Instructions on Reclassifying charges on your PCard Statement

In certain circumstances a charge on your pcard statement needs to be allocated from funds other than your default, departmental account numbers. This presentation will walk you through updating those accounting fields directly on your statement.

When does a cardholder need to reclassify their own charges?

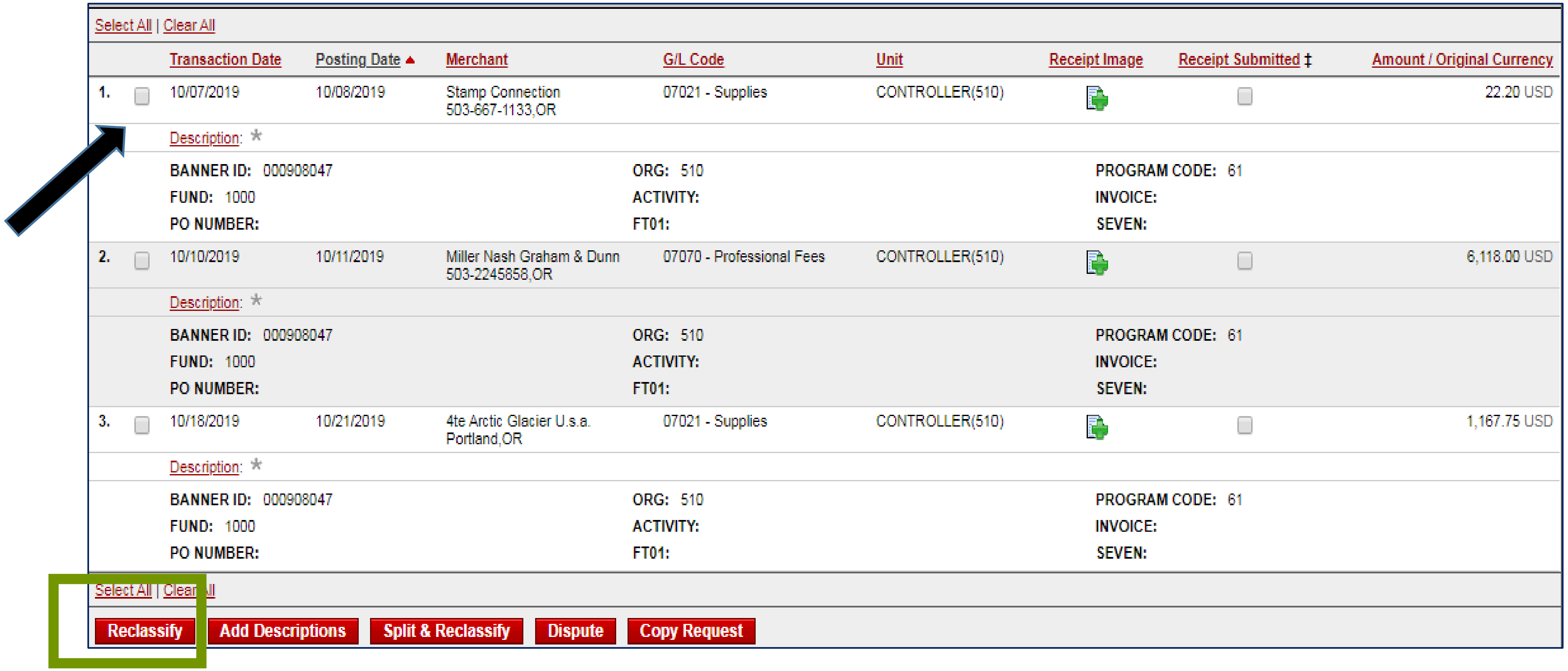
- Each cardholder has default accounting assigned to their pcard. This default account can be reclassified if a transaction needs to be changed to a different budget that the cardholder has assigned to their card. For instance, if you have been awarded an institution grant such as a Butine or Student Development funds or if you are allowed to purchase from different budget ORGs within your department.

- This accounting reassignment needs to happen by the cardholder, during the statement reconciliation period. If the cardholder does not make the appropriate changes then they must request the approver make the changes during the approval window.

- If you need access to budget accounting on your statement, and you do not have access, please contact the PCard administrator at pcard@up.edu before the reconciliation deadline.

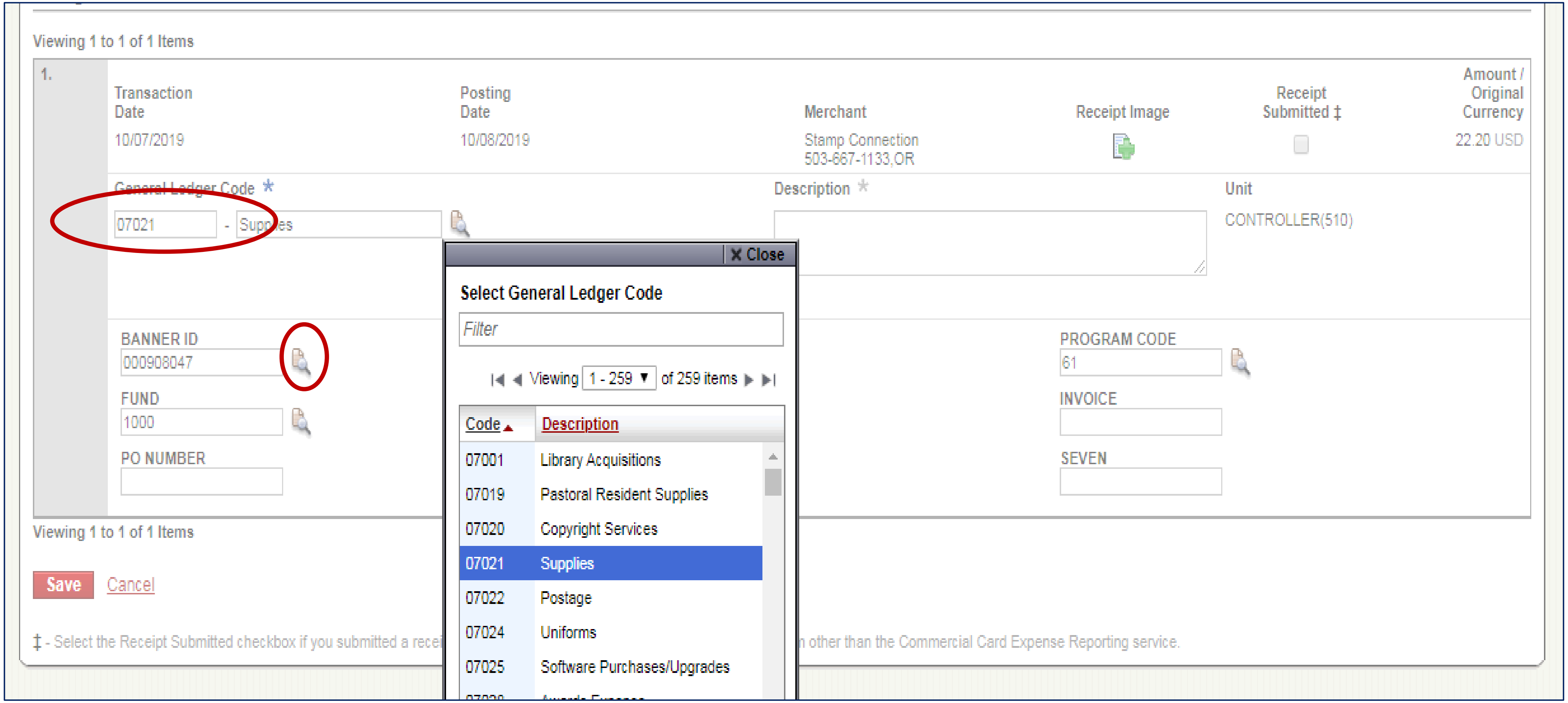
- If you are needing to reclassify a transaction on your statement to a budget different from one you should have access to, you will need to provide the proper approval from the budget administrator of the department you are needing to charge before the pcard administrator can make the change for you.

Reclassifying an individual transaction



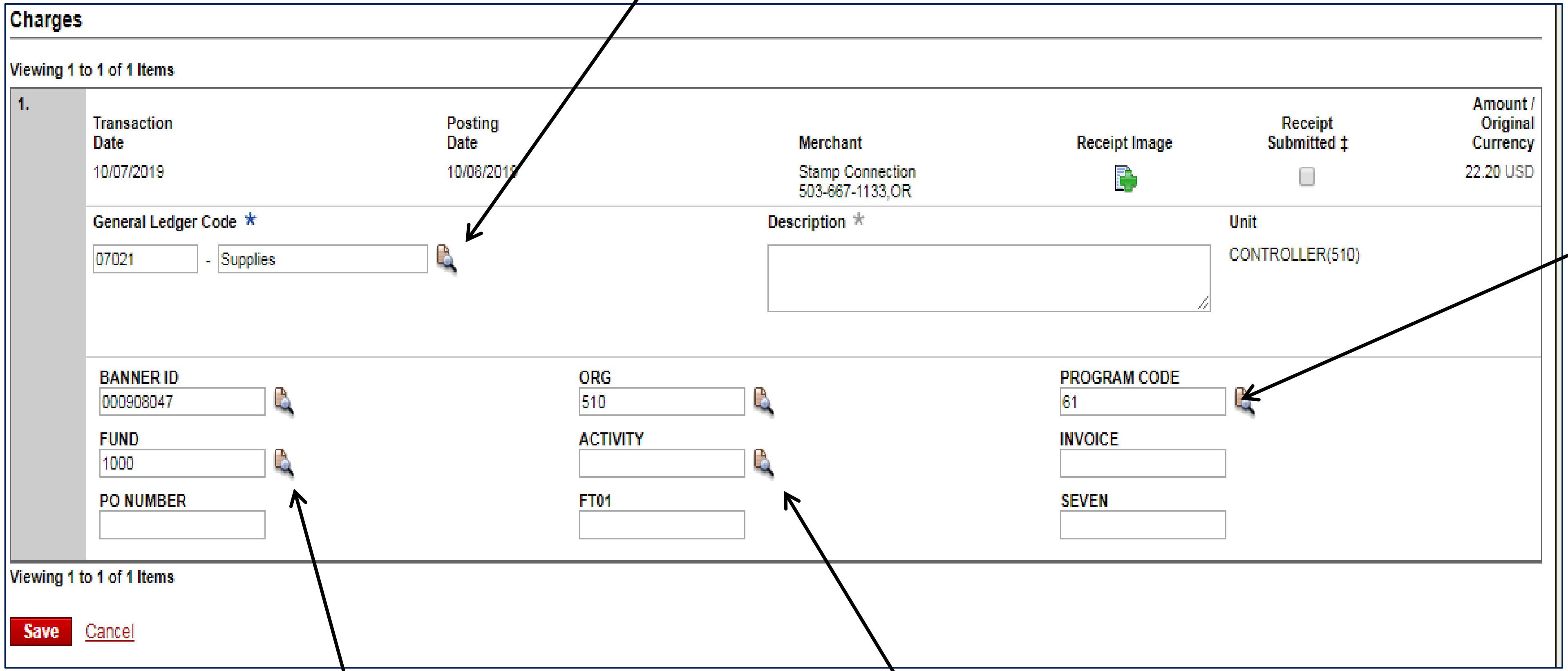
- To reclassify a charge open your statement in Wells Fargo and click on the radio box next to the transaction that you need to change.

- Click on the reclassify button.



- A separate window will open for the individual transaction. In this window you will see boxes in each accounting field with icons next to them that allow you to open drop down boxes. You can either type your accounting numbers directly in the field or select the drop down box to select the code you need.

Click the icon, find the code you need to use, click on the code and the selected GL code will populate in both fields.



Charges

Viewing 1 to 1 of 1 Items

1.

Transaction Date	Posting Date	Merchant	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
10/07/2019	10/08/2019	Stamp Connection 503-667-1133,OR			22.20 USD

General Ledger Code * 07021 - Supplies

Description *

Unit CONTROLLER(510)

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

Viewing 1 to 1 of 1 Items

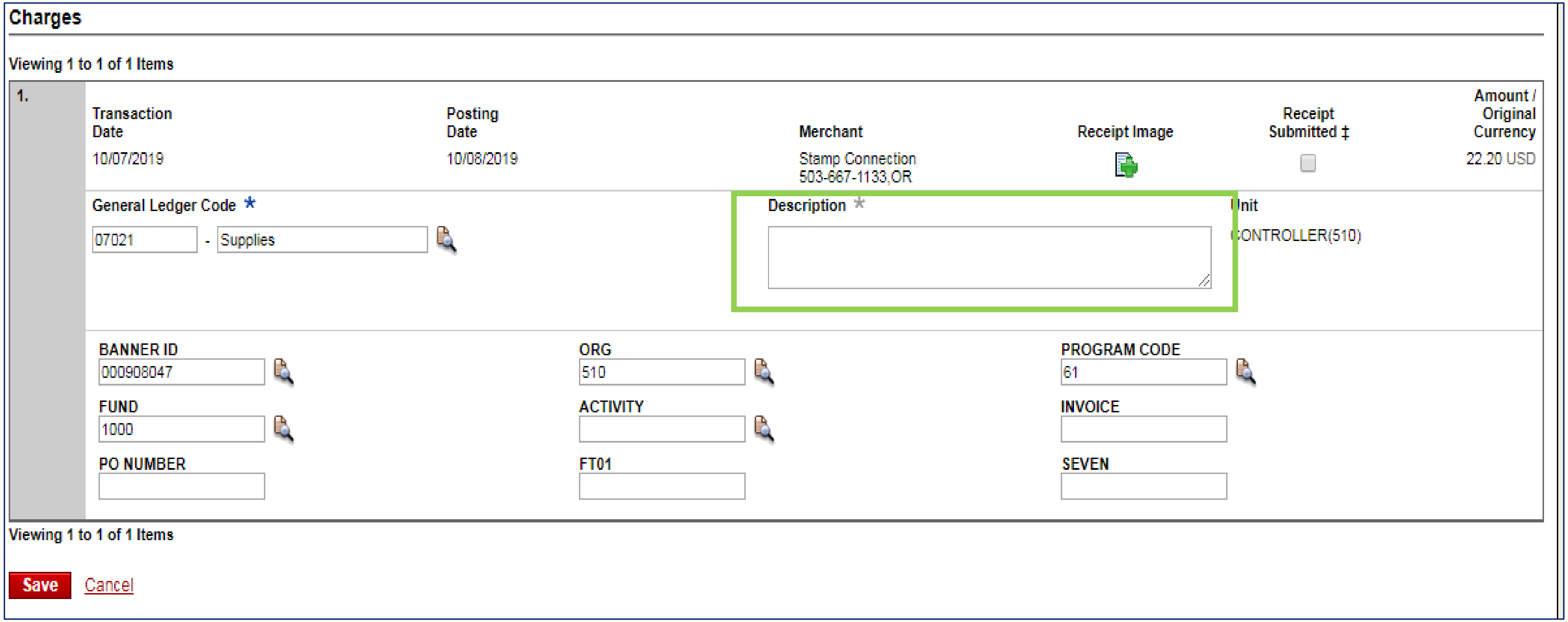
Save Cancel

If you change an ORG, you will need to click on the Program Code icon and select the correct program code. There will only be one selection to choose.

Enter the fund code or click on the icon to select the proper fund code

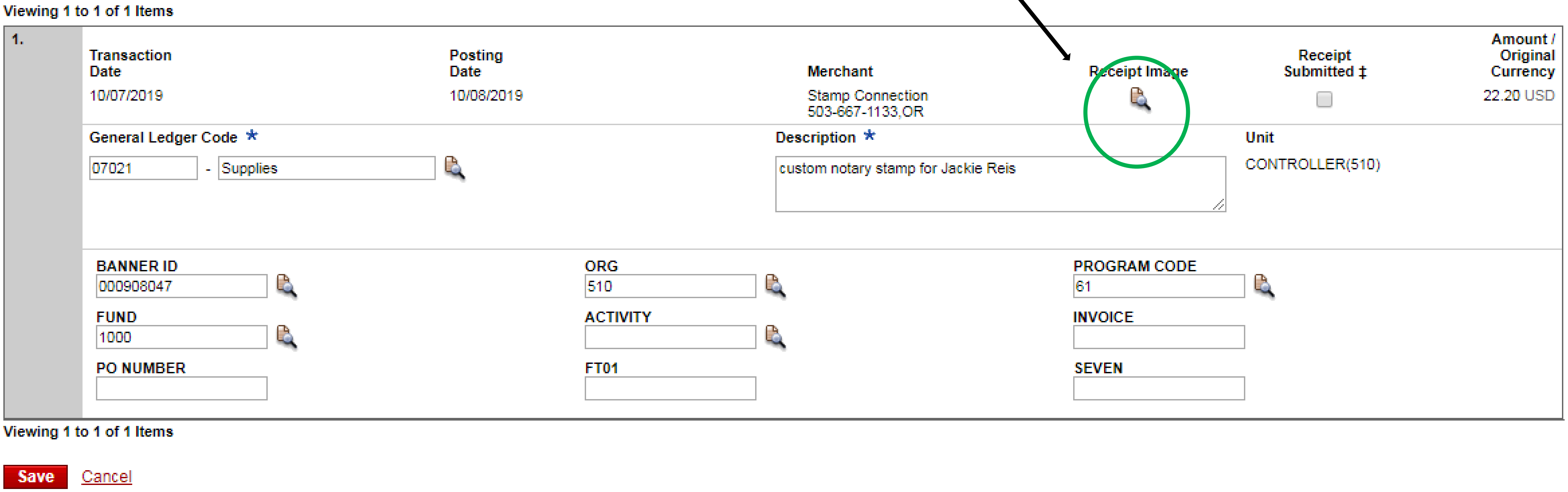
If your expense has an activity code enter it here. Not all expenses will need an activity code.

Add a description



- Each transaction must include a description that states a business purpose for the charge.
- List a why, where and who.
- Do not put accounting numbers in the description field since they will not get noticed, therefore not changed in Wells Fargo before charges are downloaded into Banner.

Your final step is attaching the documentation for the charge by clicking on the receipt imaging icon and uploading a image or pdf.



- Click Save and you reclassification is complete.
- If you have any questions or need assistance contact the PCard Administrator at pcard@up.edu