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3. Creating a P-Card Holder in PeopleSoft
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Overview: Department P-Card Administrator

The Department P-Card Administrator, designated by the Department Manager, is responsible for the creation, cancellation, review and reconciliation of the p-cards held in his or her department/s. The Department P-Card Administrator is required to have access to PeopleSoft Financials. Peoplesoft Financials Access is needed to perform the functions of the Department P-Card Administrator.

The Department P-Card Administrator is also granted access to all p-cards in the department through US Bank’s Access-Online where he/she can troubleshoot p-card issues within the department, check real-time balances, check declines and run reports. These resources will help you audit, maintain, review and provide tools for the proper management of the p-card program.

P-Card Setup

1. Department Manager decides who the cardholder/s will be on a p-card chartstring

2. Department P-Card Administrator completes a budget transfer into the PeopleSoft (PS) Chartstring in PeopleSoft Financials

3. Department P-Card Administrator creates the new 'department/chartstring' in PeopleSoft Financials
   - BC Custom > Pcard > BC Pcard Dept Create

4. Department P-Card Administrator adds a new cardholder p-card request in PeopleSoft Financials
   - BC Custom > Pcard > BC Pcard Holder Update
Section 1: Responsibilities and Your Role

Topics Covered:
1. Department P-Card Administrator Responsibilities
2. Adding a P-Card Chartstring in PeopleSoft
3. Creating a P-Card Holder in PeopleSoft
4. Retrieving a P-Card Holder Listing
5. Changing Dollar Limits for a Cardholder
6. How to Deactivate a P-Card
7. Reviewing Your Budget

1. Department P-Card Administrator Responsibilities

1. Ensure that Online Reconciliation of all cardholder transactions into PeopleSoft Financials is completed monthly
2. Review transactions for compliance with both University and grant fund policies
3. Bring any questionable transactions to the attention of the Department Manager, or other appropriate person
4. Be the primary point of contact for cardholder questions or issues
5. Serve as liaison with the Manager of the University P-Card Program in Procurement Services
6. Ensure transactions have not been split to fit under $4,999
7. Ensure the use of p-card for small dollar purchases (under $4,999)
8. Create new p-card chartstrings in PeopleSoft Financials
9. Create new p-card holders in PeopleSoft Financials
10. Set individual p-card credit limits as determined by the Department Manager and University standards
11. Maintain and update cardholder information
12. Review and update p-card holders of any policies and changes affecting p-card use
13. Troubleshoot all issues within the department
14. Deactivate p-cards for employees who have left the University, have moved to another department, or should no longer have access to the applicable chartstring
15. Maintain adequate budgets in the p-card accounts, including monitoring p-cards for low budget
16. Make or request budget transfers
17. Ensure cardholders are familiar with University and grant fund restrictions
18. Identify possible fraud
19. Keep cardholders informed of the policies for receipt requirements designated by the University and the department
20. Review and monitor p-card balances for fiscal year end
21. Ensure that all credit card data is kept secure
22. Ensure separation of duties in p-card review and reconciliation
2. Adding a P-Card Chartstring in PeopleSoft

Before PeopleSoft will allow creation of a new cardholder, the PeopleSoft chartstring (usually, GL account 68370) must be funded through a budget transfer.

Complete the BC Pcard Dept Create screen if a p-card has never been issued under a particular chartstring. This includes any new programs, new grants, new department ID’s, etc. The bank must then create, within its own system, a company number for every p-card chartstring. Once the BC Pcard Dept Create step is completed, an e-mail is generated to the bank to create a company number to go with the new chartstring associated with the budget and new cardholder/s. The new company number provided by US Bank populates in PeopleSoft within 3-5 days.

**PeopleSoft Navigation:**
BC Custom > P-Card Admin> BC Pcard Dept Create > Add a New Value

For operating budgets, the Project/Grant field must be left blank.
The new company number provided by the bank populates in PeopleSoft within 3-5 days. All future transactions (budget transfer, requests for new p-cards, etc.) are associated with the bank assigned company #.

Click "Save"
If the following error message displays when adding the chartstring, check the individual chartfield values you entered and make sure they are correct and associated with an active budget.

3. Creating a P-Card Holder in PeopleSoft

- Department Manager must approve all cardholders. (Cardholders will be procuring goods and services for the department.)
- P-cards can take an average of 2 - 3 weeks to arrive.
- Due to security settings and separation of duties, the Department P-Card Administrator will not be able to create a card under his/her name.

**PeopleSoft Navigation:**
**BC Custom > Pcard Admin > BC Pcard Holder Update > Add a New Value**

To create a cardholder, enter the chartstring and employee information.
Changes can be made in the Card Text field. If one person has multiple cards, name the cards to identify the special program or grant. Card text examples to distinguish between cards:

- P-card limits for a particular cardholder may also be changed in the new cardholder menu. The University policy is $4,999 per individual transaction and $20,000 per month. If necessary, you may change the individual transaction limit to a lower amount.
- The monthly limits may be decreased depending on the department budget.
- These limits are NOT the funds available. Funds available are from the budget set up in the p-card account minus what has been spent against that account.
4. Retrieving a P-Card Holder Listing

To view all cardholders by department:

**PeopleSoft Navigation:**
BC Custom > P-Card Admin > BC Pcard Holder Update > Find an Existing Value

Only populate business unit EAGLE and the Department ID. The resulting search will provide a summary of all cardholders active and inactive, in every operating program, capital and grant under that department ID.

5. Changing Dollar Limits for a Cardholder

Department Managers have the option of increasing or decreasing standard University dollar limits for a cardholder. **Single Transaction Limits** cannot be increased beyond $4,999 but can be lowered where **Monthly Limits** can be increased as well as decreased. The P-Card Administrator will make the adjustment in PeopleSoft to Single Transaction/Monthly Limits with the written approval of the Department Manager.

**PeopleSoft Navigation:**
BC Custom > P-Card Admin > BC Pcard Holder Update > Find an Existing Value
6. How to Deactivate a P-Card

It is essential to deactivate the p-card/s of employees who have left the department or the University. If a department anticipates an employee leaving, then another person must be assigned a p-card in that department to procure goods, whether temporarily or permanently. When a p-card is deactivated, the P-Card Administrator should obtain the physical card and contact all suppliers who store credit card information for recurring charges with the new credit card number.

If a card is lost or stolen, the cardholder will need to contact US Bank immediately at 800-344-5696. The lost or stolen p-card will need to be deactivated in PeopleSoft by the P-Card Administrator.

PeopleSoft Navigation:
BC Custom > P-Card Admin > BC Pcard Holder Update > Find an Existing Value

Enter the word “EAGLE” in the Business Unit
- Input the chartstring
- Select the cardholder to deactivate, select “Inactive” button and SAVE
- Shred the card
To check to see if the deactivation was successful:

**PeopleSoft Navigation:**

*BC Custom > P-Card Admin > BC Pcard Holder Update > Find an Existing Value*

The record status will display ‘Inactive’

7. **Reviewing your Budget**

An appropriate covering estimated p-card spend for the entire fiscal year p-card budget should be transferred in the initial budget transfer. This will prevent declines and expedite the procurement process. New fiscal year budgets are loaded into PeopleSoft Financials by April so a permanent p-card budget transfer needs to be made to ensure the new fiscal year opens with an appropriate amount of funds available in the p-card account.

**NOTE:** The number one reason why p-cards decline is lack of funding in the p-card account.
The budget set up in the p-card account becomes the credit limit on the p-card. When additional funds are added, the credit limit increases. P-cards work on a “declining balance” system similar to a typical debit 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 appear in PeopleSoft for 2-3 days.

When a budget transfer is made, an email is automatically sent to US bank and the new limit becomes available on the p-card within two (2) business days.

There are two options in PeopleSoft to view the p-card budget data:

1) PeopleSoft Query

**PeopleSoft Navigation:**
*Reporting Tools > Query > Query Viewer*

Budget Query: BC_PCARD_BUDGET_LOW - Use this query to view multiple p-card chartstrings

![PeopleSoft Query Screenshot]

You may run to HTML and download to Excel or directly to Excel

![Budget Query Screenshot]

2) Commitment Control Inquiry

**PeopleSoft Navigation:**
*Commitment Control > Review Budget Activities > Budget Details*
When choosing a ledger group, select **EXPBUDGETS (NON-PROJECTS)** for regular operating budgets and programs or **PGBUDGETS (PROJ/GRANTS)** for Grants and Capital budgets.

Once in the budget details screen, budget and expense amounts can be viewed. The ‘Without Tolerance’ should be the available budget excluding any pending purchases in transit at the bank.
If p-card budget is low, budget transfers can be done throughout the year. Budget transfers are not live with the bank. Transfers can take up to two (2) business days.

**Process for budget transfers and daily p-card related activities between PeopleSoft and US Bank**

- **P-card related transactions entered in PeopleSoft by 2:59 pm.**
- **US Bank receives daily files by 3 pm which include budget transfers, card cancellations, new card requests, changes to monthly or single transaction limits, etc.**
- **US Bank processes daily files by noon on the next business day**
Section 2: P-Card Reconciliation

Topics Covered:
1. Introduction to Reconciliation
2. PeopleSoft Online Reconciliation
3. Saving and Submitting the Online Reconciliation
4. Scanning Receipts
5. Review and Approve
6. Reviewing P-Card Transactions
7. Reviewing Level 3 Data
8. Receipt Retention
9. Online Reconciliation Management Queries

1. Introduction to Reconciliation

P-cards must be reconciled monthly to ensure good financial practices and to avoid the University's risk for inappropriate purchases and internal and external fraud. There are several steps in p-card reconciliation that involve the P-Card Holder, Department P-Card Administrator and the Department Manager. (Detailed instructions can be found in the P-Cardholder’s Manual)

1. **P-Card Holder**: Collects receipts, obtains the reconciliation ID # in PeopleSoft Financials, scans receipts, enters the recon id # in the scanning software, verifies that receipts have successfully scanned in PeopleSoft and saves and submits to Administrator.

   **Note**: If the P-Card Department Administrator is reconciling the monthly US Bank statement for the cardholder in PeopleSoft Financials, then the cardholder must print and sign the statement from Access Online. This signed copy must be scanned along with the receipts. If the cardholder is submitting the receipts in PeopleSoft, then the US Bank Statement does not need to be printed and signed.

2. **Department P-Card Administrator**: Verifies that receipts and any additional documentation are scanned to the reconciliation page in PeopleSoft Financials, reviews p-card transactions and level 3 data for compliance, brings questionable transactions to the Department Manager, requests additional information from the cardholder when needed, and denies or approves the reconciliation.

3. **Department Manager**: Responsible for reviewing the overall reconciliation status for the department(s) by identifying unreconciled or unapproved statements and reviewing any transactions marked as personal or considered suspect. When the Department P-Card Administrator is reconciling the monthly US Bank statement for the cardholder, the Department Manager assumes the approval responsibilities of the Department P-Card Administrator explained above.
A reconciliation of statements to PeopleSoft is required on a monthly basis by the Department P-Card Administrator or within a Service Center for the following reasons:

- Monitor budget for sufficient funding of p-card purchases
- Ensure there are no fraudulent or personal purchases
- Ensure all cardholder transactions are applied to the correct chartstrings
- Ensure compliance with P-Card policies by reviewing transactions
- Ensure all purchases meet the requirements and regulations of the specific contract or grant

**Separation of duties** is a critical factor and effective control in the management and reconciliation of p-cards. Separation of duties provides a system of checks and balances while supporting policy compliance.

The risk to the University increases when a particular person performs all steps (creation, purchasing, and reconciliation of the p-card).

**Important:** Two independent individuals are required for reconciliation.
Three Basic Steps to Reconciliation and Separation of Duties

1. Cardholder
   - Collects receipts, scans receipts into PeopleSoft monthly
   - Verifies receipts have been successfully scanned in PeopleSoft
   - Saves and submits to Administrator

2. Department P-Card Administrator
   - Verifies that receipts are scanned into PeopleSoft
   - Reviews p-card transactions, receipts and level 3 data for inappropriate purchases or fraud
   - Approves or denies cardholder reconciliation in PeopleSoft
   - Brings questionable p-card transactions to the Department Manager

3. Department Manager
   - Responsible for the overall reconciliation status of the department(s)
   - Reviews and approves the purchases of the P-Card Administrator or cardholder receipts submitted by the Administrator
   - Reviews P-card transactions for inappropriate purchases or fraud
   - Audits questionable transactions

2. PeopleSoft Online Reconciliation

Online reconciliation of receipts is required for all cardholders. If the cardholder is completing the online reconciliation for their p-card, the cardholder must scan the receipts into PeopleSoft and reconcile their statement. The Department P-Card Admin will be the second approver of the reconciliation.

If it is determined that the P-Card Admin will complete the online reconciliation for a cardholder, then the cardholder must print and sign the monthly US Bank statement and scan it into PeopleSoft with their receipts. Then the Department P-Card Administrator will reconcile the transactions in PeopleSoft, and the Department Manager will be the second approver of the reconciliations.
Online Reconciliation Process for the Cardholder: (Detailed instructions can be found in the P-card Procedure Manual)

Cardholder must sign into PeopleSoft Financials. If cardholder does not have access, then the Department must notify FMS to add the cardholder.

3. Saving and Submitting the Monthly Reconciliation

The cardholder must Save and then Submit the monthly reconciliation.

Note: Before the cardholder submits the reconciliation, verify that the monthly statement has closed. Charges will continue to appear on this statement throughout the month. Statements should only be submitted after all charges have posted to the account.
Once submitted, the reconciliation is routed to the Department P-card Administrator for approval or the P-Card Manager for approval if the P-Card Administrator submits the reconciliation.

4. Scanning Receipts

All hard copy receipts must be scanned through Etreive and attached to the reconciliation based on the Recon ID. This allows the reviewer/approver to view receipts for all purchases. Scanning instructions may be found on the P-Card Website.
Scanned receipts can be reviewed on the reconciliation page:

Once the Cardholder submits receipts, the Department P-card Administrator will approve or deny the reconciliation. Reconciliation may be denied by the administrator and sent back to the cardholder for several reasons such as a receipt missing, more information needed on a receipt or a questionable transaction.

5. Review and Approve

_**Navigation: Main Menu > Worklist**_

The approver (Department P-Card Administrator or Department P-Card Manager) will be able to:

- View the scanned receipts and the level 3 Data.
- Enter any comments about the transaction. These comments may be used if the approver needs more clarification on the purchase and will be denying the reconciliation back to the user to enter more information in the description of the purchase.
**P-Card Workflow Approvals:** The PeopleSoft Role assigned to each user will define who will review and approve your monthly reconciliation. The table below explains the routing. The P-Card Reconciliation process was designed to accommodate multiple users initiating the reconciliation. The following table is maintained by FMS. Please contact FMS for any updates and edits.

### PeopleSoft Workflow Logic for P-Card Reconciliation

<table>
<thead>
<tr>
<th>Role(s) assigned to User Reconciling</th>
<th>Your Reconciled Statement will Route to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCPcardHolder</td>
<td>BCPcardDeptAdmin</td>
</tr>
<tr>
<td>BCPcardDeptAdmin</td>
<td>BCPcardDeptMgr</td>
</tr>
<tr>
<td>BCPcardDeptMgr</td>
<td>BCPcardDeptAdmin</td>
</tr>
<tr>
<td>BCPcardhHolder and BCPcardDeptAdmin</td>
<td>BCPcardDeptAdmin</td>
</tr>
<tr>
<td>BCPcardhHolder and BCPcardDeptMgr</td>
<td>BCPcardDeptMgr</td>
</tr>
</tbody>
</table>

### Sample of a Departments Workflow

<table>
<thead>
<tr>
<th>Janice Daly</th>
<th>Anna Branco</th>
<th>Rita Carlo</th>
<th>Paul McGowan</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC PCard CardHolder (022202)</td>
<td>BC PCard Dept Admin (022202 &amp; 022601)</td>
<td>BC PCard Dept Admin &amp; BC PCard CardHolder (022202 &amp; 022601)</td>
<td>BC PCard Dept Manager (022202 &amp; 022601)</td>
</tr>
</tbody>
</table>
6. Reviewing P-Card Transactions

In addition to the Department P-Card Administrator reconciling, reviewing and approving monthly transactions, he/she should alert the Department Manager of any questionable transactions.

It is essential to review all p-card transactions to avoid:

- Internal abuse related to personal purchases
- Inadvertent personal purchases from business online accounts (i.e. mixing p-card with personal card at checkout at Amazon, Apple, iTunes, PayPal, etc.)
- External abuse related to fraud
- Split transactions which circumvent the university bid policy
- Purchases delivered off campus
- Purchases not in compliance with p-card policy
- Inappropriate purchases (i.e. expensive gifts for staff, donations, etc.)
- Review of fiscal year end purchases for inventory stockpiling (spending money for the sake of “using it all” for future fiscal year use)
- Taxes paid that should have been exempt
- Unusual stores or websites used outside of the University preferred and contracted suppliers (Staples, Macys, Target, Home Depot, etc.)
- Purchases with missing receipts (verify item is physically in the department and put a note on the statement with signature of cardholder and Department Manager)
- Even dollar amount purchases (may indicate a fraudulent invoice, split transaction or gift card purchase)
- Gift cards (refer to Gift Card Policy)
- Small dollar dining purchases (individual meals, snacks or coffee should NOT be purchased by the University unless there is a specific business purpose)
7. Reviewing Level 3 Data

The P-Card Administrator can drill into the Scanned Receipts section of the reconciliation or can run a level 3 query. This query provides line item detail, including descriptions of goods purchased, for transactions from level 3 suppliers only. This is not a p-card reconciliation report but it is helpful in reviewing questionable transactions. Only level 3 suppliers will appear in this query.

**PeopleSoft Navigation:**
Reporting Tools > Query > Query Viewer

After removing columns D, E and F, the query results will look like this:

<table>
<thead>
<tr>
<th>Merchant Name</th>
<th>Item Descr</th>
<th>Posting Date</th>
<th>LINE AMT</th>
<th>QTY</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>WB MASON</td>
<td>COFFEE, HAZL.NUT, POD, RD</td>
<td>7/10/2017</td>
<td>15.520</td>
<td>2 BX</td>
<td></td>
</tr>
<tr>
<td>WB MASON</td>
<td>PODS, HOUSE BLEND,16/BX</td>
<td>7/10/2017</td>
<td>27.050</td>
<td>5 BX</td>
<td></td>
</tr>
<tr>
<td>WB MASON</td>
<td>PODS, ESPRESSO,16/BX</td>
<td>7/10/2017</td>
<td>27.050</td>
<td>5 BX</td>
<td></td>
</tr>
<tr>
<td>WB MASON</td>
<td>SUGAR, RAWPOCKS,8X,1200/CT</td>
<td>7/10/2017</td>
<td>32.890</td>
<td>1 BX</td>
<td></td>
</tr>
<tr>
<td>WB MASON</td>
<td>RENTAL FEE, MONTHLY, F/WATE</td>
<td>7/7/2017</td>
<td>19.950</td>
<td>1 EA</td>
<td></td>
</tr>
<tr>
<td>WB MASON</td>
<td>RENTAL FEE, MONTHLY, F/WATE</td>
<td>6/7/2017</td>
<td>19.950</td>
<td>1 EA</td>
<td></td>
</tr>
<tr>
<td>WB MASON</td>
<td>RENTAL FEE, MONTHLY, F/WATE</td>
<td>12/7/2017</td>
<td>19.950</td>
<td>1 EA</td>
<td></td>
</tr>
</tbody>
</table>
8. Receipt Retention

Since the cardholder is required to add receipts to the system electronically and stored in PeopleSoft, it is no longer necessary to keep paper copies. (For purchases made prior to the start of online reconciliation, receipts must be saved for 3 years.)

For sponsored programs (fund code 500, 120) P-card statements, associated receipts and other supporting documentation should be retained for the life of the grant plus a minimum of three years after the submission of the final expenditure report.

**Contracted Level 3 Suppliers**: Scanned Receipts are not required for transactions that are under $1,000 for Contracted Level 3 Suppliers (WB Mason, FedEx and Fisher Scientific). This does not apply to grant-related p-cards.

**Missing Receipts**: Receipts should be maintained via online reconciliation whenever possible. If a cardholder is missing a receipt, a description of the item /s must be notated in the online reconciliation.

**Important**: As the Department P-Card Administrator, you must bring any questionable purchases to the Department Manager. If you do not feel comfortable bringing questionable purchases to the Department Manager, you can contact the Director of Procurement Services (2-4561), the University Controller (2-3361), or the Director of Internal Audit (2-8689).

9. Online Reconciliation Management Queries

Department P-Card Administrators or P-Card Managers can run several reports in PeopleSoft Financials to help manage online p-card reconciliation.

**PeopleSoft Navigation:**
Reporting Tools > Query > Query Viewer

- **BC_PCARD_ONLINE_RECON_DATA**: List of statements that have not been reconciled or have been reconciled
- **BC_PCARD_ONLINE_RECON_APPROVER**: List of statements that still require approvals
- **BC_PCARD_RECON_APPROVER_LIST**: List of approvers in your area
Section 3: Troubleshooting Declines and Other P-Card Maintenance Tools

The Department P-Card Administrator has access to all p-card data that they are responsible for in their department(s) in US Bank’s website. The Manager of the University P-Card Program in Procurement Services grants this access. Contact Procurement Services via the P-Card Support Form to request access to chartstrings in Access Online. Many tools are available to help the p-card program operate efficiently. US Bank’s Access Online provides valuable and essential tools for the maintenance of the p-card program. The Department P-Card Administrator can troubleshoot through Access Online and PeopleSoft.

Topics Covered:
1) Troubleshooting Declines
2) Declined Transaction Authorizations Report
3) Accessing Real-Time Balances In Access Online
4) Reviewing Pending Transactions
5) US Bank Account List Report

Features provided in Access Online for the P-Card Administrator:
- Provide reasons why a p-card declined and solutions to the cardholder
- Real-time balances in Access Online to compare to PeopleSoft Financials
- Pending transactions that are not yet in PeopleSoft Financials
- Decline reports to review for compliance to policy and potential fraud

1. Troubleshooting Declines

The majority of all declines can and should be resolved at the department level. To see information on a decline: https://access.usbank.com

Access Online Navigation:
Account Information > Cardholder Account Profile > Account Authorizations
Do not use Social Security Number. BC P-cards are never associated with an employee’s SS#
All declines will have the status of **Do not honor or Declined**

For detailed information about the decline select the time link under the **Auth Time** column.

The decline reasons tab will display the code associated with the decline.

### Understanding Decline Reasons and Resolutions:

- **MCCG Exclude**

  **Issue:** This purchase is not allowed on the p-card based on the supplier’s Merchant Category Code (MCC). All suppliers have a specific MCC code assigned by their credit card provider based on the
products or services they provide. P-cards are set up with certain restrictions, which are not allowed such as cash advances, travel, and entertainment related expenses and are designed to decline if attempted.

**Resolution:** Please contact Procurement Services via the [P-Card Support Form](#) if you know this is an allowed purchase for your department or club.

- **Exceeded Account Velocity Amount**

  ![Exceeded Account Velocity Amount](image)

  **Issue:** There are not enough budget funds in the p-card account in PeopleSoft Financials for the transaction. Pending transactions may not have appeared in PeopleSoft so the real-time balance should be checked in [Access Online](#).

  **Resolution:** A budget transfer must be made into the p-card account (usually account 68370). The best practice is to properly fund the p-card account in PeopleSoft at the beginning of the fiscal year and monitor the p-card spend throughout the year.

  Note: P-card BUDGET TRANSFERS ARE NOT REAL-TIME with US Bank. Once a budget transfer is made, there is a waiting period of at least 1-2 business days, depending on the timing of the transfer.

- **CRV status**

  ![CRV status](image)

  **Issue:** Card is not activated. New and renewed p-cards must be activated by calling US Bank. Upon receipt of your p-card, instructions are given to every cardholder to activate the card with specific four (4) digits instead of the last four digits of the cardholder’s social security number. (Social security numbers and employee IDs are never associated with a cardholder’s p-card.)

  **Resolution:** Have the cardholder activate his/her card. If you do not know what those 4 digits are, please contact Procurement Services via [P-card Support Form](#).
Q-9 Status

Issue: The grant has ended. P-cards on grants have an end date different from operating budgets.

Resolution: Check to see if the grant end date has been extended in PeopleSoft Financials.

PeopleSoft Navigation:

BC Custom > Pcard > BC Pcard Dept Create > Find an Existing Value

Below is an example of a grant, which has ended. The close date represents the grant end date. If the grant has been extended, you will need to contact the Office of Sponsored Programs to update the grant dates in PeopleSoft Financials.

If you see that the grant has been extended in PeopleSoft and the p-card is still in a Q-9 status, you will need to contact Procurement Services via the P-Card Support Form so that the bank can be notified to reopen the p-card.
• Declined at the Individual Level, Not Enough Available Money or Exceeded Single Purchase Limit

Issue: The single transaction limit OR the monthly limit has been reached.

Resolution for single transaction limits: First check with the Department Manager to review what limits have been set for the cardholder and then review those limits with the cardholder. The Department Manager can authorize the single limit increase up to $4,999 (the University maximum) and up to $2,999 for grant p-cards. Some Department Managers may set lower limits for cardholders.

It is not an option to have the supplier split the transaction. This is against P-Card Policy.

Resolution for monthly limits: The university standard monthly limit is $20,000. Monthly limits refresh after the bank cycle date on the 26th or 27th of the month. If the cardholder is near the bank cycle date, the card can be tried again after the 27th.

• Option 1: Use another p-card with the same chartstring
• Option 2: Check with the Department Manager to increase the monthly limit in PeopleSoft Financials. If this is done, it will take 1-2 business days to be increased by the bank.

To increase the cardholder’s monthly or single limit in PeopleSoft Financials:

PeopleSoft Navigation:
BC Custom > Pcard > BC Pcard Holder Update > Find an Existing Value
Enter the Department ID and the name of the employee.

Monthly limits may be increased or decreased. Transaction limits may only be lowered. Make sure to select 'Check to Send to Bank' for each.
ADS 1 Strategy, ADS 11 Filter, Caution Account, Arrest, Fraud or Account Coded (Credit Rating) Declines:

<table>
<thead>
<tr>
<th>ADS 1 Strategy</th>
<th>ADS 11 Filter</th>
<th>Caution Account</th>
<th>Arrest Fraud Account Coded (Credit Rating)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The transaction has been red-flagged as potential fraud by the bank due to a mismatch of the name, address, phone number, or CVC Code</td>
<td>• The supplier or the transaction has been red-flagged by the bank as potential fraud due to an unusual purchase made by the cardholder</td>
<td>• The p-card is confirmed as compromised by the cardholder or the bank and will need to be replaced</td>
<td>• There is an attempted transaction on a deactivated card</td>
</tr>
</tbody>
</table>

**ADS 1 Strategy:** This is a fraud alert code. The cardholder may be able to correct this if the transaction is legitimate. Something did not verify in the approval process such as the name, billing address, or security code on the back of the card or the expiration date. The billing address is needed to verify the address associated with the p-card and is provided on the cardholder’s statement. Have the cardholder go back to the supplier to check the verification information. Make sure the cardholder does not confuse the billing address of the p-card with the physical delivery address.

**ADS 11 Filter, Caution Account & Credit Rating:** If a p-card has unusual activity, small dollar charges (such as $1.00), red-flag suppliers (such as foreign suppliers or unsecured websites), suppliers not normally used by the cardholder, or if using your p-card while traveling outside of Massachusetts, the bank will temporarily stop the transaction until the cardholder verifies the purchase.

**Actions:**
- The cardholder will need to contact US Bank directly to verify (or deny) a transaction @ 1-800-344-5696.
- The cardholder will need to contact US Bank before placing an order with a foreign supplier. **All purchases from outside of the US decline unless the cardholder contacts US Bank before the transaction is made to verify the purchase.**
- Contact US Bank before traveling outside the state.

2. **Declined Transaction Authorizations Report**

US Bank offers a decline report in **Access Online** where you can review declines for up to two years. The **Declined Transaction Authorizations** report is available to all cardholders and administrators in Access Online.

The report shows the decline reason, time and date of the transaction, as well as the way it was processed: in-person, online, or manually keyed. You can also see if any recurring charges have been declined.

**Benefits of the Declined Transaction Authorizations Report:**
- Find declines no longer accessible on the account authorizations screen
- Red-flag a cardholder who is attempting to use the card for non-business related purchases
- Ensure the p-card is not being used for travel or other prohibited uses
- Identify cardholders who need to be retrained
- Determine if funds need to be added
- Check for external fraud attempts
- Check for declined recurring charges

**Access Online Navigations:**
**Reporting > Program Management > Declined Transaction Authorizations**

![Declined Transaction Authorizations](image)

**Declined Transaction Authorizations**
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.

**Program Management**
**Declined Transaction Authorizations**
By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

**Date**
Activity Date Range: Start Date: [09/01/2017], End Date: [12/13/2017]

**Enter date Parameters**

**Merchants**
- Merchant Category Code Group:

  **Note:** Hold down the Ctrl key to make multiple selections

  ![Select](image)
For departments with only one chartstring, the **Group Report By** fields will default into the **bank #1425**, the **agent #1798** (Boston College) and the **company #** (represents a particular chartstring). For multiple chartstrings, drill into the **Search for Position or Add Multiple** field.

![Image of Report Output fields]

**Change output to Excel**

**Drill in here for multiple chartstrings**

**Search for Position or Add Multiple**

---

**Program Management**

**Select a Processing Hierarchy Position**

**Search for a Hierarchy Position**

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

![Image of Hierarchy Level]

**Hierarchy Level:**

**Company**

**Bank:**

**Agent:**

**Company:**

**Division:**

**Department:**

[![Submit Search Button](Image of Search Button)]

**Click Search**

---

**Found Hierarchy Position(s)**

**Selected Hierarchy Position(s)**

Each Company Number represents a different chartstring

[![Example Positions Table}]

**Select Position** will move the company #s to the right
After selecting the company #’s, select **Accept Hierarchy** and run report

Once the hierarchy is accepted scroll down and select **Run Report**

**How to interpret the Declined Transaction Authorizations Report**

Similar to all reports in Access Online downloaded to Excel; columns can be deleted or hidden to easily read the report. Use these reports to determine what action needs to be taken based on the Decline Reason.

1.) Is a Budget Transfer needed to increase the P-card budget?

2.) Does a cardholder need to be retrained if they are continuously using the p-card for restricted commodities or travel?

3.) Should a cardholder’s p-card be replaced due to fraud?
Fraud attempts are usually easy to recognize when the same, unfamiliar supplier is attempting the same dollar amount on multiple cards. Internet criminals are constantly running numbers on unsecured websites until good numbers are verified; hence the importance of reconciling on a monthly basis to avoid fraudulent charges to your budget. All card disputes must be submitted within 60 days. If you see repeated fraud attempts, the p-card should be deactivated and a new card created in PeopleSoft.

4.) Are there recurring charges on a deactivated card?

<table>
<thead>
<tr>
<th>Account Short Name</th>
<th>Decline Date</th>
<th>Decline Time</th>
<th>Decline Reason</th>
<th>Requested Amount</th>
<th>Request Type</th>
<th>Merchant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN SMITH</td>
<td>2017/09/03</td>
<td>15:42:00</td>
<td>Account coded (CREDIT RATING)</td>
<td>$99.00</td>
<td>Bill Payment</td>
<td>5968 AmazonPrime Membership</td>
</tr>
<tr>
<td>JANE SNOW</td>
<td>2017/09/03</td>
<td>15:56:30</td>
<td>Account coded (CREDIT RATING)</td>
<td>$14.55</td>
<td>Purchase</td>
<td>5968 Audible</td>
</tr>
<tr>
<td>JOHN SMITH</td>
<td>2017/09/04</td>
<td>12:21:48</td>
<td>Account coded (CREDIT RATING)</td>
<td>$10.83</td>
<td>Bill Payment</td>
<td>5968 CTC/CONSTANTCONTACT,</td>
</tr>
<tr>
<td>JANE SNOW</td>
<td>2017/03/01</td>
<td>07:44:07</td>
<td>Account coded (CREDIT RATING)</td>
<td>$0.09</td>
<td>Purchase</td>
<td>4816 DHH*GODOADDY.COM</td>
</tr>
<tr>
<td>JOHN SMITH</td>
<td>2017/09/05</td>
<td>02:24:56</td>
<td>Account coded (CREDIT RATING)</td>
<td>$19.55</td>
<td>Purchase</td>
<td>5111 WB MASON</td>
</tr>
<tr>
<td>JOHN SMITH</td>
<td>2017/09/07</td>
<td>12:18:53</td>
<td>Account coded (CREDIT RATING)</td>
<td>$79.99</td>
<td>Purchase</td>
<td>4814 VZWRLS/1VR VB</td>
</tr>
<tr>
<td>JANE SMITH</td>
<td>2017/09/07</td>
<td>12:15:25</td>
<td>Account coded (CREDIT RATING)</td>
<td>$50.00</td>
<td>Purchase</td>
<td>4814 VZWRLS/1VR VB</td>
</tr>
</tbody>
</table>

When p-cards are deactivated due to an employee leaving or moving departments or if the employee received a new p-card, decline reports are a great tool to see if any automated charges have been missed. The supplier will need to be updated with new p-card information. The decline reason will say, **Account Closed** or **Account Coded (CREDIT RATING)**

5.) Has cardholders activated their card yet?

<table>
<thead>
<tr>
<th>Account Short Name</th>
<th>Decline Date</th>
<th>Decline Time</th>
<th>Decline Reason</th>
<th>Requested Amount</th>
<th>Request Type</th>
<th>Merchant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN SMITH</td>
<td>2017/09/20</td>
<td>11:09:53</td>
<td>CRV status</td>
<td>$33.67</td>
<td>Purchase</td>
<td>5411 #07645 STAR MARKET</td>
</tr>
<tr>
<td>MARY MERRY</td>
<td>2017/09/15</td>
<td>02:33:33</td>
<td>CRV status</td>
<td>$5.99</td>
<td>Purchase</td>
<td>6818 Amazon Digital Ser</td>
</tr>
<tr>
<td>THOMAS SMITH</td>
<td>2017/09/17</td>
<td>12:44:07</td>
<td>CRV status</td>
<td>$9.00</td>
<td>Purchase</td>
<td>5942 AMAZON.COM</td>
</tr>
<tr>
<td>THOMAS SMITH</td>
<td>2017/10/03</td>
<td>12:49:37</td>
<td>CRV status</td>
<td>$425.00</td>
<td>Purchase</td>
<td>2741 COLLEGIATE PRESS</td>
</tr>
<tr>
<td>JOHN SMITH</td>
<td>2017/09/03</td>
<td>11:02:01</td>
<td>CRV status</td>
<td>$34.22</td>
<td>Bill Payment</td>
<td>5968 CTC/CONSTANTCONTACT,</td>
</tr>
<tr>
<td>MARY MERRY</td>
<td>2017/09/19</td>
<td>09:43:01</td>
<td>CRV status</td>
<td>$2,050.00</td>
<td>Purchase</td>
<td>8398 IN &quot;COMMISSION ON ACCR</td>
</tr>
<tr>
<td>JOHN SMITH</td>
<td>2017/09/20</td>
<td>18:00:51</td>
<td>CRV status</td>
<td>$17.95</td>
<td>Purchase</td>
<td>5411 MADDIES CITY CONVENIENCE</td>
</tr>
</tbody>
</table>

Status will appear if the supplier is using a new expiration date without the approval of the cardholder. You will need to contact the supplier to verify the expiration date and activate the new card.

6.) What was the method of payment?

<table>
<thead>
<tr>
<th>Requested Amount</th>
<th>Request Type</th>
<th>Requested Expiration Date</th>
<th>Transaction Method</th>
<th>Merchant Category Code Group Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$48.16</td>
<td>Purchase</td>
<td>2021/07/01</td>
<td>Full Magnetic Strde Read</td>
<td>EATING/DRINKING</td>
</tr>
<tr>
<td>$61.46</td>
<td>Purchase</td>
<td>2021/07/01</td>
<td>Full Magnetic Strde Read</td>
<td>EATING/DRINKING</td>
</tr>
<tr>
<td>$350.00</td>
<td>Purchase</td>
<td>2020/07/01</td>
<td>Full Magnetic Strde Read</td>
<td>HOTELS</td>
</tr>
<tr>
<td>$708.14</td>
<td>Purchase</td>
<td>2017/12/01</td>
<td>Full Magnetic Strde Read</td>
<td>VEHICLE EXPENSE</td>
</tr>
<tr>
<td>$1.00</td>
<td>Purchase</td>
<td>2021/09/01</td>
<td>Full Magnetic Strde Read</td>
<td>VEHICLE EXPENSE</td>
</tr>
<tr>
<td>$8.00</td>
<td>Purchase</td>
<td>2019/11/01</td>
<td>Full Magnetic Strde Read</td>
<td>EATING/DRINKING</td>
</tr>
<tr>
<td>$164.50</td>
<td>Purchase</td>
<td>2020/07/01</td>
<td>Full Magnetic Strde Read</td>
<td>EATING/DRINKING</td>
</tr>
<tr>
<td>$46.65</td>
<td>Purchase</td>
<td>2020/09/01</td>
<td>Full Magnetic Strde Read</td>
<td>MEDICAL</td>
</tr>
<tr>
<td>$5.30</td>
<td>Purchase</td>
<td>2021/09/01</td>
<td>Full Magnetic Strde Read</td>
<td>OFFICE SERVICES</td>
</tr>
<tr>
<td>$221.76</td>
<td>Purchase</td>
<td>2019/09/01</td>
<td>Full Magnetic Strde Read</td>
<td>BUILDING SERVIC</td>
</tr>
<tr>
<td>$1,500.00</td>
<td>Purchase</td>
<td>2019/09/01</td>
<td>Full Magnetic Strde Read</td>
<td>BUSINESS EXPENSES</td>
</tr>
<tr>
<td>$85.00</td>
<td>Purchase</td>
<td>2019/07/01</td>
<td>Full Magnetic Strde Read</td>
<td>BUSINESS EXPENSES</td>
</tr>
<tr>
<td>$109.35</td>
<td>Purchase</td>
<td>2017/11/01</td>
<td>Internet Transaction</td>
<td>BUSINESS EXPENSES</td>
</tr>
<tr>
<td>$689.95</td>
<td>Purchase</td>
<td>2021/06/01</td>
<td>Internet Transaction</td>
<td>BUSINESS EXPENSES</td>
</tr>
<tr>
<td>$344.79</td>
<td>Purchase</td>
<td>2020/06/01</td>
<td>Internet Transaction</td>
<td>MANUAL ENTRY</td>
</tr>
<tr>
<td>$1,500.00</td>
<td>Purchase</td>
<td>2017/10/01</td>
<td>Internet Transaction</td>
<td>MANUAL ENTRY</td>
</tr>
<tr>
<td>$.349.90</td>
<td>Bill Payment</td>
<td>9999/12/31</td>
<td>Manual Entry</td>
<td>BUILDING SERVIC</td>
</tr>
<tr>
<td>$.420.00</td>
<td>Purchase</td>
<td>2020/11/01</td>
<td>Manual Entry</td>
<td>BUSINESS EXPENSES</td>
</tr>
<tr>
<td>$.349.90</td>
<td>Bill Payment</td>
<td>9999/12/31</td>
<td>Manual Entry</td>
<td>BUSINESS EXPENSES</td>
</tr>
</tbody>
</table>

Before cleaning the **Declined Authorizations Report**, column M provides the method of the
transaction. This can be a useful way to help determine if a cardholder’s transactions are suspected as personal purchases or if the cardholder denies an attempted purchase.

### P-Card Transaction Methods of Payment

<table>
<thead>
<tr>
<th>Full Magnetic Stripe Read</th>
<th>Integrated Circuit Read</th>
<th>Internet Transaction</th>
<th>Manual Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The physical card was swiped in a machine</td>
<td>• The physical card was inserted into a machine using the v-chip technology</td>
<td>• An order was placed online</td>
<td>• An order was placed on the phone</td>
</tr>
<tr>
<td>• Swiped cards can be duplicated but unlikely due to the v-chip technology</td>
<td>• V-chips can not be duplicated</td>
<td>• Most fraud comes from internet transactions where the v-chip and mag stripes are not used</td>
<td>• The supplier has manually keyed in the transaction</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Fraud can begin as a Manual Entry before becoming an Internet Transaction</td>
</tr>
</tbody>
</table>

#### 3. Accessing the Real-Time Balance in Access Online

The budget details in PeopleSoft Financials are not real-time for the p-card account. The average transaction can take up to 2-3 days before it can be seen in PeopleSoft. Accessing your real-time balance in Access Online will give you a more accurate balance of the p-card account.

**Access Online Navigation:**

Account Information > Cardholder Account Profile > View a Managing Account > Authorizations Limits
Account Information

Statement
View account statement(s).
- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Account Profile
View account demographics, limits, accounting code, and other related information.
- Cardholder Account Profile
- Managing Account Profile
- Diversion Account Profile

Cardholder Account Profile
Search & Select an Account

View Diversion Account | View Managing Account

Cardholder Account Search
Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first Searching for a Managing Account.

Account Number:

Last Name: carlo

First Name:

Social Security Number:

Search
For Operating Budgets: (FC 100,200,300,600)

- You must be in the View a Managing Account screen
- Under Standard Velocity Limits: The limit is the total budget in PeopleSoft and the total is the year-to-date spend
- Limit minus total equals balance available
For Grants or Capital Projects: (Fund code 500, 800)

- You must be in the View a Managing Account screen
- Under Custom Velocity Limits
- The limit is the total budget in PeopleSoft and the total is the year-to-date spend
- Limit minus total equals balance available

### Standard Velocity Limits

<table>
<thead>
<tr>
<th></th>
<th>Limit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Dollar:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Daily Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cycle Dollar:</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Cycle Transaction:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Monthly Dollar:</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Monthly Transaction:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Quarterly Dollar:</td>
<td>0</td>
<td>155</td>
</tr>
<tr>
<td>Quarterly Transaction:</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Yearly Dollar:</td>
<td>2000</td>
<td>451</td>
</tr>
<tr>
<td>Yearly Transaction:</td>
<td>0</td>
<td>20</td>
</tr>
</tbody>
</table>

For all Cardholders against this chartstring

Limit: $2,000  
Minus Total: $451  
= Available: $1,549

### Custom Velocity Limits

<table>
<thead>
<tr>
<th></th>
<th>Limit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Dollar:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

For all Cardholders against this chartstring

Limit: $2,000  
Minus Total: $451  
= Available: $1,549

<table>
<thead>
<tr>
<th>Budget</th>
<th>Total spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Dollar:</td>
<td>21337</td>
</tr>
<tr>
<td>Other Transaction:</td>
<td>0</td>
</tr>
</tbody>
</table>

For Grants or Capital Projects: (Fund code 500, 800)

If the custom velocity is low or almost equal to the total, please initiate a budget transfer into the p-card account (usually 68370) in PeopleSoft.
4. Reviewing Pending Transactions

Pending transactions are real-time in Access Online. This information is important for the end of the fiscal year when departments are trying to determine if their recent purchases will post in the old fiscal year or the new fiscal year in PeopleSoft Financials. In this field, approvals can be seen within moments after the transaction. A supplier can get an approval but cannot be paid for a transaction until goods are shipped. Once the transaction is on the transaction list, it will load into PeopleSoft on the next business day. The approval will remain on the Account Authorizations screen for approximately 4-5 days. A transaction will not move to the transaction list until the supplier has shipped the goods.

Pending Approvals

Access Online Navigation:
Account Information > Cardholder Account Profile > Account Authorizations

To get more details on a specific pending transaction select the time link under the Auth Time column.
In **Auth Time**, you may choose any tab for more information about the transaction.

1. **Decline** tab shows the reason why the p-card declined
2. **Account** tab shows the complete p-card account number, single transaction and monthly limits
3. **Merchant** tab shows the supplier name and address
4. **Parent** tab shows the parent account associated with your p-card
5. **Diversion** tab has no data
6. **Process** tab shows if the address has been verified

To access the Transaction List and view all transaction charges to the card:

**Access Online Navigation:**
Transaction Management > Purchasing Card > Transaction List
Select the Date Link under the Trans Date column to see detail on the transaction.
### Transaction Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City, State/Province</th>
<th>Amount</th>
<th>Detail</th>
<th>Purchase ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposed</td>
<td>12/11</td>
<td>12/13</td>
<td>WB MASON</td>
<td>888-9262766, MA</td>
<td>14.12</td>
<td></td>
<td>150454732</td>
</tr>
</tbody>
</table>

### Transaction Information

- **Transaction**: 12/05/2017
- **Purchase ID**: 150274561
- **Total Amount**: 19.95
- **Memo Post**: Yes
- **Sales Tax**: 0.00
- **Freight**: 0.00
- **Merchant**:
  - **Name**: WB MASON
  - **City, State/Province**: 888-9262766, MA
- **Transaction Type**: SALES DRAFT
- **MCC Code**: 5111
- **MCC Description**: WHOLESALE OFFICE SUP
- **Reference Information**:
  - **Billing Cycle**: Open
  - **Posting Date**: 12/07/2017
  - **Reference Number**: 24121577340534109081675
  - **Authorization Number**: 009513
- **Extract Date(s)**:
  - **Most Recent Standard**
  - **Financial Extract**:
  - **General Ledger Extract**
  - **Payment Extract**
- **Currency**
  - **Billing Currency**: U.S. Dollar
  - **Source Currency**: U.S. Dollar
  - **Source Currency Amt**: 19.95

### Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

**Dispute**

**Sales Draft Requests**

- none
5. US Bank Account List Report

This Access Online report will help you with the following:

- Determine if a cardholder’s account is still open when it should be closed
- Identifies p-card accounts that are in a fraud alert status
- Identify cardholder’s that have not activated their card
- Gives you all cardholder information including the chartstring associated with their cards

**Access Online Navigation:**
**Reporting > Program Management > Account List**
Remember you may select multiple departments using the Search below. See 33.
The report contains a significant amount of data and will need to be edited. Here is an example:

6. US Bank Transaction Detail Report

The Transaction Detail Report in Access Online is an optional tool used to identify discrepancies in the PeopleSoft reconciliation.

Transaction Detail Report is a monthly report of all statements of all cardholders in your department/s. This report provides all transactions for the cycle date or the date parameters entered. This can also be a useful tool in p-card reconciliation if you are missing transactions from PeopleSoft or are unsure of the cycle date parameters.

Access Online Navigation:
Reporting > Financial Management > Transaction Detail

https://access.usbank.com

Cycle Close Date Range will only generate data for statements ending in the defined period. For example: If you enter 8/01/2017-08/31/2017 under “cycle close date range”, the report will pull August statements which are dated 7/26/2017 - 8/25/2017
You may also choose calendar, posting or transaction date range. In this field, exact date parameters must be in place. Remember, whatever dates you chose in Access Online the same date range should be used in the PeopleSoft query.

Scroll down and under **Report Output**, change the format to EXCEL.

Scroll down again and under **Group Report By** for departments with only one chartstring, the fields will default into the bank #1425, the agent #1798 (Boston College) and the company # (represents a particular chartstring).
To select multiple chartstrings, drill into the department field.

Under Hierarchy Level, select Company. Populate the Bank (1425), Agent (1798) and select “Search”.

Click Search.
Select Position will move the company #’s to the right
After selecting the company #’s, select **Accept Hierarchy** and run report

Once the hierarchy is accepted, select **Run Report**

Click “Run Report”
This report is large and will need to be edited. The report contains every cardholder, chartstring associated with the p-card, transaction date, posting date, merchant, transaction amount and any tax paid for the cycle dates selected. It can be sorted by chartstring. Below are some of the key data fields provided in the report download.

The transaction detail report should look like similar to this, once edited:

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Cycle Close Date</th>
<th>Transaction Amount</th>
<th>Merchant Name</th>
<th>Merchant City</th>
<th>Merchant State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/06/30</td>
<td>2017/07/03</td>
<td>2017/07/25</td>
<td>$5.89</td>
<td>WALGREENS #2072</td>
<td>ROXBURY</td>
<td>MA</td>
</tr>
<tr>
<td>2017/07/06</td>
<td>2017/07/07</td>
<td>2017/07/25</td>
<td>$25.00</td>
<td>MARKET BASKET 00800745</td>
<td>REVERE</td>
<td>MA</td>
</tr>
<tr>
<td>2017/07/14</td>
<td>2017/07/17</td>
<td>2017/07/25</td>
<td>$95.96</td>
<td>WIB MAISON</td>
<td>REVERE</td>
<td>MA</td>
</tr>
<tr>
<td>2017/07/25</td>
<td>2017/07/26</td>
<td>2017/08/25</td>
<td>$50.00</td>
<td>AMBULATORY MONITORING INC</td>
<td>ARDSLEY</td>
<td>NY</td>
</tr>
</tbody>
</table>

7. Additional PeopleSoft P-card Queries

PeopleSoft Financials provides key information to help manage the p-card program. The queries provide information needed for reconciliation, fraud, budget projections, spending trends, etc.

**PeopleSoft Navigation:**
Reporting Tools > Query > Query Viewer

- **BC_PCARD_DATA_BY_DEPT** - Provides all p-card data for department/s or Service Centers
- **BC_PCARD_LEVEL3_ALL** - Provides line item description from Level 3 Suppliers
- **BC_PCARD_BUDGET_LOW** - Provides low budget alerts for multiple p-card accounts
- **BC_PCARD_BY_DEPT_ASSC** - Provides data by department ID
- **BC_PCARD_DATA_BY_VENDOR_DATE** – Provides number of transactions and total dollar amount for each supplier
- **BC_PCARD_DATA_BY_VENDOR** - Provides p-card data with individual supplier prompt
- **BC_PCARD_DATA_BY_VENDOR_DESC** - Provides all supplier transactions sorted by category
- **BC_PCARD_HOLDER_EMPL_W_EMAIL** - Provides active and inactive cardholders by department ID with email listing
- **BC_PCARD_HOLDER_LISTING** - Provides list of all active cardholders and emails for multiple department ID #s or Service Centers

Contact Procurement Services via the [P-Card Support Form](#) for questions on queries or the development of new queries.