P-CARD USER MANUAL 1

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P-CARD USER MANUAL

POSTED PENDING AND POSTED PENDING ADJUSTMENT PROCESSES

INTRODUCTION

The Posted Pending process is a tool that allows the P-Card administrator to send transactions to STARS in order to meet the bank's payment due date, even if the transactions have not yet been verified or finally approved.

When these transactions are verified and finally approved in P-Card, P-Card will make the necessary adjustments (TCs 27A and 27B) to correct the expenditure coding.

Benefits of Posted Pending

- Payments to the bank will be on time and correct.
- P-Card will automatically make adjustment transactions.
- Posted Pending transactions will be displayed as expenditures on management reports, such as financial plans, allocation reports, and appropriation reports.

Only the P-Card administrator can execute the Posted Pending option. The process is best run done at the end of the day to give approvers a chance to approve transmittals during the day.

EXECUTE POSTED PENDING

The P-Card administrator is the only user that can execute the Posted Pending process. It is recommended to do this at the end of the day, so that approvers have a chance to approve transmittals during the day.

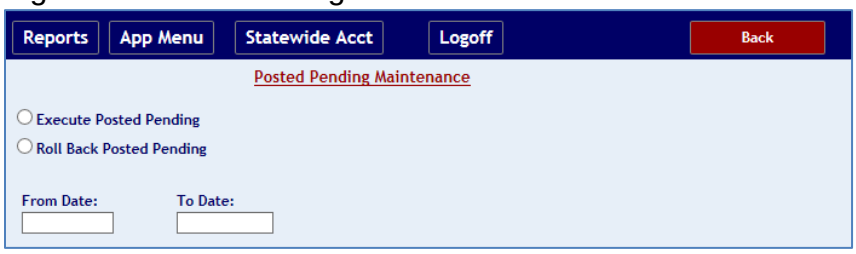
1. In the P-Card main menu, select **Admin**.
2. Select **Posted Pending**.

Figure 1 - Posted Pending on the Admin screen

On the **Posted Pending Maintenance** screen are two options:

- Execute Posted Pending
- Roll Back Posted Pending

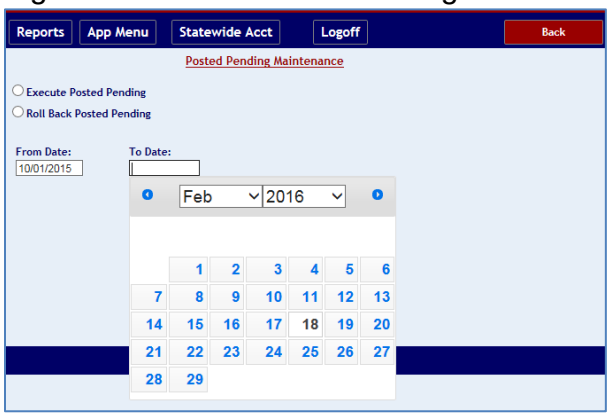
Figure 2 - Posted Pending Maintenance



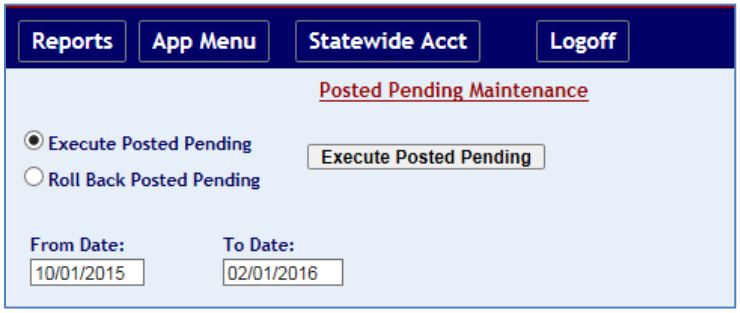
3. Select one of the two options:
   - Select **Execute Posted Pending**. The application will search for all transactions that have not been finally "Approved" and then flag those transactions as "Posted/Pending".
   - Select **Roll Back Posted Pending** to reverse the current day's Posted Pending transactions.
4. Enter a date range or select a range using the **From Date** and **To Date** calendars. Select dates that the P-Card transactions posted at the bank (not necessarily the date of the transaction.)

   The date range used with the **Roll Back Posted Pending** function can control Posted Pending transactions. For example, if you originally execute posted pending transactions dated from 6/27/2016 through 7/5/2016, and then determine that the transactions of July should not be uploaded to STARS, you would roll back the transactions from 7/01/2016 through 7/5/2016. The June transactions would upload in the system-generated batch, and the July transactions would have the posted pending flag removed and not be uploaded.

Figure 3 - Execute Posted Pending button

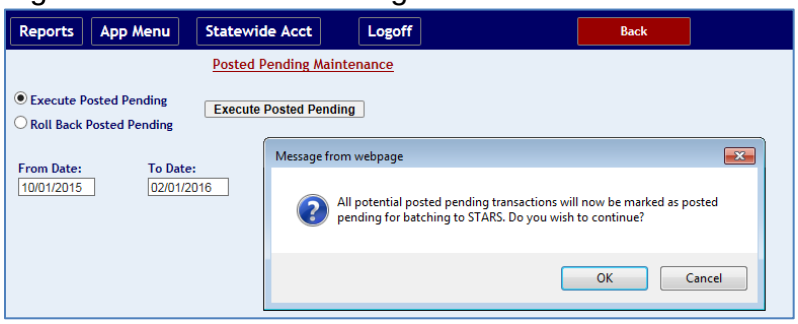


5. Select **Execute Posted Pending,** and then click the **Execute Posted Pending** button.



6. Click **OK** when prompted that records will be marked as posted pending.

Figure 4 - Confirmation dialog box



7. The P-Card transactions still must be verified and/or approved according to the agency's process.

WHAT THE POSTED PENDING SYSTEM PROCESS DOES

1. When the administrator executes the Posted Pending process, P-Card will search for all transactions that have *not* been finally "Approved". P-Card then 'flags' those transactions as "Posted/Pending". Those Posted Pending transactions will be sent to STARS at the end of the day (5:00PM MST).
2. P-Card will then generate a TC 228 or TC 235 to post the expenditure to STARS and establish a liability in the GL 2105 account in the correct month (P-Card batches do not affect cash. Cash is only affected you pay the bank and when P-Card makes its automatic adjustment transactions).
3. Any transactions that do not have a STARS Vendor Number and Suffix at the time Posted Pending is run will be assigned POSTPEND0 00 as the vendor number. This will allow Posted Pending transactions to process in STARS without error. If the Posted Pending transactions happen to get approved before they are sent to STARS, they will have the Posted Pending "flag" removed and will process as normal transactions.
4. Posted Pending transactions still need to be verified and/or approved in P-Card.
5. When these transactions are finally approved in P-Card, P-Card will make the necessary adjustments (TC 27A / 27B) to correct the expenditure coding (see below). The adjustment transactions will repost with the actual STARS Vendor Numbers entered on the transactions

(or will post with a generic P-Card vendor number if the STARS Vendor Number is not valid).

If a transaction does not have a STARS Vendor Number and Suffix, P-Card will use POSTPEND0 00 as the vendor number on the 27A adjustment transaction code. When 27A, 27B or 27C adjustment transactions are uploaded to STARS, the CI field will be set to spaces (blank), even if something was entered in it in P-Card. Transactions that need the CI field will need to be corrected in STARS. The Effective Date of the adjustment transactions is the date they are they are approved, if approved before 5:00PM MST.

AUTOMATIC POSTED PENDING ADJUSTMENTS

P-Card will automatically make adjustment transactions when the Posted Pending transactions are finally approved in the application.

When Posted Pending transactions are finally approved, adjustment transactions will post to STARS with 27A, and 27B, 27C, and 27C R (Reversal) transaction codes. The Effective Date of the adjustment transactions is the date and time on which they are approved (when approved before 5:00PM MST. If approved after 5:00PM MST, the Effective Date will be the following date).

These entries will post as follows:

Posted/Pending Original Entries Reverse
Dr Cash
Cr Expenditure

Posted/Pending Adjustments
Dr Expenditure
Cr Cash

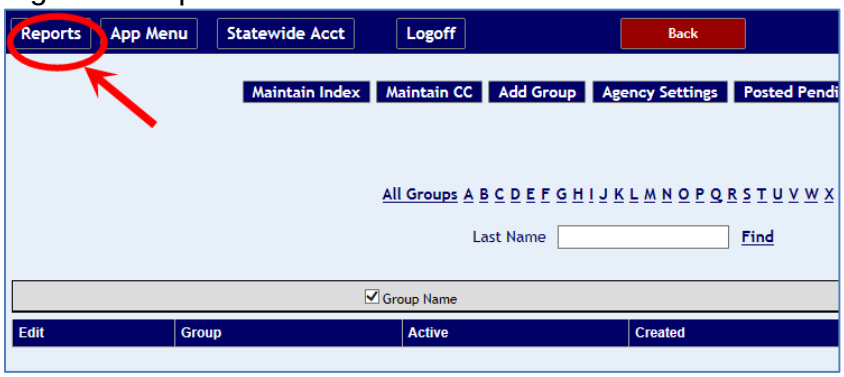
Neither the reversal nor the adjustment will post to the GL 2105 liability account, so your liability account will remain in balance and the reversal and adjustment will offset in the Cash account. When 27A, 27B or 27C adjustment transactions are interfaced to STARS, the CI field will be set to spaces (blank), even if it was entered in P-Card. Transactions that need the CI field will need to be corrected in STARS.

POSTED PENDING REPORTS

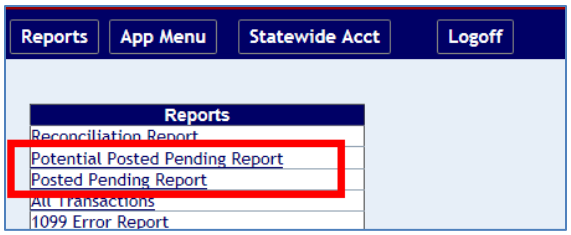
Use the P-Card application reports to review Posted Pending transactions. It is recommended to run these reports at the end of the day.

1. On the **Admin** screen, click **Reports** on the top menu bar.

Figure 5 - Reports



2. Click either **Posted Pending Report** or **Potential Posted Pending Report**.



You can select various options that will generate each report with certain criteria, as described below.

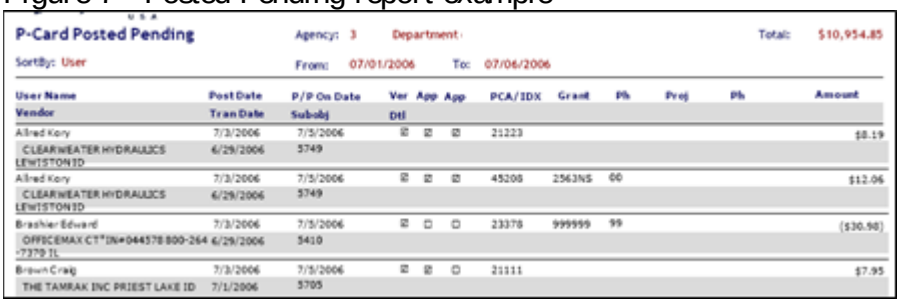
3. Select a date range by using the **Date From** and **Date To** calendars. Select dates that the P-Card transactions posted at the bank (not necessarily the date of the transaction.)

Figure 6 - Report criteria

4. Select a method by which the report will sort the results:
    - User Name
    - Post Date
    - PCA
    - Vendor
    - Tran Date
    - P/P Date
    - IDX
    - Amount

5. Click one of the formats 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).
6. Save or open the report.

Figure 7 - Posted Pending report example



P-Card Posted Pending Agency: 3 Department: Total: $10,954.85

SortBy: User From: 07/01/2006 To: 07/06/2006

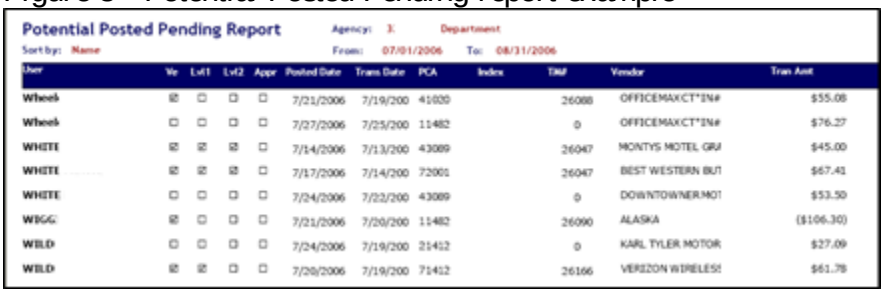
User Name / Vendor	Post Date / Tran Date	P/P On Date / Subobj	Ver / Dtl	App	Agp	PCA/IDX	Grant	Ph	Proj	Ph	Amount
Allred Kory	7/3/2006	7/5/2006	☑	☑	☑	21223					$8.19
CLEARWEATER HYDRAULICS LEWISTON ID	6/29/2006	5749									
Allred Kory	7/3/2006	7/5/2006	☑	☑	☑	45208	2563NS	00			$12.06
CLEARWEATER HYDRAULICS LEWISTON ID	6/29/2006	5749									
Brashier Edward	7/3/2006	7/5/2006	☑	☐	☐	23378	999999	99			($30.98)
OFFICEMAX CT*IN#044378 800-264 -7379 IL	6/29/2006	5410									
Brown Craig	7/3/2006	7/5/2006	☑	☑	☐	21111					$7.95
THE TAMRAK INC PRIEST LAKE ID	7/1/2006	5705									

POTENTIAL POSTED PENDING REPORT OPTIONS

1. Select a date range by using the **Date From** and **Date To** calendars. Select dates that the P-Card transactions posted at the bank (not necessarily the date of the transaction.)
2. Select a method by which the report will sort the results:
    - User Name
    - Posted Date
    - Trans Date
    - TM #
3. Click one of the formats 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).

4. Save or open the report.

Figure 8 - Potential Posted Pending report example



Potential Posted Pending Report Agency: 3 Department
Sort by: Name From: 07/01/2006 To: 08/31/2006

User	Pe	Lvl1	Lvl2	Appr	Posted Date	Trans Date	PCA	Index	TM#	Vendor	Tran Amt
Wheeb	☑	☐	☐	☐	7/21/2006	7/19/200	41000		26088	OFFICEMAX CT*IN#	$55.08
Wheeb	☐	☐	☐	☐	7/27/2006	7/25/200	11482		0	OFFICEMAX CT*IN#	$76.27
WHITE	☑	☑	☑	☐	7/14/2006	7/13/200	43089		26047	MONTYS MOTEL GRU	$45.00
WHITE	☑	☑	☑	☐	7/17/2006	7/14/200	72001		26047	BEST WESTERN BUT	$67.41
WHITE	☐	☐	☐	☐	7/24/2006	7/22/200	43089		0	DOWNTOWNER MOT	$53.50
WIGG	☑	☐	☐	☐	7/21/2006	7/20/200	11482		26090	ALASKA	($106.30)
WILD	☐	☐	☐	☐	7/24/2006	7/19/200	21412		0	KARL TYLER MOTOR	$27.09
WILD	☑	☑	☐	☐	7/20/2006	7/19/200	71412		26166	VERIZON WIRELESS	$61.78

HOW APPROVERS CAN IDENTIFY POSTED PENDING TRANSACTIONS

To identify transactions that have been post pended, but not yet approved, select the transmittal in the **Approver** or **Approver All** menu. The **Pe** checkbox will be checked, but one or more Approver checkboxes will <u>not</u> be checked.

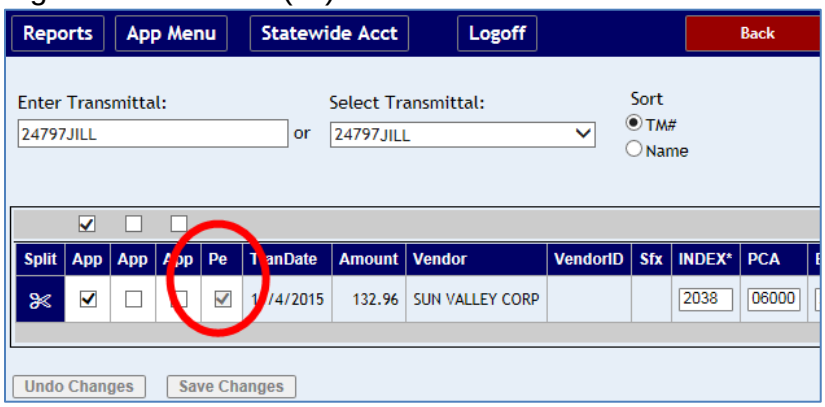



Figure 9 - Post Pend (Pe) checkbox