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P-CARD APPLICATION USER MANUAL

RECONCILE P-CARD AND PAY THE BANK

INTRODUCTION

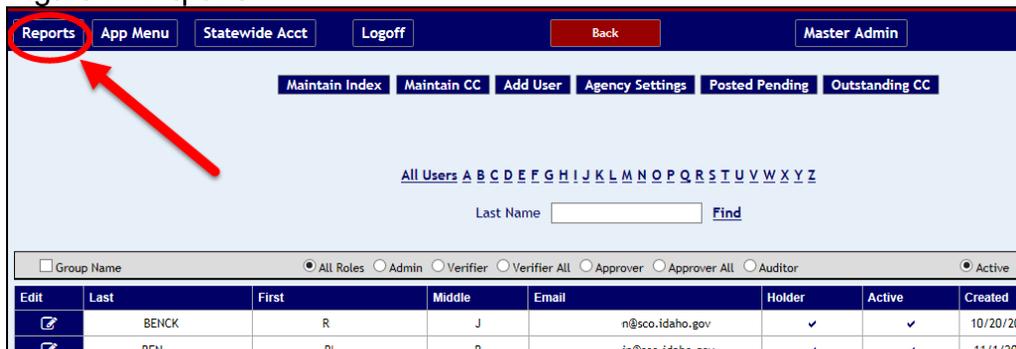
The P-Card administrator should make sure that all transactions on the bank statement have been verified and approved in P-Card. Approved P-Card transactions are automatically batched and uploaded to STARS. The expenditure is recorded when the transactions are posted in STARS and post against GL 4200 Expenditures, with an offset to GL 2105 P-Card Liability. Agencies then pay the bank with STARS or Payment Services using a 28Z transaction code. Agencies must pay the amount due on the bank statement, regardless if there are questions about the charges.

RUN A RECONCILIATION REPORT

The Reconciliation report is a *summary* of totals, not necessarily the status of individual transactions. Agencies must pay the amount due on the bank statement, regardless of the outcome of the reconciliation process. Depending on the date the report is generated, different totals in different categories can be reported, even for the same date range. This is because the Posted Pending transactions may be updated and approved in P-Card, and STARS transactions in error may be fixed and posted at the time a report is generated.

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

STATE OF IDAHO
U S A

Reconciliation Report Agency: 90

From: 01/01/2014 To: 01/15/2014

Total of VISA Transactions: \$9,876.39 Payments to Bank of America: 941687665 PC

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	4.49	0.00	4.49	0.00	0.00
Total:		\$9,876.39	\$4,191.77	\$5,684.62	\$4,191.77	\$0.00

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. However, agencies must pay the amount due on the bank statement, regardless of the outcome of your reconciliation process.
6. Examine the **Total** of each column, but especially note the following: 1) 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; 2) The funding sources in the **Fund** and **Grant** columns should be used when you 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 changes you have made in your funding sources or batch errors in STARS. If the funding source must be changed 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 to 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 likely need to manually enter adjustment transactions in STARS if there are changes in funding sources.
- C. Use the [Outstanding CC](#) menu in the P-Card **Admin** screen to find and add missing transactions to P-Card or to find new or replaced cards and add them.
 - D. Transactions may not appear in P-Card because a card is inactive in the application. To correct this, the P-Card administrator must Edit a user and verify or check the card as Active. The transactions can then be verified and approved.
 - E. Check if an [Outstanding CC](#) option is available in the P-Card main menu. This allows you to add new cards and their transactions to P-Card.
 - F. View the **Transactions Not Verified Report** to see if any transactions are checked indicating that the transactions have been verified but a transmittal not 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 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. The payment to Bank of America is due 25 calendar days after the last business day of each month.
2. 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. The **Invoice Description** must begin with the agency's unique 16-digit account number. The remaining 14 characters in the **Invoice Description** can be descriptive information.
 - Although a P-Card payment cannot have an **Invoice Number**, Payment Services requires one when entering an invoice. Therefore, 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 funding sources when paying the bank as was used for coding the expenditure in P-Card - the funding sources in the Fund and Grant columns of the Reconciliation report.

P-CARD REPORTS AND IBIS REPORTS

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.

P-Card reports

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

IBIS Statewide Reports

In the State of Idaho Public Folders > Accounting > P-Card, these 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

Online Reporting

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