

QUICK REFERENCE GUIDE

PCard Reconciler Tasks

January 8, 2013

Reconciling PCard Transactions in SWIFT

The PCard Reconciler role will have the authority to reconcile transactions for the applicable PCard holders. This role will be responsible for the review of the transactions as well as applying/reviewing the chart of accounts for each transaction line. This is a required role for each PCard holder. An individual card holder would hold this role if they are going to verify their own transactions, or agencies may set up users with this role if they are responsible for verifying the transactions for multiple cardholders within their agency.

Users with this role have access to:

- Reconcile Statement - Review and Verify PCard transactions
- Run PCard Reports

Users with this role have Inquiry/Display only access to:

- Card Issuers

The following topics will be covered in the PCard Reconciler Tasks QRG:

- Searching for PCard Transactions
- Apply Chart of Account Data to PCard Transactions
- Add Comments and Attachments to PCard Transactions
- View Level 3 Data on PCard Transactions
- Add Use Tax to PCard Transactions
- Mark PCard Transaction as Verified
- Budget Check PCard Transactions

Searching for PCard Transactions

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

The Reconcile Statement Search page allows a user multiple ways to search for PCard Transactions. The most common search criteria are Role Name, Card Issuer (Managing Account) and Billing Date, which are depicted in the screen shot below. This will return all non-closed transactions that meet the search criteria. Other common search criteria are listed below.

- Employee ID
- Employee Name
- Statement Status
 - Staged (Transaction has been loaded but not verified or approved)
 - Verified (Transaction has been verified)
 - Approved (Transaction has been approved)
 - Closed (Voucher has been built successfully)
 - Error (Voucher has been built but there is an error)
- Budget Status
- Transaction Date

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

Reconcile Statement Search

Role Name:	<input type="text" value="PO-PCard Reconciler"/>
Employee ID:	<input type="text"/>
Name:	<input type="text"/>
Card Issuer:	<input type="text" value="MN DNR Central Office"/>
Card Number:	<input type="text"/>
Transaction Number:	<input type="text"/>
Merchant:	<input type="text"/>
Sequence Number:	<input type="text"/>
Line Number:	<input type="text"/>
Billing Date:	<input type="text" value="12/05/2012"/>
Statement Status:	<input type="text"/>
Budget Status:	<input type="text"/>
Chartfield Status:	<input type="text"/>
Transaction Date:	<input type="text"/>
Charge Type:	<input type="text"/>
Posted Date:	<input type="text"/>

OK Cancel

Once the search criteria has been entered, select Search to return the PCard transactions.

Apply Chart of Account Data to PCard Transactions

Note: A portion or all of the chart of account and/or project related data may default from the cardholder's profile.

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select the Search button. The applicable PCard transactions will be returned.

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

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Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement | Customize | Find | View All | First | 1-9 of 41 | Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/> Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	
2	<input type="checkbox"/> Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
3	<input type="checkbox"/> Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	



Select the Distribution () icon for the PCard transaction.

Bank Statement | Customize | Find | View All | First | 1-9 of 41 | Last

Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1 34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	Valid	Recycled

Enter the applicable chart of account funding string and select **OK**.

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 12/05/2012 Billing Amount: -31.06 USD Unit Price: -31.06000
 SpeedChart: Transaction Unit Price: -31.06000 *Distribute By: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit
1	100.0000	-31.06	USD	MN00	5100	G023720	G02190	413001					

OK Cancel Refresh

A speedchart can also be applied to this page.

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 12/05/2012 Billing Amount: -31.06 USD Unit Price: -31.06000
 SpeedChart: R29323161D Transaction Unit Price: -31.06000 *Distribute By: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit
1	100.0000	-31.06	USD	MN00	1000	R293371	R29300	413001			23161		

OK Cancel Refresh

Note: The PCard holder must be granted access to the speedchart before it is available to the PCard holder. This must be done by the PCard Agency Administrator role.

Multiple PCard transactions can have the chart of account data entered. Select the applicable transactions and select the Distribution Template hyperlink.

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

1	<input type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2	<input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD
4	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD
5	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	1.11	USD
6	<input checked="" type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD
7	<input checked="" type="checkbox"/>	Schad,David R	34538	*****5186	11/30/2012	MEI	Staged	60.00	USD
8	<input type="checkbox"/>	Barnes,Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD
9	<input type="checkbox"/>	Persons,Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD

Select All Clear All Stage Verify Validate Budget

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

Enter the chart of account data and select **OK**.

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

New Window Help

Reconcile Statement

Distribution Template

SpeedChart:

Seq	Pct	*GL Unit	Fund	Fin DeptID	AppropID	*Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project
1	100.0000	MN00	5100	50237200	5021903	413001						

OK Cancel Refresh

Transactions that have chart of account data applied will indicate Yes in the Redistrib column and the history of the update will be captured.

Bank Statement									
Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher	Error
1 11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	Not Chk'd	Valid	Yes	No	No
2 11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	Valid	Recycled	No	No	No
3 11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	Not Chk'd	Recycled	Yes	No	No
4 11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD	Not Chk'd	Recycled	Yes	No	No
5 11/30/2012	BALDWIN SUPPLY COMPANY	Staged	1.11	USD	Not Chk'd	Recycled	Yes	No	No
6 11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD	Not Chk'd	Recycled	Yes	No	No
7 11/30/2012	MEI	Staged	60.00	USD	Not Chk'd	Recycled	Yes	No	No
8 12/01/2012	BREDE	Staged	138.12	USD	Valid	Recycled	No	No	No

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

Reconcile Statement

Redistribution History

Line: 1

Redistribution History	
Last Change Date	User Modify
1 12/24/2012 9:58:33AM	M_FS_PO_PCARD_RECONCILER
2 12/24/2012 10:13:07AM	M_FS_PO_PCARD_RECONCILER

[Return](#)

Note: If the funding string is updated, the transaction(s) will need to be budget checked.

Add Comments and Attachments to PCard Transactions

Note: The comments entered are tied to the individual transaction line.

Navigation: Purchasing, Procurement Cards, Reconcile, Reconcile Statement

Enter the applicable search criteria and select **Search**. The applicable PCard transactions will be returned.

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

New Window Help Customiz

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 41 Last

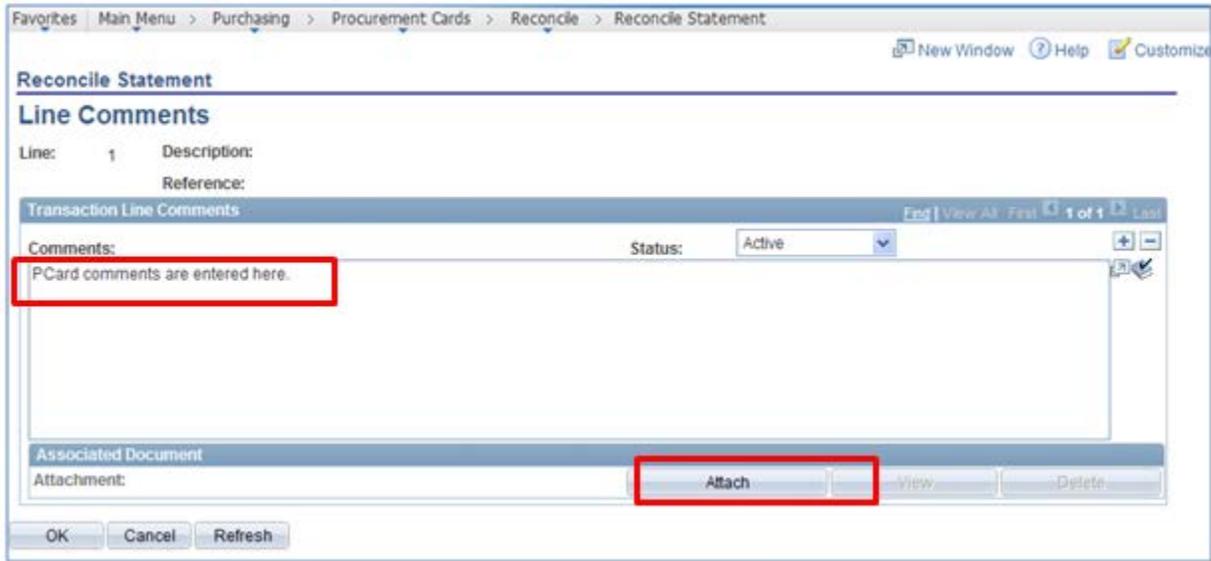
Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1 <input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	
2 <input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
3 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	

Select the Comments () icon for the PCard transaction.

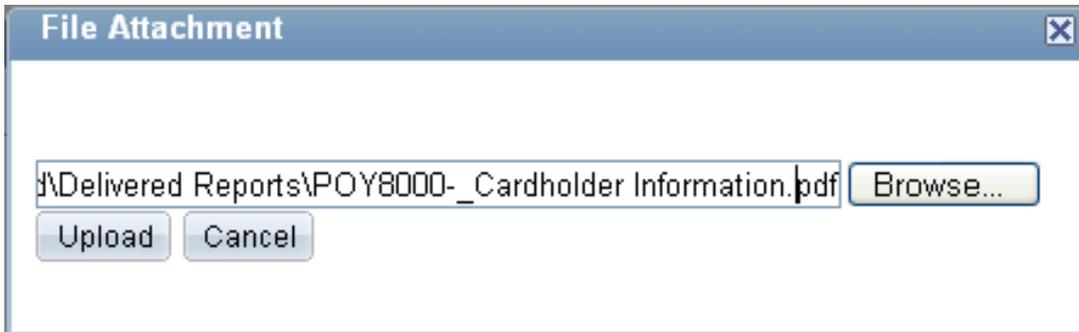
Bank Statement Customize | Find | View All | First 1-9 of 41 Last

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistr
1 *****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD		Not Chk'd	Valid	Yes

Enter Comments into the Comments field.



Click the Attach button, select the file to be attached and select Upload.



The attachment is successfully uploaded.



The comments icon is updated to show that comments or attachments have been added.

Bank Statement									
Transaction	Billing								
Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		
1	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	
2	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
3	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	
4	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD	

Viewing Level 3 Data for PCard Transactions

Note: Level 3 is additional data sent by some merchants that provides additional information on the transaction. Not all merchants are able to send Level 3 information.

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Enter the applicable search criteria and select Search. The applicable PCard transactions will be returned.

Reconcile Statement										
Procurement Card Transactions										
<input type="checkbox"/> Run Budget Validation on Save										
Bank Statement										
Transaction	Billing									
Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			
1	<input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	
2	<input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	
3	<input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD	

Select the Line Details () icon for the PCard transaction.

Bank Statement									
Transaction	Billing								
Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		
1	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD	

Select the various tabs to view the Level 3 data.

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

New Window

Reconcile Statement

Visa Transaction Details

Card Number: *****0883
 Posted Date: 12/03/2012
 Transaction Number: 74013392335000013464133
 Sequence Number: 6

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

Tab 1	Tab 2	Tab 3	Tab 4	Tab 5	Tab 6	Tab 7	Tab 8	Tab 9	Tab 10
Period	Acquiring Bin	Card Acceptor ID	Supplier Name						
1 12332	401339		CLAREYS SAFETY EQUIPMENT						

Return

Add Use Tax to PCard Transactions

Note: Use tax will include both State and Local tax. Use tax only should be applied when tax is not billed on the transaction.

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Enter the applicable search criteria and select Search. The applicable PCard transactions will be returned.

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

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Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 41 Last

Transaction	Billing	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2	<input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3	<input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD

Select the transaction that needs use tax applied and then select the Purchase Details hyperlink.

6	<input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD		
7	<input checked="" type="checkbox"/>	Schad,David R	34538	*****5186	11/30/2012	MEI	Staged	60.00	USD		
8	<input type="checkbox"/>	Barnes,Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD		
9	<input type="checkbox"/>	Persons,Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD		

Select All Clear All

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

Unselect the Tax Paid checkbox and select the Sales/Use Tax hyperlink.

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

Reconcile Statement

Purchase Details

Line: 7
 Merchant: MEI
 City: 888-955-5455
 State: MN
 Country: USA

Purchase Order

*Business Unit: Original PO: N
 PO ID: PO Line:
 PO Sched:
 Vendor ID:
 Location:
 Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity:
 *UOM:
 Unit Price: USD Transaction Amount: 60.00

Bill Includes Tax if Applied
 Tax Paid

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

Enter a Tax Destination and the use tax information will automatically default.

Sales/Use Tax

Tax Applicability: Direct Pay

Tax Destination: G020060000 ADMIN/MATERIALS MANAGEMENT DIV

Tax Code: 1943

SUT Code Pct: 7.6250

Use Tax: 4.580

OK Cancel Refresh

Note: The Tax Code can also be updated as necessary.

Mark PCard Transaction as Verified

Note: The PCard transactions are initially loaded into the system in a Staged Status. The PCard Reconciler marks the transaction to Verified after chart of accounts have been applied. The PCard approver marks the transaction to Approved.

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Enter the applicable search criteria and select Search. The applicable PCard transactions will be returned.

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

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Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 41 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1 <input checked="" type="checkbox"/>	Romaine,Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2 <input type="checkbox"/>	Phillips,Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3 <input type="checkbox"/>	Rosnau,Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD

Select the applicable transaction(s) and select the Verify button.

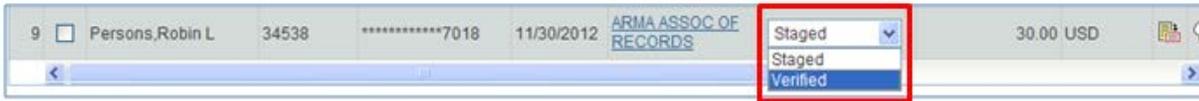
	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD
4	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	40.44	USD
5	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	1.11	USD
6	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Staged	19.94	USD
7	Schad, David R	34538	*****5186	11/30/2012	MEI	Staged	60.00	USD
8	Barnes, Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD
9	Persons, Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD

Select All
 Clear All
 Stage
 Verify
 Validate Budget

The transaction will move from a Staged to Verified Status. Select the **Save** button

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD
2	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD
4	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	40.44	USD
5	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	1.11	USD
6	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	19.94	USD
7	Schad, David R	34538	*****5186	11/30/2012	MEI	Verified	60.00	USD
8	Barnes, Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD
9	Persons, Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD

Individual transactions can also be marked as Verified by changing the status from Staged to Verified. Once this is done, select **Save**.



Note: Once transactions are marked as Verified they must be budget checked successfully. The PCard Approver or PCard Agency Administrator role must also approve the transaction before it will build into a voucher for payment.

Budget Check PCard Transaction

Note: Budget checking the PCard transaction does NOT create any budget rows or validate if there is budget available. The process just validates that a valid funding string has been entered on the transaction. The budget check process on the related voucher will create the expense budget entries.

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Enter the applicable search criteria and select Search. The applicable PCard transactions will be returned.

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

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Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement | Customize | Find | View All | First | 1-9 of 41 | Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1 <input checked="" type="checkbox"/>	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Staged	-31.06	USD
2 <input type="checkbox"/>	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3 <input type="checkbox"/>	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Staged	310.20	USD

Select the applicable transaction(s) to budget check and then select the Validate Budget button.

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	Romaine, Thomas E	34538	*****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD
2	Phillips, Sylvester O	34538	*****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD
3	Rosnau, Douglas L	34538	*****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD
4	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	40.44	USD
5	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	1.11	USD
6	Rosnau, Douglas L	34538	*****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	19.94	USD
7	Schad, David R	34538	*****5186	11/30/2012	MEI	Verified	60.00	USD
8	Barnes, Felicia A	34538	*****8144	12/01/2012	BREDE	Staged	138.12	USD
9	Persons, Robin L	34538	*****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD

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

The system will then budget check the applicable lines. During this time you will see the processing icon.

Reconcile Statement
Procurement Card Transactions

Run Budget Validation on Save

Processing icon:

The status of the budget will then be displayed in the Budget Status column.

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistr
1 *****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD	Valid	Valid	Yes
2 *****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	Valid	Recycled	No
3 *****5369	11/29/2012	BALDWIN SUPPLY COMPANY	Verified	310.20	USD	Valid	Valid	Yes
4 *****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	40.44	USD	Valid	Valid	Yes
5 *****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	1.11	USD	Valid	Valid	Yes
6 *****5369	11/30/2012	BALDWIN SUPPLY COMPANY	Verified	19.94	USD	Valid	Valid	Yes
7 *****5186	11/30/2012	MEI	Verified	60.00	USD	Not Chkd	Valid	Yes
8 *****8144	12/01/2012	BREDE	Staged	138.12	USD	Valid	Recycled	No
9 *****7018	11/30/2012	ARMA ASSOC OF RECORDS	Staged	30.00	USD	Valid	Recycled	No

The option of Run Budget Validation at Save can also be selected and leveraged. This will budget check all transactions in the Bank Statement grid once the save button is selected.

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistr
1 *****0883	11/30/2012	CLAREYS SAFETY EQUIPMENT	Verified	-31.06	USD	Valid	Valid	Yes
2 *****0889	11/30/2012	AMERICINN GRAND RAPIDS	Staged	81.31	USD	Valid	Recycled	No

Note: Transactions that return with a budget error need to be updated with a valid budget string and re-budget checked.