

### **P-Card Reconciliation**

To reconcile a transaction, a user must have either the CT\_F\_A\_CC\_COORDINATOR or CT\_F\_A\_CC\_RECONCILER role.

When a P-Card transaction is waiting to be reconciled, it has a status of "Staged". After reconciling a transaction, the status should be updated to "Verified".

On the Transaction tab, a transaction's distribution and CDF information can be viewed as well as any associated PO and contract information.

On the Billing tab, any disputes, comments, and/or attachments can be added.

To reconcile a single transaction to a PO, use the Single Purchase Order Details link. To reconcile multiple transactions to a PO, use the Apply Purchase Order to a Transaction link.

To split a transaction into two or more lines, use the Split Line Transactions link.

After completing this topic, you will be able reconcile a P-Card transaction in CORE-CT.

### **Reconcile Statement**

**Navigation:** Main Menu > Core-CT Financials > Purchasing > Procurement Card > Reconcile > Reconcile Statement



The Reconcile Statement Search page displays.

Favorites 👻 Main Menu 🤜	<ul> <li>Core-CT Fin</li> </ul>	ancials 👻 🕥 Purchasing	g 🗸 🗇 Procurement Cards 🚽 >	Reconcile 👻 🚿	Reconcile Statement
Core-01					
My HR Finance	Core-CT Help	STARS			
Reconcile Statement Search	:h				
Role Name			$\sim$		
Employee ID	Q				
Name			Q		
Card Issuer	JPMC Mastercard		$\checkmark$		
Card Number					
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Transaction Date	31	To 12/21/2018			
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Rows Per Page	50				
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Search	Clear				

#### Search Criteria

**Role Name**: Select a specific role if there a more than one. For example, a user can select the Approver role to only see the cards where they approve transactions.

**Employee Id**: Enter or search for the Card holder's Employee ID (If this is a Department Card, it is the custodian of the card)

**Employee Name**: Enter or search for the Card holder's Name (If this is a Department Card, it is the custodian of the card)

Card Issuer: Always JPMC Mastercard

Card Number: Enter the Last four digits of the Card

**Merchant:** Enter all or part of the Merchant (Supplier) name. This can be used with the % wildcard for partial values.

**Note:** The merchant name may not match the vendor file name.

Revised 12/27/2018

**Billing Date**: The default is blank which will show all transactions. Use the magnifying glass to search for a specific billing period

Statement Status: The default is blank - Select a specific status (e.g. Verified)

Transaction Dates: The default is to show all transactions

Rows per page: The default is 50

Auto Save When Scrolling Through Chunks: This is checked by default (When you change pages a save will occur to prevent losing information)

Click the **search** button to show all transactions that are available to reconcile or enter in search criteria to limit the view.

Note: Access to cardholder(s) transactions is controlled by Proxy roles.

#### The Reconcile Statement Page displays.

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Bank Statement													Personalize   Find   View	All   🖾	💵 First 🕚	1-9 of 50 🔮	Last
Employee Name	Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status		Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1 Aguyen- Matos,Christine	************895	2 09/11/2018	09/12/2018	10/10/2018	ZOOM.US	Staged	~	749.50	OHSM1								B
2 D Sullivan,Maureen	747	5 09/11/2018	09/12/2018	10/10/2018	TFS*FISHER SCI CHI	Approved		55.48	DPHM1	0000064029	1		RSCN9-2Y Simple Cyanide Reference Standard For Ion Chromato		16PSX0233AA		B
3 🗆 Sullivan,Maureen	******747	5 09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		6.45	DPHM1	0000064070	1	1	Business Source Stainless Steel Scissors - 8		12PSX0184AB		B
4 🗆 Sullivan,Maureen A.	*********747	5 09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		2.15	DPHM1	0000064070	2	R	Business Source Stainless Steel Scissors - 8		12PSX0184AB		8
5 🗆 Sullivan,Maureen A.	******747	5 09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		36.81	DPHM1	0000064070	3		Advantus Brightly Colored Panel Wall Clips - Standard - 40 S		12PSX0184AB		B
6 🗆 Sullivan,Maureen	******747	5 09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		48.51	DPHM1	0000064070	4		Swingline® 747® Business Stapler - Antimicrobial, 25 Sheets,		12PSX0184AB		R
7 D Sullivan,Maureen	*********747	5 09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		15.87	DPHM1	0000064070	5		OIC Nine Compartment Drawer Organizer Tray - 9 Compartment(s		12PSX0184AB		B
8 Sullivan,Maureen A.	******747	5 09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		11.01	DPHM1	0000064070	6		Fellowes Mouse Pad - Black - 8		12PSX0184AB		R
9 Sullivan,Maureen	747	5 09/11/2018	09/12/2018	10/10/2018	AARON SUPREME STORAGE	Staged	~	140.00	DPHM1			42					
Select All	lear All				Refine Search	]	Undo Reco	onciliation	Sta	ge	Verify		]				
Single Item Update			Multiple I	tem Update													
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#### **General Page Information**

**Check Box**: Check this box to activate the row. The first row is always checked by default. More than one may be selected.

**Employee Name:** Will display at the top of the page if that is the only cardholder/card. If there is more than one, the name will display in the columns.

Card Number: Displays the last four digits of the card

Trans Date: The date the transaction occurred.

**Posted Date:** The date the transaction posted with the bank

**Billing Date:** The billing cycle for the transaction. This is always the 10<sup>th</sup> of the billing month.

Merchant: The name of the Merchant. This may not match the name in the Vendor file.

Status: Staged – A new transaction Verified – A transaction that has be reconciled Approved – A transaction that has been approved

Tran Amount: The amount of the transaction

BU: The Card Holder's default business unit

PO ID: The PO to which the transaction is reconciled.

Line: The line of the PO to which the transaction is reconciled.

**Distrib:** Click the distribution Icon to review the distribution details. If the transaction has not been reconciled, the distributions are the set to the defaults from the cardholder's profile.

Description: The description from the line of the PO to which the transaction is reconciled.

POS: Check this box when using the Blanket JP Morgan PO with a different Contract

**Contract ID**: The Contract ID from the PO to which the transaction is reconciled. If reconciled to a JP Morgan PO, the contract id can be updated to reflect the correct contract.

Line: The line of the Contract ID to which the transaction is reconciled (if applicable).

**CDF**: Common Data Format. Click the CDF icon to display Level 3 Detail (item information) when provided by the Merchant.

Sample CDF Item Information

ProCard MasterCard Trans				
Card Number ********430 Posted Date 09/13/2018 Transaction Number 000007823145 Sequence Number 15	8 5925			
Financial Transaction - Type 5000				
Card Acceptor - Type 5001				
Tax Addendum - Type 5300		Personaliz	e   Find   View All   🖾   🔣	First 🕚 1 of 1 🕑 Last
Tab 1         Tab 2         Tab 3         IIIII				
Seq No Tax Amount Indicator	Tax Amount		Tax Rate	Tax Type Applied
1 278 🖌		12.7600	6350.00000000	
Corporate Card Line Item Detail - Type 50	10			
Tab 1         Tab 2         Tab 3         Tab 4         Tab 5         Image: Compare the second	==			
Product Code Product Code Qualifie	r Ite	em Description		
1 VX2652H	С	ALCULATOR, PRINT,	12DIG,FLUOR	
2 80653	M	IARKER ST, DE, EXPO	,CHSL,4COL	
Return				

Favorites	- Main Menu	→ Corr	e-CT Financi:	als → Puro	:hasing $\star$ $\rightarrow$	Procurement Cards -> Reco	ncile 🔻 👌 Re	aconcile Stat	tement							Home	HRMS Wor	'klist
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	Employee Name	Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status		Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1 5	Matos,Christine	************8952	09/11/2018	09/12/2018	10/10/2018	ZOOM.US	Staged	~	749.50	OHSM1			2					<b>B</b>
2 [	Sullivan,Maureen A.	******7475	09/11/2018	09/12/2018	10/10/2018	TFS*FISHER SCI CHI	Approved		55.48	DPHM1	0000064029	1	2	RSCN9-2Y Simple Cyanide Reference Standard For Ion Chromato		16PSX0233AA		•
3 [	Sullivan, Maureen A.	*******7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		6.45	DPHM1	0000064070	1	42	Business Source Stainless Steel Scissors - 8		12PSX0184AB		•
4	Sullivan,Maureen A.	**********7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		2.15	DPHM1	0000064070	2		Business Source Stainless Steel Scissors - 8		12PSX0184AB		8
5 [	Sullivan,Maureen A.	******7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		36.81	DPHM1	0000064070	3		Advantus Brightly Colored Panel Wall Clips - Standard - 40 S		12PSX0184AB		•
6 [	Sullivan,Maureen	*******7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		48.51	DPHM1	0000064070	4		Swingline® 747® Business Stapler - Antimicrobial, 25 Sheets,		12PSX0184AB		<b>B</b>
7 [	Sullivan,Maureen A.	*********7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		15.87	DPHM1	0000064070	5		OIC Nine Compartment Drawer Organizer Tray - 9 Compartment(s		12PSX0184AB		<b>B</b>
8 [	Sullivan,Maureen A.	******7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved		11.01	DPHM1	0000064070	6		Fellowes Mouse Pad - Black - 8		12PSX0184AB		•
9 [	Sullivan, Maureen A.	****7475	09/11/2018	09/12/2018	10/10/2018	AARON SUPREME STORAGE	Staged	~	140.00	DPHM1			4					R.
•	Select All 🗖 C	iear All				Refine Search		Undo Re	econciliation	Sta	ge	Verify		)				
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	Single Purchase Or	der Details		Apply C	ontract to PO	S Transactions												
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Click on the Refine Search button at any time during the reconciliation process to bring up the Reconcile Statement Search to change or limit the transactions to view.

ProCard Recon Workbend	h	×
		Help
Reconcile Statement Search	h	
Role Name	~	
Employee ID	638146 🔍	
Name	Sinkfield,Nora	
Card Issuer	JPMC Mastercard V	
Card Number	4308	
Transaction Number		
Merchant	suburban × Exa	act Match
Sequence Number		
Line Number		
Billing Date	Q To Q	
Statement Status	$\checkmark$	
Budget Status	$\checkmark$	
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Transaction Date	ii To	
Charge Type	$\checkmark$	
Posted Date	ii To ii	
Rows Per Page	50	
	Auto Save When Scrolling Through Chunks	
OK Cancel	Clear	

Enter the search criteria and click OK

The Procurement Card Transaction will re-display with the new search results.

Favorites	👻 Main Me	nu 👻 >	Core-CT Fina	ncials 👻 >	Purchasing $\star$ >	Procurement C	ards 🕶 > Reco	ncile 👻 🚿	Reconcile Statement								
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3 [		09/20/2018	09/24/2018	10/10/2018	SUBURBAN STA	TIONERS, I	Staged	~	794.85 DPHM1								
4 [	4308	09/21/2018	09/24/2018	10/10/2018	SUBURBAN STA	TIONERS, I	Staged	~	376.80 DPHM1	0000064154	2		Georgia-Pacific Single-Fold Hand Towels - 9 25' x 10 25' - W		12PSX0184AB		-
5 [	4308	09/25/2018	09/27/2018	10/10/2018	SUBURBAN STA	TIONERS, I	Staged	~	59.04 DPHM1								Ph.
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	Single Purchase (	Order Details		Apr	bly Contract to PO	R Transactions											
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The Billing tab can be used to review additional information, view status of rows, and add/review comments, attachments, and record disputes.

Click the Billing Tab

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oc	ure	ment Card Tra	insactions										
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Ir	ansac	tion Billing	D								Credit		Chartfield
		Card Number	Trans Date	Posted D	ate Billing Date	Merchant		Billing Amount	Dispute Amount		Collected	Budget Status	Status
	<b>V</b>	*********4308	09/11/2018	09/13/20	10/10/2018	SUBURBAN STAT	IONERS, I	213.65	0.00	0		Valid	Valid
1	2	] ****************4308	09/19/2018	09/21/20	10/10/2018	SUBURBAN STAT	IONERS, I	214.41	0.00	$\bigcirc$		Valid	Valid
	3	] **********4308	09/20/2018	09/24/20	10/10/2018	SUBURBAN STAT	IONERS, I	794.85	0.00	$\bigcirc$		Valid	Valid
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### **General Page Information**

The first seven columns are the same as the transaction tab

Dispute Amount: Enter an amount of an expected credit for tracking purposes only.

	Personalize	Find	View All   🔄	📑 🛛 First 🕙 1	-9 of 50 🕑 Last
Billing Amount Dispute Amount		- [	Credit Collected	Budget Status	Chartfield Status
23.88 4.50		$\Diamond$		Not Chk'd	Valid

When there is a dispute with a charge, State policy is to pay the entire amount unless the credit is received within the same billing period.

To record a dispute, enter the disputed amount in the Dispute Amount Field. Upon saving, the Credit Collected checkbox will become active.

### **Review Disputes**

**Navigation:** Purchasing > Procurement Cards > Reconcile > Review Disputes

My HR F	inance	Core-CT	Help					
Review Dispute	s							
Procuremer	nt Carc	l Transacti	ions					
Transactions v	vith Disp	ute					Personalize	Find   View All   💷   🔢 🛛 First 🕚 1 of 1 🛞 Last
Transaction	Billing	Cardholder	<b></b> )					
Collected	Dis	pute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
	$\bigcirc$	4.50	0 **********4308	August PCard	08/05/2016	23.88	USD	SUBURBAN STATIONERS, I
Save 🔛 No	otify							

Once the credit has been posted, check the collected box . This will remove if from the display.

Additonal information can be viewed on the other two tabs.

For information on processing a credit, refer to the credit processing job aid.

Comments and attachments can be added by clicking on the **Comments** Bubble.

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HR	Finance	Core-CT Help	STARS								
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c	Card Number	Trans Date	Posted Date	Billing Date	Merchant	Billing Amount Di	spute Amount		Credit Collected	Budget Status	Chartfield
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6 🗆 *	4308	09/21/2018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	376.80	0.00	$\bigcirc$		Valid	Valid
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Split L Single	Line Transactions e Purchase Order D	Details	Appi Appi	ly Purchase Order ly Contract to POS	to Transactions Transactions						

#### The ProCard Comments page will display

ProCard Commen	ıts		×
			Help
Line 1	Description		
	Reference 3939159		
Transaction Line Co	omments	Find   View All First ④ 1 of 1 🕑 Last	
Comments:		Status Active 🗸	
Charged \$4.50 in er	ron	[7]	
1			
1 and			
Associated Doc	ument		
Attachm	ent	Attach View Delete	
OK Can	cel Refresh		

Type in the comment information.

Click the Attach button to add an attachment

Click the plus '+' or minus '-' button to add or remove comments.

Click OK to return to the reconcile statement page.

Comments and attachments may be added on each transaction line.

The **Budget Status** is updated when budget check is run (10 AM, 12 PM, 2 PM and once over night)

The Chartfield Status is normally valid unless there is an issue with the charfield values.

### **Reconcile a single transaction line**

**Navigation:** Main Menu > Core-CT Financials > Purchasing > Procurement Card > Reconcile > Reconcile Statement

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avontes V Main menu V S Core-CT Pinar	inclais • > Furchasing • > Frocurement Ga	ilus • > Reconcil	e • > Reconcile Statement							Home	HRMS
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Empl ID 638146	Name Sinkfield Nora										
Bank Statement							Personalize   Find   \	/iew All   🕯	🗏 🔣 🛛 First 🛞	1-5 of 5 🔮	Last
Transaction Billing											
Card Number Trans Date Posted Date	Billing Date Merchant	*Status	Tran Amount BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1 3 4 4 3 0 8 0 9 1 1 / 2018 0 9 / 1 3 / 2018	10/10/2018 SUBURBAN STATIONERS, I	Staged	✓ 213.65 DPHM1								-
2 🗌 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged	✓ 214.41 DPHM1			-					
3 🔲 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged	▼ 794.85 DPHM1								
4 🔲 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged	▼ 376.80 DPHM1	0000064154	2		Georgia-Pacific Single-Fold Hand Towels - 9.25' x 10.25' - W		12PSX0184AB		<b>B</b>
5 🔲 ********4308 09/25/2018 09/27/2018	10/10/2018 SUBURBAN STATIONERS, I	Staged	✓ 59.04 DPHM1								8
Select All	Refin	e Search	Undo Reconciliation	n Stage			Verify				
Single Item Update	Multiple Item Update										
Split Line Transactions	Apply Purchase Order to Transactions										
Single Purchase Order Details	Apply Contract to POS Transactions										
Course Holl Name											
Save I NULLY KEllest											

Note: The first transaction is always selected when navigating to the Reconcile Statement Page. To work on a different transaction, unselect the row and select the new transaction row to be reconciled.

Click on the Single Purchase Order Details hyperlink

The ProCard Purchase Order Page will display

Favorites  Main Menu  Purchasing  Procurement	t Cards  → Reconcile  → Reconcile Statement	
ORACI E		
	ProCard Purchase Order	×
	н	alb
Reconcile Statement	Line 3	
Procurement Card Transactions	Merchant SUBURBAN STATIONERS, I	
Empl ID 504804	City SUSAN@SUBURBA State CT	
Card Number ********0044 Card	Country USA	
Bank Statement	▼ Purchase Order	2   III First ④ 1-9 of 38 ④ Last
Transaction Billing	*Business Unit MHAM1 Q Original PO N	
Trans Date Posted Date Billing Date Merchant	PO ID Q	POS Contract ID Line CDF
1 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STATI	PO Line Q	
2 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STATI	PO Sched	
3 🗹 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STATI	Supplier ID	
4 🔲 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	Location	
5 🔲 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	Ship To	
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8 03/10/2017 03/13/2017 04/10/2017 SALTOFTHEEART	*Quantity 1 0000	07PSX0269AA
9 03/10/2017 03/13/2017 04/10/2017 SUBURBAN STATI	*UOM YR	
	Unit Price 570,94000 USD Transaction Amount 570,94	
Select All Clear All	Bill Includes Tax if Applied	ove
Single Item Update Multiple I	Tax Paid	
Split Line Transactions Apply P	OK Cancel Refresh	
Single Purchase Order Details Apply C		
Sava F Natify C Patrach		
Core Fromy Concernant		

The default business unit may be changed if the reconciler has access to multiple business units.

Click the magnifiying glass next to the PO ID field to look for an available PO



Favorites - Main Menu - Purchasing - Proce	ment Cards + > Reconcile + > Reconcile Statement		
ORACLE'			
	ProCard Purchase Order		
Reconcile Statement	Line 3 Mechant SLBIRDAN STATIONERS 1		
Empl ID 504804 Card Number ***********************0044	Cany SUSAN@SUBURBA State CT Country USA		
Bank Statement	▼ Purchase Order	💷   🔣 🛛 First 🕚 1-9	of 38 🕑 Last
Transaction Billing	*Business Unit MHAM1 Q Original PO N		
Trans Date Posted Date Billing Date Marchant	PO ID	All therman 200	Line CDF
		Help	
2 03/09/2017 03/13/2017 04/10/2017 St Business	nit MHAM1		100
3 M 03/09/2017 03/13/2017 04/10/2017 SI PO NU	er begins with 🗸		
4 03/09/2017 03/13/2017 04/10/2017 St	Close Concel Desis Lesive		
5 03/09/2017 03/13/2017 04/10/2017 SI	Cieal Calicel Basic Lookup		1700
6 03/09/2017 03/13/2017 04/10/2017 SI Search	esults		
7 03/09/2017 03/13/2017 04/10/2017 St View 100	First	1-2 of 2 D Last	18 <u>8</u>
8 03/10/2017 03/13/2017 04/10/2017 S/ PO Num	ID Order Date PO Status Name Supplier ID Name 1 Buyer Description Type	Balance	E.
9 03/10/2017 03/13/2017 04/10/2017 SI 0000058	9 134994650 03/13/2013 Dispatched 134994650F-001 0000059169 JP MORGAN CHASE BANK MathisL MHA - Mathis Linda General DMHAS-JP Morgan 23 4004550 0510 200055169 JP MORGAN CHASE BANK MathisL MHA - Mathis Linda General Obligation Description 200055169 JP MORGAN CHASE BANK MathisL MHA - Mathis Linda General Obligation Description 200055169 JP MORGAN CHASE BANK MathisL MHA - Mathis Linda General Obligation Description 200055169 JP MORGAN CHASE BANK MathisL MHA - Mathis Linda General Obligation Description 200055169 JP MORGAN CHASE BANK MathisL MHA -	Bank 12325.26	E.
Select All Clear All	о токачноо ознозго (7) рерактер токачноорчог, россое токаче сплое вили, маше, или ч наше, слиа велега ошущог прато те	sung 128055.07	
Single Item Update			
Split Line Transactions Single Purchase Order Details			
Save Notify C Refresh			

The Look Up PO ID search window will appear with all purchase orders that can be reconciled to this transaction

In order for a PO to show on the list it must meet all the following:

- Be a JP Morgan PO or Be a PO with the same tax id as the transaction (see the appendix for how to view the tax id)
- The PO must have a Budget Check status of Valid
- The PO must have a Document Tolerance of Valid
- The PO must be Dispatched

The view will also display the entire PO encumbrance balance.

Select the PO from the list

The ProCard Purchase Order page will display

DRACLE'					
	ProCard Purchase Order	×			
econcile Statement rocurrement Card Transactions Empt ID 504804 Card Number	Line 3 Merchant SUBURBAN STATIONERS, I City SUSANgBURBURBA State CT Country UBA	Help			
Bank Statement	▼ Purchase Order		💷   🔣 🛛 First 🕚	1-9 of 38 🛞	Last
Transaction Billing .	"Business Unit (MHAM1 Q Original PO N		Cantrast ID	Line	CDE
1 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	PO Line	~ ~		Late	EL.
2 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	PO Sched Q				
3 🗹 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	Supplier ID Q				
4   03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	Location				
5 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	Ship To Q				EL.
6 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	Item ID				
7 03/09/2017 03/13/2017 04/10/2017 SUBURBAN STAT	Category 8000000 Q				
8 03/10/2017 03/13/2017 04/10/2017 SALTOFTHEEART	Supplier Item	-	07PSX0269AA		
9 03/10/2017 03/13/2017 04/10/2017 SUBURBAN STATI	*UOM YR				-
Select All Clear All	Unit Price 570.94000 USD Transaction Amount 570.94	tov	e		
Single Item Update Multiple I	M Bill Includes Tax if Applied				
Spilt Line Transactions Apply P Single Purchase Order Details Apply O	OK Carcel Refresh	.:5			

Click the magnifying glass for the PO line



Favorites  Main Menu  Purchasing  Procurement	t Cards + > Reconcile + > Reconcile Statement	
ORACLE		
	ProCard Purchase Order	
Reconcile Statement Procurement Card Transactions Empl ID 504804 Card Number0044 Card	Help Line 3 Merchant SUBURBAN STATIONERS, I City SUSAN@SUBURBA State CT Country USA	
Bank Statement	Purchase Order	🖾   🔣 First 🛞 1-9 of 38 🕑 Last
Transaction         Billing         Etros           Trans Date         Posted Date         Billing Date         Menchanit           0.309/2017         03/13/2017         04/10/2017         SUBURBAN STAT           2         0309/2017         03/13/2017         04/10/2017         SUBURBAN STAT           3         Ø         0309/2017         03/13/2017         04/10/2017         SUBURBAN STAT           4         0309/2017         03/13/2017         04/10/2017         SUBURBAN STAT           5         0309/2017         03/13/2017         04/10/2017         SUBURBAN STAT           6         03/09/2017         03/13/2017         04/10/2017         SUBURBAN STAT           7         03/09/2017         03/13/2017         04/10/2017         SUBURBAN STAT           8         03/10/2017         03/13/2017         04/10/2017         SUBURBAN STAT           9         03/10/2017         03/13/2017         04/10/2017         SUBURBAN STA	Basiness Unit MHAM1         Original PO N           Look Up PO Line         Image: Concel           Cancel         Help           Search Results         First Image: Concel           Wew 100         Purchase           Portunate         Portunate           Number         Original PO N           Basiness PO Number         Order Line           NMA41         0000060002           2017-05-05         Dispatched Approved OMA- Credit Cance           MHAAN1         0000060002           2017-05-05         Dispatched Approved OMA- Credit Cance           MHAAN1         00000600002           2017-05-05         Dispatched Approved OMA- Credit Cance           NHAAN1         0000060002           2017-05-05         Dispatched Approved OMHA- Credit Cance           NHAAN1         0000060006           2017-05-05         Dispatched Approved CMHC- Credit Cance           NHAAN1         0000060006           2017-05-05         Dispatched Approved CMHC- Credit Cance           NHAAN1         000006006           2017-05-05         Dispatched Approved CHHC- Credit Cance           NHAAN1         000006006           2017-05-05         Dispatched Approved CHHC- Credit Cance           NHAAN1	Origonalization     Origonalization       Origonalization     Origonalization       Origonalization     Origonalization       Origonalization     Origonalization       Origonalization     Origonalization       Origonalization     Origonalization       Origonalization     Origonalization
Save Notify C Refresh		

To the right of the line number are 3 columns

**Encumbrance Balance**: This is the remaining encumbrance amount on the PO line

- Line 1 has an encumbrance balance of 19,035.07 (the PO line was for 20,000 indicating 946.93 has been vouchered already)
- The Encumbrance is updated when the voucher successfully budget checks.

Received Amount: This is the total amount received

• Line 1 has been received for a total 9,000 (on either one or multiple receipts)

Available Amount: This is the amount left available to reconcile.

- Line 1 has an encumbrance balance of 19,035.07 but only 9,000 has been received so the available amount is the received minus the expended (9,000- 946.93 = 7,720.67)
- As new transactions are reconciled to the line, the amount available will update when the row is **saved**.

Line 3 has been canceled so it does not show up as a line to reconcile against (signified by the arrow)

Select the appropriate line

### Example 1:

Favorites - Main Menu - Purchasing -	> Procurement Cards -> Recon	ncile 🔻 🚿 Recon	ncile Statement										
				ProCard I	Purchase O	rder							
ORACLE													
						Line 2							
Reconcile Statement					Mei	rchant SI	JBURBAN ST	TATIONERS	s, I				
Procurement Card Transactions						City St	JSAN@SUBI	JRBA					
E	Name Malass Ob				C	State C	I BA						
Card Number ************************************	Card Provider JPMC	Instopher				sundy of							
				Purcha	tRusings	e Unit M	14544	-					
Bank Statement					Dusines		00068006	0		C	Priginal PO N		
Transaction Billing						1010 00	0000000	4					
Trans Date Posted Date Billing Date N	lerchant	*Status	Tran Amount BU	Look	Jp PO Line								×
1 O3/09/2017 03/13/2017 04/10/2017 S	UBURBAN STATIONERS, I	Staged V	75.00 MH										Help
2 🗹 03/09/2017 03/13/2017 04/10/2017 S	UBURBAN STATIONERS, I	Staged V	✓ 80.00 MH	Cance	1								
3 🗌 03/09/2017 03/13/2017 04/10/2017 S	UBURBAN STATIONERS, I	Staged V	✓ 570.94 MH	Search	Results								
4 🔲 03/09/2017 03/13/2017 04/10/2017 S	UBURBAN STATIONERS, I	Staged V	25.14 MH	View 100							First 3	1-7 of 7	🕑 Last
5 🗌 03/09/2017 03/13/2017 04/10/2017 S	UBURBAN STATIONERS, I	Staged V	49.03 MH	Business	DO Number	Purchase Order Line	Purchase	DO Statua	Cancel	More Information	Encumbrance	Received	Available
6 🗌 03/09/2017 03/13/2017 04/10/2017 S	UBURBAN STATIONERS, I	Staged V	38.67 MH	Unit	PO Number	Number	Order Date	PO Status	Status	more information	Balance	Amount	Amount
7 🗆 03/09/2017 03/13/2017 04/10/2017 S	UBURBAN STATIONERS I	Staged	32.27 MH	MHAM1	0000068006	1	2017-05-05	Dispatched	Approved C	OC - Credit Card	19035.07	9000	7720.67
8 03/10/2017 03/13/2017 04/10/2017 9		Staged	408.00 MH	MHAM1	0000068006	4	2017-05-05	Dispatched	Approved S Approved V	MHA - Credit Card /CMHN - Credit Card	10000	10000	10000
		Clased	400.00 Mil	MHAM1	0000068006	5	2017-05-05	Dispatched	Approved C	MHC - Credit Card	20000	20000	20000
9 03/10/2017 03/13/2017 04/10/2017 3	OBURDAN STATIONERS, I	Stageu 🗸	124.57 MH	MHAM1	0000068006	6	2017-05-05	Dispatched	Approved C	RMHC - Credit Card	20000	20000	20000
Select All Clear All		Refine Search	1	MHAM1	0000068006	8	2017-05-05	Dispatched	Approved C Approved R	VS - Credit Card	20000	0	0
				-									
Single Item Update	Multiple Item Update			4									
Split Line Transactions	Apply Purchase Order to Tran	nsactions			_	_	_	_	_		_	_	
Single Purchase Order Details	Apply Contract to POS Transa	actions											
Save Notify Refresh													

Reconcile Transaction for 80.00 to Line 2 of the PO which has 10,000 available

vorites + Mai	n Menu 👻 >	Purchasing	➤ Procurement Cards   > Rec	oncile → > Recon	tile Statem	ient								
concile Stateme	ent													
OCUREMENT O Empl I Card Numbe	D 504804		Name Male Card Provider JPM	ana,Christopher										
Bank Statemen										Personalize   Fin	d   View All   🖓	l 🖪 🛛 First 🕚	1-9 of 38 🕑	Last
Transaction Trans Date	Billing FTTP	Billing Date	Merchant	*Status		Tran Amount BU	POID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1 🗍 03/09/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	~	75.00 MHAM	1							<b>B</b>
2 🗹 03/09/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Verified	~	80.00 MHAM	1 0000068006	2	42	SMHA - Credit Card		07PSX0269AA		
3 🔲 03/09/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	~	570.94 MHAM	1		R					階
4 🗌 03/09/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	~	25.14 MHAM	1		4					<b>B</b>
5 🗌 03/09/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	~	49.03 MHAM	1		-					P
6 🗌 03/09/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	~	38.67 MHAM	1(		-					-
7 🗌 03/09/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	~	32.27 MHAM	1		+2					
8 🗌 03/10/201	7 03/13/2017	04/10/2017	SALTOFTHEEARTHWTDGR	Staged	~	408.00 MHAM	1 0000068006	7	4	CVH - Credit Card		07PSX0269AA		P
9 🗌 03/10/201	7 03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	~	124.57 MHAM	1		-					-
Select All	Clear All			Refine S	earch	Ur	do Reconciliation	ę	Stage	Verify	Approve			
Single Item U	pdate		Multiple Item Update		1									
Split Line Tr Single Purch	ansactions ase Order Detail:	5	Apply Purchase Order Apply Contract to POS	to Transactions Transactions										
Save Notify	2 Refresh													

Save the transaction



Favorites  Main Menu	Purchasing	econcile Statement	Ho
Bank Statement           Transaction         Bing Etb           Bank Statement         Transaction           Transaction         Bing Etb           03/09/2017         03/13/2017           03/09/2017         03/13/2017           03/09/2017         03/13/2017           03/09/2017         03/13/2017           03/09/2017         03/13/2017           03/09/2017         03/13/2017           03/09/2017         03/13/2017           03/00/2017         03/13/2017           03/00/2017         03/13/2017           03/00/2017         03/13/2017           03/00/2017         03/13/2017           03/00/2017         03/13/2017           03/10/2017         03/13/2017           03/10/2017         03/13/2017           03/10/2017         03/13/2017           03/10/2017         03/13/2017           03/10/2017         03/13/2017           Select All         Clear All	Name         Makena, Christoph Card Provider           Billing Date         Marchant           Billing Date         Marchant           04/10/2017         SUBURBAN STATIONERS, I           04/10/2017         SUBURBAN STATIONERS, I	ProCard Purchase Order  Look Up PO Line  Cancel  Search Results  Vew 100  Business PO Number Order Date Purchase Purchas	
Single Item Update Spit Line Transactions Single Purchase Order Details Save O Notify O Refresh	Multiple Item Update Apply Purchase Order to Transaction Apply Contract to POS Transactions	Support non- "Quantity 1,0000 "UOM YR Unit Proc 570,94000 USD Transaction Amount 570.94 KI Bill Includes Tax if Applied Tax Paid OK Cancel Refresh	

Click to reconcile another transaction and now line 2 shows the 80.00 has been applied and deducted from the available amount (It now shows 9920)

Example 2: Line 8 has 20,000 encumbered but has not been received so nothing can be reconciled to this line until a receipt is done.

Favorites - Main Menu - Purchasin	ng  →  > Procurement Cards  →  > Recond	cile 🕶 > Reconcile f	Statement						
ORACLE"									
Reconcile Statement Procurement Card Transactions									
Emplifi 504904	Name Malena	Christopher							
Card Number *********0044	Card Provider JPMC	.,onnstopner							
Bank Statement						Personalize   Find	d   View All   🖾   🛄 First 🕑	🥬 1-9 of 38 🔍	Last
Trans Date Posted Date Billing Dr	ate Merchant	*Status	Tran Amount BU	POID	Line Distri	b Description	POS Contract ID	Line	CDF
1 03/09/2017 03/13/2017 04/10/20	17 SUBURBAN STATIONERS, I	Staged	✓ 75.00 MHAM1						P
2 🗋 03/09/2017 03/13/2017 04/10/20	17 SUBURBAN STATIONERS, I	Verified	✓ 80.00 MHAM1	0000068006	2 🔜	SMHA - Credit Card	07PSX0269AA		e
3 🗹 03/09/2017 03/13/2017 04/10/20	17 SUBURBAN STATIONERS, I	Staged	✓ 570.94 MHAM1	0000068006	8	RVS - Credit Card	07PSX0269AA		
4 03/09/2017 03/13/2017 04/10/20	17 SUBURBAN STATIONERS, I	Staged	✓ 25.14 MHAM1						P
5 🗌 03/09/2017 03/13/2017 04/10/20	17 SUBURBAN STATIONERS, I	Staged	49.03 MHAM1						Rh
6 03/09/2017 03/13/2017 04/10/20	17 SUBURBAN STATIONERS, I	Staged	Message						
7 🗋 03/09/2017 03/13/2017 04/10/20	J17 SUBURBAN STATIONERS, I	Staged							
8 🔲 03/10/2017 03/13/2017 04/10/20	J17 SALTOFTHEEARTHWTDGR	Staged	Distribution amount of \$570	).94 exceeds the curr	ent received	amount of \$0 for MHAM1 00000680	06 8 1 [ERR2] (0,0) 269AA		æ
9 03/10/2017 03/13/2017 04/10/20	117 SUBURBAN STATIONERS, I	Staged	The PeopleCode program	executed an Error sta	tement, whic	h has produced this message.			
Select All Clear All		Refine Searc	OK						
Single Item Update	Multiple Item Update								
Split Line Transactions Single Purchase Order Details	Apply Purchase Order to T Apply Contract to POS Tra	Fransactions ansactions							
Save Notify Refresh									

If the amount exceeds the received amount an error message will display explaining which line and for what amount.

Example 3: If the PO line is left blank, the system will attempt to apply the transaction to every open line on the purchase order.

Favorites • Main Menu • >	Core-CT Financials • > Purchasing •	> Procurement Cards • > Reconcile • > Reconcile Statement	
Core-07		Des Carel Busekaas Order	Home HR
		Procard Purchase Order	
My HR Finance Core	CT Help	Line 20	
		Merchant STAPLES INC - VT	
Reconcile Statement		City COLUMBIA State SC	
Procurement Card Transa	actions	Country USA	
Empl ID 638146	Name	S Purchase Order	
Card Number **********4308	3 Card Provide	*Business Unit DPHM1 Q Original PO N	
Bank Statement		PO ID 0000059494 Q	First (12-20 of 35 (1) Last
Transaction Billing		PO Line Q	
Trans Date Posted Date	Billing Date Merchant	Supplier ID	ct ID Line CDF
	05/10/2017 INT*IN *SYMBOLOGY ENTE	Location	
	05/10/2017 LONZA WALKERSVILLE IN	Ship To	
	05/10/2017 RACH COMPANY 05/10/2017 SUBURBAN STATIONERS		(02604A III)
	05/10/2017 SUBURBAN STATIONERS	Category	K0269AA
17 04/13/2017 04/17/2017	05/10/2017 A AND A OFFICE SYSTEMS	*Quantity 1.0000	
18 04/13/2017 04/17/2017	05/10/2017 A AND A OFFICE SYSTEMS	"UOM EA	
19 04/13/2017 04/17/2017	05/10/2017 A AND A OFFICE SYSTEMS	Unit Price 48.18000 USD Transaction Amount 48.18	<b>B</b>
20 🗹 04/14/2017 04/17/2017	05/10/2017 STAPLES INC - VT	Bill Includes Tax if Applied	Ē
		Tax Paid	
Select All Clear All		OK Cancel Refresh	
Single Item Update	Multiple Item Upo	te	
Split Line Transactions	Apply Purchase	de	
Single Purchase Order Details	Apply Contract to	Opmanostorio	1
Save Notify 2 Refresh			
Favorites 👻 Main Menu 💌 🚿	Core-CT Financials -> Purchasing	> Procurement Cards • > Reconcile • > Reconcile Statement	
Core-CT			Home
My HR Einance Core	CT Help		
Reconcile Statement			
Procurement Card Transa	actions		
Empl ID 638146	Nam	Sinkfield,Nora	
Card Number *********430	8 Card Provide	JPMC	
Bank Statement		Personalize   Find   View All   🖉	First ④ 12-20 of 35 ④ Last
Transaction Billing			
Trans Date Posted Date	Billing Date Merchant	*Status Tran Amount BU PO ID Line Distrib Description POS Co	Intract ID Line CDF
	05/10/2017 INT*IN *SYMBOLOGY ENT	Staged         V         225.52 UPHM1         B2           Changed         +4.6 06 00 UM4	
	05/10/2017 LONZA WALKERSVILLE IN	Staged V 145.06 UPHM1 52	
	05/10/2017 HACH COMPANY	Vorfend Message	
	05/10/2017 SUBURBAN STATIONERS		
17 04/13/2017 04/17/2017	05/10/2017 & AND A OFFICE SYSTEM	If you do not select a PO Line number, ALL PO lines will be prorated to THIS transaction. Do you REALLY want that? (0,0)	
18 04/13/2017 04/17/2017	05/10/2017 A AND & OFFICE SYSTEM	Staned	
19 04/13/2017 04/17/2017	05/10/2017 A AND A OFFICE SYSTEM	Staged VI 160 80 DPHM1 52	
20 2 04/14/2017 04/17/2017	05/10/2017 STAPLES INC - VT	Staged V 48.18 DPHM1	
Select All Clear All		Refine Search Undo Reconciliation Stage Venity Approve	
Single Item Update	Multiple Item Up	ate	
Split Line Transactions	Apply Purchase	rder to Transactions	
Single Purchase Order Detail	s Apply Contract	POS Transactions	
Save 🖾 Notify 🧭 Refresh			

A message will display confirming that this is correct.

Clicking yes will split the transaction amount proportionately to each open line.

Clicking no will return back to the reconciliation page.

The ProCard Purchase Order Page will display

ProCard Purchase Order	
Line	1
Merchant	SUBURBAN STATIONERS, I
City	SUSAN@SUBURBA
State	
Country	USA
Purchase Order	
*Business Unit	DPHM1 Q Original PO N
PO ID	0000063485 🔍
PO Line	13 × Q
PO Sched	Q
Supplier ID	Q.
Location	Q.
Ship To	Q
Item ID	Q
Category	Q
Supplier Item	
*Quantity	1.0000
*UOM	EA
Unit Price	213.65000 USD Transaction Amount 213.65
	Bill Includes Tax if Applied
	Tax Paid
OK Cancel R	efresh

Click the OK button once the information has been selected

Bank Statement     Personalize   Find   View Al   ]     Find to 15 of 5 * La       Pocurement // Procurement // Pr	Favorites - Main Menu - Core-CT Finan	ncials • > Purchasing • > Procurement Car	rds 🕶 > Reconcile 🕶 >	Reconcile Statement										
My HR       Finance       Core-CT Help       STARS         Reconsile Statement         Procurement Carnasactions         Empl D: 0316 Name Bindfeld,Nora         Personaice   Find   View All (P)	Core	-									Home	HRMS		
My HR       Finance       Core-CT Help       STARS         Reconcile Statement         Porturement Card Transactions         Empl ID 638146       Name Sinkfield,Nora         Personalize   Find   View All [P] [P] Finst © 15.6 °D Ext         Transaction Billing Time Merchant       Personalize   Find   View All [P] [P] Finst © 15.6 °D Ext         Transaction Billing Time Merchant       Total Merchant       Total Merchant       POLID       Line Patrich Rescription       POS       Porture II   View All [P] [P] Finst © 15.6 °D Ext         1 00 10000013 0000003405       13 12 19-044 W.Sullivan-Aufate       1695X0058AA       Impl ID       Impl ID </th <th></th>														
My HR       Finance       Core-CT Help       STARs         Reconcile Statement         Procurement Card Transactions         Empl D 638146       Name Sindleid,Arra         Bank Statement       Personalize   Find   Vew All           Finst   1-5 of 5   La         Transaction Billing Imp       Personalize   Find   Vew All           Finst   1-5 of 5   La         1														
Reconcile Statement Procurement Card Transactions Empli D 633146 Mame Sintefield,Nora	My HR Finance Core-CT Help	STARS												
Procurement Card Transactions       Bank Statement     Personalize   End   View All   [2] [2] Find ( ) 1-5 of 5 () Lit       Transactions     Personalize   End   View All   [2] [2] Find ( ) 1-5 of 5 () Lit       Transactions     Personalize   End   View All   [2] [2] Find ( ) 1-5 of 5 () Lit       Transactions     Personalize   End   View All   [2] [2] Find ( ) 1-5 of 5 () Lit       Transactions     Personalize   End   View All   [2] [2] Find ( ) 1-5 of 5 () Lit       Transactions     Personalize   End   View All   [2] [2] Find ( ) 1-5 of 5 () Lit       Transactions     Personalize   End   View All   [2] [2] [2] Find ( ) 1-5 of 5 () Lit       Transactions     Spiel Lite / Reling Date: Metrichaet     Transactions       Spiel Lite Transactions <td>Reconcile Statement</td> <td></td>	Reconcile Statement													
Engl D 3343         Name Sintled Name           Period 2 Pe	Procurement Card Transactions													
Bank Statement         Personalize   Find   View All []]         Finst @ 1-5 of 5 @ Lit           Transaction         Billing Table	Empl ID 638146	Name Sinkfield,Nora												
Band Under Trans Atte Posted Fale Verify       First @ 1 - 6 of 5 @ Lit         Trans State       Posted Fale       Plant @ 1010/2018 SUBURBAN STATIONERS, I       States Original Posted Fale       Plant @ 1010/2018 SUBURBAN STATIONERS, I       States Original Posted Fale       Plant @ 1010/2018 SUBURBAN STATIONERS, I       States Original Posted Fale       Plant @ 1010/2018 SUBURBAN STATIONERS, I       States Original Posted Fale       Plant @ 1010/2018 SUBURBAN STATIONERS, I       States Original Posted Fale       Plant @ 1010/2018 SUBURBAN STATIONERS, I       States Original Post @ 1010/2018 SUBURBAN STATIONERS, I       State Original Post @ 10														
Transaction         POID         Lise. Database         POID         Constart IID         Lise. Database         POID         Lise. Database <th co<="" colspan="2" td=""><td>Bank Statement</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Personalize   Find   \</td><td>view All  </td><td>쾨   🔢 🛛 First 🔞</td><td>) 1-5 of 5 🔮</td><td>Last</td></th>	<td>Bank Statement</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Personalize   Find   \</td> <td>view All  </td> <td>쾨   🔢 🛛 First 🔞</td> <td>) 1-5 of 5 🔮</td> <td>Last</td>		Bank Statement							Personalize   Find   \	view All	쾨   🔢 🛛 First 🔞	) 1-5 of 5 🔮	Last
Card Rundeer         Trans Nate         Point         Line         Description         PDS         Contract III         Line         PDI         Line         Description         Description         Description         Description         Description         Description         Description         Description         Description <th< td=""><td>Transaction Billing</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Transaction Billing													
1	Card Number Trans Date Posted Date	Billing Date Merchant	*Status	Tran Amount BU	POID	Line Di	strib Description		POS	Contract ID	Line	CDF		
2	1 🗹 **********4308 09/11/2018 09/13/2018	10/10/2018 SUBURBAN STATIONERS, I	Staged V	213.65 DPHM1	0000063485	13	19-044 W.	Sullivan-Airfare		16PSX0058AA		<b>F</b>		
3	2 🗌 **********4308 09/19/2018 09/21/2018	10/10/2018 SUBURBAN STATIONERS, I	Staged V	214.41 DPHM1			R.					<b>B</b>		
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The PO, Line, Description, and Contract display.

If the transaction was reconciled to a supplier PO or it was reconciled to a JP Morgan purchase order but it was not a contract purchase, the process is complete.

Click Save.

Revised 12/27/2018

If the transaction was reconciled to a JP Morgan purchase order and it was a contract purchase, update the contract to the correct one.

Favorites - Main Menu - > Core-CT Finan	ncials -> Purchasing -> Procurement Car	rds + > Reconcile + >	Reconcile Statement								
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Check the POS check box. This will open the Contract ID field

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#### Update or search for the contract id

avorites - Main Menu - > Core-CT Fina	ancials + > Purchasing + > Procurement Ca	ards 🕶 > Reconcile 🕶 >	Reconcile Statement								
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My HR Finance Core-CT Help	STARS										
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4 🗋 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged V	376.80 DPHM1	0000064154	2		Georgia-Pacific Single-Fold Hand Towels - 9.25' x 10.25' - W		12PSX0184AB		r.
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**Click Save** 

Revised 12/27/2018

### **Undo Reconciliation**

If a row was reconcilied in error, the transaction can be reset by clicking the Undo Reconciliation button

**Note:** If the transaction was previoulsy split, it will not recombine the rows.

Undo Reconcilation will work on any transaction up until a voucher is built.

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	04/10/2017 SUBURBAN STATIONERS, 1	Staged V	570.94 MHA	M1 000008000	/ 54	CVH - Cleur Card		UTF SAUZUSAA		
	04/10/2017 SUBURBAN STATIONERS, I	Staged V	25.14 MHA	MI	53					
5 03/09/2017 03/13/2017	04/10/2017 SUBURBAN STATIONERS, I	Staged V	49.03 MHA	M1	54 1					
	04/10/2017 SUBURBAN STATIONERS, I	Staged V	38.67 MHA	M1	54					
	04/10/2017 SUBURBAN STATIONERS, I	Staged V	32.27 MHA	M1	52					
8 03/10/2017 03/13/2017	04/10/2017 SALTOFTHEEARTHWIDGR	Staged V	408.00 MHA	M1 0000068006	/ 52	CVH - Credit Card		07PSX0269AA		
9 03/10/2017 03/13/2017	04/10/2017 SUBURBAN STATIONERS, I	Staged V	124.57 MHA	M1	53					
Select All Clear All		Refine Search		Jndo Reconciliation	Stage	Verify	Approve			
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ave 🐨 Notify 🖓 Refresh										
	-									

Select the row(s) to be unreconciled

Click the Undo Reconciliation button



The following message will display.

#### Click OK

The Reconcile Statement Page will display.

Favorites - Main I	Vienu 👻 > Core-CT Fi	nancials 🗸 > Purchasing		> Reconcile ->	Reconcile Statement
Core-CT					
My HR Financ	e Core-CT Help	STARS			
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#### Enter any criteria and click the Search button

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3 🗹 03/09/2017 03/13/2017	04/10/2017 SUBURBAN STATIONERS, I	Staged V	570.94 MHAM1			4					-
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5 🔲 03/09/2017 03/13/2017	04/10/2017 SUBURBAN STATIONERS, I	Staged V	49.03 MHAM1								<b>B</b>
6 🔲 03/09/2017 03/13/2017	04/10/2017 SUBURBAN STATIONERS, I	Staged V	38.67 MHAM1			-					-
7 🔲 03/09/2017 03/13/2017	04/10/2017 SUBURBAN STATIONERS, I	Staged V	32.27 MHAM1								<b>B</b>
8 🔲 03/10/2017 03/13/2017	04/10/2017 SALTOFTHEEARTHWTDGR	Staged V	408.00 MHAM1	0000068006	7		CVH - Credit Card		07PSX0269AA		<b>B</b>
9 🔲 03/10/2017 03/13/2017	04/10/2017 SUBURBAN STATIONERS, I	Staged 🗸	124.57 MHAM1								<b>F</b>
Select All		Refine Search	Unde	Reconciliation		Stage	Verify	Approve			
Single Item Update	Multiple Item Update										
Split Line Transactions	Apply Rurchase Order to	Transactions									
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The transaction has been reset and can be reconciled again.

### **Split Line Transaction**

This can be used when the vendor charges one lump sum for products that need to be broken down. (For example separate a shipping charge, or different amounts going to different chartfields)

Note: Once a transaction has been split and saved it cannot be recombined

**Navigation:** Main Menu > Core-CT Financials > Purchasing > Procurement Card > Reconcile > Reconcile Statement

Reconcile Statement						
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Empl ID 638146	Name Sinkfield,N	Nora				
Card Number 4506	Cald Provider JFWC					
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1 10/21/2016 10/21/2016 11/11/2016 AM	IAZON MKTPLACE PMTS	Staged N	-408.70 DPHM1			. 🗈
2 🗌 10/22/2016 10/24/2016 11/11/2016 AM	IAZON.COM	Staged	250.00 DPHM1	E	*	E .
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4 🗌 11/04/2016 11/07/2016 11/11/2016 AM	IAZON.COM	Staged	✓ 95.06 DPHM1	E	32	
5 🗌 11/06/2016 11/07/2016 11/11/2016 AM	IAZON.COM	Staged	142.59 DPHM1	E	*	
6 🔲 11/08/2016 11/09/2016 11/11/2016 AM	IAZON.COM	Staged	150.00 DPHM1	E		<b>1</b>
7 🔲 11/08/2016 11/09/2016 11/11/2016 AM	IAZON.COM	Staged N	53.92 DPHM1			
8 11/08/2016 11/09/2016 11/11/2016 AM	IAZON.COM	Staged	398.84 DPHM1	l l		E .
9 3 11/09/2016 11/09/2016 11/11/2016 AM	AZON MKTPLACE PMTS	Staged	21.58 DPHM1	E	3	
10 11/18/2016 11/18/2016 12/11/2016 AM	IAZON.COM	Staged N	-41.74 DPHM1	B	3	
11 11/22/2016 11/22/2016 12/11/2016 AM	IAZON MKTPLACE PMTS	Staged N	14.05 DPHM1	E	3	
12 11/22/2016 11/22/2016 12/11/2016 AM	IAZON MKTPLACE PMTS	Staged	217.87 DPHM1	l l l l l l l l l l l l l l l l l l l		
13 11/22/2016 11/22/2016 12/11/2016 AM	AZON MKTPLACE PMTS	Staged	49.00 DPHM1		3	
14 🗌 11/29/2016 11/30/2016 12/11/2016 AM	IAZON MKTPLACE PMTS	Staged	36.64 DPHM1	E		
Select All		Refine Search	1	Sta	age Verify	
Single Item Update	Multiple Item Update					
Split Line Transactions	Apply Burchase Order to Tra	neactione				
Single Purchase Order Details	Apply Contract to POS Trans	actions				
Save Notity Refresh						

Check the line to be split

Click on Split Line Transaction hyperlink

The ProCard Transaction Splits screen appears

ProCard Transaction	n Splits						×
							Help
Line	9						
Trans Date	11/09/2016	Billing Amount	21	.58 USD			
Posted Date	11/09/2016	Reference	DUK3QHMX49I				
Merchant	AMAZON MKTPLACE PMTS						
Description							
Split Rules			Personal	ize   Find   View All   🔄	📑 🔰 First 🕚 1-2 of	2 🕑 Last	
Description		Transaction Am	ount	Billing Amount	Percentage		
ITEM A			14.95	14.95	69.277108	+ -	
ITEM B				6.63		+ -	
ОК	Cancel						

Click the plus '+' or minus '-' button to add or remove rows

Enter a **Description** (Optional – This description will be overwritten when it is reconciled to the PO)

Enter the Billing Amount and the percentage will calculate

Or enter the **Percentage** and the amount will calculate.

The total of the rows must equal the total amount and 100%

#### Click OK

You will be returned to the Reconcile Statement with the rows split as they were entered.

Empl ID 638146 Card Number ********4308	Name Sinkf Card Provider JPM0	ield,Nora									
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ansaction Billing							Personali	ze   Find   View 9   🗠	HIST W 1	-15 01 15 🧐	Las
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10/28/2016 10/31/2016 11/11/2016	AMAZON MKTPLACE PMTS	Staged	~	11.00 DPHM1							R
11/04/2016 11/07/2016 11/11/2016	AMAZON.COM	Staged	~	95.06 DPHM1							R
11/06/2016 11/07/2016 11/11/2016	AMAZON.COM	Staged	~	142.59 DPHM1							R
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11/18/2016 11/18/2016 12/11/2016	AMAZON.COM	Staged	~	-41.74 DPHM1							R
11/22/2016 11/22/2016 12/11/2016 /	AMAZON MKTPLACE PMTS	Staged	~	14.05 DPHM1							R
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□ 11/22/2016 11/22/2016 12/11/2016 A	AMAZON MKTPLACE PMTS	Staged	~	49.00 DPHM1							
11/29/2016 11/30/2016 12/11/2016 A	AMAZON MKTPLACE PMTS	Staged	~	36.64 DPHM1							R
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Single Item Update	Multiple Item Update										
Split Line Transactions	Apply Purchase Order to	o Transactions									

### **Update Multiple Transactions**

Navigation: Main Menu > Core-CT Financials > Purchasing > Procurement Card > Reconcile > Reconcile Statement

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4 🗇 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged	✓ 376.80 DPHM1	0000064154	2		Georgia-Pacific S Towels - 9.25' x 1	ingle-Fold Hand 0.25' - W		12PSX0184AB		R
5 ☑ ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged	✓ 59.04 DPHM1									ī
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Single Item Update	Multiple Item Update											
Split Line Transactions	Apply Purchase Order to Transactions	1										
Single Purchase Order Details	Apply Contract to POS Transactions											
Save V Notify C Refresh												
and the second sec												

To apply a PO Line to multiple rows, select the rows to reconcile.

Click on the Apply Purchase Order to Transactions hyperlink

Mass Update Purchase Order
*Business Unit DPHM1 Q
*PO Number
*Line Number
Schedule Number Q
Ok Cancel

The Mass Update Purchase Order page will display.

Follow the same instructions to search for a PO and Line number as reconciling an individual transaction

Click OK

	> Procurement Cards $\bullet$ > Reconcile $\bullet$ >	Reconcile Statement								
Reconcile Statement										
Procurement Card Transactions										
Empl ID 638146	Name Sinkfield,Nora									
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Card Number Trans Date Posted Date	Billing Date Merchant	*Status	Tran Amount BU	PO ID	Line Distrib	Description	POS	Contract ID	Line	CDF
1 🗹 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged V	213.65 DPHM1	0000063485	13 🔜	19-044 W.Sullivan-Airfare		16PSX0058AA		1
2 🗹 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged V	214.41 DPHM1	0000063485	13 🔜	19-044 W.Sullivan-Airfare		16PSX0058AA		融
3 🔲 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged 🗸	794.85 DPHM1		2					1
4 🔲 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged 🗸	376.80 DPHM1	0000064154	2 📑	Georgia-Pacific Single-Fold Hand Towels - 9.25' x 10.25' - W		12PSX0184AB		<b>P</b>
5 🖌 ***********************************	10/10/2018 SUBURBAN STATIONERS, I	Staged 🗸	59.04 DPHM1	0000063485	13 🔜	19-044 W.Sullivan-Airfare		16PSX0058AA		-
Select All	Refine	Search	Undo Reconciliation	n Stage		Verify Approve				
Single Item Update	Multiple Item Update									
Split Line Transactions Single Purchase Order Details	Apply Purchase Order to Transactions Apply Contract to POS Transactions									
Save 🕑 Notify 📿 Refresh										

**Click Save** 

Revised 12/27/2018

### **Apply Contract to POS Transactions**

If a transaction has been reconciled to a JP Morgan PO, the Contract may be updated to reflect the correct contract. When there are multiple rows that utilized the same contract, the apply contract to POS Transactions option can be used.

**Navigation:** Main Menu > Core-CT Financials > Purchasing > Procurement Card > Reconcile > Reconcile Statement

vorites 👻	Mai	n Men	u ♥ → P	urchasing 👻	> Procurem	ent Cards 👻	> Reconcile -> Reconcile S	Statement											
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	ment (	nt `ard	Transact	ions															
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Transa	ction	Billing																	
	Employee Name		Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status		Tran Amount BU		PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1 🖌	Corcoran,	Scott	3527	7 09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	~	292.94 DC	DTM1	0000194347	1		Equipment Repair Parts		16PSX0058AA	2	1
2 🗹	Corcoran,	Scott	**********3527	7 09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	~	105.19 DC	DTM1	0000194347	1		Equipment Repair Parts		16PSX0058AA	٩	階
3 🖌	Corcoran,	Scott	3527	7 09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	~	358.50 DC	DTM1	0000194347	1	4	Equipment Repair Parts	<b>V</b>	16PSX0058AA	2	<b>P</b>
4 🗹	Corcoran,	Scott	**********3527	7 09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	~	48.40 DC	DTM1	0000194347	1		Equipment Repair Parts		16PSX0058AA	2	R
5 🗹	Corcoran,	Scott	3527	7 09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	~	94.96 DC	DTM1	0000194347	1	4	Equipment Repair Parts		16PSX0058AA	2	R.
6 🔽	Corcoran,	Scott	****************3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	~	-500.00 DC	DTM1	0000194347	1	-	Equipment Repair Parts		16PSX0058AA	٩	<b>B</b>
✓ Set	elect All	ο,	Clear All				Refine Search		Undo Rec	onciliation	St	age	Verif		Approve	_			
Sing	le Item U	pdate	9		Multiple	e Item Updat	te												
S	olit Line Tra	ansact	ions		Apply	Purchase Ord	der to Transactions												
Si	ngle Purch	ase C	rder Details		Apply	Contract to P	OS Transactions												
Save	🖃 Notify	0	Refresh																

Select the rows to the left to be updated and click the POS checkboxes to open the Contract Id field.

Click the Apply Contracts to POS Transactions hyperlink

The Mass Update Contracts screen will display

Mass Update Contracts	×
	Help
SetID STATE	
Contract ID 16PSX0058AA	
Contract Line	
OK Cancel Refresh	

Click the magnifying glass to search for a list of available contracts.

The Look Up Contract ID will display

Look Up Co	ontract ID				×
					Help
SetID	STATE				
Contract ID be	egins with 🗸				
Look Up Search Resu	Clear Cance	Basic Lo	pokup		
View 100				First 🕚	1-3 of 3 🕑 Last
Contract ID	Description	Supplier ID	Short Supplier Name	Name 1	
15PSX0017AH	DOTM1 0000099159	0000010213	060985773F-001	NUTMEG INTERNATION	AL TRUCKS INC
15PSX0101AB	DOTM1 0000101693	0000010213	060985773F-001	NUTMEG INTERNATION	AL TRUCKS INC
16PSX0058AA	PURCHASING CARD	0000059169	134994650F-001	JP MORGAN CHASE BAN	NK

#### Select the correct contract

Mass Update Contracts	×
	Help
SetID STATE	
Contract ID 15PSX0101AB	
Contract Line	
OK Cancel Refresh	

Search for or enter a Contract Line if applicable.

#### Click OK

Favorite	•	Main M	enu 👻 > P	urchasing 👻	> Procureme	ent Cards 👻	Recon	cile 🕶 > Rec	oncile State	ement											
		LE.																			Home
Recond	ile S	Statement																			
Procu	ren	ment Car	d Transact	ions																	
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Trai	Isact Ei	tion Billin Employee	Gard Number	Trans Date	Posted Date	Billing Date	Merchant			*Status		Tran Amount	BU	POID	Line	Distrib	Description	POS	Contract ID	Line	CDE
1.6		lame Corcoran Scol	t ***********************	09/13/2018	09/17/2018	10/10/2018	NUTMEG	INTL TRUCKS	NH	Staged	~	292.94	DOTM1	0000194347	1		Equipment Repair Parts		15PSX0101AB	0	(FB)
2 6	2 c	Corcoran, Scol	t ******3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG	INTL TRUCKS	NH	Staged	~	105.19	DOTM1	0000194347	1		Equipment Repair Parts		15PSX0101AB	Q	1
3 6		orcoran,Sco	t *****3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG	INTL TRUCKS	NH	Staged	~	358.50	DOTM1	0000194347	1		Equipment Repair Parts	¥	15PSX0101AB	Q	聯
4 6	<b>2</b> c	Corcoran,Scol	t *****3527	09/12/2018	09/14/2018	10/10/2018	NUTMEG	INTL TRUCKS	NH	Staged	~	48.40	DOTM1	0000194347	1	4	Equipment Repair Parts	<b>V</b>	15PSX0101AB	Q	<b>F</b>
5		orcoran,Sco	t ******3527	09/12/2018	09/14/2018	10/10/2018	NUTMEG	INTL TRUCKS	NH	Staged	~	94.96	DOTM1	0000194347	1	R	Equipment Repair Parts	<b>V</b>	15PSX0101AB	Q	醖
6	S C	Corcoran,Scol	t *****3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG	INTL TRUCKS	NH	Staged	~	-500.00	DOTM1	0000194347	1	4	Equipment Repair Parts	$\checkmark$	15PSX0101AB	Q	The second secon
~	Sele	ect All	Clear All					Refine Sear	ch		Undo Reco	nciliation	St	age	Verif	ý	Approve				
S	ingle	e Item Upda	ite		Multiple	e Item Upda	le														
	Spli	it Line Transa	ictions		Apply	Purchase Or	ier to Tran	sactions													
	Sing	gle Purchase	Order Details		Apply	Contract to F	OS Transa	ctions													
🔚 Save	C	Notify	C Refresh																		

All the checked rows are now updated with the new contract id.

Click Save

### **Verifying Transactions**

Once a row has been reconciled, the next step is to make it Verified.

Favorites  Main Menu	Purchasing	Reconcile	e Statement						
DIVICEC									
Reconcile Statement									
Procurement Card Transa	actions								
Empl ID	Name Corc	oran,Scott							
Card Number **********352	7 Card Provider JPM	с							
Bank Statement						Personalize   Find	View All   🗳	🛛 🔜 🛛 First 🕚	1-9 of 10 🕑 Last
Transaction Dilling	Billing Date Merchant	*Status	Tran Amount BU	POID	Line Distri	Description	POS	Contract ID	Line CDF
1 🗹 09/12/2018 09/14/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged	94.96 DOTM1	0000194347	1 🔜	Equipment Repair Parts		15PSX0101AB	B
2 09/12/2018 09/14/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Verified Staged	48.40 DOTM1	0000194347	1 🔜	Equipment Repair Parts		15PSX0101AB	æ
3 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	-500.00 DOTM1	0000194347	1 🔜	Equipment Repair Parts		15PSX0101AB	R
4 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	105.19 DOTM1	0000194347	1 🔜	Equipment Repair Parts	✓	15PSX0101AB	<b>B</b>
5 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	292.94 DOTM1	0000194347	1 🔜	Equipment Repair Parts	~	15PSX0101AB	毘
6 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	358.50 DOTM1	0000194347	1 🔜	Equipment Repair Parts	<b>V</b>	15PSX0101AB	<b></b>
7 09/20/2018 09/24/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged 🗸	280.70 DOTM1						æ
8 09/21/2018 09/24/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	3,454.78 DOTM1						E
9 09/24/2018 09/26/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged 🗸	47.12 DOTM1						R.
		Refine Search	Und	to Reconciliation	Stage	Verify			
Select All Clear All					ongo	. any			
Single Item Update	Multiple Item Update								
Split Line Transactions	Apply Purchase Order t	o Transactions							
Single Purchase Order Detail	Apply Contract to POS	Transactions							
Save Nouty Refresh	J								

A single row can be verified by clicking the status dropdown and selecting verified.

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curement Card Trans	actions									
Empl ID domain Card Number *********352	7 Card Provider 3	Corcoran,Scott IPMC								
ank Statement						Personalize   Fin	d   View All   🖓	🗉   🔜 🛛 First 🕚	1-9 of 10	E Las
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1 9/12/2018 09/14/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	94.96 DOTM1	0000194347	1 5	Equipment Repair Parts		15PSX0101AB		
2 9/12/2018 09/14/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	48.40 DOTM1	0000194347	1 5	Equipment Repair Parts		15PSX0101AB		1
3 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	-500.00 DOTM1	0000194347	1 8	Equipment Repair Parts		15PSX0101AB		
4 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	105.19 DOTM1	0000194347	1 🗄	Equipment Repair Parts		15PSX0101AB		R
5 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	292.94 DOTM1	0000194347	1	Equipment Repair Parts	$\checkmark$	15PSX0101AB		R
6 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	358.50 DOTM1	0000194347	1	Equipment Repair Parts	$\checkmark$	15PSX0101AB		P.
7 🗹 09/20/2018 09/24/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged 🗸	280.70 DOTM1		E.	5				
8 09/21/2018 09/24/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged 🗸	3,454.78 DOTM1		E.	ł				
9 🗌 09/24/2018 09/26/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged 🗸	47.12 DOTM1		l,	3				P
Select All Clear All		Refine Search	Unc	lo Reconciliation	Sta	e Verify				
Single Item Update	Multiple Item Updat	te								
Split Line Transactions Single Purchase Order Detai	Apply Purchase Oro Apply Contract to P	der to Transactions OS Transactions								

Multiple rows can be verified by selecting the rows and clicking the Verify button.

Click Save.

**Note:** If necessary, the status can be changed back to Staged

### Appendix: Identifiying a transaction Tax Id

Once a transaction is in the Reconcile Statement page, the tax id can be viewed in the CDF information.

**Navigation:** Main Menu > Core-CT Financials > Purchasing > Procurement Card > Reconcile > Reconcile Statement

avorites 👻 Main Menu 👻 >	$Purchasing  \bigstar  Procurement Cards  \bigstar  A$	Reconcile - Reconc	ile Statement							
RACLE										
econcile Statement										
Procurement Card Transa	ctions									
Empl ID 035020	Name Corr	oran,Scott								
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Transaction Billing						Personalize   Pin	u I view Ali I 🖙	⊃  <u>⊞N</u> Piist ⊚	1-9 01 10 🐨	LdSt
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1 🗹 09/12/2018 09/14/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	94.96 DOTM1	0000194347	1 🔜	Equipment Repair Parts		15PSX0101AB		
2 🗹 09/12/2018 09/14/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged 🗸	48.40 DOTM1	0000194347	1 🔜	Equipment Repair Parts		15PSX0101AB		le:
3 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	-500.00 DOTM1	0000194347	1 🔜	Equipment Repair Parts	<b>V</b>	15PSX0101AB		1
4 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	105.19 DOTM1	0000194347	1 🔜	Equipment Repair Parts	<b>V</b>	15PSX0101AB		P
5 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	292.94 DOTM1	0000194347	1 🔜	Equipment Repair Parts	<b>V</b>	15PSX0101AB		1
6 🗹 09/13/2018 09/17/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	358.50 DOTM1	0000194347	1 🔜	Equipment Repair Parts		15PSX0101AB		Ph.
7 🗹 09/20/2018 09/24/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	280.70 DOTM1							1
8 09/21/2018 09/24/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	3,454.78 DOTM1							
9 09/24/2018 09/26/2018	10/10/2018 NUTMEG INTL TRUCKS-N H	Staged V	47.12 DOTM1							뭠
Select All Clear All		Refine Search	Und	do Reconciliation	Stage	Verify				
Single Item Update	Multiple Item Update									
Split Line Transactions Single Purchase Order Details	Apply Purchase Order t Apply Contract to POS	to Transactions Transactions								
Save 🗄 Notify 📿 Refresh										

Click the CDF icon for the transaction to review

ProCard MasterCa	ard Trans			
Transa Sequ	Card Number ****************352 Posted Date 09/14/2018 Inction Number 00000782849 Ince Number 415	7		
Financial Trans	action - Type 5000	Personalize	Find   View All   🖾   🔜 🛛 F	irst 🕚 1 of 1 🕑 Last
Tab 1 Tab 2 1	Tab <u>3</u>   Tab <u>4</u>   Tab <u>5</u>   1	Tab <u>6</u> Tab <u>7</u> Tab <u>8</u> Tab <u>9</u> -	Tab <u>1</u> 0 📖	
Seq No	Processor Transaction ID		Reversal FI	ag Estimated Tax Indicator
1 2019	223454050181567735271809	1402198100000000141323		Zip Code
Card Acceptor -	Туре 5001			
Tab <u>1</u> Tab <u>2</u> T	ab <u>3</u> Tab <u>4</u> Tab 5			
NAICS Num	Tax Id Indicator Tax Id	I VAT Num	Alter	nate Description
1	0609	85773 0609857	73	
🔻 Tax Addendum	- Type 5300	Personaliz	ze   Find   View All   💷   🔢	First 🕚 1 of 1 🕑 Last
Tab 1 Tab 2 1	Tab <u>3</u>			
Seq No	Tax Amount Indicator	Tax Amount	Tax Rate	Tax Type Applied
1 2021	$\checkmark$	5.6700	6350.00000000	)
Return				

Click the Tab 5 under the Card Acceptor – Type 5001 section

This transaction can be reconciled to a p-card PO if this id matches

Revised 12/27/2018

Navigation: Main Menu > Core-CT Financials > Purchasing > Purchase Orders > Add/Update PO

Favorites  Main Menu  Purchasing	y	pdate POs		
DRACLE <sup>®</sup>				
Million Durchase Onder				
Maintain Purchase Order				
Purchase Order				
Business Unit DOTM1		PO Status	Dispatched	$\Delta$ ×
PO ID 0000195445		Budget Status	Valid	
Copy From 🗸 🗸	]		Hold From Furt	her Processing
Theader (2)				
*PO Date 09/28/2018	Supplier Search	Doc Tol Status	Valid	
PO Date		Backorder Status	Not Backordered	Create BackOrder
*Supplier 060985773F-001	Supplier Details			Cleate DatkOlder
*Supplier ID 0000010213	NUTMEG INTERNATIONAL TRUCK	CS INC Receipt Status	Not Recvd	
*Buyer SantiagoSam	DOT-Santiago Samuel	*Dispatch Method	Email 🗸	Dispatch
PO Reference		Amount Summary (2)		
Header Details	Activity Summary	Merchandise	43.82	USD
PO Defaults	Edit Comments	Freight/Tax/Misc.	0.00	Calculate
PO Activities	Add ShipTo Comments	Total Amount	43.82	
Requisitions	Document Status	Encumbrance Balance	43.82	
* Actions		Obligation Amount	43.82	
Add Items From (?)		Select Lines To Display 🕐		
Catalog	Item Search	Search for Lines Line	Q To	Q Retrieve
Purchasing Kit				

The tax id is on the main page under Supplier

Note: the suffix does not need to match