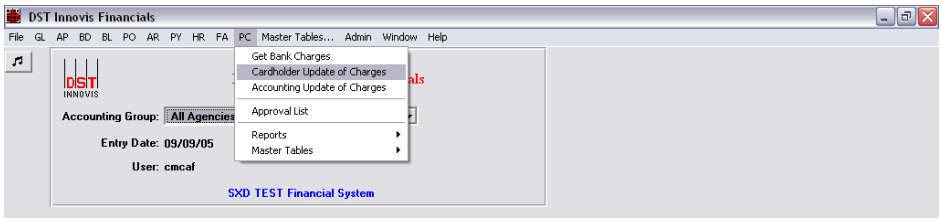
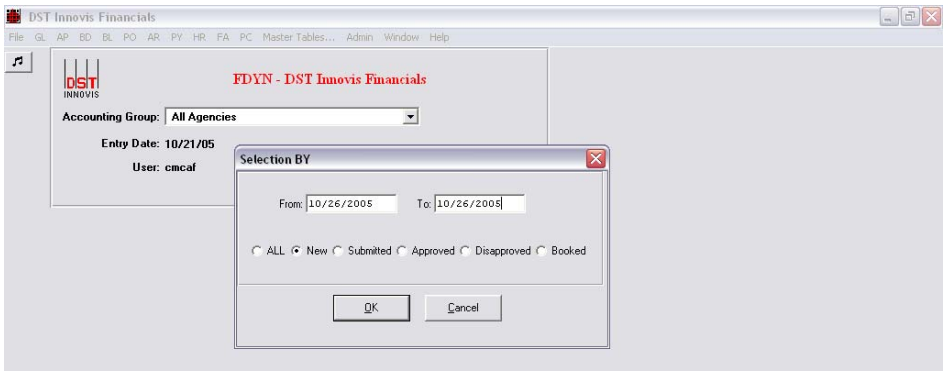
Cardholder Update of Charges

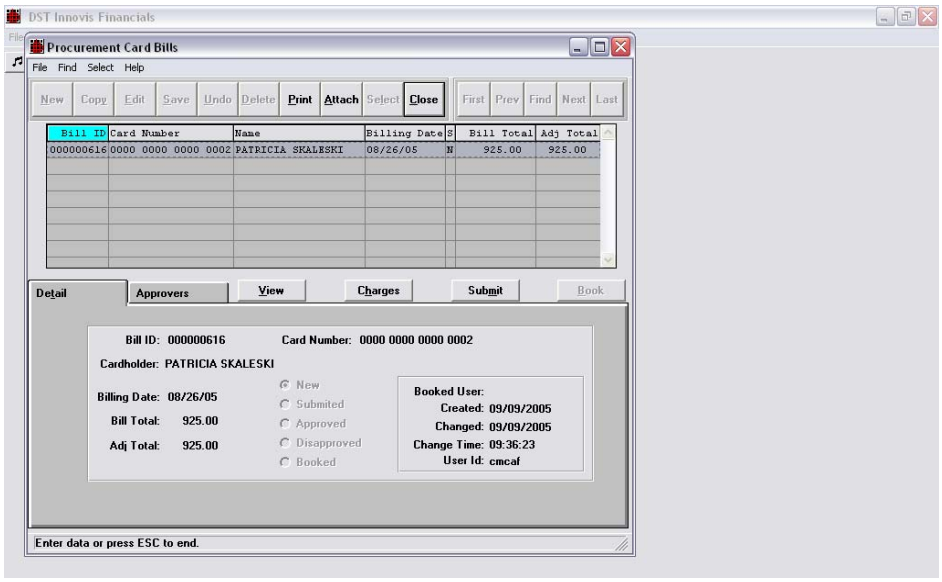
Once logged into SXD, select Cardholder Update of Charges from the Purchasing Card (PC) menu.



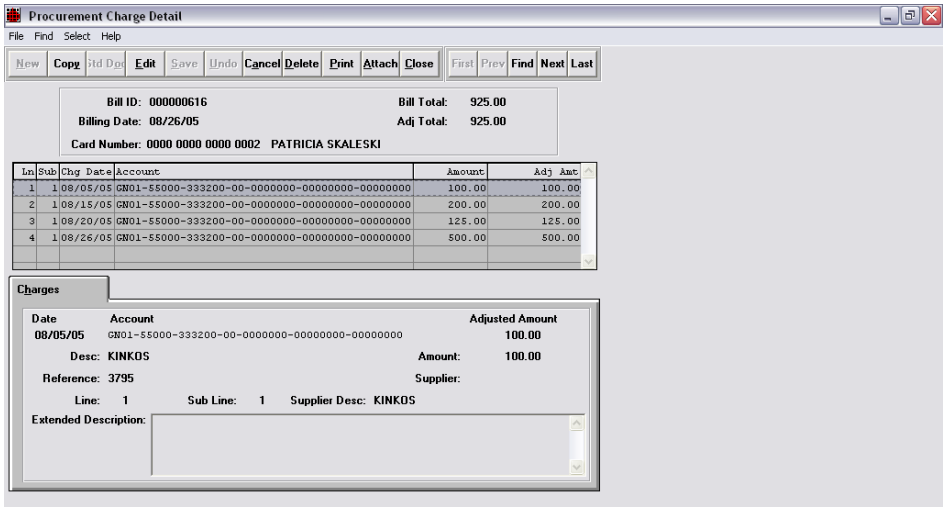
In the Selection dialog box, enter the billing date of the transactions to be updated. The billing cycle runs from the 27th to the 26th of each month. Select the status of the bill. All will provide all bills for the cardholder/alternate. New will display bills that have not yet been updated by the cardholder/alternate. Submitted will show all bills that have been submitted and are awaiting approval. Approved will display bills that have been reviewed and approved the by the cardholder's Supervisor. Disapproved will present bills that have been reviewed but not approved by the cardholder's Supervisor. Finally, the Booked status will present all bills that have been reviewed and booked by the Comptroller's office. After selecting the bill status, select OK.



The Procurement Card Bills screen presents bill totals by cardholder. Cardholder and Alternate cards will be presented based on the user's login. To update charge information, highlight a card number and select the Charges button.

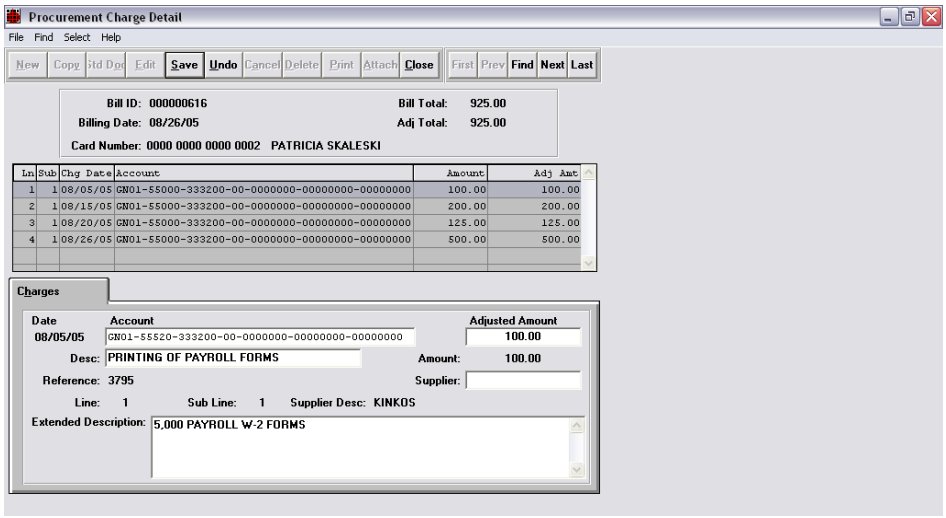


The Procurement Charge Detail screen displays all charges for the selected card(s). Transaction detail is presented with the cardholder's default account string.



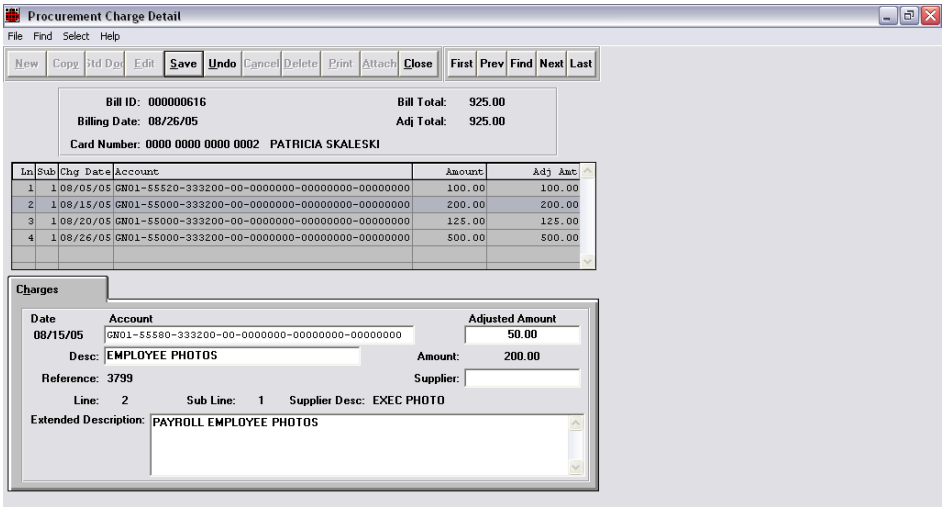
Assign transaction to a single account string

To edit the transaction account string, amount or description, highlight the transaction and select Edit. Enter the desired account string to record the transaction. The Adjusted Amount field requires modification if the transaction will be split into multiple account strings. The Desc. field will include transaction detail, if provided by the merchant, or default to the merchant name. Edit the Desc. field to provide an adequate description of the transaction. The Desc. field will be presented in the general ledger transaction register. The Extended Description field can be used to fully describe transaction detail or justification. When the edit process is complete, select Save.

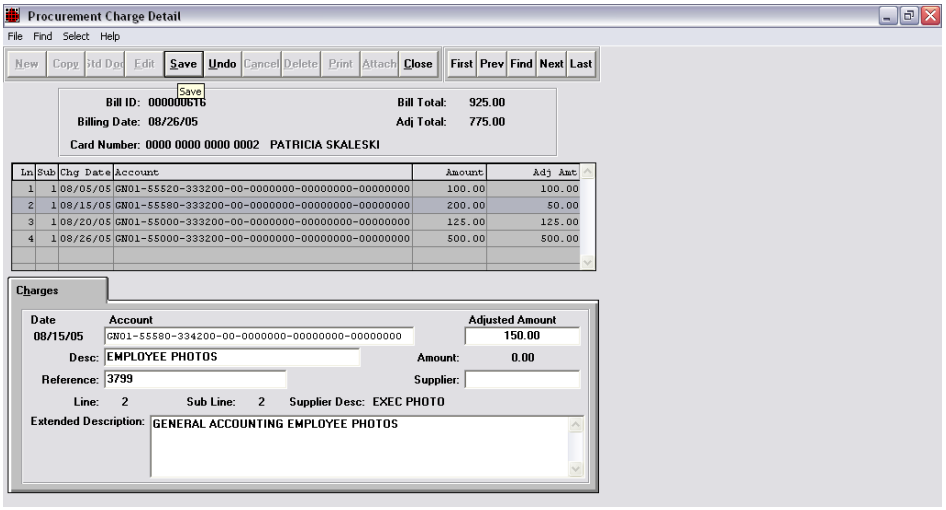


Assign transaction to multiple account strings

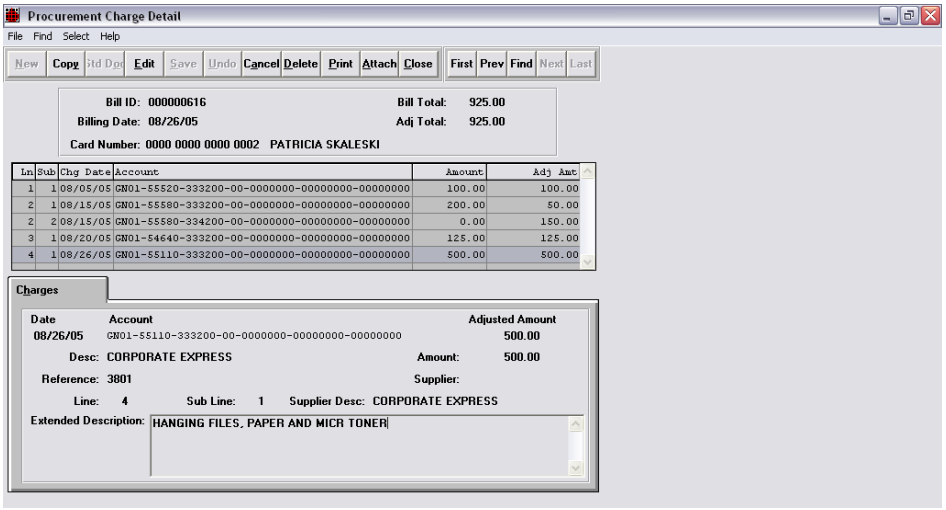
To allocate one transaction to multiple account strings, highlight the transaction and select Edit. Provide the appropriate account string. Next, indicate the amount that should be allocated by editing the Adjusted Amount field. Edit the Desc. field to adequately identify the transaction. The Extended Description field may be used to fully explain or justify the transaction. Select Save.



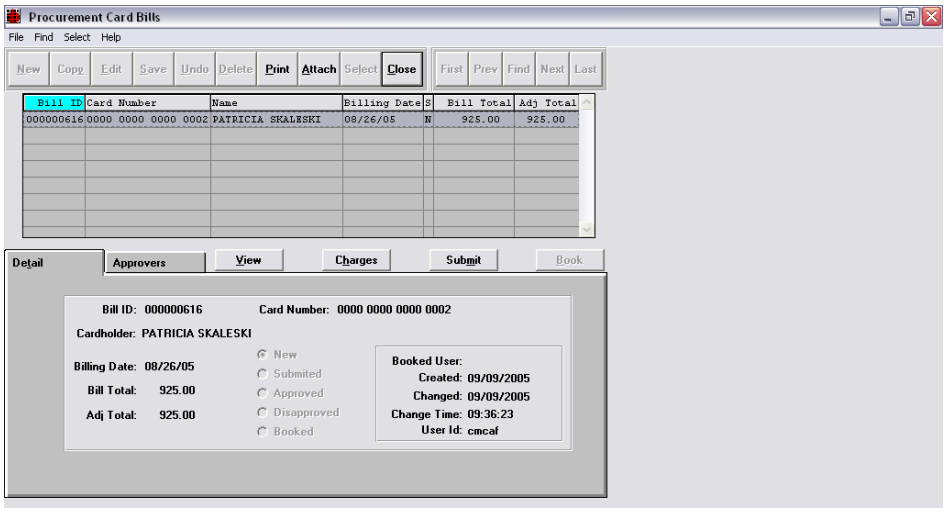
The transaction line record should now present the edited account string and adjusted amount. With the transaction line record highlighted, select Copy. Provide an appropriate account string, amount and description and select Save. This process can be repeated to facilitate the transaction allocation.



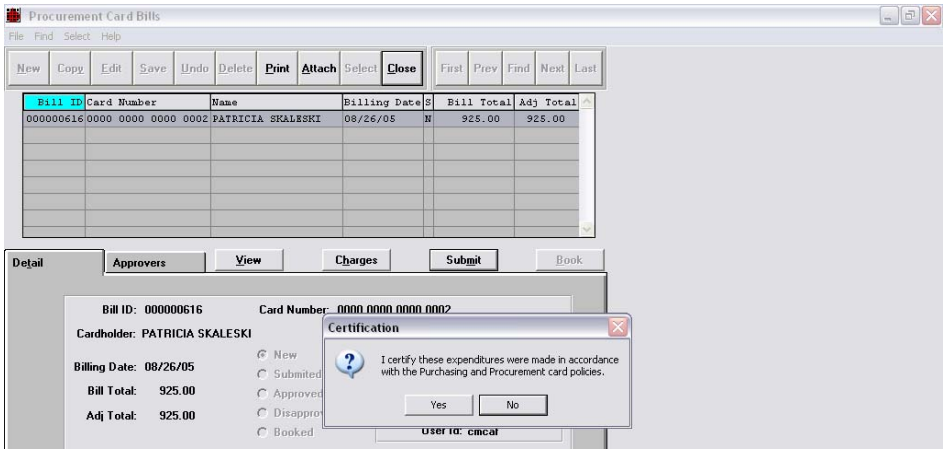
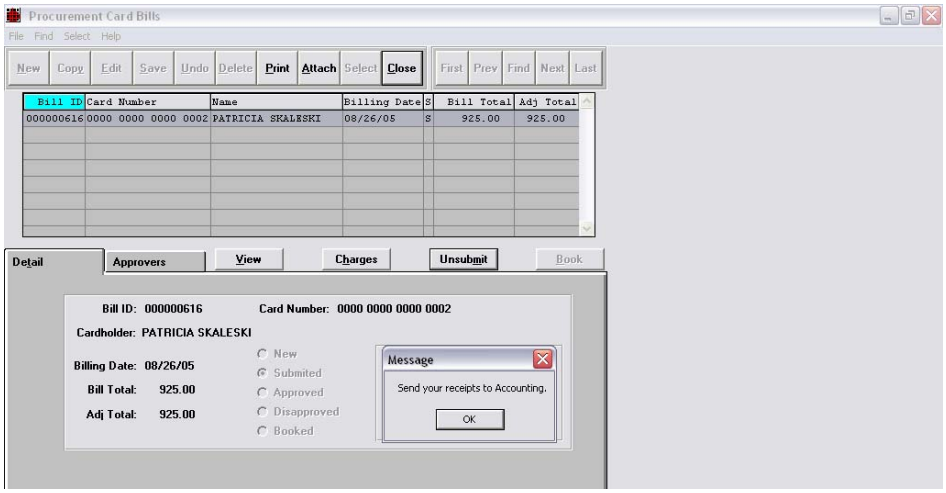
The system creates an additional sub-line for the transaction. One transaction line can have numerous sub-lines recording the allocation. The adjusted amounts of the sub-lines must equal the original transaction line amount before exiting the Procurement Charge Detail screen (the Bill and Adjusted Totals must equal).



When finished updating transaction information, insure the Bill Total equals the credit card statement and select Close.



The transactions are now ready to be submitted for approval. From the Procurement Card Bills screen, highlight the updated cardholder bill and select Submit. A Certification dialog box will appear certifying the charges were made in accordance with the Purchasing and Procurement Card Policies. To submit the updated transactions, select Yes.



A reminder message will appear indicating your card statement and receipts should be sent to the Comptroller's Office for review. Select OK.