**UMBC**

AN HONORS UNIVERSITY IN MARYLAND

# PeopleSoft Training
## Using the PeopleSoft P-card System
V8.9

Participant Manual

February 2014

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February 2014

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# Objectives

By the end of this class, you should be able to:

- Locate a P-card Transaction

- Allocate P-Card charges to the appropriate Chartfield strings;

- Split Transactions;

- Approve P-Card transactions;

- Run P-card Reports;

# Overview

The Procurement Card Allocation and Reallocation process in PeopleSoft includes:

- Receive and review the procurement card bank charges from VISA,

- Assign the accounting distributions (Allocation),

- Approve the charges.

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*Note: With the PeopleSoft P-Card system, **you are responsible for allocating the charges**, as well as reallocating the charges if you need to distribute charges among different Chartfield strings. Any transactions that are not reallocated by the 20$^{th}$ day of the following month will be posted to the default Chartfield string.*

_____

## *Business Flow Design*

```
┌───────────┐
│ Bank File │
└─────┬─────┘
      │
      ▼
┌─────────────┐
│   Staging   │
│    Table    │
└──────┬──────┘
       │        ┌──────────────────┐     ┌──────────────────────┐                    ┌───────────┐     ┌───────────┐
       ├───────▶│ Error Correction │────▶│ PCard Transaction    │                    │  Load AP  │────▶│  Load GL  │
       │        └──────────────────┘     │     Tables           │───────────────────▶│           │     │           │
       │                                 │                      │                    └───────────┘     └───────────┘
       │                                 │  - Review            │
┌──────┴────────────┐                    │      purchases       │
│ - Cardholder      │                    │  - Allocate charges  │
│     Information    │                    │  - Approve           │
│ - User ID         │                    └──────────┬───────────┘
│ - Default CF      │                               │
│ - Proxy Users     │                               ▼
└───────────────────┘                        ┌─────────────┐
                                             │   Detail    │
                                             └─────────────┘
```
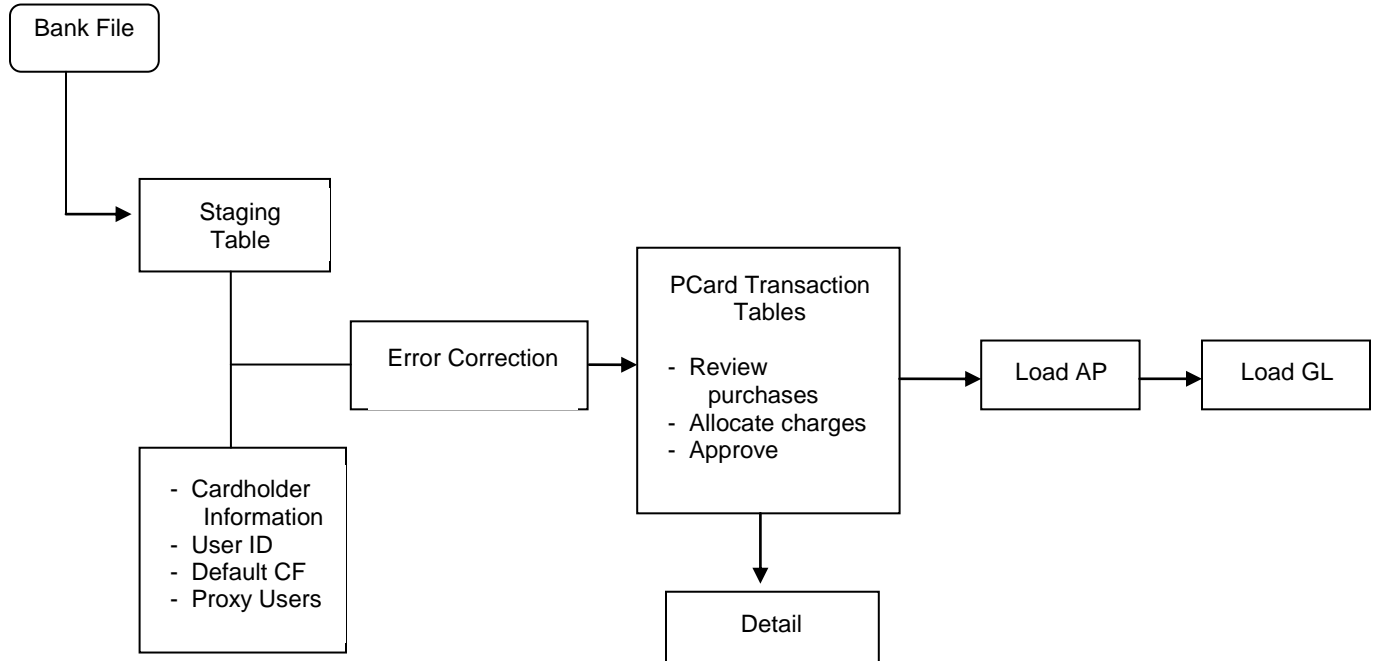
**Procurement Card Business Flow**

## Module 1:  P-card Overview

By the end of this module, you will be able to:
- Describe the PeopleSoft P-card process
- Navigate to the P-card Bank Statement in PeopleSoft
- Identify the components of the Bank Statement page
- Define the columns on the Bank Statement
- Perform the steps to personalize the Bank Statement

## *P-card Process in PeopleSoft*

The Procurement Department will grant access to the PS P-card system to those employees who have 1) submitted a specialized access form (http://www.umbc.edu/procurement) to Financial Services and 2) submitted a P-card Proxy Authorization Form (http://www.umbc.edu/procurement/) to Procurement.

The US Bank charges are downloaded on a daily basis to UMBC.  The charges are loaded into PeopleSoft, and are available to view via the PeopleSoft P-card Bank Statement.  Once charges are loaded into PeopleSoft, it is the user's responsibility to review and approve each transaction before they are sent to the General Ledger.

Below is the overall PeopleSoft P-card process.
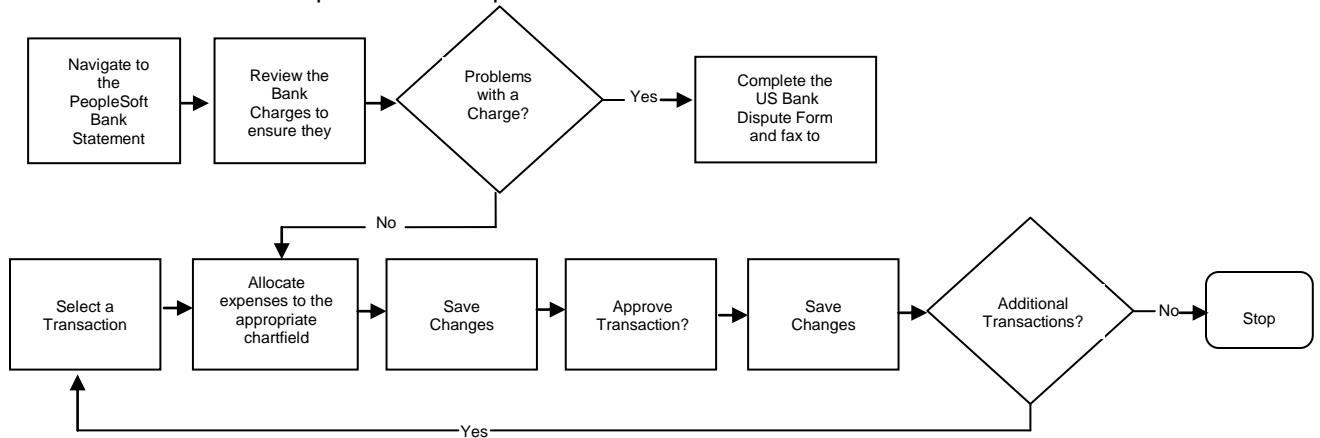


You can view all procurement card transactions for which you have been granted authority to access on the US Bank statement page.  If you do not have access to the appropriate data, the Procurement Department will make adjustments to the **Employee-Profile – Proxy** page whenever they receive a completed Procurement Card Maintenance Form (http://www.umbc.edu/procurement) requesting a change.

*Note:  The billing cycle begins on the 26th of the month, and ends on the 25th of the following month.*

At UMBC*, even if you currently do not reallocate expenses*, at a minimum, you **must** approve the transactions on the **PS Bank Statement** page.  If you want the charge to go to a different chartfield string other than the default chartfield string, you must reallocate the charge; change the status of a transaction from **Staged** to **Approved, and select SAVE**.  The system will automatically charge the transaction to your department default chartfield string after the 20th of the following month.

## Navigating to the P-card Bank Statement

1. To review charges navigate to the **Reconcile Statement - Bank Statement** page:

**Purchasing** ▷ **Procurement Cards** ▷ **Reconcile** ▷ **Reconcile Statement**

2. The system returns the following page.



## What can I view?

Users are only able to view P-card Charges that they have been given access to view.  Most users will only be able to view their own P-card Charge.  If you are responsible for reconciling multiple P-cards, you may have access to view multiple P-card Charges.

## Locating a Statement

Users can locate an entire Statement or a specific transaction on a Statement via the Reconcile Statement Search screen.  The two most common search fields are the Employee Name and the Card Number.

To locate a statement for an employee, follow these steps:

3. Locate the Employee Name field and click once on the search icon 🔍 .  A list of the card holders that you have access to view are displayed.

4. Click once on the name link of the desired employee.  You are returned to the Search screen, and the Empl ID field and the Employee Name field are populated with the selected employee data.

5. Click on  Search .  Your Bank Statement page is displayed on the screen.

Identifies the number of transactions.

Reconcile Statement
**Procurement Card Transactions**

Billing Tab

| Bank Statement | | | | | | | | | Customize \| Find \| View 100 \| | First ◀ 46-54 of 102 ▶ Last | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Transaction** | **Billing** | | | | | | | | | | | |
| | **Employee Name** | **Card Issuer** | **Card Number** | **Trans Date** | **Merchant** | ***Status** | **Transaction Amount** | **Currency** | | **Chartfield Status** | **Redistrib** | **Voucher Error** |
| | I | | ************8937 | 04/26/2007 | EMD CHEMICALS | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| | | | ************8937 | 05/01/2007 | FISHER SCI ATL | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| | | | ************8937 | 05/01/2007 | SARSTEDT INC | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| 49 ☐ | I | | ************8937 | 05/01/2007 | BIO RAD | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| 50 ☐ | I | | ************8937 | 04/26/2007 | EMD CHEMICALS | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| 51 ☐ | I | | ************8937 | 05/01/2007 | IMGENEX | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| 52 ☐ | I | | ************8937 | 05/01/2007 | BECKMAN COULTER I01 OF 01 | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| 53 ☐ | I | | ************8937 | 05/02/2007 | LIFE SCIENCE CORE LABS RE | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |
| 54 ☐ | I | | ************8937 | 05/01/2007 | AJ STATIONERS OF 01 OF 01 | Staged | 0.00 | USD | ◯ 🗎 | Recycled | No | No |

Transaction Tab

Data Removed

Transactions

☑ Select All    ☐ Clear All              Approve

Search    Purchase Details    Split Line    Distribution Template

Save    Notify    Refresh

-7-

## Reviewing the Bank Statement Page

### Transaction Tab

The system automatically displays the transactions for your "EmplID" or for an Employee ID for which you have proxy authority.  **Note:**  The statement will show all charges that have not been approved in current **and** previous billing cycles.

**Reconcile Statement**

**Procurement Card Transactions**

| Bank Statement | | | | | | | | | Customize \| Find \| View 100 \| | First ◄ 46-54 of 102 ► Last | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Transaction | Billing | | | | | | | | | | | |
| | Employee Name | Card Issuer | Card Number | Trans Date | Merchant | *Status | | Transaction Amount | Currency | | Chartfield Status | Redistrib | Voucher Error |
| 46 ☐ | | | ***********8937 | 04/26/2007 | EMD CHEMICALS | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 47 ☐ | | | ***********8937 | 05/01/2007 | FISHER SCI ATL | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 48 ☐ | | | ***********8937 | 05/01/2007 | SARSTEDT INC | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 49 ☐ | | | ***********8937 | 05/01/2007 | BIO RAD | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 50 ☐ | | | ***********8937 | 04/26/2007 | EMD CHEMICALS | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 51 ☐ | | | ***********8937 | 05/01/2007 | IMGENEX | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 52 ☐ | | | ***********8937 | 05/01/2007 | BECKMAN COULTER I01 OF 01 | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 53 ☐ | | | ***********8937 | 05/02/2007 | LIFE SCIENCE CORE LABS RE | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |
| 54 ☐ | | | ***********8937 | 05/01/2007 | AJ STATIONERS OF 01 OF 01 | Staged ▼ | | 0.00 USD | ○ | 🗔 Recycled | No | No |

(Data Removed)

☑ Select All    ☐ Clear All                    Approve

Search    Purchase Details    Split Line    Distribution Template

💾 Save    📧 Notify    🔄 Refresh

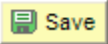| | |
|---|---|
| **Row Number** | Select the check box for the line that you would like to review. |
| **Employee Name\*** | The system displays the name of the card holder. |
| **Card Issuer\*** | The system displays the Bank Name who issued the card. |
| **Card Number** | The system displays the last four digits of the credit card number. |
| **Trans Date** | Displays the date that the transaction occurred.  (The date that you made the purchase.) |
| **Merchant Name** | Displays the merchant's name – the source of the purchased goods.  The name is a hyperlink to the **Merchant Details** page. |

**Transaction Tab, continued**

| | |
|---|---|
| **Status** | Displays the status of the transaction.  Valid values are: **Approved**, **Closed**, **Initial**, **Staged**, and **Verified**. |
| **Transaction Amount** | Displays $0.00 in the field.  This field is NOT the amount of the transaction. |
| **Currency** | Displays the currency for the transaction.  The only **Currency Code** that UMBC is using is USD. |
| **Distribution** | Select to access the **Account Distribution** page. |
| **Comments** | Click on this link to go to the **Line and Dispute Comments** page. (Comments are for Internal Use Only.) |
| **Chartfield Status** | Identifies if the Chartfield used for distribution of charges is a Valid Chartfield.  Values presented could be either Valid or Recycled.  If the chartfield status is Recycled, it indicates that the chartfield did not pass the system validation check.  (See Module 2 for additional details.) |
| **Redistrib** | Identifies if the charges have been redistributed. |
| **Voucher Error** | Not Applicable. |

| | |
|---|---|
| **Select All** | Click on this link to select all transactions on the page. |
| **Clear All** | Click on this ink to unselect all transactions on the page. |
| **Approve** | Click this button to Approve the selected transactions. |
| **Search** | Click on this link to open the Reconcile Statement Search page. |
| **Purchase Details** | Not Applicable. |
| **Split Line** | Click on this link to go to the **Transaction Splits** page. |
| **Distribution Template** | Click on this link to access the **Distribution Templates and Reset Status** page. |

## Billing Tab

The **Billing** page displays the **Line Description**, **Billing Date** (the date that the bank billed your VISA card), **Billing Amount**, **Currency** (always USD), the **Collected** check boxes, and the **Dispute Amount**.



| Reference | Description | Billing Date | Billing Amount | Currency | Prepaid Ref | Dispute Amount | Credit Collected |
|---|---|---|---|---|---|---|---|
| 1 | VISA-PD-08172006- | 08/22/2006 | 200.00 | USD | | 0.00 | ☐ |
| 2 | VISA-PD-08172006- - 2 | 08/22/2006 | 34.75 | USD | | 0.00 | ☐ |
| 3 | 55243351 | 08/15/2006 | 89.55 | USD | | 0.00 | ☐ |
| 4 | 01 | 08/11/2006 | 92.51 | USD | | 0.00 | ☐ |
| 5 | 07-0447/Z | 08/22/2006 | 60.11 | USD | | 0.00 | ☐ |
| 6 | 07-0465/M | 08/22/2006 | 19.11 | USD | | 0.00 | ☐ |
| 7 | 07-0460/S | 08/22/2006 | 922.79 | USD | | 0.00 | ☐ |
| 8 | 07-0460/S | 08/22/2006 | 3.14 | USD | | 0.00 | ☐ |
| 9 | 07-0460/S | 08/22/2006 | 24.50 | USD | | 0.00 | ☐ |

| | |
|---|---|
| **Reference** | Line number associated to the transaction line on the Transaction tab. |
| **Description** | Enter additional information about the goods purchased. (Information entered in this field displays on P-card reports.) |
| **Billing Date** | Displays the date of the statement on which this transaction was billed. |
| **Billing Amount** | Displays the amount billed on the statement line.  (The data in the field is the amount of the transaction.) |
| **Currency** | Displays the currency for the transaction.  The only Currency Code that UMBC is using is USD. |
| **Prepaid Ref** | Not Applicable |

**Billing Tab (continued)**

**Dispute Amount**    Not Required – this field is for internal use only.


If your records disagree with the billing amount, enter the amount difference in this field.  Entering an amount in the **Dispute Amount** field does not mean that UMBC is not liable for the purchase, but rather acts as a notation that the user reconciling this account must follow up with the merchant or procurement card vendor to settle the disputed amount. If an amount is entered here, the statement line is visible on the **Dispute History – Dispute** page until it has been marked as collected.

If you dispute an amount, enter the amount in question in this field. Entering this information does **not** automatically notify US Bank or the Procurement Department.  Cardholders are still required to submit a US Bank dispute form within **60 days** of the charge to Procurement for processing.  **Note**:  If a charge is in PS P-card that you do not recognize, you should not approve it if it does not belong to your department. Leave it as "staged" and indicate in PeopleSoft that you are disputing this charge.  Submit a dispute form to Procurement when you receive your bank statement.  When the charge is credited by the vendor or US Bank then you should approve both the charge and the credit.  The net effect on your chartfield would then be $0.

## *Personalizing the Bank Statement*

### Show All Columns

The Transaction and Billing information can be displayed separately in a tabbed view or together in a combined view.  (Note: this course and manual focuses on displaying the tabbed view.)

To view information in a combined view, select the **Show All Columns** icon.

If the header displays all columns, select the Show Tabs icon.
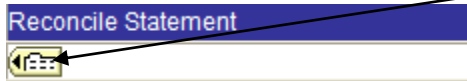
## Personalize

The Transaction and Billing Tabs can be customized to change the columns that appear in each tab. Each column can either be Hidden or Frozen.

Hide Columns

To Hide columns that appear on the Bank Statement, follow these steps:



1. From the Bank Statement, click once on the **Customize** link. The Personalize Column and Sort Order screen is displayed.



Selecting the Hidden checkbox hides the column on the Bank Statement page.

Tab Transaction indicates the Transaction Tab. You are unable to manipulate this item.

Tab Billing indicates the Billing Tab. You are unable to manipulate this item.

Selecting the Frozen checkbox prevents the column from being relocated on the Bank Statement Page.

Each column on the Bank Statement is represented with the matching column name on the list.

2. Click once on the column name to Hide from the Bank Statement page.
3. Click on the **Hidden** checkbox.
4. Repeat for each column to hide.
5. Click once on the OK button to save the changes and return to the Bank Statement Page.

# Module 2:  P-card Transactions 101

By the end of this module, you will be able to:
- Locate a transaction
- Describe the difference between a Valid and Recycled Chartfield Status
- Review the Chartfield distribution for a transaction
- Approve a single transaction

## *Locating Transactions*
To locate a transaction via the Scroll feature, you can either select View All to display all transactions at one time on the screen, or select the Scroll arrows to view nine (9) transactions per page.

| Bank Statement | | Customize | Find | View All | First ◄ 10-18 of 54 ► Last |
| --- | --- | --- | --- |

If more than 100 transactions are available to view, the View All button will state View 100.

| Bank Statement | | Customize | Find | View 100 | First ◄ 1-9 of 102 ► Last |
| --- | --- | --- | --- |

Once you select View All, or View 100, the link is replaced with View 9.

| Bank Statement | | Customize | Find | View 9 | First ◄ 1-100 of 102 ► Last |
| --- | --- | --- | --- |

## *Valid vs. Recycled Chartfield Status*
When transactions are downloaded from US Bank, the transactions are subject to the automatic PeopleSoft Chartfield validation process.  This process verifies that the appropriate chartfields are completed for each transaction.  ***Note that the process does not verify that the chartfield string is correct.***

| 7 | ☐ | 04/27/2007 | VWR SCIENTIFIC PROD VCTS | Approved ▼ | 0.00 USD | ○ 📑 | Valid | Yes | No |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8 | ☐ | 04/28/2007 | PERKIN ELMER ANALYTICAL | Staged ▼ | 0.00 USD | ○ 📑 | Recycled | No | No |

After the transactions go through the automated PeopleSoft validation process during the download from US Bank, they are given either a Valid or Recycled Chartfield Status.

- A **Valid** chartfield status means that the appropriate chartfield fields are completed.
- A **Recycled** chartfield status indicates that the chartfield fields did not pass the validation process.  This typically means that the chartfield string is invalid.
  - o   Fund Code 1253, the Grant Fund Code, often appears as Recycled.

In order to Approve a transaction, the chartfield status must be Valid.  To change a chartfield status from Recycled to Valid, you must modify the account distribution for the transaction.

## *Account Distribution*
In order to ensure your transactions are posted properly to the General Ledger, it is important to allocate each transaction to the appropriate Chartfield.  The **Account Distribution** page allows the user to determine which chartfield string to allocate the charges for each transaction.  The chartfield default values are based on your user ID and the information provided on the P-card Application.

To allocate charges for a transaction, follow these steps:

1.   Select the transaction to review.

**Reconcile Statement**

**Procurement Card Transactions**

**Bank Statement**        Customize | Find | View 100 |        First ◄ 19-27 of 102 ► Last

| | Employee Name | Card Issuer | Card Number | Trans Date | Merchant | *Status | | Transaction Amount | Currency | | | Chartfield Status | Redistrib | Voucher Error |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 19 ☐ | | | ***********8937 | 04/27/2007 | Sigma-Aldrich | Approved ▼ | | 0.00 | USD | ○ | 🔲 | Valid | Yes | No |
| 20 ☐ | | | ***********8937 | 04/27/2007 | PERKIN ELMER ANALYTICAL | Approved ▼ | | 0.00 | USD | ○ | 🔲 | Valid | Yes | No |
| 21 ☐ | | | ***********8937 | 04/27/2007 | MP BIOMEDICALS INC | Approved ▼ | | 0.00 | USD | ○ | 🔲 | Valid | Yes | No |
| 22 ☐ | | | ***********8937 | 04/27/2007 | BIO RAD | Approved ▼ | | 0.00 | USD | ○ | 🔲 | Valid | Yes | No |
| 23 ☐ | | | ***********8937 | 04/28/2007 | BIO RAD | Approved ▼ | | 0.00 | USD | ○ | 🔲 | Valid | Yes | No |
| 24 ☐ | Data Removed | | ***********8937 | 04/27/2007 | BD BIOSCIENCES | Approved ▼ | | 0.00 | USD | ○ | 🔲 | Valid | Yes | No |
| 25 ☐ | | | ***********8937 | 04/26/2007 | MSC/JL INDUSTRIAL SUPPLY | Approved ▼ | | 0.00 | USD | ○ | 🔲 | Valid | Yes | No |
| 26 ☐ | | | ***********8937 | 04/30/2007 | DUVALL SERVICES CO | Staged ▼ | | 0.00 | USD | ○ | 🔲 | Recycled | No | No |
| 27 ☐ | | | ***********8937 | 04/28/2007 | FISHER SCI ATL | Staged ▼ | | 0.00 | USD | ○ | 🔲 | Recycled | No | No |

☑ Select All   ☐ Clear All        [Approve]

Search    Purchase Details    Split Line    Distribution Template

[Save]  [Notify]  [Refresh]

2.   Click once on the Distribution icon (🔲) for the desired transaction.  The Account Distribution screen is displayed.

**Reconcile Statement**
**Account Distribution**

| Line: | 1 | PO Qty: | 1.0000 | UOM: | EA |
|---|---|---|---|---|---|
| Billing Date: | 05/09/2007 | Billing Amount: | USD 349.00 | Unit Price: | 349.00000 |

SpeedChart: ▼     *Distribute by: Amount ▼

**Distributions**

| Chartfields | Details/Tax | Asset Information | Statuses | [▦▶] |
|---|---|---|---|---|

| Dist | Percent | Amount | Currency | *GL Unit | TCODE | Fund | Prog FIN | Dept | *Account | Prog Oper | PC Bus Unit |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 100.0000 | 349.00 | USD | UMBC1 🔍 | 413 | 1111 🔍 | 042 🔍 | 10118 🔍 | 7081120 🔍 | 🔍 | UMBC1 🔍 |

[OK]   [Cancel]   [Refresh]

3. Enter the desired chartfields for the transaction. The entire chartfield string must be completed in order to save and exit the Account Distribution page.
   - Fund Code 1111, 1112 and 1113 requires:
     - GL Unit
     - Fund Code
     - Prog Fin
     - Department
     - Account.
   - Fund Code 1253 requires the same fields as above, plus
     - PC Bus Unit (UMBC1)
     - Project
     - Activity
     - Resource Code.
4. Click **OK** to return to the Bank Statement page.
5. Click **Save** to save your changes.

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*Note*: *The Account Chartfield may automatically display the number 7090200, which is the account for miscellaneous supplies. At a minimum, when you are purchasing audio visual equipment, computers, phone charges, and equipment, you are required to change this account number to the appropriate account number for those items.*

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## Approving Single Transactions

After reviewing the transaction, and distributing transactions to the appropriate chartfield, you must Approve the transaction. You can either approve transactions one at a time, or approve multiple transactions at a time.

Before approving transactions, it is important to first **Save** any transactions on which you have worked.

To approve a transaction, follow these steps:

1. Open your Bank Statement.



2. Select the transaction to approve by clicking in the checkbox to the left of the Employee Name. *Note: The Chartfield Status must state Valid to proceed.*



3. Select the Drop Down box, and select **Approved**.
4. **Save** the transaction.

# Module 3:  Advanced P-card Features

By the end of this module, you will be able to:
- Perform the steps to narrow your search results
- Approve multiple transactions at a time
- Split Account Distributions
- Split Transactions
- Add a Line Comment for a transaction
- Define how to dispute a charge

## *Searching for a Specific Transaction*

To search for a specific transaction without viewing each transaction, the system provides the ability to search by Merchant, Transaction Date, Billing Date, Status or other search criteria .  When you search for specific transactions, you must Save your data prior to proceeding as the Search action closes what you are working on to return to the Reconcile Search page.

To search for specific transaction (s), follow these steps:  *(Note:  the following example will search for transactions with a Status of Closed.  However, the same steps can be used for searching for transactions using other criteria.)*

1. Click the **Save** button to save any changes that have been made to the bank statement thus far.

**Reconcile Statement**

**Procurement Card Transactions**

| | | Card Issuer | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | Chartfield Status | Redistrib | Voucher Error |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | | 04/26/2007 | CLONTECH LABORATORIES | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 2 | ☐ | | 04/26/2007 | NEW ENGLAND BIOLABS, INC | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 3 | ☐ | | 04/26/2007 | HP HOME STORE | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 4 | ☐ | | 04/27/2007 | LASERQUIPT INC | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 5 | ☐ | | 04/26/2007 | DELL MARKETING L.P. | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 6 | ☐ | | 04/27/2007 | APPLIED BIOSYSTEMS | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 7 | ☐ | | 04/27/2007 | VWR SCIENTIFIC PROD VCTS | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 8 | ☐ | | 04/28/2007 | PERKIN ELMER ANALYTICAL | Staged ▼ | 0.00 | USD | ○ | 🖳 | Recycled | No | No |
| 9 | ☐ | | 04/27/2007 | VWR SCIENTIFIC PROD VCTS | Approved ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |

Bank Statement — Customize | Find | View 100 | First ◀ 1-9 of 102 ▶ Last

☑ Select All   ☐ Clear All          Approve

Search  Purchase Details  Split Line  Distribution Template

🖫 Save   ☰ Notify   ↻ Refresh

2. Select the **Search** link. If you have not saved your page, the following screen will appear.

If you change the search criteria you may lose any unsaved data. Do you want to proceed? (10070,166)

To save any changed data, choose No and then click the Save button. After saving the data, you can click Search button again and change search criteria.

[ Yes ]   [ No ]

    a.   If the above screen appears, select No to return to save your data.

**Reconcile Statement Search**

| | |
|---|---|
| Role Name: | |
| EmplID: | |
| Employee Name: | |
| Card Issuer: | |
| Card Number: | |
| Billing Date: | |
| Statement Status: | Closed |
| Budget Status: | |
| Chartfield Status: | |
| Merchant: | |
| Transaction Date: | |
| Charge Type: | |

[ Search ]

3. Identify the Statement Status field, and select **Closed** from the drop down list.

4. Your results are returned. If you enter criteria that does not match a transaction in the database, the following message will be displayed. If the message is displayed, click OK, and modify your search results.

**Microsoft Internet Explorer**

⚠ No transactions found, specify different search criteria (10700,311)

[ OK ]
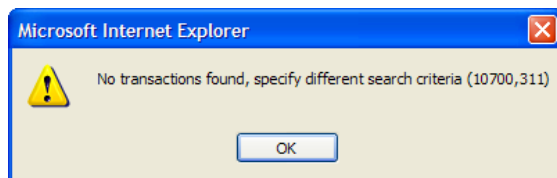
*Note: If you are responsible for managing more than one P-card, transactions for all the P-cards you can view are returned. The Search process can be used to view only one P-card at a time. Search by either the Card Number or Employee Name to narrow search results by one P-card.*

## Distributing to Multiple Transactions

If you have several transactions that will be distributed across the same chartfield strings, PeopleSoft allows you the ability to perform the distribution once for all transactions. To distribute to multiple transaction, follow these steps:



1. Select the transactions to include in the multiple transaction distribution by clicking on the checkbox to the left of the transaction(s).
2. Click on the **Distribution Template** link. The Distribution Template screen is displayed.

3. The following fields are required:
    a. If State Funds (Fund Code 1111, 1112, or 1113)
       - GL Unit
       - TCODE -(always 413 for p-card)
       - Fund
       - Prog Fin
       - Dept
       - Account

    b. If for a Project (Fund Code 1253 or 1114))
       - Same as State Funds plus:
       - PC Bus Unit (UMBC1)
       - Project Number
       - Activity ID
       - Resource Type

4. Add lines if necessary, and complete the appropriate chartfields.

5. Click **OK**. You are returned to the Bank Statement. The Redistribution field changes in the selected transactions from No to Yes.

6. Click **Save**.

After modifying multiple transactions, the Chartfield Status still states Recycled. To approve the transaction, the Chartfield Status must state Valid. To validate the chartfield, you must follow the Account Distribution steps.

## *Splitting Distributions vs. Splitting Transactions*

PeopleSoft provides the functionality to allocate charges between different chartfield strings (Split Distribution), or to provide additional information regarding a transaction (Split Transaction).

Splitting distributions is different than splitting transactions in PeopleSoft.   Below is a table representing the differences between the two actions, and when you would use both?

| | **What is it?** | **When to use it?** | **What happens?** |
|---|---|---|---|
| **Split Distribution** | Allocating a transaction to more than one chartfield string. | When a purchase needs to be charged to more than one chartfield string.  (i.e., you manage a Grant, and you have State funds.  You purchased $100 of office supplies; $30 is dedicated to the Grant, and $70 is dedicated to the State Funds.) | The amount of the transaction is split between the selected chartfield strings.  The amount allocated to each chartfield string displays on the General Ledger, and all subsequent reports.<br><br>The Bank Statement page does not change. |
| **Split Transaction** | Splitting a transaction charge into more than one transaction. | When you want to spell out the differences between each purchase on a transaction.  (i.e., you purchased three separate items in the same transaction.  You want to identify each of the items for your P-card reports.) | The transaction is split into multiple transactions on the Bank Statement page.<br><br>A different description can be entered for each transaction.  The description will appear on the P-card reports.<br><br>Once a transaction is split and saved, it cannot be reversed.<br><br>Split transactions appear on the PeopleSoft Bank Statement page.<br><br>The changes are NOT reported to US Bank, or to the General Ledger. It is for DEPARTMENTAL PURPOSES ONLY. |

## Splitting Distributions

You can split a distribution and allocate expenses to different chartfields.

To split the distribution line for the selected transaction, follow these steps:
- From within the Account Distribution page, scroll to the right of the page.
- Click the ⊞ plus icon to add an addition row. The following prompt appears where you enter the number of lines you wish to add for the split.
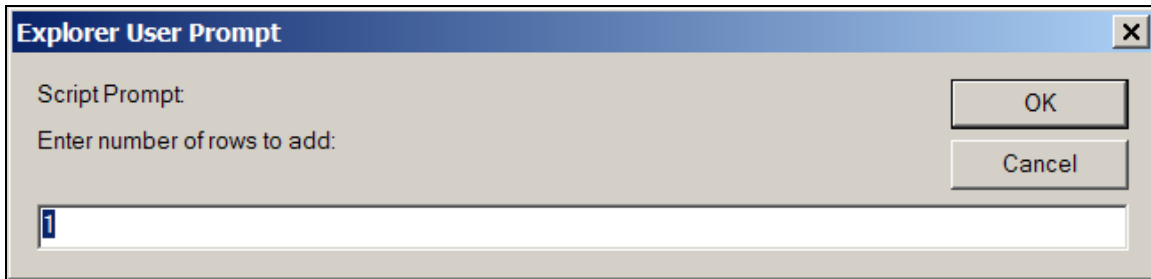


- Enter the number of rows to add to the original row, and click **OK**. You are returned to the Account Distribution page. Hint: If you want a total of two rows, enter the number 1.



- The new distribution line inherits the same chartfield string as the original line. Modify the chartfields on the additional line as necessary.
- Modify the amount in each line so the total of all lines equal the total Billing Amount for the transaction. Credits must be allocated/reallocated by percentage only.

*NOTE: You can change the distribution by percentage or by amount. If you choose to change the distribution, the percentages must equal 100 percent, and the amounts must add up to the original amount. If you change the amounts, the amounts must equal the original amount. The system will calculate the percentages. Therefore, the percentages may not add up to exactly 100 percent, but the system will accept them.*

- Select **OK** to return to the Bank Statement page.
- Select **Save** to save your changes.

## *Splitting Transactions*

Using the **Split Transaction** page, you can split a billing amount among several different items.  In addition, it allows you to record more detail for a purchase. **Note:**  This information is not forwarded to US Bank or Procurement.  **It is for departmental purposes only**.

To split a transaction, follow these steps:

1. Select a transaction by clicking on the checkbox to the left of the Employee Name on the Bank Statement page.

**Reconcile Statement**

**Procurement Card Transactions**

| | | Card Issuer | Trans Date | Merchant | *Status | | Transaction Amount | Currency | | | Chartfield Status | Redistrib | Voucher Error |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | | 04/28/2007 | PERKIN ELMER ANALYTICAL | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Recycled | No | No |
| 2 | ☐ | | 04/30/2007 | DUVALL SERVICES CO | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Recycled | No | No |
| 3 | ☐ | | 04/28/2007 | FISHER SCI ATL | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Recycled | No | No |
| 4 | ☐ | | 04/30/2007 | GE HEALTHCARE | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Recycled | No | No |
| 5 | ☐ | | 04/30/2007 | GE HEALTHCARE | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Recycled | No | No |
| 6 | ☐ | | 04/28/2007 | FISHER SCI ATL | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Recycled | No | No |
| 7 | ☑ | | 04/30/2007 | AIRGAS EAST | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 8 | ☐ | | 05/01/2007 | NEW ENGLAND BIOLABS, INC | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |
| 9 | ☐ | | 05/01/2007 | IVG INVITROGEN CORPORA | Staged | ▼ | 0.00 | USD | ○ | 🖳 | Valid | Yes | No |

Bank Statement                     Customize | Find | View All | ⦿     First ◄ 1-9 of 77 ► Last
Transaction \ Billing \ ⊞

☑ Select All  ☐ Clear All                    [Approve]

Search   Purchase Details   Split Line   Distribution Template

[💾 Save]  [📧 Notify]  [🔄 Refresh]

2. Select the **Split Line** link from the Bank Statement Page.  You are taken to the Split Transaction page.

**Reconcile Statement**

**Split Transaction**

| | | | |
|---|---|---|---|
| Line: | 7 | | |
| Trans Date: | 04/30/2007 | Billing Amount: | 69.30 USD |
| Posted Date: | 05/02/2007 | Reference: | |
| Merchant: | AIRGAS EAST | | |
| Description: | P | | |

**Split Rules** — Customize | Find | View All | — First ◄ 1 of 1 ► Last

| Description | Transaction Amount | Billing Amount | Percentage | |
|---|---|---|---|---|
| Supplies | | 69.30 | 100.000000 | + – |

OK  Cancel

3. Click the ⊞ plus sign to add an additional line.

**Reconcile Statement**

**Split Transaction**

| | | | |
|---|---|---|---|
| Line: | 7 | | |
| Trans Date: | 04/30/2007 | Billing Amount: | 69.30 USD |
| Posted Date: | 05/02/2007 | Reference: | |
| Merchant: | AIRGAS EAST | | |
| Description: | P | | |

**Split Rules** — Customize | Find | View All | — First ◄ 1-2 of 2 ► Last

| Description | Transaction Amount | Billing Amount | Percentage | |
|---|---|---|---|---|
| Supplies | | 69.30 | 100.000000 | + – |
| Supplies - 2 | | | | + – |

OK  Cancel

4. Delete the default text in the **Description** field.  Enter text which describes the purchase.  If the Description field is left blank for a line, the system will insert a number in the Description field.  *Note:  Information in the Description field is what is populated on the report.*

5. Enter the billing amount for each line.  Take care to ensure that the total amount is split properly as to sum to the original amount.

6. Press **Tab** to go to the **Percentage** field.  The percentage is automatically calculated based on the total billing amount, and the amount entered in the Billing Amount field for the line.

**Reconcile Statement**

**Split Transaction**

Line: 7

Trans Date: 04/30/2007    Billing Amount:    69.30    USD

Posted Date: 05/02/2007    Reference:

Merchant: AIRGAS EAST

Description: P

**Split Rules**    Customize | Find | View All |    First ◄ 1-2 of 2 ► Last

| Description | Transaction Amount | Billing Amount | Percentage | | |
|---|---|---|---|---|---|
| Supplies | | 34.65 | 50.000000 | + | − |
| Supplies - 2 | | 34.65 | 50.000000 | + | − |

OK    Cancel

7. Select **OK** to return to the Bank Statement page.
8. Click **Save** to save the changes.

**Reconcile Statement**

**Procurement Card Transactions**

**Bank Statement**    Customize | Find | View All |    First ◄ 1-9 of 78 ► Last

Transaction    Billing

| | | Card Issuer | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | Chartfield Status | Redistrib | Voucher Error |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | | 04/28/2007 | PERKIN ELMER ANALYTICAL | Staged ▼ | 0.00 | USD | ○ | | Recycled | No | No |
| 2 | ☐ | | 04/30/2007 | DUVALL SERVICES CO | Staged ▼ | 0.00 | USD | ○ | | Recycled | No | No |
| 3 | ☐ | | | | Staged ▼ | 0.00 | USD | ○ | | Recycled | No | No |
| 4 | ☐ | | | | aged ▼ | 0.00 | USD | ○ | | Recycled | No | No |
| 5 | ☐ | | | | aged ▼ | 0.00 | USD | ○ | | Recycled | No | No |
| 6 | ☐ | | 04/ | FISHER SCI ATL | Staged ▼ | 0.00 | USD | ○ | | Recycled | No | No |
| 7 | ☑ | | /30/2007 | AIRGAS EAST | Staged ▼ | 0.00 | USD | ○ | | Valid | Yes | No |
| 8 | ☐ | | 04/30/2007 | AIRGAS EAST | Staged ▼ | 0.00 | USD | ○ | | Valid | No | No |
| 9 | ☐ | | 05/01/2007 | NEW ENGLAND BIOLABS, INC | Staged ▼ | 0.00 | USD | ○ | | Valid | Yes | No |

*Changes appear as two transactions on the Bank Statement.*

☑ Select All    ☐ Clear All    Approve

Search    Purchase Details    Split Line    Distribution Template

Save    Notify    Refresh

When you return to the Bank Statement page, the additional line is displayed on the Transaction tab and the Billing tab.

The newly created lines will inherit the same accounting distribution as the original line.  If the distributions need to be changed or split, you will need to click the Sel check box beside the line and then click the Distribution link.

*NOTE: When you split a line, the information does not change the distribution of the charges. Splitting a line is for your own records only; the information does not affect the UMBC ledgers or your VISA charges and payments.*

*NOTE:  Splitting a transaction will add a new line for each split line on both the Transaction Tab and the Billing Tab.  When approving transactions after splitting lines, it is recommended to select the* ***View All Columns*** *icon (**) in order to view the details for each line prior to approving it.*

*NOTE:  If you split the line* ***AFTER*** *you reallocate the accounting distribution, the new lines will inherit the reallocation Chartfields.*

## Approving Multiple Transactions

PeopleSoft provides the capability to approve and save multiple rows in the bank statement at the same time.  To successfully approve multiple rows in the bank statement, it is important to understand the following:

- You must select each row, and review the transaction as always.
- If you need to change the distribution for any row on the bank statement, you must follow the standard procedures previously discussed.
- After reviewing the transaction, and modifying the distribution (if appropriate), you must Save the transactions, and the Chartfield Status must be Valid.

**Reconcile Statement**
**Procurement Card Transactions**

| | | Card Issuer | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | Chartfield Status | Redistrib | Voucher Error |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | | 04/28/2007 | PERKIN ELMER ANALYTICAL | Staged | 0.00 | USD | ○ | 🗒 | Valid | Yes | No |
| 2 | ☑ | | 04/30/2007 | DUVALL SERVICES CO | Staged | 0.00 | USD | ○ | 🗒 | Valid | Yes | No |
| 3 | ☑ | | 04/28/2007 | FISHER SCI ATL | Staged | 0.00 | USD | ○ | 🗒 | Valid | Yes | No |
| 4 | ☐ | | 04/30/2007 | GE HEALTHCARE | Staged | 0.00 | USD | ○ | 🗒 | Recycled | No | No |
| 5 | ☐ | | 04/30/2007 | GE HEALTHCARE | Staged | 0.00 | USD | ○ | 🗒 | Recycled | No | No |
| 6 | ☐ | | 04/28/2007 | FISHER SCI ATL | Staged | 0.00 | USD | ○ | 🗒 | Recycled | No | No |
| 7 | ☐ | | 04/30/2007 | AIRGAS EAST | Staged | 0.00 | USD | ○ | 🗒 | Recycled | No | No |
| 8 | ☐ | | 05/01/2007 | NEW ENGLAND BIOLABS, INC | Staged | 0.00 | USD | ○ | 🗒 | Recycled | No | No |
| 9 | ☐ | | 05/01/2007 | IVG INVITROGEN CORPORA | Staged | 0.00 | USD | ○ | 🗒 | Recycled | No | No |

Bank Statement — Customize | Find | View All | First 1-9 of 77 Last

☑ Select All   ☐ Clear All          Approve

Search   Purchase Details   Split Line   Distribution Template

💾 Save   ✉ Notify   🔄 Refresh

To approve all transactions, follow these steps:

1. Click the **Select All** link.  A checkbox is placed on all transactions.
2. Click the **Approve** button.  The status is changed from Staged to Approved.
3. Click the **Save** button.

*Note:  The Select All feature changes the status of ALL transactions, not just those displayed on the screen.  This means that if you have 1-9 of 77 transactions displayed, and you select the Select All link, all 77 transactions are selected, not just the 9 that are displayed on the screen.*

*If you accidently select Select All, you can click once on Clear All to clear the transactions.*

To approve multiple transactions (but not all), follow these steps:



1. Select the checkbox for those transactions to Approve.
2. Click the **Approve** button.
3. Click the **Save** button.

## Adding Comments

The Line Comments provides the ability for additional information to be entered regarding the transaction.  This is very helpful when purchases are required to be justified for projects or grants.  You may want to record information about returns, credits, or disputed amounts.  In addition to entering comments in the Comments text field, the ability to Attach documentation is also available.
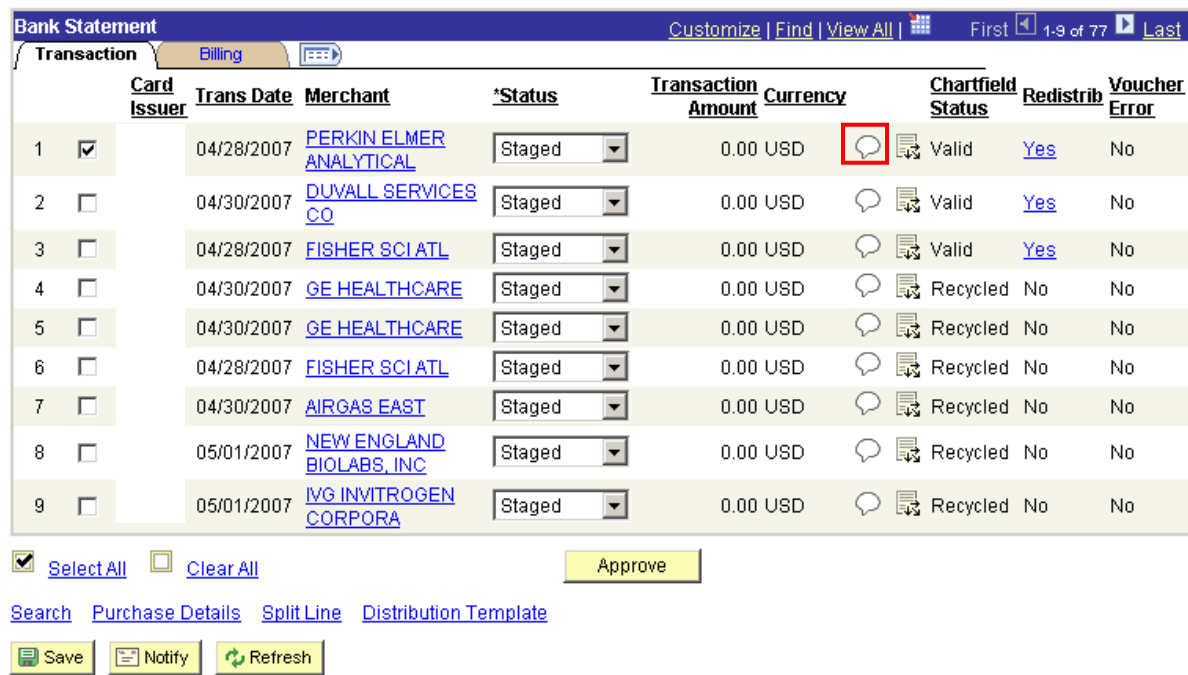
The information entered into the Line Comments page is for the department use only.   The information does not transfer to the General Ledger, or to any reports.

To enter Line Comments, follow these steps:

1.  Open the Bank Statement.



2.  Identify the transaction.

3.  Click once on the Comments (⬭) icon.  The Line Comments page is displayed.

**Reconcile Statement**

**Line Comments**

Line: 1    Description: Office Supplies

Reference:

| Transaction Line Comments | Find \| View All    First ◄ 1 of 1 ► Last |
|---|---|

Comments:                                                                Status: Active [+] [-]

Associated Document
Attachment:                                                    Attach | View | Delete

OK | Cancel | Refresh

4.  Click once in the Comments text box, and enter the desired text.

5.  To Attach a document, click once on the **Attach** button. The following screen is displayed.

Browse...
Upload | Cancel

6.  Click once on the **Browse** button. A list of your file structure is displayed.

7.  **Navigate** to locate the file to upload.

8.  Either double-click on the file to upload, or click once on the file name, and click once on the Open button. The selected file name is displayed in the Browse field.

9.  Click once on the **Upload** button to attach the document to the transaction Line Comment.

10. When all comments are entered, click once on the **OK** button to return to the Bank Statement.

11. Click **Save** to save the changes.

12. If a comment is entered for a transaction, the Comment Icon changes to 💬.

## Locating Comments

Once a transaction is approved, and validated by Procurement, the transaction is no longer on the Bank Statement.  This does not mean that the transaction is not available to view.  You can view old transactions by performing a Search on Closed transactions.

To perform a search on Closed transactions, follow the steps in the Searching for a Specific Transaction section of the manual.  When prompted on the search screen, select the Statement Status of Closed.  You can further narrow the search by date, or other criteria if desired.

Transactions with comments can be identified by the Comment icon with text lines inside (💬).  Click once on the comment icon to open the comments.  Please note, that you should not make any changes after the transaction has been approved.

## Disputing a Charge *(Information only)*

If a charge on your bank statement needs to be disputed, you should complete the US Bank Dispute Form, located on the Procurement web page.  Fax the completed dispute form to procurement at x51009.

If desired, you can identify transactions which are in dispute with US Bank in PeopleSoft.  To identify transactions in dispute via PeopleSoft, follow these steps:

***(Note:  This is an optional activity, and is not required when disputing a charge.)***



1.   Click once on the Billing Tab.

2.   Click once in the Dispute Amount field for the desired transaction.

## Reconcile Statement
## Procurement Card Transactions

| Reference | Description | Billing Date | Billing Amount | Currency | Prepaid Ref | Dispute Amount | Credit Collected |
|---|---|---|---|---|---|---|---|
| 1 | Office Supplies | 05/09/2007 | 570.00 | USD | | 100.00 | ☐ |
| 2 | P | 05/09/2007 | 1985.00 | USD | | 0.00 | ☐ |
| 3 | P | 05/09/2007 | 16.42 | USD | | 0.00 | ☐ |
| 4 | P | 05/09/2007 | 536.00 | USD | | 0.00 | ☐ |
| 5 | P | 05/09/2007 | 24.95 | USD | | 0.00 | ☐ |
| 6 | P | 05/09/2007 | 45.66 | USD | | 0.00 | ☐ |
| 7 | P | 05/09/2007 | 69.30 | USD | | 0.00 | ☐ |
| 8 | P | 05/09/2007 | 305.00 | USD | | 0.00 | ☐ |
| 9 | P | 05/09/2007 | 350.00 | USD | | 0.00 | ☐ |

Bank Statement — Transaction | Billing — Customize | Find | View All | First 1-9 of 77 Last

☑ Select All ☐ Clear All         Approve

Search   Purchase Details   Split Line   Distribution Template

Save   Notify   Refresh

3. Enter the amount of the transaction that is in dispute.

4. Click once on the **Save** button. Once saved, the Credit Collected field is activated.

*Note: Changes made on the Bank Statement are for Departmental purposes only. All disputes must be reported and managed directly through US Bank.*

Once a dispute is identified, you must complete the US Bank Cardholder Statement of Disputed Item form, which is located on the Procurement website.

1. To locate a disputed item form, navigate to www.umbc.edu/procurement.
2. Select the **All Forms** link.

3. Scroll to the bottom of the page, and select the appropriate form.

## On-Line P-Card Forms

- Obtaining a University Purchasing Card – Checklist
- Purchasing Card Cardholder Agreement
- Purchasing Card Supervisor Agreement
- Purchasing Card Proxy Authorization Form
- Purchasing Card Maintenance Request
- Purchasing Card "Supervisor" Maintenance Request
- Purchasing Card – Cardholder Transaction Log & Reconciliation Sheet
- Purchasing Card – Missing Receipt Form
- Purchasing Card – Dispute form for US Bank
- Quarterly Certification from Dean/VP
- Quarterly Certification from Supervisor

# Module 4:  P-card Reports

By the end of this module, you should be able to:
- Navigate to P-card Reports
- Perform the steps to run each P-card Report
- Identify the P-card Queries
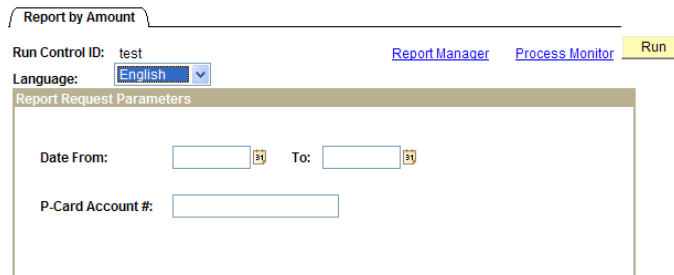
## *P-card Reports*

Three P-card reports are available in PeopleSoft.  They are all available through the following navigation from PeopleSoft Finance:
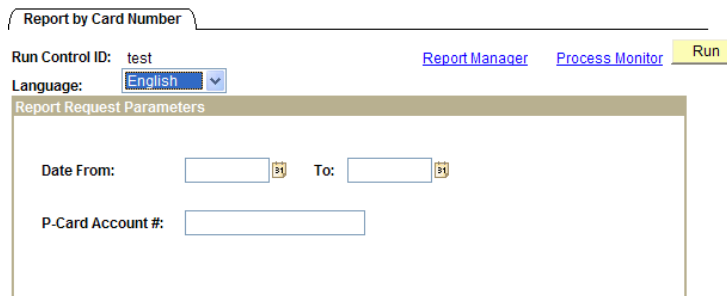
**Purchasing** ▷ **Procurement Cards** ▷ **Reports**

The three reports are:

**Report by Amount** – Displays all transactions for a selected date range sorted by amount.



**Report by Card Number** – Displays all transactions for a selected date range sorted by status and chartstring.



**Report by Department** – Displays all department transactions for a selected date range sorted by cardholder, status and chartstring.
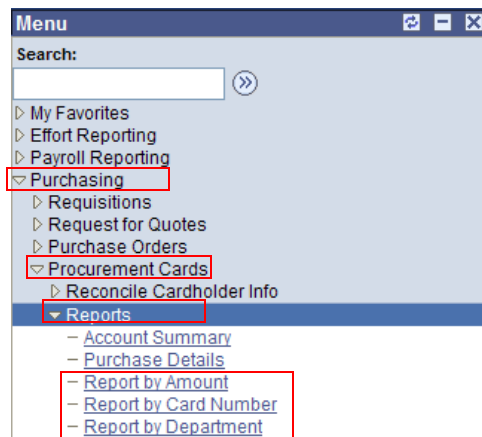
The steps for running the reports include:

1. Open the desired report.

2. Select an existing Run Control ID, or create a new Run Control ID for the desired report. **Do not** use your 16 digit card number as the Run Control ID. This Run Control ID is a semi-public field within PeopleSoft. Please create a Run Control ID using the name and/or last five digits of the P-card. (See the screen captures above for specific criteria required for each report.)

3. Enter the desired date range and other criteria for the desired report.

4. Select **🖫 Save**.

5. Select **Run**. The Process Scheduler Request screen is displayed.

6. Select ⬜ OK ⬜.  The Server Name is automatically populated when the request is saved (PSUNX).  You are returned to the Run Control screen.

7. Select the **Process Monitor** link from the Run Control screen.  The Process List is displayed.



8. Select the ⬜ Refresh ⬜ button periodically until the Run Status changes to **Success,** and the Distribution Status changes to **Posted**.

9. Select the **Details** link on the right.

10. Click the **View Log/Trace** link listed beneath the Actions column.  The View Log/Trace window is opened.

11. Click the document link that ends in **PDF** to open the report.  Your Adobe Acrobat report will open in a separate window.


## P-card Queries

Queries are available to identify specific transactions, and to display information in a different format than is displayed on the PeopleSoft P-card Bank Statement.  A list of queries is available on the Procurement website at www.umbc.edu/procurement.
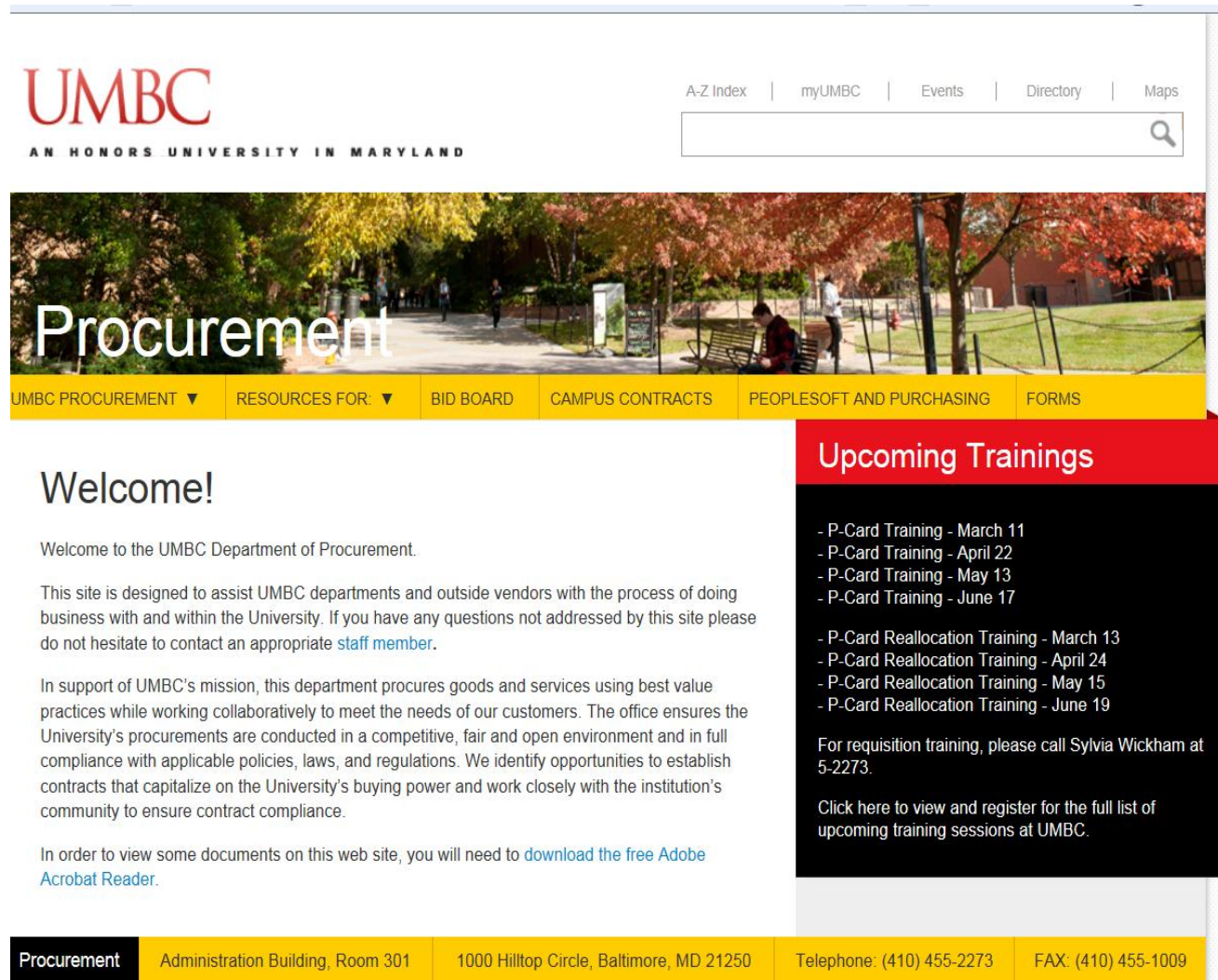
1. Click once on the PeopleSoft Information link.
2. Scroll to the bottom of the page and locate the Miscellaneous section.
3. Click once on the P-card Queries/Reports Descriptions link to view the Excel spreadsheet.

# Module 5: Getting Help

By the end of this module, you will be able to:
- Navigate the Procurement website
- Use the PeopleSoft KnowledgeBase

The Procurement website includes valuable information related to PeopleSoft as well as general P-card questions. The Procurement website is available at www.umbc.edu/procurement.

The PeopleSoft Knowledgebase provides an online user manual as well as training plan.  P-card specific questions are answered, and can be found at
https://wiki.umbc.edu/display/ps/Knowledgebase+-+FAQ%27s



Click once on the P-card menu item in Table of Contents.  A list of P-card related questions are displayed.  Click on a specific question to display the answer in the main window.

# Summary

- PeopleSoft P-card bank statement is updated daily.

- If you want the charge to go to a different chartfield string other than the default chartfield string, you must reallocate the charge; change the status of a transaction from **Staged** to **Approved, and select SAVE**.  The system will automatically charge the transaction to your department default chartfield string after the 20th of the following month.

- When splitting a line, the information does *not* change the distribution of the charges. Splitting a line is for your own records only; the information does not affect the UMBC ledgers or your VISA charges and payments.

- The **Account Distribution** page's Chartfield default values are based on your user ID.


*IMPORTANT:   REMEMBER TO HIT THE "SAVE" BUTTON AFTER COMPLETING EACH TRANSACTION.*

*NOTES*