



# P-CARD PACKET GUIDE

## How to Prepare Your P-Card Packet for Submission

### PG 1

General Guidelines

### PG 2

Naviline Instructions

### PG 3

HTE Instructions

## 1. GENERAL GUIDELINES

The p-card cycle runs the 4<sup>th</sup> of one month to the 3<sup>rd</sup> of the following month (i.e. April 4 to May 3). It is the cardholder's responsibility to either reconcile the receipts and invoices against monthly statements or to work with the P-card Coordinator to do so by the Purchasing due date.

- A. Compare the backup documentation to the transactions listed on the current Citibank Statement or transactions in HTE/Naviline.
- B. Tape all receipts smaller than a page to a sheet of paper. Do not apply tape on the printed portion of the receipt as it may lift the ink.
- C. Write the business purpose of the transaction on each receipt. Ensure all purchases are coded to the correct account (ex. food 06-30; computers 07-44). This information should be duplicated in HTE/Naviline.
- D. Include quotes/reimbursements for taxes and any other supporting documentation with the appropriate invoice/receipt.
- E. Print the HTE Approval Sheet (selecting to print lines 1, 2, and 3) and route for signatures.
  - All receipts/paperwork should be placed behind the HTE/Naviline Dept/Div Approval Sheet in the order the transactions appear.
  - Cardholder must sign for their packet on the Financial Analyst line. Signing another person's name or using a signature stamp is not allowed. If applicable, the P-card Coordinator should sign below both lines on a newly written line.
  - Department Director will review the transactions, sign as Approver, approve all transactions in HTE/Naviline, and forward the completed packet to Purchasing by established deadline of each month.

If a cardholder is out of the office during p-card reconciliation, it is their responsibility to turn in all documentation prior to departure to either their P-card Coordinator, Supervisor, or Department Director with the receipts for that month. Transactions for packets that have not been properly keyed for accounting and approved by the deadline may be charged to the default account for the department and will require a journal entry by the cardholder to charge the correct account.

Incomplete and incorrect p-card packets will be returned to the cardholder with a deadline to address all issues and resubmit to Purchasing.

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*Source: P-Card Policy (Section 10). Failure to abide by the P-Card Policy is grounds for penalty including P-Card cancellation up to termination.*



## 2. NAVILINE • PREPARING THE P-CARD PACKET

### 2.1 Transaction Processing in Naviline

1. Go to Application Menu > Fiscal Services > Govt Mgmt & Budgetary Acct > Procurement Card Tracking
2. Next, go to the Processing Menu section > Transaction Maintenance (Click the link)  
*\*Click the STAR beside the link's title to save this to your My Favorites screen for future use.*
3. Under Option (to the left of their name) click the drop down and choose "Select." Press Enter.
4. Under Option (to the left of a transaction) click the drop down and choose "Change." Press Enter.
5. Complete the following fields:
  - a. Vendor Number: 8835 Citibank
  - b. GL Account: Enter in the appropriate account code
  - c. Misc. Info Line 1: Enter a brief description of the transactions – use lines 2 and 3 if needed
  - d. If *Multiple Accounts*: Leave the GL Account field blank but complete the Misc. Info Lines. Click "Multiple Accounts" in the menu to the left and complete the following:
    - i. General Ledger Account: Enter in the appropriate account code
    - ii. Amount: Enter amount to be charged without decimals
    - iii. Add additional notes to each line as necessary
    - iv. Click OK in left-hand menu
  - e. Uncheck "Hold Transaction." This will create a "Completed" status for the transaction.
  - f. If applicable, check "Transaction Approved"
  - g. Click OK in the left-hand menu.

**All transactions must have a "Completed" or "Approved" status**

### 2.2 Print Dept/Div Approval Report

6. Go to Application Menu > Fiscal Services > Govt Mgmt & Budgetary Acct > Procurement Card Tracking
7. From that screen, go to the Demand Reports Menu section > \*Dept/Div Approval Report (Click the link)  
*\*Click the STAR beside the link's title to save this to your My Favorites screen for future use.*
8. Complete the following fields:
  - a. Single Department/Division: Enter the Department/Division numbers for the cardholder
  - b. Leave Department/Division Range Report Selection BLANK
  - c. Leave Date Range Selection BLANK
  - d. Approved Status Selection: All Transactions
  - e. Print Miscellaneous Line 1: Check the box
  - f. Print Miscellaneous Line 2: Check the box
  - g. Print Miscellaneous Line 3: Check the box
  - h. Click "OK" in the top left-hand corner
9. Go to Outputs (the Orange box in the upper right-hand corner with the icon of a person).
10. Look in your Output queue for a record printed on the date and time that you finished your print submission. Look for PC100LB. Choose the Option to "Display as PDF" or "Display as Text." Once that file is opened, Print as PDF or send to a Printer in Landscape.



### 3. HTE • PREPARING THE PCARD PACKET

#### 3.1 Transaction Processing HTE

1. Select 7. GMBA (Accounting)
2. Select 14. Procurement Card Main Menu
3. Select 4. Processing Menu
4. Select 3. Transaction Maintenance
5. Select 1 next to the cardholder's name; make note of the Department/Division numbers
6. Select 2 (change) next to the transactions to be processed
7. Complete the following fields:
  - a. Vendor Number: 8835 Citibank
  - b. GL Account: Enter in the appropriate account code
  - c. Misc. Info Line 1: Enter a brief description of the transactions – use lines 2 and 3 if needed
  - d. Multiple Accounts: Leave the GL Account field blank but complete the Misc. Info Lines. Hit F20 Split Transaction and complete the following:
    - i. Sequence Number: Enter which line of the split you are using
    - ii. GL Account: Enter in the appropriate account code
    - iii. Amount: Enter amount to be charged without decimals  
Hit Enter  
Hit F12 Cancel
  - e. Hit F9 Release Transaction  
Hit Enter

**All transactions must have a “Completed” or “Approved” status**

#### 3.2 Print Dept/Div Approval Report

8. Select 7. GMBA (Accounting)
9. Select 14. Procurement Card Main Menu
10. Select 2. Demand Reports Menu
11. Select 3. Dept/Div Approval Report
12. Complete the following fields:
  - a. Single Department/Division: Enter the Department/Division numbers for the cardholder
  - b. Print Miscellaneous Line 1: Y
  - c. Print Miscellaneous Line 2: Y
  - d. Print Miscellaneous Line 3: Y

Once you receive the message in HTE that the “DPTDIVAPR completed normally”, follow the usual steps you use to print the report.