

## Summary

This procedure will walk supervisors and cardholders through the steps of how to verify a p-card transactions in MyFin Pcard Place.

## Procedure

Step 1. Log into MyFin - <https://psfin.slcounty.org/>

Enter **Username** - Same as PeopleSoft timesheet

Enter **Password** - Same as PeopleSoft Timesheet

Step 2. Click on Pending My Approval tile.




**Step 3.** Delete date shown as transaction date needs to be blank to ensure all transactions will be displayed.

**Step 3a.** Click the **Search** button.

The screenshot shows the 'Pcard Place' Reconcile Statement Search interface. It contains various search filters such as Role Name, Employee ID, Name, Card Issuer, Card Number, Transaction Number, Merchant, Sequence Number, Line Number, Billing Date, Statement Status, Budget Status, Chartfield Status, Transaction Date, Charge Type, Posted Date, and Rows Per Page. The 'Transaction Date' field and the 'Search' button are circled in red.

A new window will be displayed, showing transactions.

**Step 4.** Click on the **Distribution icon**  to review the account codes the cardholder entered for that transaction.

The screenshot shows the 'Reconcile Statement' Procurement Card Transactions table. The table has columns for Employee Name, Card Number, Status, Transaction Amount, Description, Redistrib, and Chartfield Status. The first transaction is for 'Aires, Alexis A' with a status of 'Staged' and a description of 'Carpet cleaner, air freshener, glass'. The 'View All' button in the top right and the 'Redistrib' column for the first transaction are circled in red.

Transaction	Employee Name	Card Number	Status	Transaction Amount	Description	Redistrib	Chartfield Status
1	Aires, Alexis A	*****4653	Staged	135.31	Carpet cleaner, air freshener, glass	es	Valid

 To locate a transaction via the Scroll feature, you can either select **View ALL** to display all transactions at one time on the screen, or select arrows to view 9 transactions per page.

**Step 5.** The next screen will display the account code entered by the Cardholder. Review account codes for accuracy or change it.

**Step 5a.** Click **OK** to exit the screen back to the previous page. For account codes refer to **your Fiscal Manager/Staff**

Dist	Percent	Amount	*GL Unit	Fund	Dept	Alt Acct	*Account	Program	Bud Ref	Fund Source
1	100.0000	135.31	SLC01	960	2500000720	615005	615005	JA720	2020	

Click on the search option within each distribution box to search if you are not sure of codes.

If you receive an **ACCOUNT CODE ERROR** - Back out the Alt Account so it is a blank field, hit OK. An error box will pop up, hit okay. The account field will be red, ignore this and enter the correct account code in the Alt Acct field. Hit OK. The Alt Account and the Account field should be the account code you wanted and should match.

**Step 6.** Click on the **Comments icon**. A new window will be displayed.

Transaction	Employee Name	Card Number	*Status	Transaction Amount	Description	Redistrib	Chartfield Status
1	Aires, Alexis A	*****4653	Staged	135.31	Carpet cleaner, air freshener, glass	Yes	Valid

**Step 7.** Click **View** to see what supporting documentation the cardholder has uploaded for this transaction. Every transaction should have supporting documentation uploaded.

Transaction Line Comments

Comments:   
Original order confirmation shows sales tax, but when the billing department receives the order they remove the sales tax. \$49.08+\$22.95+\$16.78+\$9.96+\$8.18+\$8.18+\$8.18+\$15.00=135.31 See Hy-Ko packing slip. a.a.a.

Associated Document: Attachment scan0019.pdf

Buttons: Attach, View, Delete

Buttons: OK, Cancel, Refresh

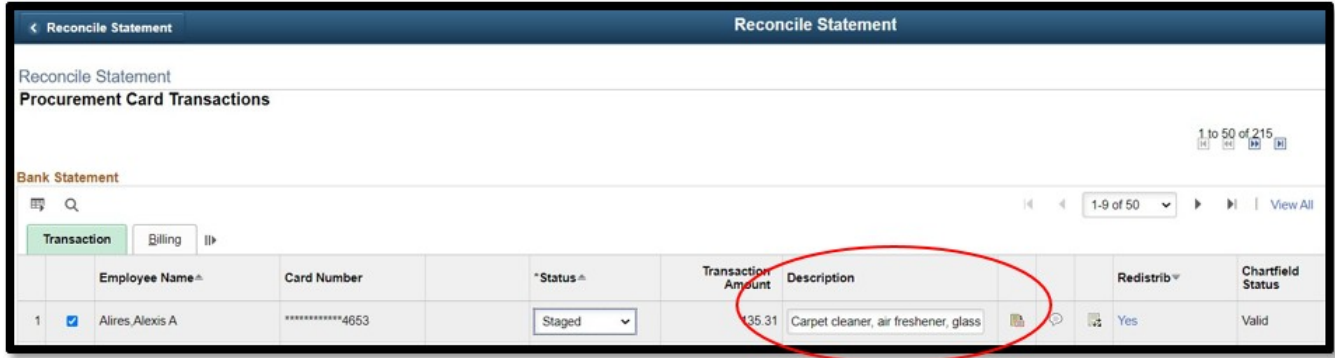
In the **Comments Box** – Cardholders may have entered additional comments. Comments entered here do not post to any reports but are viewable to those who have access to their transactions.

Examples of possible attachments:

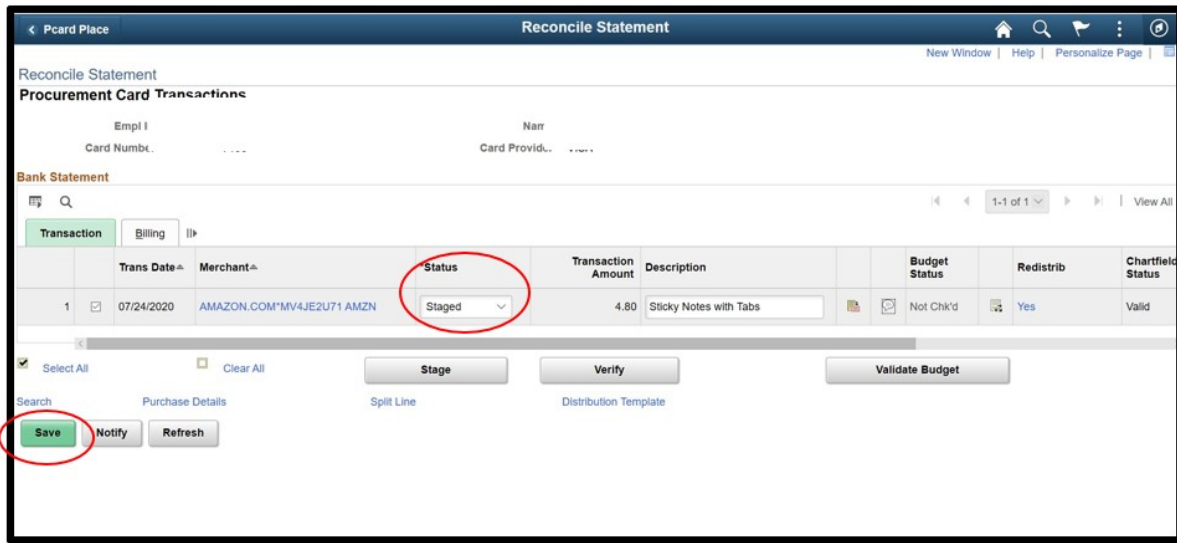
- Invoice/receipt/order document
- Packing Slip
- Meal Form
- ICS Form if COVID related (signed copy should be uploaded with invoice)

**Step 7a.** Click **OK**.


**Step 8.** Review the **Description**, is it reflective of what was purchased. Cardholders are limited to 60 characters. The description entered here will appear on the monthly expense report.



**Step 9.** After the above items have been reviewed for accuracy the **Status** will need to be updated from **Staged** to **Verified** for each transaction.



**Step 9a.** Click on **Save**.

 The Fiscal Manager will then review and approve the transaction(s) and update the Status to Approved. Transactions that are in the Approved status will be pulled into a night voucher process to be uploaded in the general ledger. The status will then be changed to "Closed" because the transaction has been completed.

### TO VIEW TRANSACTION IN A VARIES STAGES

**Step 1.** Click on dropdown arrow on Card Issuer.

**Step 1a.** Select **VISA**.

**Step 1b.** Search by Billing Date, Statement Status or Transaction Date If using statement status chose: **CLOSED, STAGED, VERIFIED, or APPROVED**.

**Step 1c.** Click the **Search** button.

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant

Exact Match

Sequence Number

Line Number

Billing Date  To

Statement Status

Budget Status

Chartfield Status

Transaction Date  To

Charge Type

Posted Date  To

Rows Per Page

Auto Save When Scrolling Through Chunks

Search

Clear