

## Visa Card Reconciliation Process

Last Update: May 2021

The credit card payment process has changed in WorkDay.

The card holder no longer needs to go on a separate site to download a statement to match receipts against the transactions listed.

To view your credit card transactions:

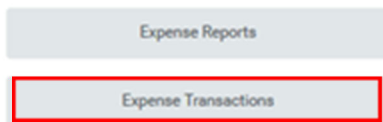
1. Login to Workday
2. Go to Expenses



3. Click on Expense transactions, which will lead you to the “My Expense Transactions” page, please input the suggested filter for transaction status

Transaction date (e.g. Dec 1 to Dec 31<sup>st</sup>)

View



### My Expense Transactions

Transaction Status

Transaction Date On or After

Transaction Date On or Before

- a. You will see a list of all outstanding credit card transactions
- b. Review your transactions and make sure you have copies of invoices for each

To streamline the Visa card reconciliation process, UBC Law has set-up finance folder where the cardholder can save the credit card receipts and all supporting documents so UBC Law finance specialist can pick these up for processing.

**G:\Finance - PCard\_VISA\Carholder LastName,FirstName**

UBC Law will send an email reminder every 6<sup>th</sup> and 20<sup>th</sup> of the month with a list of outstanding unreconciled credit card transactions. The cardholder should:

- Save the receipts with supporting documents (e.g. Itemized receipts and approvals if charging to an alternate account) within 7 days of the notification,
- Please ensure the receipts are scanned separately with the WorkTag number.
- If there are any personal purchases, please indicate in the receipt that these are personal and the finance specialist will process these accordingly.
- If you used your card to purchase items charging other Worktags (PGs) which you are not the WorkTag manager, please ensure you attach a signed or email confirmation by the WorkTag manager charging their account
- Our finance assistants will complete the create expense reports to ensure these transactions are posted in the ledger account once validation process is completed.
- The respective WorkTag manager will be prompted to review and approve the charges per WorkDay business process before these are posted.

Please ensure the WorkDay delegation: “create expense report” & “expense report event” have been completed.

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Visa Card reconciliation process:

[https://ubc.servicenow.com/selfservice?id=kb\\_article&sys\\_id=b0b034a31b7e68d01cfdeac3b24bcbe4&table=kb\\_knowledge](https://ubc.servicenow.com/selfservice?id=kb_article&sys_id=b0b034a31b7e68d01cfdeac3b24bcbe4&table=kb_knowledge)