

# UNIVERSITY OF MINNESOTA

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## Departmental Monthly Procurement Card Reconciliation Process

*Procurement Card transaction files are received from MasterCard daily, Tuesday through Saturday, and are loaded into PeopleSoft.*

### Reconciler Responsibilities:

- Collect receipts from the cardholder
- Sign on to PeopleSoft
- Navigate to eProcurement>Procurement Card Center>Reconcile Statement
- Reconcile Statement Search page, Role Name: choose Reconciler and click search
  - A list of all transactions you have access to reconcile will appear. Click on the transaction you want to reconcile.
- Click on the Comments icon, add the justifications (5 Ws) and click OK
  - Click on the Distribution icon, add the appropriate chartfield distribution and click OK. All accounts must be changed from 721101 to the appropriate account.
- If the Budget status says No Ch'k then select the checkbox next to the appropriate transaction. Then click Validate Budget button.
- If it says error, fix budget errors on the Distribution page ie. (fix the COA string) and click ok.
- Then select checkbox next to the appropriate transaction and click the Validate Budget button.
- If the Budget status equals Valid then change the transaction's Status from Staged to Verified
- Save
- To print Purchase Detail Report, navigate to eProcurement>Procurement Card Center>Reports
- Choose [Purchase Details](#) hyperlink
- Enter the Run Control ID. (e.g. PurchaseDetail) click Add. Next time, use Search to find your added Run Control ID.
- On the next page (Purchase Detail Page)
  - Enter role: from dropdown choose reconciler or approver (the role you hold for the card)
  - Enter Employee ID
  - Enter Card Issuer (Wells)
  - Enter Currency Code (USD)
  - Enter the Billing Cycle Date. **See calendar in Appendix D of the Pcard Policy.**

If a cardholder has more than one card, there will be a page break after the activity for each card.  
The reconciler can print the page they want.
- Click Save.
- Click the Run Button.
- Choose Server – PSNT
- Choose Report Type - Put a check in the box next to Purchase Detail by Employee
- Click OK
- Click Hyperlink – [Process Monitor](#)
- Click “Refresh” until Run Status = “Success” and Distribution Status = “Posted”
- Click on the [Details](#) hyperlink and click on [View Log/Trace](#)
- Open the PDF file found in the File List
- Print the report.
- Tape receipts to the back of the report.
- Use additional scratch paper, if needed.
- Cardholder signs report.
- Send Report and Receipts to the Approver.

On the 15<sup>th</sup> of each month following the last Billing Cycle, all unapproved transactions will be force reconciled (swept). These transactions will hit the Purchasing card default accounts.

- Print the Purchase Detail Report on the 16<sup>th</sup> to see which, if any, transactions were force reconciled. (“Approver ID” field will be blank if force reconciled)
- Then go to the Reconcile Statement page in Peoplesoft and choose “Closed” from the Statement Status dropdown menu, in order to add justifications to transactions that were Force Reconciled.
- Obtain Cardholder and Authorized signatures on the report.
- Attach receipts to the report and send to Imaging.
- A journal entry must be done to redistribute the charge.

#### **Certified Approver Responsibilities**

- Follow instructions for Approver, but send report and receipts to the Approver.

#### **Approver Responsibilities**

- Navigate to eProcurement>Procurement Card Center>Reconcile Statement
- Approve the verified transactions
- Send the report and receipts to Disbursement Services, Imaging.

#### **General Instructions**

- Purchase Detail Reports and Receipts for the billing cycle may be sent to Disbursement Services daily, weekly, but, at a minimum, once a month<sup>1</sup>.
- All Purchase Detail Reports must be sent to Disbursement Services by the end of the month following the previous Billing Cycle.

#### **Purchase Detail Reports not received by the end of the month will result in Procurement Card deactivation**

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<sup>1</sup> If the Once a Month Option is chosen, all receipts for that billing cycle must be included.