eShipGlobal – Reconciliation Guide
Process Overview

Pay for Shipments via University Credit Card

Reconcile Shipment Charges

Approved Shipment Charges

Run and Review Financial Reports

eShip

Concur

PeopleSoft

Info. Warehouse
Reconciliation Steps

The **reconciliation process** involves looking up the shipping charges in eShipGlobal and performing a quick review of the charges. If needed, you can match up the charges in eShipGlobal to the charges in Concur.

**Step 1: Identify** shipping charges in eShipGlobal

- Navigate to the Menu item “My Shipments”
- Choose “Credit Card Charge History Report”
- Enter the From and To dates and click Generate

This will provide a listing of all the charges incurred by an individual on the Princeton issued credit card. These are the final billed charges and can be different from original shipment estimate.
Step 2: **Review** the Charges in eShipGlobal.

- The **Charge Reference** is the shipment tracking number. Click on the charge reference to see details about the shipment, including any credits or other adjustments performed since the shipment was sent.
Reconciliation Steps

Step 3: **Reconcile** the Charges in eShipGlobal to Concur. The below will help you match charges in the two systems, if need be.

- The **charge date** in eShipGlobal is the **transaction date** in Concur and the **charge amount** in eShipGlobal is the **transaction amount** in Concur.

<table>
<thead>
<tr>
<th>Charge Date</th>
<th>Chrg Reference</th>
<th>Card No</th>
<th>Chrg Amt</th>
<th>Auth Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/22/2014 9:13:00 AM</td>
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<td>XXXXXXXXXXXXXX9650</td>
<td>$11.21</td>
<td>090817</td>
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<td>090133</td>
</tr>
</tbody>
</table>
Guidelines

• All shipment charges will be in Concur
  • Depending on the Carrier’s billing cycle, the charges usually appear in Concur in 7 to 10 business days, once the shipment is delivered and validated by the Carrier.

• The credit card transaction history report in eShipGlobal should be used to match the charges on the Concur expense reports

• On a frequent basis, reconcile charges in Concur and distribute to the appropriate set of Chartfields
  • Expense Type, Fund, Department, Program, Project, Activity

• Submit your expenses for approval in Concur

• On approved in Concur, the charges will flow to PeopleSoft and to the Information Warehouse
  • Departmental Managers can run Financial reports and review the charges in the Information Warehouse