



Reconcilers & Verifiers Manual

PCard Services

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Department Users

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

Overview

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

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

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

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

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

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

Occurrence

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

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General Information

The following pages show the details of how to access and process PCard transactions in the FAST PCard Module. Please note that travel transactions are also loaded into the FAST PCard module to be reviewed and reconciled, however, they still must be processed according to the Travel Department rules and policies.

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

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

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

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

Misuse of the PCard occurs when rules are intentionally violated. Misuse may result in the suspension or revocation of privileges. It is important to remain aware of the rules. PCard Services should be contacted if there is any doubt regarding any of the rules.

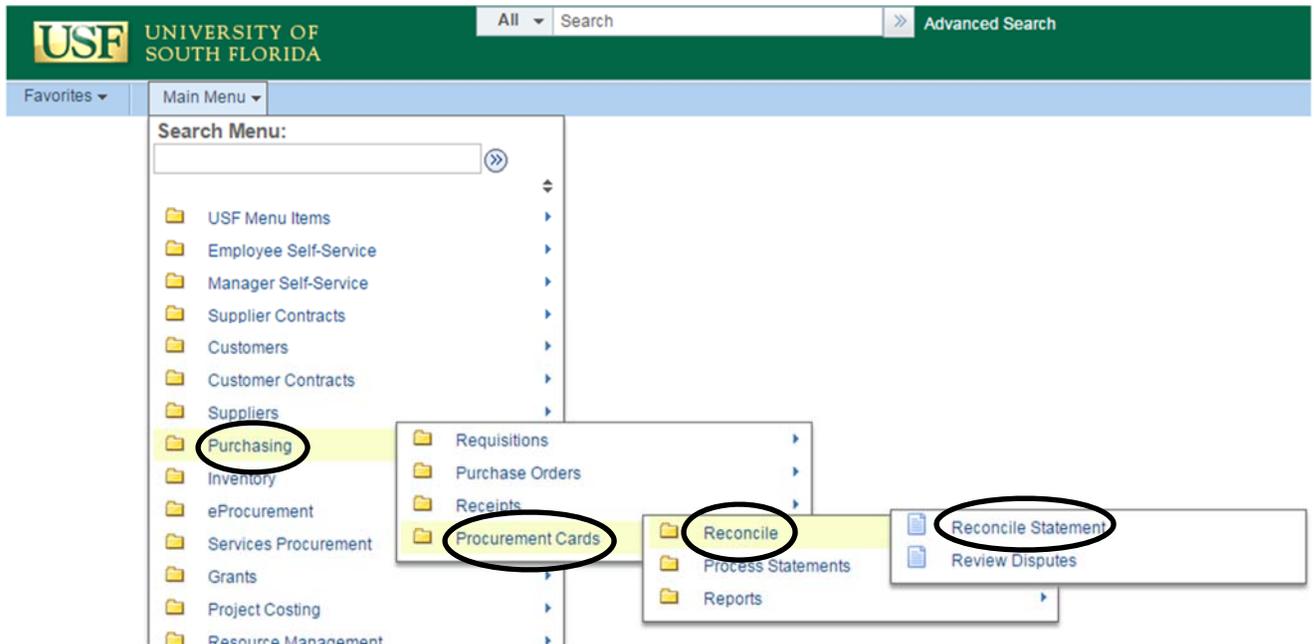
USF has a robust and growing PCard Program. We are proud to serve you and welcome suggestions for improvement. Our general email box is: PCard@usf.edu

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Reconciliation of Bank Charges

Navigate to the Reconcile Statement Page

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



Reconcilers & Verifiers Manual

Find Cardholder Transactions

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

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To

Charge Type

Posted Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

2.2. The system will return the transactions for one cardholder or all transactions for all cardholders the Proxy has authorization to review. The system will only show cardholders that have existing charges to approve. If no charges exist, the search will show 'No Transactions Found' and no further action is needed by the Proxy.

2.3. The above screen shows the initial entry in this module. You may click on Search for direct entry to the charges or modify the selection criteria for the available parameters.

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PCard Services

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | | First 1-4 of 4 Last

Transaction **Billing**

Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Applan Travel	Voucher Error
1	XXXXXXXXXX	JPMC	XXXXXXXXXX	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	Not Chk'd	Valid	No	No	No
2	XXXXXXXXXX	JPMC	XXXXXXXXXX	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD	Not Chk'd	Valid	No	No	No
3	XXXXXXXXXX	JPMC	XXXXXXXXXX	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD	Not Chk'd	Valid	No	No	No
4	XXXXXXXXXX	JPMC	XXXXXXXXXX	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD	Not Chk'd	Valid	No	No	No

Select All Clear All Verify Approve Validate Budget

Search Purchase Details Split Line for PCard Only Distribution Template

Save Notify Refresh

2.4. Note that the status is Staged

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

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

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | | First 1-4 of 4 Last

Transaction **Billing**

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	0000000001	05/05/2017	245.00	USD		0.00	<input type="checkbox"/>
2	8086	05/05/2017	6.10	USD		0.00	<input type="checkbox"/>
3	101304	05/05/2017	85.00	USD		0.00	<input type="checkbox"/>
4	613042813010007	05/05/2017	149.00	USD		0.00	<input type="checkbox"/>

Select All Clear All Verify Approve Validate Budget

Search Purchase Details Split Line for PCard Only Distribution Template

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

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PCard Services

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

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | | First 1-4 of 4 Last

Transaction	Billing	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Appian Travel	Voucher Error
1		100011111	Lynn, Mervin	JPMC	*****2772	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	Not Chk'd	Valid	No		No
2		100011111	Lynn, Mervin	JPMC	*****2772	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD	Not Chk'd	Valid	No		No
3		100011111	Lynn, Mervin	JPMC	*****2772	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD	Not Chk'd	Valid	No		No
4		100011111	Lynn, Mervin	JPMC	*****2772	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD	Not Chk'd	Valid	No		No

Select All Clear All

Search

Message

If you change the search criteria you may lose any unsaved data. Do you want to proceed? (10070,166)

To save any changed data, choose No and then click the Save button. After saving the data, you can click Search button again and change search criteria.

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

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The screenshot shows the 'ProCard Recon Workbench' window with a 'Reconcile Statement Search' form. The form includes fields for Role Name, Employee ID (0000000001), Name (Bull, Rocky), Card Issuer (JPMORGAN CHASE), Card Number, Transaction Number, Merchant, Sequence Number, Line Number, Billing Date, Statement Status (dropdown menu), Budget Status (dropdown menu), Chartfield Status, Transaction Date (05/15/2017), Charge Type (dropdown menu with 'Staged' selected), Posted Date, and Rows Per Page (50). There are also checkboxes for 'Exact Match' and 'Auto Save When Scrolling Through Chunks', and buttons for 'OK', 'Cancel', and 'Clear'.

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

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Appian Travel	Voucher Error
1	0000000001	Rocky Bull	JPMC	*****777	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	Not Chk'd	Valid	No	No	No
2	0000000001	Rocky Bull	JPMC	*****555	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD	Not Chk'd	Valid	No	No	No
3	0000000001	Rocky Bull	JPMC	*****555	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD	Not Chk'd	Valid	No	No	No
4	0000000001	Rocky Bull	JPMC	*****555	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD	Not Chk'd	Valid	No	No	No

Select All Clear All

Search Purchase Details Split Line for PCard Only Distribution Template

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Using Templates

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

Step 1 | Navigate to Reconcile Statement Page

See Reconciliation of Bank Charges Section Step 1

Step 2 | Optional: Use Distribution Template

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

Step 3 | Create Template

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

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Pers

Transaction	Billing	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency			
1	<input type="checkbox"/>	0000110000	Erin M. Lewis	JPMC	*****7750	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD			
2	<input type="checkbox"/>	0000111500	Erin M. Lewis	JPMC	*****8000	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD			
3	<input type="checkbox"/>	0000111500	Erin M. Lewis	JPMC	*****8000	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD			
4	<input type="checkbox"/>	0000111500	Erin M. Lewis	JPMC	*****8000	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD			

Select All Clear All Verify Approve Validate Budget

Search Purchase Details Split Line for PCard Only Distribution Template

Save Notify Refresh

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

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

ProCard Distrib Templates

SpeedChart

Distributions

Seq	Pct	*GL Unit	Oper Unit	Fund	*Account	Dept	Product	Initiative	PC Bus Unit
1	100.0000	USF01	TPA	10000	64900	120500	000000	0000000	

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

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

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Pers

Transaction	Billing	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency			
1	<input type="checkbox"/>	000010050	Legislative Liaison	JPMC	*****7757	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD			
2	<input type="checkbox"/>	000011157	Ann, Nevada	JPMC	*****9000	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD			
3	<input type="checkbox"/>	000011157	Ann, Nevada	JPMC	*****9000	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD			
4	<input type="checkbox"/>	000011157	Ann, Nevada	JPMC	*****9000	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD			

Select All Clear All

Verify Approve Validate Budget

Search Purchase Details Split Line for PCard Only Distribution Template

Save Notify Refresh

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

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

3.8. Click Save to keep your descriptions or comments

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Split a Transaction Line

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

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

The screenshot shows the 'Procurement Card Transactions' interface. At the top, there are links for 'Reconcile Statement' and 'Procurement Card Transactions'. A checkbox labeled 'Run Budget Validation on Save' is checked. Below this is a 'Bank Statement' section with a 'Transaction' tab selected. A table lists four transactions with columns for Empl ID, Employee Name, Card Issuer, Card Number, Trans Date, Load Date, Merchant, *Status, Transaction Amount, and Currency. Transaction 1 is checked. Below the table are 'Select All' and 'Clear All' checkboxes, and 'Verify', 'Approve', and 'Validate Budget' buttons. At the bottom, there are links for 'Search', 'Purchase Details', 'Split Line for PCard Only', and 'Distribution Template', along with 'Save', 'Notify', and 'Refresh' buttons. Arrows point from the text instructions to the checkbox in the first row and the 'Split Line for PCard Only' link.

Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/> Ericotom, Lad	JPMC	*****	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD
2	<input type="checkbox"/> Zee, Nicholas	JPMC	*****	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD
3	<input type="checkbox"/> Zee, Nicholas	JPMC	*****	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD
4	<input type="checkbox"/> Zee, Nicholas	JPMC	*****	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD

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

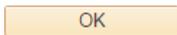
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PCard Services

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



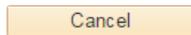
Description	Transaction Amount	Billing Amount	Percentage		
0000000001 - TEST	245.00	245.00	100.000000		

4.4. Add a description or explanation and Click OK



Description	Transaction Amount	Billing Amount	Percentage		
0000000001 - TEST	122.50	122.50	50.000000		
0000000002 - TEST	122.50	122.50	50.000000		

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement



Transaction	Billing	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency			
1	<input checked="" type="checkbox"/>	0000000001	Engelhorn, L	JPMC	*****7332	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	122.50	USD			
2	<input checked="" type="checkbox"/>	0000000002	Engelhorn, L	JPMC	*****7332	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	122.50	USD			
3	<input type="checkbox"/>	0000000003	Engelhorn, L	JPMC	*****5099	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD			
4	<input type="checkbox"/>	0000000004	Zannini, C	JPMC	*****5099	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD			
5	<input type="checkbox"/>	0000000005	Zannini, C	JPMC	*****5099	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD			

Select All Clear All







Search Purchase Details Split Line for PCard Only Distribution Template

4.5. A separate line is created on the statement

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PCard Services

Change Chartfield Distribution and/or Budget Check a Transaction

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

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Per

Transaction	Billing	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	
1 00000003858	<input type="checkbox"/>		Isupriyani, A	JPMC	*****	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	

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

Distributions

Chartfields Details/Tax Asset Information Statuses Appian TR

Dist	Percent	Amount	Currency	*GL Unit	Oper Unit	Fund	*Account	Dept	Product	Initiative	PC Bus Unit	Project
1	100.0000	245.00	USD	USF01	TPA	10000	64900	120500	000000	0000000		

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

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PCard Services

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

Distributions													
Chartfields													
Dist	Percent	Amount	Currency	*GL Unit	Oper Unit	Fund	*Account	Dept	Product	Initiative	PC Bus Unit	Project	Activity ID
1	100.0000	245.00	USD	USF01	TPA	10000	64900	120500	000000	0000000	GRT01	79030003500	BUDGET

5.7. Be sure to change the Account number from 64900 which is a generic number to one that better describes the purchase

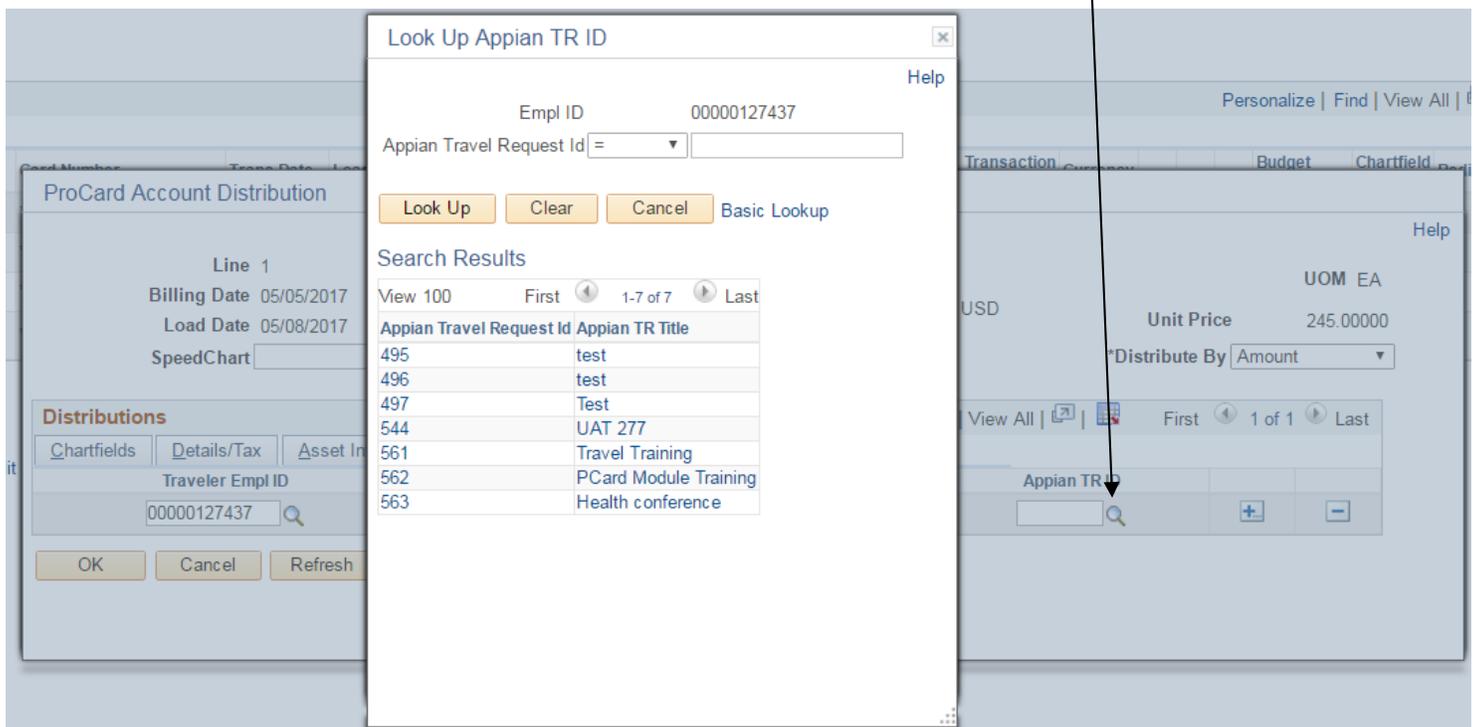
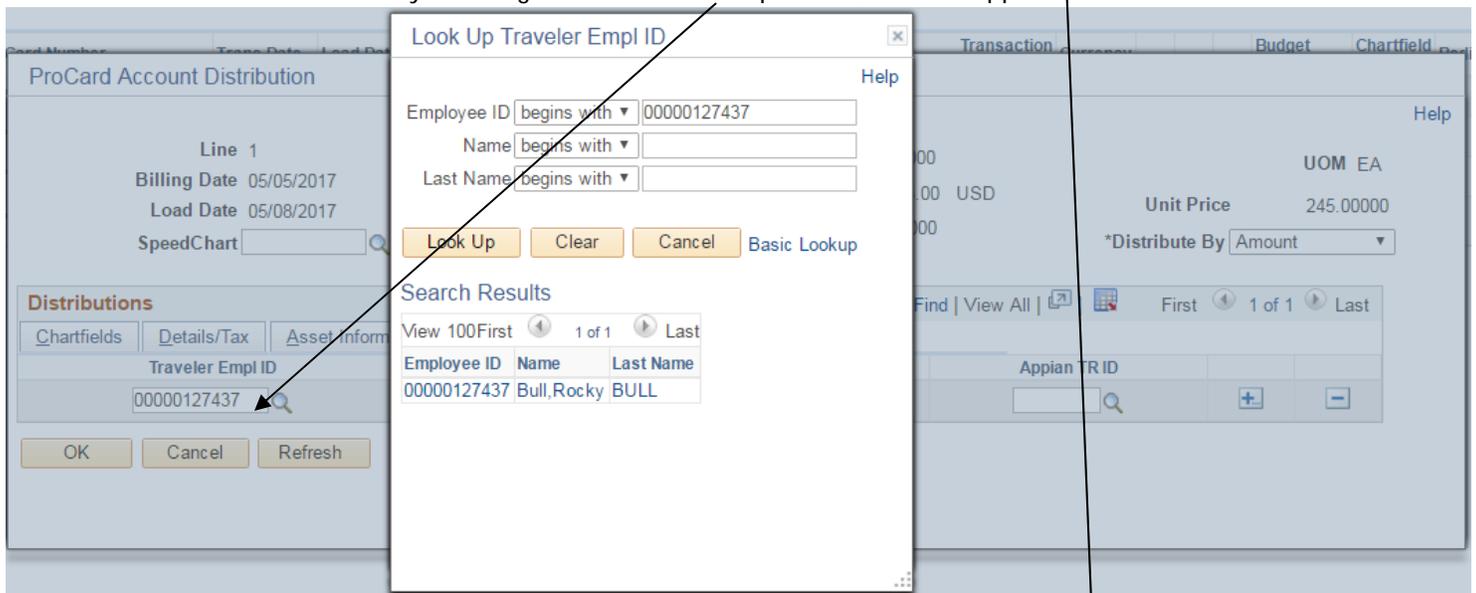
5.8. If this PCard charge is travel related, click on the Appian TR tab

Distributions													
Chartfields													
Dist	Percent	Amount	Currency	*GL Unit	Oper Unit	Fund	*Account	Dept	Product	Initiative	PC Bus Unit	Project	Activity ID
1	100.0000	245.00	USD	USF01	TPA	10000	60000	120500	000000	0000000			

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5.9. Associate a traveler by entering in the Traveler Empl ID and then an Appian TR ID



5.9.1. Note: only TRs approved or in progress previously created in Archivum Travel display in the Look Up. If the PCard charge is travel related, ensure that the account defined in the Chartfield tab is a travel account, otherwise you may receive warning messages.

5.10. Click OK to return to the main statement page

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Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Pe

Transaction	Billing	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/>	00000110617	Enochson, Lael	JPMC	*****	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	
2	<input type="checkbox"/>	00000110617	Zeman, Nicholas	JPMC	*****	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD	
3	<input type="checkbox"/>	00000110617	Zeman, Nicholas	JPMC	*****	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD	
4	<input type="checkbox"/>	00000110617	Zeman, Nicholas	JPMC	*****	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASSEE	Staged	149.00	USD	

Select All Clear All

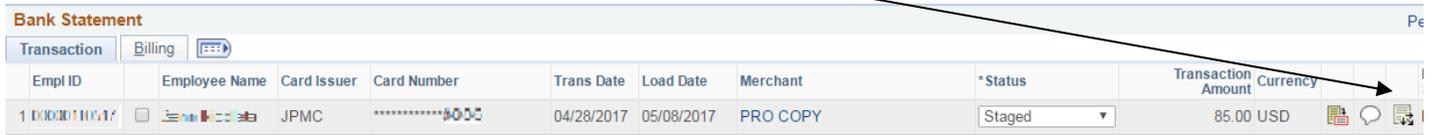
Search Purchase Details Split Line for PCard Only Distribution Template

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

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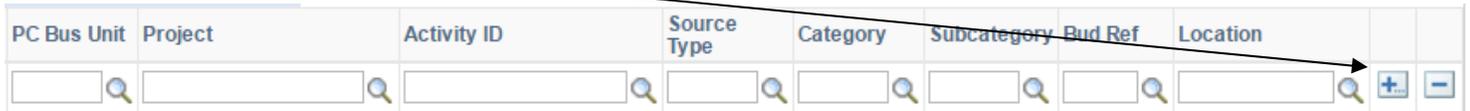
Split a Distribution

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



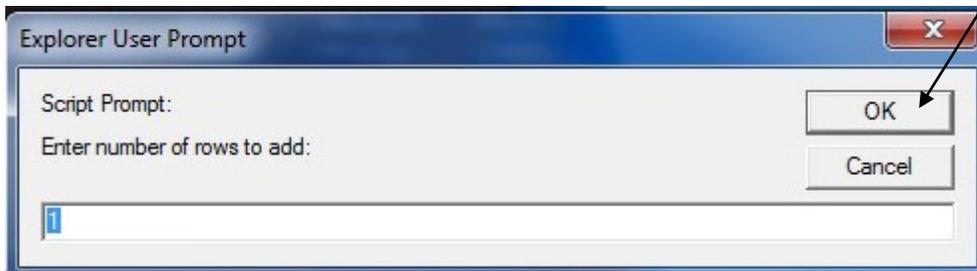
Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency
1		JPMC	*****8000	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD

6.2. Click the Add icon



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

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



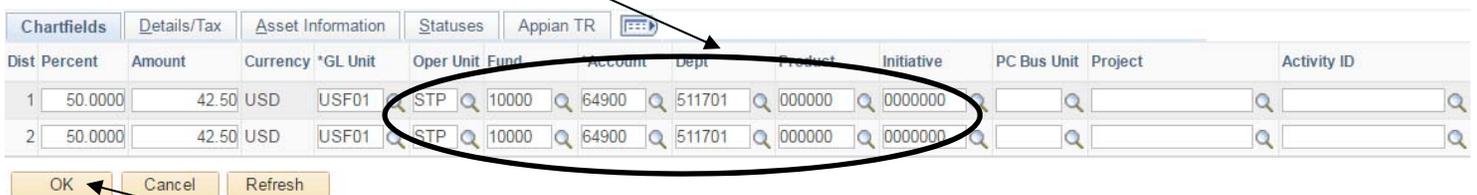
Explorer User Prompt

Script Prompt:
Enter number of rows to add:

1

OK Cancel

6.4. Change Distribution as needed

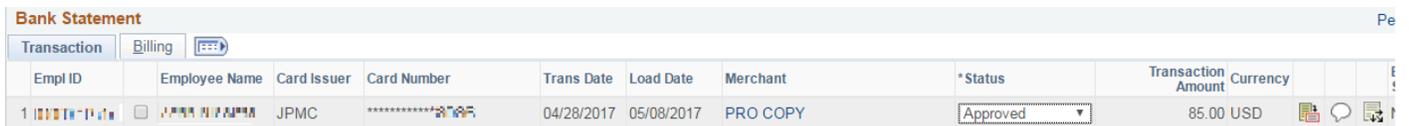


Dist	Percent	Amount	Currency	*GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project	Activity ID
1	50.0000	42.50	USD	USF01	STP	10000	64900	511701	000000	0000000			
2	50.0000	42.50	USD	USF01	STP	10000	64900	511701	000000	0000000			

OK Cancel Refresh

6.5. Click OK to get back to the previous screen

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



Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency
1		JPMC	*****8000	04/28/2017	05/08/2017	PRO COPY	Approved	85.00	USD

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PCard Services

Approved Transactions

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

Disputes

Step 1 | Record Disputes

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



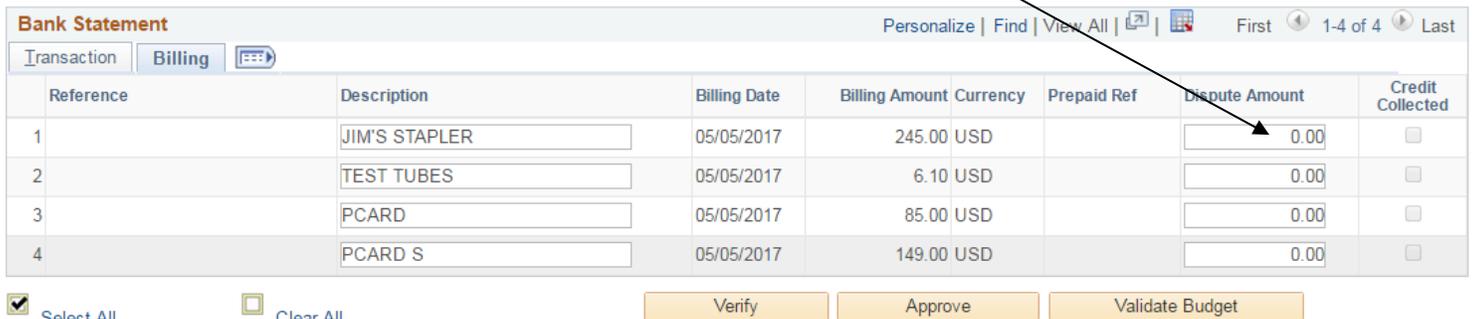
Bank Statement Personalize | F

Transaction **Billing** 

Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
1 00000	Engle, Laura, La	JPMC	*****	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	Not Chk'd
2 00000	Allen, Harold	JPMC	*****	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD	Not Chk'd
3 00000	Zorn, Nicole	JPMC	*****	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD	Not Chk'd
4 00000	Zorn, Nicole	JPMC	*****	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD	Not Chk'd

- 7.2. Please the amount of the dispute in the Dispute Amount column

7.2.1. Use ONLY the total transaction amount



Bank Statement Personalize | Find | View All | First 1-4 of 4 Last

Transaction **Billing** 

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	JIM'S STAPLER	05/05/2017	245.00	USD		0.00	<input type="checkbox"/>
2	TEST TUBES	05/05/2017	6.10	USD		0.00	<input type="checkbox"/>
3	PCARD	05/05/2017	85.00	USD		0.00	<input type="checkbox"/>
4	PCARD S	05/05/2017	149.00	USD		0.00	<input type="checkbox"/>

Select All Clear All Verify Approve Validate Budget

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

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Bank Statement											Personalize F
Transaction	Billing										
Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	
1 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	Not Chk'd	
2 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD	Not Chk'd	
3 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD	Not Chk'd	
4 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD	Not Chk'd	

7.4. Click on the comments link to record information about the dispute

Transaction Line Comments

Find | View All First 1 of 1 Last

Status: Active

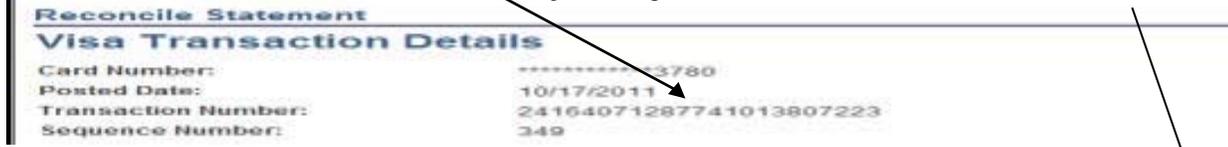
Comments:
Service not completed as specified. Spoke with Fred 05/22/17 JB

Associated Document

Attachment Attach View Delete

OK Cancel Refresh

- 7.5. After you have finished entering your comments, click OK to go back to the previous screen
- 7.6. If the transaction charge is in dispute, the cardholder should call JP/Morgan Chase to report the dispute.
- 7.7. The dispute will serve as a reminder that a credit is outstanding or the dispute is unresolved. The system cannot make a partial payment on a single transaction. Remember to SAVE information before proceeding.
- 7.8. The Transaction Number shown below is this 23 digit number, if it's necessary. This reference number is assigned to the charge by the vendor and their servicing financial institution and is unique to each charge by that vendor. You can find this number by clicking on the Line Details icon indicated below.



Bank Statement											Personalize F
Transaction	Billing										
Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	
1 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.00	USD	Not Chk'd	
2 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.10	USD	Not Chk'd	
3 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/28/2017	05/08/2017	PRO COPY	Staged	85.00	USD	Not Chk'd	
4 000001100001	Engels, Lora, Lora	JPMC	*****1000	04/28/2017	05/08/2017	HOMEWOOD SUITES TALLAHASS	Staged	149.00	USD	Not Chk'd	

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Step 2 | Record Dispute Resolution

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

The screenshot shows the navigation menu for Procurement Cards. The 'Reconcile' option is highlighted, and its sub-menu is open, showing 'Reconcile Statement' and 'Review Disputes' as options. A table of transactions is visible in the background.

Trans Date	Load Date	Merchant	*Status	Transact Amo
04/28/2017	05/08/2017	FLORIDA FEDERATION OF	Staged	245.
04/27/2017	05/08/2017	SUNOCO 0529944100	Staged	6.
		PRO COPY	Staged	85.
		LOMEWOOD SUITES ALLAHASS	Staged	149.

- 8.3. Click on the Comments link

The screenshot shows the 'Review Disputes' page. A table of transactions with disputes is displayed. The 'Comments' link (represented by a speech bubble icon) is highlighted with an arrow.

Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	85.00	*****8086	101304	04/28/2017	85.00 USD		PRO COPY

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8.4. Add comments and click OK when done

ProCard Comments

Line 1 Description 101304
Reference

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status Active

Service not completed as specified. Spoke with Fred 05/22/17 JB
Credit received 05/25/17 TDs

Associated Document

Attachment Attach View Delete

OK Cancel

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

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Closing

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

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