



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.

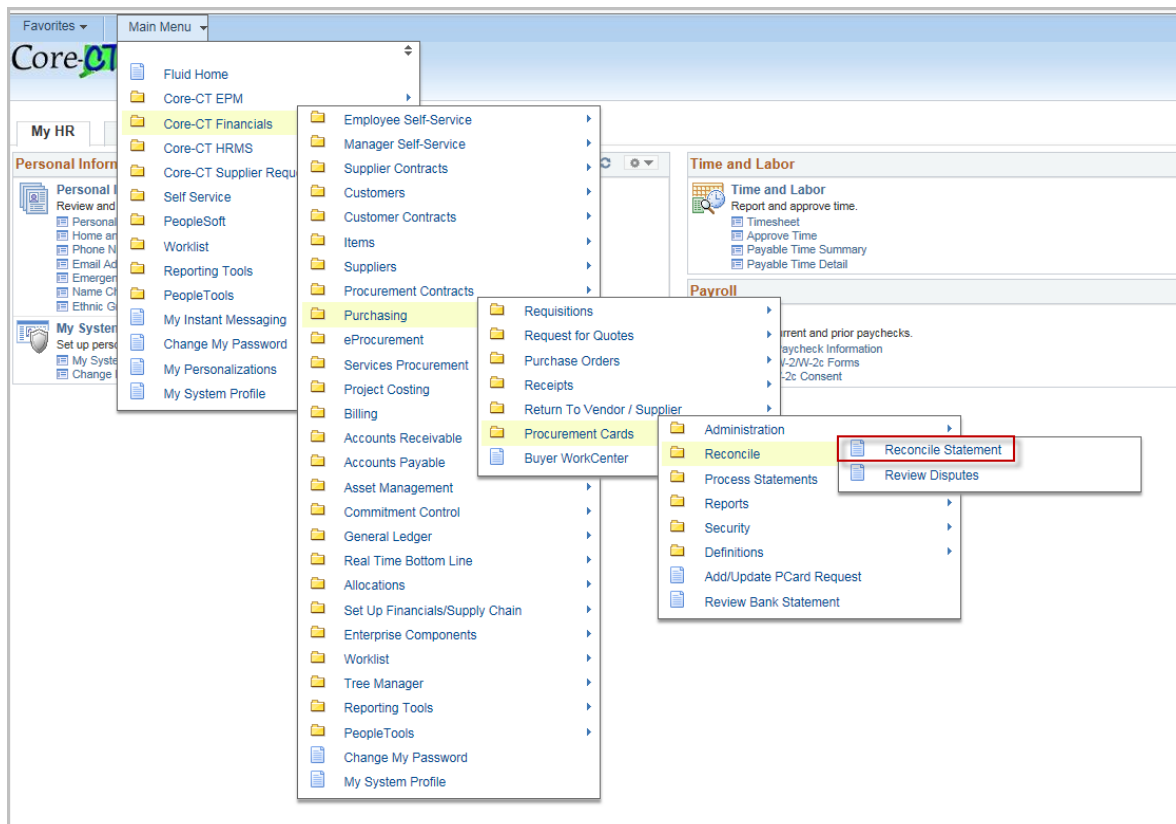
To reconcile a single transaction to a PO, use the Single Purchase Order Details link.
To reconcile multiple transactions to a PO, use the Apply Purchase Order to a Transaction link.

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

After completing this topic, you will be able to 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.

Search Criteria

Role Name: Select a specific role if there are 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.



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.

Reconcile Statement
Procurement Card Transactions

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Bank Statement

Transaction	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	<input checked="" type="checkbox"/>	Nguyen-Matos, Christine Q	*****9952	09/11/2018	09/12/2018	10/10/2018	ZOOM.US	Staged	749.50	DHSM1								
2	<input type="checkbox"/>	Sullivan, Maureen A	*****7475	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		
3	<input type="checkbox"/>	Sullivan, Maureen A	*****7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved	6.45	DPHM1	0000064070	1		Business Source Stainless Steel Scissors - 8		12PSX0184AB		
4	<input type="checkbox"/>	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		
5	<input type="checkbox"/>	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	<input type="checkbox"/>	Sullivan, Maureen A	*****7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved	48.51	DPHM1	0000064070	4		Swingline® 7478 Business Stapler - Antimicrobial, 25 Sheets,		12PSX0184AB		
7	<input type="checkbox"/>	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 Compartments		12PSX0184AB		
8	<input type="checkbox"/>	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	<input type="checkbox"/>	Sullivan, Maureen A	*****7475	09/11/2018	09/12/2018	10/10/2018	AARON SUPREME STORAGE	Staged	140.00	DPHM1								

☒ Select All ☐ Clear All

Refine Search Undo Reconciliation Stage Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details

Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save Notify Refresh

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 10th 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 *****4308
Posted Date 09/13/2018
Transaction Number 000007823145925
Sequence Number 15

Financial Transaction - Type 5000

Card Acceptor - Type 5001


Tax Addendum - Type 5300 [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [First](#) | [1 of 1](#) | [Last](#)

Seq No	Tax Amount Indicator	Tax Amount	Tax Rate	Tax Type Applied
1	278 <input checked="" type="checkbox"/>		12.7600	6350.000000000

Corporate Card Line Item Detail - Type 5010

Product Code	Product Code Qualifier	Item Description
1 VX2652H		CALCULATOR,PRINT,12DIG,FLUOR
2 80653		MARKER ST,DE,EXPO,CHSL,4COL

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Reconcile Statement

Procurement Card Transactions

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Bank Statement

Personalize | Find | View All | 1-9 of 50 | Last

Transaction	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	<input checked="" type="checkbox"/>	Nguyen-Matos, Christine Q	*****9952	09/11/2018	09/12/2018	10/10/2018	ZOOM.US	Staged	749.50	DHSM1								
2	<input type="checkbox"/>	Sullivan, Maureen A	*****7475	09/11/2018	09/12/2018	10/10/2018	TFS*FISHER SCI CHI	Approved	55.48	DPHM1	0000064029	1		RSCN5-2Y Simple Cyanide Reference Standard For Ion Chromato		16PSX0233AA		
3	<input type="checkbox"/>	Sullivan, Maureen A	*****7475	09/10/2018	09/12/2018	10/10/2018	SUBURBAN STATIONERS, I	Approved	6.45	DPHM1	0000064070	1		Business Source Stainless Steel Scissors - 8		12PSX0194AB		
4	<input type="checkbox"/>	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		12PSX0194AB		
5	<input type="checkbox"/>	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		12PSX0194AB		
6	<input type="checkbox"/>	Sullivan, Maureen A	*****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,		12PSX0194AB		
7	<input type="checkbox"/>	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)		12PSX0194AB		
8	<input type="checkbox"/>	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		12PSX0194AB		
9	<input type="checkbox"/>	Sullivan, Maureen A	*****7475	09/11/2018	09/12/2018	10/10/2018	AARON SUPREME STORAGE	Staged	140.00	DPHM1								

☒ Select All ☐ Clear All

Single Item Update

Split Line Transactions

Single Purchase Order Details

Multiple Item Update

Apply Purchase Order to Transactions

Apply Contract to POS Transactions

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 Workbench

Reconcile Statement Search

Role Name

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 Scrolling Through Chunks

Enter the search criteria and click OK



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

Reconcile Statement
Procurement Card Transactions

Empl ID 638146 Name Sinkfield,Nora

Bank Statement

Transaction **Billing**

Transaction	Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	<input checked="" type="checkbox"/>	*****4308	09/11/2018	09/13/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	213.65	DPHM1							
2	<input type="checkbox"/>	*****4308	09/19/2018	09/21/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	214.41	DPHM1							
3	<input type="checkbox"/>	*****4308	09/20/2018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	794.85	DPHM1							
4	<input type="checkbox"/>	*****4308	09/21/2018	09/24/2018	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		
5	<input type="checkbox"/>	*****4308	09/25/2018	09/27/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	59.04	DPHM1							

Select All Clear All Refine Search Undo Reconciliation Stage Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details

Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save Notify Refresh

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

Reconcile Statement
Procurement Card Transactions

Empl ID 638146 Name Sinkfield,Nora

Bank Statement

Transaction **Billing**

Transaction	Card Number	Trans Date	Posted Date	Billing Date	Merchant	Billing Amount	Dispute Amount	Credit Collected	Budget Status	Chartfield Status	
1	<input checked="" type="checkbox"/>	*****4308	09/11/2018	09/13/2018	10/10/2018	SUBURBAN STATIONERS, I	213.65	0.00		Valid	Valid
2	<input type="checkbox"/>	*****4308	09/19/2018	09/21/2018	10/10/2018	SUBURBAN STATIONERS, I	214.41	0.00		Valid	Valid
3	<input type="checkbox"/>	*****4308	09/20/2018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	794.85	0.00		Valid	Valid
4	<input type="checkbox"/>	*****4308	09/21/2018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	376.80	0.00		Valid	Valid
5	<input type="checkbox"/>	*****4308	09/25/2018	09/27/2018	10/10/2018	SUBURBAN STATIONERS, I	59.04	0.00		Valid	Valid

Select All Clear All Refine Search Undo Reconciliation Stage Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details

Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save Notify Refresh

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.

Billing Amount	Dispute Amount	Credit Collected	Budget Status	Chartfield Status
23.88	4.50	<input type="checkbox"/>	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

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Review Disputes

Procurement Card Transactions

Transactions with Dispute

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

Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	4.50	*****4308	August PCard	08/05/2016	23.88	USD	SUBURBAN STATIONERS, I

Save
Notify

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

Additional 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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Reconcile Statement

Procurement Card Transactions

Empl ID: 638145 Name: Smithfield, Nora

Bank Statement

Personalize | Find | View All | 1-5 of 5 | Last

Transaction	Card Number	Trans Date	Posted Date	Billing Date	Merchant	Billing Amount	Dispute Amount	Credit Collected	Budget Status	Chartfield Status
1	*****4308	09/11/2018	09/13/2018	10/10/2018	SUBURBAN STATIONERS, I	213.65	0.00	<input checked="" type="checkbox"/>	Valid	Valid
2	*****4308	09/19/2018	09/21/2018	10/10/2018	SUBURBAN STATIONERS, I	214.41	0.00	<input type="checkbox"/>	Valid	Valid
3	*****4308	09/20/2018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	794.85	0.00	<input type="checkbox"/>	Valid	Valid
4	*****4308	09/21/2018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	376.80	0.00	<input type="checkbox"/>	Valid	Valid
5	*****4308	09/25/2018	09/27/2018	10/10/2018	SUBURBAN STATIONERS, I	59.04	0.00	<input type="checkbox"/>	Valid	Valid

Select All
Clear All
Refine Search
Undo Reconciliation
Stage
Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details
Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save
Notify
Refresh



The ProCard Comments page will display

A screenshot of the "ProCard Comments" window. The window has a title bar with "ProCard Comments" and a close button. Inside, there's a header section with "Line 1" and "Description". Below that, a "Reference" field shows "3939159". A "Transaction Line Comments" section contains a "Comments:" label, a text area with "Charged \$4.50 in error", and a "Status" dropdown set to "Active". To the right of the status dropdown are plus and minus buttons. Below the comments section is an "Associated Document" section with an "Attachment" label and an "Attach" button. At the bottom are "OK", "Cancel", and "Refresh" buttons. The "Attach" button and the "OK" button are highlighted with red boxes. The text area for comments is also highlighted with a red box.

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

The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. The user is 'Siskfield, Nora' with 'Empl ID 638146'. A table of transactions is displayed with columns: Transaction, Card Number, Trans Date, Posted Date, Billing Date, Merchant, *Status, Tran Amount, BU, PO ID, Line, Distrib, Description, POS, Contract ID, Line, and CDF. The first transaction (ID 1) is selected. Below the table are buttons for 'Select All', 'Clear All', 'Refine Search', 'Undo Reconciliation', 'Stage', and 'Verify'. On the left, there are links for 'Single Item Update' (Split Line Transactions, Single Purchase Order Details) and 'Multiple Item Update' (Apply Purchase Order to Transactions, Apply Contract to POS Transactions). At the bottom are 'Save', 'Notify', and 'Refresh' buttons.

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

The screenshot shows the 'ProCard Purchase Order' dialog box. It contains fields for 'Line 3', 'Merchant SUBURBAN STATIONERS, I', 'City SUSAN@SUBURBA', 'State CT', and 'Country USA'. Below these are fields for 'Business Unit' (MHAM1), 'PO ID' (with a magnifying glass icon), 'PO Line', 'PO Sched', 'Supplier ID', 'Location', 'Ship To', 'Item ID', 'Category' (80000000), 'Supplier Item', 'Quantity' (1.0000), 'UOM' (YR), 'Unit Price' (570.94000 USD), and 'Transaction Amount' (570.94). There are checkboxes for 'Bill Includes Tax if Applied' and 'Tax Paid'. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

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

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



PO Number	Taxpayer ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Name 1	Buyer	Description	PO Type	Purchase Order Reference	Encumbrance Balance
0000058719	134994650	03/13/2013	Dispatched	134994650F-001	0000059169	JP MORGAN CHASE BANK MathisL MHA - Mathis,Linda General	DMHAS-JP Morgan Bank			12325.26	
0000068006	134994650	05/05/2017	Dispatched	134994650F-001	0000059169	JP MORGAN CHASE BANK MathisL MHA - Mathis,Linda General	Obligation Pcard Testing			129035.07	

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

ProCard Purchase Order

Line 3
Merchant: SUBURBAN STATIONERS, I
City: SUBAN@SUBURBA
State: CT
Country: USA

Business Unit: MHAM1
PO Number: 0000068006
PO Line: 1
PO Sched: 1
Supplier ID: 000000000
Location: 800000000
Ship To: 800000000
Item ID: 800000000
Category: 800000000
Supplier Item: 800000000
Quantity: 1.0000
UOM: YR
Unit Price: 570.94000 USD
Transaction Amount: 570.94
Bill Includes Tax if Applied
Tax Paid

Click the magnifying glass for the PO line



Oracle Reconcile Statement: Procurement Card Transactions

Empl ID 504804
Card Number *****0044

Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant
<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I
<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I
<input checked="" type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I
<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I
<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I
<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I
<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I
<input type="checkbox"/>	03/10/2017	03/13/2017	04/10/2017	SALTOFTHEEARTH
<input type="checkbox"/>	03/10/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I

Look Up PO Line

Search Results

Business Unit	PO Number	Purchase Order Line Number	Purchase Order Date	PO Status	Cancel Status	More Information	Encumbrance Balance	Received Amount	Available Amount
MHAM1	0000068006	1	2017-05-05	Dispatched Approved		OOC - Credit Card	19035.07	9000	7720.67
MHAM1	0000068006	2	2017-05-05	Dispatched Approved		SMHA - Credit Card	20000	10000	10000
MHAM1	0000068006	4	2017-05-05	Dispatched Approved		WCMH-N - Credit Card	10000	10000	10000
MHAM1	0000068006	5	2017-05-05	Dispatched Approved		CMHC - Credit Card	20000	20000	20000
MHAM1	0000068006	6	2017-05-05	Dispatched Approved		CRMHC - Credit Card	20000	20000	20000
MHAM1	0000068006	7	2017-05-05	Dispatched Approved		CVH - Credit Card	20000	20000	19447.1
MHAM1	0000068006	8	2017-05-05	Dispatched Approved		RVS - Credit Card	20000	0	0

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:

Oracle Procurement Card Transactions interface showing a reconciliation statement. The main table lists transactions with columns: Transaction, Trans Date, Posted Date, Billing Date, Merchant, *Status, and Tran Amount. Transaction 2 is highlighted with a red box, showing a transaction amount of 80.00.

Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount
1	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	75.00
2	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	80.00
3	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	570.94
4	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	25.14
5	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	49.03
6	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	38.67
7	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	32.27
8	03/10/2017	03/13/2017	04/10/2017	SALTOFHEEARTHWDGR	Staged	408.00
9	03/10/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	124.57

ProCard Purchase Order

Line 2
Merchant: SUBURBAN STATIONERS, I
City: SUSAN@SUBURBA
State: CT
Country: USA

Purchase Order

*Business Unit: MHAM1
PO ID: 0000068006

Original PO: N

Look Up PO Line

Search Results

Business Unit	PO Number	Purchase Order Line Number	Purchase Order Date	PO Status	Cancel Status	More Information	Encumbrance Balance	Received Amount	Available Amount
MHAM1	0000068006	1	2017-05-05	Dispatched Approved		OOC - Credit Card	19035.07	9000	7720.67
MHAM1	0000068006	2	2017-05-05	Dispatched Approved		SMHA - Credit Card	20000	10000	10000
MHAM1	0000068006	4	2017-05-05	Dispatched Approved		WCMH - Credit Card	10000	10000	10000
MHAM1	0000068006	5	2017-05-05	Dispatched Approved		CMHC - Credit Card	20000	20000	20000
MHAM1	0000068006	6	2017-05-05	Dispatched Approved		CRMHC - Credit Card	20000	20000	20000
MHAM1	0000068006	7	2017-05-05	Dispatched Approved		CVH - Credit Card	20000	20000	19447.1
MHAM1	0000068006	8	2017-05-05	Dispatched Approved		RVS - Credit Card	20000	0	0

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

Oracle Procurement Card Transactions interface showing a reconciliation statement. The main table lists transactions with columns: Transaction, Trans Date, Posted Date, Billing Date, Merchant, *Status, Tran Amount, BU, PO ID, Line, Distrib, Description, POS, Contract ID, Line, and CDF. Transaction 2 is highlighted with a red box, showing a transaction amount of 80.00.

Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	75.00	MHAM1								
2	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Verified	80.00	MHAM1	0000068006	2		SMHA - Credit Card		07PSX0269AA		
3	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	570.94	MHAM1								
4	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	25.14	MHAM1								
5	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	49.03	MHAM1								
6	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	38.67	MHAM1								
7	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	32.27	MHAM1								
8	03/10/2017	03/13/2017	04/10/2017	SALTOFHEEARTHWDGR	Staged	408.00	MHAM1	0000068006	7		CVH - Credit Card		07PSX0269AA		
9	03/10/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	124.57	MHAM1								

Save the transaction



Oracle Reconcile Statement Procurement Card Transactions

Empl ID 504804 Name Malena,Christopher
Card Number *****0044 Card Provider JPMC

Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status
1	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged
2	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Verified
3	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged
4	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged
5	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged
6	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged
7	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged
8	03/10/2017	03/13/2017	04/10/2017	SALTOFTHEEARTHWDGR	Staged
9	03/10/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged

ProCard Purchase Order

Look Up PO Line

Search Results

Business Unit	PO Number	Purchase Order Line Number	Purchase Order Date	PO Status	Cancel Status	More Information	Encumbrance Balance	Received Amount	Available Amount
MHAM1	0000068006	1	2017-05-05	Dispatched Approved	OOC - Credit Card		19035.07	9000	7720.67
MHAM1	0000068006	2	2017-05-05	Dispatched Approved	SMHA - Credit Card		20000	10000	9920
MHAM1	0000068006	4	2017-05-05	Dispatched Approved	WCMHN - Credit Card		10000	10000	10000
MHAM1	0000068006	5	2017-05-05	Dispatched Approved	CMHC - Credit Card		20000	20000	20000
MHAM1	0000068006	6	2017-05-05	Dispatched Approved	CRMHC - Credit Card		20000	20000	20000
MHAM1	0000068006	7	2017-05-05	Dispatched Approved	CVH - Credit Card		20000	20000	19447.1
MHAM1	0000068006	8	2017-05-05	Dispatched Approved	RVS - Credit Card		20000	0	0

Unit Price 570.94000 USD Transaction Amount 570.94

☒ 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.

Oracle Reconcile Statement Procurement Card Transactions

Empl ID 504804 Name Malena,Christopher
Card Number *****0044 Card Provider JPMC

Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	75.00	MHAM1	0000068006							
2	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Verified	80.00	MHAM1	0000068006	2		SMHA - Credit Card		07PSX0269AA		
3	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	570.94	MHAM1	0000068006	8		RVS - Credit Card		07PSX0269AA		
4	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	25.14	MHAM1								
5	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	49.03	MHAM1								
6	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged										
7	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged										
8	03/10/2017	03/13/2017	04/10/2017	SALTOFTHEEARTHWDGR	Staged										
9	03/10/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged										

Message

Distribution amount of \$570.94 exceeds the current received amount of \$0 for MHAM1 0000068006 8 1 [ERR2] (0,0)

The PeopleCode program executed an Error statement, which has produced this message.

OK

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.

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
12	04/13/2017	04/14/2017	05/10/2017	INT*IN *SYMBOLGY ENTE	Staged	225.52	DPHM1								
13	04/13/2017	04/14/2017	05/10/2017	LONZA WALKERSVILLE INC	Staged	145.06	DPHM1								
14	04/10/2017	04/14/2017	05/10/2017	HACH COMPANY	Staged	462.10	DPHM1								
15	04/13/2017	04/17/2017	05/10/2017	SUBURBAN STATIONERS, I	Verified										
16	04/13/2017	04/17/2017	05/10/2017	SUBURBAN STATIONERS, I	Verified										
17	04/13/2017	04/17/2017	05/10/2017	A AND A OFFICE SYSTEMS	Staged										
18	04/13/2017	04/17/2017	05/10/2017	A AND A OFFICE SYSTEMS	Staged										
19	04/13/2017	04/17/2017	05/10/2017	A AND A OFFICE SYSTEMS	Staged	160.80	DPHM1								
20	04/14/2017	04/17/2017	05/10/2017	STAPLES INC - VT	Staged	48.18	DPHM1								

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 CT
 Country USA

▼ Purchase Order

*Business Unit DPHM1 Original PO N

PO ID 0000063485

PO Line 13 x

PO Sched

Supplier ID

Location

Ship To

Item ID

Category

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 Refresh

Click the OK button once the information has been selected

Core-CT

My HR Finance Core-CT Help STARS

Reconcile Statement
 Procurement Card Transactions

Empl ID 638146 Name Sinkfield,Nora

Bank Statement

Transaction	Billing	Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status	Trans Amount	Bill	PO ID	Line	Distrib	Description	POS	Contract ID	Line	PDF
1	<input checked="" type="checkbox"/>	*****4308	09/11/2018	09/13/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	213.65	DPHM1	0000063485	13		19-044 W.Sullivan-Airfare		16PSX0058AA		
2	<input type="checkbox"/>	*****4308	09/19/2018	09/21/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	214.41	DPHM1								
3	<input type="checkbox"/>	*****4308	09/20/2018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	794.85	DPHM1								
4	<input type="checkbox"/>	*****4308	09/21/2018	09/24/2018	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		
5	<input type="checkbox"/>	*****4308	09/25/2018	09/27/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	59.04	DPHM1								

Select All Clear All Refine Search Undo Reconciliation Stage Verify

Single Item Update
 Split Line Transactions
 Single Purchase Order Details

Multiple Item Update
 Apply Purchase Order to Transactions
 Apply Contract to POS Transactions

Save Notify Refresh

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.



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

Core-CT

Reconcile Statement
Procurement Card Transactions

Emp ID 638146 Name Sinkfield,Nora

Bank Statement

Transaction	Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	PDF
1	4308 09112018	09/13/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	213.65	DPHM1	0000063485	13	19-044 W Sullivan-Airfare			<input type="checkbox"/>	16PSX0055AA		
2	4308 09192018	09/21/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	214.41	DPHM1						<input type="checkbox"/>			
3	4308 09202018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	794.85	DPHM1						<input type="checkbox"/>			
4	4308 09212018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	376.80	DPHM1	0000064154	2	Georgia-Pacific Single-Fold Hand Towels - 9.25" x 10.25" - W			<input type="checkbox"/>	12PSX0184AB		
5	4308 09252018	09/27/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	59.04	DPHM1						<input type="checkbox"/>			

Select All Clear All Refine Search Undo Reconciliation Stage Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details

Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save Notify Refresh

Check the POS check box. This will open the Contract ID field

Core-CT

Reconcile Statement
Procurement Card Transactions

Emp ID 638146 Name Sinkfield,Nora

Bank Statement

Transaction	Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	PDF
1	4308 09112018	09/13/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	213.65	DPHM1	0000063485	13	19-044 W Sullivan-Airfare			<input checked="" type="checkbox"/>	16PSX0055AA		
2	4308 09192018	09/21/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	214.41	DPHM1						<input type="checkbox"/>			
3	4308 09202018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	794.85	DPHM1						<input type="checkbox"/>			
4	4308 09212018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	376.80	DPHM1	0000064154	2	Georgia-Pacific Single-Fold Hand Towels - 9.25" x 10.25" - W			<input type="checkbox"/>	12PSX0184AB		
5	4308 09252018	09/27/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	59.04	DPHM1						<input type="checkbox"/>			

Select All Clear All Refine Search Undo Reconciliation Stage Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details

Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save Notify Refresh

Update or search for the contract id

Core-CT

Reconcile Statement
Procurement Card Transactions

Emp ID 638146 Name Sinkfield,Nora

Bank Statement

Transaction	Card Number	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	PDF
1	4308 09112018	09/13/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	213.65	DPHM1	0000063485	13	19-044 W Sullivan-Airfare			<input checked="" type="checkbox"/>	16PSX0055AA		
2	4308 09192018	09/21/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	214.41	DPHM1						<input type="checkbox"/>			
3	4308 09202018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	794.85	DPHM1						<input type="checkbox"/>			
4	4308 09212018	09/24/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	376.80	DPHM1	0000064154	2	Georgia-Pacific Single-Fold Hand Towels - 9.25" x 10.25" - W			<input type="checkbox"/>	12PSX0184AB		
5	4308 09252018	09/27/2018	10/10/2018	SUBURBAN STATIONERS, I	Staged	59.04	DPHM1						<input type="checkbox"/>			

Select All Clear All Refine Search Undo Reconciliation Stage Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details

Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save Notify Refresh

Click Save

Revised 12/27/2018



Undo Reconciliation

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

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

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

Oracle Reconcile Statement

Procurement Card Transactions

Empl ID 504804 Name Malena Christopher
Card Number *****0044 Card Provider JPMC

Bank Statement

Transaction	Billing	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	75.00	MHAM1								
2	<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	80.00	MHAM1								
3	<input checked="" type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	570.94	MHAM1	0000068006	7		CVH - Credit Card	<input type="checkbox"/>	07PSX0269AA		
4	<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	25.14	MHAM1								
5	<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	49.03	MHAM1								
6	<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	38.67	MHAM1								
7	<input type="checkbox"/>	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	32.27	MHAM1								
8	<input type="checkbox"/>	03/10/2017	03/13/2017	04/10/2017	SALTOFTHEEARTHWDGR	Staged	408.00	MHAM1	0000068006	7		CVH - Credit Card	<input type="checkbox"/>	07PSX0269AA		
9	<input type="checkbox"/>	03/10/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	124.57	MHAM1								

Select All Clear All Refine Search Undo Reconciliation Stage Verify Approve

Single Item Update: Split Line Transactions, Single Purchase Order Details

Multiple Item Update: Apply Purchase Order to Transactions, Apply Contract to POS Transactions

Save Notify Refresh

Select the row(s) to be unreconciled

Click the Undo Reconciliation button

Message

Once this transaction is undone, you will be returned to the search screen. (0,0)

OK Cancel

The following message will display.

Click OK

The Reconcile Statement Page will display.



Core-CT

My HR Finance Core-CT Help STARS

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer JPMC Mastercard

Card Number

Transaction Number

Merchant ☐ Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To 12/21/2018

Charge Type

Posted Date To

Rows Per Page 50

☒ Auto Save When Scrolling Through Chunks

Search Clear

Enter any criteria and click the Search button

Oracle

Reconcile Statement

Procurement Card Transactions

Empl ID 504804 Name Malena, Christopher

Card Number *****0044 Card Provider JPMC

Bank Statement

Personalize | Find | View All | 1-9 of 38 | Last

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	COF
1	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	75.00	MHAM1								
2	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	80.00	MHAM1								
3	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	570.94	MHAM1								
4	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	25.14	MHAM1								
5	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	49.03	MHAM1								
6	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	38.67	MHAM1								
7	03/09/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	32.27	MHAM1								
8	03/10/2017	03/13/2017	04/10/2017	SALTOFTHEEARTH/WDGR	Staged	408.00	MHAM1	0000068006	7		CVH - Credit Card		07PSX0269AA		
9	03/10/2017	03/13/2017	04/10/2017	SUBURBAN STATIONERS, I	Staged	124.57	MHAM1								

☒ Select All ☐ Clear All

Refine Search Undo Reconciliation Stage Verify Approve

Single Item Update

Split Line Transactions

Single Purchase Order Details

Multiple Item Update

Apply Purchase Order to Transactions

Apply Contract to POS Transactions

Save Notify Refresh

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
Procurement Card Transactions

Empl ID 638146 Name Sinkfield, Nora
Card Number *****4308 Card Provider JPMC

Bank Statement Personalize | Find | View 9 | 1-14 of 14 | First | Last

Transaction	Billing	Trans Date	Posted Date	Billing Date	Merchant	Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	<input type="checkbox"/>	10/21/2016	10/21/2016	11/11/2016	AMAZON MKTPLACE PMTS	Staged	-408.70	DPHM1								
2	<input type="checkbox"/>	10/22/2016	10/24/2016	11/11/2016	AMAZON.COM	Staged	250.00	DPHM1								
3	<input type="checkbox"/>	10/28/2016	10/31/2016	11/11/2016	AMAZON MKTPLACE PMTS	Staged	11.00	DPHM1								
4	<input type="checkbox"/>	11/04/2016	11/07/2016	11/11/2016	AMAZON.COM	Staged	95.06	DPHM1								
5	<input type="checkbox"/>	11/06/2016	11/07/2016	11/11/2016	AMAZON.COM	Staged	142.59	DPHM1								
6	<input type="checkbox"/>	11/08/2016	11/09/2016	11/11/2016	AMAZON.COM	Staged	150.00	DPHM1								
7	<input type="checkbox"/>	11/08/2016	11/09/2016	11/11/2016	AMAZON.COM	Staged	53.92	DPHM1								
8	<input type="checkbox"/>	11/08/2016	11/09/2016	11/11/2016	AMAZON.COM	Staged	398.84	DPHM1								
9	<input checked="" type="checkbox"/>	11/09/2016	11/09/2016	11/11/2016	AMAZON MKTPLACE PMTS	Staged	21.58	DPHM1								
10	<input type="checkbox"/>	11/18/2016	11/18/2016	12/11/2016	AMAZON.COM	Staged	-41.74	DPHM1								
11	<input type="checkbox"/>	11/22/2016	11/22/2016	12/11/2016	AMAZON MKTPLACE PMTS	Staged	14.05	DPHM1								
12	<input type="checkbox"/>	11/22/2016	11/22/2016	12/11/2016	AMAZON MKTPLACE PMTS	Staged	217.87	DPHM1								
13	<input type="checkbox"/>	11/22/2016	11/22/2016	12/11/2016	AMAZON MKTPLACE PMTS	Staged	49.00	DPHM1								
14	<input type="checkbox"/>	11/29/2016	11/30/2016	12/11/2016	AMAZON MKTPLACE PMTS	Staged	36.64	DPHM1								

☒ Select All ☐ Clear All Refine Search Stage Verify

Single Item Update

Split Line Transactions

Single Purchase Order Details

Multiple Item Update

Apply Purchase Order to Transactions

Apply Contract to POS Transactions

Save Notify Refresh

Check the line to be split

Click on [Split Line Transaction](#) hyperlink

The ProCard Transaction Splits screen appears



ProCard Transaction Splits

Line 9

Trans Date 11/09/2016 Billing Amount 21.58 USD

Posted Date 11/09/2016 Reference DUK3QHMX49I

Merchant AMAZON MKTPLCE PMTS

Description

Split Rules Personalize | Find | View All | First 1-2 of 2 Last

Description	Transaction Amount	Billing Amount	Percentage
ITEM A	14.95	14.95	69.277108
ITEM B		6.63	

OK 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.

Reconcile Statement

Procurement Card Transactions

Empl ID 638146 Name Sinkfield,Nora

Card Number *****4308 Card Provider JPMC

Bank Statement Personalize | Find | View 9 | First 1-15 of 15 Last

Transaction	Billing	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	<input type="checkbox"/>	10/21/2016	10/21/2016	11/11/2016	AMAZON MKTPLCE PMTS	Staged	-408.70	DPHM1								
2	<input type="checkbox"/>	10/22/2016	10/24/2016	11/11/2016	AMAZON.COM	Staged	250.00	DPHM1								
3	<input type="checkbox"/>	10/28/2016	10/31/2016	11/11/2016	AMAZON MKTPLCE PMTS	Staged	11.00	DPHM1								
4	<input type="checkbox"/>	11/04/2016	11/07/2016	11/11/2016	AMAZON.COM	Staged	95.06	DPHM1								
5	<input type="checkbox"/>	11/06/2016	11/07/2016	11/11/2016	AMAZON.COM	Staged	142.59	DPHM1								
6	<input type="checkbox"/>	11/08/2016	11/09/2016	11/11/2016	AMAZON.COM	Staged	150.00	DPHM1								
7	<input type="checkbox"/>	11/08/2016	11/09/2016	11/11/2016	AMAZON.COM	Staged	53.92	DPHM1								
8	<input type="checkbox"/>	11/09/2016	11/09/2016	11/11/2016	AMAZON.COM	Staged	398.84	DPHM1								
9	<input checked="" type="checkbox"/>	11/09/2016	11/09/2016	11/11/2016	AMAZON MKTPLCE PMTS	Staged	14.95	DPHM1				ITEM A				
10	<input checked="" type="checkbox"/>	11/09/2016	11/09/2016	11/11/2016	AMAZON MKTPLCE PMTS	Staged	6.63	DPHM1				ITEM B				
11	<input type="checkbox"/>	11/18/2016	11/18/2016	12/11/2016	AMAZON.COM	Staged	-41.74	DPHM1								
12	<input type="checkbox"/>	11/22/2016	11/22/2016	12/11/2016	AMAZON MKTPLCE PMTS	Staged	14.05	DPHM1								
13	<input type="checkbox"/>	11/22/2016	11/22/2016	12/11/2016	AMAZON MKTPLCE PMTS	Staged	217.87	DPHM1								
14	<input type="checkbox"/>	11/22/2016	11/22/2016	12/11/2016	AMAZON MKTPLCE PMTS	Staged	49.00	DPHM1								
15	<input type="checkbox"/>	11/29/2016	11/30/2016	12/11/2016	AMAZON MKTPLCE PMTS	Staged	36.64	DPHM1								

☒ Select All ☐ Clear All Refine Search Stage Verify

Single Item Update

[Split Line Transactions](#)

[Single Purchase Order Details](#)

Multiple Item Update

[Apply Purchase Order to Transactions](#)

[Apply Contract to POS Transactions](#)

Save Notify Refresh



Update Multiple Transactions

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

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

Click on the [Apply Purchase Order to Transactions](#) hyperlink

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

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

The screenshot shows the Oracle Reconcile Statement interface. At the top, there's a breadcrumb trail: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. Below this is the Oracle logo and the title 'Reconcile Statement Procurement Card Transactions'. A 'Bank Statement' section is visible with tabs for 'Transaction' and 'Billing'. A table lists transactions with columns: Employee Name, Card Number, Trans Date, Posted Date, Billing Date, Merchant, Status, Tran Amount, BU, PO ID, Line, Distrib, Description, POS, Contract ID, Line, and CDF. The first six rows are selected, and the 'Contract ID' column shows '16PSX0058AA' for each. Below the table, there are buttons for 'Select All', 'Clear All', 'Refine Search', 'Undo Reconciliation', 'Stage', 'Verify', and 'Approve'. On the left, there are two update options: 'Single Item Update' (Split Line Transactions, Single Purchase Order Details) and 'Multiple Item Update' (Apply Purchase Order to Transactions, **Apply Contract to POS Transactions**). The 'Apply Contract to POS Transactions' option is highlighted with a red box.

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

The screenshot shows the 'Mass Update Contracts' dialog box. It has a title bar with 'Mass Update Contracts' and a close button. Below the title bar is a 'Help' link. The main area contains a 'SetID STATE' label, a 'Contract ID' field with the value '16PSX0058AA', and a 'Contract Line' field. A magnifying glass icon is next to the 'Contract ID' field. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Refresh'.

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

The Look Up Contract ID will display



Look Up Contract ID

SetID STATE

Contract ID begins with

Look Up Clear Cancel Basic Lookup

Search Results

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 INTERNATIONAL TRUCKS INC
15PSX0101AB	DOTM1 0000101693	0000010213	060985773F-001	NUTMEG INTERNATIONAL TRUCKS INC
16PSX0058AA	PURCHASING CARD 0000059169	134994650F-001		JP MORGAN CHASE BANK

Select the correct contract

Mass Update Contracts

SetID STATE

Contract ID 15PSX0101AB

Contract Line

OK Cancel Refresh

Search for or enter a Contract Line if applicable.

Click OK

Oracle Reconcile Statement

Procurement Card Transactions

Bank Statement

Personalize Find View 9 1-6 of 6 Last

Transaction	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	CDP
1	✓	Corcoran, Scott	*****3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	292.94	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
2	✓	Corcoran, Scott	*****3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	105.19	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
3	✓	Corcoran, Scott	*****3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	358.50	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
4	✓	Corcoran, Scott	*****3527	09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	48.40	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
5	✓	Corcoran, Scott	*****3527	09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	94.96	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
6	✓	Corcoran, Scott	*****3527	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	-500.00	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		

Select All Clear All Refine Search Undo Reconciliation Stage Verify Approve

Single Item Update Split Line Transactions Single Purchase Order Details

Multiple Item Update Apply Purchase Order to Transactions Apply Contract to POS Transactions

Save Notify 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.

Oracle Reconcile Statement: Procurement Card Transactions

Empl ID: [redacted] Name: Corcoran, Scott
Card Number: *****3527 Card Provider: JPMC

Bank Statement

Transaction	Billing	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	<input checked="" type="checkbox"/>	09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	94.96	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
2	<input type="checkbox"/>	09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Verified	48.40	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
3	<input type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	-500.00	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
4	<input type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	105.19	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
5	<input type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	292.94	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
6	<input type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	358.50	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
7	<input type="checkbox"/>	09/20/2018	09/24/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	280.70	DOTM1								
8	<input type="checkbox"/>	09/21/2018	09/24/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	3,454.78	DOTM1								
9	<input type="checkbox"/>	09/24/2018	09/26/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	47.12	DOTM1								

☒ Select All ☐ Clear All

Single Item Update
[Split Line Transactions](#)
[Single Purchase Order Details](#)

Multiple Item Update
[Apply Purchase Order to Transactions](#)
[Apply Contract to POS Transactions](#)

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

Oracle Reconcile Statement: Procurement Card Transactions

Empl ID: [redacted] Name: Corcoran, Scott
Card Number: *****3527 Card Provider: JPMC

Bank Statement

Transaction	Billing	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	<input checked="" type="checkbox"/>	09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	94.96	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
2	<input checked="" type="checkbox"/>	09/12/2018	09/14/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	48.40	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
3	<input checked="" type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	-500.00	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
4	<input checked="" type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	105.19	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
5	<input checked="" type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	292.94	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
6	<input checked="" type="checkbox"/>	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	358.50	DOTM1	0000194347	1		Equipment Repair Parts	<input checked="" type="checkbox"/>	15PSX0101AB		
7	<input checked="" type="checkbox"/>	09/20/2018	09/24/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	280.70	DOTM1								
8	<input type="checkbox"/>	09/21/2018	09/24/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	3,454.78	DOTM1								
9	<input type="checkbox"/>	09/24/2018	09/26/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	47.12	DOTM1								

☒ Select All ☐ Clear All

Single Item Update
[Split Line Transactions](#)
[Single Purchase Order Details](#)

Multiple Item Update
[Apply Purchase Order to Transactions](#)
[Apply Contract to POS 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: Identifying 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

Reconcile Statement

Procurement Card Transactions

Empl ID 035020 Name Corcoran, Scott
Card Number *****3527 Card Provider JPMC

Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	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		
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		
3	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	-500.00	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
4	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	105.19	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
5	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	292.94	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
6	09/13/2018	09/17/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	358.50	DOTM1	0000194347	1		Equipment Repair Parts	✓	15PSX0101AB		
7	09/20/2018	09/24/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	280.70	DOTM1								
8	09/21/2018	09/24/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	3,454.78	DOTM1								
9	09/24/2018	09/26/2018	10/10/2018	NUTMEG INTL TRUCKS-N H	Staged	47.12	DOTM1								

Select All Clear All Refine Search Undo Reconciliation Stage Verify

Single Item Update
Split Line Transactions
Single Purchase Order Details

Multiple Item Update
Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Save Notify Refresh

Click the CDF icon for the transaction to review

ProCard MasterCard Trans

Card Number *****3527
Posted Date 09/14/2018
Transaction Number 000007828497433
Sequence Number 415

Financial Transaction - Type 5000

Seq No	Processor Transaction ID	Reversal Flag	Estimated Tax Indicator
1	20192234540501815677352718091402198100000000141323		Zip Code

Card Acceptor - Type 5001

NAICS Num	Tax Id Indicator	Tax Id	VAT Num	Alternate Description
1		060985773	060985773	

Tax Addendum - Type 5300

Seq No	Tax Amount Indicator	Tax Amount	Tax Rate	Tax Type Applied
1	2021	✓	5.6700	6350.000000000

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



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

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

ORACLE

Maintain Purchase Order

Purchase Order

Business Unit DOTM1
PO ID 0000195445
Copy From ▾

PO Status Dispatched ▲ ✖
Budget Status Valid
☐ Hold From Further Processing

▼ Header ?

*PO Date 09/28/2018
*Supplier 060985773F-001
*Supplier ID 0000010213
*Buyer SantiagoSam
PO Reference

Supplier Search
Supplier Details
NUTMEG INTERNATIONAL TRUCKS INC
DOT-Santiago Samuel

Doc Tol Status Valid
Backorder Status Not Backordered Create BackOrder
Receipt Status Not Recvd
*Dispatch Method Email Dispatch

Amount Summary ?

Merchandise	43.82	USD
Freight/Tax/Misc.	0.00	
Total Amount	43.82	
Encumbrance Balance	43.82	
Obligation Amount	43.82	

Calculate

Add Items From ?

Catalog
Purchasing Kit

Item Search

Select Lines To Display ?

Search for Lines Line To Retrieve

The tax id is on the main page under Supplier

Note: the suffix does not need to match