P-Card Reconciliation Enhancements

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Agenda

- P-Card Statement Functionality
- Expense Tile Object Codes
- Questions
P-Card Reconciliation Now

- Transactions populate in eWallet with information from US Bank

- Individually open transactions to verify charges and/or card used

- Add transactions to expense report, itemize, submit

- All transactions must be reconciled within 30 days of the statement date
P-Card Reconciliation with Statement Functionality

- Group P-Card transactions by card and statement cycle
- Now the last four digits of the P-Card number are displayed with the statement date

- Ungrouped Items include pre-paid expenses like ghost card transactions
P-Card Reconciliation with Statement Functionality

<table>
<thead>
<tr>
<th>Date</th>
<th>Statement ID</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10, 2020</td>
<td>5658</td>
<td>30</td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>5011</td>
<td>28</td>
</tr>
</tbody>
</table>

**U.S. Bank PCard**
- Repair and Maintenance / Parts (10/08/2020, $-42.49 USD)
- Supplies and Expense - Labs - Object Code 4035 (10/07/2020, $824.00 USD)
- Postage - Object Code 4300 (10/07/2020, $795.39 USD)
P-Card Reconciliation with Statement Functionality
P-Card Statement Functionality

- Live Wednesday, November 11th
- November statements will be loaded
- Reminder: All transactions must be reconciled within 30 days of the statement date.
- Check out our step-by-step P-Card Statement Functionality documentation!
Chrome River Expense Tile Object Codes

- P-Card expense tiles now include their corresponding object code!
Questions?

I HAVE QUESTIONS

LOTS OF QUESTIONS