Cardholder experience

How to reconcile your monthly PCard statement

Together we'll go far

Cardholder review period

Cardholders must complete their review on or before the last day of the grace period, usually the 7th or 8th of each month. Refer to the Statement Cycle Calendar found at **up.edu/controller/purchase-cards**.

Cardholder Summary			
Cardholder Name:	KLINE, JACK	Start Date:	03/01/20xx
Card Number:	xxxx-xxxx-xxxx-8920	End Date:	03/31/20xx
Status:	Open	Reminder Period:	04/01/20xx through 04/03/20xx
Charges:	4,904.23 USD	Grace Period:	04/04/20xx through 04/05/20xx
Out-of-pocket:	84.70 USD		
Total Amount:	4,988.93 USD		

- An email will be sent from Wells Fargo to Cardholders (and Reconcilers) when the current statement cycle has ended, indicating that the statement can be submitted for approval (Statement Reviewed). If you did not make any charges, you will not get an e-mail and will have no statement to reconcile.

- If you will be away from campus for any reason during the reconciliation period, as a cardholder, you are still expected to do the online review and submit a statement electronically. You may complete your statement details prior to leaving campus and leave your paper documentation with your Reconciler or Approver. The online statement is available throughout the month.

Cardholder home page

Manage Statements – Review Open Statements

Review open statements (default screen for cardholders) will become available when your company has reached the statement End Date

Finalize the statement during the review period

The **Statement Reviewed** button (which submits the expense report to the Approver) will only be available in **Review Open Statements**

Manage Statements

View Previous Statements – 12-month history

Manage Statements

View Cycle-to-Date Transactions

- Transactions appear on your statement as they are posted through the system
- To view Real-Time Authorizations, click on the View Pending Charges link

Available functionality includes:
- Reclassify - allocate an entire transaction and add a description
- Add Descriptions - provide transaction details
- Split and Reclassify - divide a transaction multiple ways and add descriptions
- Dispute - dispute a transaction

Reclassify screen

Click the icon to reclassify the general ledger code

1.	Transaction Date	Posting Date	Merchant	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	12/11/2018	12/12/2018	Interstate Special Events 971-3865028,OR		☐	592.30 USD

General Ledger Code ★

07052 - Equipment Rentals

Description *

Unit

CONTROLLER 2(510 B)

Enter a business description

BANNER ID	ORG	PROGRAM CODE
000908047	510	61
FUND	**ACTIVITY**	**INVOICE**
1000		
PO NUMBER	**FT01**	**SEVEN**

Save Cancel

Click the icon(s) to choose values to allocate the transaction

Please note the system will timeout after 15 minutes of inactivity. You will receive a warning message shortly before the session is set to expire.

Your CEO portal session will expire in 30 seconds.
Press any key, or click anywhere on the screen to continue.

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Reclassify screen

- The accounting has been set up on your profile so that each charge will default to your *primary budget*. If you have access to multiple ORGs you will need to change the accounting as necessary in each charge.

- If you do not have access to accounting that you should have or if you are spending from another department, please e-mail the Pcard Administrator for assistance.

Add Descriptions

- Per IRS guidelines, each charge must have a described business purpose (can be up to 200 characters).

  - The only charges that <u>do not</u> require a description are cross-border transfer fees.

- Please include what was bought, for whom (individual, team, group, department, etc.), and for what business purpose.

Add Receipts

5.	☐	01/13/2023	01/16/2023	Snell And Wilmer Llp 602-382-6000,AZ	07070 - Professional Fees	CONTROLLER(510)	📄➕	☐	55.00 USD

Description: ✱

BANNER ID: 001923643	ORG: 510	PROGRAM CODE: 61
FUND: 1000	ACTIVITY:	INVOICE:
PO NUMBER:	FT01:	SEVEN:

6.	☐	01/18/2023	01/19/2023	Culligan Of Albany Or Mai 541-9289262,OR	07054 - Services Purchased	CONTROLLER(510)	📄🔍	☐	487.95 USD

Description: ✱

BANNER ID: 001923643	ORG: 510	PROGRAM CODE: 61
FUND: 1000	ACTIVITY:	INVOICE:
PO NUMBER:	FT01:	SEVEN:

7.	☐	01/18/2023	01/20/2023	Greatland Corporation 800-9681099,MI	07055 - Advertising/Promotion	CONTROLLER(510)	📄➕	☐	300.80 USD

Description: ✱

BANNER ID: 001923643	ORG: 510	PROGRAM CODE: 61
FUND: 1000	ACTIVITY:	INVOICE:
PO NUMBER:	FT01:	SEVEN:

Save

- Per IRS guidelines, each charge must have an itemized receipt.

  - Receipts are not required for food or parking transactions under $25. Receipts are also not necessary for cross-border transfer fees. All other expenses, regardless of dollar amount, require a receipt.

- Receipts must be itemized - must include the vendor name/logo, a descriptive list of what was purchased, and how much each line item cost.

Split and reclassify screen

- Divide and reallocate a transaction into multiple entries

- Split by amount or by percentage

- Select add to create a new row and begin the split process

Cardholder Responsibility

- Collect detailed backup such as invoices or online transaction details and receipts to verify purchases for auditing

- Watch for unauthorized transactions on your statement and report/dispute them immediately

- Respond in a timely manner to inquiries from the Wells Fargo Fraud Team to suspicious activity on your card

- Dispute any incorrect charges with the vendor directly before filing an online or paper dispute form

Cardholder Responsibility

- Report a lost or stolen card to Wells Fargo immediately

- Complete your reconciliation and submit it to your approver by the **due date**

- Keep the card, card number, and your PIN confidential

You are now able to reconcile your PCard statement in Wells Fargo

Please continue to the third training video.