Steps for Reconciling PCard in AIS, this is required in addition to your paper pcard. Please keep and print.

Log in to AIS with your AIS login and Password, the same one you currently have.

Go to purchasing
Click on Purchasing

Then go to Procurement Card, and click on it
Then go to Reconcile and click on that

Then go to Reconcile statement, click on it

Then fill in the information, just as I have below, but select your name, your empl ID and the current month due date of Visa Card, then statement status, you can leave this blank at this screen. This is all the information you need to input at this time to reconcile your card.
The screen pops up, from here you select View All. Then hit View All on this screen. From your handwritten paper log, that is required to be turned in within one week after the due date of the monthly pcard. You will enter in the Fund, campus, department and account number.

From here you can put your cursor on the trans date, merchant, status, amount, and put the listed charges in that order. I typically put mine in order by vendor or date then complete my reconciling.
Put your cursor on Distribution, distribution is the icon to the right of the comment icon, the word distribution will appear when your cursor is on it, the click on it.

After you click on distribution, this is what you see: One exception the codes listed below will be different than the default codes listed on your screen.
Put your cursor in the boxes of the Fund Code, Campus Code, Department Code and Account Code, and enter in exactly what is listed on your pcard paper log. Your pcard paper log should be processed by your purchase requisitions. The information must be the same on all three.

Then you hit okay. And do this for each line, then when you hit okay it takes you back to the screen with all your charges. Then you click on the drop down box where the word staged is, and select verified and hit save again.

I would suggest hitting save each time you enter a line, in case the system times out or logs out or there is a power outage, your information will be saved.

Then when you finish you can print out this screen attach it to your paper pcard that contains all the required information have your supervisor sign it, and submit to the Franklin Campus Business Office, Sharon Adison, or Lynn Phillips. I review all paperwork for procurement compliance and documentation. This is required each month, and please turn in your paperwork each month within a week after the due date of your pcard statement.