

Cardholder Instructions: Reconciling Your P-Card Transactions

It is the responsibility of the cardholder to reconcile his/her charges in wvOasis as incurred. Completing the reconciliation process weekly is best practice as it enables accurate depiction of current budget as well as providing the Procurement Services Office ample time to review, audit and ensure timely payment of the Citibank Master Statement.

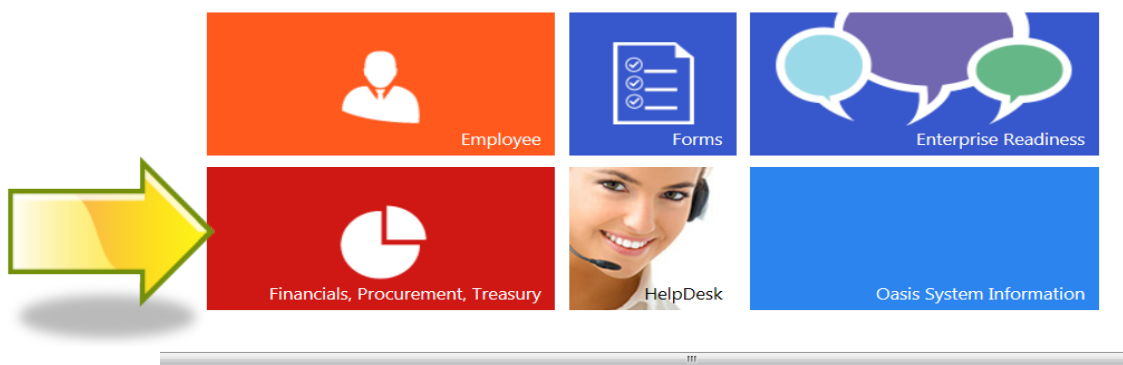
The following guides you through the reconciliation process.

Things you will need to complete Reconciliation:

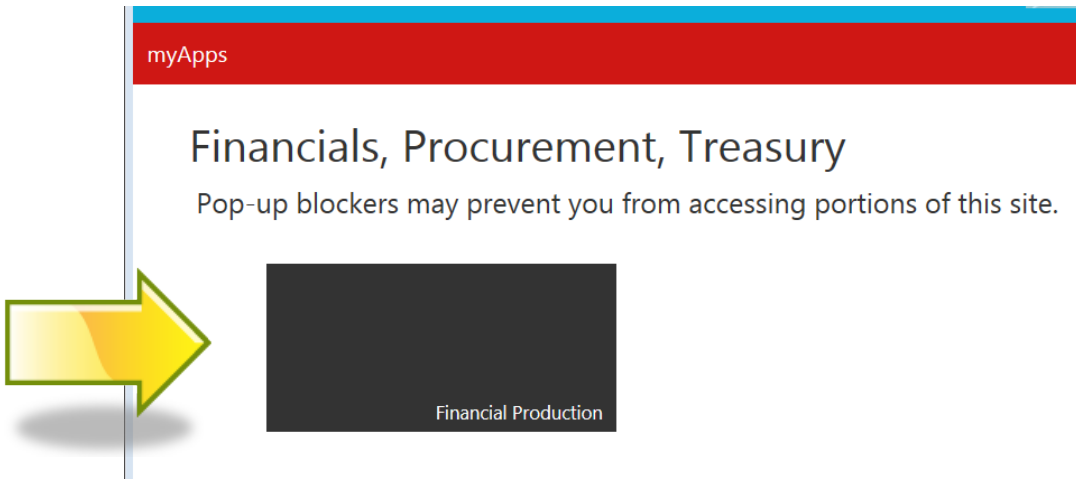
- myApps Password
 - Scanned PDF Image of **Signed** Receipts
 - Oasis Funding Information
1. **ENTER** the following into your internet browser: <https://myapps.wvsao.gov/apps/default.aspx>
 2. **SIGN IN** to your myApps account using your email address and password.
 3. **CLICK** on the red button for the Financials, Procurement, Treasury application.

myOASIS

Pop-up blockers may prevent you from accessing portions of this site.



4. **CLICK** on the black button labeled Financial Production.



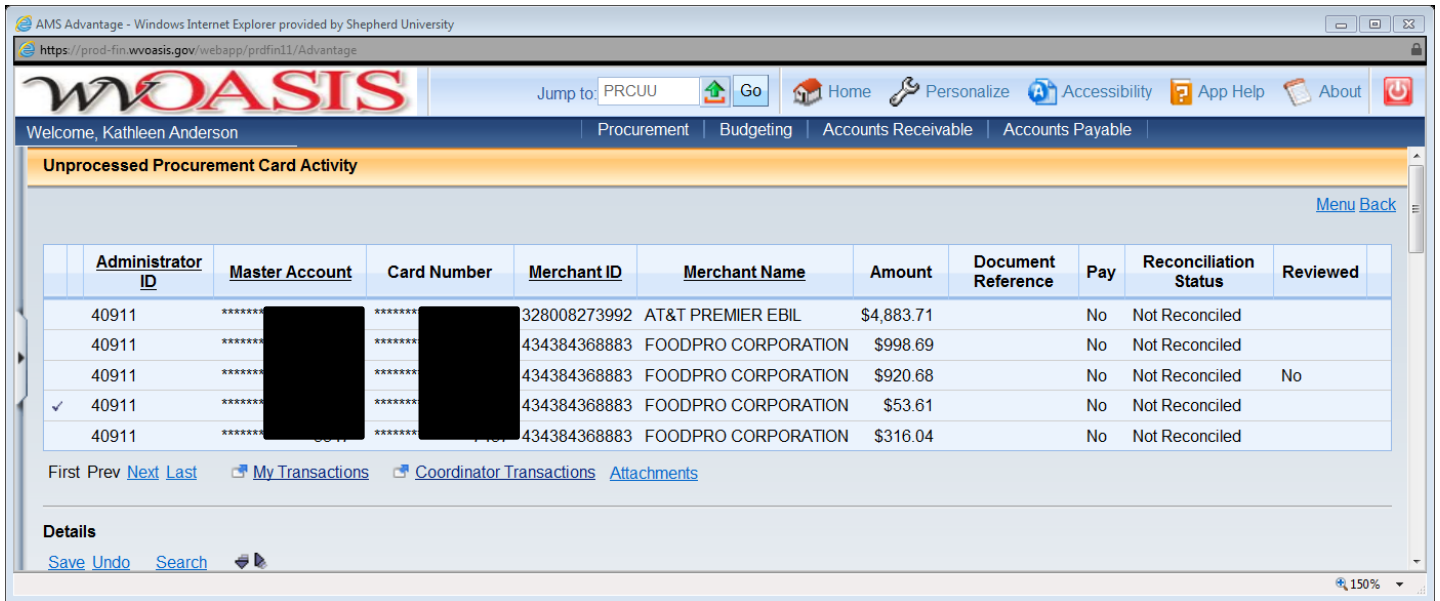
You will now be directed to the Oasis home screen. *(In the instance a box should appear indicating that you have a new broadcast, click on the Cancel button.)*

5. In the Jump To field, **TYPE** the letters PRCUU.

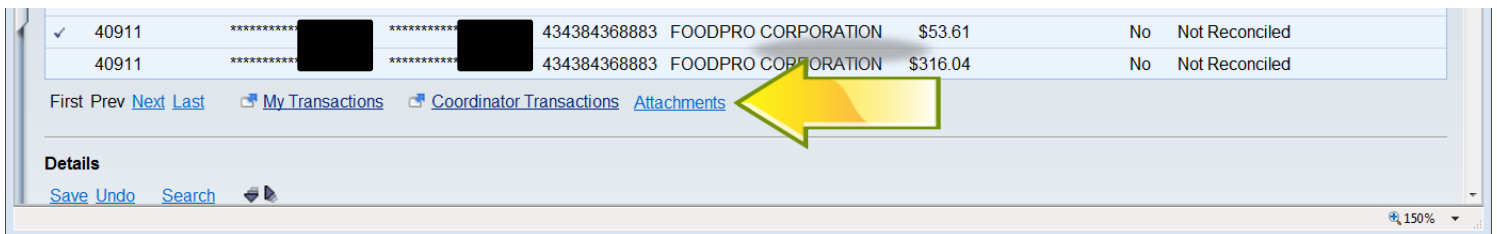


6. **PRESS** the ENTER key or **CLICK** on the GO button.

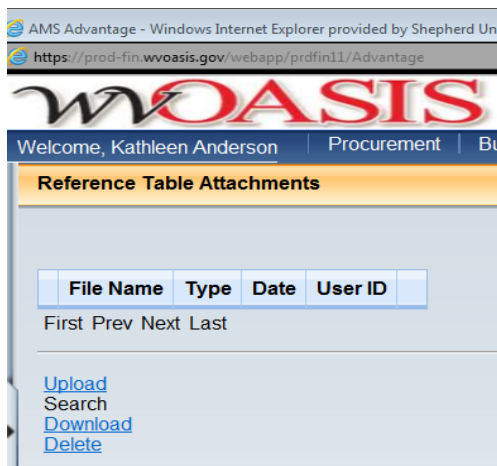
This will take you the Unprocessed Procurement Card Activity table. You will now be able to see transactions that have posted to your card. The table lists 5 charges at a time. The NEXT and LAST hyperlink will help you to scroll through any additional pages of transactions.



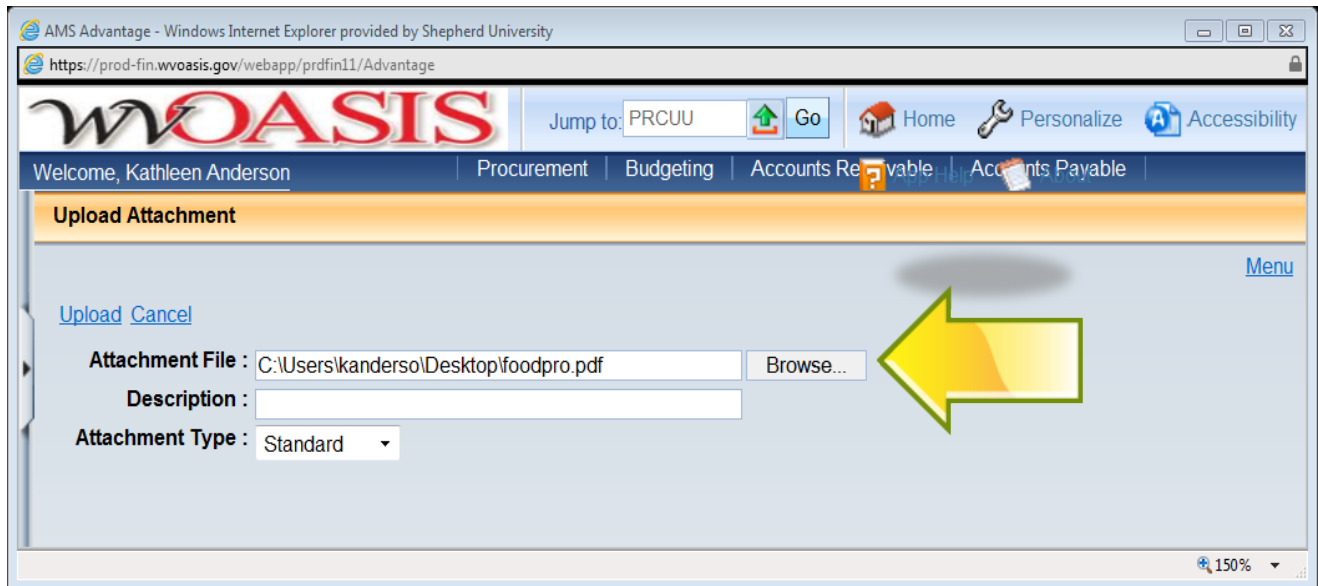
7. **CLICK** on the transaction you will be reconciling. A check mark should appear. This is your notification of the charge that you are working on.
8. **ATTACH** your document by **CLICKING** on the ATTACHMENTS hyperlink.



9. **CLICK** on the UPLOAD hyperlink.

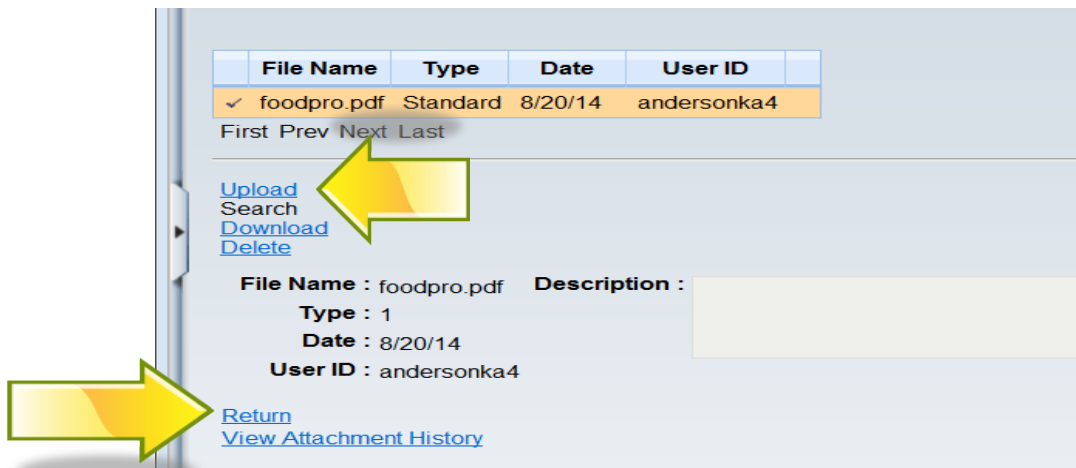


10. Use your mouse to **SELECT BROWSE**. **LOCATE** your **PDF scanned copy of your receipt saved on the Shepherd network**.



11. **CLICK UPLOAD**.

12. **REVIEW** your document by **CLICKING** on **DOWNLOAD**.



13. To **RETURN** to the PRCUU, **CLICK** on the **RETURN** hyperlink.

14. In the General Info section, COMPLETE the following:

- a. Receipt Date
- b. Receiver

AMS Advantage - Windows Internet Explorer provided by Shepherd University
 https://prod-fin.wyoasis.gov/webapp/prdfin1/Advantage

Wyoasis
 Jump to: PRCUU Go Home Personalize Accessibility App Help About

Welcome, Kathleen Anderson
 Procurement Budgeting Accounts Receivable Accounts Payable

Save Undo Search

General Info

Administrator ID : 40911
 PCard ID : 13995
 Card Number : *****
 Cardholder Name : Kathleen Anderson
 Master Account : *****
 Merchant ID : 434384368883
 Merchant Name : FOODPRO CORPORATI
 Transaction Date : 08/06/2014
 Bank Posting Date : 08/08/2014
 Taxpayer ID Type :
 Taxpayer ID : 520234291
 Amount : \$53.61
 Reconciliation Status : Not Reconciled
 Dispute Reason Code :
 Dispute Reason Description :
 Dispute Comments :

Pay :
 Reviewed :
 Delete :
 Unprocessed Reason ID : 3,4
 Transaction ID Number : 81210
 Transaction Reference Number : 24323004219556012713
 Billing Cycle Start Date : 08/02/2014
 Billing Cycle End Date : 09/03/2014
 Schedule Payment Date : 09/22/2014
 MCC Code : 5199
 MCC Code Description :
 Receipt Date : 08/08/2014
 Receiver :
 Receiver Name :

15. CLICK on SAVE

16. Use your mouse to SCROLL DOWN to the Commodity Lines section.

17. In the Comments box, please ENTER a brief description of the purchase and business purpose.

Commodity Lines

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount	Accounting Profile
✓ 1	90000000	Travel and Food and Lodging and Entertainment Services	1.00000	\$53.61	UNIT	\$53.61	

First Prev Next Last

Save Undo Delete Insert Copy Paste

General Information

Order Doc Code :
 Order Doc Department :
 Order Doc ID :
 Order Commodity Line :
 Commodity Code : 90000000
 Commodity Name : Travel and Food and Lodging and Entertainment Services
 Bank Commodity Description : 237517 Service
 Quantity : 1.00000
 Unit Price : \$53.61
 Unit : UNIT
 Amount : \$53.61

Accounting Profile :
 Accounting Template : 206330
 Comments : Resale
 Transaction Type : 0

18. **VERIFY** that there is a Quantity, Unit Price, and Unit filled in each corresponding field. If there are more than one commodity lines, this will need to be completed for each commodity line.

- a. The UNIT typically preloads; the most accepted unit of measure is "EA" for "Each". In some instances Oasis will give you an error because of an incorrect unit. It will always accept "EA". If you receive an error, change it to the EA option.

19. **CLICK** on SAVE

20. **SCROLL DOWN** to the Fund Accounting section of the Accounting Lines section of the PRCUU.

Accounting Lines

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
✓ 1	1	\$53.61	4532	09900	3211

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

Amount : \$53.61

Accounting Template ID : 206330

Fund Accounting

Fund : 4533 Department : 0486 Departmental Object :
Sub Fund : 3092 Unit : 8800 Dept Revenue :
Object : 3231 Sub Unit :
Sub Object : H146 Appr Unit : 09900
Revenue : BSA :
Sub Revenue : Sub BSA :

21. **COMPLETE** your Oasis Funding information by entering the:

- a. Fund –
- b. SubFund
- c. Object
- d. SubObject
- e. Department – ALWAYS 0486 (this identifies us as Shepherd University to the State)
- f. Unit
- g. Appr. Unit – ALWAYS 09900

While each cardholder is set up with default funding, please verify your funding for EACH transaction to ensure proper posting. The funding information entered here will correspond to the funding that will be posted in Banner.

22. Click on SAVE

23. Scroll back to the General Info section and locate the Reconciliation Status field.

24. Click on the green arrow and select Reconciled from the table that appears.

First Prev Next Last [My Transactions](#) [Coordinator Transactions](#) [Attachments](#)

Details
[Save](#) [Undo](#) [Search](#)

General Info

Administrator ID : 40911
 PCard ID : 13995
 Card Number : *****
 Cardholder Name : Kathleen Anderson
 Master Account : *****
 Merchant ID : 434384368883
 Merchant Name : FOODPRO CORPORATI
 Transaction Date : 08/06/2014
 Bank Posting Date : 08/08/2014
 Taxpayer ID Type :
 Taxpayer ID : 520234291
 Amount : \$53.61
 Reconciliation Status : Not Reconciled
 Dispute Reason Code :

Revised
 D
 Unprocessed Reas
 Transaction ID Nu
 Transaction Reference Nu
 Billing Cycle Start
 Billing Cycle End
 Schedule Payment
 MCC
 MCC Code Descri
 Receipt

Choose

[Browse](#) [Clear](#)

Reconciliation Status Code : Reconciliation Status :
 Hold Payment : Dispute :

	Reconciliation Status Code	Reconciliation Status	Hold Payment	Dispute
Select	1	Not Reconciled	Yes	No
Select	2	Reconciled	No	No
Select	3	Foreign Trans Fee	No	No
Select	4	Unauthorized Use	No	No
Select	5	Disputed	No	Yes

25. Click on SAVE.

26. Your charge is now reconciled.

PLEASE NOTE:

1. In order to make any changes to your transaction **AFTER** you have marked and saved it as Reconciled, you will have to do the following:
 - a) **CHANGE** the reconciliation status back to Not Reconciled
 - b) **CLICK** on Save
 - c) **MAKE** your change
 - d) **CHANGE** the reconciliation status back to Reconciled
 - e) **CLICK** Save
2. Transactions with a **YES in Reviewed and/or Pay** have been reviewed and audited by Procurement. If you must make changes, please notify Procurement Services.