



About Procurement Card (PCard) Administration

The Procurement Card (PCard) is used by assigned employees to procure and pay for small purchases. The PCard expedites the accounts payable process. Cardinal loads all PCard transaction data daily from the PCard Issuer. In addition, Cardinal identifies all PCard Holders, their PCard limits, and their location information, as well as their supervisors' and individuals approved to manage their transactions (known as proxies). Cardinal tracks all user transactions, account values, approvals, and merchant data.

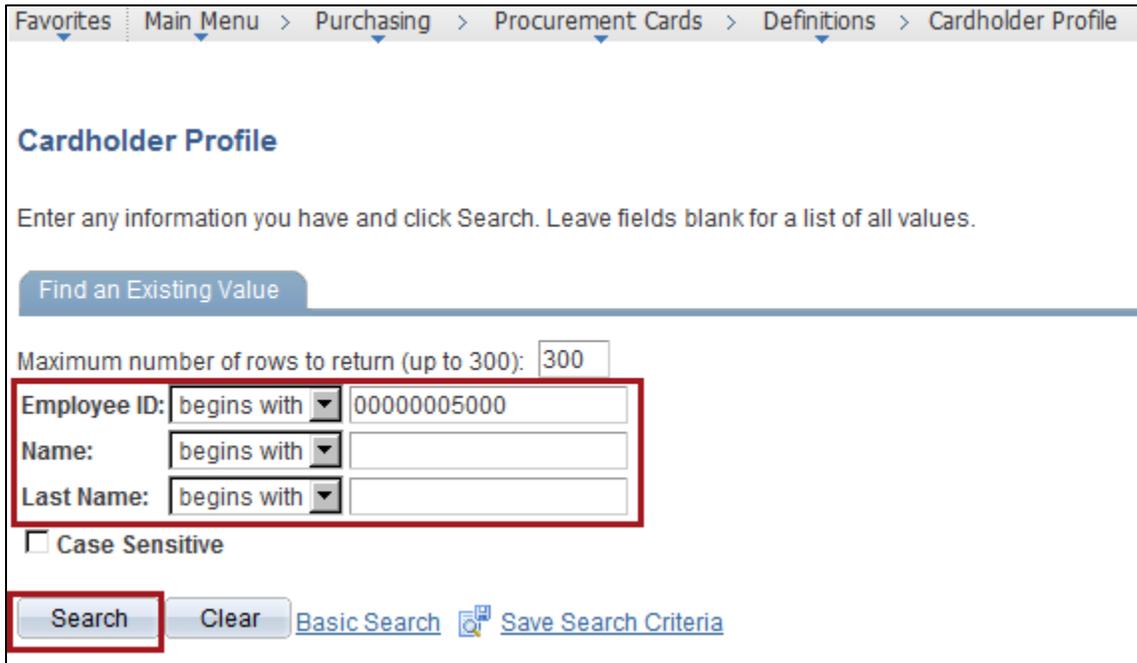
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Setting Up PCard Holders (Users)

- 1 Navigate using the following path:

Purchasing > Procurement Cards > Definitions > Cardholder Profile



The screenshot shows the 'Cardholder Profile' search interface. At the top, a breadcrumb trail reads: Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile. Below this is the title 'Cardholder Profile' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is present. Below the button is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300'. Three search criteria are listed, each with a dropdown menu set to 'begins with': 'Employee ID:' with the value '00000005000', 'Name:', and 'Last Name:'. A checkbox for 'Case Sensitive' is unchecked. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

- 2 The **Cardholder Profile** page displays. Enter the search criteria (i.e. **Employee ID, Name, Last Name** of the employee) for the desired PCard User or click the **Search** button for a list of all values.
- 3 In the **Search Results** section, click the link of the PCard User.

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

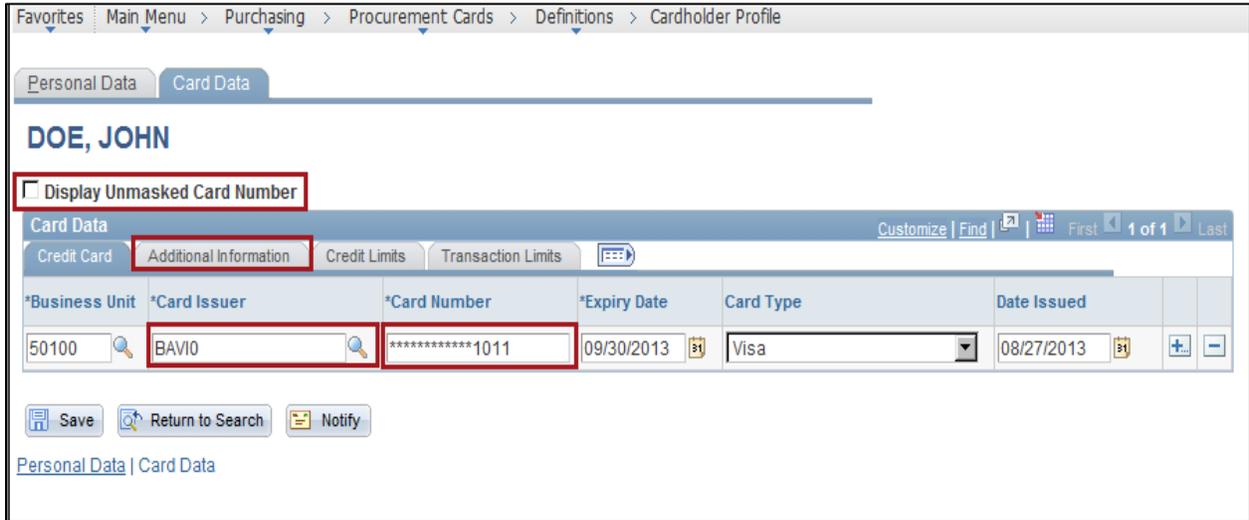
Name: DOE, JOHN
Employee ID: 00000005000
Personnel Status: Employee
Telephone:

Home Address		Mailing Address	
Country:	USA United States		
Address 1:	100 MAIN ST		
Address 2:			
Address 3:			
City:	RICHMOND		
County:		Postal:	99999
State:	VA Virginia		

 Save  Return to Search  Notify

[Personal Data](#) | [Card Data](#)

- 4 The **Personal Data** page displays. Click the **Card Data** tab.



Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

DOE, JOHN

Display Unmasked Card Number

Card Data | Customize | Find | First | 1 of 1 | Last

Credit Card | **Additional Information** | Credit Limits | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
50100	BAVIO	*****1011	09/30/2013	Visa	08/27/2013

Save | Return to Search | Notify

[Personal Data](#) | [Card Data](#)

5 The **Card Data** page displays. The following fields must be entered:

- **Business Unit:** The employee's Business Unit
- **Card Issuer:** Each District has an assigned Card Issuer ID (i.e. **BAVI4**=Richmond, **BAVI5**=Hampton Roads, etc)
- **Card Number:** Enter the 16 digit card number.
- **Expiry Date:** Expiration date of the card
- **Card Type:** **American Express, Visa or Mastercard**
- **Date Issued:** This field defaults to the current date, however can be changed if appropriate

Note: Once the 16-digit card number is entered, the leading 12-digits are encrypted and cannot be seen by Cardinal users who do not have the security role to see it. PCard Administrators can select the **Display Unmasked Card Number** checkbox to view the entire card number. The checkbox defaults to unselected.

6 Click the **Additional Information** tab.

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | Card Data

DOE, JOHN

Display Unmasked Card Number

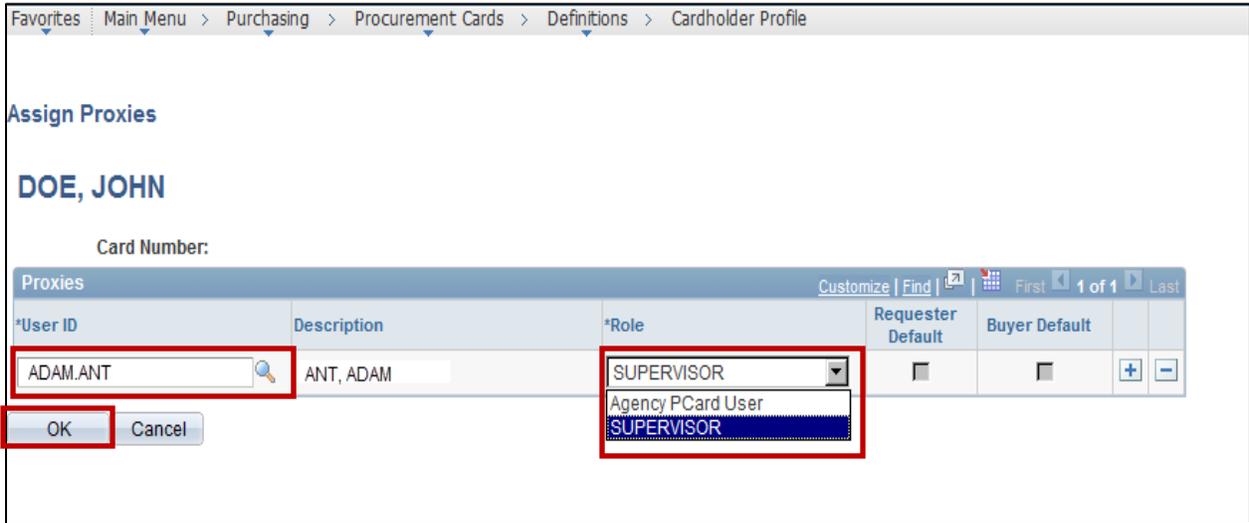
Card Data Customize | Find | First 1 of 1 Last

Credit Card | Additional Information | Credit Limits | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
50100	BAVIO	*****1011	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

[Personal Data](#) | [Card Data](#)

- 7 Do not select the **Vendor Card** checkbox. This is for a store card (i.e., Lowe's or Home Depot).
- 8 Click the **Proxies** link.



Assign Proxies

DOE, JOHN

Card Number:

*User ID	Description	*Role	Requester Default	Buyer Default
ADAM.ANT	ANT, ADAM	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

9 The **Assign Proxies** page appears. Use this page to assign the following proxies to each PCard User:

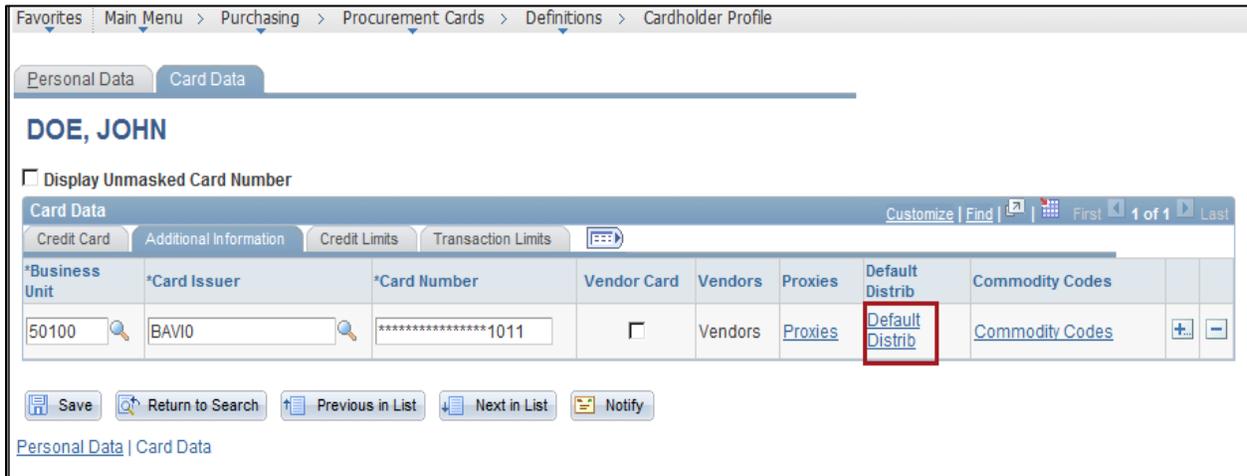
- **Card Holder**
- **Card Holder's Supervisor**
- **Back-Up to Cardholder's Supervisor**
- **District PCard Administrator (if District employee)**
- **VDOT PCard Administrator (both District & CO employees)**
- **VDOT System Administrator**
- **PPS (refer to ASD for names)**

There can be multiple roles established in Cardinal for a specific individual. Therefore, select only the specific role that the Cardholder Proxy will apply. For example, a particular supervisor can also be a PCard Holder. The proxy role selected for this individual is **Agency PCard User**, not supervisor.

10 Enter the **User ID** for each of the proxies by clicking on the **Look Up** icon.

11 Select a value from the **Role** drop down menu.

12 Click the **OK** button.



Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | Card Data

DOE, JOHN

Display Unmasked Card Number

Card Data Customize | Find | First 1 of 1 Last

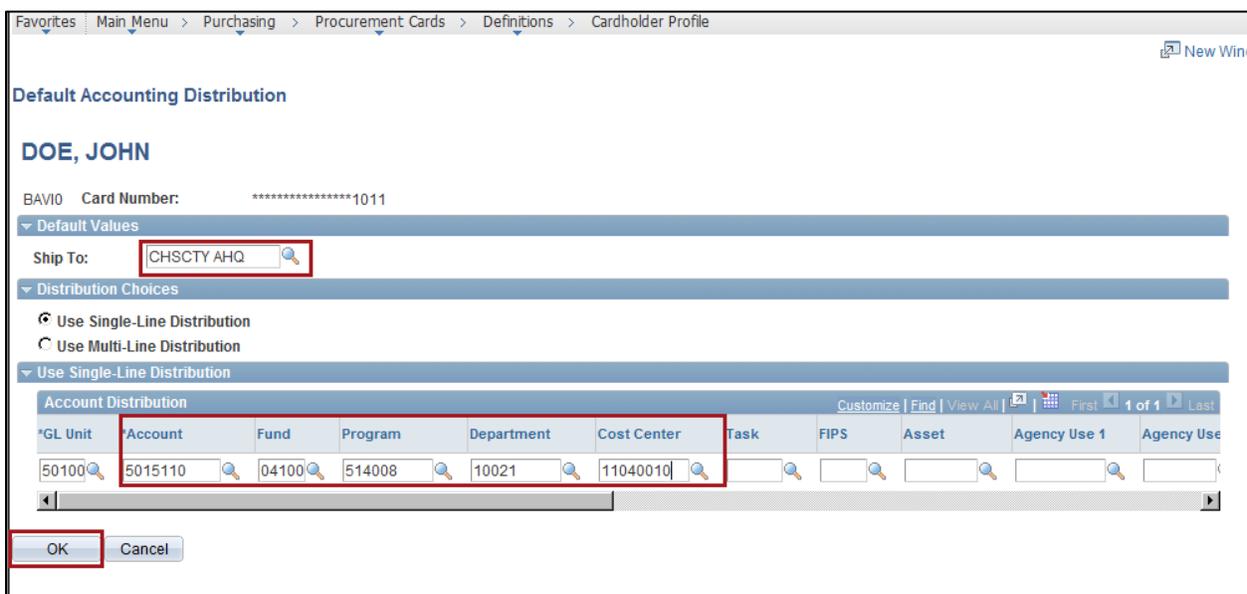
Credit Card | Additional Information | Credit Limits | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
50100	BAV10	*****1011	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

Save | Return to Search | Previous in List | Next in List | Notify

[Personal Data](#) | [Card Data](#)

13 The Additional Information tab displays. Click the **Default Distrib** link.



Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Default Accounting Distribution

DOE, JOHN

BAV10 Card Number: *****1011

Ship To:

Use Single-Line Distribution
 Use Multi-Line Distribution

Use Single-Line Distribution

*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
50100	5015110	04100	514008	10021	11040010					

14 Enter the **Ship To** location.

15 Enter Chart of Accounts values. The **GL Unit** and **Account** are required. Other values, such as **Fund**, **Program**, **Department**, and **Cost Center** can be entered. These values default on the transaction distribution and can be changed, if necessary.

16 Click the **OK** button.

Note: The **Use Single-Line Distribution** option in the Distribution Choices section is most commonly used and requires only **GL Unit** and **Account** values. The **Use Multi-Line Distribution** option is available when the user is regularly splitting charges.

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | Card Data

DOE, JOHN

Display Unmasked Card Number

Card Data Customize | Find | First 1 of 1 Last

Credit Card | Additional Information | **Credit Limits** | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
50100	BAVIO	*****1011	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

17 The Additional Information tab displays. Click the **Credit Limits** tab.

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | Card Data

DOE, JOHN

Display Unmasked Card Number

Card Data Customize | Find | First 1 of 1 Last

Credit Card | Additional Information | **Credit Limits** | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
50100	BAVIO	*****1011				USD

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

18 Enter credit limit values as applicable. **Note:** These are not required for card limits since they are managed in the Card Issuer system (i.e., BOA “WORKS”).

19 Click the **Save** button.

Note: The PCard Administrator can add, delete, and/or edit PCard values at any time.

Never delete a PCard from Cardinal once a transaction has been processed!

PCard Transaction Approval

Note: Please refer to the **NAV210: Performing Approvals** course to view information on approving PCard transactions.

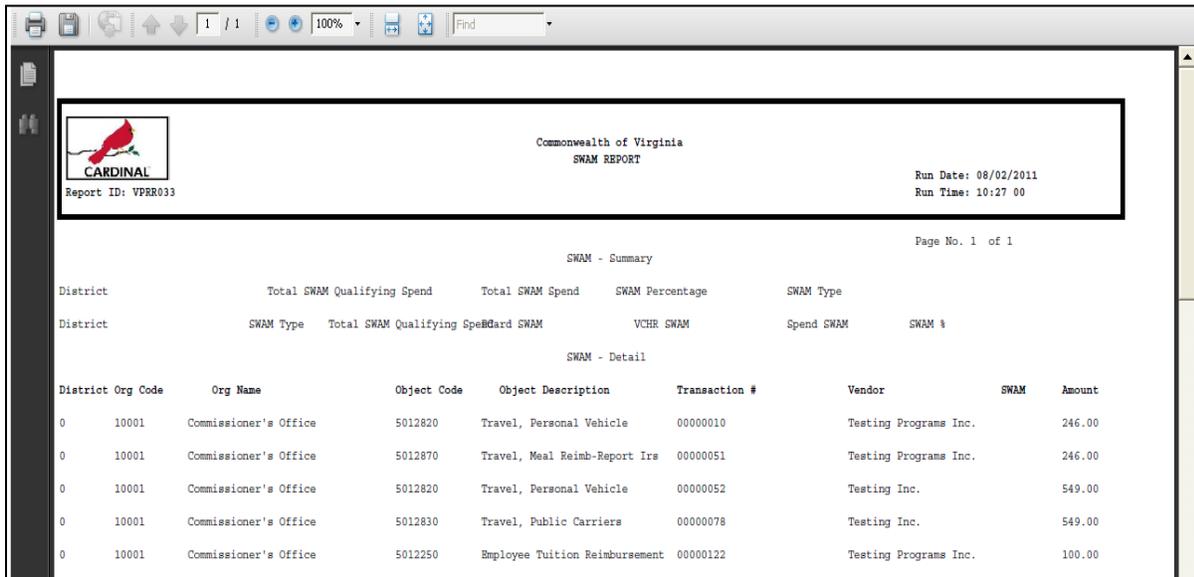
PCard Reports

Note: Please refer to the **NAV22: Introduction to Reporting** course to view information on how to run report.

SWAM Report

Navigate using the following path:

Main Menu > Sourcing > Reports > SWAM Report



Commonwealth of Virginia
SWAM REPORT
Report ID: VPER033
Run Date: 08/02/2011
Run Time: 10:27 00
Page No. 1 of 1

SWAM - Summary

District	Total SWAM Qualifying Spend	Total SWAM Spend	SWAM Percentage	SWAM Type		
District	SWAM Type	Total SWAM Qualifying Spend	Card SWAM	VCHR SWAM	Spend SWAM	SWAM %

SWAM - Detail

District	Org Code	Org Name	Object Code	Object Description	Transaction #	Vendor	SWAM	Amount
0	10001	Commissioner's Office	5012820	Travel, Personal Vehicle	00000010	Testing Programs Inc.		246.00
0	10001	Commissioner's Office	5012870	Travel, Meal Reimb-Report IRS	00000051	Testing Programs Inc.		246.00
0	10001	Commissioner's Office	5012820	Travel, Personal Vehicle	00000052	Testing Inc.		549.00
0	10001	Commissioner's Office	5012830	Travel, Public Carriers	00000078	Testing Inc.		549.00
0	10001	Commissioner's Office	5012250	Employee Tuition Reimbursement	00000122	Testing Programs Inc.		100.00

Note: The screen above shows the **SWAM Report**.



Purchase Details Report.

Navigate using the following path:

Main Menu > Purchasing > Procurement Cards > Reports > Purchase Details.

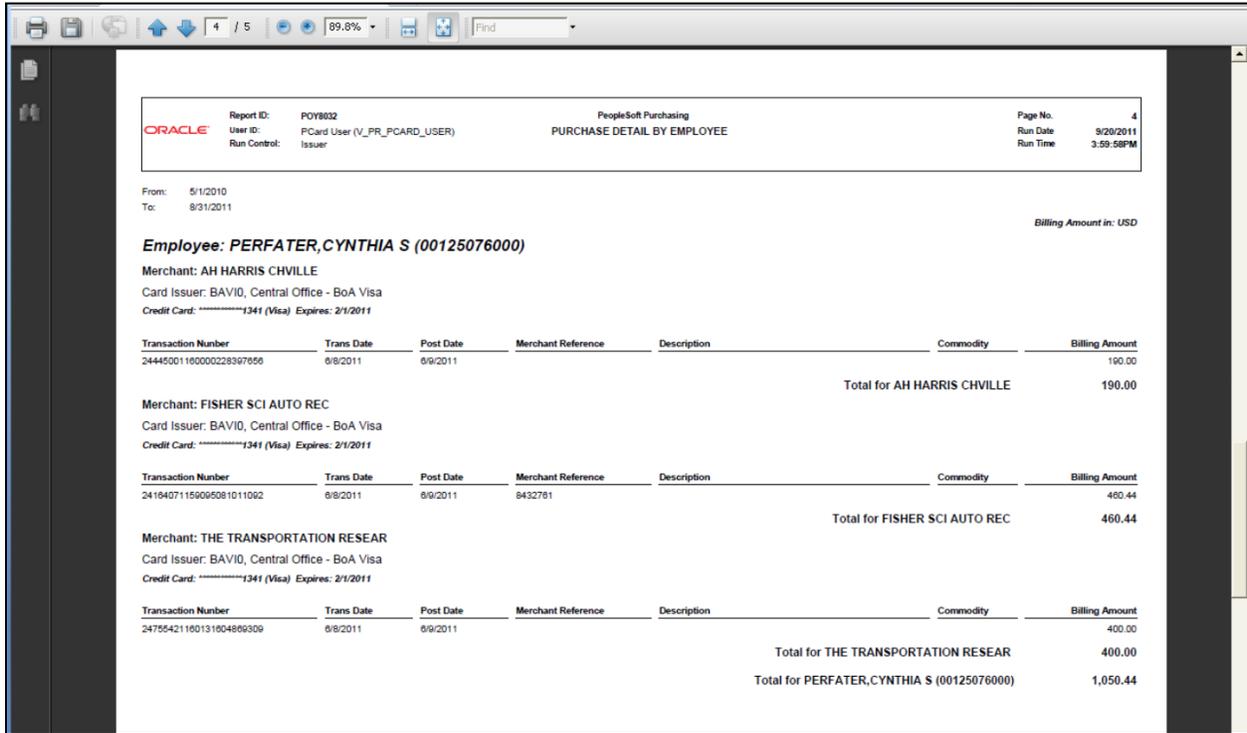
Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
ORACLE Report ID: POY8001 PeopleSoft Purchasing Page No. 1 User ID: Procurement System Admin (V_PR_PROCUREMENT) PURCHASE DETAIL BY MERCHANT Run Date: 8/22/2011 Run Control: 05PROTD1B Run Time: 10:53:35AM						
From: 1/1/1500 To: 1/1/2099 Billing Amount in: USD						
Merchant: AACME GENERAL CONTRACTOR						
Card Issuer: BAVI7, Culpeper District 7 - BoA Visa						
Credit Card: *****9120 (Visa) Expires: 2/1/2011						
Employee: WATSON,WILLIAM W (00188418400)						
2426657115920600001892	6/8/2011	6/9/2011				4,950.00
Total for BAVI7, Culpeper District 7 - BoA Visa						4,950.00
Total for AACME GENERAL CONTRACTOR						4,950.00
Merchant: ACE HARDWARE - VERONA						
Card Issuer: BAVI8, Staunton District 8 - BoA Visa						
Credit Card: *****9119 (Visa) Expires: 2/1/2011						
Employee: ZAMBROTTA,RICHARD V (00201206600)						
24388941159230101424769	6/8/2011	6/9/2011				94.95
Total for BAVI8, Staunton District 8 - BoA Visa						322.93
Total for ACE HARDWARE - VERONA						322.93

Note: The above below shows the **Purchase Details Report.**

Purchase Details Report by Employee

Navigate using the following path:

Main Menu > Purchasing > Procurement Cards > Reports > Purchase Details by Employee



Report ID: POV8032
 User ID: PCard User (V_PR_PCARD_USER)
 Run Control: Issuer

PeopleSoft Purchasing
 PURCHASE DETAIL BY EMPLOYEE

Page No. 4
 Run Date 9/20/2011
 Run Time 3:59:58PM

From: 5/1/2010
 To: 8/31/2011

Billing Amount in: USD

Employee: PERFATER,CYNTHIA S (00125076000)

Merchant: AH HARRIS CHVILLE
 Card Issuer: BAVIO, Central Office - BoA Visa
 Credit Card: *****1341 (Visa) Expires: 2/1/2011

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24445001160000228367656	8/8/2011	8/9/2011				190.00
Total for AH HARRIS CHVILLE						190.00

Merchant: FISHER SCI AUTO REC
 Card Issuer: BAVIO, Central Office - BoA Visa
 Credit Card: *****1341 (Visa) Expires: 2/1/2011

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24194071159065081011092	8/8/2011	8/9/2011	8432761			460.44
Total for FISHER SCI AUTO REC						460.44

Merchant: THE TRANSPORTATION RESEAR
 Card Issuer: BAVIO, Central Office - BoA Visa
 Credit Card: *****1341 (Visa) Expires: 2/1/2011

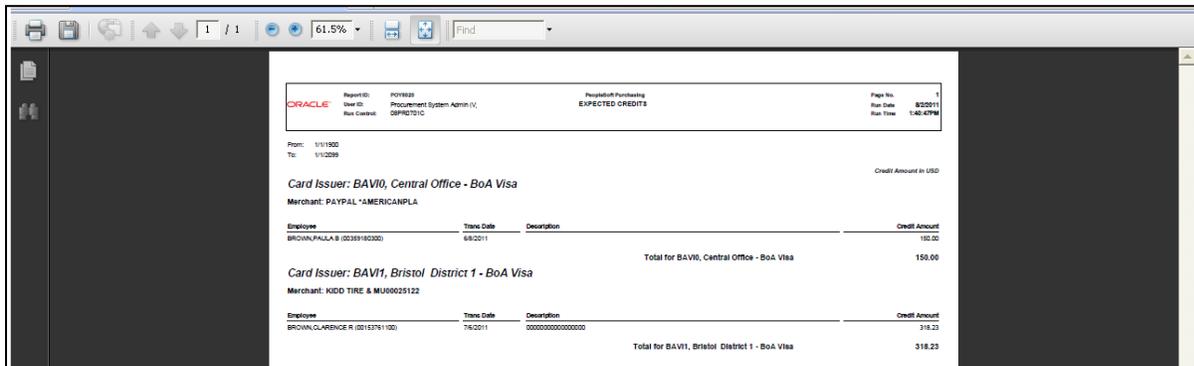
Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24755421160131804869309	8/8/2011	8/9/2011				400.00
Total for THE TRANSPORTATION RESEAR						400.00
Total for PERFATER,CYNTHIA S (00125076000)						1,050.44

Note: The screen above shows the **Purchase Details by Employees Report**.

Expected Credits Report

Navigate using the following path:

Main Menu > Purchasing > Procurement Cards > Reports > Expected Credits



Report ID: POV8029
 User ID: Procurement System Admin (V)
 Run Control: SPPRC131C

PeopleSoft Purchasing
 EXPECTED CREDITS

Page No. 1
 Run Date 8/23/2011
 Run Time 1:46:47PM

From: 1/1/1900
 To: 1/1/2099

Credit Amount in: USD

Card Issuer: BAVIO, Central Office - BoA Visa
 Merchant: PAYPAL *AMERICANPLA

Employee	Trans Date	Description	Credit Amount
BROWN,PAULA B (00389180300)	8/8/2011		150.00
Total for BAVIO, Central Office - BoA Visa			150.00

Card Issuer: BAV11, Bristol District 1 - BoA Visa
 Merchant: KIDD TIRE & M000025122

Employee	Trans Date	Description	Credit Amount
BROWN,CAROLYN R (00103761100)	7/6/2011	000000000000000000	318.23
Total for BAV11, Bristol District 1 - BoA Visa			318.23

Note: The screen above shows the **Expected Credits Report**.



PCard Queries

Note: Please refer to the NAV22: Introduction to Reporting course for information on running queries.

PCard Transactions by Transaction Date

Navigate using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

CSV Text File XML File (60 kb)

Cardholder Name	Statement Status	Transaction Number	Sequence Number	Transaction Date	Transaction Line Number	Posted Date	Billing Date	Merchant	Vendor	Amount	Last User to Modify	Last Change Date
NS,HAROLD P	Staged	24692161189000511940856	31	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		1799.750		07/19/2011 11:41:40AM
NS,HAROLD P	Staged	24692161189000511940815	27	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		67.110		07/19/2011 11:41:40AM
NS,HAROLD P	Staged	24692161189000511940823	28	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		3974.230		07/19/2011 11:41:40AM
NS,HAROLD P	Staged	24692161189000511940831	29	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		1201.730		07/19/2011 11:41:40AM
NS,HAROLD P	Staged	24692161189000511940849	30	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		900.000		07/19/2011 11:41:40AM
NS,HAROLD P	Staged	24692161189000511940864	32	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		3530.620		07/19/2011 11:41:40AM
NS,HAROLD P	Staged	24692161189000511940872	33	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		3571.850		07/19/2011 11:41:40AM
BER,JERRY W	Closed	24013391188014122359253	17	07/06/2011	0	07/08/2011	07/15/2011	LEE FARMERS COOPERATIVE I		377.000	V_PR_PROCUREMENT_SYSTEM_ADMIN	07/26/2011 4:49:44PM V_PF
WV,CLARENCE R	Staged	24164071188200000066731	9	07/06/2011	0	07/08/2011	07/15/2011	KIDD TIRE & MU00025122		132.990		07/19/2011 11:41:40AM

This query is useful to view any/all transactions to include statements per User, or items by District and any combination thereof. The screen above shows the **PCard Transactions by Transaction Date** query data.



New PCard Vendor

Navigate using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_PR_PCARD_VNDR - New PCard Vendor Report

Date/Time: 11/29/2010
To Date: 08/02/2011
[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First 1-9 of 9 Last

SetID	Merchant	Address	City	Phone Number	State	Postal	Taxpayer ID	1099 Rpt Acct
1 STATE	AFTON COMMUNICATIONS		540-9772400		VA	240190000		YES
2 STATE	AH HARRIS CHVILLE		860-665-9494		VA	229020000		YES
3 STATE	Amazon.com		AMZN.COMBILL		WA	981010000		YES
4 STATE	DGS DIV PURCHASE AND SUPPL		807-2253796		VA	232190000		YES
5 STATE	EDWARDS BUSINESS SYSTE		610-790-8685		PA	196100000		YES
6 STATE	ENTERPRISE RENT-A-CAR		FREDERICKSBRG		VA	224070000		YES
7 STATE	THE OFFICE PLACE INC		ABINGDON		VA	242100000		YES
8 STATE	XEROX CORP. XCS/RBO		888-888-8888		NY	146440000		YES
9 STATE	XEROX DIRECT		888-2475107		OR	970700000		YES

This query is used to identify new PCard vendors and related information to be updated within Cardinal as preferred vendors for future reporting. The screenshot above shows the **New PCard Vendor** query data.

Unreconciled Transactions

Navigate using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_PR_UNRECONCILED_TRNSCTNS - ISSP Un Reconciled Transaction

Card Issuer: BAV11
Name (% For All): %
District (% For All): %
[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (32 kb)

View All

Unit	Short Desc	Name	Issuer	Card Number (Last 4 digits)	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Vendor Item ID	Description	Unit of Measure	Quantity	Unit Price
1	50100	BoAVDist1	AKENS,HAROLD	BAV11	EqW2	24692161189000511940864	32	07/07/2011	0	CARTER WELDING, LLC			EA	1.0000	3530.62000
2	50100	BoAVDist1	AKENS,HAROLD	BAV11	EqW2	24692161189000511940866	31	07/07/2011	0	CARTER WELDING, LLC			EA	1.0000	1799.75000
3	50100	BoAVDist1	AKENS,HAROLD	BAV11	EqW2	24692161189000511940849	30	07/07/2011	0	CARTER WELDING, LLC			EA	1.0000	900.00000

This query is useful to identify transactions that have not been verified. This query is used by Managers to ensure that Cardholders accurately manage transaction data. The Cardholder or the Administrators in each District or Central Office can retrieve transaction data. The screen above shows the **Unreconciled Transactions** query data.

Note: All Queries can be downloaded as Excel, CSV and XML.

Admin Reconciliation

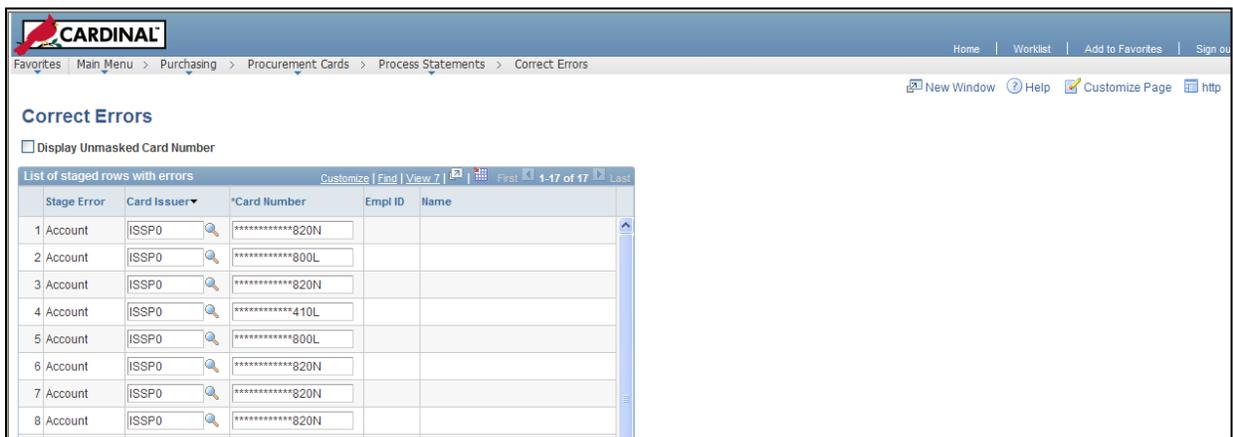
The PCard Inbound file is staged and loaded into Cardinal as a batch process and does not need to be manually processed.

If the process is interrupted due to errors, the PCard Administrator corrects the errors. The batch process is then run again once the errors have been corrected.

PCard Statement Errors

Navigate using the following path to view errors (if any):

Main Menu > Purchasing > Procurement Cards > Process Statements > Correct Errors



Stage Error	Card Issuer	*Card Number	Empl ID	Name
1 Account	ISSP0	*****820N		
2 Account	ISSP0	*****800L		
3 Account	ISSP0	*****820N		
4 Account	ISSP0	*****410L		
5 Account	ISSP0	*****800L		
6 Account	ISSP0	*****820N		
7 Account	ISSP0	*****820N		
8 Account	ISSP0	*****820N		

The **Correct Errors** page displays.

Note: Files are uploaded each day and can be viewed at any time. Each PCard Administrator should regularly view files to ensure that there are no errors and to avoid any delay in vouchers at the end of the monthly billing cycle.

If errors are found, the District PCard District/Division Administrator makes the adjustment. The most common error is no employee name listed for a PCard number. Complete the steps under the **Setting Up PCard Holders (Users)** section to fix this error.

The error will be corrected in Cardinal when the Batch Processor runs the Daily Statement Load process.

Voucher Load

The PCard Load Voucher Stage process is run on the last business day of each month by the Procurement System Administrator for all Districts and Central Office. All approved transaction data for the specific billing period is loaded onto tables that populate and create the voucher, using the Voucher Build Program. If errors occur from the initial PCard Load Voucher Stage process, the process will need to be run again.

Note: The Agency must make full payment to the Card Issuer for all transactions in the billing cycle, whether transactions are approved or not. Failure to meet the timeline will result in a charge to the Agency Suspense Account and is not permissible.

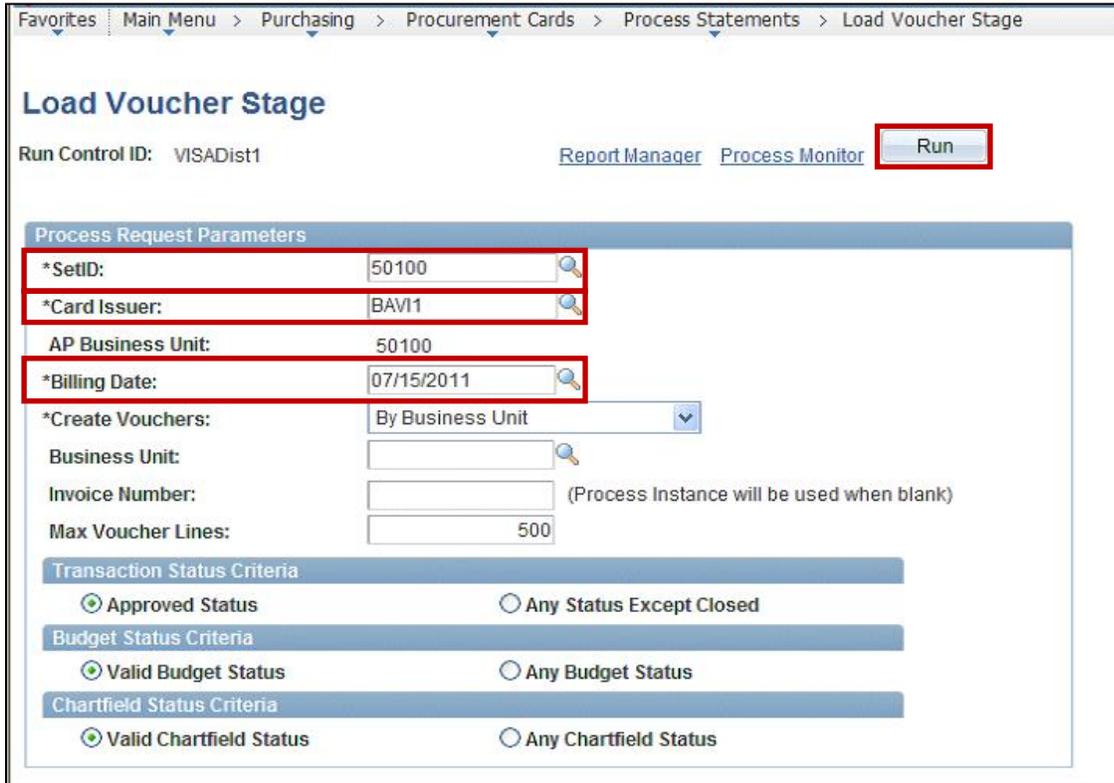
If this occurs, notification to the Procurement System Administrator, Agency PCard Administrator, ASD/ADA, Fiscal/ADA and affected Accounting Manager is necessary and the Load Voucher Stage process must be run again. Once the process runs successfully, the Procurement System Administrator notifies the Procurement System Administrator, Agency PCard Administrator, ASD/ADA, Fiscal/ADA, and affected Accounting Manager. The AP Voucher Accountant then adjusts the Voucher per AP/Fiscal policy.

Strict adherence to the schedule is essential. All transactions must be processed prior to the Load Voucher Stage step, which is the last business day of the month.

To avoid delays, the **PCard Transaction by Transaction Date** query is an excellent tool to review transactions by District/CO for a billing cycle.

Run the Voucher Load Process:

- 1** Navigate using the following path:
Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage
- 2** Look up a previously used Run Control ID:
 - a. Enter that value in the **Run Control ID** field
 - b. Click the **Search** button
 - c. Selecting the appropriate Run Control ID.
- 3** To create a new Run Control ID:
 - a. Click the **Add a New Value** tab
 - b. Enter a value into the **Run Control ID** field
 - c. Click the **Add** button.



Load Voucher Stage

Run Control ID: VISADist1 [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameters

*SetID: 50100

*Card Issuer: BAV1

AP Business Unit: 50100

*Billing Date: 07/15/2011

*Create Vouchers: By Business Unit

Business Unit:

Invoice Number: (Process Instance will be used when blank)

Max Voucher Lines: 500

Transaction Status Criteria

Approved Status Any Status Except Closed

Budget Status Criteria

Valid Budget Status Any Budget Status

Chartfield Status Criteria

Valid Chartfield Status Any Chartfield Status

- 4 The **Load Voucher Stage** page appears.
- 5 At a minimum, ensure that values are entered in the required fields:
 - a. **SetID**
 - b. **Card Issuer**
 - c. **Billing Date**
- 6 Click the **Run** button.

Favorites | Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage

Process Scheduler Request

User ID: V_SUPER_PR Run Control ID: 07PR0701M

Server Name: Run Date: 09/19/2011

Recurrence: Run Time: 9:20:40AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ProCard Load Voucher Stage	PO_CCVCHRSTG	Application Engine	Web	TXT	Distribution

7 Ensure the **PCard Load Voucher Stage** process is selected.

8 Click the **OK** button.

Favorites | Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage

Load Voucher Stage

Run Control ID: Pro_Card [Report Manager](#) [Process Monitor](#)

Process Instance: 1421928

Process Request Parameters

*SetID: 50100

*Card Issuer: BAV1

AP Business Unit: 50100

*Billing Date: 07/15/2013

*Create Vouchers: By Business Unit

Business Unit:

Invoice Number: (Process Instance will be used when blank)

Max Voucher Lines: 50

Transaction Status Criteria

Approved Status Any Status Except Closed

Budget Status Criteria

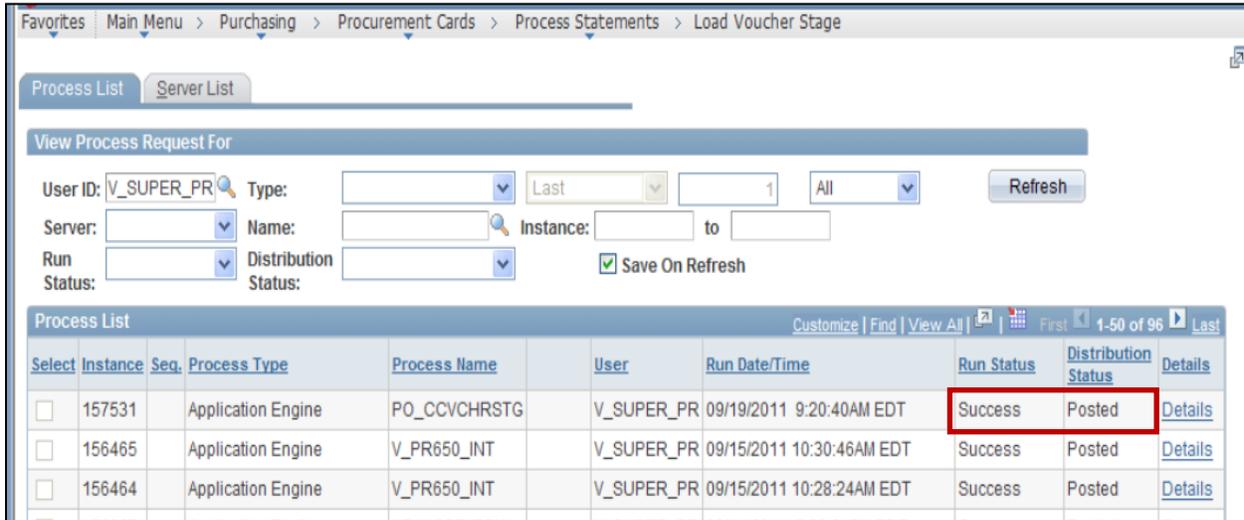
Valid Budget Status Any Budget Status

Chartfield Status Criteria

Valid Chartfield Status Any Chartfield Status

9 Write down the **Process Instance** number.

10 Click the **Process Monitor** link.



View Process Request For

User ID: V_SUPER_PR Type: [] Last [1] All [] Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	157531		Application Engine	PO_CCVCHRSTG	V_SUPER_PR	09/19/2011 9:20:40AM EDT	Success	Posted	Details
<input type="checkbox"/>	156465		Application Engine	V_PR650_INT	V_SUPER_PR	09/15/2011 10:30:46AM EDT	Success	Posted	Details
<input type="checkbox"/>	156464		Application Engine	V_PR650_INT	V_SUPER_PR	09/15/2011 10:28:24AM EDT	Success	Posted	Details

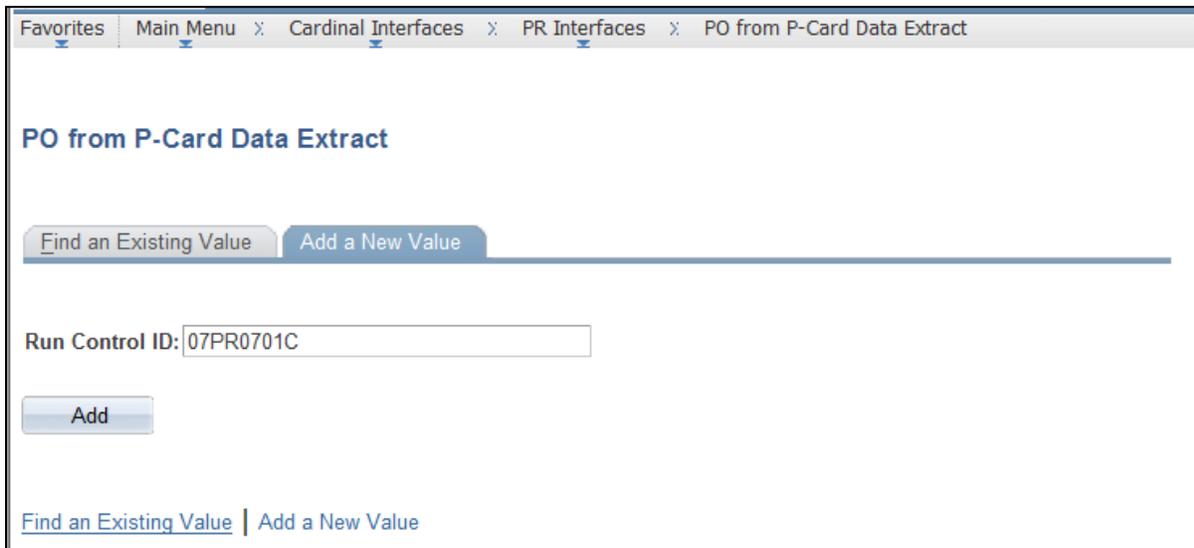
- 11 The process runs until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.

PO From PCard Extract

This process sends PCard transaction data to eVA for PO processing (i.e., RO1). The extract runs as a batch process and does not need to be manually processed. The following steps show the process (if manually performed):

- 1 Navigate using the following path:

Main Menu > Cardinal Interfaces > PR Interfaces > PO from PCard Data Extract



PO from P-Card Data Extract

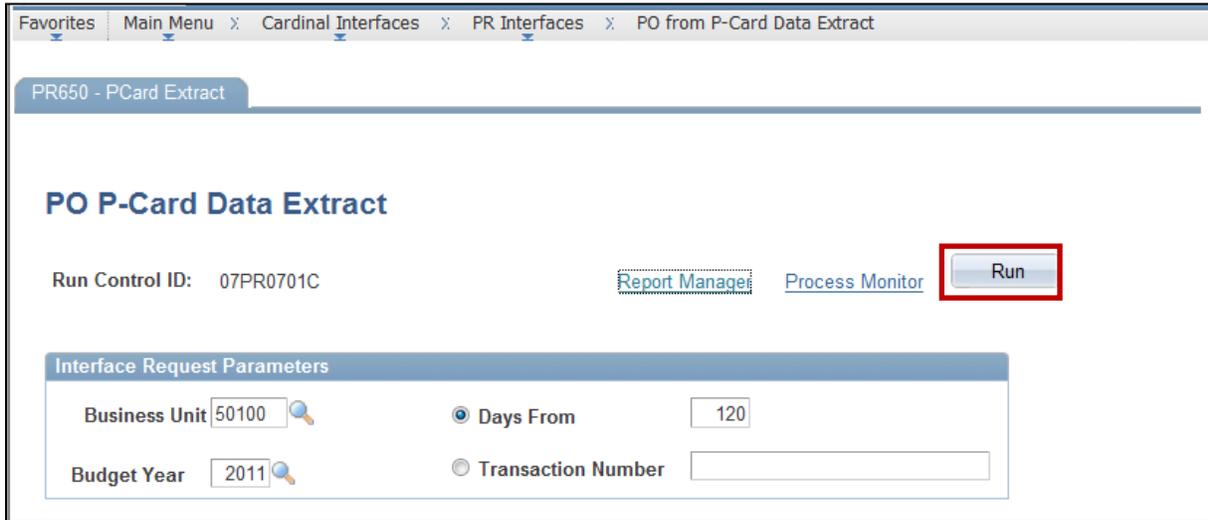
Find an Existing Value Add a New Value

Run Control ID: 07PR0701C

Add

Find an Existing Value | Add a New Value

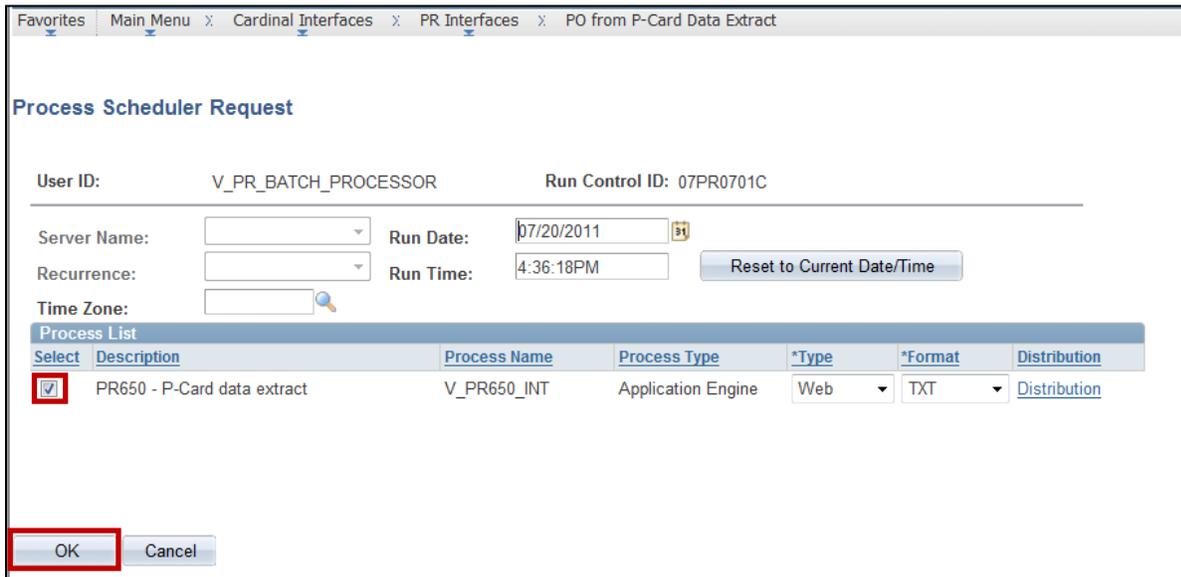
- 2 The **PO from PCard Data Extract** page appears.



The screenshot shows a web browser window with the following elements:

- Browser tabs: Favorites, Main Menu, Cardinal Interfaces, PR Interfaces, PO from P-Card Data Extract
- Page title: PR650 - PCard Extract
- Section header: PO P-Card Data Extract
- Run Control ID: 07PR0701C
- Buttons: Report Manager, Process Monitor, Run (highlighted with a red box)
- Interface Request Parameters section:
 - Business Unit: 50100
 - Budget Year: 2011
 - Days From: 120 (selected with a radio button)
 - Transaction Number: (empty field)

- 3 Look up a previously used Run Control ID:
 - a. Enter that value in the **Run Control ID** field
 - b. Click the **Search** button
 - c. Select the appropriate Run Control ID.
- 4 To create a new Run Control ID:
 - a. Click the **Add a New Value** tab
 - b. Enter a value into the **Run Control ID** field
 - c. Click the **Add** button.
- 5 On the PO PCard Data Extract page, enter values for the **Business Unit**, **Budget Year**, and **Days From** field.
- 6 Click the **Run** button.



Process Scheduler Request

User ID: V_PR_BATCH_PROCESSOR Run Control ID: 07PR0701C

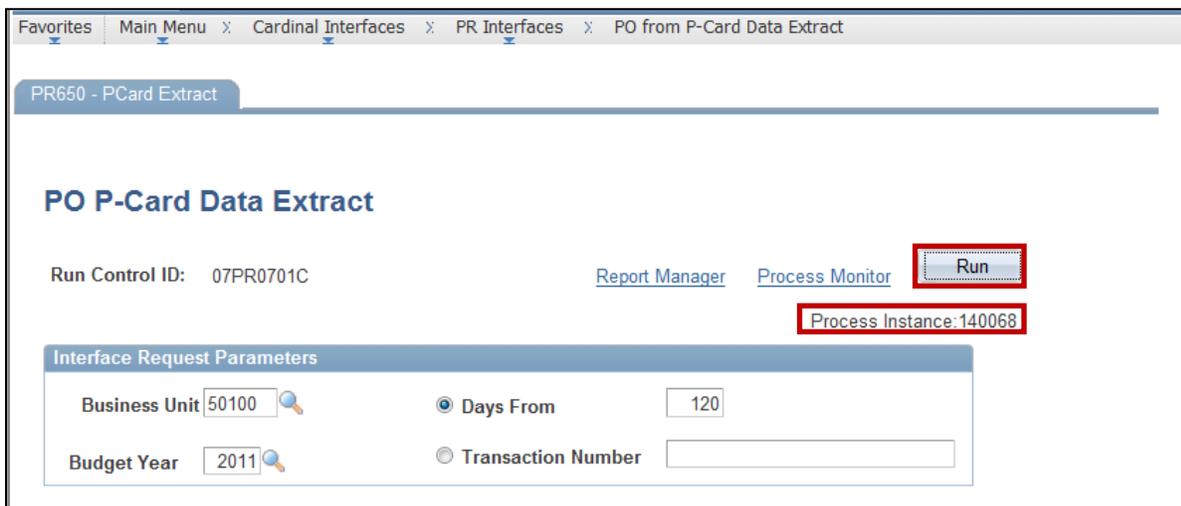
Server Name: Run Date: 07/20/2011

Recurrence: Run Time: 4:36:18PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PR650 - P-Card data extract	V_PR650_INT	Application Engine	Web	TXT	Distribution

- 7 Select the **PR650 PCard Data Extract** process.
- 8 Click the **OK** button.



PR650 - PCard Extract

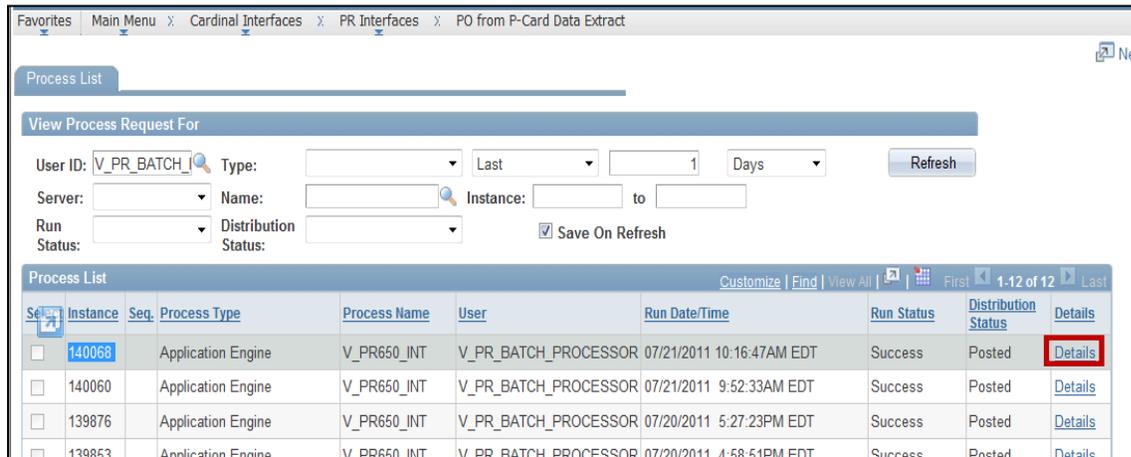
PO P-Card Data Extract

Run Control ID: 07PR0701C [Report Manager](#) [Process Monitor](#)

Process Instance:140068

Interface Request Parameters	
Business Unit	50100 <input type="button" value="B1"/>
Budget Year	2011 <input type="button" value="B1"/>
Days From	120
Transaction Number	<input type="text"/>

- 9 Take note of the **Process Name**.
- 10 Click the **Process Monitor** link.



Process List

View Process Request For

User ID: Type: Last Days

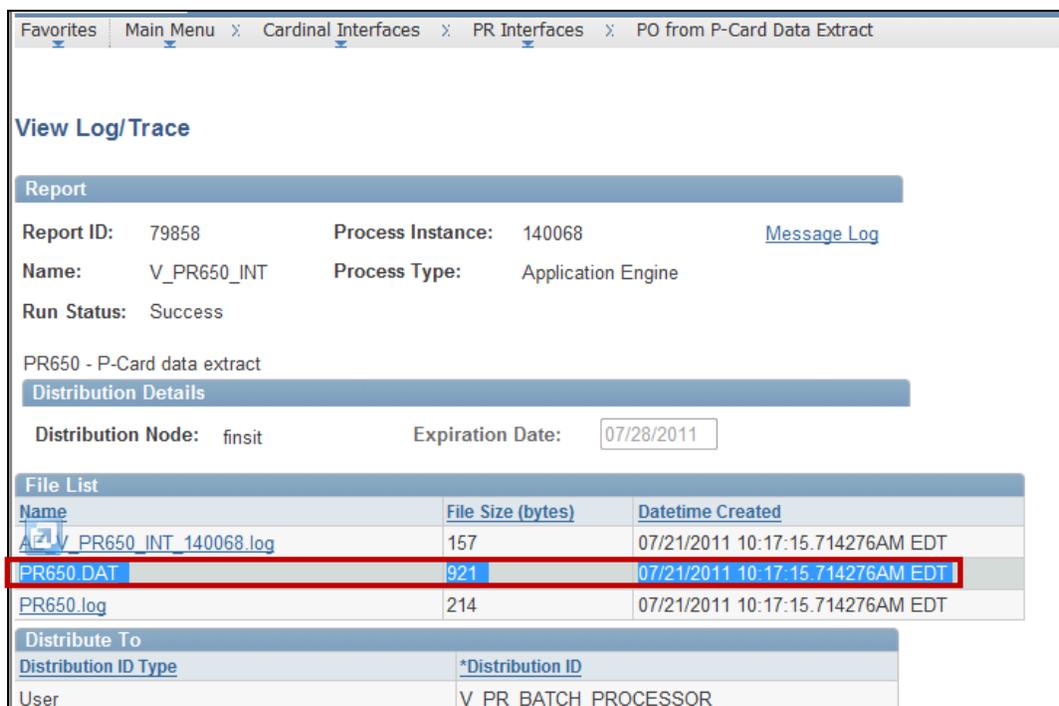
Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
140068		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/21/2011 10:16:47AM EDT	Success	Posted	Details
140060		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/21/2011 9:52:33AM EDT	Success	Posted	Details
139876		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/20/2011 5:27:23PM EDT	Success	Posted	Details
139853		Application Engine	V_PR650_INT	V_PR_BATCH_PROCESSOR	07/20/2011 4:58:51PM EDT	Success	Posted	Details

11 The process runs until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.

12 Click the **Details** link.



View Log/Trace

Report

Report ID: 79858 Process Instance: 140068 [Message Log](#)

Name: V_PR650_INT Process Type: Application Engine

Run Status: Success

PR650 - P-Card data extract

Distribution Details

Distribution Node: finsit Expiration Date:

Name	File Size (bytes)	Datetime Created
PR650_INT_140068.log	157	07/21/2011 10:17:15.714276AM EDT
PR650.DAT	921	07/21/2011 10:17:15.714276AM EDT
PR650.log	214	07/21/2011 10:17:15.714276AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	V_PR_BATCH_PROCESSOR

13 Click the **View Log/Trace** link.

14 The **.DAT** file is completed and available for view.

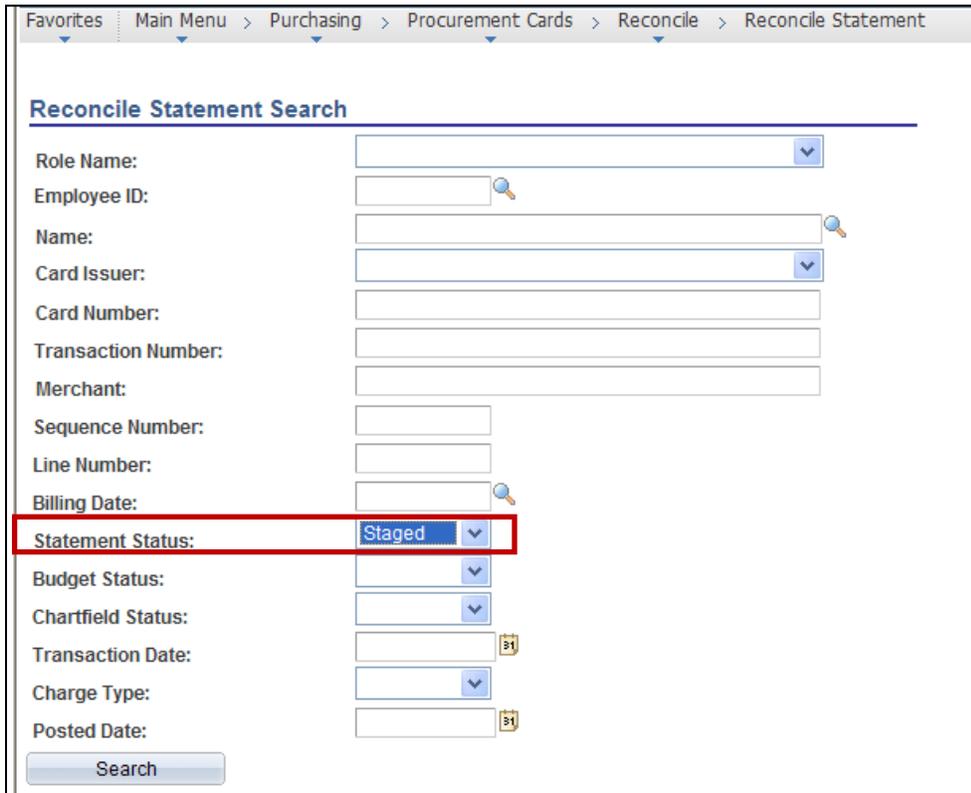
PCard Transaction View and Management:

Users that have been given proxy access can view and manage transactions, specific to the PCard Holders they proxy.

Note: There are multiple search criteria to use. For example, you can search for all transactions that have not been approved.

- 1 Navigate using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile Statement



- 2 The **Reconcile Statement Search** page appears.
- 3 Select the desired value from the **Statement Status** drop down menu.

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View 100 | First 1-9 of 448 | Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Curren
<input checked="" type="checkbox"/>	BROWN, PAULA B	BAV10	*****8166	06/08/2011	PAYPAL *AMERICANPLA	Staged	150.00	USD
<input type="checkbox"/>	BROWN, PAULA B	BAV10	*****8166	06/08/2011	GUY BROWN PD IN#651475	Staged	153.86	USD
<input type="checkbox"/>	BROWN, PAULA B	BAV10	*****8166	06/07/2011	APPLE SPICE JUNCTION	Staged	279.52	USD
<input type="checkbox"/>	SEWARD, REISA G	BAV10	*****3346	06/08/2011	EDWARDS BUSINESS SYSTE	Staged	116.19	USD
<input type="checkbox"/>	PERFATER, CYNTHIA S	BAV10	*****1341	06/08/2011	THE TRANSPORTATION RESEAR	Staged	400.00	USD
<input type="checkbox"/>	PERFATER, CYNTHIA S	BAV10	*****1341	06/08/2011	FISHER SCI AUTO REC	Staged	460.44	USD
<input type="checkbox"/>	BROWN, CLARENCE R	BAV11	*****7548	07/06/2011	KIDD TIRE & MU00025122	Staged	-318.23	USD
<input type="checkbox"/>	BROWN, CLARENCE R	BAV11	*****7548	07/06/2011	KIDD TIRE & MU00025122	Staged	132.99	USD
<input type="checkbox"/>	BROWN, CLARENCE R	BAV11	*****7548	07/06/2011	KIDD TIRE & MU00025122	Staged	185.24	USD

Select All Clear All

- 4 All staged transactions are displayed and available for view, verification, approval and budget checking.
 - a. To view a transaction, review the information in each column. Click on the merchant's name in the **Merchant** column for more information.
 - b. To verify a transaction, select **Verified** from the dropdown menu in the **Status** column and click the **Save** button.
 - c. To approve a transaction, select **Approved** from the dropdown menu in the **Status** column and click the **Save** button.
 - d. To budget check a transaction, chose the desired transaction(s) by selecting the checkbox next to the employee's name, select the **Run Budget Validation on Save** checkbox, and click the **Save** button.
- 5 Select any or all transactions to view or manage.



Procurement Job Aid

PCard Administration

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View 100 | First 1-9 of 448 Last

Transaction **Billing**

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1		06/15/2011	150.00	USD		<input type="text" value="150.00"/>	<input type="checkbox"/>
2	00000000000000000000	06/15/2011	153.86	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
3		06/15/2011	279.52	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
4		06/15/2011	116.19	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
5		06/15/2011	400.00	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
6 8432761		06/15/2011	460.44	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
7	00000000000000000000	07/15/2011	-318.23	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
8	00000000000000000000	07/15/2011	132.99	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
9	00000000000000000000	07/15/2011	185.24	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>

Select All Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

- 6 Click the **Billing** tab to view transaction description and billing information. If the item is in dispute, enter the disputed amount here.
- 7 Click the **Save** button and follow up with the merchant.