Purchase Card
Reconciliation Manual

PCard and Fleet (WEX)

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## ATTACHMENTS:

- PCard Billing Cycle Calendar
- Fleet (WEX) Billing Cycle Calendar
- Chart of Accounts
- Scanning Instructions
All PCard charges should be reconciled each billing cycle. Charges not reconciled by the established deadline will be auto-reconciled by the system during the month-end closing process. It is not recommended to have PCard charges auto-reconciled at month end. Please note that if the allocation is incorrect, journal vouchers will need to be processed to re-distribute the charges.

Navigate to:

MyPack Portal > Financial Systems > Procurement > Payment Cards > Reconcile Transactions

1. Type in a portion of the Employee Name (use LAST name) and click the “Look up” magnifying glass, OR you may just click on the “Look up” for the Employee ID, to see a complete list of cards that you may reconcile.
2. Scroll down the list and Select the Employee’s name.
3. The system will populate the Employee’s name and ID for you.

4. Click on “Search” to bring up the Unreconciled transactions.

*TIP:* You can choose a “Billing Date” and select the current billing cycle to find transactions a little faster.
All of these transactions are in “Unreconciled” Status and need to be reconciled.

1) To make a change in allocation, click on the Distribution icon.

Notice under “Redistrib” now it says NO – because nothing has been changed.
1. Type in your Speedtype Key (Project ID) and press TAB. You should see the project ID update to the number you entered.

2. Ensure the Account is the correct expense code.

3. If you need to split the funding between different project IDs, click on the plus sign to add a new row.
4. Type in your second project ID (or you may use the magnifying glass to search for another project ID)

5. In this sample, we split the funding 50/50 between the two Project ID's. You may re-distribute by percentages (%) or dollar amounts for each project. Make sure that your allocations total matches the total of the charge and that the distribution is not the same on both lines.

6. Click OK.
7. Click on the tab “Details/Tax” to view any tax charged on the transaction.

On this screen, you see that Sales Tax was charged on this purchase.
8. Under the “Redistrib” heading now, you’ll notice that it has changed to YES, indicating that changes were made.
9. If you're finished with this transaction, “check” on the box under Reconcile.
10. Then **SAVE** the transaction. If you exit here without saving, the transaction is not reconciled.

**You may have to scroll down to see the SAVE button.**

The STATUS will change to Reconciled.

Continue these steps through all the transactions that need to be reconciled.

Note that only 9 transactions are listed per page, to view all click on the “View All” link to the top right of the page. Remember to save if the status of transaction needs to show reconciled.
11. Scroll over to the right hand side to see the Recon By (your user ID) and the Recon Date.
**TIP:** Another useful feature is the download icon 🔄 (grid with red arrow).

This icon will enable a download of viewable transactions to an Excel file. This file can be customized, saved and emailed to cardholders for information required on any transaction. Close the window when finished.
TIP: Another feature is the “Details” Icon 📎. Click on this icon to see what information was provided about the order.

On this Amazon transaction, you can see the exact items that were ordered. This is helpful if there are several orders to the same vendor.
To get contact information for the vendor, click the vendor’s hyperlink under the Merchant Column.
Listed is the vendor’s phone number and location in case the vendor needs to be contacted for a missing receipt.
To add comments about a specific charge, click on the “bubble” icon in the next column after the merchant column. These comments are for your purpose only and should not be used in lieu of sending messages to the PCard Administrator.
Click the OK button
To look for specific transactions that may have a different status, return to the **Reconcile Transactions Search** page. You can search by status or by the billing cycle date.

1) **Select a Status**

**Definition of Statuses:**

**Closed** – these transactions have been reconciled and posted to Wolf Reports. Once a transaction is marked closed, no more changes can be made. Any corrections needed will require a Journal entry.

**Reconciled** – the charges have been reviewed, changes made in allocation if necessary and reconciled today. While in this status, the transaction is still accessible for change the same day. Click the box to change the status to unreconciled and make further changes. Once complete, click to return the transaction to a reconciled status and save. These transactions will post overnight to Wolf Reports.

**Unreconciled** – the charge has been received by the bank and has been imported into the Financial System. This charge will not appear on Wolf Reports until it is reconciled.
2. Select a Billing Date and/or a Status

3. Click Search
The system brings back the data for the criteria that you selected.
Monthly Account Statement

The Monthly Account Statement allows you to view and print transactions for a specific cardholder and specific billing cycle. Statements, along with original receipts, need to be scanned into Financials by the dates established on the billing cycle calendar.

Navigate to:

MyPack Portal > Financial Systems > Procurement > Payment Cards > Monthly Account Statement

1. The system defaults to BOA as the Card Issuer Type in the Last name of the cardholder whose statement you wish to view and click Search.

2. For reconcilers with multiple cardholders, you may leave the fields blank and click the Search button to retrieve a listing of your cardholders.
In this sample, we looked for a specific cardholder.

1. Click on Empl ID or Name field
From this screen, simply choose the month that you need to view or print. Click on the Printer icon on the left to print the statement. To only view the transactions, choose the highlighted “View Trans” link for the month you need to review.
Transaction Detail Report

This report provides detailed information about the allocation of charges. This report is for informational purposes only and is not required from our office.

Navigate to:

MyPack Portal > Financial Systems > Procurement > Payment Cards > Trans Detail for Recon

1. The first time this report is used, you will need to establish a “Run Control ID”. Click on the Add a New Value tab.
   - You can use “detail_report” or any wording that you can easily remember.

2. For subsequent visits to this reporting tool, you will only click on “Search” under the Find an Existing Value tab and choose the run control ID that you created in step 1.
In this sample, we are looking for a specific employee for the March billing cycle.

Click on “Run” to view a complete report of the employee’s PCard transactions and their fund allocations for that month.
The system is going to run a Crystal report and you need to choose these setting options:

Server Name = PSNT
Type = Window
Format = PDF

Click OK.
A new window will appear showing a status of Queued.

The status will change to Processing, then Success, and finally the completed report will appear.
This is what the completed report will look like. It shows the charges for the billing cycle chosen. It also shows where the charges were distributed. Last but not least, it shows if tax was paid.
**NCSU Card Center**

Enables you to view all of your cardholders in one quick snapshot. It allows you to see who has transactions needing to be reconciled. All of the reconciler functions are available to navigate from this page.

**Navigate to:**

MyPack Portal > Financial Systems > Procurement > NCSU Card Center > PCard Center

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**TIP:** You can click on the “Cardholder” heading to alphabetize the list by Last Name.
Choose the “Select Action” dropdown box to choose “Reconcile” transactions and then click on “Go”.

You may also choose from the other options: View Statements, Card Summary, etc. all from this screen.

**Please refer to the Billing Cycle calendar for important dates and deadlines.**
Reconciler Checklist:

1) Statements are printed clearly and legibly. (do not alter the format when printing)

2) Complete and detailed Receipts:
   a. Receipts are in order as they appear on the statement.
   b. Amount of statement and receipt match.
   c. All receipts are provided and itemized by the vendor.
   d. CPS or CPC number is written on each page of the receipt or supporting documentation.
   e. Business purpose is clear on each receipt.
   f. Tape receipts smaller than 8.5 x 11 on all four sides completely. Do not cover printed information (tape will erase ink).
   g. Receipts that are larger than 8.5 x 11 should be reduced by copier.
   h. Receipts that are longer than 8.5 x 11 (grocery store receipts) can be cut and taped down. Discard any ads or non-essential information.

3) Recommended:
   a. Make a copy of the receipt and tape the original next to it so that if you tape over ink, a readable copy will be included.
   b. Phone bills or other double-sided receipts should be photocopied and submitted as single-sided documents. Original should be retained by department.

4) IMPORTANT: Be sure that the full credit card number is not printed on any documentation. (use white-out to block the #) Do not include copies of personal checks used for reimbursement.

5) If food, flowers, or water were purchased, ensure that a reason is provided along with a list of attendees.

6) Signatures, printed name and the date are in ink.

7) Other documentation: Employee travel – TAA number (travel authorization) should be referenced on related receipts. Non-employee travel - submit form AP104.
FLEET (WEX) – Reconcile Transactions

All WEX charges should be reconciled each billing cycle. Charges not reconciled by the established deadline will be auto-reconciled by the system during the month-end closing process. It is not recommended to have charges auto-reconciled at month end. Please note that if the allocation is incorrect, journal vouchers will need to be processed to re-distribute the charges.

Navigate to:

MyPack Portal > Financial Systems > Procurement > Payment Cards > Reconcile Transactions

This works just like PCard reconciliation, except that you have to choose the Card issuer as WEX. You should also choose a Billing date (which is different from PCard) from the dropdown list. There is also a field to enter the Plate Number. (this is an optional field)
FLEET MONTHLY ACCOUNT ACTIVITY

Use this option to view the monthly Fleet transactions per each card issued and billing cycle. This page also enables an upload of supporting documentation (for example, mileage log).

No submission of paper work is required.

Navigate to:

MyPack Portal > Financial Systems > Procurement > Payment Cards > Fleet Monthly Account Activity

The Card Issuer defaults to WEX. You can search by Employee ID #, Name or Plate Number.
On this page, upload a .pdf document of any supporting documentation, such as a mileage log.
FLEET TRANSACTION DETAIL REPORT

Use this option to get a report of a cardholder’s activity for a certain time period, either monthly or quarterly. This report will include all card transactions for all vehicles assigned to a single employee. If running this report for the first time click on the Tab “Add a New Value”. Name your report in the run control ID field, for example Fleet_Trans or any wording that is easy to remember.
Enter the Cardholder’s employee ID number or use the magnifying glass to search for an employee.

In the Billing Date fields, you can specify either one particular month or a date range, such as a quarter or a complete year.

Click “Run”
In order for the system to run a report, choose these setting options:

- **Server Name** = PSNT
- **Type** = Window
- **Format** = XLS

Click **OK**.

Allow time for the system to process.
Click on the last file that has .xlsx file type.
<table>
<thead>
<tr>
<th>Monthly Statement</th>
<th>Billing Cycle Name</th>
<th>Billing Cycle Dates</th>
<th>Final Date for Online Reconciliation</th>
<th>Statements Available For Printing</th>
<th>Statements &amp; Receipts Due to Financial System</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2015**</td>
<td></td>
<td>12/18/2015 11/21 thru 12/18</td>
<td>12/21/2015 by 5:00 PM***</td>
<td>12/23/2015</td>
<td>1/20/2016</td>
</tr>
<tr>
<td>January 2016</td>
<td></td>
<td>1/20/2016 12/19 thru 1/20</td>
<td>1/22/2016</td>
<td>1/26/2016</td>
<td>2/22/2016***</td>
</tr>
<tr>
<td>December 2016</td>
<td></td>
<td>12/20/2016 11/19 thru 12/20</td>
<td>12/21/2016 by 5:00 PM****</td>
<td>12/23/2016</td>
<td>1/20/2017</td>
</tr>
</tbody>
</table>

Billing Cycle Dates - Charges posted at the bank on these dates post to Financials in this cycle.

* Shortened due to year-end closeout.
** Billing cycle ends the previous business day since 20th falls on weekend.
*** Statement deadline extended thru next business day since 20th falls on a weekend/holiday.
****Due to the University Holiday schedule, reconciliation must be completed by 5:00 pm on this date.

NOTE: All statements are required to be scanned into Financial system by 5:00 PM on 20th of the following month.
Any statements not in by that time will be placed on hold the next business day.
If statement is late for a second time, the hold will remain in effect for four (4) weeks from date the statement is received and also requires a memo from the Department Head.
<table>
<thead>
<tr>
<th>Monthly Statement</th>
<th>Billing Cycle Name</th>
<th>Billing Cycle Dates</th>
<th>Final Date for Online Reconciliation (by 5:00 PM unless noted)</th>
<th>Activity Report Available For Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2016</td>
<td>8/31/2016</td>
<td>8/1 thru 8/31</td>
<td>9/6/2016</td>
<td>9/7/2016</td>
</tr>
<tr>
<td>September 2016</td>
<td>9/30/2016</td>
<td>9/1 thru 9/30</td>
<td>10/6/2016</td>
<td>10/7/2016</td>
</tr>
<tr>
<td>December 2016</td>
<td>12/31/2016</td>
<td>12/1 thru 12/31</td>
<td>1/5/2017</td>
<td>1/6/2017</td>
</tr>
</tbody>
</table>

**NOTE:** All transactions must be reconciled by final date for online reconciliation
A general ledger (GL) is an accounting record containing all the accounts for recording transactions relating to an organization’s assets, liabilities, owners’ equity, revenue, and expenses. In modern accounting software or ERP systems, the general ledger works as a central repository for accounting data transferred from all areas like accounts payable, accounts receivable, cash management, fixed assets, purchasing and projects. The general ledger is the backbone of any accounting system which holds financial and non-financial data for an organization.

A chart of accounts (COA) is the list of the accounts used by an organization to define each class of items for which money or the equivalent is spent or received. It is used to organize the finances of the entity and to segregate expenditures, revenue, assets and liabilities in order to give interested parties a better understanding of the financial health of the entity.

Each account in the chart of accounts is typically assigned a name and a unique number by which it can be identified. Account numbers are five digits in length which provide a classification of the transaction. This numbering sequence allows information to be found quickly and easily, and is a common business practice.

As you will see below, the first digit signifies if the account is an asset, liability, revenue etc. For example, if the first digit is a "1" it is an asset. If the first digit is a "5" it is an operating expense. The second digit will further segregate the type of transaction for example 52xxxx is supplies and 53xxx is current services

1xxxx - Assets
Represent the different types of economic resources owned or controlled by an organization. Common examples of Asset accounts are cash, cash in bank, building, inventory, prepaid rent, goodwill, accounts receivable

2xxxx - Liabilities
Represent the different types of economic obligations by an organization, such as accounts payable, bank loan, bonds payable, accrued interest

3xxxx - Fund Balance

4xxxx - Revenue
Represent the organization's gross earnings and common examples include Sales, Service revenue and Interest Income

5xxxx - Expenditures
For P Card reconciliation, reconcilers need to be most familiar with the accounts for operating expenses beginning with the digit 5xxxx. At the Controller’s website these are found under Accounting System, Expenses and listed below:
# Chart Of Accounts – Expense Accounts

**NOTE:** Exp. Accounts 51xxx & 56xxx cannot be processed on the PCard

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>51000</td>
<td>PERSONNEL SERVICES</td>
</tr>
<tr>
<td>51100</td>
<td>EPA Non-Teaching Salaries</td>
</tr>
<tr>
<td>51200</td>
<td>SPA Employees Salaries</td>
</tr>
<tr>
<td>51300</td>
<td>EPA Teaching Salaries</td>
</tr>
<tr>
<td>51400</td>
<td>Temporary Employee Wages</td>
</tr>
<tr>
<td>51500</td>
<td>Other Personnel Payments (moving, payroll related awards, etc.)</td>
</tr>
<tr>
<td>51700</td>
<td>Board Member Compensation</td>
</tr>
<tr>
<td>51800</td>
<td>Staff Benefits</td>
</tr>
<tr>
<td>51900</td>
<td>Contracted Services</td>
</tr>
<tr>
<td>51910</td>
<td>Legal and Accounting Fees</td>
</tr>
<tr>
<td>51920</td>
<td>Consultant Fees</td>
</tr>
<tr>
<td>51930</td>
<td>Medical Fees</td>
</tr>
<tr>
<td>51940</td>
<td>Dual Employment</td>
</tr>
<tr>
<td>51950</td>
<td>Honorariums</td>
</tr>
<tr>
<td>51960</td>
<td>Expert Witness Fees</td>
</tr>
<tr>
<td>51970</td>
<td>Academic Instruction/Research Services</td>
</tr>
<tr>
<td>51990</td>
<td>Other Contracted Services</td>
</tr>
<tr>
<td>52000</td>
<td>SUPPLIES AND MATERIALS</td>
</tr>
<tr>
<td>52100</td>
<td>Household Supplies</td>
</tr>
<tr>
<td>52200</td>
<td>Food Products</td>
</tr>
<tr>
<td>52300</td>
<td>Educational Supplies</td>
</tr>
<tr>
<td>52400</td>
<td>Repair Supplies</td>
</tr>
<tr>
<td>52450</td>
<td>Maintenance Equipment</td>
</tr>
<tr>
<td>52500</td>
<td>Motor Vehicle Supplies</td>
</tr>
<tr>
<td>52600</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>52650</td>
<td>Computer Hardware</td>
</tr>
<tr>
<td>52700</td>
<td>Purchase Resale</td>
</tr>
<tr>
<td>52900</td>
<td>Other Supplies</td>
</tr>
<tr>
<td>53000</td>
<td>CURRENT SERVICES</td>
</tr>
<tr>
<td>53100</td>
<td>Travel</td>
</tr>
<tr>
<td>53200</td>
<td>Communication</td>
</tr>
<tr>
<td>53300</td>
<td>Utilities</td>
</tr>
<tr>
<td>53400</td>
<td>Printing and Binding</td>
</tr>
<tr>
<td>53500</td>
<td>Repairs and Maintenance</td>
</tr>
<tr>
<td>53600</td>
<td>Freight and Express</td>
</tr>
<tr>
<td>53700</td>
<td>Advertising</td>
</tr>
<tr>
<td>53800</td>
<td>Data Processing</td>
</tr>
<tr>
<td>53900</td>
<td>Other Current Services</td>
</tr>
<tr>
<td>54000</td>
<td>FIXED CHARGES</td>
</tr>
<tr>
<td>54100</td>
<td>Rental of Real Property</td>
</tr>
<tr>
<td>54200</td>
<td>Rental of EDP Equipment</td>
</tr>
<tr>
<td>54300</td>
<td>Rental of Other Equipment</td>
</tr>
<tr>
<td>54400</td>
<td>Maintenance Contracts</td>
</tr>
<tr>
<td>54500</td>
<td>Insurance and Bonding</td>
</tr>
<tr>
<td>54900</td>
<td>Other Fixed Charges</td>
</tr>
<tr>
<td>55000</td>
<td>CAPITAL OUTLAY</td>
</tr>
<tr>
<td>55100</td>
<td>Office Equipment</td>
</tr>
<tr>
<td>55200</td>
<td>EDP Equipment</td>
</tr>
<tr>
<td>55300</td>
<td>Educational Equipment</td>
</tr>
<tr>
<td>55400</td>
<td>Motor Vehicles</td>
</tr>
<tr>
<td>55500</td>
<td>Other Equipment</td>
</tr>
<tr>
<td>55600</td>
<td>Library Books and Journals</td>
</tr>
<tr>
<td>55700</td>
<td>Land</td>
</tr>
<tr>
<td>55800</td>
<td>Buildings</td>
</tr>
<tr>
<td>55900</td>
<td>Other Structures</td>
</tr>
<tr>
<td>56000</td>
<td>AIDS AND GRANTS</td>
</tr>
</tbody>
</table>
SCANNING OF PCARD STATEMENTS

Purpose:
As of July 1, 2012, the Purchasing Department changed the process for submitting PCard Statements. Departmental users now have the ability to electronically send their statements to the PCard office using their Wolfcopy (copier) multi-function device.

Benefits:
- Significantly reduce the time each month to submit statements to the PCard office.
- Increase efficiency by departments holding original PCard statements.
- Reduce the cost of copying and maintaining statements in the department.
- Original PCard Statements can be destroyed 6 months from the scan date.

Equipment:
- EAS certified Wolfcopy Konica models C364, 364e, 224e, C55e and 554e have been programmed to electronically scan PCard Statements.
- Wolfcopy scanning is available to all on-campus departments only. If your department is located off-campus please contact the PCard office.

Instructions:
It is important to note that the PCard Program Guidelines requirement for a complete PCard Statement remain the same.

Please see the attached Scanning Instructions. Forward this document to accounting staff that will be approving and scanning PCard Statements.

Following the successful scanning of your department’s PCard statements, the PCard office will continue to monitor timely statement submission.

If you have any questions, please contact Ashru Shah or any members of the PCard team.

Ashru Shah
Purchasing Department
Tel: 515-8097
Email: amshah3@ncsu.edu
SCANNING INSTRUCTIONS

PREPARING THE STATEMENT PACKAGE FOR SCANNING:

1. Note that for the first page that has the barcode, if the toner or ink is low and the barcode is too light or has light streaks through it, please reprint after resolving the printer issue, or print to another printer. Barcodes that are not dark enough or well-formed will not process correctly. There can be only one (1) bar code per statement package. **

   **This includes backup documentation (invoices/receipts). Completely remove (or block with whiteout) other barcodes or your package will not scan successfully.

2. No departmental stamps over the statement barcode.

3. Tape receipts smaller than 8.5 x 11 on all four sides completely.

4. Make a copy of the receipt and tape the original next to it so that if you tape over ink, a readable copy will be included.

5. Receipts that are larger than 8.5 x 11 should be reduced by copier.

6. Phone bills and other bills that are double-sided should be photocopied and submitted as single-sided documents.

7. Receipts that are longer than 8.5 x 11 (grocery store receipts) can be cut and taped down to 8.5 x 11 paper. Discard any ads or non-essential information.

8. Remove all staples and paper clips.

9. Anything written on statements will be permanently stored with the document, so please do not write over the statement’s printed information. Include pertinent information only and double check to see full card numbers are never referenced. Use white out to block numbers.

(I) PCard Scanning on a WolfCopy MFD Instructions (See Diagram 1)

1. Place the prepared document face up and facing correctly in feeder
2. Press Menu Button
3. Select Scan/Fax
4. Select Program
5. Select PCard Statement
6. Press Recall on the right of the screen
7. Press Start
(II) Verifying the PCard Statement Image

1. The individual who downloaded the statement from the NCSU Card Center will receive an email notification confirming receipt of the scanned package. An example of this email is included at the bottom of the page. **Please note, receipt of this email does not guarantee that the complete package was scanned.

   **The image must be verified for Completeness (all pages scanned, no missing information) and Quality (scan is legible). View the scanned image in the NCSU Card Center to verify.

2. If no email is received within a reasonable time, please call the Help Desk 515-4357 or email help@ncsu.edu

3. Within one (1) hour of scanning the package, navigate to the NCSU Card Center to view scanned image. If the image does not appear after one (1) hour, look through the statement again to check the quality of the barcode or additional barcodes on merchant receipts. After eliminating possible reasons for a failed scan, please call the Help Desk 515-4357 or email help@ncsu.edu.

4. If any pages are missing, or receipts are illegible please rectify and re-scan the entire document.

(III) SCANNING TIPS:

1. Don’t overload the scanner tray with a thick package. See Diagram 2 for scanning large statements over 50 pages.

2. Scan statement(s) earlier in the billing cycle. Avoid scanning on the deadline day due to potential bottleneck, causing a late statement.

EXAMPLE OF EMAIL NOTIFICATION

You are receiving this email because you printed the PCard statement identified below.

The following PCard statement image has been received by the Financial System:
Bank: BOA
Statement Dt: 2015-05-20
Card Holder: Doe, John Q

Reminder: Please allow one (1) hour from receipt of this email for the image to be available.

Click on the URL below to log in and view the scanned image:
Scanning
Voucher Scanning/PCard Statement

1. Press: **Menu Button**
   (Display screen will appear)

2. Select: **Scan/Fax**

3. Select: **Program**

4. Select: **Financials Button**

5. Press: **Recall**

6. Press: **Start**

White out all credit card numbers and confidential information. Do NOT write/stamp over the statement barcode.

All other barcodes on receipts or invoices must be covered up or the scan will fail.
Scanning

Voucher Scanning/PCard Statement

1. Press: **Menu Button**
   (Display screen will appear)

2. Select: **Scan/Fax**

3. Select: **Program**

4. Select: **Financials Button**

5. Select: **Recall**

6. Select: **Application**

7. Slide to Display B

8. Press: **Separate Scan - “ON”**

Scanning more than 50 pages.
BH 224
BH 364 & BH C364
BH 554 & BH C554
Scanning
Voucher Scanning/PCard Statement

9. Select: Close

10. Load Documents

11. Select: Start - Add Documents

12. Add more Documents – Start

13. Press: Finish

14. Press: Start