



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.

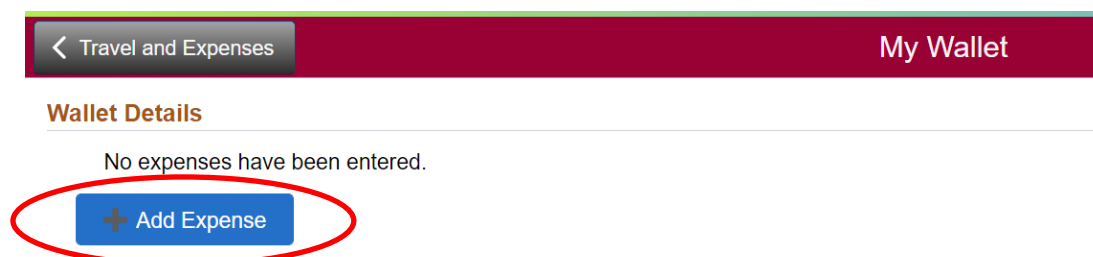
Gather the receipts and/or invoices to match all transactions on the statement.

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

Log into Mosaic at eprd.mcmaster.ca

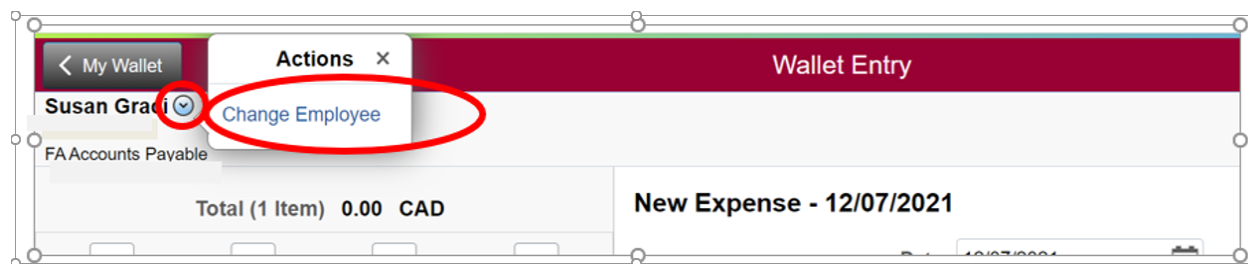
STEP 1: SPECIFYING EXPENSE TYPE IN MY WALLET

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.

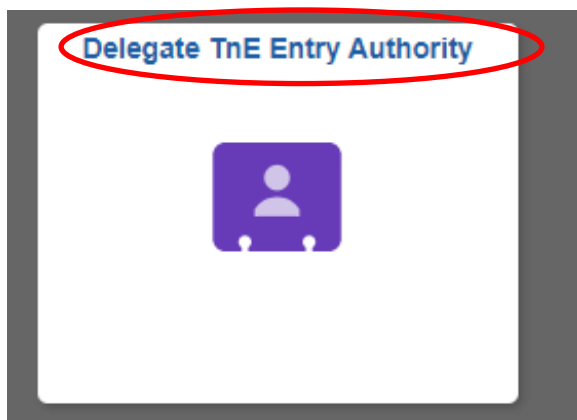
The screenshot shows the 'My Wallet' interface. At the top, there's a 'Wallet Entry' header. Below it, the user 'Susan Graci' is logged in. The main area shows a transaction for 'FA Accounts Payable' with a total of '0.00 CAD'. A modal titled 'Employee Search' is open, showing a search bar with 'Wetton' entered. Below the search bar, there's a table with columns 'Empl ID' and 'Name'. The first row in the table is 'Teresa Carmel Wetton', which is circled in red. The modal also indicates '251 rows' of results.

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



A screenshot of the 'Authorize Users' form. The form has a table with columns 'Authorized User ID', 'Name', and 'Authorization Level'. The first row shows 'Graci, Susan' with 'Edit & Submit' and a '+' button. The second row is empty with a search bar and 'Edit & Submit' and a '+' button. The '+' button in the second row is circled in red. There is also a 'Save' button at the bottom.

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.

▼ Friday, October 02, 2020		
Expense Type	82.47	
EDIBLE ARRANGEMENTS CA		
		CAD
▼ Thursday, October 01, 2020		
Expense Type	28.34	
PRESSREADER EPAPER		
		CAD
▼ Wednesday, September 23, 2020		
Expense Type	239.18	
GRAND & TOY A0		
		CAD
▼ Thursday, September 17, 2020		
Expense Type	111.86	
GRAND & TOY A0		
		CAD
▼ Wednesday, September 16, 2020		

All transactions in My Wallet for the claimant will appear "stacked" on the left side of the screen.

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.

▼ **Thursday, October 01, 2020**

Expense Type

PRESSREADER EPAPER



406 Days Overdue

28.34

CAD

▼ **Wednesday, September 23, 2020**

Expense Type

GRAND & TOY A0



239.18

CAD

Diners transactions have the Diners logo.

PCard transactions have the MasterCard logo.

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

Total (10 Items) 1,395.06 CAD



Add



Delete



Filter



More

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.

Wallet Entry

01/26/2021

Date: 01/26/2021

Cancel Filter Done

Date From

Date To

Expense Type

Description

Receipt Data Source

Attachments


- All Data Sources
- American Express
- Chorus One
- Master Card
- Next Message
- US Bank
- User Input
- Visa
- iReceipts

Personal Expense ☐ No ☐

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.

Total (4 Items) 497.94 CAD		
Add	Delete	Filter
▼ Wednesday, September 23, 2020		
Expense Type	239.18	
GRAND & TOY A0		CAD
▼ Thursday, September 17, 2020		
Expense Type	111.86	
GRAND & TOY A0		CAD
▼ Wednesday, September 16, 2020		
Expense Type	90.40	
ROGERS 486560824		CAD
Expense Type	56.50	
ROGERS 565673118		CAD

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.

▼ Wednesday, September 23, 2020		
Expense Type		239.18
GRAND & TOY A0		
		CAD

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.


New Expense - 10/18

Date 10/18/2020

Expense Type 

Description CDN TIRE STORE #00122 



Payment Details

Payment Procurement Card 

Card Number

Amount 146.89 CAD

Additional Information

 Attach Receipt 

Exceptions

Personal Expense ☐ No

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.

Cancel

Expense Type Search

Frequently Used

All Types

Search Expense Type

→

88 rows

Expense Type
407 ETR
ATM/Bank Fees
Abstract/Journal Fees-Non-Trav
Advertising/Promotion-Non-Trav
Airfare - Cost Selection

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 screenshot shows the 'My Wallet' app interface. On the left, a list of transactions is displayed, including 'Advertising/Promotion' and 'Mmbrshp Dues(Txs Chrgd)'. On the right, the details for the 'Mmbrshp Dues(Txs Chrgd)' transaction are shown, including the date (11/02/2020), expense type, description, payment details (Procurement Card), card number, and amount. Red circles highlight the 'Description' field in both the list and the details view.

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

Expense Type
Self Assess AFP Goods 8%
Self Assess AFP Services (13%)
Self Assess Goods (5%)
Self Assess Goods (8%)

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.

*

OHST (8%) is self-assessed on goods because the 5% federal GST portion of HST was paid when the goods crossed the border into Canada. Books are self-assessed at 5%.

HST (13%) is self-assessed on services (memberships, software, subscriptions) because nothing physically crossed the border so no GST has been paid.

***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.

The screenshot shows the 'Wallet Entry' screen. The top bar is maroon with icons for home, notifications, and settings. The 'Save' button is highlighted with a red circle. The screen displays a list of transactions on the left and a detailed view of a selected transaction on the right. The selected transaction is 'Mmbrshp Dues(Txs Chrgd) - 11/02/2020'. The details include Date (11/02/2020), Expense Type (Mmbrshp Dues(Txs Chrgd)), Description (PCard Graci S NOV20 membership for S Graci Canadian Radiation Society), Payment (Procurement Card), Card Number (*****0545), and Amount (175.15 CAD).

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

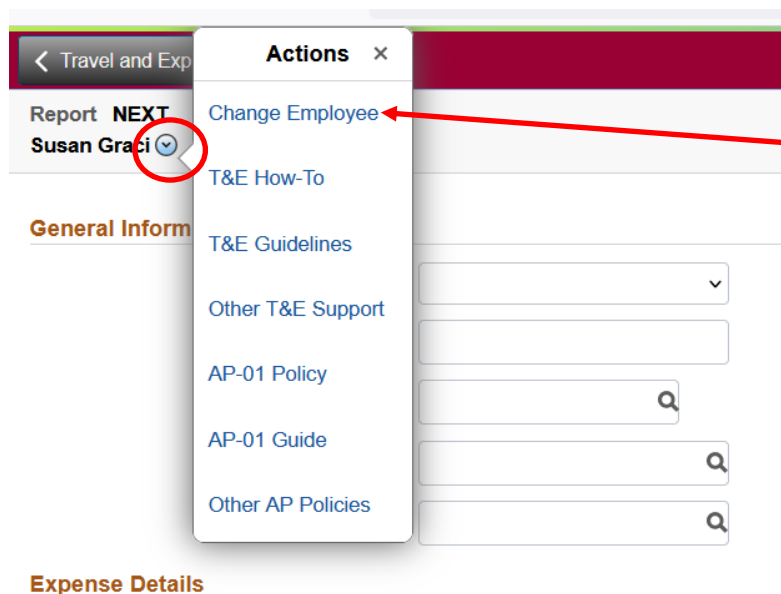
Home>Employee Self-Service>Travel and Expenses>**Create Expense Report**

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

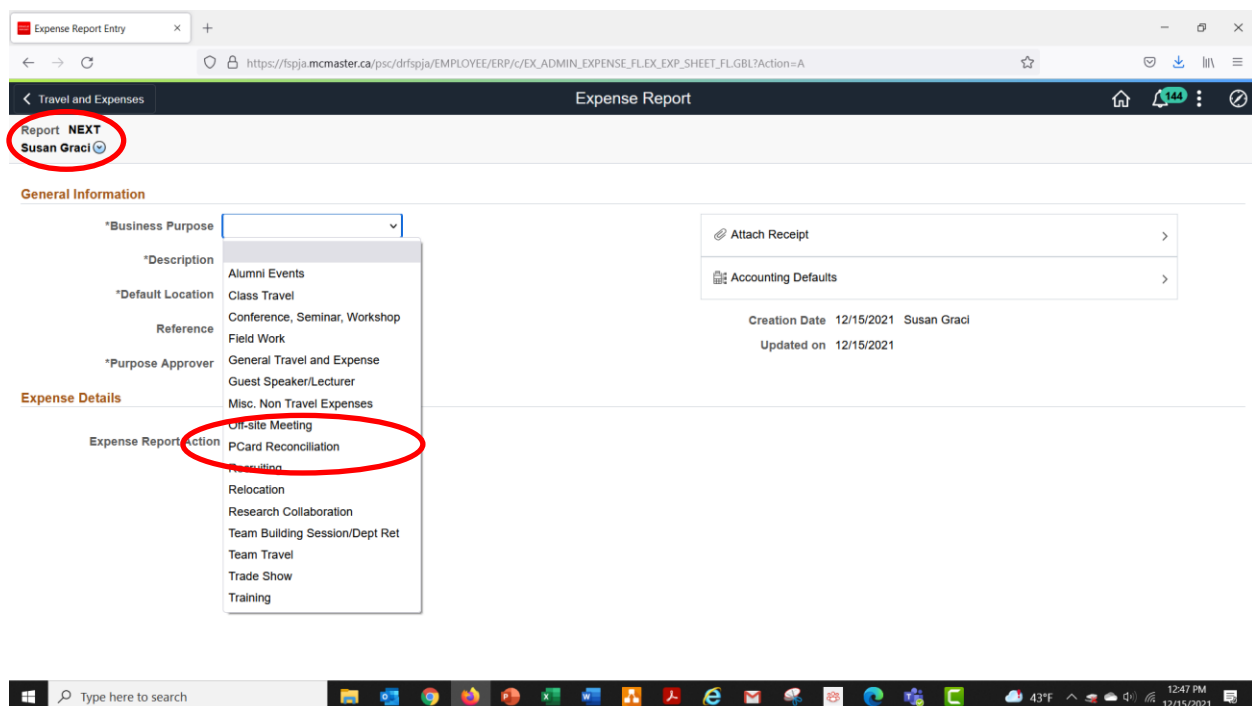
Make sure to change the claimant's name NOW if you are reconciling for someone other than yourself. You must do this to access their My Wallet transactions.

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.



Use the down arrow in the circle to the right of the user's name to change to PCard holder name if reconciling for someone else.



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.

The screenshot shows the 'Expense Report' form. At the top, the header 'Report NEXT Susan Graci' is circled in red. Below this, the 'General Information' section contains fields for Business Purpose (PCard Reconciliation), Description (PCard Graci S NOV20), Default Location (HAMILTON, Ontario), Reference, and Purpose Approver (CHARTIC). To the right, there are buttons for 'Attach Receipt' and 'Accounting Defaults', which are also circled in red. Below these buttons, the creation and update dates are shown as 04/14/2022.

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.

The screenshot shows the 'Expense Report Defaults' form. At the top, there are 'Cancel' and 'Done' buttons. Below them, the description 'Wright JAN/21 Pcard' is shown. The 'Accounting Details' section is highlighted with a red circle, and the 'GL ChartFields' button is also circled in red. Below this, there are tabs for 'GL ChartFields', 'Project ChartFields', and 'Show All'. The main table has columns for %, *GL Unit, Fund, Dept, Program, Affiliate, and Fund Affil. The first row shows a value of 100.00 and MAC01.

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.

Expense Report Defaults

Description: Wright JAN/21 Pcard

Accounting Details

GL ChartFields **Project ChartFields** Show All

1 row

PC Bus Unit Project Activity Source Type Category Subcategory

100.00

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.

Expense Report

Report **0000171072**

General Information

*Business Purpose: PCard Reconciliation

*Description: PCard Graci S NOV20

*Default Location: HAMILTON, Ontario

Reference:

*Purpose Approver: CHARTIC

Attach Receipt 1 >

Accounting Defaults 1 >

Creation Date: 04/14/2022 Susan Graci

Updated on: 04/14/2022 Susan Graci

Expense Details

Expense Report Action:

Add Expense Lines

Add from My Wallet

Add from Quick Fill

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.

My Wallet

Cancel Import

Total (10 Items) 1,395.06 CAD

Select All Filter

0 Selected

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.

My Wallet

Cancel Import

Filter

Cancel Done

Date From 10/31/2020

Date To 11/02/2020

Expense Type

Description

Receipt Data Source Master Card

Attachments

Reset

Advertising/Promotion 1,408.26

PCard Graci S NOV20 ad

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.

The screenshot shows the 'My Wallet' interface. At the top, there are 'Cancel' and 'Import' buttons. Below them, a summary bar indicates 'Total (4 Items) 2,002.12 CAD'. A 'Deselect All' button with a checkbox icon is circled in red. Next to it is a 'Filter' button with a funnel icon, also circled in red. A red arrow points from the 'Filter' button to the transaction list. The transaction list shows three items, each with a blue checkmark in a box, which are also circled in red. The items are: 'Mmbrshp Dues(No Txs)' for 300.07 CAD, 'Advertising/Promotion' for 1,408.26 CAD, and 'Mmbrshp Dues(Txs Chrgd)' for 175.15 CAD. The list is dated 'Monday, November 02, 2020' and 'Saturday, October 31, 2020'. A status '4 Selected' is shown at the top right of the list.

Transaction Description	Amount (CAD)
Mmbrshp Dues(No Txs)	300.07
PCard Graci S NOV20 PHYSICS Society 88 Days Overdue	CAD
Advertising/Promotion	1,408.26
PCard Graci S NOV20 ad for future PhD students JUKASA DESIGNS 88 Days Overdue	CAD
Mmbrshp Dues(Txs Chrgd)	175.15
PCard Graci S NOV20 membership for S Graci Canadian Radiation Society 88 Days Overdue	CAD

The filter brings up the transactions that fit the specifications.

Select All to import transactions to the expense report.

Click **Import**.

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.

The screenshot shows the 'Expense Report' form. At the top, there is a header bar with 'Expense Report' and a navigation menu. Below the header, there is a 'Report 0000171075' section. The 'General Information' section contains fields for 'Business Purpose' (PCard Reconciliation), 'Description' (PCard Graci S NOV20), 'Default Location' (HAMILTON, Ontario), 'Reference', and 'Purpose Approver' (CHARTIC). On the right side, there are two sections: 'Attach Receipt' (1 >) and 'Accounting Defaults' (1 >). At the bottom right, there is a 'Creation Date' (04/18/2022) and 'Updated on' (04/18/2022) section. An 'Update Details' button is circled in red in the top right corner.

Click on the **Update Details** button, upper right, to go into the body of the expense report from the Header (General Information) screen.

The screenshot displays the 'Expense Entry' interface. On the left, a list of transactions is shown under the heading 'PCard Graci S NOV20'. A red circle highlights the summary 'Total (4 Items) 2,002.12 CAD'. The transactions are stacked by date: Monday, November 02, 2020, and Saturday, October 31, 2020. The transaction 'Mmbrshp Dues(Txs Chrgd)' for 175.15 CAD is highlighted in green. On the right, the detailed view for this transaction is shown, including fields for Date, Expense Type, Purpose Approver, Description, Payment, Card Number, Amount, VAT Applicability, Calculated VAT, Override VAT, Merchant, Non-Preferred Merchant, Billing Type, and Expense Location.

Date	Description	Amount	Currency
Monday, November 02, 2020	Mmbrshp Dues(Txs Chrgd)	175.15	CAD
	PCard Graci S NOV20 membership for S Graci Canadian Radiation Society		
	Advertising/Promotion	1,408.26	CAD
	PCard Graci S NOV20 ad for future PhD students JUKASA DESIGNS		
	Mmbrshp Dues(No Txs)	300.07	CAD
	PCard Graci S NOV20 PHYSICS Society		
Saturday, October 31, 2020	Cellular Phone	118.64	CAD
	PCard Graci S NOV20 cell phone ROGERS		

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:

The screenshot shows the 'Expense Entry' form for 'PCard Graci S DEC20'. The total amount is 196.50 CAD. The expense type is 'Self Assess Services (13%)' dated 12/25/2020. The description is 'PCard Graci S DEC20 subscription for grad students NEWSWEEK'. The form includes sections for Payment Details, Merchant, and Additional Information. A red circle highlights the 'Expense Entry Errors' section, which contains the message: 'Correct the following errors prior to submission: Accounting Detail -- Account is required on distribution line 1.' Another red circle highlights the 'Accounting' link at the bottom of the distribution line, which has a red error flag next to it.

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.

The screenshot shows the 'Expense Report Distributions' table. The table has columns for Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, Fund, Account, Dept, Program, Affiliate, and Fund. The first row shows an amount of 196.50 CAD, GL Unit MAC01, and Fund 20. The Account field is highlighted with a red circle, indicating where the user should enter the correct account number.

The screenshot shows the 'Expense Entry' form with the following details:

- Transaction Summary:** Self Assess Services (13%) - 12/25/2020, 196.50 CAD.
- Payment Details:**
 - Payment: Procurement Card
 - Card Number: ****g120
 - Amount: 149.00 USD
 - VAT Applicability: Taxable
 - Exchange Rate: 1.31679190
 - Expense Amount: 196.50 CAD
 - Calculated VAT: 19.37
 - Override VAT: (greyed out)
- Merchant:** Non-Preferred Merchant: WDX.COM PREMIUM-PLAN
- Additional Information:**
 - Billing Type: Internal
 - Expense Location: HAMILTON, Ontario

A red oval highlights the 'Attach Receipt' and 'Accounting' buttons at the bottom right of the form.

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

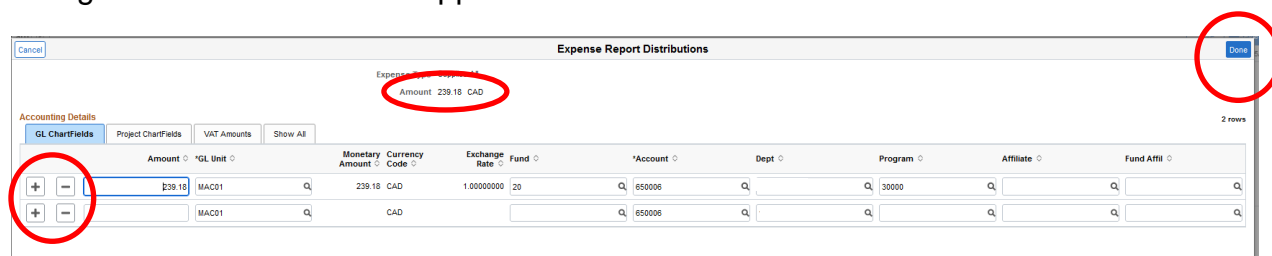
OR PCard Graci S AUG20 Rogers cell phone for Sue Graci

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.

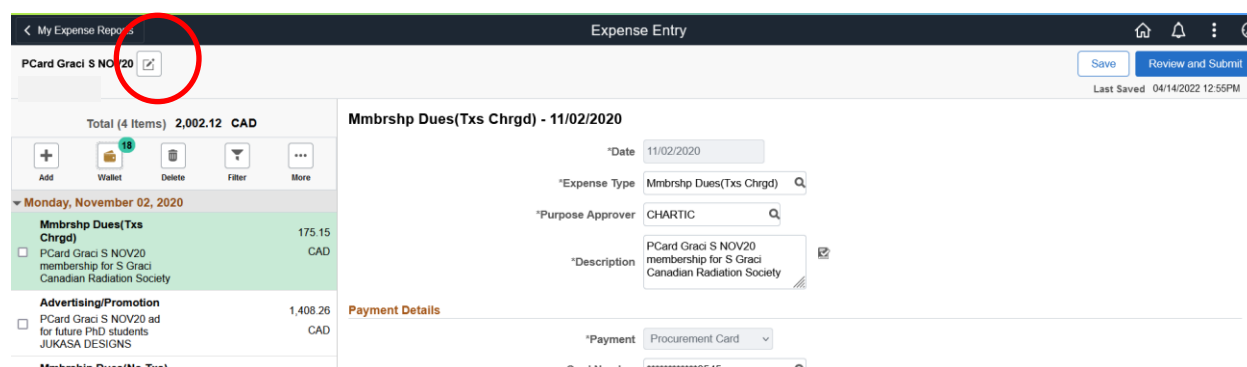
Additional chart field strings can be added using the “+” button in the Accounting screen. This allows charges to split among multiple chart field strings.

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.



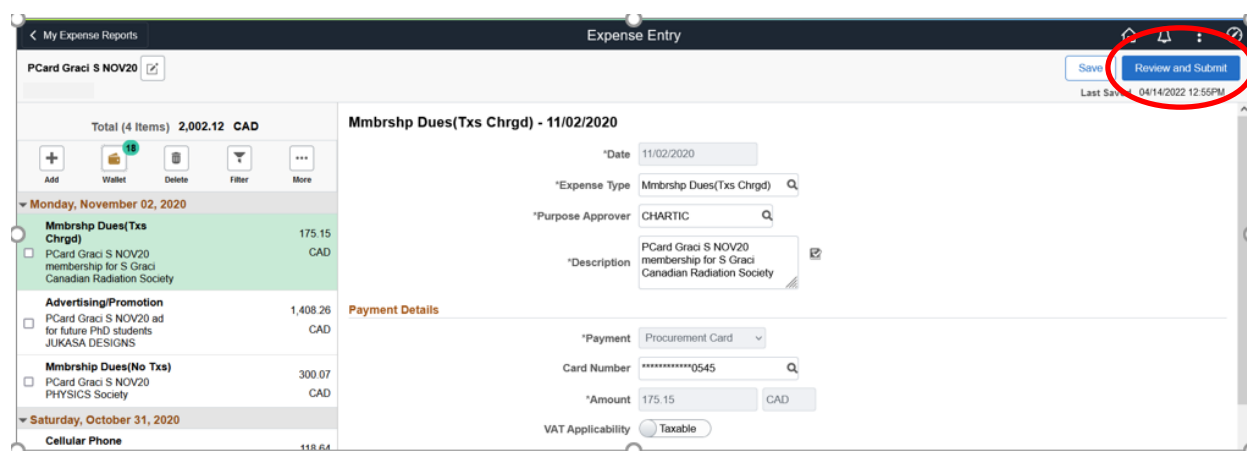
The screenshot shows the 'Expense Report Distributions' screen. At the top, there is a 'Cancel' button on the left and a 'Done' button on the right, both circled in red. Below the title bar, the 'Expense Type' is set to 'Mmbrshp Dues(Txs Chrgd)' and the 'Amount' is '239.18 CAD', also circled in red. The 'Accounting Details' section includes tabs for 'GL ChartFields', 'Project ChartFields', 'VAT Amounts', and 'Show All'. A table below these tabs shows distribution lines with columns for 'Amount', 'GL Unit', 'Monetary Amount', 'Currency Code', 'Exchange Rate', 'Fund', 'Account', 'Dept', 'Program', 'Affiliate', and 'Fund Affil'. The first line shows an amount of 239.18 for GL Unit MAC01, with a monetary amount of 239.18 CAD and fund 20. A red circle highlights the '+' and '-' buttons in the 'Amount' column of the first line.

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



The screenshot shows the 'Expense Entry' screen. At the top, there is a 'Save' button and a 'Review and Submit' button, both circled in red. The 'Expense Type' is 'Mmbrshp Dues(Txs Chrgd)' and the 'Date' is '11/02/2020'. The 'Purpose Approver' is 'CHARTIC' and the 'Description' is 'PCard Graci S NOV20 membership for S Graci Canadian Radiation Society'. The 'Payment' is 'Procurement Card' and the 'Card Number' is '*****0545'. The 'Amount' is '175.15 CAD'. The 'VAT Applicability' is 'Taxable'. The 'Total (4 Items)' is '2,002.12 CAD'. The 'Mmbrshp Dues(Txs Chrgd)' section shows a list of items: 'Mmbrshp Dues(Txs Chrgd)' for 175.15 CAD, 'Advertising/Promotion' for 1,408.26 CAD, and 'Mmbrshp Dues(No Txs)' for 300.07 CAD. A red circle highlights the '+' button in the 'Add' section.

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.



This screenshot is identical to the previous one, showing the 'Expense Entry' screen. It highlights the 'Review and Submit' button in the top right corner with a red circle. It also highlights the '+' button in the 'Add' section of the 'Mmbrshp Dues(Txs Chrgd)' list with a red circle.

Once the report has been reviewed, **Save** it one last time, then click **Review and Submit** button, upper right of screen.

The screenshot shows the 'Expense Summary' screen. At the top left, there is a 'Save' icon (a floppy disk) circled in red. At the top right, there are two buttons: 'Update Details' and 'Submit', both circled in red. Below the header, the 'Expense Report Summary' section shows a total of 6,388.81 CAD. The 'Approval Status' section shows a report ID of 0000171056 and a status of 'Pending'. In the 'Additional Information' section, the 'Notes' link is circled in red.

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.

The screenshot shows a 'Submission Confirmation' dialog box. It contains the text: 'CERTIFICATION: This is to certify that the data contained in this expense report is accurate and complies with expense policy.' At the bottom, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red.

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.

Expense Report Summary

Total (4 Items)	2,002.12 CAD
Due to Employee	0.00 CAD
Due to Supplier	2,002.12 CAD

Additional Information

- View Analytics
- Notes
- View Printable Report

Approval Status

Report ID: 000017074 Submitted for Approval

Submitted	Susan Graci Employee	04/14/2022 3:21:49PM
Pending Approval	Claimant	
Not Routed	Christine Chartier Purpose Approver	
Not Routed (Pooled)	AP Reviewer's	
Not Routed	Payment	

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.

Expense Report Summary

Total (1 Item)	280.32 CAD
Due to Employee	0.00 CAD
Due to Supplier	280.32 CAD

Additional Information

- View Analytics
- Notes
- View Printable Report

Approval Status

Report ID: 0000171018 Approvals in Process

Submitted	Susan Employee	01/05/2022 11:08:47AM
Approved	Josip Zic Claimant	01/05/2022 11:46:54AM
Approved	Teresa Carmel Wetton Purpose Approver	01/05/2022 11:47:31AM
Pending Approval (Pooled)	AP Reviewer's	
Not Routed	Payment	

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

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Report ID	contains ▼	171013
Report Description	begins with ▼	
Name	begins with ▼	
Empl ID	begins with ▼	<input type="text"/> 
Report Status	= ▼	<input type="text"/> ▼
Creation Date	= ▼	<input type="text"/> 

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

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.