



PR349_
Managing PCard and ISSP Transactions
(VDOT)

Web Based Training



Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

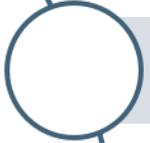


Course Objectives

After completing this course, you will be able to:



Process Procurement Cards (PCard) transactions



Process Integrated Supply Services Program (ISSP) transactions



Review and reconcile PCard and ISSP transactions



Agenda

1

Understanding PCards and ISSP

2

Reviewing and Reconciling Transactions



Lesson 1: Introduction

1

Understanding PCards and ISSP

This lesson covers the following topics:

- Procurement Overview
- PCard and ISSP Key Concepts
- PCard and ISSP Integration and Interfaces
- PCard and ISSP Process



Procurement Overview

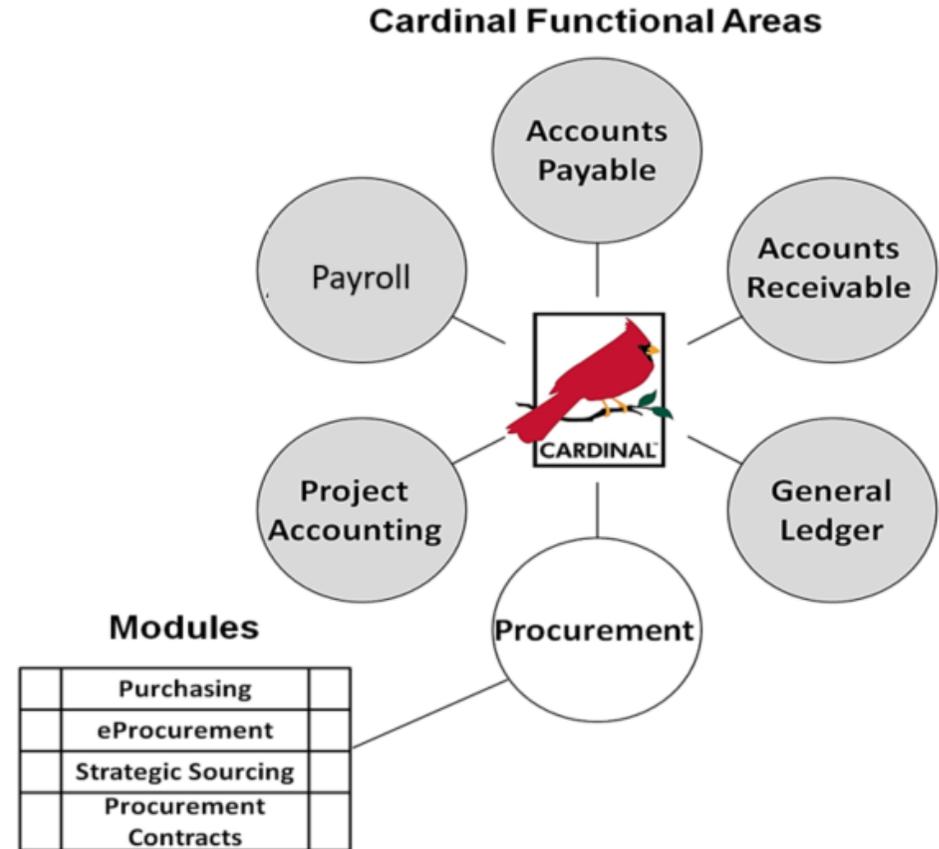
The Procurement functional area of Cardinal includes four modules:

Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders, receipts, and procurement card (ISSP and PCard) transactions.

eProcurement

Like Purchasing, eProcurement provides for Procurement but uses a web-based model. It is similar to an online shopping cart experience for users requesting goods and/or services.





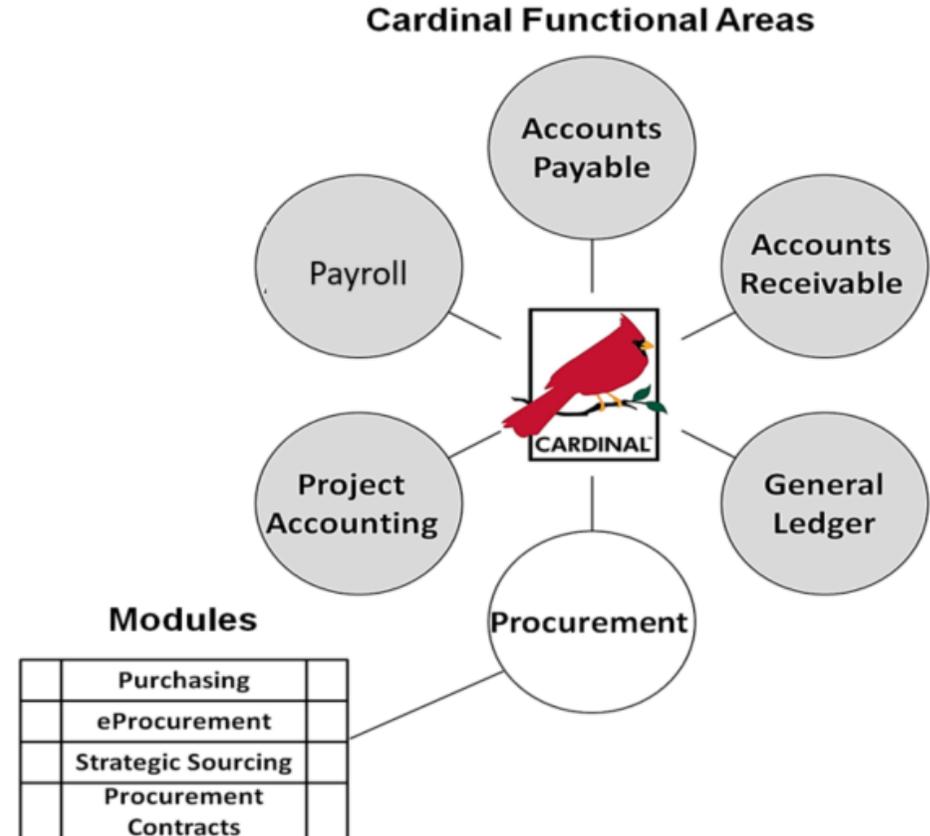
Procurement Overview (continued)

Strategic Sourcing

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

Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.





Key Concepts: PCard and ISSP

Key Concepts

- The procurement card process reduces manual processes and administrative efforts normally needed to track purchases and make related supplier payments.
- VDOT uses two types of procurement cards: PCards and ISSP Cards. These cards allow users to purchase goods using charge cards which are then paid electronically.
- PCards are issued to individual users for purchases; ISSP Cards are issued by stock location, and are typically used for purchases related to vehicles, equipment, and maintenance stock.
- Each day Cardinal receives purchase data from the bank (for PCards) and from the supplier (for ISSP cards).
- Cardholders review their PCard purchases so those associated with a PO (purchase order) can be transmitted to eVA (the Commonwealth's web-based procurement process) as a confirming PO. The PO is then issued to the Supplier. ISSP data related to vehicle maintenance is sent to FleetFocus M5 daily.
- Once Cardholders review and reconcile transactions they can be approved. After approval, transactions are sent to AP and paid electronically.



PCard/ISSP Process

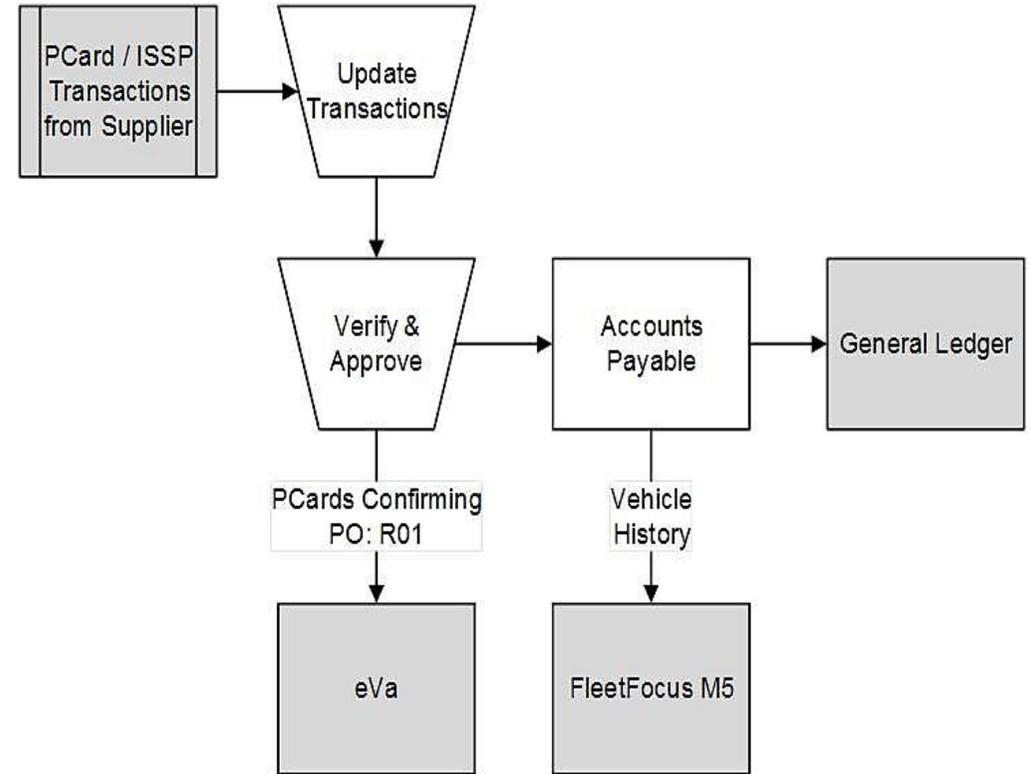
PCards and ISSP integrate with the Accounts Payable functional area and interface with several external systems:

- PCard and ISSP Suppliers
- FleetFocus M5
- eVA (PCard only)

Accounts Payable integrates with the General Ledger module by generating a journal entry which records the related accounting distribution for PCard and ISSP transactions.

If a transaction contains a distribution related to the repair or maintenance of vehicles or equipment, the data is transmitted to FleetFocus M5.

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



Click on image to enlarge



PCard and ISSP Integration and Interfaces

PCard and ISSP Transactions from Supplier:

PCard

- Each day the PCard Supplier (bank) sends a file to Cardinal that loads transactions for all Card Holders.
- Monthly Accounts Payable vouchers are generated for PCard transactions and a payment is sent to the PCard supplier.

ISSP

- The ISSP Supplier sends transaction information to Cardinal daily in a secure file, by ISSP stock location. Cardinal sends approved /vouchered stock transactions back to the ISSP Supplier daily.
- Each day Accounts Payable vouchers are generated for ISSP transactions and a payment is sent to the ISSP supplier.

PCard eVA Interface: In compliance with procurement policy, PCard transactions that are not done over-the-counter (OTC) are transmitted to eVA as a confirming purchase order. A confirming PO is a PO issued after the fact by a procuring agency to a supplier for goods or services ordered orally or by some other means.

FleetFocus M5 interface: Cardinal interfaces with FleetFocus M5, sending PCard and ISSP data related to vehicle maintenance and repairs daily. ISSP data sent to FleetFocus M5 may include **Work Order Number**, **Equipment ID**, etc.



PCard and ISSP Process

Since PCard and ISSP Suppliers transmit transactions to Cardinal daily, it is not necessary to enter transactions from receipt information or manually maintain an external log. Card transactions may be updated, verified, and approved daily.

- **PCard Only:**

- Each PCard Holder is issued a card with a unique number.
- PCard holders purchase items from a merchant. A swipe or transmittal of the card data allows the merchant to capture purchase details and subsequently receive payment from the Card Supplier (bank).
- At month end, the Accounts Payable Processor runs PCard queries for PCard transactions to ensure all transactions have been approved. PCard transactions with the status of **Approved** and **Budget Checked** are processed to a voucher and a payment is sent to the Card Supplier.



PCard and ISSP Process (continued)

ISSP Only:

- Each ISSP stock location is assigned a unique card number to identify its transactions. ISSP users simply charge at the Supplier's counter (shop). A voucher is generated daily and the ISSP supplier receives payment.
- ISSP transactions are specific to purchases related to vehicles, equipment, and maintenance stock. The ISSP supplier supplies vehicle repair parts and shop items for Cardinal end users. Every location has its own unique card number.



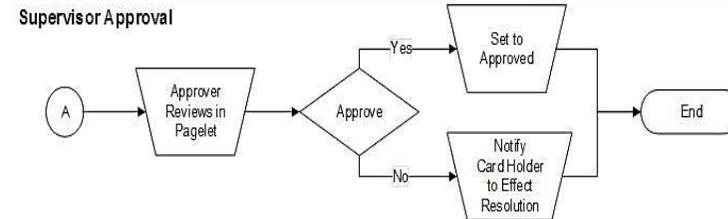
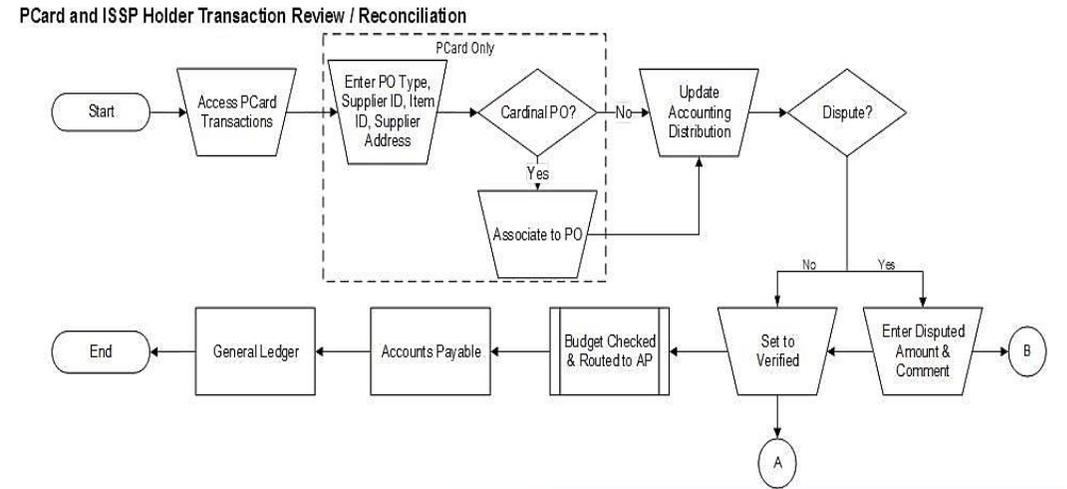
PCard and ISSP Process (continued)

The PCard and ISSP card process involves locating the transaction, reviewing, and updating the transaction.

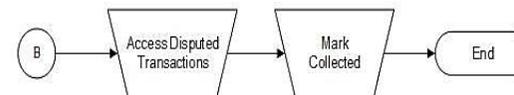
This may include:

- For PCards transactions, Enter eVA PO Type (R01, X02, OTC, etc.)
- Add/Update accounting distribution(s)
- Create and track disputes
- Track credit resolution
- Verify transactions
- Approve transactions

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



Card Holder Reconciliation – Credit Collection (Dispute Resolution)



Click on image to enlarge



Lesson 1: Checkpoint

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

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



PCard and ISSP transactions are loaded into Cardinal at what interval?

- Monthly
- Weekly
- BiMonthly
- Daily



Lesson 1: Summary

1

Understanding PCards and ISSP

In this lesson, you learned:

- PCards and ISSP cards simplify purchases and the related payment process.
- PCard and ISSP transactions are processed using the Procurement Card menu in the Purchasing module.
- PCard and ISSP transactions are loaded into Cardinal daily by the PCard and ISSP Suppliers.
- Cardinal users verify and approve PCard and ISSP transactions.
- PCard and ISSP transactions involving vehicle repairs and maintenance are sent by Cardinal to FleetFocus M5.



Lesson 2: Introduction

2

Reviewing and Reconciling Transactions

This lesson covers the following topics:

- Accessing and Using the Procurement Card Transactions Page for PCard and ISSP transactions
- Creating and Reviewing Disputes
- Submitting Transactions for Approval
- Transaction Reconciliation



Accessing the Transactions

Locate a Transaction

Use the **Reconcile Statement Search** page to locate both PCard and ISSP transactions.

Navigate to this page using the following path:

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

PCard:

To locate a PCard transaction, enter the **Employee ID** and select the **Card Issuer** from the drop-down. Click **Search**.

PCard

The screenshot shows a web application interface with a breadcrumb trail at the top: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. Below the breadcrumb is the title "Reconcile Statement Search". The search form contains the following fields:

- Role Name:** A dropdown menu.
- Employee ID:** A text input field containing "00294336000" with a search icon to its right.
- Name:** A text input field containing "HO,YANI" with a search icon to its right.
- Card Issuer:** A dropdown menu with "NOVA District 9 - BoA Visa" selected and highlighted in blue.

A red rectangular box highlights the Role Name, Employee ID, Name, and Card Issuer fields.



Accessing the Transactions

ISSP:

To locate an ISSP transaction, enter the **Employee ID** which is the **ISSP** number followed by the District's number. For **Name** enter the **District** followed by the District's name. Select a **Statement Status** and click **Search**.

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

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status ▾



Reconcile Statement - Procurement Card Transactions

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

This page is used to review, verify, manage, and approve PCard and ISSP transactions.

Transactions identify the **Card Number** (last four characters only), **Trans Date**, **Merchant**, **Status**, **Transaction Amount**, and **Currency**, and also have icons which can direct the user to **Line Details**, **Comments**, **Distributions** and more.

Verify the charge records against the information on the **Procurement Card Transactions** page and make sure they agree.

This screenshot is an example of a Supervisor’s view of multiple cardholders’ transactions.

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Status	Merchant	Transaction Amount	Currency
16	<input checked="" type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAV12	*****6345	08/04/2016	Staged	AMERICAN FUNDING SOLUTION	3,092.00	US
17	<input type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAV12	*****6345	08/04/2016	Staged	AMERICAN FUNDING SOLUTION	4,900.00	US
18	<input type="checkbox"/> BLANKENSHIP,TERESA G	BAV10	*****6667	07/29/2016	Staged	WYTHEVILLE OFFICE SUPP	187.21	US
19	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/15/2016	Staged	CANON SOLUTIONS AMERIC	-3,728.28	US
20	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/25/2016	Staged	RICHMOND COMMERCIAL SERVI	-0.30	US
21	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/15/2016	Staged	RICHMOND COMMERCIAL SERVI	0.30	US
22	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/08/2016	Staged	THE SUPPLY ROOM AOPD	5.99	US
23	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/08/2016	Staged	VA DEPT OF CORRECTIONAL E	11.65	US
24	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/28/2016	Staged	AAM SUPPLY, LLC	20.70	US
25	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/30/2016	Staged	THE SUPPLY ROOM AOPD	30.36	US
26	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/08/2016	Staged	VA DEPT OF CORRECTIONAL E	36.00	US
27	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/29/2016	Staged	IN *INKMART OF NOVA	39.99	US
28	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/15/2016	Staged	NIGP	40.00	US
29	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	07/07/2016	Staged	GUERNSEY OFFICE PRODUCTS	42.70	US
30	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAV10	*****9626	06/28/2016	Staged	UPS	48.00	US

Click on image to enlarge



Reconcile Statement - Procurement Card Transactions (continued)

PCard Transactions – Card Holder View

This screenshot is an example of a Cardholder's view of their own transactions.

The screenshot shows the Oracle Procurement Card Transactions interface. At the top, there is a search bar with a dropdown menu set to 'All' and a search input field. Below the search bar, the page title 'Reconcile Statement' and 'Procurement Card Transactions' are displayed. The user's 'Empl ID' is 00133191700. There is a checkbox for 'Run Budget Validation on Save'. The main table displays transaction details for a 'Bank Statement'. The table has columns for Card Issuer, Card Number, Trans Date, Merchant, *Status, Transaction Amount, Currency, Budget Status, and Chartfield Status. A red box highlights the 'Line Details' icon in the first row. Below the table, there are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', 'Approve', and 'Validate Budget'.

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	BAVI8	*****0578	07/30/2016	PREMIER STAFFING SOURCE	Approved	550.40	USD	Valid	Valid

Click the **Line Details** icon to open the **Reconcile Statement – Transaction Details** pop-up window.



Reconcile Statement - Line Details

Additional transaction details provided by the merchant can be seen on the **Trans Details** pop-up window. The posted date is displayed on the header.

Additional information may be supplied with a transaction, such as item description, merchant category, tracking number, etc. Data is displayed on the available tabs and is display only.

Click the **Return** button to return to the **Reconcile Statement – Procurement Card Transactions** page.

ProCard VISA Trans Details Help

Card Number *****0578
Posted Date 07/30/2016
Transaction Number 900065375
Sequence Number 422

▼ **Card Transaction - Type 5** Personalize | Find | View All | First 1 of 1 Last

Tab 1 | Tab 2 | Tab 3 | Tab 4 | Tab 5 | Tab 6 | Tab 7 | Tab 8 | Tab 9 | Tab 10

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1			PREMIER STAFFING SOURCE

▼ **Line Item Detail - Type 7** Personalize | Find | View All | First 1 of 1 Last

Tab 1 | Tab 2 | Tab 3 | Tab 4

Item Seq	Message Identifier	Item Commodity Code	Item Description
1	1		PIN; ANCHOR

Return



Reconcile Statement - Line Comments

From the **Reconcile Statement – Procurement Card Transactions** page click on the **Comments** icon to enter or view comments for a transaction.

Click the **OK** button to return to the **Reconcile Statement - Procurement Card Transactions** page.

ProCard Comments

Line 224 Description REFUND FOR DUPLICATE CHARGE

Reference

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

Comments: Status Active

eVA PO # DO1619814 CANON SOLUTIONS AMERICA
INV # 988670969 PRINTER MAINTENANCE, CREDIT FOR INVOICE CHARGED TWICE.
VITA CONTRACT # VA-130405-CSA, NO EXPIRATION DATE FOUND.
DALE ROBINSON, APPROVER
This is a comment. I can comment.

Associated Document

Attachment	Attach	View	Delete
------------	--------	------	--------

OK Cancel Refresh



Reconcile Statement - Accounting Distribution

Assign Chart of Account Values to the Transaction

- PCard Holders must update the accounting distribution for all transactions.
- ISSP users must update the accounting distribution for transactions where the card number ends in **V**. For all other ISSP transactions the distribution is prefilled and may not need modification.
- Select a transaction line and click on the **Distribution** icon at the end of the transaction line.
- Be sure to scroll right/left to see all fields and icons.

The screenshot shows the 'Reconcile Statement' interface for 'Procurement Card Transactions'. It includes a search bar, a table of transactions, and a 'Validate Budget' button. The 'Card Number' field in the first transaction row is highlighted with a red box, and the 'Distribution' icon at the end of the row is also highlighted with a red box. The 'Validate Budget' button at the bottom is also highlighted with a red box.

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	BAV18	*****0578	07/30/2016	PREMIER STAFFING SOURCE	Approved	550.40	USD	Valid	Valid

Click on image to enlarge

For more detailed information about accounting distribution, see the job aid entitled **501 PR349: PCard & ISSP Reconciliation and Approvals** located on the Cardinal website in **Job Aids** under **Learning**.



Reconcile Statement - Accounting Distribution (continued)

Assign Chart of Account Values to the Transaction

- Enter the ChartField values. The transaction may be added/split between multiple accounting distribution lines, if necessary.
- One SpeedChart can be used per transaction. To use multiple SpeedCharts the transaction must be split.
- Check for errors and correct.
- Click **OK**.
- On the **Reconcile Statement - Procurement Card Transactions** page is the **Validate Budget** button. The Validate Budget process verifies that the ChartFields and combination edits are valid, and validates existing budget rows for the ChartField combinations. Validate Budget is run as a batch process hourly from 7:00AM to 4:00PM. You may also run the process manually by clicking **Validate Budget**.

The screenshot shows the 'ProCard Account Distribution' window. At the top, it displays 'Line 20' with a 'PO Qty' of 1.0000 and 'UOM EA'. The 'Billing Date' is 08/15/2016, and the 'Billing Amount' is 3092.00 USD. The 'Transaction Unit Price' is 3092.00000. A 'SpeedChart' field is present with a search icon. The 'Unit Price' is 3092.00000, and the '*Distribute By' is set to 'Amount'. Below this is a 'Distributions' section with tabs for 'Chartfields', 'Details/Tax', and 'Statuses'. A table shows the distribution details for 'Dist' 1, with 'Percent' 100.0000, 'Amount' 3092.00, and 'Currency' USD. The table also includes columns for '*GL Unit', '*Account', 'Fund', 'Program', 'Department', 'Cost Center', and 'Task', each with a search icon. The values for these fields are: *GL Unit: 50100, *Account: 539280, Fund: 04100, Program: 699001, Department: 10003, Cost Center: 11120010, and Task: (empty). At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task
1	100.0000	3092.00	USD	50100	539280	04100	699001	10003	11120010	



Reconcile Statement – Purchase Details

PCard Only:

Determine the eVA PO Type

At the bottom of the **Reconcile Statement – Procurement Card Transactions** page one must click on the **Purchase Details** hyperlink.

When accessing the **Purchase Details** page the **eVA PO Type** is automatically updated to **OTC**. If this page is not accessed the **eVA PO Type** remains blank. To ensure the field is not left blank and to update the **eVA PO Type** from the updated value of **OTC** to a correct value for this purchase, must be accessed the **Purchase Order** pop-up window.

E01	Emrgcy Bill Vendor
EPO	Existing PO
EVP	eVA Purchase Order
GOP	Grant Opportunity
INV	PCard Payment of Invoice
ISP	Integrated Supply Serv Prog
OTC	Over The Counter eVA Exempt
P01	Proprietary Bill Vendor
R01	Routine Bill Vendor
S01	Sole Src Bill Vendor
VE1	Emrgcy VITA Bill Vendor
VP1	Proprietary VITA Bill Vendor
VR1	Routine VITA Bill Vendor
VS1	Sole Src VITA Bill Vendor
X02	Excluded Per APSPM



Reconcile Statement – Purchase Details

Set the criteria used to determine which PCard transactions are sent to eVA on this page. Select the proper value for the **eVA PO Type** field.

- Transactions requiring a confirming order are set to **RO1** and Cardinal will transmit to eVA.
- Transactions that do not transmit to eVA include:
 - Transactions related to an existing Cardinal PO or eVA PO
 - Transactions related to payment of an invoice
 - OTC transactions

The Agency Procurement and Surplus Property Manual (APSPM) documents the requirements for determining the **eVA PO Type** to use for PCard transactions such as R01, X02, or OTC. See the APSPM for additional details and requirements.

E01	Emergcy Bill Vendor
EPO	Existing PO
EVP	eVA Purchase Order
GOP	Grant Opportunity
INV	PCard Payment of Invoice
ISP	Integrated Supply Serv Prog
OTC	Over The Counter eVA Exempt
P01	Proprietary Bill Vendor
R01	Routine Bill Vendor
S01	Sole Src Bill Vendor
VE1	Emergcy VITA Bill Vendor
VP1	Proprietary VITA Bill Vendor
VR1	Routine VITA Bill Vendor
VS1	Sole Src VITA Bill Vendor
X02	Excluded Per APSPM



Reconcile Statement - Purchase Details (continued)

ProCard Purchase Order Help

Line 1
Merchant Marsh Propane - Abingdon
City 276-619-2400
State VA
Country USA

Purchase Order

*Business Unit <input type="text" value="50100"/> <input type="button" value="Q"/>	Original PO	eVA PO Type <input type="text" value="OTC"/> <input type="button" value="Q"/>	Over The Counter eVA Exempt
PO ID <input type="text"/> <input type="button" value="Q"/>		eVA Order Method	
PO Line <input type="text"/> <input type="button" value="Q"/>		eVA Interfaced	NSEV
PO Sched <input type="text"/> <input type="button" value="Q"/>		eVA Dttm	
		eVA Procure Type	<input type="text" value="Professional Services"/> <input type="button" value="v"/>
		eVA Confirming Order:	<input type="checkbox"/>
		Cancel In eVA?:	<input type="checkbox"/>

Supplier ID

Address Sequence Nbr

Ship To

Item ID

Category

Supplier Item

*Quantity

*UOM

Unit Price USD Transaction Amount 386.74

Bill Includes Tax if Applied
 Tax Paid

Sales/Use Tax Category Search View Hierarchy PO Pick List



Reconcile Statement – Status Update

Set the Transaction Status to Verified

- Once the transaction has been reconciled, set the transaction **Status** from **Staged** to **Verified**.
- Click **Save**.
- A supervisor can then set the transaction **Status** from **Verified** to **Approved**.

Procurement Card Transactions

Empl ID 00204084000 Name BENNETT-STUMP,MECHELLE L
Card Number *****6345 Card Provider BAV12

Run Budget Validation on Save

1 to 103 of 103

Bank Statement Personalize | Find | View 9 | First 1-100 of 103 Last

Transaction	Trans Date	*Status	Merchant	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher
<input type="checkbox"/>	07/22/2016	Approved	PREMIER STAFFING SOURCE	556.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/01/2016	Verified	LAS TRUCKING AND CONSTRUC	151.74	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/01/2016	Verified	PREMIER STAFFING SOURCE	542.88	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/01/2016	Verified	PREMIER STAFFING SOURCE	543.60	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/01/2016	Verified	PREMIER STAFFING SOURCE	556.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/01/2016	Verified	PREMIER STAFFING SOURCE	556.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	595.00	USD	Valid	Valid	No	No
<input type="checkbox"/>	08/01/2016	Verified	PREMIER STAFFING SOURCE	635.38	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	665.00	USD	Valid	Valid	No	No
<input type="checkbox"/>	08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	711.20	USD	Valid	Valid	No	No
<input type="checkbox"/>	08/01/2016	Verified	FLINT TRADING, INC.	1,252.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	2,576.00	USD	Valid	Valid	Yes	No
<input checked="" type="checkbox"/>	08/04/2016	Verified	AMERICAN FUNDING SOLUTION	3,092.00	USD	Not Chk'd	Valid	Yes	No
<input type="checkbox"/>	08/01/2016	Verified	LAS TRUCKING AND CONSTRUC	3,840.00	USD	Valid	Valid	Yes	No
<input type="checkbox"/>	08/04/2016	Verified	AMERICAN FUNDING SOLUTION	4,900.00	USD	Not Chk'd	Valid	Yes	No

Click on image to enlarge



Simulation: Reconciling a PCard Transaction

You will now view a simulation that demonstrates how to **Reconcile a PCard Transaction**.

Click on the icon below to start the simulation.





Reconcile Statement - Creating and Reviewing Disputes

To dispute a transaction go to the **Billing** tab of the **Reconcile Statement – Procurement Card Transactions** page.

Navigate to this page using the following path:

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

Reconcile Statement
Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [Grid Icon] | [Print Icon] First 1-4 of 4 Last

Transaction **Billing** [Filter Icon]

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	REC 1882736, INV 10022, POL 3, VIS	08/15/2016	595.00	USD		20.00	<input type="checkbox"/>
2	REC 1882736, INV 10022, POL 4, VIS	08/15/2016	665.00	USD		0.00	<input type="checkbox"/>
3	REC 1882736, INV 10022, POL 2 SIG	08/15/2016	711.20	USD		0.00	<input type="checkbox"/>
4	REC 1882736, INV 10022, POL 1 SIG	08/15/2016	2,576.00	USD		0.00	<input type="checkbox"/>

Select All Clear All

Search Purchase Details Split Line Distribution Template



Reconcile Statement - Creating and Reviewing Disputes (continued)

If there is a dispute the PCard or ISSP Supplier must be contacted.

In most cases where transactions are disputed, the vouchers are still paid in full. The merchant, or Supplier, will credit the transaction later.

Steps to create a dispute:

- Locate the transaction.
- On the **Reconcile Statement – Procurement Card Transactions** page click the **Comments** icon and enter a detailed explanation about the dispute.
- Click on the **Billing** tab and enter the disputed amount in the **Dispute Amount** field.
- Click on the **Transaction** tab and set the transaction **Status** to **Verified**.
- Click **Save**.

The screenshot shows the 'Reconcile Statement' page for 'Procurement Card Transactions'. The 'Billing' tab is selected. A table lists four transactions with columns for Reference, Description, Billing Date, Billing Amount, Currency, Prepaid Ref, Dispute Amount, and Credit Collected. The 'Dispute Amount' column is highlighted with a red box, showing values of 20.00, 0.00, 0.00, and 0.00 for transactions 1 through 4 respectively. Below the table are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget'. At the bottom, there are links for 'Search', 'Purchase Details', 'Split Line', and 'Distribution Template', along with 'Save', 'Notify', and 'Refresh' buttons.

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	REC 1882736, INV 10022, POL 3, VIS	08/15/2016	595.00	USD		20.00	<input type="checkbox"/>
2	REC 1882736, INV 10022, POL 4, VIS	08/15/2016	665.00	USD		0.00	<input type="checkbox"/>
3	REC 1882736, INV 10022, POL 2 SIG	08/15/2016	711.20	USD		0.00	<input type="checkbox"/>
4	REC 1882736, INV 10022, POL 1 SIG	08/15/2016	2,576.00	USD		0.00	<input type="checkbox"/>



Reconcile Statement - Creating and Reviewing Disputes (continued)

Reviewing Disputed Transactions

On the **Review Disputes** page, review the dispute explanation by clicking on the **Comments** icon which is available on all the tabs. Once the dispute is resolved and the credit is collected, the transaction is set to **Collected** on the **Review Disputes** page, **Transaction** tab.

Navigate to this page using the following path:

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

WELCOME TO CARDINAL! Welcome to Cardinal! All Search >> Advanced Search Last Search Results

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

Review Disputes

Procurement Card Transactions

Display Unmasked Card Number

Transactions with Dispute Personalize | Find | View All | [Grid Icon] [Print Icon] First 1 of 1 Last

Transaction	Billing	Cardholder	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
Collected									
<input type="checkbox"/>									

Save Notify



Submitting PCard Transactions for Approval

Pagelets

- The left-hand menu on your **Home** page is called the menu pagelet. This menu is displayed on the **Home** page.
- Users may set up a menu pagelet on their **Home** page for easy access to relevant procurement pages. Simply select the **Personalize Content** link on the **Home** page and select the desired pagelet. In the example below, the pagelet on the Approver's **Home** page will display the verified charges awaiting approval once a transaction has been set to **Verified**.

Name	Trans Date	Merchant	Sum Amount
JAMES.CHERYL S	2016-06-27	ROANOKE TRIBUNE	165.6
JAMES.CHERYL S	2016-06-27	KINGSPORT TIMES NEW CIR	1546.6
JAMES.CHERYL S	2016-06-27	NORTHERN VIRGINIA	379.25
JAMES.CHERYL S	2016-06-27	IN *LOCAL MEDIA CONNECTIO	1204.75
JAMES.CHERYL S	2016-06-28	VIRGINIA NEWS - ADS	512
JAMES.CHERYL S	2016-07-09	RESIDENCE INNS ALEXAND	222.23

Personalize Home Page

New Window | Help | [Icons]

Personalize Content:

Tab Name:

Welcome Message:

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

PeopleSoft Applications	Cross-Financials	Cross-Supply Chain
<input checked="" type="checkbox"/> myCardinal Messages	<input type="checkbox"/> Media Sources	<input type="checkbox"/> Activity Monitor
<input checked="" type="checkbox"/> myCardinal Financials	<input type="checkbox"/> Operational Threshold Chart	<input type="checkbox"/> Total Schedule Spend By Period
<input checked="" type="checkbox"/> PCard Verified Charges by User	<input type="checkbox"/> Operational Threshold Alert	<input type="checkbox"/> PO Contract Spend By Period
<input checked="" type="checkbox"/> Menu	Products	<input type="checkbox"/> Total PO Spend By PO Date



Submitting Transactions for Approval

Pagelet for Approval

- Supervisors are notified in the pagelet of PCard and ISSP transactions that have been set to **Verified** and require their approval.
- Supervisors should approve transactions daily.
- The transaction links will open the **Reconcile Statement** page where the Supervisor may review, update, and/or approve the transactions.

Name	Trans Date	Merchant	Sum Amount
JAMES.CHERYL S	2016-06-27	ROANOKE TRIBUNE	165.6
JAMES.CHERYL S	2016-06-27	KINGSPORT TIMES NEW CIR	1546.6
JAMES.CHERYL S	2016-06-27	NORTHERN VIRGINIA	379.25
JAMES.CHERYL S	2016-06-27	IN *LOCAL MEDIA CONNECTIO	1204.75
JAMES.CHERYL S	2016-06-28	VIRGINIA NEWS - ADS	512
JAMES.CHERYL S	2016-07-09	RESIDENCE INNS ALEXAND	222.23

For more detailed information about approving PCard and ISSP transactions, see the job aid entitled **501 PR349: PCard & ISSP Reconciliation and Approvals** located on the Cardinal website in **Job Aids** under **Learning**.

Cancelling a PCard Transaction in eVA

PCard Transaction - Purchase Details

- Select (check) the transaction to be cancelled in eVA.
- Click on the Purchase Details hyperlink.

Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 20 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transact Amou
<input checked="" type="checkbox"/>	SIMMONS,	BAV13	*****2747	12/29/2016	VA DEPT OF CORRECTIONAL E	Approved	2
<input type="checkbox"/>	BYERLY,	BAV13	*****4819	12/27/2016	OBBCO SAFETY & SUPP	Approved	18
<input type="checkbox"/>	RAO,	BAV13	*****8942	12/23/2016	COURTYARD RICHMOND	Approved	51
<input type="checkbox"/>	RAO	BAV13	*****8942	12/22/2016	LEESBURG BEST WESTERN BW#	Approved	55
<input type="checkbox"/>	RAO,	BAV13	*****8942	12/22/2016	LEESBURG BEST WESTERN BW#	Approved	55
<input type="checkbox"/>	RAO,	BAV13	*****8942	12/22/2016	LEESBURG BEST WESTERN BW#	Approved	55
<input type="checkbox"/>	RAO	BAV13	*****8942	12/22/2016	LEESBURG BEST WESTERN BW#	Approved	55
<input type="checkbox"/>	RAO,	BAV13	*****8942	12/22/2016	LEESBURG BEST WESTERN BW#	Approved	55
<input checked="" type="checkbox"/>	RAO	BAV13	*****8942	12/22/2016	LEESBURG BEST WESTERN BW#	Approved	55

Select All Clear All

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



Cancelling a PCard Transaction in eVA

PCard Transaction - Purchase Details

- R01 type transactions are the only transactions that will transmit to eVA.
- Note: the **eVA Dttm:** field is populated.

Reconcile Statement

Purchase Details

Line: 17
Merchant: VA DEPT OF CORRECTIONAL E
City: 804-7434136
State: VA
Country: USA 24902

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: R01 Routine Bill Vendor
PO ID: eVA Order Method: URL
PO Line: eVA Interfaced: SEVA
PO Sched: eVA Dttm: 01/03/2017 6:31:20PM
Cancel In eVA?:

Vendor ID: 0000046257 VIRGINIA CORRECTIONAL ENTERPRISES
Address Sequence Nbr: 4 PO BOX 13799
VA10022779
Ship To: LYNCH ENV RICHMOND, VA 23225
LYNCH ENV

Item ID: 0504045000 MISCELLANEOUS SUPPLIES
Category: 0504045 MISCELLANEOUS SUPPLIES
Vendor Item:

*Quantity: 1.0000
*UOM: EA
Unit Price: 27.00000 USD

Tax Paid Bill Includes Tax if Applied Transaction Amount: 27.00
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK Cancel Refresh



Canceling a PCard Transaction in eVA (continued)

PCard Transaction - Purchase Details

- Check the **Cancel in eVA** checkbox. **Note:** the checkbox is now grayed out and cannot be reversed.
- The transaction will be transmitted to eVA and will be cancelled automatically.

Reconcile Statement

Purchase Details

Line: 17
Merchant: VA DEPT OF CORRECTIONAL E
City: 804-7434136
State: VA
Country: USA 24902

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: R01 Routine Bill Vendor
PO ID: PO ID: eVA Order Method: URL
PO Line: PO Line: eVA Interfaced: RSEV
PO Sched: PO Sched: eVA Dttm: 01/03/2017 6:31:20PM
Vendor ID: 0000046257 VIRGINIA CORRECTIONAL ENTERPRISES
Address Sequence Nbr: 4 PO BOX 13799
VA10022779
Ship To: LYNCH ENV RICHMOND, VA 23225
Item ID: 0504045000 MISCELLANEOUS SUPPLIES
Category: 0504045 MISCELLANEOUS SUPPLIES
Vendor Item:
*Quantity: 1.0000
*UOM: EA
Unit Price: 27.00000 USD
 Tax Paid Bill Includes Tax if Applied Transaction Amount: 27.00
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK Cancel Refresh



Monthly Reconciliation

PCard:

At the end of each PCard monthly billing cycle, the Accounts Payable PCard Processor verifies 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 is notified.

Navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Review Bank Statement

ISSP Card:

ISSP transactions are reconciled (verified and approved) and paid daily.

Welcome to Cardinal!

Card Issuer ISSP0 Billing Date 07/01/2011
Total Amount Currency

Display Unmasked Card Number

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 enlarge



Reviewing Transactions

Transactions that have not been closed (i.e. vouchered) can always be reviewed.

Navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Review Bank Statement

Available status options include **Initial**, **Staged**, **Verified**, **Approved**, **Not Closed**, and **Closed**. **Closed** transactions will show the voucher number.

For more detailed information about approvals, see the job aid entitled **501 PR349: PCard & ISSP Reconciliation and Approvals** located on the Cardinal website in **Job Aids** under **Learning**.

Review Bank Statement

Card Issuer ISSP0 Billing Date 07/01/2011

Total Amount Currency

Display Unmasked Card Number

Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
00000000059	*****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	

Click on image to enlarge.



Lesson 2: Checkpoint

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

Read the question on the next slide(s), select answer(s) 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
- Procurement Card Transactions page
- Search page

Users can set up pagelets on the **Home** page.

- True
- False

Cardholders can dispute a transaction on what page?

- Assign Proxies page
- Review Disputes page
- Disputes page
- Procurement Card Transactions page



Lesson 2: Summary

2

Reviewing and Reconciling Transactions

In this lesson, you learned:

- You can review, dispute, and verify procurement card transactions from the Procurement Card Transactions page.
- You can view full details of a transaction by clicking on the Line Details icon.
- Once you verify a transaction, it routes to your supervisor for approval.
- Supervisors should check for verified transactions daily. Supervisors should set up a pagelet on their Home page to display transactions that have been set to Verified and require approval.
- PCard transactions are paid monthly.
- ISSP card transactions are paid daily.



Course Summary

PR349

Managing PCards and ISSP Transactions

In this course, you learned:

- Process Procurement Cards (PCard) transactions
- Process Integrated Supply Services Program (ISSP) transactions
- Review and reconcile PCard and ISSP transactions



Course Evaluation

Congratulations! You successfully completed the **501 PR349: Managing PCards and ISSP Transactions** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key



Key Terms

ISSP Supplier: The supplier that issues the stock item to the agency and receives subsequent payment for the item.

Over The Counter (OTC): Purchases made at a shop window in person are considered to be an over the counter purchase.

PCard Feature: Functionality within the Purchasing module that is used to capture and manage credit card activity and records.

PCard Issuer: The credit card type that is printed on the PCard, i.e., MasterCard, VISA, Discover, etc.

PCard Merchant: The seller of the product(s) who accepts the PCard as a form of payment.

PCard Supplier: The bank that issues the credit card to the agency and receives payment.

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

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



Procurement Card Transactions Page

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

[Advanced Search](#)

[Home](#) | [W](#)

Reconcile Statement
Procurement Card Transactions

Run Budget Validation on Save

1 to 343 of 343

Bank Statement Personalize | Find | View 9 | | First 1-100 of 343 Last

	Employee Name	Card Issuer	Card Number	Trans Date	*Status	Merchant	Transaction Amount	Curren
16	<input checked="" type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAVI2	*****6345	08/04/2016	Staged	AMERICAN FUNDING SOLUTION	3,092.00 US	
17	<input type="checkbox"/> BENNETT-STUMP,MECHELLE L	BAVI2	*****6345	08/04/2016	Staged	AMERICAN FUNDING SOLUTION	4,900.00 US	
18	<input type="checkbox"/> BLANKENSHIP,TERESA G	BAVI0	*****6667	07/29/2016	Staged	WYTHEVILLE OFFICE SUPP	187.21 US	
19	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/15/2016	Staged	CANON SOLUTIONS AMERIC	-3,728.28 US	
20	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/25/2016	Staged	RICHMOND COMMERCIAL SERVI	-0.30 US	
21	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/15/2016	Staged	RICHMOND COMMERCIAL SERVI	0.30 US	
22	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/08/2016	Staged	THE SUPPLY ROOM AOPD	5.99 US	
23	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/08/2016	Staged	VA DEPT OF CORRECTIONAL E	11.65 US	
24	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/28/2016	Staged	AAM SUPPLY, LLC	20.70 US	
25	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/30/2016	Staged	THE SUPPLY ROOM AOPD	30.36 US	
26	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/08/2016	Staged	VA DEPT OF CORRECTIONAL E	36.00 US	
27	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/29/2016	Staged	IN *INKMART OF NOVA	39.99 US	
28	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/15/2016	Staged	NIGP	40.00 US	
29	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	07/07/2016	Staged	GUERNSEY OFFICE PRODUCTS	42.70 US	
30	<input type="checkbox"/> BLANKENSHIP,TERESA L	BAVI0	*****9626	06/28/2016	Staged	UPS	48.00 US	

Select All Clear All

Click on image to return



Procurement Card Transactions Page

Home | Worklist | New Window

CARDINAL All Search >> Advanced Search

Reconcile Statement

Procurement Card Transactions

Empl ID 00133191700 Name

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1 of 1 Last

Transaction | Billing

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	
1	<input checked="" type="checkbox"/>	BAVI8	*****0578	07/30/2016	PREMIER STAFFING SOURCE	Approved	550.40	USD		Valid	Valid

Select All Clear All

Stage | Verify | Approve | **Validate Budget**

Click on image to return



Review Bank Statement Page

CARDINAL Welcome to Cardinal! All Search [Advanced Search](#) [Last Search Results](#)

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Review Bank Statement](#)

Review Bank Statement

Card Issuer ISSPO Billing Date 07/01/2011
 Total Amount Currency
 Display Unmasked Card Number

Transaction Summary								
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



Reconcile Statement – Status Update

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

CARDINAL

Procurement Card Transactions

Emp ID 00204084000 Name BENNETT-STUMP,MECHELLE L
 Card Number *****6345 Card Provider BAV12

Run Budget Validation on Save

1 to 103 of 103

Bank Statement

Transaction	Billing	Trans Date	*Status	Merchant	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Vouch
<input type="checkbox"/>		07/22/2016	Approved	PREMIER STAFFING SOURCE	556.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/01/2016	Verified	LAS TRUCKING AND CONSTRU	151.74	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/01/2016	Verified	PREMIER STAFFING SOURCE	542.88	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/01/2016	Verified	PREMIER STAFFING SOURCE	543.60	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/01/2016	Verified	PREMIER STAFFING SOURCE	556.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/01/2016	Verified	PREMIER STAFFING SOURCE	556.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	595.00	USD	Valid	Valid	No	No
<input type="checkbox"/>		08/01/2016	Verified	PREMIER STAFFING SOURCE	635.38	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	665.00	USD	Valid	Valid	No	No
<input type="checkbox"/>		08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	711.20	USD	Valid	Valid	No	No
<input type="checkbox"/>		08/01/2016	Verified	FLINT TRADING, INC.	1,252.80	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	2,576.00	USD	Valid	Valid	Yes	No
<input checked="" type="checkbox"/>		08/04/2016	Verified	AMERICAN FUNDING SOLUTION	3,092.00	USD	Not Chk'd	Valid	Yes	No
<input type="checkbox"/>		08/01/2016	Verified	LAS TRUCKING AND CONSTRU	3,840.00	USD	Valid	Valid	Yes	No
<input type="checkbox"/>		08/04/2016	Verified	AMERICAN FUNDING SOLUTION	4,900.00	USD	Not Chk'd	Valid	Yes	No

Click on image to return



Reviewing Transactions

 Welcome to Cardinal! Search [Advanced Search](#) [Last Search Results](#)

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Review Bank Statement](#)

Review Bank Statement

Card Issuer ISSP0 Billing Date 07/01/2011
Total Amount Currency

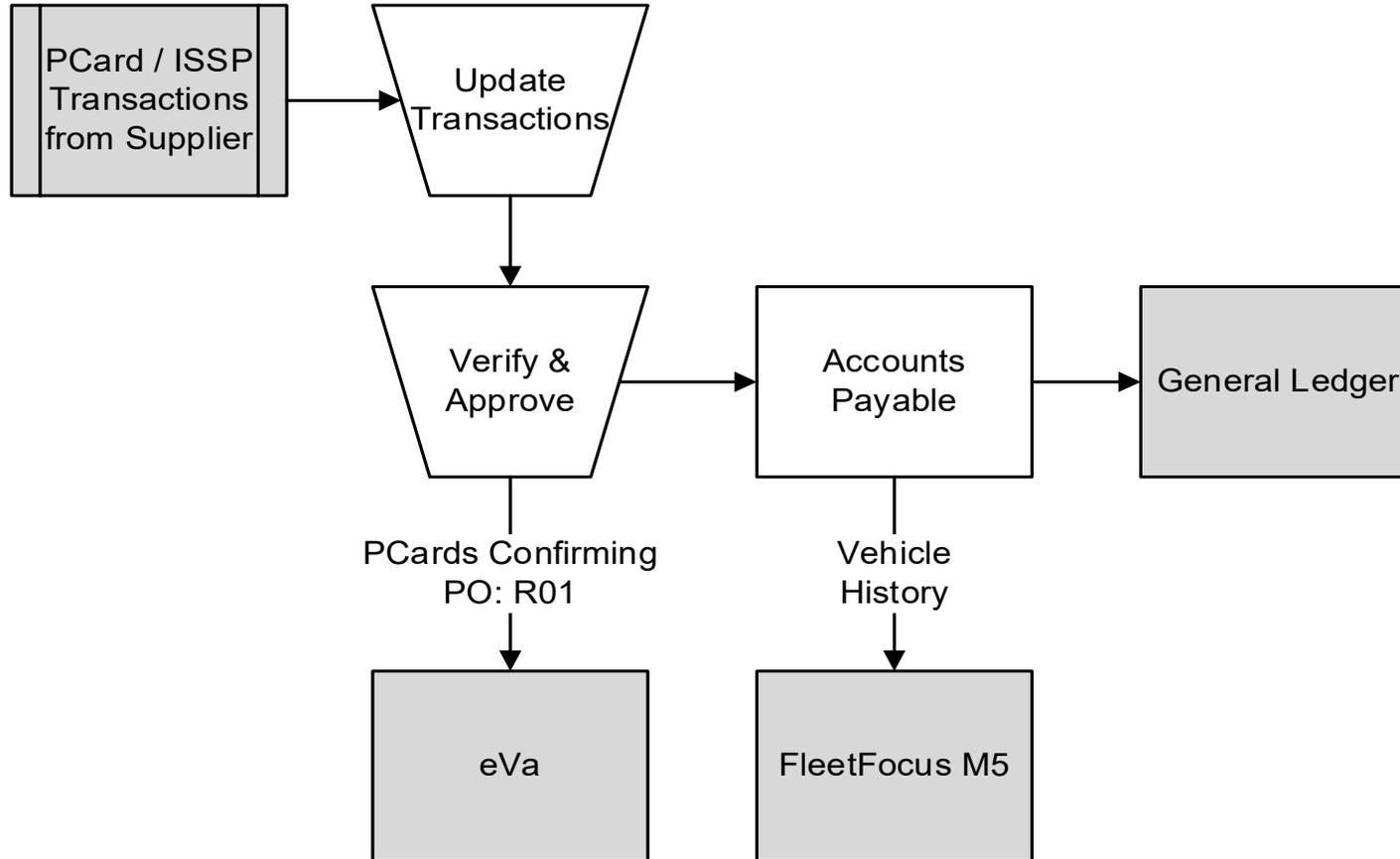
Display Unmasked Card Number

Transaction Summary								
Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
00000000059	*****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	

Click on image to return



Integration and Interfaces

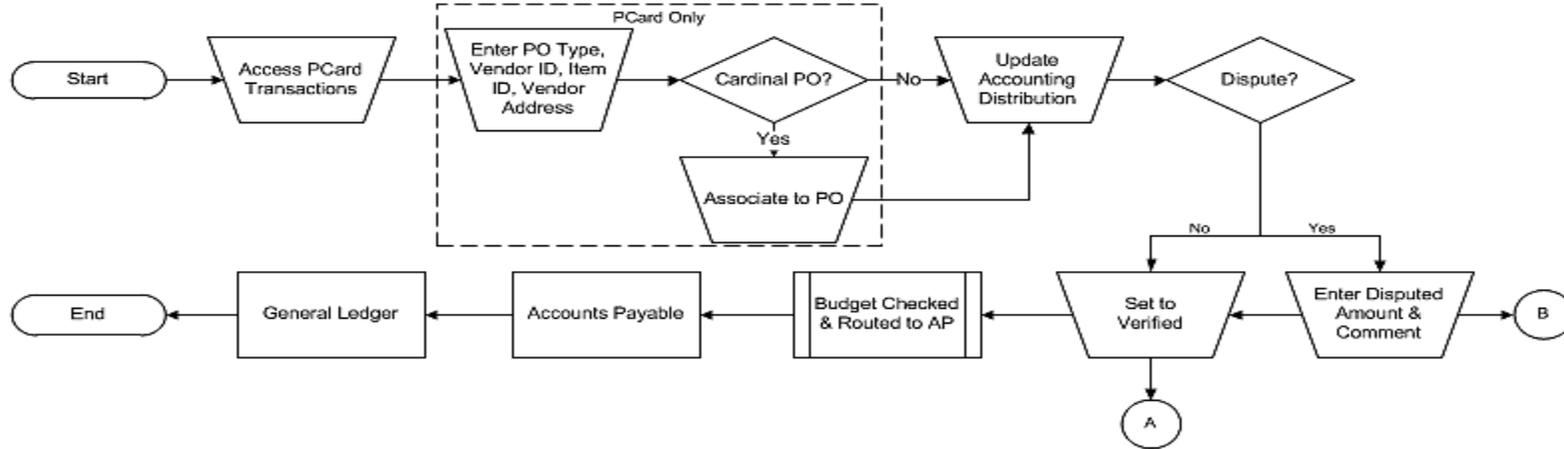


Click on image to return

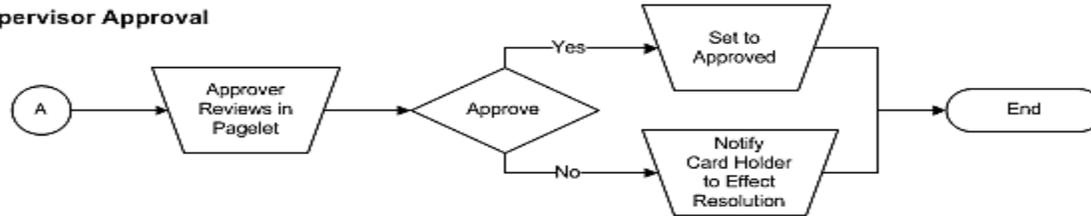


PCard Process (continued)

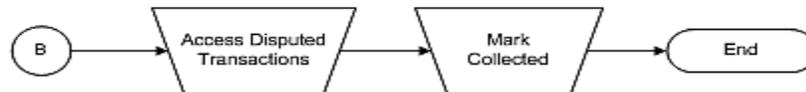
PCard and ISSP Holder Transaction Review / Reconciliation



Supervisor Approval



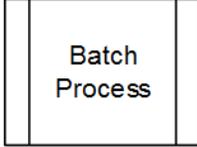
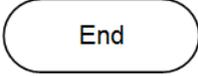
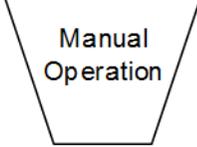
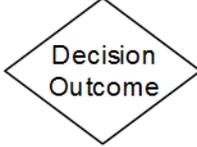
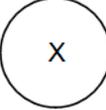
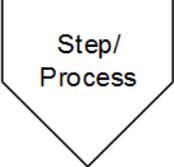
Card Holder Reconciliation – Credit Collection (Dispute Resolution)



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Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.