

P-Card Program: Department Liaison Training

OVERVIEW

Department Liaisons are essential to the success of the City's P-card Program. Liaisons serve as the primary point of contact with the Finance Department. P-card Liaisons are also responsible for the administration of the P-card Program within their respective department, including card administration, account maintenance, and monthly billing statement reconciliation.

GENERAL RESPONSIBILITIES

1. Maintain knowledge of City of Roswell P-card Policy and internal policies and procedures to effectively manage the day-to-day P-card activity and usage.
2. Regularly monitor transactions and account activity to ensure that all purchases are for legitimate City of Roswell business use. Transactions must be reviewed in a timely manner in order to identify fraud or misuse and is necessary to qualify for the liability protection included with the JP Morgan Chase Mastercard Purchasing Card Program.
3. Collect all invoices/packing slips/charge slips/cash register receipts and phone/mail/fax/internet order forms and confirmations from assigned cardholders.
4. Identify transactions which were erroneously charged sales tax and work with cardholder to have vendor credit their account. Ensure any credit card surcharges are reasonable and avoided when possible.
5. Attempt to resolve any disputes with a vendor that has not been resolved by cardholder.
6. Notify P-card Coordination Team within 5 days of any unresolved disputes, noting the reason for dispute and a brief statement of steps taken.
7. Promptly notify JP Morgan Chase and the P-card Coordination Team of lost or stolen cards.
8. Collect P-card from cardholder and obtain cardholder's signature on the Return Card Acknowledgement form when cardholder is terminated, submits a notice of separation, is transferred to another department, transferred to another job within the department that does not require Purchasing Card privileges, or when cardholder loses P-Card privileges as a result of disciplinary action.
9. Promptly notify P-card Coordination Team to cancel a cardholder's card for employment termination, resignation by separation notice, transfer to another department, transfer to another job within the department that does not require Purchasing Card privileges, or for any other loss of purchasing card privileges as determined by the Department Head. Forward cancelled P-Card along with the signed Return Card Acknowledgement form to the P-card Coordination Team.
10. Review new Purchasing Card Application forms and Cardholder Change forms for completeness and forward to P-card Coordination Team for processing.

RECORDS MAINTENANCE

With the transition to JP Morgan Chase and the use of Munis for monthly statement reconciliation, much of the need for paper records has been reduced. However, effective organization and maintenance of electronic records is vitally important and can make the monthly reconciliation process more efficient. The P-card Coordination Team recommends maintaining electronic folders for each cardholder. As cardholders submit receipts throughout

the month, the receipts can be scanned and saved into cardholder folders. When it is time to reconcile the statements in Munis, the receipts will already be scanned and ready for attachment. Liaisons can also use the electronic folders to scan and save other documentation for each cardholder.

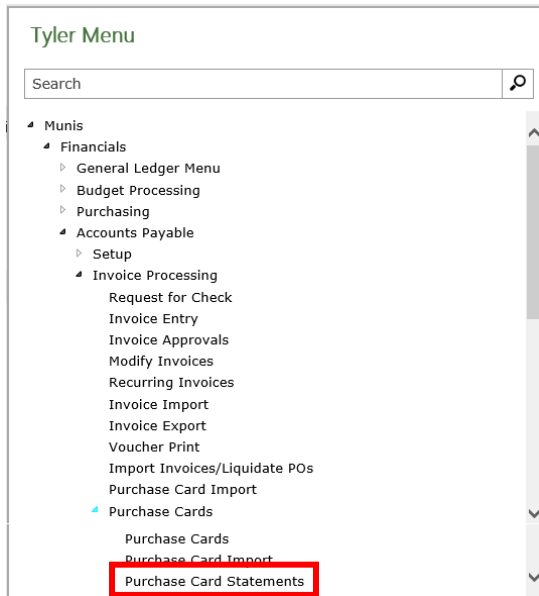
MONTHLY STATEMENT RECONCILIATION PROCESS

The JP Morgan Chase (JPMC) Mastercard billing cycle ends on the last business day of each month.

- The first business day of each month, the Accounts Payable Division (AP) will download the statement from SmartData and import into Munis.
- AP will ensure that the total amount imported into Munis equals the total from the JPMC statement.
- Once complete, AP will release the statements in Munis and notify Liaisons that statements are available in Munis.
- All cardholder statements will follow a workflow approval process.
- Liaisons should have all receipts from cardholders for the statement cycle under review.
- Liaisons have 5 business days to complete the reconciliation.

The first approval level will be the Department Liaison where the following steps must be completed for all cardholders.

1. In Munis, go to Financials, Accounts Payable, Invoice Processing, Purchase Cards, Purchase Card Statements



- Click the Search icon and under the Statement Details, for Status, choose Released and then click Accept.

Purchase Card Statements - Munis [TRAIN2 DATABASE Aug 12 2021]

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

Statement ID
Statement ID

Card
Card number
Name on card
Dept

Statement Details
Code
Status: Released
GL year/period
GL effective date
Invoice date
Total

Transactions
Charge Date Import Date Vendor Description Bank Transac

Workflow
My Approvals Approve Reject Forward Hold Approvers

0 of 0

- Statements for all assigned cardholders should appear. View the bottom pane to see total statements. Below is an example of a cardholder's statement in Munis. Use the arrow buttons at the bottom of the screen to move between cardholder statements.

Purchase Card Statements - Munis [TRAIN2 DATABASE Aug 12 2021]

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools Transactions Release Transaction Search Mass Release GL Allocations Menu More...

Statement ID
Statement ID 11188

Card
Card number 7
Name on card TIM HAASE
Dept 60 REC AND PARKS

Statement Details
Code JUL2021
Status Released
GL year/period 2022 2
GL effective date 08/04/2021
Invoice date 08/04/2021
Total 0.30

Transactions
Charge Date Import Date Vendor Description Bank Transac
07/22/2021 07/27/2021 OFFICE DEPOT INC SOAP DISPENSER FOR RAP OUTDOOR

Workflow
My Approvals Approve Reject Forward Hold Approvers

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CARDHOLDER INFORMATION

STATEMENT INFORMATION

TRANSACTIONS

4. For each cardholder statement, Liaisons should complete the following steps for each transaction:
 - a. Double-click the transaction line to view transaction details.

Purchase Card Statements - Munis [TRAIN2 DATABASE Aug 12 2021] > Transactions

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Alerts Maplink Audit Allocate By Code FA Detail Liquidate PO Menu Return

Confirm Search Actions Output Office Tools Alerts+ Menu

Card and Statement

Card number: 77
 Current card holder: TIMOTHY HAASE
 Name on card: TIM HAASE
 Statement ID: 11188
 Statement code: JUL2021

Transaction

Munis Transaction ID: 60753 [Notes]
 Card holder for transaction: TIMOTHY HAASE
 Vendor: 2556 OFFICE DEPOT INC
 Charge description: SOAP DISPENSER FOR RAP OUTDOOR [CHARGE DESCRIPTION]
 Commodity code: ... MCC code: 5985
 Charge date: 07/22/2021
 Post date: 07/22/2021 Transaction amount: 0.30
 Import date: 07/27/2021
 Allocation code: ...
 Contract: ... [Contract]
 PO year/number/line: ... [PO Liquidation]
 Work Order: ...
 Work Order task: 0 ...
 Document number: ...
 Invoice number: 171452408001 [INVOICE NUMBER]

Last Change

The Invoice Number was changed to 171452408001 by Lucy Smith-Castillo.

Allocations

PA Ty...	Project Account	Org	Obj	Project	Description
E	PARKS-OUTDOOR -SUPPLY -RAP	10062000	531105	PARKS	Supplies

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ACCOUNT ALLOCATION

- b. Utilize Tyler Content Manager (Paper Clip Symbol) to attach the appropriate receipt and/or other documentation to the transaction (Purchase Card Transaction). Review all documentation to ensure:
 - i. Invoices/receipts are signed by the cardholder;
 - ii. Completed, signed, and approved Missing Receipt forms are included when a cardholder does not have an itemized receipt or invoice documenting the purchase;
 - iii. State Sales and Use Tax was not charged;
 - iv. Surcharge Fees are reasonable and avoided when possible;
 - v. Purchases were for legitimate City business use;
 - vi. Gratuity is reasonable and allowable based on polices such as the Use of Funds for Hospitality & Food Accounts and Policy and Procedures for Training and Related Travel.
 - vii. Completed, signed, and approved Misuse forms are included along with evidence of reimbursement for any purchase made for personal or other than City of Roswell business use.
 - c. Click Update at top of screen to:
 - i. Update charge description to include a brief list of items purchased (i.e. pens, paper, staples).
 - ii. Add the invoice number. If the one-time p-card vendor is used the invoice number should contain the invoice number – vendor (example: 4598236-RCHEALTH).
 - iii. Review and update, if necessary, allocations (Org, Object) at bottom of screen. Transactions may be split among accounts if necessary (either by amount or percentage).

5. After each transaction for a cardholder has been reviewed, reconciled and all receipts and documentation have been scanned and attached, the Liaison may return to the cardholder statement and click the "Approve" button to approve the cardholder statement in Munis. **Steps 4 & 5 must be completed for each cardholder statement.**
6. Once all cardholder statements have been approved by the Liaison, the statements will advance to AP for further review and approval.
7. After all statements have been approved by the Finance Department, the monthly JP Morgan Chase statement will be sent to the Department Head for approval.