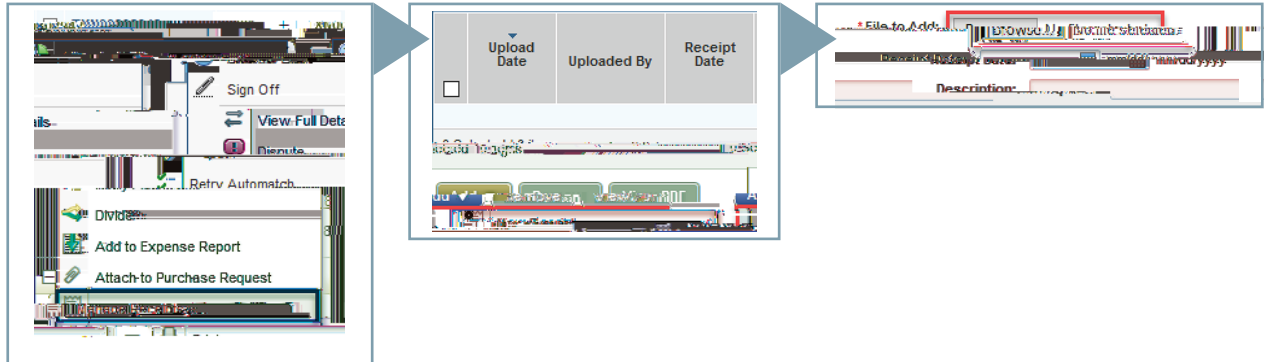




PCard Four Step Reconciliation Process

● Scan and save receipt

- A. Scan your receipt
- B. Save your receipt from your email to a "PCard file" on your computer



Change the allocation in Works

- A. Click on the TXN number to get the drop down menu
- B. Click on Allocate/Edit
 - I.

