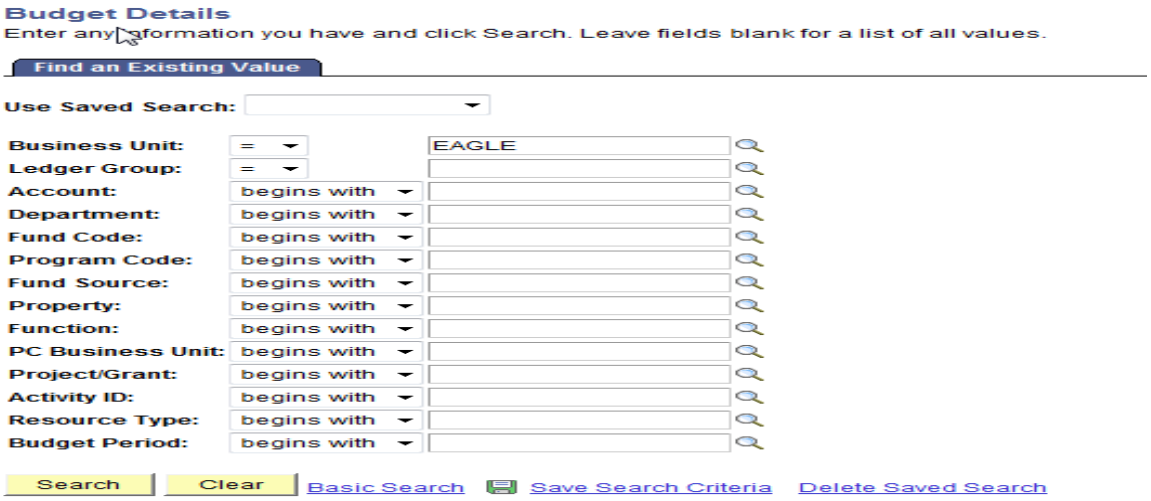
6. REVIEWING YOUR P-CARD BUDGET ON PEOPLESOFT

Reviewing your P-card Budget

A cushioned p-card budget is highly recommended. This will prevent declines and speed up the Procurement process. New fiscal year budgets are loaded into PeopleSoft Financials around April so a permanent p-card transfer needs to be made to ensure the new fiscal year opens with funds available in the p-card account. Please note: the number one reason why p-cards decline is budget running low or out in the p-card account.

The budget set up in the p-card account becomes the credit limit on the p-card. When more funds are added, the credit limit increases. P-cards work on a "declining balance" system similar to a typical ATM card. When multiple people in the department share a p-card, they also share the same credit limit. Please keep in mind that a p-card transaction may not be in PeopleSoft for 2-3 days. There are several ways to see if the p-card funds are low. Here is the budget inquiry information:

- ***For multiple accounts, a query may be used in PeopleSoft Financials: Reporting tools>query viewer>BC_PCARD_BUDGET_LOW***
- ***Budget inquiry in PeopleSoft : Commitment Control>Review Budget activity>budget inquiry>budget details***



- ***When choosing a ledger group, select EXPENSE BUDGETS (NON-PROJECTS) for regular operating budgets or programs or EXPENSE BUDGETS (PROJ/GRANTS) for Grants and Capital budgets.***

Look Up Ledger Group

SetID: SHARE
Ledger Group: begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

View All — First 1-8 of 8 Last

Ledger Group	Description	Ledger Group Type
EXPBUDDTLS	EXPENSE BUDGET DETAILS	Expense
EXPBUDGETS	EXPENSE BUDGETS (NON-PROJECTS)	Expense
PGBUDDTLS	PG BUDGETS DETAILS	Expense
PGBUDGETS	EXPENSE BUDGETS (PROJ/GRANTS)	Expense
PGPARBUD	PROJECT PARENT BUDGETS	Expense
PGREV	PROJ / GRANTS REV RECOGNIZED	Revenue
REVBUDDTLS	REVENUE BUDGETS DETAILS	Revenue
REVBUDGETS	REVENUE BUDGETS	Revenue

- ***Once in the budget details screen, budget set up and spent amounts can be viewed. The "without tolerance" should be the available budget less any pending purchases.***

Budget Details

Business Unit	Ledger Group	Department	Fund Code	Fund Source	Program Code	Function	Property	Account	Budget Period
EAGLE	EXPBUDGETS	022601	100	10000	00000	601	00000	68370	2012

Ledger Amounts

Budget:	11,434.00	USD
Expense:	6,893.06	USD
Encumbrance:	0.00	USD
Pre-Encumbrance:	0.00	USD
Associate Revenue:	0.00	USD

Max Rows 250
Attributes
Parent / Children
Associated Budgets

Available Budget

Without Tolerance:	4,540.94	USD	**Percent:**	(39.71%)	Forecasts
With Tolerance:	4,540.94	USD	**Percent:**	(39.71%)	

Budget Exceptions

Exception Errors: 0 **Exception Warnings:** 0 Budget Exceptions

- ***When a budget transfer is made, an e-mail is generated to the bank and the new limit becomes available on the p-card within 2 business days.***