

BUDGET SERVICES AND FINANCIAL PLANNING BRANCH SCHOOL FISCAL SERVICES

P-CARD RECONCILIATION REPORT JOB AID

Displays P-Card/T-Card/Toshiba Ghost Card (GC) transaction details and status.

Log on to BTS

Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log in.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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Accessing the Report:

1. Go to **Reports** tab,
2. Click on sub-tab **Procurement/Contracts**
3. Click on **P-Card Reconciliation Report**

Reports - SAP NetWeaver Portal - Windows Internet Explorer provided by CITRIX

https://bts.lausd.net/irj/portal

Welcome BEATRICE LOMELI

Help | Log off

Accts Recv / Cash Mgmt | Asset Management | Controlling | Funds Management | General Ledger | Grants Mgmt | Materials/Inventory | Procurement / Contracts | Projects System | Recruiting | **Reports** | Reports | Time Reporting

Procurement/Contracts | School | Travel

Reports

Detailed Navigation

- EP010 Contract Summary
- PC010 Purchase Order History Report
- SC007 Shopping Cart Status
- P-Card Display Vendor Account Balance
- P-Card Display Vendor Line Items
- P-Card Reconciliation Report**

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Variable entry screen displays

Program ZAPAR1042_PCARD_RECON_REPORT

 **6**

P-Card Reconciliation

P-Card	<input type="text"/>	to	<input type="text"/>	
Account Group	2007			
P-Card Location	4 <input type="text" value="1234501"/>	to	<input type="text"/>	
P-Card Type	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	5 <input type="text" value="2020"/>	to	<input type="text"/>	
Period	<input type="text"/>	to	<input type="text"/>	
Posting Date	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Document Number	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Posting Status	<input checked="" type="checkbox"/> Parked	<input checked="" type="checkbox"/> Posted	<input checked="" type="checkbox"/> Cleared	<input checked="" type="checkbox"/> Reversed
Discretionary Code	<input type="text"/>	to	<input type="text"/>	
Reconciler	<input type="text"/>	to	<input type="text"/>	
Approver	<input type="text"/>	to	<input type="text"/>	
Posted Fund	<input type="text"/>	to	<input type="text"/>	
Posted Account	<input type="text"/>	to	<input type="text"/>	
Posted Grant	<input type="text"/>	to	<input type="text"/>	
Posted Functional Area	<input type="text"/>	to	<input type="text"/>	
Posted WBS Element	<input type="text"/>	to	<input type="text"/>	
Posted Internal Order	<input type="text"/>	to	<input type="text"/>	
Posted Cost Center	<input type="text"/>	to	<input type="text"/>	
Merchant Description	<input type="text"/>			

Variant

4. Enter **P-Card Location (Fund Center)**
5. Enter **Fiscal** Year
6. Click on **Execute**  to display the system default report format.

Optional fields available to generate the report:

- P-Card: refers to the cardholder's vendor number in SAP – usually unavailable to users
- Reconciler: used to generate the report by cardholder (enter employee number)
- Approver: used to generate the report by Approving Official (enter employee number)

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7. SAP will generate a report. All transactions will appear by Posting Status.

As an example, users can sort by posting status. Click on the column labeled “Posting Status”, the column will be highlighted, then click on either sort button (ascending or descending) the system will then sort all transactions by posting status (PARKED, POSTED, CLEARED)

Program ZAPAR1042_PCARD_RECON_REPORT

P-Card Recon Report

Run Date/Time 03/06/2014 09:52:54
System PR1/910

Posting Status	Invoice Date	Document No	Merchant Description	Charge Amt	Hierarchy	Posted FuncArea
PARKED	08/28/2013	5900009533	TOSHIBA BUSINESS SOLUT	19.14	ESC SOUTH	0000-0000-00000
	09/20/2013	5900013061	TOSHIBA BUSINESS SOLUT	150.45	ESC SOUTH	0000-0000-00000
	09/20/2013	5900013062	TOSHIBA BUSINESS SOLUT	265.10	ESC SOUTH	0000-0000-00000
	10/04/2013	5900015205	TOSHIBA BUSINESS SOLUT	36.70	ESC SOUTH	0000-0000-00000
	10/18/2013	5900019642	TOSHIBA BUSINESS SOLUT	26.55	ESC SOUTH	0000-0000-00000
	10/30/2013	5900023341	TOSHIBA BUSINESS SOLUT	210.09	ESC SOUTH	0000-0000-00000
	11/08/2013	5900025085	TOSHIBA BUSINESS SOLUT	210.09	ESC SOUTH	0000-0000-00000

- Sort ascending/descending
- Filter
- Export to Excel
- Email report

After sorting the transactions you can then easily differentiate the status of each document.

“**PARKED**”-Transactions that need to be reconciled (Cardholder) and/or approved (Approving Official)

“**POSTED**”-Transactions that have been reviewed/approved by the Approving Official

“**CLEARED**”-Transactions fully completed

Posting Status	Invoice Date	Document No	Merchant Description	Charge Amt	Hierarchy	Posted FuncArea
POSTED	01/24/2014	5900040467	TOSHIBA BUSINESS SOLUT	408.66	ESC SOUTH	1110-1000-10154
	01/31/2014	5900043204	TOSHIBA BUSINESS SOLUT	253.25	ESC SOUTH	1110-1000-10154
	02/14/2014	5900047687	TOSHIBA BUSINESS SOLUT	131.88	ESC SOUTH	1110-1000-10153
	01/24/2014	5900039491	NATL CCL TEACHERS OF M	114.00		1110-1000-10154
	02/12/2014	5900045457	AMAZON MKTPLACE PMTS	270.96		1110-1000-10153
	02/07/2014	5900045729	STAPLES DIRECT	229.88		1110-1000-10153
	02/12/2014	5900046620	AMAZON.COM	91.44		1110-1000-10153
	02/15/2014	5900047173	AMAZON MKTPLACE PMTS	270.96		1110-1000-10153
	02/19/2014	5900048400	AMAZON MKTPLACE PMTS	1,325.16		1110-1000-10153
PARKED	02/27/2014	5900051238	OFFICE DEPOT #5125	108.99		1110-1000-10153
	03/03/2014	5900051902	OFFICE DEPOT #5125	217.99		1110-1000-10153
CLEARED	08/28/2013	5900009564	TOSHIBA BUSINESS SOLUT	300.52	ESC SOUTH	1110-1000-75046

Transactions that display a funding line other than the default 0000-0000-00000 but are still in “Parked” status, have been reconciled by the reconciler and are awaiting action by the Approving Official

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Downloading the Report

8. Click on **Print Preview** to download

Program ZAPAR1042_PCARD_RECON_REPORT

P-Card Recon Report

Run Date/Time 08/23/2019 13:28:54
System PR1/910

Posting Status	Invoice Date	Document No	Merchant Description	Card Holder Name	Card Type	DiscretCd2	Charge Amt	Expense Amount	Approver	Posting Date
CLEARED	08/01/2019	5900627393	CUSTMLANYARDLANYARDS		P-Card \$3,000	1 01P30655379	326.18	326.18		08/09/2019
	08/01/2019	5900627394	AMZN MKTP US MA5295P01		P-Card \$3,000	1 01P30655379	16.94	16.94		08/09/2019
	08/01/2019	5900627395	AMZN MKTP US MA9EB6P61		P-Card \$3,000	1 01P30655379	21.89	21.89		08/09/2019
CLEARED							365.01	365.01		
POSTED	08/08/2019	5900629056	STAPLES DIRECT		P-Card \$3,000	1 01P30655379	67.65	67.65		08/07/2019
	08/10/2019	5900629562	STAPLES DIRECT		P-Card \$3,000	1 01P30655379	37.30	37.30		08/09/2019
	08/11/2019	5900629563	AMZN MKTP US MA87G7BF0		P-Card \$3,000	1 01P30655379	63.94	63.94		08/09/2019
	08/12/2019	5900629783	AMZN MKTP US MA6Z12921		P-Card \$3,000	1 01P30655379	28.48	28.48		08/16/2019
POSTED							197.37	197.37		
							562.38	562.38		

9. Click on **Spreadsheet**

Program ZAPAR1042_PCARD_RECON_REPORT

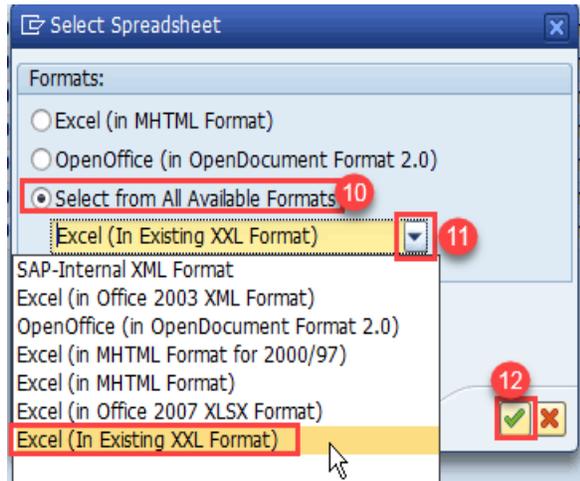
P-Card Recon Report

Run Date/Time 08/23/2019 13:35:26
System PR1/910

Posting Status	Invoice Date	Document No	Merchant Description	Card Holder Name	Card Type	DiscretCd2	Charge Amt	Expense Amount
CLEARED	08/01/2019	5900627393	CUSTMLANYARDLANYARDS		P-Card \$3,000	1 01P30655379	326.18	326.18
CLEARED	08/01/2019	5900627394	AMZN MKTP US MA5295P01		P-Card \$3,000	1 01P30655379	16.94	16.94
CLEARED	08/01/2019	5900627395	AMZN MKTP US MA9EB6P61		P-Card \$3,000	1 01P30655379	21.89	21.89
* CLEARED							365.01	365.01
POSTED	08/08/2019	5900629056	STAPLES DIRECT		P-Card \$3,000	1 01P30655379	67.65	67.65
POSTED	08/10/2019	5900629562	STAPLES DIRECT		P-Card \$3,000	1 01P30655379	37.30	37.30
POSTED	08/11/2019	5900629563	AMZN MKTP US MA87G7BF0		P-Card \$3,000	1 01P30655379	63.94	63.94
POSTED	08/12/2019	5900629783	AMZN MKTP US MA6Z12921		P-Card \$3,000	1 01P30655379	28.48	28.48
* POSTED							197.37	197.37
**							562.38	562.38

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10. Click the button for **Select from All Available Formats**
11. Select **Excel (In Existing XXL Format)** from the dropdown
12. Click on **Continue**



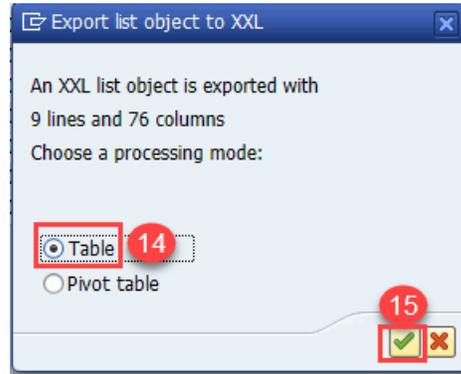
13. Click the **Continue**



14. Click the button for **Table**
15. Click **Continue**

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16. Export list object should be Microsoft Excel; click **Continue**



17. File opens in Excel. Save file to your computer and close the Excel download. **Note** – The download version of Excel has limited functionality. It is best to close this Excel download after it is saved and open the saved version on your computer.

Worksheet in Basis (1) - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

H13

	A	B	C	D	E	F	G	H	I
1	Posting Status	Document No	Merchant Description	Card Holder Name	Card Type	DiscretCd2	Approver	Attch Ind	Changed By
2	CLEARED	5900627393	CUSTMLANYARDLANYARDS	JANE DOE	P-Card \$3,000	1000001P30655379	JANE DOE	@01@	002
3	CLEARED	5900627394	AMZN MKTP US MA5295PO1	JANE DOE	P-Card \$3,000	1000001P30655379	JANE DOE	@01@	002
4	CLEARED	5900627395	AMZN MKTP US MA9EB6P61	JANE DOE	P-Card \$3,000	1000001P30655379	JANE DOE	@01@	002
5	POSTED	5900629056	STAPLES DIRECT	JANE DOE	P-Card \$3,000	1000001P30655379	JANE DOE	@01@	002
6	POSTED	5900629562	STAPLES DIRECT	JANE DOE	P-Card \$3,000	1000001P30655379	JANE DOE	@01@	002
7	POSTED	5900629563	AMZN MKTP US MA87G7BF0	JANE DOE	P-Card \$3,000	1000001P30655379	JANE DOE	@01@	002
8	POSTED	5900629783	AMZN MKTP US MA6Z129Z1	JANE DOE	P-Card \$3,000	1000001P30655379	JANE DOE	@01@	002
9									
10									