P-Card Reconciliation Guide

What's my job as a P-Card holder?

1. *Make purchases*
    - *Make sure to collect receipts to verify purchases for reconciling.*
2. *Check for unauthorized purchases*
    - *Watch for unauthorized transactions on your statement and report/dispute them immediately online.*
3. *Reconcile on time*
    - ***Complete your reconciliation by the 1st business day of each month.***
4. *Share your card with others?*
    - ***NO - the answer is always no** to sharing your card with anyone. Keep your card, card number and all of the details confidential.*
5. ***For Campus P-Cards,** the secretary is designated to reconcile this card monthly and that the Principal will be the approver.*
6. ***For Principal P-Card**, the Principal is responsible for reconciling and the Deputy over the campus is the approver.*

Wells Fargo

P-Card Reconciliation Procedure | Campus Card or Principal Card

Reconciliation is due on the 1st business day of each month. Approval is due on the 2nd business day of each month.

Prior to beginning your reconciliation make sure you have completed the following things:

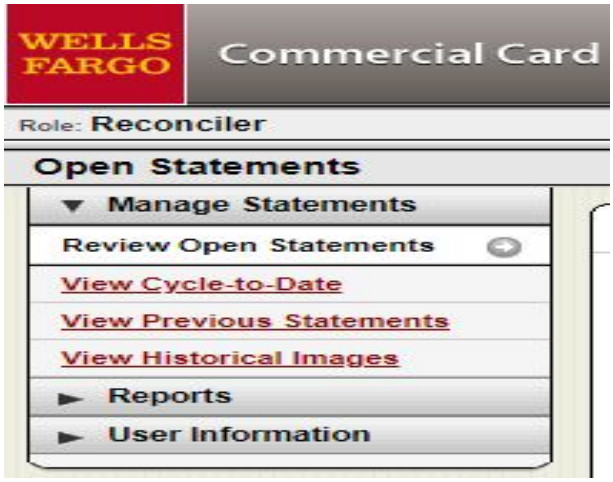
1. Locate all your receipts for the month
    - Upload all images of receipts to your Google Drive, create a folder to house your receipts as you accrue them, then clean it out by deleting your receipts as you reconcile
2. Obtain your login credentials
3. Clear time on your calendar
    - Schedule two - 30 min time frames during the month to handle reconciling so you are not in a crunch at the end of the month

Steps to reconcile:

Step 1: Navigate to Wells Fargo Banking and select the **Commercial tab** then “Sign on.”

Step 2: Select "**Commercial Card Expense Reporting.**"

Step 3: Select "**Review open statement(s)**". You will see the current pending charges.



From here, there are four actions that you can take. They are located at the bottom in **RED**. These actions are:

Reclassify - validate the charges, add your receipt image and add a description/code

Add Descriptions - provide transaction details

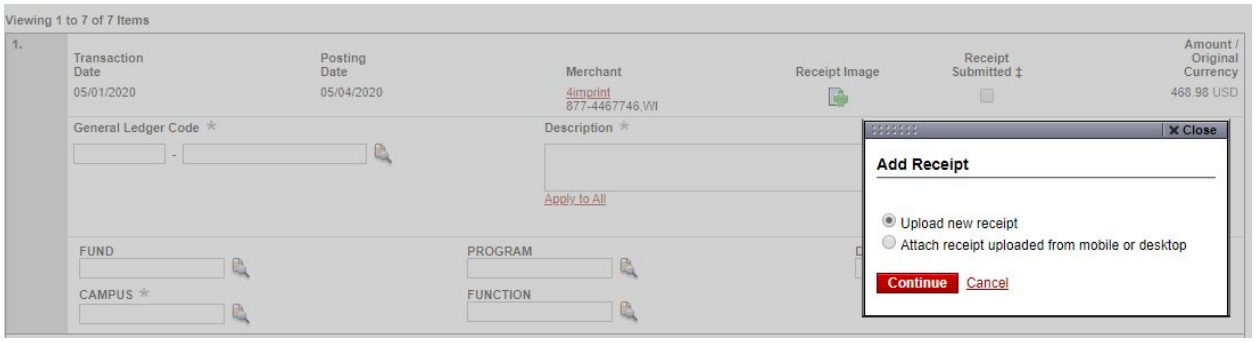
Split and Reclassify - divide a transaction multiple ways and add descriptions

Only one transaction can be selected in this action.

Dispute - dispute a transaction

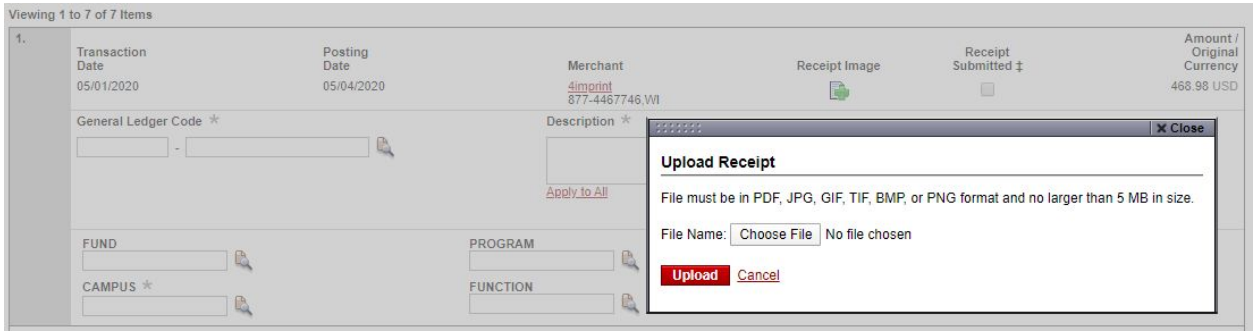
Step 4: Click on “Select All” then “Reclassify” (Option A) to begin reconciliation.

Step 5: Navigate to Receipt Image and click “Add Receipt” (Receipt image with green +).



Step 6: Choose “upload new receipt” and then continue.

If you do not have a receipt for a charge, please complete the Missing Receipt Form

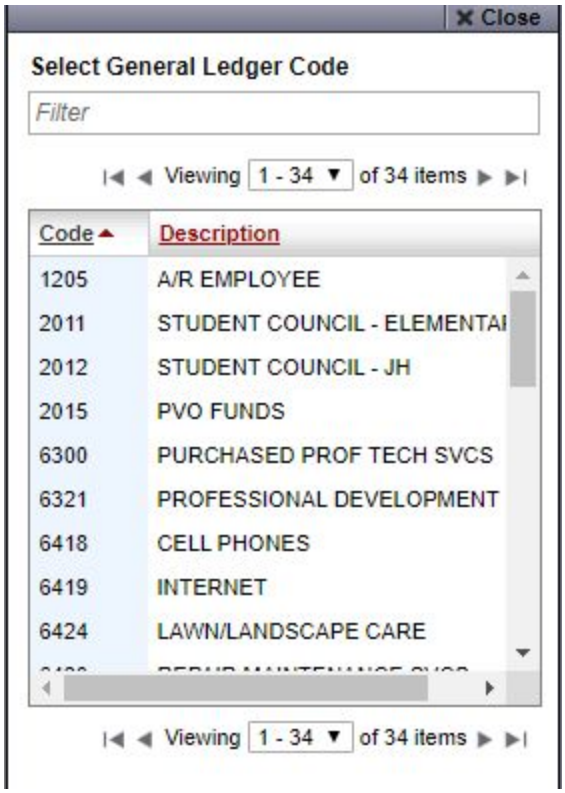


Step 7: Choose receipt file from your G-Drive or Desktop and select “upload.”

Unsure of a charge merchant name, if the name is red click on it to see the itemized purchase

Step 8: Mark the receipt submitted check mark box by clicking it.

Step 9: Complete the following fields:



- General Ledger Code - The account that you are charging your purchase to
  - Select the piece of paper with a magnifying glass on it to populate the options available. **DO NOT TYPE IN YOUR RESPONSE.**
  - 6610 - General Supplies , 6321 Professional Development , 6585 Meals
- Description - What did you purchase?
  - Type in a descriptive explanation of your purchase. Examples:
    Good - Pencil, Notebook and Staples
    Bad - Supplies for my desk
- Unit - Auto populates
- Fund - The source of funding
  - Select the magnifying glass to populate the available codes. for example General School, Title I, Tax Credit, etc.
- Program - School program purchasing item
  - Select the magnifying glass to populate the available codes. For example General, Athletics, Musical, Field Trips, Clubs, LKC Preschool, etc.
- Function - Specified Department
  - Admin, Facilities, Food Service
- Department, Campus & Location - **Vertex ONLY**, do not use.

Step 10: Navigate to the bottom of the page and select "Save."

Step 11: Complete step 5-10 for all pending charges.

**Once all pending charges have been coded and receipt images have been uploaded either:

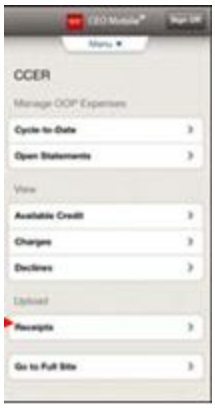
A. Your statement approver will be notified to review the charges and select "**Approved Statement**"
B. If you are the final approver, navigate to the bottom of the page and select "**Statement Reviewed**"

How to reconcile using the mobile app

Step 1: Access the Wells Fargo CEO mobile application on your cell phone.

Cardholders can:

- View available credit
- View posted card charges
- View declines
- Upload receipts



Step 2: Select receipts then select continue.

- The Cycle-to-Date statement is selected by default
- You may tap the "statement type" drop-down menu and change to the "open statement period" (tap Continue)

Step 3: Take a photo, or select receipt images from the gallery.

- After selecting "continue", hold the camera over the receipt and tap the camera icon to take a photo (there will be an option to use or retake the image)
- Tap the photo gallery icon to upload up to 5 images from the photo gallery
- Select "done" when finished)
- On the "verify receipt upload" page, tap the "+ add" link to upload additional images
- Slide the Email Confirmation to YES to receive an email confirming the action taken (this does not guarantee the receipts will be successfully processed)
- Tap Submit when finished

Step 4: A confirmation page will confirm that images were successfully uploaded tap " done" and click "ok."

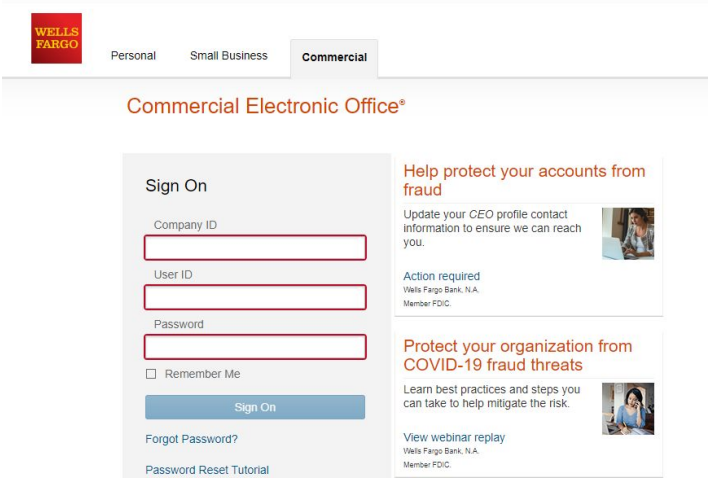
- This again does not guarantee the images will be successfully processed. An email will be sent to you noting any image upload failures.

How to fulfill the Approver role?

- As an approver you have until the end of the **2nd business day of the month** to approve all charges to all cards you oversee.
- Approvers must approve all statements within the cycle period outlined above.
- **If you are on vacation, or do not have online access, contact your program administrator so a secondary approver can be assigned to your cardholders.**

Step 1: An email will be sent to the approver once cardholders have submitted their statements for approval (Statement Reviewed). An additional email will also be sent listing any cardholders that failed to submit their statements by the grace period end date.

Step 2: Navigate to Wells Fargo Banking Select the "Commercial tab" then "sign on."

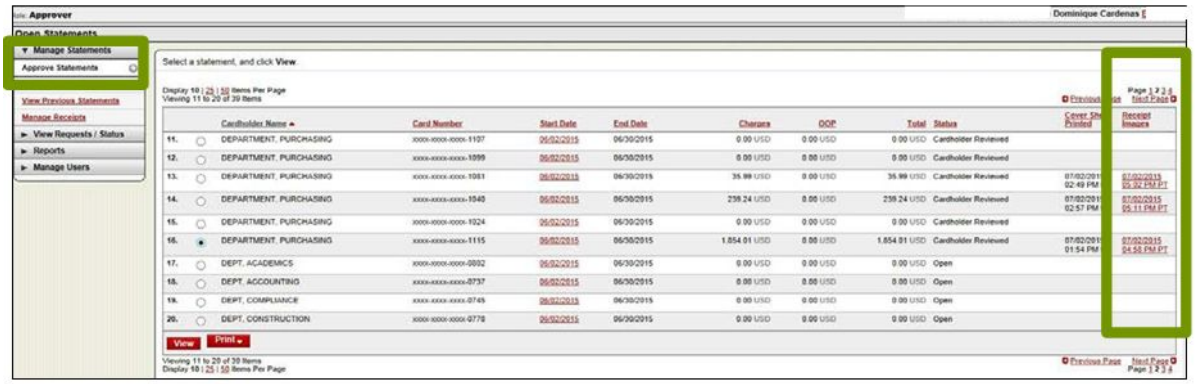


Step 3: Select "Commercial card expense reporting."

Step 4: Navigate to the "cardholder summary."

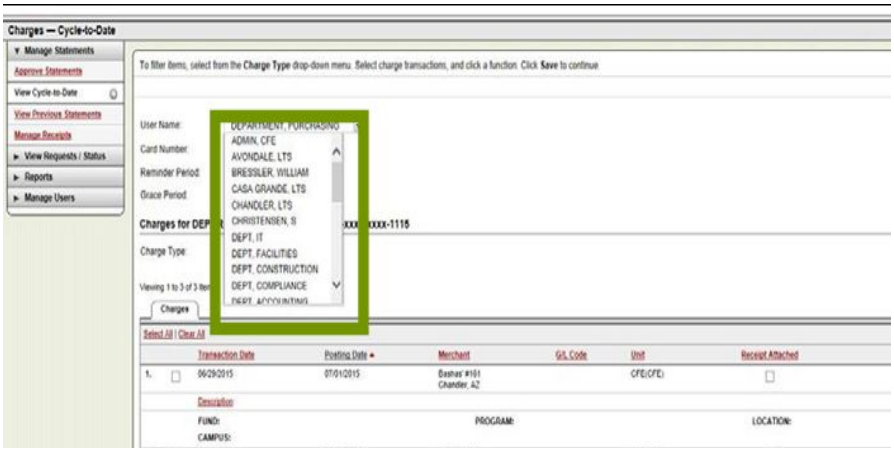
Step 5: Select “Manage Statements.” The statement approval queue shows if the cycle is ready for review.

- Cardholder reviewed
- Open

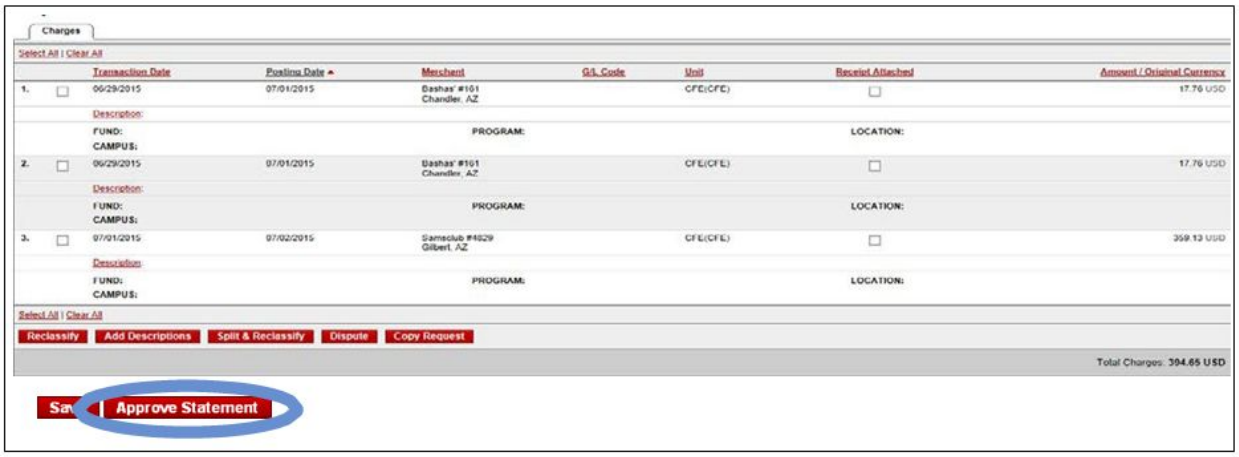


Step 6: View “Cycle-to-Date Transactions.”

Approvers can view activity for any cardholder that rolls up to them for approval.



Step 7: Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy for charges.



Step 8: Approve the card expenses by selecting "Approve Statement."

Bonus Step: To review receipts for current or historical statements select "manage receipts." Manage receipts contains two tabs that allow the approver to select a particular statement period and view receipts:

- Review receipts tab contains data for the last twelve months
- View historical images tab contains data for the last

Q&A's

General

Q: **When must I reconcile and approve the statement by?**
A: All statements must be reconciled by the 1st business day of each month. Each transaction posts to the online CCER statement within 48 hours (in most cases). Statements can be reconciled daily, weekly or monthly. After the 1st business day, the statement will be locked and the Cardholder will no longer be able to complete the required fields.
On the 2nd business day of each month, all statements must be reviewed and approved by a Director, Vice President and/or Executive Officer.

Q: **I forgot my password. How do I reset it?**
A: You can reset your password from the sign-in page by clicking on the Forgot Password link. You will be asked to answer your security questions that you set up when creating your account. If you need further assistance please contact one of the program administrators: pcard@vertexeducation.com

Q: **How do I request a credit limit increase?**
A: Please fill out the form the limit increase section, obtain the proper approvals your supervisor's signature and email the form to pcard@vertexeducation.com

Q: **When I call Wells Fargo, I am asked to enter the last 4 digits of my UNIQUE ID. What number is this?**
A: This number was emailed/given to you when you first received your credit card. This Unique ID identifies you as a cardholder. Do not confuse with your PIN number. If you do not have this Unique ID please contact pcard@vertexeducation.com

Q: **What do I do if a charge is declined?**

A: Use the mobile app or website to view your available credit to see if you are over for the month. If you have sufficient credit, call the number on the back of your card to see what the decline reason is. The decline reason may also be available via the mobile app or website, but sometimes there is a delay in reporting this information.

Q: **I do not see a fund/program/function that I need to charge my transaction to. What do I do?**
A: E-mail pcard@vertexeducation.com

Q: **What to do if I lose a receipt?**
A: Please complete the Missing Receipt Form

Q: **How long do I have to keep my receipts?**
A: Once receipt is attached to the transaction you are not required to keep the receipt. It is preferred that individual receipts be attached to each expense.

Q: **What is an itemized receipt?**
A: Is a receipt that shows all of the items that were purchased. Cardholders must always obtain receipts for all expenses charged to the P-Card.

Q: **What is a Cross the Border fee charge on my statement?**
A: A Cross the Border fee is a charge incurred by the cardholder for a purchase made outside of the US. The bank will assess a 1% fee for transferring US dollars to a foreign currency. There will not be a receipt for this transaction. The cardholder is to make a reference on the description box related to the original purchase and use the same accounting code.

Q: **How do I process a Dispute on my card?**
A: By selecting the transaction then the Dispute button

Q: **How do I Report Fraud, lost or stolen cards?**
A: Please call 1-800-289-3557

Q: **Where do I click to submit my statement?**
A: Statement Reviewed

Q: **What if I receive a fraud email from Wells Fargo?**
A:The card holder has to respond with approved or fraud back to Wells Fargo. (Ex) All charges are approved. or item xyz is approved, item abc is fraud, etc. Please call Wells Fargo to cancel the card and issue a new one.

Q: **How do I code fraud and fraud credits to the Wells Fargo card if they are Fraud?**
A: Utilize the codes and description as follows:
General Ledger Code: 1200 Fraud Accounts Receivable
Description: Fraud - contacted WF transaction will be credited

Q: **How do I get a new card if mine has Fraud?**
A: Reply to the fraud email initiated by Wells Fargo or call the 1-800-289-3557

Q: **I made a personal purchase by mistake using my pcard, what do I do?**

A: Please write a check payable to Vertex Education and mail it to Vertex Office ATTN: Accounts Receivable Dept. In addition, email pcard@vertexeducation.com and include a note indicating the mix up and the transaction amount.

General Ledger Code: 1205 A/R Employee
Description: Personal expense sent check to Vertex

Q: **Can I make a purchase on behalf of campus using a Vertex Education PCard?**
A: It is preferred to have the campus use the P-Cards issued to them or have Purchasing buy the item rather than using a Vertex P-Card. In case of extreme circumstances, all purchases made on behalf of a campus require Principal authorization prior to purchase. It is the responsibility of the Vertex Education purchaser to obtain Principal approval and attach the confirmation along with receipt. If Principal approval is not obtained prior to purchase, the Vertex Education purchaser's department will incur the cost of the expense.

Q: **What is the mobile app for Wells Fargo?**
A: Wells Fargo CEO Mobile App

Q: **Can I reconcile my card before the due date?**
A: Yes, you can reconcile your transactions throughout the month anytime. The only part you have to wait for is the Statement Reviewed button once the month has closed.

Q: **What if I select "Statement Reviewed", but I made a mistake?**
A: You can still make updates until the due date, after that you will need to email pcard@vertexeducation.com with the corrections.

Q: **Can I split charges between departments and/or campuses?**
A: Yes, select the line item to be split and select split and reclassify

Q: **What is a reconciler?**
A: Is the primary person assigned to process transactions on behalf of a cardholder. If the reconciler does not process the transactions it becomes the cardholder's responsibility to ensure that the transactions are processed in the pcard system.

Q: **Do I need to get the ID and password for the person I reconcile for?**
A: No. You should never share IDs and passwords. Reconcilers are set up with their own IDs and password and can see the transactions of the people they reconcile for as part of their access.

Q: **Is the P-Card Cover Sheet a requirement for secretaries when reconciling the campus P-Card?**
A: This is only a requirement if they did not attach individual receipts to each transaction and they want to email all receipts to Wells Fargo.

Q: **What is the process for Secretaries after reconciling?**
A: Once they hit that "statement reviewed" button, they will need to send a message to their principal that the statement is ready for their approval.

Q: **Are they required to print the statement report? Do you recommend it? If they are required to print, do they need to file for 90 days?**
A: No, there is no need to print the statement. Wells Fargo stores these for us for a couple of years.

Q: **What is the best browser for Wells Fargo?**
A: Internet Explorer is a better option since Wells Fargo works best with this browser. Google Chrome takes longer for system updates, therefore has certain limitations. If you are having issues please try Internet Explorer to see if it resolves the issue.

Q: **I am a Reconciler but do not have access to the Mobile App?**
A: Unfortunately, Wells Fargo does not give access to reconcilers on the mobile App. If you would like to reconcile add receipts via a phone, you may do so opening up a browser on your phone https://wellsoffice.ceo.wellsfargo.com/portal/signon/index.jsp

Q: **I cannot see the Statement Reviewed button, what should I do?**
A: Try using Internet Explorer and make sure all transactions are properly coded, if there is something missing, this button will not appear. If you have done these steps and still not seeing the button please send an email to pcard@vertexeducation.com for assistance.

Need additional help?

Reference the training links below:

- ★ https://www.wellsfargo.com/com/
- ★ AccountsReceivable@vertexeducation.com
- ★ Wells Fargo Mobile App Directions