



Statement activity will be entered by the business office. A notification will go out to let you know they are ready to be reviewed, coded and a description entered.

Login URL

Training Link: <https://stlouisparktrain.efp.sourcewelltech.org/finance>

Live Link: <https://stlouispark.efp.sourcewelltech.org/finance>

Single Sign On (SSO) – Once you click the link, it will prompt you to select your district email address and automatically log you in.

PCard Processing > Entry & Processing > PCard Reconciliation

(A) Select Records For:

- Bank Layout prepopulated
- “**Not Cleared**” will be checked, no need to change
- Hit **Enter**

(B) Search Criteria:

Complete fields to narrow down records for just card you are reconciling

- Enter last four digits of Pcard or select from dropdown
- Click **Find**
- Records will display in the results section

(C) Pcard Bank Records:

Displays detail of record highlighted above in the results section

- Transaction Date: Date charge posted to statement
- Purchase Date: Statement ending date
- Bank Transaction ID: Vendor Information

(D) Reconciling Transactions:

- Highlight transaction in search criteria
- Hit **Enter** or click on **OK**
- Check Continuous box to the right of Description field
- In the Actions section at the bottom of the screen click on **Reconciled** then Enter
 - Should be on Financial Information screen
 - Enter budget code and account
 - Change Description
 - Hit **Enter** or click on **OK**
 - Will take you back to reconciliation screen



- Next transaction will be highlighted
- Click on **Reconciled** in Action section hit **Enter** to continue with reconciling
- Once all reconciled click **Back** to exit screen



eFinancePlus PCard Reconciliation

Reconciliation Report Pre-Reconciliation Report

Date 05/12/2022 Period 11/22

Select Records For

Bank Layout *

☒ Not Cleared ☐ Cleared ☐ Reconciled ☐ Disputed

Search Criteria

PCard Number

Purchase Date

PCard Holder

PCard Number	Purchase Date	Transaction Amount	Vendor	Description
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PCard Bank Records

PCard Number Description ☒ Continuous

Bank Layout Merchant

Transaction Date PURCHASE ORDER Line Item

Purchase Date Vendor *

Transaction Amount Purchaser

Bank Transaction ID Employee *

Sales Tax Commodity

Use Tax

Actions

☐ Reconciled ☐ Disputed ☐ Reviewed ☒ N/A



eFinancePlus PCard Reconciliation

Reconciliation Report Pre-Reconciliation Report



Date 05/12/2022 Period 11/22

Select Records For

Bank Layout * 1 - PCard
☒ Not Cleared ☐ Cleared ☐ Reconciled ☐ Disputed

Search Criteria

PCard Number
Purchase Date
PCard Holder

PCard Number	Purchase Date	Transaction Amount	Vendor
5678	03/27/2022	300.00	20007 - VEND20007 SCHOOL SUPPLIES
6677	03/27/2022	30.00	20008 - VEND20008 TRAVEL
6677	03/27/2022	60.00	20007 - VEND20007 SCHOOL SUPPLIES

3 match(es) found

PCard Bank Records

PCard Number	5678	Description	<input type="text"/>	<input checked="" type="checkbox"/>
Bank Layout	1	Merchant	20007	<input type="button" value="Vendor Link"/>
Transaction Date	03/05/2022	PURCHASE ORDER	<input type="text"/>	<input type="button" value="Line Item"/>
Purchase Date	03/27/2022	Vendor *	20007 - VEND20007 SCHOOL SUPPLIES	
Transaction Amount	300.00	Purchaser	<input type="text"/>	<input type="button" value="Employee Link"/>
Bank Transaction ID	V-Supplies 5678	Employee *	4604 - GREEN, CAROL	
Sales Tax	<input type="text"/>	Commodity	<input type="text"/>	
Use Tax	<input type="text"/>			

Actions

☐ Reconciled ☐ Disputed ☐ Reviewed ☒ N/A

eFinancePlus Financial Information



Date 05/12/2022 Period 11/22

BUDGET CODE *	Account *	PROJECT CODE	Account	Amount *	1099 *	Description
<input type="text"/>				300.00	M - 1099-Mis	CREATED AT PCARD IMPORT