



About PCard / ISSP Reconciliation and Approval

Transactions are loaded daily into Cardinal from the PCard Card Issuer and ISSP vendor with a Status of Staged. In order to comply with Agency PCard requirements and the CAAP Manual fiscal policy each PCard holder must reconcile their transactions within 5 days of the posted date. ISSP cardholders reconcile ISSP transactions daily. Both PCard and ISSP transactions are verified by their cardholders for accuracy and additional data may be entered to include, accounting distributions, descriptions, Vendor ID and eVA PO Type as necessary. Once a transaction's Status is updated to Verified by the cardholder, the transactions are reviewed and approved by the supervisor. Approved transactions are sent to the Accounts Payable (AP) module for further processing and payment to the vendor.

Users with the role of PCard Administrator can access Verified transactions that are ready for approval using an approval pagelet. The pagelet view can be set up on the approver's Home page. Multiple PCard or ISSP transactions may be simultaneously accessed, reviewed, and approved by navigating to the reconciliation pages.

For additional instructions on the reviewing, reconciling, approving, and reporting on PCard and ISSP transactions, refer to the course titled 501 PR349 Managing PCard & ISSP Transactions.

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Cardholder Reconciliation - PCard & ISSP

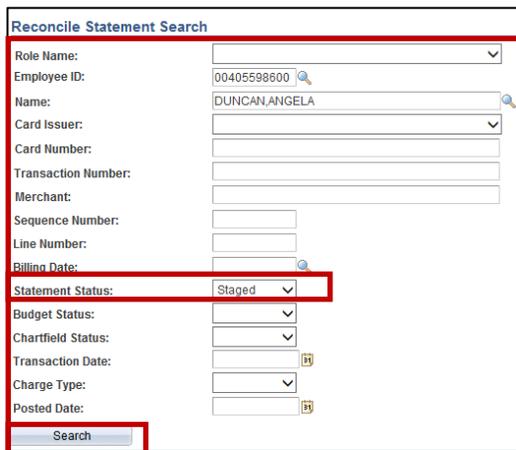
Review & Verify – PCard & ISSP

The process to reconcile PCard or ISSP transactions, for an employee or District respectively, is done from the **Reconcile Statement – Procurement Card Transactions** page.

Access the Transactions

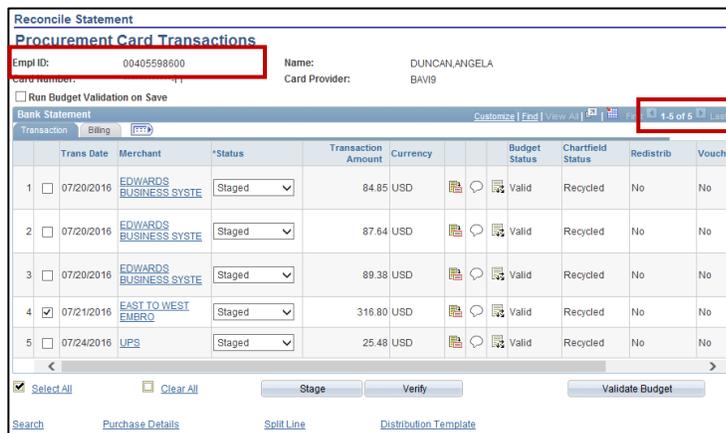
- 1 Navigate to the **Reconcile Statement Search** page using the following path:

Main menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement



- 2 Narrow your search for transactions related to a particular employee (PCard) or District (ISSP) using the search criteria.
 - a. Employees and Districts may both be found using the **Employee ID** field. To search for Districts use the **Look Up Employee Id** icon and the operator of **Begins With** set to **ISSP**.
- 2 Set the **Statement Status = Staged**.
- 3 Click on the **Search** button. The **Reconcile Statement – Procurement Card Transactions** page displays. The PCard and ISSP search results pages will look slightly different, but it is still the same page with the same functionality.

PCard: Employee Transactions:



Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vouche
1	07/20/2016	EDWARDS BUSINESS SYSTEME	Staged	84.85	USD	Valid	Recycled	No	No
2	07/20/2016	EDWARDS BUSINESS SYSTEME	Staged	87.64	USD	Valid	Recycled	No	No
3	07/20/2016	EDWARDS BUSINESS SYSTEME	Staged	89.38	USD	Valid	Recycled	No	No
4	07/21/2016	EAST TO WEST EMERGO	Staged	316.80	USD	Valid	Recycled	No	No
5	07/24/2016	UPS	Staged	25.48	USD	Valid	Recycled	No	No

ISSP: District Transactions:

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transact Amnt
46	WOODS,LOIS	BAV11	*****0215	07/15/2016	PREMIER STAFFING SOURCE	Verified	36
47	WOODS,LOIS	BAV11	*****0215	07/15/2016	PREMIER STAFFING SOURCE	Verified	42
48	WOODS,LOIS	BAV11	*****0215	07/15/2016	PREMIER STAFFING SOURCE	Verified	26
49	WOODS,LOIS	BAV11	*****0215	07/15/2016	PREMIER STAFFING SOURCE	Verified	45
50	WOODS,LOIS	BAV11	*****0215	07/15/2016	PREMIER STAFFING SOURCE	Verified	45
51	EVERSOLE,MELISSA	BAV11	*****0343	07/25/2016	W-L CONSTRUCTION & PAVIN	Staged	1,34
52	CREGGER,TIMOTHY	BAV11	*****0418	07/25/2016	IN *SEXTON'S,INC.	Staged	5
53	ALDERSON,AUDREY	BAV11	*****0446	07/25/2016	TMS'LIFT TECHNOLOGY,IN	Staged	27
54	KEENE,GLENDA	BAV11	*****0649	07/26/2016	W-L CONSTRUCTION & PAVIN	Staged	14

- There may be more transactions than can be seen on this first page. Click on the arrow icons in the **Bank Statement** header section to scroll through, view, and take action on the additional transactions. Use the following steps to review each transaction.

Review the Purchase Details (eVA PO Type)

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vouche
1	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	84.85	USD	Valid	Recycled	No	No
2	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	87.64	USD	Valid	Recycled	No	No
3	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	89.38	USD	Valid	Recycled	No	No
4	07/21/2016	EAST TO WEST EMBRQ	Staged	316.80	USD	Valid	Recycled	No	No
5	07/24/2016	UPS	Staged	25.48	USD	Valid	Recycled	No	No

- Click on the checkbox next to the transaction line you wish to review.
- Click on **Purchase Details** hyperlink. The **Reconcile Statement - Purchase Details** page displays.
 - When you access the **Reconcile Statement - Purchase Details** page the **eVA PO Type** is automatically updated to **OTC**. If you skip accessing this page the **eVA PO Type** remains blank. To ensure the field is not left blank, and to update the **eVA PO Type** from the updated value of **OTC** to a correct value for this purchase, you must access the **Purchase Details** page.

PCard / ISSP Reconciliation and Approvals

Reconcile Statement

Purchase Details

Line: 1
 Merchant: EAST TO WEST EMBRO
 City: MANASSAS
 State: VA
 Country: USA

Purchase Order

*Business Unit: 50100 Original PO: eVA PO Type: OTC Over The Counter eVA Exempt
 PO ID:
 PO Line:
 PO Sched:
 Vendor ID:
 Address Sequence Nbr:

Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 316.80000 USD
 Tax Paid
 Bill Includes Tax if Applied
 Transaction Amount: 316.80

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK Cancel Refresh

Look Up

Select one of the following values:

E01	Emergcy Bill Vendor
EPO	Existing PO
EVP	eVA Purchase Order
GOP	Grant Opportunity
INV	PCard Payment of Invoice
ISP	Integrated Supply Serv Prog
OTC	Over The Counter eVA Exempt
P01	Proprietary Bill Vendor
R01	Routine Bill Vendor
S01	Sole Src Bill Vendor
VE1	Emergcy VITA Bill Vendor
VP1	Proprietary VITA Bill Vendor
VR1	Routine VITA Bill Vendor
VS1	Sole Src VITA Bill Vendor
X02	Excluded Per APSPM

Cancel

eVA PO Types:

- 7 Select the proper value for the **eVA PO Type** field. The typical values used for PCard transactions include:
 - **EPO**: used when making a PCard payment against an existing Cardinal Purchase Order.
 - Enter **PO ID**, **PO Line**, **PO Sched**, **Vendor ID (if empty)**, **Address Sequence Nbr**, **Ship To** and **Item ID**. If the NIGP item is matched to the vendor ID, the Item ID lookup will display those Items for selection. If not, you must clear the Vendor ID field first. Enter the selected item and re-enter the Vendor ID.
 - **EVP**: used when making a PCard payment against an eVA Purchase Order/DO.
 - **INV**: used for payment of non-PO related invoices and is not generally used.
 - **OTC**: used for transactions that are performed at the counter (point of sale) and a receipt is in hand.
 - **R01**: used to generate a confirming PO in eVA, in accordance with the APSPM, and sent to the Merchant.
 - The **Vendor ID** is displayed which means the merchant is a **Preferred Vendor**. It is not exempt and a confirming order must be sent to eVA who will forward the order to the vendor. If the **Vendor ID** is not shown the vendor needs to be set up as a **Preferred Vendor**. For instructions on setting up a PCard merchant as a vendor in Cardinal refer to the job aid titled **PCard Merchant to Preferred Vendor**.
 - Enter the **Item ID**; an item must be selected.
 - Enter the **Address Sequence Nbr**.
 - Enter a **Ship To** location.
 - **X02**: used when the transaction is exempt from a Purchase Order, per the APSPM.
- 8 Verify and update the page information as needed.
- 9 Click the **OK** button. The **Reconcile Statement – Procurement Card Transactions** page displays.

Reconcile Statement
Procurement Card Transactions

Empl ID: 00405598600 Name: DUNCAN,ANGELA
 Card Number: *****-j Card Provider: BAV19

Run Budget Validation on Save

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

Transaction **Billing** [PDF]

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher
1	<input type="checkbox"/>	07/20/2016 EDWARDS BUSINESS SYSTE	Staged	84.85	USD	Valid	Recycled	No	No
2	<input type="checkbox"/>	07/20/2016 EDWARDS BUSINESS SYSTE	Staged	87.64	USD	Valid	Recycled	No	No
3	<input type="checkbox"/>	07/20/2016 EDWARDS BUSINESS SYSTE	Staged	89.38	USD	Valid	Recycled	No	No
4	<input checked="" type="checkbox"/>	07/21/2016 EAST TO WEST EMBRO	Staged	316.80	USD	Valid	Recycled	No	No
5	<input type="checkbox"/>	07/24/2016 UPS	Staged	25.48	USD	Valid	Recycled	No	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

10 Click on the **Billing** tab.

Reconcile Statement
Procurement Card Transactions

Empl ID: 00405598600 Name: DUNCAN,ANGELA
 Card Number: *****-j Card Provider: BAV19

Run Budget Validation on Save

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

Transaction **Billing** [PDF]

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	Office Spplies	08/15/2016	84.85	USD		0.00	<input type="checkbox"/>
2		08/15/2016	87.64	USD		0.00	<input type="checkbox"/>
3		08/15/2016	89.38	USD		0.00	<input type="checkbox"/>
4		08/15/2016	316.80	USD		0.00	<input type="checkbox"/>
5		08/15/2016	25.48	USD		0.00	<input type="checkbox"/>

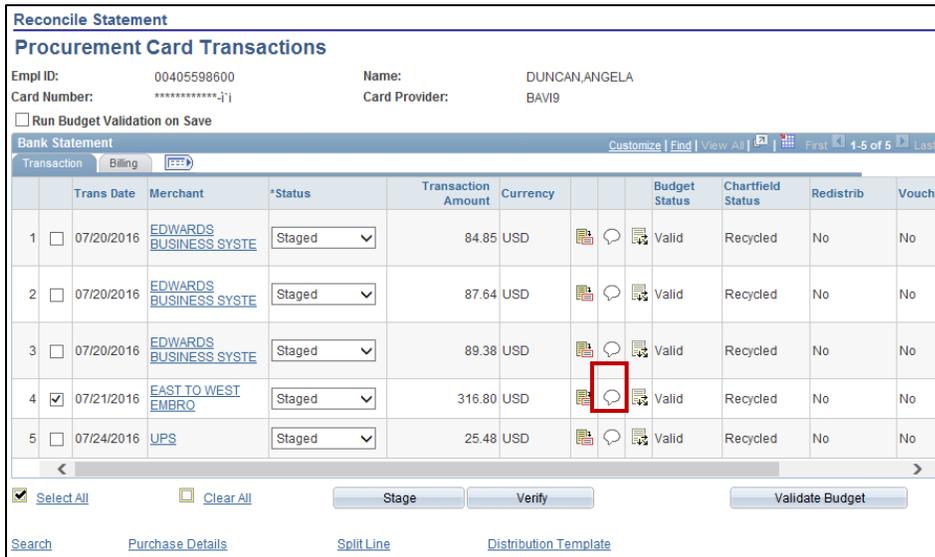
Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

11 Enter a **Description** for each of the items purchased. This will display on the **Monthly PCard Statement** query.

12 Click on the **Transaction** tab.

Enter Comments



Reconcile Statement
Procurement Card Transactions

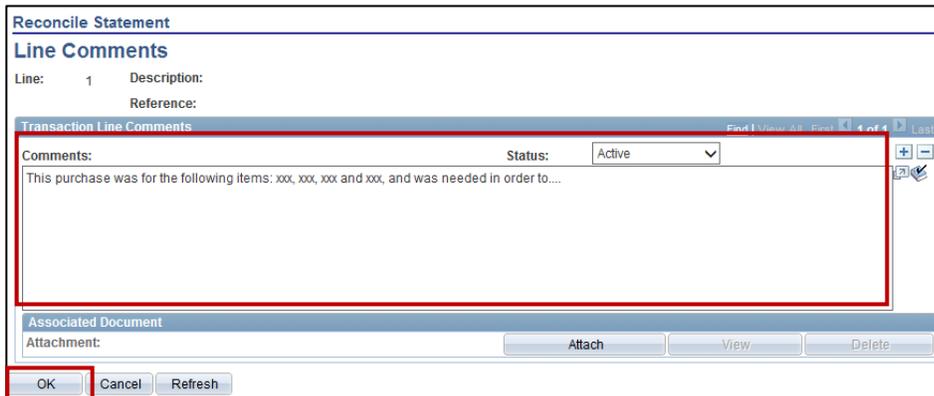
Empl ID: 00405598600 Name: DUNCAN,ANGELA
 Card Number: *****-j Card Provider: BAV19

Run Budget Validation on Save

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher
1	<input type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	84.85	USD	Valid	Recycled	No	No
2	<input type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	87.64	USD	Valid	Recycled	No	No
3	<input type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	89.38	USD	Valid	Recycled	No	No
4	<input checked="" type="checkbox"/>	07/21/2016	EAST TO WEST EMBRO	Staged	316.80	USD	Valid	Recycled	No	No
5	<input type="checkbox"/>	07/24/2016	UPS	Staged	25.48	USD	Valid	Recycled	No	No

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

13 Click on the **Comments** icon. The **Reconcile Statement – Line Comments** page displays.



Reconcile Statement
Line Comments

Line: 1 Description:
 Reference:

Transaction Line Comments

Comments: Status: Active

This purchase was for the following items: xxx, xxx, xxx and xxx, and was needed in order to...

Associated Document

Attachment: Attach View Delete

Buttons: OK, Cancel, Refresh

14 Enter a comment that clearly details the transaction. If necessary, or as required, you may enter multiple comments and attach associated documents, e.g., vendor quote or receipt.

- a. For an **eVA PO Type = EVP**, enter the **DO #**.

15 Click on the **OK** button. The **Reconcile Statement – Procurement Card Transactions** page displays and the **Comment** icon is updated to have lines inside the icon indicating there is a comment for this line.

Account Distribution

Reconcile Statement
Procurement Card Transactions

Empl ID: 00405598600 Name: DUNCAN,ANGELA
 Card Number: *****-j Card Provider: BAV19

Run Budget Validation on Save

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

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher
<input type="checkbox"/> 1	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	84.85	USD	Valid	Recycled	No	No
<input type="checkbox"/> 2	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	87.64	USD	Valid	Recycled	No	No
<input type="checkbox"/> 3	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	89.38	USD	Valid	Recycled	No	No
<input checked="" type="checkbox"/> 4	07/21/2016	EAST TO WEST EMBRO	Staged	316.80	USD	Valid	Recycled	No	No
<input type="checkbox"/> 5	07/24/2016	UPS	Staged	25.48	USD	Valid	Recycled	No	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

16 ISSP transactions will generally have a **Budget Status** of **Valid** except if the **Card Number** ends in a **V** (Non-Equipment ISSP cards). For all transactions where the **Budget Status** is not Valid, or is the ISSP **Card Number** ends in **V**, you must review and/or enter a valid accounting distribution.

17 Click the **Account Distribution** icon on the transaction line where the accounting distribution needs review or updating. The **Reconcile Statement – Account Distribution** page displays.

Reconcile Statement
Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 08/15/2016 Billing Amount: 316.80 USD Unit Price: 316.80000
 SpeedChart: Transaction Unit Price: 316.80000 *Distribute By: Amount

Distributions Customize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Statuses									
Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS
1	100.0000	316.80	USD	50100	5013550						

18 Update the accounting distribution **Chartfields** as needed.

19 Click on the **OK** button. The **Reconcile Statement – Procurement Card Transactions** page displays.

Line Details

Reconcile Statement
Procurement Card Transactions

Empl ID: 00405598600 Name: DUNCAN,ANGELA
 Card Number: *****-] Card Provider: BAV19

Run Budget Validation on Save

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

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher
1	<input type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	84.85	USD	Valid	Recycled	No	No
2	<input type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	87.64	USD	Valid	Recycled	No	No
3	<input type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	89.38	USD	Valid	Recycled	No	No
4	<input checked="" type="checkbox"/>	07/21/2016	EAST TO WEST EMBRO	Staged	316.80	USD	Valid	Recycled	No	No
5	<input type="checkbox"/>	07/24/2016	UPS	Staged	25.48	USD	Valid	Recycled	No	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

20 To review additional transaction details click on the **Line Details** icon. The **Reconcile Statement – XX Transaction Details** page is displayed.

Reconcile Statement
Visa Transaction Details

Card Number: *****540R
 Posted Date: 07/20/2016
 Transaction Number: 540015486
 Sequence Number: 349

Card Transaction - Type 5 Customize | Find | View All | First | 1 of 1 | Last

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1			MANAGEMENT CONSULTING INC

Line Item Detail - Type 7 Customize | Find | View All | First | 1 of 1 | Last

Item Seq	Message Identifier	Item Commodity Code	Item Description
1	1 24-043-001		ANTIFREEZE; MOBIL DELVAC E

Return

21 The **Posted Date** and **Transaction Number** are displayed. This **Transaction Number** is typically used when running queries.

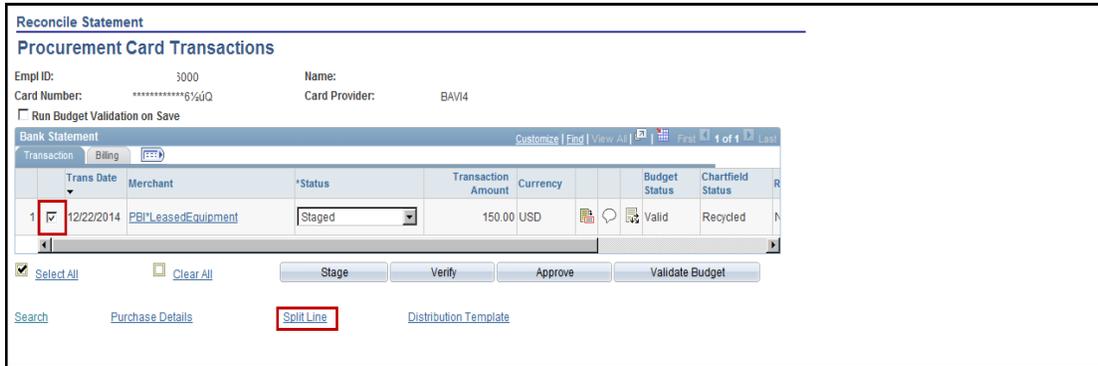
22 Run the **PCard Transactions by Transaction Date**, i.e., **V_PR_PCARD_TRANS_BY_TRANS_DT**, query to review the transaction **Enter Date**. (As of November 9, 2016, this query was being updated to include the **Enter Date** field.) Instructions on how to run this query are located at the end of this document.

23 Review the multiple tabs for additional transaction details.

24 Click on the **Return** button. The **Reconcile Statement – Procurement Card Transactions** page displays.

Split a Transaction Line into Multiple Lines

25 Periodically you may need to split a transaction in to multiple lines as eVA accepts only one schedule per order. You must enter all the required information into all split lines in order to **Save** and reconcile the original transaction.



Reconcile Statement
Procurement Card Transactions

Empl ID: 3000 Name:
 Card Number: *****6140Q Card Provider: BAV14
 Run Budget Validation on Save

Bank Statement

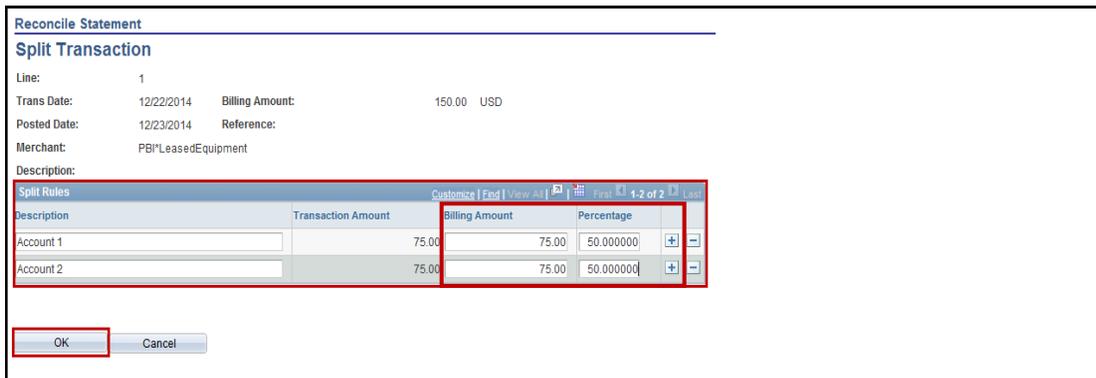
Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1		12/22/2014	PBI*LeasedEquipment	Staged	150.00	USD	Valid	Recycled

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details **Split Line** Distribution Template

26 Click on the checkbox next to the transaction line you wish to split.

27 Click on the **Split Line** hyperlink. The **Reconcile Statement – Split Transaction** page displays.



Reconcile Statement
Split Transaction

Line: 1
 Trans Date: 12/22/2014 Billing Amount: 150.00 USD
 Posted Date: 12/23/2014 Reference:
 Merchant: PBI*LeasedEquipment
 Description:

Description	Transaction Amount	Billing Amount	Percentage
Account 1	75.00	75.00	50.000000
Account 2	75.00	75.00	50.000000

OK Cancel

28 Enter a **Percentage**, or change the **Billing Amount**, for the first line.

29 Click on the **+** icon to add an additional row. In doing so the system will automatically calculate amount for the additional transaction line based on the modified line above.

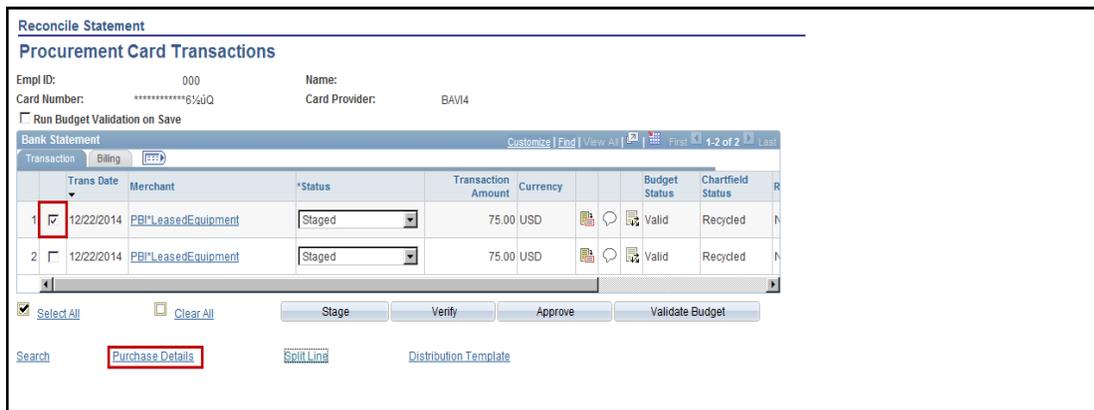
30 Enter a **Percentage**, or change the **Billing Amount**, if needed for the second line.

31 Click on the **+** icon to add an additional row. In doing so the system will automatically calculate amount for the additional transaction line based on the modified lines above.

32 Continue to add lines as needed.

33 Enter a **Description**. This will display on the **Monthly PCard Statement** query.

34 Click on the **OK** button. The **Reconcile Statement – Procurement Card Transactions** page displays.



Reconcile Statement
Procurement Card Transactions

Empl ID: 000 Name:
 Card Number: *****6140Q Card Provider: BAV14

Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled
2	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled

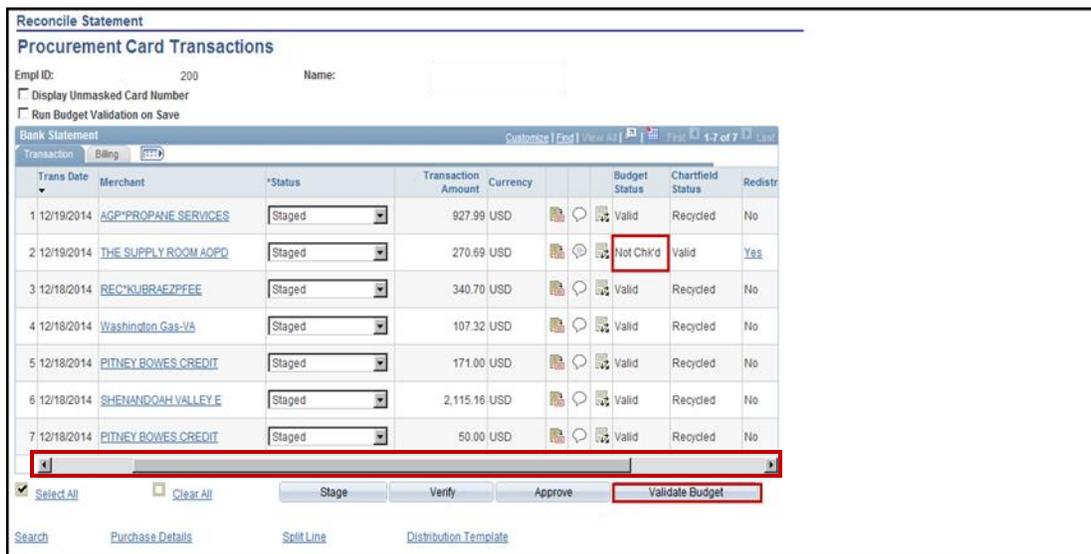
Select All Clear All Stage Verify Approve Validate Budget

Search **Purchase Details** Split Line Distribution Template

35 Follow normal procedures, as noted above, for reviewing and updating the new transaction lines, i.e., split lines.

Review and Update Budget

36 If a change is made to the account distribution the **Budget Status** will update to **Not Chk'd**. Any transaction line with a **Budget Status** of **Not Chk'd**, as well as any ISSP transactions with a **Card Number** that ends in **V**, will need to have the budget reviewed, updated, and validated.



Reconcile Statement
Procurement Card Transactions

Empl ID: 200 Name:
 Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistr
1	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD	Valid	Recycled	No
2	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD	Not Chk'd	Valid	Yes
3	12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD	Valid	Recycled	No
4	12/18/2014	Washington Gas-V4	Staged	107.32	USD	Valid	Recycled	No
5	12/18/2014	PITNEY BOWES CREDIT	Staged	171.00	USD	Valid	Recycled	No
6	12/18/2014	SHEMANDOAH VALLEY E	Staged	2,115.16	USD	Valid	Recycled	No
7	12/18/2014	PITNEY BOWES CREDIT	Staged	50.00	USD	Valid	Recycled	No

Select All Clear All Stage Verify Approve **Validate Budget**

Search Purchase Details Split Line Distribution Template

37 Select the checkbox to the left of transaction lines where the **Budget Status** = **Not Chk'd**. You may need to scroll left to see the checkbox, or right to see the **Budget Status** column.

38 Click on the **Validate Budget** button to update the **Budget Status** to **Valid** for the selected transactions. The **Reconcile Statement – Procurement Card Transactions** page is still displayed but the **Budget Status** for the selected lines updates to **Valid**.

Route for Approval – Verify Transactions

Reconcile Statement

Procurement Card Transactions

Empl ID: 00405598600 Name: DUNCAN,ANGELA
 Card Number: *****-j Card Provider: BAV19

Run Budget Validation on Save

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

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vouche
1	<input checked="" type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	84.85	USD	Valid	Recycled	No	No
2	<input checked="" type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	87.64	USD	Valid	Recycled	No	No
3	<input checked="" type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Staged	89.38	USD	Valid	Recycled	No	No
4	<input checked="" type="checkbox"/>	07/21/2016	EAST TO WEST EMBRO	Staged	316.80	USD	Valid	Recycled	No	No
5	<input checked="" type="checkbox"/>	07/24/2016	UPS	Staged	25.48	USD	Valid	Recycled	No	No

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

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

- 39 Select the transaction(s) you have reviewed and wish to route for approval. You may select one transaction using the transaction line checkbox, or select all transactions using the **Select All** hyperlink.
- 40 Click on the **Verify** button. The **Reconcile Statement – Procurement Card Transactions** page is still displayed but the **Status** for all the selected transaction(s) will be updated to **Verified**.

Reconcile Statement
Procurement Card Transactions

Empl ID: 00405598600 Name: DUNCAN, ANGELA
 Card Number: *****j Card Provider: BAVI9

Run Budget Validation on Save

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

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher
1	<input checked="" type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Verified	84.85	USD	Valid	Recycled	No	No
2	<input checked="" type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Verified	87.64	USD	Valid	Recycled	No	No
3	<input checked="" type="checkbox"/>	07/20/2016	EDWARDS BUSINESS SYSTE	Verified	89.38	USD	Valid	Recycled	No	No
4	<input checked="" type="checkbox"/>	07/21/2016	EAST TO WEST EMBRO	Verified	316.80	USD	Valid	Recycled	No	No
5	<input checked="" type="checkbox"/>	07/24/2016	UPS	Verified	25.48	USD	Valid	Recycled	No	No

Select All Clear All Stage Verify Validate Budget

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

41 Click on the **Save** button. The **Verified** transactions will route for approval and will appear in the supervisor’s approval pagelet.

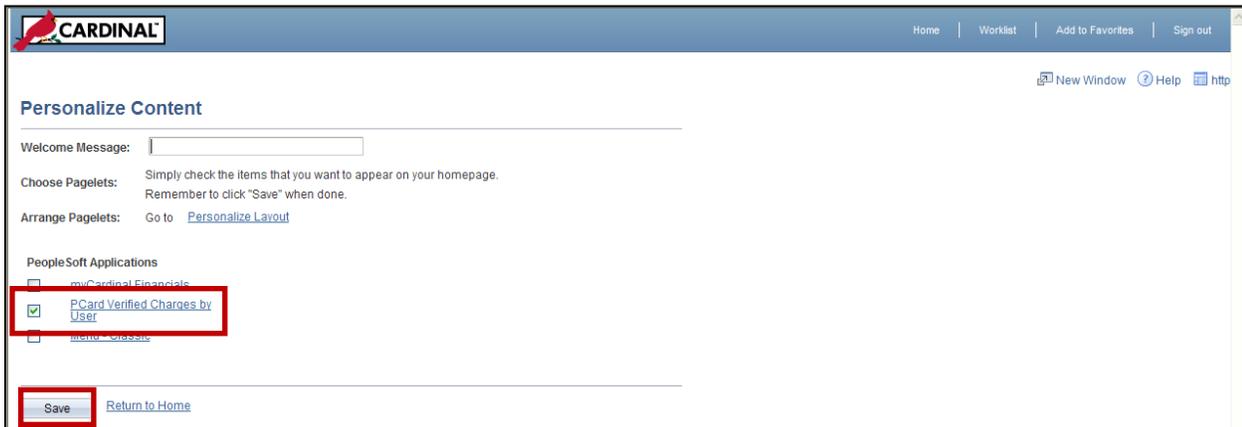
Approvals Pagelet Set-Up

Both PCard and ISSP transactions awaiting approval, i.e., **Status = Valid**, will be displayed in your approvals pagelet for easy access to review and approve, one at a time. You only need to set up your approvals pagelet one time.

Personalize Content layout Help

Name	Trans Date	Merchant	Sum Amount

1 From your **Home** page, click on the **Personalize Content** hyperlink. The **Personalize Content** page displays.



Personalize Content

Welcome Message:

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

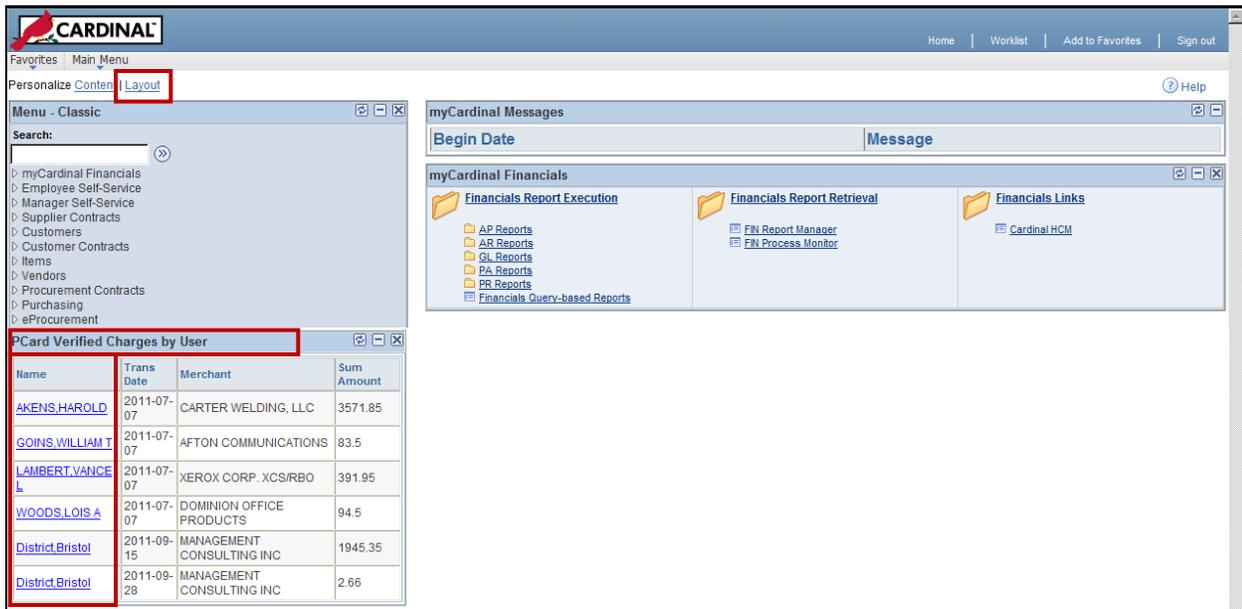
Arrange Pagelets: Go to [Personalize Layout](#)

PeopleSoft Applications

- myCardinal Financials
- PCard Verified Charges by User**
- myCardinal Messages

[Return to Home](#)

- 2 Select the checkbox next to **PCard Verified Charges by User**.
- 3 Click on the **Save** button. Your **Home** page displays.



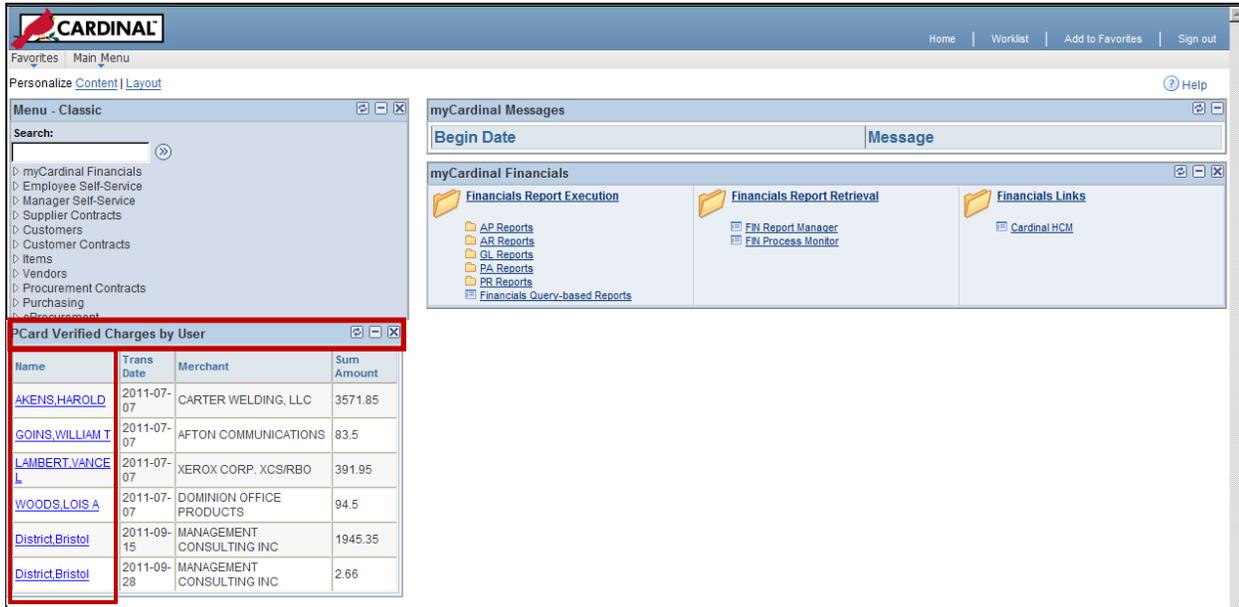
PCard Verified Charges by User

Name	Trans Date	Merchant	Sum Amount
AKENS, HAROLD	2011-07-07	CARTER WELDING, LLC	3571.85
GOINS, WILLIAM T	2011-07-07	AFTON COMMUNICATIONS	83.5
LAMBERT, VANCE L	2011-07-07	XEROX CORP. XCS/RBO	391.95
WOODS, LOIS A	2011-07-07	DOMINION OFFICE PRODUCTS	94.5
District, Bristol	2011-09-15	MANAGEMENT CONSULTING INC	1945.35
District, Bristol	2011-09-28	MANAGEMENT CONSULTING INC	2.66

- 4 The **PCard Verified Charges by User** approvals pagelet is displayed on the left side of your **Home** page. If you wish to place the pagelet in another spot on the **Home** page use the **Layout** hyperlink.
 - a. Transactions, i.e., charges, with a **Status** of **Verified**, and are now awaiting approval, are displayed in the pagelet.
 - b. Under the **Name** field column, PCard transactions are displayed by the PCard holder.
 - c. Under the **Name** field column, ISSP transactions are displayed by District.

PCard & ISSP Transactions - Review & Approve

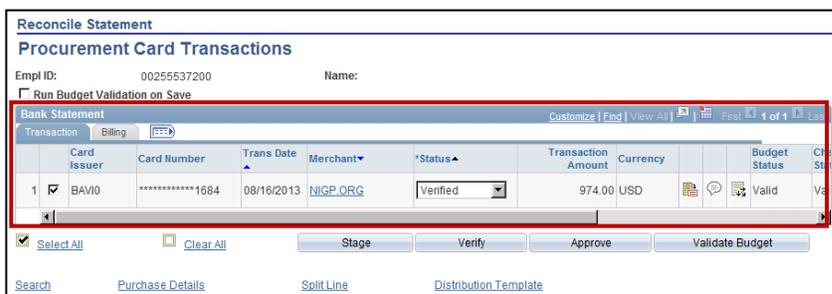
The approvals pagelet you just set up provides quick and easy access to review and approve both PCard and ISSP transactions, one at a time.



Access a Transaction - Approvals Pagelet - PCard & ISSP

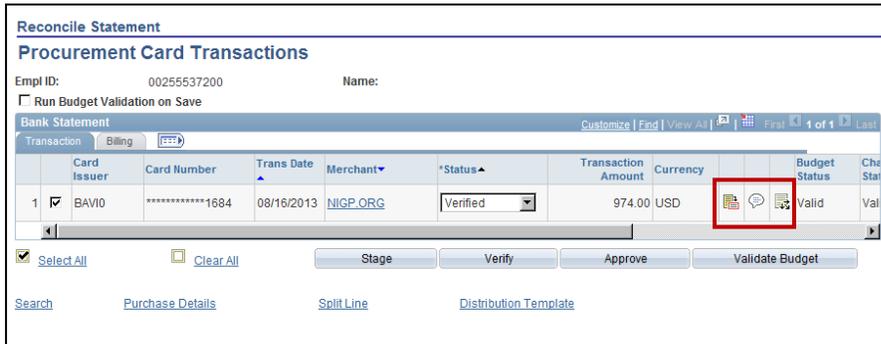
- 1 From your **Home** page **PCard Verified Charges by User** approvals pagelet, click on the District or employee's **Name** hyperlink for the specific transaction you wish to review. The **Reconcile Statement – Procurement Card Transactions** page displays. The PCard and ISSP search results pages will look slightly different, but it is still the same page with the same functionality.
 - a. You can also access the **Reconcile Statement – Procurement Card Transactions** page using the following navigation path: **Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**.

PCard Employee Transaction:



Review & Approve a Single Transaction - PCard & ISSP

As the approver it is your job ensure that the reconciler has processed the PCard transaction correctly. It is important that you review the **Verified** transaction using the same process used above by the reconciler in the section titled PCard & ISSP– Cardholder Reconciliation.



Reconcile Statement
Procurement Card Transactions
 Empl ID: 00255537200 Name:
 Run Budget Validation on Save

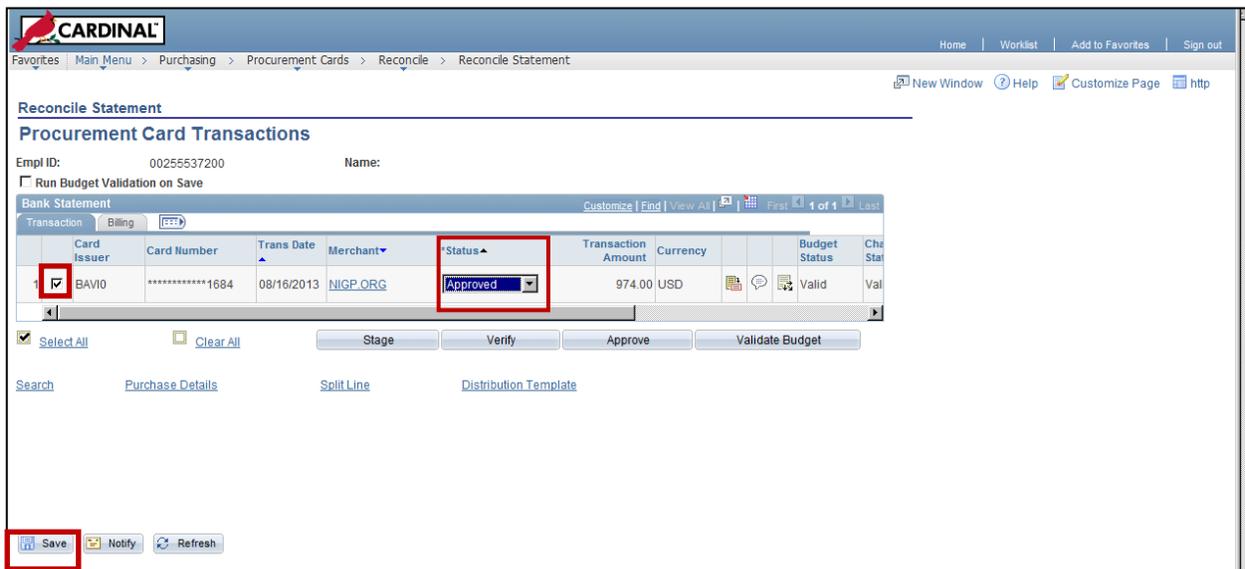
Bank Statement

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chk Stat
1	<input checked="" type="checkbox"/>	BAV10	*****1684	08/16/2013	NIGP_ORG	Verified	974.00	USD	Valid	Val

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

- Before approval, use the same steps as noted above for the reconciler in the section titled **PCard & ISSP– Cardholder Reconciliation**. Be sure to review the **Purchase Details**, in particular the **eVA PO Type** and details, **Account Distribution**, **Comment**, and **Line Details**. Make any necessary modifications or send back to the cardholder.



Reconcile Statement
Procurement Card Transactions
 Empl ID: 00255537200 Name:
 Run Budget Validation on Save

Bank Statement

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chk Stat
1	<input checked="" type="checkbox"/>	BAV10	*****1684	08/16/2013	NIGP_ORG	Approved	974.00	USD	Valid	Val

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

- Once you have reviewed the transaction and are ready to approve it you will select the checkbox to the left of the transaction line.
- Change the **Status** of the reviewed transaction to **Approved** using the drop-down arrow. The **Reconcile Statement – Procurement Card Transactions** page is still displayed but the **Status** is updated to **Approved**.
- Click on the **Save** button.

Access Multiple Transactions - Review & Approve - PCard & ISSP

The process of approving multiple PCard or ISSP transactions, for an employee or District respectively, is done in the same manner as a single transaction, using the **Reconcile Statement – Procurement Card Transactions** page. However, you cannot use the approvals pagelet to approve multiple transactions at a time, as the approvals pagelet provides access to only one transaction at a time. Instead you begin by navigating to the **Reconcile Statement Search** page.

- 1 Navigate to the **Reconcile Statement Search** page using the following path:

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

- 2 Narrow your search for transactions related to a particular employee (PCard) or District (ISSP) using the search criteria.
 - a. Employees and Districts may both be found using the **Employee ID** field. To search for Districts use the **Look Up Employee Id** icon and the operator of **Beginns With** set to **ISSP**.
- 3 Click on the **Search** button. The **Reconcile Statement – Procurement Card Transactions** page displays. The PCard and ISSP search results pages will look slightly different, but it is still the same page with the same functionality.

Review & Approve Multiple Transactions – PCard & ISSP

PCard Employee Transactions:

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
7/26/2016	PREMIER STAFFING SOURCE	Staged	820.08	USD	Valid	Recycled
7/26/2016	PREMIER STAFFING SOURCE	Staged	460.80	USD	Valid	Recycled
7/26/2016	PREMIER STAFFING SOURCE	Staged	444.80	USD	Valid	Recycled
7/25/2016	PREMIER STAFFING SOURCE	Staged	355.84	USD	Valid	Recycled
7/25/2016	PREMIER STAFFING SOURCE	Staged	455.60	USD	Valid	Recycled
7/25/2016	WYTHEVILLE OFFICE SUPP	Staged	99.05	USD	Valid	Recycled
7/22/2016	WYTHEVILLE OFFICE SUPP	Staged	215.99	USD	Valid	Recycled
7/19/2016	IN *GARDNER INC	Verified	192.00	USD	Valid	Valid
7/19/2016	IN *GARDNER INC	Verified	384.00	USD	Valid	Valid

ISSP District Transactions:

51	EVERSOLE MELISSA	BAW1	*****0343	07/25/2016	W-L CONSTRUCTION & PAVIN	Staged	1,34
52	CREGGER TIMOTHY	BAW1	*****0418	07/25/2016	IN *SEXTON'S INC.	Staged	5
53	ALDERSON AUDREY	BAW1	*****0446	07/25/2016	TMS*LIFT TECHNOLOGY IN	Staged	27
54	KEENE GLENDA	BAW1	*****0649	07/26/2016	W-L CONSTRUCTION & PAVIN	Staged	14



- 4 Before approval, use the same steps as noted above for the reconciler in the section titled **PCard & ISSP– Cardholder Reconciliation**. Be sure to review the **Purchase Details**, in particular the **eVA PO Type** and details, **Account Distribution**, **Comment**, and **Line Details**. Make any necessary modifications or send back to the cardholder.
- 5 There may be more transactions than can be seen on this first page. Click on the arrow icons in the **Bank Statement** header section to scroll through, view, and take action on the additional transactions.
- 6 Select transactions to approve:
 - a. Select all transactions: click on the checkbox next to the **Select All** hyperlink.
 - b. Select individual transactions: click on the checkbox next to each transaction line you wish to approve.
- 7 Click on the **Approve** button. The transaction **Status** is updated to **Approved** for the selected transaction lines.

Procurement Card Transactions

Empl ID: 00255537200 Name: _____
 Run Budget Validation on Save

Bank Statement Customize | Find | View All | First | 1-6 of 6 | Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Che Status	
1	<input checked="" type="checkbox"/>	BAVIO	*****1684	07/19/2013	SITA - THE SUPPLY ROOM AO	Approved	1,129.35	USD	Valid	Val
2	<input checked="" type="checkbox"/>	BAVIO	*****1684	07/19/2013	SITA - THE SUPPLY ROOM AO	Approved	377.64	USD	Valid	Val
3	<input checked="" type="checkbox"/>	BAVIO	*****1684	07/19/2013	SITA - THE SUPPLY ROOM AO	Approved	377.64	USD	Valid	Val
4	<input checked="" type="checkbox"/>	BAVIO	*****1684	07/19/2013	SITA - THE SUPPLY ROOM AO	Approved	294.24	USD	Valid	Val
5	<input checked="" type="checkbox"/>	BAVIO	*****1684	07/19/2013	SITA - THE SUPPLY ROOM AO	Approved	153.60	USD	Valid	Val
6	<input checked="" type="checkbox"/>	BAVIO	*****1684	07/19/2013	SITA - THE SUPPLY ROOM AO	Approved	118.50	USD	Valid	Val

Select All Clear All Stage Verify Approve Validate Budget

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

8 Click on the **Save** button.

Run the Transactions by Trans Dt Query



- 1 To run a query, from your **Home** page, click on the **Financials Query-based Reports** hyperlink in the **myCardinal Financials** portlet.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: begins with

Description: begins with

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

***Query Type:** =

Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE_JRNL_LN.

[Basic Search](#)

- 2 On the **Query Viewer** page, click on the **Advanced Search** hyperlink to view additional search criteria fields.
- 3 Enter the **Query Name** V_PR_PCARD_TRANS_BY_TRANS_DT – PCARD.
- 4 Click the **Search** button. The **Search Results** will display below the **Search Criteria** fields.

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		HTML	Excel	XML	Schedule	Favorite

- 5 Click on the **Run to HTML** (webpage) hyperlink. The report parameters page will be displayed.

V_PR_PCARD_TRANS_BY_TRANS_DT - PCard Transactions by Trans Dt

Trans Date From: 08/01/2016 [B]

Trans Date To: 08/05/2016 [B]

Card Issuer (% for all): %

Cardholder Name (% for all): %

Billing Date (MM/DD/YYYY):

Status (% for all): %

Voucher ID (% for all): %

Account (% for all): %

Cost Center (% for all): %

Department (% for all): %

View Results

- 6 Enter your parameters and click the **View Results** button. The results will update on the webpage below your report parameters.

V_PR_PCARD_TRANS_BY_TRANS_DT - PCard Transactions by Trans Dt

Trans Date From: 08/01/2016 [B]

Trans Date To: 08/05/2016 [B]

Card Issuer (% for all): %

Cardholder Name (% for all): %

Billing Date (MM/DD/YYYY):

Status (% for all): %

Voucher ID (% for all): %

Account (% for all): %

Cost Center (% for all): %

Department (% for all): %

View Results

Download results in : **Excel Spreadsheet** [CSV Text File](#) [XML File](#) (8396 kb)

[View All](#)

	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt
1	50100	BAV10	*****3457	LACHAPPELLE,TIMOTHY	Closed	Valid	Valid	24692166216000694449622	4	08/03/2016	0	1	08/04/2016	08/15/2016	39.460
2	50100	BAV10	*****5716	MULLINS,SANDRA	Closed	Valid	Valid	24060906217900017200242	6	08/04/2016	0	1	08/05/2016	08/15/2016	99.980

- 7 This report contains a lot of detail / fields. Scroll to the right to see the additional fields. Additionally, after the HTML report has run, you can choose to download / open the file in Excel by clicking on the Excel Spreadsheet hyperlink and following the prompts.