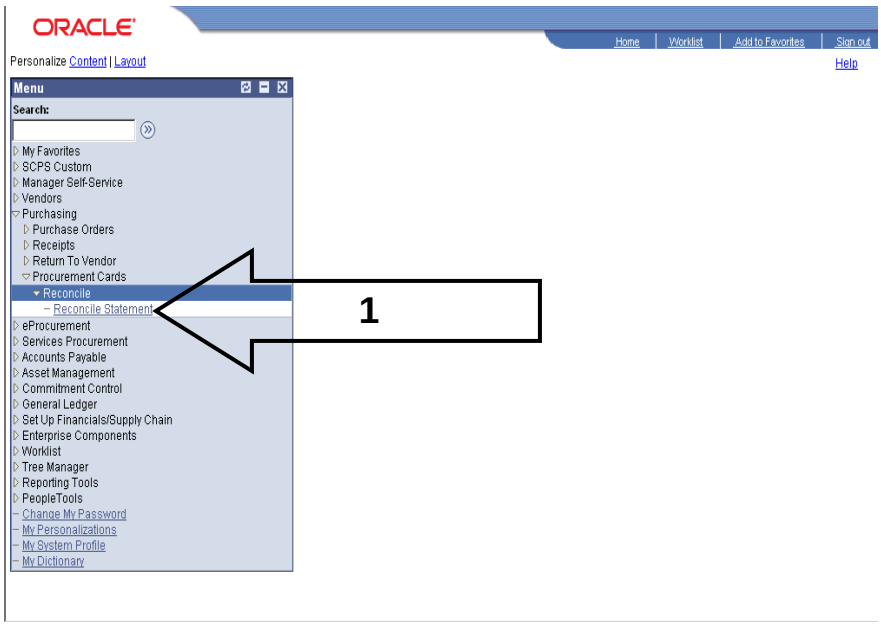
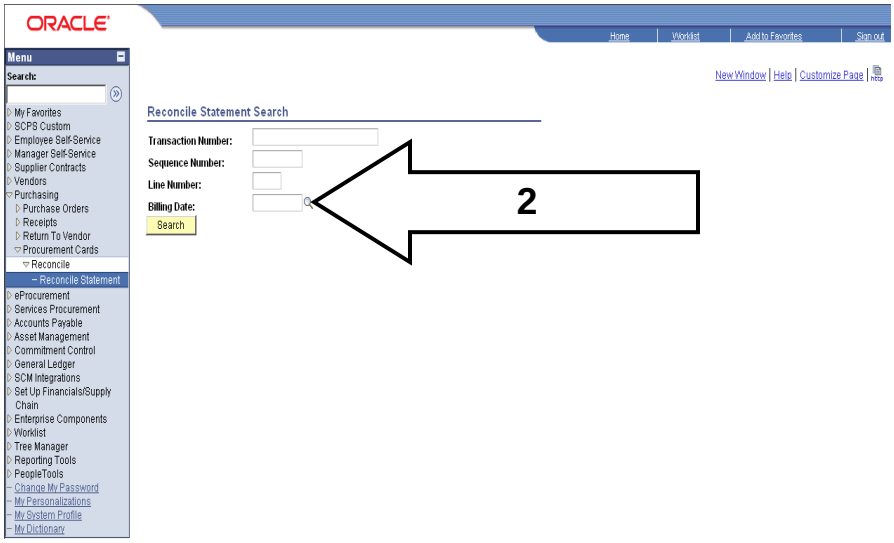
PeopleSoft Finance 9.0
Procurement Card Processing

Procurement Card Processing



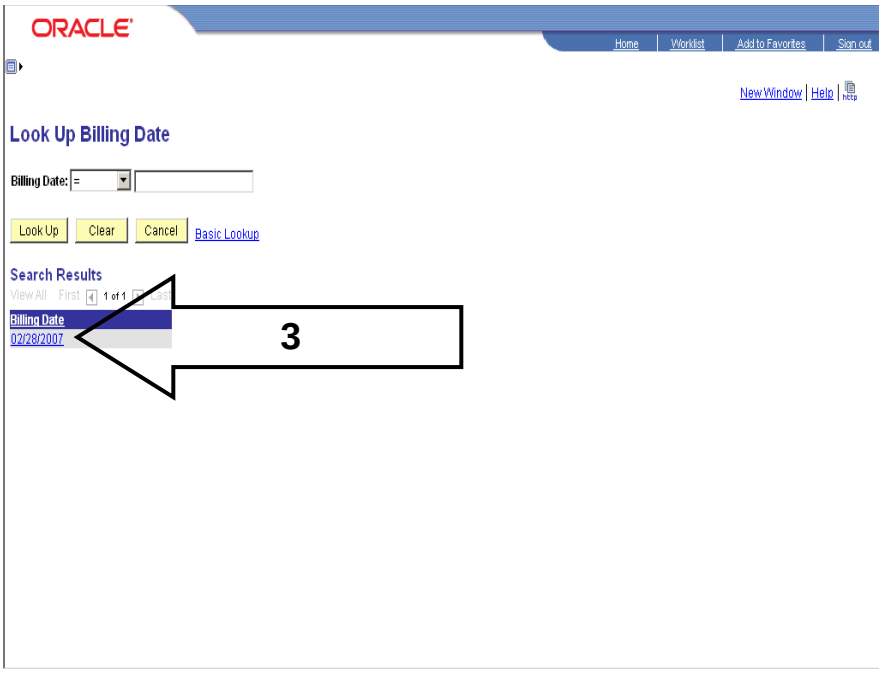
1. Click on the ***Reconcile Statement*** transaction link by following the navigation path **Menu** > **Purchasing** > **Procurement Cards** > **Reconcile**

Note: If you have multiple PeopleSoft logon ID's to support the use of different cost centers, you will need to use the appropriate cost center logon for the cost center you will be processing.

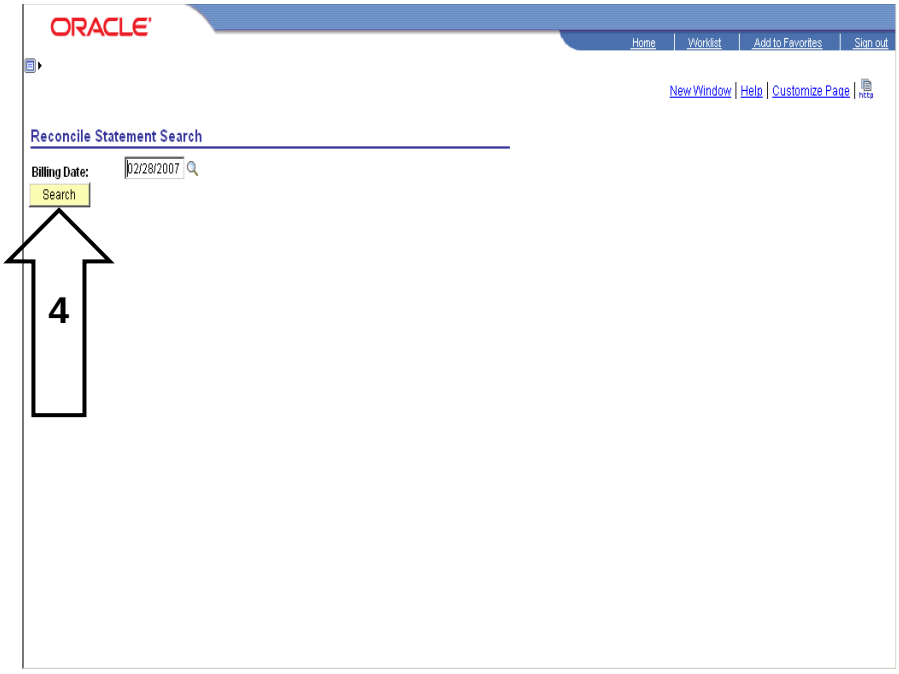


2. Click the 🔍 to select **Billing Date**.

Note: The billing date is the last day of the month.

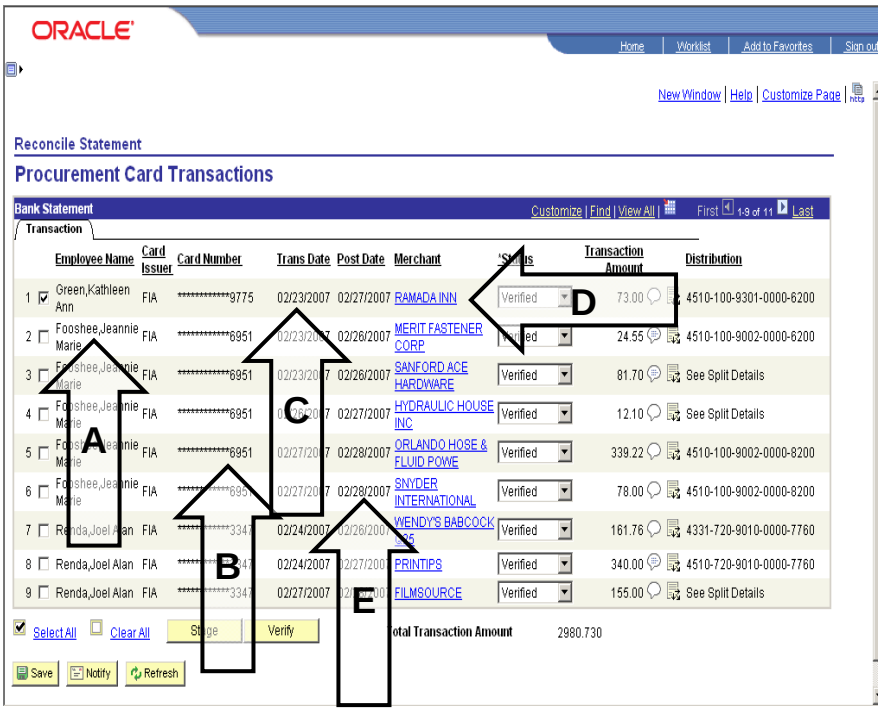


3. Select the **Billing Date** from the list.



4. Click the Search button.

Page Information



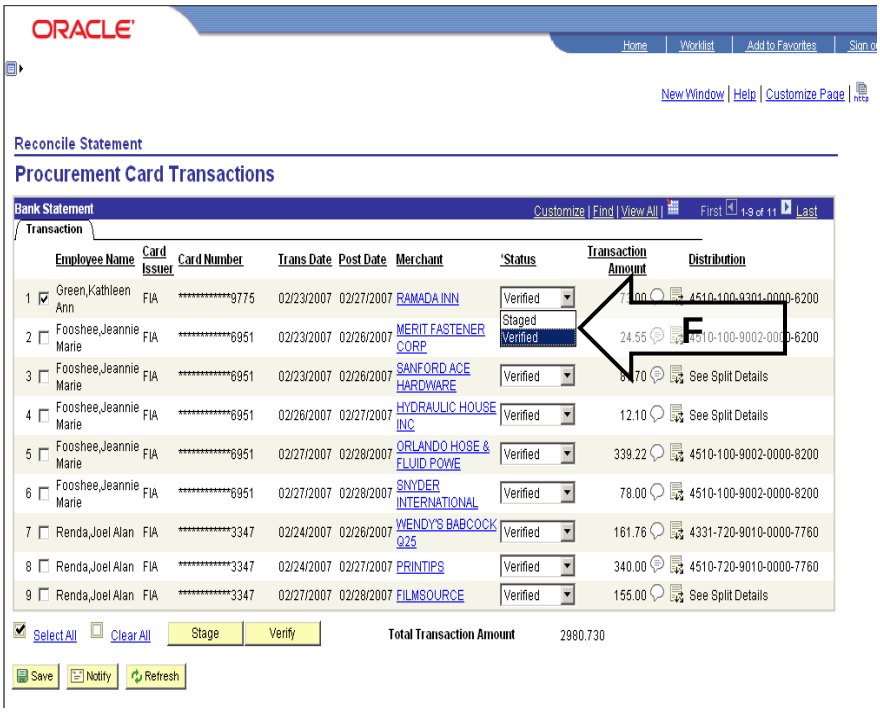
A. **Employee Name** – Name of the employee card is issued to

B. **Card Number** – Last four digits of the card used for the corresponding purchase

C. **Trans Date** – Date of the card transaction

D. **Merchant** – Merchant where the card was used. **Note**: Clicking on the Merchant hyperlink will display a limited amount of merchant information.

E. **Post Date** - Date transaction is posted to the account bank

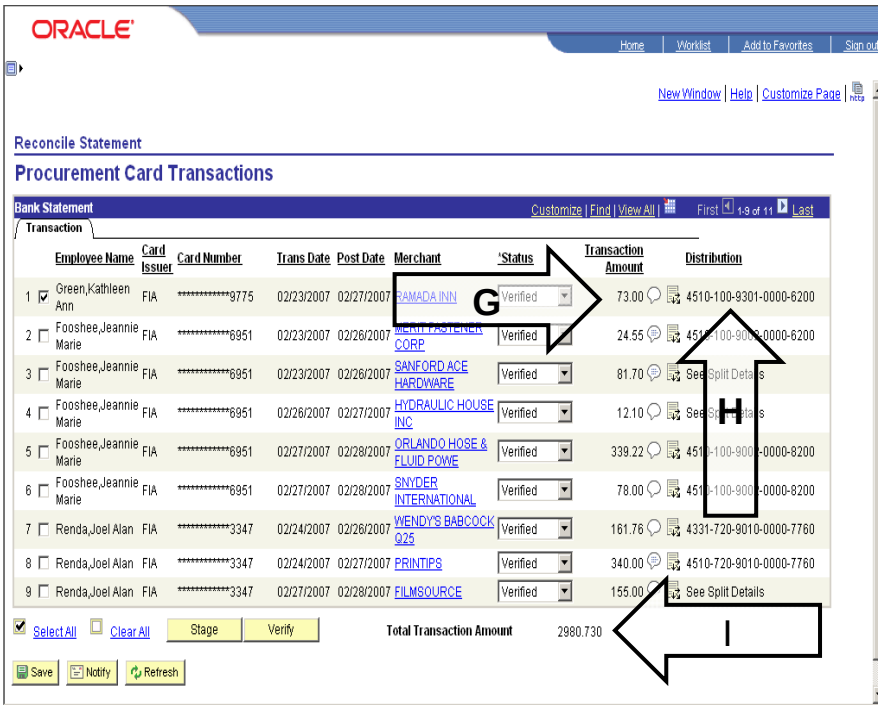


F. **Status** – Status of the transaction

Staged – Item has not been verified by the bookkeeper and will not be forwarded to AP for payment.

Verified – Item has been verified by the bookkeeper and will be forwarded to AP for payment

Approved – Item has been *Verified* by bookkeeper and approved by Finance. Must contact Accounts Payable for changes if verified in error.



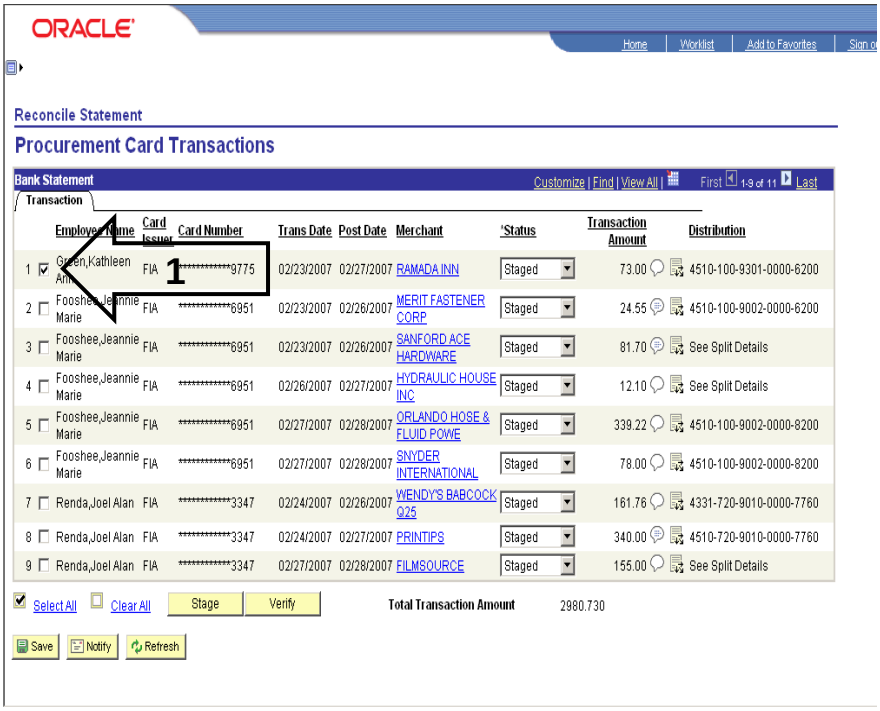
G. **Transaction Amount** – Amount of the Transaction

H. **Distribution** – Default cost strip is normally a supply account. ***You must correct the cost strip depending on the purchase.***

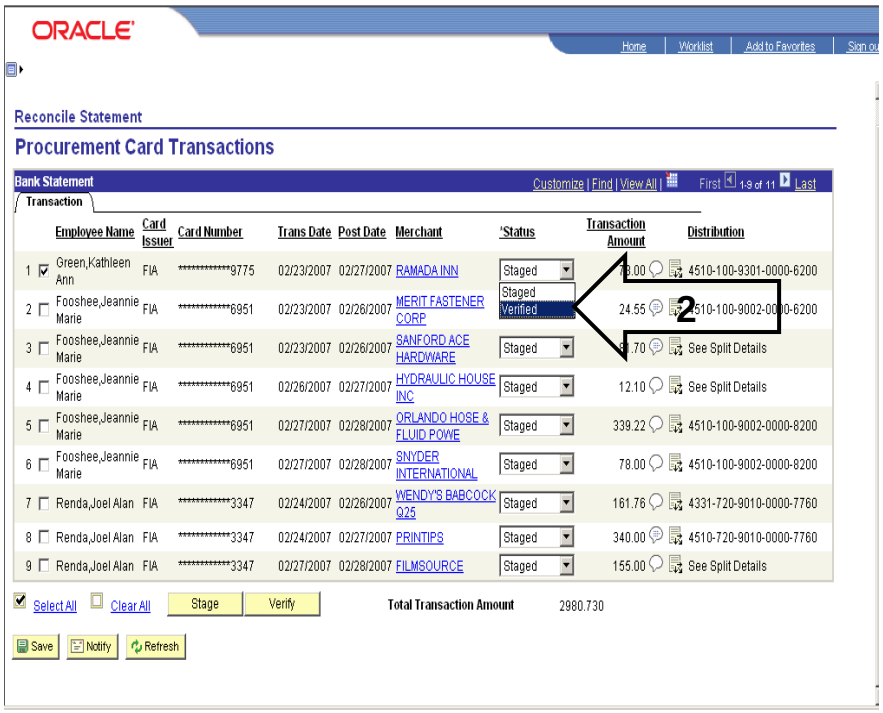
Note: Distribution is displayed in the following order Account, Fund, Cost Center, Project, Function

I. **Total Transaction Amount** - Total amount of all Verified and Staged transactions.

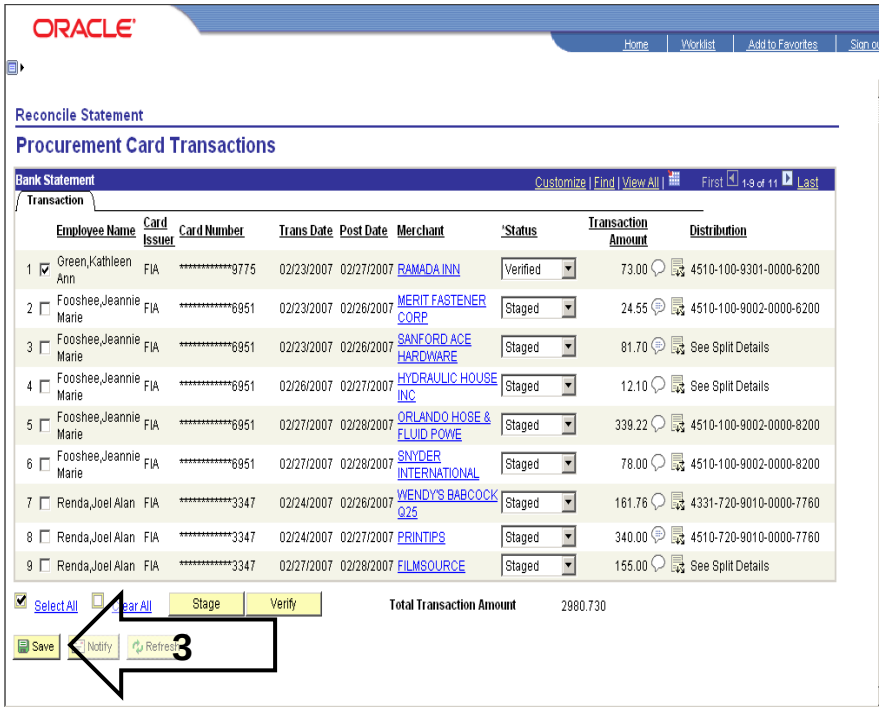
Processing a card transaction for payment

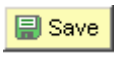


1. To verify a transaction click in the selection box next to the transaction.



2. The default cost strip is listed in the **Distribution** column. If the transaction is to be charged to the default cost strip, select ***Verified*** from the menu list in the **Status** column.

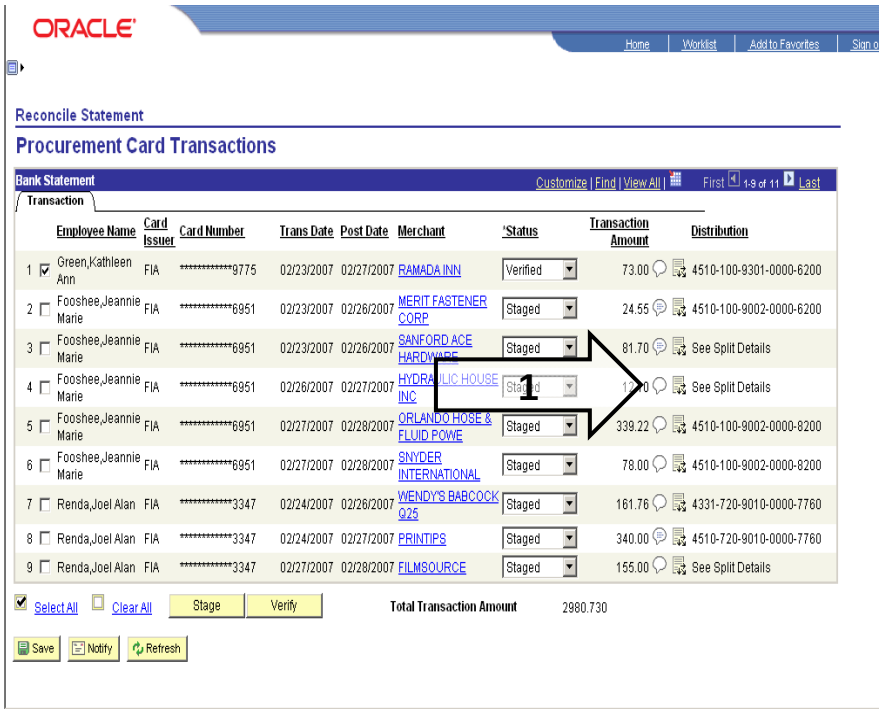


3. Click the  button.

Note: If you select the wrong transaction you can change the status back to ***Staged*** and click the button.

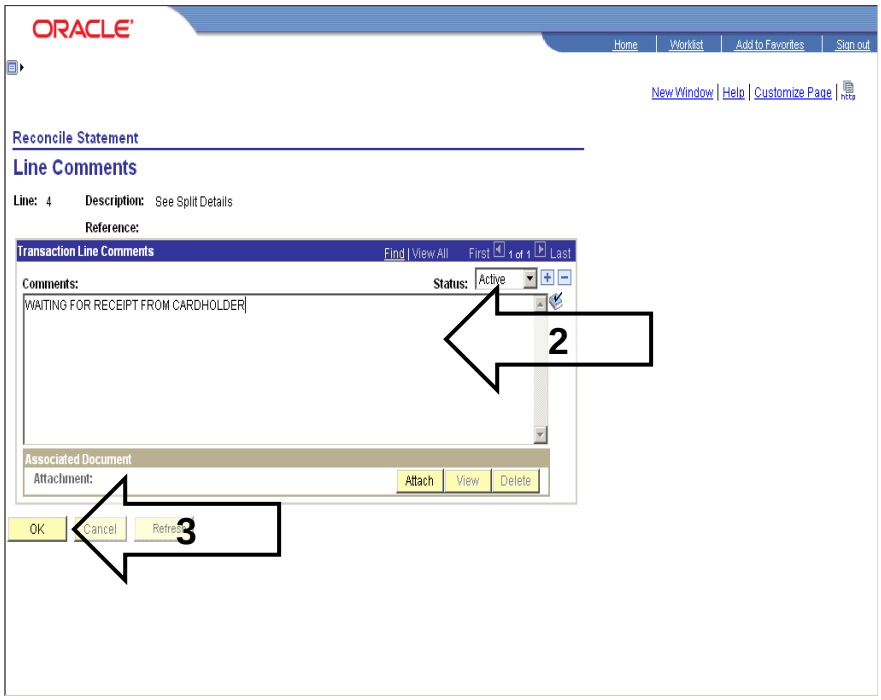
Transactions need to be ***Verified*** by the 7th of each month.
The transaction does not become permanent until Finance pulls the transaction for payment (after the 7th of each month)

Adding Comments



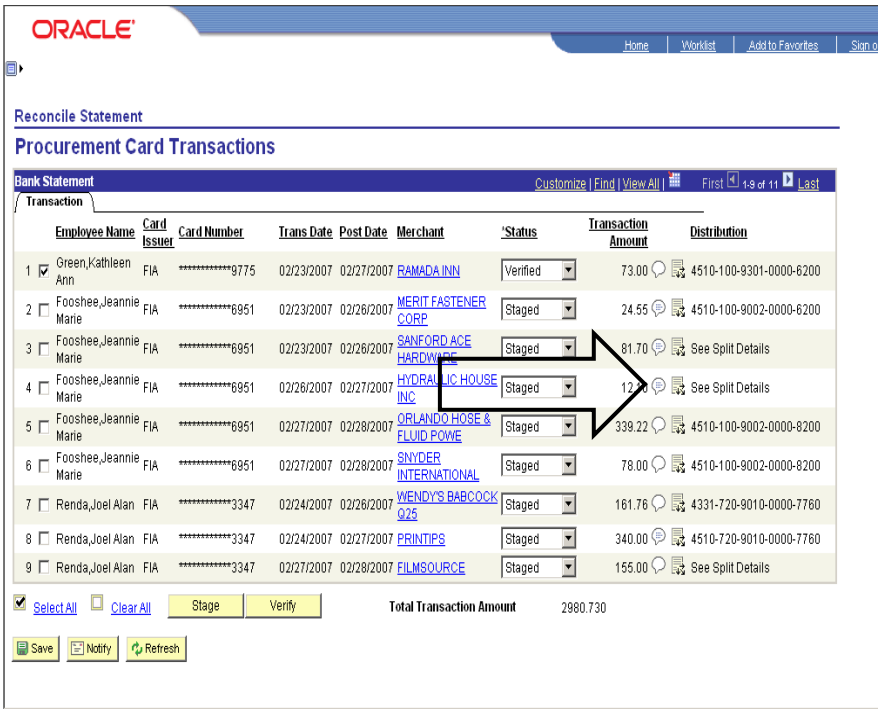
To add comments to a card transaction:

1. Click on the icon for the transaction you wish to add a comment to.



2. Enter comments into the **Comments** field

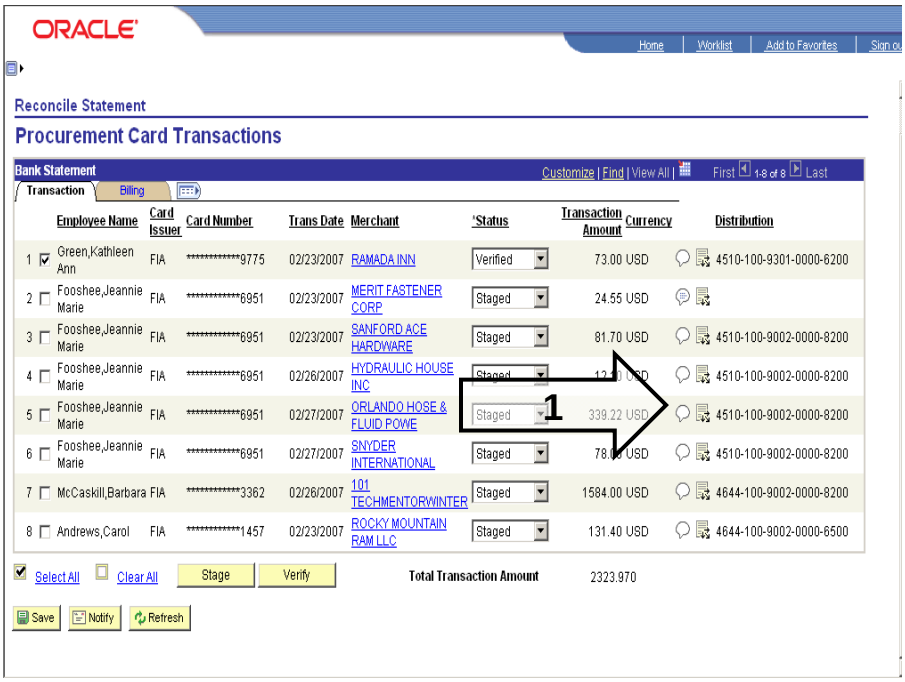
3. Click the OK button.



Note: The comment icon changes to when a comment has been entered against a transaction.

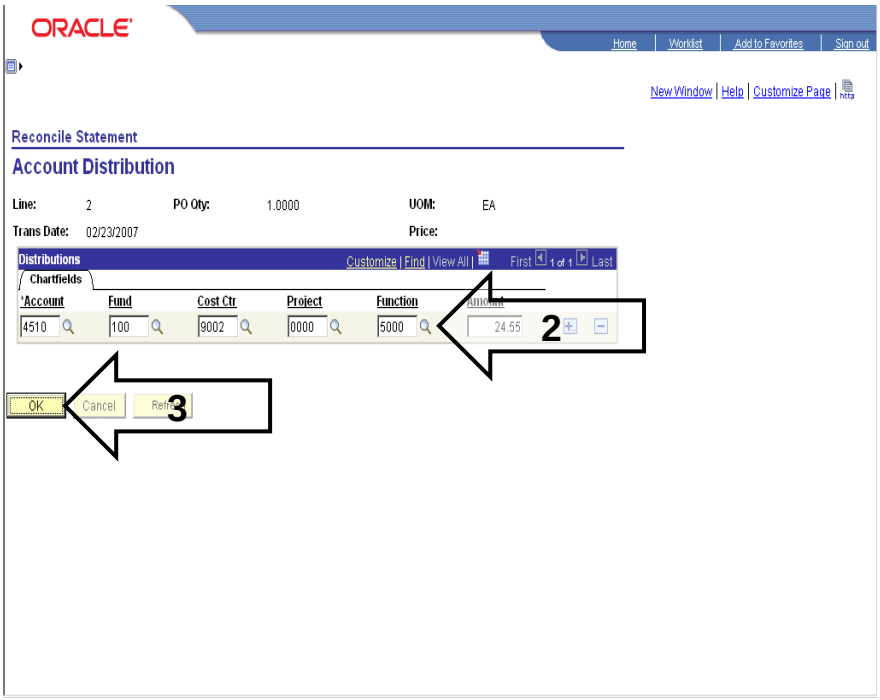
Note: Comments are only viewable from the **Procurement Card Transactions** page.

Changing the cost strip



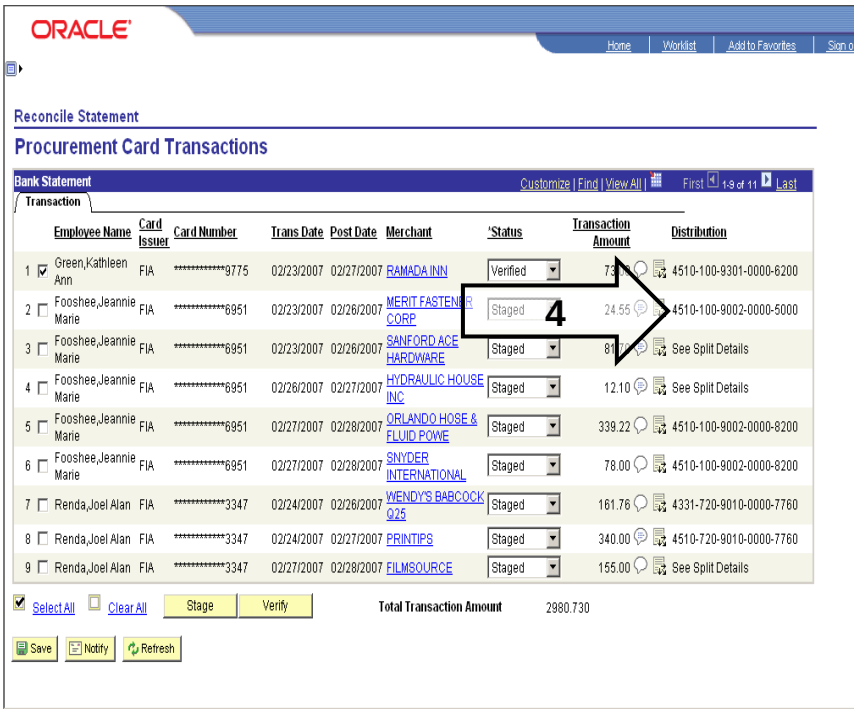
To change the cost strip from the default cost strip:

1. Click the icon for the corresponding card transaction.



2. Enter the changes to the cost strip in the appropriate field.

3. When finished click the OK button.

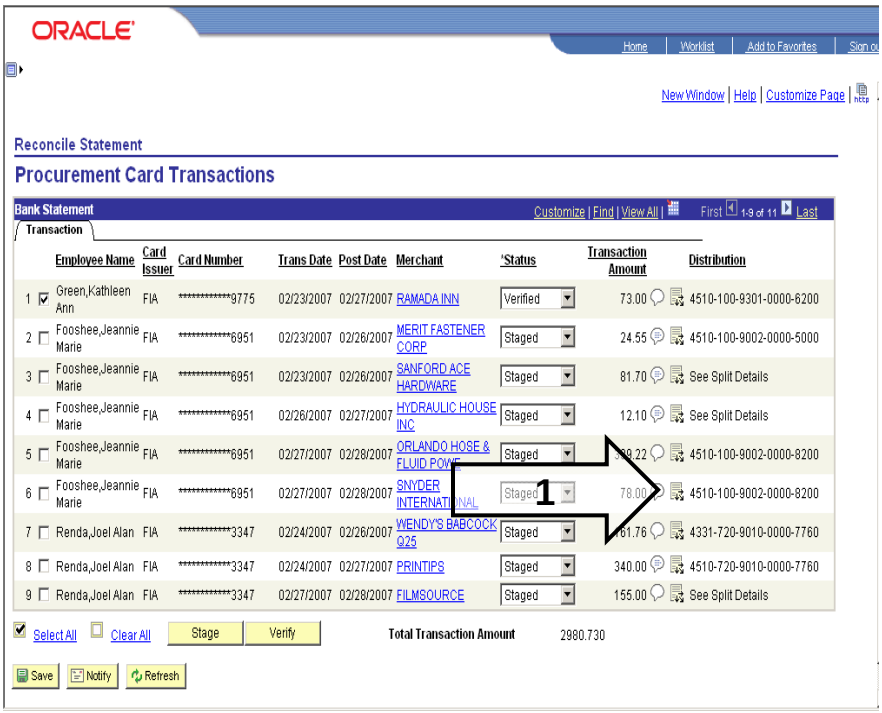


4. The changes made to the cost strip are displayed under the **Distribution** column.

You may now proceed to verify transaction.

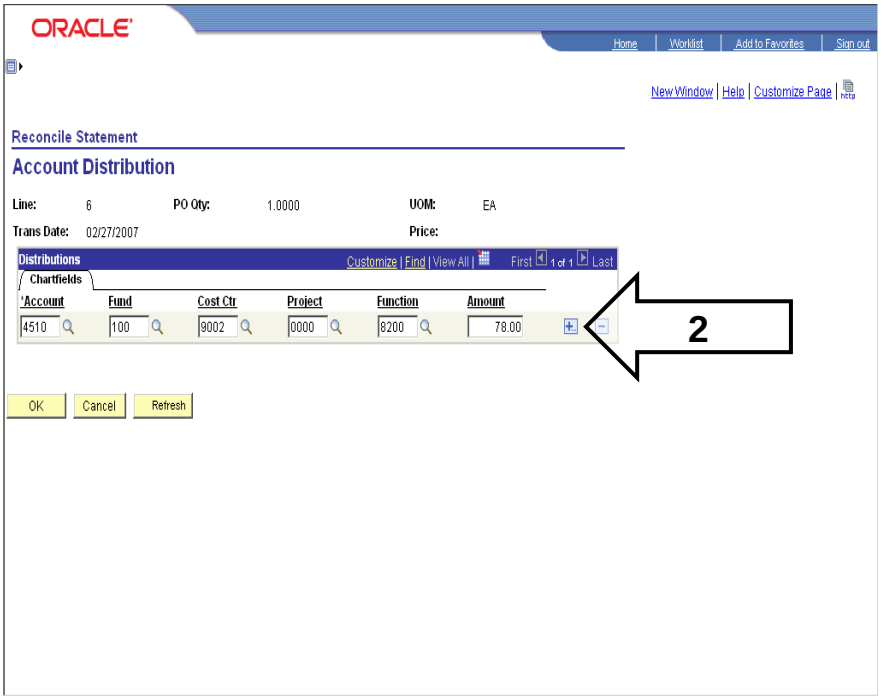
Note: If you have a need to modify the cost strip with funding for which you are not authorized in PeopleSoft, a charge refund request will need to be submitted by e-mail to the Finance Accounting Department after the 15th of the month following the transaction.

Split distribution

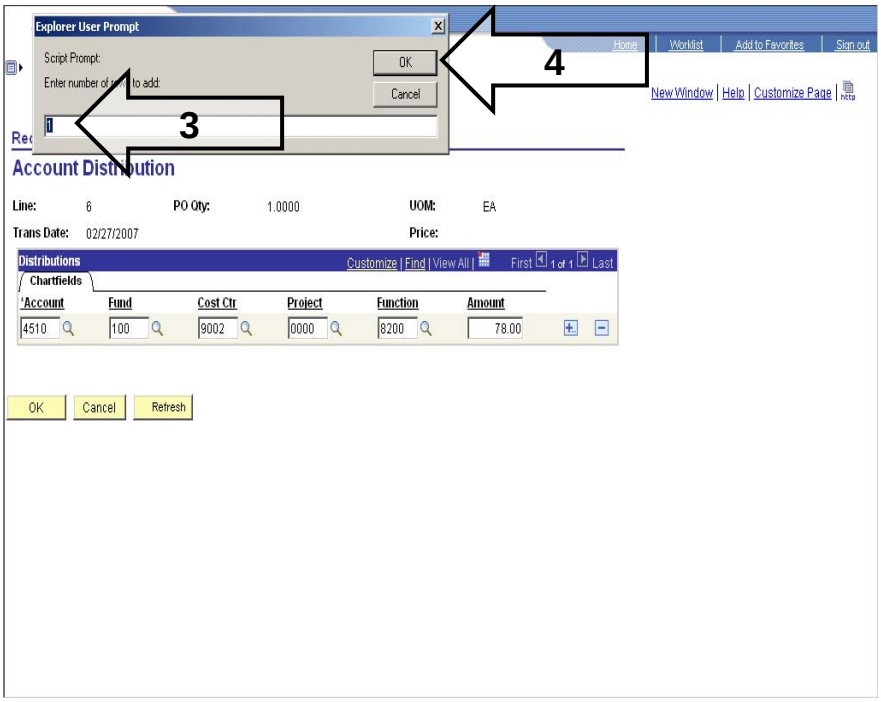


The **Procurement Card Transactions** will allow a card transaction to be split between multiple cost strips. To add a distribution to a card transaction:

1. Click on the icon to open the distribution page.

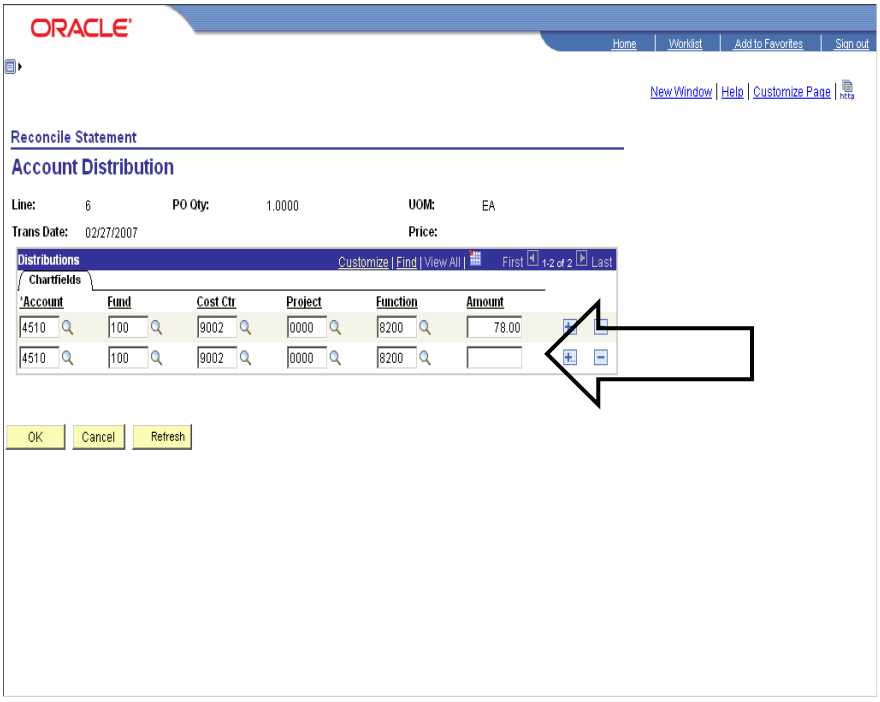


2. Click on the button to add a distribution line.

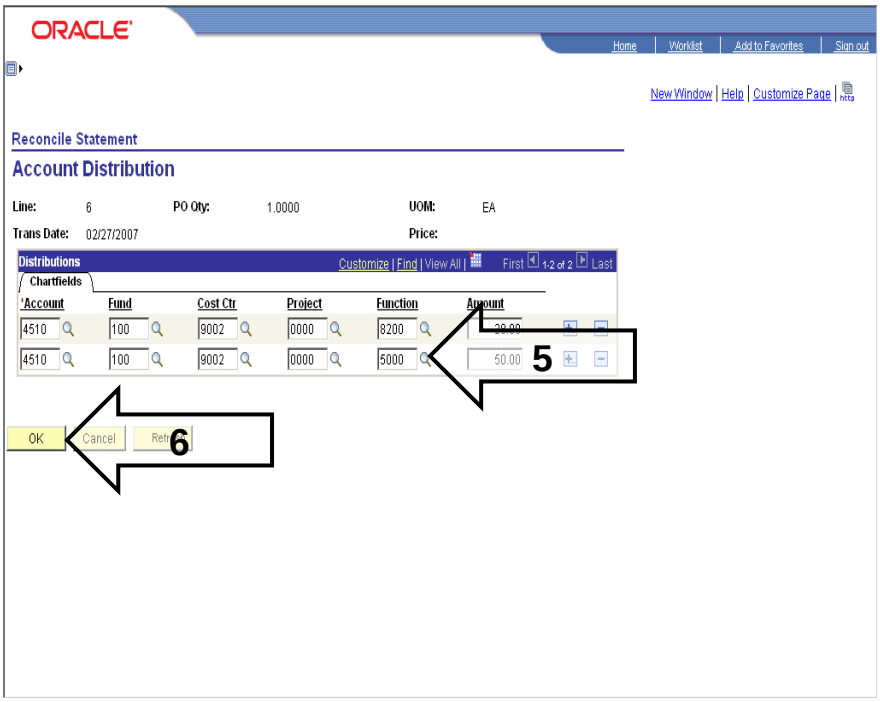


3. Enter the number of lines you wish to add to the card transaction distribution.

4. Click the OK button.



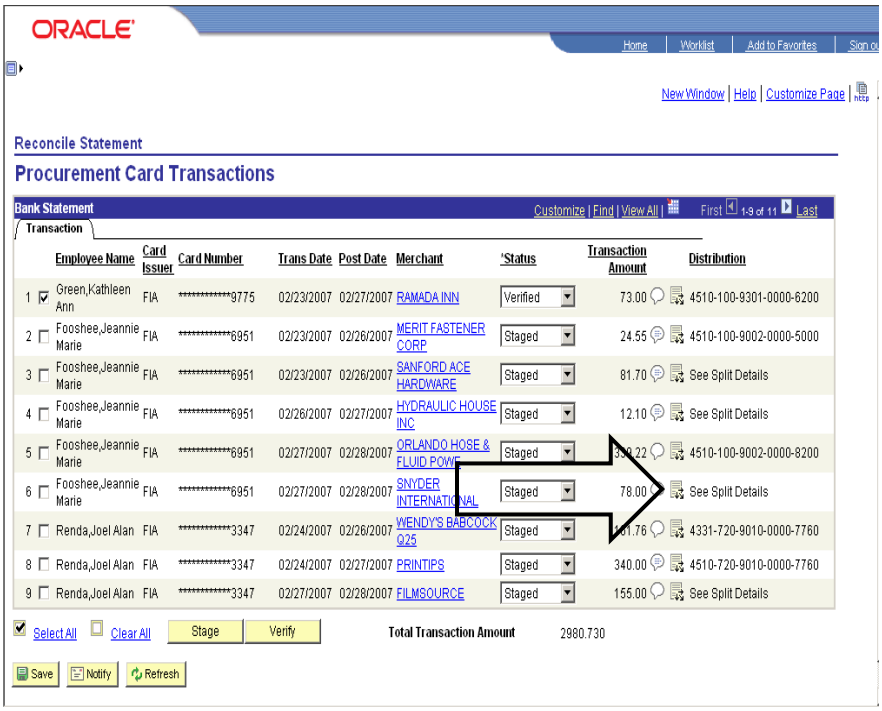
A new line has been added.



5. Enter the amount of the split in the amount field. Enter the rest of the cost strip information in the corresponding fields.

Note: The amounts entered in the ***Amount*** fields must equal the amount of the card transaction.

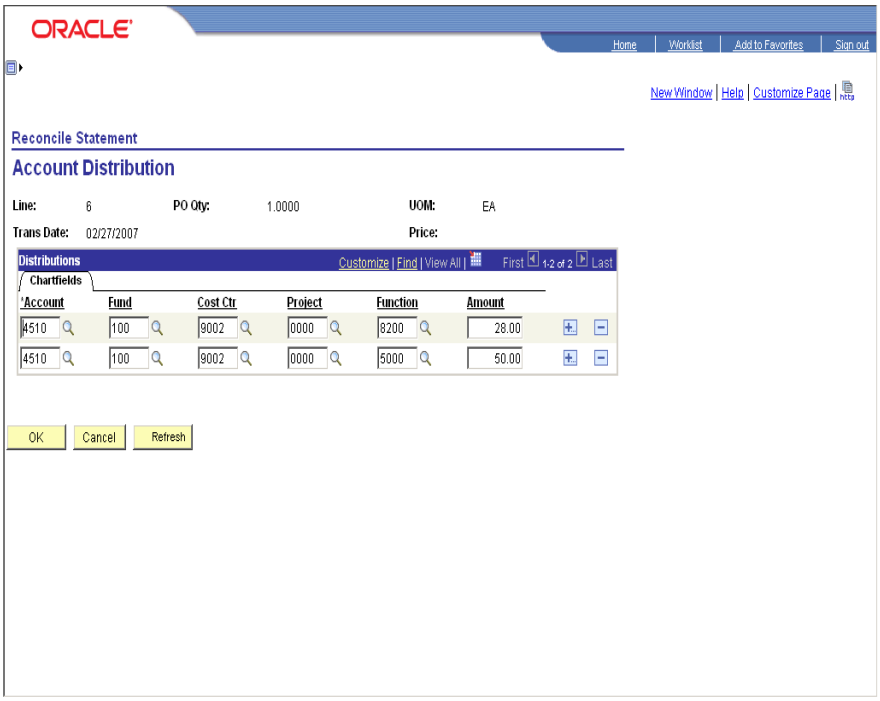
6. Click the OK button.



The **Distribution** comment indicates See Split Details.

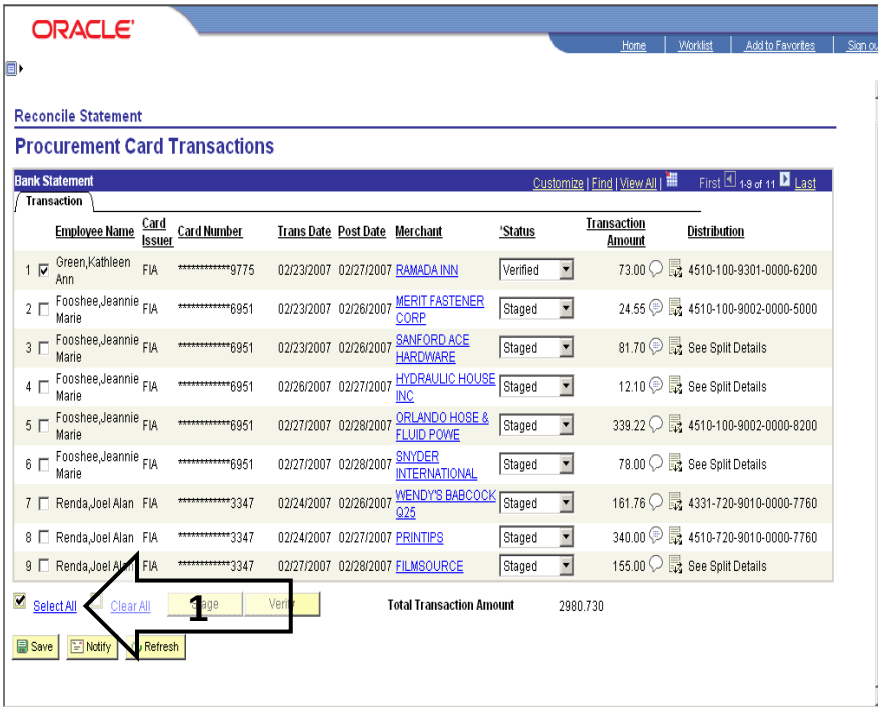
You may now proceed to verify the transaction.

To view the details of a split distribution click on the icon.

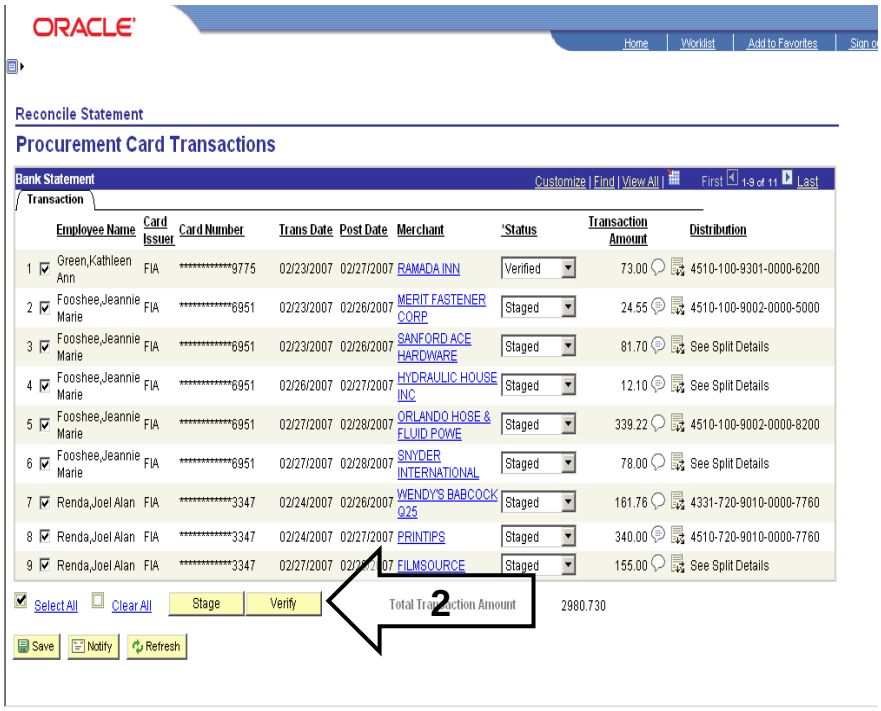


Note: Split distributions can be viewed regardless of the card transaction status.

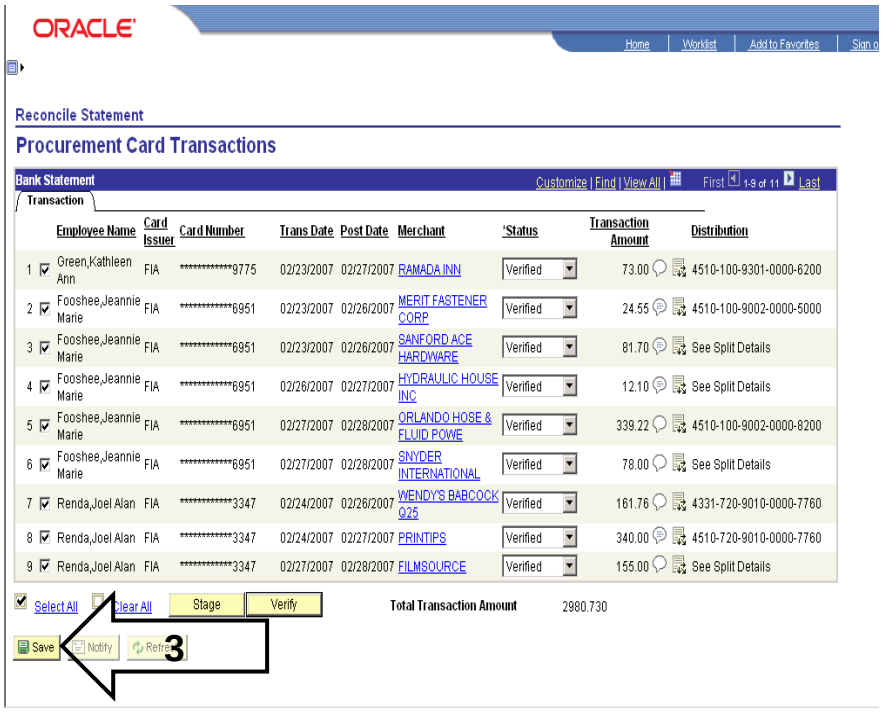
Processing Multiple Transactions



1. Click the Select All link



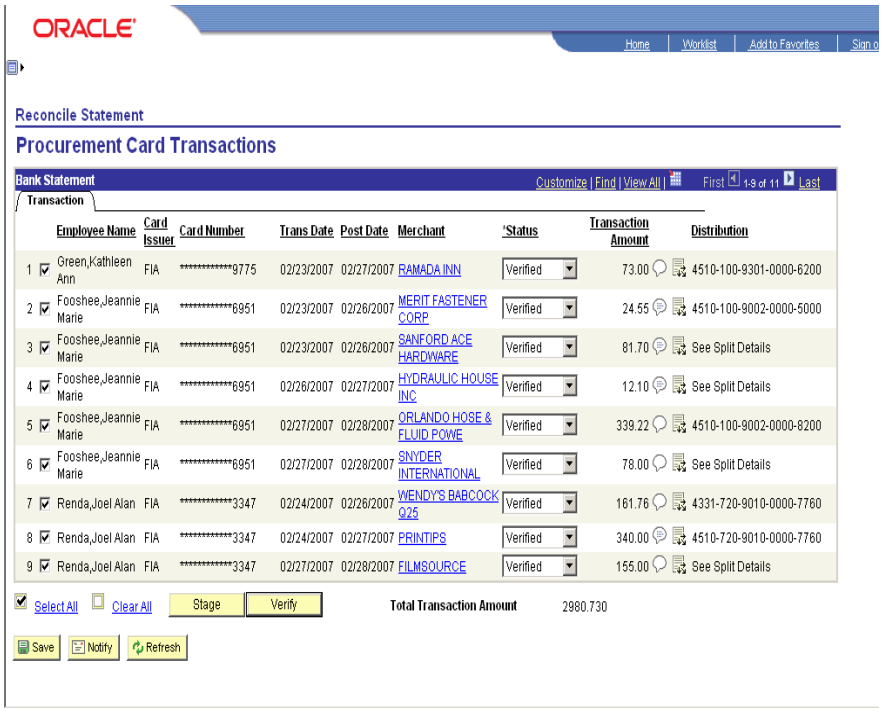
2. Click the Verify button.



Status will change to **Verified**.

To save transactions:

3. Click the Save button.

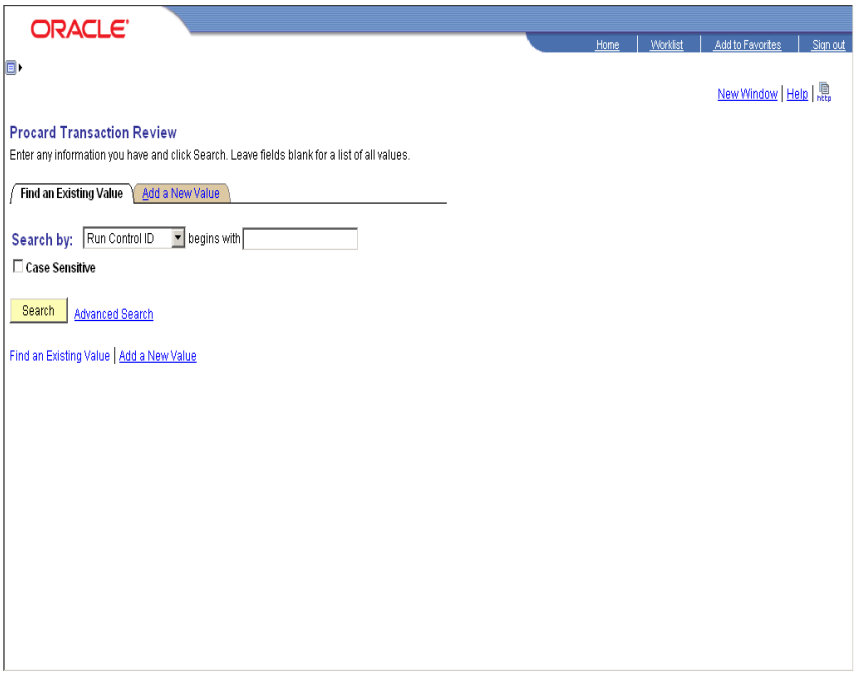


Items will remain on the Procurement Card Transaction page in a *Verified* or *Approved* status until AP pulls the transaction for payment.

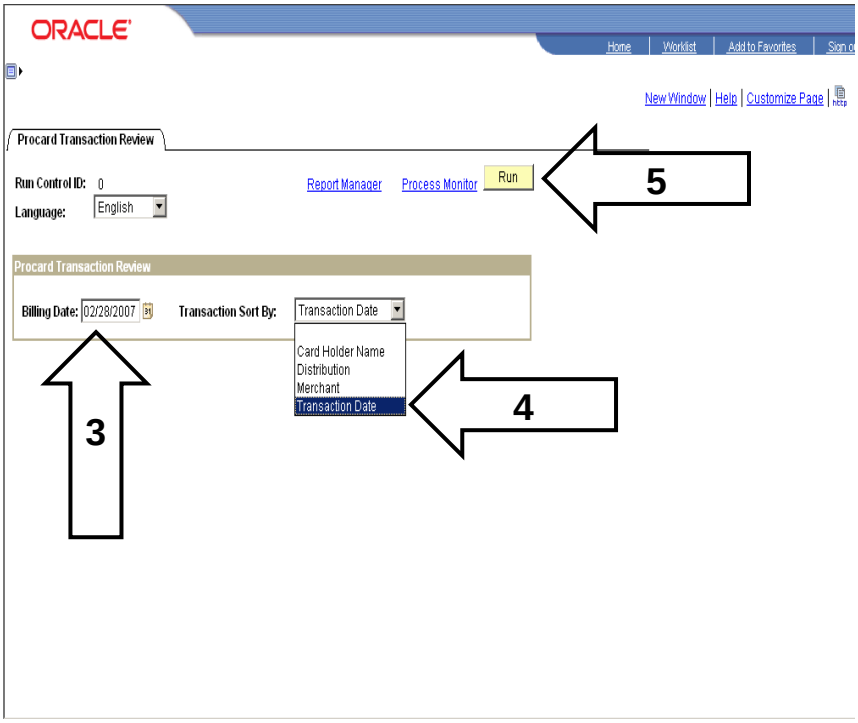
Procurement Card Reports

To run **Procurement Card Reports**

1. Click on the ***Procard Transaction Review*** link by following the navigation path **Menu** > **SCPS Custom** > **Custom** > **Purchasing**



2. Use any established Run Control.



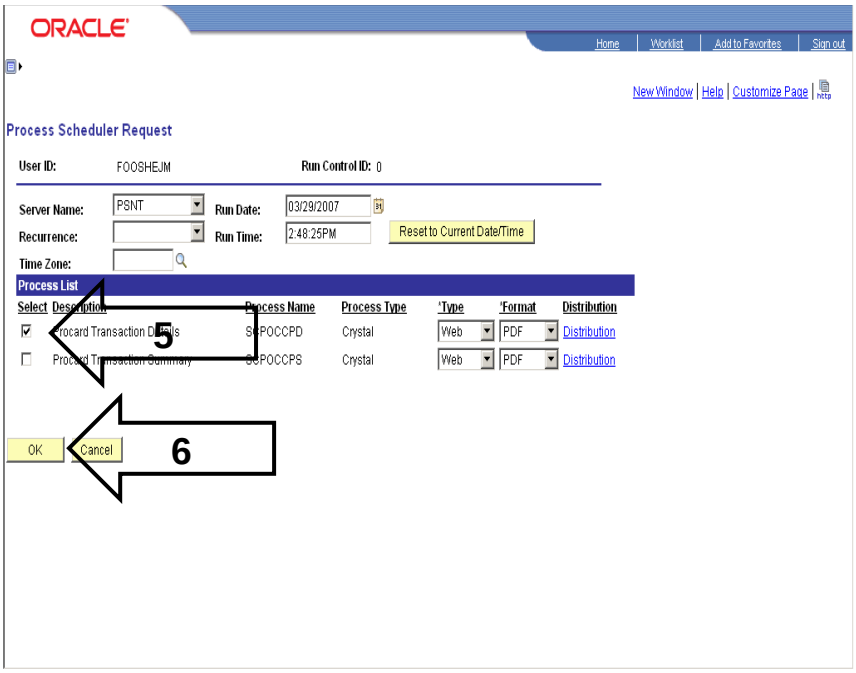
3. Enter billing date in the **Billing Date field**.

Note: Billing date is the always the last day of the month.

4. Select how the transactions should be sorted on the report by selecting a sort option from the **Transaction Sort By** menu.

Note: Transaction Date is the default Transaction Sort By option.

5. Click the Run button.

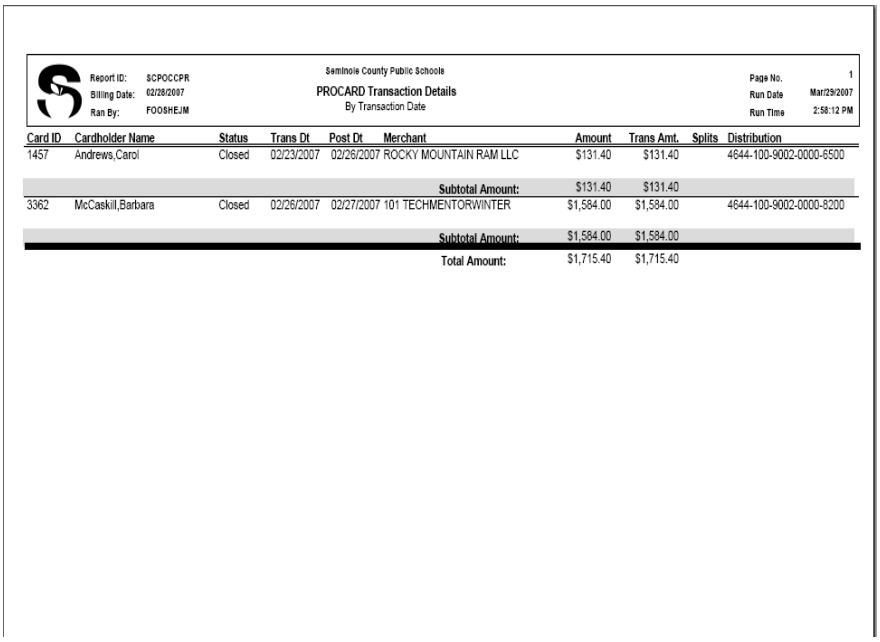


The **PROCARD Transaction Report** has two available options, ***Details*** or ***Summary***.

6. Select the Procard Transaction Details

7. Click the OK button.

Note: Select Server Name **PSNT**. **Type** should be **Web** and **Format** should be **PDF**.



Report ID: SCPOCCPR
Billing Date: 02/28/2007
Ran By: FOOSHEJM

Seminole County Public Schools
PROCARD Transaction Details
By Transaction Date

Page No. 1
Run Date Mar/29/2007
Run Time 2:58:12 PM

Card ID	Cardholder Name	Status	Trans Dt	Post Dt	Merchant	Amount	Trans Amt.	Splits	Distribution
1457	Andrews,Carol	Closed	02/23/2007	02/26/2007	ROCKY MOUNTAIN RAM LLC	$131.40	$131.40		4644-100-9002-0000-6500
					Subtotal Amount:	$131.40	$131.40		
3362	McCaskill,Barbara	Closed	02/26/2007	02/27/2007	101 TECHMENTORWINTER	$1,584.00	$1,584.00		4644-100-9002-0000-8200
					Subtotal Amount:	$1,584.00	$1,584.00		
					Total Amount:	$1,715.40	$1,715.40		

This is a sample of the **PROCARD Transaction Details** report. This report provides a detail of PROCARD charges based on sort criteria selected form the Transaction Sort By menu.

Note: Submit a copy of the *PROCARD Transaction Details* report to Finance each month.

Report ID: SCPOCCPR
Billing Date: 02/28/2007

Seminole County Public Schools
PROCARD Transaction Summary

Page No. 1
Run Date Mar/23/2007
Run Time 12:11:38 PM

Distribution	Cardholder Name	Card ID		# of Trans/Splits	Amount
4510-100-9301-0000-6200					
	Green,Kathleen Ann	9775		1	$73.00
			Sub Total:	1	$73.00
4644-100-9002-0000-6500					
	Andrews,Carol	1457		1	$131.40
			Sub Total:	1	$131.40
4644-100-9002-0000-8200					
	McCaskill,Barbara	3362		1	$1,584.00
			Sub Total:	1	$1,584.00
			Total:	3	$1,788.40

This is a sample of the **PROCARD Transaction Summary** report. This report provides a total of PROCARD charges based on the criteria selected from the Transaction Sort By menu.

For Technical Support

Contact the SCPS Help Desk

407-320-0350