INTRUCTIONS 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.

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.