P-Card Supervisors Procedures and Screen Shots

Allocating Transactions

Login to SmartData website: http://smartdata.jpmorgan.com

From the Home screen, from the **Financial Menu**, select **Account Summary.**

From the Quick Link box, select the **blue link of your assigned reporting level**. This will differ for each supervisor. For <u>this</u> example, the supervisor is overseeing the Administration department.

Select the **Reporting Cycle radio button** and drop down and **select the current reporting cycle**. Click **Search**.

Any cardholder who has activity within the selected reporting cycle will appear below the search box. Click the **blue hyperlink** of each **cardholder's account number** to review and/or allocate each employee's transactions.

To assign account codes and vendor number to the transaction, click the single arrow **Accounting Detail icon.**

SEARCH CRITERIA

Advanced Search

● Reporting Cycle:	October 2017 ∨
Date Type:	Posting Date
○ Date Range: From:	09/06/2017 to 10/05/2017
	Posting Date
Date Type: To:	09/06/2017
	10/05/2017
	Posting Date ∨
Data available starting: 10/30/2014	Search

SEARCH RESULTS

Search Total:

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
ELLEN R KIRSANOFF		661.89	0.00	661.89
ALEXANDRA IVANOVA		541.79	0.00	541.79
URBANA PARK DISTRICT		0.00	(26,736.39)	(26,736.39)
TIMOTHY A BARTLETT		145.62	0.00	145.62

Page 1 of 1   Page

SEARCH RESULTS

Search Total:

Expand All | Collapse All

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	☐	☐	03/26/2018	03/24/2018	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98109	(23.99)	

Page 1 of 1   Page

Display accounting codes from   Account Level ∨

ACCOUNTING CODES INFORMATION

Expense Description: Cash Lockbox

Fund	Department	Program	Minor Code	Vendor
900	1	0140 - Agency Administration		
905	6	9040 - Gym	4306 - Equipment	AMAZON COM - 1...

Copy to All on Page

Descriptions

Be mindful that purchase descriptions are **public records reviewed by the Board of Commissioners.** Be specific and eliminate extra words and spaces. Example:

Description:	Better Description:
Lots of Markers	Markers
Tires for M-6	M-6 Tires
Dance and Fitness Whiteboard	Whiteboard
Supplies	Cups/Plates/Napkins (if 3 items or less, list items)
Cups/Plates/Napkins/Forks/Knives/Spoons	Suppl (if more than 3 items, "Suppl")

Click **Save**.

Please Note: Avoid checking off the Reviewed and Approved check boxes. Since staff and supervisors are required to print and sign the Expense Report, this is your way of reviewing and approving transactions. We have found that, by clicking those check boxes, it is creating other problems that can be avoided if we refrain from checking those boxes.

If account splits for the transaction are required, select the **Split Transaction icon.** 🔳

This will take you to a new screen, where you will divide your transaction into the necessary number of splits:

SPLIT TRANSACTION

ELLEN KIRSANOFF • XXXX-XXXX-2279-1622 (Active) • Administration • 303 W UNIVERSITY AVE • URBANA, IL 618011746

Enter number of splits. Click Add

Financial Detail	Split Detail

This transaction does not have any splits defined.

Description	Percent	Amount	Tax Amount	Net Amount

Split By: Amount ⌄ Split and Balance To: **Total Transaction Amount** ⌄

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
☐	☐	09/13/2017	09/11/2017	AFP 07036471676, VA -94043	300.00		300.00	⊡

Split(s): 2   Add

Financial Detail	Split Detail

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
☐	☐	09/13/2017	09/11/2017	AFP 07036471676, VA -94043	300.00		300.00	⊡

Split By: Amount ⌄ Split and Balance To: Total Transaction Amount ⌄

Remove	Description	Percent	Amount	Tax Amount	Net Amount
	**Expand All	Collapse All**				
☐	Split - Yearly Dues	50.00	150.00	0.00	150.00
☐	Split - Yearly Dues	50.00	150.00	0.00	150.00
	Totals:	100.00	300.00	0.00	300.00

Insert Descriptions, not to exceed 29 text characters.
Adjust dollar amounts across splits until percent equals 100.
Click Save.

Click **Expand All** to expand account code information.
Click **Edit Accounting Codes** button to have access to build account numbers with the drop down menus.
Click **Save**. It's **important to click Save after each account is built**, to ensure it is captured correctly.

Sales Tax

Urbana Park District is sales tax exempt. Present the Illinois Department of Revenue Sales Tax Exemption identification letter to vendors. If you are having consistent issues with sales tax charges, consider using a different vendor for your purchasing.

If staff is **charged or receives credit** for sales tax, the sales tax portion should be split and coded to the corresponding sales tax GL in the same fund that the expense was incurred. Example:

Expense: **900-3-0040-4334** → Split Sales Tax to: **900-0-0110-1040**

Expense: **905-5-3840-4306** → Split Sales Tax to: **905-0-0110-1040**

Expense: **940-2-2240-4306** → Split Sales Tax to: **940-0-0110-1040**

Expense: **968-1-0140-4306** → Split Sales Tax to: **968-0-0110-1040**

| Home | Financial | Account Manager | Reports | Accounts | User |

⋔　›　Search Reporting Structure　›　Account Summary　›　Transaction Summary　›　Split Transaction

Use the "breadcrumbs" at the top of the screen to navigate back to the Account Summary screen to continue allocating transactions under another employee, or to go back to the Home Screen if you are finished.

Be sure every item in your Account Summary is coded for the cycle. If the item appears on your Account Summary, but is not coded with an account/description, it will not appear when you run the Expense Report.

Note: If any credits appear on your account summary, please code them (i.e. refunds/returns). Usually credits will match the original related expense. If you need help determining the account, please ask.

Setup Default Accounting Codes

To make coding easier, you have the option to set up a default account code, to which all of your purchases will automatically be coded. For example, if you frequently code to 905-5 you can set those two sections as defaults. This will save you time in dropping down lists to select account numbers. Setting default accounts does not limit the accounts available to you - when a purchase is not the default account, simply drop down and change to the correct account while coding. To set up your own default account codes, find Cost Allocation Management in the drop down menus. Select Default Account Setup and then click Default Maintenance. Click on the appropriate hyper link for your department. Enter your default accounting codes. Be sure to click **Save** when you are finished setting default account codes.

Note: When setting up default account codes, it is **not** retro-active and will only apply to transactions from that date forward.

Home | Financial | Account Manager | Reports | Accounts | User

🏠 › **Search Reporting Structure**

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search By: [⌄] ▪ [Search]

QUICK LINK

Select Administration ▲
(Your assigned reporting level)
Recently Viewed: None ⌄

[Select a Quick Link]

🏠 › Search Reporting Structure › **Default Accounting Code Maintenance for Accounts**

DEFAULT ACCOUNTING CODE MAINTENANCE FOR ACCOUNTS
Administration URBANA PARK DISTRICT - KAREN R MILAN • 303 W UNIVERSITY AVE • URBANA, IL • 61801-1746

Scheme Name: GL Accounts (Effective)

[Save]   [Reset]   [Remove]

DEFAULT ACCOUNTING CODES

Field:	Assigned Default Value:	Change Default Value To:
Fund	900	900 ◄
Department	1	1 ◄
Program		0140 - Agency Ad ◄
Minor Code		◄

[Save]   [Reset]   [Remove]

Running Expense Reports

This report replaces the P-Card Reporting Form Excel file.

Run this report after the cycle has ended, after all transactions have been allocated.

Note: if you schedule this report prior to the end of the reporting cycle, your report will be Pending in the Scheduled Reports menu until the end of cycle date passes and will not appear in the Completed Reports menu until the full date range can be satisfied.

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Home | Financial | Account Manager | Account Activity | Reports | Company | User

Reports
- Dashboard
- Run
- Create
- Edit
- User Audit
- Exports
- Schedule
- Summary
- Analytics

Run

1. Reporting Entity: URBANA PARK

2. Report Name: Select report below

exp

My Exports
- ✿ Export for AS400

Travel Reports
- ✿ Expense Report

FAVORITES
No favorite reports defined

From the home screen, from the Reports menu, select Run

Type "exp" in the report name box and the Travel Reports will pop up.
Click on Expense Report

Home | My Profile | Account Manager | Account Activity | Reports

Run

1. Reporting Entity: KAREN R MILLAN

2. Report Name: Select report below

exp

Travel Reports
- ✿ Expense Report

FAVORITES
No favorite reports defined

Click on the Expense Report. This should be the only report available to you.

Your screen should now look like this:

Confirm Box 1, Reporting Entity, is your department name
Confirm Box 2, Report Name, is "Expense Report"
Nothing to confirm in Box 3
Nothing to confirm in Box 4
Expand Box 5, Criteria and **check** the Include Split Transactions Box

Expand Box 6, Frequency Reporting Cycle, scroll down to check the Reporting Cycle radio button

6. Frequency: Reporting Cycle

○ Once

○ Daily

○ Weekly

○ Monthly

Reporting Cycle
October 2017 (09/06/2017 - 10/05/2017)

Schedule Offset (in days)
0

Date Type
POSTING

Number of cycles to run
1

7. Delivery Options and Notifications: System Inbox & KRMILLAN@URBANAPARKS.ORG

⊙ Reporting Cycle

Submit Request   Cancel

Click Submit Request. This will automatically take you to the Dashboard screen. **If you leave the website while the report is running and re-enter after it is complete – go to Reports, Dashboard:**

To see status of scheduled report, click on Scheduled

Home   My Profile   Account Manager   Account Activity   Reports

Dashboard1

Name	Frequency	From Date	To Date	Next Run Date
COMPLETED				
Expense Report	Division	09/06/2017	10/05/2017	Processing
SCHEDULED				

Expense Report ⊙

Entity Name   KAREN R MILLAN
Frequency   Custom
Created By   System
Next Run Date   Processing as of
                  10/8/2017 14:20 CDT

To see Completed report click on Completed
Check box next to Expense Report
Click on Download
Click on Open

Dashboard

Name	Size	File Format	Completed Date ▾
COMPLETED	SCHEDULED		
☑ Expense Report	66.15 KB	.pdf	10/15/2017

Expense Report ❶

Entity Name	KAREN R MILLAN
From Date	03/06/2017
To Date	04/05/2017
Frequency	Custom
Created By	System
Size	66.16 KB
Start Date	10/18/2017 14 14 CDT

Download

Do you want to open or save **Expense Report.pdf (66.1 KB) from edp2.masalercard.com?**   Open   Save ▾   Cancel

- Print report **in landscape format**
- Attach all original, itemized receipts, **in order, behind** the expense report, so all receipts are **within** the footprint of the expense report
- Sign report
- Supervisor sign report
- Submit report and receipts to Business Office

- **Compiling Expense Reports**
- Staple expense report and receipts in a horizontal (landscape) orientation, even if the receipt is printed vertically (portrait). Fold longer, dangling receipts to fit within the dimensions of the expense report. This makes for easier proofing and filing.
Example:
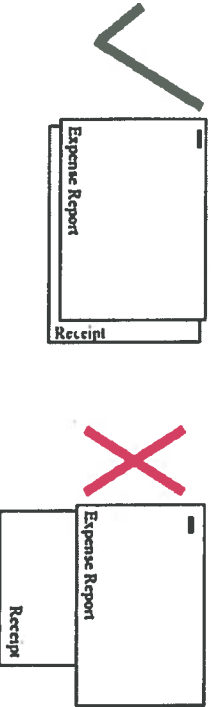
Viewing Employee Credit Limits

Supervisors have access to real-time information on their employee's current credit limits.

To view this information, from the Home page, select Account Manager.

From the **Account Manager** menu, select **Account Maintenance.**

In the Search Criteria, use the drop down and select **Account Name Contains** and then enter the name of the staff you want to view limits for,

Click Search. Select the **link on the cardholder name.**

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search | Account Name (contains) | ellen | Search

QUICK LINKS

Recently Viewed: None

Select a Quick Link

SEARCH RESULTS

Cardholder	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
ELLEN R KIRSANOFF	URBANA PARK DISTRICT		URBANA	IL	UNITED STATES	Administration	Active

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STATUS >

Processor	TS1
Account Type	Individual Account
Billing Type	Corporate
Account Status	Open Account

CREDIT LIMITS >

Current Balance	229.96
Available Limit	9,389.39
Previous Balance	661.89
Disputed Amount	0.00
Current Amount Due	0.00
Days Past Due (Since Last Current)	0
Credit Limit	10,000.00
Temporary Credit Limit	

TRANSACTION LIMITS >

Single Transaction Limit	2,000.00
Cycle Number of Transactions	0
Cycle Amount	0.00
Daily Number of Transactions	0
Daily Amount	0.00
Monthly Number of Transactions	0
Monthly Amount	0.00

View cardholder credit limits and current available balance. In the Authorizations box, zero means no limit is set, and the account defers to the overall credit limit.

Viewing Account Statements
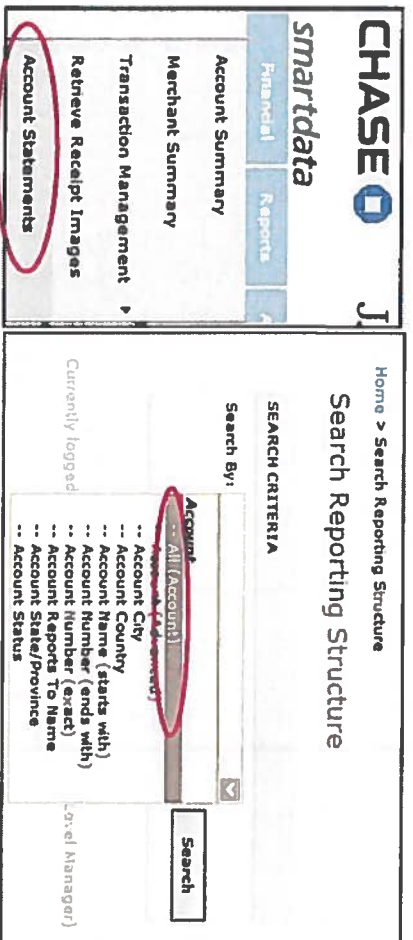
From the **Financial** menu select **Account Statements**. From the drop down menu, select **All (Account)**. Click **Search**. Select the **link of the cardholder name** for whom you would like to view PDF statements.

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| Financial | Reports |

Account Summary

Merchant Summary

Transaction Management ▾

Retrieve Receipt Images

Account Statements

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By:

Account
- All (Account)
-- Account City
-- Account Country
-- Account Name (starts with)
-- Account Number (ends with)
-- Account Number (exact)
-- Account Reports To Name
-- Account State/Province
-- Account Status

Currently logged

-evel Manager)

[Search]

Home > Account Statements

Account Statements

Description	File Size
2012 April Statement New	18 KB
2012 March Statement	18 KB
2012 February Statement	20.7 KB
2012 January Statement	17.7 KB
2011 December Statement	21 KB
2011 November Statement	17.9 KB
2011 September Statement	17.7 KB

The Accounts Statements screen has PDF statements available for download. Click on the **statement** you wish to see.

Questions?

Contact Caty or Karen at the Business Office at 217-367-1536.
Need to know your available balance? Contact your supervisor or call the number on the back of your card. 1-800-316-6056

All efforts should be made to utilize the P-card as primary method of payment, before other methods. According to the UPD Cash Handling Procedure, methods of payment rank as follows:

1. Purchase Card
2. Purchase Order or Voucher Request
3. Petty Cash
4. Staff Reimbursement