

Pcard Approving Transactions

Updated As Of: April 4, 2017

Core-CT Financials 9.2

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Approving Transactions

When a P-Card transaction is waiting to be approved, it has a status of "Verified".
When approving a transaction, the status should be updated to "Approved".

For a single transaction, use the Status dropdown to change the status to "Approved".
When selecting multiple transactions, use the Approve button.

Approved Transactions will be batch budget checked and built into vouchers in the next daily Pay Cycle.

Procedure

After completing this topic, you will be able to approve a reconciled P-Card transaction.

Navigation: **Main Menu > Core-CT Financials > Purchasing > Procurement Card > Reconcile > Reconcile Statement**

Step	Action
1.	The Reconcile Statement Search page displays There are several ways to search for a transaction: Enter information into the following fields: Role Name Employee ID Name Card Issuer Transaction Dates
2.	Enter the Employee ID of the person who reconciled the transaction that needs to be approved. Enter " 638146 " in the Employee ID field.

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Reconcile Statement Search

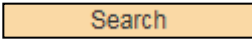
Role Name CT AGY CC APPROVER
 Employee ID 638146
 Name Sinkfield,Nora
 Card Issuer JPMC Mastercard

Card Number
 Transaction Number
 Merchant Exact Match

Sequence Number
 Line Number
 Billing Date To
 Statement Status
 Budget Status
 Chartfield Status
 Transaction Date To
 Charge Type
 Posted Date To
 Rows Per Page 50

Auto Save When Scrolling Through Chunks

Search Clear

Step	Action
3.	Click the Search button. 
4.	All of the transactions that fit the search criteria are displayed.

Reconcile Statement

Procurement Card Transactions

Empl ID 638146
 Card Number *****4308

Name Sinkfield,Nora
 Card Provider JPMC

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Bank Statement Personalize | Find | View All | First | 1-9 of 50 | Last

Transaction	Billing	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
1	<input checked="" type="checkbox"/>	10/10/2016	10/11/2016	11/10/2016	ABSOLUTE STANDARDS INC	Staged	60.00 DPHM1								
2	<input type="checkbox"/>	10/11/2016	10/12/2016	11/10/2016	AMER PSCH PUB INC	Staged	47.95 DPHM1								
3	<input type="checkbox"/>	10/11/2016	10/12/2016	11/10/2016	EB 13TH ANNUAL CCPG C	Staged	125.00 DPHM1								
4	<input type="checkbox"/>	10/11/2016	10/12/2016	11/10/2016	AIRGASS NORTH	Staged	232.26 DPHM1								
5	<input type="checkbox"/>	10/11/2016	10/12/2016	11/10/2016	LONZA WALKERSVILLE INC	Staged	118.63 DPHM1								
6	<input type="checkbox"/>	10/11/2016	10/12/2016	11/10/2016	ACCUSTANDARD INC	Staged	504.54 DPHM1								
7	<input type="checkbox"/>	10/11/2016	10/12/2016	11/10/2016	EUROFINS D Q C I	Staged	798.86 DPHM1								
8	<input type="checkbox"/>	10/11/2016	10/13/2016	11/10/2016	QUIDEL CORPORATION	Staged	440.67 DPHM1								
9	<input type="checkbox"/>	10/11/2016	10/13/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	7.68 DPHM1								

Select All Clear All

Refine Search

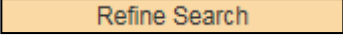
Single Item Update

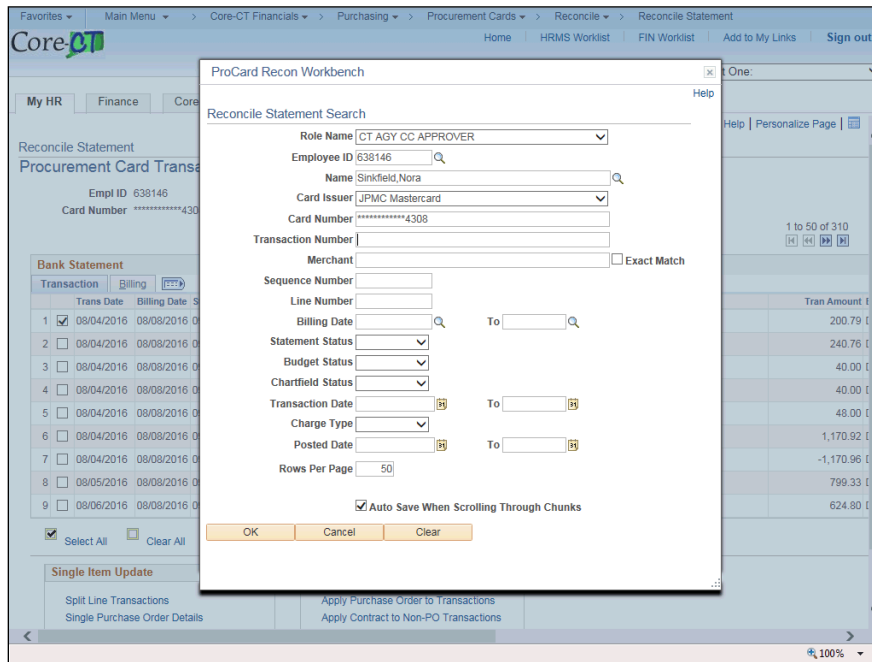
Split Line Transactions
 Single Purchase Order Details


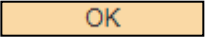
Multiple Item Update

Apply Purchase Order to Transactions
 Apply Contract to POS Transactions

Save Notify Refresh

Step	Action
5.	Use the Refine Search button to narrow down the displayed transactions even further Click the Refine Search button. 



Step	Action
6.	Click in the Merchant field. 
7.	Enter " Suburban " in the Merchant field.
8.	Click the OK button. 

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Reconcile Statement

Procurement Card Transactions

Empl ID 638146 Name Sinkfield,Nora
Card Number *****4308 Card Provider JPMC

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Bank Statement

Transaction	Trans Date	Billing Date	Statement Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	Non-PO	Contract ID
<input type="checkbox"/>	08/05/2016	08/08/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	23.88	DPHM1					<input type="checkbox"/>	
<input type="checkbox"/>	08/08/2016	08/10/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	582.96	DPHM1					<input type="checkbox"/>	
<input type="checkbox"/>	08/12/2016	08/15/2016	09/10/2016	SUBURBAN STATIONERS, I	Approved	49.27	DPHM1	0000057493	1		August PCard	<input type="checkbox"/>	12PSX0184A
<input checked="" type="checkbox"/>	08/12/2016	08/15/2016	09/10/2016	SUBURBAN STATIONERS, I	Approved	124.28	DPHM1	0000057493	2		September PCard	<input type="checkbox"/>	12PSX0184A
<input type="checkbox"/>	08/12/2016	08/15/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	321.08	DPHM1					<input type="checkbox"/>	
<input type="checkbox"/>	08/15/2016	08/17/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	20.98	DPHM1					<input type="checkbox"/>	
<input type="checkbox"/>	08/17/2016	08/19/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	58.48	DPHM1					<input type="checkbox"/>	
<input type="checkbox"/>	08/18/2016	08/22/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	602.09	DPHM1					<input type="checkbox"/>	
<input type="checkbox"/>	08/19/2016	08/22/2016	09/10/2016	SUBURBAN STATIONERS, I	Staged	1,372.60	DPHM1					<input type="checkbox"/>	

Select All Clear All Refine Search

Single Item Update: Split Line Transactions, Single Purchase Order Details
Multiple Item Update: Apply Purchase Order to Transactions, Apply Contract to Non-PO Transactions

Step	Action
9.	The Procurement Card Transactions page displays.
10.	The first transaction will always be automatically checked. Before selecting a transaction to approve, uncheck the first checkbox. Click the Select checkbox next to line 1. <input checked="" type="checkbox"/>
11.	Select one or more transactions to approve. Any transaction that has a status of "Staged" is not ready to be approved, it must be verified first. Any transaction that has a status of "Verified" can be approved. Click the Select checkbox next to line 4. <input type="checkbox"/>
12.	Use either the Status dropdown or the Approve button to approve the transactions. To approve a single transaction , use the Status dropdown next to a selected transaction. To approve multiple selected transactions, use the Approve button. Note: When approving multiple rows the row numbers do not need to be in consecutive order.

Reconcile Statement

Procurement Card Transactions

Empl ID 638146
Card Number *****4308

Name Sinkfield,Nora
Card Provider JPMC

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Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
<input type="checkbox"/>	10/11/2016	10/13/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	7.68	DPHM1								
<input checked="" type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Verified	1,743.19	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		
<input checked="" type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Verified	274.30	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		
<input type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	-15.30	DPHM1								
<input type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	-2,865.23	DPHM1								
<input type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	762.75	DPHM1								
<input checked="" type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Verified	344.85	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		
<input type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	550.50	DPHM1								
<input checked="" type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Verified	16.98	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		

Select All Clear All

Single Item Update

Split Line Transactions
Single Purchase Order Details

Multiple Item Update

Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Step	Action
13.	Click the Status dropdown box list and select Approved for all the lines you are ready to approve. <input type="text" value="Approved"/>

Reconcile Statement

Procurement Card Transactions

Empl ID 638146
Card Number *****4308

Name Sinkfield,Nora
Card Provider JPMC

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Bank Statement

Transaction	Trans Date	Posted Date	Billing Date	Merchant	*Status	Tran Amount	BU	PO ID	Line	Distrib	Description	POS	Contract ID	Line	CDF
<input type="checkbox"/>	10/11/2016	10/13/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	7.68	DPHM1								
<input checked="" type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Approved	1,743.19	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		
<input checked="" type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Verified	274.30	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		
<input type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	-15.30	DPHM1								
<input type="checkbox"/>	10/12/2016	10/14/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	-2,865.23	DPHM1								
<input type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	762.75	DPHM1								
<input checked="" type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Verified	344.85	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		
<input type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Staged	550.50	DPHM1								
<input checked="" type="checkbox"/>	10/13/2016	10/17/2016	11/10/2016	SUBURBAN STATIONERS, I	Verified	16.98	DPHM1	0000057443	2		Test Line	<input checked="" type="checkbox"/>	12PSX0184AB		


Select All Clear All

Single Item Update

Split Line Transactions
Single Purchase Order Details

Multiple Item Update

Apply Purchase Order to Transactions
Apply Contract to POS Transactions

Step	Action
14.	Use the Horizontal Scrollbar to view the bottom of the page if necessary. Click the Horizontal Scrollbar .
15.	Approved transactions can be reverted back to verified if necessary. Status' can be set back until the transactions are staged for payment. Click the Save button. 
16.	End of Procedure