Managing the P-Card Statement:
Reconciling Transactions During a Bankcard Transition

Important Information

Bankcard transitions occur when a Cardholder receives a new P-Card with a new card number. This occurs when:

- The Payables and eBilling office negotiates a new Bankcard contract with a new financial institution. When this occurs, **ALL** Cardholders receive new Bankcards, and all Cardholders and Reconcilers are impacted.
- A Cardholder reports their P-Card lost or stolen. When this occurs **ONE** Cardholder receives a new Bankcard, and only that Cardholder and their Reconciler are impacted.

Both the Cardholder and Reconciler are responsible for activities during a Bankcard Transition.

**Cardholder must:**

1. Activate the new P-Card by calling the toll free number on the card. **Note:** Cardholder needs to provide their new card number and the last four digits of their social security number.
   - Create a new four-digit PIN number if Cardholder has ATM access. **Note:** This may be the same as the PIN for the current P-Card.
2. Sign the new P-Card.
3. Shred or cut up the old P-Card.
4. Notify reconciler that the new card has arrived and has been activated.
5. Contact vendors with recurring monthly P-Card charges (subscriptions, mobile phones, pagers, etc.) to update the billing information.

**Reconciler must:**

1. Reconcile transactions for both P-Cards during the bankcard transition by opening P-Card transactions by **employee**. This displays all transactions for both cards on the Procurement Card page.
2. Print both P-Card statements for the period(s) that multiple cards may be used. **Note:** Printing P-Card statements by **Reconciler** simultaneously produces P-Card statements for each cardholder and card for which a reconciler is responsible.
3. Attach the appropriate receipts to the proper statement.
4. Route both P-Card statements for the appropriate signatures.
5. Send both P-Card statements to Payables and eBilling with signatures and receipts.
Bankcard transition Reconcile P-Card Transaction Tips:

- Use the **Employee Name** field to locate all transactions for a single Cardholder, regardless of which P-Card number was used for the transaction.
- Complete instructions for reconciling P-Card transactions can be found in MAIS LINC in the *Managing the P-Card Statement – Reconciling Transactions v.8.8* step-by-step procedure.

**Navigation**

*Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement*

**Reconcile Statement Search Page**

1. Type the name of the Cardholder in the **Employee Name** field or select it from the **Lookup** list.

   **Note:** Enter the name in the **Employee Name** field using the PeopleSoft Format of **Last Name,First Name**. Ex: Lexus,Larry.

2. Click **Search** to display the transactions associated with that Cardholder.

**Reconcile Statement – Procurement Card Transactions Page**

3. Differentiate between the two P-Cards by the masked number in the **Card Number** field.
Bankcard transition Print P-Card Statement Tips:

- Running the P-Card Statements by Reconciler prints out one P-Card statement per card for each Cardholder. During a Bankcard transition this method prints individual reports for each card a Cardholder used during that billing cycle.

- Complete instructions for printing P-Card Statements can be found in MAIS LINC in the Print the P-Card Statement v.8.8 or the Print the P-Card Statement with a Macintosh Computer v.8.8 step-by-step procedures.

Navigation

To print P-Card Statements during a Bankcard transition:
Menu > Purchasing > Procurement Cards > Reconcile > Print P-Card Statement

Parameters Page

1. Select the By Reconciler radio button from the Run Option list box.
2. Type the reconciler’s uniqname in the Reconciler/Approver Oprid field.
3. Verify that the billing date for the statement you want to print is displayed in the Billing Date field.

Note: If necessary, overwrite the Billing Date value or click Look up Billing Date to select another billing date.

4. Click Run.