



P-CARD TRANSACTION RECONCILING DEADLINE

Greetings,

A Return to P-Card Reconciling Deadline

Since going live on the Financial Management System, the system setting that requires users to reconcile p-card transactions older than 30 days before being able to submit for personal expense reimbursement has been turned on and off due to system issues. As there are no current system issues, this rule has been placed back into the system so the system is in alignment with the Procurement Card Policy and Procedures Manual, which can be found [here](#). Having a p-card is a privilege and possession comes with specific requirements and responsibilities set forth in the policy.

Please note: reconciling the p-card transactions in a timely manner not only helps your departments actuals to be up to date and helps the budgeting manager, but also helps with reporting to the Board of Trustees and the State. As year-end is quickly approaching, it is important p-card transactions are reconciled in an even quicker turnaround so the purchases do not affect fiscal year 2020 actuals. Deadlines for year-end transactions will be communicated in the near future.

The below links will provide information to help you reconcile your p-cards:

- [How to reconcile p-card transactions](#)
- [View outstanding p-card transactions that haven't been added to an expense report](#)
- [View the status of expense reports if you've added p-card transactions to an expense report](#)
- [How to assign a delegate to reconcile p-card transactions on your behalf](#)

Reminder! Employee Terminations, Assignment Changes & P-Cards

When an employee within your unit leaves the university, **it is critical that you contact [Procurement](#) as soon as possible if the employee has a p-card**, so that Procurement can cancel their p-card. If p-card transactions are posted to WyoCloud Financial Management and not reconciled prior to the employee's departure, additional effort is required to process these transactions. Notifying Procurement as soon as you know of an employee termination will **save you time when it comes to processing these transactions**.

Additionally, if an employee has a p-card and is transferring to another unit, please let Procurement know as they will either cancel or put the card on hold if the department allows the person to retain the card and sends a new agreement. Transactions from the previous department need to be reconciled prior to leaving. Again, those not reconciled will require additional effort to be processed.

Best,

The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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