



## Visa Reconciliation Instructions

SVC has elected to not implement the ctcLink Visa module at this time. As of October 2021, the procedures have not changed greatly, please review and process your Visa reconciliations using the following instructions.

The statement will be available around the 16<sup>th</sup> each month. The reconciliation is due by the end of the month.

- Use the new A-19 form (following the ctcLink format). A copy is available from the Business Office portal.
- For each charge on the statement gather:
  - A voucher distribution form (available from the Business Office portal.)
  - Purchasing documentation: email requesting the purchase, email confirmation from the vendor, invoice, or any other pertinent documents.
  - Receiving documentation: shipping manifest marked received, email confirming receipt from someone on campus, or sign (or initial) & date PO marking it received
- If the vendor did NOT charge tax and it is a taxable item, you will need to calculate use tax at 8.7% and add to the charge. Example: vendor charged \$100, it should have had tax of \$8.70, mark on A19 \$108.70 in amount column and \$8.70 in the use tax column. If tax was charged you do not need to do this (most common). If there is use tax, a separate line subtracting the total of the use tax on the A19 should be added as well.

Purchase Date	Business Unit	Ledger	Account	Amount	Use Tax	Oper Unit	Fund	Approp	Dept ID	Class	State Purpose	College Defined	PC Bus Unit	Project	Activity	Analysis	Description
9/30/2021	WA040	LOCAL	see other tab	(\$87.00)		7040	840		90009	286	N						Use Tax
9/30/2021	WA040	LOCAL	see other tab	\$0.00		7040	145		74000	112	N		WA040	0000004679	ACTIV		Grant purchase example computer purchase example w/ use tax
9/30/2021	WA040	LOCAL	5030110	\$1,000.00	\$87.00	7040	148		26414	42	Y						

- Fill in the A19 with the necessary information for each charge. You can combine charges to the same vendor if they are also to the same budget code. If a charge for a vendor has multiple budget codes, split it onto multiple lines.
- Save the A19 with the following format: last 4 digits of credit card, last name of cardholder or dept name, and date of statement. Examples: 2153 Miller 9-15-21 or 8209 Facilities 9-15-21.
- Email a copy of the A19 to Purchasing Specialist in charge of visas (Teresa Miller)
- Gather the reconciliation documentation into a packet and either scan and email to me or physically mail to Teresa Miller. It should be organized in this order:
  1. A19
  2. Visa statement
  3. Each voucher with associated documentation

**For this procedure you will need these forms available from the Business Office portal:**

- SVC\_Voucher-AP Payment Request\_CTCLINK.xlsx
- A-19 ctclink form
- A copy of your Visa statement