

What's New?

Memberships

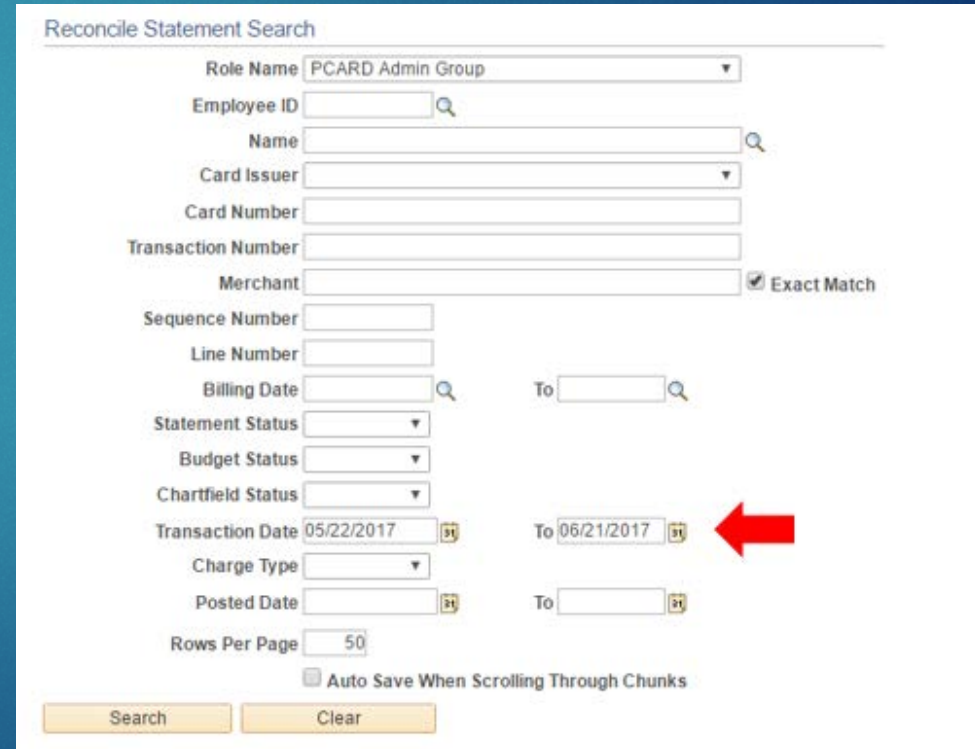
- Beginning July 1, 2017 – All memberships MUST have an approved Membership Payment Worksheet prior to purchase!
- Once the Membership Payment Worksheet has been signed by division Vice President, the purchase may be completed.
- The approved Membership Payment Worksheet MUST be uploaded to the transaction in FMS along with the paid receipt.
- Membership Payment Worksheet is located at - <https://chancellor.maricopa.edu/sites/default/files/MPW.doc>

Updates & Changes

Reviewing Purchase Transactions

- ▶ The FMS update on June 12th has slightly changed how to search for transactions.
 - When the Reconcile Statement Search screen opens, the transaction date fields are being automatically populated.
 - Unfortunately It's populating only the last 30 days – this may cause an issue of being able to view ALL transactions for reconciliation.

- ▶ To view All transactions
 - ▶ Remove pre-populated dates from the "Transaction Date" field (See below)



The screenshot shows the "Reconcile Statement Search" form. The "Transaction Date" field is pre-populated with "05/22/2017" and "To 06/21/2017". A red arrow points to the "To" date field, indicating the need to remove the pre-populated date. The form includes various search criteria such as Role Name, Employee ID, Name, Card Issuer, Card Number, Transaction Number, Merchant, Sequence Number, Line Number, Billing Date, Statement Status, Budget Status, Chartfield Status, Charge Type, and Posted Date. There are also fields for Rows Per Page (set to 50) and an "Auto Save When Scrolling Through Chunks" checkbox. Search and Clear buttons are at the bottom.

Updates & Changes

Reviewing Purchase Transactions

- ▶ To only view transaction in the “current” billing cycle, select the following:
 - Card Issuer: Select > Visa
 - Billing Date (use current bill date)
 - Select > Search
- ▶ To ensure all transactions are populated, enter the following:
 - Rows Per Page: 99999
 - Select > Search

Reconcile Statement Search

Role Name: PCARD Admin Group

Employee ID:

Name:

Card Issuer: VISA

Card Number:

Transaction Number:

Merchant: Exact Match

Sequence Number:

Line Number:

Billing Date: 06/15/2017 To: 06/15/2017

Statement Status:

Budget Status:

Chartfield Status:

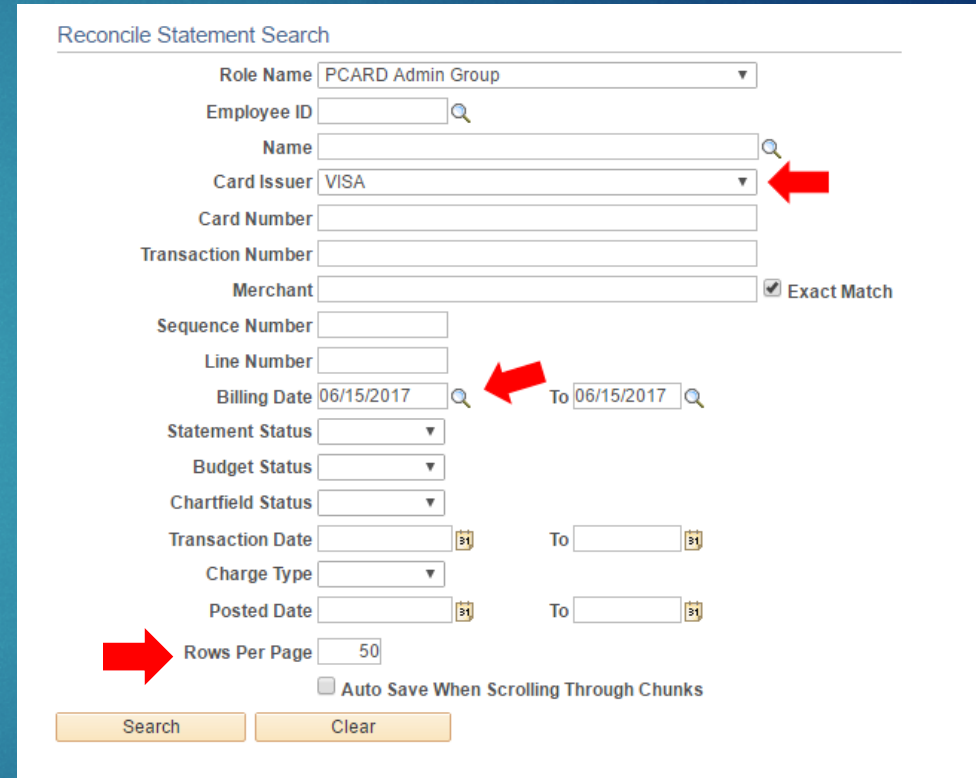
Transaction Date: To:

Charge Type:

Posted Date: To:

Rows Per Page: 50

Auto Save When Scrolling Through Chunks



Reconciliation

Purchase Descriptions

- Use Meaningful Comments!
 - Comments should be descriptive enough so they communicate to the approver exactly what was purchased. Also state if additional documentation is also attached.

Correct	Incorrect
Storage boxes, labels and label maker for Division of Business Services	Supplies
Steel Book Cart 20 Gauge with 6 sloped shelves for use in District Office Facilities Department	P/N 123-220v
Soda and Chips for breakout session at New Student Welcome Orientation on January 18, 2017. Approved Official Function form attached.	Food for Friday's event
Lodging for John Smith attending Learning Conference in Houston, TX from Jan 6-9, 2017. TA# 654321	Hotel

Reconciliation

Travel Purchases

- All travel purchases must have an approved travel authorization “prior” to purchase!
 - Employees must provide the cardholder a copy of the “approved” travel authorization.
- PDF copies of the travel authorization **MUST** be uploaded to the transaction in FMS along with the paid receipt!

Reconciliation

Travel Purchases

- Travel Allowed on the ProCard –
 - Registration
 - Airfare (*NO preferred seating or priority check-ins*)
 - Lodging (*room rate & tax only*) **
 - Shuttle/Ground Transportation Services
 - Car Rental *
- Per Diem with ProCard is restricted to only student group travel!
Check with Fiscal if you have any questions.

* *By Cardholder Only*

** *A credit card authorization form will be completed by cardholder*

Reconciliation

Travel Purchases

- ▶ Comment Descriptions for travel MUST include ALL of the following information.
 - Type of Expense (*registration, lodging, airfare, ground transportation or baggage*)
 - Traveler's Name
 - Conference Name/Location/Dates
 - Travel Authorization Number (*must be approved prior to purchase*)

Reconciliation

Travel Purchases

- ▶ Account reallocation for travel expense MUST be done during reconciliation.
 - Travel Account Codes
 - Registration: 56515
 - Out-of-State Travel: 56520
 - In-State Travel: 56510

- ▶ Professional Growth Funding?
 - All travel that has been approved for professional growth must be reallocated to the appropriate PG account in FMS.
 - Please see the Reconciliation instructions for a full list of FMS PG Dept numbers.

Reconciliation

Purchase Documentation

- Paid receipts are required and MUST be saved in PDF format!
- Receipts should have the following listed.
 - Vendor Name
 - Date of Purchase
 - Itemized Listing of Purchase
 - Amount matching transaction amount

Reconciliation

Purchase Documentation

- Receipt should always be the first page!
- All other supporting documents should follow. (*official function form, approved travel authorization or membership payment worksheet*)
- *Have more than one receipt? No problem, just combine them into 1 PDF file. (See instructions to combine files)*

Reconciliation

Receipt Documentation

- All receipts MUST be itemized to show full details and charges of purchase!
 - Do Not substitute a receipt with email confirmation, packing slip, order form – anything that is not the actual receipt.
- Do Not upload partial receipts or receipts not related to purchase!

Reconciliation

Receipt Documentation

- Some vendor receipts do not clearly outline this information.
 - In this case, circle all dollar amounts so that the totals match to FMS transaction amount. (Amazon often falls into this category)
 - *HINT: It's best to make a photocopy of the original receipt and then modify to align with purchase transaction in FMS.*
- *Credit card numbers MUST be removed from all receipts prior to upload into FMS*

Reconciliation

Reallocation of Expenses

- Always review the chartfield string for each transaction!
- Expense reallocation **MUST** be completed during reconciliation for each purchase transaction by cardholder and/or reviewer!
- Transactions not reallocated in FMS create a manual journal transfer by Fiscal and District Accounts Payable, so we **MUST** limit corrections!

Reconciliation

Reallocation of Expenses

- **DO NOT USE**
 - *FMS Dept.# - 802390 (restricted for District Use Only!)*
 - *Function – OTHER (restricted for District Use Only!)*
 - *Account Code – beginning with “4xxxx” (Should NEVER be used. This account is a revenue line and should only be used for deposits!)*
- **Examples-**

Expense Type	Correct Account	Incorrect Account
Lodging: Out-of-State Travel using Professional Growth Funds	PVC09- 56520 -PVMAINCA-110-802360-Function	PVC09- 54100 -PVMAINCA-110-802360-Function
Official Function	PVC09- 53550 -PVMAINCA-110-802575-Function	PVC09- 54100 -PVMAINCA-110-802360-Function

Reconciliation

Tax Reporting

- *MCCCD pays all state and local sales taxes. In-state suppliers/merchants should include sales tax.*
- *“Use Tax” is a tax that MCCCD pays the State of Arizona when we do business with an out-of-state supplier/merchant - who does not have a license to collect Arizona state sales tax.*
 - *A use tax amount is charged to the account code entered for purchase, if applicable.*
 - *If an out-of-state supplier/merchant has this license, they will charge sales tax.*

Reconciliation

Tax Scenarios

- Scenario A: Tax was paid.
 - Check “tax paid” box.
 - Billing Tab: Should be left blank
- Scenario B: Tax was not paid, transaction includes goods.
 - Uncheck “tax paid” box.
 - Billing Tab: Enter cost of goods, shipping/handling
- Scenario C: Tax was not paid, transaction does not include goods.
 - Uncheck “tax paid” box.
 - Billing Tab: Should be left blank.
 - Sales/Use Tax: Transaction defaults to Purchaser Exonerated. This is okay!

Reconciliation

Approving Transactions

- *All transactions must have status changed to indicate reconciliation is complete.*
- *3 Transaction Statuses in FMS*
 - Initial: *All transactions default into FMS with this status*
 - Verified: *Once cardholder reconciles the transaction, they will change the status from “initial” to “verified”*
 - Approved: *After a reviewer completes their review, they will change the status from “verified” to “approved”*

Reconciliation

Approving Transactions

- *Only cardholders receive notification from FMS to reconcile transactions.*
- *If a reviewer has not completed their review, the cardholder will continue to receive the email notification that the transaction **MUST** be reconciled.*