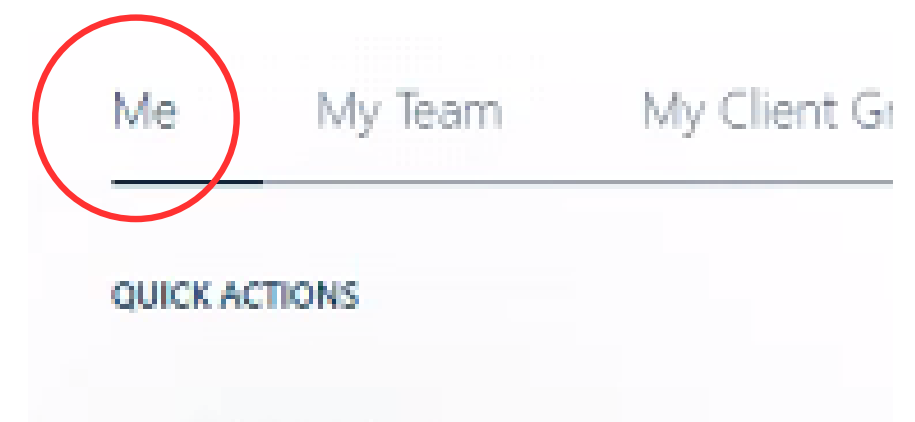


P-Card Reconciliation

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



Date	Type	Amount	Merchant	Location	Description	Attachments
11-Feb-2025	Employee Travel - Meals	50.00 USD	Mr Ups	Middlebury, VT	Dinner	*Add attachment

- **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

P-Card Reconciliation

How to reconcile your P-Card purchases in Oracle
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The screenshot displays the Oracle P-Card Reconciliation interface. The main form includes fields for Date (11-Feb-2025), Type (Employee Travel - Meals), Expense Location (Middlebury, Addison, VT, Unit), Amount (USD 50.00), Description (Dinner), and Merchant Name (Mr Ups). An Attachments box is present with a blue text prompt. An Account field shows 314-3203-55002-10-000000-00000-00 with a blue icon. A pop-up window titled 'Account' is open, showing detailed EDORDA information: Entity (314 - Central Admin), Department (3203 - Controller's Office), Object (55002 - Business Travel), Restriction (10 - Unrestricted), Designation (000000 - Current Unrestricted), Activity (00000 - Default), Intercompany (000 - None), and Future1 (0 - Default). Buttons for Search, Reset, OK, and Cancel are at the bottom of the pop-up.

- **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 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)
- **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**

P-Card Reconciliation

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The screenshot shows the Oracle Travel and Expenses interface. At the top, there's a navigation bar with the Middlebury logo and a search bar. Below that, the 'Expense Reports' section displays a grid of report cards. Each card shows a status (e.g., 'Pending Approval'), a report ID, a title, and an amount. A large red '9' is overlaid on the 'Create Report' button. Below this, the 'Available Expense Items (1)' section shows a table with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. A red '8' is overlaid on the checkbox for the first item, and a red '10' is overlaid on the 'Attachments' column header.

Date	Type	Amount	Merchant	Location	Description	Attachments
11-Feb-2025	Employee Travel - Meals	50.00 USD	Mr Ups	Middlebury, VT	Dinner	*Add attachment

- **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)

The screenshot shows the 'Create Expense Report' interface. It includes a 'Purpose' field with a dropdown menu showing 'Team Dinner' and a red '11' next to it. Below that, there's an 'Attachments' field with a dropdown menu showing 'None'. A 'Report Total' of 50.00 USD is displayed. A checkbox labeled 'I have read and accept the corporate travel and expense policies' has a red '12' next to it. Below this, the 'Expense Items (1)' section shows a table with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. A red '14' is overlaid on the checkbox for the first item.

Date	Type	Amount	Merchant	Location	Description	Attachments
11-Feb-2025	Employee Travel - Meals	50.00 USD	Mr Ups	Middlebury, VT	Dinner	*Add attachment

- **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 blue date

P-Card Reconciliation

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