P-CARD WORKS

PROXY RECONCILER TRAINING
You can always return to this home page by clicking on the icon shown here.

Under Action Required—click on Sign Off to see the transactions that have been charged to the cardholders for which you are the Proxy. If you do not have the Sign Off bar, there are no transactions to be signed off on.
The Proxy Reconciler needs to make sure that the Cardholder has added their comments (Items purchased and the reason for the purchase).

To check the account number, select the Allocation tab.

***DO NOT SELECT EITHER OF THESE BUTTONS.***
This is the Allocation screen.

You need to scroll over to check the “Comp/Val/Auth” column for a red X. You need to select the Add/Edit button to check or change the account number or object code.

Do not select either of these buttons.
If you need to charge against more than one account number, add as many lines as you need and select Go.

When charging against only one account number/object code, type in that account number/object code or select the GL Assistant. You must use capitals if you are typing in the account number. When you complete the account number/object code, remember to select Save or the changes will be lost.

If you see either of these codes next to the account number, it needs to be corrected.

The screen shows an example of the interface for adding and editing allocations. The user can select the account number/object code, type in a description, and allocate the amount. There are options to save or cancel the changes.
If you are splitting the charges by Amount, type in the account number/object code and the amount of money to charge to each account number. Remember to select the Save button or all changes will be lost.
If you are splitting the charges by Percentage, type in the account number/object code and the percent to charge to each account number. Remember to select the Save button or the changes will be lost.
Once the Cardholder has made their comments, you have checked/entered the account number/object code being charged, select the Sign Off icon.
Select Reports, Personal Reports, Spend Reports to get reporting information on your transactions.

Click any element listed above to access its detailed information.
Select My Memo Statement

Select the date range, pick your card, and select either PDF or Excel File and you will get a report about your card.
This is an example of the information you can receive from this report.
You can search for transactions by selecting Tools, Search, then Transactions on the dashboard.
You can search for transactions of any person that you Proxy for in your group with any of the search criteria listed above. After you have listed what you want to search on, select the Search button.
After you click the search button, any transaction that matched your criteria will be listed on the top half of the screen. Select the document you want more detail on and that will be displayed on the lower half of the screen.

Click any element listed above to access its detailed information.
You can select any of the tabs to see all of the details of this transaction.