

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, 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**.

The screenshot shows the 'Reconcile Statement Search' form with the following fields and options:

- Role Name: [Dropdown]
- Employee ID: [Text input]
- Name: [Text input]
- Card Issuer: JP Morgan Chase [Dropdown]
- Card Number: [Text input]
- Transaction Number: [Text input]
- Merchant: [Text input] Exact Match
- Sequence Number: [Text input]
- Line Number: [Text input]
- Billing Date: [Date range selector, highlighted with a green box]
- Statement Status: [Dropdown]
- Budget Status: [Dropdown]
- Chartfield Status: [Dropdown]
- Transaction Date: 07/28/2016 [Date selector] To 10/26/2016 [Date selector]
- Charge Type: [Dropdown]
- Posted Date: [Date selector] To [Date selector]
- Rows Per Page: 50
- Auto Save When Scrolling Through Chunks
- Search [Button, highlighted with a red box]
- Clear [Button]

Select the Search button

NOTE: The statement will show *all* 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**.

Reviewing the Bank Statement Page:

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.

Transaction Tab:

Reconcile Statement
Procurement Card Transactions

Empl ID: 1074157 Name: Florman, Katherine
 Card Number: ***** [REDACTED] Card Provider: JPMOR

Run Budget Validation on Save

Bank Statement Personalize | Find | **View All** | [Grid Icon] | 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	[Icon]	[Icon]	Valid
26	12/05/2019	A-CHECK	Staged	288.70	USD	[Icon]	[Icon]	Valid
27	12/05/2019	KONICA MINOLTA BUSINESS	Staged	861.25	USD	[Icon]	[Icon]	Valid
28	12/05/2019	KONICA MINOLTA BUSINESS	Staged	2,892.98	USD	[Icon]	[Icon]	Valid

Billing Tab:

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.

Reconcile Statement
Procurement Card Transactions

Empl ID: 1074157 Name: Florman, Katherine
 Card Number: ***** [REDACTED] Card Provider: JPMOR

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [Grid Icon] | 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	[Icon]	[Icon]	Valid
26	12/05/2019	A-CHECK	Staged	288.70	USD	[Icon]	[Icon]	Valid
27	12/05/2019	KONICA MINOLTA BUSINESS	Staged	861.25	USD	[Icon]	[Icon]	Valid
28	12/05/2019	KONICA MINOLTA BUSINESS	Staged	2,892.98	USD	[Icon]	[Icon]	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 Personalize | Find | View All | First | 1-4 of

Transaction Billing [PDF]

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Col
1	Background Check-J.Mack - A.O. - Admin Recrui	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 *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:

RTAirtfare-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	0001872980	750110	Advertising	11/08/18	00243494	VOU	11		Facebook Admissions marketing	FACEBK *4CDMSH2CK2	1074157 Florman, Katherine 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, Katherine 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.

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 [EDIT]

		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 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:

The screenshot shows a 'ProCard Comments' window with the following sections:

- Reconcile Statement**
- Line Comments**
 - Line: 2
 - Description: Background Check - J.Mack - A.O. Adm Recruit
 - Reference:
 - Notice of Violation:
 - Violation Type
- Documentation**
 - 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
- Transaction Line Comments**
 - Public Purpose: A-CHECK GLOBAL: BACKGROUND CHECKS, INV 59-0603100 ACCOUNT 750158
 - Status: Active
 - Description: 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.
 - Speedchart: 5000020F25
- Buttons: OK, Cancel, Refresh

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:
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	Active

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.

Reconcile Statement
Procurement Card Transactions

Empl ID: ██████████ Name: Birkett, Glenn
Card Number: ██████████ Card Provider: JPMOR

Run Budget Validation on Save

Bank Statement Personalize | End | 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

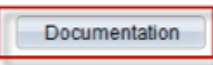
Search Purchase Details Split Line Distribution Template

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 cardholder's 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



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

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

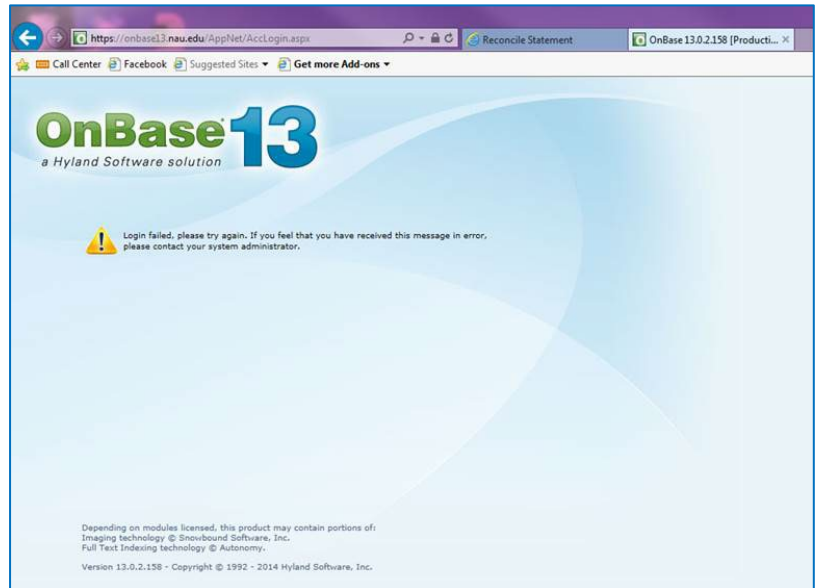
Public Purpose: Status: Active

Legal ad for RFP P14LP003 Prochnow Audiovisual System
EMSA-Charge to speedchart 5270240F47

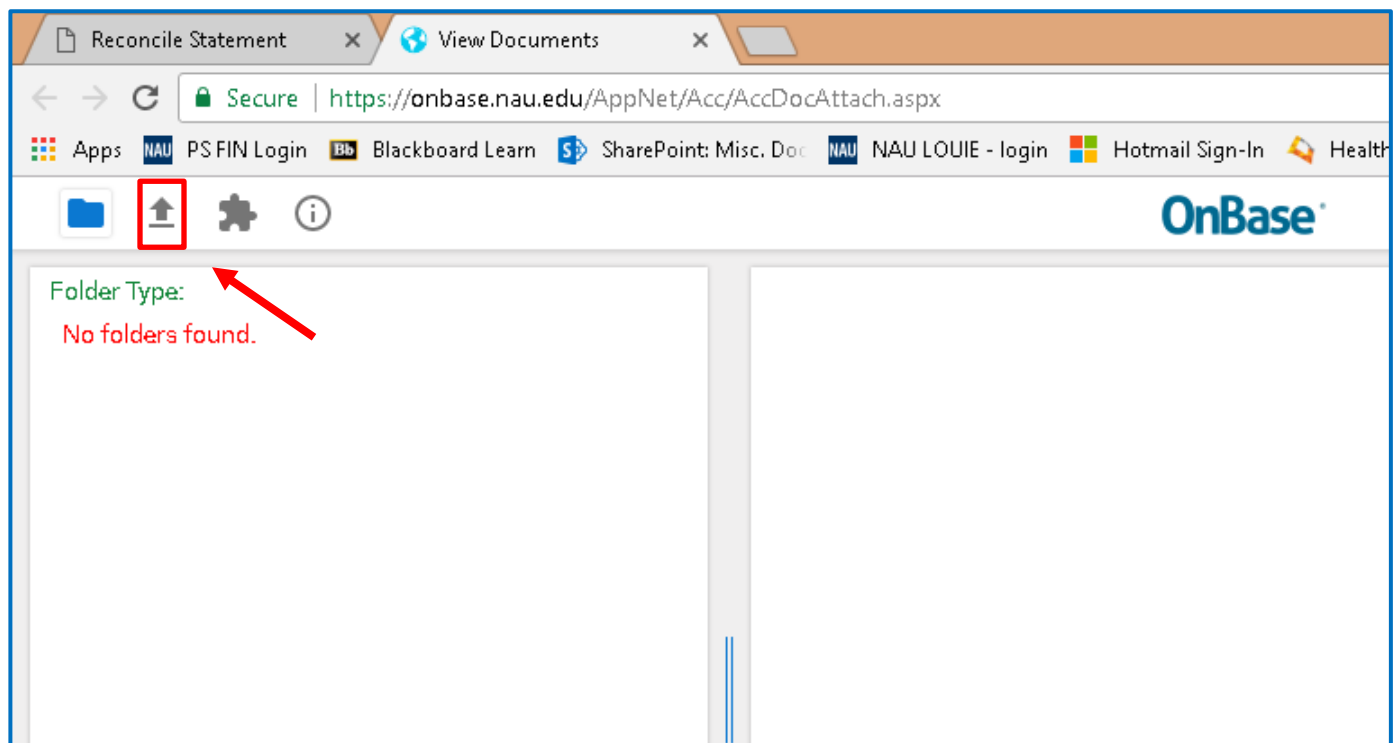
First Time Login:

If it is the first time that 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.

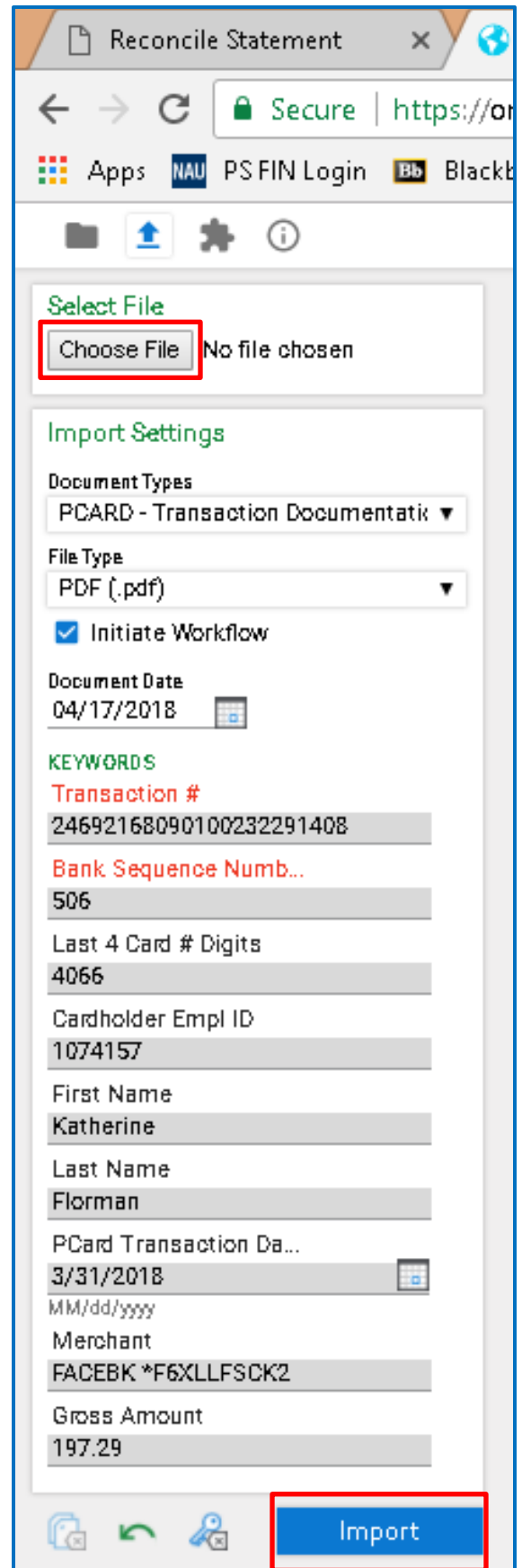
Click the **Import button** at the bottom left to import the file.

*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.

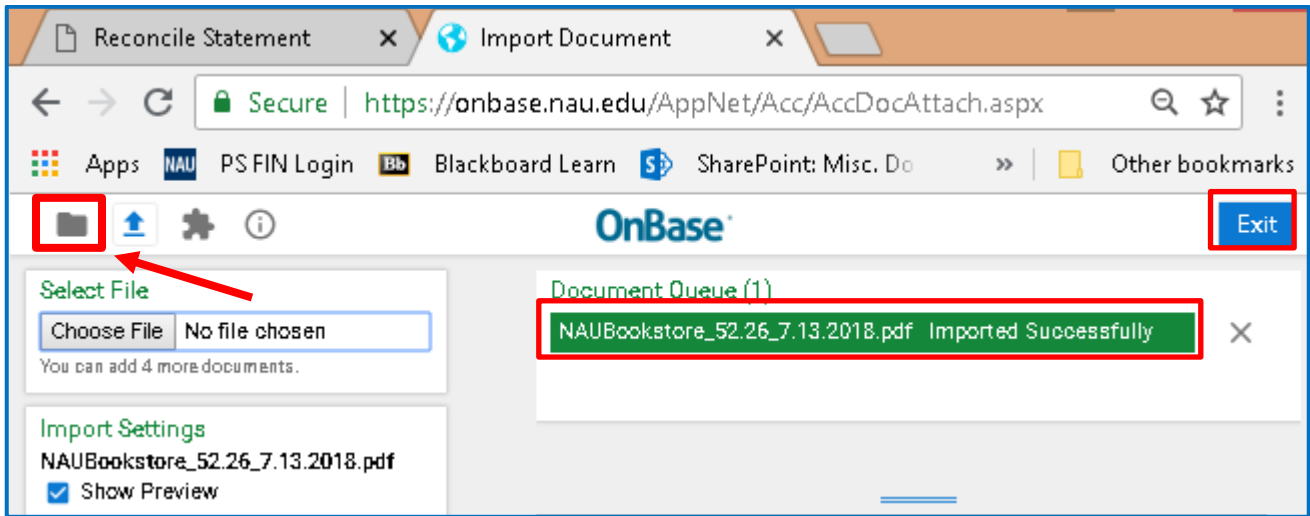
When the import finishes, a note in the upper left will indicate the **Imported Successfully** as shown below. If additional receipts/documents need to be uploaded, proceed as indicated above until finished.

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:

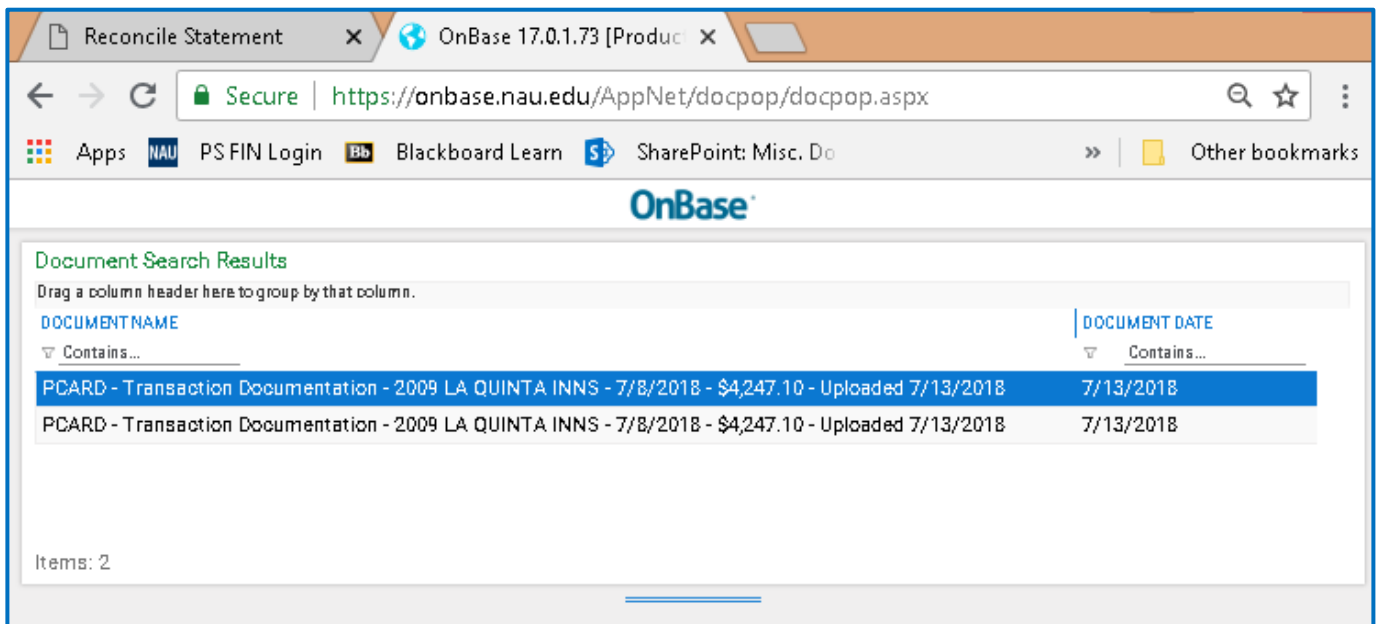
After uploading, to verify the imported documents are correct, click the folder icon in the upper left of the OnBase Viewer window.



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:

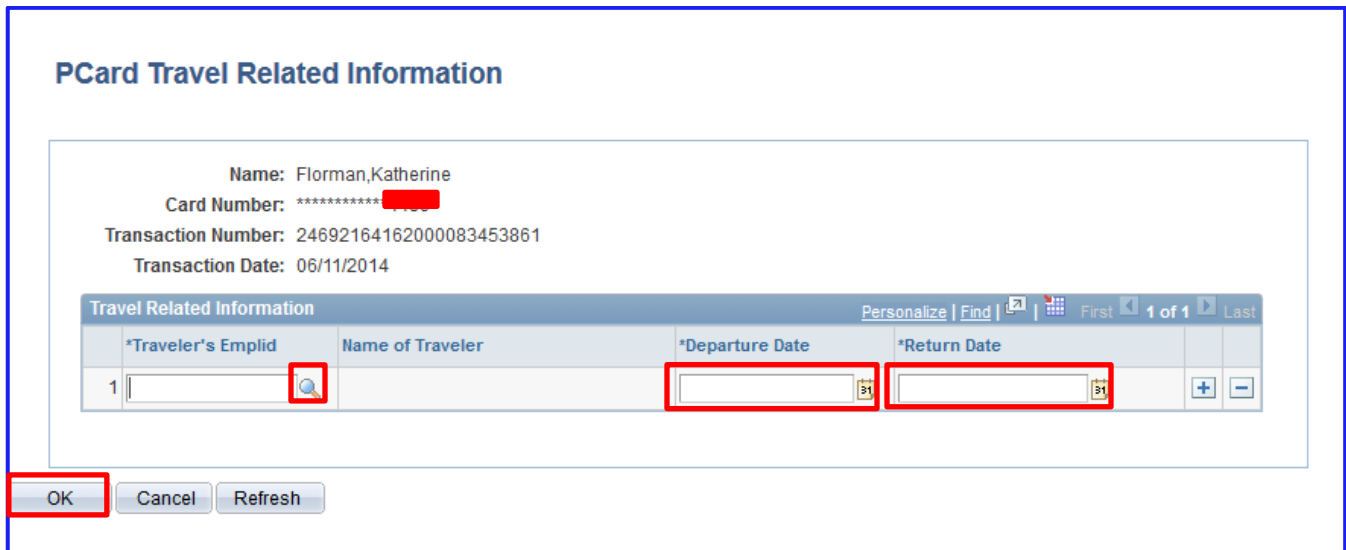
Travel Info Column...

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.



The screenshot shows a web form titled "PCard Travel Related Information". At the top, it displays transaction details: Name: Florman, Katherine; Card Number: ***** [redacted]; Transaction Number: 24692164162000083453861; Transaction Date: 06/11/2014. Below this is a table with the following columns: *Traveler's Emplid, Name of Traveler, *Departure Date, and *Return Date. The first row of the table has a search icon in the *Traveler's Emplid cell, and the *Departure Date and *Return Date cells are empty. Below the table are three buttons: OK, Cancel, and Refresh. The OK button is highlighted with a red box.

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, preceded 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, 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 ① original sales receipt should be uploaded along with, ② any credit memos/receipts provided by the vendor, ③ email chain with the vendor and/or additional related information.

The screenshot shows a web interface for reconciling a statement. At the top, it says "Reconcile Statement". Below that is a "Line Comments" section. On the left, "Line: 17" is shown. A red box highlights the "Description:" field, which contains the text "CREDIT: (1) night lodging - ABOR, E. Grisham". Below the description is a "Reference:" field. To the right of the description is a "Documentation" button. Further right, transaction details are listed: 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: -265.78; Amount: [redacted]. Below this is a "Transaction Line Comments" section. A red box highlights the "Public Purpose:" field, which contains 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:" field is set to "Active". At the bottom of the interface are "OK", "Cancel", and "Refresh" buttons.

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 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 shows the 'ProCard Comments' interface. At the top, there is a 'Reconcile Statement' section with a 'Line Comments' sub-section. A table lists a transaction with 'Line: 5' and a 'Description: Fraudulent Charge: Police RPT#N16-0005', which is highlighted with a red box. Below this, there is a 'Notice of Violation' checkbox and a 'Violation Type' dropdown menu. To the right, a 'Documentation' button is visible, and a detailed transaction summary is displayed, including Name (Florman, Katherine), Transaction Number (74788227010021010010086), Bank Sequence (102), Line Number (0), Merchant (XFRD/SAFEWAY), Card Number (partially redacted), Transaction Date (01/10/2017), Gross Amount (-156.95), and Net Amount.

Below the transaction details is the 'Transaction Line Comments' section. It features a 'Public Purpose' field with a red box around the text 'Fraudulent Charge: Police RPT#N16-0005' and a 'Status' dropdown menu set to 'Active'. At the bottom of the interface are 'OK', 'Cancel', and 'Refresh' buttons.

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.

The screenshot shows the 'PS FINANCIALS' interface for 'NORTHERN ARIZONA UNIVERSITY'. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The interface features a table with the following columns: Transaction, Trans Date, Merchant, *Status, Transaction Amount, Currency, Public Purpose, Travel Info, and Budget Status. The table contains 15 rows of transaction data, with the first three rows being 'Approved' and the remaining 12 rows being 'Staged'. Below the table, there are several action buttons: 'Select All' (checked), 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. There are also links for 'Search', 'Purchase Details', 'Split Line', and 'Distribution Template', and buttons for 'Save', 'Notify', and 'Refresh'.


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

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  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 - 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 themselves. 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