



# **P-Card GEARS Monthly Statement Processing Cardholder Desktop Guide**

**Date: February 9, 2018**

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## 1.0 Overview

The P-Card process involves several roles. They are:

- P-Card Cardholder
- DPCGA P-Card Administrator
- DBF P-Card Reconciler
- DBF Accounts Payable

On approximately the 25<sup>th</sup> of each month, US Bank ends the monthly statement billing cycle. In general, P-Card Cardholders then have three calendar days to make changes within the US Bank system before the statement is actually produced by US Bank and sent to the Judiciary for processing and payment. Once the file is received by the Department of Budget and Finance, it is loaded into GEARS to the P-Card Staging and Statement tables. An automated notification initiated by the DBF P-Card Reconciler will then be sent alerting the P-Card Cardholders that the statement is available to review and to perform work in GEARS on the various transactions where necessary. Cardholders are only given three business days from this notification to perform their review.

Upon completion of the review, the DPCGA P-Card Administrator reviews and approves the transactions. The DBF P-Card Reconciler then loads transactions into the voucher staging tables. DBF Accounts Payable builds P-Card Vouchers using the Voucher Build. Lastly, DBF Accounts Payable processes the final preparation for the P-Card payment.

**Note:** Please remember to send the P-Card transaction log via email or interoffice to Lisa Lee or Larry Tucker (for District Court), by the 5<sup>th</sup> of the following month.

### ***Purpose of Desktop Guide***

To provide instructions to P-Card Cardholders on how to perform beginning to end processing of P-Card transactions received from US Bank within GEARS.

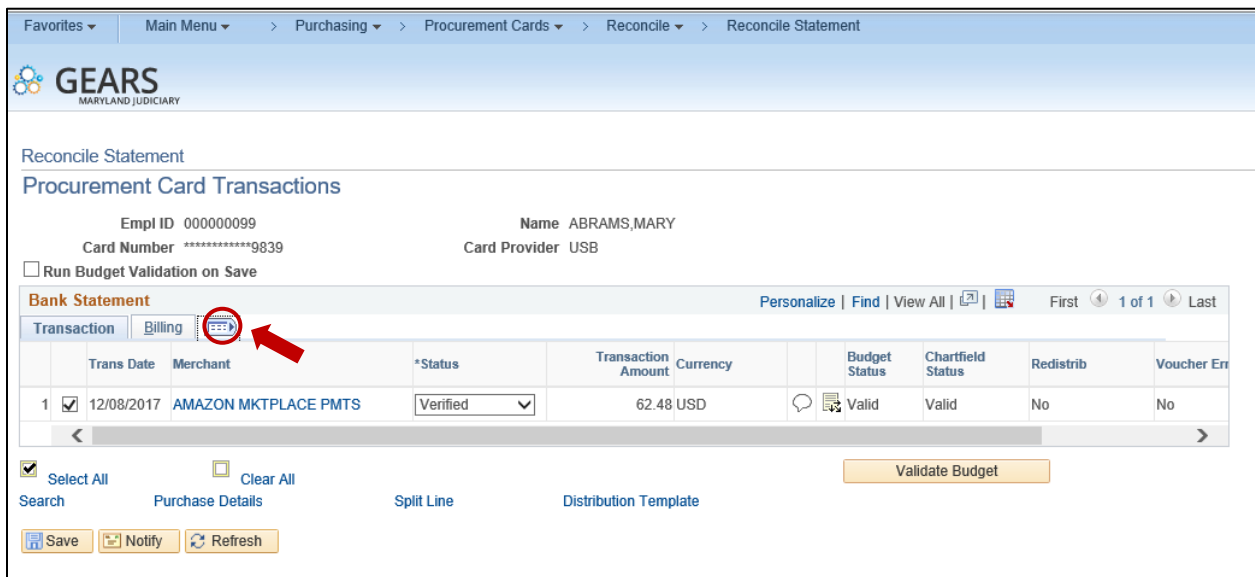
## 2.0 Desktop Procedure – P-Card Cardholder Review and Reconciliation


Upon receipt of the email notification that the statement has been loaded and ready for review, P-Card Cardholders will be given three business days to review, reconcile and make distribution corrections to their transactions in GEARS.

### Reconciling Your P-Card Statement

When ready to reconcile or correct any distributions within the statement, the cardholder is in edit mode.

Step - Action
1. Select <b>Main Menu &gt; Purchasing &gt; Procurement Cards &gt; Reconcile &gt; Reconcile Statement.</b>



Step - Action
2. Click the expand  button to display all data. By expanding the lines, you will be able to modify the ChartFields (Transaction tab) and update the description (Billing tab).

## P-Card Monthly Statement Processing – Desktop Guide

Reconcile Statement  
Procurement Card Transactions

Empl ID 00000099 Name ABRAMS,MARY  
Card Number \*\*\*\*\*9839 Card Provider USB

Run Budget Validation on Save

**Bank Statement**

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date	Billing Amount
12/08/2017	AMAZON MKTPLACE PMTS	Verified	62.48	USD	Valid	Valid	Yes	No		111-926165 1UB65QV5JGL	12/26/2017	62.48

Select All  Clear All

Search Purchase Details Split Line Distribution Template

Save Notify Refresh Validate Budget

### Step - Action

- 3. Modifying the ChartFields:** To update the ChartField information, click the **Distribute** button. Update the ChartField information accordingly. For example, change **Account** code value from '0912' to '0902'.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA

Billing Date 11/25/2016 Billing Amount 245.00 USD Unit Price 245.00000

SpeedChart Transaction Unit Price 245.00000 \*Distribute By Amount

**Distributions** Personalize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Batch Agy	PCA	Fund	*Account	Program	Approp Number	Approp Yr	Dept
	100.0000	245.00	USD	MDJUE	C50	40741	0001	0912	B004	A0004	AY2017	

### Step - Action

- 4. Next, distribute among multiple ChartFields:** Scroll to the right and click the **Plus** button to add a new ChartField line.

state.md.us needs some information

Script Prompt:  
Enter number of rows to add:

OK Cancel

### Step - Action

- Enter the number of rows to be added (add 1 row).
- Click the **OK** button.

## P-Card Monthly Statement Processing – Desktop Guide

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA  
 Billing Date 11/25/2016 Billing Amount 245.00 USD Unit Price 245.00000  
 SpeedChart Transaction Unit Price 245.00000 \*Distribute By Amount

**Distributions** Personalize | Find | View All | First 1-2 of 2 Last

Dist	Percent	Amount	Currency	*GL Unit	Batch Agy	PCA	Fund	*Account	Program	Approp Number	Approp Yr	Dept
1	50.0000	122.50	USD	MDJUE	C50	40741	0001	0902	B004	A0004	AY2017	
2	50.0000	122.50	USD	MDJUE	C50	40741	0001	0909	B004	A0004	AY2017	

OK Cancel Refresh

### Step - Action

5. Enter / Edit the ChartField combinations, correct percentages or amounts to be distributed on each line.
  - a. Enter Account Code **0909** on Distribution line 2.
  - b. Enter 50% on each of the distribution lines shown above.

6. Click the **OK**  button.

Reconcile Statement

Procurement Card Transactions

Empl ID 00000099 Name ABRAMS, MARY  
 Card Number \*\*\*\*\*9839 Card Provider USB  
 Run Budget Validation on Save

**Bank Statement**

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date	Billing Amount	Currency
12/08/2017	AMAZON MKTPLACE PMTS	Verified	62.48	USD	Not Chkd	Valid	Yes	No		Amazon, MA, 11-16	12/26/2017	62.48	USD

Select All Clear All Validate Budget  
 Search Purchase Details Split Line Distribution Template  
 Save Notify Refresh

### Step - Action

7. Update the **Description** field with the Merchant's Name and ensure that you include the cardholder's initials and the statement month and year. For example, ("Amazon, MA, 11-16").

**NOTE:** Do not use special characters such as a backtick (`), colon (:), apostrophe ('), forward slash (/) or back slash (\).

## P-Card Monthly Statement Processing – Desktop Guide

Reconcile Statement  
Procurement Card Transactions

Empl ID 000000099 Name ABRAMS,MARY  
Card Number \*\*\*\*\*9839 Card Provider USB

Run Budget Validation on Save

Bank Statement

Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date	Billing Amount	Currency
12/08/2017	AMAZON MKTPLACE PMTS	Verified	62.48	USD	Not Chk'd	Valid	Yes	No		Amazon, MA, 11-16	12/26/2017	62.48	USD

Select All  Clear All

### Step - Action

- Next, click **Validate Budget**  to budget check the ChartFields on the selected line(s), or use the **Select All**  button to budget check all lines at one time.
- Note the 'Redistrib' Column. The Redistribution status has changed from 'No' to 'Yes' to indicate the distribution information has been updated. Note also the Budget Status changed from 'Not Chk'd' to 'Valid'.

Reconcile Statement  
Procurement Card Transactions

Empl ID 000000099 Name ABRAMS,MARY  
Card Number \*\*\*\*\*9839 Card Provider USB

Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	12/08/2017	AMAZON MKTPLACE PMTS	Verified	62.48	USD	Valid	Valid	Yes	No

Select All  Clear All

**NOTE:** If you do not receive a 'Valid' Budget Status, (e.g., 'Error' Budget Status), contact the DBF Budget Unit.

### Step - Action

- After reviewing and making sure that the transaction is valid, click the **Save**  button.

**\*\*END\*\*** This completes the steps for *Reconciling Your P-Card Statement in GEARS*.