Reconcile a ProCard Transaction

1. Click the **Reconcile Statement** link (see Setup Hint on page 3) in the BFS Navigation Menu to open a transaction search page.

2. Select **Reconciler** from the drop-down Role Name menu.

3. Search for your transaction(s) by any valid field or combination of fields on this page. For more information on search fields, see the Job Aid “Search for One or More Transactions”.

4. Select **US Bank** from the drop-down Card Issuer menu.

5. Click the **Search** button.

A list of procurement card transactions in the Staging Table that fit your criteria is now displayed on the **Reconcile Statement** page.

6. Click the checkbox at the beginning of a transaction line to select or unselect a transaction. You can only reconcile one transaction at a time.

7. Click on the **Distribution** icon on the line of the transaction you are reconciling.

The **Chartfields** tab on the Account Distribution page is now displayed.

8. The cardholder’s **Default Chartfield** will be shown in distribution line 1. If necessary, change the chartfield to where the transaction should be charged. You may also split the charge to 2 or more chartfields from this page. For more information on updating chartfields, see the Job Aid “Update Chartfield Distribution on a Transaction”.

9. Click the **OK** button.

You are returned to the **Reconcile Statement** page.

10. Click on the **Billing** tab to enter notes into the **Description** field, if you wish. This description will display on the **ProCard Transaction Report**.

11. Click on the **Purchase Details** link at the bottom of the Reconcile Statement page. The **Purchase Details** page for the selected transaction is now displayed.

12. The **Merchant** name and contact information is shown on the top of the screen.

The detail fields listed below will be auto-populated and need not be changed.

- **Business Unit**
- **Ship To**
- **Quantity**
- **UOM (Unit of Measurement)**
- **Unit Price**
- **Transaction Amount**
13. Click the **OK** button.

You are returned to the **Reconcile Statement** page.

14. Click on the **Sales/Use Tax** link in the lower right side of the screen.

**Sales/Use Tax**

The **Sales/Use Tax Calculation** page appears for the selected transaction.

15. The **Ship To:** field in the upper right side of the screen defaults to the UC Berkeley Procurement Office destination code, **1924O00209**.

If your purchase was **used** in Alameda County, this code will also become the default **Sales/Use Tax Destination** and apply a **Sales Tax Percent** of **9.7500** to the calculation.

**OR**

If your purchase was **not used** in Alameda County, see the Job Aid **“Reconcile Sales/Use Tax on a Transaction”** for more information on searching for a **Sales/Use Tax Destination** code.

16. In the **Non Taxable Amount** field, enter any non-taxable amount included in your transaction total.

**Note:** An amount entered in this field will cause a second transaction line to be produced with just the non-taxable amount of the transaction. Confirm any amount entered before saving your calculation, as the split cannot be undone. The exempt transaction line does not need its own Sales/Use Tax calculation, but the distribution may still need to be reconciled.

Press the [**Tab**] key to move to the **Sales Tax Paid** field.

17. In the **Sales Tax Paid** field, enter the actual Sales Tax amount paid to the merchant at the time of purchase. This field may or may not already have an amount listed; it depends on the detail level provided by each merchant.

18. Click the **Calculate Use Tax** button.

The **Use Tax** calculation is made and the results show on the screen. The results include **Taxable** and **Non Taxable Amounts**, **Sales Tax Amount** and **Percentage Paid**, **Estimated Use Tax Amount** and **Percentage**, and **Total Cost**. You can correct any fields and recalculate, if necessary.

19. Click the **OK** button.

20. A page stating, “Some fields have changed. Do you want to proceed with the changes made?” appears. Click on the **OK** button.

Your **Sales/Use Tax Calculation** is saved and you are returned to the **Reconcile Statement** page.
If you had a non-taxable amount within your transaction, you will now see 2 separate line items for the single transaction total: taxable and non-taxable amounts. The Details/Tax tab on the Account Distribution page now displays the correct amounts in the Sales Tax and Use Tax fields. This information will also appear on the ProCard Transaction Report in BAIRS.

21. Repeat steps 6 through 20 until you are done with your reconciliations.

22. Now that the reconciliation is complete, you’re ready to change the status of the reconciled transaction(s) from Staged to Verified. To manually select or deselect individual transactions to change the status of, click the checkbox at the beginning of each transaction line.

   OR

   To automatically select all the transactions in the list, click the Select All link. This will select all transactions in the list, not just those on the page shown.

   For more information on changing the status of a transaction, see the Job Aid “Change Status on Single or Multiple Transactions.”

23. Click the Verify button to change the Status of all selected transactions to Verified.

   ![Verify]

   The Status field of the selected transactions changed to Verified.

24. Click the Save button (or Alt+1) in the lower left side of the screen.

   ![Save]

   Your updates have been saved for all transactions listed in the results. If reconciling more than 1 transaction in the list, the button need only be clicked after you have completed your reconciliation processes for all of them.

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**First-time Setup**

Add the Reconcile Statement page to your “My Favorites” list. In the BFS Navigation Menu, click the Purchasing link.

![Purchasing]

Click the Procurement Cards link.

Click the Reconcile link.

Click the Reconcile Statement link to open a transaction search page.

Click the My Favorites link at the top of the BFS Navigation Menu. Click Add to Favorites. Click the Cancel button in the pop-up box to continue. Click the OK button to add the page to your favorites list as Reconcile Statement. Use this link each time to jump directly to the search page.