

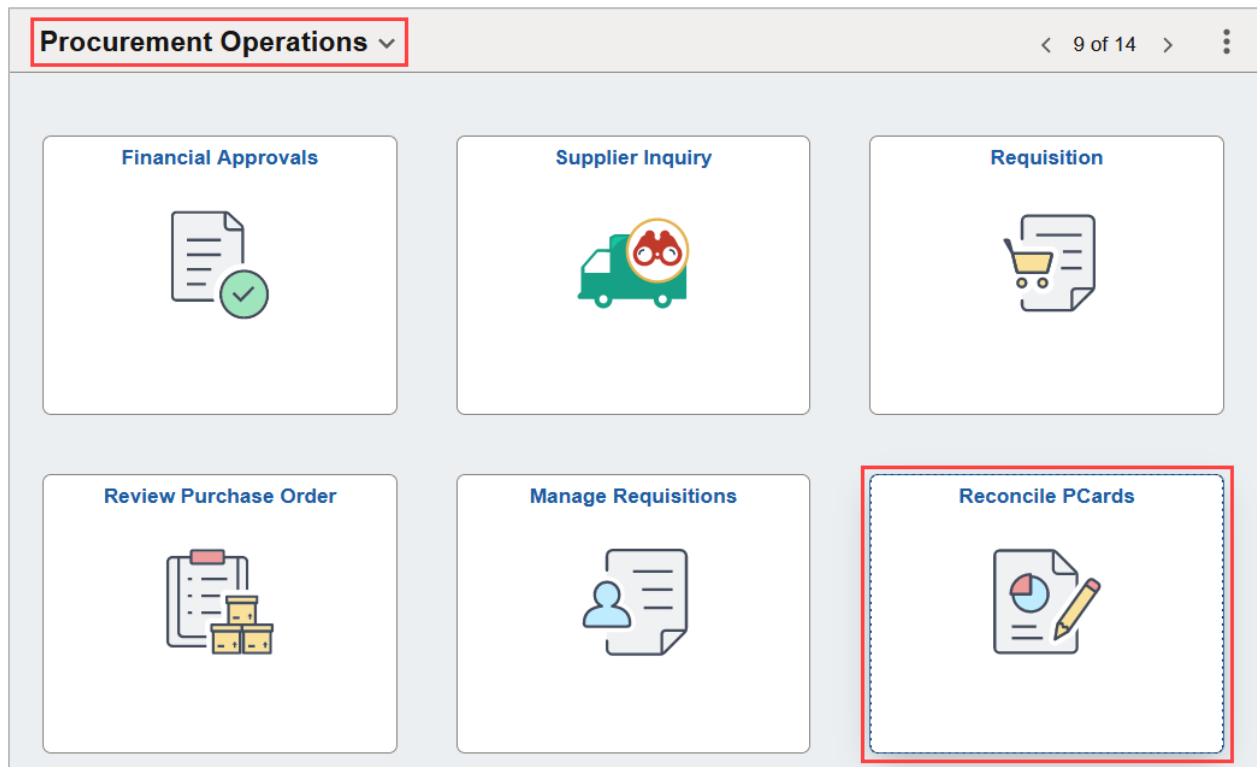
## Accessing ProCard Reconcile Statement Screen

The purpose of this job aid is to explain how users can navigate to the Reconcile Statement Screen for ProCards.

The ProCard Reconciler and Approver (Reviewer) are responsible for taking appropriate actions on the Reconcile Statement Screen by the stated deadline in ProCards emails sent by the BATraining Listserv. Users can opt into BATraining Listserv messages from the [Knowledge Services Site](#).

## Accessing ProCard Reconcile Statement Screen

1. To reconcile the ProCard statement, navigate to the **Procurement Operations Homepage** and click the **Reconcile PCards** tile.



Alternatively, navigate to the Reconcile PCards using the NavBar: **NavBar > Menu > Financials > Purchasing > Procurement Cards > Reconcile > Reconcile PCard Statement.**

2. The **Reconcile Statement Search** page is displayed. This page provides several options for performing a search. To search for a specific cardholder, search by the Employee ID, Name, or the last 4-digits of the cardholder’s Card Number.

- A. When using the Employee ID or Name, use the **magnifying glass** by either field to access the Search Results Table. This displays a list of cardholder's names for which a user has proxy authority. To reconcile, select the Name or Empl ID of the cardholder.
- B. When entering the Card Number, only the last 4-digits are needed.
- C. If necessary, modify the transaction dates to capture the entire period to be reconciled.
- D. Once the search criteria is entered, click the **Search** button to view the cardholder’s Procurement Card Transactions.

The screenshot shows the 'Reconcile Statement Search' form. Annotations include:
 

- A:** A red box around the 'Employee ID' and 'Name' fields with a magnifying glass icon next to the 'Name' field.
- B:** A red box around the 'Card Number' field.
- C:** A red box around the 'Transaction Date' field, which is set to '02/04/2023' to '03/03/2023'.
- D:** A red box around the 'Search' button at the bottom of the form.

3. The **Procurement Card Transactions** page is displayed. This page displays the cardholder’s Empl ID, Name, the last 4 digits of the cardholder’s bank card, and the ProCard charges for a specific billing cycle. The initial Status of each transaction is "Staged" for Reconcilers. This status indicates that the ProCard statement from the bank is loaded into the staging table and ready to be reconciled. For Approvers, the status will be "Verified." This status indicates that the ProCard statement has been reconciled and awaiting final review and approval.

Reconcile Statement

**Procurement Card Transactions**

Empl ID 1000012345      Name Maverick, Sam

Run Budget Validation on Save

**Bank Statement**      Personalize | Find | View All | First 1-5 of 5 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
1 <input checked="" type="checkbox"/>	MC	*****1234	02/07/2023	PARTY CITY 62	Staged	16.60	USD	Valid
2 <input type="checkbox"/>	MC	*****1234	02/07/2023	TOM THUMB #3617	Staged	51.96	USD	Valid
3 <input type="checkbox"/>	MC	*****1234	02/10/2023	WPY Flying Pig Balloon	Staged	4,086.00	USD	Valid
4 <input type="checkbox"/>	MC	*****1234	02/14/2023	DRI PRINTPLACE	Staged	92.50	USD	Valid
5 <input type="checkbox"/>	MC	*****1234	02/17/2023	WESTLAKE HARDWARE #053	Staged	36.99	USD	Valid