**Reconciling CrimsonCorner Enabled Suppliers Paid with a Pcard**

In CrimsonCorner, there are four of the enabled suppliers that are being paid with a Pcard; Staples, VWR International, Dell and Life Tech Corp/Invitrogen.   Transactions processed this way will show up on your Commitment vs Budget Report as described below.

When your order is approved in CrimsonCorner, you will see the following:
STAPLES ADVANTAGE or VWR INTL LLC or DELL MKT L P or LIFE TECH CORP- zero dollar encumbrance entry with a SubID that begins with G.  You can ignore these entries.

When the Pcard is paid and the internal billing is processed, you will see the following:
STAPLS or VWR INTERNAT or DMI  DELL HI or INVITROGEN – for the amount paid on the Pcard in the expense column with a SubID that begins with a 6.

In order to help you with your monthly reconciliation, we have created a report that is available to you in Laserfiche Weblink named Pcard CrimsonCorner.  This report will give you the information you need to tie back the PO's processed in CrimsonCorner to the amount that shows up in your expense column on the Commitment vs Budget Report.

Each line of the Pcard CrimsonCorner report will correspond to a line on your Commitment vs Budget Report.  This report gives you the PO number which will allow you to go back to CrimsonCorner and review the order.

If you purchase from these CrimsonCorner suppliers, use the Pcard CrimsonCorner report as part of your monthly reconciliation.

Items to be aware of:

   o   A PO number may have multiple transactions on the Pcard CrimsonCorner report.  The supplier will charge the Pcard at the time items are shipped.  If there are multiple shipments for the PO, you will have multiple transactions on the report.  You will need to sum these transactions to tie back to the CrimsonCorner PO.

       The amount charged to the department may not equal the PO amount in CrimsonCorner.  Check with the person who placed the order to see if there were any known issues or contact the supplier for an explanation.