

Quick Guide for Multiple P-Card Transactions

Purpose: (Advanced) The purpose of this document is to outline the process bulk expense report processing for p-card transaction reconciliation.

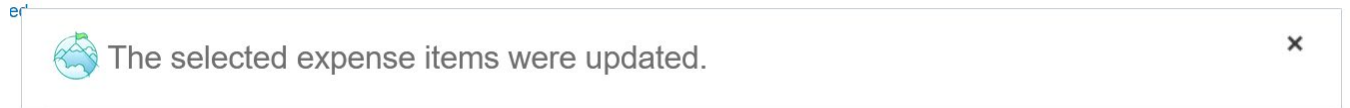
Additional Resources:

- Service Desk: ap@gmhec.org
- Phone: (802) 443-2321
- [Finance and Procurement Knowledge Base](#)

Process Step & Description	Action																																																								
<p>1.1 View/Add Available Expense Items</p>	<p>To add transactions in bulk, mark the check box next to each transaction that you would like to add. You can also choose to add all available expense items to a report by checking the <i>Select All</i> box.</p> <p>After selecting all transactions that you wish to add to a new expense report, you can select the Create Report box under the Expense Reports section at the top of the page. You should see the number of transactions you have selected, in parentheses.</p> <p>Available Expense Items (5)</p> <p>Actions ▾ + Create Item</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Date ▾</th> <th>Type</th> <th>Amount</th> <th>Merchant</th> <th>Location</th> <th>Description</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td colspan="8">Cash and Credit Card Expense Items (5)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Purchase - Com</td> <td>375.64 USD</td> <td>Apple</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Employee Travel</td> <td>552.73 USD</td> <td>Day's Inn</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Employee Travel</td> <td>56.92 USD</td> <td>American Flatbread</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Purchase - Other</td> <td>26.00 USD</td> <td>Lowe's</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Purchase - Supp</td> <td>111.00 USD</td> <td>Hannaford</td> <td>AK, United States</td> <td>Supplies Order</td> <td>*Add attachment</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments	Cash and Credit Card Expense Items (5)								<input checked="" type="checkbox"/>	03-Feb-2021	Purchase - Com	375.64 USD	Apple	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Employee Travel	552.73 USD	Day's Inn	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Employee Travel	56.92 USD	American Flatbread	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Purchase - Other	26.00 USD	Lowe's	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Purchase - Supp	111.00 USD	Hannaford	AK, United States	Supplies Order	*Add attachment
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<p>2.1 Make Mass Changes to EDORDA Across ALL Transactions</p>	<p>If you would like to apply the same EDORDA across all transactions within the expense report, select the check boxes next to each transaction.</p> <p>Expense Items (5)</p> <p>Actions ▾ + Create Item Add Existing Apply Account ▾</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Date ▾</th> <th>Type</th> <th>Amount</th> <th>Merchant</th> <th>Location</th> <th>Description</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Purchase - Supplies</td> <td>111.00 USD</td> <td>Hannaford</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Purchase - Other U</td> <td>26.00 USD</td> <td>Lowe's</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Employee Travel - M</td> <td>56.92 USD</td> <td>American Flatbread</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Employee Travel - L</td> <td>552.73 USD</td> <td>Day's Inn</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03-Feb-2021</td> <td>Purchase - Comput</td> <td>375.64 USD</td> <td>Apple</td> <td>AK, United States</td> <td>Add description</td> <td>*Add attachment</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments	<input checked="" type="checkbox"/>	03-Feb-2021	Purchase - Supplies	111.00 USD	Hannaford	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Purchase - Other U	26.00 USD	Lowe's	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Employee Travel - M	56.92 USD	American Flatbread	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Employee Travel - L	552.73 USD	Day's Inn	AK, United States	Add description	*Add attachment	<input checked="" type="checkbox"/>	03-Feb-2021	Purchase - Comput	375.64 USD	Apple	AK, United States	Add description	*Add attachment								
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Once you have selected all transactions you would like to apply the EDORDA to, select the **Apply Account** dropdown, and select the desired EDORDA from the options.

After selecting the EDORDA, you will receive a message pop-up indicating that the changes were applied.

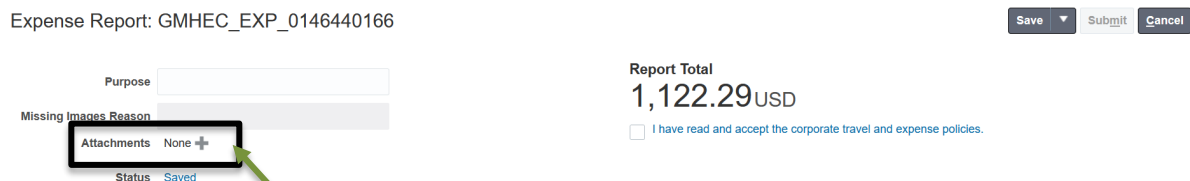


Note: You must enter the EDORDA for at least **one** transaction within the report to get it to appear as an option in the **Apply Account** dropdown.

Please also note that if you use a designation combination in the EDORDA strand, you will have to click into each transaction and enter that designation coding in the **Designation** field.

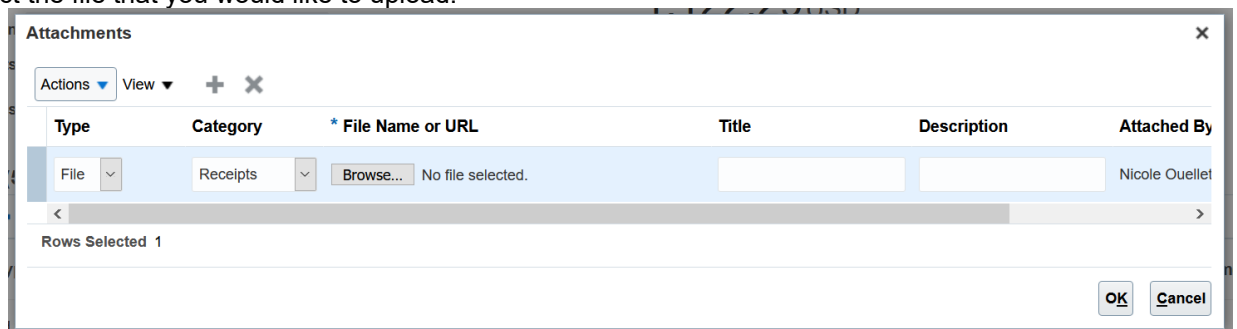
On the landing page of the specific expense report, you also have the ability to add an attachment to the report as a whole rather than to the individual transactions.

The bulk receipt file option should be used only for multiple receipts/ invoices from the same merchant (e.g. multiple facilities invoices/ receipts from F.W. Webb)



3.1 Attaching a Bulk Receipt File

Select the **+** icon next to **Attachments** at the top of the page. A pop-up will appear where you will be able to select the file that you would like to upload.



Note: When attaching bulk files of receipts/ supporting documentation, ensure that all receipts are organized and can clearly be matched to the expense line that it corresponds with.

4.1 Submitting the Expense Report

Once all details have been added to the transactions, and all receipts for expense items in excess of \$25 have been attached, you will want to submit the report.

Prior to submitting, you will need to check the box indicating 'I have read and accept the corporate travel and expense policies.'

After checking that box, select **Submit** to route the expense report for approval.

Save **Submit** Cancel

Report Total
1,122.29USD

I have read and accept the corporate travel and expense policies.