



Elementary Schools SchoolBooks Purchasing Card Transactions (SAF P Card)

Use this procedure to record SAF P Card transactions.

This procedure views P Card transactions as another form of payment to a vendor. A P Card transaction is recorded as a manual check, but with a distinct check numbering sequence to differentiate it from the paper check numbering sequence. This method ties the transaction to the vendor, which allows for faster resolution of vendor inquires.

Note: The best practice is to enter separate batches for checks being issued, checks being voided, and P Card transactions so that each batch prints on a separate Manual/Void Check Journal.

When to record

P Card transactions should be recorded after the SAF P Card Statement for the week has been downloaded from Commerce Bank and the amount to be debited from school's bank account is known.

3 Key Steps

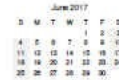
- Print the weekly Commerce Bank Visa Statement (see SAF P Card Statements in Commerce Bank job aid)
- Complete "Administrative Form 3516 SAF Pcard Request" and attach back up. There must be one form for each charge shown on the weekly statement. Use the "Administrative Form 3501 SAF Adjustment Authorization" for any SAF P Card *credits* and attach back up as well.
- Record entries in SchoolBooks using information from your documents referenced above.

Recording in SchoolBooks – *This method is for charges only.* Credits, returns and/or credit memos are entered differently. See page 3 for credit adjustment entries.

1. Click the Manual/Void Check Entry button or make this selection from the Entry drop down menu. The Manual/Void Check Entry window opens.
2. Bank Code C should be indicated. If not, use the magnifying glass and select the bank code that corresponds to the checking account.
3. Tab to the Check Number field and type in the manual P Card "check number" from your PC Numbering Log. P Card check numbers start with PCxxxxx, where xxxxx is a numerical sequence. The Student Activity Fund Technician maintains the master list of P Card check numbers for your site.
4. Tab to the Date field and enter the date your bank account will be debited as the date the "check" was issued. This date is the Friday following the statement date. **Ex: Statement date 5/9/17 = 5/12/17 debit date = date on check.**



May 2017 (United States)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2 ☾ 1st Quarter	3	4	5	6
7	8	9 ☽ Statement Date	10 ☉ Full Moon	11	12 ☽ Check Date	13
14 Mother's Day	15	16	17	18 ☽ 2nd Quarter	19	20
21	22	23	24	25 ● New Moon	26	27
28	29 Memorial Day	30	31	1 ☽ 1st Quarter	2	3

COMMERCE BANK - COMMERCIAL CARDS
 PO BOX 414084
 KANSAS CITY MO 64141-4084

MEMO STATEMENT

Account ID [REDACTED]
 Account Number XXXX-XXXX-XXXX- [REDACTED]
 Statement Date MAY 09, 2017
 Statement Activity [REDACTED]
 Check Date 5/12/17

**** MEMO STATEMENT ONLY ****
DO NOT REMIT PAYMENT

[REDACTED] SAF
 WASHOE COUNTY SCHOOLS SAF
 425 E 9TH ST
 RENO NV 89512-280025

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5. Tab to the Amount field and enter the amount of the transaction. Example: 25.00.
6. Tab to the Vendor Number field.
 - a. Use the magnifying glass to open the Vendor Lookup window.
 - b. Select the vendor for the purchase and press the Tab key.
 - i. If the vendor is NOT listed, click Cancel and you will be returned to the Manual/Void Check Entry window.
 - ii. Type in a vendor number. (This is your Vendor code . . . Maximum of 10 characters.)
 - iii. Press the Tab key and the Add a New Vendor window will appear.
 - iv. Click Yes and the Vendor Maintenance window appears.
 - v. Fill in the applicable vendor information and click Accept when done. *Hint: The only required information for a vendor is the vendor number and name.*
7. You will automatically be returned to the Manual/Void Check Entry window; the vendor's name should now appear in the 1.Header tab.
8. Click on the 2.Detail tab and complete (at the minimum) the following fields:
 - a. Inv. # - this will be the actual invoice number being paid, OR, if no invoice is available, use the date on the P Card transaction receipt, in mmddyy format.
 - b. Purpose – a detailed description of the purpose of the transaction.
 - c. Amount – the transaction amount.
 - d. Inv. Date – the date the transaction occurred, i.e., the date on the receipt or invoice.
 - e. GL Acct. – the activity account supporting the charge.
9. Click OK. The transaction will appear in the large white field.
10. Click Accept.
11. You may continue to enter the remaining P Card transactions on the Commerce Bank weekly statement.

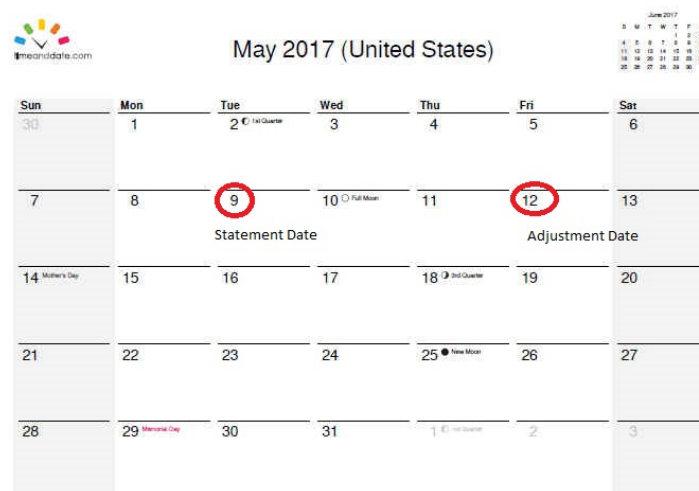
12. After you have clicked Accept on the final transaction, click Cancel.
13. You will be asked “Do you want to print the Manual/Void Check Journal?” Click Yes.
14. At the next window click Print and wait for the journal to print.
15. The next window asks “Did the Manual/Void Check Journal print OK, and is the data correct?” If the journal looks OK (printed clearly, data is correct), click Yes.
16. The next window asks “Do you want to UPDATE the Manual/Void Check Journal?” Click Yes.
17. A small window appears indicating Update Complete. The transactions you entered are now posted to the GL accounts you listed.
18. Make a notation on the Manual/Void Check Journal that it has been posted/updated, and file it in your monthly transactions/reports file. *Your file should include the Manual/Void Check Journal, Form 3516 with attached backup and the weekly Commerce Bank Visa statement.*
19. Annotate your Bank Statement with the range of manual check numbers that make up the P Card item.

Hint: The check entries will not post until you: 1) print a Manual/Void Check Journal and 2) answer Yes to update the journal.

PROCESS COMPLETE – for charges

Recording in SchoolBooks – *This method is for credits, returns or credit memos only.* You will be entering an adjustment for the credit. Please follow the instructions below.

1. Click the Adjustment Entry button or make this selection from the Entry drop down menu. The Adjustment Entry Wizard window opens.
2. On the Adjustment Type screen, select Enter New Adjustment and press Next.
3. On the next window, select the correct Bank Code – it should default to your checking account name and GL account number.
4. Use the drop-down arrow to select the Adjustment Type. Select Miscellaneous Bank Charge (Debit) and click on Next.
5. The next window opens and it is used for a credit Adjustment Type. Complete the fields on the screen.
 - a. Date: This should be the date your bank account will be debited. This date is the Friday following the statement date. **Ex: Statement date 5/9/17 = 5/12/17 debit date = date of Adjustment.**



MEMO STATEMENT

Account ID

Account Number

XXXX-XXXX-XXXX-XXXX

Statement Date

MAY 09, 2017

Statement Activity

Adjustment Date 5/12/17

** MEMO STATEMENT ONLY **
DO NOT REMIT PAYMENT

SAF
WASHOE COUNTY SCHOOLS SAF
425 E 9TH ST
RENO NV 89512-280025

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- b. Charge Amount: For a credit (return or credit memo) enter a negative sign then the amount. Example: -25.00.
 - c. GL Account Number: This field shows the default GL account number for this Adjustment Type; the GL account name will be displayed. This is likely **not** the correct activity account to be charged. Refer to your AF-3501 Adjustment Authorization form and key in the correct GL account. (This should be the same account number as the original charge.)
 - d. Purpose: Enter the purpose of the transaction. You must reference that it is a Purchasing Card transaction; begin the field with PC. You must also indicate the vendor, followed by the purpose. Example: PC Amazon-Library books credit.
 - e. Authorized By: Enter the person who authorized the transaction. This is usually the bookkeeper or secretary in charge of Student Activity Funds.
 - f. Category Code: Skip this field.
 - g. Report Column: This field defaults to Expense. DO NOT CHANGE.
 - h. When all fields are completed, select Next.
6. The next window will display all the details of the adjustment. The only editable field is the Purpose field. Edit as necessary. Click on Accept to accept the Adjustment Entry. You will be returned to a new Adjustment Entry Wizard window (see step 2 above).
 7. Repeat steps 2-6 for any other P Card credits to be recorded at this time.
 8. Once all P Card credits have been entered, you should be at the main Adjustment Entry Wizard window. Click Cancel.
 9. You will be asked, "Do you want to print the Adjustment Journal?" Click Yes.
 10. At the next window click Print and wait for the journal to print. It will print (and assign permanent Adjustment Numbers) in transaction date order.
 11. The next window asks "Did the Adjustment Journal print OK, and is the data correct?" If the journal looks okay (printed clearly, data is correct), click Yes. *If the journal does not look okay (printed wrong or data is incorrect), click Cancel, then review Journal and make corrections as needed. After corrections are complete, repeat Step #10.*
 12. The next window asks "Do you want to UPDATE the Adjustment Journal?" Click Yes.
 13. A small window appears indicating Update Complete.
 14. Make a notation on the Adjustment Journal that it has been posted/updated, and file it in your monthly transactions/reports file. *Your file should include the Adjustment Journal, Form 3501 with attached backup and the weekly Commerce Bank Visa statement.*
 15. Annotate your Bank Statement with the range of adjustment numbers that make up the P Card item.

Hint: The adjustment entries will not post until you: 1) print an Adjustment Journal and 2) answer Yes to update the journal.

PROCESS COMPLETE – for credits