

# PeopleSoft PCard Reconciliation

Purchasing Services downloads PCard purchases **daily**. The expectation is that cardholders will review, reconcile, upload receipts, and verify transactions **weekly, if not daily**.

Contracting & Purchasing Services reconciliation deadlines are as follows: **ALL monthly transactions must be reconciled, approval & receipt documentation uploaded, and verified by the monthly verification deadline.**

Billing Date Cycle Calendar: <https://in.nau.edu/contracting-purchasing-services/purchasing-card/>

Cardholders that have not completed their reconciliations **by 5:00PM** on the verification deadline will receive a Notice of Violation.

- Login to PeopleSoft Financials:  
<https://cas.nau.edu/cas/login?service=https://financials.peoplesoft.nau.edu/>
- Purchasing > Procurement Cards > Reconcile > Reconcile Statement

## Locating a Statement:

Reconcilers and Approvers can locate an entire statement or a specific transaction on a statement via the Reconcile Statement Search screen. The two most common search fields are the **Employee ID** and the **Employee Name**.

**Reconcile Statement Search**

Role Name: [Dropdown]

Employee ID: [Text]

Name: [Text]

Card Issuer: JP Morgan Chase [Dropdown]

Card Number: [Text]

Transaction Number: [Text]

Merchant: [Text]  Exact Match

Sequence Number: [Text]

Line Number: [Text]

Billing Date: [Text] To [Text]

Statement Status: [Dropdown]

Budget Status: [Dropdown]

Chartfield Status: [Dropdown]

Transaction Date: 07/28/2016 To 10/26/2016

Charge Type: [Dropdown]

Posted Date: [Text] To [Text]

Rows Per Page: 50

Auto Save When Scrolling Through Chunks

**Search** Clear

## Select the Search button

**NOTE:** The statement will show all charges that have not been approved. To view only those transactions you have not yet verified, use the **Statement Status** drop down on the Reconcile Statement Search page and change to "Staged" – then click **Search**.

**Reviewing the Bank Statement Page:**

The system automatically displays the first (9) transactions for the selected Employee ID. Click View All, if you have more than (9) transactions for that billing cycle.

**Transaction Tab:**

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

Empl ID: 1074157      Name: Florman, Katherine  
Card Number: \*\*\*\*\*      Card Provider: JPMOR

Run Budget Validation on Save

Bank Statement      Personalize | Find | **View All** | First 25-33 of 33 Last

**Transaction**      Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status
25	12/05/2019	A-CHECK	Staged	27.70	USD			Valid
26	12/05/2019	A-CHECK	Staged	288.70	USD			Valid
27	12/05/2019	KONICA MINOLTA BUSINESS	Staged	861.25	USD			Valid
28	12/05/2019	KONICA MINOLTA BUSINESS	Staged	2,892.98	USD			Valid

**Billing Tab:**

The Billing Tab displays the Reference, Billing Date (the date that the bank billed your VISA card), Billing Amount, Currency (always USD), Prepaid Ref.

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

Empl ID: 1074157      Name: Florman, Katherine  
Card Number: \*\*\*\*\*      Card Provider: JPMOR

Run Budget Validation on Save

Bank Statement      Personalize | Find | View All | First 25-33 of 33 Last

**Billing**

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status
25	12/05/2019	A-CHECK	Staged	27.70	USD			Valid
26	12/05/2019	A-CHECK	Staged	288.70	USD			Valid
27	12/05/2019	KONICA MINOLTA BUSINESS	Staged	861.25	USD			Valid
28	12/05/2019	KONICA MINOLTA BUSINESS	Staged	2,892.98	USD			Valid

**Select Billing tab**

Reconcile Statement  
**Procurement Card Transactions**

Empl ID: 3329912      Name: Guenther, Margarete  
 Card Number: \*\*\*\*\*      Card Provider: JPMOR

Run Budget Validation on Save

Bank Statement

Transaction    Billing    [?]    Personalize | Find | View All | First 1-4 of

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Col
1	Background Check-J.Mack - A.O. - Admin Recruit	12/06/2019	21.75	USD	2019120601	0.00	<input type="checkbox"/>
2	Background Check-D.Whinnery-Lrng Spec-YES	12/06/2019	21.75	USD	2019120601	0.00	<input type="checkbox"/>
3		12/06/2019	21.75	USD	2019120601	0.00	<input type="checkbox"/>
4		12/06/2019	21.75	USD	2019120601	0.00	<input type="checkbox"/>

Select All     Clear All    Stage    Verify    Validate Budget

Search    Purchase Details    Split Line    Distribution Template

**NOTE:** Dispute and Credit Collect features are not applicable and these fields need to be left blank. Disregard all fields boxed in orange above.

**Enter Description:** Enter a description for the goods purchased in 5-6 words. **THIS IS A REQUIRED FIELD!** The description entered here will appear on the monthly Budget Transaction Detail report (see below), so please be as descriptive as possible!

**Save!**

**Example#1:**

*RT Flight to Portland, OR: March Yield Events*

**Example#2:**

*(3) Background Checks, INV#0467562-IN*

Confidential  
For NAU internal use only

**PS Financials Transactions Detail-State and Local Summary**  
FY: 2019

Report run on: 12/10/19

**DEPT ID: 5000020 Admissions Operations**

**SUB-DEPT:**

**FUND: 1500**

FY	A P D	Acct Cl	KK Tran ID	Acct Cd	Acct Desc	KK Tran Date	Doc ID	Doc Type	Doc Line Nbr	Jrnl Line Ref	Doc Descr	PCRD Vendor	PCRD Emplid and Name	Empl/Vndr ID & Name	Pre Enc	Enc	Exp
2019	4	750	0001872980	750110	Advertising	11/08/18	00243494	VOU	11		Facebook Admissions marketing	FACEBK *4CDMSH2CK2	1074157 Florman, K atherine J	0000003556 JP Morgan Chase Bank NA	\$0.00	\$0.00	\$282.72
2019	4	750	0001872990	750110	Advertising	11/08/18	00243504	VOU	45		Marketing DNAU 2018-Campaign,	SNAP SNAP ADS	1074157 Florman, K atherine J	0000003556 JP Morgan Chase Bank NA	\$0.00	\$0.00	\$31.52


**Adding Public Purpose under Comments:**

The Line Comments is where the public purpose is recorded by the Reconciler.

The Comptroller's office would like to see the word "for" included for audit purposes; i.e. "This item was purchased for..."

This is also where you will indicate what speedchart the expense should be charged to and if a transaction is to be split between 2 or more speedcharts.

For grants, be sure to include the grant Project ID# and expense account code you want charged for **each** transaction. Sponsored Projects is really cracking down on secondary transfers of expenses and are reviewing all for expense transfers from local/state speedcharts to grants.

**Comment Icon:** Select  to access the Line Comments page.












Reconcile Statement  
**Procurement Card Transactions**

Empl ID: 3329912      Name: Guenther, Margarete  
Card Number: \*\*\*\*\*      Card Provider: JPMOR

Run Budget Validation on Save

Bank Statement

Transaction    Billing    [...]

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Public Purpose	OnBase Count	Travel Info	Budget Status
1	<input checked="" type="checkbox"/>	12/05/2019	A-CHECK	Staged	21.75	USD		1		 Valid
2	<input type="checkbox"/>	12/05/2019	A-CHECK	Staged	21.75	USD		1		 Valid
3	<input type="checkbox"/>	12/05/2019	A-CHECK	Staged	21.75	USD		1		 Valid
4	<input type="checkbox"/>	12/05/2019	A-CHECK	Staged	21.75	USD		1		 Valid

Reconcile Statement  
**Line Comments**

Line: 4      Description: Background Check-J.Mack - A.O. - Admin Recruit  
Reference:

Notice of Violation:   
Violation Type:

Documentation

Name: Guenther, Margarete  
Transaction Number: 24040489339083733499599  
Bank Sequence: 129  
Line Number: 3  
Merchant: A-CHECK  
Card Number: \*\*\*\*\*  
Transaction Date: 12/05/2019  
Gross Amount: 87.00

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

Public Purpose:      Status: Active

Enter Public Purpose HERE!

**Enter public purpose:** Enter a detailed description of what was purchased. Don't forget quantity – how many did you purchase??

Please include the *full vendor name*, the name (first initial, last name) of the individual(s), as it applies, that a purchase is made on behalf of – even if it's yourself. Dates & location-city, state for conference registration, hotel stays, flights, etc.

**Select OK**

**Example#1:**

*US Airways: RT flight to Portland, OR from Flagstaff, AZ for A. Smith to host presentation encouraging students, which have already been admitted to NAU, to accept their offer of admission, apply for housing and register for Orientation. Note that checked baggage fees will be charged separately on the day of the flight(s). Trip: March 8-10, 2018.*

**Example#2:**

The screenshot displays the 'ProCard Comments' interface. At the top, there is a 'Reconcile Statement' section with a 'Line Comments' table. The table has columns for 'Line', 'Description', and 'Reference'. The first row shows 'Line: 2', 'Description: Background Check - J.Mack - A.O. Adm Recruit', and 'Reference:'. To the right of the table is a 'Documentation' button and a list of transaction details: Name: Guenther, Margarete; Transaction Number: 24040489339083733499599; Bank Sequence: 129; Line Number: 1; Merchant: A-CHECK; Card Number: [redacted]; Transaction Date: 12/05/2019; Gross Amount: 87.00. Below the table is a 'Notice of Violation' checkbox and a 'Violation Type' input field. At the bottom, there is a 'Transaction Line Comments' section with a 'Public Purpose' text area containing: 'A-CHECK GLOBAL: BACKGROUND CHECKS, INV 59-0603100 ACCOUNT 750158', 'Background check services for (1) new University Recruitment employee. Joseph Mack was hired as a Admissions Officer with a start date of 11.18.19. This is a safety secure position.', and 'Speedchart: 5000020F25'. The 'Status' is 'Active'. At the very bottom are 'OK', 'Cancel', and 'Refresh' buttons.

### Example#3:

**Reconcile Statement**

**Line Comments**

Line: 43 Description: Facebook Admissions marketing 9.20-26.18  
Reference:

Notice of Violation:   
Violation Type

**Documentation**

Name: Florman, Katherine  
Transaction Number: 24692168273100560619203  
Bank Sequence: 2  
Line Number: 0  
Merchant: FACEBK \*4CDMSH2CK2  
Card Number: \*\*\*\*\*  
Transaction Date: 09/30/2018  
Gross Amount: 282.72

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

Public Purpose: Status: Active  
Facebook.com: Discover NAU marketing campaign for NAU Undergrad Admissions, from 9/20-26/2018. Charged based on clicks - 25,511 "impressions" and 164 link clicks for this period. Approved by J. Kuhn and initiated by NAU Marketing.  
Speedchart: 5000020F15

### Documentation (Approvals & Receipts) Upload Process:

Approval documentation in the form of an email or signed Payment Request form should be saved as a .PDF and uploaded for the following transactions:

- **Purchases:** Email or other written approval as required by your department, college or division. Dollar thresholds are determined by your department/unit and college/division leadership.
- **Travel Purchases, any dollar amount:** Email of travel approval from traveler's direct supervisor and any additional approvals required by your department, college or division. Travel purchases include conference & event registration.

An **itemized** receipt is to be uploaded to PeopleSoft Financials, via OnBase, for each transaction. PCard Reconcilers are responsible for completing this task as part of their PCard verification.


If you are unable to upload a receipt, *because* you do not have access to a scanner you can submit them to your PCard Approver for upload. If you receive a receipt via email, save the file to your hard drive as a .PDF and upload.

**Food items purchased for consumption:** A completed and signed *Business Food/Meal Purchase Authorization* form must be uploaded for each food purchase.

**IMPORTANT!** Please do not hold up completing your reconciliations because you are waiting on receiving a receipt. Contact the vendor/company and request an itemized receipt/invoice indicating PAID be emailed to you. Complete your description, public purpose - indicating that you are waiting on the receipt and will upload once received, and change Status to *Verified*. **NOTE:** Receipts can still be uploaded after month end close, but **no other edits** can be made!

**Scan your receipts** and save each receipt *individually* on your hard drive.

**Recommended formatting.** **Save the receipt** with the **VendorName\_Amount\_Date** (i.e. Target\_99.25\_05.01.2018). If there is a refund add "Credit" to the title (i.e. Target\_99.25\_05.01.2018\_Credit)

Click on the Comments bubble  titled "Public Purpose" for the corresponding transaction/receipt.

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

Empl ID: [REDACTED] Name: Birkett, Glenn  
Card Number: [REDACTED] Card Provider: JPMOR

Run Budget Validation on Save

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

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status
1 <input checked="" type="checkbox"/>	03/10/2014	TRIB/SUNCITY/CLIPPER ADV	Approved	70.00	USD	 		 Valid
2 <input type="checkbox"/>	03/10/2014	TRIB/SUNCITY/CLIPPER ADV	Approved	65.00	USD	 		 Valid
3 <input type="checkbox"/>	03/10/2014	TRIB/SUNCITY/CLIPPER ADV	Approved	7.50	USD	 		 Valid
4 <input type="checkbox"/>	03/10/2014	TRIB/SUNCITY/CLIPPER ADV	Approved	82.50	USD	 		 Valid

Select All  Clear All Validate Budget


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

Click on the "Documentation" button in the upper right-hand corner of the Public Purpose (Comments) screen. The OnBase Viewer Window will open. If it is your first-time logging into OnBase, see the section below entitled "First Time Login." **NOTE: Best viewed in Internet Explorer (IE).**

**Reconcile Statement**  
**Line Comments**

Line: 1 Description: Legal ad for RFP P14LP003 Prochnow Audiovisual System  
Reference:

Notice of Violation:   
Violation Type

 Documentation

Name: Birkett, Glenn  
Transaction Number: 24431054069206286700015  
Transaction Line Nbr: 0  
Merchant: TRIB/SUNCITY/CLIPPER ADV  
Card Number: [REDACTED]  
Transaction Date: 03/10/2014  
Gross Amount: 70.00

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

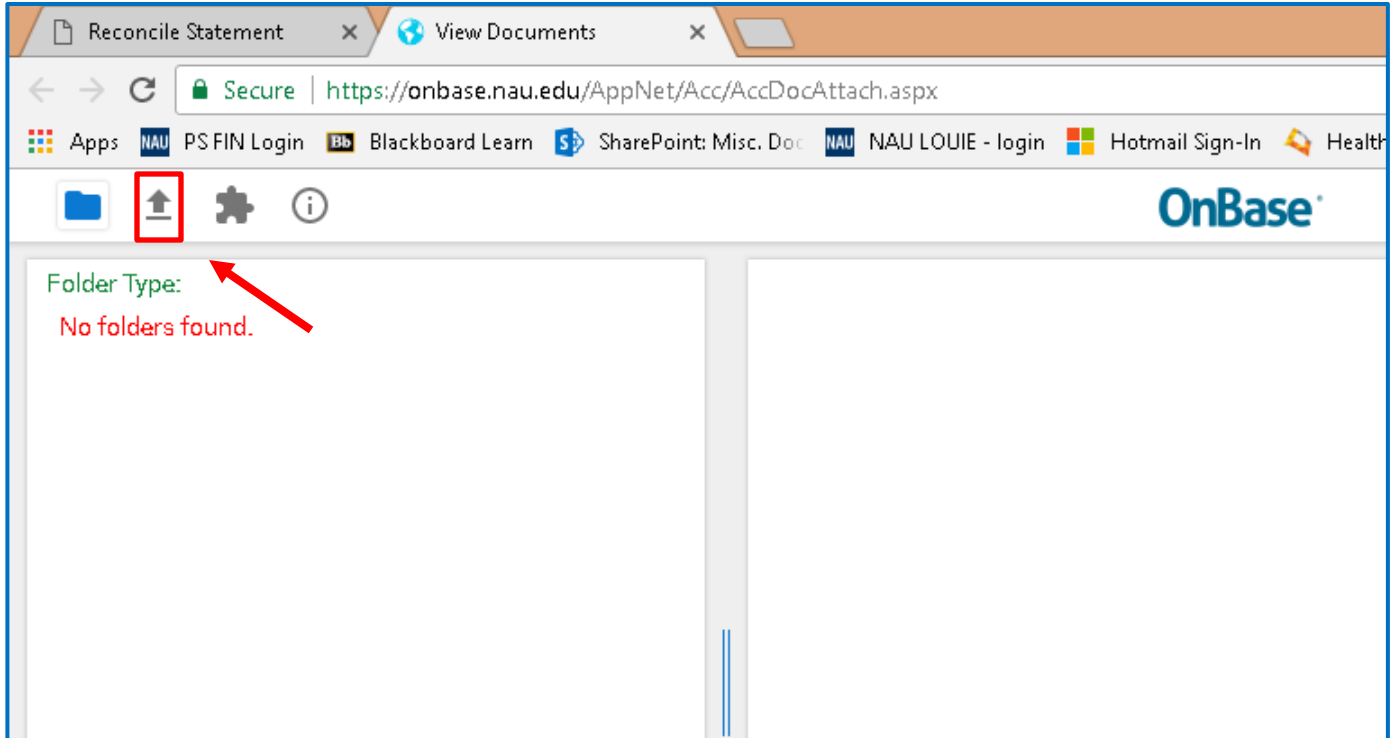
**Public Purpose:** Status: Active  
Legal ad for RFP P14LP003 Prochnow Audiovisual System  
EMSA-Charge to speedchart 5270240F47

**First Time Login:**

If it is the first time that you are logging into OnBase, you may receive an error message:

If you receive the above error message – logout of PeopleSoft Financials (SAVE! first), close your browser down completely and start over. If you still receive an error, email [Ask-FAS@nau.edu](mailto:Ask-FAS@nau.edu) to have your permissions checked. Otherwise, proceed with the below steps.

**Click** the grey up-arrow near the top of screen to upload/import your receipt(s).



**NOTE:** *The transaction information is automatically populated from PeopleSoft and is read only. Use in verifying that you are uploading documentation for the correct transaction. If the information does not look correct, contact [ASK-FAS@nau.edu](mailto:ASK-FAS@nau.edu) with the details.*



Click the **Choose File button** in upper left to browse for the receipt file you will upload.

**Verify** that the Document Type selected shows "PCARD – Transaction Documentation" and let the File Type automatically select for you.

**NOTE:** Please upload **all** documents in .PDF format. Please convert all emails to .PDF prior to uploading, this can be done by printing the email as a .PDF.

**Verify** that the transaction information and file name are correct.

Click the **Import button** at the bottom left to import the file.

*Be **VERY** conscientious when uploading documents. If you upload the wrong one, you will have to contact [Ask-FAS@nau.edu](mailto:Ask-FAS@nau.edu) to have it removed...there is no end user delete or over-write option.*

*Be sure to upload the correct document, and then email FAS to have the document(s) uploaded by mistake removed.*

When the import finishes, a note in the upper left will indicate the **Imported Successfully** as shown below. If you have more receipts/documents, proceed as indicated above until finished.

When you are finished uploading, you can click the **blue Exit button** in the upper right hand of the OnBase screen to return to the "Reconcile Statement" page.

Reconcile Statement

Secure | https://or

Apps NAU PS FIN Login Bb Blackb

Select File

Choose File No file chosen

Import Settings

Document Types  
PCARD - Transaction Documentati

File Type  
PDF (.pdf)

Initiate Workflow

Document Date  
04/17/2018

KEYWORDS

Transaction #  
24692168090100232291408

Bank Sequence Num...  
506

Last 4 Card # Digits  
4066

Cardholder Empl ID  
1074157

First Name  
Katherine

Last Name  
Florman

PCard Transaction Da...  
3/31/2018

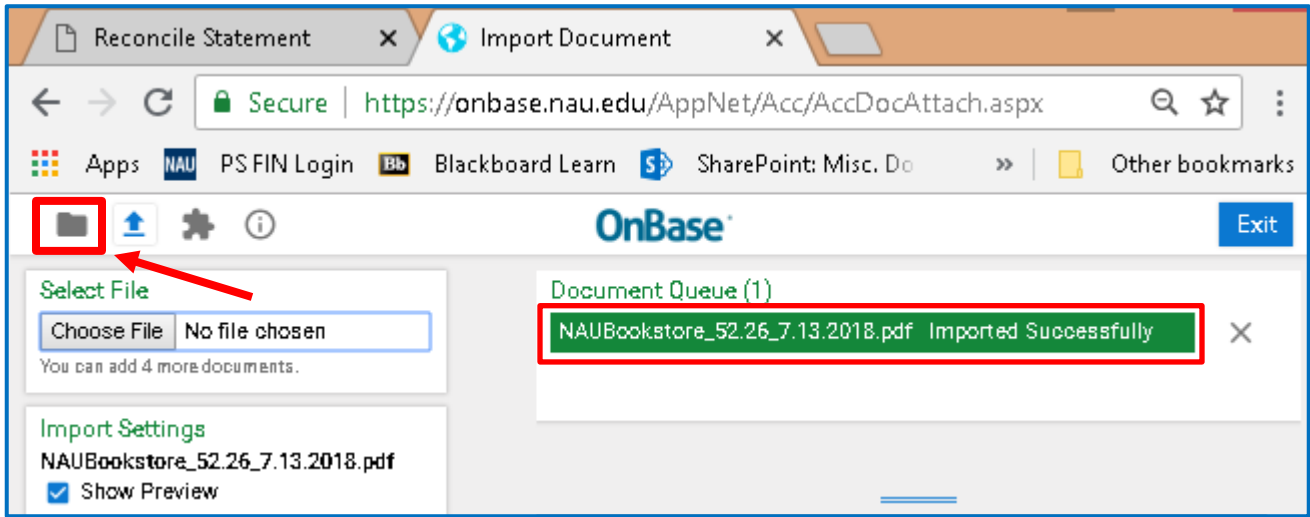
Merchant  
FACEBK \*F6XLLFSC2

Gross Amount  
197.29

Import

**Reviewing Uploaded Documentation:**

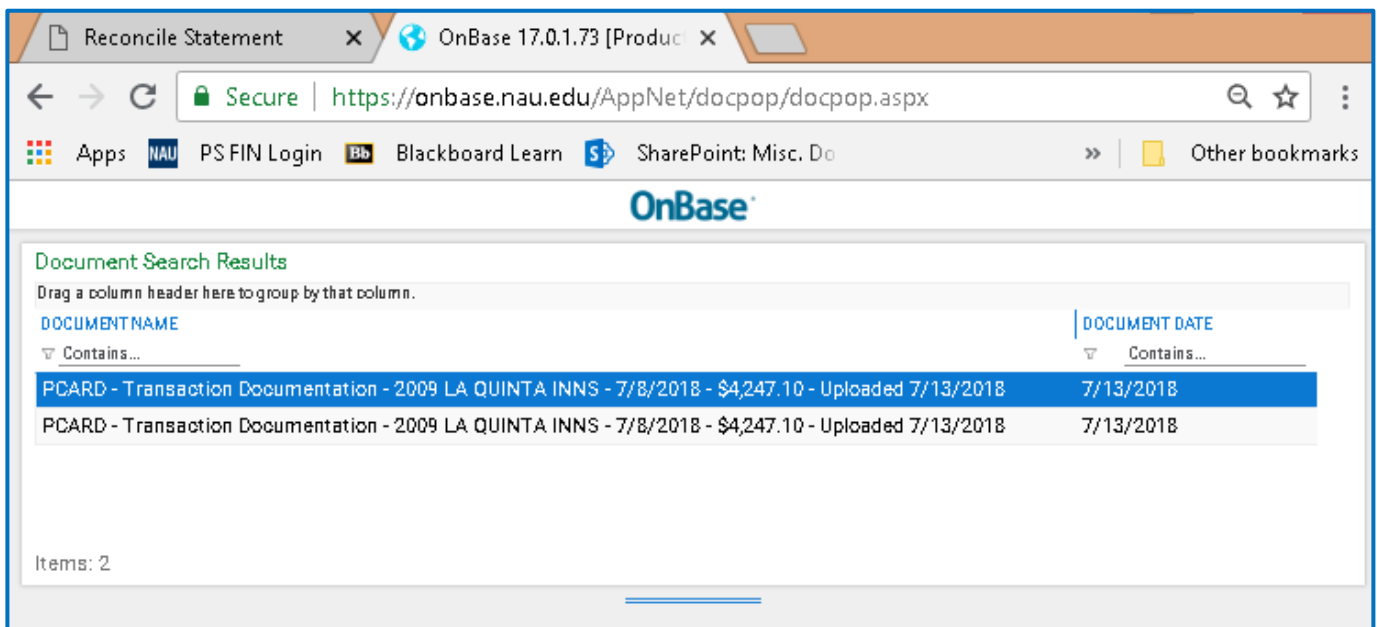
After uploading, to verify the imported documents are correct, click the folder icon in the upper left of the OnBase Viewer window.



**NOTE:** At any time following a successful upload, you can view uploaded documents by clicking the “Documentation” button in the upper right-hand corner of the Public Purpose (Comments) screen in PeopleSoft Financials.


After clicking the folder icon in the OnBase Viewer window or the “Documentation” button on the Public Purpose (Comments) screen in PeopleSoft Financials, OnBase Viewer window will open. If there is just one document, it will automatically show in the viewer window.

When multiple documents have been uploaded for a transaction, it will look like this – note each line below represents (1) document; in this case, the same document was uploaded twice.




**Entering Traveler Information:**

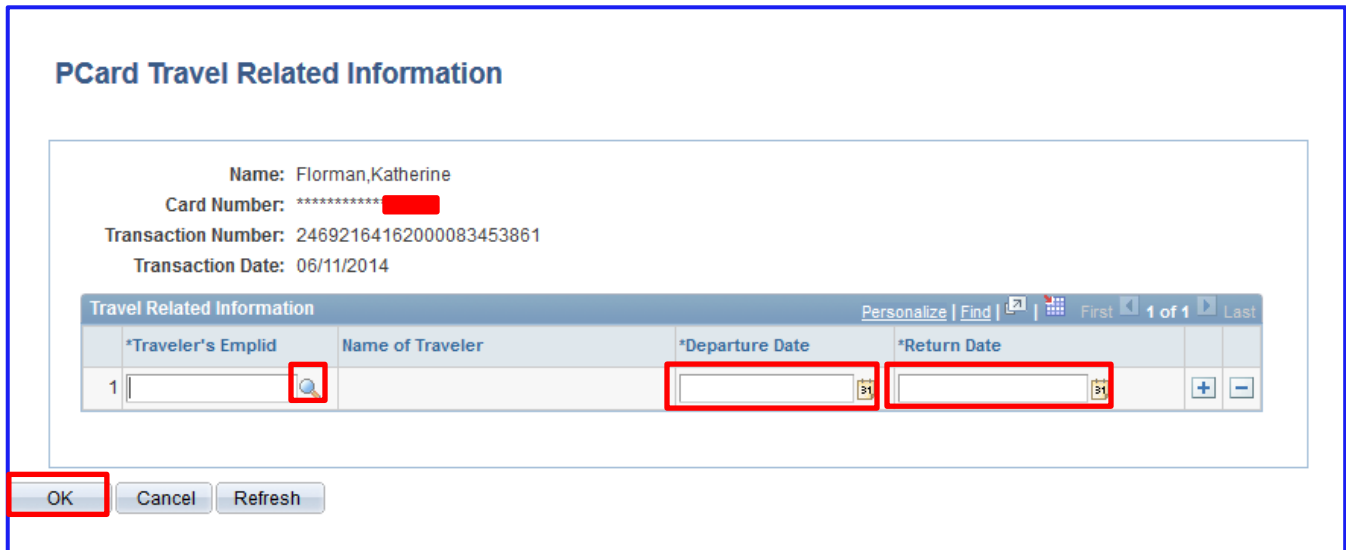
Travel Info Column...

**Click the white suitcase** , this is only to be used for NAU students and staff (i.e. individuals with an EMPL ID). Should PCard transactions occur for non-University affiliated travelers (e.g. interviewees, university visitors, etc.), document the traveler’s name and dates of travel in the Public Purpose field.


**Trip dates** are to be for the entire duration of the travel period – departure & return, not just the date the transaction occurred.







**List all travelers** that the PCard transaction pertains to, for example: (3) employees using the same taxi to get from the airport to the hotel. Click on the **+** sign at the end of the first line to add additional travelers.




You can search for a Traveler’s EMPL ID by clicking on the  and following the prompts.



**PCard Travel Related Information**

Name: Florman,Katherine  
Card Number: \*\*\*\*\*   
Transaction Number: 24692164162000083453861  
Transaction Date: 06/11/2014

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

**Examples:**

- Hotel Receipt: Five people traveled; three people stayed in the room - list the three individuals who stayed in the room.
- Taxicab receipt: List all travelers that rode in the cab.
- Conference Registration: List each traveler who in registered under that conference receipt.

**Credit & Refund Reconciliations:** Cardholders are required to reconcile any credit and/or refund that “hits” the PS Financial PCard statement. Reconciliation includes completing the Description (Billing Tab), the Public Purpose statement and uploading any corresponding documentation, including the original sales receipt.

**Credits & Refunds:**

**Description:** If possible, copy the same description from the original purchase reconciliation, preceded by the word **CREDIT**. In the rare case that you are completing a credit reconciliation at the same time as you are reconciling the original purchase, use the same description for both, and add the word CREDIT: in front of the corresponding description.

**Example:** *CREDIT: (1) night lodging – ABOR, E. Grisham*

**Public Purpose:** If possible, copy the same public purpose statement from the original purchase reconciliation, preceded by the word **CREDIT**. Include a brief description of what occurred – over charged, returned item and why, etc.

Please include the speedchart to be credited back – should be the same one originally charged!

**Example:** *CREDIT: Spring Hill Suites (1 of 2) nights lodging for Erin Grisham to attend ABOR meeting in Tempe, AZ from 2/2-4/2016.*

*\*\*There were no rooms available when Erin tried to check in, hotel was over booked. Hotel credited back one-night lodging. Erin stayed with J. Kuhn in her hotel room for the first night.  
Speedchart: 5220210F25*

**Documentation to Upload:** A copy of the ①original sales receipt should be uploaded along with, ②any credit memos/receipts provided by the vendor, ③email chain with the vendor and/or additional related information.

The screenshot shows a 'Reconcile Statement' window. On the left, under 'Line Comments', line 17 has a description: 'CREDIT: (1) night lodging - ABOR, E. Grisham'. Below this is a 'Notice of Violation' section with a checkbox and a 'Violation Type' field. On the right, a 'Documentation' button is visible above a list of transaction details: Name: Florman, Katherine; Transaction Number: 74692166036000084206734; Bank Sequence: 99; Line Number: 0; Merchant: SPRINGHILL STES TEMPE; Card Number: [REDACTED]; Transaction Date: 02/05/2016; Gross Amount: -265.78. At the bottom, a 'Transaction Line Comments' section is highlighted with a red box, containing a 'Public Purpose' field with the text: 'CREDIT! Spring Hill Suites: ( 1 of 2) nights lodging for Erin Grisham to attend ABOR meetings in Tempe, AZ from 2/2-2/4. \*\*There was no rooms available when Erin went to check in, hotel was over booked. Hotel credited back one night lodging. Erin stayed with Jane Kuhn in her hotel room for the first night. Speedchart: 5220210F25'. The 'Status' is 'Active'. At the bottom of the window are 'OK', 'Cancel', and 'Refresh' buttons.

**NOTE:** This includes fraudulent charges that appear on your monthly statement.

**Fraudulent Charge:**

Description: *Fraudulent Charge: [Police Report# XXX-XXXX]* or *Fraudulent Charge: [Vendor Name]*

Public Purpose:

**Example #1:** *Fraudulent Charge: [Police Report# XXX-XXXX]. See attached for additional information.*

**Example #2:** *Fraudulent Charge: [Vendor Name]. See attached for additional information.*

Documentation to Upload: A copy of the ① police report (if available) should be uploaded along with, ② any credit memos/receipts provided by the vendor, ③ email chain with the bank verifying the fraud.

The screenshot displays the 'ProCard Comments' interface. At the top, there is a 'Reconcile Statement' section with a 'Line Comments' sub-section. A table shows a single line item with 'Line: 5' and 'Description: Fraudulent Charge: Police RPT#N16-0005'. A red box highlights this description. To the right, a 'Documentation' button is visible. Below the table, there is a 'Notice of Violation' checkbox and a 'Violation Type' field. On the right side, transaction details are listed: Name: Florman, Katherine; Transaction Number: 74788227010021010010086; Bank Sequence: 102; Line Number: 0; Merchant: XFRD/SAFEWAY; Card Number: [redacted]; Transaction Date: 01/10/2017; Gross Amount: -156.95. Below this is the 'Transaction Line Comments' section, which includes a 'Public Purpose' field containing 'Fraudulent Charge: Police RPT#N16-0005' (highlighted with a red box) and a 'Status' field set to 'Active'. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

**NOTE:** As with any PCard purchase, do not hold up reconciling credits/fraudulent changes because you are waiting on documentation. Complete as much as possible prior to the monthly deadline and include a note in the Public Purpose statement that you are waiting on documentation.

**Verifying Transactions:** Once all transactions have been reviewed and the appropriate entries for description and public purchase have been completed, you will complete \*Status.

You can check box each purchase individually and click the Verify button or use the drop-down menu in the \*Status column.

**Select All:** Click on this link to display all transactions on a single page or to change the Status.

**Clear All:** Click on this link to clear Select All.

The screenshot displays the PS FINANCIALS interface for Northern Arizona University. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The interface shows a table of transactions with the following data:

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Public Purpose	Travel Info	Budget Status
19	06/20/2014	VZWRLSS*IVR VB	Approved	120.03	USD			Valid
20	06/21/2014	DMI* DELL HIGHER EDUC	Approved	1,323.75	USD			Valid
21	06/21/2014	DMI* DELL HIGHER EDUC	Approved	1,323.75	USD			Valid
22	06/27/2014	AMERICAN BACKGROUND INFOR	Approved	41.62	USD			Valid
23	07/03/2014	VZWRLSS*MY VZ VB P	Staged	640.16	USD			Valid
24	07/03/2014	VZWRLSS*MY VZ VB P	Staged	200.05	USD			Valid
25	07/03/2014	CASTLE BRANCH EMPLOY SCR	Staged	27.70	USD			Valid
26	07/03/2014	CASTLE BRANCH EMPLOY SCR	Staged	288.70	USD			Valid
27	07/05/2014	KONICA MINOLTA BUSINESS	Staged	861.25	USD			Valid
28	07/05/2014	KONICA MINOLTA BUSINESS	Staged	2,892.98	USD			Valid
29	07/05/2014	KONICA MINOLTA BUSINESS	Staged	2,855.31	USD			Valid
30	07/05/2014	KONICA MINOLTA BUSINESS	Staged	3,848.33	USD			Valid
31	07/05/2014	KONICA MINOLTA BUSINESS	Staged	646.15	USD			Valid
32	07/05/2014	KONICA MINOLTA BUSINESS	Staged	4,029.72	USD			Valid
33	07/05/2014	KONICA MINOLTA BUSINESS	Staged	957.14	USD			Valid


Below the table, there are action buttons:  Select All,  Clear All, Stage, Verify, and Validate Budget. There are also links for Search, Purchase Details, Split Line, and Distribution Template. At the bottom, there are buttons for Save, Notify, and Refresh.

**Select All**

**Click Verify button**

**Select Save**

## QUICK REFERENCE:

1. Click View All
2. Click Billing Tab – enter brief description of item(s).
3. Click Transaction Tab
4. Click Comments Icon – enter public purpose; include the word “for”, invoice #'s and dates as applies.
5. Scan & Upload Receipts
6. Click on Suitcase: Travel Info – enter all travelers’ EMPL ID’s and trip dates associated with purchase.
7. Click *Select All*
8. Click Verify button
9. SAVE!!! SAVE!!! SAVE!!! – *Anytime* you see the  Save Button...Click it!!

## MISC Notes:

- Credits & Refunds: Cardholders *are required* to complete reconciliations for credits and/or refunds that “hit” on the PCard in PS Financials – description, public purpose & uploaded receipts/credit memo/email/etc. Reference the above reconciliation example from pages 12 & 13.
- Chase International Fees: For the Description & Public Purpose, enter “Bank Imposed Fees”. No other explanation or documentation required.
- Item Description: **REQUIRED!** To be entered on the Billing Tab, a brief description of *what* was purchased. Example: *RT Flight to Portland, OR for Yield Event March 2019*
- Public Purpose: **REQUIRED!** Enter a detailed description of what was purchased. Don’t forget quantity – how many did you purchase? Please include the *full vendor name*, the name (first initial, last name) of the individual(s), as it applies, that a purchase is made on behalf of – even if it’s yourself. Dates & location-city, state for conference registration, hotel stays, flights, etc.  
Example: *US Airways: RT flight to Portland, OR from Flagstaff, AZ for Charles Just to host presentation encouraging students who have already been admitted to NAU to accept their offer of admission, apply for housing and register for Orientation. Note that checked baggage fees will be charged separately on the day of the flight(s). Trip March 8-10, 2019.*
- Receipts: **REQUIRED!** Must be **itemized** for what you bought and indicate that payment was received. An invoice alone, “order confirmation”, packing slip, or credit card slip is **NOT** sufficient. Please be sure that the receipt(s) you uploaded into OnBase are **legible!!** We are also looking for shipping charges & tax. We recommend that you keep your original receipt(s) for at least 30 days after purchase; after which they can be discarded.
- Approval Documentation: **Purchases**: Email or other written approval as required by your department, college or division. Dollar thresholds are determined by your department/unit and college/division leadership. **Travel Purchases, any dollar amount**: Email of travel approval from traveler’s direct supervisor and any additional approvals required by your department, college or division. Travel purchases include conference & event registration.
- Cardholders with Multiple Speedcharts: Those cardholders with multiple speedcharts associated with their PCard, **PLEASE** indicate for each purchase which account should be charged.

Need further assistance?

Contact your PCard Approver or [PCard@nau.edu](mailto:PCard@nau.edu)