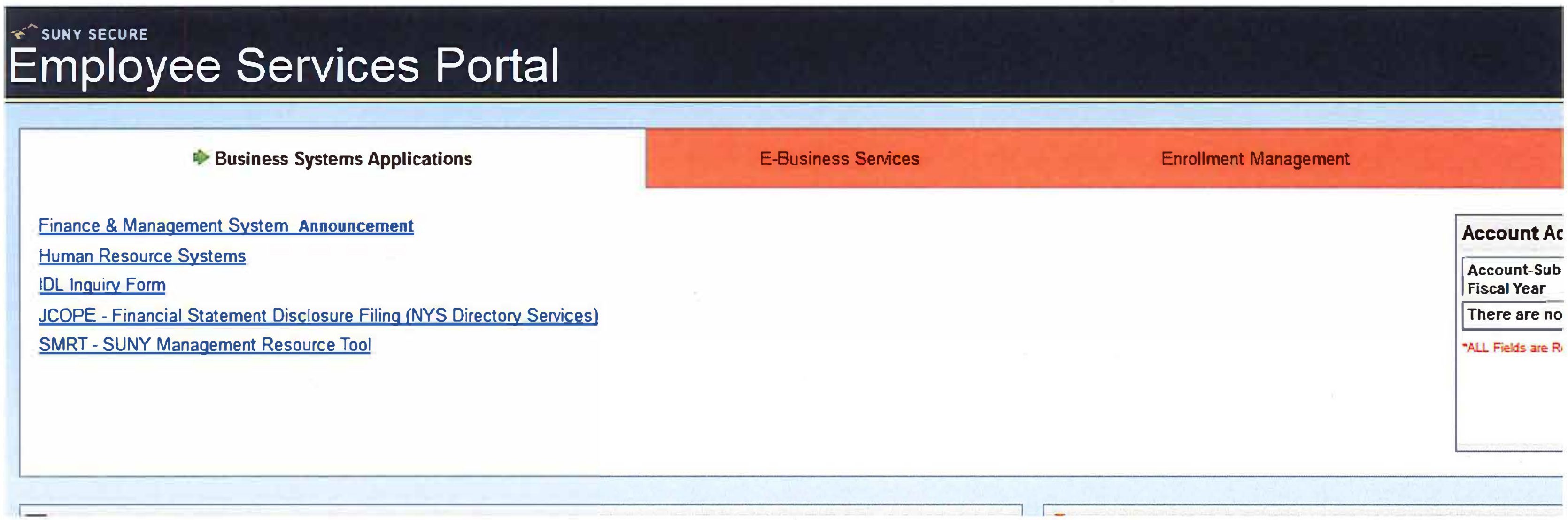
Web P-Card Reconciliation/Certification Process

Cardholder Functions

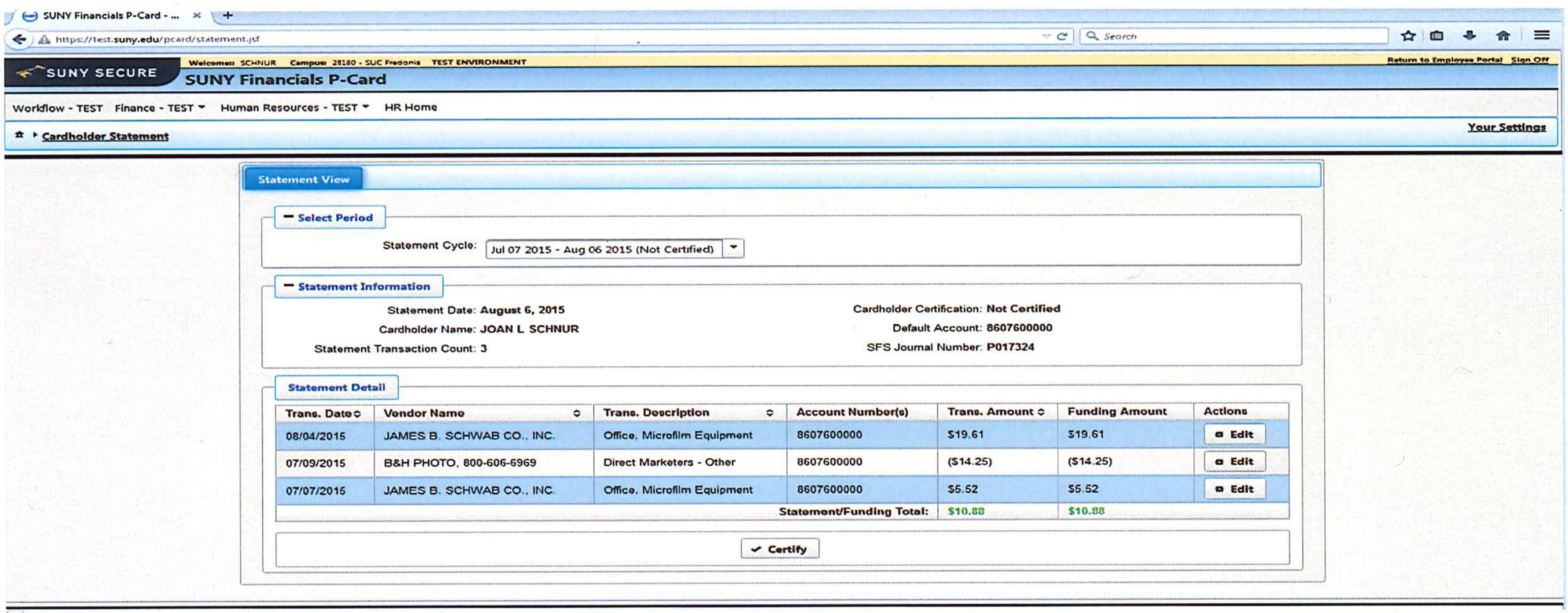
Cardholders are responsible for reviewing their statement transactions and optionally dividing the expenditures for their transactions between departmental accounts. This document will describe how to review transaction(s), divide expenditures and reconcile/certify a statement once all activity for the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

Sign into SUNY Portal. Under the “Business Systems Applications” tab, click ‘
‘Finance & Management System.”

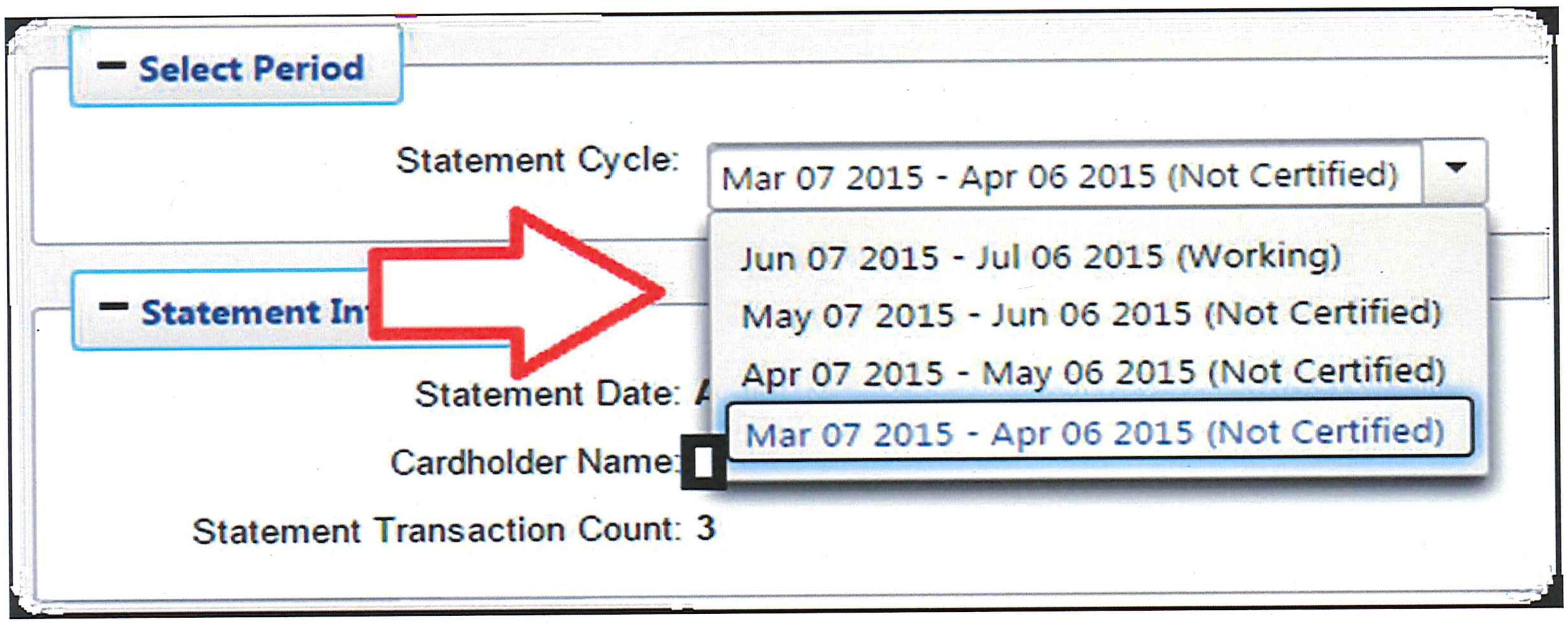


Review Transactions

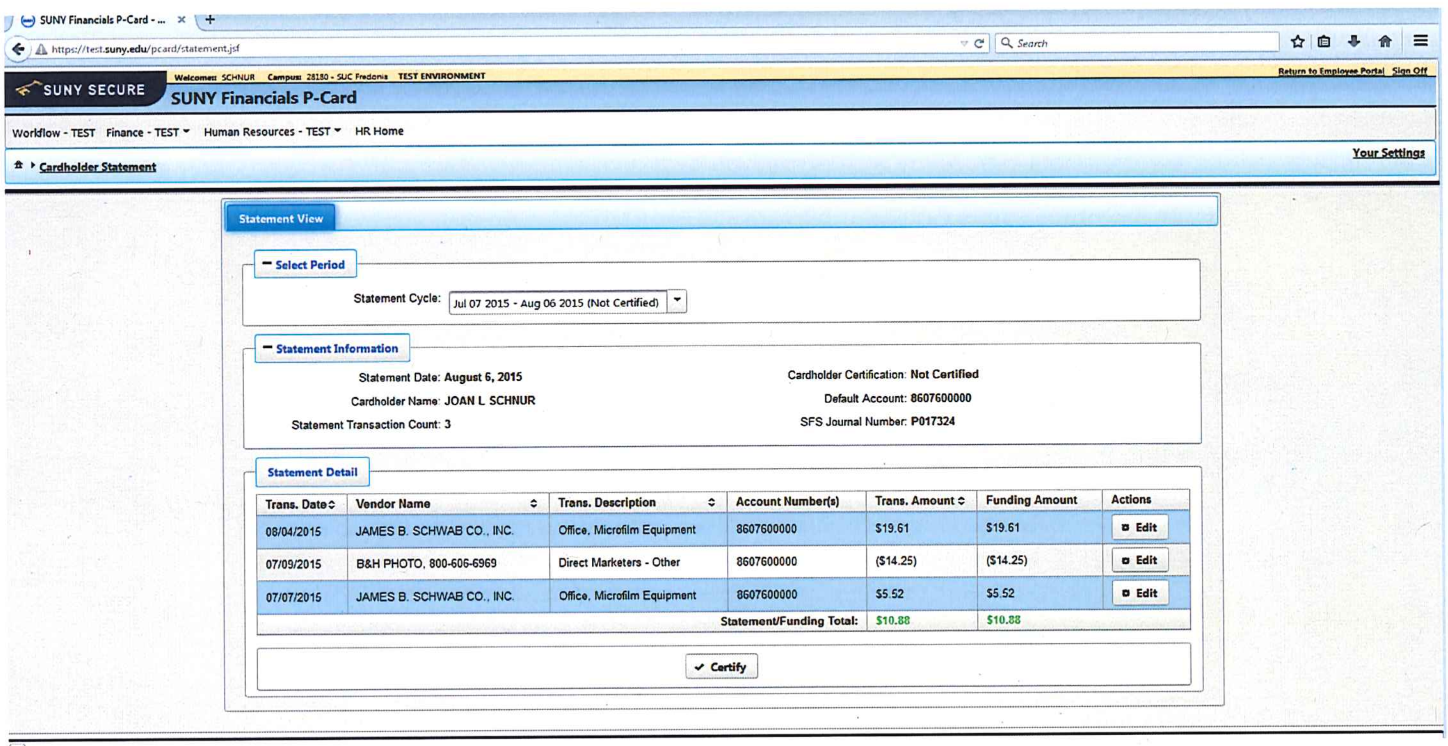
To review your transactions, under Finance (located upper left) under Procurement Card click "Cardholder Statement." The following will be displayed.



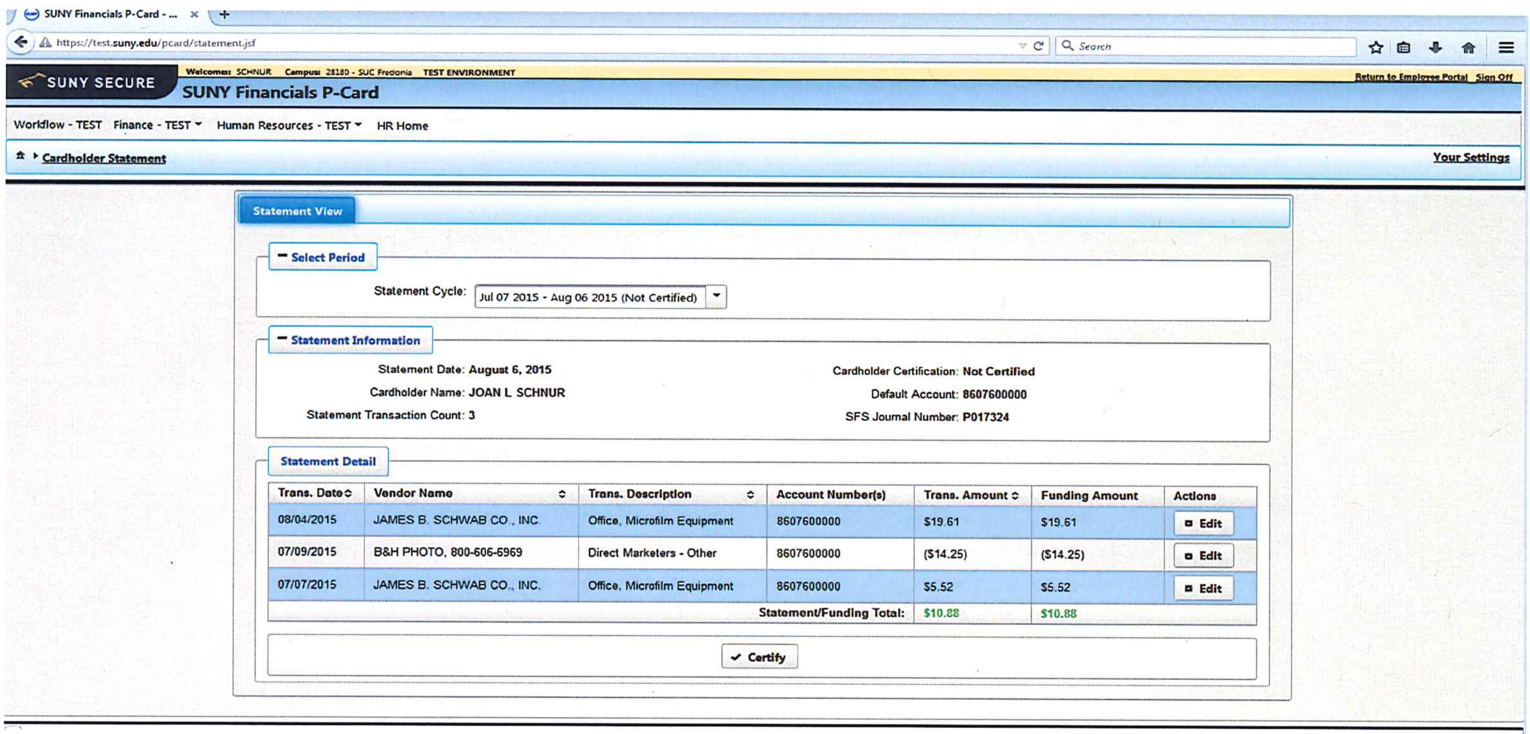
You can select any billing cycle on record via the Statement Cycle drop-down to reconcile/certify or view past/active statements.



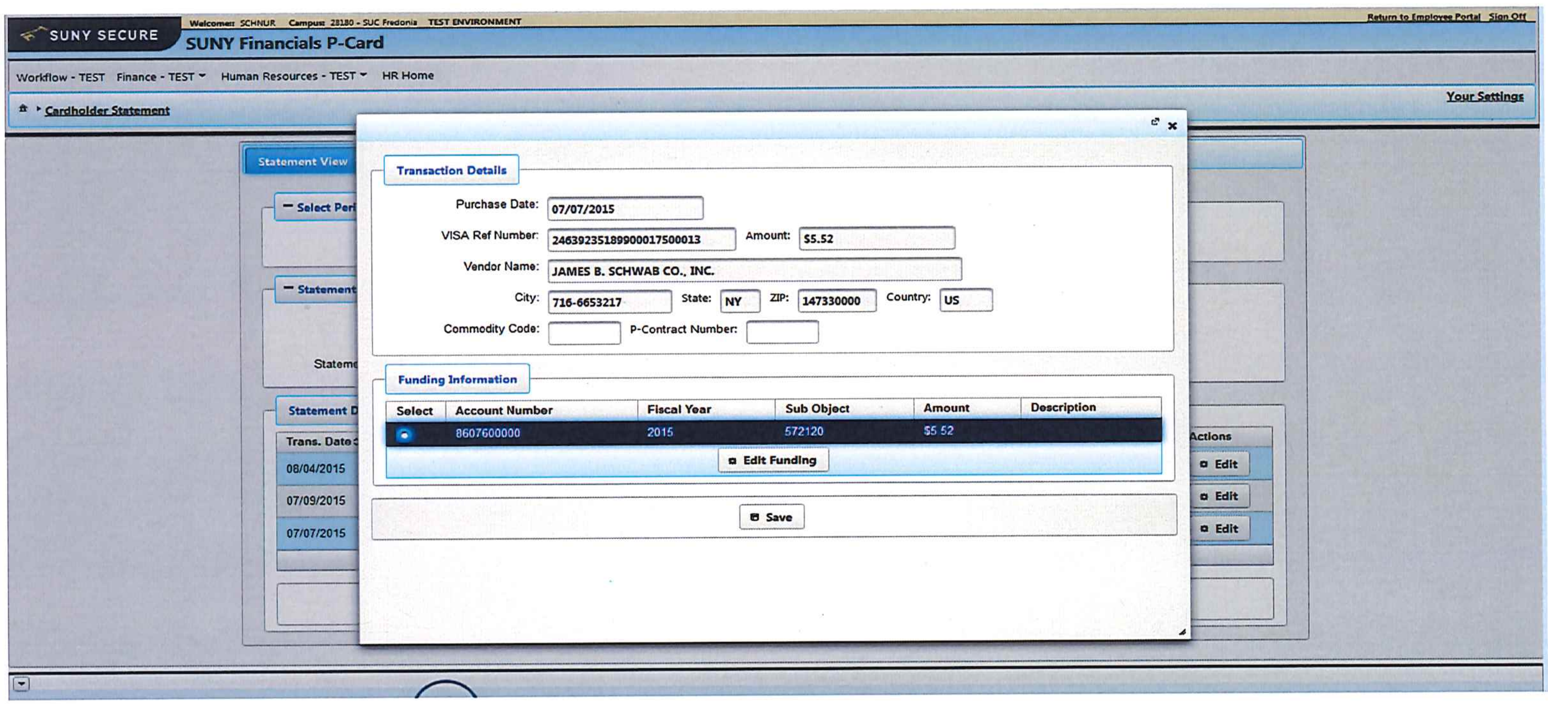
This page will show you information about the selected billing cycle, along with a detail view of transactions made. The transactions are sorted by date and in descending order, but you can also custom-sort the transactions by clicking any table header that has a tick mark.



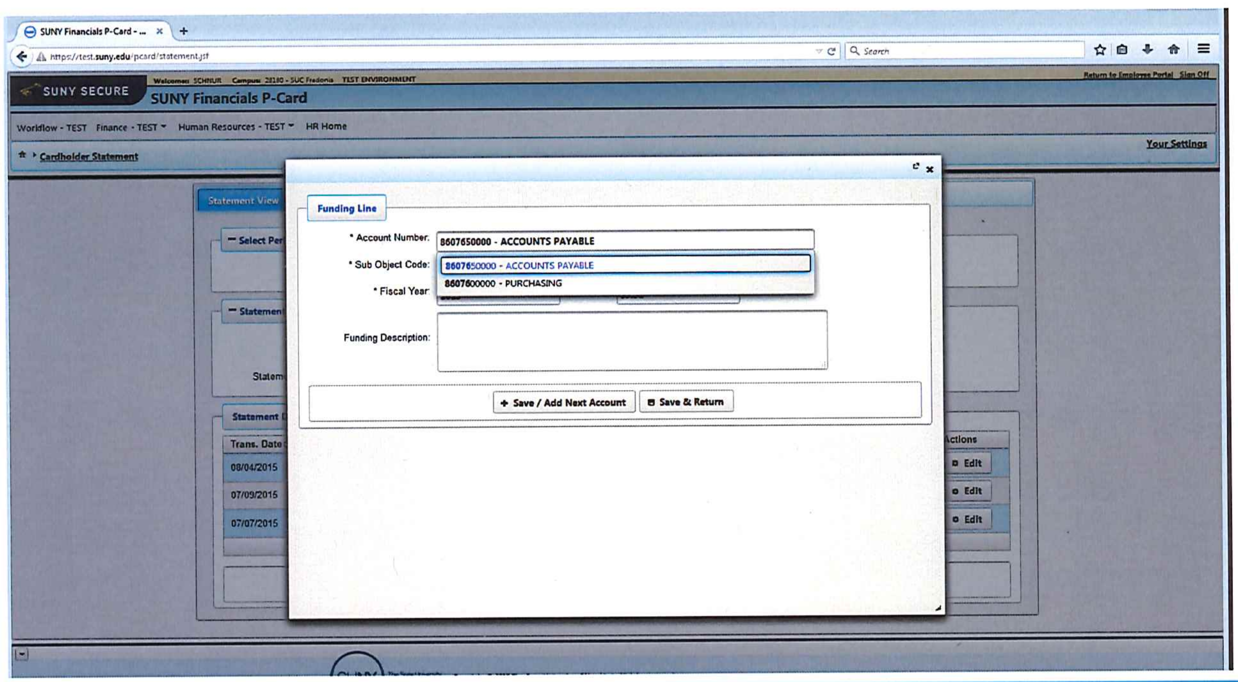
To view detailed information on a transaction, click the "Edit" button located in the rightmost column for the one you wish to view.



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.



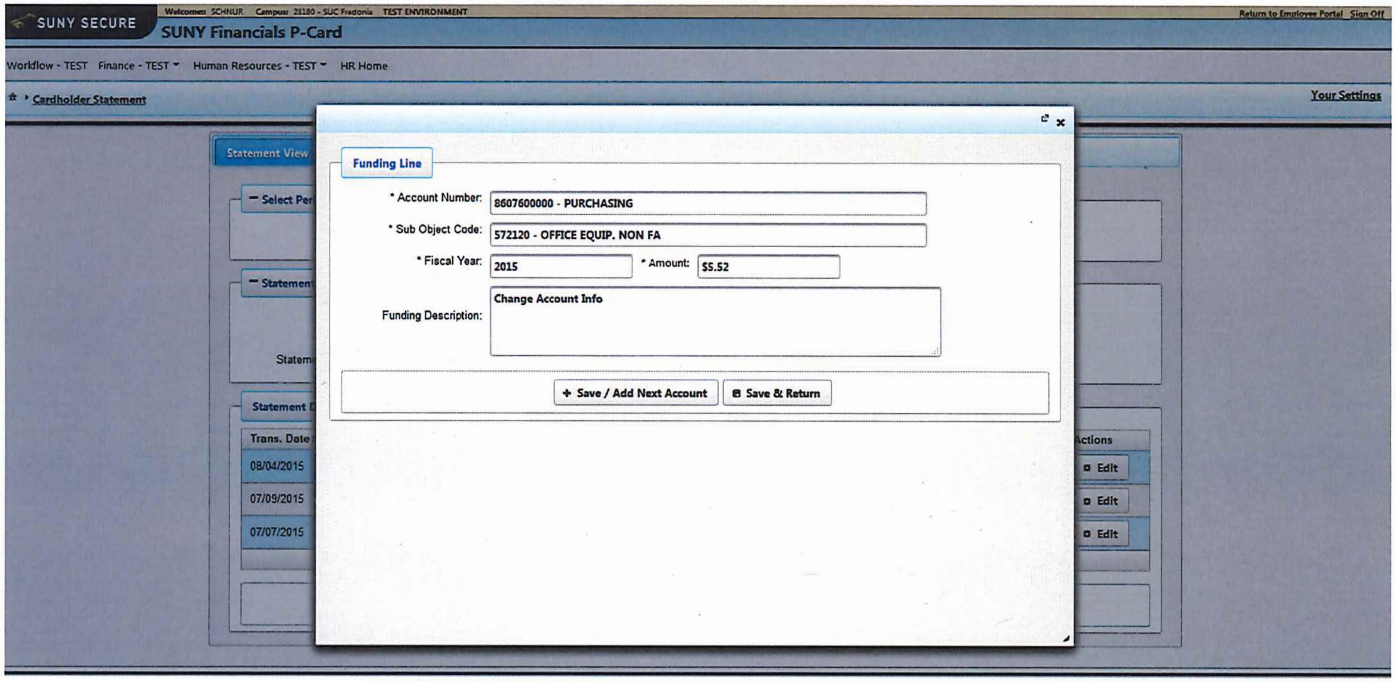
To change an account you would click the "Account Number" box and delete the account. Next start to type the account you would prefer to use. Once you start to type, a drop down list of account(s) will appear. Click on the account you need. Once you have changed your account click "Save & Return."
If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



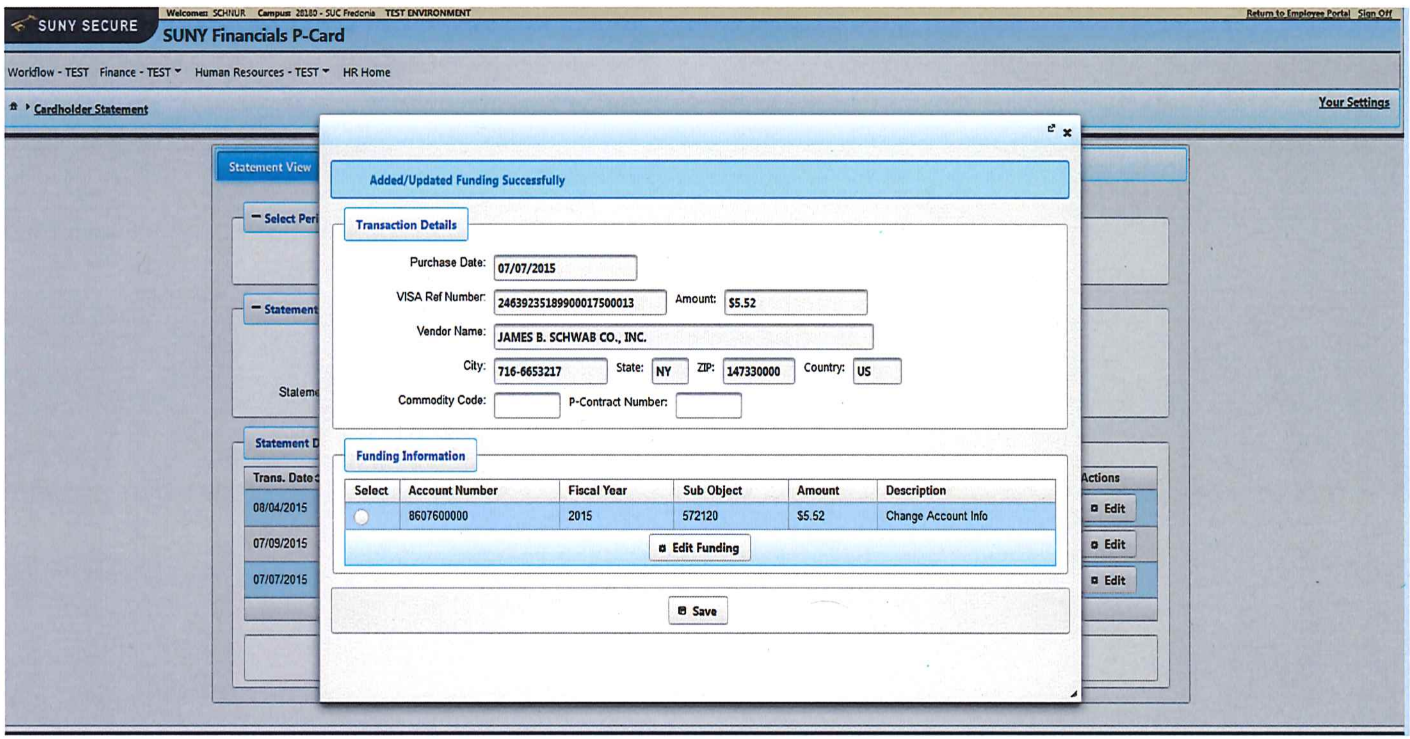
Below is what you would see when making a change to add a second account. The account information will be blank and the dollar value is the remainder that needs to be assigned. When the changes have been made click “Save & Return” button.

Note that there is no limit to how many accounts can be used to reconcile/certify a charge.

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.

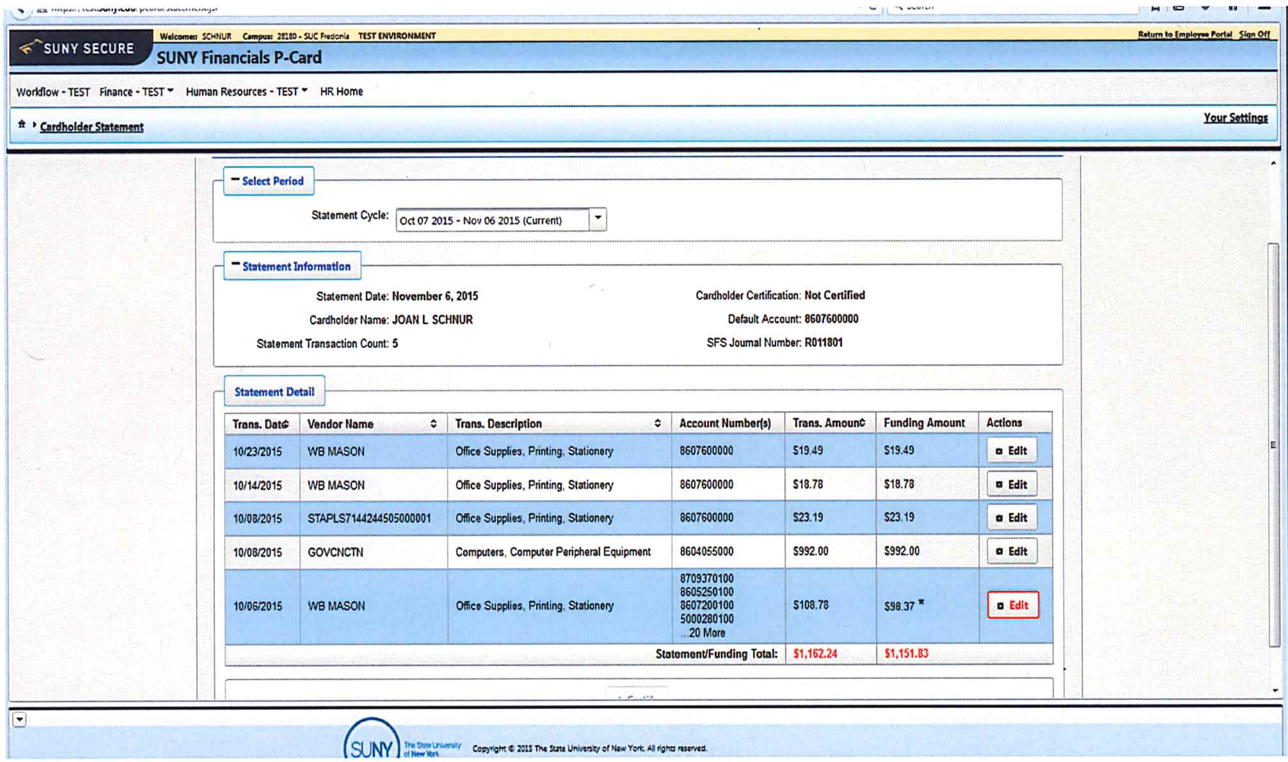


Once all changes for the transaction are made, click “Save” on the Transaction Details page.



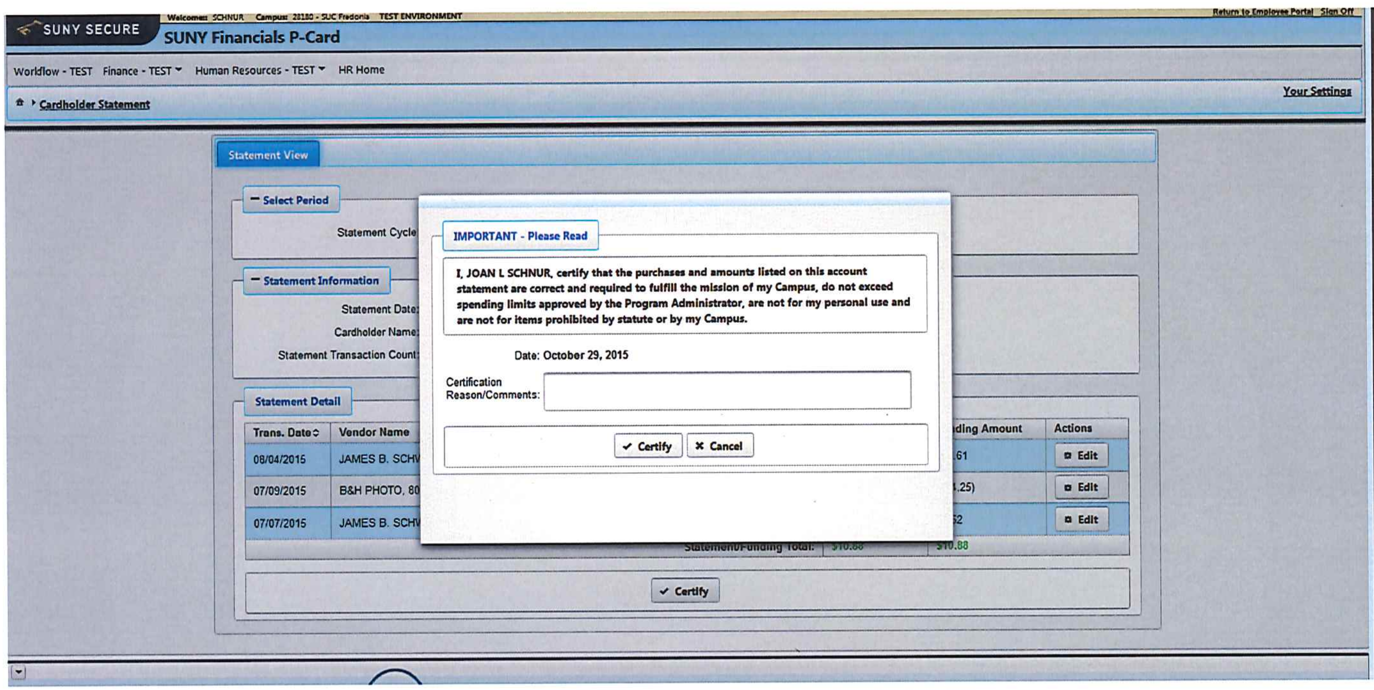
Once the transaction changes are complete and the billing cycle is closed, click "Certify."

**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.

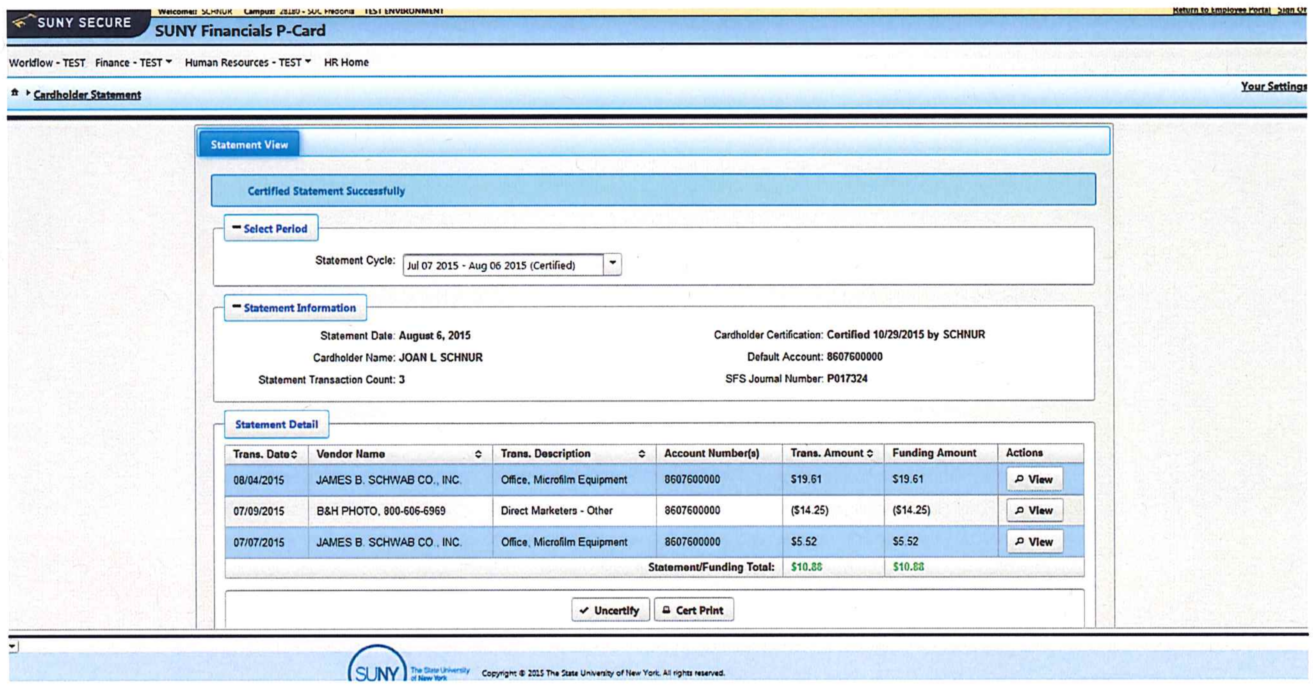


Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
10/23/2015	WB MASON	Office Supplies, Printing, Stationery	8607600000	$19.49	$19.49	Edit
10/14/2015	WB MASON	Office Supplies, Printing, Stationery	8607600000	$18.78	$18.78	Edit
10/08/2015	STAPLS7144244505000001	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	

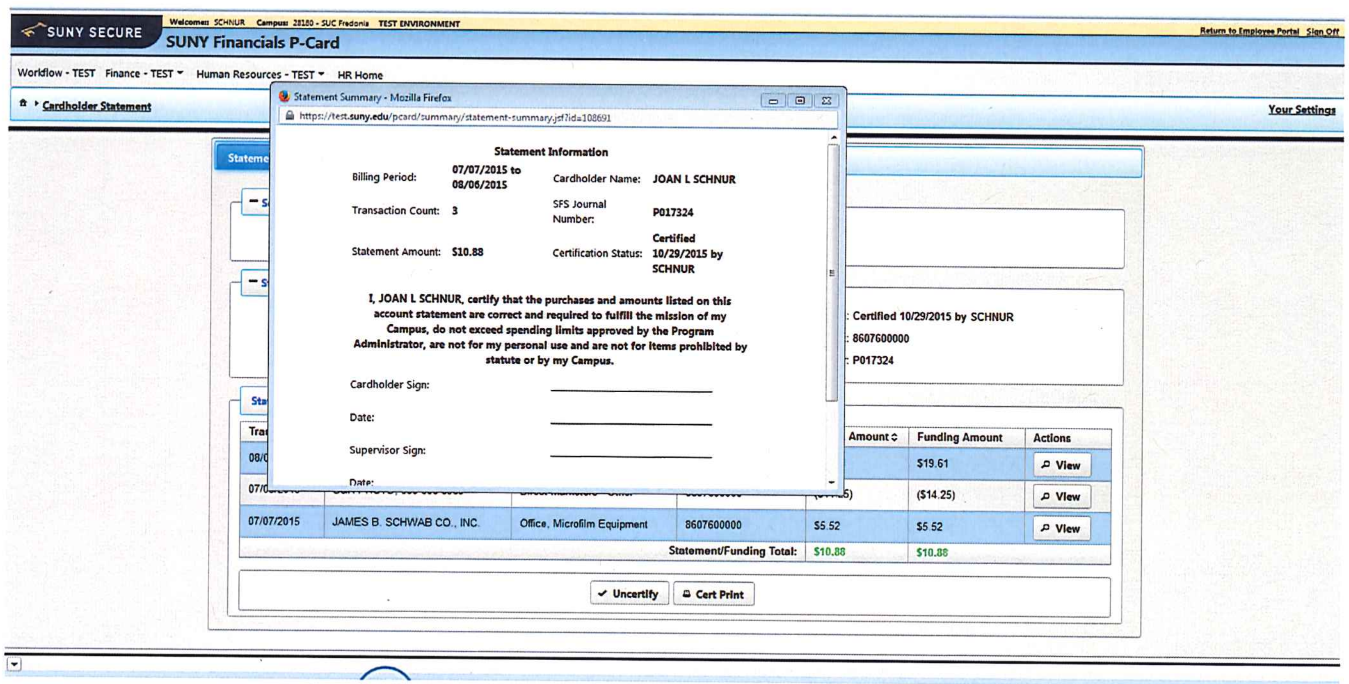
Below is what appears after clicking "Certify." You will be prompted to read and accept the disclaimer. If any comments are needed for this billing cycle certification enter them in the comments section and click "Certify." You do not need to complete the comments section to proceed.



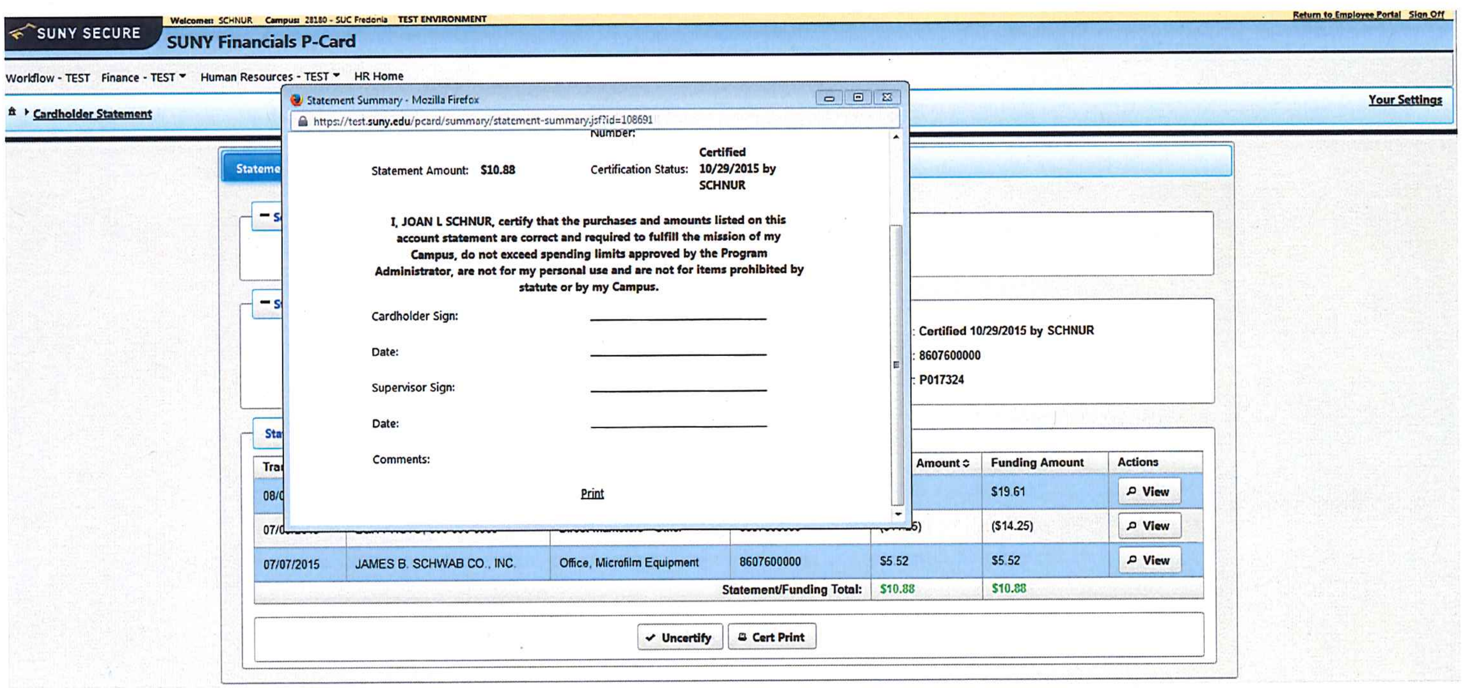
Click the “Cert. Print” button to obtain the Statement Information screen.



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.



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



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/