

# Reconciliation Steps – SFS P-Card Module

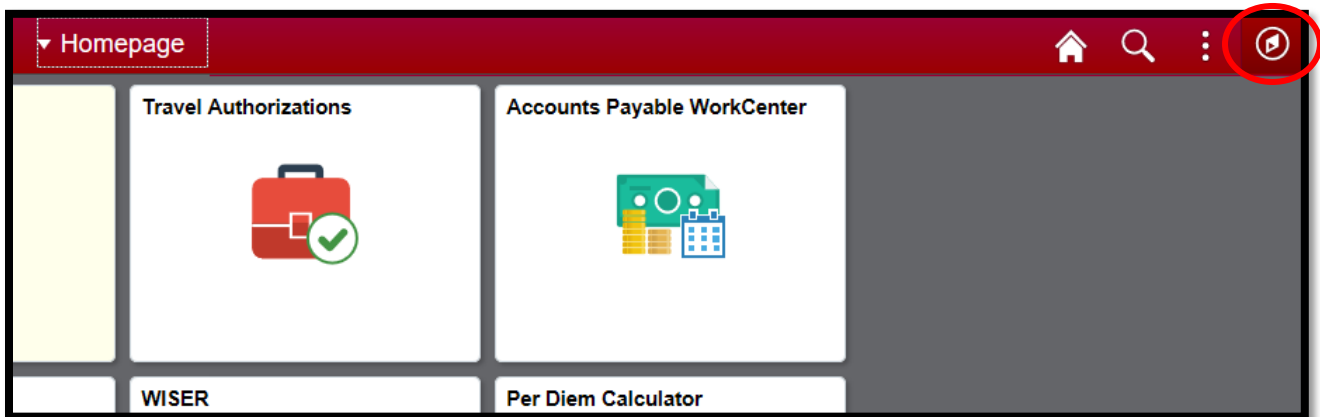
## Login to SFS

<https://www.wisconsin.edu/sfs/sfs-environments/> - Click SFS Production link

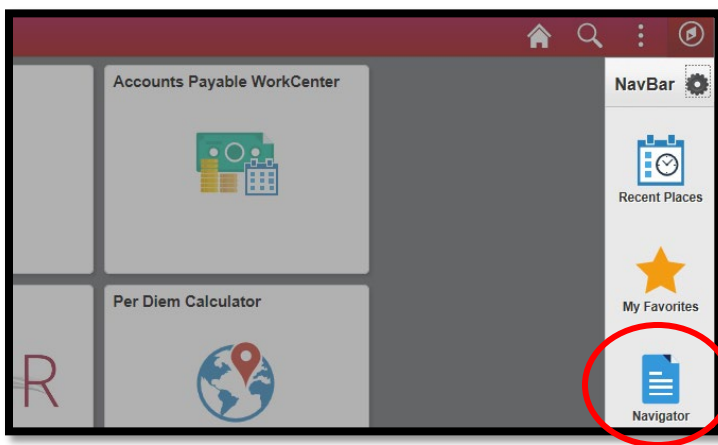


## Navigate to Reconcile Statement Page

Click on the NavBar icon in the top right-hand corner.



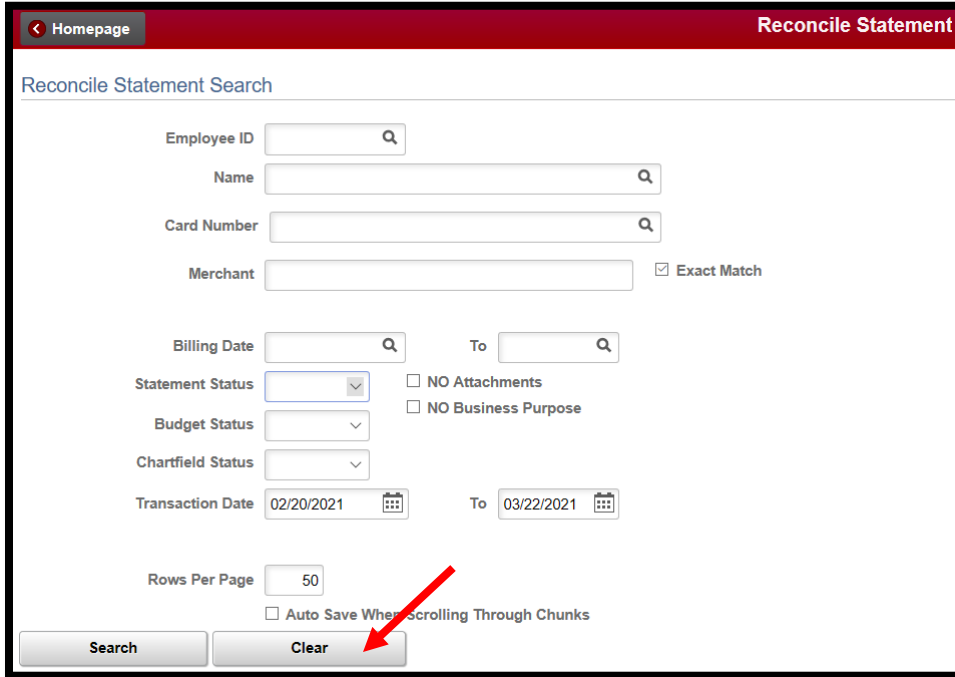
Click Navigator



Navigator: Click “Purchasing” → “Procurement Cards” → “Reconcile” → “Reconcile Statement”

The Reconcile Statement page or the Reconcile Statement Search page will appear.

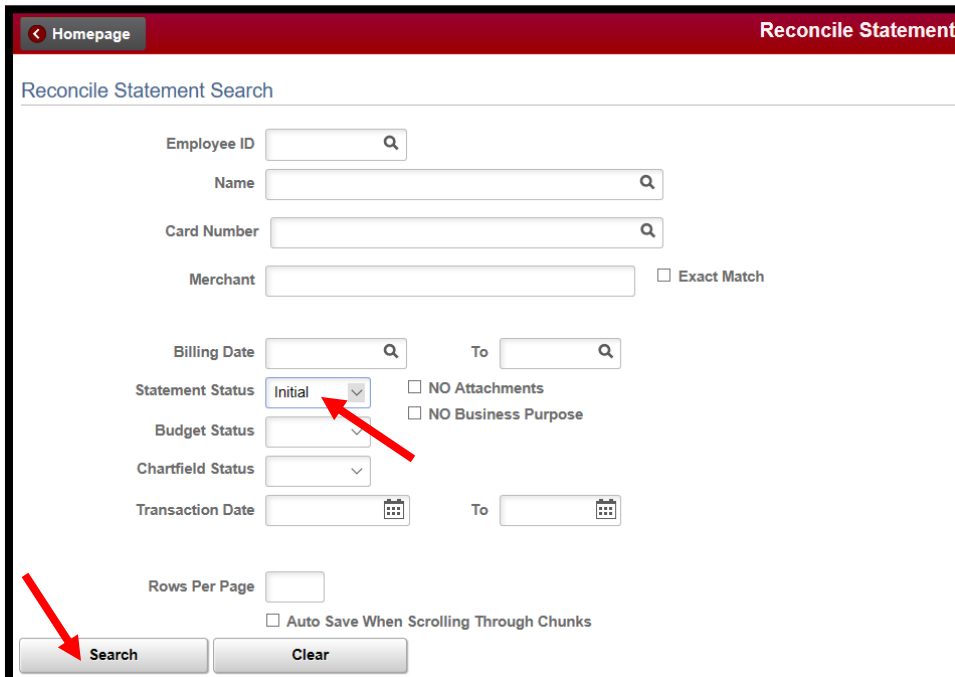
If the Reconcile Statement Search page appears, click “Clear” button at bottom of page to empty criteria.



The screenshot shows the 'Reconcile Statement Search' page. At the top, there is a navigation bar with a 'Homepage' button and the page title 'Reconcile Statement'. Below this, the search criteria are organized into several sections: 'Employee ID' and 'Name' (text inputs with search icons), 'Card Number' (text input with search icon), 'Merchant' (text input) with an 'Exact Match' checkbox, 'Billing Date' and 'To' (date inputs with search icons), 'Statement Status' (dropdown menu), 'Budget Status' (dropdown menu), 'Chartfield Status' (dropdown menu), and 'Transaction Date' (date range inputs with calendar icons). There are also checkboxes for 'NO Attachments' and 'NO Business Purpose'. At the bottom, there is a 'Rows Per Page' dropdown set to '50' and an 'Auto Save When Scrolling Through Chunks' checkbox. Two buttons, 'Search' and 'Clear', are located at the bottom left. A red arrow points to the 'Clear' button.

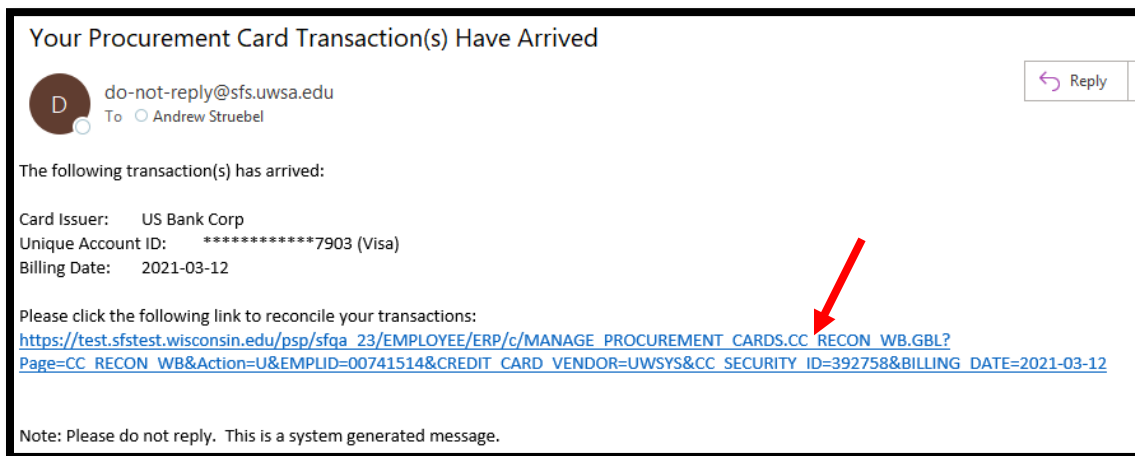
Click the drop-down menu next to “Statement Status”, select “Initial”, and then click “Search” button.

- Transactions requiring cardholder reconciliation will be in the “Initial” status.



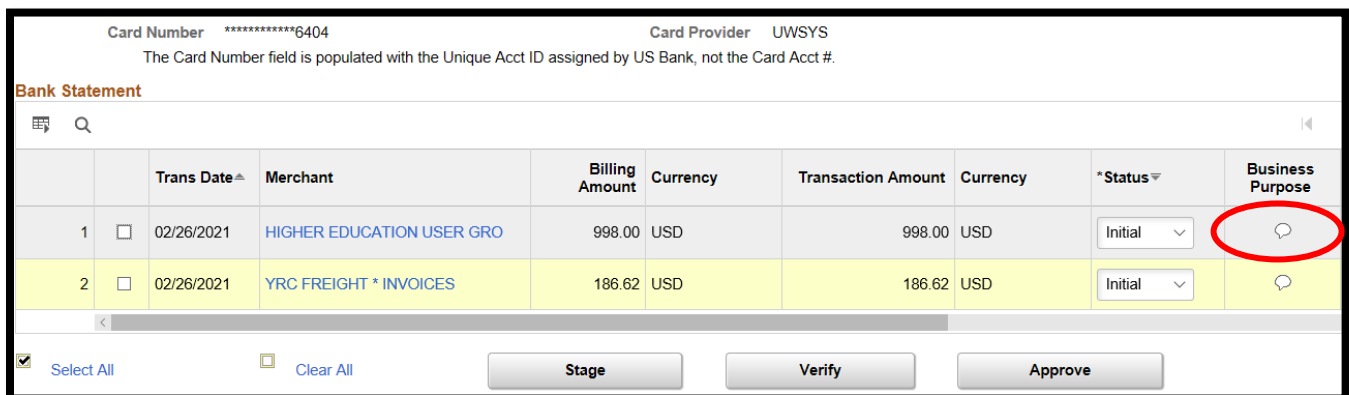
This screenshot shows the same 'Reconcile Statement Search' page as the previous one, but with the 'Statement Status' dropdown menu set to 'Initial'. A red arrow points to the 'Initial' selection. Another red arrow points to the 'Search' button at the bottom left. The 'Clear' button is also visible next to it.

Cardholders can also navigate directly to the reconcile statement page for their transactions on just a specific billing date by clicking the hyperlink included within the automatic email notifications they receive.



## Add Business Purpose (Required Action)

Click the quote icon under the “Business Purpose” column.



Type in the business purpose justification and click “OK”. This must be at least 10 characters long.



Employee Name: ██████████  
 Card Number: \*\*\*\*\*6404  
 Merchant: HIGHER EDUCATION USER GRO  
 Transaction Date: 02/26/2021  
 Transaction Amount: 998.00

Business Purpose  
 Registration fee for HED conference in November

**OK** Cancel Refresh

## Add Attachment(s) (Required Action)

Click the Attachments icon under the “Attachments” column.

	Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	*Status	Business Purpose	Attachments
1	02/26/2021	HIGHER EDUCATION USER GRO	998.00	USD	998.00	USD	Initial		
2	02/26/2021	YRC FREIGHT * INVOICES	186.62	USD	186.62	USD	Initial		

Set Status to Verified

Select All Clear All Stage Verify Approve

Search Notify Approver(s) Split Line Distribution Template

Save Refresh

Click the “Attach” button and browse computer to upload receipt(s) and other supporting documentation.

- Click on the “+” button off to the right to add more attachments if necessary.

Click “OK” when done.

**ProCard Attachments**

Line 1 Description 101038768039 Reference

Additional attachments button

Transaction Line Attachments

Attachment Attach View Delete + -

**OK** Cancel Refresh

## Reallocate Accounting Code/Funding String

Scroll over and click the Distribution icon under the “Distribution” column.

Card Number \*\*\*\*\*6404      Card Provider UWSYS  
 The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct #.

**Bank Statement**

	Transaction Amount	Currency	*Status	Business Purpose	Attachments	Accounting Code	Distribution	Reallocate
1	998.00	USD	Initial			3702/136/601000/1/ /		No
2	186.62	USD	Initial			3702/136/601000/1/ /		No

Select All      Clear All      Stage      Verify      Approve

Search      Notify Approver(s)      Split Line      Distribution Template

Save      Refresh

Update the accounting code(s) as appropriate. At minimum, the Account code must be changed to reflect what was purchased.

- If adding a Project to the Chartfields, PC Bus Unit is a required input. The PC Bus Unit is UWSYS.

Click “OK” when finished.

Line 1      PO Qty 1.0000      UOM EA  
 Billing Date 03/01/2021      Billing Amount 998.00 USD      Unit Price 998.00000  
 SpeedChart      Transaction Unit Price 998.00000      \*Distribute By Amount

**Distributions**

Chartfields      Details/Tax      Asset Information      Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Class	PC Bus Unit
1	100.0000	998.00	USD	UWSYS	3702	136	601000	1		

OK      Cancel      Refresh

Click the magnifying glass next to funding codes to search for appropriate account, fund, department, program, or project.

- Searches can be done by code or by description.

**Look Up Account** x

[Help](#)

SetID SHARE

Account begins with

Description contains

[Basic Lookup](#)

**Search Results**

View 100 1-4 of 4

Account	Description	Account Type
9260	Penalty-Late Registration	R
2842	Registration Fees - Foreign	E
2840	Registration Fees - In State	E
2841	Registration Fees-Out of State	E

## Verify transactions and submit for approval (Last Step)

Click the individual blank check box on the far left of the transaction line.

Card Number \*\*\*\*\*6404 Card Provider UWSYS

The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct #.

**Bank Statement**

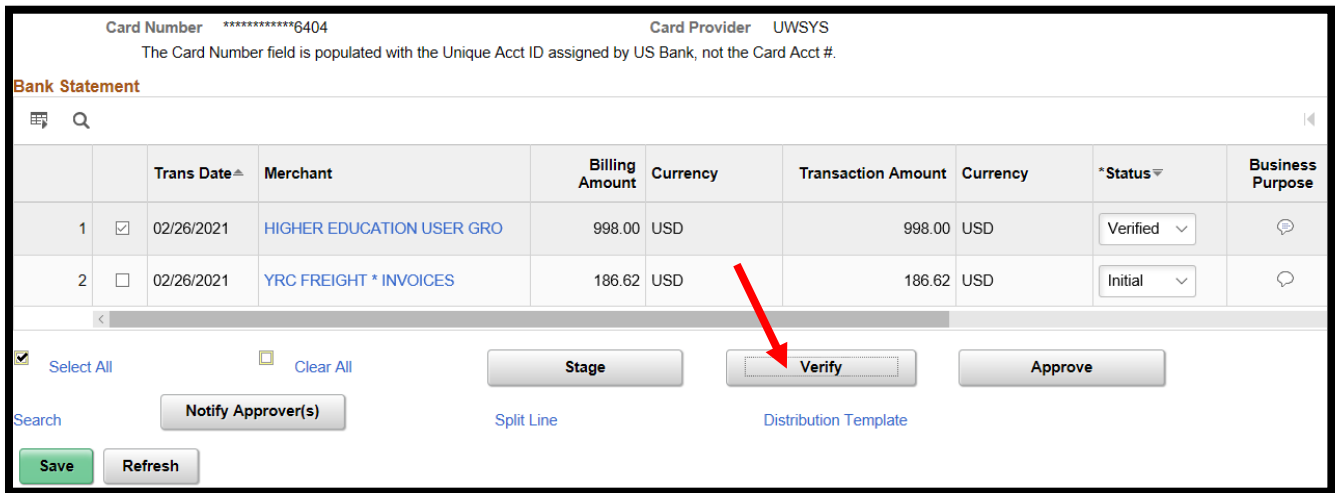
		Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	*Status	Business Purpose
1	<input checked="" type="checkbox"/>	02/26/2021	HIGHER EDUCATION USER GRO	998.00	USD	998.00	USD	Verified	
2	<input type="checkbox"/>	02/26/2021	YRC FREIGHT * INVOICES	186.62	USD	186.62	USD	Initial	

[Select All](#)  [Clear All](#)

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

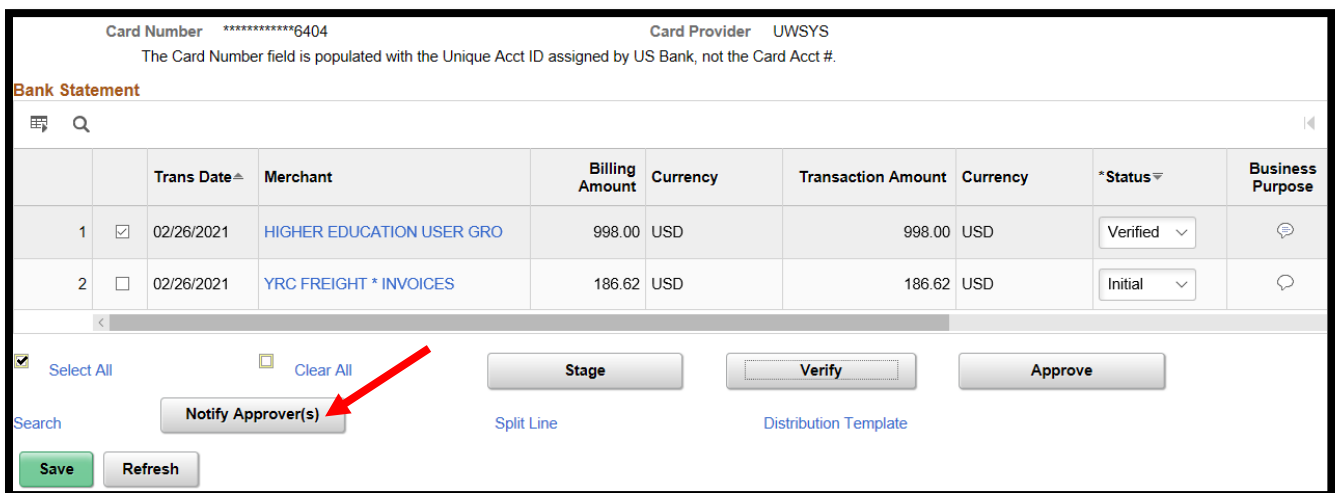
If business purpose is added, receipts are attached, and the reallocation of the funding is completed on **all** transactions on the Reconcile Statement page users can check the “Select All” box at the bottom of page.

Click the “Verify” button below the scroll bar at the bottom of page.

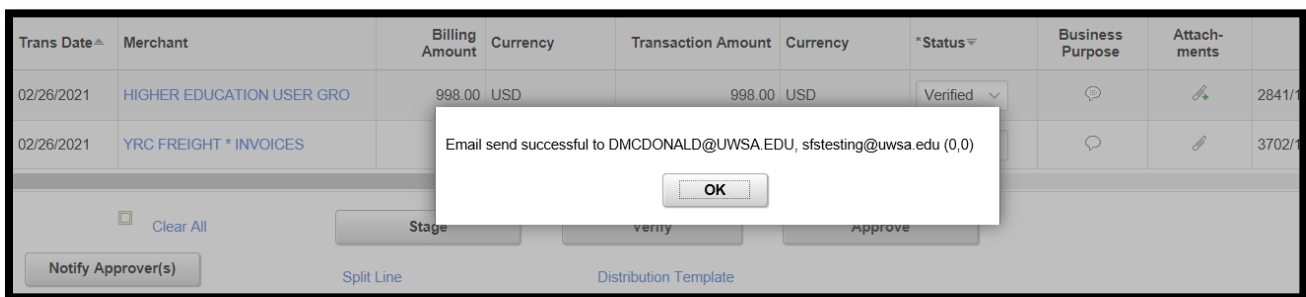


Click “Save”.

Click the “Notify Approver(s)” button at the bottom of the page. Wait for message box to pop up.



A message box should appear confirming an approval email was successfully sent and what email address it was sent to for approval. Click “OK”.



If an error message is received, correct the error and retry submission to approver.

- Errors may be due to invalid chartfields, missing attachment, or missing business purpose.