Reconciliation Steps – SFS P-Card Module

Login to SFS
https://www.wisconsin.edu/sfs/sfs-environments/ - Click SFS Production link

Navigate to Reconcile Statement Page
Click on the NavBar icon in the top right-hand corner.

Click Navigator

Navigator: Click “Purchasing” → “Procurement Cards” → “Reconcile” → “Reconcile Statement”
The Reconcile Statement page or the Reconcile Statement Search page will appear.

If the Reconcile Statement Search page appears, click “Clear” button at bottom of page to empty criteria.

Click the drop-down menu next to “Statement Status”, select “Initial”, and then click “Search” button.

- Transactions requiring cardholder reconciliation will be in the “Initial” status.
Cardholders can also navigate directly to the reconcile statement page for their transactions on just a specific billing date by clicking the hyperlink included within the automatic email notifications they receive.

Add Business Purpose (Required Action)

Click the quote icon under the “Business Purpose” column.

Type in the business purpose justification and click “OK”. This must be at least 10 characters long.
Add Attachment(s) (Required Action)
Click the Attachments icon under the “Attachments” column.

Click the “Attach” button and browse computer to upload receipt(s) and other supporting documentation.

- Click on the “+” button off to the right to add more attachments if necessary.

Click “OK” when done.
Reallocate Accounting Code/Funding String

Scroll over and click the Distribution icon under the “Distribution” column.

Update the accounting code(s) as appropriate. At minimum, the Account code must be changed to reflect what was purchased.

- If adding a Project to the Chartfields, PC Bus Unit is a required input. The PC Bus Unit is UWSYS.

Click “OK” when finished.

Click the magnifying glass next to funding codes to search for appropriate account, fund, department, program, or project.

- Searches can be done by code or by description.
Verify transactions and submit for approval (Last Step)

Click the individual blank check box on the far left of the transaction line.

If business purpose is added, receipts are attached, and the reallocation of the funding is completed on all transactions on the Reconcile Statement page users can check the “Select All” box at the bottom of page.
Click the “Verify” button below the scroll bar at the bottom of page.

Click “Save”.

Click the “Notify Approver(s)” button at the bottom of the page. Wait for message box to pop up.

A message box should appear confirming an approval email was successfully sent and what email address it was sent to for approval. Click “OK”.

If an error message is received, correct the error and retry submission to approver.

- Errors may be due to invalid chartfields, missing attachment, or missing business purpose.