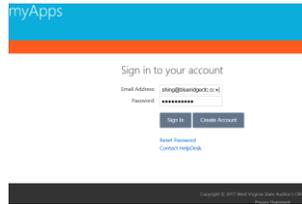
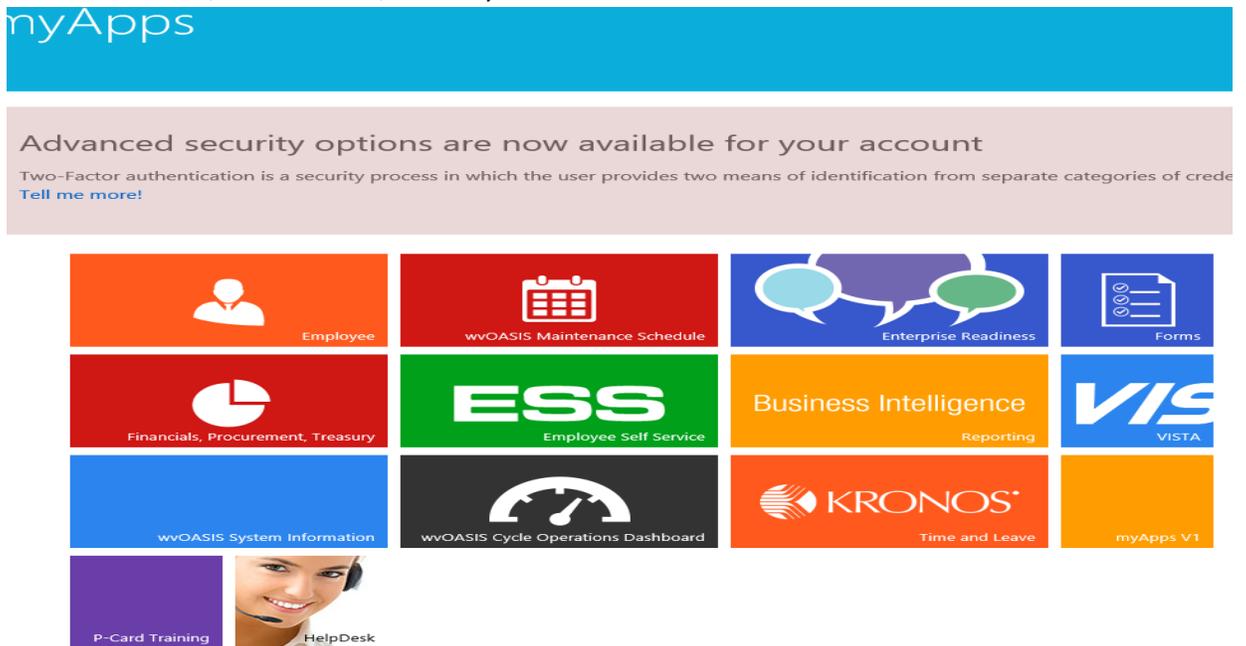


P-Card Reconcile Instructions

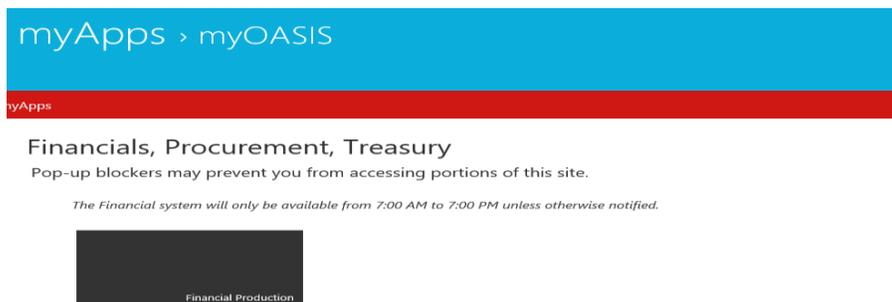
1. Log into WVoasis



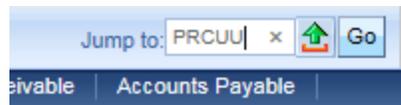
2. Click on Financial, Procurement, Treasury



3. Click on Financial Production



4. Type PRCUU in the jump to box and press enter on the main screen of OASIS.



5. Select the transaction that matches the receipt you are currently working with. Be sure that the check mark is next to the transaction in which you want to work with. If the check mark is not next to the desired transaction, the program will choose the first transaction by default.

	<u>Administrator ID</u>	<u>Master Account</u>	<u>Card Number</u>	<u>Merchant ID</u>	<u>Merchant Name</u>	<u>Amount</u>
	40887	*****8079	*****8350	402946733000467	JOHNNIE'S RESTAURANT AND	\$30.60
Ⓜ	40887	*****8079	*****8350	461682999652639	BUTLER'S FARM MARKET	\$24.65
Ⓜ	40887	*****8079	*****8350	172240000167955	MARTINS 6107	\$129.65
✓	40887	*****8079	*****8350	402946733000467	JOHNNIE'S RESTAURANT AND	\$64.95
	40887	*****8079	*****8350	4445000491183	OFFICE MAX	\$16.28

Navigation buttons: [First](#) [Prev](#) [Next](#) [Last](#) [My Transactions](#) [Coordinator Transactions](#) [Attachments](#)

Two yellow arrows point from the 'Prev' and 'Next' buttons to the 'Next' and 'Prev' buttons respectively, indicating a cycle of navigation.

If you do not see the transaction listed, you may need to navigate to the next or previous page to find it. Use the **PREV** and **NEXT** buttons to navigate.

6. Now, you will need to attach the scanned copy of the receipt to the transaction. To do this, you will first click on **ATTACHMENTS**.

	<u>Administrator ID</u>	<u>Master Account</u>	<u>Card Number</u>	<u>Merchant ID</u>	<u>Merchant Name</u>	<u>Amount</u>
	40887	*****8079	*****8350	402946733000467	JOHNNIE'S RESTAURANT AND	\$30.60
📎	40887	*****8079	*****8350	461682999652639	BUTLER'S FARM MARKET	\$24.65
📎	40887	*****8079	*****8350	172240000167955	MARTINS 6107	\$129.65
✓	40887	*****8079	*****8350	402946733000467	JOHNNIE'S RESTAURANT AND	\$64.95
	40887	*****8079	*****8350	4445000491183	OFFICE MAX	\$16.28

[First](#) [Prev](#) [Next](#) [Last](#) [My Transactions](#) [Coordinator Transactions](#) [Attachments](#)

7. Next, you will click upload.

File Name	Type	Date	User ID
First Prev Next Last			
Upload Download Search Delete			
File Name :	Description :	<input type="text"/>	
Type :	Date :	<input type="text"/>	
User ID :	<input type="text"/>		
Return View Attachment History			

Click Browse

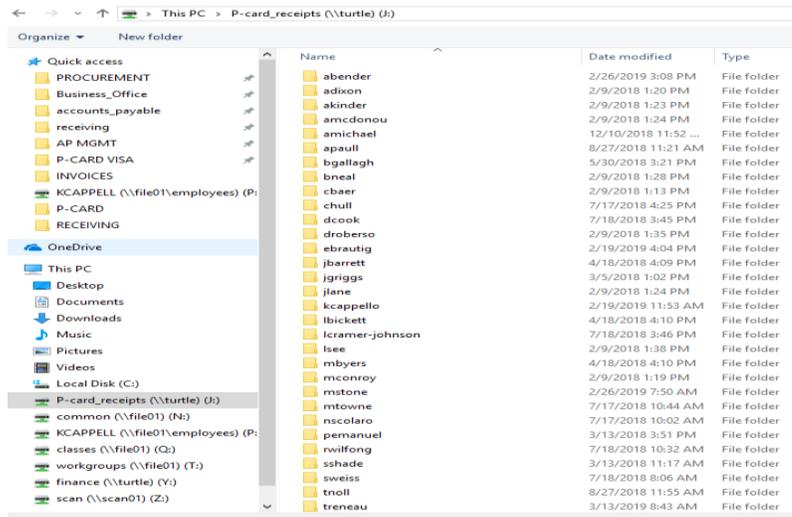
[Upload](#) [Cancel](#)

Attachment File :

Description :

Attachment Type : Standard

and go to the J Drive, all p-card receipts should be saved here in your file for the corresponding month.



find the transaction that matches the receipt. Click **UPLOAD**.

Upload Cancel

Attachment File : J:\kcappello\FY19\Cappello Third Party.pdf Browse...

Description :

Attachment Type : Standard

Click **RETURN**.

File Name	Type	Date	User ID
✓ Cappello Third Party.pdf	Standard	3/14/19	cappelloke1

First Prev Next Last

[Upload](#)
[Download](#)
[Search](#)
[Delete](#)

File Name : Cappello Third Party.pdf Description :
 Type : Standard
 Date : 3/14/19
 User ID : cappelloke1

[Return](#)
[View Attachment History](#)

8. Now you will enter the Receiving information. Enter Receipt date from the blue receiving stamp located on the transaction paper (Merchandised Received Date). The receiver will be who ever signed the transaction paper as the receiver.

***If the transaction is for a service, the Receipt Date will be the last day of the service. The receiver can be yourself.**

Click **SAVE**

9. **Commodity Lines for Payments only**

- ▶ Expand the General Information Section using the expand arrow.
- ▶ Enter in the commodity code. You can get this 8 digit code from your transaction sheet labeled "com code". Y:\accounts_payable\Commodity Codes Quick List - 12.08.14 or from the J-Drive

Commodity Lines

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount
✓ 1	00000000	PCard Default Commodity	1.00000	\$64.95	EA	\$64.95

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

▼ **General Information**

Order Doc Code : Accounting Profile :

Order Doc Department : Accounting Template : BRCTC1

Order Doc ID : Comments :

Order Commodity Line :

▶ Commodity Code : 00000000

Commodity Name : PCard Default Commodity Transaction Type :

Bank Commodity Description :

Quantity : 1.00000

Unit Price : \$64.95

Unit : EA

Amount : \$64.95

* Unit: should always read EA.

CLICK **SAVE**

Commodity Lines for credit transactions only (Refunds):

The quantity has to be negative (1.00)

The Unit Price has to be positive \$10.61

[View Audit](#)

Commodity Lines

Total Number of CL : 1

CL Transaction Grand Total : (\$10.61)

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount	Accounting Profile	Accounting Template	Transaction Type
✓ 1	44120000	Office supplies	-1.00000	\$10.61	EA	(\$10.61)		BRCTC1	

First Prev Next Last

The Accounting Line for Credit Transaction only (Refunds):

[View Audit](#)

Accounting Lines

Total Number of AL : 1

AL Transaction Grand Total : (\$10.61)

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
✓ 1	1	(\$10.61)	4961	09900	3200

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Clear](#) [Edit with Grid](#)

Amount :

Accounting Template ID :

Budget FY :

Fiscal Year :

Period :

Fund Accounting

10. Fund Accounting: expand it.

Enter your accounting string from your transaction as follows:

Fund/Sub Fund/Object/Sub Object/Department/Unit

▼ Fund Accounting

Fund :	4962		Object :	3231	
Sub Fund :	3150		Sub Object :	H146	
Department :	0447		Revenue :		
Unit :	4350		Sub Revenue :		
Sub Unit :			BSA :		
Appr Unit :	09900		Sub BSA :		

Click **SAVE**.

11. Navigate back to the top of the page and under General Info, Reconciliation Status change it from Not Reconciled to Reconciled.

▼ General Info

Administrator ID :	40887
PCard ID :	9858
Card Number :	*****8350
Cardholder Name :	Marvin Brining, Jr
Master Account :	*****8079
Merchant ID :	402946733000467
Merchant Name :	JOHNNIE'S RESTAURAI
Transaction Date :	10/10/2014
Bank Posting Date :	10/13/2014
Taxpayer ID Type :	
Taxpayer ID :	251159532
Amount :	\$64.95
Reconciliation Status :	Not Reconciled
Dispute Reason Code :	
Dispute Reason Description :	
Dispute Comments :	

Click **SAVE**.

NOTE: If there errors with the transaction, they will pop up at the top of the page with a red dot next to them.

12. Write your Transaction ID, Transaction Date, and Bank Post Date on your transaction sheet.

Merchant ID :	402946733000467	★ Transaction ID Number :	205360
Merchant Name :	JOHNNIE'S RESTAURAI	Transaction Reference Number :	240294642850800
★ Transaction Date :	10/10/2014	Billing Cycle Start Date :	10/04/2014
★ Bank Posting Date :	10/13/2014		

13. By the end of the process, your p-card should have written/stamped on it:

- a. Description for what is being purchased
- b. Commodity code
- c. Service date(s)
- d. P-card holder signature
- e. Red P-card stamp
- f. Blue acknowledgement stamp
- g. Org manager signature
- h. Highlighted budget, in yellow, if funds are available
- i. Transaction ID
- j. Transaction Date
- k. Bank Posting Date
- l. Blue stamp with initials for Prepared & Entered By

*Items in blue do not have to be in the scanned attachment