



Office of General Services
Business Services Center

Information Series



Reconciling and Approving P-Card Transactions in SFS

Before You Begin

- SFS Role Required: 'PO P-Card Cardholder.'
- P-Card holders are responsible for keeping receipts and backup for charges.
- P-card holders must verify all charges made with the P-Card.
- Reconciliation can be done any time after the charge has been loaded to SFS, unless your agency specifies something different.

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Reconciling and Approving P-Card Transactions in SFS

Section 1: SFS Sign In and Navigation (1 of 2)

SFS Website Homepage



1

Go to:
<http://www.sfs.ny.gov/>

Click on
Agency Financials Portal.

SFS Sign In Screen



2

Enter your SFS User ID
and Password.

Check *I agree to
SFS Online Terms of
Service*.

Click **Sign In**.

Reconciling and Approving P-Card Transactions in SFS

Section 1: SFS Sign In and Navigation (2 of 2)

SFS Menu Screen



SFS eProcurement Screen



3 Reconciliation is done in the **eProcurement** module in SFS, click **eProcurement**.

4 Click on **Procurement Card Center**.

SFS Procurement Card Center



5 Click on **Reconcile Statement** to open the Procurement Card Transactions screen.

Reconciling and Approving P-Card Transactions in SFS

Section 2: Reconciling a P-Card (1 of 9)

1 Role Name should be Cardholder/Reconciler.

Transaction Date field will automatically populate with the last 30 days.

Change these dates if you have charges greater than 30-days old.

Click OK to close the Search.

SFS Reconcile Statement Search Screen

Reconcile Statement Search

Role Name: P-Card Cardholder/Reconciler

Employee ID: []

Name: []

Card Issuer: []

Card Number: []

Transaction Number: []

Merchant: [] Exact Match

Sequence Number: []

Line Number: []

Billing Date: [] To: []

Statement Status: []

Budget Status: []

Chartfield Status: []

Transaction Date: [] To: []

Charge Type: []

Posted Date: [] To: []

Rows Per Page: []

Auto Save When Chunk Scrolling

OK Cancel Clear

Once you successfully navigate to the Procurement Card Transactions screen, you are ready to begin your P-Card reconciliation.

SFS Procurement Card Transactions Screen

Procurement Card Transactions

Run Budget Validation on Save

1 to 3 of 1

Bank Statement Personalize | Find | View All | [] | [] | First | 1-3 of 3

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Redistrib	Voucher Error	Chart Status
1 <input checked="" type="checkbox"/>	09/15/2017	WOLBERG ELECTRIC SUPPLY	Staged	13.13 USD		Valid	No	No	Valid
2 <input type="checkbox"/>	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	179.80 USD		Not Chkd	No	No	Valid
3 <input type="checkbox"/>	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	477.60 USD		Not Chkd	No	No	Valid

Select All Clear All

Search Purchase Details Split Line Distribution Template

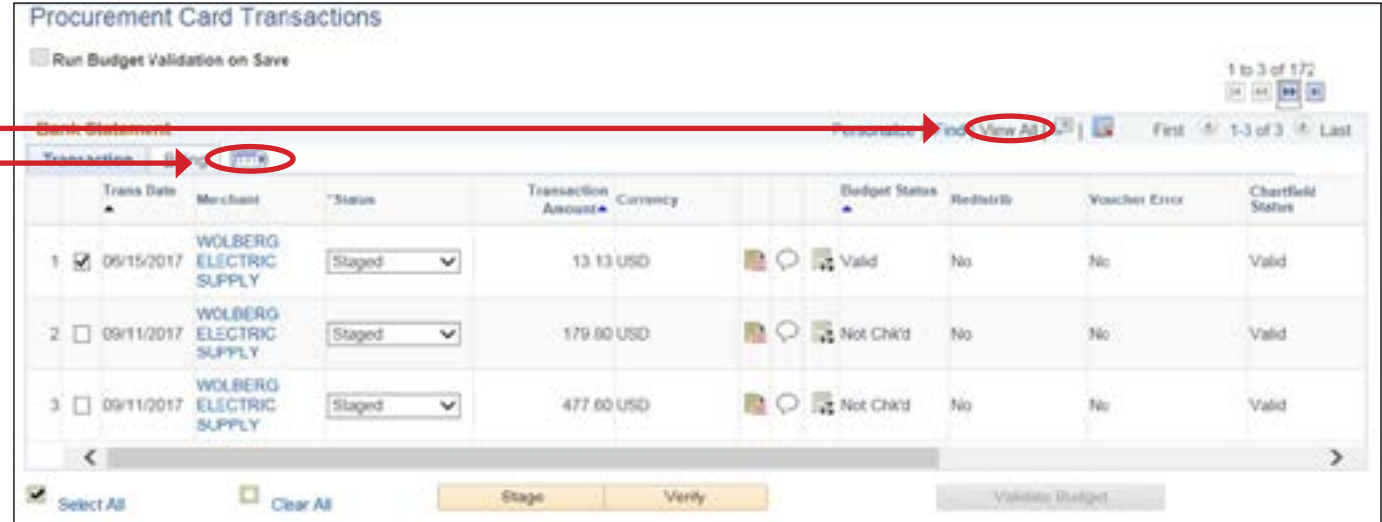
Reconciling and Approving P-Card Transactions in SFS

Section 2: Reconciling a P-Card (2 of 9)

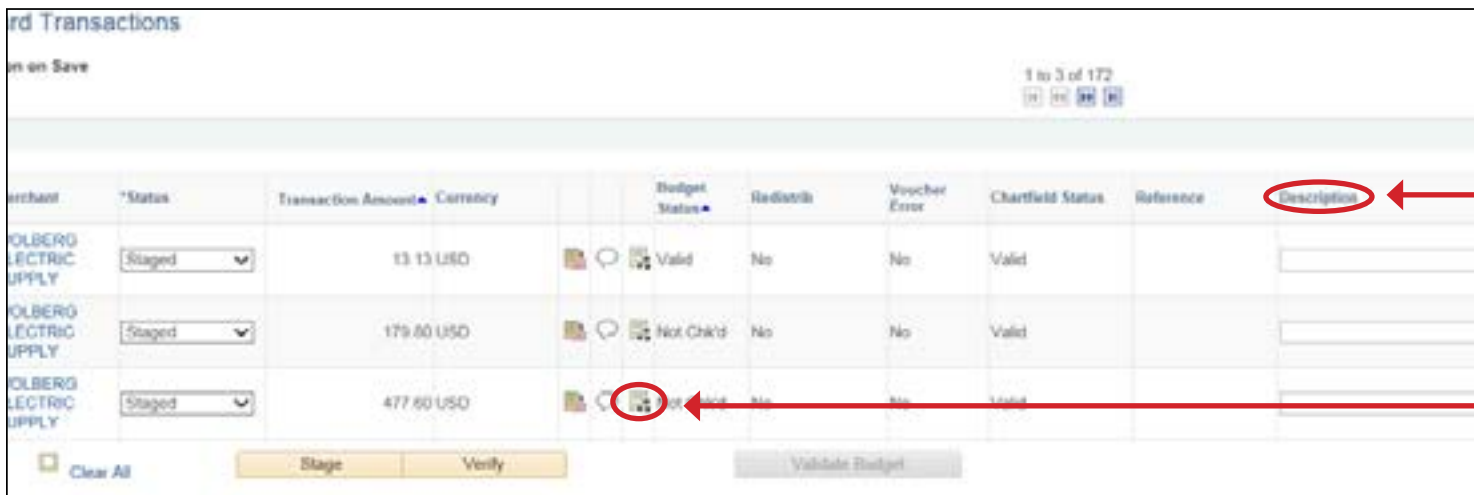
The Procurement Card Transactions screen is used to review, manage, and approve procurement card transactions loaded into SFS.

- 2 To show all transactions, click **View All**.
- 3 Next, select the **show all columns** icon to expand the screen.

SFS Procurement Card Transactions Screen



SFS Procurement Card Transactions Screen: Show all Column View



- 4 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.

- 5 Next, click the **Account Distribution** icon to open Chartfields screen.

Section 2: Reconciling a P-Card (3 of 9)

Chartfields are codes used to categorize financial and budget transactions. Agency default Chartfields automatically populate.

6

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 to return to the Procurement Card Transactions screen.

SFS Chartfields Screen

The screenshot displays the SFS Chartfields screen for a transaction. At the top, it shows 'Line 1' with a 'PO Qty' of 1.0000, a 'Billing Date' of 07/06/2017, a 'Billing Amount' of 13.13 USD, and a 'Transaction Unit Price' of 13.13000. Below this is a 'Distributions' section with tabs for 'Chartfields', 'Details/Tax', 'Asset Information', and 'Statuses'. The 'Chartfields' tab is active, showing a table with columns for 'Dist', 'Percent', 'Amount', 'Currency', 'MFI', 'Account', 'Oper Unit', 'Fund', and 'Dept'. A red arrow points from the 'Chartfields' tab to the 'Account' field in the table, which contains the value '57032'. Another red arrow points from the 'OK' button at the bottom of the screen to the text 'Click OK to return to the Procurement Card Transactions screen.'

Dist	Percent	Amount	Currency	MFI	Account	Oper Unit	Fund	Dept
1	100.0000	13.13	USD	OG501	57032	108050	55018	1140218

Reconciling and Approving P-Card Transactions in SFS

Section 2: Reconciling a P-Card (4 of 9)

Adding Multiple Chartfield Codes: 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.

SFS Chartfields Screen

Line 1 PO Qty 1.0000 UOM EA
Billing Date 07/06/2017 Billing Amount 13.13 USD Unit Price 13.13000
SpeedChart Transaction Unit Price 13.13000 *Distribute By Amount

Distributions Personalize | Find | View All | First | 1 of 1 | Last

Chartfield 1	Budget Date	Chartfield 2	Chartfield 3	Affiliate	Fund A/R/L	Location
	07/06/2017					

OK Cancel Refresh

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

ny.gov needs some information

Script Prompt

Enter number of rows to add:

OK Cancel

8 Enter the number of rows to add. Click **OK**.

9 In this screen example to the right, the transaction is split among multiple rows.

Enter **Amounts**.

Adjust **Account** coding.

Click **OK** to return to the Procurement Card Transaction Screen.

SFS Chartfields Screen

Billing Date 07/06/2017 Billing Amount

SpeedChart Transaction Unit Price

Distributions Personalize | Find | View All | First | 1-3 of 3 | Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit
1	47.7441	6.27	USD	OG50	50202	108050
2	47.7441	6.27	USD	OG50	57032	108050
3	4.5118	0.59	USD	OG50	57032	108050

OK Cancel Refresh

SFS Procurement Card Transactions Screen

1 to 3 of 172

Personalize | Find | View All | First | 1-3 of 3 | Last

Transaction Amount	Currency	Budget Status	Redistrib	Voucher Error
13.13 USD		Not Child	Yes	No
179.80 USD		Not Child	No	No
477.60 USD		Not Child	No	No

Verify Voucher Report

10 Back in the Procurement Card Transaction screen, **Redistrib** (Account Redistribution) is now marked **Yes**.

Reconciling and Approving P-Card Transactions in SFS

Section 2: Reconciling a P-Card (5 of 9)

Adding Comments

SFS Procurement Card Transactions Screen

Transaction	Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Rebill	Voucher Error
1	09/15/2017	WOLBERG ELECTRIC SUPPLY	Staged	13.13 USD				
2	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	179.80 USD		Not Child	No	No
3	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	477.60 USD		Not Child	No	No

11

If you would like to add comments about the transaction click the 'Comments' icon. A separate window will open.



12

Add any comments to explain the transaction.

Click the **Attach** button to browse to the desired file that was saved and click **OK**.

SFS ProCard Comments Screen

Transaction Line Comments

Comments: Requested refund from the vendor. Shredder was returned

Associated Document

Attach

OK Cancel Refresh

Section 2: Reconciling a P-Card (6 of 9)

13

Continue to reconcile all the transactions on your statement.

We recommend you save periodically.

Once all transactions are complete, click "Save."



SFS Procurement Card Transactions Screen

The screenshot displays the Oracle SFS Procurement Card Transactions screen. The page title is "Reconcile Statement" and the sub-title is "Procurement Card Transactions". There is a checkbox for "Run Budget Validation on Save" and a page indicator "1 to 3 of 172". Below this is a "Bank Statement" section with a table of transactions. The table has columns for Transaction Date, Merchant, Status, Transaction Amount, Category, Budget Status, Budget, Voucher Error, Checkfield Status, Reference, and Description. Three transactions are listed, all with a status of "Staged". Below the table are buttons for "Select All", "Clear All", "Stage", "Verify", and "Validate Budget". At the bottom, there are buttons for "Save", "Notify", and "Refresh". The "Save" button is circled in red.

Transaction	Transaction Date	Merchant	Status	Transaction Amount	Category	Budget Status	Budget	Voucher Error	Checkfield Status	Reference	Description
1	06/16/2017	WOLBERG ELECTRIC SUPPLY	Staged	13.13 USD		Valid	No	No	Valid		
2	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	179.80 USD		Not OK'd	No	No	Valid		
3	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	477.80 USD		Not OK'd	No	No	Valid		

Section 2: Reconciling a P-Card (7 of 9)

Change to a Verified Status

14

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

SFS Procurement Card Transactions Screen

The screenshot shows the 'Reconcile Statement' screen for 'Procurement Card Transactions'. It includes a table with columns for 'Trans Date', 'Merchant', 'Status', 'Transaction Amount', 'Currency', 'Budget Status', 'Redistrib', and 'Voucher Error'. The first transaction is highlighted with a red circle around its 'Verified' status. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh', with 'Save' circled in red.

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Redistrib	Voucher Error
1	09/13/2017	WOLBERG ELECTRIC SUPPLY	Verified	13.13	USD	Valid	No	No
2	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	179.80	USD	Not Chk'd	No	No
3	09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	477.60	USD	Not Chk'd	No	No

15

Click "Save."

Transactions can be verified in three ways:

1. Individually

a. Check ✓ the Transaction ➡ b. Change the Status to "Verified" ➡ c. Click "Save"

2. In Multiples

a. Check ✓ Multiple Transactions ➡ b. Change the Status to "Verified" ➡ c. Click "Save"

3. All at Once

a. Check ✓ the "Select All" ➡ b. Change the Status to "Verified" ➡ c. Click "Save"

Section 2: Reconciling a P-Card (8 of 9)

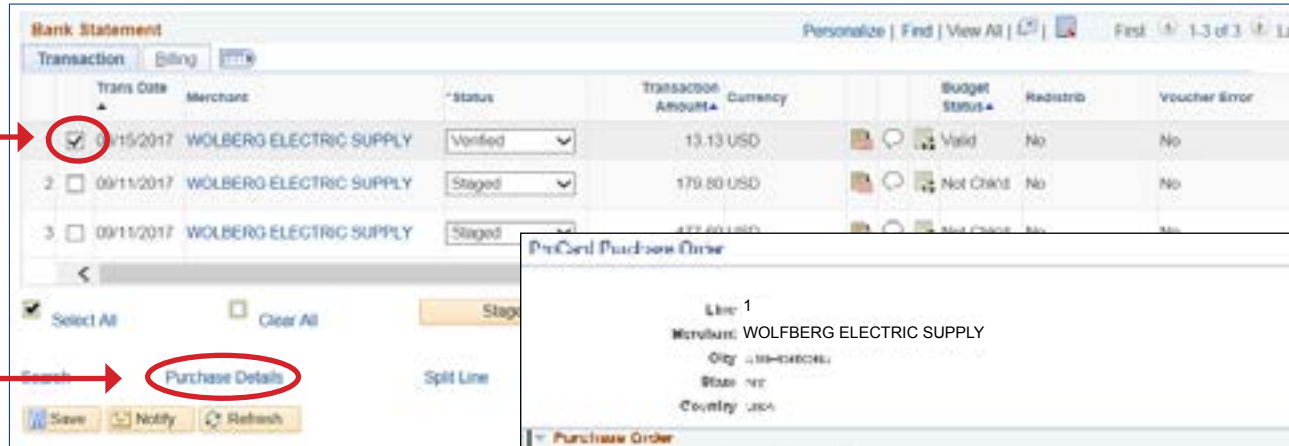
Reconciling a PO Charge

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When you reconcile a charge to a PO you check the transaction.

Click Purchase Details.

SFS Procurement Card Transactions Screen



The ProCard Purchase Order box pops up and the reconciler can select a dropdown for PO ID and the POs available on that card will show in the dropdown.

Section 2: Reconciling a P-Card (9 of 9)

Budget Check: Once the transactions are verified and saved, the 'Budget Check' will process automatically in SFS. Allow 40 minutes for completion.

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After Budget Check runs, check **Budget Status** column. 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).

SFS Procurement Card Transactions Screen

The screenshot shows the 'Reconcile Statement' screen for 'Procurement Card Transactions'. It includes a table with columns for Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Redistrib, and Voucher Error. The first row shows a transaction from 09/15/2017 to WOLBERG ELECTRIC SUPPLY with a status of 'Valid' and a budget status of 'Valid'. A red circle highlights the 'Valid' budget status, and a red arrow points to it from the left. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'.

Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Redistrib	Voucher Error
09/15/2017	WOLBERG ELECTRIC SUPPLY	Valid	18.75 USD	USD	Valid	No	No
09/11/2017	WOLBERG ELECTRIC SUPPLY	Staged	179.00 USD	USD	Not Child	No	No
09/15/2017	WOLBERG ELECTRIC SUPPLY	Staged	477.60 USD	USD	Not Child	No	No

Success!

Upon seeing a **Valid** budget status, you have successfully completed reconciling a procurement card transaction.

Your approver can now approve these transactions.

Reconciling and Approving P-Card Transactions in SFS

Section 3: Approving a P-Card (1 of 4)

Once the cardholder has verified the transactions, a P-Card approver will need to approve these transactions. This is done in the same module as the verification.

- 1 In the Reconcile Statement Search, click **Role Name**, then select **P-Card Approver**.

Transaction date field will automatically populate with the last 30 days.

For charges greater than 30 days old, change these dates.

Click **Search**.

SFS Reconcile Statement Search Screen

Reconcile Statement Search

Role Name: P-Card Approver

Employee ID: []

Name: []

Card Issuer: []

Card Number: []

Transaction Number: []

Merchant: [] Exact Match

Sequence Number: []

Line Number: []

Billing Date: [] To: []

Statement Status: []

Budget Status: []

Chartfield Status: []

Transaction Date: [] To: []

Charge Type: []

Posted Date: [] To: []

Rows Per Page: 10

Auto Save When Scrolling Through Chunks

Search Clear

Once you successfully navigate to the Procurement Card Transactions screen, you are ready to begin your P-Card approvals.

SFS Procurement Card Transactions Screen

Procurement Card Transactions

Run Budget Validation on Save

1 to 3 of 63

Bank Statement

Transaction Billing

Personalize | Find | View All | First | 1-3 of 3 | Last

	Employee Name	Trans Date	Merchant	Status	Transaction Amount	Currency	Describe
1	<input type="checkbox"/> QUACKENBUSH, MATTHEW	10/11/2017	WM BIERS INC	Verified	250.00	USD	
2	<input type="checkbox"/> QUACKENBUSH, MATTHEW	10/11/2017	WM BIERS INC	Verified	326.35	USD	
3	<input type="checkbox"/> QUACKENBUSH, MATTHEW	10/11/2017	WM BIERS INC	Verified	170.00	USD	

Select All Clear All Stage Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Reconciling and Approving P-Card Transactions in SFS

Section 3: Approving a P-Card (2 of 4)

The Procurement Card Transactions screen is used to review, manage, and approve procurement card transactions (purchases) loaded in SFS.

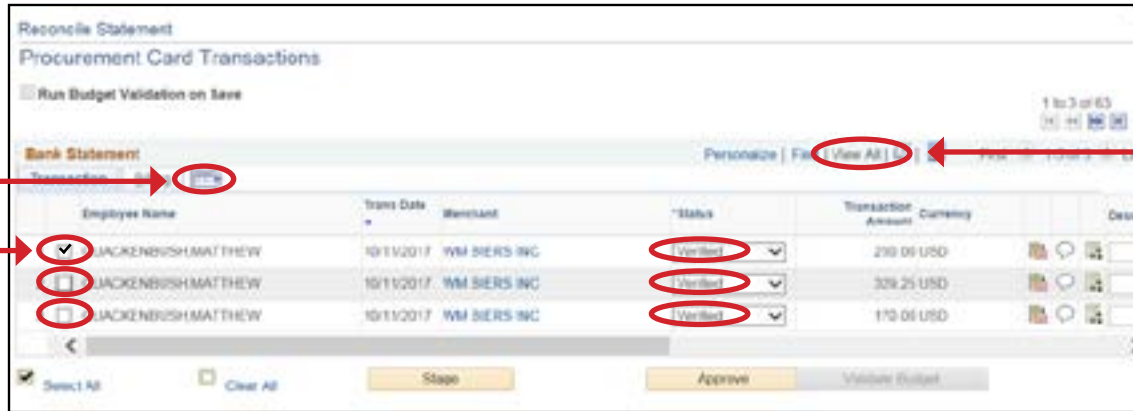
3 Select the 'show all columns' icon to expand the screen.



4 The first transaction is automatically checked.

Select all items with Verified status.

SFS Procurement Card Transactions Screen



2 To show all transactions, click "View All."



5 Scroll to the right until you see 'Description', if required by your agency.

6 If dots are in the Comment bubble, click on the bubble to see the comments.



7 In the ProCard Comments pop-up, review the Transaction Line Comments.



Click OK.

Reconciling and Approving P-Card Transactions in SFS

Section 3: Approving a P-Card (3 of 4)

Check Chartfields: Proceed by reviewing one purchase at a time.

SFS Chartfields Screen

Procurement Card Transactions

Run Budget Validation on Save

1 to 3 of 172

Bank Statement

Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Redistrib	Voucher Error	Chartfield Status	Reference
06/15/2017	WOLBERG ELECTRIC SUPPLY	Verified	13.13 USD		Not Ch'd	No	No	Valid	
09/11/2017	WOLBERG ELECTRIC SUPPLY	Verified	179.80 USD		Not Ch'd	No	No	Valid	

8

Click Account Distribution icon.



9 Verify the Chartfields coding is correct.

If incorrect, alter 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.

SFS Chartfields Screen

Line 1

PD Qty 1.0000 UOM EA

Billing Date 07/06/2017 Billing Amount 13.13 USD Unit Price 13.13000

SpeedChart [input] Transaction Unit Price 13.13000 *Distribute By Amount

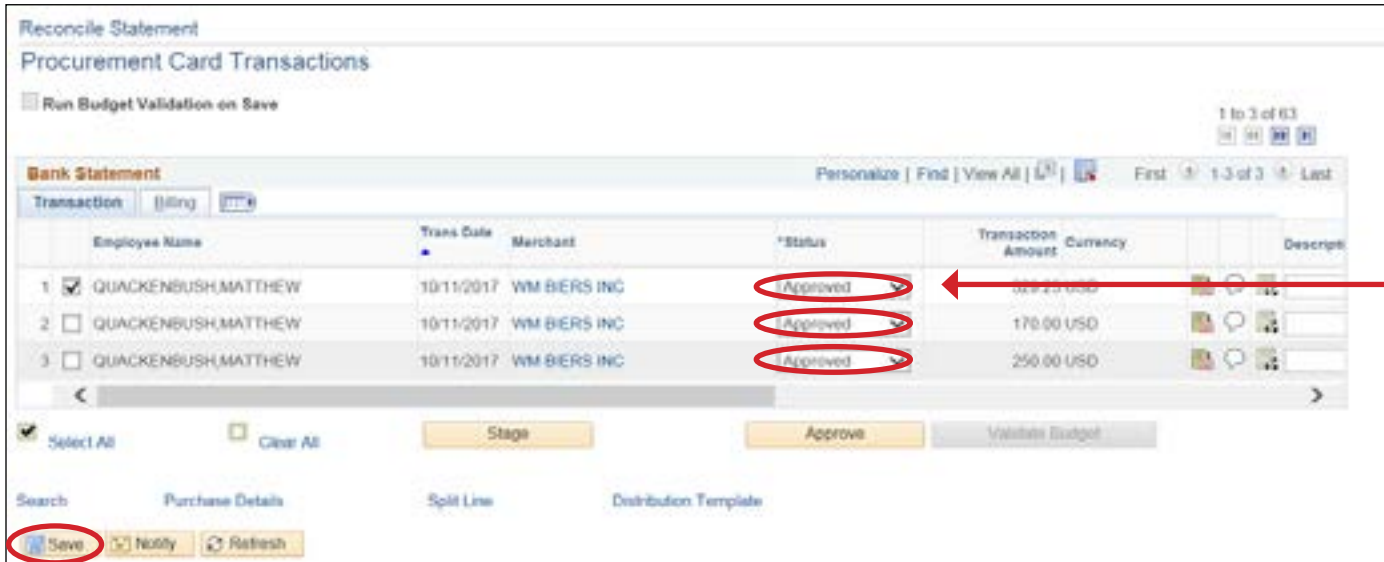
Distributions Personalize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Statuses			
ChartField 1	Budget Date	ChartField 2	ChartField 3	Affiliate	Fund Affil	Location
169	07/06/2017					

OK Cancel Refresh

Section 3: Approving a P-Card (4 of 4)

SFS Procurement Card Transactions Screen



10

Once the transaction and the Chartfield information has been reviewed, the status can be changed to Approved.

11

Click "Save" to complete the approval process.

Other Reminders:

- SFS automatically sources these charges to reconciliation vouchers three times a week (Monday, Tuesday and Wednesday evenings).
- SFS recommends approvers return to this screen a few days later to ensure the charge has been fully reconciled.
- If a transaction has been in the approved status for more than one week, the transaction may have invalid budget coding. Approvers should contact their budget office for valid coding and update the coding associated with the charge.

Done!