

## REVIEWING AND SUBMITTING P-CARD TRANSACTIONS

Financial Management > Accounts Payable > Credit Cards > Review/ Submit Transactions

WALLA WALLA SCHOOL DISTRICT  
SKYWARD

Home Account Management Vendors Purchasing **Accounts Payable** Accounts Receivable Custom Reports Federal/State Reporting

Financial Management Setup

- Accounts Payable - AP** Setup
  - Approve Invoices - AI
  - Invoice Activity - IA
  - Accounting - A/P Invoice Batch-to-Open - AB
  - Update History - Accounts Payable - UH
  - Quick Void Process - QV
  - Reports - RE
- Expense Reimbursement - ER** Setup
  - Generate Invoices - GA
  - History - RH
- Credit Cards - CC** Setup
  - Review/Submit Transactions - RT**
  - Approve Transactions - AT
  - Activity - AC
  - Reports - RE
- Payment Processing - PP** Setup
  - Automated Clearing House - AC

The next screen will show all the transactions on an employee's P-Card for the current statement period.

Review/Submit Transactions

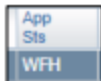
Views: General Filters: \*Skyward Default

Tran Date	App Sts	Amount	Where Used	Comp Tax
11/13/2017		801.36	Int*in *momentum, Ink., 208-7773466, ID, 83854-7304, US	N
11/08/2017		389.64	Office Depot #1078, 800-463-3768, WA, 98032, US	N
11/08/2017		32.40	Officemax/Office Depot, 800-463-3768, IL, 60115, US	N
11/07/2017		281.49	Sports Imports Inc, 657-2385110, OH, 43026, US	N
10/30/2017		1,248.99	Sports Imports Inc, 657-2385110, OH, 43026, US	N
10/26/2017		400.00	Tears Of Joy Theatre, 03606953050, OR, 97214, US	N
10/24/2017		218.92	Valley Bowl Cafe, Spokane Valle, WA, 99212, US	N
10/24/2017		165.70	Costco Whse #0670, Spokane, WA, 99212, US	N

Buttons: Edit, Notes, Attach, Submit

On the right, there are several options.

- Edit – Modify the transaction. The Credit Card Transaction Maintenance screen will display.
- Notes – Add notes to the transaction. If you do so, two asterisks will appear on the notes button when the transaction is highlighted.
- Attach – Add an attachment (quote, prior approval, travel documents) to the transaction.
- Submit – Submit the transaction for approval. Under the 2<sup>nd</sup> column “App Sts”, the approval status of the transaction will be reflected.



The submit button is only available on transactions yet to be submitted. Once submitted, the status will update to one of the following: (WFH) Waiting for Approval, (DEN) Denied, or (APP) Approved.

To verify transaction information, click the edit button. After selecting Edit, the Credit Card Transaction Maintenance screen will display. If this transaction is related to a **PO**, at this time, please select your **PO** to tie this transaction to.

**Credit Card Transaction Maintenance**

**Credit Card Transaction Master**

Card Number: [Field]  
 District Card Name: [Field]  
 Used By: [Field]  
 Where Used: Int\*in \*momentum, Ink., 208-7773466, ID, 83854-7304, US  
 Description: [Field]  
 Purchasing Vendor: [Field]  
 Transaction Date: 11/13/2017  
 Status: Batch

**Edit Master** (highlighted)

Master Amount: 801.36  
 Detail Amounts: 801.36  
 Remaining Amount: 0.00

**Transaction Detail Lines**

Views: General Filters: \*Skyward Default

Line #	Description	Amount	Account(s)	Invoice	PO Num
1		801.36			

Buttons: Add, Edit, Delete, Clone, Mass Add Accounts, Submit For Approval, Save and Finish Later, Select From PO, Help

If the purchase was a tangible purchase, (something with an object code that starts with a '5' such as: (0100-27-5610-2120) and the receipt does not show that tax was paid, then you will need to add "Comp Tax". To add **Comp Tax**, please click Edit Master. The following screen will appear:

**Edit Credit Card Transaction Master**

**Credit Card Transaction Master**

Card Number: \*\*\*\*\*54727177  
 District Card Name: BUSINESS OFFICE 2  
 Used By: GEE, MELINDA  
 Amount: 86.55  
 Where Used: Chegg Order, 8558681054, CA, 95054, US  
 Description: Curriculum Order - WW Online  
 Purchasing Vendor: PROCUREMENT CARD IMPREST 364 S PARK ST PO BOX 222 WALLA WALLA WA 99021  
 Project/Grant: [Field]  
 Tran Date: 09/28/2020  
 Status: Batch

**Comp Tax** (highlighted)

Site: [No Site Assigned] (highlighted)

Buttons: Save, Back

At this point, click on the "**Comp Tax**" box and then enter "1000" in the "**Site**" so that the system will apply the correct amount of tax. Click "Save". This will bring you back to the main Credit Card Transaction Maintenance page. Do not edit anything else on this page.

At the bottom of your screen on the Credit Card Transaction Maintenance page is the Transaction Detail Lines. Click Edit. Add the **account code** that should be charged.

**Transaction Detail Lines**

Views: General Filters: \*Skyward Default

Line #	Description	Amount	Account(s)	Invoice	PO Num
1		801.36			

Buttons: Add, Edit (highlighted), Delete

Please enter the **account code distribution** for the transaction and the **Description**. The Description should be an explanation for the expense.

**Detail Transaction Maintenance**

Total Transaction Amount:   
 Amount Remaining:   
 Line Number:   
 Detail Amount:    
 Description:

PO Number:   
 PO Line:   
 Quantity:

Catalog:   
 Unit Meas:   
 Unit Cost:

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**Detail Line Accounts**

Account Distribution

Account	Amount	Percent
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<a href="#">Display More Accounts</a>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>

The screen for entering the codes is the same as when you enter codes for a requisition. Start typing your code (10 E 530 0110....) and a list of codes that are available to you will appear. Select the code or codes you want to use for that transaction (8). If you need to split the codes for the transaction, select the codes needed and then either choose how much of the charge should be charged to each code or what percentage of the charge should be allocated to each code(9)

Account Distribution - WF\AP\CC\RT - 12517 - 05.17.10.00.12 - Google Chrome

Secure | https://www01.nerdc.wa-k12.net/scripts/cgiip.exe/WService=wevalles71/facctmdist001.w

**8** **Account Distribution**

Available Accounts (Accounts are displayed based on Account Clearance access)

Find	T	GI	Ppss	Aa	Obbb	LII	4444	5555	Funds Available	Selected
10	E	530	9700	13	5440	001	1200	0000	\$2,085.11	<input type="checkbox"/>
10	E	530	9700	13	5500	001	1200	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	5820	001	1000	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	5820	001	1200	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	5830	001	1200	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	5831	001	1200	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	5920	001	1200	0000	\$-4,489.41	<input checked="" type="checkbox"/>
10	E	530	9700	13	5940	001	1200	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	5980	001	1200	0000	\$986.00	<input type="checkbox"/>
10	E	530	9700	13	7010	001	1200	0000	\$6,000.00	<input checked="" type="checkbox"/>
10	E	530	9700	13	7180	001	1200	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	7250	001	1200	0000	\$0.00	<input type="checkbox"/>
10	E	530	9700	13	7280	001	1200	0000	\$200.44	<input type="checkbox"/>
10	E	530	9700	13	7281	001	1200	0000	\$33.36	<input type="checkbox"/>

100 records displayed

Account Number:   
 Quick Key:

**Account Level Description**  
 Banking Fees

**Account Number Information**

Code	Description
10	General Fund
530	EXPENDITURES
9700	District-Wide Support
13	BUSINESS OFFICE
7010	Banking Fees
001	EVSD Administration
1200	Director of Fiscal Services
0000	Unassigned

Total Amount to Distribute: **\$1192.37 100.00%**  
 Total Distributed: **1192.37 100.00%**  
 Amount Remaining: **0.00 0.00%**

**9** **Selected Accounts**

Account Number	Amount	Percent
* 10 E 530 9700 13 5920 001 1200 0000	596.18	50.00
10 E 530 9700 13 7010 001 1200 0000	596.19	50.00

Then click "Save Account Distribution".

If the accounts and account distribution look correct, click “Save”. Once you click save, you will be brought back to the main Credit Card Transaction Maintenance page.

Credit Card Detail Transaction Maintenance - WFAPI\CC\RT - 12517 - 05.17.10.00.12 - Google Chrome

Secure | https://www01.nerdc.wa-k12.net/scripts/cgiip.exe/WService=wevalles71/fsubtedit003.w?isPopup=true

### Credit Card Detail Transaction Maintenance

Detail Transaction Maintenance

Total Transaction Amount: 1,192.37  
Amount Remaining: 0.00  
Line Number: 1  
Detail Amount: 1,192.37  
Description:

PO Number: 0000000000  
PO Line: 0  
Quantity: 0

Catalog:  
Unit Meas:  
Unit Cost: 0.00000

Save  
Back

### Detail Line Accounts

Account Distribution

	Amount	Percent
10 E 530 9700 13 5920 001 1200 0000	\$ 596.18	50.00
10 E 530 9700 13 7010 001 1200 0000	\$ 596.19	50.00
	\$ 0.00	0.00
	\$ 0.00	0.00
	\$ 0.00	0.00
<b>Total:</b>	<b>1,192.37</b>	<b>100.00</b>

Display More Accounts

Please click “Submit for Approval” or “Save and Finish Later”. You have completed the submission process for a transaction.



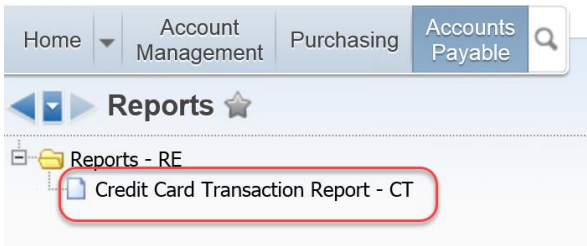
When you submit a transaction for approval, you will notice that the “App Sts” next to your transaction will change to “APP”.

**THIS ENTIRE PROCESS MUST BE COMPLETED FOR EACH TRANSACTION.**

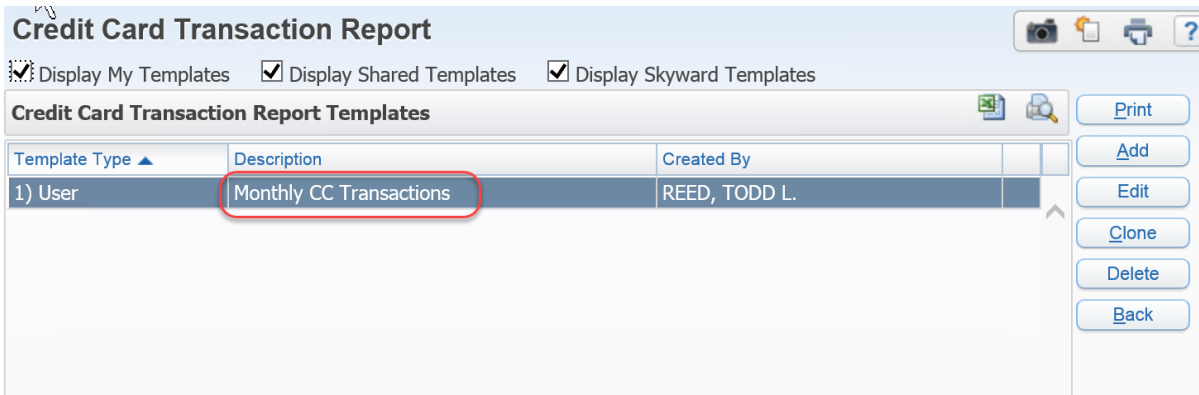
## **CREDIT CARD TRANSACTION REPORT**

\*This will be your statement for the month and will need to be submitted with all actual receipts\*

Financial Management > Accounts Payable > Credit Cards > Reports > Credit Card Transaction Report



Highlight the report for the card that you are reconciling for. **DO NOT EDIT THE REPORT**. Just click Print.



The report will show all transactions submitted on that card with amounts and account distributions. Reconcile with back-up documentation/ invoices and submit to Accounts Payable with your signature and your Supervisor's signature on the report page. Please do not submit documentation to Accounts Payable until the statement period closes on the 20<sup>th</sup> of the month. You will have until the 25<sup>th</sup> of the month to reconcile all charges. Thank you!!