**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!