P-CARD USER MANUAL

OUTSTANDING CREDIT CARDS OR MISSING TRANSACTIONS

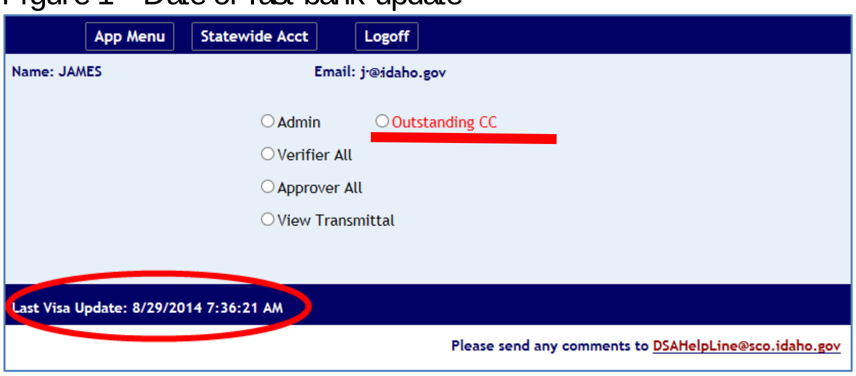
INTRODUCTION

- On the P-Card main menu, a red Outstanding CC menu link is an *alert* that cards *may* need to be added to P-Card.
- On the P-Card Administration screen (Admin), the Outstanding CC *button* will help you find missing transactions.

If P-Card transactions are missing, it may be that at the time the bank sent the transactions to P-Card, the card or the card holder was not marked as active in the application, or the card has been replaced with a new card number.

First check to see when the bank transactions have been sent to P-Card. When you first log in to the Statewide Accounting Applications and select P-Card, note the time and date stamp at the bottom of the screen. If the date is not current, contact the DSA Helpline.

Figure 1 - Date of last bank update

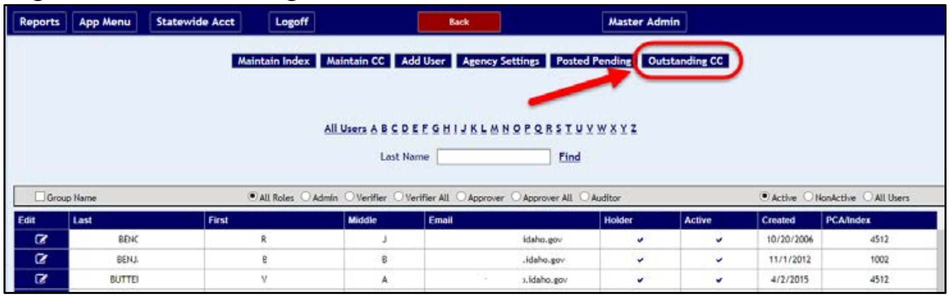


If the date is current, P-Card administrators can find missing transactions for cards that are set up in P-Card, and also find cards that have been issued to the card holder, but have not been set up in P-Card.

A. On the P-Card main menu, an **Outstanding CC** *menu*, highlighted in red, is an *alert* that cards *may* not have been added to P-Card. If you cannot add them through this, add the cards through the **Maintain CC** or the user's profile. New cards should be added via **Maintain CC** or the user's profile. You should not wait until the Outstanding CC alert appears.

B. On the P-Card Administration screen, the **Outstanding CC** *button* will help you find missing transactions for existing cards and add those transactions to P-Card.

Figure 2 - Outstanding CC button



ADD OUTSTANDING CREDIT CARDS AND IMPORT THEIR TRANSACTIONS

Credit card transaction information is gathered from the daily transaction file from the credit card company, and if credit cards for your agency are found, an **Outstanding CC** menu selection will appear on the P-Card main menu. This is simply an alert of the possibility that a card has not been set up in P-Card.

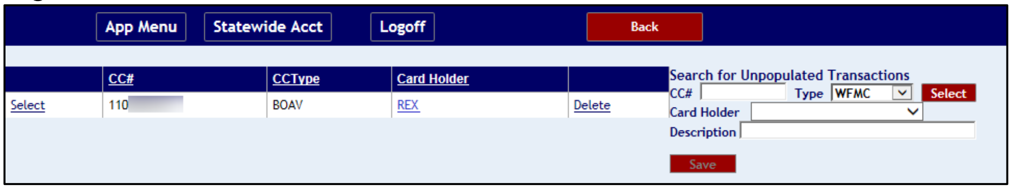
If you cannot add them through this menu, add the cards through the **Maintain CC** or the user's profile.

Figure 3 - Outstanding CC menu selection

1. Select **P-Card** from the Statewide Accounting Systems menu.
2. Select **Outstanding CC** on the P-Card main menu

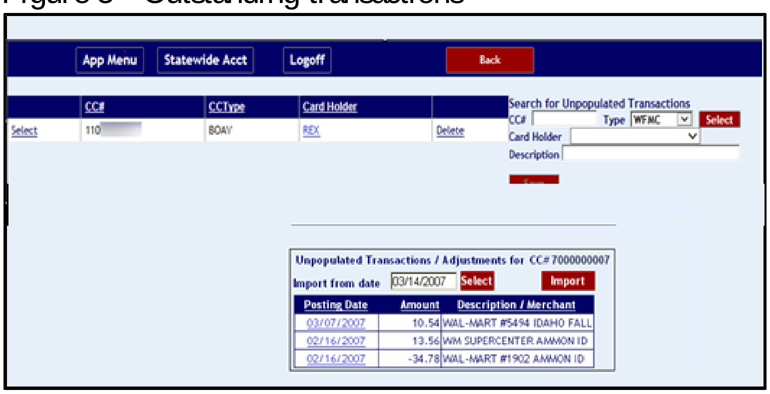
A list of credit cards, displayed by the last ten numbers of the card, the card type, and an associated card holder name is shown.

Figure 4 - Select a card number



1. Click **Select** next to a card number.
   - If a card has already been added, is old or actually 'inactive' and not being used by the card holder, click **Delete**. However, the card number may appear again until it is cancelled in the bank's system so that the bank's system stops sending card status to P-Card.
2. The **CC#**, **Type**, **Card Holder**, and **Description** fields will be populated with as much information as possible. If this information is correct, click **Save**.
3. Click **OK** in the dialogue box that asks if you want to create a credit card for that card holder.
4. If the **Card Holder** name is wrong or blank, you need to add the user to P-Card, make sure the card holder is 'Active', or select a user already in P-Card. See the Finding and Adding a Card Holder section below.
5. If there are transactions on the card, a list of those transactions will be displayed.

Figure 5 - Outstanding transactions



a. To add the transactions to P-Card, select a **Posting Date** to import all transactions from that date forward. You can do this one of two ways:
   - Accept the default date or enter a date in the Import from date field and click Select. All transactions from that date forward will be highlighted.
   - Click a Posting Date in the list of transactions. All transactions from that date forward will be highlighted. (The dates are sorted in descending order.)

b. Click **Import**. When the transactions are successfully imported, they will be cleared from the screen.

c. If the **Import** button is not enabled, the credit card may be marked as **Inactive**. Activate the card (e.g., in the **Maintain CC** screen) and try again.

FINDING AND ADDING A CARD HOLDER

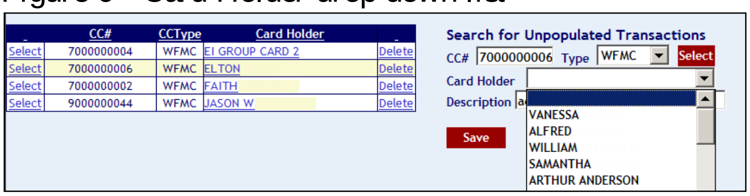
If an exact match between the card holder names from the credit card company and the card holder names in P-Card is not found, P-Card will display the closest alphabetical match or the **Card Holder** field may be blank.

If the displayed name is not correct or is blank, you can look for an existing card holder or add a new card holder by using one of the two following methods:

FIND AN EXISTING CARD HOLDER

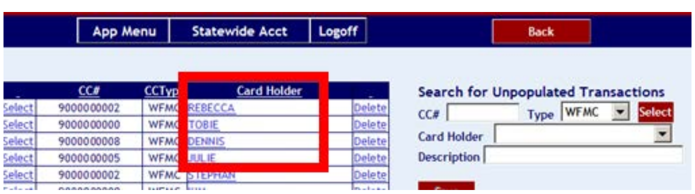
1. In the list of outstanding card numbers, click **Select** next to a card number.
2. Click the down arrow on the **Card Holder** field to browse the drop down list for the name. This is a list of card holders that are in already set up in P-Card.
3. Click the correct name if found. If the name is not in the drop down list, make sure the card holder is 'Active'.

Figure 6 - Card Holder drop down list



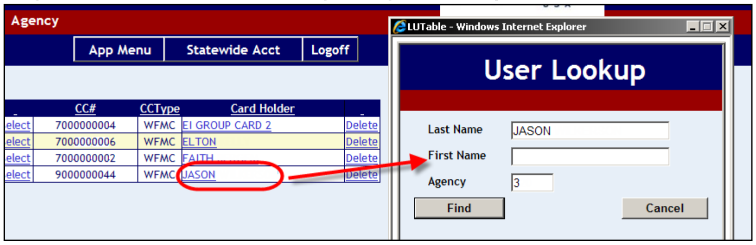
FIND AND ADD A NEW CARD HOLDER

1. In the list of outstanding card numbers, click the card holder's name to use a look up to search for a card holder's name.



   a. The lookup dialogue box will have the card holder's first and last name in the last name field. Change this to the correct fields (use just the last name to get more thorough search results) and then click **Find**.
   b. If the correct name is found, click **Select**.
   c. Click **OK** when prompted to add the card holder to P-Card for your agency.

Figure 7 - Card Holder (User) Lookup



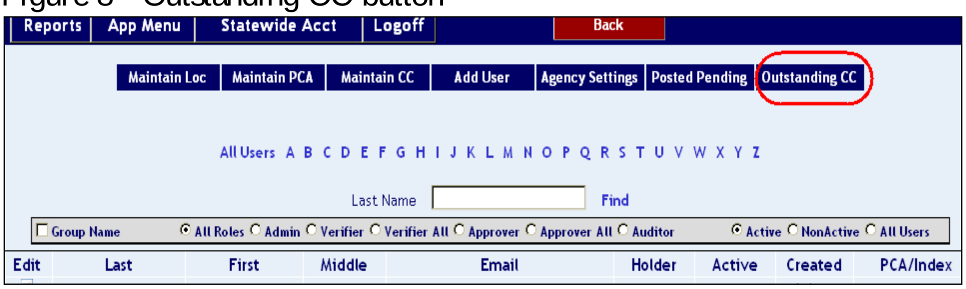
6. The “Add User” screen for adding a new card holder will be displayed. Select the appropriate roles, card numbers, PCA/Index/Location, etc. for the new card holder.
7. Click **Save** to save the card holder in P-Card.

FIND MISSING TRANSACTIONS FOR AN EXISTING CARD

If transactions cannot be found in P-Card or you cannot reconcile your P-Card transactions with your bank statement, you can find and add the missing transactions. You may be able to discover a missing transaction on the **All Transactions** report for a card that has not been made active or that was made inactive. See the Inactive Cards section below.

1. Select **P-Card** from the Statewide Accounting Systems menu.
2. Select **Admin**.
3. Click **Outstanding CC**.

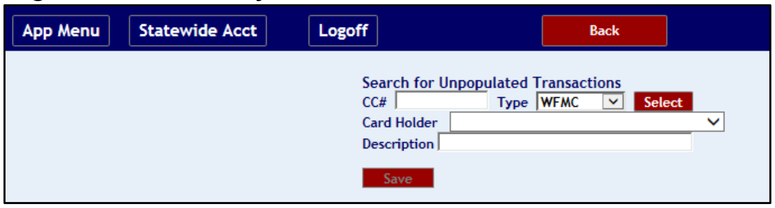
Figure 8 - Outstanding CC button



The **Search for Unpopulated Transactions** screen will be displayed.

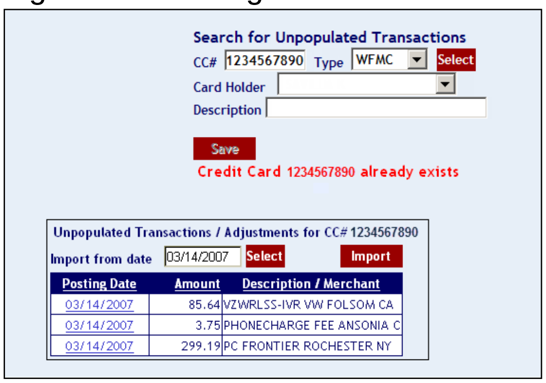
4. Enter *only the last ten digits* of the credit card that you need to find transactions for in the **CC#** field.
5. Select the card **Type** (**WFMC** for MasterCard or **BOAV** for VISA cards).
6. Click **Select**.

Figure 9 - Search by credit card number



7. If transactions are found, they will be displayed:

Figure 10 - Missing transactions found for existing card



8. To add the missing ("unpopulated") transactions to P-Card, select a **Posting Date** to import all of the transactions from that date forward. You can do this one of two ways:
   a. Click a **Posting Date** in the list and all transactions from that date forward will be highlighted. (The dates are sorted in descending order.)
   b. Enter a date in the **Import from date** field (or accept the date that it defaults to) and click **Select**. All transactions from that date forward will be highlighted.
9. Click **Import**. The highlighted transactions will be imported into P-Card, and verifiers and approvers will be able to process them. If the import button is not clickable or greyed out, the P-Card may be checked as inactive. Edit the user, check the card as Active, and then try again.

OLD P-CARDS ARE DISPLAYED IN OUTSTANDING CC

If you select the **Outstanding CC** menu and see old card numbers that are not actually 'outstanding' or do not need to be added, click **Delete** next to those cards. Unless a credit card is cancelled in the bank's system, the card number will continue to be sent from the bank to SCO's P-Card application and be seen in **Outstanding CC**.