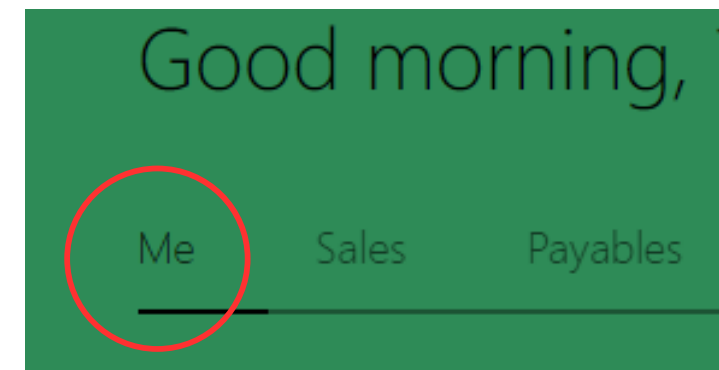


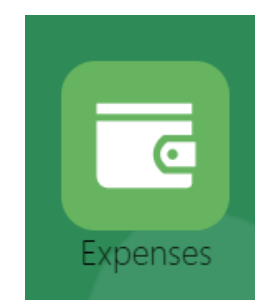
P-Card Reconciliation

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



• 1

A screenshot of the Oracle Expenses Workbench interface. The top navigation bar shows "ORACLE" and "Application Reference Guides". The main header is "Travel and Expenses". Below the header, there are "Expense Reports" and "Available Expense Items (2)". The "Available Expense Items" table has columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. A red dot and the number "2" are next to the date "20-Aug-2024" in the second row of the table. A green banner at the top of the table contains a warning message: "Do NOT use the Create Item button for a transaction that was made on your school p-card! By clicking the Create Item button, you are requesting a reimbursement -- a payment made directly to you for job-related costs incurred."

- 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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The screenshot displays the Oracle P-Card Reconciliation interface. The main form includes fields for Date (20-Aug-2024), Type (Purchase - Other Utilities), Expense Location (VT, United States), Amount (USD 230.33), Description (GMP AUG BILL), and Merchant Name (GMP BILL PAYMENT). An Attachments section shows a file 'GMP Aug Bill.pdf' (154.64 KB) and a 'Receipt missing' checkbox. The Account field is set to '100-1001-52001-10-000000-000000-001'. A pop-up 'Account' dialog box is open, showing fields for Entity (100), Department (1001), Object (52001), Restriction (10), Designation (000000), Activity (00000), Intercompany (000), and Future1 (0). Red callout numbers 3 through 10 point to various fields and buttons in the interface.

- **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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The screenshot shows the Oracle Travel and Expenses interface. At the top, there's a navigation bar with the Oracle logo and 'Application Reference Guides'. Below that, the page title is 'Travel and Expenses'. The main content area is divided into two sections: 'Expense Reports' and 'Available Expense Items (2)'. The 'Expense Reports' section shows four report cards, each with a 'Create Report' button and a count of items. The 'Available Expense Items' section shows a table of items with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. A red dot '11' is next to the 'Create Report' button, '11a' is next to the item count, '12' is next to the plus sign, '13' is next to the description field, and '14' is next to the attachment icon.

- **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)

The screenshot shows the Oracle Create Expense Report interface. At the top, there's a navigation bar with the Oracle logo and 'Application Reference Guides'. Below that, the page title is 'Create Expense Report'. The main content area is divided into two sections: 'Create Expense Report' and 'Expense Items (1)'. The 'Create Expense Report' section shows a 'Purpose' field, a 'Report Total' section, and a checkbox for 'I have read and accept the corporate travel and expense policies'. The 'Expense Items' section shows a table of items with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. A red dot '15' is next to the purpose field, '16' is next to the checkbox, '17' is next to the 'Submit' button, and '18' is next to the date field.

- **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**