

# P-CARDHOLDER INSTRUCTIONAL BEST PRACTICES

## GUIDE TO RECORD-KEEPING

**Step 1)** Keep all order confirmations, packing slips, sales receipts, invoices, applicable emails, etc. Also, keep any in-house pre-approval/pre-authorization and work-order documents. Organize the aforementioned materials by transaction date. P-Card transactions will appear in your Oracle iExpense account within approximately five (5) business days from day of transaction. Your US Bank statement will arrive at the end of a billing cycle (billing cycles end on the 15<sup>th</sup> of every month). The statement will show transactions by date in ascending order; i.e. 01-01 to 01-31. It is best practice to match iExpense transactions to your bank statement.

### Example of US Bank Statement:

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
06-17	06-16	SEATTLE DAILY JRNL OF CO 206-622-8272 WA PUR ID: VXJOBFB9E8B3 TAX: 0.00	24431064167014000220538	7399	596.60
06-18	06-16	KEENEYS OFFICE SUPPLY, IN 425-8697555 WA PUR ID: 747589 TAX: 1.36	24639234168900015600375	5044	15.63
06-19	06-18	CAN*CANONFINANCIAL CFS 800-220-0330 NJ PUR ID: 13893697 TAX: 0.00	24692164169000079064394	5732	545.58
06-19	06-18	CAN*CANONFINANCIAL CFS 800-220-0330 NJ PUR ID: 13893695 TAX: 0.00	24692164169000079064998	5732	1,422.98
06-19	06-18	CAN*CANONFINANCIAL CFS 800-220-0330 NJ PUR ID: 13893693 TAX: 0.00	24692164169000079065003	5732	1,008.13
06-20	06-19	THE SEATTLE MEDIUM 206-323-3070 WA PUR ID: 849 TAX: 0.00	24431064171286234100017	5192	648.00
06-20	06-19	THE SEATTLE MEDIUM 206-323-3070 WA PUR ID: 849 TAX: 0.00	24431064171286234100025	5192	648.00
06-20	06-19	THE SEATTLE MEDIUM 206-323-3070 WA PUR ID: 849 TAX: 0.00	24431064171286234100033	5192	162.00
06-20	06-19	THE SEATTLE MEDIUM 206-323-3070 WA PUR ID: 849 TAX: 0.00	24431064171286234100041	5192	684.00
06-20	06-19	THE SEATTLE MEDIUM 206-323-3070 WA PUR ID: 849 TAX: 0.00	24431064171286234100058	5192	900.00
06-20	06-19	THE SEATTLE MEDIUM 206-323-3070 WA PUR ID: 849 TAX: 0.00	24431064171286234100066	5192	81.00
06-20	06-19	THE SEATTLE MEDIUM 206-323-3070 WA PUR ID: 849 TAX: 0.00	24431064171286234100074	5192	756.00

Default Accounting Code: NO 6821522900 0 0 0 0				
<b>CUSTOMER SERVICE CALL</b>  <b>800-344-5696</b>	<b>ACCOUNT NUMBER</b> XXXX-XXXX-XXXX-3379		<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 07-15-14	<b>DISPUTED AMOUNT</b> \$ .00	PREVIOUS BALANCE \$ .00 PURCHASES & OTHER CHARGES \$18,094.84	
<b>SEND BILLING INQUIRIES TO:</b>  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P. O. BOX 8335 FARGO, ND 58125-8335	<b>AMOUNT DUE</b> \$ 0.00 <b>DO NOT REMIT</b>		CASH ADVANCES \$ .00 CASH ADVANCE FEE \$ .00 CREDITS \$ .00	
			<b>TOTAL ACTIVITY</b> \$18,094.84	

**Step 2)** Log into [Oracle](#) to open *KC iExpense User* to access the *Expenses Home* page. The *Pcard / Travel Card Transactions* page is designed to notify you when transactions are available to reconcile. This page is also useful so you know what necessary documentation to gather for the transactions you intend to reconcile. Transactions must be processed timely; within ten (10) days of the post date. iExpense keeps tracks of the age of your transactions and you will see a warning symbol if your transactions exceed ten (10) days of age. You can print and keep the *Pcard / Travel Card Transactions* page to use as a check list. Ultimately, this is a good step before directly going in to create an expense report.

Example of Pcard / Travel Card Transactions:

The screenshot displays the 'Unused Transactions' page in the Oracle iExpense system. The page title is 'Unused Transactions' and it is for account 'KC US BANK P-CARD \*\*\*\*5164'. The table below shows a list of transactions with the following columns: Age (Days), Transaction Amount, Transaction Date, Merchant Name, Location, and Billed Amount. The transactions listed are:

Age (Days)	Transaction Amount	Transaction Date	Merchant Name	Location	Billed Amount
176	146.13 USD	26-Apr-2016	HORIZON FORD	206-9571101, WA	146.13 USD
176	87.15 USD	26-Apr-2016	WA TRACTOR SUMNER PARTS	800-422-5723, WA	87.15 USD
176	6.79 USD	27-Apr-2016	GOOD CHEVROLET	425-235-2000, WA	6.79 USD
175	369.46 USD	28-Apr-2016	VALLEY WESCO 17	RENTON, WA	369.46 USD
175	98.23 USD	27-Apr-2016	NAPA STORE 3767013	KENT, WA	98.23 USD
175	15.33 USD	27-Apr-2016	HORIZON FORD	206-9571101, WA	15.33 USD
175	(591.30) USD	27-Apr-2016	HORIZON FORD	206-9571101, WA	(591.30) USD
175	129.43 USD	28-Apr-2016	KUT KWICK	912-265-1630, GA	129.43 USD
175	4,105.93 USD	28-Apr-2016	LEWISGOETZCO INC	724-213-1152, PA	4,105.93 USD
175	42.62 USD	28-Apr-2016	PAPE MACHINERY	206-575-0140, WA	42.62 USD

A callout box on the right side of the screenshot states: "You can view, print and keep your print out of transactions from the pcard/Travel Card transaction page. To create an expense report go back to the Expenses Home page and click on 'Create expense report'".

**Step 3)** Reconcile your P-Card transactions through Oracle *iExpense* by clicking on “Create an Expense Report” located within the *Expenses Home* page. At any point during an expense report you can click “Save” in order to receive a “KCIE” number. Write the “KCIE” number on the order confirmations, packing slips, sales receipts, invoices, applicable emails, etc. Or you can print and keep an expense report confirmation page to use as a cover sheet for the corresponding transaction documentation. It is best to print the confirmation page after clicking on *Expense Allocations*, that way your POETA is visible before printing.

**Note:** More than one transaction can be placed on an expense report. In fact, cardholders are encouraged to process multiple transactions coded to same POETA on a single expense report.

Example of an expense report confirmation page:

Expense Report KCIE348521
Page 1 of 1

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**Confirmation**  
Expense report number KCIE348521 for 596.60 has been submitted.

**Expense Report KCIE348521**  
**TIP Hint:** Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

**Submission Instructions**

**Notes:** P-Card and Travel Card transactions do not require that this page or receipts be forwarded to Accounts Payable. All card-related Expense Reports and receipts remain with the department. There is a six year retention schedule.

- \* Print this page and attach all original receipts and any supporting documentation (including the signed travel request if applicable) required by central Accounts Payable.
- \* Make a photocopy of this page and any receipts for your records.
- \* Place this page and the original receipts and documentation in an interoffice envelope, and send to Accounts Payable.
- \* If your approver needs to review this printed expense report page, original receipts and supporting documentation prior to approval, please provide them the information before forwarding onto Accounts Payable.

Your Approver will be notified that your expense report requires review and approval. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been reviewed by Accounts Payable.

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**General Information**

Name: Zimmerman, Jeremy J (000079342)	Report Submit Date: 19-JUN-2014
Expense Dates: 16-JUN-2014 - 16-JUN-2014	Attachments: None Add...
Cost Center: 138040	Report Total: 596.60 USD
Purpose: Advertising	Reimbursement Amount: 0.00 USD
Original Receipts Status: Not Required	

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Expense Lines: **Expense Allocations** Weekly Summary Approval Notes [0] Approvers

Project Allocations

Expand All | Collapse All

Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project	Task	Award	Project Expenditure Organization
1	Credit Card	16-Jun-2014	53100 ADVERTISING	596.60 USD	596.60	SEATTLE DAILY JRNL OF CO	Seattle	CPA 429327, Invoice 3289245, Advertising costs associated with C00903C14, King County Facilities Electrical Construction Work Order, PR Joyce Stahn.	1046371	001	001	604000 INDIRECT CIP MGMT

Pcard / Travel Card Business Expenses	596.60
Cash and Other Business Expenses	0.00
<b>Expense Report Total</b>	<b>596.60 USD</b>
Company Paying to Pcard / Travel Card Issuer	<b>596.60 USD</b>
Reimbursement to You	<b>0.00 USD</b>
Pcard / Travel Card Unreimbursable Expenses	0.00
Pcard / Travel Card Itemized Unreimbursable Expenses	0.00
You Pay to Pcard / Travel Card Issuer	<b>0.00 USD</b>

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**Step 4)** Reassemble your documentation so it is in a nice, neat, and orderly. This documentation (or copies of it) needs to be reviewed by your Approver(s). Approvers need to be reviewing your electronic expense report for accuracy as well as your hardcopies for sufficient backup documents. Report submission and approval needs to be timely, reports are expected to be submitted and approved within ten (10) days from post-date. Once approved, please follow your office's record-keeping procedures to store the files.

Countywide, we abide by [Chapter 2.12.040 Revised Code of Washington \(RCW\)](#) for our records retention schedule. Therefore, P-Card transaction documentation must be on-property for two (2) years. Documentation can then be moved off-property after the two (2) years for archiving. The archived records must remain for an additional four (4) years. Altogether, a mandatory minimum six (6) year document retention schedule must be followed.

**Example Statement PDF:**

A sample of three (3) approved reconciled transactions with backup documentation placed in ascending order according to the monthly statement is located on pages 5 through 16.

**View a Cardholder Statement PDF:**

Instructions for viewing and printing a monthly statement in [US Bank Access Online](#) is displayed on page 17. Cardholders should be receiving monthly statements in the mail. Please contact the [P-Card team](#) if not receiving the monthly statement during months of card activity. **Note:** cardholders will not receive a monthly statement in the mail if there is no card activity during a billing cycle (reminder, billing cycles end on the 15<sup>th</sup> of every month). Monthly statements will be available at US Bank Access Online by the 16<sup>th</sup> of every month or the next business day thereafter.