PURCHASING CARD LOG INSTRUCTIONS

To comply with the State of Georgia Statewide Purchasing Card Policy, each cardholder must maintain a log of their purchasing card transactions and submit it monthly to Purchasing Services along with the bank statement and receipts. The cardholder will enter the PCard transaction information into the PCard Log in an Excel format. The information may be copied from a Works report to the Excel file or entered to the Excel file manually. The information may be hand written only if the cardholder has no computer access. The instructions for completing the log are below. Option A is the preferred method.

OPTION A: Copy and Paste Transactions from a Works Report

1. Open a Copy of the PCard Log in Excel
2. Enter the Header Information:
    a. Cardholder Name
    b. Supervisor Name
    c. Cardholder Phone Number
    d. Supervisor Phone Number
    e. Department
    f. Statement Date
3. Log into Works
4. Select Configurable Reports
    a. Select Reports
    b. Select Spend Reports
5. Step 1: Choose a Spend Report Template:
    a. Click the down arrow
    b. Select “Choose from all Available Templates…” (once you have used the report it will appear in “recently used templates”)
    c. Select PCard Log Report
6. Add General and Column Filters:
    a. The dates shown must be changed each month to reflect the current bank statement cycle dates.
    b. To select the date range click on Date…
        i. Select “ Selected Cycle”
        ii. The beginning and ending dates will appear in the window
        iii. The ending date must match the bank statement date
        iv. To choose the correct cycle, click the arrows to the right or left of the date.
        v. Click Finish
    c. If you are a proxy reconciler for another cardholder, or have other cardholders who report to you, then the report will include their transactions as well. To filter the report to include only your transactions, select the following:
        i. Card (filter by card)
        ii. Select your card by placing a ✓ by your name
        iii. Finish
7. Submit Report (your report has been queued)
8. Download XLS (report queued)
9. Open (when the file download box appears)
10. The report will appear directly on the screen or as a minimized Excel file. To expand the columns, highlight the report by clicking on the top corner cell (above Row 1 and left of Column A). Then double click on the line between Column A and Column B.

11. To Copy and Paste the Report Information to the Log:
    a. Delete Line 1 (header row)
    b. If the report has 20 transactions or less, copy and paste Columns A – E to Cell A5 in the PCard Log.
    c. If the report has more than 20 transactions, copy and paste the first 20 transactions to Cell A5 and the remaining transactions to Cell A31 (this will be Page 2 of the log).
12. Enter the Following Information for Each Transaction on the Log:
    a. Description (of items purchased)
    b. Business Purpose (how the items will be used)
13. Print the completed log.
14. The Cardholder and Supervisor must sign and date the affidavits on the first page.
15. Staple the PCard Log behind the Bank Statement so that the signatures are on the right side. Attached the Itemized Receipts behind the PCard log in the same order they appear on the Bank Statement.
16. Send the Signed Log, Signed Bank Statement and Itemized Receipts to Purchasing Services by the 5th of the Month Following the Statement Date.

OPTION B: Enter the PCard Transactions in Excel Format Manually

1. Enter the Header Information:
    a. Cardholder Name
    b. Supervisor Name
    c. Cardholder Phone Number
    d. Supervisor Phone Number
    e. Department
    f. Statement Date
2. Enter the Following Information for Each Transaction on the Bank Statement:
    g. Transaction Date
    h. Post Date
    i. Vendor Name
    j. Transaction Amount
    k. Fund
    l. Description (of items purchased)
    m. Business Purpose(how the items will be used)
3. Print the completed log.
4. The Cardholder and Supervisor must sign and date the affidavits on the first page.
5. Staple the PCard Log behind the Bank Statement with signatures to the right. Attached the Itemized Receipts behind the Log in the same order as they appear on the Bank Statement.
6. Send the Signed Bank Statement, Signed Log and Itemized Receipts to Purchasing Services by the 5th of the Month Following the Statement Date.

OPTION C: Enter the PCard Transactions By Hand (only for cardholders with no computer access)

PURCHASING CARD LOG INSTRUCTIONS

1. Print the PCard Log. (If there are more than 20 transactions on the bank statement, print the Continuation Page as page 2)
2. Enter the Header Information:
   a. Print Cardholder Name
   b. Print Supervisor Name
   c. Cardholder Phone Number
   d. Supervisor Phone Number
   e. Department
   f. Statement Date
3. Enter the Following Information for Each Transaction on the Bank Statement:
   g. Transaction Date
   h. Post Date
   i. Vendor Name
   j. Transaction Amount
   k. Fund
   l. Description (how the items will be used)
   m. Business Purpose (how the items will be used)
4. The Cardholder and Supervisor must sign and date the affidavits on the first page.
5. Staple the PCard Log behind the Bank Statement with signatures on the right side. Attached the Itemized Receipts behind the Signed Log in the same order that they appear on the Bank Statement.
6. Send the Signed Bank Statement, Signed Log and Itemized Receipts to Purchasing Services by the 5th of the Month Following the Statement Date.