

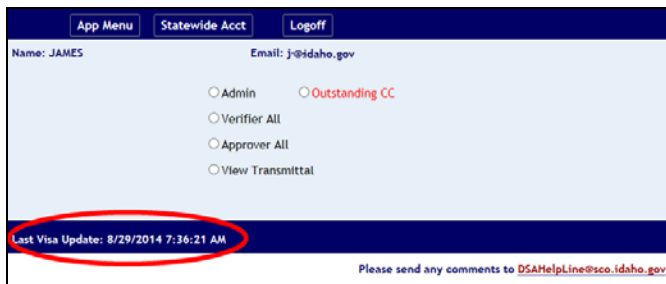
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# P-CARD APPLICATION USER MANUAL

## VERIFYING TRANSACTIONS

### INTRODUCTION

P-Card transaction data is downloaded from Visa and the bank to the State Controller's Office, and the time and date of the download is displayed on the P-Card main screen.



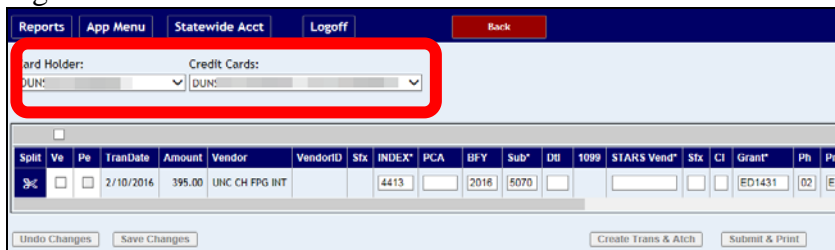
In P-Card, fiscal codes are automatically filled in based on the merchant codes received from the bank. You can change the default coding, split transactions between STARS codes or funding sources, and/or attach scanned receipts.

If there are disputed charges on your P-Card, contact Bank of America's Customer Call Center at 1-800-300-3084. Any subsequent credits should be processed with the same fiscal codes as the original transactions.

### SELECT A CARD HOLDER AND CARD

1. From the **P-Card** main menu, select **Verifier** or **Verifier All**.
2. Select a cardholder from the **Card Holder** menu. A card holder's name will be displayed if they have transactions to verify, whether the card is active or inactive.
3. If necessary, select a credit card from the **Credit Cards** menu. The card type will also be displayed as WFMC for MasterCard or BOAV for VISA.

Figure 1 - Select a card holder



## ENTER OR CHANGE FISCAL CODING

- Once a card holder and card is selected, the transaction grid with the card holder's transactions 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. The transactions will be populated with "default" fiscal coding that is based on the merchant codes received from the bank. You can change the default fiscal coding if necessary.

Figure 2 - Verifier transaction grid

Split	Ve	Pe	TranDate	Amount	Vendor	VendorID	Sfx	INDEX*	PCA	BFY	Sub*	Dtl	1099	STARS Vend*	Sfx	CI	Grant*	Ph	Proj
[icon]	[checkbox]	[checkbox]	2/10/2016	395.00	UNC CH FPG INT			4413		2016	5070						ED1431	02	ED

Undo Changes    Save Changes    Create Trans & Atch    Submit & Print

- For any fiscal code field marked with an asterisk in the column header (e.g., **PCA**, **STARS Vend**, 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.
- Enter the **PCA** or **Index**, and then 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 if the PCA or Index has been set up in STARS to do this.
- 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**. You do not need to enter a STARS vendor number, unless your agency requires this. P-Card will send a default vendor number of PCARD000 PC to STARS.
- To change a Project, Grant, PCA, or Index:

### If changing a PCA/Index

- Do not change the Grant and Project. Click **Save** so that the application will look up the Grant and Project. If you change the PCA *and* delete whatever is in the Grant and Project fields, the application assumes you do not want a Grant and Project on the transaction.
- If the default Grant or Project is *blank*, it will not be replaced with the Grant or Project that the PCA/Index looks up.
- If the default Grant or Project is 999999 or any other Grant or Project number, it will be replaced with the Grant or Project that the PCA/Index looks up.

### If changing the Project

- Changing the Project will not update the Grant field.
- If you enter a Project that looks up a Grant which does not match the "default" Grant that is in the grid, then an error message will be displayed.
- If you enter a Project that looks up a Grant number 999999 or a blank, it will not change the Grant field.

- You could enter an end-dated **Project** intentionally to make the transmittal error when it is uploaded to STARS. Then you can correct it with a valid Project code in 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 (P-Card Expenditure Prev Enc).
  7. Do not use special characters or symbols in the **Description** field, such as &, ', “, <, and \.
  8. 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 the asset to FAS, leave the F in this field or enter an F if the field is blank.
  9. To distribute or split a transaction into multiple rows, click the **Split** icon. See the [Splitting Transactions](#) document for details.
    - Do not verify transactions before splitting transactions, because when you save split transactions, they will be verified automatically.
    - Also, split transactions that have been saved can only be changed by clicking the **Split** icon again.

Figure 3 - Split icon

The screenshot shows a table with the following columns: Split, V, Pe, TranDate, Amount, Vendor, VendorID, Sfx, and INDEX\*. The Split column contains a red 'X' icon, which is circled in red. The other columns contain transaction data: V (checkbox), Pe (checkbox), TranDate (2/10/2016), Amount (395.00), Vendor (UNC CH FPG INT), VendorID, Sfx, and INDEX\* (4413).

Split	V	Pe	TranDate	Amount	Vendor	VendorID	Sfx	INDEX*
	<input type="checkbox"/>	<input type="checkbox"/>	2/10/2016	395.00	UNC CH FPG INT			4413

## VERIFY TRANSACTIONS

1. When finished with the fiscal coding, click the **Ve** check box next to the transaction(s). You can also select the “select all” check box at the top of the columns to select all transactions on the page automatically.

Figure 5 - Verifier Check boxes

The screenshot shows a table with the following columns: Split, Ve, Pe, TranDate, Amount, Vendor, VendorID, Sfx, and INDEX\*. The Ve column contains a check box, which is circled in red. The other columns contain transaction data: Split (red 'X' icon), Pe (checkbox), TranDate (2/10/2016), Amount (395.00), Vendor (UNC CH FPG INT), VendorID, Sfx, and INDEX\* (4413).

Split	Ve	Pe	TranDate	Amount	Vendor	VendorID	Sfx	INDEX*
	<input type="checkbox"/>	<input type="checkbox"/>	2/10/2016	395.00	UNC CH FPG INT			4413

2. If you do not want to create or submit a transmittal, click **Save Changes**. You can change your fiscal coding again if needed, and then click **Save Changes** again.
  - You can click **Undo Changes** – this cancels any unsaved changes made in the fiscal code fields and verify check boxes.
3. To attach scanned documents:
  - a. Click **Create Trans & Atch**, attach your documents. See the [Attaching Scanned Documents](#) document. This creates a transmittal, and once this is done, you cannot change the fiscal coding. A message will be displayed indicating that the transmittal has not been submitted. You must ‘Submit and Print’ it.
  - b. Click **Submit & Print**. A transmittal will be generated and displayed in PDF format.
4. If you are not attaching scanned documents, click **Submit & Print**. A transmittal will be generated and displayed in PDF format. [Click here if you have problems viewing or printing a transmittal.](#)

## AFTER THE TRANSMITTAL HAS BEEN SUBMITTED

1. Once you create a transmittal, the transmittal will be available to approvers in P-Card. You cannot change the fiscal coding of a transmittal. Contact your P-Card Approver for them to make corrections.
2. If you verified only some transactions and then submitted and printed a transmittal, you cannot add the remaining transactions to that transmittal. You would have to verify the remaining transactions and submit/print a new transmittal.
3. The “S” column on the printed transmittal will indicate if transactions have been split (Y for yes, N for No).
4. If you need to view or print the transmittal again, you or your approver may go to the P-Card main menu and select **View Transmittal**, where you can view or print it.

## ADDITIONAL FEATURES FOR VERIFIERS

### E-MAIL NOTIFICATION

If your P-Card administrator has enabled e-mail notification, an e-mail dialogue box will be displayed for you to choose an approver to notify. This list will include Approvers of the PCA on the transactions.

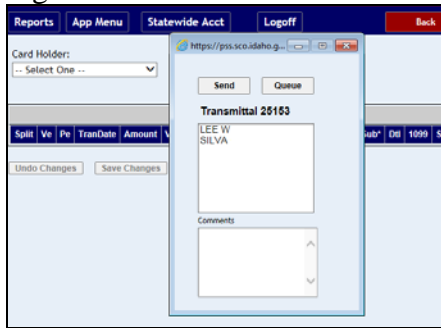
However, an ‘Approver All’ person will not be displayed to select – Approver All approvers do not receive email notifications.

If you do not want to send any e-mail notifications, click X in the corner of the e-mail dialog box to close it.

To send an e-mail notification:

- a. Click the recipient's name to highlight it. Press and hold CTRL and click the left mouse button to select multiple names. These people will be first level approvers of the PCA on the transactions.
- b. Type a comment if needed.
- c. Click **Send** or **Queue**.

Figure 6 - E-mail notification



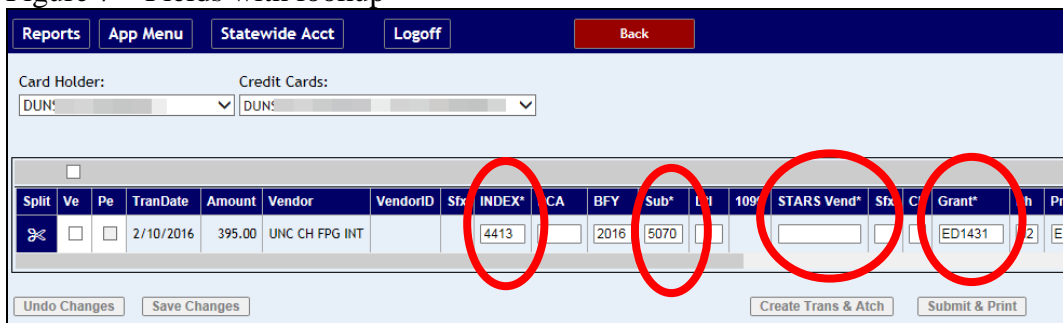
- d. Click **Send** to send the e-mail immediately.
- e. Click **Queue** to save e-mail messages in a queue. The messages will be sent automatically at the end of the day (midnight). Queue will store multiple e-mail messages for the same recipients, but only send one e-mail for each recipient with multiple invoice messages in the one e-mail.
- f. After sending or queuing, a verification message will appear. Click **OK** and then click **X** in the corner of the e-mail dialog box to close.

## SEARCH FOR A FISCAL CODE

Verifiers can “look up” or search for any fiscal code that has an asterisk in the column header, e.g., **PCA\***, **Grant\***, **Sub\***, etc. Place the cursor in such a field marked with an asterisk and press F3. Once you select a fiscal code from this look up, it will be automatically entered and any other related fiscal codes will be entered as well.

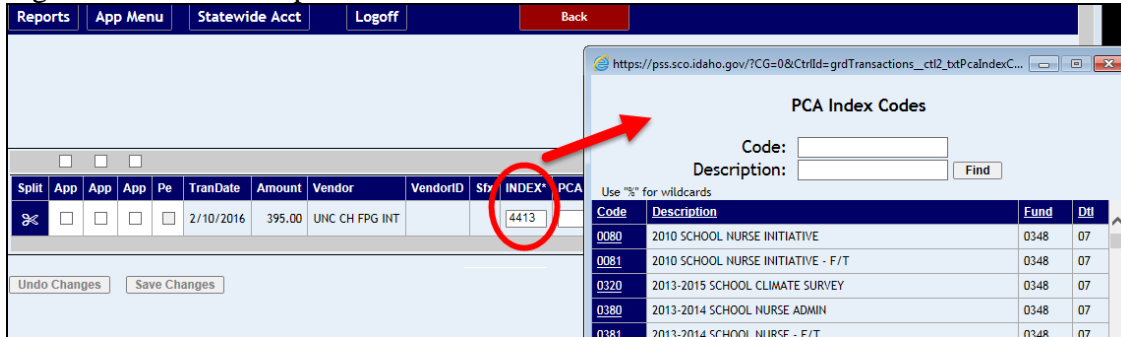
1. Click in the fiscal code field and press F3. For example, to look up an Index number, click in the **Index** field and press F3.

Figure 7 – Fields with lookup



2. In the look up dialog box, enter any combination of search criteria, e.g., the actual fiscal code, a description, a vendor name, city, etc. You can enter just the first few numbers or letters to find a code or description that begins with those letters or numbers or use the wildcard (%).

Figure 8 - Index lookup



3. Click **Find**. For the Subobject field, do not use those with titles that indicate (OBJECT) or (SUMMARY OBJ). An End Date in the title also indicates that you should not use the subobject.
4. Click the fiscal code or click **Select** next to a code (e.g. vendor number) and that code will be automatically entered. Select a **PCA** or **Index** and 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
5. If using a look up to change a Project, Grant, PCA, or Index, see the [comments in the Fiscal Coding section](#) above.

## ATTACH SCANNED RECEIPTS AND DOCUMENTS

To attach a scanned document (see the [Attaching Scanned Documents](#) document for complete instructions). The application automatically creates a transmittal (“Create Trans”) in order to attach (“Atch”) documents to it. Once this is done, you cannot change the fiscal coding. A message will be displayed indicating that the transmittal has not been submitted. You must click **Submit & Print**.

1. Select the **Ve** checkbox next to the transactions as needed. You can attach multiple receipts or documents since the attachments are associated with the transmittal.
2. Click **Create Trans & Atch**. CAUTION: This creates a transmittal (“Create Trans”) in order to attach (“& Atch”) documents to it. If you click this, you must attach documents.
3. Browse for and add your scanned file(s). The maximum file size that can be uploaded is 4MB.
4. Click **Submit & Print**.

Figure 9 - Create transmittal to attach scanned documents

Card Holder:  Credit Cards:

Split	Ve	Pe	TranDate	Amount	Vendor	VendorID	Sfx	INDEX*	PCA	BFY	Sub*	Dtl	1099	STARS Vend*	Sfx	CI	Grant*	Ph	Pro
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/10/2016	395.00	UNC CH FPG INT			4413		2016	5070						ED1431	02	ED

Undo Changes Save Changes **Create Trans & Atch** Submit & Print

## OTHER ELEMENTS OF THE VERIFIER TRANSACTION GRID

The verifier transaction grid will be displayed when you select a cardholder and card. The transaction grid is comprised of transactions rows with fiscal code fields. Column headers describe the fiscal code fields, and you can use the scroll bar below the grid to view all of the fields.

If there are 20 or more rows of transactions or split transactions to approve, the grid will be displayed in 'pages'. You can change the number of transactions displayed per page in the **Page Size** field. The pages are denoted by the month/day date at the bottom of the grid. The date indicates the date of the first transaction at the top of that page; it does not mean that all transactions on the page have the same date. Page dates with an asterisk indicate that there are verified transactions on the page.

Other elements of the verifier grid include:

- **Split** – The split icon splits transactions into multiple line items for different coding options. See the Splitting Transactions section below.
- **Ve** - Verifier check box. Select the check box to mark the transaction as verified. Select it again to clear the check box.
- **Pe** - Posted/Pending. Indicates transactions that your P-Card administrator has flagged as posted pended. These transactions still need to be verified. The final approval will automatically create adjustments in STARS for these transactions.
- **Preview** – If there are more than 20 verified transactions, the **Preview** check box will be available to view only those transactions or save and print them on one transmittal.