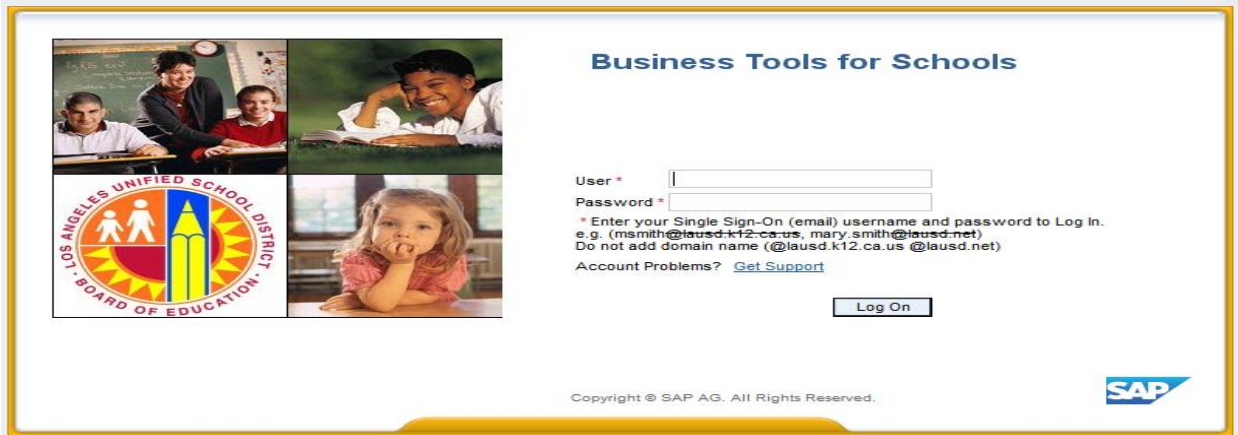


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P-CARD RECONCILIATION REPORT JOB AID

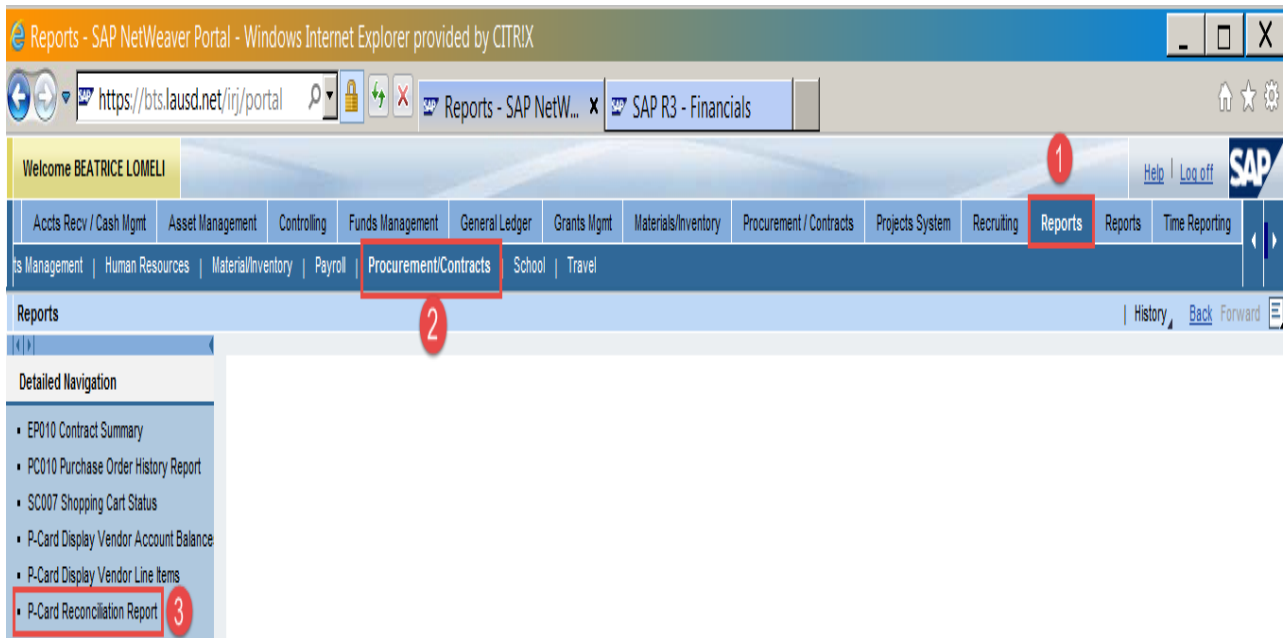
Displays P-Card/T-Card/Toshiba Ghost Card (GC) transaction details and status.

Log on to BTS



Accessing the Report:

1. Go to **Reports** tab,
2. Click on sub-tab **Procurement/Contracts**
3. Click on **P-Card Reconciliation Report**



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Variable entry screen displays

P-Card Reconciliation Report

Program ZAPAR1042_PCARD_RECON_REPORT

6

Program ZAPAR1042_PCARD_RECON_REPORT

P-Card Reconciliation

P-Card [] to [] []

Account Group 2007

P-Card Location 4 1234501 to [] []

P-Card Type [] to [] []

Fiscal Year 5 2016 to [] []

Period [] to [] []

Posting Date [] to [] []

Document Date [] to [] []

Document Number [] to [] []

Document Type [] to [] []

Posting Status Parked Posted Cleared Reversed

Discretionary Code [] to [] []

Reconciler [] to [] []

Approver [] to [] []

Posted Fund [] to [] []

Posted Account [] to [] []

Posted Grant [] to [] []

Posted Functional Area [] to [] []


Posted WBS Element [] to [] []

Posted Internal Order [] to [] []

Posted Cost Center [] to [] []

Merchant Description []

Variant / FYPCARD

4. Enter **P-Card Location (Fund Center)**
5. Enter **Fiscal Year**
6. Click on **Execute**  to display the system default report format.

Optional fields available to generate the report:

- P-Card : refers to the cardholder's vendor number in SAP – usually unavailable to users
- Reconciler : used to generate the report by cardholder (enter employee number)
- Approver : used to generate the report by Approving Official (enter employee number)

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7. SAP will generate a report. All transactions will appear by Posting Status.

As an example, users can sort by posting status. Click on the column labeled "Posting Status", the column will be highlighted, then click on either sort button (ascending or descending) the system will then sort all transactions by posting status (PARKED, POSTED, CLEARED)

Program ZAPAR1042_PCARD_RECON_REPORT

P-Card Recon Report

Run Date/Time 03/06/2014 09:52:54
System PR1/910

Posting Status	Invoice Date	Document No	Merchant Description	Charge Amt	Hierarchy	Posted FuncArea
PARKED	08/28/2013	5900009533	TOSHIBA BUSINESS SOLUT	19.14	ESC SOUTH	0000-0000-00000
	09/20/2013	5900013061	TOSHIBA BUSINESS SOLUT	150.45	ESC SOUTH	0000-0000-00000
	09/20/2013	5900013062	TOSHIBA BUSINESS SOLUT	265.10	ESC SOUTH	0000-0000-00000
	10/04/2013	5900015205	TOSHIBA BUSINESS SOLUT	36.70	ESC SOUTH	0000-0000-00000
	10/18/2013	5900019642	TOSHIBA BUSINESS SOLUT	26.55	ESC SOUTH	0000-0000-00000
	10/30/2013	5900023341	TOSHIBA BUSINESS SOLUT	210.09	ESC SOUTH	0000-0000-00000
	11/08/2013	5900025085	TOSHIBA BUSINESS SOLUT	210.09	ESC SOUTH	0000-0000-00000

Once you have sorted out the transactions you can then easily differentiate the status of each document.

“**PARKED**”-Transactions that need to be reconciled (Cardholder) and/or approved (Approving Official)

“**POSTED**”-Transactions that have been reviewed/approved by the Approving Official


“**CLEARED**”-Transactions fully completed

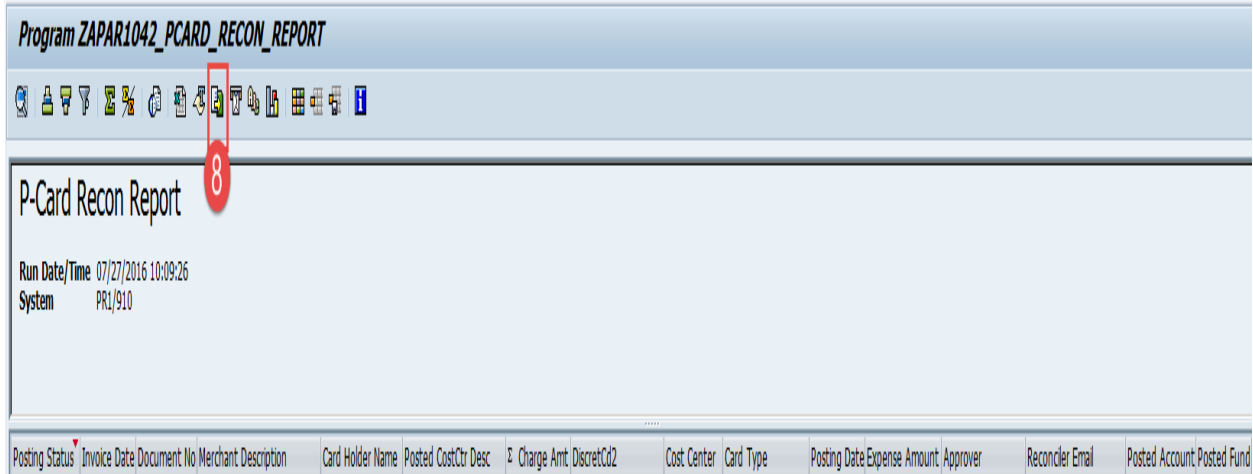
Posting Status	Invoice Date	Document No	Merchant Description	Charge Amt	Hierarchy	Posted FuncArea
POSTED	01/24/2014	5900040467	TOSHIBA BUSINESS SOLUT	408.66	ESC SOUTH	1110-1000-10154
	01/31/2014	5900043204	TOSHIBA BUSINESS SOLUT	253.25	ESC SOUTH	1110-1000-10154
	02/14/2014	5900047687	TOSHIBA BUSINESS SOLUT	131.88	ESC SOUTH	1110-1000-10153
	01/24/2014	5900039491	NATL CCL TEACHERS OF M	114.00		1110-1000-10154
	02/12/2014	5900045457	AMAZON MKTPLACE PMTS	270.96		1110-1000-10153
	02/07/2014	5900045729	STAPLES DIRECT	229.88		1110-1000-10153
	02/12/2014	5900046620	AMAZON.COM	91.44		1110-1000-10153
	02/15/2014	5900047173	AMAZON MKTPLACE PMTS	270.96		1110-1000-10153
	02/19/2014	5900048400	AMAZON MKTPLACE PMTS	1,325.16		1110-1000-10153
PARKED	02/27/2014	5900051238	OFFICE DEPOT #5125	108.99		1110-1000-10153
	03/03/2014	5900051902	OFFICE DEPOT #5125	217.99		1110-1000-10153
CLEARED	08/28/2013	5900009564	TOSHIBA BUSINESS SOLUT	300.52	ESC SOUTH	1110-1000-75046
	09/13/2013	5900011372	TOSHIBA BUSINESS SOLUT	445.90	ESC SOUTH	1110-1000-75046
	10/18/2013	5900019715	TOSHIBA BUSINESS SOLUT	481.69	ESC SOUTH	1110-1000-75046
	12/06/2013	5900030798	TOSHIBA BUSINESS SOLUT	479.42	ESC SOUTH	1110-1000-75046
	12/13/2013	5900033086	TOSHIBA BUSINESS SOLUT	360.15	ESC SOUTH	1110-1000-75046

Transactions that display a funding line other than the default 0000-0000-00000 but are still in “Parked” status, have been reconciled by the reconciler and are awaiting action by the Approving Official


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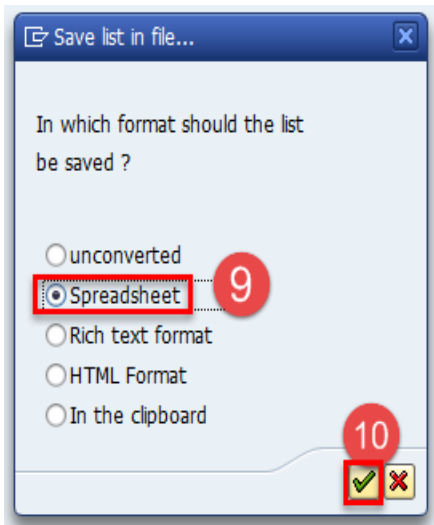
Downloading the Report

8. Click on  to download to local file

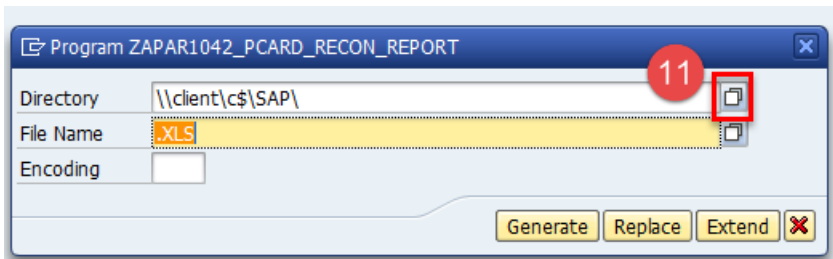


9. Click on **Spreadsheet**

10. Click on  to Execute

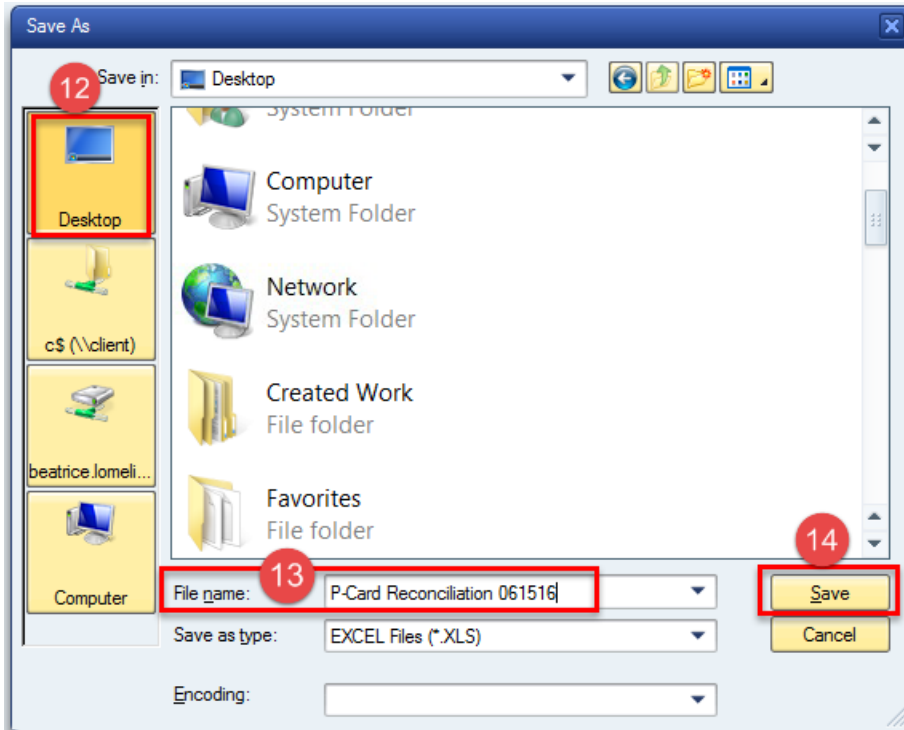


11. Click on the matchbox  and the save menu will display

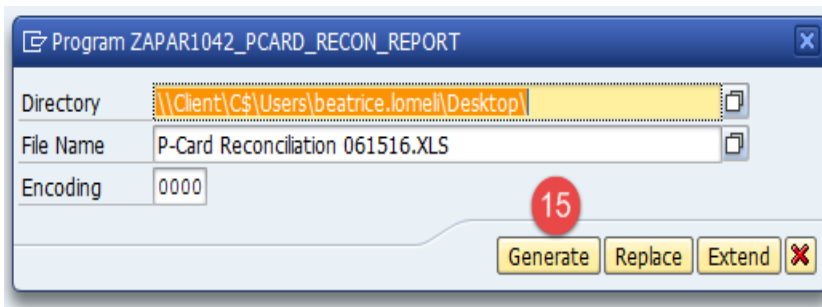


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12. Click on **Desktop** to save to your computer
13. Enter in **File Name**
14. Click on **Save**

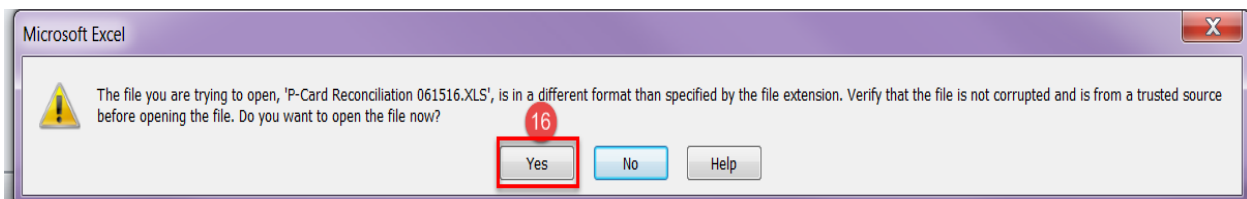


15. Click on **Generate**



Find the report on the desktop and open it. The following message will appear:

16. Click on **Yes**



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17. The report displays and is ready for you to format in excel and save.

P-Card Recon Report																
Run Date/Time	#####															
System	PR1/910															
Posting Status	Invoice Da	Document	Merchant	Card Holdr	Posted Co	Charge Am	DiscretCd	Cost Cente	Card Type	Posting Da	Expense Al	Approver	Reconciler	Posted Acc	Posted Fur	Attch Ind
POSTED	3/9/2016	5.9E+09	TOSHIBA AMERICAN BUSIN			113.48		1236901	Toshiba Gl	#####	56.74			580002 010-3010	1110-1000-75046	
POSTED	3/9/2016	5.9E+09	TOSHIBA AMERICAN BUSIN			113.48		1236901	Toshiba Gl	#####	56.74			580002 010-0000	1110-1000-13027	
POSTED	3/9/2016	5.9E+09	TOSHIBA AMERICAN BUSIN			620.62		1236901	Toshiba Gl	#####	310.31			580002 010-0000	1110-1000-13027	