

**Procurement Card
Peoplesoft Reallocation Process
As of Dec 7, 2010**

Purchasing > Procurement Cards>Reconcile>Reconcile Statement

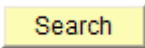
- Fill in role name
- Card Issuer
- Billing Date

The screenshot shows a web browser window titled "Reconcile Statement - Windows Internet Explorer". The address bar shows the URL: https://fuseric.louisville.edu/psp/fuser/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RE. The browser's Favorites bar includes "Reconcile Statement". The page header features the University of Louisville logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and a printer icon.

The main content area is titled "Reconcile Statement Search" and contains the following fields:

- Role Name:** Purchasing ProCard Approver (dropdown menu)
- Employee ID:** (text input field with search icon)
- Employee Name:** (text input field with search icon)
- Card Issuer:** PNC Bank (dropdown menu)
- Transaction Number:** (text input field)
- Sequence Number:** (text input field)
- Line Number:** (text input field)
- Billing Date:** 11/26/2010 (text input field with search icon)
- Statement Status:** (dropdown menu)
- Budget Status:** (dropdown menu)
- Chartfield Status:** (dropdown menu)
- Merchant:** (text input field)
- Transaction Date:** (text input field with calendar icon)
- Charge Type:** (dropdown menu)
- Posted Date:** (text input field with calendar icon)

A yellow "Search" button is located at the bottom of the form.

Click on 

Reconcile Statement - Windows Internet Explorer

https://fuseric.louisville.edu/psp/fuser/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RE

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Reconcile Statement

Procurement Card Transactions


Bank Statement

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redi
1	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	QUANTUM PRODUCTS	Staged	114.00	USD	Valid	Valid	Yes
2	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	100.00	USD	Valid	Valid	Yes
3	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	100.00	USD	Valid	Valid	Yes
4	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	100.00	USD	Valid	Valid	Yes
5	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	150.00	USD	Valid	Valid	Yes
6	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	150.00	USD	Valid	Valid	Yes
7	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	HENRY SCHEIN	Staged	993.99	USD	Valid	Valid	Yes
8	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	HENRY SCHEIN	Staged	800.40	USD	Valid	Valid	Yes
9	1015450	Metzler,Lana	PNC	*****0709	10/25/2010	HENRY SCHEIN	Staged	2,802.03	USD	Valid	Valid	Yes

Select All Clear All Approve

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

If you are not going to reallocate the first transaction be sure to remove the check mark. Select the transaction(s) you are going to reallocate or approve. If you are reallocating a transaction click on Distribution Icon 

Reconcile Statement - Windows Internet Explorer

https://fuseric.louisville.edu/psp/fuser/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RE

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Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA

Billing Date: 11/26/2010 Billing Amount: USD 114.00 Unit Price: 114.00000

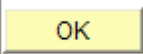
SpeedChart: Transaction Unit Price: 114.00000 *Distribute by: Amount

Dist	Percent	Amount	Currency	*GL Unit	SpeedType Key	*Account	Fund	Dept	Program	Class	PC Bus Unit	Project
1	100.0000	114.00	USD	UOFL1		541100	1000	2314000156	01044			

OK Cancel Refresh

The Account Distribution page will open for you to enter new speed type and account code.

Once you enter the information you are changing be sure and click on the  button.

Then click the 

Reconcile Statement - Windows Internet Explorer

https://fiuseric.louisville.edu/psp/fiuser/EMPLOYEE/ERP/c/MANAGE_PROCURMENT_CARDS_CC_RE

Reconcile Statement

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Home | Worklist | Add to Favorites | Sign out

Print (Alt+R)

Reconcile Statement

Procurement Card Transactions

Bank Statement

Transaction | Billing |

	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Res
1	<input checked="" type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	QUANTUM PRODUCTS	Staged	114.00	USD		Valid	Valid	Yes
2	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	100.00	USD		Valid	Valid	Yes
3	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	100.00	USD		Valid	Valid	Yes
4	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	100.00	USD		Valid	Valid	Yes
5	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	150.00	USD		Valid	Valid	Yes
6	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	CENTER FOR ACCESSIBLE LIV	Staged	150.00	USD		Valid	Valid	Yes
7	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	HENRY SCHEIN	Staged	993.99	USD		Valid	Valid	Yes
8	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	HENRY SCHEIN	Staged	800.40	USD		Valid	Valid	Yes
9	<input type="checkbox"/>	1015450	Metzler,Lana	PNC *****0709	10/25/2010	HENRY SCHEIN	Staged	2,802.03	USD		Valid	Valid	Yes

Select All Clear All Approve

Search Purchase Details Split Line Distribution Template

If you are the Reconciler you will click on Verify

Click on Approve

Then click on Save

If reallocated the budget status will be updated to Not Checked upon SAVE.

The Budget Validation process will initiate at regular intervals. Upon completion of each batch the transactions having a budget status of not checked will be updated. There is no further action required unless you are contacted by a member of the procurement card staff.

The only change from your current procedure is you no longer see or need the VALIDATE BUDGET option.