

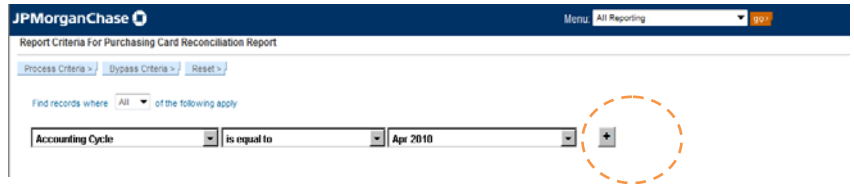
INSTRUCTIONS FOR SEPARATING PCard RECONCILIATION REPORT BY CARDHOLDER

If you reconcile for more than one cardholder, run separate PCard Reconciliation Reports for each of them.

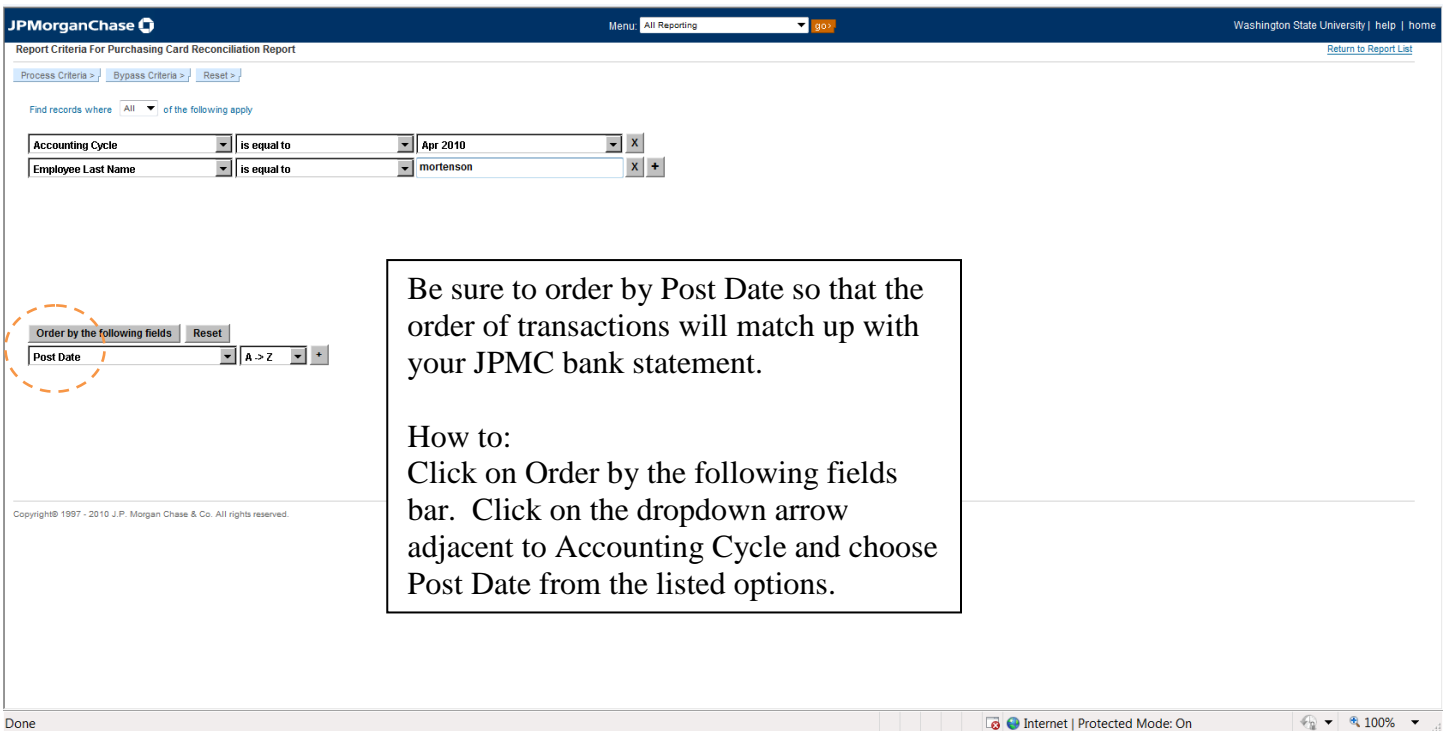
How to:

Click the + sign adjacent to field with accounting cycle.

Add Employee last name to the report criteria.



JPMorganChase
Menu: All Reporting
Report Criteria For Purchasing Card Reconciliation Report
Process Criteria > Bypass Criteria > Reset >
Find records where All of the following apply
Accounting Cycle is equal to Apr 2010



JPMorganChase
Menu: All Reporting
Washington State University | help | home
Return to Report List
Report Criteria For Purchasing Card Reconciliation Report
Process Criteria > Bypass Criteria > Reset >
Find records where All of the following apply
Accounting Cycle is equal to Apr 2010
Employee Last Name is equal to mortenson
Order by the following fields
Post Date A->Z
Copyright © 1997 - 2010 J.P. Morgan Chase & Co. All rights reserved.
Done Internet | Protected Mode: On 100%

Be sure to order by Post Date so that the order of transactions will match up with your JPMC bank statement.

How to:

Click on Order by the following fields bar. Click on the dropdown arrow adjacent to Accounting Cycle and choose Post Date from the listed options.

If one employee has two PCards, one of the other criteria may separate the transactions by account. (Unfortunately, Account Number is not in the dropdown list.) The best options are ACCOUNT (referring to the budget and project codes) or OBJ/SOBJ. If you need assistance, email purchasing.card@wsu.edu.