

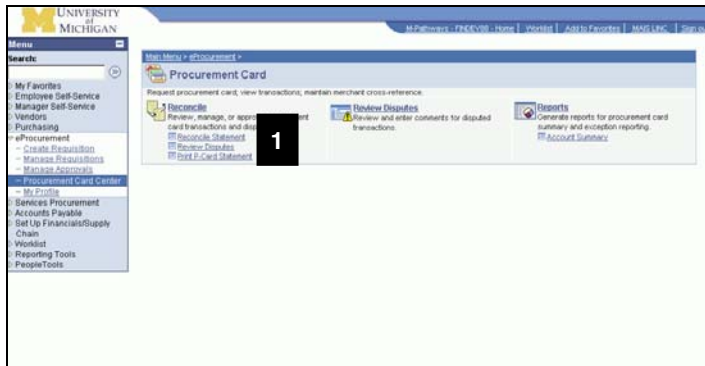
**Plant Operations Procedure
 Reconcile P-Card Transactions using the M-Pathways v.8.8 P-Card Statement**

Navigation

Wolverine Access > University Business > M-Pathways Financials & Physical Resources system
 Menu > eProcurement > Procurement Card Center

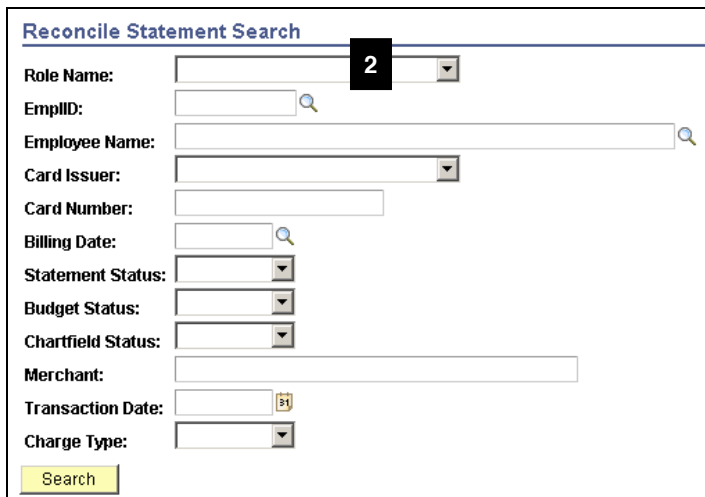
Note: This document provides the step-by-step procedure for reconciling P-Card transactions that use a single set of ChartFields.

Procurement Card Page



1. Click-on [Reconcile Statement](#).

Reconcile Statement Search Page



2. Select **PR PCARD RECONCILER** from the drop-down list in the **Role Name** field then click to display all the transactions currently on your P-Card Statement.

OR

Type the name of the cardholder in the **Employee Name** field or type the card number in the **Card Number** field, then click to display the transactions associated with a single P-Card.

Note: Click-on **Minimize** to the right of the **Menu** title to hide the menu, if desired.

Reconcile Statement – Procurement Card Transactions Page

The screenshot shows a table of transactions with the following columns: Trans Date, Merchant, Status, Description, Amount, Department Reference Number, Account, Transaction Amount, and Currency. Callout 3a points to the 'Status' column, and callout 3b points to the 'Transaction Amount' column.

Trans Date	Merchant	Status	Description	Amount	Department Reference Number	Account	Transaction Amount	Currency
20/2004	SANTA CRUZ BIOTECHNOLO	Staged				612050	252.50 USD	
20/2004	SANTA CRUZ BIOTECHNOLO	Staged				612050	252.50 USD	
20/2004	APPLIED BIOSYSTEMS	Staged				612050	165.00 USD	
20/2004	APPLIED BIOSYSTEMS	Staged				612050	1800.00 USD	
19/2004	REPAIR PHONE CARD	Staged				612050	10.00 USD	
20/2004	DIRECTV SERVICE	Staged				612050	141.61 USD	
20/2004	ATACOM INC	Staged				612050	78.20 USD	
20/2004	ADVANCED MEDICAL OPTIC	Staged				612050	598.00 USD	
19/2004	MARRIOTT 32715 FB	Staged				612050	13.55 USD	

Complete steps 3-12 for each transaction on the statement:

3. Verify that the values in the following fields for each transaction line match the purchase documentation provided by the employee:
 - a. Merchant
 - b. Transaction Amount

Reconcile Statement – Procurement Card Transactions Page (continued)

The screenshot shows a detailed view of transactions with the following columns: Transaction, Employee Name, Card, Card Number, Transaction Nbr, Sequence Line Number, Trans Date, Merchant, Status, and Description. Callout 4a points to the 'Card' column, and callout 4b points to the 'Transaction Nbr' column.

Transaction	Employee Name	Card	Card Number	Transaction Nbr	Sequence Line Number	Trans Date	Merchant	Status	Description
1	Martin, Aston	MC	*****222223	1279	1	1 09/20/2004	SANTA CRUZ BIOTECHNOLO	Staged	
2	Martin, Aston	MC	*****222223	1279	2	1 09/20/2004	SANTA CRUZ BIOTECHNOLO	Staged	
3	Martin, Aston	MC	*****222223	1279	3	1 09/20/2004	APPLIED BIOSYSTEMS	Staged	
4	Martin, Aston	MC	*****222223	1279	4	1 09/20/2004	APPLIED BIOSYSTEMS	Staged	
5	Taunus, Tracy	MC	*****222222	1278	1	1 09/19/2004	REPAIR PHONE CARD	Staged	
6	Taunus, Tracy	MC	*****222222	1278	2	1 09/20/2004	DIRECTV SERVICE	Staged	
7	Taunus, Tracy	MC	*****222222	1278	3	1 09/20/2004	ATACOM INC	Staged	
8	Taunus, Tracy	MC	*****222222	1278	4	1 09/20/2004	ADVANCED MEDICAL OPTIC	Staged	
9	Lenus, Lary	MC	*****222224	1280	1	1 09/19/2004	MARRIOTT 32715 FB	Staged	

4. Write the following in the upper-right corner of the transaction receipt:

- a. Transaction Nbr
- b. Sequence number

Note: Along with the P-Card number, this information creates a unique identifier for the transaction.

Reconcile Statement – Procurement Card Transactions Page (continued)

Date	Merchant	Status	Description	Event ID	Department Reference Number	Account	Transaction Amount	Currency
2002004	SANTA CRUZ BIOTECHNOLO	Staged				612050	252.50 USD	
2002004	SANTA CRUZ BIOTECHNOLO	Staged				612050	252.50 USD	
2002004	APPLIED BIOSYSTEMS	Staged				612050	165.00 USD	
2002004	APPLIED BIOSYSTEMS	Staged				612050	1800.00 USD	
1902004	FREEFANG PHONE CABO	Staged				612050	10.00 USD	
2002004	DIRECTORY SERVICE	Staged				612050	141.61 USD	
2002004	AT&T COM INC	Staged				612050	78.20 USD	
2002004	ADVANCED MEDICAL OPTIC	Staged				612050	599.00 USD	
1902004	MARRIOTT 32715 FB	Staged				612050	12.55 USD	

5. Type a description for the transaction in the **Description** field for each line. (Required)
6. Type the transaction's event ID# in the **Event ID** field, if it is a travel expense.
7. Type the departmental tracking code for the transaction in the **Department Reference Number** field. (Required)

Note: Use the following format for the department reference number:

Work Request number (15 char)
Phase (5 char)


Work Code (4 char)

Emp number (4 char)

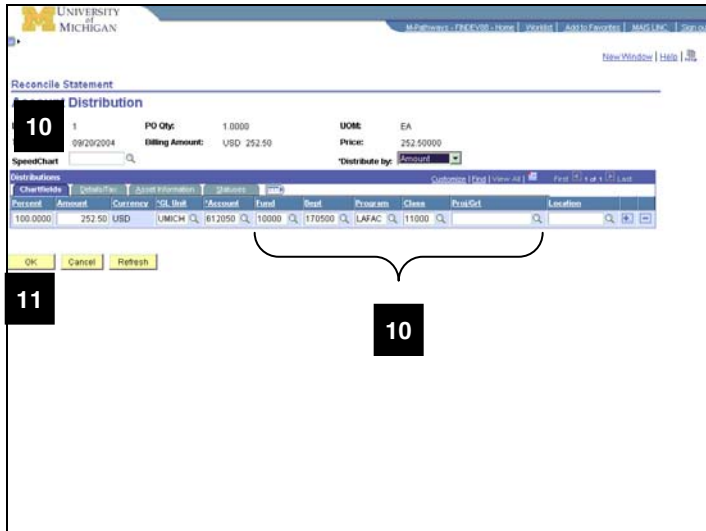
- The department reference number has a 28 character (char) limit.
- If the Work Request number is less than 15 characters, use a semicolon to fill the remaining spaces.

Examples:

123456-2007;;;00001M1231234
MAINTSUPP-2007;M4900M1231234

- If you are splitting the transaction amount between two or more work request numbers, you must enter "MULTIPLE" in this field. Keep a copy of this transaction with the multiple work request information as you will need it when you receive the error report. These types of transactions must be manually entered into FMS by PPAPO.
 - If the transaction is not to be recharged, you must enter "NO WR# REQUIRED" in this field.
8. Verify the **Account** value for each transaction and update as needed.
Note: If you only need to change the Account number, change it on the P-Card Transaction page. If you need to change other values, DO NOT change the Account number on the P-Card Transaction page. Change all ChartField values on the Distribution page.
 9. Click **Distribution**  to verify or change either the ShortCode value in the SpeedChart field or the ChartField values.

Reconcile Statement – Account Distribution Page



- Verify that the appropriate ChartField values display in the following fields or change them as needed:

Fund

Dept

Program

Class

Proj/Grt (where needed)

OR

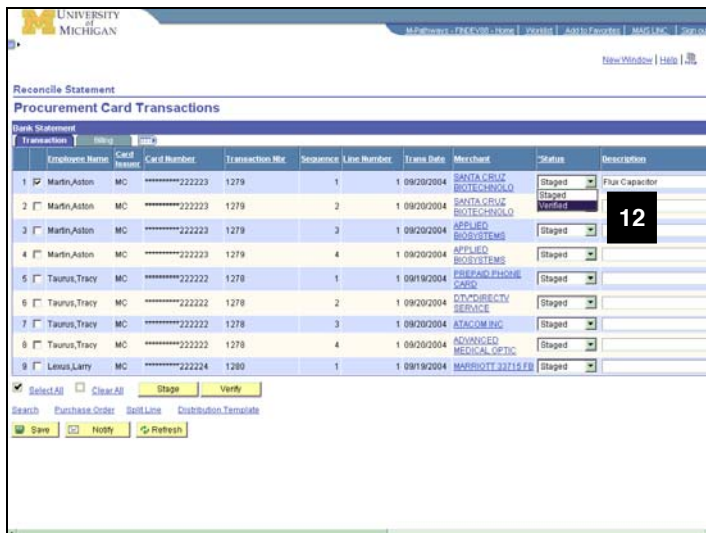
Verify or type a ShortCode value in the **SpeedChart** field to populate the ChartFields.

After typing a ShortCode, click

Refresh to update the values in the ChartField fields.

- Click-on **OK**.

Reconcile Statement – Procurement Card Transactions Page




- Select **Verified** from the drop-down list in the **Status** column.

Note: Alternately, if you are reconciling multiple transactions, you can complete steps 3-11 for each transaction, then verify them all at once. To do this, turn on their associated checkboxes then

click-on **Verify**.

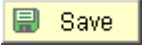
Reconcile Statement – Procurement Card Transactions Page (continued)

Department Reference Number	Account	Transaction Amount	Currency	Chart Status	Distrib	Voucher Error
M1	623514	12.00	USD	Valid	Yes	No
M2	614440	81.00	USD	Valid	Yes	No
M3	623514	25.96	USD	Valid	Yes	No
M4	614440	43.50	USD	Valid	Yes	No
M3	623614	25.97	USD	Valid	Yes	No
M3	614440	25.99	USD	Valid	Yes	No
M3	623812	27.08	USD	Valid	Yes	No
M1	623514	5.00	USD	Valid	No	No
M1	623514	6.00	USD	Valid	No	No

13. Click-on  to move to the next nine transactions and complete steps 3-12 if more than one page of transactions exists in the statement.

Reconcile Statement – Procurement Card Transactions Page (continued)

Transaction	Employee Name	Card Number	Transaction No.	Sequence	Line Number	Trans Date	Merchant	Status	Description
1	Martin, Aston	MC *****222223	1279	1	1	09/20/2004	SANTA CRUZ BIOTECHNOLO	Staged	Flux Capacitor
2	Martin, Aston	MC *****222223	1279	2	1	09/20/2004	SANTA CRUZ BIOTECHNOLO	Staged	
3	Martin, Aston	MC *****222223	1279	3	1	09/20/2004	APPLIED BIOSYSTEMS	Staged	
4	Martin, Aston	MC *****222223	1279	4	1	09/20/2004	APPLIED BIOSYSTEMS	Staged	
5	Taurus, Tracy	MC *****222222	1278	1	1	09/19/2004	PREPAID PHONE CARD	Staged	
6	Taurus, Tracy	MC *****222222	1278	2	1	09/20/2004	KUMON INC	Staged	
7	Taurus, Tracy	MC *****222222	1278	3	1	09/20/2004	AT&T COMM INC	Staged	
8	Taurus, Tracy	MC *****222222	1278	4	1	09/20/2004	ADVANCED MEDICAL OPTIC	Staged	
9	Lewis, Larry	MC *****222224	1280	1	1	09/19/2004	MARRIOTT 3375 FW	Staged	

14. Click-on 

Additional Resources

Managing the P-Card Statement: Splitting ChartFields v.8.8 step-by-step procedure