

Reconcile Transactions

The Reconciler and Delegate can reconcile transactions. You have seven University business days to reconcile transactions. Noncompliant transactions must be reported to the Department Card Manager (DCM) and UPAY Card Services.

Step	Task
1.	Login to the P-Card Software .
2.	Select Reconcile from the Reconciler menu.
3.	Select a transaction by clicking the underlined characters in the Order column. OR Select a Cardholder from the list then select a transaction by clicking the underlined characters in the Order column.
4.	Click the Modify This Transaction button.
5.	Delete any information in the Log No: field.
6.	Click the Order Load/Find button.
7.	Click the Load icon that corresponds to the order log for the transaction.
8.	Verify transaction details to the original receipt and make modifications as needed. <ul style="list-style-type: none"> • Quantity • Unit Price • Item Description • C-FOAPAL—to make changes, see the Change the FOAPAL section below. <p>NOTE: Transactions must be reconciled even if the dollar amount does not match the receipt. Contact UPAY Card Services for assistance.</p>
9.	Select the Yes option next to <i>Reconciled?</i> under the Transaction Status section. NOTE: Click the Yes option next to <i>Disputed?</i> if the transaction requires a follow-up. This allows the transaction to remain in the Reconciler's queue and the Comments section available to enter documentation after the transaction has been reconciled. When the issue is resolved, repeat steps 2-4, click the No option next to <i>Disputed?</i> , add comments, and then go to step 10.
10.	Click the Save Changes On This Transaction button.
11.	Click the Report button to generate either a summary or full details transaction report.
12.	Click the Done button to complete the reconciliation process. A transaction will not be routed to the Approver and/or post in Banner if the Done button is not clicked.
13.	Select Log Off from the File menu.

Change the FOAPAL

Step	Task
1.	Click the button under the No column (next to the quantity).
2.	Make the necessary changes to the segments. To verify a segment, click the Find button below the field. An error message will display if the code is invalid.
3.	Click the Save Changes On This Item button.

Miscellaneous Information – Reuse Order Log

Step	Task
1.	Select the No option next to <i>Order Complete?</i> under the Miscellaneous Information section if multiple transactions post for a single order—that is charges based on partial shipment. This allows an order log number to be used for multiple transactions.
2.	Select the Yes option next to <i>Order Complete?</i> when the last transaction for the order is reconciled. Contact UPAY Card Services for assistance if needed.

Please contact [UPAY Card Services](#) should you have any questions.

UPAY Card Services

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