

P-Card Transaction Reconciliation and Reallocation

by Migel Gatmaytan

I. Transaction Upload Notification:

Please be informed that if you get this message, then it would imply that a procurement card transaction has successfully been uploaded to ctclink and is available for reconciliation. Uploads are done on a daily basis.

Recommendation: If an account has 1 – 3 transactions in a week, or 1- 10 transactions in a month, Card Custodian/Reconciler can reconcile once a week, or once every two weeks, and Approving Officer/Manager can approve transactions once a week or once every two weeks. If an account have transactions of 10 or more in a given month, it is recommended that the Card Custodian/Reconciler reconcile daily as notices arrive and Approving Officer/Manager approves transactions on a weekly basis.

The following bank statement has exceeded the reconciliation grace period:

Card Issuer: US Bank WA000
Card Number: ***** (Visa) 
Billing Date: 2021-02-22 

Please click the following link to reconcile your transactions:

https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsprd.ctclink.us%2Ffsp%2Ffsp%2FEMPLOYEE%2FERP%2Fc%2FMANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL%3FPPage%3DCC_RECON_WB%26Action%3DU%26EMPLID%3D101021695%26CREDIT_CARD_VENDOR%3DUSB%26CC_SECURITY_ID%3D2412%26BILLING_DATE%3D2021-02-22&data=04%7C01%7C%7C9c8fc56343f549a57feb08d8dce200b3%7C02d8ff38d7114e31a9156cb5cff788df%7C0%7C0%7C637502210518102728%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDA1LCJQIjoiV2luMzIiLCJBTiI6I1haWwILCJXVCi6Mn0%3D%7C1000&data=NznJG4I7xGXld5AhFygw3yegizo2YKtjXW3UVk%2FwV5w%3D&reserved=0

1. Card Number (red arrow)
2. Billing Date aka Upload Date (gold arrow)

Note: Clicking on the link will only bring you to the Oracle People Soft ctclink login page. You would still need to navigate to the **Reconcile Statement** page.

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II. Important information/ needed to reconcile:

A. Role Name:

1. Approver
2. Reconciler

B. Employee ID:

1. <999999999> - 9 Numeric Characters

C. Name:

1. Lastname, Firstname Middle Initial – Name must match HR Information

D. Card Number:

1. Optional if you only have 1 Pcard
2. Important if you have more than 1 Pcard

E. Account Distribution (Budget Code):

Please use Daniel **[Cordas Budget Crosswalk Tool – Seattle Colleges – Go Live spreadsheet](#)** to convert your Legacy budget coding to the current ctLink budget distribution.

Example:

Legacy Default Budget	002-148-011-2704
ctcLink Default Budget Distribution	WA060-5030010-7062-148-<null>-44101-011-N

Note: The spreadsheet only give you part of the information. The spreadsheet will only give the values for the Account, Fund, Department, and Class fields. You would still need to supply the value for the GL Unit Index, Oper Unit Index, and the State Purpose Index.

Legacy Entry				Expense	ctcLink Entry						
Appropriation	Program Index	Organization Index	SubObject	Project Code	Account	Fund	Department	Class	Appropriation	Project ID	Activity ID
148	011	2704	EA		5030010	148	44101	011			
					Supplies LAB FEE - BIOLOGY 1st Level Dept Mgr JEFFREY RASH						

*GL Unit	*Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose
WA060 <input type="text"/>	5030010 <input type="text"/>	7062 <input type="text"/>	148 <input type="text"/>	<input type="text"/>	44101 <input type="text"/>	011 <input type="text"/>	N <input type="text"/>

* [Budget Number Crosswalk](#)

* [Fields highlighted in yellow cannot have a null value](#)

ctcLink	Legacy	Notes	Default Value
GL Unit	New Value		WA060
Account	SOBJ – “EA”	Dynamic – Values change depending on purchase type	5030010
Oper Unit	New Value	Dynamic - Value dependent on College	7060 – District 7062 – Central + Satellites 7063 – North 7064 – South + Satellites

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Fund	New Value	Static - Value dependent on Legacy APPR Index or ctcLink Approp Index value	Please verify with Business Office or Accounting for correct value
Approp	APPR Index	Dynamic - For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	Please verify with Business Office or Accounting for correct value
Dept	ORG Index	Static - Value dependent on Legacy ORG Index	Please verify with Business Office or Accounting for correct value
Class	PROJ Index	Static - Value dependent on Legacy PROJ Index	Please verify with Business Office or Accounting for correct value
State Purpose	New Value	Dynamic - Field is only populated in reference to IT related purchases	"N" – Null "X" - IT Acquisition/New Development "Y" – IT OFM Maintenance & Operations
PC Bus Unit	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value
Project	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what

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			is the correct value
Activity	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value
Source	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value
Program	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value
Subsidiary	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value

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Affiliate	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value
Fund Affil	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value
Oper Unit Affil	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value
Location	New Value	For majority of P-Card purchases with a FUND Index of "148" or "149" this field is left empty	If your FUND Index is anything other than "148" or "149" please verify with Business Office ,or Accounting, if this filed needs to be filled and what is the correct value

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- F. Purchase Authorization Form w/ receipts. Please note that at the present a revised version of the Purchase Authorization Form has not been created. When the revised form has been created, it will be sent out to all P-Card Custodians.

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III. P-Card Statement Reconciliation and Reallocation Procedure:

Figure 02. Account to be Reconciled:



Cardholder Activity

Name: _____ Account Number: _____ Cycle End Date: _____ Open: _____

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
01/27/2021	AMZN MKTP US*E795H1U13	\$121.10	USD	121.10
01/27/2021	AMZN COMBLL, WA	\$121.10	002 1480112704EA	
01/31/2021	AMAZON COM*DD4U #NER3	\$540.48	USD	540.48
02/01/2021	AMZN COMBLL, WA	\$540.48	002 1480112704EA	
01/31/2021	LIPS1218BY6T57000 14410	\$100.83	USD	100.83
02/01/2021	800-511-1548, GA	\$100.83	002 1480112704EA	
02/04/2021	SP * SUPERSEEDG.COM	\$547.95	USD	547.95
02/05/2021	THEJFWRIGHTC, ME	\$547.95	002 1480112704EA	
02/07/2021	AMZN MKTP US*242HAG0V3	\$100.86	USD	100.86
02/08/2021	AMZN COMBLL, WA	\$100.86	002 1480112704EA	

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
02/07/2021	AMZN MKTP US*FD2HB1M03	\$54.80	USD	54.80
02/08/2021	AMZN COMBLL, WA	\$54.80	002 1480112704EA	

Activity Totals	Purchases	Payments
\$1,465.82	\$1,465.82	\$0.00

Cardholder Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

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A. Login to [Oracle PeopleSoft](#):

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID

Password

Enable Screen Reader Mode

Sign In

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

B. Home page will open:

HCM FSCM Tiles Reset Question Home Sign Out

ctcLink My Institution View Welcome Vicente Gatmaytan!

SEATTLE COLLEGES
Central · North · South

ctcLink GATEWAY

HCM Self-Service

Financials Self-Service

Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

How do I...?

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

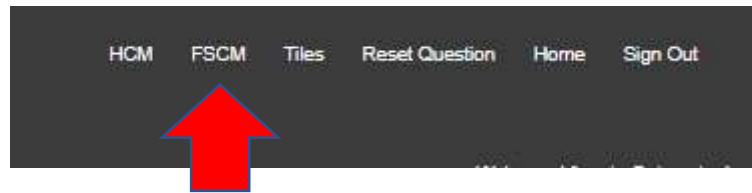
© 2013 Washington State Board for Community and Technical Colleges. All Rights Reserved

Privacy Policy Non-discrimination Report a Problem

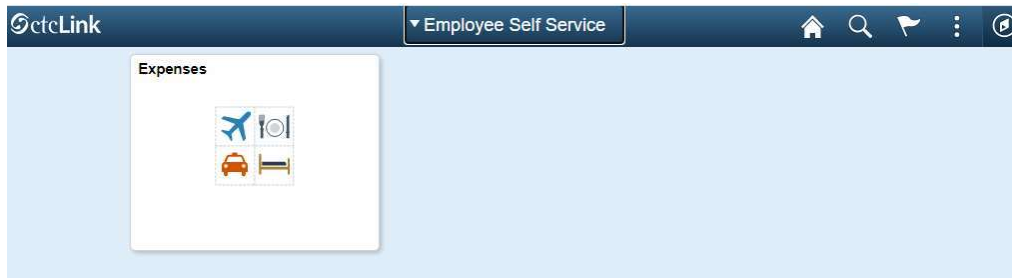
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C. Click on **FSCM** icon on the upper right top menu bar:



D. New window will open.



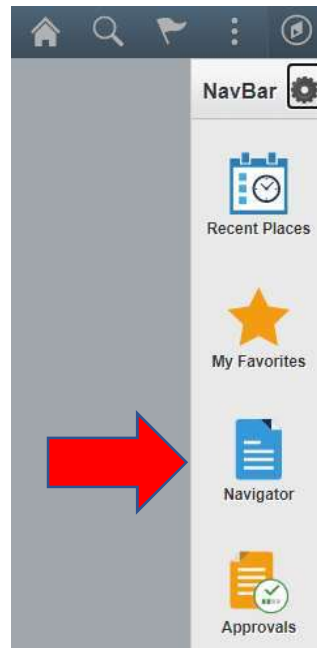
E. Click on the NavBar icon. Drop down menu will open.



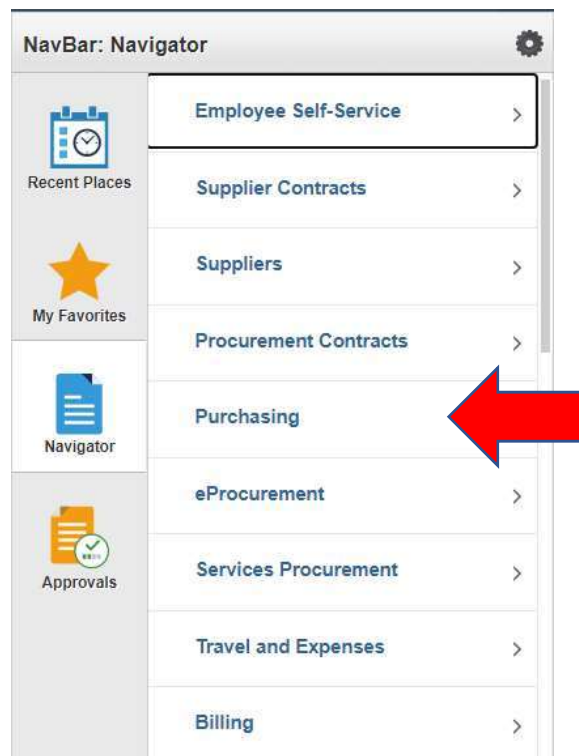
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F. Click on **Navigator** icon.



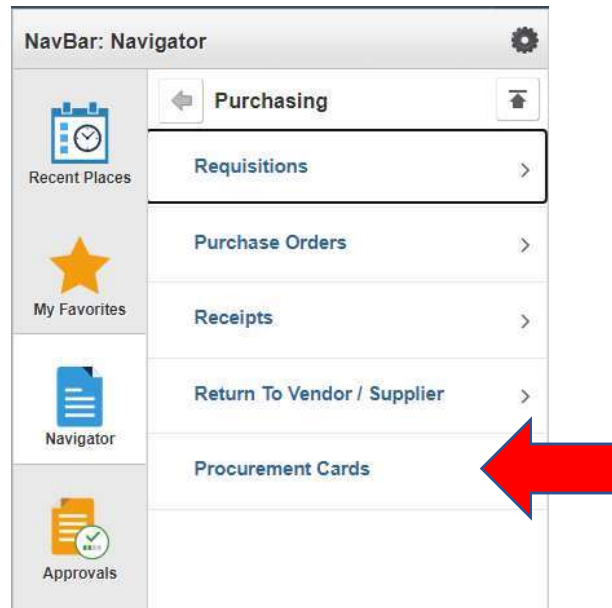
G. **Navigator** menu will expand. Click on **Purchasing**.



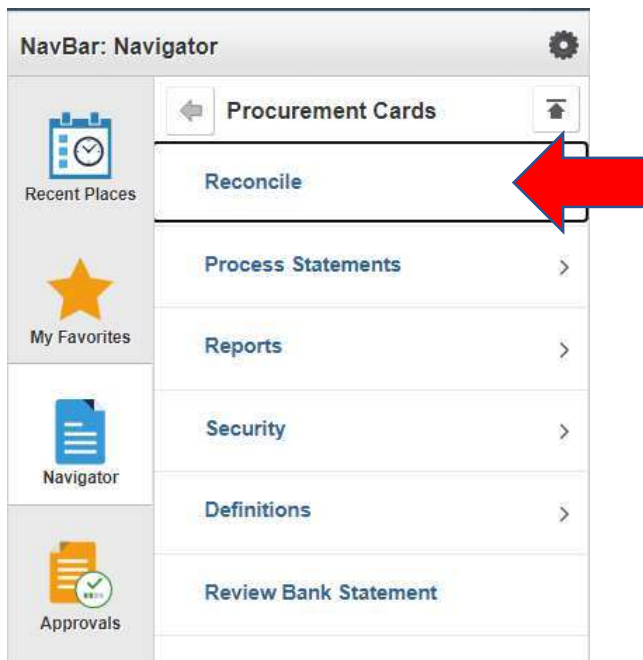
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H. **Purchasing** menu will open. Please click on **Procurement Cards**.



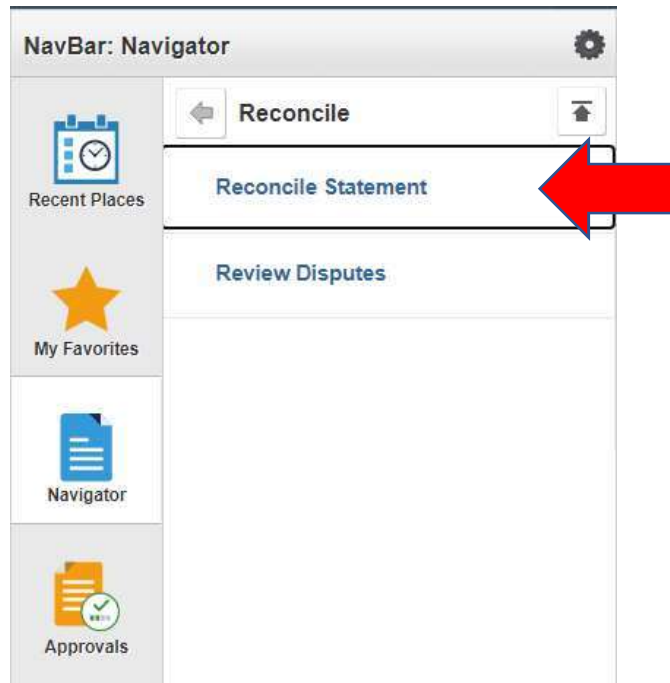
I. **Procurement Cards** menu will open. Please click on **Reconcile**.



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J. Reconcile Menu opens. Click on Reconcile Statement.



K. Reconcile Statement page opens.

The screenshot shows the "Reconcile Statement Search" form. It includes the following fields and controls:

- Role Name: Administrator (dropdown menu, highlighted with a red arrow)
- Employee ID: Search input field (highlighted with a green arrow)
- Name: Search input field
- Card Issuer: dropdown menu
- Card Number: masked input field (highlighted with a yellow arrow)
- Transaction Number: input field
- Merchant: input field
- Exact Match: checked checkbox
- Sequence Number: input field
- Line Number: input field
- Billing Date: Search input field
- To: Search input field
- Statement Status: dropdown menu
- Budget Status: dropdown menu
- Chartfield Status: dropdown menu
- Transaction Date: date picker (highlighted with a blue arrow)
- To: date picker (highlighted with a yellow arrow)
- Charge Type: dropdown menu
- Posted Date: 01/26/2021 (date picker)
- To: 02/25/2021 (date picker)
- Rows Per Page: 100
- Auto Save When Scrolling Through Chunks: unchecked checkbox
- Search and Clear buttons at the bottom.

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1. On the **Role Name** (red arrow) field, optional if you have only one role. Else, click on the down arrow to select role to be executed:
 - a) Reconciler
 - b) Approver
2. On the **Employee ID** (green arrow) field, if you are reconciling your own account this is optional. Else, type the Employee ID number, or click on the magnifying glass to search for the Employee ID, of the person whose account you are reconciling or reviewing/approving .
3. Optional: If you have only one card, you can leave this field blank. Else, if you have more than one P-Card, on the **Card Number** (gold arrow) field of the card to be reconciled.
4. On the **Posting Date** (light blue arrow) field, click on the calendar and select the beginning date of the cycle to be reconciled.
5. On the **To "Date"** (yellow arrow) field, click on the calendar and select the ending date of the cycle to be reconciled.
6. Click on **Search**.

L. **Procurement Card Transactions** page will open.

Reconcile Statement
Procurement Card Transactions

Empl ID: [input] Name: [input]
Card Number: [input] Card Provider: USB

Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	02/25/2021	DROPBOX*LON1R2SRK888	Staged	22.01	USD	Not Chk'd	Recycled	No

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

M. Click on **Budget Distribution** icon.

Reconcile Statement
Procurement Card Transactions

Empl ID: [input] Name: [input]
Card Number: [input] Card Provider: USB

Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	02/25/2021	DROPBOX*LON1R2SRK888	Staged	22.01	USD	Not Chk'd	Recycled	No

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

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N. **Budget Distribution** page will open.

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit
1	100.0000	22.01	USD	WA060	5030010	7060	570		12445	265		

O. Budget Crosswalk:

	GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose
Legacy Default		EA			570	1000	083	
ctcLink Default	WA060	5030010	7060	570		12445	083	N
ctcLink Reallocated	WA060	5081260	7060	570		12445	083	N

P. Correct **Distribution** coding. Then, click on **OK**. If you need to reallocate the charge, this is where you will need to change the distribution. If the charge needs to be split ... Then, scroll right until you see the **(+)**. Click on it. A pop-up window will open inquiring how many lines you would like to add. Respond and then click on **OK**. You will be returned to the **Procurement Card Transaction Page**. Click on the **Validate Budget** icon.

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
02/25/2021	DROPBOX*LCN1RZ8RK888	Staged	22.01	USD	Not Chk'd	Recycled	No

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Q. The **Procurement Transactions** page will open. **Chartfield** status must reflect "Valid." Else, redo steps M to P.

The screenshot shows the 'Reconcile Statement' page for an employee. The page title is 'Reconcile Statement' and the sub-header is 'Procurement Card Transactions'. The employee's name is 'Butterworth, Frank Thomas' and the card provider is 'USB'. A table titled 'Bank Statement' contains one transaction with a 'Valid' Chartfield status. Below the table are buttons for 'Stage', 'Verify', 'Approve', and 'Validate Budget', along with 'Save', 'Notify', and 'Refresh' buttons.

Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
02/25/2021	DROPBOX*LCN1R2SRK3B8	Staged	22.01	USD	Not Ch'd	Valid	Yes

R. Click on **Comments** icon.

This screenshot is identical to the one above, but a red arrow points to the 'Comments' icon (a speech bubble) in the table row, indicating the next step in the process.

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- S. Transaction Line Comments page will open.

Transaction Line Comments

Line: 1 Description: 6281181768 cybhh8w Reference:

Comments: status: Active

Associated Document

Attachment Attach View Delete

OK Cancel Refresh

- T. On the Comments field, enter a brief description of the good/services purchased. Justify the purchase. Then, click on Attach icon. Attach valid receipt or invoice. Click on “OK.”

Transaction Line Comments

Line: 1 Description: 6281181768 cybhh8w Reference:

Comments: status: Active

Monthly transaction to a portal platform used to communicate and share files.

Associated Document

Attachment: 2373_Receipt_4HWQK7FJERT7_-_Dropbox_-_Object_Designation_EY.pdf Attach View Delete

OK Cancel Refresh

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- U. **Procurement Card Transaction** page will open. On the **Status** column (red arrow), click on the down arrow and change the status from **Staged**. Then, click **Saved** (blue arrow). Click on **Validate Budget** (gold arrow).

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 101021393 Name: Bittenworth, Frank Thomas
Card Number: *****2373 Card Provider: USB
 Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	02/25/2021	DROPBOX*LCN1RZ8KBBE	Staged	22.01	USD	Not Chk'd	Valid	Yes

Buttons: Save, Notify, Refresh, Stage, Verify, Approve, Validate Budget

- V. **Procurement Card Transaction** page will open. Then, click **Saved**.

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 101021393 Name: Bittenworth, Frank Thomas
 Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vouat
1	02/25/2021	DROPBOX*LCN1RZ8KBBE	Verified	22.01	USD	Valid	Valid	Yes	No
2	02/23/2021	IN*FAIRE KINDY, LLC	Staged	365.36	USD	Not Chk'd	Recycled	No	No
3	02/25/2021	WOWZA MEDIA SYSTEMS LLC	Staged	150.00	USD	Not Chk'd	Recycled	No	No

Buttons: Select All, Clear All, Stage, Verify, Approve, Validate Budget, Save, Notify, Refresh

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W. At this point, the Reconciliation and Reallocation is complete. You can verify that the process is complete by the following criteria:

*Status	Transaction Amount	Currency		Budget Status	Chartfield Status
Verified	22.01	USD		Valid	Valid

1. **Status** is coded as **Verified** (red arrow).
2. **Comments** icon is darkened (gold arrow – Receipt).
3. **Chartfield Status** string is coded as **Valid** (blue arrow – Budget Code).
4. **Budget Status** is coded as **Valid** (green arrow – Budget Code).

X. **Tax Verification.** ctclink assumes that sales tax has been collected on all purchases. Please locate your receipt and verify if sales tax was assessed on your purchase.

2/26/2021

Receipt 4HWQX7FJ89T7 - Dropbox

Dropbox Inc.
 1800 Owens St
 San Francisco, CA 94158
 United States
 billing.support@dropbox.com

Receipt for

Payment	Date	Amount	Receipt ID
Visa ending in 2373 approved	1/25/2021	\$22.01	4HWQX7FJ69T7

Description	Amount
Dropbox Professional (1/25/2021 to 2/25/2021)	\$19.99
Subtotal	\$19.99
+ Sales tax (10.1%)	\$2.02
Total	\$22.01

All amounts shown are in USD. This is not an invoice. No additional payment is required.

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- Y. If sales tax was not assessed, on the **Procurement Card Transaction** ... click on the **Purchase Details** link.

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Emp# ID: 101021909 Name: Butlerworth, Frank Thomas

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status
1	USB	*****2373	02/25/2021	DROPBOX*LCN1R28K888	Verified	22.01	USD	Valid
2	USB	*****3508	02/23/2021	IN*FARE KINDY, LLC	Staged	365.36	USD	Not Chk'd
3	USB	*****3508	02/25/2021	WOWZA MEDIA SYSTEMS LLC	Staged	150.00	USD	Not Chk'd

Select All Clear All

Buttons: Stage, Verify, Approve, Validate Budget

Search [Purchase Details](#)

Buttons: Save, Notify, Refresh

Select All Clear All

Search [Purchase Details](#)

Buttons: Save, Notify, Refresh

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- Z. **Purchase Order Details** page will open. Unselect the **Tax Paid** (gold arrow) selection box and click on the **Sales/Use Tax** link (red arrow).

[← Reconcile Statement](#) **Reconcile Statement**

Line 1
Merchant DROPBOX*LCN1RZ8RK8B8
City DB.TT/CHELP
State DE
Country US

▼ **Purchase Order**

*Business Unit WA060 Original PO N

PO ID

PO Line

PO Sched

Supplier ID

Location

Ship To

Item ID

Category

Supplier Item

*Quantity 1.0000

*UOM EA

Unit Price 22.01000 USD Transaction Amount 22.01

Bill Includes Tax if Applied
 Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

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AA. Sales/Use Tax page will open.



← Reconcile Statement

Sales/Use Tax

Tax Applicability ▼

Tax Destination Q

Tax Code

SUT Code Pct

Use Tax

OK Cancel Refresh

BB. If no sales tax was assessed on the purchase, on the Tax Applicability line. Click on the down arrow and select Use Tax Applicable.



← Reconcile Statement

Sales/Use Tax

Tax Applicability Use Tax Applicable ▼

Tax Destination Q

Tax Code

SUT Code Pct

Use Tax

OK Cancel Refresh

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CC. On the **Tax Destination** field, select the College's main shipping location.

1. Central College – SCMainSH
2. District - DMainSH
3. North College - NSMainSH
4. South College - SSMain SH

DD. Double click on your selection. Once selected, your choice autofill **Tax Code**, **SUT Code Pct**, and the **Use Tax** rate fields. Click on "**OK.**"

Reconcile Statement

Sales/Use Tax

Tax Applicability: Use Tax Applicable

Tax Destination: NSMAINSH NS-MAIN SHIP-TO

Tax Code: 1726

SUT Code Pct: 10.1000

Use Tax: 2.020

OK Cancel Refresh

EE. **Purchase Order Details** page will open. If all purchases have been processed, click on **Save.**

Employee Self Service Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID 101021393 Name Battenworth, Frank Thomas

Card Number *****2373 Card Provider USB

Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant*	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	02/25/2021	DROPOBOX*LCN1R2BRK8B8	Verified	22.01	USD	Valid	Valid	Yes

Save Notify Refresh

Stage Verify Approve Validate Budget

FF. You have now completed the reconciliation and reallocation process and have completed the Use Tax Survey. You may hit the **Home** icon and then sign off.