
End-User Training Guide

Course Code: FIN 213

Course: Reconcile and Approve P-Card Transactions

Course Overview

Course Description

This course provides a comprehensive review of the Review/Reconciliation and Approval Process for P-Card Transactions-

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Reconcile and Approve P-Card Transactions
- Module 3: Course Summary

Training Audiences

The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related INFORMS access:

- Department P-Card Reconciler
- Department P-Card Approver

Prerequisites

Participants are required to complete the following End-User Training courses prior to starting this course:

- ERP 101 – Overview of INFORMS
- ERP 102 – INFORMS Navigation and Online Help

Delivery Method

This course is intended to be delivered through Instructor-led Training.

Estimated Duration

The total duration of this course, when delivered through Instructor-led Training, is 3:00

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Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits of the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises

Module 1: Course Introduction

Course Administration and Logistics

To receive credit for completing this course, which is necessary to be granted INFORMS access for performing related tasks in INFORMS, participants must:

- Actively participate in class, and ask questions as needed
- Please turn off cell phones, and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Course Learning Objectives

At the conclusion of this course, users will be able to:

- Recognize the INFORMS P-Card capabilities
- Review and Reconcile P-Card transactions
- Dispute P-Card transactions
- Approve P-Card transactions

Module 1: Course Introduction

Training Audience:

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Roles and Responsibilities

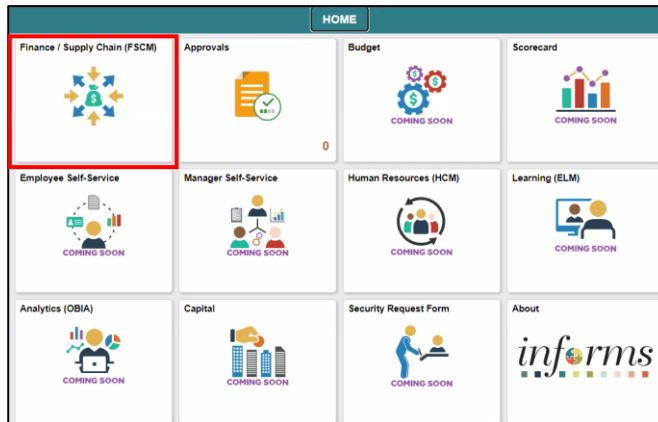
- **Department P-Card Reconciler:** The Reconciler is responsible for reconciling, disputing, and updating information and attaching supporting documentation in their P-Card transactions.
- **Department P-Card Approver:** Department P-Card Approver is responsible for reviewing transactions reconciled by the employee/s and approves them for final audit by Central Finance.

Module 1: Course Introduction

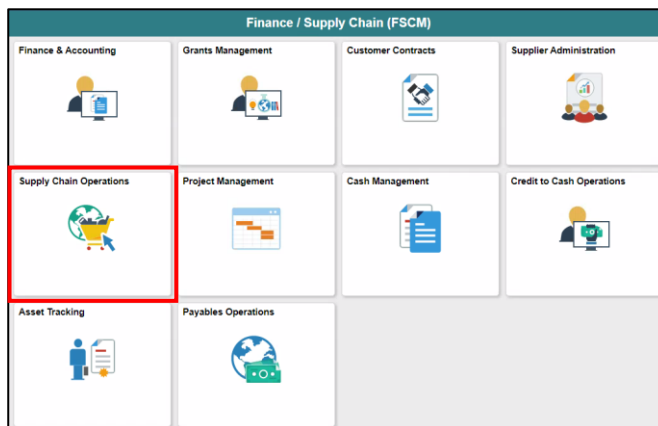
Navigation

Below are the steps to navigate to the Procurement Card Center, which will be used for navigation for most of the course.

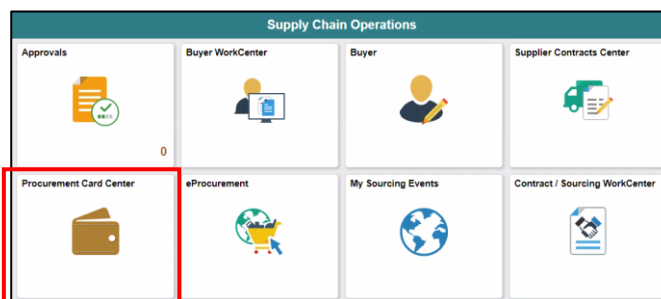
1. Login to INFORMS and select: **Finance / Supply Chain (FSCM)** from the Home landing page.



Select the **Supply Chain Operations** tile.



3. Select the **Procurement Card Center** tile.



Module 1: Course Introduction

Purpose and Benefits of the Business Process

The purpose and benefits of the Reconcile and Approve P-Card Transaction business process include:

- INFORMS will process daily Bank of America transaction files
- Department user will be able to reconcile transactions daily
- Department will have control of Chartfield changes at the transaction level
- Departments can upload and attach supporting documentation needed for Reconciliation/Review and Approvals
- Improve Records/Content Management (paperless process)
- Employee data is associated with Cardholder information

Module 1: Course Introduction

The End-to-End
Business
Process

PCARD BUSINESS PROCESS

Department P-Card Reconciler



Department P-Card Reconciler

The Reconciler is responsible for reconciling, disputing, and updating information and attaching supporting documentation in their PCard transactions.

Department P-Card Approver



Department P-Card Approver

Department PCard Approver is responsible for reviewing transactions reconciled by the employees and approves them.

Central P-Card Compliance Officer



Central P-Card Compliance Officer

Central Finance PCard Officer reviews the department approved PCard transactions and verifies them for completion and approves transactions for payout.

Module 1: Course Introduction

Introduction to Demonstrations and Exercises

You will take part in three levels of group and individual activities throughout this course: Instructor Demonstrations, Training Exercises, and Challenges. The definitions and descriptions of each are below.

Activity 1: Instructor Demo



Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Activity 2: Training Activities



You will determine how to perform an activity by following either the UPKs or data sheets, and by using the training materials as reference tools. You can perform Training Exercises individually or in groups, as directed by your instructor.

Activity 3: Training Exercises



Learner Challenges do not contain step-by-step instructions. Instead, this is a self-led activity in which you will be provided the minimum amount of information required to perform a transaction. You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits of the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises
- Key Terms

Module 2: Reconcile and Approve P-Card Transactions

Lesson

This module includes the following lessons:

- Overview of P-Card
- Review and Reconcile P-Card transactions
- Approve P-Card transactions

Lesson 1: Overview of P-Card

Lesson 1: Overview

At the conclusion of this lesson, users will be able to:

- Recognize the INFORMS P-Card capabilities

Lesson 1: Overview of P-Card

Lesson 1: Introduction

PCARD BUSINESS PROCESS

Department P-Card Reconciler



Department P-Card Reconciler

The Reconciler is responsible for reconciling, disputing, and updating information and attaching supporting documentation in their PCard transactions.

Department P-Card Approver



Department P-Card Approver

Department PCard Approver is responsible for reviewing transactions reconciled by the employees and approves them.

Central P-Card Compliance Officer



Central P-Card Compliance Officer

Central Finance PCard Officer reviews the department approved PCard transactions and verifies them for completion and approves transactions for payout.

Lesson 1: Overview of P-Card

Key Terms



The following key terms are used in this module:

Term	Definition
Card Issuer	The Card Issuer is the Banking Institution that issues the P-Card (Bank of America, BOA).
Proxy	Proxy is the setup needed for anyone to have the authority to handle transactions for a specific credit card.
P-Card Reconciler	The Reconciler is responsible for reconciling, disputing, and updating information and attaching supporting documentation in their P-Card transactions.
Transaction amount	Transaction Amount is the amount charged to a credit card and posted to the monthly statement.
Departments	Business Unit (Processing Department)
Financial Structure	Chartfields, previously known as index codes, sub-objects.
P-Card Reviewer	The Reviewer can inquire and run queries on P-Card related transactions.
P-Card Approver	Department P-Card Approver is responsible for reviewing transactions reconciled by the employees and approves them.
Central P-Card Compliance Officer	Central Finance P-Card Compliance Officer reviews the department approved P-Card transactions and verifies them for completion and approves transactions for payout.

Lesson 1: Overview of P-Card

Lecture 1: Overview of P-Card

This lesson will review Overview of P-Card.

The Procurement Card (P-Card) feature supports credit card purchases, to include emergency purchases, travel airfare made by card-holding employees. This does not bypass any procurement policy and or procedures. It combines the ease and speed of charge cards with the high information content of paperless-based system, which is useful in both auditing and accounting.

No changes have been made to the current P-Card policies and procedures, compliance with the P-Card Policy and Procedures Manual, nor with AO-3-35, Purchasing Card Program.

By using the Procurement Card feature, the County will be able to:

- Automate process.
- Maintain the supporting documentation of the transaction for audit purposes.
- Control the level of information that is accessed by users.
- Manage the assignments of different P-Cards.
- Set up proxies.
- Define default accounting distributions.
- Increase efficiency in transaction processing.

The benefits of using the Procurement Card feature are:

- A reduction in P-Card reconciliation transaction time.
- Increased efficiency with concern to emergency acquisition of goods and/or services
- Simplification of transactions reconciliation

The following topics will be reviewed in this course:

- How to Review and Reconcile P-Card Transactions
- How to Dispute P-Card Transactions
- How to Approve P-Card Transactions

Lesson 1: Overview of P-Card

Lecture 1: Overview of P-Card

The below table displays the P-Card statuses available for the applicable Security roles and their definitions.

Security Role	Status	Definition
P-Card Reconciler	Initial to Staged	<p>This role must take an action on transactions with the Status of 'Initial'.</p> <p>Initial status: This status will be displayed for new transactions loaded in INFORMS from the daily statement.</p> <p>Staged status: This status will be updated by the P-card Reconciler, from the 'Initial' status, once the transaction has been reviewed and reconciled by the P-Card holder and/or Designee (Proxy).</p> <p>*This role can also update transaction in 'Staged' status, if the transaction needs updating, as requested by the P-Card Approver and/or Central Finance Compliance Officer.</p>
P-Card Approver	Staged to Verified	<p>This role must take an action on transactions with the Status of 'Staged'.</p> <p>Staged status: This status will be displayed for transactions ready for Approval.</p> <p>Verified status: This status will be updated by the P-Card Approver, from the 'Staged' status, once the transaction has been reviewed and reconciled at the Department level and is ready for Central Finance's verification.</p>
Central Finance Compliance Officer	Verified to Approved	<p>This role must take an action on transactions with the Status of 'Verified'.</p> <p>Verified status: This status will be displayed for transactions that have been reviewed, approved at the department level and ready for final approval by Central Finance.</p> <p>Approved status: This status will be updated by Central Finance, from the 'Verified' status, once the transaction has been reviewed and is ready for payment.</p> <p>*This role can also change the status from Approved to Staged, if the transaction needs updating by the P-Card Reconciler and/or P-Card Approver.</p>
All P-Card Roles	Closed	<p>This status will be displayed when the transaction has been processed for payment.</p>

Lesson 1: Lesson Summary

Objectives Achieved

Having completed the Overview of P-Card lesson, users should be able to:

- Recognize the INFORMS P-Card capabilities



Lesson 2: Review and Reconcile P-Card Transactions

Lesson 2: Overview

At the conclusion of this lesson, users will be able to:

- Review & Reconcile P-Card Transactions
- Dispute P-Card Transactions

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P-Card Transactions

Review and Reconcile P-Card Transactions

INFORMS will receive a daily transaction file from Bank of America (BOA), users will be able to review all transactions made with the users P-Card. Once the transactions are reviewed, users and/or designees (proxies) will be able to reconcile transactions.

Reconciling a transaction is the first step in the beginning of the business process.

By reviewing the P-Card transactions, users are able to:

- Ensure all transactions are processed prior to the generation of the monthly bank statement
- Verify the transaction total
- Verify the transactions are valid

By Reconciling the P-Card transactions, users can:

- Update chartfield information
- Attach supporting documentation needed for approval
- Initiate the process for payment

Review P-Card transactions for a specific credit card

1. Navigation: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Procurement Card Center > Reconcile > Reconcile Statement**

This page will display if user has access to only 1 role.

The page will display users credit card transactions.

Reconcile Statement

Procurement Card Transactions

Empl ID 00172355 Name Delgado,Yanisledy
Card Number *****5460 Card Provider VISA

☐ Run Budget Validation on Save

Bank Statement

Transaction Billing

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Verified	173.54	USD	Valid	Valid
2	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid
3	02/18/2022	DOLLAR RAC MSY	Initial	208.60	USD	Valid	Valid
4	02/12/2022	GAS MART #202717370096	Initial	11.70	USD	Valid	Valid
5	03/05/2022	HOMWOOD SUITES CLEVELAND	Initial	636.50	USD	Valid	Valid
6	03/10/2022	EMBASSY SUITES 9532	Initial	53.70	USD	Valid	Valid
7	03/09/2022	SATOFEE 4062082500243	Initial	25.00	USD	Valid	Valid
8	03/09/2022	SATOFEE 4062071171232	Initial	22.05	USD	Valid	Valid
9	03/11/2022	CHEVRON #00301805	Initial	12.76	USD	Valid	Valid

Select All Clear All Stage Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P-Card Transactions

This page will display if user has access to multiple security roles.

Request Procurement Card

Review Bank Statement

Reconcile

Reconcile Statement

Review Disputes

Process Statements

Preferred Suppliers

Reports

Security

Definitions

Reconcile Statement Search

Role Name: Department P-Card Reconciler

Employee ID: Department P-Card Approver

Name: Department P-Card Reconciler

Card Issuer:

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date: To:

Statement Status:

Budget Status:

Chartfield Status:

Transaction Date: 05/16/2022 To: 06/15/2022

Charge Type:

Posted Date: To:

Rows Per Page: 50

☐ Auto Save When Scrolling Through Chunks

Search **Clear**

If user has more than one role, entering more data in the search fields will narrow down the search.

2. Select your Role Name from the drop-down menu - **Department P-Card Reconciler**
3. Enter data in the following fields:
 - a. **Employee ID** – Enter the employee ID of the card holder you are reconciling
 - b. **Name** – Name of Card holder
 - c. **Statement Status**
 - d. **Transaction Dates**
4. Select **Search**

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P- Card Transactions

Reconcile Statement
Procurement Card Transactions

Emp# ID: 00323808 Name: Jose Annette B
Card Number: *****4790 Card Provider: VISA
☐ Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Verified	173.54	USD	Valid	Valid
2	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid
3	02/19/2022	DOLLAR RAC MSY	Initial	208.60	USD	Not Chkd	Valid
4	02/12/2022	GAS MART #202717370098	Initial	11.70	USD	Valid	Valid
5	03/05/2022	HOMEWOOD SUITES CLEVELAND	Initial	636.50	USD	Valid	Valid
6	03/10/2022	EMBASSY SUITES 9532	Initial	53.70	USD	Valid	Valid
7	03/09/2022	SATOFEE 4062082500243	Initial	25.00	USD	Valid	Valid
8	03/09/2022	SATOFEE 4062071171232	Initial	22.05	USD	Valid	Valid
9	03/11/2022	CHEVRON #00301805	Initial	12.76	USD	Valid	Valid

Select All Clear All Stage Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Review the transaction lines.

5. Select the line where the **status** is **Initial**.

6. Select the **Distribution** icon (icon with 3 arrows) for the transaction being reviewed.

ProCard Account Distribution

Line 3 PO Qty 1.0000 UOM EA
Billing Date 03/14/2022 Billing Amount 208.60 USD Unit Price 208.60000
SpeedChart Transaction Unit Price 208.60000 *Distribute By Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Fund	Dept	*Account	Grant	PC Bus Unit	Project
1	100.0000	208.60	USD	MDADE	G1001	AD02010000	5330520000	INO-GRANT		

OK Cancel Refresh

7. Review the chartfields (update if the chartfield values are incorrect):

- Fund
- Dept
- Account
- Grant
- PC Bus Unit (if applicable)
- Project (if applicable)
- Activity (if applicable)

NOTE: All Chartfields, on All transactions, must be reviewed and updated as needed. The default Account ID, pre-populated in the Account field must be updated to the correct account representing the goods and/or services being paid on the transaction. If the default Account is not updated the transaction will NOT Approved by Central Finance.

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P-Card Transactions

8. Select **OK**

If the transaction must be split between multiple chartfields, user will scroll the bar to the right until the plus (+) and minus (-) sign are visible

The screenshot shows the 'ProCard Account Distribution' window. At the top, it displays transaction details: Line 3, Billing Date 03/14/2022, PO Qty 1.0000, Billing Amount 208.60 USD, Transaction Unit Price 208.60000, and Unit Price 208.60000. Below this is the 'Distributions' section with tabs for Chartfields, Details/Tax, Asset Information, and Statuses. The 'Chartfields' tab is active, showing a table with columns: Fund Affil, Grant Affil, Affiliate, ChartField 1, ChartField 2, ChartField 3, Product, and Location. A scroll bar is visible at the bottom of the table, and a red box highlights the plus (+) and minus (-) signs at the end of the scroll bar.

9. Select the plus (+) sign.

The screenshot shows a pop-up dialog box with the text 'efsuat.miamidade.gov says' and 'Enter number of rows to add:'. There is a text input field containing the number '1'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

10. In the pop-up box, user will be able to select the number of rows needed to be added. Each row represents the entry of a different chartfield.
11. If only one more row is needed leave as default 1
12. Select **OK**

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P-Card Transactions

ProCard Account Distribution

Line 3 PO Qty 1.0000 UOM EA
Billing Date 03/14/2022 Billing Amount 208.60 USD Unit Price 208.60000
SpeedChart Transaction Unit Price 208.60000 *Distribute By Amount

Distributions

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	GL Unit	Fund	Dept	*Account	Grant	PC Bus Unit	Project
1	100.0000	208.60	USD	MDADE	G1001	AD02010000	5330520000	NO-GRANT		
			USD	MDADE	G1001	AD02010000	5330520000	NO-GRANT		

OK Cancel Refresh

13. The Second row is added and the chartfields are copied from the first row

14. Enter the correct **amount** for both rows.

15. (Optional) Select the Refresh Button to see the breakdown

- The Percent field will update automatically based on the amounts entered.

16. Review and update the chartfields

- Fund**
- Dept**
- Account**
- Grant**
- PC Bus Unit** (if applicable)
- Project** (if applicable)
- Activity** (if applicable)

17. Select **OK**.

Bank Statement

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Verified	173.54	USD	Valid	Valid	Yes
2	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid	Yes
3	02/18/2022	DOLLAR RAC MSY	Initial	208.60	USD	Not Chk'd	Valid	Yes
4	02/12/2022	GAS MART #202717370098	Initial	11.70	USD	Valid	Valid	No
5	03/05/2022	HOMEWOOD SUITES CLEVELAND	Initial	636.50	USD	Valid	Valid	No
6	03/10/2022	EMBASSY SUITES 9532	Initial	53.70	USD	Valid	Valid	No
7	03/09/2022	SATOFEE 4062082500243	Initial	25.00	USD	Valid	Valid	No
8	03/09/2022	SATOFEE 4062071171232	Initial	22.05	USD	Valid	Valid	No
9	03/11/2022	CHEVRON #00301805	Initial	12.76	USD	Valid	Valid	No

Select All Clear All Stage Validate Budget

Search Purchase Details Split Line Distribution Template

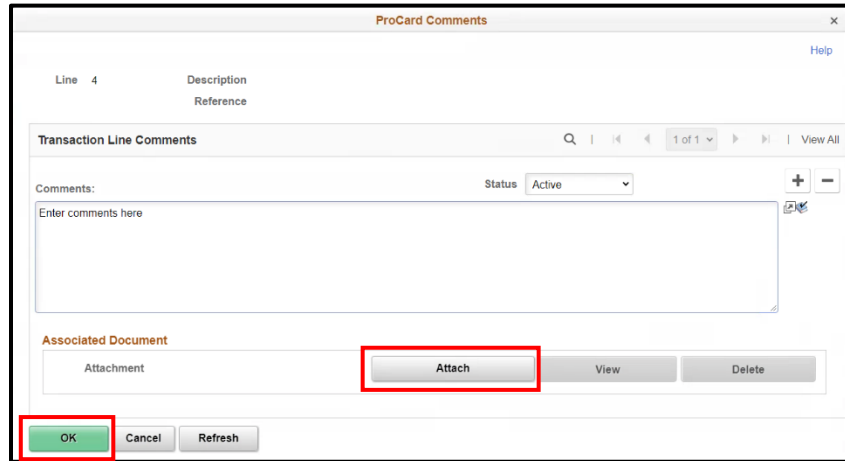
Save Notify Refresh

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P Card Transactions

18. The **Redistrib** field will now be updated to 'YES'.

19. Select the **Comment Bubble**, in order to add comments for the Approver.



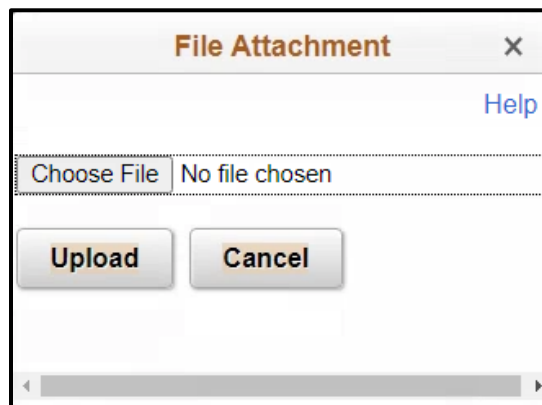
The screenshot shows the 'ProCard Comments' dialog box. At the top, it displays 'Line 4' and 'Description Reference'. Below this is a 'Transaction Line Comments' section with a search bar and a 'View All' link. A 'Comments:' label is followed by a text area with the placeholder 'Enter comments here'. To the right of the text area is a 'Status' dropdown menu set to 'Active'. Below the comments section is an 'Associated Document' section with an 'Attachment' label and three buttons: 'Attach', 'View', and 'Delete'. The 'Attach' button is highlighted with a red rectangle. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is also highlighted with a red rectangle.

20. Enter a comment

- Comments can be the justification of the transaction
- The reason for the additional chartfields
- Other necessary information

To add an attachment, an attachment can be a receipt, memo, and/or any other document needed to verify the transaction.

21. Select **Attach**.



The screenshot shows the 'File Attachment' dialog box. It has a title bar with 'File Attachment' and a close button. Below the title bar is a 'Help' link. The main area contains a 'Choose File' button and the text 'No file chosen'. Below this are two buttons: 'Upload' and 'Cancel'. At the bottom, there is a horizontal scrollbar.

22. Select **Choose File**.

23. Select the documentation from file.

24. Select **Upload**.

25. Select **OK**.

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P Card Transactions

Reconcile Statement
Procurement Card Transactions

Empl ID 00323808 Name Jose, Annette B
Card Number *****4780 Card Provider VISA
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status
1	<input type="checkbox"/> 03/13/2022	THRIFTY CAR RENTAL-ATL	Verified	173.54	USD			Valid	Valid
2	<input type="checkbox"/> 03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD			Valid	Valid
3	<input type="checkbox"/> 02/18/2022	DOLLAR RAC MSY	Initial	208.60	USD			Not Chk'd	Valid
4	<input type="checkbox"/> 02/12/2022	GAS MART #202717370098	Initial	11.70	USD			Valid	Valid
5	<input type="checkbox"/> 03/05/2022	HOMEWOOD SUITES CLEVELAND	Initial	636.50	USD			Valid	Valid
6	<input type="checkbox"/> 03/10/2022	EMBASSY SUITES 9532	Initial	53.70	USD			Valid	Valid
7	<input type="checkbox"/> 03/09/2022	SATOFEE 4062082500243	Initial	25.00	USD			Valid	Valid
8	<input type="checkbox"/> 03/09/2022	SATOFEE 4062071171232	Initial	22.05	USD			Valid	Valid
9	<input type="checkbox"/> 03/11/2022	CHEVRON #00301805	Initial	12.76	USD			Valid	Valid

☒ Select All ☐ Clear All

Search Purchase Details Split Line Distribution Template

To validate the Budget manually:

26. Select the Transaction row that has been reviewed, chartfields updated and attachments added
27. Verify the **Budget Status** shows **Not Chk'd**
 - a. Batch jobs will run throughout the day to automatically validate budgets.
28. Select **Validate Budget**
29. **Budget Status** will change to Valid or Not Valid (if there is an error with the chartfield values)

The **SPLIT LINE** functionality is available; however, the County is not using **Split Line** at this time.

NOTE: This SPLIT LINE process is different from the splitting of the chartfields on the distribution icon. Instead of having the one transaction, the system will now show the merchant with multiple transactions (2). **Once this option is used it CANNOT be reversed and this option is not RECOMMENDED.**

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 1: Review and Reconcile P Card Transactions

Once the transaction has been reviewed and reconciled, user will change the status from Initial to Stage. This step is needed to start the approval process by the Department P-Card Approver.

Reconcile Statement
Procurement Card Transactions

Empl ID 00323806 Name Jose Annette B
Card Number *****4780 Card Provider VISA
☐ Run Budget Validation on Save

Bank Statement

Transaction 1-9 of 12

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input type="checkbox"/>	03/13/2022	THRIFTY CAR RENTAL-ATL	Verified	173.54	USD	Valid	Valid
2	<input type="checkbox"/>	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid
3	<input checked="" type="checkbox"/>	02/18/2022	DOLLAR RAC MSY	Staged	108.60	USD	Valid	Valid
4	<input type="checkbox"/>	02/18/2022	DOLLAR RAC MSY	Initial	100.00	USD	Valid	Valid
5	<input type="checkbox"/>	02/12/2022	GAS MART #202717370098	Initial	11.70	USD	Valid	Valid
6	<input type="checkbox"/>	03/05/2022	HOMEWOOD SUITES CLEVELAND	Initial	636.50	USD	Valid	Valid
7	<input type="checkbox"/>	03/10/2022	EMBASSY SUITES 9532	Initial	53.70	USD	Valid	Valid
8	<input type="checkbox"/>	03/09/2022	SATOFEE 4062092500243	Initial	25.00	USD	Valid	Valid
9	<input type="checkbox"/>	03/09/2022	SATOFEE 4062071171232	Initial	22.05	USD	Valid	Valid

Select All Clear All Stage Validate Budget

Save Notify Refresh

29. Under **Status**, Select **Staged** from the drop down.

30. Select **Save**.

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 2: Dispute P-Card Transactions

When the statement is loaded in INFORMS, users will be able to review all transactions made with the users P-Card. In the event a transaction is incorrect, the user has the ability to dispute the transaction.

Disputing the transaction does not create any G/L entries. This process is solely to track disputed charges to ensure the disputes are processed by the bank.

****Disputing transaction(s) in INFORMS does not report back to Finance or Bank of America Users must contact the banking institution to report the disputed transaction(s).****

1. Navigation: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Procurement Card Center > Reconcile > Reconcile Statement**

Reconcile Statement
Procurement Card Transactions

Empl ID 00323808 Name Jose Annette B
Card Number *****4780 Card Provider VISA
☐ Run Budget Validation on Save

Bank Statement

Transaction **Billing**

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount
1	MS0086866	04/14/2022	173.54	USD	2022041404	0.00
2		04/14/2022	173.53	USD	2022041404	0.00
3		03/14/2022	108.60	USD	2022031401	108.60
4		03/14/2022	100.00	USD	2022031401	100.00
5		04/14/2022	11.70	USD	2022041403	0.00
6		04/14/2022	636.50	USD	2022041404	0.00
7		03/14/2022	53.70	USD	2022031401	0.00
8		03/14/2022	25.00	USD	2022031401	0.00
9		04/14/2022	22.05	USD	2022041404	0.00

☒ Select All ☐ Clear All **Stage** **Validate Budget**

Search Purchase Details Split Line Distribution Template

Save **Notify** **Refresh**

2. Select the **Billing** Tab
3. Locate the incorrect transaction
4. Enter a **Description** for the transaction you are disputing
5. Under **Dispute Amount** enter the full amount of the Billing Amount.
 - a. The entire amount must be entered NOT a portion of the transaction.

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 2: Dispute P-Card Transactions

Reconcile Statement
Procurement Card Transactions

Empl ID 00323808 Name Jose Annette B
Card Number *****4780 Card Provider VISA
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Verified	173.54	USD		Valid	Valid
2	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD		Valid	Valid
3	02/18/2022	DOLLAR RAC MSY	Initial	108.60	USD		Valid	Valid
4	02/18/2022	DOLLAR RAC MSY	Initial	100.00	USD		Valid	Valid
5	02/12/2022	GAS MART #202717370098	Initial	11.70	USD		Valid	Valid
6	03/05/2022	HOMEWOOD SUITES CLEVELAND	Initial	636.50	USD		Valid	Valid
7	03/10/2022	EMBASSY SUITES 9532	Initial	53.70	USD		Valid	Valid
8	03/09/2022	SATOFEE 4062082500243	Initial	25.00	USD		Valid	Valid
9	03/09/2022	SATOFEE 4062071171232	Initial	22.05	USD		Valid	Valid

Select All Clear All Stage Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

6. Select the **Transaction Tab**.
7. Leave status as **Initial**.
8. Select the **Comment Bubble**, in order to add comments.
 - a. If previous comments exist, select the plus (+) sign.

ProCard Comments

Line 4 Description Reference

Transaction Line Comments

Comments: Status Active

Enter comments here

Associated Document

Attachment Attach View Delete

OK Cancel Refresh

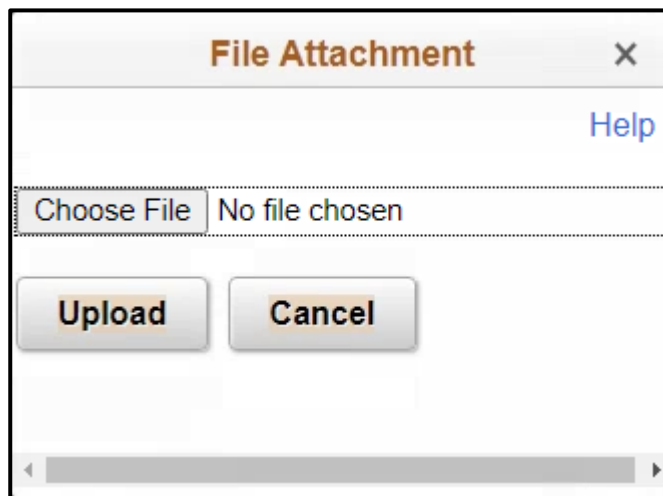
9. **DO NOT** select the **Delete** button as all entries are to be retained for historical and audit purposes

To add an attachment

10. Select **Attach**

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 2:
Dispute P-Card
Transactions



11. Select **Choose File**
12. Select the documentation from file
13. Select **Upload**
14. Select **OK**
15. Select **Save**

Lesson 2: Review and Reconcile P-Card Transactions

Lecture 2: Dispute P-Card Transactions

To review disputed transactions and to mark collected once the bank has corrected the transaction.

Marking the disputed transaction as **collected** does not create any G/L entries, this is solely to track disputed transactions and when the refund process has occurred by the bank.

1. Navigation: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Procurement Card Center > Reconcile > Review Disputes**

This page will display if user has access to only 1 role.

The page will display users credit card transaction (s) that are marked as disputed and 'pending to collect'

The screenshot shows the 'Review Disputes' page in the SAP Procurement Card Center. The page has a sidebar with 'Reconcile' and 'Review Disputes' options. The main content area is titled 'Review Disputes' and 'Procurement Card Transactions'. It features a search bar and a table of transactions with a dispute. The table has columns for 'Collected', 'Dispute Amount', 'Card Number', 'Description', 'Trans Date', 'Transaction Amount', 'Currency', and 'Merchant'. A single transaction is listed with a dispute amount of 11.70 and a description of 'Dispute_UAT Test'. Below the table are 'Save' and 'Notify' buttons.

Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	11.70	*****5460	Dispute_UAT Test	02/12/2022	11.70	USD	GAS MART

Lesson 2: Dispute P-Card Transactions

Lecture 2: Dispute P-Card Transactions

This page will display if user has access to multiple roles.

Reconcile

Reconcile Statement

Review Disputes

Review Disputes Search

Role Name: Department P-Card Reconciler

Employee ID: [Search]

Name: [Search]

Card Issuer: [Dropdown]

Card Number: [Text]

Transaction Number: [Text]

Merchant: [Text] ☒ Exact Match

Sequence Number: [Text]

Line Number: [Text]

Billing Date: [Search] To: [Search]

Statement Status: [Dropdown]

Budget Status: [Dropdown]

Chartfield Status: [Dropdown]

Transaction Date: [Calendar] To: [Calendar]

Charge Type: [Dropdown]

Posted Date: [Calendar] To: [Calendar]

Search Clear

If user has more than one role, entering more data will narrow down the search.

2. Select your **Role Name** from the drop-down, Department P-Card Reconciler
3. Enter data in the following fields:
 - a. **Employee ID**
 - b. **Name**
 - c. **Statement Status**
 - d. **Transaction Dates**
 - e. Select **Search**

Lesson 2: Dispute P-Card Transactions

Lecture 2: Dispute P-Card Transactions

Review Disputes

Procurement Card Transactions

Transactions with Dispute

Transaction Billing Cardholder

Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input checked="" type="checkbox"/>	11.70	*****5460	Dispute_UAT Test	02/12/2022	11.70	USD	GAS MART #202717370098

Save Notify

4. Under the **Transaction Tab**
5. Locate the **disputed amount**
6. Mark the transaction as **Collected**, by selecting the checkbox for the disputed transaction line.
7. Select **Save**

Lesson 2: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Scenario Employee purchase for service/goods.

Instructions This activity will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Lesson 2: Training Exercise

Debrief



1. Can receipts be attached to P-Card transactions during reconciliation?

2. Can the chartfields be changed/updated on each transaction?

3. Will disputing a transaction process an entry in GL?

4. Will disputing a transaction process an entry in the bank system?

Lesson 2: Lesson Summary

Objectives Achieved



- Having completed the Review & Reconcile P-Card Transactions lesson, users should be able to:
- Review & Reconcile P-Card Transactions
- Dispute P-Card Transactions

Lesson 3: Approve P-Card Transactions

Lesson 3: Overview

At the conclusion of this lesson, users will be able to:

- Approve P-Card Transactions.

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

Approve P-Card Transactions

The P-Card transaction Approval process is to ensure the Department P-Card Reconciler has reviewed and validated the transactions presented on the bank statement. This is the second step of the business process.

The Department P-Card Approver will only be able to approve the transactions that have been reviewed by the Department P-Card Reconciler (P-Card Holder or designee).

As the Department P-Card Approver, this user has the ability to:

- Ensure all transactions that are ready for approval have been reviewed and reconciled
- Verify the transaction total
- Review comments and supporting documentation provided by the P-Card Reconciler
- Review and update the chartfields
- Attach additional supporting documentation needed to comply with the P-Card Policy and Procedures and AO 3-35, Purchasing Card Program for final review by Central Finance.
- Not Approve Transactions and **Notify** (via the Notify button) the Reconciler of any changes needed.

1. Navigation: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Procurement Card Center > Reconcile > Reconcile Statement**

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

NOTE: If the user has only one (1) security role then the landing page will be the same as below, the user will not have to select a **Role Name** and any of the prompts from the reconcile search page.

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid	Yes
2	02/18/2022	DOLLAR RAC MSY	Staged	108.60	USD	Not Chkd	Valid	Yes

2. Select **Role Name** from the drop-down **Department P-Card Approver**
3. Select **Statement Status** from the drop down to **Staged**
4. By selecting Staged, the P-Card Approver will only see all the transactions that are ready for their approval
 - a. Other statuses are viewable by the P-Card Approver, but only the Status that is set to Staged can be approved
5. Verify the **Transaction Date** has the correct date range. If the dates are incorrect, update the dates
6. Select **Search**

This page will display if user has access to more than one security role.

Reconcile Statement Search

Role Name: [Dropdown]

Employee ID: [Dropdown: Department P-Card Approver, Department P-Card Reconciler]

Card Issuer: [Dropdown]

Card Number: [Text Box]

Transaction Number: [Text Box]

Merchant: [Text Box] [Exact Match]

Sequence Number: [Text Box]

Line Number: [Text Box]

Billing Date: [Text Box] To [Text Box]

Statement Status: [Dropdown: Staged]

Budget Status: [Dropdown]

Chartfield Status: [Dropdown]

Transaction Date: 01/17/2022 To 06/21/2022

Charge Type: [Dropdown]

Posted Date: [Text Box] To [Text Box]

Rows Per Page: 50

[Auto Save When Scrolling Through Chunks]

[Search] [Clear]

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

7. Select the line that will be approved, status must be **Staged**.
8. Select the **comment bubble**, in order to review comments provided by the P-Card Reconciler.

The screenshot shows the 'ProCard Comments' window. It features a table with columns 'Line', 'Description', and 'Reference'. Below the table is a 'Transaction Line Comments' section with a search bar, a status dropdown set to 'Active', and a text area for comments. At the bottom, there is an 'Associated Document' section with an 'Attachment' table and buttons for 'Attach', 'View', and 'Delete'. The 'View' button is highlighted with a red box. At the very bottom, there are 'OK', 'Cancel', and 'Refresh' buttons, with the 'OK' button also highlighted with a red box.

9. Select **View** to review any attachments provided by the P-Card Reconciler.
10. Select the Plus (+) sign to add any additional comments
 - a. **DO NOT** delete any comments for historical information and audit purposes.
11. Enter comment
12. Select **OK**

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

Reconcile Statement
Procurement Card Transactions

Empl ID 00323808 Name Jose Annette B
Card Number *****4780 Card Provider VISA

☐ Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	*Status*	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid	Yes
2	02/18/2022	DOLLAR RAC MSY	Staged	108.60	USD	Not Chk'd	Valid	Yes

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

13. Select the line that has been Reconciled and reviewed

14. Change status from Staged to **Verified**

Verify that the **budget status** is **Valid**, if **budget status** is **Not Chk'd**

Reconcile Statement
Procurement Card Transactions

Empl ID 00323808 Name Jose Annette B
Card Number *****4780 Card Provider VISA

☐ Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	*Status*	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid	Yes
2	02/18/2022	DOLLAR RAC MSY	Verified	108.60	USD	Not Chk'd	Valid	Yes

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

To validate the Budget manually:

15. Select **Validate Budget**

- Budget Status** will change to Valid or Not Valid (if there is an error with the chartfield values)
- Batch jobs will run throughout the day to automatically validate budgets.

16. Select **Save**

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

Reconcile Statement
Procurement Card Transactions

Empl ID 00323808 Name Jose Annette B
Card Number *****4780 Card Provider VISA
☐ Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	*Status*	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid	Yes
2	02/18/2022	DOLLAR RAC MSY	Staged	108.60	USD	Not Chkd	Valid	Yes

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

17. Select the **Distribution Icon** (icon with 3 arrows) to review the chartfield values are correct

1. If Chartfield Values are incorrect, the approver has the ability to:
 - i. Update to the correct values OR
 - ii. Not update and NOTIFY the Reconciler of the updates needed.

*Any updates done by the Approver should be noted in the Comments Field.

ProCard Account Distribution

Line 2 PO Qty 1.0000 UOM EA
Billing Date 03/14/2022 Billing Amount 108.60 USD Unit Price 208.60000
SpeedChart Transaction Unit Price 108.60000 *Distribute By Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Fund	Dept	*Account	Grant	PC Bus Unit	Project
1	100.0000	108.60	USD	MDADE	G1001	AD02010000	1067000000	NO-GRANT		

OK Cancel Refresh

18. Select **OK**

If the Approver finds any discrepancies when reviewing the transaction, they can decide not to Approve the Transaction and advise the Reconciler via the selection of the **Notify** button. The status of this transaction will remain as Staged and not updated to Verified

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

**To notify a user of any changes needed to be made, follow the below steps.

Reconcile Statement
Procurement Card Transactions

Empl ID 00323808 Name Jose Annette B
Card Number *****4780 Card Provider VISA
☐ Run Budget Validation on Save

Bank Statement

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	03/13/2022	THRIFTY CAR RENTAL-ATL	Staged	173.53	USD	Valid	Valid	Yes
2	02/18/2022	DOLLAR RAC MSY	Staged	108.60	USD	Not Chkd	Valid	Yes

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save **Notify** Refresh

1. Select the **Notify** button

Workflow Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

Priority:

Subject: <Enter Subject here>

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2022-06-16

Message:

Delivery Options
☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

OK Cancel Apply

2. Select Lookup Recipient

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

The screenshot shows a 'Send Notification' dialog box with the following sections:

- Lookup Address**: A section for finding recipients.
- Recipient Search**: A search bar with the text 'manja' and a 'Search' button.
- Search Results**: A table listing search results with columns for To, cc, bcc, Recipient, Email Address, and User ID.
- Add to Recipient List**: A button to add a selected recipient to the list.
- Recipient List**: A section with 'To:', 'CC:', and 'BCC:' fields for adding recipients.
- OK** and **Cancel** buttons at the bottom.

The 'Search Results' table contains the following data:

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Vicky		E201599
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Karen M	T0140285@miamidade.gov	T0140285
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Karen M		MD_EX_DPT_APRVR2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Karen M	change_me@oracle.com	E304811
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Juliana	change_me@oracle.com	E315267
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Karen		KARENM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Karen	change_me@oracle.com	E304811
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Juliana	change_me@oracle.com	E315267
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manjarres, Vicky		E201599

3. Under **Recipient Search**, enter the last name first, in the Name field of the person receiving the email notification
4. Select **Search**
5. Locate person's name from the Search Results
6. Select the box under **To**, **CC** or **BCC**
7. Select **Add to Recipient List**, this will add the person's name in the appropriate field for the recipient list
8. Select **OK**

Lesson 3: Approve P-Card Transactions

Lecture 1: Approve P-Card Transactions

After selecting ok, the page will return to the main notify page to complete the email notification.

Workflow Notification

Help

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.
[Lookup Recipient](#)

Notification Details

To: Manjarres, Karen M/T0140285

CC:

BCC:

Priority: ▼

Subject: <Enter Subject here>

Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2022-06-27

Message:

Delivery Options

☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK

Cancel

Apply

9. Enter the following data to send email to the user being notified

- b. Priority:
- c. Subject:
- d. Message:

10. Select **OK**

11. Email will be sent to user.

Lesson 3: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Scenario The P-Card transactions were reviewed and approved by the department.

Instructions This activity is will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Lesson 3: Training Exercise

Debrief



1. Is the Department verification (Approval) required on P-Card transactions?

2. Can the Approver notify the P-Card holder/Reconciler of any discrepancies in INFORMS?

3. True/False: Department Approver approves the transaction by changing the status to Staged?

4. Should the Approver change the status to verified if the transaction is rejected?

Lesson 3: Approve P-Card Transactions

Objectives Achieved



Now that you have completed the Approve P-Card Transactions lesson, you should be able to:

- Approve P-Card Transactions

Module 3: Course Summary

Objectives Achieved



Congratulations! You have completed the Load and Manage P-Card Transactions course. You now should be able to:

- Recognize the INFORMS P-Card capabilities
- Review and Reconcile P-Card Transactions
- Dispute P-Card Transactions
- Approve P-Card Transactions

The Procurement Card (P-Card) feature supports credit card purchases, to include emergency purchases, travel airfare made by card-holding employees. This does not by-pass any procurement policy and or procedures. It combines the ease and speed of charge cards with the high information content of paperless-based systems, which is useful in both auditing and accounting.

No changes have been made to the current P-Card policies and Procedures, compliance with the P-Card Policy and Procedures manual, and AO-3-35, Purchasing Card Program.

Next Steps

Now that you have completed the course, please make sure to complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

Reference Materials

Reference Materials



If there are any questions about any of the topics presented in this course, use the following resources:

www.miamidade.gov/informs

User Productivity Kits (Available on the INFORMS Training Webpage):

- Review and Reconcile P-Card Transactions
- Dispute P-Card Transactions
- Approve P-Card Transactions

Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
Card Issuer	The Card Issuer is the Banking Institution that issues the P-Card (Bank of America, BOA)
Proxy	Proxy is the setup needed for anyone to have the authority to handle transactions for a specific credit card.
P-Card Reconciler	The Reconciler is responsible for reconciling, disputing, and updating information and attaching supporting documentation in their P-Card transactions.
Transaction amount	Transaction Amount is the amount charged to a credit card and posted to the monthly statement
Departments	Business Unit (Processing Department)
Financial Structure	Chartfields, previously known as index codes, sub-objects
P-Card Reviewer	The Reviewer can inquire and run queries on P-Card related transactions
P-Card Approver	Department P-Card Approver is responsible for reviewing transactions reconciled by the employees and approves them.
Central P-Card Compliance Officer	Central Finance P-Card Compliance Officer reviews the department approved P-Card transactions and verifies them for completion and approves transactions for payout.