



Visa Spend Clarity P-Card Reconciliation Step-by-Step Guide

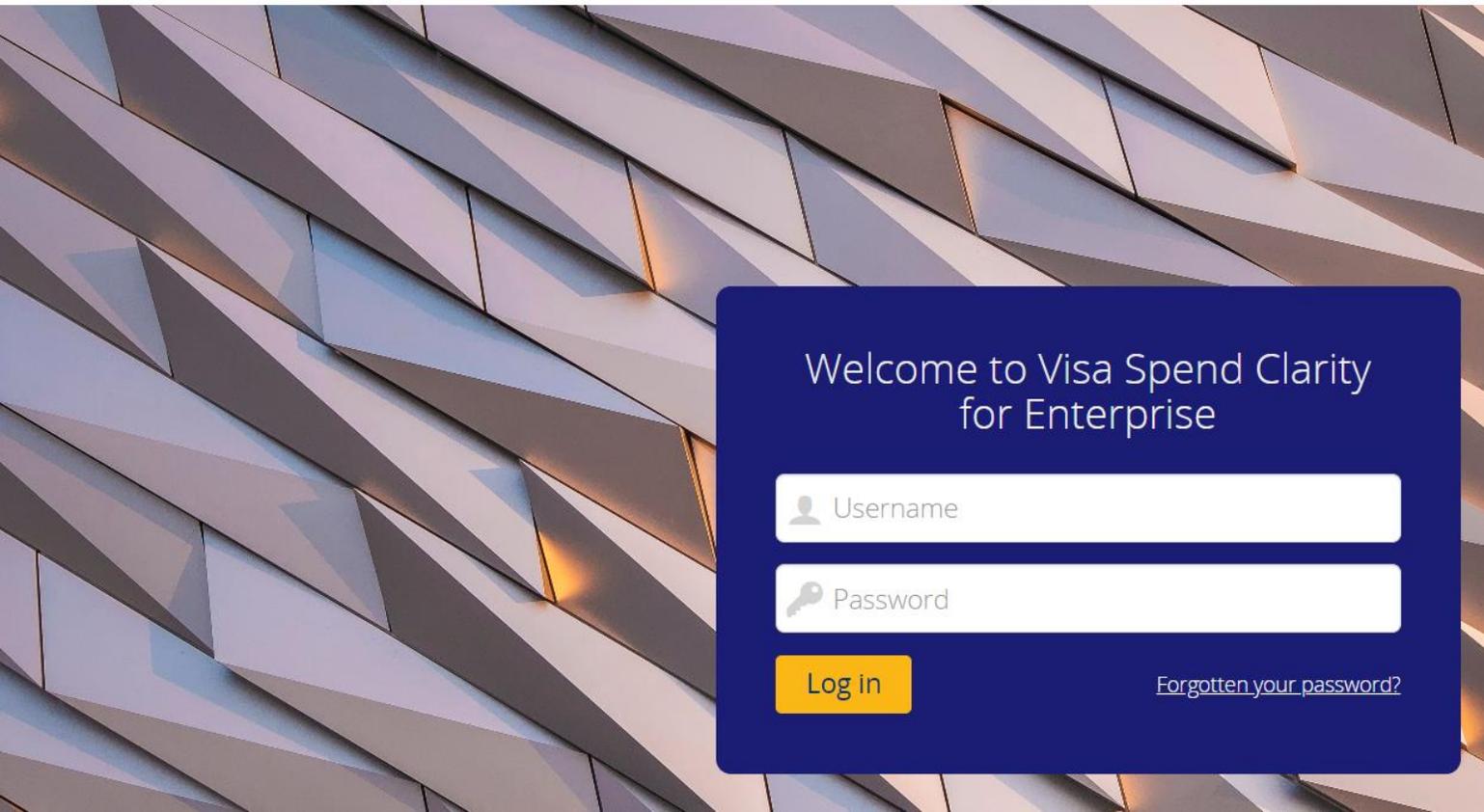
June 2024



Step 1: Log into **Visa Spend Clarity** by going to **Spend Clarity.spendmanagement.visa.com**

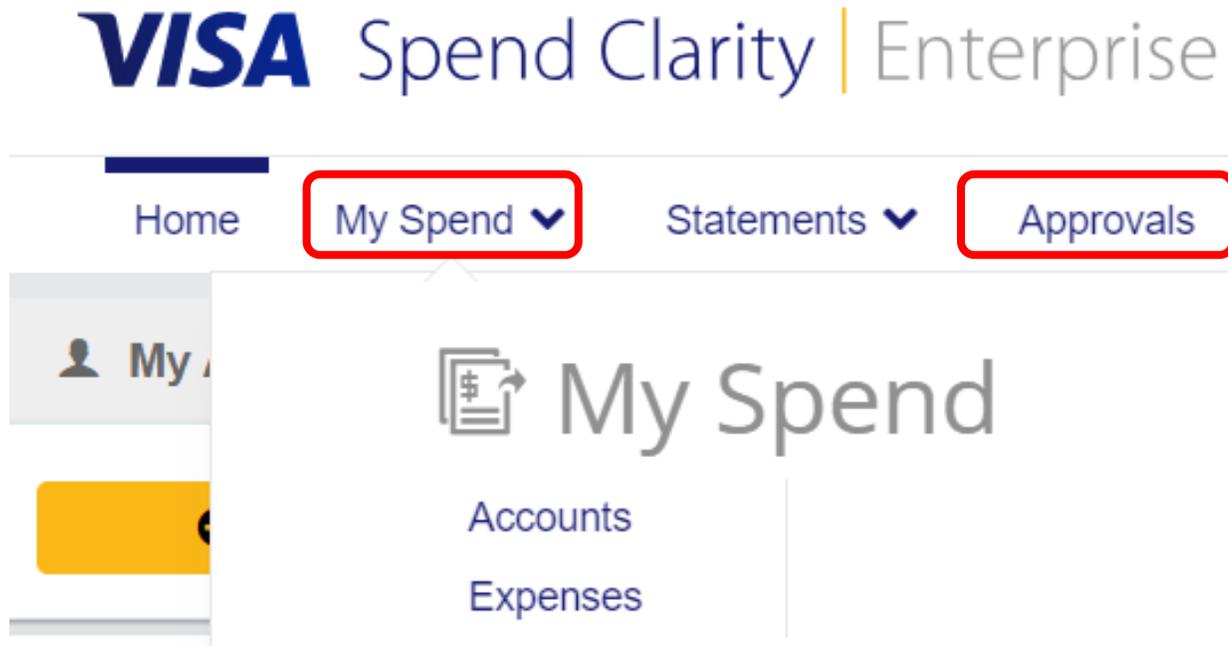
There is a **Two-factor Authentication** process and your authentication code will be emailed to your @iit.edu email address or via the **Visa Spend Clarity Enterprise App** if you signed up for it.

VISA Spend Clarity | Enterprise



Step 2: Once you log in, you will see the Visa Spend Clarity Enterprise Home Page.

If you are a P-Card holder or proxy/delegate of a P-Card holder, you should see the **My Spend** tab and if you are an Approver, you should see the **Approvals** tab.



Step 3: To reconcile your P-Card charges, click on the **My Spend** tab and select **Expenses**.

Follow the steps below to identify all the charges that require your attention because it is pending reconciliation and/or pending your supervisor/manager's review and approval.

A

Expenses

Show My expenses

Filters Default

Find

- My expenses
- All delegates
- Services R4

If you are reconciling your own P-Card, go to step B.

If you are delegated to reconcile someone else's P-Card, you can select the card you want from the Show field.

B

Expenses

Filters Default

Duration All

Status To do

Expense type All expense types

To do

Pending approval

Completed

Reset filters

Next you will want to click on the **Filter** icon. Then in **Duration** select **All** and from **Status** select **Pending approval** to identify all the transactions that require your attention.

C

Expenses

Duration All

Status Pending approval

Expense type All expense types

Apply

Reset filters

Then hit **Apply** when you are ready.

**please note, if you are unable to see any transactions under the "pending approval" status, they may appear under the "completed" status. The system marks all transactions with a FOAP associated with them as completed, even if reconciliation is still outstanding. Since all Illinois Tech transactions have a default FOAP, transactions often get marked as completed. Reconciliation still needs to be completed for these transactions.*

Step 4: Once you hit **Apply**, a list of all your P-Card transactions that need to be reconciled will appear on the new page. You will need to click on the **little arrow** next to each transaction to reconcile the expense, including **1** attach **receipt** if applicable, **2** verify **FOAP charge codes**, and **3** edit Description to provide **business purpose** for the charge.

The screenshot displays the Oracle Expenses interface. At the top, there is a navigation bar with a '+' icon and the word 'Expenses'. Below this is a search bar with 'My expenses' and a search icon. A summary bar shows 'Access Receivables Manage' with a total amount of '6,072.25 USD', 'PNC 1940', and the date '03/05/2021'. A red circle highlights a right-pointing arrow next to this summary bar.

The main area shows a list of transactions. The first transaction is 'Access Receivables Manage' for '6,072.25 USD' on '03/05/2021'. The second is 'Sprint *wireless' for '1,344.39 USD' on '04/17/2020'. A red box highlights the 'Link receipt' button in the top right corner of the transaction details view, with a green circle containing the number '1' next to it.

The transaction details view for 'Access Receivables Manage' is shown. It includes a table for 'Coding' with the following data:

Amount	Date	Issuer	Merchant category group
6,072.25 USD	03/05/2021	PNC Bank 1940	Professional Services

Below the coding table, there is a 'Fund' field with a value of '100000' and 'Unrestricted Fund'. A red box highlights this field and the 'Org' field with a value of '6103' and 'Administrative Services'. A green circle with the number '2' is next to this box.

The 'Description' field contains the text 'Purchase Access Receivables Manage'. A red box highlights this field, and a green circle with the number '3' is next to it.

At the bottom of the details view, there are buttons for 'Complete', 'Update', and 'Options'.

Per Illinois Tech policy:

- Receipts are required for **every single Grant fund/3xxxxx fund P-Card transaction** regardless of dollar value
- Receipts are required only for transactions of **\$75 or greater for Non-Grant fund P-Card transactions**

2

Note: when verifying **FOAP charge** codes, if the account code is incorrect, this can be changed by clicking on the x to the right of the account code. Then select the plus symbol to add an account code and click the option to search account codes.

R 4 Services Llc

Amount 523.24 USD Date 04/10/2024 Issuer PNC Bank 1940 (1815)
Merchant category group Business Services/Supplies

Link receipt

Coding Details

Expense template

1

Amount incl 523.24	USD	Fund	100000	Unrestricted Fund	✕
Tax code		Org	6505	Purchasing and Procurement Off	✕
Tax amount 0.00	USD	Account	1863	R4 Services	✕
Split		Prog	3100	IIT Online	✕

Description

Complete Update Reset

1

Amount incl 523.24	USD	Fund	100000	Unrestricted Fund	✕
Tax code		Org	6505	Purchasing and Procurement Off	✕
Tax amount 0.00	USD	Account			+
Split		Prog	3100	IIT Online	✕

R 4 Services Llc

Amount 523.24 USD Date 04/10/2024 Issuer PNC Bank 1940 (1815) Merchant category group Business Services/Supplies

Link receipt

Coding Details

Expense template

1

Amount incl 523.24	USD	Fund	100000	Unrestricted Fund	✕
Tax code		Org	6505	Purchasing and Procurement Off	✕
Tax amount 0.00	USD	Account			
Split		Prog			

No favorite codes found. Click Search Account codes and add codes to favorites so you can quickly access them here.

Search Account codes →

Description

From there you can search for the appropriate account code using the Code value or Description fields. Recently used account codes will appear in a list below the search to choose from as well. Once the appropriate account code is brought up in the search, simply click on it and then click select to add it to the transaction.

This screenshot shows the 'Search codes' interface for 'R 4 Services Llc'. The search fields for 'Code value' and 'Description' are highlighted with a red box. The 'Show valid codes only' toggle is checked. Below the search fields, a list of account codes is displayed:

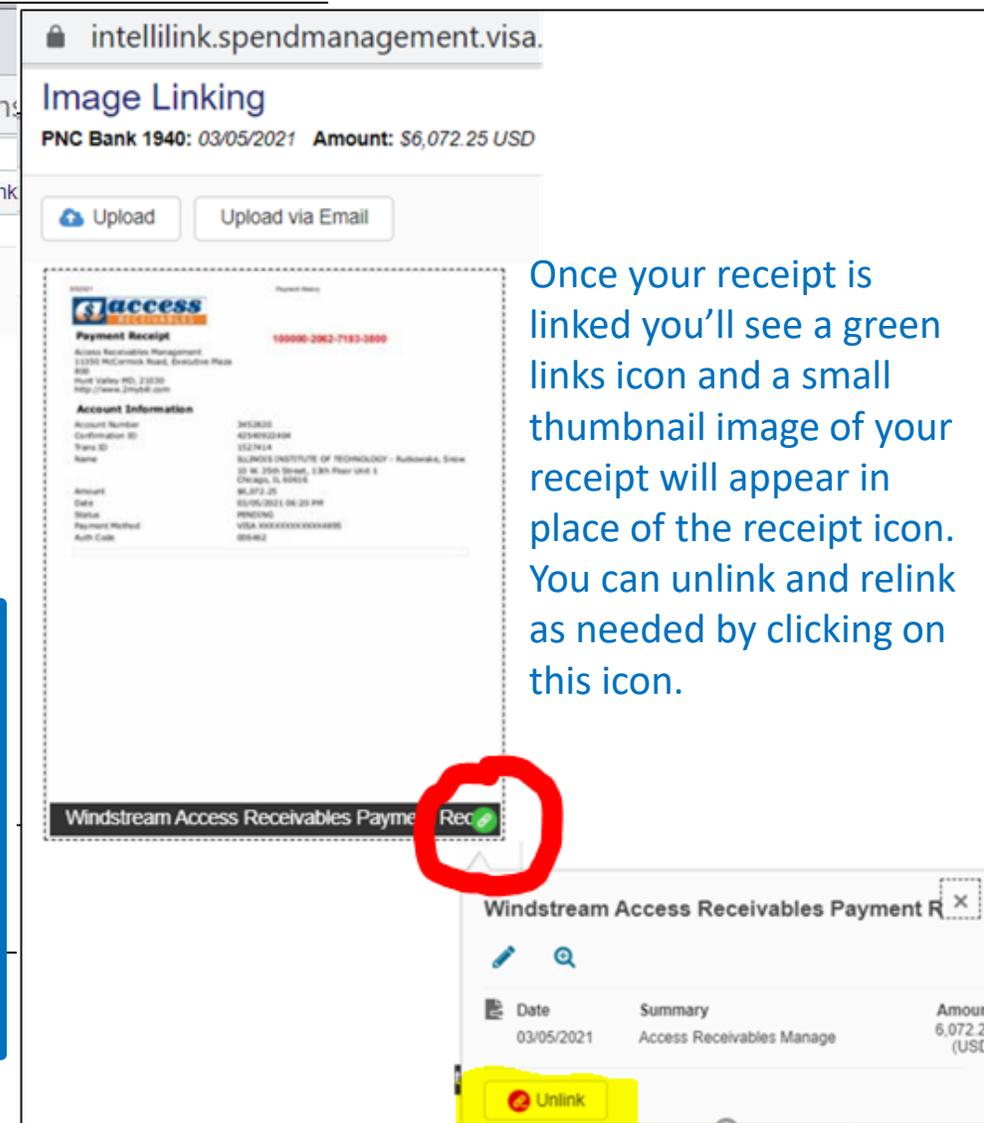
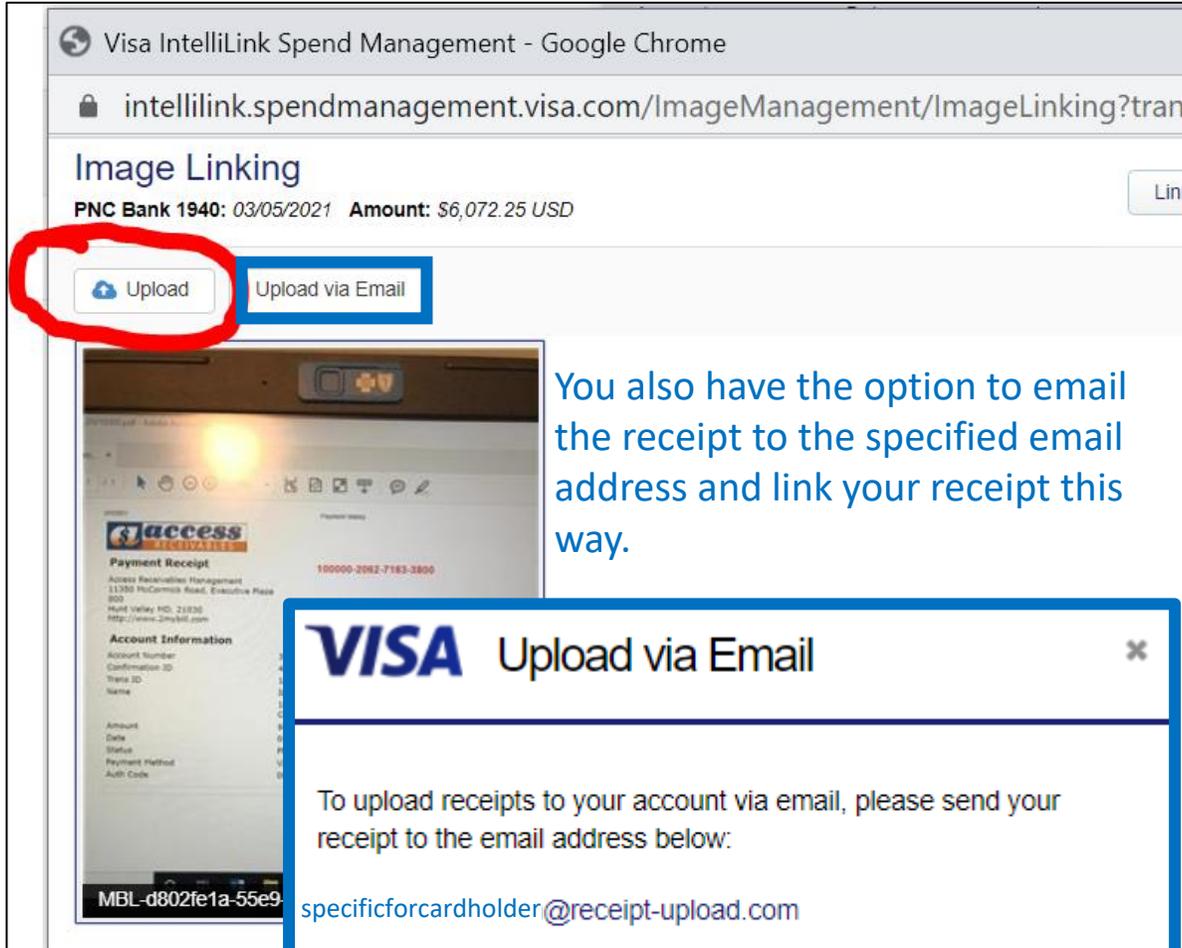
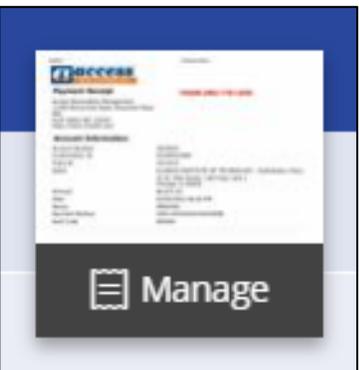
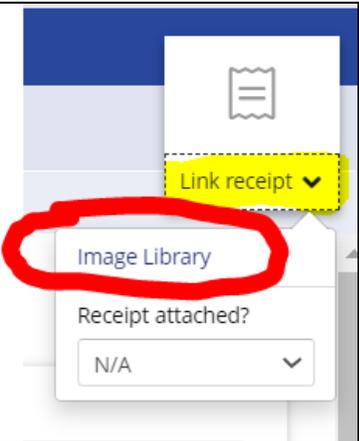
Account
1861 UPS Campus Ship Clearing
7106 Building Repairs and Maintenanc
7107 Elevator Maintenance
7108 Grounds and Landscaping

This screenshot shows the 'Search codes' interface for 'R 4 Services Llc' with search results. The 'Description' field contains 'meal'. The 'Show valid codes only' toggle is checked. Below the search fields, a list of account codes is displayed:

Account
7337 Pritzker Club Meals
7404 Meals

The '7404 Meals' entry is highlighted with a red box, and a red arrow points to the 'Select' button below it.

Step 5: Attach receipts by clicking on the **Receipt icon** and select **Image Library** from the dropdown list. A new window will pop up and you can **Upload** your receipt from your **desktop** or if you had taken a picture of your receipt with your smart phone via the **Visa Spend Clarity Enterprise App**, you can also select the image to be linked on this Image Linking screen.



Step 6: Review and update the FOAP linked to each transaction. All P-Card charges are defaulted to the FOP linked to your card specified during the P-Card application / setup process. However, if you need a specific transaction to hit a different fund, organization or program code you can adjust it during the reconciliation process – ***additional Administrator setup is required.**

The screenshot shows the 'Access Receivables Manage' interface. At the top, transaction details are displayed: Amount 6,072.25 USD, Date 03/05/2021, Issuer PNC Bank 1940, and Merchant category group Professional Services. Below this, the 'Coding' section shows fields for Amount incl (6,072.25 USD), Tax code, and Tax amount (0.00 USD). A table lists the current FOAP elements: Fund (100000 - Unrestricted Fund), Org (2062 - Telecommunication Services), Account (7183 - Telecom Charges), and Prog (3100 - IIT Online). A 'Search codes' window is open, showing a list of codes with '3800 Operations and Maintenance' selected. The 'Select' button for this code is circled in red.

*** If you need to frequently recode your P-Card transaction FOP, please reach out to pcards-group@iit.edu to gain access to the charge codes you need (note, account codes can be changed without additional administrator setup). **Any P-Card FOAP recoding must be completed within 2 days of the end of each billing cycle for it to take effect.****

Click on the **Fund, Org, Account, or Prog** number and a **Search** window will pop up. You can search for the code you need by typing in the code number then **Select** the one you want to update for each element of the FOAP.

Fund	100000	Unrestricted Fund	✕
Org	2062	Telecommunication Services	✕
Account	7183	Telecom Charges	✕
Prog	3800	Operations and Maintenance	✕

Step 7: Finally, you must provide an updated **Description** in the space provided detailing the business purpose of every single P-Card transaction **regardless of funding source or dollar amount**. Once done, hit the Update or Complete button on the bottom and you have completed your reconciliation for the specific P-Card transaction.

The screenshot shows the 'Access Receivables Manage' interface. At the top left, there are three navigation icons: an up arrow, a down arrow, and an 'X' icon, all enclosed in a red circle. The main header displays 'Access Receivables Manage'. Below this, transaction details are shown: Amount (6,072.25 USD), Date (03/05/2021), Issuer (PNC Bank 1940), and Merchant category group (Professional Services). The interface is split into 'Coding' and 'Details' tabs. Under 'Coding', there is an 'Expense template' field. A table lists coding information: Fund (100000, Unrestricted Fund), Org (2062, Telecommunication Services), Account (7183, Telecom Charges), and Prog (3800, Operations and Maintenance). Each row has a small 'X' icon for removal. Below the table is a 'Split' icon. At the bottom, there is a 'Description' text area containing the text 'Purchase Access Receivables Manage. Invoice payment for Windstream on behalf of OTS'. At the very bottom, there are three buttons: 'Complete' (highlighted in yellow), 'Update', and 'Options'.

You can now click on the **Up Arrow, Down Arrow, or X** to move on to your next transaction needing reconciliation or close out this window.

Please note that you have 30 days after the end of each monthly billing cycle to reconcile your P-Card transactions. *The billing cycle ends on the 15th of every month and you have until the 15th of the following month to complete reconciliation.*

Any delays will result in the temporary deactivation of your P-Card until all reconciliation is up-to-date, or removal of P-Card privileges for repeat offenders.