

---

<b>P-CARD APPLICATION USER MANUAL.....</b>	<b>1</b>
<b>RECONCILE P-CARD AND PAY THE BANK.....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>RUN A RECONCILIATION REPORT .....</b>	<b>1</b>
<b>RECONCILE THE REPORT TO THE BANK STATEMENT.....</b>	<b>2</b>
<b>PAY THE BANK .....</b>	<b>3</b>
<b>P-CARD REPORTS, IBIS REPORTS, TRIAL BALANCE REPORT.....</b>	<b>4</b>

# P-CARD APPLICATION USER MANUAL

## RECONCILE P-CARD AND PAY THE BANK

### INTRODUCTION

P-Card will help you reconcile your agency's transactions with the statement from the bank. Approved P-Card transactions are batched and uploaded to STARS automatically.

When the transactions are posted to STARS, the expenditure is recorded against GL 4200 Expenditures, with an offset to GL 2105 P-Card Liability. You pay the bank with STARS or Payment Services using a 28Z transaction code.

However, **you must pay the amount due on the bank statement**, regardless of the outcome of the reconciliation process, or if there are questions about the charges. Contact Bank of America Customer Service with questions about the charges.

### RUN A RECONCILIATION REPORT

The Reconciliation report is a *summary of totals*, not necessarily the status of individual transactions. During your reconciliation process and at the time you generate a report, Verifiers and Approvers may update and approve their transactions in P-Card, and/or other users may correct STARS transactions that were in error. Therefore, be sure your users complete their transactions by the time you generate this report.

1. From **P-Card** main menu, select **Admin**, and then click **Reports**.

Figure 1 - Reports



2. Click **Reconciliation Report** from the list of reports.

3. Enter a date range that match the dates on the bank statement in the **Date From** and **Date To** fields or use the calendar icons.
4. Click one of the format options to view the report:
  - PDF – portable document format usually opened in Adobe Reader or Acrobat
  - TXT – plain text
  - CSV – comma separated value (to use in MS Excel or database applications)

Figure 2 - Reconciliation report example

Fund	Grant	28Z Coding	Posted in STARS	Not sent to STARS	Sent to STARS	Changes / Errors
0001 -	- 0PURCH - 14	1,615.32	0.00	1,615.32	0.00	0.00
0001 -	- 100ST - 14	320.62	0.00	320.62	0.00	0.00
0001 -	- 1BLKFT - 14	174.98	0.00	174.98	0.00	0.00
0001 -	- 1PRSTN - 14	13.59	0.00	13.59	0.00	0.00
0348 -	83 - ARM001 - 14	483.07	48.07	435.00	48.07	0.00
0348 -	83 - IDYCP - 13	189.52	180.31	9.21	180.31	0.00
0349 -	83 - IDYCP - 13	63.17	60.10	3.07	60.10	0.00
0450 -	- 23013 - 14	4.48	0.00	4.48	0.00	0.00
<b>Total:</b>		<b>\$9,876.39</b>	<b>\$4,191.77</b>	<b>\$5,684.62</b>	<b>\$4,191.77</b>	<b>\$0.00</b>

5. At the top of the report, the **Total of Visa Transactions** is the total of transactions in P-Card. This amount *should* match your bank statement for the same date range.
6. Examine the **Total** of each column, but especially note the following:
  - a. The total of the **28Z Coding** column is equal to the total of the **Posted in STARS** column plus the total of the **Not sent to STARS** column
  - b. You should use the fiscal coding in the **Fund** and **Grant** columns to pay the bank statement.

## RECONCILE THE REPORT TO THE BANK STATEMENT

- A. An amount other than zero in the **Total** of the **Change/Error** column indicates you have made changes in your fiscal coding or there are batch errors in STARS. If you must change the fiscal coding to allow the transactions to post, note these changes on the copies of your reports.
- B. If there are amounts in the **Not sent to STARS** column, the best way to resolve these is to [execute Posted Pending transactions](#) in order to *post* these in STARS, even though they are *pending* approval in P-Card. (When these transactions are approved, P-Card will make

- adjustment transactions automatically.) Otherwise, you will need to enter adjustment transactions manually in STARS.
- C. Use the **Outstanding CC** menu in the P-Card **Admin** screen to find and add any missing transactions to P-Card, or to find new or replaced cards and add them.
  - D. Transactions may not appear in P-Card if a card is inactive in the P-Card. To correct this, the P-Card administrator must check the card as Active in the cardholder's profile screen. Then Verifiers and Approvers can complete their transactions.
  - E. Look for an **Outstanding CC** radio button in the P-Card **main menu**. This allows you to add new cards and their associated transactions to P-Card.
  - F. Review the **Transactions Not Verified Report** for any transactions that have been verified, but for which a transmittal has not been created. If so, the verifier will need to create transmittals and an approver must approve them.

## PAY THE BANK

1. You must pay the bank in full by the payment due date and for the amount due shown on their statement, regardless of the outcome of your reconciliation process, or if you question the charges. Contact Bank of America's Customer Call Center at 1-800-300-3084 if you dispute any charges on your cards.
2. The payment to Bank of America is due 25 calendar days after the last business day of each month.
3. Pay the bank either in STARS or Payment Services using a 28Z transaction code and the Fund and Grant sources as printed in the **Fund** and **Grant** columns of the Reconciliation Report. Use the vendor number 941687665 PC to pay Bank of America.
  - When entering a payment, the **Invoice Number** field in STARS must be blank. Enter the **Invoice Description** (INV-DESC) with the agency's unique 16-digit account number. Since there are 30 spaces available in the Invoice Description field, the remaining 14 characters can be any sort of description.
  - Enter an **Invoice Number**. Although a P-Card payment cannot have an **Invoice Number** in STARS, Payment Services requires one when entering an invoice. Payment Services is programmed to remove the Invoice Number from the P-Card payment transactions uploaded to STARS, but still keep it on the Payment Services document.
  - Use the same fiscal coding in STARS when paying the bank that was used for coding the expenditure in P-Card - the fiscal coding in the Fund and Grant columns of the Reconciliation report.

## P-CARD REPORTS, IBIS REPORTS, TRIAL BALANCE REPORT

P-Card reports, IBIS reports, and Online STARS reports will help you reconcile P-Card transaction to the bank statement. Use the date range of your statement when creating P-Card or IBIS reports.

### In P-Card reports

- Reconciliation report
- Transactions Not Verified report
- All Transactions report

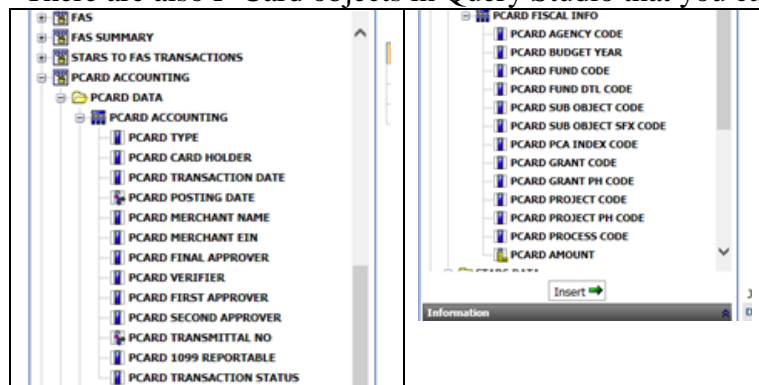
### In IBIS Statewide Reports

In the **State of Idaho Public Folders > Accounting > P-Card**, two IBIS reports will provide individual transaction details, but not the ending GL 2105 P-Card Liability balances.

- P-Card Liability by Calendar (STARS Effective) Date report
- P-Card Liability by Posting (Document) Date report)



There are also P-Card objects in Query Studio that you can use to build your own reports:



### In Online Reporting

Trial Balance report DAFR8160 for GL 2105 P-Card Liability balances is available.