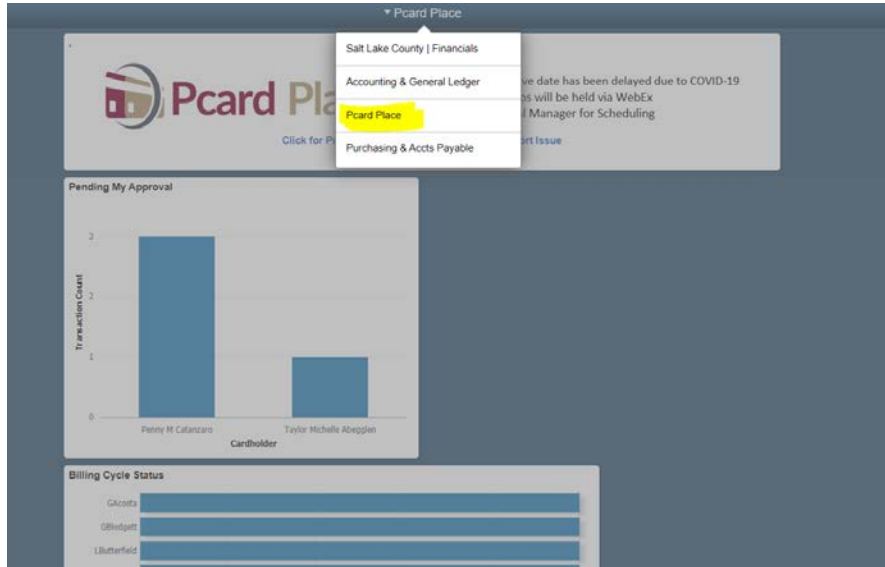
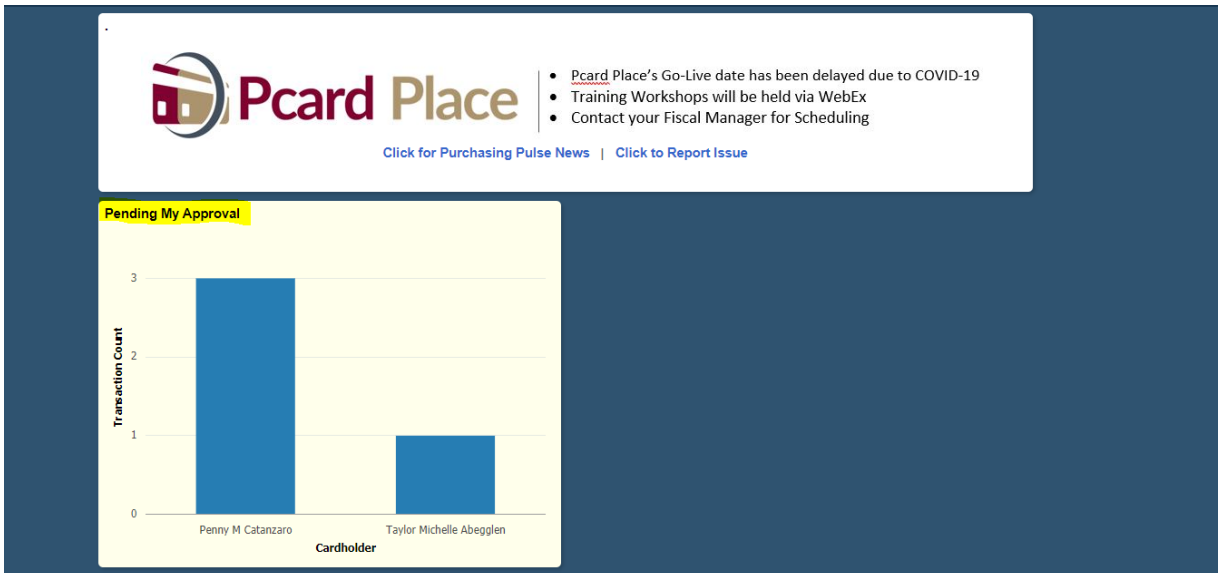


TESTING/TRAINING LINK: <https://psfin-u.slcounty.org/my.policy>

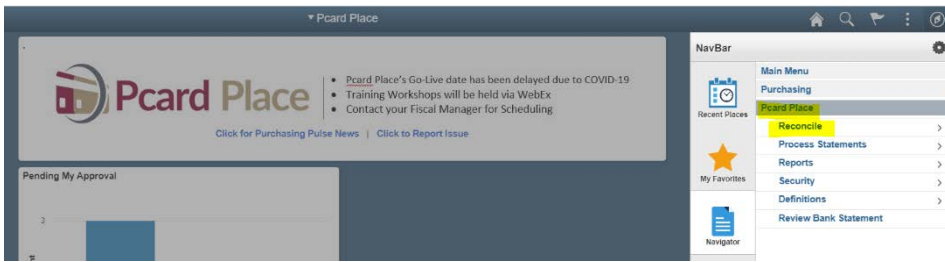
Navigating to PCard Place



Reconciling Transactions (two ways)



OR....



Reallocate transaction (new language = Distribution)

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number

1 to 50 of 69

Bank Statement

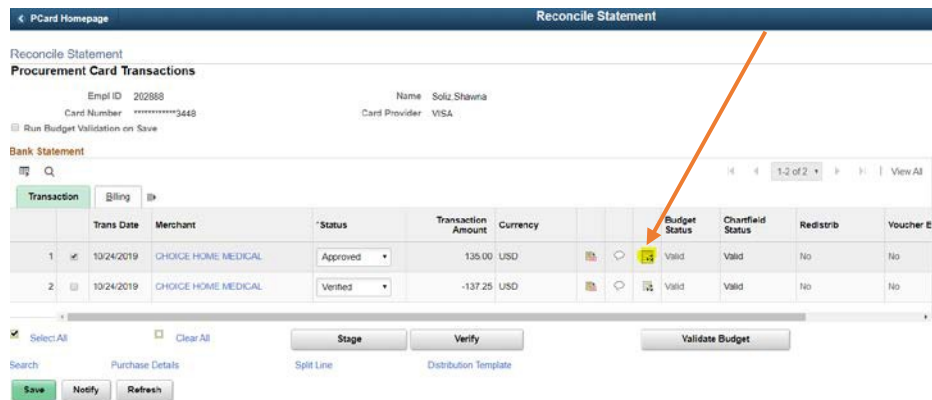
1-9 of 50 | View All

Transaction	Employee Name	Account	Description	Transaction Amount	Budget Status	Redistrib	Dispute Amount
1	Blodgett, Glen L	00000000000000000000		21.30	Error	No	0.00
2	Blodgett, Glen L	00000000000000000000		12.27	Error	No	0.00
3	Butterfield, Lisa A	DEPOT #1099	ARI60483095	145.80	Error	No	0.00
4	Butterfield, Lisa A	WHSE #0113	00008920	28.47	Error	No	0.00
5	Butterfield, Lisa A	DEPOT #1099	ARI60570628	44.76	Error	No	0.00
6	Butterfield, Lisa A	MKT TAYLORSVI	06224042367VLPY7043325235	5.97	Error	No	0.00
7	Catanzaro, Penny M	RUE VALUE HDWR	733383 0000141153	68.58	Error	No	0.00
8	Catanzaro, Penny M	RECTV SERVICE	0E271CEE	155.09	Error	No	0.00
9	Catanzaro, Penny M	RUE VALUE HDWR	740870 0000205370	612.61	Error	No	0.00

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Distribute Using One/Multiple Accounting Strings



ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 11/22/2019 Billing Amount 135.00 USD Unit Price 135.00000
 SpeedChart Transaction Unit Price 135.00000 *Distribute By Amount

Distributions

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Fund	Agency	Dept	*Account	Program	Bud Ref	Fund Source
1	100.0000	135.00	USD	SLC01	110		8150000100	615010		2019	

OK Cancel Refresh

 **TIP:** Personalize the way you see your fields by clicking on the  located in the upper left hand corner of a page.

Adding additional accounting strings
 Scroll to end, add additional line(s) with the "+"

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 11/22/2019 Billing Amount 135.00 USD Unit Price 135.00000
 SpeedChart Transaction Unit Price 135.00000 *Distribute By Amount

Distributions

Chartfields Details/Tax Asset Information Statuses

Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Alt Acct	Location		
							615010		+ -

OK Cancel Refresh

Add Description of Transaction *(this is what will be pulled into reports/queries)*

The Description field is located on the BILLING tab of the Reconcile Statement page. You may personalize this to bring this field into your Transaction Tab, closer to the distribution icon.

Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number

Bank Statement

Transaction Billing

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Description
1	Carter, Amanda P	VISA	*****1709	02/02/2020	AMZN MKTP US*18-1767J3	Staged	75.92	USD	Testing Description 1
2	Carter, Amanda P	VISA	*****1709	02/02/2020	AMZN MKTP US*19-1W5CG3	Staged	263.79	USD	264RrFWDqakkuJL6
3	Carter, Amanda P	VISA	*****1709	02/02/2020	AMZN MKTP US*19-3W79F3	Verified	103.56	USD	TESTING SPLIT
4	Carter, Amanda P	VISA	*****1709	02/02/2020	AMZN MKTP US*19-3W79F3	Verified	103.50	USD	TESTING SPLIT
5	Reid, Becky A	VISA	*****1703	02/03/2020	IBM PRINT SUPPLIES DISTRB	Staged	3.00	USD	0260113213
6	Reid, Becky A	VISA	*****1703	02/03/2020	AMAZON WEB SERVICES	Staged	600.56	USD	2t343MjmsJGh-VJoma
7	Reid, Becky A	VISA	*****1703	02/03/2020	IBM PRINT SUPPLIES DISTRB	Staged	548.53	USD	022803143

Select All Clear All Stage Verify Approve Validate Budget

Save Notify Refresh

Upload Document(s) to Transaction/Additional Comments

Reconcile Statement
Procurement Card Transactions

Empl ID 202888 Name Soliz Shavnia
Card Number *****3448 Card Provider VISA
 Run Budget Validation on Save

Bank Statement

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Charfield Status	Redistrib	Voucher E
1		10/24/2019	CHOICE HOME MEDICAL	Approved	135.00	USD	Valid	Valid	No	No
2		10/24/2019	CHOICE HOME MEDICAL	Verified	-137.25	USD	Valid	Valid	No	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Add any additional comment about the transaction

ProCard Comments

Line 823 Description FNC Reference

Transaction Line Comments

Comments: Status Active

Perols and pers for buying team Approved by Jason Yocom 2.1.2020. See Page 14 of Master Packer attached to transaction 132

Associated Document

Attachment Attach View Delete

OK Cancel Refresh

Upload Supporting Documents

Procurement Card Transactions

Empl ID 202888 Name Soliz Shavnia
Card Number *****3448 Card Provider VISA
 Run Budget Validation on Save

Bank Statement

Transaction	Billing	Trans Date	Merchant
1		10/24/2019	CHOICE HOME MEDICAL
2		10/24/2019	CHOICE HOME MEDICAL

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

ProCard Comments

Line 1 Description \$10836E11 Reference

Transaction Line Comments

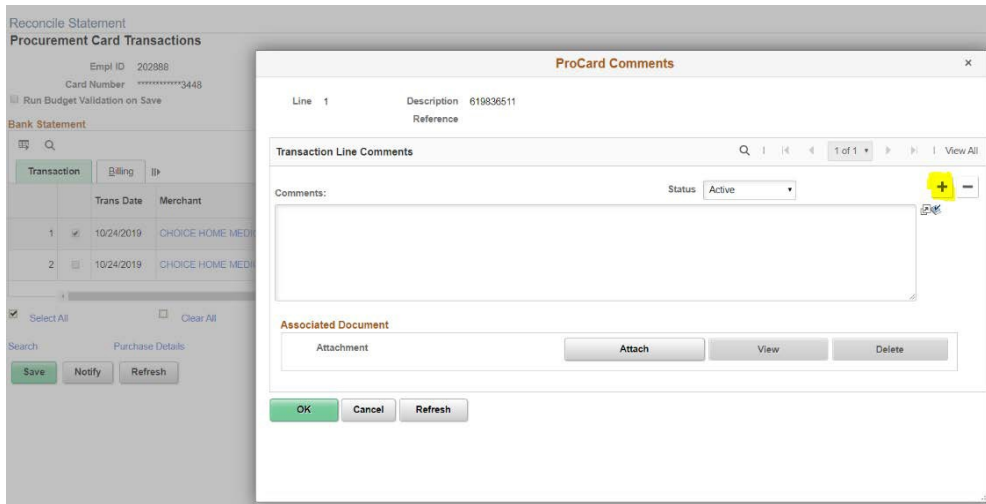
Comments: Status Active

Associated Document

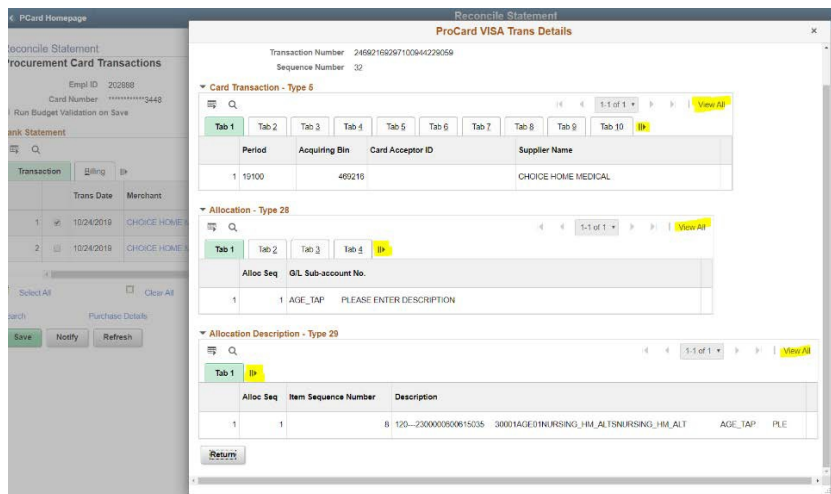
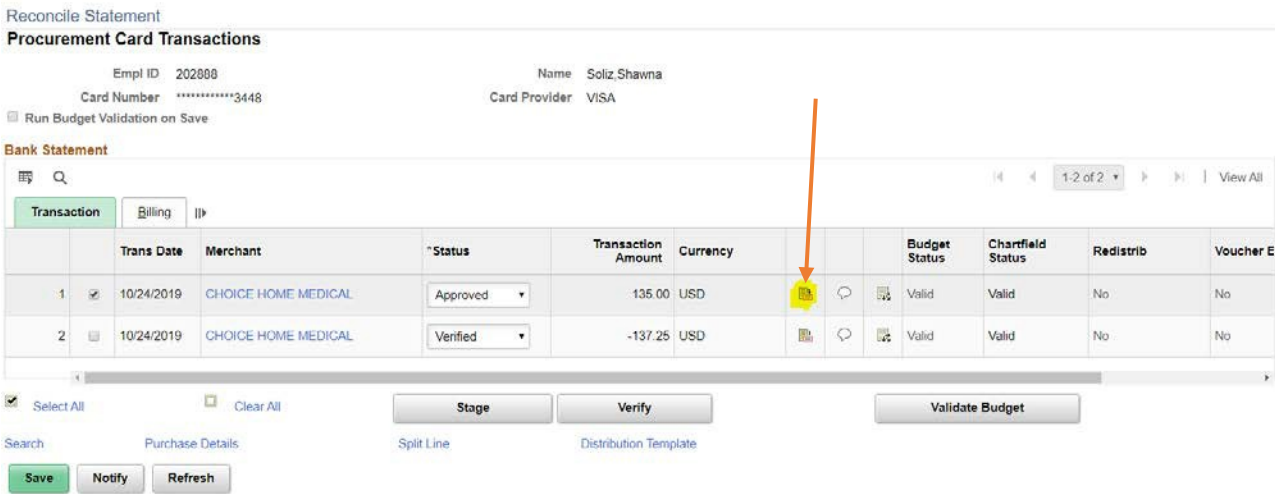
Attachment Attach View Delete

OK Cancel Refresh

Upload Multiple Documents



View Line Details (Level III Date will be in here, if vendor participates)



Dispute an Amount/Credit Collected

We recommend personalizing the Dispute Amount and Credit Collected fields so they are present on the Transaction tab rather than Billing Tab.

Reconcile Statement
Procurement Card Transactions

Empl ID 202888 Name Soliz,Shawna
Card Number *****3448 Card Provider VISA
 Run Budget Validation on Save

Bank Statement

Transaction Billing

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	619836511	11/22/2019	135.00	USD		10.00	
2	5002	11/22/2019	-137.25	USD		0.00	

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Distribution Template (similar to "Mass Reallocation in Access Online")

Reconcile Statement
Procurement Card Transactions

Empl ID 202888 Name Soliz,Shawna
Card Number *****3448 Card Provider VISA
 Run Budget Validation on Save

Bank Statement

Transaction Billing

	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher E
1	10/24/2019	CHOICE HOME MEDICAL	Approved	135.00	USD	Valid	Valid	No	No
2	10/24/2019	CHOICE HOME MEDICAL	Verified	-137.25	USD	Valid	Valid	No	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Run Budget Validation on Save

ProCard Distrib Templates

SpeedChart

Distributions

Seq	Pat	*OL Unit	Fund	Agency	Dept	*Account	Program	Bud Ref	Fund Source	PC Bus Unit	Project	Activity	Source Type	Category
130	0000													

OK Cancel Refresh

ProCard Distrib Templates

1.1 of 1 | View All

Fund Source	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Alt Acct	Location	Chartfield Status
											Valid

Verify or Approve Transactions *(Previously known as "approve" or "final approve" in Access Online)*

Reconcile Statement

Procurement Card Transactions

Empl ID 202888 Name Soliz, Shawna
Card Number *****3448 Card Provider VISA

Run Budget Validation on Save

Bank Statement

Transaction Billing

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher E
1	10/24/2019	CHOICE HOME MEDICAL	Approved	135.00	USD	Valid	Valid	No	No
2	10/24/2019	CHOICE HOME MEDICAL	Approved	-137.25	USD	Valid	Valid	No	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Notify Approver of Transactions

Reconcile Statement

Procurement Card Transactions

Empl ID 202888 Name Soliz, Shawna
Card Number *****3448 Card Provider VISA

Run Budget Validation on Save

Bank Statement

Transaction Billing

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher E
1	10/24/2019	CHOICE HOME MEDICAL	Approved	135.00	USD	Valid	Valid	No	No
2	10/24/2019	CHOICE HOME MEDICAL	Verified	-137.25	USD	Valid	Valid	No	No

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save **Notify** Refresh

Workflow Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

Priority:

Subject:

Template: Workflow Notification
 Priority: %NotificationPriority
 Date Sent: 2020-02-13

Message:

[Lookup Recipient](#)
[Delivery Options](#)
 Rich Text

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

Review Disputed Transactions

NavBar

Recent Places

My Favorites

Navigator

Main Menu

- Purchasing
- Procurement Cards
- Reconcile**
- Reconcile Statement
- Review Disputes**

Review Disputes Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date 01/14/2020 To 02/13/2020

Charge Type

Posted Date To

and search

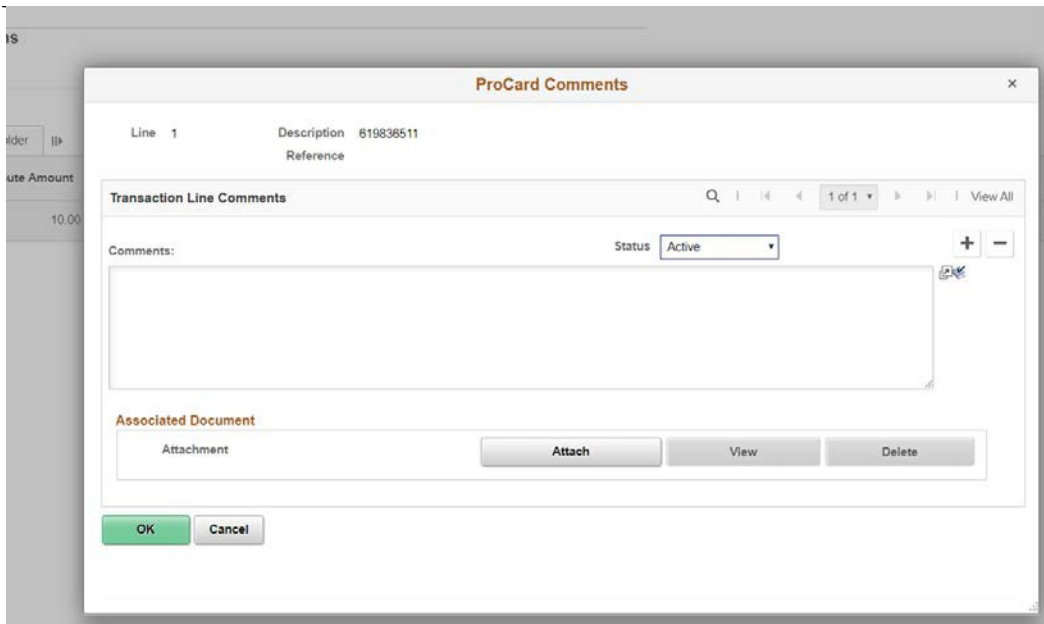
Add Comment to Disputed Transactions

Review Disputes

Procurement Card Transactions

Transactions with Dispute

Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	10.00	*****3448	619836511	10/24/2019	135.00	USD	CHOICE HOME MEDICAL



Reports

Reports and Queries are being built out. Currently, we encourage approvers and cardholders to use the tiles and dashboard built out on the PCard Homepage- which is also under construction while we gather feedback. Feel free to send suggestions/changes to Angelina Linnett at alinnett@slco.org.

Transaction Details

Category	Color
Office Supplies	Red
Recreational Supplies & Serv	Purple
Mobile Telephone	Blue
Purchasing Card...	Yellow
Pass-Thru Maint Plumb Htg & Ac	Orange

PCard Forms

PCard Reporting Tools

Dispute Transaction

Reconcile Statement

Cardholder Stmtnt MFA_PB705

