Cardholder experience

How to reconcile your monthly PCard statement
Cardholder review period
Cardholders must complete their review on or before the last day of the grace period, usually the 7\textsuperscript{th} or 8\textsuperscript{th} of each month. Refer to the Statement Cycle Calendar found at up.edu/controller/purchase-cards.

- 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

Select a statement, and click View.

Viewing 1 to 3 of 3 Items

<table>
<thead>
<tr>
<th></th>
<th>Card Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Charges</th>
<th>OOP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>xxxx-xxxx-xxxx-8920</td>
<td>09/25/20xx</td>
<td>10/01/20xx</td>
<td>$5603.73</td>
<td></td>
<td>$5685.73</td>
</tr>
<tr>
<td>2</td>
<td>xxxx-xxxx-xxxx-8921</td>
<td>09/25/20xx</td>
<td>10/01/20xx</td>
<td>$500.00</td>
<td></td>
<td>$630.00</td>
</tr>
<tr>
<td>3</td>
<td>xxxx-xxxx-xxxx-8102</td>
<td>09/25/20xx</td>
<td>10/01/20xx</td>
<td>$1000.00</td>
<td></td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

Viewing 1 to 3 of 3 Items
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

Enter a business description

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.
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 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

- 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.
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.