



PCard and ISSP Reconciliation Overview

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and the Integrated Supply Services Program (ISSP) Supplier. Once loaded into Cardinal, these transactions have a status of "Staged". In order to comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their transactions within (5) days of the posted date.

Reconciliation involves the cardholder completing the following actions:

- Verifying every transaction for accuracy
- Updating existing data or entering any additional data to include the accounting distributions, descriptions, Supplier ID, Item ID, and eVA PO Type as applicable

Once the cardholder completes the reconciliation for a transaction and updates the transaction status to "Verified", the transaction can be reviewed and approved by the Supervisor. Approved transactions are then sent to the Accounts Payable (AP) module for processing and payment.

For additional information pertaining to reviewing, reconciling, approving, and generating reports related to PCard and ISSP transactions, refer to the course titled PR349_Managing PCard and ISSP Transactions (VDOT). This course is located on the Cardinal website in **Course Materials** under **Learning**.

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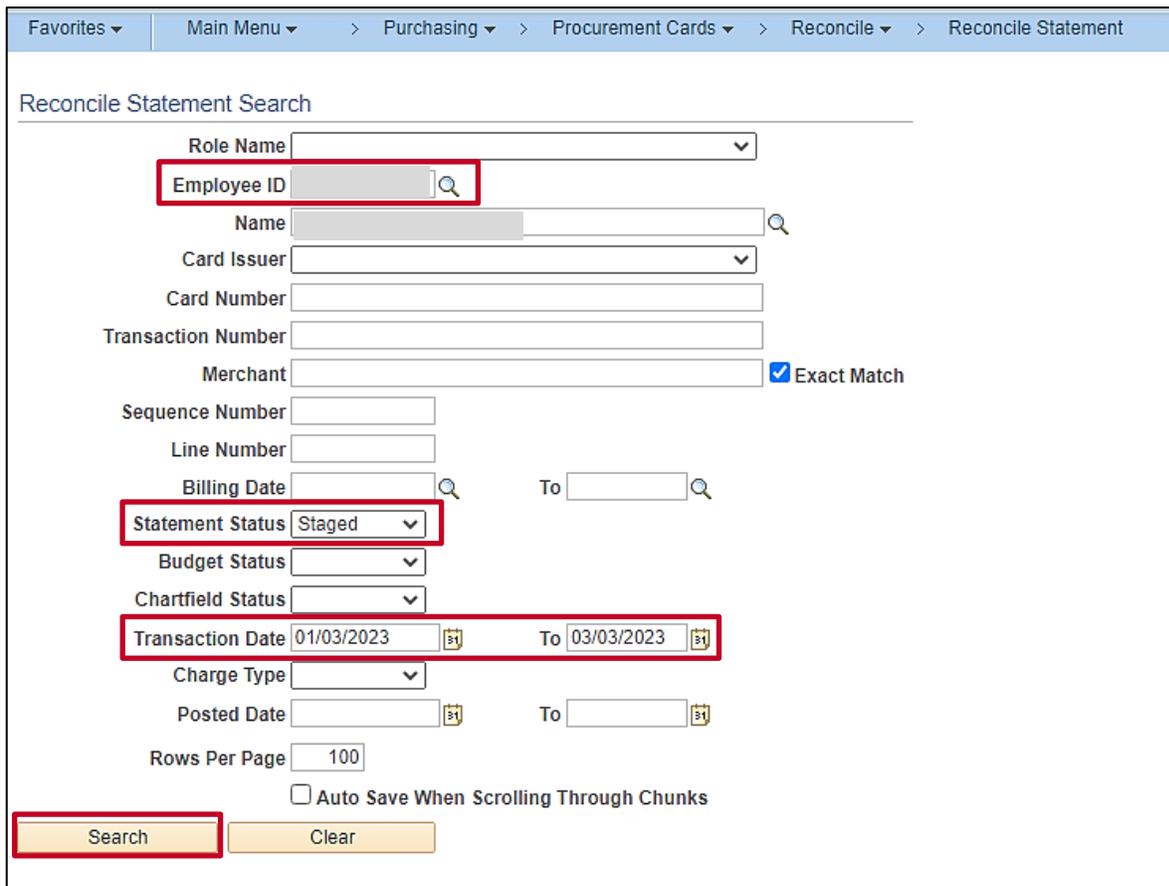
Performing Cardholder Reconciliation – PCard and ISSP Transactions

Reconciliation for PCard or ISSP transactions (for an employee (cardholder) or the District respectively) is completed on the **Reconcile Statement: Procurement Card Transactions** page.

1. Navigate to the **Reconcile Statement: Procurement Card Transactions** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

The **Reconcile Statement Search** page displays. This page will only display if you have access to more than one card. If you only have access to one card, skip to Step 6.



The screenshot shows the 'Reconcile Statement Search' page with the following search criteria highlighted in red boxes:

- Employee ID
- Statement Status: Staged
- Transaction Date: 01/03/2023 To 03/03/2023
- Search button

Other visible search criteria include: Role Name, Name, Card Issuer, Card Number, Transaction Number, Merchant (with 'Exact Match' checked), Sequence Number, Line Number, Billing Date, Budget Status, Chartfield Status, Charge Type, and Posted Date. The 'Rows Per Page' is set to 100, and the 'Auto Save When Scrolling Through Chunks' checkbox is unchecked. The breadcrumb path at the top is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement.



PR349_Performing PCard and ISSP Reconciliations (VDOT)

2. Utilize the **Employee ID** search criteria field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
 - **PCard:** Enter the applicable employee’s Employee ID in the **Employee ID** field
 - **ISSP:** Click the **Employee ID Look Up** icon. Once the **Look Up Employee ID** page displays in a pop-up window, enter the applicable District’s ISSP in the **Employee ID begins with** field and then click the **Look Up** button to search for and select the applicable ISSP
3. Click the **Statement Status** dropdown button and select “Staged” to search for transactions that need to be reconciled.
4. The **Transaction Date** fields default based on the current date (defaults to a (60) day window going back from the current date). Update this date range as needed.
5. Click the **Search** button.

The **Reconcile Statement: Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP transactions. Examples of both are provided below.

PCard Transactions:

Reconcile Statement
Procurement Card Transactions

Empl ID Name
 Card Number *****EF} Card Provider BAV1

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vc
<input checked="" type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	Valid	Recycled	No	N
<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No	N
<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No	N

Select All Clear All
 Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template



PR349_Performing PCard and ISSP Reconciliations (VDOT)

ISSP Transactions:

Reconcile Statement

Procurement Card Transactions

Empl ID ISSP5 Name District,HamptonRoads

Display Unmasked Card Number

Run Budget Validation on Save

1 to 229 of 229

Bank Statement Personalize | Find | View 9 | First 1-100 of 229 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			
79	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	35.41	USD			
80	ISSP0	*****540L	05/03/2018	MANCON LLC	Staged	36.57	USD			
81	ISSP0	*****500L	05/03/2018	MANCON LLC	Staged	7.65	USD			
82	ISSP0	*****510R	05/03/2018	MANCON LLC	Staged	22.31	USD			
83	ISSP0	*****510V	05/03/2018	MANCON LLC	Staged	128.53	USD			
84	ISSP0	*****510V	05/03/2018	MANCON LLC	Staged	352.70	USD			
85	ISSP0	*****530N	05/03/2018	MANCON LLC	Staged	435.98	USD			
86	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	128.16	USD			
87	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	21.94	USD			
88	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	163.47	USD			
89	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	763.71	USD			
90	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	53.15	USD			
91	ISSP0	*****500O	05/03/2018	MANCON LLC	Staged	19.56	USD			
92	ISSP0	*****500O	05/03/2018	MANCON LLC	Staged	15.11	USD			

Note: For ISSP transactions, the Employee ID will be "ISSP" plus the District Number (District 5 in this example). The Card Numbers will end in "L", "R", "N", "V", or "O".

The following steps are used to reconcile an individual transaction. There are steps used to reconcile PCard transactions that are not performed when reconciling ISSP transactions. For PCard transactions, continue with Step 6. For ISSP transactions, skip to Step 32.



PR349_Performing PCard and ISSP Reconciliations (VDOT)

Reconcile Statement
Procurement Card Transactions

Empl ID [REDACTED] Name [REDACTED]
Card Number *****EF} Card Provider BAV1

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | **First 1-3 of 3 Last**

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Ver
1	<input checked="" type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	Valid	Recycled	No	N
2	<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No	N
3	<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No	N

Select All Clear All

Search **Purchase Details** Split Line Distribution Template

6. Click the **Select** checkbox option for the Transaction that you want to review and reconcile (the first transaction is selected by default).

Note: The Navigation arrows and links can be used to view additional Transactions if the search results do not all display on the page.

7. Click the **Purchase Details** link.



PR349_Performing PCard and ISSP Reconciliations (VDOT)

The ProCard Purchase Order page displays in pop-up window for the selected transaction.

ProCard Purchase Order Help

Line 1
Merchant Marsh Propane - Abingdon
City 276-619-2400
State VA
Country USA

Purchase Order

*Business Unit Original PO
PO ID
PO Line
PO Sched

Supplier ID
Address Sequence Nbr

Ship To
Item ID
Category
Supplier Item
*Quantity
*UOM

Unit Price USD Transaction Amount 386.74

Bill Includes Tax if Applied
 Tax Paid

eVA PO Type Over The Counter eVA
eVA Order Method Exempt

eVA Interfaced NSEV
eVA Dttm
eVA Procure Type
eVA Confirming Order:
Cancel In eVA?:

Sales/Use Tax Category Search View Hierarchy PO Pick List



PR349_Performing PCard and ISSP Reconciliations (VDOT)

8. The **eVA PO Type** field defaults to “OTC” (Over The Counter eVA Exempt). Click the **eVA PO Type Look Up** icon and select the applicable eVA PO Type based on the following:

eVA PO Type	Description	Additional Data Entry Requirements on the ProCard Purchase Order page
EPO	Existing Cardinal PO. This selection is used when you are making a PCard payment against an existing Cardinal Purchase Order.	<ul style="list-style-type: none"> • PO ID • PO Line • PO Sched • Supplier ID • Address Sequence Nbr: Defaults once the Supplier ID is selected • Ship To • Item ID: If the Item is matched to the Supplier, it will display for selection. If the Item is not matched to the Supplier, then clear the Supplier ID field, select the Item ID, and then re-select the Supplier ID
EVP	Existing eVA PO. This selection is used when you are making a PCard payment against an existing eVA Purchase Order.	None
INV	PCard Payment of Invoice. This selection is used when making a PCard payment against non-PO related Invoices and is generally not used.	None
OTC	Over The Counter eVA Exempt. This default selection is used when the PCard transaction was performed over the counter at the point of sale and a receipt is in hand.	None



PR349_Performing PCard and ISSP Reconciliations (VDOT)

eVA PO Type	Description	Additional Data Entry Requirements on the ProCard Purchase Order page
E01, GOP, P01, R01, S01, VE1, VP1, VR1, and VS1	(E01) Emergency Bill Vendor, (GOP) Grant Opportunity, (P01) Proprietary Bill Vendor, (R01) Routine Bill Vendor, (S01) Sole Source Bill Vendor, (VE1) Emergency VITA Bill Vendor, (VP1) Proprietary VITA Bill Vendor, (VR1) Routine VITA Bill Vendor, (VS1) Sole Source VITA Bill Vendor. These selections are used to generate a confirming Purchase Order in eVA (in accordance with the Agency Procurement and Surplus Property Manual (APSPM)). This confirming PO is sent to the Merchant.	<ul style="list-style-type: none"> • Supplier ID: If the Supplier ID is available for selection, the Supplier is a Preferred Supplier. If the Supplier ID is not available for selection, the Supplier needs to be set up as a Preferred Supplier. Refer to the Job Aid titled PR349_PCard Merchant to Preferred Supplier (VDOT). This Job Aid is located on the Cardinal website in Job Aids under Learning • Address Sequence Nbr: Defaults once the Supplier ID is selected • Ship To • Item ID: If the Item is matched to the Supplier, it will display for selection. If the Item is not matched to the Supplier, then clear the Supplier ID field, select the Item ID, and then re-select the Supplier ID
X02	Excluded Per APSPM. This selection is used when the transaction is exempt from requiring a Purchase Order	None

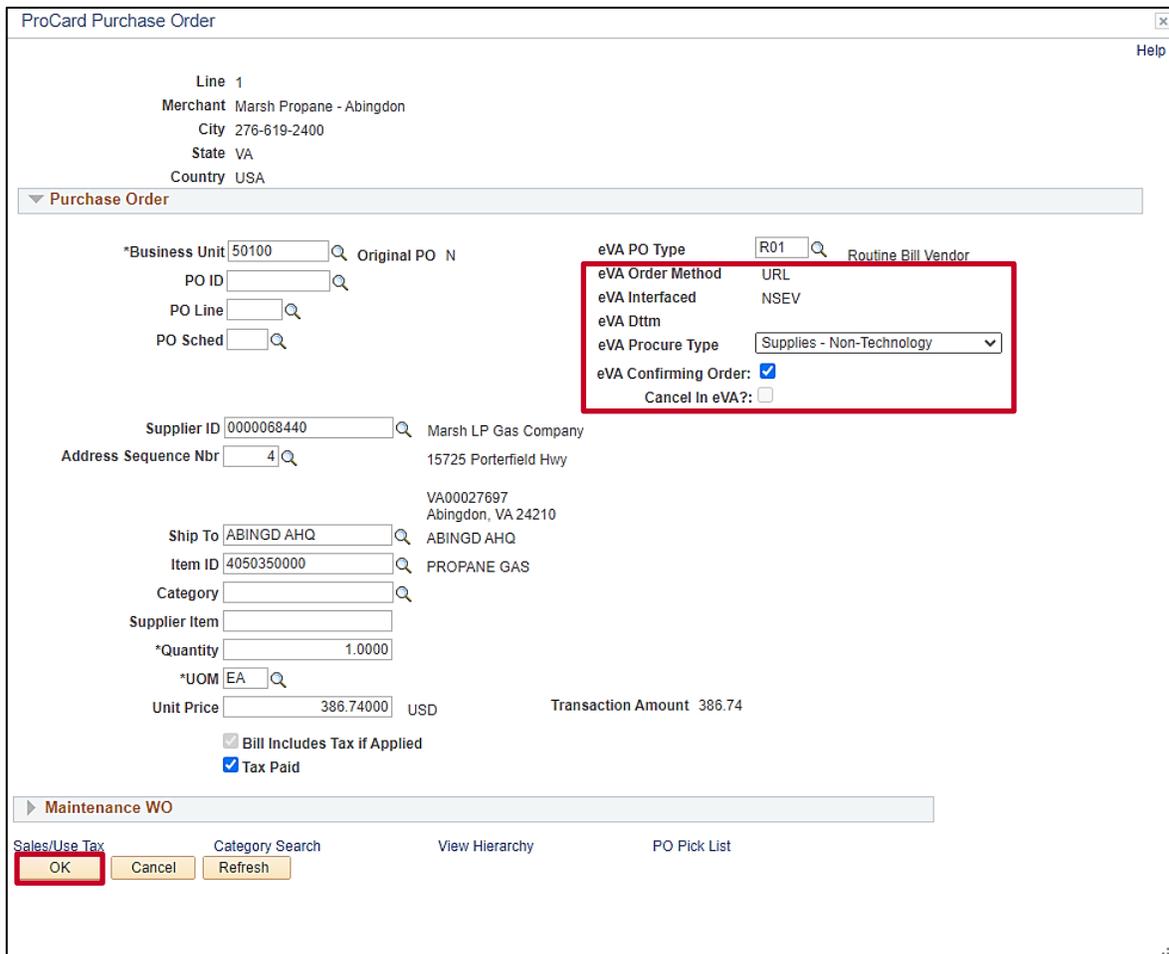
Complete the following situational steps (Steps 9 - 15) based on the eVA PO Type selected. For eVA PO Types of “EVP”, “INV”, “OTC”, or “X02”, skip to Step 16.

9. Select the Cardinal Purchase Order ID using the **PO ID Look Up** icon (“EPO” only).
10. Select the Cardinal Purchase Order Line Number using the **PO Line Look Up** icon (“EPO” only).
11. Select the Cardinal PO Schedule Number using the **PO Sched Look Up** icon (“EPO” only).

PR349_Performing PCard and ISSP Reconciliations (VDOT)

12. Click the **Supplier ID Look Up** icon and select the applicable Supplier ID for the Merchant (“EPO”, “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, and “VS1”).
Note: The Supplier’s address will populate once the Supplier ID is selected and the **Address Sequence Nbr** field will auto-populate.
13. Select the applicable ship-to location using the **Ship To Look Up** icon (“EPO”, “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, and “VS1”).
14. Click the **Item ID Look Up** icon and select the applicable Item ID (“EPO”, “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, and “VS1”).
15. The **Quantity**, **UOM** (Unit of Measure), **Unit Price**, and **Transaction Amount** fields all auto-populate based on the PCard transaction. Validate these fields for accuracy.

Note: If any of the information is inaccurate, the transaction needs to be disputed. Refer to the PR349_Managing PCards and ISSP Transactions (VDOT) course for more information and the steps used to manage disputes. This course is located on the Cardinal website in **Course Materials** under **Learning**.



ProCard Purchase Order

Line 1
 Merchant Marsh Propane - Abingdon
 City 276-619-2400
 State VA
 Country USA

Purchase Order

*Business Unit 50100 Original PO N
 PO ID
 PO Line
 PO Sched

eVA PO Type R01 Routine Bill Vendor
 eVA Order Method URL
 eVA Interfaced NSEV
 eVA Dttm
 eVA Procure Type Supplies - Non-Technology
 eVA Confirming Order:
 Cancel In eVA?:

Supplier ID 0000068440 Marsh LP Gas Company
 Address Sequence Nbr 4 15725 Porterfield Hwy
 VA00027697
 Abingdon, VA 24210

Ship To ABINGD AHQ ABINGD AHQ
 Item ID 4050350000 PROPANE GAS
 Category
 Supplier Item
 *Quantity 1.0000
 *UOM EA
 Unit Price 386.74000 USD Transaction Amount 386.74

Bill Includes Tax if Applied
 Tax Paid

Maintenance WO

Sales/Use Tax Category Search View Hierarchy PO Pick List



PR349_Performing PCard and ISSP Reconciliations (VDOT)

Note: The **eVA Order Method** field defaults based on the eVA PO Type selected and is read-only. The **eVA Interfaced** field is read-only and signifies the status of the transaction in regards to the interface with eVA (ex: “NSEV” signifies that the transaction has not been sent to eVA and “SEVA” signifies that the transaction has been sent to eVA). The **eVA Dttm** field is read-only and will auto-populate with the date and time once the transaction is sent to eVA. Transactions are transmitted from Cardinal to eVA nightly (Monday – Friday) after they have been reconciled and approved.

16. Click the **eVA Procure Type** dropdown button and select the applicable value as needed.
17. The **eVA Confirming Order** checkbox option indicates that the PCard transaction will be created as a confirming Purchase Order in eVa. This checkbox option will automatically be selected if the eVA PO Type selected is “E01”, “GOP”, “P01”, “R01”, “S01”, “VE1”, “VP1”, “VR1”, or “VS1”. Deselect the **eVa Confirming Order** checkbox option when it is an original Purchase Order.
18. The **Cancel in eVA** checkbox option is only used when there is an existing Purchase Order in eVA that needs to be cancelled. The confirming Purchase Order in eVA will be cancelled automatically. Select as applicable.
19. Click the **OK** button.

The **Reconcile Statement: Procurement Card Transactions** page returns.

Reconcile Statement
Procurement Card Transactions

Empl ID [] Name []
Card Number *****EF Card Provider BAW1

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vc
<input checked="" type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	Valid	Recycled	No	N
<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No	N
<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No	N

Select All Clear All

Search Split Line Distribution Template



PR349_Performing PCard and ISSP Reconciliations (VDOT)

The **Billing** tab displays.

Reconcile Statement
Procurement Card Transactions

Empl ID [redacted] Name [redacted]
Card Number *****EFJ Card Provider BAV11

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [grid icon] [print icon] First 1-3 of 3 Last

Transaction | Billing | [PDF icon]

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	[redacted]	02/15/2023	386.74	USD		0.00	<input type="checkbox"/>
2	[redacted]	02/15/2023	269.59	USD		0.00	<input type="checkbox"/>
3	[redacted]	02/15/2023	319.74	USD		0.00	<input type="checkbox"/>

Select All Clear All

Search Purchase Details Split Line Distribution Template

20. Click in the **Description** field for the applicable Transaction.

21. Enter a description of the item(s) purchased in the **Description** field.

Note: The description entered here will display on the Monthly PCard Statement query.

22. Click the **Transaction** tab.

The **Transaction** tab returns.

Reconcile Statement
Procurement Card Transactions

Empl ID [redacted] Name [redacted]
Card Number *****EFJ Card Provider BAV11

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [grid icon] [print icon] First 1-3 of 3 Last

Transaction | Billing | [PDF icon]

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vc
1	<input checked="" type="checkbox"/> 01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	[redacted]	Valid	Recycled	No
2	<input type="checkbox"/> 01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	[grid icon]	Valid	Recycled	No
3	<input type="checkbox"/> 01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	[grid icon]	Valid	Recycled	No

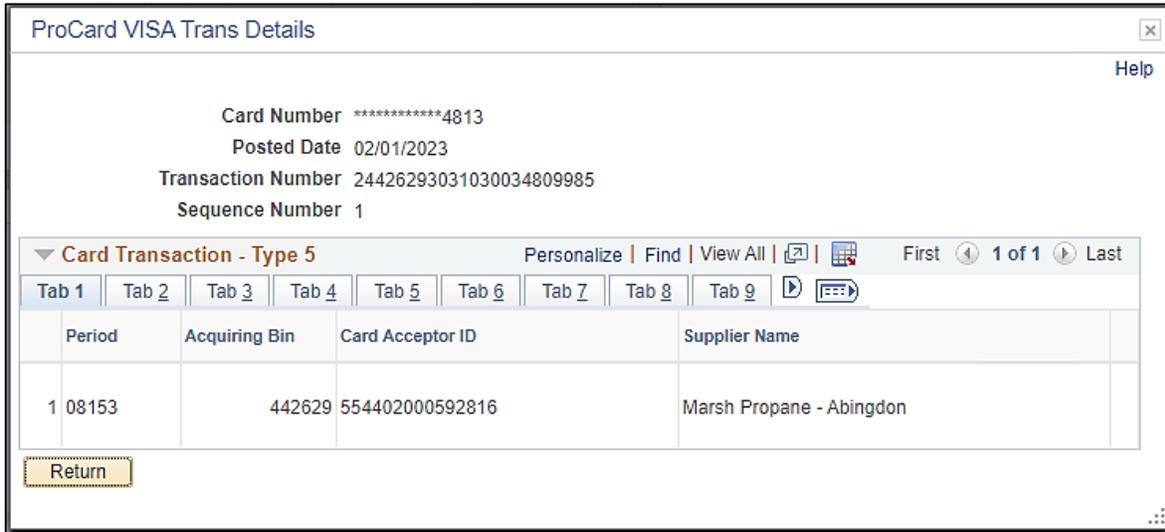
Select All Clear All

Search Purchase Details Split Line Distribution Template

PR349_Performing PCard and ISSP Reconciliations (VDOT)

23. Next, review the Line details for the transaction as needed. Click the **Line Details** icon.

The **ProCard VISA Trans Details** page displays in a pop-up window with **Tab 1** displayed by default.



24. Review the detailed Line information as needed. Of note, the posted date and the Transaction Number display in the **Header** portion of this page.

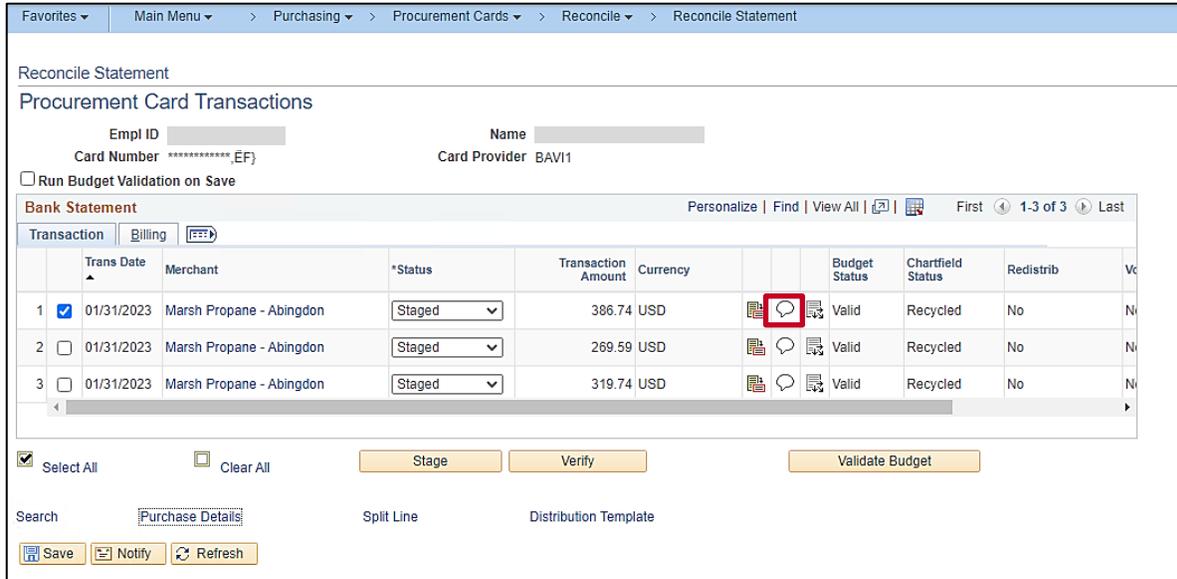
Note: In order to review the Transaction enter date, run the PCard Transactions by Transaction Date query. The enter date is important because all Transactions must be reconciled within (5) days of the Transaction enter date. Refer to the [Running the PCard Transactions by Transaction Date Query](#) section of this Job Aid for detailed instructions on how to run this query.

25. Review the additional tabs (**Tabs 2 – 10**) for additional information as needed.

26. Once your review is complete, click the **Return** button.

PR349_Performing PCard and ISSP Reconciliations (VDOT)

The **Transaction** tab returns.



Reconcile Statement
Procurement Card Transactions

Empl ID [redacted] Name [redacted]
Card Number *****EF} Card Provider BAV1

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

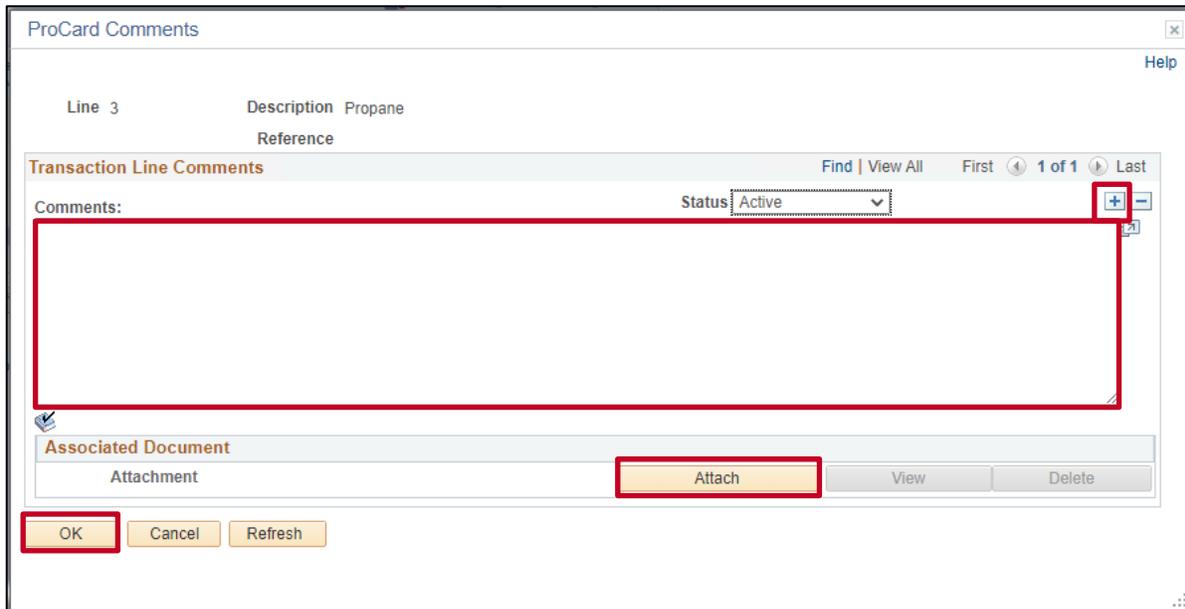
Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vc
1	<input checked="" type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	Valid	Recycled	No	N
2	<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No	N
3	<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No	N

Select All Clear All

Search Split Line Distribution Template

27. Click the **Comments** icon for the applicable Transaction.

The **ProCard Comments** page displays in a pop-up window.



ProCard Comments

Line 3 Description Propane Reference

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status Active

28. Click in the **Comments** field.

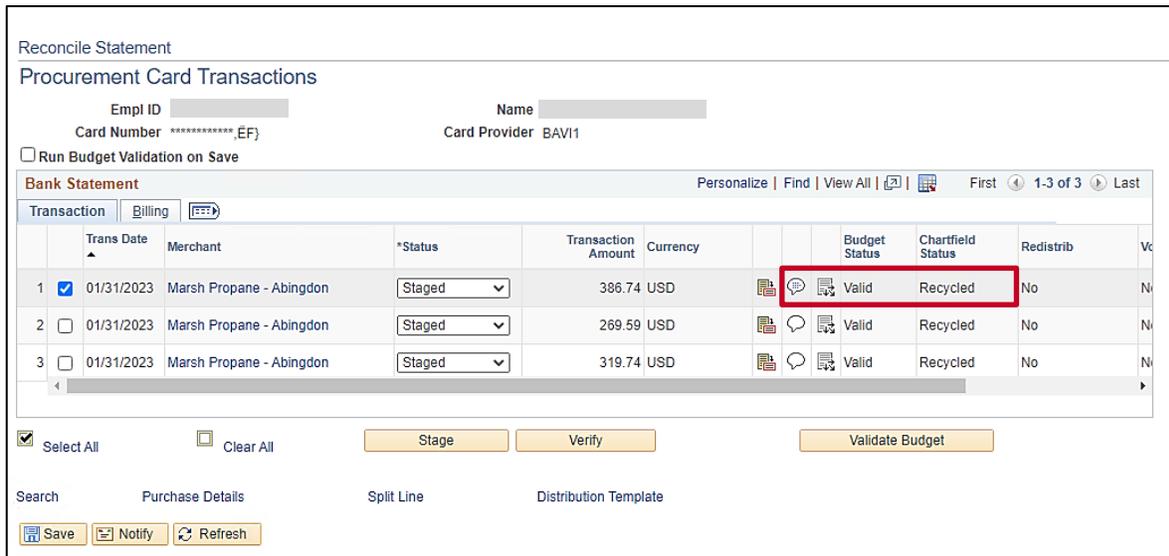
29. Enter a detailed description for the Transaction in the **Comments** field. Multiple comments can be added as needed using the **Add** icon (+).

Note: For Transactions with an eVA PO Type of "EVP" (existing eVA PO), enter the DO # as a comment.

PR349_Performing PCard and ISSP Reconciliations (VDOT)

30. Optionally use the **Attach** button to add supporting documentation as attachments to the Transaction.
31. Click the **OK** button.

The **Transaction** tab returns.



Reconcile Statement
Procurement Card Transactions

Empl ID [REDACTED] Name [REDACTED]
Card Number *****EFJ Card Provider BAV1

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1 <input checked="" type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	Valid	Recycled	No
2 <input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No
3 <input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No

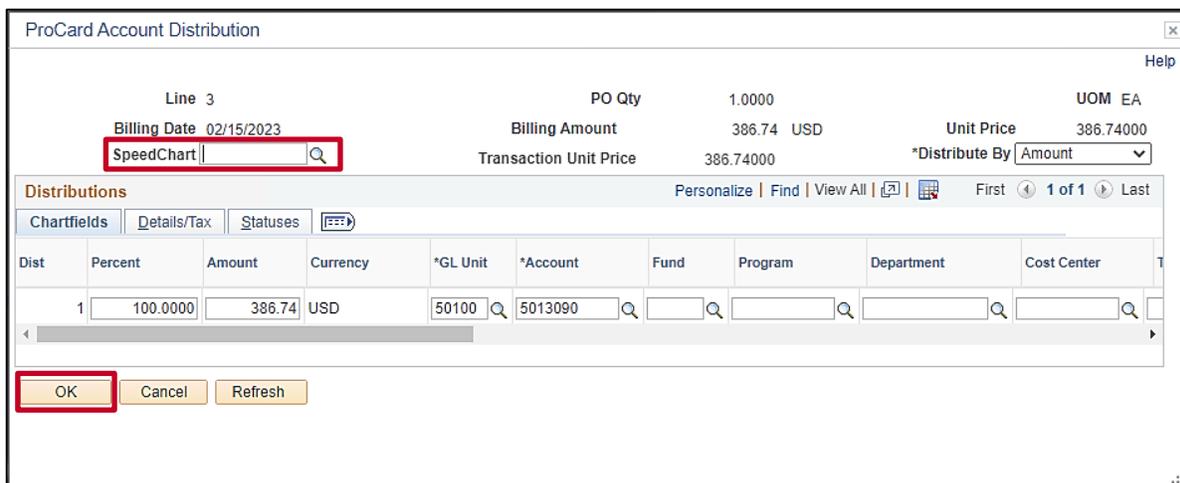
Select All Clear All

Search Purchase Details Split Line Distribution Template

Note: The corresponding **Comments** icon now displays with lines in it indicating that there are comments associated with this Transaction.

32. PCard and ISSP Transactions (unless the ISSP Card Number ends in “V” (Non-Equipment ISSP Card)) have a Budget Status of “Valid” and a ChartField status of “Recycled”. You must review and/or enter a valid accounting distribution for the Transaction. Click the **Distribution** icon (icon directly to the left of the **Budget Status** field).

The **ProCard Account Distribution** page displays in a pop-up window.



ProCard Account Distribution

Line 3 PO Qty 1.0000 UOM EA
Billing Date 02/15/2023 Billing Amount 386.74 USD Unit Price 386.74000
SpeedChart [REDACTED] Transaction Unit Price 386.74000 *Distribute By Amount

Distributions Personalize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center
1	100.0000	386.74	USD	50100	5013090				

PR349_Performing PCard and ISSP Reconciliations (VDOT)

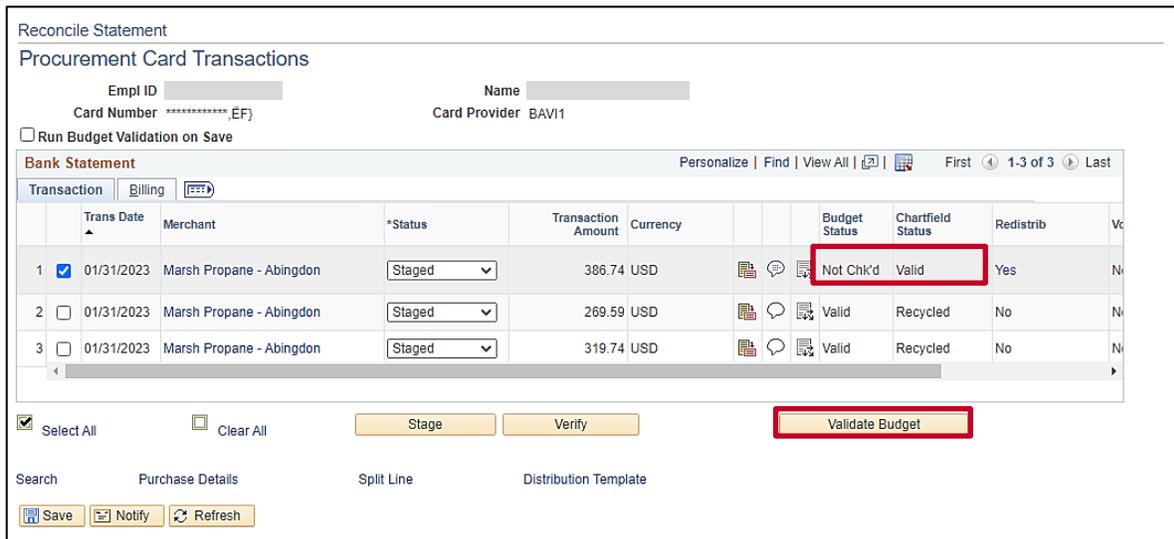
33. Review the ChartFields information and update as needed.

Note: If your Agency uses SpeedCharts, the SpeedChart field can be used to quickly populate the applicable ChartFields information.

34. Click the **OK** button.

Note: The ChartField combinations will be validated at this point. If the combination is not valid, an error message will be received.

The **Transaction** tab returns.



Reconcile Statement
Procurement Card Transactions

Empl ID [REDACTED] Name [REDACTED]
Card Number *****EFJ Card Provider BAV1

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	<input checked="" type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	Not Chk'd	Valid	Yes
2	<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No
3	<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No

Select All Clear All

Search Purchase Details Split Line Distribution Template

35. If any information was entered or updated on the **ProCard Account Distribution** page, the Budget Status will be “Not Chk’d” and the ChartField status will be “Valid”. In these cases, click the **Validate Budget** button. If not, and the Budget Status is “Valid”, proceed to Step 38.

Note: The “Validate Budget” process runs automatically multiple times a day if Step 35 is not performed manually.



PR349_Performing PCard and ISSP Reconciliations (VDOT)

The page refreshes.

Reconcile Statement
Procurement Card Transactions

Empl ID [redacted] Name [redacted]
Card Number *****EF Card Provider BAV11

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	01/31/2023	Marsh Propane - Abingdon	Staged	386.74	USD	Valid	Valid	Yes
2	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No
3	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No

Select All Clear All

Search Purchase Details Split Line Distribution Template

- 36. Validate that the Budget Status is now “Valid”.
- 37. Repeat these steps to review and reconcile additional Transactions as needed.
- 38. Next, verify the Transactions that have been reconciled so that they can be approved. Click the **Verify** button.

Note: Alternatively, click the **Status** dropdown button and select the “Verified” list item.

The page refreshes.

Reconcile Statement
Procurement Card Transactions

Empl ID [redacted] Name [redacted]
Card Number *****EF Card Provider BAV11

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	01/31/2023	Marsh Propane - Abingdon	Verified	386.74	USD	Valid	Valid	Yes
2	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No
3	01/31/2023	Marsh Propane - Abingdon	Staged	319.74	USD	Valid	Recycled	No

Select All Clear All

Search Purchase Details Split Line Distribution Template

- 39. Validate that the **Status** field now displays as “Verified”.
- 40. Click the **Save** button.

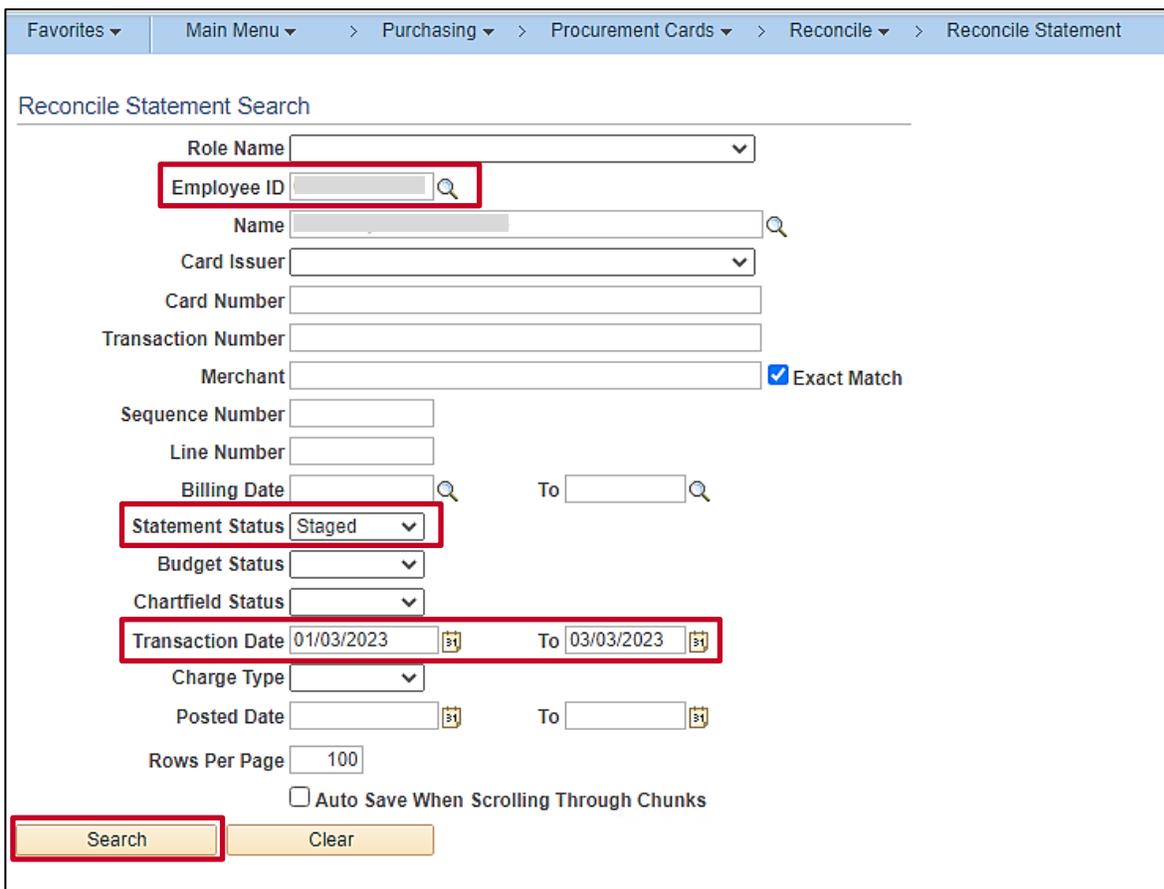
Splitting a Transaction Line into Multiple Lines

There are times when you may need to split a Transaction into multiple Lines because eVA accepts only one Schedule per Purchase Order. Once you split a Transaction, all individual Lines must be reviewed, reconciled, verified, and approved individually.

1. Navigate to the **Reconcile Statement: Procurement Card Transactions** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

The **Reconcile Statement Search** page displays.



2. Utilize the **Employee ID** search criteria field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
 - **PCard**: Enter the applicable employee's Employee ID in the **Employee ID** field
 - **ISSP**: Click the **Employee ID Look Up** icon. Once the **Look Up Employee ID** page displays in a pop-up window, enter the applicable District's ISSP in the **Employee ID begins with** field and then click the **Look Up** button to search for and select the applicable ISSP



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3. Click the **Statement Status** dropdown button and select “Staged” to search for transactions that need to be reconciled.
4. The **Transaction Date** fields default based on the current date (defaults to a (60) day window going back from the current date). Update this date range as needed.
5. Click the **Search** button.

The **Reconcile Statement: Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP transactions. Examples of both are provided below.

PCard Transactions:

The screenshot shows the 'Reconcile Statement' interface for 'Procurement Card Transactions'. It includes search filters for 'Empl ID', 'Name', 'Card Number', and 'Card Provider'. A 'Bank Statement' section contains a table with the following data:

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Charfield Status	Redistrib
1	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No

Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons.



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ISSP Transactions:

Reconcile Statement
Procurement Card Transactions

Empl ID ISSP5 Name District,HamptonRoads

Display Unmasked Card Number
 Run Budget Validation on Save

1 to 229 of 229

Bank Statement Personalize | Find | View 9 | First 1-100 of 229 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency				Bl St
79	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	35.41	USD				
80	ISSP0	*****540L	05/03/2018	MANCON LLC	Staged	36.57	USD				
81	ISSP0	*****500L	05/03/2018	MANCON LLC	Staged	7.65	USD				
82	ISSP0	*****510R	05/03/2018	MANCON LLC	Staged	22.31	USD				
83	ISSP0	*****510V	05/03/2018	MANCON LLC	Staged	128.53	USD				
84	ISSP0	*****510V	05/03/2018	MANCON LLC	Staged	352.70	USD				
85	ISSP0	*****530N	05/03/2018	MANCON LLC	Staged	435.98	USD				
86	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	128.16	USD				
87	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	21.94	USD				
88	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	163.47	USD				
89	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	763.71	USD				
90	ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	53.15	USD				
91	ISSP0	*****500O	05/03/2018	MANCON LLC	Staged	19.56	USD				
92	ISSP0	*****500O	05/03/2018	MANCON LLC	Staged	15.11	USD				

Note: For ISSP transactions, the Employee ID will be "ISSP" plus the District Number (District 5 in this example). The Card Numbers will end in "L", "R", "N", "V", or "O".

Reconcile Statement
Procurement Card Transactions

Empl ID [redacted] Name [redacted]
Card Number *****EF) Card Provider BAV1

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1 of 1 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vc
1	01/31/2023	Marsh Propane - Abingdon	Staged	269.59	USD	Valid	Recycled	No	N

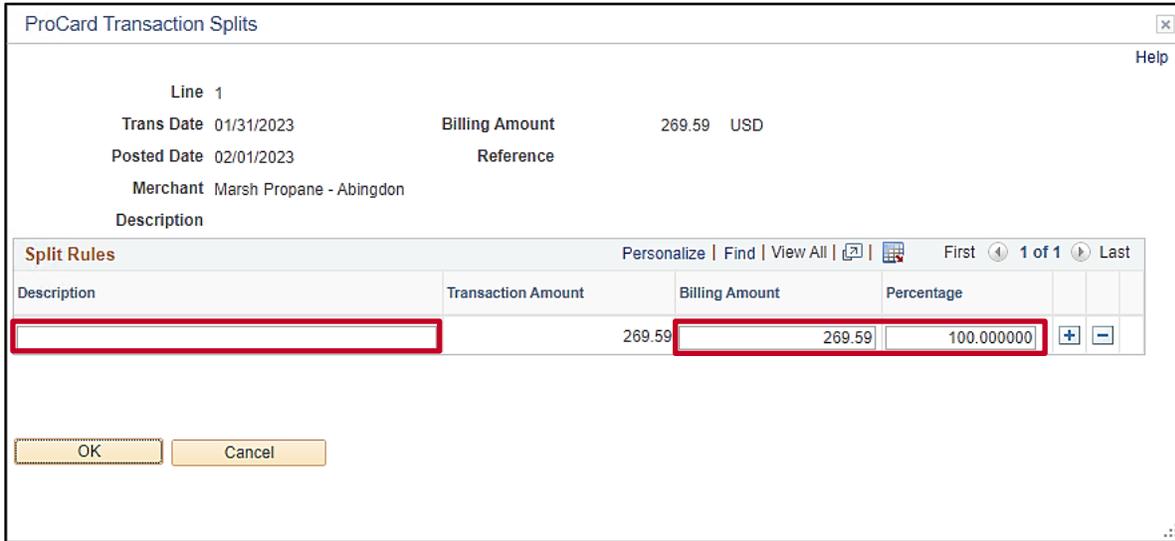
Select All Clear All

Search Purchase Details Distribution Template

6. Click the **Select** checkbox option for the transaction that you need to split (the first transaction is selected by default).
7. Click the **Split Line** link.

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The **ProCard Transaction Splits** page displays in a pop-up window.



ProCard Transaction Splits

Line 1

Trans Date 01/31/2023 Billing Amount 269.59 USD

Posted Date 02/01/2023 Reference

Merchant Marsh Propane - Abingdon

Description

Split Rules Personalize | Find | View All | First 1 of 1 Last

Description	Transaction Amount	Billing Amount	Percentage
	269.59	269.59	100.000000

OK Cancel

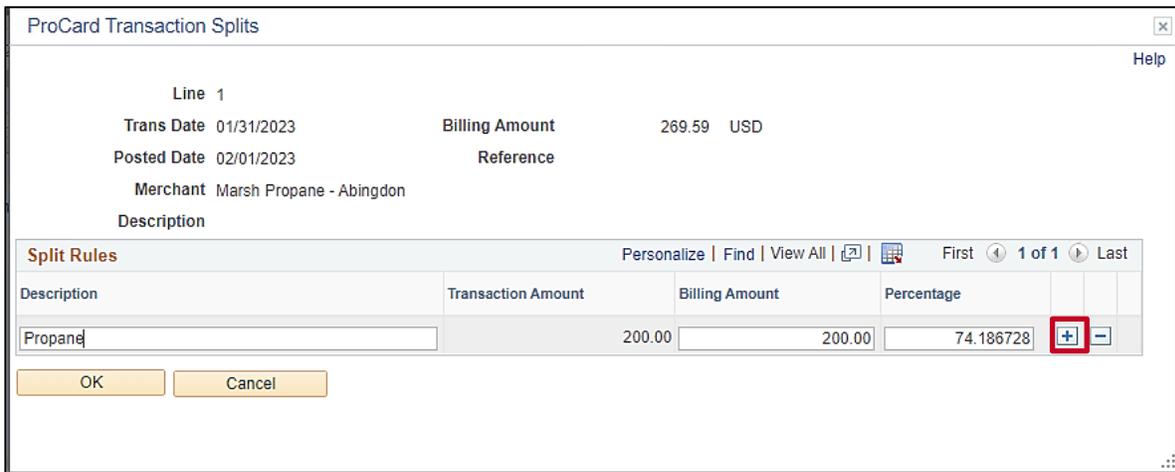
8. Click in the **Description** field for the applicable Transaction.

9. Enter a description of the item(s) purchased in the **Description** field.

Note: The description entered here will display on the Monthly PCard Statement query.

10. For this first Line, enter an updated billing amount (portion of the total transaction amount as a dollar amount) in the **Billing Amount** field or update the percentage (portion of the total transaction amount as a percentage) in the **Percentage** field.

Note: If an updated billing amount is entered, the **Percentage** field will automatically update when you tab out of the field. If an updated percentage is entered, the **Billing Amount** field will automatically update when you tab out of the field.



ProCard Transaction Splits

Line 1

Trans Date 01/31/2023 Billing Amount 269.59 USD

Posted Date 02/01/2023 Reference

Merchant Marsh Propane - Abingdon

Description

Split Rules Personalize | Find | View All | First 1 of 1 Last

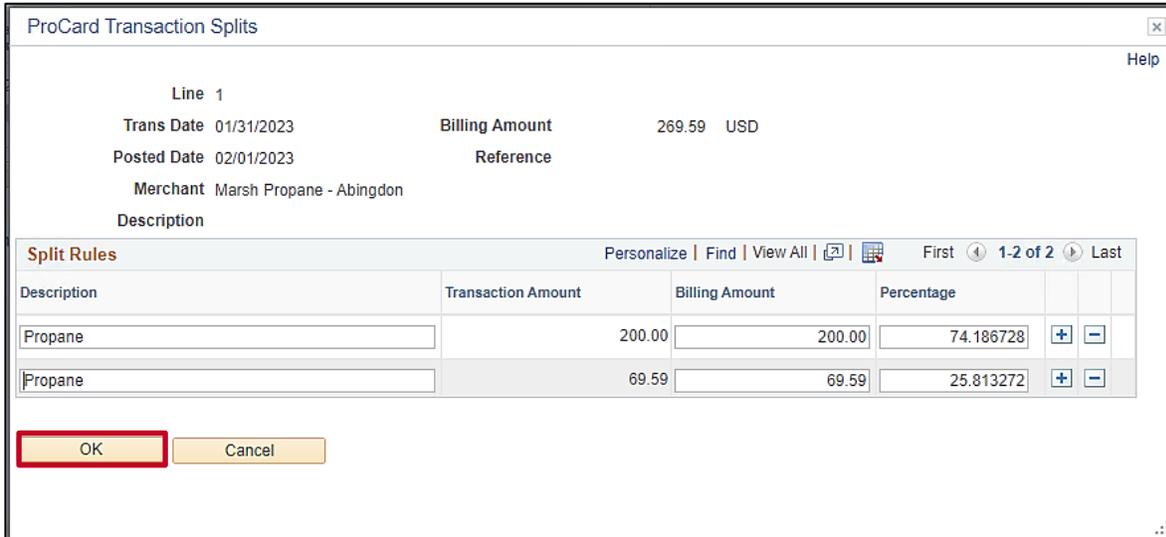
Description	Transaction Amount	Billing Amount	Percentage
Propane	200.00	200.00	74.186728

OK Cancel

11. Click the **Add a New Row** icon (+).

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The page refreshes and the new row displays.



ProCard Transaction Splits

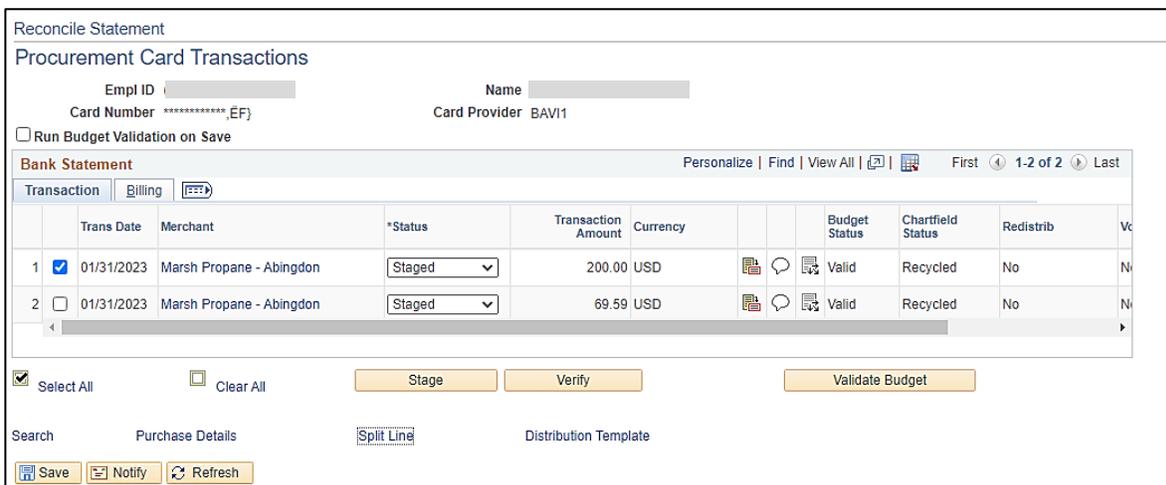
Line 1
 Trans Date 01/31/2023 Billing Amount 269.59 USD
 Posted Date 02/01/2023 Reference
 Merchant Marsh Propane - Abingdon
 Description

Split Rules				Personalize	Find	View All	First	1-2 of 2	Last
Description	Transaction Amount	Billing Amount	Percentage						
Propane	200.00	200.00	74.186728						
Propane	69.59	69.59	25.813272						

OK Cancel

12. The **Description** field for the second Line defaults to the same description as Line 1. Update as needed.
13. The **Billing Amount** and **Percentage** fields automatically calculate based on the updates you made to Line 1. Update one of these fields if additional split Lines need to be added and then repeat Steps 10 – 12.
14. Once complete, click the **OK** button.

The **Reconcile Statement: Procurement Card Transactions** page redisplay.



Reconcile Statement
 Procurement Card Transactions

Empl ID [] Name []
 Card Number *****EFJ Card Provider BAV1

Run Budget Validation on Save

Bank Statement Personalize Find View All First 1-2 of 2 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	<input checked="" type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	200.00	USD	Valid	Recycled	No
2	<input type="checkbox"/>	01/31/2023	Marsh Propane - Abingdon	Staged	69.59	USD	Valid	Recycled	No

Select All Clear All Stage Verify Validate Budget

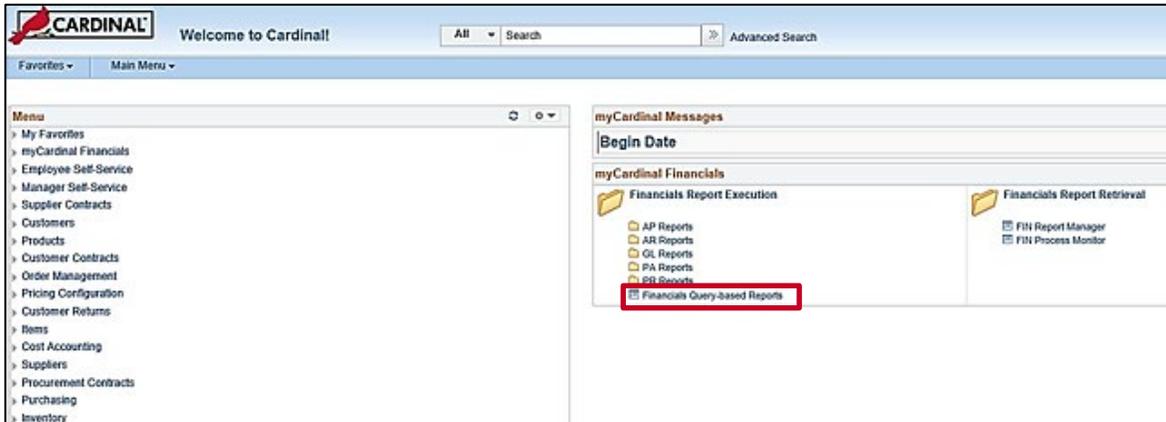
Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Note: The split Lines now display as individual Transactions.

15. Next, review and reconcile each Transaction created by the split. Refer to the [Performing Cardholder Reconciliation – Pcard and ISSP Transactions](#) section of this Job Aid and complete Steps 6 - 40 for each Transaction.

Running the PCard Transactions by Transaction Date Query



1. From the **Cardinal Home** page, click the **Financials Query-based Reports** link with the **myCardinal Financials** section.

The **Query Viewer** page displays.



2. Click in the **Search by** field.
3. Enter “V_PR_PCARD_TRANS_BY_TRANS_DT” in the **Search by** field.
4. Click the **Search** button.

PR349_Performing PCard and ISSP Reconciliations (VDOT)

The page refreshes with the search results displayed in the **Query** section.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

My Favorite Queries									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
V_AP_VCHR_INV_DISTRIB_LINES	List Vchr Inv Lines & Distributions	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
V_PR_PCARD_TRANS_MONTHLY_STMT	PCARD Monthly Statement	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>

- Click the **Run to HTML** link.

The **Query** page displays in a new internet browser tab.

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt

Trans Date From

Trans Date To

Card Issuer (% for all)

Name %

Employee ID (% for all) %

Billing Date (MM/DD/YYYY)

Status (% for all) %

Voucher ID (% for all) %

Account (% for all) %

Cost Center (% for all) %

Department (% for all) %

View Results

Note: No results for the query will display until parameters are entered and the **View Results** button is clicked.

- Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields.
- Click the **View Results** button.



PR349_Performing PCard and ISSP Reconciliations (VDOT)

The page refreshes with the query results.

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt

Trans Date From

Trans Date To

Card Issuer (% for all)

Name %

Employee ID (% for all) %

Billing Date (MM/DD/YYYY)

Status (% for all) %

Voucher ID (% for all) %

Account (% for all) %

Cost Center (% for all) %

Department (% for all) %

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(52 kb\)](#)

View All

	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date
1	50100	BAVID	*****1006	*****	00062006100	Closed	Valid	Valid	24431067153708407870410	36	06/06/2017			06/01/2017
2	50100	BAVID	*****1006	*****	00062006100	Closed	Valid	Valid	24013397152000111463767	21	06/05/2017	06/28/2017 6:31:39PM	A501_5297644_21_3	06/01/2017
3	50100	BAVID	*****1006	*****	00062006100	Closed	Valid	Valid	24692167152000226022396	18	06/05/2017			06/01/2017
4	50100	BAVID	*****1024	*****	00061579000	Closed	Valid	Valid	74013397153000170055904	21	06/06/2017			06/01/2017
5	50100	BAVID	*****1006	*****	00062049000	Closed	Valid	Valid	24431067153344900970844	40	06/06/2017			06/01/2017

- Review the query results as needed. Optionally, download the query results to a Microsoft Excel file by clicking the **Excel Spreadsheet** link.