

# AP Payment Card

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\*See "The FIN SOURCE" for Ohio for the most recent version of this process.\*



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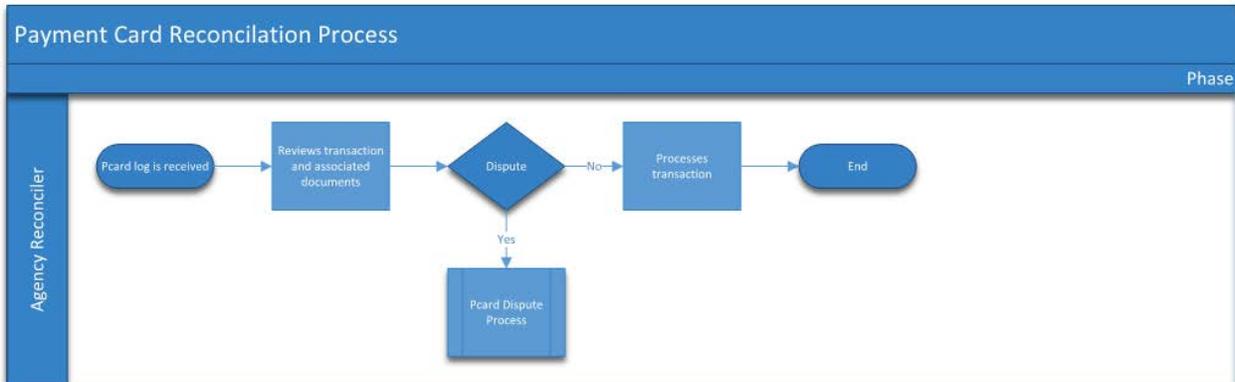
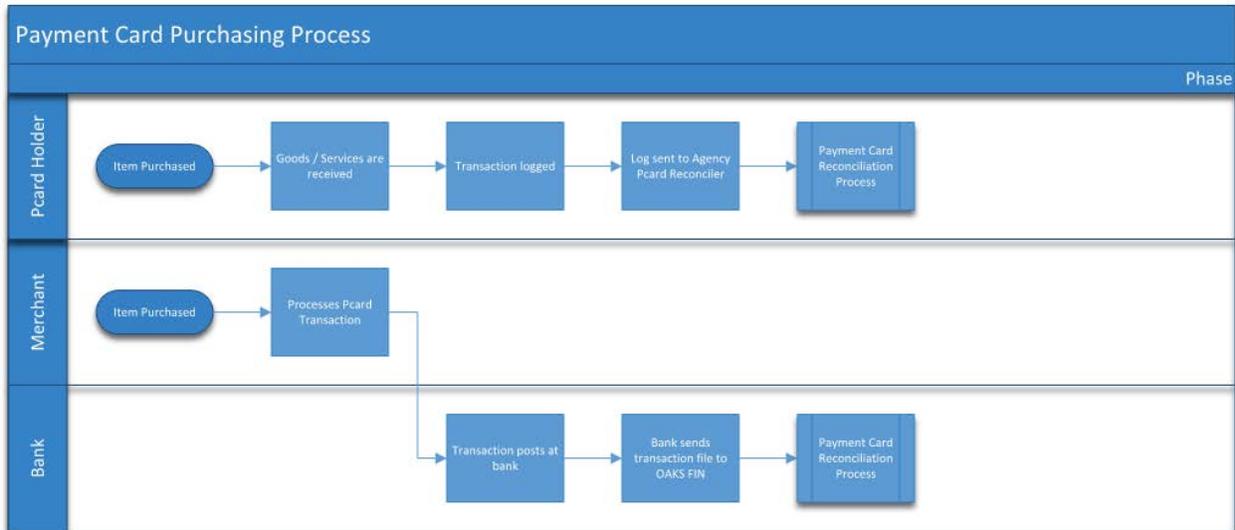
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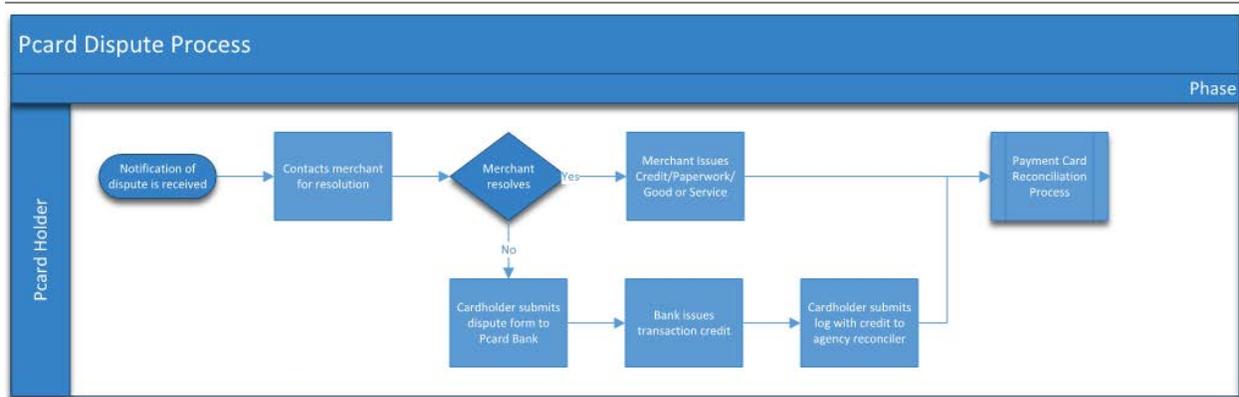
## Steps for Pcard Transactions

### Process

The Payment Card (i.e., Pcard) process includes reconciling and approving Pcard transactions, disputing Pcard transactions, resolving Pcard dispute charges, and adding the voucher ID and build date to the Pcard log.



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### What would you like to do?

- [Reconciling and Approving Pcard Transactions](#)
- [Disputing Pcard Transactions](#)
- [Adding the Voucher ID and Build Date to the Pcard Log](#)

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## ***Reconciling and Approving Pcard Transactions***

- **References**

### **Overview**

As a cardholder makes purchases, the transaction information must be logged on a Pcard log. A Pcard log must be completed for each cardholder. OBM provides a standard Pcard log that may be customized by agencies. Cardholders submit logs to the agency fiscal office weekly or more frequently as needed.

Once logs are received in the fiscal office, the reconciler/approver will review the log and all associated documents to ensure that the purchase amount is validated by the backup documentation. The reconciler/approver must be able to easily determine from the backup documentation that the transaction is valid.

Once a transaction(s) is approved the transaction will remain in "Approved" status throughout the business day. An overnight batch process will create a cardholder voucher for all approved Pcard transactions. All budget checked cardholder vouchers for an individual agency are combined into a single agency voucher that will be sent to the Pcard bank.

- If an agency voucher results in a credit balance, the voucher will not be processed by OAKS FIN. Agency vouchers will be combined daily until the grand total is a positive value.
- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

### **Steps**

#### **Searching for Procurement Card Transactions**

- **OAKS FIN > Purchasing > Procurement Card > Reconcile > Reconcile Statement**

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[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)
myOhio.gov

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**Reconcile Statement Search**

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant   Exact Match

Sequence Number

Line Number

Billing Date   To

Statement Status

Budget Status

Chartfield Status

Transaction Date   To

Charge Type

Posted Date   To

Rows Per Page

Auto Save When Scrolling Through Chunks

1. Click **Clear**.

- The **Reconcile Statement Search** page provides default **Transaction Dates**. If the cardholder has pending transactions from before the default transaction date period, the transactions will not display.

2. Enter the desired Search parameters.

- Do not search by **Transaction Number, Sequence Number, Line Number, Billing Date, Budget Status, ChartField Status, or Charge Type**.
- The search criteria below marked with an asterisk (\*) are the recommended fields.
  - a. Enter the employee's ID number in the **Employee ID\*** field OR click the **Look Up** icon to search for the employee's name.

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- 
- To search by name enter it with no spaces and with a comma (e.g., Smith,Joe).
  - Leave the employee ID blank to retrieve all transactions for all cardholders.
- b. Enter **Merchant\***.
- Partial Merchant name can be used if the **Exact Match** checkbox is unchecked.
- c. Select "Staged" from the **Statement Status\*** dropdown.
- There are ONLY four Statement Status (stages) field options recognized in OAKS FIN:
    - **Staged:** Transactions from the Pcard issuer are loaded into OAKS FIN and await reconciliation. Always use this option when searching for new transactions.
    - **Verified:** Pcard transaction has been reconciled and is awaiting approval.
    - **Approved:** The ChartField string has been entered and the approver changes the status to "Approved."
    - **Closed:** Pcard transactions have been approved, voucher created and/or payment(s) issued.
- d. Enter **Transaction Dates\***.
- The Transaction Date is the date the merchant "swiped" the Pcard through their credit card machine.
- e. Enter **Posted Dates**.
- The Posted Date is the date the bank receives the transaction from the merchant, usually 2 days after the transaction date.
- f. Enter **Rows Per Page**.
- Search results will display 9 rows per page.
- g. Click **Auto Save When Scrolling Through Chunks** checkbox.
- When selected, any changes made to existing transaction lines will be automatically saved without a warning message when scrolling through chunks. Users can get through quick updates and proceed to the next chunk without having to click through a save warning

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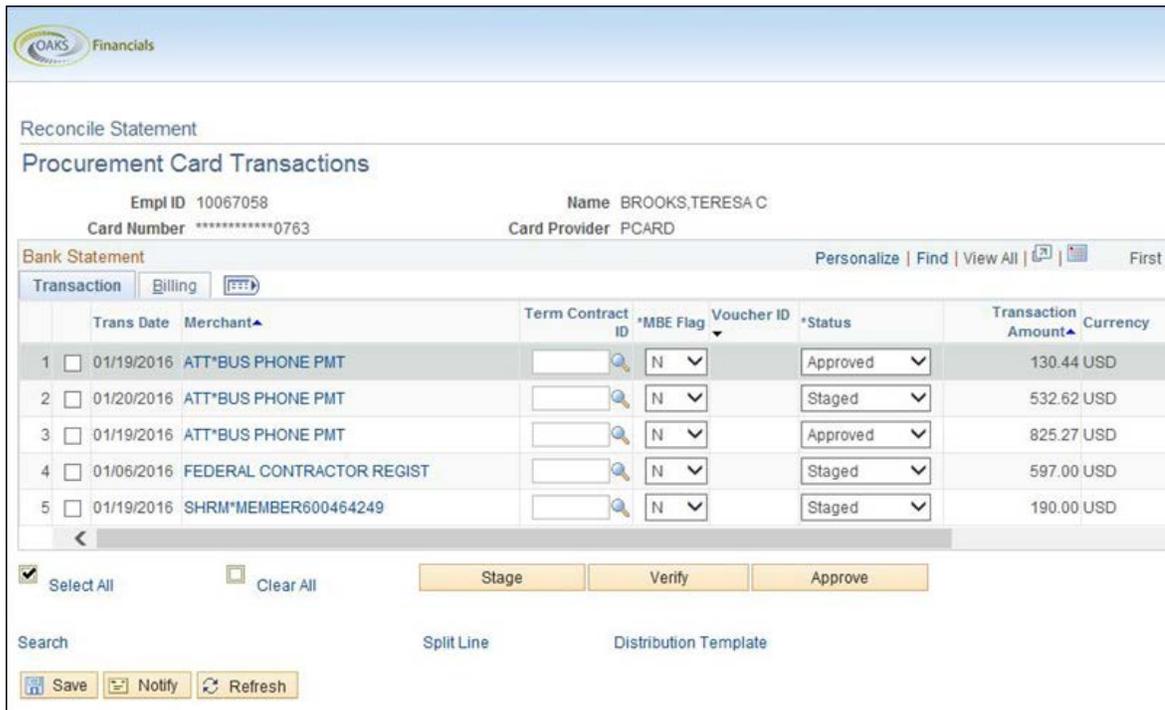


message. When deselected, the user will receive a save warning message when scrolling if any of the current data has changed.

4. Click **Search**.

## Reconciling Pcard Transactions

- The **Procurement Card Transactions** page displays the transactions sent from the Pcard issuer for this Pcard holder.



Reconcile Statement

**Procurement Card Transactions**

Empl ID 10067058 Name BROOKS,TERESA C  
Card Number \*\*\*\*\*0763 Card Provider PCARD

Bank Statement Personalize | Find | View All | First

| Transaction | Trans Date | Merchant                  | Term Contract ID | *MBE Flag | Voucher ID | *Status  | Transaction Amount | Currency |
|-------------|------------|---------------------------|------------------|-----------|------------|----------|--------------------|----------|
| 1           | 01/19/2016 | ATT*BUS PHONE PMT         |                  | N         |            | Approved | 130.44             | USD      |
| 2           | 01/20/2016 | ATT*BUS PHONE PMT         |                  | N         |            | Staged   | 532.62             | USD      |
| 3           | 01/19/2016 | ATT*BUS PHONE PMT         |                  | N         |            | Approved | 825.27             | USD      |
| 4           | 01/06/2016 | FEDERAL CONTRACTOR REGIST |                  | N         |            | Staged   | 597.00             | USD      |
| 5           | 01/19/2016 | SHRM*MEMBER600464249      |                  | N         |            | Staged   | 190.00             | USD      |

Select All     Clear All           

Search    Split Line    Distribution Template

- The **Procurement Card Transactions** page does not display the date the transaction was entered into OAKS FIN. However, assume that the OAKS FIN **Entered Date** is four days after the Transaction Date. This is the date the "five business days to pay" begins counting.
4. Enter or select a **Term Contract ID** if the purchase was from a contract.
    - The cardholder should provide the **Term Contract ID** on the Pcard log. If the reconciler/approver suspects that there should be a term contract ID the reconciler/approver should contact the cardholder to verify.

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- Once a Pcard transaction is in Closed status, a term contract ID cannot be added to the transaction.
5. Indicate whether the merchant is an **MBE** supplier using the following codes:
    - **E** - Edge supplier
    - **M** - MBE supplier
    - **N** - Not applicable
  - Once a Pcard transaction is in Closed status, a MBE flag cannot be added to the transaction.
  6. Verify that the amounts listed as **Transaction Amount** or **Billing Amount** match the total amount of the receipts and the amount listed in the Pcard log.
    - Per OBM policy, a Pcard log must be completed for each cardholder. Refer to the SAFE manual.
  7. Set the **Status**.
    - If the amounts match, set the Status to Verified (if the user is a Pcard reconciler) or Approved, depending on the user's role.
    - If they do not match, leave the Status as Staged until the discrepancy has been researched and resolved.
  8. Click the **Comments** icon to enter comments or attachments, if desired.
    - Click the **Attachments** link to add an attachment.
  9. Click the **Distribution** button next to the ChartFields Status field.
  8.
    - a. Enter the ChartFields distribution for this transaction, including at least the Fund, Account, Appropriation Line Item (ALI), Department (Dept), and Program.
      - The voucher will be created with an error if no ChartFields distribution has been entered.
    - b. Always select **Amount** for the **Distribute by** field. Pcard transactions will never contain quantity information.
      - It is possible to allocate the cost of this purchase between different departments, splitting the cost by amount or percentage. Enter the desired amount or percentage allocated to this department line.

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- c. Verify that the **STATE** is populated in the **GL Unit** field.
  - d. Edit the **Account** field to the correct Account code.
    - OAKS FIN may automatically populate an account code; this is not the correct account number. Failure to update the **Account** field will cause the budget check to fail.
  - e. Enter the desired information in the **ALI** field.
  - f. Enter the desired information in the **Dept** field.
  - g. If **Program** is required for the voucher, enter the desired information in the **Program** field.
- 8.
- To add another Chartfield row click **Add a New Row(+)**.
    - To use more than one ChartFields distribution line, make certain the **Percent** field for each line correctly reflects the portion of the cost that should be taken from each distribution and that each distribution has the correct information for the split.
    - The **Percent** fields must total 100%. OAKS FIN automatically updates the **Amount** fields on each line based on the **Percent** value entered.
- 8.
- h. Click **OK**.
- The **Procurement Card Transactions** page displays.

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Reconcile Statement

Procurement Card Transactions

Empl ID 10067058 Name BROOKS,TERESA C  
Card Number \*\*\*\*\*0763 Card Provider PCARD

Bank Statement Personalize Find View All First 1-9 of 14 Last

| Transaction              | Trans Date | Merchant                | Term Contract ID | *MBE Voucher ID Flag | *Status | Transaction Amount | Currency | Ch Sta |
|--------------------------|------------|-------------------------|------------------|----------------------|---------|--------------------|----------|--------|
| <input type="checkbox"/> | 01/16/2016 | CTC*CONSTANTCONTACT.COM |                  | N 00008179           | Closed  | 55.00              | USD      | Val    |
| <input type="checkbox"/> | 01/13/2016 | BOEHM INC               |                  | N 00008170           | Closed  | 20.00              | USD      | Val    |
| <input type="checkbox"/> | 01/13/2016 | BOEHM INC               |                  | N 00008170           | Closed  | 40.00              | USD      | Val    |
| <input type="checkbox"/> | 01/10/2016 | D J*WALL-ST-JOURNAL     |                  | N 00008170           | Closed  | 125.45             | USD      | Val    |
| <input type="checkbox"/> | 01/11/2016 | GOVERNMENT FINANCE      |                  | N 00008170           | Closed  | 1,095.00           | USD      | Val    |
| <input type="checkbox"/> | 01/14/2016 | THE INST OF INT AUDITO  |                  | N 00008170           | Closed  | 140.00             | USD      | Val    |
| <input type="checkbox"/> | 01/14/2016 | THE INST OF INT AUDITO  |                  | N 00008170           | Closed  | 140.00             | USD      | Val    |
| <input type="checkbox"/> | 01/08/2016 | THOMSON WEST*TCD        |                  | N 00008170           | Closed  | 752.00             | USD      | Val    |
| <input type="checkbox"/> | 01/06/2016 | LAZ PARKING 690407P     |                  | N 00008157           | Closed  | 100.00             | USD      | Val    |

Select All Search   
  Clear All   
 Split Line   
 Distribution Template

- If multiple transactions require the same ChartField string, the **Distribution Template** link may be used to enter the string for multiple transactions at the same time.

10. Enter **Description**, if desired.

- Data entered in the **Description** field will replace the **Merchant Name** on the voucher invoice line.

11. Once all of the ChartField values have been entered, set the status of the eligible transactions to **Approved** using the dropdown **Status** menu and click **Save**.

- Select a **Status** for each transaction line, or use the **Status** buttons at the bottom of the page to change multiple transaction line statuses at the same time.

10.

- Transactions should not be approved until the item has been received.

- It is possible to set the status to approved by selecting the check box of the transactions to approve and clicking the **Approve** button at the bottom of the page.

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## ***Disputing Pcard Transactions***

- [References](#)

### **Overview**

An agency Pcard Reconciler can flag a Pcard transaction as Disputed in OAKS FIN. However, the dispute tracking in OAKS FIN does not replace the dispute procedures filed with the bank. A transaction should not be placed into Approved status in OAKS FIN until the dispute is released.

- Appropriate disputes include nonreceipt of goods, partial receipt of goods, or incorrect billing.
- Items should not be placed in dispute simply because the Pcard log has not been received from the Pcard holder. Each agency must ensure that the Pcard holder has submitted his or her Pcard log in a timely manner.
- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

### **Steps**

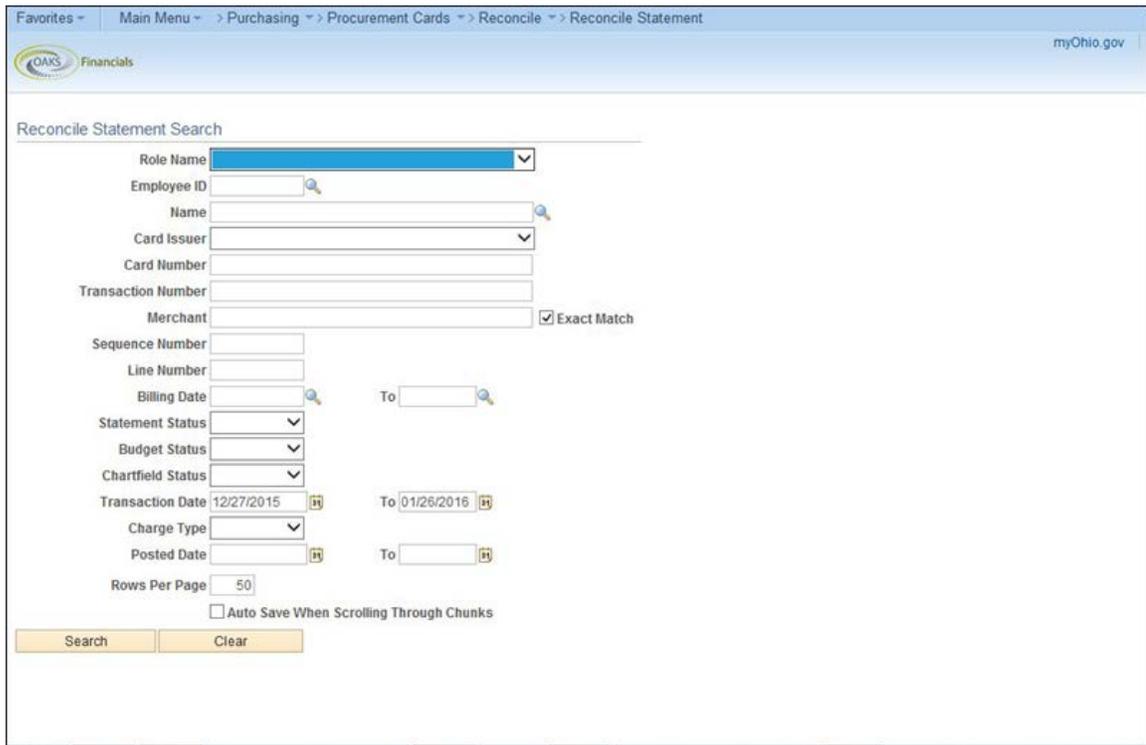
#### **Searching for Procurement Card Transactions**

- **OAKS FIN > Purchasing > Procurement Card > Reconcile > Reconcile Statement**

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  - a. Enter the employee's ID number in the **Employee ID\*** field OR click the **Look Up** icon to search for the employee's name.

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- 
- To search by name enter it with no spaces and with a comma (e.g., Smith,Joe).
  - Leave the employee ID blank to retrieve all transactions for all cardholders.
- b. Enter **Merchant\***.
- Partial Merchant name can be used if the **Exact Match** checkbox is unchecked.
- c. Select "Staged" from the **Statement Status\*** dropdown.
- There are ONLY four Statement Status (stages) field options recognized in OAKS FIN:
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    - **Approved:** The ChartField string has been entered and the approver changes the status to "Approved."
    - **Closed:** Pcard transactions have been approved, voucher created and/or payment(s) issued.
- d. Enter **Transaction Dates\***.
- The Transaction Date is the date the merchant "swiped" the Pcard through their credit card machine.
- e. Enter **Posted Dates**.
- The Posted Date is the date the bank receives the transaction from the merchant, usually 2 days after the transaction date.
- f. Enter **Rows Per Page**.
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message. When deselected, the user will receive a save warning message when scrolling if any of the current data has changed.

4. Click **Search**.

### Disputing a Pcard Transaction

4. Leave the **Status** as **Staged** until the discrepancy has been researched.
  - Transactions should not be approved until the dispute issue has been resolved.
5. Click the **Billing** tab to mark a transaction as disputed.
  - It is also possible to click the **Show All Columns** button to view all columns from the **Transaction** and **Billing** tabs on a single page.
6. Enter the full Billing Amount in the **Dispute Amount** field.
7. When the disputed amounts have been entered click **Save**.
  - OAKS FIN will enable the **Credit Collected** checkbox once the dispute is saved.
8. Click the **Transaction** tab, if the **Show All Columns** button was not clicked.
9. Click the **Comments** button. Enter comments when disputing a charge.
8.
  - a. Enter the desired information in the **Comments** field (up to 250 characters).
  - b. Click the **OK** button to save comments and return to the **Procurement Card Transactions** page.
9. Click the **Comments** icon to enter comments or attachments, if desired.
10. Click **Save**.

### Clearing a Pcard Dispute

1. Click the **Transaction** tab to review the status of the transaction.
2. Change the **Dispute Amount** to "0" (zero) to indicate that the discrepancy has been researched and resolved.
3. Click the **Comments** link. The comments entered will be seen when the item was placed in dispute.

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4. Click the **Add a new row** icon to **Add new comments**.
5. Enter into the **Comments** field the resolution of the dispute. Include the **date** on which the comments were entered.
6. Click **OK**.
7. Click the **Billing** tab.
8. Notice the Status of the transaction displays **Staged**.
  - Once the dispute is released, the transaction must be reconciled and/or approved with the **Pcard Log** and receipt on the **Reconcile Statement** page. Reference the [Reconciling & Approving Pcard Transactions](#) process.
9. Click **Save**.

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## ***Adding the Voucher ID and Build Date to the Pcard Log***

- [References](#)

### **Overview**

After the Pcard transaction has been closed, the voucher ID must be added to the Payment Card Log. Use the **Reconcile Statement Search** page to find the paid transaction and its associated voucher ID.

- In OAKS FIN, a voucher will be created, by cardholder, for all transactions that were approved on the same day. The Voucher ID will not be created until the nightly batch processes have run.
- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

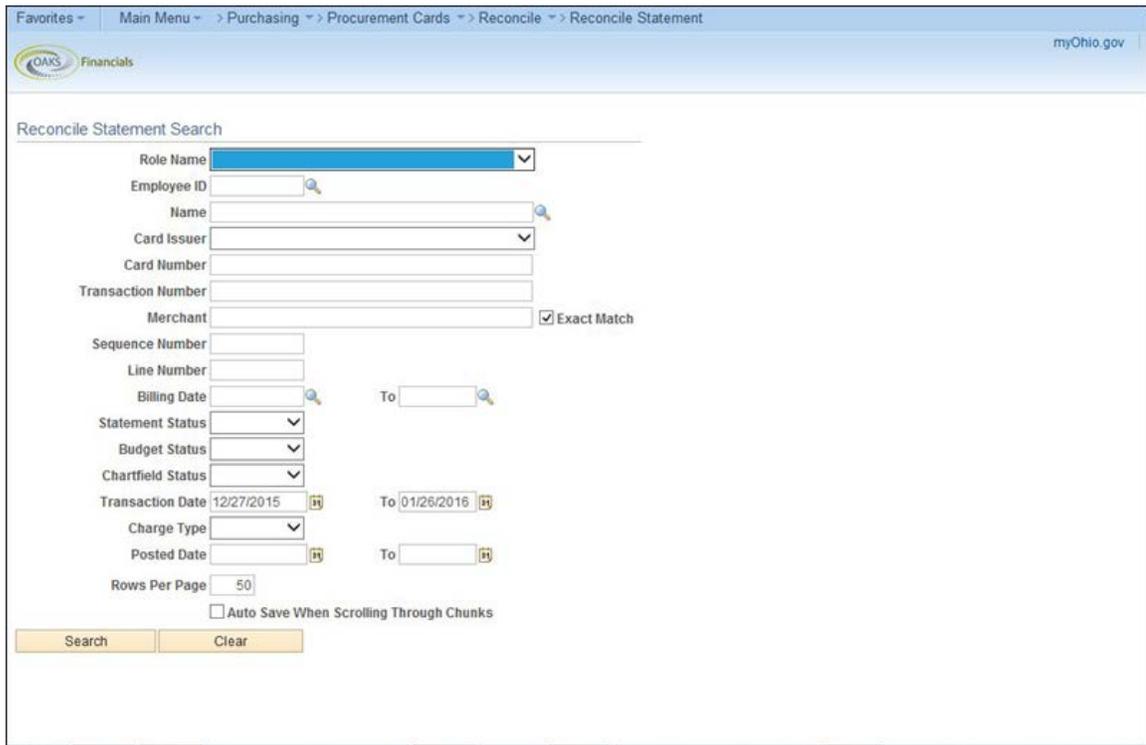
### **Steps**

- **OAKS FIN > Purchasing > Procurement Card > Reconcile > Reconcile Statement**

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Reconcile Statement Search

Role Name

Employee ID  

Name  

Card Issuer

Card Number

Transaction Number

Merchant   Exact Match

Sequence Number

Line Number

Billing Date   To  

Statement Status

Budget Status

Chartfield Status

Transaction Date   To  

Charge Type

Posted Date   To  

Rows Per Page

Auto Save When Scrolling Through Chunks

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- 
- Leave the employee ID blank to retrieve all transactions for all cardholders.
- b. Enter **Merchant\***.
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4. Click **Search**.

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4. Locate the desired transaction.
  - The **Voucher ID** is listed in the 7th column.

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