

# Web P-Card Reconciliation/Certification Process

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# Cardholder Functions

Cardholders are responsible for reviewing their statement transactions and optionally dividing the expenditures for their transactions between departmental accounts. This document will describe how to review transaction(s), divide expenditures and reconcile/certify a statement once all activity for the billing cycle is completed.

Sign into SUNY Portal. Under the "Business Systems Applications" tab, click "Finance & Management System."

**SUNY SECURE**  
**Employee Services Portal**

Business Systems Applications | E-Business Services | Enrollment Management

[Finance & Management System Announcement](#)  
[Human Resource Systems](#)  
[IDL Inquiry Form](#)  
[JCOPE - Financial Statement Disclosure Filing \(NYS Directory Services\)](#)  
[SMRT - SUNY Management Resource Tool](#)

**Account Ac**  
Account-Sub  
Fiscal Year  
There are no  
\*ALL Fields are R

# Review Transactions

To review your transactions, under Finance (located upper left) under Procurement Card click "Cardholder Statement." The following will be displayed.

Statement Cycle: Jul 07 2015 - Aug 06 2015 (Not Certified)

Statement Date: August 6, 2015  
 Cardholder Name: JAMES B. SCHWAB  
 Statement Transaction Count: 3

Cardholder Certification: Not Certified  
 Default Account: 860760000  
 SFS Journal Number: P07324

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
08/04/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	860760000	\$19.61	\$19.61	<a href="#">Edit</a>
07/09/2015	B&H PHOTO, 800-606-6989	Direct Marketers - Other	860760000	(\$14.25)	(\$14.25)	<a href="#">Edit</a>
07/07/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	860760000	\$6.52	\$6.52	<a href="#">Edit</a>
Statement/Funding Total:				\$10.88	\$10.88	

[Certify](#)

You can select any billing cycle on record via the Statement Cycle drop-down to reconcile/certify or view past/active statements.

**Select Period**

**Statement In**

Statement Cycle: **Mar 07 2015 - Apr 06 2015 (Not Certified)**

- Jun 07 2015 - Jul 06 2015 (Working)
- May 07 2015 - Jun 06 2015 (Not Certified)
- Apr 07 2015 - May 06 2015 (Not Certified)
- Mar 07 2015 - Apr 06 2015 (Not Certified)

Statement Date: **A**

Cardholder Name:

Statement Transaction Count: **3**

This page will show you information about the selected billing cycle, along with a detail view of transactions made. The transactions are sorted by date and in descending order, but you can also custom-sort the transactions by clicking any table header that has a tick mark.

The screenshot displays the SUNY Financials P-Card system interface. At the top, there is a navigation bar with the SUNY logo and the text "SUNY SECURE SUNY Financials P-Card". Below this, there are links for "Workflow - TEST", "Finance - TEST", "Human Resources - TEST", and "HR Home".

The main content area is titled "Statement View" and contains several sections:

- Select Period:** A dropdown menu showing "Jul 07 2015 - Aug 06 2015 (Not Certified)".
- Statement Information:**
  - Statement Date: August 6, 2015
  - Cardholder Name: [REDACTED]
  - Statement Transaction Count: 3
  - Cardholder Certification: Not Certified
  - Default Account: 8607600000
  - SFS Journal Number: PR1724
- Statement Detail:** A table with columns: Trans. Date, Vendor Name, Trans. Description, Account Number(s), Trans. Amount, and Funding Amount. Each row has an "Edit" link in the "Actions" column.

The "Statement Detail" table contains the following data:

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
08/06/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$19.61	\$19.61	<a href="#">Edit</a>
07/09/2015	B&H PHOTO, 800-606-6969	Direct Marketers - Other	8607600000	(\$14.25)	(\$14.25)	<a href="#">Edit</a>
07/07/2015	JAMES B. SCHWAB CO., INC.	Office, Microfilm Equipment	8607600000	\$5.52	\$5.52	<a href="#">Edit</a>
Statement/Funding Total:				\$10.88	\$10.88	

At the bottom right of the table, there is a "Certify" button.

To view detailed information on a transaction, click the "Edit" button located in the rightmost column for the one you wish to view.

Address: <https://test.sunyvendor.pcard/statements/> | SUNY SECURE | SUNY Financials P-Card | Worldflow - TEST | Finance - TEST | Human Resources - TEST | HR Home | Your Settings

Statement Cycle: Jul 07 2015 - Aug 06 2015 (Not Certified)

Statement Date: August 6, 2015  
Cardholder Name: JAMES B SCHWAB CO INC  
Statement Transaction Count: 3

Cardholder Certification: Not Certified  
Default Account: 8607600000  
SFS Journal Number: P017324

Trans. Date	Vendor Name	Trans. Description	Account Number	Trans. Amount	Funding Amount	Actions
08/06/2015	JAMES B SCHWAB CO INC	Office, Microfilm Equipment	8607600000	\$19.61	\$19.61	<a href="#">Edit</a>
07/09/2015	B&H PHOTO, 800-806-6989	Direct Marketers - Other	8607600000	(\$14.25)	(\$14.25)	<a href="#">Edit</a>
07/07/2015	JAMES B SCHWAB CO INC	Office, Microfilm Equipment	8607600000	\$5.52	\$5.52	<a href="#">Edit</a>
Statement/Funding Totals:				\$10.88	\$10.88	

[Certify](#)

Below is what you will see when the "Edit" button has been clicked. *If* you are going to change account information, you would click the "Edit Funding" button, located at the bottom of the screen. This can be done at anytime before reconciliation/certification is completed.

The screenshot displays the SUNY Financials P-Card interface. The top navigation bar includes "SUNY SECURE" and "SUNY Financials P-Card". The main content area is divided into two sections: "Transaction Details" and "Funding Information".

**Transaction Details:**

- Purchase Date: 07/07/2015
- VISA Ref Number: 2463023318900017500013
- Amount: 55.52
- Vendor Name: JAMES B. SCHWAB CO., INC.
- City: 716-6653217
- State: NY
- ZIP: 147330000
- Country: US
- Commodity Code: [Empty]
- P-Contract Number: [Empty]

**Funding Information:**

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="radio"/>	007600000	2015	572120	55.52	

At the bottom of the "Funding Information" section, there are two buttons: "Edit Funding" and "Save". A blue arrow points to the "Edit Funding" button.

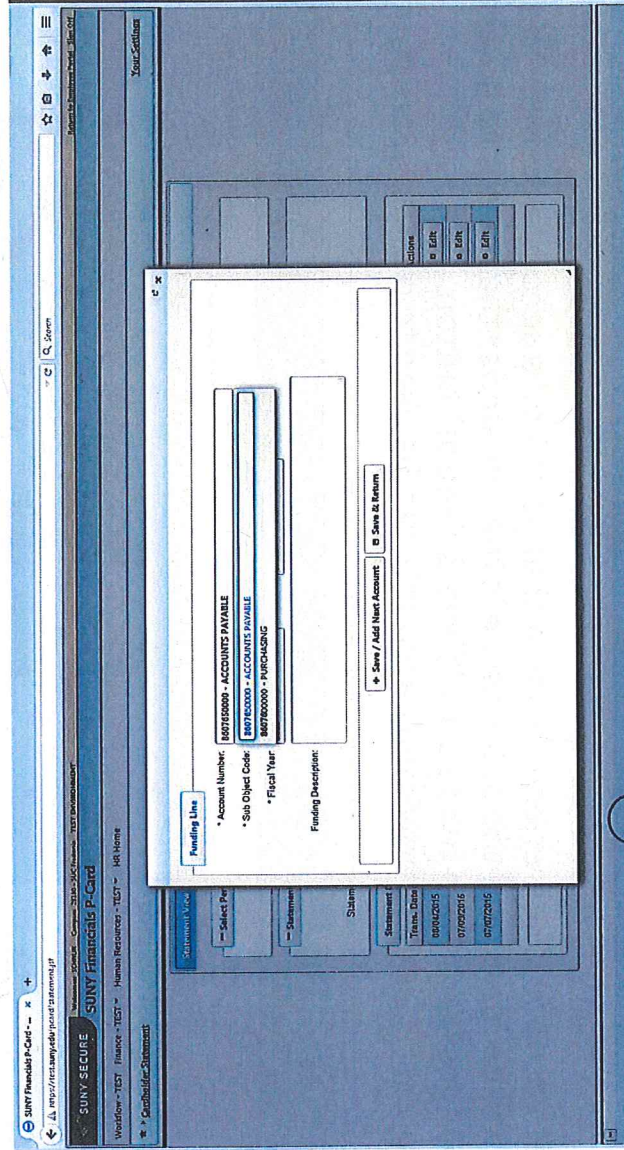
The background interface shows a "Statement View" section with a table of transactions:

Statement C	Trans. Date
<input type="checkbox"/>	08/04/2015
<input type="checkbox"/>	07/09/2015
<input type="checkbox"/>	07/07/2015



To change an account you would click the "Account Number" box and delete the account. Next start to type the account you would prefer to use. Once you start to type, a drop down list of account(s) will appear. Click on the account you need. Once you have changed your account click "Save & Return."

If using 2 or more accounts you would click "Save /Add Next Account." Remember to change the dollar values accordingly. \*\* Please note you will only have access to the accounts requested for your Procurement Card NOT BI.



Below is what you would see when making a change to add a second account. The account information will be blank and the dollar value is the remainder that needs to be assigned. When the changes have been made click "Save & Return" button. Note that there is no limit to how many accounts can be used to reconcile/certify a charge.

**i** Added/Updated Funding Successfully

**Funding Line**

\* Account Number:

\* Sub Object Code: **534000 - FOOD AND BEVERAGE**

\* Fiscal Year:  \* Amount:

Funding Description:

**+ Save / Add Next Account**   **Save & Return**

If you would like to make notes concerning the change that you made, you can do so by typing that note in the "Funding Description" box as seen below.

The screenshot displays the SUNY Financials P-Card interface. A modal window titled "Funding Line" is open, showing the following fields and options:

- Account Number:** 8607600000 - PURCHASING
- Sub Object Code:** 572326 - OFFICE EQUIP. NON FA
- Fiscal Year:** 2015
- Amount:** \$5.52
- Change Account Info:** A text input field with a blue arrow pointing to it.
- Funding Description:** A larger text input field with a blue arrow pointing to it.
- Buttons:** "+ Save / Add Next Account" and "Save & Return".

The background interface includes a navigation menu with "SUNY SECURE" and "SUNY Financials P-Card", and a "Statement View" section with a table of transactions:

Trans. Date
08/04/2015
07/09/2015
07/07/2015

Once all changes for the transaction are made, click "Save" on the Transaction Details page.

The screenshot displays the SUNY Financials P-Card Transaction Details page. A modal window titled "Added/Updated Funding Successfully" is open, showing the following details:

- Transaction Details:**
  - Purchase Date: 07/07/2015
  - VISA Ref Number: 2483923189900017500013
  - Amount: \$5.52
  - Vendor Name: JAMES B. SCHWAB CO., INC.
  - City: 716-6653217
  - State: NY
  - ZIP: 147330000
  - County: US
  - Commodity Code: [Empty]
  - P-Contract Number: [Empty]
- Funding Information:**

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="radio"/>	8507600000	2015	572020	\$5.52	Change Account Info

Buttons:  Edit Funding,  Save

The "Save" button is highlighted with a blue arrow. The background page shows a breadcrumb trail: "Workflow -> TEST - Finance -> TEST - Human Resources -> TEST - HR Home" and "P -> Cardholder Statement". A table at the bottom lists transaction dates: 08/04/2015, 07/09/2015, and 07/07/2015.

Once the transaction changes are complete and the billing cycle is closed, click "Certify."  
 \*\*Note.. If you have a red Edit button it means the funding changes and transaction dollar amounts do not match. You will need to go back and correct the error.

[Home](#) | [Logout](#) | [Help](#) | [Feedback](#) | [Print](#) | [Refresh](#) | [Close](#) | [Back to Login Page](#) | [Start Off](#)

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**SUNY SECURE** | SUNY Financials P-Card | [Workflow - TEST](#) | [Finance - TEST](#) | [Human Resources - TEST](#) | [HR Home](#)

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[Cardholder Statement](#)

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**Select Period** | Statement Cycle:

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**Statement Information** | Statement Date: November 6, 2013  
 Cardholder Name: JOAN L SCHNUR | Cardholder Certification: Not Certified  
 Statement Transaction Count: 5 | Default Account: 660760000  
 SFS Journal Number: R011801

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**Statement Detail**

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
10/22/13	WB MASON	Office Supplies, Printing, Stationery	660760000	\$19.49	\$19.49	<a href="#">Edit</a>
10/14/2013	WB MASON	Office Supplies, Printing, Stationery	660760000	\$18.78	\$18.78	<a href="#">Edit</a>
10/09/2013	STAPLES	Office Supplies, Printing, Stationery	660760000	\$23.19	\$23.19	<a href="#">Edit</a>
10/09/2013	GOVCON	Computers, Computer Peripheral Equipment	664065000	\$32.00	\$32.00	<a href="#">Edit</a>
10/06/2013	WB MASON	Office Supplies, Printing, Stationery	679337000 660760000 660760000 500280100 -20 More	\$39.37	\$39.37	<a href="#">Edit</a>
<b>Statement Funding Total:</b>				<b>\$1,102.24</b>	<b>\$1,151.83</b>	

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Below is what appears after clicking "Certify." You will be prompted to read and accept the disclaimer. If any comments are needed for this billing cycle certification enter them in the comments section and click "Certify." You do not need to complete the comments section to proceed.

The screenshot displays the SUNY Financials P-Card interface. At the top, the navigation bar includes "SUNY SECURE" and "SUNY Financials P-Card". The breadcrumb trail shows "Workflow > TEST Finance > TEST Human Resources > TEST HR Home > Cardholder Statements".

The main content area is titled "Statement View" and includes several sections:

- Statement Cycle:** A dropdown menu for "Select Period".
- Statement Information:** Fields for "Statement Date" and "Cardholder Name".
- Statement Transaction Count:** A field for "Statement Transaction Count".
- Statement Detail:** A table with columns "Trans. Date", "Vendor Name", and "Amount".

The "Statement Detail" table contains the following data:

Trans. Date	Vendor Name	Amount
09/04/2015	JAMES B. SCH	61
07/05/2015	B&H PHOTO, B	125
07/07/2015	JAMES B. SCH	32

A modal window titled "IMPORTANT - Please Read" is overlaid on the interface. It contains the following text:

I, JOAN L. SCHNUR, certify that the purchases and amounts listed on this account statement are correct and that I, the Cardholder, am responsible for any charges appearing on this statement. If any comments are needed for this billing cycle certification, please enter them in the comments section and click "Certify." You do not need to complete the comments section to proceed.

The modal window also includes a "Certification Reason/Comments:" text area, a "Date: October 28, 2015" field, and "Certify" and "Cancel" buttons. A blue arrow points to the "Certify" button.

At the bottom of the modal window, there is a "Certify" button with a checkmark icon.

Click the "Cert. Print" button to obtain the Statement Information screen.

[Home](#) | [My Account](#) | [My Profile](#) | [My Settings](#) | [My Statements](#) | [My Transactions](#) | [My Alerts](#) | [My History](#) | [My Reports](#) | [My Tools](#) | [My Help](#) | [My Support](#) | [My Feedback](#) | [My Privacy](#) | [My Security](#) | [My Terms](#) | [My Conditions](#) | [My Notices](#) | [My Policies](#) | [My Agreements](#) | [My Licenses](#) | [My Certificates](#) | [My Awards](#) | [My Honors](#) | [My Medals](#) | [My Trophies](#) | [My Diplomas](#) | [My Degrees](#) | [My Certificates](#) | [My Awards](#) | [My Honors](#) | [My Medals](#) | [My Trophies](#) | [My Diplomas](#) | [My Degrees](#)

**SUNY SECURE** SUNY Financials P-Card  
 Workflow - TEST - Finance - TEST - Human Resources - TEST - HR Home  
 \* Cardholder Statements

**Statement View**  
 Certified Statement Successfully  
 Select Period  
 Statement Cycle: Jul 07 2015 - Aug 06 2015 (Certified)

**Statement Information**  
 Statement Date: August 6, 2015  
 Cardholder Name: JOAN L SCHUR  
 Statement Transaction Count: 3  
 Cardholder Certification: Certified 10/20/2015 by SCHUR  
 Default Account: 860760000  
 SFS Journal Number: P01724

**Statement Detail**

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
08/04/2015	JAMES B SCHWAB CO, INC	Office, Microfilm Equipment	860760000	\$19.61	\$19.61	<a href="#">P View</a>
07/09/2015	B&H PHOTO, 805-565-0989	Direct Marketers - Other	860760000	(\$14.25)	(\$14.25)	<a href="#">P View</a>
07/07/2015	JAMES B SCHWAB CO, INC	Office, Microfilm Equipment	860760000	\$5.52	\$5.52	<a href="#">P View</a>
Statement/Funding Total:				\$10.88	\$10.88	

Uncertify | Cert Print

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A Statement Information box will appear. This will be the form you and your supervisor will sign for your records and to attach to all that month's receipts.

[SUNY SECURE](#) | [Worldview - TEST](#) | [Finance - TEST](#) | [Human Resources - TEST](#) | [HR Home](#) | [Statement Summary - Test](#) | [Mella Frides](#) | [http://test.ny.edu/ps/caf/summary/statement-summary.z?isa=12661](#) | [Human Resources Dept - PERS](#)

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**SUNY Financials P-Card**

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[Cardholder Statement](#)

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**Statement Information**  
 Billing Period: 07/07/2015 to 08/06/2015  
 Cardholder Name: JOAN L SCHNUR  
 Transaction Count: 3  
 SFS Journal Number: P017324  
 Statement Amount: \$10.88  
 Certification Status: CERTIFIED BY SCHNUR  
 Certified by: JOAN L SCHNUR

I, JOAN L SCHNUR, certify that the purchases and amounts listed on this account statement are correct and required to fulfill the mission of my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus.

Cardholder Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Supervisor Sign: \_\_\_\_\_  
 Print: \_\_\_\_\_

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Amount \$	Funding Amount	Actions
\$19.61	\$19.61	<a href="#">View</a>
(\$14.23)	(\$14.23)	<a href="#">View</a>
\$5.52	\$5.52	<a href="#">View</a>
\$10.88	\$10.88	
<b>Statement/Funding Total:</b>		

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[Unverify](#) | [Cert Print](#)



Scroll down and click "Print." You can see in the background that the Cardholder Certification now says Certified with your name and date completed.

[SUNY SECURE](#) | Welcome SCHNUR | Campus 31130 - 21K Product - TEST ENVIRONMENT | [Return to Employee Portal](#) | [Sign Off](#)  
[SUNY Financials P-Card](#) | [Statement Summary - Mobile Firefox](#) | [Human Resources - TEST](#) | [HR Home](#)  
[Worldflow - TEST](#) | [Finance - TEST](#) | [Cardholder Statements](#)

Statement Amount: \$10.88 | Certified | Certification Status: 07/07/2015 by SCHNUR  
 I, JOAN L SCHNUR, certify that the purchases and amounts listed on this account statement are correct and required to fulfill the position or my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus.

Cardholder Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Supervisor Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_

: Certified 10/29/2015 by SCHNUR  
 : 860760000  
 : P017324

Amount	Funding Amount	Actions
\$19.61		<a href="#">P View</a>
(\$14.25)		<a href="#">P View</a>
\$5.52		<a href="#">P View</a>
\$10.88		<a href="#">P View</a>

Statement/Funding Total: \$10.88

07/07/2015 | JAMES B SCHWAB CO, INC. | Office: Macmillan Equipment | 060760000 | \$5.52 | [Uncertify](#) | [Cert Print](#)

## Record Keeping.....

Please remember each transaction must have a receipt for verification of the purchase.

The cardholder will retain all original receipts and statements for a minimum period of six (6) years plus the current year, for a total of seven (7) years.

It is good business practice to note the University purpose of the purchase directly on your receipts at the time of purchase should that purchase get audited at a future time.

For more procurement card information, please consult the Purchasing Department's web page at [www.Fredonia.edu/admin/purchasing/](http://www.Fredonia.edu/admin/purchasing/)