Reconciliation of P-Card: The Departmental P-Card Administrator

There are several steps involved in the reconciliation of the p-card account/s.

- The Departmental P-card Administrator will be given access to all p-cards that they are responsible for reconciling in US Bank’s Access-on-line website. If any cardholders are missing, the Manager of the University P-Card program will grant access to any new or missing cardholders and must be contacted in the Procurement Office or at pcard@bc.edu. However, statements with receipts must be collected or scanned from individual cardholders. It is best practice for cardholders to obtain their own statements since they can identify fraud or unauthorized purchases in a timely manner. The Departmental P-Card Administrator or P-1 will decide if the cardholder will store the statements and receipts or if they are to be held in a central location. For multiple cards, a transaction detail report can be taken from US Bank’s Access-on-line which is a total report for all statements. (More details of Access-on-line reporting in section 2).

- **LEVEL 3:** Receipts for contracted Level 3 vendors, up to $1000.00 are not required. The line item data from these vendors can be reviewed in PeopleSoft under the query: **BC_PCARD_LEVEL3_ALL.** All other receipts must be retained. A complete list of Level 3 contracted vendors is located on the Procurement website.

- Purchases must be reviewed for University compliance. For smaller departments, statements may be added and compared to PeopleSoft Financials. For departments with multiple cardholders, a US Bank Transactions Detail report can be compared to the **BC_PCARD_DATA_BY_DEPT** query on PeopleSoft Financials. (more details on queries in Section 3) Reconciliation must be done every thirty days when the new monthly statements become available. (Usually by the 27th of the month).

**PeopleSoft Reports for Reconciliation:**

1. **BC_PCARD_DATA_BY_DEPT:** Use this query to compare to US Bank’s Transaction Detail report for multiple cardholders (instead of individual statements). Chose the same dates for both reports for easier reconciliation.
The query can also be found under:

- **BC_PARD_DATA_BY_DEPT_W_PROMT** for Departmental P-Card Administrators handling multiple department ID’s.
- **BC_PCARD_DATA_BY_DEPT_FUND** for multiple fund codes.
- **BC_PCARD_DATA_BY_DEPT_VPCODE** for Service Centers of any Departmental P-Card Administrators handling a VP area