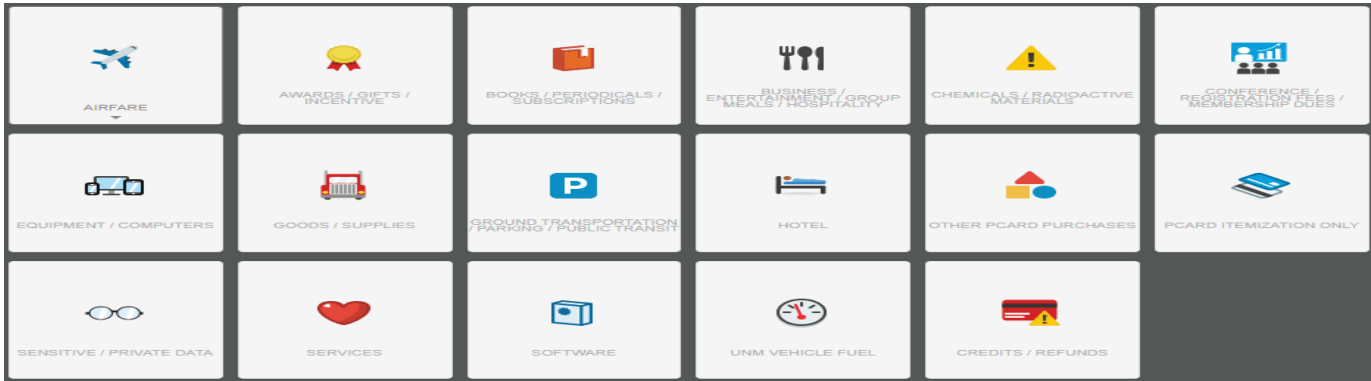


PCard Reconciliation

- 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.



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:

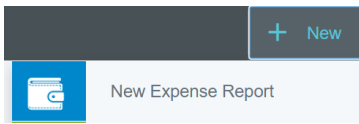


Transactions to reconcile:



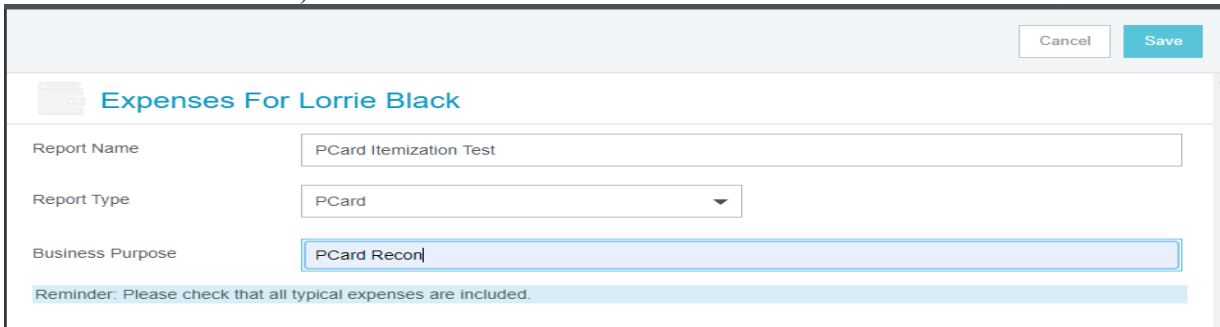
Creating a new PCard Recon report and adding your PCard transaction(s) is the same regardless which tile(s) you are using.

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)



Expenses For Lorrie Black

Report Name: PCard Itemization Test

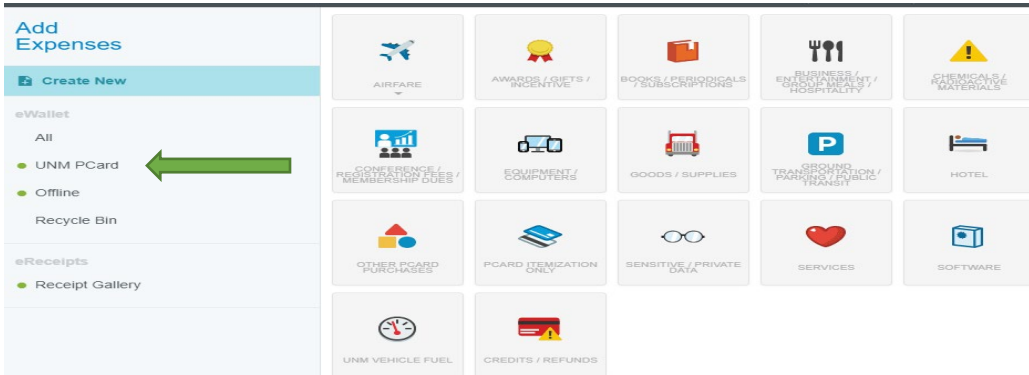
Report Type: PCard

Business Purpose: PCard Recon|

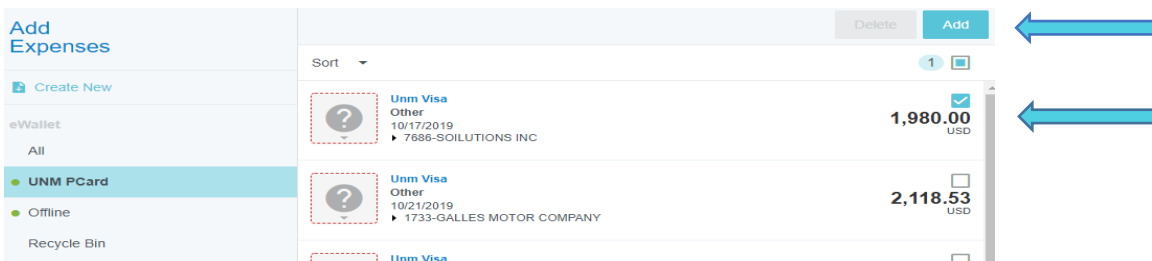
Reminder: Please check that all typical expenses are included.

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


 **Select Valid Expense Type**


 AIRFARE	 AWARDS / GIFTS / INCENTIVE	 BOOKS / PERIODICALS / SUBSCRIPTIONS	 BUSINESS / GROUP MEALS / HOSPITALITY	 CHEMICALS / RADIOACTIVE MATERIALS	 CONFERENCE / REGISTRATION FEES / MEMBERSHIP DUES
 EQUIPMENT / COMPUTERS	 GOODS / SUPPLIES	 GROUND TRANSPORTATION / PARKING / PUBLIC TRANS	 HOTEL	 OTHER PCARD PURCHASES	 PCARD ITEMIZATION ONLY
 SENSITIVE / PRIVATE DATA	 SERVICES	 SOFTWARE	 UNM VEHICLE FUEL	 CREDITS / REFUNDS	




There's a missing piece to the puzzle. Please select an Expense Type.

Example Books / Periodicals / Subscriptions:

 **Books / Periodicals / Subscriptions**

Post Date Optional 

Receipt Date 


Spent

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.



Vendor Optional

Feed Transaction ID Optional


Chrome River Load Date Optional 



I certify that all goods have been received and/or services completed.

Banner Index

 Add Banner Index  Presets

Downloaded Details



Attachments (0)  

Drag image here to upload

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.

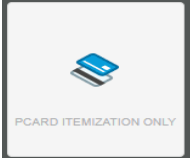
To Reconcile a transaction using PCard Itemization:

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:

 **PCard Itemization Only**

Post Date
Optional 10/18/2019 

Receipt Date 10/17/2019 


Spent 1,980.00 USD

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.

Vendor
Optional SOILUTIONS INC

Feed Transaction ID
Optional 24755429290272900707334

Chrome River Load Date
Optional 10/19/2019 



I certify that all goods have been received and/or services completed.

Banner Index

00 UNM PCard Itemization Index Required at the line item

Downloaded Details

Unm Visa >

Attachments (0)  

Drag image here to upload [Add Attachments](#)

Provide required information

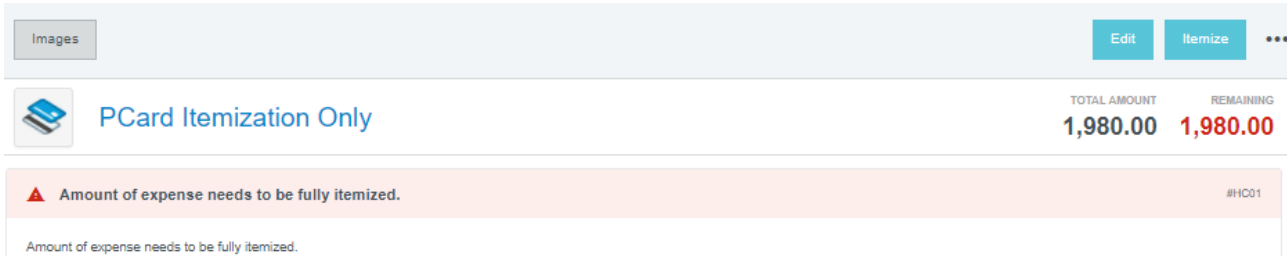
- Business Purpose
- Banner Index
 - Do **NOT** use your department Banner Index(s) here, all indexes and account code(s) are added at the line item
 - **ONLY** use **00 UNM PCard Itemization Required at the line item**.
 - Search for this by typing *Itemization*, give the system time to find -
 - **00 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.
- Attach receipt(s) and any other required documents

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

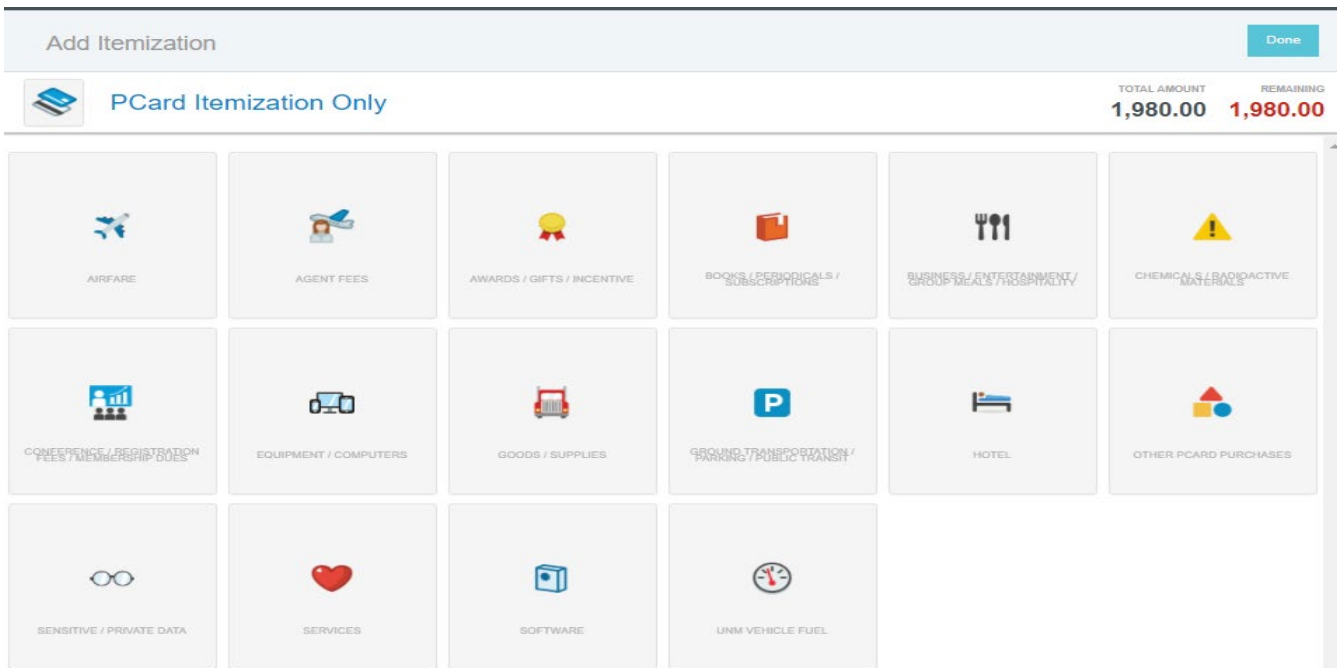
For this example, we'll "pretend" the receipt is from Staples. We will allocate using 4 different tiles AND 4 different Indexes

- 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
 - 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.

Images

Edit Itemize ...

TOTAL AMOUNT **1,980.00**

REMAINING **1,950.00**

Awards / Gifts / Incentive

Post Date

10/18/2019

Receipt Date

10/17/2019

Spent

30.00 USD

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.

Blank Certificate of Recognition awards to be given out at the end of the "You are Special!" project funded by a local company.Add Business Purpose to assure you describe how this expense benefits the University's mission or restricted award.

Vendor

SOILUTIONS INC

Feed Transaction ID

24755429290272900707334

Chrome River Load Date

10/19/2019

I certify that all goods have been received and/or services completed.

Banner Index

594002 113207-Finance Systems Manag...	594B Finance Sys Mngt Support 2U0224 MU I & G P131 4660 - Participant Support Gen	7.50
112002 Cont Grant Acct Main	112A Contract Grant Accounting Main 2U0224 MU I & G P132 4660 - Participant Support Gen	7.50
944000 113425-Purchasing Operations	944B Purchasing 2U0224 MU I & G P131 4660 - Participant Support Gen	7.50
480001 113205-COMPTROLLER-AD-Co...	480A Controller Administration 2U0224 MU I & G P131 4660 - Participant Support Gen	7.50

Attachments (1)

Drag image here to upload Add Attachments

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.

Cancel Save

Books / Periodicals / Subscriptions

TOTAL AMOUNT	1,980.00	REMAINING	1,950.00
--------------	-----------------	-----------	-----------------

Post Date
Optional

10/18/2019

📅

Receipt Date

10/17/2019

📅

Spent

1,050.00

📊

USD

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.

Please describe how this expense benefits the University's mission or restricted award.

Vendor
Optional

SOILUTIONS INC

Feed Transaction ID
Optional

24755429290272900707334

Chrome River Load Date
Optional

10/19/2019

📅

I certify that all goods have been received and/or services completed.

Banner Index

Split Equally
Clear Splits

×	594002 113207-Finance Systems Management 594B Finance Sys Mngt Support 2U0224 MU I & G P131	25 %	262.50	⏏
	3110 - Books Periodicals Gen			
×	112002 Cont Grant Acct Main 112A Contract Grant Accounting Main 2U0224 MU I & G P132	25 %	262.50	⏏
	3110 - Books Periodicals Gen			
×	944000 113425-Purchasing Operations 944B Purchasing 2U0224 MU I & G P131	25 %	262.50	⏏
	3110 - Books Periodicals Gen			
×	480001 113205-COMPTROLLER-AD-Comptroller 480A Controller Administration 2U0224 MU I & G P131	25 %	262.50	⏏
	3110 - Books Periodicals Gen			
		100 %	1,050.00	

Comments (0)

Add Comment

Post

Attachments (1)

Drag image here to upload

Add Attachments

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.



Goods / Supplies

Post Date Optional 10/18/2019

Receipt Date 10/17/2019

Spent 300.00 USD

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.

Please describe how this expense benefits the University's mission or restricted award.

Vendor Optional SOILUTIONS INC

Feed Transaction ID Optional 24755429290272900707334

Chrome River Load Date Optional 10/19/2019

I certify that all goods have been received and/or services completed.

Banner Index

Split Equally

Clear Splits

<input type="checkbox"/>	594002 113207-Finance Systems Management 594B Finance Sys Mngt Support 2U0224 MU I & G P131	25%	75.00	◀
	3100 - Office Supplies General			
<input type="checkbox"/>	112002 Cont Grant Acct Main 112A Contract Grant Accounting Main 2U0224 MU I & G P132	25%	75.00	◀
	3100 - Office Supplies General			
<input type="checkbox"/>	944000 113425-Purchasing Operations 944B Purchasing 2U0224 MU I & G P131	25%	75.00	◀
	3100 - Office Supplies General			
<input type="checkbox"/>	480001 113205-COMPROLLER-AD-Comptroller 480A Controller Administration 2U0224 MU I & G P131	25%	75.00	◀
	3100 - Office Supplies General			
		100%	300.00	

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.



TOTAL AMOUNT 1,980.00 REMAINING 600.00



Software

Post Date 10/18/2019

Receipt Date 10/17/2019

Spent 600.00 USD

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.

Please describe how this expense benefits the University's mission or restricted award.

Vendor SOILUTIONS INC

Feed Transaction ID 24755429290272900707334

Chrome River Load Date 10/19/2019

I certify that all goods have been received and/or services completed.

Banner Index

Split Equally

Clear Splits

x	594002 113207-Finance Systems Management 594B Finance Sys Mngt Support 2U0224 MU I & G P131	25 %	150.00
	3140 - Computer Software Gen		
x	112002 Cont Grant Acct Main 112A Contract Grant Accounting Main 2U0224 MU I & G P132	25 %	150.00
	3140 - Computer Software Gen		
x	944000 113425-Purchasing Operations 944B Purchasing 2U0224 MU I & G P131	25 %	150.00
	3140 - Computer Software Gen		
x	480001 113205-COMPTROLLER-AD-Comptroller 480A Controller Administration 2U0224 MU I & G P131	25 %	150.00
	3140 - Computer Software Gen		
		100 %	600.00

Save

Rules fire based on Account Code Mapping:



Software

Special Exception may be required


#228

Rule 228 - Special exception approval is not required if all of the following are true. -Vendor is a US Entity -Software is not available from UNM IT -Software costs less than \$2,500 -An agreement/contract is not required -Data will not be stored on a Cloud or Vendors Server -Vendor accepts payments directly and not through Paypal, Square Inc., Google Wallet or other third party payment processor.

Add response

Post

Once fully Itemized the Remaining is 0.00

Edit	Itemize	...
TOTAL AMOUNT	REMAINING	
1,980.00	0.00	

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

DATE	EXPENSE	SPENT	PAY ME
Thu 10/17/2019	PCard Itemization Only	1,980.00 USD	0.00
Thu 10/17/2019	Awards / Gifts / Incentive	30.00 USD	0.00
Thu 10/17/2019	Books / Periodicals / Subscriptions	1,050.00 USD	0.00
Thu 10/17/2019	Goods / Supplies	300.00 USD	0.00
Thu 10/17/2019	Software	600.00 USD	0.00

Reconciling a Credit/Refund from BoA:

Create a new Report:

Expenses For Lorrie Black

Report Name: PCard Credit/Refund

Report Type: PCard

Business Purpose: PCard Recon

Reminder: Please check that all typical expenses are included.

Select the Transaction from your eWallet:

Add Expenses

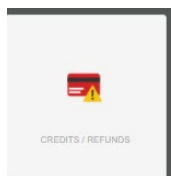
Create New

eWallet: All

Sort

Unm Visa Other 10/14/2020 1733-PARTS PLUS -21.24 USD

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

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.

 **PCard Itemization Only**

Post Date
Optional

Receipt Date


Spent USD

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.

Testing PCard Itemization TEST ONLY


Violation #241 to fire:

 **Other PCard Purchases**

⚠ Reimbursable expenses cannot be added to a PCard or PCard-Travel reconciliation report. #241

Rule 241 - Reimbursable expenses cannot be added to a PCard or PCard-Travel reconciliation report. PCard transactions must be selected from the eWallet/UNM PCard Menu. Please delete this line item.

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

 **PCard Itemization Only**

Post Date
Optional

Receipt Date

Spent USD

Please describe how this purchase benefits the University.

Please describe how this expense benefits the University's mission or restricted award.

Testing PCard Itemization TEST ONLY

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

⚠ Invalid Amount #261

Itemized expense cannot be a negative amount

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

⚠ Invalid Amount #262

Please use a negative amount credit card transaction for the Returns / Credit.