Purchasing Card Activities
Completing a Reconciliation Form

Overview:

Understanding the Monthly P-Card Reconciliation Form Process

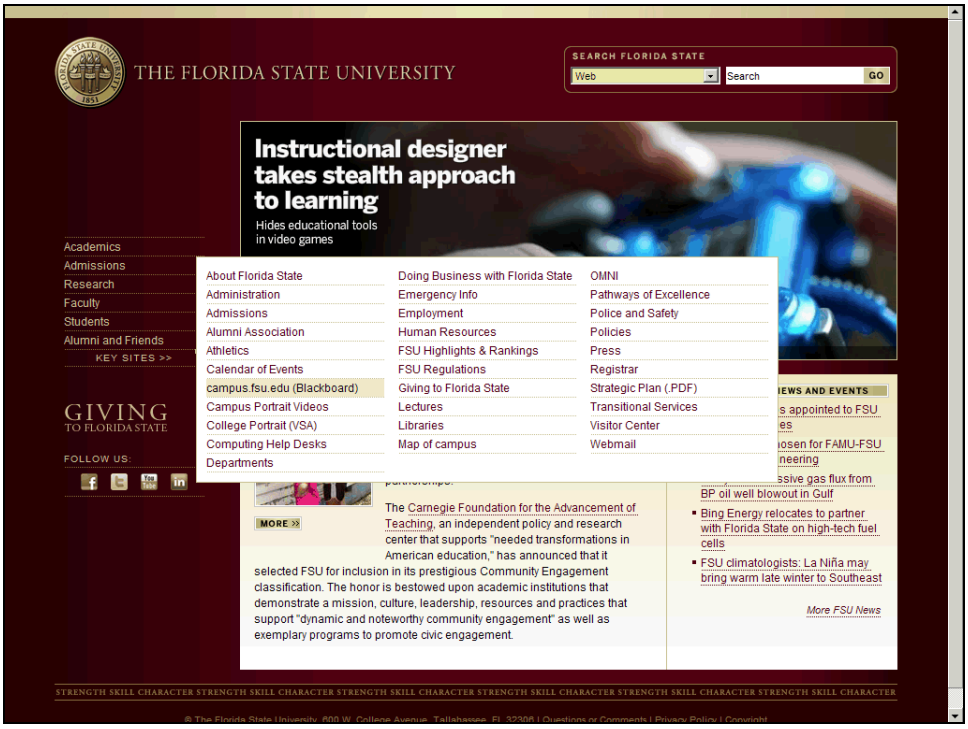
This tutorial details the steps required to complete the monthly P-Card Reconciliation Form for cardholders.

For more information on the Purchasing Card visit http://purchasing.fsu.edu/Purchasing-Card-Information

Procedure

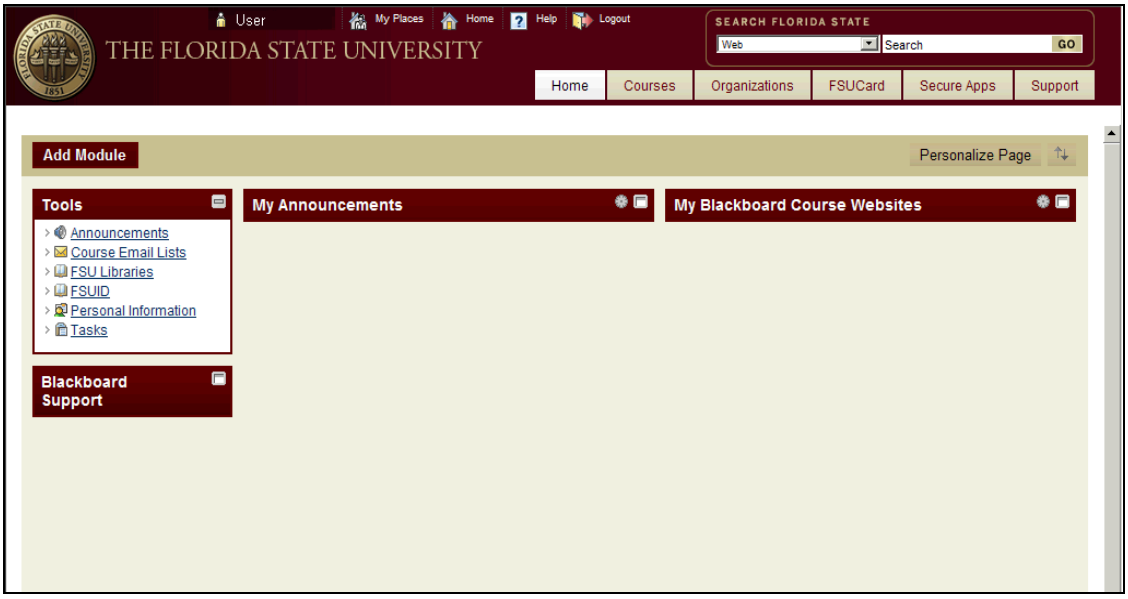
Scenario:
In this topic, you will learn the steps to complete a monthly Purchasing Card Reconciliation Form.

Key Information:
Cardholder Employee ID
Cardholder Receipts

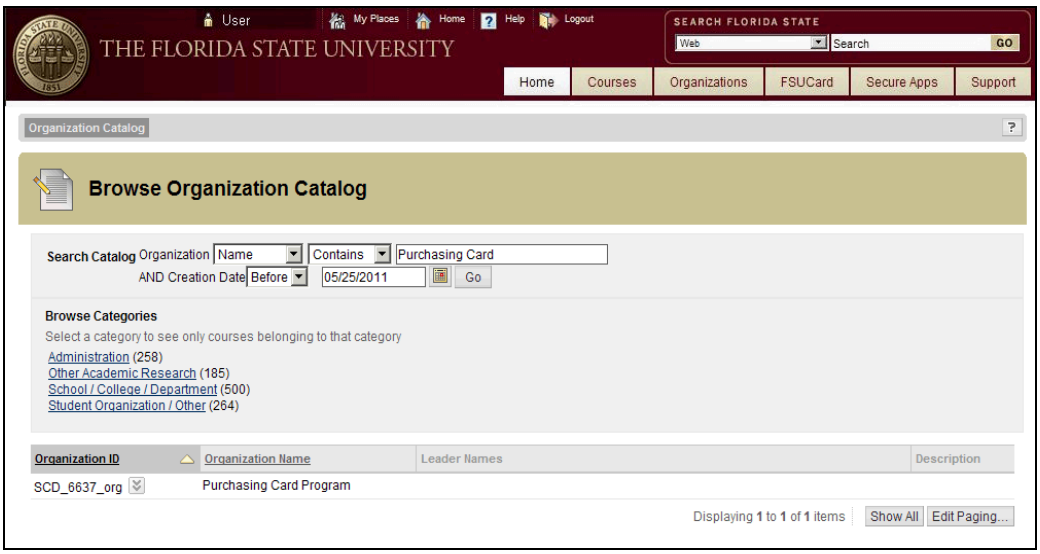


Step	Action
1.	From the FSU homepage (http://fsu.edu/), hover over **Key Sites.** Click the **campus.fsu.edu (Blackboard)** link. campus.fsu.edu (Blackboard)

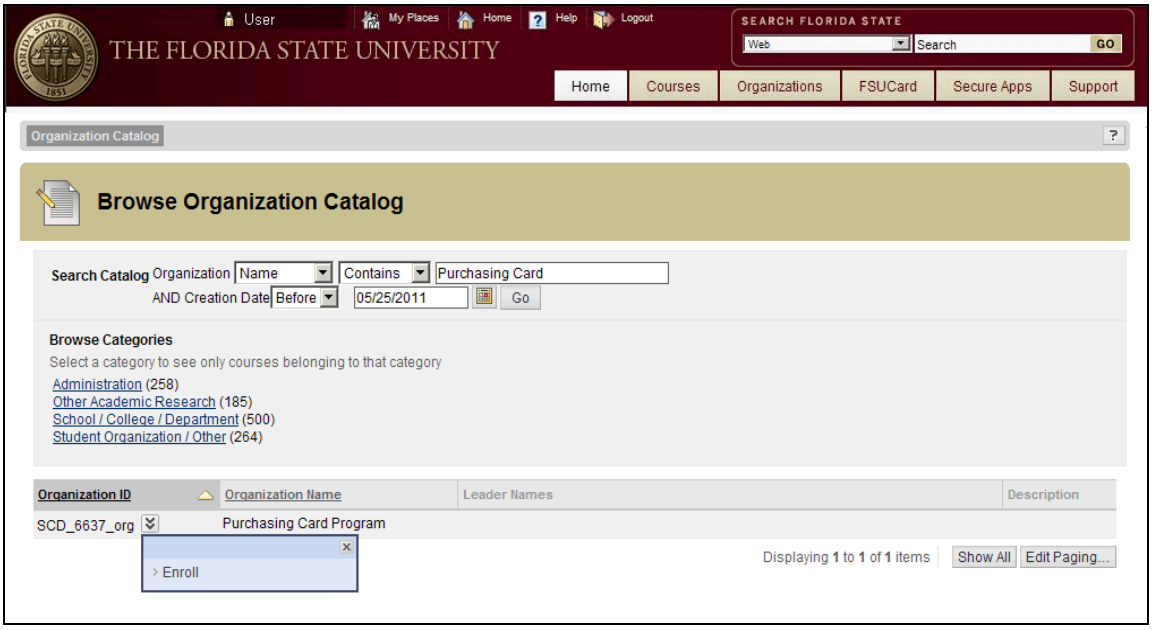
Step	Action
2.	Enter your User ID into the **USERNAME (FSUID):** field.
3.	Enter your password into the **PASSWORD:** field.
4.	Click the **Login** button. Login



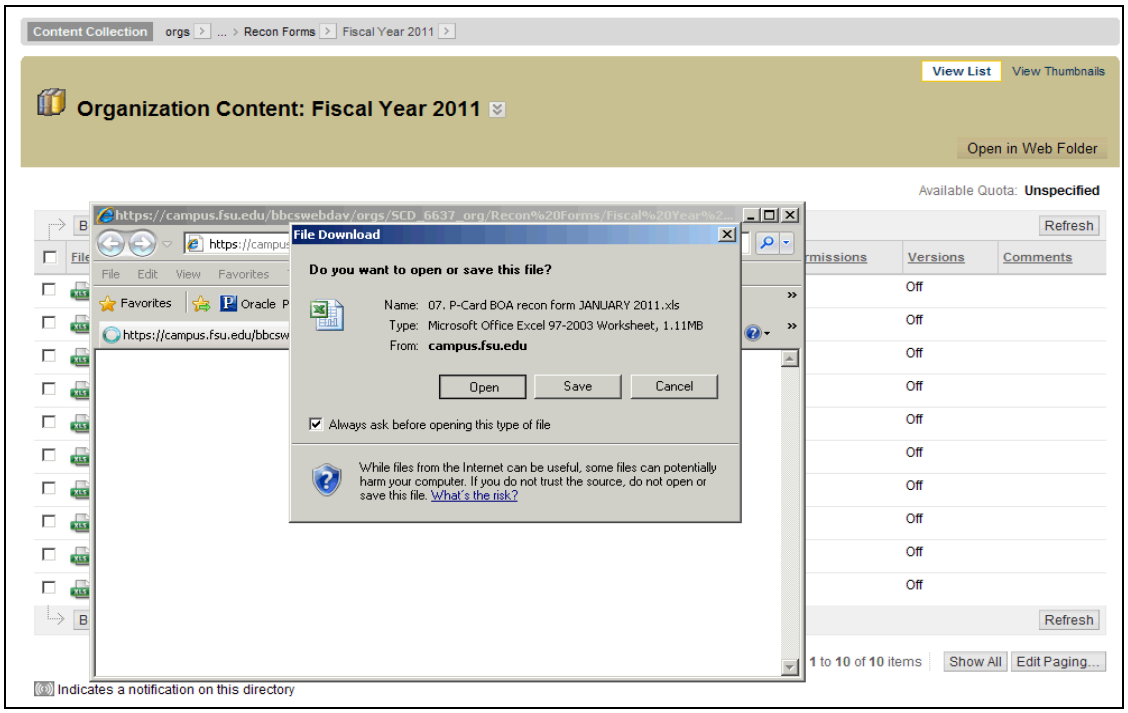
Step	Action
5.	Click the **Organizations** link at the top of the page. Organizations
6.	If you are already enrolled in the Purchasing Card site, it will be listed under **My Organizations**. If you are not already enrolled in the Purchasing Card site, follow the next steps to join. Only enroll in the Purchasing Card site once.
7.	To enroll in the site, enter "**Purchasing Card**" into the **Organization Search** field.
8.	Click the **Go** button. Go

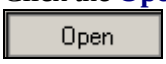


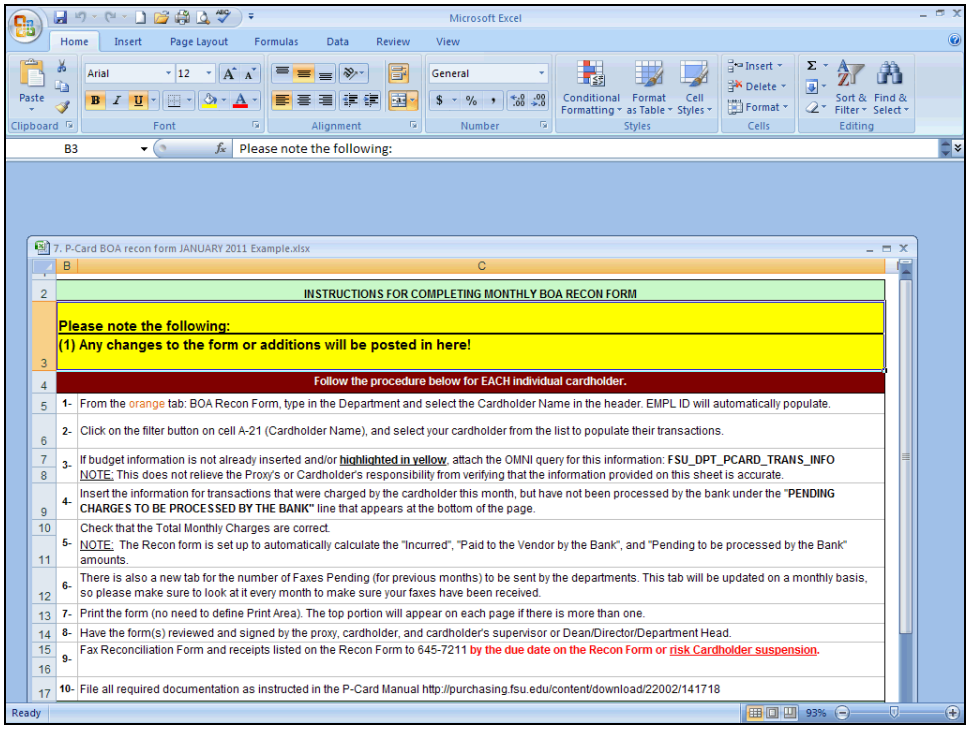
Step	Action
9.	Click the drop down arrow found under **Organization ID** column.



Step	Action
10.	Click the **Enroll** link.
11.	Click the **Submit** button.
12.	Click the **OK** button at the bottom of the page.
13.	Once you see the Purchasing Card Information page, you know you have successfully enrolled in the **P-Card Blackboard Site**. Once you enroll in the Purchasing Card organization in the live Blackboard environment, you do not need to re-enroll.
14.	Click the **Recon Forms** button on the left-hand menu.
15.	Click the desired **Fiscal Year**. For the purpose of this example, click the **Fiscal Year 2011** link.
16.	Click the desired **Reconciliation Form**.



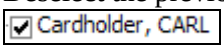
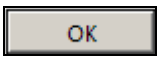
Step	Action
17.	Click the **Open** button. 



Step	Action
18.	Click the square **Maximize** button.
19.	The **Reconciliation Form** opens to an **Instructions** tab. **NOTE:** Important announcements are listed in the yellow highlighted section.
20.	Contact information as well as helpful resources are listed.
21.	Click the **BOA recon form** tab on the bottom of the sheet. BOA Recon Form
22.	Enter your department's name into the **Department Name** field.
23.	Click the **Cardholder Name** field.
24.	Click the drop down menu for **Cardholder Name** in the header section.
25.	Select your cardholder's name in the drop down menu.
26.	The **Cardholder's Employee ID** has automatically populated.
27.	Click the filter button for the **Cardholder Name** list.
28.	Click the **(Select All)** tree item to deselect all cardholders on the list. (Select All)

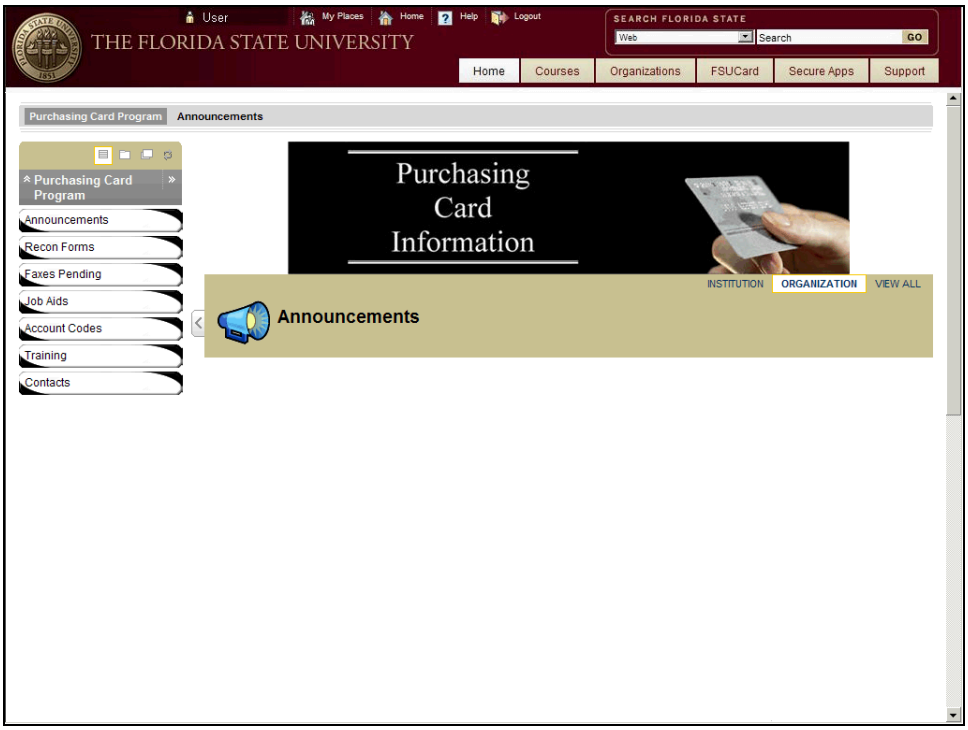
Step	Action
29.	Click the tree item with your cardholder's name. For the purpose of this example, click the **Cardholder, CARL** tree item. Cardholder, CARL
30.	Click the **OK** button. OK
31.	You must ensure the cardholder names match both in the top header section and in the secondary drop down that lists the charges.
32.	Enter the proxy's name into the **Proxy** field. **NOTE:** If a proxy is preparing this reconcilation form, they would enter their own name into this field.
33.	The cardholder's name has automatically populated in the **Cardholder** field. **NOTE:** There are no substitutes for a cardholder's signature.
34.	Enter the cardholder supervisor's name into the **Cardholder's Supervisor** field.
35.	Dean, Director, Department Head, or Authorized Signer are acceptable substitutes for Cardholder Supervisor signatures. To change a cardholder's supervisor, please submit the Supervisory Change Form to Human Resources. To be added to the Authorized Signature list, please submit the Update Department ID Form to Budget & Analysis.
36.	Review all the transaction information for accuracy: - Merchant - Description input in OMNI by Proxy - Transaction Date - Transaction Amount - Budget Information If you need to change a budget, please submit the Expenditure Journal Transfer Form to General Accounting.
37.	Ensure that you review the **Multiple Budgets** column for your cardholder's transaction. If there is a **Yes**, you must scroll down to the footnotes of the Reconciliation Form and take further action for the transaction. This will be explained in a moment.
38.	If you see a transaction that contains **no budget information**, you must scroll down to the footnotes of the Reconciliation Form and take further action for the transaction. This will be explained in a moment.
39.	Click the scrollbar to scroll down to review footnotes at the bottom of the Reconciliation Form.

Step	Action
40.	A "Yes" in the **Multiple Budgets** column indicates the transaction was allocated to multiple budgets and the full budget allocation cannot be displayed on the Reconciliation Form. In order to show the full budget allocation, you must attach a copy of the P-Card Query **FSU_DPT_PCARD_TRANS_INFO** to your documentation before faxing or filing. See the "Using the Purchasing Card Query" tutorial for more information.
41.	If budget information is blank, this indicates the transaction has not been paid in OMNI as of this report. Once the transaction has been paid in OMNI, you must attach a copy of the P-Card Query **FSU_DPT_PCARD_TRANS_INFO** results, showing the budget allocation, to your documentation before faxing or filing. See the "Using the Purchasing Card Query" tutorial for more information.
42.	You can anonymously report suspected inappropriate activity on the P-Card to the **Office of Audit Services** at (850) 644-6030**.**
43.	If you have a transaction that the cardholder made in the reconciliation month but is not listed, you can manually add it under the **List Pending Charges** section. Track this transaction to the following month to ensure it is paid.
44.	Enter your cardholder's name into the **Cardholder's Name** field.
45.	Enter the merchant's name into the **Merchant Name** field.
46.	Enter the transaction date into the **Trans Date** field.
47.	Enter the transaction amount into the **Trans Amt** field.
48.	If you have additional pending transactions, continue add those charges under the **List Pending Charges** section. For the purpose of this example, there is only one pending charge.
49.	Click the scrollbar to scroll back to the top.
50.	The **Total Monthly Charges** have updated to include the pending charge you just added.
51.	Click the **Print** button.

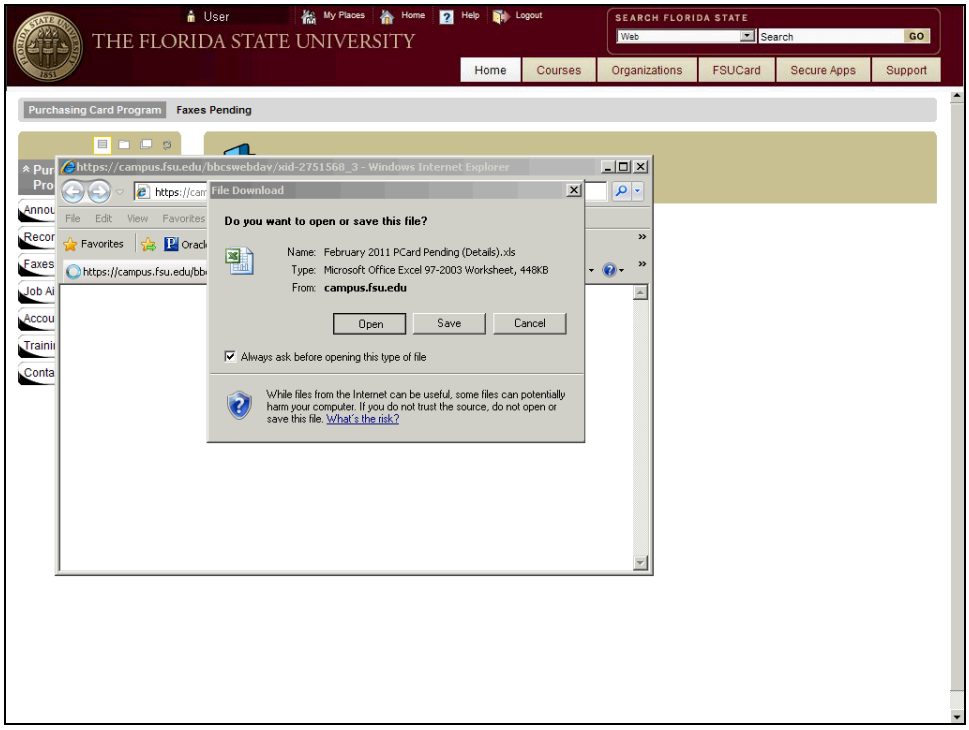
Step	Action
52.	Once the form is printed, have the **Proxy**, **Cardholder**, and **Cardholder Supervisor** review the Reconciliation Form and the corresponding receipts and then sign and date the form attesting to the charges for the month. **NOTE: Proxy**, **Cardholder**, and **Cardholder Supervisor signatures** are required.
53.	Fax the Reconciliation Form, corresponding receipts, and other documentation (if neccessary) to (850) 645-7211. **NOTE:** There is a firm due date for the Reconciliation Forms. Fax the form by the due date to **ensure no P-Cards are suspended** in your department for non-compliance.
54.	You have completed the Reconciliation Form for this cardholder. If you have more than one cardholder, you will have to complete this form for each cardholder. For the purpose of this example, you will complete a Reconciliation Form for another cardholder.
55.	Click the **Cardholder Name** field in the header section.
56.	Click the drop down menu for **Cardholder Name** in the header section.
57.	If your cardholder's name is not listed in the dropdown list, they do not have charges for the month. The reconciliation form should not be completed for cardholders with no charges.
58.	Select your cardholder's name in the drop down menu.
59.	The **Cardholder's Employee ID** has automatically populated.
60.	Click the filter button for the **Cardholder Name** list.
61.	Deselect the previous cardholder by clicking the **Cardholder, CARL** tree item. 
62.	Click the tree item with your cardholder's name.
63.	Click the **OK** button. 
64.	Select the previous cardholder's pending transaction.
65.	Click the drop down menu for the **Clear** button in the Excel toolbar.

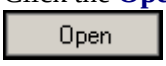
Step	Action
66.	Click the **Clear Contents** menu item. Clear Contents
67.	You must ensure the cardholder names match both in the top header section and in the secondary drop down that lists the charges.
68.	The **Total Monthly Charges** have updated with the cardholder's transaction amount.
69.	If the cardholder's supervisor is different from the previous cardholder, ensure that you update this name before you print the form.
70.	Review all the transaction information for accuracy: - Merchant - Description input in OMNI by Proxy - Transaction Date - Transaction Amount - Budget Information If you need to change a budget, please submit the Expenditure Journal Transfer Form to General Accounting.
71.	Click the **Print** button.
72.	Once the form is printed, have the **Proxy**, **Cardholder**, and **Cardholder Supervisor** review the Reconciliation Form and the corresponding receipts and then sign and date the form attesting to the charges for the month. **NOTE: Proxy**, **Cardholder**, and **Cardholder Supervisor signatures** are required.
73.	Fax the Reconciliation Form, corresponding receipts, and other documentation (if neccessary) to (850) 645-7211. **NOTE:** There is a firm due date for the Reconciliation Forms. Fax the form by the due date to **ensure no P-Cards are suspended** in your department for non-compliance.
74.	Click the **Updated Faxes Pending** tab on the bottom of the sheet. Updated Faxes Pending
75.	If your department is missing faxes, your cardholders' **cards will be suspended** until the outstanding documents are faxed.
76.	Click the filter button for the **Department** list.
77.	Click the **(Select All)** tree item to deselect all departments on the list. (Select All)
78.	Scroll down until you find your department's name on the list.

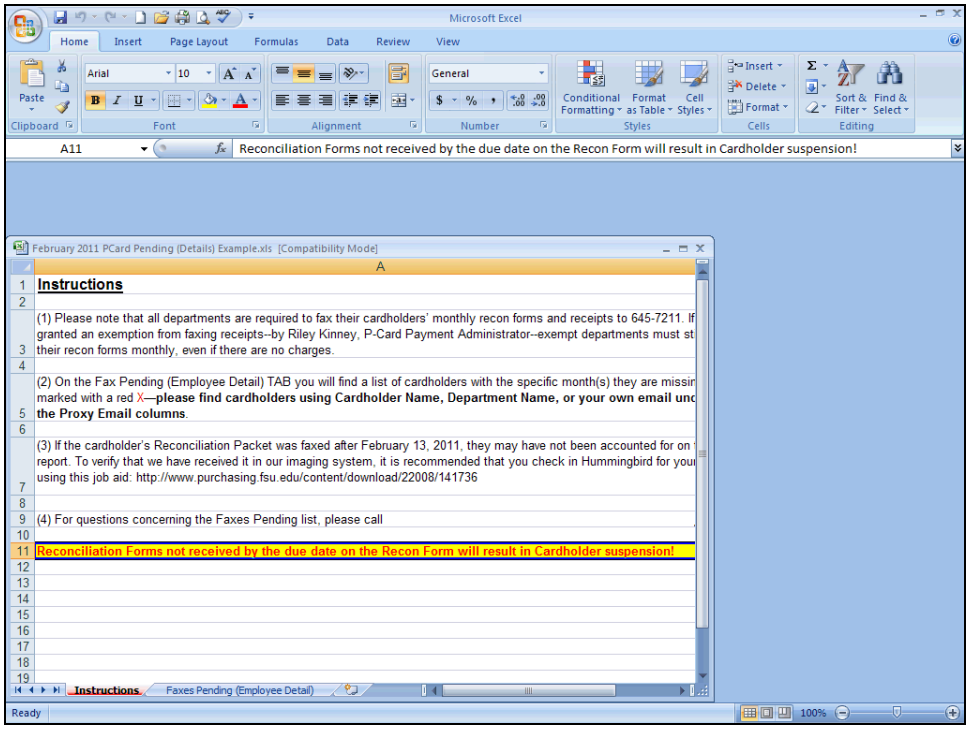
Step	Action
79.	Click the tree item with your department's name. For the purpose of this example, click the **Your Department** tree item. Your Department
80.	Click the **OK** button. OK
81.	For the purpose of this example, **Your Department** has a total of 5 faxes missing.
82.	To view the details on your missing faxes, you must return to the **P-Card Blackboard site**. Click the https://campus.fsu.edu link on the sheet.



Step	Action
83.	Click the **Faxes Pending** button on the left-hand menu. Faxes Pending
84.	Click the **February 2011 PCard Pending (Details).xls** link. February 2011 PCard Pending (Details).xls



Step	Action
85.	Click the **Open** button. 



Step	Action
86.	Click the square **Maximize** button.
87.	Read through the **Instructions** page carefully.
88.	Click the **Faxes Pending (Employee Detail)** tab. Faxes Pending (Employee Detail)
89.	Click the filter button for the **Department** list.
90.	Click the **(Select All)** tree item to deselect all departments on the list. (Select All)
91.	Scroll down until you find your department's name on the list.
92.	For the purpose of this example, click the **Your Department** tree item. Your Department
93.	Click the **OK** button. OK
94.	Scroll to the right to find missing faxes.
95.	If you see a month with an "**X**", that is a month you need to re-fax for the specified cardholder. For the purpose of this example, **Carl** is missing documents for **April 2010**.
96.	Scroll to the right to find more missing faxes.
97.	If you see a month with an "**X**", that is a month you need to re-fax for the specified cardholder. For the purpose of this example, **Carl** is also missing documents for **November 2010** and **December 2010**. Ben is only missing **November 2010** and **December 2010.**
98.	There are a total of 5 faxes missing for your department. **NOTE:** Before you re-fax your documents to (850) 645-7211, double check the **Cardholder's Employee ID** is correct and legible on the **Reconciliation Form(s)**. Your documents cannot be processed without a correct Employee ID.
99.	**Congratulations!** You have completed the topic. **End of Procedure.**