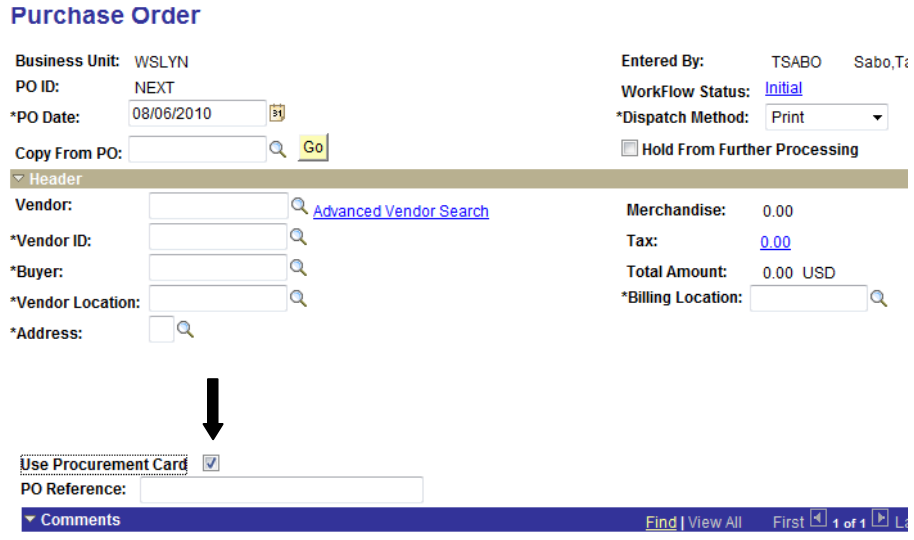


## RELATING PO'S TO YOUR PCARD PAYMENT

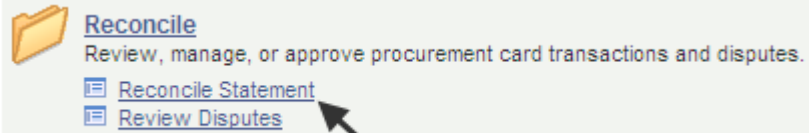
### PROCESS

- 1.) If paying a PO by PCard, check the “Use Procurement Card” box on the PO.  
The buyer must have a PCard to be able to check this box.
  
- 2.) After the PO is created, it must be dispatched.  
**\*NOTE: THESE PO'S ARE NOT AVAILABLE TO COPY TO A REGULAR VOUCHER.**
  
- 3.) A PO must be tied to the related PCard transaction **PRIOR TO THE VOUCHER DOWNLOAD DATE (usually the 20<sup>th</sup> of each month)**.  
Otherwise, the encumbrance will not be relieved. If you miss relating the PO to the PCard charge, contact [finance@wesleyan.edu](mailto:finance@wesleyan.edu) to request the PO to be cancelled.
  
- 4.) When PCard vouchers are created at the end of the billing cycle, budget checking will relieve the encumbrance and create an expense just as if the PO had been copied to a voucher.

Steps/Instructions	Screen Capture
<p><b>1<sup>st</sup> STEP:</b> When creating a PO, be sure to check the “Use Procurement Card” box. Otherwise, the PO cannot be tied to a PCard charge.</p>	 <p>The screenshot shows a 'Purchase Order' form with the following details:</p> <ul style="list-style-type: none"> <li>Business Unit: WSLYN</li> <li>PO ID: NEXT</li> <li>*PO Date: 08/06/2010</li> <li>Entered By: TSABO Sabo,T:</li> <li>WorkFlow Status: Initial</li> <li>*Dispatch Method: Print</li> <li>Copy From PO: [Field] [Go]</li> <li>Hold From Further Processing: [ ]</li> <li>Header section with fields for Vendor, *Vendor ID, *Buyer, *Vendor Location, *Address, Merchandise (0.00), Tax (0.00), Total Amount (0.00 USD), and *Billing Location.</li> <li>The 'Use Procurement Card' checkbox is checked.</li> <li>PO Reference: [Field]</li> <li>Comments section at the bottom.</li> </ul> <p>An arrow points from the text in the 'Steps/Instructions' column to the 'Use Procurement Card' checkbox in the screenshot.</p>

**2<sup>nd</sup> STEP:**  
Typing a PO to a  
PCard charge:

Once payment is  
made and the  
charge hits WFS,  
navigate to  
Purchasing>Reco  
ncile>Reconcile  
Statement.



CLICK BOX ON  
FAR LEFT OF  
CHARGE (Green  
check will appear  
in box)

Then click on  
Purchasing  
Details link

**\*Important:**  
This must be  
done prior to  
when PCard  
vouchers are  
created at the end  
of the billing cycle.

**Reconcile Statement**  
**Procurement Card Transactions**

EmpID: 709023      Name: Bookas,Olga  
Card Number: \*\*\*\*\*20405977      Card Provider: JPMOR

**Bank Statement**

Trans Date	Merchant	*Status	Billing Amount	Currency	Billing Date	Chart Status
6 <input checked="" type="checkbox"/> 08/31/2009	<a href="#">MARKETING DATA SOLUTION</a>	Verified	1,540.00	USD	09/18/2009	Vali
7 <input type="checkbox"/> 08/31/2009	<a href="#">MARKETING DATA SOLUTION</a>	Verified	385.00	USD	09/18/2009	Vali

[Select All](#)    [Clear All](#)   [Stage](#)   [Verify](#)

[Search](#)   [Purchase Details](#)   [Split Line](#)   [Distribution Template](#)

[Save](#)   [Verify](#)   [Refresh](#)


Click on the magnifying glass for PO ID



### Reconcile Statement


### Purchase Details


Line: 6  
Merchant: MARKETING DATA SOLUTIO  
City: FRANKLIN  
State: MA  
Country: USA


#### ▼ Purchase Order


\*Business Unit:   Original PO: N


PO ID:   


PO Line:  


PO Sched:  

Vendor ID:  

Location:  


Ship To:  

Item ID:  

Category:  

Vendor Item:

\*Quantity:

\*UOM:  

Unit Price:  USD Transaction Amount 1540.00


Bill Includes Tax if Applied  
 Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

Select PO.

PO must be dispatched to be tied to a Pcard transaction.

### Look Up PO ID

Procurement Card Number: 221  
Business Unit: WSLYN  
PO Number:  

[Basic Lookup](#)

### Search Results

[View All](#) First  1-7 of 7  Last

PO Number	Purchase Order Date	PO Status
<a href="#">000000554</a>	<a href="#">08/31/2009</a>	<a href="#">Dispatched</a>
<a href="#">00000052</a>	<a href="#">08/28/2009</a>	<a href="#">Approved</a>
<a href="#">000000352</a>	<a href="#">07/27/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000315</a>	<a href="#">07/20/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000295</a>	<a href="#">07/13/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000285</a>	<a href="#">07/09/2009</a>	<a href="#">Dispatched</a>
<a href="#">000000266</a>	<a href="#">07/02/2009</a>	<a href="#">Dispatched</a>

When the PO ID field populates, click OK

**Reconcile Statement**

**Purchase Details**

Line: 6  
 Merchant: MARKETING DATA SOLUTIO  
 City: FRANKLIN  
 State: MA  
 Country: USA

▼ Purchase Order

\*Business Unit:  Original PO: N  
 PO ID:   
 PO Line:   
 PO Sched:   
 Vendor ID:   
 Location:   
 Ship To:   
 Item ID:   
 Category:   
 Vendor Item:   
 \*Quantity:   
 \*UOM:   
 Unit Price:  USD Transaction Amount 1540.00  
 Bill Includes Tax if Applied  
 Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

Click SAVE

**Reconcile Statement**

**Procurement Card Transactions**

EmplID: 709023 Name: Bookas,Olga  
 Card Number: \*\*\*\*\*20405977 Card Provider: JPMOR

Bank Statement

Trans Date	Merchant	*Status	Billing Amount	Currency	Billing Date	Chartfield Status
6 <input checked="" type="checkbox"/> 08/31/2009	<a href="#">MARKETING DATA SOLUTIO</a>	Verified	1,540.00	USD	09/18/2009	Valid
7 <input type="checkbox"/> 08/31/2009	<a href="#">MARKETING DATA SOLUTIO</a>	Verified	385.00	USD	09/18/2009	Valid

[Select All](#)  [Clear All](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)