

PCard Reconciliation

Important Note

ALL PAPERLESS PROCESS!!!

Important Note

- Pcard Reconciliations will now be processed in Concur
- B of A Works will only be used for processing disputes
- Pcard activity is loaded daily into Concur
- Reconcile throughout the month and your budget will be updated when you submit your reconciliation

- 1) Click "**Create New Report**".
- 2) Set the Report/Trip Name to "**PCard Reconciliation (mm/28 - mm/27)**"
- 3) Set the Report/Trip Start Date to the **First day (28th) of the billing cycle**.
- 4) Set the Report/Trip End Date to the **Last day (27th) of the billing cycle**.
- 5) Set the Report/Trip Purpose to "**PCard Recon**".
- 6) Business Purpose needs to say "**PCard Reconciliation**".
- 7) Set your **Chartfield String** and click "**Next**".
- 8) Click "**No**" for Travel Allowances (Per Diem).
- 9) You can filter this view to only show "PCard Transaction" or "Expenselt Pro" scans
 - a. Select "**All Cards**" to view your PCard transactions only.
- 10) Select the PCard transactions you need to reconcile.
- 11) Click "**Move**" and select "**To Current Report**".

Each transaction that was selected will show as an expense line item.

- 12) Go through each expense line and attach all required documents.
 - a. receipts, itemizations, etc.)
- 13) Double check the "**Expense Type**" and change it if necessary.
- 14) If the "**Sales Tax**" does not update automatically, you will need to manually enter it.
 - Make sure the "**Sales Tax**" is correct before clicking the "**Itemize**" button.
 - **DO NOT** enter anything in the "**Sales Tax Accrual**" or "**Sales Tax Accrual Comment**" fields.
- 15) Once all required documents and information has been provided for each expense line, click "**Submit Report**" to complete the Reconciliation.

All Done!