P-CARD RECONCILIATION PROCESS

Navigating to the P-card Module: Finance > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

When navigating to the P-card Module there are 2 views:

1. Single user view – when only one account is reconciled under your Mosaic log-in.
2. Multiple user view – when multiple accounts are assigned to your Mosaic log-in as you are a delegate/proxy to many accounts.

Note: This is the screen you will see if you have access as the (Multiple user view); you will need to choose the cardholder’s name that you are reconciling charges for. To choose a name, select the magnifying glass as shown below:

A selection box will appear with the card holders’ names that you have rights to. Select the name who you are reconciling charges for.

The system defaults to current day (To) and one month prior (From).

• HINT: It’s best to enter the exact transaction dates as specified on your credit card statement. If your first purchase was made on Oct 3 and your last purchase was made on Oct 19 and these dates correspond with the transaction dates on your statement, enter the range as Oct 3 and Oct 19. A further suggestion is if you have numerous transactions select a smaller transaction date range. Repeat as many times as required.
Note: This is the screen you will see if you have access as a (Single user view), when navigating via:
Finance > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

If you notice not all of your transactions are appearing, please hit the search icon below and the above box will appear. Align the transaction dates to your MasterCard statement, as noted on page 1 (HINT).

Steps to begin reconciling the P-card charges:

1. Select the transaction you want to work on. Now select the distribution icon. *(Found in the transaction tab)*
2. Enter the chart field information for the transaction you are working on.

1. Click on the VAT tab. If the Vat amount that appears in the VAT CALCULATED AMOUNT COLUMN is the same as the invoice/receipt LEAVE THE ENTERED VAT AMOUNT ZERO (0.00). If the Vat calculated amount is not the same as the invoice/receipt you will have to override the Vat amount key the amount within the ENTERED VAT AMOUNT FIELD. Complete the VAT information for the line you are working on.
2. Click on the Billing tab to enter a description for the line you are working on, now select “Save”
   This will now save the information you have entered for the line you were working on.

Description: enter cardholders name as part of the description (Example: SMITH MARCH LAB SUPPLIES)

Summary of the steps you have just completed:

T = Transaction - selecting the transactions you want to work on.
D = Distribution - enter the chart field information.
V = VAT - input Vat amount only if different to what is on your receipt or invoice.
B = Billing - input your transaction.
S = Save

*An acronym to help remember these steps: “To Do Very Basic Steps”*

Now complete these steps per each transaction.

Next Step Validate the Budget: TO AVOID AN ERROR MESSAGE

With the December 2016 upgrade we had found that you will receive an error message if you are trying to validate the budget and there are transactions that do not have chart field information filled in. That is why it is suggested that you ENSURE your transaction dates are specified as listed on your MasterCard statement. See page 1. (HINT) This action ENSURES the system only picks up the transactions you are currently working on. If you do not have chart filed information filled in for all displayed transactions an error message will appear.
3. Once all the information is entered for each line you are working on, click the select all Icon and then hit the VALIDATE Budget Icon. By doing this you are budget checking all lines at once.

4. Once the Budget Status indicates “Valid”, ensure all lines are still selected. Click Verify to confirm that all the lines have been verified/completed. Verifying the lines is the final step.
5. Print the Procurement Card Register by clicking the Printer icon.

Trying to Print: TO AVOID AN ERROR MESSAGE

(Please note: the P-card Module only prints “Verified” transactions, so if you have approved transactions in your list you will receive an error message. To get around this error message you need to complete a search for Verified transactions. See the below for a quick work around:

Step 1: Select Search
Step 2. This pop-up box will appear within the Statement Status please select “Verified” this will bring up all recent work you have completed by following all of the steps above. You are now able to print the register.
6. Once printed attach the P-Card Statement(s) with all the original invoices/receipts. Obtain all necessary signatures and forward all paperwork to Accounts Payable. OJN - 320

**ADDITIONAL P-CARD RECONCILIATION OPTIONS**

**Splitting lines.** Important if a split is completed there is no way to undo a split.

1. If a charge needs to split across multiple chartfields, split the charge at the **LINE LEVEL**. To split a charge, select the line and click on Split Line.

   ![Split Line Image]

   1. Select the line.
   2. Click on Split Line.
2. Enter the amount to split by clicking the (+) sign and entering the amount. A description for the split line can also be added. Ensure that the total of the split still equals the original line amount. Once completed, click OK.

3. You will see that a new line has been added. To associate the charges for the split line, follow the same steps from pages: 2 to 5

Important - If a split is completed there is no way to undo a split.
(Foreign Orders) Self Assess Tax

Before completing the following steps identify if your purchase is a tangible or intangible purchase.

Definitions

Tangible: Capable of being touched, physical goods crossing the border.

Intangible: Incapable of being perceived by the sense of touch, services.

1. To get to VAT for the line you are Self-Assessing select the VAT TAB. Go to the money bag, by scrolling to the right the Transaction Line VAT information will appear.

2. Select Expand All Sections located at the top of the pop-up box, displaying the below:
1. VAT CONTROL - change Inclusive to EXCLUSIVE (Calculation Type) for both tangible and intangible purchases.
2. VAT TREATMENT - Tangible 8% = Self Assess Goods Import - Intangible 13% Tax = Self Assess Service Import, now HIT SAVE.
3. VAT DETAILS - check (Vat Code) OHST for Tangibles - HST for Intangibles (VAT Code)
4. VAT DETAILS - change transaction type to SA=Self Assess (Transaction Type)
5. Click Adjust Affected VAT Defaults.
6. FINAL STEP – Please ensure Vat Code & Tax Rate is listed correctly as you had indicated, if not please repeat steps 2, 3 & 5. (Sometimes the system switches the tax back to what was originally loaded into the system.)

To return to the main page scroll to the top of the pop up box and select Return to Main Page.

**Vat not calculating correctly:** at times we find that Mosaic does not correctly calculate the VAT even after completing the steps above it that is the case please try the below once again:

Change the VAT CONTROL – CALCULATION TYPE to “Exclusive”
Change the VAT TREATMENTS – TREATMENT to “Self-Assess Good Import”
Then click “ADJUST AFFECTED VAT DEFAULTS”
Then go to VAT DETAILS and Change VAT CODE/TAX RATE
**Distribution Template**

This function is useful if you are charging the same account number to multiple lines.

1. Identify the staged transactions that you want to apply the account number to by selecting the individual transaction (not select all).

2. If you are going to apply the **same** account number **to all** transactions, just simply use the select all function.
3. Select Distribution Template at the bottom of the page after selecting the lines as indicated above. The below pop up box will appear.

4. Enter the account number you want to apply to all of the lines. At the bottom of page now click on save.

Important – The original distribution Chartfield Account that you had applied to your first grouping of lines will appear and must be edited when trying to apply another account number to an additional grouping of lines (line).
5. Within the Chartfield Status column you will see that the status now displays Valid.

Important: Please now continue with steps 5 to 10 listed on pages 3 to 6 to complete the reconciliation process.