

Contents

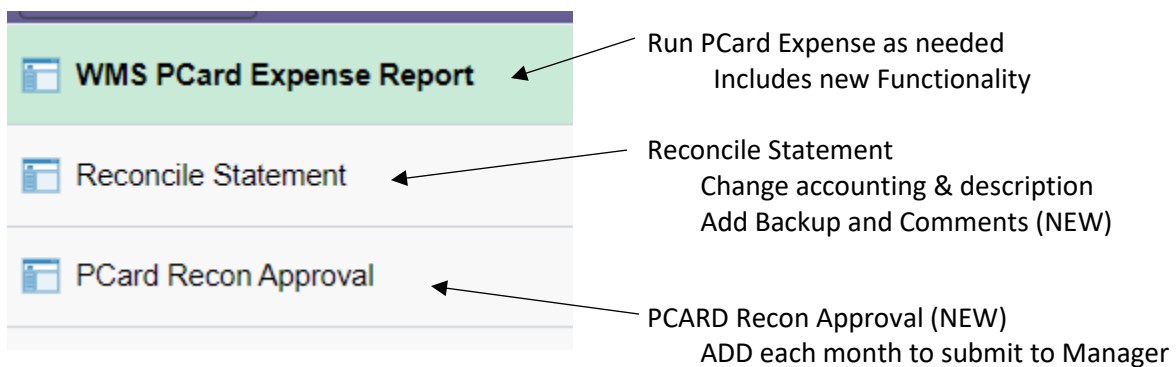
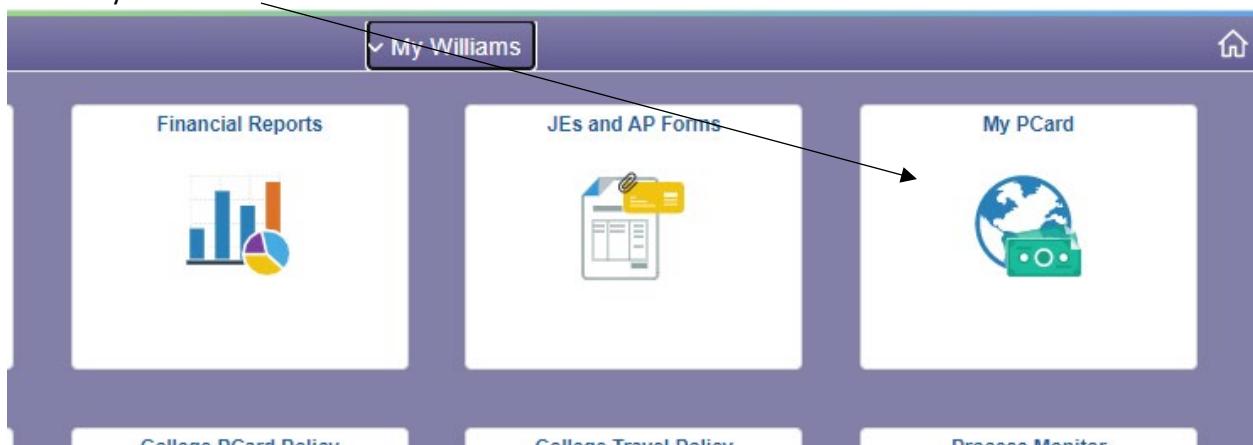
- Highlights of new PCARD Recon process 2
- Attaching Backup to individual PCARD transactions 3
- Running a PCARD Expense Report 5
- Cardholder Submits PCARD Recon for approval: PCard Recon Approval 6
- Approving PCard Recon 8
- Thoughts on new process: 9

Highlights of new PCARD Recon process

The new PCARD Recon process allows for attachments/backup to be uploaded from pdf or jpg files for each transaction. When submitted, the process will merge the Expense Report and all attached document together into one PDF.

To Access:

Select My PCard



Attaching Backup to individual PCARD transactions : RECONCILE STATEMENT

- Navigate to the appropriate month that you need to reconcile. If it is a prior month that has been closed, use a Statement Status of “Closed”. If it is the current month, you can leave blank.

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Billing Date

Transaction Date

Statement Status

- Cardholder or Proxy can reconcile data in system.
 - Change distribution or description (current process).
 - The description is still required and should give specific information regarding the business purpose. The description will be reflected on your financial transaction reports. This is especially important if you have a missing receipt.
 - Adding backup and comments to individual transactions (new process)- Select comment bubble
 - Save before leaving this panel

Reconcile Statement

Procurement Card Transactions

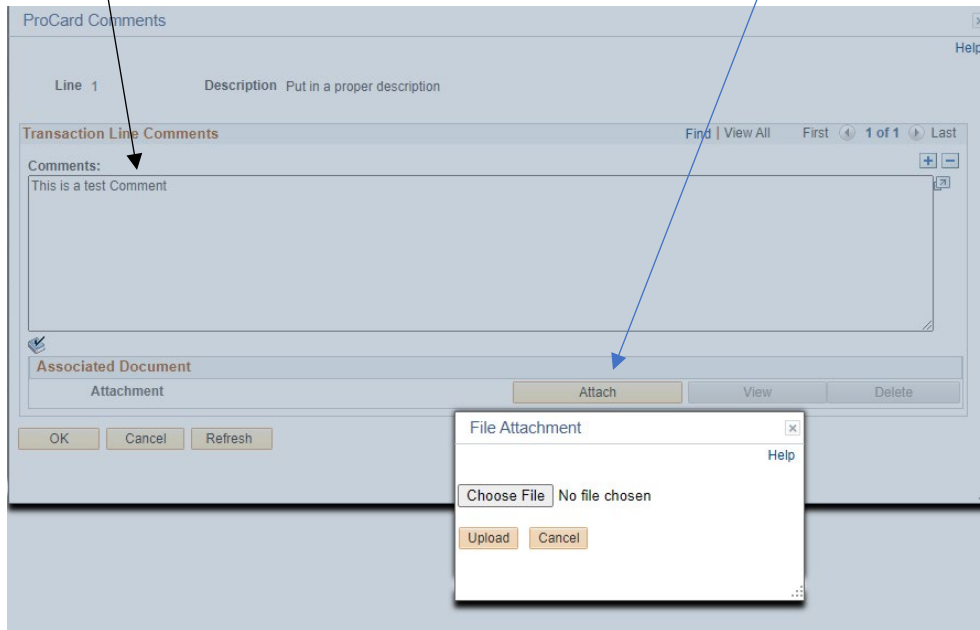
Empl ID 1000521 Name Rovine, Charlotte
 Card Number *****2233 Card Provider BOA

Bank Statement Personalize Find View All | 1-9 of 10 | Last

Transaction	Trans Date	Merchant	*Status	Description	Billing Amount
1 <input checked="" type="checkbox"/>	01/29/2021	AAUP	Approved	Put in a proper description	95.00
2 <input type="checkbox"/>	01/29/2021	NERCOMP INC	Approved	Changed to a meal account 542250	75.00
3 <input type="checkbox"/>	01/29/2021	FEDEX 772732880182	Approved	Mailing to IRS	13.95
4 <input type="checkbox"/>	01/29/2021	FEDEX 772732880182	Approved	PERSONAL CHARGE	...

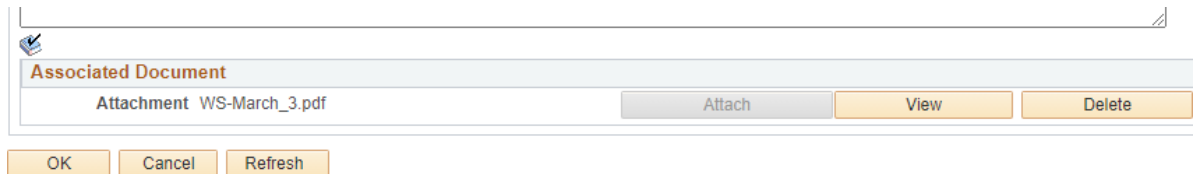
Type in a comment

Select Attach file to attach to specific transaction



Comments can be used for additional information and will be displayed on your Expense Report. You can use this to identify Missing Receipts (No longer need to use the missing receipt affidavit).

Once the file has been selected, UPLOAD. Once uploaded, you can view or delete if necessary.



Filenames **(IMPORTANT)**

- Should have no special characters or accents in the filename.
- Should have no spaces or embedded periods in the filename.

Attach PDF's or JPGs

- Emailed receipts can be saved directly to pdf.
- Store receipts can be pictures (jpg's)
- Comments will print on report (MISSING RECEIPTS)
- One document per transaction

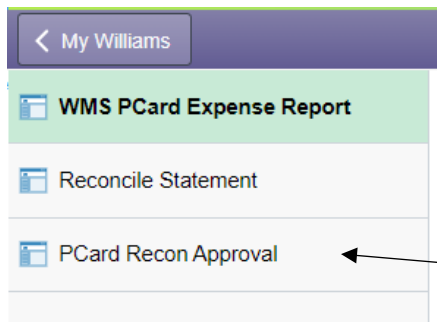
Running a PCARD Expense Report : WMS PCard Expense Report

- There is new functionality that will print a message of "NO BACKUP ATTACHED" if no backup has been attached to a transaction.
 - Exceptions
 - Any transaction that is \$50 or less.
 - INTERNATIONAL TRANSACTION FEE
 - Credit transactions
- The PCARD Expense Report can be run multiple times.
 - The Description and any comments will be reflected on the Expense Report

Trans Date	Fund	Dept/Project	Account	Description and Comments	Trans Amt	Distrib Amt
Report ID: WMS_R160 FS92PAT on RIOJA						
Purchasing Card Expense Report						
Posted Transactions From: 1/28/2021 To: 2/27/2021 Billing Date: 2/27/2021						
Run Date: 05/25/2021 Run Time: 04:39:18						
Employee: Bovine,Charlotte (1000521)						
Credit Card: *****2233 Expires: 11/30/2022						
Affiliation: Employee						
WB MASON NO BACKUP ATTACHED						
1/28/2021	110	5002000	569991 PCARD Miscellaneous	General Supplies-JPEG as backup	446.46	446.46
AAUP						
1/29/2021	110	5002000	569991 PCARD Miscellaneous	Put in a proper description This is a test Comment	95.00	95.00
FEDEX 772732880182 NO BACKUP ATTACHED						
1/29/2021	110	5002000	569991 PCARD Miscellaneous	Mailing to IRS MISSING RECEIPT	13.95	13.95
FEDEX 791119568715 NO BACKUP ATTACHED						
1/29/2021	110	5002000	569991 PCARD Miscellaneous	PERSONAL CHARGE	9.49	9.49

Cardholder Submits PCard Recon for approval: PCard Recon Approval

- Once the Expense report has been reviewed by the Cardholder, the CARDHOLDER will use a new panel to preview & create (“Create a Recon for a New Month”) the specific month’s PCard recon.
 - You will be creating your PCard Recon but in PeopleSoft
- Each Office can determine the best business process to suit their needs, as long as you follow these guidelines:
 - Only the CARDHOLDER can submit their own Recon (although it can be prepared by the proxy)
 - Only the direct supervisor can approve a recon



Select PCard Recon Approval

PCard Recon Approval Process

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID begins with

Credit Card Number Mask begins with

Billing Date =

Name begins with

Approval Status =

Case Sensitive

Create a Recon for a New Month

You can use the “FIND an Existing Value” once a RECON has been ADDED. You will be able to view Recons that were submitted using this functionality.

Empl ID 1000521 [REDACTED]

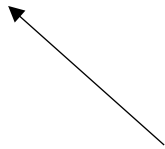
Last 4 digits of CC 2233

Billing Date 11/27/2020

Use the billing date you are submitting your recon for

Generate/Regenerate a Preview of the Recon Packet

Submit for Approval



- There is the ability to PREVIEW the document prior to submission.
 - You can “Preview” multiple times.
 - Merges the Expense Report & backup together into a pdf file.
- Submit for approval: The Submission process will CREATE the final PDF document merging:
 - Expense report
 - ALL backup attached to individual transactions.
- Submissions will go to DIRECT SUPERVISOR for approval in their worklist
- You can add a note when you submit to explain any issues.

Approving PCard Recon

All recons submitted will go to immediate supervisor for approval.

An email is sent to supervisor

A PCard Expense report has been submitted that requires your attention for:

Emplid: 1000521 Name: Bovine,Charlotte

Credit card ending in : 2233

Billing Date: 2021-02-27

The supervisor can see the document from their worklist:

Bovine,Charlotte	02/19/2021	Approval Routing	Approval Workflow	<input type="text"/>	WMS RCN APPROVAL 29 WMS PCARD RCN APPROVAL 1901-01-01 N 0 EMPLID:1000521 CRDMEM ACCT MSK 2233 BILLING DATE 2021-02-27 RDC:RA 0.A
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- Supervisors can approve or deny a PCARD Recon with notes
 - If Recon is denied an email will be sent to the Cardholder who submitted the Recon.
 - If approved, the PCARD recon is then directed to the Controller's Office for final approval. Once approved, the Cardholder will receive an email.

Thoughts on new process:

- Admin Assistants can be proxy to prepare Recons.
 - Each Department will need to work with the Controller's Office to identify proxy access and discuss approval process.
 - Contact Karen Jolin (kjolin@williams.edu) or Lisa Gazaille (lgazaille@williams.edu)
- Throughout the month (or at monthend), save or attach backup to transactions.
 - Suggest an organized directory structure for easy access
 - If saving receipts to attach at a later time, save filename with name & amount
 - Make sure all backup attached, the accounting is valid and descriptions are meaningful
 - Add any comments if desired.

Please note that Purchasing Card Recons are due approximately 15 days after the month has ended. If you are late, the limit on your cards might be reduced until you submit the necessary reconciliations.