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.

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.

![Figure 1: Pcard FUND/ORG display](image)

![Figure 2: Pcard Reclassify](image)
You may see a pulldown when you enter the new code, if you have used it previously:

![Figure 3: Pcard Reclassify Pulldown](image)

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.

![Figure 4: Argos Report showing FUND/ORG/ACCOUNT/PROG/ACTIVITY codes](image)