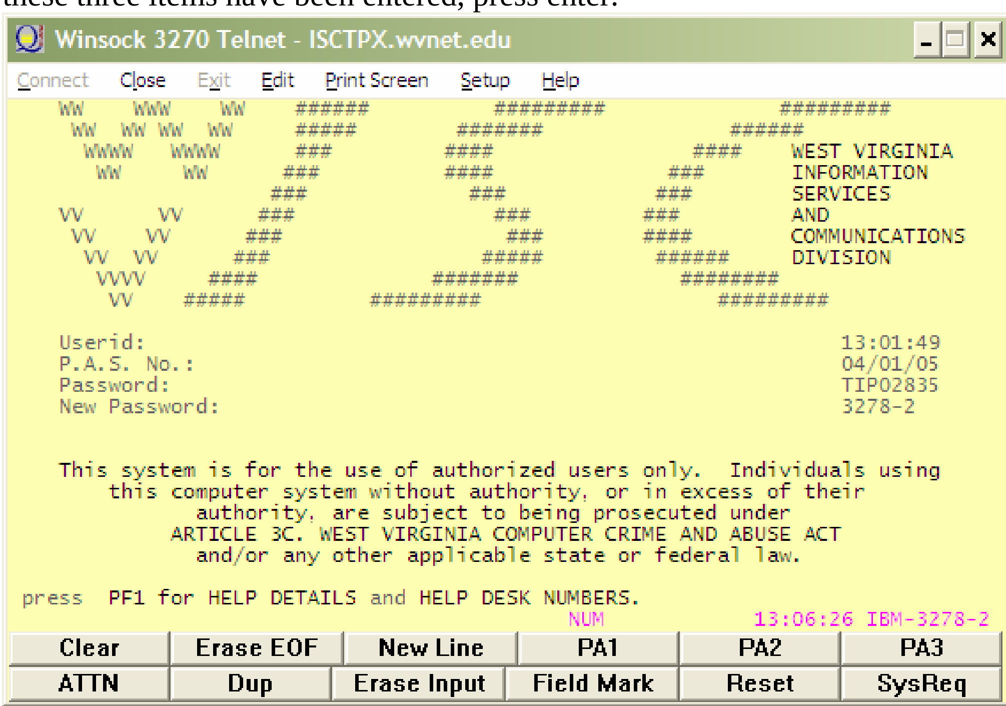
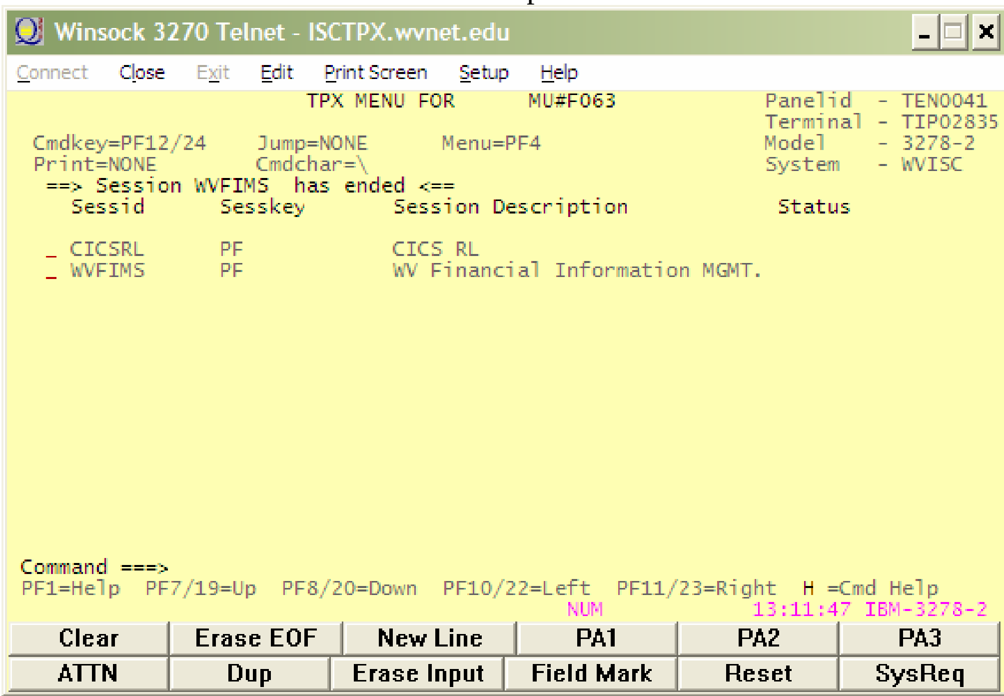
Section 2: STARS Data Entry/Reconciliation

I. CARDHOLDER ACTIVITY FOLLOWING A CHARGE

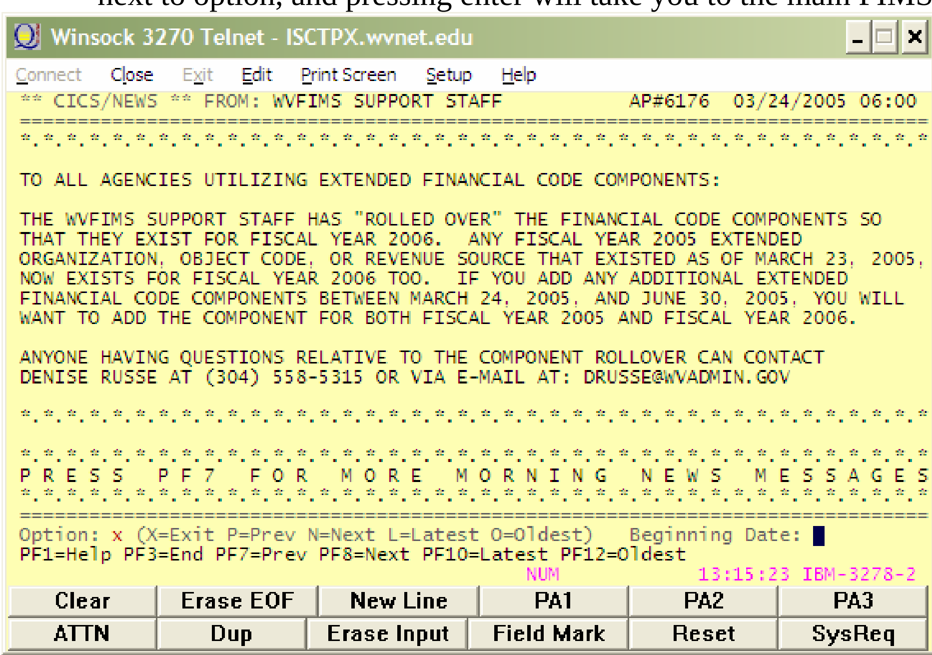
1) After each charge is made, the cardholder will need to submit the receipt and the following information to the University Accounting Office:
   Shell Record Document Number (given **after** entry into STARS- Document S_____)
   Original Cardholder Signature
   Last 4 digits of card number (if vendor has not printed on receipt)
   All small receipts will need to be taped to an 8 ½ x 11 piece of paper to avoid the loss of any paperwork. If the receipt is large enough, it does not need to be attached to a separate piece of paper, and the information can be added directly to the receipt, provided that all necessary information is legible. All information can be placed on the receipt, the attached piece of paper, etc., as preferred by the cardholder.
2) Log into FIMS/STARS by entering your User ID, 586pcr as P.A.S. No. for MU cards and 044pcr as P.A.S. No. For MCTC cards, and your Password in the screen shown below. Place your cursor on any part of the screen above User ID, press tab, and you will be taken to the point where your User ID needs to be entered. Pressing tab after entering your ID will take you to the space for your PAS No., and pressing tab again will take you to the space to enter your password. When these three items have been entered, press enter.



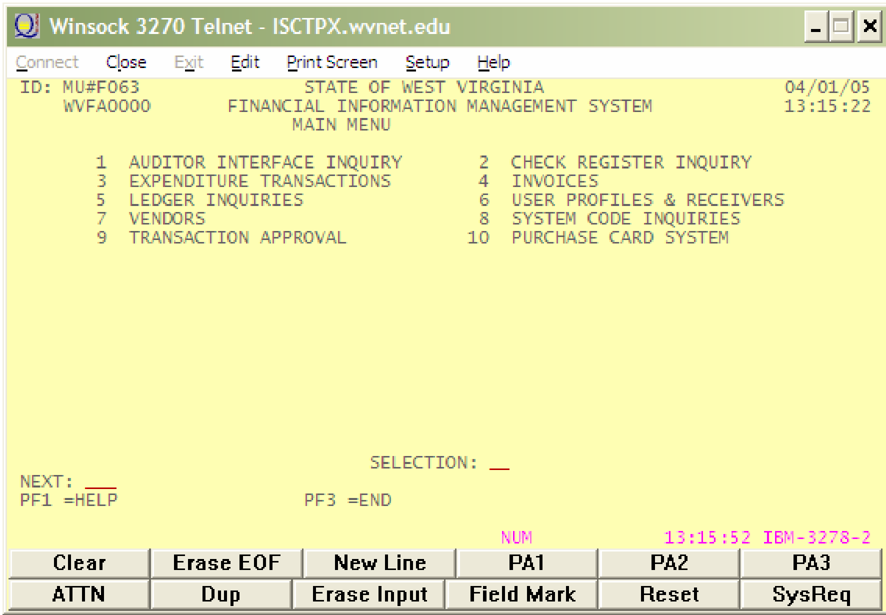
3) You will next be taken to the screen shown below. You will need to enter an "S" on the line next to WVFIMS and press enter.



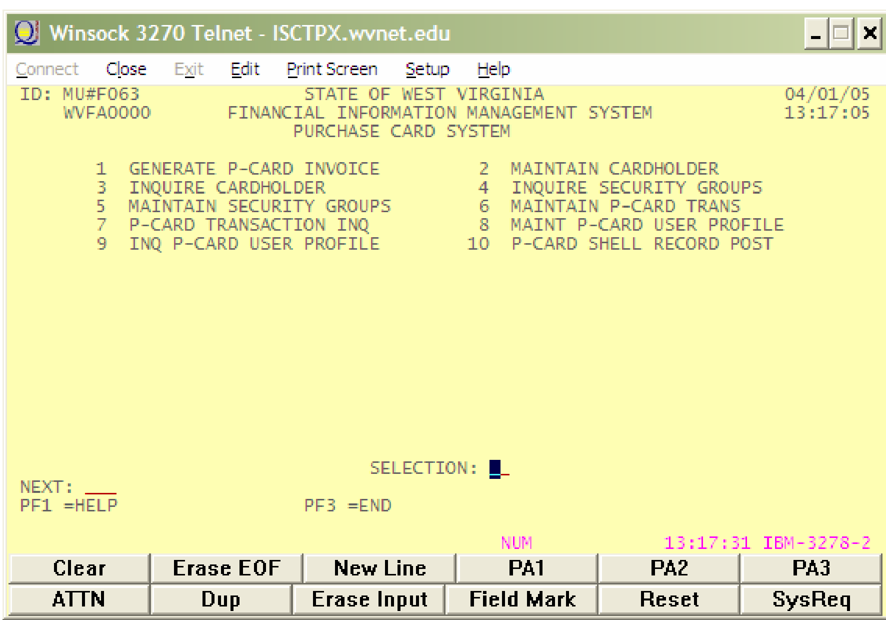
4) You will then be taken to the screen for FIMS news, shown below. Typing "X" next to option, and pressing enter will take you to the main FIMS screen.



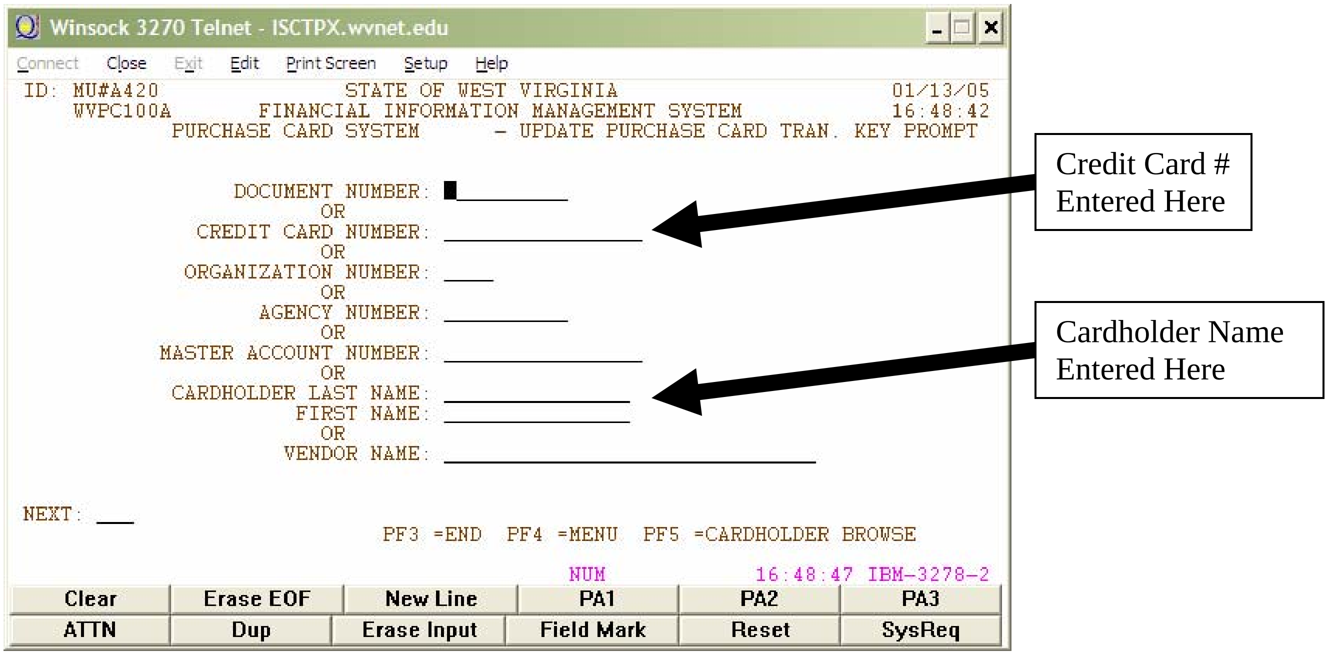
5) On the FIMS main menu (Form WVFA0000) shown below, select "Purchase Card System" by typing its number identification next to selection and pressing enter. Depending on your status in WVFIMs, you will probably have fewer options than shown below, and the identification number of the Purchase card system can vary.



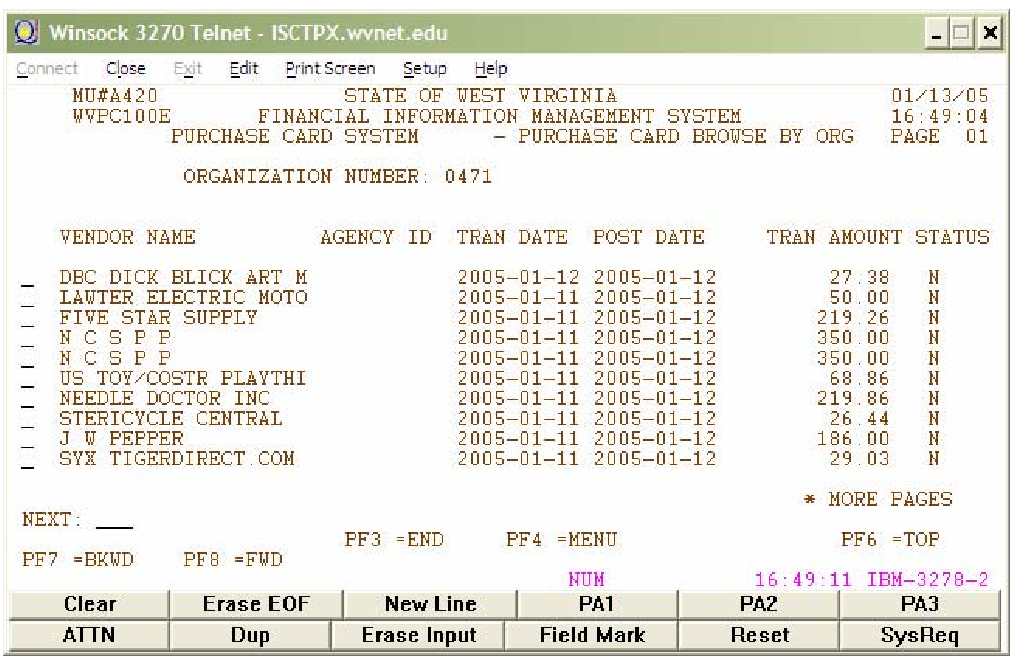
6) On the purchase card screen (Form WVFA0000) you will need to choose "Maintain P-Card Trans" or "Maint P-Card Shell Record", depending on which is one of your options. Again, depending on your use of WVFIMS, you will probably have fewer options than shown below, and the number identification of each option may vary.



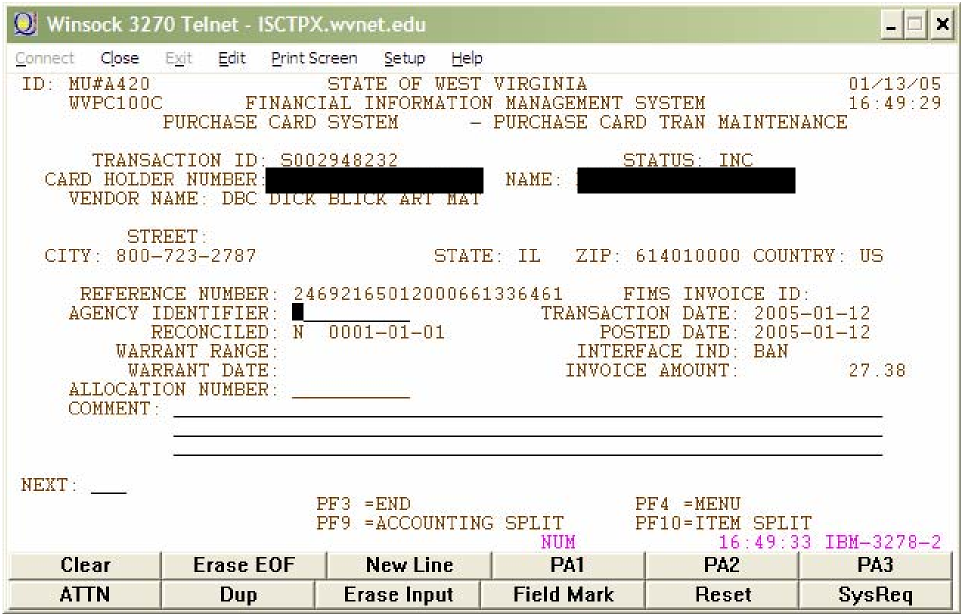
7) Next, locate the detail transactions by completing the following forms by typing either the credit card number or the cardholder last and first name and pressing enter.



8) Enter “S” on the line next to vendor’s name and press enter to select the purchase whose information is to be entered.



9) A general description of the transaction should appear.



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Connect Close Exit Edit Print Screen Setup Help

ID: MU#A420 STATE OF WEST VIRGINIA 01/13/05
WVPC100C FINANCIAL INFORMATION MANAGEMENT SYSTEM 16:49:29
PURCHASE CARD SYSTEM - PURCHASE CARD TRAN MAINTENANCE

TRANSACTION ID: S002948232 STATUS: INC
CARD HOLDER NUMBER: [redacted] NAME: [redacted]
VENDOR NAME: DBC DICK BLICK ART MAT

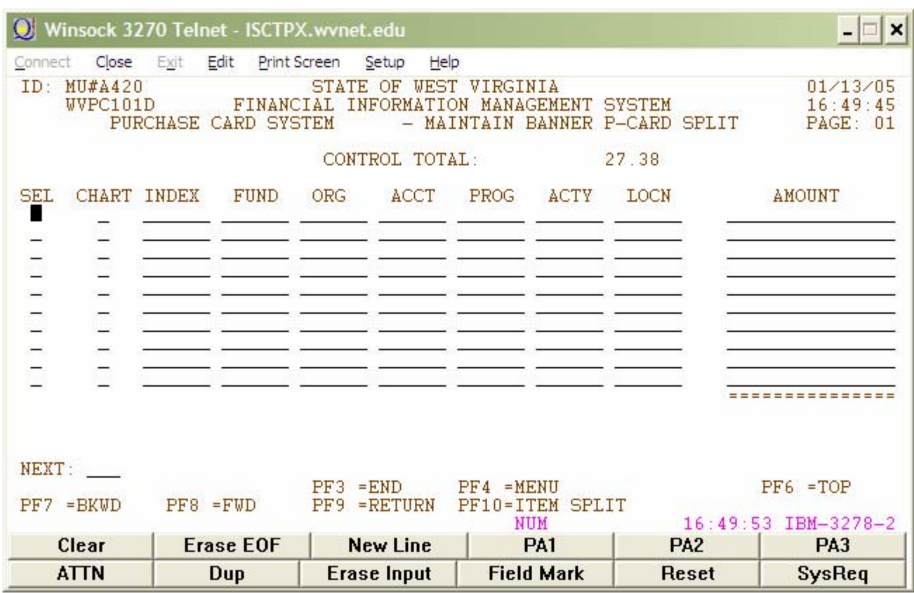
STREET:
CITY: 800-723-2787 STATE: IL ZIP: 614010000 COUNTRY: US

REFERENCE NUMBER: 24692165012000661336461 FIMS INVOICE ID:
AGENCY IDENTIFIER: TRANSACTION DATE: 2005-01-12
RECONCILED: N 0001-01-01 POSTED DATE: 2005-01-12
WARRANT RANGE: INTERFACE IND: BAN
WARRANT DATE: INVOICE AMOUNT: 27.38
ALLOCATION NUMBER:
COMMENT:

NEXT:
PF3 =END PF4 =MENU
PF9 =ACCOUNTING SPLIT PF10=ITEM SPLIT
NUM 16:49:33 IBM-3278-2

Clear | Erase EOF | New Line | PA1 | PA2 | PA3
ATTN | Dup | Erase Input | Field Mark | Reset | SysReq

10) Press F9 to enter form WVPC101D to record Banner accounting information.



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Connect Close Exit Edit Print Screen Setup Help

ID: MU#A420 STATE OF WEST VIRGINIA 01/13/05
WVPC101D FINANCIAL INFORMATION MANAGEMENT SYSTEM 16:49:45
PURCHASE CARD SYSTEM - MAINTAIN BANNER P-CARD SPLIT PAGE: 01

CONTROL TOTAL: 27.38

SEL	CHART	INDEX	FUND	ORG	ACCT	PROG	ACTY	LOCN	AMOUNT

NEXT:
PF3 =END PF4 =MENU PF6 =TOP
PF7 =BKWD PF8 =FWD PF9 =RETURN PF10=ITEM SPLIT
NUM 16:49:53 IBM-3278-2

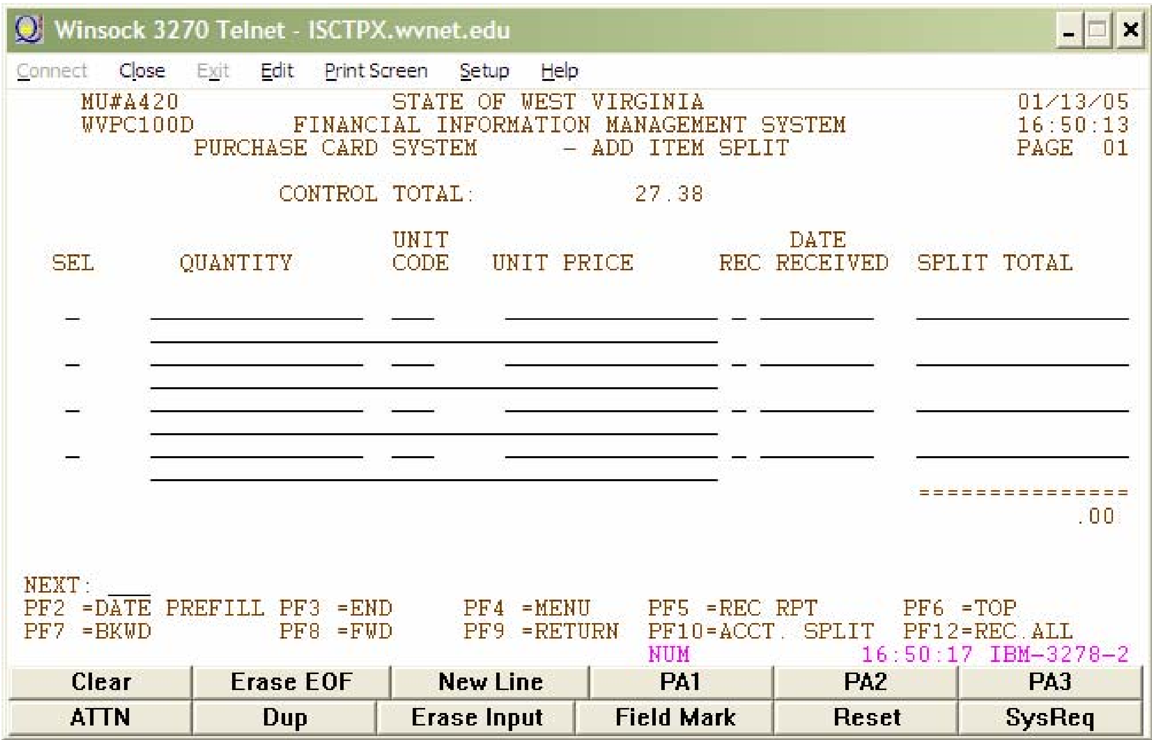
Clear | Erase EOF | New Line | PA1 | PA2 | PA3
ATTN | Dup | Erase Input | Field Mark | Reset | SysReq

11) Enter "A" to add a line or "M" to modify the line on form WVPC101D.

   a. Enter the Banner Fund (under Fund)
   b. Banner Organization (under Org)
   c. Banner Account (under Acct)
   d. Banner Program, if known (under Prog)
   e. Amount

Repeat items 6a to 6e for each accounting split until the total of the receipt/purchase is entered. The total of all accounting splits must total back to the amount of the purchase. **Even if entered defaults are to be charged**, this screen must be opened to show agreement, in order for purchase to reconcile.

12) Press F10 to go into the item split form WVPC100D to identify the merchandise purchased.



13) Under SEL enter "A" to add a new line or "M" to modify an existing line. (Ex. If a vendor is one for whom data is entered and items purchased and prices show, "M" should be chosen. If all data is entered from scratch, "A" should be chosen.)
    a. Enter the number of units purchased of first item under QUANTITY
    b. See Page A.4 of the appendix for examples of unit codes to be used.
    c. Enter the price per unit
    d. Enter "Y" under REC if the item has been received. If an item has not been received, and charge has been made, enter "I" for incomplete. If there has been a problem and the charge is to be disputed, enter "D".
    e. Enter the date the item was received under "DATE RECEIVED"
    f. Enter the description of the item purchased on the next line.
    g. Repeat steps 8a – 8f for each item purchased.
    h. If all items have been received, F12 can be entered which will select all lines, and mark "Y" under REC for each item. Date could then be entered for the first item in a MM/DD/YY format, and F2 could be entered to carry the received date to all other items.
    i. If all items have been entered, and the total shown matches the transaction amount, message will appear saying "Document S_ _ _ _ _ _ _ _ _ is reconciled". A step has been omitted or there is a problem with data entered if another message appears.

j. If a receiving report is needed, F5 can be entered, and a receiving report will be printed to the University Accounting Office. No notice will appear on your screen when the information prints, but F5 only needs to be pressed once. When the information is printed, it will be sent to the user requesting the report. The system receiving report is only required if the department does not already have a receiving report system in place. The receiving reports that have been used in the past by departments will still be acceptable.

k. After all info for this purchase has been entered, F3 can be pressed to return to the purchase list for the cardholder.

14) A copy should be made of the receipt and related documentation for cardholder's records. The original receipt, if available, and any other applicable information (ex. hospitality form, receiving report, etc. if required) must be forwarded to the University Accounting Office. The information must be started in process to the University Accounting Office from the cardholder within two working days or as soon as is practicable. The documentation must be received no later than the closing date of the statement.

15) Once a transaction has been reconciled, it will disappear from the "maintain p-card trans" screen. The transaction can still be viewed in the "p-card trans inquiry" screen, but no changes can be made to the accounting information.

16) If after a transaction is entered, a mistake is realized, the University Accounting Office will need to be contacted for any requested changes.

III. CARDHOLDER MONTHLY ACTIVITY

1) At the end of the credit card billing cycle, all documentation should have been received by the University Accounting Office. The credit card billing cycle ends on the 2nd of each month, unless the 2nd is on a weekend or holiday, in which case it is the next business day after the 2nd.
2) Activity logs will be printed by the University Accounting Office and campus mailed to each cardholder on the third working day after the end of the billing cycle.
3) Typically, around the 8th-10th of the month, a statement of charges should be received from BB&T. If this statement is NOT received by the 10th of the month, the University Accounting Office should be contacted for a copy of the charges.
4) The cardholder will be responsible for ensuring that there are no unauthorized charges on the activity log, and comparing the activity log to their records and the bank-issued statement.
5) The cardholder should then sign the activity log to verify all charges and obtain their supervisor's signature. The cardholder should make copies of their activity log and statement for their records.
6) The original activity log and statement must be received in accounting by the 15th of the month to be attached to the monthly paperwork.

For example, July 2, 2005 falls on a Saturday. Since Monday, July 4th, is a holiday, the closing date will be July 5, 2005. Two working days will be allowed for the final documentation for June purchases to arrive in the University Accounting Office. Activity logs will be printed and campus mailed on Thursday, July 7, 2005. All statements should have been received from the bank by Monday, July 11, 2005, and can then be compared to the activity logs and the cardholder's other records. The cardholder should then sign the activity log and gain their supervisor's signature. The activity log should then be sent to the University Accounting Office by Friday, July 15, 2005.