# CUNYfirst
**Fully Integrated Resources & Services Tool**

## Log in to CUNYfirst
- Enter *https://home.cunyfirst.cuny.edu* in your browser's address bar:
- Enter your Username and Password and click the **Log In** button.
- From the **Enterprise Menu**, select the **Financials Supply Chain** link.

## Reconcile CUNY-Card Transactions for Individually Held Cards

### Notification
- Card Holders get an email when Card transactions are ready for reconciliation within CUNYfirst.
- Card Holders or their proxies must reconcile transactions within 5 working days.

### Unidentified Transactions
- Contact the Citibank Card Administrator on your Campus if unidentified transactions appear in your card data.
- Notify the Card Administrator on your Campus with new Card Data.
- Notify Accounts Payable about these transactions.

### Appropriate Business Purchases
- Reconciled statement transactions with their receipts are submitted to the employee's Supervisor.
- The Supervisor verifies each purchase is an appropriate business expense.

- When a transaction cannot be verified as meeting a business need, the Card Holder is informed by their Supervisor how the charge does not meet policy.
- The employee sends their check made out to The City University of New York to Accounts Payable referencing both the transactions and the statement.

### 1. Navigate to Component
- Navigate to: ***Purchasing > Procurement Cards > Reconcile > Reconcile Statement***.

### 2. Search for Card Transactions
- On the **Reconcile Statement Search** page, enter your **Employee ID**, **Employee Name**, or **Card Number**.
- *Note: Cardholders with more than one card may want to search by Card Number.*
- Click the **OK** button.

### 3. Reconcile Card Transactions
- The **Procurement Card Transactions** page displays all transactions that meet the search criteria.
- Review each transaction to confirm that you did in fact make the purchase and that the amount charged is the same as the amount on the receipt. *Note: As needed, select the Comments icon to enter details of a disputed transaction.*

### 4. Attach Receipt
- Select the **Comments** icon.
- The **Line Comments** page displays. Click the **Attach** button.
- The **File Attachment** pop-up window displays. Click the **Browse** button.

- Within CUNYfirst, your **Computer** folder displays. Navigate to the document to be uploaded into CUNYfirst.
- Click the **Open** button. Click the **Upload** button. *Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.*
- In the **Comments** textbox, enter free form text to identify the attached document.
- Click the **OK** button.

### 5. Review Department Budget Account Code
- The **Procurement Card Transactions** page displays. Click the **Distribution** button.
- The **Account Distribution** page displays. Click the **OK** button. *Note: The default Department ChartField will display. When another Department ChartField is taking fiscal responsibility for the purchase, enter a comment with the details.*

### 6. Complete Transaction Reconciliation
- In the **Transaction** column, select the checkbox/es for the line/s for which the reconciliation is completed.
- Click the **Save** button.
- When all transactions are reconciled, notify your Supervisor to review Card Transactions for approval.