P-CARD APPLICATION USER MANUAL

VERIFYING TRANSACTIONS

INTRODUCTION

This document will explain the purchasing card (P-Card) verifier review processes:

- How to find card holders.
- Enter fiscal coding.
- Verify transactions.
- Submit and print a submittal.

P-Card transaction data is downloaded from MasterCard every day to the State Controllers Office. Fiscal codes are automatically filled in the P-Card application based on the MasterCard download information. The P-Card application will show the card number's transactions that were processed by the bank on the previous night.

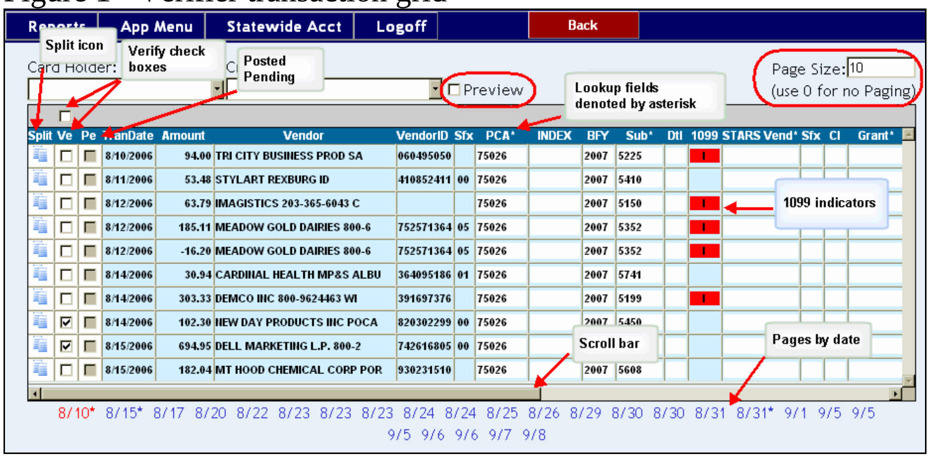
A verifier is the first level of review of P-Card transactions. The verifier is generally the cardholder or can be a designated proxy who is responsible for reviewing P-Card purchases. The verifier reviews transactions for the correctness and completeness of the transactions and any associated documentation.

If corrections need to be made to the transactions after verifying, submitting, and printing a transmittal, the Approver can make the corrections.

THE VERIFIER TRANSACTION GRID

The verifier transaction grid will be displayed when you select a cardholder and card. The transaction grid is comprised or rows of transactions with fiscal code fields. Most of the features of the application will be apparent. To navigate through each transaction on the grid, click in a fiscal code field and then press TAB to move the cursor. Up and Down arrow keys will move the cursor from row to row.

Figure 1 - Verifier transaction grid



MULTIPLE TRANSACTIONS ON MULTIPLE PAGES (PAGE SIZE)

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 FEATURES OF THE VERIFIER GRID

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. 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.
- **1099 indicators** - Displayed if a transaction is 1099 MISC reportable. An "**I**" in a red field indicates that the Subobject is 1099 reportable, but the STARS Vendor Number and Suffix is blank or there is an invalid 1099 Vendor ID number.

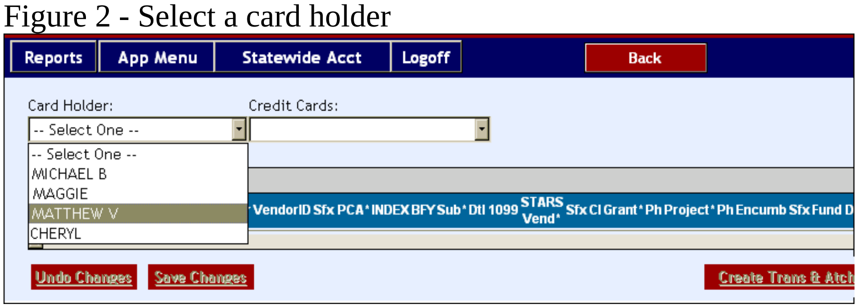
TO VERIFY TRANSACTIONS

Open the P-Card application and select a card holder and card to view the transactions (for the default PCA/Index or Location Code for which you are responsible). The transactions will be populated with "default" fiscal coding that is based on the MasterCard codes received from the bank. You can change the default coding, split transactions between STARS codes or funding sources, and/or attach scanned receipts.

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Some users may need to select an agency number.
3. Select **Verifier** or **Verifier All**.
4. Select a cardholder from the **Card Holder** menu.

   NOTE: You will only see cardholders that have transactions to verify. A cardholder's name will not be displayed if they do not have transactions to verify.

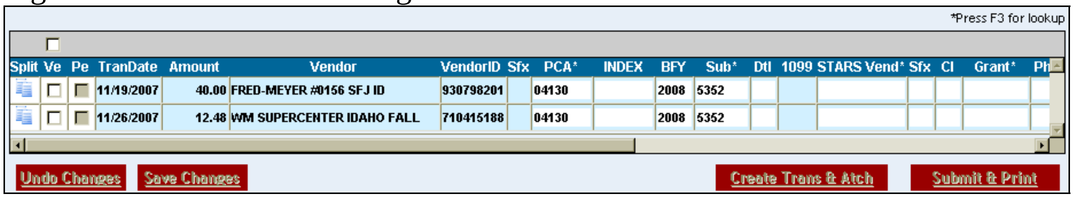
Figure 2 - Select a card holder



NOTE: Type the first letter of the last name in the **Card Holder** field and the list will display the first cardholder whose last name starts with that letter. You can then scroll further from that point.

5. If necessary, select a credit card from the **Credit Cards** menu.
6. Once a card holder and card is selected, the transaction grid with the card holder's transactions will be displayed. The transactions will be populated with "default" fiscal coding that is based on the MasterCard codes received from the bank. You can change the default fiscal coding if necessary. For details on what the fiscal codes are, see the Transaction Grid Fiscal Code Fields section below.

Figure 3 - Verifier transaction grid



a. 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 "To Search for a Fiscal Code" section below.

b. In addition, a fiscal code manually entered into a field marked with an asterisk will be validated when you click **Save Changes** to ensure that the fiscal codes are correct for your agency or for the fiscal year. If the code is valid, P-Card will automatically fill in other fiscal codes related to the validated code. 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**.

   - End-dated Projects can be entered, however if used, the transmittal will error when uploaded to STARS and must be corrected in STARS.

If changing a PCA/Index

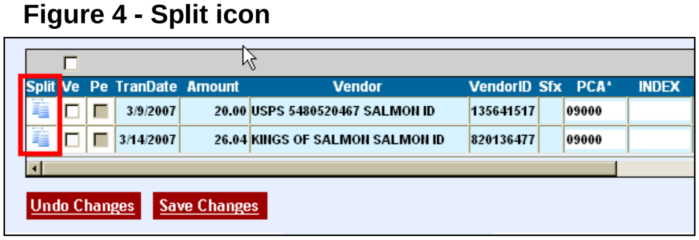
   - Do not change the Grant and Project. Click **Save** so that the application will look up Grant and Project information. If you change the PCA and also delete whatever is in the Grant and Project fields, the application assumes you do not want a Grant and Project on the transaction.
   - If the default 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.

c. To distribute or split transactions into multiple rows with different fiscal coding, click the **Split** icon. See the Splitting Transactions document for details.

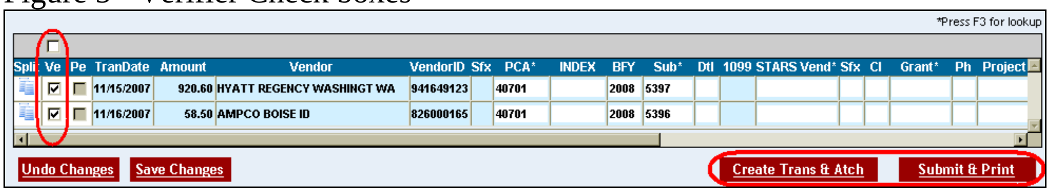
Figure 4 - Split icon



d. If the MasterCard data populates P-Card with a 1099 reportable transaction, the 1099 field will display an "I" in a red field. This indicates that the subobject (**Sub**) is 1099 reportable, but the STARS Vendor Number (**STARS Vend**) and suffix are blank or there is an invalid 1099 **Vendor ID** number. See the 1099 Reportable Transaction Red Indicator document.

7. When finished with any changes to the transactions, click the **Ve** check box next to a transaction(s). You can also select the "select all" check box at the top of the columns to automatically select all transactions on the page.

Figure 5 - Verifier Check boxes



8. 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 printing a transmittal. The transmittal will then be available to approvers in P-Card. NOTE: Transactions cannot be added to a transmittal once it has been created.

   a. If you do not want to create or submit a transmittal, you can choose:

      - **Undo Changes** – Cancels any unsaved changes made in the fiscal code fields and verify checkboxes.
      - **Save Changes** - Saves all changes, but does not create a transmittal.

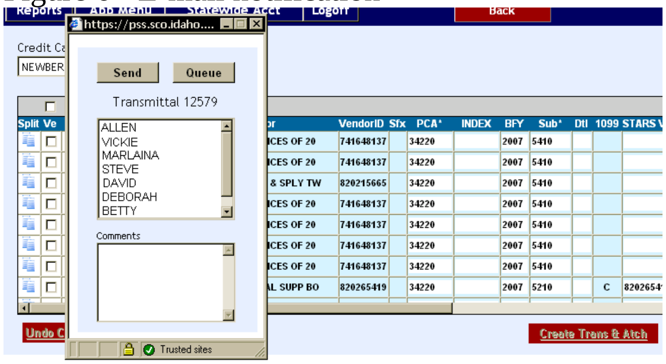
   b. If you are attaching scanned documents, click **Create Trans & Atch**, attach your documents, and then click **Submit & Print**. CAUTION: This creates a transmittal in order to attach documents to it. Once a transmittal is created, you cannot make any other changes. You must attach documents and 'Submit and Print' it or continue by clicking 'Submit and Print'. See the Attaching Scanned Documents document.

   c. If corrections need to be made to the transactions after verifying, submitting, and printing a transmittal, the Approver can make the corrections.

9. If e-mail notification has been enabled by your P-Card administrator, an e-mail dialogue box will be displayed for you to choose an approver to notify. 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.

NOTE: The e-mail pop-up window may appear behind the transmittal pop-up window. Arrange these windows so you can locate them.

Figure 6 - E-mail notification



To send an e-mail notification:

a. Highlight the recipient's name. Press and hold CTRL and click the left mouse button to highlight multiple names. These people will be first level approvers only.

b. Type a comment if needed.

c. Click **Send** or **Queue**.

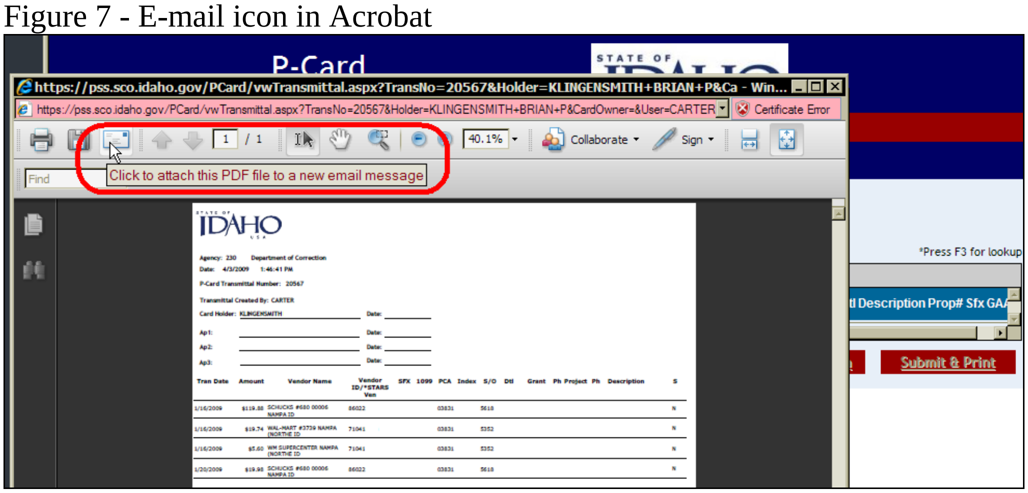
d. Click **Send** to send the e-mail immediately.

e. Click **Queue** to save e-mail messages in a queue which will be automatically sent 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.

10. To print, save, or e-mail the transmittal PDF, use your PDF application. The example below shows the icon used in Acrobat to e-mail the PDF. Check with you PDF application for instructions and support as this is not a function of the P-Card application.

Figure 7 - E-mail icon in Acrobat

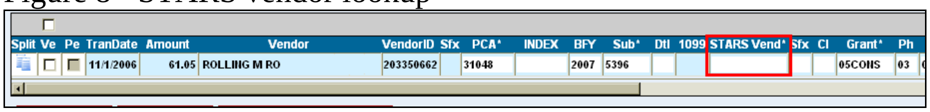


TO SEARCH FOR A FISCAL CODE

You can “look up” or search for a fiscal code, select it, and the fiscal code will be automatically entered and any other related fiscal codes will be entered as well. Errors in your data entry will be displayed so you can correct them. Also, any fiscal code entered into a field marked with an asterisk in the column header, e.g., **PCA***, **Grant***, **Sub***, etc., (see the example below) will be validated to ensure that the fiscal codes are correct for your agency or for the fiscal year.

1. Click in the fiscal code field and press F3. For example, to look up a STARS vendor number, click in the **STARS Vend** field and press F3.

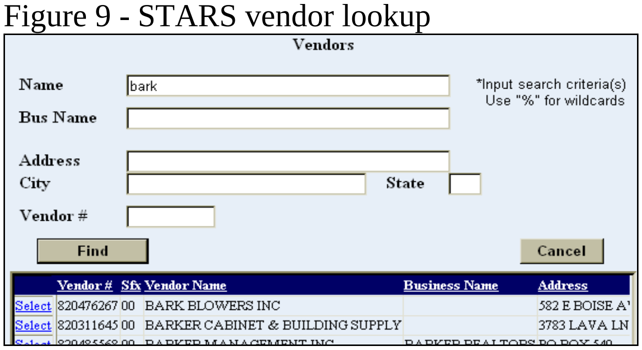
Figure 8 - STARS vendor lookup



2. In the look up dialog box, enter any combination of search criteria, e.g., vendor name, city, vendor number, etc. You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).
3. Click **Find**. Click the column headers of the search results to sort the list, if needed. In addition, subobject lookups will display 1099 reportable subobjects in blue. Titles that indicate (OBJECT) or (SUMMARY OBJ) are higher level subobjects that should not be used in P-Card. An End Date in the title also indicates that the subobject should not be used.

NOTE: For security purposes, SCO Web applications will not display a social security number that is a vendor number. It will be displayed as XXXXXXXXX. (Such vendors are usually set up on STARS as vendor type E or I.)

Figure 9 - STARS vendor lookup



4. Click the fiscal code or click **Select** next to a code (e.g. vendor number) and that code and any related fiscal code will be automatically entered.

NOTE: End-dated Projects can be entered, and when used, the transmittal will error in STARS and then must be corrected in STARS.

- End-dated Projects can be entered, however if used, the transmittal will error when uploaded to STARS and must be corrected in STARS.
- If you change the PCA/Index, do not change the Grant and Project. Click **Save** so that the application will look up Grant and Project information. If you change the PCA and also delete whatever is in the Grant and Project fields, the application assumes you do not want a Grant and Project on the transaction.

If changing a PCA/Index

- If the original Grant or Project is blank, it will not be replaced with the Grant or Project of the PCA/Index entered.
- If the original Grant or Project is 999999 or any other Grant or Project number, it will be replaced with the Grant or Project of the PCA/Index entered.

If changing the Project

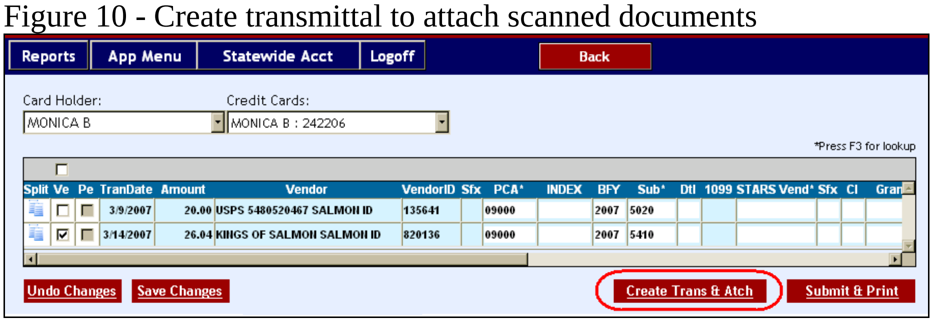
- Changing the Project will not update the Grant field.
- If you chose a Project that looks up a Grant which does not match the “default” Grant that is in the grid, then an error message will be displayed.
- If you chose a Project that looks up a Grant number 999999 or blank, it will not change the Grant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

TO 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.

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).
4. Click **Submit and Print**.

Figure 10 - Create transmittal to attach scanned documents



TRANSACTION GRID FISCAL CODE FIELDS

The fiscal code fields and elements on the transaction grid and the split transaction grid are described below:

Fiscal Code Field	Description
Split icon	Splits the transmittal into individual lines so they can be distributed between funding sources.
Ve	Verifier. Select the checkbox to mark the transmittal as verified.
Pe	Posted/Pending. Indicates transactions that your P-Card administrator has flagged as posted pended. The final approval will automatically create adjustments in STARS for these transactions.
TranDate	Transaction Date as recorded by MasterCard. The actual day of the purchase made by the cardholder. Field cannot be modified.
Amount	Transaction Amount. The Transaction Amount cannot be modified. However, you can split the transaction into multiple transactions.
Vendor	The Merchant name as recorded in and downloaded from MasterCard. Field cannot be modified.
VendorID	The Vendor Federal ID number as recorded in MasterCard. (See STARS Vendor Number)
Sfx	A two-digit field that defaults to 00 with the MasterCard Federal ID number recorded in MasterCard. The suffix field may be modified prior to posting to STARS.
PCA	Program Cost Account. The default PCA assigned by the agency's P-Card administrator at the time the card was issued. This field can be modified with a PCA defined within the PCA table by your administrator.

Fiscal Code Field	Description
INDEX	Index Code. The default Index assigned by the agency's P-Card administrator at the time the card was issued. This field can be modified with a Index defined within the Index table by your administrator.
BFY	Budget Fiscal Year. By default the current fiscal year will be the BFY. If the transaction is related to a prior year encumbrance, change the BFY to the correct fiscal year. An Encumbrance Number and the Suffix must also be entered.
Sub	Expenditure Subobject The default Expenditure Subobject based on the Merchant Category Code (MCC) in MasterCard. A 1099 reportable subobject will cause the STARS Vendor/Suffix fields to be populated and the 1099 indicator will be set to 'C', if P-Card can reconcile the vendor information. Can be changed, but may affect the 1099 indicator. A new vendor in MasterCard may populate a subobject number '9999' and cause an error message. Change this to a valid subobject for that vendor and transaction.
Dtl	Two-digit Expenditure Subobject Detail Code.
1099	This indicator will be diplayed if a transaction is 1099 MISC reportable. (See STARS Vendor Number) Blank indicates the transaction is not 1099 reportable. **I** - indicates that the transaction is 1099 reportable, but the STARS Vendor Number and Suffix is blank or there is an invalid 1099 Vendor ID number. **V** - indicates that the transaction is 1099 reportable and has a valid 1099 Vendor ID number. **C** - Corporation. Payments to corporations are not 1099-MISC reportable unless the payment is for medical and health care, for attorneys' fees, or gross proceeds paid to an attorney. The 1099 System extracts these types of payments during the review of subobjects used, regardless of the "N" 1099 Indicator on the vendor. If the vendor name contains only the designation "Company," the payments must be reported – unless you have received confirmation (such as a completed From W-9) that verifies the corporate status of the vendor. Field cannot be modified.

Fiscal Code Field	Description
STARS Vend	STARS Vendor Number. The STARS Vendor Number is required for 1099 MISC reportable transactions. If the transaction is 1099 reportable and the STARS vendor number and suffix are left blank, the MasterCard Vendor ID will be brought into STARS, but with no suffix. The transaction will error in STARS because a suffix is required. If the transaction is *not* 1099 reportable and the STARS vendor number and suffix are left blank, the P-Card Generic Vendor is added to the transaction going into STARS. Enter the STARS vendor number and suffix in P-Card to avoid having the generic vendor on transactions in STARS.
Sfx	STARS Vendor Number Suffix. Required if a STARS Vendor Number is present.
CI	Capitalization Indicator. Use this column to identify inventory or fixed assets purchased with Operating funds (subobjects in the 5000 range) or for work in progress Capital Outlay expenditures (subobjects in the 6000 range). Inventoriable assets purchased with a Capital Outlay subobject (6000 range) do not require this they are handled automatically in STARS. Valid entries are: Blank - Default setting and most frequently used. **F** - Inventoriable asset purchased with an Operating subobject.
Grant	Grant Code. Enter the Grant Code or, if the PCA/Index has a default Grant/Grant Phase, the Grant field will automatically fill.
Ph	Grant Phase Code. Enter the Grant Phase or, if the PCA/Index has a default Grant/Grant Phase, the Grant Phase field will automatically fill.

Fiscal Code Field	Description
Project	Project Code. Enter the Project Code or, if the PCA/Index has a default Project/Project Phase, the Project field will automatically fill. NOTE: End-dated Project can be entered, so if used, the transmittal will error when uploaded to STARS and must be corrected in STARS.
Ph	Project Phase Code. Enter the Project Phase Code or, if the PCA/Index has a default Project/Project Phase, the Project Phase Code field will automatically fill.
Encumb	Encumbrance Number Enter the eight-character encumbrance number if the spending authority for this transaction was previously encumbered.
Sfx	Encumbrance Number Suffix. Enter the two-character Encumbrance Number Suffix if an Encumbrance Number was entered.
Fund	Fund This field is automatically filled in based on the PCA or Index. The Fund will update if the PCA or Index is changed. Field cannot be modified.
Dtl	Fund Detail. This field is automatically filled in based on the default PCA or Index. Field cannot be modified but will update if the PCA or Index is changed.
Description	This is an optional field used to add descriptive information about the purchase. The first 34 characters entered in Description will be uploaded to STARS and become public information. NOTE: Do not use double quotes in this field – doing so will cause problems in P-Card Reports.
Prop#	FAS Property Number. Any transaction with a Capitalization Indicator will require a property number or else it will err in STARS. If you do not want the transaction to interface to FAS, change the subobject.

Fiscal Code Field	Description
Sfx	FAS Property Number Suffix (or component number). Any transaction with a Capitalization Indicator will require a property number and suffix or else it will err in STARS. If you do not want the transaction to interface to FAS, change the subobject.
GAAP	GAAP Indicator
MPC	Multi-Purpose Code: For agency use. It is also used for MER (miscellaneous encumbrance requisitions) documentation.
Location	Each agency defines this field as needed to group certain transactions together.
Facility	Each agency defines this field as needed to group certain transactions together.
Task	Each agency defines this field as needed to group certain transactions together.

DEFAULT STARS DATA ELEMENTS AND CODES

Some of the P-Card fiscal code fields will be automatically filled in based on data from various sources. For example MasterCard Category Codes (MCC) will automatically fill in a corresponding expenditure subobject code. The default codes and their sources include:

Default Code	Source
PCA (Program Cost Account)	Set up by P-Card administrator
BFY (Budget Fiscal Year)	STARS
Sub (Expenditure Subobject)	Merchant Category Code – MasterCard
Grant/Phase	STARS
Project/Phase	STARS
Fund/Fund Detail	STARS
Vendor Number	Merchant Category Code - MasterCard

REVIEW CHECKLIST FOR VERIFIERS

The verifier reviews the transaction detail and attaches any related documentation for approval and processing in STARS. Below is a list of some verifier's duties, depending on your agency's process.

- Verify all subobject codes.
- Is there a useful description?
- Verify the PCA/Indexes are within your area of authority.
- Verify the Grant and Project fiscal codes.
- If the 1099 field has a red indicator, verify the STARS vendor number.
- If an encumbrance, be sure the encumbrance number and BFY is entered.
- Click **Submit and Print** to make the transmittal available to approvers in P-Card.

If you disputed the charges, you should still complete and process the transactions in the month they are billed, as if they were valid. Any subsequent credits should be processed with the same fiscal codes as the original transactions.