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P-CARD APPLICATION USER MANUAL

AUDITOR

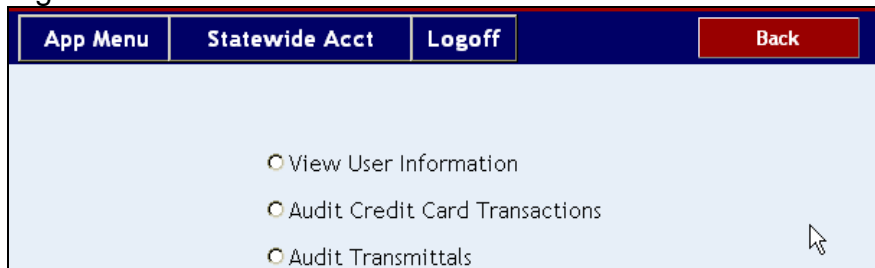
INTRODUCTION

An Auditor can view user and transaction information, similar to an Approver All, Verifier All, or an Administrator, but cannot verify, approve, add, or make changes. Auditors have access to reports, as well. Auditors are added to P-Card by the agency's P-Card administrator.

INSTRUCTIONS

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Select an agency number if you have been set up in more than one agency.
3. Select **Auditor**.
4. Select one of the following:
 - **View User Information** - view user information just as an Administrator would. You will not be able to add or change any user information or run Posted Pending – these options will be unavailable. You will have access to the **Reports** tab.
 - **Audit Credit Card Transactions** - view all transactions as a Verifier All user would. You will not be able to change any information. The screen will indicate “READ ONLY”. You will have access to the **Reports** tab.
 - **Audit Transmittals** - view all transmittals as an Approver All user would, but the screen will indicate “READ ONLY”. By expanding a transaction row, the approver names and dates of the approvals will be displayed. There are no Reports.

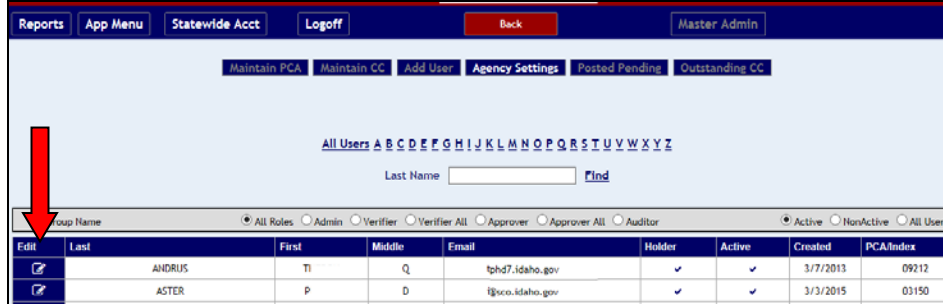
Figure 1 - Auditor menu



VIEW USER INFORMATION

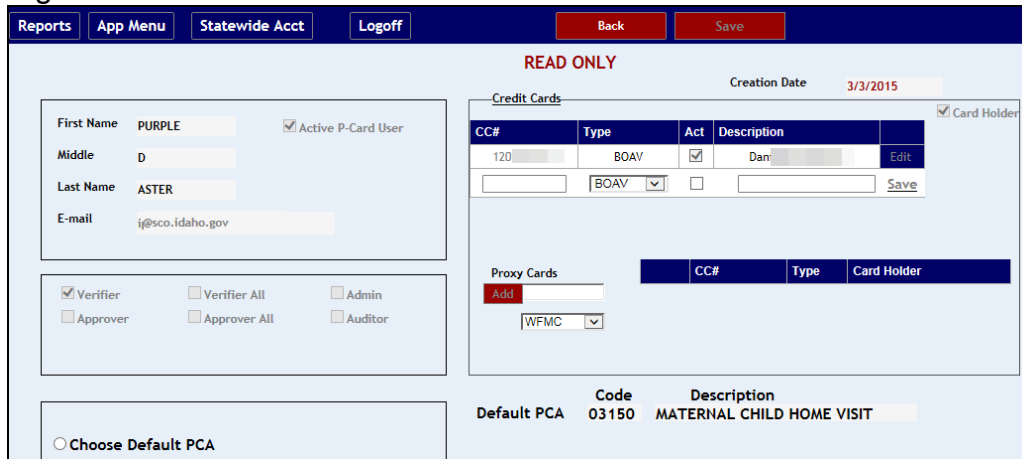
View User Information allows you to view user information just as an Administrator would. You will not be able to add or change any user information or run Posted Pending – these options will be unavailable. You will have access to the Reports.

Figure 2 - View User Information



Click the edit icon next to a user’s name to view their set up. Note the READ ONLY designation on the user’s detail. No changes can be made to a user.

Figure 3 - User detail



AUDIT CREDIT CARD TRANSACTIONS

Audit Credit Card Transactions allows you to view all transactions as a Verifier All user would (no transmittal has been created from the transactions). You will not be able to change any information. The screen will indicate “READ ONLY”. You will have access to the Reports

1. Select a cardholder from the **Card Holder** drop down menu.

Figure 4 - Select a card holder

2. If necessary, select a credit card from the **Credit Cards** menu.
3. Once a card holder and card is selected, the transaction grid will be displayed. Use your mouse to drag the scroll bar beneath the grid to view the various data fields.

If there are 20 transmittals or more, the grid may be displayed in pages. If there are less than 20 transactions, you will not see this feature unless split transactions increase the number of transmittals to 20 or more. The pages are denoted by the month/day date at the bottom of the grid. The date simply indicates the date of the first transmittal at the top of that page; it does not mean that all transmittals on the page have that transmittal date.

AUDIT TRANSMITTALS

Audit Transmittals allows you to see all transmittals as an Approver All user would. By expanding a transaction row, the approver names and dates of the approvals will be displayed.

Figure 5 - Audit Transmittal

1. Enter the transmittal number and press ENTER, or select a transmittal from the **Select Transmittal** drop down menu.

The **Select Transmittal** menu can be set up to display transmittals in order of the transmittal number or alphabetically by the verifier's last name. Select **TM#** (the default) or **Name**, and then use the **Select Transmittal** menu.

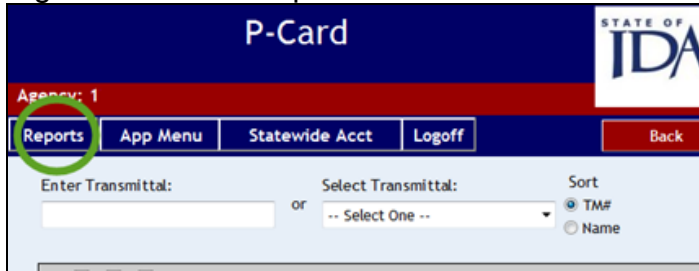
2. Once a transmittal is selected, the transmittal grid will be displayed. Use your mouse to drag the scroll bar beneath the grid to view the various data fields.

3. Click the plus sign under the **Appr** column next to a transaction to view the approver names and dates of the approvals.

REPORTS

1. At the P-Card main menu, select **Auditor**.
2. Select one of the following:
 - **View User Information**
 - **Audit Credit Card Transactions**
(You can select **Audit Transmittals** to view transmittals, but there are no reports.)
3. Click the **Reports** tab.

Figure 6 - Auditor Reports



4. Select the report needed:

<u>View User Information</u>	<u>Audit Credit Card Transactions</u>
Reconciliation Report Potential Posted Pending Report Posted Pending Report All Transactions Transactions Not Verified Transmittals Not Approved Approver Audit Report User Report PCard Download CH Statement Show Users by Default/Assigned Code	Reconciliation Report All Transactions Transactions Not Verified CH Statement

5. Depending on the report, select a date range, sorting option, and then click a file format to open the report in. For the All Transactions and CH Statement, you can also enter up to five credit cards (by the last ten digits of each card) and the card type (WFMC for MasterCard or BOAV for VISA).

Most of the reports can be selected by date range and a sort order can be selected that sorts the results in an order unique for the report. Reports can be opened or saved as PDF, text (.txt), or comma separate value (.csv) files. A report may only offer TXT and CSV options or PDF and TXT options, depending on the nature of the report.