Verify CUNY P-Card and Net-Card Transactions by Employee Supervisor

After a P-card or Net-Card Holder or their authorized proxy reconcile statement transactions and attach receipts, these transactions are available to the Cardholder's Supervisor to verify that each Card transaction meets a business need.

Step	Action
1.	Enter *__https://home.cunyfirst.cuny.edu__* in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: *__Purchasing > Procurement Cards > Reconcile > Reconcile Statement__*.
3.	The **Reconcile Statement Search** page displays. On the **Role Name** ▾ dropdown, select the **Procurement Card Approver** list item.
4.	Enter search criteria in the **Employee ID**, **Employee Name**, or **Card Number** fields. *Note: As some employees hold more than one card, you may want to search by Card Number.*
5.	Click the **Search** button.
6.	On the **Procurement Card Transactions** page in the **Bank Statement** section, transactions that have been reconciled and saved by the Card Holder display. To view comments, click the **Comments** ◯ icon. *Note: The Status column ▾ dropdown will display a Staged status.* <table><tr><td colspan="2">**Reconciliation Status**</td></tr><tr><td>**Description**</td><td>**Explanation**</td></tr><tr><td>Staged</td><td>Transaction data from Card provider to be reconciled</td></tr><tr><td>Verified</td><td>Reviewed as appropriate business expense</td></tr><tr><td>Approved</td><td>Reviewed as consistent with CUNY, New York State and New York City policy and procedures, correct entry of ChartFields, and receipt is attached</td></tr></table> *Note: Review all transaction details. Pay close attention to the Merchant, Transaction Amount, and if available, Receipt.* *Note: As needed, refer to the Billing tab to get USD information.*
7.	The **Line Comments** page displays. To view the attached receipt file, click the **View** button.
8.	The receipt file pops up in a new window. When you have finished reviewing the file, click the **Close** ❎ button.

9.	The **Line Comments** page displays. As needed, in the **Comments** textbox, enter free form text. *Note: If a comment is displayed, click the Add a row* *icon for a new comments textbox.* *Note: Comments are required when a transaction cannot be verified as meeting a business need.*
10.	Click the **OK** button.
11.	The **Procurement Card Transactions** page displays. Click the **Distribution** icon.
12.	On the **Account Distribution** page in the **Distributions** section on the **ChartFields** tab, view, the Department ChartField for a statement line. *Note: The default Department ChartField for the Card Holder will display. When another Department ChartField is taking fiscal responsibility for the purchase, enter a comment with the details.*
13.	Click the **OK** button.
14.	For each purchase that meets a business need, in the **Status** column dropdown, select the **Verified** list item. <table><tr><td colspan="2">**Reconciliation Status**</td></tr><tr><td>**Description**</td><td>**Explanation**</td></tr><tr><td>Staged</td><td>Transaction data from Card provider to be reconciled</td></tr><tr><td>Verified</td><td>Reviewed as appropriate business expense</td></tr><tr><td>Approved</td><td>Reviewed as consistent with CUNY, New York State and New York City policy and procedures, correct entry of ChartFields, and receipt is attached</td></tr></table> *Note: To update multiple lines at the same time, click the* *checkbox to the right of the line number and then click the Verify button.* *Note: If applicable, click the Select All link and then click the Verify button.* *Note: When a transaction cannot be verified as meeting a business need, inform the Card Holder how the charge does not meet policy. The employee is to send their check made out to The City University of New York to Accounts Payable referencing both the transactions and the statement.*
15.	Click the **Save** button.
	End of Procedure.