

# [NS Financials](#) [Procurement Card Reconciliation Cheatsheet](#)

## Minimise the Number Of Transactions Displayed Before Reconciling

When you start, aim to get the minimum number of transactions in your list, by using the Search criteria. Eg cardholder and transactions date.

## 3 Steps Are Then Performed On Each Transaction:

1. Add comments
2. Distribution lines (budget to charge to)
3. Adjust the GST (only necessary if the transaction type isn't AO with 10% GST)

## Distribution Lines

- There can only be one Distribution Line (budget to be charged) per transaction.
  - Therefore, if a particular purchase is to be charged to more than one budget, then split the line so that there's one transaction line per budget to be charged.
  - Adjust the amounts and budgets per line accordingly.

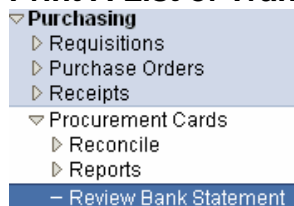
Refer to the Online Training Topic (UPK) – “Add Distribution Lines” for more detailed instructions.


## Adjusting GST

- The NS Financials systems assumes that every transaction has 10% GST on it, and a GST Transaction Type = AO. If this is not the case, you will need to adjust the GST yourself.
- Foreign currency transactions – change the GST Transaction Type to FRAO if used and consumed overseas. If goods are imported into Australia and exceed the customs limits, then one of the import codes will apply eg IMXX
- One line can only have one GST Transaction Type.
  - Therefore, if a particular purchase is made up of amounts with more than one GST Transaction Code (eg GST 10% and GST Free within the one purchase amount), then split the line and adjust the amount & GST Transaction code for each line accordingly.

Refer to the Online Training Topics (UPK) – “Adjust GST” for more detailed instructions.

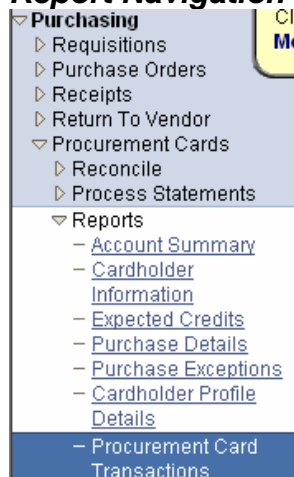
## Print A List of Transactions & Voucher IDs For a Cardholder's Monthly Statement



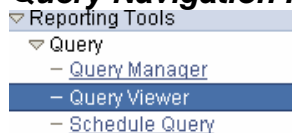
- Perform a search with the required criteria
- Click on View All
- Optionally:
  - Click on  to export the search results into an Excel spreadsheet
  - Save to your local drive, format the s/sheet, print it and file with the statements.

## Procurement Card Transactions List

### Report Navigation Path:



### Query Navigation Path:



Select & run query: FUPPO002 to have this report output into an Excel format. You need to have created the run control ID (report parameters) already under the report navigation path.

## Simplified Card Reconciliation Process @ 28 June 2007

Navigation: Purchasing → Procurement Cards → Reconcile → Reconcile Statements


All paperwork / tax invoices / forms have been received from Cardholder



Select Card Holder & Transaction Date To Minimise Transaction List

Perform 3 Steps For Each Transaction

1. Add Comments – icon 

2. Enter the Distribution Details (budget to charge to) – icon 


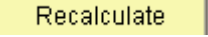
(Tip: use SpeedCharts if the project code is provided)

If two or more different budgets, use [Split Line](#) to create one line for each budget

3. Adjust GST (only if transaction type is not AO with 10% GST)


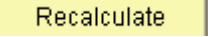
Tab **VAT**, money bags icon 

3.1) For foreign currency transactions, change Transaction Type to FRAO or IMXX,


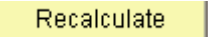
Click   
Click 

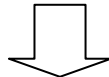
3.2) For GST & GST Free Purchases In the One Amount  
Use [Split Line](#) to split it into the two amounts GST and GST Free

For the GST line, click   
For the GST Free line – change Transaction Type to FREE,

Click   
Click 

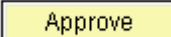
3.3) For transactions with no Receipt/Tax Invoice, change Transaction Type to NIAO,

Click   
Click 



**Approve**

Select lines to approve, or if all click [Select All](#)

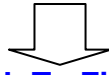
Click 



**Save**

Click 

Budget Checking will be run for all Approved transactions



**Wait 10 Mins – Run A Search To Find Any Budget Check Errors**

**Budget Status = Error**  
(Fix any errors)



**Cross Through Reconciled Receipts/Invoices & File Documents**

Voucher IDs are generated overnight (no need to write these on documents)

Run inquiry Review Bank Statement by Statement Billing Date, print to list (has all Voucher IDs)

File receipts/invoices with report by statement month, by Cardholder.

Can also run the Procurement Card Transaction Report to file with documents.

**Online Training Tool (UPK) – Refer To Topics Under:  
Procurement Card Fundamentals**