

BOSTON COLLEGE

Departmental P-Card Administrator's User's Guide

Everything you need to know about P-card and p-card
reconciliation

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2012

PROCUREMENT SERVICES

Who is the Departmental P-card Administrator?

The Departmental P-card Administrator is at least one person, usually a P-2, designated per department or service center who is responsible for the creation, cancellation, review and reconciliation of the P-cards held in their departments. Therefore, the Departmental P-card Administrator must have access to PeopleSoft Financials.

- The Departmental P-card Administrator is granted access to all p-cards in the department in US Bank's Access-on-Line website where he/she can troubleshoot p-card issues within the department. He/she has access to real-time balances, declines and reports which will help maintain, review and provide resources to the proper management of the p-card program.
- If grant or restricted accounts are allowed p-cards, the Department P-card Administrator must work with cardholders to ensure they are familiar with requests of the funding and must review all transactions on a monthly basis to make sure the expenses are allowable under the grant or restricted funds.

What are the responsibilities of the Departmental P-Card Administrator?

The Departmental P-card Administrator is responsible for:

- Reviewing policies and fund requests with cardholder
- Ensuring that best practices are used whenever possible for small dollar invoices (under 5000.00), encouraging the use of p-card and its value to the University by saving on transactional costs, and limiting the amount of small dollar vouchers, purchase orders and reimbursements where allowable.
- Creating departmental accounts for p-card and cardholders using PeopleSoft P-card screens
- Determining and setting individual limits as determined by the department and University standards
- Maintaining and updating cardholder information
- Updating cardholders of any policy or other changes affecting p-card use.
- Troubleshooting issues within the department
- Deactivating p-cards for employees who have left the University, have moved to another department, or should no longer have access to the applicable chartstring.
- Maintaining adequate budgets in the p-card accounts, including monitoring P-cards for low budget.
- Making or requesting budget transfers.
- Reconciling of cardholder statements to PeopleSoft accounts.
- Reviewing transactions for compliance with University as well as restricted funds policies and procedures and ensuring cardholders are familiar with the restrictions
- Identifying possible fraud issues.
- Reviewing cardholders policies for receipt requirements designated by the University and the department.
- Reviewing and monitoring p-card needs for fiscal year end.

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SECTION 1: Getting Started: PeopleSoft Financials and P-card

All p-cards are associated by chartstring. Therefore, every chartstring (if actable) will have a separate p-card. P-cards are not to be shared. Every cardholder is responsible for purchases and receipt retention.

Grants, Gift Accounts and P-card: It is advised that P-cards are NOT to be given to a Principle Investigators or Faculty unless they are willing to follow the p-card policy and procedures. Therefore, the department may create their own policy to not allow PI's to have a p-card. The Office of Sponsored Program will review p-card charges to ensure that all charges are within state or federal guidelines. Individuals who receive p-cards against grants or gift accounts MUST BE familiar with what is and is not allowed.

Creating a P-card Department: Before PeopleSoft will allow completion of a cardholder application, the p-card account (usually, the 68370 account) must be funded through a budget transfer. The budget transfer for funding of the p-card and project close dates must be approved by the applicable budget offices, including OSP or Capital, if Projects budgeting applies.

P-card has several accounts. Account **68370** is the main p-card account but departments such as Facilities, Dining and the Library have several different accounts based on the need to keep track of separate commodities (such as hazardous waste removal, food or books).

Complete the BC>PCARD>DEPT CREATE screen if a p-card has never been issued under particular chartstring. This includes new programs, new grants, new department ID's, etc. The bank must create, within its own system a "company" number for every p-card chartstring. This step is unnecessary if there are current cardholders on that chartstring. Once the BC P-card Dept Create is done, an e-mail is generated to the bank to create this new chartstring so that a "company #" is associated with the budgets and new cardholder/s.

On operating budgets P-cards are funded on a fiscal year basis, June 1-May 31, starting with the amount of permanent funding to the p-card account. Temporary or permanent adjustments can be made in the budget transfer screens in PeopleSoft Financials.

- 1. Creating a P-card Department: BC CUSTOM MENU IN PEOPLESFT
BC CUSTOM>PCARD>BC PCARD DEPT CREATE>ADD A NEW VALUE**
 - *Insert the word "EAGLE" in the business unit*
 - *For operating budgets, the project/grant field must be left blank.*

BC_PCARD_DEPT

Find an Existing Value Add a New Value

Business Unit:

Department: 

Fund Code: 

Funding Source: 

Program Code: 

Project/Grant: 

Property:

Function: 

Account: 

PCARD Department

Dept: 022102 Endowment Investments

Fund: 100 Source: 10000

Program: 00000 Project/Grant: Account: 68370

Department Status

Active Inactive/Cancel Acct Check to Send to Bank

Deactivation Reason

Closed Account Temporarily Inactive Closed Before Request Sent

Close Date: 05/31/2012 Company Number: 38137

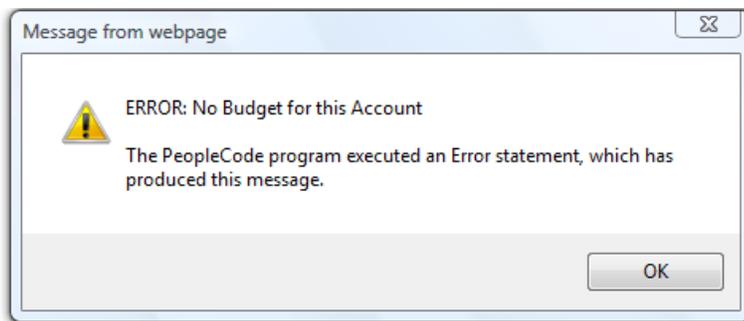
dept limit: 2742.000

Create date: 03/13/2002 Req Sent: 08/03/2011 Co.# Update: 12/09/2011

Date of last update: 12/09/2011 User ID:

Card Name: 022102-00000-ENDINV

If this error message is received there is either no budget set up in the p-card account OR an incorrect value has been entered in one of the fields.



2) *Creating a P-card: BC CUSTOM MENU IN PEOPLESFT (Please note: The P-1 must approve all new cardholders. Cardholders will be procuring goods and services for the department.)*

P-Cards can take an average of 2 weeks for established chartstrings and 3 weeks for new chartstrings.

Please note: Due to security settings, the Departmental P-card Administrator will not be able to create a card under his/her name. This must be done by another administrator, the P-1, or Procurement.

BC CUSTOM>PCARD>BC PCARD HOLDER UPDATE>ADD A NEW VALUE

- *To create a cardholder, enter the chartsting and employee information.*
- *The word "eagle" must in filled in under the Business Unit and the usage code is left blank as this only pertains to special ghost accounts.*

BC_PCARD_HLD_DISPL

Find an Existing Value Add a New Value

Business Unit: EAGLE

Department: 022601

Fund Code: 100

Funding Source: 10000

Program Code: 00000

Project/Grant:

Property: 00000

Function: 601

Account: 68370

EmpID: 66690990

Name: McClay,Cecilia A

Usage Code:

Add



- Enter "Add" and the following box appears.
- Card limits of a particular cardholder may also be done in the application. The University standard is 4999.00 per individual transaction and 20,000.00 per month. If necessary, change the individual limit to a lower amount but not to exceed 4999.00 (it will default back to 4999.00 if the limit entered is higher). The monthly limits may be increased or decreased depending on the departmental budget or needs as the year progresses.

Please note: 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.

PCard Holder

ID: 66690990 McClay,Cecilia A

GL Acct: 68370 Dept: 022601 Procurement Services

Fund: 100 Program: 00000

Card Type
 Plastic Ghost Usage:

Card Status
 Active Inactive/Cancel Acct Check to Send to Bank
**** IF LOST/STOLEN CONTACT PURCHASING IMMEDIATELY ****

Monthly Card Limit: 5000 Check to sent to bank

Trans Limit: 4999 Check to sent to bank

Card Text: 022601-00000-PROSVC May be edited to distinguish cards

01/13/2009 Request Sent: 03/11/2010 Co.# Update:
 Date of last update: 12/12/2011 User ID: MCCLAYCE

change card text



- Changes can be made in the "card text" field. If one person has multiple cards, name it differently to differentiate between cards. IE: 11047 AFT or OPERATING.
- Before entering save, please make sure the CHECK TO SEND TO BANK is checked.
- Enter "SAVE"
- The application will now go to the bank via e-mail. To verify that the application was successful, go to:

BC CUSTOM MENU IN PEOPLESFT>BC CUSTOM>PCARD>BC PCARD HOLDER UPDATE>FIND AN EXISTING VALUE

- 3) To view all cardholders by department: By filling in only the business unit EAGLE and only the department ID #, all of the cardholders, active and inactive in every operating, program, capital and grant p-card under that dept ID #, including the one just created, can be seen. This should be reviewed periodically.

BC_PCARD_HLD_DISPL
Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value **Add a New Value**

Business Unit: begins with

Department: =

Fund Code: begins with

Funding Source: begins with

Program Code: begins with

Project/Grant: begins with

Property: begins with

Function: begins with

Account: begins with

EmplID: begins with

Name: begins with

Usage Code: begins with

Sequence number: =

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Make sure Eagle is filled in the Business unit and enter dept ID only for complete list

Search Results

All cards active and inactive will appear

[View All](#) First [Last](#)

Business Unit	Department	Fund Code	Funding Source	Program Code	Project/Grant	Property	Function	Account	EmplID	Name	Usage Code	Sequence number	Record Status
EAGLE	021041	370	10000	00000	(blank)	86301	501	68370	85855285	Bellavia,Regina	(blank)	1	Inactive
EAGLE	021041	370	10000	00000	(blank)	77601	501	68370	85855285	Bellavia,Regina	(blank)	1	Inactive
EAGLE	021041	370	10000	00000	(blank)	80601	501	68370	85855285	Bellavia,Regina	(blank)	1	Inactive
EAGLE	021041	370	10000	00000	(blank)	80401	501	68370	85855285	Bellavia,Regina	(blank)	1	Inactive
EAGLE	021041	100	10000	00000	(blank)	81201	609	68370	85855285	Bellavia,Regina	(blank)	1	Inactive
EAGLE	021041	100	10000	17012	(blank)	00000	609	63120	22466395	Boyle, Gerard T	RECYCLIN	1	Active
EAGLE	021041	350	10000	00000	(blank)	00000	501	63120	22466395	Boyle, Gerard T	RES LIFE	1	Active
EAGLE	021041	370	10000	00000	(blank)	80601	501	63120	22466395	Boyle, Gerard T	CONTE FO	1	Active
EAGLE	021041	350	10000	00000	(blank)	00000	501	68375	46364984	Catanzaro, Joseph A	(blank)	1	Inactive
EAGLE	021041	350	10000	12016	(blank)	00000	501	68370	46364984	Catanzaro, Joseph A	(blank)	1	Inactive
EAGLE	021041	100	10000	00000	(blank)	00000	609	68370	55836336	Clarke, Nancy J	(blank)	1	Active
EAGLE	021041	350	10000	00000	(blank)	00000	501	68375	25821074	Cassell, John F	(blank)	1	Inactive

4) Changing Limits for a cardholder: BC Custom Menu>P-card: BC Pcard Holder Update>Find an Existing Value

Use this option to change the cardholder’s single transaction or monthly limit. Please note that the single transaction limit cannot exceed 4999.00 and will default back if changed. P-1’s must approve individual and monthly limits prior to the original p-card application and future increases to monthly limits.

- Enter the word “eagle” in the business unit
- Input the department ID #
- Hit the search key
- All cardholders under the department including special programs and grants will appear at the bottom.

- **Select the cardholder to be changed. (see example above)**
- **Type over the single transaction limit or monthly limit and hit “save”. (sample below)**
- **This will generate an e-mail to the bank and will take effect in 24-48 hours.**

PCard Holder

ID: 55836336 Clarke, Nancy J

GL Acct.: 68370 Dept: 021041 Facilities Services

Fund: 100 Program: 00000

Card Type

Plastic Ghost Usage:

Card Status

Inactive/Cancel Acct Check to Send to Bank

Change monthly or single transaction limits (not to exceed 4999.00) here

TOLEN CONTACT PURCHASING IMMEDIATELY ** make sure this field is check off

Monthly Card Limit: 20000 Check to sent to bank

Trans Limit: 4999 Check to sent to bank

Card Text: 021041-FAC SVC May be edited to distinguish cards

Create date: 04/14/2009 Request Sent: 04/14/2009 Co.# Update: 04/09/2012

Date of last update: 04/10/2012 User ID: MCCLAYCE

Save Return to Search Previous in List Next in List Refresh Add U

5) To Deactivate a Cardholder: BC Custom Menu>P-card: BC Pcard Holder Update>Find an Existing Value

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, contact vendors such as Fed Ex or Boston Bean who store credit card information for re-occurring charges with a new credit card number.

If a card needs to be deactivated immediately, please contact the Procurement office. Once deactivated in PeopleSoft, it may take the bank up to 2 days to complete the request.

- **Enter the word “eagle” in the business unit**
- **Input the department ID #**
- **Enter the search key**
- **All cardholders under the department including special programs and grants will appear at the bottom (sample below).**
- **Select the cardholder to deactivate, select “Inactive” button and SAVE**

PCard Holder

ID: 20571928 Stanley, Amy V
 GL Acct: 68370 Dept: 025601 Career Center
 Fund: 100 Program: 00000

Card Type
 Plastic Ghost Usage:

Card Status
 Inactive/Cancel Acct Check to Send to Bank
 ** IF LOST/STOLEN CONTACT PURCHASING IMMEDIATELY **

Monthly Card Limit: 20000 Check to sent to bank
 Trans Limit: 4999 Check to sent to bank
 Card Text: 025601-00000-CRRCTR May be edited to distinguish cards

Create date: 06/16/2006 Request Sent: 06/16/2006 Co.# Update:
 Date of last update: 12/12/2011 User ID: MCCLAYCE

Save | Return to Search | Previous in List | Next in List | Refresh | Ad

To check to see if the deactivation was successful, go back into the same menu: find an existing value:

BC CUSTOM MENU IN PEOPLESOFT>BC CUSTOM>PCARD>BC PCARD HOLDER UPDATE>FIND AND EXISTING VALUE

The cardholder will say “inactive”

Search Results

Business Unit	Department	Fund Code	Funding Source	Program Code	Project/Grant	Property	Function	Account	EmplID	Name	Usage Code	Sequence number	Record Status
AGLE	025601	100	10000	00000	(blank)	00000	401	68370	20571928	Stanley, Amy V	(blank)	1	Inactive

6) Reviewing your 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**

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Use Saved Search:

Business Unit:

Ledger Group:

Account:

Department:

Fund Code:

Program Code:

Fund Source:

Property:

Function:

PC Business Unit:

Project/Grant:

Activity ID:

Resource Type:

Budget Period:

[Basic Search](#) [Delete Saved Search](#)

- 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:

Ledger Group:

[Basic Lookup](#)

Search Results

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	Max Rows	250
Expense:	6,893.06	USD	Attributes	
Encumbrance:	0.00	USD	Parent / Children	
Pre-Encumbrance:	0.00	USD	Associated Budgets	
Associate Revenue:	0.00	USD		

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
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- ***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.***

7) Reconciliation of P-card: The Cardholder's Responsibility

The Departmental P-card Administrator must explain to all cardholder's the responsibilities of the p-card.

The p-card (Visa Card) is issued to **individual employees** or others who are granted authority to purchase goods, within specified limits, from the designated University account. The P-1 will designate authority and spending limits for each card issued. Single transaction limits will not exceed 4999.00 (University standard) .

P-cards must not be shared. In order to designate responsibility for use of the card and the associated retention of receipts and reconciliation, separate cards must be issued to each person drawing funding from an account.

Departmental P-card Administrators are given flexibility as to whether to reconcile cardholder statements monthly or designate it to cardholders. A reconciliation of monthly statements to PeopleSoft is required on a monthly basis by the Departmental P-Card Administrator or within a department service center. Final responsibility for retaining documentation and control over receipts and cards issued remains with the individual department. Scanning receipts and filing them in the department server is recommended for best practice.

Reconciliation of P-card accounts must first be done at the Cardholder level. It is the cardholder's responsibility to provide receipts for the purchases on p-cards in their name.

Documentation and Receipt Retention

P-card statements, associated receipts and other supporting documentation should be retained for a minimum of three years for Boston College funds and the life of the grant plus a minimum of three years after the submission of the final expenditure report for restricted, funding agencies, contract or grant funds ledger accounts. Departments are responsible for retaining documentation and will be subject to review by the Boston College Internal Audit staff. Documentation must be signed, dated, retained and available for audit review by federal, state or private agencies for externally funded projects. **The importance of proper record retention by the principal investigator or cardholder cannot be understated.** If a purchase is selected for audit, and the supporting documentation cannot be provided, the University may be required to reimburse the agency for the amount of the transaction. Undocumented activity may be considered fraudulent and may be subject to disciplinary action. Departments may consider scanning receipts and statements to a secured server file. Electronic documents are considered acceptable documentation to meet University P-card Audit requirements.

8) Obtaining P-card Statements

To obtain a copy of p-card statements, the cardholder must register with US Bank's Access-on-line: <https://access.usbank.com> to register the p-card. The organizational short name is: BC.

Online Registration

Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organization Short Name: *

bc

Account Number: *

Account Expiration Date:

Month*

Jan

Year*

2012

Register This Account

Additional Account

< Back to Login Page

ACCOUNT INFORMATION>STATEMENT>select month (statements are available up to 18 months, if one is missing, there is no activity for that billing cycle) Statements may be printed with receipts attached and filed for audit or saved into a secure server with scanned receipts. (Best practice).

9) Reconciliation of P-Card: The Departmental P-Card Administrator

There are several steps involved in the reconciliation of the p-card account/s.

- The Departmental P-card Administrator will be given access to all p-cards that they are responsible for reconciling in US Bank's Access-on-line website. If any cardholders are missing, the Manager of the University P-Card program will grant access to any new or missing cardholders and must be contacted in the Procurement Office or at pcard@bc.edu. However, statements with receipts must be collected or scanned from individual cardholders. It is best practice for cardholders to obtain their own statements since they can identify fraud or unauthorized purchases in a timely manner. The Departmental P-Card Administrator or P-1 will decide if the cardholder will store the statements and receipts or if they are to be held in a central location. For multiple cards, a transaction detail report can be taken from US Bank's Access-on-line which is a total report for all statements. (More details of Access-on-line reporting in section 2).
- **LEVEL 3:** Receipts for **contracted Level 3 vendors**, up to \$1000.00 are not required. The line item data from these vendors can be reviewed in PeopleSoft under the query: **BC_PCARD_LEVEL3_ALL**. All other receipts must be retained. A complete list of Level 3 contracted vendors is located on the Procurement website.
- Purchases must be reviewed for University compliance. For smaller departments, statements may be added and compared to PeopleSoft Financials. For departments with multiple cardholders, a US Bank Transactions Detail report can be compared to the BC_PCARD_DATA_BY_DEPT query on PeopleSoft Financials. (more details on queries in Section 3) Reconciliation must be done every thirty days when the new monthly statements become available. (Usually by the 27th of the month).

SECTION 2: US Bank's Access-on-line <https://access.usbank.com>

Once registering with Access-on-line, the Departmental P-card Administrator must contact pcard@bc.edu so that a "view-only" access will be given for all p-cards in the department.

US Banks provides a valuable and essential tool for P-card reconciliation and maintenance of the P-card program. The Departmental P-card Administrator will be given access to all cards in the department that they are responsible for reconciling. With this access, the Administrator can:

- Run reports for reconciliation of monthly expenses
- Run reports for specific vendor or cardholder activity
- Review transactions for policy and budget compliance
- Have the ability to see real-time balances and card limits
- Check pending transactions and declines, interpret them and troubleshoot

9) *Access-on-line Reports: Access on-line reports can be used instead of individual statements for monthly reconciliation of p-cards into PeopleSoft.*

- a. **LOGGING ON:** *Organization short name is always BC. The password must be a combination of alpha and numeric and at least 8 characters long. US Bank will make you change your password every 60 days and you cannot use the same one in 1 yr period. If you lock yourself out, please contact US Bank under "contact us".*

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

- b. **The Transaction Detail Report** is a total report of all statements for the month of all cardholders. This report provides all transactions for the date parameters entered. Select: Reporting>financial management>transaction detail

Reporting

Program Management

General program management activities and monitor company policy compliance.

Financial Management

Monitor expenditures, track variances and manage account allocations.

Supplier Management

These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Report Scheduler

View and maintain current scheduled reports.

Flex Data Reporting

Create and maintain adhoc reports.

Tax and Compliance Management

Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration

These reports allow administrators to support system functionality.

Financial Management

Order Management

Billed Transaction Analysis with Order Detail

Detailed and summary billed transaction information, regarding the results of order and transaction matching.

Full Transaction and Order Detail

Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

Order Analysis

Detailed and summary order information, regarding the results of order and transaction matching.

Order Detail

Order detail information.

Transaction Management

Account Allocation

Account allocation and reallocation detail by accounting code.

Extract Reconciliation

Summary of transactions by account that have been extracted versus statemented.

Managing Account Approval Status

History of Managing Account and Cardholder Account statement approvals.

Transaction Detail

Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

- Choose a cycle date for statements which are available by the 27th of each month. Make sure the start date and end dates are the same month on the first day. For example, to obtain April 2012 statements for all cardholders, select the start date as: 4/01/2012 and the end date as 4/01/2012. The setting must be on "cycle date".

Financial Management

Transaction Detail

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



Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day



Start Date:

04/01/2012



End Date:

04/01/2012



- You may also chose calendar, posting or transaction date range. In this field, exact date parameters must be in place.

Date

Cycle Close Date Range:
 Calendar Month Range:
 Posting Date Range:
 Transaction Date Range:

Enable Cycle Day

Start Date: to End Date:

- Change the format to EXCEL

Report Output

Excel

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

- For departments with only one chartstring, the fields will default into the bank #, the agent # (Boston College) and the company # (represents an particular chartstring)

Group Report By

Processing Hierarchy Position: *

If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

[Search for Position or Add Multiple](#)

Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

[Search for Accounts](#)

- For multiple chartsrings, drill into this field and select multiple accounts.

[Search for Position or Add Multiple](#)

- When searching for multiple accounts, the hierarchy level must be on "company" with the bank (1425) and agent (1798) fields filled in.

Financial 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.

Hierarchy Level:

Bank: Agent: Company: Division: Department:

Search

- Select all account>select position>accept hierarchy>run report

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position." When you are satisfied with your selection(s), click "Accept Hierarchy."

Found Hierarchy Position(s)
Records 1 - 7 of 7

Select	Bank	Agent	Comp.	Div	Dept
<input checked="" type="checkbox"/>	1425	1798	36311		
<input checked="" type="checkbox"/>	1425	1798	36313		
<input checked="" type="checkbox"/>	1425	1798	36314		
<input checked="" type="checkbox"/>	1425	1798	36315		
<input checked="" type="checkbox"/>	1425	1798	36316		
<input checked="" type="checkbox"/>	1425	1798	36317		
<input checked="" type="checkbox"/>	1425	1798	36319		

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Accept Hierarchy

<< Back to Transaction Detail

Selected Hierarchy Position(s)
No hierarchy position(s) selected.

Please note: This report contains every cardholder, the chartstring associated with the card, and the p-card transactions, including transaction date, post date, vendor, amount and any tax paid for the dates selected. It also contains every credit card number. When saving this report, please do not save and store on the desktop unless the credit card number columns are deleted. It can be sorted by chartstring and compared to the BC query on PeopleSoft BC_PCARD_DATA_BY_DEPT. (Section 3)

➤ **The transaction detail report will look like this:**

Current Default Accounting Code	Transaction Date	Posting Date	Cycle Close Date	Transaction Amount	
EAGLE0226011001000000000	000060168370	2010/05/05	2010/05/06	2010/05/25	6.73
EAGLE0226011001000000000	000060168370	2010/04/28	2010/04/29	2010/05/25	86.4
EAGLE0226011001000000000	000060168370	2010/04/28	2010/04/29	2010/05/25	192
EAGLE0226011001000000000	000060168370	2010/04/29	2010/05/03	2010/05/25	32.86
EAGLE0226011001000000000	000060168370	2010/04/30	2010/05/03	2010/05/25	183.2
EAGLE0226011001000000000	000060168370	2010/05/03	2010/05/04	2010/05/25	504.42
EAGLE0226011001000000000	000060168370	2010/05/05	2010/05/06	2010/05/25	34.39
EAGLE0226011001000000000	000060168370	2010/05/06	2010/05/07	2010/05/25	372
EAGLE0226011001000000000	000060168370	2010/05/14	2010/05/17	2010/05/25	395
EAGLE0226011001000000000	000060168370	2010/05/18	2010/05/19	2010/05/25	406.08
EAGLE0226011001000000000	000060168370	2010/05/18	2010/05/20	2010/05/25	495
EAGLE0226011001000000000	000060168370	2010/05/20	2010/05/21	2010/05/25	39.14
EAGLE0226011001000000000	000060168370	2010/05/20	2010/05/21	2010/05/25	45.37
EAGLE0226011001000000000	000060168370	2010/05/23	2010/05/24	2010/05/25	20.61
EAGLE0226011001000000000	000060168370	2010/04/30	2010/05/03	2010/05/25	140.75
		MAY	Reconciliation		2953.95

➤ **Compare to PeopleSoft Query BC_PCARD_DATA_BY_DEPT**

Function	Merchant Name	Amount	Trans Date
01	BOSTON COL BKST #1111	86.400	4/28/2010
01	BOSTONBEAN COFFEE COMPANY	372.000	5/6/2010
01	W.B. MASON CO INC.	406.080	5/18/2010
01	FEDEX 798622496338	6.730	5/5/2010
01	PROFESSIONAL TETING CO	395.000	5/14/2010
01	DS WATERS	20.610	5/23/2010
01	D J*WALL ST JOURNAL	45.370	5/20/2010
01	HILLSIDE SHOP #1112	192.000	4/28/2010
01	NAPCP	495.000	5/18/2010
01	W.B. MASON CO INC.	183.200	4/30/2010
01	W.B. MASON CO INC.	504.420	5/3/2010
01	W.B. MASON CO INC.	39.140	5/20/2010
01	PINOS PIZZA	140.750	4/30/2010
01	HILLSIDE SHOP #1112	34.390	5/5/2010
01	CVS PHARMACY #1889 Q03	32.860	4/29/2010
MAY RECONCILED		2953.950	

- Both reports should be saved to a secure serve and recorded as: “reconciled p-card accounts, May2010”. These reports should readily available for Internal Audit should the department be audited. They should always balance but if they do not, please contact pcard@bc.edu

Please note: If the cardholder is responsible for the PeopleSoft reconciliation then another person in the department, preferably a supervisor must review the cardholder’s purchases and sign the reconciliation.

10. Other Access-on-line features to help manage the p-card program

a. Looking at pending transactions and declines

Pending transactions are real-time. In this field approvals and declines can be seen. The Departmental P-Card Administrator can trouble-shoot p-card declines. Pending transactions will stay under “account authorizations” for up to 5 days. When the vendor is paid, the transaction will move to the cardholder’s transactions list in Access-on-line. ([part 2 Section 10/c](#))

- **Account information> cardholder account profile**

➤ **Input cardholder's last name or credit card number**

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:

OR Last Name: First Name:

OR Social Security Number:

➤ **Account authorizations**

Select an item below to view its contents. You can also [View a Managing Account](#)

[Demographic Information](#)

View account name, address, and contact information.

[Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

[Default Accounting Code](#)

View the default accounting code assigned to the account.

[Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	01/19/2009 21:05:12

➤ **Here is a screen shot of declined transactions: drill into time to see reason.**

Records 1 - 2 of 2

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
04/02/2012	09:58 PM ET	Declined		Mail/Phn Order	\$49.00	4816	COMPUTER NETWORK/INFORMATION S
04/02/2012	09:58 PM ET	Declined		Mail/Phn Order	\$49.00	4816	COMPUTER NETWORK/INFORMATION S

Records 1 - 2 of 2

[<< Back to Cardholder Account Summary](#)

B) INTERPRETING DECLINES:

i) P-card Declines: OUT OF BUDGET MONEY

- **Drill into the time to find the reason for the decline. This example shows the VELOCITY LIMIT is 500.00 and the account exceeded the velocity amount. The velocity amount is the budgeted amount of the p-card account in PeopleSoft. A budget transfer must be made into the p-card account (usually 68370). Keep in mind, the**

budget transfer, if done by 2 pm will generate an e-mail to the bank and be available by noon on the NEXT business day. BUDGET TRANSFERS ARE NOT REAL-TIME FOR P-CARD.

Auth Time: 09:58 PM ET **Type of Request:** Mail/Phn Order **MCC Description:** COMPUTER
Response: Declined **Transaction Amount:** \$49.00

Decline Account Merchant Parent Diversion Process

The Request was declined due to 0813 Exceeded account velocity amount
 The Request was declined at the CORPORATE
 The velocity type for the decline was UNKNOWN
 The velocity limit was \$500.00
 The following reasons would also have declined the request:
 1. 0813 Exceeded account velocity amount

[<< Back to Account Authorizations List](#)

- **For comparison, here is a screen shoot of the budget details in PeopleSoft Commitment Control>review budget activities>budget inquiry>budget details (see #5 of Part 1 for more detailed information on budget details.)**

Ledger Amounts			
Budget:	500.00	USD	Max Rows: 250
Expense:	468.60	USD	Attributes
Encumbrance:	0.00	USD	Parent / Children
Pre-Encumbrance:	0.00	USD	Associated Budgets
Associate Revenue:	0.00	USD	
Available Budget			
Without Tolerance:	31.40	USD	Percent: (6.28%) Forecasts
With Tolerance:	31.40	USD	Percent: (6.28%)
Budget Exceptions			
Exception Errors:	0	Exception Warnings:	0
Budget Exceptions			

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

ii) P-card Declines: MCC EXCLUDE or THE PURCHASE IS NOT ALLOWED

P-cards are set up with certain restrictions which are not allowed such as travel and entertainment related expenses (restaurants, airfare, buses, hotels, museums, etc) professional services, (physicians, lawyers, accountants, consultants, etc, utilities) and cash advances. The cards are designed to decline if purchases are attempted for these businesses. Please contact pcard@bc.edu if the MCC Code is incorrect or in emergency situations.

v) P-Card Declines: DECLINE AT THE INDIVIDUAL LEVEL: The cardholder has exceeded the single transaction limit or the monthly limit.

University Standard Limits are set a \$4999.00 per transaction and \$20,000.00 per month (provided there is budget money available). Single transaction limits may be lower than the University Standard, as determined by the P-1, but cannot exceed 4999.00. However, the monthly limit can be increased depending on a department’s budget. (See how to increase limits in Section 1 part 3). Monthly limits refresh after the bank cycle date, usually the 27th of the month.

The screenshot shows a decline message with a navigation bar at the top containing tabs: Decline, Account, Merchant, Parent, Diversion, and Process. The main text reads: "The Request was declined due to 0048 Not enough available money. The Request was declined at the INDIVIDUAL level. The velocity type for the decline was NOT DECLINED FOR VELOCITY. The following reasons would also have declined the request: 1. 0048 Not enough available money 2. 0805 Exceeded account single trans limit". A callout box points to the first reason: "Not enough money means the monthly limit has been reached." Another callout box points to the second reason: "over the single transaction limit". At the bottom left is a link: "<< Back to Account Authorizations List".

vi) P-card Declines: ADS I Strategy: Account not verifying.

This decline is due to an address, expiration date, Security Code (on the back), or zip code not matching the cardholder’s records. The vendor must try the charge again after going over the verification information.

Response: Declined **Transaction Amount:** \$2,413.83

The screenshot shows a decline message with a navigation bar at the top containing tabs: Decline, Account, Merchant, Parent, Diversion, and Process. The main text reads: "The Request was declined due to 0851 ADS I STRATEGY. The Request was declined at the INDIVIDUAL level. The velocity type for the decline was NOT DECLINED FOR VELOCITY. The following reasons would also have declined the request: 1. 0851 ADS I STRATEGY". At the bottom is a link: "<< Back to Account Authorizations List".

vii) Credit Rating: Fraud alert

US Bank diligently works to prevent fraud. If a p-card has unusual activity, small dollar charges (such as 1.00 or 2.00), red-flag vendors (such as foreign vendors or unsecured on-line companies), or vendors not normally used by the cardholder, the bank will temporarily close the account until the cardholder is reached. This decline is due to a fraud alert. The decline may also say, “Caution Account” or “Fraud”. If the cardholder has not been notified already by US Bank, they must call the Fraud Investigations department at **1-800-523-9078** to verify charges.

Decline Account Merchant Parent Diversion Process

The Request was declined due to 0031 Account coded (CREDIT RATING)
 The Request was declined at the INDIVIDUAL
 The velocity type for the decline was UNKNOWN
 The velocity limit was \$500.00
 The following reasons would also have declined the request:
 1. 0031 Account coded (CREDIT RATING)
 2. 0813 Exceeded account velocity amount

<< [Back to Account Authorizations List](#)

Credit rating is a FRAUD ALERT

C) Transaction Detail: Use this field to see all transactions and more details of a specific transaction. In Access-on-line: Transaction management>transaction list



Transaction Management

- Account Administration
 - Transaction Management**
 - Transaction List
- Account Information
- Reporting
- Data Exchange
- My Personal Information

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

Account Name: CECILIA A MCCLAY

Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)

Open Account

[\(+\)](#) **Search Criteria** [Return to top](#)

[\(-\)](#) **Transaction List** [Return to top](#)

Drop down to chose a billing cycle date. All "open" transactions have no statement available yet.

Drill into the date for more details of a transactions.

[Check All Shown](#)

	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Acco
	04/06	04/09	BOSTON BEAN COFFEE COMPAN	781-9353100, MA	\$30.99		16212	EAGL
	04/04	04/05	W.B. MASON CO INC.	BROCKTON, MA	\$35.26		15040412-W40412	EAGL
	03/28	03/29	IKON-NORTH AMERICA	800-565-0283, PA	\$120.50		1033836399	EAGL

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Acc
	04/06	04/09	BOSTON BEAN COFFEE COMPAN	781-9353100, MA	\$30.99	Ⓜ	16212	EAG

Ⓜ Disputed Ⓜ Trans Detail Level Ⓜ Reallocated

Summary Allocations

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information	
Date:	04/06/2012	Billing Cycle:	Open
Purchase ID:	16212	Posting Date:	04/09/2012
Total Amount:	30.99	Reference Number:	24639232099900013600557
Memo Post:	Yes	Authorization Number:	024173
Sales Tax:	0.00	Extract Date(s)	
Freight:		Most Recent Standard	
Merchant Name:	BOSTON BEAN COFFEE COMPAN	Vendor name and telephone number are provided	
City, State/Province:	781-9353100, MA	Currency	
Transaction Type:	SALES DRAFT	Billing Currency:	U.S. Dollar
MCC Code:	5199	Source Currency:	U.S. Dollar
MCC Description:	WHOLESALE NONDURABLE	Source Currency Amt:	30.99

D) Checking Real-Time Balances in Access-on-line: account information>cardholder account profile>cardholder's name or credit card number>view a managing account>authorization limits

Select an item below to view its contents. You can also [View a Managing Account](#)

[Demographic Information](#)
View account name, address, and contact information.

[Authorization Limits](#)
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Account Information](#)
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Account Authorizations](#)
View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

[Default Accounting Code](#)
View the default accounting code assigned to the account.

[Financial History](#)
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	01/19/2009 21:05:12
Maintenance	Online	04/02/2012 13:04:43

Ledger Amounts			
Budget:	63,900.00	USD	Max
Expense:	28,596.62	USD	Attrib
Encumbrance:	0.00	USD	Pare
Pre-Encumbrance:	0.00	USD	Asso
Associate Revenue: 0.00 USD			
Available Budget			
Without Tolerance:	35,303.38	USD	Percent: (55.25%) Forecasts
With Tolerance:	35,303.38	USD	Percent: (55.25%)
Budget Exceptions			
Exception Errors:	0	Exception Warnings:	0
Budget Exceptions			

[Return to Search](#)
[Notify](#)

E) Obtaining a US Bank company number to chartstring conversion chart. (for the ability to check real-time balances with multiple accounts.)

Because Boston College has the bank assign a separate “company” number for every chartstring, when looking at balances of multiple accounts and the “switch accounts” field is used in Access-on-line, the information keeps reverting back to the first cardholder’s information. This glitch can only be corrected by signing in and out of Access-on-line or by entering the company number instead of the cardholder.

It may be more efficient for departments with multiple chartstrings to obtain a list of company numbers and keep a conversion spreadsheet available to obtain multiple real-time balances. To obtain this report in access-on-line:

- **Reporting> program management>administration>account list**

U.S. Bank Access® Online Boston College
Our Payment Products Logout

Reporting

- [Program Management](#) ← General program management activities and monitor company policy compliance.
- [Financial Management](#) ← Monitor expenditures, track variances and manage account allocations.
- [Supplier Management](#) ← These reports manage supplier relationships, support supplier negotiations, and manage spending by category.
- [Report Scheduler](#) ← View and maintain current scheduled reports.
- [Tax and Compliance Management](#) ← Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.
- [Administration](#) ← These reports allow administrators to support system functionality.

Account Administration
Transaction Management
Account Information
Reporting
• Program Management
• Financial Management
• Supplier Management
• Tax and Compliance Management
• Administration
• Report Scheduler
• Flex Data Reporting
Data Exchange
My Personal Information
Home

- **Administration>account list**

Program Management

Spend

[Account Spend Analysis](#)

Summary of account spending (excluding merchant detail).

[Cash Advance](#)

Detail of account cash advances including transaction amount, date, and reference number.

[Declining Balance/Managed Spend](#)

Summary and detail information on declining balance accounts by name and account number.

Administration

[Account List](#)

Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.

[Account Maintenance Effective Dating Activity](#)

Detailed history of effective dated account maintenance activity.

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- **Check these fields under additional detail**

Additional Detail

Selected options allow a drill-down to additional detail if available.

- Demographics
- Default Accounting Code
- Merchant Authorization Control Details
- Account Information
- Authorization Limits
- Merchant Authorization Control Limits

- **Change to excel format**

Report Output

Excel

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

- **Under "group report by" Drill into this field and select multiple accounts.**
[Search for Position or Add Multiple](#)
- **The hierarchy level must be on "company" with the bank (1425) and agent (1798) fields filled in.**

Search for a Hierarchy Position

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

Hierarchy Level:
Company

Bank: 1425 Agent: 1798 Company: Division: Department:

Search

- **Select all accounts>select position>accept hierarchy>run report**

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position." When you are satisfied with your selection(s), click "Accept Hierarchy."

The screenshot shows a web interface for selecting hierarchy positions. On the left, under "Found Hierarchy Position(s)", there is a table with 7 records. Each record has a "Select" checkbox (all checked), "Bank", "Agent", "Comp.", "Div", and "Dept" columns. Below this table are links for "Check All Shown" and "Uncheck All Shown", and "Records 1 - 7 of 7". In the center, there are two buttons: "Select Position >>" and "<< Remove Position". On the right, under "Selected Hierarchy Position(s)", there is a table with columns "Remove", "Bank", "Agent", "Comp.", "Div", and "Dept", and a message "No hierarchy position(s) selected.". Below the "Found Hierarchy Position(s)" table is an "Accept Hierarchy" button. At the bottom left is a "<<Back to Transaction Detail" link. A large white arrow points from the "Accept Hierarchy" button towards the right.

- This report has significant information on cardholders such as limits, set-up dates, demographic information, etc. For the purposes of a conversion chart, delete all columns except column BO which is titled "company #" and column AV which is titled "default accounting code" (chartstring). The final result will look like this:

Company	Default Accounting Code	
35089	EAGLE05336110010000000000	0000010168370
34162	EAGLE0533611001000011047	0000020168370
35057	EAGLE06008110010000000000	0000020268370
36298	EAGLE06008110010000000000	0000020264780
38492	EAGLE0536011001000015015	0000010168370
36369	EAGLE0536011001000010055	0000010168370
35018	EAGLE0251211001000015015	0000040168370
37986	EAGLE0533011001000011336	0000010168370
32534	EAGLE0533011001000018514	0000010168370
35999	EAGLE0251019209227500000	0000099968370
35999	EAGLE0251019209227500000	0000099968370
36007	EAGLE0251019209200200000	0000099968370
36007	EAGLE0251019209200200000	0000099968370
35739	EAGLE0251019209200200000	0000050168370
33236	EAGLE0251019209200200000	0000099968370
36289	EAGLE0251019209200200000	0000010168370

- With the list of company numbers, multiple real-time balances can be accessed easily.

F) Checking real-time balances with a US Bank assigned company #

After obtaining a list of company #'s from US Bank, real-time balances may be obtained by company #

- Account information>account profile>managing account profile

Enter the company #

Click on: Authorization Limits

Select an item below to view it's contents. You can also [View a Cardholder Account](#) or [View a Diversion Account](#)

Demographic Information

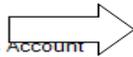
View account name, address, contact information, and alternate address.

Default Accounting Code

View the default accounting code assigned to the account.

Account Information

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.



Authorization Limits

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Extract Information

View financial extract information assigned to the account.

Financial History

View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	10/21/2008 23:04:00
Maintenance	Manual	04/20/2012 00:17:00

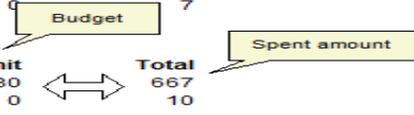
➤ *Under custom velocity, the budget amount less the spent amount equals the available amount.*

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	444
Monthly Transaction:	0	4
Quarterly Dollar:	0	444
Quarterly Transaction:	0	4
Yearly Dollar:	0	545
Yearly Transaction:	0	7

Custom Velocity Limits

	Limit	Total
Other Dollar:	1,030	667
Other Transaction:	0	10



Refresh From Date: 05/31/2012
 Refresh To Date:
 Days in Refresh Cycle: 365

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
BCSTANDA	Decline	0	Custom	View Details
BCSTANDB	Decline	0	Custom	View Details

➤ *To view another account: switch account and input a different company #:*

[Switch Accounts](#)

14. **Other Access-on-line Reports:** US Bank provides reports to help Departments manage the p-card program by obtaining data for spending trends, budget projections and cardholder compliance.

A. **Vendor reports:** reporting>financial management>transaction detail



Reporting

- Account Administration
- Transaction Management
- Account Information
- Reporting**
- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- Administration
- Report Scheduler
- Flex Data Reporting
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

All of servina vou[®]

Program Management

General program management activities and monitor company policy compliance.

Financial Management

Monitor expenditures, track variances and manage account allocations.

Supplier Management

These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Report Scheduler

View and maintain current scheduled reports.

Flex Data Reporting

Create and maintain adhoc reports.

Tax and Compliance Management

Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration

These reports allow administrators to support system functionality.

Financial Management

Order Management

Billed Transaction Analysis with Order Detail

Detailed and summary billed transaction information, regarding the results of order and transaction matching.

Full Transaction and Order Detail

Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

Order Analysis

Detailed and summary order information, regarding the results of order and transaction matching.

Order Detail

Order detail information.

Transaction Management

Account Allocation

Account allocation and reallocation detail by accounting code.

Extract Reconciliation

Summary of transactions by account that have been extracted versus statemented.

Managing Account Approval Status

History of Managing Account and Cardholder Account statement approvals.

Transaction Detail

Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Start Date:

06/01/2011



to

End Date:

04/01/2012



Chose date range

Please enter different variations of a vendor name such as Apple: Apple, Inc, Apple I-Tunes, etc

Merchants

Merchant Category Code Group:

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

- All
- AIRLINE
- AUTO/RV DEALERS
- BUILDING SERVIC

Merchant Category Codes:

To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

[Search for Codes](#)

Merchant Names:

To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

apple

enter vendor name

Add >>

<< Remove

dell

Change output to Excel

Report Output

Excel

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details

End

B. Decline Reports: reporting>program management>administration>declined transaction authorizations

Declines can be seen under “account authorizations” for 4-5 days (see section 2: 10a). Decline reports can be a useful tool to determine why cards have declined past 5 days. Decline reports are also useful to determine if a cardholder is not familiar with p-card policy or if unauthorized purchases has been attempted on a card from an outside source.

usbank Reporting

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Account Information
- Reporting
- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- Administration
- Report Scheduler
- Flex Data Reporting
- Data Exchange
- My Personal Information

Home
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Training

Program Management
General program management activities and monitor company policy compliance.

Financial Management
Monitor expenditures, track variances and manage account allocations.

Supplier Management
These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Report Scheduler
View and maintain current scheduled reports.

Flex Data Reporting
Create and maintain adhoc reports.

Tax and Compliance Management
Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration
These reports allow administrators to support system functionality.

Administration

Account List

Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.

Account Maintenance Effective Dating Activity

Detailed history of effective dated account maintenance activity.

Account Status Change

An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

Declined Transaction Authorizations

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

Request Status Queue

History of changes made to Accounts.

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:

date range

Start Date:

01/27/2012

to

End Date:

04/27/2012

Merchants

Report Output

Excel

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details

End

- Here is a snapshot of this report. If a report looks like this, the cardholder needs to be refreshed on p-card policy and restrictions.

2012/04/20 13:20:18		\$32.00	2015/04/01 MOTION PICTURE THEATERS	Chestnut Hill 5
2012/04/23 15:37:57	Date and time of decline	\$137.00	2012/11/01 COMMERCIAL SPORTS/PROFESS	RED SOX FIVE
2012/04/23 15:53:34	MCCG exclude	\$137.00	2012/11/01 COMMERCIAL SPORTS/PROFESS	RED SOX FIVE
2012/01/27 15:31:38	MCCG exclude	\$117.16	2012/07/01 TRANSPORTATION SERVICES	NORTH AMERICAN LOGISTICS
2012/01/28 14:17:22	MCCG exclude	\$405.52	2012/02/01 RAILROADS	SNCF INTERNET
2012/02/02 11:50:11	MCCG exclude	\$1,200.00	2014/10/01 BUS LINES	PETER PAN BOSTON CHELSEA
2012/02/02 11:50:55	MCCG exclude		10/01 BUS LINES	PETER PAN BOSTON CHELSEA
2012/02/02 16:46:15	MCCG exclude		02/01 TRANSPORTATION SERVICES	SUPERSHUTTLE EXECUCARB
2012/02/02 13:46:34	MCCG exclude	\$60.00	2014/12/01 TAXICABS AND LIMOUSINES	NEWTON'S VETERAN TAXI
2012/02/02 13:47:43	MCCG exclude	\$60.00	2014/12/01 TAXICABS AND LIMOUSINES	NEWTON'S VETERAN TAXI
2012/02/03 11:55:53	MCCG exclude	\$1,200.00	2014/10/01 BUS LINES	PETER PAN BOSTON CHELSEA
2012/02/03 12:05:46	MCCG exclude	\$750.00	2014/10/01 BUS LINES	PETER PAN BOSTON CHELSEA
2012/02/03 12:09:49	MCCG exclude	\$450.00	2014/10/01 BUS LINES	PETER PAN BOSTON CHELSEA
2012/02/06 13:42:47	MCCG exclude	\$60.00	2014/11/01 COMMUTER TRANSPORT/FERRY	SUBWAY CHESTNUT HILL
2012/02/06 13:43:33	MCCG exclude	\$60.00	2014/11/01 COMMUTER TRANSPORT/FERRY	SUBWAY CHESTNUT HILL
2012/02/06 13:45:35	MCCG exclude	\$60.00	2014/11/01 COMMUTER TRANSPORT/FERRY	SUBWAY CHESTNUT HILL
2012/02/09 15:18:59	MCCG exclude	\$11.00	2014/10/01 TAXICABS AND LIMOUSINES	NEWTON'S VETERAN TAXI
2012/02/12 10:24:27	MCCG exclude	\$426.83	2012/06/01 RAILROADS	SNCF INTERNET
2012/02/12 10:25:04	MCCG exclude	\$426.83	2012/06/01 RAILROADS	SNCF INTERNET

C) Account List: reporting>program management>account list

This report will give a complete listing of all active p-card holders in the department. This list can be compared to PeopleSoft BC Custom Menu [\(see section 1 B\)](#) The account list can provide a wealth of information such as last 4 digits of the cardholder's p-card number, expiration date, the address and chartstring associated with the card, the status of a card, and the bank assigned company #.



Program Management



- Request Status Queue
 - Active Work Queue
 - System Administration
 - Account Administration
 - Transaction Management
 - Account Information
 - Reporting
 - Program Management
 - Financial Management
 - Supplier Management
 - Tax and Compliance Management
 - Administration
 - Report Scheduler
 - Flex Data Reporting
 - Data Exchange
 - My Personal Information
-
- Home
 - Contact Us
 - Training

Spend

[Account Spend Analysis](#)

Summary of account spending (excluding merchant detail).

[Cash Advance](#)

Detail of account cash advances including transaction amount, date, and reference number.

[Declining Balance/Managed Spend](#)

Summary and detail information on declining balance accounts by name and account number.

Administration

[Account List](#)

Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.

[Account Maintenance Effective Dating Activity](#)

Detailed history of effective dated account maintenance activity.

[Account Status Change](#)

An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

Deli

[Acco](#)

Provi
susp

[Char](#)

Infor
charg

[Past](#)

Acco
past

Allo

[Merc](#)

Sum
asso

Date

Last Maintained Date Range: Account Maintenance Date Range:

Start Date:

End Date:

to

Chose the last maintained date range with no date filled in

Account Information

Account Status:

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

- All
- Open
- Closed
- Blank

highlight ALL

Account Type:

Cardholder Account

Method:

Hold down the Ctrl key to make multiple selections.

- Data Feed
- File
- Manual

Chose any additional details needed

Additional Detail

Selected options allow a drill-down to additional detail if available.

- Demographics
- Default Accounting Code
- Merchant Authorization Control Details
- Account Information
- Authorization Limits
- Merchant Authorization Control Limits

This is what some of the report looks like.

Short Name	Status	Open Date	Company	Default Accounting Code
BEWLEY JENNIFER	OPEN	2009/05/12	36309	EAGLE0504411001000000000 0000020168370
BIBEAU MARILYN	TERMINATED	2009/04/23	36305	EAGLE0533422001801000000 0000010168370
BLUMENSTOCK SHA	OPEN	2009/08/24	36316	EAGLE0251019209201300000 0000099968370
BOSKEY MARGARET	TERMINATED	2006/02/08	36326	EAGLE0332611001000000000 0000060368370
CARR DENNIS M	OPEN	2011/09/06	36316	EAGLE0251019209201300000 0000099968370
CARUSO NATALIE	OPEN	2009/06/04	36328	EAGLE0342211001000017172 0000060368370
COSTA JAMES	OPEN	2009/04/02	36304	EAGLE0342211001000017159 0000060368370
DENARO FABIA	OPEN	2010/07/07	36327	EAGLE0342211001000017171 0000060368370
DOUGHERTY MARGA	OPEN	2009/06/04	36313	EAGLE0330011001000017168 0000060368370
DUGAN TIMOTHY B	OPEN	2012/05/09	36315	EAGLE0251019209200400000 0000099968370
FAVREAU PATRICI	OPEN	1999/07/26	36301	EAGLE0584019209521200000 0000099968370
FERNANDEZ DEBOR	OPEN	2009/06/16	36330	EAGLE0231183101000000000 0000050164730
FOURNIER JEFFRE	OPEN	2009/06/16	36330	EAGLE0231183101000000000 0000050164730

SECTION 3: PeopleSoft P-Card reports to help manage the program

PeopleSoft P-card Queries provide the same information as US Bank but organized to help manage the p-card program. The queries provide information needed for reconciliation, fraud, budget projections, spending trends, etc.

13. PeopleSoft Financials: Reporting Tools>Query>Query Viewer. The query name should be entered as **BC_PCARD**>search for entire list. Here is a list of P-card Queries:

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Use this field for all p-card reports

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
BC_PCARD_ACCT_EXPENSES	Expense reports Pcard account	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_ACCT_JOURNAL	Journals using Pcard accounts	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_ACCT_JRNL_DET	Journals using Pcard accounts	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_ACCT_PO	PO's using PCARD Account	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_ACCT_REQ	Reqs using PCARD Account	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_ACCT_VOUCHERS	Vouchers using Pcard account	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_BUDGET_LOW	Check Budget Balance	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_BUDGET_LOW_PG	Check Bdgt Bal for Proj/Grants	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_BUDGET_OVERRUN		Public		HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_BY_DEPT	Pcard Date by Dept	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_BY_DEPT_FUND	Pcard Data by Dept and Fund	Public	BC_SVC_CENTER	HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_BY_DEPT_VPCODE	Pcard Date by Dept with VPCode	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_BY_DEPT_W_PROMPT	Pcard Date by Dept w Dept Prmt	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_BY_MCC	Pcard Date by MCC	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_BY_VENDOR	PCard Trans. data by vendor	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_BY_VENDOR_DESC	PCard Trans. data by vendor	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_DATA_MCC_EXCEPTIONS	Pcard Data SPECIAL MCC-G 88385	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_ECONOMIC_IMPACT	Pcard Data for Economic Impact	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_ECONOMIC_IMPACT_SUM	Pcard Data ECO IMPACT SUMMARY	Public		HTML	Excel	Schedule	Favorite
BC_PCARD HOLDER_EMPL_W_EMAIL	List of Pcard Holders ee	Public		HTML	Excel	Schedule	Favorite
BC_PCARD HOLDER_LISTING	List of Pcard Holders w email	Public		HTML	Excel	Schedule	Favorite
BC_PCARD HOLDER_ODSD	List of Pcard Holders for ODSD	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_LEVEL3_ALL	Merged 3 pcard queries	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_LEVEL3_DESCR	Merged 3 pcard queries	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_OPERATING_IN_NEG		Public		HTML	Excel	Schedule	Favorite
BC_PCARD_PROJECTS_IN_NEG	Pcard lines w/projects neg bal	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_PROJECTS_IN_NEGCTA	Pcard lines w/projects neg bal	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_SUM_BY_VENDOR	PCard Trans. sum by vendor	Public		HTML	Excel	Schedule	Favorite
BC_PCARD_SUM_DEPT_MONTHLY	Monthly Report by Dept	Public		HTML	Excel	Schedule	Favorite

a) Reports for Reconciliation:

- I. **BC_PCARD_DATA_BY_DEPT:** Use this query to compare to US Bank's Transaction Detail report. [\(Section 2: 9b\)](#) Chose the same dates for both reports for easier reconciliation.

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Start Date: 04/01/2012 to End Date: 04/30/2012

US Bank's transaction detail date perimeters

BC_PCARD_DATA_BY_DEPT - Pcard Date by Dept

From Date: 04/01/2012

Accounting Date To: 04/30/2012

View Results

BC_PCARD_DATA_BY_DEPT

An example of what these 2 report look like can be found in [Section 2: b](#)

The query can also be found under:

- **BC_PARD_DATA_BY_DEPT_W_PROMT** for Departmental P-Card Administrators handling multiple department ID's.
- **BC_PCARD_DATA_BY_DEPT_FUND** for multiple fund codes.
- **BC_PCARD_DATA_BY_DEPT_VPCODE** for Service Centers of any Departmental P-Card Administrators handling a VP area

II) **Level 3 DATA:** Receipts for contracted Level 3 vendors, up to \$1000.00 are not required. Level 3 data is line-item data which is feed into PeopleSoft Financials. A current list of Level3 Contracted Vendors is posted on the Procurement website:

http://www.bc.edu/content/bc/offices/buy/pcard/Pcard_Receipt.html

LEVEL 3 QUERIES: Data from these vendors can be reviewed in PeopleSoft:

- **BC_PCARD_LEVEL3_ALL**
- **BC_PCARD_LEVEL3_DESCR** (for a specific commodity search)

BC_PCARD_LEVEL3_ALL - Merged 3 pcard queries

SetID (Enter SHARE):

From Posting Date (Req'd):

To Posting Date (Req'd):

Department (Use % if all):

Fund Code (Use %):

Funding Source (Use %):

Program Code (Use %):

Project/Grant (Use %):

Property (Use %):

Function (Use %):

Account (Use %):

EmplID (Use %):

Merchant Name:

Enter the word SHARE in the first field. Enter user ID and % for remaining fields

The report will look like this:

Merged 3 pcard queries		2						
		LINE ITEM DETAIL						
Merchant Name	Item Desc.	Trans Date	Line Item	QTY	UOM	ID	Name	
W.B. MASON CO INC.	TISSUE,PUFFS FACIAL,200CT	4/4/2012	9.000	4	BX	66690990	McClay,Cecilia A	
W.B. MASON CO INC.	ORGANIZER,VRT,5COMPRT,BK	4/4/2012	26.260	1	EA	66690990	McClay,Cecilia A	

b) Queries for Program Management

- i. **Budget Low Query:** This query is helpful in determining a low budget when handling multiple chartstrings or grants: **BC_PCARD_BUDGET LOW** or **BC_PCARD_BUDGET_LOW_PG** (for projects of grants).

BC_PCARD_BUDGET_LOW - Check Budget Balance

Budget Period::

Department:

Balance Less Than::

Check Budget		2							
Dept	Fund	Fund Source	Property	Program	Function	Account	Budget Year	Sum Actual	Sum Available
025101	920	94001	00000	00000	999	68370	2013	1389.370	110.63
025101	100	10000	00000	15021	401	68370	2013	1072.400	2.60

- ii. **Vendor Queries:** Beneficial for creating new fiscal year projections or to see exactly how much business the department is doing with a particular vendor:

BC_PCARD_DATA_BY_VENDOR

BC_PCARD_DATA_BY_VENDOR - PCard Trans. data by vendor

From Transaction Date: 

To Transaction Date: 

Merchant Name:

- iii. ***Employee listing and e-mail queries: This is a useful tool used to communicate p-card policy, issues, alerts, or any other communication you need to have with cardholders:***

BC_PCARD_HOLDER_EMPL_W_EMAIL