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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

---

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 20th day of the following month will be posted to the default Chartfield string. We advise updating descriptions/chartstrings as transactions post.

---

BUSINESS FLOW DIAGRAM

[Diagram showing the flow of Bank File, Staging Table, Error Correction, PCard Transaction Tables, Load AP, Load GL, and Detail Reports with subtasks for Cardholder Information, User ID, Default CF, Proxy Users, and Review purchases, Allocate charges, Approve]
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 an Individual Security Access Form to Financial Services and 2) submitted a P-card Proxy Authorization Form 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 Request Form 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, if you do not take any action. Your monthly report will reflect the charges as staged and not approved.

**NAVIGATING TO THE P-CARD BANK STATEMENT**

To review charges navigate to the Reconcile Statement - Bank Statement page, go to the Campus Workcenter. Under the Links section, click the triangle next to P-Card, and select Reconcile Statement. 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 Pcards, you may have access to view multiple P-card holders.
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:

- 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.
- 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.
- Click on . Your Bank Statement page is displayed on the screen.

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.
Reconcile Statement

Procurement Card Transactions

Row Number: Select the check box for the line that you would like to review.

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.

Status: Displays the status of the transaction. Valid values are: Approved, Closed, and Staged.

Comments Icon: Click on this link to go to the Line and Dispute Comments page. (Comments are for Internal Use Only.)

Distribution Icon: Select to access the Account Distribution page.

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 page.

BILLING TAB

The Billing page displays the Line Description, Billing Date (the date that the bank billed your VISA card), and Billing Amount.
Line Number: 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.)

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 a combined view.)

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

- From the Bank Statement, click once on the **Grid Action Menu** icon, and select **Personalize**.

  The **Personalize Column and Sort Order** screen is displayed.

  ![Grid Customization Screen]

  To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.
• Click once on the column name to Hide from the Bank Statement page.
• Click on the **Hidden** checkbox.
• Repeat for each column to hide.
• 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
- 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.

Or you can select the dropdown to specify a specific range:

If more than 100 transactions are available to view, the View All button will show up to 100 transactions at a time.

Once you select View All, or View 100, the link is replaced with View 9.
To view ranges above 100, you can use the range listed above this one. It will allow you to select ranges in groups of 100.

You can also click on Column headers to sort the results by the column you select:

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:

- Click on the Distribution icon for the desired transaction.
The account distribution screen is displayed.

- 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 entering:
  - Fund Code
  - Prog Fin
  - Department
  - Account.
- Fund Code 1253 requires the same fields as above, plus
  - PC Bus Unit (UMBC1)
  - Project
  - Activity
- Click **OK** to return to the Bank Statement page.
- Click **Save** to save your changes.

**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.
<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Account</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000002</td>
<td>Other Direct Costs</td>
<td>7089900</td>
<td>Other Contract Serv - Non DP</td>
</tr>
<tr>
<td>7020800</td>
<td>Training &amp; Staff Development</td>
<td>7089915</td>
<td>Recruitment Cost - non Employee</td>
</tr>
<tr>
<td>7029900</td>
<td>Other-Technical &amp; Special Fees</td>
<td>7089920</td>
<td>GNT Sub Contr $25000 and under</td>
</tr>
<tr>
<td>7030200</td>
<td>Telephone</td>
<td>7089925</td>
<td>GNT Sub Contr over $25000</td>
</tr>
<tr>
<td>7030500</td>
<td>DBM Paid Tele-BudgetOfficeOnly</td>
<td>7090000</td>
<td>Supplies</td>
</tr>
<tr>
<td>7030600</td>
<td>Cellular Telephone Equip &amp; Ser</td>
<td>7090200</td>
<td>Office &amp; Other Supplies</td>
</tr>
<tr>
<td>7040100</td>
<td>In State/Routine Operations</td>
<td>7090400</td>
<td>Building &amp; Household Supply</td>
</tr>
<tr>
<td>7040115</td>
<td>Athletic Team In State</td>
<td>7091100</td>
<td>Medical, Drugs and Chemicals</td>
</tr>
<tr>
<td>7040125</td>
<td>Athletic Recruit In State</td>
<td>7091400</td>
<td>Instructional Supplies</td>
</tr>
<tr>
<td>7040300</td>
<td>Out-of-State/Routine Operation</td>
<td>7091410</td>
<td>Supplies - Lab</td>
</tr>
<tr>
<td>7040310</td>
<td>Athletic Team Out-of-State</td>
<td>7092000</td>
<td>Food</td>
</tr>
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<td>7040320</td>
<td>Athletic Recruit Out-of-State</td>
<td>7095100</td>
<td>Items for Resale</td>
</tr>
<tr>
<td>7060300</td>
<td>Fuel - Oil #2</td>
<td>7099000</td>
<td>Data Proc Acad Supplies</td>
</tr>
<tr>
<td>7060600</td>
<td>Fuel - Natural Gas/Propane</td>
<td>7099100</td>
<td>Data Proc - Admin Supplies</td>
</tr>
<tr>
<td>7062000</td>
<td>Utilities - Electricity</td>
<td>7099900</td>
<td>Audio Visual Supplies</td>
</tr>
<tr>
<td>7062100</td>
<td>Utilities - Water/Sewage</td>
<td>7099910</td>
<td>Animals-Purchase &amp; Care of</td>
</tr>
<tr>
<td>7062200</td>
<td>Utilities - Steam</td>
<td>7099950</td>
<td>Sensitive Equipment - General</td>
</tr>
<tr>
<td>7069901</td>
<td>Utilities Reimbursement</td>
<td>7099951</td>
<td>Sensitive Equip &gt;$1K &lt;$5 per u</td>
</tr>
<tr>
<td>7070100</td>
<td>Purchase Cost Motor Veh &gt; $5K</td>
<td>7099952</td>
<td>Non Cap Equip &lt;$5K PER UNIT</td>
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<tr>
<td>7070110</td>
<td>Capital Lease Motor Vehicles</td>
<td>7099953</td>
<td>Hand Guns</td>
</tr>
<tr>
<td>7070200</td>
<td>Gas and Oil</td>
<td>7099954</td>
<td>DHMH purchases &gt; $500</td>
</tr>
<tr>
<td>7070300</td>
<td>Motor Vic. Maint. and Repair</td>
<td>7110710</td>
<td>Library Books - AOK Libr</td>
</tr>
<tr>
<td>7080000</td>
<td>Contractual Services</td>
<td>7110711</td>
<td>Library Serials - AOK Libr</td>
</tr>
<tr>
<td>7080100</td>
<td>Advertising</td>
<td>7119900</td>
<td>Cap Equip $5K &amp; Over PER ITEM</td>
</tr>
<tr>
<td>7080105</td>
<td>Employment - Advertising</td>
<td>7119910</td>
<td>Purch.Comp Equip &gt;$5K PER ITEM</td>
</tr>
<tr>
<td>7080400</td>
<td>Printing and Reproduction</td>
<td>7130100</td>
<td>Rent (Real Property)</td>
</tr>
<tr>
<td>7080500</td>
<td>Bookbinding</td>
<td>7130500</td>
<td>Assoc Dues and Subscriptions</td>
</tr>
<tr>
<td>7080800</td>
<td>Equipment Rental</td>
<td>7139900</td>
<td>Other Fixed Charges</td>
</tr>
<tr>
<td>7080900</td>
<td>Equipment Maint. &amp; Repair</td>
<td>7149900</td>
<td>Capital Land &amp; Structures</td>
</tr>
<tr>
<td>7081100</td>
<td>Food Services</td>
<td>7149910</td>
<td>Land</td>
</tr>
<tr>
<td>7081120</td>
<td>Conference Services</td>
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<td>Land Improvements</td>
</tr>
<tr>
<td>7081600</td>
<td>Housekeeping</td>
<td>7149920</td>
<td>Building Construction</td>
</tr>
<tr>
<td>7082100</td>
<td>Studies - Consultan &amp; Leg Serv</td>
<td>7149925</td>
<td>Building Improvements &gt;250K</td>
</tr>
<tr>
<td>7082600</td>
<td>Freight &amp; Delivery</td>
<td>7149930</td>
<td>Utility Extensions &gt; $250K</td>
</tr>
<tr>
<td>7089200</td>
<td>Data Proc - Academic/Research</td>
<td>7149999</td>
<td>Facilities Renewal Set A Side</td>
</tr>
<tr>
<td>7089300</td>
<td>Data Processing - Admin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

- Open your Bank Statement.
- Make sure you have already made the changes necessary to the chartstring and description fields, which can be edited by selecting the distribution icon (covered in the previous section).
- Select the transaction to approve by clicking in the checkbox to the left of the Transaction Date
- Select the Drop Down box, and select Approved.
- Save the transaction.
These are optional functions that may be explored after the class.

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.)

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

- Select the Search link. If you have not saved your page, the following screen will appear. Select No to return to save your data and then click search again.
Identify the Statement Status field, and select **Closed** from the drop down list.

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.
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:
Select the transactions to include in the multiple transaction distribution by clicking on the checkbox to the left of the transaction(s).

Click on the Distribution Template link. The Distribution Template screen is displayed.

The following fields are required:

- If State Funds (Fund Code 1111, 1112, or 1113)
  - Fund
  - Prog Fin
  - Dept
  - Account
- If for a Project (Fund Code 1253 or 1114). Same as State Funds plus:
  - PC Bus Unit (UMBC1)
  - Project Number
  - Activity ID
- Add lines if necessary, and complete the appropriate chartfields.
- Click OK. You are returned to the Bank Statement.
- Click Save.

**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. See sections below that go over the differences between the two actions, and when you would use both.

---

**SPLIT DISTRIBUTION:**

**What is it?** Allocating a transaction to more than one chartfield string.
**When to use it?** 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.)

**What happens?**
- 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.
- The Bank Statement page does not change.

---

**SPLIT TRANSACTION:**

**What is it?** Splitting a transaction charge into more than one transaction.

**When to use it?** 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 Pcard reports.)

**What happens?**
- The transaction is split into multiple transactions on the Bank Statement page.
- A different description can be entered for each transaction. The description will appear on the P-card reports.
- Once a transaction is split and saved, it cannot be reversed.
- The changes are NOT reported to US Bank, or to the General Ledger.
- It is for DEPARTMENTAL PURPOSES ONLY.

---

**HOW TO SPLIT 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 + icon to add an additional 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.

HOW TO SPLIT 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:

Select a transaction by clicking on the checkbox to the left of the Transaction Date on the Bank Statement page.
• **Note:** this only works for one transaction at a time.

Select the **Split Line** link from the Bank Statement Page. You are taken to the Split Transaction page.
• Click the + sign to add an additional line.

• 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.

• 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.

• The percentage is automatically calculated based on the total billing amount, and the amount entered in the Billing Amount field for the line.
- Select **OK** to return to the Bank Statement page.
- Click **Save** to save the changes.

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.
To approve all transactions, follow these steps:

- Click the **Select All** link. A checkbox is placed on all transactions.
- Click the **Approve** button. The status is changed from Staged to Approved.
- 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:

- Select the checkbox for those transactions to Approve.
- Click the **Approve** button.
- 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:

- Open the Bank Statement
- Identify the transaction.
- Click once on the Comments (💬) icon. The Line Comments page is displayed
- Click once in the Comments text box, and enter the desired text.
To Attach a document, click once on the Attach button. The following screen is displayed:

- Click once on the Browse button. A list of your file structure is displayed.
- Navigate to locate the file to upload.
- 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.
- Click once on the Upload button to attach the document to the transaction Line Comment.
- When all comments are entered, click once on the OK button to return to the Bank Statement.
- Click Save to save the changes.
- 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.

Once a dispute is identified, you must complete the Purchasing Card – Dispute form for US Bank, which is located on the Procurement website.
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 REPORT

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

- Navigate to P-card Reports Suite
- Perform the steps to run the P-card Report
- Identify the P-card Queries

P-CARD REPORT

The P-card report is available in PeopleSoft. You can find it in the Campus WorkCenter in PeopleSoft.

To navigate to this report:

- Go to the Campus WorkCenter.
- Under the Links section, click the triangle next to P-Card
- Click PCard Reports Suite
• You will be asked for a Run Control ID.
  o You can search for an existing one.
  o If you have not created one for this report suite, click on the Add a New Value tab at the top
  o If creating a new Run Control ID
    ▪ Do not use spaces
    ▪ Avoid using a year in the ID
    ▪ Try to use a name that relates to the report being run.
    ▪ These names cannot be changed later.
    ▪ Do not use your 16 digit card number as the Run Control ID. This Run Control ID is a semipublic 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.)

• Once the Run Control ID has been loaded or created, you will be brought to a page that allows you enter different criteria for the report.
• Next to Select PCard Report Type, select the **Cardholder Transaction Log**
  o This is the report that needs to be printed out and signed that displays all approved transactions that have been re-allocated. This report needs to be signed monthly and turned in.
• Enter the fiscal year, accounting period (billing period), Employee ID, Card Issuer, and CC account (with no spaces or dashes).
• Select the Save button at the bottom left.
• Select the Run button at the top right.
The Process Scheduler Request screen pops up.
Select OK without changing any of the server information.
  - The Server Name is automatically populated when the request is saved (PSUNX) or it is blank. Either way, leave the default selections for the servers.
You will then either be brought directly to the Process Monitor or the Run Control Screen.
  - If brought to the run control screen, select the Process Monitor link at the top right. The process list is displayed

- Select the Refresh button periodically until the Run Status changes to Success, and the Distribution Status changes to Posted.
- Select the Details link on the right.
• Click the View Log/Trace link listed beneath the Actions column. The View Log/Trace window is opened.

• Click the document link that ends in PDF to open the report. Your Adobe Acrobat report will open in a separate window.
Here is a screenshot of the finished report:

**Purchasing Cardholder Transaction Log**

<table>
<thead>
<tr>
<th>Cardholder Name:</th>
<th>Card Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Month/Billing Cycle:** 2019-10-26 to 2019-11-25

**By signing and dating this log, the Cardholder and Supervisor or approved designee certify that the purchases represented here 1) are reasonable and appropriate for their use, department, 2) match the corresponding VISA statement and 3) comply with the current UMBC and Maryland State purchasing card regulations, policies and procedures. Original receipts to document each transaction are attached/included.**

### Cardholder Signature/Date: ___________________________  Supervisor Signature/Date: ___________________________

<table>
<thead>
<tr>
<th>Trans Dt</th>
<th>Merchant</th>
<th>Description</th>
<th>Status</th>
<th>Amt</th>
<th>Fund</th>
<th>Prog</th>
<th>Dept</th>
<th>Acct</th>
<th>Project</th>
<th>Activity</th>
<th>Post Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/2019</td>
<td>IN NATIONAL IMAGING SYTE</td>
<td>Maintenance Service for the copiers</td>
<td>Closed</td>
<td>92.01</td>
<td>1111</td>
<td>011</td>
<td>10322</td>
<td>7080400</td>
<td></td>
<td></td>
<td>10/28/2019</td>
</tr>
<tr>
<td>10/30/2019</td>
<td>AJ STATIONERS</td>
<td>Hanger cubicle-B.S.</td>
<td>Closed</td>
<td>7.69</td>
<td>1111</td>
<td>011</td>
<td>10322</td>
<td>7090200</td>
<td></td>
<td></td>
<td>11/1/2019</td>
</tr>
</tbody>
</table>

**Report Total:** 2,509.92

### 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 can be found on the procurement website, here: P-Card & Purchasing Queries/Reports Descriptions.

- Go to the Campus WorkCenter.
- Click on the Reports/Queries tab.
- Under the Queries section, select the triangle next to the UMBC P-Card Queries section to expand it.
- Select the desired query you would like to run.
- Fill in the appropriate information at the top and click View Results
- To download the results, click on the Excel Spreadsheet or CSV Text File link and it will automatically download the results into a file.

Download results in: Excel Spreadsheet  CSV Text File  XML File  (50 kb)
MODULE 5: GETTING HELP

By the end of this module, you will be able to:

- Navigate the Procurement website
- Submit an RT ticket to Procurement

PROCUREMENT WEBSITE

The Procurement website includes valuable information related to PeopleSoft as well as general Pcard questions. The Procurement website is available at [https://procurement.umbc.edu](https://procurement.umbc.edu).
RT TICKETS

Procurement has a queue in the RT ticketing system. To submit a ticket directly to them:

- Go to https://my.umbc.edu
- Clicking on the Help Button in the top bar.
- From there, scroll down to the Financial Services and Account section, and click on the link to Procurement

**Financial Services & Accounting (Topic Page)**

Financial Services Support • Business Services • Procurement

- Put in a request type.
  o Depending on the request type, additional fields may pop up that are required. Fill out all required fields (marked with a red asterisk)
- Add attachments if applicable.
- Put in a message.
- Click submit.
- You will get an automated email from the system letting you know your ticket number and that the ticket has been created and entered in their queue.
- Someone from the Procurement team will get back to you regarding your question or concern.

SUMMARY

PeopleSoft P-card bank statement is updated daily.

It is helpful for your own reporting sake to change the description on the line to something more meaningful.

If you want the charge to go to a different chartfield string other than the default chartfield string, you must reallocate the charge.

When you are finished editing the transaction and are ready to approve it, change the status of a transaction from **Staged** to **Approved**, and select SAVE. Otherwise, the system will automatically charge the transaction to your department default chartfield string after the 20\(^{th}\) 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.