P Card Reconciliation Procedures

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

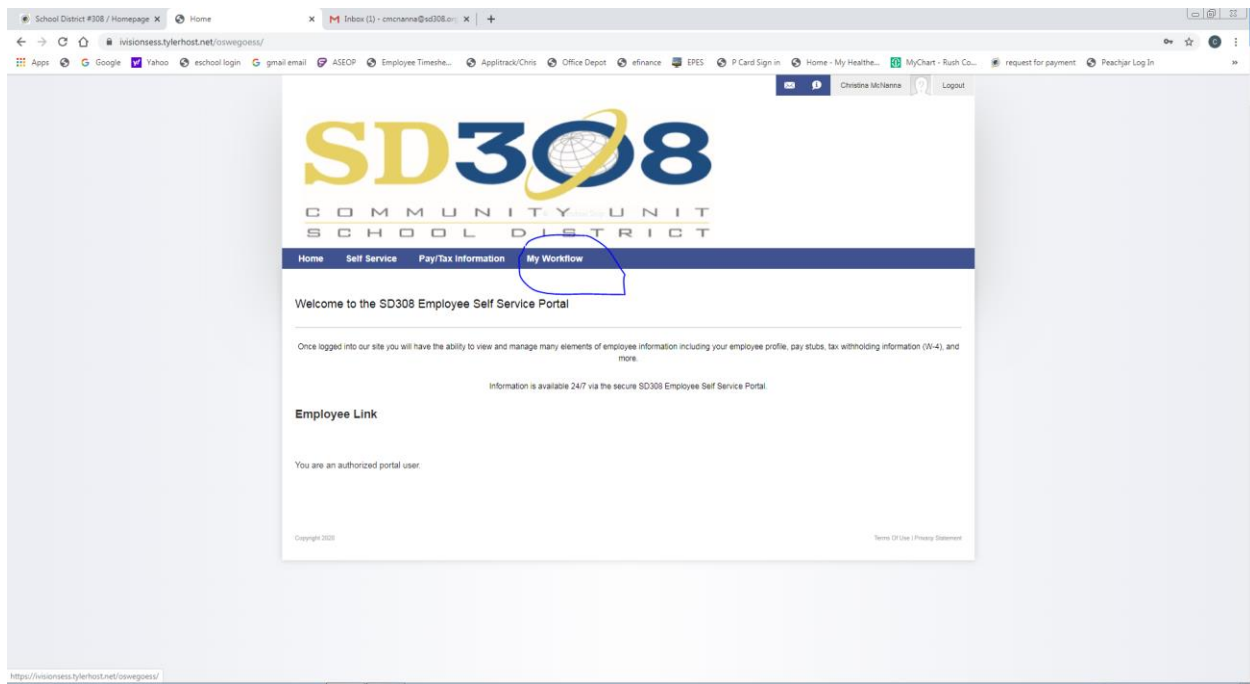***DOWNLOAD STATEMENT VIA CHASE WEBSITE FOR MONTH YOU ARE RECONCILING***

Log into iVisions

Click on My Workflow

Click on AP Control Panel
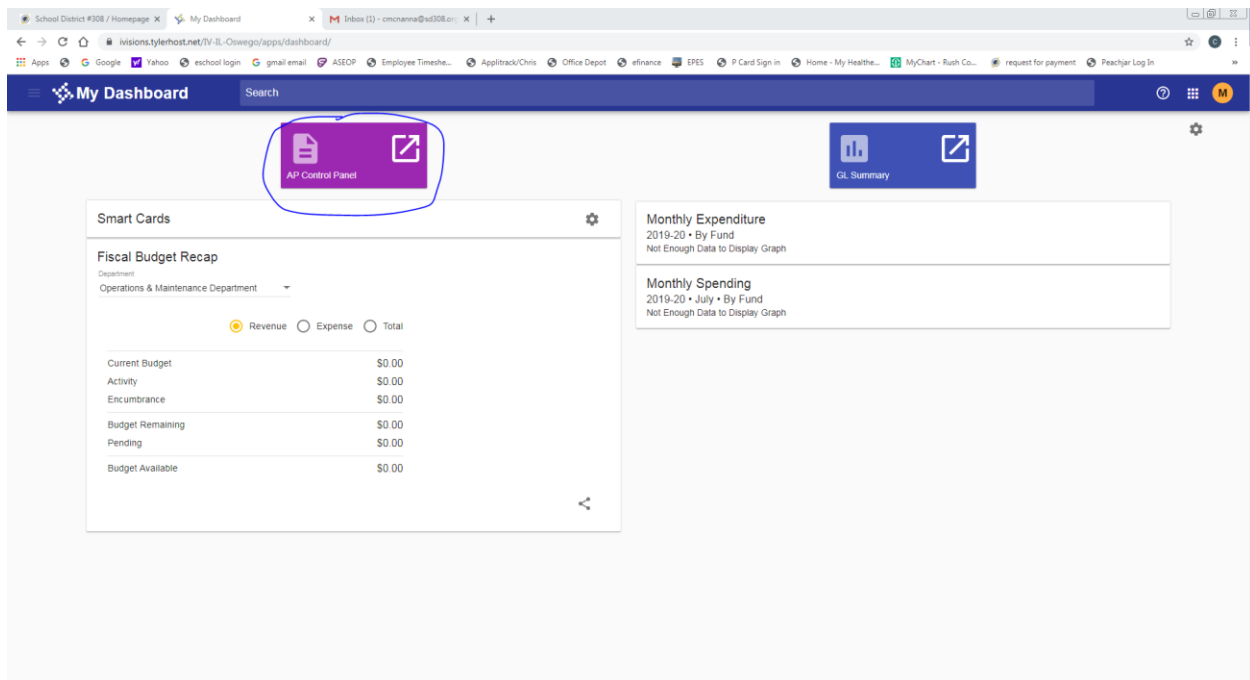
This will take you to the screen to add your P card information.

1. Hit green + sign

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)

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)

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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	

*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")

Click on Actions – Manage Documents

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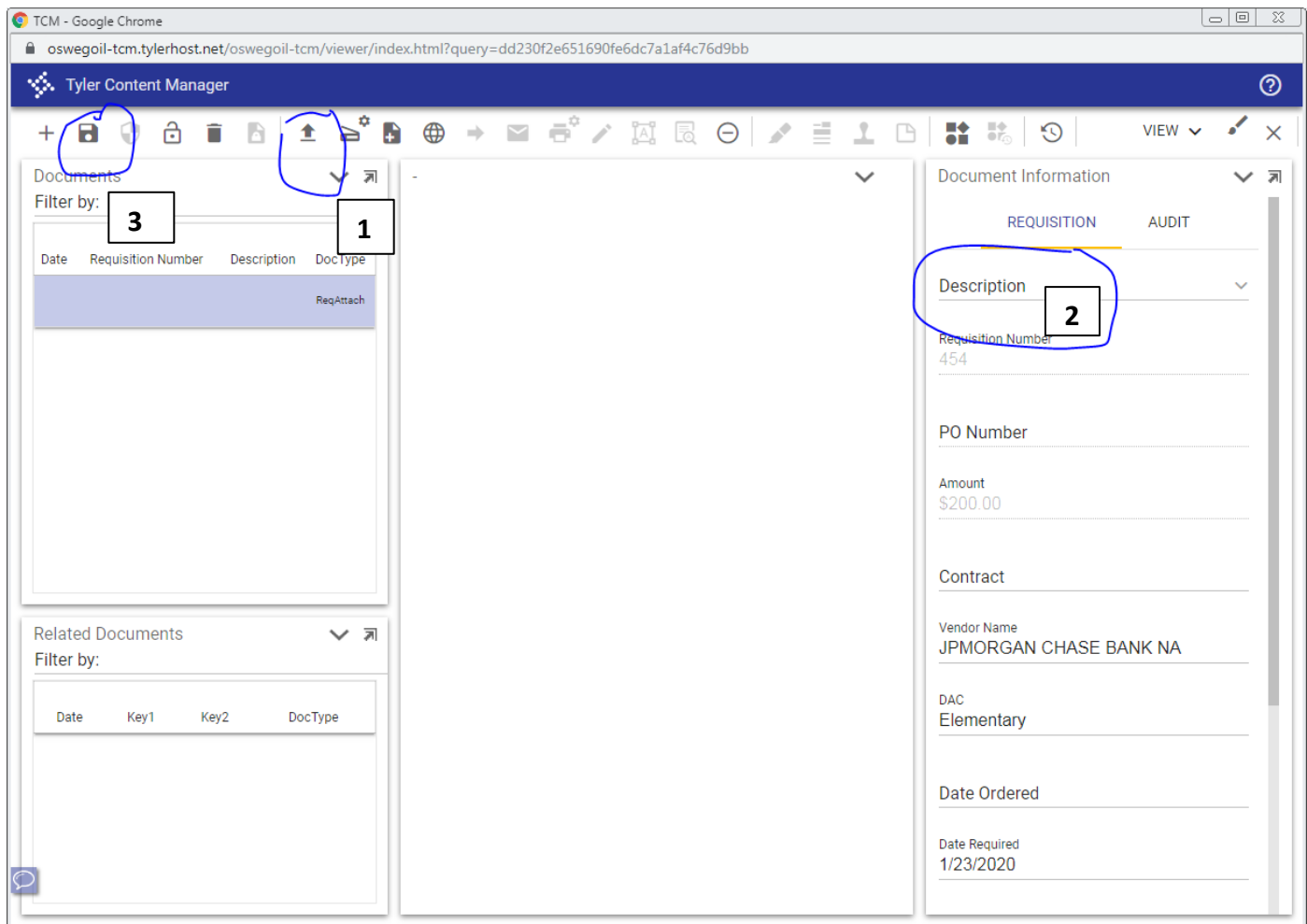
Once all of your receipts are scanned and saved:

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

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.