


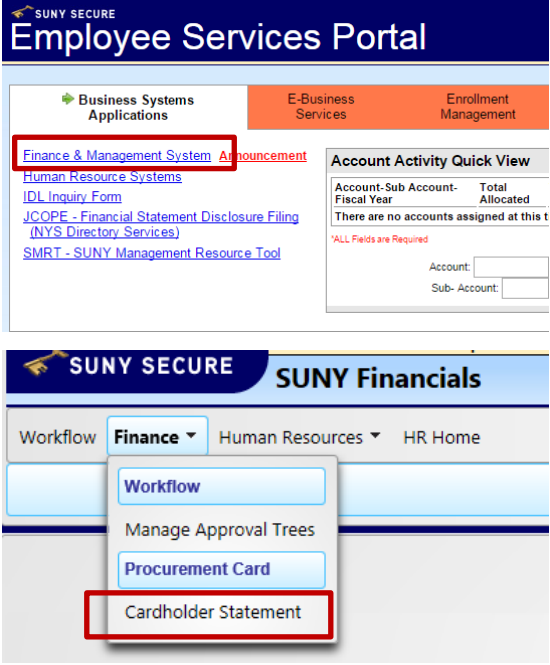
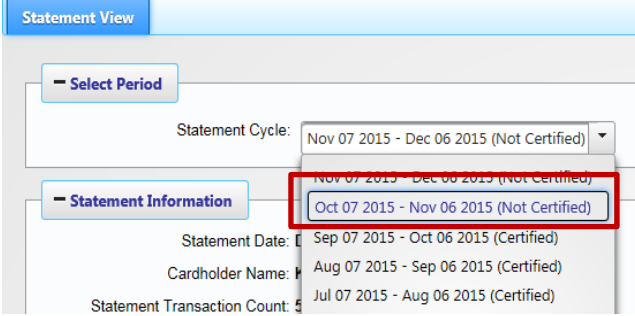


STATE PROCUREMENT CARD WEB RECONCILIATION INSTRUCTIONS

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Portal	<p>Begin at www.suny.edu.</p> <ul style="list-style-type: none"> Click on system.suny.edu in the upper right corner. Scroll down the page and click on SUNY Portal under Employee Resources. If prompted, log in with UBITName and password. If prompted, select Buffalo Univ. <p>Regular system hours are: Monday through Thursday from 8:15 am — 6:45 pm Friday 8:15 am — 4:45 pm</p>	  

2	<p>Access the Procurement Card Section</p>	<ul style="list-style-type: none"> Click on Finance & Management System under Business Systems Applications. Hover over Finance at the top. Click on Procurement Card - Cardholder Statement. If prompted, enter your 16-digit credit card number and click the Confirm button. 	 <p>The screenshot shows the SUNY SECURE Employee Services Portal. Under the 'Business Systems Applications' section, the 'Finance & Management System' link is highlighted with a red box. Below, in the 'SUNY Financials' section, the 'Finance' dropdown menu is open, and the 'Cardholder Statement' option is highlighted with a red box.</p>
3	<p>Configure your Access (may not be applicable)</p>	<p>If prompted, configure your access (otherwise, skip to next step): To configure, you will need your SUNY ID and your SCSO ID.</p> <ul style="list-style-type: none"> Verify the login information is correct. It should display your SUNY ID and your SCSO ID. Click Change to make any corrections. Log in to the employee profile to find your SUNY ID or contact PCard staff to find out your SUNY ID and SCSO ID. 	
4	<p>Review Transactions</p>	<ul style="list-style-type: none"> Hover over Finance and select Cardholder Statement. From the statement cycle dropdown, select the oldest statement (labeled as 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 	 <p>The screenshot shows the 'Statement View' interface. The 'Statement Cycle' dropdown menu is open, and the oldest 'Not Certified' option, 'Oct 07 2015 - Nov 06 2015 (Not Certified)', is highlighted with a red box.</p>

need to be reallocated to a different account number.

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
12/9/2015	EAP ASSOCIATION (NEB2)	Associations, Civic, Social and Fraternal	8607730000	\$170.00	\$170.00	Edit
11/27/2015	OTC CONSTANTCONTACT.COM	Continuity/Subscription Merchants	8607730000	\$50.00	\$50.00	Edit
11/12/2015	RAYPAL INFASD	Associations, Civic, Social and Fraternal	8607730000	\$16.00	\$16.00	Edit
11/12/2015	VOWRLES MY VZ VBI P	Telecommunication Service	8607730000	\$74.34	\$74.34	Edit
11/16/2015	EAP ASSOCIATION (NEB2)	Associations, Civic, Social and Fraternal	8607730000	\$195.00	\$195.00	Edit
Statement Funding Total:				\$505.34	\$505.34	

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Reallocate
(change accounts)

- If you need to reallocate a transaction from your default account, then, under the **Actions** column, click 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 **Save & Return**. Enter the next account(s). When finished, click **Save**.
- **Optional step** — use the **Funding Description** field to explain the details of the transaction. Type the details in the box. Click **Save & Return** and **Save**. The description you enter will display in SIRI in the Procurement Card tab of the Procurement dashboard.

Funding Amount	Actions
\$170.00	* Edit
\$50.00	* Edit
\$16.00	* Edit
\$74.34	* Edit
\$195.00	* Edit

Transaction Details

Purchase Date: 10/29/2015
 VISA Ref Number: 24492155303894569262022 Amount: \$897.50
 Vendor Name: CPP INC/ MBTIONLINE
 City: 650-909-8901 State: CA ZIP: 940800000 Country: US
 Commodity Code: P-Contract Number:

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="checkbox"/>	8607730000	2015	644070	\$897.50	

[* Edit Funding](#)

[Save](#)

Funding Line

* Account Number: 8607730000 - ORGANIZATIONAL DEVEL. & TRAINING
 * Sub Object Code: 556070 - OUTSIDE PRINTING SERVICES
 * Fiscal Year: 2015 * Amount: \$897.50

Funding Description:

[+ Save / Add Next Account](#) [* Save & Return](#)

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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. **Print** the screen. **Note:** It may be necessary to allow pop-ups for the screen to appear. If your screen freezes or is stuck in “processing”, then exit that screen and, using a different browser, login to the SUNY portal, navigate to the Cert Print step again and click Cert Print to print the certification screen.
- 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.

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

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
Statement/Funding Total:		\$1,24

[Return to Employee Portal](#)

[Your Settings](#)

Contact Our Procurement Card Expert for Help

Angie Rzeszut rzeszut@buffalo.edu or 645-4533 *** Procurement Card website: www.buffalo.edu/pcard

Online course available at: <http://www.buffalo.edu/content/www/administrative-services/training/training-catalog/procurement/pcard.html>