



Reconciling Procurement Card Expense in

M A P S

Management Accounting and Procurement Services

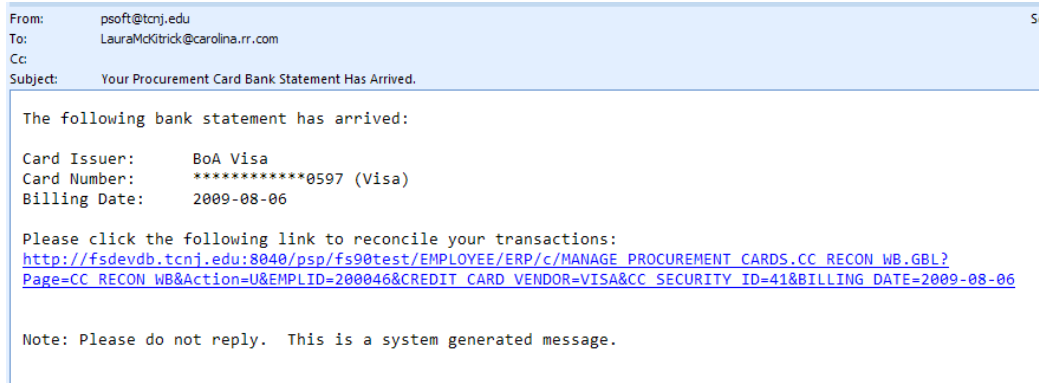
FINANCE & BUSINESS SERVICES

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Getting Started with Reconciling Pcard Expenses

Custodians & Approvers will be responsible for reconciling Pcard expenses twice a month on the **6th** and the **20th** of the month. Custodians will receive an email from pssoft@tcnj.edu informing them that Pcard transactions have been downloaded from Bank of America. See email illustration below.



Upon receipt of the system generated email above or notification from the Card Custodian --click on the link in the email to logon to MAPS. You can also logon to MAPS from our homepage at: www.tcnj.edu/~budfin



STEP 1:

Enter your email
Username and
password in all
lowercase and

Click **Sign In**

MAPS MANAGEMENT ACCOUNTING & PROCUREMENT SERVICES

Please login using your email username and password!

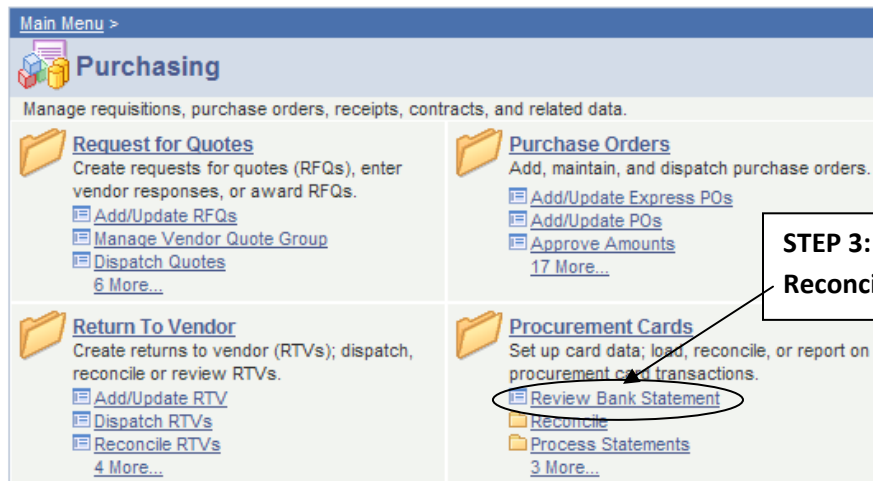
Username

Password:

Sign In

FINANCE & BUSINESS SERVICES

STEP 2: Click on
Purchasing



STEP 3: Click
Reconcile

Reconcile
Review, manage, or approve procurement card transactions and disputes.
[Reconcile Statement](#)

STEP 4: Click on Reconcile Statement

View Transactions and verify chartfields are correct.

Cardholders should view the transactions to make sure they are valid. Next Custodians should verify the chartfields to ensure they are charged to the appropriate cost center by clicking on the distribution icon.

STEP 5: Click Distribution icon to verify chartfields

Reconcile Statement

Procurement Card Transactions

EmpID: 200046 Name: Health Services
Card Number: *****0597 Card Provider: VISA

Bank Statement Customize | Find | View All | First 1 of 1 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>	07/24/2009	MCMMASTER-CARR	Staged	197.39	USD	Valid	No	No

Select All Clear All


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

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

Dist	Percent	Amount	Currency	GL Unit	Account	Fund	Dept	Program	Class	Project
1	100.0000	197.39	USD	TCNJ1	53201	26	6101	AP010	06	

Note: Reviewers and Approvers do not have the ability to change the chartfield distributions.

To change chartfields email budfin@tcnj.edu.

Step 6: If chartfields are correct... click on the  **Comments icon**, to enter comments and/or justification for unique Pcard purchases and attach a scanned copy of the receipt(s) for the transaction.

Step 7: To attach receipts, select the **attach button** and **browse**. Next select the file you want to attach and **Select Upload**.

Reconcile Statement

Line Comments

Line: 1 Description:
Reference:

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

Comments: Status: Active

Testing comments

Associated Document

Attachment:

C:\Laura\Receipt files Tenrox\2009-on expenses\Gas cha

Step 8: The receipts can then be viewed or deleted. To view PDF files click **View**. To view all other formats hold **Ctrl+View** until the file opens. To attach more than one file click on the + button and repeat step 7.

Reconcile Statement

Line Comments

Line: 1 Description:
Reference:

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

Comments: Status: Active

Testing comments

Associated Document

Attachment: Gas_charge.pdf Attach **View** **Delete**

OK Cancel Refresh

Step 9: Change the status to **verified** and then **save** the transaction.

Reconcile Statement

Procurement Card Transactions

EmplID: 200046 Name: Health Services
Card Number: *****0597 Card Provider: VISA

Bank Statement Customize | Find | View All First 1 of 1 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	07/24/2009	MCMaster-CARR	Staged	197.39	USD	Valid	No	No

Select All Clear All

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

Save **Notify** **Refresh**

To verify all transactions at once click **select all** and click on the yellow **Verify** icon.

Reconcile Statement

Procurement Card Transactions

EmplID: 200046 Name: Jennings, Philip
Card Number: *****0597 Card Provider: VISA

Bank Statement Customize | Find | View All First 1 of 1 Last


Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	07/24/2009	MCMaster-CARR	Verified	197.39	USD	Valid	No	No

Select All Clear All **Verify**

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

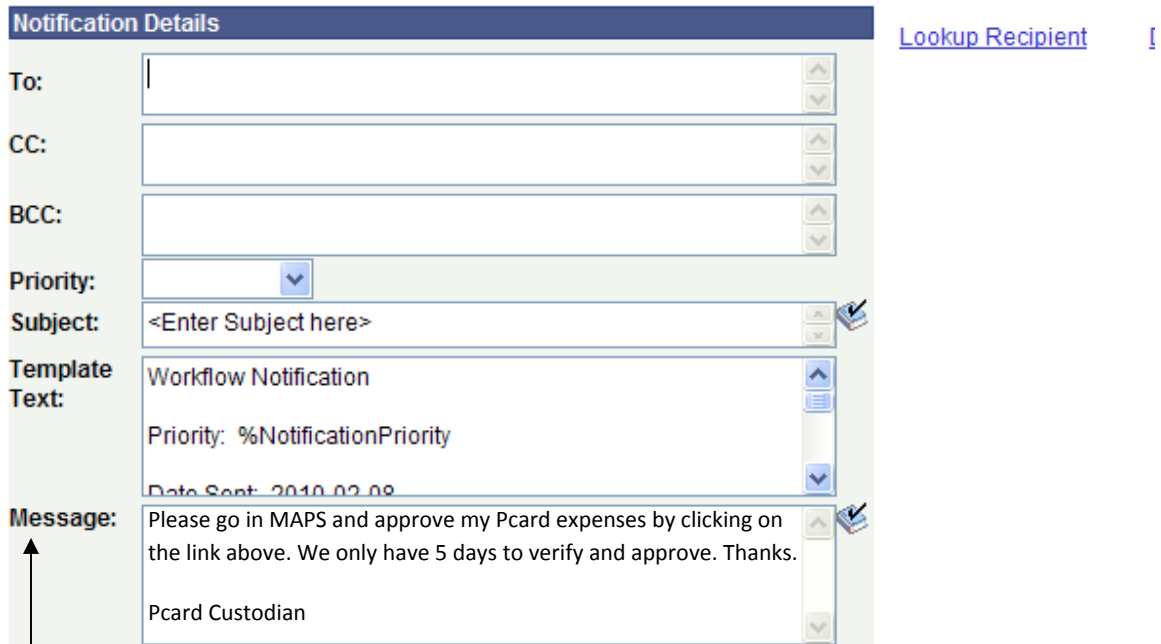
Save **Notify** **Refresh**

Send Notification to Approver

The reviewer has the ability to send a notification to their approver to inform them that a transaction needs to be approved. From the Reconcile Statement page, **select the Notify button** .

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of



Notification Details [Lookup Recipient](#)

To:

CC:

BCC:

Priority:

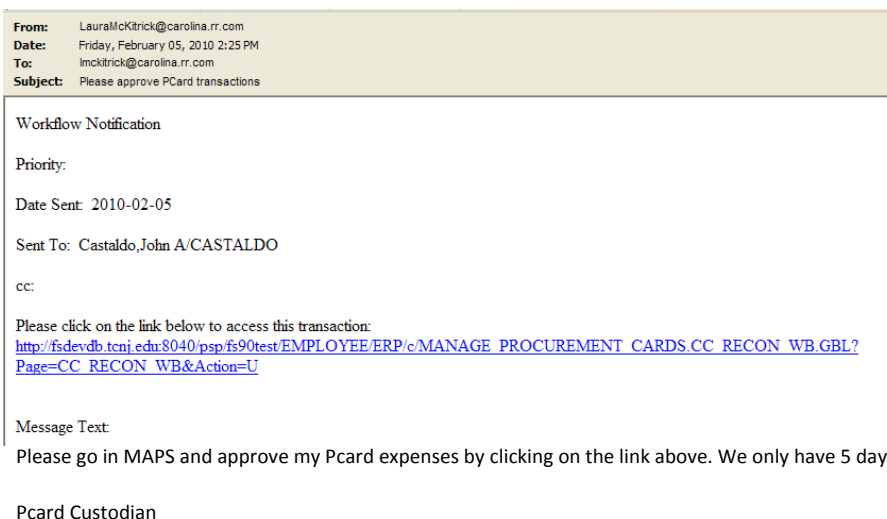
Subject: <Enter Subject here>

Template Text: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2010-02-08

Message: Please go in MAPS and approve my Pcard expenses by clicking on the link above. We only have 5 days to verify and approve. Thanks.
Pcard Custodian

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

Step 10: Enter the approver's email address @tcnj.edu and type your message to them under **MESSAGE**. The email message illustrated below.



From: LauraMcKittrick@carolina.rr.com
Date: Friday, February 05, 2010 2:25 PM
To: lmcitrick@carolina.rr.com
Subject: Please approve PCard transactions

Workflow Notification

Priority:

Date Sent: 2010-02-05

Sent To: Castaldo,John A/CASTALDO

cc:

Please click on the link below to access this transaction:
http://fsdevdb.tcnj.edu:8040/psp/fs90test/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL?Page=CC_RECON_WB&Action=U

Message Text:

Please go in MAPS and approve my Pcard expenses by clicking on the link above. We only have 5 days to verify and approve. Thanks.

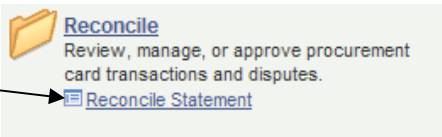
Pcard Custodian

Supervisors/Approver must approve the transactions

Click on: **Purchasing, Procurement Card, Reconcile, Reconcile Statement**



Approvers won't be able to modify transactions unless the Custodian has changed the status to verified.



If you manage one card custodian, you will be taken directly to the list of transactions. If you manage multiple custodians, you will receive the following search page:

Step 11: Select the role name “**Approver**” and then select the Employee name for the Custodian expenses you want to approve. Click **SEARCH**. To search all select all Card Custodians you supervise leave the Employee field blank and click **SEARCH**.

Reconcile Statement Search

Role Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Employee Name:	<input type="text"/>
Card Issuer:	<input type="text"/>
Card Number:	<input type="text"/>
Transaction Number:	<input type="text"/>
Sequence Number:	<input type="text"/>
Line Number:	<input type="text"/>
Billing Date:	<input type="text"/>
Statement Status:	<input type="text"/>
Budget Status:	<input type="text"/>
Chartfield Status:	<input type="text"/>
Merchant:	<input type="text"/>
Transaction Date:	<input type="text"/>
Charge Type:	<input type="text"/>
Posted Date:	<input type="text"/>

Step 12: The approver can review the line details, see the comments and receipts and view the chartfield distribution. The approver should select the lines by click the check box, change the status from verified to **Approved** and **Save** the transaction(s). To approve all transactions at once click **Select All** and click on the yellow **Approve** icon.

Reconcile Statement

Procurement Card Transactions

EmpID: 200046 Name: Health Services
 Card Number: *****0597 Card Provider: VISA

Bank Statement Customize | Find | View All First 1 of 1 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>	07/24/2009	MCMMASTER-CARR	Approved	197.39	USD	Valid	No	No

Select All Clear All **Approve**

Search Purchase Details Split Line Distribution Template

Save **Notify** **Refresh**

Click here to view comments and receipts

Click here to view the account, fund, deptid, class, program or prj/grant

Review Statement Status

Step 13: Custodians and Approvers has the ability to review the bank statement for a specific cycle. To review the status of the transactions on the statement click:

Purchasing, Procurement Card, Reconcile, Review Bank Statement

Review Statement Selection Criteria

Role Name: Procurement Card Administrator

Card Issuer: VISA

Billing Date: 04/20/2010

Statement Status: All Trans

Search

Select your Role as **Approver**. Next select the **Card Issuer** and the **Billing Date** you want to view and click **SEARCH**.

MAPS bank statement status definitions

Statement Summary

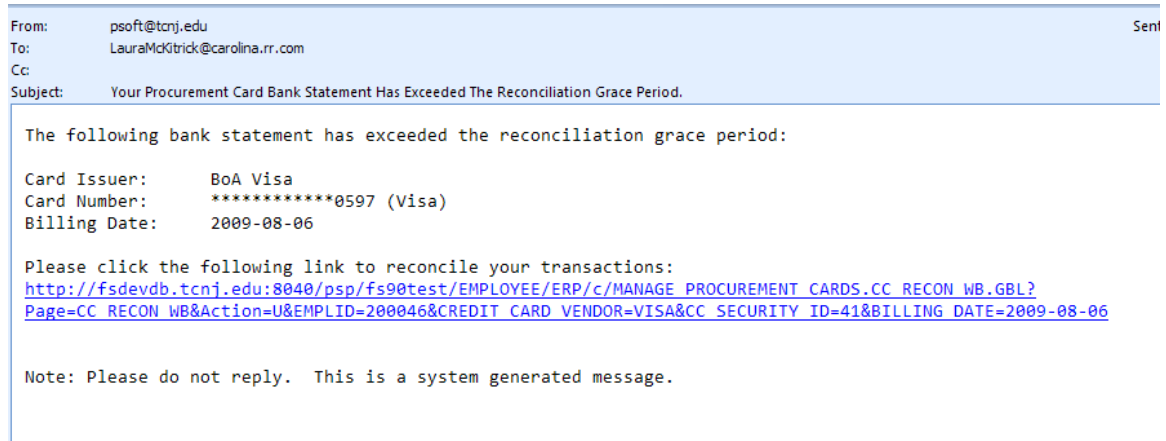
Card Issuer: VISA Billing Date: 04/20/2010
 Total Amount: 25,881.34 Currency: USD

Display Unmasked Card Number

EmpID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher
206193	*****0787	04/13/2010	24610430104010175522031	39.72	USD	THE HOME DEPOT #0976	Staged	
206193	*****0787	04/13/2010	24013390104017017813261	10.27	USD	VILLAGE HARDWARE	Staged	
200929	*****1124	04/08/2010	24692160098000583864119	40.00	USD	MAG*DIVERSE ISSUES IN	Staged	
202187	*****0308	04/16/2010	24445000107225488781194	71.55	USD	COLLEGE-O-NJ-BKSTORE#7590	Staged	

- Stage Status** (statement has been downloaded from bank but not verified by custodian or approved)
- Verified** (statement was downloaded from Bank and custodian verified but it's not approved by supervisor)
- Approved** (statement has been downloaded from the Bank, verified and approved by supervisor)
- Closed** (statement has been posted to your cost center and statement period is closed)
- Voucher ID** (MAPS Voucher identification number assigned to a posted transaction)

Custodians & Approvers will have a total of 5 days to reconcile and approve Pcard expenses before the statement period closes. The billing dates are on the 6th and the 20th of the month. Any cardholder that hasn't verified and approved their transactions within 5 days will receive the email below before the statement period closes. Once the statement period is closed charges will be posted to your cost center in a stage status and you cannot verify or approve those Pcard transactions in MAPS.



The College's Procurement Card procedures can be found at:
www.tcnj.edu/~budfin/

See Department's Responsibility and Use