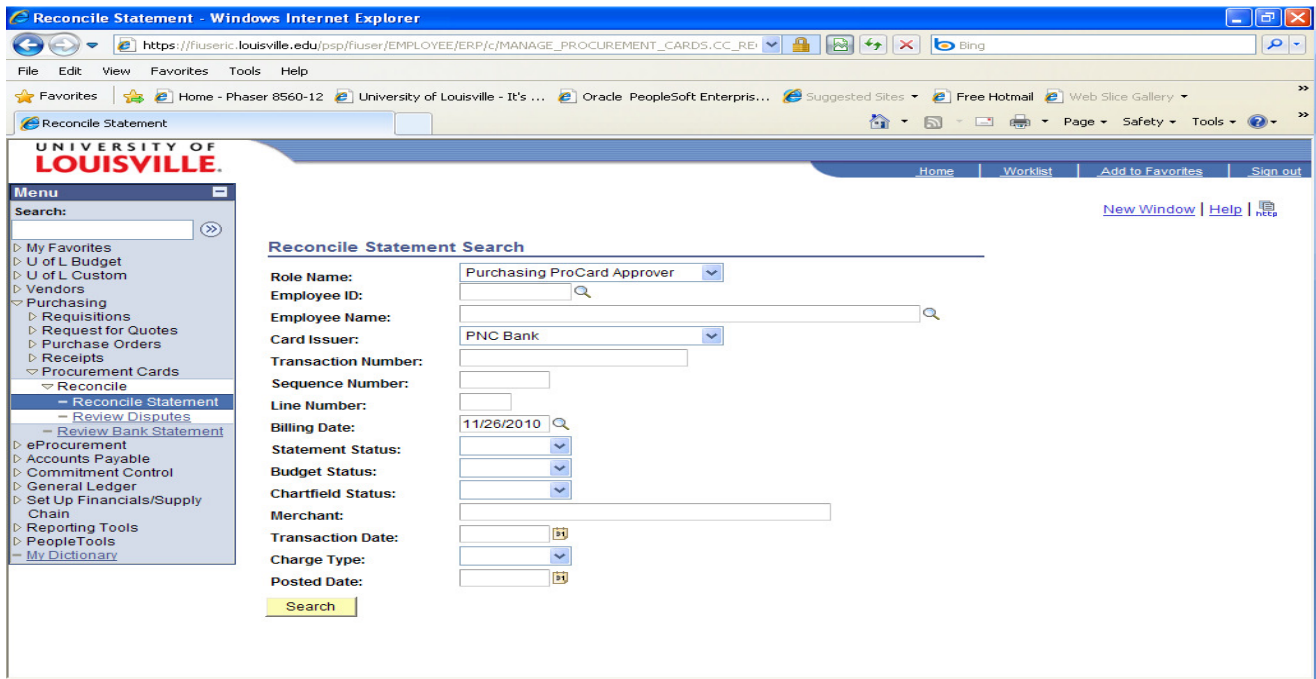
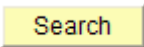


**Procurement Card  
Peoplesoft Reallocation Process  
As of Dec 7, 2010**

Purchasing > Procurement Cards>Reconcile>Reconcile Statement

- Fill in role name
- Card Issuer
- Billing Date



Click on - 

**Reconcile Statement**


**Procurement Card Transactions**

Transaction	Billing	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redi
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](#)

**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**

**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 **Refresh** button.

Then click the **OK**

Reconcile Statement - Windows Internet Explorer

https://fiuseric.louisville.edu/psp/fiuser/EMPLOYEE/ERP/c/MANAGE\_PROCURMENT\_CARDS\_CC\_RE

Reconcile Statement

UNIVERSITY OF LOUISVILLE

Home | Worklist | Add to Favorites | Sign out

Print (Alt+R)

Reconcile Statement

Procurement Card Transactions

Bank Statement

Transaction | Billing |

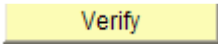
Customize | Find | View All | First 1-9 of 19 | Last

	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

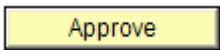
Select All  Clear All

Search Purchase Details Split Line Distribution Template

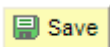
If you are the Reconciler you will click on



Click on -



Then click on -



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.