

P-Card Maintenance

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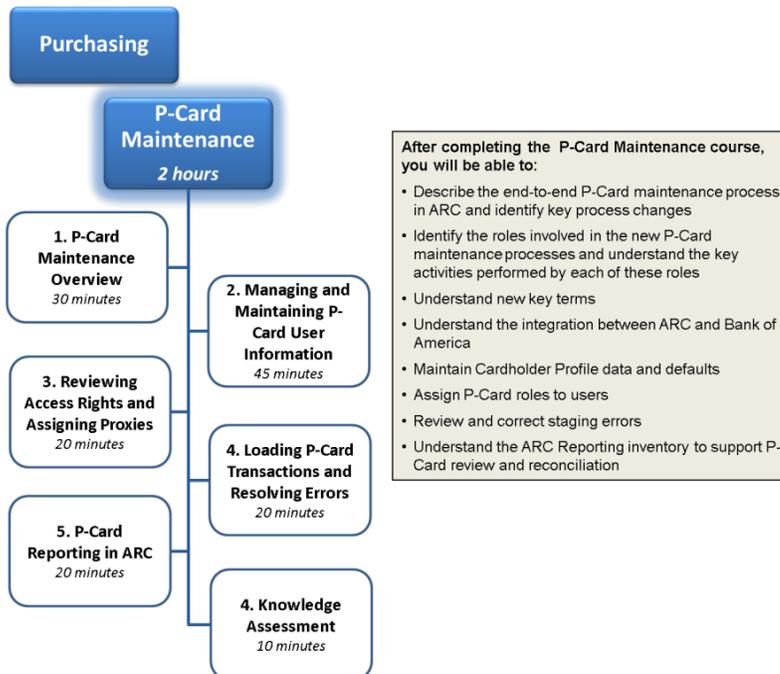
**Training Guide
P-Card Maintenance**



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

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 Reconciler responsible 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
- Identifying/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
- 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	<ul style="list-style-type: none">• Has the authority to reconcile P-Card transactions for their own P-Card or others• Can add comments and/or attachments to transactions
Approver	<ul style="list-style-type: none">• Has the authority to approve P-Card transactions for specific P-Cards• Can add comments and/or attachments to transactions
Reviewer	<ul style="list-style-type: none">• Has the authority to review P-Card transactions for their own P-Card or others• Can add comments and/or attachments to transactions
Administrator	<ul style="list-style-type: none">• 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 (<http://procurement.columbia.edu/purchasing/pcardPolicy.html>) 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.

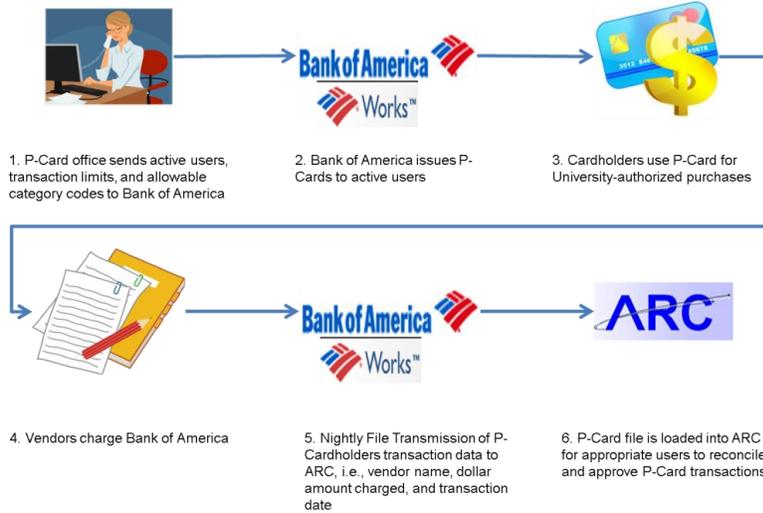
The following diagram illustrates the P-Card Reconciliation process overview:



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
- Approvals based on a specific P-Card
- 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.

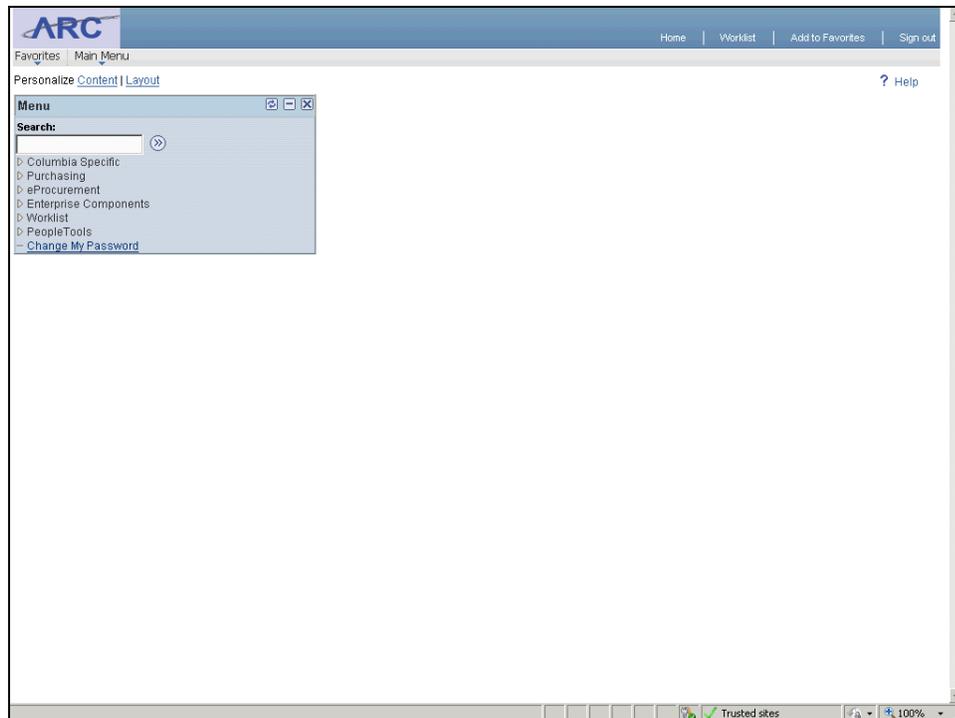
P-Card Administrators will have the ability to review employee information in ARC that is maintained in the Personal Data table that is synced from HR PAC to ARC. They will associate cardholder information to employees established in the Personal Data table.

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

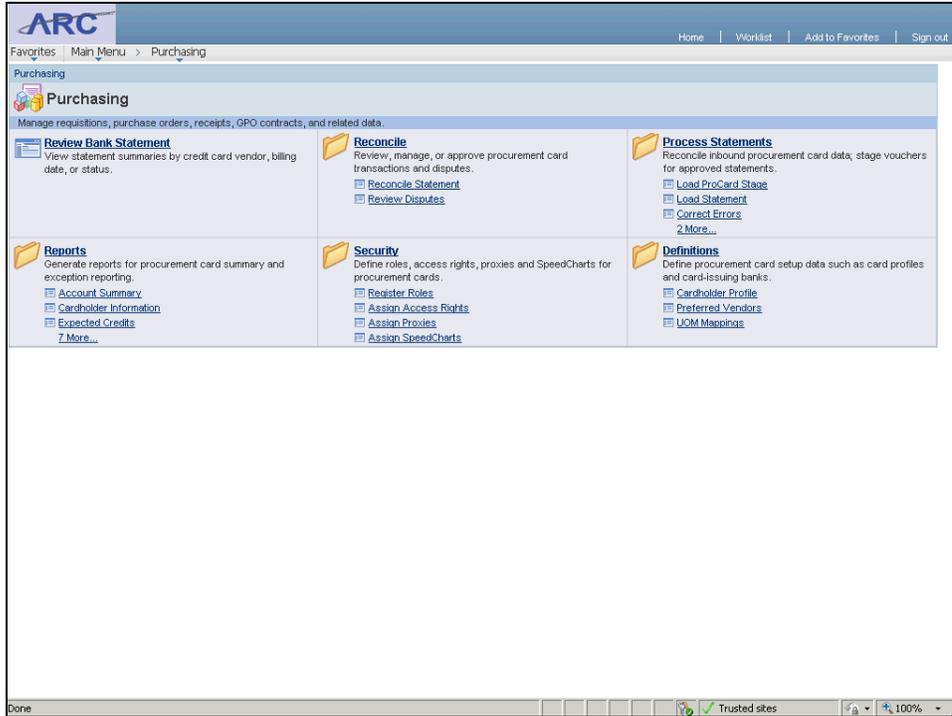
Welcome to the *Enter Cardholder Data* topic where you will learn how to enter cardholder information such as card issuer, card number, and card expiration date.



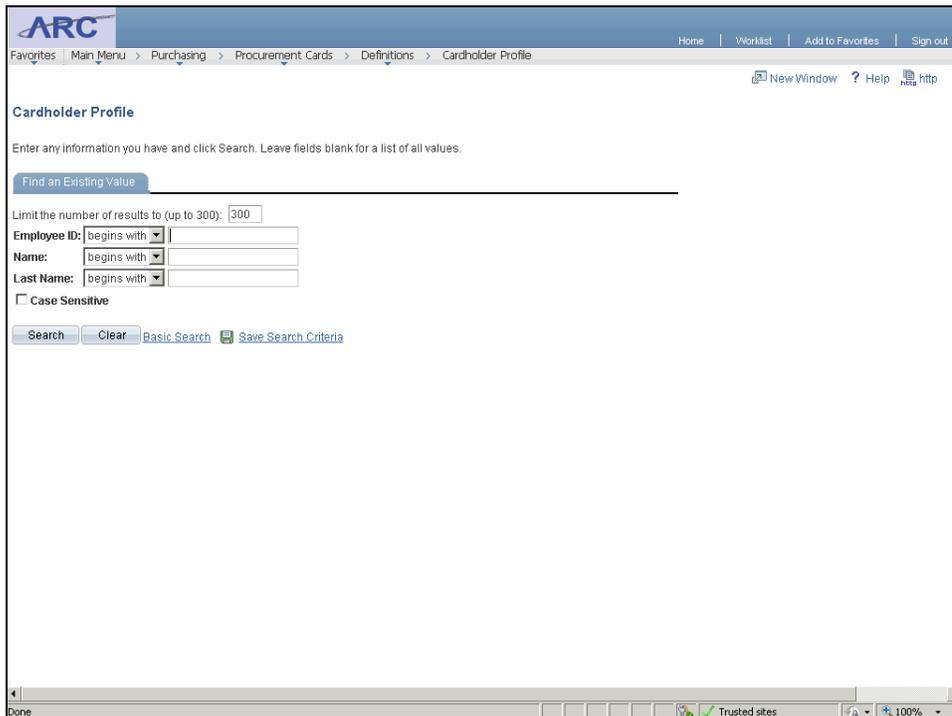
Step	Action
1.	Click the Purchasing link. 

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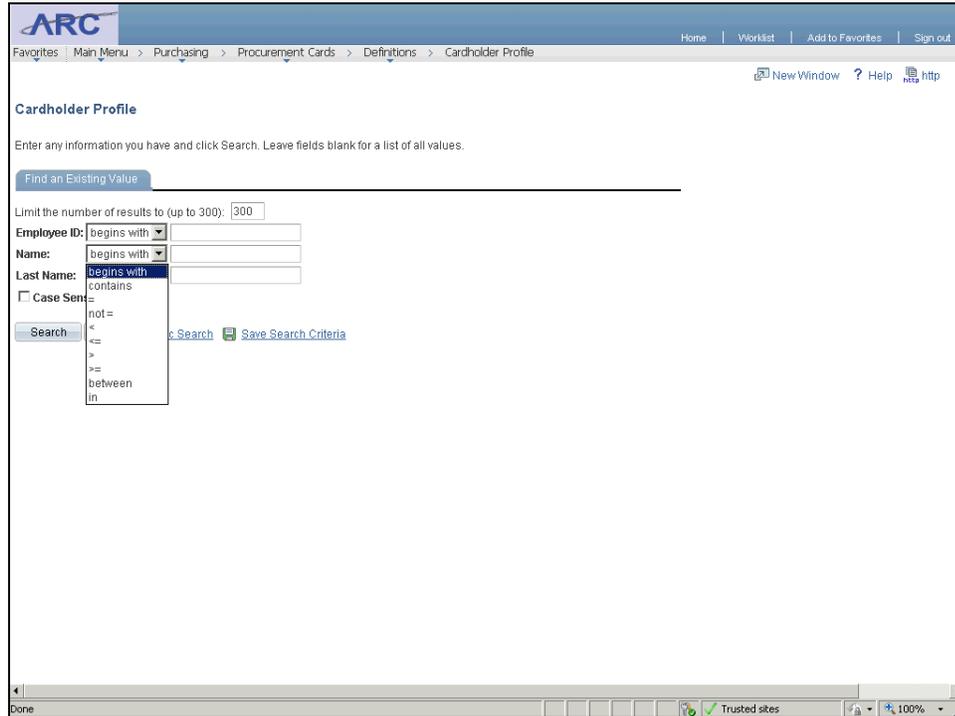
P-Card Maintenance



Step	Action
2.	Click the Cardholder Profile link. Cardholder Profile



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



Step	Action
4.	Click the contains list item. 

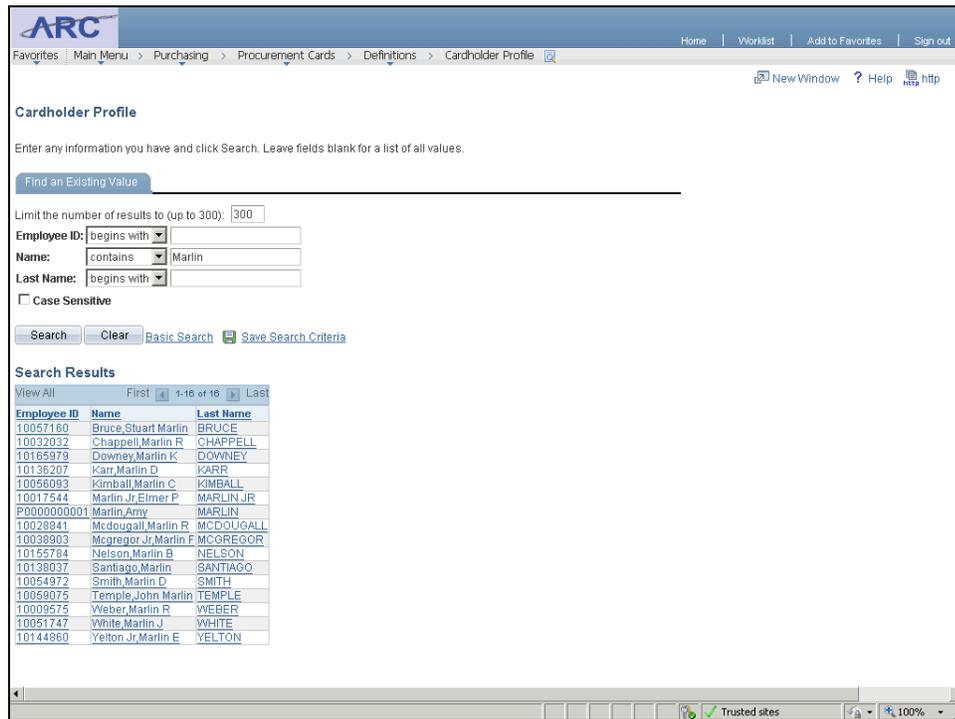
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Step	Action
5.	Enter the desired information (first or last name) into the Name field. Enter " Marlin ".

Step	Action
6.	Click the Search button. 



Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Employee ID: begins with []

Name: contains [Marlin]

Last Name: begins with []

Case Sensitive

[Basic Search](#)

Search Results

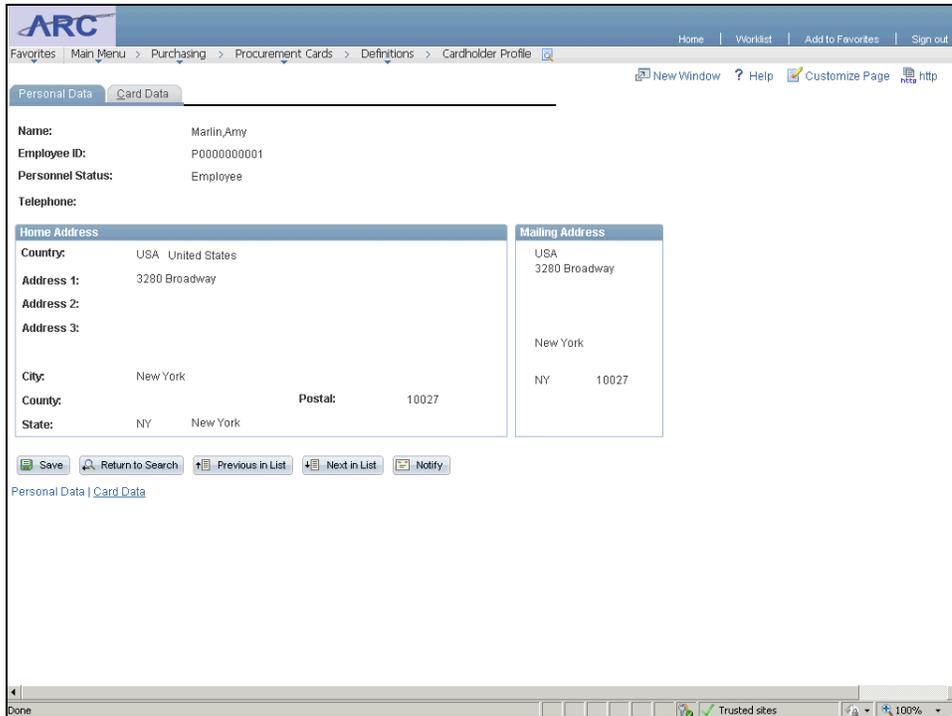
View All | First | 1-16 of 16 | Last

Employee ID	Name	Last Name
10057160	Bruce, Stuart Marlin	BRUCE
10032032	Chappell, Marlin R	CHAPPELL
10165979	Downey, Marlin K	DOWNEY
10138207	Karr, Marlin D	KARR
10056093	Kimball, Marlin C	KIMBALL
10017544	Marlin Jr, Elmer P	MARLIN JR
P000000001	Marlin, Amy	MARLIN
10028841	McDougal, Marlin R	MCDUGALL
10038903	McGregor Jr, Marlin F	MCGREGOR
10155784	Nelson, Marlin B	NELSON
10138037	Santiago, Marlin	SANTIAGO
10054972	Smith, Marlin D	SMITH
10059075	Temple, John Marlin	TEMPLE
10009575	Weber, Marlin R	WEBER
10051747	White, Marlin J	WHITE
10144860	Yelton Jr, Marlin E	YELTON

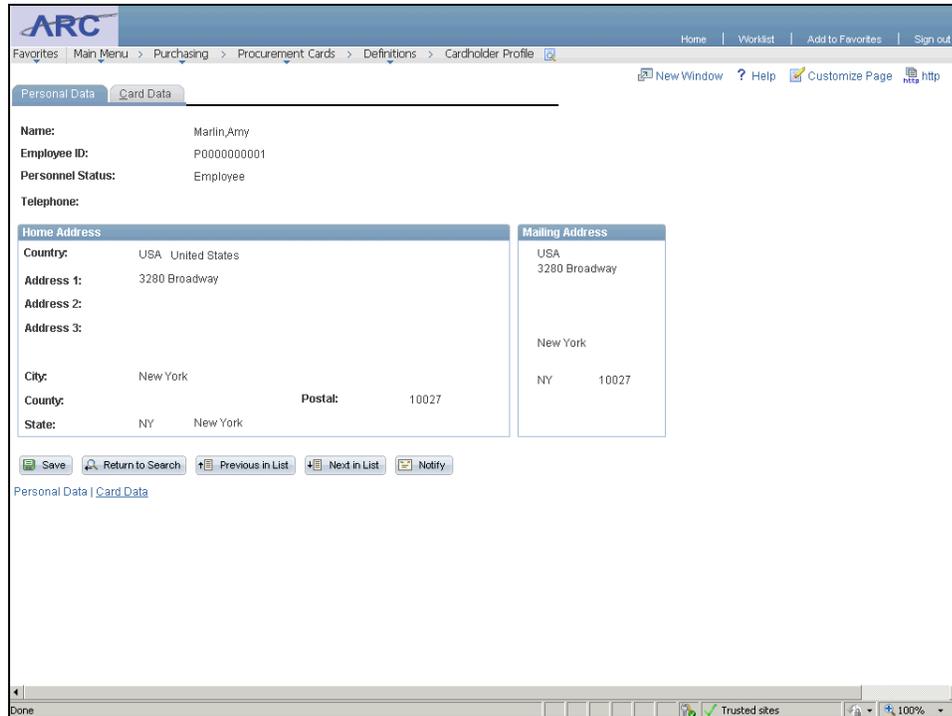
Step	Action
7.	Click the Marlin, Amy link. 

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Step	Action
8.	<p>The Personal Data page displays cardholder information such as personnel status and home address.</p> <p>Note: This is a display-only page.</p>



Step	Action
9.	<p>To scroll through the list of names that display in the search criteria, click the Next in List or Previous in List button.</p> <p>Click the Next in List button.</p> <div data-bbox="440 1157 618 1205" style="border: 1px solid black; padding: 2px; display: inline-block;">  Next in List </div>

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ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

New Window ? Help Customize Page http

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		

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

Done Trusted sites 100%

Step	Action
10.	Click the Previous in List button. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

New Window ? Help Customize Page http

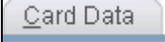
Name: Marlin Army
 Employee ID: P0000000001
 Personnel Status: Employee
 Telephone:

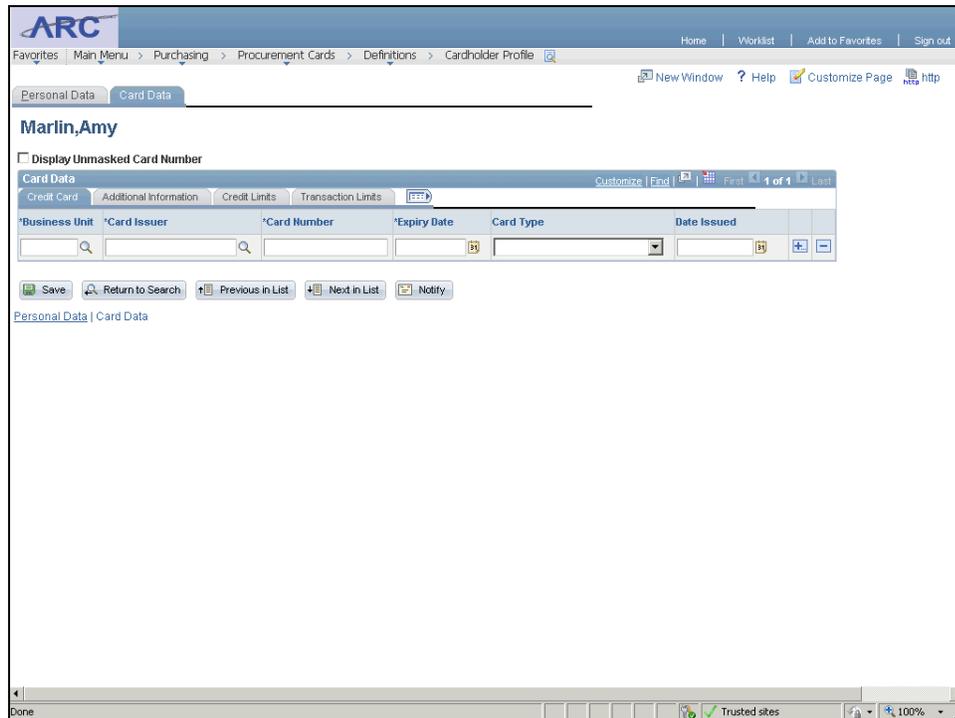
Home Address		Mailing Address	
Country:	USA United States	USA	
Address 1:	3280 Broadway	3280 Broadway	
Address 2:			
Address 3:		New York	
City:	New York	NY	10027
County:		Postal:	10027
State:	NY New York		

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

Done Trusted sites 100%

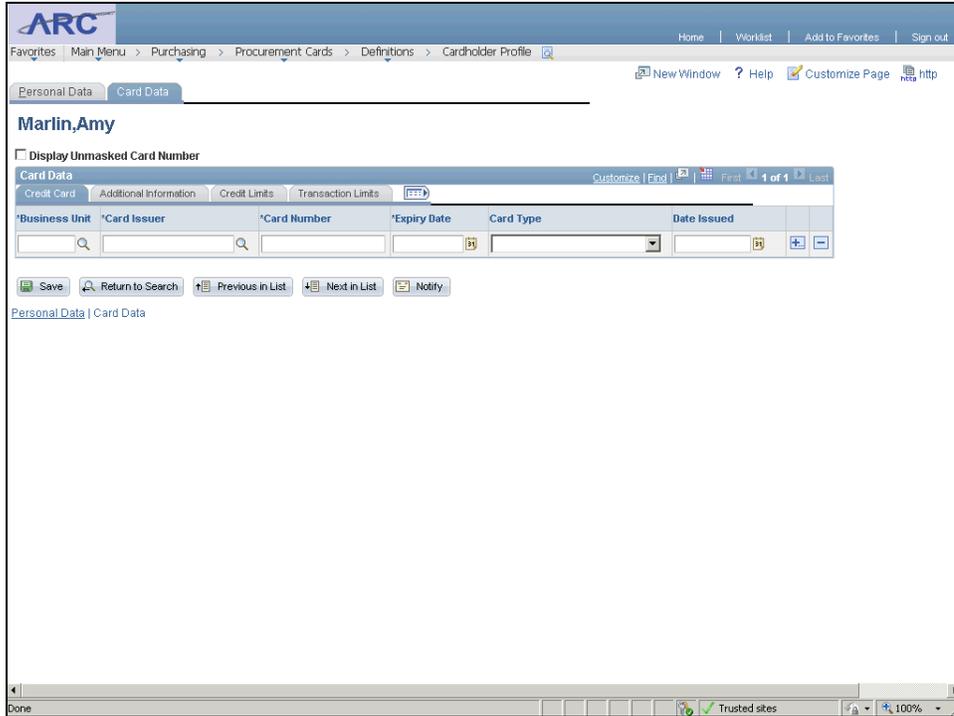
Step	Action
11.	To enter cardholder data such as card issuer, card number, and set the credit limits for that card, click the Card Data tab. 



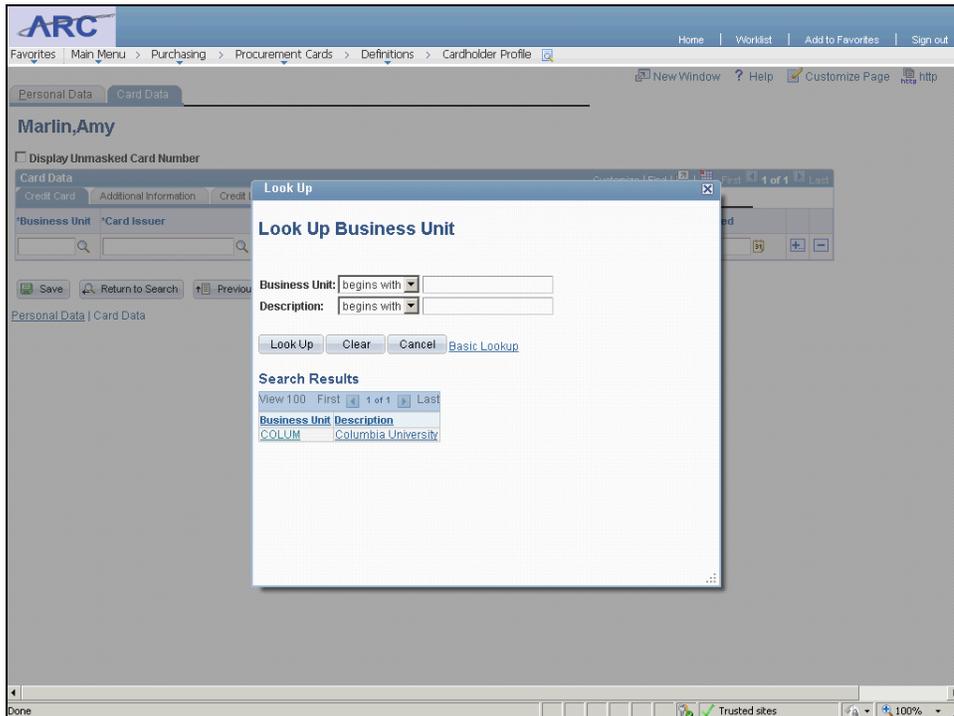
Step	Action
12.	The Credit Card tab requires the following to be entered: <ol style="list-style-type: none"> 1. Business Unit 2. Card Issuer 3. Card Number 4. Expiry Date 5. Card Type 6. Date Issued

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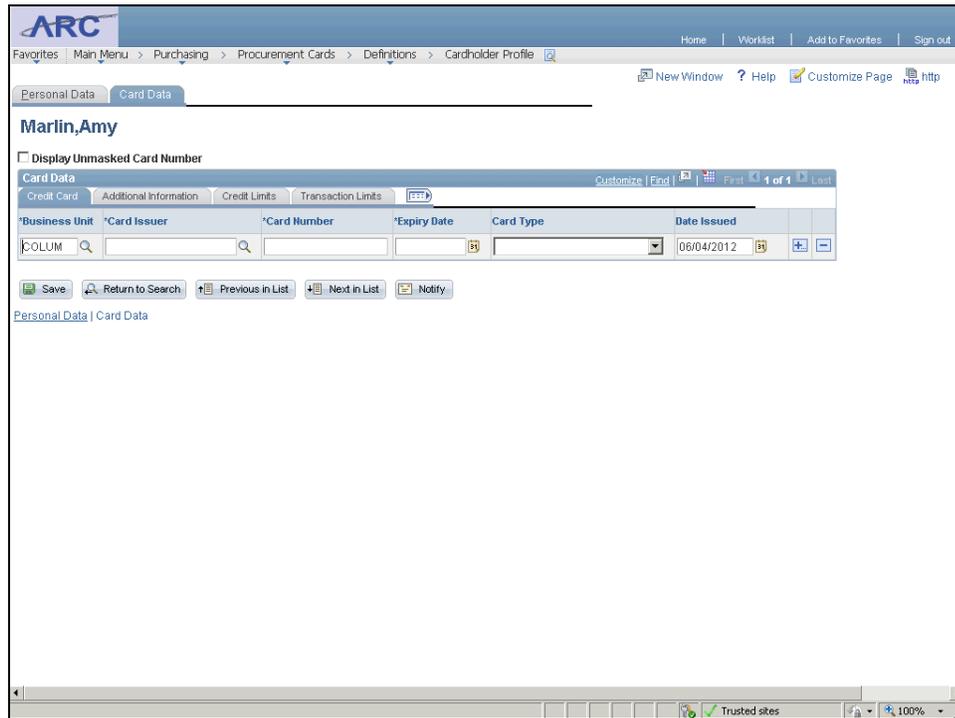
P-Card Maintenance



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



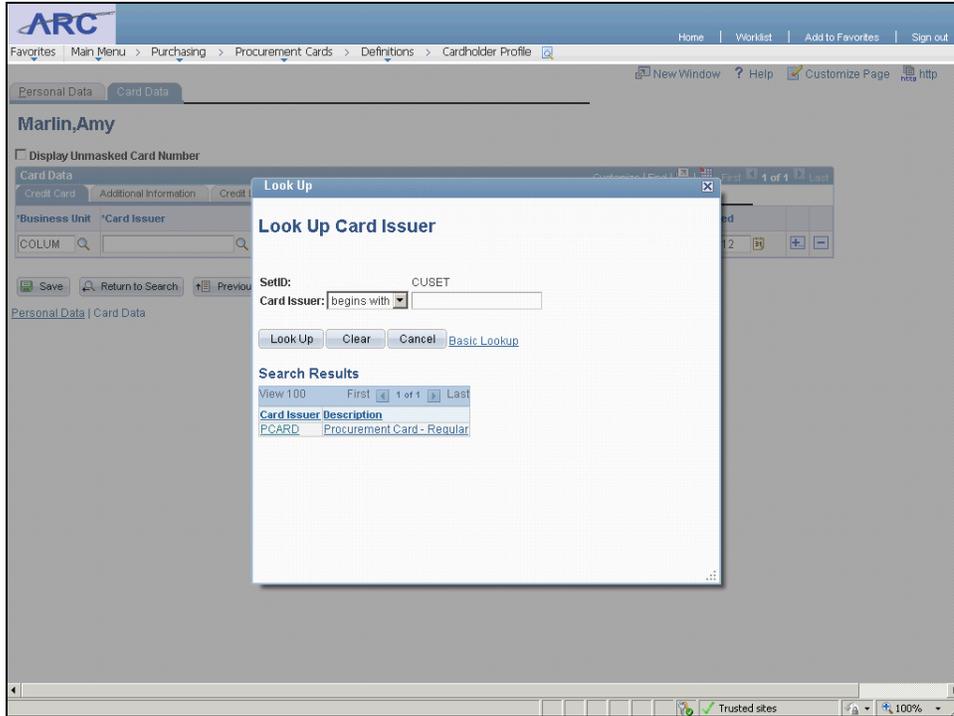
Step	Action
14.	Click the COLUM link. 



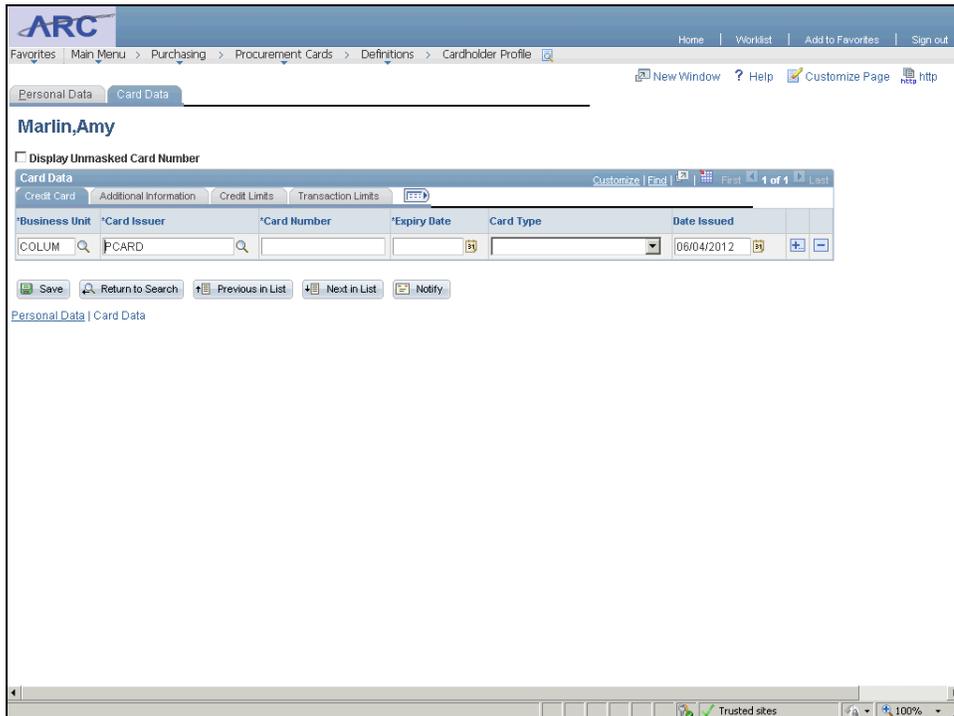
Step	Action
15.	Click the Look up Card Issuer (Alt+5) button. 

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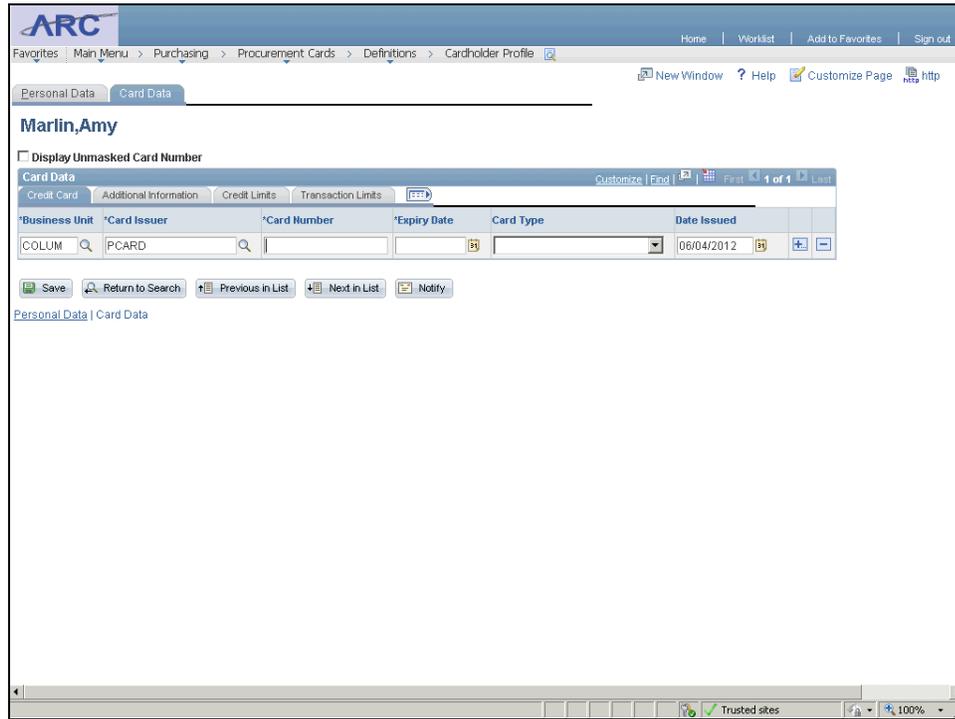
P-Card Maintenance



Step	Action
16.	Click the PCARD link. PCARD



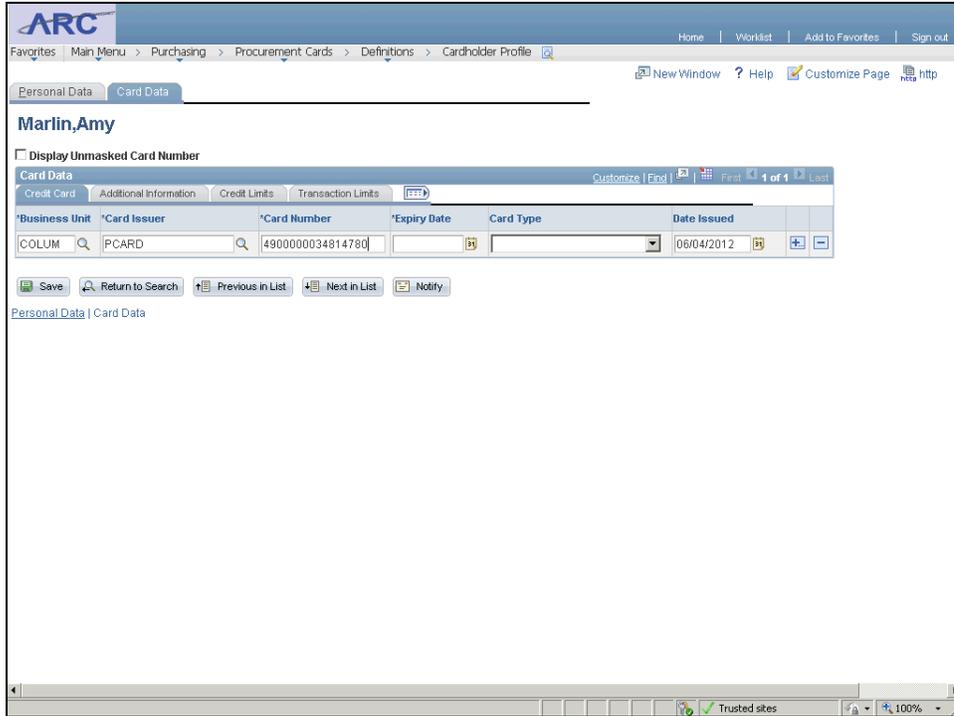
Step	Action
17.	Click in the Card Number field. <input type="text"/>



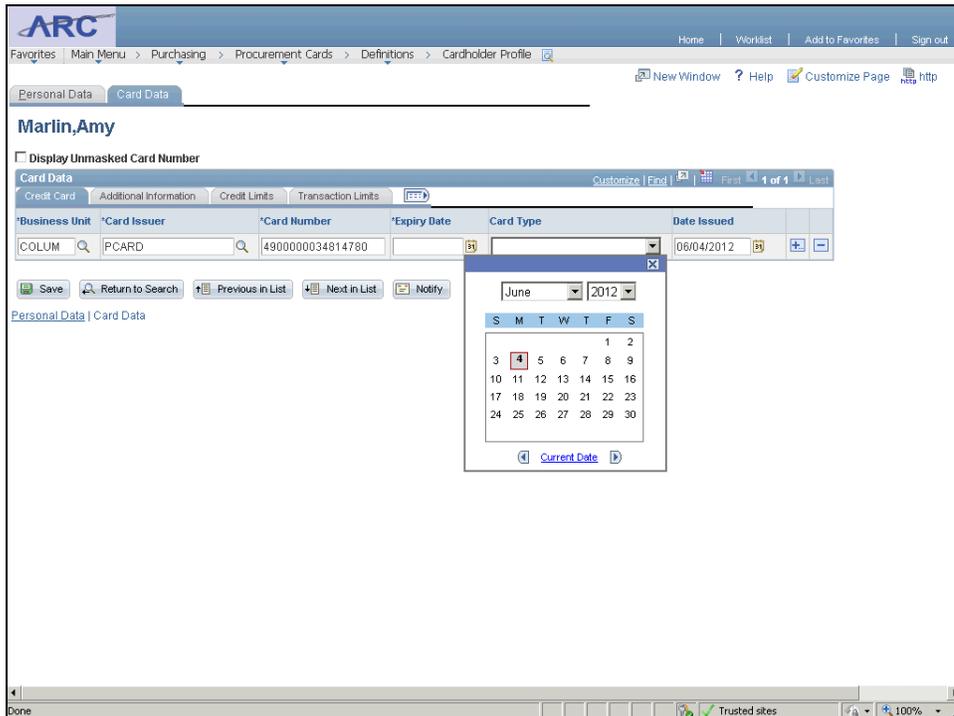
Step	Action
18.	Enter the desired information into the Card Number field. Enter " 4900000034814780 ".

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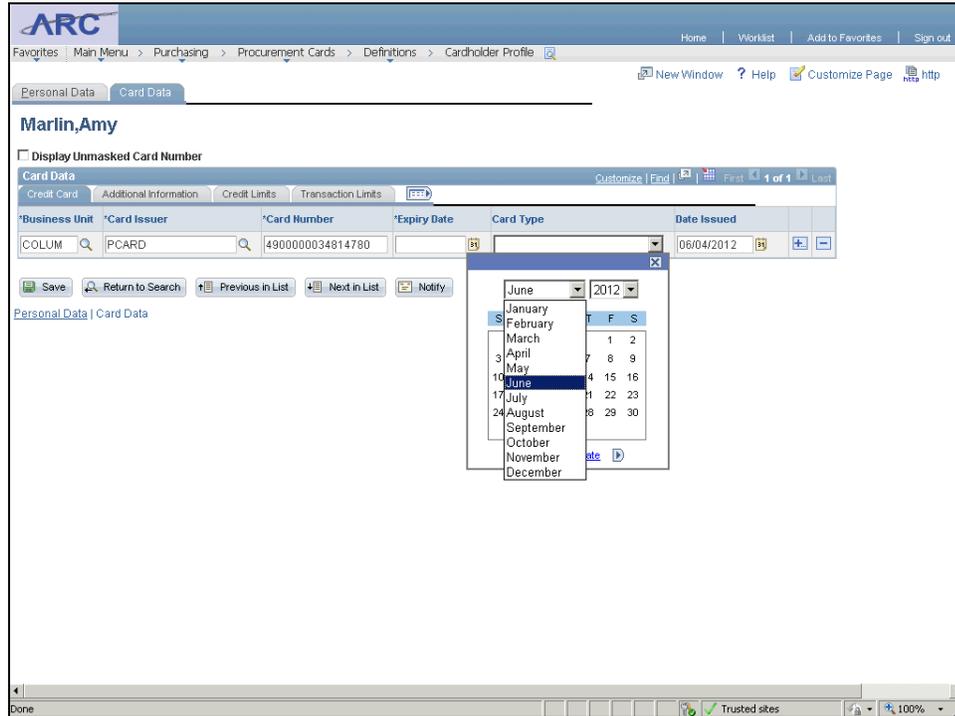
P-Card Maintenance

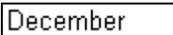


Step	Action
19.	Click the Choose a date (Alt+5) button.



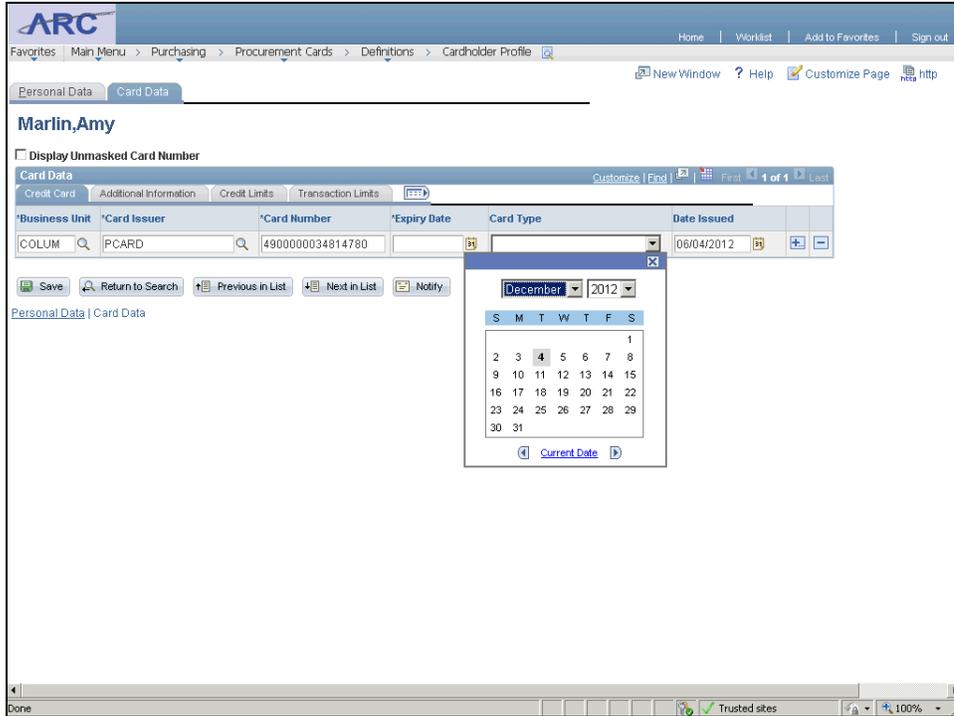
Step	Action
20.	Click the Month dropdown button to activate the menu. 



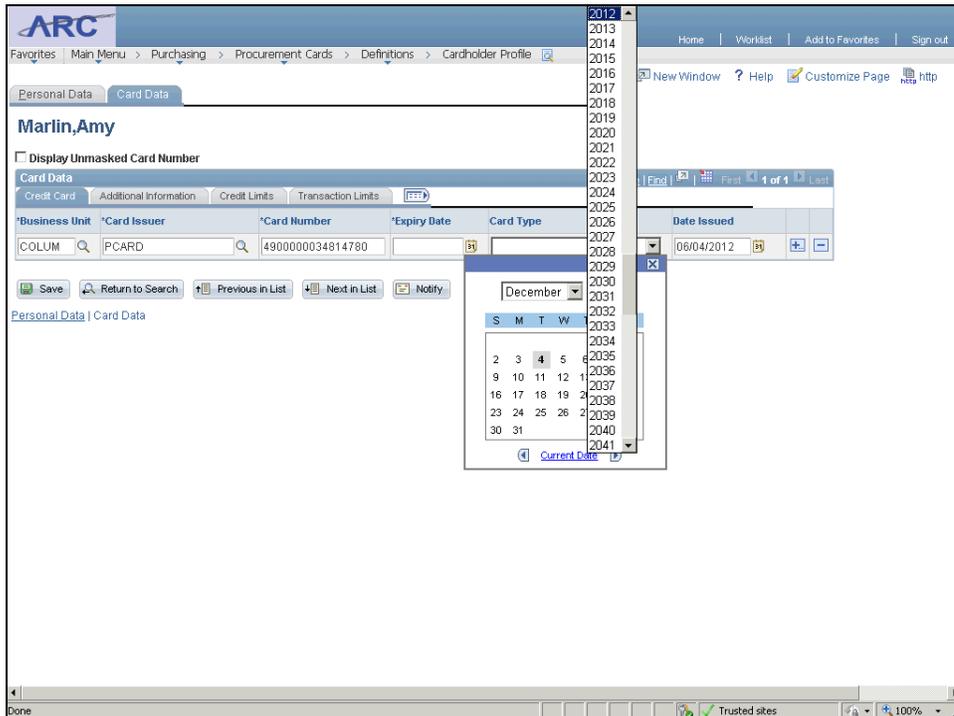
Step	Action
21.	Click the December list item. 

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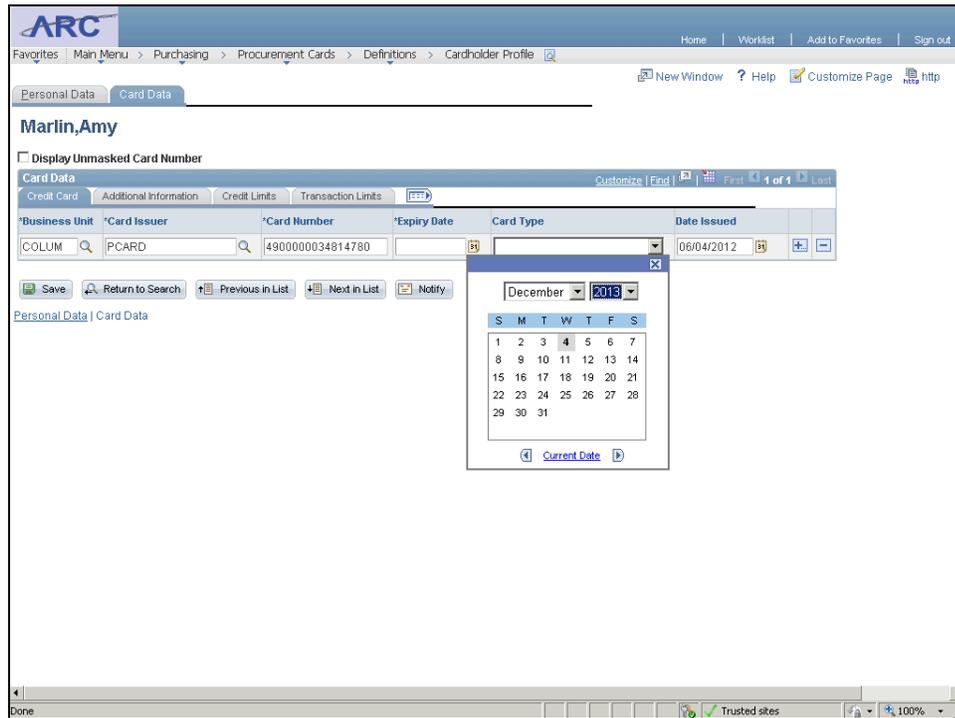
P-Card Maintenance



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



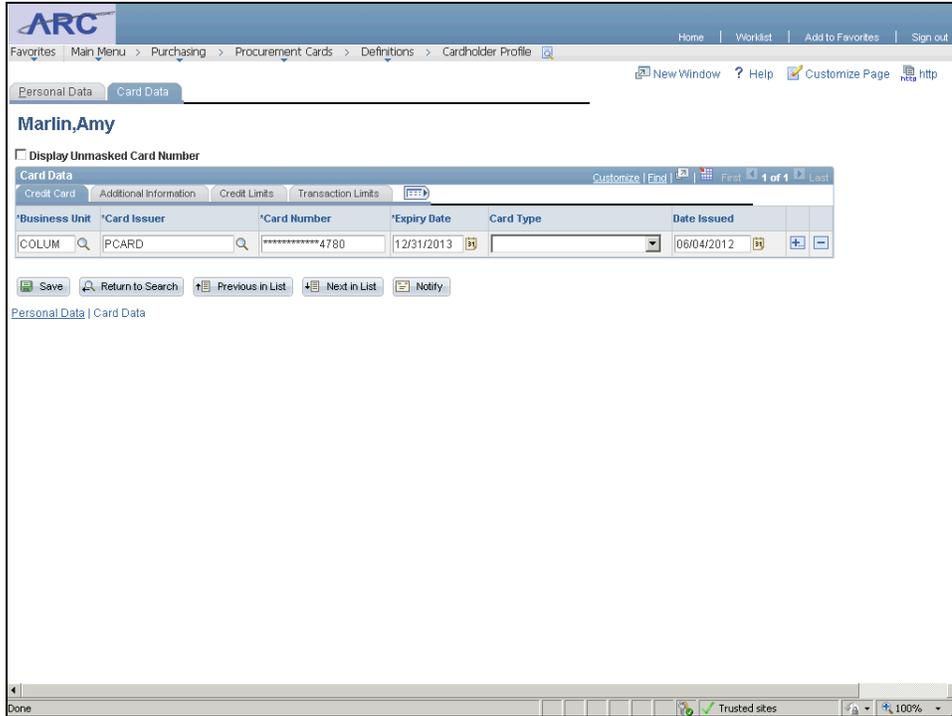
Step	Action
23.	Click the 2013 list item.



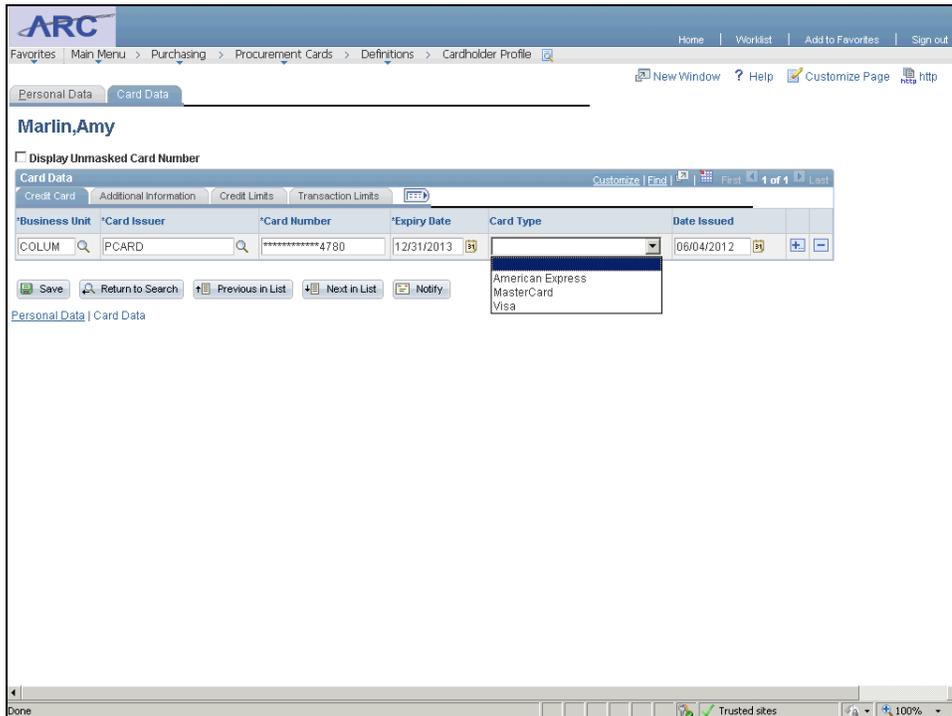
Step	Action
24.	Click the 31 link.

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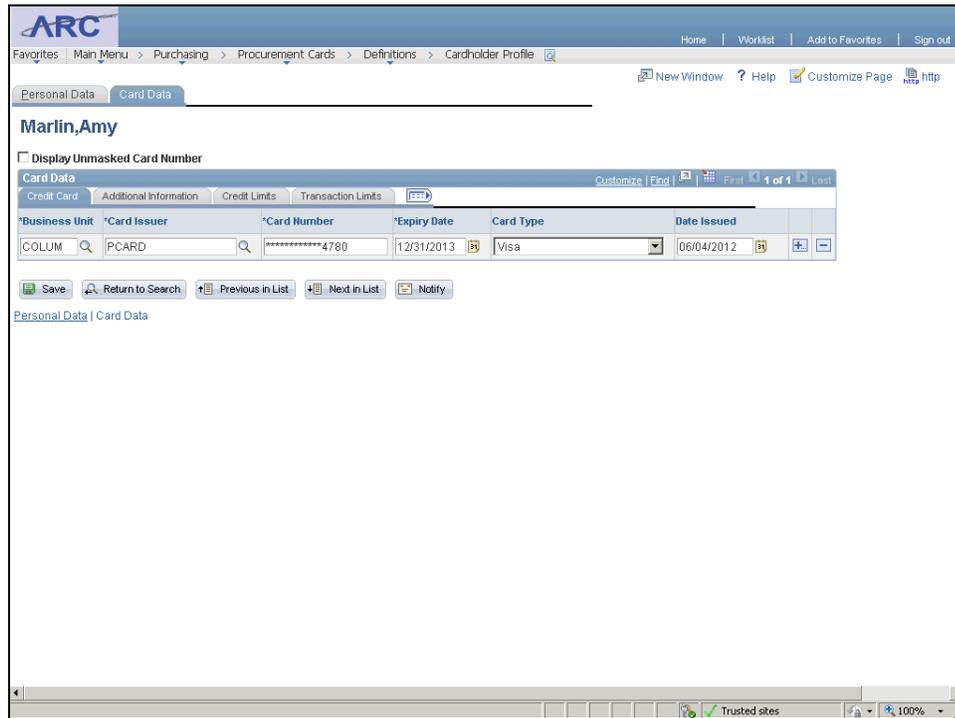
P-Card Maintenance



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



Step	Action
26.	Click the Visa list item. 



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

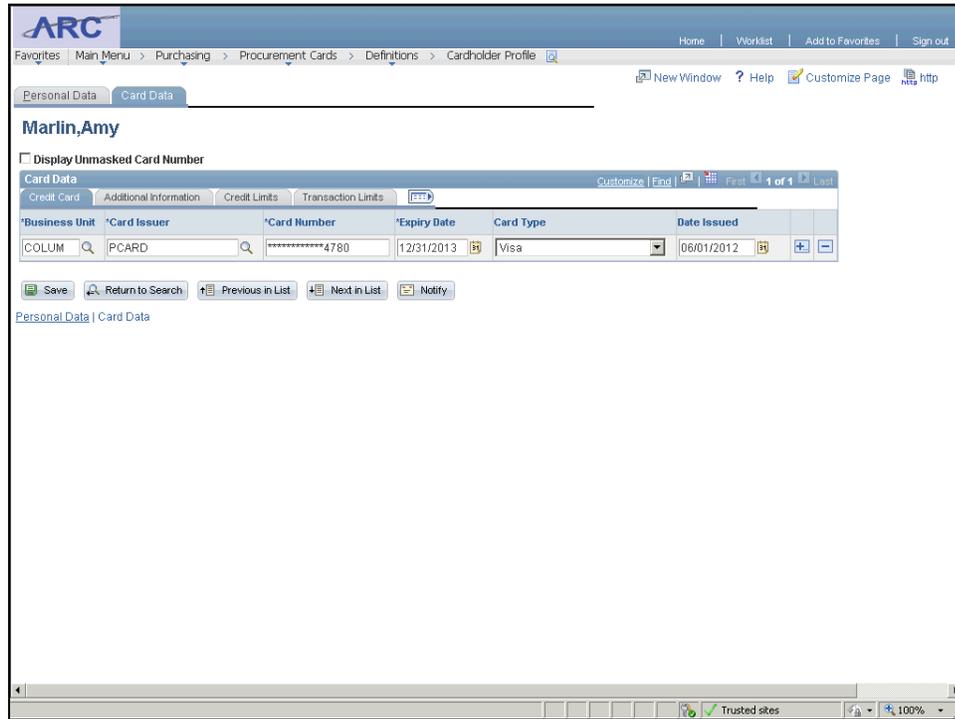
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Step	Action
28.	Click the 1 link.

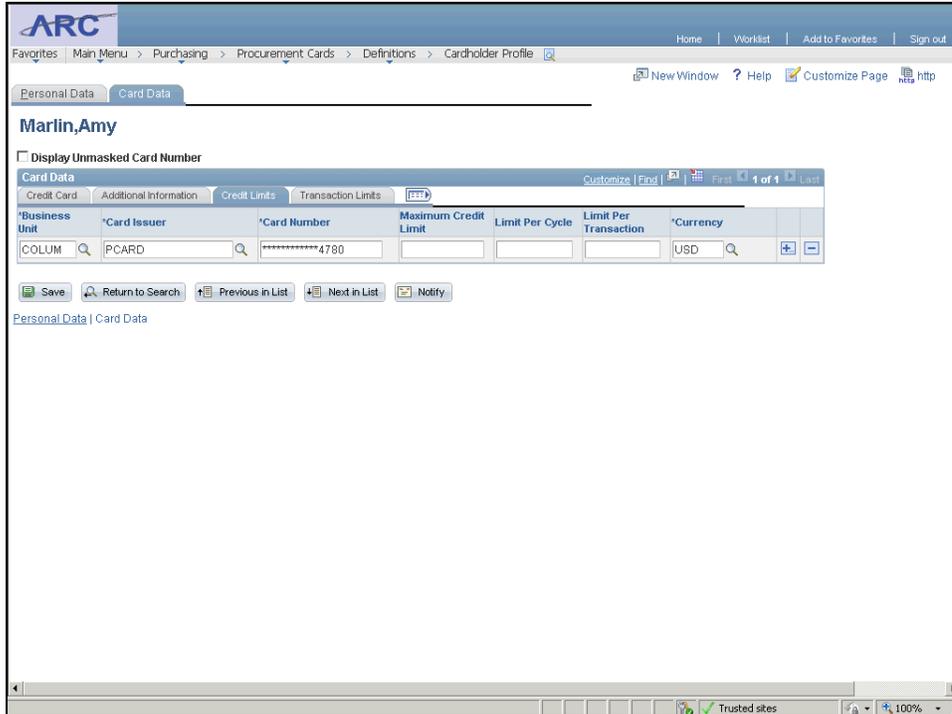
Step	Action
29.	To add or remove a credit card, click the add '+' or remove '-' button.



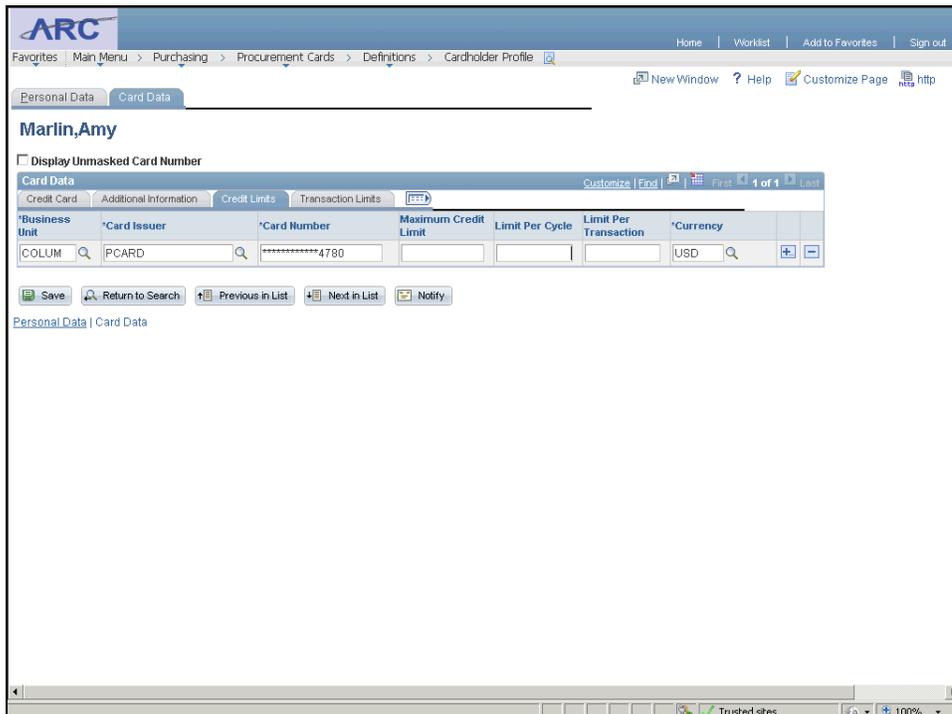
Step	Action
30.	To enter credit limits, click the Credit Limits tab. 

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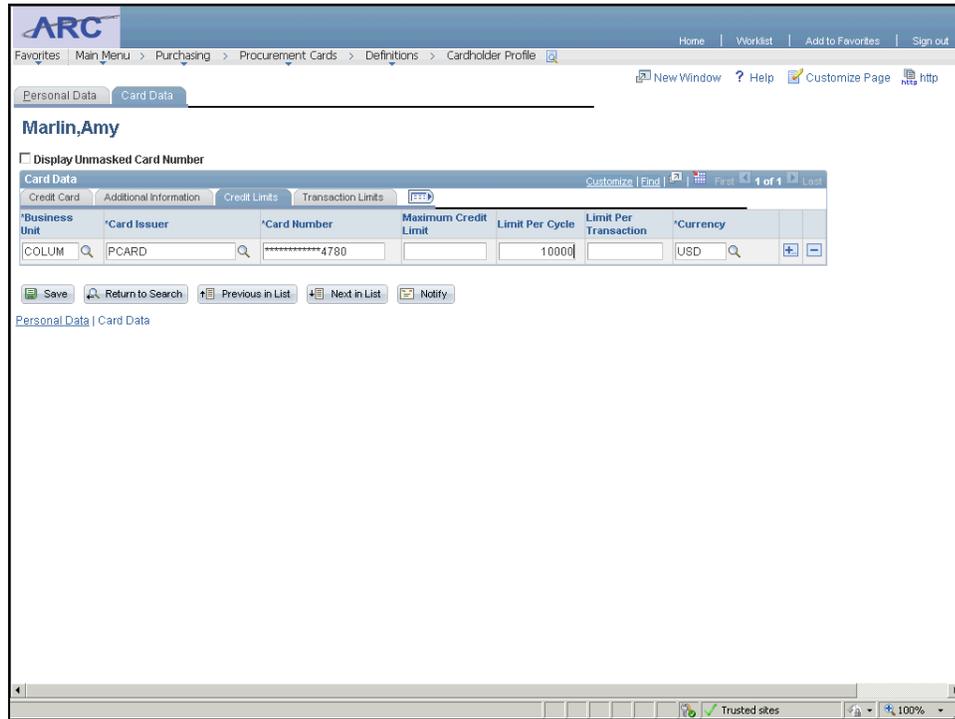
P-Card Maintenance



Step	Action
31.	Click in the Limit Per Cycle field. <input type="text"/>



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



The screenshot shows the ARC web application interface for P-Card Maintenance. The user is logged in as 'Marlin, Amy'. The 'Card Data' tab is active, and the 'Transaction Limits' sub-tab is selected. A table displays card information with the following fields:

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
COLUM	PCARD	*****4780		10000		USD

Below the table are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The browser's address bar shows the URL: 'http://www.arc.com/arc/procurement/cards/definitions/cardholderprofile.aspx?cardid=10000'.

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

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P-Card Maintenance



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | Card Data

Marlin, Amy

Display Unmasked Card Number

Card Data
 Credit Card | Additional Information | Credit Limits | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
COLUM	PCARD	*****4780		10000		USD

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

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

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | Card Data

Marlin, Amy

Display Unmasked Card Number

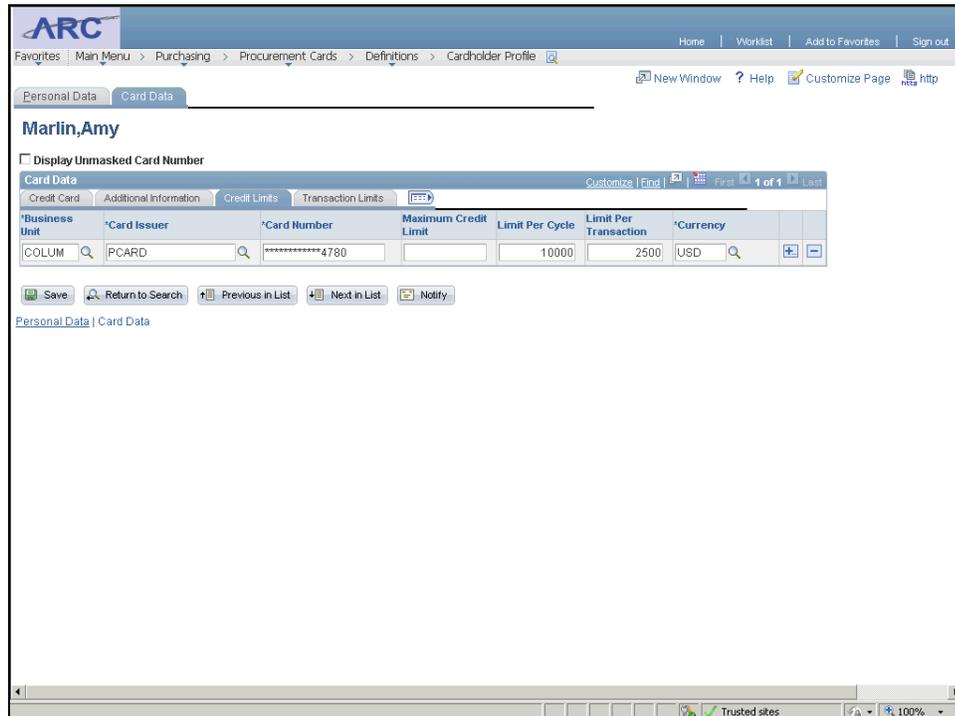
Card Data
 Credit Card | Additional Information | Credit Limits | Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
COLUM	PCARD	*****4780		10000	2500	USD

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

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



The screenshot shows the ARC system interface for Cardholder Profile. The 'Card Data' tab is active, and the 'Credit Card' sub-tab is selected. The form displays the following information:

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
COLUM	PCARD	*****4780		10000	2500	USD

Buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, and Notify.

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



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.

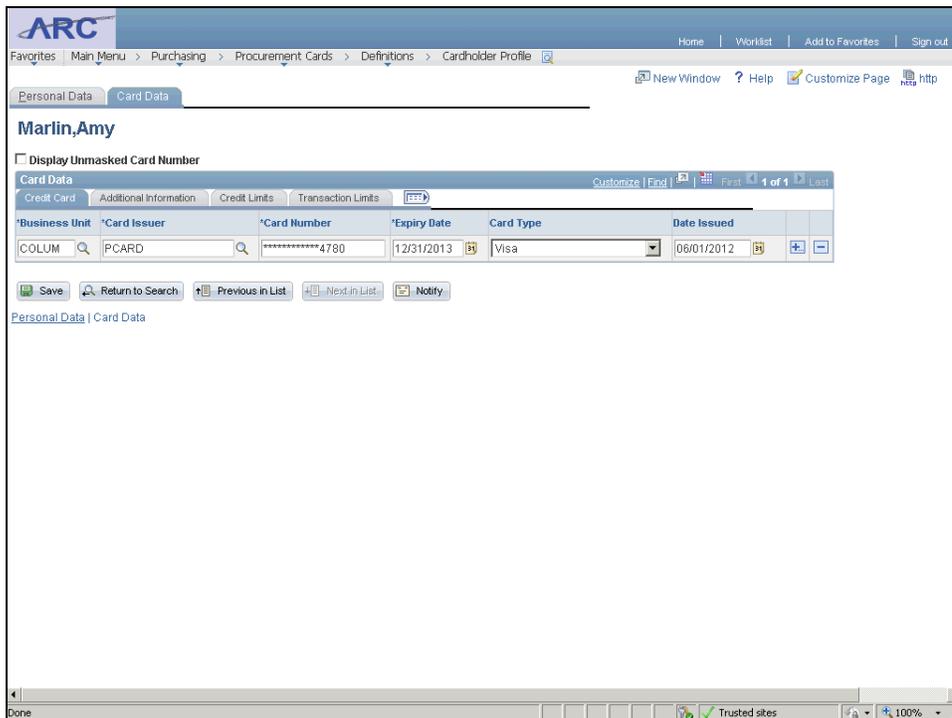
Note: A default ChartString or SpeedChart value must be provided on the P-Card application. P-Card transactions will not be allowed to default to a grant.

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

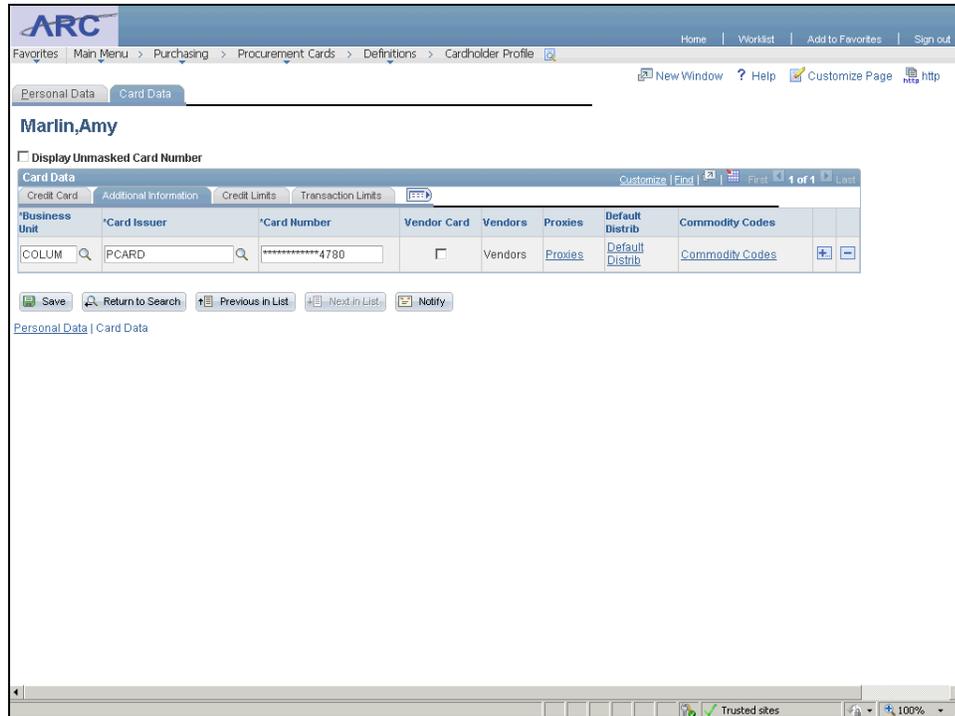
Estimated time to complete topic: 10 minutes

Procedure

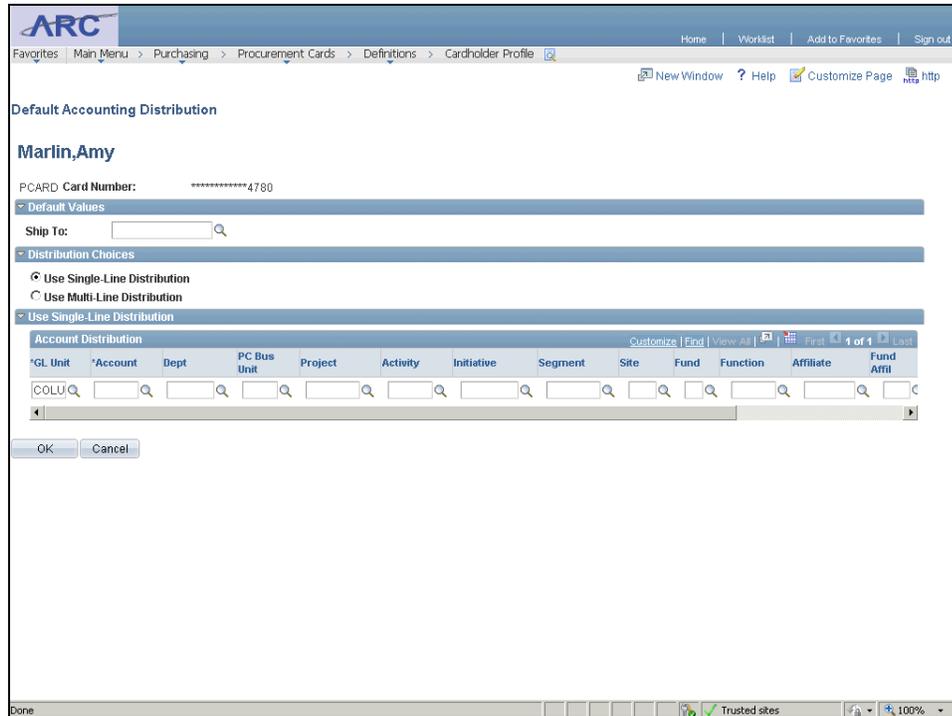
Welcome to the *Enter Accounting Distributions* topic where you will learn how to enter a single-line accounting distribution.



Step	Action
1.	To enter an accounting distribution, click the Additional Information tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Additional Information</div>



Step	Action
2.	<p>The Additional Information page allows you to:</p> <ol style="list-style-type: none"> 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.) <p>In this scenario, Michelle will enter a default distribution.</p>



Step	Action
4.	<p>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.</p> <p>In this scenario, Michelle will enter a single-line distribution.</p>

Training Guide

P-Card Maintenance



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

New Window | Help | Customize Page | http

Default Accounting Distribution

Marlin, Amy

PCARD Card Number: *****4780

- Default Values

Ship To:

- Distribution Choices

Use Single-Line Distribution
 Use Multi-Line Distribution

- Use Single-Line Distribution

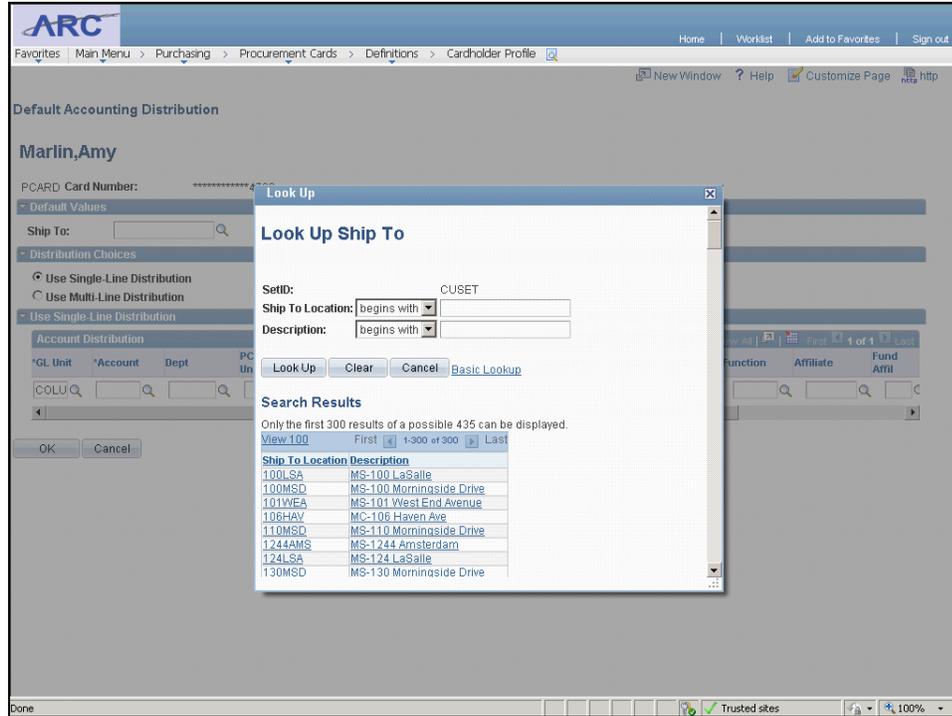
Account Distribution

GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil
COLL												

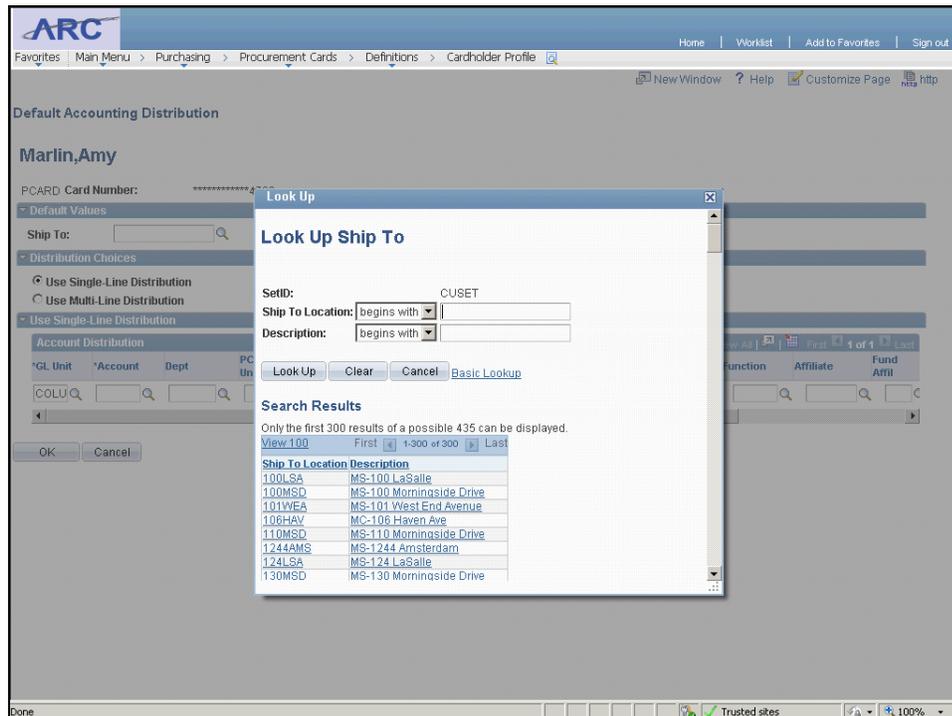
OK Cancel

Done

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



Step	Action
6.	Click in the Ship To Location field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>

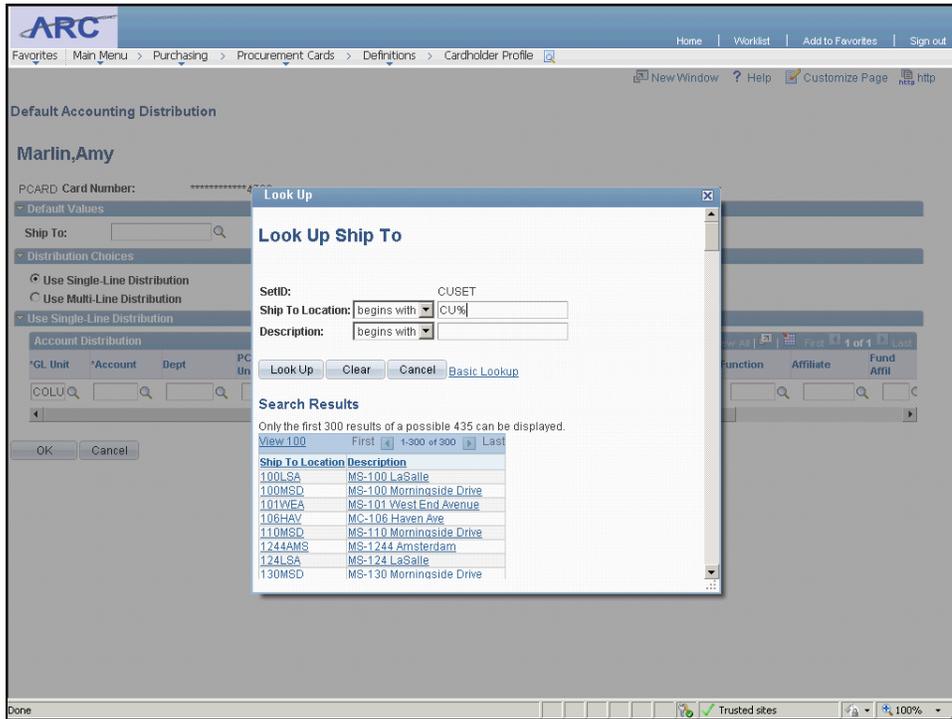


Training Guide

P-Card Maintenance

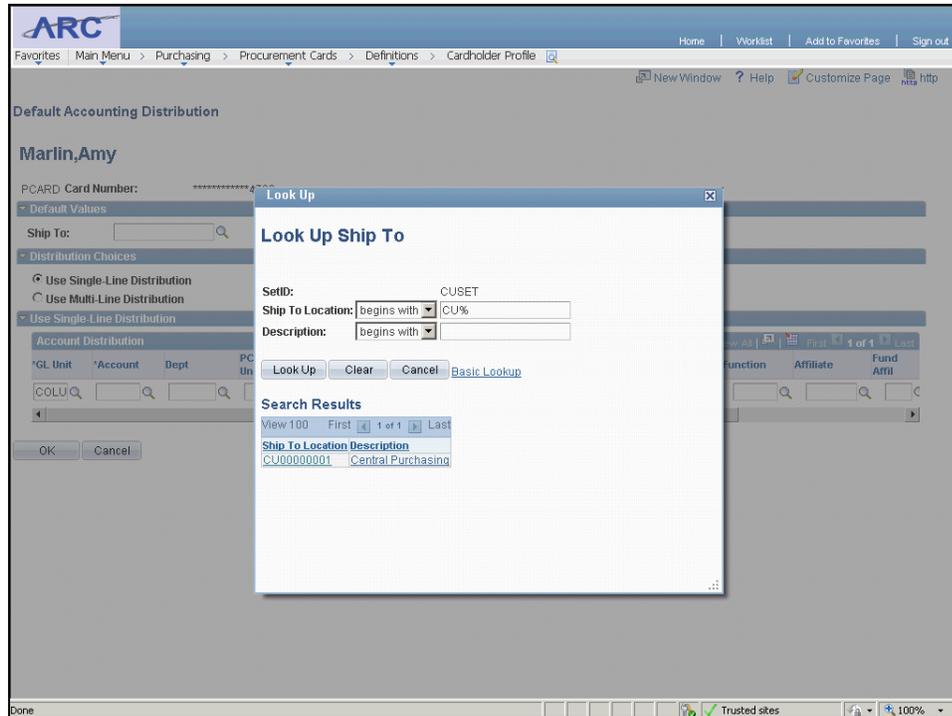


Step	Action
7.	Enter the desired information into the Ship To Location field. Enter " CU% ".

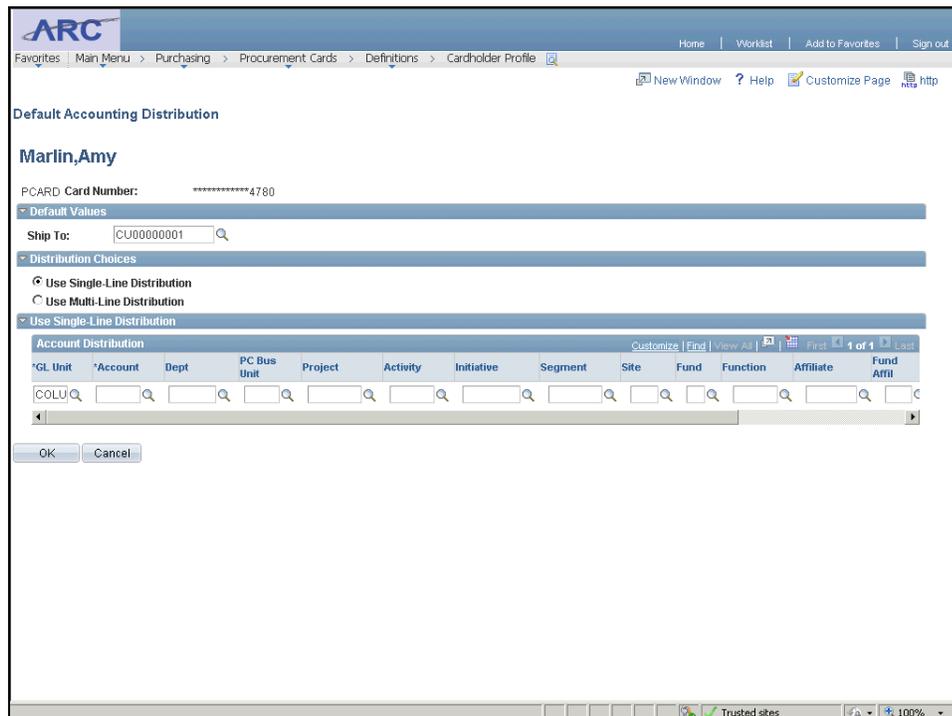


Step	Action
8.	Click the Look Up button.





Step	Action
9.	Click the CU00000001 link. CU00000001



Training Guide

P-Card Maintenance



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

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

New Window ? Help Customize Page http

Default Accounting Distribution

Marlin, Amy

PCARD Card Number: *****4780

Default Values

Ship To: CU00000001

Distribution Choices

Use Single-Line Distribution
 Use Multi-Line Distribution

Use Single-Line Distribution

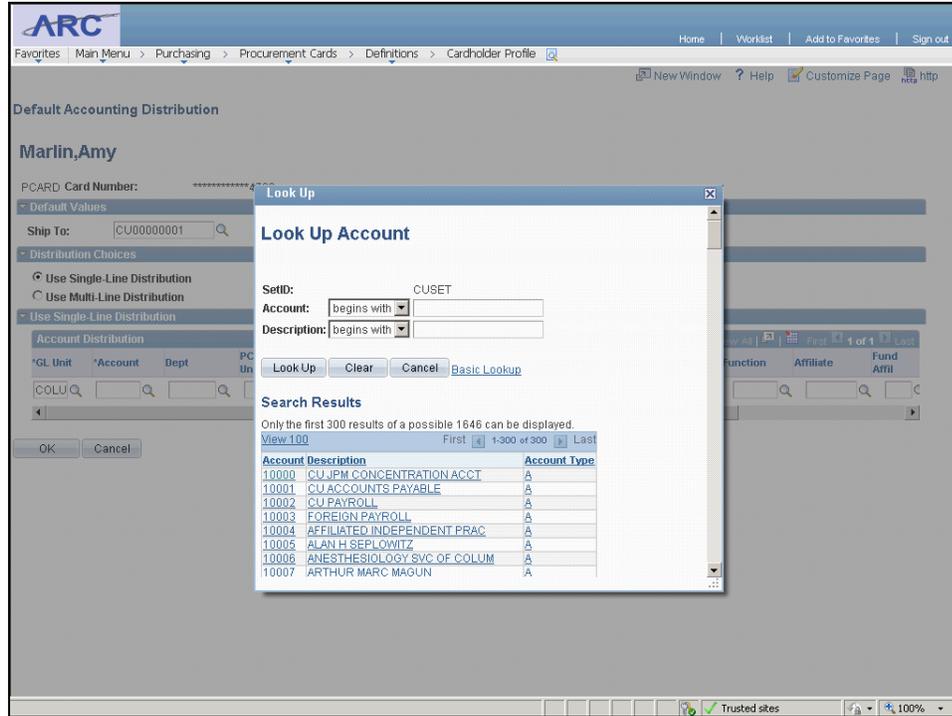
Account Distribution

GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil
COLU												

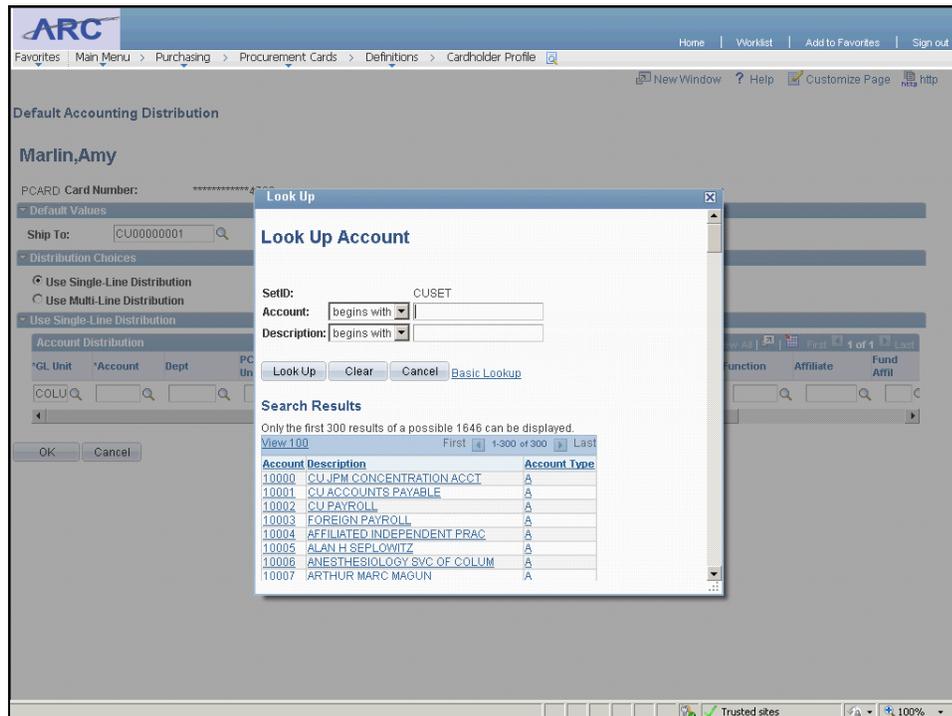
OK Cancel

Trusted sites 100%

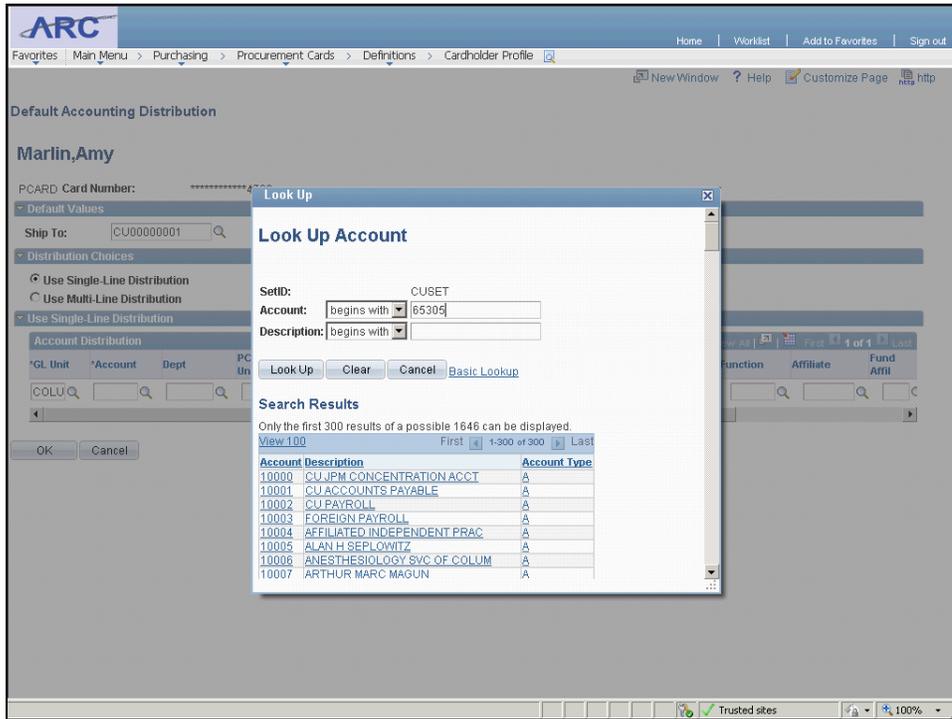
Step	Action
11.	Click the Look up Account (Alt+5) button. 



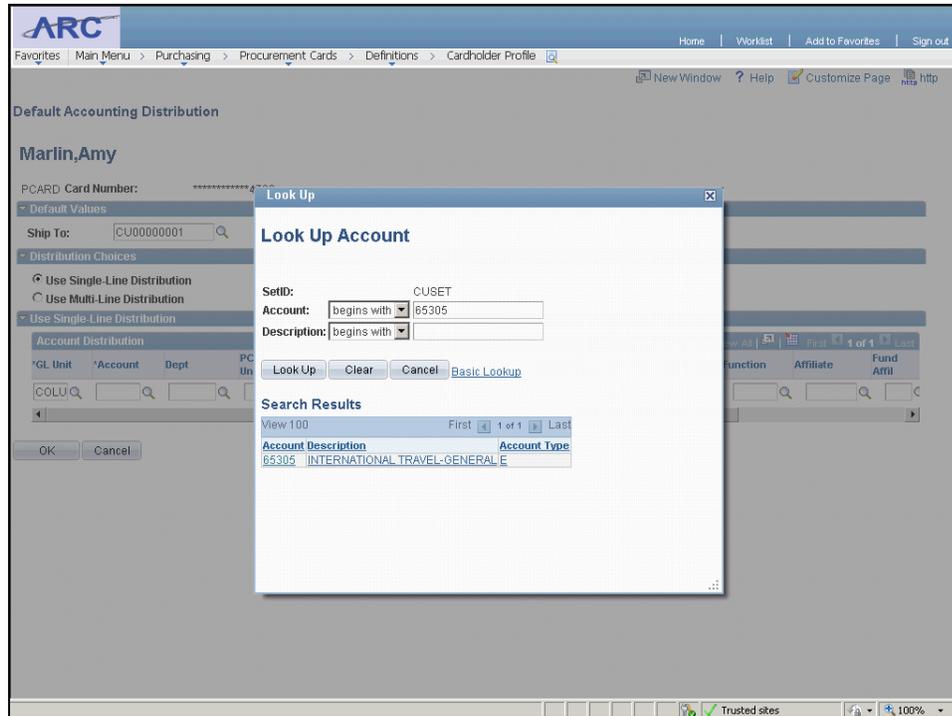
Step	Action
12.	Click in the Account field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>



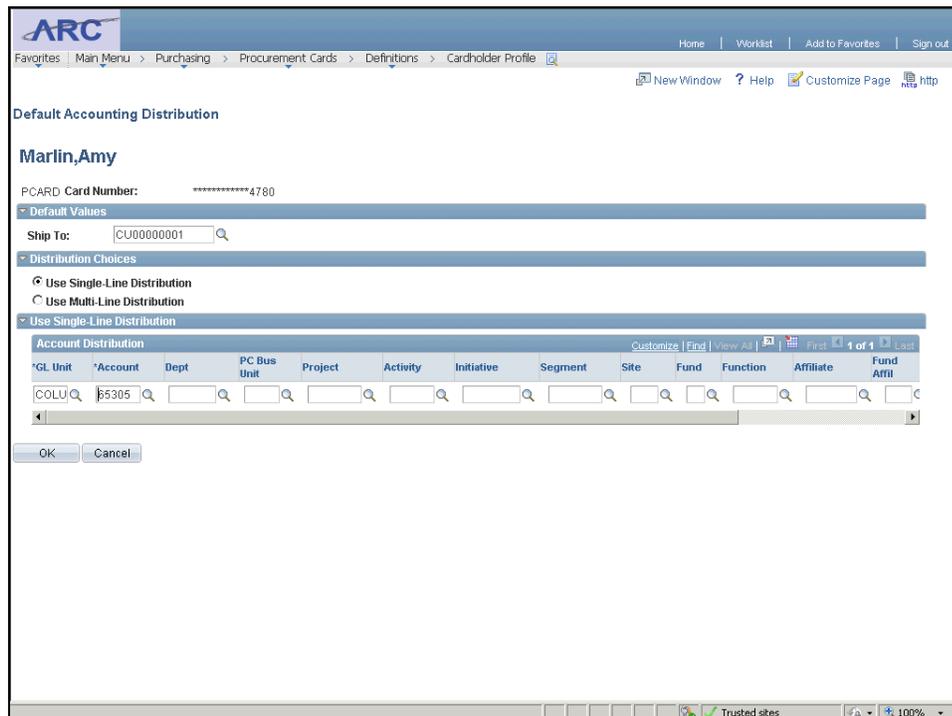
Step	Action
13.	Enter the desired information into the Account field. Enter " 65305 ".



Step	Action
14.	Click the Look Up button. 



Step	Action
15.	Click the 65305 link. 65305

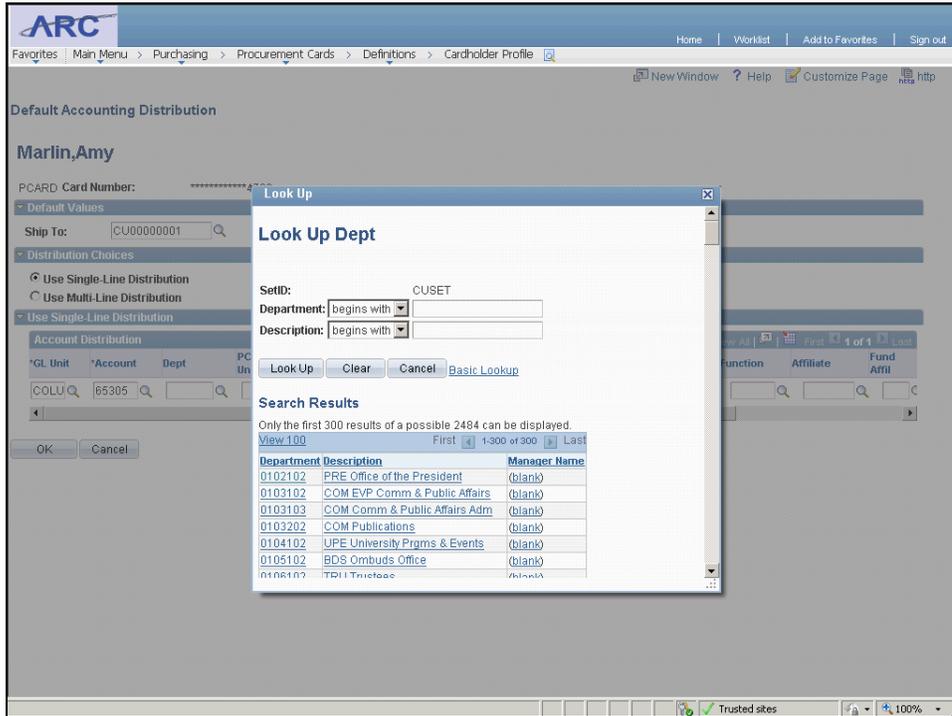


Training Guide

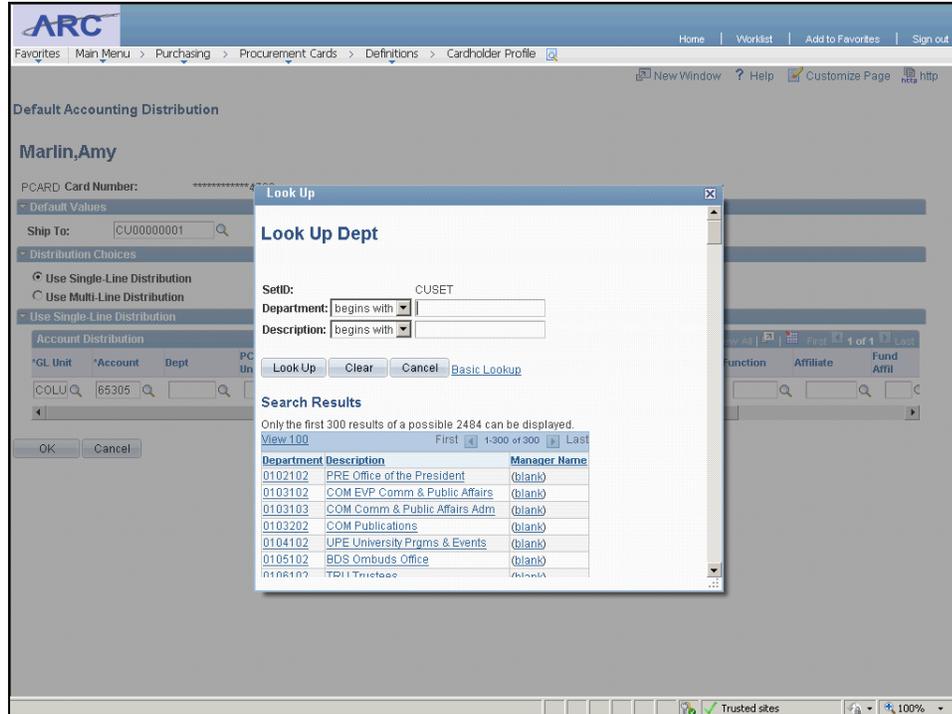
P-Card Maintenance



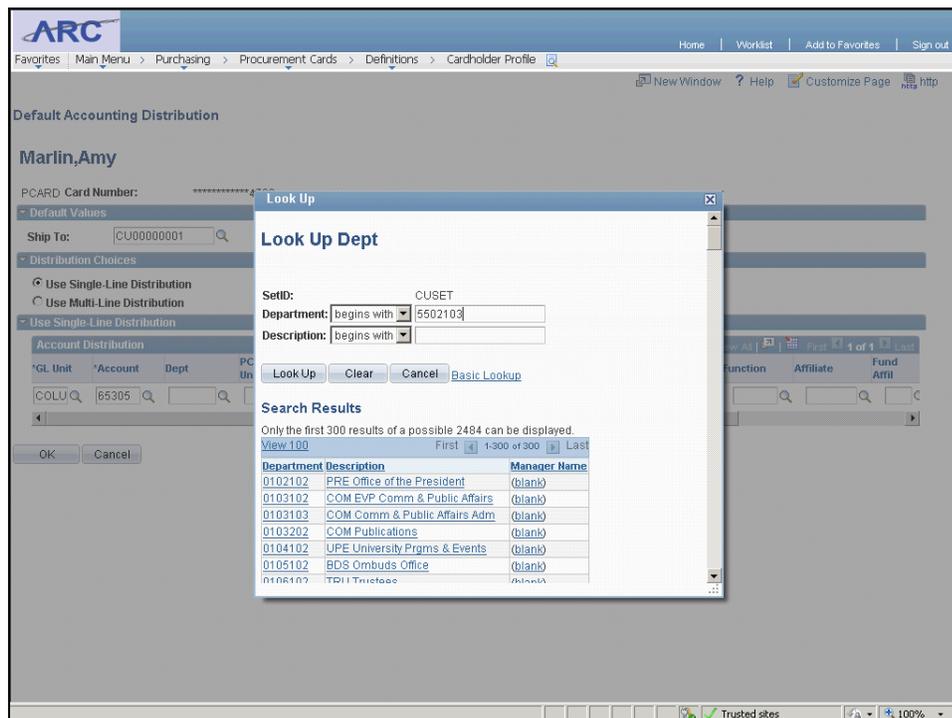
Step	Action
16.	Click the Look up Dept (Alt+5) button. 



Step	Action
17.	Click in the Department field. 



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

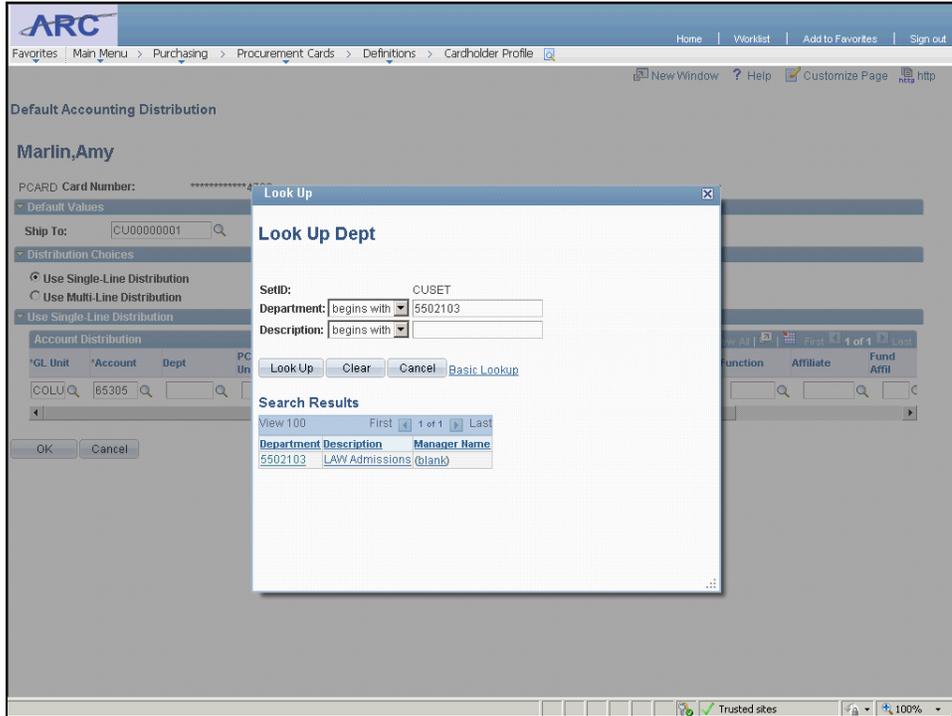


Training Guide

P-Card Maintenance



Step	Action
19.	Click the Look Up button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Look Up</div>



Step	Action
20.	Click the 5502103 link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">5502103</div>

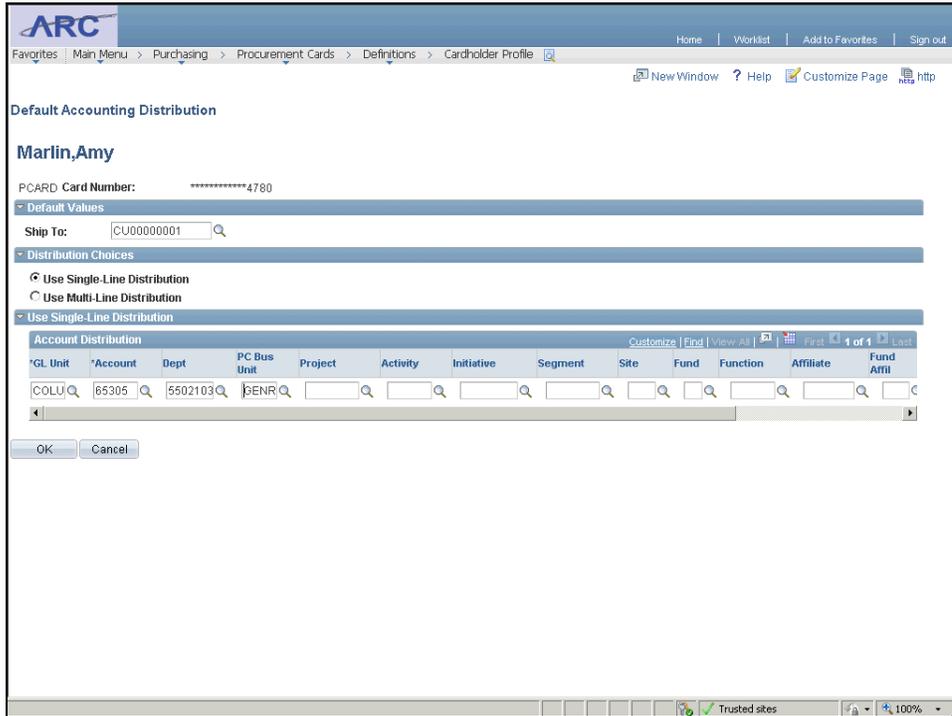
Step	Action
21.	Click the Look up PC Bus Unit (Alt+5) button. 

Training Guide

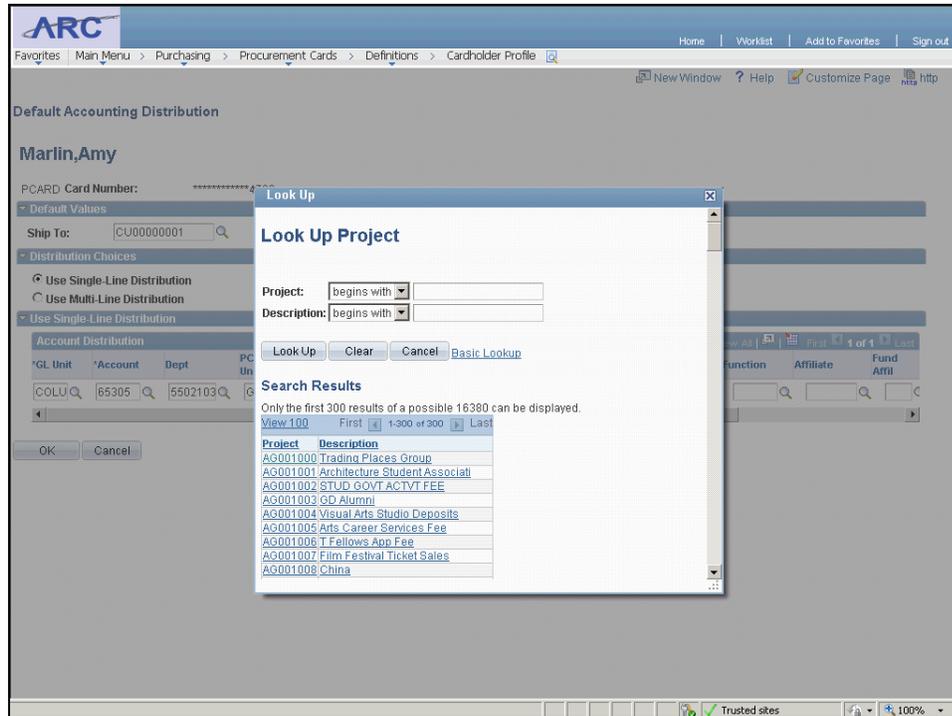
P-Card Maintenance



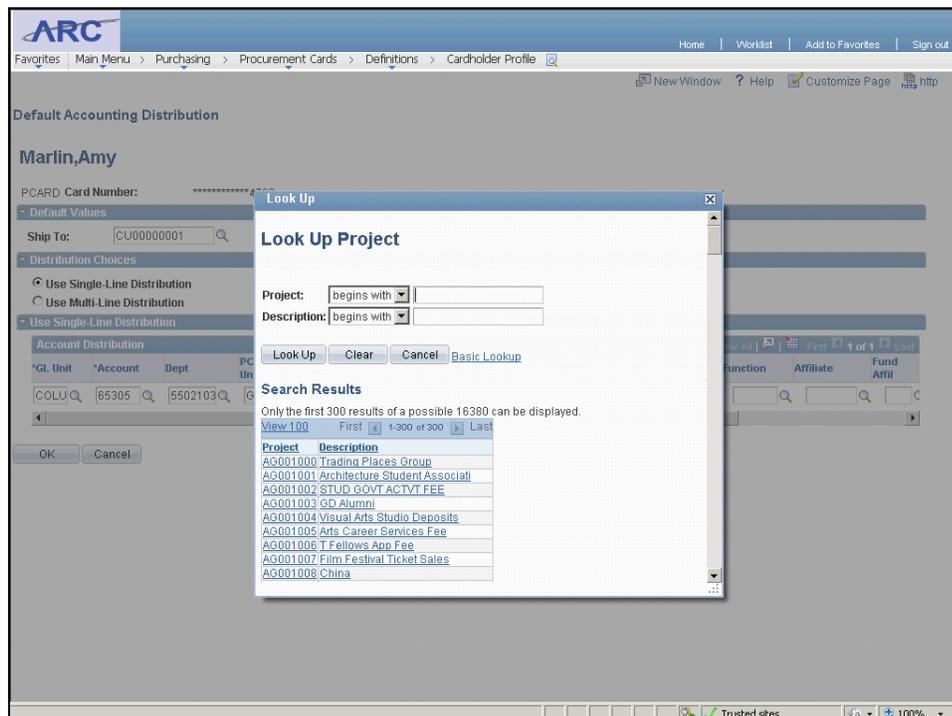
Step	Action
22.	Click the GENRL link. 



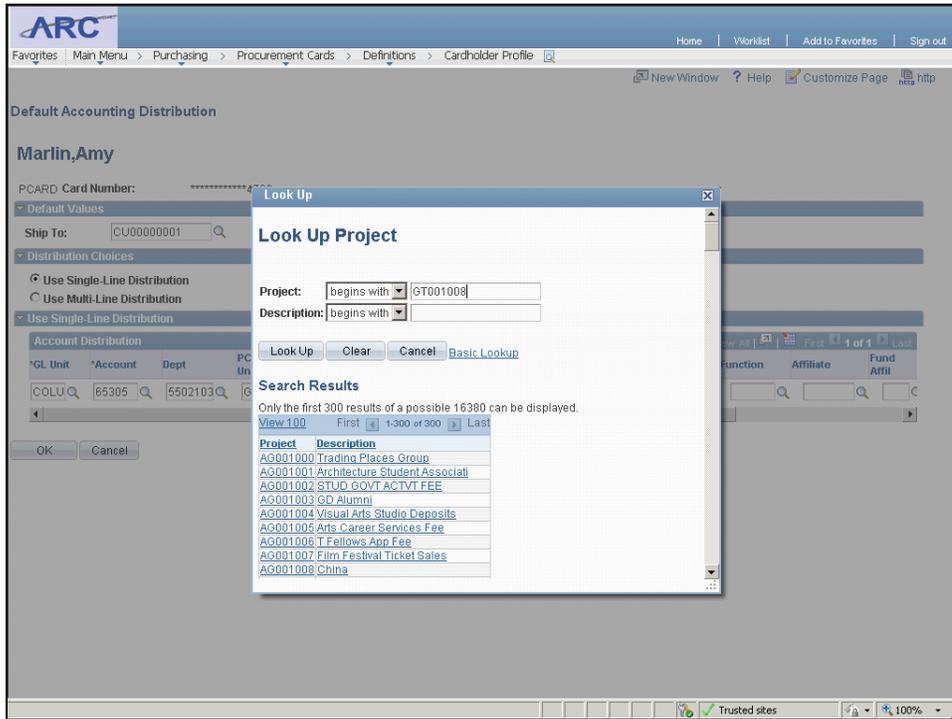
Step	Action
23.	Click the Look up Project (Alt+5) button. 



Step	Action
24.	Click in the Project field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>

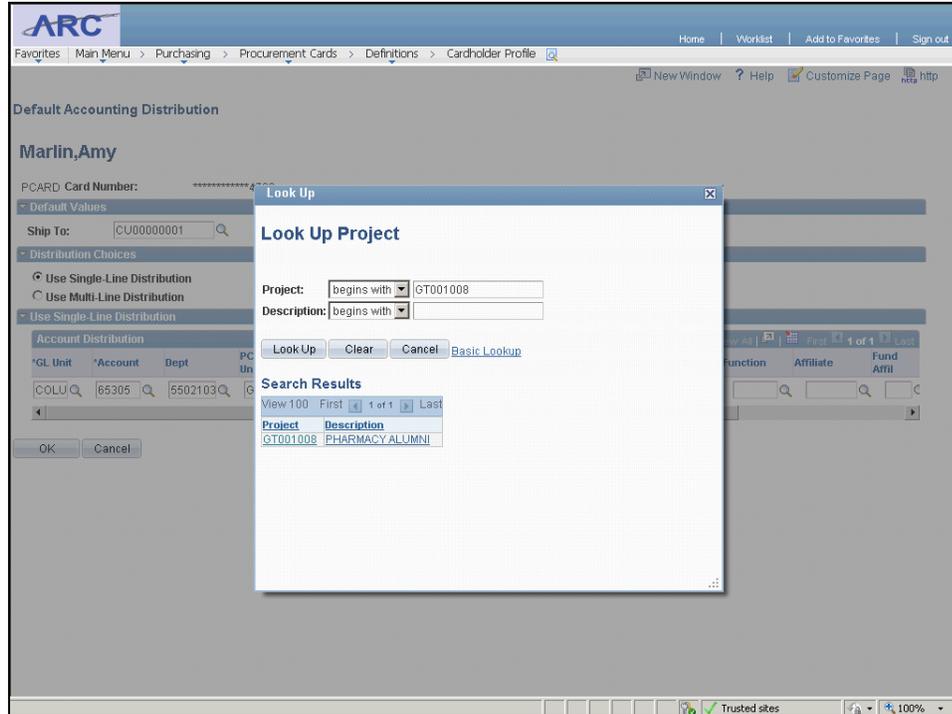


Step	Action
25.	Enter the desired information into the Project field. Enter " GT001008 ".

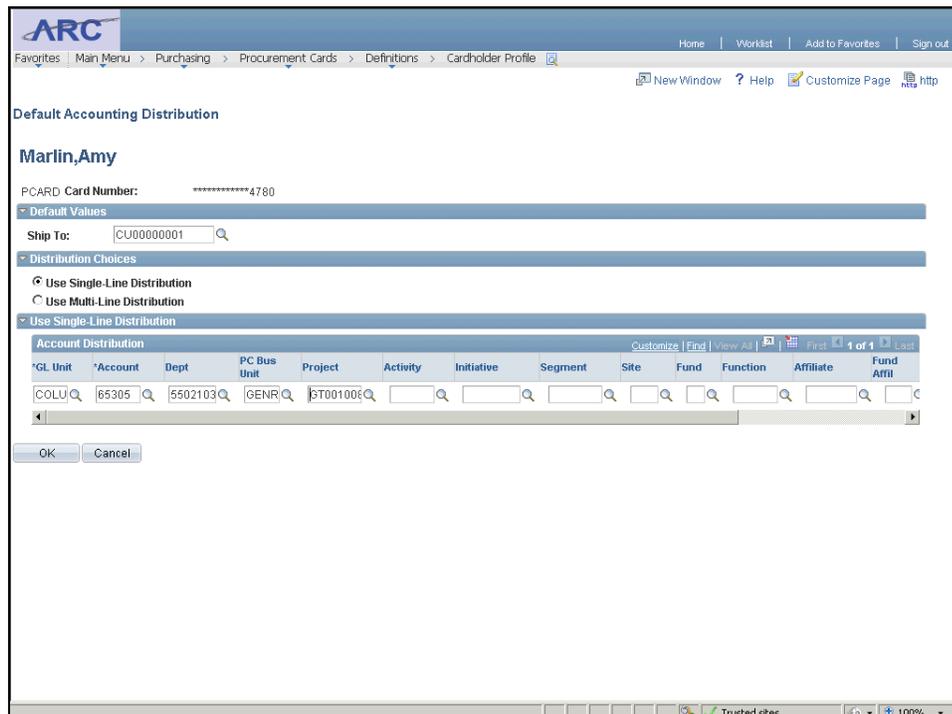


Step	Action
26.	Click the Look Up button.

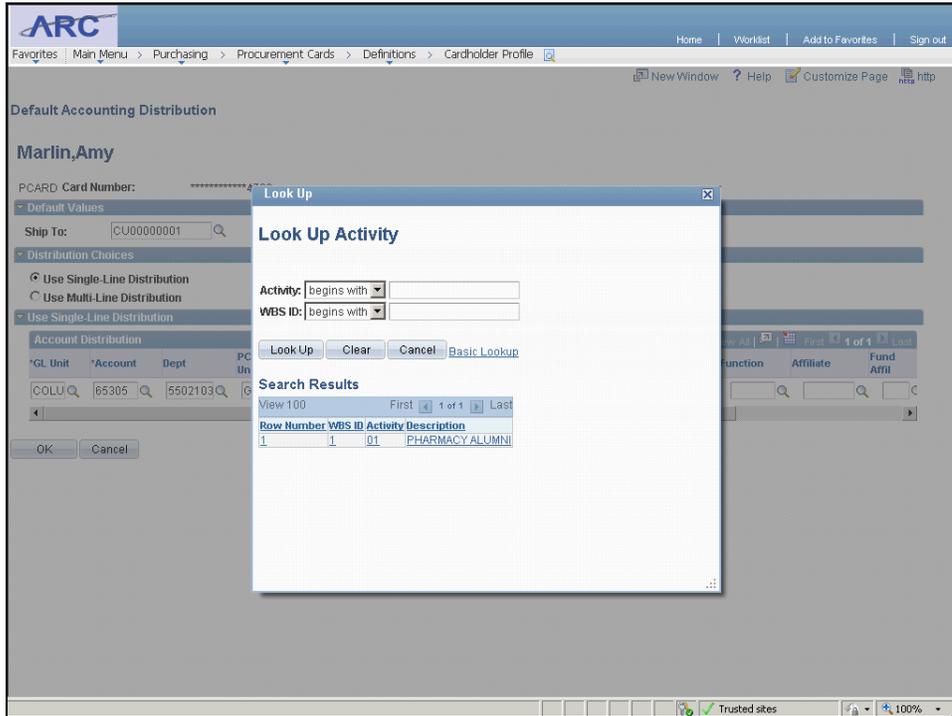




Step	Action
27.	Click the GT001008 link. GT001008



Step	Action
28.	Click the Look up Activity (Alt+5) button. 



Step	Action
29.	Click the 01 link. 

Step	Action
30.	Click the Look up Initiative (Alt+5) button.

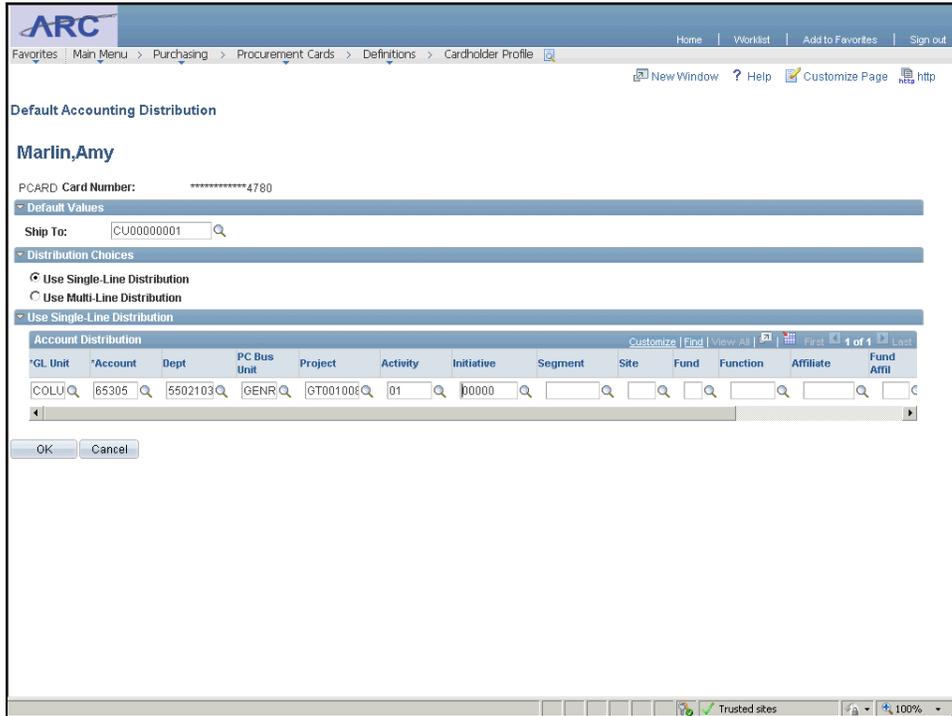
Initiative	Description
00000	Undefined Initiative
10001	Payroll Suspense
10002	P-Card Suspense
10003	Alumni Relations
10004	Communications
10005	Frontline Development
10006	Non-Frontline Development
10101	MDM Executive Office

Training Guide

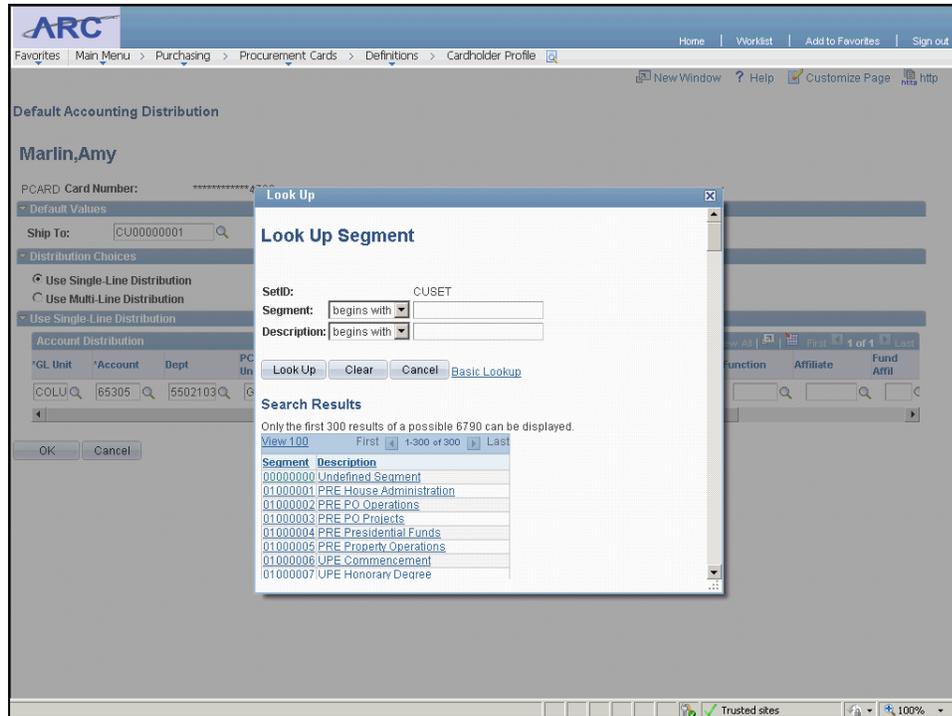
P-Card Maintenance



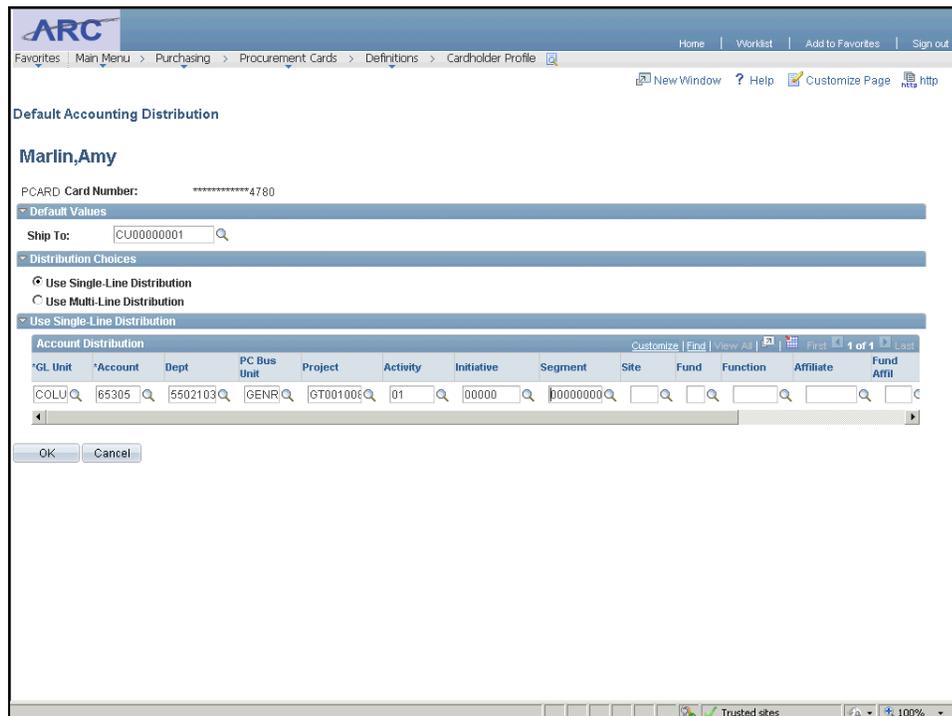
Step	Action
31.	Click the 00000 link. 



Step	Action
32.	Click the Look up Segment (Alt+5) button. 



Step	Action
33.	Click the 00000000 link. <u>00000000</u>

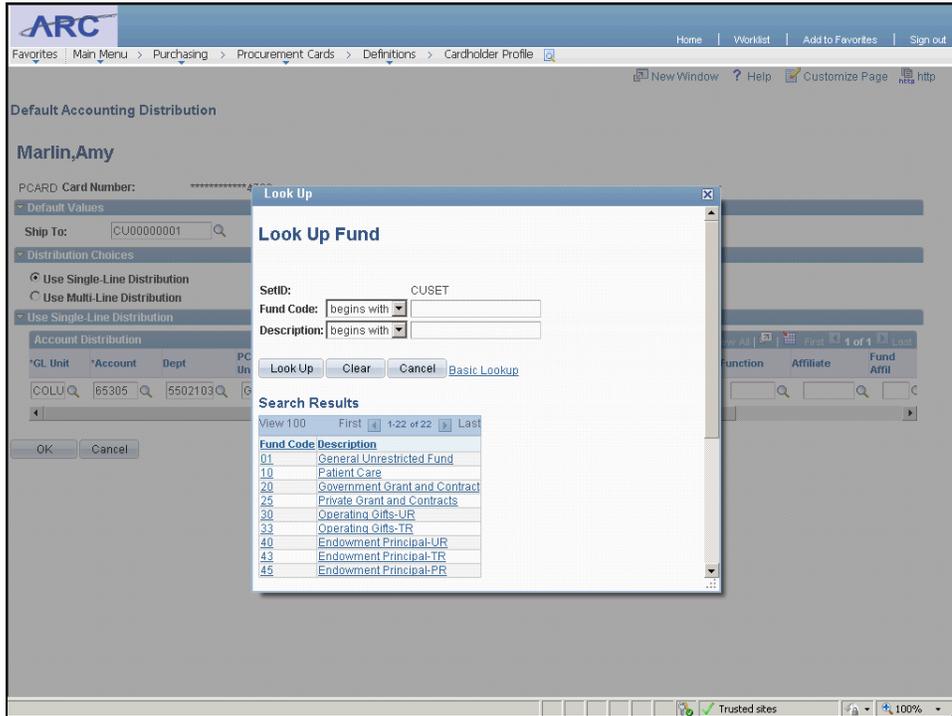


Training Guide

P-Card Maintenance



Step	Action
34.	Click the Look up Fund (Alt+5) button. 



Step	Action
35.	Click the 30 link. 

ARC
Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Default Accounting Distribution

Marlin, Amy

PCARD Card Number: *****4780

Default Values

Ship To: CU00000001

Distribution Choices

Use Single-Line Distribution
 Use Multi-Line Distribution

Use Single-Line Distribution

GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil
COLU	65305	5502103	GENR	GT00100E	01	00000	00000000		30			

OK Cancel

Step	Action
36.	Click in the Location field. <input type="text"/>

ARC
Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Default Accounting Distribution

Marlin, Amy

PCARD Card Number: *****4780

Default Values

Ship To: CU00000001

Distribution Choices

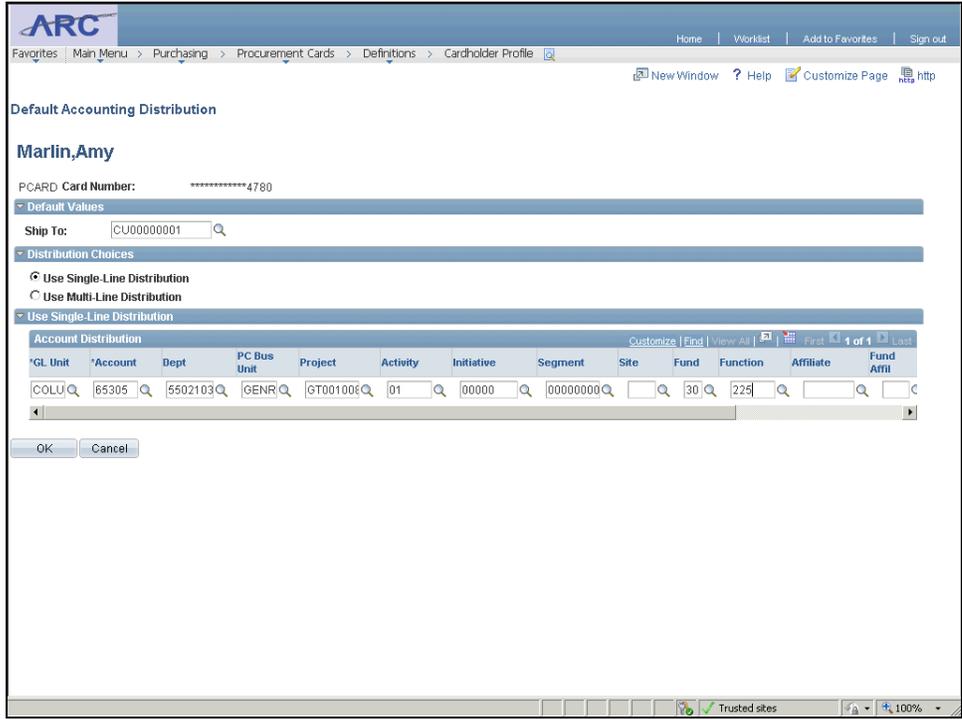
Use Single-Line Distribution
 Use Multi-Line Distribution

Use Single-Line Distribution

GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil
COLU	65305	5502103	GENR	GT00100E	01	00000	00000000		30			

OK Cancel

Step	Action
37.	Enter the desired information into the Location field. Enter " 225 ".



Default Accounting Distribution

Marin, Amy

PCARD Card Number: *****4780

Default Values

Ship To: CU00000001

Distribution Choices

Use Single-Line Distribution
 Use Multi-Line Distribution

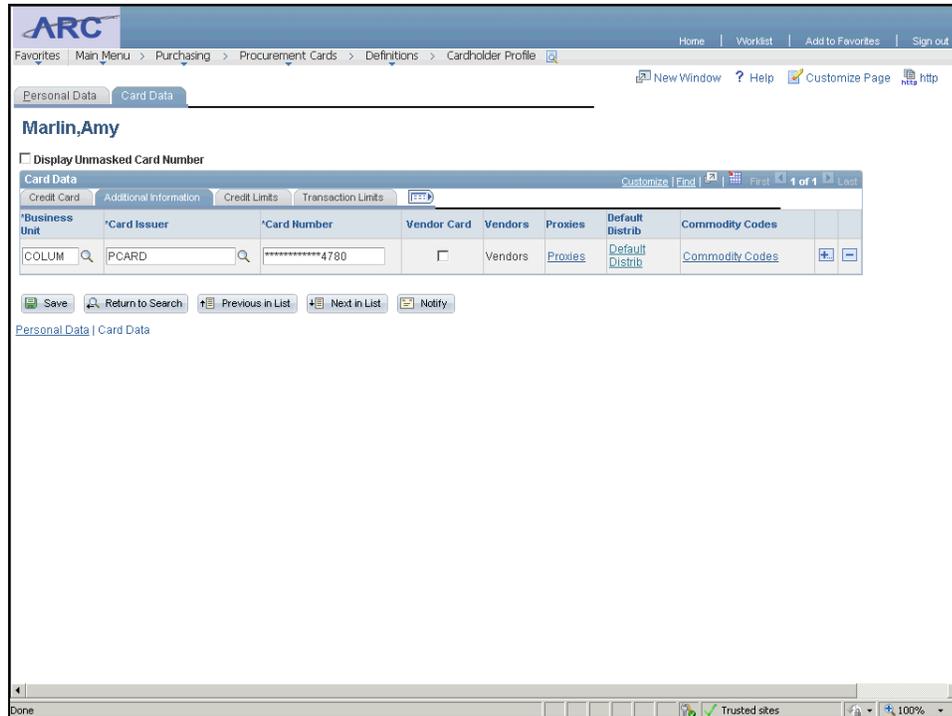
Use Single-Line Distribution

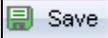
GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil
COLU	65305	5502103	GENR	GT00100	01	00000	00000000		30	225		

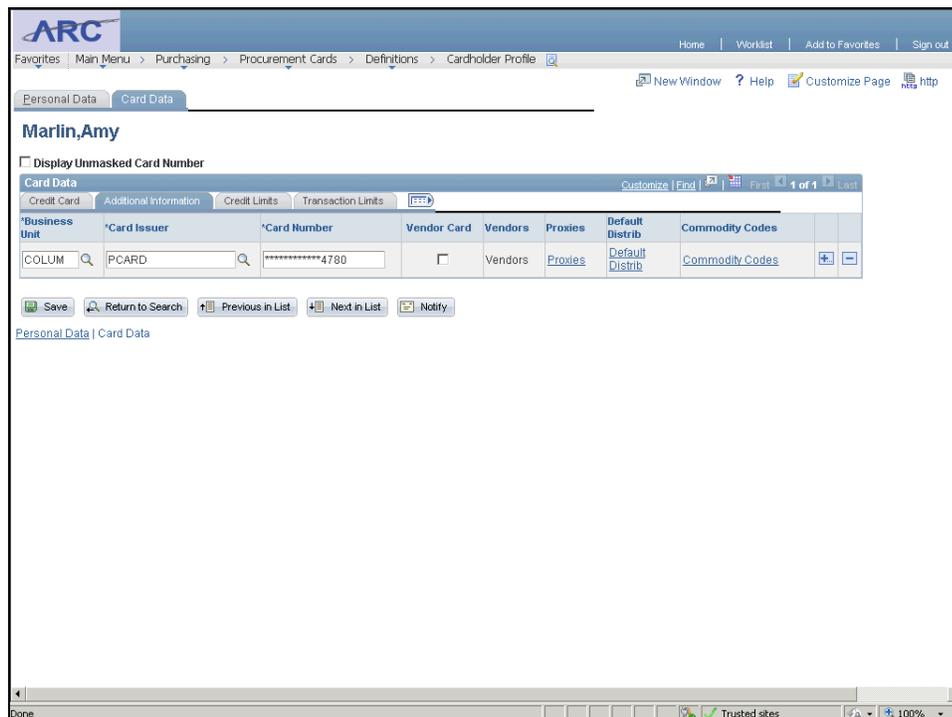
OK Cancel

Step	Action
38.	Click the OK button.

OK



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





Step	Action
40.	<p>You have successfully entered a single-line accounting distribution.</p> <p>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.</p> <p>End of Procedure.</p>



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

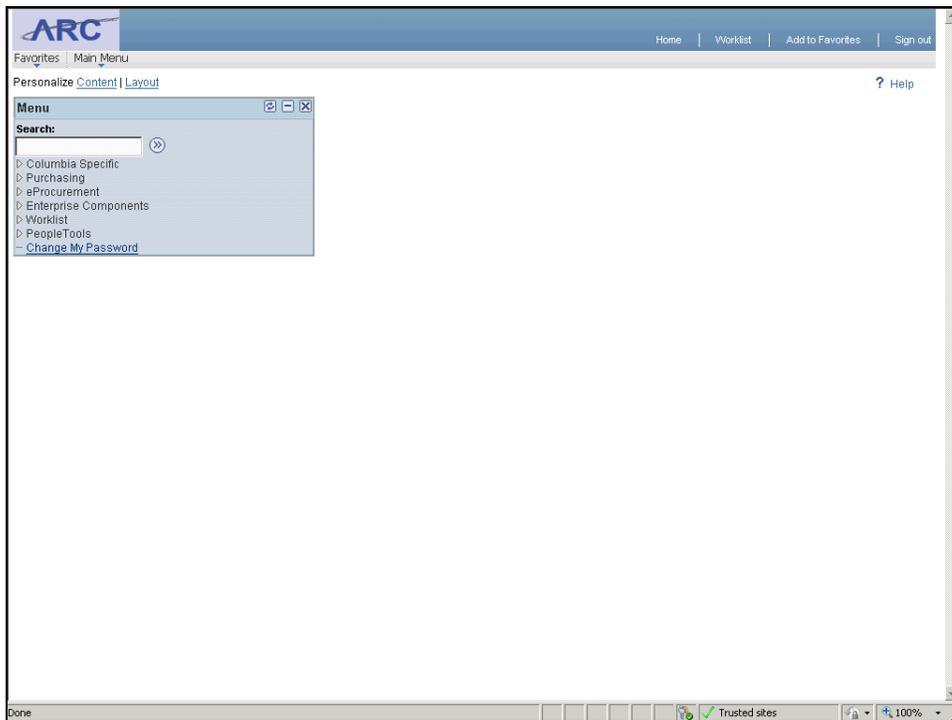
The P-Card Access Rights have been configured for each procurement card role. This determines the actions that specific P-Card roles will be able to complete.

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

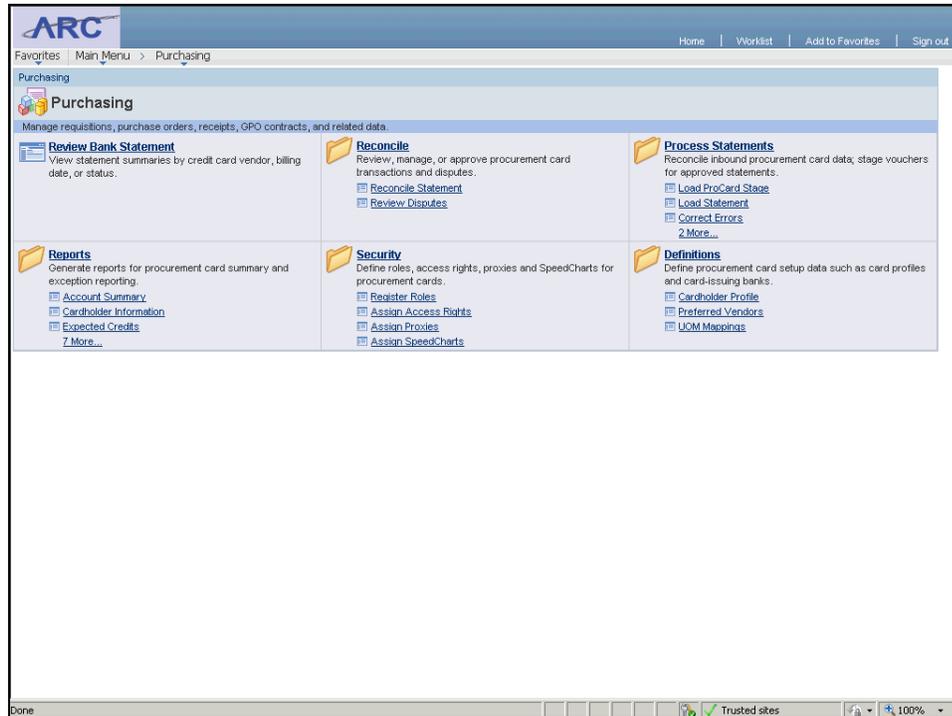
Estimated time to complete topic: 5 minutes

Procedure

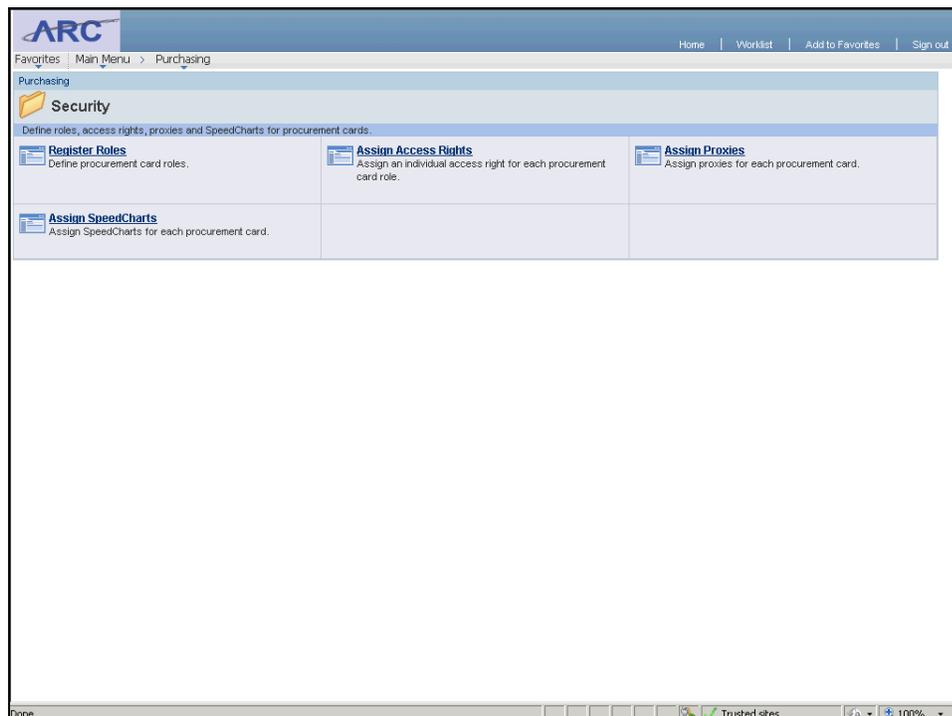
Welcome to the *Review P-Card Access Rights* topic where you will learn how to review P-Card Access Rights.



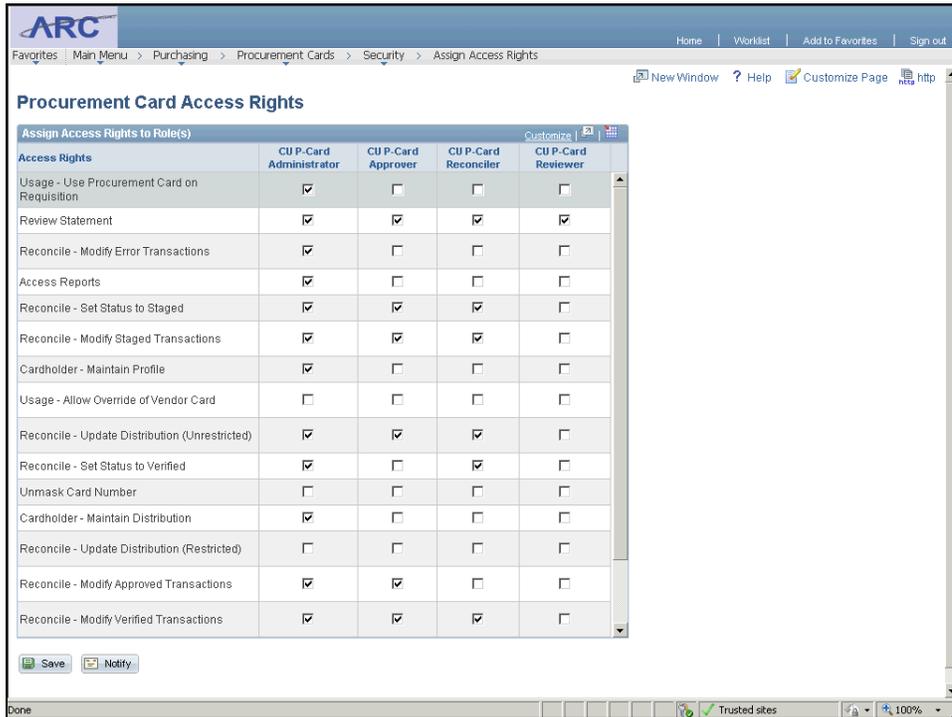
Step	Action
1.	Click the Purchasing link. 



Step	Action
2.	Click the Security link. 



Step	Action
3.	Click the Assign Access Rights link. Assign Access Rights



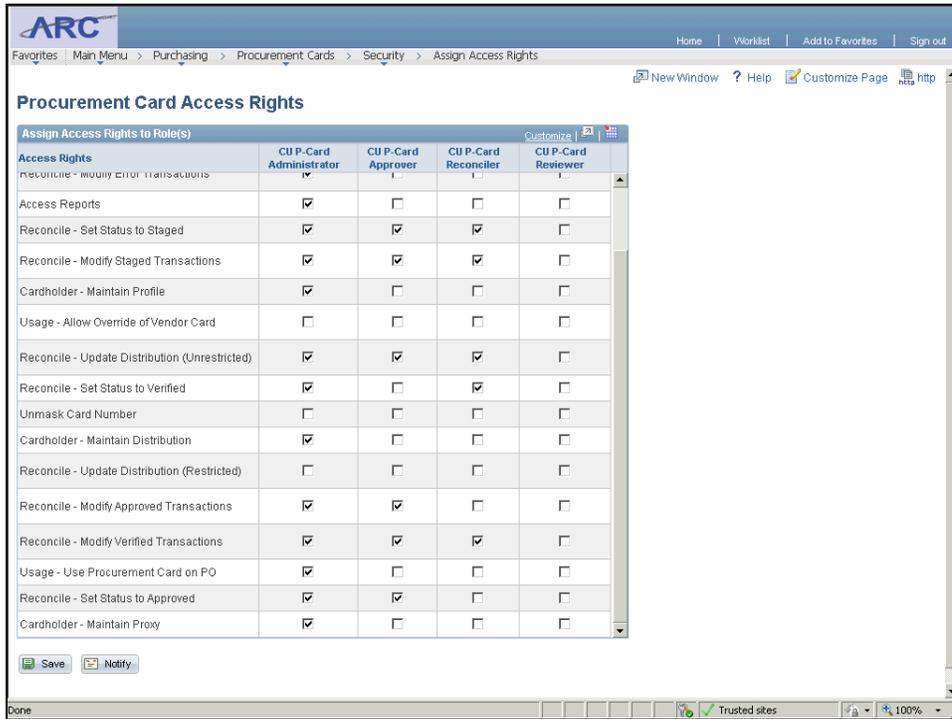
Step	Action
4.	<p>The Procurement Card Access Rights page displays all Access Rights assigned to P-Card roles.</p> <p>The applicable access rights assigned to a P-Card role are checked.</p> <p>To enable an Access Right per P-Card role, click the appropriate check box. To disable an Access Right, leave the checkbox unchecked.</p> <p>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.</p>

Access Rights	CU P-Card Administrator	CU P-Card Approver	CU P-Card Reconciler	CU P-Card Reviewer
Usage - Use Procurement Card on Requisition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reconcile - Modify Error Transactions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Set Status to Staged	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reconcile - Modify Staged Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardholder - Maintain Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usage - Allow Override of Vendor Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Update Distribution (Unrestricted)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reconcile - Set Status to Verified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unmask Card Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardholder - Maintain Distribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Update Distribution (Restricted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Modify Approved Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Modify Verified Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Access Rights	CU P-Card Administrator	CU P-Card Approver	CU P-Card Reconciler	CU P-Card Reviewer
Reconcile - Modify Error Transactions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Set Status to Staged	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reconcile - Modify Staged Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardholder - Maintain Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usage - Allow Override of Vendor Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Update Distribution (Unrestricted)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reconcile - Set Status to Verified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unmask Card Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardholder - Maintain Distribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Update Distribution (Restricted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Modify Approved Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Modify Verified Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Usage - Use Procurement Card on PO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile - Set Status to Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardholder - Maintain Proxy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



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

Assign a Proxy

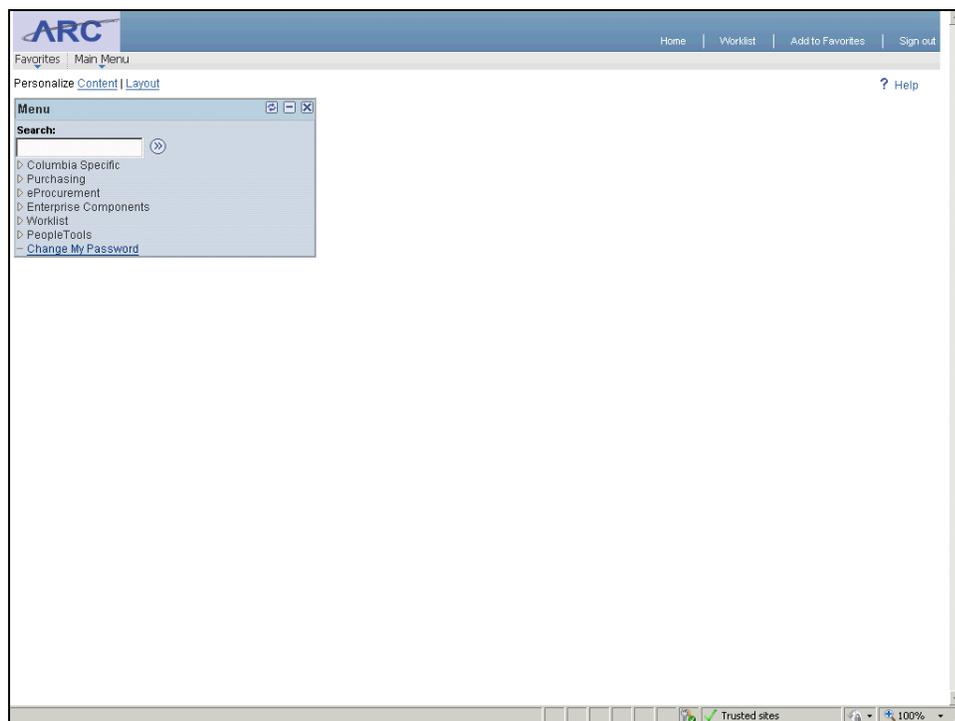
P-Card Administrators will assign a user as a proxy to a cardholder profile with the applicable role that was assigned through the security access form based on the information provided in the P-Card application.

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

Estimated time to complete topic: 5 minutes

Procedure

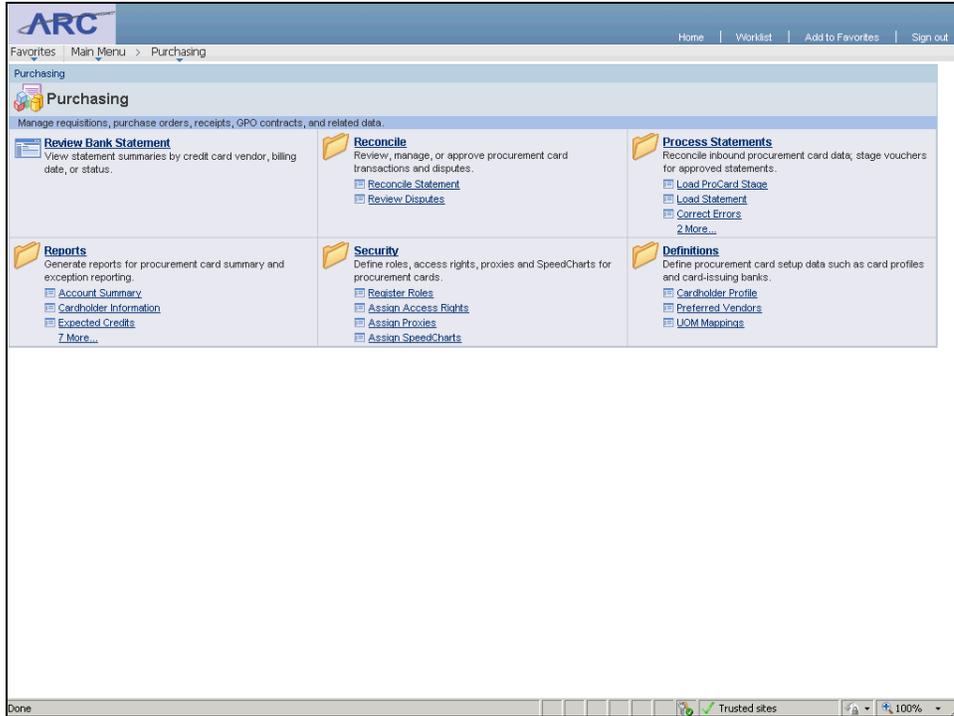
Welcome to the *Assign a Proxy* topic where you will learn how to assign a proxy to a cardholder.



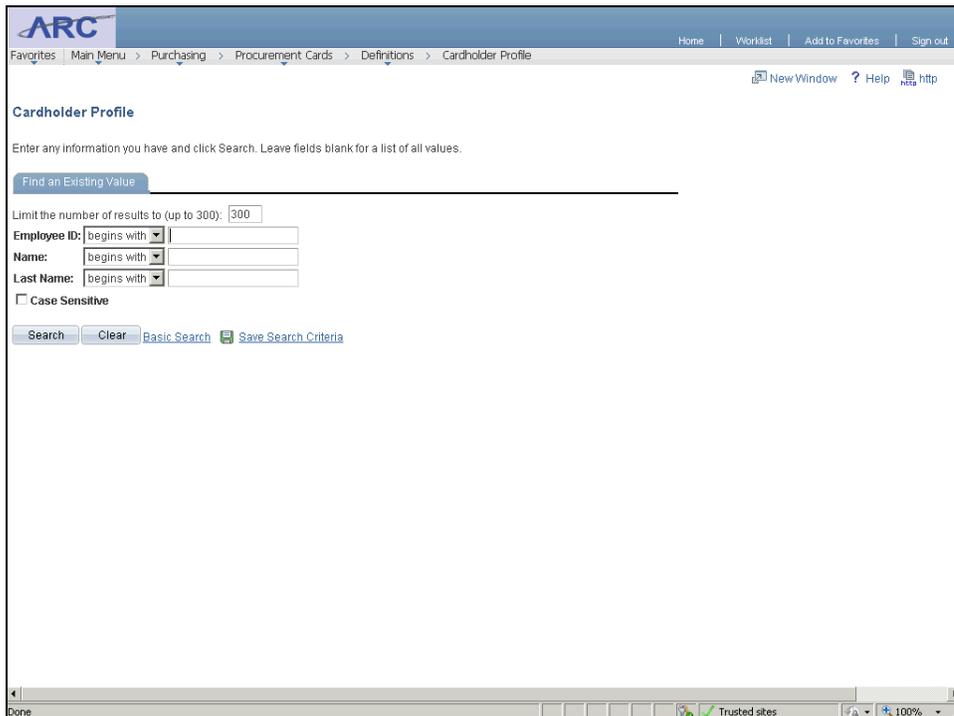
Step	Action
1.	Click the Purchasing link. 

Training Guide

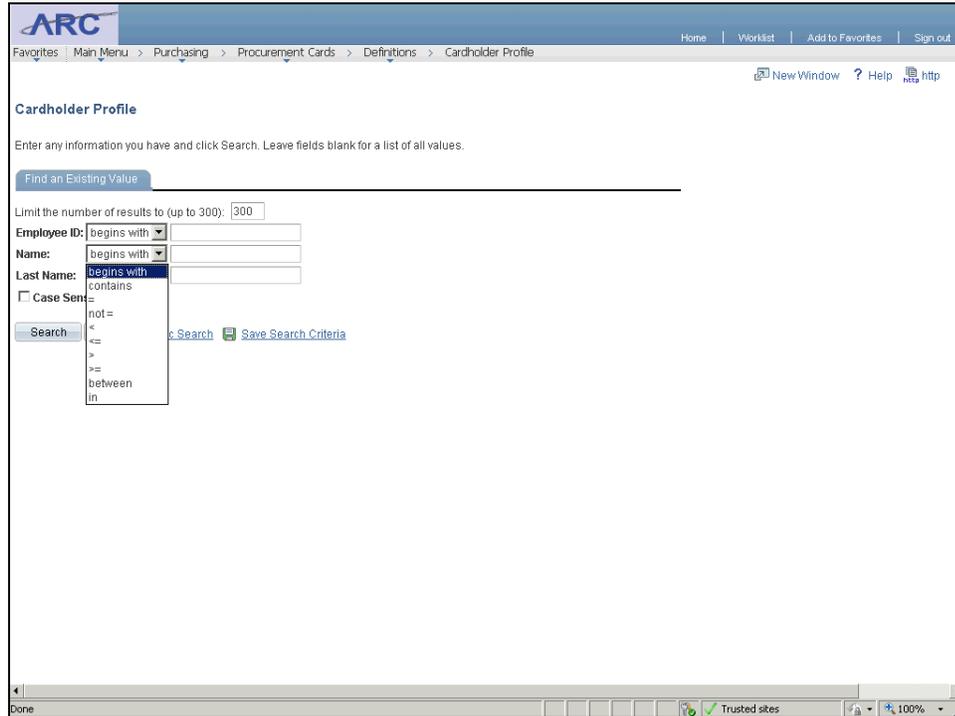
P-Card Maintenance



Step	Action
2.	Click the Cardholder Profile link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Cardholder Profile</div>



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



Step	Action
4.	Click the contains list item. 

Training Guide

P-Card Maintenance



Step	Action
5.	Enter the desired information into the Name field. Enter " Marlin ".

Step	Action
6.	Click the Search button. 

Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Limit the number of results to (up to 300):

Employee ID:

Name:

Last Name:

Case Sensitive

[Basic Search](#)

Search Results

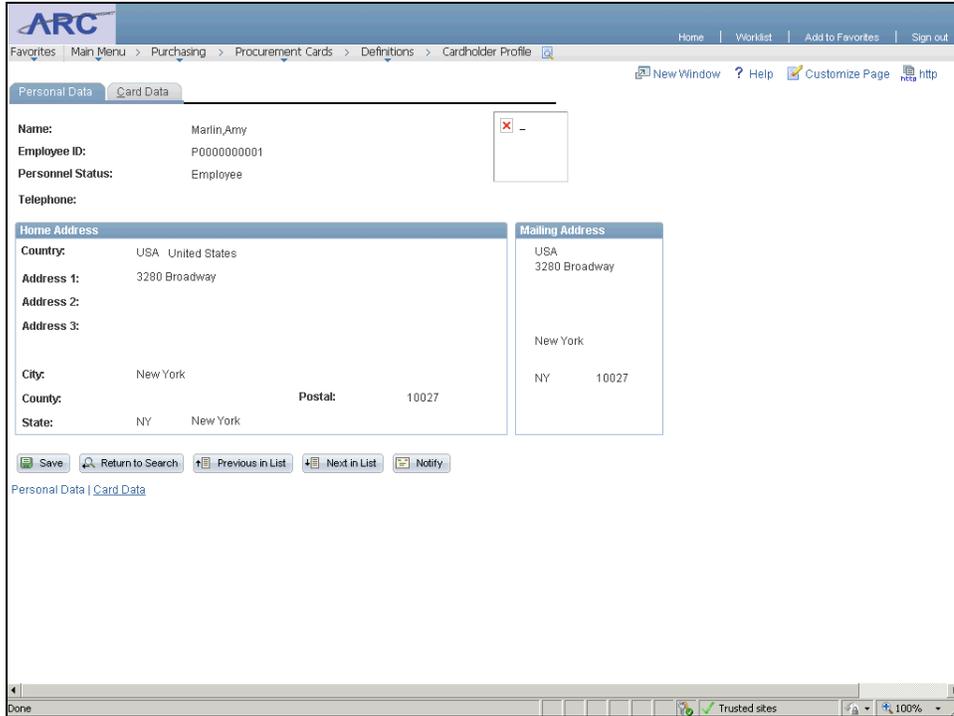
View All First 1-16 of 16 Last

Employee ID	Name	Last Name
10057160	Bruce, Stuart Marlin	BRUCE
10032032	Chappell, Marlin R	CHAPPELL
10165979	Downey, Marlin K	DOWNEY
10136207	Karr, Marlin D	KARR
10056093	Kimball, Marlin C	KIMBALL
10017544	Martin Jr, Elmer P	MARLIN JR
P000000001	Marlin, Amy	MARLIN
10028841	McDougal, Marlin R	MCDUGALL
10038903	Mcgregor Jr, Marlin F	MCGREGOR
10155784	Nelson, Marlin B	NELSON
10138037	Santiago, Marlin	SANTIAGO
10054972	Smith, Marlin D	SMITH
10059075	Temple, John Marlin	TEMPLE
10009575	Weber, Marlin R	WEBER
10051747	White, Marlin J	WHITE
10144860	Yelton Jr, Marlin E	YELTON

Step	Action
7.	Click the Marlin, Amy link. 

Training Guide

P-Card Maintenance



Step	Action
8.	<p>The Personal Data page displays cardholder information such as personnel status and home address.</p> <p>Note: This is a display-only page.</p>

ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

Name: Marlin,Amy
Employee ID: P000000001
Personnel Status: Employee
Telephone:

Home Address

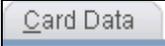
Country: USA United States
Address 1: 3280 Broadway
Address 2:
Address 3:
City: New York
County: NY New York
State: NY New York
Postal: 10027

Mailing Address

USA
 3280 Broadway
 New York
 NY 10027

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

Step	Action
9.	Click the Card Data tab. 

ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data | **Card Data**

Marlin,Amy

Display Unmasked Card Number

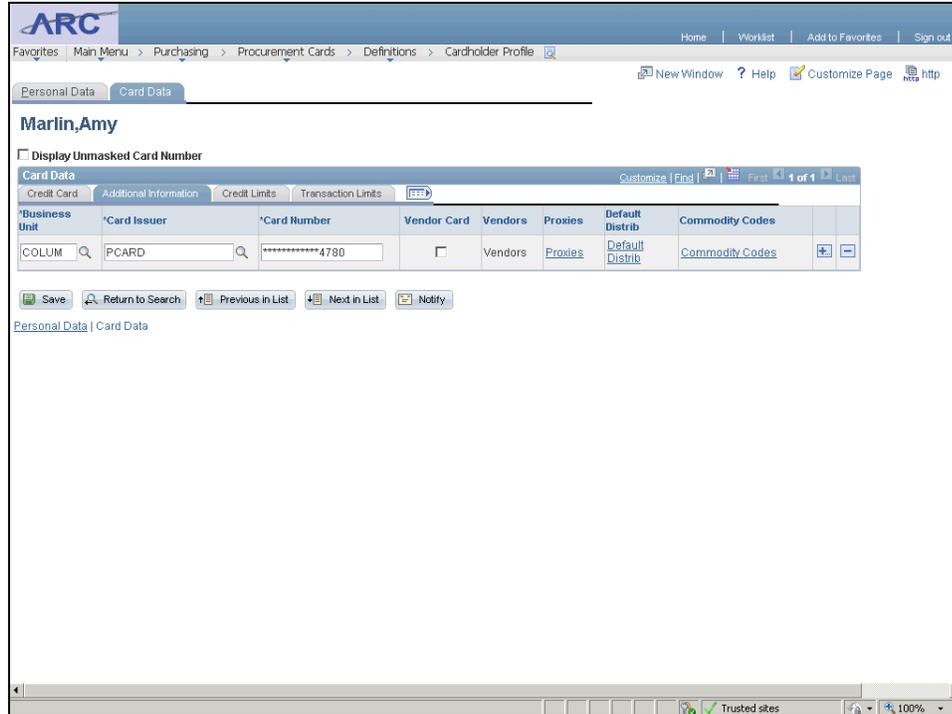
Card Data Customize | End | First 1 of 1 Last

Credit Card | Additional Information | Credit Limits | Transaction Limits

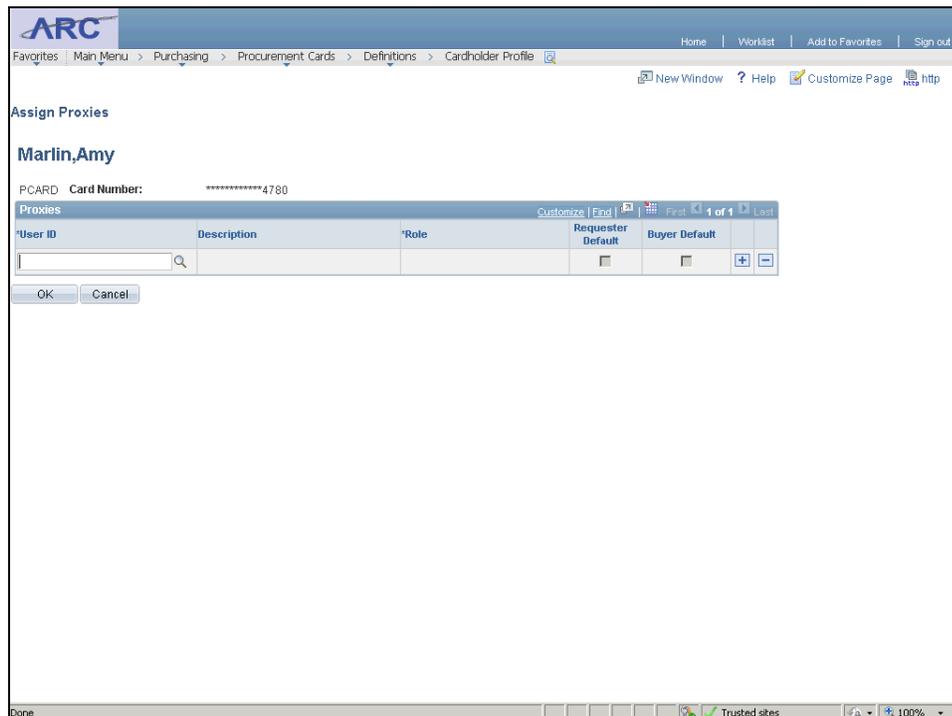
*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
COLUM	PCARD	*****4780	12/31/2013	Visa	06/01/2012

Save Return to Search Previous in List Next in List Notify

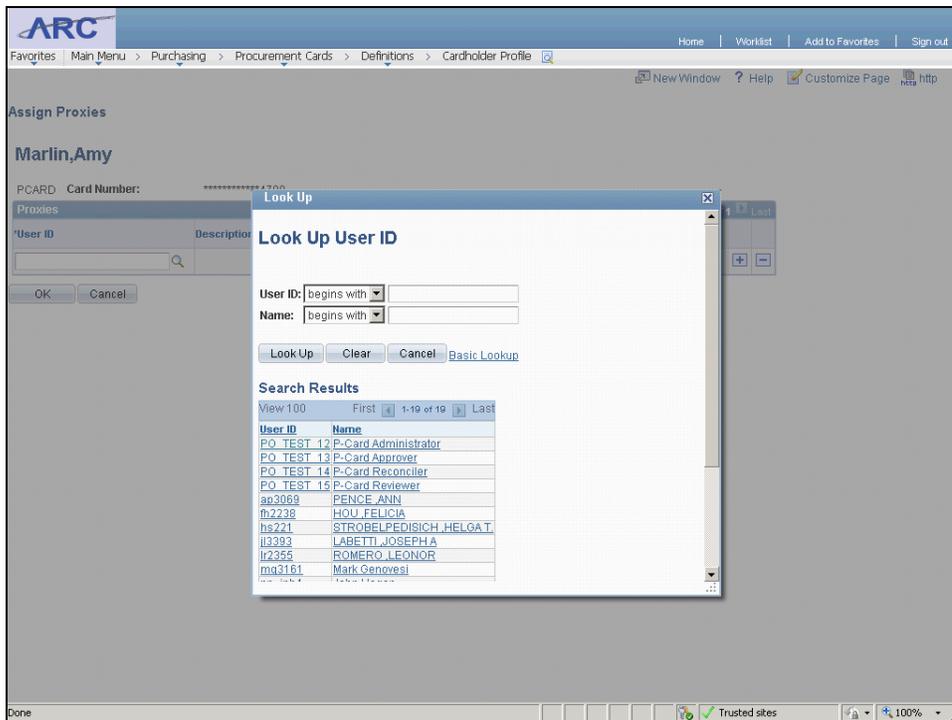
Personal Data | Card Data



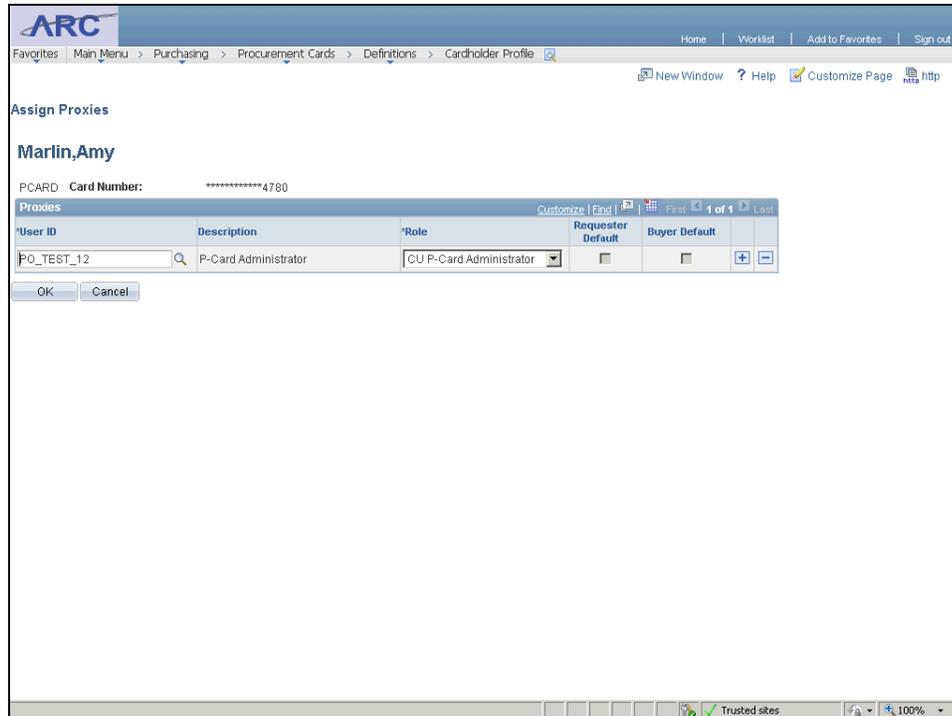
Step	Action
12.	Click the Proxies link. 



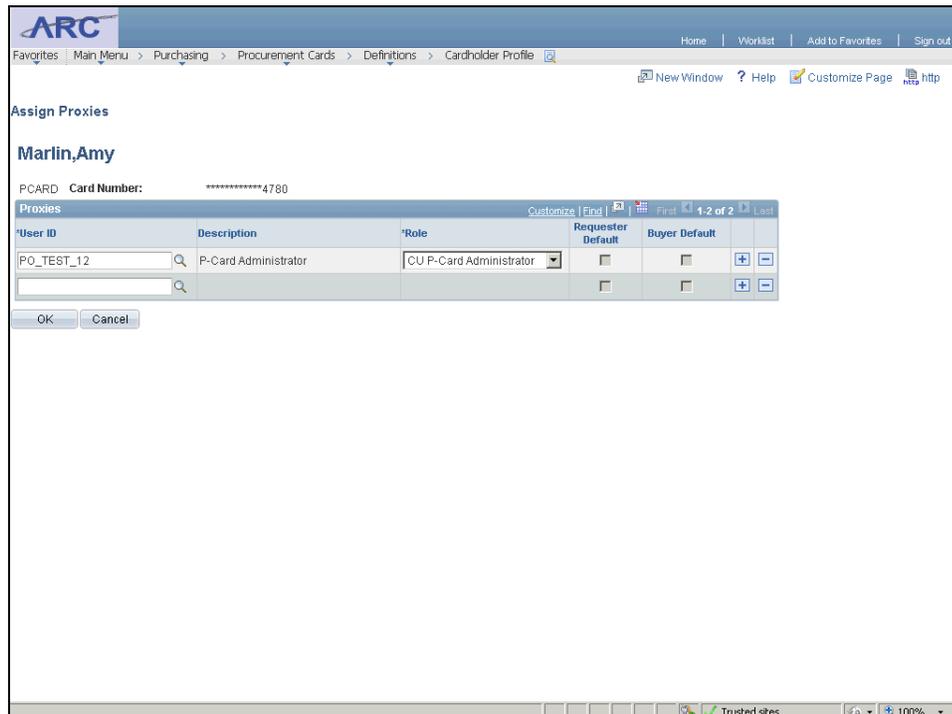
Step	Action
13.	<p>Click the Look up User ID (Alt+5) button.</p> <p>The User ID is the ID (UNI) of the user that has been assigned a P-Card role by completing the Security request form. This user will be designated as either a Reconciler or Approver.</p> <p>Note: A P-Card Administrator must be assigned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



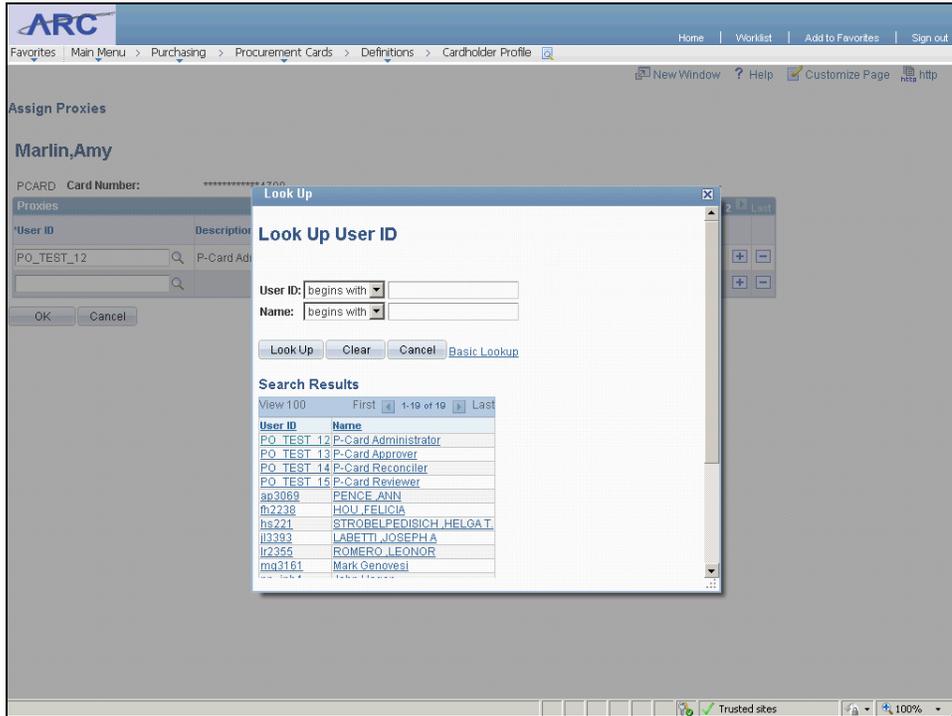
Step	Action
14.	<p>Click the PO_TEST_12 link.</p> <p>PO_TEST_12</p>



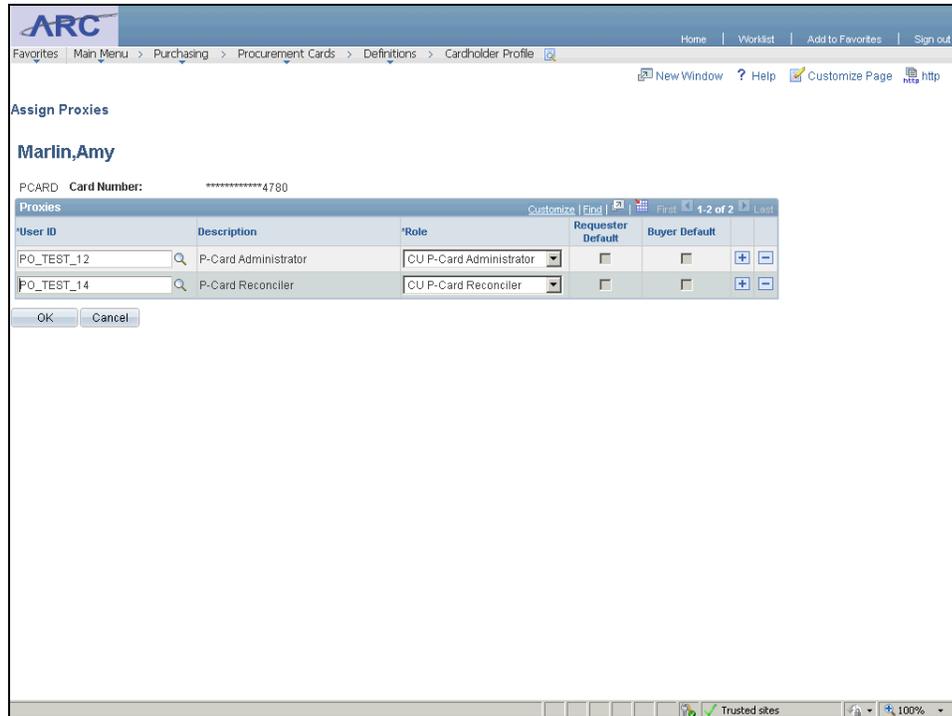
Step	Action
15.	Click the Add a new row at row 1 (Alt+7) button. 



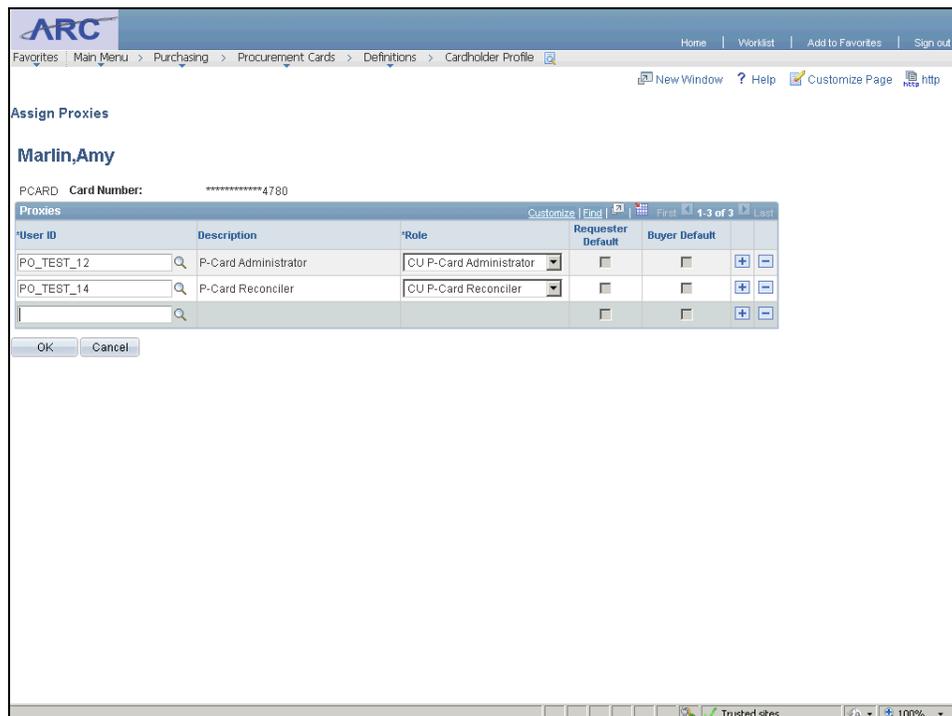
Step	Action
16.	Click the Look up User ID (Alt+5) button. 



Step	Action
17.	Click the PO_TEST_14 link. <u>PO_TEST_14</u>



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

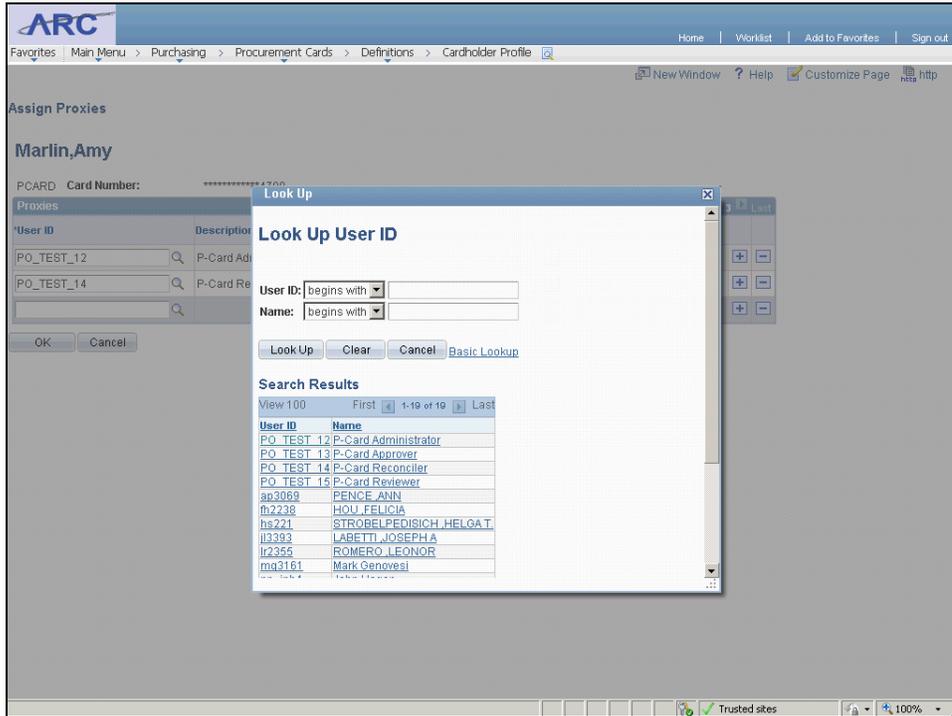


Training Guide

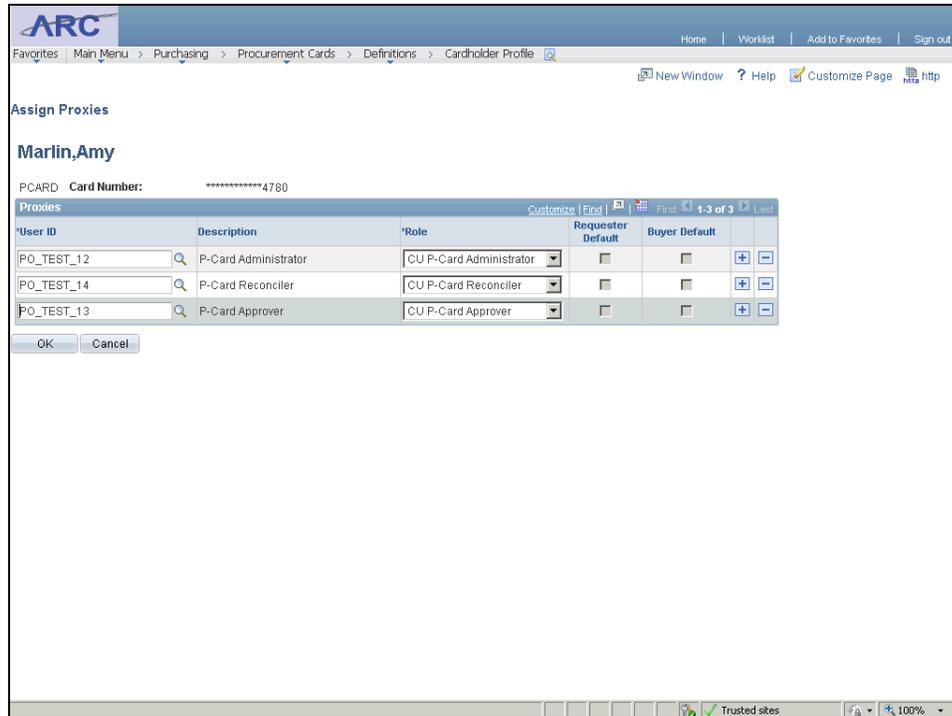
P-Card Maintenance



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



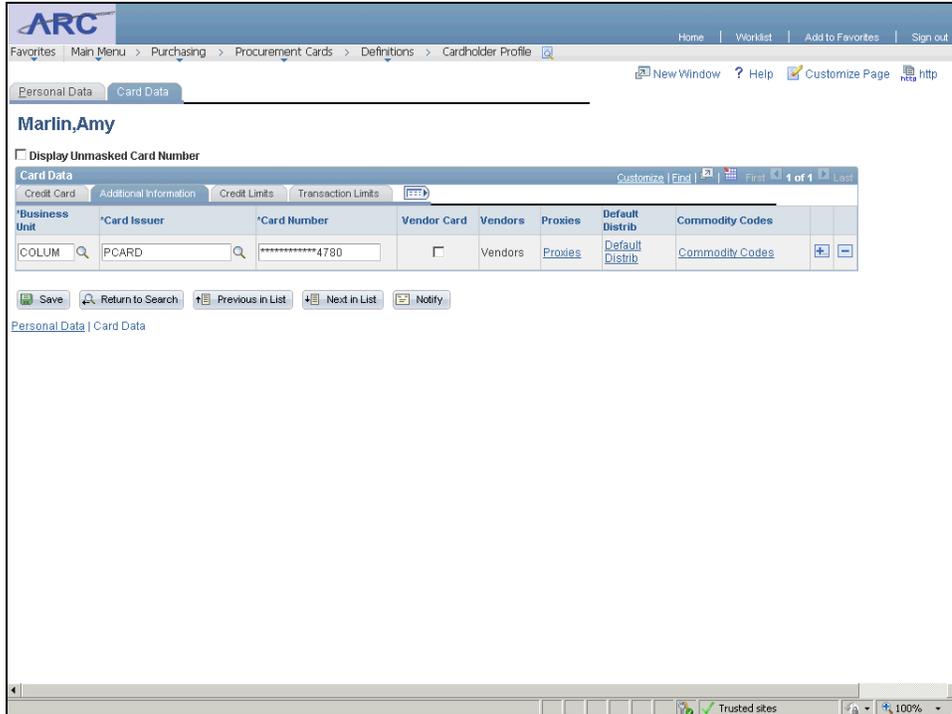
Step	Action
20.	Click the PO_TEST_13 link. 

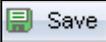


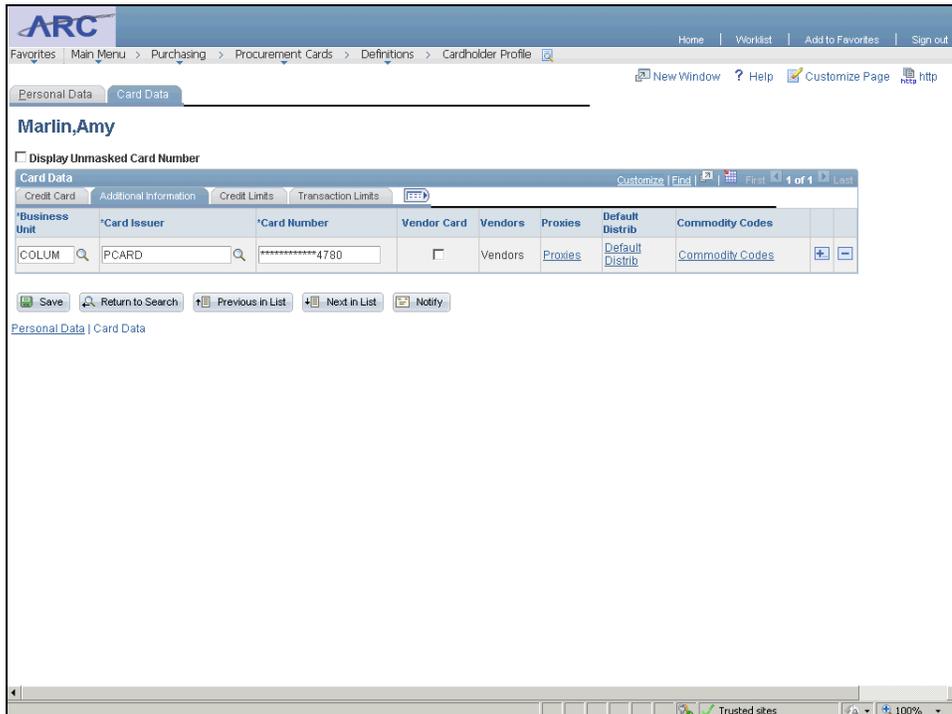
Step	Action
21.	<p>Click the OK button.</p> <p>Note: Not every cardholder profile will have a Reviewer assigned as a proxy.</p> <p>A reviewer is likely to be someone who will not reconcile/approve transactions for a card, but may need the ability to review the P-Card transaction information.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

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P-Card Maintenance



Step	Action
22.	Click the Save button. 





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.

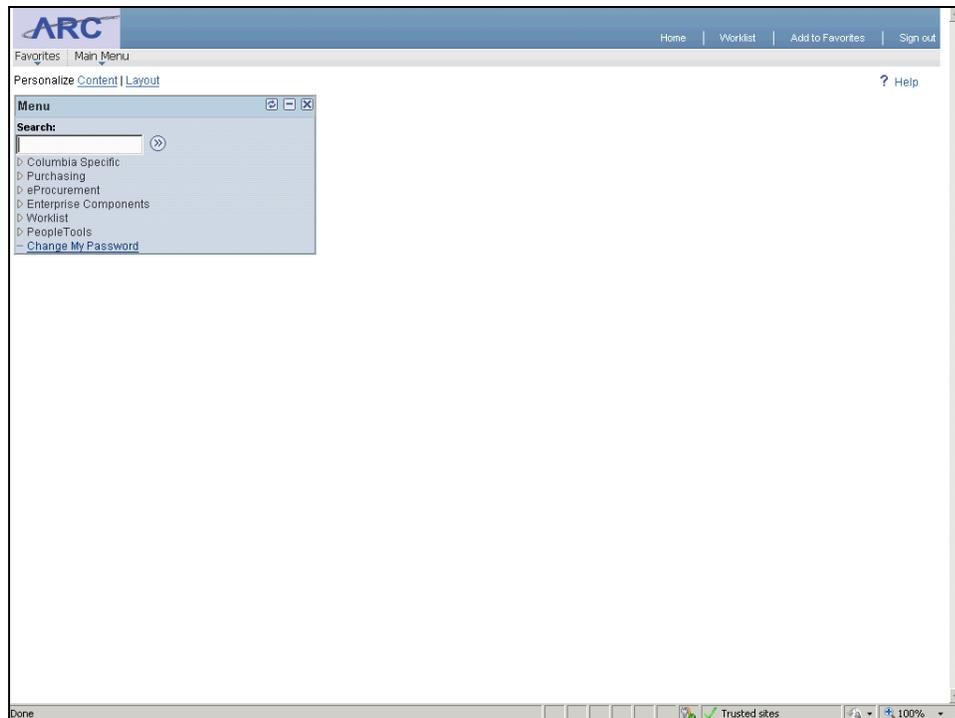
The P-Card Administrator will research to determine if a cardholder profile is set up with an incorrect card number, or if a cardholder profile has not been established.

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

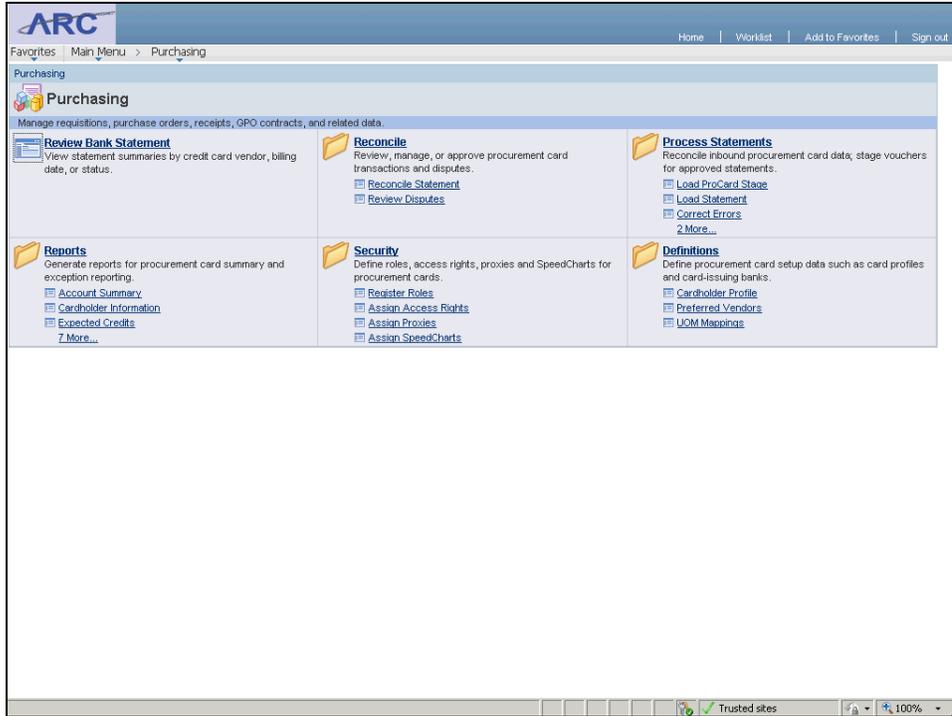
Welcome to the *Review and Correct P-Card Statement Data* topic where you will learn how to review and correct errors for data in the staging table.



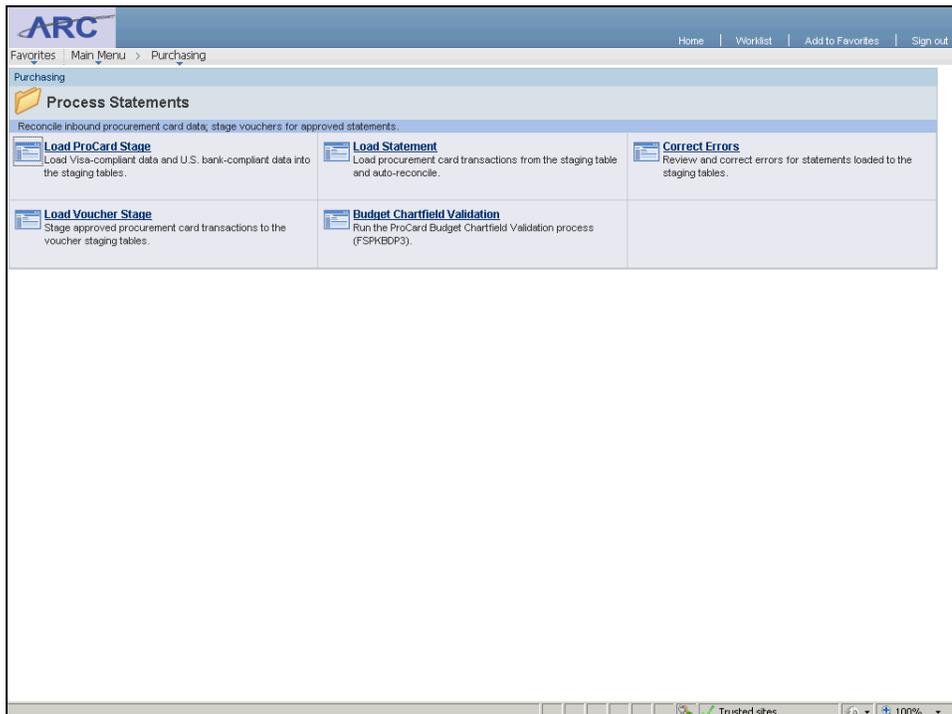
Step	Action
1.	Click the Purchasing link. 

Training Guide

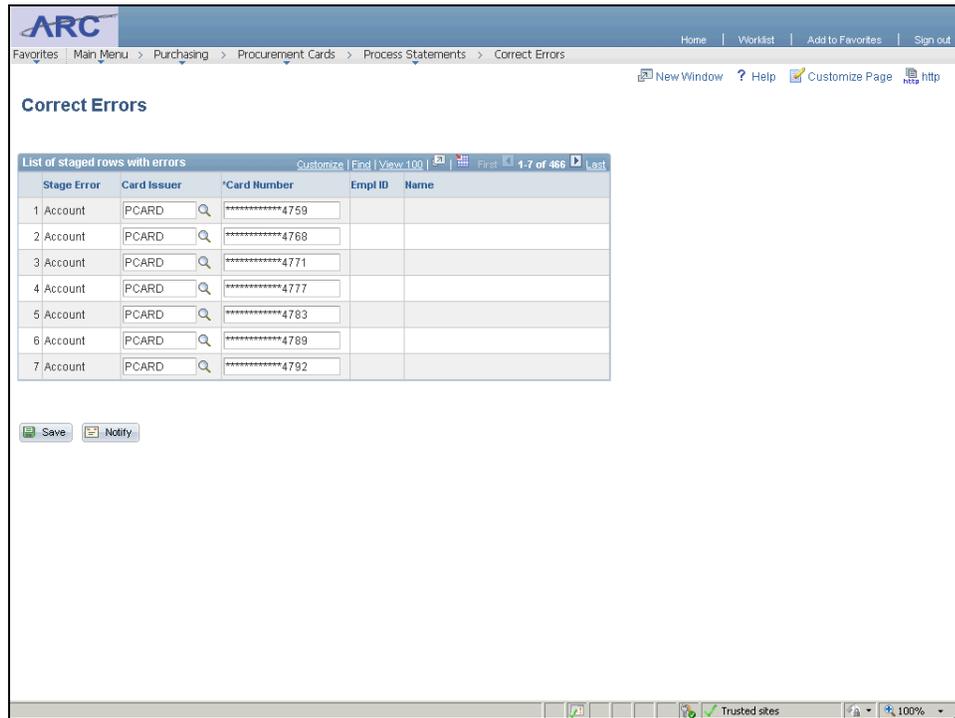
P-Card Maintenance



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



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



Step	Action
4.	<p>The Correct Errors page displays a list of staged rows with errors.</p> <p>The Stage Error column displays the type of staging error. The value is:</p> <p>Account - Indicates that the cardholder number is invalid or not on file.</p> <p>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.</p> <p>Upon correction, the number of staged errors should decrease on the Correct Errors page.</p>

Training Guide

P-Card Maintenance



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Process Statements > Correct Errors

New Window | Help | Customize Page | http

Correct Errors

List of staged rows with errors

Stage Error	Card Issuer	*Card Number	Empl ID	Name
1 Account	PCARD	*****4759		
2 Account	PCARD	*****4768		
3 Account	PCARD	*****4771		
4 Account	PCARD	*****4777		
5 Account	PCARD	*****4783		
6 Account	PCARD	*****4789		
7 Account	PCARD	*****4792		

Save | Notify

Trusted sites | 100%

Step	Action
5.	<p>You have successfully completed reviewing and correcting P-Card Statement data.</p> <p>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.</p> <p>End of Procedure.</p>



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

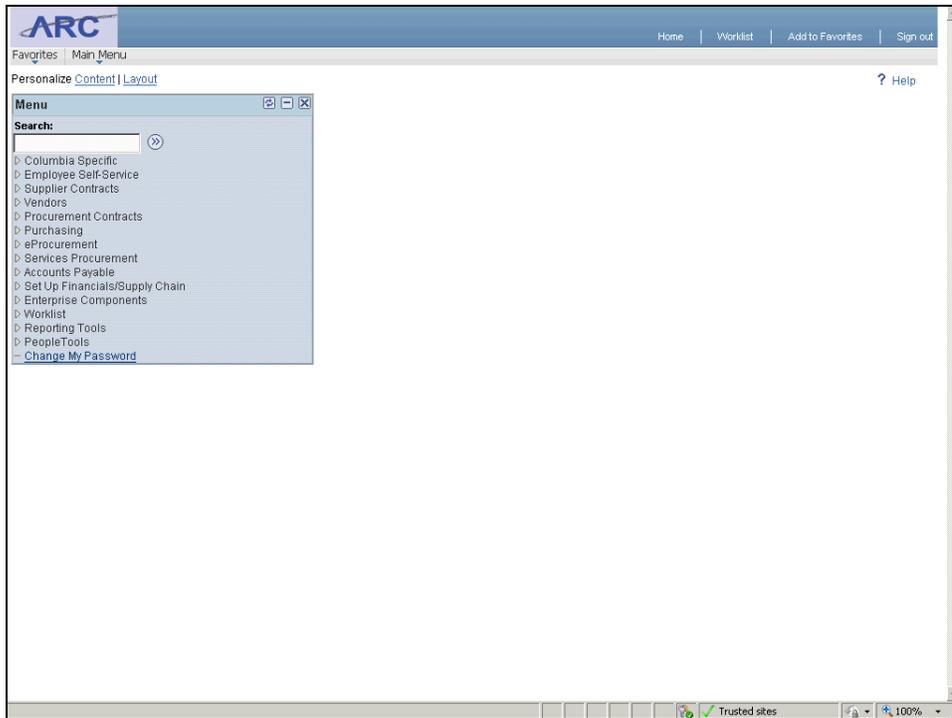
The *P-Card Spend Drillback query* provides a list of all P-Card transactions existing in ARC that have been vouchered and/or journal generated. This allows users to track P-Card transactions through their life-cycle either backwards from Journal ID to P-Card Transaction, or forwards from P-Card Billing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

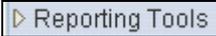
In this scenario, Michelle will run and review the P-Card Spend Drillback query.

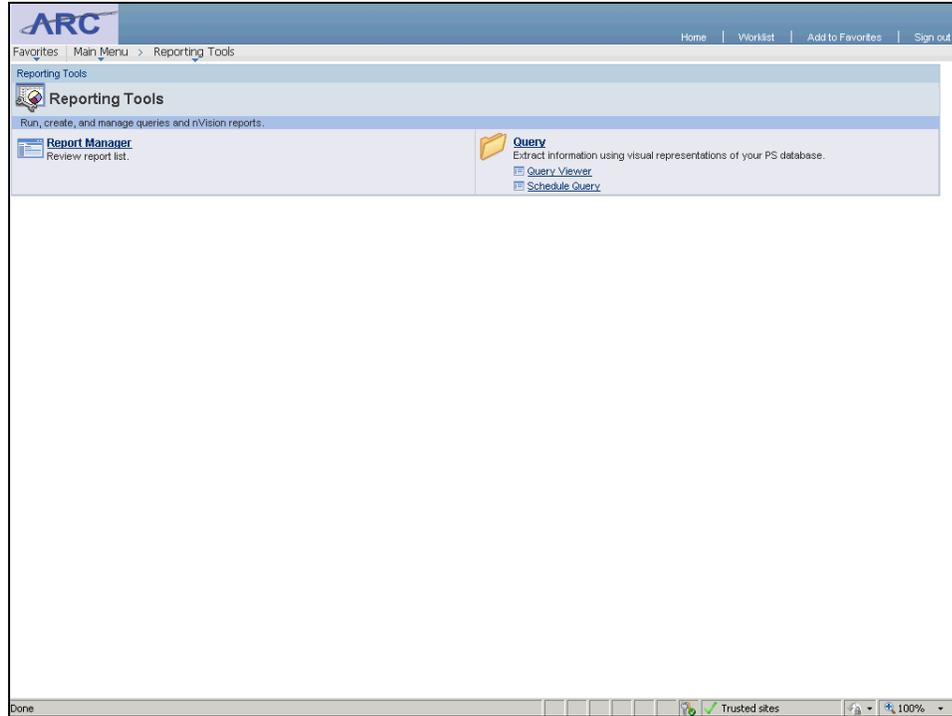
Estimated time to complete topic: 5 minutes

Procedure

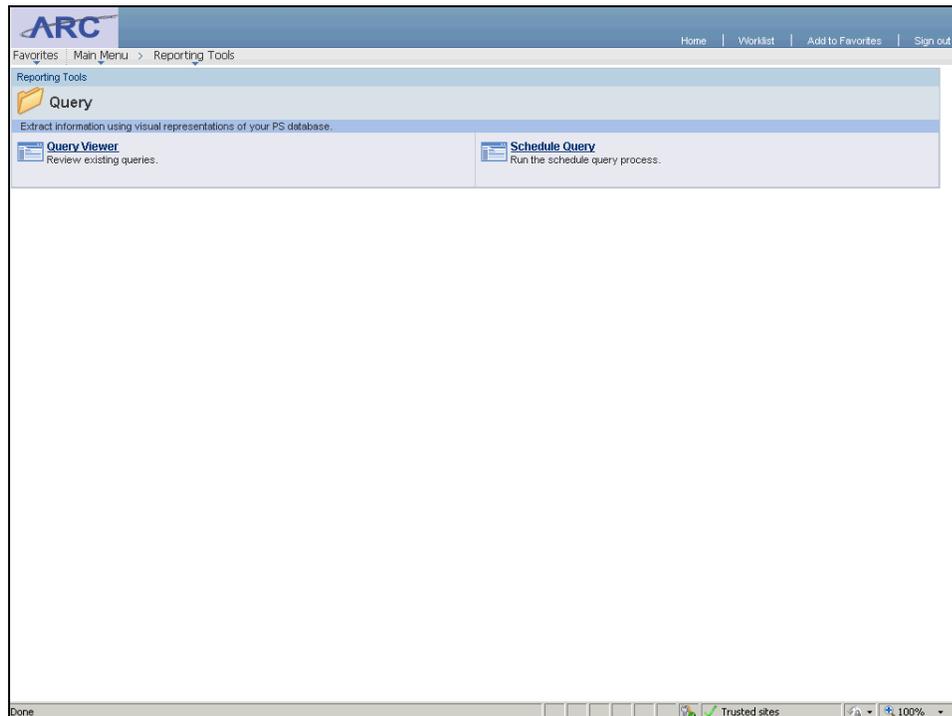
Welcome to the *Run P-Card Spend Drillback query* where you will learn how to run a P-Card query.



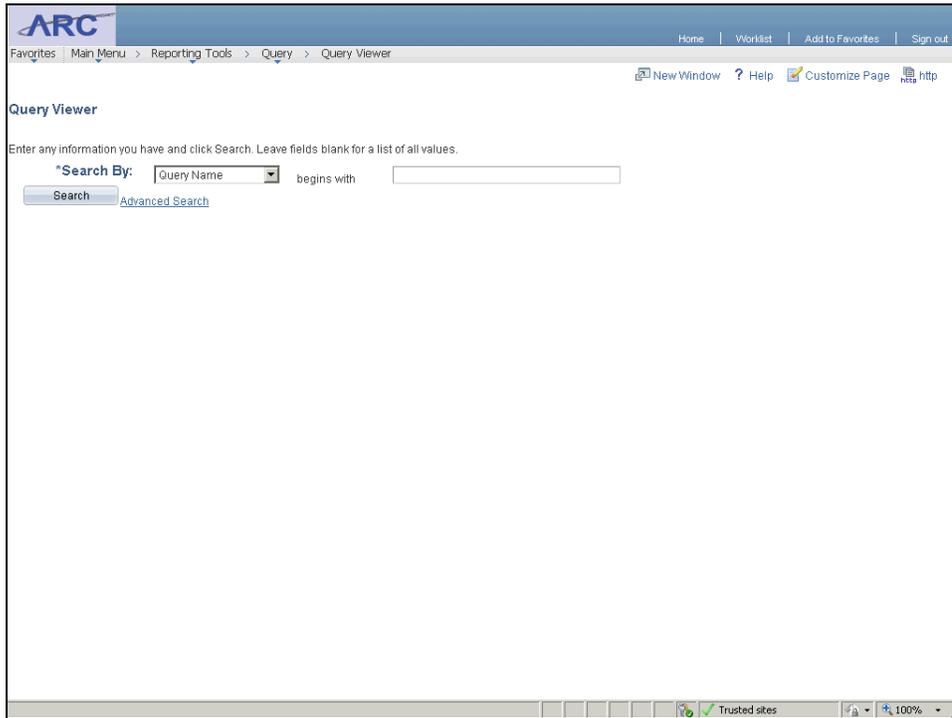
Step	Action
1.	Click the Reporting Tools link. 



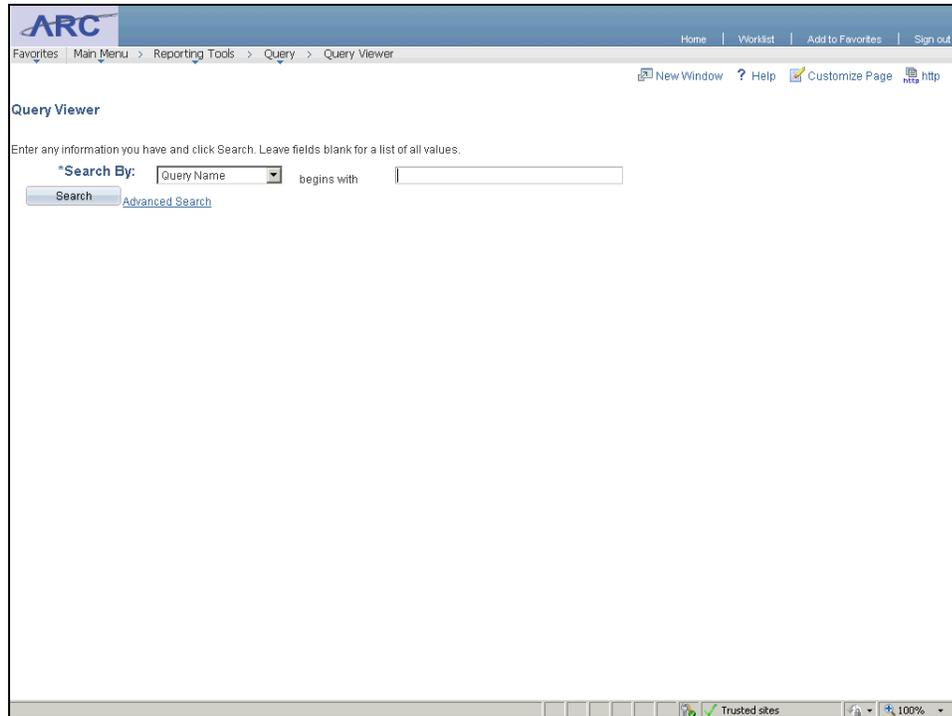
Step	Action
2.	Click the Query link. 



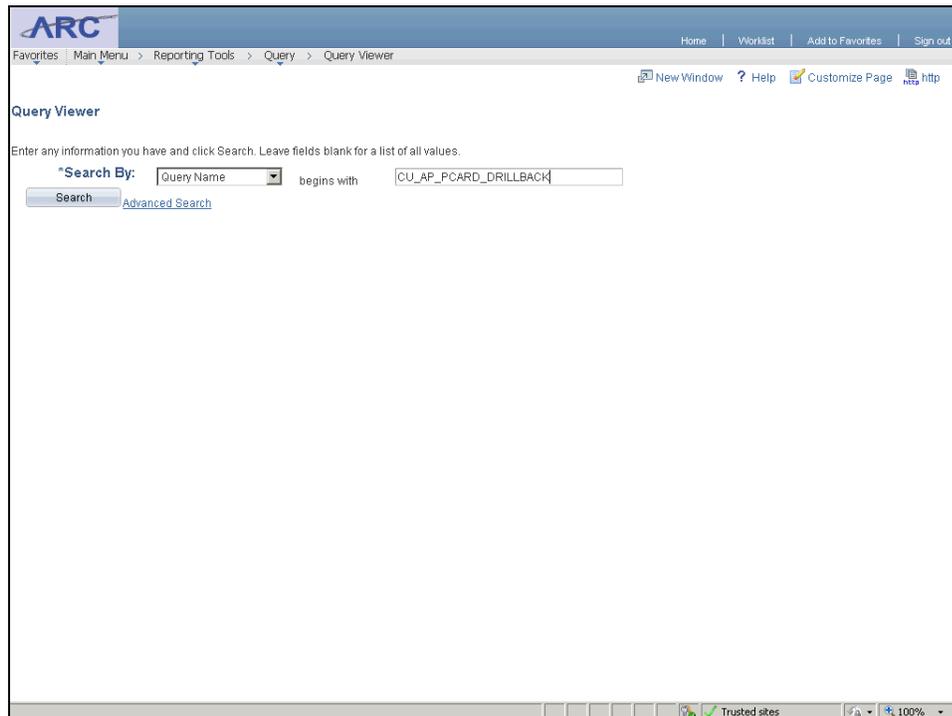
Step	Action
3.	Click the Query Viewer link. 

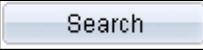


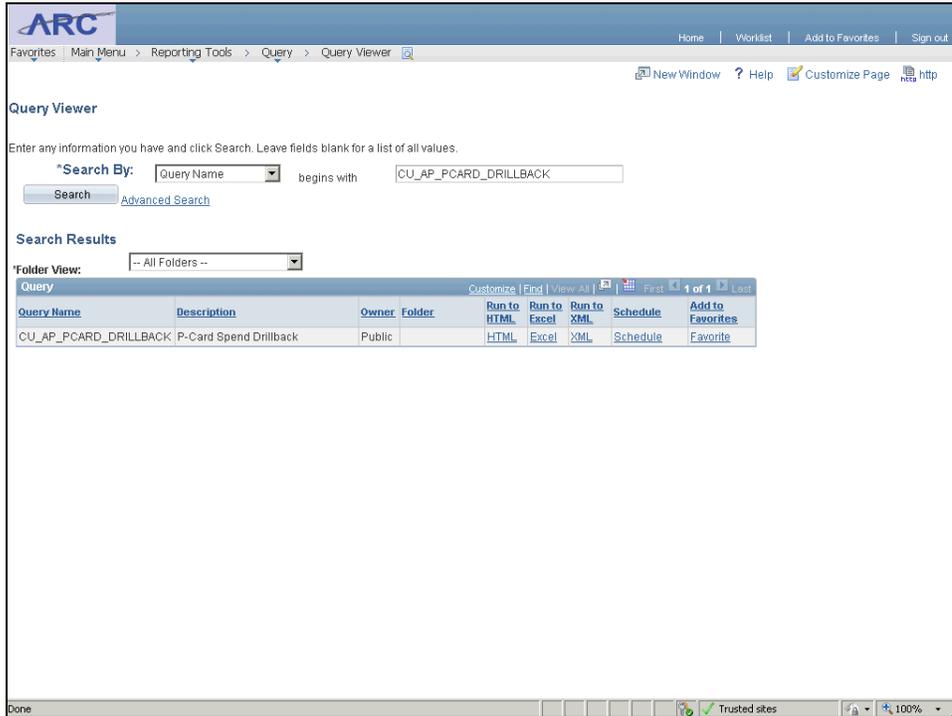
Step	Action
4.	Click in the begins with field. 



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



Step	Action
6.	Click the Search button. 



Step	Action
7.	Click the HTML link. 

CU_AP_PCARD_DRILLBACK - P-Card Spend Drillback

Journal ID:

Employee ID:

Bill Dt From:

Bill Dt To:

Empl ID	Issuer	Merchant	Tran Amt	Tran Nbr	Bill Dt	Approved By	Unit	Voucher	Invoice	Invoice Date	Voucher Line Number	Distribution Li	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
---------	--------	----------	----------	----------	---------	-------------	------	---------	---------	--------------	---------------------	-----------------	---------	---------	------	------	-------------	---------	----------	------------	---------	------

Done Trusted sites 100%

Step	Action
8.	<p>The P-Card Spend Drillback query parameters display. The following fields are required to run the query:</p> <ol style="list-style-type: none"> 1. Journal ID or Employee ID 2. Bill Date From/To

Training Guide

P-Card Maintenance



CU_AP_PCARD_DRILLBACK - P-Card Spend Drillback

Journal ID:

Employee ID:

Bill Dt From:

Bill Dt To:

Empl ID	Issuer	Merchant	Tran Amt	Tran Nbr	Bill Dt	Approved By	Unit	Voucher	Invoice	Invoice Date	Voucher Line Number	Distribution Li	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site

Done Trusted sites 100%

Step	Action
9.	<p>In this scenario, Michelle will enter a Journal ID.</p> <p>Click in the Journal ID field.</p> <input type="text"/>

CU_AP_PCARD_DRILLBACK - P-Card Spend Drillback

Journal ID:

Employee ID:

Bill Dt From:

Bill Dt To:

Empl ID	Issuer	Merchant	Tran Amt	Tran Nbr	Bill Dt	Approved By	Unit	Voucher	Invoice	Invoice Date	Voucher Line Number	Distribution Li	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
---------	--------	----------	----------	----------	---------	-------------	------	---------	---------	--------------	---------------------	-----------------	---------	---------	------	------	-------------	---------	----------	------------	---------	------

Done Trusted sites 100%

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

CU_AP_PCARD_DRILLBACK - P-Card Spend Drillback

Journal ID:

Employee ID:

Bill Dt From:

Bill Dt To:

Empl ID	Issuer	Merchant	Tran Amt	Tran Nbr	Bill Dt	Approved By	Unit	Voucher	Invoice	Invoice Date	Voucher Line Number	Distribution Li	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
---------	--------	----------	----------	----------	---------	-------------	------	---------	---------	--------------	---------------------	-----------------	---------	---------	------	------	-------------	---------	----------	------------	---------	------

Done Trusted sites 100%

Training Guide

P-Card Maintenance



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.

Step	Action
12.	Click the View Results button.



Training Guide P-Card Maintenance

CU_AP_PCARD_DRILLBACK - P-Card Spend Drillback

Journal ID:

Employee ID:

Bill Dt From:

Bill Dt To:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

[View All](#)

Empl ID	Issuer	Merchant	Tran Amt	Tran Nbr	Bill Dt	Approved By	Unit	Voucher	Invoice	Invoice Date	Voucher Line Number	Distribution Li	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
1	10003462	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	1	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
2	10003462	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	1	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
3	10003462	PCARD OFFICE MAX 00000612	166.950	243990032631881061034665	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	2	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
4	10003462	PCARD OFFICE MAX 00000612	166.950	243990032631881061034665	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	2	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
5	10003462	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	1	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
6	10003462	PCARD OFFICE MAX 00000612	166.950	243990032631881061034665	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	2	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
7	10011780	PCARD HAMPTON INNS	72.090	242297043095284123113453	12/14/2004	PO_TEST_13	COLUM	00000338	15200_00000000000000000001	12/14/2004	1	1	COLUM	88205	30	5502103	GENRL	GT001008	01	00000	00000000	
8	10011780	PCARD HAMPTON INNS	72.090	242297043095284123113453	12/14/2004	PO_TEST_13	COLUM	00000338	15200_00000000000000000001	12/14/2004	1	1	COLUM	88205	30	5502103	GENRL	GT001008	01	00000	00000000	
9	10011780	PCARD HAMPTON INNS	72.090	242297043095284123113453	12/14/2004	PO_TEST_13	COLUM	00000338	15200_00000000000000000001	12/14/2004	1	1	COLUM	88205	30	5502103	GENRL	GT001008	01	00000	00000000	

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

CU_AP_PCARD_DRILLBACK - P-Card Spend Drillback

Journal ID:

Employee ID:

Bill Dt From:

Bill Dt To:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

[View All](#)

Empl ID	Issuer	Merchant	Tran Amt	Tran Nbr	Bill Dt	Approved By	Unit	Voucher	Invoice	Invoice Date	Voucher Line Number	Distribution Li	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
1	10003462	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	1	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
2	10003462	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	1	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
3	10003462	PCARD OFFICE MAX 00000612	166.950	243990032631881061034665	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	2	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
4	10003462	PCARD OFFICE MAX 00000612	166.950	243990032631881061034665	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	2	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
5	10003462	PCARD HERTZ RENT-A-CAR	57.760	242753032927531224677868	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	1	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
6	10003462	PCARD OFFICE MAX 00000612	166.950	243990032631881061034665	12/14/2004	PO_TEST_13	COLUM	00000337	15200_00000000000000000002	12/14/2004	2	1	COLUM	88305	30	5502103	GENRL	GT001008	01	00000	00000000	
7	10011780	PCARD HAMPTON INNS	72.090	242297043095284123113453	12/14/2004	PO_TEST_13	COLUM	00000338	15200_00000000000000000001	12/14/2004	1	1	COLUM	88205	30	5502103	GENRL	GT001008	01	00000	00000000	
8	10011780	PCARD HAMPTON INNS	72.090	242297043095284123113453	12/14/2004	PO_TEST_13	COLUM	00000338	15200_00000000000000000001	12/14/2004	1	1	COLUM	88205	30	5502103	GENRL	GT001008	01	00000	00000000	
9	10011780	PCARD HAMPTON INNS	72.090	242297043095284123113453	12/14/2004	PO_TEST_13	COLUM	00000338	15200_00000000000000000001	12/14/2004	1	1	COLUM	88205	30	5502103	GENRL	GT001008	01	00000	00000000	



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 system.
Billing Date	Indicates the P-Card billing date for the transactions that will be processed.
Chart of Accounts	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to organize and record financial activity at the University.
ChartFields	The fields that make Columbia's Chart of Accounts and provide it with an 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 Queries	A designated person selected to take action against a P-Card. 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.