



# **P-Card Approval PC01**

**PeopleSoft 8.4**



**Fall 2005**



# P-Card Approval Table of Contents

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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***

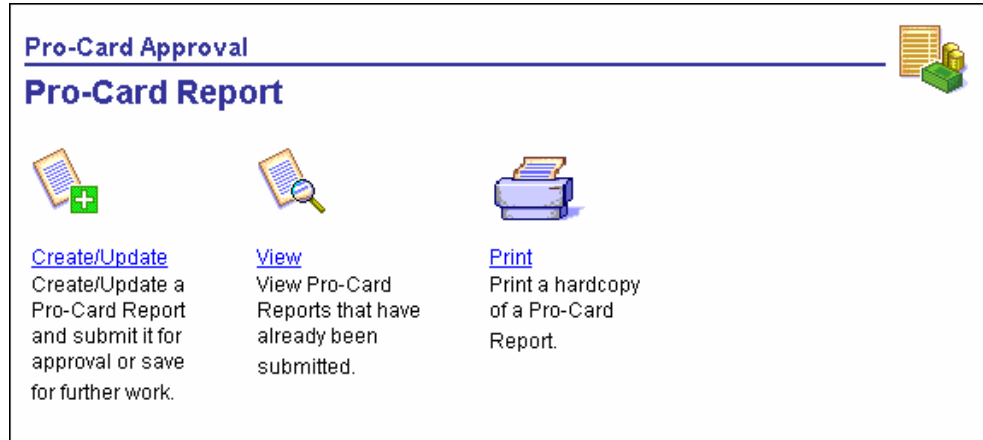
The transactions for each P-card User will be loaded into PantherSoft at the beginning of each week. You will have from Tuesday morning until the end of Business Day Thursday to create and submit the Pro-Card Report.

# 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

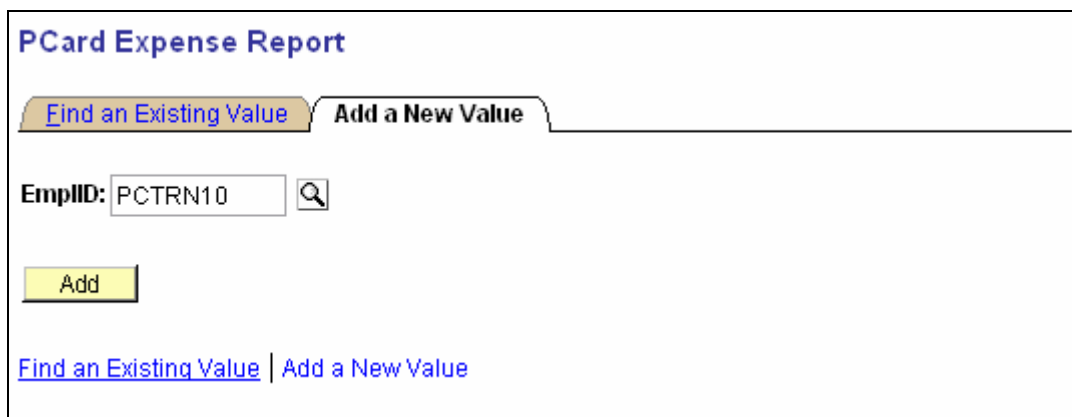


2. Click the [Create/Update](#) link to create or update a Pro-Card Report.


**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.

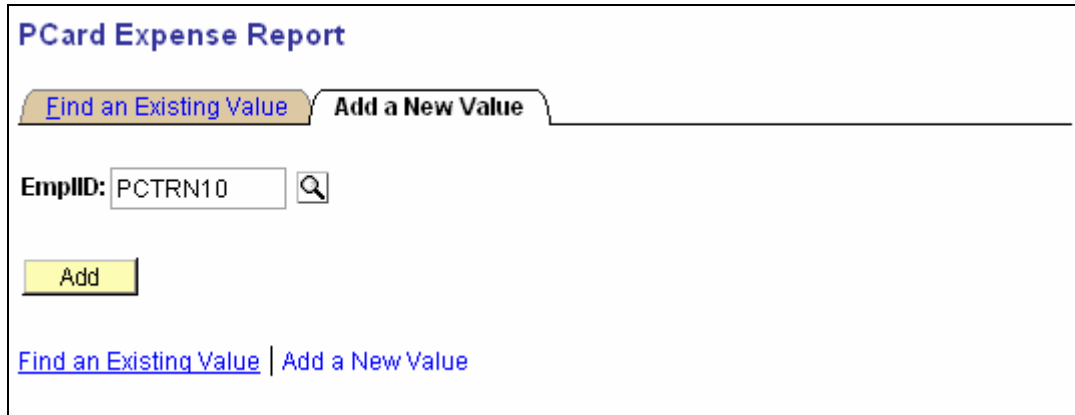
3. Click the **Add a New Value** Tab.



**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.



The screenshot shows a web interface titled "PCard Expense Report". At the top, there are two tabs: "Find an Existing Value" (which is selected and highlighted in blue) and "Add a New Value". Below the tabs, there is a label "EmpID:" followed by a text input field containing "PCTRN10" and a magnifying glass search icon. Below the input field is a yellow "Add" button. At the bottom of the interface, there are two blue links: "Find an Existing Value" and "Add a New Value".

5. Click  .

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

## Pro-Card Report Header Page

**Create Pro Card Report**

**Pro-Card Report**  
PCTRN10 PCTRN10

**Report ID:** NEXT

**\*Report Description:** P-Card Report

**\*Business Purpose:** P-Card Charges

**Reference:**

**Comment:**

**Continue** **Click Continue**

**Comments related to the PCard Report**

Go To: [Default Accounting For This Pro-Card Report](#)

\* Required Field

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

**Create Pro Card Report** 


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### Expense Report Details

PCTRN10 PCTRN10 **Report ID:** NEXT

**General Information**

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

**Expense Line Items** [Customize](#) | [Find](#) | 

Expense Type	Date	Merchant	Amount	Currency
			0.00	USD

Save For Later
Submit For Approval

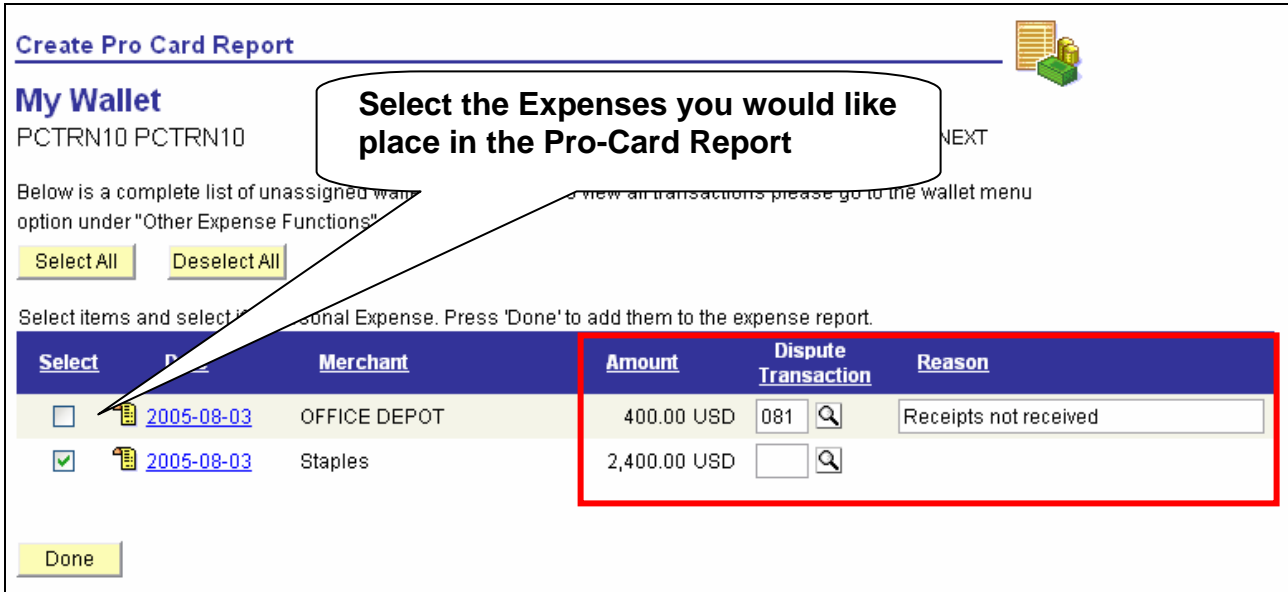
Go To: [Modify Report Information](#)  
[Populate From My Wallet](#)  
[Explanation of Totals](#)

**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
<b>081</b>	Charge Disapproved Other; <b>(Comment Required)</b>
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.

**My Wallet**


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### My Wallet Detail

PCTRN10 PCTRN10

**Report ID:** NEXT

<b>Expense Type:</b>	Office supplies	
<b>Transaction Date:</b>	08/03/2005	
<b>Payment Type:</b>	P-Card	
<b>Merchant:</b>	OFFICE DEPOT	
<b>Expense Location:</b>		
<b>Cardmember Number:</b>		<b>Country:</b> USA
<b>Transaction Amount:</b>	400.00 USD	
<b>Amount:</b>	400.00 USD	
<b>Rate:</b>	1.00000000 System Default	
<b>Description:</b>	<input style="width: 100%; height: 25px;" type="text" value="Fax Machine, 4 Routers"/>	

[Return to My Wallet](#)

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**.

**My Wallet**

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## Expense Report Details

PCTRN10 PCTRN10 **Report ID:** NEXT

**General Information**

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

**Click Link for Additional Transaction Details for Expense**

**Expense Line Items** [Size](#) | [Find](#) |

Expense Type	Date	Vendor	Amount	Currency	
<a href="#">Office supplies</a>	08/03/2005	OFFICE DEPOT	400.00	USD	-
<a href="#">Office supplies</a>	08/03/2005	Staples	2,400.00	USD	-

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

Save For Later

Submit For Approval

Go To: [Modify Report Information](#)  
[Explanation of Totals](#)

## Review Transaction Details in Expense Report

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

**My Wallet**

### Add Expense - Office supplies

PCTRN10 PCTRN10 Report ID: NEXT

Please fill in the following fields for this expense. Add additional expense items, if desired, at the bottom of this page or return to [Done](#).

About This Expense	Current Expenses																														
<b>Expense Date:</b> 08/03/2005 <b>Payment Type:</b> P-Card <b>Billing Type:</b> <input type="text" value="Non-Travel"/> <b>Merchant:</b> <input type="radio"/> Preferred: <input type="text"/> <input checked="" type="radio"/> Non-preferred: OFFICE DEPOT <b>Description:</b> <input type="text" value="Fax Machine, 4 Routers"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>08/03/05</td> <td><a href="#">Office supplies</a></td> <td>400.00</td> </tr> <tr> <td></td> <td><a href="#">Office supplies</a></td> <td>2,400.00</td> </tr> <tr> <td colspan="2">Total Personal Expenses:</td> <td>2,800.00</td> </tr> <tr> <td colspan="2">Total Prepaid Expenses:</td> <td>0.00</td> </tr> <tr> <td colspan="2">Total Employee Credits:</td> <td>2,800.00</td> </tr> <tr> <td colspan="2">Total Vendor Credits:</td> <td>0.00</td> </tr> <tr> <td colspan="2">Total Advance Applied:</td> <td>0.00</td> </tr> <tr> <td colspan="2">Total Due Employee:</td> <td>0.00</td> </tr> <tr> <td colspan="2">Total Due Vendor:</td> <td>0.00</td> </tr> </tbody> </table>	Date	Type	Amount	08/03/05	<a href="#">Office supplies</a>	400.00		<a href="#">Office supplies</a>	2,400.00	Total Personal Expenses:		2,800.00	Total Prepaid Expenses:		0.00	Total Employee Credits:		2,800.00	Total Vendor Credits:		0.00	Total Advance Applied:		0.00	Total Due Employee:		0.00	Total Due Vendor:		0.00
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Total Due Employee:		0.00																													
Total Due Vendor:		0.00																													
<b>Amount Spent:</b> 400.00 USD <b>Conversion Rate:</b> 1.00000000 <input checked="" type="checkbox"/> <b>Default Rate</b>																															
<b>Amount:</b> 400.00 USD <input type="button" value="Update"/>																															
<input type="button" value="Done"/>																															
Go To: <a href="#">Accounting For This Expense</a>																															

- 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.

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

## Review Accounting Details for Expense in Pro-Card Report

**My Wallet**

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### 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	Current Expenses																																	
<p><b>Expense Date:</b> 08/03/2005</p> <p><b>Payment Type:</b> P-Card</p> <p><b>Billing Type:</b> <input type="text" value="Non-Travel"/></p> <p><b>Merchant:</b> <input type="radio"/> Preferred: <input type="text" value=""/>  <input checked="" type="radio"/> Non-preferred: <input type="text" value="OFFICE DEPOT"/></p> <p><b>Description:</b> <input type="text" value="Fax Machine, 4 Routers"/></p> <p><b>Amount Spent:</b> 400.00 USD</p> <p><b>Conversion Rate:</b> 1.00000000 </p> <p><input checked="" type="checkbox"/> <b>Default Rate</b></p> <p><b>Amount:</b> 400.00 USD <span style="float: right;"><input type="button" value="Update"/></span></p> <p><input type="button" value="Done"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Type</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>08/03/05</td> <td>Office supplies</td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>08/03/05</td> <td>Office supplies</td> <td style="text-align: right;">2,400.00</td> </tr> <tr> <td colspan="2"><b>Total Employee Expenses:</b></td> <td style="text-align: right;">2,800.00</td> </tr> <tr> <td colspan="2"><b>Total Personal Expenses:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Prepaid Expenses:</b></td> <td style="text-align: right;">2,800.00</td> </tr> <tr> <td colspan="2"><b>Total Employee Credits:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Vendor Credits:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Advance Applied:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Due Employee:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Due Vendor:</b></td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>	Date	Type	Amount	08/03/05	Office supplies	400.00	08/03/05	Office supplies	2,400.00	<b>Total Employee Expenses:</b>		2,800.00	<b>Total Personal Expenses:</b>		0.00	<b>Total Prepaid Expenses:</b>		2,800.00	<b>Total Employee Credits:</b>		0.00	<b>Total Vendor Credits:</b>		0.00	<b>Total Advance Applied:</b>		0.00	<b>Total Due Employee:</b>		0.00	<b>Total Due Vendor:</b>		0.00
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Go To: [Accounting For This Expense](#) Click to View Accounting Details for Expense

**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.

**My Wallet**

### Accounting Detail

PCTRN10 PCTRN10 Report ID: NEXT

This is the accounting detail for expense type Office supplies with a transaction date of 2005-08-03 in the amount of 400 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

Set Personalizations | Find | First 1 of 1 Last

GL ChartFields 1 GL ChartFields 2

Amount	'GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Oper Unit
400.00	FIU01	400.00	USD	1.00000000	773301	77300	

[Add](#) [Refresh](#)

[Previous Expense Line](#) [Next Expense Line](#)

[OK](#)

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

**My Wallet**

### Accounting Detail

PCTRN10 PCTRN10 Report ID: NEXT

This is the accounting detail for expense type Office supplies with a transaction date of 2005-08-03 in the amount of 400 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

Set Personalizations | Find | First 1 of 1 Last

Amount	'GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Oper Unit	Fund	DeptID	Program	Class	Bud Ref	Project
400.00	FIU01	400.00	USD	1.00000000	773301	77300		210	110400101	81	1		

[Add](#) [Refresh](#)

[Previous Expense Line](#) [Next Expense Line](#)

[OK](#)

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

17. Click 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	Current Expenses																																	
<p><b>Expense Date:</b> 08/03/2005</p> <p><b>Payment Type:</b> P-Card</p> <p><b>Billing Type:</b> <input type="text" value="Non-Travel"/></p> <p><b>Merchant:</b> <input type="radio"/> Preferred: <input type="text"/>  <input checked="" type="radio"/> Non-preferred: <input type="text" value="OFFICE DEPOT"/></p> <p><b>Description:</b> <input type="text" value="Fax Machine, 4 Routers"/></p> <p><b>Amount Spent:</b> 400.00 USD</p> <p><b>Conversion Rate:</b> 1.00000000 </p> <p><input checked="" type="checkbox"/> <b>Default Rate</b></p> <p><b>Amount:</b> 400.00 USD <span style="float: right;"><input type="button" value="Update"/></span></p> <p><input type="button" value="Done"/></p> <p>Go To: <a href="#">Accounting For This Expense</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Type</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>08/03/05</td> <td>Office supplies</td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>08/03/05</td> <td>Office supplies</td> <td style="text-align: right;">2,400.00</td> </tr> <tr> <td colspan="2"><b>Total Employee Expenses:</b></td> <td style="text-align: right;">2,800.00</td> </tr> <tr> <td colspan="2"><b>Total Personal Expenses:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Prepaid Expenses:</b></td> <td style="text-align: right;">2,800.00</td> </tr> <tr> <td colspan="2"><b>Total Employee Credits:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Vendor Credits:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Advance Applied:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Due Employee:</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><b>Total Due Vendor:</b></td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>	Date	Type	Amount	08/03/05	Office supplies	400.00	08/03/05	Office supplies	2,400.00	<b>Total Employee Expenses:</b>		2,800.00	<b>Total Personal Expenses:</b>		0.00	<b>Total Prepaid Expenses:</b>		2,800.00	<b>Total Employee Credits:</b>		0.00	<b>Total Vendor Credits:</b>		0.00	<b>Total Advance Applied:</b>		0.00	<b>Total Due Employee:</b>		0.00	<b>Total Due Vendor:</b>		0.00
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18. Click  to return to the **Expense Report Details** Page.

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

**My Wallet**

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## Expense Report Details

PCTRN10 PCTRN10 **Report ID:** NEXT

**General Information**

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

**Expense Line Items** [Customize](#) | [Find](#) |

Expense Type	Date	Merchant	Amount	Currency	
<a href="#">Office supplies</a>	08/03/2005	OFFICE DEPOT	400.00	USD	-
<a href="#">Office supplies</a>	08/03/2005	Staples	2,400.00	USD	-
<b>Total Employee Expenses:</b>			2,800.00	USD	
<b>Total Personal Expenses:</b>			0.00	USD	
<b>Total Prepaid Expenses:</b>			2,800.00	USD	
<b>Total Employee Credits:</b>			0.00	USD	
<b>Total Vendor Credits:</b>			0.00	USD	
<b>Total Cash Advances:</b>			0.00	USD	
<b>Total Due Employee:</b>			0.00	USD	
<b>Total Due Vendor:</b>			0.00	USD	

Save For Later
Submit For Approval

**Budget Status:**

Go To: [Modify Report Information](#) Run Budget Check


[Explanation of Totals](#) N


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

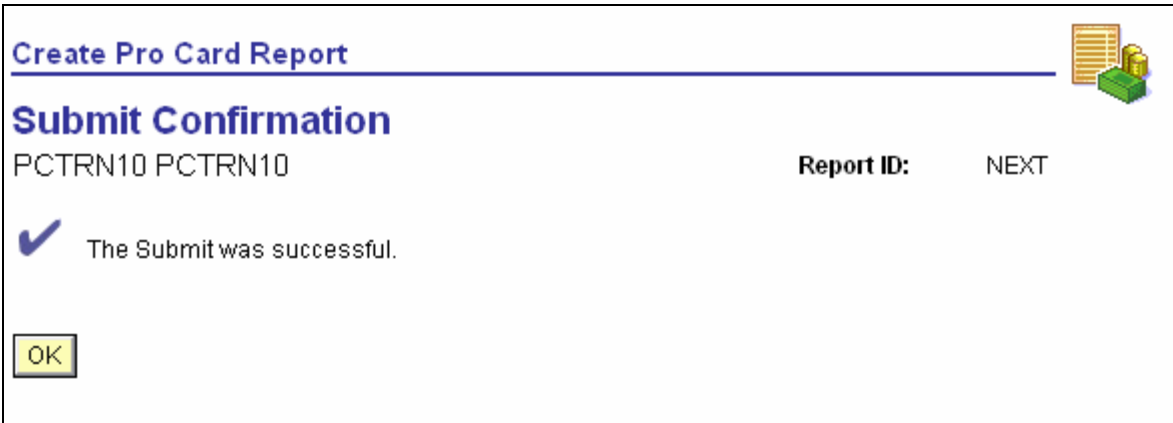
**NOTE:** You will not be able to **Submit** this Expense Report until you have a Budget Status of Valid (V).

**Budget Status**

N	Not Checked
V	Valid
E	Error

21. Click on  to submit this Expense Report.

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





**Create Pro Card Report**


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**Submit Confirmation**


PCTRN10 PCTRN10 **Report ID: NEXT**

 The Submit was successful.



23. A confirmation page will be displayed. Click  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
<a href="#">Office supplies</a>	08/03/2005	OFFICE DEPOT	400.00	USD
<a href="#">Office supplies</a>	08/03/2005	Staples	2,400.00	USD
<b>Total Employee Expenses:</b>			2,800.00	USD
<b>Total Personal Expenses:</b>			0.00	USD
<b>Total Prepaid Expenses:</b>			0.00	USD
<b>Total Employee Credits:</b>			0.00	USD
<b>Total Vendor Credits:</b>			0.00	USD
<b>Total Cash Advances:</b>			0.00	USD
<b>Total Due Employee:</b>			2,800.00	USD
<b>Total Due Vendor:</b>			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:**