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 Search 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 Search 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 Transactions on the P-Card Statement

Step-by-Step Procedure

Updated: June, 11 2007

Reconcile Statement – Procurement Card Transactions Page

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

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.
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.
10. 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.

11. Click-on [OK].

12. 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)

<table>
<thead>
<tr>
<th>Department Reference Number</th>
<th>Account</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Chart Item</th>
<th>Status</th>
<th>Watch</th>
<th>Voucher Posted</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
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<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

14. Click-on ➡️ Save

Additional Resources

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