OMNI P-Card Recon Form Instructions

**Each month, a reconciliation form will be completed by the either Proxy, the Cardholder, or the DDDH(or Authorized Signer).**

1. - Sign into OMNI and click the OMNI Financials Link



1. Navigate to the form. When available in OMNI FI, the navigation will be: **Main Menu> Purchasing> Procurement Cards> PCard Reconciliation Form**
2. This will lead to the “Search/Fill a Form page”

**To complete a new Reconciliation Form, Click the “Add a New Value” tab.**



1. The P-Card Reconciliation Form has 3 tabs: **Form, Instructions, and Attachments.**



1. The **Instructions** tab has a quick walkthrough of using the P-Card Recon Query (FSU\_CTRL\_AP\_PCARD\_RECON) to look at receipts and filling out the Reconciliation Form.



1. The **Attachments** tab is where you will attach a copy of the Excel file generated with the P-Card Recon Query. This will have the Cardholder’s charges and links to their vouchers where each receipt is located.

The user must also attach a signed and completed copy of the paper P-Card Reconciliation form.

**IF THERE ARE NO CHARGES, NO ATTACHMENTS ARE REQUIRED.**



1. The **Form** tab is where you will enter the information for the monthly P-Card Reconciliation.
* **Subject:** enter the Cardholder’s name, the month and year of the Recon (This is what you will see if you search through your own Recon forms later)



* **Priority and Due Date: PLEASE DON’T TOUCH THESE.**



* **PCard Role:** Select your role in the P-Card process from the drop-down menu.



* **Cardholder Name:** Lastname, Firstname



* **Cardholder EmplID:** 9-digit FSU Employee ID# (use the Magnifying Glass icon to search)



* **Home Department:** Cardholder’s 6-digit FSU Department #
* **Fiscal Year:** Select from the drop-down menu.
* **Month:** Select from the drop-down menu.
* **More Information- If there are no charges this month, please type “NO CHARGES” in the box.**

**When the fields are filled out, Click Save.**

1. Click Submit when ready to complete the form.



**Searching for your completed Recons**

1. Navigate to the form.

Main Menu> Purchasing> Procurement Cards> PCard Reconciliation Form



2. On the “Find an Existing Value” tab, click “Search”.



 3. Click one of links below view a prior submission. 