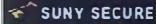


Web P-Card Reconciliation/Certification Process


Cardholder Functions

Cardholders are responsible for reviewing their statement transactions and optionally dividing the expenditures for their transactions between departmental accounts. This document will describe how to review transaction(s), divide expenditures and reconcile/certify a statement once all activity for the billing cycle is completed.

Sign into SUNY Portal. Under the "Business Systems Applications" tab, click 'Finance & Management System.'

 **SUNY SECURE**

Employee Services Portal

 **Business Systems Applications**

E-Business Services

Enrollment Management

[Finance & Management System Announcement](#)
[Human Resource Systems](#)
[IDL Inquiry Form](#)
[JCOPE - Financial Statement Disclosure Filing \(NYS Directory Services\)](#)
[SMRT - SUNY Management Resource Tool](#)

Account Ac

Account-Sub
Fiscal Year

There are no

*ALL Fields are R

Review Transactions

To review your transactions, under Finance (located upper left) under Procurement Card click "Cardholder Statement." The following will be displayed.

The screenshot shows a web browser window with the URL <https://test.suny.edu/pcard/statement.jsf>. The page is titled "SUNY Financials P-Card" and includes a navigation bar with links for "Workflow - TEST", "Finance - TEST", "Human Resources - TEST", and "HR Home". A "Cardholder Statement" link is highlighted in the left sidebar. The main content area is titled "Statement View" and contains three sections: "Select Period", "Statement Information", and "Statement Detail".

Select Period
Statement Cycle: Jul 07 2015 - Aug 06 2015 (Not Certified)

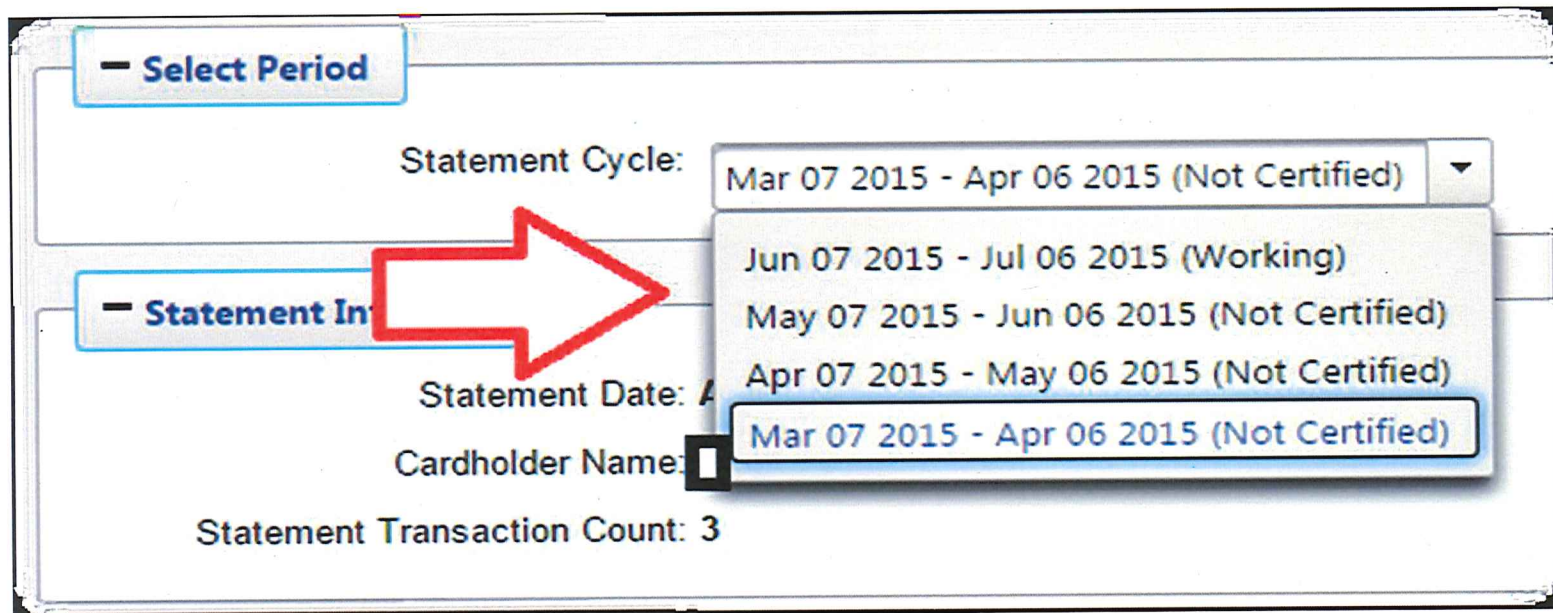
Statement Information
Statement Date: August 6, 2015
Cardholder Name: JOAN L SCHNUR
Statement Transaction Count: 3
Cardholder Certification: Not Certified
Default Account: 8607600000
SFS Journal Number: P017324

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
08/04/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$19.61	\$19.61	Edit
07/09/2015	B&H PHOTO, 800-606-6969	Direct Marketers - Other	8607600000	(\$14.25)	(\$14.25)	Edit
07/07/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$5.52	\$5.52	Edit
Statement/Funding Total:				\$10.88	\$10.88	

☒ Certify

You can select any billing cycle on record via the Statement Cycle drop-down to reconcile/certify or view past/active statements.



The screenshot shows a web form with the following elements:

- Select Period**: A button or tab at the top left.
- Statement Cycle**: A dropdown menu currently showing "Mar 07 2015 - Apr 06 2015 (Not Certified)". A red arrow points to this dropdown.
- Statement In**: A button or tab below "Select Period".
- Statement Date**: A text input field.
- Cardholder Name**: A text input field.
- Statement Transaction Count: 3**: A label at the bottom.

The dropdown menu for "Statement Cycle" is open, showing the following options:

- Jun 07 2015 - Jul 06 2015 (Working)
- May 07 2015 - Jun 06 2015 (Not Certified)
- Apr 07 2015 - May 06 2015 (Not Certified)
- Mar 07 2015 - Apr 06 2015 (Not Certified)

This page will show you information about the selected billing cycle, along with a detail view of transactions made. The transactions are sorted by date and in descending order, but you can also custom-sort the transactions by clicking any table header that has a tick mark.

SUNY Financials P-Card - ... x +

https://test.suny.edu/pcard/statement.jsf

Search

☆ ↻ ⬇ ⌂ ☰

SUNY SECURE Welcome: SCHNUR Campus: 28150 - SUNY Fredonia TEST ENVIRONMENT [Return to Employee Portal](#) [Sign Off](#)

SUNY Financials P-Card

Workflow - TEST Finance - TEST Human Resources - TEST HR Home

★ Cardholder Statement [Your Settings](#)

Statement View

Select Period

Statement Cycle: Jul 07 2015 - Aug 06 2015 (Not Certified)

Statement Information

Statement Date: August 6, 2015 Cardholder Certification: Not Certified
 Cardholder Name: JOAN L. SCHNUR Default Account: 8607600000
 Statement Transaction Count: 3 SFS Journal Number: P017324

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
08/04/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$19.61	\$19.61	Edit
07/09/2015	B&H PHOTO, 800-606-6969	Direct Marketers - Other	8607600000	(\$14.25)	(\$14.25)	Edit
07/07/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$5.52	\$5.52	Edit
Statement/Funding Total:				\$10.88	\$10.88	

[Certify](#)

To view detailed information on a transaction, click the "Edit" button located in the rightmost column for the one you wish to view.

The screenshot shows the SUNY Financials P-Card statement view interface. The browser address bar shows the URL <https://test.suny.edu/pcard/statement.jsf>. The page header includes the SUNY SECURE logo and the text "SUNY Financials P-Card". The navigation bar shows "Workflow - TEST", "Finance - TEST", "Human Resources - TEST", and "HR Home". The main content area is titled "Cardholder Statement" and includes a "Your Settings" link.

The "Statement View" section contains the following information:

- Select Period:** Statement Cycle: Jul 07 2015 - Aug 06 2015 (Not Certified)
- Statement Information:**
 - Statement Date: August 6, 2015
 - Cardholder Name: JOAN L. SCHNUR
 - Statement Transaction Count: 3
 - Cardholder Certification: Not Certified
 - Default Account: 8607600000
 - SFS Journal Number: P017324
- Statement Detail:**

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
08/04/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$19.61	\$19.61	Edit
07/09/2015	B&H PHOTO, 800-606-6969	Direct Marketers - Other	8607600000	(\$14.25)	(\$14.25)	Edit
07/07/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$5.52	\$5.52	Edit
Statement/Funding Total:				\$10.88	\$10.88	

At the bottom of the "Statement Detail" section, there is a "Certify" button.

Below is what you will see when the "Edit" button has been clicked. *If* you are going to change account information, you would click the "Edit Funding" button, located at the bottom of the screen. This can be done at anytime before reconciliation/certification is completed.

The screenshot displays the SUNY Financials P-Card interface. A modal window titled "Transaction Details" is open, showing the following information:

- Purchase Date: 07/07/2015
- VISA Ref Number: 24639235189900017500013
- Amount: \$5.52
- Vendor Name: JAMES B. SCHWAB CO., INC.
- City: 716-6653217
- State: NY
- ZIP: 147330000
- Country: US
- Commodity Code:
- P-Contract Number:

Below the transaction details is a "Funding Information" section with a table:

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="radio"/>	8607600000	2015	572120	\$5.52	

At the bottom of the modal, there are two buttons: "Edit Funding" and "Save".

The background interface shows the "Cardholder Statement" section with a "Statement View" tab and a list of transactions. The top navigation bar includes "SUNY SECURE", "SUNY Financials P-Card", and links for "Return to Employees Portal" and "Sign Off".

To change an account you would click the "Account Number" box and delete the account. Next start to type the account you would prefer to use. Once you start to type, a drop down list of account(s) will appear. Click on the account you need. Once you have changed your account click "Save & Return."

If using 2 or more accounts you would click "Save /Add Next Account." Remember to change the dollar values accordingly. ** Please note you will only have access to the accounts requested for your Procurement Card NOT BI.

The screenshot displays the SUNY Financials P-Card web application. A modal window titled "Funding Line" is open, allowing users to edit account information. The modal contains the following fields:


- * Account Number: 8607650000 - ACCOUNTS PAYABLE
- * Sub Object Code: 8607650000 - ACCOUNTS PAYABLE
- * Fiscal Year: 8607600000 - PURCHASING
- Funding Description: (empty text box)

At the bottom of the modal, there are two buttons: "Save / Add Next Account" and "Save & Return".

The background interface shows the "SUNY SECURE" header, navigation links for "Workflow - TEST", "Finance - TEST", "Human Resources - TEST", and "HR Home". The main content area is titled "Cardholder Statement" and includes a "Statement View" section with a table of transactions.

Trans. Date
08/04/2015
07/09/2015
07/07/2015

Below is what you would see when making a change to add a second account. The account information will be blank and the dollar value is the remainder that needs to be assigned. When the changes have been made click "Save & Return" button. Note that there is no limit to how many accounts can be used to reconcile/certify a charge.

 Added/Updated Funding Successfully

Funding Line

* Account Number:

* Sub Object Code:

534000 - FOOD AND BEVERAGE

* Fiscal Year:


2014

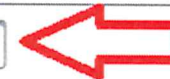
* Amount:

\$86.25

Funding Description:

+ Save / Add Next Account

 Save & Return



If you would like to make notes concerning the change that you made, you can do so by typing that note in the "Funding Description" box as seen below.

The screenshot displays the SUNY SECURE Financials P-Card interface. A modal window titled "Funding Line" is open, allowing for the entry of financial transaction details. The form includes fields for Account Number, Sub Object Code, Fiscal Year, and Amount. A "Funding Description" text area is provided for notes. The background interface shows a navigation menu with options like "Statement View", "Select Per", "Statements", and "Statement". A table of transactions is visible, listing dates such as 08/04/2015, 07/09/2015, and 07/07/2015. Action buttons like "Edit" are present on the right side of the interface.

SUNY SECURE | Welcome SCHUR | Campus: 20185 - SJC Fredonia | TEST ENVIRONMENT | Return to Employee Portal | Sign Off

SUNY Financials P-Card

Workflow - TEST | Finance - TEST | Human Resources - TEST | HR Home

Cardholder Statement | Your Settings

Funding Line

* Account Number: 8607600000 - PURCHASING

* Sub Object Code: 572120 - OFFICE EQUIP. NON FA

* Fiscal Year: 2015 * Amount: \$5.52

Funding Description: Change Account Info

+ Save / Add Next Account | Save & Return

Statement View

Select Per

Statements

Statement

Trans. Date

08/04/2015

07/09/2015

07/07/2015

Actions

Edit

Edit

Edit

Once all changes for the transaction are made, click "Save" on the Transaction Details page.

SUNY SECURE | Welcome: SCHULR | Campus: 20105 - SUNY Fredonia | TEST ENVIRONMENT | [Return to Employee Portal](#) | [Sign Off](#)

SUNY Financials P-Card

Workflow - TEST | Finance - TEST | Human Resources - TEST | HR Home | [Your Settings](#)

Cardholder Statement

Statement View

Select Period

Statement

Statement Details

Trans. Date

08/04/2015

07/09/2015

07/07/2015

Added/Updated Funding Successfully

Transaction Details

Purchase Date: 07/07/2015

VISA Ref Number: 24639235189900017500013 | Amount: \$5.52

Vendor Name: JAMES B. SCHWAB CO., INC.

City: 716-6653217 | State: NY | ZIP: 147330000 | Country: US

Commodity Code: | P-Contract Number: |

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input type="radio"/>	8607600000	2015	572120	\$5.52	Change Account Info

[Edit Funding](#)

[Save](#)

Actions

[Edit](#)

[Edit](#)

[Edit](#)

Once the transaction changes are complete and the billing cycle is closed, click "Certify."

Note.. If you have a **red Edit button it means the funding changes and transaction dollar amounts do not match. You will need to go back and correct the error.

SUNY SECURE | Welcome: SCHNUR | Campus: 20180 - SUNY Fredonia | TEST ENVIRONMENT | [Return to Employee Portal](#) | [Sign Off](#)

SUNY Financials P-Card

Workflow - TEST | Finance - TEST | Human Resources - TEST | HR Home

[Your Settings](#)

Cardholder Statement

Select Period
Statement Cycle: Oct 07 2015 - Nov 06 2015 (Current)

Statement Information
Statement Date: November 6, 2015 | Cardholder Certification: Not Certified
Cardholder Name: JOAN L SCHNUR | Default Account: 8607600000
Statement Transaction Count: 5 | SFS Journal Number: R011801

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
10/23/2015	WB MASON	Office Supplies, Printing, Stationery	8607600000	\$19.49	\$19.49	Edit
10/14/2015	WB MASON	Office Supplies, Printing, Stationery	8607600000	\$18.78	\$18.78	Edit
10/08/2015	STAPLS7144244505000001	Office Supplies, Printing, Stationery	8607600000	\$23.19	\$23.19	Edit
10/08/2015	GOVCNCTN	Computers, Computer Peripheral Equipment	8604055000	\$992.00	\$992.00	Edit
10/06/2015	WB MASON	Office Supplies, Printing, Stationery	8709370100 8605250100 8607200100 5000280100 ... 20 More	\$108.78	\$98.37 *	Edit
Statement/Funding Total:				\$1,162.24	\$1,151.83	

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Below is what appears after clicking "Certify." You will be prompted to read and accept the disclaimer. If any comments are needed for this billing cycle certification enter them in the comments section and click "Certify." You do not need to complete the comments section to proceed.

The screenshot shows the SUNY SECURE Financials P-Card interface. The top navigation bar includes "SUNY SECURE", "Welcome: SCHNUR Campus: 20130 - SUNY Fredonia TEST ENVIRONMENT", and "Return to Employee Portal Sign Off". Below this is a breadcrumb trail: "Workflow - TEST Finance - TEST Human Resources - TEST HR Home". The main header is "SUNY Financials P-Card" with a "Your Settings" link. The left sidebar has a "Cardholder Statement" link. The main content area is titled "Statement View" and contains three sections: "Select Period", "Statement Information", and "Statement Detail". The "Statement Information" section shows "Statement Date: 10/29/2015", "Cardholder Name: JOAN L SCHNUR", and "Statement Transaction Count: 3". The "Statement Detail" section is a table with columns "Trans. Date" and "Vendor Name". It lists three transactions: 09/04/2015 JAMES B. SCHNUR, 07/09/2015 B&H PHOTO, 80, and 07/07/2015 JAMES B. SCHNUR. A modal window titled "IMPORTANT - Please Read" is overlaid on the screen. It contains the text: "I, JOAN L SCHNUR, certify that the purchases and amounts listed on this account statement are correct and required to fulfill the mission of my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus." Below this text is a "Date: October 29, 2015" field and a "Certification Reason/Comments:" text area. At the bottom of the modal are "Certify" and "Cancel" buttons. The background interface also shows a "Certify" button at the bottom right.

Trans. Date	Vendor Name
09/04/2015	JAMES B. SCHNUR
07/09/2015	B&H PHOTO, 80
07/07/2015	JAMES B. SCHNUR

Trans. Date	Vendor Name	Amount	Actions
09/04/2015	JAMES B. SCHNUR	61	Edit
07/09/2015	B&H PHOTO, 80	25	Edit
07/07/2015	JAMES B. SCHNUR	2	Edit

Statement/Funding total: \$10.00 \$10.00

Click the "Cert. Print" button to obtain the Statement Information screen.

SUNY SECURE WELCOME: SCHNUR Campus: (315) - SUNY PROCTOR 1531 ENVIRONMENTAL [Return to Employee Portal](#) [Sign Up](#)

SUNY Financials P-Card

Workflow - TEST Finance - TEST Human Resources - TEST HR Home [Your Settings](#)

[Cardholder Statement](#)

Statement View

Certified Statement Successfully

Select Period

Statement Cycle: Jul 07 2015 - Aug 06 2015 (Certified)

Statement Information


Statement Date: August 6, 2015
Cardholder Name: JOAN L SCHNUR
Statement Transaction Count: 3

Cardholder Certification: Certified 10/29/2015 by SCHNUR
Default Account: 8607600000
SFS Journal Number: P017324

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
08/04/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$19.61	\$19.61	View
07/09/2015	B&H PHOTO, 800-606-6969	Direct Marketers - Other	8607600000	(\$14.25)	(\$14.25)	View
07/07/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$5.52	\$5.52	View
Statement/Funding Total:				\$10.88	\$10.88	

☒ Uncertify ☐ Cert Print

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A Statement Information box will appear. This will be the form you and your supervisor will sign for your records and to attach to all that month's receipts.

The screenshot shows a web application titled "SUNY SECURE" with a sub-header "SUNY Financials P-Card". The user is logged in as "SCHNUR" on the "TEST ENVIRONMENT". The main navigation bar includes "Worldflow - TEST", "Finance - TEST", "Human Resources - TEST", and "HR Home". The "Cardholder Statement" link is active in the left sidebar. The main content area displays a "Statement Summary" window for the period 07/07/2015 to 08/06/2015. The window contains a "Statement Information" section with fields for Billing Period, Transaction Count, Statement Amount, Cardholder Name, SFS Journal Number, and Certification Status. Below this is a certification statement from JOAN L SCHNUR. The window also includes fields for Cardholder Sign, Date, Supervisor Sign, and Date. At the bottom of the window are "Uncertify" and "Cert Print" buttons. To the right of the window, there is a table with columns "Amount", "Funding Amount", and "Actions". The table lists transactions for 07/07/2015 and 08/06/2015, with a total statement amount of \$10.88 and a funding amount of \$10.88.

Amount	Funding Amount	Actions
\$19.61		View
(\$14.25)		View
\$5.52	\$5.52	View
Statement/Funding Total: \$10.88		

Scroll down and click "Print." You can see in the background that the Cardholder Certification now says Certified with your name and date completed.

SUNY SECURE | Welcome: SCHNUR | Campus: 20180 - SUNY Fredonia | TEST ENVIRONMENT | [Return to Employee Portal](#) | [Sign Off](#)

SUNY Financials P-Card

Workflow - TEST | Finance - TEST | Human Resources - TEST | HR Home

[Cardholder Statement](#) | [Your Settings](#)

Statement Summary - Mozilla Firefox

https://test.suny.edu/pcard/summary/statement-summary.jsf?_afid=108601

NUMBER:

Statement Amount: \$10.88 | Certification Status: 10/29/2015 by SCHNUR | Certified

I, JOAN L SCHNUR, certify that the purchases and amounts listed on this account statement are correct and required to fulfill the mission of my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus.

Cardholder Sign: _____

Date: _____

Supervisor Sign: _____

Date: _____

Comments: _____

[Print](#)

Certified 10/29/2015 by SCHNUR

8607600000

P017324

Amount	Funding Amount	Actions
\$19.61		View
(\$14.25)		View
07/07/2015 JAMES B. SCHWAB CO., INC. Office, Microfilm Equipment 8607600000 \$5.52	\$5.52	View
Statement/Funding Total:		\$10.88 \$10.88

☒ Uncertify | ☐ Cert Print

Record Keeping.....

Please remember each transaction must have a receipt for verification of the purchase.

The cardholder will retain all original receipts and statements for a minimum period of six (6) years plus the current year, for a total of seven (7) years.

It is good business practice to note the University purpose of the purchase directly on your receipts at the time of purchase should that purchase get audited at a future time.

For more procurement card information, please consult the Purchasing Department's web page at www.Fredonia.edu/admin/purchasing/