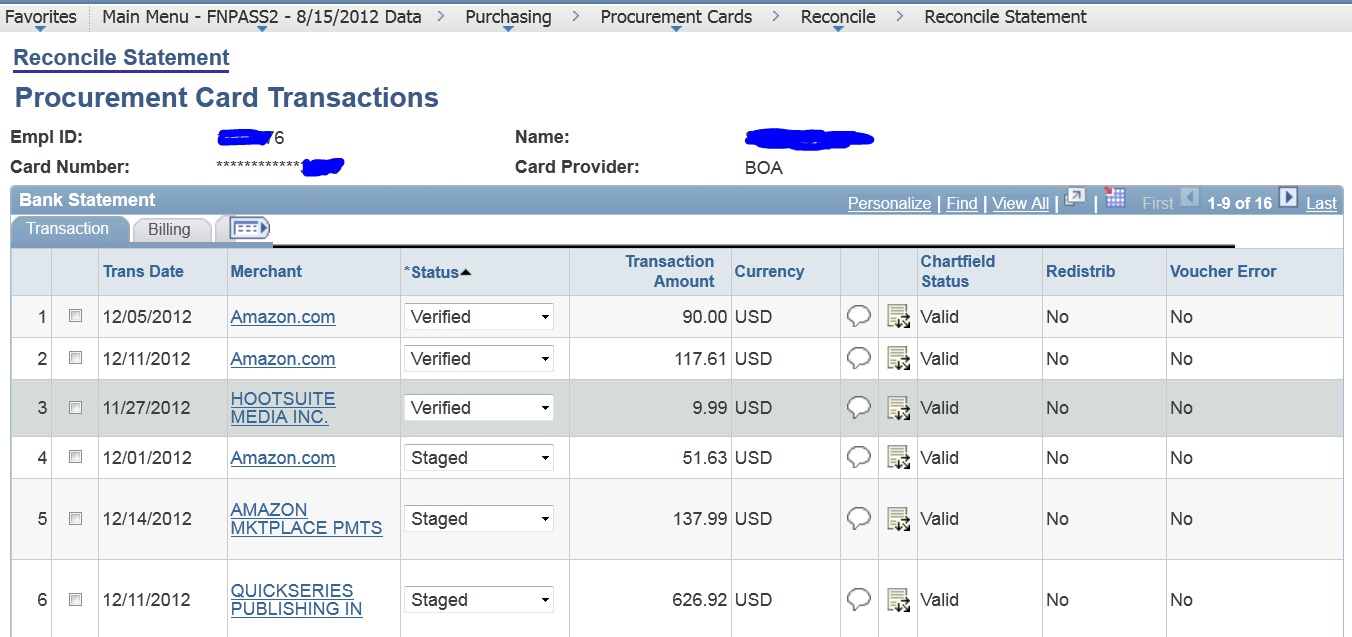
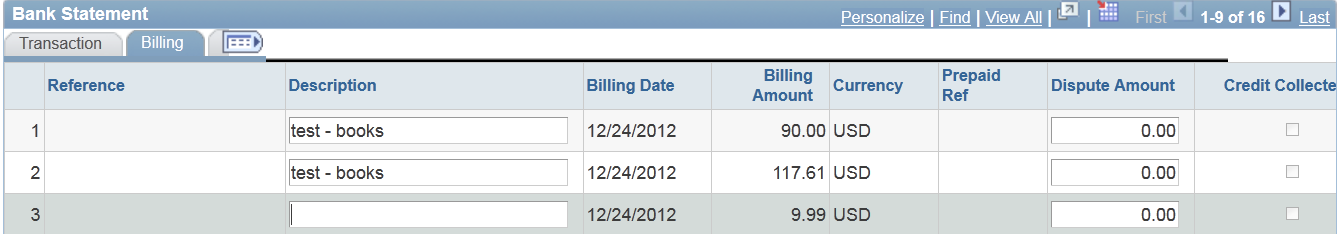
**Purchasing Card Processing**

**Users Verify Transactions**

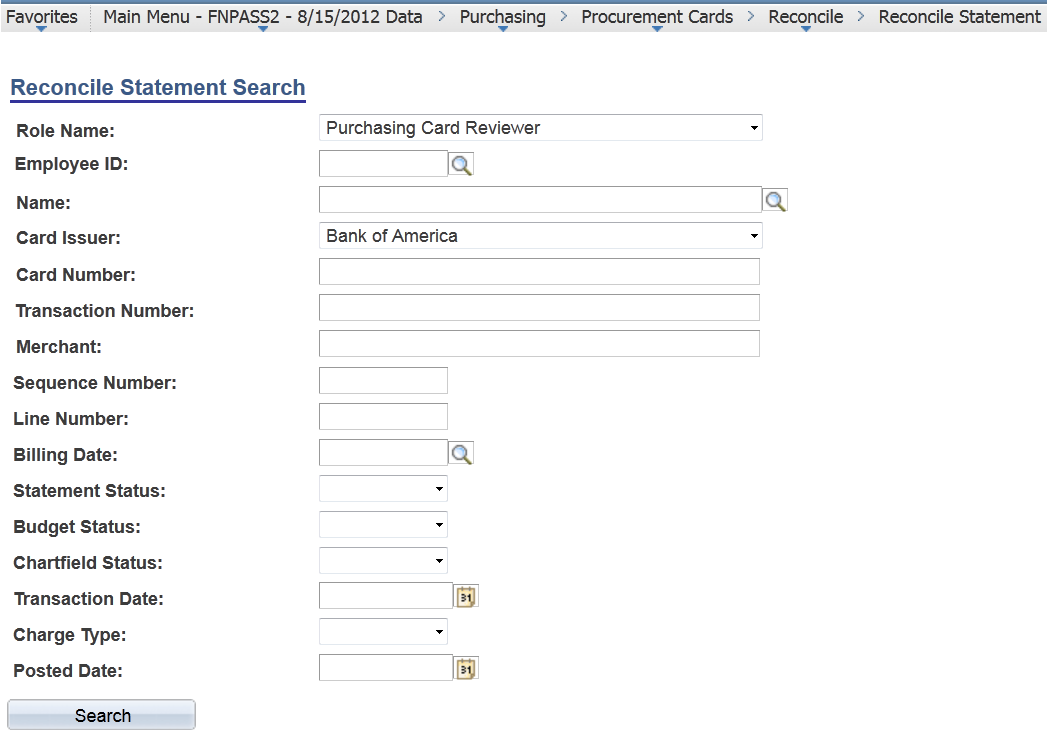
* Navigation: Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statements
* Users will not have to search for their transactions. The page should open displaying current transactions.
* Status of all transactions will be “Staged”. Users should change dropdown to “Verified” for each undisputed transaction.
* Users then click the “Billing” tab and update the Description for each transaction.
* Click “Save”.



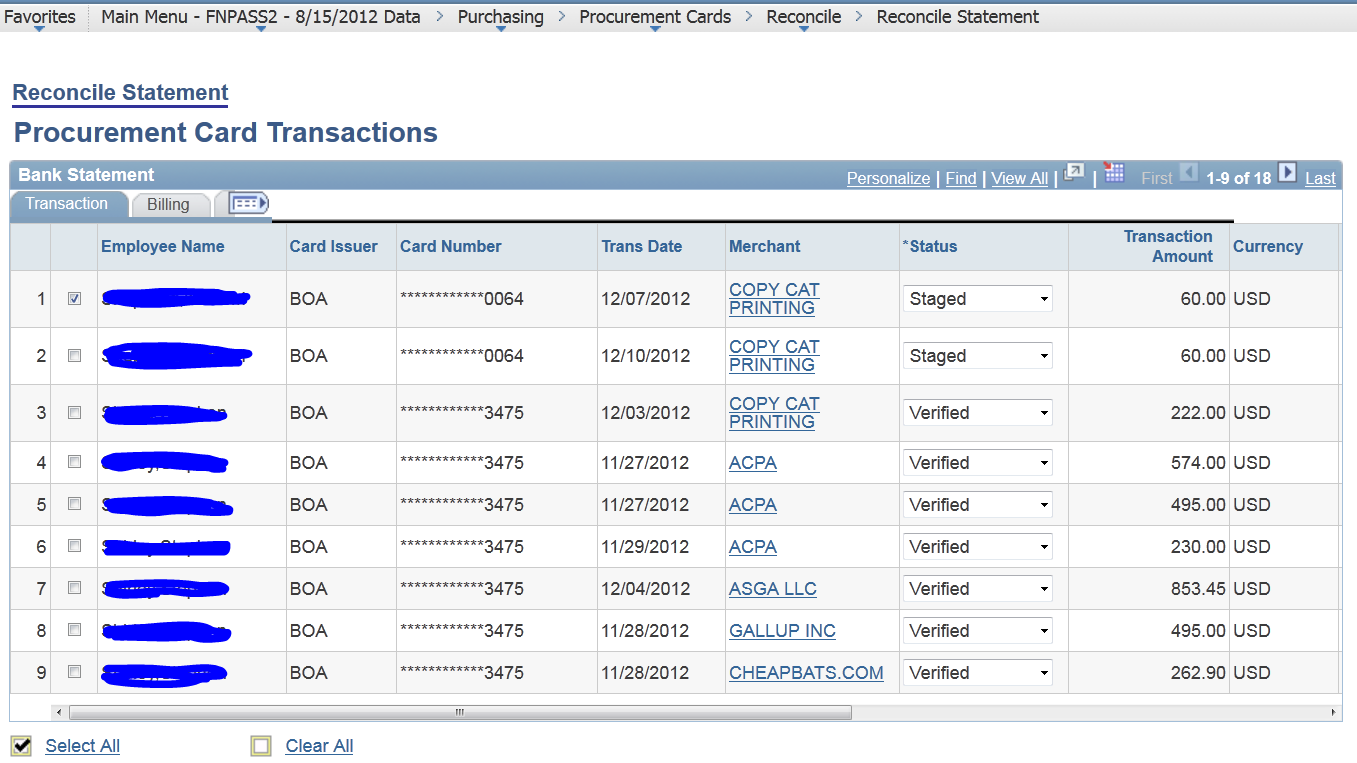


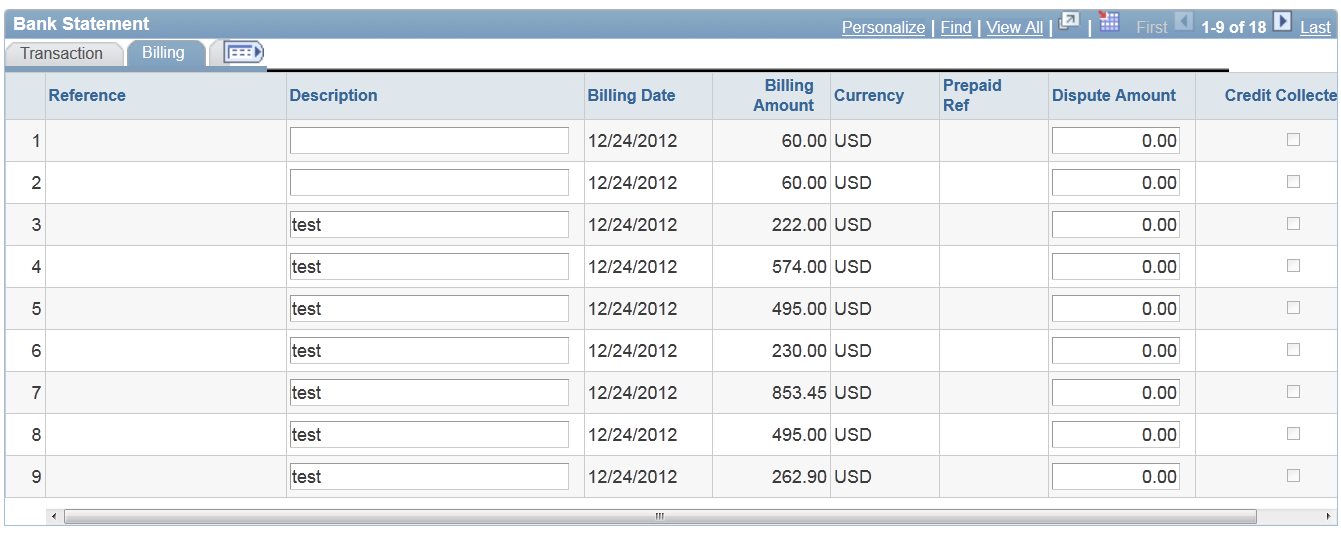
**Reviewers Approve Transactions**

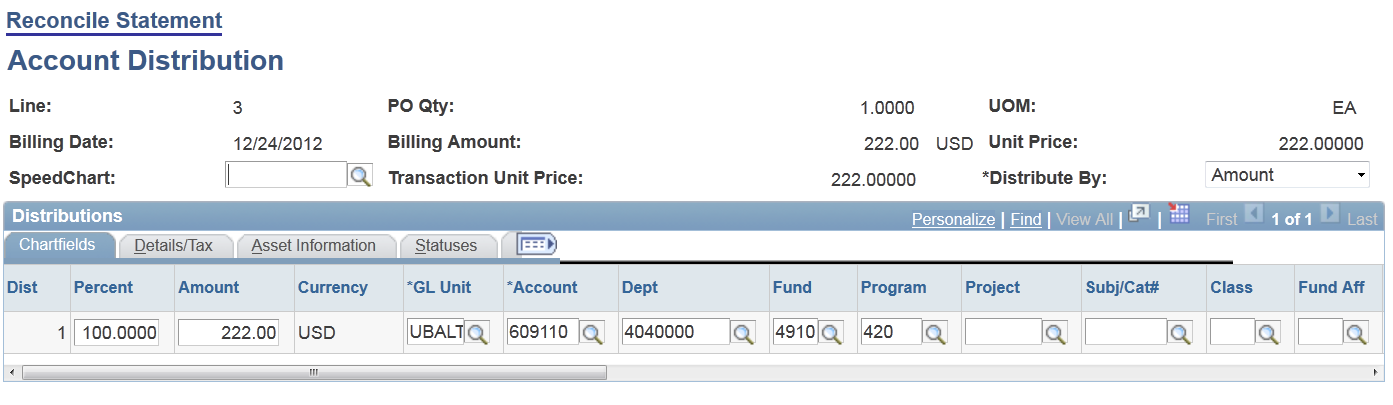
* Navigation: Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statements
* Reviewers will see a search screen.
* Fields that must be populated to search:
  + Role Name: Purchasing Card Reviewer
  + Card Issuer: Bank of America (if this field is not populated, reviewer will receive an error)
  + Optional – Name – reviewers can search for a specific user by last name, first name
* Click Search



* Reconcile Statement page displays for all users that the Reviewer needs to approve
* Reviewer changes dropdown to “Dept Approved”. If Users did not previously Verify transactions and add a description, Reviewer will also need to add descriptions.
* To change the distribution of a line, click the distribution icon on the specific line 
* Enter the distribution on the distribution page. Click OK.
* Click Save when all changes and approvals are complete.



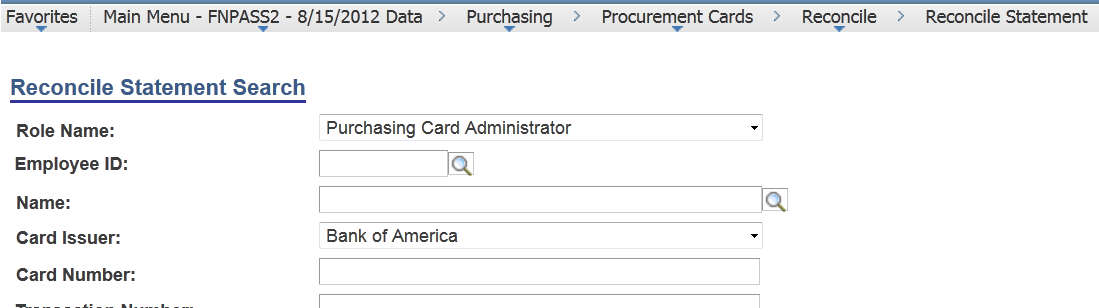


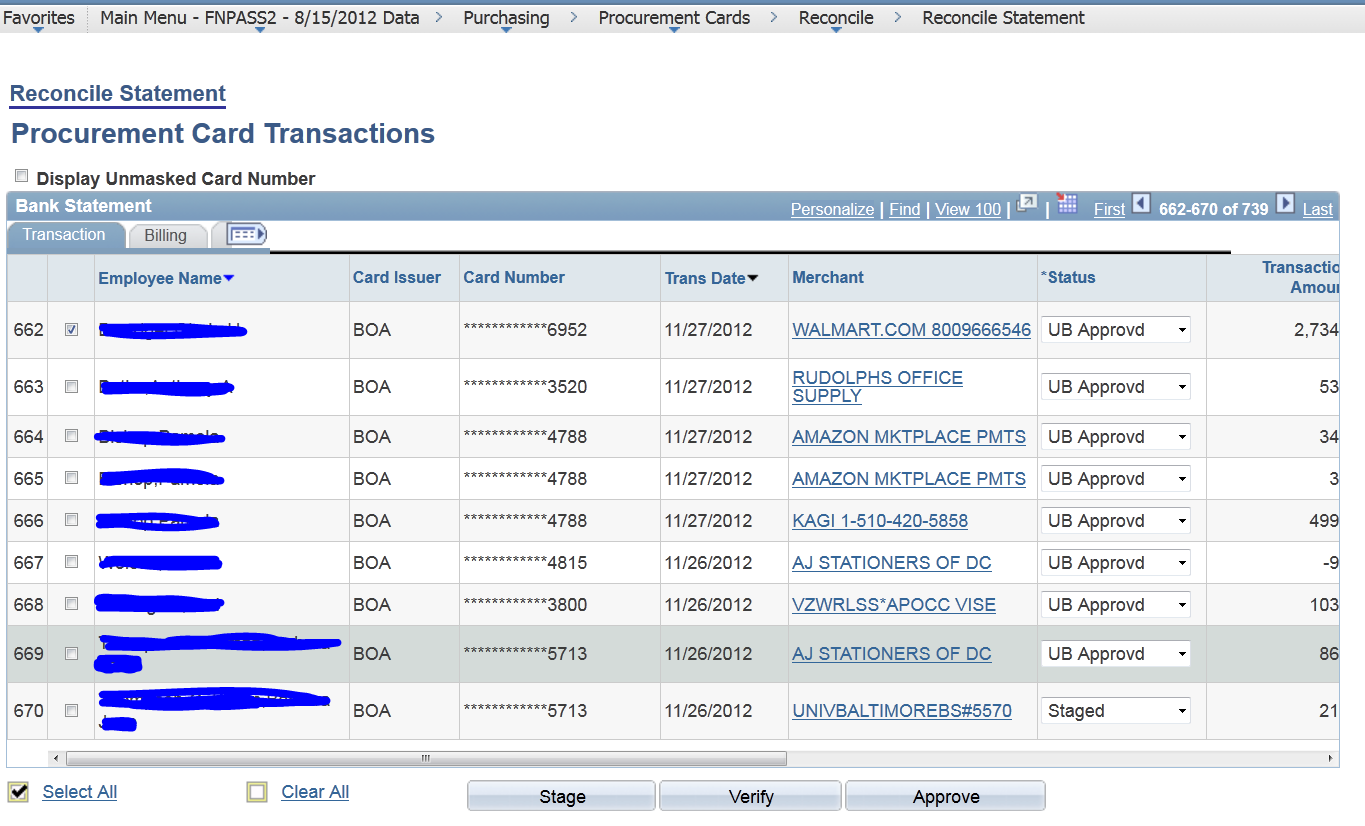


**UB Approve Transactions**

* Only Purchasing Card Administrators can UB Approve
* Navigation: Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statements
* Administrators will see a search screen.
* Fields that must be populated to search:
  + Role Name: Purchasing Card Administrator
  + Card Issuer: Bank of America (if this field is not populated, reviewer will receive an error)
* (Note: to find previous statements, you will have to change Statement Status to “Closed”. By default this search only shows open transactions.)
* Click Search
* Change fields transactions to UB Approved individually, or use Select All button to check all transactions at once and the click “Approve” button—this will Approve all transactions. Click Save.
* Note if transactions do not have descriptions, you will have to enter them on the Billing tab before saving.
* Make a note of the Billing Date to provide to Accounts Payable so they can continue their steps.

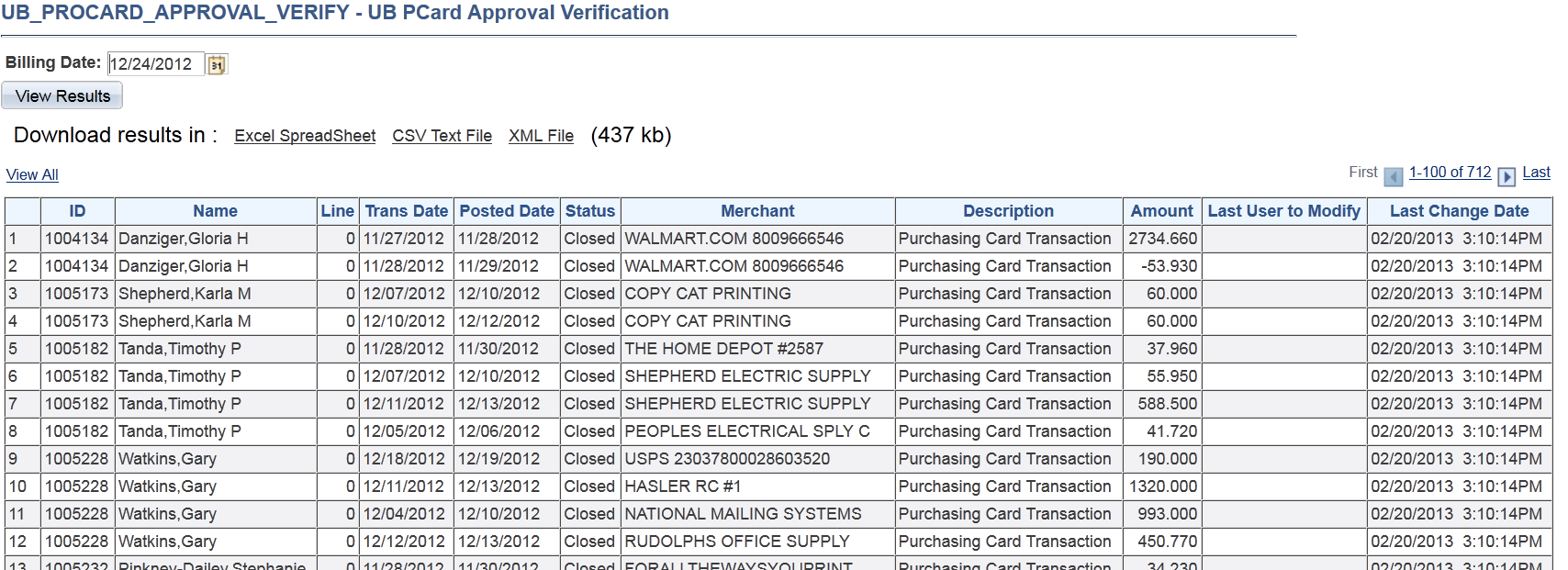


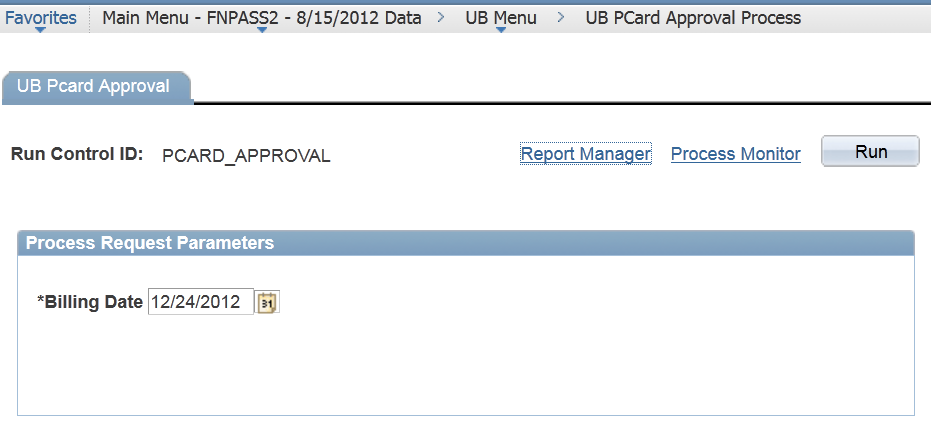


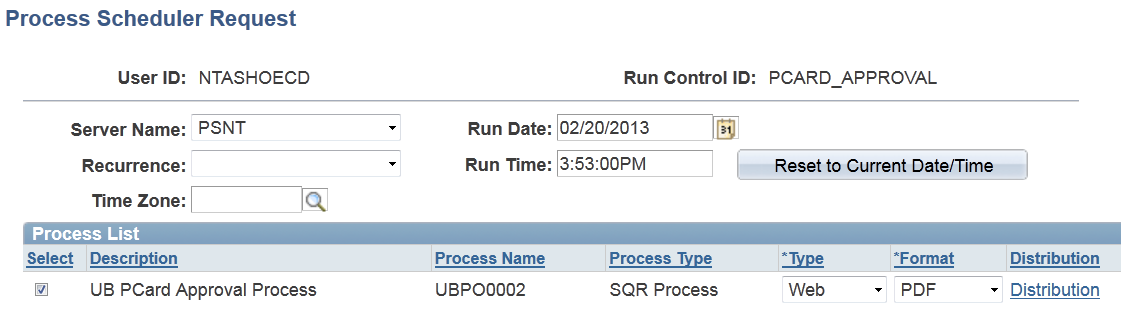


**Custom UB Approval Process**

* This process must be run prior to creating journal. It ensures all transactions have been approved and contain a description.
* Run query UB\_PROCARD\_APPROVAL\_VERIFY to check for transaction status.
* Navigation: Main Menu > UB Menu > UB PCard Approval Process
* Create or select Run Control.
* Enter Billing Date obtained from Purchasing department.
* Click Run. Make sure UB PCard Approval Process is checked. Click OK.
* Go to Process Monitor to make sure process runs to Success.





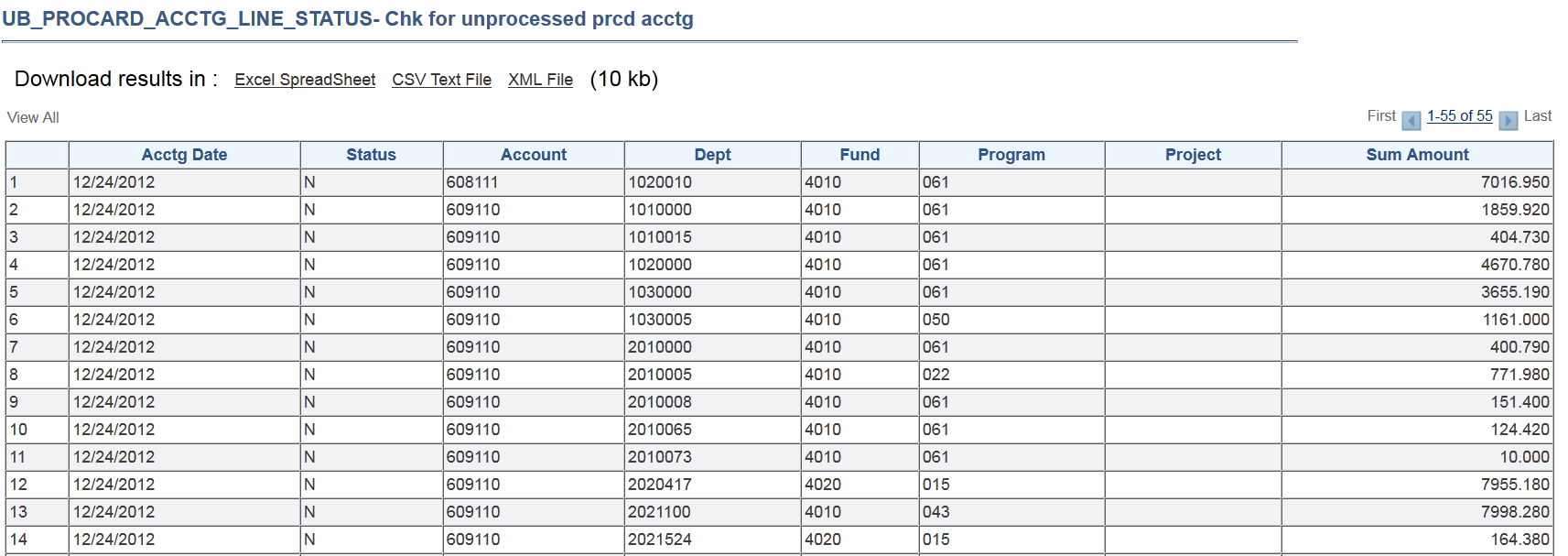


**Create Staging Rows for P-Card Journal**

* Navigation: Main Menu > UB Menu > UB Menu PO > Process > UB PCard Run
* Create or select Run Control
* Click Run. Make sure UB PCard Process is checked. Click OK.
* Go to Process Monitor and make sure process runs to Success.
* Run query UB\_PROCARD\_ACCTG\_LINE\_STATUS to check for accounting lines that will be added to journal.

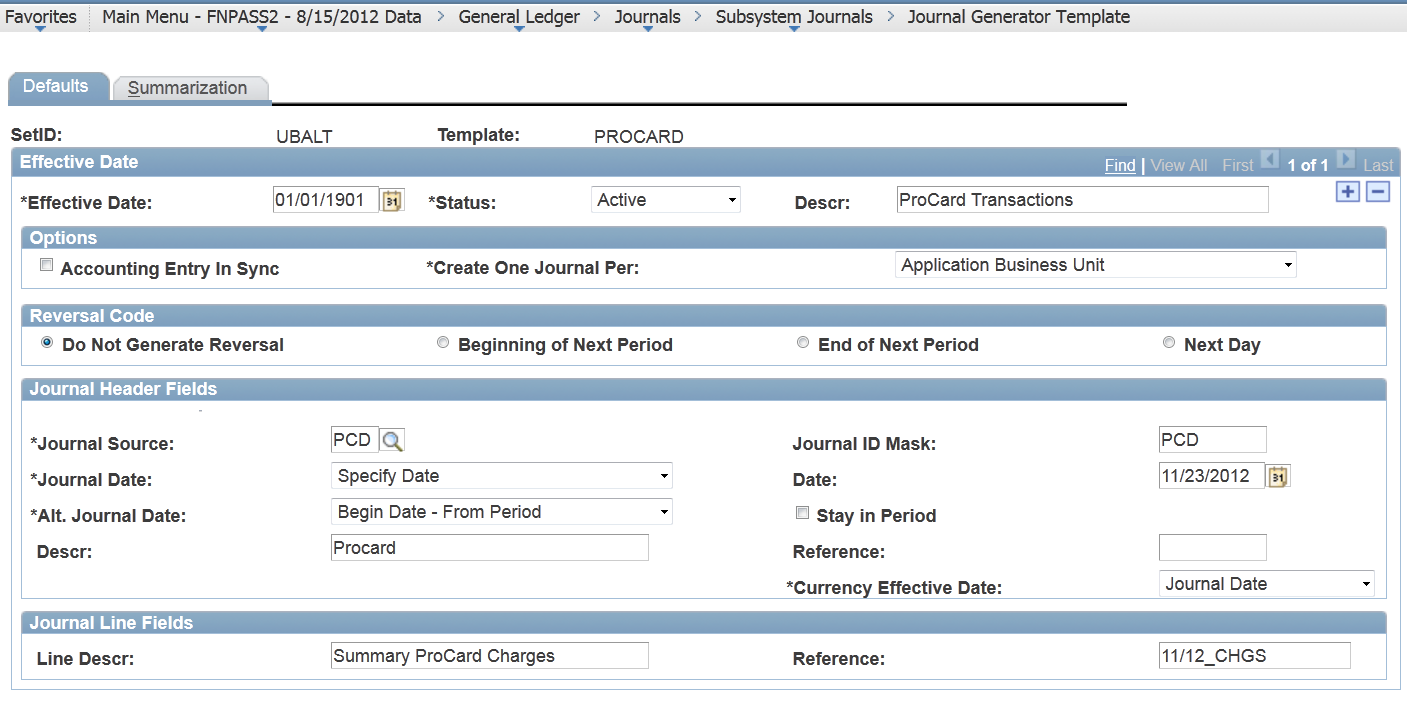






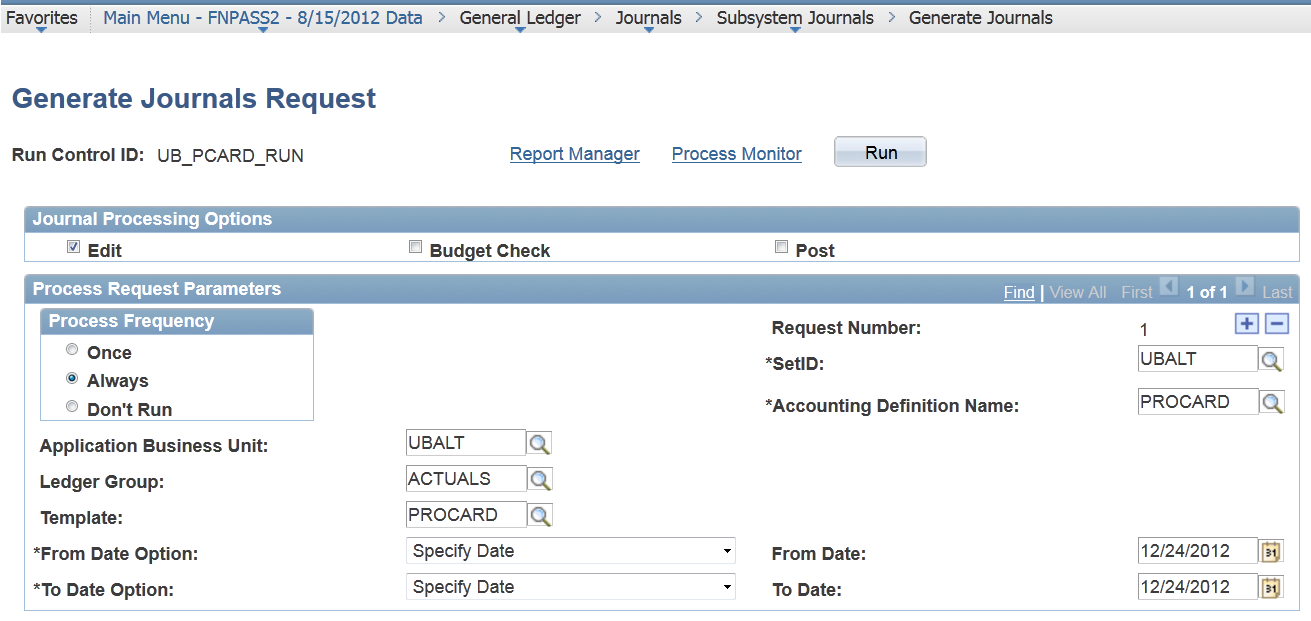
**Update Journal Generator Template**

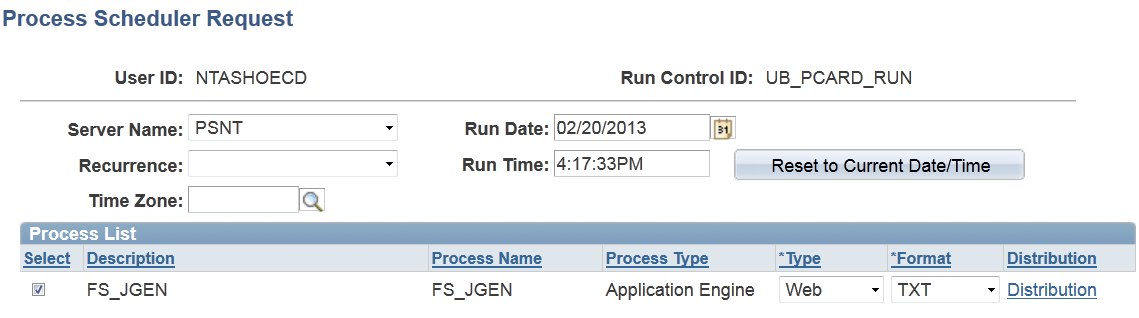
* Navigation: Main Menu > General Ledger > Journals > Subsystem Journals > Journal Generator Template
* Select “PROCARD” Run Control if available. Otherwise, create new run control. Fields should be populated as seen below.
* Click “Correct History”.
* Change date to the billing date of the statement being processed and change Reference to reflect date.
* Click Save.

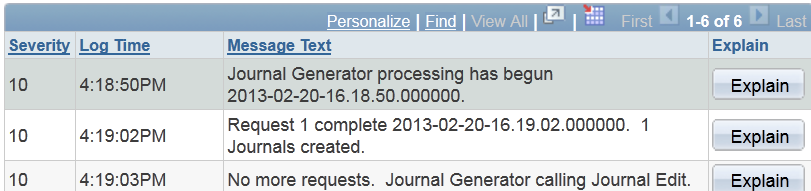


**Generate Journal**

* Navigation: Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals
* Select UB\_PCARD\_RUN Run Control if available. Otherwise create new run control and populate fields as seen below. From Date and To Date should be the Billing Date of the P-Card statement being processed.
* Click Run. Make sure FS\_JGEN is checked. Click OK.
* Go to Process Monitor and make sure process runs to Success.
* Click Details, Message Log. Messages display number of journals generated.







**Check Journal**

* Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry
* In Search Criteria, enter following and make sure other fields are clear:
  + Business Unit = UBALT
  + Journal ID begins with PCD
  + Journal Date = (billing date of P-Card)
* Click Search
* Process as other journals

