



PROC349b: Using and Maintaining ISSP Transactions

Web Based Training



Welcome

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 ISSP transactions 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.





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INTRO101: Cardinal Overview

CARDINAL™

Web Based Training

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Rev 3/1/2012



Introduction

Cardinal's Procurement functional area has four modules that are used to:

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.

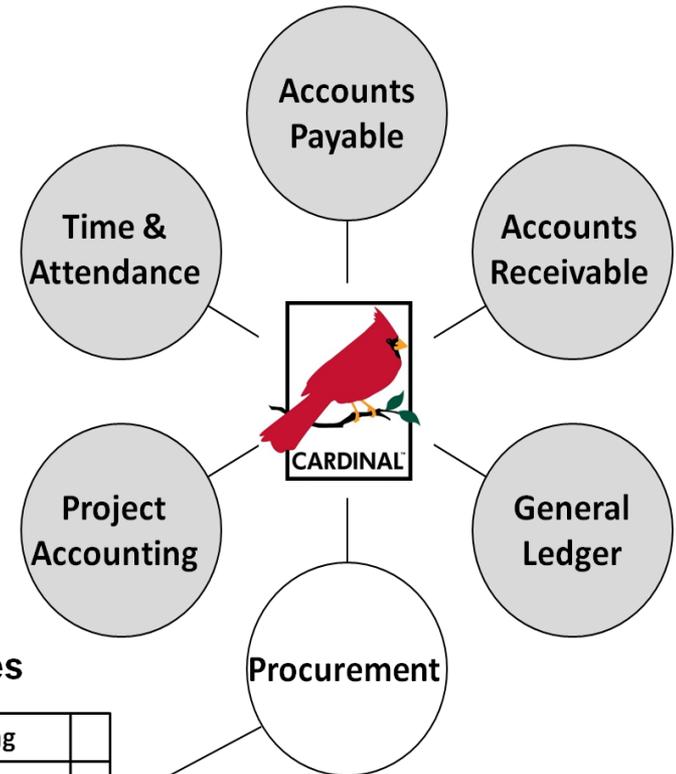
Strategic Sourcing

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



Modules

	Purchasing	
	eProcurement	
	Strategic Sourcing	
	Procurement Contracts	



Course Objectives

In this course, you will learn about the following topics:

- Understanding the ISSP Transaction Process
- Reviewing and Reconciling ISSP Transactions
- Using ISSP Reports and Queries



Lesson 1: Understanding The ISSP Transaction Process

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

- Key Concepts
- Integration and Interfaces
- ISSP Processes



Key Concepts

Some ISSP processing concepts:

- Both ISSP and PCard transactions are processed using the Procurement Card menu item as part of the Purchasing module in Cardinal . The transaction processes are very similar. However, ISSP transactions are specific to purchases related to vehicles, equipment and maintenance stock..
- The ISSP vendor transmits a transaction file into Cardinal each business day.
- Cardinal transmits a confirming file back to the ISSP vendor to include voucher information.
- Cardinal sends some ISSP information to FleetFocus M5, an external fleet management software application that tracks all activities related to the maintenance of vehicles and rental equipment.
- You can verify and approve your ISSP transactions daily.
- Cardinal uses a pagelet on the Approver's Home Page to notify Approvers that transactions are verified and ready for approval. The pagelet only displays transactions that need approval.

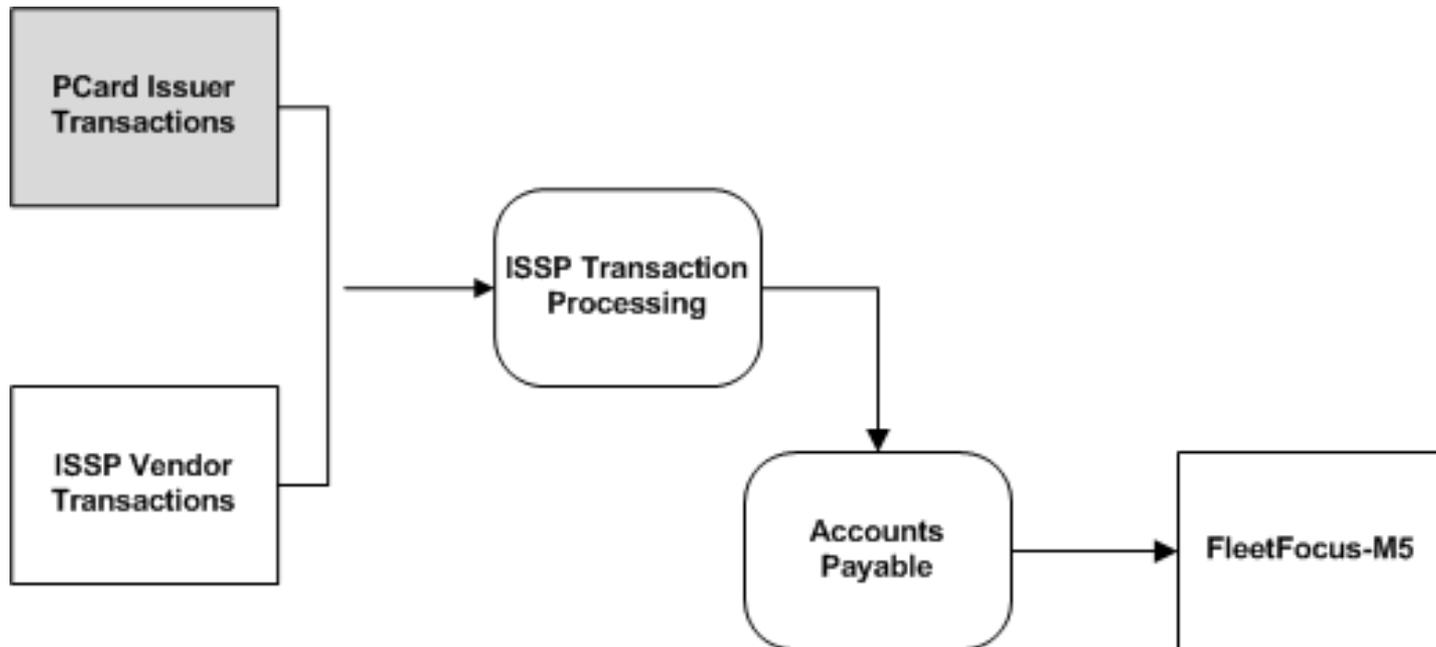


Integration and Interfaces

In Cardinal, the Purchasing module integrates with the **Accounts Payable** module and interfaces with other external systems:

- ISSP Vendor
- FleetFocus-M5

The integration and interfaces are detailed on the next slides.

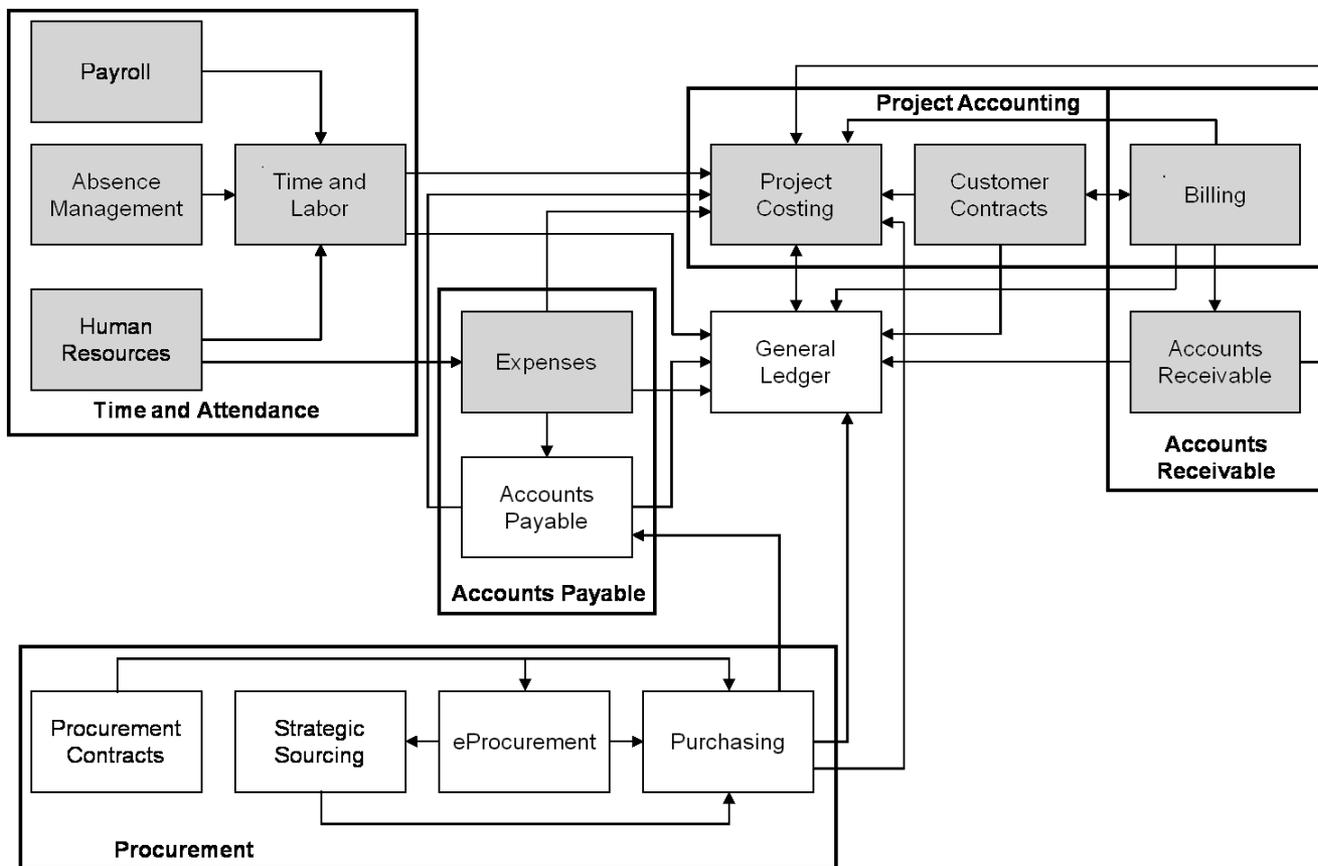




Integration and Interfaces (continued)

Integration

The ISSP Process is contained within the Purchasing module and routes approved transactions to the Accounts Payable module, where they are processed for payment. Accounts Payable also integrates with General Ledger module, to generate a journal which records the transaction and related charge distribution. If a transaction contains a distribution related to equipment, the data is transmitted to M5.





Integration and Interfaces (continued)

Interfaces:

Cardinal interfaces with the ISSP vendor to receive transactional data and with FleetFocus M5 to share information specific to the vehicles and equipment tracked.

ISSP Vendor

Each ISSP location is assigned a unique card number to identify its transactions. The ISSP Vendor sends transaction information to Cardinal daily in a secure file, by ISSP stock location.

Cardinal sends approved/vouchered transactions back to the ISSP Vendor each day.

Fleet Focus M5

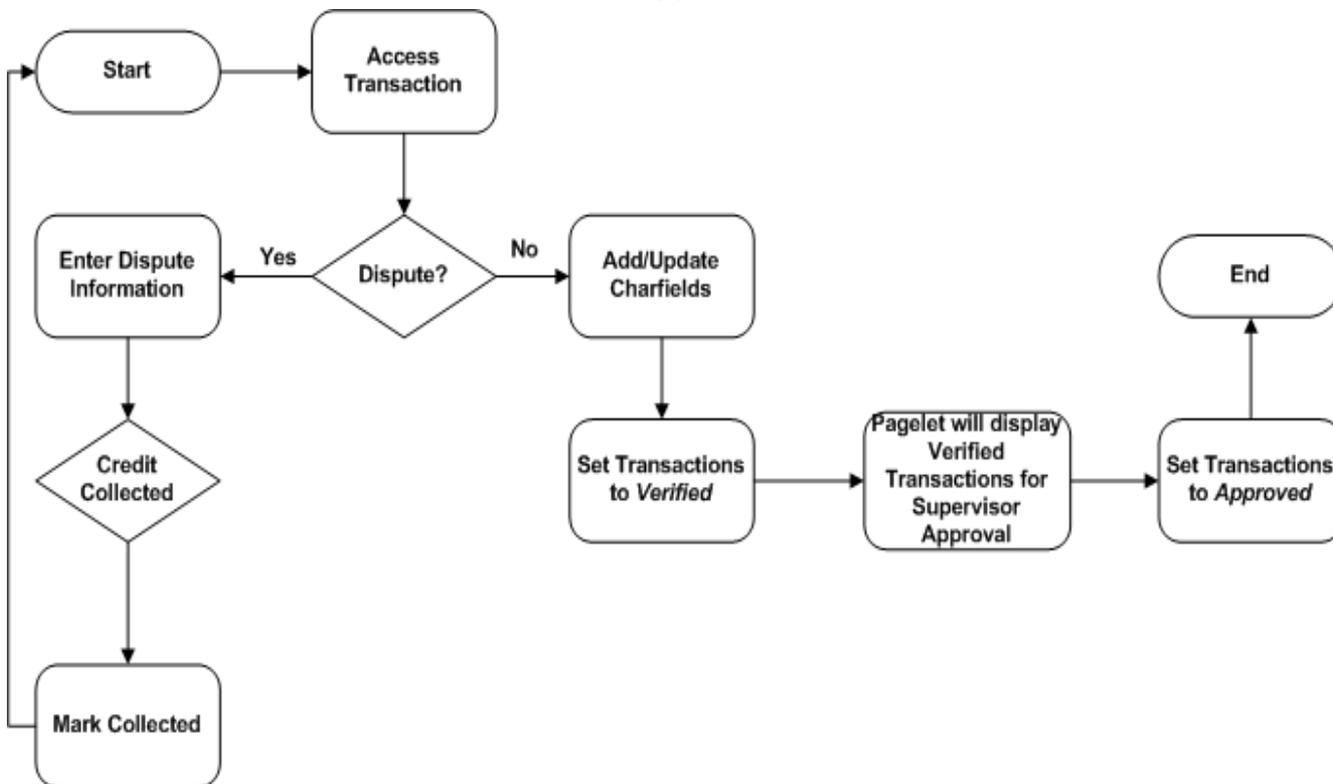
M5-related transactions have additional M5 related data (Work Order Number, Equipment ID, etc.) attached to the transaction that is passed through to M5 each day from the General Ledger.



ISSP Process (continued)

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

- Access the transaction and determine whether it should be disputed.
- If the transaction is disputed, enter the dispute information.
- If there is no dispute, add / update ChartField values so the transaction is correctly charged.
- Set the transaction to **Verified**.
- Cardinal routes the transaction for review and approval.





Lesson 1: Checkpoint

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.



How often are ISSP transactions loaded into Cardinal?

- Weekly
- Bi-Monthly
- Daily
- Monthly



Lesson 2: Reviewing and Reconciling ISSP Transactions

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

- Accessing and Using the PCard Transactions Page
- Creating and Reviewing Disputes
- Submitting ISSP Transactions for Approval



Accessing and Using the ISSP PCard Transactions Page

Locate Transaction

Reconcilers and Approvers may use the **Reconcile Statement** Search page to locate transactions for a specific District.

You can navigate to this page through the following path:

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

Enter your search criteria. For ISSP, **Employee ID** begins with **ISSP**, followed by the District number. **Name** is **District**, followed by the District Name. **Statement Status** is selected. Then click **Search**.

For In this scenario, we are using **Employee ID** which is **ISSP1** and **Name**, which is **District,Bristol** and selecting **Staged** transactions only.

The screenshot shows a web browser window with the 'CARDINAL' logo in the top left. The breadcrumb navigation path is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The page title is 'Reconcile Statement Search'. The form contains the following fields:

- Role Name: [Dropdown menu]
- Employee ID: [Text input: ISSP1]
- Name: [Text input: District,Bristol]
- Card Issuer: [Dropdown menu]
- Card Number: [Text input]
- Transaction Number: [Text input]
- Merchant: [Text input]
- Sequence Number: [Text input]
- Line Number: [Text input]
- Billing Date: [Text input]
- Statement Status: [Dropdown menu: Staged]
- Budget Status: [Dropdown menu]
- Chartfield Status: [Dropdown menu]
- Transaction Date: [Text input]
- Charge Type: [Dropdown menu]
- Posted Date: [Text input]

At the bottom of the form are two buttons: 'OK' and 'Cancel'.



Accessing and Using the PCard Transactions Page (continued)

The **Reconcile Statement** page lists transactions by transaction date.

Transactions are loaded daily and identify **Card Issuer**, last 4 characters of **Card Number**, **Trans Date**, **Merchant**, **Status**, **Transaction Amount**, **Currency**, **Line Details**, **Comments**, **Distribution** and more.

Check your records against the information on the **Reconcile Statement** page and make sure they agree.

CARDINAL
 Home
 Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement
 New Window

Reconcile Statement
Procurement Card Transactions

Empl ID: ISSP1 Name: District,Bristol
 Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View 100 | First 1-9 of 230 | Last

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			
1	<input type="checkbox"/> ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	106.80	USD			
2	<input type="checkbox"/> ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	27,437.56	USD			
3	<input type="checkbox"/> ISSP0	*****131N	10/15/2013	MANAGEMENT CONSULTING INC	Staged	225.95	USD			
4	<input type="checkbox"/> ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	2,019.74	USD			
5	<input type="checkbox"/> ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	175.00	USD			
6	<input type="checkbox"/> ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	50.90	USD			
7	<input type="checkbox"/> ISSP0	*****131N	10/15/2013	MANAGEMENT CONSULTING INC	Staged	237.35	USD			
8	<input type="checkbox"/> ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	18,328.14	USD			
9	<input type="checkbox"/> ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	45.71	USD			

Select All Clear All Stage Verify Approve Validate Budget

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



Accessing and Using the PCard Transactions Page (continued)

To view the different types of data supplied by the ISSP Vendor, click the **Line Details** icon.



ISSP related data is on the **Type 5** and **Type 7** tabs.

For Example: this transaction was for **Floor Cleaner**.

Reconcile Statement
Visa Transaction Details

Card Number: *****160V
 Posted Date: 08/22/2013
 Transaction Number: 160019480
 Sequence Number: 37

Card Transaction - Type 5

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1			MANAGEMENT CONSULTING INC

Line Item Detail - Type 7

Item Seq	Message Identifier	Item Commodity Code	Item Description
1	1		CLEANER; FLOOR, 32 OZ.

Return

Once you have reviewed the **PCard Transaction Details**, click **Return** to go back to the **Reconcile Statement** page.



Accessing and Using the PCard Transactions Page (continued)

Line Comments:

You can enter or view comments specific to each line, by clicking on the Comments icon. Click **OK** to return to the **Reconcile Statement** page.



The screenshot shows the CARDINAL web application interface. At the top left is the CARDINAL logo. The breadcrumb navigation path is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The page title is "Reconcile Statement". Below the title, the "Line Comments" section is active, showing "Line: 9" and "Description: Reference:". A "Transaction Line Comments" dialog box is open, displaying a comment: "Floor Cleaner for District Shop grease spills. MJH". The "Status" is set to "Active". Below the comment is an "Associated Document" section with an "Attachment:" label and three buttons: "Attach", "View", and "Delete". At the bottom of the dialog are "OK", "Cancel", and "Refresh" buttons. The "OK" button is highlighted with a red border.



Accessing and Using the PCard Transactions Page (continued)

For Card Number transactions ending in V, you must assign Chart of Accounts Values

- Click on the distribution icon  and enter the accounting distribution (e.g., SpeedChart, project, cost center, etc.)
- To split the charges for one transaction between 2 or more accounting distributions, scroll to the end of the distribution line and click the + icon. Then enter the number of rows you wish to add.
- Validate Budget process verifies that the ChartField, combination edits, and budget are valid.
- To use multiple SpeedCharts on a transaction, the transaction has to be split, since only one SpeedChart can be assigned per transaction.

2	<input type="checkbox"/>	ISSP0	*****100V	10/15/2013	MANAGEMENT CONSULTING INC	Staged	27,437.56	USD			
3	<input type="checkbox"/>	ISSP0	*****131N	10/15/2013	MANAGEMENT CONSULTING INC	Staged	225.95	USD			

See:

ISSP Transactions Simulation on the Cardinal website for additional information.



Accessing and Using the PCard Transactions Page (continued)

Set the Transaction to Verified

Once you reconcile the transaction, you can set the transaction from **Staged** to **Verified**. The Supervisor can then set the transaction to **Approved**.

Approved transaction data is transmitted to the Accounts Payable module for payment to the ISSP Vendor. Payments are made each day based on the approved batches.

Reconcile Statement
Procurement Card Transactions

Empl ID: ISSP1 Name: District,Bristol
 Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View 100 | First 1-9 of 377 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Bud Stat
1	ISSP0	*****160V	08/22/2013	MANAGEMENT CONSULTING INC	Staged	16.08	USD	Vali
2	ISSP0	*****140V	08/26/2013	MANAGEMENT CONSULTING INC	Verified	19.69	USD	Vali
3	ISSP0	*****160V	08/22/2013	MANAGEMENT CONSULTING INC	Staged	6.74	USD	Vali
4	ISSP0	*****140V	08/26/2013	MANAGEMENT CONSULTING INC	Staged	235.93	USD	Vali



Lesson 2: Simulation

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

To dispute a transaction go to the **PCard Transactions** page.

Navigate to the **PCard Transactions** page using the following Path:

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

Click on the **Comments** icon of the transaction that you wish to dispute.

Reconcile Statement
Procurement Card Transactions

Empl ID: ISSP1 Name: District,Bristol
 Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View 100 | First 328-336 of 336 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
328	ISSP0	*****140R	09/18/2013	MANAGEMENT CONSULTING INC	Staged	20.68	USD	V
329	ISSP0	*****140N	09/18/2013	MANAGEMENT CONSULTING INC	Staged	19.66	USD	V
330	ISSP0	*****140R	09/18/2013	MANAGEMENT CONSULTING INC	Staged	53.38	USD	V
331	ISSP0	*****140R	09/18/2013	MANAGEMENT CONSULTING INC	Staged	37.11	USD	V



Creating and Reviewing Disputes (continued)

Enter comments that explain the circumstances of the dispute. Include notification of the vendor. Click **OK**.

CARDINAL

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

Reconcile Statement

Line Comments

Line: 181 Description:
Reference:

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status: Active

Spoke with John Hayes on 10/04/13, sales manager and explained that this is a duplicate charge. We are disputing the entire amount. Mark Anthony 10/04/13

Associated Document

Attachment: Attach View Delete

OK Cancel Refresh



Creating and Reviewing Disputes (continued)

Click on the **Billing** tab and enter the **Dispute Amount** for the transaction.
The transaction is still paid in full. Although, the ISSP vendor credits the transaction at a later date.

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

Procurement Card Transactions

Empl ID: ISSP1 Name: District,Bristol

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View 100 | First 328-336 of 336 Last

Transaction Billing

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
328	<input type="text"/>	07/01/2011	20.68	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
329	<input type="text"/>	07/01/2011	19.66	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
330	<input type="text"/>	07/01/2011	53.38	USD		<input type="text" value="53.38"/>	<input type="checkbox"/>
331	<input type="text"/>	07/01/2011	37.11	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>

Click back on the **Transaction** tab and change to **Verified** and **Save** to send forward for approval.



Creating and Reviewing Disputes (continued)

To review disputed items navigate to the **Review Disputes** page using the following path:

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

- Click the **Comment** icon to review comments
- Click the **Billing** tab to review billing information
- Click the **Cardholder** tab to review Cardholder information
- Click the **Collected** check box to set the **Credit Collected** check box on the **Reconcile Statement** page to **Checked**.

Review Disputes
Procurement Card Transactions

Empl ID: ISSP1 Name: District,Bristol

Display Unmasked Card Number

Transactions with Dispute Customize | Find | View All | First

Transaction Billing Cardholder

Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	16.08	*****Jy_		08/22/2013	16.08	USD	MANAGEMENT CONSULTING INC

Transactions with Dispute Customize | Find | View All | First

Transaction **Billing** Cardholder

Collected	Dispute Amount	Posted Date	Currency	Reference Number	Status
<input type="checkbox"/>	16.08	08/22/2013	16.08 USD		Verified

Transactions with Dispute

Transaction Billing **Cardholder**

Collected	Dispute Amount	Empl ID	Name
<input type="checkbox"/>	16.08	ISSP1	District,Bristol



Submitting ISSP Transactions for Approval

Pagelets

Approvers can personalize their **Home Page** to include a pagelet that lists ISSP transactions that have been **Verified**.

Verified transactions are displayed in the pagelet, once they have passed edit checks in batch processing. Transaction hyperlinks will direct the Supervisor to the ISSP transactions.

The screenshot shows the CARDINAL web application interface. At the top left is the CARDINAL logo. Below it are navigation links for 'Favorites' and 'Main Menu'. A 'Personalize Content | Layout' link is also present. The main content area is divided into several sections:

- Menu - Classic**: A search bar and a list of expandable menu items including 'myCardinal Financials', 'Employee Self-Service', 'Manager Self-Service', 'Supplier Contracts', 'Customers', 'Customer Contracts', 'Items', 'Vendors', 'Procurement Contracts', 'Purchasing', 'eProcurement', 'Services Procurement', 'Sourcing', 'Project Costing', 'Travel and Expenses', 'Billing', 'Accounts Receivable', 'Accounts Payable', 'Banking', 'Commitment Control', 'General Ledger', 'Allocations', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Worklist', 'Tree Manager', 'Reporting Tools', and 'PeopleTools'. At the bottom of this menu are links for 'My Personalizations' and 'My System Profile'.
- myCardinal Financials**: Contains two main sections:
 - Financials Report Execution**: Lists report types such as AP Reports, AR Reports, GL Reports, PA Reports, PR Reports, and Financials Query-based Reports.
 - Financials Report Retrieval**: Lists tools like FIN Report Manager and FIN Process Monitor.
- myCardinal Messages**: A section with a 'Begin Date' input field and a 'Message' button.

At the bottom of the interface, a table titled 'PCard Verified Charges by User' is displayed, showing a list of transactions for 'District.Lynchburg'.

Name	Trans Date	Merchant	Sum Amount
District.Lynchburg	2013-05-30	MANAGEMENT CONSULTING INC	154.75
District.Lynchburg	2013-05-30	MANAGEMENT CONSULTING INC	439.52
District.Lynchburg	2013-05-30	MANAGEMENT CONSULTING INC	24.71
District.Lynchburg	2013-05-30	MANAGEMENT CONSULTING INC	84.48
District.Lynchburg	2013-05-30	MANAGEMENT CONSULTING INC	191.16
District.Lynchburg	2013-05-30	MANAGEMENT CONSULTING INC	1291.88



Submitting ISSP Transactions for Approval (continued)

Daily Reconciliation

You can always review transactions that have not been closed (i.e. vouchered). Navigate to this page using the following path: **Main Menu > Purchasing > Procurement Cards > Review Bank Statement**

Available status options include:

- **Approved**
- **Not Closed**
- **Closed**
- **Staged**
- **Initial**
- **Verified**

You can choose various statuses for the transactions, but the preferred is **Not Closed**.

Closed transactions will show the voucher number.

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

New Window

Review Bank Statement

Card Issuer: ISSP0 Billing Date: 07/01/2011
 Total Amount: 849,585.98 Currency: USD

Display Unmasked Card Number

Transaction Summary								
Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
ISSP1		09/26/2013	110021592	129.46	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/26/2013	110021594	435.61	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/26/2013	110021597	202.17	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/17/2013	150021493	122.52	USD	MANAGEMENT CONSULTING INC	Verified	

Customize | Find | View 100 | First 81-100 of 2941 Last



Lesson 2: Checkpoint

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?

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

ISSP Reconcilers can dispute a transaction on what page?

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



Lesson 3: ISSP Reports and Queries

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

- Reports
- Queries



Reports

Reports

There are numerous ISSP reports available.

Key ISSP reports include:

- **Purchase Summary (by Employee)**
- **Purchase Details (by Merchant)**



Reports (continued)

Purchase Details

POY8052 PCard Account Summary by Employee: Provides a summary of all PCard purchases sorted by employee. For ISSP, this is the District the cards/locations are associated to.

You can navigate to this page using the following path:

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

ORACLE		Report ID: POY8052	PeopleSoft Purchasing	Page No. 21
	User ID: McAllister, Wanda (VDOT) (WANDA.MCALLISTER)	PURCHASE SUMMARY BY EMPLOYEE		Run Date 6/11/2013
	Run Control: Account_Summary			Run Time 3:51:24 PM

From: 5/1/2013
To: 5/15/2013

Billing Amount in: USD

Employee: District,Bristol (ISSP1)

Merchant: MANAGEMENT CONSULTING INC

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
ISSP0, Integrated Svcs Supply	*****180R (Visa)	180018802			5/2/2013	5/2/2013	177.03
ISSP0, Integrated Svcs Supply	*****180R (Visa)	180018803			5/2/2013	5/2/2013	22.80
ISSP0, Integrated Svcs Supply	*****131N (Visa)	131018238			5/13/2013	5/13/2013	1,140.73
ISSP0, Integrated Svcs Supply	*****150V (Visa)	150020823			5/1/2013	5/1/2013	40.27
ISSP0, Integrated Svcs Supply	*****150V (Visa)	150020824			5/1/2013	5/1/2013	31.68
ISSP0, Integrated Svcs Supply	*****150V (Visa)	150020825			5/1/2013	5/1/2013	75.57
ISSP0, Integrated Svcs Supply	*****150V (Visa)	150020832			5/1/2013	5/1/2013	59.34
ISSP0, Integrated Svcs Supply	*****150V (Visa)	150020836			5/2/2013	5/2/2013	202.68
ISSP0, Integrated Svcs Supply	*****150V (Visa)	150020840			5/3/2013	5/3/2013	178.44
ISSP0, Integrated Svcs Supply	*****150V (Visa)	150020847			5/7/2013	5/7/2013	68.04
Total for MANAGEMENT CONSULTING INC							165,351.88
Total for District,Bristol (ISSP1)							165,351.88



Reports (continued)

POY8031 PCard Account Summary by Merchant: Provides a summary of all PCard purchases sorted by PCard holder. For ISSP, this is the District the cards/locations are associated to.

You can navigate to this page using the following path:

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

ORACLE		Report ID: POY8031	PeopleSoft Purchasing	Page No. 1
		User ID: McAllister, Wanda (VDOT) (WANDA.MCALLISTER)	PURCHASE DETAIL BY MERCHANT	Run Date 6/17/2013
		Run Control: Account_Summary		Run Time 2:55:48 PM

From: 5/1/2013
To: 5/7/2013

Billing Amount in: USD

Merchant: MANAGEMENT CONSULTING INC

Card Issuer: ISSP0, Integrated Svcs Supply Prog
Credit Card: *****100R (Visa) Expires: 12/31/2019
Employee: District.Bristol (ISSP1)

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
100022043	5/1/2013	5/1/2013				2.99
100022045	5/2/2013	5/2/2013				6.82
100022046	5/2/2013	5/2/2013				207.78
100022047	5/2/2013	5/2/2013				1,804.00
100022053	5/3/2013	5/3/2013				703.19
100022055	5/8/2013	5/8/2013				31.21
100022056	5/8/2013	5/8/2013				58.03
100022057	5/8/2013	5/8/2013				1.14
100022058	5/8/2013	5/8/2013				43.88
100022060	5/8/2013	5/8/2013				-64.35
100022061	5/8/2013	5/8/2013				108.84
100022062	5/8/2013	5/8/2013				69.80
100022063	5/8/2013	5/8/2013				6.51
100022064	5/8/2013	5/8/2013				6.93
100022069	5/7/2013	5/7/2013				22.52
100022070	5/7/2013	5/7/2013				97.50
100022072	5/7/2013	5/7/2013				34.02

Credit Card: *****100V (Visa) Expires: 12/31/2019
Employee: District.Bristol (ISSP1)

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
100022041	5/1/2013	5/1/2013				198.96
100022042	5/1/2013	5/1/2013				79.18
100022044	5/2/2013	5/2/2013				19.50
100022048	5/3/2013	5/3/2013				131.20
100022049	5/3/2013	5/3/2013				21.12
100022050	5/3/2013	5/3/2013				84.00
100022051	5/3/2013	5/3/2013				68.44
100022052	5/3/2013	5/3/2013				6.80

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Queries

Queries

Key ISSP queries include:

- **V_PR_PCARD_TRANS_BY_TRANS_DT – PCARD Transactions by Trans Dt**
- **V_PR_UNRECONCILED_TRNSCTNS – PCARD / ISSP Un Reconciled Trans**



Queries (continued)

V_PR_PCARD_TRANS_BY_TRANS_DT – PCARD Transactions by Trans Dt

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.

You can navigate to this page using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt

Trans Date From:

Trans Date To:

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](#) (9329 kb)

[View All](#)

	Business Unit	District Account	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt	Merchant	Vendor ID	Last User to Modify	Last Change Date Time	Approved By	App Dt
1	50100	ISSPDist0	ISSPO	*****131V	District,Bristol	4	V	V	131018086	41	04/05/2013	0	1	04/05/2013	07/01/2011	7.860	MANAGEMENT CONSULTING INC	0000029737	TERRY.WHITE	04/16/2013 10:05:21AM	TERRY.WHITE	04/16
2	50100	ISSPDist0	ISSPO	*****131V	District,Bristol	4	V	V	131018078	33	04/05/2013	0	1	04/05/2013	07/01/2011	223.260	MANAGEMENT CONSULTING INC	0000029737	TERRY.WHITE	04/16/2013 10:05:21AM	TERRY.WHITE	04/16

First

Approval Date	Vendor Item	Trans Description	Vendor Item Descr	UOM	Trans PO Qty	Trans Unit Price	Trans Item ID	eVA PO Type	PO ID	PO Line Nbr	PO Sched Nbr	Account	Fund	Program	Department	Cost Center	Agency Use 1	Asset	Project	Activity	Task	FIPS	Source Type	Category	Subcategory	Voucher ID	Voucher Line Nbr	
04/16/2013				EA	1.0000	7.86000						5022740	04100	60400403	11015	11165000					05738						00184668	73
04/16/2013				EA	1.0000	223.26000						5013790	04100	604003	11056	11160140	MBSN040413				66118	027					00184668	72



Queries (continued)

V_PR_UNRECONCILED_TRNSCTNS – PCARD / ISSP Un Reconciled Trans

Allows users to find all unreconciled Integrated Supply Services Program transaction ticket lines, by organizational unit and by rollup of related organizational units. This query displays Unit, District Name, Card and Transaction Number, Transaction Date, etc.

You can navigate to this page through the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_PR_UNRECONCILED_TRNSCTNS - PCARD/ISSP Un Reconciled Trans

Card Issuer:

Name (% For All):

District (% For All):

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (440 kb)

[View All](#)

	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	ISSPDist0	District,Bristol	ISSP0	*****150R	150021688	65	10/15/2013	0	MANAGEMENT CONSULTING INC				EA	1.0000	16.38000	16.380	
2	50100	ISSPDist0	District,Bristol	ISSP0	*****150R	150021690	67	10/15/2013	0	MANAGEMENT CONSULTING INC				EA	1.0000	25.04000	25.040	
3	50100	ISSPDist0	District,Bristol	ISSP0	*****150R	150021691	68	10/15/2013	0	MANAGEMENT CONSULTING INC				EA	1.0000	57.53000	57.530	
4	50100	ISSPDist0	District,Bristol	ISSP0	*****150R	150021692	69	10/15/2013	0	MANAGEMENT CONSULTING INC				EA	1.0000	376.20000	376.200	



Course Summary

In this course, you learned:

- Basic ISSP transaction concepts
- The process for managing ISSP transactions
- How to reconcile ISSP transactions in Cardinal
- About some key ISSP reports and queries



Course Evaluation

Congratulations! You have completed the **PROC349b: Using and Maintaining ISSP Transactions** 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

- Key Terms
- Diagrams and Screenshots
- Flow Chart Key



Key Terms

ISSP Vendor: The vendor (presently MANCON) that issues the stock item to the Agency and payment is made to.

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

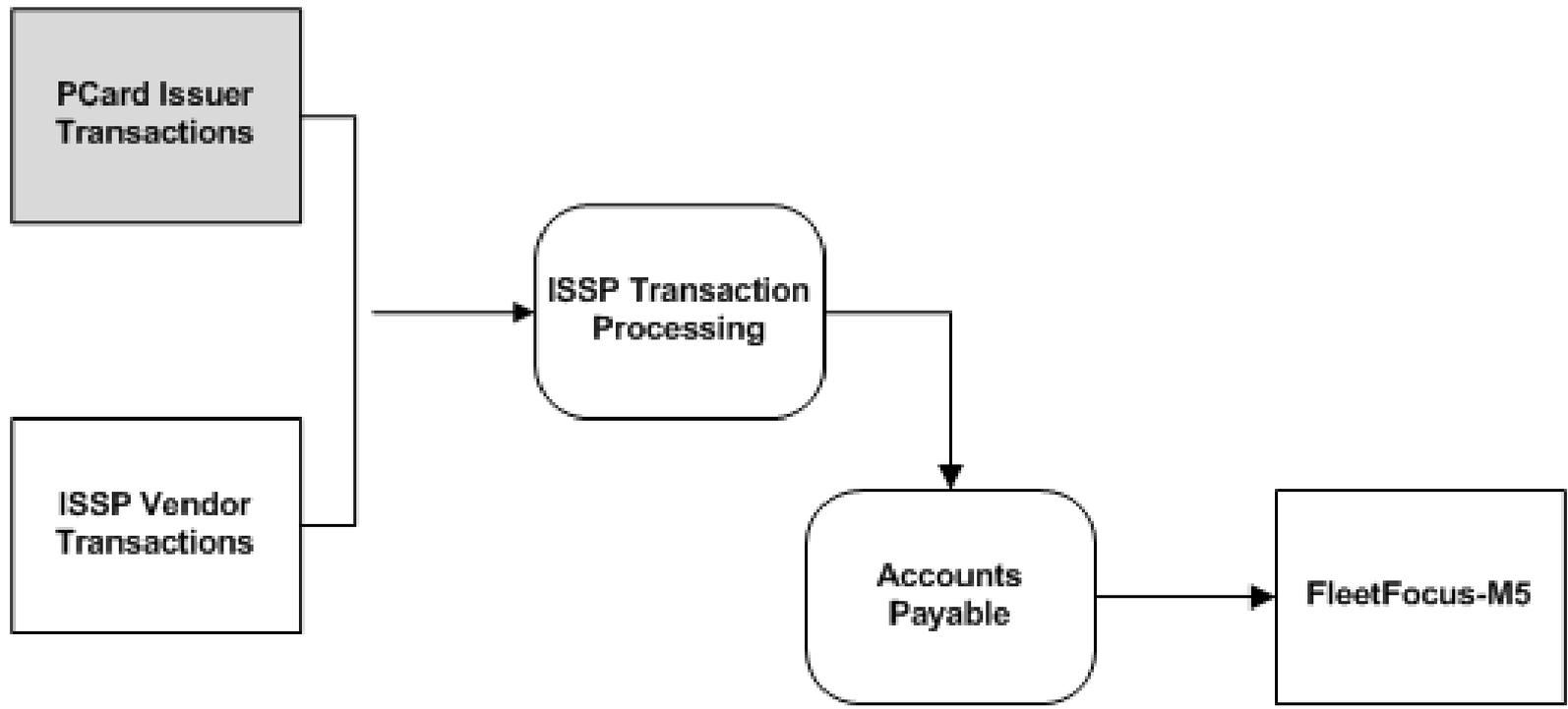
Purchase Order: A commitment from an agency to a vendor for the purchase of goods or services.

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



Diagrams and Screenshots

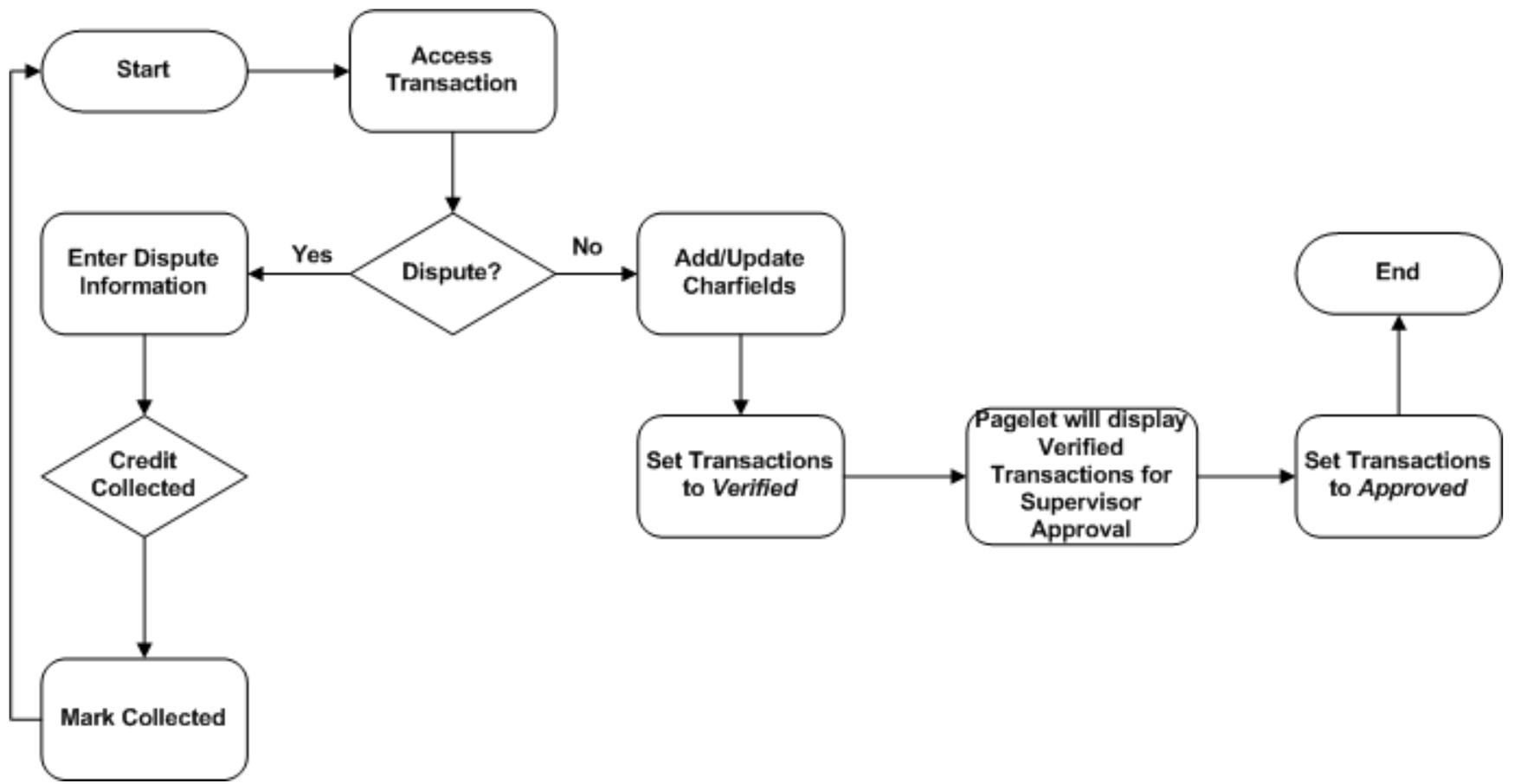
Integration and Interfaces





Diagrams and Screenshots (continued)

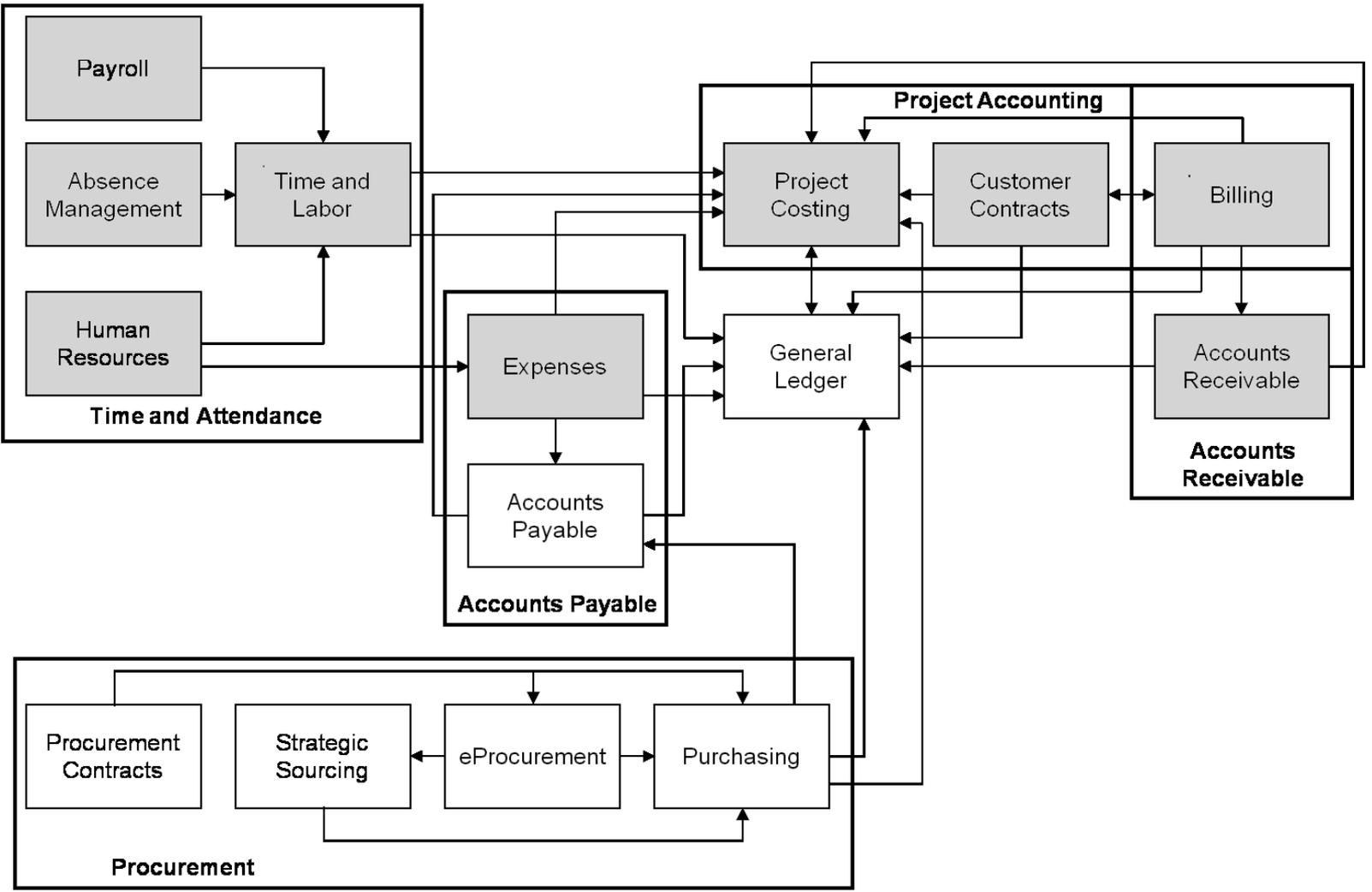
ISSP Transaction





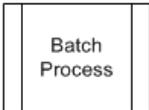
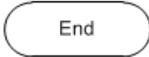
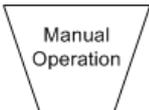
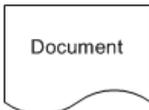
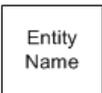
Diagrams and Screenshots (continued)

Integration





Flow Chart Key

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