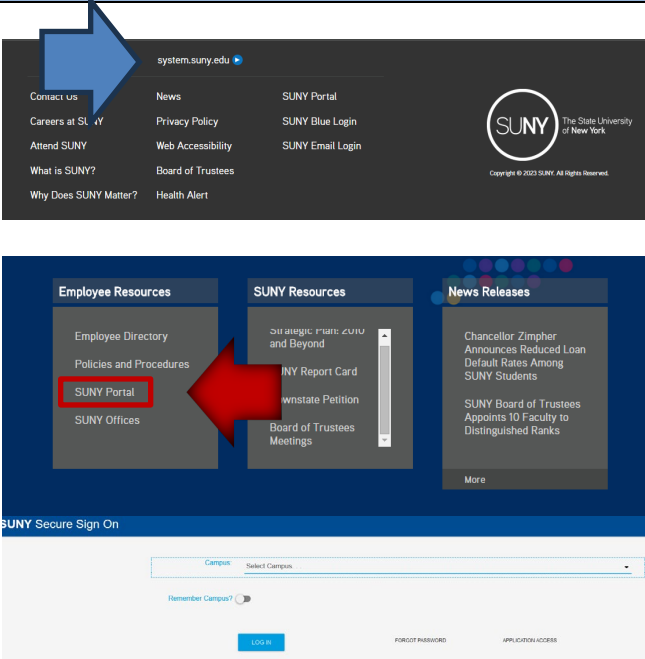
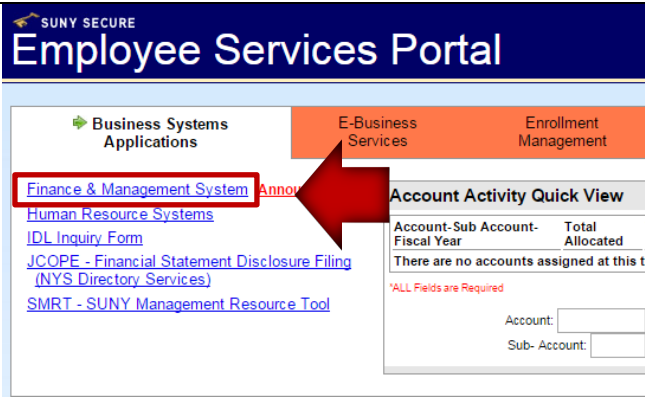
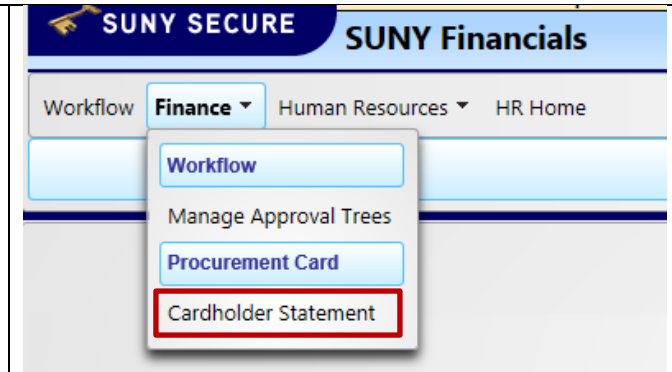


# STATE PROCUREMENT CARD WEB RECONCILIATION INSTRUCTIONS

Step	Purpose	Action	Screenshots
1	Log on to the <b>SUNY Portal</b>	<p>Using Firefox or Chrome, begin at <a href="http://www.suny.edu">www.suny.edu</a>.</p> <ul style="list-style-type: none"> <li>Click on <b>system.suny.edu</b> at the bottom middle of the page.</li> <li>Scroll down the page and click on <b>SUNY Portal</b> under <b>Employee Resources</b>.</li> <li>If prompted, log in with <b>UBITName</b> and <b>password</b>.</li> <li>If prompted, select <b>Buffalo Univ.</b></li> </ul> <p>*We recommend using Firefox or Chrome as your Internet browser</p>	 <p>The screenshot shows the SUNY website homepage. A blue arrow points to the 'system.suny.edu' link in the top navigation bar. Below, under the 'Employee Resources' section, the 'SUNY Portal' link is highlighted with a red box and a red arrow. The 'SUNY Secure Sign On' section is visible at the bottom of the screenshot.</p>
2	Access the <b>Procurement Card Section</b>	<ul style="list-style-type: none"> <li>Click on <b>Finance &amp; Management System</b> under Business Systems Applications.</li> <li>Hover over <b>Finance</b> at the top.</li> <li>Click on <b>Procurement Card - Cardholder Statement</b>.</li> <li>If prompted, enter your 16-digit credit card number and click the <b>Confirm</b> button.</li> </ul>	 <p>The screenshot shows the 'SUNY SECURE Employee Services Portal'. Under the 'Business Systems Applications' section, the 'Finance &amp; Management System' link is highlighted with a red box and a red arrow. Other sections like 'E-Business Services' and 'Enrollment Management' are also visible.</p>

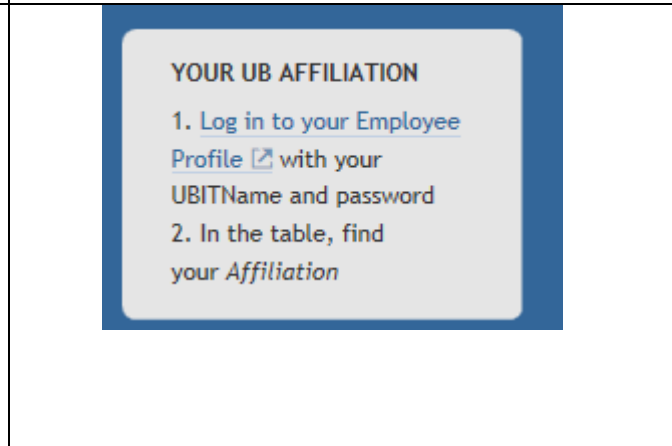


3 Configure your **Access** (may not be applicable)

If prompted, configure your access:

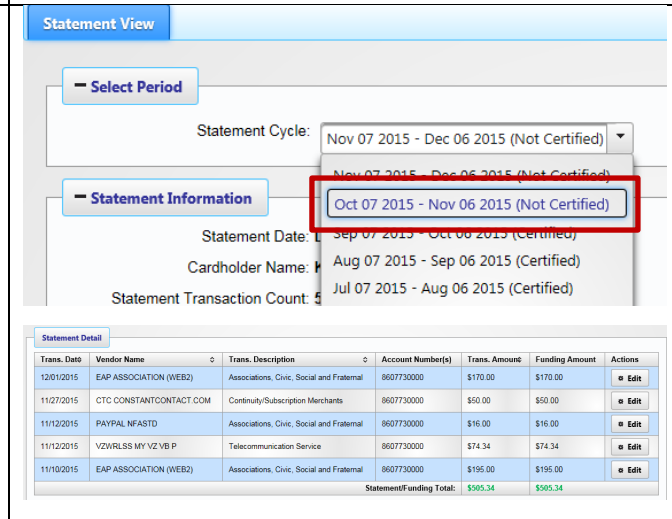
To configure, you will need your **SUNY ID #\*\*\*** and your **SCSO ID: \*\*\***

- Verify the Login information is correct. It should display your SUNY ID and your SCSO ID. Click **Change** to make any corrections to match the SUNY ID and SCSO ID listed above. Log in to your [Employee Profile](#) to locate your SUNY ID or contact PCard staff. (Need to hyperlink)



4 Review **Transactions**

- Hover over **Finance** and select **Cardholder Statement**.
- From the statement cycle dropdown, select the **oldest statement (Not Certified)**.
- The system requires working from the oldest Not Certified Statement to the newest Not Certified Statement.
- Review your transactions for accuracy and to determine if any need to be reallocated to a different account number.



5 **Reallocate**  
(change accounts)  
(Skip to Certify if not changing accounts)

- Under the **Actions** column, depress the **Edit** button to change an account.
- Click **Edit Funding**. Highlight the account Information and delete. Key in the desired account number.
- Click **Save Return** and Save
- If splitting the transaction between two or more accounts, click **Edit** and **Edit Funding**. Enter the first account number and click **Save/Add Next Account**. Click **OK**. Enter the next account(s). When finished, click **Save Return and Save**.

**Transaction Details**

Purchase Date: 10/29/2015  
 VISA Ref Number: 24492155303894569262022 Amount: \$897.50  
 Vendor Name: CPP INC/ MBITIONLINE  
 City: 650-969-8901 State: CA ZIP: 940860000 Country: US  
 Commodity Code: P-Contract Number:

**Funding Information**

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="radio"/>	8607730000	2015	860770	\$897.50	

**Funding Line**

\* Account Number: 8607730000 - ORGANIZATIONAL DEVEL. & TRAINING  
 \* Sub Object Code: 860770 - OUTSIDE PRINTING SERVICES  
 \* Fiscal Year: 2015 \* Amount: \$897.50  
 Funding Description:

6 **Certify**

- When finished reviewing and reallocating your transactions, click the **Certify** button at the bottom of the page. Enter any desired comments and click **Certify**.
- Click the **Cert Print** button to print the certification screen. *It may be necessary to allow pop ups for the screen to appear. Print the screen.*

M	Continuity/Subscription Merchants	8607720000 8408700000	\$50.00
L	Book Stores	8607730000	\$22.66
	Telecommunication Service	8408700000	\$74.39
<b>Statement/Funding Total:</b>			<b>\$1,243.5</b>

- When you and your supervisor have both signed the Certification record, file it with your other PCard records.
- Click **Sign Off** in the upper right corner of your screen when finished.

**IMPORTANT - Please Read**

I, KERRY LYNCH, 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.

Date: December 8, 2015

Certification Reason/Comments:

Continuity/Subscription Merchants	8607720000 8408700000	\$50.0
Book Stores	8607730000	\$22.6
Telecommunication Service	8408700000	\$74.3
<b>Statement/Funding Total:</b>		<b>\$1,24</b>

[Return to Emp](#)

[Your Settings](#)

**Need advice?**

Our Procurement Card Experts are here to help.

Valerie Dennis [vlb5@buffalo.edu](mailto:vlb5@buffalo.edu) 645-2604 or [ubs-statepcard@buffalo.edu](mailto:ubs-statepcard@buffalo.edu) or [www.buffalo.edu/pcard](http://www.buffalo.edu/pcard)