NEW CREDIT CARD PROCESSING

Introduction

Over the next few weeks we will be transitioning the credit cards from the current UMB Visa cards to Commerce Bank Visa cards. This change is in response to bank services being bid out last year and Commerce Bank winning the bid. This training is designed to assist in the transition to make it as smooth as possible.

Differences

UMB

- Building Card
- Multiple users per card
- Reconciled on a monthly basis
- Reconciled on paper
- Paper submittal for approval
- All requisitions created using UMB vendor

- Did not identify on Keystone requisition a credit card transaction
- Original statement, receipts and other supporting documentation sent to Accounts Payable

- No signed agreement

Commerce

- Card in individual name
- Single user per card
- Reconciled on a weekly basis
- Electronic reconciliation
- Electronic submittal for approval
- Requisitions will be to the individual vendors, with exception of P-Card Meals, P-Card Gas, P-Card Tolls and P-Card Taxi
- Identify on Keystone requisition with Via "C" credit card transaction
- Electronic documentation will be used by Accounts Payable, originals will stay with Site Credit Card Processor (Bookkeeper)
- Signed agreement and Credit Card Procedure Manual

Keystone

There is a change in the requisition entry in Keystone as a result of the transition from UMB Visa to Commerce Bank Visa. This will affect **all** requisitions regardless if it is for a credit card purchase or a normal purchase order. When entering a requisition you will no longer be able to tab through the "Via" option, it is now a required field. (see screen shot below) When entering a requisition for a credit card transaction you **must select "C"** or you will have to cancel and redo the requisition. For transactions other than credit card please select the appropriate action you want to take place.

- Y - yes print
- N - do not print
- F - fax
- E - email
- T - transmit file
- C - credit card

Must be populated

Screenshot 1

```
Requisitions                    Purchase Order Requests              RQ2110

 Req #         258828      Date Needed              Blanket  ☐   Via  C ▼
 Req Date    02/12/16      Requested By   A15635    Disc %
 Vendor        003498      AARON HOOPER             Tax %
 TEST ADDRESSS - DO NOT US  Req Dept          119   Freight %
 Address       15992       Business/Benefits Office Tot Mat
 DBA KEYSTONE INFORMATION   Ship To           119   Discount
 123 MAIN                   Business/Benefits Office Tax
 COLLINGSWOOD
                    ┌──────── Look Up Query ────────┐
                    │                               │
                    │  Card Number  [            ]  │
                    │                               │
                    │          [ OK ]  [ Cancel ]   │
 Qty     Descript:  │──────────────────────────────│ tal Amt  Status
                    │  Authorized to use this Card  │
                    │  [                         ]  │
                    │                               │
                    │        [ OK ]   [ Cancel ]    │
                    └───────────────────────────────┘

                    [Options..] [ OK ]  [ Cancel ]  [ Clear ]
```

Screenshot 2

```
Requisitions                    Purchase Order Requests              RQ2110

 Req #         258828      Date Needed              Blanket  ☐   Via  C ▼
 Req Date    02/12/16      Requested By   A15635    Disc %
 Vendor        003498      AARON HOOPER             Tax %
 TEST ADDRESSS - DO NOT US  Req Dept          119   Freight %
 Address       15992       Business/Benefits Office Tot Mat
 DBA KEYSTONE INFORMATION   Ship To           119   Discount
 123 MAIN                   Business/Benefits Office Tax
 COLLINGSWOOD
                    ┌───────────────────────────────┐
                    │                               │
                    │  Tracking No.          [   1] │
                    │  Card Holder Name             │
 Qty     Descript:  │  [Johnson, Molly           ]  │ tal Amt  Status
                    │  Authorized to use this Card  │
                    │  [                         ]  │
                    │          [ OK ]  [ Cancel ]   │
                    └───────────────────────────────┘

                    [Options..] [ OK ]  [ Cancel ]  [ Clear ]
```

Weekly Reconciliation and Submission

Login

You will login to www.contolpayadvanced.com each Monday to reconcile the card for the prior week's transactions. Your username and password will be provided once you receive your ISD card. The first time you log in you will be required to agree to the terms and conditions as well as change your password and set up security questions.

NOTE: ORGANIZATION ID is INDEPENDENCEGROUP - all caps

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HAVING PROBLEMS LOGGING IN?

CASE SENSITIVE
- Ensure that the CAPS LOCK key is set correctly.
- USERNAME is not case sensitive
- PASSWORD is case sensitive

BROWSER COOKIES
Make sure your computer accepts cookies. If browser cookies are not accepted correctly by your computer, it may:
- Block ability to log on
- Force log off upon navigation to a new page

SUPPORTED BROWSERS and PLATFORMS
- Microsoft Internet Explorer 9, 10, and 11
- Microsoft Windows Vista/Windows 7

ACCEPTABLE BUT NOT SUPPORTED BROWSERS
- Mozilla Firefox 1.4 or newer
- Google Chrome 26 or newer

NOTE: These third-party browsers are compatible and tested with EnCompass; however, due to frequent updates, future versions of these browsers may not render EnCompass screens properly. Therefore, these third-party browsers are not officially supported.

BROWSER REQUIREMENTS
- Secure Socket Layer (128-bit encryption)
- Javascript enabled

USER LOG IN

USERNAME	
PASSWORD	
ORGANIZATION ID	INDEPENDENCEGROUP

☐ Remember my Username

[Log In]

Click here for card holder registration

Forgot Password

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Home | Log Out | Contact Us

ADMIN | SECURITY MANAGER | PAYABLES | REPORT STUDIO | CARD MGMT | TRANSACTION MAINT | HELP

Hello, Judy

Username	JLuce1
Org Group	INDEPENDENCEGROUP
Role	Independence SD Admin Role
Last Login	2/9/2016

My Links

Transaction Management (3)

Announcements

New(1)   Old(0)   Manage

! **Control Pay Advanced Maintenance** *from COMMERCE BANK on February 9*
The ControlPay Advanced site will be unavailable on February 13th, from 10:00 PM until Midnight CST, due to scheduled maintenance.

Accounts Payable

INDEPENDENCE 30 AP

Status Stats

Open Logs	12
Matched Logs	1

Quick Links

Manage Transactions
Unreviewed Transactions
View Statements
Change My Password Options
Create a Transaction Envelope
Recent Activity

Inbox

0 Inbox Items
(Require(s) Attention)

Reports

Merchant Log Report
Transaction Report
Account Report
Accounts Payable Reconciliation

Other Page 3

Printing a Statement

When you are reconciling your transactions weekly you will not have received a hard copy of your statement, but you can print one from the ControlPay Advanced website. The following screen shots show the steps to print out a weekly statement:

Add search criteria, suggest last name and statement closing date

Click Search after adding search criteria

Click here to download statement

Maintaining Transactions

Maintaining Transactions is the process of viewing your individual transactions and reconciling them. This is where you will verify charges, amounts, add the PO number and upload receipts to each transaction. The following screen shots will show the steps to reconcile a transaction:

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Transaction Maintenance | **Transaction Management**

Organization: INDEPENDENCE 30 AP ▼ ← **This will not be displayed on your screens**

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: Billing Cycle ▼ 2/6/2016 - 2/9/2016 ▼ ← **Make sure Billing Cycle is the desired cycle - transactions must fall between date range**

My Cards ☐

Hierarchy:
🔍
at level INDEPENDENCE 30 AP
0610747

Search Criteria

Actions	Search Term	Filter Type	Value
- No search terms have been added. -			

Account Number ▼	Equal To ▼		Add	Reset

← **Add search criteria, suggest last name**

Search ←

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at level INDEPENDENCE 30 SCHL DIST
0606237

Search Criteria

Actions	Search Term	Filter Type	Value
🖊❌	Last Name	Starts With	johnson

Account Number ▼	Equal To ▼		Add	Reset

All transactions that happened during that billing cycle will be listed below

Search

Transactions Summary (Payments Excluded)

Show Summary

Financial Codes: ⦿ View ○ Hide

Transactions

◀ 1 ▶   Records per page 100 ▼

Actions	☐	☐ Rev	☐ App	Post Date ▲	Trans Date	Act#-4	Name	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
🖊 📇 📇 $₀	☐	☐	☐	1/28/2016	1/27/2016	4363	JOHNSON, MOLLY	WIPFLILLP	795.00	USD				

*PO # - Line #	PO Status (C = Closed, O = Open)	Invoice Number (AP Entry Only)
[____] 🔍	[____] 🔍	[____] 🔍

Invoice Date (AP Entry Only)
[____] 🔍

Click to add PO number - this will bring up a list of open valid credit card PO

🗑
🗑 [Notes_____]

◀ 1 ▶   Records per page 100 ▼

Save | Reset | Cancel
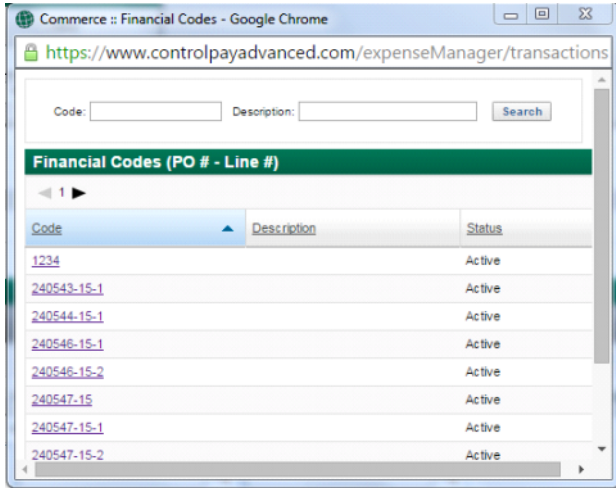
- **Click the PO from the list. If the PO number does not show up on the list you did not select Via "C" on the requisition and you must cancel and redo the PO.**

- **Once the PO has been selected, if the PO has multiple lines, you will need to add a -1 or -2 to the end that will correspond with the line item on the Keystone PO.**

Enter "C" if the PO will be closed with this transaction or "O" if there are still more line items that need to be paid

Add PO description here

Recommend hitting save after every transaction

Leave the Invoice Number and Invoice Date blank. Accounts Payable will enter that information.

To add a receipt to the transaction you will click on

After uploading receipt hit save

Creating an Envelope

Creating an Envelope is the next step in getting the credit card transactions approved. An envelope is a group of transactions that have been reconciled and have receipts attached. Once the envelope has been created it will then be submitted to the appropriate approver. The following screen shots show the steps to create and submit an envelope:

Add search criteria, suggest last name

Transaction Maintenance | **Transaction Envelope**

Search Criteria

Actions	Search Term	Filter Type	Value
		- No search terms have been added. -	

[Approver First Name ▼] [Starts With ▼] [_____] [Add] [Reset]

← **Add search criteria, suggest last name**

[Search]

Transaction Envelopes

🗐 Add New ←

Please select search criteria and hit the Search button to view Transaction Envelopes

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My Cards ☐

Hierarchy:
🔍
at level INDEPENDENCE 30 SCHL DIST
0606237

Search Criteria

Actions	Search Term	Filter Type	Value
🖊❌	Last Name	Starts With	johnson

[Account Number ▼] [Equal To ▼] [_____] [Add] [Reset]

[Search]

My Accounts
  Out Of Pocket Only

Proxy Accounts
  Proxy for user account:**Molly Johnson**
  Out Of Pocket Only
  XXXX-XXXX-XXXX-4363 MOLLY JOHNSON

Accounts

Actions	Card Number	Last Name ▲	First Name	Type
🖨	XXXX-XXXX-XXXX-4363	JOHNSON	MOLLY	Individual

[Cancel]

↖ **Select Create New Envelope**

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👤 ADMIN 🔒 SECURITY MANAGER $ PAYABLES 📋 REPORT STUDIO 💳 CARD MGMT ✖ TRANSACTION MAINT ❓ HELP

Transaction Management | Transaction Envelope | **Create**

Organization: [INDEPENDENCE 30 SCHL DIST ▼]

Envelope Type: Manager Card Search [Reselect]
Selected Card: XXXX-XXXX-XXXX-4363
*Employee First Name: [MOLLY]
*Employee Last Name: [JOHNSON]
*Envelope Name: [_____]   ← **Create Envelope Name - Initials and last day of billing cycle**
Date Selection: ● Cycle ○ Month ○ Custom

[Save] [Cancel]

↖ **Select cycle the transaction occurred**

Transaction Envelope

Summary Information

Envelope Name:	MJ20160129	Memo-Posted Transactions:	US$795.00
Cardholder:	MOLLY JOHNSON (JLuce1)	Out of Pocket Transactions:	US$0.00
Submitter:	Judy Luce (JLuce1)	Grand Total:	US$795.00
Card Account:	*4363	Date Range:	1/23/2016 - 1/29/2016

Memo-Posted Transactions

Date Occurred	Date Posted	Merchant		Billing Amount	Split Amount
Notes					
PO # - Line #	**PO Status (C = Closed, O = Open)**	**Invoice Number (AP Entry Only)**	**Invoice Date (AP Entry Only)**		
1/27/2016	1/28/2016	WIPFLILLP		US$795.00	
Registration for Aaron Hooper Wipfli-In-Depth training on OMB's new Uniform Guidance on 2/2/2016 held at the Country Club Plaza Marriott, Kansas City MO					
					US$795.00
258357-16-1	C				

Memo-Posted Transaction Totals		Count: 1		Total:	US$795.00

Transaction Envelope Summary

Transaction Envelope Total:	US$795.00

Signatures

_____   _____
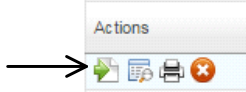Cardholder   Date

_____   _____
Approver   Date

Once you have printed and saved the envelope you will need to submit it so it will be sent to the appropriate approver by clicking

Note: Only submit if the envelope is your credit card transactions. If you are reconciling on behalf of the principal or department head **do not** submit. In those instances you will save the envelope and send an email to the cardholder letting them know an envelope has been created and they need to submit it.