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.

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.

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.

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.


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.

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.
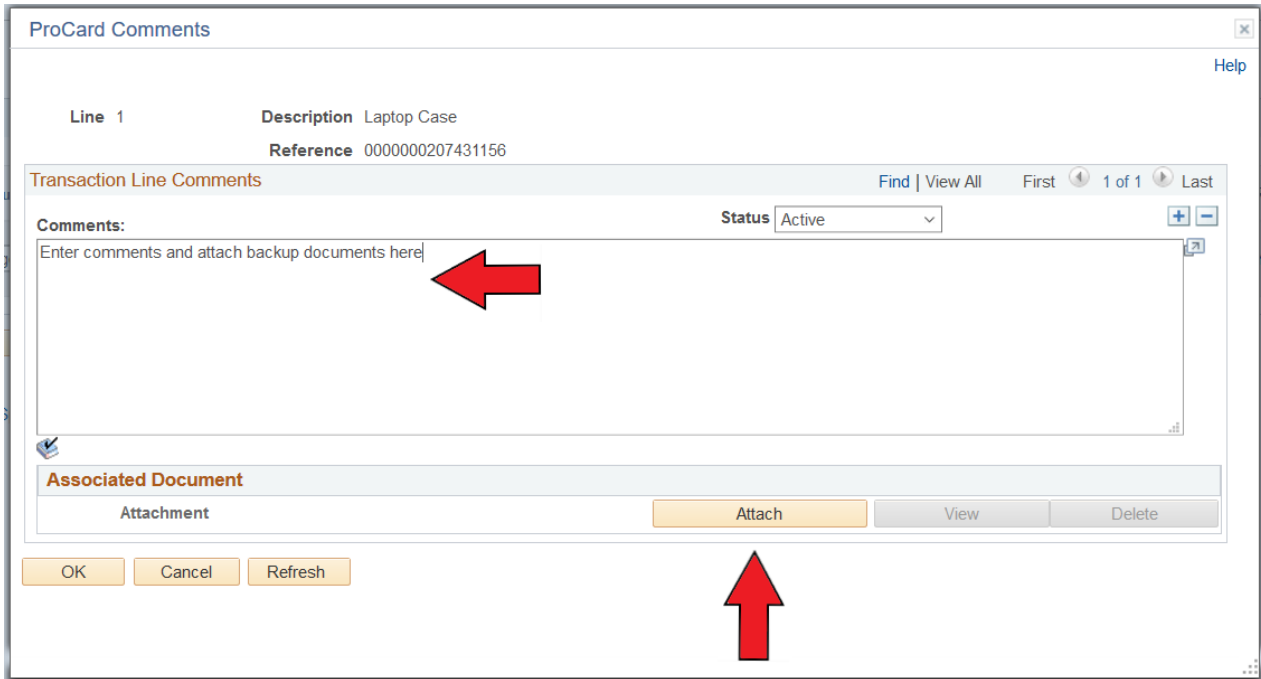

Selecting 'Attach' will bring up a small pop-up window asking you to browse for and upload a file. At this time, only a single file can be uploaded per transaction; if you have multiple files, try combining them into a single one using Adobe Acrobat or a similar program. Make sure you select 'Upload' instead of closing the pop-up, or the file won't attach properly.
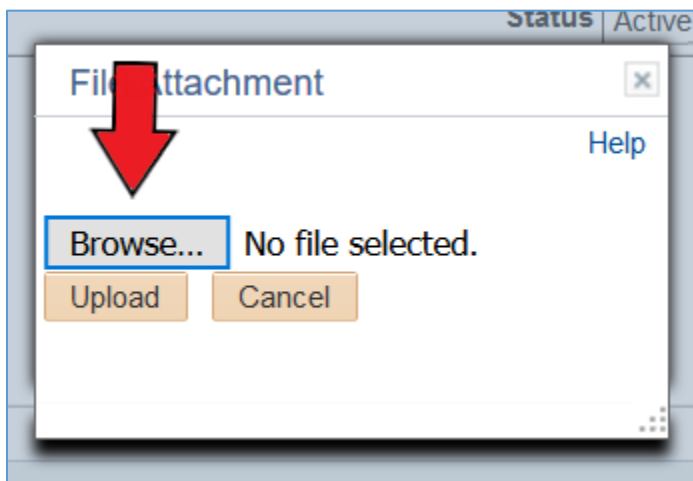
You can see that a file has been successfully attached once you return to the Comments screen. If you don't see your file name listed at the bottom, it didn't attach correctly. You can also click the 'View' button to open the file and ensure everything is easily readable. Once you've entered a description and uploaded your file, click the 'OK' button to return to the main reconciliation screen.
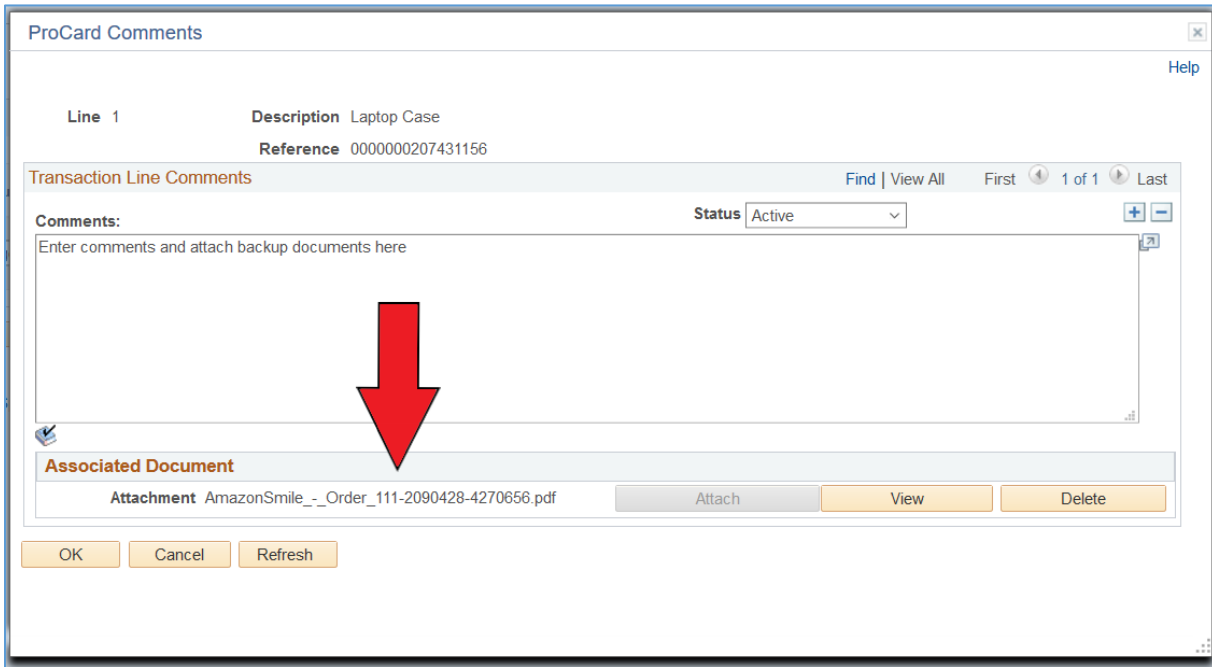
Now that you've made chartstring adjustments and uploaded backup documentation, the final step is to ensure that UC paid the correct tax rate on the purchase. You can access the Sale/Use Tax adjustment panel by first selecting the specific transaction you'd like to work on, and then clicking on the 'Sales/Use Tax' link.
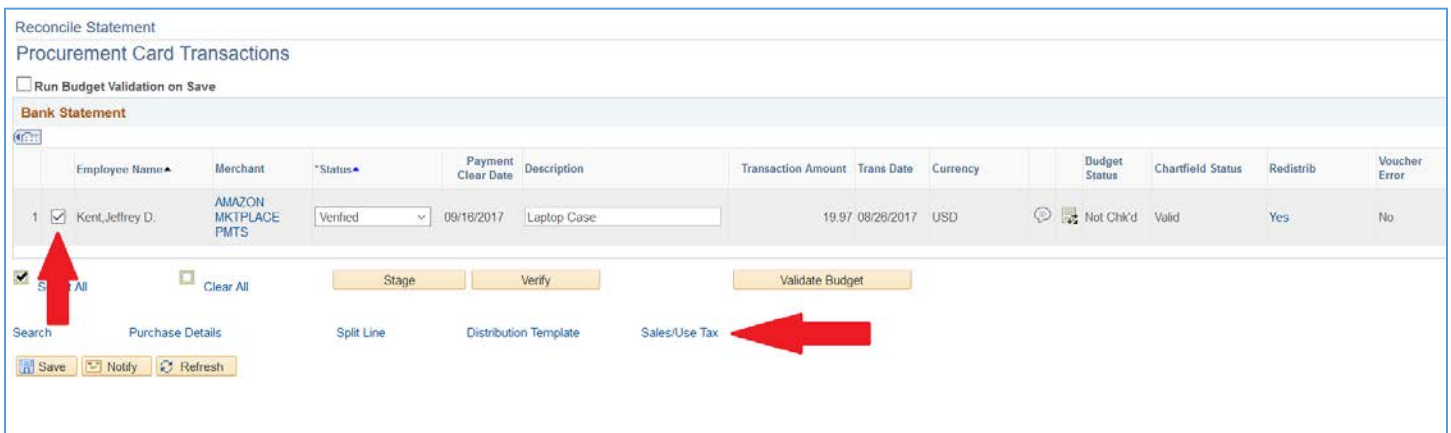
The Sales/Use Tax panel allows you to enter the amount of tax charged by the vendor, to differentiate between taxable and non-taxable items (if your invoice has both), and to mark the entire transaction as 'non-taxable' if no tax should have been charged on the purchase. After entering data, select 'Calculate Use Tax' to apply your changes. Make sure you select 'OK' when finished.

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.

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

Field	Value
Role Name	Approver
Employee ID	
Name	
Card Issuer	US Bank
Card Number	
Bank Reference Number	
Merchant	☑ Exact Match
Billing Date	To — Clear Date
Statement Status	Closed
Transaction Date	04/01/2017 To 05/31/2017
	To
Rows Per Page	50
Description	

☐ Auto Save When Scrolling Through Chunks

Search   Clear