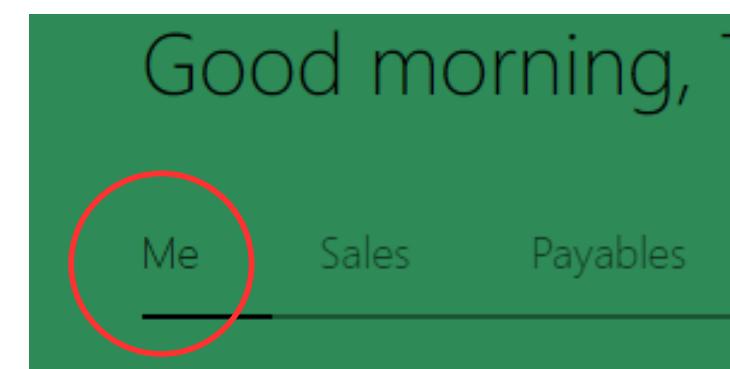


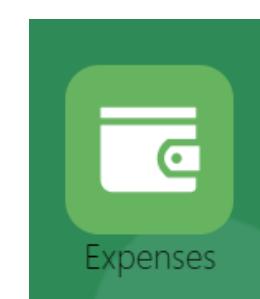
# P-Card Reconciliation

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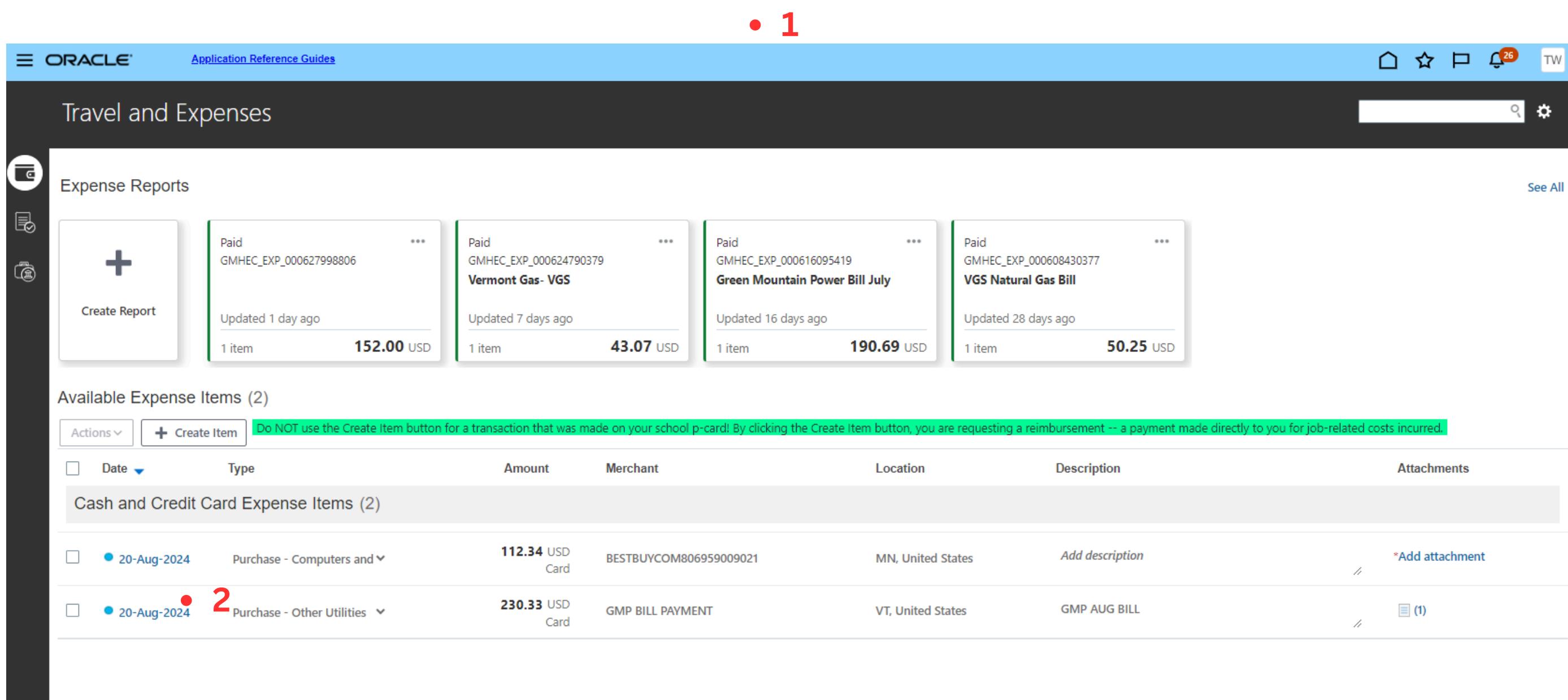
From the **Me** page find the **Expenses** icon and click into it.  
You may need to scroll down to find it.



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



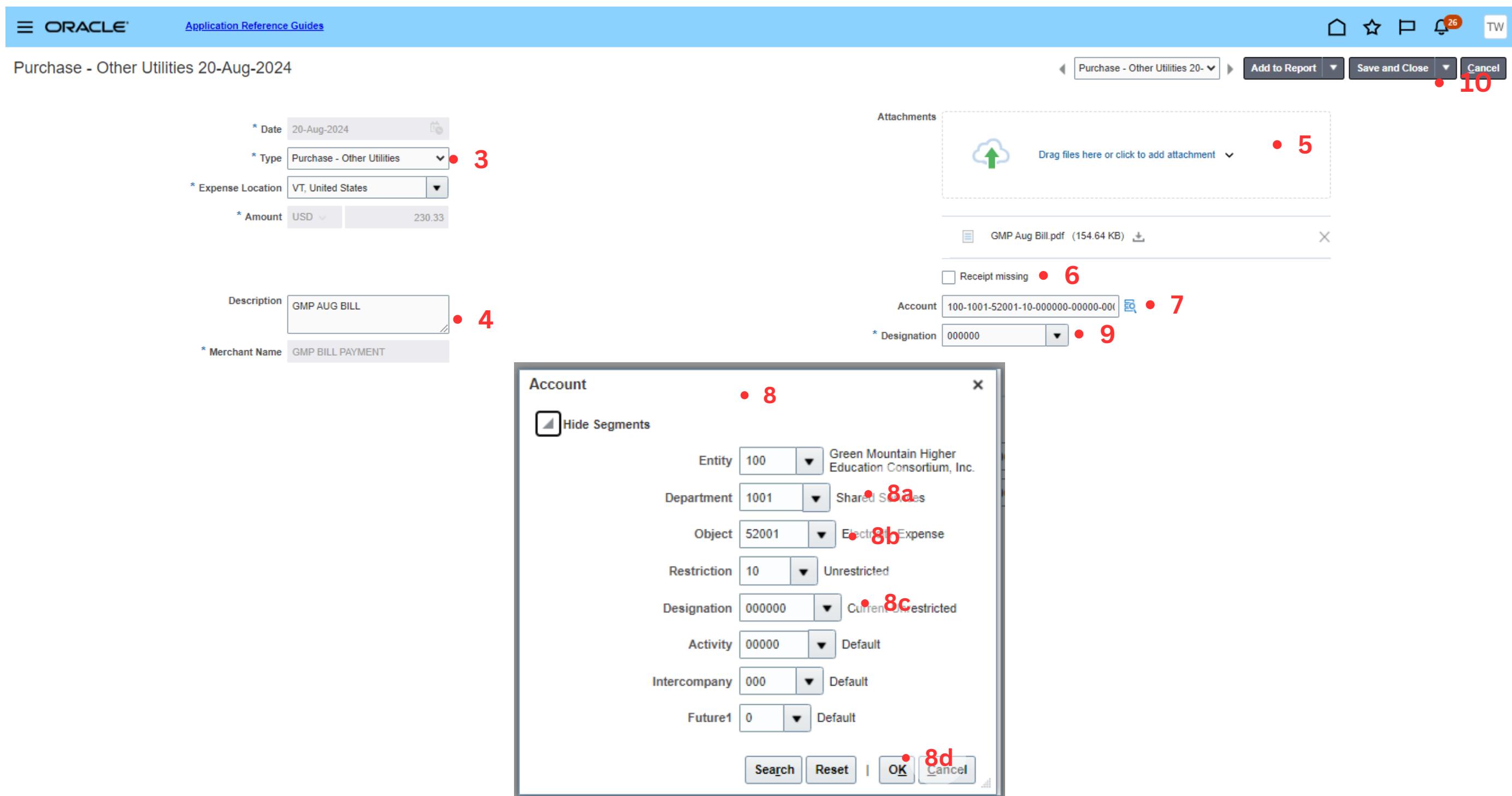
• 1

A screenshot of the Oracle Expenses Workbench. The top navigation bar shows "Travel and Expenses". The main area is divided into sections: "Expense Reports" (listing four reports with amounts 152.00, 43.07, 190.69, and 50.25 USD) and "Available Expense Items (2)". The "Available Expense Items" section includes a table with columns: Actions, Date, Type, Amount, Merchant, Location, Description, and Attachments. Two items are listed: one for a Best Buy purchase on 20-Aug-2024 and another for a GMP Bill Payment on 20-Aug-2024. A red dot is placed next to the date of the second item.

- 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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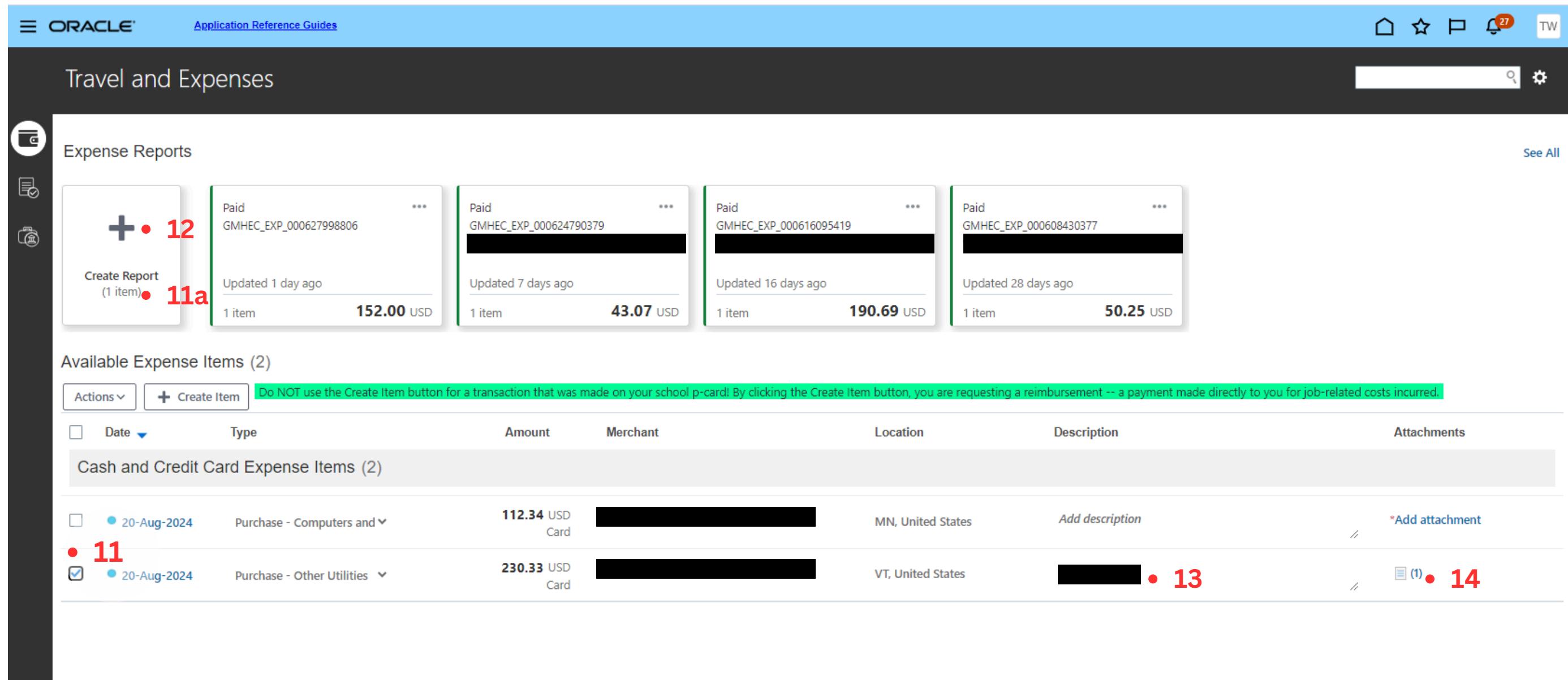


The screenshot shows the Oracle Purchase - Other Utilities 20-Aug-2024 form. The form includes fields for Date (20-Aug-2024), Type (Purchase - Other Utilities), Expense Location (VT, United States), Amount (230.33), Description (GMP AUG BILL), and Merchant Name (GMP BILL PAYMENT). A red box labeled '3' is over the Type field. A red box labeled '4' is over the Description field. A red box labeled '5' is over the attachments section. A red box labeled '6' is over the 'Receipt missing' checkbox. A red box labeled '7' is over the Account field (100-1001-52001-10-000000-00000-00). A red box labeled '8' is over the Account dialog box. A red box labeled '9' is over the Designation field (000000). A red box labeled '10' is over the Save and Close button in the top right corner.

- **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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Travel and Expenses

Expense Reports

**11a** Create Report (1 item) • **12** Paid GMHEC\_EXP\_000627998806 \*\*\* Updated 1 day ago 1 item 152.00 USD

Paid GMHEC\_EXP\_000624790379 \*\*\* Updated 7 days ago 1 item 43.07 USD

Paid GMHEC\_EXP\_000616095419 \*\*\* Updated 16 days ago 1 item 190.69 USD

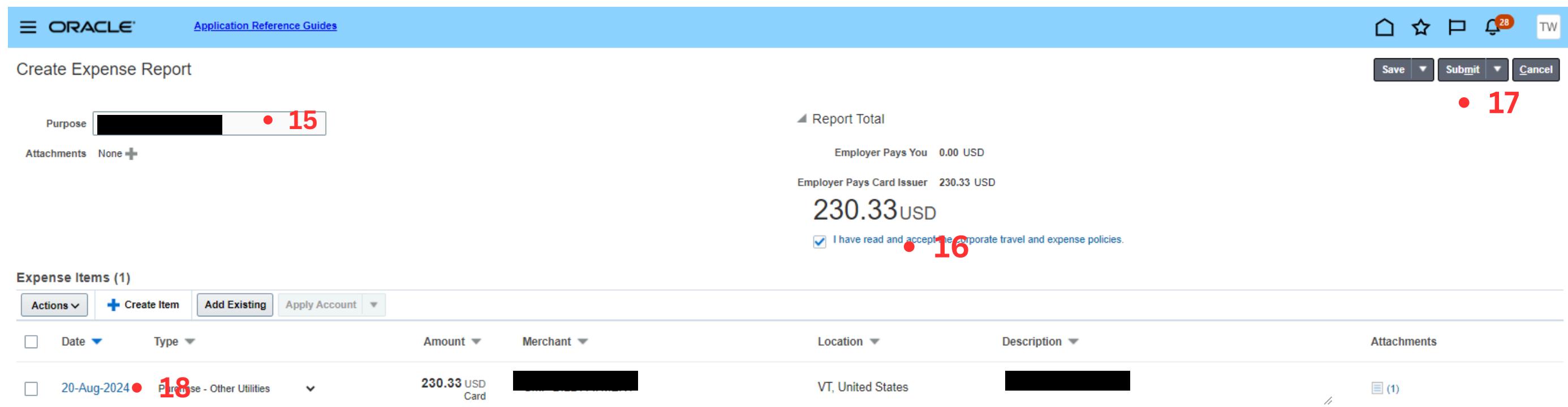
Paid GMHEC\_EXP\_000608430377 \*\*\* Updated 28 days ago 1 item 50.25 USD

Available Expense Items (2)

Actions  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.

<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/> 20-Aug-2024	Purchase - Computers and	112.34 USD	Card	MN, United States	Add description	<input type="button" value="Add attachment"/>
<b>11</b> <input checked="" type="checkbox"/> 20-Aug-2024	Purchase - Other Utilities	230.33 USD	Card	VT, United States	<b>13</b>	<input type="button" value="Attachment"/> (1) • <b>14</b>

- **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)



Create Expense Report

Purpose **15**

Attachments None

Report Total

Employer Pays You 0.00 USD

Employer Pays Card Issuer 230.33 USD

**230.33 USD**

I have read and accept the corporate travel and expense policies. **16**

Expense Items (1)

<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description	Attachments
<b>18</b> 20-Aug-2024	Purchase - Other Utilities	230.33 USD	Card	VT, United States		<input type="button" value=""/> (1)

- **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 expense 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](mailto:ap@gmhec.org)**