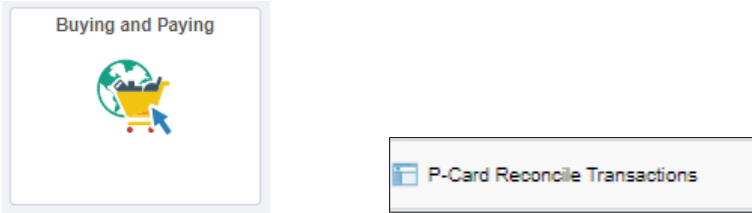The following is guidance on best practices when reviewing, reconciling, and approving P-Card transactions in ARC.
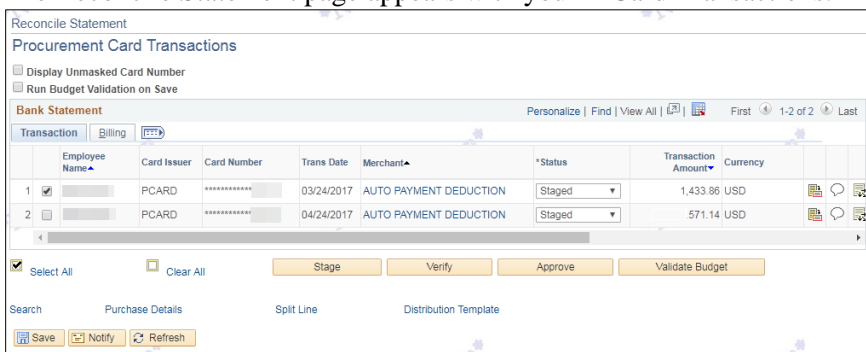
Reviewing Transactions

Click the Buying and Paying tile and click **P-Card Reconcile Transactions** from the left side menu.

Or

Navigate to the **NavBar** > **Main Menu** > **Purchasing** > **Procurement Cards** > **Reconcile** > **Reconcile Statement**. The Reconcile Statement page appears with your P-Card Transactions.
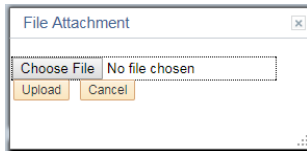

Reconciling Transactions

1. For each transaction you are reconciling, click the **Comments** 💬 icon to add comments and attach relevant documentation.
    The ProCard Comments window appears.

    - Type any relevant comments regarding the transaction.
    - Click the **Attach** button. The File Attachment dialog appears

    - Click the **Choose File** button to search and select the relevant document file and click **Upload**.
    - To attach additional documents for the transaction, click the **+** button.
    - Click **OK**.

2. To view or edit the ChartString associated with the each transaction, click the **Distribution** 🗒 icon.

- If necessary, edit the ChartString. You can scroll to the right to click the **+** button to add additional Distribution Lines.
- Click **OK**.

3. Click the **Checkbox** next to each Transaction you are reconciling.
4. Click the **Validate Budget** button.
   The Budget Status field for each transaction should indicate *Valid*. If *Error* is indicated, the existing budget for the Distribution indicated is not valid.
5. Click the **Verify** button. The Status of each Transaction will indicate Verified.
6. Click **Save**.

Documenting a Disputed Transaction

You can mark a disputed transaction by documenting the amount in dispute. If the records disagree with the billing amount, enter the amount difference. You must follow up with the merchant or Bank of America to settle the disputed amount. You can still Verify the purchase even if the amount is in dispute.

1. Click the **Billing** tab from the Reconcile Statement page.
2. Enter the amount difference in the **Dispute Amount** field.

Resolving a Disputed Transaction

1. Navigate to the **NavBar** > **Main Menu** > **Purchasing** > **Procurement Cards** > **Reconcile** > **Review Disputes**.
   The Review Disputes page appears.

2. Select the **Collected** checkbox next to the transaction.
3. Click the **Comments** 💬 icon to add comments.

4. Type your comments and click **OK**.
5. Click **Save**.

Note: *You may also determine that the charge was correct. Update dispute amount to $0 to resolve the dispute.*

Using the Reconcile Statement Search Page

Click the Buying and Paying tile and click **P-Card Reconcile Transactions** from the left side menu.

Or
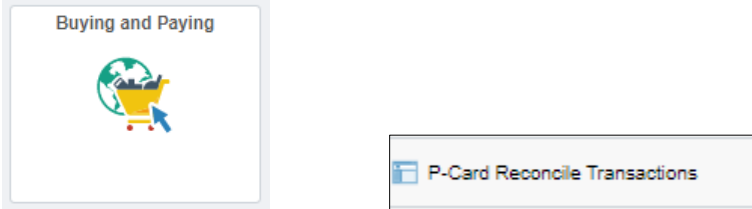
Navigate to the **NavBar** > **Main Menu** > **Purchasing** > **Procurement Cards** > **Reconcile** > **Reconcile Statement**.

If you If you do not have a current statement to reconcile, you can search for past statements using the Reconcile Statement Search.

Search for transactions using the following required criteria:

- **Card Issuer** = Procurement Card – Regular
- **Billing Date** = Current Billing Period
- **Statement Status** = Staged or Verified

You can enter **Posted Date From** and **Posted Date To** fields to capture a range of transactions that fall within a particular Posted Date. Reconcilers should set Statement Status to "Staged" to see only those transactions pending reconciliation. Approvers should set Statement Status to "Verified" to see only those transactions that have been reconciled by the Reconciler.

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK