State of Arkansas
Office of State Procurement
P-Card Overview
Class Objectives

- What are P-Cards
- Benefits of P-Cards
- Cardholder Responsibilities
- Compliance/Review
- Non-Allowed Charges
- Declining Charges
- What is a MCC
- Sales & Use Tax
- Activating Your P-Card

- Online Demonstration
  - Register your P-Card
  - How to re-allocate transactions
  - How to run reports and monthly statements
What are P-Cards

- Visa cards provided by US Bank. These cards allow delegated employees to purchase goods, services for state entities, colleges and universities.

- Cards are issued in the employee’s name and the employee is responsible for the security of the card(s) and the transactions on the card.

- All state agency employees MUST attend P-Card training before receiving a P-Card.

- The Purchasing Cards are for Official State Business Only.
Benefits of using a P-Card

Time Savings
- Receive goods faster
- Online reporting capability
- State agencies issue one payment to US Bank at the end of the monthly billing cycle.

Increased Vendor Selection
- NO purchase order required
- Vendors get their money within 24-48 hours

Purchasing Control
- Per month spending limit
- Per transaction spending limit
- Access to account via the internet
- Specific categories of MCC (Merchant Category Code) are blocked
Cardholder Responsibilities

- Activate card

- Register your card on https://access.usbank.com

- Re-allocate charges to proper cost centers, general ledger codes and add comments on transactions weekly.

- Obtain all original receipts and submit them in accordance with the Purchasing Card Guidelines.

- Monitor your account on a regular basis for any fraudulent charges.

- Lost or stolen card - the cardholder MUST contact US Bank immediately at 1-800-344-5696 and contact your agency liaison.
Arkansas State Procurement Laws and Office of Accounting Laws that apply to the requisition to purchase order process also apply to the use of the P-Card. If there are specific rules and regulations for your state entity, you MUST also follow those.

Any violation of Arkansas P-Card Program policies is considered an “occurrence” which may result in disciplinary action (i.e. written warning, suspend, revoke, terminate P-Card privileges, criminal charges filed).

The P-Card is a privilege granted to you by the State of Arkansas, and is EXPECTED that you will use it responsibly.
The purpose of a compliance review is to examine the P-Card accounts.

Some of the attributes that are evaluated:

- Adequacy and quality of receipts
- Current status of the cardholder
- Supporting documentation for transactions
- Transaction review and approval process
Non-Allowed Charges on the P-Card

NO PERSONAL PURCHASES
- Employee travel related charges
- Alcoholic beverages
- Vehicle rentals
- Printing - Amendment 54
- ATM - cash advances
- Gift cards
- Rebates, coupons, rewards or gift points can not be received and used for personal gain
- Automated or recurring monthly charges are not allowed (i.e. phone, internet bills, etc)
- SPLIT PURCHASES – (a single purchase is broken up into multiple transactions with the express purpose of circumventing state bid requirements)
- Any purchase without your agency approval
Circumstances for a P-Card to \textbf{Decline}

- **Exceeded** – the designated monthly limit - default monthly limit is set at $2,000 (unless the agency has requested in writing a lower or higher limit)

- **Exceeded** – one-time transaction limit

- **Blocked MCC** – attempt to use the card for a blocked merchant category code

- **Not Activated** – cardholder did not call the 1-800-344-5696 number and activate the card.
Credit Card Resources:
http://www.dfa.arkansas.gov/offices/procurement/Pages/creditCards.aspx

State Contracts:
http://www.dfa.arkansas.gov/offices/procurement/contracts/Pages/default.aspx
What is a Merchant (MCC) Code?

- **A Merchant Category Code (MCC) is:** a four-digit number used by the bankcard industry to classify suppliers into market segments.

- There are approximately 600 MCCs that denote various types of businesses (e.g., 5111 Office Supplies, 7299 Dog Grooming Services, 5722 Household Appliance Stores).

- The MCC is assigned by the acquiring financial institution when a supplier first begins accepting Visa payment cards.
Sales and Use Tax

- Arkansas State Government and political subdivisions are not tax exempt.

- Taxes must be collected on internet and telephone purchases.

- Use Tax must be paid to the state if sales tax is not charged at the time of the purchase.

If additional information is needed call Taxpayer Services Unit at (501) 682-7104.
How to Activate Your P-Card

1. Dial 1-800-344-5696

2. Listen to each prompt and respond
   a. Enter your 16-digit account number
   b. Enter your five digit zip code (business address)
   c. To activate your account, PRESS 1
   d. Key in the last four digits of your social security number
   e. Enter your business telephone number, beginning with the area code

3. Your account has been successfully activated.

Note:
If you have any problems activating your account you will be transferred to a customer service representative for personal assistance.
US Bank Web Address

Type `https://access.usbank.com` directly into the address bar area and click enter
How to Register Your P-Card Online

Step 1: Type the word STAR in the Organization Short Name Box.

Step 2: Click on Register Online.
Registering Your P-Card Online

Step 1: Type in 16 digit card number

Step 2: Choose the month and year the card expires

Step 3: Click on Register this account

NOTE: If you have more than one card to register, you will need to click on Additional Account
Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be.
9. Type a user ID between 7 – 12 alphanumeric characters in the User ID field.

10. Type a password in the Password field. Tip! Your password must be 8 – 20 alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.

11. Confirm your new password by typing it a second time in the Re-enter New Password field.

12. Select a question from the Authentication Question 1 drop-down list.

13. Type your answer in the Authentication Response 1 field.

14. Repeat Steps 12 – 13 to specify your remaining authentication questions and answers.

15. Complete the contact information fields:
   a. Type your name in the First Name, Last Name, (optional) MI (middle initial) fields.
   b. Specify address information in the Address 1, Address 2, City, State/Province, Zip/Postal Code, and Country fields.
   c. Type contact information in the Phone Number, Fax Number, and Email Address fields, as needed.

16. Click the Continue button.
How to Re-allocate & View P-Card Transactions

Click on Transaction Management

Welcome to Access Online
Your last login was 01/02/2014

Message Center
Message(s) from Access Online

Purchasing
Acct#/Name: [Redacted]
Account ID: [Redacted]
Statement Balance: $1,930.78
Billing Cycle Close Date: 12/16/2013
Current Balance: $809.61
Credit Limit: $2,000.00
Available Credit: $1,190.39

Last 10 Transactions Posted

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<thead>
<tr>
<th>Posting Date</th>
<th>Merchant</th>
<th>Amount</th>
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<tbody>
<tr>
<td>01/07</td>
<td>COLEMAN'S OFFICE PRODU</td>
<td>$41.24</td>
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<td>12/19</td>
<td>USPS 04566105728430106</td>
<td>$9.09</td>
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<td>12/19</td>
<td>BATTERY OUTFITTERS LIT</td>
<td>$174.23</td>
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</tr>
<tr>
<td>12/18</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
</tr>
<tr>
<td>12/18</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
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<tr>
<td>12/11</td>
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<td>$195.00</td>
</tr>
</tbody>
</table>

View Current Statement
How to Re-allocate & View P-Card Transactions (cont.)

Transaction Management

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.
To re-allocate the transactions, click on an underlined area.

To select a previous cycle, click on the drop-down arrow.

Open Cycle means the current cycle.

To re-allocate the transactions, click on an underlined area.
First Tab is The Summary Tab

Once you have clicked on a transaction, you will see several tabs.

The Summary tab shows high-level transaction information.

Reference Information
- Billing Cycle: Open
- Posting Date: 12/23/2013
- Reference Number: 2444500335500029295
- Authorization Number: 084363

Fleet Information
- Purchase Time: 12:00 a.m.
- Service Type: 
- Fuel Type: 
- Odometer: 0
- Vehicle Number: 000000
- Driver Number: 000000

Merchant
- Name: AUTOZONE #0025
- City, State/Province: LITTLE ROCK, AR
- Transaction Type: SALES DRAFT
- MCC Code: 5533
- MCC Description: AUTOMOTIVE PARTS, ACCESSO

Currency
- Billing Currency: U.S. Dollar
- Source Currency: U.S. Dollar
- Source Currency Amt: 6.53

Product Summary

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<tr>
<th></th>
<th>Qty</th>
<th>Unit Price</th>
<th>Gross Amount</th>
<th>Net Amount</th>
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<tr>
<td>Fuel</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Non-Fuel</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Mark as Reviewed  Print Transaction
The Allocations Tab is where the default general ledger number 5020007000 **MUST** be changed on every transaction.
This specific tab contains fields for you to add your own information about line items, including tax dollar values. If the merchant provides level III (line item data) then you could use that data to automatically populate the line items fields on the User Line Items tab.
This specific tab contains any tax information (e.g., shipping information, usage codes) the merchant sent in.
This tab displays fields for you to add comments on each transaction.
Step 1: Click on the Allocations tab, this screen will appear.

Step 2: Click in the General Ledger box. The default general ledger number 5020007000 MUST be changed to a correct GL number.

Step 3: If your agency uses Internal Order numbers they MUST be entered in the box correctly.

Step 4: If your agency uses WBS numbers the formatting has to be entered correctly or it will error out in AASIS.

Step 5: If sales tax was not charged on your purchase you must type U1 in the Tax on Sales box.

Step 6: After you have finished re-allocating your transaction, Click on Save Allocations.

Step 7: Click on the Comments tab.
The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information. To enter brief information about the transaction as shown below in the Internal Audit box:

1. Open the Comments tab.
2. Enter comments about the transaction.
3. When completed with comments, click on Save Comments.
4. If you have other transactions that need to be verified and reallocated, click on Back to Transaction List.

The cardholder and/or designated reviewer MUST enter a description of the items purchased on each transaction.
How to Run a Report

Click on reporting.
How to Run a Report (cont.)

Step 1: Click on Transaction Management

Step 2: Click on Transaction Detail
How to Run a Report (cont.)

Step 1: Click on Posting Date Range

Step 2: Type in a Start Date and End Date

Scroll down page to Additional Detail
How to Run a Report (cont.)

Step 3:
Click on Display Transaction Comments and Display Allocation Detail

Step 4:
This report output type can be done in PDF, Browser or Excel by clicking the drop down arrow

Scroll down page and click on Run Report
How to Run a Report (cont.)

Output Parameter Page Placement:
Selection defines the location of the Parameter Page details on the report output.
End

Group Report By
Account Number:

Break/Subtotal Level
- No Break/Subtotal -
Page Break:
  - Yes
  - No
Note: Page Break is automatically if a Break/Subtotal Level is chosen.

Step 5: Click on Run Report

Run Report  Reset

<< Back to Financial Management
### Transaction Detail - Summary

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Posting Date</th>
<th>MCCG Code</th>
<th>MCC</th>
<th>Merchant Category Code</th>
<th>Merchant Description</th>
<th>Merchant Name</th>
<th>Merchant State/Province</th>
<th>Taxpayer ID Number (TIN)</th>
<th>Trans Amount</th>
<th>Posting Type</th>
<th>Purchase ID</th>
<th>Trans Status</th>
<th>Disputed Status</th>
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<tbody>
<tr>
<td>01/29/2013</td>
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<td>70985</td>
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<td>SCHOOLS/EDUCATION</td>
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<td>7399</td>
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<td>OTHER</td>
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<td></td>
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</tr>
<tr>
<td>02/09/2013</td>
<td>02/09/2013</td>
<td>1664</td>
<td>8593</td>
<td>STATIONERY STORE/SUPPLIES</td>
<td>STAPLES</td>
<td>AR</td>
<td></td>
<td></td>
<td>$ 521.69</td>
<td>Memo</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

Comments: Conference Fee and Membership Due For...

Internal Audit: Registration For Jake Dunn and Matt Guthrie, Investigating Using Social Media...

Allocation Accounting Code Amount: $407.00
Allocation Accounting Code Value: $_
Allocation Source: USER
Allocation Last Changed By: __

Allocation Accounting Code Amount: $390.00
Allocation Accounting Code Value: $_
Allocation Source: USER
Allocation Last Changed By: __

Allocation Accounting Code Amount: $521.69
Allocation Accounting Code Value: $_
Allocation Source: USER
Allocation Last Changed By: __

Comments: 2 Scanner/Printer along with Ink Cartridge...

Internal Audit: __
Step 1: Click on Account Information

Step 2: Click on Cardholder Account Statement

Note:
The monthly billing cycle runs from the 16th of one month until the 15th of the next month, unless the 15th falls on the weekend. Monthly statements are ready the day after the billing cycle ends.
Step 3: Select the billing cycle for the statement you wish to view from the drop down list.

Step 4: Click on the View Statement Button. Your statement displays in a new Adobe Acrobat window.
Example of Cardholder Monthly Statement

"MEMO STATEMENT ONLY"  DO NOT REMIT PAYMENT

<table>
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<tr>
<th>POST DATE</th>
<th>TRN DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>REFERENCE NUMBER</th>
<th>MCC</th>
<th>AMOUNT</th>
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<td>11-22</td>
<td>11-20</td>
<td>STAPLES 00118893 CONWAY AR</td>
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<tr>
<td>11-22</td>
<td>11-20</td>
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P-Card Overview

How Do I Obtain a Purchasing Card?

Answer: Contact Your Agency Liaison