Oregon School District
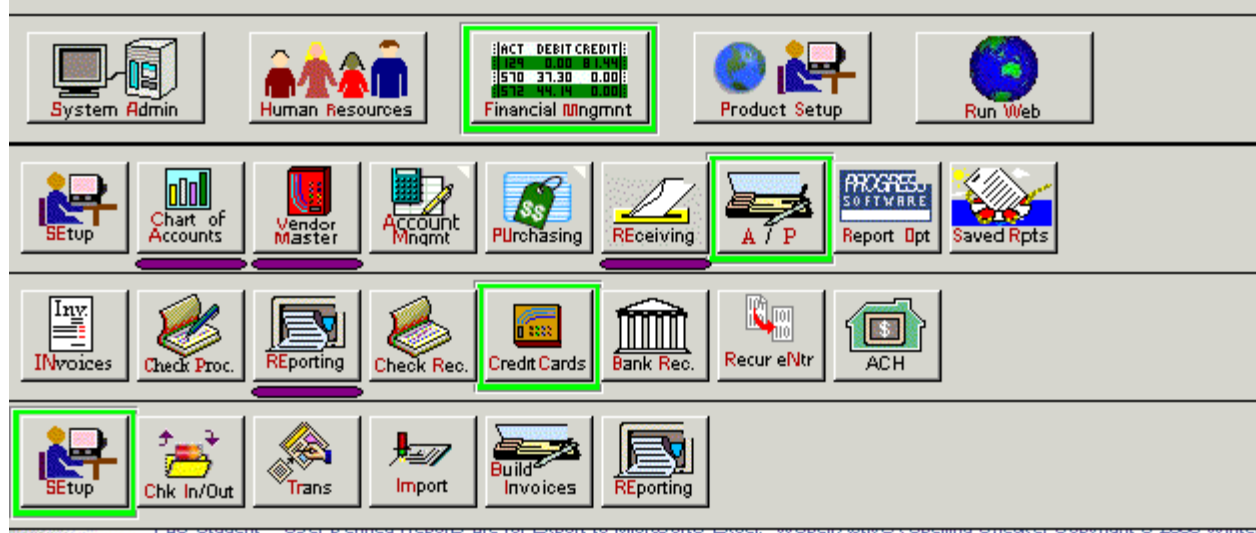
PURCHASING CARD PROGRAM

General Procedure

- The Oregon School District uploads the basic transactions from BMO Spend Dynamics. (Vendor, Date, Amount, default account number)

- Transactions are automatically disbursed to the cardholder/card reconciler's inbox.

- Card Reconciler adds a description, receipt, and updates the account number, if necessary.

- Transactions are approved by the budget holder of the account that was used. If budget holder and cardholder are the same, the transaction is also approved by the Business Manager.

- Transactions are approved by accounts payable who checks the account number, description, and that a receipt is attached.

- Finance Director runs the invoice. At this point it shows up in a detailed transaction report.

Set Up- Adding a Purchasing Card

▶ Starts in Skyward PAC. FM/AP/CC/SE. Ends in the web. Some steps can only be done in PAC and some on the web.

Set Up- Adding a Purchasing Card

- Done in Skyward PAC. FM/AP/CC/SE

- The BMO Card Identifier is what connects the transaction from Spend Dynamics. If you don't know it and the card is used, you will get an error message when uploading the transactions. You will be able to obtain it from there.

Set Up- Assign a Reconciler

- Done in Skyward PAC. FM/AP/CC/CI

- Click on the Check out icon and assign who is going to reconcile it.

- To check it back in, click on the Check In icon.

Assign Security

Top screen is for a cardholder.

Bottom screen is for a pcard approver.

	System: Web Financial Management			
	Entity: Oregon, WI	000		
	Group: Credit Card Transactions	CCT		

Update an existing group.
Select Menu Paths to alter the existing security level.
Add or remove menu access for the current group.
Changes affect all assigned users once applied.

✓ OK
? Help
✗ Cancel

Menu Paths	PaC Expiration	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
- WF\PS - Product Setup			0		
+ WF\VE - Vendors		0/53			
+ WF\AM - Account Management		0/170			
+ WF\PU - Purchasing		0/80			
- WF\AP - Accounts Payable		2/86			
+ WF\AP\PS - Product Setup		0/11			
+ WF\AP\ER - Expense Reimbursement		0/8			
- WF\AP\CC - Credit Cards		2/15			
- WF\AP\CC\RT - Review/Submit Transactions			0	5	2
- WF\AP\CC\AT - Approve Transactions			0		
- WF\AP\CC\AC - Activity			0	3	1
+ WF\AP\CC\RE - Reports		0/3			

SA\SE\SG\SG - 898 - Security Group Maintenance Screen

	System: Web Financial Management			
	Entity: Oregon, WI	000		
	Group: Credit Card Approval	CCA		

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Menu Paths	PaC Expiration	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
- WF\PS - Product Setup			0		
+ WF\VE - Vendors		0/53			
+ WF\AM - Account Management		0/170			
+ WF\PU - Purchasing		0/80			
- WF\AP - Accounts Payable		5/86			
+ WF\AP\PS - Product Setup		0/11			
+ WF\AP\ER - Expense Reimbursement		0/8			
- WF\AP\CC - Credit Cards		4/15			
- WF\AP\CC\RT - Review/Submit Transactions			0	3	1
- WF\AP\CC\AT - Approve Transactions			0	3	1
- WF\AP\CC\AC - Activity			0	3	1

Set up- On the web
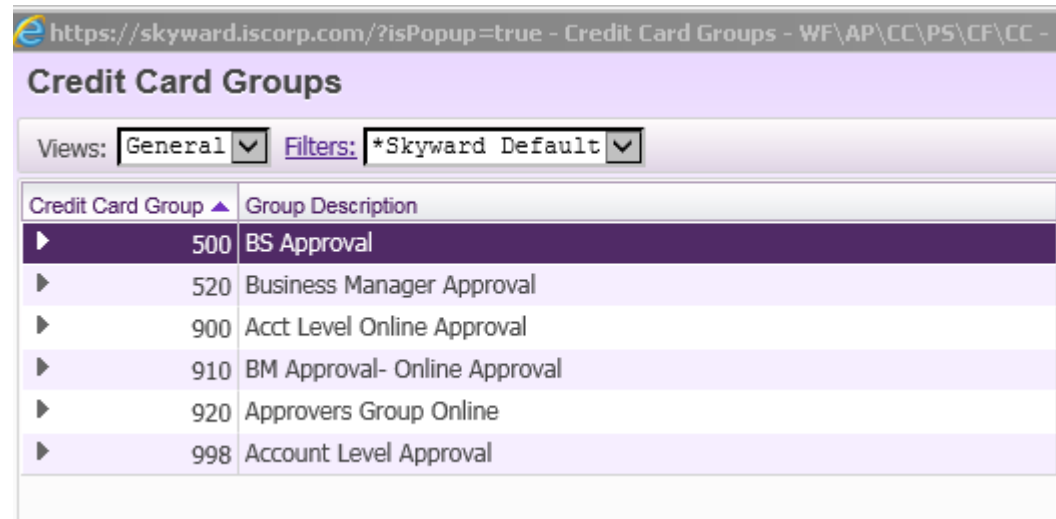
- ▶ Account Payable
- ▶ Credit Card
- ▶ Setup
- ▶ Configuration

Set up- Assign to Credit Card Group

- Credit Card Groups tells Skyward how to route transactions.

- Four groups are currently being used.

- If you are not a budget holder you are put in the Account Level Group.

- If you are a budget holder you are put in the BM Approval Group

- Other two groups are just for the Business Office Staff.

Set up- Assign to Credit Card Group
Routing of Transactions
Group- Account Level

- Account Clearance is blank. This routes it by your account clearance groups set up, which is the budget holder.

- Second level is the district office approval which looks for receipts, checks account number, and the description.

- More levels can be created.

- Add the credit card to the group.

Set up- Assign to Credit Card Group Routing of Transactions
Group- BM Approval

▶ Account Clearance is blank. This routes it by your account clearance groups set up, which is the budget holder.

▶ Second level is the district office approval which looks for receipts, checks account number, and the description.

▶ Third Level is the business manager approval.

▶ Add the credit card to the group.

Spend Dynamics –Retrieving File

Spend Dynamics

Uploading Transactions

- On web. AP/CC/Setup/Utilities

- Import BMO- Harris Bank Credit Card Transaction

- Find your file and hit run.

Process Options

Preview Data to Process

Run the Update

BMO/Harris Bank Credit Card Transaction Records to be Imported

Views: General Filters: *All Transactions

Rec #	Val	Credit Card	Transaction ID	Details	Tran Date	Amount	Where Used
48		Shelby Retzlaff 3858	H50720210112qutzornln		01/11/2021	49.95	2co.Com Myrouteon, 650-249-5280, OH, 43215, US
47		Michele Brisack 3799	H50720210113qolnzviqd		01/12/2021	164.62	Interstate Books4schoo, 608-2713600, WI, 53713, US
46		Michele Brisack 3799	H50720210112qrvyexlrt		01/11/2021	192.10	Amazon.Com Fs1lk8ar3 A, Amzn.Com/Bill, WA, 98109
45		Heather Rattman 4790	H50720210113cuzqunsgo		01/12/2021	50.00	Paypal Wisconsinch, 9203583730, WI, 53012, US
44		Mark Boland 6917	H50720210113taghugemg		01/12/2021	129.50	Butchs Repairs, Oregon, WI, 53575, US

Remove
Print Verification Report
Back

BMO/Harris Bank Credit Card Transaction Records to be Imported

Views: General Filters: *All Transactions

	Employee	Purchasing Vendor Name	Vendor Name Key	Warning/Exception ▼
		Ward Brodt Music Co	WARD BRO000	Warning: Card not checked out for date
		Ward Brodt Music Co	WARD BRO000	Warning: Card not checked out for date
				Warning: Card not checked out for date
				Warning: Card not checked out for date
				Warning: Card not checked out for date
				Credit Card Not Found: Leslie Bergstro 1573
				Credit Card Not Found: Leslie Bergstro 1573

Remove
Print Verification Report
Back
Purchasing Vendor Cross References

Import BMO-Harris Bank Credit Card Transactions

Processing Messages

Preview process has completed and has found records to process.
Select the 'Preview Data to Process' button to continue.

Process Options

Preview Data to Process

Run the Update

▶ After you hit run, click on preview Data to Process.

▶ It will bring you into the second screen shot. Here you can find the BMO Card Identifier needed for when you enter a new credit card. It is the "Credit Card" field in this report.

▶ You should scroll over and make sure you do not have any warnings.

▶ Click on back. When you click on back you will go to the bottom screen shot.

▶ Some warnings will need to be fixed before you click on Run the update. If you have warnings get out and fix them first. (see following screen) If you do not want to run the update click on x to get out of the screen.

P-card Upload Report

▶ You will receive a report
after you hit run. You
should look to the bottom
of the report and make sure
all records were uploaded.
If you had warnings you will
get a message at the
bottom of the report

```
           Import Records:      48        7,920.09
              Import File: MasterCard_Skyward.txt
Import file contains Skyward accounts: Yes
  Automatically approve transactions: No
              Default account:


**************************** End of report ****************************
```

Error Messages/Warnings

- No BMO Card Identifier. Go back into PAC and add it.

- Account number not valid. Change it in the file.

If you get either of these two errors your transactions will not be loaded.

- Card not checked out. This will not stop the transaction from being loaded. But once it is loaded you will need to go into PAC and assign it in the transaction screen.

Card Reconciliation

- ▶ Cardholder will click into Credit Card Activity Needs to be submitted.

- ▶ They will then see the transactions that need to be reconciled.

- ▶ Click on Edit for each transaction.

SKYWARD — Financial Management

| Home ▾ | Account Management | Vendors | Purchasing | Accounts Payable | Custom Reports | Federal/State Reporting |

Jump to Other Dashboards

- *Calendar
- **Skyward User**
- Task Manager
- Reset Dashboards — Select Widgets

⚠ **Credit Card Transactions Awaiting My Approval**
83 Credit Card Transactions Require Approval

⚠ **Credit Card Activity Needs to be Submitted**
13 Credit Card Transactions need to be Submitted

Review/Submit Transactions

Views: General   Filters: Unapproved

Tran Date ▾	App Sts*	Amount*	Where Used	Used By	Purchasing Vendor	District Card Name	Transaction ID	Import Format
▶ 02/10/2021		935.00	Spectrum, 855-707-7328, MO, 63131, US	Newton, Kara D		Newton, Kara	110,385	BMO-SD
▶ 02/10/2021		336.47	Frontier Comm Corp Web, 2036145600, CT, 06851, US	Newton, Kara D		Newton, Kara	110,384	BMO-SD
▶ 02/10/2021		56.08	Frontier Comm Corp Web, 2036145600, CT, 06851, US	Newton, Kara D		Newton, Kara	110,383	BMO-SD
▶ 02/08/2021		4.00	Github, 8774484820, CA, 94107, US	Newton, Kara D		Weis, Josh	110,378	BMO-SD
▶ 02/03/2021		37.99	Amzn Mktp US Ax6c455w3, Amzn.Com/Bill, WA, 98109, US	Newton, Kara D		Weis, Josh	110,271	BMO-SD

View | Edit | Notes | Attach | Submit

Card Reconciliation

▶ Cardholder will attach a receipt through the "attachments" icon.

▶ Click on "add file"

▶ Cardholder will need to choose a type. (this will need to be set up).

▶ Add a short description, such as "invoice".

▶ Upload or scan in a receipt.

▶ Click on Save.

Card Reconciliation- Step Two

- ▶ Click on Edit in the Transaction Detail Line.
- ▶ Put in a description of the purchase in the description box.
- ▶ Update the account number if necessary.
- ▶ Click on Save.

Transaction Detail Lines

Views: General   Filters: *Skyward Default   Add Edit Delete

Line # ▲	Description	Amount	Account(s)	Invoice	PO Num
▶ 1		935.00	10E800 411 232900 000 520535		

https://skyward.iscorp.com/?isPopup=true - Credit Card Detail Transaction Maintenance - WF - 10 - Internet Explorer

Credit Card Detail Transaction Maintenance

Save Back

Detail Transaction Maintenance

Total Transaction Amount:	935.00			
Amount Remaining:	0.00	PO Number:	0000000000	Catalog:
Line Number:	1	PO Line:	0	Unit Meas:
Detail Amount:	935.00 ×	Quantity:	0	Unit Cost: 0.00000
Description:				

Detail Line Accounts

Account Distribution   Amount   Percent

10E800 411 232900 000 520535	▼ $	935.00	100.00
	▼ $	0.00	0.00
	▼ $	0.00	0.00
	▼ $	0.00	0.00

Display More Accounts   0.00   0.00

Total: 935.00   100.00

Card Reconciliation- Final Step

▶ Click on "Submit for Approval".

Approval Status

▶ No App Sts transaction has not been submitted for approval.

▶ WFH- in approval cycle.

▶ APP- Has completed the approval cycle and the invoice can be run on it.

Review/Submit Transactions

Views: General ▾   Filters: *Skyward Default ▾

	Tran Date	App Sts ▾	Amount	Where Used
▶	02/03/2021	WFH	18.00	Kwik Trip 37200003723, Oregon, WI, 53575-0000, US
▶	01/21/2021	APP	330.17	Cts Frontier Onlinepay, 800-921-8101, CT, 06851, US
▶	01/21/2021	APP	55.03	Cts Frontier Onlinepay, 800-921-8101, CT, 06851, US
▶	01/21/2021	APP	18.00	Kwik Trip 37200003723, Oregon, WI, 53575-0000, US
▶	01/18/2021	APP	129.45	Amazon.Com Av4cj08j3, Amzn.Com/Bill, WA, 98109, US
▶	01/14/2021	APP	80.30	Amazon.Com X859n6uv3, Amzn.Com/Bill, WA, 98109, US
▶	01/11/2021	APP	935.00	Spectrum, 855-707-7328, MO, 63131, US
▶	01/11/2021	APP	559.80	Amzn Mktp US Hs9iq0af3, Amzn.Com/Bill, WA, 98109, US
▶	01/11/2021	APP	7.99	Amzn Mktp US 3322k5tf3, Amzn.Com/Bill, WA, 98109, US
▶	01/07/2021	APP	909.99	Sts Education, Simi Valley, CA, 93065, US
▶	01/06/2021	APP	4.00	Github, 8774484820, CA, 94107, US
▶	02/10/2021		935.00	Spectrum, 855-707-7328, MO, 63131, US
▶	02/10/2021		336.47	Frontier Comm Corp Web, 2036145600, CT, 06851, US

P-card Approvals

▶ Approver will click into "Credit Card Transactions Awaiting My Approval"

▶ Approver can view the attachment (receipt), check the account number, etc.

▶ Approver will click in the APP box and the hit "Submit Approvals and Denials"

| Home | ▾ | Account Management | Vendors | Purchasing | Accounts Payable | Custom Reports | Federal/State Reporting |

🖩 Financial Management

Jump to Other Dashboards

*Calendar

Skyward User

Task Manager

Reset Dashboards   Select Widgets

⚠ Credit Card Transactions Awaiting My Approval   ⟳

83 Credit Card Transactions Require Approval

Credit Card Transaction Approval   🖥 📷 📋 🖨 ?

Number of Transactions Approved: 0   Total Amount Approved: $0.00   Submit Approvals and Denials

Number of Transaction Denied: 0   Total Amount Denied: $0.00

Views: General ▾   Filters: Skyward Default Clone ▾   🔽 📊 📑 🔍   Refresh

	Transaction Date ▲	App	Deny	Attach Exists	Amount	Where Used	#D	Description Line 1	Account Line 1	Amount Line 1	Description Line 2	
▶	01/07/2021	☐	☐	Y	118.08	The Homesteaders Store, Madison, WI, 53719, US	1	supplies for oil change and part for RTV	10E800 411 254500 000 528551	118.08		View
▶	01/08/2021	☐	☐	Y	105.48	The Homesteaders Store, Madison, WI, 53719, US	1	latch for tractor	10E800 411 254500 000 528551	105.48		Edit
▶	01/11/2021	☐	☐	Y	195.24	Amzn Mktp US 253x409t3, Amzn.Com/Bill, WA, 9810	1	Woodworking Textbooks	10E410 411 136430 000 410281	195.24		
▶	01/11/2021	☐	☐	Y	2,528.00	Aa Inc Hbs America, Geneva, IL, 60134, US	1		10E800 411 253300 000 528552	2,528.00		Notes
▶	01/12/2021	☐	☐	Y	56.80	Usps.Com Postal Store, 800-782-6724, MO, 64161, U	1	Stamps for Steam postcards to online students. (MM)	10E250 411 132900 000 250266	56.80		**Attach

P-card Denials

- An approver can hit the deny box too. However, the only thing that it does is send it back to the cardholder. This would be used maybe if they are missing a receipt.

- It does not contact the credit card company to dispute the charge. In order to dispute the charge you would need to call the credit card company.

P-card Invoice

- Done in PAC. Go to the "Build Invoice" icon. FM/AP/CC/BI

- Add an ending transaction date. This is the date that your billing cycle ends. At OSD it is always the 5th of each month. This is important because you want to make sure you post the transactions in the month that the transaction was paid to the credit card company.

- Add batch number and invoice number. (can be anything, or can use invoice number on the credit card statement).

- Invoice and due date. I use the date that we pay the credit card vendor.

- Add Bank Cash Account.

- Our credit card transactions are automatically deducted from our bank account. So we use the check type of "Wire". But if paying by check you would use "check".

- Click Process.

- Click on Yes when asked if you would like to commit invoices to AP Invoice.

P-card Invoice

▶ When the building invoice step is completed all the transactions will be in the normal AP "Invoice" icon.

▶ And then you would just run the transactions as you would a normal invoice.

▶ If your payment is coming out automatically from your bank keep in mind you will want the posting date to be the same as the payment date.

Purchasing Vendor

▸ If you want to add a purchasing vendor this is done on the web side. AP/CC/Setup/Configuration/ Purchasing Vendor Cross Reference. Once a p-card transaction has been added the vendor will show up on this screen. And you can connect it to a vendor in your vendor list.

▸ Or you can connect transactions to a vendor at the time you import your transactions.