

# Reconciling Procurement Card Transactions in BFS - Adding Documentation as a Comment

Begin by logging into BFS and selecting 'Card Program' from the main menu.



To see a complete list of transactions currently available for editing, select the 'Reconciler' role and click the 'Search' button. If necessary, you can narrow the list of transactions using the fields available.

A screenshot of the 'Reconcile Statement Search' form in Oracle BFS. The form includes the following fields and controls:

- Role Name: A dropdown menu with 'Reconciler' selected. A red arrow points to this dropdown.
- Employee ID: A text input field with a search icon.
- Name: A text input field with a search icon.
- Card Issuer: A dropdown menu with 'US Bank' selected.
- Card Number: A text input field.
- Bank Reference Number: A text input field.
- Merchant: A text input field with a search icon.
- Exact Match: A checked checkbox.
- Billing Date: A text input field with a search icon, followed by 'To' and another text input field with a search icon, and 'Clear Date' with a text input field and a dropdown menu.
- Statement Status: A dropdown menu.
- Transaction Date: Two date pickers. The first is set to '07/30/2017' and the second to '08/29/2017'. Both have a search icon.
- Rows Per Page: A dropdown menu set to '50'.
- Description: A text input field.
- Auto Save When Scrolling Through Chunks: An unchecked checkbox.
- Search and Clear buttons: Two orange buttons at the bottom.

The 'Description' field allows you to add a short note describing the purchase. This information will be associated with the transaction on the Ledger, so choose a description that will be relevant to a reader at a later time.

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

**Bank Statement**

	Employee Name▲	Merchant	*Status▲	Payment Clear Date	Description	Transaction Amount	Trans Date	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Card Number
1	<input checked="" type="checkbox"/> Kent, Jeffrey D.	AMAZON MKTPLACE PMTS	Staged	09/16/2017		19.97	08/26/2017	USD	Not Chk'd	Valid	Yes	No	*****973661

Select All  Clear All

Search Purchase Details Split Line Distribution Template Sales/Use Tax

Next, update the chartstring associated with the purchase by selecting the 'Distribution' button. This should be done to update the Account code for each purchase, even if other elements of the default chartstring aren't going to be changed.

Reconcile Statement

Procurement Card Transactions

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**Bank Statement**

	Employee Name▲	Merchant	*Status▲	Payment Clear Date	Description	Transaction Amount	Trans Date	Currency	Budget Status
1	<input checked="" type="checkbox"/> Kent, Jeffrey D.	AMAZON MKTPLACE PMTS	Staged	09/16/2017	Laptop Case	19.97	08/26/2017	USD	Not Chk'd

Select All  Clear All

Search Purchase Details Split Line Distribution Template Sales/Use Tax

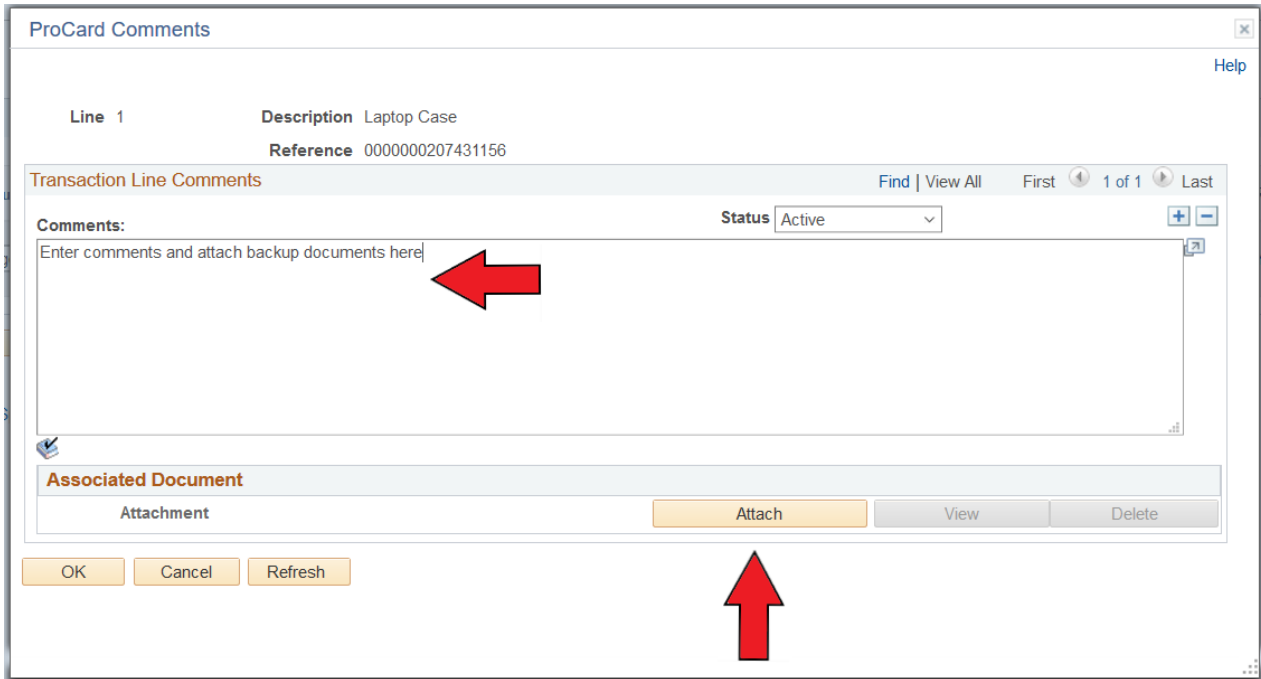
Update the individual elements of the chartstring by selecting the appropriate field for each element. BFS will alert you if you attempt to enter a value that doesn't exist in the system, but it won't stop you from entering an incorrect value that does exist, so double-check your work before hitting the 'OK' button. Only the fields on the first tab ('Chartfields') are required to be entered or edited.

The screenshot shows the 'ProCard Account Distribution' window. At the top, it displays 'Line 1' with a 'PO Qty' of 1.0000 and 'UOM EA'. Below this, it shows 'Billing Date' as 08/28/2017, 'Billing Amount' as 18.95 USD, and 'Unit Price' as 18.95000. A 'SpeedChart' field is also present. The 'Transaction Unit Price' is 19.97000, and the '\*Distribute By' is set to 'Amount'. The 'Distributions' section is active, showing a table with columns: Dist, Percent, Amount, Currency, \*GL Unit, \*Account, Fund, Dept, Program, ChartField 1, ChartField 2, and Clas. The first row contains the following values: 1, 100.0000, 18.95, USD, 10000, 55040, 65900, 23240, 72, and empty fields for ChartField 1 and ChartField 2. Red arrows point to the ChartField 1 and ChartField 2 columns. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

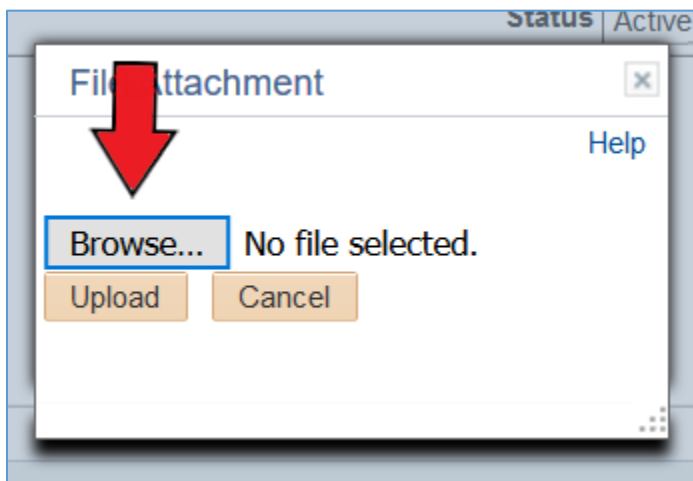
Once the chartstring information has been entered, open the Comments page to enter a short description of the transaction and upload the background documentation for review and storage.

The screenshot shows the 'Reconcile Statement' window for 'Procurement Card Transactions'. It includes a checkbox for 'Run Budget Validation on Save'. The 'Bank Statement' section contains a table with columns: Employee Name, Merchant, \*Status, Payment Clear Date, Description, Transaction Amount, Trans Date, Currency, and Budget Status. The first row shows: Kent, Jeffrey D., AMAZON MKTPLACE PMTS, Staged, 09/16/2017, Laptop Case, 19.97, 08/26/2017, USD, and Not Chk'd. A red arrow points to a speech bubble icon in the Budget Status column. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons.

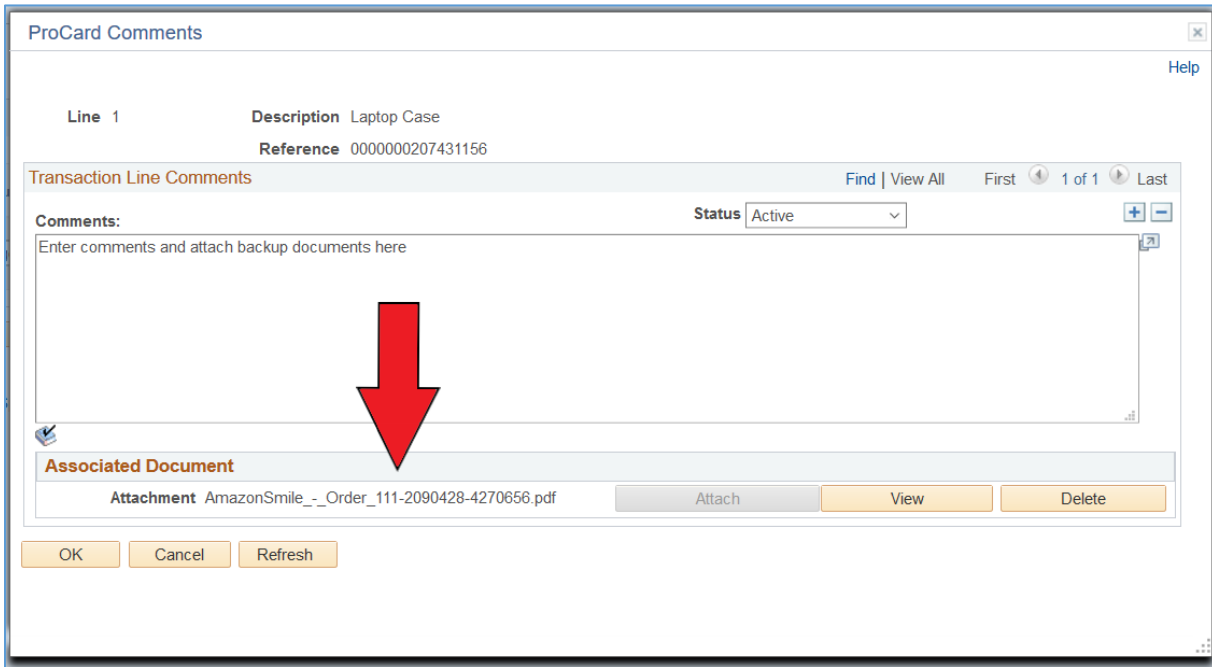
Comments relating to the transaction can be entered in the large text box – you could add a short description of the transaction, who it was requested by or other notes. While it isn't mandatory to add a description, it is helpful for your Approver. Documents can be attached to the transaction using the 'Attach' button.



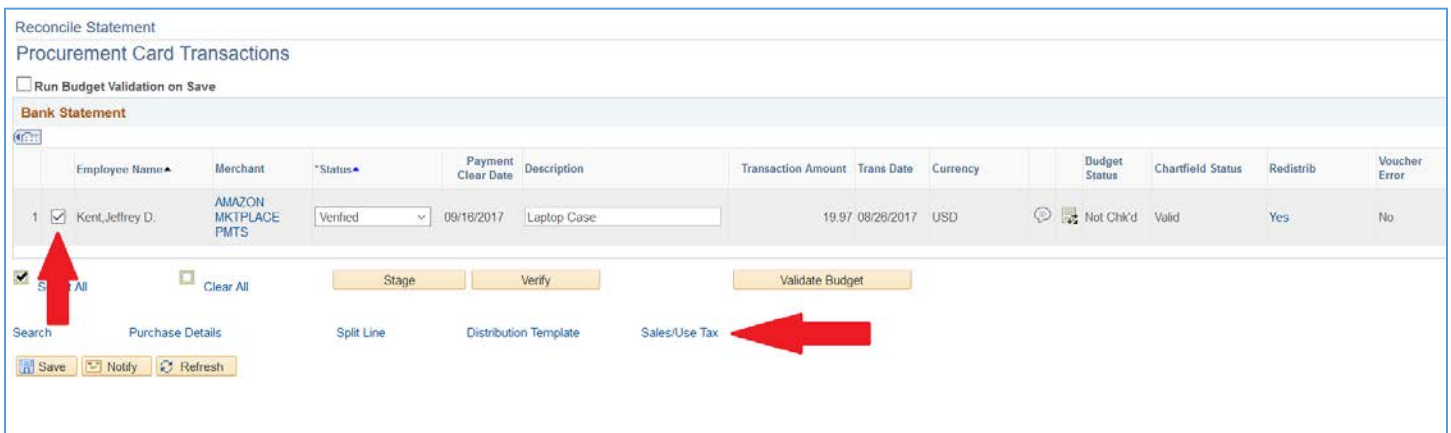
Selecting 'Attach' will bring up a small pop-up window asking you to browse for and upload a file. At this time, only a single file can be uploaded per transaction; if you have multiple files, try combining them into a single one using Adobe Acrobat or a similar program. Make sure you select 'Upload' instead of closing the pop-up, or the file won't attach properly.



You can see that a file has been successfully attached once you return to the Comments screen. If you don't see your file name listed at the bottom, it didn't attach correctly. You can also click the 'View' button to open the file and ensure everything is easily readable. Once you've entered a description and uploaded your file, click the 'OK' button to return to the main reconciliation screen.



Now that you've made chartstring adjustments and uploaded backup documentation, the final step is to ensure that UC paid the correct tax rate on the purchase. You can access the Sale/Use Tax adjustment panel by first selecting the specific transaction you'd like to work on, and then clicking on the 'Sales/Use Tax' link.



The Sales/Use Tax panel allows you to enter the amount of tax charged by the vendor, to differentiate between taxable and non-taxable items (if your invoice has both), and to mark the entire transaction as 'non-taxable' if no tax should have been charged on the purchase. After entering data, select 'Calculate Use Tax' to apply your changes. Make sure you select 'OK' when finished.

**Sales/Use Tax Calculation**

Empl ID: 011889879    Kent, Jeffrey D.    Transaction Date: 08/26/2017  
 Merchant: AMAZON MKTPLACE PMTS    Billing Date: 08/28/2017  
 Line: 1    \*Ship To: 1924O00209    2440 Bancroft Way, Ste 209  
 Transaction Amount: 19.970

**Sales/Use Tax Calculation**

Sales/Use Tax Destination:

Sales/Use Tax Applicability: U    Use Tax Applicable  
 Tax Code:  
 Sales Tax Percent:

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Taxable Amount: 18.950  
 Non Taxable Amount:   
 Sales Tax Paid: 1.020  
 Estimated Use Tax:

Calculate Use Tax

OK

Once you've updated the description, adjusted chartstring information, added backup documentation and notes, and applied any necessary Use Taxes, the reconciliation process is complete. The final step is to save your work by selecting 'Save' at the bottom-left of the screen. It's recommended to hit 'Save' often if you're working on several transactions at once, to avoid the possibility of loss of data.

Reconcile Statement  
 Procurement Card Transactions

Run Budget Validation on Save

**Bank Statement**



	Employee Name	Merchant	*Status	Payment Clear Date	Description	Transaction Amount	Trans Date	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/> Kent, Jeffrey D.	AMAZON MKTPLACE PMTS	Verified	09/18/2017	Laptop Case	19.97	08/28/2017	USD	Not Chk'd	Valid	Yes	No


Select All     Clear All    Stage    Verify    Validate Budget


Save    Notify    Refresh


Finally, you can use the Reconcile Statement screen to pull up Closed transactions and review documentation at a later time. Use the different fields to narrow your search to a specific cardholder or time period, and select 'Closed' in the Statement Status field. You will be able to see any element of the transaction, including notes, the chartstring, and attached documents, but you cannot edit transactions in Closed status.

**Reconcile Statement Search**

Role Name   

Employee ID  





Name  



Card Issuer  





Card Number

Bank Reference Number

Merchant   Exact Match

Billing Date   To   Clear Date    

Statement Status   

Transaction Date   To     
To  

Rows Per Page

Description

Auto Save When Scrolling Through Chunks