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).

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.

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.