PCard Simplified Reconciliation

An enhancement was made to EFS on May 20, 2012. Reconcilers can now set “Verified” transactions back to “Staged” for faster processing.

Verifying Process

- Reconcilers can search for transactions in the “Staged” status.

Note: “Staged” transactions are the responsibility of the Reconciler and “Verified” transactions are the responsibility of the Approvers. If both users add the same status in their search criteria, this may result in transactional overlap and cause page data inconsistency error.
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- Once the search results are returned, using the check boxes, select those transactions for which you have the supporting documentation to verify.
- Select the “Details”.

If you are prepared to verify all of the transactions, there is no need to select the check boxes, but navigate to the “Details” of the first transaction.

Note: Resorting the transactions on this page will not result in the same sort order in the “Details” section.
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- When the details for the first transaction appear, enter the Description, change the ChartField string, and enter complete justification for each transaction in the comments field.
- Select the “Verify” button, which will also save the transaction.
- Finally, click “Next” to navigate to the next transactions.
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Automatic Budget Checking

- There is no longer a need to individually Budget Check each transaction. All transactions are automatically budget checked over night.
- Select “Return to Main Page” hyperlink.
- The Reconciler may now exit out and allow the “Verified” transactions to be budget checked by the overnight batch process.

No longer necessary.
The next day, the Reconciler may now conduct a search for “Verified” transactions that are in an “Error” budget check status.
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Restaging Transactions

- Using the check boxes, select those transactions requiring restaging.

- Select the “Stage” button, which will also save the transaction. Transactions returned to a “Staged” status may now be researched and corrected to resolve the budget check errors.

- Once the errors are resolved, repeat steps to “verify” the transaction.

- It is recommended to verify transactions in enough time to take advantage of the overnight budget check. End user initiated budget checking of PCard transactions is no longer necessary or recommended. The ad hoc budget checking of transactions slows the reconciliation process and consumes system resources.