PCard Reconciliation

WVOasis

Things you will need:

My Apps Password

Scanned image of signed receipts

Funding information
Go to the following website and bookmark: http://www.wvsao.gov

Click on the myApps link

Click on MyAppsV2
Sign in, using your email address and password. This will need to be changed every 35 days. If you have lost your password, you may reset this yourself.
Click on the Red “Financials, Procurement, Treasury” Box

Click on the Black “Financial Production” Box
You will often get a box asking you to view new broadcasts. Click OK. If this does not appear, there are no new messages.

The messages usually do not apply to PCard reconciliation. However, if the system has planned maintenance and will be unavailable, it will tell you at this time.

Click on the Home Button.
In the “Jump to” field, Type: PRCUU
Click “Go”, or hit “Enter”

You will now see your list of charges. It will show 5 charges at a time, you can use the “Next” and “Last” links to scroll through your charges. Click on the charge you would like to reconcile. Notice the check mark. This check mark shows which charge you are working on.
After your charge is selected, attach your document by selecting “Attachments”.

Click “Upload”
Click “Browse” and select your document to upload.

Click “Upload”
You will see a stripe with your attachment. If you would like to view your document, click “download”. And open your document. After viewing your document, close it. And click “Return”.

You are now back to your document you are working on.
General Info. Fill in the following areas:

- Receipt Date
- “Receiver” ID. If you are the receiver of goods, this may be left blank.
Scroll down to the next section “Commodity Lines”.

Fill in a description, just a short description of your charge and the purpose.

- Verify that there is a Quantity, Unit Price, and Unit filled in. If there are more than one commodity lines, this section needs to be filled out for each line.
- The “Unit” typically comes preloaded with a code. Some of the codes that come in are not compatible with Oasis. If your Unit Code is not accepted, you may change this to “EA” for “Each”.
Scroll down to the “Accounting Lines” section and the “Fund Accounting” section.

Fill in your funding information:

- Fund
- Subfund
- Object (Remember this # changes, depending on your purchase)
- Subobject (Remember this # changes, depending on your purchase)
- Department: 0486 (Shepherd...this # does not change)
- Unit:
- Appr. Unit: 09900 (expense...this # does not change)
Click SAVE!!!! Very important!!

MAKE SURE YOU HAVE SAVED!!!!!

Note: There is a “Save” link above each section. You may click any of them. They will all save the entire document.
After Saving, scroll up to the top. Find the reconciliation status and change it to “Reconciled”.

You may change the status by clicking on the green arrow and selecting line 2. Or you may also simply delete the word “Not “, don’t forget to delete the space too, this field is case sensitive.
Hit SAVE!!

Your charge is now reconciled.
Notes:

- PCard reconciliation should be done weekly
- PCard reconciliation MUST be complete by the 8\textsuperscript{th} of every month
  - This is to ensure a timely payment to our VISA bill each month. We cannot pay the bill, if the charges are not reconciled.
  - This also ensures that your correct budget lines are utilized.
- Invoices must be ITEMIZED. They must show the vendor’s name, what was purchased, and the cost of the purchase. Credit card receipts that do not show this information are NOT accepted as documentation.
- Invoices must be signed (this can be done electronically)
- You should keep a copy of your paid invoices/receipts for your records (this can be done electronically).
- Citibank Statements should be printed and signed by the cardholder and the cardholder’s supervisor. It can be emailed to dpsweb@shepherd.edu by the 8\textsuperscript{th} of every month.
- Changes to your reconciliation may be made same day to your charges by the cardholder. After that, you may email your changes to Procurement.
- You may NOT change anything if has been marked “Reconciled”, you must first save it as “Not Reconciled”. Then make your changes, hit save, and mark “Reconciled” again.

Scanning

- Sign your documents before you scan
- White out or erase your credit card # before scanning
• Scan right side up when possible (meaning images should not need more than one rotation to view).
• Scan the entire document (not just page 1). Make sure if invoices are 2 sided, you are scanning both sides.
• Invoices must be itemized (the state auditor’s office needs to know what you have bought.)
• Scan all supporting documentation (i.e. hospitality forms, travel settlements, copies of advertisements, etc)
• Use the description box in the “General Information” section. This will help the reviewer understand your purchase.
• Scanned images must be legible.

Additional information:
• If your charge is related to travel (i.e. hotel, car rental, tolls), you must include a travel settlement or summary
• If you have a hospitality charge (i.e. food for an event), you must include a hospitality form, including a list of attendees or advertisement for the event)
• You should NOT buy personal meals on your pcard, even if you are on travel.
• You should NOT use your PCard for Association Dues, this should be done through Procurement.
• You should NOT purchase a single item over $1000, this should be done through Procurement.
• Gift Card purchases must have prior authorization through the state before purchased.