

P Card Reconciliation Procedures

Make sure pop up blocker is turned off. Directions to turn them off are on the last page.

DOWNLOAD STATEMENT VIA CHASE WEBSITE FOR MONTH YOU ARE RECONCILING

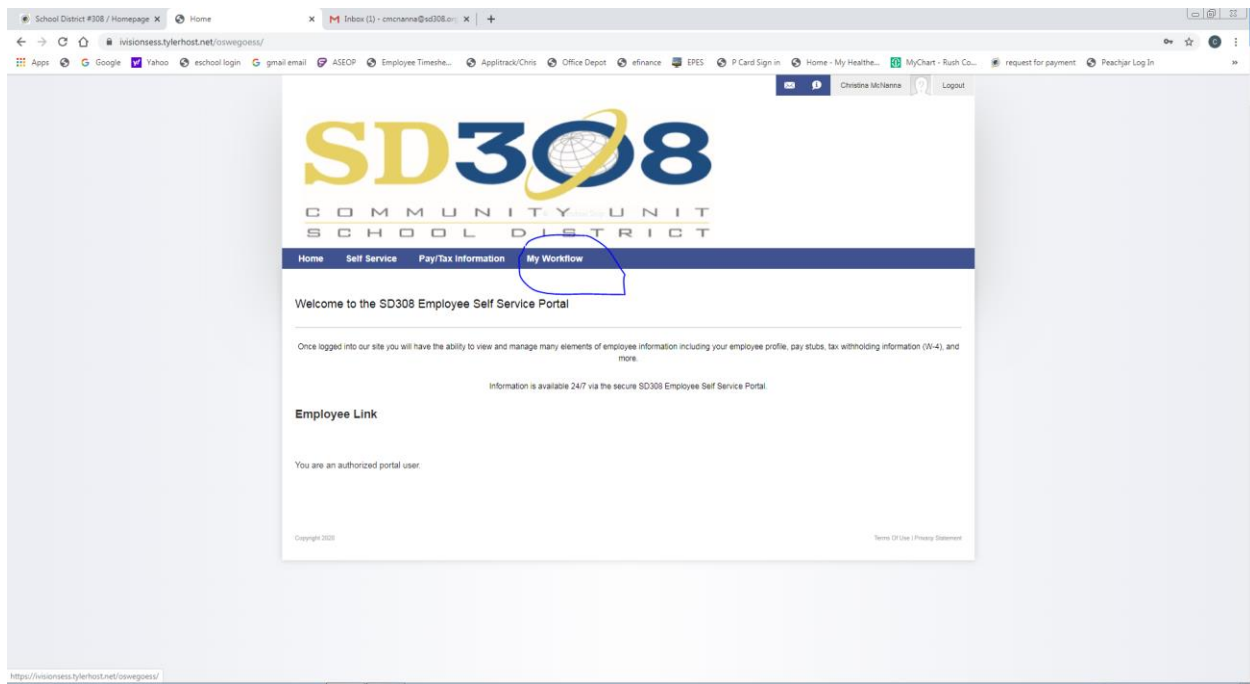
Log into iVisions

The screenshot shows a web browser window with the URL `ivisionses.tylerhost.net/oswegoiss/ADLogin?returnurl=%2Foswegoiss%2F`. The page features the SD308 Community Unit School District logo at the top. Below the logo, there is a "Home" section with a welcome message. The "Login to iVisions" section is highlighted with a blue circle and contains the following fields and links:

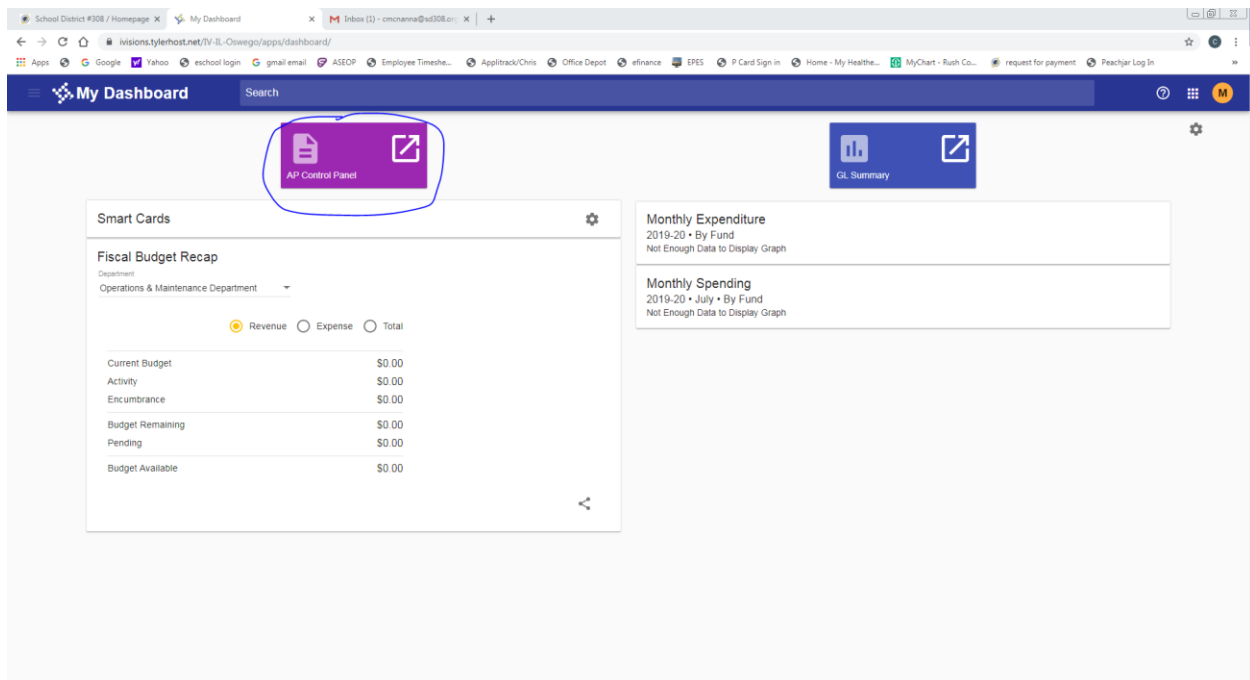
- User Name:
- Password:
- ☐ Remember Login
- [Forgot My Login?](#)
- [Login](#)
- Infinte Visions version: 19.03.13

At the bottom of the page, there is a "Copyright 2020" notice and a "Terms Of Use | Privacy Statement" link.

Click on My Workflow



Click on AP Control Panel



This will take you to the screen to add your P card information.

1. Hit green + sign

Control Panel

Req. No. DAC Elementary

PO No. Project

Vendor View All

☐ Show Paid Columns ☐ Show Account Detail

Process	Req. No.	Req. Date	Req. App.	Vendor Name	PO No.	R	PO Date	Amount	Status	Next Approver	Next Approver Name	DAC	Requester	PO Printed	Project	Req. User	Req. User Name
1	440	01/08/2020	Yes	JPMORGAN CHASE BANK NA		0		\$704.78	Open	265428p.tharmon	Tharmon, Tamara	Elementary	Chris McHanna		Undesignated	265428p.cmchanna	Chris McHanna

1. Enter Vendor
2. Ship to: School Name
3. Requestor: Your Name or who you are reconciling for
4. Order via: www
5. Reference: Put the month and P Card (example: December P Card)

Add Requisition

Requisition Information

Req. Number Date 1/8/2020

Vendor JPMORGAN CHASE BANK NA

Ship To The Wheatlands Elementary

DAC Elementary

Requester Christina McHanna

Buyer W9 Roid

Order Information

Order Via www

Project Undesignated

Date Required 1/23/2020

Order Type Purchase Order

Reference (month) P Card

Award Number

PO Information

PO Number

PO Date

Revision

Status

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
	EA									

No records to display.

Hold Account ☐ Submit for Approval ☐ Sales Tax Percent 0.0000%

Mode: Add

Start entering your Account numbers – **IMPORTANT:** Make sure you enter line items as shown on p card statement. (Example, if you have 10 lines on your statement, there should be 10 lines in iVisions)

Account	Qty	Unit	Part Number	Description	Unit Price	Tax	Freight
10*****	1	EA	leave blank	Vendor/ short description	Amount		

(example)

10*****	1	EA		Amazon/staff incentive	200.00		
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***When you are done entering that information HIT the SAVE at end of line (looks like a floppy disk)**

When all done entering ALL your purchases, make sure your total at the bottom of page matches your statement from Chase. If they match hit "OK" (You may get a budget warning balance just hit "OK")

School District #308 / Homepage | iVisions | Infinite Visions | Inbox (2) - cmcnanna@sd308.org

eiw.tylerhost.net/OswegoEW/

Entity Oswego CU50 308 IL | Group Oswego308 PY1920 | FY 2020 | DAC 10 | UserID 265428p cmcnanna | Version 2019.3.480.19913

Add Requisition

Actions Help

Requisition Detail | Addresses | Notes | PO Board Report

Requisition Information
 Req. Number: [] Date: 1/8/2020
 Vendor: JPMORGAN CHASE BANK NA
 Ship To: The Wheatlands Elementary
 DAC: Elementary
 Requester: Christina McNanna
 Buyer: W9 Rvd

Order Information
 Order Via: www
 Project: Undesignated
 Date Required: 1/23/2020
 Order Type: Purchase Order
 Reference: (month) P Card
 Award Number: []

PO Information
 PO Number: []
 PO Date: []
 Revision: []
 Req. App: []
 Closed Date: []
 Status: []

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
1	10.5.6000.690.16.0000.000	1.000000	EA		Amazon - staff incentive	200.0000	\$200.00	\$0.00	\$0.00	\$200.00

1.000000 \$200.00 \$200.00

Hold Account Submit for Approval Sales Tax Percent 0.00000%

Mode: Add

Ready

Close after update? OK Cancel

Click on Actions – Manage Documents

School District #308 / Homepage | iVisions | Infinite Visions | Inbox (2) - cmcnanna@sd308.org

eiw.tylerhost.net/OswegoEW/

Entity Oswego CU50 308 IL | Group Oswego308 PY1920 | FY 2020 | DAC 10 | UserID 265428p cmcnanna | Version 2019.3.480.19913

Add Requisition

Actions Help

Board Report | Requisition Detail

Split Fund
 Copy Line
 Recalculate Tax & Freight
 Distribute Tax & Freight
 Apply Discount
 Import from Excel
 Validate Requisition
 Check Budget
 Vendor Web Site
 eProcurement
 Insert Warehouse Items
 Single Line Entry
Manage Documents
 Manage Vendor Documents
 Assign account to selected lines

Requisition Information
 Req. Number: [] Date: 1/8/2020
 Vendor: JPMORGAN CHASE BANK NA
 Ship To: The Wheatlands Elementary
 DAC: Elementary
 Requester: Christina McNanna
 Buyer: W9 Rvd

Order Information
 Order Via: www
 Project: Undesignated
 Date Required: 1/23/2020
 Order Type: Purchase Order
 Reference: (month) P Card
 Award Number: []

PO Information
 PO Number: []
 PO Date: []
 Revision: []
 Req. App: []
 Closed Date: []
 Status: []

Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
EA							

0.00

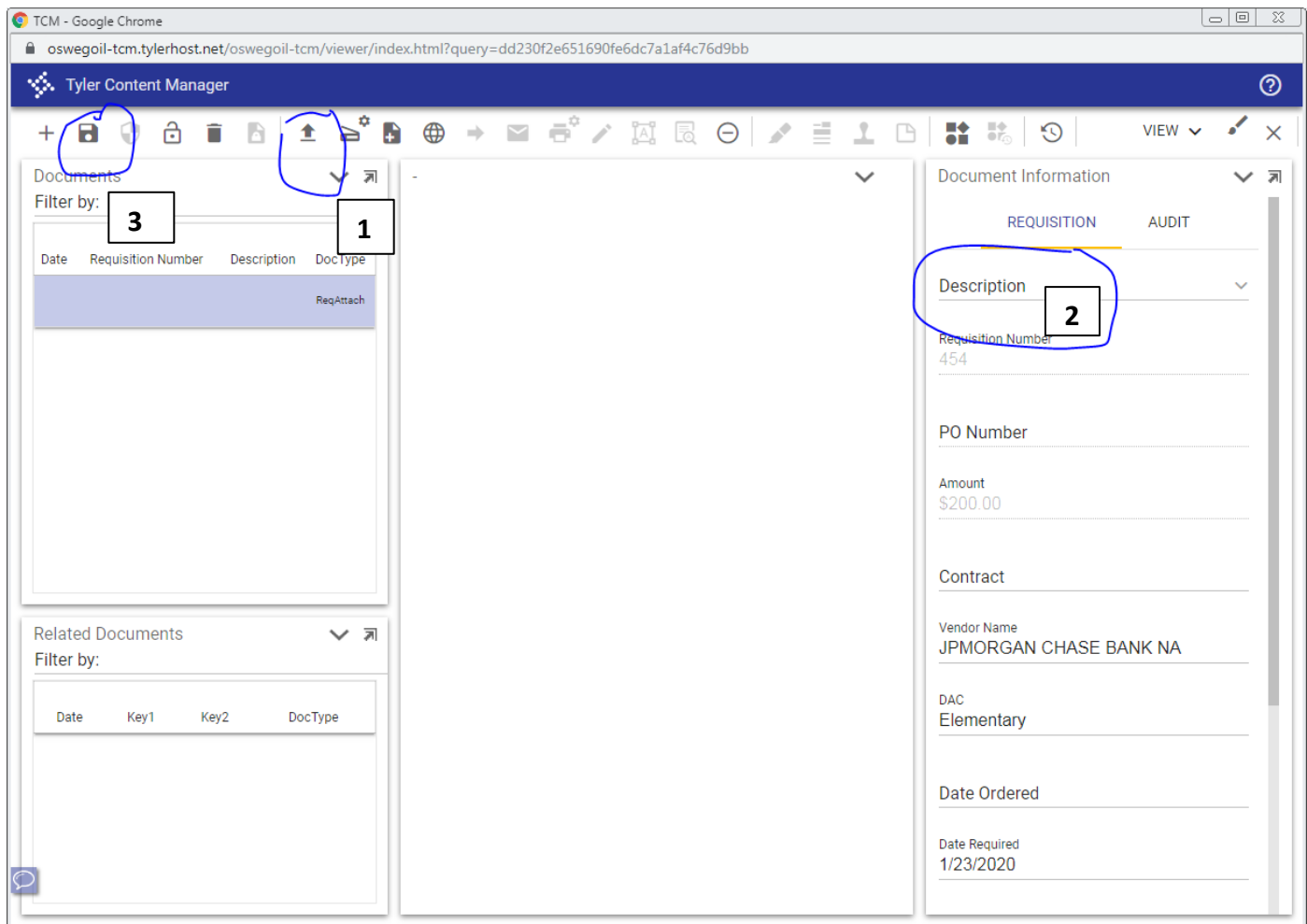
Hold Account Submit for Approval Sales Tax Percent 0.00000%

Mode: Add

Ready

Close after update? OK Cancel

Scan all of your receipts at once so they are all in one batch. This will make it easier to upload your receipts.



Once all of your receipts are scanned and saved:

1: Click on the *up arrow* **IMPORT ATTACHMENT**

Choose what file you want to import

Open

Import

2: In the *Description* you can put what month this attachment is for. For Example, December

3: **SAVE.**

If all your receipts are not in the large batch hit the + sign to add more.

When all of the receipts are entered hit the **SAVE** button again.

You can now exit out of this screen

MAKE SURE YOU WRITE DOWN THE REQ. NUMBER

Click on Submit for Approval then ok

Entity Oswego CUSD 308 IL | Group Oswego308 PY1920 | FY 2020 | DAC 10 | UserID 2654286 cmcnam | Version 2019.3.480.19313

Requisition Information: Req. Number 454, Date 1/8/2020, Vendor JPMORGAN CHASE BANK NA, Ship To The Wheatlands Elementary, DAC Elementary, Requester Christina McNamee, Buyer W9 Rvd.

Order Information: Order Via www, Project Undesignated, Date Required 1/23/2020, Order Type Purchase Order, Reference (month) p card, Award Number.

PO Information: PO Number 0, PO Date, Revision 0, Req. App. No, Closed Date, Status Open.

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
1	10.5.6000.690.16.0000.000	1.000000	EA		Amazon - staff incentive	200.0000	\$200.00	\$0.00	\$0.00	\$200.00


Buttons: Hold Account, Submit for Approval, OK, Cancel.

You are now DONE

Helpful side notes:

- If you have a credit on your statement, enter it as a negative.
- If your requisition is returned to you for an error, please always save once you fix it and then resubmit.

Turn pop-ups on or off

1. On your computer, open Chrome.
2. At the top right, click More  Settings.
3. At the bottom, click Advanced.
4. Under "Privacy and security," click Site settings.
5. Click Pop-ups and redirects.
6. At the top, turn the setting to Allowed or Blocked.