P CARD TRANSACTION ENTRY

March 2014

Entry Steps

- Go to City of Flagstaff Intranet
- On Left hand side of page under “Recent Posts”
- Choose “Innoprise/Harris Links”
- In the center of the page choose “Financial: Innoprise PRODUCTION”
- Sign in using your regular Windows sign on

- Under “System Functions” use the drop down arrow
- Choose “PCard Transactions”
- Or set up “PCard Transactions” as one of your favorites.

- Your pending Pcard Transactions should be on your screen.
- Choose a Pcard Transaction #
- Enter
- Your transaction should be on the screen
- Choose “Edit”

Cancel | Return | Save | Save and Add Another

PCard Transaction #3505 IMPORTED

PCard Number 5405820000286519 * Di Ann Butkay

Approval Status Pending
Workflow State
Date Approved

Effective Date 03/03/2014 *

Merchant ID 286000000008920 *

Merchant Name LVH ADV DEPOSIT *

Transaction Vendor 11785 *

Reference Number

Transaction Purchase Date 01/25/2014 *

Transaction Amount 89.48 *

Transaction Post Date 01/28/2014 *

Department SECT - Purchasin

Invoice Vendor 3457 Bank Of America Services Inc

Description

250 characters left

Vendor Commodity

Quantity 1.00 * Unit of Measure Each * Unit Price 89.48 *

Subject to Choose one...

Use Tax Rate (%)

Int. Use Tax Amount 0.00

GL Account Allocation

Amount	Fund	Division	Section	Program	Function	Object	Project	WO	Job	Description	Comments
0.00											

Item Error: PCard Tx #3505: GL Allocations are required for processing pcard transactions.

- You will have you Pcard number (last four digits)
- Effective date (should be the date of import)
- Merchant ID (this is a number the bank associated with your merchant)
- Merchant Name
- Transaction Vendor (If vendor # 1050 you need to contact the vendor and get a W-9)

- Once you get a W-9 form (IRS Identification Number) email to Liane Garcia to set up Vendor
- Once Vendor is in the system (Liane will provide you with a vendor number) delete the misc vendor # (1050) from the Transaction Vendor Field and use the vendor # provided by Liane and delete the Merchant ID # and use the new vendor number as the Merchant ID

- Reference Number field – Use an invoice number or a brief description of purchase
- Transaction Purchase Date (auto filled) equals date of purchase
- Transaction Post Date (auto filled) equals vendor posting date
- Transaction Amount (auto filled) Should be the amount of your purchase and should match your receipt

- Department – this should be the department you are housed in (Let Di Ann or Martin know if this is incorrect)
- Invoice Vendor (Bank of America) Our credit card company
- Description – Invoice number and description of purchase or service
- Quantity (Auto Filled)

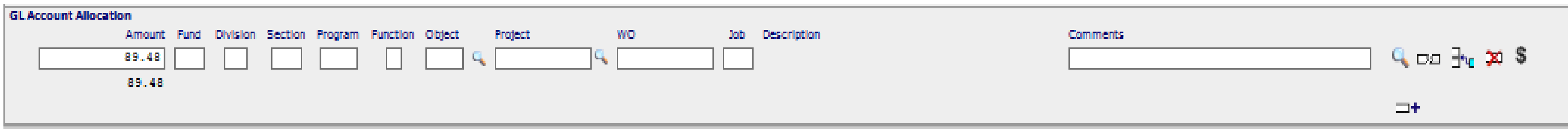
- Unit of Measure (auto filled)
- Unit Price (auto filled)
- Subject to (this is a drop down menu) this is to choose whether you have paid the tax, if the item is non taxable or if we need to pay tax. Choices are:

No Add'l Tax - No Additional Tax or Tax Included - EXEMPT

UT – Out State – Use Tax – Out of State Vendors – USE TAX

(If you have questions whether your transaction is EXEMPT or USE TAX please contact Carol Ann McCoy or Di Ann Butkay)

- GL Account Allocation



Your amount is auto filled – enter in your account number (using the new General Ledger Account number (there is an Account Conversion table under “System Functions”) if you need to split the amount into two or more account numbers select the 

Enter a description of the purchase in the comments field.

- Once you have entered all of your transactions information choose “Save” (either at the top of the page or the bottom (on the blue line)
- Another screen will come up choose the “Attachment” button, then choose “Add” (on the blue line)
- Enter in a description of what you purchased (this is a required field)

- Date (auto filled) this is the date of the import
- File – select the “Browse…” button and search the file that has your scanned invoice (Please only attach only those invoices that are applicable to the transaction)
- Choose “Save” on the blue line
- Choose “Return” on the blue line
- Make sure your transaction is correct
- Choose “Propose” in the middle of the blue line

- Your transaction is in your approvers workflow.
- In order to see where your transaction is at any point go to the “Activity” button and you will be able to see where your transaction is in the workflow process.
- Please contact Di Ann Butkay 213-2276 or send her an email dbutkay@flagstaffaz.gov if you have any problems or questions.