

Pcard Reconciliation w/ 'Amount Due Employee'

Pcard charges showing up as 'Pay Me'

If there is ever an 'Amount Due Employee' (this amount should always be 0 on a Pcard Report) on a pcard report, there are 'Pay Me' columns in the Pcard Reconciliation that need to be addressed:

Financial Summary		
	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	428.00	0.00
Less Company Paid Expenses	405.26	0.00
Amount Due Employee	22.74	0.00

When there is a dollar amount in the "Pay Me" column, but the expenses are Pcard purchases, the 'Pay Me' line items will need to be deleted.

Below is an example of a Pcard Reconciliation with several "Pay Me" dollar amounts that need to be deleted.

The screenshot shows a mobile application interface for a Pcard Reconciliation report. The header is blue with a back arrow and the text 'Expenses For' followed by a redacted name. Below the header, there are 2 comments and 17 attachments. The main table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The PAY ME column contains values that are highlighted in yellow, indicating they need to be deleted. The total amount due is 22.74 USD.

DATE	EXPENSE	SPENT	PAY ME
Tue 05/21/2024	Airfare (6608) SOUTHWEST	527.97 USD	0.00
Mon 05/27/2024	Travel Meals (6606) ROOT DOWN	35.62 USD	0.00
Mon 05/27/2024	Travel Meals (6606) Four Points Cafe	45.15 USD	45.15
Tue 05/28/2024	Travel Meals (6606) BAGEL STREET CAFE	21.20 USD	0.00
Tue 05/28/2024	Travel Meals (6606) Starbucks	9.25 USD	9.25
Tue 05/28/2024	Lodging (6604) FOUR POINTS SAN RAFAEL	45.15 USD	0.00
Wed 05/29/2024	Travel Meals (6606) Starbucks	10.25 USD	10.25
Wed 05/29/2024	Travel Meals (6606) Starbucks	19.05 USD	19.05
Wed 05/29/2024	Travel Meals (6606) Almaden Sushi	27.55 USD	27.55
Wed 05/29/2024	Travel Meals (6606) Starbucks	3.75 USD	3.75
Wed 05/29/2024	Travel Meals (6606) Bourbon Pub 221	21.16 USD	21.16
Wed 05/29/2024	Parking (6600) Denver International Airport	54.00 USD	54.00
Fri 05/31/2024	Car Rental (6600)	313.14 USD	313.14
Fri 05/31/2024	Travel Meals (6606) San Gregorio General Store	10.95 USD	10.95

If this mistake is not caught, the report will be returned for updates. If the report is returned, it will be available under 'Returned'. From here the report can be edited, and all lines that show 'Pay Me' can be deleted.

1. To edit the report from 'Returned', click on 'Returned' and then select the desired report:

The screenshot shows the eWallet dashboard with three main sections: 'Unused Items', 'Expenses', and 'Pre-Approval'. The 'Expenses' section is highlighted with a blue circle around the 'Returned' count of 2. The 'Pre-Approval' section shows 0 Draft and 0 Returned items.

2. Select the desired report and select 'Open':

The screenshot shows the 'Returned' section with a list of reports. The 'June pcard Reconciliation' report is selected, and the 'Open' button is highlighted with a blue arrow.

3. Once the report is open, select the line item that shows 'Pay Me' and then select 'Delete':

The screenshot shows the details of the 'June pcard Reconciliation' report. A line item for 'Event Supplies (7115)' is selected, and the 'Delete' button is highlighted with a blue arrow.

Complete the above step for all line items that say 'Pay Me'. Once completed resubmit the report.