P-Card Maintenance

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P-Card Maintenance



P-Card Maintenance

This is the *P-Card Maintenance* course within the Accounts Payable curriculum. If you need a reminder on how to navigate through this course using ARC's Web Based System Training Tool, click here for a quick reference guide.





P-Card Maintenance Overview

In ARC, the P-Card Administrator will be responsible for creating and maintaining cardholder profile information, assigning proxy users to cardholder profiles, and resolving any errors resulting from loading the nightly P-Card reconciliation file sent to ARC from Bank of America.

The P-Card Administrator is responsible for the following maintenance activities:

- Resolving the reconciliation file errors from Bank of America
- Managing and maintaining P-Card user information
- Auditing transactions for the month-end close process

Benefits of the new P-Card processing system include:

- Utilizing a single system to reconcile and approve P-Card transactions
- Ability to obtain increased visibility into P-Card spend
- Integrate with the expanded PeopleSoft Financials Chart of Accounts

Estimated time to complete lesson: 10 minutes



Page 5

P-Card Roles and Responsibilities

We will use the following characters to help inform you on how responsibilities align to roles throughout the P-Card Maintenance course.



This is Amy. She works in the Psychology Department and is a P-Card Reconcilerresponsible for: Reconciling her own P-Card transactions as well as the P-Card transactions for several other P-Cardholders in her department because she is assigned as a proxy Reconciling 'Staged' transactions Allocating P-Card transactions to the appropriate ChartField coding I dentifying/tracking/resolving transactions in dispute Updating reconciled transactions to 'Verified' status

Note: The P-Card Reconciler in most cases will be the P-Card cardholder



- This is Susan. She also works in the Psychology Department and is a P-Card Approver responsible for: Reviewing 'Verified transactions for policy compliance Updating 'Verified transactions to 'Approved' status as applicable Resetting 'Verified transactions by placing the transaction back to 'Staged' status along with documenting comments to the P-Card Reconciler providing detail regarding why the transaction was not approved
- Approved
 Approving P-Card transactions for all P-Card cardholders in her department because she is assigned as a proxy



- This is Sean. He also works in the Psychology Department and is a P-Card Reviewer responsible for: Reviewing P-Card transaction information Being assigned as a proxy to a P-Card designating that he has the authority to review the P-Card transactions, however, he will not have the ability to take any actions against the P-Card. Reviewing P-Card transactions for his P-Card because he is assigned as a proxy

Note: A cardholder will likely be assigned as a P-Card Reviewer proxy in the case where another user will be reconciling P-Card transactions on behalf of the cardholder.

This is Michelle. She works in Central Procurement and is a P-Card Administrator. She is responsible for: Establishing and maintaining cardholder profile information Assigning proxy users for P-Cards Resolving any errors that result from the nightly P-Card reconciliation file received from Bank of America Force reconciling transactions at the end of the billing cycle that have not been reconciled or approved Administering the P-Card program





P-Card Proxy Roles

Each Cardholder Profile that is established will have designated users assigned to the P-Card as a proxy. Users will only be able to view and take the appropriate action against P-Card transactions for which they are assigned as a proxy.

Note: The term "Proxy" is not delegation permission. Proxy is an ARC term that identifies a user(s) who has a security access role(s) associated to a Cardholder Profile as a reviewer, reconciler, or approver for a specific P-Card.

The following table provides details regarding the P-Card Proxy roles and responsibilities.

P-Card Proxy Role	Responsibility
Reconciler	 Has the authority to reconcile P-Card transactions for their own P-Card or others Can add comments and/or attachments to transactions
Approver	 Has the authority to approve P-Card transactions for specific P-Cards Can add comments and/or attachments to transactions
Reviewer	 Has the authority to review P-Card transactions for their own P-Card or others Can add comments and/or attachments to transactions
Administrator	 Has the authority to manage P-Card transactions for a P-Card. This will mainly be utilized to force reconcile P-Card transactions that have not been reconciled/approved by the close of the monthly billing cycle.

Note: A P-Card Administrator will be assigned as a Proxy to every Cardholder profile.



Reconciling P-Card Transactions Overview

Based on assigned roles in ARC, a P-Card Reconciler and Approver will manage P-Card transactions accordingly. On a nightly basis, ARC will receive a P-Card file from Bank of America that contains all of the P-Card transactions that have been posted to the Bank of America system for the previous day.

Note: Reconcilers and Approvers should review the P-Card Policies by clicking here (<u>http://procurement.columbia.edu/purchasing/pcardPolicy.html</u>) to determine approval authority required to reconcile and/or approve P-Card transactions.

No Cardholder may approve his or her own purchases/transactions nor may he or she direct someone else to approve transactions in a manner that would violate policy, i.e., without reviewing the transactions in detail, etc. The Approver should not report to the Cardholder whose transactions he or she is reviewing.



The following diagram illustrates the P-Card Reconciliation process overview:

Estimated time to complete lesson: 45 minutes



Bank of America Integration with ARC

ARC will integrate with Bank of America in the transmission of the P-Card reconciliation file. The following diagram illustrates the integration between Bank of America and ARC.



Bank of America will transmit a file on a daily basis to ARC that will contain transactions that posted to the WORKS system the previous day. These transactions will be loaded to a staging table and subsequently loaded to the Reconcile Statement page.

ARC will capture and set aside transactions that fail to load to the Reconcile Statement page for review and resolution by the P-Card Administrator. Examples of an error may include a P-Card transaction provided in the Bank of America file that does not have an associated P-Card established in ARC.

Note: A file will be sent to WORKS on a weekly basis to establish new and update existing cardholder information.



P-Card Reconciler

When reconciling transactions, the P-Card Reconciler is confirming the following:

- The P-Card was used to make a University-authorized purchase
- Goods were received and not in dispute
- Receipts are on file
- Accounting is in compliance with University's Accounting policies
- If allocating to a grant, the transaction is in compliance with grant policies

The P-Card Reconciler will then have the ability to:

- Reconcile staged P-Card transactions
- Reallocate ChartField coding
- Provide comments when required
- Flag any transactions that are in dispute

In completing these actions, they will change a transaction's status from "Staged" to "Verified."



P-Card Approver

P-Card Approvers are associated with a P-Cardholder. The P-Card Approver will review all verified transactions and provide comments as needed. In completing these actions, they will change the status from "Verified" to "Approved."

When approving a transaction, the P-Card Approver is confirming:

- The P-Card transaction is in compliance with P-Card policies and procedures as well as University policies
- A legitimate business purpose is provided
- Accounting is in compliance with University's Accounting policies
- If allocating to a grant, transaction is in compliance with grant policies
- Receipts are provided
- ChartFields used are appropriate. The ARC P-Card module does not route P-Card transactions through Workflow to approvers based on department/ChartField coding. Thus, P-Card transactions that are allocated to a foreign department will not be routed for approval by the foreign department.



What's Changing?

Today

- Separate system for processing P-
- Card transactions
- P-Card approvals based on a
- Department
- Separate systems for reporting

Tomorrow

- Single system for processing and reconciling P-Card transactions
- reconciling P-Card transactions
 Approvals based on a specific P-
- Card I Card I Integration with the expanded ARC
- Financials Chart of Accounts
- Increased reporting capability with the ability to drill to the General
- Ledger detail



Managing and Maintaining P-Card User Information

This is the *Managing and Maintaining P-Card User Information* lesson of the *P-Card Maintenance* course. Upon completion of this lesson, you will be able to:

- Maintain Cardholder profile information and defaults
- Assign P-Card roles to users

Estimated time to complete lesson: 45 minutes



Enter Cardholder Data

Columbia University will send a file to Works to establish new cardholders. Once a card has been established, the P-Card will be sent to the Central AP P-Card team. The P-Card team will communicate with the user to take the required training prior to distributing the card to the cardholder.

P-Card Administrators will have the ability to review employee information in ARC that is maintained in the Personal Data table that is synced from HR PAC to ARC. They will associate cardholder information to employees established in the Personal Data table.

In this scenario, Michelle will enter the cardholder's business unit, card issuer, card number, card expiration date, and card type.

Estimated time to complete topic: 10 minutes

Procedure

Welcome to the *Enter Cardholder Data topic* where you will learn how to enter cardholder information such as card issuer, card number, and card expiration date.

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Purchasing		
Manage requisitions, purchase orders, receipts, GPO contracts, a	nd related data.	
View statement summaries by credit card vendor, billing date, or status.	Reconcile Review, manage, or approve procurement card transactions and disputes. Reconcile Statement Review Disputes	Process Statements Process Inducement card data, stage vouchers for approved statements. Load Process Load Statement Correct Errors 2 More_
Reports Generate reports for procurement card summary and exception reporting. Account Summary Cardholder Information Expected Credits <u>7 More</u>	Security Define roles, access rights, proxies and SpeedCharts for procurement cards. Resister Roles Assian Access Rolts Assian Provides Assian Provides Assian SpeedCharts	Definitions Define procurement card setup data such as card profiles and cards issuing banks. Cardholder Profile Preferred Vendors UOM Macpings
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Step	Action
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Step	Action
5.	Enter the desired information (first or last name) into the Name field. Enter " Marlin ".

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Step	Action
7.	Click the Marlin, Amy link.
	Marlin,Amy



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Personal Data	Card Data		EF.	New window	r Help	🛃 Customize Page	http
Name:	Marlin,Amy						
Employee ID:	P000000001						
Personnel Status:	Employee						
Telephone:							
Home Address			Mailing Address				
Country:	USA United States		USA				
Address 1:	3280 Broadway		3280 Broadway				
Address 2:							
Address 3:			h laura di anda				
			New York				
City:	New York		NY 10027				
County:	Postal: 10027						
State:	NY New York						
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Step	Action
8.	The Personal Data page displays cardholder information such as personnel status and home address.
	Note: This is a display-only page.



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Employee ID:	PODODODOD1								
Personnel Status:	Employee								
Telenhone:	211010100								
Totophonoi									
Home Address				Mailing Addre:	SS				
Country:	USA United States			3280 Broad	lway				
Address 1:	3280 Broadway								
Address 2:									
Address 3:				New York					
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Step	Action
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	Click the Next in List button.



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Name:	Mcdougall,Marlin R			
Employee ID:	10028841			
Personnel Status:	Employee			
Telephone:				
Home Address		Mailing Address		
Country:	USA United States			
Address 1:	321 Russell Ave			
Address 2:				
Address 3:				
City:	Edgewater			
County:	Postal: 07020-3124			
State:	NJ New Jersey			
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Step	Action
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Name:	Marlin,Amy				
Employee ID:	P000000001				
Personnel Status:	Employee				
Telephone:					
Home Address		Mailing Address			
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Address 1:	3280 Broadway	3280 Broadway			
Address 2:					
Address 3:					
		New York			
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Step	Action
11.	To enter cardholder data such as card issuer, card number, and set the credit limits for that card, click the Card Data tab.

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Step	Action
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Step	Action
13.	Click the Look up Business Unit (Alt+5) button.





Step	Action
14.	Click the COLUM link.
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Step	Action
15.	Click the Look up Card Issuer (Alt+5) button.



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16.	Click the PCARD link.
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Step	Action
17.	Click in the Card Number field.



Step	Action
18.	Enter the desired information into the Card Number field. Enter "490000034814780".



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Step	Action
19.	Click the Choose a date (Alt+5) button.

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Step	Action
20.	Click the Month dropdown button to activate the menu.



Step	Action
21.	Click the December list item. December



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22.	Click the Year dropdown button to activate the menu.

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Step	Action
23.	Click the 2013 list item.



Step	Action
24.	Click the 31 link.
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Step	Action
25.	Click the Card Type dropdown button to activate the menu.

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Step	Action
26.	Click the Visa list item.
	Visa



Step	Action
27.	Click the Choose a date (Alt+5) button.





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Step	Action
29.	To add or remove a credit card, click the add '+' or remove '-' button.

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Step	Action
30.	To enter credit limits, click the Credit Limits tab.



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Step	Action
31.	Click in the Limit Per Cycle field.

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Step	Action
32.	Enter the desired information into the Limit Per Cycle field. Enter "10000".

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Step	Action
33.	Click in the Limit Per Transaction field.



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Step	Action
34.	Enter the desired information into the Limit Per Transaction field. Enter "2500".

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Step	Action
35.	The Credit Limits have been successfully entered.
	Before being able to save, you must enter accounting distributions, which is covered in the next topic.

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Step	Action
36.	You have successfully entered Card Data Credit Card information. You can now move onto <i>Enter Accounting Distributions</i> where you will learn how to enter a single-line accounting distribution. End of Procedure.



Enter Accounting Distributions

P-Card Administrators will enter accounting distribution defaults for a single-line ChartString and/or assign a SpeedChart to a cardholder profile. The default distribution information will be pre-populated on P-Card transactions for the specified card. Users will have the ability to override the values if necessary.

Note: A default ChartString or SpeedChart value must be provided on the P-Card application. P-Card transactions will not be allowed to default to a grant.

In this scenario, Michelle will enter a single-line distribution.

Estimated time to complete topic: 10 minutes

Procedure

Welcome to the *Enter Accounting Distributions* topic where you will learn how to enter a single-line accounting distribution.

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Step	Action
1.	To enter an accounting distribution, click the Additional Information tab.
	Additional Information



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Step	Action
2.	The Additional Information page allows you to:
	1. Indicate whether the card is a Vendor Card . (Functionality will not be utilized in ARC.)
	2. Assign Proxies .
	3. Enter single or multi-line Default Distributions .
	4. Assign Commodity Codes . (Functionality will not be utilized in ARC.)
	In this scenario, Michelle will enter a default distribution.



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Step	Action
3.	Click the Default Distrib link. Default Distrib



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Step	Action
4.	The Default Distribution page allows you to enter accounting distribution information for a single-line distribution or assign a SpeedChart(s). The SpeedChart(s) may contain single or multi-line distributions.
	In this scenario, Michelle will enter a single-line distribution.



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Step	Action
5.	Click the Look up Ship To (Alt+5) button.
	Note: You can also type the value into the field.



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Step	Action
6.	Click in the Ship To Location field.





Step	Action
7.	Enter the desired information into the Ship To Location field. Enter "CU%".

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Step	Action
8.	Click the Look Up button.



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Step	Action
9.	Click the CU00000001 link.

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Step	Action
10.	The GL Unit ChartField should be entered first.
	Note: This field will default to COLUM.

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Step	Action
11.	Click the Look up Account (Alt+5) button.



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Step	Action
12.	Click in the Account field.

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Step	Action
13.	Enter the desired information into the Account field. Enter "65305".

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Step	Action
14.	Click the Look Up button.



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Step	Action
15.	Click the 65305 link.

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Step)	Action
16.		Click the Look up Dept (Alt+5) button.

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Step	Action
17.	Click in the Department field.



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Step	Action
18.	Enter the desired information into the Department field. Enter "5502103".





Step	Action
19.	Click the Look Up button.



Step	Action
20.	Click the 5502103 link.
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Step	Action
21.	Click the Look up PC Bus Unit (Alt+5) button.





Step	Action
22.	Click the GENRL link.
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Step	Action
23.	Click the Look up Project (Alt+5) button.



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25.	Enter the desired information into the Project field. Enter "GT001008".



Step	Action
26.	Click the Look Up button.



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Step	Action
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Step	Action
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Step	Action
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Step	Action
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Step	Action
39.	Upon completion, click the Save button.

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Step	Action
40.	You have successfully entered a single-line accounting distribution. You can now move onto the <i>Assigning User Roles and Proxies</i> lesson where you will learn how to assign user roles and proxies. End of Procedure.



Reviewing Access Rights and Assigning Proxies

This is the *Reviewing Access Rights and Proxies* lesson of the *P-Card Maintenance* course. Upon completion of this lesson, you will be able to:

- Review Access Rights Assigned to P-Card roles
- Assign Proxies to Cardholder Profiles

School/Department P-Card users that require a P-Card role must complete the security request form to request the appropriate role access. Once the role has been assigned to a user, the P-Card Administrator will create the cardholder profile and assign the applicable P-Card Reconciler and P-Card Approvers to the card based on the information provided in the P-Card application.

In this scenario, Michelle will create a cardholder profile and assign the applicable proxy users (Reconciler and Approver) to the card based on the information provided in the P-Card application.

Estimated time to complete lesson: 20 minutes



Review P-Card Access Rights

The P-Card Access Rights have been configured for each procurement card role. This determines the actions that specific P-Card roles will be able to complete.

In this scenario, Michelle will review the P-Card access rights for a procurement card role.

Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Review P-Card Access Rights* topic where you will learn how to review P-Card Access Rights.



Step	Action
1.	Click the Purchasing link.


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Cenerate reports for procurement card summary and exception reporting. Account Summary Cardholder Information Expected Credits Thore	Define roles, access rights, provides and SpeedCharts for procurement cards. Tradister Roles Assian Access Rolets Assian Access Rolets Assian Provides Assian Provides	Definitions Definitions Definitions definitions definition definition
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Step	Action
2.	Click the Security link. Security

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Assign SpeedCharts Assign SpeedCharts for each procurement card.			
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Step	Action
3.	Click the Assign Access Rights link.
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Step	Action
4.	The Procurement Card Access Rights page displays all Access Rights assigned to P-Card roles.
	The applicable access rights assigned to a P-Card role are checked.
	To enable an Access Right per P-Card role, click the appropriate check box. To disable an Access Right, leave the checkbox unchecked.
	Note: Generally, this is a one-time configuration. These access rights are static and should not change unless a change in business process is determined which should require an update to the access rights for a specific P-Card role.



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Step	Action
5.	Click and drag the scroll bar down to review additional Access Rights and assigned to each P-Card role.

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Step	Action
6.	Review the remaining Access Rights assigned to P-Card roles.

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Jsage - Use Procurement Card on PO	V						
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Step	Action
7.	You have successfully reviewed P-Card Access Rights. You can now move onto the <i>Assign a Proxy Role</i> topic where you will assign a proxy role. End of Procedure.



Assign a Proxy

P-Card Administrators will assign a user as a proxy to a cardholder profile with the applicable role that was assigned through the security access form based on the information provided in the P-Card application.

In this scenario, Michelle will assign a user as a proxy to a cardholder profile.

Estimated time to complete topic: 5 minutes

Procedure

Welcome to the Assign a Proxy topic where you will learn how to assign a proxy to a cardholder.



Step	Action
1.	Click the Purchasing link. ▶ Purchasing



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Purchasing		
Purchasing		
Manage requisitions, purchase orders, receipts, GPO contracts, a	nd related data.	
View statement summaries by credit card vendor, billing date, or status.	Reconcile Review, manage, or approve procurement card transactions and disputes. Reconcile Statement Review Disputes	Process Statements Process Inducement card data, stage vouchers for approved statements. Load Process Load Statement Correct Errors 2 More_
Reports Generate reports for procurement card summary and exception reporting. Account Summary Cardholder Information Expected Credits <u>7 More</u>	Security Define roles, access rights, proxies and SpeedCharts for procurement cards. Resister Roles Assian Access Rolts Assian Provides Assian Provides Assian SpeedCharts	Definitions Define procurement card setup data such as card profiles and cards using banks. Cardholder Profile Preferred Vendors UOM Macpings
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Step	Action
2.	Click the Cardholder Profile link.

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Step	Action
3.	Click the Name dropdown button to activate the menu.

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Step	Action
4.	Click the contains list item.
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Step	Action
5.	Enter the desired information into the Name field. Enter "Marlin".

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Step	Action
6.	Click the Search button.

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Step	Action
7.	Click the Marlin, Amy link.
	Marlin,Amy



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Employee ID:	P000000001								
Personnel Status:	Employee								
Telephone:									
Home Address				Mailing Address					
Country:	USA United States			USA 2000 Dreadures					
Address 1:	3280 Broadway			3280 Broadway					
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Step	Action
8.	The Personal Data page displays cardholder information such as personnel status and home address.
	Note: This is a display-only page.



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Step	Action
9.	Click the Card Data tab.

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Step	Action
10.	To assign a proxy to the cardholder, click the Additional Information tab.



Step	Action
11.	The Additional Information page allows you to:
	1. Indicate whether the card is a Vendor Card . (Functionality will not be utilized in ARC.)
	2. Assign Proxies .
	3. Enter single or multi-line Default Distributions .
	4. Assign Commodity Codes . (Functionality will not be utilized in ARC.)
	In this scenario, Michelle will assign a proxy to the cardholder.



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Step	Action
12.	Click the Proxies link.

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Step	Action
13.	Click the Look up User ID (Alt+5) button.
	The User ID is the ID (UNI) of the user that has been assigned a P-Card role by completing the Security request form. This user will be designated as either a Reconciler or Approver.
	Note: A P-Card Administrator must be assigned as a Proxy to every cardholder profile.

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Step	Action
14.	Click the PO_TEST_12 link.
	PO TEST 12



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Step	Action
15.	Click the Add a new row at row 1 (Alt+7) button.

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Step	Action
16.	Click the Look up User ID (Alt+5) button.

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Step	Action
17.	Click the PO_TEST_14 link.
	PO TEST 14



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Step	Action
18.	Click the Add a new row at row 2 (Alt+7) button.

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Step	Action
19.	Click the Look up User ID (Alt+5) button.

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Step	Action
20.	Click the PO_TEST_13 link.
	PO TEST 13



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OK Cancel	PO_TEST_13	P-Card Approver	CU P-Card Approver	•			+ -		

Step	Action
21.	Click the OK button.
	Note: Not every cardholder profile will have a Reviewer assigned as a proxy.
	card, but may need the ability to review the P-Card transaction information.



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Step	Action
22.	Click the Save button.
	Save

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Step	Action
23.	You have successfully assigned a proxy role.
	You can now move onto the <i>Loading P-Card Transactions and Resolving Errors</i> lesson where you will learn how to resolve P-Card transaction errors. End of Procedure.



Loading P-Card Transactions and Resolving Errors

This is the *Loading P-Card Transactions and Resolving Errors lesson* of the *P-Card Maintenance* course. Upon completion of this lesson, you will be able to:

• Review and correct P-Card statement staging errors

Estimated time to complete lesson: 20 minutes



Review and Correct P-Card Statement Data

P-Card Administrators will be able to correct errors for P-Card transactions loaded to the staging table before they are loaded into ARC. Statement lines cannot be loaded in the statement tables if the P-card vendor or P-card account number is not assigned to a cardholder profile. This could include a P-Card account number being entered incorrectly.

The P-Card Administrator will research to determine if a cardholder profile is set up with an incorrect card number, or if a cardholder profile has not been established.

In this scenario, Michelle will review and correct errors for P-Card transactions loaded to the staging table.

Estimated time to complete topic: 15 minutes

Procedure

Welcome to the *Review and Correct P-Card Statement Data* topic where you will learn how to review and correct errors for data in the staging table.

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Step	Action
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Step	Action
2.	Click the Process Statements link. Process Statements

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Step	Action
3.	Click the Correct Errors link. Correct Errors

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Step	Action
4.	The Correct Errors page displays a list of staged rows with errors.
	The Stage Error column displays the type of staging error. The value is:
	Account - Indicates that the cardholder number is invalid or not on file.
	In this scenario, there are multiple Account errors indicating that the cardholder number is invalid or not on file. To correct, the card number will need to be associated with a cardholder profile.
	Upon correction, the number of staged errors should decrease on the Correct Errors page.



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Step	Action
5.	You have successfully completed reviewing and correcting P-Card Statement data. You can now move onto the <i>P-Card Reporting in ARC</i> lesson where you will learn how to run the P-Card Spend Drillback query. End of Procedure.



P-Card Reporting in ARC

This is the *P*-Card Reporting in ARC lesson of the *P*-Card Maintenance course. Upon completion of this lesson, you will be able to:

• Understand the ARC Reporting inventory to support P-Card processes

A list of queries will be created for users to utilize. It should be noted that some reporting will be completed out of the MUL database that is used to store P-Card application information and cardholder data.

Estimated time to complete lesson: 20 minutes



Run P-Card Spend Drillback

The *P-Card Spend Drillback query* provides a list of all P-Card transactions existing in ARC that have been vouchered and/or journal generated. This allows users to track P-Card transactions through their life-cycle either backwards from Journal ID to P-Card Transaction, or forwards from P-Card Billing Date and Cardholder ID.

In this scenario, Michelle will run and review the P-Card Spend Drillback query.

Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Run P-Card Spend Drillback* query where you will learn how to run a P-Card query.

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Step	Action
1.	Click the Reporting Tools link.



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Step	Action
2.	Click the Query link.

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3.	Click the Query Viewer link. Query Viewer

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4.	Click in the begins with field.



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Step	Action
5.	Enter the desired information into the begins with field. Enter "CU_AP_PCARD_DRILLBACK".

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Step	Action
6.	Click the Search button.

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Step	Action
7.	Click the HTML link.



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Step	Action
8.	The P-Card Spend Drillback query parameters display. The following fields are required to run the query:
	 Journal ID or Employee ID Bill Date From/To



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Step	Action
9.	In this scenario, Michelle will enter a Journal ID.
	Click in the Journal ID field.



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Step	Action
10.	Enter the desired information into the field. Enter "AP00061708".





Step	Action
11.	If a Journal ID is entered, the Bill Dt From and To do not need to be entered. Billing
	Dates should be used if entering employee ID.

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Step	Action
12.	Click the View Results button.
	View Results


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Step	Action
13.	The results of the P-Card Spend Drillback query display.

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5 1000	3462	PCARD	HERTZ RENT-A- CAR	57.760	242753032927531224877668	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	1	1	COLUM	68305	30	5502103	GENRL	GT001008	01	00000	0000000
6 1000	3482	PCARD	OFFICE MAX 00000612	166.950	243990032631881061034665	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	2	1	COLUM	68305	30	5502103	GENRL	GT001008	01	00000	0000000
7 1001	1780	PCARD	HAMPTON INNS	72.090	242297043095264123113453	12/14/2004	PO_TEST_13	COLUM	00000336	15200_0000000000000000000000000000000000	12/14/2004	1	1	COLUM	68205	30	5502103	GENRL	GT001008	01	00000	0000000
8 1001	1780	PCARD	HAMPTON INNS	72.090	242297043095264123113453	12/14/2004	PO_TEST_13	COLUM	00000338	15200_0000000000000000000000000000000000	12/14/2004	1	1	COLUM	68205	30	5502103	GENRL	GT001008	01	00000	0000000
9 1001	1780	PCARD	HAMPTON INNS	72.090	242297043095264123113453	12/14/2004	PO_TEST_13	COLUM	00000336	15200_0000000000000000000000000000000000	12/14/2004	1	1	COLUM	68205	30	5502103	GENRL	GT001008	01	00000	0000000
1																						

Training Guide P-Card Maintenance



Step	Action
14.	You have successfully run the P-Card Spend Drillback query. You can now move onto the <i>Key Terms</i> lesson where you can review key terms and definitions. End of Procedure.



Key Terms

The following terms will be helpful throughout the course:

Term	Definition
Proxy	A designated person selected to take action against a P-Card. This can be a P-Card Reconciler, P-Card Approver, P-Card Reviewer, and/or P-Card Administrator.
SpeedChart	SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. SpeedCharts can be used to allocate transactions.
Staged Errors	Displays the staging error on the <i>Correct Errors</i> page. The value is: Account – Indicates that the cardholder number is invalid or not on file



Course References

Please find links to all of the Job Aids, Policies, and Procedures that were referenced throughout this course:

- 1. Getting Started With the New Web-Based Training Tool
- 2. P-Card Maintenance Training Guide



Knowledge Assessment

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (https://columbia.service-now.com/). *Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.*

2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks. If you have any questions about the training required for any security role, click here for the Course to Role job aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.



Glossary

ARC	Accounting and Reporting at Columbia. Columbia University's new financial
Dilling Data	System. Indicates the D Cord hilling data for the transactions that will be processed
Chart of	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to
Accounts	organize and record financial activity at the University
ChartFields	The fields that make Columbia's Chart of Accounts and provide it with an
Chartrieus	overall structure. ARC has a total of eleven ChartFields which are recorded on every transaction.
ChartString	The combination of ChartFields and the level at which accounting charges and credits are applied.
Field	An area on a page that displays or requires data.
PeopleSoft	Oracle's PeopleSoft system is an integrated software package that provides a wide variety of business applications to assist in the day-to-day execution and operation of business processes. Each individual application, such as Financial's and Human Resources, interacts with each other to offer an effective and efficient means of working and reporting in an integrated fashion across the enterprise.
	ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system.
Proxy	A designated person selected to take action against a P-Card.
Queries	A request against the ARC, ARC Reporting, or UDS database to obtain a set of data that match a specified search criteria.
Security	Controls what level of access a user can have to pages, dollar thresholds, data, and allowable actions in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.
SpeedChart	A user-defined shorthand key that designates several ChartFields to be used for voucher entry.
Workflow	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account and dollar amount. Workflow manages and tracks the flow of work.