BUDGET SERVICES AND FINANCIAL PLANNING
SCHOOL SUPPORT NETWORK
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P-CARD RECONCILIATION REPORT JOB AID

This report provides P-Card, T-Card, and Toshiba Ghost Card (GC) transaction details.

Accessing the Report
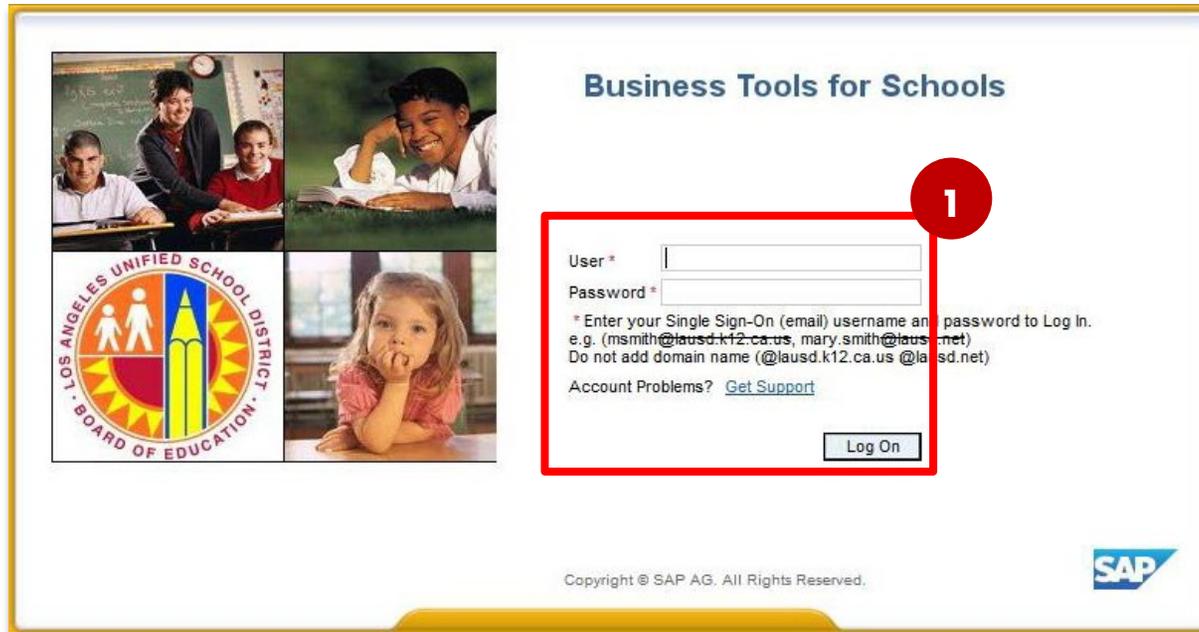
1. Log on to *Business Tools for Schools (BTS).*
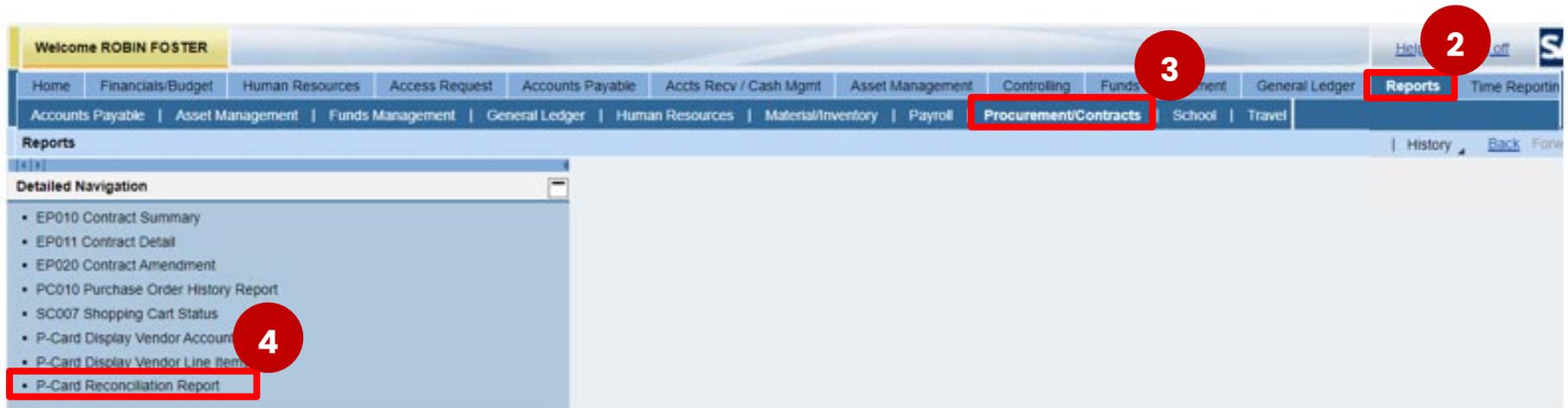
2. Go to the **Reports** tab

3. Click the **Procurement/Contracts** sub-tab

4. Click **P-Card Reconciliation Report**

5. Enter **P-Card Location (Fund Center)**

6. Enter **Fiscal Year**

7. Click **Execute** to generate the report

Default report will display sorted by Posting Status.

Note: The more details you enter in the available fields the narrower the report information will be.

Optional Fields include:

P-Card: the cardholder's vendor number in SAP – usually unavailable to users

Posting Status: deselect any of these options to modify the report

Reconciler: to generate the report for a specific cardholder (enter employee number)

Approver: to generate the report for a specific Approving Official (enter employee number)

Program ZAPAR1042_PCARD_RECON_REPORT

P-Card Reconciliation

Field	Value		
P-Card		to	
Account Group	Z007		
P-Card Location	1234501	to	
P-Card Type		to	
Fiscal Year	2024	to	
Period		to	
Posting Date		to	
Document Date		to	
Document Number		to	
Document Type		to	
Posting Status	☑ Parked	☑ Posted	☑ Cleared ☑ Reversed
Discretionary Code		to	
Reconciler		to	
Approver		to	
Posted Fund		to	
Posted Account		to	
Posted Grant		to	
Posted Functional Area		to	
Posted WBS Element		to	
Posted Internal Order		to	
Posted Cost Center		to	
Merchant Description			

Variant	/FYPCARD_EEC

Program ZAPAR1042_PCARD_RECON_REPORT

P-Card Recon Report

Run Date/Time 05/09/2024 16:44:37
System   PR1/910

Posting Stat.	Invoice Date	Document ...	Merchant Description	Card Holder N...	Card Type	DiscretCd2	≡Charge A...	Approver	Posting Date	Attch I...	Changed By	Posted CostCtr De...	Posted Cost Cent...	Posted Accou...	Posted Fu...	Posted FuncArea	Posted Grant	Vendor Numb...
CLEARED	09/29/2023	5901129986	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	492.13	JUAN LOPEZ	11/17/2023		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	09/29/2023	5901129987	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	803.12	JUAN LOPEZ	10/19/2023		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	10/16/2023	5901139994	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	501.82	JUAN LOPEZ	11/30/2023		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	11/16/2023	5901168284	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	659.66	JUAN LOPEZ	11/16/2023		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	12/08/2023	5901178805	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	701.28	JUAN LOPEZ	12/08/2023		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	01/22/2024	5901192771	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	413.26	JUAN LOPEZ	02/21/2024		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	02/09/2024	5901206941	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	206.55	JUAN LOPEZ	02/09/2024		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	02/21/2024	5901213509	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	401.31	JUAN LOPEZ	04/11/2024		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX
	03/22/2024	5901234306	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	223229009677	540.73	JUAN LOPEZ	03/22/2024		KSANTOS002	ABC ES	0001234501	0000580002	010-0000	1110-1000-13027	NOT_RELEVANT	700000XXXX

The default report has 64 columns.

P-Card Recon Report

Run Date/Time 05/09/2024 16:58:34
System   PR1/910

Posting Status	Invoice Da...	Document No	Merchant Description	Card Holder Name	Card Type	≡ Charge Amt	Approver	Posting Da...	Attch Ind	Posted Cost Cen...	Posted Account	Posted Fu...	Posted FuncArea	Entered On	Changed On	Clearing D...	PCard Line Item Dtl
CLEARED	09/29/2023	5901129986	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	492.13	JUAN LOPEZ	11/17/2023		0001234501	0000580002	010-0000	1110-1000-13027	11/22/2023	11/22/2023	11/22/2023	
	09/29/2023	5901129987	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	803.12	JUAN LOPEZ	10/19/2023		0001234501	0000580002	010-0000	1110-1000-13027	10/20/2023	10/20/2023	10/26/2023	
	10/16/2023	5901139994	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	501.82	JUAN LOPEZ	11/30/2023		0001234501	0000580002	010-0000	1110-1000-13027	11/30/2023	11/30/2023	11/30/2023	
	11/16/2023	5901168284	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	659.66	JUAN LOPEZ	11/16/2023		0001234501	0000580002	010-0000	1110-1000-13027	12/14/2023	12/14/2023	12/14/2023	
	12/08/2023	5901178805	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	701.28	JUAN LOPEZ	12/08/2023		0001234501	0000580002	010-0000	1110-1000-13027	12/14/2023	12/14/2023	12/27/2023	
	01/22/2024	5901192771	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	413.26	JUAN LOPEZ	02/21/2024		0001234501	0000580002	010-0000	1110-1000-13027	02/21/2024	02/21/2024	02/21/2024	
	02/09/2024	5901206941	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	206.55	JUAN LOPEZ	02/09/2024		0001234501	0000580002	010-0000	1110-1000-13027	02/21/2024	02/21/2024	02/27/2024	
	02/21/2024	5901213509	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	401.31	JUAN LOPEZ	04/11/2024		0001234501	0000580002	010-0000	1110-1000-13027	04/11/2024	04/11/2024	04/11/2024	
	03/22/2024	5901234306	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	540.73	JUAN LOPEZ	03/22/2024		0001234501	0000580002	010-0000	1110-1000-13027	04/11/2024	04/11/2024	04/11/2024	
	08/25/2023	5901114524	GLOBAL PRINTING/ELAN	JOHN SMITH	P-Card 5000	1,312.50	JUAN LOPEZ	08/25/2023	✓	0001234501	0000430010	010-0000	1110-1000-13027	09/13/2023	09/13/2023	10/20/2023	
	08/27/2023	5901114525	AMZN MKTP US*T378K4N91	JOHN SMITH	P-Card 5000	37.68	JUAN LOPEZ	08/27/2023	✓	0001234501	0000430001	010-0000	1110-1000-13027	09/13/2023	09/13/2023	10/20/2023	KYODOLED Large Metal Cash;2/18.8...
	08/31/2023	5901117763	DEMCO INC	JOHN SMITH	P-Card 5000	394.68-	JUAN LOPEZ	08/31/2023	✓	0001234501	0000430001	010-0000	1110-1000-13027	09/13/2023	09/13/2023	10/27/2023	

Here's the suggested report with 18 columns.

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#	Column Heading	Description
1	Posting Status	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 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 Description	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
8	Approver	Name of the approving official
9	Posting Date	The date the transaction was approved
10	Attch Ind	If checked, it indicates a document was attached

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#	Column Heading	Description
11	Posted Cost Center	Identifies the school or office that was charged
12	Posted Account	Identifies the commitment item (or 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
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	PCard Line Item Dtl	Text from the merchant indicating what was purchased

Accessing the Customized Report

After entering your criteria, click the match code box next to the Variant input field

Variant	/SFSPCARD

Select the SFSPCARD layout then click the check mark

Layout: Choose

Layout	Layout Description
/FYPCARD_EEC	Pcard Recon Report
/FYPCARD_RSD	Do not Use/Create your own
/OEHS 011014	OEHS
/OEHS 011714	OEHS 2
/OGC	OGC
/P-CARD COMP	Complaince Check for P-Card Unit
/P-CARD UNIT	PRA-P-Card Unit -TLY
/PCARD-TSD	Transportation
/PCARD_STATU	PARKED_STATUS
/PSTD_CLR	Posted or Cleared
/REC-KSK	OIG-KSK
/REC-KSK2	OIG-KSK
/RECON CHECK	recon check
/PP_RECN	PP Reconciliation
/SFSPCARD	Pcard Recon Report
/TEST	R6530 PR1 Validation
/UTIL PCARD	UTIL PR1 Validation
/UTIL PCARD2	UTIL PR1 Validation2
/VALIDCHCK	R6530 PR1 Validation
/Z_JC_LRP	Z_JC_LRP-DO NOT CHANGE

Click Execute ⊕ to run the report.

Program ZAPAR1042_PCARD_RECON_REPORT

P-Card Reconciliation

P-Card		to	
Account Group	Z007		
P-Card Location	1234501	to	
P-Card Type		to	
Fiscal Year	2024	to	
Period		to	
Posting Date		to	
Document Date		to	
Document Number		to	
Document Type		to	
Posting Status	☑Parked ☑Posted ☑Cleared ☑Reversed		
Discretionary Code		to	
Reconciler		to	
Approver		to	
Posted Fund		to	
Posted Account		to	
Posted Grant		to	
Posted Functional Area		to	
Posted WBS Element		to	
Posted Internal Order		to	
Posted Cost Center		to	
Merchant Description			

Variant	/SFSPCARD

Downloading the Report

8. Click the *Print Preview* icon

Program ZAPAR10___PCARD_RECON_REPORT

8
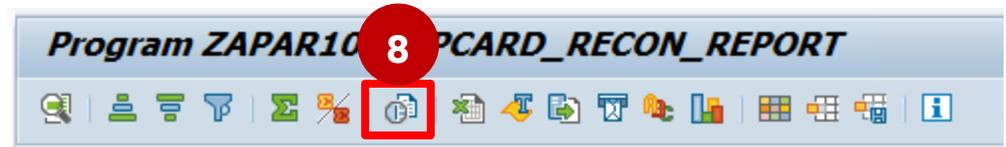
9. Click the *Spreadsheet* icon

Program ZAPAR1042___RD_RECON_REPORT

9

10. Choose *Select from All Available Formats*
11. Select *Excel (in Existing XXL format)* from the drop-down menu
12. Click the *green check mark*
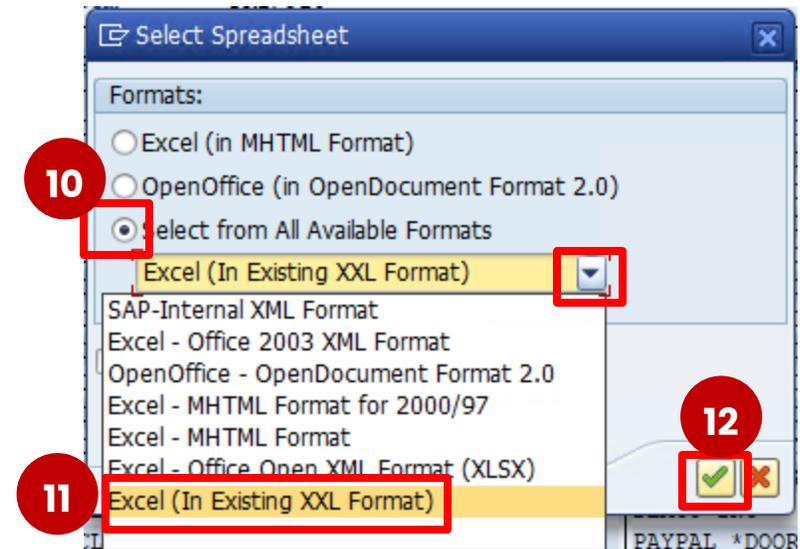
Select Spreadsheet

Formats:

○ Excel (in MHTML Format)

10 ○ OpenOffice (in OpenDocument Format 2.0)

◉ Select from All Available Formats

Excel (In Existing XXL Format) ▼

SAP-Internal XML Format
Excel - Office 2003 XML Format
OpenOffice - OpenDocument Format 2.0
Excel - MHTML Format for 2000/97
Excel - MHTML Format
Excel - Office Open XML Format (XLSX)
11 Excel (In Existing XXL Format)

12

PAYPAL *DOOR

13. Click the *green check mark* on the Information dialog box
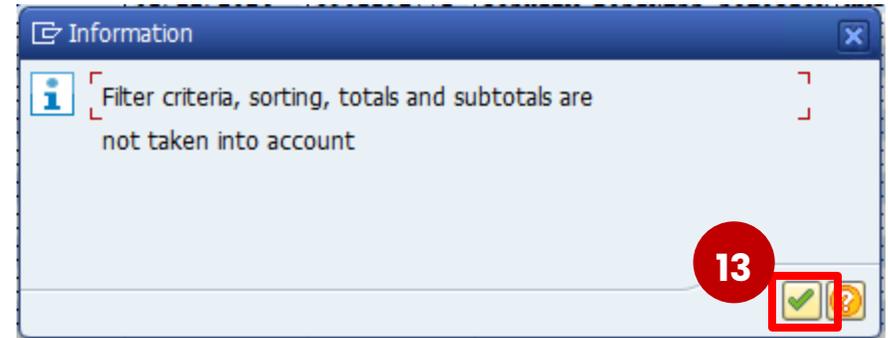
14. Select Table on the next dialog box

15. Click the *green check mark*
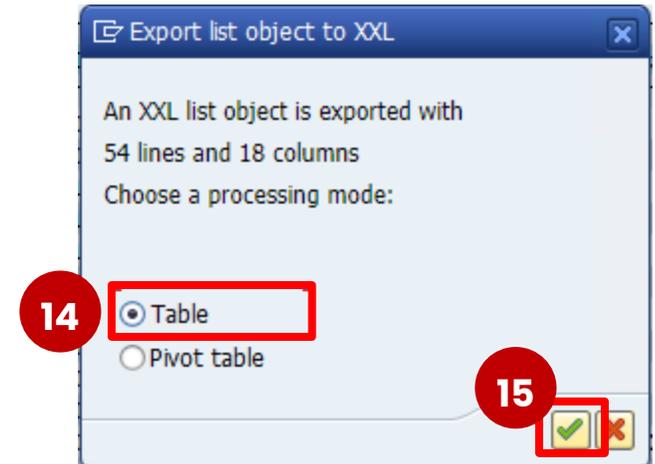
16. Click the *green check mark*

	A	B	C	D	E	F	G	H	I	J	K	
1	Posting Status	Document No	Merchant Description	Card Holder Name	Card Type	Approver	Attch Ind	Posted Cost Center	Posted Account	Posted Fund	Posted FuncArea	PCard Line Item
2	CLEARED	5901129986	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
3	CLEARED	5901129987	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
4	CLEARED	5901139994	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
5	CLEARED	5901168284	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
6	CLEARED	5901178805	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
7	CLEARED	5901192771	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
8	CLEARED	5901206941	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
9	CLEARED	5901213509	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
10	CLEARED	5901234306	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-0000	1110-1000-13027	
11	CLEARED	5901244162	TOSHIBA BUSINESS SOLUTION	JOHN SMITH	Unified Print Card	JUAN LOPEZ		1234501	580002	010-2600	1110-1000-13292	

The report is displayed in Excel. Save the file to your computer.