**Flight Credits and Credit Card Reconciliation**

**Process**

Credit Card Reconciliation

The Yukon Government procures all Yukon Government business flights using a travel credit card. Each department has their own. As part of this process departmental finance staff are required to reconcile the credit card against the flights that were purchased. Once a month departmental finance is provided a credit statement and they cross reference these with a report provided by travel desk to match and reconcile spend.

A future development may occur that automates the comparison of the statement and the travel desk travel but this is not in scope of the current opportunity.

**User Stories**

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| **Screen** | **User Story** |
| **Flights List**  **Reconcile** | 1. As a financial user I want to see a list of all flights purchased that have not been reconciled so that I can compare these to my newest credit card statement 2. As a financial user I want to select those flights that match my paper visa statement and mark them as reconciled so that I can ensure all the charges are valid.   *System requirements:*   * *Show fields: Purchase date, traveler first name, traveler last name, department, purchasing agent, airline, flight details, final destination.* * *Filter were reconciled = no* |
| **Reconcile Flight Credit Card Form**  **Reconcile** | 1. As a financial user I would like to identify to which period the reconciliation took place so that I can easily identify when the payment was made 2. As a financial user I would like to see the list of flights I am reconciling all together in on screen so that I can quickly validate that they all belong.   *System Requirements:*   * *ability to audit the dates/time of reconcile and who made the reconciliation* * *on save reconcile = yes* |
| **Reconciled Flights List**  **Reconcile** | 1. As a financial user I want to see a list of all those flights that have been reconciled so that I can see all the work that was completed 2. As a financial user I would like the ability to select a/multiple records and select the unreconciled button so that I am able to fix a reconciliation error.   *System Requirements:*   * *Filter where reconciled = yes* * *Unreconciled Button: select records on click warn “By Unreconciling these records, the period will be removed and the record will be returned to the reconcile list.” (cancel or continue)* * *On continue remove period and change reconciled to no* |
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System Administrator user should have access to all functionality