

Miami-Dade Community College

PURCHASING CARD PROGRAM

SYSTEM USER MANUAL



Revised – January 2004

For additional information you may contact: **Mary Kay Kleinpeter-Zamora at 72400**
Liz Zahralban at 72232
Robyn Courtright at 72406

Miami-Dade College Menu

Path: CM PC

The following screen is the main menu of the functions that you will be accessing to help you accomplish your tasks through Odyssey. Since this section of the manual focuses on the purchasing card, you will go to the **Purchasing Card Menu**.

Your cursor will be positioned on the right of “Code:” - type **PC** and press <ENTER> at the MDC Utility Main Menu.

```
MFU000P1          ***** MDC College System *****
Oct 2,03          - MDC Utility Main Menu -                               10:47 AM
```

```
Code System/Function/Explanation
-----
AS Approval System Menu
CB Campus Budgets
DR Department Requisition Menu
DM Disbursement Request Menu
TA Time and Attendance Menu
RR Recurring Request Menu
EI EFT Information Menu
FA Financial Aid Student Authorization
IQ Campus Inquiry Menu
PC Purchasing Card Menu
? Help
. Terminate
-----
```

Code: **PC**

Direct command...:

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit          flip                               main
```

Purchasing Card

Path: CM PC

The **Purchasing Card Menu** contains 2 major functions. Notice the "Codes Function" listed on the left side of the menu screen. A purchasing card data entry person will have access to all functions.

```
MFX024P1                      ***** FINANCIAL SYSTEMS *****                      MFX024M1
Oct  2,03                      - Purchasing Card Menu -                      10:57 AM

                                Code Function
                                -----
                                BA  Browse / Maintain Purch. Card Transactions
                                PT  Print Reconciliation Report

                                ?   Help
                                .   Terminate
                                -----
Code:  __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                     main
```

Type the two letter code for the function to be worked on in the "**Code: __**" command field and press **<ENTER>**.

Functions and the general description of each module are as follows.

BA *Browse / Maintain Purch. Card Transactions*

This is the screen that is used to update purchasing card transactions with account information and generate a journal entry. A transaction can also be marked disputed from this screen. A list of purchasing card activity by cardholder number will display. You must be a data entry person assigned to the particular cardholder number in order for the transaction activity to display.

PT **Print Reconciliation Report**

This screen is used to print the purchasing card reconciliation report. It also will facilitate reporting of credit card transactions based on date criteria. You must be a data entry person for the particular cardholder number entered on the screen.

Purchasing Card Steps

- 1- Go to Browse / Maintain Purch. Card Transactions (Enter CM PC BA in the direct command line or from the Purchasing Card Menu type “BA” and press <ENTER>)
- 2- Enter the last 8 digits cardholder’s number at the Card Number prompt at the bottom of the screen and Press <ENTER>
- 3- All the purchasing card activity that needs to be processed will display. Your cursor will be next to the first transaction. Type “DE” to display the detail of the transaction and press <ENTER>.
- 4- Type a “M” at the action field. Use <TAB> to move through the fields and enter the required information. Press <ENTER> when you are finished.
- 5- Press <PF5> (APPRV-Approve) to complete your purchasing card transaction and create a journal entry.
- 6- Press <PF2> to go back to the previous screen for the remaining purchasing card transactions.

When you receive your Monthly statement

- 7- Print the Purchasing Card Reconciliation report for that month’s activity
Go to Print Reconciliation Report (Enter CM PC PT in the direct command line or from the Purchasing Card Menu type “PT” and press <ENTER>)
- 8- Type the last 8 digits of your purchasing card number in the “Card Number” field. Use your <TAB> key to go to the next field. Type in the start date of the bank cardholder statement you want to reconcile in the “**Calendar Period to be extracted:**” field. The start date should be the 5th of the statement month. Press the <TAB> key and enter the end date of the statement in the field “**To Date**”. The end date should be the 4th of the following month. The data selection for the report is based on the posting date of the purchasing card transactions.
- 9- Verify the purchasing card Bank of America statement transactions and totals match the reconciliation report. Check that all transactions are marked complete and have an account (Qual1) assigned.
- 10- Cardholder reviews reconciliation report and signs it.
- 11- Approver reviews reconciliation report and signs it.
- 12- Mail signed reconciliation report, copy of purchasing card statement, and all related receipts to the Purchasing Department.

The purchasing card transactions will be updated weekly with new activity every Tuesday. In order for the General Ledger to reflect an accurate balance for your accounts, it is highly recommended that the purchasing card transactions be completed as soon as they become available to process.

When your Bank of America purchasing card monthly statement arrives, print the reconciliation report for the same billing period. Our billing period begins on the 5th of the billing month and

ends the 4th of the following month. For example, November statement activity begins on November 5 and ends on Dec 4.

For more information on the credit card process, see the Purchasing Card Program user manual
*****Approval section of the manual.

Processing Purchasing Card Transactions

Path: CM PC BA

The first step in the on-line purchasing card system is to process a purchasing card transaction. From the Purchasing Card Menu, your cursor will be resting on the right of "Code:" - type **BA** and press **<ENTER>**. The following screen will appear for the first cardholder.

Action	Year	Trans #	St	Pay to Name	Post. Dt	Trans Dt	Amount
2	3	4	5	6	7	8	9
---	----	-----	---	-----	-----	-----	-----
---	2004	A002754	OP	REX ART COMPANY	04/09/03	04/08/03	71.64
---	2004	A002755	OP	FEDEX	04/09/03	04/07/03	30.65
---	2004	A002756	OP	INSTAFOTO CO 1	04/10/03	04/08/03	20.39
---	2004	A002757	OP	SPEEDY 1 HOUR PHOTO	04/10/03	04/09/03	882.92
---	2004	A002758	OP	SUN SENTINEL CUSTOME	04/11/03	04/08/03	12.72
---	2004	A002759	OP	EXECUTIVE PAPER & OF	04/11/03	04/10/03	71.97
---	2004	A002760	OP	APRICOT OFFICE SUPPL	04/14/03	04/10/03	23.97
---	2004	A002761	OP	MEDIAMON, INC	04/15/03	04/14/03	56.00
---	2004	A002762	OP	BAREFOOT BAY RESORT	04/17/03	04/15/03	80.21
---	2004	A002763	OP	PR NEWSWIRE	04/21/03	04/18/03	101.50
Card Number... : 9999 9999				10	Direct Command: _____		
Detail							

A list of transactions will display for a particular cardholder number. If you are the data entry person for more than one card you will have to enter the last eight digits of the purchasing card number and press **<ENTER>**. The corresponding activity will appear. This screen will only show transactions that need to be processed. Once the transaction has been processed and posted to the General Ledger, it will no longer show on the screen. The only way to see transactions that have been completed is to print the reconciliation report.

The cursor will be in the Action field for the first transaction listed. Use the tab key to navigate to the other transactions. Type "DE" next to the transaction and press **<ENTER>**. This will take you to the "Maintain Purchasing Card Transactions" screen. As soon as the transaction has been posted to the General Ledger it will disappear from the queue/list.

Following is a general description and the functionality of each field on the above screen.

1 Cardholder- person issued and responsible for the purchasing card

2*Action –The action code for the function you want to perform: D (Detail)—to modify the purchasing transaction detail (This a *required field*.)

3 Year- (Fiscal Year) – 12 month cycle for financial reporting beginning July 1 through June 30. for example fiscal 2004 –July 1 2003 through June 30 2004

4 Trans # -(Transaction Number) The first digit of the number is an “A” followed by 6 numbers. The transaction number is system generated to give each transaction a unique number.

5 St –(Status) Status is a system-generated code that describes the state of your purchasing card transaction. This screen will only show transactions in an open or disputed status.

Status Code	Status	Description
OP	Open	Initial status of purchasing card transaction, needs to be processed
CM	Complete	Purchasing card transaction has all required information and a journal entry has been generated.
DP	Disputed	Purchasing card transaction has been disputed by cardholder Disputed status was updated by data entry person
RS	Resolved Dispute	Credit has been issued by the bank, system matches the disputed transaction with the credit transaction and both transactions are updated with the status of resolved

6 Pay to Name- Vendor name, information automatically populated by system

7 Post Date- Posting Date, indicates when purchasing card transaction was posted to your purchasing card account by the bank.

8 Trans Dt- (Transaction Date) is the purchase date

9 Amount- (Transaction Amount) the total dollar amount of the purchase

10 Card Number- Purchasing card number, only last 8 digits of the cardholder’s number display.

Following is a general description and the functionality of each field on the above screen.

- 1 ***Action** –The action code for the function you want to perform: M (Modify)—to modify the purchasing card transaction. *This is a **required** field.*
- 2 **Trans Nbr** -(Transaction Number) The purchasing card transactions number is composed of the fiscal year and a number. The first digit of the number is an “A” followed by 6 numbers. The transaction number is system generated to give each transaction a unique number for tracking purposes.
- 3 **Status** - is a system-generated code that describes the state of your purchasing card transaction.

Status Code	Status	Description
OP	Open	Initial status of purchasing card transaction, needs to be processed
CM	Complete	Purchasing card transaction has all required information and a journal entry has been generated.
DP	Disputed	Purchasing card transaction has been disputed by cardholder Disputed status was updated by data entry person
RS	Resolved Dispute	Credit has been issued by the bank, system matches the disputed transaction with the credit transaction and both transactions are updated with the status of resolved

- 4 **Card Number**- Purchasing card number, only last 8 digits of the card number display followed by Cardholder Name .
- 5 **Pay To Name**:- Vendor name, information automatically populated by system
- 6 **Bank Ref #** -(Bank reference number) number used by the system to automatically match disputed transactions with credit transactions issued by the bank
- 7 **Post Date**- (Posting Date) indicates when purchasing card transaction was posted to your account by the bank
- 8 **Trans Date**- Transaction Date, is the purchase date or the date the vendor submits the charge to the bank
- 9 **Trans Amt**- Transaction Amount, the total dollar amount of the purchase
- 10 **Description**- Complete description of items purchased and the reason for the purchase. The first line is system generated and records the date the transaction was uploaded from the bank. The next 3 lines are open for description and will display underneath the each transaction on the reconciliation report. This is a **required** field.
- 11 **Account No**- Account Number, the 25–digit department budget number to which the purchasing card transaction will be charged. The account number is comprised of the *Org Unit, *Qual1, Loc, *GLC and Qual2 numbers . Active Help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen. Up to 5 account numbers may be used for one purchasing card transaction. At least one account number is **required**.

The account number field, *example*: _____ N12345 _ 65502 _____, press the <TAB> key one time to advance the cursor to the second space of the account field for which the purchase

will be charged and enter the six position **Qual1** (qualifier 1-college department number); then press the <**TAB**> key again and in the fourth space type the five position **GLC** (general ledger code.) The fifth space (Qual2,) under most circumstances, is left blank. When you press <**ENTER**> the **State Org Unit** in the first space and the **Loc** (location) in the third space will populate. *This is a required field.*

12 Amount- the dollar amount or portion of the transaction amount to be charged to the Account number. For each account listed there must be a corresponding dollar amount. The total of amounts must equal the transaction amount. At least one amount and account are **required**. If any credit are to be processed, the amount must be entered with a negative sign (-) in front of the dollar amount.

PF Keys at the bottom of the screen

PF5 (F5) Once the purchasing transaction has been modified successfully, then PF5 (Apprv)key appears at the bottom of the screen. This key will post the transaction to the General Ledger.

PF6 (F6) This Dispute (Disp) key appears when you first display a purchasing card transaction. If a transaction appears for a charge that the cardholder is disputing with the bank, it needs to be marked as a disputed transaction in the system. The cardholder has completed the required paper work and contacted the bank. The bank will also mark the charge as disputed in their system while they investigate. No account number will be assigned and no journal entry will be generated. *See Purchasing Card Program User Manual for manual process.

If you are ready to post your transaction to General Ledger:

After you have successfully entered the required fields, press <ENTER>, you will see a message at the bottom of the screen: "Pur Card Trans NNNN-NNNN-NNNN-ANNNNNN modified successfully", (last 8 digits of the purchasing card number followed by the transaction number). This message means that the information you have typed will be saved.

```
MFX021P1          ***** FINANCIAL SYSTEMS *****          MFX021M1
Oct  6,03          - Maintain Purchasing Card Transactions -          10:04 AM

*Action (D,M,N)_

Trans Nbr: 2004 A002760
Status: OP OPEN

Card Number:          9999 9999  RODRIGUEZ, JANE
PayTo Name: APRICOT OFFICE SUPPLIE      Bank Ref #: 24616763103452476200025

Post. Date: 2003/04/14      Trans Date: 2003/04/10      Trans Amt:    23.97
Description: New Record added on 20031004_____
PRINTER PAPER_____
_____
_____
*Org Unit*Qual1 Loc*GLC  Qual2          Amount
Account No.: 16114000 D61142 90 65502  _____  23.97_____
_____
_____
_____
_____
_____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
      help retnr quit          Apprv          main

8024 - Pur Card Trans 0149-3332-2004-A001684 modified successfully
```

Next Press the <PF5> (Apprv) key to post the transaction to the General Ledger. You will see a confirming message at the bottom of the screen: "Approval' successfully completed". The Purchasing Card Transaction will have a status of complete. Press <PF2> to go the previous screen "Maintain Purchasing Card Transactions", the completed transaction is no longer on the screen.

MF021P1
Oct 6,03

***** FINANCIAL SYSTEMS *****
- Maintain Purchasing Card Transactions -

MF021M1
10:04 AM

*Action (D,M,N)_

Trans Nbr: 2004 A002760
Status: **CM COMPLETED**

Card Number: 9999 9999 RODRIGUEZ, JANE
PayTo Name: APRICOT OFFICE SUPPLIE Bank Ref #: 24616763103452476200025

Post. Date: 2003/04/14 Trans Date: 2003/04/10 Trans Amt: 23.97
Description: New Record added on 20031004
PRINTER PAPER

	*Org	Unit	*Qual1	Loc	*GLC	Qual2	Amount
Account No.:	16114000	D61142	90	65502			23.97

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
help retrn quit Apprv main

1726 - 'Approval' Successfully completed

If you need to mark your transaction as a dispute:

There only 2 required fields for disputes. The action field must be a “M” for modify and the description field must contain the explanation of the dispute. After this information is typed in, press <PF6> (Disp) to mark this transaction as disputed. You will receive a message at the bottom of the screen, “Disputed charge successfully processed”.

```

MFX021P1          ***** FINANCIAL SYSTEMS *****          MFX021M1
Oct 13,03          - Maintain Purchasing Card Transactions -          12:09 PM

  *Action (D,M,N)          M
    Trans Nbr: 2004 A001683
      Status: DP Disputed
Card Number:          9999 9999   Rodriguez, Jane
PayTo Name: VERITE DISTRIBUTORS          Bank Ref #: 24323003102138012725072
Post. Date: 2003/04/14   Trans Date: 2003/04/11   Trans Amt:          647.20
Description: New Record added on 20031004 Disputed transaction - 20031010
              DISPUTED CHARGE, NOT AUTHORIZED BY CARDHOLDER_____
              _____
              _____
*Org Unit*Qual1 Loc*GLC  Qual2          Amount
Account No.: _____
              _____
              _____
              _____
              _____
              _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit          main
      1726 -   Disputed Charge Successfully Processed
  
```

Press <PF2> to go the previous screen “Maintain Purchasing Card Transactions”, the status of the disputed item has changed to “DP”.

```

MFX020P1          ***** FINANCIAL SYSTEMS *****          MFX020M1
Oct 13,03          - Maintain Purchasing Card Transactions -          12:17 PM
                    for: RODRIGUEZ, JANE

Action  Year  Trans #  St      Pay to Name          Post. Dt  Trans Dt  Amount
-----  ---  -
  ___    2004  A001683  DP    VERITE DISTRIBUTORS   04/14/03  04/11/03  647.20

Card Number..:          9999 9999
Direct Command: _____
Detail
  
```

The cardholder must complete the required paper work and contacted the bank. The bank will also mark the charge as disputed in their system while they investigate. In most cases the bank issues a credit transaction for the dispute. The Purchasing Card System will automatically match the disputed transaction with the associated credit based on the reference number and transaction amount. When the system automatically matches the dispute with the credit both purchasing card transaction statuses change to “RS” , resolved. They will disappear from your queue but will appear on your reconciliation report.

If the disputed item is not matched with a credit by the system or the bank will not issue a credit, the transaction must still be processed. The data entry person must go to the “Maintain Purchasing Card Transaction” screen and complete the purchasing card transaction by posting the transaction to the General Ledger.

Processing a Credit Purchasing Card Transaction:

The purchasing card transaction will reflect a negative amount under the “Trans Amt” field in the “Maintain Purchasing Card Transactions” screen. The amount must be entered with a negative sign (–) in front of the dollar amount in the amount field next to the account number.

Processing a Purchasing Card Transaction with no budget available:

All purchasing card transactions will post to the General Ledger as long as the account is valid and the data entry person has access to that account. If the account is in deficit, you will get a the following message “Warning-Account is in Deficit. Approval Successfully Completed”. Please be aware that other type of finance transactions (Disbursements, payments, POs) will not be able to be processed while the account is in deficit. The account must be brought to balance with a transfer of funds via a BT or Journal Entry.

```
MFX021P1          ***** FINANCIAL SYSTEMS *****          MFX021M1
Oct 15,03          - Maintain Purchasing Card Transactions -          1:04 PM

*Action (D,M,N)
Trans Nbr: 2004 A001695
Status: CM COMPLETED
Card Number:          9999 9999   Rodriguez, Jane
PayTo Name: EXECUTIVE PRINTERS OF FLA   Bank Ref #: 24301333113118000100011
Post. Date: 2003/04/24   Trans Date: 2003/04/23   Trans Amt:          904.00
Description: New Record added on 20031004_____
REPAIR PRINTER_____
_____
_____
*Org Unit*Qual1 Loc*GLC  Qual2          Amount
Account No.: 25101000 K41201 20 62504 _____ 904.00_____
_____
_____
_____
_____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help retrn quit                               main
0012 - Warning-Account is in Deficit. Approval Successfully Completed.
```

General Ledger Transaction Inquiry for Purchasing Card Transaction:

From the “Inquiry Posted Transaction” Menu, you will be able to see all the activity against an account number. You can get to this menu by entering the following “CM IQ IP” in the direct command line and pressing <ENTER>. You can also go to the Campus Menu and type “IQ” (Campus Inquiry Menu) in the “Code” field and press <ENTER> . The from the Campus Inquiry Menu type “IP” (Inquiry Posted Transaction) and press <ENTER> .

Your cursor will be positioned at right of the “Code:” – type “IS” and press <tab> key. Type the quall you charged your purchasing card transaction to and press <ENTER> at the Inquiry Menu.

```
FIG260P1                      ***** FINANCIAL SYSTEMS *****                      FIG260M1
Oct 15,03                      - Inquiry Posted Transactions -                      01:45 PM

      Code      Function
-----
      IT      Inquire Posted Transactions
      IS      Inquire G/L Summary by Org Unit
      IR      Inquire G/L Roll-Up by Org Unit
      BG      G/L Transaction Detail Browses
      ?      Help
      .      Terminate
-----
Code: IS
      *Org Unit *Quall Loc
Account Number: _____ D61142 _____
Report Period: 200310 (YYYYMM)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                  main
```

```

FIG042P1          ***** FINANCE SYSTEM *****
Oct 15,03          - Org Unit Income and Expense -          3 more >

DATE 10 2003 CURRENT FY          25101000-K41201-20 STUDENT ACTIVITIES
-----
GL CODE      DESC                BUDGET          COM/ENC          ACTUAL          BALANCE
-----
57000        OTHER PERS                8500.00
60502        TRAVEL-OUT                981.08          552.32          428.76
60506        TRAVEL-STU               37000.00        11138.52        25861.48
61001        FREIGHT AN                41.10          41.10
61002        FREIGHT AN                535.00          535.00
62001        PRINTING/D               66712.82        14500.00        29820.00        22392.82
62002        PRINTING/D                83.00          83.00
62502        REPAIRS/MA               1190.00          1190.00
62504        SERVICE CO                240.00          904.00          664.00-
63002        RENTALS-EQ               5774.00          5774.00
63006        LEASE PURC               3000.00          3000.00
63010        RENTALS -                 8738.03          8738.03

Restart at Gl Code: _____ Calendar Period: 2003 10
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit          CpTot          bkwrd frwr FyTot left  right main
1517 - Tab and cursor to amount and enter for data

```

Use your <TAB> tab key to move to the last plus sign (Press <TAB> key 3 times). Then use your cursor to move up to the GL-code the transaction was posted to while staying on the “actual” column. In this example the cursor would rest on the 904.00 for GL-code 62504. Then press <ENTER>.

```

FIG035N1          ***** FINANCIAL SYSTEMS *****
Oct 15,03          - G/L Detail -          2:17 PM

Account Number: 25101000-K41201-20-62504-          SERVICE CONTRACTS/AGREEMENTS
Act Period Type Jrnl Line  Commitment  Disb/Po No      Amount          Posted
-----
D  200310  JE    14      1                904.00          10/15/03
          *** End of Data ***

Journal Type: __ Journal No: _____ Line No: _____ Period: 200310
Direct command...: _____
Display

```

Press the <HOME> key then type a “D” next to the transaction you want to display and press <ENTER>. All purchasing card transactions will be type “JE”.

Print Reconciliation Report

Path: CM PC PT

The Print Reconciliation Report screen will allow you to print purchasing transaction activity by date for a particular cardholder number. You must be a data entry person assigned to that particular cardholder in order to print cardholder activity. The primary purpose of this screen is to generate a reconciliation report that will match your bank statement. From the Purchasing Card Menu, your cursor will be right on the of “Code:” – type **PT** and press <ENTER>. The following screen will appear.

MFX027P1 Oct 13,03	**** Financial System - MDCC **** - Print Reconciliation Report -	MFX027M2 2:17 PM
Pending Approval Transactions Cover Sheet		
Please enter the following :-		
Card Number.....: _____		1
Calendar Period to be extracted..: _____	(YYYYMMDD)	2
To Date..: _____	(YYYYMMDD)	3
Press Enter to Print Report		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--		main
help retrn quit		

Following is a general description and the functionality of each field on the above screen.

1 Card Number- Purchasing card number, only last 8 digits of the card number

2 Calendar Period to be extracted:- Start Date for report of purchasing card transactions. The date must be entered starting with a 4 digit year followed by 2 digit month then a 2 digit day. For example, January 05, 2003 would be entered as 20030105. Selection of the transactions will be based on the posting date. The date purchasing card transaction was posted to your purchasing card account by the bank.

3 To Date- End Date for report of purchasing card transactions. The date must be entered starting with a 4 digit year followed by 2 digit month then a 2 digit day. For example, February 04, 2003 would be entered as 20030204. Selection of the transactions will be based on the posting date. The date purchasing card transaction was posted to your purchasing card account by the bank.

Printing a Reconciliation Report:

Enter the last 8 digits of the purchasing card number.

Use your <TAB> key to go to the next field. Type in the start date of the bank cardholder statement you want to reconcile in the “**Calendar Period to be extracted:**” field. The start date should be the 5th of the statement month. Press the <TAB> key and enter the end date of the January statement in the field “**To Date**”. The end date should be the 4th of the following month. The data selection for the report is based on the posting date of the purchasing card transactions.

For example For example for the January Cardholder Statement, the period to be extracted would be January 05, 2003- February 4, 2003. The start date would be entered as 20030105. The to date would be entered as 20030204.

The Reconciliation Report will print at the printer assigned to you in Odyssey Security. If you are not sure of the printer location call the Odyssey Security Department.

```
MFX027P1          ***** Financial System - MDCC *****          MFX027M2
Oct 15,03          - Print Reconciliation Report -          10:09 AM

Pending Approval Transactions Cover Sheet

Please enter the following :-

Card Number.....: 99999999

Calendar Period to be extracted..: 20030105   (YYYYMMDD)
                                   To Date..: 20030204   (YYYYMMDD)

Press Enter to Print Report

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Help retrn quit                                     Main
```

Process the Reconciliation Report:

- 1- Verify that the (“**All Transactions for the Period**”) date range field matches your Cardholder Statement billing cycle.
- 2- Verify that all the transactions on your Cardholder Statement are on your Reconciliation Report. The amount on the “**Total Transactions Read**” must match your cardholder statement total.
- 3- Verify that all the purchasing card transactions have an **account** (Charge Qual1) and the **Status** is completed (**CM**). Only disputed items and resolved items will not have an account.

- 4- Verify the Reconciliation report for accuracy and completeness then sign the report in the cardholder signature area and date. Fill in your department name.
- 5- Forward the signed Reconciliation Report to your Supervisor/Approver. Attach all corresponding back up documentation including receipts, invoices, and P2 forms.
- 6- The Approver will review for appropriate expenditures and GL-code assignment. The Approver signs and dates the report. Then forwards all documentation and the reconciliation report to the Purchasing Department.

MIAMI-DADE COMMUNITY COLLEGE
 PGM: MFX027B1 LIB: MDCCQUAL

FINANCE - PURCHASING CARD SYSTEM
 MDC PURCHASING CARD RECONCILIATION - REPORT
 RECONCILIATION REPORT FOR ' PEREZ, LOURDES '

DATE: 10/10/2003,15:15
 PAGE: 1

***** ALL TRANSACTIONS FOR PERIOD 2003/04/01 THRU 2003/05/05 *****

STAT	POSTING DATE	TRANS DATE	STATUS DATE	PAY-TO-NAME	ORDER TOTAL	FISCAL YEAR	TRANS NUMBER	CHARGE QUAL1	GL CODE	POSTED GL AMOUNT
CM	04/28/2003	04/25/2003	10/10/2003	APRICOT OFFICE SUPPLIE	98.72	2004	A001551	D63310	65502	98.72
CM	04/28/2003	04/24/2003	10/10/2003	ORIENTAL TRADING COMPANY SPECIAL PENCILS FOR DISTRIBUTION TO STUDENTS..ALSO TESTING TO SHOW THAT THE DESCRIPTION FIELD IS THREE LINES LONG. IT WILL ALLOW THIS MUCH SPACE FOR A DESCRIPTION.....	70.65	2004	A001552	D63310	65502	70.65
DP	04/29/2003	04/28/2003	10/10/2003	LOVELL FARMS FRAUDLENT CHAGE, FILED DISPUTE FORMS WITH THE BANK	319.75	2004	A001553			0.00
OP	05/01/2003	04/30/2003	10/04/2003	JEREN FOLIAGE DESIGNS	943.00	2004	A001554			0.00
					1,432.12					169.37

***** TOTAL TRANSACTIONS READ.....: 4 ***** 1,432.12 *****

I hereby certify or affirm and declare that all purchases noted above were for official College business, made in accordance with applicable statutes, rules and College Directives, and that I have reviewed this Purchasing Card/Reconciliation Report and it correctly reflects the Bank Statement and receipts enclosed.

Signature of Cardholder _____ / Date _____
 PEREZ, LOURDES
 Department Name (Printed): _____

Signature of Authorized Approver _____ / Date _____
 Approver Name (Printed): _____
 Department Name (Printed): _____

*** END OF REPORT ***

Following is a general description and the functionality of each field on the above report.

12 Reconciliation Report for – Cardholder name

13 All Transactions for period - date range for the report based on posting date on the purchasing card transactions, This date range is entered in the “Print Reconciliation Report” screen.

14 Stat - Status is a system-generated code that describes the state of your purchasing card transaction.

Status Code	Status	Description
OP	Open	Initial status of purchasing card transaction, needs to be processed
CM	Complete	Purchasing card transaction has all required information and a journal entry has been generated.
DP	Disputed	Purchasing card transaction has been disputed by cardholder Disputed status was updated by data entry person
RS	Resolved Dispute	Credit has been issued by the bank, system matches the disputed transaction with the credit transaction and both transactions are updated with the status of resolved

15 Posting Date- (Posting Date) indicates when purchasing card transaction was posted to your account by the bank

16 Trans Date- Transaction Date, is the purchase date or the date the vendor submits the charge to the bank

17 Status Date- date of last status change for the transaction, usually will be the date the transaction was completed and posted to General Ledger

18 Pay To Name:- Vendor name

19 Order Total- Transaction Amount, the total dollar amount of the purchase

20 Fiscal Year- 12 month cycle for financial reporting beginning July 1 through June 30. For example fiscal 2004 is July 1 2003 through June 30 2004.

21 Trans Number-(Transaction Number) The first digit of the number is an “A” followed by 6 numbers. The transaction number is system generated to give each transaction a unique number.

22 Charge Qual1- 6 digit unique college department number of the 25–digit account number to which the purchasing card transaction will be charged. The account number is comprised of the *Org Unit, *Qual1, Loc, *GLC and Qual2 numbers . Up to 5 account numbers may be used for one purchasing card transaction. At least one account number is **required**.

23 GL-Code- 5 digit general ledger code that defines where the funds will be charged and what type expense (supplies, travel, etc)

24 Posted GL Amount- (Amount posted to the General Ledger), the dollar amount or portion of the transaction amount to be charged to the Account number/Qual1. For each Qual1 listed there must be a corresponding dollar amount. The total of amounts must equal the order total. At least one amount and account are **required**. **Credits** will display with a negative sign (-).

25 (Description)- Complete description of items purchased and the reason for the purchase. The description will display underneath the each transaction.

- 26 (Column Grand Total of OrderTotal)-** the sum of the order amounts
- 27 (Column Grand Total of Posted to GL Amount)-** the sum of all transactions posted to General Ledger
- 28 Total Transactions Read-** the count of all purchasing card transactions, followed by Grand Total of Orders
- 29 Signature of Cardholder-** where cardholder will sign agreeing purchasing card terms and approving data reconciliation report
- 30 Date-** date of cardholder signature
- 31 Signature of Authorized Approver-** where Approver/Supervisor will sign agreeing terms and approving data reconciliation report
- 32 Date-** Date of Authorized Approver signature
- 33 Approver Name (Printed):** Hand write approver name in manuscript
- 34 Department Name (Printed) -** Hand write department name in manuscript