

Quick Tips

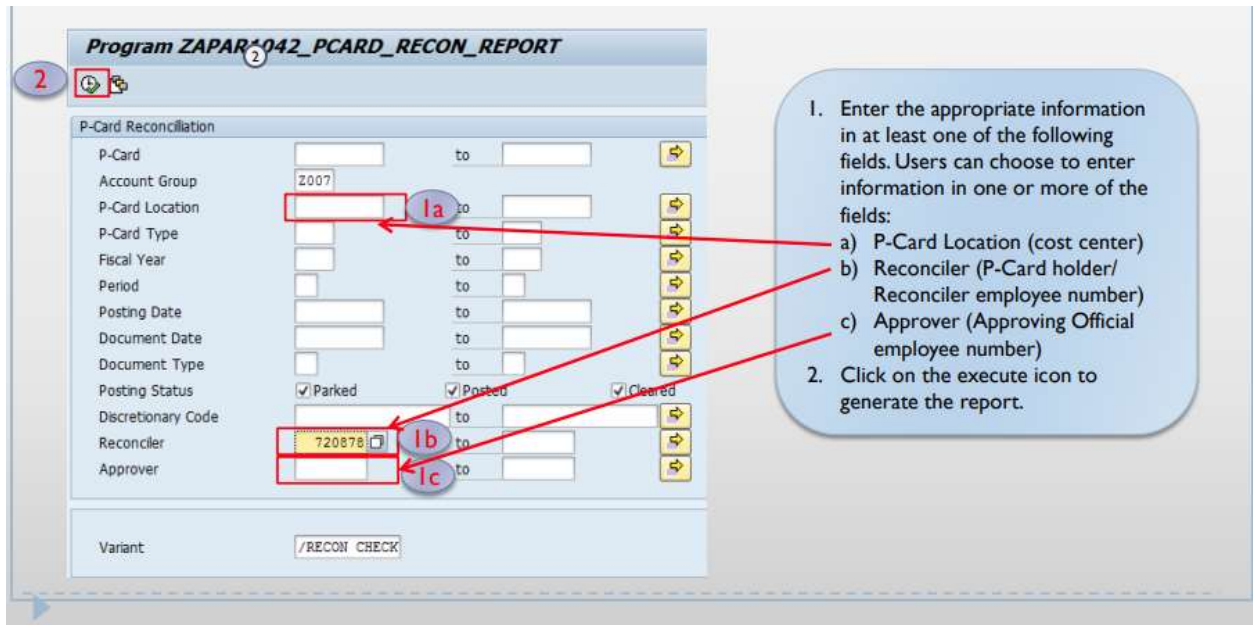
How to Run a Reconciliation Report –P-Card/T-Card/Toshiba GC

Log in to Azure Virtual Desktop (AVD)/SAP.

1. Go to the Reports Tab. Then, click on “Procurement/Contracts and on the left side of the page under Detail Navigation click on “P-Card Reconciliation Report”.



2. SAP will open the P-Card Reconciliation report variant. Users have the option to use any of the available fields to generate a report. In addition, users can select/deselect the posting status in order to customize the report (Parked, Posted, Cleared).



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3.

SAP will generate a report. All transactions will appear by Invoice Date. This report includes functionality that allows users to drag and drop columns, sort, filter and display totals by column.

As an example, users can sort by posting status. Click on the column labeled “Posting Status”, the column will be highlighted orange, 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

- Sort ascending/descending
- Filter
- Export to Excel
- Email report

4.

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

“PARKED”-Transactions that need to be reviewed and approved.

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

“CLEARED”-Transactions which have found a match with Citibank’s monthly payment file.

Posting Status	Invoice Date	Document No	TOSHIBA BUSINESS SOLUT	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	TOSHIBA BUSINESS SOLUT	114.00	WALNUT	1110-1000-10154
	02/12/2014	5900045457	TOSHIBA BUSINESS SOLUT	270.96	WALNUT	1110-1000-10153
	02/07/2014	5900045729	TOSHIBA BUSINESS SOLUT	229.88	WALNUT	1110-1000-10153
	02/12/2014	5900046620	TOSHIBA BUSINESS SOLUT	91.44	WALNUT	1110-1000-10153
	02/15/2014	5900047173	TOSHIBA BUSINESS SOLUT	270.96	WALNUT	1110-1000-10153
	02/19/2014	5900048400	TOSHIBA BUSINESS SOLUT	1,325.16	WALNUT	1110-1000-10153
PARKED	02/27/2014	5900051238	OFFICE DEPOT #5125	108.99	WALNUT	1110-1000-10153
	03/03/2014	5900051902	OFFICE DEPOT #5125	217.99	WALNUT	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