

## Using Amazon Reports to reconcile your P-card

1. Under '**Your Account**' select '**Your Account**'
2. Under '**Order History**' (left side of screen) choose '**Download Order Reports**'
3. Select date range. Overlap a day or two each way<sup>1</sup> for the reporting period
4. Name the report (month and year of statement or date range works)
5. Process
  
6. On US Bank site print or get number on the **transaction list** of the item for which you need an invoice
7. The number given by the bank leaves off the last 2 digits
  
8. Download the processed **Amazon Report**
9. Expand Colum B (Order ID) if a long list you may wish to sort the data
10. Locate the order ID from the US Bank transaction list. You will find the same number minus the last two digits.
  
11. You now have the complete order number for the invoice you are trying to locate
12. Copy and paste or type in the order number in the search on Amazon<sup>2</sup>

Other possible uses. You can search by 'Orders and Shipment', 'Refunds' and 'Returns' under the dropdown for 'Items' in Order History Report if you find you need that information.

### Suggestions or guidelines for Managing P-card receipts:

- Keep a folder labeled P-card receipts
- File receipts from store purchases as soon as possible
- When shipments arrive from Amazon go to the site and print the invoice. If you stay current you are searching by the book title. (Good for the outliers)
- Print and file the receipt immediately after an online order is made from other companies not Amazon. (If you print Amazon right after the order it will not necessarily match the credit card because they charge when the item is shipped not when ordered)

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<sup>1</sup> You may need to go back several months if you have an amount you are not finding. These are outliers from a pre-order (ordered in July and comes in October) or a book that is delayed in coming because of backorders.

<sup>2</sup> Account dropdown to **Your Orders**. Enter the order number in the search box and include the hyphens