

vPay Reconciliation Process

**this information is also included in the vPay user guide on the procurement Services website [here](#)*

vPay Overview

- vPay PO's are not in Banner and will not encumber funds
- All vPay PO's will start with "VP"
- vPay PO's will be created to Require a Receipt
 - An email will go to the requestor alerting them that a vPay PO has been created that will require a receipt
 - To confirm receipt of vPay PO items, Quantity Receipts will be created in OSCAR [receipt is in place of invoice since payment is processed by supplier at time of shipment]
- Daily feed of vPay transactions will be sent from American Express to the GL in Banner

Identify vPay PO's

Search Documents ▾ Document Search


Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my invoices](#)


Search simple search


Purchase Order Identification

Purchase Order Number(s)

Purchase Order Information

Participant(s) 

Owner 

Prepared By 

Use the advanced document search feature. Choose “Purchase Orders” in the “Search” dropdown box, and then put in “VP” in the “Purchase Order Number Field”

All vPay PO's will start with the letters “VP”

Departmental list of vPay PO's

This search will return all vPay PO's that have been processed for your Department

Showing 1 - 13 of 13 Results. All Dates Create Quantity Receipt Go

Results Per Page: 500 Sort by: Best match Page 1 of 1 ?

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ VP0000046	Creative Culinary Concepts, LLC	4/9/2015 4:31 PM	60845793	Heather Showers	Sent	Receipt-Required No Matches	8,750.00 USD
✓ VP0000034	Duda Diesel LLC	3/3/2015 8:33 AM	5960094	Heather Showers	Sent	Receipt-Required No Matches	451.96 USD
✓ VP0000033	Creative Culinary Concepts, LLC	3/4/2015 11:02 AM	59503720	Heather Showers	Sent	Receipt-Required No Matches	1,750.00 USD
✓ VP0000032	Duda Diesel LLC	2/23/2015 2:35 PM	59240720	Heather Showers	Sent	Receipt-Required No Matches	524.39 USD
✓ VP0000030	Sportsmith	2/20/2015 11:42 AM	59180943	Heather Showers	Sent	Receipt-Required No Matches	45.48 USD
✓ VP0000028	Duda Diesel LLC	2/12/2015 4:57 PM	58929474	Heather Showers	Sent	Receipt-Required No Matches	524.39 USD
✓ VP0000027	Duo Japanese Cuisine, Inc.	2/11/2015 4:32 PM	58732098	Heather Showers	Sent	Receipt-Required Partially Received No Matches	7,340.00 USD

Receipt Status

- No Receipts (9)
- Partially Received (2)
- Fully Received (2)

Use the filters on the left hand side of the search results screen to narrow your search to those vPay PO's that still require a receipt.

Review receipts

- Review fully received PO's to ensure that the receipt that was entered is valid.
- Open the PO and click on the "Receipt" tab to view Receipts

Showing 1 - 2 of 2 Results All Dates

Results Per Page: Sort by: Page 1 of 1

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
<input checked="" type="checkbox"/> VP0000019	Jay Peak, Inc.	12/15/2014 1:54 PM	57175954	Heather Showers	Sent	Fully Received No Matches	13,783.32 USD

PO/Reference No. **VP0000019 Revision 1** Available Actions

Supplier **Jay Peak, Inc.**

Status Purchase Order Revisions PO Approvals Shipments **Receipts** Invoices Comments (3) Attachments (1) History

Receipts			
Receipt No.	Receipt Date	Receipt Type	Received by
<input checked="" type="checkbox"/> 9376206	3/5/2015	Quantity	Showers, Heather
<input checked="" type="checkbox"/> 9027663	1/8/2015	Quantity	Showers, Heather

Receipt Line Details								
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	<input type="checkbox"/> First installment payment of \$7,141.66 due on 12/15/14	Deposit	7,141.66 USD	1 EA	7,141.66 USD	1		Net Received
2	<input type="checkbox"/> Balance for Ski Club trip to Jay Peak February 13 -15, 2015, \$6641.66 due on 1/28/15.	Balance	6,641.66 USD	1 EA	6,641.66 USD	1		Net Received

GL Reconciliation

- A Journal Voucher (JV) feed will be received daily with vPay transactions from AMEX into Banner and will post to the FOAPAL entered on the PO. A separate JV will be generated for each swipe against the virtual card or each transaction.
- The Journal Voucher for all vPay PO transactions will start with **“AX”**
- The description of the Journal Voucher in Banner will contain the vPay PO number and the supplier’s name
- The amount posted will match the amount charged by the supplier (it can never be more than the PO)
 - If the amount does not match the vPay PO, it is possible that not all products were shipped and charged by the supplier. Verification in OSCAR will need to take place to ensure all items were received correctly

GL Reconciliation

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA: 9 Fiscal Year: 15 Index: Fund: H20020 Organization: 2351 Account: 047 Program: Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
047	2351	10700	20-FEB-2015	INNI	V0151832	UPS	YTD	15.26 +
047	2351	10700	21-JAN-2015	INNI	V0145798	UPS	YTD	10.53 +
047	2351	10700	04-DEC-2014	FINR	J0280260	Home Hockey Tickets	YTD	44.00 +
047	2351	10700	01-DEC-2014	INNI	V0138797	Crystal Rock LLC	YTD	171.57 +
047	2351	10700	30-OCT-2014	INNI	V0133429	DJB International, Ltd.	YTD	271.69 +
047	2351	10700	30-OCT-2014	INNI	V0133420	DJB International, Ltd.	YTD	220.80 +
047	2351	10700	30-OCT-2014	INNI	V0134336	DJB International, Ltd.	YTD	800.00 +
047	2351	10700	24-OCT-2014	INNI	V0133427	UPS	YTD	27.79 +
047	2351	10700	24-OCT-2014	INNI	V0134337	UPS	YTD	11.21 +
047	2351	10700	23-OCT-2014	AMVP	AX000020	VP0000009 SAGAN	YTD	3,723.88 +
047	2351	10700	20-OCT-2014	DNEI	92267347	Ramith, Inc.	YTD	0.00 -
047	2351	10700	13-OCT-2014	INEI	V0130719	Ramith, Inc.	YTD	2,465.00 +
047	2351	10700	13-OCT-2014	INEI	V0130719	Ramith, Inc.	ENC	-2,465.00 -
047	2351	10700	24-SEP-2014	PCRD	P0154206	Sagbolt LLC	ENC	-3,485.00 -
047	2351	10700	22-SEP-2014	PORD	P0154206	Sagbolt LLC	ENC	3,485.00 +
047	2351	10700	19-SEP-2014	PORD	P0154119	Ramith, Inc.	ENC	2,465.00 +
047	2351	10700	11-SEP-2014	INNI	V0123227	Crystal Rock LLC	YTD	4.00 +
Total:								7,765.73