Entering Orders to Correspond with Bank Transactions

Log in to PCWS. The Welcome to the P-Card Web Solution… screen appears. Click on P-Card:

Click on Reconcile:

All the cards in need of reconciliation appear. Click on the appropriate cardholder’s name to select. For this example, we have clicked on Christopher Fay/BofA.
The P-Card Transaction Reconciliation Summary for this card appears. If you have already entered the order into PCWS for this transaction, **click the Match Order button**: 

In this case, the Transaction-Order Match had “0 transaction matched successfully” – this means either there is no order to match against, or there is a discrepancy between the transaction from the bank and the order entered into PCWS. **Click the OK button.**

**FYI:** When matching orders to transactions for reconciliation purposes, PCWS looks at 3 main characteristics: transaction date, vendor name and transaction amount. When creating orders in PCWS, it is critical that the information entered in the order appears exactly as it does for the transaction listed on the Reconciliation Summary.

If you’d like a print out of all the unreconciled transactions for this person, click the Report button. Compare the transactions against your receipts and use this information to assist you in entering your orders.
This is an example of how the report looks. Click on the Print Icon to print.

Click on P-Card, then Order Log.

The Multiple Card Selection box appears. This will show all the cardholders for the logged in coordinator, not just those with transactions. **Click on the appropriate cardholder.** In this case, the link for Christopher H. Fay/BofA is clicked.
All orders for this cardholder will appear. In this case, there are no entered orders in PCWS. **Click on New Order. Use your receipts to enter in orders!**

The Order Detail – Modify window opens. Today’s date defaults into the Ordered date field. **Change this to the transaction date** as shown in the transaction summary report.

The Promised and Received dates fields are not required (although you can put them in if you want). Otherwise, **tab through to the Reference field.**
Type the vendor’s invoice number or order number in the Reference field (if you have one). Otherwise, tab to the Vendor field.

Type in a portion of the vendor name as it appears on the transaction reconciliation summary report you printed earlier, then click the Find button.

All vendors meeting the search criteria appear. **Click the Load button** next to the appropriate vendor to select it.

The vendor pops in and the cursor is now in the Qty box. **Type over the defaulted quantity if necessary, then Tab to the Unit Price field.**
NOTE: If the order has more than one line item, it is not necessary to enter the line items individually. You can enter the entire order as a quantity of 1, enter the total invoice/order amount as the unit price, and then list the major items in the item description field. You can use the comments field for additional descriptions/comments, if necessary.

Type in the Unit Price, then Tab.

The Extended price pops in. Enter in Sales Tax and Shipping amounts if necessary by clicking in that field. NOTE: UNCG is Tax Exempt. If Sales Tax was charged, make sure that you contact the vendor and ask them to issue a credit for the tax amount. Make notes in the Comments section of what you did/who you spoke to when requesting the credit. Enter an order for the tax credit so you can match it to the credit when it comes in (For instructions on how to do this, refer to “Entering Orders for Tax Credits”.

Verify that the order total matches your receipt and the transaction amount as shown on the P-Card Transaction Reconciliation Summary.
Tab to the Item Desc field and enter an abbreviated description of the item or items.

If the entire amount is to be charged to one fund-account combination and the fund and account numbers are known, tab to the fund and change (if necessary), then tab to the account and change (if necessary).

Tab to the Fund-Account link. If the default Fund-Account is correct, tab past. Otherwise, click the Fund-Account link to change. Refer to the options below if a change is required.
If the entire amount is to be charged to one fund-account combination, but the fund or account number is unknown, type a percent sign (%) in the fund and/or account field, and hit Enter. You will then access a list in which you can choose from.

FYI: The list of funds that appears is tied to the Banner Fund/Org security of the Department Coordinator. PCWS validates against Banner each time the coordinator logs in to check for updates to the list of funds he/she has access to.

Click the Load button next to the correct fund or account number to select.
If two or more funds are to be used and it is to be split by dollar amount, type in the first dollar amount, then hit enter. Notice how the percentage (Pct) field changes. Tab and enter or search for the appropriate fund number and apply the appropriate account code. Click the * Add A Fund-Account Split * button.

The screen changes to allow entry on line No 2, as shown below. Type in the amount to apply to the second line, or tab passed to keep the default remaining amount. Apply the appropriate Fund number and Account, as necessary.

If additional splits are required, continue to click the * Add A Fund-Account Split * and enter the appropriate amounts and Fund-Account combinations. Make sure that the Remaining Balance is Zero.

Click the Save Changes On This Line Item button when finished.
If two or more funds are to be used and it is to be split by a percentage amount, type in the first percentage amount in the Pct field, then hit enter. Notice how the Amount field changes. Tab and enter or search for the appropriate fund number and apply the appropriate account code. Click the * Add A Fund-Account Split * button.

The screen changes to allow entry on line No 2, as shown below. Type in the percentage to apply to the second line, or tab passed to keep the default remaining percentage amount. Apply the appropriate Fund number and Account, as necessary.

If additional splits are required, continue to click the * Add A Fund-Account Split * and enter the appropriate percentage amounts and Fund-Account combinations. Make sure that the Remaining Balance is Zero.

Click the Save Changes On This Line Item button when finished.
Enter additional item descriptions or comments in the Comments field, if necessary.

Note: When entering any travel or food/entertainment purchases into PCWS, it is required that detailed information, including “who, what, when, where and why”, be included in the comments field. Any purchases not including the required information may be subject to audit.

Purchases requiring this additional information include airline tickets, conference registration fees, rental cars, any food purchases (student based events or staff development events), gift cards, flowers, and any additional items falling under the Banner account of “Other Current Services” – 221322, ex. Water service, coffee service.

To enter additional line items, click the *Add A Line Item* button and follow the instructions above.
Once all the line items are entered, **verify that the Type of Product under Miscellaneous Information has the correct selection:**

If this were a frequently order item, or a typical order for this vendor, you could “Add to Templates” then retrieve it later by clicking the Templates button in the order log.

Click the Save button.
The order now appears in the P-Card Order Summary.

Note: When an order is created in PCWS, it is assigned an identifying number beginning with the letters "PC". After entering a new order in the system, please write the “PC” number for that purchase directly on the receipt, as well as the Banner fund/account combination the purchase is being charged to. That way, if the receipt becomes separated from its’ monthly PCard packet for any reason, it can be tracked in PCWS.

To enter additional orders, click the New Order button and follow the steps above.

Once all the orders have been entered into PCWS, click on P-Card, then Reconcile.

Click on the appropriate cardholder’s name. In this case, Christopher Fay/BofA.
The P-Card Transaction Reconciliation Summary opens. **Click on the Match Order button.**

The Transaction-Order Match shows 1 transaction matched successfully. **Click the OK button.**

If you have any transactions that do not match on the first try, compare the order date, vendor name and order amount listed in the Order Log (PCard menu, Order Log) to the trans date, vendor name and trans. amount listed in the Transaction Reconciliation Summary (PCard menu, Reconcile) to identify differences.

**BE VERY CAREFUL WHEN MAKING CHANGES FOR MATCHING PURPOSES** - Please make sure that if you are making changes in the system to match orders to transactions, you are making the changes to the order itself and not the transaction. The only changes you need to make to the transaction are if you have more than one transaction to match to an original order.

If you are clicking on the PC number to make changes for matching purposes, you are in the right place. If you are clicking on the transaction amount to make changes, you are in the wrong place. You must go back to the order log and modify the order. The only time you modify a transaction is when you have more than one transaction to match to an order.

Once all the transactions and orders have been matched for the cardholder, the P-Card Transaction Reconciliation Summary will display a Done button. **You must click the Done button to finalize the reconciliation.**
The Transaction Approval Report for the Cardholder appears, and the Print pop-up box appears. **Click the Print button.**

The Cardholder, Card Coordinator, and Review must sign this report. Attached the receipts for all listed transactions and file accordingly.

Click the P-Card drop-down menu to continue reconciling, entering orders, or to log off.

Continue to reconcile additional cardholder’s transactions by following all the steps outlined above. You will know that all the cards have been reconciled when you click on P-Card, then Reconcile and no transactions appear in the P-Card Transaction Reconciliation Summary.