Reconcile CUNY-Card Transactions for Individually Held Cards

CUNY staff with P-Cards, T-Cards or Net Cards are notified by email when Card data is available for reconciliation within CUNYfirst. Card Holders or their proxies must reconcile transactions within 5 working days of the card data being received.

Contact the Citibank Card Administrator on your Campus if unidentified transactions are appearing in your card data. Notify both Accounts Payable about these transactions and the Card Administrator with new Card Data.

The reconciled statement transactions with their receipts are then submitted to the employee's Supervisor who in turn 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.

Step	Action
1.	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.
2.	Navigate to: ***Purchasing > Procurement Cards > Reconcile > Reconcile Statement***.
3.	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. The **Procurement Card Transactions** page displays all transactions that meet the search criteria.
4.	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 Add a row icon to enter details of a disputed transaction.***
5.	For each valid transaction, select the **Comments** icon.
6.	The **Line Comments** page displays. Enter the business purpose of the transaction in free form text.

7.	To add a receipt to a transaction, 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.
8.	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.***
9.	In the **Transaction** column, select the checkbox/es for the line/s for which the reconciliation is completed.
10.	Click the **Save** button. ***Note: When all transactions are reconciled, notify your Supervisor.***
	End of Procedure.