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Business Services Center
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Reconciling a Procurement Card Transaction in SFS

The State's Procurement Card Program is a method designed to expedite purchases and payments. To reconcile purchases, the cardholder should review the monthly Citibank statement for accuracy and reconcile each charge transaction with vendor receipts and/or invoices in SFS. A procurement card (p-card) may be reconciled as Visa loads individual transactions; however the Citibank statement closes on the 6th of each month and should be reconciled no later than the 13th of each month.

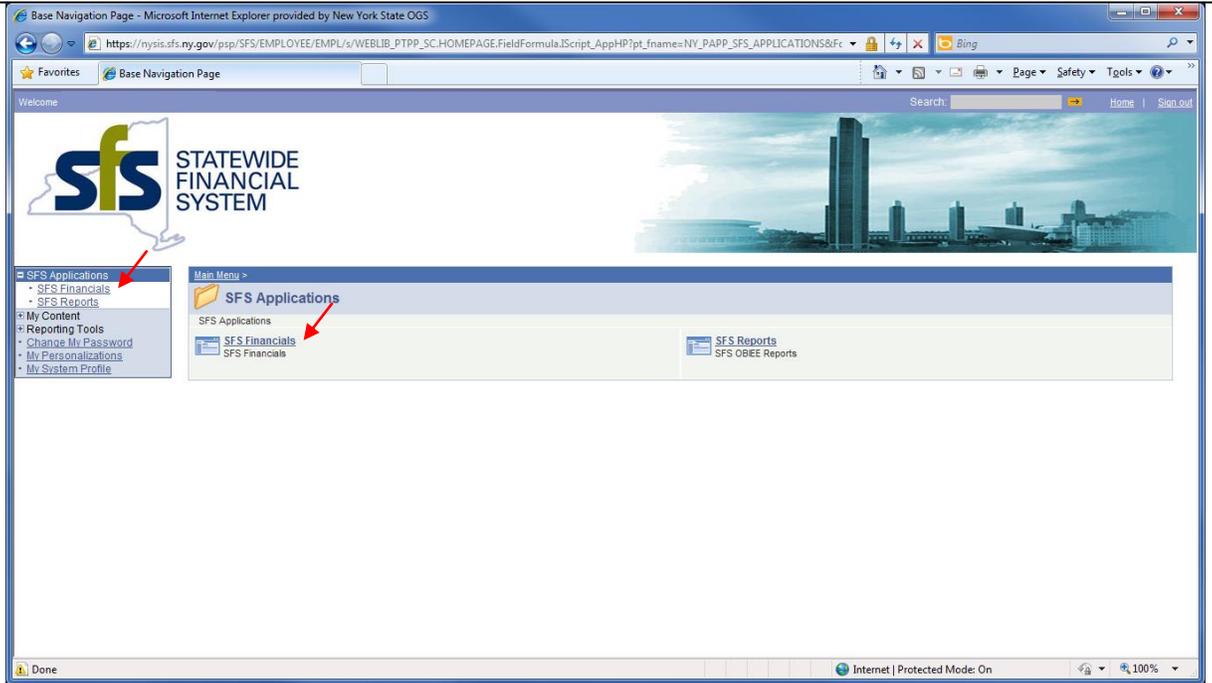
In this module, you will learn how to reconcile a procurement card transaction in SFS.

To begin, click **SFS Applications**.

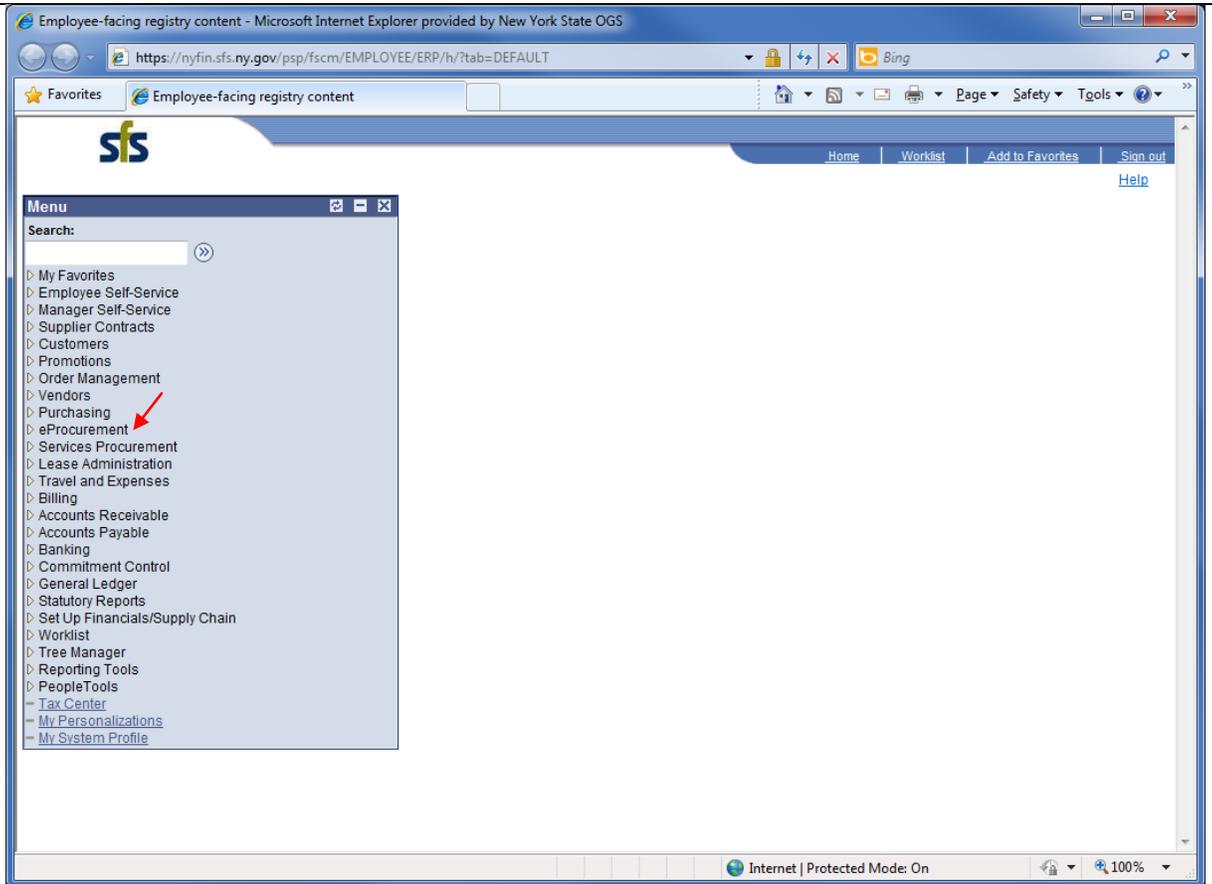
The screenshot shows the SFS Statewide Financial System Agency User Portal. The browser address bar indicates the URL: <https://nysis.sfs.ny.gov/psp/SFS/EMPLOYEE/EMPLU/h?tab=DEFAULT>. The page features a navigation menu on the left with the following items: SFS Applications, My Content, Reporting Tools, Change My Password, My Personalizations, and My System Profile. The main content area is titled "Welcome to the Statewide Financial System (SFS) Agency User Portal" and includes several system alerts. A "My Reports" table is displayed on the right side of the page.

Report	Folder
NYGL0383	NY_BOR
NYGR0039	General
NYGL0363	NY_BOR
NY_CSHBAL_AE	General 2013-02-21-22.20.5
NY_CSHBAL_AE	General 2013-02-20-23.18.0

Click **SFS Financials** (either location).



Click **eProcurement**.



Next, click Procurement Card Center.

Base Navigation Page - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_PTTPP_SC.HOMEPAGE.FieldFormula.IS

Base Navigation Page

Home | Worklist | Add to Favorites | Sign out

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Main Menu > eProcurement

Set up eProcurement; manage or approve eProcurement requisitions or POs.

- Create Requisition: Create a new requisition by browsing or searching company or external catalogs.
- Manage Requisitions: Review requisitions, edit or view status, cancel, receive, and return to vendor.
- Approve Requisitions: Take actions on requisitions that require your approval.
- Buyer Center: Create/edit/approve purchase order; source requisition; process change request.
 - Vendors
 - Receipts
 - Return to Vendors
- Procurement Card Center: Request procurement card; view transactions; maintain merchant cross-reference. (highlighted with a red arrow)
- My Profile: Modify personal information and preferences.

Internet | Protected Mode: On

Click Reconcile Statement.

Procurement Card Center - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_PTTPP_SC.HOMEPAGE.FieldFormula.IS

Procurement Card Center

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Main Menu > eProcurement > Procurement Card Center

Request procurement card; view transactions; maintain merchant cross-reference.

- Review Bank Statement: View statement summaries by credit card vendor, billing date, or status.
- Reconcile: Review, manage, or approve procurement card transactions and disputes. (highlighted with a red arrow)
 - Reconcile Statement
 - Review Disputes
- Review Disputes: Review and enter comments for disputed transactions.
- Reports: Generate reports for procurement card summary and exception reporting.
 - Account Summary
 - Expected Credits
 - Purchase Details
 - Credit Detail By MCG

Internet | Protected Mode: On

The Procurement Card Transactions page is used to review, manage, and approve procurement card transactions loaded in the system.

To show all transactions, click **View All**.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECO

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Reconcile Statement

Procurement Card Transactions

EmpID: Nxxxxxxx Name: SMITH, JOE
 Card Number: xxxxxxxxxx Card Provider: VISAP

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 20 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	12/07/2012	SB COMPUTER AND OFFICE	Staged	289.82 USD	USD	Not Chk'd	Valid	Yes	No
2	12/15/2012	SB COMPUTER AND OFFICE	Staged	325.16 USD	USD	Not Chk'd	Valid	Yes	No
3	12/21/2012	SB COMPUTER AND OFFICE	Staged	194.04 USD	USD	Not Chk'd	Valid	Yes	No
4	01/03/2013	SB COMPUTER AND OFFICE	Staged	107.90 USD	USD	Not Chk'd	Valid	Yes	No
5	01/15/2013	SB COMPUTER AND OFFICE	Staged	348.62 USD	USD	Not Chk'd	Valid	Yes	No
6	01/26/2013	SB COMPUTER AND OFFICE	Staged	497.47 USD	USD	Not Chk'd	Valid	Yes	No
7	02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98 USD	USD	Not Chk'd	Valid	Yes	No
8	02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80 USD	USD	Not Chk'd	Valid	Yes	No
9	02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42 USD	USD	Not Chk'd	Valid	Yes	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Next, select **Show All Columns**.

NOTE: the first transaction is automatically checked.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECO

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Reconcile Statement

Procurement Card Transactions

EmpID: Nxxxxxxx Name: SMITH, JOE
 Card Number: xxxxxxxxxx Card Provider: VISAP

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 20 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
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2	12/15/2012	SB COMPUTER AND OFFICE	Staged	325.16 USD	USD	Not Chk'd	Valid	Yes	No
3	12/21/2012	SB COMPUTER AND OFFICE	Staged	194.04 USD	USD	Not Chk'd	Valid	Yes	No
4	01/03/2013	SB COMPUTER AND OFFICE	Staged	107.90 USD	USD	Not Chk'd	Valid	Yes	No
5	01/15/2013	SB COMPUTER AND OFFICE	Staged	348.62 USD	USD	Not Chk'd	Valid	Yes	No
6	01/26/2013	SB COMPUTER AND OFFICE	Staged	497.47 USD	USD	Not Chk'd	Valid	Yes	No
7	02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98 USD	USD	Not Chk'd	Valid	Yes	No
8	02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80 USD	USD	Not Chk'd	Valid	Yes	No
9	02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42 USD	USD	Not Chk'd	Valid	Yes	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Scroll over to the right until you see the **Description** field.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECO

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Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date	Billing Amount	Cu
Not Chk'd	Valid	Yes	No			01/06/2013	289.82	US
Not Chk'd	Valid	Yes	No			01/06/2013	325.16	US
Not Chk'd	Valid	Yes	No			01/06/2013	194.04	US
Not Chk'd	Valid	Yes	No			01/06/2013	107.90	US
Not Chk'd	Valid	Yes	No			02/06/2013	348.62	US
Not Chk'd	Valid	Yes	No			02/06/2013	497.47	US
Not Chk'd	Valid	Yes	No			03/06/2013	271.98	US
Not Chk'd	Valid	Yes	No			03/06/2013	499.80	US
Not Chk'd	Valid	Yes	No			03/06/2013	246.42	US

Validate Budget

For your agency's reference, enter additional information about the goods or services purchased.

Click **Save**.

Click **Save** often as SFS times out every 20 minutes.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECON_WB_GBL?PORTALPARAM_PTCNAV=EP_CC_RECON_WB_GBL&EOPP.S

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Reconcile Statement

Procurement Card Transactions

EmpID: N0000000 Name: SMITH, JOE
 Card Number: *****XXXX Card Provider: VISA
 Run Budget Validation on Save

Bank Statement

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date
12/07/2012	SB COMPUTER AND OFFICE	Staged	289.82	USD	Not Chk'd	Valid	Yes	No		Office Supplies for BSC Finance	01/06/2013
12/15/2012	SB COMPUTER AND OFFICE	Staged	325.16	USD	Not Chk'd	Valid	Yes	No			01/06/2013
12/21/2012	SB COMPUTER AND OFFICE	Staged	194.04	USD	Not Chk'd	Valid	Yes	No			01/06/2013
01/03/2013	SB COMPUTER AND OFFICE	Staged	107.90	USD	Not Chk'd	Valid	Yes	No			01/06/2013
01/15/2013	SB COMPUTER AND OFFICE	Staged	348.62	USD	Not Chk'd	Valid	Yes	No			02/06/2013
01/28/2013	SB COMPUTER AND OFFICE	Staged	497.47	USD	Not Chk'd	Valid	Yes	No			02/06/2013
02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98	USD	Not Chk'd	Valid	Yes	No			03/06/2013
02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80	USD	Not Chk'd	Valid	Yes	No			03/06/2013
02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42	USD	Not Chk'd	Valid	Yes	No			03/06/2013

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Only one transaction can be processed at a time for this stage.

Click Account Distribution.



Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://myfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL?PORTALPARAM_PTCNAV=EP_CC_RECON_WB_GBL&EOPP.S

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Reconcile Statement

Procurement Card Transactions

EmpID: N0000000 Name: SMITH, JOE
Card Number: *****0000 Card Provider: VISAP
 Run Budget Validation on Save

Bank Statement

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date
<input checked="" type="checkbox"/> 12/07/2012	SB COMPUTER AND OFFICE	Staged	289.82 USD		Not Chk'd	Valid	Yes	No		Office Supplies for BSC Finance	01/06/2
<input type="checkbox"/> 12/15/2012	SB COMPUTER AND OFFICE	Staged	325.16 USD		Not Chk'd	Valid	Yes	No			01/06/2
<input type="checkbox"/> 12/21/2012	SB COMPUTER AND OFFICE	Staged	194.04 USD		Not Chk'd	Valid	Yes	No			01/06/2
<input type="checkbox"/> 01/03/2013	SB COMPUTER AND OFFICE	Staged	107.90 USD		Not Chk'd	Valid	Yes	No			01/06/2
<input type="checkbox"/> 01/15/2013	SB COMPUTER AND OFFICE	Staged	348.62 USD		Not Chk'd	Valid	Yes	No			02/06/2
<input type="checkbox"/> 01/28/2013	SB COMPUTER AND OFFICE	Staged	497.47 USD		Not Chk'd	Valid	Yes	No			02/06/2
<input type="checkbox"/> 02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98 USD		Not Chk'd	Valid	Yes	No			03/06/2
<input type="checkbox"/> 02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80 USD		Not Chk'd	Valid	Yes	No			03/06/2
<input type="checkbox"/> 02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42 USD		Not Chk'd	Valid	Yes	No			03/06/2

Select All Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Internet | Protected Mode: On

Your default **ChartFields** coding is automatically populated. ChartFields are codes used to categorize financial and budget transactions.

The **Account** code for every transaction defaults to Office Supplies. If the transaction is not an office supply, alter to properly identify the transaction type.

Override **Chartfields** to correct budget coding information for the charge. If you are not sure of the proper coding, check with your budget office.

Click **OK**.

NOTE: The SpeedChart functionality does not work in this module.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECON

Reconcile Statement

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New Window | Help

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
Billing Date: 01/06/2013 Billing Amount: USD 289.82 Unit Price: 289.82000
SpeedChart: Transaction Unit Price: 289.82000 *Distribute by: Amount

Distributions

Chartfields Details/Tax Statuses

Dist Percent	Amount	Currency	*GL Unit	Dept	Program	Fund	*Account	Product	Bud Ref	PC Bus Unit	Proj
1 100.0000	289.82	USD	OGS01	1140321	26287	10050	57032		2012-13		

OK Cancel Refresh

Internet | Protected Mode: On

The charge may require multiple Chartfield codes if items on one transaction need to have different ChartFields.

The transaction amount can be split amongst the rows in any way desired, but the billing amounts must equal the transaction amount.

Scroll to the right hand side of the screen. Click the + button  to add the number of rows required to document costs.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON

Reconcile Statement

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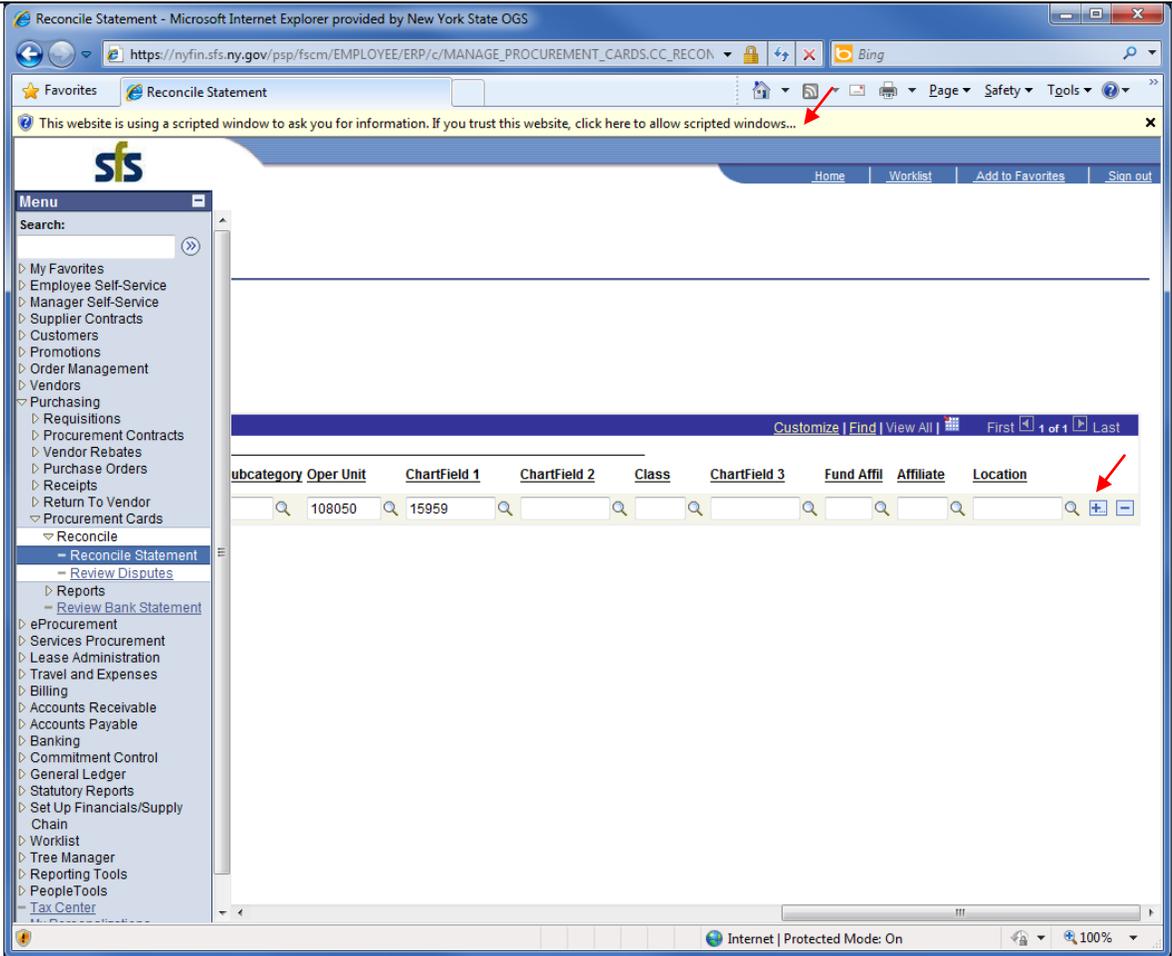
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Customize | Find | View All | First 4 of 1 Last

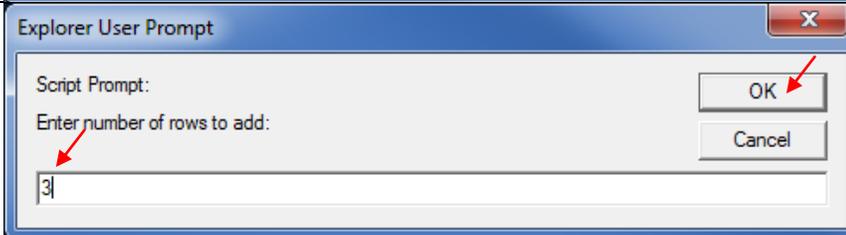
Subcategory	Oper Unit	ChartField 1	ChartField 2	Class	ChartField 3	Fund Affil	Affiliate	Location
	108050	15959						

Internet | Protected Mode: On

If this notice comes up, click the yellow line and select **Temporarily Allow Scripted Windows**. Click the plus sign  again.



Enter number of rows to add.
Click **OK**.



Enter **Amounts** and adjust Chartfields coding.

In this example, the transaction is split amongst four rows.

Click **OK**. This action returns you to **Procurement Card Transactions**.

Reconcile Statement - Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 01/06/2013 Billing Amount: USD 289.82 Unit Price: 289.82000
 SpeedChart: Transaction Unit Price 289.82000 *Distribute by: Amount

Dist	Percent	Amount	Currency	*GL Unit	Dept	Program	Fund	*Account	Product	Bud Ref	PC Bus Unit	Proj
1	18.9773	55.00	USD	OGS01	1140321	26287	10050	57032		2012-13		
2	47.3501	137.23	USD	OGS01	1140321	26287	10050	55062		2012-13		
3	16.5620	48.00	USD	OGS01	1140321	26287	10050	56004		2012-13		
4	17.1106	49.59	USD	OGS01	1140321	26287	10050	57032		2012-13		

Buttons: OK, Cancel, Refresh

For the transaction you just coded in **Account Distribution**, you will note that **Yes** is now highlighted under **Redistributed**.

Reconcile Statement - Procurement Card Transactions

EmplID: Nxxxxxxx Name: SMITH, JOE
 Card Number: xxxxxxxxxxxxxx Card Provider: VISAP
 Run Budget Validation on Save

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Refer
12/07/2012	SB COMPUTER AND OFFICE	Staged	289.82	USD	Not Chk'd	Valid	Yes	No	
12/15/2012	SB COMPUTER AND OFFICE	Staged	325.16	USD	Not Chk'd	Valid	Yes	No	
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02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98	USD	Not Chk'd	Valid	Yes	No	
02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80	USD	Not Chk'd	Valid	Yes	No	
02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42	USD	Not Chk'd	Valid	Yes	No	

Buttons: Select All, Clear All, Stage, Verify, Validate Budget

You may want to add comments about the transaction. If the transaction has been disputed, comments must be written here.

To add comments, click **Comments**.

A separate comment window will open.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECON

Reconcile Statement

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EmpID: Nxxxxxxx Name: SMITH, JOE

Card Number: *****xxxxx Card Provider: VISAP

Run Budget Validation on Save

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02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98 USD		Not Chk'd	Valid	Yes	No	
02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80 USD		Not Chk'd	Valid	Yes	No	
02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42 USD		Not Chk'd	Valid	Yes	No	

Select All Clear All

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Add any comments to explain the transaction.

Click **OK**.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECON_WB_GBL7PORTALP

Reconcile Statement

Menu

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Reconcile Statement

Line Comments

Line: 1 Description: Office Supplies for BSC Finance

Reference:

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status: Active

Requested refund from vendor as shredder was returned.

Associated Document

Attachment:

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Continue to reconcile all the transactions on your statement.

Once *all* transactions are complete, click **Save**.

Reconcile Statement - Microsoft Internet Explorer provided by New York State OGS

https://nyfin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECON_WB.GBL?PORTALP

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Reconcile Statement

Procurement Card Transactions

EmpID: Nxxxxxxx Name: SMITH, JOE
Card Number: *****xxxxx Card Provider: VISAP
 Run Budget Validation on Save

Bank Statement

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference
<input checked="" type="checkbox"/> 12/07/2012	SB COMPUTER AND OFFICE	Staged	289.82 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 12/15/2012	SB COMPUTER AND OFFICE	Staged	325.16 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 12/21/2012	SB COMPUTER AND OFFICE	Staged	194.04 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 01/03/2013	SB COMPUTER AND OFFICE	Staged	107.90 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 01/15/2013	SB COMPUTER AND OFFICE	Staged	348.62 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 01/26/2013	SB COMPUTER AND OFFICE	Staged	497.47 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80 USD	USD	Not Chk'd	Valid	Yes	No	
<input type="checkbox"/> 02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42 USD	USD	Not Chk'd	Valid	Yes	No	

Select All Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

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Once the transaction has been confirmed and coding is correct, change the Status to **Verified** for each transaction.

NOTE:

Transactions can be verified individually (by selecting the transaction and the Verified list item), in multiples (by selecting the transactions and then the Verify button), or all at once (by clicking the Select All link and then the Verify button).

Click **Save**.

The screenshot shows the 'Reconcile Statement' web application interface. The main content area displays a table of 'Procurement Card Transactions' with columns for Trans Date, Merchant, Status, Transaction Amount, Currency, Budget Status, Chartfield Status, Redistrib, and Voucher Error. The first transaction is selected, and its status dropdown menu is open, showing 'Staged' and 'Verified' options. A red arrow points to the 'Verified' option. Below the table, there are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'. A red arrow points to the 'Save' button.

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	12/07/2012	SB COMPUTER AND OFFICE	Staged	289.82	USD	Valid	Valid	No	No
2	12/15/2012	SB COMPUTER AND OFFICE	Verified	325.16	USD	Valid	Valid	No	No
3	12/21/2012	SB COMPUTER AND OFFICE	Staged	194.04	USD	Valid	Valid	Yes	No
4	01/03/2013	SB COMPUTER AND OFFICE	Staged	107.90	USD	Valid	Valid	Yes	No
5	01/15/2013	SB COMPUTER AND OFFICE	Staged	348.62	USD	Valid	Valid	Yes	No
6	01/26/2013	SB COMPUTER AND OFFICE	Staged	497.47	USD	Valid	Valid	Yes	No
7	02/09/2013	SB COMPUTER AND OFFICE	Staged	271.98	USD	Valid	Valid	Yes	No
8	02/09/2013	SB COMPUTER AND OFFICE	Staged	499.80	USD	Valid	Valid	Yes	No
9	02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42	USD	Valid	Valid	Yes	No

Once saved, **Budget Check** will process automatically in SFS every two hours starting at 8:00 AM and ending at 4:00 PM. Allow 20 minutes for completion.

After Budget Check runs, check **Budget Status**. It should be *Valid* for all transactions. If budget status is *Not Valid*, contact your budget office to rectify (it may require moving monies or coding changes).

Reconcile Statement

Procurement Card Transactions

EmpID: N000000000 Name: SMITH, JOE
 Card Number: *****xxxxx Card Provider: VISAP
 Run Budget Validation on Save

Bank Statement Customize | Find | View All | First | 1-9 of 20 | Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	12/07/2012	SB COMPUTER AND OFFICE	Staged	289.82 USD	USD	Valid	Valid	No	No
2	12/15/2012	SB COMPUTER AND OFFICE	Staged	325.16 USD	USD	Valid	Valid	No	No
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9	02/14/2013	SB COMPUTER AND OFFICE	Staged	246.42 USD	USD	Valid	Valid	Yes	No

Select All Clear All

