



**Business Process Document**  
**PS FIN Purchasing: Cardholder Commodity/Dept.**  
**Travel Card**

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Cardholder Commodity_Dept_Travel Card_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	8/12/2009
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<b>Status</b>	

**Cardholder Commodity/Dept. Travel Card**

Trigger:

<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Results</b>	<b>Comments</b>

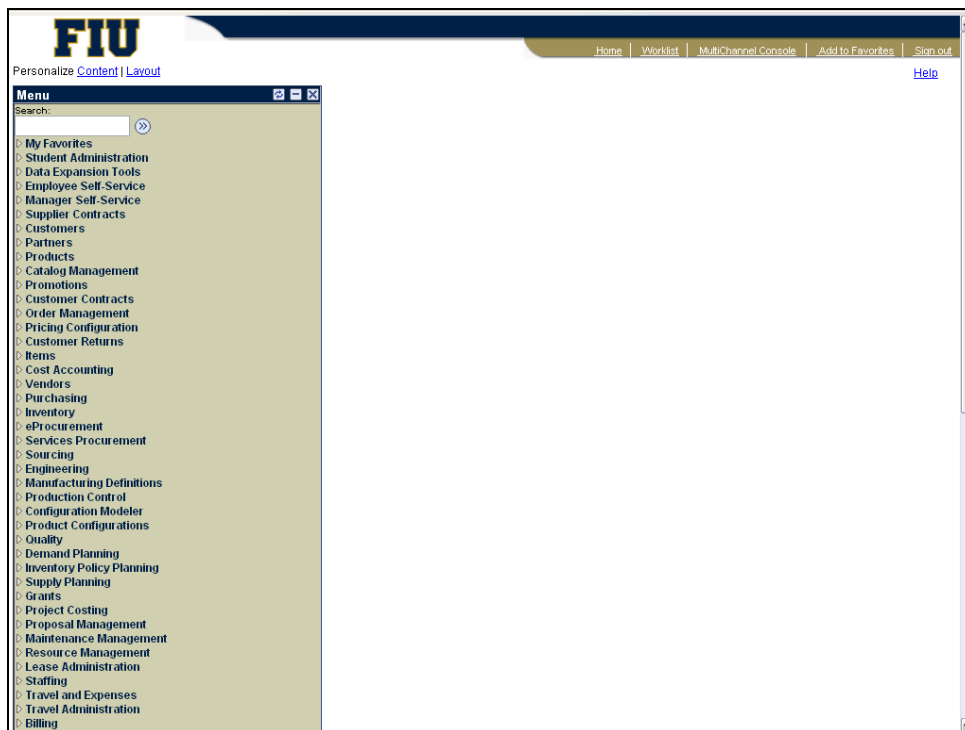
**Additional Information**


## Procedure

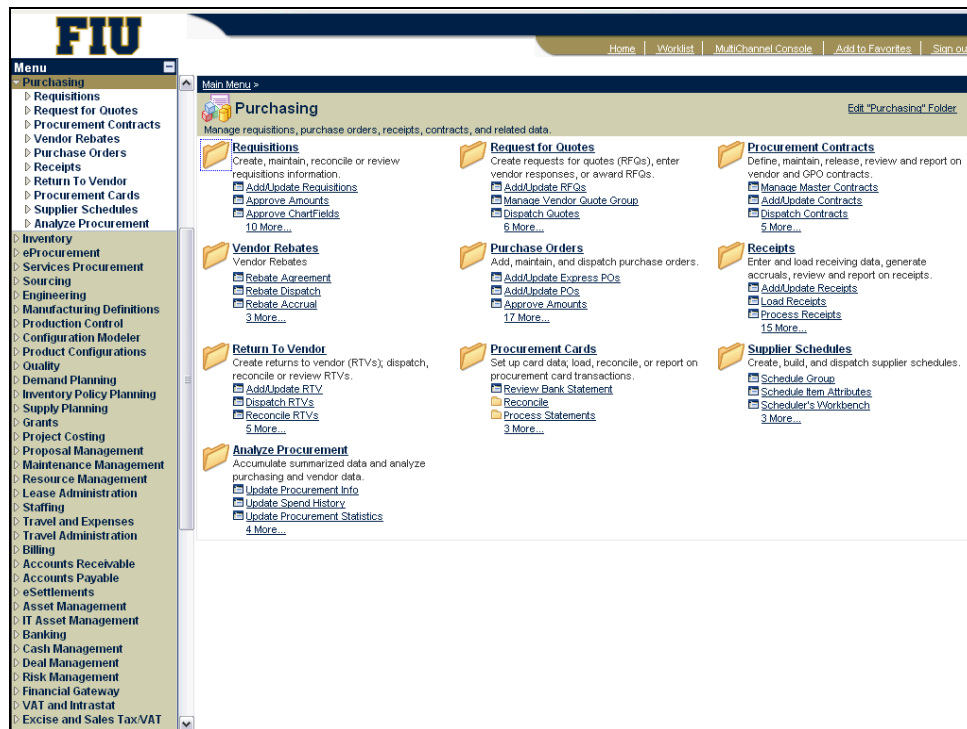
You can use the **Procurement Card Transactions** page to review, manage, and approve procurement card transactions loaded by the Load Statement Process.





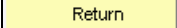


In PantherSoft 8.4 the file loads took place on Tuesday of every week. However, in PantherSoft 9.0 these file loads will take place on **the first business day after the 4th of each month**. You will have 10 business days to complete the reconciliation after they are loaded.

Is this topic, you will be managing your transactions before they can be reviewed by a reconciler or approved.







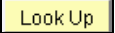

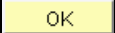

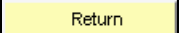
Step	Action
1.	Click the <b>Purchasing</b> link. 



Step	Action
2.	Click the <b>Procurement Cards</b> link. 
3.	Click the <b>Reconcile</b> link. 
4.	Click the <b>Reconcile Statement</b> link. 
5.	Click on any of the Merchant links, if you wish you see more information about that specific merchant.  Click the <b>COMFORT INN</b> link. 
6.	Click the <b>Return</b> button. 
7.	Click the <b>Line Details</b> graphic to see more detailed information about a specific transaction. 
8.	Click the <b>Show all columns</b> graphic if you wish to expand all the tabs and see any additional information about a specific transaction. 

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**Card**



Step	Action
9.	Click the <b>Comments</b> graphic to add comments specific to the line item. 
10.	Enter the desired information into the <b>Comments:</b> field. Enter " <b>Enter comments about the transaction.</b> ".
11.	Click the <b>OK</b> button. 
12.	Click the <b>Distribution</b> graphic to change your distribution chartfields. 
13.	Click the <b>Look up Dept (Alt+5)</b> graphic to find a specific department. 
14.	Enter the desired information into the <b>Department:</b> field. Enter " <b>144000102</b> ".
15.	Click the <b>Look Up</b> button. 
16.	Click the <b>144000102</b> link. 
17.	Click the <b>OK</b> button. 
18.	Notice how the Redistrib field changes to " <b>Yes</b> " after you make changes.  Click the <b>Yes</b> link to see more information. 
19.	This page will show you information about who changed the distribution information and when it was changed.  Click the <b>Return</b> button. 



# Business Process Document

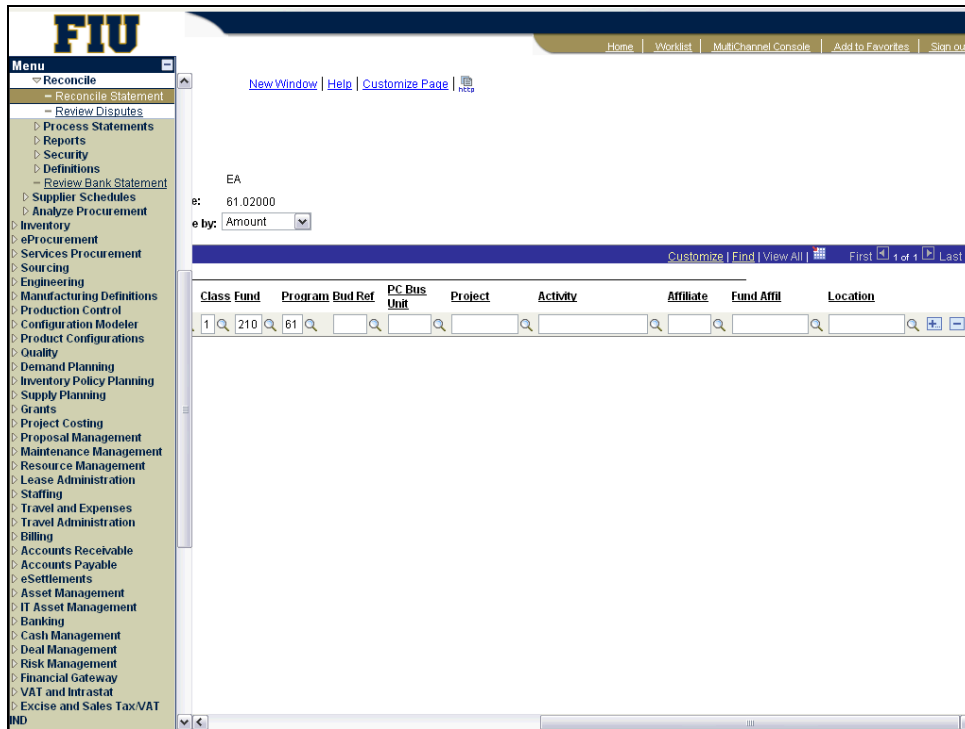
## PS FIN Purchasing: Cardholder Commodity/Dept. Travel Card




Step	Action
20.	<p>You will also be able to split each transaction between several departments or projects.</p> <p>Click the scrollbar to scroll to end of the line and add one more line to your distribution.</p>

# Business Process Document

## PS FIN Purchasing: Cardholder Commodity/Dept. Travel Card

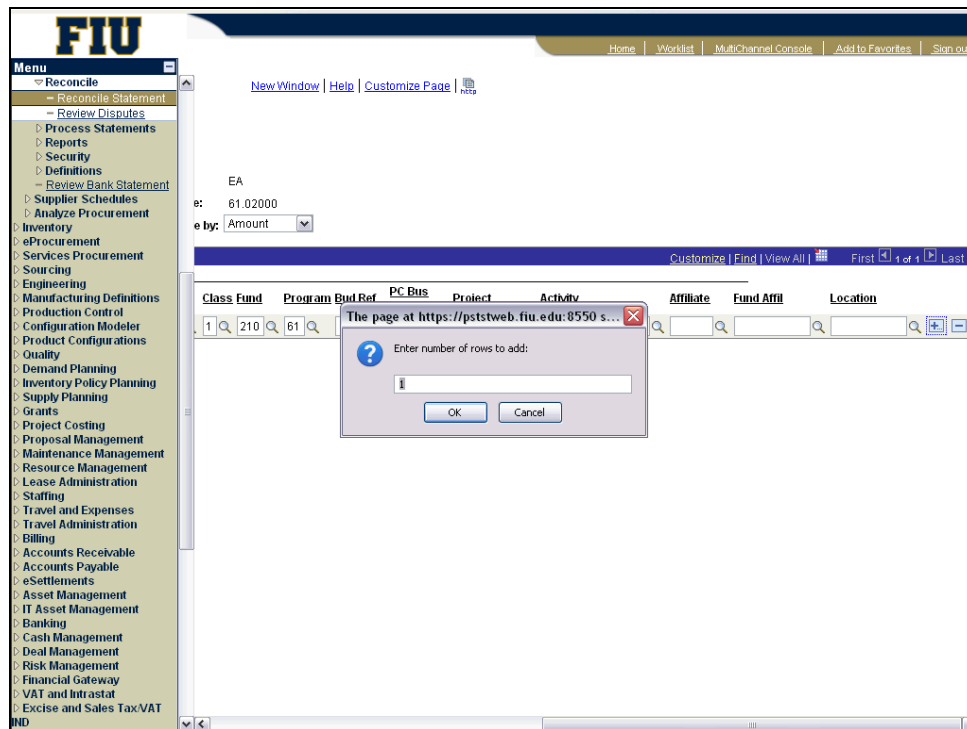



Step	Action
21.	Click the <b>Add Button 1 (A+7)</b> graphic to add an additional line to your distribution.
	



# Business Process Document

## PS FIN Purchasing: Cardholder Commodity/Dept. Travel Card



Step	Action
22.	Specify the number of rows that you want to add. Then click the <b>OK</b> button. 

# Business Process Document

## PS FIN Purchasing: Cardholder Commodity/Dept. Travel Card





**Reconcile Statement**  
**Account Distribution**

Line: 4 PO Qty: 1.0000 UOM: EA  
 Billing Date: 04/30/2009 Billing Amount: USD 61.02 Unit Price: 61.02000  
 SpeedChart: Transaction Unit Price 61.02000 \*Distribute by: Amount

**Distributions**

Dist	Percent	Amount	Currency	*GL Unit	*Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Proj
1	100.0000	61.02	USD	FIU01	E11901	71100	144000102	1	210	61			

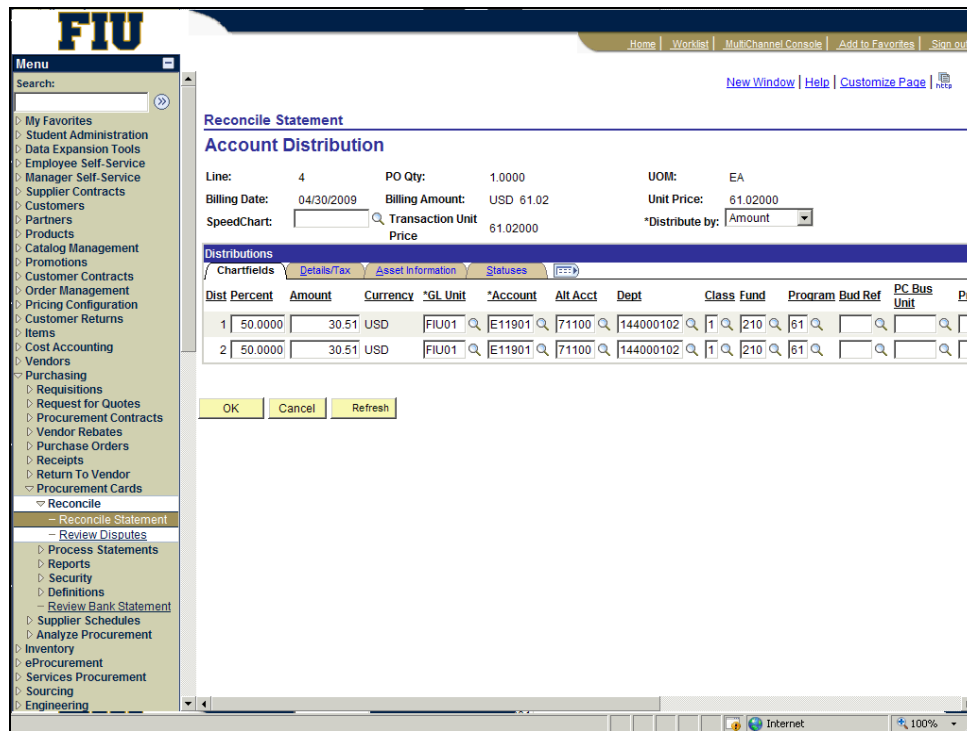
OK Cancel Refresh


Step	Action
23.	For this example, we are splitting the line evenly by percent. Enter the desired information into the field. Enter "50.00".
24.	Click the <b>Refresh</b> button to see the change you just made. 
25.	Enter the desired information into the field. Enter "50.00".
26.	Click the <b>Refresh</b> button. 



# Business Process Document

## PS FIN Purchasing: Cardholder Commodity/Dept. Travel Card



Step	Action
27.	Click the <b>Dept</b> button to change the chartfields for the additional distribution line. 
28.	Enter the desired information into the <b>Department</b> field. Enter " <b>144000101</b> ".

# Business Process Document

## PS FIN Purchasing: Cardholder Commodity/Dept. Travel Card



**FIU**

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New Window | Help |

**Menu**

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  - Reconcile Statement
  - Review Disputes
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- Definitions
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- Staffing
- Travel and Expenses
- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- eSettlements
- Asset Management
- IT Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- Financial Gateway
- VAT and IntraStat
- Excise and Sales Tax/VAT

**Look Up Dept**

SetID: FIU01

Department: begins with

[Basic Lookup](#)

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  1-100 of 300

Department Description	Manager Name
000000000 NOT ASSIGNED	Pagan,Hector
000100000 TUITION	Tinder,Charles L
000100000 TUITION	Tinder,Charles L
000100010 Unshr Tuitt Differential In St	Bond,James M
000100020 Unshr Tuitt Differential Out St	Bond,James M
000110000 FIN AID FEE	Valines,Francisco A
000110000 FIN AID FEE PRIOR TO 7-1-04	Valines,Francisco A
000111000 COM- Tuition	Rock,John A
000120000 A&S FEE SPR 2000	Rodriguez,Marisa Z
000120000 A&S FEE SPR 2000 PRIOR TO 7-1-	Rodriguez,Marisa Z
000130000 ATHL FEE	Garcia,Pedro A
000130000 ATHL FEE - FALL 1998	Garcia,Pedro A
000131000 WOMEN ATHL FEE	Garcia,Pedro A
000131000 WOMEN ATHL FEE PRIOR TO 7-1-04	Garcia,Pedro A
000132000 ATHL FEE FOOTBALL	Garcia,Pedro A
000132000 Athletic Escrow 2000-2001 Foot	Garcia,Pedro A
000140000 BLDG FEE	Thomas,Lucson
000140000 BLDG FEE PRIOR TO 7-1-04	Thomas,Lucson
000150000 CPTL IMPR FEE	Thomas,Lucson
000150000 CPTL IMPR FEE PRIOR TO 7-1-04	Thomas,Lucson
000160000 CR BALANCES SPR 2000	Bond,James M
000160000 CR BALANCES SPR 2000 PRIOR TO	Bond,James M
000170000 STU PAYMENTS&WAWERS	Tinder,Charles L
000170001 REFUNDS	Bond,James M
000170002 AR BALANCE FORWARD	Bond,James M
000170003 CR CARD SURCHARGE	Bond,James M

Step	Action
29.	Click the <b>Look Up</b> button. 
30.	Click the <b>144000101</b> link. <a href="#">144000101</a>
31.	Click the <b>OK</b> button. 
32.	The distribution information can also be edited for every line in your <b>Bank Statement</b> .  Click the <b>Select All</b> link to select all yours transactions at once. <a href="#">Select All</a>
33.	Click the <b>Distribution Template</b> link. <a href="#">Distribution Template</a>
34.	Click the <b>Look up Account (Alt+5)</b> graphic. 
35.	Enter the desired information into the <b>Account:</b> field. Enter " <b>711013</b> ".
36.	Click the <b>Look Up</b> button. 



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Step	Action
37.	Click the <b>711013</b> link. 
38.	Enter the desired information into the <b>Department:</b> field. Enter " <b>144000102</b> ".
39.	Click the <b>Look Up</b> button. 
40.	Click the <b>144000102</b> link. 
41.	Please remember to enter the rest of your chartfield information (i.e. Fund Code, Class, and Program Code).  This information can be found through this navigation in Peoplesoft: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Chartfield Values > Speedtypes

**Reconcile Statement**  
**Procurement Card Transactions**

EmpID: PCARDUSER2      Name: Acerno,Tead  
Card Number: \*\*\*\*\*4785      Card Provider: PBOA

Run Budget Validation on Save

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	03/03/2009	AMERICAN AIR0017404952757	Approved	593.93 USD	USD	Valid	Valid	No	No
2	04/11/2009	AMERICAN AIR0012124299498	Staged	597.50 USD	USD	Valid	Valid	Yes	No
3	04/11/2009	RICK'S KWIK LUBE	Staged	32.45 USD	USD	Valid	Valid	Yes	No
4	04/11/2009	COMFORT INN	Staged	61.02 USD	USD	Valid	Valid	Yes	No
5	04/11/2009	THRIFTY CAR RENTAL CLT	Staged	103.24 USD	USD	Valid	Valid	Yes	No
6	03/03/2009	THRIFTY CAR RENTAL	Approved	193.42 USD	USD	Valid	Valid	Yes	No
7	04/11/2009	AVIS RENT-A-CAR 1	Staged	73.80 USD	USD	Valid	Valid	Yes	No
8	04/11/2009	AVIS RENT-A-CAR 1	Staged	140.97 USD	USD	Valid	Valid	Yes	No
9	04/11/2009	AVIS RENT-A-CAR 1	Staged	336.72 USD	USD	Valid	Valid	Yes	No

Select All     Clear All               



[Search](#)    [Purchase Details](#)    [Split Line](#)    [Distribution Template](#)

Step	Action
42.	Click the <b>Run Budget Validation on Save</b> option.  This option only checks to see if the distribution listed for each line is a valid chartfield combination. It does not affect your budget in any way.  <input type="checkbox"/> Run Budget Validation on Save

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Step	Action
43.	Click the <b>Save</b> button. 
44.	Click the <b>Home</b> link. 
45.	Congratulations. You have successfully edited the distribution on your transactions. <b>End of Procedure.</b>