RECONCILING IN SMARTDATA

A GUIDE FOR ALL USERS

RECONCILING IN SMARTDATA

Once you are logged in to SmartData, you will see your Home Screen. If you have multiple roles in the system, such as Cardholder, Reconciler and Approver, you are going to have a drop down box for user role. Always make sure you are in the right role for the action you are trying to achieve. The things you can do are directly tied to the role you are logged in as. Use the drop down arrow to change roles to achieve different functions.

Items waiting for a review will be seen in the lower portion of the screen under Review Required. Click on the "More" button to view those items.

On the next screen, you will select the Reporting Cycle you wish to view. Click on the drop down to view the selection choices.

Once selected, you will see it in the box. Next, click on the "Search" button.

Once you hit Search, you will get the screen below. Notice, that since I selected the month of August, the charge which was showing on my home screen does not show up here. That is because that charge is pending for the next cycle which will end on Sept. 10th. It occurred after the August cycle which ended Aug. 10th. It is very important to always view these screens by selecting the correct cycle so you are working with current information.

Notice on the Search Results, this charge is showing a lock. That is because it has been reviewed and approved. Once those two actions have happened, the system locks them from being altered. An administrator can unlock them for you if you discover errors you need to correct. After corrections are made, you will need to have your approver go in and reapprove the line you have edited. Once we are past the approval period there is a limited time for any additional changes to be made. Once the statements have all been received and reviewed in AP, all charges are locked against any further changes and the final download is processed to the General Ledger.

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By changing the Reporting Cycle in the drop down, and clicking on Search again, I get a different charge showing. This is the one I have pending for a charge that was processed by the vendor after the August 10th cycle closing date. This charge was made over the phone on Aug. 2nd, but did not get processed by the Vendor for some reason until August 20th and it posted against the card on August 22nd. It is important to track your charges so you always know what charges will be getting posted against your budget lines. The charges on your card do not hit your budget in Colleague until the download is processed. You want to be sure you have not spent your money twice.

TRANSACTION SUMMARY

PURCHASING2 • XXXX-XXXX-1354-8942 (Active) • Director of Finance & Controller • PO BOX 929 • YUMA, AZ 853660929

SEARCH CRITERIA		Advanced Search
⦿ Reporting Cycle:	September 2016 ▼	
	08/11/2016 to 09/12/2016	
Date Type:	Posting Date	
○ Date Range:	From: 08/11/2016 📅	
	To: 09/12/2016 📅	
Date Type:	Posting Date ▼	
Data available starting: 08/30/2013		Search

SEARCH RESULTS

Expand All | Collapse All   Search Total: 2,438.19

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
📊🗐▶	☐	☐	08/22/2016	08/20/2016	GEORGE PATTON ASSOCIAT 800-572-2194, RI -02809	2,438.19	📇 *

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To see and alter the details of the transaction, I will click on the details link here. If you hover your mouse over this icon, it will say "Transaction". If I want to see the details of the charge, I can click on the Expand All link. This will show me the details, but I cannot make changes here. I must click on the transaction button to go to a screen that will allow changes. I can also click on Edit Accounting Codes.

ACCOUNTING CODES INFORMATION
Expense Description

Location	Fund	Department Code	Object Code
10 - Main Campus	0000 - General	31510 - Purchasing	5310 - Operational Supplies

Edit Accounting Codes

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Clicking on the Edit Accounting Codes takes me to this screen:
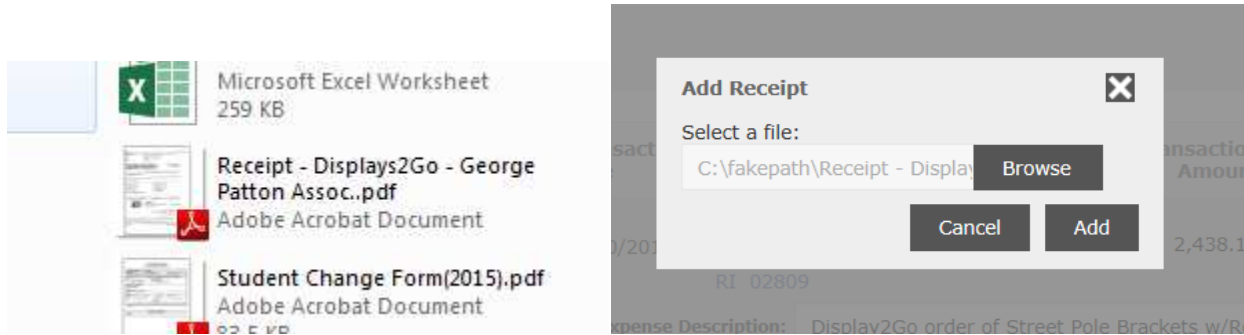

I can now enter in my description and use the drop down arrows for Location, Fund, Department Code and Object Code to find the correct one to use. It is very important that you look closely at each of these codes to ensure the correct ones are being used. If you do not find the code you need, please notify a P-Card Administrator right away so we can correct the problem. Once you have verified that the information is correct, you will need to upload your receipt. You will need to have saved a PDF or JPG copy of the receipt in a file on your computer. By clicking on the Add Receipt Icon, I get the pop-up box below. I will click on Browse to find my file to upload.

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I go to where I saved my receipt and double click on it. It will populate the Select a file field of the pop-up box with the location of the file. I click on Add to attach it to the charge line.

Once this is done, I can save my changes by clicking on the Save Icon.

I know my changes saved successfully when it shows me this green banner at the top of the Transaction Detail. If I had more charges to modify, I would return to the previous screen by clicking on the Transaction Summary link at the top of the page. Never hit the back arrow of the page. This will cause an error.
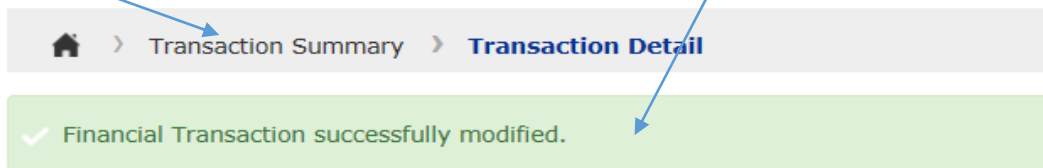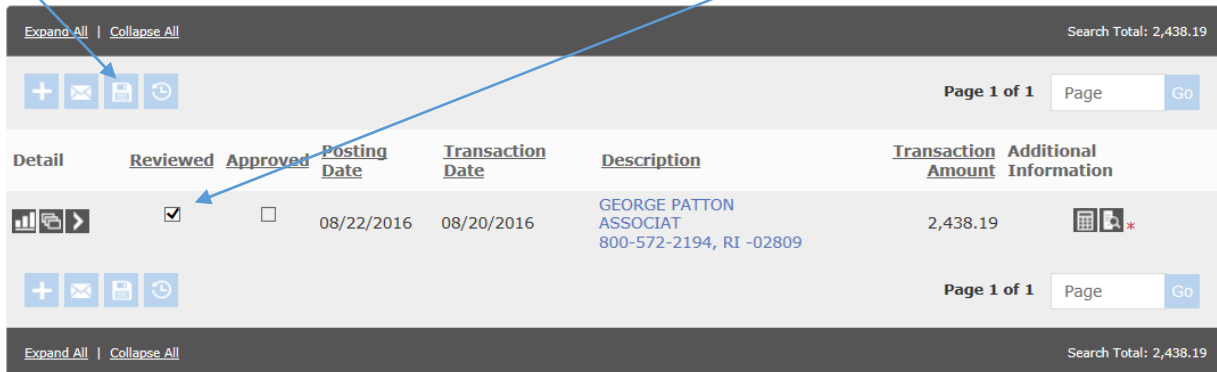
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Once I am certain I am done with the transaction line, I will click the Reviewed Box and click on the Save Icon again.

It will again show the green banner at the top of the screen saying my Financial Transaction successfully modified. If you have multiple lines, just return to the Transaction Summary and repeat the process for each line. Once all lines have been modified and saved, you may proceed with running an Expense Report to put with the receipts to forward to your approver. Follow the instructions for running a report. (Separate Document located on the Purchasing Home Page.)