

Protocol for P card Reports:

1. The P card reports and receipts are **due** in the business office on or before the **10th of each month**.
2. Print the report for the **reporting cycle only**. Do not put in date ranges.
3. Print the report in **LANDSCAPE** form. The portrait form cuts off account numbers.
4. Tape **ORIGINAL** receipts to a blank piece of paper. **Two receipts per page**. We **MUST** have original receipts.
(see attached sample)
5. If you use your P card to pay for food from a restaurant, pizza store, etc... you must provide a **DETAILED RECEIPTS** of exactly what was ordered. If we do not have a detailed receipt you will be responsible for that transaction. (see attached sample)
6. We are **TAX EXEMPT**. You should not be paying tax. If you need a tax exempt form please let me know and I can provide you with one.

Log in to Fifth-Third Bank User ID: _____ Password: _____

Click Account Activity (upper green bar)

Click Transaction Summary

Click circle: Reporting Cycle: Click arrow down Choose month year statement **ONLY**

Click Search

Click under Details Bars (far left)

Transaction

Type description in Expense Description:

If account is split - follow directions for **Splitting a Transaction**

Accounting Codes Information:

Building/Dept, arrow down: Choose location

Position/Building, arrow down Choose position

Enter Account#, arrow down Type in full account number, when it is highlighted yellow, click on #

Click Reviewed box, upper left

Click Save, upper right

Go to next transaction, etc.

Schedule Report:

CHECK ALL DESCRIPTIONS/ACCOUNTS BEFORE SCHEDULING REPORT

Click Account Activity (upper green bar)

Click Schedule Reports

Click Expense Report (v2)

Avondale 63070 (ACTIVE), should be checked Click Next

Filters Click Next

Options, (click **Include Splits** box, if needed) Click Next

VERY IMPORTANT, Click Reporting Cycle ONLY

Click arrow down, choose month, year Click Save

Report will show up on home page in your Inbox

Report will appear in Completed Reports; Click on the file you want to open

If file does not appear right away; click refresh; select report - download; open

Print (2) reports, one for your files, sign, date and attach receipts *(change to landscape)*

Give to supervisor for approval

Logout

Send to: *Kelly Jones*

Splitting a Transaction

Click on Split Detail Tab

Enter the number of splits

[Click Add](#)

Split lines:

Enter description

Enter amount

Repeat for each split line

Once all split lines are complete

[Click Save \(at bottom\)](#)

Click Expand All

Click Edit Account Detail (right side)

Building/Dept, arrow down:

Chose location

Position/Bldg, arrow down:

Choose position

Enter Account #, arrow down:

Type in full account number

Repeat for each split line

Once all split lines are complete

[Click Save \(at bottom\)](#)

Click on Financial Detail Tab

Fill in expense description

Click Reviewed Box, upper left

Click Save, upper right

Go to next transaction, etc.

Make sure when running your report in the options box you click INCLUDE SPLITS

2 receipts per page. (Leave room on the left for hole punches)

Tim Hortons

Restaurant #4777
 940 Rochester Road
 Rochester Hills, MI 48307
 Phone: (248)652-8292

12 Mixed Bagels	\$9.85
Plain	
AppleCinn	
innRais	
unTom	
lCheese	
Everything	
bits	\$6.99
Tax:	\$0.00
Total:	\$16.84
Card:	\$16.84
Due:	\$0.00

ut # 349 300 Cashier
 Thanks for stopping by!
 Tell us how we did at
 www.telltimhortons.com 1-888-601-1616
 Wed Jun 3, 2015 07:07:47
 Receipt #: 2659263

MASTER CARD *****5596
 Card Entry: SWIPED Sequence: 000026
 Trans Type: Purchase \$16.84
 Term #: 203
 Auth #: 026494 APPROVED

Guest Copy
 REPRINT RECEIPT



Great food.
 Low prices.

65 S. LIVERNOIS
 248-652-4750
 YOUR CASHIER WAS TYLER

	TDDY GRM CKY	3.19 F
	TEDDY GRAHMS	3.19 F
1 @ 2/3.00		
	KRO TSTRPST	1.50 F
	PLBRY FF FROSTING PC	2.49 F
SC	PLBRY FF FR (1.69)	0.80-F
3.86 (3.87) 1b @ 0.65 /1b		
WT	BANANA ORGNC	2.51 F
1 @ 2/3.00		
	KR GUMMI RNG PC	1.50 F
SC	KR GUMMI RNG (.00)	1.50-F
	STYF YOGURT	3.79 F
	KIND GRANOLA	5.29 F
SC	2-TIER PRIC (3.99)	1.30-F
	SLPBR HONEY BEAR	5.99 F
	KRTZ PNCK MX PC	5.79 F
SC	KRTZ PNCK M (5.39)	0.40-F
	MBTW SYRUP PC	3.99 F
SC	MBTW SYRUP (3.49)	0.50-F
1 @ 2/3.00		
	KRO TSTRPST	1.50 F
1 @ 2/3.00		
	GUMMI WORMS PC	1.50 F
1 @ 2/3.00		
	GUMMI WORMS PC	1.50 F
	DUNHNS FROSTING PC	2.19 F
SC	DUNHNS FROS (1.89)	0.30-F
	PLBY CAKE MX PC	1.69 F
SC	PLBY CAKE M (1.49)	0.20-F
	PLBY CAKE MX PC	1.69 F
SC	PLBY CAKE M (1.49)	0.20-F
	TAX	0.00
	**** BALANCE	44.10

018 Kroger #492
 65 S. LIVERNOIS
 ROCHESTER MI 48307
 MASTERCARD Purchase
 *****5596
 TOTAL: 44.10
 REF#: 065098

MASTERCARD 44.10
 CHANGE 0.00
 TOTAL NUMBER OF ITEMS SOLD = 17

***** (32)
 KROGER SALES
 TOTAL SALES
 TOTAL

Wrong! Not acceptable.
No detail

Jet's Pizza
2082 W Auburn Rd
Rochester Hills, MI 48309

Name
Card Type MasterCard
Card Number *****~~9123~~
Date/Time 6/10/2015 10:57 am
Ticket # 13
Server DERIN B
Tender Station STATION5

Amount \$20.12

Tip _____

Total _____

Approved - Thank you
Auth # 019271
Seq # 156293

Signature X _____
I agree to pay the above total amount
according to the card issuer agreement.

Setting up your pin number for your P card

In order to use your P card at a store you will have to set up a pin number prior to using your P card at a store. You do not have to have a pin number to use your card online or over the phone.

You will need to have the following information when you call:

1. Your 16 digit P card number
2. The last four digits of your SS#
3. The billing zip code (48326)
4. A four digit pin number that you would like to use

Steps for setting up your pin number:

1. Call (866) 475-0729
2. Press option # 4
3. Press option # 1
4. Press option # 4
5. Provide answers to the questions

You are all set and ready to use your P card at a store.