# PeopleSoft PCard Reconciliation

Comptroller's Office

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, with receipt(s) and support documentation uploaded, and verified by the monthly verification deadline.**

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

**Billing Date:** the date NAU Purchasing Services downloaded the cardholder's most recent purchases from the credit card company ***and*** the date used to determine which billing cycle cardholder's purchase will "hit" in, never the date cardholder actually *purchased* the item or service.

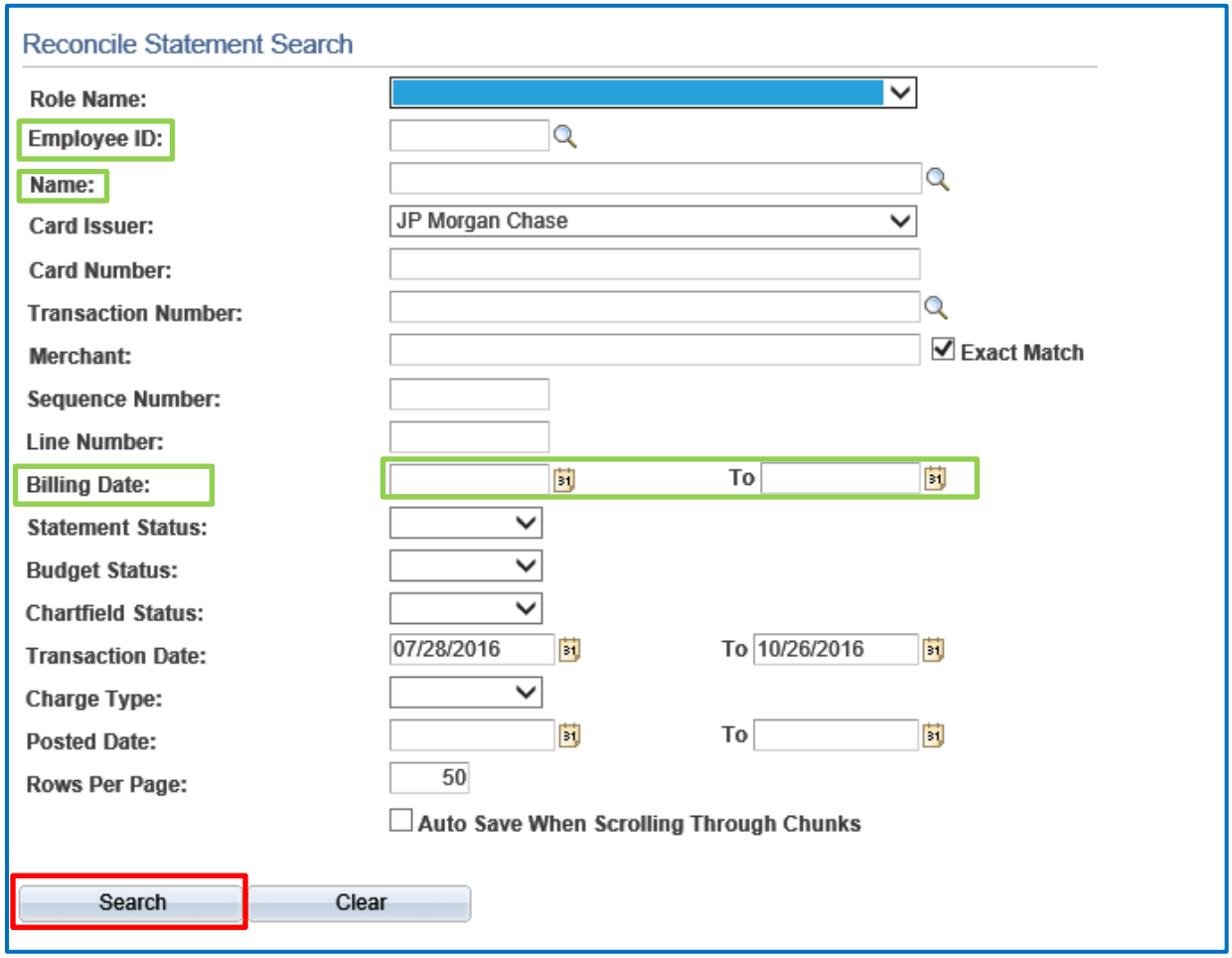
**Transaction Date**: the date the vendor sent the cardholder's payment information to their financial institution (bank); is not always the same date the cardholder *purchased* the item or service.

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://financials.peoplesoft.nau.edu/
- Purchasing > Procurement Cards > Reconcile > Reconcile Statement

**Locating a Statement:**

Reconcilers and Approvers can locate an entire month's billing statement ***or*** a previous month's transaction via the Reconcile Statement Search screen. The two most common search fields are ***Employee ID*** & ***Employee Name***.



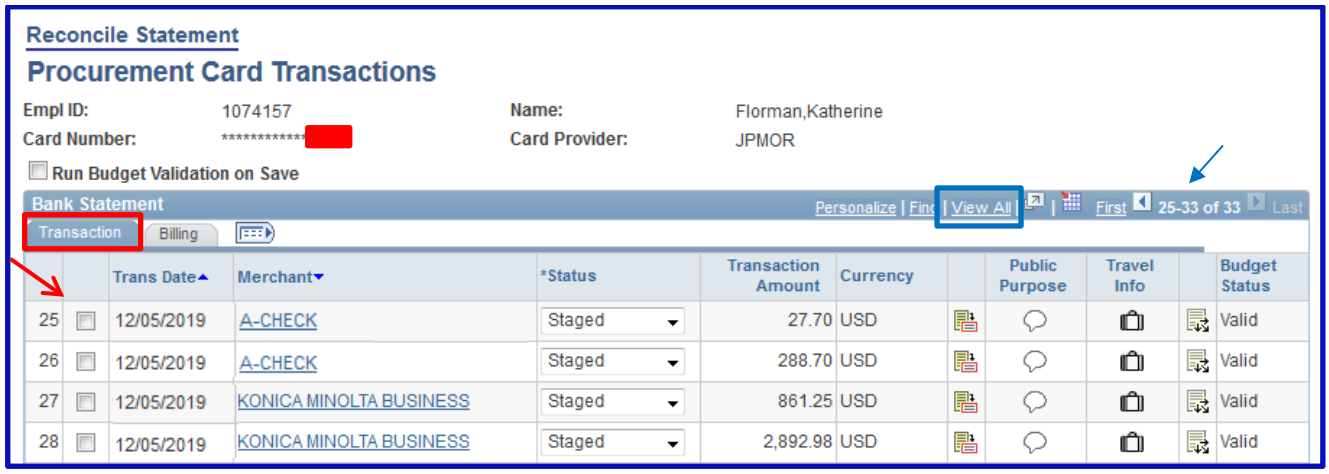

**Select the Search button**

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

**<u>Reviewing the Bank Statement Page:</u>**

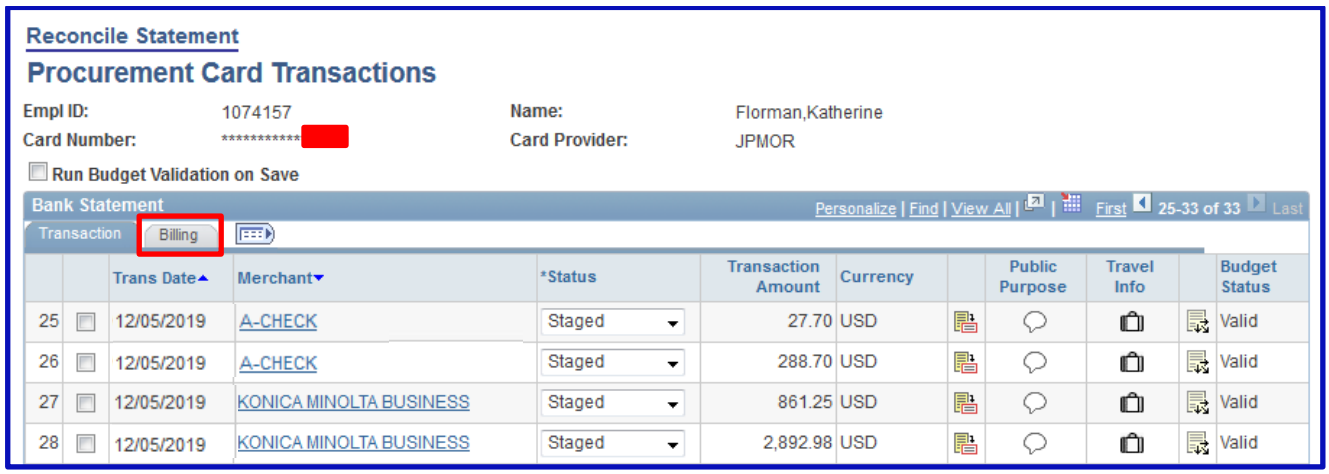
The system automatically displays the first (9) transactions for the selected Employee ID.
Click View All, if cardholder have more than (9) transactions for that billing cycle.

***<u>Transaction Tab:</u>***

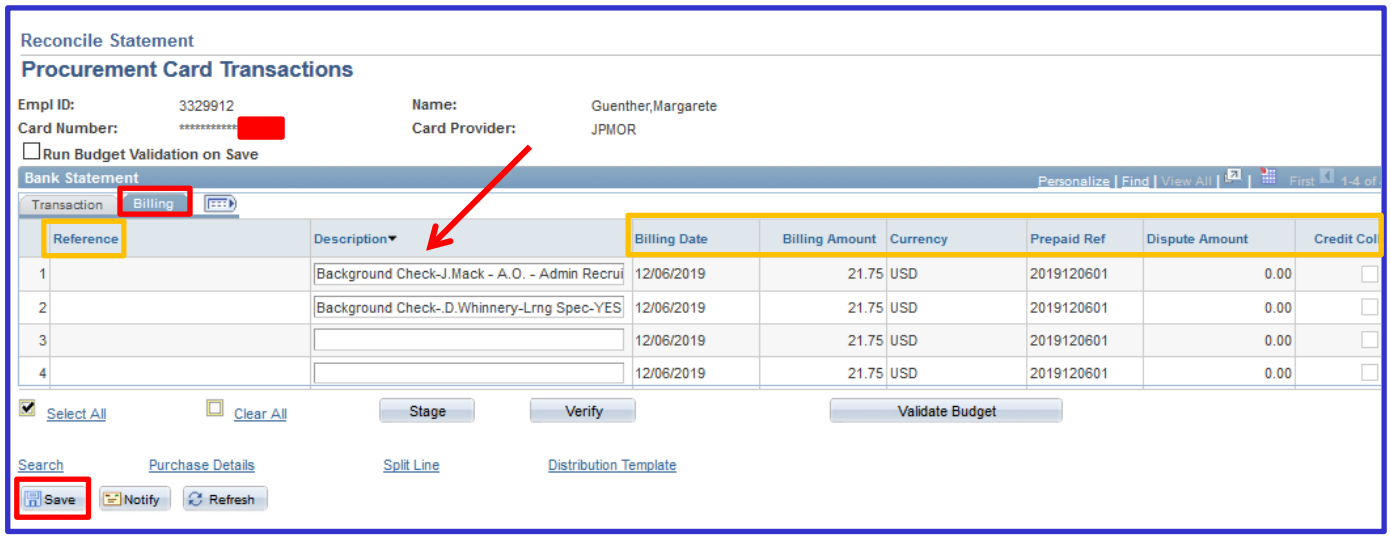



***<u>Billing Tab:</u>***

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




**Select Billing tab**




**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 *PS Financials Transactions Detail* report (*see below*), so *please be as descriptive as possible!* **NOTE:** This field will only transfer the first 30-characters entered, including spaces, to the Doc Description of the *Transaction Detail* report (*see below*).

**Save!**

**Example#1:**
*RTAirfare-S. Smith, PHX-ONT*

**Example#2:**
*(3)Bckgrnd Cks, 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 | 00018 72980 | 750110 | Advertising | 11/08/18 | 002434 94 | 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 | 00018 72990 | 750110 | Advertising | 11/08/18 | 002435 04 | 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 |

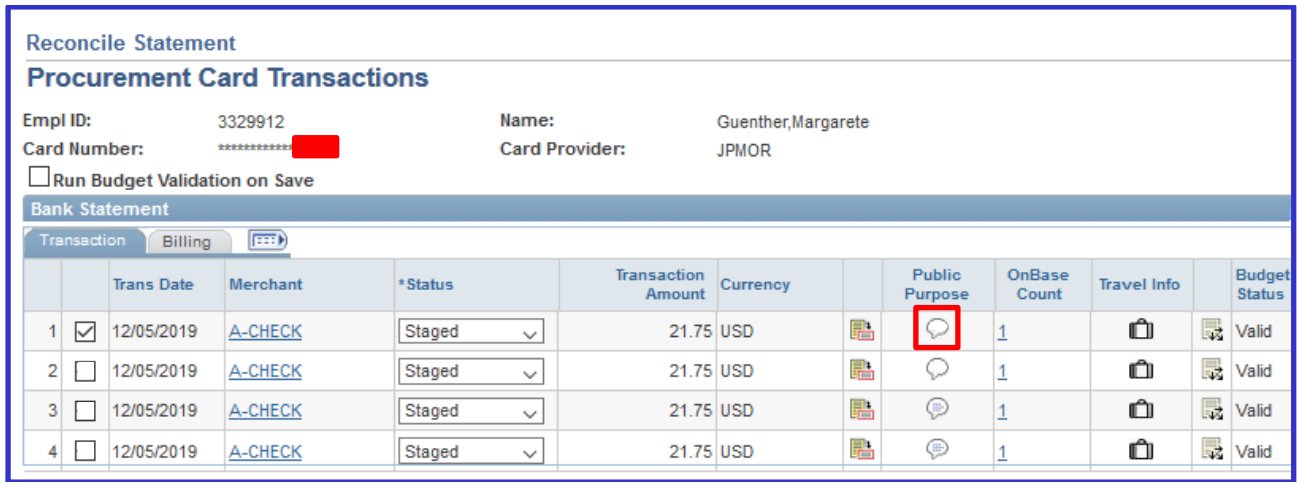
***Adding Public Purpose under Comments:***

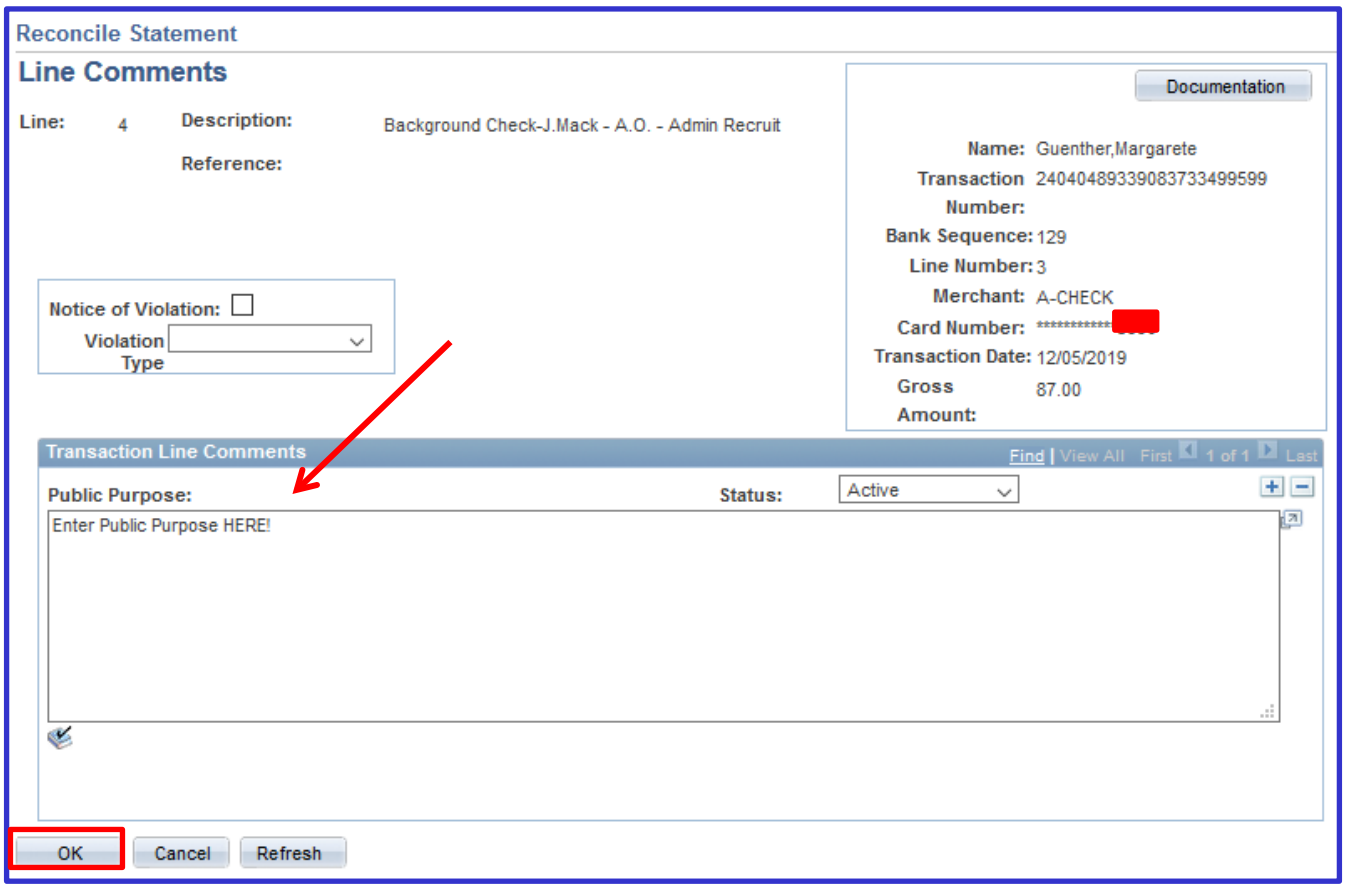
Line Comments is where the public purpose is recorded by the Reconciler.
The Comptroller's office would like to see the word "for" included for audit purposes, i.e. *"This item was purchased for…"*

This is also where the cardholder 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, include the grant Project ID# and expense account code to charge for ***each*** transaction.

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



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

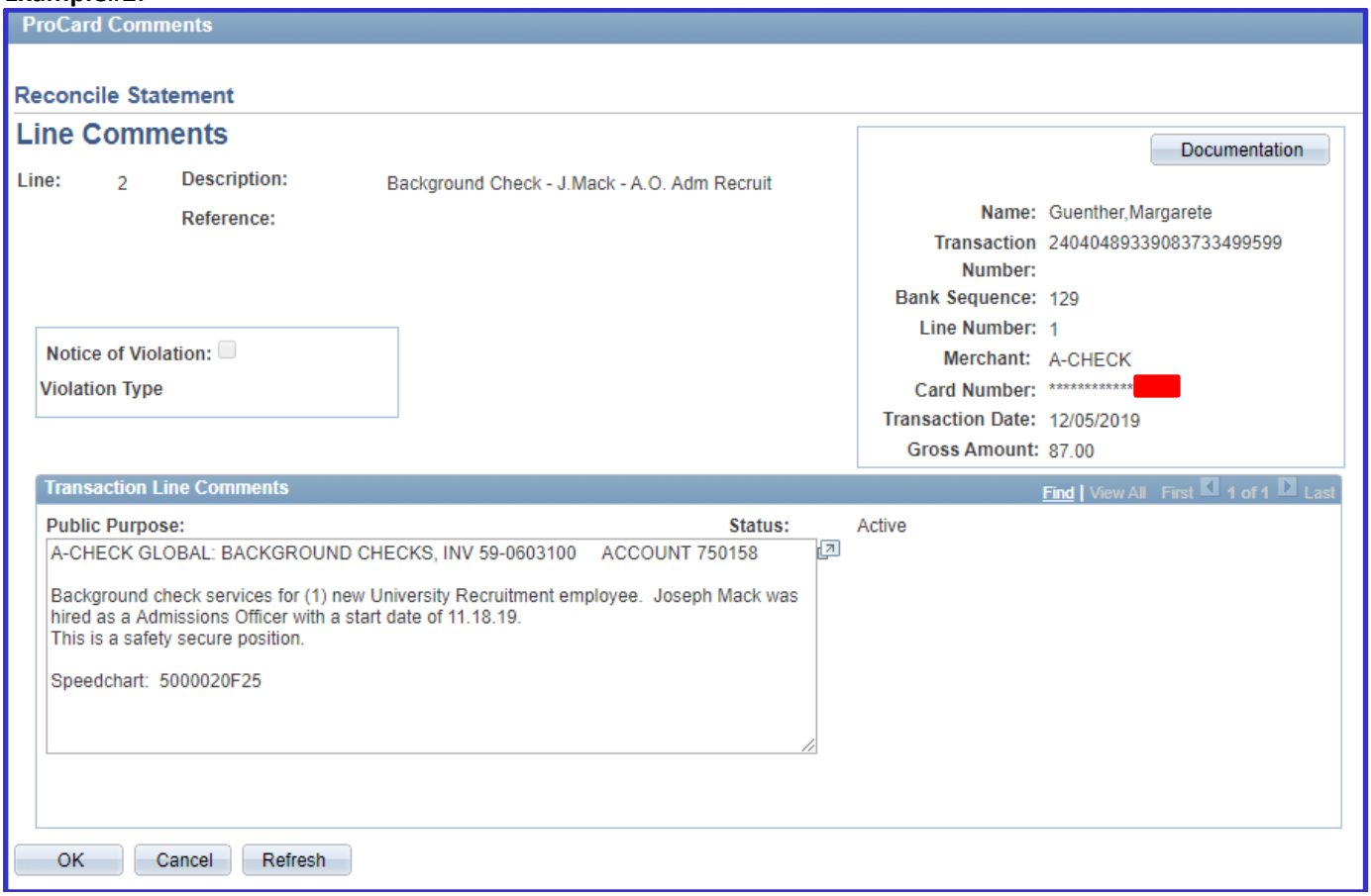
Please include the vendor's *full name*, the name (first initial, last name) of the individual(s), as it applies, that the purchase was made on behalf of – even if it is the cardholder themselves; as well as any dates & locations – city and state for conference/event registration, hotel stays, flights, etc.

**Select OK**

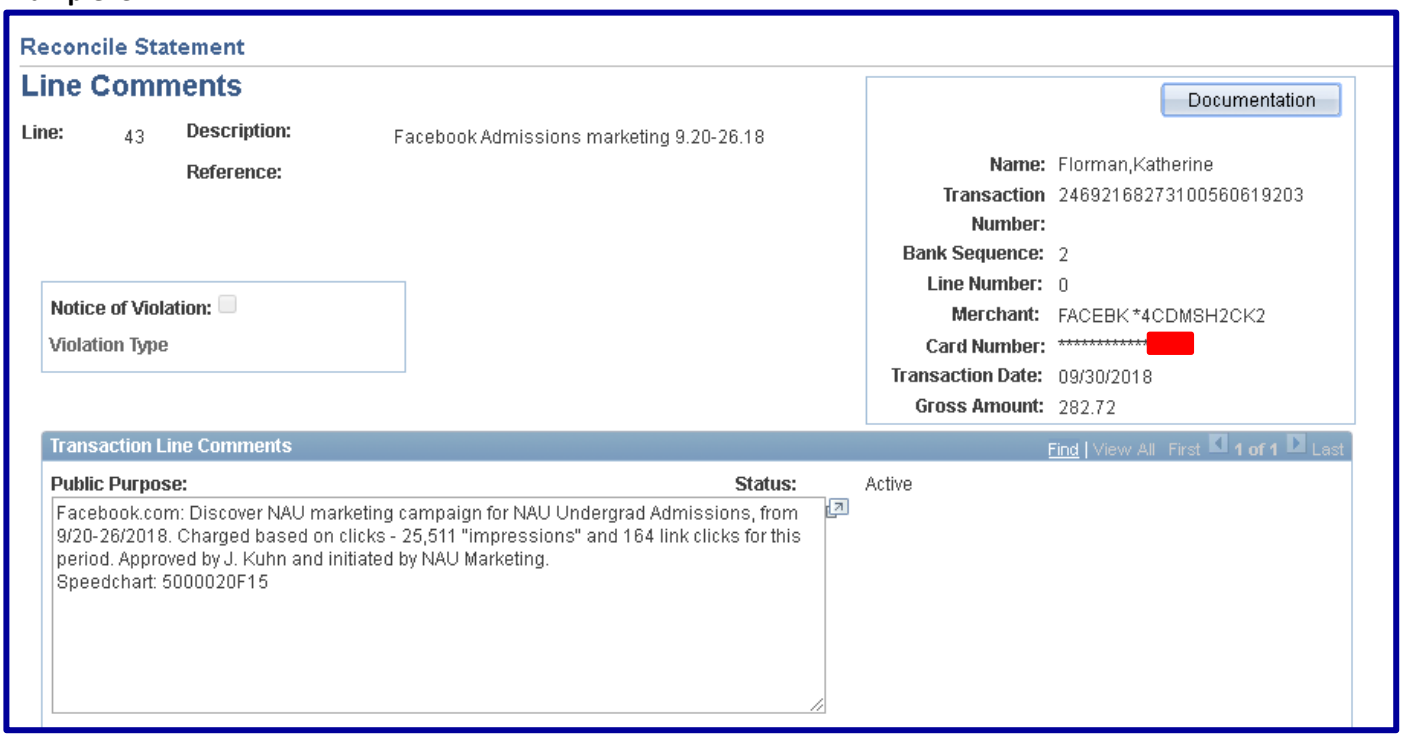
**Example#1:**

*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:**



**Example#3:**




***Documentation – Receipts & Supporting Docs Upload Process:***

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.

All receipts and supporting documentation should be ***uploaded in .PDF format***. If the cardholder is unable to upload a receipt because they do not have access to a scanner the cardholder can upload a picture of the receipt. If a receipt is received embedded in an email, save the email itself as a .PDF and upload the .PDF file.

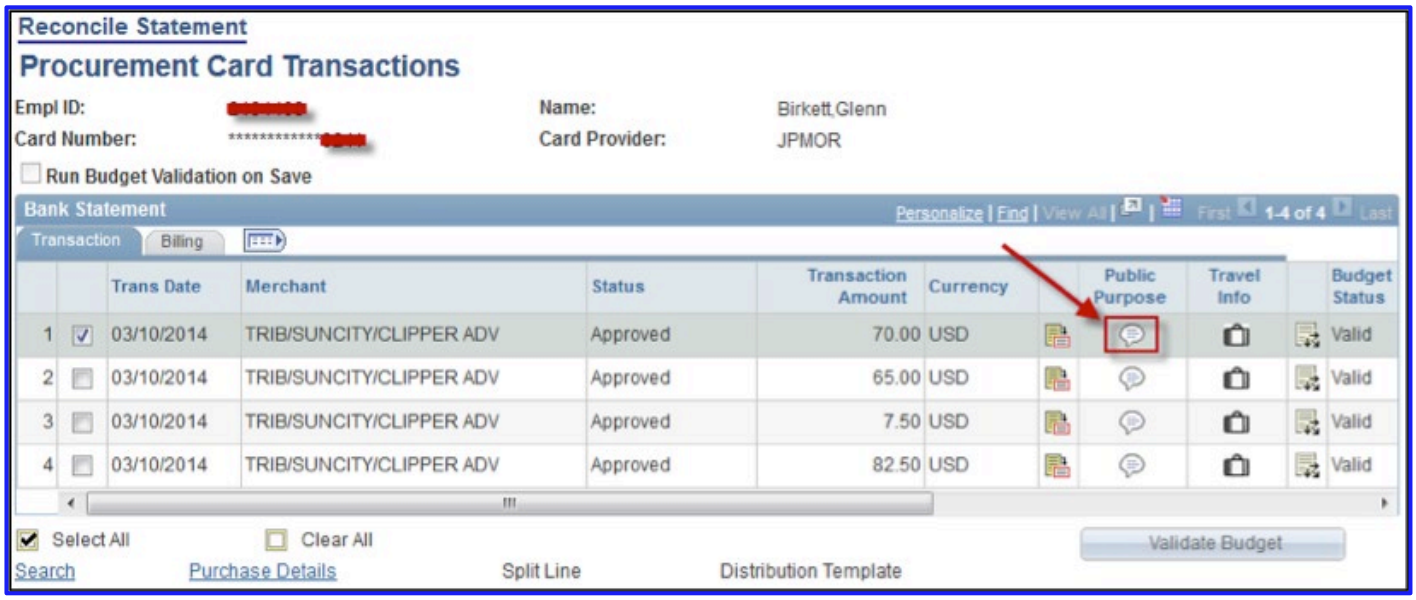
**Additional Document Types to Upload:**

- **Invoice:** If cardholder has an invoice for the associated payment, upload it!
- **Business Food/Meal Purchase Authorization Form:** Food items purchased for consumption, no matter the funding source, must have a completed and signed *Business Food/Meal Purchase Authorization* form uploaded.
- **Justification for Exception to Policy Approval Email**: If the purchase required *and* received a Justification for Exception to Policy, upload the approval email.
- **PCard Change Request Form**: If the purchase required a PCard Change Request form, upload the signed form.

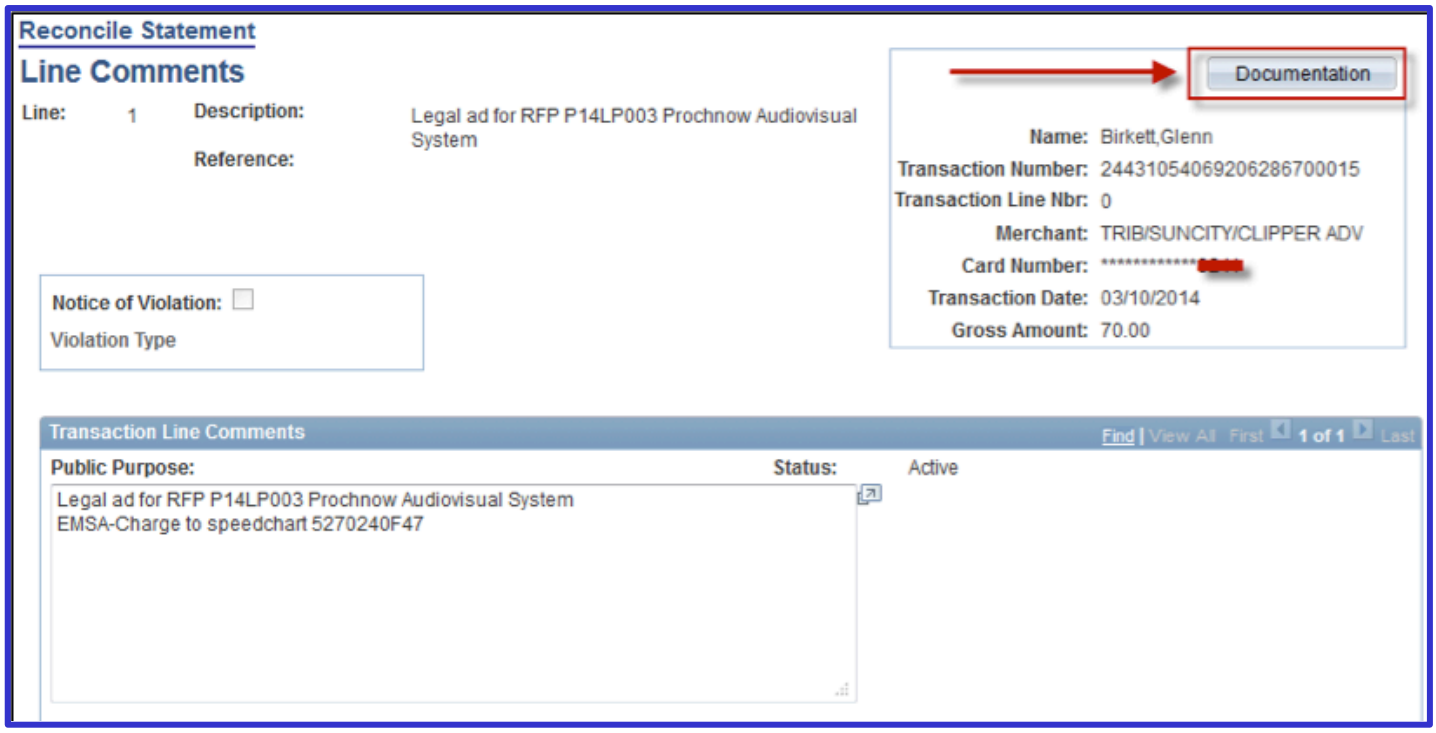
**IMPORTANT!** Please do not hold up completing a transaction reconciliation if the final receipt has not yet been received. Contact the vendor/company and request an itemized receipt/invoice indicating transaction was PAID be emailed immediately. Complete the description and public purpose – add a statement that the receipt will be 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 to the reconciliation!

To upload documents after a transaction has been approved and closed, change the *Statement Status* drop down on the *Reconcile Statement Search* page (*see pages 1 & 2 of this document*) to **Closed** and change the transaction dates for the period the original purchase was made, select **Search**.

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

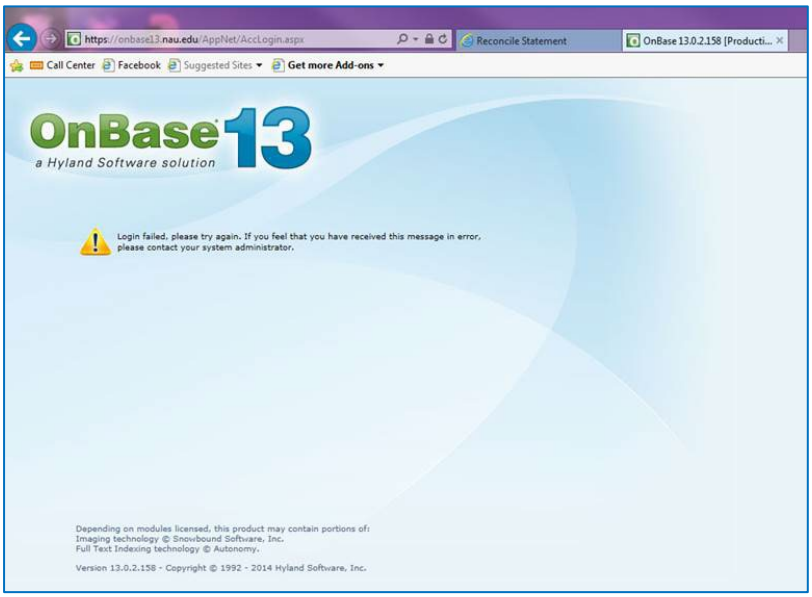



**Click on the "Documentation" button** in the upper right-hand corner of the Public Purpose (Comments) screen. The OnBase Viewer Window will open. If it is cardholder's first-time logging into OnBase, see the section below entitled "First Time Login." ***NOTE:*** *Best viewed in Internet Explorer (IE).*



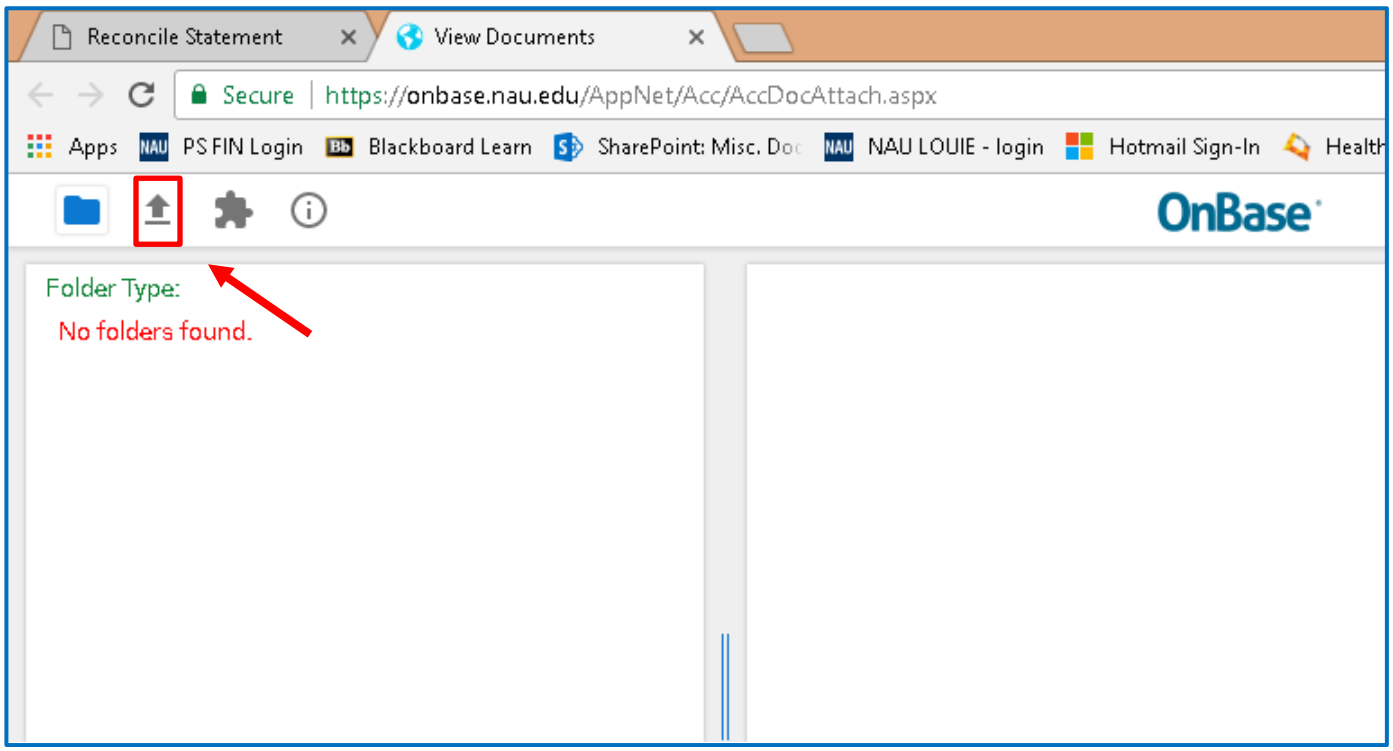
***First Time Login:***

If it is the first time that a cardholder is logging into OnBase, they may receive an error message:




If an error message is received – logout of PeopleSoft Financials (SAVE! first), close the browser down completely and start over. If cardholder continues to receive an error, submit a *Financial and Technical Support request in the Employee Service Center (ESC)* to have *cardholder permissions* checked. Otherwise, proceed with the below steps.

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




**NOTE:** *The transaction information is automatically populated from PeopleSoft and is read only. Use in verifying that documentation was uploaded for the correct transaction. If the information does not look correct, submit a Financial and Technical Support request in the Employee Service Center (ESC) with the details.*

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

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

**REMINDER:** *Please upload **all** documents in .PDF format. 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.

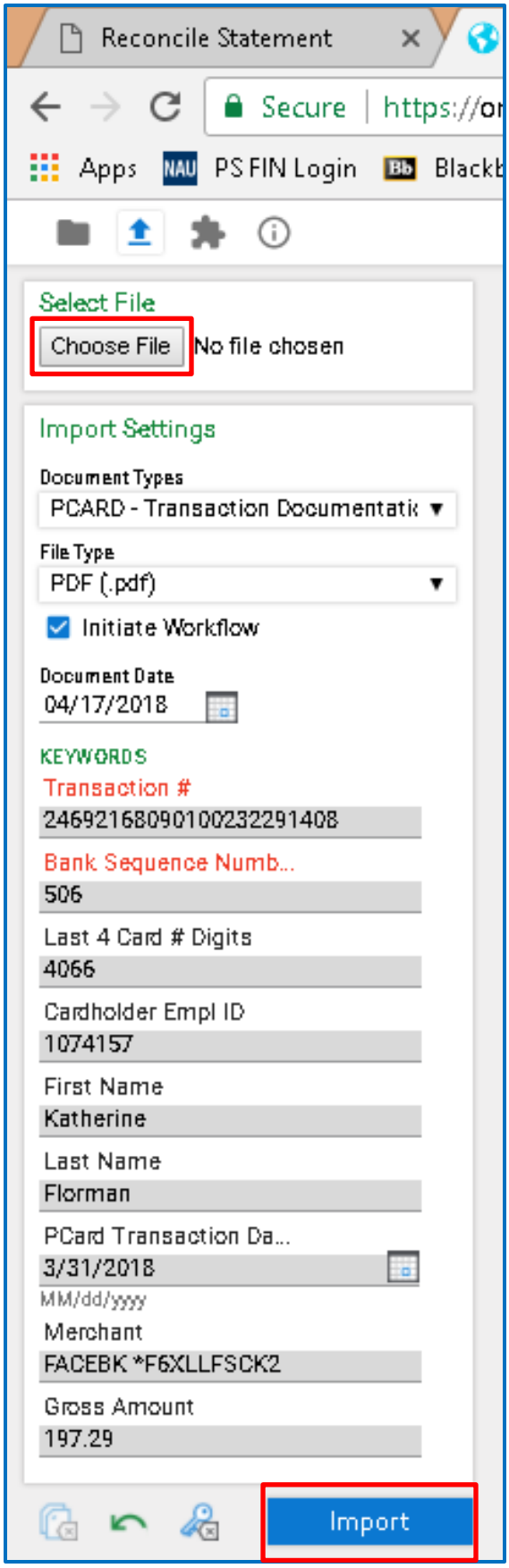
**Click the Import button** at the bottom left to import the file.

***Be VERY conscientious when uploading documents. If cardholder upload the wrong one, cardholder will have to submit a Financial and Technical Support request in the Employee Service Center (ESC) to have it removed…there is no end user delete or over-write option.***

***Be sure to upload the correct document, and then submit the ticket in the ESC to have the document(s) removed.***

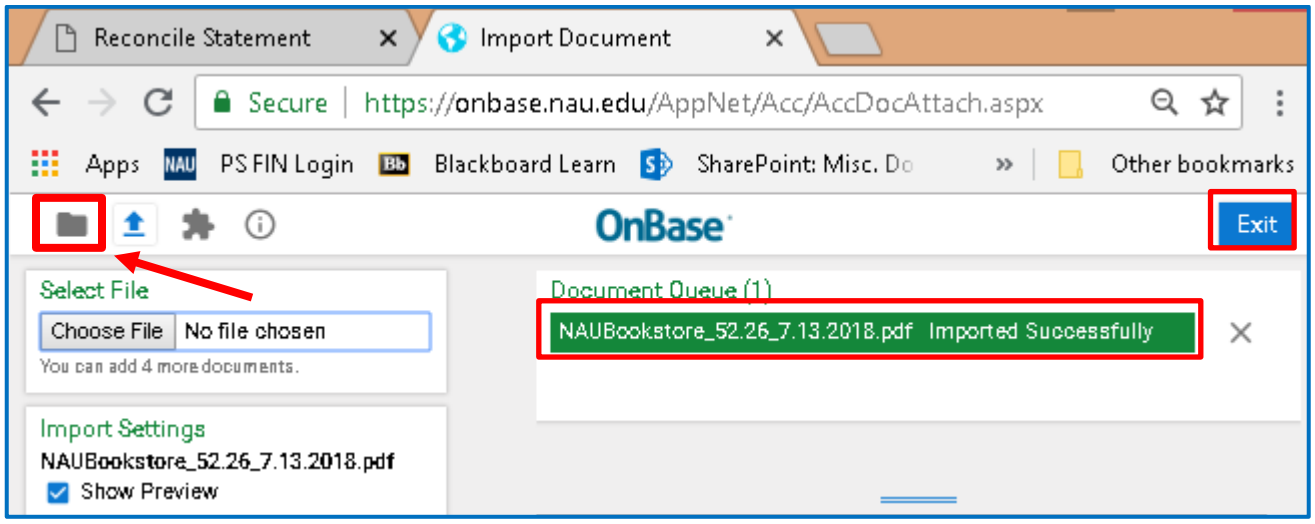
When the import finishes, a note in the upper left will indicate the **Imported Successfully** as shown below. If additional receipts/documents need to be uploaded, proceed as indicated above until finished.

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



***Reviewing Uploaded Documentation:***

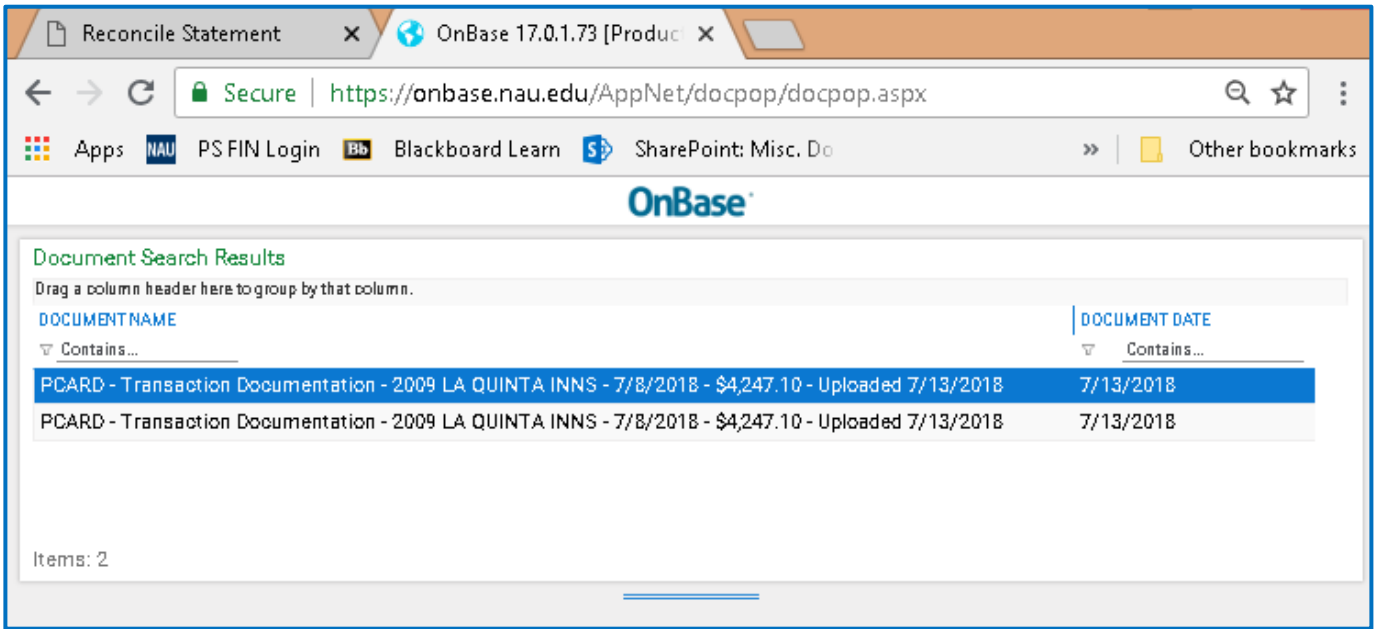
After uploading, to verify the imported documents are correct, click the folder icon in the upper left of the OnBase Viewer window.




**NOTE:** *At any time following a successful upload, cardholder 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:***

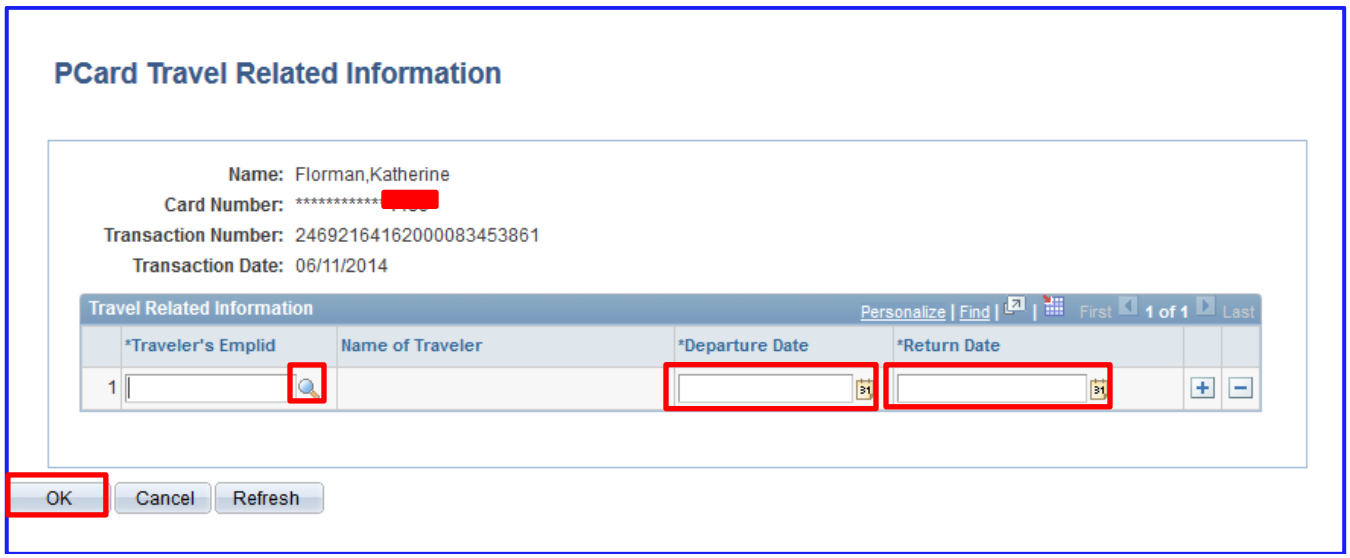
Travel Info Column…

**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.

Cardholder can search for a Traveler's EMPL ID by clicking on the 🔍 and following the prompts.




**Examples:**

- Conference Registration: List each traveler who in registered under that conference receipt.
- Lodging 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.

***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, proceeded by the word ***CREDIT.*** In the rare case that a cardholder completes a credit reconciliation at the same time as they 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*

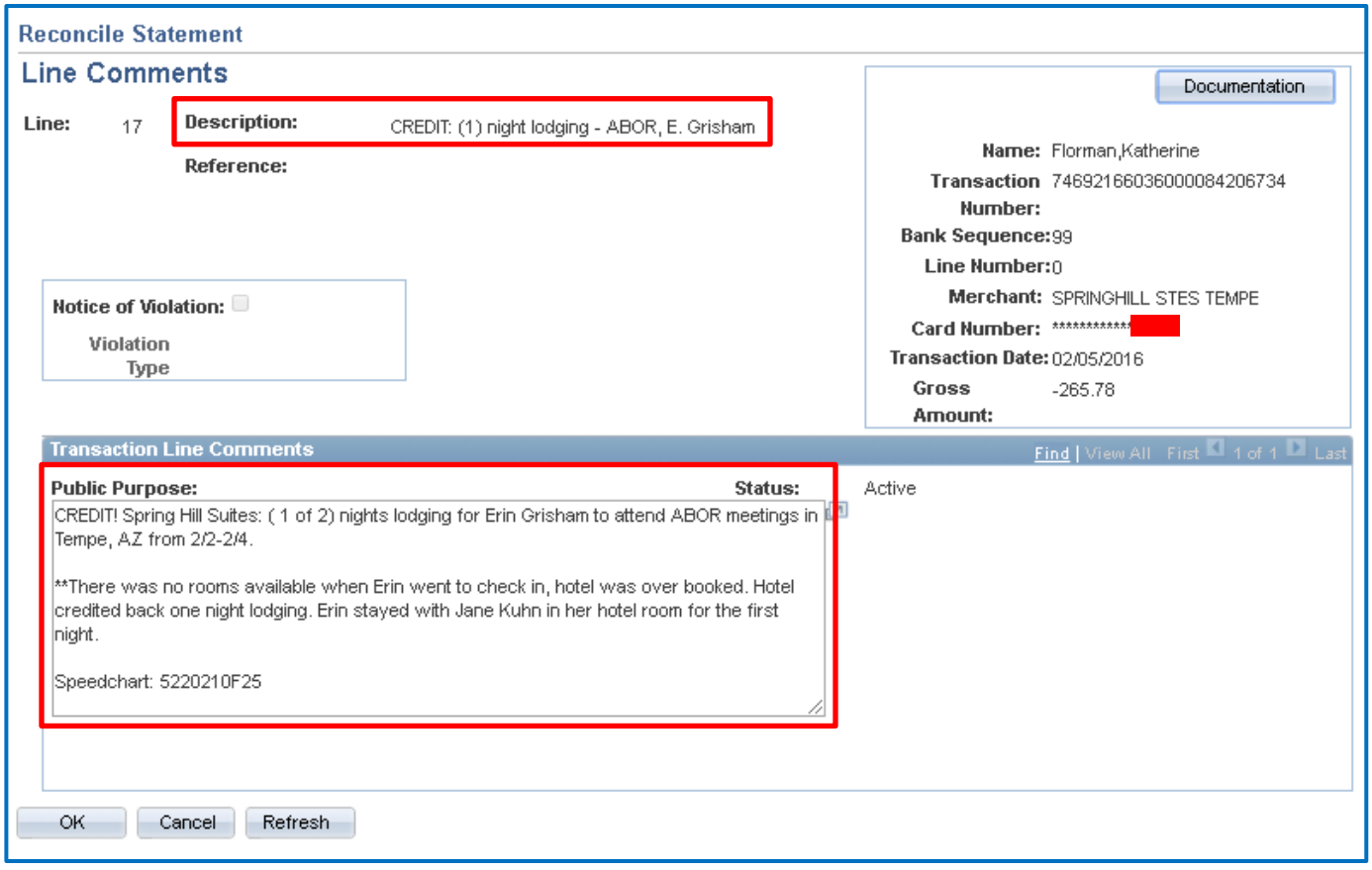
Public Purpose: If possible, copy the same public purpose statement from the original purchase reconciliation, proceeded by the word ***CREDIT. Include a brief description of what occurred*** – over charged, returned item and why, etc.

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.



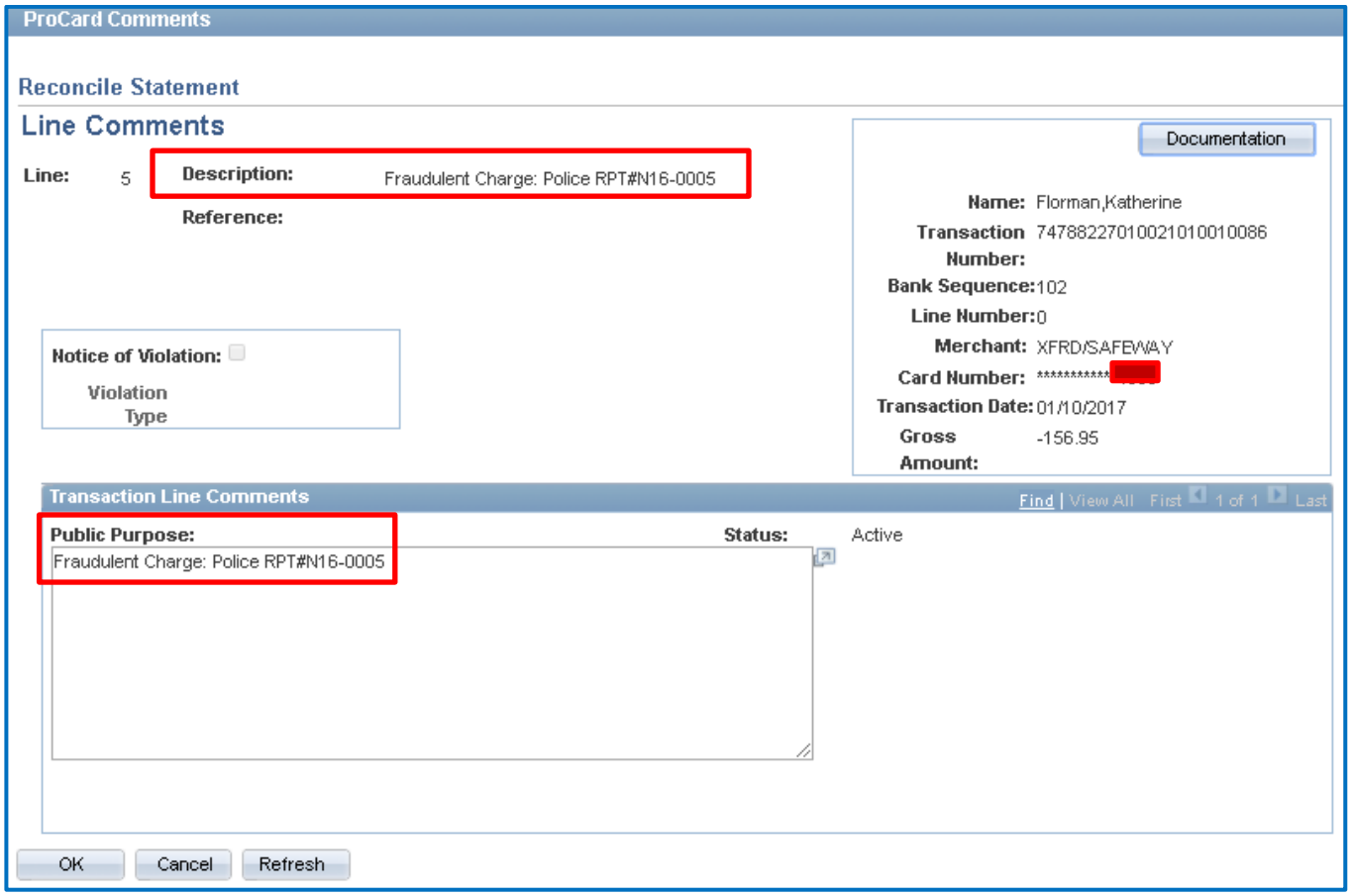

**NOTE:** *This includes fraudulent charges that appear on a cardholder's monthly statement.*

**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 ①police report (if available) should be uploaded along with, ②any credit memos/receipts provided by the vendor, ③email chain with the bank verifying the fraud.




**REMINDER:** *As with any PCard purchase, do not hold up reconciling credits/fraudulent changes because cardholder is waiting on documentation. Complete as much as possible prior to the month-end deadline and include a note in the Public Purpose statement that the cardholder is waiting on documentation.*

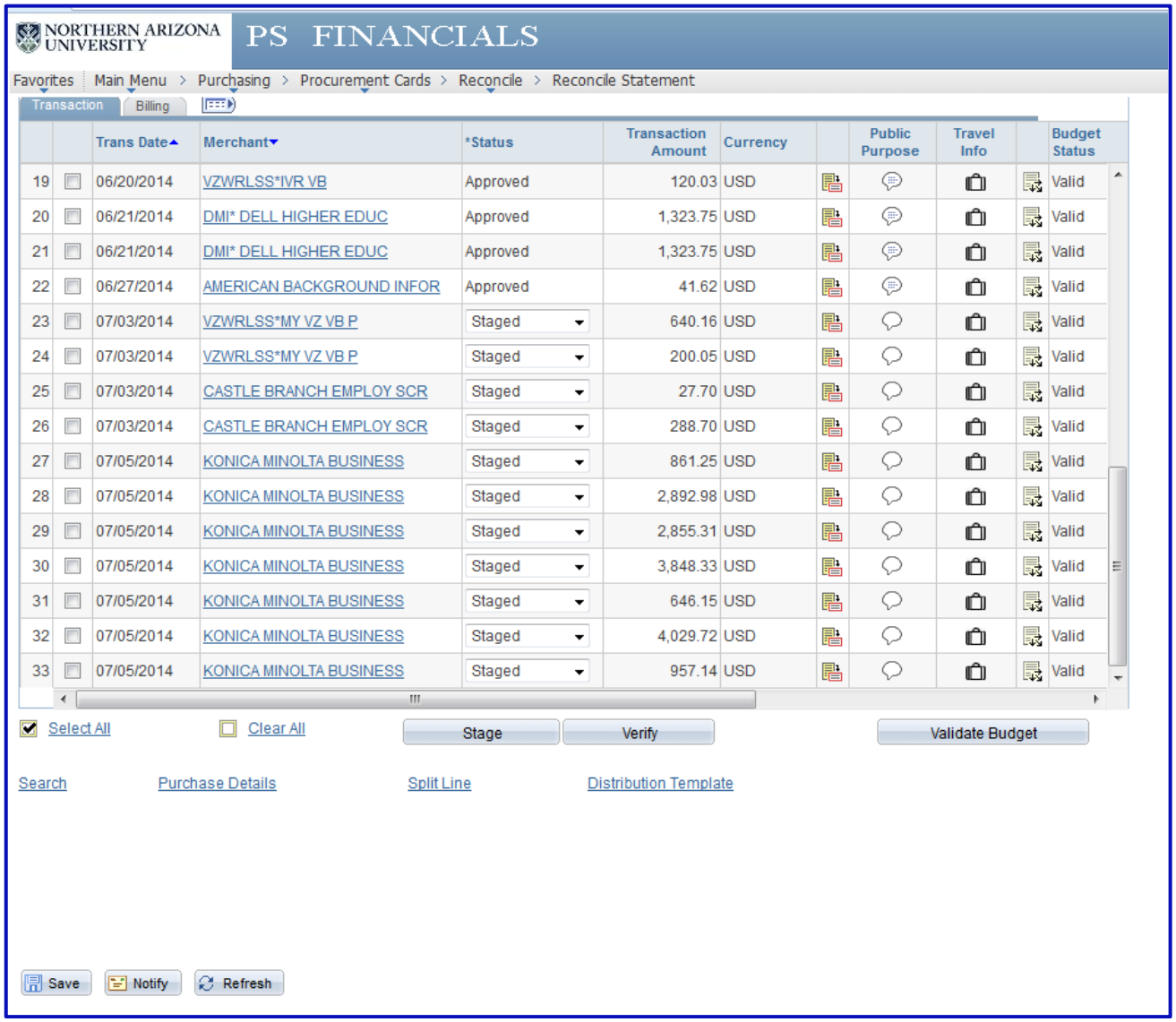
***Verifying Transactions:*** Once all transactions have been reviewed and the appropriate entries for description and public purchase have been completed, the cardholder will **update the transaction *_Status from Staged to Verified_**.

Changing the *Status* to ***Verified*** means *the cardholder has completed their reconciliation* (description, public purpose and documentation uploaded) and indicates to their PCard Approver that the transaction is ready to be reviewed *and* approved.

A cardholder can change a transaction's status to verified without documents uploaded, but the cardholder is still responsible for completing the upload once the pending documentation has been received.

**Changing Status:** Check the box for each purchase individually and then click the ***Verify*** button ***or*** use the drop-down menu in the *Status column.

***Select All:*** Click on this link to check the boxes for all transactions on a *single* page.
***Clear All*:** Click on this link to clear Select All.




**Select All**

**Click Verify button**

## Select Save

**PCARD RECONCILIATION 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* cardholder see the 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 - Currency Conversion". No other explanation or documentation required.
- Item Description: REQUIRED! To be entered on the Billing Tab, a brief description of *what* was purchased. Example: *RTAirfare-S. Smith, PHX-ONT*
- Public Purpose: REQUIRED! Enter a detailed description of what was purchased. Don't forget quantity – how many did cardholder 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 was the cardholder themself. 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, 2022.*
- Receipts: REQUIRED! Must be **itemized** for what cardholder 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) cardholder uploaded into OnBase are ***legible***!! We are also looking for shipping charges & tax. We recommend that cardholder keep cardholder's original receipt(s) for at least 30 days after purchase; after which they can be discarded.
- Additional Document Types to Upload:
  - **Invoice:** If cardholder have an invoice for the associated payment, upload it!
  - **Business Food/Meal Purchase Authorization Form:** Food items purchased for consumption, no matter the funding source, must have a completed and signed *Business Food/Meal Purchase Authorization* form uploaded.
  - **Justification for Exception to Policy Approval Email**: If the purchase required *and* received a Justification for Exception to Policy, upload the approval email.
  - **PCard Change Request Form**: If the purchase required a PCard Change Request form, upload the signed form.
- Cardholders with Multiple Speedcharts: Cardholders with multiple speedcharts associated with their PCard, ***PLEASE*** indicate for each purchase which account should be charged.

**Need further assistance?** Contact cardholder's PCard Approver or **PCard@nau.edu**