

Approving PCard and ISSP Transactions Overview

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and Integrated Supply Services Program (ISSP) supplier with a status of "Staged". In order to comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their transactions within 5 days of the posted date.

Once the cardholder reconciles their transactions and updates the status to "Verified", the transactions can be reviewed and approved by the supervisor. Approved transactions are then sent to the Accounts Payable (AP) module for processing and payment.

Users (typically supervisors) with the role of PCard Administrator can access verified transactions that are ready for their approval using an approval pagelet. The pagelet view can be set up on the approver's **Home** page. Multiple PCard or ISSP transactions may be simultaneously accessed, reviewed, and approved by navigating to the reconciliation pages.

For additional instructions pertaining to reviewing, reconciling, approving, and reporting on PCard and ISSP transactions, refer to the course titled PR349: Managing PCard and ISSP Transactions. This course is located on the Cardinal website in **Course Materials** under **Learning**.

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Approvals Pagelet Setup

Both PCard and ISSP transactions awaiting approval (status is "Verified") display in your approvals pagelet for easy access for review and approval. You only need to set up your approvals pagelet one time.

	>>> Advanced Search		Home V	Norklist Add to Favorites	SI	gn out
PCard Verified C	harnes hv User			Personalize Content Layout	0	? Help
Name	Trans Date	Merchant	Sum Amount		-	

1. From the **Home** page, click the **Personalize Content** link.

The **Personalize Home Page** displays.

Personalize Home Page		×
		New Window Help 📰 🔒
Personalize Content:		
Tab Name My	/ Page	
Welcome Message We	elcome to Cardinal! ×	
Choose Pagelets: Sin	nply check the items that you want to appear on y	our homepage.
Re	member to click "Save" when done.	
Arrange Pagelets: Go	to Personalize Layout	
DeopleSoft Applications	Cross Einancials	Cross Supply Chain
myCardinal Messages	Media Sources	Activity Monitor
myCardinal Financials	Operational Threshold Chart	Total Schedule Spend By Period
PCard Verified Charges by Us	ser Operational Threshold Alert	PO Contract Spend By Period
Menu	Droducte	Total PO Spend By PO Date
- American		Cate and Cate and and
	$\sim \sim \sim \sim \sim$	
		My Assigned Work Orders
		Most Costly Assets To Maintain
		Top 5 Problem Codes
Save Cancel		
E Notify		
		*
		.:

- 2. Select the PCard Verified Charges by User checkbox option.
- 3. Click the Save button.



The Home page redisplays.

Favorites -	Main Menu -> P	ne to Cardinal! urchasing - > Procurement	All Cards -> Rec	Search Advanced Search Advanced Search Advanced Search
PCard Verifie	d Charges by Us	ser	0 0 -	myCardinal Financials
Name	Trans Date	Merchant	Sum Amount	Financials Report Execution
in mataine	2016-07- 30	PREMIER STAFFING SOURCE	550.4	AP Reports
				GL Reports PA Reports PR Reports
				E Financials Query-based Reports
				myCardinal Messages
				Destin Data

Note: The **PCard Verified Charges by User** approvals pagelet displays on the left side of the **Home** page and includes all transactions (i.e., charges) with a status of "Verified" (awaiting approval). Under the **Name** column, transactions display:

- PCard transactions display by the PCard holder
- ISSP transactions display by District



PCard and ISSP Transactions – Review and Approve

The approvals pagelet provides quick and easy access to review and approve both PCard and ISSP transactions.



1. From the **Home** page, click the **District** or employee's **Name** link for the specific transaction you wish to review.



The **Reconcile Statement – Procurement Card Transactions** page displays. The PCard and ISSP search results pages will look slightly different, but have the same functionality.

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	Name					
	1991119					
		P	ersonalize Find View All 🕮 🗄	. n	rst @ 1of1	Last
Trans Date	Merchant	*Status	Transaction Amount Currency		Dudget Status	Chartfiel Status
07/30/2016	PREMER STAFFING SOURCE	Verhed 💌	550.40 USD	0	Valid	Valid
						>
	Stage V	erity Appr	ove Validate Budget			
	Trans Date 07/30/2016 ar All	Trans Date Merchant 07/30/2016 PREMER STAFFING SOURCE at All Stage V	P Trans Date Merchant *Status 07/30/2016 PREMER STAFFING SOURCE Verified ar All Stage Verify Appr	Personalize Find Vew Al (2) Trans Date Merchant *Status Transaction Amount Currency 07/30/2016 PREMIER STAFFING SOURCE Vented S50.40 USD at All Stage Vently Approve Validate Budget	Personalize Find View All D R Fi Transaction Amount Currency 07/30/2016 PREMIER STAFFING SOURCE Vented S 550.40 USD D C Amount Currency Amount Curr	Personalize Find View All [] R First () 1 of 1 Transaction Amount Merchant *Status Transaction Amount Durdget Status 07/30/2016 PREMIER STAFFING SOURCE Ventiled S50.40 USD R C W All Stage Vently Approve Validate Budget

Note: You can also access the **Reconcile Statement – Procurement Card Transactions** page using the following navigation path:

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

2. Before approving the transaction, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349_Performing PCard and ISSP Reconicliations (VDOT). This Job Aid is available on the Cardinal website in **Job Aids** under **Learning**.

Reconcile Statem	ent									
Procurement (Card Transact	ions								
Empl ID Name										
Bank Statement						Pers	ionalize Find View Al 🕮	First	④ 1 of 1	@ Last
Transaction Bill	ing 💷					_				
Card Issuer	Card Number	Trans Date	Merchant		*Status		Transaction Amount Currency		Budget Status	Chartle Status
1 🛛 BAVIS		07/30/2016	PREMER STAFFIN	G SOURCE	Approved	~	550.40 USD	01	Valid	Valid
<										>
Select All	Clear All		Stage	Veri	ly	Approv	e Validate Budget			
Search P	urchase Details	1	Split Line	Distribution	Template					
Save Si Notify	C Refresh									

- **3.** Once you have reviewed the transaction and are ready to approve it, click the **Select** checkbox option for the transaction.
- 4. Click the Status dropdown button and select "Approved".
- 5. Click the **Save** button.





PCard and ISSP Transactions – Review and Approve Multiple Transactions

The process for approving multiple PCard or ISSP transactions (for an individual cardholder or District respectively) is done in the same manner as a single transaction. However, you cannot use the approvals pagelet to approve multiple transactions at the same time as the approvals pagelet provides access to only one transaction at a time. Instead, begin by navigating to the **Reconcile Statement Search** page.

1. Navigate to the **Reconcile Statement Search** page using the following path:

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

The **Reconcile Statement Search** page displays. This page will only display if you have access to approve more than one card. If you only have access to approve for one card, skip to Step 4.

CAR	DINAL	Welcome	to Card	linal!		All 🔻	Search	
avorites •	Main Menu -	> Pu	rchasing +	> Procuremen	t Cards +	Recond	ile 🕶 🔿	Reconcile Stateme
econcile St	latement Searc	ch						
	Role Name				~]		
	Employee ID		Q					
	Name					Q.		
	Card Issuer				~]		
	Card Number]		
Tran	saction Number]		
	Merchant					Exact	latch	
Se	quence Number							
	Line Number							
	Billing Date		Q.	То	Q.			
s	tatement Status		~					
	Budget Status		~					
c	hartfield Status		~]					
т	ransaction Date	12/23/2016	B	To 02/21/201	B			
	Charge Type		~					
	Posted Date			То	8			
	Rows Per Page	100						
		Auto Save	When Scr	olling Through C	hunks			
Search		Clear						

- 1. Utilize the **Employee ID** search criteria field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
 - PCard: Enter the applicable employee's Employee ID in the Employee ID field
 - ISSP: Click the Employee ID Look Up icon. Once the Look Up Employee ID page displays in a pop-up window, enter the applicable District's ISSP in the Employee ID begins with field and then click the Look Up button to search for and select the applicable ISSP
- 2. Click the **Statement Status** dropdown button and select "Verified" to search for transactions that need to be approved.
- 3. Click the **Search** button.



The **Reconcile Statement: Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP transactions, however, the approval process is the same.

Display Unmasked Card Number Run Budget Validation on Save								
Bank Statement Transaction Stiling (TTT)					Personalize Find	View At D	91 🖳	First ③ 1-4 of 4 ④ Last
Employee Name	CardIssuer	Card Number	Trans Date	Merchant		*Status		Transaction Amount Currency
1 2 6.4000.0000 1000.000	BAV10		06/15/2016	RICHMOND COMMERCIAL SERVI		Approved	~	60.84 USD
2	BAVIO		06/15/2016	RICHMOND COMMERCIAL SERVI		Verified	~	117.00 USD
3 C R. 40000000 100000	BAV10		06/15/2016	RICHMO	ND COMMERCIAL SERVI	Verified	~	139.00 USD
	BAVID		06/15/2016	RICHMO	ND COMMERCIAL SERVI	Verified	~	117.00 USD
4								>
Select All		Stage	Veri	Y	Approve	Validate 8	ludget	

- 4. Before approving the transactions, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349_Performing PCard and ISSP Reconicliations (VDOT). This Job Aid is available on the Cardinal website in Job Aids under Learning. Click the arrow icons in the Bank Statement header section to scroll through, view, and take action on the additional transactions.
- 5. Select the transaction(s) to approve based on the following guidelines:
 - a. To select all transactions, click the Select All checkbox option
 - b. To select individual transactions, click the **Select** checkbox option for each applicable transaction
- 6. Click the **Approve** button.

The page refreshes and the transaction Status is updated to "Approved" for the selected transaction(s).

7. Click the **Save** button.



PCard Transactions by Transaction Date Query

CARDINAL Welcome to Cardinal	All • Search	Advanced Search	
Favorites - Main Menu -			
Menu	0 0-	myCardinal Messages	
My Favorites mcCardinal Examples		Begin Date	
> Employee Sell-Service		myCardinal Financials	
Manager Salt-Stervice Suppler Contracts Customers Products Customer Contracts Outo Management Pricing Configuration		Financials Report Execution AP Reports AR Reports PA Reports PA Reports Financials Query-based Reports Financials Query-based Reports	Financials Report Retrieval
Customer Returns Rems Cost Accounting Supplers Procurement Contracts Purchasing			

1. From the Cardinal Home page, click the Financials Query-based Reports link with the myCardinal Financials section.

The Query Viewer page displays.

inter any information you have and click Search	n. Leave fields blank for a list of all va	lues.							
*Search By Query Name	✓ begins with								
Search Advanced Search									
V Favorite Queries					Personal	ize Fir	nd I 🖂 I 🖩	First (4) 1-3 of 3	() Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remov
Query Name V_AP_VCHR_INV_DISTRIB_LINES	Description List Vchr Inv Lines & Distribs	Owner Public	Folder	Run to HTML HTML	Run to Excel	Run to XML	Schedule Schedule	Definitional References	Remov
Query Name V_AP_VCHR_INV_DISTRIB_LINES V_PR_PCARD_TRANS_BY_TRANS_DT	Description List Vchr Inv Lines & Distribs PCARD Transactions by Trans Dt	Owner Public Public	Folder	Run to HTML HTML HTML	Run to Excel Excel Excel	Run to XML XML	Schedule Schedule Schedule	Definitional References Lookup References Lookup References	Remove
Query Name V_AP_VCHR_INV_DISTRIB_LINES	Description List Vchr Inv Lines & Distribs	Owner Public	Folder	Run to HTML HTML	Run to Excel Excel	Run to XML XML	Schedule Schedule	Definitional References Lookup References	Re

- 2. Click in the **Search by** field.
- 3. Enter "V_PR_PCARD_TRANS_BY_TRANS_DT" in the **Search by** field.
- 4. Click the **Search** button.



The page refreshes with the search results displayed in the **Query** section.

uery Viewer												
nter any information you have and click Sea	rch. Leave fields blank for a list	of all va	lues.									
*Search By Query Name	 begins with 	V_PR_	PCARD_T	RANS_BY_	TRANS_	DT]					
Search Advanced Sear	rch											
Search Results												
Jearch Results												
*Folder View All Folders	×											
Query				Pers	sonalize	Find	View Al	12	Fir	st 🕢 1 o	f 1 🕑 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedu	ile	Definitional F	References	Add to Favorites	
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		HTML	Excel	XML	Schedu	lle	Lookup Refe	erences	Favorite	
My Favorite Queries						F	Personal	ize F	ind 📿 📘	First	🕢 1-3 of 3) Last
Query Name	Description		Owner	Folder		Run to HTML	Run to Excel	Run to XML	^D Schedule	Definition	al References	Remove
V_AP_VCHR_INV_DISTRIB_LINES	List Vchr Inv Lines & Distrib	5	Public			HTML	Excel	XML	Schedule	Lookup R	eferences	-
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Tra	ins Dt	Public			HTML	Excel	XML	Schedule	Lookup R	eferences	-
V_PR_PCARD_TRANS_MONTHLY_STM	NT PCARD Monthly Statement		Public			HTML	Excel	XML	Schedule	Lookup R	eferences	-
	and the second									1		

5. Click the Run to HTML link.

The Query page displays in a new internet browser tab.

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt	
Trans Date From 06/01/2017	
Trans Date To 06/01/2017	
Card Issuer (% for all)	
Name %	
Employee ID (% for all) %	
Billing Date (MM/DD/YYYY)	
Status (% for all) %	
Voucher ID (% for all) %	
Account (% for all) %	
Cost Center (% for all) %	
Department (% for all) %	
View Results	

Note: No results for the query will display until parameters are entered and the **View Results** button is clicked.

- **6.** Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields.
- 7. Click the **View Results** button.



The page refreshes with the query results.

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	Т	rans Da	te From 06/01/20	D17 🛐										
		Trans I	Date To 06/01/20	D17 🗒										
	Card Is	suer (%	o for all) BAVI0	Q										
			Name %											
	Employe	ee ID (%	o for all) %	Q										
Bil	ling Date ((MM/DD	/YYYY)											
	S	tatus (%	o for all) %											
	Vouch	er ID (%	o for all) %											
	Acc	ount (%	o for all) %	Q										
	Cost C	enter (%	o for all) %	Q										
	Depart	ment (%	5 for all) %	Q										
V	'iew Resul	lts		~										
V D	^r iew Resul	its esults ir	1: Excel Spread	dSheet CSV Text File	XML File (52 k	:b)								
D Vie	' <mark>iew Resul</mark> ownload r ew All	its esults ir	n : Excel Spread	dSheet CSV Text File	XML File (52 k	b)								
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D Vie	view Result ownload r ew All Business Unit 50100	Card Issuer BAVI0	Last 4 Digits of Card Nbr	dSheet CSV Text File	XML File (52 k	b) Trans Status Closed	Budget Checking Status	Header Chartfield Status Valid	Transaction Number 24431067153708407870410	Trans Sequence Nbr 36	Entered Date	Sent to eVA	eVA Order #	Trans Date 06/01/2017
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D Vit 1 2 3	View Result ownload r ew All Business Unit 50100 50100	Card Issuer BAV10 BAV10 BAV10	Last 4 Digits of Card Nbr	dSheet CSV Text File	XML File (52 k Employee ID addr.atmental addr.atmental	b) Trans Status Closed Closed	Budget Checking Status Valid Valid Valid	Header Chartfield Status Valid Valid Valid	Transaction Number 24431067153708407870410 24013397152000111463767 24692167152000226022396	Trans Sequence Nbr 36 21	Entered Date 06/06/2017 06/05/2017 06/05/2017	Sent to eVA 06/28/2017 6:31:39PM	eVA Order # A501_5297644_21_3	Trans Date 06/01/2017 06/01/2017
■ Vie 1 2 3 4	View Result ownload r aw All Business Unit 50100 50100 50100	Card Issuer BAV10 BAV10 BAV10 BAV10	Last 4 Digits of Card Nbr	dSheet CSV Text File Cardholder Name	XML File (52 k	b) Trans Status Closed Closed Closed	Budget Checking Status Valid Valid Valid Valid	Header Chartfield Status Valid Valid Valid Valid	Transaction Number 24431067153708407870410 24013397152000111463767 24692167152000226022396 74013397153000170055904	Trans Sequence Nbr 36 21 18 21	Entered Date 06/06/2017 06/05/2017 06/05/2017 06/06/2017	Sent to eVA 06/28/2017 6:31:39PM	eVA Order # A501_5297644_21_3	Trans Date 06/01/2017 06/01/2017 06/01/2017 06/01/2017

8. Review the query results as needed. Optionally, download the query results to a Microsoft Excel file by clicking the **Excel Spreadsheet** link.