
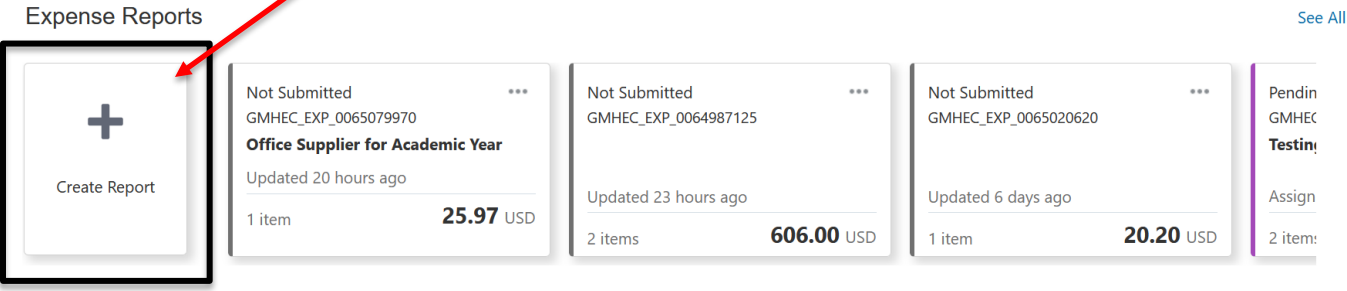
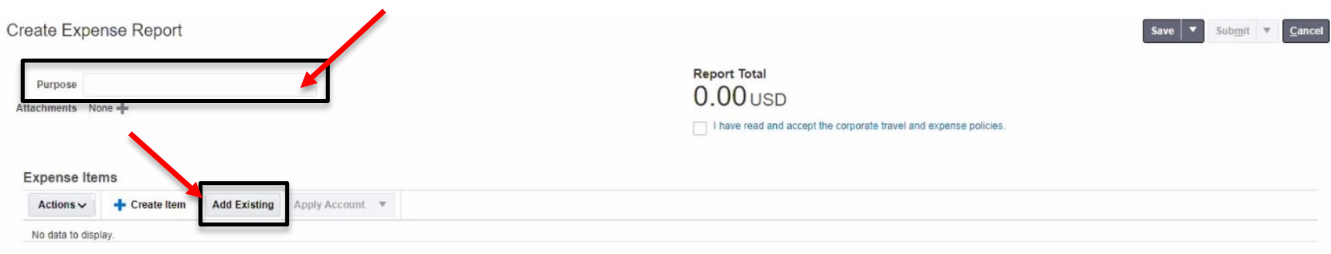


Submitting P-Card Reconciliation

This process should be followed to submit all P-Card reconciliations
 Instructions for submitting personal expense reimbursement requests can be found at GMHEC.org/Support

Additional Resources:

- ap@gmhec.org
- (802) 443-2321
- [Finance & Procurement Knowledge Base](#)

Process Step & Description	Action
<p>1.1 Go to the Expense Report workbench and create a new Expense Report</p>	<p>Navigation Path: > Me → Expenses</p>  <p>Select '+ Create Report'</p> 
<p>1.2 Enter Purpose and add P-Card Charges</p>	<p>Enter the reason for the expenses under Purpose (<i>should be relevant to help identify it later</i>)</p>  <p>Click Add Existing to add a PCard Charge to the report</p> <div style="border: 1px solid green; padding: 10px; margin-top: 10px;"> <p>FYI! The ONLY way to process PCard items is when they appear automatically in the expense queue from JP Morgan; they cannot be manually created as line items. They will appear a few days after the purchase.</p> </div>

1.3 Add P-Card Charges

Use **CTRL + Click** to select all available charges and click **OK**

Add Expense Items			
Purchase - Catering Se... - VT, United States TOURTERELLE	28-Mar-2019	1,353.00 USD Card 1443	
Employee Travel - Lodging - VT, United States MIDDLEBURY INN	28-Mar-2019	172.81 USD Card 1443	
Purchase - Supplies - NY, United States MOUNTAIN VIEW EQUIPMENT L	29-Mar-2019	1,041.22 USD Card 1443	
Employee Travel - Airfare - TX, United States AMERICAN AIR0017294322571	23-Apr-2019	-368.39 USD Card 3568	
Employee Travel - Airfare - TX, United States UNITED 0167294322661	24-Apr-2019	-435.00 USD Card 3568	
Employee Travel - Airfare - TX, United States UNITED 0162448529717	24-Apr-2019	-542.00 USD Card 3568	

Note: Your card number displayed will indicate that the item is a PCard charge

1.4 Enter Details for each charge

Click on each charge.

Expense Items (6)

Actions

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input checked="" type="checkbox"/>	30-Apr-2019	Card - Purchases	569.00 USD Card 1443	CALIFORNIA DEPARTMENT OF	CA, United States	CA Sales Tax Payment-Q1-2019	*Add attachment
<input type="checkbox"/>	30-Apr-2019	Pcard - Purchases	12.86 USD Card 1443	OPC CROS R2 PYMNT FEE	NE, United States	Fee for online Sales Tax Payment (CA)	Add attachment
<input type="checkbox"/>	25-Apr-2019	Employee Travel - Miscell	0.05 USD Card 1443	DC OTR EZ-PAY KUBRAFEE	NJ, United States	Fee for online tax payment (DC)	Add attachment
<input type="checkbox"/>	25-Apr-2019	Employee Travel - Miscell	2.03 USD Card 1443	DC OTR WEB TAX PAYMENT	DC, United States	DC Sales Tax Payment-April	Add attachment

Enter transaction details and verify account (EDORDA) information. (* Indicates Required Field)

Employee Travel - Airfare 02-Jul-2020

* Date 02-Jul-2020

Type Employee Travel - Airfare

* Expense Location GA, United States

* Amount USD US Dollar 736.95

Personal Amount 0.00 USD

Business Amount -736.95USD

Billed Amount -736.95USD

Reimbursable Amount -736.95 USD

Description

* Merchant Name DELTA AIR 0067403244398

* Flight Type Domestic

* Flight Class Coach

Ticket Number 0067403244398

Attachments

Receipt missing

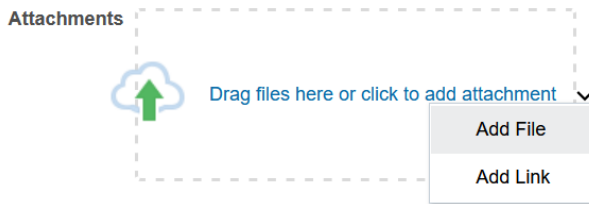
Note: Ensure the Designation field is completed and matches the designation entered in the account number

Account 100-2002-54200-10-100000-0000

* Designation 100000

1.4 (Cont.)

Click [Drag files here or click to add attachment](#) OR drag a file to attach a **Receipt** to the **Expense Item**

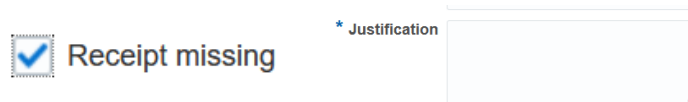


Tip: Scan and email receipts to a computer using an application called **Genius Scan**, which can be downloaded from a smartphone's app store

NOTE: Do not attach any receipts/ supporting documentation that include any PII (personal identifiable information – e.g. SSNs, addresses, telephone numbers, etc.)

TIP: We recommend all receipts be individually attached to the expense item that it corresponds with to allow for faster processing.

If a receipt has been lost, please check the **Receipt Missing** box, and provide a **Justification** for the missing receipt.



Once all fields are filled out and the receipt is attached, click **Save and Close**.



Repeat this step for each **PCard Charge**.

1.5 Verify PCard Transaction details are correct

After entering the details for all PCard transactions within the **Expense Report**, verify that the information provided is correct for each **PCard Charge**.

Expense Items (6)

Actions + Create Item Add Existing Apply Account

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input checked="" type="checkbox"/>	30-Apr-2019	Pcard - Purchases	559.00 USD Card 1443	CALIFORNIA DEPARTMENT OF	CA, United States	CA Sales Tax Payment-Q1-2019	*Add attachment
<input type="checkbox"/>	30-Apr-2019	Pcard - Purchases	12.86 USD Card 1443	OPC CROS R2 PYMNT FEE	NE, United States	Fee for online Sales Tax Payment (CA)	Add attachment
<input type="checkbox"/>	25-Apr-2019	Employee Travel - Miscell	0.05 USD Card 1443	DC OTR EZ-PAY KUBRAFEE	NJ, United States	Fee for online tax payment (DC)	Add attachment
<input type="checkbox"/>	25-Apr-2019	Employee Travel - Miscell	2.03 USD Card 1443	DC OTR WEB TAX PAYMENT	DC, United States	DC Sales Tax Payment-April	Add attachment

If information needs to be changed for any transaction, edits can be made by clicking back into the **PCard Charge**, or from this screen. **Type**, **Description**, and **Attachments** can be altered from this page.

The box displayed below must be checked to indicate the employee has read and accepts the travel and expense policy. Click on the link to view the policy.

Expense Report: MIDD_EXP_0018712049

Purpose:

Missing Images Reason:

Attachments: None

Status: Saved

Report Total

Amount Due to Your Employer: 0.00 USD
Employer Pays Card Issuer (1443): 9,779.96 USD

9,779.96 USD

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

Save Cancel

Expense Items (6)

Actions

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input checked="" type="checkbox"/>	30-Apr-2019	Pcard - Purchases	559.00 USD Card 1443	CALIFORNIA DEPARTMENT OF	CA, United States	CA Sales Tax Payment-Q1-2019	*Add attachment
<input type="checkbox"/>	30-Apr-2019	Pcard - Purchases	12.86 USD Card 1443	OPC CROS R2 PYMNT FEE	NE, United States	Fee for online Sales Tax Payment (CA)	Add attachment
<input type="checkbox"/>	25-Apr-2019	Employee Travel - Miscell	0.05 USD Card 1443	DC OTR EZ-PAY KUBRAFEE	NJ, United States	Fee for online tax payment (DC)	Add attachment
<input type="checkbox"/>	25-Apr-2019	Employee Travel - Miscell	2.03 USD Card 1443	DC OTR WEB TAX PAYMENT	DC, United States	DC Sales Tax Payment-April	Add attachment
<input type="checkbox"/>	11-Apr-2019	Purchase - Utilities - Telec	9,033.21 USD Card 1443	COMCAST BOSTON CS 1X	NH, United States	Comcast Monthly bill	*Add attachment

Submitting will automatically route the **Expense Report** for approval.

1.6 Submit the **Expense Report** for approval