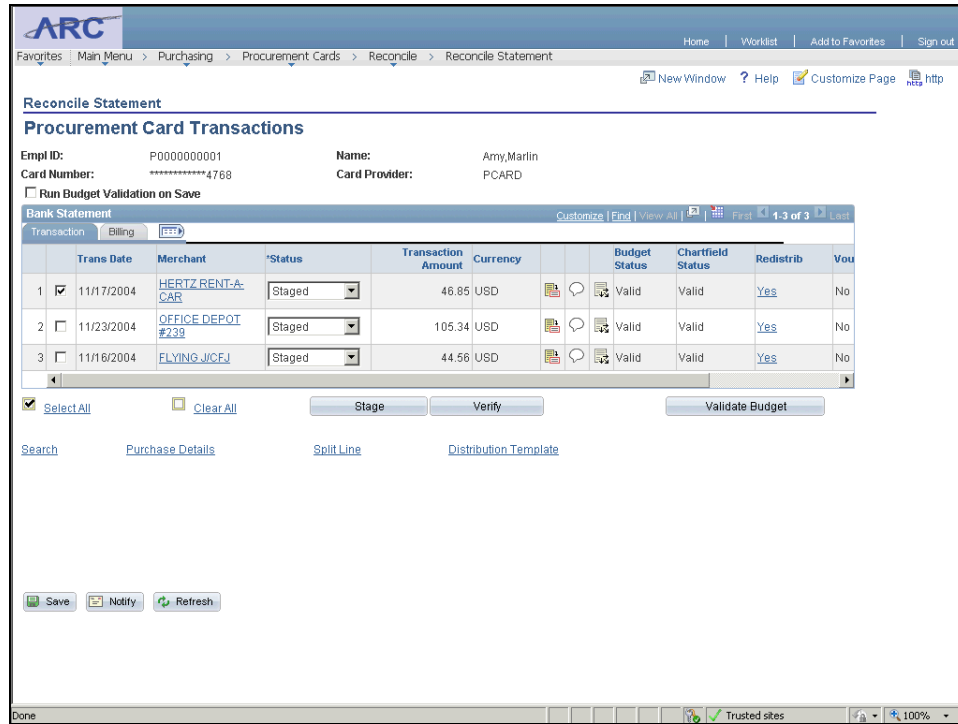
Transaction Date:


Charge Type:

Posted Date:

Trusted sites | 100%

Step	Action
7.	Click the Search button. 
8.	The Reconcile Statement - Procurement Card Transactions page displays the transactions based on the search criteria.







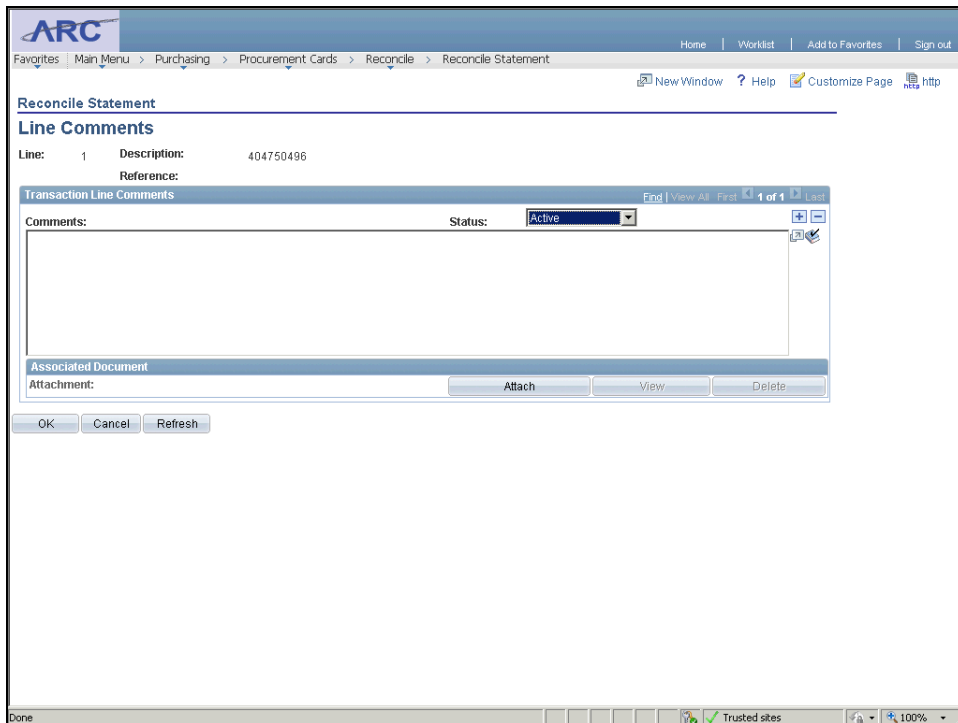
Step	Action
9.	To dispute a transaction amount, click the Billing link. 
10.	If your records disagree with the billing amount, enter the amount difference in the Dispute Amount field. This does not mean that Columbia is not liable for the purchase, but rather acts as a notation that the user reconciling this account must follow up with the merchant or Bank of America to settle the disputed amount.
11.	The Credit Collected checkbox displays the status of the disputed amount. If clear, the dispute is still open. If selected, the dispute has been identified as collected or closed on the Review Disputes - Dispute page.


Training Guide


Reconciling P-Card Transactions



Step	Action
12.	In this scenario, Amy will enter a dispute amount difference of \$10.00. Click in the Dispute Amount field. 
13.	Enter the desired information into the Dispute Amount field. Enter " 10.00 ".
14.	In this scenario, Amy will enter an amount difference of \$20.00. Click in the Dispute Amount field. 
15.	Enter the desired information into the Dispute Amount field. Enter " 20.00 ".
16.	Click the Transaction tab. 
17.	Comments can be entered for each transaction in dispute. In this scenario, Amy will enter comments for each transaction she marked as 'in dispute.' Click the Comments button. 



Step	Action
18.	Click in the Comments field.
19.	Enter the desired information into the Comments field. Enter " The transaction amount billed is \$10 greater than the purchase amount. The merchant has been contacted. ".
20.	Click the OK button. 

Step	Action
21.	Click the Comments button. 

Training Guide


Reconciling P-Card Transactions



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

Reconcile Statement
Line Comments
 Line: 2 Description: 4833149078287110
 Reference:

Transaction Line Comments End | View All | First | 1 of 1 | Last
 Comments: Status: Active
 Associated Document
 Attachment: Attach View Delete
 OK Cancel Refresh

Step	Action
22.	Click in the Comments field.
23.	Enter the desired information into the Comments field. Enter " The transaction amount billed is \$20 less than the purchase amount. The merchant has been contacted. ".
24.	Click the OK button. 

Reconcile Statement
Procurement Card Transactions

Empl ID: P000000001 Name: Amy,Marlin
 Card Number: *****4768 Card Provider: PCARD

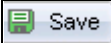
Run Budget Validation on Save

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

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vou
1	11/17/2004	HERTZ RENT-A-CAR	Staged	46.85	USD	Valid	Valid	Yes	No
2	11/23/2004	OFFICE DEPOT #239	Staged	105.34	USD	Valid	Valid	Yes	No
3	11/18/2004	FLYING JUICE	Staged	44.56	USD	Valid	Valid	Yes	No

Select All Clear All

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

Step	Action
25.	Click the Save button. 
26.	You have successfully tracked and flagged disputed transactions. You can now move onto the <i>Resolve a Disputed P-Card Transaction</i> topic where you will resolved a disputed transaction. End of Procedure.



Resolve a Disputed P-Card Transaction

P-Card users can identify that the dispute has been resolved by removing the dispute amount entered on the Billing page. They can also identify that a credit has been collected for the disputed transaction by selecting the "Collected" checkbox on the transaction by accessing the *Procurement Card - Review Disputes Search* page. A description may be entered along with comments to provide resolution details as needed.

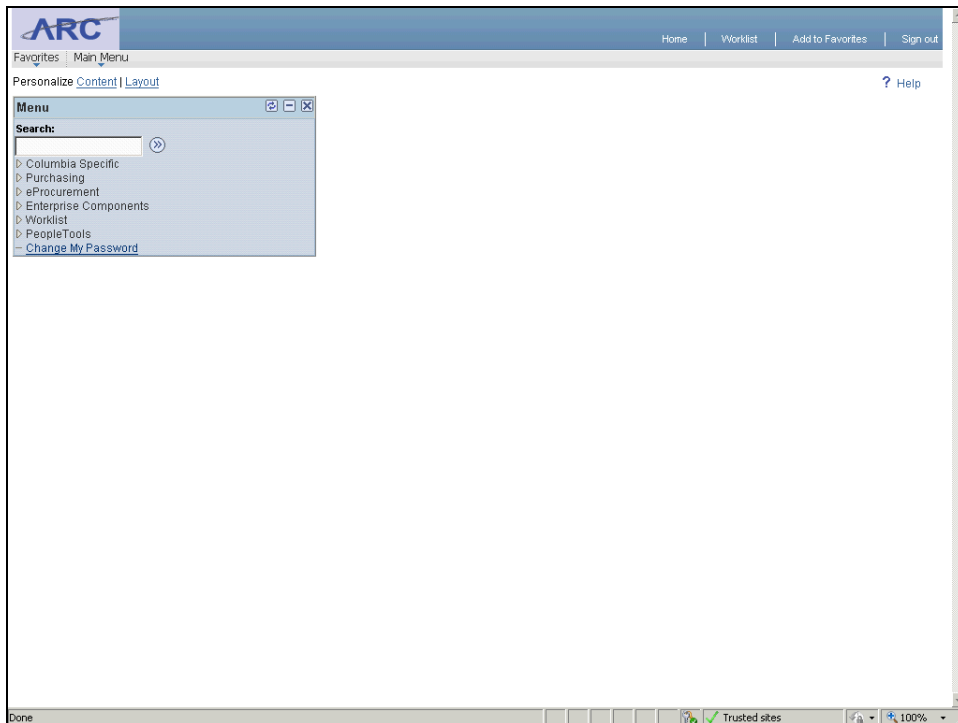
In this scenario, Amy will identify a credit that has been collected for a disputed transaction and enter resolution comments.



To see this transaction in ARC, please click the "See It" button on the top of your screen. To practice this transaction, click the "Try It!" button.

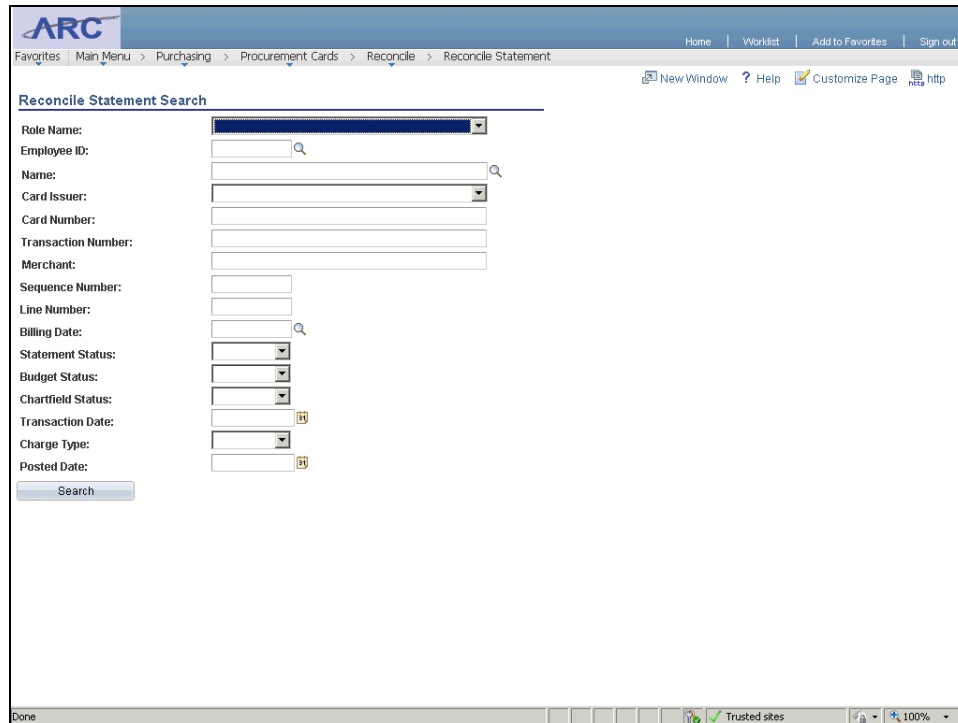
Estimated time to complete topic: 5 minutes






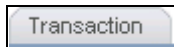
Procedure

Welcome to the *Resolve a Disputed P-Card Transaction* topic where you will learn how to resolve a disputed transaction.



Step	Action
1.	Click the Purchasing link. 
2.	Click the Reconcile Statement link. 



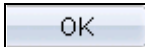

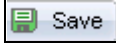


Step	Action
3.	Click the Look up Employee ID (Alt+5) button. 
4.	Click the P000000001 link. 
5.	Note: If a transaction has been closed (verified, approved and posted to the GL) the Dispute Amount cannot be edited. Users will only have the option to select "collected" and edit the description. Users will only be able to indicate if the dispute was collected or edit comments. The dispute amount cannot be edited if a transaction has been moved to the closed status. Click the Search button. 
6.	Click the Billing tab. 
7.	Click in the Dispute Amount field. 
8.	Enter the desired information into the Dispute Amount field. Enter "0" .
9.	Click the Transaction tab. 

Training Guide

Reconciling P-Card Transactions



Step	Action
10.	Enter resolution comments by clicking the Comments button. 
11.	Click the Add a new row at row 1 (Alt+7) button. 
12.	Click in the Comments field.
13.	Enter the desired information into the Comments field. Enter " The merchant was contacted and adjusted the amount. The dispute is resolved. ".
14.	Click the OK button. 
15.	Click and drag the scroll bar down to click the Save button.. 
16.	Click the Save button. 
17.	You have successfully resolved a disputed P-Card transaction. You can now move onto the <i>Approving P-Card Transactions</i> lesson where you will approve P-Card transactions as a P-Card Approver. End of Procedure.

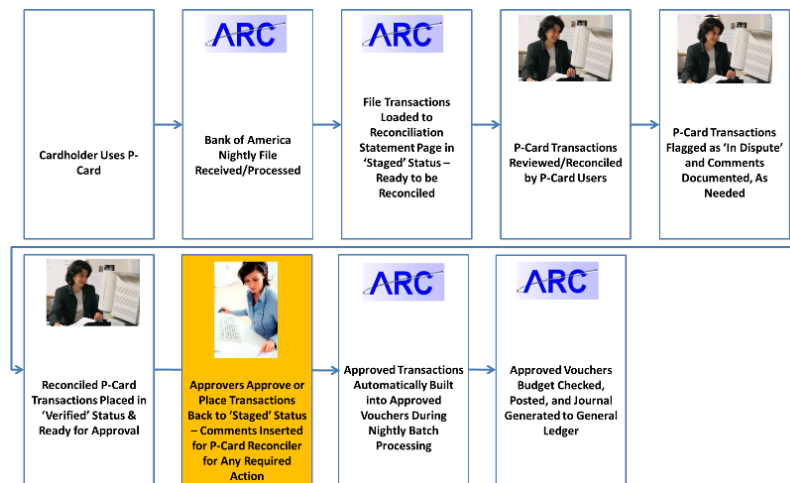
Approving P-Card Transactions

This is the *Approving P-Card Transactions* lesson of the *Reconciling P-Card Transactions* course. Upon completion of this lesson, you will be able to:

- Approve reconciled P-Card transactions

Please review the P-Card Policies by clicking here (<http://policylibrary.columbia.edu/purchasing-cards-pcards>) to determine approval authority required to approve P-Card transactions and to determine what types of goods may be purchased using a P-Card.

The following diagram illustrates when the P-Card Approver approves reconciled transactions:



Estimated time to complete lesson: 15 minutes



Search for P-Card Transactions to be Approved

Users can search for P-Card transactions to approve that have been reconciled by a P-Card Reconciler. Once a user has reconciled the P-Card transaction and allocated the charges appropriately, the transaction will be placed in "Verified" status, indicating that the transaction is ready for approval.

The P-Card Approver can search for "Verified" P-Card transactions to approve. This can be done by accessing the *Reconcile Statement - Procurement Card Transactions* page.

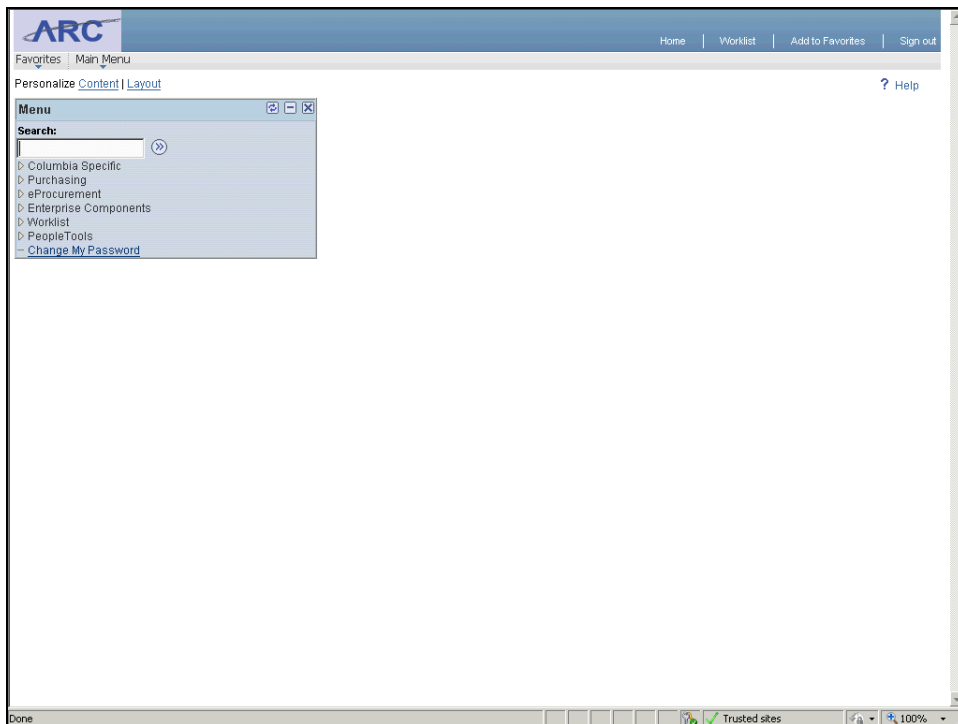
In this scenario, Susan will search for a P-Card transaction in "Verified" status to approve.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

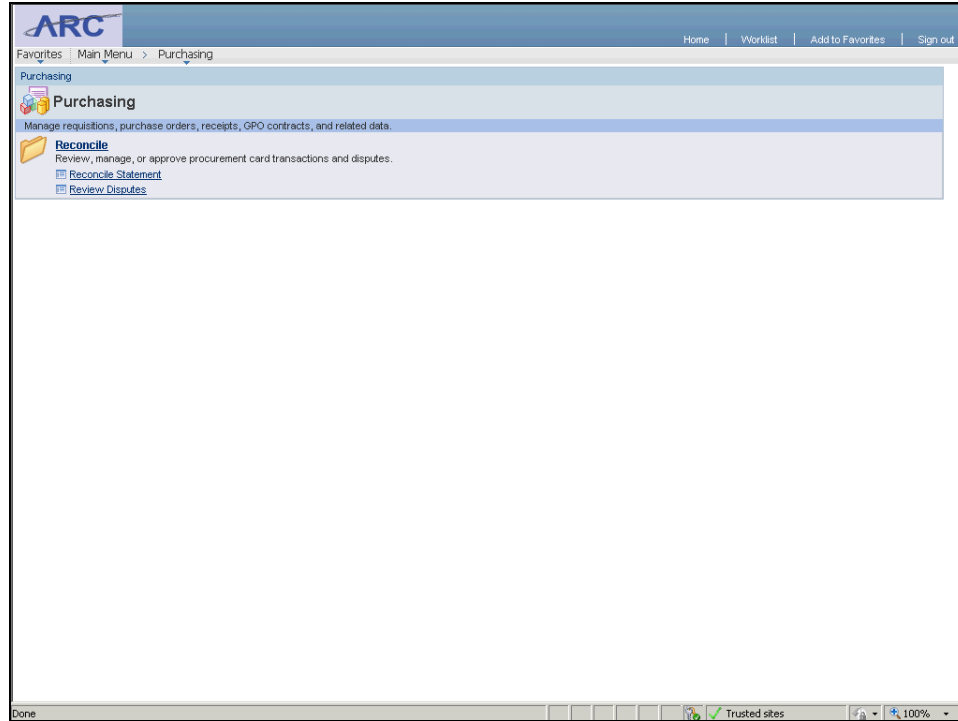
Estimated time to complete topic: 5 minutes

Procedure

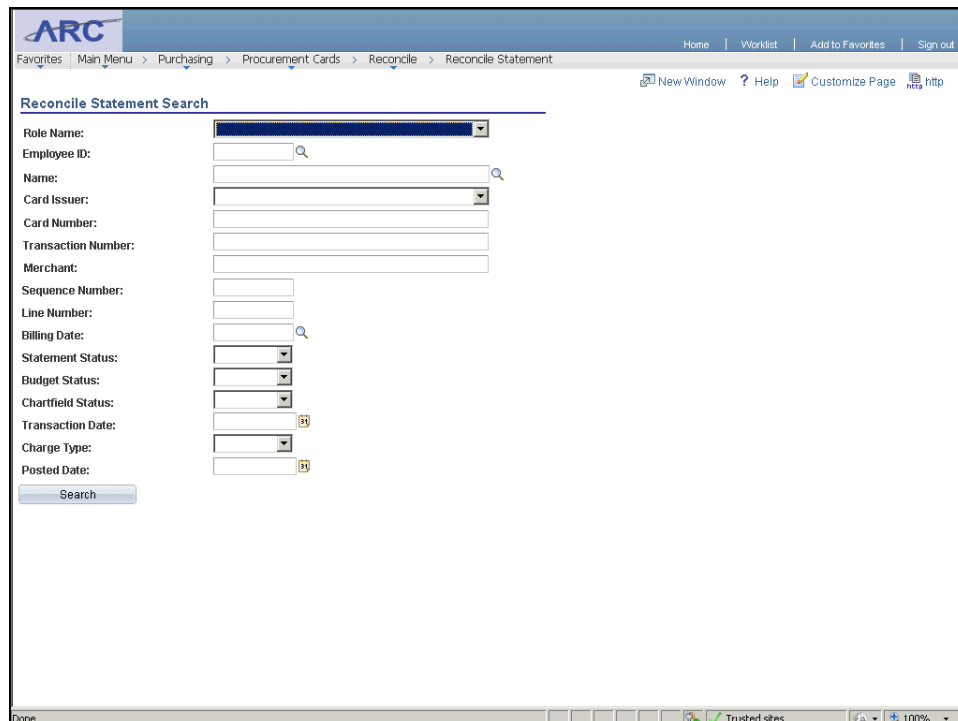
Welcome to the *Search for P-Card Transactions to be Approved* topic where you learn how to search for transactions to approve as a P-Card Approver.



Step	Action
1.	Click the Purchasing link. 



Step	Action
2.	Click the Reconcile Statement link. Reconcile Statement

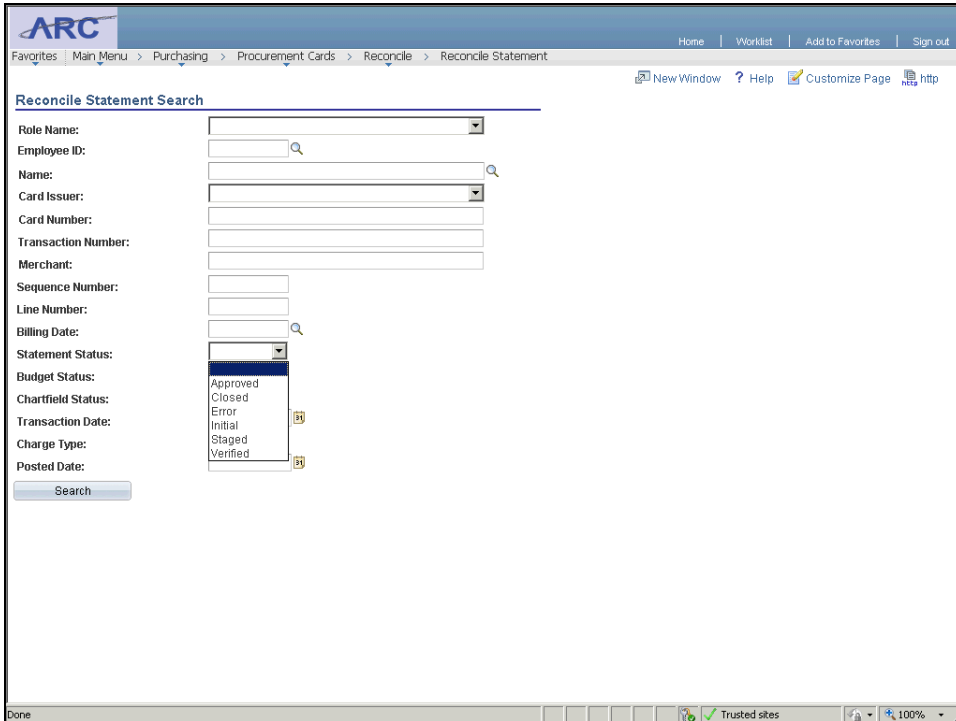


Training Guide

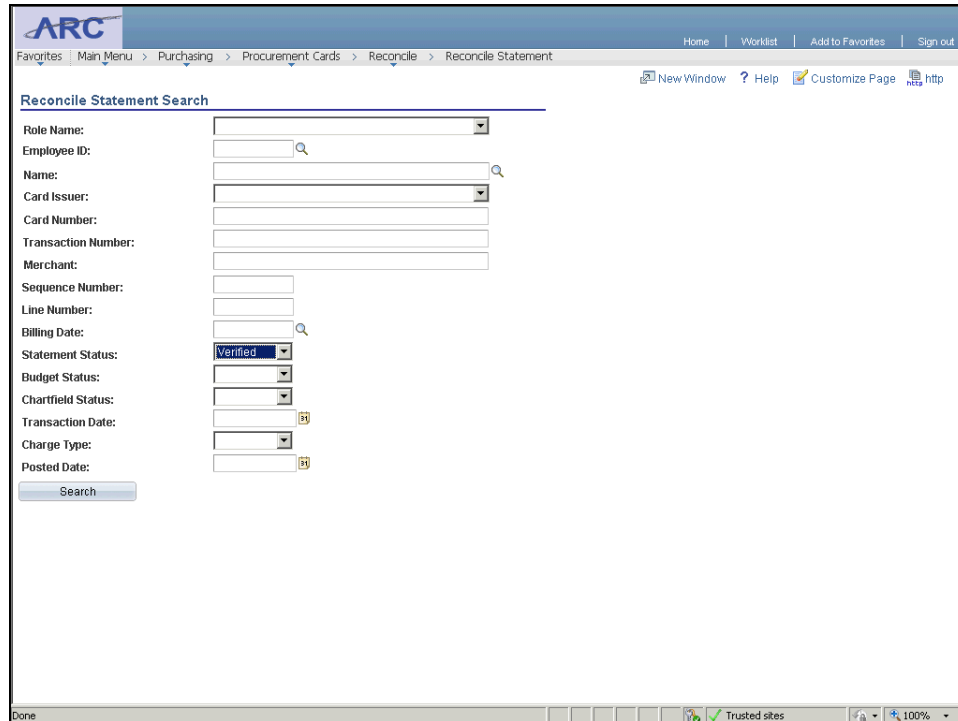
Reconciling P-Card Transactions




Step	Action
3.	Click the Statement Status list. <input type="text" value=""/>



Step	Action
4.	Click the Verified list item. <input type="text" value="Verified"/>



Step	Action
5.	Click the Search button. 
6.	Once a user has reconciled the P-Card transaction and allocated the charges appropriately, the transaction will be placed in ' Verified ' status, indicating that the transaction is ready for approval. In this scenario, the search criteria retrieved all transactions that are ready to be approved.
7.	You have successfully searched for P-Card transactions to be approved. You can now move onto the <i>Approve P-Card Transactions</i> topic where you will learn how to approve transactions as a P-Card Approver. End of Procedure.



Approve P-Card Transactions

Once a user has approved the P-Card transaction, the transaction will be placed in "Approved" status, indicating that the transaction is ready to be created into a voucher. Transactions can be updated to "Approved" for single or multiple transactions at a given time. The P-Card Approver will approve P-Card transactions by accessing the *Reconcile Statement - Procurement Card Transactions* page.

Please review the P-Card Policies by clicking here (<http://policylibrary.columbia.edu/purchasing-cards-pcards>) to determine what types of goods may be purchased using a P-Card and when required, which transactions require comments.

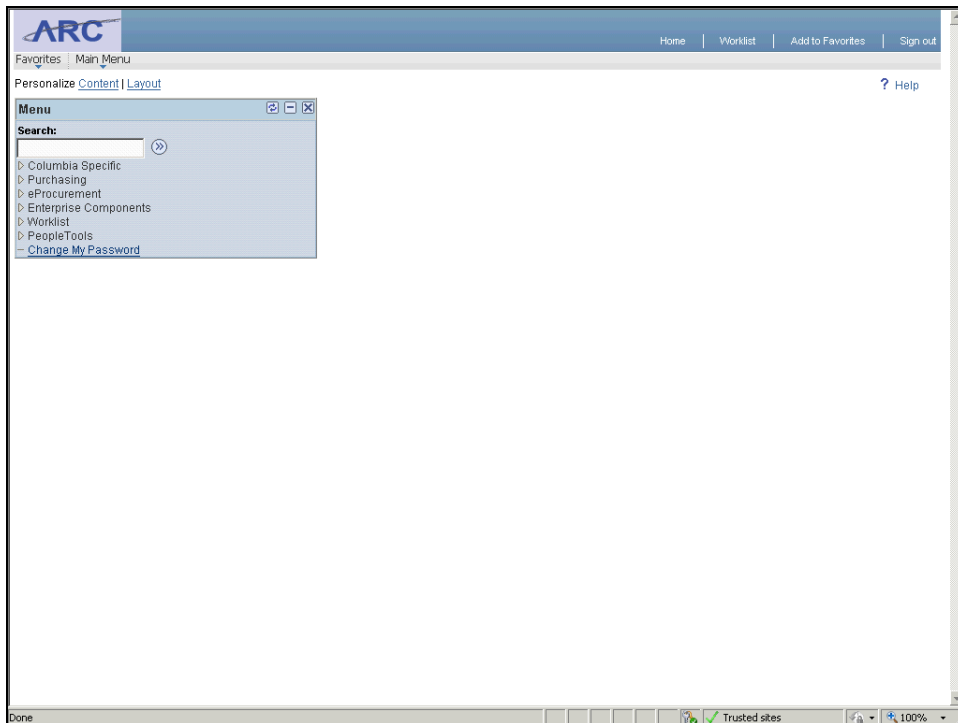
In this scenario, Susan will approve a P-Card transaction.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

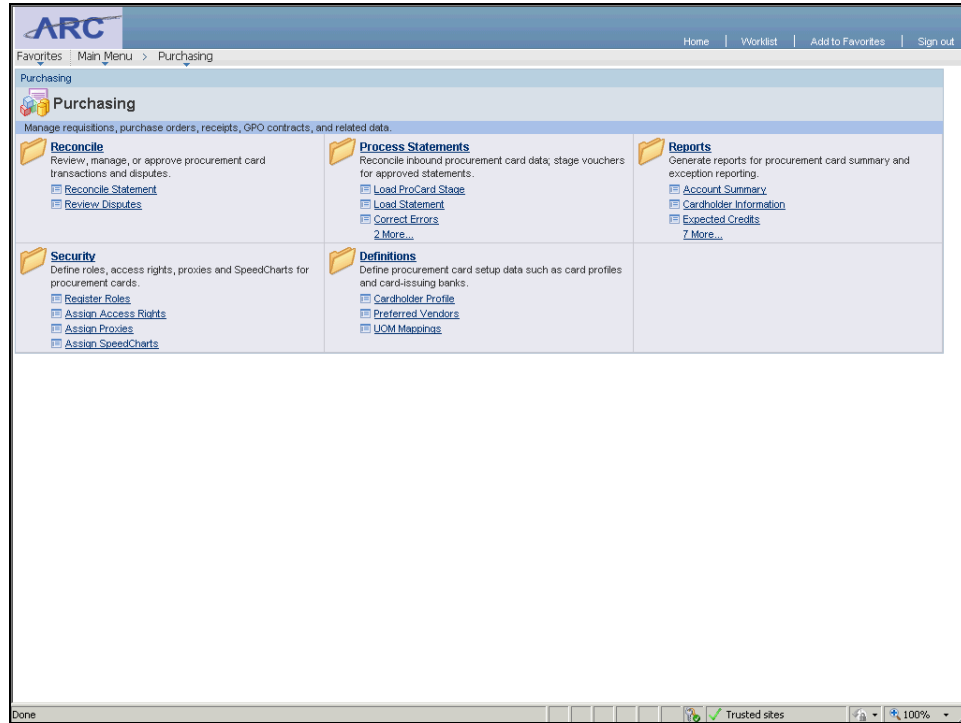
Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Approve P-Card Transactions* topic where you learn how to approve transactions as a P-Card Approver.



Step	Action
1.	Click the Purchasing link. 



Step	Action
2.	Click the Reconcile Statement link. <u>Reconcile Statement</u>

Training Guide

Reconciling P-Card Transactions




ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http

Reconcile Statement Search

Role Name: [Dropdown]
 Employee ID: [Text] [Search]
 Name: [Text] [Search]
 Card Issuer: [Dropdown]
 Card Number: [Text]
 Transaction Number: [Text]
 Merchant: [Text]
 Sequence Number: [Text]
 Line Number: [Text]
 Billing Date: [Text] [Search]
 Statement Status: [Dropdown]
 Budget Status: [Dropdown]
 Chartfield Status: [Dropdown]
 Transaction Date: [Text] [Calendar]
 Charge Type: [Dropdown]
 Posted Date: [Text] [Calendar]

Search

Done Trusted sites 100%

Step	Action
3.	Click the Statement Status list. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window | Help | Customize Page | http


Reconcile Statement Search

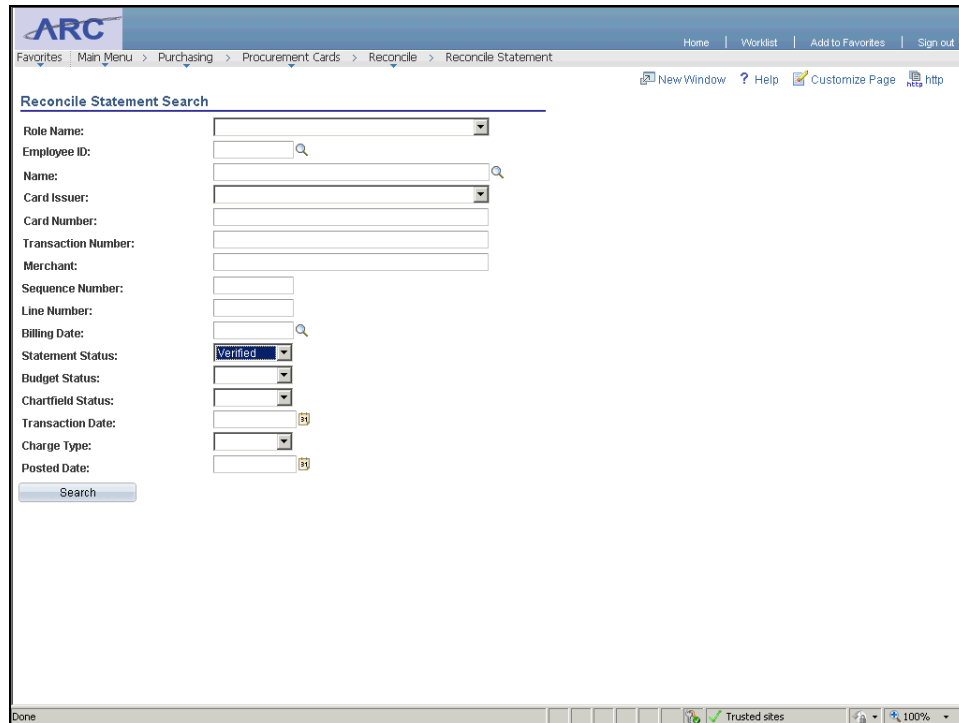
Role Name: [Dropdown]
 Employee ID: [Text] [Search]
 Name: [Text] [Search]
 Card Issuer: [Dropdown]
 Card Number: [Text]
 Transaction Number: [Text]
 Merchant: [Text]
 Sequence Number: [Text]
 Line Number: [Text]
 Billing Date: [Text] [Search]
 Statement Status: [Dropdown]
 Budget Status: [Dropdown]
 Chartfield Status: [Dropdown]
 Transaction Date: [Text] [Calendar]
 Charge Type: [Dropdown]
 Posted Date: [Text] [Calendar]

Search

Statement Status dropdown options:
 Approved
 Closed
 Error
 Initial
 Staged
 Verified

Done Trusted sites 100%

Step	Action
4.	Click the Verified list item. 



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window ? Help Customize Page http

Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date:

Statement Status: **Verified**

Budget Status:


Chartfield Status:

Transaction Date:

Charge Type:

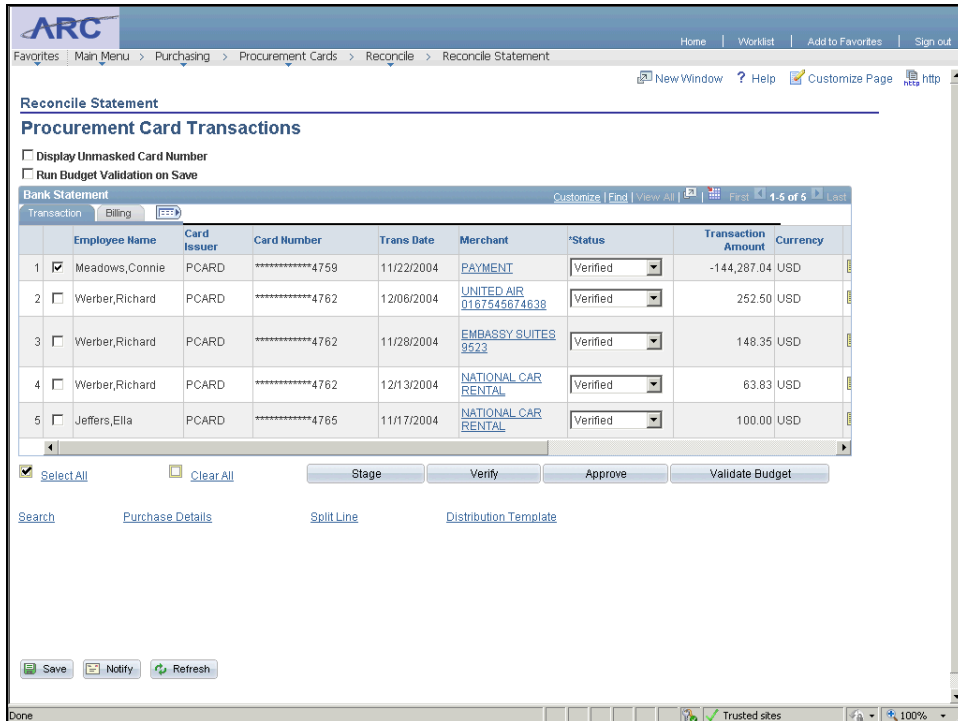
Posted Date:


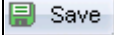
Done Trusted sites 100%

Step	Action
5.	Click the Search button. 

Training Guide

Reconciling P-Card Transactions



Step	Action
6.	<p>Transactions can be updated to 'Approved' for single or multiple transactions at a given time.</p> <p>Note: Although Approvers have the option to approve multiple transactions at a given time, per policy, Approvers are required to review each transaction, associated receipts, comments and allocation to confirm cardholder was authorized to make the purchase.</p> <p>In this scenario, Susan will approve all transactions at once. Click the Select All link.</p> <p>Select All</p>
7.	<p>Click the Approve button.</p> <p></p>
8.	<p>All transactions are updated to 'Approved' at once.</p>
9.	<p>Click the Save button.</p> <p></p>
10.	<p>You have successfully approved P-Card transactions.</p> <p>You can now move onto the <i>Withholding Approval for P-Card Transactions</i> topic where you will learn how to withhold approval for transactions as a P-Card Approver.</p> <p>End of Procedure.</p>



Training Guide

Reconciling P-Card Transactions



Withholding Approval for P-Card Transactions

If a user determines that the transaction cannot be approved, (i.e., incorrect ChartField coding), the approver can insert a comment to provide details for the reconciler to take the appropriate action.

The approver will then place the transaction back in "Staged" status which will indicate to the reconciler that the transaction needs to be reconciled again.

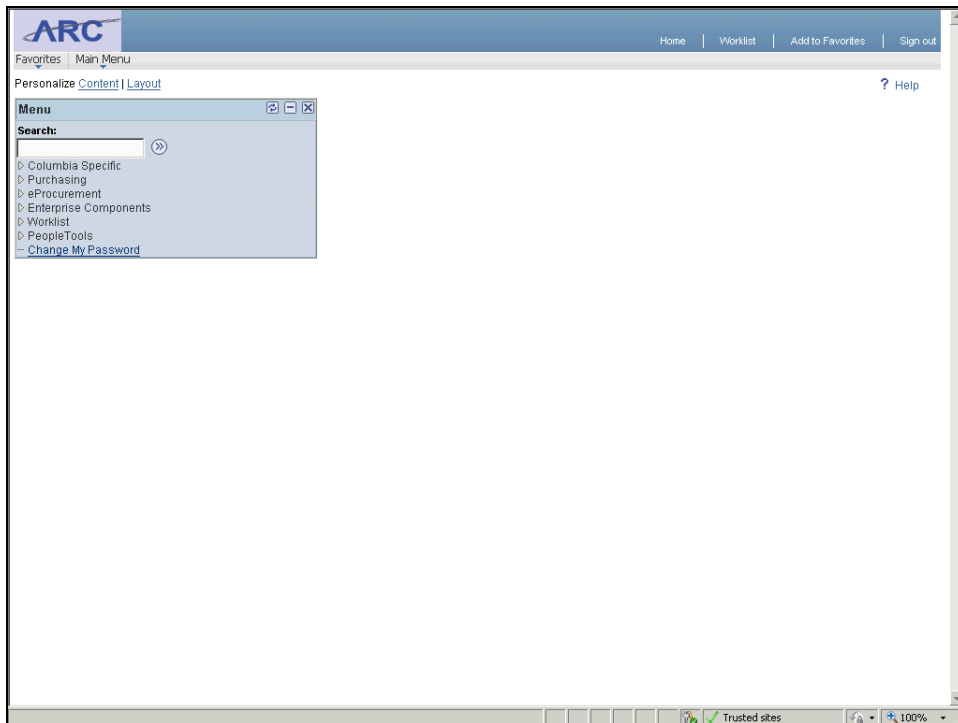
In this scenario, Susan will withhold approval for a P-Card transaction and insert comments to provide details why the transaction was placed in "Staged" status. She will access the *Reconcile Statement - Procurement Card Transactions* page to withhold approval for the transaction.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

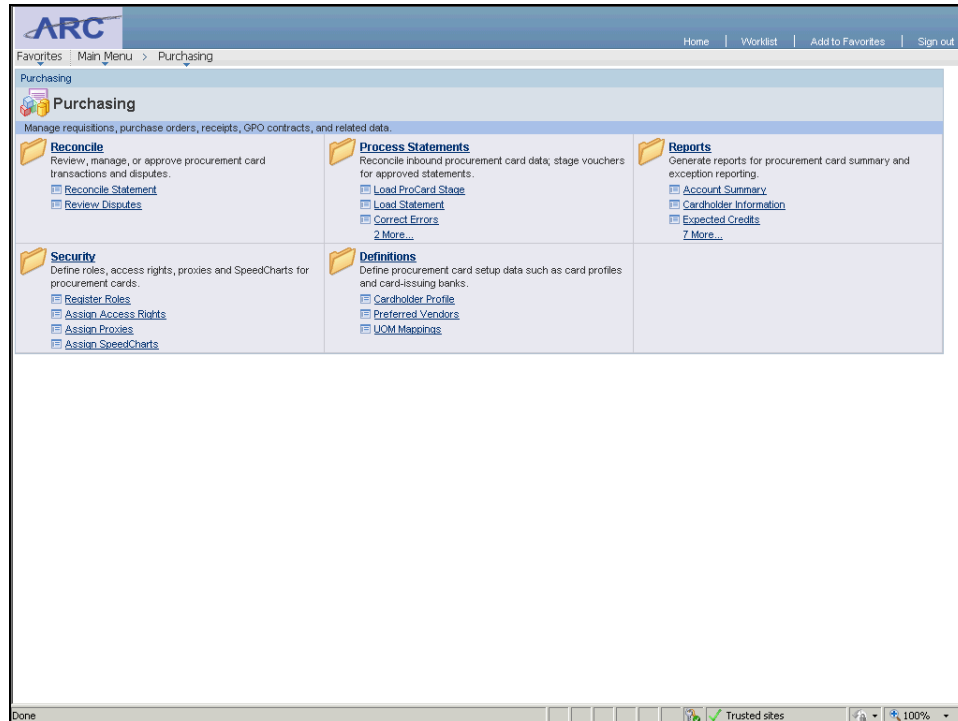
Estimated time to complete topic: 5 minutes

Procedure

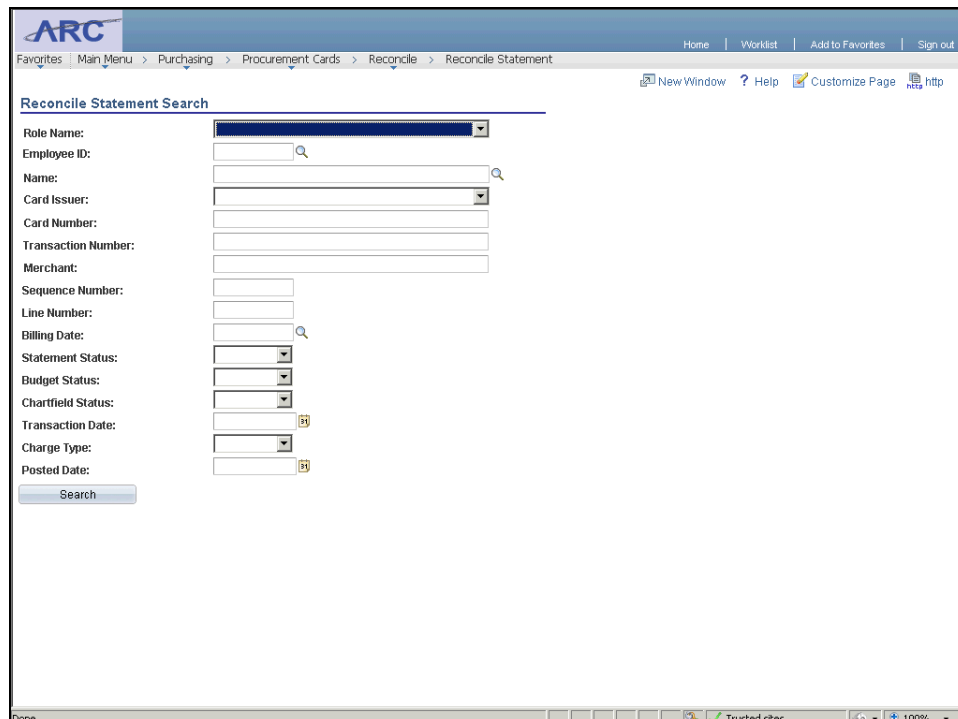
Welcome to the *Withholding Approval for P-Card Transactions* topic where you learn how to review withhold approval for transactions as a P-Card Approver.



Step	Action
1.	Click the Purchasing link. 



Step	Action
2.	Click the Reconcile Statement link. Reconcile Statement

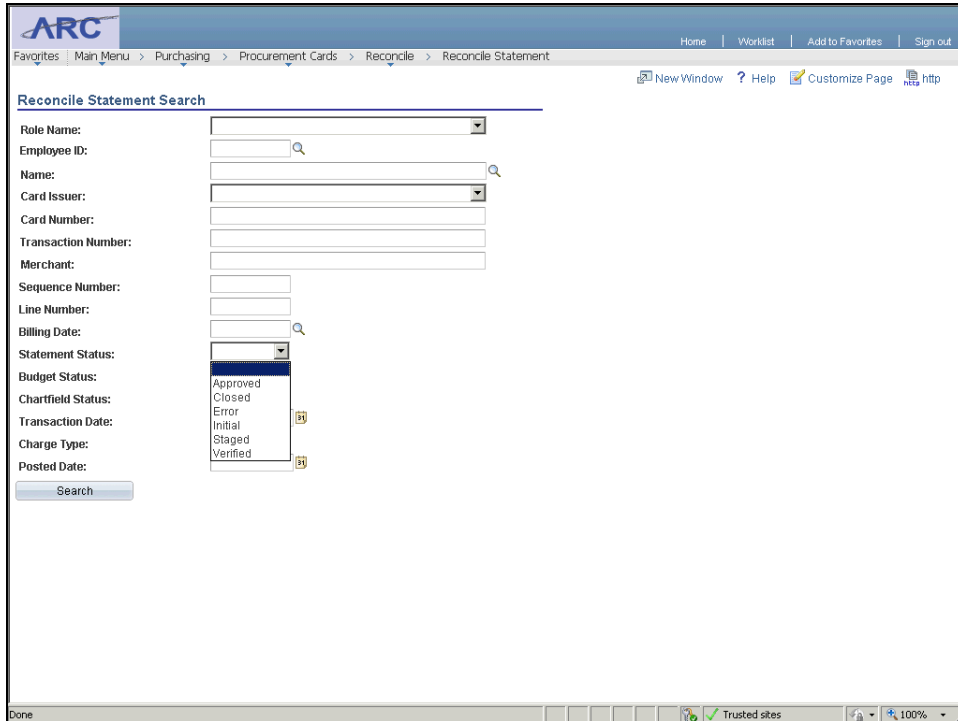


Training Guide

Reconciling P-Card Transactions



Step	Action
3.	Click the Statement Status list. <input type="text" value=""/>



Step	Action
4.	Click the Verified list item. <input type="text" value="Verified"/>

Step	Action
5.	Click the Search button.

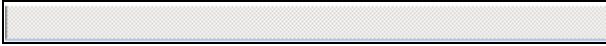



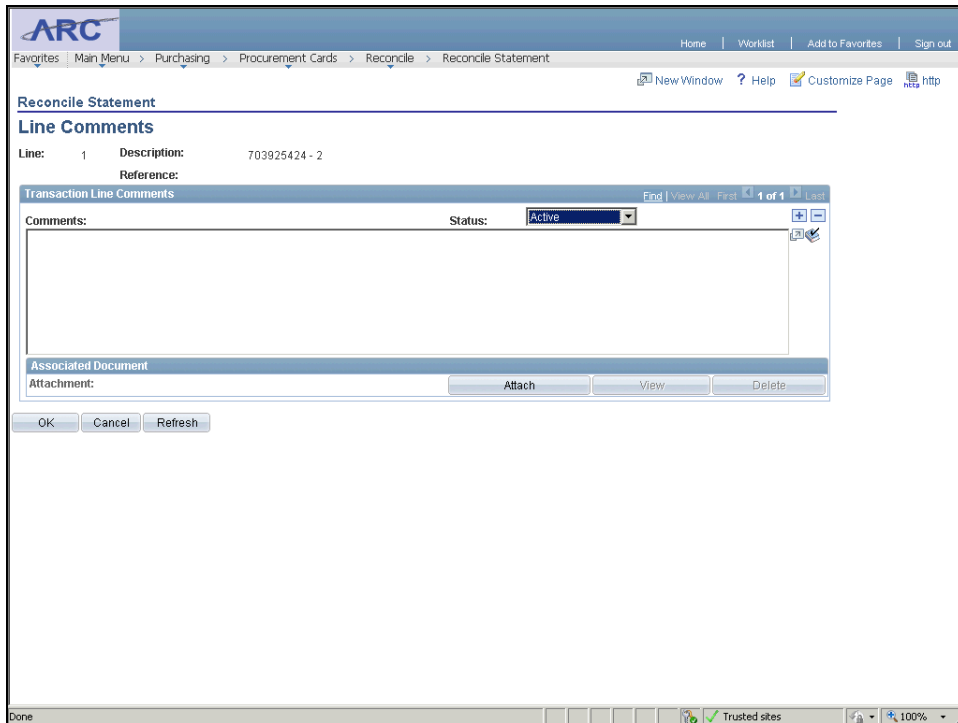
Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	Jeffers, Ella	PCARD	*****4765	11/17/2004	NATIONAL CAR RENTAL	Verified	77.27	USD


Training Guide

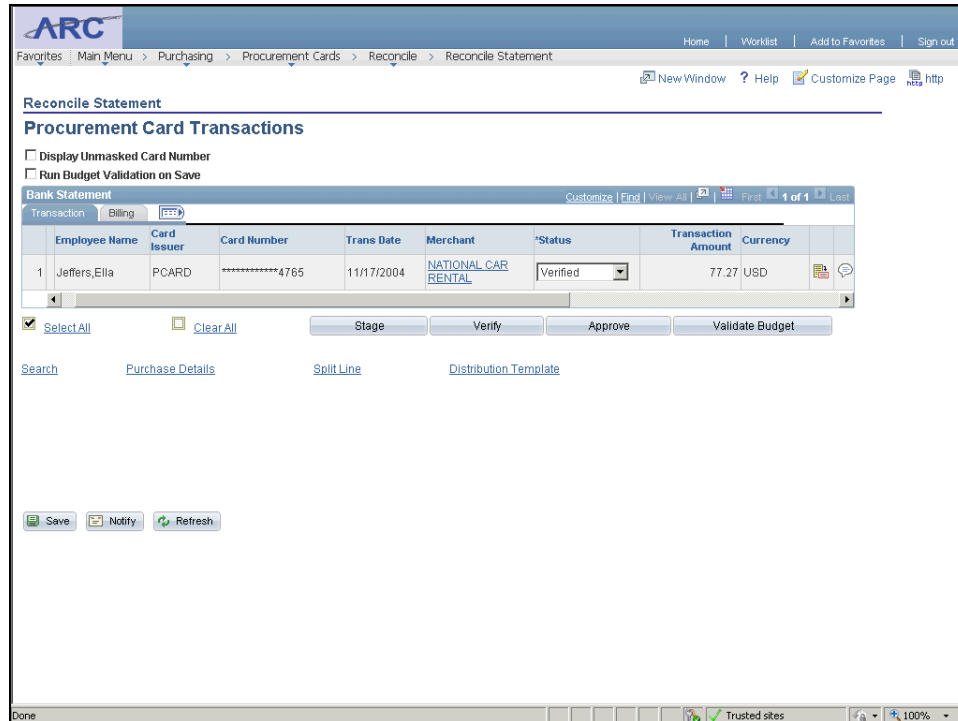
Reconciling P-Card Transactions

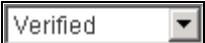


Step	Action
6.	Click and drag the scroll bar to add comments. 
7.	The Approver can insert a comment to provide details for the Reconciler to take the appropriate action. To do so, click the Comments button. 



Step	Action
8.	Click in the Comments field.
9.	Enter the desired information into the Comments field. Enter " ChartField coding is incorrect. Please update the Account. ".
10.	Click the OK button. 



Step	Action
11.	<p>The Approver will then place the transaction back in "Staged" status, which will indicate to the Reconciler that the transaction needs to be reconciled again.</p> <p>Click the Status list.</p> 

Training Guide

Reconciling P-Card Transactions



Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	Jeffers, Ella	PCARD	*****4765	11/17/2004	NATIONAL CAR RENTAL	Verified	77.27	USD

Buttons: Select All, Clear All, Stage, Verify, Approve, Validate Budget

Links: Search, Purchase Details, Split Line, Distribution Template

Buttons: Save, Notify, Refresh

Step	Action
12.	Click the Staged list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Staged</div>

Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

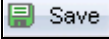
Bank Statement

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	Jeffers, Ella	PCARD	*****4765	11/17/2004	NATIONAL CAR RENTAL	Staged	77.27	USD

Buttons: Select All, Clear All, Stage, Verify, Approve, Validate Budget

Links: Search, Purchase Details, Split Line, Distribution Template

Buttons: Save, Notify, Refresh

Step	Action
13.	Click the Save button.  Save
14.	You have successfully reviewed withholding approval for P-Card transactions. You can now move onto the <i>Approving Vouchers lesson</i> where you will learn how vouchers are created after a P-Card transaction is approved. End of Procedure.

Approving Vouchers

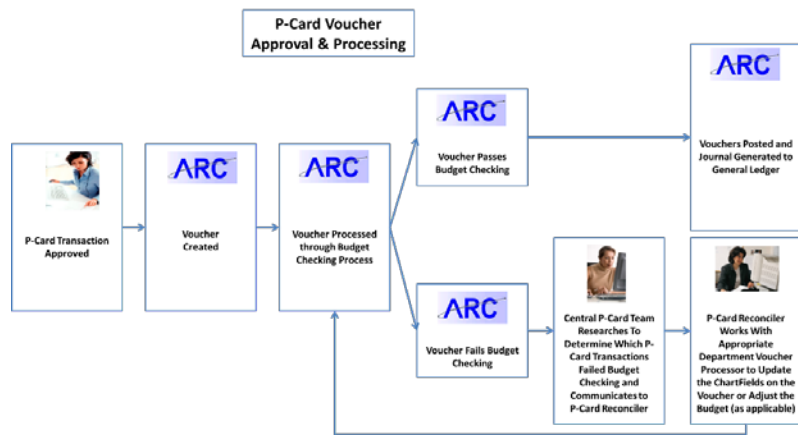
Once a P-Card transaction has been approved and a voucher has been created, the voucher will be budget checked, at which time the expense will be increased on the budget and the budget balance will be adjusted accordingly.

On a nightly basis, ARC will build each day's approved P-Card transactions into approved vouchers. These approved vouchers will be:

- built in an approved status
- budget checked
- posted

The voucher accounting entries are then also posted to the General Ledger through the system's Journal Generator.

The following diagram illustrates the P-Card Voucher Approval & Processing flow:





P-Card Spend Drillback Query

This is the *P-Card Spend Drillback Query* lesson of the *Reconciling P-Card Transactions* course. Upon completion of this lesson, you will be able to:

- Review the query that will support P-Card reconciliation
- Export P-Card Transaction Search Criteria to Excel

Report Name	Description	Who Can Run?	Navigation	Criteria Required to Run
P-Card Spend Drillback Query	This query will provide users the ability to enter a journal ID or an employee ID to view P-Card transaction details from the Reconcile Statement page through to the voucher and GL detail.	Departments	<i>Reporting Tools > Query > Query Viewer > CU_AP_PCARD_DRILLBACK</i>	Journal ID or Employee ID Bill Date From/To

Sample Query Results

CU_AP_PCARD_DRILLBACK - P-Card Spend Drillback

Journal Id:
 Employee Id:
 Bill Dt From:
 Bill Dt To:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

Empl ID	Issuer	Merchant	Tran Amt	Tran Mbr	Bill Dt	Approved By	Unit	Voucher	Invoice	Invoice Date	Voucher Line Number	Distribution LI	GL Unit	Account	Fund	Dept	PC Bus Unit
1	10003432	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLLIM	00000337	15200_30000000000000000002	12/14/2004	1	1	COLUM	68305	30	5502103	GENRLL
2	10003432	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLLIM	00000337	15200_30000000000000000002	12/14/2004	1	1	COLUM	68305	30	5502103	GENRLL
3	10003432	PCARD OFFICE MAX 00000612	166.950	243990032631881061034865	12/14/2004	PO_TEST_13	COLLIM	00000337	15200_30000000000000000002	12/14/2004	2	1	COLUM	68305	30	5502103	GENRLL
4	10003432	PCARD OFFICE MAX 00000612	166.950	243990032631881061034865	12/14/2004	PO_TEST_13	COLLIM	00000337	15200_30000000000000000002	12/14/2004	2	1	COLUM	68305	30	5502103	GENRLL
5	10003432	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLLIM	00000337	15200_30000000000000000002	12/14/2004	1	1	COLUM	68305	30	5502103	GENRLL
6	10003432	PCARD OFFICE MAX 00000612	166.950	243990032631881061034865	12/14/2004	PO_TEST_13	COLLIM	00000337	15200_30000000000000000002	12/14/2004	2	1	COLUM	68305	30	5502103	GENRLL
7	10011730	PCARD HAMPTON HNS	72.090	242297043095264123113453	12/14/2004	PO_TEST_13	COLLIM	00000336	15200_30000000000000000001	12/14/2004	1	1	COLUM	68205	30	5502103	GENRLL
8	10011730	PCARD HAMPTON HNS	72.090	242297043095264123113453	12/14/2004	PO_TEST_13	COLLIM	00000336	15200_30000000000000000001	12/14/2004	1	1	COLUM	68205	30	5502103	GENRLL
9	10011730	PCARD HAMPTON HNS	72.090	242297043095264123113453	12/14/2004	PO_TEST_13	COLLIM	00000336	15200_30000000000000000001	12/14/2004	1	1	COLUM	68205	30	5502103	GENRLL

Estimated time to complete lesson: 10 minutes

Training Guide

Reconciling P-Card Transactions



Export P-Card Transaction Search Criteria to Excel

P-Card users have the ability to download/export their transaction search criteria to Excel. The Search Criteria can be downloaded to Excel from the *Procurement Cards - Reconcile Statement* page.

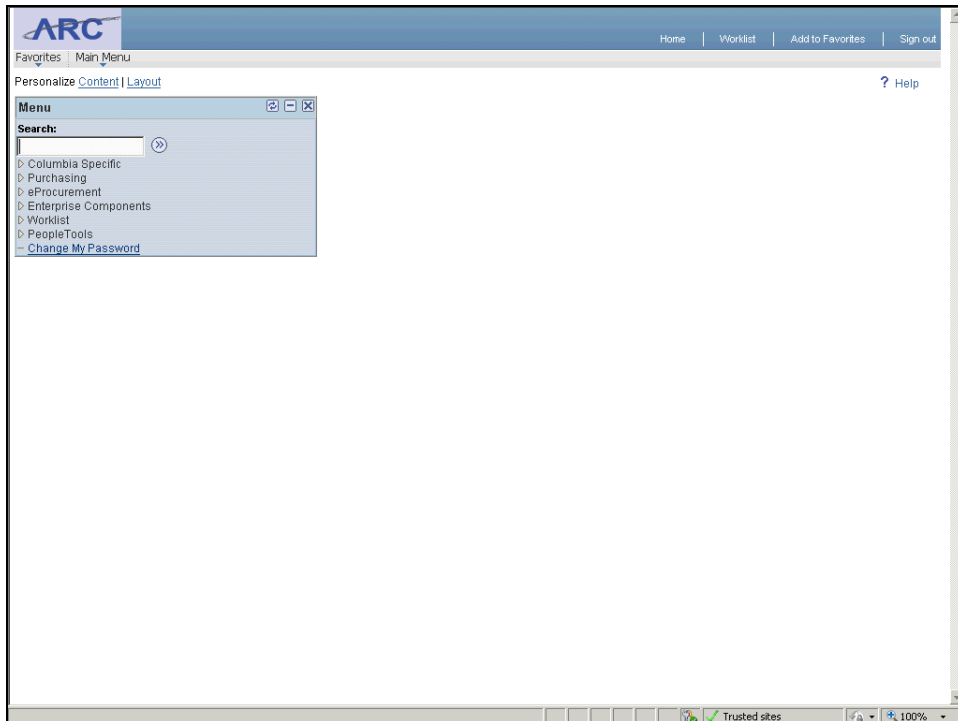
In this scenario, Amy will export the P-Card transaction Search Criteria to Excel.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

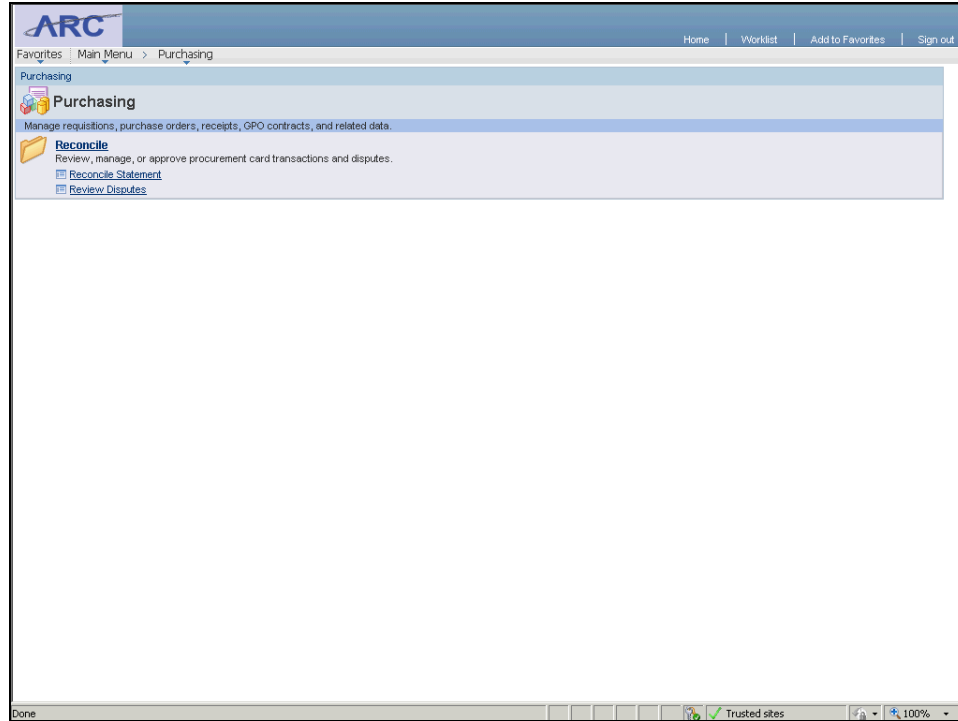
Estimated time to complete topic: 5 minutes

Procedure

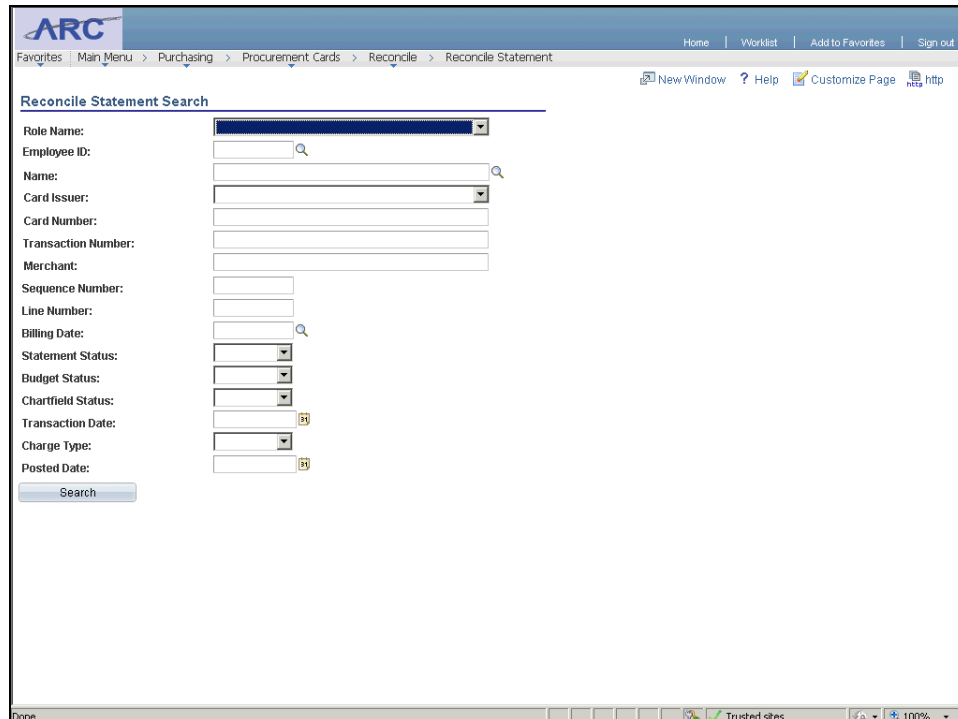
Welcome to the *Export P-Card Transaction Search Criteria to Excel* topic where you learn how to export transactions to Excel.



Step	Action
1.	Click the Purchasing link. 




Step	Action
2.	Click the Reconcile Statement link. Reconcile Statement



Training Guide

Reconciling P-Card Transactions



Step	Action
3.	Click the Search button. 

Reconcile Statement
Procurement Card Transactions


Run Budget Validation on Save

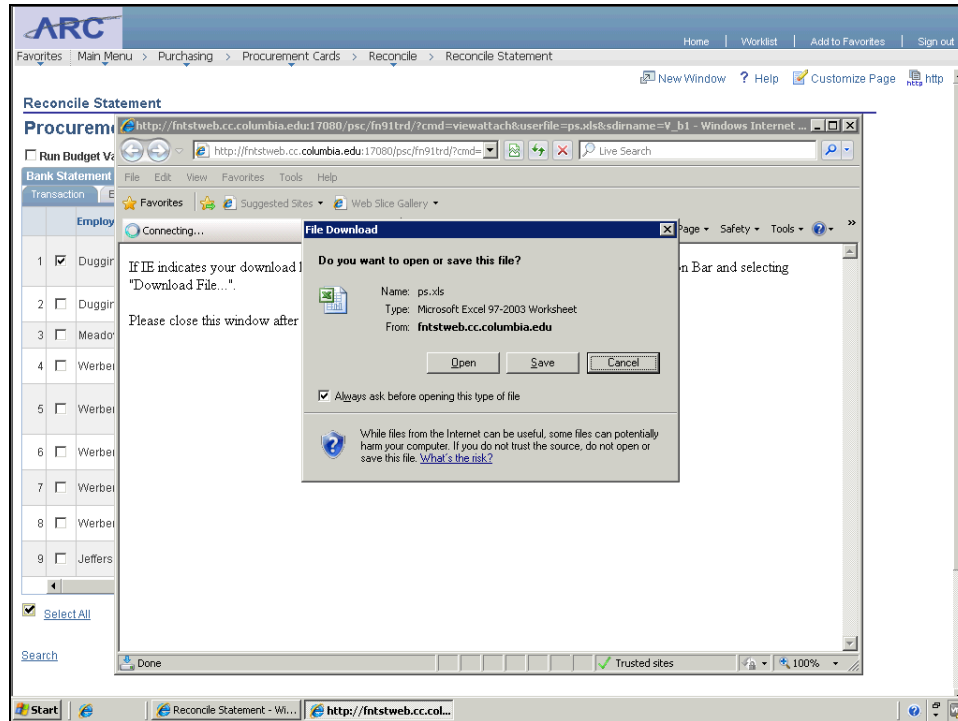
Bank Statement


	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/> Duggins,Ralph	PCARD	*****4900	12/09/2004	HOMEWOOD SUITES GRAND RAP	Staged	357.08	USD
2	<input type="checkbox"/> Duggins,Ralph	PCARD	*****4900	12/10/2004	SHELL OIL 50943800321	Staged	18.50	USD
3	<input type="checkbox"/> Meadows,Connie	PCARD	*****4759	11/22/2004	PAYMENT	Staged	-144,287.04	USD
4	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	12/06/2004	UNITED AIR 0167545674638	Staged	252.50	USD
5	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	11/28/2004	EMBASSY SUITES 9523	Staged	148.35	USD
6	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	12/13/2004	NATIONAL CAR RENTAL	Staged	63.83	USD
7	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	12/13/2004	OFFICE DEPOT #1078	Staged	11.73	USD
8	<input type="checkbox"/> Werber,Richard	PCARD	*****4762	11/29/2004	CHEVRON #00210339	Staged	27.90	USD
9	<input type="checkbox"/> Jeffers,Ella	PCARD	*****4765	11/17/2004	NATIONAL CAR RENTAL	Staged	100.00	USD

Select All Clear All

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

Step	Action
4.	Press the [Ctrl] key and click the Download button. 



Step	Action
5.	Click the Open button. 
6.	The search criteria are successfully exported to Excel.
7.	You have successfully learned how to export P-Card transactions to Excel. You can now move onto the <i>Key Terms</i> lesson where you will review key terms and definitions. End of Procedure.

Training Guide

Reconciling P-Card Transactions



Key Terms

The following terms will be helpful throughout the course:

Term	Definition
Billing Date	Indicates the P-Card billing date for the transactions that will be processed. A monthly statement date provided by Bank of America for P-Card transactions that have been posted.
Budget Status Validation	A validation of an existing budget row for the defined ChartField coding. The 3 statuses are: <ol style="list-style-type: none">1. Valid – Indicates that a valid budget row exists.2. Not Chk'd (Not Checked) – Indicates that a valid budget row has not been checked.3. Error – Indicates that no budget row exists.
ChartField Status	Identifies if the ChartField values used for distribution of charges are valid. The two statuses are: <ol style="list-style-type: none">1. Valid2. Recycled (indicates an error)
P-Card Reconciliation Status	There are 3 statuses: <ol style="list-style-type: none">1. Staged – Indicates that new transactions have been loaded and are ready to be reconciled.2. Verified – Indicates that the transaction has been reconciled.3. Approved – Indicates that the transaction has been approved.
SpeedChart	SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. SpeedCharts can be used to allocate transactions.



Course References

Please find links to all of the Job Aids, Policies, and Procedures that were referenced throughout this course:

1. Getting Started with the New Web-Based Training Tool
(http://finance.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_Started_With_the_Web_Based_Tool.pdf)
2. P-Card Reconciliation Guidance Job Aid
(http://finance.columbia.edu/files/gateway/content/training/job_aids/p_card_reconciliation_guidance_job_aid.pdf)
3. ChartField Job Aid
(http://finance.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_ChartStringing.pdf)
4. Reconciling P-Card Transactions Training Guide
(http://finance.columbia.edu/files/gateway/content/training/Training_Guides/Reconciling_P_Card_Transactions_TRAIN.pdf)



Knowledge Assessment

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (<https://columbia.service-now.com/> (<https://columbia.service-now.com/>)). *Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.*
2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a **score of 90% or higher (you will be limited to 3 attempts to pass)**. The Knowledge Assessments can be found in CourseWorks by clicking here (<https://newcourseworks.columbia.edu/samigo-app/servlet/Login?id=24ee3a89-cdaf-4a47-840d-238f01667e951341415352082>). If you have any questions about the training required for any security role, click here (<http://finance.columbia.edu/content/required-trainings-role>) for the Required Trainings by Role chart for more info.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.



Glossary

ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Billing Date	Indicates the P-Card billing date for the transactions that will be processed.
Budget Row	A valid ChartField combination in the system.
Budget Status	A validation of an existing budget for the defined ChartField coding.
Validation	
ChartField	Identifies if the ChartField values used for distribution of charges are valid.
Status	
ChartFields	The fields that make Columbia's Chart of Accounts and provide it with an overall structure. ARC has a total of eleven ChartFields which are recorded on every transaction.
Field	An area on a page that displays or requires data.
General Ledger	The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
Journal	Generates journal entries when accounting entries are created in application systems other than General Ledger (in ARC feeder applications or applications external to ARC).
Generator	
Project	Associates expenses with a specific funding source.
Proxy	A designated person selected to take action against a P-Card.
Receiving	A system record of goods received from purchase orders.
Security	Controls what level of access a user can have to pages, dollar thresholds, data, and allowable actions in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.
SpeedChart	A user-defined shorthand key that designates several ChartFields to be used for voucher entry.
Workflow	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account and dollar amount. Workflow manages and tracks the flow of work.