Purchasing Card
Reconciler Tips, Tricks, and Shortcuts
Agenda

- Organization/Workflow Tips
- Required Documentation
- Viewing Purchase Detail
- Declines
ORGANIZATION/WORKFLOW TIPS
Important Dates

28th
First Day of Cycle
Credit Line Refreshed

27th
Last Day of Cycle

18th
Packets Due

1st - 3rd
Statement Arrives

Late Notices Sent

Reminder Notices Sent
Transaction Process

Cardholder makes a purchase

Transaction posted to Works

Reconciliation
- Comments
- Allocation
- Sign Off

P-Card Review

Transactions posted to Banner
Best Practices

• Have cardholders turn in receipts as soon as they receive them.
• Immediately file receipts.
• Ask for business purpose information as the receipts are turned in.
• Check for tax and excess tips.
Plan Ahead!

• Give yourself time to deal with snags.
  – Don’t wait until the last minute!
  – Set your goal to get the packet done a week before the deadline.
Find a System that Works!

- Immediately file receipts as purchases are made.
- Write the TXN number at the top of the receipt as it is reconciled.
- File in order of Transaction Number.
Reconcile throughout the month!

- Reduce lost receipts
- Prevent late packets
- Relieve “due date” stress
- Allow time to correct problems
When the Statement Comes:

• Print the Transaction Approval Report
• Compile the Paperwork
• Obtain Signatures
• Make Copies
• Submit to P-Card Services
Save Time with Defaults

• Do you use the same FOAP for all or most of your transactions?
  • A default can be set for one or all of the following:
    – Chart
    – Fund
    – Org
    – Program

• Email your preferences to Brittany Burleson.

Grant funds can NOT be used as a default.
REQUIRED DOCUMENTATION
Reconciled P-Card Packets

• A reconciled P-Card Packet includes:
  – The Bank of America monthly statement
  – Transaction Approval Report (Printed from P-Card Software - WORKS)
  – Itemized receipts for each transaction
  – Business purpose statements as necessary
  – Signatures from Cardholder & Approving Official

• Receipts must be attached in the order they appear on each page of the Transaction Approval report.
Acceptable Documentation

• An itemized receipt is required for each transaction.
  – Ex. Cash register receipt, Emailed receipt, or Itemized packing slip
• All receipts smaller than 5”x8” must be taped to an 8 ½ “x11” sheet of paper.
  – It is OK to cut long receipts to make them fit on a page.
• Do NOT use staples or highlighters.
• Multiple receipts may be attached to the same sheet of paper.
Acceptable Documentation

• Do not cover the writing on the receipt with tape.
  – If there is no other choice, make a copy of the receipt to include with the original.
• Tape all the way across the top and bottom of the receipt.
Itemized Receipts are Required

- When an itemized receipt is not available, itemized supporting documentation must be secured.
- If documentation is lost, contact the vendor for a duplicate copy.
- If a duplicate copy is impossible to obtain, complete a “Purchasing Card Missing Receipt Affidavit.”
Exceptions

- Receipts are NOT required for
  - International Transaction fees
  - Credits*

*Receipts are ALWAYS required when using Contract or Grant funding.
PURCHASE DETAIL
Purchase Detail

• A large number of vendors now provide detailed transaction information.
• This information is available in Works on the Purchase Detail Tab.
• 3rd Level Detail can be used for:
  – Fraud detection
  – Verification of receipts
### Purchase Detail

**Amazon**

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item Summary - Charges for 06/28/12</td>
<td>$0.00</td>
<td>1</td>
<td>$232.34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

**Staples**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item Summary - Charges for 01/15/11</td>
<td>$0.00</td>
<td>1</td>
<td>$264.37</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Purchase detail may show all items associated with an order, even when shipments are split.
## Purchase Detail - Travel

### Airfare

<table>
<thead>
<tr>
<th>Passenger Name</th>
<th>Ticket Number</th>
<th>Carrier</th>
<th>Travel Agency</th>
<th>Departure Date</th>
<th>Total Fees</th>
<th>Total Taxes</th>
<th>Total Fare</th>
<th>Restricted Ticket</th>
<th>Computer Reservation System</th>
<th>Local Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLARK/JENNIFER DENTO</td>
<td>0378685635747</td>
<td></td>
<td>TRAVELOCITY.COM</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>false</td>
<td></td>
<td>$0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Lodging

<table>
<thead>
<tr>
<th>Total Days</th>
<th>Description</th>
<th>Rate</th>
<th>Total Non-Room Amount</th>
<th>Extra Charges</th>
<th>Prepaid Expenses</th>
<th>No Show Indicator</th>
<th>Local Tax</th>
<th>Local Tax Indicator</th>
<th>Total Room Tax Amount</th>
<th>Total Tax</th>
<th>Purchase ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>LODGING - Checked in 02/19/12</td>
<td>$0.00/day</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>false</td>
<td>$0.00</td>
<td>0</td>
<td>$0.00</td>
<td>0.00</td>
<td>0000620121</td>
</tr>
</tbody>
</table>
DECLINES
Authorization Logs

• Each time a vendor attempts to initiate a charge an authorization record is created.
• Authorization information is available through Works.
• Information provided includes:
  – Vendor Name
  – Amount
  – Authorized/Declined
  – Decline Reason
Steps to Access Authorization Log

- From the left shoulder of the screen, click on Tools
- Next, click on Search
- Then click on Authorization Logs
- Select a card and click Finish
## Authorization Log

### Total Amount Spent this Cycle

- **$1,560.80**

### Amount Available to Spend

- **$356.00**

### Real-Time Funds Status

- **Balance:** $1,560.80
- **Cash Limit:** $0.00
- **Available Funds:** $356.00

### Transaction Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Merchant Name</th>
<th>MCC</th>
<th>Amount</th>
<th>Result</th>
<th>Auth/Decline Code</th>
<th>Decline Reason</th>
<th>Amt Available Before Auth</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/29/12 18:31:07 EDT</td>
<td>CRYSTAL SPRINGS OF A</td>
<td>5199</td>
<td>$68.78</td>
<td>Authorized</td>
<td>032063</td>
<td></td>
<td></td>
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<tr>
<td>06/28/12 09:01:05 EDT</td>
<td>Nielsen Kellerman</td>
<td>5065</td>
<td>$466.80</td>
<td>Authorized</td>
<td>031456</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/27/12 19:30:17 EDT</td>
<td>Nielsen Kellerman</td>
<td>5065</td>
<td>$446.80</td>
<td>Declined</td>
<td>0048</td>
<td>NOT ENOUGH AVAILABLE MONEY</td>
<td>$197.99</td>
</tr>
<tr>
<td>06/27/12 19:29:43 EDT</td>
<td>Nielsen Kellerman</td>
<td>5065</td>
<td>$446.80</td>
<td>Declined</td>
<td>0048</td>
<td>NOT ENOUGH AVAILABLE MONEY</td>
<td>$197.99</td>
</tr>
<tr>
<td>06/27/12 10:16:16 EDT</td>
<td>Nielsen Kellerman</td>
<td>5065</td>
<td>$446.80</td>
<td>Declined</td>
<td>0048</td>
<td>NOT ENOUGH AVAILABLE MONEY</td>
<td>$197.99</td>
</tr>
<tr>
<td>06/27/12 10:13:52 EDT</td>
<td>Nielsen Kellerman</td>
<td>5065</td>
<td>$446.80</td>
<td>Declined</td>
<td>0048</td>
<td>NOT ENOUGH AVAILABLE MONEY</td>
<td>$197.99</td>
</tr>
<tr>
<td>06/27/12 10:13:34 EDT</td>
<td>Nielsen Kellerman</td>
<td>5065</td>
<td>$446.80</td>
<td>Declined</td>
<td>0048</td>
<td>NOT ENOUGH AVAILABLE MONEY</td>
<td>$197.99</td>
</tr>
<tr>
<td>06/26/12 18:24:03 EDT</td>
<td>GOVCONNECTION</td>
<td>5045</td>
<td>$82.50</td>
<td>Authorized</td>
<td>020998</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Common Reasons for Decline

<table>
<thead>
<tr>
<th>Reason</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Standard Limit is Exceeded</td>
<td>Purchase amount was above the single purchase limit for the card.</td>
</tr>
<tr>
<td>Card Expired</td>
<td>The expiration date of the card had passed.</td>
</tr>
<tr>
<td>Declined by Score 1</td>
<td>Bank of America’s fraud department has identified a potentially fraudulent transaction on the card. Transactions will be declined until the Cardholder contacts the bank.</td>
</tr>
<tr>
<td>Watch</td>
<td>The transaction amount exceeds the amount of funds available on the card. This may be because some of last month’s transactions have not yet been reconciled or you have reached your monthly credit limit.</td>
</tr>
</tbody>
</table>
Questions?