How to Reconcile the PCard Using My Wallet

2 Stage Process (Long Version)

Download the BMO Spend Dynamics PCard statement for the month to be reconciled.

**TIP:** Completed Travel & Expense PCard reports will match the BMO statement to the penny and have the matching number of transactions.

Gather the receipts and/or invoices to match all transactions on the statement.

Note any foreign purchases – they must be self-assessed in My Wallet (see page 9, 10)

Log into Mosaic at epprd.mcmaster.ca

**STEP 1: SPECIFYING EXPENSE TYPE IN MY WALLET**

Home>Employee-Self-Service>Travel and Expenses>My Wallet

If there are no outstanding transactions OR if the user does not have a PCard or Diners or Personal expense in My Wallet, only the **Add Expense** button, above, will appear.

To change the name if reconciling for someone else click the **Add Expense** button.
Click the down arrow in the small circle to the right of the claimant’s name to change to PCard holder name. This must be done to access their PCard transactions.

Once the card holder name is selected, their associated corporate credit card transactions will appear. There may be Diners, PCard, and personal charges in My Wallet. (Continue to Page 3 unless the Claimant does not appear, then see below)

If the card holder you are reconciling for does not appear on the list, have them delegate Travel and Expense entry authorization. PCard holders must invite reconcilers onto their profile; reconcilers cannot add themselves.

The guide for this is in Mosaic under Support & Documentation then How to Guides.

Home>Navigator>Employee Self-Service>Travel and Expenses>Delegate TnE Entry Authority
Use the ‘+’ button to access new field, search for delegate’s name, select **Edit & Submit** for the Authorization Level (do NOT just give Edit), then click the Save button.

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, October 02, 2020</strong></td>
<td>EDIBLE ARRANGEMENTS CA</td>
<td>82.47</td>
</tr>
<tr>
<td><strong>Thursday, October 01, 2020</strong></td>
<td>PRESSREADER EPAPER</td>
<td>28.34</td>
</tr>
<tr>
<td><strong>Wednesday, September 23, 2020</strong></td>
<td>GRAND &amp; TOY A0</td>
<td>239.18</td>
</tr>
<tr>
<td><strong>Thursday, September 17, 2020</strong></td>
<td>GRAND &amp; TOY A0</td>
<td>111.86</td>
</tr>
<tr>
<td><strong>Wednesday, September 16, 2020</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PCard and Diners transactions associated with that user are now showing. They have been uploaded into My Wallet as in the previous module.

Transactions come directly from BMO therefore there will be fields that cannot be edited, such as date, card number, amount of charge.

**TIP:** Diners charges are added daily. PCard charges are added once a month, after McMaster pays BMO for all transactions. When they are available in Mosaic, they are already paid. The reconciliation pays McMaster back for these payments.
Diners transactions have the Diners logo.

PCard transactions have the MasterCard logo.

Personal charges uploaded to My Wallet will not have any logo.

Use the filter to select only those transactions to be reconciled.

**NOTE:** Reconcile to the BMO statement, one month at a time, as always. Completed reports will match the BMO statement to the penny and have the same number of transactions, always.
Use the filter icon (image on previous page) to open the screen at left. Select transaction date range from the BMO statement being reconciled to capture all transactions. Use the drop-down menu for Receipt Data Source to select MasterCard for PCard transactions only. Click the Done button to complete this step.

**TIP:** Compare this total to the BMO statement being reconciled – there should be the same number of transactions and the total amount will match to the penny. **TIP:** Grand & Toy purchases should be made using MacBuy.
Transactions are uploaded without an associated Expense Type.

This **must** be selected in My Wallet.

The transactions cannot be imported to the expense report without this completed.

**TIP:** If a transaction does get imported into an expense report without the Expense Type specified (or needs to be changed), delete the transaction in the expense report. Save the report.

This will throw the transaction back into My Wallet, where the Expense Type can then be specified or corrected and saved.

Then go back into the expense report and import the completed transaction again.

PCard transactions cannot be deleted in Mosaic. This is by design.

If you have any questions about deleting a transaction, please contact **aphelp@mcmaster.ca**.
Click on the magnifying glass to the right of the Expense field to access the list.

Choose the closest expense type. It may not be a perfect match.

Expense type is associated with the Account field in a chart field string. This can be changed in the expense report at the individual line(s) if the user wants to charge a PDA or MPDA or another account that does not match an expense type available in My Wallet.

**Note:** The Expense Type list will include travel expenses because My Wallet is used for Diners and personal charges as well. PCard is **not** for food or travel expenses.

**TIP:** The Location field is not available in My Wallet until the Expense Type is specified. Select the Location at the General Information (Header) screen in the expense report, not in the My Wallet tile. It will then auto populate each line in the report. Selecting the Location in My Wallet is done at each line, taking far more time to process.

**TIP:** Foreign purchases will still use Hamilton, ON as the Location as this determines taxes, and taxes follow where the Goods or Services are consumed, not purchased.
There are two columns of Expense types.

The **All-Types** column contains all available expense types, including Self-Assessing Goods (8%), Self-Assess Services (13%), and Self-Assess Books (5%). There are also AFP and 100%ITC Self-Assess options. If you do not know what these are, they are most likely NOT for your use. Contact your Finance Manager if unsure.

The **Frequently Used** column is intuitively built by Mosaic through use. As a user selects expense types while preparing reports, over time the system will create a short list of their commonly used expenses.
The **Description** field may be completed in My Wallet as shown above or in the expense report once the transaction has been imported. Since users are selecting the expense type in My Wallet, doing the description in My Wallet can be a more efficient process.

**Line Description Format:**

PCard Last Name Initial MTHYR business purpose Supplier Name

PCard Graci S NOV20 department cell phone Rogers

**OR**

PCard Last Name Initial MTHYR Supplier Name business purpose

PCard Graci S NOV20 Rogers department cell phone

**TIP:** The **Line Description** field will contain the business purpose – think, what makes this expense a McMaster expense? The supplier name and business purpose can be flipped, as shown above, but the Line Description MUST begin with PCard Name Initial MTHYR.

**TIP:** The first 30 characters will be visible in reports under Description column.

**Save** after each line.
**TIP:** Location can be entered at the General Information (Header) screen on the expense report and will auto populate each line. This is more efficient than entering the location at each transaction (line) in My Wallet.

**Self-Assessing foreign purchases on the PCard MUST be done in My Wallet**

The **All-Types** column contains all available expense types, including Self-Assessing Goods (8%), Self-Assess Services (13%), and Self-Assess Books (5%). There are also AFP and 100%ITC Self-Assess options. If you do not know what these are, they are most likely NOT for your use. Contact your Finance Manager if unsure.

* SPECIAL NOTE: Some foreign companies (i.e. McMaster Carr, Adobe, QSR International, Network Solutions, Amazon Web Services, and Zoom) are registered to collect and remit HST to CRA. Their HST registration number will be clearly displayed on their invoice. Treat these charges as Domestic, because the VAT is treated as a domestic company – the tax is included in the total charged. This is called Inclusive.

Once the correct expense type of self-assess has been selected in My Wallet, and the expense report is created and approved, the system will generate a tax payment to CRA in ADDITION to the amount paid to the vendor. This will be charged to the same chart field string used in the PCard reconciliation. Usual rebate percentages apply.

HST – 73.77% of HST is rebated to McMaster and not charged to your chart field string.

GST – 67% of GST is rebated to McMaster and not charged to your chart field string.
**TIP**: The location will likely be a McMaster University location because taxes follow the Goods or Services. Where they are consumed/used is where taxes are applicable.

**TIP**: The Location field is available in My Wallet once the expense type is specified. However, if entered at the General Information screen (Header) of the expense report, this is more efficient. The location can be edited at the line level if necessary.

**TIP**: The Account field must be completed when a self-assessed transaction is imported to the expense report. Since taxes were specified in My Wallet, the expense type is still required in the expense report.

Once all lines have the expense type specified (and Description entered if completing in My Wallet), save one last time. Then Save again for insurance!

Exit My Wallet by clicking the Home icon in the top maroon bar. It’s unfortunate but it is a Mosaic glitch that often the user cannot go back into the Travel & Expenses screen.

**STEP 2: CREATING THE EXPENSE REPORT**

Home>Employee Self-Service>Travel and Expenses>Create Expense Report

Create the expense report to import the PCard transactions from My Wallet.

Make sure to change the claimant’s name NOW if you are reconciling for someone other than yourself. You must do this to access their My Wallet transactions.

The claimant's name cannot be changed once a report ID# is assigned and the report will have to be deleted.

**TIP**: Delete the incorrect report immediately.
A change to the claimant name must be done **before** the expense report ID# is assigned because it cannot be changed once the expense report ID# is created. The report will have to be deleted.

**PCard Reconciliation** for Business Purpose **must** be selected – this prevents any other transaction from being imported to the report.

The report will have to be returned if this option is not selected.
**TIP:** No report ID# is assigned yet because Attachments and Accounting Defaults are not complete.

**Description** (title) with this format: PCard Cardholder Name Initial MTHYR

(i.e. PCard Graci S NOV20)

**Default Location:** Hamilton, ON

**Reference field:** leave blank unless user’s department has its own process for this

**Purpose Approver:** One up supervisor of claimant (the report will not route to the Purpose Approver in workflow unless a PDA or MPDA account is being charged)

**Supporting Documentation:** one single attachment containing the BMO statement (not a transaction listing) and all relevant invoices/receipts in the same order they appear on the BMO statement. Do **not** attach documents at the line level.

**TIP:** There may be **rare** exceptions to this process. Consult your department.

**TIP:** The report ID# is assigned once documentation is attached or the Default Accounting is completed. Once the report ID# is assigned, the claimant name cannot be changed.
A note on Accounting Defaults:

This is auto populated for GL Unit and Department, which are attached to the claimant’s employee ID#.

This can be changed on the report if necessary. Every line can also be changed.

The Account field is missing – this is the numerical equivalent of the expense type, which can be different on each line. Once the expense type is specified on each line, the corresponding Account field is inserted into the chart field string. Click on the Accounting hyperlink at the bottom of each line to change this if necessary.

**TIP**: Self-assessed transactions will have a blank Account field. This must be completed in the expense report.

Projects are found on the Project Chartfields tab.

**TIP**: Either a program or a project will be in a chart field string but **not both**.

PDA or MPDA of the claimant only can be charged. No other PDA or MPDA can be charged, as this report and PCard are both tied directly to the claimant’s employee ID#.

**TIP**: When a PDA or MPDA is charged, the Purpose Approver will receive the report for approval. If these accounts are not selected, the Purpose Approver step in approvals is bypassed.

**TIP**: Complete a Journal Entry to charge a different PDA or MPDA if required.
Notice that once the Accounting Defaults are entered, an expense report ID# is assigned. At this point the claimant’s name cannot be changed. The report must be deleted if the claimant is not correct.

Next, import the relevant transactions from My Wallet.

Use the drop-down menu under Expense Details, Add from My Wallet.

Use the filter again to collect only those PCard transactions that are contained in the transaction date range found on the BMO statement being reconciled.
For this example, the BMO statement has a transaction date range of October 31, 2020, to November 2, 2020, meaning there were transactions over only those dates, not the entire period of the statement.

Selecting MasterCard tells the system to only bring in PCard transactions found in that date range. Diners or Personal charges in My Wallet will be denied, so using this filter helps bring only those transactions the user is reconciling, to the report.
TIP: Match the total up with the BMO statement on this screen. If the two totals do not match, there is an error somewhere. Confirm that the transactions match.

TIP: Credit transactions must be processed. ALL transactions are processed each month.

Take the time now to sort it out because reports MUST match the BMO statement to the penny, as PCard reconciliations always have. The number of transactions will match.

Click on the Update Details button, upper right, to go into the body of the expense report from the Header (General Information) screen.
Transactions are ‘stacked’ to the left. The transaction highlighted in green is displayed in full detail on the right side of the screen.

There were 22 transactions in My Wallet until we imported these transactions. Now there are only 18. If a line in this report is deleted, the transaction on that line will be put back into My Wallet, increasing the total to 19.

Any charge from My Wallet cannot be deleted in an expense report; PCard transactions cannot be deleted at all. This is by design.

Always Save after every change or entry.

Greyed out fields cannot be changed because transactions are direct uploads from BMO.

**TIP**: Self-assessed transactions will have a blank Account field. This must be completed in the expense report.

**TIP**: Contact aphelp@mcmaster.ca if you think a PCard transaction or a Diners transaction needs to be deleted.
Example of Error Message:

Click on Accounting hyper link beside the red error flag to open the chart field string.

For this example, PCard Self-assessing Services was selected in My Wallet. The transaction comes into the expense report without a completed Account field. That is because the user told the system what tax treatment to use but not what was purchased.

**TIP:** The account field is the numerical equivalent of the expense type.

Click on the Accounting hyper link at the bottom of the line (with the red flag) and enter the correct Account number. Use the magnifying glass to see options.
Once completed, **Save**. The error message and red flag disappear.

The VAT on this transaction has been calculated in addition to the amount paid to the supplier. Note the greyed-out Override VAT field. This is because it is tied to self-assessing and is calculated off-screen by Mosaic. It cannot be edited by the user.

**TIP:** Do NOT exempt the VAT on self-assessed transactions.

**NOTE:** Receipt Split function creates multiple lines from a single transaction imported from My Wallet. Split Receipt function is used for invoices with multiple tax treatments or descriptions or chart field strings.

If you entered the Description in My Wallet before importing to the expense report, review taxes, descriptions, etc. at this time. If you have not entered the Description, follow this format:

PCard Last Name Initial MTHYR – business description – supplier name

Example, PCard Graci S AUG20 cell phone for Sue Graci Rogers

**OR** PCard Graci S AUG20 Rogers cell phone for Sue Graci

**Save** after every line.
The chart field string for each line can be changed by clicking on the Accounting hyperlink at the bottom of each line.

Additional chart field strings can be added using the “+” button in the Accounting screen. This allows charges to split among multiple chart field strings.

**TIP**: If there are multiple tax treatments on one invoice, use the Receipt Split option. See guide in Mosaic under Support & Documentation then How to Guides.

The “+” button creates a new distribution line. Lines must equal original total amount.

To access the Header (General Information) screen, click the pen and paper icon on the upper left of screen. This is where Report Description, Location, the Attachment, and Default chart field strings are entered.
Once the report has been reviewed, Save it one last time, then click Review and Submit button, upper right of screen.

If further changes need to be made, click on Update Details. Click on the pen and paper icon upper left to return to Header (General Information screen).

Notes section can add additional information if further explanation is required. There is no character limit to this field.

Click Submit when report is ready to submit.

This is your electronic signature if preparing your own PCard reconciliation. If preparing as a delegate, they must approve after receiving a notification email from Mosaic.
Until the claimant or an approver reviews the report and either approves or denies a report, it can be withdrawn (upper right) for further editing. Then it would need to be submitted again to go into workflow.

If even one approval has been done, the Withdraw button disappears, above.

PCard reconciliation expense reports can be viewed at any point during the approvals process and will remain in Mosaic permanently, with all attachments. This functionality has been increased for the new PCard reconciliation process.

Navigator>Finance>Travel and Expenses>Expense Report>View

OR

Employee Self-Service>Travel & Expenses>My Expense Reports>Change name to Claimant
The report ID# can be the search criteria or the PCard holder’s name, employee ID# or even the report description field can be searched with PCard entered.

**TIP:** More guides are under Support & Documentation then How To Guides in Mosaic.