Course ID: FIN 213
Course: Reconcile and Approve P-Card Transactions

Course Administration and Logistics

To receive credit for completing this course, Users must record your attendance at the beginning <u>and</u> end of clas

Actively participate in class

Ask questions; this is your time to learn

Please turn off your cell phones and refrain from checking email and the Internet while in class

Take Breaks at scheduled times

Be back from Breaks on time

Course Overview

Course Description	This course provides a comprehensive review of the Reconcile and Approve P-Card Transactions processes.
	This course consists of the following modules:
	- Module 1: Course Introduction - Module 2: Reconcile and Approve P-Card Transactions - Overview of P-Card - Review and Reconcile P-Card Transactions - Dispute P-Card Transactions - Approve P-Card transactions - Module 3: Course Summary

Course Overview, Continued

Training Audiences	• Department P-Card Reconciler • Department P-Card Approver
Prerequisites	• ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation and Online Help
Estimated Duration	• 3 Hours

Module 1: Course Introduction

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

Learning Objectives

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

Roles and Responsibilities

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

Role	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.

MIAMI-DADE COUNTY

Navigation

Below are the steps to navigate to Procurement Card (P-Card), which will be used for navigation in the rest of this course:
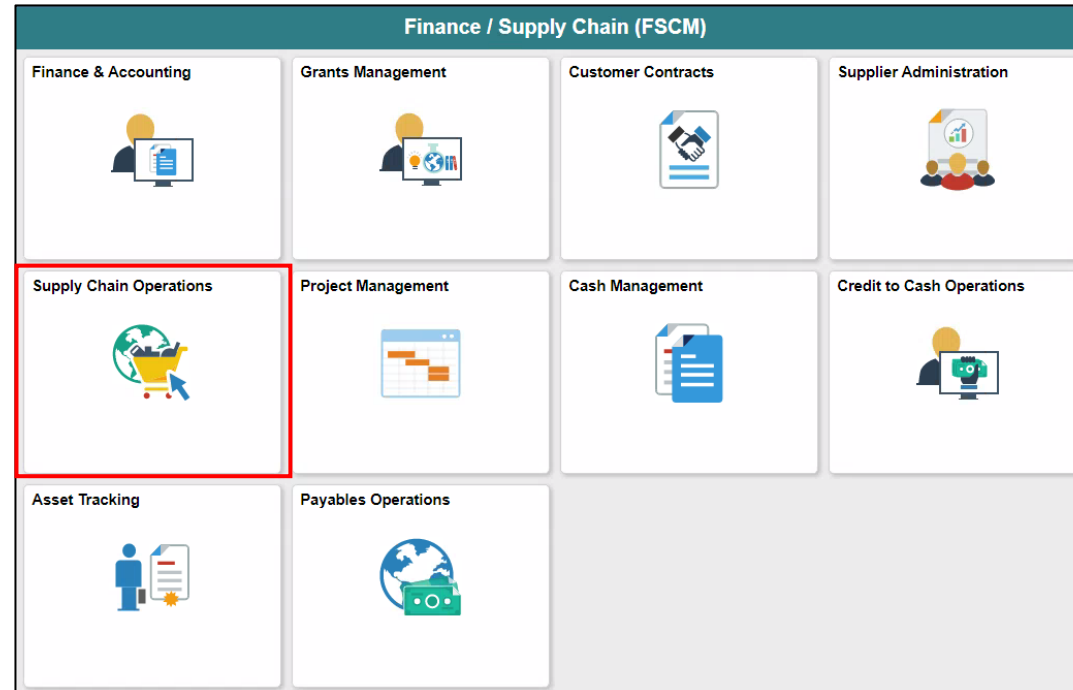
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.
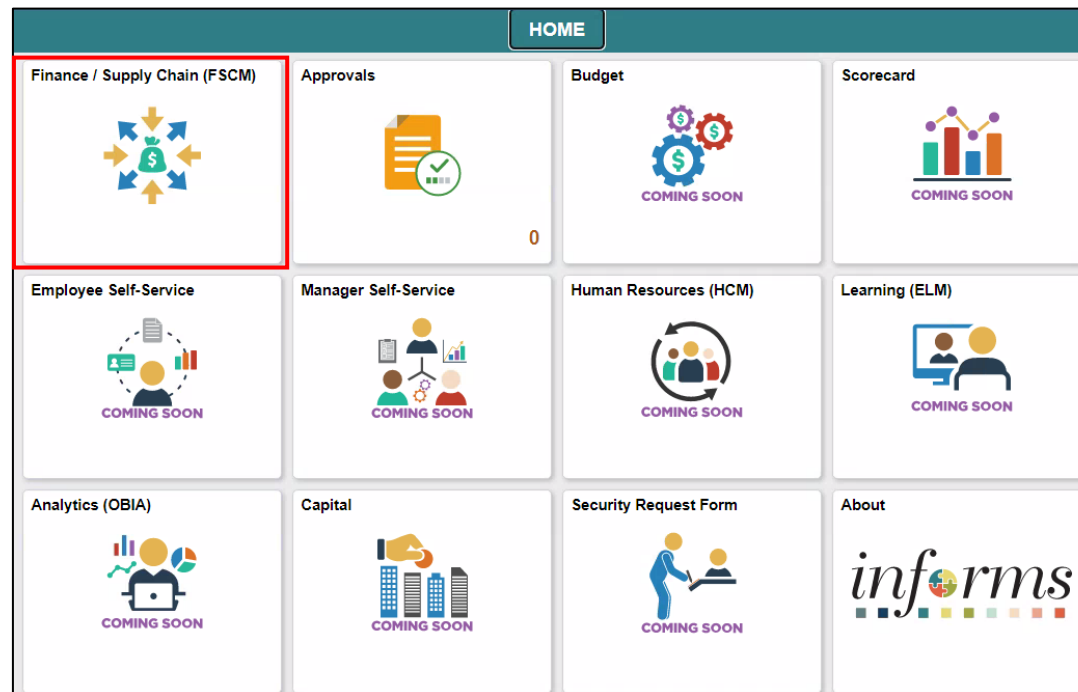
Navigation, Continued

2. Select **Supply Chain Operations**

Navigation, Continued

3. Select **Procurement Card Center**

Purpose and Benefits to Business Process

The purpose and benefits of P-Cards 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

The End-to-End Business Process

PCARD BUSINESS PROCESS

Department P-Card Reconciler

Department P-Card Approver

Central P-Card Compliance Officer

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

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.

Introduction to Activities and Exercises

- You will take part in two types of hands-on learning throughout this course.

Training
Activities
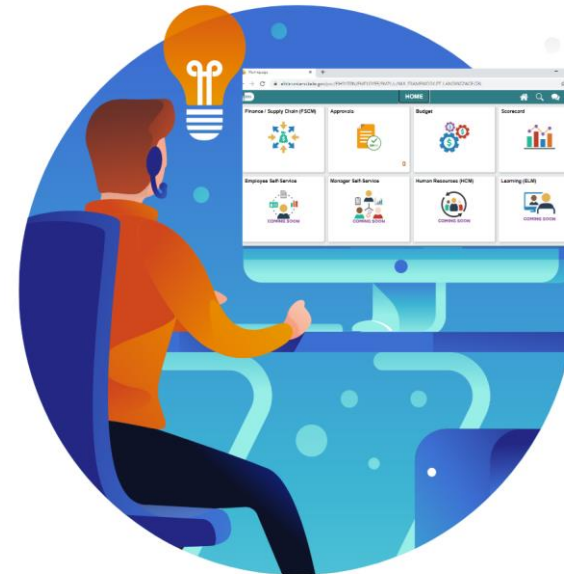
Training
Exercises

Module 1: Course Introduction Summary

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
Introduction to Demonstrations, Activities, and Exercises

Module 2: Reconcile and Approve P-Card Transactions

Module Topics
Module Introduction
Lesson 1: Overview of P-Card
Lesson 2: Review and Reconcile P-Card Transactions
Lesson 3: Approve P-Card Transactions

Lesson 1: Overview of P-Card

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

● Recognize the INFORMS P-Card capabilities

Lesson 1: Key Terms

Card Issuer	The Card Issuer is the Banking Institution that issues the P-Card (Bank of America, BOA)
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.
Departments	Business Unit (Processing Department)
Financial Structure	Chartfields, previously known as index codes, sub-objects.
P-Card Reconciler	The Reconciler is responsible for reconciling, disputing, and updating information and attaching supporting documentation in their P-Card transactions.
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.

Lesson 1: Key Terms, Continued

Term	Definition
Proxy	Proxy is the setup needed for anyone to have the authority to handle transactions for a specific credit card.
Transaction amount (Charge or Credit)	Transaction Amount is the amount charged to a credit card and posted to the monthly statement.

Lecture 1: 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 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 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.

Lecture 1: Overview of P-Card

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.

Lecture 1: Overview of P-Card, Continued

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.

Lesson 1: Key Terms – Status of the Transaction

P-Card Reconciler	**Initial to Staged**	**This role must take an action on transactions with the Status of 'Initial'.** **Initial status**: This status will be displayed for new transactions loaded in INFORMS from the daily statement. **Staged status**: This status will be updated by the P-card Reconciler, from the 'I**nitial' status,** once the transaction has been reviewed and reconciled by the P-Card holder and/or Designee (Proxy). ***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-Card Approver	**Staged to Verified**	**This role must take an action on transactions with the Status of 'Staged'.** **Staged status**: This status will be displayed for transactions ready for Approval. **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.

Lesson 1: Key Terms – Status of the Transaction (Cont.)

Central Finance Compliance Officer	**Verified to Approved**	**This role must take an action on transactions with the Status of 'Verified'.** **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. **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. *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.
All P-Card Roles	**Closed**	This status will be displayed when the transaction has been processed for payment.

Lesson 1: Lesson Summary

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

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

- Review and Reconcile P-Card Transactions

- Dispute P-Card Transactions

Lecture 1: 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.

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

Lecture 1: Review and Reconcile P-Card Transactions, Continued

1. Select the **Finance / Supply Chain (FSCM)** tile.
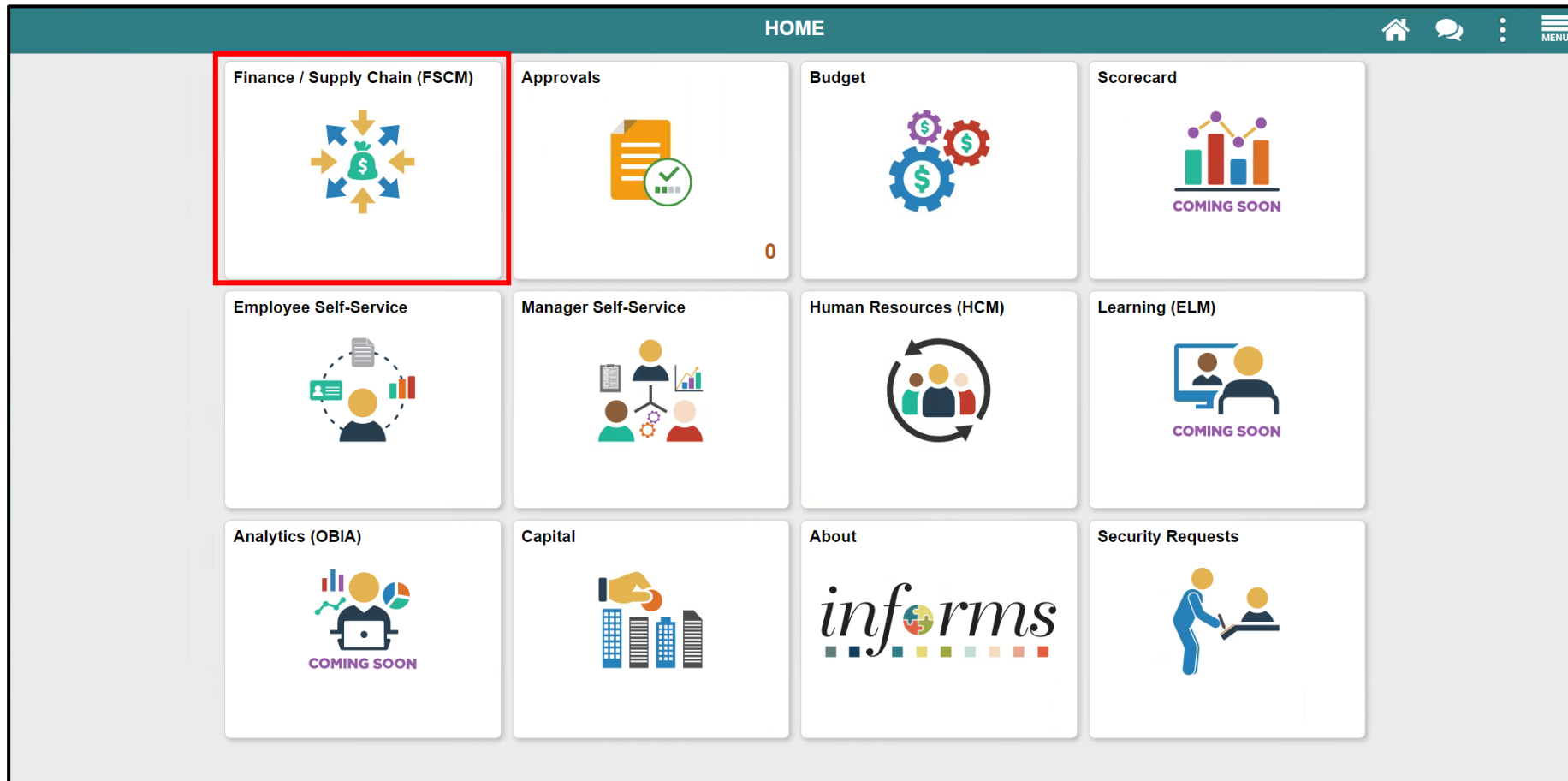
Lecture 1: Review and Reconcile P-Card Transactions, Continued

2. Select the **Supply Chain Operations** tile.
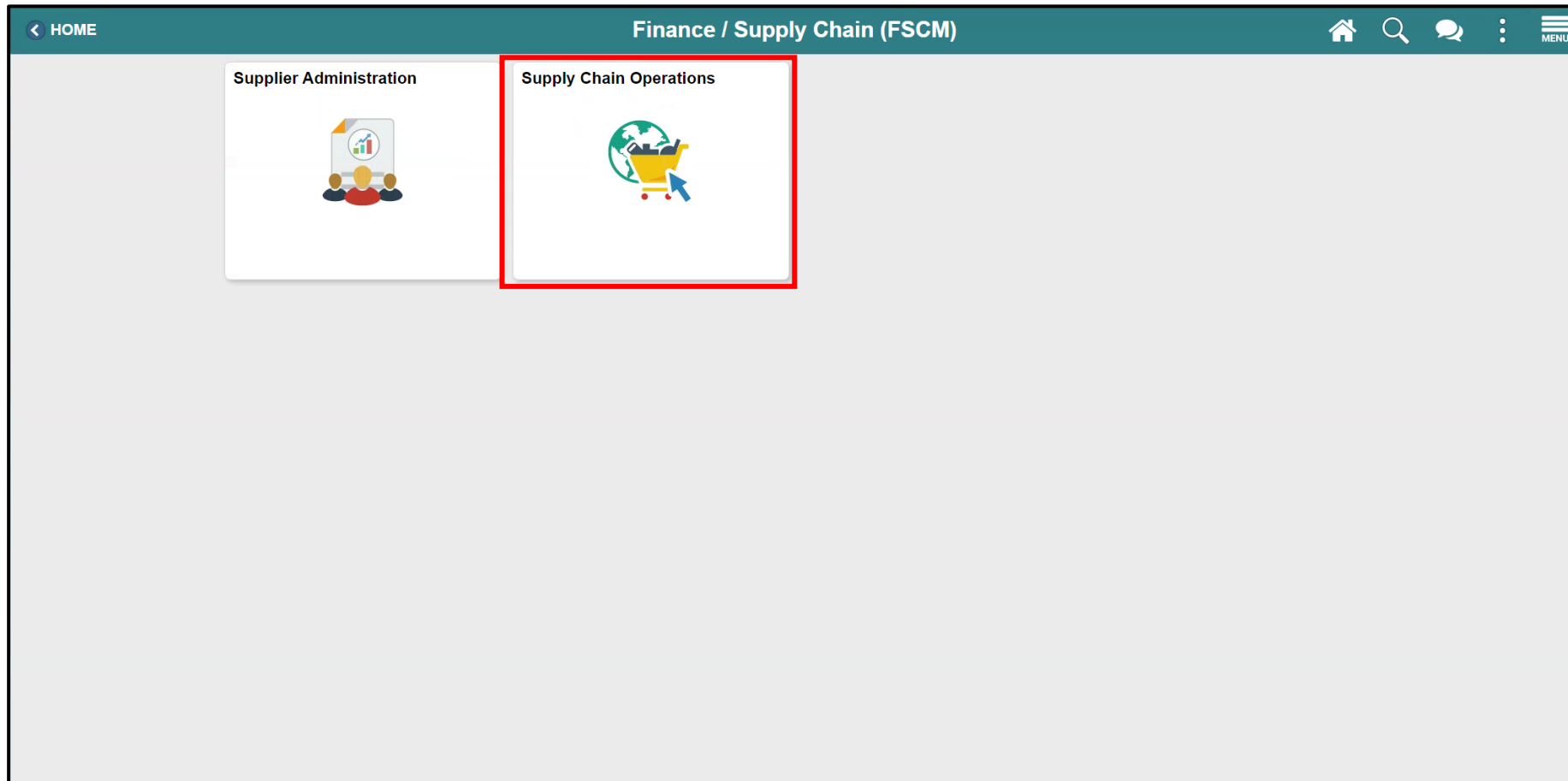
Lecture 1: Review and Reconcile P-Card Transactions, Continued

3. Select the **Procurement Card Center** tile.
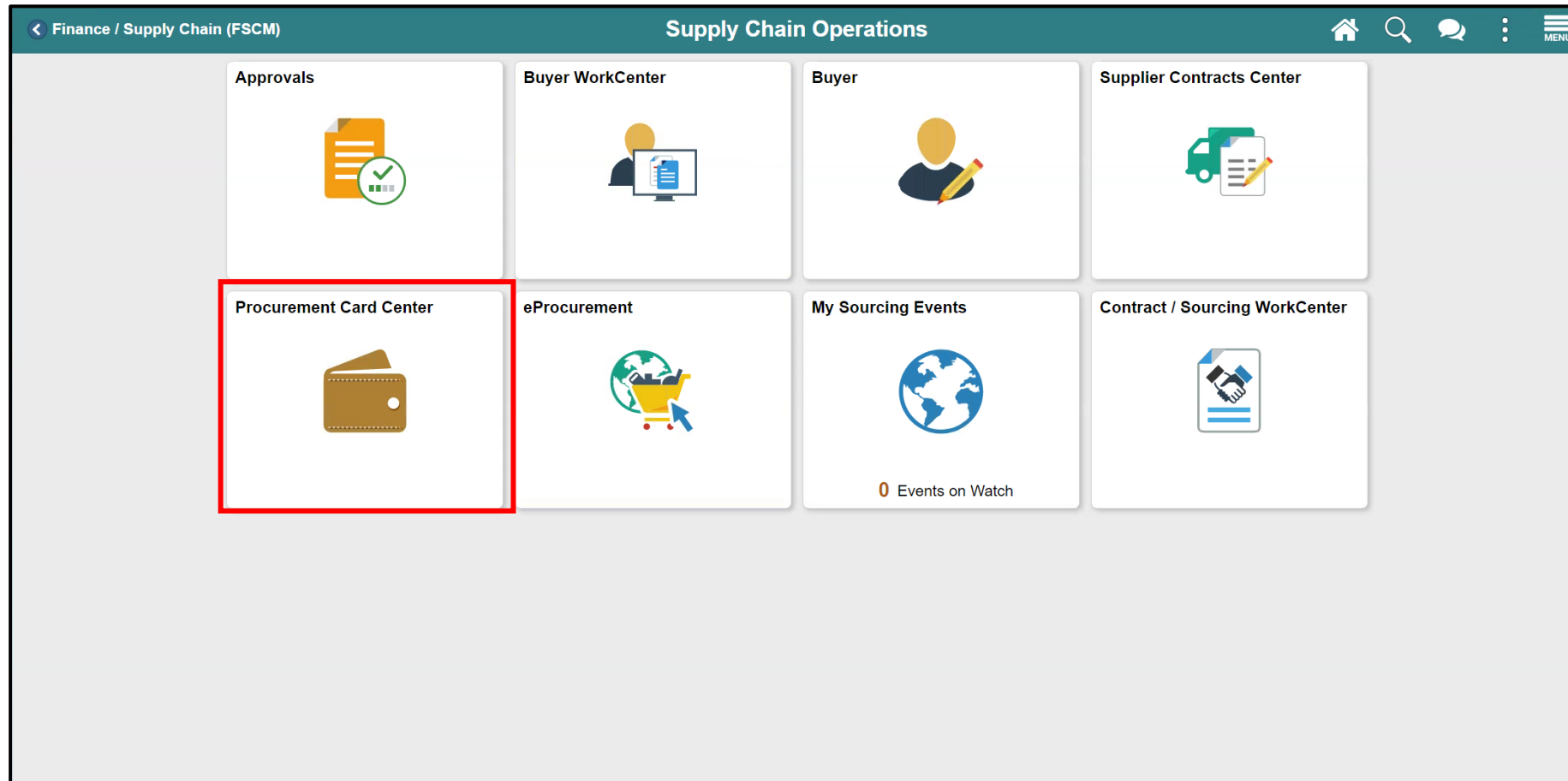
Lecture 1: Review and Reconcile P-Card Transactions, Continued

4. Select **Reconcile**.
5. Select **Reconcile Statement**.

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

Lecture 1: Review and Reconcile P-Card Transactions, Continued

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

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

6. Select your Role Name from the drop-down menu - **Department P-Card Reconciler**
7. 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**
8. Select **Search**

Lesson 2: System Demo

Lesson 2: Activities and Exercises
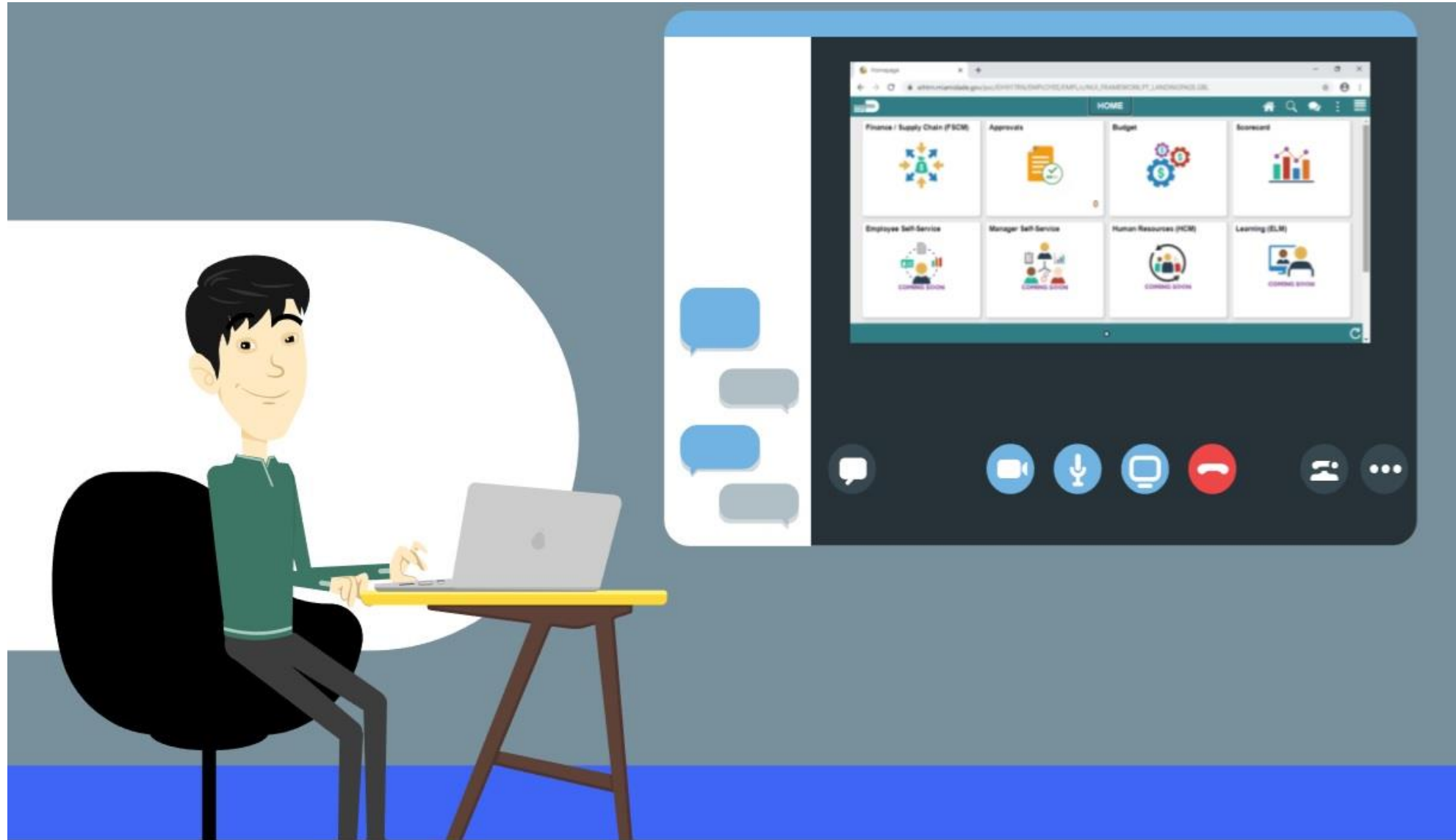
Lesson 2: Lesson Summary

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

- Review and Reconcile P-Card Transactions

Lesson 3: 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).

Lecture 1: Approve P-Card Transactions, Continued

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 Manual 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.

Lecture 1: Approve P-Card Transactions, Continued

1. Select the **Finance / Supply Chain (FSCM)** tile.
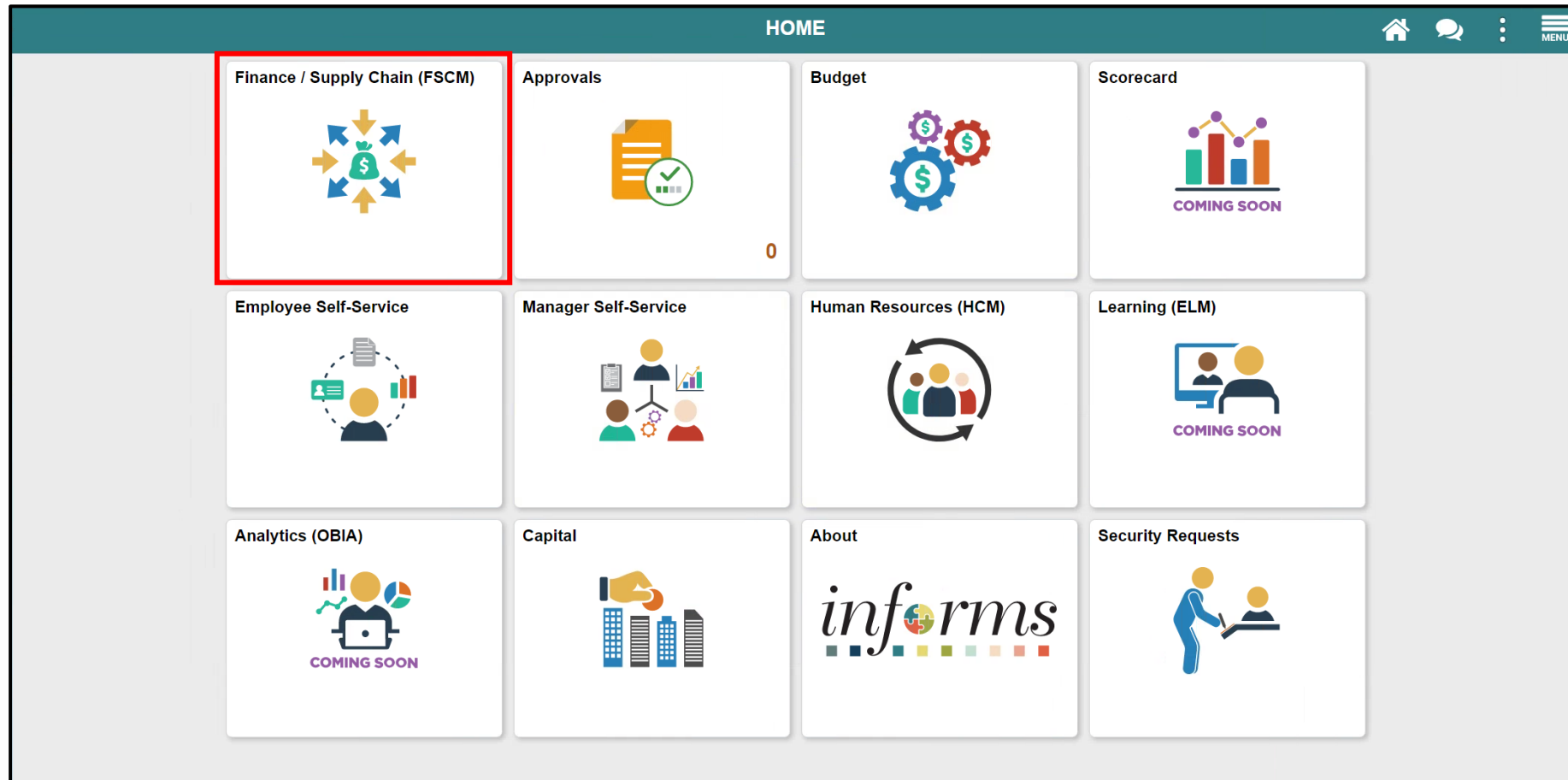
Lecture 1: Approve P-Card Transactions, Continued

2. Select the **Supply Chain Operations** tile.
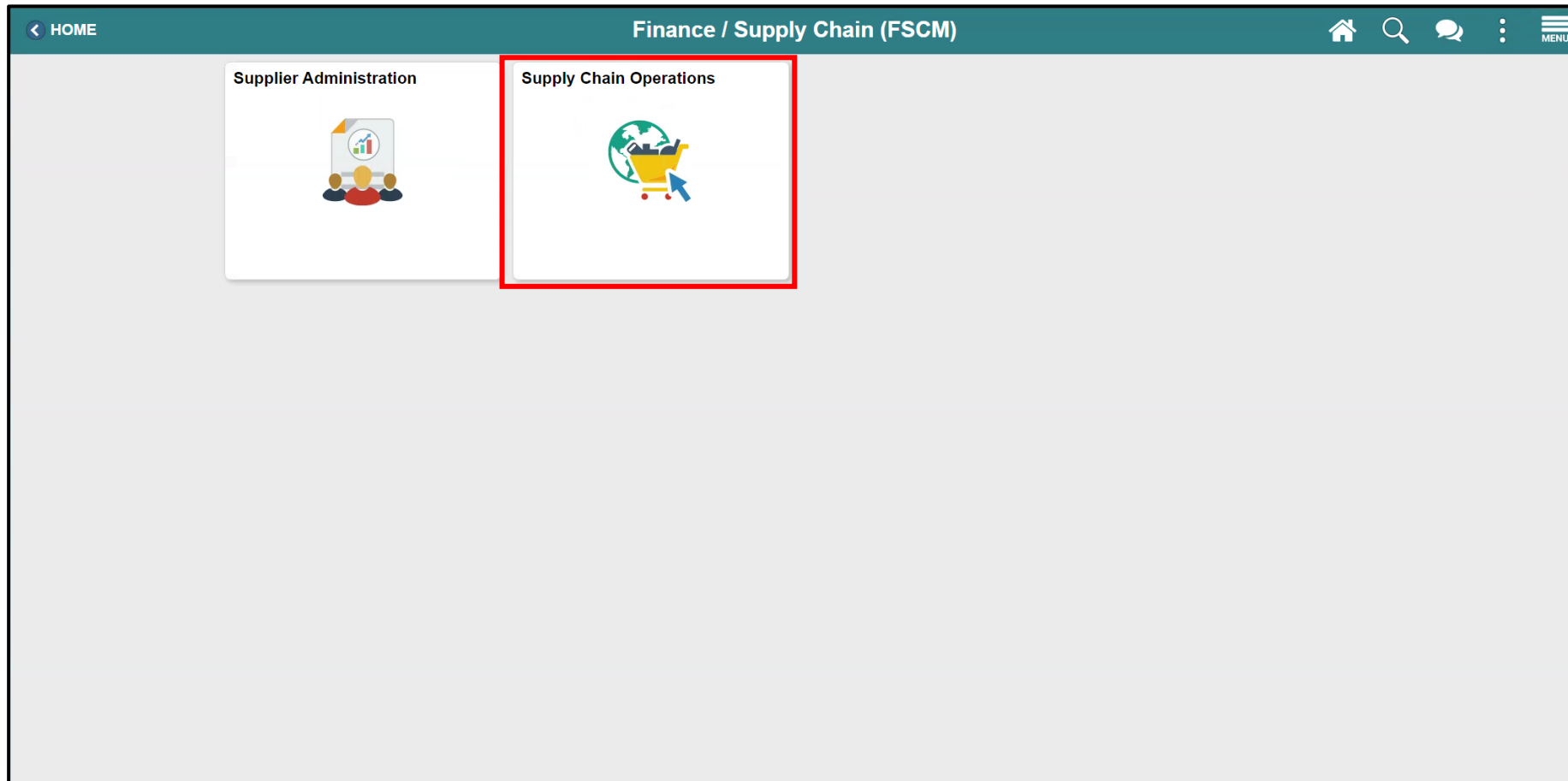
Lecture 1: Approve P-Card Transactions, Continued

3. Select the **Procurement Card Center** tile.
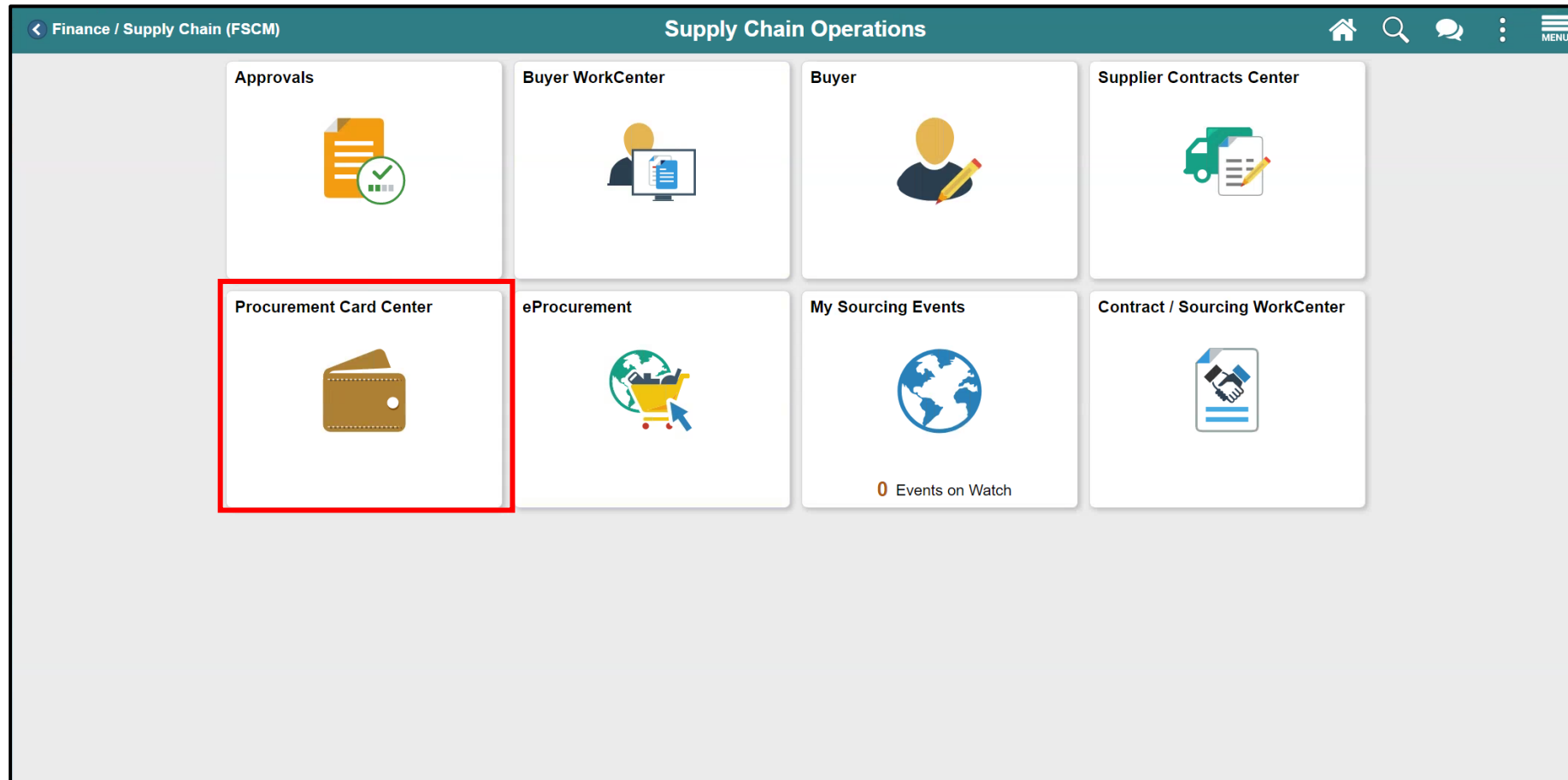
Lecture 1: Approve P-Card Transactions, Continued

4. Select **Reconcile**.
5. Select **Reconcile Statement**.

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

Lecture 1: Approve P-Card Transactions, Continued

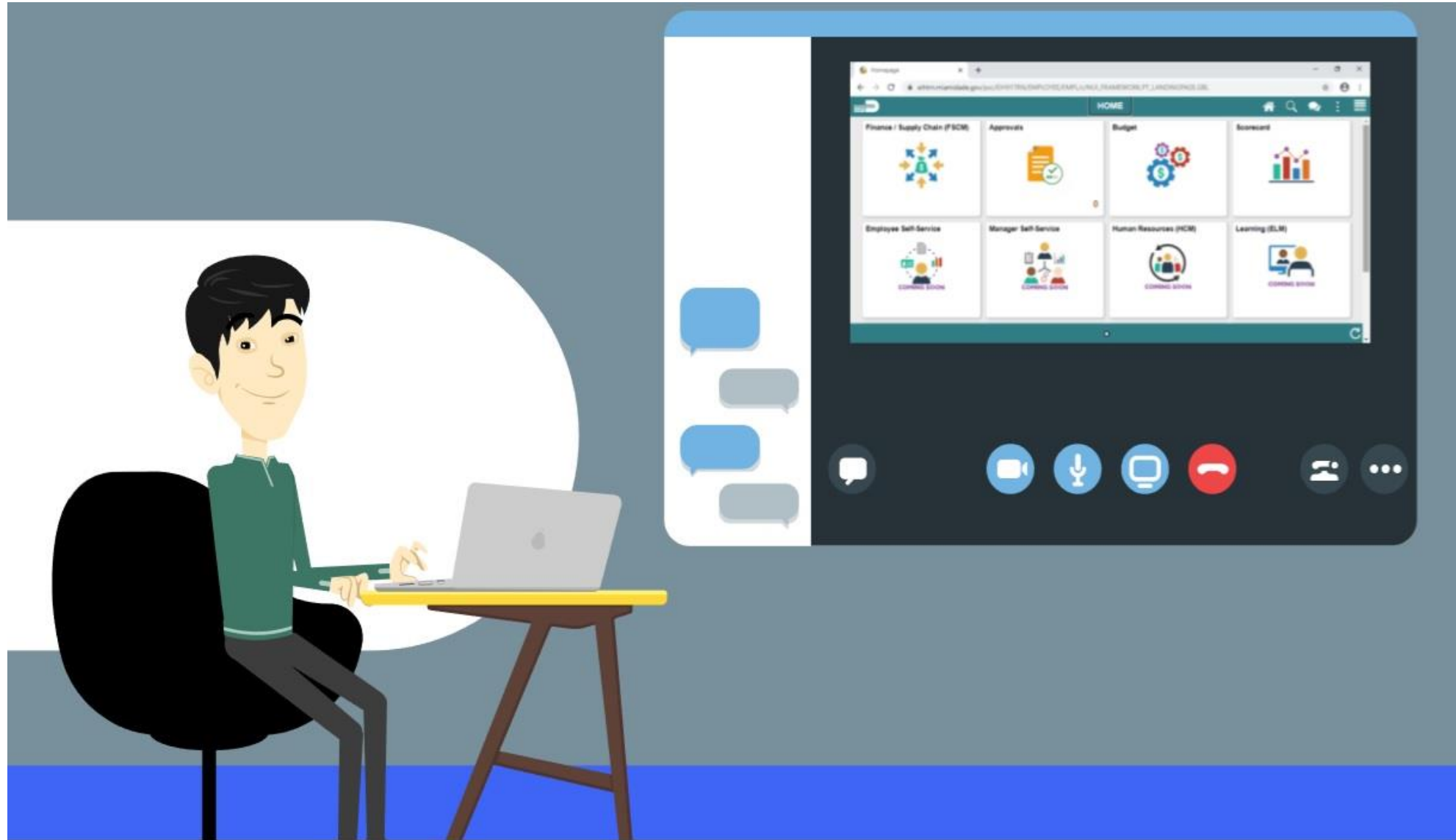This page will display if user has access to more than one security role.

6. Select **Role Name** from the drop-down **Department P-Card Approver**

7. Select **Statement Status from** the drop down to **Staged**

8. 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

9. Verify the **Transaction Date** has the correct date range. If the dates are incorrect, update the dates

10. Select **Search**

Lesson 3: System Demo

Lesson 3: Activities and Exercises

Lesson 3: Lesson Summary

Having completed the Approve P-Card Transactions lesson, users should be able to:

- Approve P-Card Transactions

Course Content Summary

Congratulations on completing the Reconcile and Approve P-Card Transactions. You now understand:

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

Additional Training and Job Aids

- For additional information, be sure to visit: 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

Congratulations on successfully completing the Reconcile and Approve P-Card Transactions course!

FIN 213 - Reconcile and Approve P-Card Transactions