

# August 2014 P-Card Newsletter



## Reconciling off of a report makes life easier!

We have had some offices express that the amount of time it takes to reconcile files at the end of the billing cycle can be difficult, especially for those high use cardholders. Reconciling off of a P-Card Report of your transactions can make life a lot easier.

The reports are available in excel format and can be run from your desk by billing cycle (which ends on the 15th of the month). Run the reports from and to the dates outlined on your statement, and then add your name to the report parameters. Adding your name is very important, since the reports can take very long to run otherwise.

See [How to Run a P-Card report](#).

We have also compiled a sample packet of a monthly file packet (attached). It's rather large so we don't recommend printing it, but it may help to see what we look for when reviewing files.



## Free Toner! First come, first serve!

We have three OEM toner cartridges that we would like to give away to agencies who need them for free. PCSS bought these during bid evaluation due to a protest. The packages have been opened, but the cartridges have never been used.

Toner	Number	Printer compatible
HP 90A	CE390A	LaserJet 4500 Printer series LaserJet 600 Printer series
HP 64A	CC364A	LaserJet 4000 Printer series LaserJet 4500 Printer series
Brother TN-350		DCP-7020, IntelliFax-2820, IntelliFax-2910, IntelliFax-2920, HL-2040, HL-2070N, MFC-7220, MFC-7225N, MFC-7420, MFC-7820N

They are available for pick-up in the Chinook Building on the 3rd floor. **Can't beat these prices!!**

## Are you an Approver?

It may be easy to click approve from your smart phone during a meeting especially during the rush of the day...**don't do it!**

It is always best to review all of the backup documentation, justifications, and appropriate POETA for an expense report *prior* to approving.

Some offices are remote from the approval sites, in these instances, savvy departments have set up shared folders to review the scans of the original documents.

**Your final review is important!**



## Saving even MORE money!

Oracle iExpense licensing fees are based on the number of expense reports submitted annually. As our card program grows so has the number of expense reports.

We can save the county money in licensing fees by placing multiple expenses on a single report. This not only saves your approvers time, it saves money in licensing fees as well.

The more we bundle the more we save in time and money!



Our next P-Card/iExpense training will be October 7th from 1:30-3:30.

[Contact us](#) if you would like to attend.

You can also register for the course in [PeopleSoft](#).