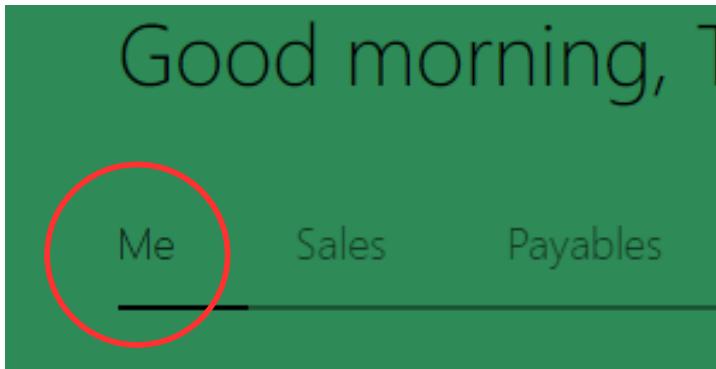


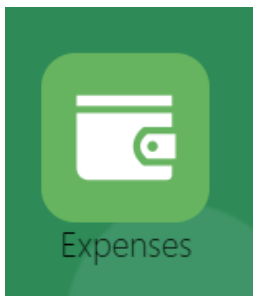
P-Card Reconciliation

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

ORACLEApplication Reference Guides

HomeStarP26TW

Travel and Expenses

Expense Reports

Create Report

Paid
GMHEC_EXP_000627998806
Updated 1 day ago
1 item152.00 USD

Paid
GMHEC_EXP_000624790379
Vermont Gas- VGS
Updated 7 days ago
1 item43.07 USD

Paid
GMHEC_EXP_000616095419
Green Mountain Power Bill July
Updated 16 days ago
1 item190.69 USD

Paid
GMHEC_EXP_000608430377
VGS Natural Gas Bill
Updated 28 days ago
1 item50.25 USD

Available Expense Items (2)

ActionsCreate Item

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.

Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (2)						
20-Aug-2024	Purchase - Computers and	112.34 USD Card	BESTBUYCOM806959009021	MN, United States	Add description	Add attachment
20-Aug-2024	Purchase - Other Utilities	230.33 USD Card	GMP BILL PAYMENT	VT, United States	GMP AUG BILL	(1)

- 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 P-Card Reconciliation interface. At the top, the Oracle logo and 'Application Reference Guides' are visible. The main header displays 'Purchase - Other Utilities 20-Aug-2024'. Below this, there are several input fields: 'Date' (20-Aug-2024), 'Type' (Purchase - Other Utilities), 'Expense Location' (VT, United States), and 'Amount' (USD, 230.33). A 'Description' field contains 'GMP AUG BILL', and the 'Merchant Name' is 'GMP BILL PAYMENT'. To the right, there is an 'Attachments' section with a 'Drag files here or click to add attachment' prompt. Below this, a 'Receipt missing' checkbox is present. The 'Account' field shows '100-1001-52001-10-000000-00000-001', and the 'Designation' field shows '000000'. A pop-up window titled 'Account' is open, showing various fields for editing: 'Entity' (100, Green Mountain Higher Education Consortium, Inc.), 'Department' (1001, Shared Services), 'Object' (52001, Electricity Expense), 'Restriction' (10, Unrestricted), 'Designation' (000000, Current Restricted), 'Activity' (00000, Default), 'Intercompany' (000, Default), and 'Future1' (0, Default). The pop-up window has 'Search', 'Reset', 'OK', and 'Cancel' buttons. Red callout numbers 3 through 10 are placed over the interface to indicate specific steps: 3 points to the 'Type' dropdown, 4 points to the 'Description' field, 5 points to the 'Attachments' section, 6 points to the 'Receipt missing' checkbox, 7 points to the 'Account' field, 8 points to the 'Account' pop-up window, 8a points to the 'Department' field, 8b points to the 'Object' field, 8c points to the 'Designation' field, 8d points to the 'OK' button, 9 points to the 'Designation' field in the main form, and 10 points to the 'Save and Close' button at the top right.

- 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 this, the 'Travel and Expenses' section is visible. On the left, there's a sidebar with icons for 'Expense Reports' and 'Available Expense Items'. The main content area is divided into two sections: 'Expense Reports' and 'Available Expense Items (2)'. The 'Expense Reports' section shows a 'Create Report' button with a red dot and the number '12', and a '11a' label. Below this, there are four expense report cards, each showing a 'Paid' amount and a '1 item' count. The 'Available Expense Items (2)' section shows a table with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. The table contains two rows: one for '20-Aug-2024' with a 'Purchase - Computers and' type, and another for '20-Aug-2024' with a 'Purchase - Other Utilities' type. The second row has a red dot and the number '11' next to the date, and a red dot and the number '14' next to the description. A red dot and the number '13' is also visible next to the description of the second row.

- 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 this, the 'Create Expense Report' section is visible. On the right, there are buttons for 'Save', 'Submit', and 'Cancel'. The main content area is divided into two sections: 'Purpose' and 'Report Total'. The 'Purpose' section shows a text field with a red dot and the number '15'. The 'Report Total' section shows a 'Report Total' of 230.33 USD, with a breakdown of 'Employer Pays You' (0.00 USD) and 'Employer Pays Card Issuer' (230.33 USD). Below this, there's a checkbox labeled 'I have read and accept the corporate travel and expense policies' with a red dot and the number '16'. The bottom section is 'Expense Items (1)', which shows a table with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. The table contains one row for '20-Aug-2024' with a 'Purchase - Other Utilities' type, a red dot and the number '18' next to the date, and a red dot and the number '17' next to the description.

- 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**