1. Navigate to the following (P-Card Module Location in PeopleSoft)

Purchasing>Procurement Cards>Reconcile>Reconcile Statements

*Note: This is the screen you will see if you are a proxy/delegate for a cardholder, you will need to choose the cardholder’s name that you are reconciling charges for.*

2. Click on Search to pull up all Procurement Card charges.

*Note: If you are a cardholder, the system will take you directly to the Transactions screen.*
3. Select the Transaction you want to work on. Click on the Distribution (found in the transaction tab) icon to associate the charges. Hint: Do not select all at this point. Work on one line at a time.

4. Enter the chart field information for the charge and click ok.
5. Click on the VAT tab. If the Vat amount that appears in the VAT CALCULATED AMOUNT COLUMN is the same as the invoice/receipt LEAVE THE ENTERED VAT AMOUNT ZERO (0.00). If the Vat calculated amount is not the same as the invoice/receipt you will have to override the Vat amount key the amount within the ENTERED VAT AMOUNT FIELD.

6. Click on the Billings tab to enter a description (per line) for the charge.

Description: enter cardholders name as part of the description (Example: SMITH JUNE LAB SUPPLIES) A voucher is created for each transaction and billing date combination. When the voucher is posted an accurate description complete with the cardholder name will be essential for the reconciliation purposes.

Please ensure you SAVE after completing the above steps for each line.

Summary of the steps you have just completed:

TRANSACTION-DISTRIBUTION-VAT- BILLING -SAVE
7. Complete the reconciliation process for all of the remaining lines following the above steps, for all the remaining lines. Once completed, click the select all Icon and then hit the VALIDATE Budget Icon. By doing this you are budget checking all lines at once.

8. Once the Budget Status indicates “Valid”, ensure all lines are still selected. Click Verify to confirm that all the lines have been verified/completed. Verifying the lines is the final step.
9. Print the Procurement Card Register by clicking the Printer icon.

WORK AROUND: STEPS TO FOLLOW ONLY IF RECEIVING AN ERROR MESSAGE WHEN TRYING TO PRINT

(Please note: the P-card Module only prints “Verified” transactions, so if you have approved transactions in your list you will receive an error message. To get around this error message you need to complete a search for Verified transactions. See the below for a quick work around:

Step 1: Select Search
Step 2. This pop-up box will appear within the Statement Status please select “Verified” this will bring up all recent work you have completed by following all of the steps above. You are now able to print your register.
10. Once printed attach the P-Card Statement(s) with all the original invoices/receipts. Obtain all necessary signatures and forward all paperwork to Accounts Payable. DTC - 401

**ADDITIONAL P-CARD RECONCILIATION OPTIONS**

**Splitting lines.** *Important if a split is completed there is no way to undo a split.*

1. If a charge needs to split across multiple chartfields, split the charge at the **LINE LEVEL**. To split a charge, select the line and click on Split Line.
2. Enter the amount to split by clicking the (+) sign and entering the amount. A description for the split line can also be added. Ensure that the total of the split still equals the original line amount. Once completed, click OK.

3. You will see that a new line has been added. To associate the charges for the split line, follow the same steps from pages: 2 to 5

Important - If a split is completed there is no way to undo a split.
(Foreign Orders) Self Assess Tax

Before completing the following steps ensure you are aware if you purchase is a tangible or intangible purchase.

Definitions

Tangible: Capable of being touched, physical goods crossing the border.

Intangible: Incapable of being perceived by the sense of touch, services.

1. To get to VAT for the line you are Self-Assessing select the VAT TAB. Go to the money bag, by scrolling to the right the Transaction Line VAT information will appear.
2. Select Expand All Sections located at the top of the pop-up box, displaying the below:

1. VAT CONTROL - change Inclusive to EXCLUSIVE (Calculation Type) for both tangible and intangible purchases.
2. VAT TREATMENT - Tangible 8% = Self Assess Goods Import - Intangible 13% Tax = Self Assess Service Import
3. VAT DETAILS - check (Vat Code) OHST for Tangibles - HST for Intangibles (VAT Code)
4. VAT DETAILS - change transaction type to SA=Self Assess (Transaction Type)
5. FINAL STEP – Click Adjust Affected VAT Defaults

To return to the main page scroll to the top of the pop up box and select Return to Main Page.

You will see the tax amount calculated within the VAT Calculated Amount Box on the main VAT page.
Distribution Template

This function is useful if you are charging the same account number to multiple lines.

1. Identify the staged transactions that you want to apply the account number to by selecting the individual transaction (not select all).

2. If you are going to apply the same account number to all transactions, just simply use the select all function.
3. Select Distribution Template at the bottom of the page after selecting your lines as indicated above. The below pop up box will appear.

4. Enter the account number you want to apply to all of the lines.

Important – The original distribution Chartfield Account that you had applied to your first grouping of lines will appear and must be edited when trying to apply another account number to an additional grouping of lines (line).
5. Within the Chartfield Status column you will see that the status now displays Recycled.
6. For each transaction line (every line that the account number was applied to) the Distribution Chartfield needs to be selected.

7. Once the Distribution Chartfield is selected for each line the below pop-up box will appear select OK.
8. By selecting OK you are changing the Chartfield Status to Valid from Recycled.

Important: Please now continue with steps 5 to 10 listed on pages 3 to 6 to complete the reconciliation process.