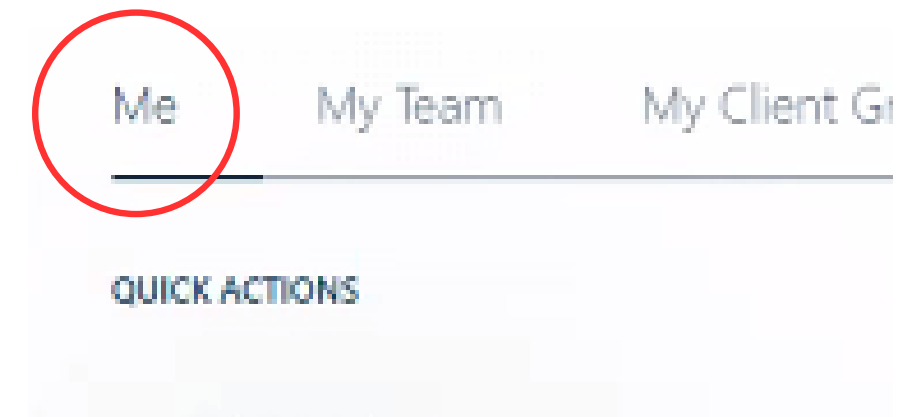


P-Card Reconciliation

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

Middlebury

Travel and Expenses

Expense Reports

Create Report (1 item)

Pending Approval MIDD_EXP_000060793118 Test-NoReceipt Assigned to auditor 15 days ago 1 item 55.00 USD

Pending Approval MIDD_EXP_000060792875 Test-0000-510037ToCBAndWC Assigned to Grace Spatafora (Grace), C... 1 item 500.00 USD

Pending Approval MIDD_EXP_000060648001 TEST Assigned to Grace Spatafora (Grace), C... 1 item 200.00 USD

Pending Approval MIDD_EXP_000057074308 Test-MultipleDesignations Assigned to auditor 33 days ago 2 items 10,000.00 USD

Pending Approval MIDD_EXP_000053411716 Assigned to manager 39 days ago 1 item 1,000.00 USD

Pending App MIDD_EXP_00 Test-Validat Assigned to 1 item

Available Expense Items (1)

Actions + Create Item

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

• 2

- 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

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The screenshot shows 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 section with a cloud icon and the text 'Drag files here or click to add attachment' is also visible. A 'Receipt missing' checkbox is present. The Account field shows '314-3203-55002-10-000000-00000-00' with a blue icon next to it. The Designation field shows '000000'. A pop-up window titled 'Account' is open, showing detailed information for the selected account, including Entity (314), Department (3203), Object (55002), Restriction (10), Designation (000000), Activity (00000), Intercompany (000), and Future1 (0). The pop-up window has buttons for Search, Reset, OK, and Cancel. Red numbered callouts are placed over the interface: 3 points to the Date field, 4 points to the Attachments section, 5 points to the blue icon next to the Account field, 6 points to the 'Account' pop-up window, 6a points to the Department field, 6b points to the Object field, 6c points to the OK button, 7 points to the Designation field, and 8 points to 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 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** If you entered a Designation as part of your EDORODA be sure to enter it again in the **Designation** field
- **8** Once you have verified that your information is correct click **Save and Close**

P-Card Reconciliation

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The screenshot displays the Oracle Travel and Expenses interface. At the top, the 'Expense Reports' section shows a grid of report cards. Card 10, labeled 'Create Report (1 item)', features a large blue '+' icon. Below this, the 'Available Expense Items (1)' section contains a table with one item:

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

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

The screenshot shows the 'Create Expense Report' form. The 'Purpose' field is set to 'Team Dinner' (labeled 12). The 'Report Total' is 50.00 USD. A checkbox for 'I have read and accept the corporate travel and expense policies' is present (labeled 13). Below, the 'Expense Items (1)' table contains one item:

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

- 12 The purpose field is a place to provide useful context and information for your approver
- 13 Check **I have read and accept the corporate travel and expenses policies**
- 14 Click **Submit**
- 15 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**