Reconciling PCard Transactions in My Wallet

Role: PCard Holder

PCard holders are responsible for reconciling PCard transactions in My Wallet during the accounting period the transaction occurs. This job aid provides information on how to reconcile. PCard holders are required to adhere to purchasing policies in the University Policy Library.

Getting Started

Have the following items ready when reconciling your PCard transactions:

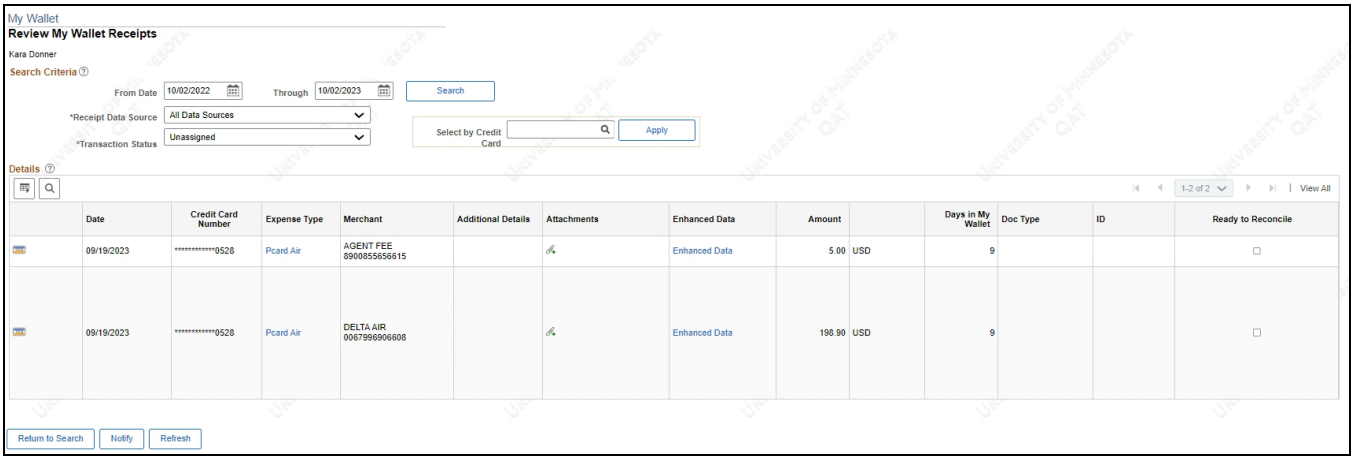
- ☐ PDF, Word, or Excel file of itemized receipt.
- ☐ ChartField string for transaction.
- ☐ Justification for transaction.

Reconcile My Wallet

Log in to MyU (myu.umn.edu). Navigate to: **Purchasing > My Wallet**

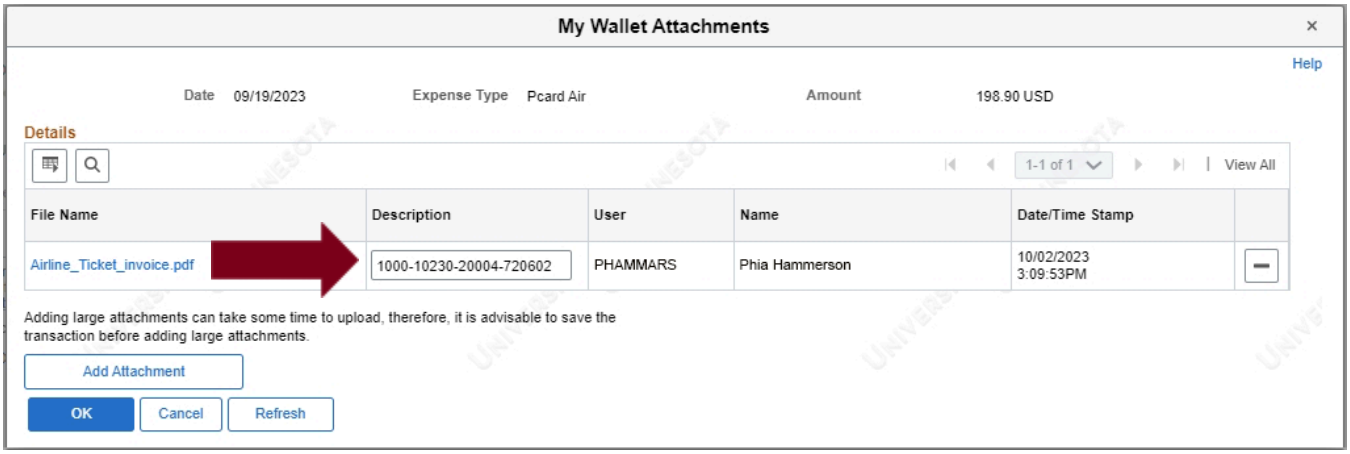
PCard transactions loaded from the credit card company will display on the **Review My Wallet Receipts** page.

1. Locate the transaction that needs to be reconciled.

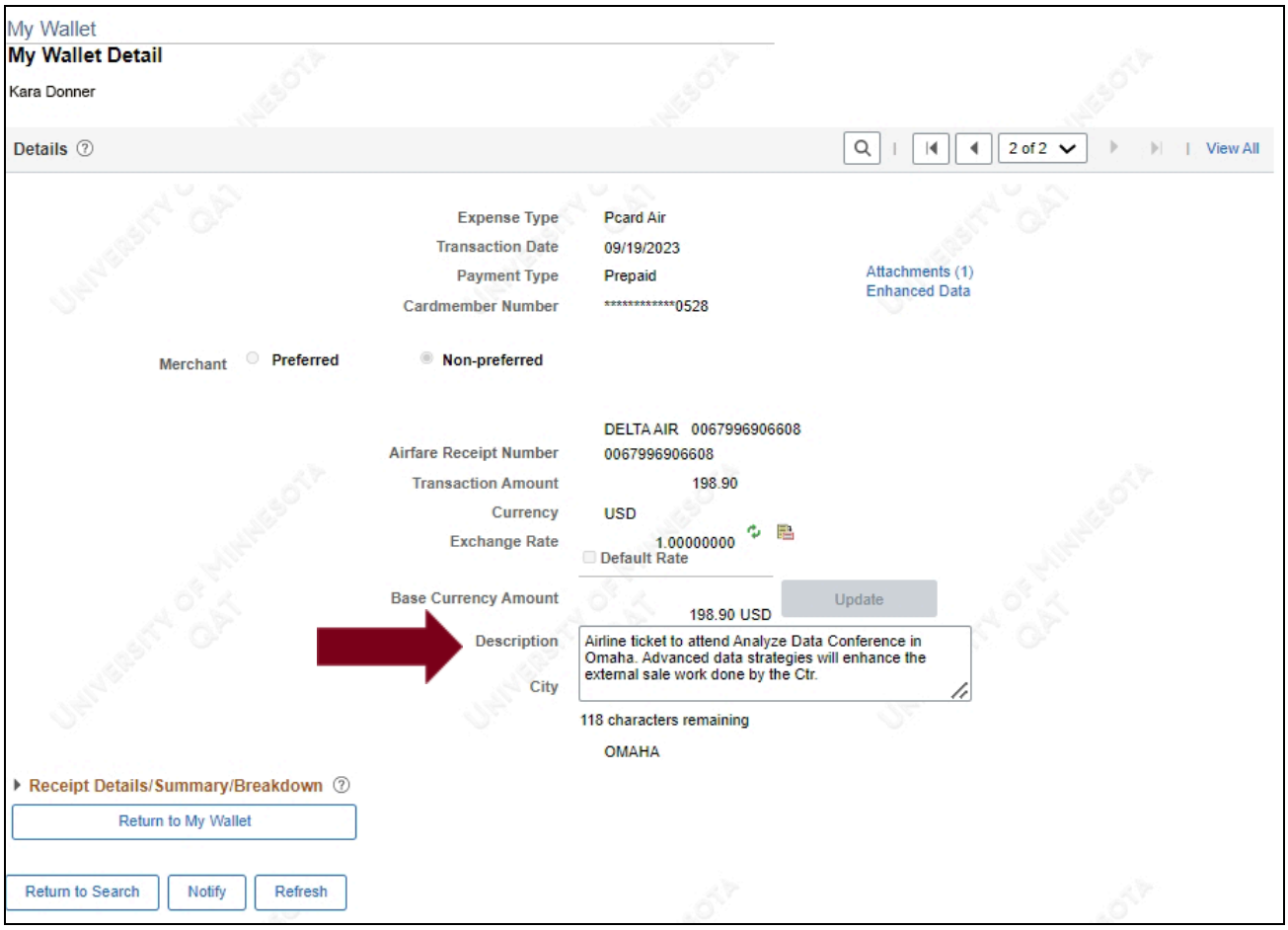


2. Verify the transaction amount matches the receipt amount. If it does not, contact the merchant to resolve the discrepancy.
3. Click the <Pcard> link for the expense line.
4. On the **My Wallet Detail** page, click the <Attachments> link.
5. Click <Add Attachment>.
6. Click <Choose File>.

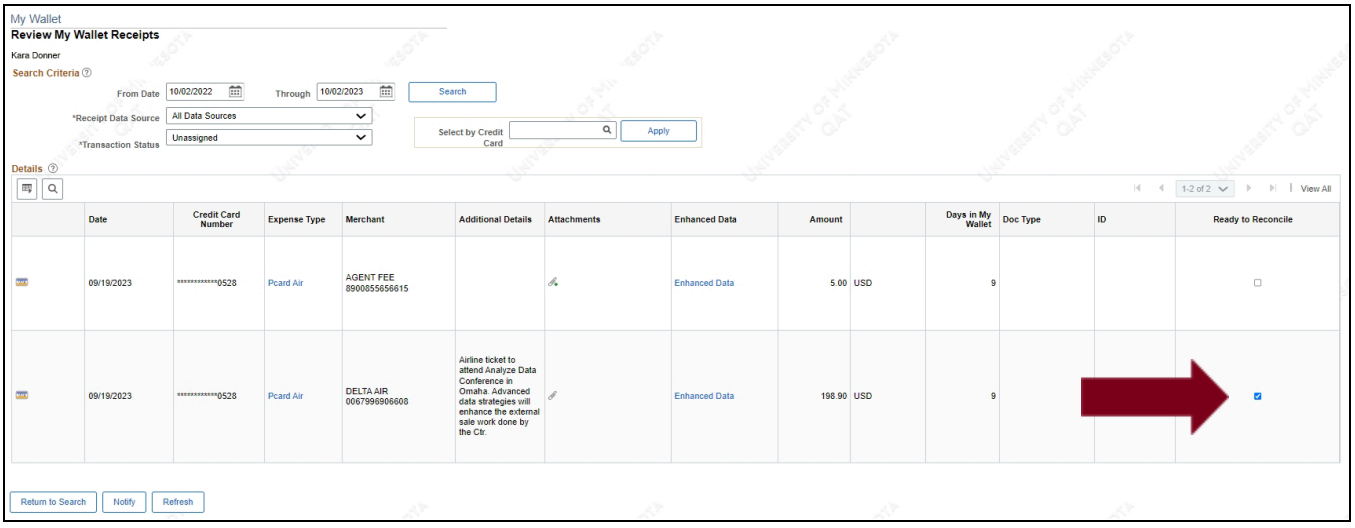
7. Double-click the file containing the itemized receipt. Acceptable file types include PDF, Word, and Excel.
8. Click <Upload>.
9. Enter the ChartField string in the *Description* field of **My Wallet Attachments** pop-up window.



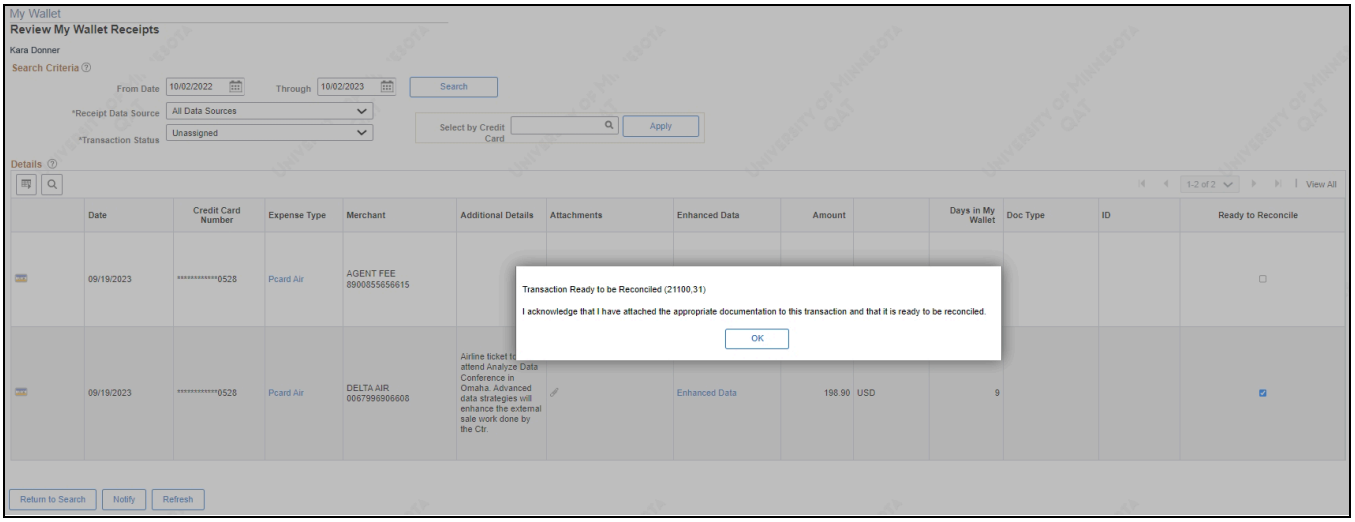
10. Click <OK>.
11. Enter the justification for the transaction in the *Description* field on **My Wallet Detail** page.



12. Click <Return to My Wallet>.
13. The <Enhanced Data> link on the **Review My Wallet Receipts** page provides additional details about a transaction reported by the merchant to U.S. Bank. Review the details as part of the reconciliation process, if desired.
14. Select the checkbox in the *Ready to Reconcile* column.



15. Click <OK> to acknowledge the support documentation has been attached to the transaction and it is ready to be reconciled.



16. Repeat steps 1-15 for additional transactions in My Wallet.

⚠ Important: If the desired PCard transaction does not appear, search criteria can be changed for these fields:

1. *From Date* and *Through Date*
2. *Receipt Data Sources*: Leave at default “All Data Sources.”
3. *Transaction Status*:
    a. “Unassigned”: Default status. PCard transactions that have not been attached to an expense report (reconciled).
    b. “Assigned”: PCard transactions that have been attached to an expense report (reconciled).
    c. “All Data Sources”: Retrieves both unassigned and assigned transactions.
4. *Select by Credit Card*

After selecting new parameters, click <Search>.

Tips

- If a credit transaction displays, the same process applies.
- PCard transactions are uploaded daily into the Enterprise Financial System (EFS) by the credit card company.
- Best practice is to reconcile PCard transactions daily or weekly.

Expense Report Approval Routing

Once PCard transactions are marked as “Ready to Reconcile,” the expense report preparer locates the transactions and creates an expense report in EFS. These transactions will route for approval. Approvers will review transactions for policy adherence.

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