
The Reconciliation Corporate Card Spreadsheet



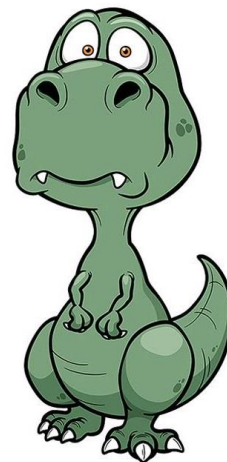
(TReCCS pronounced T-Rex)

1

In this presentation you will learn how to use TReCCS.

This includes:

- Pulling information from the corporate card statement
- Breaking out expense/credit amounts
- Drop-down menus and comments



2

CITIBANK CORPORATE Account

1-800-248-4533
1-804-654-7314
1-877-906-7276

Account Number: XXXXX

Summary of Account Activity		Payment Information	
Previous Balance		New Balance	
Payments		Past Due Amount	
Credits		Disputed Amount	
Purchases & Other Charges		Amount Over Credit Limit	
Cash Transactions		Minimum Payment Due	
Cash Transaction Fees		Payment Due Date	
Interest Charges		Statement Closing Date	
		Days in Billing Period	

- The first thing to notice about the Citibank corporate card statement and the TReCCS document is that they mirror one another. Both have a section entitled Purchases & Other Charges, and New Balance on the left and right sides of the Citibank statement.
- Take the amount from the Purchases & Other Charges section on the Citibank statement and enter it into the Purchases & Other Charges section on the TReCCS document. Do the same with the New Balance section.
- If the difference is negative, then there are outstanding charges that haven't been paid by the time the statement was issued. If the difference is positive, then there is a credit that hasn't been resolved by the date the statement was issued. If the difference is zero, then your statement is current.

TReCCS Monthly Corporate Card Reconciliation		
Purchases & Other Charges	New Balance	Difference
		\$ -

3

TReCCS Monthly Corporate Card Reconciliation		
Purchases & Other Charges	New Balance	Difference
\$ 9,095.61	\$ 11,681.81	\$ (2,586.20)
Explanation of Expenses/Credits		Comments
Current statement amount (HU/CfA pays)	\$ 8,995.62	Statement Date 1-15-21
Current amount paid by another department	\$ 99.99	Statement Date 1-15-21 EPS
Prior amount due (HU/CfA pays)	\$ 3,333.61	Statement Date 12-15-20
Prior personal amount due (paid by cardholder)	\$ 195.98	Statement Date 12-15-20
Prior amount due (HU/CfA pays)	\$ 311.25	Statement Date 11-15-20
		Statement Date 11-15-20 EPS
Prior amount paid by another department	\$ 141.24	
Prior credit (to HU)	\$ (1,420.00)	Statement Date 11-15-20
Prior late fee (paid by cardholder)	\$ 6.28	Statement Date 9-15-20
Prior late fee (paid by cardholder)	\$ 6.28	Statement Date 8-15-20
Prior late fee (paid by cardholder)	\$ 11.28	Statement Date 7-15-20
Other explain:	\$ 0.28	The Prior personal amount that the cardholder paid was rounded to \$451.00 instead of the total that was owed of \$451.28. Trixie Pranks will investigate.
Total Explanation of Expenses/Credits	\$ 11,681.81	Cardholder:
New Balance	\$ 11,681.81	Malarky, Canard
Difference (Must equal zero)	\$ -	Preparer:
Month	January	Pranks, Trixie
Year	2021	

- In the Explanation of Expenses/Credits section, click on a line, and select the appropriate item from the drop-down menu.
- Enter the total for that line item in the amount field.
- The Comments section is where one can expound on the expenses/credits.
- Together this provides a detailed summary of the expenses/credits and alerts the preparer to any action that they may need to take, such as alerting the cardholder that there are personal and/or late fees that may still need to be addressed.

4

Total Explanation of Expenses/Credits	\$ 11,681.81	Cardholder:
New Balance	\$ 11,681.81	Malarky, Canard
Difference (Must equal zero)	\$ -	Preparer:
Month	January	Pranks, Trixie
Year	2021	

- When your Total Explanation of Expenses/Credits is equal to the New Balance, the Difference will equal zero and your reconciliation is complete.
- Next, select the Month and the Year via the drop-down menu.
- Finally, select the Cardholder and Preparer names. If the list needs updating for any reason, please contact the CfA Financial office who will maintain the master list.

5



Once you have your reconciliation form filled out, you've almost reached the finish line! In order to attach your TReCCS document to the header level in your Concur report, you'll first need to save it as a PDF.

6



Congratulations!
You are the apex
predator of
reconciliation!