Quick Reference

Create Pcard Reconciliation Report

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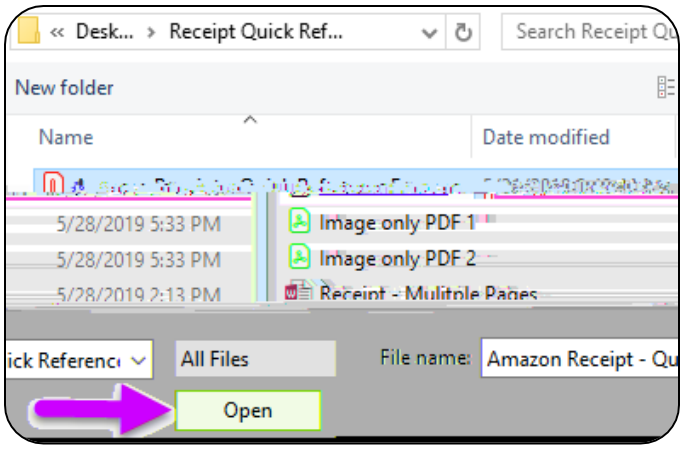
7. Clicking the arrow next to the vendor name on each transaction will display additional details about the transaction.

8. Select the check box for the transaction you would like to add to the Pcard reconciliation report.

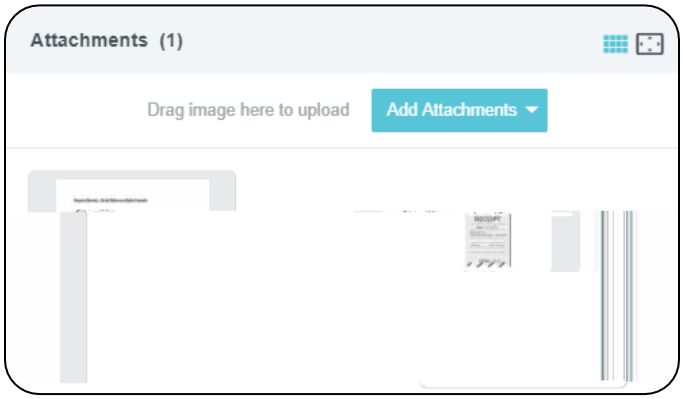
9. Select the Add button located in the top right corner of the Add Expenses screen.

12. The corresponding expense form will display.

- **Date:** Automatically populates from the Pcard transaction.
- **Spent:** Automatically populates from the Pcard transaction.
- **Business Purpose:** Enter a clear, detailed business purpose for the Pcard transaction.
- **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
- **Personal Expense Charged on PCARD:** If the UMB Pcard transaction contains any personal charges, check this box and provide additional details and the amount in the **Explanation** field that displays. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charo0 Tc 0W411.3 (a)2.7 (p)5 TD[(w)-3



15. The receipt will display in the Attachments section.



16. Click Save in the upper right corner of the form.

17. The transaction will be added to the Pcard reconciliation report which is displayed on the left side of the screen. The Add Expenses page will appear on the right side of the screen.

18. Repeat steps 8-17 until all transactions for the statement cycle have been added to the Pcard reconciliation report.