

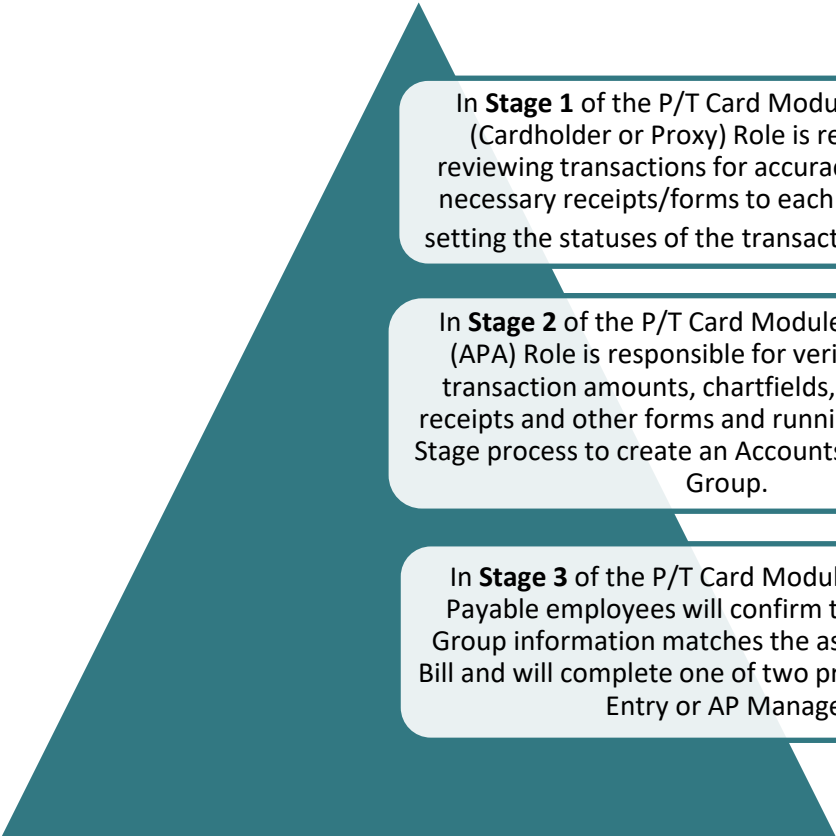
# PCard Verifier (Cardholder) Role User Guide

## Stage 1 User Guide

11/15/2019

State of Indiana

PeopleSoft 9.2

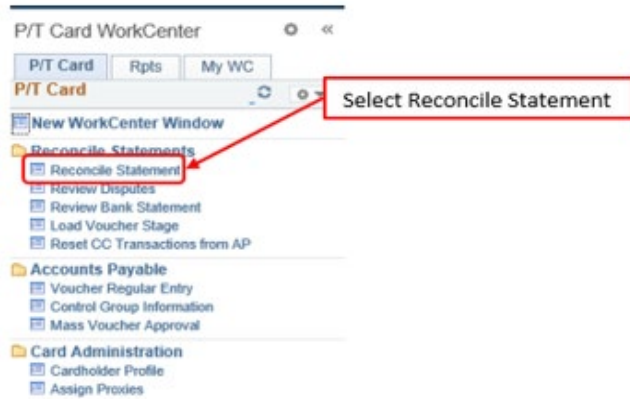


In **Stage 1** of the P/T Card Module, the Verifier (Cardholder or Proxy) Role is responsible for reviewing transactions for accuracy and attaching necessary receipts/forms to each transaction and setting the statuses of the transactions to Verified.

In **Stage 2** of the P/T Card Module, the Approver (APA) Role is responsible for verification of the transaction amounts, chartfields, attachment of receipts and other forms and running Load Voucher Stage process to create an Accounts Payable Control Group.

In **Stage 3** of the P/T Card Module the Accounts Payable employees will confirm that the Control Group information matches the associated Central Bill and will complete one of two processes: AP Data Entry or AP Manager.

Cardholders will receive an email notification to reconcile transactions. The Cardholder can use the link from the email; or navigate using the P/T Card WorkCenter.



## REQUIRED Actions

**REVIEW** for accuracy, amount and chartfields

**ATTACH** receipts; add comment

**VERIFY** – change status to Verified

## OPTIONAL Actions

**CHARTFIELD DISTRIBUTIONS** may be modified or added

**DISPUTE** a transaction amount in whole or in part

Note: Select *Review Disputes* on the P/T Card Workcenter to review or mark disputes as collected.

### Reconcile Statement Search

|                                                                  |               |       |                 |
|------------------------------------------------------------------|---------------|-------|-----------------|
| Role Name                                                        | Reconciler    |       | ▼               |
| Business Unit                                                    | 00300         | Q     |                 |
| Employee ID                                                      |               | Q     |                 |
| Name                                                             |               |       | Q               |
| Card Issuer                                                      | PURCHASE CARD |       | ▼               |
| Card Number                                                      |               |       |                 |
| Transaction Number                                               |               |       |                 |
| Merchant                                                         |               | Ex    |                 |
| Sequence Number                                                  |               |       |                 |
| Line Number                                                      |               |       |                 |
| Billing Date                                                     | 02/15/2019    | Q     | To 02/15/2019 Q |
| Statement Status                                                 | ▼             |       |                 |
| Budget Status                                                    | ▼             |       |                 |
| Chartfield Status                                                | ▼             |       |                 |
| Transaction Date                                                 | 10/01/2019    | Q     | To 10/31/2019 Q |
| Charge Type                                                      | ▼             |       |                 |
| Posted Date                                                      |               | Q     | To Q            |
| Rows Per Page                                                    | 100           |       |                 |
| <input type="checkbox"/> Auto Save When Scrolling Through Chunks |               |       |                 |
| Search                                                           |               | Clear |                 |



Distribution icon - Select to review, update or add chartfields to a transaction



Comment bubble – Select to add Attachment and Comment



Line Details icon – Select to review additional transaction details

## Selection Criteria

Note: Populate fields from the top down when entering search criteria.

The pictured fields are the basic recommended search criteria. If you are not getting the expected transactions returned, please review your criteria or card security.

**Transaction Date:** The last 30 days are populated. If you don't want this filter, select CLEAR to remove the Transaction Date fields.

**Billing Date:** One Billing Date or a range of Billing Dates can be selected.

## Bank Statement

| Transaction |             |            |                       |         |                    |  |  |
|-------------|-------------|------------|-----------------------|---------|--------------------|--|--|
| Card Issuer | Card Number | Trans Date | Merchant              | *Status | Transaction Amount |  |  |
| JPMCP       | *****8454   | 04/04/2019 | ACE HDWE/BEN FRANKLIN | Staged  | 87.940             |  |  |

Click the Distribution icon to display the Account Distribution page

Default chartfields are displayed and can be modified; or additional chartfield row(s) can be added by using the + icon on the right.

### ProCard Account Distribution

Line 75 PO Qty 1.0000  
 Billing Date 04/15/2019 Billing Amount 87.940 USD  
 SpeedChart Transaction Unit Price 87.94000

#### Distributions

Chartfields Details/Tax Asset Information Statuses

| Dist | Percent  | Amount | Currency | *GL Unit | Fund  | *Account | Program | Dept   | Bud Ref | PC B Unit |
|------|----------|--------|----------|----------|-------|----------|---------|--------|---------|-----------|
| 1    | 100.0000 | 87.940 | USD      | 00300    | 39310 | 591010   | 23000   | 055740 | 2020    | 00300     |

OK Cancel Refresh

NOTE: Scroll right to find + icon to add Distrib row.

Click OK

## Bank Statement

| Transaction |             |            |                       |         |                    |  |  |
|-------------|-------------|------------|-----------------------|---------|--------------------|--|--|
| Issuer      | Card Number | Trans Date | Merchant              | *Status | Transaction Amount |  |  |
| 1 CP        | *****8454   | 04/04/2019 | ACE HDWE/BEN FRANKLIN | Staged  | 87.940             |  |  |

Click the Comments icon to upload receipt(s) and add comment(s).

Click

Click  to locate/select file

Click

Click  to complete

Transaction Line Comments

Comments: Status  Commented By Sarah L Lacour - 067- 11/06/2019 2:05:12.000000PM

test

**NOTE:** Once user clicks 'OK', the comment & attachment cannot be deleted. If incorrect, use + icon to add a new row and update information and note accordingly.

Associated Document

Attachment 9.2\_Pcard\_IDOA\_VBA\_screenshot06.jpg

Attach View Delete

To update the Transaction Status, select individual transactions, or use the Select All option.

Click 

Click 

[Reconcile Statement](#)

### Procurement Card Transactions

Empl ID 10000005593

Name Webb,James

☐ Display Unmasked Card Number

#### Bank Statement

| Transaction | Billing                             | Billing Date | Currency | Card Issuer | Card Number | Trans Date | Merchant               | Status | Transacti Amou |
|-------------|-------------------------------------|--------------|----------|-------------|-------------|------------|------------------------|--------|----------------|
| 1           | <input checked="" type="checkbox"/> | 04/15/2019   | USD      | JPMCP       | *****9089   | 04/03/2019 | AMZN MKTP US           | Staged | -32.           |
| 2           | <input type="checkbox"/>            | 04/15/2019   | USD      | JPMCP       | *****9089   | 03/28/2019 | AMZN MKTP US*MW9OG2BE1 | Staged | 23.1           |

☒ Select All

☐ Clear All

Stage

Verify

Approve

[Search](#)

[Distribution Template](#)







The Billing tab is used to enter a Description that will appear on the Voucher line, or to record a Dispute Amount. (This module function is for tracking only. Disputes are required to be paid and must still be directly reported to JP Morgan Chase.)

Bank Statement

Transaction **Billing**

| Reference | Description                            | Billing Amount | Currency | Prepaid Ref | Dispute Amount | Credit Collected         |
|-----------|----------------------------------------|----------------|----------|-------------|----------------|--------------------------|
| 1         | J Smith - credit for sales tax         | -32.190        | USD      |             | 0.000          | <input type="checkbox"/> |
| 2         | J Smith - Oracle conf registration fee | 23.960         | USD      |             | 5.00           | <input type="checkbox"/> |

☒ Select All ☐ Clear All

Stage Verify Approve

[Search](#) [Distribution Template](#)

Click

Save

## HINTS and NOTES

- ❑ SAVE frequently when reconciling statements and attaching receipts to prevent loss of work.
- ❑ Attachments cannot exceed 10MB and must be PDF, JPG, JPEG, BMP, TIFF, or PNG formats. Attachment names should not exceed 25 characters.
- ❑ Chartfield status must be valid. If in Error, contact your Agency Program Administrator (APA) for direction.
- ❑ If transaction Status is changed to Verified in error, you can set the status back to Staged as needed.
- ❑ Form SF#42275 –Missing Receipt Certificate should be used for lost receipts
- ❑ Form SF#823 or Blanket Authorization is required for Out of State travel.
- ❑ If you are the Cardholder and are not receiving email notifications for transactions, contact your Agency Program Administrator (APA) to verify you have a valid email established in Peoplesoft.