

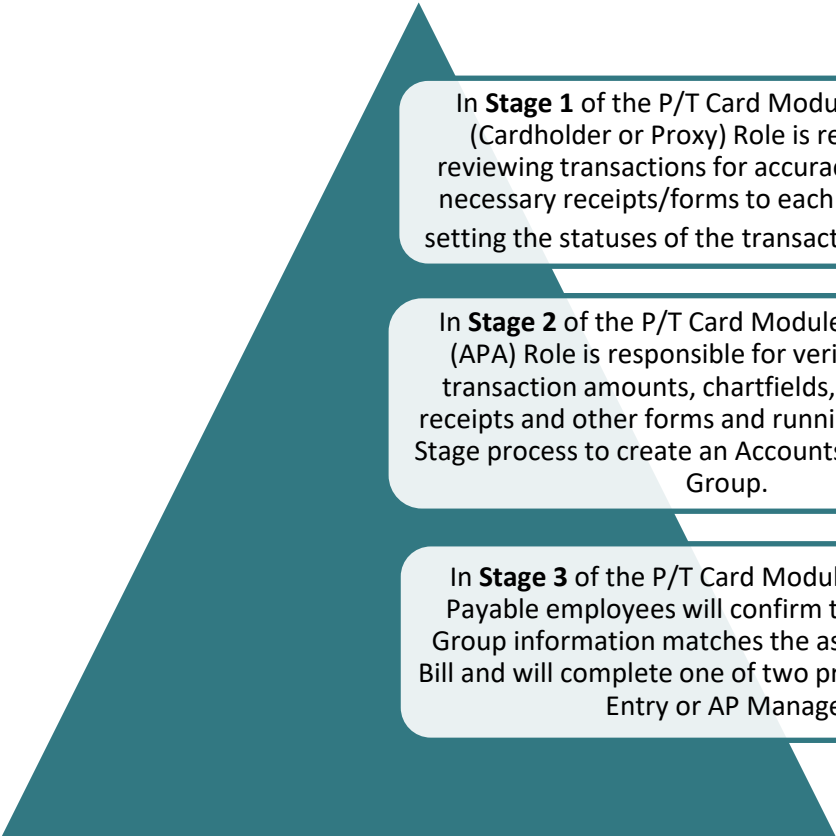
PCard Approver (APA) Role User Guide

Stage 2 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.

Agency Program Administrator (APA) Responsibilities

- ☐ **Approve Transactions**
- ☐ **Review Bank Statement**
- ☐ **Run Load Voucher Stage to create Accounts Payable Vouchers**
- ☐ **Reset CC Transactions from Accounts Payable (AP) if needed**

The APA can perform all the Reconcile Transactions functions the Cardholder role can, such as:

- Review & verify transaction amounts
 - Review default chartfields and modify/add as needed
 - Attach Receipts, State Forms, add Comments
 - Disputed a transaction
 - Update transaction statuses
- (See Reconcile Cardholder Transactions document for step-by-step instructions)

When Approving transactions, the APA has ultimate responsibility for verification of transactions, including the applicable chartfields and receipts, special forms, and any provided IDOA exception document.

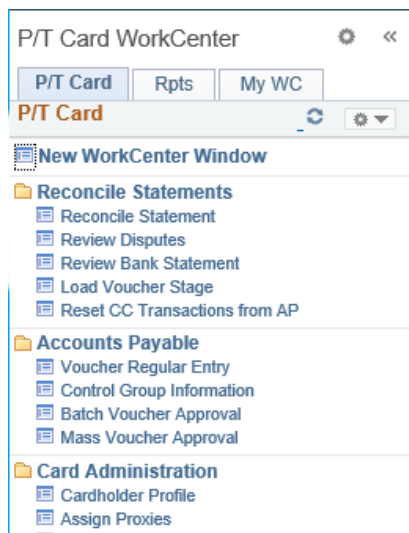
The APA must verify the total of all Approved transactions to ensure that the transaction matches the exact amount as shown on the PCard and TCard Central Bills.

The APA runs the Voucher Load process to create an Accounts Payable Control Group for each Central Bill, then forwards to AP Data Entry for processing.

If the Voucher Load Stage process was performed on transactions for an incorrect total amount, or prior to the Billing Close date, the Vouchers must be Closed in the Accounts Payable module, then the Reset CC Transactions from AP process must be completed.

Pcard vouchers should never be removed from a Control Group.

The P/T Card WorkCenter is the recommended navigation for all Agency Program Administrator (APA) job responsibilities. Direct menu navigation is also available.



Approve Transactions

Select Reconcile Statement from the P/T Card WorkCenter

Reconcile Statement Search

Role Name	P-Card Program Administrator	
Business Unit	00090	
Employee ID		
Name		
Card Issuer	TRAVEL CARD	
Card Number		
Transaction Number		
Merchant		
Sequence Number		
Line Number		
Billing Date	08/15/2019	To 08/15/2019
Statement Status		
Budget Status		
Chartfield Status		
Transaction Date	10/01/2019	To 10/31/2019
Charge Type		
Posted Date		To
Rows Per Page	100	
☐ Auto Save When Scrolling Through Chunks		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

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.

Employee ID and Name are recommended if you manage a large pool of Cardholders.

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.

Statement Status: Use CLOSED to review trans already processed to AP. Attachments can be added to Closed transactions.



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

Bank Statement

Transaction Billing

Click the Distribution icon to review, modify or add chartfields

Chartfields must be Valid to Approve

YES in the Redistrib column indicates chartfields were modified

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Budget Status	Chartfield Status	Redistrib
1	JPMCT	*****0270	07/31/2019	MDNR CHARITABLE GIFT	Staged	300.000	Valid	Valid	Yes
2	JPMCT	*****3382	07/30/2019	EMBASSY SUITES INDIANAPO	Staged	125.000	Valid	Recycled	Yes

Select All Clear All Stage Verify Approve

Bank Statement

Transaction Billing

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

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

Click **Attach**

Click **Browse...** to locate/select file

Click **Upload**

Click **OK** to complete

Transaction Line Comments

Comments: Status Active

Commented By Sarah L Lacour - 067- GMIS 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

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	☐
2	J Smith - Oracle conf registration fee	23.960	USD		5.00	☐

☒ Select All
 ☐ Clear All

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

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	Transaction Amount	
1	☒	04/15/2019	USD	JPMCP	*****9089	04/03/2019	AMZN MKTP US	Staged ☐	-32.1
2	☐	04/15/2019	USD	JPMCP	*****9089	03/28/2019	AMZN MKTP US*MW9OG2BE1	Staged ☐	23.9

☒ Select All
 ☐ Clear All

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

Review Disputes

Select Review Disputes from the P/T Card WorkCenter

Complete selection criteria

Review Disputes Search

Role Name
 Business Unit
 Employee ID
 Name
 Card Issuer
 Card Number
 Transaction Number
 Merchant
 Sequence Number
 Line Number
 Billing Date To
 Statement Status
 Budget Status
 Chartfield Status
 Transaction Date To
 Charge Type
 Posted Date To
 Rows Per Page
☐ Auto Save When Scrolling Through Chunks

Selection Criteria

Note: If you have multiple card roles, make sure to select P-Card Program Administrator

Enter criteria specific to the Billing Date you are verifying

Leave Statement Status as All Trans.

Transactions with Dispute

Click the Comment bubble to review or add comments

Transaction	Billing	Cardholder	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
☐	☐		225.000	*****3636	CAROLYN RUNGE-mkd as fr	10/23/2015	225.000	USD	MARCH OF DIMES FOUNDATIO

Select each Dispute to mark as Collected

Click

Save

Review Bank Statement

Select Review Bank Statement from the P/T Card WorkCenter

Role Name 
 Card Issuer 
 Billing Date 
 Business Unit 
 Statement Status 

Search

Verify the Total Amount of all transactions exactly matches the amount of the Central Bill. Variances could be related to card security or all transactions not being loaded in the PeopleSoft module.

Review Bank Statement

Card Issuer JPMCP
Total Amount 2,094.300

If amount doesn't match the Central Bill – submit a GMIS ticket

Billing Date 02/15/2019
Currency USD

Transaction Summary

Empl ID	Card Number▼	Trans Date▼	Transaction Number	Billing Amount▲	Merchant	Status
10000239619	*****8399	01/29/2019	24445009030000906841927	165.000	USPS PO 1702200972	Staged
10000105003	*****6849	01/29/2019	24445009030000906756208	3.750	USPS PO 1726540703	Staged

Load Voucher Stage

Select Load Voucher Stage from the P/T Card WorkCenter

Under Add a New Value tab, add Run Control ID using a unique process name. (After the Run Control is established and Saved, use the Find an Existing tab and Search to retrieve.)

Load Voucher Stage

Find an Existing Value

Add a New Value

Run Control ID

Add

Load Voucher Stage

Run Control ID LVS_06282016

Process Request Parameters

*SetID

STIND

*Card Issuer

JPMCT

AP Business Unit

*Billing Date

05/16/2016

*Create Vouchers

By Business Unit

Business Unit

00510

Invoice Number

Max Voucher Lines

9000

Transaction Status Criteria

☒ Approved Status

☐ Any Status Except Closed

Budget Status Criteria

☐ Valid Budget Status

☒ Any Budget Status

Chartfield Status Criteria

☒ Valid Chartfield Status

☐ Any Chartfield Status

Search

Transactions to be Processed

Request Parameters

Card Issuer, Billing Date and Business Unit should match the Central Bill you are processing.

Transaction Status:
Approved

Budget Status: Any

Chartfield Status: Valid

After Searching on the selected criteria, the Transactions to be Processed should be returned.

Search Transactions to be Processed

Use the Show All Columns icon to combine the Billing, History and Chartfield data into one

Billing History Chart Fields

	Empl ID	Employee Name	Cardmember Number	Card Issuer	Statement Status	Transaction Number
1	10000013243	Torrance,Dennis H	*****7207	JPMCT	Approved	242289990170
2	10000018149	Eaton-McKalip,Kathy Lynn	*****4620	JPMCT	Approved	244310690167
3	10000221322	Kruger,Jessica	*****4823	JPMCT	Approved	247170590167

Select the Grid Action Menu, then select Download to Excel

Personalize Zoom Download to Excel

After opening the Excel, the Chartfields, Account Description and Description fields should be reviewed by APA/Agency Finance personnel prior to completing the Load Voucher Stage process.

The sum of the Billing Amount column should equal the Central Bill total. If not, return to the Reconcile Statement screen and review transactions and Statuses.

Empl ID	Employee Name	Cardmember Number	Card Issuer	Statement Status	Transaction Number	Transaction Date	Merchant	Description	Transaction Amount	PO Qty	UOM	Unit Price	Billing Date	Dispute Amount	Billing Amount
10000013243	Torrance,Dennis H	*****7207	JPMCT	Approved	2.4229E+22	1/15/2019	COMFORT INN & SUITES L	In State Travel	93	1	EA	93	2/15/2019		93
10000018149	McKalip,Kathy Lynn	*****4620	JPMCT	Approved	2.44311E+22	1/15/2019	HOLIDAY INN		92	1	EA	92	2/15/2019		92
10000221322	Kruger,Jessica	*****4823	JPMCT	Approved	2.47171E+22	1/14/2019	DRURY INNS	Interviews at Indy TMC	91	1	EA	91	2/15/2019		91
10000221322	Kruger,Jessica	*****4823	JPMCT	Approved	2.47171E+22	1/14/2019	DRURY INNS	at Indy TMC/LSC	91	1	EA	91	2/15/2019		91
10000331023	Smith,Seth Eli	*****2794	JPMCT	Approved	2.4229E+22	1/15/2019	COMFORT INN & SUITES L	In State Travel	93	1	EA	93	2/15/2019		93
															460

Click Run

AP BU at card issuer setup is blank so AP BU assigned to Purchase Order BU will be used. (10070,337)

Click OK to AP BU Warning Message

OK

Process Scheduler Request

User ID S026992

Run Control ID B

Server Name

Run Date 11/07/2019

Recurrence

Run Time 3:32:49PM

Time Zone

Process List

Select ProCard Load Voucher to AP

Select	Description	Process Name	Process Type
☐	ProCard Load Voucher Stage	PO_CCVCHRSTG	Application Engine
☒	ProCard Load Voucher to AP	SOICCVCH	PSJob

OK

Click

Click [Process Monitor](#) hyperlink

Refresh

Click

until the Process is Success/Posted

Instance	Seq.	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status
21312244		PSJob	SOICCVCH	S026992	BU100_LVS	11/07/2019 3:34:34PM EST	Success	Posted

If Status is Not Success – submit a GMIS ticket

When complete, provide the Central Bill and the date you ran this process to your Accounts Payable department so the Vouchers/Control Group can be processed.

DO NOT PROCESS another Billing Date until this process is Success/Posted.

Reset CC Transactions from AP

Select Load Voucher Stage from the P/T Card WorkCenter

This process is only used if not all transactions were included in the Control Group. Chartfields on Pcard vouchers can be maintained if UnPosted with a CG status of Ready for Review. Receipts can be added to transactions without closing Voucher or Resetting the CG.

Under Add a New Value tab, add Run Control ID using a unique process name. (After the Run Control is established and Saved, use the Find an Existing tab and Search to retrieve.)

Reset CC Transactions

Run Control ID

Reset CC Transactions from AP

Run Control ID ResetCCTrans

Process Request Parameters

*Business Unit

*Control Group ID

Click

Select ☒

Click

Click the [Process Monitor](#) hyperlink

Click until the Process is Success/Posted

Click [Go back to Reset CC Transactions](#)

Request Parameters

Enter **Business Unit** and **Control Group ID**.

If the expected CG ID is not found, review ALL vouchers in the CG. Vouchers must be **Closed** Status

Select Reconcile Statement from the P/T Card WorkCenter

Reconcile Statement Search

Role Name

Business Unit

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant

Sequence Number

Line Number

Billing Date To

Statement Status Use a Status of ERROR to retrieve the transactions that were reset.

Budget Status

Chartfield Status

Transaction Date To

Charge Type

Posted Date To

Rows Per Page

☐ Auto Save When Scrolling Through Chunks

Resetting transactions only updates the Status to ERROR. Attachments, Comments and Chartfields are not updated. Set status to Staged to make needed corrections. Set Status back to Approved, then the Voucher Load Stage process can then be completed again.

Transaction	Billing	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status
1	☒	Rodeghero, Andrew Thomas	JPMCT	*****4469	10/15/2018	LA QUINTA INN AND SUITES	Error
2	☐	McDonald, Devon Wayne	JPMCT	*****2883	11/08/2018	AGENT FEE 8900758027206	Error

Notes and Hints

- ❑ SAVE frequently when reconciling statement and attaching Receipts to prevent loss of work.
- ❑ Change the Statement Status on your search criteria to Closed to pull up transactions already processed to Accounts Payable.
- ❑ Change the Statement Status on your search criteria to Error to pull up transactions that have been through the Reset CC Transactions from AP process.
- ❑ After the AP Control Group is forwarded to the Auditor's office, Comments or Attachments can still be added to a transaction line (in case of omission.)
- ❑ To avoid possible budget checking and posting delays in the Accounts Payable module, avoid running the Voucher Load Stage process in the afternoon on the last day of the AP Accounting Period (i.e. the last day of the month.)
- ❑ If the Cardholder made an unauthorized transaction, a check/money order needs to be provided by the Cardholder. The Cardholder/APA needs to add a Comment on the transaction. An ROC (Report of Collections) for the reimbursed funds needs to be completed by the Agency. If possible, upload the ROC as attachment to the transaction line before forwarding to AOS for payment. (If not attached, AOS will contact the Agency before approving payment for the charge.)