P-Card Expense Reconciling/Reporting

This guide will cover:

- How to reconcile Procurement Card (p-card) transactions.

**Step One**

Navigate to the Travel and Expenses page.

- Upon signing in, this home page will display. Click on the Navigator button (the three horizontal lines) in the top left corner.

- From the Navigator > My Profile > Expenses

If you are submitting an expense report on behalf of someone who has delegated this access to you, you will see a drop down menu next to Travel and Expenses. You will first select this employee’s name from this drop down menu.
Step Two

Locate and select p-card transaction(s) to add to an Expense Report.

- On the Travel and Expenses page, click on Card Charges to see a list of p-card entries.

Note: P-card transactions will be uploaded into WyoCloud daily, as they are received from the bank. There is generally a 1-3 delay as the transaction processes through the merchant and bank. P-card transactions should be reconciled within 30 days of the transaction date.

- Select a P-Card entry to add it to an Expense Report.
This brings you to the **P-Card Details** page. The **Date**, **Amount** and **Merchant** are all pre-populated based on transactional data.

- Confirm the **Template** defaults to **Expenses**. Ensure that the **Type** accurately describes the p-card transaction that you are reconciling. This field *will always* default to **P-Card**. If the transaction does not need to be itemized, select the accurate **Type** of expense, fill in the **Description**, update the **Account** string or POET information as needed and attach your receipts/documentation.
  - Change the **Expense Class** from the default (999) in the **Account** field.

![Image of P-Card Details page]

![Image of Account details]

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Step Three
If the transaction is split between multiple accounts or expense categories, utilize the Itemize feature. When itemizing, do NOT change the Type from the default P-Card.

- To itemize a p-card transaction, begin by clicking Itemize.

Select the appropriate expense type from the Type drop down menu.
- Enter the portion of the transaction to be charged to that expense type in the Amount field.

Based on the type of expense selected, additional fields will populate that will be required to be completed:
  - Description: Enter a complete business purpose for the expense.
  - Account: Enter the appropriate account and/or project number. If using a project, click tab after entering the project number to display the Task Number, Contract Number and Funding Source.
  - Other additional fields may populate depending on the expense type selected.
If the transaction falls under more than one expense type, click the plus sign (+) to add additional lines. And make any necessary changes to funding sources needed.

- Enter the **Type**, **Amount**, **Description** and **Account** for all additional lines.
- Once complete, verify the **Remaining Balance** equals zero to ensure the full transaction is itemized.
- Click **Add to Report**. You may create a new Expense Report, or add to an existing one by clicking the arrow next to **Add to Report**.

**Note:** It is recommended not to mix personal reimbursements and p-card transactions on the same expense report. A single expense report should include only personal reimbursement lines or only p-card transaction lines.
- On the Expense Report page, verify that the p-card transaction appears as a line item. Enter a complete description of the business purpose in the Purpose box.
- If you didn’t attach receipts/documentation in the prior step, click the Add icon to attach receipts or documentation, then click Save.
- Check the box next to “I have read and accept the corporate travel and expense policies.” and click Submit.

- A confirmation box will appear upon returning to the main Travel and Expenses screen confirming your submission.

You have now completed the steps of how to enter an Expense Report containing p-card items.