

PeopleSoft Procurement Attaching Receipts to Procurement Card Transactions

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Attaching Receipts to Procurement Card Transactions

This job aid describes the procedure attaching receipts to procurement card transactions.

Before you begin

Before you begin, scan your receipts to a PDF file.

Log in, Navigate and Attach


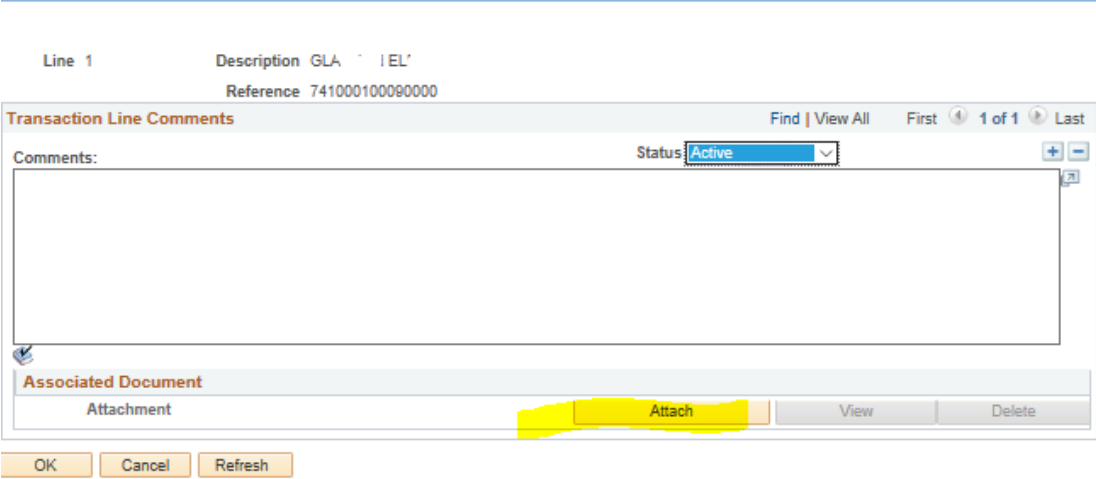
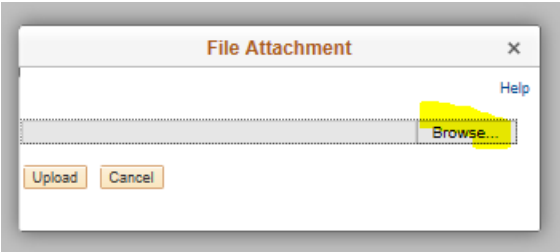
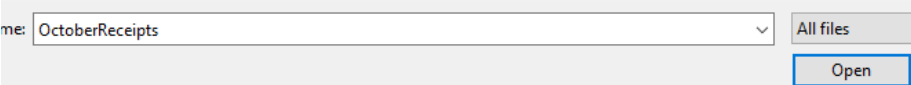
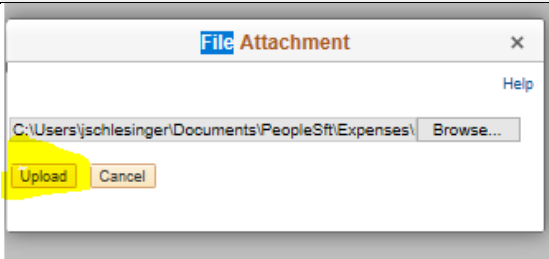
Step #	Description
Step 1.	<p>Log into the PeopleSoft Finance Application with your single sign on username and Password from myUMassD> QuickLaunch</p> 
Step 2.	<p>Navigate To Procurement Cards by clicking on the Purchasing Tile from the Homepage</p> 
	The Left Navigation Opens.
Step 3.	Click on the Procurement Cards Folder
Step 4.	Click on Reconcile Statement - The Reconcile Statement Search page opens.

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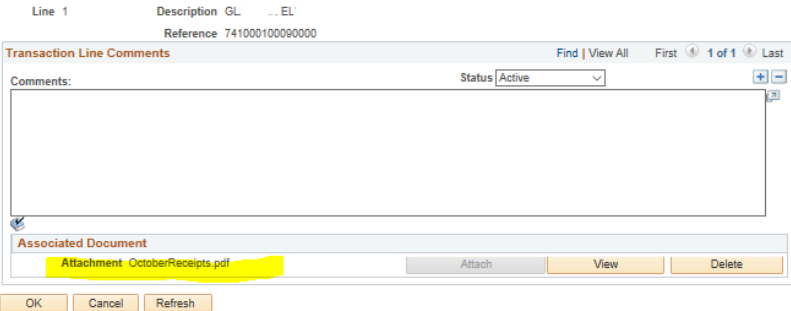
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Step 5.	Enter the cardholder search criteria for the transaction you wish to reallocate and approve.																																																																						
Step 6.	Select the Role Name from the Drop down,																																																																						
Step 7.	Click the Magnifying Glass to search for the employee for whom you wish to reallocate charges or Enter the Employee ID																																																																						
Step 8.	Click Search																																																																						
	The Reconcile Statement Account distribution page appears with all open transactions in the statement period.																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction</th> <th>Trans Date</th> <th>Merchant</th> <th>Status</th> <th>Transaction Amount</th> <th>Currency</th> <th>Budget Status</th> <th>Chartfield Status</th> <th>Redistrib</th> <th>Voucher Error</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/19/2018</td> <td>FEDEX 772974826721</td> <td>Staged</td> <td>9.37</td> <td>USD</td> <td>Not Chk'd</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>2</td> <td>08/19/2018</td> <td>FEDEX 772974959575</td> <td>Staged</td> <td>9.37</td> <td>USD</td> <td>Not Chk'd</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>3</td> <td>08/21/2018</td> <td>FEDEX 772994954880</td> <td>Staged</td> <td>9.20</td> <td>USD</td> <td>Not Chk'd</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>4</td> <td>08/23/2018</td> <td>NCURA</td> <td>Staged</td> <td>19.00</td> <td>USD</td> <td>Not Chk'd</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>5</td> <td>08/29/2018</td> <td>SAYBROOK INN & SPA</td> <td>Staged</td> <td>418.00</td> <td>USD</td> <td>Not Chk'd</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> <tr> <td>6</td> <td>08/29/2018</td> <td>SAYBROOK INN & SPA</td> <td>Staged</td> <td>418.00</td> <td>USD</td> <td>Not Chk'd</td> <td>Valid</td> <td>No</td> <td>No</td> </tr> </tbody> </table>	Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	1	08/19/2018	FEDEX 772974826721	Staged	9.37	USD	Not Chk'd	Valid	No	No	2	08/19/2018	FEDEX 772974959575	Staged	9.37	USD	Not Chk'd	Valid	No	No	3	08/21/2018	FEDEX 772994954880	Staged	9.20	USD	Not Chk'd	Valid	No	No	4	08/23/2018	NCURA	Staged	19.00	USD	Not Chk'd	Valid	No	No	5	08/29/2018	SAYBROOK INN & SPA	Staged	418.00	USD	Not Chk'd	Valid	No	No	6	08/29/2018	SAYBROOK INN & SPA	Staged	418.00	USD	Not Chk'd	Valid	No	No
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Step 9.	Attach receipts to the first transaction in the statement by clicking on the comment bubble for the first line item.																																																																						

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	<p>The Comments and Attachment page opens.</p> 										
<p>Step 10.</p>	<p>Click Attach to upload a file attachment.</p>  <p>Click Browse to open explorer.</p>										
<p>Step 11.</p>	<p>Select the receipt file to attach and click OPEN</p> <table border="1" data-bbox="248 1455 1036 1514"> <tr> <td></td> <td>umgm7062_Thorn</td> <td>10/3/2018 12:01 PM</td> <td>Adobe Acrobat D...</td> <td>11 KB</td> </tr> <tr> <td></td> <td>OctoberReceipts</td> <td>10/5/2018 12:00 PM</td> <td>Adobe Acrobat D...</td> <td>185 KB</td> </tr> </table> 		umgm7062_Thorn	10/3/2018 12:01 PM	Adobe Acrobat D...	11 KB		OctoberReceipts	10/5/2018 12:00 PM	Adobe Acrobat D...	185 KB
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Step #	Description
Step 12.	Click Upload to attach the file to the expense report. You may only upload one file per transaction line.
	 <p>View allows you to see the attachment. Delete will remove the attachment.</p>
Step 13.	Click Okay.
Step 14.	Make sure the check box is turned on next to the transaction line to which the file was attached. Click Save to save the transaction.
Step 15.	Re-allocate and approve all charges as needed.