

HOW TO RECONCILE A CREDIT ON YOUR PCARD

1. Select the credit you wish to reconcile from your list of charges. Credits are shown with parenthesis around the amount. (i.e. \$46.86).

✓	40911	*****5547	*****8226	03-8018408842	US FOODS 2H	(\$46.86)	No
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2. Attach your documentation.
3. Scroll to the 2nd section of your Oasis page, Commodity Lines. Notice the lines that say “Quantity”, “Unit Price” and “Unit”.

Commodity Lines

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount	Accounting Profile	Accounting Template	Transaction Type
✓ 1	00000000	PCard Default Commodity	-1.00000	\$46.86	EA	(\$46.86)		206330	

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

General Information

Order Doc Code: Accounting Profile:

Order Doc Department: Accounting Template: 206330

Order Doc ID: Comments:

Order Commodity Line: Transaction Type:

Commodity Code: 00000000

Commodity Name: PCard Default Commodity


Bank Commodity Description:

Quantity: 1.00000

Unit Price: (\$46.86)

Unit: EA

Amount: (\$46.86)



4. Change the Quantity to a negative number, and the Unit Price to a positive number. You may also, add a description in the comment box.

Commodity Lines

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount	Accounting Profile	Accounting Template	Transaction Type
✓ 1	00000000	PCard Default Commodity	-1.00000	\$46.86	EA	(\$46.86)		206330	

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

General Information

Order Doc Code: Accounting Profile:

Order Doc Department: Accounting Template: 206330

Order Doc ID: Comments: credit for returned item

Order Commodity Line: Transaction Type:

Commodity Code: 00000000

Commodity Name: PCard Default Commodity

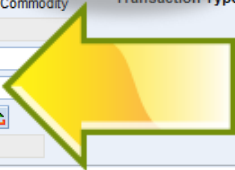
Bank Commodity Description:

Quantity: -1.00000

Unit Price: \$46.86

Unit: EA

Amount: (\$46.86)



5. Click Save.
6. Add your Funding Information.
7. Click Save.
8. Mark Reconciled