



# PCard Five Step Reconciliation Process

## 1 Scan and save receipt

- A. Scan your receipt
- B. Save your receipt from your email to a "PCard file" on your computer

## 2 Attach receipt in Works

- A. Click on the TXN number to get the drop down menu
- B. Click on Manage Receipts
  - I. Add New Receipt (no receipt date or description needed)

- C. Click OK to attach receipt
  - I. You can add as many receipts/files as needed by repeating the above steps
- D. Click Close to leave Manage Receipts

## 3 Change the allocation in Works

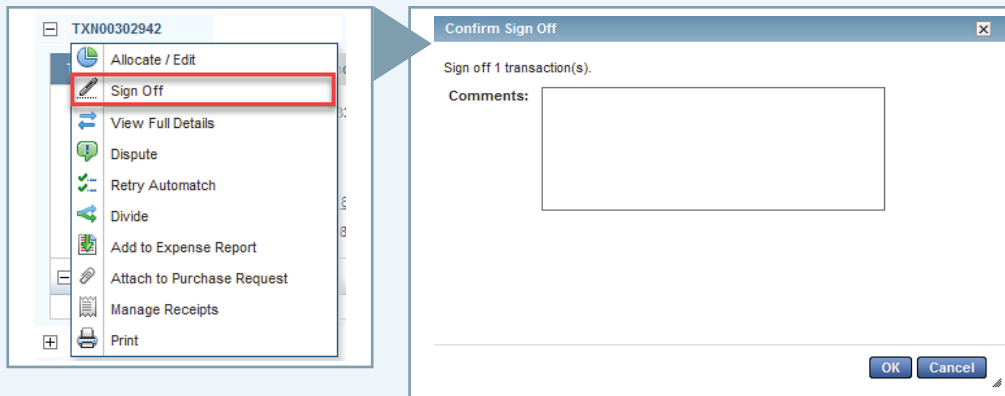
- A. Click on the TXN number to get the drop down menu
- B. Click on Allocate/Edit
  - I. Change the Account Code as needed. Reminder: you must fill in all fields from GL01 to GL07. Leave GL08 Work Orders empty unless you are part of FAM or Facilities.

- II. When updating the account codes, click on check box to the left of the green check marks, then click Clear GL button to clear out all fields. Hit OK. Then begin with GL01.

- C. Once account codes have been selected from drop down menus, hit Save and Close

#### 4 Sign Off in Works

- A. Click on the TXN number to get the drop down menu
- B. Click on Sign Off
  - I. Provide a detailed business purpose including the who, what, and why of the purchase



- C. Click OK when done

#### 5 Move receipt to Google Team Drive

- A. Go to your Google Drive
- B. Click on Shared drives
- C. Click on PCard Receipts
- D. Click on your department folder and navigate to or create your own file
- E. Drag and drop/upload receipts and documentation from your "PCard file" to the Google folder

