UMBC

PEOPLESOFT TRAINING

USING THE PEOPLESOFT P-CARD SYSTEM

PARTICIPANT MANUAL
DECEMBER 2019

UMBC

PEOPLESOFT TRAINING - P-CARD PARTICIPANT MANUAL

CONTENTS

OBJECTIVES

By the end of this guide, 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 20th day of the following month will be posted to the default chartfield string. We advise updating descriptions/chartfield strings as transactions post.*

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BUSINESS FLOW DIAGRAM

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 an Individual Security Access Form to Financial Services and 2) submitted a P-card Proxy Authorization Form to Procurement.

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.

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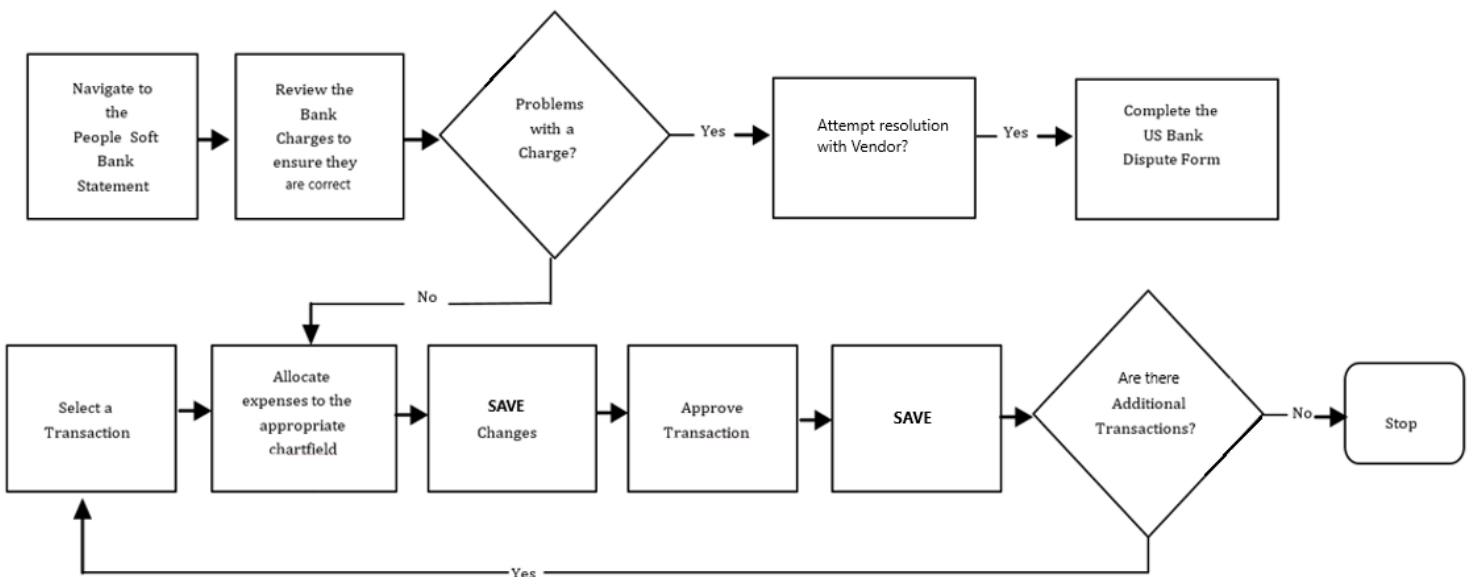
Note: *The billing cycle begins on the 26th of the month, and ends on the 25th of the following month.*

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 P-cards, 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 most common search field is the Employee Name.

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

Reconcile Statement
Procurement Card Transactions

| Empl ID | | Name | | Identifies number of transactions |

Bank Statement

Transaction Tab   Billing Tab

| Transaction | Billing | ⏸▶ | | | | ⏮ ◀ 1-3 of 3 ▼ ▶ ⏭ | View All |

		Trans Date	Merchant	*Status		
1	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	💬	📋
2	☐	11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	💬	📋
3	☐	11/05/2019	CORRIDOR FLOORING	Staged ▼	💬	📋

☑ Select All   ☐ Clear All   [Approve]

Search   Purchase Details   Split Line   Distribution Template
[Save] [Notify] [Refresh]

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 current charges that have not been approved.

Reconcile Statement

Procurement Card Transactions

Empl ID [   ]   Name [   ]

Bank Statement

		Trans Date	Merchant	*Status		
1	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	◯	📄
2	☐	11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	◯	📄
3	☐	11/05/2019	CORRIDOR FLOORING	Staged ▼	◯	📄

☑ 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.
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 link 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

This section is optional. All required fields are currently showing.

SHOW ALL COLUMNS

The Transaction and Billing information can be displayed separately in a tabbed view or together in a combined view by clicking the Show All Fields 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:
- From the Bank Statement, click once on the **Grid Action Menu** icon, and select **Personalize**.

- The Personalize Column and Sort Order screen is displayed.

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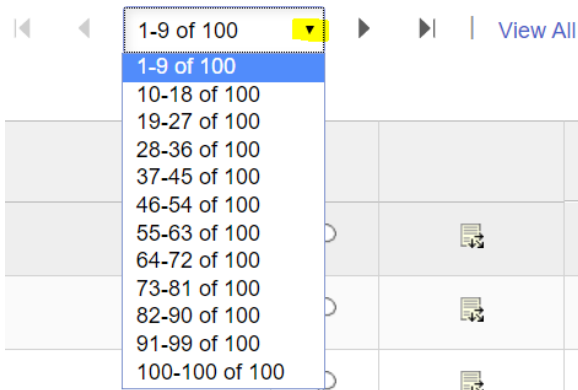
If more than 100 transactions are available to view, the View All button will show up to 100 transactions at a time.

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.

1 to 100 of 1123   101 to 200 of 1123   1101 to 1123 of 1123

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

Trans Date ▲	Merchant	*Status

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.

Reconcile Statement

Procurement Card Transactions

Empl ID [   ]   Name [   ]

Bank Statement

Transaction | Billing

		Trans Date	Merchant	*Status		
1	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	○	
2	☐	11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	○	
3	☐	11/05/2019	CORRIDOR FLOORING	Staged ▼	○	

☑ Select All   ☐ Clear All   [Approve]

Search   Purchase Details   Split Line   Distribution Template

[Save]   [Notify]   [Refresh]

- The account distribution screen is displayed.

- Enter the desired chartfields for the transaction. The entire chartfield string must be completed in sequential 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.

LIST OF ACCOUNT NUMBERS

Account	Account Description	Account	Account Description
7000002	Other Direct Costs	7089900	Other Contract Serv - Non DP
7020800	Training & Staff Development	7089915	Recruitment Cost -non Employee
7029900	Other-Technical & Special Fees	7089920	GNT Sub Contr $25000 and under
7030200	Telephone	7089925	GNT Sub Contr over $25000
7030500	DBM Paid Tele-BudgetOfficeOnly	7090000	Supplies
7030600	Cellular Telephone Equip & Ser	7090200	Office & Other Supplies
7040100	In State/Routine Operations	7090400	Building & Household Supply
7040115	Athletic Team In State	7091100	Medical, Drugs and Chemicals
7040125	Athletic Recruit In State	7091400	Instructional Supplies
7040300	Out-of-State/Routine Operation	7091410	Supplies - Lab
7040310	Athletic Team Out-of-State	7092000	Food
7040320	Athletic Recruit Out-of-State	7095100	Items for Resale
7060300	Fuel - Oil #2	7099000	Data Proc Acad Supplies
7060600	Fuel - Natural Gas/Propane	7099100	Data Proc - Admin Supplies
7062000	Utilities - Electricity	7099900	Audio Visual Supplies
7062100	Utilities - Water/Sewage	7099910	Animals-Purchase & Care of
7062200	Utilities - Steam	7099950	Sensitive Equipment - General
7069901	Utilities Reimbursement	7099951	Sensitive Equip >$1K <$5 per u
7070100	Purchase Cost Motor Veh > $5K	7099952	Non Cap Equip <$5K PER UNIT
7070110	Capital Lease Motor Vehicles	7099953	Hand Guns
7070200	Gas and Oil	7099954	DHMH purchases > $500
7070300	Motor Vic. Maint. and Repair	7110710	Library Books - AOK Libr
7080000	Contractual Services	7110711	Library Serials - AOK Libr
7080100	Advertising	7119900	Cap Equip $5K & Over PER ITEM
7080105	Employment - Advertising	7119910	Purch.Comp Equip >$5K PER ITEM
7080400	Printing and Reproduction	7130100	Rent (Real Property)
7080500	Bookbinding	7130500	Assoc Dues and Subscriptions
7080800	Equipment Rental	7139900	Other Fixed Charges
7080900	Equipment Maint. & Repair	7149900	Capital Land & Structures
7081100	Food Services	7149910	Land
7081120	Conference Services	7149915	Land Improvments
7081600	Housekeeping	7149920	Building Construction
7082100	Studies - Consultan & Leg Serv	7149925	Building Improvments >250K
7082600	Freight & Delivery	7149930	Utility Extensions > $250K
7089200	Data Proc - Academic/Research	7149999	Facilities Renewal Set A Side
7089300	Data Processing - Admin		

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 chartfield string and description fields, which can be edited by selecting the distribution icon (covered in the previous section).
- Update the description field (see page 22 of this guide)
- 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.

Reconcile Statement

Procurement Card Transactions

Empl ID [   ]   Name [   ]

Bank Statement

		Trans Date	Merchant	*Status			Description	Billing Date	Billing Amount▲
1	☑	12/12/2019	IN *HARAMIS ELECTRIC LLC	Approved ▼	🗩	🖃	Electrical Supplies	12/16/2019	2,137.46

☑ Select All   ☐ Clear All   [Approve]

Search   Purchase Details   Split Line   Distribution Template

[Save] [Notify] [Refresh]

MODULE 3: ADVANCED P-CARD FEATURES

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

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.

Reconcile Statement
Procurement Card Transactions

Empl ID [   ]   Name [   ]

Bank Statement

		Trans Date	Merchant	*Status		
1	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	○	▦
2	☐	11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	○	▦
3	☐	11/05/2019	CORRIDOR FLOORING	Staged ▼	○	▦

☑ Select All   ☐ Clear All   [Approve]

Search   Purchase Details   Split Line   Distribution Template

[Save] [Notify] [Refresh]
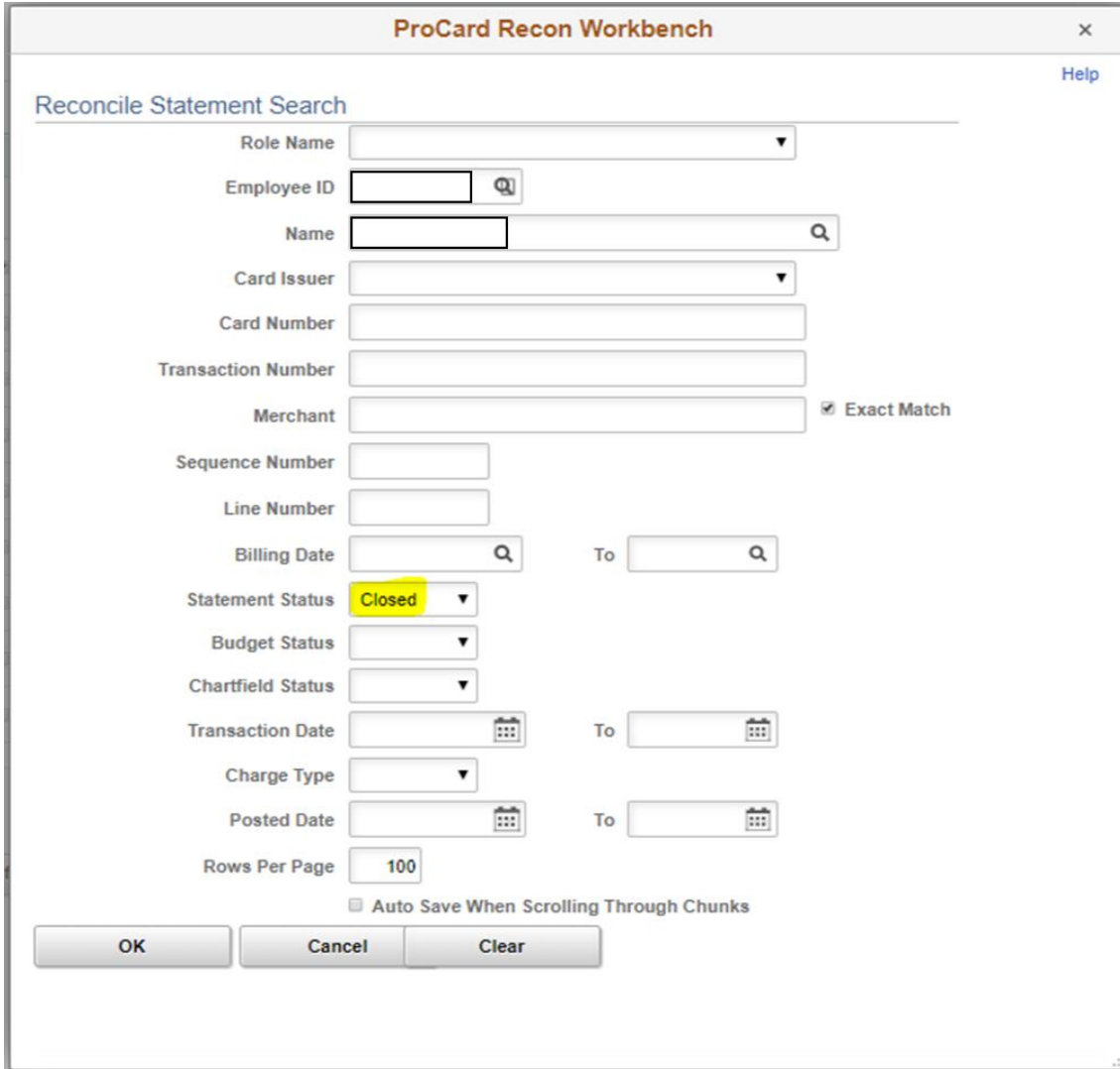
- Select the **Search** link.   If you have not saved your page, the following screen will appear. Select No to return to save your data and then click search again.

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 select the Save button. After saving the data, you can use the Search button again and change search criteria.

[Yes]   [No]

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

ProCard Recon Workbench	×

Help

Reconcile Statement Search

Role Name	▼
Employee ID	[ ] 🔍
Name	[ ] 🔍
Card Issuer	▼
Card Number	[ ]
Transaction Number	[ ]
Merchant	[ ] ☑ Exact Match
Sequence Number	[ ]
Line Number	[ ]
Billing Date	[ ] 🔍 To [ ] 🔍
Statement Status	Closed ▼
Budget Status	▼
Chartfield Status	▼
Transaction Date	[ ] 📅 To [ ] 📅
Charge Type	▼
Posted Date	[ ] 📅 To [ ] 📅
Rows Per Page	100

☐ Auto Save When Scrolling Through Chunks

OK	Cancel	Clear

- 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.

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

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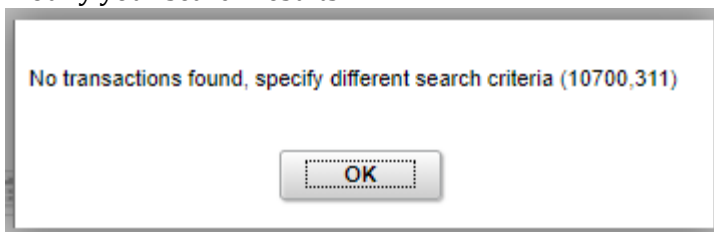
Note: If you are responsible for managing more than one P-card, transactions for all the P-cards you can view are returned. The Search process can be used to view only one P-card at a time. Search by either the Card Number or Employee Name to narrow search results by one P-card.

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:

- 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 from 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 P-card 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.
- Split transactions appear on the PeopleSoft Bank Statement page.
- 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.

Reconcile Statement

Procurement Card Transactions

Empl ID		Name	

Bank Statement

			Trans Date▲	Merchant	*Status			
1	☑		11/05/2019	CORRIDOR FLOORING	Staged ▾	◯	🖳
2	☐		11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▾	◯	🖳
3	☐		11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▾	◯	🖳

1-3 of 3 ▾   View All

☑ Select All   ☐ Clear All   **Approve**

Search   Purchase Details   Split Line   Distribution Template

Save   **Notify**   **Refresh**

- 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.

Reconcile Statement

Procurement Card Transactions

| Empl ID | | | Name | | |

Bank Statement

		Trans Date	Merchant		*Status			
1	☑	11/05/2019	CORRIDOR FLOORING		Staged ▾		○	🗒
2	☑	11/05/2019	CORRIDOR FLOORING		Staged ▾		○	🗒
3	☑	11/12/2019	IN *HARAMIS ELECTRIC LLC		Staged ▾		○	🗒
4	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC		Staged ▾		○	🗒

☑ Select All ☐ Clear All **Approve**

Search   Purchase Details   Split Line   Distribution Template

Save **Notify** **Refresh**

- 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 <u>Distribution</u> link.

<u>NOTE</u>: *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.*

<u>NOTE</u>: *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.*

<u>NOTE</u>: *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.

Reconcile Statement

Procurement Card Transactions

	Empl ID			Name	

Bank Statement

1-4 of 4 | View All

| Transaction | Billing |

		Trans Date	Merchant	*Status			
1	☑	11/05/2019	CORRIDOR FLOORING	Staged ▾		◯	🖥
2	☑	11/05/2019	CORRIDOR FLOORING	Staged ▾		◯	🖥
3	☑	11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▾		◯	🖥
4	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▾		◯	🖥

☑ Select All   ☐ Clear All

Approve

Search   Purchase Details   Split Line   Distribution Template

Save   **Notify**   **Refresh**

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.

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*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.

Reconcile Statement

Procurement Card Transactions

Empl ID [　　　　　　　]　　　　　　Name [　　　　　　　　　]

Bank Statement

		Trans Date	Merchant	*Status			
1	☑	11/05/2019	CORRIDOR FLOORING	Staged ▼	◯	🗒	
2	☑	11/05/2019	CORRIDOR FLOORING	Staged ▼	◯	🗒	
3	☑	11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	◯	🗒	
4	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	◯	🗒	

1-4 of 4 ▼　　View All

☑ Select All　　☐ Clear All　　　　　　　　　**Approve**

Search　　　Purchase Details　　　Split Line　　　Distribution Template

Save　　Notify　　Refresh

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.

Reconcile Statement
Procurement Card Transactions

Empl ID [   ]   Name [   ]

Bank Statement

		Trans Date	Merchant	*Status			
1	☑	11/05/2019	CORRIDOR FLOORING	Staged ▼	🗨		📇
2	☑	11/05/2019	CORRIDOR FLOORING	Staged ▼	🗨		📇
3	☑	11/12/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	🗨		📇
4	☑	11/27/2019	IN *HARAMIS ELECTRIC LLC	Staged ▼	🗨		📇

1-4 of 4

☑ Select All   ☐ Clear All   [Approve]

Search   Purchase Details   Split Line   Distribution Template

[Save] [Notify] [Refresh]

ProCard Comments   ✕

                                                                        Help

Line 3   Description XAIWCEEBVCNFU813H
                 Reference

Transaction Line Comments   🔍 | ◁ ◁ 1 of 1 ▼ ▷ ▷ | View All

Comments: Status [Active ▼]   [+] [−]

[   ]

Associated Document

| Attachment | [Attach] | [View] | [Delete] |

[OK] [Cancel] [Refresh]

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

File Attachment   ✕

                        Help

Choose File | No file chosen

[Upload] [Cancel]

- 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.

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 P-Card Reports Suite
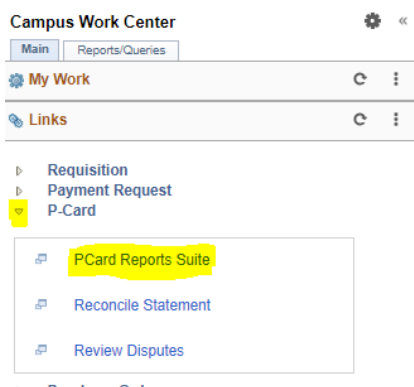
- You will be asked for a Run Control ID.
    - o You can search for an existing one.
    - o If you have not created one for this report suite, click on the Add a New Value tab at the top
    - o If creating a new Run Control ID
        - ▪ Do not use spaces
        - ▪ Avoid using a year in the ID
        - ▪ 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 P-Card 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 to supervisor for review and signature.
- Enter the fiscal year, accounting period (billing period), Employee PeopleSoft 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.

Process Detail ✕

Help

Process

Instance	3042632	Type	Application Engine
Name	UMGMR012	Description	Pcard Reports Spawn XML
Run Status	Success	Distribution Status	Posted

Run

Run Control ID   Manual_TEST

Location   Server

Server   PSUNIX1

Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
◉ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On	12/13/2019	5:55:04PM EST
Run Anytime After	12/13/2019	5:55:04PM EST
Began Process At	12/13/2019	5:55:28PM EST
Ended Process At	12/13/2019	5:55:42PM EST

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

OK   Cancel

- 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.

View Log/Trace ✕

Report

Report ID	2607378	Process Instance	3042632	Message Log
Name	UMGMR012	Process Type	Application Engine	
Run Status	Success			

Pcard Reports Spawn XML

Distribution Details

Distribution Node   psfsdev   Expiration Date   01/12/2020

File List

Name	File Size (bytes)	Datetime Created
AE_UMGMR012_3042632.stdout	854	12/13/2019 5:55:42.949538PM EST
AE_UMGMR012_3042632.trc	2,443	12/13/2019 5:55:42.949538PM EST
AE_UMGMR012_3042632_1213175433.AET	928	12/13/2019 5:55:42.949538PM EST
UMGMR035.pdf	248,075	12/13/2019 5:55:42.949538PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	

Return

Here is a screenshot of the finished report:

UMBC
AN HONORS UNIVERSITY IN MARYLAND

Purchasing Cardholder Transaction Log   12/13/19

Cardholder Name: [   ]   **Month/Biling Cycle:** 2019-10-26 to 2019-11-25
Card Number: [   ]

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 using 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:**_____

Trans Dt	Merchant	Description	Status	Amt	Fund	Prog	Dept	Acct	Project	Activity	Post Dt
10/25/2019	IN *NATIONAL IMAGING SYTE	Maintenance Service for the copiers	Closed	92.01	1111	011	10322	7080400			**10/28/2019**
10/28/2019	UMBC CATERING 24198087	URA Luncheon for Undergraduate Academic Affairs-A.H.	Closed	1628.40	1111	011	10325	7081120	00005690	MAIN	**10/30/2019**
10/28/2019	AJ STATIONERS	Tape/Mounting, Hook, wipes & paper-B.S.	Closed	62.12	1111	011	10322	7090200			**10/30/2019**
10/30/2019	AJ STATIONERS	Hanger cubicle-B.S.	Closed	7.69	1111	011	10322	7090200			**11/1/2019**
11/13/2019	UMBC CATERING 24198087	Catering for URA Workshop-A.H.	Closed	719.70	1111	011	10325	7089900	00005690	MAIN	**11/15/2019**

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 or:

- 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
- Forms for changes to existing P-Cards

PROCUREMENT WEBSITE

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

On-Line P-Card Forms

- Obtaining a University Purchasing Card – Checklist

- **Purchasing Card Packet * for initial Pcard set-up ***

Additional Pcard Forms

- Purchasing Card Cardholder Agreement
- Purchasing Card Supervisor Agreement
- Purchasing Card Proxy Authorization
- Purchasing Card Maintenance Request
- Purchasing Card Supervisor Maintenance
- Purchasing Card – Cardholder Transaction Log & Reconciliation Sheet
- Purchasing Card – Missing Receipt
- Purchasing Card – Dispute form for US Bank
- Quarterly Certification By Dean or Vice President
- Quarterly Certification from Supervisor
- Purchasing Card Cardholder Transaction Log (use in place of printed envelope)

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.

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

- We advise that you change the description box on each line to something more meaningful.

- 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 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 internal 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.