REVIEWING AND SUBMITTING P-CARD TRANSACTIONS

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

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

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 2nd column "App Sts", the approval status of the transaction will be reflected.
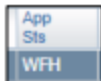
 The submit button is only available on transactions yet to be submitted. Once submitted, the status will update to one of the following: (WFH) Waiting for Approval, (DEN) Denied, or (APP) Approved.

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.

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:

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.

Please enter the <mark>account code distribution</mark> for the transaction and the <mark>Description.</mark> The Description should be an explanation for the expense.

Detail Transaction Maintenance

Total Transaction Amount:	801.36				Save
Amount Remaining:	0.00	PO Number:	0000000000	Catalog:	Back
Line Number:	1	PO Line:	0	Unit Meas:	
Detail Amount:	801.36 ✕	Quantity:	0	Unit Cost:	0.00000
Description:					

Detail Line Accounts

Account Distribution		Amount	Percent
	▼ $ ▦	0.00	0.00
	▼ $ ▦	0.00	0.00
	▼ $ ▦	0.00	0.00
	▼ $ ▦	0.00	0.00
Display More Accounts		0.00	0.00
	Total:	0.00	0.00

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)

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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

Account Distribution

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

Fnd ▲	T	Gl	Ppss	Aa	Obbb	Lll	4444	5555	Funds Available	Selected
10	E	530	9700	13	5440	001	1200	0000	$2,085.11	☐
10	E	530	9700	13	5500	001	1200	0000	$0.00	☐
10	E	530	9700	13	5820	001	1000	0000	$0.00	☐
10	E	530	9700	13	5820	001	1200	0000	$0.00	☐
10	E	530	9700	13	5830	001	1200	0000	$0.00	☐
10	E	530	9700	13	5831	001	1200	0000	$0.00	☐
10	E	530	9700	13	5920	001	1200	0000	$-4,489.41	☑
10	E	530	9700	13	5940	001	1200	0000	$0.00	☐
10	E	530	9700	13	5980	001	1200	0000	$986.00	☐
10	E	530	9700	13	7010	001	1200	0000	$6,000.00	☑
10	E	530	9700	13	7180	001	1200	0000	$0.00	☐
10	E	530	9700	13	7250	001	1200	0000	$0.00	☐
10	E	530	9700	13	7280	001	1200	0000	$200.44	☐
10	E	530	9700	13	7281	001	1200	0000	$33.36	☐

|◀ ◀ ▶ ▶| 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

Save Account Distrib

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

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Selected Accounts

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

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.

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
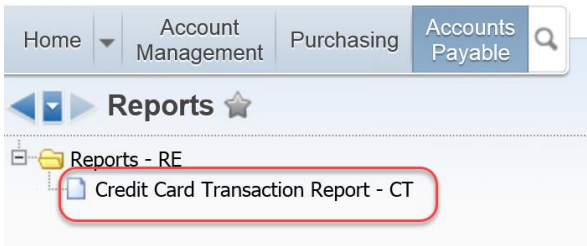
Highlight the report for the card that you are reconciling for. **DO NOT EDIT THE REPORT**. Just click Print.
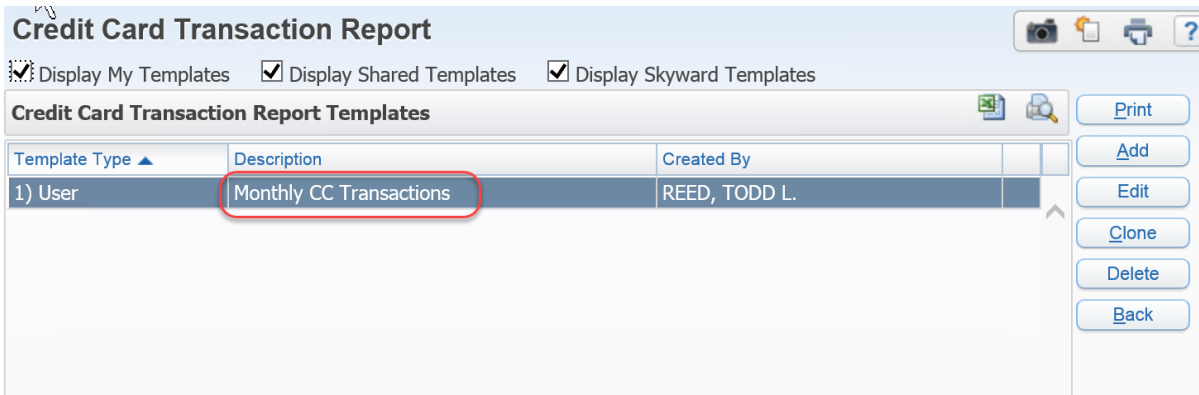
The report will show all transactions submitted on that card with amounts and account distributions. Reconcile with back-up documentation/ invoices and submit to Accounts Payable with your signature and your Supervisor's signature on the report page. Please do not submit documentation to Accounts Payable until the statement period closes on the 20th of the month. You will have until the 25th of the month to reconcile all charges. Thank you!!