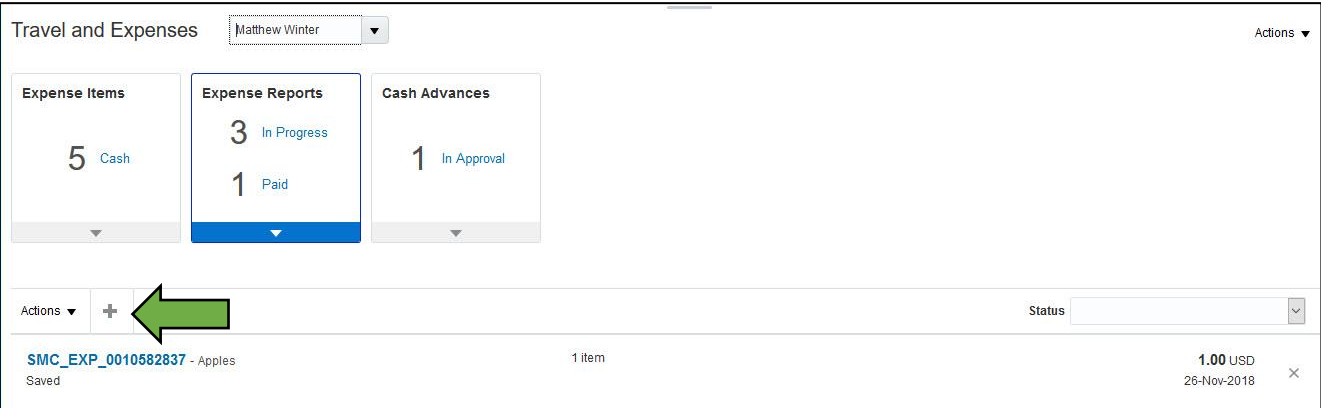

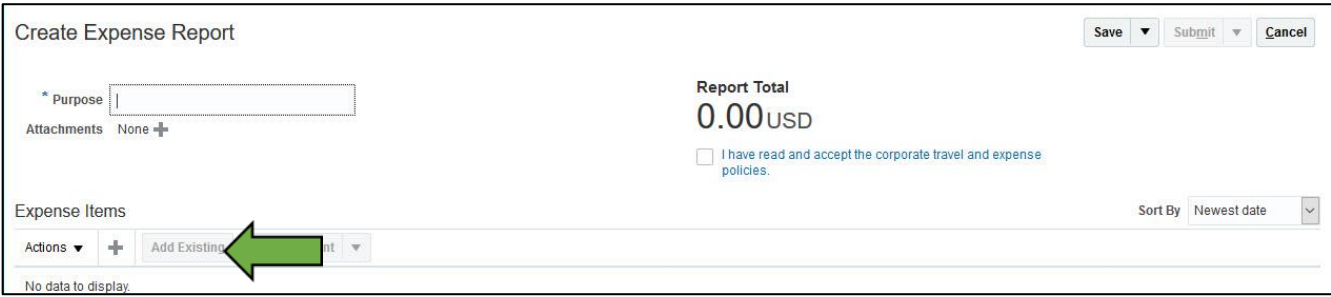


Submitting P-Card Reconciliation

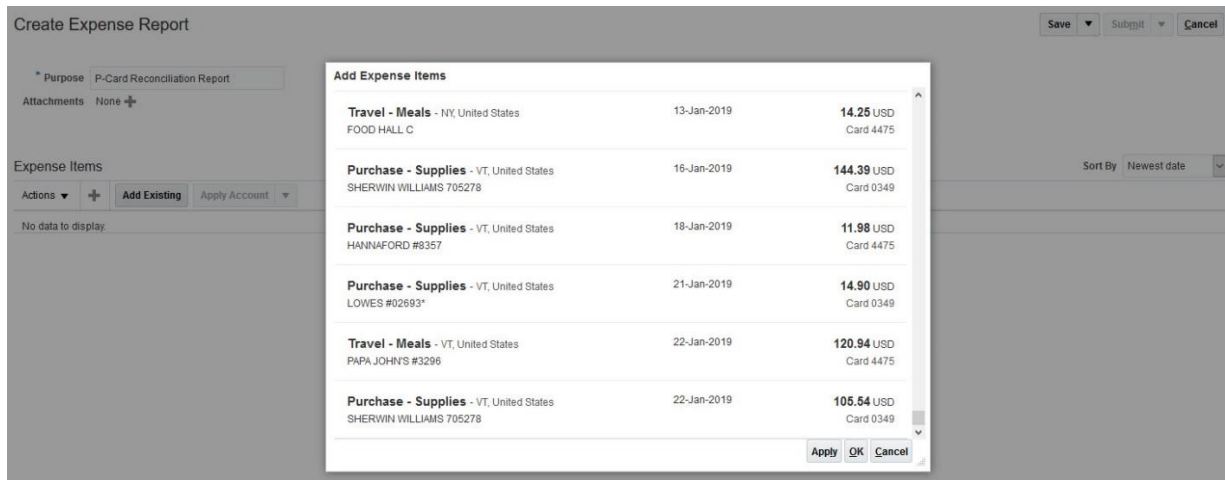
This process should be followed to submit all P-Card reconciliations

Instructions for submitting personal expense reimbursement requests can be found at GMHEC.org/Support

Process Step & Description	Action
<p>1.1 Go to the Expense Report workbench and create a new Expense Report</p>	<p>Navigation Path: ➤ Me → Expenses → Expense Reports</p>  <p>Click  to create a new Expense Report</p>
<p>1.2 Enter Purpose and add P-Card Charges</p>	<p>Enter the reason for the expenses under Purpose</p>  <p>Click Add Existing to add a Purchase Card charge to the report</p> <p>*Required Field</p>

1.3 Add P-Card Charges

Use CTRL + Click to select all available charges and click OK



Description	Date	Amount
Travel - Meals - NY, United States FOOD HALL C	13-Jan-2019	14.25 USD Card 4475
Purchase - Supplies - VT, United States SHERWIN WILLIAMS 705278	16-Jan-2019	144.39 USD Card 0349
Purchase - Supplies - VT, United States HANNAFORD #8357	18-Jan-2019	11.98 USD Card 4475
Purchase - Supplies - VT, United States LOWES #02693*	21-Jan-2019	14.90 USD Card 0349
Travel - Meals - VT, United States PAPA JOHN'S #3296	22-Jan-2019	120.94 USD Card 4475
Purchase - Supplies - VT, United States SHERWIN WILLIAMS 705278	22-Jan-2019	105.54 USD Card 0349

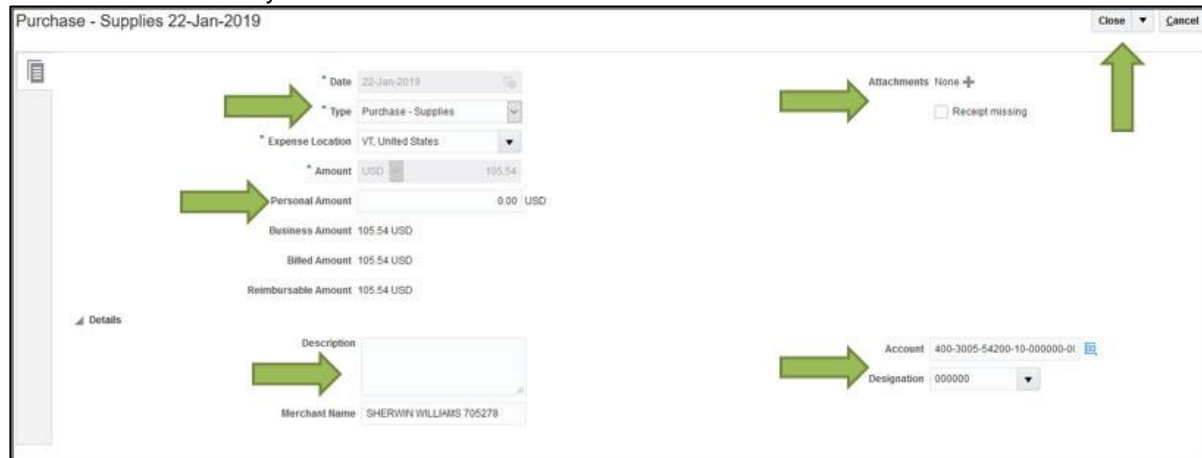
1.4 Enter Details for each charge

Click on each charge.



Description	Date	Amount
Purchase - Supplies - VT, United States	22-Jan-2019	105.54 USD Card 0349

Enter details and verify account information.

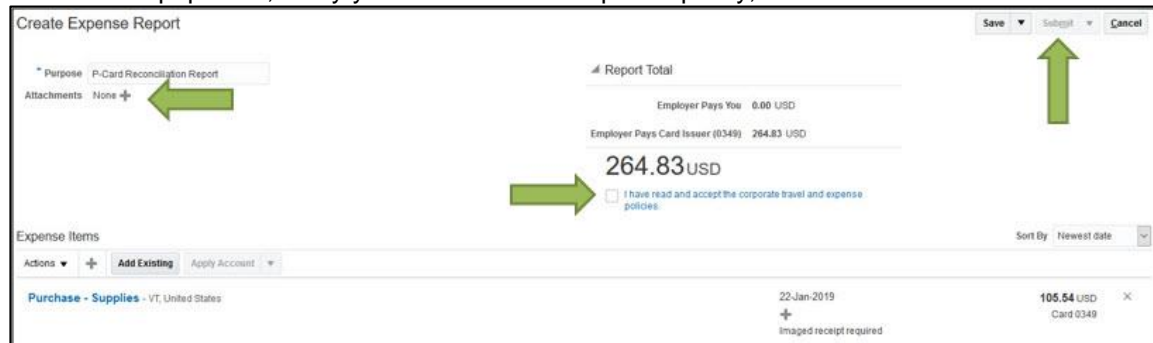


Purchase - Supplies 22-Jan-2019

- Date: 22-Jan-2019
- Type: Purchase - Supplies
- Expense Location: VT, United States
- Amount: 105.54 USD
- Personal Amount: 0.00 USD
- Business Amount: 105.54 USD
- Billed Amount: 105.54 USD
- Reimbursable Amount: 105.54 USD
- Description: [Empty field]
- Merchant Name: SHERWIN WILLIAMS 705278
- Account: 400-3005-54200-10-000000-01
- Designation: 000000
- Attachments: None
- Receipt missing:

1.5 Finalize and submit Expense Report

Attach Receipt packet, verify you have read the expense policy, and submit.



Create Expense Report

Purpose: P-Card Reconciliation Report

Report Total: 264.83 USD

- Employer Pays You: 0.00 USD
- Employer Pays Card Issuer (0349): 264.83 USD

I have read and accept the corporate travel and expense policies.

Expense Items:

Purchase - Supplies - VT, United States	22-Jan-2019	105.54 USD Card 0349
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