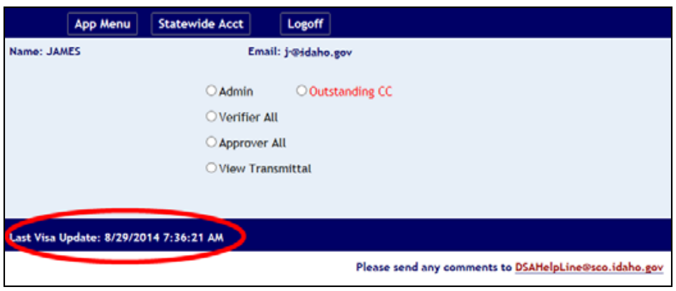
P-CARD APPLICATION USER MANUAL

VERIFYING TRANSACTIONS

INTRODUCTION

P-Card transaction data is downloaded from Visa every day to the State Controller's Office, indicated on the P-Card main screen.



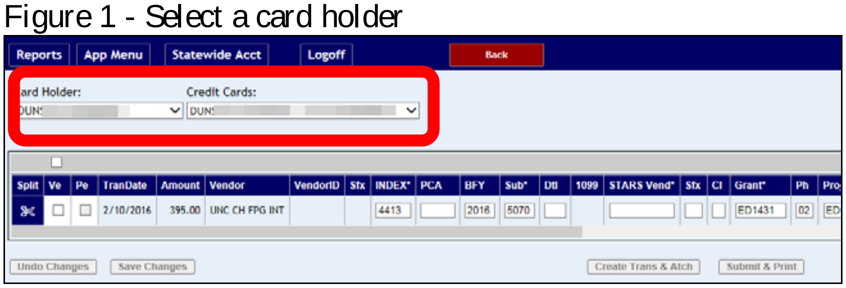
Once transactions are downloaded into P-Card, fiscal codes are automatically filled in with "default" fiscal coding that is based on the merchant codes received from the bank. You can change the default coding, split transactions between STARS codes or funding sources, and/or attach scanned receipts.

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.

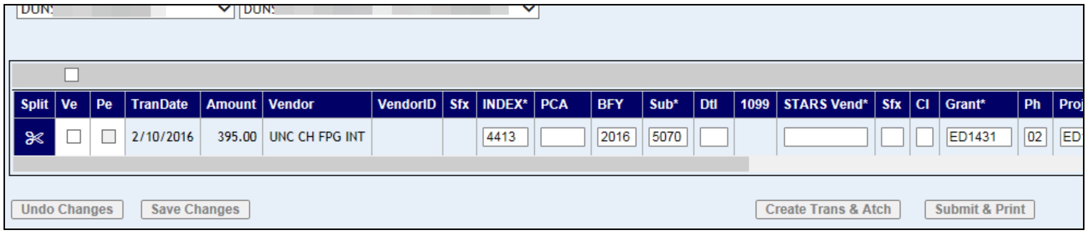
Figure 1 - Select a card holder



ENTER FISCAL CODING

1. 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



2. 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.

3. A fiscal code manually entered into a field marked with an asterisk will be validated. 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.

4. 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.

5. 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 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.

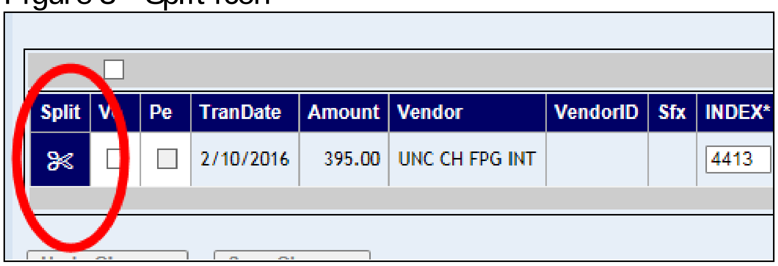
   If changing the Project

   - 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.
- 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.

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 in order to distribute the costs to different fiscal codes, click the **Split** icon. See the Splitting Transactions document for details. Do not verify transactions before splitting transactions, because when you split transactions and save them, they will be automatically verified. Also, split transactions that have been saved can only be changed by clicking the **Split** icon again.

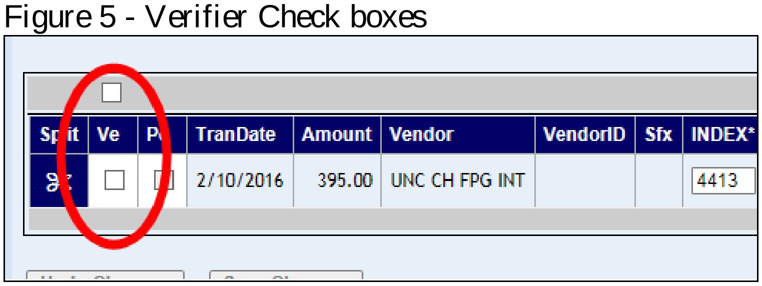
Figure 3 - Split icon



VERIFY TRANSACTIONS

1. When finished with entering 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 automatically select all transactions on the page.

Figure 5 - Verifier Check boxes

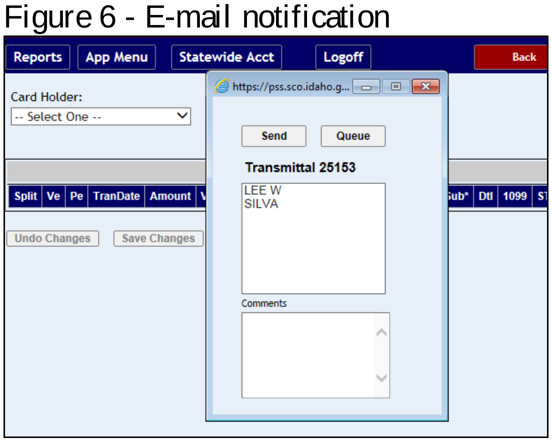


2. If you do not want to create or submit a transmittal, click **Save Changes**. This does not create a transmittal. You can change your fiscal coding again if needed, and click **Save Changes** again.
    - You can click **Undo Changes –** Cancels any unsaved changes made in the fiscal code fields and verify checkboxes.
3. 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 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. See the Attaching Scanned Documents document.
4. If you are not attaching scanned documents, click **Submit & Print**. A transmittal will be generated and displayed in PDF format. The transmittal will then be available to approvers in P-Card. Click here if you have problems viewing or printing a transmittal.

AFTER THE TRANSMITTAL HAS BEEN SUBMITTED

1. Once a transmittal is created, you cannot make any other changes. If the fiscal coding of the transactions needs to be changed after verifying, submitting, and printing a transmittal, the Approver can make the corrections.
2. If you verified only some of the transactions on the page, any remaining transactions cannot be verified and added to a transmittal once it has been created. They would have to be verified and submitted on a new transmittal. (The transmittal will indicate if transactions have been split.)
3. The "S" column on the printed transmittal will if indicate if transactions have been split (Y for yes, N for No).
4. If you do not see a transmittal displayed and you exit P-Card, you or your approver may go to the P-Card main menu and select **View Transmittal**, where you can view or print it.
5. 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. This list will include Approvers of the PCA on the transactions.

Figure 6 - E-mail notification



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**.

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.

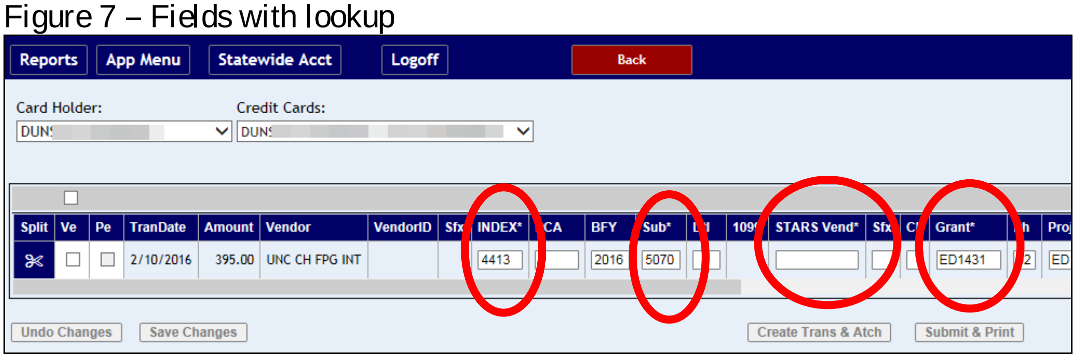
6. To print, save, or e-mail the transmittal PDF, refer to your PDF application documentation. If the PDF transmittal does not print or you do not see it displayed, you may need to check settings in Internet Explorer or Adobe Acrobat. Click here for more information. You or your approver may also be able to go to the P-Card main menu and select View Transmittal where it can be viewed or printed.

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 a fiscal code is selected from this look up, it will be automatically entered and any other related fiscal codes will be entered as well.

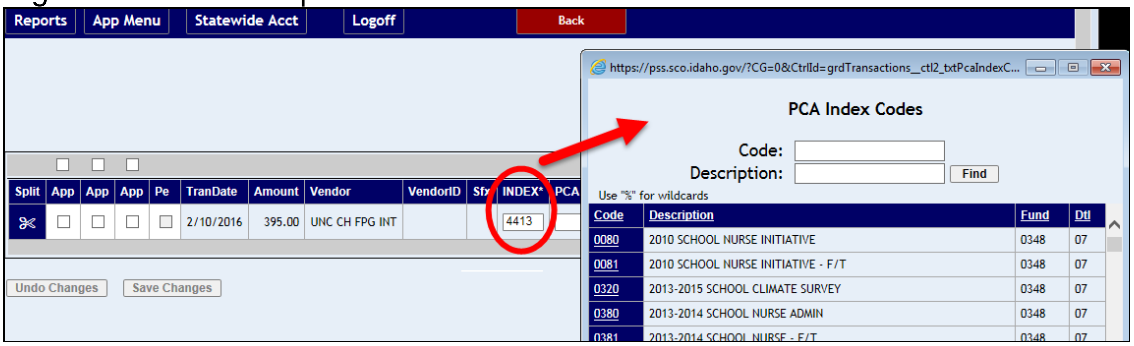
1. Click in the fiscal code field and press F3. For example, to look up an Index number, click in the **Index** field and press F3.

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, titles that indicate (OBJECT) or (SUMMARY OBJ) should not be used in P-Card. An End Date in the title also indicates that the subobject should not be used.
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

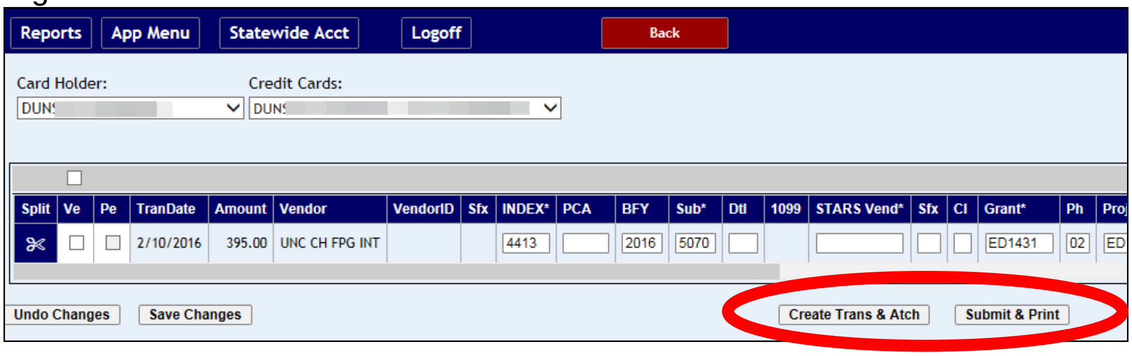
To attach a scanned document (see the Attaching Scanned Documents document for complete instructions). The application automatically creates a transmittal (“Create Trans”) in order to attach (“Atch”) documents to it. This creates a transmittal in order to attach documents to it and once this is done, 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. Any remaining transactions are locked (unable to be verified) until the initial transmittal is submitted by clicking on the SUBMIT & PRINT button.

Once the **Create Trans & Atch** has been chosen, the verifier is the only person that will be able to **Submit & Print** the transmittal.

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



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 or rows of transactions 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.