

PURCHASING CARD RECONCILIATION HANDBOOK

PEOPLESOFT FINANCE

Instruction Manual

Updated - August 2015

Table of Contents

Logging into PeopleSoft Finance – page 3

How to Display Transactions:

If you are responsible for one purchasing card – page 4-5

If you reconcile multiple purchasing card – page 6

How to Reconcile Transactions:

Split Transaction so that Unique Descriptions are assigned – page 7-9

Split Transaction so that charge is assigned to different Allocations – page 13-15

Icon Definitions:

Line Details – page 10

Comments – page 11

Distribution – page 12

How to find the Correct PeopleSoft Account – page 16

Approving Transactions – page 17-18

Generating/Printing Expense Report – page 19-21

How to Display Closed Transactions – page 22

How to Display Closed Transactions when Current Charges need to be Reconciled – Page 23

Miscellaneous Information – page 24-27

Purchasing Card Application – page 28

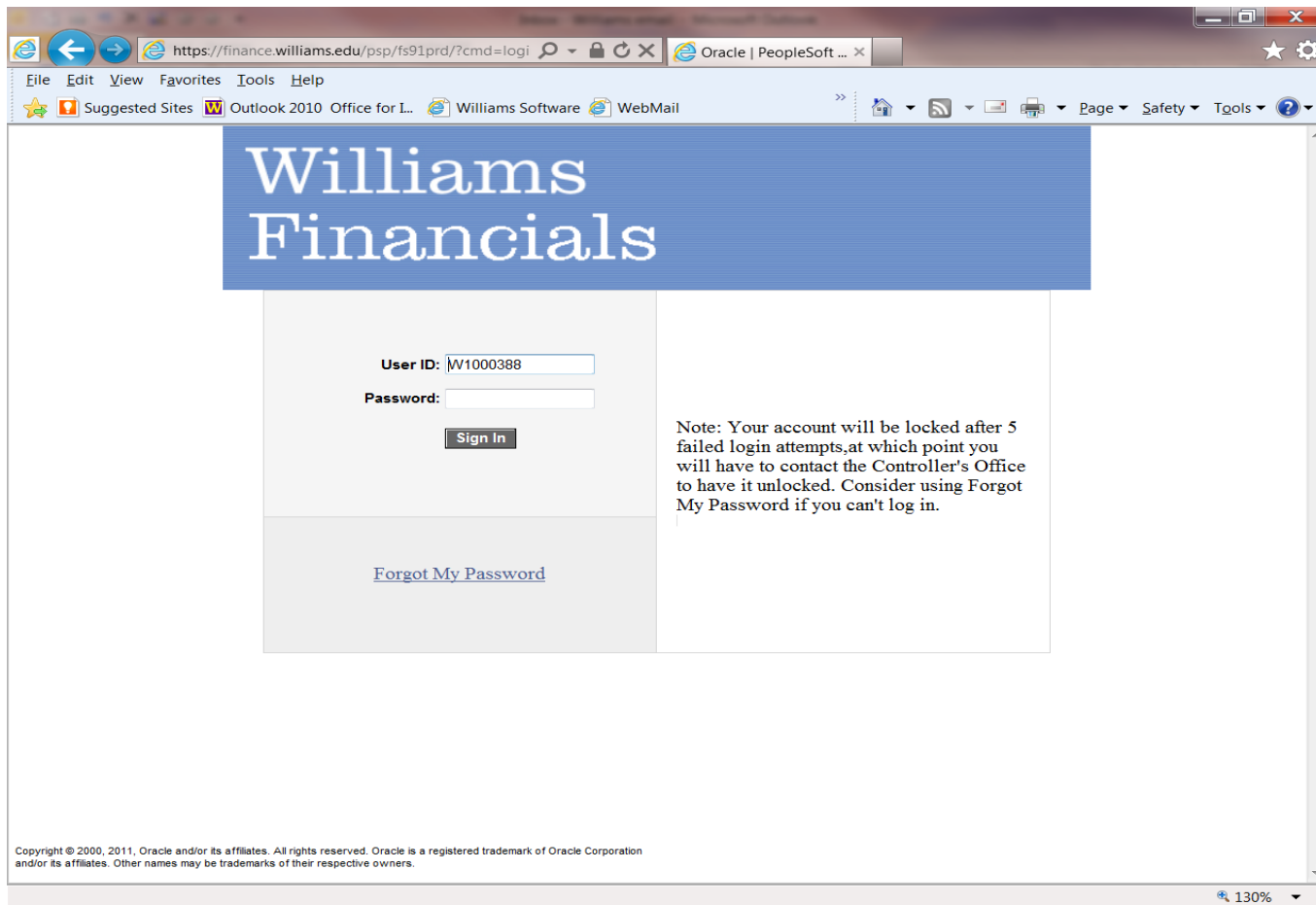
Logging into PeopleSoft Finance

Navigate to the Login page through the Controller's Office website or type in the URL listed below.

finance.williams.edu

UserID is your Employee ID number preceded by a capital W.

The password is in sync with your self-serve password, so there is only one to remember.



The screenshot shows a web browser window with the address bar displaying <https://finance.williams.edu/psp/fs91prd/?cmd=logi>. The page features a blue header with the text "Williams Financials". Below the header, there is a login form with the following elements:

- User ID:** A text input field containing "W1000388".
- Password:** A text input field.
- Sign In:** A button.
- Forgot My Password:** A link.

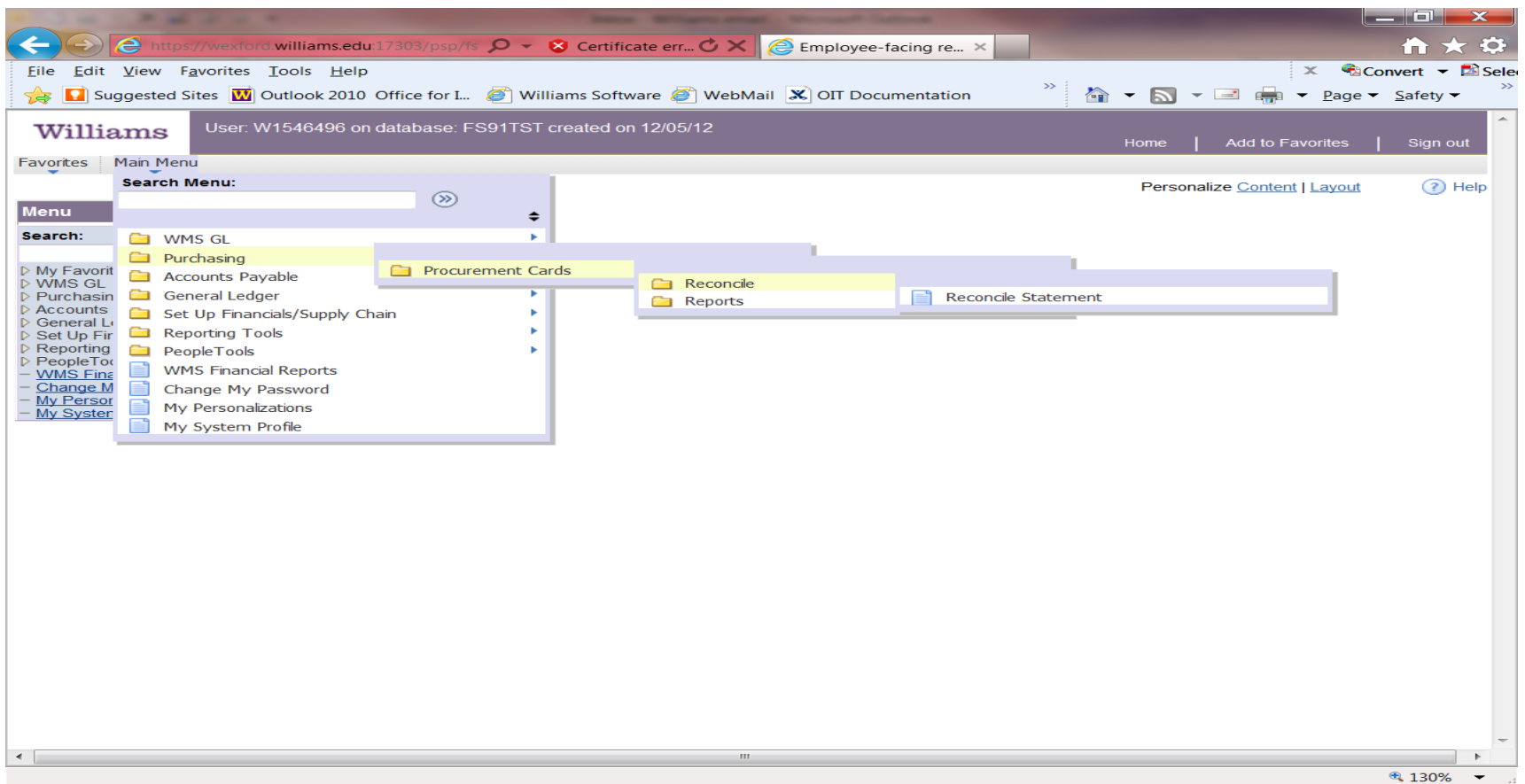
To the right of the login form, there is a note: "Note: Your account will be locked after 5 failed login attempts, at which point you will have to contact the Controller's Office to have it unlocked. Consider using Forgot My Password if you can't log in."

At the bottom of the page, there is a copyright notice: "Copyright © 2000, 2011, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners."

How do I reconcile a Purchasing Card transaction in PeopleSoft?

To display current transactions that need to be reconciled, follow the navigation below.

Main Menu/Purchasing/Procurement Cards/Reconcile/Reconcile Statement



To display transactions that need to be reconciled. Enter the cardholders Employee ID number without the leading W or click on the magnifying glass next to the Name field. This will open up a search window to find the correct cardholder.

Click on the "Search" button. This will direct you to the transactions that need to be approved.

If the system currently has no transactions that need to be reconciled, you will see the following message.

"No transactions found, specify different search criteria"

The screenshots show the Williams Reconcile Statement Search interface. The top screenshot displays the search form with the following fields:

- Role Name: [Dropdown]
- Employee ID: 1000915
- Name: Hogan, Susan S.
- Card Issuer: [Dropdown]
- Card Number: [Text]
- Billing Date: [Text]
- Transaction Date: [Text]
- Statement Status: [Dropdown]
- Search button

The bottom screenshot shows the same form with a "Look Up Name" dialog box open. The dialog box contains the following information:

- Name: begins with hogan
- Buttons: Look Up, Clear, Cancel, Basic
- Search Results table:

Name	Empl ID
Hogan, Susan S.	1000915

If you have access to multiple pcards, click on the magnifying glass next to the blank box for "Name", to display the cardholders that you are proxy to.

You will see a display similar to the one below. Click on the name of the cardholder you need to reconcile transactions for.

The screenshot shows a web browser window with the URL <https://wexford.williams.edu.17303/psp/fs>. The browser's address bar shows a 'Certificate err...' warning. The page title is 'Reconcile Statement'. The Williams logo is in the top left, and the user information 'User: W1546496 on database: FS91TST created on 12/05/12' is in the top right. The main content area is titled 'Reconcile Statement Search'. It contains several input fields: 'Role Name:' (a dropdown), 'Employee ID:' (a text box with a magnifying glass icon), 'Name:' (a text box with a magnifying glass icon), 'Card Issuer:' (a dropdown), 'Card Number:' (a text box), 'Billing Date:' (a text box with a magnifying glass icon), 'Transaction Date:' (a text box with a calendar icon), and 'Statement Status:' (a dropdown). A 'Search' button is at the bottom left. A 'Look Up Name' dialog box is open on the right, showing a 'Name:' field with a 'begins with' dropdown and a text box. Below the input fields are buttons for 'Look Up', 'Clear', 'Cancel', and a 'Basic' link. The dialog box also has a 'Help' link. The 'Search Results' section shows a table with two columns: 'Name' and 'Empl ID'. The table contains three rows of data: 'Chapman, Elizabeth M.' with '1546496', 'Hogan, Susan S.' with '1000915', and 'Kervan, Kelly F.' with '1000064'. The dialog box has a 'View 100' link and a 'First' button. The bottom right of the page shows a zoom level of 130%.

Williams User: W1546496 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Billing Date:

Transaction Date:

Statement Status:

Search

Look Up Name

Name: begins with

Look Up Clear Cancel Basic

Lookup

Search Results

View 100 First 1-3 of 3 Last

Name	Empl ID
Chapman, Elizabeth M.	1546496
Hogan, Susan S.	1000915
Kervan, Kelly F.	1000064

The ability to view the transaction history by billing cycle is also available. Follow the navigation and fill in the screen accordingly. Purchasing/Procurement Cards/Reconcile/Reconcile Statement. Click on the billing cycle you would like to view the transactions for and click on Search.

Williams

Reconcile Statement Search

Role Name:

Employee ID:

1000915

Name:

Hogan,Susan

Card Issuer:

Bank of America

Card Number:

Billing Date:

Transaction Date:

Statement Status:

Search

Look Up Billing Date

Billing Date:

=

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

View 100 First 1-9 of 9 Last

Billing Date
02/27/2013
03/27/2013
04/27/2013
05/27/2013
06/27/2013
07/27/2013
08/27/2013
09/27/2013
10/27/2013

The transactions are loaded into PeopleSoft in the “staged” status. This means that the transactions are available for editing. On this panel you will enter a brief description of the transaction. This description will appear on the monthly financial reports and the expense report. If a transaction needs to be split, place a check mark next to the line number of the transaction and click on the “split line” at the bottom of the panel.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name: Chapman, Elizabeth M.
Card Number: *****0144 Card Provider: BOA

Bank Statement Find | 1-7 of 7 Last

Transaction	Trans Date	Merchant	*Status	Description	Billing Amount
1 <input checked="" type="checkbox"/>	01/03/2013	STAPLS7094176145000004	Staged	enter a meaningful brief description	247.58
2 <input type="checkbox"/>	01/03/2013	STAPLS7094188586000001	Staged	enter a meaningful brief description	51.79
3 <input type="checkbox"/>	01/04/2013	SESAC INC	Staged	enter a meaningful brief description	261.04
4 <input type="checkbox"/>	01/05/2013	STAPLS7094301485000001	Staged	enter a meaningful brief description	98.67
5 <input type="checkbox"/>	01/24/2013	STAPLS7095207884000001	Staged		319.55
6 <input type="checkbox"/>	01/24/2013	STAPLS7095207884000002	Staged		7.94
7 <input type="checkbox"/>	01/29/2013	MACFARLANE OFFICE PROD	Staged		161.99

☒ Select All ☐ Clear All

[Search](#) [Split Line](#)

Individual Descriptions - This panel will split a transaction so that the separate lines have individual descriptions. Enter the description you want entered on the first line and edit the billing amount. Click on the “+” sign at the end of the first line. The system will add a line. You can then enter the next description and the corresponding dollar amount for that transaction. This can be repeated as many times as necessary. When completed click on “OK”. This will return you to the transaction panel.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Split Transaction

Line: 1

Trans Date: 01/03/2013 Billing Amount: 247.58 USD

Posted Date: 01/04/2013 Reference:

Merchant: STAPLS7094176145000004

Description: enter a meaningful brief description

Split Rules

Description	Transaction Amount	Billing Amount	Percentage		
This is a test of a decription - split transaction	100.00	100.00	40.390985	+	-
This is a test of a decription - split transaction - 2	47.58	47.58	19.218031	+	-
This is a test of a decription - split transaction - 3	100.00	100.00	40.390984	+	-

OK Cancel

120%

Now you can see that the first transaction has been divided three ways, each with individual descriptions and the corresponding dollar amounts. I would suggest clicking on the “save” button to save your work. You can “save” your work as often as necessary.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name: Chapman, Elizabeth M.
Card Number: *****0144 Card Provider: BOA

Bank Statement Find | First 1-9 of 9 Last

Transaction	Trans Date	Merchant	*Status	Description	Billing Amount
1	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 1	100.00
2	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 2	47.58
3	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 3	100.00
4	01/03/2013	STAPLS7094188586000001	Staged	enter a meaningful brief description	51.79
5	01/04/2013	SESAC INC	Staged	enter a meaningful brief description	261.04
6	01/05/2013	STAPLS7094301485000001	Staged	enter a meaningful brief description	98.67
7	01/24/2013	STAPLS7095207884000001	Staged		319.55
8	01/24/2013	STAPLS7095207884000002	Staged		7.94
9	01/29/2013	MACFARLANE OFFICE PROD	Staged		161.99

☒ Select All ☐ Clear All

[Search](#) [Split Line](#)

120%

Line Details – This icon is for reference information only. Some vendors provide level 3 data, which is an itemization of the purchase. If this information is available it will be found here. If assistance is needed, please call the Controller's Office for assistance.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name: Card Number: *****0144 Card Provider: Bank Statement

Transaction

	Trans Date	Merchant	*Status	Description	Billing Amount
1	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 1	100.00
2	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 2	47.58
3	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 3	100.00
4	01/03/2013	STAPLS7094188586000001	Staged	enter a meaningful brief description	51.79
5	01/04/2013	SESAC INC	Staged	enter a meaningful brief description	261.04
6	01/05/2013	STAPLS7094301485000001	Staged	enter a meaningful brief description	98.67
7	01/24/2013	STAPLS7095207884000001	Staged		319.55
8	01/24/2013	STAPLS7095207884000002	Staged		7.94
9	01/29/2013	MACFARLANE OFFICE PROD	Staged		161.99

Line Details

Select All Clear All Stage Approve

Search Split Line

Save Refresh

120%

Comments – This icon is where you will enter the description overflow from the line description on the transaction panel. Enter all information regarding meal purchases on the screen. If you can enter the entire description on the transaction panel, there will be no need to enter any information here. This data will only print on the expense report. It will not print on the monthly financial reports.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out










Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name: Card Number: *****0144 Card Provider:

Bank Statement

Transaction

	Trans Date	Merchant	*Status		Description	Billing Amount
1	<input checked="" type="checkbox"/>	01/03/2013	STAPLS7094176145000004	Staged	 This is a test of a decription - 1	100.00
2	<input type="checkbox"/>	01/03/2013	STAPLS7094176145000004	Staged	 This is a test of a decription - 2	47.58
3	<input type="checkbox"/>	01/03/2013	STAPLS7094176145000004	Staged	 This is a test of a decription - 3	100.00
4	<input type="checkbox"/>	01/03/2013	STAPLS7094188586000001	Staged	 enter a meaningful brief description	51.79
5	<input type="checkbox"/>	01/04/2013	SESAC INC	Staged	 enter a meaningful brief description	261.04
6	<input type="checkbox"/>	01/05/2013	STAPLS7094301485000001	Staged	 enter a meaningful brief description	98.67
7	<input type="checkbox"/>	01/24/2013	STAPLS7095207884000001	Staged		319.55
8	<input type="checkbox"/>	01/24/2013	STAPLS7095207884000002	Staged		7.94
9	<input type="checkbox"/>	01/29/2013	MACFARLANE OFFICE PROD	Staged		161.99

☒ Select All ☐ Clear All

Search [Split Line](#)

120%

Distribution – Finally, this is where all editing to the account string will occur. The PeopleSoft process automatically assigns the default accounting to the transaction, so if any part of the default is incorrect, it will need to be edited. If the transaction needs to be split between two or more accounts, you will need to click on this distribution icon. (see next panel)

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name:
 Card Number: *****0144 Card Provider:

Bank Statement

Transaction

	Trans Date	Merchant	*Status	Description	Billing Amount
1	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 1	100.00
2	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 2	47.58
3	01/03/2013	STAPLS7094176145000004	Staged	This is a test of a decription - 3	100.00
4	01/03/2013	STAPLS7094188586000001	Staged	enter a meaningful brief description	51.79
5	01/04/2013	SESAC INC	Staged	enter a meaningful brief description	261.04
6	01/05/2013	STAPLS7094301485000001	Staged	enter a meaningful brief description	98.67
7	01/24/2013	STAPLS7095207884000001	Staged		319.55
8	01/24/2013	STAPLS7095207884000002	Staged		7.94
9	01/29/2013	MACFARLANE OFFICE PROD	Staged		161.99

☒ Select All
 ☐ Clear All

[Search](#)
[Split Line](#)

120%

If necessary, you will edit the accounting and/or split the transaction so that multiple allocations are charged. (see next page)

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Reconcile Statement

Account Distribution

Line: 5
Billing Date: 01/27/2013 Billing Amount: 261.04 USD

*Distribute By: Amount

Distributions

Chartfields

Dist	Percent	Amount	Currency	GL Unit	*Account	Fund	Dept	Project
1	100.0000	261.04	USD	WMS01	527500	110	5002000	

OK Cancel Refresh

120%

If it's necessary to split the transaction, click on the "+" at the end of the line. A window will open asking how many lines you would like to enter.

The system will automatically populate the percent and amount fields if you edit them prior to creating an additional row.

The screenshot shows a web browser window with the URL <https://wexford.williams.edu:17303/psp/fs>. The page title is "Reconcile Statement". The user is logged in as "User: W1000388 on database: FS91TST created on 12/05/12". The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement.

The main section is titled "Reconcile Statement" and "Account Distribution". It shows the following details:

- Line: 5
- Billing Date: 01/27/2013
- Billing Amount: 261.04 USD
- *Distribute By: Amount

Below this is a table titled "Distributions" with the following columns: Dist, Percent, Amount, Currency, GL Unit, *Account, Fund, Dept, and Project. The table contains one row:

Dist	Percent	Amount	Currency	GL Unit	*Account	Fund	Dept	Project
1	100.0000	261.04	USD	WMS01	527500	110	5002000	

At the bottom of the table are buttons for "OK", "Cancel", and "Refresh".

A modal dialog box titled "williams.edu needs some information" is open in the foreground. It contains the following text:

Script Prompt:
Enter number of rows to add:

There is a text input field with the number "1" entered. To the right of the input field are "OK" and "Cancel" buttons.

The system added the requested additional row and populated the percent, dollar amount and the same accounting from row 1. You can now edit the accounting. You have the option to split the transaction by dollar amount or by percent. The system will automatically calculate the other for you. When your editing is completed, click on the “OK” button, and you’ll be sent back to the transaction panel.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Account Distribution

Line: 5

Billing Date: 01/27/2013 Billing Amount: 261.04 USD

*Distribute By: Amount

Distributions Find | View All | First 1-2 of 2 Last

Chartfields

Dist	Percent	Amount	Currency	GL Unit	*Account	Fund	Dept	Project
1	50.0000	130.52	USD	WMS01	527500	110	5002000	
2	50.0000	130.52	USD	WMS01	541000	110	5002000	

OK Cancel Refresh

120%

The ability to search for the correct ps account is available. Click on the magnifying glass next to the ps account. A search window will open. You can enter a partial ps account number or do a search for the description. You can also search on a part/all of the description by clicking on the down arrow next to the description and select “contains”. This will display all ps accounts that contain these letters in the same order you’ve entered them.

Williams User: W1546496 on database: FS91TST created on 12/05/12

Reconcile Statement

Account Distribution

Line: 1
Billing Date: 01/27/2013 Billing Amount:

Distributions

Chartfields

Dist	Percent	Amount	GL Unit	*Account	Fund	Dept
1	100.0000	247.58	WMS01	542250	110	5002000

OK Cancel Refresh

Look Up Account

SetID: WMS01

Account: begins with 5

Description: begins with
contains

Look Up Cancel Basic Lookup

Search Results

Only the first 30 results are displayed.

View 100 between in

Account	Description	Account Type
501100	Prof-Full Benefits	E
501101	Prof-SS and Medicare	E
501102	Prof-Sabbatical	E
501103	Prof-Medicare Only	E
501104	Prof-Parental Leave	E
501105	Prof-Workers Comp	E
501106	Prof-Not Full Benefits	E
501110	Assoc Prof-Full Benefits	E
501111	Assoc Prof-SS and Medicare	E
501112	Assoc Prof-Sabbatical	E
501113	Assoc Prof-Medicare Only	E
501114	Assoc Prof-Parental Leave	E
501115	Assoc Prof-Workers Comp	E
501116	Assoc Prof-Not Full Benefits	E
501120	Asst Prof-Full Benefits	E
501121	Asst Prof-SS and Medicare	E
501122	Asst Prof-Sabbatical	E

When you have completed the editing, you need to “approve” the transactions. Only “approved” transactions will be posted to the financial reports weekly. On the 5th of the month, all transactions will be posted regardless of status. You can approve transactions individually, by clicking on the down arrow and selecting approve. Click on “Save”. Once you’ve approved & saved your work the system doesn’t allow any further editing to the accounting. A journal entry will need to be done to correct any errors.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name: Chapman, Elizabeth M.
Card Number: *****0144 Card Provider: BOA

Bank Statement Find | First 1-9 of 9 Last

Transaction	Trans Date	Merchant	*Status	Description	Billing Amount
1	01/03/2013	STAPLS7094176145000004	Approved	This is a test of a decription - split transa	100.00
2	01/03/2013	STAPLS7094176145000004	Approved	This is a test of a decription - split transa	47.58
3	01/03/2013	STAPLS7094176145000004	Approved	This is a test of a decription - split transa	100.00
4	01/03/2013	STAPLS7094188586000001	Approved	enter a meaningful brief description	51.79
5	01/04/2013	SESAC INC	Staged	enter a meaningful brief description	261.04
6	01/05/2013	STAPLS7094301485000001	Approved	enter a meaningful brief description	98.67
7	01/24/2013	STAPLS7095207884000001	Staged		319.55
8	01/24/2013	STAPLS7095207884000002	Staged		7.94
9	01/29/2013	MACFARLANE OFFICE PROD	Staged		161.99

Select All Clear All Stage Approve

Search Split Line

Save Refresh

120%

The option to approve all transactions at once is available. Click on the “Select All” option. This will insert a check mark next to each row. Click on the “Approve” button and the status on all of the transactions will automatically be updated. Click on the “Save” button and your system reconciliation has been saved.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home | Add to Favorites | Sign out

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name: Chapman, Elizabeth M.
Card Number: *****0144 Card Provider: BOA

Bank Statement Find 1-9 of 9 Last

Transaction	Trans Date	Merchant	*Status	Description	Billing Amount
1	01/03/2013	STAPLS7094176145000004	Approvec	This is a test of a decription - split transa	100.00
2	01/03/2013	STAPLS7094176145000004	Approvec	This is a test of a decription - split transa	47.58
3	01/03/2013	STAPLS7094176145000004	Approvec	This is a test of a decription - split transa	100.00
4	01/03/2013	STAPLS7094188586000001	Approvec	enter a meaningful brief description	51.79
5	01/04/2013	SESAC INC	Approvec	enter a meaningful brief description	261.04
6	01/05/2013	STAPLS7094301485000001	Approvec	enter a meaningful brief description	98.67
7	01/24/2013	STAPLS7095207884000001	Approvec		319.55
8	01/24/2013	STAPLS7095207884000002	Approvec		7.94
9	01/29/2013	MACFARLANE OFFICE PROD	Approvec		161.99

☒ Select All ☐ Clear All

Stage Approve

Search Split Line

Save Refresh

120%

The next step is to run and print the expense report for the hardcopy reconciliation that needs to be sent to the Controller's Office. Follow this navigation - Main Menu/Purchasing/Procurement Cards/Reports/WMS Pcard Expense Report
Enter the billing cycle for the expense report that's needed. Enter the Employee ID number for the cardholder that the report is required – or – if you reconcile multiple pcards, you can click on "All Employees" (leave Empl ID blank) and all reports will be generated in one .pdf file. They do print as individual reports.

The screenshot shows a web browser window with the URL <https://wexford.williams.edu:17303/psp/fs>. The browser's address bar shows a "Certificate error" and the page title is "WMS PCard Expense Report". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons including a star, a document, and a printer. The browser's status bar shows the page is loaded and the zoom level is 120%.

The Williams WMS PCard Expense Report interface is displayed. The header shows the Williams logo and the user information: "User: W1000388 on database: FS91TST created on 12/05/12". The navigation bar includes links for Home, Add to Favorites, and Sign out. The breadcrumb trail shows: Favorites > Main Menu > Purchasing > Procurement Cards > Reports > WMS PCard Expense Report. The page title is "WMS PCard Expense Report".

The form contains the following fields and controls:

- From Posted Date:** A date picker set to 12/28/2012.
- To Posted Date:** A date picker set to 01/27/2013.
- Empl ID:** A text input field with a search icon.
- All Employees:** A checkbox that is currently checked.
- Generate Report:** A button to generate the report.


A tooltip is visible over the "All Employees" checkbox, containing the text: "Enter a specific Employee ID or Check All for All Employees".

The next two pages are an example of the expense report. This report will need to be printed for each month's activity and sent to the Controller's Office along with all receipts. Note: the both description fields are printed on this report along with any splits that were entered.

Report ID: WMS_R160
FS01TST

Purchasing Card Expense Report
Posted Transactions From: 12/28/2012 To: 1/15/2013 Billing Date: 1/27/2013

Run Date: 04/18/2013
Run Time: 11:58:51

Trans Date	Fund	Dept/Project	Account	Description and Comments	Trans Amt	Distrib Amt
Employee: Chapman, Elizabeth M. (1546496)						
Credit Card: *****0144 Expires: 5/31/2015				1546496_0144_01272013		
STAPLS7094176145000004						
1/3/2013	110	5002000	542250	Meals enter a meaningful brief description This is an example of a detailed description Controller's Office had lunch on Jan 9, 2013 at The Orchards for a professional development seminar. In attendance: Sue Hogan, Kelly Kervan, Christina Gregory, Rob Seney, Karen Jolin, Lisa Gazaille, Todd Hoffmann, Kristen Renish.	100.00	50.00
STAPLS7094176145000004						
1/3/2013	110	5002000	542250	Meals enter a meaningful brief description - 3 This is an example of a detailed description Controller's Office had lunch on Jan 9, 2013 at The Orchards for a professional development seminar. In attendance: Sue Hogan, Kelly Kervan, Christina Gregory, Rob Seney, Karen Jolin, Lisa Gazaille, Todd Hoffmann, Kristen Renish.	100.00	100.00
STAPLS7094176145000004						
1/3/2013	110	5002000	542250	Meals enter a meaningful brief description - 2 This is an example of a detailed description Controller's Office had lunch on Jan 9, 2013 at The Orchards for a professional development seminar. In attendance: Sue Hogan, Kelly Kervan, Christina Gregory, Rob Seney, Karen Jolin, Lisa Gazaille, Todd Hoffmann, Kristen Renish.	47.58	47.58
STAPLS7094176145000004						
1/3/2013	110	5002000	541000	Transportation enter a meaningful brief description This is an example of a detailed description Controller's Office had lunch on Jan 9, 2013 at The Orchards for a professional development seminar. In attendance: Sue Hogan, Kelly Kervan, Christina Gregory, Rob Seney,	100.00	50.00

Page 1

Expense Report – page 2

Report ID: WMS_R160
FS01TST

Purchasing Card Expense Report
Posted Transactions From: 12/28/2012 To: 1/15/2013 Billing Date: 1/27/2013

Run Date: 04/18/2013
Run Time: 11:58:51

Trans Date	Fund	Dept/Project	Account	Description and Comments	Trans Amt	Distrib Amt
Karen Jolin, Lisa Gazaille, Todd Hoffmann, Kristen Renish.						
STAPLS7094188586000001						
1/3/2013	110	5002300	Contrir Off Training	521900 Art Supplies	enter a meaningful brief description Office supplies - paper for the Bursar's Office	51.79 25.89
STAPLS7094188586000001						
1/3/2013	110	5002000	Controllers Office	521000 Gen Office Supplies	enter a meaningful brief description Office supplies - paper for the Bursar's Office	51.79 25.90
SESAC INC						
1/4/2013	110	5002000	Controllers Office	527500 Research Supplies	enter a meaningful brief description	261.04 261.04
STAPLS7094301485000001						
1/5/2013	110	5002000	Controllers Office	521000 Gen Office Supplies	enter a meaningful brief description Office supplies purchased for Accounts Payable and the Bursar's Office.	98.67 98.67
STAPLS7094641373000001						
1/11/2013	110	5002000	Controllers Office	521000 Gen Office Supplies		119.98 119.98
Total for: Chapman,Elizabeth M. (1546496)					\$779.06	

Signed _____ Date _____ Authorized _____ Date _____

Page 2

Historical Transactions (closed)

Transactions that have been posted to the monthly financial statements are now called "Closed". To look up closed transactions – see the panel below.

The screenshot shows a web browser window with the URL <https://finance.williams.edu/psp/fs91prd/EMPLOYEE>. The browser's address bar shows the page title "Reconcile Statement". The Williams logo is visible in the top left corner of the application. The navigation bar includes links for Home, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. A Help link is located in the top right corner. The main section is titled "Reconcile Statement Search". It contains several input fields: Role Name (a dropdown menu), Employee ID (a text box with "1546496" and a search icon), Name (a text box with "Chapman,Elizabeth" and a search icon), Card Issuer (a dropdown menu), Card Number (a text box), Billing Date (a text box with a search icon), and Transaction Date (a text box with a calendar icon). Below these fields is a "Statement Status" dropdown menu set to "Closed". A "Search" button is located at the bottom left of the form. The bottom right corner of the browser window shows a zoom level of 120%.

Williams

Home | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Help

Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Billing Date:

Transaction Date:

Statement Status:

Search

120%

Displaying transactions that have already been posted to your reports (Closed) when you have current transactions that need to be reconciled.

Allow the system to display the current transactions, then click on the Search link at the bottom left. This will take you to the search criteria screen. Follow the instructions on page 22.

Williams User: W1000388 on database: FS91TST created on 12/05/12

Home Add to Favorites Sign out

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 1546496 Name: Chapman, Elizabeth M.
Card Number: *****0144 Card Provider: BOA

Bank Statement Find | First 1-7 of 7 Last

Transaction	Trans Date	Merchant	*Status	Description	Billing Amount
1 <input checked="" type="checkbox"/>	01/03/2013	STAPLS7094176145000004	Staged	enter a meaningful brief description	247.58
2 <input type="checkbox"/>	01/03/2013	STAPLS7094188586000001	Staged	enter a meaningful brief description	51.79
3 <input type="checkbox"/>	01/04/2013	SESAC INC	Staged	enter a meaningful brief description	261.04
4 <input type="checkbox"/>	01/05/2013	STAPLS7094301485000001	Staged	enter a meaningful brief description	98.67
5 <input type="checkbox"/>	01/24/2013	STAPLS7095207884000001	Staged		319.55
6 <input type="checkbox"/>	01/24/2013	STAPLS7095207884000002	Staged		7.94
7 <input type="checkbox"/>	01/29/2013	MACFARLANE OFFICE PROD	Staged		161.99

☒ Select All ☐ Clear All

[Search](#) [Split Line](#)

120%

Email Notifications

- All cardholders are set “on” and will receive the monthly email. This is a reminder to log into PeopleSoft finance and reconcile their staged transactions before the 5th of the month.
- Email pcard@williams.edu if you do “NOT” want to receive this email.
- We also offer the option to have the email re-directed to someone other than the cardholder. If you would prefer this option, email pcard@williams.edu with the cardholder name and to whom to direct the email.

-

- NOTE: If you manage multiple purchasing cards and opt to receive emails for each of the accounts, the potential of receiving multiple emails per week, is likely based on the
- activity on the accounts.

-

It is the responsibility of the cardholder, whether they be faculty, students or staff, to adhere to and follow the policies mandated by the college's senior administration. It is the responsibility of the cardholder to ensure each transaction meets the business expense guidelines and that supporting documentation includes complete information about the transaction.

The Controller's Office highly recommends that each cardholder review the Travel & Business Expense Guidelines, which can be found on the Controller's Office website or by typing in the URL below.

<http://web.williams.edu/admin/controller/travel/>

Reconciliation Requirements:

The documentation must contain the following:

WHO initiated the transaction?

If a meal was purchased, a list of who attended is required.

WHAT is being purchased?

WHERE and **WHEN** did/will the activity take place?

WHY is the transaction being initiated?

All receipts and any other documentation (i.e. missing receipt affidavit) should clearly explain the transactions to someone who audits the reconciliation at a later date, such as an auditor.

MEALS:

When dining or entertaining, the following is required:

List of attendees (self, if alone)

Description of business purpose

Original itemized receipt:

showing items purchased – **NO AMOUNT IS EXEMPT**

Location of the event

The date of the event

Description of the meal (breakfast, lunch or dinner)

Fast facts

1. The Billing Cycle will continue to be the 28th to the 27th of each month.
2. Transactions are sent daily by MasterCard.
3. Transactions will be available daily for review and editing.
4. All transactions approved by midnight on Thursday will be posted in PS Finance on Friday and will be reflected on the financial reports the following day.
5. Regardless of status, all remaining transactions will be posted in PS on the 5th of each month. Allowances will be made for holidays & weekends.
6. The paper reconciliation is due by the 10th of each month in the Controller's Office. Again, allowances will be made for holidays & weekends.
7. Email pcard@williams.edu with any questions or updates to your card profiles.