Individual P-Card Managers: How to Reconcile Transactions



This guide will walk the Individual P-Card Manager through the steps of allocating, entering a business reason and comments, and uploading receipts/approval/supporting documents. **Individual P-Card Managers must NOT sign off on transactions. It is the responsibility of the P-Cardholder to sign off, then the P-Cardholder's Supervisor.**

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3 Click on the Pending Sign Off tab then click on the plus button next to the date range.

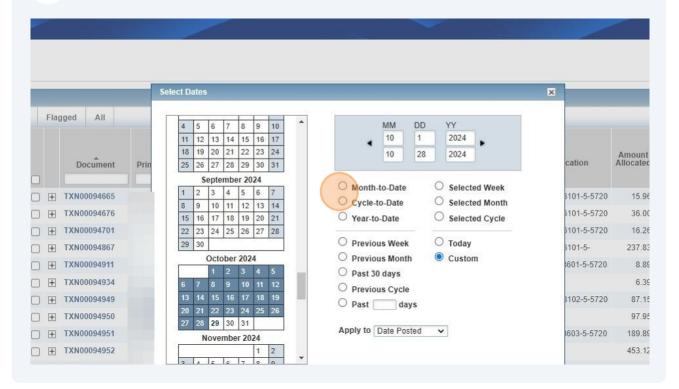
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5 Select Month-to-Date or other date range option



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7 Click the Retain Settings button and then click Search.

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Tip! If you are the Individual or Department P-Card manager for multiple cards, you may want to select which account (cardholder or department card name) to view transactions for. If you do not select a specific account, you will see all Individual or Department P-Cards that you manage.

8 Click the plus button next to Account

Expenses > Transactions > Accountholder

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Expenses > Transactions > Accountholder

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10 Select a transaction to reconcile and click on the drop down arrow next to the transaction.

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11 Click "Allocate / Edit"

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12 Enter the appropriate Fund, Function, Cost Center, GL Class and Object

GL01	: Fund	GL02	2: Function	GL03	: Cost center		.04: GL Class	(Internet	GL05: Object
		01		03/101		5		10000	20 Supplies
453.12		Tax Total	0.00		Use Tax	0.0	0 83501	Ship	oping ZIP
				Origin	Origin	Purchase	Shipping Amount	Tax Amount	Unique Invoice Number
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Destination Postal Code	Discount Amount	Amount	Order Date 10/22/2024	Country Code	Postal Code	ID	0.00		000000000000000000000000000000000000000

To determine the correct expense object, review the Expense Object list on the Accounts Payable site: https://www.lcsc.edu/controllers-office/accounts-payable

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13 A comment can be entered if needed. Click "Add Comment"

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	466
	463
	467
	523
	501
	530
	481
	528
Add Comment	524
Save Save and Allocate Next Close	1 of 1 > >0
ed Settings Payment Center	

A comment can be entered to add additional information relevant to the transaction.

(i)

Use this field to add a comment if an approval document was already added to a prior transaction. For example, if there are multiple transactions in a month related to a Travel Authorization or IT Approval, attach the approval document to one transaction. Then add a comment to any subsequent transactions, noting which transaction the authorization was attached to.

Note that the business reason will be entered in a later step in the Receipt Description.

14 Enter comments

ces 🖉 | Recommended Settings | Payment Center

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15	Click "C	ЭК"				
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16	Click "Save", then "Close". You can also click "Save and Allocate Next" to save t current transaction and open the next transaction for allocation and commen	
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17 Attach the receipt, any approval or supporting documentation, and enter the business reason.

18 Click on the down arrow button next to the transaction.

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	ate - 10/01/2024 - 10/29/ 0/01/2024 - 10/29/2024	2024 🔊			Do	cument	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	
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	nount Range - All	5		Ŧ	TXNO	094974	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101	
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19 Click "Manage Receipts"

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+ Purchase Request - All	5		+	TXN	00094952	Depot. Office	<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101
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Training Guides | Training Videos | Digital Privacy Notice | Your Privacy Choices 🖉 | Recommended Settings | Payment Center © 2024 Bank of America Corporation. All rights reserved.

11

20 Click the Add button.

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21 Click "New Receipt"

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0 Selected 12 items										Show 2	250 💙 pe	r page
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22 Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.

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(i) Important Note: Receipt images must be uploaded 1 file at a time.

The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and.jpeg.

Each PDF file must be less than 1 MB to upload. Non-PDF file formats can be up to 10 MB.

Click the "Receipt Date:" field.

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24 Select Receipt date

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25 Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.

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26 Click "OK"

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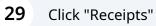
27 Click "Close"

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ed Settings	Payment Center						

(i) Tip! Receipts can be uploaded to Stored Receipts, then selected when reconciling the transactions.

28 To add receipts to the Stored Receipts section, Click "Expenses"

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Click the Add button

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31 Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.

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	OK Cancel

Select the receipt date

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34 Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.

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35 Click "OK"

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Continue to add receipts following the steps above.

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The receipts will be available to select from when reconciling transactions.

37 Select a transaction to add a receipt to; click on the down arrow button.

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+ Allocation Valid - All		+	TXN00094990	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101
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Search Reset		+	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101
		+	TXN00095021	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101
		+	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101

38 Click "Manage Receipts"

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39 Click Add

+ Date - 10/01/2024 - 10/29/2024	5			Docu	ment	Pri	mary ntholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	
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			+	TXN000	95021	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101	
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41 Review the receipts available and select the appropriate one.

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+ Purchase Request - All	5		+	ТХІ	10/29/2024	Receipt	10/16/2024	Fuel for rental car for Jess travel to Boise
🕂 Amount Range - All	5		+	TXI	10/29/2024	Amazon Order Summary 823300	10/22/2024	Folders, Pens, Notepads for Jess
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43 Click "Close"

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					07481	PJ007481	
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					BUS SOL LLC # 101078 - Purchase	PJ007501	
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(i) Tip! If the incorrect receipt was attached to a transaction, it can be removed.

44 Locate the transaction and click on the down arrow button

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45 Click "Manage Receipts"

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50 Click "View Receipt"

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51 The receipt will open in a separate window. View receipt. Click Close.

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Receipt					BUS SOL LLC # 101078 - Purchase	PJ007463	
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					BUS SOL LLC # 101078 - Purchase	PJ007523	
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- Review all transactions to ensure they have been fully allocated and a receipt is attached. Navigate to Expenses, then click on Transactions. Click on the Pending Sign Off tab, enter the applicable date range, enter P-card name in the Account field if desired, then click Search.
- Review the Allocation column to ensure all transactions have been allocated. In the example below, the transactions boxed in green have been allocated. Those boxes in red have NOT been allocated.

Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation Desc	CRI Referenc
<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-038601-5-5720	8.89	PJ007327	PJ00732
<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ00748
<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	10-01-037101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ00746
1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	189.89	PJ007463	PJ00746
<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ00746
<u>1862</u>	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107	5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ00746
<u>1862</u>	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107	5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ00752
1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107	5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ00750
<u>1862</u>	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107	5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ00753
<u>1862</u>	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107	5720			PJ00748
<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107	5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ00752
1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	0720	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ00752

54 Review the Uploaded Receipt column. Transactions with a Yes in this column do have a receipt uploaded, transactions with a No, do not. You can click on the Yes to view the receipt(s) attached to each transaction.

Clear Filters Columns •												
oaded ceipt ~	Uplo Rec	Sig Ofi API Nam	Sign Off APR Date	Sign Off AH Name	Sign Off AH Date	Sign Off	Comp Val Auth	Comments	CRI Reference	Allocation Desc	Amount Allocated	ocation
	Yes	Т				none	<u>v v v</u>		PJ007327	PJ007327	8.89	8601-5-5720
	Yes					none	<u>v v v</u>		PJ007481	PJ007481	87.15	18102-5-5720
	No	-				none	<u>v v v</u>	Comment (more)	PJ007466	ODP BUS SOL LLC # 101078 - Purchase	453.12	37101-5-5720
	Yes					none	V 1 V 1 V		PJ007463	PJ007463	189.89	3603-5-5720
	Yes	-				none	<u>v v v</u>		PJ007463	ODP BUS SOL LLC # 101078 - Purchase	175.78	3603-5-5720
	No					none	XIVIV		PJ007467	ODP BUS SOL LLC # 101078 - Purchase	62.97	
	No	-				none	XIVIV		PJ007523	ODP BUS SOL LLC # 101078 - Purchase	125.67	
	No					none	XIVIV		PJ007501	ODP BUS SOL LLC # 101078 - Purchase	49.60	
	No	-				none	XIVIV		PJ007530	ODP BUS SOL LLC # 101078 - Purchase	88.18	
	No					none	XIVIV		PJ007481	ODP BUS SOL LLC # 101078 - Purchase	4.46	
	No	-				none	XIVIV		PJ007528	ODP BUS SOL LLC # 101078 - Purchase	25.65	
	No					none	xIVIV		PJ007524	ODP BUS SOL LLC # 101078 - Purchase	30.37	



Ensure all transactions are reconciled prior to the Works Sweep date. The transactions must be reconciled early enough to allow time for sign-off by the P-Cardholder and P-Cardholder's supervisor. **Individual P-Card Managers must NOT sign off on transactions. It is the responsibility of the P-Cardholder to sign off, then the P-Cardholder's Supervisor.**