



Middle School and High School SchoolBooks Purchasing Card Transactions (SAF P Card)

Use this procedure to record SAF P Card transactions.

This procedure views P Card transactions as bank generated debits from the school's bank account, as shown on the bank statement. While that total debit is a single amount, it may consist of multiple P Card transactions, each of which needs to be recorded separately. The transactions are recorded as individual Adjustments to the checking account balance. This method does not tie the P Card transaction to a vendor.

Note: The best practice is to enter separate batches for P Card transaction adjustment entries and other adjustment entries (such as for bank service charges, NSF Checks and Fees, etc.) so that each batch prints on a separate Adjustment Journal – P Card transactions in one batch, and other bank debits in another batch.

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 the 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. Additionally, use the "Administrative Form 3501 SAF Adjustment Authorization" for each adjustment entry made.
- Record entries in SchoolBooks using information from your documents referenced above.

Recording in SchoolBooks

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 both a debit or 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.**



May 2017 (United States)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2 <small>1st Quarter</small>	3	4	5	6
7	8	9 Statement Date	10 <small>Full Moon</small>	11	12 Adjustment Date	13
14 <small>Mother's Day</small>	15	16	17	18 <small>2nd Quarter</small>	19	20
21	22	23	24	25 <small>New Moon</small>	26	27
28	29 <small>Memorial Day</small>	30	31	1 <small>1st Quarter</small>	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]
 Adjustment 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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- b. Charge Amount: For a standard transaction (debit) enter the amount. Example: 25.00. 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-3516 SAF Pcard Request form and key in the correct GL account. (For credits, 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.
 - 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 transactions to be recorded at this time.
 8. Once all P Card transactions 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, Forms 3501 and 3516 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