

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

Select All Clear All									
	Transaction Date	Posting Date ▲	Merchant	G/L Code	Unit	Receipt Image	Receipt Submitted †	Amount / Original Currency	
1.	<input type="checkbox"/>	10/07/2019	10/08/2019	Stamp Connection 503-667-1133,OR	07021 - Supplies	CONTROLLER(510)		<input type="checkbox"/>	22.20 USD
Description: *									
BANNER ID: 000908047		ORG: 510		PROGRAM CODE: 61					
FUND: 1000		ACTIVITY:		INVOICE:					
PO NUMBER:		FT01:		SEVEN:					
2.	<input type="checkbox"/>	10/10/2019	10/11/2019	Miller Nash Graham & Dunn 503-2245858,OR	07070 - Professional Fees	CONTROLLER(510)		<input type="checkbox"/>	6,118.00 USD
Description: *									
BANNER ID: 000908047		ORG: 510		PROGRAM CODE: 61					
FUND: 1000		ACTIVITY:		INVOICE:					
PO NUMBER:		FT01:		SEVEN:					
3.	<input type="checkbox"/>	10/18/2019	10/21/2019	4te Arctic Glacier U.s.a. Portland,OR	07021 - Supplies	CONTROLLER(510)		<input type="checkbox"/>	1,167.75 USD
Description: *									
BANNER ID: 000908047		ORG: 510		PROGRAM CODE: 61					
FUND: 1000		ACTIVITY:		INVOICE:					
PO NUMBER:		FT01:		SEVEN:					
Select All Clear All									
Reclassify Add Descriptions Split & Reclassify Dispute Copy Request									

- 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.

Viewing 1 to 1 of 1 Items

Transaction Date	Posting Date	Merchant	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
10/07/2019	10/08/2019	Stamp Connection 503-667-1133,OR		<input type="checkbox"/>	22.20 USD

General Ledger Code *	Description *	Unit
07021 - Supplies		CONTROLLER(510)

BANNER ID 000908047	PROGRAM CODE 61
FUND 1000	INVOICE
PO NUMBER	SEVEN

Viewing 1 to 1 of 1 Items

Save Cancel

‡ - Select the Receipt Submitted checkbox if you submitted a receipt other than the Commercial Card Expense Reporting service.

Select General Ledger Code Close

Filter

Viewing 1 - 259 of 259 items

Code	Description
07001	Library Acquisitions
07019	Pastoral Resident Supplies
07020	Copyright Services
07021	Supplies
07022	Postage
07024	Uniforms
07025	Software Purchases/Upgrades

- 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 10/07/2019	Posting Date 10/08/2019	Merchant Stamp Connection 503-667-1133,OR	Receipt Image 	Receipt Submitted ‡ <input type="checkbox"/>	Amount / Original Currency 22.20 USD
General Ledger Code *		Description *		Unit		
07021 - Supplies				CONTROLLER(510)		
BANNER ID 000908047	ORG 510	PROGRAM CODE 61				
FUND 1000	ACTIVITY <input type="text"/>	INVOICE <input type="text"/>				
PO NUMBER <input type="text"/>	FT01 <input type="text"/>	SEVEN <input type="text"/>				

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

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		<input type="checkbox"/>	22.20 USD
General Ledger Code * 07021 - Supplies 			Description * <input type="text"/>		Unit CONTROLLER(510)	
BANNER ID 000908047 	ORG 510 	PROGRAM CODE 61 				
FUND 1000 	ACTIVITY <input type="text"/> 	INVOICE <input type="text"/>				
PO NUMBER <input type="text"/>	FT01 <input type="text"/>	SEVEN <input type="text"/>				

Viewing 1 to 1 of 1 Items

Save [Cancel](#)

- 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.

Viewing 1 to 1 of 1 Items

1.	Transaction Date 10/07/2019	Posting Date 10/08/2019	Merchant Stamp Connection 503-667-1133,OR	Receipt Image 	Receipt Submitted ‡ <input type="checkbox"/>	Amount / Original Currency 22.20 USD
General Ledger Code * 07021 - Supplies 		Description * custom notary stamp for Jackie Reis		Unit CONTROLLER(510)		
BANNER ID 000908047 	ORG 510 	PROGRAM CODE 61 				
FUND 1000 	ACTIVITY <input data-bbox="973 821 1228 863" type="text"/> 	INVOICE <input data-bbox="1699 821 1954 863" type="text"/>				
PO NUMBER <input data-bbox="249 899 504 935" type="text"/>	FT01 <input data-bbox="973 899 1228 935" type="text"/>	SEVEN <input data-bbox="1699 899 1954 935" type="text"/>				

Viewing 1 to 1 of 1 Items

Save [Cancel](#)

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