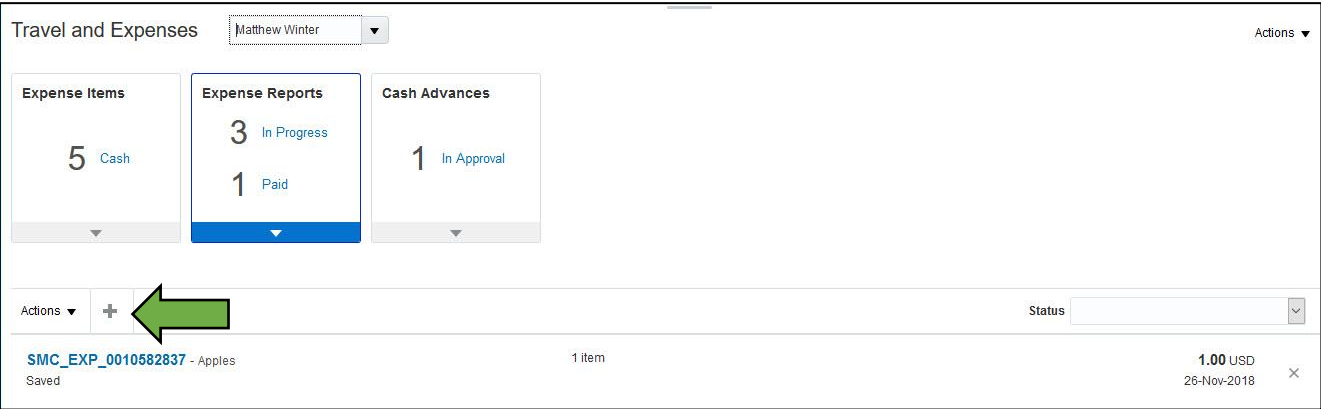

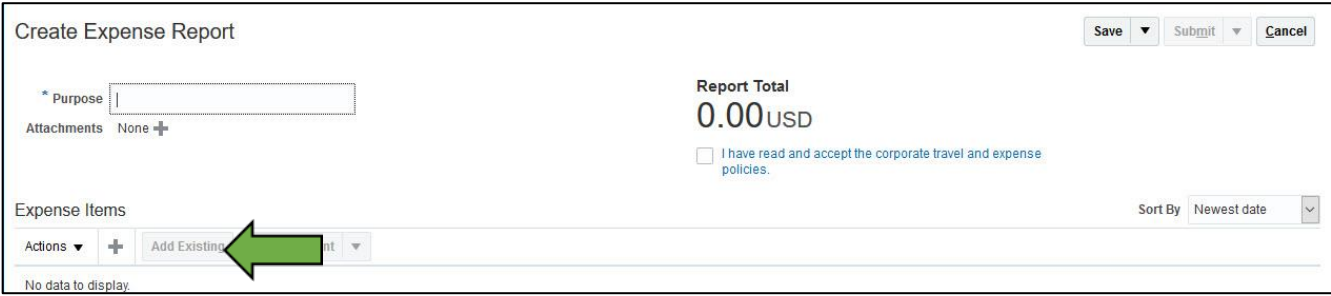


## Submitting P-Card Reconciliation

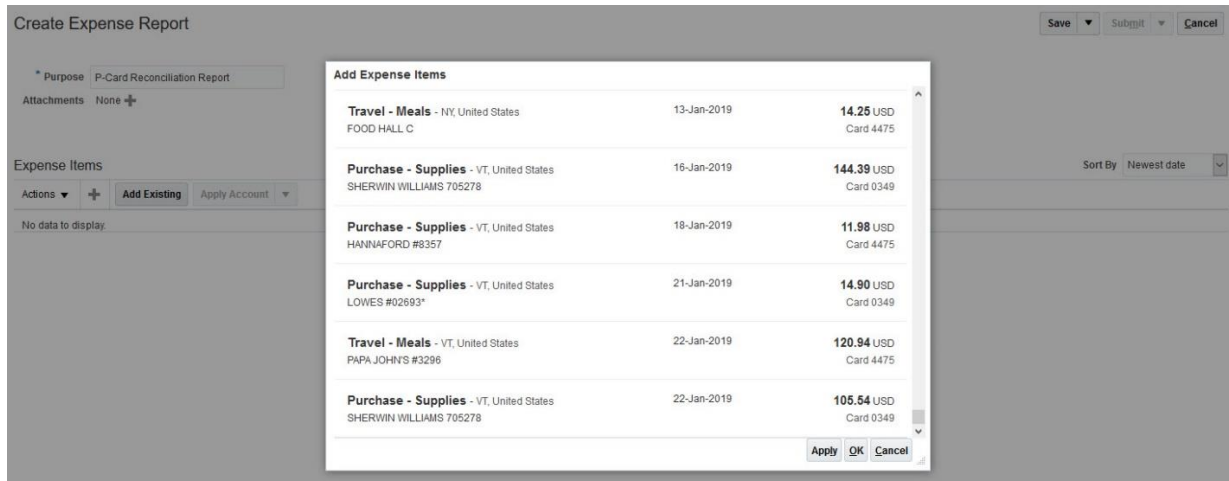
This process should be followed to submit all P-Card reconciliations

Instructions for submitting personal expense reimbursement requests can be found at [GMHEC.org/Support](http://GMHEC.org/Support)

Process Step & Description	Action
<p><b>1.1 Go to the Expense Report workbench and create a new Expense Report</b></p>	<p>Navigation Path:            ➤ Me → Expenses → Expense Reports</p>  <p>Click  to create a new <b>Expense Report</b></p>
<p><b>1.2 Enter Purpose and add P-Card Charges</b></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> <div style="border: 1px solid green; padding: 10px; margin-top: 10px;"> <p><b>FY!!</b> The <u>ONLY</u> way to process Pcard items is when they appear in Oracle from JP Morgan; they <u>cannot be free-typed</u> in as line items. This may take a few days after purchase.</p> </div>

1.3 Add P-Card Charges


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



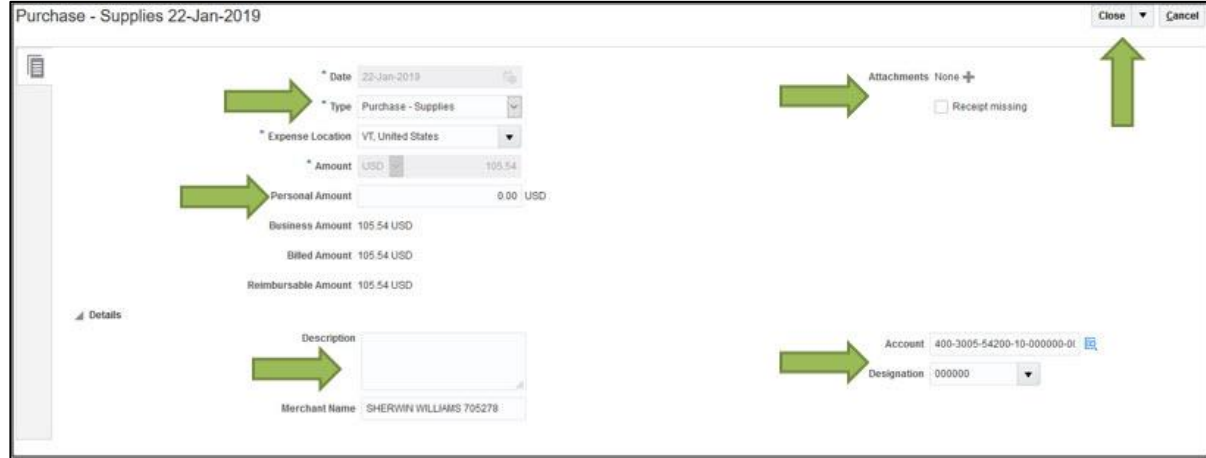
Item	Date	Amount
Travel - Meals - NY, United States FOOD HALL C	13-Jan-2019	14.25 USD Card 4475
Purchase - Supplies - VT, United States SHERWIN WILLIAMS 705278	16-Jan-2019	144.39 USD Card 0349
Purchase - Supplies - VT, United States HANNAFORD #8357	18-Jan-2019	11.98 USD Card 4475
Purchase - Supplies - 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.

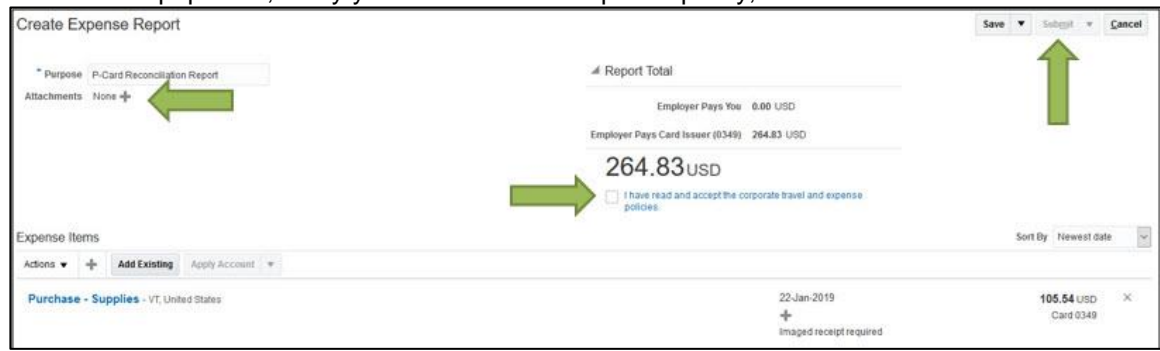


Enter details and verify account information.



1.5 Finalize and submit Expense Report

Attach Receipt packet, verify you have read the expense policy, and submit. It will now be routed to the Approver.



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.