

Account Reconciliation Worksheet Instructions for Reloadable Debit Card Accounts

(see Account Reconciliation Worksheet example below)

A) Steps to balance account.

- A1. Fill out top portion of Account Reconciliation Worksheet.
- A2. Enter month end balance from Account Reconciliation Report.
- A3. Enter any deposits in transit.
- A4. Enter month end balance from Card Load Report.
- A5. Enter all outstanding payments.
- A6. Enter any outstanding adjustments.
- A7. The Adjusted Account Statement Balance & the Adjusted Check Register should equal.

B) Steps to balance to the authorized Custodian Fund amount.

- B1. Enter the card load payments made through the month you are reconciling that have not been replenished.
- B2. Enter the total amount of payment reversals.
- B3. Enter current authorized amount.
- B4. Difference should be zero.
- B5. Total amount of replenishment that needs to be requested from Cash Management to replenish the reloadable debit card account. Note that replenishments are to be completed at least every 90 days or sooner.

Account Reconciliation Report

Program: USB Focus Blue USB/MP ATM CORE 1 (987654321)

Funding Card: 1234567890

Reporting Period: 11/01/2023 to 11/30/2023; Data shown in Time Zone: CT

Report Totals:

Total Debits: (\$360.00)

Total Credits: \$0.00

Funding Card	Program	Client Program	Location	Funding Trans Date	Debit \$ Transaction	Credit \$ Transaction	Acct Ending Balance	Trans Code	Trans Code Desc	Transaction Detail	User ID	To Cust ID	To Emp ID	To Cardholder Last Name
Program Name	USB Focus Blue USB/MP ATM CORE 1-					Beginning Balance	\$9,070.00							
1234567890	123456789	135797531	135797531	11/01/2023 10:52:39	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595804	16141576	346605438		
				11/03/2023 10:36:39	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595804	16141576	346605438		
				11/07/2023 14:43:39	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595796	16141586	346605437		
				11/07/2023 14:44:07	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595770	16141586	346605435		
				11/08/2023 10:40:45	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595796	16141576	346605437		
				11/15/2023 12:30:44	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595838	16141576	346605441		
				11/15/2023 12:31:09	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595838	16141576	346605441		
				11/15/2023 12:32:43	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595846	16141576	346605442		
				11/20/2023 11:32:32	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595846	16141576	346605442		
				11/27/2023 11:40:36	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595846	16141576	346605442		
				11/28/2023 12:41:04	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595853	16141576	346605443		
				11/30/2023 14:40:01	(\$30.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Debit \$30.00 from funding account. - Funds Transfer to 4744595960	16141586	346605454		
				Total	(\$360.00)	\$0.00								
						Ending Balance	\$8,710.00							

Statement Balance on Account Reconciliation Worksheet

Card Load Report

Reporting Period 11/01/2023 to 11/30/2023; Data shown in Time Zone: CT

Report Totals:

Total Number of Loads **12**
 Total Value of Loads **\$360.00**

This BEGINNING BALANCE section is added to the Card Load Report

BEGINNING BALANCE 11/1/2023 \$9,070.00 From previous months' ENDING BALANCE

Client Program	Location	Card ID	Last Name	First Name	Employee ID	Registration Date	Load Date	Load Amount	Trans Type	Trans Desc
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
	135797531	135797531	4744595804			10/31/2023	11/01/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$30.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595804			10/31/2023	11/03/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$30.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595796			11/07/2023	11/07/2023	\$30.00	2830	Funds Transfer by CardID
			4744595770			11/07/2023	11/07/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$60.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595796			11/07/2023	11/08/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$30.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595838			11/14/2023	11/15/2023	\$30.00	2830	Funds Transfer by CardID
			4744595838			11/14/2023	11/15/2023	\$30.00	2830	Funds Transfer by CardID
			4744595846			11/15/2023	11/15/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$90.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595846			11/15/2023	11/20/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$30.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595846			11/15/2023	11/27/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$30.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595853			11/28/2023	11/28/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$30.00
Program Name:	USB Focus Blue USB/MP ATM CORE 1-									
			4744595960			11/30/2023	11/30/2023	\$30.00	2830	Funds Transfer by CardID
								Sub-Total		\$30.00
								Total		\$360.00

This section is added to the bottom of the Card Load Report to calculate the Ending Balance for the Account Register Balane on the Account Reconciliation Worksheet	Total Inflows = card funding reversals	\$0	TOTAL INFLOWS
	Replenishments from previous months that have not yet been deposited into the account	\$930.00	TOTAL OUTSTANDING DEPOSITS
	Total Outflows = card loads in the current month	(\$360.00)	TOTAL OUTFLOWS
	Sum of: Total Inflows + Total Outstanding Deposits - Total Outflows	\$570.00	NET TOTAL
	Sum of: Beginning Balance + Net Total	ENDING BALANCE 11/30/2023 \$9,640.00	Account Register Balance on Account Reconciliation Worksheet

Reports Needed to Complete Reloadable Debit Card Reconciliation

Account Reconciliation Report (remember to remove all HIPAA identifiers)

Card Load Report (remember to remove all HIPAA identifiers)

Reports Can Be Found on US Bank Prepaid Administrative Website

(<https://portal.clientaccesssite.com/web/usbankprepaidadmin/login>)

Instructions on how to find the reports on the US Bank Prepaid Administrative Website:



U.S. Bank Prepaid Administrative Website

- Programs
- Cardholders
- Tools
- User Management
- Reports**
- My Account
- Help

Current User

Hello, [Redacted]

Program Search

- Search
 - View Client Program Details
 - View Location Details

How to Guides

- How to Search Card Programs
- Glossary
- User Agreement

Program Lookup

Client Program: NONE SELECTED

Location: NONE SELECTED

Lookup Programs

Criteria Search

Search For: Client Program

Search By: Name

Enter Criteria

Search Programs



Display Current User

Hello, [blurred]

Reports

Documents

User Agreement

Report Viewer

Report Selector

Report Category	Report Name
Financial	Account Reconciliation Report

Report Parameters

Please provide below input parameters to view Selected Report.
 Once you select the export button the link to your report will be located at the bottom of the page.
 Required fields are indicated by Asterisk.

Start Date (MM/DD/YYYY) *	11/01/2023	End Date (MM/DD/YYYY) *	11/30/2023
Time Zone *	Central Time		
Select Program *	USB Focus Blue USB/MP ATM CORE 1 - [blurred]		
Select Client Program *	Select U of Wisconsin Madison		
Select Card Id *	U of Wisconsin Madison - Dept of [blurred]		
Select Report Format *	EXCEL	Export	



Display Current User

Hello,

Reports

Documents

User Agreement

Report Viewer

Report Selector ▲

Report Category

Report Name

Standard

Card Load Report

Report Parameters ▲

Please provide below input parameters to view Selected Report.

Once you select the export button the link to your report will be located at the bottom of the page.

Required fields are indicated by Asterisk.

Start Date (MM/DD/YYYY) *

11/01/2023

End Date (MM/DD/YYYY) *

11/30/2023

Time Zone * ⓘ

Central Time

Select Program *

USB Focus Blue USB/MP ATM CORE 1 - 126784009

Select Client Program *

Select

U of Wisconsin Madison -

Select Report Format *

EXCEL

Export