

PCard Services

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PCard Services

Department Users

- Proxies (Reconcilers, Verifiers)
- Cardholders
- PCard Managers

Overview

With the implementation of the FAST Procurement Card function, users are able to view and reconcile PCard charges online within the current FAST system.

Proxies authorized by the department chair, Vice President, Dean, or other designee will review, change or correct chartfields, note disputes and approve charges made to the University's Procurement Card account by cardholders. Timely approval of all charges is mandatory with corrective action performed by Procurement Card (PCard) Services, if necessary.

Bank charges are downloaded each business day and Proxies will be given a 7-day turnaround time to review and approve the charges or to register a dispute, should that be necessary. Reconcilers have seven (7) days to process transactions—both charges and credits. Procurement Services will monitor the transactions and send emails to the Reconciler and Cardholder after the seven-day period has elapsed. If charges are unreconciled fourteen (14) days after load date, the Cardholder's college administration is notified. If the charges remain unreconciled for twenty-one (21) days, the Cardholder's VP area is notified. If the charges remain unreconciled for twenty-eight (28) days, the account is suspended. If PCard Services posts charges to the cardholder's default chartfield for a failure to approve on time, departments are required to submit expenditure transfer requests to move the charges to the correct chartfield string. The system will perform both a budget and combo edit check. A transaction that does not pass cannot be saved or approved.

Approval will generate a transfer of department funds to a clearinghouse account that will be used to pay monthly bank statements from the University's credit card vendor. This section outlines the steps executed to review and approve charges.

NOTE: The information in this guide is based on certain assumptions:

- Users have previously received training in PeopleSoft navigation
- Control tables have been set up with needed values prior to performing the activities described below.

Occurrence

Online Review:As charges are downloadedDisputes:Noted online and registered with the bank

PCard Services

General Information

The following pages show the details of how to access and process PCard transactions in the FAST PCard Module. Please note that travel transactions are also loaded into the FAST PCard module to be reviewed and reconciled, however, they still must be processed according to the Travel Department rules and policies.

Access to PCard transactions requires PCard roles for reconcilers and verifiers. These roles are obtained from IT Security by submitting the FAST Access Request form found either on the FAST Financials website or the PCard website (forms area).

The reconciliation process in FAST is simple. Once transactions are loaded, the reconciler (or verifier) goes in and find the transactions, assigns the chartfield and description, and approves the transaction (only reconcilers can approve). The only remaining step is to attach a copy of the receipt to the activity statement.

There are two types of disputes, both informal and formal. The informal dispute means the cardholder is working with the vendor to resolve the problem. The formal dispute occurs when all efforts to resolve the informal dispute have failed. The formal dispute is filed with the bank by the cardholder.

Fraud occasionally happens on the PCard. Almost all fraud is external and our servicing bank is excellent at providing credit. Contact JPMorgan Chase if you suspect fraud of any type.

Misuse of the PCard occurs when rules are intentionally violated. Suspension or revocation of privileges may result. Know the rules. If in doubt, contact PCard Services.

USF has a robust and growing PCard Program. We are proud to serve you and welcome suggestions for improvement. Our general email box is: <u>PCard@usf.edu</u>

PCard Services

Reconciliation of Bank Charges

Reconcile Statement

• From the FAST Home page select the PCard Tile or Navigating using the Navigate to the Reconcile Statement page by selecting the PCard Tile or by using the navigation bar> Selecting Purchasing> Procurement Cards> Reconcile> Reconcile Statements.



Find Cardholder Transactions

• Either enter the 11 digit employee number to see one cardholder or click on the **Search** button to see all cardholders

✔ USF Home Page					
O Reconcile Statement	Reconcile Statement Sea	arch			
😕 Review Disputes	Role Name			~	
Purchase Details	Employee ID	<u> </u>			
USF ProCard Activity Statement	Name Card Issuer			~	q
PCARD Budget Exceptions	Card Number				
🐖 Query Manager	Transaction Number				
— —	Merchant				Exact Match
e Report Manager	Sequence Number				
Process Monitor	Line Number				
	Billing Date	٩	То	Q	
	Statement Status	~			
	Budget Status	~			
	Chartfield Status	~			
	II Transaction Date	.	То		
	Charge Type	~			
	Posted Date		То		
	Rows Per Page	50			
		Auto Save When Sc	rolling Through Ch	iunks	
	Search	Clear			

- The system will return the transactions for one cardholder or all transactions for all cardholders the Proxy has authorization to review. The system will only show cardholders that have existing charges to approve. If no charges exist, the search will show 'No Transactions Found' and no further action is needed by the Proxy.
- The above screen shows the initial entry in this module. You may click on Search for direct entry to the charges or modify the selection criteria for the available parameters.

PCard Services

• The below shows all transactions needing to be reconciled. You can close the naviagtion area by clicking the navigation area slider for a better view of the transaction page,



Using Reconciliation Template

•	Fro	m this	screen you	will see t	he followi	ng information:						
< USF На	ome Page					I	⊃Card					
Recon	cile Stat	tement										
Procu	rement	Card T	ransactions									
		Empl ID				Name						
🗆 Displa	ay Unmas	ked Card	Number									
🖾 Run B	Budget Va	lidation o	n Save									
Bank Sta	atement											
E	Q											
	eastion	Billing	115									
11 an	saction	Duning	111									
	Card	Issuer	Card Number	Trans Date	Load Date	Merchant	Status	Transaction Amount	Currency			
1 (JPMC		*****5128	11/03/2021	11/05/2021	BIO RAD LABORATORIES	Staged 🗸	2,456.00	USD	-	0	

• Card number: Last 4 digits for security purposes.

11/03/2021

***********5128

JPMC

- Load Date: The date the transaction downloads into FAST.
- **Merchant:** This is hyperlinked so you can view information such as a contact number.

BIO RAD LABORATORIES

• **Status:** Select the dropdown arrow to change the status of a transaction.

11/05/2021

- Transaction Amount: The amount of the transaction.
- **Currency:** If a foreign transaction the amount may be different than what is on the receipt due to exchange rates/amounts.

*note the only charge that does not require a receipt is an International Transaction Fee related to an international charge (usually 1% of US dollar).

Approved

- Line Detail Icon: 🕒 Shows the detail of what was purchased such as item description, quantity, unit cost, etc.
- **Comments & Attachments Icon:** You can enter comments related to the purchase such as disputed, fraud, missing receipt, etc. Add issue, reconciler's initials, date. This will prevent escalation. Please note the comments must be accurate and professional ex: disputed charge with the cardholder and the merchant/vendor.
- Distribution Icon: Is To help identify the charge in finance mart. (reference number, invoice number, etc.) MUST add a description on each one to prevent It from being labeled into one and becoming unidentifiable. Reconciling Transactions

-

0 🖬

236.30 USD

PCard Services

Reconcile Transactions

	-	Select th		13 III JUUG	Eu Status		i the i localen	iente	eara mansae				
		ne Page					PCard						
_										/			
Re	econci	ile Statement											
Pr	ocure	ement Card T	ransactions										
		Empl ID				Name							
	Display	/ Unmasked Card	Number										
	Run Bu	idget Validation o	n Save										
Ban	nk Stat	ement											
	a lo	λ											
	Trans	action <u>B</u> illing											
	Transaction Billing II▶ Card Issuer Card Number Trans Dat												
		Card Issuer	Card Number	Trans Date	Load Date	Merchant	Status		Transaction Amount	Currency			
	1	Card Issuer JPMC	Card Number	Trans Date	Load Date	Merchant CONNECTION	Status		Transaction Amount	Currency USD	R	0	14
2	1 D	Card Issuer JPMC	Card Number	Trans Date	Load Date 11/04/2021 Stage	Merchant CONNECTION	Staged Approve		Transaction Amount 190.00 Valideter Budg	Currency USD	P	0	R
Sea	1 D Select	Card Issuer JPMC KAI Purc	Card Number T679 Clear All hase Details	Trans Date 11/02/2021 Split Line	Load Date 11/04/2021 Stage for PCard Only	Merchant CONNECTION Distribution Template	-Status Staged V Approve		Transaction Amount 190.00 <u>Validate Elud</u>	Currency USD	R	0	

Select the Distribution Icon is to display the distribution screen. From this screen you can make changes to the • cardholder's default chart field, Add a Traveler and TR #, etc,

	ProCard Account Distribution																			
Line 1 Load Date 11/04/2021 PO Qty 1.0000 Billing Date 10/05/2021 Empl ID Billing Amount 190.00 USD Unit Prior SpeedChart Q Transaction With Price 110 2000 'Distribute B										t Price	UOM	EA								
		SpeedChart					Transac	tion U	nit Price		190.0	0000			*Distrib	ite By	Amount 💉	•		
Distril	outions								/											
_≡;	Q																			
C	hartfields	Details/Tax	<u>A</u> sset Inform	ation	<u>S</u> tatuse	s	Арріаг	TR ∥⊧												
Dist	Percent	Amount	Currency	GL Unit	t	Oper	Unit	Fund		Accoun	t	Dept		Product		Initiative		PC Bus Unit	Project	
1	100.0000	D 190.00	USD	USF01	Q	TPA	Q	02000	Q	64900	Q	027900	Q	000000	Q	0000000	Q	٩		Q
	OK Cancel Refresh																			

Chartfield

Distributions

From the Chartfields Tab you will make changes to the chartfield. Make sure to choose accurate values for the • fields below, this may be searched by using the lookup <a> feature.

	Actorio													
С	hartfields	<u>D</u> etails/Tax	<u>A</u> sset Inform	ation <u>S</u> tatuse	s Appiar	TR III								
Dist	Percent	Amount	Currency	GL Unit	Oper Unit	Fund		Account	Dept	Product	Initiative	PC Bus Unit	Project	
1	100.0000	190.00	USD	USF01 Q	TPA Q	02000	Q.	64900 Q	027900 Q	000000 Q	0000000 Q	٩	٩	
	ок с	ancel Refre	sh											
′ou	can evn	andvour	viow h	, clicking (on show	<u>ан</u> П	▶	thic will c		ll columns	for this tra	nsaction		

can expend your view by clicking on show all Lind this will show you all columns for this transaction.

PCard Services

Appian TR

• Adding a Traveler Employee ID & Appian TR ID to a transaction. Click on the Appian TR tab and enter the Traveler's employee ID & the TR ID. This may be searched by using the lookup feature.

Distributions

■ Q		14 4
Chartfields Details/Tax Asset Information	Statuses Appian TI	R)
Traveler Empl ID	Name	Appian TR ID
Q		Q
OK Cancel Refresh		

Select OK when all changes have been made. Traveler and TR information can be added to a transaction at any stage including closed.

• To approve transactions, you will click on the Status dropdown to select Approved & Save,

-	Fransa	ction <u>B</u> illing													
		Card Issuer	Card Number	Trans Date	Load Date	Merchant	Status	Transaction Amount	Currency						
		JPMC	*********7679	11/02/2021	11/04/2021	COMMECTION	Staged 🗸	190.00	USD	-					
-	Select A	All	Clear All		Stage	3	Approved Staged Approve	Validate Bud	get						
Sear	sh	Purch	hase Details	Split Lin	e for PCard Only	Distribution Template									

Approved Transactions

Approved transactions will be uploaded to the Voucher Stage tables each hour. Once this occurs, the transaction will no longer be available for further changes although it can be "retrieved" using the Status "Closed" as the search criteria. A Traveler and TR# can be added to a closed transaction.

PCard Services

Split Distribution

• A transaction has one receipt that needs to be split between two individuals with different distribution lines. For the example below a department ordered supplies for Dr. Jones and Dr. Smith's lab. Both doctors have research projects with different chart fields and a different percentage for the distribution.

	• Transa									
	Card Issuer Card R		Card Number	Trans Date	Load Date	Merchant	Status	Transaction Amount	Currency	
	1 🗆	JPMC		************7679	11/02/2021	11/04/2021	CONNECTION	Staged 🗸	190.00	USD
•	Select /	All		Clear All		Stage		Approve	Validate Budg	jet
Sear	ch		Purch	iase Details	Split Line	for PCard Only	Distribution Template			
s	ave	Notify	/ Re	efresh						

• Enter the description and percentage for Dr. Jones Lab. Select + to add another line. This line will show you the remaining percentage to be reconciled.

Split Rules			 ↓ of 1 < ▶ ▶ View All
Description	Transaction Amount	Billing Amount	Percentage
Dr. Jones Lab	190.00	190.00	75 + -

Cancel

• If the percnatage for Dr. Smith's Lab is correct you will only need to update the description and click OK.

	 ◀ 1-2 of 2 ∨ 	I I Vi	iew All		
Description	Transaction Amount	Billing Amount	Percentage		
Dr. Jones Lab	142.50	142.50	75.000000	+	-
Dr. Smtih's Lab	47.50	47.50	25.000000	+	-

• The transaction has been split in two lines for distribution.

Cancel

			Card Issuer	Card Number	Trans Date	Load Date	Merchant			-Status		Transaction Amount	Currency			
	1		JPMC	*************7679	11/02/2021	11/04/2021	CONNECTI	л		Staged	~	142.50	USD	B	0	5
	2 D JPMC *******7679 11/02/2021 11/04/2021 CONNEC				CONNECTI	л		Staged	~	47.50	USD	1	Q	45		
	Select All			Clear All		Stage				Approve		Validate Bud	get			
Se	arch		Purch	nase Details	Split Line	for PCard Only		Distribution Template								
	Save Notify Refresh															

• You will now reconcile each line to the chart field provided for Dr. Jones Lab and Dr. Smith's Lab by clicking on distribution 📮 .

Billing III

PCard Services

Other useful features

• **The Budget Status**: If there is an error in the chart field it will say "error" hyperlinked to view why. (Example, no budget exists, wrong chart field etc.) If that happens, they have to check with the department's budget person to see if that's the correct chart field. If it's a grant; they ah veto check with sponsored research.

Ba	k Stat	ement															
E	0																
4																	
		Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status		Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	
	1 🗆	JPMC	**************4206	05/04/2022	05/06/2022	TFS*FISHER SCIATL	Approved	~	22.38	USD		0	4	Error	Valid	No	
	2 🗆	JPMC	*************0199	05/05/2022	05/07/2022	WR INTERNATIONAL INC	Staged	~	313.16	USD	*	0	R	Not Chk'd	Valid	No	
•	Selec	tAll	Clear All		Stage		Approve		Validate	Budget							
Sea	rch	Pu	rchase Details	Split Lin	e for PCard Only	Distribution Template											
	ave	Notify	Refresh														
	Bu	dget Ove	erride	Budget (<u>C</u> hartfield	s III											
		Deta	ils	Busines	s Unit	Ledger Group		Ехсер	otion						More Detail		
,		e	Ð	USF01		СС_ӨМ_СНО		Budge	et Date out (of Boun	ds				More Detail		
Ban	s State	Redi	stribution:	Is alway	s at No u	Inless one has gone	e in to m	ake ch	anges.								
	۹																
		Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status		Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib	
		JPMC	***********4206	05/04/2022	05/06/2022	TFS*FISHER SCIATL	Approved	~	22.38	USD	P	Q		Error	Valid	No	

• Validate Budget: Do not use unless you know how to use this feature

Bai	ik Stat	ement						_							
		Card Issuer	Card Number	Trans Date	Load Date	Merchant	Status	Transaction Amount	Currency				Budget Status	Chartfield Status	Redistrib
	1 🗆	JPMC	************4206	05/04/2022	05/06/2022	TFS*FISHER SCIATL	Approved V	22.38	USD		Q	4	Error	Valid	No
	2 🗆	JPMC	*************0199	05/05/2022	05/07/2022	WR INTERNATIONAL INC	Staged 🗸	313.16	USD	Ph.	Q	5	Not Chk'd	Valid	No
•	Selec	All	Clear All		Stage		Approve	Validate	Budget						
Sea	rch	Pu	rchase Details	Split Line	e for PCard Only	Distribution Template									
	Save Notify Refresh														
	• Verify button & Approve button: You can approve or stage several tra-							transac	tions at	. on	ce	bv	clicking	g on Sel	ect 🗆

or selecting all SelectAll along with either the Stage or Approve button and saving.

*note charges in approve status are closed every hour on the half hour example: (8:30, 9:30 etc.) If a charge was approved in error, please contact PCard Services immediately to have the transaction placed by to a Staged status.

PCard Services

• **Distribution template:** To save time you can use this feature to apply the same chart field string to multiple

charges. Select 🖸 the transactions to reconcile to the same chart field or selecting all SelectAll , click on the Distribution Template

В	ank	State	ement												
(=; €] Q]												
			Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status	Redistrib
	1		JPMC	**************4206	05/04/2022	05/06/2022	TPS*FISHER SCIATL	Approved 🗸	22.38	USD	Q	4	Error	Valid	No
	2		JPMC	***************0199	05/05/2022	05/07/2022	WWR INTERNATIONAL INC	Staged 🗸	313.16	USD	Q	4	Not Chk'd	Valid	No
•	8	Belect	All	ClearAll		Stage	•	Approve	Validate	Budget					
s	earc	h	Pu	rchase Details	Split Lin	e for PCard Only	Distribution Template								
1	Sa	we	Notify	Refresh											

Enter the chart field for all the selected transactions and save.

Distribut	ions								
	۹								
Seq	Pct	*GL Unit	Oper Unit	Fund	*Account	Dept	Product	Initiative	PC Bus Unit
	100.0000	USF01 Q	TPA Q	02000 Q	64900 Q	027900 Q	000000 ۹	0000000 ۹	٩
01	< Car	ncel Refres	sh						

How to use queries

From the FAST Home Page > select the navigation bar 🙆 🔍 🗄 🧭

Click on the Navigator Tile - select Reporting Tools > Query > Query Manager

From the window > Enter the query name in the search by query name field enter the name of the query you want to run exactly as it is shown/search.

Query Manager					
Enter any information y Fi	ou have : nd an Exi	and click Search. Le sting Query Creat	ave fields blai :e New Query	nk for a list of all values.	
*Se:	arch By	Query Name	~	begins with	U_PCARD_PROXY_BY_DEPT_ID
Search	Adv	anced Search			

The query will appear in the results window > Select the report you would like to save to your favorites and change the action to Add to Favorites by using the dropdown arrow.

Chi	eckAll UncheckAll	*Folder View *Action	All Folders Add to Favorites	~		Go	
Query							
Select	Query-Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
	U_PCARD_PROXY_BY_DEPT_ID_ROLE	Dept Crdhldrs,limits, & proxy	Private		Edit	HTML	Excel

PCard Services

How to run a Query or change the report to excel:

Select – HTML or Excel to run the query —

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
	U_PCARD_PROXY_BY_DEPT_ID_ROLE	Dept Crdhldrs,limits, & proxy	Private		Edit	HTML	Excel

You may be prompted to enter information for the report >Enter the information and select view results

Dept No or Parl	tial w/%	%	Q
0	per Unit	tpa 🔍	
View Results			

Once the report is generated you can change the view to excel by clicking on the Excel Spreadsheet option.

Download res	ults in : Excel SpreadSh	eet CSV Text File X	ML File (7422 kb)
View All			
Row	Dept No	Oper Unit	

Disputes

Record Disputes

 If a transaction amount or part of a transaction amount is in dispute, click on the Billing tab or the Show All Columns icon

Bank	Ink Statement												
		Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency				Budget Status
1		JPMC	**************7679	08/01/2022	08/03/2022	GOVCONNECTION	Staged 🗸	867.00	USD	B	0	-	Not Chk'd
2		JPMC	*************4658	08/01/2022	08/03/2022	B <u>H</u> PHOTO 800-606-6969	Staged 🗸	67.40	USD		0	12	Not Chk'd

• Please the amount of the dispute in the Dispute Amount column Use ONLY the total transaction amount

Bank Statement					Iđ	< 1-6 of 6 -> >
Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount
1	C000020521 C000020521	07/05/2022	867.00	USD		0.00
2	C000020707 C000020707	07/05/2022	67.40	USD		0.00
3	0000020672 0000020672	07/05/2022	600 88	บริก		0.00

• Click the **Transaction** tab to go back to the main page

Bank Statement					14	 1-6 of 6
Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount
1	C000020521 C000020521	07/05/2022	867.00	USD		0.00
2	C000020707 C000020707	07/05/2022	67.40	USD		0.00
3	0000020672 0000020672	07/05/2022	600.88	USD		0.00

PCard Services

• Click on the comments link to record information about the dispute

Bani	Jank Statement												
		Card Issuer	Card Number	Trans Date	Load Date	Merchant	≛Status	Transaction Amount	Currency		_		Budget Status
		JPMC	*************7679	08/01/2022	08/03/2022	GOVCONNECTION	Staged 🗸	867.00	USD	B	0		Not Chk'd
2		JPMC	*************4658	08/01/2022	08/03/2022	B <u>H</u> PHOTO 800-606-6969	Staged 🗸	67.40	USD	B	0		Not Chk'd

• After you have finished entering your comments, click OK to go back to the previous screen

ProCard Comments 22							
Line 1	Description Reference	C000020521 C000020521				Hel	
Transaction Line (Comments			Q	1 of 1 🗸 🕨	▶ ViewAll	
Comments:			Status	Active 🗸		+ -	
Service not complete	d as specified, contac	ted Fred on 10/10/21 <u>(s</u>					
Associated Docur	nent						

- If the transaction charge is in dispute and a dispute form has been sent to the PCard@usf.edu, do not change the Status to Approved
- Form is located on PCard Website: <u>http://usfweb2.usf.edu/pcard/forms.html</u>
- The dispute will serve as a reminder that a credit is outstanding or the dispute is unresolved. The system cannot make a partial payment on a single transaction. Remember to SAVE information before proceeding.
- All current procedures to record a dispute with the bank remain the same.

Record Dispute Resolution

- Once a credit is received, check the Collected box to the right of the Dispute Amount to record that the dispute is resolved
- If necessary, use the Review Disputes feature to pull up any outstanding disputes
- From the FAST Home page Navigate to the Reconcile Statement page by using the navigation bar> Selecting Purchasing>
 Procurement Cards> Reconcile> Review Disputes.
- Click on Comments Add comments

Transaction Line Comments	٩	I	1 of 1 🐱	
Comments:	Status Active	~		
Service not completed as specified, contacted Fred on 10/10/21 js Credit received 10/15/21 js				

 Select OK> On the next screen, Save the Comments & apply the chartfield distribution through the standard access to the transaction

Closing

This completes the instructions for proxies (reconcilers) to process cardholder charges in Fast. It was designed for proxies with Fast access and some knowledge of Fast procedures. It supplements but does not replace PCard Training.