

Extracting Reconciliation Data into Excel Spreadsheet

Step 1

Highlight cycle to extract and click on "Card Data Tab"

Step 2

Configure export list

While in "Card Data Tab" click on View (in tool bar)

Click "List Options"

In pop-up drop down "Select List" choose "Export List"

As default, all fields are already selected. Deselect those not wanted (**suggested list below**) click OK

Recommended Fields to Extract in Pcard Recon Tool (All fields may not be needed)

Recon Tool Field Names

Cycle End Date

Cardmember Name

Transaction Date

Status

Merchant Name

Billed Amount

Description 1

Description 2

Description 3

Description 4

Cardmember Approval User

Cardmember Manager Approval User

BCA Manager Approver User

Cardmember Comment

Manager Comment

User Defined Field 1

User Defined Field 2

User Defined Field 3

Allocation Amount

Allocation Percent

Allocation Description

Allocation Percent

Allocation Field 1

Allocation Field 2

Allocation Field 3

Allocation Field 4

Allocation Field 5

Invoice #

University Description

The date the cycle ended

Card Name

Date of Transaction

Status of Transaction (pending, reviewed, reallocated)

Vendor Name

Dollar amount of charge

Information from Merchant Information Tab

Information from Transaction Detail Tab (LID or Reference # information)

Information from Transaction Detail Tab (Line Item Detail Info)

Information from Transaction Detail Tab (Line Item Detail Info)

Reviewer

Card Approver

BCA Approver

Reviewer Comments

Approver Comments

Banner Description field (info that is fed into banner)

Vendor Order Number (employee enters this info)

Vendor Invoice Number (employee enters this info)

Dollar Amount allocated

Percent of the allocation

Information that approver input in reallocation screen in OLD field at bottom

Percent of charge that was reallocated

Fund number

Org Code (department)

Account Code

Activity Code

Mandatory SLU Description field (reallocation notes)

Information from LID Tab - only level 3 vendors but NOT all level 3 vendors

Configuration of the export list only needs to be done once as long as the user is satisfied with the fields that are extracted. Changes to the export list can be made as often as needed. Every time the list is updated it is then the "default" list.

Step 3

While still in "card data tab" click the Export button (in tool bar)

Step 4

Name file **.CSV** and save to desk top

Step 5

Double click to open. All fields should be formatted correctly. Manipulate report and save as **.xls**