



P-CARD RECONCILIATION REPORT

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P-CARD RECONCILIATION REPORT

This training is designed to increase knowledge of and ability to use the P-Card Reconciliation Report. It is geared towards Principals, School Administrative Assistants (SAAs), Continuation School Office Managers and other school site staff that may need to use the report.



P-CARD RECONCILIATION REPORT

Agenda

- What is the P-Card Reconciliation Report?
- Key Data
- Accessing the Report
- Customizing the Report
- Downloading the Report
- Glossary



WHAT IS THE P-CARD RECONCILIATION REPORT

The P-Card Reconciliation report provides the details of a school's credit card transactions.



Users have the option of retrieving data based on a host of different variables including location, posting status, reconciler or approver.



By default, information is organized by posting status. However, the report does allow for customization. Functionality allows users to sort, filter and display totals by column.

P-CARD RECONCILIATION REPORT

KEY DATA

Posting Status*	Invoice Date	Document No	Merchant Description
CLEARED	09/23/2024	5901336655	AMAZON MKTPL*T03OY0WS3
	09/23/2024	5901336656	AMZN MKTP US*KJ73645A3
	09/24/2024	5901336657	AMAZON MKTPL*4H08J3TW3
	09/24/2024	5901337229	AMAZON MKTPL*UM9ZZ6M23
	09/24/2024	5901337230	AMZN MKTP US*5S2S68UL3
	09/24/2024	5901337231	AMAZON MKTPL*NW9AW6MX3
	09/24/2024	5901337232	AMAZON MKTPL*NN7ZS9GX3
CLEARED	📄		
PARKED	10/10/2024	5901346138	UNITED ART AND EDUCATION
	10/10/2024	5901346139	AMZN MKTP US*E22MC4HF3
	10/10/2024	5901346140	AMAZON MKTPL*QY2GZ5QQ3
	10/10/2024	5901346141	AMZN MKTP US*H94A33HJ3
	10/10/2024	5901346142	AMAZON MKTPL*W39TV6X53
PARKED	📄		
POSTED	09/27/2024	5901340034	TOSHIBA BUSINESS SOLUTION
	09/25/2024	5901337964	CDW GOVT #AA7VD2T
	09/25/2024	5901337965	AMZN MKTP US*CK18Z9AX3
	09/25/2024	5901337966	AMZN MKTP US*2U65T88S3
	09/26/2024	5901337967	AMZN MKTP US*CI0M049I3

Columns 1-4
/SFSPCARD Variant

P-CARD RECONCILIATION REPORT

KEY DATA

Card Holder Name	Card Type	Charge Amt	Approver
JANE SMITH	P-Card 5000	124.30	IAN ACUNA
JANE SMITH	P-Card 5000	44.73	IAN ACUNA
JANE SMITH	P-Card 5000	37.38	IAN ACUNA
JANE SMITH	P-Card 5000	47.62	IAN ACUNA
JANE SMITH	P-Card 5000	47.46	IAN ACUNA
JANE SMITH	P-Card 5000	82.44	IAN ACUNA
JANE SMITH	P-Card 5000	20.79	IAN ACUNA
		52,601.15	
JANE SMITH	P-Card 5000	117.11	IAN ACUNA
JANE SMITH	P-Card 5000	9.63	IAN ACUNA
JANE SMITH	P-Card 5000	105.11	IAN ACUNA
JANE SMITH	P-Card 5000	47.68	IAN ACUNA
JANE SMITH	P-Card 5000	78.72	IAN ACUNA
		358.25	
JANE SMITH	Unified Print Card	1,634.55	IAN ACUNA
JANE SMITH	P-Card 5000	611.23	IAN ACUNA
JANE SMITH	P-Card 5000	20.67	IAN ACUNA
JANE SMITH	P-Card 5000	766.00	IAN ACUNA
JANE SMITH	P-Card 5000	24.33	IAN ACUNA

Columns 5-8
/SFSPCARD Variant

P-CARD RECONCILIATION REPORT

KEY DATA

Posting Date	Atch Ind	Posted Cost Center	Posted Account	Posted Fund
10/01/2024	✓	0001234501	0000430001	010-2600
10/01/2024	✓	0001234502	0000430010	010-0000
10/01/2024	✓	0001234502	0000430010	010-0000
10/01/2024	✓	0001234501	0000430010	010-0000
10/01/2024	✓	0001234502	0000430010	010-0000
10/01/2024	✓	0001234502	0000430010	010-0000
10/01/2024	✓	0001234501	0000430001	010-2600
10/15/2024	✓	0001234501	0000430001	010-6770
10/15/2024	✓	0001234502	0000430010	010-0000
10/15/2024	✓	0001234501	0000430010	010-2600
10/15/2024	✓	0001234502	0000430010	010-0000
10/15/2024	✓	0001234502	0000430010	010-0000
10/10/2024	✓	0001234501	0000580002	010-0000
10/10/2024	✓	0001234502	0000430010	010-0000
10/01/2024	✓	0001234502	0000430010	010-0000
10/01/2024	✓	0001234501	0000430001	010-2600
10/01/2024	✓	0001234502	0000430010	010-0000

Columns 9-13
/SFSPCARD Variant

P-CARD RECONCILIATION REPORT

KEY DATA

Posted FuncArea	Entered On	Changed On	Clearing Date
1110-1000-17703	10/02/2024	10/02/2024	10/02/2024
1110-1000-13027	10/02/2024	10/02/2024	10/02/2024
1110-1000-13027	10/02/2024	10/02/2024	10/02/2024
1110-1000-15891	10/02/2024	10/02/2024	10/02/2024
1110-1000-13027	10/02/2024	10/02/2024	10/02/2024
1110-1000-13027	10/02/2024	10/02/2024	10/02/2024
1110-1000-17703	10/02/2024	10/02/2024	10/02/2024
1110-1000-11421	10/13/2024	10/15/2024	
1110-1000-13027	10/13/2024	10/15/2024	
1110-1000-17703	10/13/2024	10/15/2024	
1110-1000-13027	10/13/2024	10/15/2024	
1110-1000-13027	10/13/2024	10/15/2024	
1110-1000-10947	10/11/2024	10/11/2024	
3100-1000-14154	10/11/2024	10/11/2024	
1110-1000-13027	10/02/2024	10/02/2024	
1110-1000-17703	10/02/2024	10/02/2024	
1110-1000-13027	10/02/2024	10/02/2024	

Columns 14-17
/SFSPCARD Variant

P-CARD RECONCILIATION REPORT

KEY DATA

Column 18
/SFSPCARD Variant

PCard Line Item Dtl
Blue Painters Tape Washi P;10/12.43/PCE
Mainstreet Classics 20-Inc;1/44.73/PCE
Free to Choose: A Personal;1/13.74/PCE
Hasbro Gaming Connect 4 Cl;1/10.5/PCE
X-ACTO KS Manual Pencil Sh;2/23.73/PCE
Tresda 100W COB Rechargeab;1/56.16/PCE
Tenceur 100 Pcs Single Col;1/20.79/PCE
ART EQUIPMENT;1/117.11/EACH
EXPO Low Odor Dry Erase Ma;1/9.63/PCE
ZUZONG 2i2 Audio Interface;1/105.11/PCE
White Wood Better Than Pap;2/23.84/PCE
Chivao 288 Pieces Golf Min;1/20.79/PCE
+EREPLACEMENTS REPL PROJ;10/55.82/EAC
The One and Only Ruby;1/20.67/PCE
Snark ST-2 All Instrument;40/19.15/PCE
The One and Only Family;1/24.33/PCE

P-CARD RECONCILIATION REPORT

KEY DATA (/SFSPCARD Variant)

#	Column Heading	Description
1	Posting Status	Parked – Transactions that need to be reviewed and approved Posted – Transactions that have been approved by the Approving Official Cleared – Transactions that have matched with US Bank’s monthly payment file Reversed – Transactions that were reversed
2	Invoice Date	The date the transaction was processed by the merchant
3	Document No	The SAP transaction number
4	Merchant Desc	Vendor identifier
5	Card Holder Name	Name of the cardholder
6	Card Type	Identifies the type of card (P-Card, Fuel, Travel, Unified Print)
7	Charge Amt	The transaction amount

P-CARD RECONCILIATION REPORT

KEY DATA (/SFSPCARD Variant)

#	Column Heading	Description
8	Approver	Name of the approving official
9	Posting Date	The date the transaction was approved
10	Attachment indicator	If checked, it indicates a document was attached
11	Posted Cost Center	Identifies the school or office that was charged
12	Posted Account	Identifies the commitment item (G/L account) that was charged
13	Posted Fund	Identifies the fund that was charged
14	Posted Func Area	Identifies the functional area that was charged



P-CARD RECONCILIATION REPORT

KEY DATA (/SFSPCARD Variant)

#	Column Heading	Description
15	Entered On	Reflects the date the transaction was approved by the approving official
16	Changed On	Reflects the date of the last action
17	Clearing Date	The date the transaction posted as an expenditure
18	P-Card Line-Item Detail	Text from the merchant indicating what was purchased



P-CARD RECONCILIATION REPORT

ACCESSING THE REPORT

Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get S...](#)

1

1. Log on to BTS
2. Click the “Reports” tab
3. Click the “Procurement/Contracts” tab
4. Under Detailed Navigation, click P-Card Reconciliation Report

Funds Management | General Ledger | Grants Mgmt | Materials/Inventory | Procurement / Contracts | Projects System | Recruiting | **2** Reports | Time Reporting | Travel

3 Procurement/Contracts | School | Travel

Reports | History | Back | For

Detailed Navigation

- EP010 Contract Summary
- EP011 Contract Detail
- EP020 Contract Amendment
- PC010 Purchase Order History Report
- SC007 Shopping Cart Status
- P-Card Display Vendor Account Balance
- P-Card Display Vendor Line Items
- 4** P-Card Reconciliation Report

P-CARD RECONCILIATION REPORT

ACCESSING THE REPORT

6 Program ZAPAR1042_PCARD_RECON_REPORT



P-Card Reconciliation

P-Card	<input type="text"/>	to	<input type="text"/>	
Account Group	2007			
P-Card Location	1234501	to	<input type="text"/>	
P-Card Type	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	2025	to	<input type="text"/>	
Period	<input type="text"/>	to	<input type="text"/>	
Posting Date	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Document Number	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Posting Status	<input checked="" type="checkbox"/> Parked	<input checked="" type="checkbox"/> Posted	<input checked="" type="checkbox"/> Cleared	<input checked="" type="checkbox"/> Reversed
Discretionary Code	<input type="text"/>	to	<input type="text"/>	
Reconciler	510222	to	<input type="text"/>	
Approver	<input type="text"/>	to	<input type="text"/>	
Posted Fund	<input type="text"/>	to	<input type="text"/>	
Posted Account	<input type="text"/>	to	<input type="text"/>	
Posted Grant	<input type="text"/>	to	<input type="text"/>	
Posted Functional Area	<input type="text"/>	to	<input type="text"/>	
Posted WBS Element	<input type="text"/>	to	<input type="text"/>	
Posted Internal Order	<input type="text"/>	to	<input type="text"/>	
Posted Cost Center	<input type="text"/>	to	<input type="text"/>	
Merchant Description	<input type="text"/>			

5. Enter information in one or more of the following fields:

- P-Card Location – 7-digit cost center
- P-Card Type – Use the matchbox to select
- Fiscal Year – The 4-digit year (e.g. 2025)
- Reconciler – Cardholder’s employee #
- Approver – Approving Official’s employee #
- Posted Fund
- Posted Functional Area
- Posted Cost Center

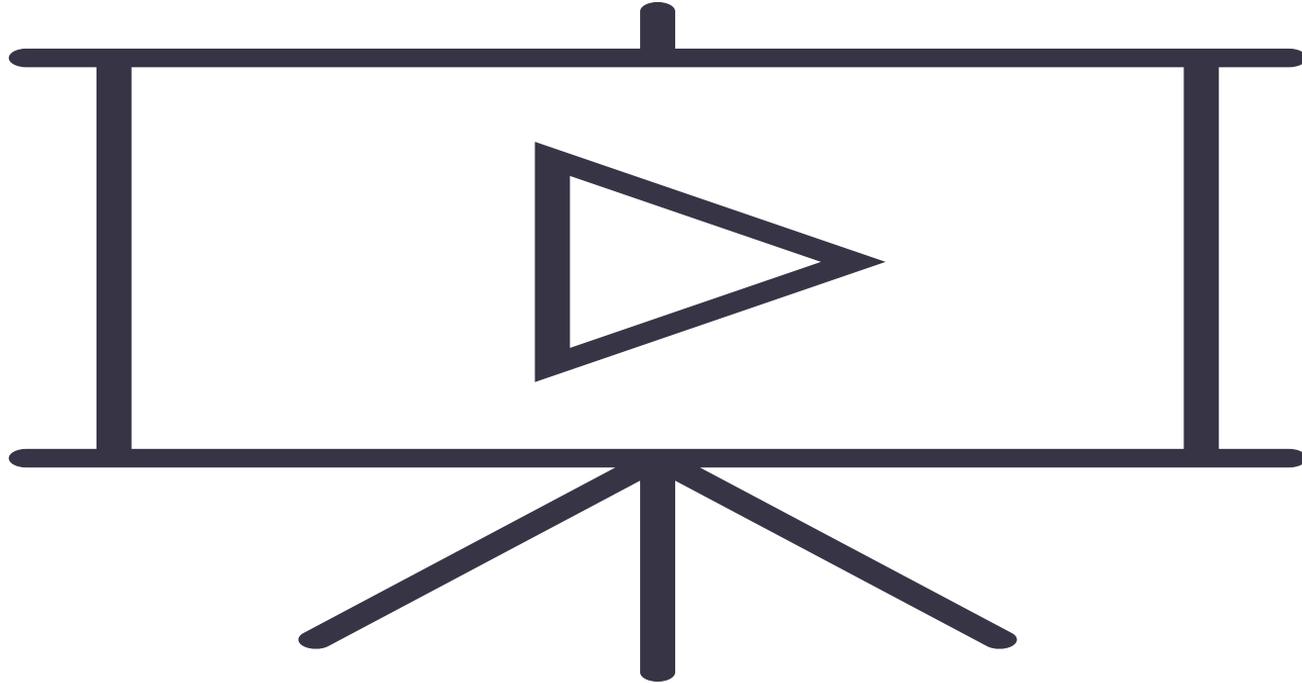
You can also select or deselect the Posting Status checkboxes.

Posting Status Parked Posted Cleared Reversed

6. Click the execute icon in the upper left corner.

P-CARD RECONCILIATION REPORT

ACCESSING THE REPORT



P-CARD RECONCILIATION REPORT

ACCESSING THE REPORT

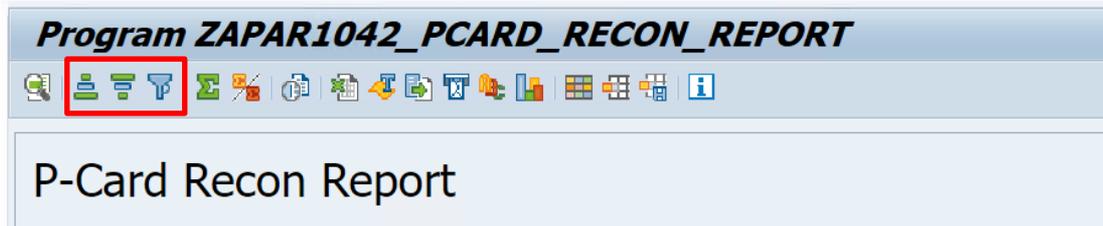
The default report will be displayed. Transactions are listed by posting status.

P-Card Recon Report																					
Run Date/Time 10/16/2024 14:20:43 System PR1/910																					
Posting Status	Invoice Date	Document No	Merchant Description	Card Holder Name	Card Type	Charge Amt	Approver	Posting Date	Atch Ind	Posted Cost Center	Posted Account	Posted Fund	Posted FuncArea	Vendor Number	Credit Card	Hierarchy	Posted FundProg	Account Stat.			
CLEARED	08/28/2024	5	4 TOSHIBA BUSINESS SOLUTION	H A	Unified Print Card	635.50	K	Z 09/10/2024		0001 01	0000580002	010-0000	1110-1000-10947	7	0	15 Region North	OPR00000				
CLEARED	09/17/2024	5	0 TOSHIBA BUSINESS SOLUTION	H A	Unified Print Card	955.33	K	Z 09/17/2024		0001 01	0000580002	010-0000	1110-1000-10947	7	0	15 Region North	OPR00000				
CLEARED	08/02/2024	5	0 AMAZON MKTPL*RV9HQ6WG1	H A	P-Card 5000	77.68	K	Z 08/02/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/02/2024	5	1 AMAZON MKTPL*RV1HV4WC1	H A	P-Card 5000	36.01	K	Z 08/02/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/02/2024	5	2 AMAZON MKTPL*RF1KW3ZH0	H A	P-Card 5000	259.44	K	Z 08/02/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/02/2024	5	3 AMAZON MKTPL*RF0K51Z00	H A	P-Card 5000	10.79	K	Z 08/02/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/08/2024	5	0 GLOBAL PRINTING/ELAN	H A	P-Card 5000	1,242.52	K	Z 08/08/2024	✓	0001 01	0000430010	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/08/2024	5	1 AMAZON.COM*RM4008JF2	H A	P-Card 5000	87.48	K	Z 08/08/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/08/2024	5	2 AMZN MKTP US*RM4GV6FV1	H A	P-Card 5000	75.56	K	Z 08/08/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/09/2024	5	8 AMAZON.COM*RM1WA2NB0	H A	P-Card 5000	8.06	K	Z 08/09/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/09/2024	5	9 AMZN MKTP US*RM66L3XX2	H A	P-Card 5000	113.26	K	Z 08/09/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/16/2024	5	6 PANTAGES THEATRE	H A	P-Card 5000	1,882.00	K	Z 08/16/2024	✓	0001 01	0000580005	010-2600	1110-1000-17703	7	0	11 Region North	OPR00000				
CLEARED	08/21/2024	5	9 LAKESHORE LEARNING MATER	H A	P-Card 5000	222.66	K	Z 08/21/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/21/2024	5	0 LAKESHORE LEARNING MATER	H A	P-Card 5000	32.87	K	Z 08/21/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/28/2024	5	3 AMAZON MARK* RK57R9VD2	H A	P-Card 5000	131.68	K	Z 08/28/2024	✓	0001 01	0000430001	010-2600	1110-1000-13292	7	0	11 Region North	OPR00000				
CLEARED	08/27/2024	5	9 COMPLETE BUSINESS SYSTEMS	H A	P-Card 5000	453.99	K	Z 10/07/2024	✓	0001 01	0000580002	010-0000	1110-1000-10947	7	0	11 Region North	OPR00000				
CLEARED	08/31/2024	5	4 LAKESHORE LEARNING MATER	H A	P-Card 5000	1,991.89	K	Z 08/31/2024	✓	0001 01	0000430010	010-6053	0001-1000-13066	7	0	11 Region North	OPR00000				

P-CARD RECONCILIATION REPORT

CUSTOMIZING THE REPORT

The icons at the top of the window allow the report to be manipulated. Users may sort or filter as needed.



Sort In Ascending Order (CTRL + F4)



Sort In Descending Order (CTRL + SHIFT + F4)



Set filter (CTRL + F5)



P-CARD RECONCILIATION REPORT

CUSTOMIZING THE REPORT

To find a particular vendor transaction:

- Highlight the Merchant Description column, then use the Ascending or Descending icon to sort, or
- Highlight the column, then right-click and use the Find feature.

P-Card Recon Report

Run Date/Time 10/16/2024 14:39:43
System PR1/910

Posting Status	Invoice Date	Merchant Description	Card Type	Charge Amt	Posting Date	Atch Ind	Posted Account	Posted Fund
CLEARED	08/28/2024	TOSHIBA BUSINESS SOLUTION						010-0000
CLEARED	09/17/2024	TOSHIBA BUSINESS SOLUTION						010-0000
CLEARED	08/02/2024	AMAZON MKTPL*RV9HQ6WG1						010-2600
CLEARED	08/02/2024	AMAZON MKTPL*RV1HV4WC1						010-2600
CLEARED	08/02/2024	AMAZON MKTPL*RF1KW3ZH0						010-2600
CLEARED	08/02/2024	AMAZON MKTPL*RF0KS1ZO0						010-2600
CLEARED	08/08/2024	GLOBAL PRINTING/ELAN						010-2600
CLEARED	08/08/2024	AMAZON.COM*RM4O08JF2						010-2600
CLEARED	08/08/2024	AMZN MKTP US*RM4GV6FV1						010-2600
CLEARED	08/09/2024	AMAZON.COM*RM1WA2NB0						010-2600
CLEARED	08/09/2024	AMZN MKTP US*RM66L3XX2						010-2600
CLEARED	08/16/2024	PANTAGES THEATRE	P-Card 5000	1,882.00	08/16/2024	✓	00 0000580005	010-2600

Find dialog box:
Search Term: GLOBAL PRINTING
Search Dirct: [dropdown]
 Find only entire word or value
 Display Number of Hits
Hit Displayed : 1
[OK] [Cancel]

P-CARD RECONCILIATION REPORT

CUSTOMIZING THE REPORT

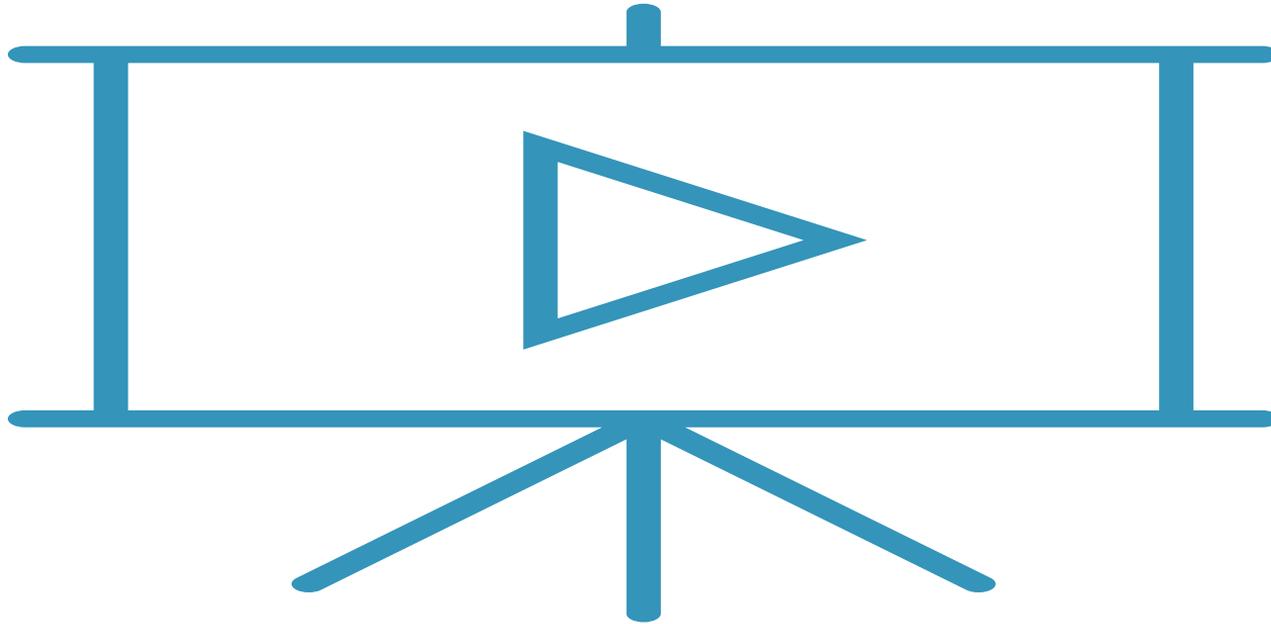
By highlighting a column and right-clicking, users have the option to hide information or add totals to the numeric value columns.

FundProg Desc	Posted Fu	MCC Code	Account Status Text	Fund	Area
OPERATIONAL	OPR0000	4789		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	4789		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	4789		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	4111		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5111		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5942		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5942		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5964		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5942		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5200		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5200		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5942		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5942		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5942		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5965		010-0000	1110-1000-13027
OPERATIONAL	OPR0000	5965		010-0000	1110-1000-13027



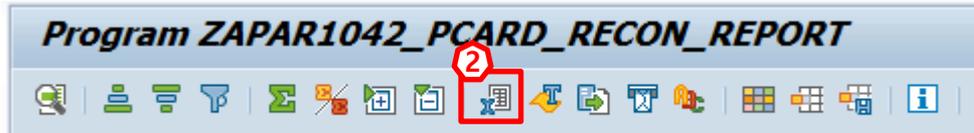
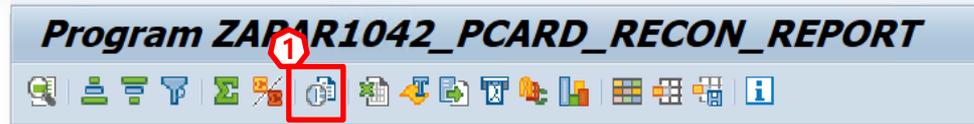
P-CARD RECONCILIATION REPORT

CUSTOMIZING THE REPORT

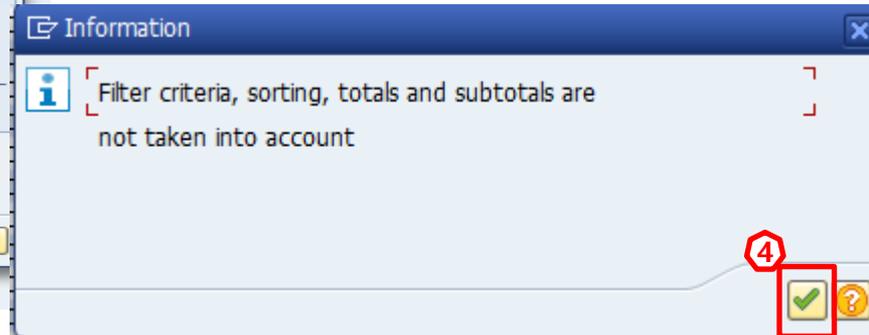
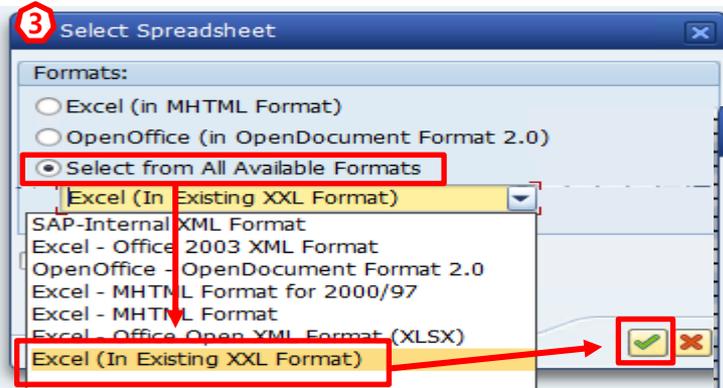


P-CARD RECONCILIATION REPORT

HOW TO DOWNLOAD



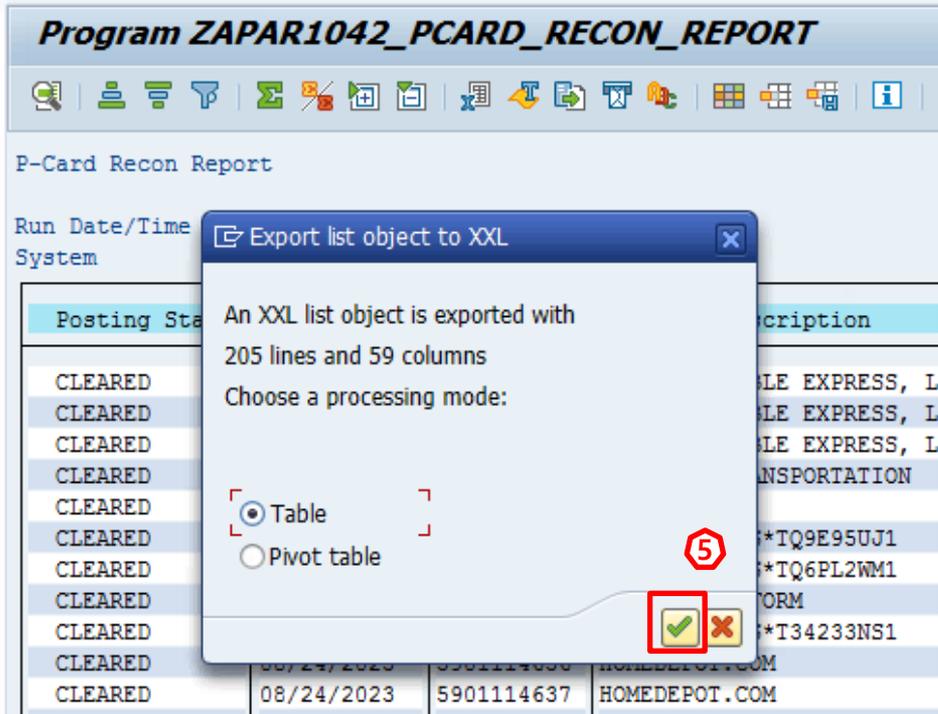
P-Card Recon Report



1. Click the Print Preview icon
2. Next, click the Spreadsheet icon
3. On the Select Spreadsheet dialog box, click the **Select from All Available Formats** radio button. Next, using the drop-down menu, select **Excel (In Existing XXL Format)**. Click the check mark.
4. On the Information dialog box, click the check mark to continue.

P-CARD RECONCILIATION REPORT

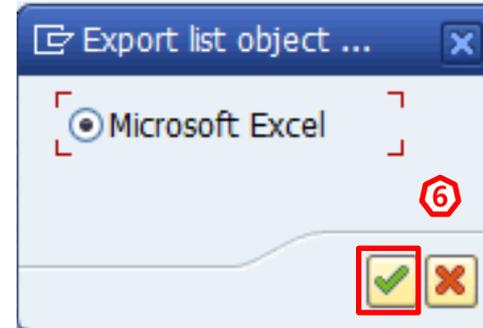
HOW TO DOWNLOAD



The screenshot shows the SAP program **Program ZAPAR1042_PCARD_RECON_REPORT**. The main window displays a table with columns for Posting Status, Run Date/Time, System, and Description. The Posting Status column contains the word "CLEARED" for multiple rows. An "Export list object to XXL" dialog box is open in the foreground, showing the message: "An XXL list object is exported with 205 lines and 59 columns. Choose a processing mode:". The "Table" radio button is selected. A red circle with the number "5" is placed over the "Table" option, and another red circle with a checkmark is placed over the "OK" button.

Posting Status	Run Date/Time	System	Description
CLEARED			...LE EXPRESS, L
CLEARED			...LE EXPRESS, L
CLEARED			...LE EXPRESS, L
CLEARED			...NSPORTATION
CLEARED			*TQ9E95UJ1
CLEARED			*TQ6PL2WM1
CLEARED			...ORM
CLEARED			*T34233NS1
CLEARED	08/24/2023	5901114637	HOMEDEPOT.COM

5. On the Export dialog box, select “Table” and click the check mark to continue.
6. On the Export dialog box, click the check mark to continue



This is a close-up of the "Export list object ..." dialog box. The "Microsoft Excel" radio button is selected. A red circle with the number "6" is placed over the "Microsoft Excel" option, and another red circle with a checkmark is placed over the "OK" button.

P-CARD RECONCILIATION REPORT

HOW TO DOWNLOAD

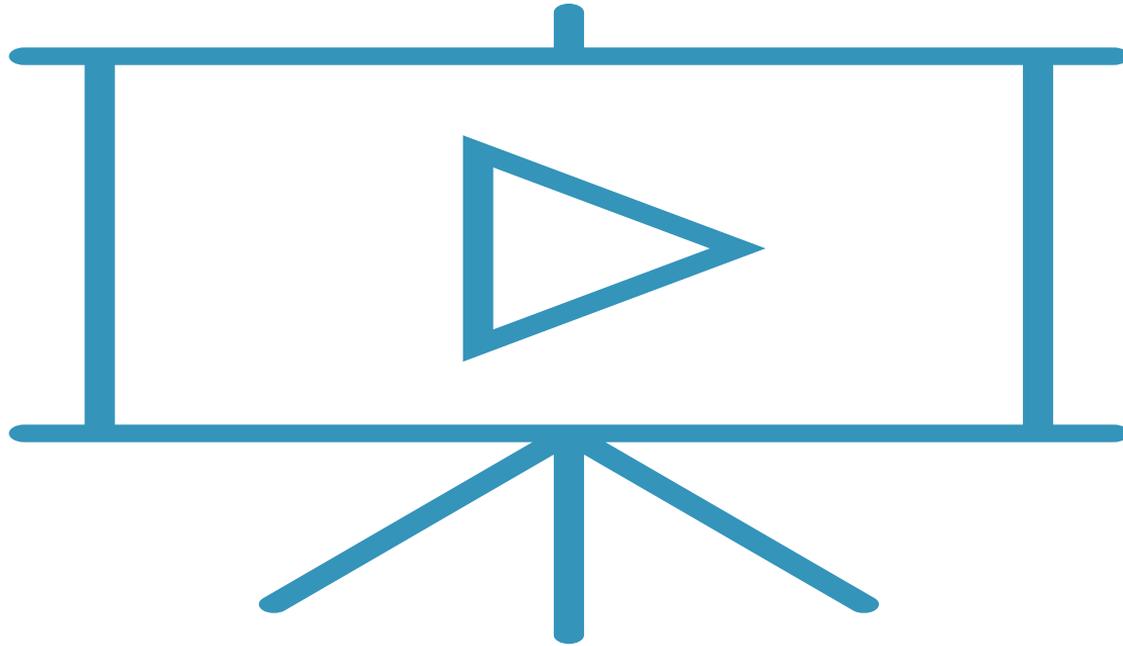
The file opens in Excel. Users may save a copy of the download to their computer. Due to its limited functionality, it is best to print or work with a saved copy rather than the original download. Note that the file will need to be formatted prior to printing.

Posting Status	Document No	Merchant Description	Card Type	Atch Ind	Posted Account	Posted Fund	Posted FuncArea
CLEARED	590	IN *CREDITABLE EXPRESS, L	Travel Card	@01@	580012	010-0000	1110-1000-10949
CLEARED	590	IN *CREDITABLE EXPRESS, L	Travel Card	@01@	580012	010-0000	1110-1000-10949
CLEARED	590	IN *CREDITABLE EXPRESS, L	Travel Card	@01@	580012	010-0000	1110-1000-10949
CLEARED	590	IN *FCOC TRANSPORTATION	Travel Card	@01@	580012	010-6385	1110-1000-7350T
CLEARED	590	STAPLES INC	P-Card 5000	@01@	430001	010-0000	1110-1000-13027
CLEARED	590	AMZN MKTP US*TQ9E95UJ1	P-Card 5000	@01@	430001	010-0000	1110-1000-10949
CLEARED	590	AMZN MKTP US*TQ6PL2WM1	P-Card 5000	@01@	430001	010-0000	1110-1000-10949
CLEARED	590	ARAMARK UNIFORM	P-Card 5000	@01@	580030	010-0000	1110-1000-13027
CLEARED	590	AMZN MKTP US*T34233NS1	P-Card 5000	@01@	430001	010-0000	1110-1000-10949
CLEARED	590	HOMEDEPOT.COM	P-Card 5000	@01@	430003	010-0000	0000-8100-13027
CLEARED	590	HOMEDEPOT.COM	P-Card 5000	@01@	430003	010-0000	0000-8100-13027
CLEARED	590	AMZN MKTP US*T34ZE6500	P-Card 5000	@01@	430001	010-0000	1110-1000-10949
CLEARED	590	AMZN MKTP US*T35SY37K0	P-Card 5000	@01@	430010	010-0000	1110-2420-13950
CLEARED	590	AMZN MKTP US*T33DR1H71	P-Card 5000	@01@	430001	010-0000	1110-1000-10948
CLEARED	590	OFFICE DEPOT #5125	P-Card 5000	@01@	430002	010-0000	1110-1000-10949
CLEARED	590	OFFICE DEPOT #5125	P-Card 5000	@01@	430002	010-0000	1110-1000-10949
CLEARED	590	OFFICE DEPOT #5125	P-Card 5000	@01@	430001	010-0000	1110-1000-13027
CLEARED	590	OFFICE DEPOT #2715	P-Card 5000	@01@	430001	010-0000	1110-1000-10947
CLEARED	590	OFFICE DEPOT #5125	P-Card 5000	@01@	430001	010-0000	1110-1000-10947
CLEARED	590	STAPLES INC	P-Card 5000	@01@	430001	010-0000	1110-1000-13027



P-CARD RECONCILIATION REPORT

HOW TO DOWNLOAD



P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
1	Posting Status	Parked – Transactions that need to be reviewed and approved Posted – Transactions that have been approved by the Approving Official Cleared – Transactions which have found a match with US Bank’s monthly payment file Reversed – Transactions that were reversed
2	Invoice Date	The date the transaction was processed by the merchant
3	Document No	The SAP transaction number
4	Merchant Desc	Vendor identifier
5	Card Holder Name	Name of the cardholder
6	Card Type	Identifies the type of card (P-Card, Fuel, Travel, Unified Print)
7	DiscretCd2	Used by the P-Card unit to identify the card account with the bank (used in lieu of the actual account number)

P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
8	Charge Amt	The transaction amount
9	Approver	Name of the approving official
10	Posting Date	The date the transaction was approved
11	Attachment indicator	If checked, it indicates a document was attached
12	Changed By	Identifies the last person to edit the transaction
13	Posted Cost Center	Identifies the cost center charged for the transaction
14	Posted Cost Ctr Desc	Identifies the name of the cost center charged for the transaction



P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
15	Posted Account	Identifies the commitment item (also known as the G/L account) that was charged
16	Posted Fund	Identifies the fund that was charged
17	Posted Func Area	Identifies the functional area that was charged
18	Posted Grant	Indicates a grant number if grant funding was used to reconcile
19	Vendor Number	Number of the cardholder. It is used to link transaction charges to a site by type and user
20	Cost Center	Identifies the school or office by fund center
21	Reconciler Email	Email address of the cardholder

P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
22	Email	Email address of the approver
23	Cost Center Descr	Identifies the school or office by fund center
24	Fund Prog Descr	Describes the type of program charged (e.g., Operational, Automotive Maintenance, or Chief Instructional Office)
25	Posted Fund Program	Identifies whether the charged fund is operational or job-cost related
26	Posted Int Order	If applicable, identifies the internal work order charged
27	Posted WBS	For job cost charges, identifies the work breakdown structure
28	MCC Code	Used by merchants to identify the type of business they do with their credit card processing company



P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
29	Account Status Text	Identifies if the vendor number for a cardholder has been closed. If the field is blank, the vendor number is active/open
30	Fund	Identifies the fund where the charges were initially encumbered
31	Area	Identifies the functional area where the charges were initially encumbered
32	Approver PERNR	The PERNR of the approver
33	Recon PERNR	The PERNR of the cardholder
34	Reconciler Name	Name of the reconciler
35	Open PERNR	The employee number of the credit card holder



P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
36	Cardholder Email	Email address of the cardholder
37	Entered On	Reflects the date the transaction was approved by the approving official
38	Changed On	Reflects the date of the last action
39	User Name	Identifies the last person to update the transaction
40	Clearing Date	The date the transaction posted as an expenditure
41	Clearing Doc	The document number of the accounting transaction to record the expenditure
42	Line Item	The line number on the clearing document



P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
43	Account Description	Description of the commitment item (also known as the G/L) charged
44	Grant Description	Program description for non general fund resources
45	WBS Description	If applicable, a description for the work breakdown structure
46	IntOrder Description	If applicable, a description for the internal work order
47	Limit/trans	The card's single purchase limit
48	Limit/Month	The card's monthly purchase limit
49	Approver Telephone	District phone number of the approver

P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
50	Approver Fax	District fax number of the approver
51	Reconciler Telephone	District phone number of the reconciler
52	Card Holder Phone	District phone number of the cardholder
53	Header Text	An internal system number to help identify the transaction
54	Pcard Line Item Detail	Text from the merchant indicating what was purchased
55	Fund Description	Identifies the funding source of the program
56	Func Area Description	Indicates the name of the program

P-CARD RECONCILIATION REPORT

GLOSSARY

#	Column Heading	Description
57	Expense Amount	The amount of the expenditure
58	Credit Card	The numerical value associated with the card type (e.g., 11 refers to "P-Card 5000")
59	Hierarchy	The name of the Region or Division

P-CARD RECONCILIATION REPORT

KEY YEAR-END DEADLINES

NON-TITLE I



MEM-6016.12, *2024-2025 Procurement Year-End Closing Timelines*, dated March 10, 2025

5/22/2025

P-CARD RECONCILIATION REPORT

KEY YEAR-END DEADLINES

TITLE I

Submission of Categorical Budget
Adjustments – 5/30/2025

Expenditure Transfer Requests into
Title I – 6/3/2025

P-Card/T-Card Purchases –
6/6/2025

P-Card/T-Card/Toshiba Ghost
Account Reconciliation – 6/13/2025

MEM-6016.12, *2024-2025 Procurement Year-End Closing Timelines*, dated March 10, 2025

Information & Resources

Visit the School Fiscal Services Branch website for additional budget information and job aids

<https://sfs.lausd.net>

In addition, training resources are available using this link:

<https://BudgetTraining.lausd.net>

Additional resources:

- ❖ General Fund School Program Manual
- ❖ Carryover Memo
- ❖ Estimated Rate Sheets
- ❖ Position/Staffing Simulator
- ❖ Manual Budget Adjustment Request (BAR)

Job aids include:

- ❖ BU042 Payroll Expenditures by Cost Center
- ❖ FM010 Budget Availability Report
- ❖ How to Use Drag and Drop In Reports
- ❖ Hyperlinked Control Sheets
- ❖ **P-Card Reconciliation Report**
- ❖ Position With Incumbent (PWI) Report
- ❖ Staffing and Resources Report



P-CARD RECONCILIATION REPORT

QUESTIONS?

