

## Categorizing your expenses to the correct Fund/Org and Account

When you reconcile your Pcard each month, you have an opportunity to categorize the expense to the FUND/ORG/ACCOUNT/PROG that the expense should be assigned to.

When you are in the Wells Fargo / Pcard Reconciliation, the bottom of each transaction shows where the FUND/ORG/PROG is categorized. You will have a default FUND/ORG/PROG set.

	<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Personal</u>	<u>Merchant</u>	<u>G/L Code</u>	<u>Unit</u>	<u>Receipt Submitted</u> ‡	<u>Amount / Original Currency</u>	
1.	<input type="checkbox"/>	02/03/2018	02/05/2018	No	<u>Staples</u> 877-8267755,MI	700000 - Office Supplies	BUSINESS SERVICES (3702)	<input checked="" type="checkbox"/>	19.99 USD
<u>Description</u> : * Laptop Sleeve									
<b>FUND:</b> 100000			<b>ORG:</b> 720040			<b>PROGRAM:</b> 65			
<b>ACTIVITY:</b>			<b>LOCATION:</b>						

*Figure 1: Pcard FUND/ORG display*

If you would like to change the FUND/ORG/PROG where the expense is categorized, check the box by the expense number and select "Reclassify". Here, a set of boxes will appear when you can enter the FUND/ORG/PROG combination that you prefer. Note, if your department uses ACTIVITY codes, they are entered here too.

Enter your description, and click **Save**. Note: If the **Apply to All** link is available, you can copy this description to all listed transactions.

\* Required Field

Cardholder Name: **BAXTER, AIMEE**  
 Card Number: **xxxx-xxxx-xxxx-1833**

**Charges**

Viewing 1 to 1 of 1 Items

1.	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Personal</u>	<u>Merchant</u>	<u>Receipt Submitted</u> ‡	<u>Amount / Original Currency</u>
	03/03/2018	03/05/2018	<input type="checkbox"/>	<u>Staples</u> 877-8267755,MI	<input type="checkbox"/>	41.83 USD
<u>General Ledger Code</u> *		<u>Description</u> *		<u>Unit</u>		
700000 - Office Supplies ✖				BUSINESS SERVICES(3702)		
<b>FUND</b>		<b>ORG</b>		<b>PROGRAM</b>		
100000		720040		65		
<b>ACTIVITY</b>		<b>LOCATION</b>				

Viewing 1 to 1 of 1 Items

**Save** **Cancel**

*Figure 2: Pcard Reclassify*

You may see a pulldown when you enter the new code, if you have used it previously:

< [Return to Charges — Cycle-to-Date](#)

Enter your description, and click Save. Note: If the **Apply to All** link is available, you can copy this description to all listed transactions.

★ Required Field

Cardholder Name: **BAXTER, AIMEE**  
 Card Number: **xxxx-xxxx-xxxx-1833**

**Charges**

Viewing 1 to 1 of 1 Items

Transaction Date	Posting Date	Personal	Merchant	Receipt Submitted †	Amount / Original Currency
03/03/2018	03/05/2018	<input type="checkbox"/>	Staples 877-8267755,MI	<input type="checkbox"/>	41.83 USD

General Ledger Code ★  
 700000 - Office Supplies

Description ★  
 [Empty text box]

Unit  
 BUSINESS SERVICES(3702)

FUND  
 100000

ACTIVITY  
 [Empty text box]

ORG  
 720040

PROGRAM  
 65

Viewing 1 to 1 of 1 Items

[Save](#) [Cancel](#)

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Figure 3: Pcard Reclassify Pulldown

This categorization of the FUND/ORG/PROG carries over to Argos, our Financial Reporting tool. In this example, the FUND/ORG/ACCOUNT/PROGRAM appear within the Argos report for the budget.

Fund & Organization Totals		Account Category Totals		Account Totals		Transaction Detail			
Fund	Org	Account	Account title	Prog	Actv	Transaction description	Transaction amt	Transaction date	Document #
100000	720040	700000	Office Supplies	65		BAXTER 19-SEP STAP...	6.36	9/30/2017	PC000146
100000	720040	700000	Office Supplies	65		BAXTER 27-JAN STAP...	19.99	1/31/2018	PC000150

Figure 4: Argos Report showing FUND/ORG/ACCOUNT/PROG/ACTIVITY codes