PCard Reconciliation

- Chrome River PCard Interface
- Report Header
- Reconciling a transaction NOT using PCard Itemization
- Reconciling a transaction using PCard Itemization
- Reconciling a Credit / Refund Transaction from BoA

**Tiles for PCard reallocation:**
- Each Tile contains appropriately assigned Account Codes to simplify the allocation process.
- PCard Itemization Only –
  - Use this Tile when multiple Tiles are required for a specific transaction.
- Credits / Refunds –
  - Use this Tile when you have received a credit from the vendor.

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**How to tell if you have PCard Transactions to reconcile**

If you have a green dot next to UNM PCard then you have transactions to reconcile.

**No Transactions to reconcile:**

Creating a new PCard Recon report and adding your PCard transaction(s) is the same regardless which tile(s) you are using.

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New Expense Report:

Report Header:
- Report Name – Enter report name
- Report Type – Select PCard
- Business Purpose – (General Description is applicable at the Report Header and a detailed business purpose is required at each Tile selection)

Using a single Tile, PCard Itemization or the Credits/Refunds Tile selecting the PCard transaction to allocate will be the same.

Select UNM PCard:

Select a transaction(s) from your eWallet and select Add:
If you need to allocate a transaction across multiple indices and/or account codes but do NOT need to use multiple Tiles, you do not need to use itemization. Use PCard Itemization ONLY when you need to allocate a transaction across multiple Tiles.

Reconciling a transaction *not* using PCard Itemization:

Select your PCard Transaction
Select Tile that properly classifies the transaction

Example Books / Periodicals / Subscriptions:

Provide required information

- Business Purpose
- Banner Index(s) and Account Code(s)
  - Each Tile contains appropriately assigned Account Codes to simplify the allocation process.
- Attach receipt(s) and any other required documents
- Save and Submit your report.

Use PCard Itemization ONLY when you need to allocate a transaction across multiple Tiles. If you need to allocate a transaction across multiple indices and/or account codes but do NOT need to use multiple Tiles you will not need to use itemization.
To Reconcile a transaction using PCard Itemization:

Select PCard Itemization – To allocate a transaction across several Tiles.
- **Examples**
  - Charge requiring allocation between Goods/Supplies and Books/Periodicals/Subscriptions.
  - Charge requiring allocation between Equipment/Computers and Software and Services.

Select your PCard Transaction
Select PCard Itemization Tile

PCard Itemization Only screen:

Provide required information
- **Business Purpose**
- **Banner Index**
  - Do NOT use your department Banner Index(s) here, all indexes and account code(s) are added at the line item
  - **ONLY** use **00 UNM PCard Itemization Required at the line item**.
    - Search for this by typing *Itemization*, give the system time to find -
    - **00 UNM PCard Itemization Required at the line item**
      - It can take several seconds
      - Once you’ve used **00 UNM PCard Itemization Required at the line item** it will be available in the Banner Index drop down for you to select next time.
- **Attachments**

You are now ready to Itemize.
Select Itemize*

Note: If you select Save instead of Itemize you will receive an error. The error is a reminder you still need to Itemize the transaction:

Click Itemize to continue.

Itemization Screen
- Includes all PCard Tiles
- Running totals:
  - Total Amount = Transaction Amount
  - Remaining = Amount left to reallocate

For this example, we’ll “pretend” the receipt is from Staples. We will allocate using 4 different tiles AND 4 different Indexes

Tiles:
- Awards / Gifts / Incentives
- Books / Periodicals / Subscriptions
- Goods / Supplies
- Software

Indexes:
- 594002, 112002, 944000, 488001

Select the first Tile - Awards / Gifts / Incentives
Awards / Gifts / Incentives
Enter the amount to be reallocated on this Tile, from our receipt we see it is $30.00

Add
• Business Purpose - Add a detailed description that explains how this purchase benefits The University
• Banner Indexes and Account Codes
  o Each Tile contains appropriately assigned Account Codes to simplify the allocation process.
• Attachments - Receipt is present from Itemization header, no need to add it again

Once you Save you’ll notice the Remaining amount to be allocated is less the $30.00 on this Tile.

Select Itemize again
Books / Periodicals / Subscriptions
Enter the amount to be reallocated on this Tile, from our receipt we see it is $1,050.00, we can list the Coloring Books and Planners together since they are on the same tile.

Add
- Business Purpose - Add a detailed description that explains how this purchase benefits The University
- Banner Indexes and Account Codes
  - Each Tile contains appropriately assigned Account Codes to simplify the allocation process.
- Attachments - Receipt is present from Itemization header, no need to add it again

Until you hit Save the Remaining amount to be allocated will not update.

Save – Remaining amount to Itemize is updated and you can select the next tile.
Goods / Supplies
Enter the amount to be reallocated on this Tile, from our receipt we see it is $300.00.
Add
- Business Purpose - Add a detailed description that explains how this purchase benefits The University
- Banner Indexes and Account Codes
  - Each Tile contains appropriately assigned Account Codes to simplify the allocation process.
- Attachments - Receipt is present from Itemization header, no need to add it again

Until you hit Save the Remaining amount to be allocated will not update.

Save - Total Amount and Remaining Amount will automatically update
Software
Enter the amount to be reallocated on this Tile, from our receipt we see it is $300.00.
Add
- Business Purpose - Add a detailed description that explains how this purchase benefits The University
- Banner Indexes and Account Codes
  - Each Tile contains appropriately assigned Account Codes to simplify the allocation process.
- Attachments - Receipt is present from Itemization header, no need to add it again

Until you hit Save the Remaining amount to be allocated will not update.

Save

Rules fire based on Account Code Mapping:

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Once fully Itemized the Remaining is 0.00

On your summary screen (left side) the breakdown is displayed:

Reconciling a Credit/Refund from BoA:

Create a new Report:

Select the Transaction from your eWallet:

Select the Credit/Refund Tile:

Enter
- Business Purpose - Add a detailed description that explains how this purchase benefits The University
  - Banner Indexes and Account Codes
    - All allowable PCard Account Codes are available in the Credits/Refunds tile
  - Add Receipts and other documentation
  - Save and Submit

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NOTES:

- PCard Itemization is used when reconciling across multiple Tiles
  - Example, your receipt includes:
    - Goods
    - Books
    - Gifts
  - Itemization allows you to select those 3 Tiles.
- To allocate a transaction across multiple indices and/or account codes but do NOT need to use multiple Tiles you do not need to use itemization.
- Warning messages still fire based on account code(s) used
- When using Itemization, all attachments should be on the Itemization Tile. There is not need to attach the receipt on each tile when using Itemization
- Credits and Refunds must be allocated on the Credit / Refund tile ONLY
- A listing of Account Codes and the Tile(s) are on is available on UNM’s Chrome River website.
Exceptions and Violations

An item added manually, rather than pulling from UNM PCard eWallet, will cause Violation #241 to fire.

Violation #241 to fire:

If you have to enter the dollar amount on the PCard Itemization Only screen, you did not pull the PCard transaction from your eWallet.

Violation 261 will fire if you enter a negative (-$) dollar amount when allocating a PCard charge.

Violation 262 will fire if you select add a Non-Credit/Return PCard transaction to the Credit/Return Tile.