



# **PROC349: Using and Maintaining PCards**

*Web Based Training*



# Welcome

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Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will show you how to use and maintain a Procurement Card (PCard) in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed.





# Course Navigation

INTRO101\_Cardinal\_Overview

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Course Title

View additional course attachments and links, including a printable PDF version of the course.

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**SW INTRO101:  
Cardinal Overview**

Use the Menu to view the course outline, track progress or go to a specific lesson/slide. Also contains a Search feature to locate specific content in the course.

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# Introduction

The Procurement functional area of Cardinal is composed of four modules:

## Purchasing

Using the Purchasing module, users can enter requisitions and Purchase Orders to buy goods and services.

## eProcurement

The eProcurement module provides web-based procurement, of goods / services to users, similar to an online shopping cart experience.

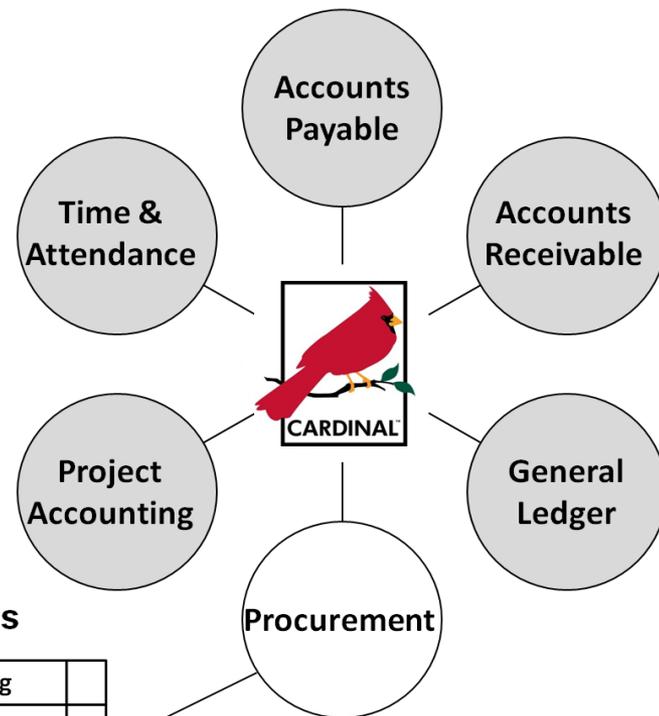
## Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids / proposals to purchase orders or contracts.

## Procurement Contracts

Using the Procurement Contracts module, users can build, manage, and archive all Cardinal contract related information.

## Cardinal Functional Areas



	Purchasing	
	eProcurement	
	Strategic Sourcing	
	Procurement Contracts	



# Course Objectives

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In this course, we will discuss the following topics:

- Understanding Procurement Cards
- Reviewing and reconciling PCard Transactions
- Using PCard Reports and Queries





# Lesson 1: Understanding Procurement Cards

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In this lesson, you will learn about the following topics.

- Key Concepts
- PCard Process
- PCard Integration and Interfaces



# Key Concepts

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Cardinal PCard usage and maintenance include several processes:

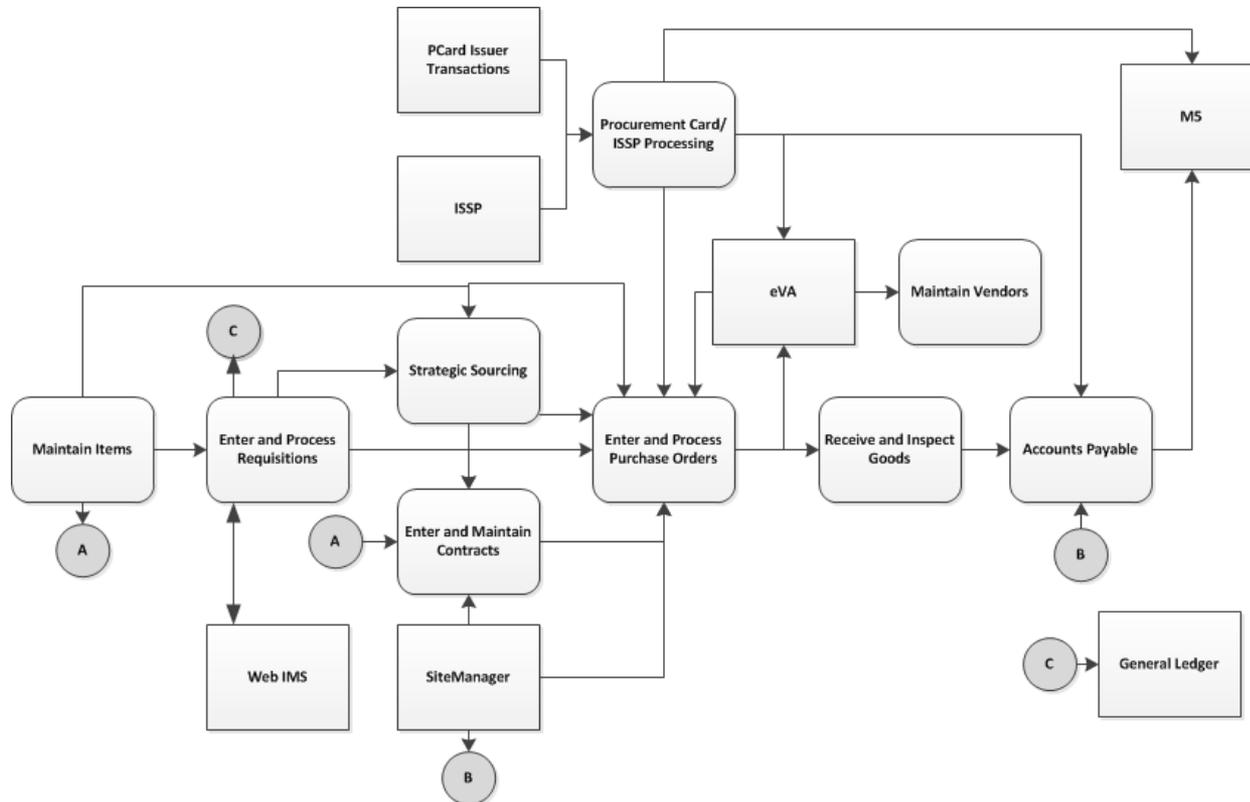
- PCards simplify both the purchase of goods and services and the related payment process. A swipe or transmittal of the card data allows the Merchant to receive payment at the time of the transaction.
- PCards lower administrative costs by reducing the number of payments that must be entered and processed, to a single payment to the bank for all monthly transactions.
- Transaction information is loaded daily into Cardinal from the Card Issuer. Users do not need to enter transactions from receipt information or manually maintain an external log.
- Users can verify and approve transactions daily. Match exception reporting is not required.
- Cardinal does not use workflow to notify Approvers when transactions are ready for approval. A pagelet appears on the Approver's Home Page displaying transactions awaiting approval.
- Emails notify Card Holders when transactions have been loaded for them to reconcile.



# PCard Process

The Procurement functional area in Cardinal defines how goods and services are purchased in Cardinal.

The Procurement Card process is one of many processes within the Procurement Functional Area.



Click on image to enlarge



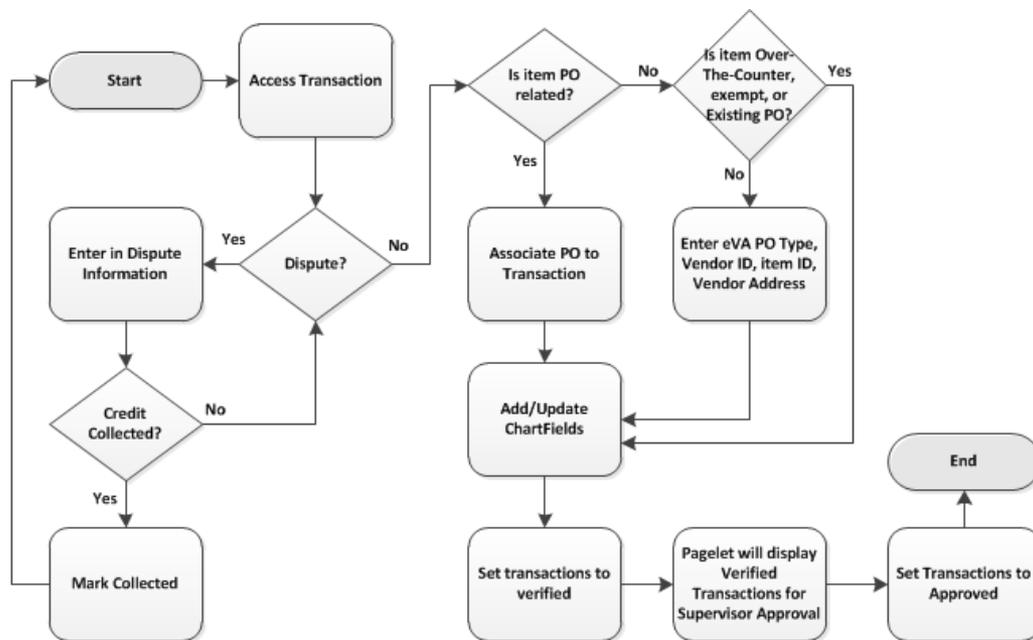
# PCard Process (continued)

PCard processing involves locating the transaction, reviewing and updating the transaction and to make ready for approval.

This may include:

- PO Relationship
- Dispute
- Credit
- Chartfield (Distribution)
- eVA PO Type (R01, R02, OTC, etc.)
- Verification

Once the transaction has been set to **Verified**, it is ready for approval by the supervisor.



Click on image to enlarge

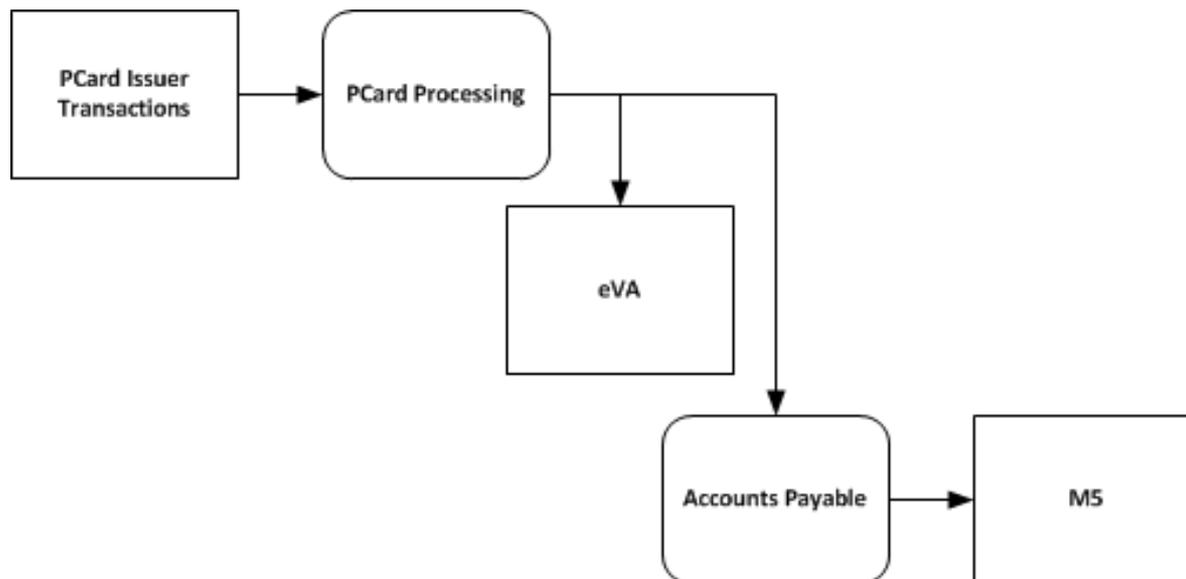


# Integration and Interfaces

PCards integrate with the **Accounts Payable** functional area and interface with several external systems:

- PCard Issuer Transactions
- eVA
- FleetFocus M5

These integrations and interfaces are detailed on the next few slides.





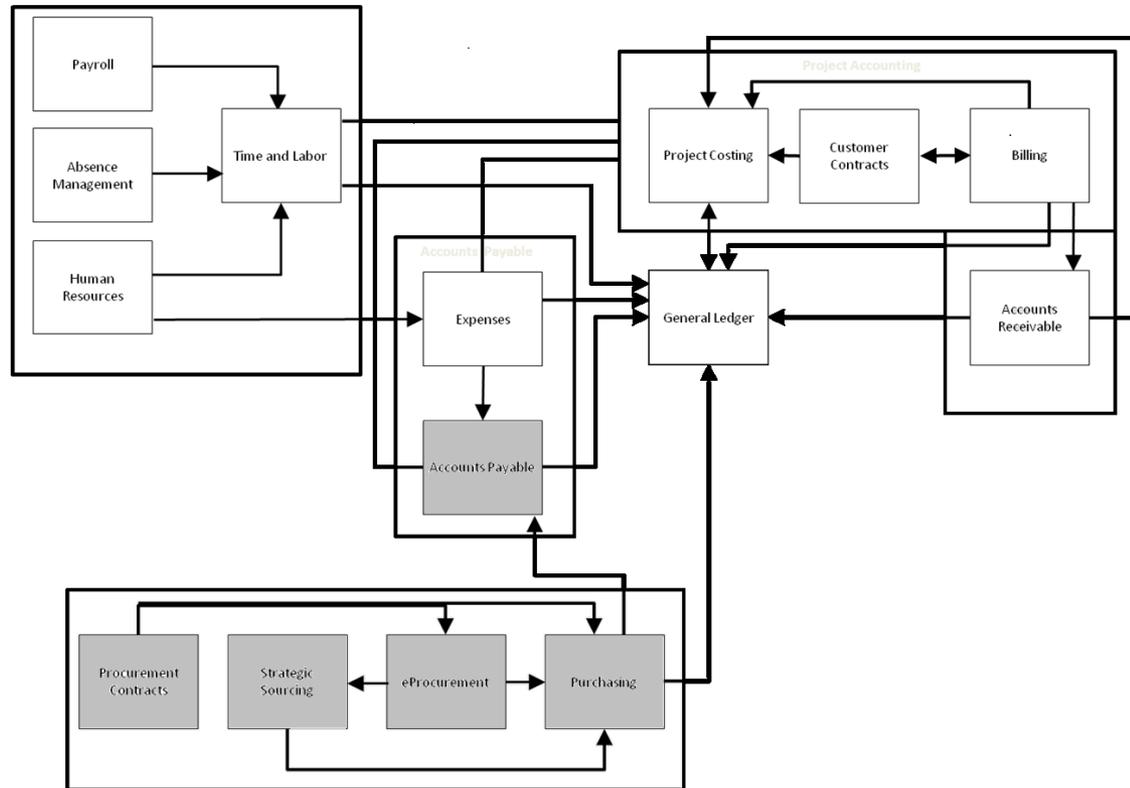
# Integration and Interfaces (continued)

## PCard Integration

### Integration with Accounts Payable:

At the end of every monthly cycle, the Accounts Payable Processor runs PCard queries to ensure all transactions have been approved.

Transactions with the status of Approved, Budget Checked and Valid Chartfield load to the voucher staging tables and complete the Payment Cycle each month.





# Integration and Interfaces (continued)

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## PCard Interfaces

### Inbound Interfaces

**Interface with PCard Issuer Transactions:** Each Card Holder is issued a specific card with a unique card number. The PCard Issuer sends a daily file to Cardinal that loads all transactions for all Card Holders and numbers. Therefore, users do not need to enter transactions from receipt information or manually maintain an external log.

### Outbound Interfaces

**Interface with eVA:** PCard transactions (Non-Over-The-Counter) are transmitted to eVA as a confirming purchase order, in compliance with Procurement policy. Over-The-Counter (OTC) transactions are not transmitted to eVA.

**Interface with FleetFocus M5:** Cardinal interfaces with M5 by sending PCard data daily.



# Lesson 1: Checkpoint

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Now is your opportunity to check your understanding of the course material.

Read the question, select your answer, and click **Submit** to see if you chose the correct response.



PCard transactions are loaded into Cardinal at what interval?

- Monthly
- Weekly
- BiMonthly
- Daily



# Lesson 2: Reviewing and Reconciling PCard Transactions

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In this lesson, you will learn about the following topics.

- Accessing and Using the **PCard Transactions** Page
- Creating and Reviewing Disputes
- Submitting PCard Transactions for Approval
- Monthly Reconciliation



# Accessing and Using the PCard Transactions Page

## Locate Transaction

Reconcilers and Approvers use the **Reconcile Statement** Search page to locate transactions for a specific statement billing date.

You can navigate to this page through the following path:

**Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

**CARDINAL**

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

### Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Transaction Date:

Charge Type:

Posted Date:

Search



# Accessing and Using the PCard Transactions Page (continued)

The **Reconcile Statement** page displays transactions loaded daily along with merchant name, transaction amount and date.

This page is used to review, verify, manage, and approve PCard transactions imported by the Load Statement process. The Load Statement process loads the transaction data received daily from the PCard Issuer.

This page display is an example of a Supervisor's or Reconciler's view of more than one cardholder's transactions.

The screenshot displays the 'Reconcile Statement' page for 'Procurement Card Transactions'. It includes a navigation menu, a table of transactions, and action buttons. The table has columns for Card Number, Trans Date, Merchant, \*Status, Transaction Amount, Currency, and Budget Status. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', 'Approve', and 'Validate Budget'. There are also links for 'Search', 'Purchase Details', 'Split Line', and 'Distribution Template'.

Transaction	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
1	*****6659	05/14/2013	MARTIN'S 6499	Staged	269.34	USD	Valid
2	*****8908	05/14/2013	DAILY PRESS MEDIA GROUP	Staged	192.00	USD	Valid
3	*****8908	05/13/2013	BRISTOL BROADCASTING	Staged	9,600.75	USD	Valid
4	*****8908	05/13/2013	THE TRANSPORTATION RESEAR	Staged	160.00	USD	Valid
5	*****8908	05/13/2013	BIZPORT, LTD	Staged	3,972.41	USD	Valid
6	*****8908	05/13/2013	DALY COMPUTERS INC.	Staged	304.50	USD	Valid
7	*****4199	05/10/2013	SHRM*MEMBER600098373	Staged	180.00	USD	Valid
8	*****8908	05/10/2013	HACKWORTH REPROGRAPHIC	Staged	312.13	USD	Valid
9	*****6891	05/09/2013	ED'S AWARDS & ENGRAVIN	Staged	35.00	USD	Valid

Click on image to enlarge



# Accessing and Using the PCard Transactions Page (continued)

## Singe User PCard Transactions

This page, displays the PCard transactions when there is only one card assigned to the user for the PCard.

The screenshot displays the 'Reconcile Statement' page in the CARDINAL system. The page title is 'Reconcile Statement' and the sub-page title is 'Procurement Card Transactions'. There is a checkbox for 'Run Budget Validation on Save' which is currently unchecked. The page shows a table of transactions with columns for Trans Date, Merchant, \*Status, Transaction Amount, Budget Status, Chartfield Status, and Redistrib. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom of the page are buttons for 'Save', 'Notify', and 'Refresh'.

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Budget Status	Chartfield Status	Redistrib	De
1	08/28/2013	UPS*000000287118343	Staged	1,375.96	Valid	Recycled	No	
2	08/28/2013	UPS*000000V73F56343	Staged	139.11	Valid	Recycled	No	
3	08/28/2013	UPS*000000X6X035343	Staged	236.04	Valid	Valid	Yes	



# Accessing and Using the PCard Transactions Page (continued)

## Assign the Chart of Account Values

- Select (checkbox) a transaction line and click on the distribution icon.
- Assign the chart of account values (project, cost center, etc.)
- Split the distribution, if necessary
- The Reconciler may run the Validate Budget process to verify the ChartFields, combination edits, and budget. Or, the PCard batch process runs each hour between 7:00AM and 4:00PM and will do the same.
- To use multiple SpeedCharts on a transaction, the transaction must be split as only one SpeedChart can be used per transaction.
- If any transactions result in an error, the Reconciler corrects the error.

The screenshot displays the 'Reconcile Statement' page for 'Procurement Card Transactions'. It features a table with the following columns: Transaction, Trans Date, Merchant, Status, Transaction Amount, Budget Status, Chartfield Status, Redistrib, and De. The table lists three transactions, all with a 'Staged' status. Below the table, there are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. There are also links for 'Search', 'Purchase Details', 'Split Line', and 'Distribution Template'.

Transaction	Trans Date	Merchant	Status	Transaction Amount	Budget Status	Chartfield Status	Redistrib	De
1	08/28/2013	UPS*000000287118343	Staged	1,375.96	Valid	Recycled	No	
2	08/28/2013	UPS*000000V73F56343	Staged	139.11	Valid	Recycled	No	
3	08/28/2013	UPS*000000X6X035343	Staged	236.04	Valid	Valid	Yes	

Click on image to enlarge

See the job aid entitled **Pcard Split Line and Distribution** located on the Cardinal website for more information.



# Accessing and Using the PCard Transactions Page (continued)

## Determine Type of PCard Transaction

Click the **Purchase Details** hyperlink to establish the criteria used to determine whether the PCard transactions go to eVA.

- OTC (Over-The-Counter) transactions are exempt per the Agency Procurement and Surplus Property Manual (APSPM) and do not go to eVA.
- Transactions related to an existing Cardinal PO or eVA PO do not go to eVA. If the transaction is related to a PO, it may be split by amount to link to the PO lines.
- Transactions related to payment of an invoice do not go to eVA.
- Transactions meeting APSPM requirements should be set to R01, R02 or other eVA PO related type for the transactions to be sent to eVA as a confirming PO. (Note: R01 status - both the agency and vendor pay 1 % of purchase order total to Department of General Services, R02 status – the agency pays 2%, since the vendor is not eVA registered.)

**Note:** Transactions that need to be transmitted as confirming purchase orders are generally set to R01 or R02. Credits, or negative amount transactions should be set to EXT to prevent them from transmitting to eVA.

See **Using and Maintaining PCARD Simulation**. <http://www.cardinalproject.virginia.gov/>



# Accessing and Using the PCard Transactions Page (continued)

**Reconcile Statement**

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**Purchase Details**

Line: 3  
Merchant: UPS\*000000287118343  
City: 800-811-1648  
State: TX  
Country: USA

**▼ Purchase Order**

*Business Unit:	<input type="text" value="50100"/>	Original PO:	eVA PO Type:	<input type="text" value="OTC"/>	Over The Counter eVA Exempt
PO ID:	<input type="text"/>		eVA Order Method:		
PO Line:	<input type="text"/>		eVA Interfaced:	NSEV	
PO Sched:	<input type="text"/>		eVA Dttm:		
Vendor ID:	<input type="text"/>		Cancel In eVA?:	<input type="checkbox"/>	
Address Sequence Nbr:	<input type="text"/>				
Ship To:	<input type="text"/>				
Item ID:	<input type="text"/>				
Category:	<input type="text"/>				
Vendor Item:	<input type="text"/>				
*Quantity:	<input type="text" value="1.0000"/>				
*UOM:	<input type="text" value="EA"/>				
Unit Price:	<input type="text" value="1,375.96000"/>	USD			
<input checked="" type="checkbox"/> Tax Paid	<input checked="" type="checkbox"/> Bill Includes Tax if Applied	Transaction Amount:	1375.96		

[Sales/Use Tax](#)   [Category Search](#)   [View Hierarchy](#)   [PO Pick List](#)

OK   Cancel   Refresh



# Accessing and Using the PCard Transactions Page (continued)

## PCard Line Details

Clicking the **PCard Line Details** icon opens the **Transaction Details** page showing further details that the merchant provides to the PCard Issuer.

Many different types of data can be supplied with a transaction, such as item description, merchant category, tracking number, etc. All data on this page is display only.

The screenshot displays the CARDINAL web application interface. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The page title is "Reconcile Statement" and the sub-page title is "Visa Transaction Details".

Transaction Details:

- Card Number: \*\*\*\*\*1684
- Posted Date: 08/29/2013
- Transaction Number: 24692163240000531452158
- Sequence Number: 35

Card Transaction - Type 5

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1 08040	469216	024523000972554	UPS*000000287118343

Shipping Services - Type 21

Item Seq	Message Identifier	Shipping/Courier Name	Tracking Number
1	1 667000003963639	UNITED PARCEL SERV	000000287118343

Return



# Accessing and Using the PCard Transactions Page (continued)

## Set the Transaction to Verified

- Once the transaction is reconciled, the Reconciler sets the transaction from **Staged** to **Verified**.
- The Supervisor can then set the transaction from **Verified** to **Approved**

**CARDINAL**

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

### Reconcile Statement

#### Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-3 of 3 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Budget Status	Chartfield Status	Redistrib	De
1 <input checked="" type="checkbox"/>	08/28/2013	<a href="#">UPS*000000287118343</a>	Verified	1,375.96	Valid	Recycled	No	
2 <input type="checkbox"/>	08/28/2013	<a href="#">UPS*000000V73F56343</a>	Staged	139.11	Valid	Recycled	No	
3 <input type="checkbox"/>	08/28/2013	<a href="#">UPS*000000X6X035343</a>	Staged	236.04	Valid	Valid	Yes	

Select All     Clear All    [Stage]    [Verify]    [Validate Budget]

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



# Lesson Simulation

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You are now about to view a simulation on accessing and using the **PCard Transactions** page.

Click the Cardinal logo below to start the simulation.





# Creating and Reviewing Disputes

Card Holders can dispute a transaction on the **PCard Transactions** page.

You can navigate to this page through the following path:

**Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement – Billing tab**

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

### Reconcile Statement

#### Procurement Card Transactions

Empl ID: 0000000002      Name: Gunter,Joanne

Display Unmasked Card Number  
 Run Budget Validation on Save

Bank Statement      Customize | Find | View 9 | First 1-6 of 6 Last

Transaction    Billing    **Billing**

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	<input type="text"/>	05/15/2010	339.62	USD		<input type="text" value="1.00"/>	<input type="checkbox"/>
2	<input type="text"/>	05/15/2010	10.00	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
3	<input type="text"/>	03/16/2010	583.16	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
4	<input type="text"/>	03/16/2010	61.18	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
5	<input type="text"/>	03/16/2010	37.89	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
6	<input type="text"/>	05/15/2010	1,464.78	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>

[Select All](#)     [Clear All](#)    [Stage](#)    [Verify](#)    [Approve](#)    [Validate Budget](#)

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



# Creating and Reviewing Disputes

The Card Holder is required to contact the PCard Issuer in accordance with PCard policy.

Even when some transactions are disputed, vouchers are paid in full. The merchants or the PCard Issuer credits the transaction later.

The steps to create a dispute include:

- Locating the transaction you wish to dispute
- Entering an amount in the **Dispute Amount** field on the **Billing** tab
- Clicking the **Comment** icon on the **PCard Transactions** page to enter an explanation for why the transaction is marked in dispute.
- Setting the transaction to **Verified**, by clicking the **Verify** button on the **Transaction** tab

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

### Reconcile Statement

#### Procurement Card Transactions

Empl ID: 0000000002      Name: Gunter,Joanne

Display Unmasked Card Number  
 Run Budget Validation on Save

Bank Statement      Customize | Find | View: 9 | First 1-6 of 6 | Last

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1		05/15/2010	339.62	USD		1.00	<input type="checkbox"/>
2		05/15/2010	10.00	USD		0.00	<input type="checkbox"/>
3		03/16/2010	583.16	USD		0.00	<input type="checkbox"/>
4		03/16/2010	61.18	USD		0.00	<input type="checkbox"/>
5		03/16/2010	37.89	USD		0.00	<input type="checkbox"/>
6		05/15/2010	1,464.78	USD		0.00	<input type="checkbox"/>

Select All       Clear All      Stage      Verify      Approve      Validate Budget

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



# Creating and Reviewing Disputes (continued)

## Reviewing Disputed Transactions

Disputed transactions can be reviewed and set to **Credit Collected** on the **Review Disputes** page.

You can navigate to this page through the following path:

**Main Menu > Purchasing > Procurement Cards > Reconcile > Review Disputes**

The screenshot shows the 'Review Disputes' page in the CARDINAL system. The page title is 'Review Disputes' and the breadcrumb path is 'Main Menu > Purchasing > Procurement Cards > Reconcile > Review Disputes'. The page content is titled 'Procurement Card Transactions' and includes a checkbox for 'Display Unmasked Card Number'. Below this is a table titled 'Transactions with Dispute' with columns: Transaction, Billing, Cardholder, Collected, Dispute Amount, Card Number, Description, Trans Date, Transaction Amount, Currency, and Merchant. A single transaction is listed with a dispute amount of 39.00, a card number of \*\*\*\*\*4476, a description of 'Film badge, radiation, radioa', a transaction date of 09/26/2013, a transaction amount of 110.00, and a merchant of COLONIAL SCIENTIFIC INC. The 'Collected' checkbox is currently unchecked. At the bottom of the table, there are 'Save' and 'Notify' buttons.

Transaction	Billing	Cardholder	Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>			<input type="checkbox"/>	39.00	*****4476	Film badge, radiation, radioa	09/26/2013	110.00	USD	COLONIAL SCIENTIFIC INC



# Creating and Reviewing Disputes (continued)

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## Reviewing Disputed Transactions

The steps to review disputes include:

- Navigating to the **Review Disputes** page of the dispute you wish to review
- Clicking the **Comment** icon to review any comments associated with the dispute
- Clicking the **Billing** tab to review billing information
- Clicking the **Card Holder** tab to review Card Holder information
- Clicking the **Collected** check box, this sets the Credit Collected check box on the Reconcile Statement page to Checked.



# Submitting PCard Transactions for Approval

## Pagelets

- The left-hand menu on the Home Page is called the menu pagelet. This menu is displayed only on the Home Pages of the Cardinal Financials or Cardinal HCM applications.
- You will have the option to set up menu pagelets on your Home Page for easy access to relevant procurement pages. For example, once a transaction has been set to **Verified**, a pagelet on the Approver Home Page will display these charges. Pagelets cannot be set up on any page other than the Home Page.

Personalize [Content](#) | [Layout](#)

Top Menu Features Description			
Menu			
Menu - Classic			
PCard Verified Charges by User			
Name	Trans Date	Merchant	Sum Amount
<a href="#">Gunter,Joanne</a>	2008-10-13	STAPLES #1085	583.16
<a href="#">Gunter,Joanne</a>	2008-10-13	STAPLES #1214	61.18
<a href="#">Gunter,Joanne</a>	2008-10-13	WM SUPERCENTER	37.89
<a href="#">Gunter,Joanne</a>	2010-05-13	XEROX CORP. XCS/RBO	1464.78
<a href="#">Hall,Mike</a>	2010-05-13	RICOH CORPORATION	495.36



# Submitting PCard Transactions for Approval

## Pagelet for Approval

- Supervisors will be notified in a pagelet on their Home Page of transactions that have been set to **Verified** and require approval.
- These transactions are batch processed nightly and Supervisors should approve transactions daily.
- Transaction hyperlinks will direct the Supervisor to the PCard transactions.

Personalize [Content](#) | [Layout](#)

Top Menu Features Description			
Menu			
Menu - Classic			
PCard Verified Charges by User			
Name	Trans Date	Merchant	Sum Amount
<a href="#">Gunter,Joanne</a>	2008-10-13	STAPLES #1085	583.16
<a href="#">Gunter,Joanne</a>	2008-10-13	STAPLES #1214	61.18
<a href="#">Gunter,Joanne</a>	2008-10-13	WM SUPERCENTER	37.89
<a href="#">Gunter,Joanne</a>	2010-05-13	XEROX CORP. XCS/RBO	1464.78
<a href="#">Hall,Mike</a>	2010-05-13	RICOH CORPORATION	495.36



# Monthly Reconciliation

At the end of each PCard monthly billing cycle, the Accounts Payable PCard Processor can verify that all transactions for that statement billing date have been approved and have a valid budget status. If there are transactions that have not been approved, the Approver will be notified that they need to complete the transactions.

You can navigate to this page through the following path:

**Main Menu > Purchasing > Procurement Cards > Review Bank Statement**

ORACLE  
Home | Worklist | Add to Favorites | Sign out  
Favorites: Main Menu > Purchasing > Procurement Cards > Review Bank Statement  
New Window | Help | Customize Page | http

**Review Bank Statement**  
Card Issuer: VISA      Billing Date: 05/15/2010  
Total Amount: 44,102.70      Currency: USD  
 Display Unmasked Card Number

Emp ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
0000000059	*****0612	05/12/2010	24388940132230106910378	278.73	USD	ACE HARDWARE - VERONA	Staged	
11111111	*****9548	05/12/2010	24323030133122132010033	69.48	USD	WYTHEVILLE OFFICE SUPP	Staged	
11111111	*****8553	05/13/2010	24692160133000113796390	31.60	USD	SUB'WASHINGTON CO NEWS	Staged	
11111111	*****8553	05/13/2010	24692160133000113799378	10.00	USD	SUB'RICHLANDS NEWS	Staged	
11111112	*****3088	05/13/2010	24425130134506169010052	990.72	USD	RICOH CORPORATION	Staged	
11111111	*****4037	05/12/2010	24210730133207068500292	129.99	USD	ROCKING R HARDWARE 1	Staged	
11111111	*****2005	05/13/2010	24323030133122453010042	10.00	USD	THE OFFICE PLACE INC	Staged	
11111111	*****5612	05/13/2010	24246510134200899300294	59.30	USD	DALLS HOME CENTER	Staged	
11111111	*****7689	05/12/2010	24073140133900013977134	1,320.47	USD	MARSHALL MILLER & ASSOCIA	Staged	
11111112	*****3088	05/13/2010	24692160133000056080828	59.05	USD	COMCAST OF CHARLOTTEV	Staged	
11111112	*****3088	05/13/2010	24425130134506169010045	495.36	USD	RICOH CORPORATION	Verified	
0000000002	*****1170	05/13/2010	242465101333015000065573	1,464.78	USD	XEROX CORP. XCS/RBO	Verified	
11111111	*****2005	05/13/2010	24323030133122453010042	46.54	USD	THE OFFICE PLACE INC	Verified	
0000000002	*****9215	05/12/2010	24639230133900015100103	10.00	USD	FAYE'S OFFICE SUPPLY	Verified	
0000000002	*****9215	05/12/2010	24639230133900015100103	339.62	USD	FAYE'S OFFICE SUPPLY	Verified	

Click the image to enlarge



## Lesson 2: Checkpoint

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Now is your opportunity to check your understanding of the course material.

Read the question, select your answer and click **Submit** to see if you chose the correct response.



Supervisors will be notified of transactions that have been set to Verified and need approval in a pagelet on what page?

- Home page
- Review Disputes page
- PCard Transactions page
- Search page

You can only set up Pagelets the Home page.

- True
- False

Cardholders can dispute a transaction on what page?

- PCard Transactions page
- Disputes page
- Review Disputes page
- Assign Proxies page



## Lesson 2: Summary

---

In this lesson, you learned:

- The **PCard Transactions** page is used for reviewing, managing, and approving PCard transactions.
- Supervisors can set up menu pagelets on their Home Page for transactions requiring their approval.
- Full details of a transaction are contained in the **Line Details** button.
- A PCard transaction's status can be **Staged, Approved, or Verified.**



# Lesson 3: PCard Reports and Queries

---

In this lesson, you will learn about the following topics.

- **Reports**
- **Queries**



# Reports

---

PCard reports can be run at various intervals. There are many PCard reports available. Three key reports are:

- Account Summary
- Expected Credits
- Purchase Details



# Reports (continued)

## Account Summary Report

**POY8052 PCard Purchase Summary by Employee:** Provides a summary of all procurement card purchases sorted by employee.

This report can be run by Card Issuer, Merchant, and Card Holder.

You can navigate to this report through the following path:

**Main Menu > Purchasing > Procurement Cards > Reports > Account Summary**

Report ID:	POY8052	PeopleSoft Purchasing	Page No.	2			
User ID:	SARTINI, TIM (TIM.SARTINI)	PURCHASE SUMMARY BY EMPLOYEE	Run Date	12/21/2010			
Run Control:	Account_Summary		Run Time	2:34:06PM			
From:	1/1/1900						
To:	1/1/2099						
				<i>Billing Amount in: USD</i>			
<b>Employee: Gunter, Joanne (000000002)</b>							
Merchant: CREATIVE OFFICE ENVIROME							
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****3503 (Visa)	24210730134206185500154			5/14/2010	5/14/2010	5,850.00
<b>Total for CREATIVE OFFICE ENVIROME</b>							<b>5,850.00</b>
Merchant: FAYE'S OFFICE SUPPLY							
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****9215 (Visa)	24639230133900015100103			5/12/2010	5/14/2010	339.62
VISA, VISA	*****9215 (Visa)	24639230133900015100103			5/12/2010	5/14/2010	10.00
<b>Total for FAYE'S OFFICE SUPPLY</b>							<b>349.62</b>
Merchant: ROLLINS PAINTING							
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****3203 (Visa)	24158130133133051426300			5/12/2010	5/14/2010	17,112.04
VISA, VISA	*****3203 (Visa)	24158130133133051426409			5/12/2010	5/14/2010	658.02
VISA, VISA	*****3203 (Visa)	24158130133133051426508			5/12/2010	5/14/2010	251.05
VISA, VISA	*****3203 (Visa)	24158130133133051426607			5/12/2010	5/14/2010	927.41
<b>Total for ROLLINS PAINTING</b>							<b>18,898.52</b>
Merchant: SKILLPATH SEMINARS MAIN							
Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****3503 (Visa)	24717050133151332706887	10025023		5/13/2010	5/14/2010	199.00
<b>Total for SKILLPATH SEMINARS MAIN</b>							<b>199.00</b>



# Reports (continued)

## Expected Credits Report

**POY8020 Expected Credits by Vendor:** Provides a list of disputed PCard transactions.

- Statement lines listed on the Expected Credits report are those for prior periods where a dispute amount has been entered and the credit collected indicator has not been selected.
- This report can be run by the PCard Administrator.

You can navigate to this report through the following path:

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

ORACLE		Report ID: POY8020	PeopleSoft Purchasing	Page No. 1
		User ID: SARTINI, TIM (TIM.SARTINI)	EXPECTED CREDITS	Run Date 12/21/2010
		Run Control: Account_Summary		Run Time 2:52:45PM
From: 1/1/1900				
To: 1/1/2099				
<b>Card Issuer: VISA, VISA</b>				<i>Credit Amount in USD</i>
<b>Merchant: FAYE'S OFFICE SUPPLY</b>				
Employee	Trans Date	Description	Credit Amount	
Gunter, Joanne (0000000002)	5/12/2010		1.00	
Total for VISA, VISA			1.00	



# Reports (continued)

## Purchase Details Report

**POY8032 PCard Purchase Detail by Employee:** Provides PCard expenditures of a single Card Holder or all of the Card Holders.

This report can be run by the PCard Administrator.

You can navigate to this report through the following path:

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

ORACLE		Report ID: POY8032	PeopleSoft Purchasing	Page No. 1		
		User ID: SARTINI, TIM (TIM.SARTINI)	PURCHASE DETAIL BY EMPLOYEE	Run Date 12/21/2010		
		Run Control: Purchase_Details		Run Time 2:58:07PM		
From: 1/1/2000				Billing Amount in: USD		
To: 12/31/2010						
<b>Employee: Gunter, Joanne (000000002)</b>						
Merchant: CREATIVE OFFICE ENVIROME						
Card Issuer: VISA, VISA						
Credit Card: *****3503 (Visa) Expires: 12/31/2999						
Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
2421073D134206185500154	5/14/2010	5/14/2010				5,850.00
Total for CREATIVE OFFICE ENVIROME						5,850.00
Merchant: FAYE'S OFFICE SUPPLY						
Card Issuer: VISA, VISA						
Credit Card: *****9215 (Visa) Expires: 12/31/2999						
Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
2483923D133000015100103	5/12/2010	5/14/2010				10.00
2483923D133000015100103	5/12/2010	5/14/2010				336.62
Total for FAYE'S OFFICE SUPPLY						349.62
Merchant: ROLLINS PAINTING						
Card Issuer: VISA, VISA						
Credit Card: *****3503 (Visa) Expires: 12/31/2999						
Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
2415813D133133051420900	5/12/2010	5/14/2010				17,112.04
2415813D133133051420909	5/12/2010	5/14/2010				608.02
2415813D133133051420508	5/12/2010	5/14/2010				251.05
2415813D133133051420607	5/12/2010	5/14/2010				927.41
Total for ROLLINS PAINTING						18,898.52
Merchant: SKILLPATH SEMINARS MAIN						
Card Issuer: VISA, VISA						



# Queries

---

PCard queries can be run at various intervals. There are several PCard queries available. Three key queries are:

- V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DATE
- V\_PR\_UNRECONCILED\_TRNSCTIONS
- V\_PR\_CNTRCT\_PO\_PCARD\_VCHR



# Queries (continued)

**PCard Transaction by Transaction Date:** Allows users to find transactions between certain start and end dates for one or all districts, one or all Card Holders, one or all billing dates, and with one or all statuses.

- The prompts will only allow you to select one value, not multiple. These optional fields are used to narrow the search.
- All Card Holders can run this report.

Transaction Begin Date:

Transaction End Date:

District Account (% for all):

Cardholder Name (% for all):

Billing Date (MM/DD/YYYY):

Status (% for all):

Voucher ID (% for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (828 kb)

[View All](#)

	Business Unit	District Account	Card Issuer	Last 4 Digits of Card Number	Cardholder Name	Statement Status	Transaction Number	Sequence Number	Transaction Date	Transaction Line Number	Distribution Li	Posted Date	Billing Date	Amount	Merchant
1	50100	BoAVCOFF	BAVIO	*****4806	ADKINS,LORA	Closed	24387753048004035604050	36	02/16/2013	0	1	02/18/2013	03/15/2013	223.000	#SEARS ROEBUCK
2	50100	BoAVCOFF	BAVIO	*****7878	ALLEN,YVONNE	Closed	24761973046273324010210	50	02/14/2013	0	1	02/18/2013	03/15/2013	332.500	FPWEB.NET L
3	50100	BoAVCOFF	BAVIO	*****1170	ANDERSON,ROBYN	Closed	24210733046200663600058	42	02/15/2013	0	1	02/18/2013	03/15/2013	248.000	B W WILSON I COMPANY
4	50100	BoAVCOFF	BAVIO	*****6667	BLANKENSHIP,TERESA	Closed	24323003046122248010086	52	02/14/2013	0	1	02/18/2013	03/15/2013	158.980	THE OFFICE P



# Queries (continued)

**PCard Unreconciled Transactions:** Allows users to find transactions that have not yet been Verified/Approved. The prompts will allow you to select one or multiple values. All Card Holders can run this report.

**CARDINAL**  
 Favorites | Main Menu > Reporting Tools > Query > Query Manager

V\_PR\_UNRECONCILED\_TRNNECTNS

Card Issuer:

Name (% For All):

District (% For All):

Card Issuer = BAVI0, Name (% For All)=WAR , District (% For All)=%

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First  Last

Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Vendor Item ID	Description	Unit of Measure	Quantity	Unit Price	Transaction Amount	C
1	50100	BoAVCOFF	BAVI0	*****6648	24110393142556015201342	18	05/21/2013	0	SHENANDOAH V ELEC-C				EA	1.0000	5.50000	5.500	
2	50100	BoAVCOFF	BAVI0	*****6648	24692163141000870384145	17	05/21/2013	0	REC*KUBRAEZPFEE				EA	1.0000	19.96000	19.960	
3	50100	BoAVCOFF	BAVI0	*****6648	24231683141747002848604	16	05/21/2013	0	SOUTHSIDE ELECTRIC COOPE				EA	1.0000	16.36000	16.360	
4	50100	BoAVCOFF	BAVI0	*****6648	24110393142556016801363	19	05/21/2013	0	SHENANDOAH VALLEY E				EA	1.0000	16.47000	16.470	



# Queries (continued)

**CONTRACT\_PO\_PCARD\_VOUCHER PAYMENTS:** Allows users to find payments made with the PCard that are related to a Contract or Purchase Order. The prompts will allow you to select one or multiple values. All Card Holders can run this report.

CARDINAL  
 Favorites | Main Menu > Reporting Tools > Query > Query Manager  
  
**V\_PR\_CNTRCT\_PO\_PCARD\_VCHR**  


---

 Business Unit (% for all):    
 Department (% for all):    
 Contract ID:    
 PO ID:    
 Accounting Date From:    
 Accounting Date To:

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run	New Window								Help		Customize Page		http
<b>Business Unit (% for all) = 50100,Department (% for all)=10012,Contract ID=,PO ID=,Accounting Date From=2012-01-01,Accounting Date To=2012-03-15</b>																					
View All   Rerun Query   Download to Excel   Download to XML										First <input type="text" value="1-10 of 10"/> Last											
	Business Unit	Contract ID	Cntrct Version #	Cntrct Line #	PO #	PO Line #	Item ID	Item Description	Vchr Entered Date	Vchr Source	Voucher ID	Vchr Line #	Voucher Distrib Line	Voucher Distrib Quantity	Vchr Unit Price	Vchr Distrib Merchandise Amt	Vchr Distrib Department	Fund	Program	Cost Center	
1	50100		0	0	0000527235	1	6005901000	DUPLICATING MACHINES AND ACCES	01/25/2012	Procurement Card	00018766	220	1	10.0000	59.92500	599.25	10012	04100	699001	11120010	
2	50100		0	0	0000528529	1	9713001000	HOTEL/MOTEL ACCOMODATIONS	01/25/2012	Procurement Card	00018766	222	1	1.0000	522.06000	522.06	10012	10940	699001		
3	50100		0	0	0000528529	1	9713001000	HOTEL/MOTEL ACCOMODATIONS	01/25/2012	Procurement Card	00018766	223	1	1.0000	261.03000	261.03	10012	10940	699001		
4	50100		0	0	0000528830	1	9152301000	CONFERENCE COORDINATING AND PL	02/08/2012	Procurement Card	00025510	489	1	1.0000	1819.49000	1819.49	10012	04100	699001		
5	50100		0	0	0000530061	1	9713001000	HOTEL/MOTEL ACCOMODATIONS	02/08/2012	Procurement Card	00025510	490	1	1.0000	562.74000	562.74	10012	04100	699001		



## Lesson 3: Summary

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In this lesson, you learned:

- Frequently used PCard reports include Account Summary, Expected Credits, and Purchase Details.
- Many other PCard reports are available also.
- One key PCard query used is the PCard Transaction by Posting Date.



# Course Summary

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In this course, you learned about the features of using and maintaining PCards. You learned how to:

- Explain the PCard process
- Define basic PCard concepts and terms
- Describe how PCards fit in the end-to-end process for Purchasing
- List the roles involved in the PCard process
- Use the **PCard Transactions** page
- Reconcile PCard transactions in Cardinal
- Identify key PCard reports and queries



# Course Evaluation

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Congratulations! You successfully completed the **PROC349: Using and Maintaining PCards** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the exit button located in the bottom right hand corner.



# Appendix

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- Key Terms
- Screenshots
- Diagrams
- Flow Chart Key



# Key Terms

---

**PCard Feature:** A Cardinal function within the Purchasing module to capture and manage all credit card activity and records.

**Reconciliation:** The process to accept, approve or dispute Pcard charges, define related details and distribute the charges to the appropriate accounts.

**PCard Issuer:** The Credit Card company that is printed on the PCard: i.e. MasterCard, VISA, Discover, etc.

**PCard Vendor:** The bank that issues the credit card to the Agency and payment is made to.

**PCard Merchant:** The Seller of the product(s), who takes the PCard as a form of payment.

**Purchase Order:** A commitment from an agency to a vendor for the purchase of goods or services.



# PCard Transactions Page

**CARDINAL**

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

### Reconcile Statement

### Procurement Card Transactions

Display Unmasked Card Number  
 Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 32 Last

Transaction | Billing |

	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status
1	*****6659	05/14/2013	<a href="#">MARTIN'S 6499</a>	Staged	269.34	USD			Valid
2	*****8908	05/14/2013	<a href="#">DAILY PRESS MEDIA GROUP</a>	Staged	192.00	USD			Valid
3	*****8908	05/13/2013	<a href="#">BRISTOL BROADCASTING</a>	Staged	9,600.75	USD			Valid
4	*****8908	05/13/2013	<a href="#">THE TRANSPORTATION RESEAR</a>	Staged	160.00	USD			Valid
5	*****8908	05/13/2013	<a href="#">BIZPORT, LTD</a>	Staged	3,972.41	USD			Valid
6	*****8908	05/13/2013	<a href="#">DALY COMPUTERS INC.</a>	Staged	304.50	USD			Valid
7	*****4199	05/10/2013	<a href="#">SHRM*MEMBER600098373</a>	Staged	180.00	USD			Valid
8	*****8908	05/10/2013	<a href="#">HACKWORTH REPROGRAPHIC</a>	Staged	312.13	USD			Valid
9	*****6891	05/09/2013	<a href="#">ED'S AWARDS &amp; ENGRAVIN</a>	Staged	35.00	USD			Valid

Select All     Clear All               

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

Click on image to return



# Procurement Card Transactions Page



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

## Reconcile Statement

### Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-3 of 3 Last

Transaction ☰

	Trans Date	Merchant	*Status	Transaction Amount	Budget Status	Chartfield Status	Redistrib	De	
1	<input checked="" type="checkbox"/>	08/28/2013	<a href="#">UPS*000000287118343</a>	Staged	1,375.96	Valid	Recycled	No	<input type="checkbox"/>
2	<input type="checkbox"/>	08/28/2013	<a href="#">UPS*000000V73F56343</a>	Staged	139.11	Valid	Recycled	No	<input type="checkbox"/>
3	<input type="checkbox"/>	08/28/2013	<a href="#">UPS*000000X6X035343</a>	Staged	236.04	Valid	Valid	Yes	<input type="checkbox"/>

[Select All](#)    [Clear All](#)   [Stage](#)   [Verify](#)   [Validate Budget](#)

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

[Save](#)   [Notify](#)   [Refresh](#)

Click on image to return



# Review Bank Statement Page

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Review Bank Statement

New Window | Help | Customize Page | http

### Review Bank Statement

Card Issuer: VISA      Billing Date: 05/15/2010  
Total Amount: 44,102.70      Currency: USD

Display Unmasked Card Number

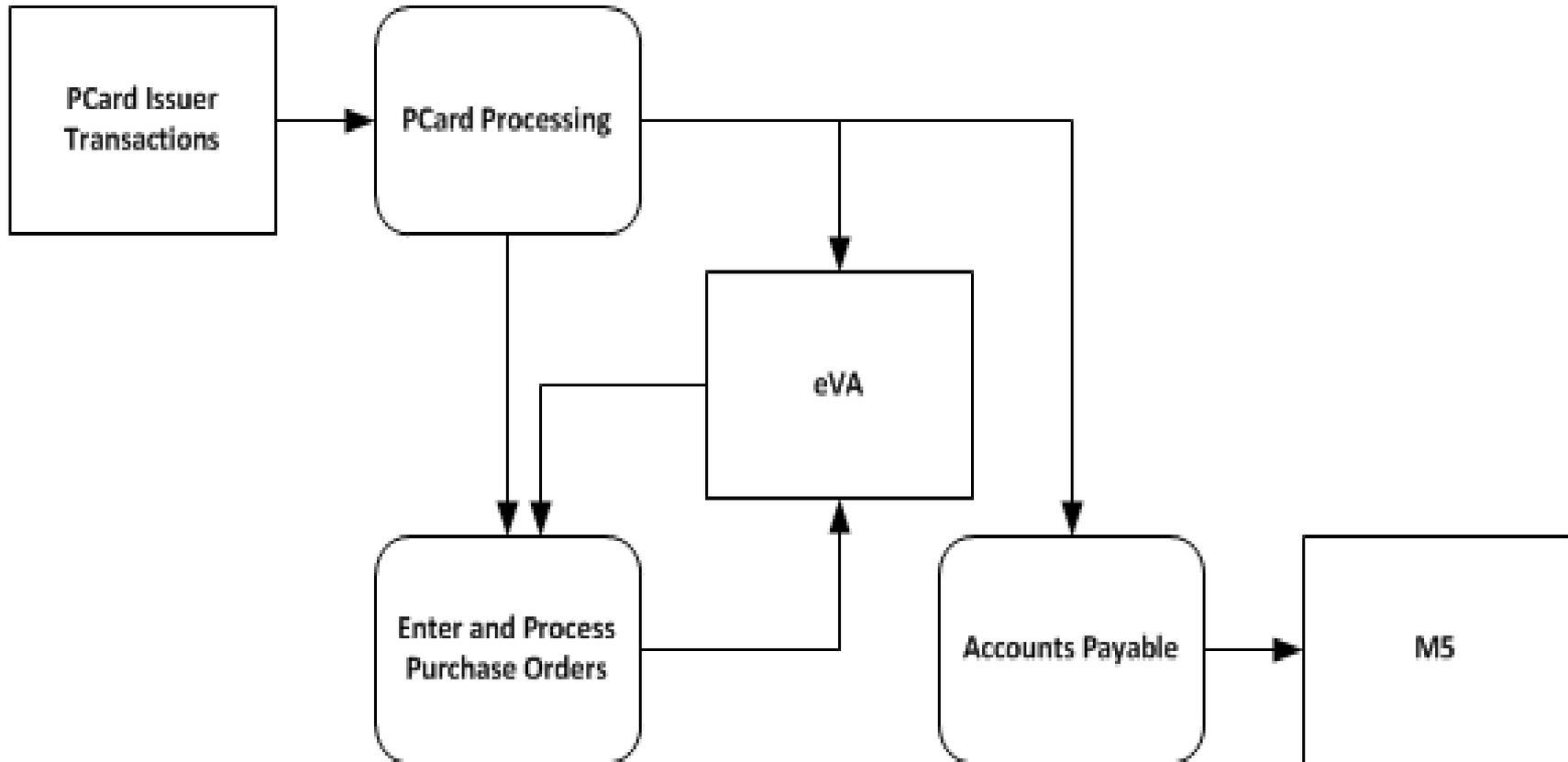
Transaction Summary      Customize | Find | View All | First 1-20 of 53 Last

Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
0000000059	*****0612	05/12/2010	24388940132230106910378	278.73	USD	ACE HARDWARE - VERONA	Staged	
1111111	*****8548	05/12/2010	24323030133122132010033	69.48	USD	WYTHEVILLE OFFICE SUPP	Staged	
1111111	*****8553	05/13/2010	24692160133000113796390	31.60	USD	SUB*WASHINGTON CO NEWS	Staged	
1111111	*****8553	05/13/2010	24692160133000113799378	10.00	USD	SUB*RICHLANDS NEWS	Staged	
1111112	*****3088	05/13/2010	24425130134506169010052	990.72	USD	RICOH CORPORATION	Staged	
1111111	*****4037	05/12/2010	24210730133207088500292	129.99	USD	ROCKING R HARDWARE 1	Staged	
1111111	*****2005	05/13/2010	24323030133122453010042	10.00	USD	THE OFFICE PLACE INC	Staged	
1111111	*****5612	05/13/2010	24246510134200899300294	59.30	USD	DAILS HOME CENTER	Staged	
1111111	*****7689	05/12/2010	24073140133900013977134	1,320.47	USD	MARSHALL MILLER & ASSOCIA	Staged	
1111112	*****3088	05/13/2010	24692160133000056080828	59.05	USD	COMCAST OF CHARLOTTE SV	Staged	
1111112	*****3088	05/13/2010	24425130134506169010045	495.36	USD	RICOH CORPORATION	Verified	
0000000002	*****1170	05/13/2010	24246510133015000065573	1,464.78	USD	XEROX CORP. XCS/RBO	Verified	
1111111	*****2005	05/13/2010	24323030133122453010042	46.54	USD	THE OFFICE PLACE INC	Verified	
0000000002	*****9215	05/12/2010	24639230133900015100103	10.00	USD	FAYE'S OFFICE SUPPLY	Verified	
0000000002	*****9215	05/12/2010	24639230133900015100103	339.62	USD	FAYE'S OFFICE SUPPLY	Verified	

Click on image to return

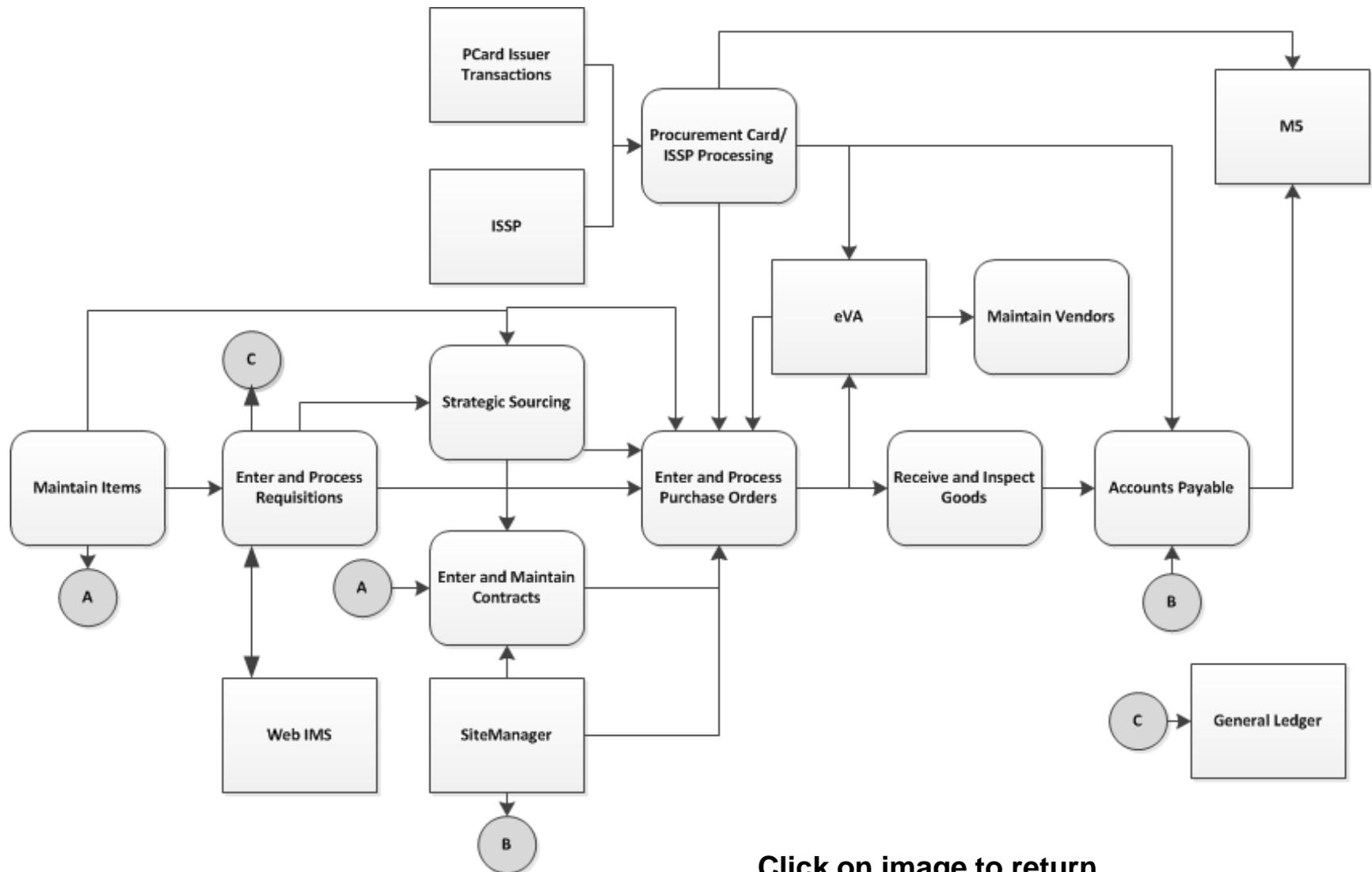


# Integration with Accounts Payable





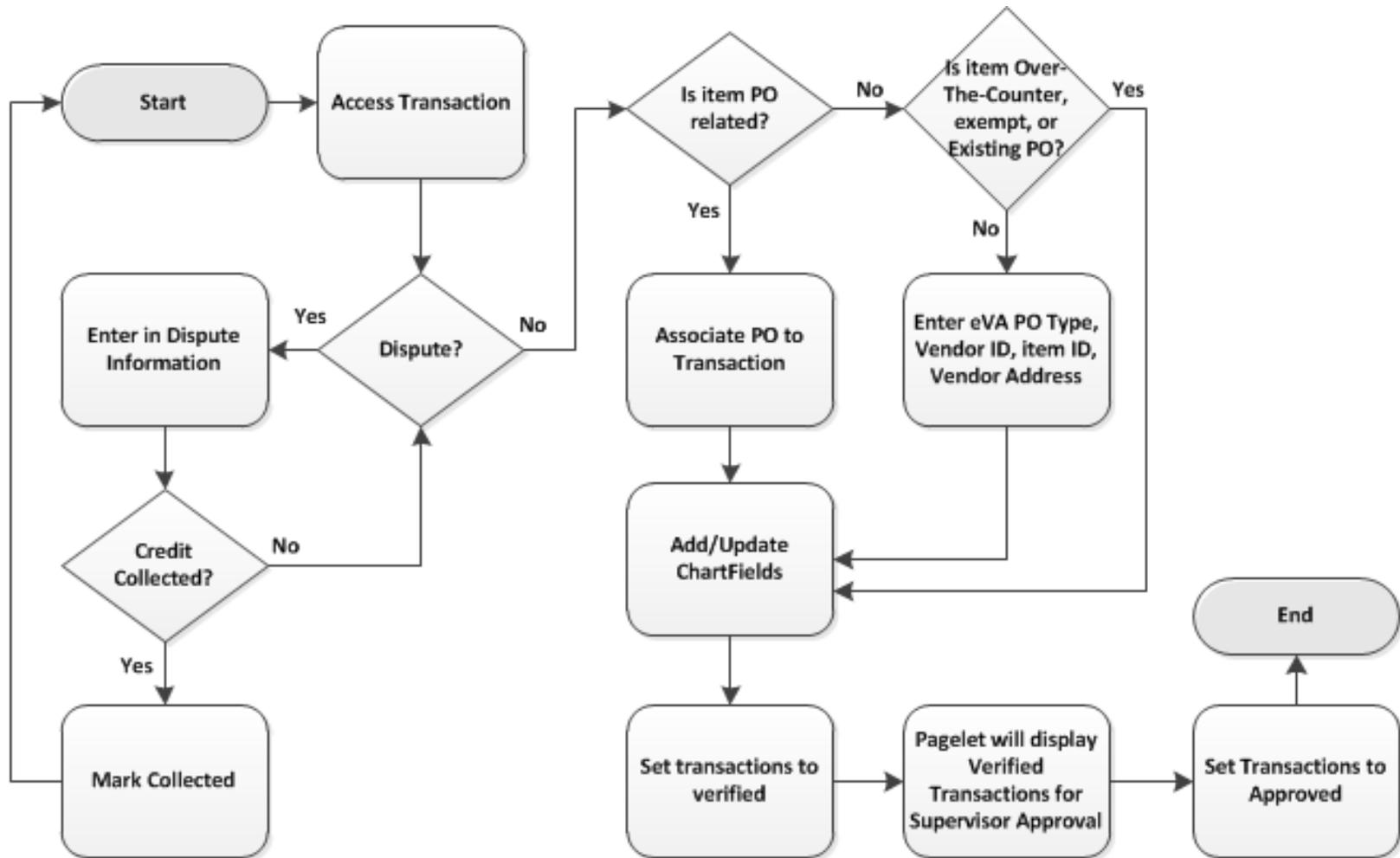
# PCard Process



Click on image to return

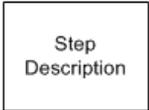
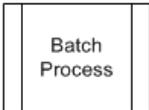
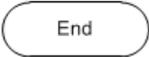
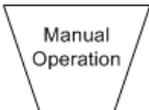
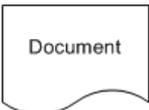
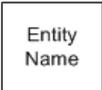


# PCard Process (continued)



Click on image to return

# Flow Chart Key

FLOW CHART KEY			
 <p>Step Description</p>	<p>Depicts a process step or interface.</p>	 <p>Start</p>	<p>Indicates point at which the process begins. Does not represent any activity.</p>
 <p>Batch Process</p>	<p>Specifies a batch process.</p>	 <p>End</p>	<p>Indicates point at which the process ends. Does not represent any activity.</p>
 <p>Manual Operation</p>	<p>Depicts a process or step that is performed manually.</p>	 <p>Document</p>	<p>Depicts a document of any kind, either electronic or hard copy</p>
 <p>Decision Outcome</p>	<p>Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.</p>	 <p>X</p>	<p>Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.</p>
 <p>Entity Name</p>	<p>Specifies an entity (person, organization, etc.).</p>	 <p>Budget YE Close GL</p>	<p>Connects steps between business processes.</p>
 <p>Process</p>	<p>Depicts a process.</p>		