

P-Card Reconciliation

How to reconcile your P-Card Purchases in Oracle
Page 1 of 4

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



QUICK ACTIONS

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



• 1

Date	Type	Amount	Merchant	Location	Description	Attachments
01-Dec-2024	Employee Travel - Meals	50.00 USD	test	Colchester, VT	meals test	*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 purple 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
Page 2 of 4

The screenshot shows the Oracle P-Card Reconciliation interface. The main form is titled "Create Expense Item" and includes fields for Date (01-Dec-2024), Type (Employee Travel - Meals), Expense Location (Colchester, Chittenden, VT, Ur), Amount (USD 50.00), Description (meals test), and Merchant Name (test). A red dot "3" is next to the Type field. To the right is an "Attachments" box with a red dot "4" and a purple link "5". Below the main form is a pop-up window titled "Account" with a red dot "6". The "Account" window contains fields for Entity (400), Department (3001), Object (55002), Restriction (10), Designation (000000), Activity (00000), Intercompany (000), and Future1 (0). Red dots "6a" and "6b" are next to the Department and Object fields respectively, and "6c" is next to the OK button.

- **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 purple 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

How to reconcile your P-Card purchases in Oracle
Page 3 of 4

The screenshot shows the Oracle Travel and Expenses interface. At the top, there's a navigation bar with the Saint Michael's College 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 description, and an amount. A large red '+ 9' is overlaid on the 'Create Report' button. Below the reports, 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 table header. The table contains one item: '01-Dec-2024 Employee Travel - Meals' for 50.00 USD. A red '10' is overlaid on the 'Attachments' column for this item.

- **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' form in Oracle. At the top, there's a navigation bar with the Saint Michael's College logo and a search bar. Below that, the 'Create Expense Report' section has a 'Purpose' field with 'test' and a red '11' overlaid. To the right, the 'Report Total' is 50.00. Below that, there's a 'Terms and agreement checkbox' with a red '12' overlaid. At the bottom, 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 table header. The table contains one item: '01-Dec-2024 Employee Travel - Meals' for 50.00 USD. A red '13' is overlaid on the 'Submit' button.

- **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 purple date

P-Card Reconciliation

How to reconcile your P-Card purchases in Oracle
Page 4 of 4

**If you have any questions or need any assistance,
please contact Accounts Payable at:
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