

Procurement Services Office Ikenberry Hall Room 217 P: 304-876-5216

# 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: <u>https://myapps.wvsao.gov/apps/default.aspx</u>
- 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.

|     | no Kathloon Ander              |                     |                        | Proc              |                     | ounts Receiva | hle Accounts          | Pavabl  |                          |          |
|-----|--------------------------------|---------------------|------------------------|-------------------|---------------------|---------------|-----------------------|---------|--------------------------|----------|
| np  | rocessed Procure               | ement Card Activity |                        |                   |                     |               |                       | r ayabi |                          |          |
|     |                                | ,                   |                        |                   |                     |               |                       |         |                          | Menu B   |
|     | Administrator<br>ID            | Master Account      | Card Number            | Merchant ID       | Merchant Name       | Amount        | Document<br>Reference | Pay     | Reconciliation<br>Status | Reviewed |
|     | 40911                          | *****               | *****                  | 328008273992      | AT&T PREMIER EBIL   | \$4,883.71    |                       | No      | Not Reconciled           |          |
|     | 40911                          | *****               | *****                  | 434384368883      | FOODPRO CORPORATION | \$998.69      |                       | No      | Not Reconciled           |          |
|     | 40911                          | *****               | ******                 | 434384368883      | FOODPRO CORPORATION | \$920.68      |                       | No      | Not Reconciled           | No       |
| 1   | 40911                          | *****               | ******                 | 434384368883      | FOODPRO CORPORATION | \$53.61       |                       | No      | Not Reconciled           |          |
|     | 40911                          | *****               | ******                 | 434384368883      | FOODPRO CORPORATION | \$316.04      |                       | No      | Not Reconciled           |          |
| irs | t Prev <u>Next</u> <u>Last</u> | My Transaction      | s d <u>Coordinator</u> | Transactions Atta | <u>ichments</u>     |               |                       |         |                          |          |

- 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. **Α**π**A**CH your document by **CLICKING** on the ATTACHMENTS hyperlink.

| ł | ~     | 40911                 | *****           | 4343843688               | 83 FOODPRO CORPORATION | \$53.61  | No | Not Reconciled |                 |
|---|-------|-----------------------|-----------------|--------------------------|------------------------|----------|----|----------------|-----------------|
|   |       | 40911                 | *****           | 4343843688               | 83 FOODPRO COPPORATION | \$316.04 | No | Not Reconciled |                 |
|   | First | Prev <u>Next</u> Last | My Transactions | Coordinator Transactions |                        |          |    |                |                 |
|   | Deta  | ils<br>Lindo Search   | a b             |                          |                        |          |    |                |                 |
| - | 000   |                       | <b>V</b> 10     |                          |                        |          |    |                | € 150% <b>-</b> |

9. CLICK on the UPLOAD hyperlink.



10. Use your mouse to SELECT BROWSE. LOCATE your <u>PDF scanned copy of your receipt saved</u> <u>on the Shepherd network</u>.

| AMS Advantage - Windows Internet Explorer provided by Sh  | epherd University     |                                   |                    |
|---|-----------------------|-----------------------------------|--------------------|
| Attps://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage  |                       |                                   | <b>a</b>           |
| WOASI   | S Jump to: PRCUU      | 🚹 🜀 🔝 Home 🔑 Personali            | ze 🗿 Accessibility |
| Welcome, Kathleen Anderson  | Procurement Budgeting | Accounts Reprovable Accounts Paya | ble                |
| Upload Attachment   |                       |                                   |                    |
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|   |                       |                                   | 🔍 150% 🔻 💡         |

- 11. CLICK UPLOAD.
- 12. **Review** your document by **CLICKING** on DOWNLOAD.

|   |                       | File Name                                      | Туре       | Date    | User ID     |  |
|---|-----------------------|--|------------|---------|-------------|--|
|   | ~                     | foodpro.pdf                                    | Standard   | 8/20/14 | andersonka4 |  |
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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

| (A)        | MS Advantage - Windows Internet Explorer p | rovided by Shepherd University |                                |   |           |
|------------|--|--------------------------------|--------------------------------|---|-----------|
| <i>(</i> h | ttps://prod-fin.wvoasis.gov/webapp/prdfin1 | 1/Advantage                    |                                |   | <b>a</b>  |
| 1          | WOAS                                       | SIS                            | Jump to: PRCUU 🚹 Go 🚮 Hor      | me 🎤 Personalize 🙆 Accessibility 📴 App Help | 🐔 About 😈 |
| We         | elcome, Kathleen Anderson                  | _                              | Procurement Budgeting Ac       | counts Receivable Accounts Payable          |           |
| <u> </u>   | Save Undo Search 륮 🗞                       |                                |                                |   | <b>^</b>  |
|            | General Info                               |                                |                                |   |           |
|            | Administrator ID :                         | 40911                          | Pay :                          |   |           |
|            | PCard ID :                                 | 13995                          | Reviewed :                     |   |           |
|            | Card Number :                              | *****                          | Delete :                       |   |           |
|            | Cardholder Name :                          | Kathleen Anderson              | Unprocessed Reason ID :        | 24  |           |
|            | Master Account :                           | ********                       |                                | . 3,4                                       |           |
|            | Merchant ID :                              | 434384368883                   |                                | - 🛃   |           |
|            | Merchant Name :                            | FOODPRO CORPORATI              | Transaction ID Number :        | 81210                                       | =         |
|            | Transaction Date :                         | 08/06/2014                     | Transaction Reference Number : | 24323004219556012713                        |           |
|            | Bank Posting Date :                        | 08/08/2014                     | Billing Cycle Start Date :     | 08/02/2014                                  |           |
|            | Taxpayer ID Type :                         |                                | Billing Cycle End Date :       | 09/03/2014                                  |           |
|            | Taxpayer ID :                              | 520234291                      | Schedule Payment Date :        | 09/22/2014                                  |           |
|            | Amount :                                   | \$53.61                        | MCC Code :                     | 5199  |           |
|            | Reconciliation Status :                    | Not Reconciled                 | MCC Code Description           | Hondurable Boods                            |           |
|            | Dispute Reason Code :                      |                                | Receipt Date :                 | : 08/08/2014                                |           |
|            | Dispute Reason Description :               |                                | Receiver :                     |   |           |
|            | Dispute Comments :                         |                                | A Receiver Name .              |   |           |

#### 15. CLICK on SAVE

Commodity Lines

- 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<br>Line                    | Commodity<br>Code | Commodity Name   | Quantity | Unit<br>Price | Unit     | Amount  | Accounting<br>Profile |  |
|---|--------------------------------------|-------------------|--|----------|---------------|----------|---------|-----------------------|--|
| ~   | 1                                    | 9000000           | Travel and Food and Lodging and Entertainment Services | 1.00000  | \$53.61       | UNIT     | \$53.61 |                       |  |
| Fi  | rst Prev Next L                      | ast               |  |          |               |          |         |                       |  |
| <u>Sa</u>   | ave Undo Delet<br>- <b>v General</b> | e Insert Copy I   | Paste 🗸 🖗  |          |               |          |         |                       |  |
| Order Doc Code : Accounting Profile :             |                                      |                   |  |          |               |          |         |                       |  |
| Order Doc Department : Accounting Template : 2000 |                                      |                   |  |          |               |          |         |                       |  |
|   |                                      | Order Doc ID      |  |          | Comme         | ents : F | Resale  |                       |  |
|   | Order Co                             | mmodity Line      |  | /        |               |          | localo  |                       |  |
|   | Cor                                  | nmodity Code      | 9000000  |          |               |          |         |                       |  |
|   | Con                                  | nmodity Name      | Travel and Food and Lodging and Entertainment Services | 5 Tran   | saction T     | ype : 🕜  | C       |                       |  |
| в   | ank Commodi                          | ty Description.   | 23/51/ Service   |          |               |          |         |                       |  |
|   |                                      | Quantity          | 1.00000  |          |               |          |         |                       |  |
|   |                                      | Unit Price        | \$53.61  |          |               |          |         |                       |  |
|   |                                      | Unit              | UNIT 🔼   |          |               |          |         |                       |  |
|   |                                      | Amount            | 050.04   |          |               |          |         |                       |  |

- 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.

| ✓ 1  | e Accounting L   | ine Amount   | FUND AL             |      |                  |                              |
|--|--|--|---------------------|------|------------------|------------------------------|
| ✓ 1  |  |  |                     |      | Object           |                              |
|  |  | 1 \$53.61  | 4532 09             | 9900 | 3211             |                              |
| First Prev Next Last   |  |  |                     |      |                  |                              |
| Accounting Temp  | blate ID : 206330  | <u></u>  |                     |      |                  |                              |
| Accounting Temp<br>Fund Acco<br>Fund : 453   | blate ID : 206330<br>punting   | Dartment : 048   | 36 📤                |      | Departmen        | ntal Object :                |
| Accounting Temp<br>Fund Accoo<br>Fund : 453<br>Sub Fund : 309                                    | and the line is a state of the line is a stat | Image: bartment :     048       Unit :     880               | 86 📤<br>20 📤        |      | Departmer<br>Dep | ntal Object :<br>t Revenue : |
| Accounting Temp<br>Fund Acco<br>Fund : 453<br>Sub Fund : 309<br>Object : 323                     | sbate ID : \$53.61   plate ID : 206330   punting 206330   33 2   92 2   31 2   | Dartment : 048<br>Unit : 880<br>Sub Unit :                   | 86 📤<br>00 📤        |      | Departmer<br>Dep | ntal Object :<br>t Revenue : |
| Accounting Temp<br>Fund Acco<br>Fund : 453<br>Sub Fund : 309<br>Object : 323<br>Sub Object : H1. | another \$53.61   polate ID : 206330   pounting 206330   33 (A)   92 (A)   31 (A)   46 (A)   | Dartment : 048<br>Unit : 880<br>Sub Unit :<br>ppr Unit : 099 | 86 📤<br>00 📤<br>900 |      | Departmer<br>Dep | ntal Object :<br>t Revenue : |

- 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.

|   | First Prev Next Last | 📑 <u>My Transac</u> | tions 📑 Coordi | nator Trans | actions Attachm  | ents            |
|---|----------------------|---------------------|----------------|-------------|------------------|-----------------|
|   | Details              |                     |                |             |                  |                 |
|   | Save Undo Search     | # b.                |                |             |                  |                 |
|   | 🗢 General Info       |                     |                |             |                  |                 |
|   | Adminis              | trator ID: 4091     | 1              |             |                  |                 |
|   | F                    | Card ID : 1200      |                | 4           |                  | Rev             |
|   | Card                 | Number : ******     | *******        |             |                  |                 |
|   | Cardbold             | er Name : Kathl     |                |             |                  |                 |
|   | Mastar               |                     | en Anderson    |             | Unp              | rocessed Reas   |
|   | Master               |                     | 0011           |             |                  |                 |
|   | Wer                  | 43438               | 34368883       |             |                  |                 |
|   | Mercha               |                     | PRO CORPORAT   | <b>FI</b> ( | Tra              | nsaction ID Nu  |
| 1 | Iransact             | Ion Date : 08/06    | /2014          |             | Transaction      | n Reference Nu  |
|   | Bank Post            | ing Date : 08/08    | /2014          |             | Bil              | ling Cycle Star |
|   | Taxpayer             | ID Type :           |                |             | Bi               | lling Cycle End |
|   | Тах                  | payer ID : 52023    | 34291          |             | Sch              | edule Paymen    |
|   |                      | Amount : \$53.6     | 1              |             |                  | MCC             |
|   | Reconciliatio        | n Status : Not R    | econciled      | 🔁 🌔         | MC               | C Code Descr    |
|   | Dienute Reser        | on Code :           | •              |             |                  | Recein          |
|   | Choose               |                     |                |             |                  |                 |
|   | Browse Clear         |                     |                |             |                  |                 |
|   | Reconciliation Statu | us Code :           |                | Recon       | ciliation Status | :               |
|   | Hold F               | ayment :            | -              |             | Dispute          | • •             |
|   | Reconciliatio        | n Status Code       | Reconciliation | Status      | Hold Payment     | Dispute         |
|   | Select               | 1                   | Not Reco       | onciled     | Yes              | No              |
|   | Select               | 2                   | Reco           | onciled     | No               | No              |
|   | Select               | 3                   | Foreign Tra    | ns Fee      | No               | No              |
| 1 | <u>Select</u>        | 4                   | Unauthorize    | ed Use      | No               | No              |
|   |                      |                     |                |             |                  |                 |

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

- 25. Click on SAVE.
- 26. Your charge is now reconciled.

### PLEASE NOTE:

- 1. In order to make any changes to your transaction <u>AFTER</u> 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 <u>YES in Reviewed and/or Pay</u> have been reviewed and audited by Procurement. If you must make changes, please notify Procurement Services.