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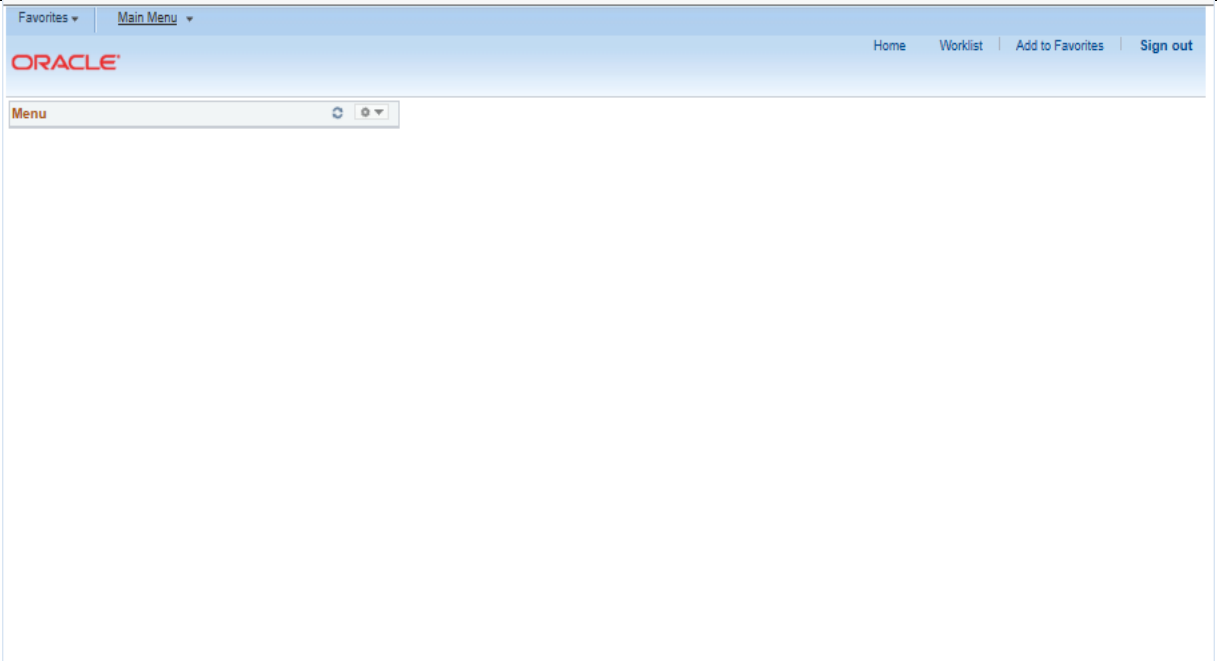
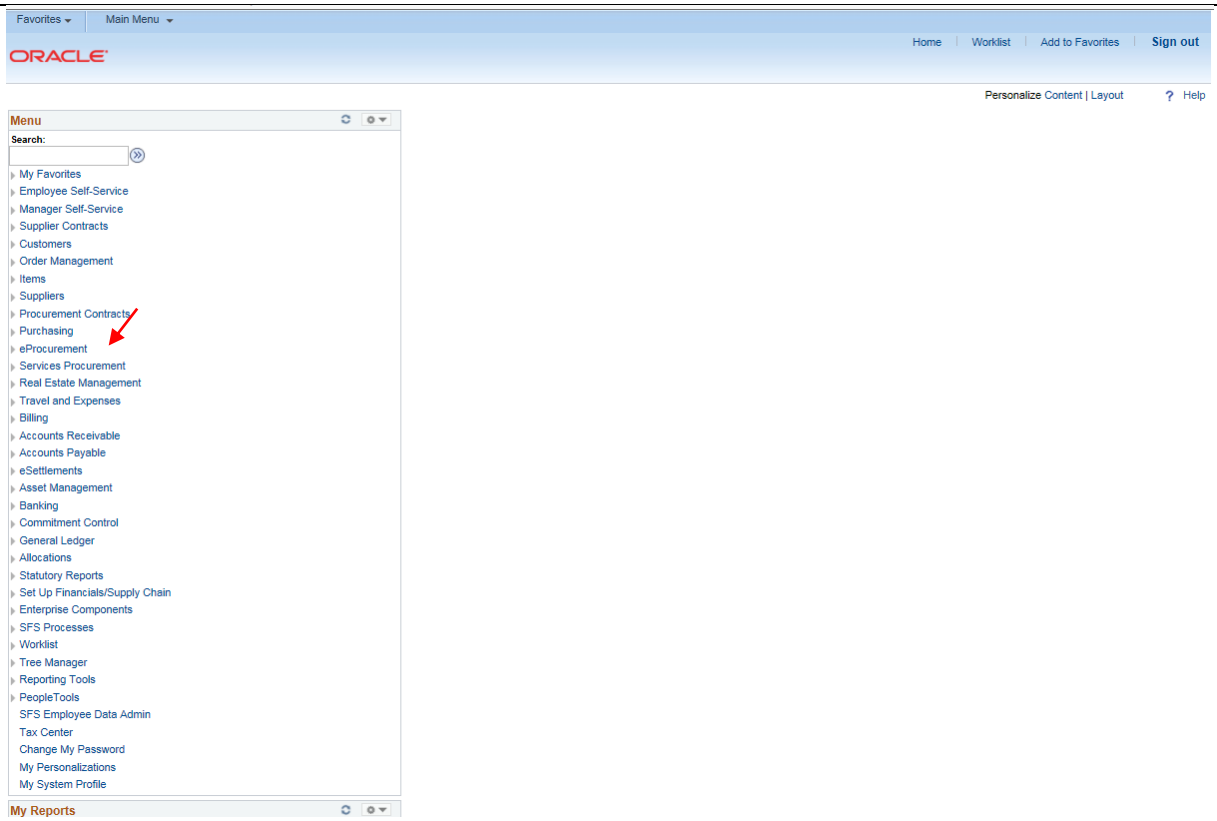
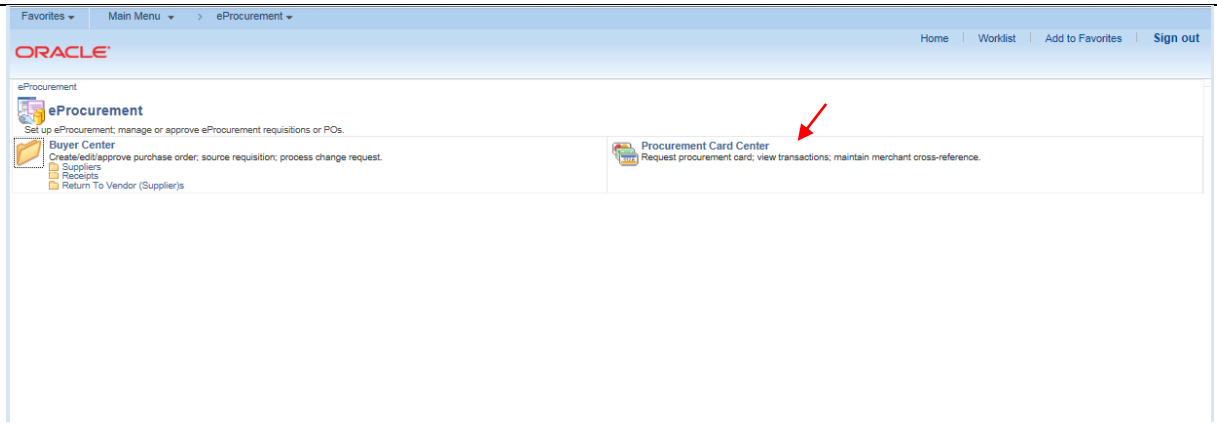
Reconciling a Procurement Card Transaction in SFS

The State's Procurement Card Program is a method designed to expedite purchases and payments. To reconcile purchases, the cardholder should review the monthly Citibank statement for accuracy and reconcile each charge transaction with vendor receipts and/or invoices in SFS. A procurement card (p-card) may be reconciled as Visa loads individual transactions; however the Citibank statement closes on the 6th of each month and should be reconciled no later than the 13th of each month.

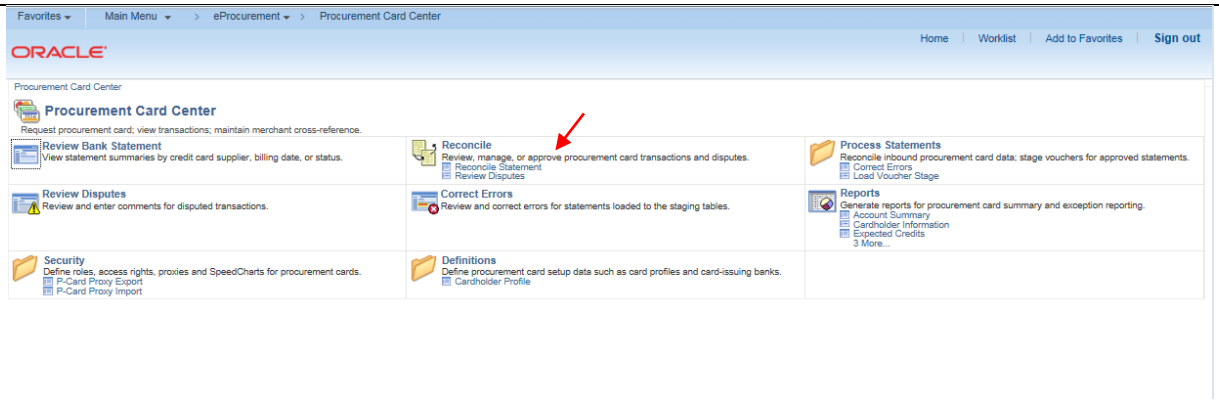
In this module, you will learn how to reconcile a procurement card transaction in SFS.

To begin, click 'Home'



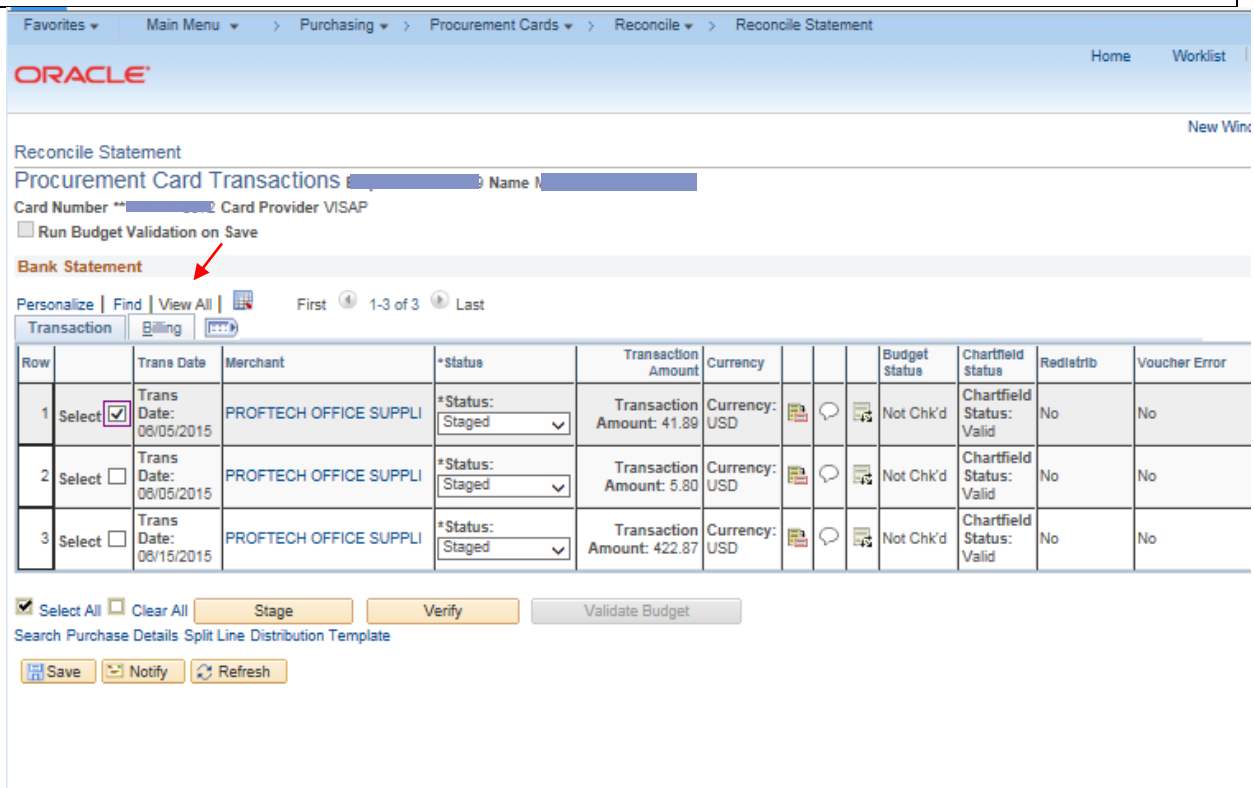
Click eProcurement.	
Next, click Procurement Card Center.	

Click Reconcile Statement.



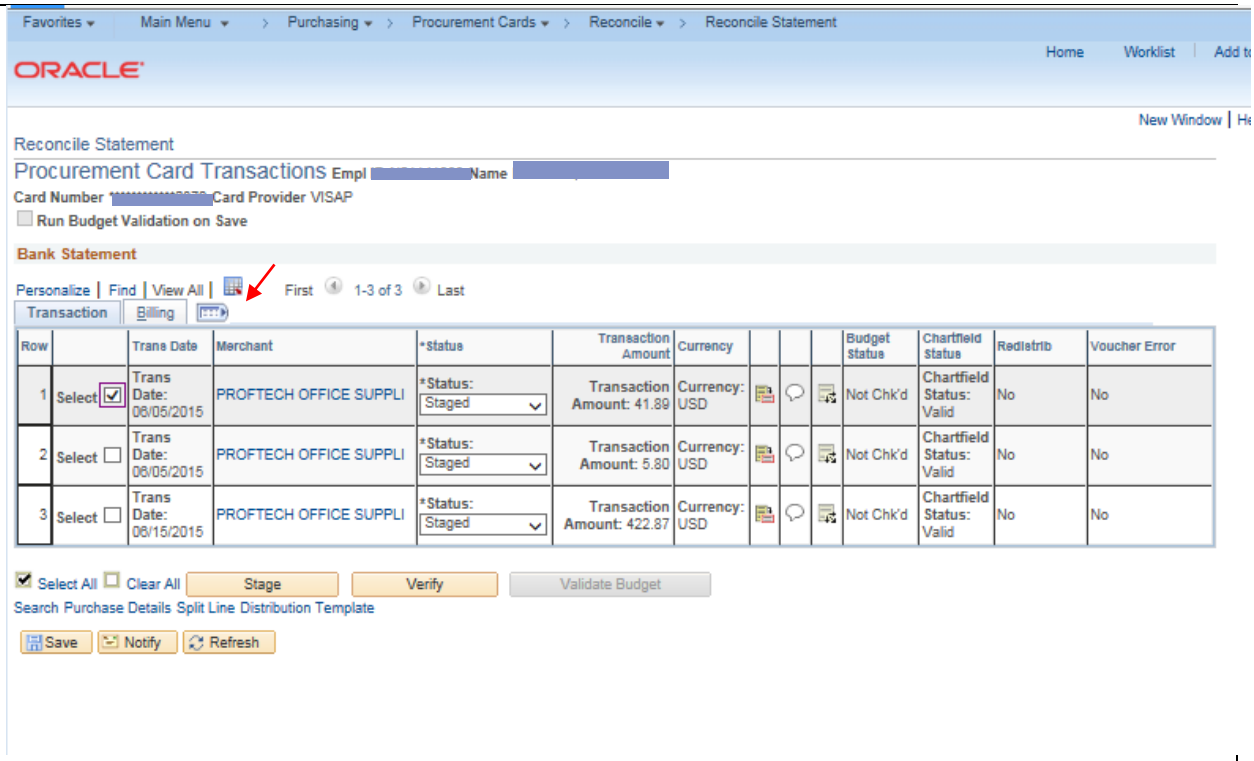
The **Procurement Card Transactions** page is used to review, manage, and approve procurement card transactions loaded in the system.

To show all transactions, click View All.

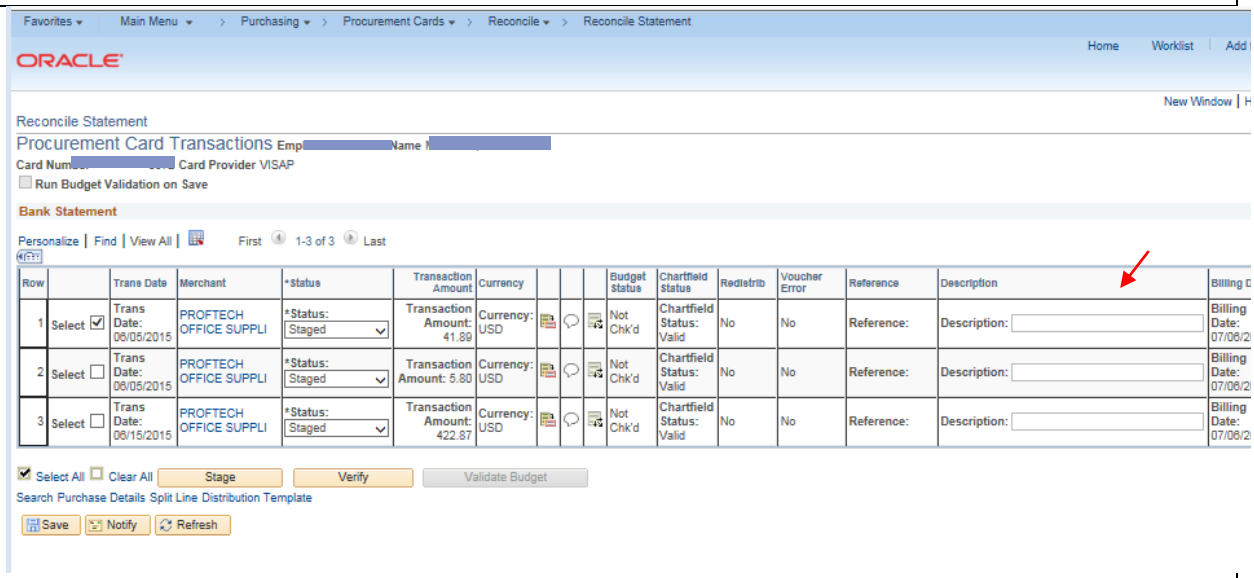


Next, select Show All Columns.

NOTE: the first transaction is automatically checked.



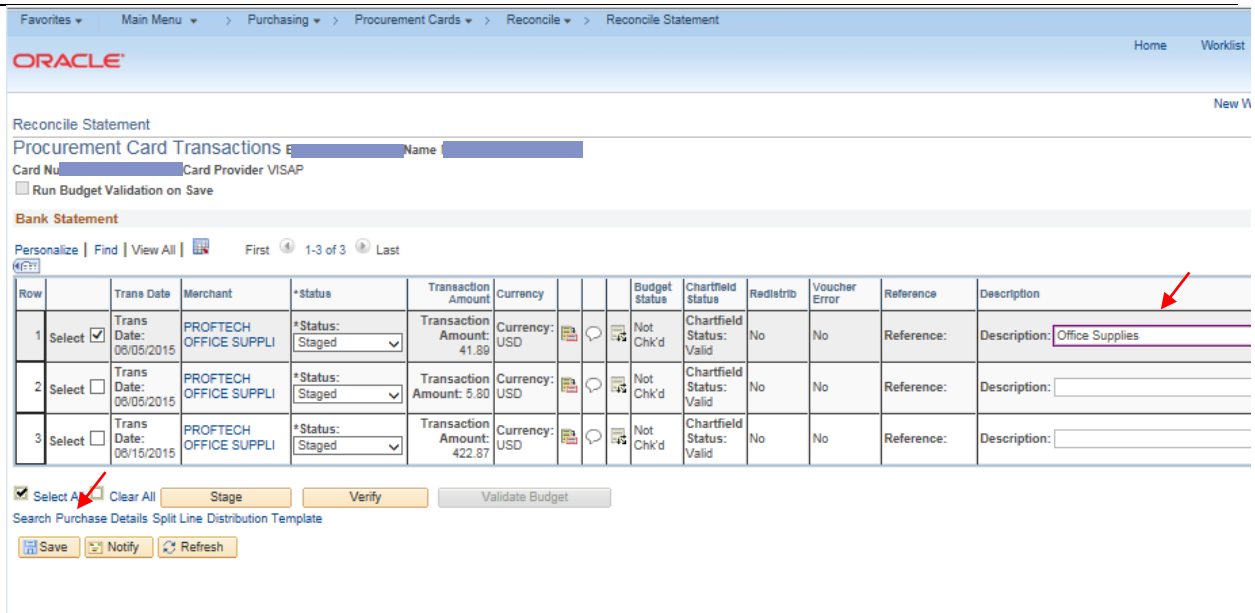
Scroll over to the right until you see the Description field.



For your agency's reference, enter additional information about the goods or services purchased.

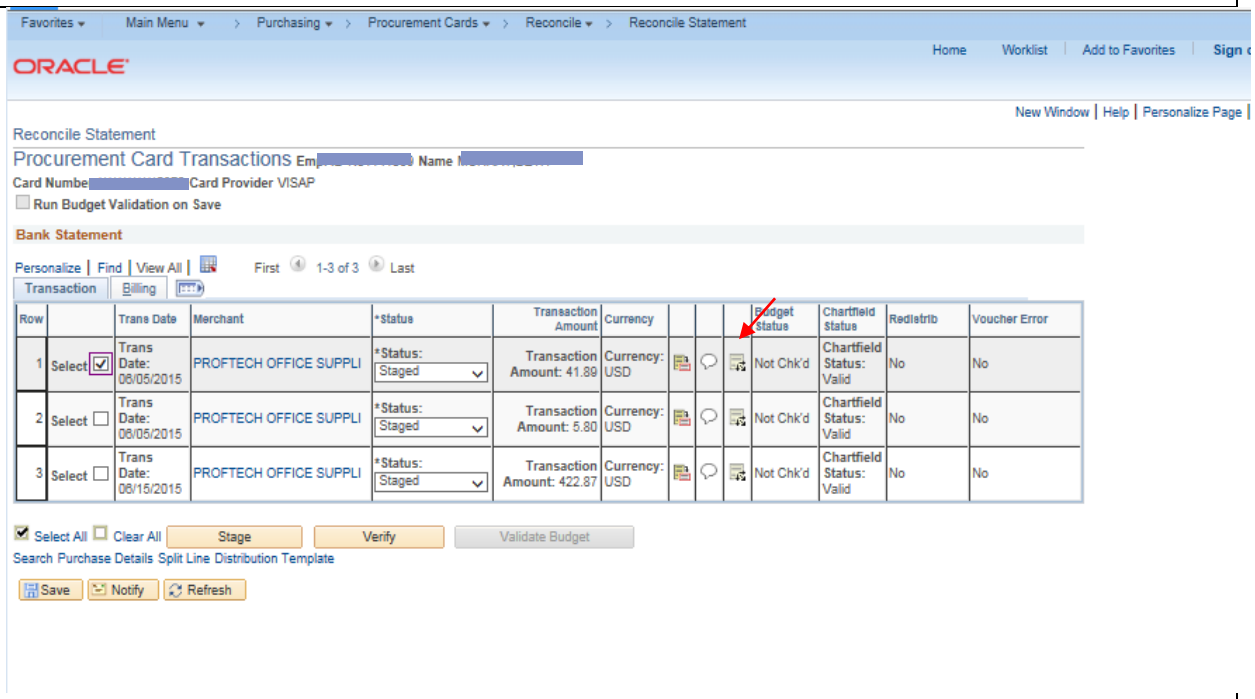
Click Save.

Click Save often as SFS times out every 20 minutes.



Only one transaction can be processed at a time for this stage.

Click Account Distribution.



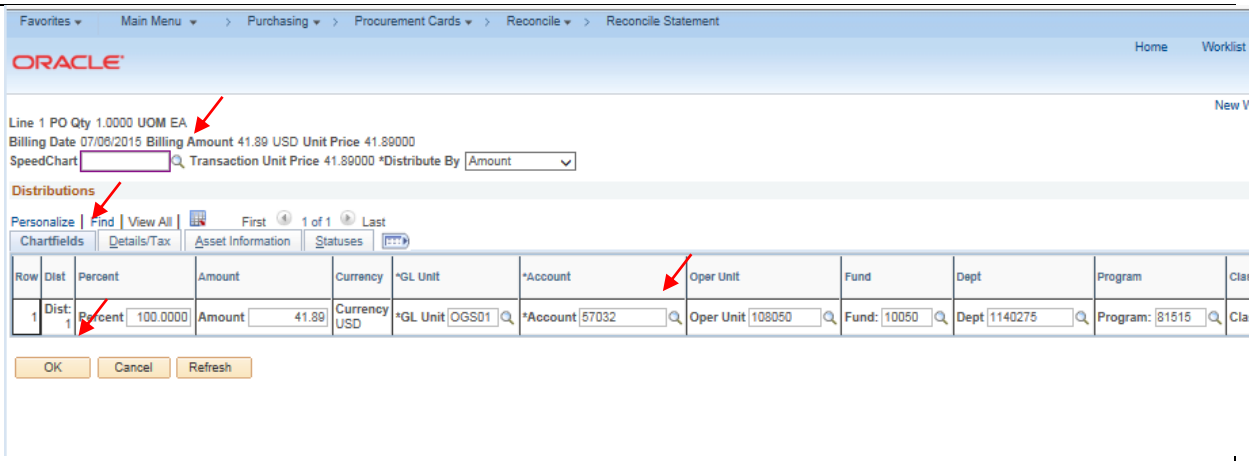
Your default **ChartFields** coding is automatically populated. ChartFields are codes used to categorize financial and budget transactions.

The **Account** code for every transaction defaults to Office Supplies. If the transaction is not an office supply, alter to properly identify the transaction type.

Override **Chartfields** to correct budget coding information for the charge. If you are not sure of the proper coding, check with your budget office.

Click OK.

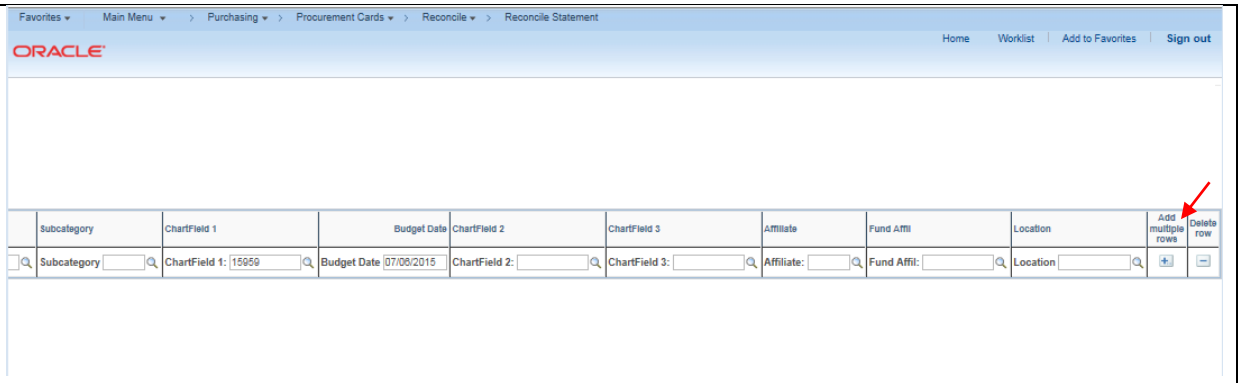
NOTE: The SpeedChart functionality does not work in this module.



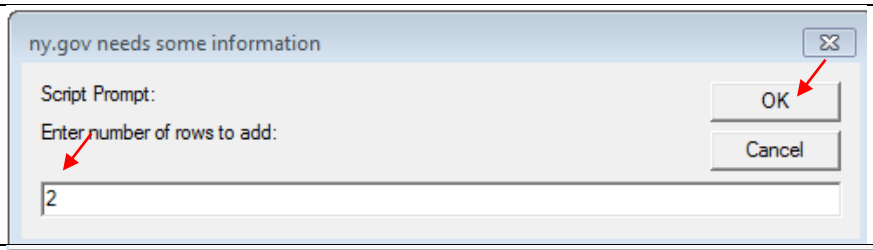
The charge may require multiple Chartfield codes if items on one transaction need to have different ChartFields.

The transaction amount can be split amongst the rows in any way desired, but the billing amounts must equal the transaction amount.

Scroll to the right hand side of the screen. Click the + button to add the number of rows required to document costs.



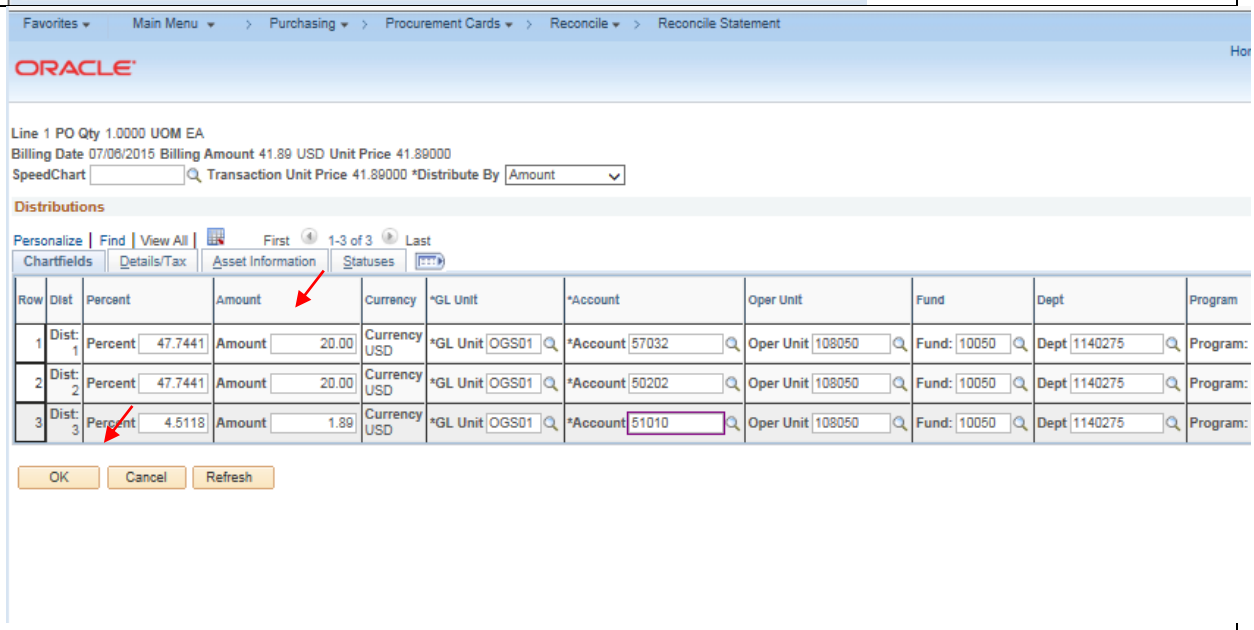
Enter number of rows to add. Click OK.



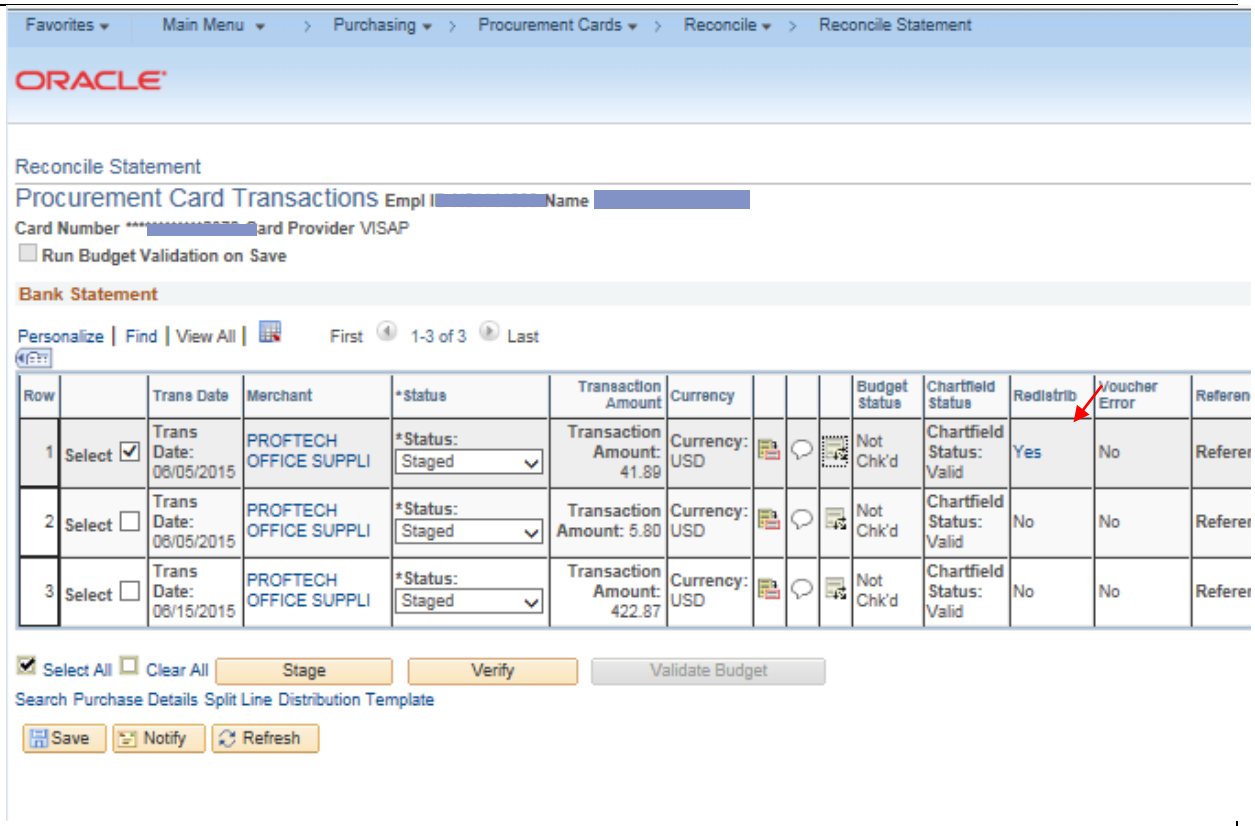
Enter Amounts and adjust Chartfields coding.

In this example, the transaction is split amongst four rows.

Click OK. This action returns you to **Procurement Card Transactions**.



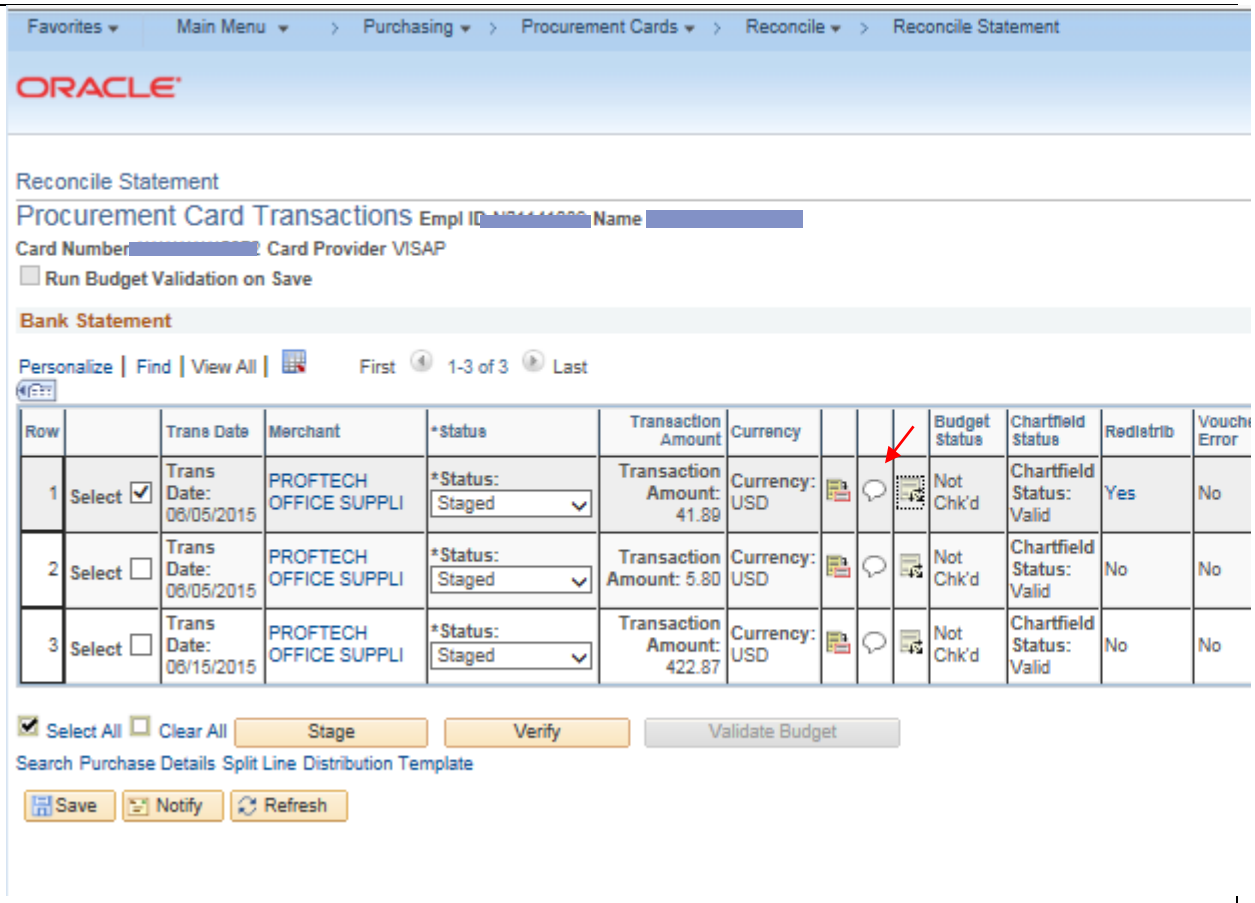
or the transaction you just coded in **Account Distribution,** you will note that Yes is now highlighted under **Redistributed**.



You may want to add comments about the transaction. If the transaction has been disputed, comments must be written here.

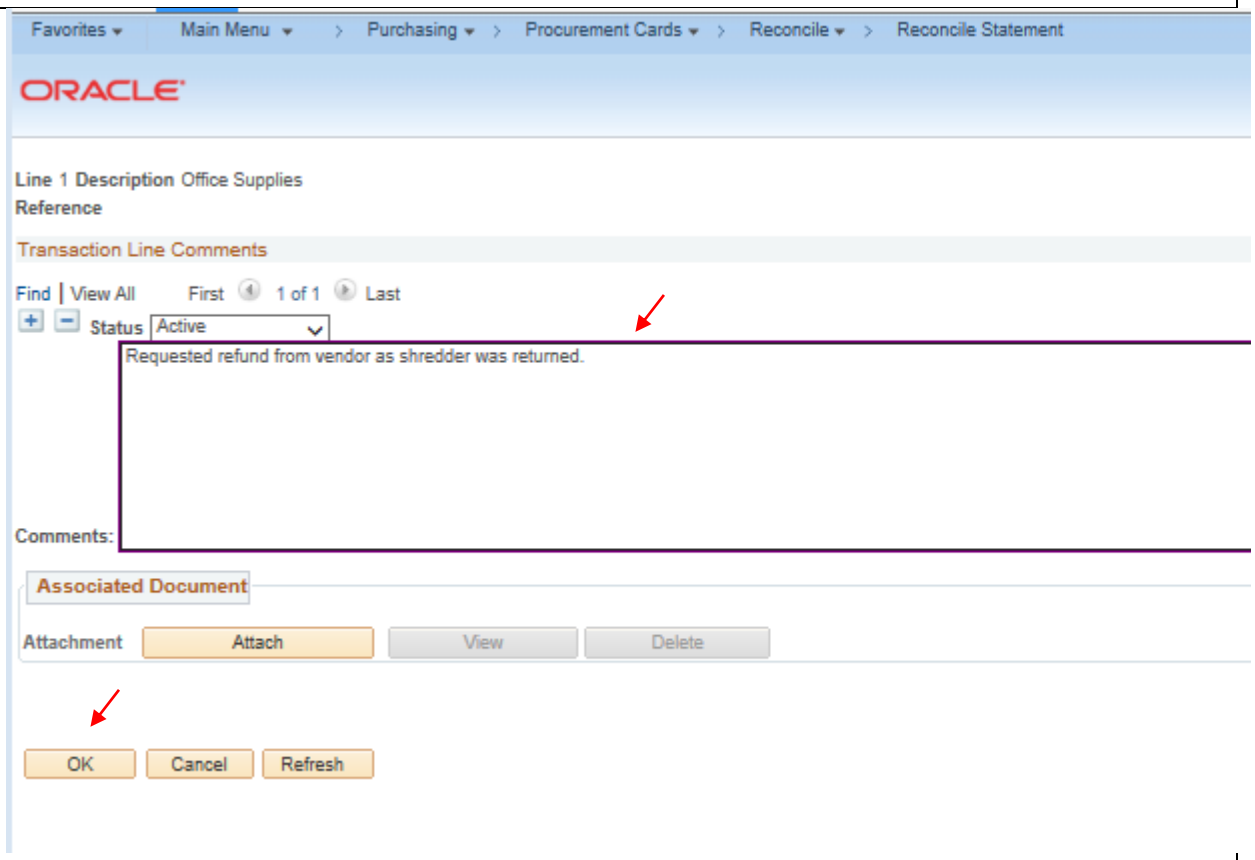
To add comments, click Comments.

A separate comment window will open.



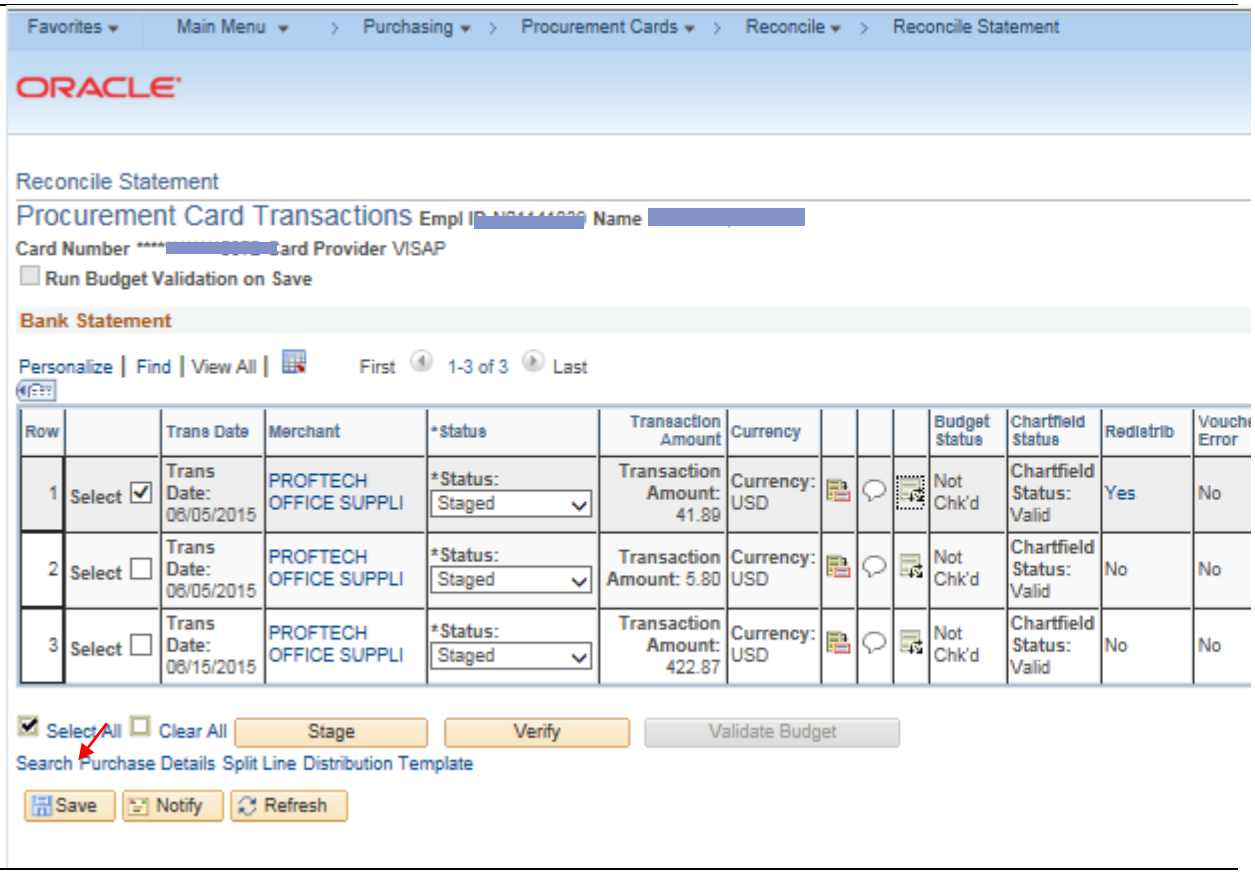
Add any comments to explain the transaction.

Click OK.



Continue to reconcile all the transactions on your statement.

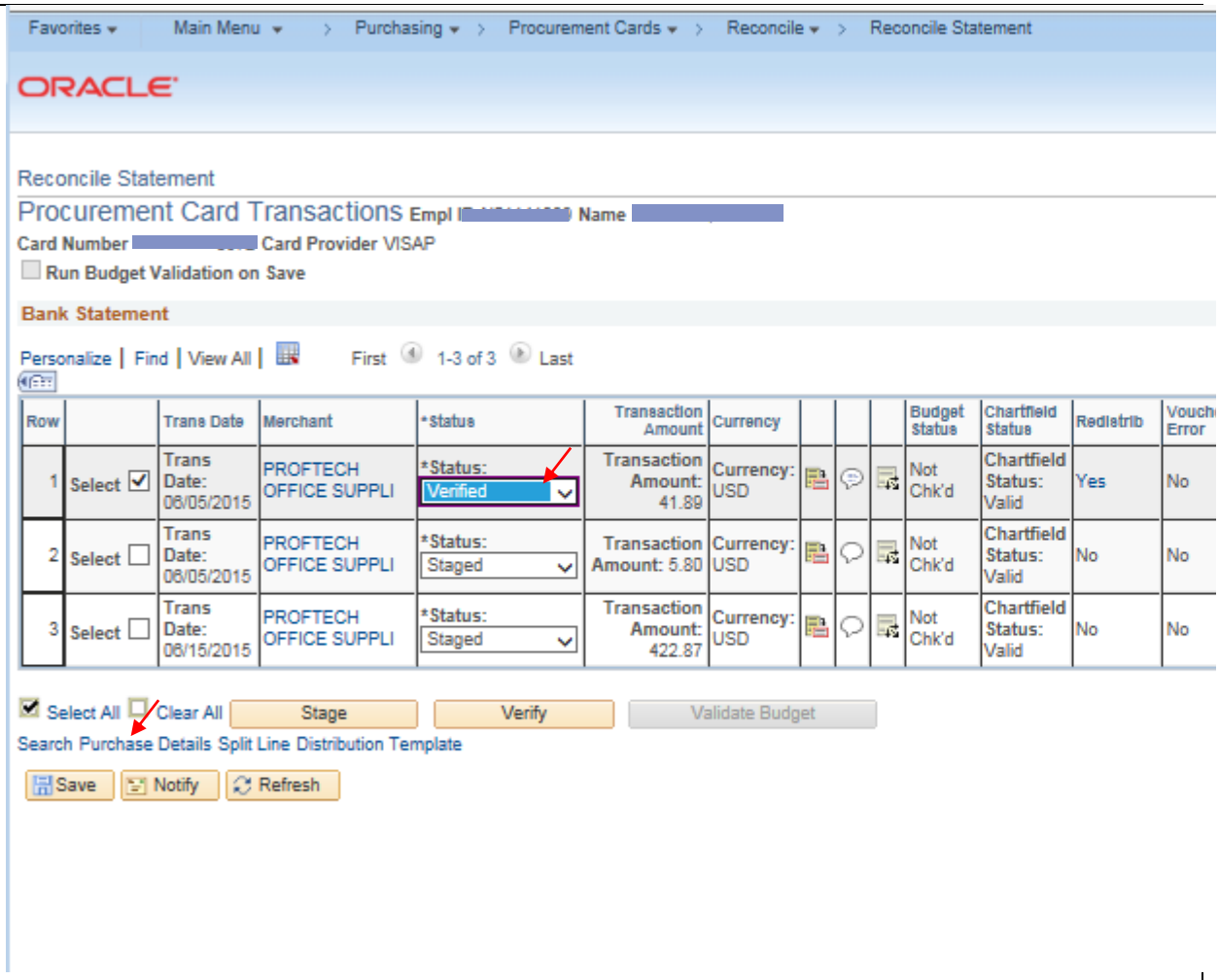
Once *all* transactions are complete, click Save.



Once the transaction has been confirmed and coding is correct, change the Status to Verified.

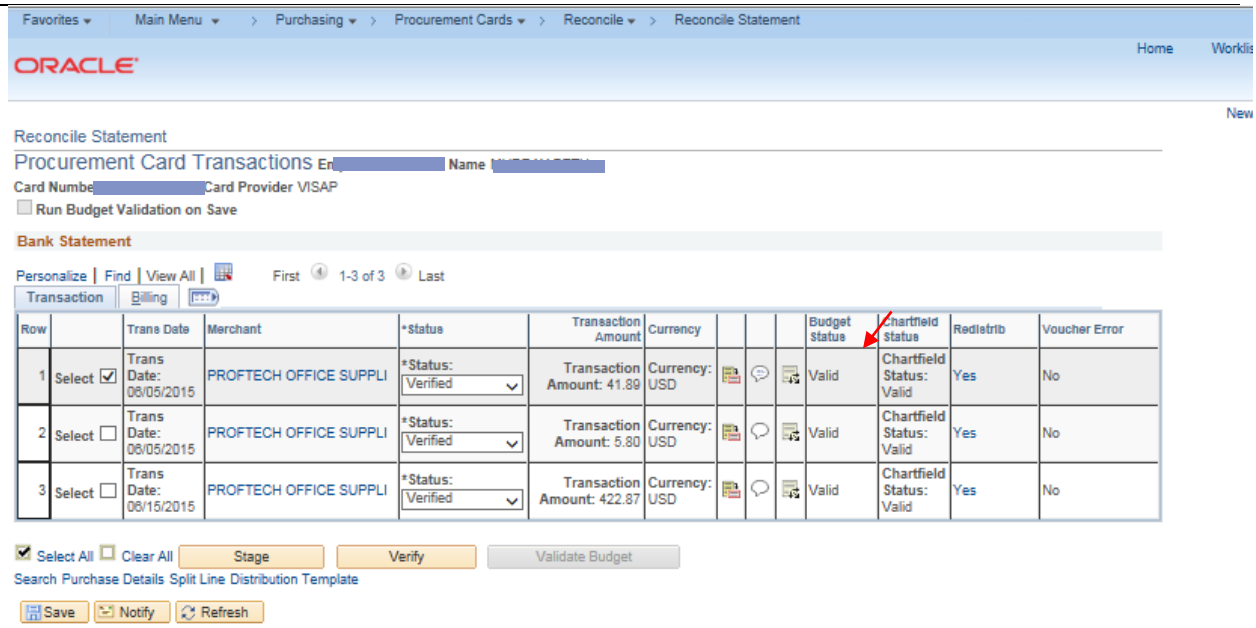
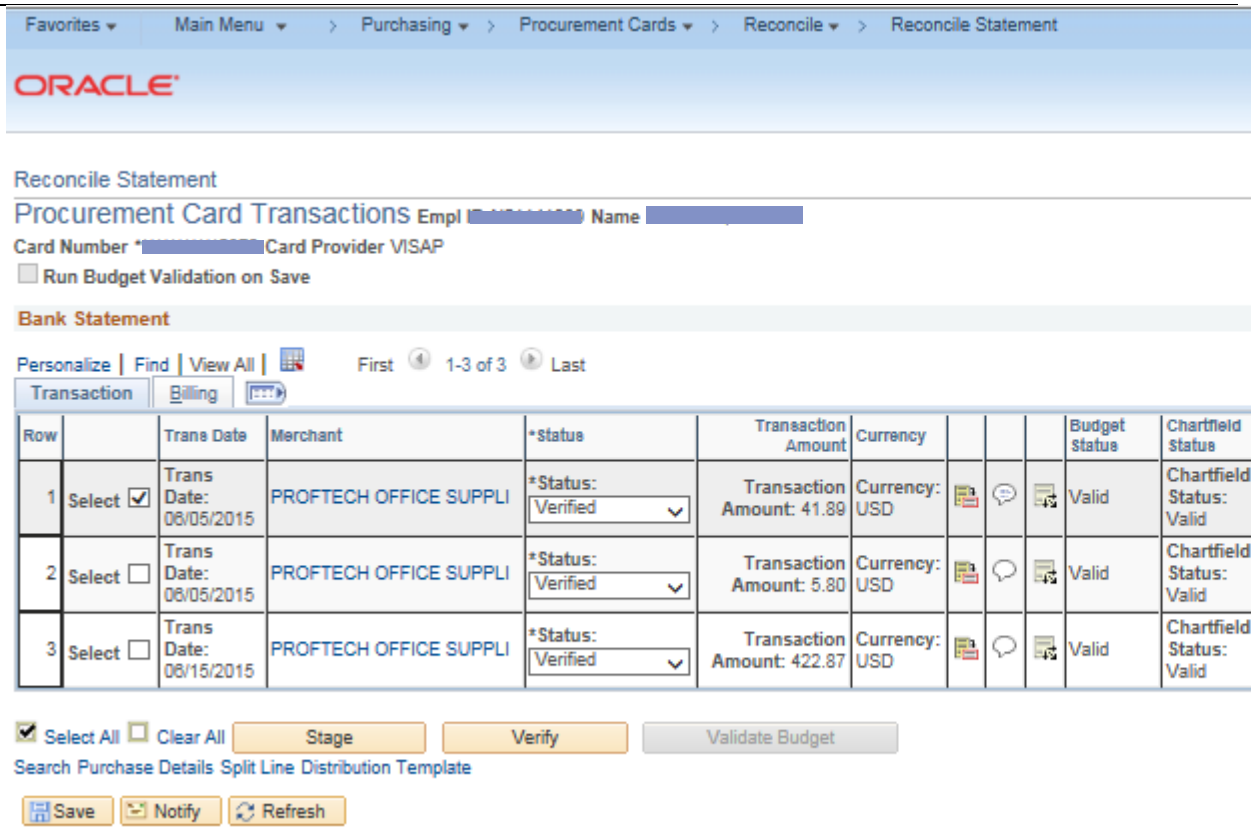
NOTE: Transactions can be verified individually (by selecting the transaction and the Verified list item), in multiples (by selecting the transactions and then the Verify button), or all at once (by clicking the Select All link and then the Verify button).

Click Save.



Once saved, **Budget Check** will process automatically in SFS every two hours starting at 8:00 AM and ending at 4:00 PM. Allow 20 minutes for completion.

After Budget Check runs, check **Budget Status**. It should be *Valid for* all transactions. If budget status is *Not Valid*, contact your budget office to rectify (it may require moving monies or coding changes).



You have successfully completed reconciling a procurement card transaction.