



ADOA – General Accounting Office

AZ360 MANUAL: P-CARD PROCESSING



P-Card Processing

Table of Contents

P-Card Basics	3
P-Card Processing Basics	3
P-Card Pages	4
P-Card System Roles	13
Procurement Card Payment Request (PRCC) Transaction	14
P-Card Reconciliation	17
Overview	17
P-Card Reconciliation Steps	18
P-Card Reconciliation Scenario	23
P-Card Approval.....	26
Overview	26
P-Card Approval Description.....	27
P-Card Approval Scenario	27
Research Paid P-Card Transactions.....	29
Overview	29
Research Paid P-Card Transaction Scenario	29
P-Card Reporting.....	31
P-Card Interactive infoAdvantage Reports	31
Resources Section	31
Appendix A – Statement Reconciliation	31
Appendix B – Terminology	32
Appendix C – List of Acronyms.....	34



All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.

P-Card Processing

This manual provides an overview of Procurement Card (P-Card) purchase processing in AZ360, the statewide financial management system. AZ360 enables agencies to track, process, and pay P-Card transactions within a single system. Note that P-Cards are referred to as either Procurement Cards or Purchase Cards. This manual focuses on activities required to understand how P-Cards function in AZ360, as well as how to reconcile, approve and research a P-Card transaction.

Manual Objectives

As a result of reading this manual, the user will be able to:

- Understand P-Card functionality in AZ360
- Reconcile a P-Card Transaction
- Approve a P-Card Transaction
- Research a P-Card Transaction

P-Card Basics

Section Objectives

In this section, the following processes are introduced:

- Review basic information related to P-Card Processing in AZ360
- Research P-Card activity using various tables in AZ360
- Understand P-Card Related Roles
- Examine a Procurement Card Payment Request (PRCC) Transaction

P-Card Processing Basics

A P-Card is a credit card (e.g. Visa or MasterCard) issued to a department user to pay for allowable goods or services. P-Cards are an efficient way for departments to make purchases by consolidating paperwork, allowing vendors to efficiently receive payments and eliminating delays in delivering supplies. P-Cards are not used for travel, and are not digital “ghost cards.” They are physical cards to be used for goods and services other than travel.

Each time a P-Card is used, or “swiped”, that transaction is captured and stored with US Bank, the State of Arizona’s current credit card issuer. US Bank then sends the State of Arizona a nightly batch file that contains all of the day’s credit card transactions. Those transactions are then uploaded daily and placed on the Unprocessed Procurement Card Activity (PRCUU) page in AZ360.

Basic details in this file include:

- When and where the purchase was made.
- The amount of the purchase.
- The default account used to pay for the purchase.

The P-Card transaction is then finalized in AZ360 through the process detailed in Figure 1 below.

Figure 1



This manual will provide additional information on each step in the following sections.

P-Card Pages

P-Card transactions are housed on various pages in AZ360 and the status of the transaction changes depending on the action(s) that have been taken on those pages.

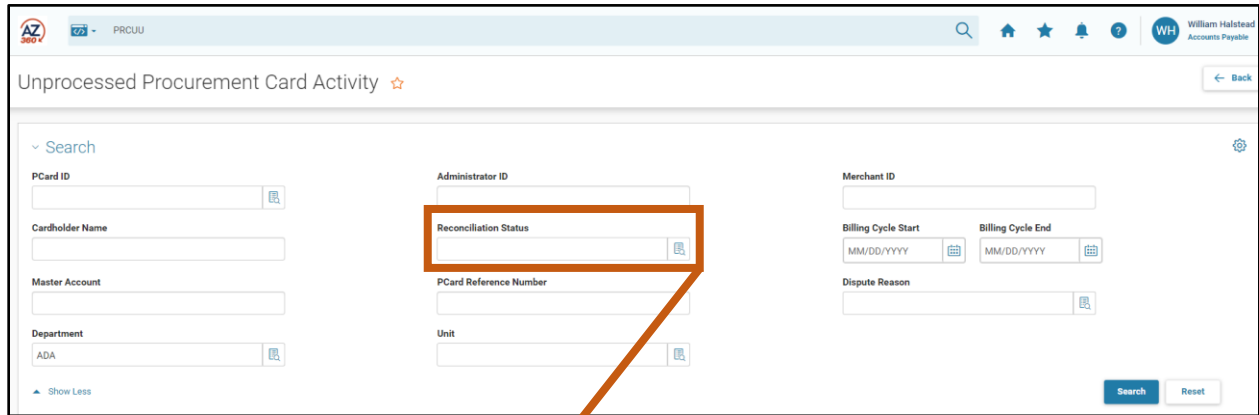
There are three common pages used in P-Card processing:

- Procurement Card User Administration (PRCUA) Page
- Unprocessed Procurement Card Activity (PRCUU) Page
- Paid Procurement Card Transaction (PRCUT) Page

The attributes of these pages are very similar and a general review is provided below.

Navigating a P-Card Table

At the top of each page are a series of search fields which allow a user to locate the desired record. When working with P-Cards a user may utilize the search fields to find specific transactions for a particular card, to find a particular merchant by their Merchant ID, to locate only reconciled transactions or to find only non-reconciled transactions.

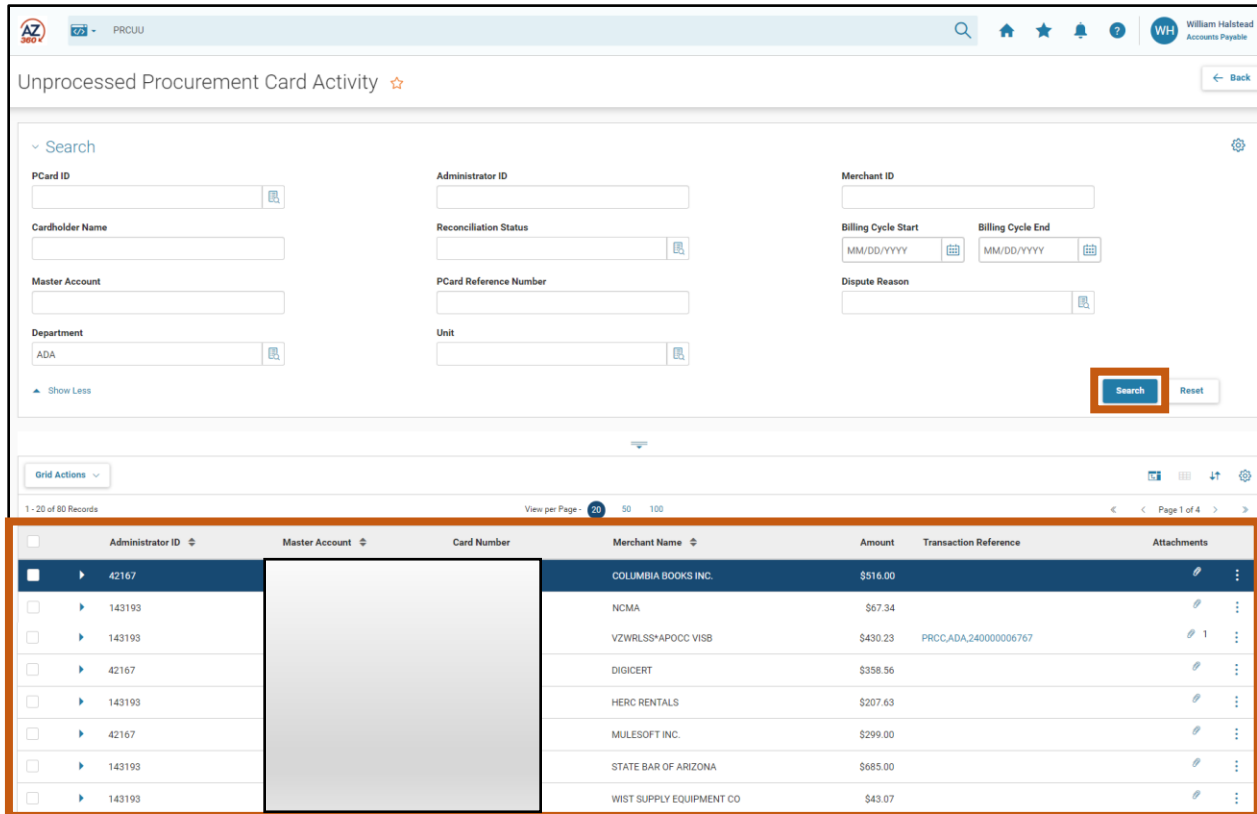


In order to limit results by reconciliation status, click the Reconciliation Status field pick list and make the appropriate selection.

After entering the search criteria and clicking Search, the results will be displayed in the grid at the bottom of the page. It is recommended to complete as many search fields as possible in order to minimize the results that generate in the grid. If complete search values are not known, utilize the

Reconciliation Status Code	Reconciliation Status	Hold Payment
1	Not Reconciled	Yes
2	Reconciled	No
3	No Receipt	Yes
4	NOT USED	Yes
5	Sales Tax	Yes

wildcard and range characters detailed in the “Home Page Tools” section of the **AZ360 Manual – Foundations** available at <https://gao.az.gov/resources/training/gao-training-resources>.



Unprocessed Procurement Card Activity

Search

PCard ID:

Administrator ID:

Merchant ID:

Cardholder Name:

Reconciliation Status:

Billing Cycle Start:

Billing Cycle End:

Master Account:

PCard Reference Number:

Dispute Reason:

Department:

Unit:

Show Less

Search Reset

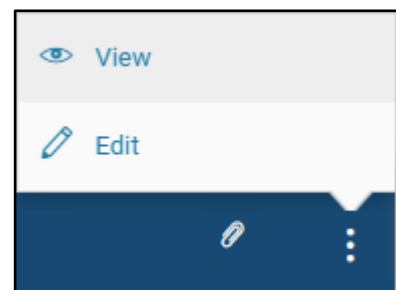
Grid Actions

1 - 20 of 80 Records View per Page: 20 50 100 Page 1 of 4

Administrator ID	Master Account	Card Number	Merchant Name	Amount	Transaction Reference	Attachments
42167			COLUMBIA BOOKS INC.	\$516.00		
143193			NCMA	\$67.34		
143193			VZWRLS*APOCC VISA	\$430.23	PRCC,ADA,240000006767	1
42167			DIGICERT	\$358.56		
143193			HERC RENTALS	\$207.63		
42167			MULESOFT INC.	\$299.00		
143193			STATE BAR OF ARIZONA	\$685.00		
143193			WIST SUPPLY EQUIPMENT CO	\$43.07		

Additional details regarding the record can be viewed or the record can be edited by clicking the row 3-dot menu and selecting View or Edit respectively.

Detailed information regarding P-Card transactions can be viewed by navigating through the various tabs displayed in the record. A review of the page tabs will be provided in their respective page section below.



P-Card User Administration (PRCUA) Page

The PRCUA Page allows users with the proper security the ability to manage the P-Card process. This page displays the system information for the card, including the card ID, the card number, and who can reconcile and approve transactions on the card. Users with the Administrator role are the only users who can access the PRCUA page to edit a P-Card. The P-Card Administrator can update the P-Card status to remove a user from the PRCUA table in order to make them eligible to transfer to a different agency.

PRCUA – General Information Section

This section contains fields detailing card information, different roles assigned to the card, and the default funding of the card. Key fields in this section include:

- PCard ID – The key field used to identify the P-Card in AZ360. This number must be unique across the state. The General Accounting Office (GAO) recommends starting with the two or



three-digit agency code, followed by the EIN and last name of the cardholder or person in possession of the card. The PCard ID can be up to 20 characters long.

- Card Number – The credit card number.
- 4-digit Card # – The last four digits of the credit card number. This field is auto-generated and cannot be changed.
- Status – The status of the credit card. Clicking the field drop down menu allows a card Administrator to change the P-Card status. Options include; Active, Inactive, Suspend and Cancelled.
- Card Type – The credit card type: Visa, MasterCard, American Express.
- Account – The internal identification number assigned to the P-Card.
- Cardholder ID – The AZ360 User ID of the user assigned to reconcile P-Card transactions (which may or may not be the person who is in possession of the card). This field is optional. If this field is not completed, responsibility for reconciling the card passes to the Manager, and responsibility for approval passes to the Administrator.
- Manager – The User ID of the person who will be approving payment for the card. This field is optional. If this field is not completed but the Cardholder field is, responsibility for approving the card passes to the Administrator. If neither this field nor the Cardholder field are completed, all responsibility passes to the Administrator.
- Accounting Profile – A group of Accounting Templates which have been assigned accounting distribution percentages and which are assigned as the default funding for each transaction for this card. (Funding can be changed from the default as part of the reconciliation, approval, or payment processes.) Each card must have either an Accounting Profile or an Accounting Template, but cannot have both. The Accounting Profile field is not used frequently by the State of Arizona. Users should direct any questions regarding this feature to their agency's GAO Liaison.
- Accounting Template ID – A template of Chart of Account (COA) element codes for ease of data entry and which is assigned as the default funding for each transaction for this card. (Funding can be changed from the default as part of the reconciliation, approval, or payment process.) Each card must have either an Accounting Profile or an Accounting Template, but cannot have both.
- Expiration Date – The expiration date of the P-Card.
- Effective Date – The first date that the card is active within AZ360. It is important that this be set to a date **PRIOR** to the first use of the card. If the date is not prior to the use of the card, the transaction may not go through or may reject.
- Last Action Date – The date on which the P-Card record was last changed.
- Administrator ID – The User ID of the person assigned as the P-Card Administrator for this card. This field is required.

Once the Status has been updated, click **Save** to finalize the update(s).

Edit Procurement Card Administration Save Save & Close Cancel

General Information

* PCard ID ADA106761	Card Number [REDACTED]	4-Digit Card # *****3703
* Status Active	* Card Type Visa	* Account [REDACTED]
Cardholder ID 106761	* Cardholder Name JOBALENA YATES	* Effective Date 06/04/2019
* Administrator ID 143193	Administrator Name Tawny McClure	* Expiration Date 01/01/2040
Accounting Template ID ADAPCARD	Accounting Profile [REDACTED]	Cardholder Phone 602-542-6252
Administrator Phone 602-542-2593	Administrator Dept ADA	Administrator Unit -
Manager 229338	Manager Name Alisa Badenhorst	Manager Phone 6028536408
Comments [REDACTED]	Last Action Date 02/08/2024 11:52 AM	<input type="checkbox"/> Exclude

0/1500

Confidential

[Show Less](#)

PRCUA – Payee Vendor Information Section

This section contains information about the issuer of the card and where the payment should be sent. Information selected in this section will be used to populate the draft PRCC transaction after the P-Card transaction has been reconciled and marked to pay.

The Payee Vendor Code field contains the department’s US Bank Automated Clearing House (ACH) Vendor Code. The Payee Address ID and payee address fields contain the department’s assigned address for US Bank ACH payments.

Note: The Payee Vendor Code and Payee Address ID fields are important and MUST be the specific code and value established for the agency. If the Payee Vendor Code is incorrect, users will make payments to another agency’s account.

Edit Procurement Card Administration Save Save & Close Cancel


General Information

Payee Vendor Information

Payee Vendor Code PCARDADA0001	Payee Name PCARD VENDOR ADA	Payee Address ID AD405
Payee Address Line 1 US BANK	Payee Address Line 2 800 NICOLLET MALL	Payee City MINNEAPOLIS
Payee State MN	Payee Zip Code 55402	Payee Country US

Card spending limits are not listed on the PRCUA page. Limits are controlled and setup through the US Bank’s Access Online website by the agency P-Card Program Administrator or the GAO Statewide

Purchasing Card Administrator. For more information on spending limits, see the “Purchasing Card (P-Card) Setup Steps” section of the **Manual: Purchasing Card Administrator Program** available at <https://gao.az.gov/resources/training/gao-training-resources>.

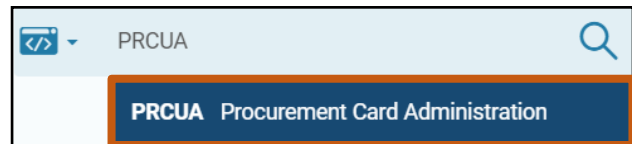
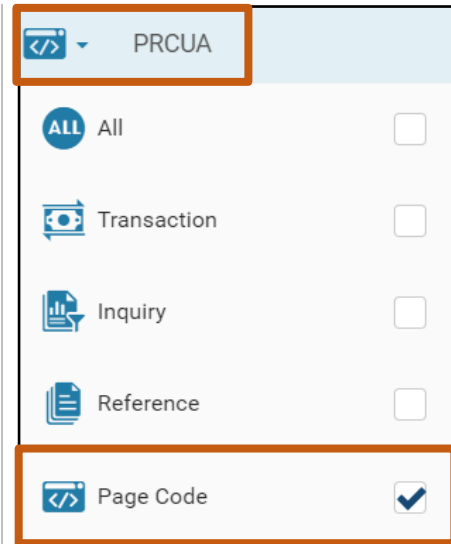
Search for, access, and review the PRCUA Page 

Scenario

A P-Card Administrator needs to review who is assigned to a P-Card and the P-Card status. Access the PRCUA page and review the P-Card configuration.

Log in to the AZ360 **Home** page. Navigate to the PRCUA page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *PRCUA*.
4. In the drop down menu that generates, select **PRCUA Procurement Card Administration**. The PRCUA search page will generate.

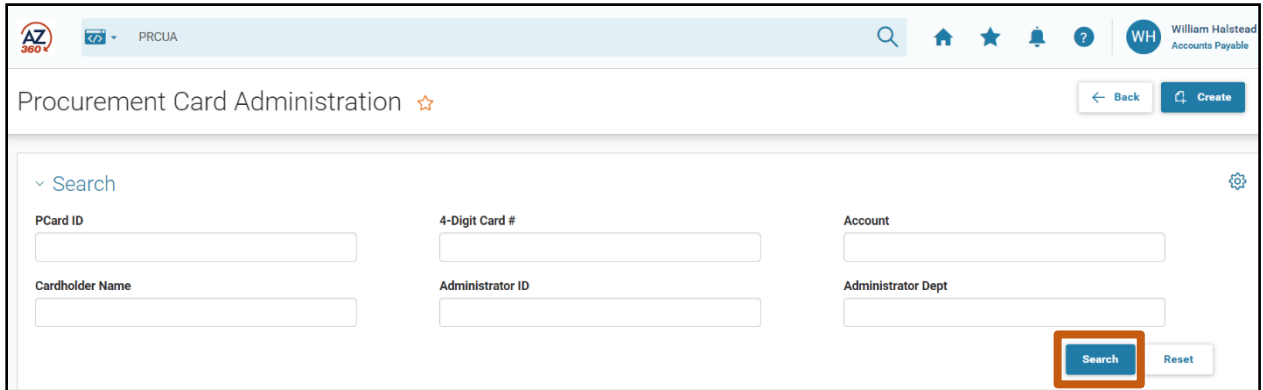


Search the PRCUA page for the desired P-Card using the Search criteria.

1. In the **P-Card ID** field, enter the identification code for the P-Card.
2. In the **4-Digit Card #** field, enter the last 4 digits of the P-Card.
3. In the **Account** field, enter the account number associated with the P-Card.
4. In the **Cardholder Name** field, enter the name of the user assigned to reconcile the P-Card.
5. In the **Administrator ID** field, enter the code for the administrator assigned to the P-Card.

6. In the **Administrator Dept** field, enter the department 3-digit code for the department assigned to the P-Card.
7. Click **Search**.

Note: Not all search criteria need to be entered in order to generate the P-Card record. Users should rely on departmental procedures and wildcard/range characters to limit search results.



Procurement Card Administration

Search

PCard ID:

4-Digit Card #:

Account:

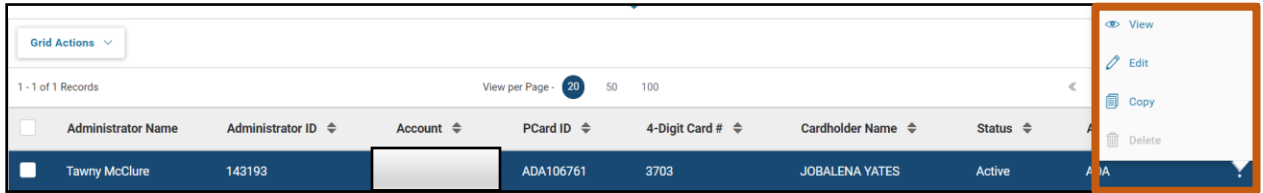
Cardholder Name:

Administrator ID:

Administrator Dept:

Search Reset

8. The desired record will appear in the grid at the bottom of the page.
9. On the blue record line, click the **3-dot** menu and select **View**.



Administrator Name	Administrator ID	Account	PCard ID	4-Digit Card #	Cardholder Name	Status
Tawny McClure	143193		ADA106761	3703	JOBALENA YATES	Active

Grid Actions

1 - 1 of 1 Records

View per Page: 20 50 100

View Edit Copy Delete

Review how the P-Card is configured on the PRCUA page.

1. On the **General Information** tab:
 - a. Review the Cardholder ID and Cardholder Name fields to view the user who can reconcile P-Card transactions and who is assigned to the P-Card.
 - b. Review the Manager, Manager Name, Administrator ID and Administrator Name fields to view who can reconcile and approve a P-Card transaction.
 - c. Review the Accounting Template ID assigned to the card.
 - d. Observe the Status field option to determine if the P-card is active or not.

General Information

PCard ID ADA106761	Card Number [Redacted]	4-Digit Card # *****3703
Status Active	Card Type Visa	Account [Redacted]
Cardholder ID 106761	Cardholder Name JOBALENA YATES	Effective Date 06/04/2019
Administrator ID 143193	Administrator Name Tawny McClure	Expiration Date 01/01/2040
Accounting Template ID ADAPCARD	Accounting Profile -	Cardholder Phone 602-542-6252
Administrator Phone 602-542-2593	Administrator Dept ADA	Administrator Unit -
Manager 229338	Manager Name Alisa Badenhorst	Manager Phone 6028536408
Comments	Last Action Date 02/08/2024 11:52 AM	Exclude No

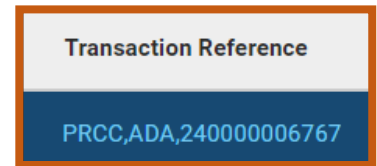
Unprocessed Procurement Card Activity (PRCUU) Page

The PRCUU page contains all unprocessed P-Card transactions that have been received from US Bank through the overnight batch process. The PRCUU page provides information about each P-Card transaction, the items or services purchased (commodities), and information about how the transaction should be paid (accounting lines).

Users can search transactions by the card or cards for which they have been assigned a role. Results will populate at the grid at the bottom of the page. While most of the fields on the table are protected, there are several fields that may be updated.

The PRCUU displays the following types of transactions:

- Transactions that have not been reconciled.
- Transactions that are reconciled, but not yet approved.
- Transactions that are reconciled, have been approved, but have not yet been paid. These transactions will be indicated by a link to the Procurement Card Payment Request (PRCC) transaction in the Transaction Reference column of the PRCUU results grid.



Administrator ID	Master Account	Card Number	Merchant Name	Amount	Transaction Reference	Attachments
42167	[Redacted]	[Redacted]	COLUMBIA BOOKS INC.	\$516.00		
143193	[Redacted]	[Redacted]	NCMA	\$67.34		
143193	[Redacted]	[Redacted]	VZWRLSS*APOCC VISB	\$430.23	PRCC,ADA,24000006767	1

Transactions are displayed on this table until payment has been sent to the bank. Transaction detail can be viewed or edited by clicking on the row 3-dot menu and selecting either View or Edit respectively.

The PRCUU page contains 3 tabs:

- Unprocessed Procurement Card Activity Tab
- Commodity Lines Tab
- Accounting Lines Tab

PRCUU – Unprocessed Procurement Card Activity Tab

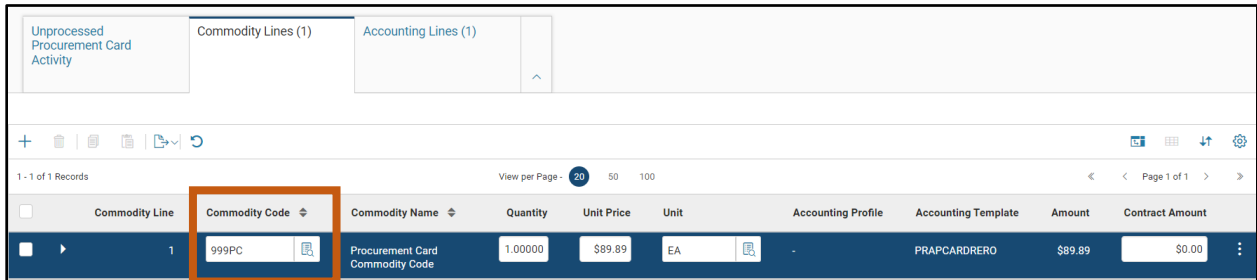
Fields on this tab are inferred from values on the PRCUA page, other tables in AZ360, as well as the US Bank overnight file. This tab displays when and where the purchase was made and the amount of the purchase. After a P-Card transaction has been reviewed for accuracy, the Reconciliation Status field is manually updated to Reconciled. After an approver has reviewed the transaction, they will select the Pay checkbox. P-Card transactions that have been reconciled and marked to pay will be converted to PRCC transactions through an overnight process. This tab also contains an Attachments link which allows users to upload, search, download and delete attachments. Any document attached on the PRCUU table will carry over to the Commodity tab of the PRCC transaction when it is finalized.

Note: DO NOT use any of the dispute fields (Dispute Reason, Dispute Reason Description, or Dispute Comments) to formally dispute a charge. While these fields can be used when reconciling for record keeping purposes, a user must contact US Bank directly to dispute a charge.

PRCUU – Commodity Lines Tab

Values on this tab default and will always be the total charge for the card swipe. In other words, this tab will show a single line that equals the total for all items (commodities) purchased. The Commodity Code field will default to code 999PC. This may be changed if an agency wishes to utilize a more detailed commodity code.

Note: The Commodity Line tab is optional, users should refer to their agency guidelines for processing instructions.



Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Accounting Profile	Accounting Template	Amount	Contract Amount
1	999PC	Procurement Card Commodity Code	1.00000	\$89.89	EA	-	PRAPCARDRERO	\$89.89	\$0.00

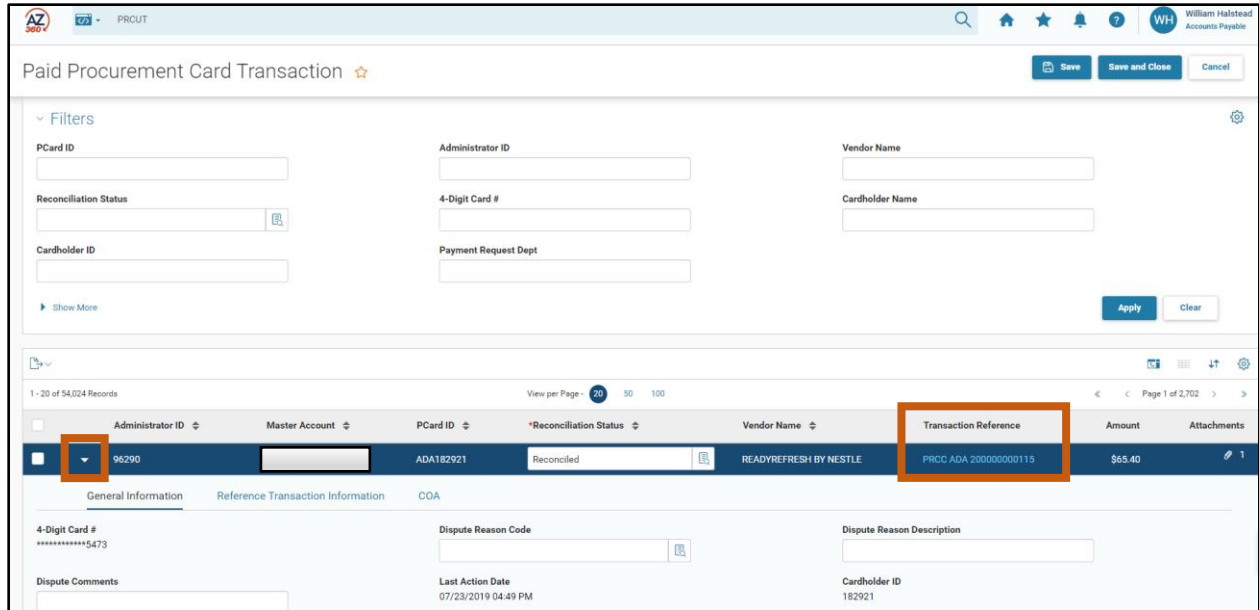
PRCUU – Accounting Lines Tab

This tab specifies the accounting details for the payment or funding source for the purchase. This tab captures accounting information, which includes the COA elements for each line in the Commodity Lines tab. Every transaction will have at least one default accounting line, but this information can be changed. Users may choose a different account or to split the funding between multiple accounts. Most of the information on this tab will default based on the bank file or the card set up in the PRCUA table.

Navigation of the PRCUU table will be demonstrated in the “P-Card Reconciliation” section of this manual.

Paid Procurement Card Transaction (PRCUT) Page

This page lists all finalized PRCC transactions in the grid at the bottom of the screen. The grid will provide a quick summary of information regarding the transaction and payment. More detailed information can be found by clicking the Expand caret on the blue transaction line or by accessing the PRCC transaction that requested the payment. Access the PRCC transaction by clicking the transaction ID hyperlink under the Transaction Reference column.




P-Card System Roles

This manual provides an overview of the following P-Card roles in AZ360:


- Cardholder – User who reconciles P-Card transactions in AZ360. This does not need to be the user who possesses the card; it could be a proxy for the card.
- Manager – User who approves payment of a reconciled transaction in AZ360. A manager can also reconcile a transaction.
- Administrator – User who can reconcile and pay transactions as well as set up and maintain P-Cards. This role can be used as a proxy or a backup to the cardholder and/or manager. This may be an agency staff member, or an agency administrator who oversees the P-Card program at the agency.

Note: It is best practice to have a segregation of duties by assigning one user to reconcile a P-Card transaction and another user to approve the P-Card transaction for payment.

Roles must be set up for each P-Card and every P-Card must have at least an administrator. All P-Card roles can reconcile P-Card transactions, and each person reconciling or approving a transaction is responsible for adhering to the policy and responsibilities, as outlined in the State of Arizona Accounting Manual (SAAM), as well as any applicable agency policies. The SAAM is available on the GAO website via <https://gao.az.gov/state-arizona-accounting-manual-saam>.



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SAAM
SAAM Drafts
SAAM Archive

Among the responsibilities of the GAO is the development and maintenance of a "uniform accounting system so designed as to ensure compliance with all legal and constitutional requirements...". Arizona Revised Statutes, Chapters 35 and 41, are the primary legal basis for the central accounting function of the State of Arizona. All state agencies are required to comply with the central accounting policies and procedures unless otherwise authorized by law or exempted in writing by the Director of the Department of Administration.

To assist state agencies in their interaction with the central accounting function, this accounting manual is prepared and maintained by the GAO and updated as necessary. It is intended to be a learning tool as well as a reference manual. It contains instructional material as well as general policy and procedural information. Much of the manual is in summary form and is meant to be supplemented by personal contact with the GAO in the form of either casual conversation or formalized training sessions.

Choose Topic

Apply

45 Expenditures, Expenses and Disbursements

Section	Title	Issued Date
35	P-Card General Policies and Procedures	02-18-2020
36	P-Card Agency Responsibilities	10-01-2022
37	P-Card Cardholder Responsibilities	08-27-2018

All Agency Memoranda

Chief Financial Officer (CFO) Meetings

Forms

State of Arizona Accounting Manual (SAAM)

Contact Information

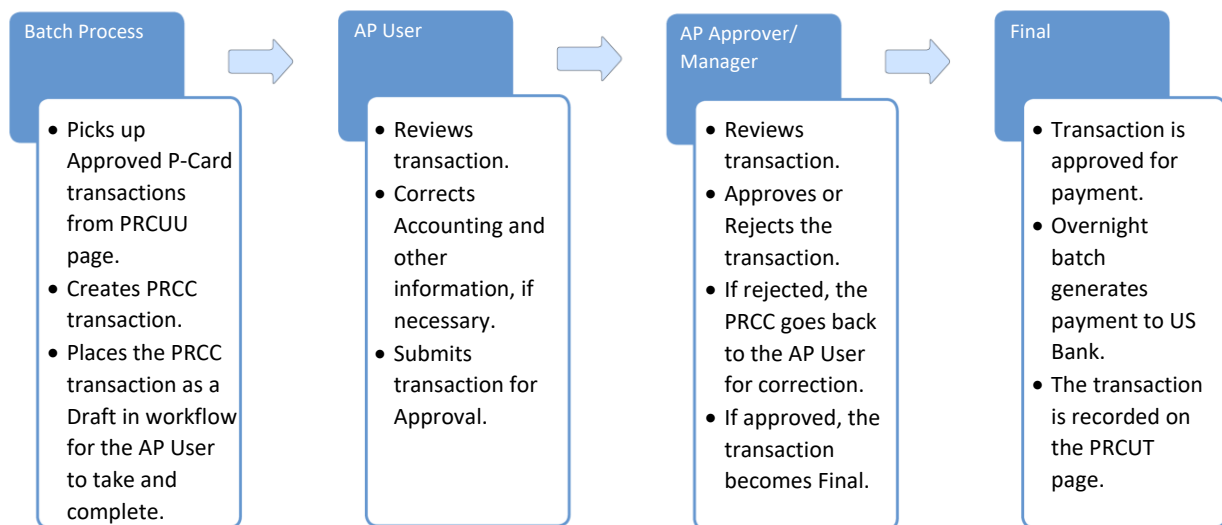
See SAAM, SAAM Draft, and SAAM Archive descriptions for communication instructions and requirements.

gaopolicy@azdoa.gov

Procurement Card Payment Request (PRCC) Transaction

A PRCC transaction is a request for payment that is automatically generated through an AZ360 overnight process once a P-Card transaction has been reconciled and approved for payment. The generated PRCC transaction will show on the Financial Transaction Catalog in a Phase of Draft, and a Status of Held. After the transaction has generated, an agency's Accounts Payable staff will then review, submit and finalize the transaction through the standard transaction workflow process. The exact submittal/approval path may vary from agency to agency, but the overall process flow is detailed in Figure 2 below. Once a PRCC transaction has been finalized, approved and paid, or about to be paid, the transaction will appear on the PRCUT page.

Figure 2



Note: DO NOT discard a PRCC transaction. If the PRCC is discarded, it will need to be recreated manually. A new PRCC will not be created automatically based on the reconciled/pay status of the P-Card transaction on the PRCUU page.

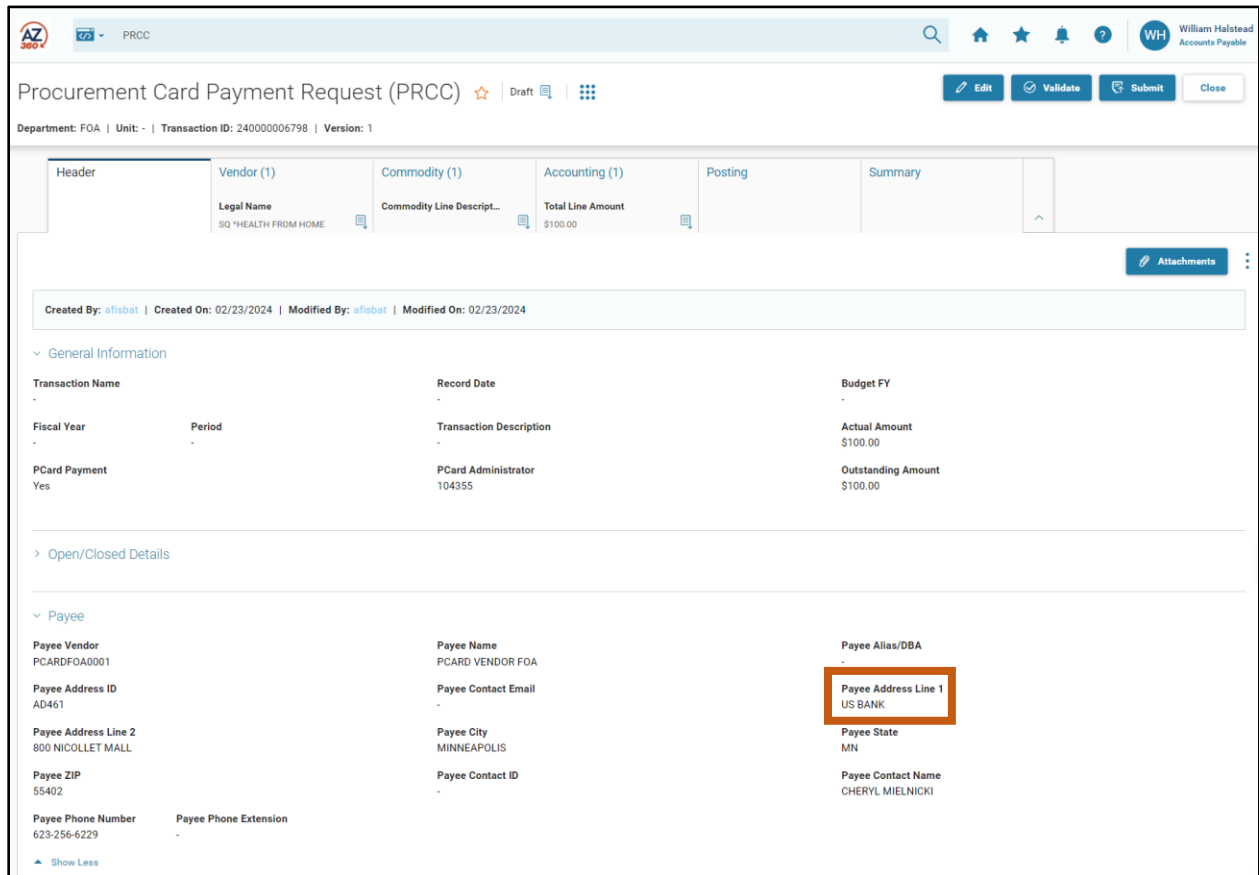
A PRCC transaction contains 5 tabs:

- Header Tab
- Vendor Tab
- Commodity Tab
- Accounting Tab
- Posting Tab

PRCC Header Tab

US Bank is considered the payee. The agency’s ACH vendor code and address will appear in the payee tab fields. This information is generated based on the P-Card setup on the PRCUA table.

Note: It is the Payee on the Header of the PRCC (US Bank Vendor Code for the agency) that is paid, not the vendor/merchant.



The screenshot shows the 'Procurement Card Payment Request (PRCC)' interface. At the top, it displays 'Department: FOA | Unit: - | Transaction ID: 240000006798 | Version: 1'. Below this is a summary table with columns for Header, Vendor (1), Commodity (1), Accounting (1), Posting, and Summary. The Vendor (1) tab is active, showing 'Legal Name: SQ *HEALTH FROM HOME' and 'Total Line Amount: \$100.00'. Below the summary is a metadata bar: 'Created By: afisbat | Created On: 02/23/2024 | Modified By: afisbat | Modified On: 02/23/2024'. The main content area is divided into sections: 'General Information' with fields for Transaction Name, Record Date, Budget FY, Fiscal Year, Period, Transaction Description, Actual Amount (\$100.00), PCard Payment (Yes), and PCard Administrator (T04355); 'Open/Closed Details'; and 'Payee' information including Payee Vendor (PCARDF0A0001), Payee Name (PCARD VENDOR FOA), Payee Address ID (AD461), Payee Address Line 1 (800 NICOLLET MALL), Payee City (MINNEAPOLIS), Payee State (MN), Payee ZIP (55402), Payee Contact Name (CHERYL MIELNICKI), and Payee Address Line 1 (US BANK), which is highlighted with a red box.

PRCC Vendor Tab

Information listed on this tab shows the merchant where the P-Card was used. This information is carried over from the P-Card transaction. Multiple payments to the same vendor on the same day will be consolidated on this tab. If the same P-Card was used to pay multiple vendors in the same day, this tab will list each vendor as their own Vendor line.

Note: PRCC Vendor information uses the MISCPAYVEND Vendor/Customer code and dummy address information. The Legal Name field will show the real Merchant Name.

Header	Vendor (1)	Commodity (1)	Accounting (1)	Posting	Summary
	Legal Name SQ *HEALTH FROM HOME	Commodity Line Descript...	Total Line Amount \$100.00		

Vendor Line	Vendor Customer	Legal Name	Line Amount	Attachments
1	MISCPAYVEND	SQ *HEALTH FROM HOME	\$100.00	

General Information		Disbursement Options		
Alias/DBA -	Address Code -	Address 1 100 N. 15th Ave. Suite 302	Address 2 -	
City Phoenix	State AZ Arizona	Zip Code 85007	County -	
Country US United States of America				
Vendor Contact ID -	Vendor Contact Name -	Vendor Contact Phone -	Vendor Contact Phone Extension -	Vendor Contact Email -
Merchant ID 85610				

PRCC Commodity Tab

This tab displays all commodities for the transaction as separate line items. In most cases there will only be one Commodity line displayed. Attachments made on the PRCUU page will carry over to this tab.

Header	Vendor (1)	Commodity (1)	Accounting (1)	Posting	Summary
	Legal Name SQ *HEALTH FROM HOME	Commodity Line Descript...	Total Line Amount \$100.00		

Commodity Line	Commodity	Commodity Line Description	Line Type	Line Amount	Attachments
1	999PC	Procurement Card Commodity Code	Item	\$100.00	

PRCC Accounting Tab

The Accounting lines are populated with the elements inferred from the Accounting template and any manual additions or changes made to the COA in the P-Card transaction on the PRCUU.

Note: The PRCC will return an error if the COA elements do not go together. If so, the accounting will need to be fixed by the Accounts Payable user at this step.

At a minimum, the following fields should be reviewed for accuracy:

- Budget FY
- COA elements

Budget FY is located on the blue Accounting line. COA elements appear on the blue Accounting line and in the COA section accessed via the Expand caret.



Accounting Line	Total Line Amount	Outstanding Amount	Interest Ineligible	Payment Type	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	Attachments
1	\$2,519.00	\$2,519.00	No	-	ADA	AS3A02110	-	-	-	-	-	-	

General Information	Open/Closed Details	COA	Additional Amounts	Extended Description
Major Program	Program			Phase
-	-			-
Task	Sub Task			Reporting
-	-			-
Dept Object	Dept Revenue			Sub Unit
727000	-			-
Activity	Sub Activity			Location
-	-			-

Important points to keep in mind:

- PRCC transactions are consolidated by Administrator and Card ID.
- PRCC and associated disbursements are excluded from the 1099 process. It is the US Bank’s responsibility to provide 1099’s to vendors for P-Card related activity.
- PRCC transactions are generated nightly for P-Card transactions marked as Reconciled and Pay.
- Standard accounts payable approvals will be applied to the PRCC transaction.
- An overnight process automatically converts finalized PRCC transactions to Electronic Funds Transfer (EFT) payments to the US Bank.
- Once paid, the payment information along with the PRCC transaction will show up on the PRCUT table.

P-Card Reconciliation

Section Objectives

In this section, the following processes are introduced:

- Obtain an overview of P-Card Reconciliation
- Review P-Card Reconciliation Steps
- Reconcile a P-Card Transaction Scenario

Overview

As mentioned above, US Bank sends the state a nightly bank file that contains credit card transactions posted by the bank. This file is loaded into the PRCUU during the nightly batch process. The PRCUU table contains transaction, commodity, and accounting information. Each transaction has one or more commodity (i.e., items purchased, tax, etc.). Each commodity has one or more accounting lines.



Reconciling a P-Card transaction means that the designated user has reviewed the P-Card charges and validated:

1. The charges were for allowable purchases or payments made for valid state business.
2. The information about the items purchased or paid for (including the amounts charged and the funding being used to pay for the transaction) is correct.

Note: An agency may place the responsibility for verifying the funding on the P-Card transaction approver or the accounts payable user.

3. The transaction is **Ok to Pay** from the Cardholder perspective.

The user reconciling the transaction is responsible for adhering to P-Card policies, as outlined in the SAAM, and any agency specific P-Card policies.

P-Card Reconciliation Steps

There are four basic steps involved in reconciling a P-Card transaction:

1. Find the transaction on the PRCUU page.
2. Attach the receipt for the purchase to the transaction.
3. Enter the payment information into the accounting lines.
4. Update the Reconciliation Status field to Reconciled.

Find Transaction on PRCUU Table

Similar to the “Search for, Access, and Review the PRCUA Page” scenario, complete the following steps to locate the P-Card transaction:

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *PRCUU*.
4. In the drop down menu that generates, select **PRCUU Unprocessed Procurement Card Activity**. The PRCUU search page will generate.
5. Enter search criteria in the Search page fields to call up the P-Card transaction.
6. Click **Search**.
7. The desired record will appear in the grid at the bottom of the page.
8. On the blue record line, click the **3-dot** menu and select **Edit**.

The P-Card transaction will then generate in edit mode.

Attach Receipt to the Transaction

After locating the unreconciled transaction on the PRCUU page, the next step is to verify that there is a valid receipt for the transaction. When reviewing the receipt, keep the following points in mind:

- Open the receipt and review the receipt while reviewing the P-Card transaction to ensure they are referring to the same information.
- Pay special attention to the received date and amounts listed on the receipt and on the P-Card transaction. If necessary, update the Received Date field to reflect the actual date the goods/services were received.

Note: State policy requires that cardholders maintain and provide receipts to the agency. Agencies can decide if receipts need to be scanned and uploaded to the transaction in AZ360 or maintained separately.

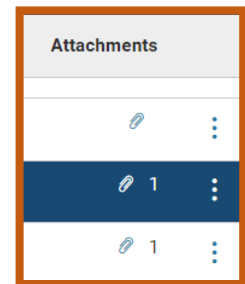
Attach a Receipt

To attach a receipt to a transaction, select the transaction in the grid on the PRCUU table. Click the row 3-dot menu and select Edit. On the Unprocessed Procurement Card Activity tab, click the Attachment button. For more information on navigation in AZ360, see the “Transaction Layout and Features” section of the **AZ360 Manual – Foundations** available at <https://gao.az.gov/resources/training/gao-training-resources>.



Verify a Receipt

It is best practice to double check that the receipt document has attached properly to the transaction. To check that the attachment was successful, navigate back to the PRCUU page. In the grid at the bottom of the screen, any transactions with an attachment will show a number next to the paperclip icon in the Attachments column.

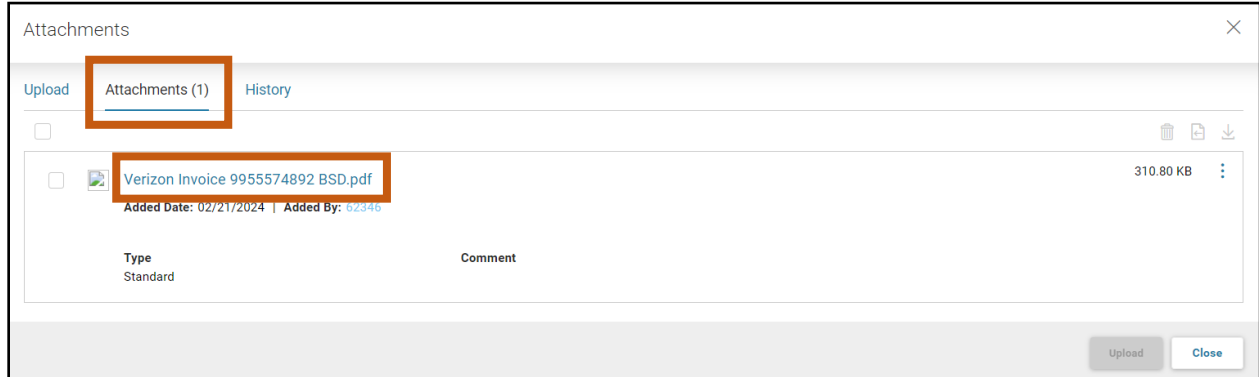


Administrator ID	Master Account	Card Number	Merchant Name	Amount	Transaction Reference	Attachments
143193			WIST SUPPLY EQUIPMENT CO	\$43.07		
143193			VERIZONWRLSS*RTCCR VB	\$4,576.20		1
143193			THOMSON WEST*TCO	\$795.74		1
143193			IN *ARIZONA STARTERS & MO	\$923.10		

Clicking on the attachment paper clip icon will open the Attachments screen. Clicking the Attachments tab will then display all documents attached to the transaction. An attachment can then be downloaded and reviewed by clicking the blue hyperlink name of the attachment. Once the attachment is

downloaded it should be opened and viewed to ensure the receipt was captured correctly. If a receipt is incorrect, it should be deleted and then the correct receipt should be attached to the transaction.

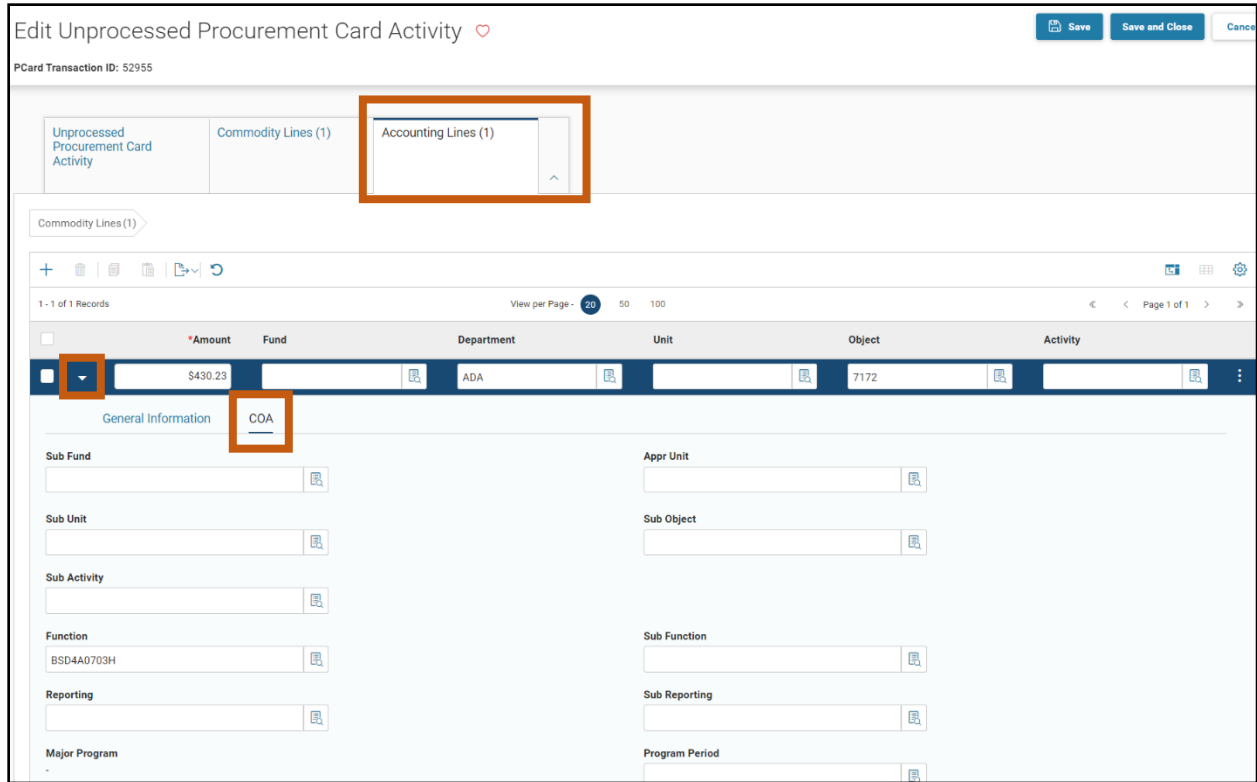
Reminder: Attachments are carried forward to the PRCC transaction once the P-Card transaction has been approved.



Enter Payment Information into Accounting lines

Once the receipt(s) have been attached to the transaction and verified for accuracy, the third step is to verify or enter the appropriate accounting information for the funding in the Accounting Lines tab of the transaction. In AZ360, accounts are identified by COA elements that, when combined, tell the system exactly where the money is coming from to pay for a transaction. The COA fields are located on the Accounting Lines tab of the P-Card transaction. Users should check with their departments on which COA fields are used to identify the correct accounts. For example, commonly used COA are Object and Department Object.

Each transaction will automatically have a default account applied based on the assigned Accounting Template. This information can be modified if needed. To view or edit an Accounting line, select the record in the grid on the PRCUU table, click the row 3-dot menu and then select View or Edit depending on if a change is needed or not. Then click on the Accounting Lines tab and review or update the listed COA on the blue Accounting line as needed. Additional COA is available by clicking the Expand Caret and then navigating to the COA section.



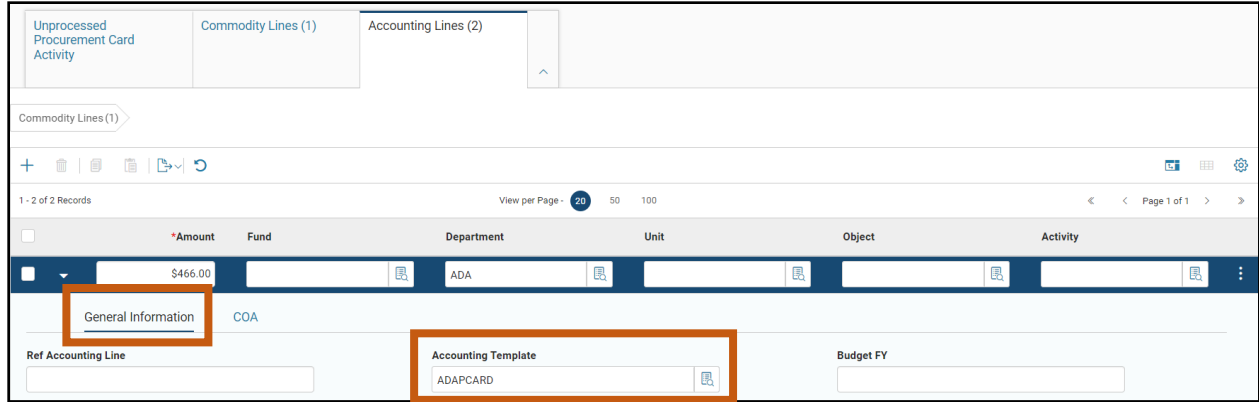
If no changes are needed, click Save to complete this step. Otherwise, select the Accounting line that needs to be modified. Enter the correct COA codes in the corresponding fields, such as the Object field. Then click Save to complete this step.

Accounting Template

Some agencies use accounting templates to only infer COA information in one or two fields. Users may be required to enter additional COA elements as needed by their agency.

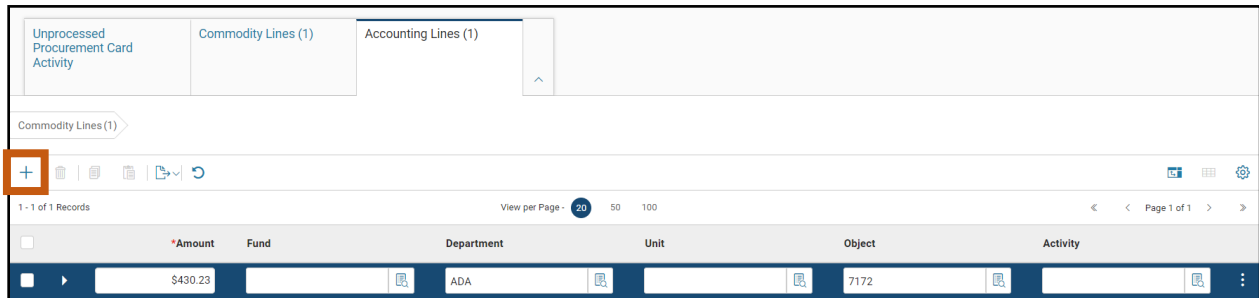
Note: Users should refer to their supervisor and/or manager for details.

A user may need to change the accounting template on a P-Card transaction. To do so, navigate to the General Information section of the Accounting Lines tab and select the pick list icon next to the Accounting Template field. The user can then select an alternate accounting template for the transaction. The user should then clear the information on every other field on the Accounting line, except the Amount field. Clicking Save will then populate field values from the new accounting template code. Manually enter any additional COA information that was not inferred by the template. For additional information on Accounting Templates, see the “Accounting Templates and Functions” section of the **AZ360 Manual – Foundations** available at <https://gao.az.gov/resources/training/gao-training-resources>.



Insert/Split Accounting Lines

There are many instances when the accounting information needs to be split in to multiple accounting lines, such as, when there is more than one funding source for a purchase. If a transaction requires more than one Accounting line, insert an Accounting line for each funding source by selectin the “+” icon in the Tab Level Actions section of the Accounting line.

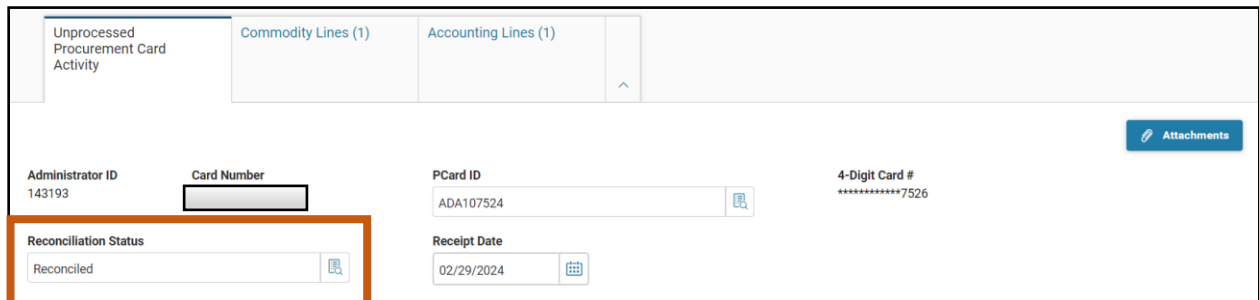


For each Accounting line, select a new Accounting Template using the steps outlined in the “Accounting Template” sub-section above. Then adjust the amount of all the Accounting lines so that the total equals the total for the commodity.

Note: It is recommended to add any new Accounting line(s) first, and then to adjust the original Accounting line. This allows users to see the total commodity amount on the original Accounting line and helps ensure that all of the Accounting line amounts equal the commodity total.

Mark the Transaction as Reconciled

After verifying that the transaction is valid and the payment details are correct, the user can then reconcile the transaction. Navigate to the Unprocessed Procurement Card Activity tab and from the Reconciliation Status pick list, select Reconciled. Then click Save.



P-Card Reconciliation Scenario

P-Card Transaction Reconciliation

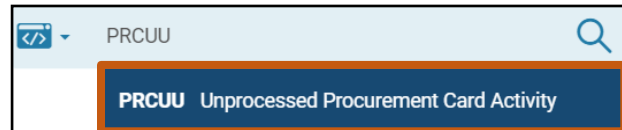
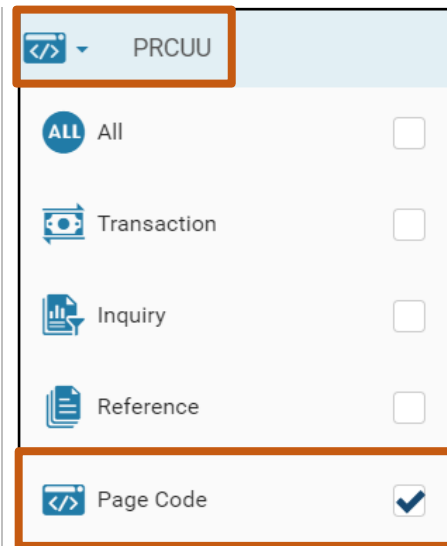


Scenario

A user needs to reconcile a P-Card purchase that is ready for payment using the PRCUU page. As part of this reconciliation, the user will also be adding an Accounting line to reflect two sources of funding for the payment.

Log in to the AZ360 **Home** page. Navigate to the PRCUU page.

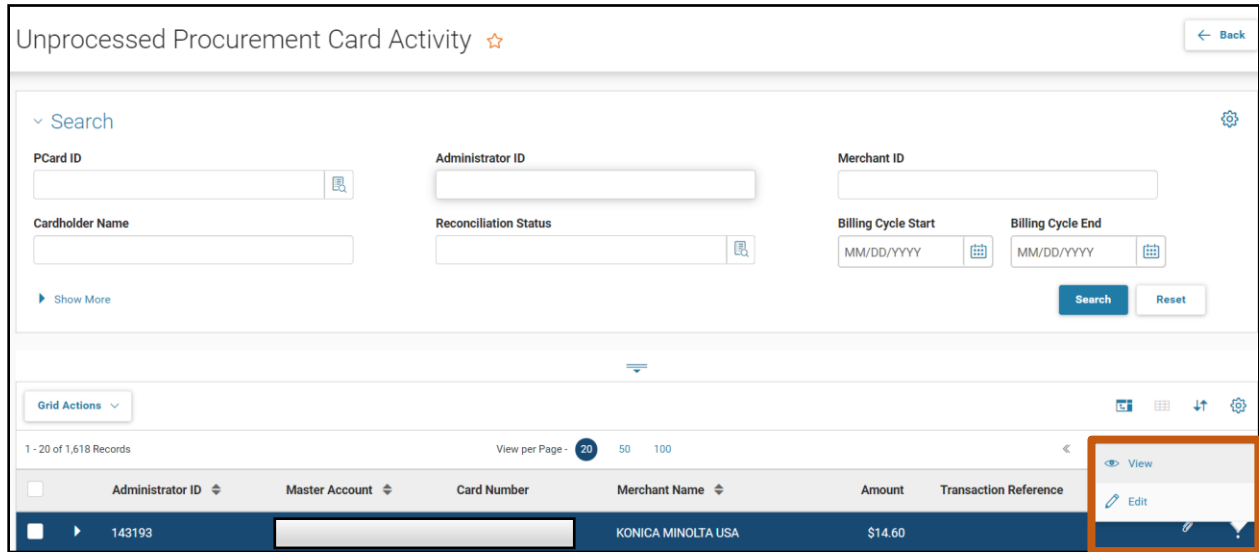
1. Click the **Expand** caret next to the **Global Search** field.
1. Select the **Page Code** option.
2. In the **Global Search** field, enter *PRCUU*.
3. In the drop down menu that generates, select **PRCUU Unprocessed Procurement Card Activity**. The PRCUU search page will generate.



Locate the P-Card purchase transaction.

1. In the **P-Card ID** field, enter the identification code for the P-Card.
2. In the **Administrator ID** field, enter the code for the administrator assigned to the P-Card.
3. In the **Cardholder Name** field, enter the name of the user assigned to reconcile the P-Card.
4. In the **Reconciliation** status field, select **Not Reconciled** from the pick list.
5. Click **Search**.
6. The desired record will appear in the grid at the bottom of the page.

7. On the blue record line, click the **3-dot** menu and select **Edit**.



8. The transaction will open to the Unprocessed Procurement Card Activity tab.

Complete the Unprocessed Procurement Card Activity tab.

1. Verify that the listed card information is correct.
2. Click the **Attachments** button and verify that the listed receipt is correct for the purchase.

Note: Agencies can either attach a receipt to the Unprocessed Procurement Card Activity tab of the transaction or house them separately. In this scenario, a receipt is being attached to the transaction for demonstration purposes.

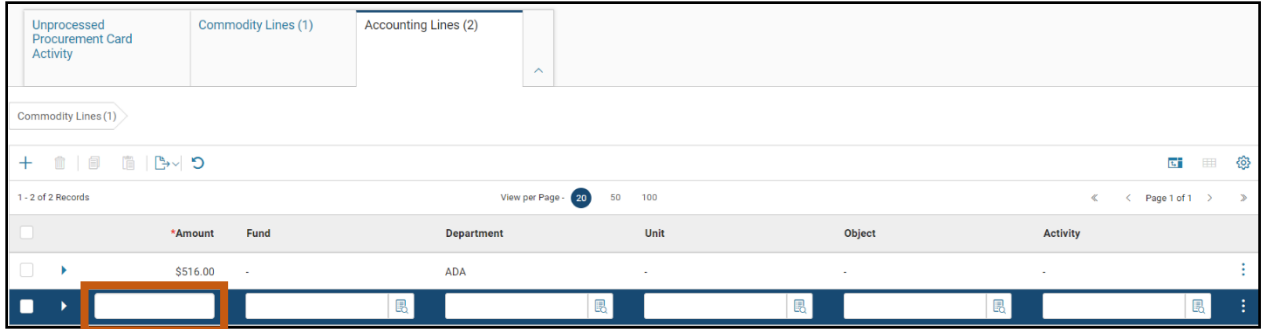
3. Click the **Commodity Lines** tab.

Review the **Commodity Lines** tab.

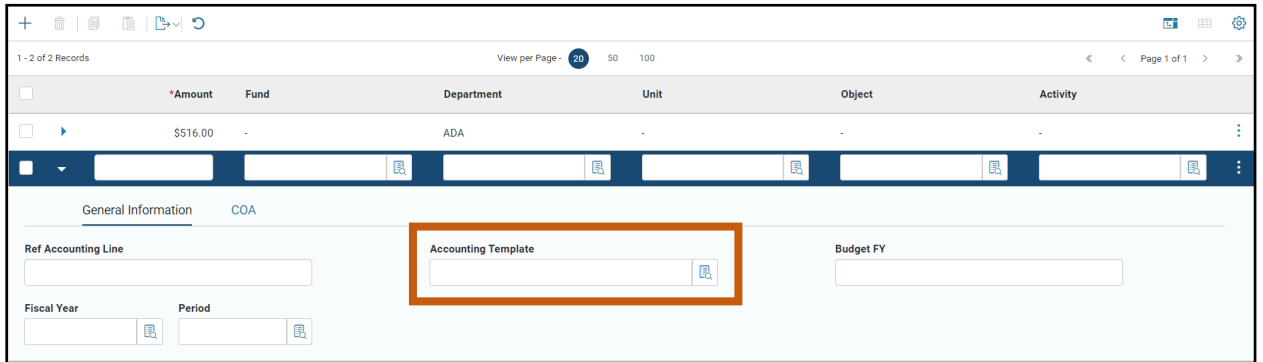
1. Verify that the total amount of the P-Card transaction is correct.
2. Click the **Accounting Lines** tab.

Complete the **Accounting** tab of the transaction.

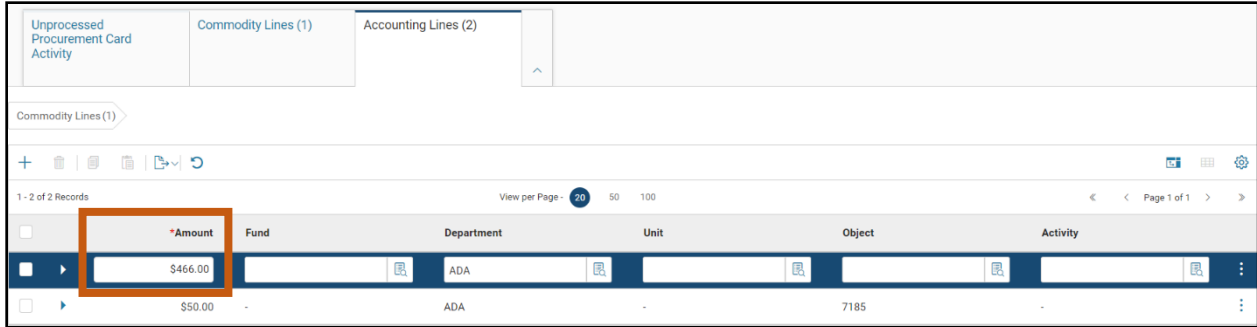
1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. On the new **Accounting** Line, in the **Amount** field, enter the amount that should be paid on this line.



3. Click the **Expand** caret on the blue Accounting line.
4. In the **General Information** section:
 - a. In the **Accounting Template** field, use the pick list to select the appropriate accounting template for the Accounting line.



5. Click **Save**.
6. Verify that the correct COA values have populated on the blue Accounting line and in the COA section.
7. Repeat steps 1 through 6 if additional split payments are required.
8. Select the original **Accounting Line** (the first Accounting line).
9. In the **Amount** field, modify the amount to ensure that the total for all Accounting lines is equal to the amount listed on the Commodity Lines tab.



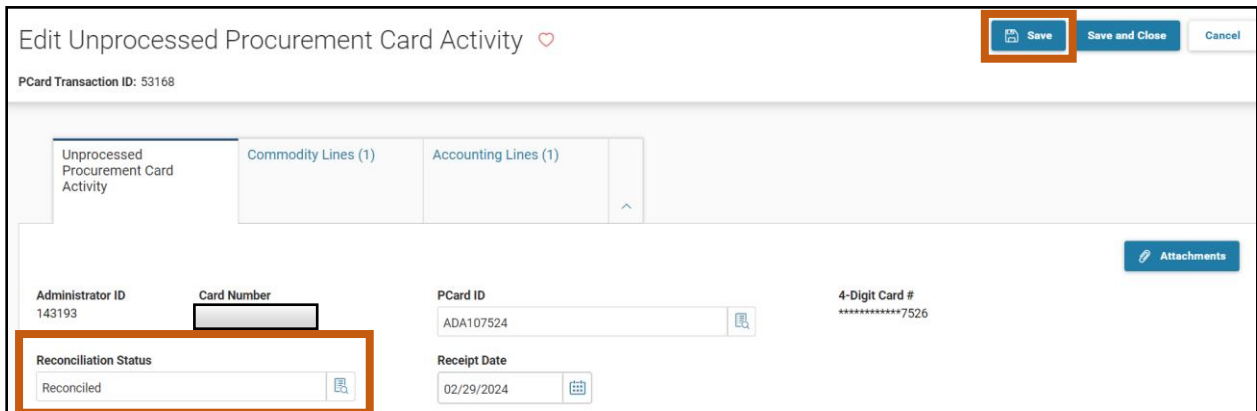
Amount	Fund	Department	Unit	Object	Activity
\$466.00		ADA			
\$50.00		ADA		7185	

10. Click **Save**.

11. Click **Unprocessed Procurement Card Activity** tab.

Complete the Unprocessed Procurement Card Activity tab.

1. In the **Reconciliation Status** field, select **Reconciled** from the pick list.
2. Click **Save**.



Save Save and Close Cancel

PCard Transaction ID: 53168

Unprocessed Procurement Card Activity

Administrator ID: 143193

Card Number: [Redacted]

PCard ID: ADA107524

Receipt Date: 02/29/2024

4-Digit Card #: *****7526

Reconciliation Status: Reconciled

Attachments

P-Card Approval

Section Objectives

In this section, the following processes are introduced:

- Obtain an overview of P-Card Approval
- Review P-Card Approval Steps
- Approve a P-Card Transaction Scenario

Overview

Once a P-Card transaction has been reconciled, it must be approved for payment. Only a user with the Manager or Administrator role can approve payment. The user approving the transaction is responsible for adhering to P-Card policies, as outlined in the SAAM, and any agency specific P-Card policies.

P-Card Approval Description

The PRCUU table displays a list of all pending P-Card transactions assigned to a user. There are several fields that can be searched, but users will primarily use the P-Card ID and Reconciliation Status fields when approving a P-Card transaction. Reconciliation Status is particularly useful for P-Card managers and administrators who are looking for reconciled transactions that need to be approved. After entering these values click Search.

As with the reconciliation of a P-Card transaction, a user approving a P-Card transaction must also verify that the charges are appropriate, that the purchase information is correct, that the transaction is Ok to Pay, and must adhere to P-Card policies as outlined in SAAM and any agency specific P-Card policies.

Keep in mind users cannot reject a P-Card transaction. If the transaction cannot be approved, simply do not approve and work with the reconciler to have corrections or adjustments made.

Note: While it is best practice to have all P-Card transaction details (i.e. any applicable Accounting Lines added, COA elements are correct) finalized on the PRCUU table before it is converted to a PRCC transaction, this is up to agency discretion and preference.

P-Card Approval Scenario

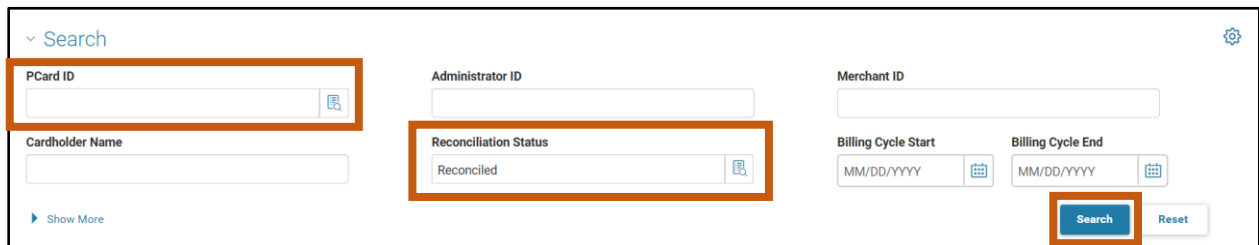
P-Card Transaction Approval

Scenario

A P-Card manager needs to approve a reconciled P-Card purchase. Navigate to the PRCUU page and approve the transaction.

Login to the AZ360 **Home** page. Locate the P-Card transaction being approved.

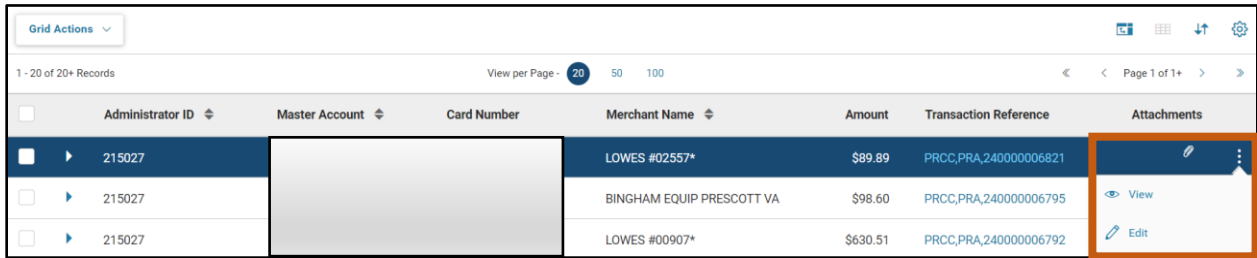
1. Complete the steps from the “P-Card Transaction Reconciliation” scenario to call up the PRCUU page.
2. In the **PCard ID** field, enter the P-Card number being reconciled.
3. In the **Reconciliation** status field, select **Reconciled** from the pick list.
4. Click **Search**.




The screenshot shows a search interface for P-Card transactions. It includes a search bar at the top left. Below it are several input fields: 'PCard ID', 'Administrator ID', 'Merchant ID', 'Cardholder Name', 'Reconciliation Status', 'Billing Cycle Start', and 'Billing Cycle End'. The 'PCard ID' and 'Reconciliation Status' fields are highlighted with orange boxes. The 'Reconciliation Status' field is a dropdown menu with 'Reconciled' selected. At the bottom right, there are 'Search' and 'Reset' buttons, with the 'Search' button also highlighted with an orange box.

5. All reconciled transactions for the P-Card will populate in the grid at the bottom of the screen.

6. Locate the transaction that is being approved, click the row **3-dot** menu and select **Edit**.



Administrator ID	Master Account	Card Number	Merchant Name	Amount	Transaction Reference	Attachments
215027			LOWES #02557*	\$89.89	PRCC,PRA,240000006821	 View Edit
215027			BINGHAM EQUIP PRESCOTT VA	\$98.60	PRCC,PRA,240000006795	
215027			LOWES #00907*	\$630.51	PRCC,PRA,240000006792	

Verify the transaction is correct.

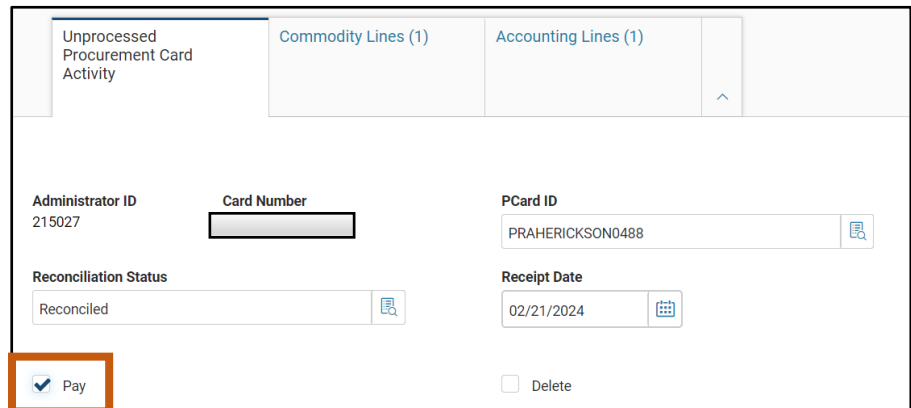
1. Click on the **Unprocessed Procurement Card Activity** tab and verify the information listed is correct.
 - a. If an attachment is included, verify the receipt matches the transaction.
 - b. If an attachment is not included, verify the receipt with the cardholder.

Reminder: Agency policy and procedures may dictate how receipts are submitted for approval.

2. Click on the **Commodity Lines** tab and verify the information listed is correct.
3. Click on the **Accounting Lines** tab and verify the information listed is correct.

Approve the transaction.

1. Click on the **Unprocessed Procurement Card Activity** tab.
2. Select the **Pay** checkbox.
3. Click **Save**.



Unprocessed Procurement Card Activity

Commodity Lines (1) Accounting Lines (1)

Administrator ID: 215027 Card Number: PCard ID: PRAHERICKSON0488

Reconciliation Status: Reconciled Receipt Date: 02/21/2024

Pay Delete

Note: If the transaction cannot be approved, do not check the Pay checkbox. Work with the cardholder to make the corrections or adjustments to the transaction. Only check the Pay checkbox after the necessary corrections have been made.

Research Paid P-Card Transactions

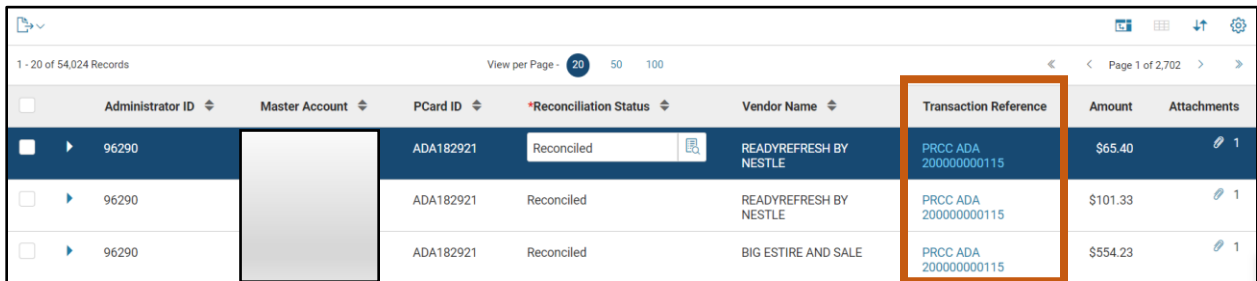
Section Objectives

In this section, the following processes are introduced:

- Obtain an overview of Researching P-Card Transactions
- Research a Paid P-Card Transaction Scenario

Overview

Users may need to research a paid P-Card transaction in order to correct a disbursement that was made in error. Additionally, users may need to research a P-Card transaction to ensure a PRCC transaction has been approved and that a payment to a vendor has been finalized. P-Card transactions that have been paid are located on the PRCUT page. The finalized PRCC transaction that requested the payment is listed and can be viewed by clicking the transaction ID hyperlink in the Transaction Reference column.



Administrator ID	Master Account	PCard ID	*Reconciliation Status	Vendor Name	Transaction Reference	Amount	Attachments
96290		ADA182921	Reconciled	READYREFRESH BY NESTLE	PRCC ADA 200000000115	\$65.40	1
96290		ADA182921	Reconciled	READYREFRESH BY NESTLE	PRCC ADA 200000000115	\$101.33	1
96290		ADA182921	Reconciled	BIG ESTIRE AND SALE	PRCC ADA 200000000115	\$554.23	1

Research Paid P-Card Transaction Scenario

Research a Paid P-Card Transaction

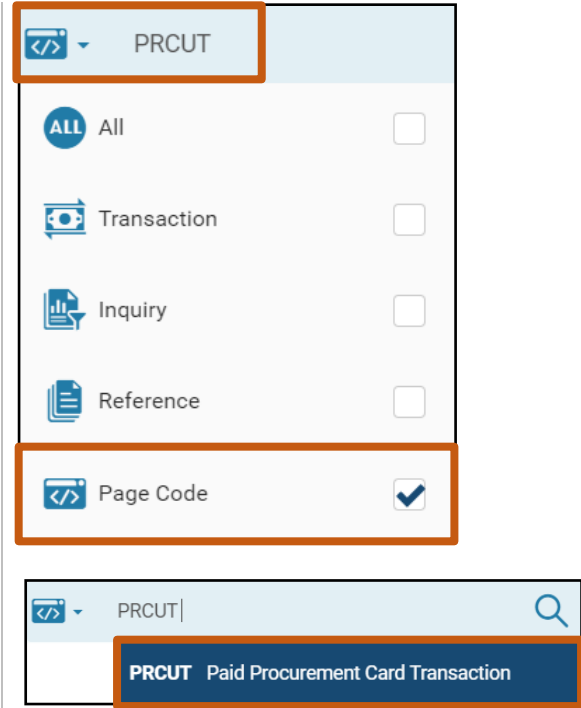


Scenario

A manager needs to look up a finalized P-Card transaction to research if a disbursement was applied correctly and paid out. Utilize the PRCUT page to locate the P-Card transaction and research the corresponding PRCC transaction.

Log in to the AZ360 **Home** page. Locate the P-Card transaction using the PRCUT page.

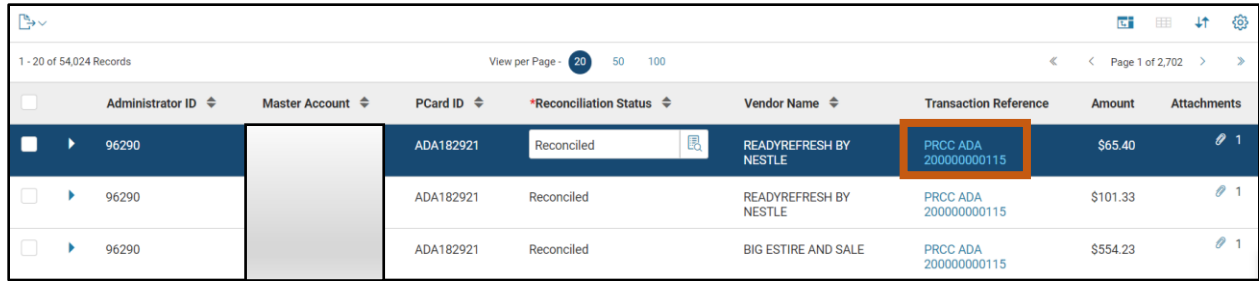
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *PRCUT*.
4. In the drop down menu that generates, select **PRCUT Paid Procurement Card Transaction**. The PRCUT search page will generate.



5. In the **PCard ID** field, enter the P-Card number being researched.
6. Click **Apply**.

7. Locate the PRCC transaction being researched, click the transaction **ID** link under the **Transaction Reference** column to generate the finalized PRCC transaction.

Note: As a reminder, only finalized PRCC transactions that have paid out will appear on the PRCUT page.



The screenshot shows a table with columns: Administrator ID, Master Account, PCard ID, Reconciliation Status, Vendor Name, Transaction Reference, Amount, and Attachments. Three rows are visible, all with Administrator ID 96290 and PCard ID ADA182921. The first row is highlighted in blue and has a red box around the Transaction Reference 'PRCC ADA 200000000115'. The other two rows have Transaction References 'PRCC ADA 200000000115' and 'PRCC ADA 200000000115'.

Administrator ID	Master Account	PCard ID	Reconciliation Status	Vendor Name	Transaction Reference	Amount	Attachments
96290		ADA182921	Reconciled	READYREFRESH BY NESTLE	PRCC ADA 200000000115	\$65.40	1
96290		ADA182921	Reconciled	READYREFRESH BY NESTLE	PRCC ADA 200000000115	\$101.33	1
96290		ADA182921	Reconciled	BIG ESTIRE AND SALE	PRCC ADA 200000000115	\$554.23	1

- Navigate the tabs of the PRCC transaction to determine if the payment was applied correctly, to include that the correct COA were applied.

Note: No changes can be made on the PRCUT page or on a finalized PRCC transaction. If a user finds that a payment was not for a valid charge, they should consult their manager and then their agency's GAO Liaison.

P-Card Reporting

Section Objectives

In this section, the following process is introduced:

- Review available report for P-Card tracking.

Section Overview

Transactions, payments and the US Bank statement should be reconciled at least monthly. infoAdvantage includes a report to aid in monitoring P-Card activities.

P-Card Interactive infoAdvantage Reports

The key report needed to support the AZ360 P-Card business processes is listed below and can be found in the infoAdvantage, 1-Statewide Reports folder. The report listed is current as of the publication of this manual and may no longer be available.

- FIN-AZ-PC-N698 – *PCard Activity* – This report provides Purchasing Card (PCard) Activity including: Cardholder Account Details, Unpaid, Requested for Payment, and Paid PCard Transaction activity.

Resources Section

Appendix A – Statement Reconciliation

Agencies are responsible for reconciling P-Card payments against charges and the monthly US Bank P-Card bill, and ensuring that transactions are paid in advance of the billing due date. Each agency can determine its own reconciliation process. Some agencies may choose to reconcile daily, others weekly, others monthly, or some other schedule that works best for the agency's business process. Although the specific frequency and process are up to the agencies, agencies must ensure that payments are made by the billing due date.

One step in the process will be reconciling the US Bank P-Card bill against the transactions that have been paid or remain unprocessed. The **FIN-AZ-PC-N698** infoAdvantage report detailed previously can assist users in this process.

The **FIN-AZ-PC-N698** report shows data as of the prior day. In order to ensure that the report presents up-to-date information at the time it is run, users may wish to put a process and set of deadlines in place. The deadlines would be designed to ensure that everything is reconciled, approved for payment, and paid no later than one day prior to reconciling with the US Bank P-Card bill. Users may wish to build enough time into the process after reconciling to account for research, corrections, and, possibly, manual payment requests in advance of the payment due date. Although GAO does not require or recommend a particular process, a sample schedule appears below.

Table 1: Sample Reconciliation Schedule

Task	Completed by (day of the reconciliation process)	Note
All unprocessed transactions for current billing cycle reconciled.	Day 1	
All unprocessed reconciled transactions for current billing cycle marked “pay”	Day 3	Allow time for questions to be resolved and corrections to be made
All PRCCs disbursed	Day 5	Overnight batch will create PRCCs, which will be available Day 4; allow time for PRCC processing and approval
Reconcile Bank P-Card bill with Processed/Unprocessed transactions	Day 6	
Any final payments made to the Bank.	Day 8	Allow time following reconciliation to research, correct, and resolve any outstanding payments. Minimum of one day prior to statement close.
Bank Payment Due Date	Day 10	

Appendix B – Terminology

Table 2 lists some terms used throughout this manual.

Table 2: Terminology

Term	Description
AZ360	Statewide financial management system. This business management software allows the State of Arizona to use a system of integrated applications to manage its business functions.
Chart of Accounts	An account structure to classify financial information, which captures the dimensional structure for transactions and reporting on budget data.
Commodities	Items or services purchased from a merchant/vendor and any applicable tax.
Department	One element in the AZ360 Chart of Accounts (COA) structure. This element is associated with a state agency. In this manual, unless otherwise defined, department and agency are interchangeable.

Term	Description
Disbursement	Liquidates the payable, and generates payment. The payment may be in the form of a warrant or Electronic Funds Transfer (EFT).
Dispute	A disagreement between the credit card statement and PCard transaction record. It can also be a disagreement about a charge. To dispute a transaction a user must contact US Bank.
Financial Transaction Catalog	A central location where transactions can be generated and reviewed.
Issuer	The financial institution issuing the credit card.
Merchant	The entity from which the cardholder has purchased goods (also referred to as a vendor).
P-Card	A credit card (e.g. Visa or MasterCard) used to purchase goods or services at discounts based on negotiations with the State of Arizona and the bank issuing the credit cards.
P-Card Batch Job	Creates and processes payment requests for transactions purchased using a PCard.
P-Card Transaction	Represents the bank statement line level of detail. The transaction contains where the purchase was made, information on the total charge, the merchant, details of the items purchased (commodities), and the default account used to pay for the purchase.
Payment	The exchange of funds for goods received and/or services rendered. In AZ360, the payment process establishes an Electronic Funds Transfer (EFT) payable in the system and, if specified, liquidates the encumbrance.
Reconciliation	Compare PCard tables' data, credits, and payments requests to monthly credit card statements to ensure the dollar amounts match. When reviewing charges ensure: <ul style="list-style-type: none"> ▪ The charges were for allowable purchases or payments made for valid state business. ▪ The information about the items purchased or paid for (including the amounts charged and the funding being used to pay for the transaction) is correct. ▪ The transaction is Ok to Pay from the Cardholder perspective.
Transaction Phases	A point in time within the transaction processing lifecycle. Common transaction phases are Draft, Pending, Historical Final, and Final.
Vendor	The entity from which the cardholder has purchased goods (also referred to as the merchant).
Workflow	An online routing and approval process.



Appendix C – List of Acronyms

Table 3 lists the acronyms used in this manual.

Table 3: Acronyms

Acronym	Description
ACH	Automated Clearing House
COA	Chart of Accounts
EFT	Electronic Funds Transfer
GAO	General Accounting Office
PRCC	Procurement Card Payment Request transaction
PRCUA	Procurement Card Administration page
PRCUT	Paid Procurement Card Transaction page
PRCUU	Unprocessed Procurement Card Activity page