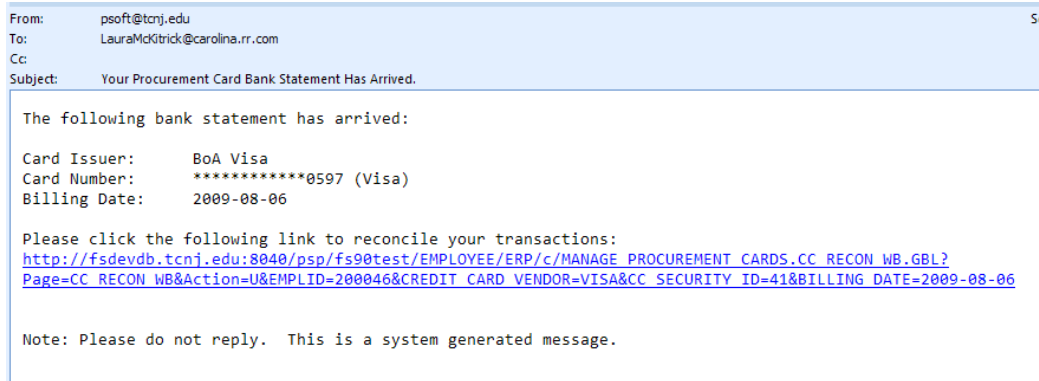


# Getting Started with Reconciling Pcard Expenses

**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](mailto: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 click on the link in the email to logon to MAPS.



**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!

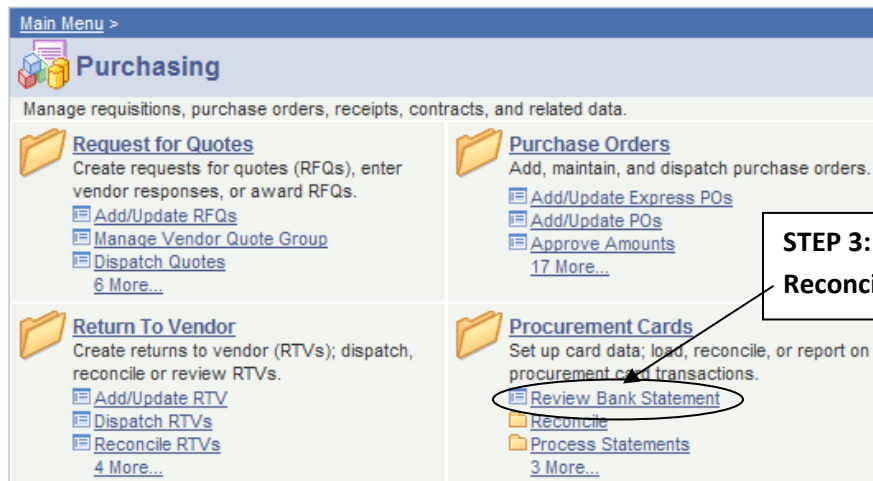
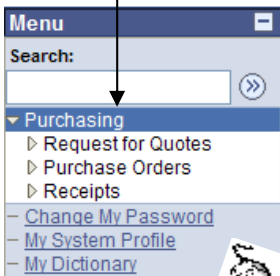
Username

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

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**

**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**

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

## 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:

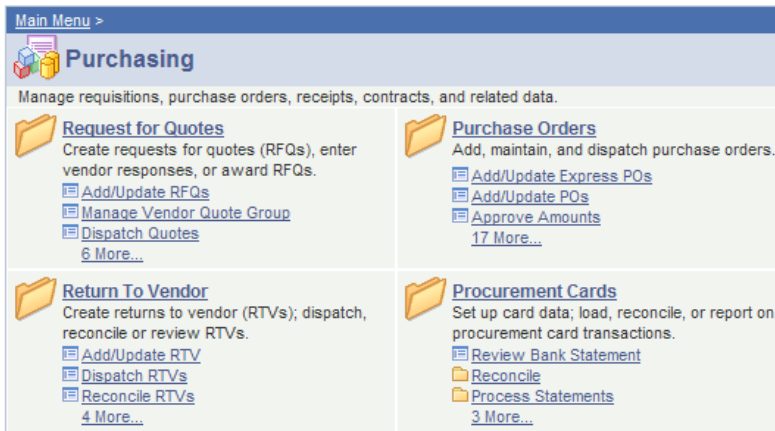
Please click on the link below to access this transaction:  
[http://fsdevdb.tcnj.edu:8040/psp/fs90test/EMPLOYEE/ERP/c/MANAGE\\_PROCUREMENT\\_CARDS.CC\\_RECON\\_WB.GBL?Page=CC\\_RECON\\_WB&Action=U](http://fsdevdb.tcnj.edu:8040/psp/fs90test/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL?Page=CC_RECON_WB&Action=U)

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

## Step 11: Supervisors/Approver must approve the transactions

Go to: **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 multiple custodians, you will receive the following search page, if you are just a reviewer, you will be taken directly to the list of transactions.

Select the Custodian and or enter the card number you want to approve and click **SEARCH**. To search all select role name Approver 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"/>
	<input type="button" value="Search"/>

**Step 12:** The approver can review the line details, see the comments and receipts and view the distribution as noted above on page 2. The approver should select the lines and click **approved** and **save** the transactions. To approve all transactions click **select all** and click on the yellow **Approve icon**.

**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	MCMMASTER-CARR	Approved	197.39	USD	Valid	No	No

Select All  Clear All Approve

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

**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

Select your role as **Approver**. Next select the card issuer and the billing date you want to view and click **SEARCH**.

**Statement Summary**

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

Display Unmasked Card Number

Transaction Summary Customize | Find | View 100 | First 1 of 20 of 187 | Last

EmplID	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)
- Verified** (statement was downloaded from Bank & custodian verified but it's not approved by supervisor)
- Approved** (statement has been loaded, verified and approved by supervisor)
- Closed** (statement has been posted to your cost center and statement period is closed)

**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 6<sup>th</sup> and the 20<sup>th</sup> of the month. Any cardholder that hasn't verified and approved their transactions will receive the email below. Once the statement period is closed you cannot verify or approve Pcard transactions.

From: psoft@tcnj.edu Sent  
To: LauraMcKTrick@carolina.rr.com  
Cc:  
Subject: Your Procurement Card Bank Statement Has Exceeded The Reconciliation Grace Period.

The following bank statement has exceeded the reconciliation grace period:

Card Issuer: BoA Visa  
Card Number: \*\*\*\*\*0597 (Visa)  
Billing Date: 2009-08-06

Please click the following link to reconcile your transactions:

[http://fsdevdb.tcnj.edu:8040/psp/fs90test/EMPLOYEE/ERP/c/MANAGE\\_PROCUREMENT\\_CARDS.CC\\_RECON\\_WB.GBL?Page=CC\\_RECON\\_WB&Action=U&EMPLID=200046&CREDIT\\_CARD\\_VENDOR=VISA&CC\\_SECURITY\\_ID=41&BILLING\\_DATE=2009-08-06](http://fsdevdb.tcnj.edu:8040/psp/fs90test/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL?Page=CC_RECON_WB&Action=U&EMPLID=200046&CREDIT_CARD_VENDOR=VISA&CC_SECURITY_ID=41&BILLING_DATE=2009-08-06)

Note: Please do not reply. This is a system generated message.