FIU
FLORIDA INTERNATIONAL UNIVERSITY
Miami's public research university

P-Card Approval
PC01

PeopleSoft 8.4

PantherSoft

Fall 2005

P-Card Approval
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Overview

This course describes and illustrates how to create a Pro-Card Report in PantherSoft.

Currently, you reconcile the Pro-Card Activity to a Pro-Card Report generated from SAMAS. As of July 1, 2004, instead of using SAMAS, you will create a Pro-Card Report in PantherSoft to capture all Pro Card Activity. The intention of this course is to guide you through this process.

Business Notes

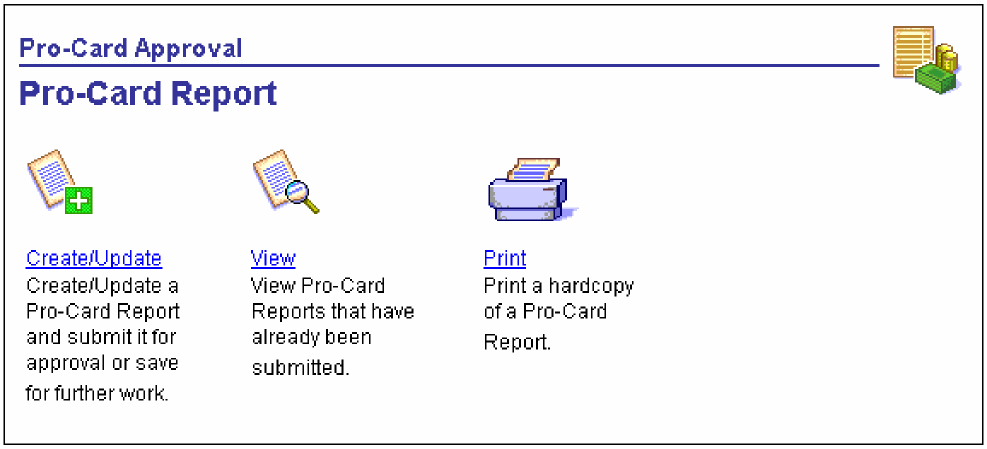
The transactions for each P-card User will be loaded into PantherSoft at the beginning of each week. You will have from Tuesday morning until the end of Business Day Thursday to create and submit the Pro-Card Report.

Chapter 1 – Creating a Pro-Card Report from My Wallet

1. Follow the navigation shown below to display the **Pro-Card Report** screen.

Navigation

- Employee Self-Service
- Procurement Card
- Pro-Card Expense

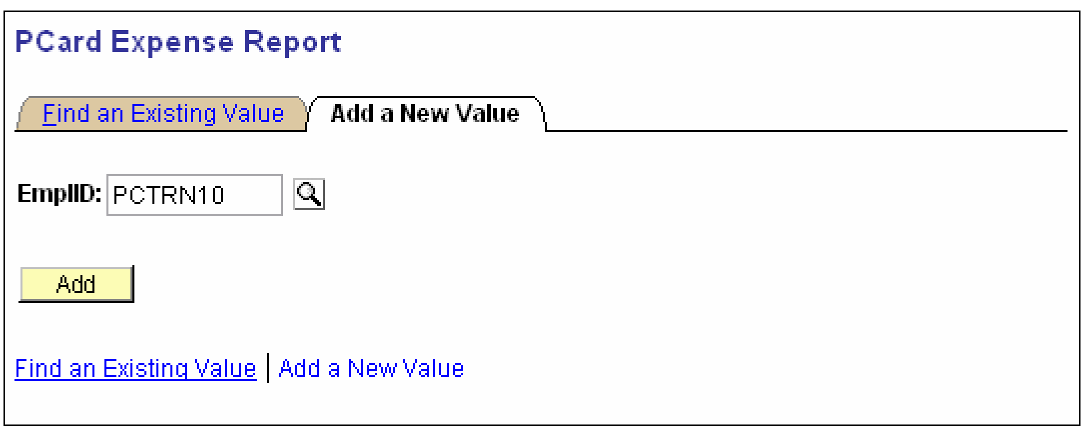


2. Click the **Create/Update** link to create or update a Pro-Card Report.

Note: The **View** link will allow you to view a Pro-Card Report that you have already created and submitted.

The **P-Card Expense Report** page will be displayed.

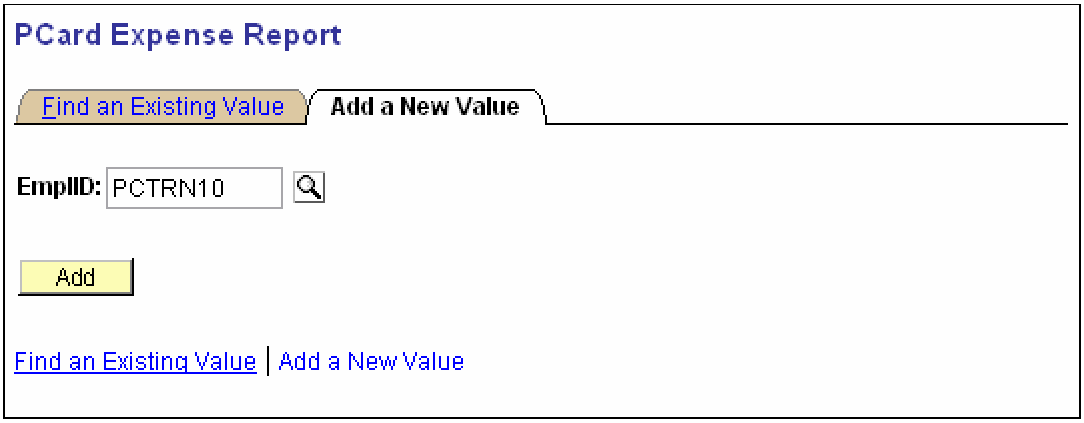
3. Click the **Add a New Value** Tab.



Note: Use the **Find an Existing Value** tab to retrieve and approve an existing Pro-Card Report that you have already created and saved.

4. Enter or Lookup the Employee ID in the **EMPLID** field for the individual you would like to create a P-Card report for.

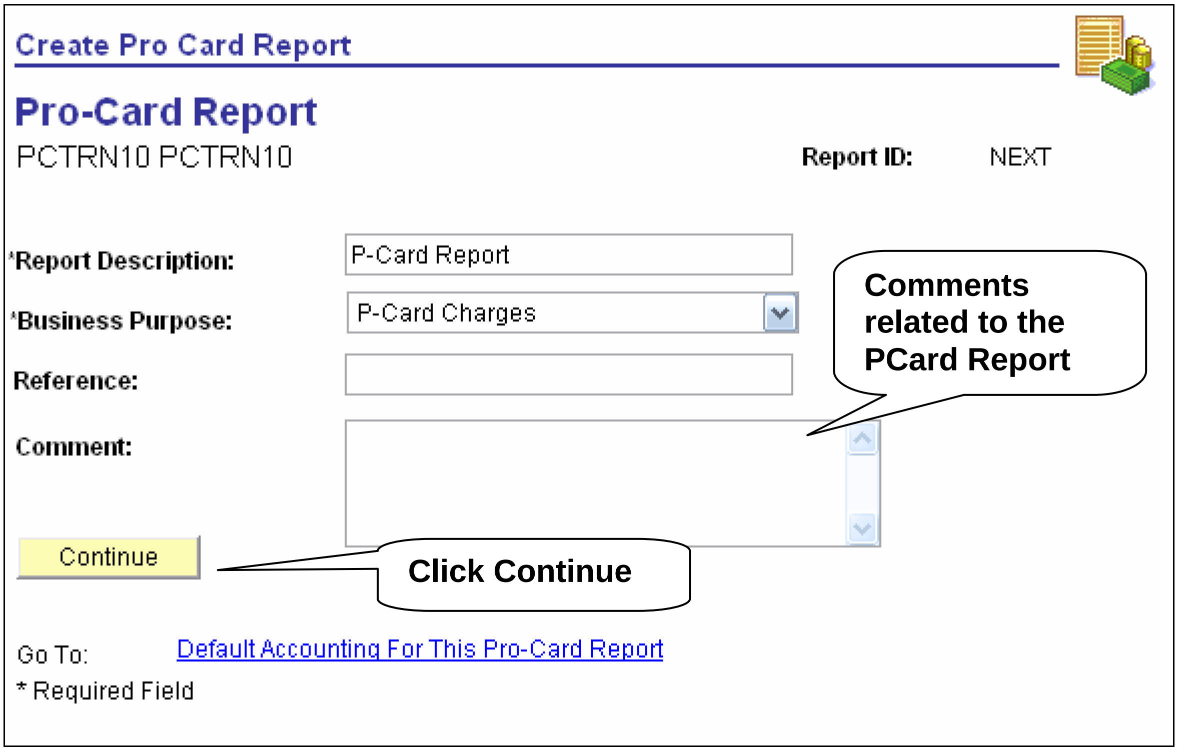
Note: You will only be able to access the employees that you are authorized to approve for.



5. Click Add .

The following page will be displayed containing Header information related to the P-Card Expense report.

Pro-Card Report Header Page



The **Report Description** field will default with a value of “P-Card Report”.

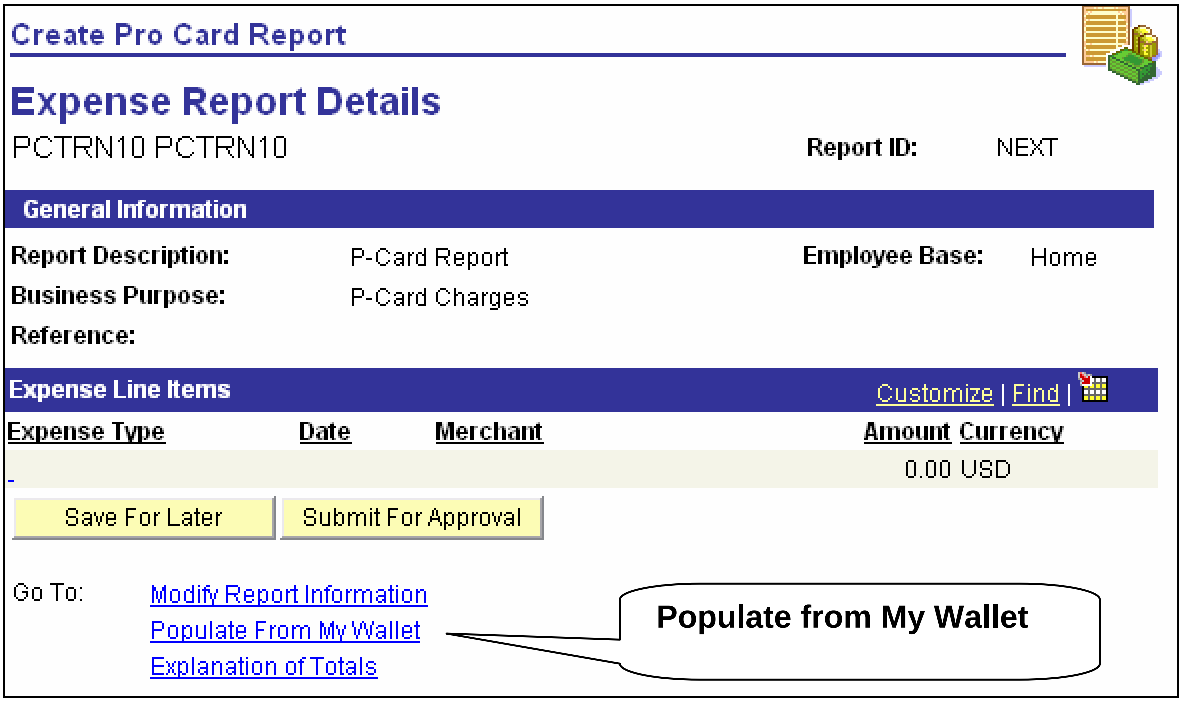
In addition, “P-Card Charges” will be selected in the **Business Purpose** dropdown box.

6. Enter any additional details related to this PCard Report in the **Comment** field.

7. Click Continue.

The **Expense Report Details** page will be displayed.

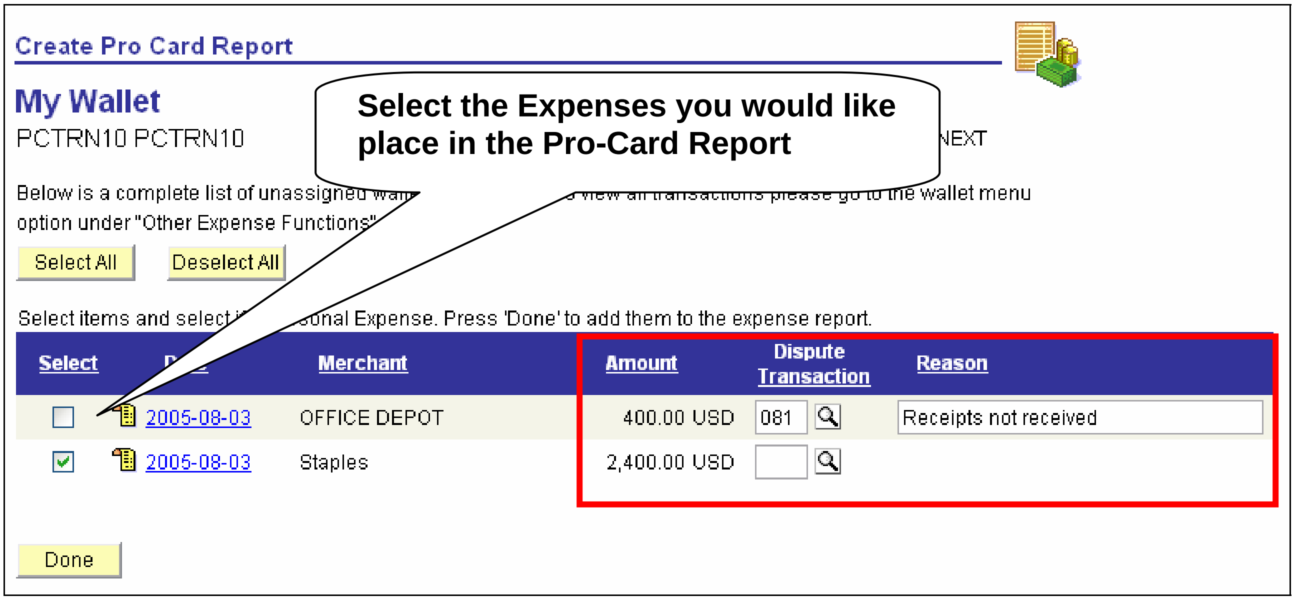
Populate from My Wallet



A blank Pro-Card Report will be displayed. It will be necessary for you to populate this report with expenses from My Wallet.

8. Click the Populate From My Wallet link.

The **My Wallet** page will be displayed with a list of transactions generated as a result of the P-Card usage.



9. Select only those P-Card expenses for which you are ready to pay.

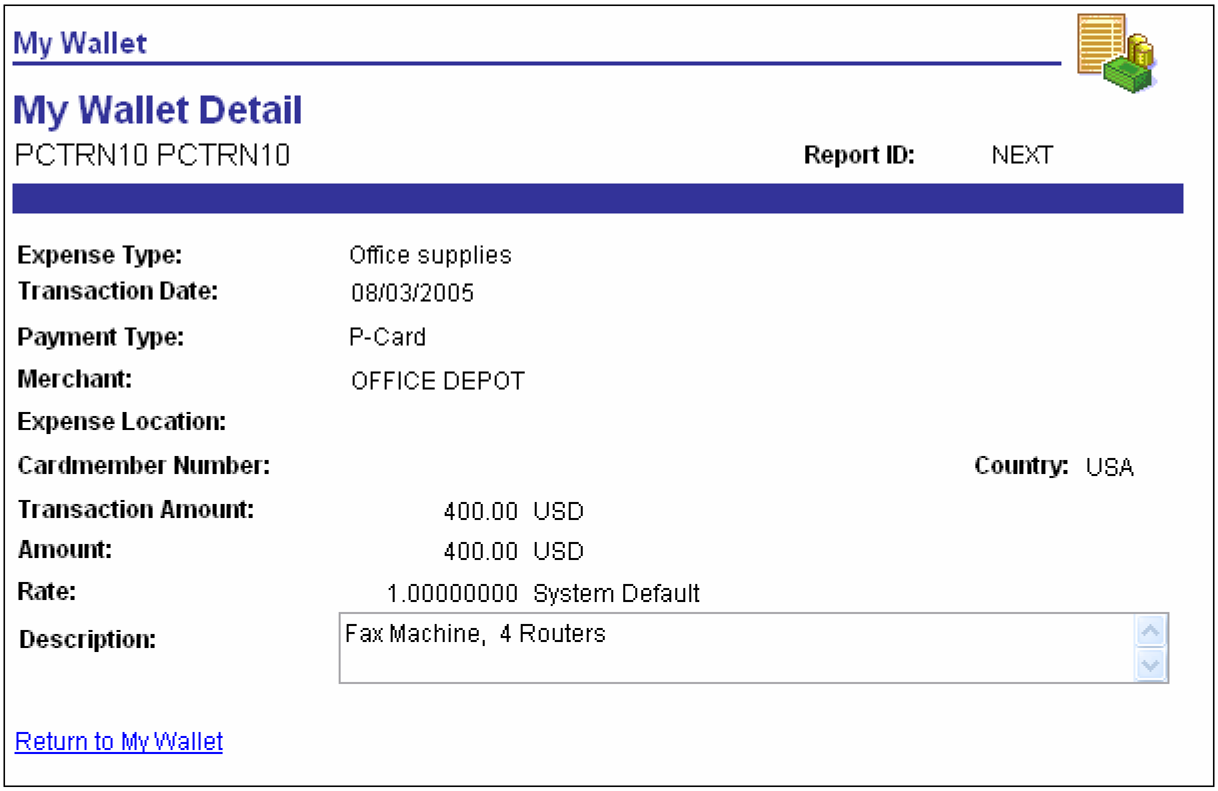
Dispute Transaction: If any charges are to be disputed, use the Lookup button to select a dispute code. Some common dispute reasons are listed below. If you specify a **Dispute Code of 81**, an additional **Reason** field will be displayed for additional comments.

Dispute Code	Dispute Description
080	Description Not Complete; If Agency Required
081	Charge Disapproved Other; **(Comment Required)**
082	Goods Not Received; Seeking Remedy
083	Unauthorized; Personnel Action May Be Required; Pay
084	Unauthorized; Returned For Credit; Pay
085	Damaged Goods; Seeking Remedy; Pay
086	Duplicate Charge; Requesting Credit; Pay
087	Over Charge; Requesting Credit; Pay
088	Returned; Awaiting Credit; Pay

Review Transaction Details for an Expense in My Wallet

10. Click the blue highlighted **Date** link to review the transactions details.

You will not be able to update the descriptions from this screen. Once the charges are loaded into the Pro-Card report, you will be able to verify and update the description.

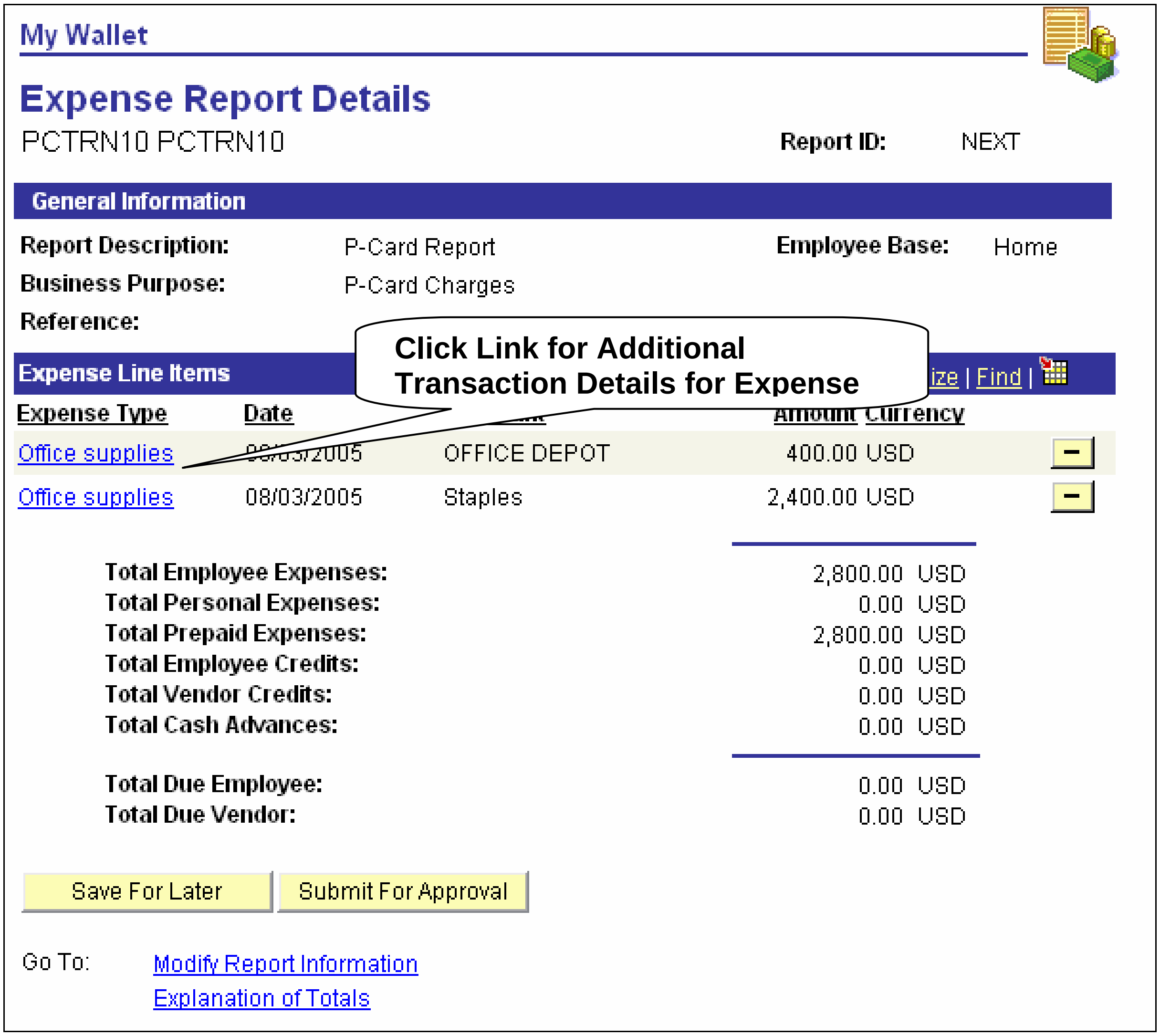


11. Click the Return To My Wallet link when finished.

You will be returned to the **My Wallet** page.

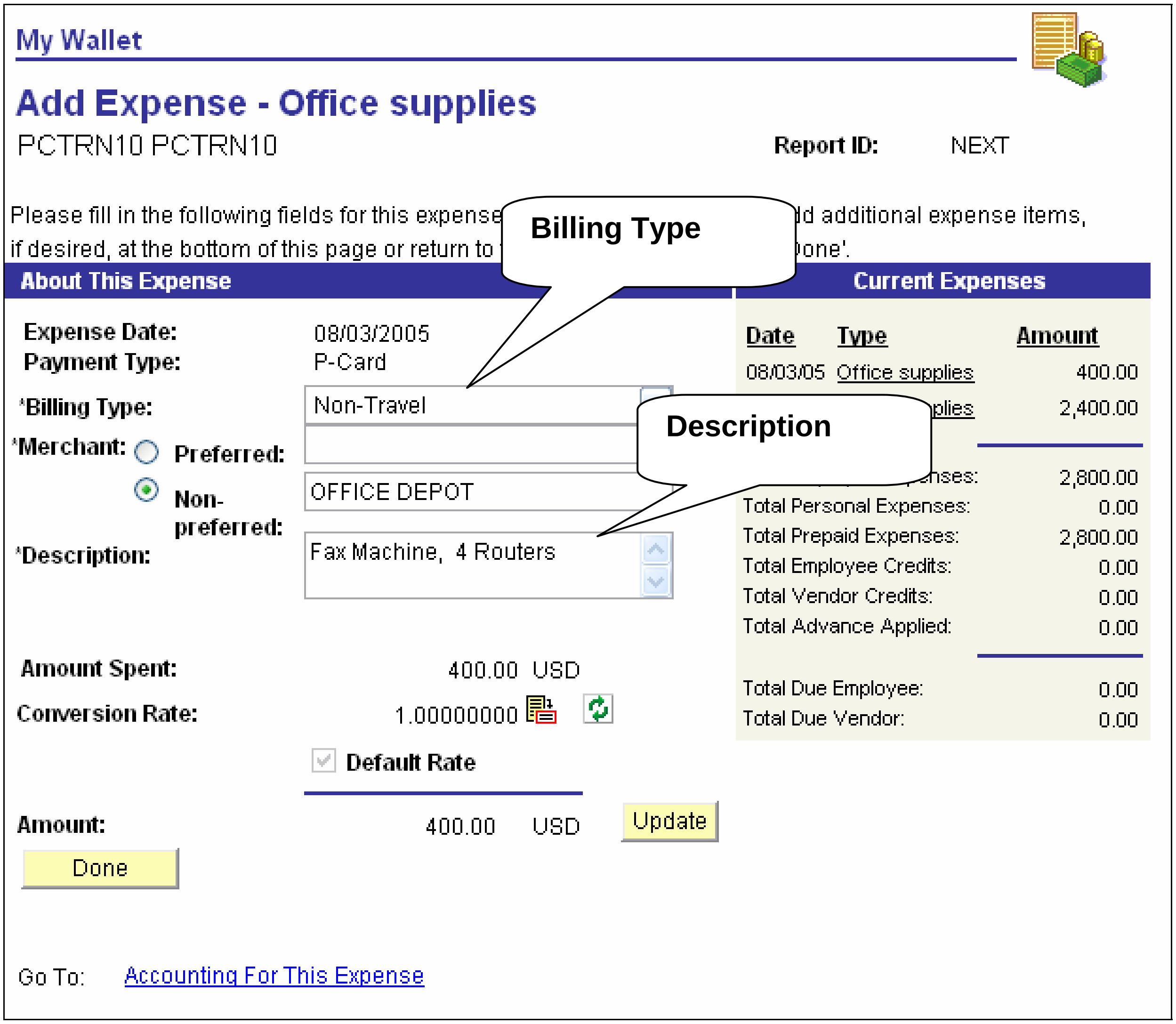
12. Click 

The Expense Report Details page will be displayed with the expenses selected from **My Wallet**.



Review Transaction Details in Expense Report

13. To review the transactions details, click on the blue highlighted link under the **Expense Type** column.

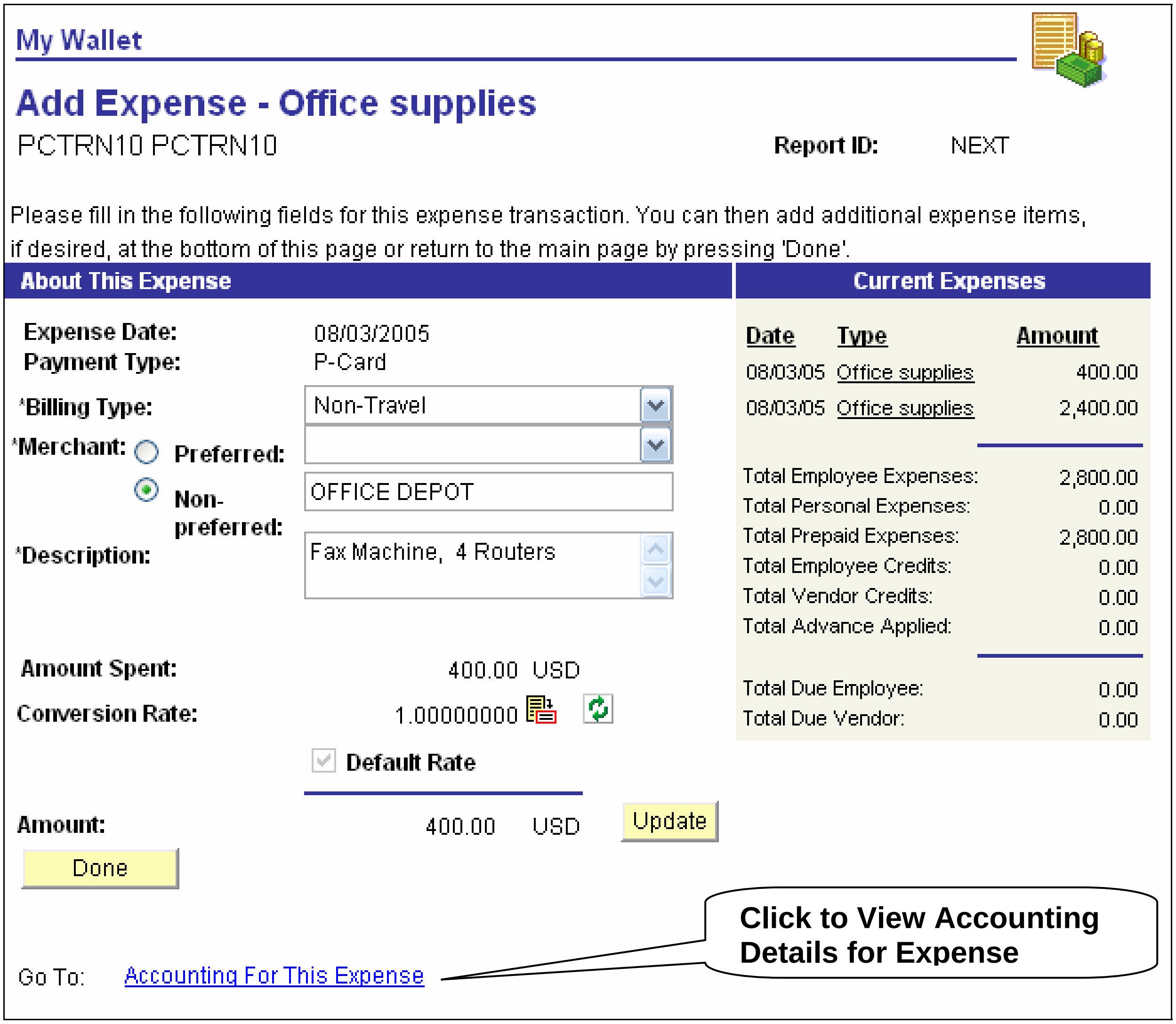


14. **Billing Type**: Specify whether the charge was “Travel” or “Non-Travel” related.

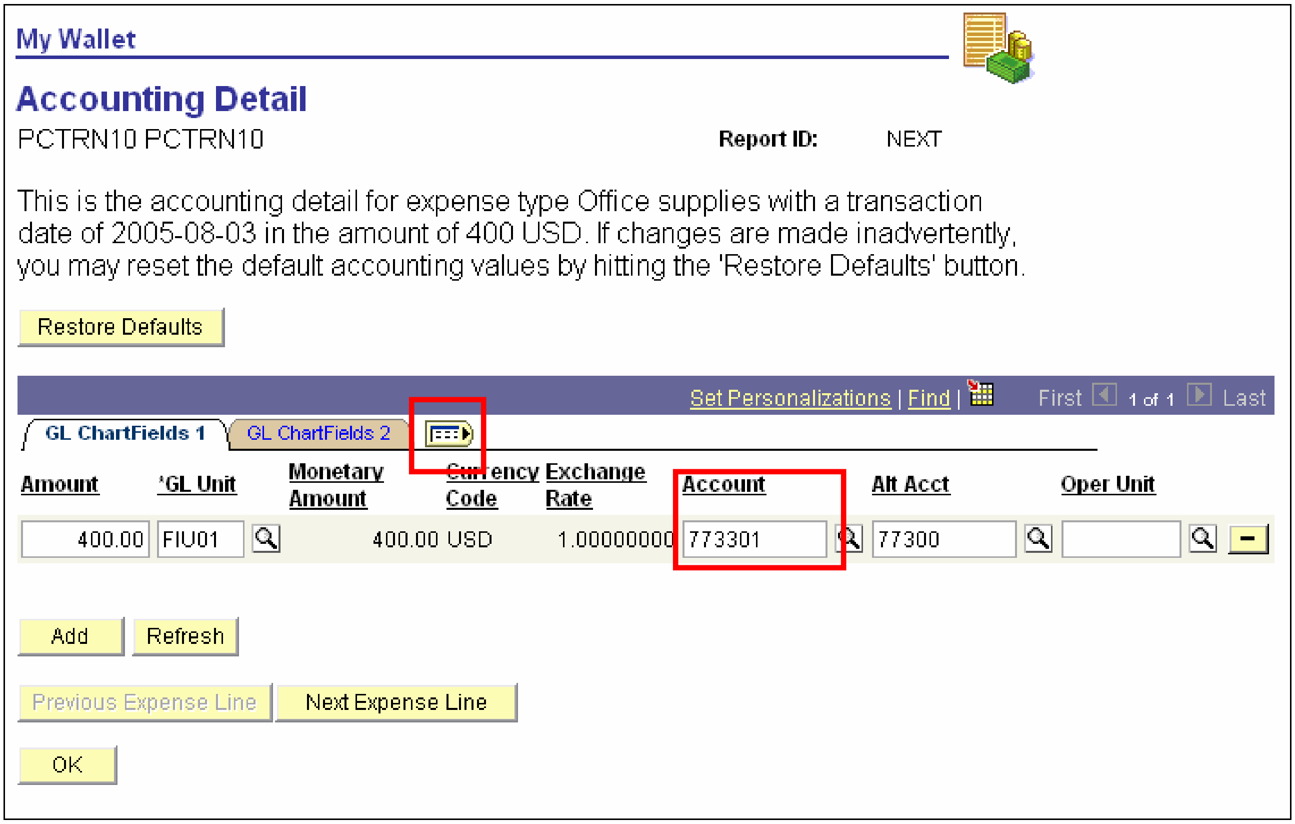
Note: The option that you select here will affect the accounting entries that are generated. It is important that you make certain your selection is accurate.

15. **Description:** Verify/Enter a Description for the Pro-Card expense.

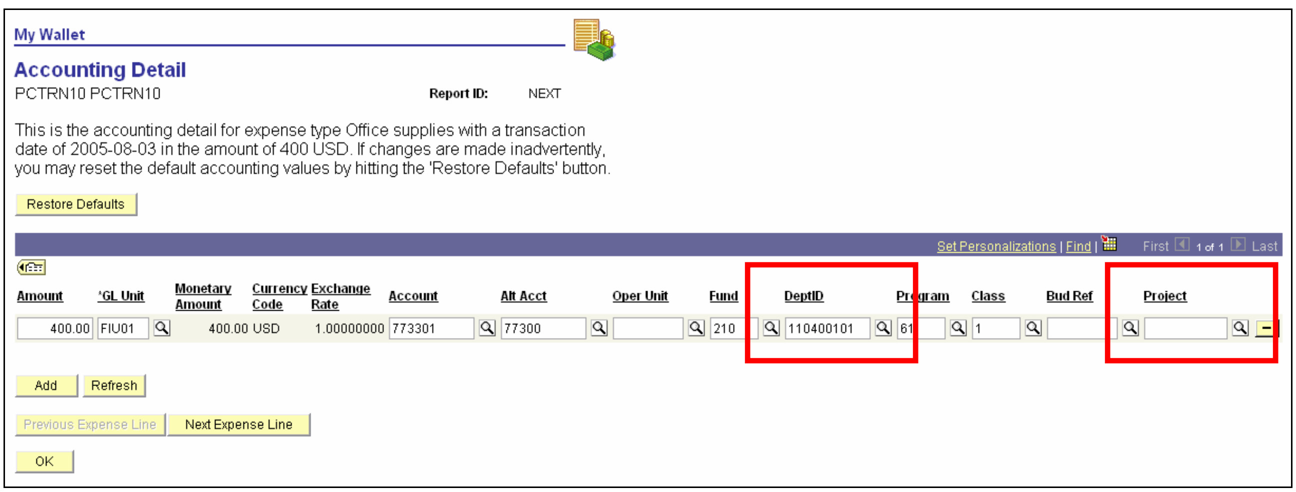
Review Accounting Details for Expense in Pro-Card Report



16. Accounting for This Expense: Select this link to review or modify the accounting details for this specific transaction. Make sure that you select the proper **Account** and **Dept/Project ID** that will be funding this charge.



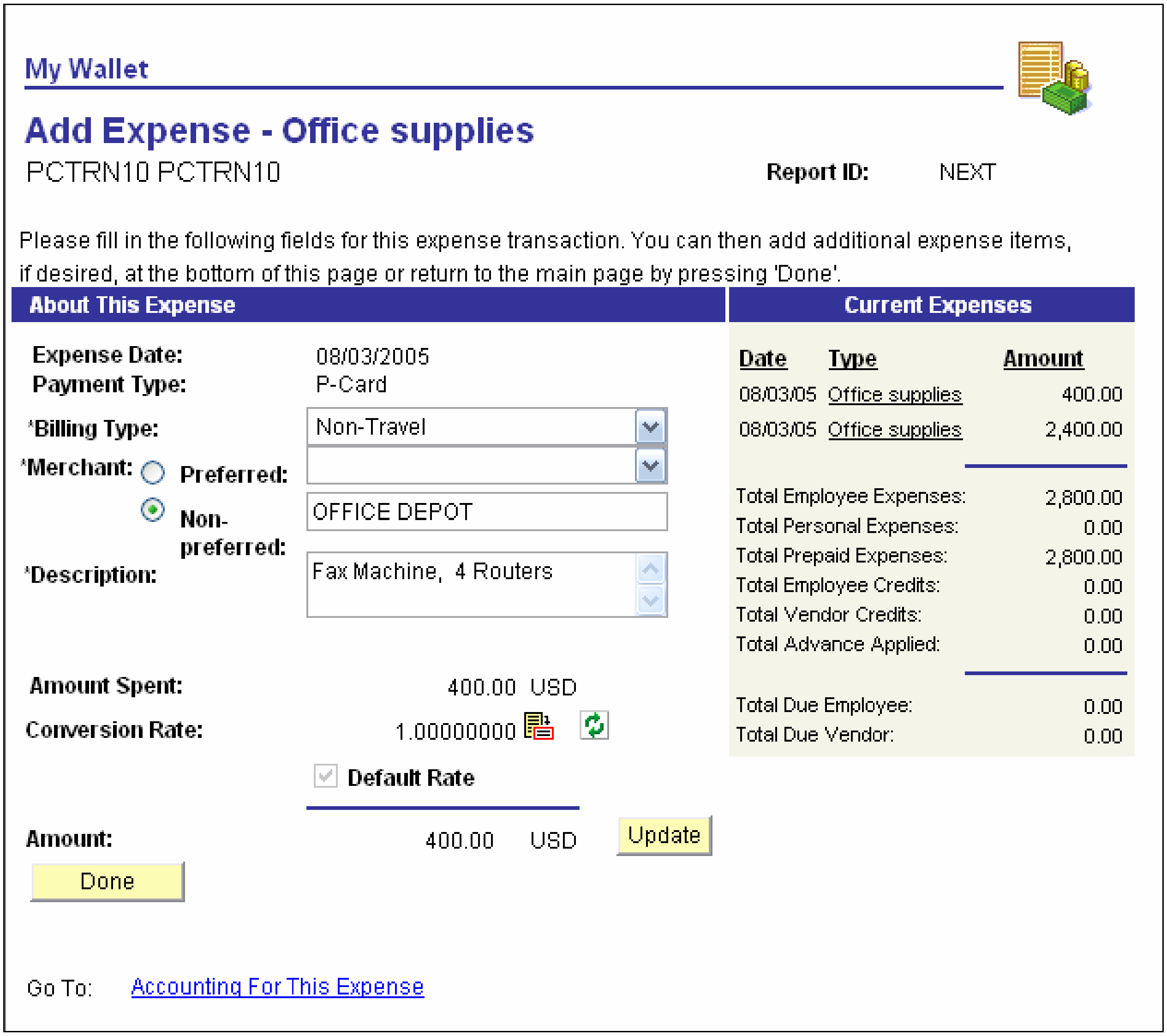
Click the icon to review all of the chartfield distributions (see below).



Note: If you update the **DeptID** or **Project** field, the additional required chartfields (Program, Class, Fund) will default.

17. Click OK when completed.

You will be returned to the **Add Expense** page for that charge.



My Wallet

Add Expense - Office supplies

PCTRN10 PCTRN10 **Report ID:** NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

About This Expense

Expense Date: 08/03/2005
Payment Type: P-Card
***Billing Type:** Non-Travel
***Merchant:** Preferred:
Non-preferred: OFFICE DEPOT
***Description:** Fax Machine, 4 Routers

Amount Spent: 400.00 USD
Conversion Rate: 1.00000000
Default Rate
Amount: 400.00 USD Update
Done

Go To: Accounting For This Expense

Current Expenses

Date	Type	Amount
08/03/05	Office supplies	400.00
08/03/05	Office supplies	2,400.00

Total Employee Expenses:	2,800.00
Total Personal Expenses:	0.00
Total Prepaid Expenses:	2,800.00
Total Employee Credits:	0.00
Total Vendor Credits:	0.00
Total Advance Applied:	0.00
Total Due Employee:	0.00
Total Due Vendor:	0.00

18. Click Done to return to the **Expense Report Details** Page.

19. Click on Save For Later to save the Expense Report.

20. Click on Run Budget Check to verify that the selected **Department/Project ID** and **Account** have the funds available to pay the vendor.

NOTE: You will not be able to **Submit** this Expense Report until you have a Budget Status of Valid (V).

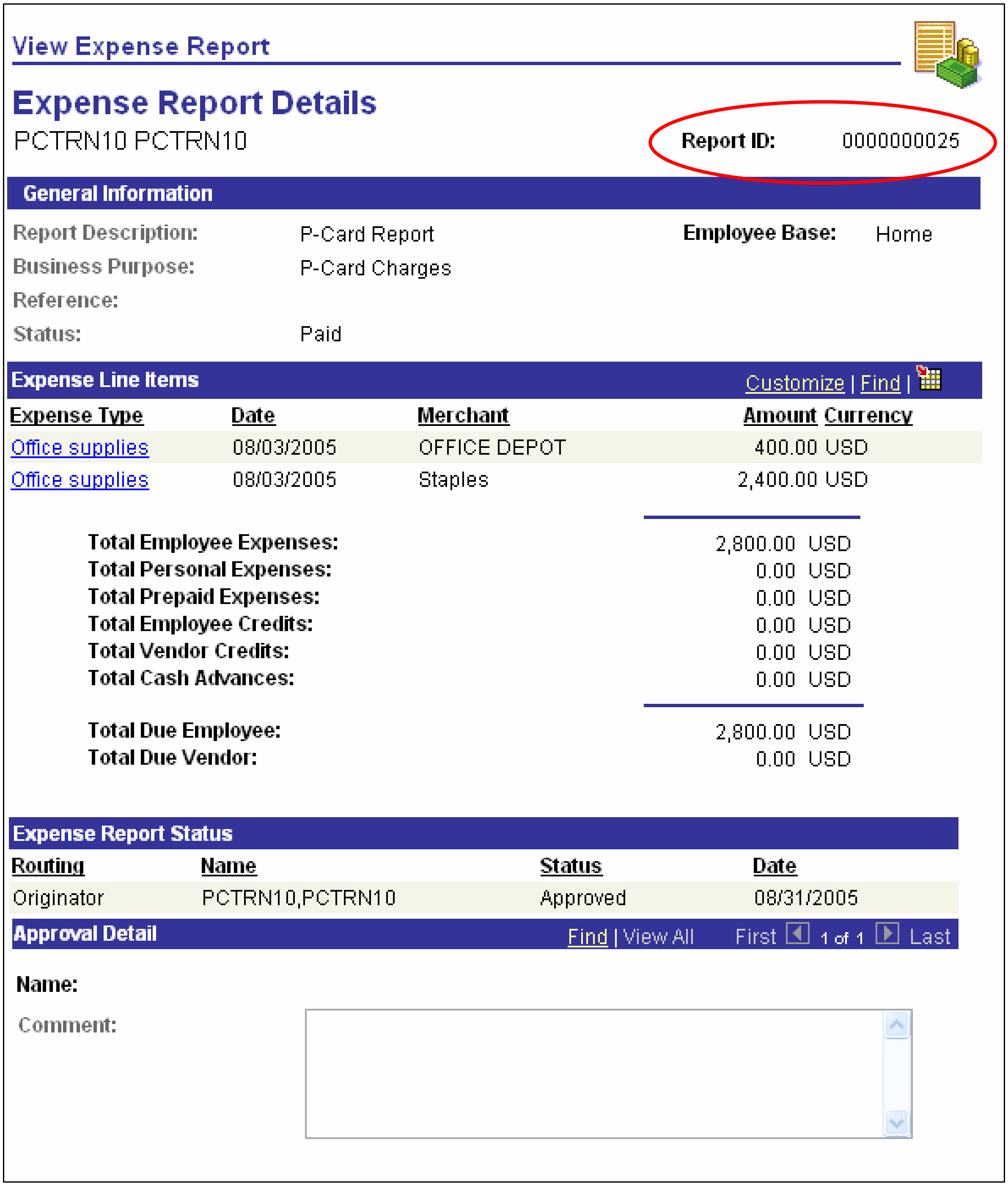
Budget Status	
N	Not Checked
V	Valid
E	Error

21. Click on Submit For Approval to submit this Expense Report.

22. Once you have reviewed the statement, click OK to confirm the Pro-Card report.

23. A confirmation page will be displayed. Click OK to return to the Expense Report.

24. Write down the **Report ID** created.



View Expense Report

Expense Report Details

PCTRN10 PCTRN10

Report ID: 0000000025

General Information

Report Description:	P-Card Report	**Employee Base:**	Home
Business Purpose:	P-Card Charges		
Reference:			
Status:	Paid		

Expense Line Items Customize | Find |

Expense Type	Date	Merchant	Amount Currency
Office supplies	08/03/2005	OFFICE DEPOT	400.00 USD
Office supplies	08/03/2005	Staples	2,400.00 USD

Total Employee Expenses:	2,800.00 USD
Total Personal Expenses:	0.00 USD
Total Prepaid Expenses:	0.00 USD
Total Employee Credits:	0.00 USD
Total Vendor Credits:	0.00 USD
Total Cash Advances:	0.00 USD
Total Due Employee:	2,800.00 USD
Total Due Vendor:	0.00 USD

Expense Report Status

Routing	Name	Status	Date
Originator	PCTRN10,PCTRN10	Approved	08/31/2005

Approval Detail Find | View All First 1 of 1 Last

Name:

Comment: