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P-CARD USER MANUAL

APPROVE TRANSMITTALS

INTRODUCTION

The agency's P-Card administrator can request SCO to create up to three approver levels.

Approvers review transmittals and any attached documentation for appropriateness of the expenditure and the correctness and completeness of the transactions, and then approve the transmittals. However, the agency's P-Card administrator may restrict approvers from approving their own transactions.

Approvers can also modify the fiscal codes, split transmittals between fund sources, and approve the transmittals (for the Approval PCA/Index assigned to them by their P-Card administrator).

P-Card approvals should be done by **5:00 PM MST** of the business day for transactions to process in STARS that night. When P-Card transactions are processed in STARS, the bank's posting date of P-Card transaction will determine the STARS Effective Date.

If there are disputed charges, contact your P-Card administrator or the Bank of America's Customer Call Center at 1-800-300-3084.

SELECT AND APPROVE A TRANSMITTAL

After the verifier submits and prints a transmittal, the transmittal is available to the approver based on the default PCA/Index or Location for the cardholder and the approver's assigned Approval PCA/ Index or Location.

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**.
3. Select **Approver** or **Approver All**.
4. Enter the transmittal number and press ENTER or select a transmittal from the **Select Transmittal** menu.
5. You can set the **Select Transmittal** menu to display transmittals in order of the transmittal number or by the verifier's last name alphabetically. Select **TM#** (the default) or **Name**, and then use the **Select Transmittal** menu.

Figure 1: Select a transmittal sorted by name

REVIEW OR ENTER FISCAL CODING

1. Once a transmittal is selected, the transmittal grid will be displayed. Column headers describe the fiscal code fields, and you can use the scroll bar below the grid to view all of the fields. Some fiscal coding can be changed as needed.

Figure 2 - Approver transaction grid

To change fiscal coding:

2. Enter a fiscal code in a field marked with an asterisk, then press TAB or click into another fiscal code field. Enter the **PCA** or **Index** and press TAB or click in another fiscal code field, any other related fiscal codes, such as the Budget Unit and Fund, will be entered automatically as long as the PCA or Index have been set up in STARS to do this.
3. If a code is invalid, an error message will be displayed and it will be highlighted so you can correct it or click **Undo Changes**.
4. For any fiscal code field marked with an asterisk in the column header, e.g., **PCA***, etc., you can “look up” or search for the fiscal code, select it, and the fiscal code will be automatically entered on the grid. See the Search for a Fiscal Code section below.
5. You do not need to enter a STARS vendor number, unless your agency requires it. P-Card will send a default vendor number of PCARD000 PC to STARS.

6. If paying an encumbrance, use the reference document of the encumbrance in the **Encumb** field. The transaction will post into STARS with a TC 235.
7. Do not use special characters or symbols, such as &, ', “, <, and \., in the Description field.)
8. An end-dated Project can be entered to intentionally make the transmittal error when it is uploaded to STARS. Then you can correct it with a valid Project code in STARS.
9. If the **CI** (capitalization indicator) field has an F, the P-Card transaction will create a record in the FAS Hold file. If you do not want a record to be created in the FAS Hold File, delete the **F** in this field. If you want to add an asset to FAS, leave the **F** in this field or enter an **F** if the field is blank.
10. To distribute or split transactions into multiple rows with different fiscal coding, click the **Split** icon. [See the Splitting Transactions document for details.](#) (The printed transmittal will indicate if transactions have been split.)

Figure 3 - Split icon

The screenshot shows a P-Card application interface. At the top, there is a table with columns: Split, Ye, Pe, TranDate, Amount, Vendor, VendorID, Sfx, PCA*, INDEX, BFY, Sub*, Dtl, 1099, STARS Vend*, Sfx, CI, Grant*, Ph, Project. A red circle highlights the 'Split' icon (a pair of scissors) in the first row. Below this table are buttons: 'Undo Changes', 'Save Changes', 'Create Trans & Atch', and 'Submit & Print'. Below these buttons is a section titled 'Parent Transaction' with a table containing one row: Split, Date, Amount, Vendor, Vendor ID, Sfx, PCA, INDEX, BFY, Sub, Dtl, 1099, STARS Vend, Sfx, CI, Grant, Ph, Project. A red arrow points from the 'Split' icon to this section. Below that is a section titled 'Transaction Splits' with a 'Remaining Amount: 0.00' field and a table with two rows: Split, Date, Amount, Vendor, Vendor ID, Sfx, PCA*, INDEX, BFY, Sub*, Dtl, 1099, STARS Vend*, Sfx, CI, Grant*, Ph, Project*. A red arrow points from the 'Split' icon to this section. At the bottom are buttons: 'Remove Splits', 'Undo', 'Save', and 'Done'.

11. If a verifier has attached any scanned documents, click **View** in the **Attachments** area to view them. You can add additional attachments if needed.

APPROVE TRANSACTIONS

1. Check the approval check box next to a transaction(s). The check boxes will be labeled with whatever names your P-Card administrator has assigned them. You can check the “select all” check box at the top of the columns to automatically select all transactions on the page. [Your P-Card administrator may restrict your ability to approve transactions.](#)

Figure 4 - Approval check boxes

The screenshot shows the P-Card application interface. At the top, there are navigation buttons: Reports, App Menu, Statewide Acct, Logoff, and Back. Below these are input fields for 'Enter Transmittal:' (18744: KEITH), 'Select Transmittal:' (18744: KEITH), and 'Sort' (TM#). A table with columns: Split, Lev, Lev, e, TranDate, Amount, Vendor, VendorID, Sfx, PCA*, INDEX, BFY, Sub*, Dtl, 1099, STARS Vend*, Sfx, CI, Grant*. The first row has a plus sign in the Split column, which is highlighted with a red box. Below the table are buttons for 'Undo Changes', 'Save Changes', and 'Reprint Transmittal', with the latter highlighted by a red box. An 'Attachments' section at the bottom shows 'No Attachments'.

2. Click **Save Changes** This saves all changes, but does not assign a transmittal number or print a transmittal. You can change your fiscal coding again, if needed, and click **Save Changes** again.
 - You can click **Undo Changes**. This cancels any unsaved changes made in the data entry fields and the approval checkboxes.
3. Click **Reprint Transmittal**. The transmittal will be generated and displayed in PDF format. The transmittal will be available to other approvers in P-Card. Once the transmittal has been reprinted, you cannot make changes to the transmittal.
 - The printed transmittal will indicate (**Y** for yes, **N** for No) if transactions have been split under the **S** column on the right side of the page.
4. To print, save, or e-mail the transmittal PDF, use your PDF application. Check your PDF application for instructions and support, as this is not a function of the P-Card application.

VIEW THE APPROVER AUDIT TRAIL

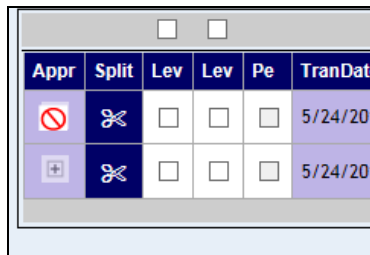
If transactions have been approved, the approver names and dates of the approvals will be displayed.





1. Click the plus sign under the **Appr** column next to a transaction.

The screenshot shows the P-Card application interface with the approval audit trail expanded. The table has columns: Appr, Split, App, App, App, Pe, TranDate, Amount, Vendor, VendorID, Sfx, INDEX*, PCA, BFY, Sub*, Dtl, 1099, STARS Vend*, Sfx, CI. The first row has a plus sign in the Appr column, which is highlighted with a red box. Below the table, there are buttons for 'Undo Changes', 'Save Changes', and 'Reprint Transmittal'. The audit trail shows the following data:

Appr 1 Approver	Appr 1 Date	Appr 2 Approver	Appr 2 Date	Appr 3 Approver	Appr 3 Date
LEE	07/15/16 8:43:26 AM				

2. If a transaction has not been approved, the plus sign will be greyed out (not active).



Appr	Split	Lev	Lev	Pe	TranDat
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5/24/20
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5/24/20

UNABLE TO APPROVE A TRANSMITTAL OR TRANSACTION

Your P-Card administrator may restrict approval permissions by assigning a specific Approval Level to approvers, or by assigning specific Approval Indexes, PCAs, or Locations to approvers, which restricts their ability to approve only transmittals that are coded with those PCAs, Indexes, or Locations. **Also**, your P-Card administrator may restrict approvers from approving their own transactions.

ATTACH SCANNED RECEIPTS OR DOCUMENTS

1. Select a transmittal from the **Select Transmittal** menu or enter a transmittal number in the **Enter Transmittal** field, and then press ENTER. The **Attachments** section will be displayed below the transactions.
2. Click **Browse** to locate your scanned document file and attach it to the transmittal. The maximum file size that can be uploaded is 4MB.
3. Click **Reprint Transmittal**.

END OF MONTH APPROVAL PROCESS

Transmittals are typically approved by the end of each month in order to reconcile the bank statement and pay the bank on time. If approvers are not able to approve transmittals by the end of the month, the P-Card Administrator can run [the Posted Pending process](#) at the end of the month, which will post all transactions in STARS in the correct month even, if they have not been approved. When the transmittals do finally get approved, P-Card will automatically make adjustment transactions for those transactions that were posted in STARS.