

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**](http://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

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **Cardholder** Welcome Molly Campbell

Charges — Manage Charges

- ▼ **Manage Statements**
 - Review Open Statements** (+)
 - [View Cycle-to-Date](#)
 - [View Previous Statements](#)
 - [View Historical Images](#)
- ▶ Reports
- ▶ User Information

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

[Statement Receipt Actions](#) | [Print](#)

* Required Field Add Receipt

Cardholder Summary

Cardholder Name:	CAMPBELL, MOLLY	Start Date:	08/26/20
Card Number:	xxxx-xxxx-xxxx-4372	End Date:	09/25/20
Status:	Open	Reminder Period:	09/27/20 through 10/01/20
Charges:	9,969.48 USD	Grace Period:	10/02/20 through 10/05/20
Out-of-pocket:	2,260.00 USD		
Total Amount:	12,229.48 USD		

Charges

Charge Type:

Display 25 | 50 Items Per Page
Viewing 1 to 25 of 50 Items

[Previous Page](#) [Next Page](#)

Page 1 of 2

Charges

[Select All](#) | [Clear All](#)

	Transaction Date	Posting Date	Personal	Merchant	
1.	<input type="checkbox"/>	09/01/20	09/02/20	<input type="checkbox"/>	Fleet Cameron, L

Description: *

- **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

WELLS FARGO Commercial Card Expense Reporting Help

Role: **Cardholder**

Closed Statements

- ▼ Manage Statements
 - [Review Open Statements](#)
 - [View Cycle-to-Date](#)
 - View Previous Statements**
- ▶ Reports
- ▶ User Information

Select a statement, and click **View**.

Viewing 1 to 3 of 3 Items

	<u>Card Number</u>	<u>Start Date</u> ▼	<u>End Date</u>	<u>Charges</u>	<u>OOP</u>	<u>Total</u>
1.	<input checked="" type="radio"/> xxxx-xxxx-xxxx-8920	09/25/20xx	10/01/20xx	\$5603.73		\$5685.73
2.	<input type="radio"/> xxxx-xxxx-xxxx-8921	09/25/20xx	10/01/20xx	\$500.00		\$630.00
3.	<input type="radio"/> xxxx-xxxx-xxxx-8102	09/25/20xx	10/01/20xx	\$1000.00		\$1000.00

View **Print** ▼

Viewing 1 to 3 of 3 Items

Manage Statements

View Cycle-to-Date Transactions

Charges — Cycle-to-Date

▼ Manage Statements
[Review Open Statements](#)
View Cycle-to-Date
[View Previous Statements](#)
[View Historical Images](#)
▶ Reports
▶ User Information

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

[Statement Receipt Actions](#) | [Print](#)

★ Required Field

Card Number:

Reminder Period: 01/01/2019 through 01/02/2019

Grace Period: 01/03/2019 through 01/07/2019

Charges for xxxx-xxxx-xxxx-6100 [View Pending Charges](#)

Charge Type:

Viewing 1 to 7 of 7 Items

[Select All](#) | [Clear All](#)

	Transaction Date	Posting Date	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
1.	<input type="checkbox"/>	12/11/2018	12/12/2018	Interstate Special Events 971-3865028,OR	07052 - Equipment Rentals	CONTROLLER 2(510 B)	<input type="checkbox"/>	592.30 USD
Description: ★								
BANNER ID: 000908047				ORG: 510		PROGRAM CODE: 61		
FUND: 1000				ACTIVITY:		INVOICE:		
PO NUMBER:				FT01:		SEVEN:		
2.	<input type="checkbox"/>	12/11/2018	12/12/2018	Miller Nash Graham & Dunn 503-2245858,OR	07070 - Professional Fees	CONTROLLER 2(510 B)	<input type="checkbox"/>	506.00 USD
Description: ★								
BANNER ID: 000908047				ORG: 510		PROGRAM CODE: 61		
FUND: 1000				ACTIVITY:		INVOICE:		
PO NUMBER:				FT01:		SEVEN:		

[Select All](#) | [Clear All](#)

Total Charges: 14,838.75 USD

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

Charges

Select All Clear All								
	Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/>	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO	273007 - Computers	<input type="checkbox"/>	2,900.00 USD
Description: * Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners								
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL Dallas, TX	View Split	<input type="checkbox"/>	1,000.50 USD
Description: * Hotel stay for 3-day conference in Dallas								
3.	<input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>	AIRLINE Oakland, CA	View Split	<input type="checkbox"/>	800.00 USD
Description: * Flight from Texas								
4.	<input type="checkbox"/>	03/05/20xx	03/05/20xx	<input type="checkbox"/>	CAR RENTAL COMPANY* Phoenix, AZ		<input type="checkbox"/>	100.28 USD
Description: * Rented a car								
5.	<input type="checkbox"/>	03/08/20xx	03/08/20xx	<input type="checkbox"/>	COMPUTER STORE* San Ramon, CA	273007 - Computers	<input type="checkbox"/>	800.00 USD
Description: * Computer components								
6.	<input type="checkbox"/>	03/10/20xx	03/10/20xx	<input type="checkbox"/>	COMPUTER STORE Pittsburgh, PA	View Dispute	<input type="checkbox"/>	199.99 USD / 150.25
Description: * Software program								
7.	<input type="checkbox"/>	03/12/20xx	03/12/20xx	<input type="checkbox"/>	GAS STATION Provo, UT	273001 - Business Travel	<input type="checkbox"/>	2.95 USD
Description: * Gasoline								
8.	<input type="checkbox"/>	03/15/20xx	03/15/20xx	<input type="checkbox"/>	GENERAL STORE* Vancouver, BC	273005 - Stationary	<input type="checkbox"/>	(899.49 USD / 910.00)
Description: * Supplies for meeting								
Select All Clear All								
Reclassify Add Descriptions Split & Reclassify Dispute								
								Total Charges: 4,904.23 USD

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

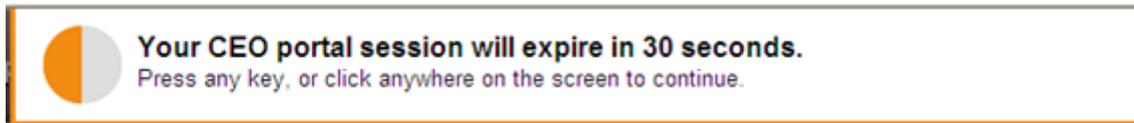
1.	Transaction Date 12/11/2018	Posting Date 12/12/2018	Merchant Interstate Special Events 971-3865028,OR	Receipt Image	Receipt Submitted ‡ <input type="checkbox"/>	Amount / Original Currency 592.30 USD
General Ledger Code * 07052 - Equipment Rentals		Description *		Unit CONTROLLER 2(510 B)		
BANNER ID 000908047	ORG 510	PROGRAM CODE 61				
FUND 1000	ACTIVITY	INVOICE				
PO NUMBER	FT01	SEVEN				

Enter a business description

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.



Reclassify screen

1.

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
07/14/2016	07/15/2016	Target 00013755 Minneapolis, MN	<input type="checkbox"/>	20.86 USD

General Ledger Code *	Description	Unit
07021 - Supplies	Holiday decorations for Business office party	ALUMNI RELATIONS(810) ▼

BANNER ID 222222222	ORG 810	PROGRAM CODE 62
FUND 1000	ACTIVITY <input type="text"/>	INVOICE <input type="text"/>
PO NUMBER <input type="text"/>	FT01 <input type="text"/>	SEVEN <input type="text"/>



- 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

Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Receipt Image	Receipt Submitted †	Amount / Original Currency
12/11/2018	12/12/2018	Interstate Special Events 971-3865028,OR	Equipment Rental Leasing Furniture Tool Rental	07052 - Equipment Rentals		No	592.30 USD
Description: <input type="text"/>							
Apply to All							
Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Receipt Image	Receipt Submitted †	Amount / Original Currency
12/11/2018	12/12/2018	Miller Nash Graham & Dunn 503-2245858,OR	Attorneys Legal Services	07070 - Professional Fees		No	506.00 USD
Description: <input type="text"/>							

Save

- Per IRS guidelines, each charge must have a described business purpose (can be up to 200 characters).
 - The only charges that do not 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.	<input type="checkbox"/>	01/13/2023	01/16/2023	Snell And Wilmer Llp 602-382-6000,AZ	07070 - Professional Fees	CONTROLLER(510)		<input type="checkbox"/>	55.00 USD
<u>Description:</u> *									
BANNER ID: 001923643			ORG: 510			PROGRAM CODE: 61			
FUND: 1000			ACTIVITY:			INVOICE:			
PO NUMBER:			FT01:			SEVEN:			
6.	<input type="checkbox"/>	01/18/2023	01/19/2023	Culligan Of Albany Or Mai 541-9289262,OR	07054 - Services Purchased	CONTROLLER(510)		<input type="checkbox"/>	487.95 USD
<u>Description:</u> *									
BANNER ID: 001923643			ORG: 510			PROGRAM CODE: 61			
FUND: 1000			ACTIVITY:			INVOICE:			
PO NUMBER:			FT01:			SEVEN:			
7.	<input type="checkbox"/>	01/18/2023	01/20/2023	Greatland Corporation 800-9681099,MI	07055 - Advertising/Promotion	CONTROLLER(510)		<input type="checkbox"/>	300.80 USD
<u>Description:</u> *									
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

Split Type: Amount Percentage 

1.	Personal	General Ledger Code *	Unit	Amount *
<input type="checkbox"/>	275006 - Business Travel	SALES (70012)	500.00	USD
Split Description * Stayed at Comfort for the 3-day Conference at Dallas.				
Company # 150		Dept. # 22	Location Code 2010	
Project ID 42				
Remaining Amount: 0.00 USD				

2.	Personal	General Ledger Code *	Unit	Amount *
<input type="checkbox"/>	275006 - Business Travel	SALES (70012)	500.50	USD
Split Description * Stayed at Comfort for the 3-day Conference at Dallas.				
Company # 150		Dept. # 22	Location Code 2010	
Project ID 42				

- 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

Save **Delete**

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.