PCARD Submission User's Guide 1.0

Important Notes on PCARD Submission

- The PCARD Submission is incorporated with in the Payments and Obligations submission application.
- For submission purposes, we understand the "Post Date" range will not necessarily agree to your general ledger due to timing and posting date differences and will be noting on our Open Ga website this date is data that has not been audited and is for TIGA reporting purposes only.

- The transaction number is there for a reference and is optional. This field is not published.
- Please review your records for any confidential payments and remove them prior to confirmation.
- Do not include payments you have made to the PCARD vendor

Prior to submission to DOAA it is assumed you have entered into your PCARD programs bank website and extracted the following information for the Fiscal Year needed. The following fields should be selected and exported using your Bank's programs website. They must be in the following order submitted in a comma delimited file with an extension of .CSV. Help with this process should be directed to your Bank's support staff.

Fields:

- Vendor Name
- MCC Description
- Transaction Date
- Transaction Amount
- Transaction Number

To begin the submission process login to the DOAA submission portal:

Login to : www.audits.ga.gov/auth
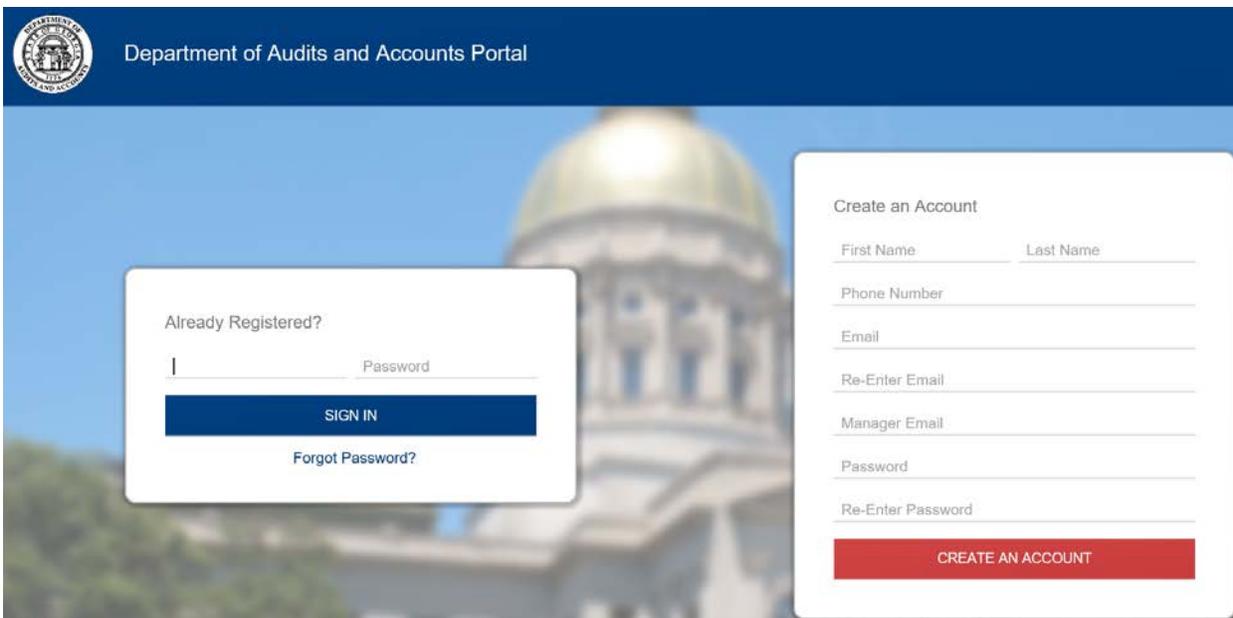
To find out more information on the account login and creation please see this document [here]

Once you have log in you should see this tile for access to the Payments and Obligations submission.
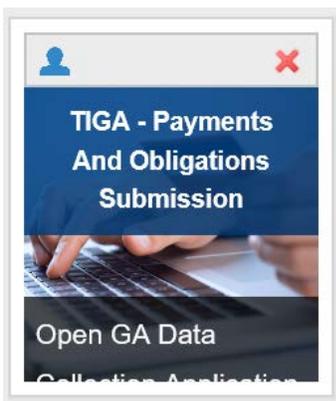
Once you enter the system you will notice a new menu option along with an added step in the process for PCARD submission.

Below are the steps to complete for the submission process

Sections		Status
Review Payments	⚠	Needs Attention
Review Purchase Card Records	⚠	Needs Attention

When you are ready to submit PCARD information click the Upload Data link from the top menu.

Upload Data

You should see the following options:

Select File Type

Please select a file type to begin working with the data.

File Type :   ○ Payments   ◉ Purchase Cards   ○ Obligations

Submit

Select the Purchase Card option to upload and press the submit button. The following file browse screen will be displayed for you to begin the upload process.

Upload File:

To upload files, select a file type then enter in a control total for the file total. Then browse to find your file to submit, select it and then press the Upload File button.

* Required Fields

*Upload file: [   ] Browse...

Upload File

Browse to the file location and press the upload file button when you are ready to submit your file. You will have a chance to review and confirm the data once submitted to DOAA. During the upload file process we will check the file structure to ensure we can read the file. If problems exist please correct the issues and resubmit.   You may also add records at any time by keying them directly in to the system.

Once your file has processed and loaded in to the system you will be able to review the records prior to confirmation via the browse screen.

Edit/View Purchase Cards ⓘ

Active/Removed Filter: Active ▾

| Vendor Name: [   ] | Transaction Date: [   ] | Transaction Number: [   ] |

🔲 Add   🔲 Delete All   Apply Filter   Clear

One item found.

	Status	Vendor Name	MCC Description	Transaction Date ▼	Transaction Amount	Transaction Number	
📝 ✖	🚩	ABC School Supplies	office equipmen...	05/22/2018	150.00	3456XBRL	ℋ

From this screen you can search, edit and delete records where necessary. You can also sort by clicking the column heading.

*Please take note that any record that has a red flag will need to be corrected prior to submission.

You can ADD records to the system at any time if needed using the Add button:

Add Purchase Card

Vendor Name: *

MCC Description: *

Transaction Date: *

Amount: *

Transaction Number:

Save | **Cancel**

When you have completed the file upload or entering in all PCARD records you will be ready for confirmation. You can click the confirmation link on the main menu to access the confirmation screen

Data Confirmation

I hereby certify that this data submission accurately represents the information recorded in my organization's accounting system with regard to the reporting requirements set forth in the Official Code of Georgia Annotated (O.C.G.A.), Section 50-6-32. I further certify that all confidential information has been redacted from this data submission in accordance with O.C.G.A. 50-6-32 (f). I understand that this information excluding the FEI/SS# will be made public on Open.Georgia.gov on January 1st of each year and that my organization is responsible for responding to inquiries from interested parties concerning this information.

File Types found, displaying all File Types.

File Type	Total Active Records	Total Amount	Status	
Payments	0	0.00	NOT STARTED	**Confirm**
Purchase Cards	1	450.00	STARTED	**Confirm**

Please review the record counts and the total amounts prior to confirmation. Once you have confirmed you will no longer be able to make any changes to the data. If you confirm by mistake please contact our office for a reset so you can continue working with the information.