P-Card Reconciliation

How to reconcile your P-Card Purchases in Oracle
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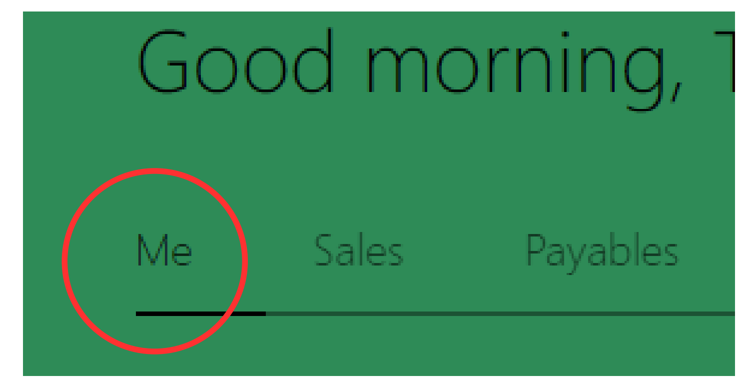
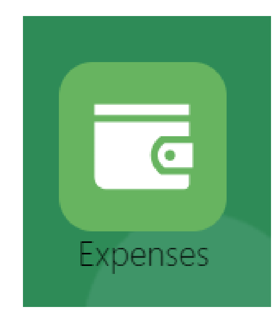
From the **Me** page find the **Expenses** icon and click into it. You may need to scroll down to find it.



Clicking on the **Expenses** icon will take you to the Expenses Workbench



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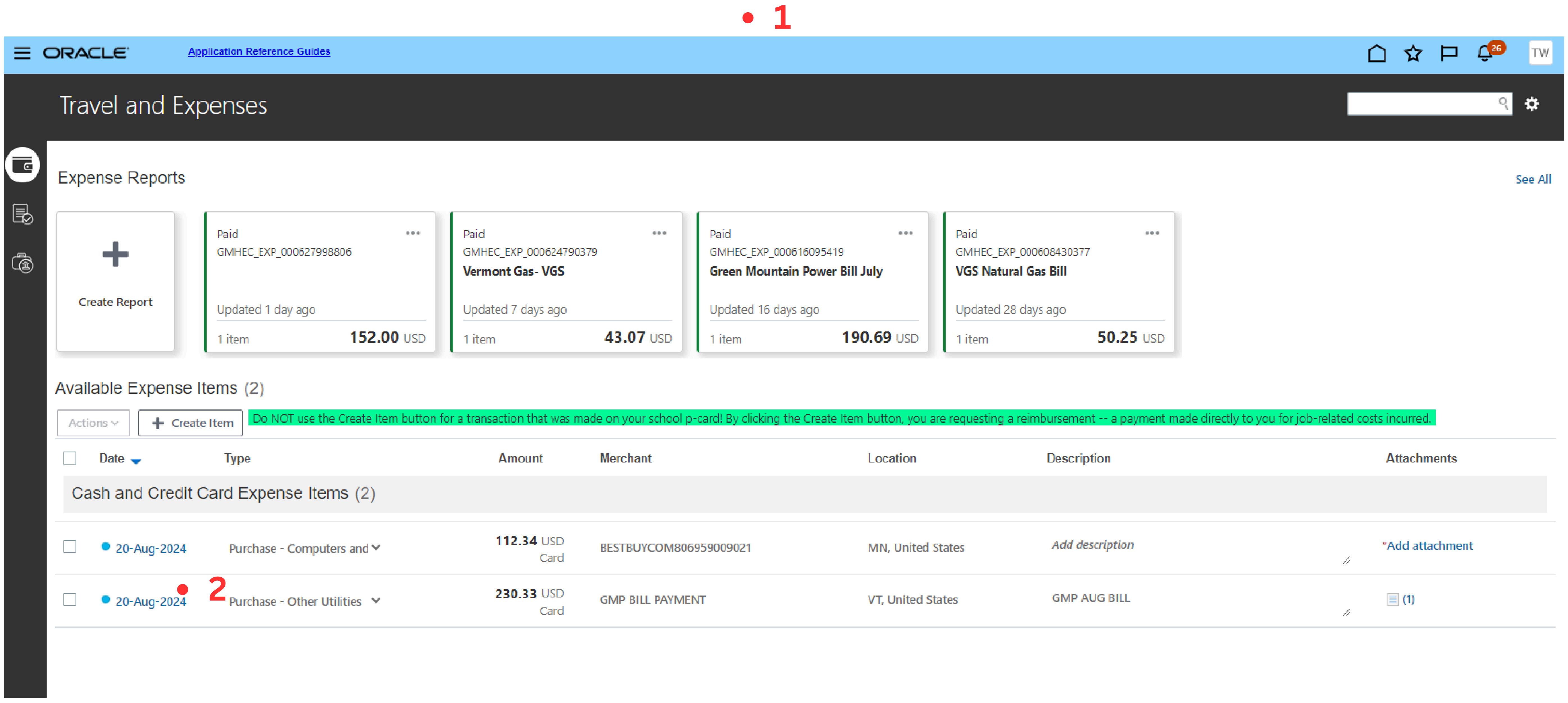

- **1** All P-Card transactions will appear in your Expenses automatically. It may take a few days from the transaction date to show up in Oracle. **NEVER create an expense item for a p-card charge!**
- **2** Click on the blue date to open the expense item where you can add attachments, change, and/or verify information

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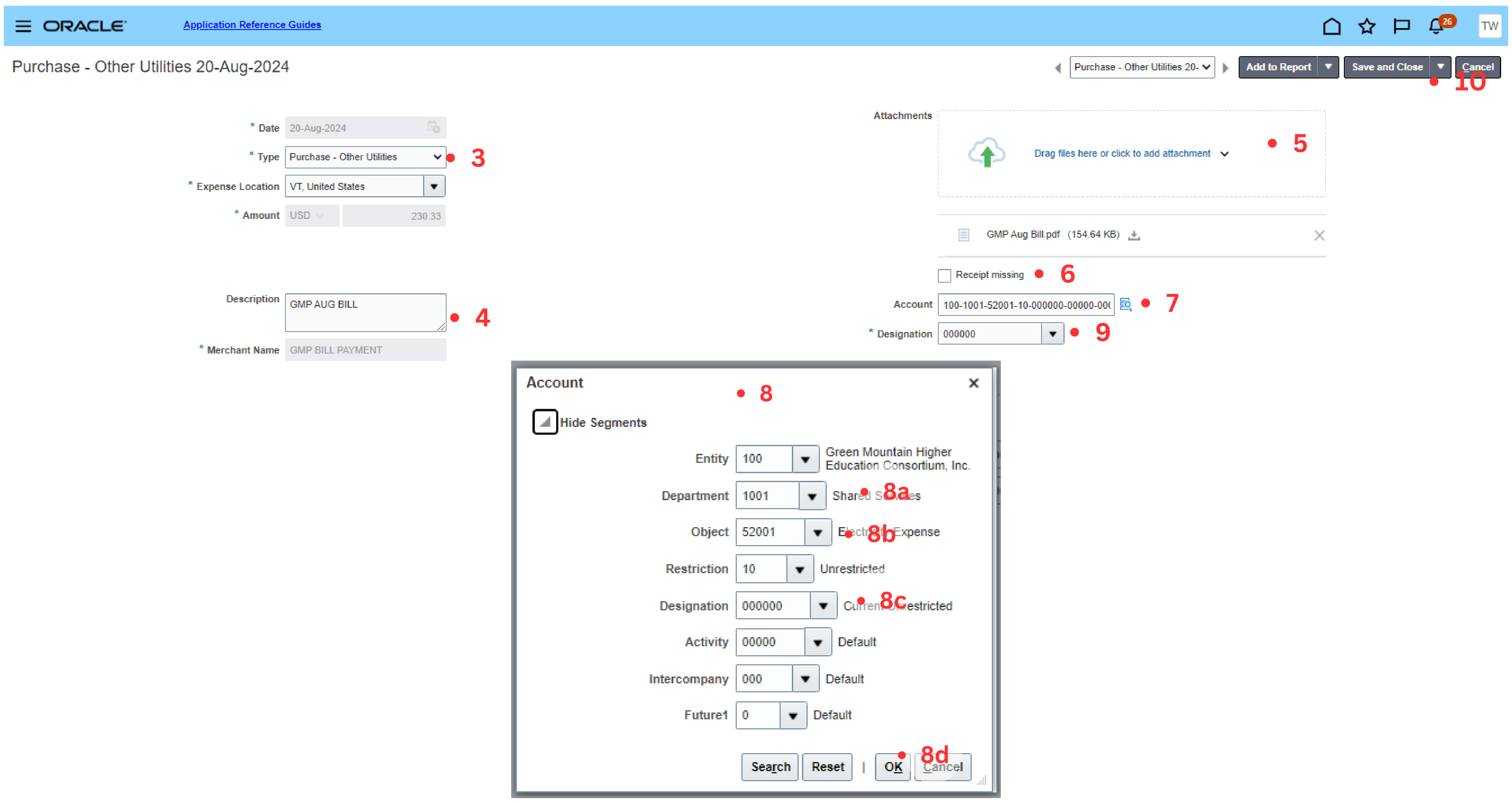

- **3** Check the expense type, ensure it is accurate, especially if you are reconciling a travel expense such as airfare or lodging
- **4** Add a description to provide context or useful information for approvers, auditors or yourself
- **5** Add an invoice or receipt by either drag and dropping it into the square or clicking on the blue text.
  - An invoice should include the date, name of the vendor and the amount charged to your card. Preferred file types are **.pdf or .jpeg** (*skip to step 5 once you have attached your receipt)*
- **6** **ONLY if** you **do not** have a receipt click on the missing receipt box and attach a missing receipt form
- **7** View and change the Account (or EDORDA) by clicking on the blue icon. A pop up box with detailed information will appear (fig. 6)
- **8** The **Account** pop up box breaks out each part of the EDORDA. Common items to edit are:
  - **8a** The **Department** may need to be changed if you work with more than one department or program or if your funding source is other than your primary department
  - **8b** The **Object** can be edited to better reflect or narrow down the category of this expense
  - **8c** The **Designation** typically defaults to 000000 and would need to be updated if your funding source's EDORDA uses a Designation
  - **8d** Click **OK** once your EDORDA is correct
- **9** If your EDORDA includes a Designation, match that designation number here
- **10** Once you have verified that your information is correct click **Save and Close**

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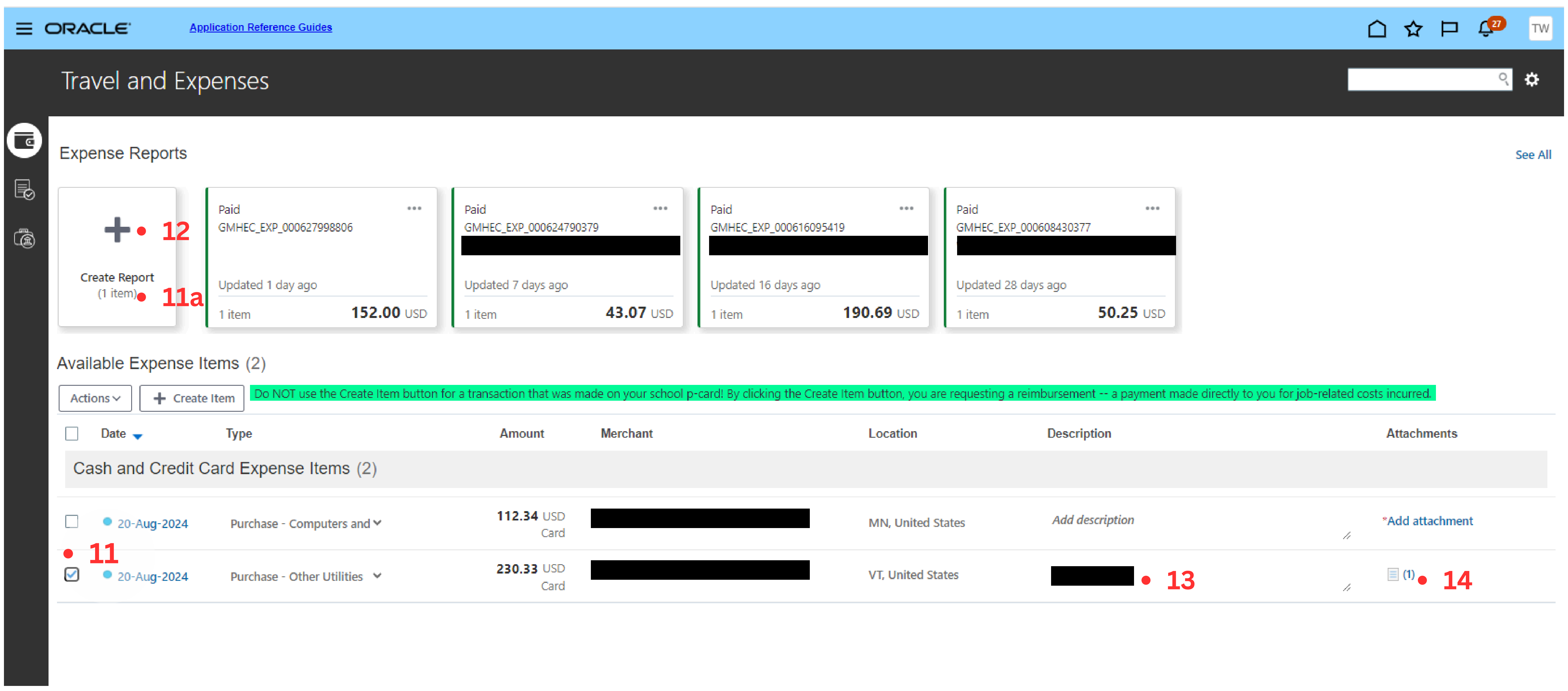
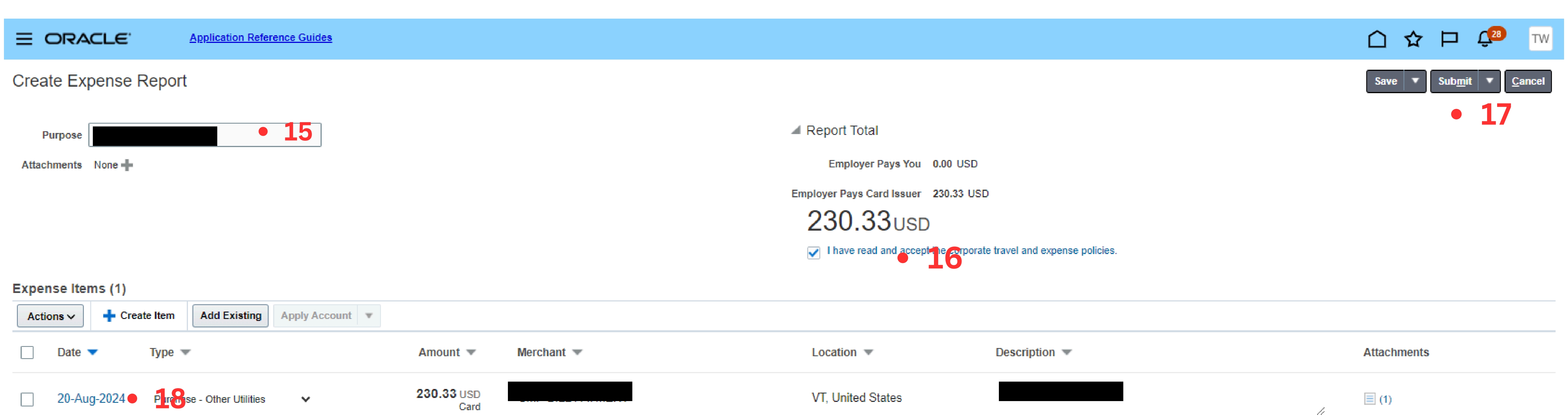


- **11** Check the box next to your expense to add it to an expense report
    - **11a** Note that under create report is a count of how many items are in the report, EX: **(1 item)**
- **12** Click on the big "**+**" to create and submit your expense report
- **13** You can see the description you entered from this screen
- **14** You can also see that you have attached supporting document(s)



- **15** The purpose field is a place to provide useful context and information for your approver
- **16** Check **I have read and accept the corporate travel and expenses policies**
- **17** Click **Submit**
- **18** If you need to edit an item within your Expense Report click on the blue date

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If you have any questions or need any assistance, please contact Accounts Payable at: ap@gmhec.org