

## P-Card GEARS Monthly Statement Processing Cardholder Desktop Guide

Date: May 5, 2022



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#### 1.0 Overview

The P-Card process involves several roles. They are:

- P-Card Cardholder
- DPCGA P-Card Administrator
- DBF P-Card Reconciler
- DBF Accounts Payable

On approximately the 25<sup>th</sup> of each month, US Bank ends the monthly statement billing cycle. In general, P-Card Cardholders then have three calendar days to make changes within the US Bank system before the statement is actually produced by US Bank and sent to the Judiciary for processing and payment. Once the file is received by the Department of Budget and Finance, it is loaded into GEARS to the P-Card Staging and Statement tables. An automated notification initiated by the DBF P-Card Reconciler will then be sent alerting the P-Card Cardholders that the statement is available to review and to perform work in GEARS on the various transactions where necessary. Cardholders are only given three business days from this notification to perform their review.

Upon completion of the review, the DPCGA P-Card Administrator reviews and approves the transactions. The DBF P-Card Reconciler then loads transactions into the voucher staging tables. DBF Accounts Payable builds P-Card Vouchers using the Voucher Build. Lastly, DBF Accounts Payable processes the final preparation for the P-Card payment.

<u>Note</u>: Please remember to send the P-Card transaction log via email or interoffice to the Procurement Card Program Administrator (PCPA) at <u>p-cards@mdcourts.gov</u> or Larry Tucker (for District Court), by the  $5^{\text{th}}$  of the following month.

#### Purpose of Desktop Guide

To provide instructions to P-Card Cardholders on how to perform beginning to end processing of P-Card transactions received from US Bank within GEARS.



#### 2.0 Desktop Procedure – P-Card Cardholder Review and Reconciliation

Upon receipt of the email notification that the statement has been loaded and ready for review, P-Card Cardholders will be given three business days to review, reconcile and make distribution corrections to their transactions in GEARS.

#### **Reconciling Your P-Card Statement**

When ready to reconcile or correct any distributions within the statement, the cardholder is in edit mode.

Step - Action 1. Select Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement.

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**Step - Action** 2. Click the expand button to display all data. By expanding the lines, you will be

able to modify the ChartFields (Transaction tab) and update the description (Billing tab).



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### Step - Action 3. Modifying the ChartFields: To update the ChartField information, click the Distribute ■ button. Update the ChartField information accordingly. For example, change Account code value from '0912' to '0902'.

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# Step - Action 4. Next, distribute among multiple ChartFields: Scroll to the right and click the Plus button to add a new ChartField line.

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Script Prompt: Enter number of rows to add:	OK Cancel

# Step - Action a. Enter the number of rows to be added (add 1 row). b. Click the OK

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**Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.



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Step	- Action		
5.	Enter / Edit th distributed on	e ChartFie each line.	ld combinations, correct percentages or amounts to be
	a. Enter Acco	ount Code	0909 on Distribution line 2.
	b. Enter 50%	on each o	f the distribution lines shown above.
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#### Step - Action

7. Update the **Description** field with the Merchant's Name and ensure that you include the cardholder's initials and the statement month and year. For example, ("*Amazon, MA*, 11-16").

**NOTE**: Do not use special characters such as a backtick (`), colon (:), apostrophe ('), forward slash (/) or back slash (\).

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Step - Action
10. After reviewing and making sure that the transaction is valid, click the <b>Save</b> save button.
**END** This completes the steps for Reconciling Your P-Card Statement in GEARS.

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