

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



Expenses

• 1

Expense Reports

Create Report

Available Expense Items (1)

Actions ▾ + Create Item

<input type="checkbox"/> Date ▾	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (1)						
<input type="checkbox"/> 19-Feb-2025	Purchase - Equipr ▾	250.00 USD	Ace Hardware			Add attachment Original receipt required

- 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 green 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. At the top right, there are buttons for 'Add to Report', 'Create Another', 'Save and Close', and 'Cancel'. The main form is titled 'Create Expense Item'. It includes the following fields and actions:

- Date:** 19-Feb-2025
- Type:** Purchase - Equipment repair and... (marked with a red dot 3)
- Amount:** USD 250.00
- Merchant Name:** Ace Hardware
- Account:** 200-3003-54100-10-000000-00000-000 (marked with a red dot 5 and a blue icon)
- Attachments:** A dashed box with a green arrow and text 'Drag files here or click to add attachment' (marked with a red dot 4)
- Itemization:** A section with a '+' icon and a dropdown menu, currently showing 'No data to display.'
- Account Pop-up:** A window titled 'Account' with a close button 'X'. It contains the following fields:
 - Entity:** 200 (Champlain College) (marked with a red dot 6)
 - Department:** 3003 (Finance) (marked with a red dot 6a)
 - Object:** 54100 (Repairs and Maintenance - Equipment) (marked with a red dot 6b)
 - Restriction:** 10 (Unrestricted)
 - Designation:** 000000 (Default)
 - Activity:** 00000 (Default)
 - Intercompany:** 000 (Default)
 - Future1:** 0 (Default)Buttons for 'Search', 'Reset', 'OK', and 'Cancel' are at the bottom of the pop-up (marked with a red dot 6c).

- **3** Check the expense type, ensure it is accurate, especially if you are reconciling a travel expense such as airfare or lodging
- **4** Add an invoice or receipt by either drag and dropping it into the square or clicking on the green 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)
- **5** View and change the Account (or EDORDA) by clicking on the blue icon. A pop up box with detailed information will appear (fig. 6)
- **6** The **Account** pop up box breaks out each part of the EDORDA. Common items to edit are:
 - **6a** 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
 - **6b** The **Object** can be edited to better reflect or narrow down the category of this expense
 - **6c** Click OK once your EDORDA is correct
- **7** Once you have verified that your information is correct click **Save and Close**

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Expense Reports

Create Report

Available Expense Items (1)

Actions ▾ + Create Item

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (1)							
<input type="checkbox"/>	19-Feb-2025	Purchase - Equipr ▾	250.00 USD	Ace Hardware			• 10 Add attachment Original receipt required

- **8** Check the box next to your expense to add it to an expense report
- **9** Click on the big “+” to create and submit your expense report
- **10** You can also see if you have attached supporting document(s)

Create Expense Report ?

* Purpose **• 11**

Attachments None +

Report Total
250.00USD

I have read and accept the corporate travel and expense policies.
• 12

Save ▾ Submit ▾ Cancel

Expense Items (1)

Actions ▾ + Create Item Add Existing Apply Account ▾

<input type="checkbox"/>	Date ▾	Type ▾	Amount ▾	Merchant ▾	Location ▾	Description ▾	Attachments
<input type="checkbox"/>	19-Feb-2025	Purchase - Equipmer ▾	250.00 USD	Ace Hardware			Add attachment Original receipt required

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

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