

P-CARD QUICK GUIDE

We hope this P-Card Quick Guide will help you to navigate, review, and sign off your P-Card transactions in the most effective way possible. We understand time is a precious commodity, so do not hesitate to contact us for additional training.

Please keep in mind that this is in no way a complete guide, nor does it include a comprehensive list of approved and prohibited purchases. For additional information, view the P-Card Manual at the following pathway: [PPS Home/Departments/Purchasing & Contracting/P-Cards/Guides](#).

Do:

- ✓ Do reconcile your P-Card transactions as they post in Bank of America Works.
- ✓ Do attach **itemized** receipts to your transactions (unless the vendor is on our Level 3 vendor list).
- ✓ Do complete reconciling, including sign offs, by the 12th of each month.
- ✓ Do contact the P-Card Accountant or the P-Card Program Manager with questions.

Do NOT:

- X Do not wait until your Bank of America statement arrives to reconcile that month's transactions.
- X Do not pay course tuition with your P-Card. Tuition must be reimbursed through HR or the Travel Desk.
- X Do not purchase gifts for staff (including cards/flowers for bereavement, illness, or congratulatory).
- X Do not purchase airfare with your P-Card, unless pre-approved with Travel Desk.
- X Do not pay for professional services, including consultants, with your P-Card.
- X Do not pay for meals with your P-Card while traveling (this includes group meetings or functions with your staff). Contact the Travel Desk about your per diem.
- X Do not split a purchase into multiple transactions in order to avoid P-Card single transaction limit, or to avoid seeking bids.
- X Do not purchase gift cards for PPS employees, even if they are volunteering.
- X Do not assign your P-Card to an automatic/recurring charge (i.e. monthly services, subscriptions).

RECEIPTS:

Receipts are required to be attached to all transactions, with the exception of the transactions for vendors on our most current 'Level 3' vendor list. These vendors already provide full purchase details with their transactions.

Please also note the following:

- Receipts do not need to be attached to P-Card transactions for local parking charges.
- When attaching a receipt, you do not need to specify the receipt date.

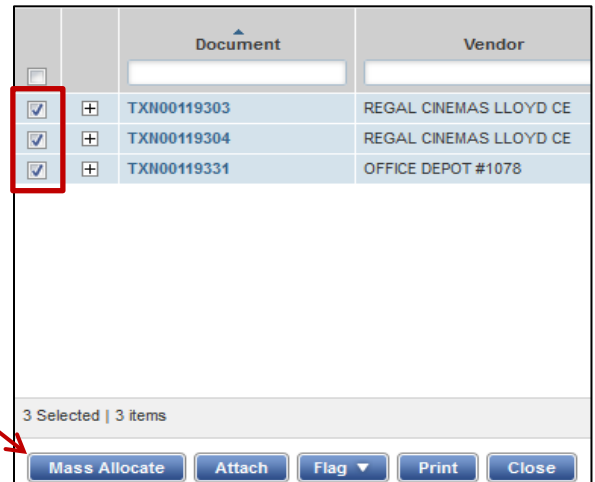
For the most current list of 'Level 3' vendors, please see *My Announcements* on your Bank of America home page.

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MASS ALLOCATE:

If you are aware of multiple transactions that need allocation updates to the same chartfield, you may mass allocate.

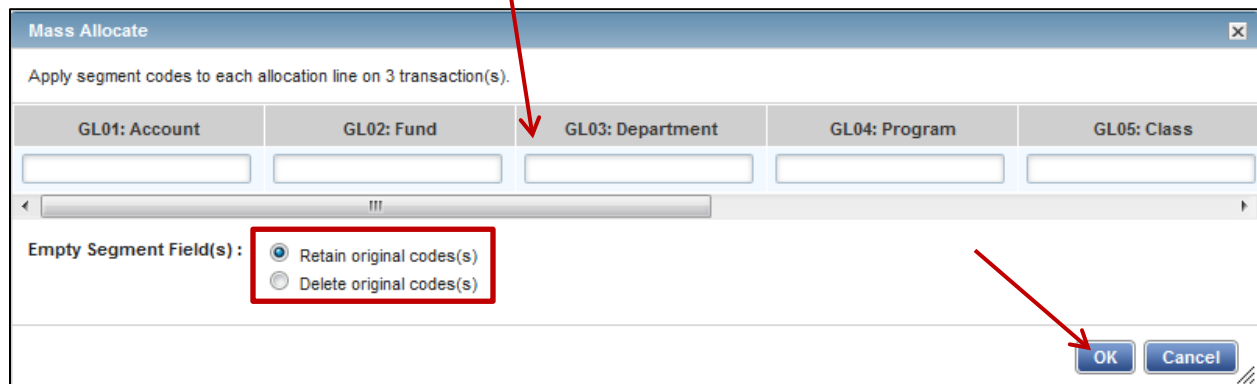
- Select the transactions you would like to update by clicking the boxes on the left side of your screen.
- Click the 'Mass Allocate' button at the bottom of your screen.
- In the following screen, key the new chartfield.
- Click 'OK'.



| | Document | Vendor |
|-------------------------------------|-------------|------------------------|
| <input checked="" type="checkbox"/> | TXN00119303 | REGAL CINEMAS LLOYD CE |
| <input checked="" type="checkbox"/> | TXN00119304 | REGAL CINEMAS LLOYD CE |
| <input checked="" type="checkbox"/> | TXN00119331 | OFFICE DEPOT #1078 |

3 Selected | 3 items

Mass Allocate Attach Flag Print Close



Mass Allocate

Apply segment codes to each allocation line on 3 transaction(s).

| GL01: Account | GL02: Fund | GL03: Department | GL04: Program | GL05: Class |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Empty Segment Field(s):

Retain original codes(s)

Delete original codes(s)

OK Cancel

Note: You may also use the 'Mass Allocate' option to change only a section of the chartfield (for example, just the program code). Simply confirm that the 'Retain original code(s)' option is selected and change only the portion of the chartfield that is incorrect.

MASS SIGN OFF:

Mass sign off is much the same as mass allocate. If you have reviewed multiple transactions and wish to sign off on them all at once, you may mass sign off.

Select the transactions you would like to sign off on by clicking the boxes on the left side of your screen. Click the 'Sign Off' button at the bottom of your screen. In the following screen, key your comment and click 'OK'.

FLAGS:

- Do not remove a flag until after you have made the necessary changes as you may lose access to the transaction.
- You may remove a flag after you have made your edits. A transaction will not withdraw from your flagged items queue until you have done so.

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COMMENTS:

Please be aware that you must leave comments at the transaction level about the nature of the purchase (see screenshot below). This is not the same as leaving a comment when attaching your receipt.

| Document | Vendor | Flagged | Uploaded Receipt | Date Purchased | GL06: Grant/Project | Date Posted | Allocation |
|-------------|---------|---------|------------------|----------------|---------------------|-------------|------------|
| TXN00119370 | STAPLES | | Yes | 07/07/2015 | 00000 | 07/08/2015 | |

Transaction | Allocation | Reference & Tax | Dispute | [View Full Details](#)

Bank Transaction #: [REDACTED] Account Nickname: [REDACTED]
Purchase ID: [REDACTED] Account ID: [REDACTED]
CRI Reference: [REDACTED] Accountholder: [REDACTED]
Vendor ID: [105003657750000](#)
Vendor Address: NJ, 07606

Comments

Office Supplies [REDACTED] 07/10/2015
ya [REDACTED] 07/10/2015

[Add Comment](#)

VIEW FULL DETAILS:

The most efficient way to view the full details of a transaction is to open in a new tab (or window).

- Begin by clicking the expand button to the left of the transaction in your list.
- Right-click on the 'View Full Details' hyperlink.
- Left-click on 'Open Link in a New Tab'.

*If you navigate to the full details of the transaction **without** opening in a new tab or window, you will lose any sorting you had done in your list or any boxes you had checked.*

| Document | Vendor | Flagged | Uploaded Receipt | Date Purchased | GL06: Grant/Project | Date Posted | Allocation | Purchase Amount |
|-------------|-----------------------|---------|------------------|----------------|---------------------|-------------|------------|-----------------|
| TXN00120096 | US FED CONTRACTOR REG | | Yes | 07/21/2015 | 00000 | 07/23/2015 | | 599.00 |

Transaction | Allocation | Reference & Tax | Dispute | [View Full Details](#)

Bank Transaction #: [REDACTED] Account Nickname: [REDACTED]
Purchase ID: [REDACTED] Account ID: [REDACTED]
CRI Reference: [REDACTED] Accountholder: [REDACTED]
Vendor ID: [000271501827460](#)
Vendor Address: FL, 33702

Comments [Add Comment](#)

US Federal Contractor Registration
[REDACTED] | 07/28/2015

1 Selected | 1 item Show 10

- Open Link in New Tab
- Open Link in New Window
- Open Link in New Private Window
- Bookmark This Link
- Share This Link
- Save Link As...
- Copy Link Location
- Search Yahoo for "View Full Detai..."
- Inspect Element (Q)
- Convert Link Target to Adobe PDF
- Append Link Target to Existing PDF