Guide to P-Card on PeopleSoft 9.2

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Getting Started with the New PCard System

Go to the Finance Portal - go.tufts.edu/finportal

Click on PeopleSoft Login

Enter your Tufts Username and password
PCard Home Page

**PCard Self Service**

**Cardholder Profile:** Includes information such as employee name, employee ID, transaction and amount limits, as well as account codes. Any PCard user with a password and ID can access his/her profile. Each cardholder can have many proxies. Proxies can access the profiles of all employees for whom they are responsible.

**Unposted Transactions:** Includes information regarding charges that have not been posted to the General Ledger. Information can be viewed and edited.

**Posted Transactions:** Includes historical information regarding charges that have been posted to the General Ledger.

**PCard Reports:** click here to look at your monthly pcard reports. (You must be a PeopleSoft User to view the reports)

**Procurement Card Manual/Forms:** This link takes you to the Procurement Card Manual on the Finance web-site.

**PO/Payment Inquiry:** Click here if you want to look up the status of requisitions, purchase orders, payment information on check vouchers, consultants and travel reimbursements

**Useful Links:**

**Tufts e-Expense:** Link to e-Expense for Travel and Business Expense reimbursements

**Partners/Preferred Vendors:** This link takes you to the Purchasing web-site where you can look up a commodity to see approved vendors.

**Tufts Marketplace/E-Req:** This link takes you to the Marketplace/E-req web-site for Purchasing.

**W-9 form for New Suppliers:** This link takes you to the W9 form required to add a new vendor to PeopleSoft

**How we Buy at Tufts:** This link takes you to the Purchasing site that shows the buying process
Approving Unposted Transactions

You will have 21 days to verify a transaction. The 21 days are automatically calculated from the date we received the transaction. You should pay attention to the Approve by date of each transaction. If you don’t verify the transaction before the approve by date, the transaction will automatically post to GL. **You need to do a cost transfer to charge to a different Dept ID or Proj/Grant if the charge went to the incorrect account, deptid or proj/grant.**

You should access the system at least once a week to verify your transactions. Regardless of whether you have used your card, just to make sure you don’t have any transactions.

Click on the Magnifying glass to see a list of employees.
Click on the employee name or emplid

Click Search
You are presented with a series of rows and columns. Each row represents an employee’s transaction; the columns represent information about the charges. The following is a list of column headings:

| Select box | Select box. Check this box for the transaction you want to update. |
| Merchant | The name of the vendor. If you click the hyperlink you will get more information on the merchant. |
| Transaction Date | The date the transaction occurred. |
| Approve By Date | This is the date that the transaction will post to GL (21 days from date entered) unless approved sooner by you. |
| Trans Amount | The amount of the transaction. |
| Status | Click in this box to change from *Staged* to *Approved*. Once you approve the transaction it will be posted to the GL overnight. (See below) |
| | If available this link will give you more information about the transaction such as item description. This is not available for all merchants, only those that enter this data on their end. |
| | Click here to change/view the Account, Dept ID and/or Proj/Grant to be charged for the selected transaction. |
| Justification | A write-in field where you should enter information that justifies the expense. |
| NEW | This is where you add an attachment (receipts). You can also enter a justification/comments on this page (note the text will show on the front page) |
Verify what Account, Dept ID and/or Proj/Grant is being charged, by clicking the Distrib update button for the transaction you want to verify.

Change the Status to Approved

If you need to change the Account, Dept ID and/or Project/Grant, click in the field you want to change and delete whatever is there; you can either re-type the new information or click the magnifying glass for a list of valid values.

When you are finished, click OK to go back to the previous page and then Save.
If you enter a proj/grant, dept id combination that isn’t correct, you will get the following message when you try to save:

Message

Correct ChartFields Combination on Distribution Line Number: 1 for Chartfields: DEPTID/ PROJECT_ID in Group: DEPT001, (10208,88)

For a list of valid ChartField combination data, please refer to Combination Data under Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data

Go to the distribution to correct the combination.

Note: Only the Dept ID’s and Grants that you have been approved for will show in the drop down box. If you need any values added, please email tss at TSS@tufts.edu

If you need to split the distribution, please see the instructions on page 17.
• Click in the Justification Box and type a justification for the transaction (description of what was ordered). It is recommended that you enter information into this field but it is not required.

• To add an attachment click 📄. (see page 13 for instructions if needed)

• Change the status to “Approved”.

• SAVE THE CHANGES BY CLICKING ON ✅ If you go to a different page or exit and don’t save, you will get the following message:

Save Warning

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

OK Cancel

Click OK and then ✅ If you don’t want to save, click Cancel.

To get back to the main page, click Home. To Sign-out click Sign out.
Adding Attachments**NEW**

You can now add attachments to PCard transactions in 9.2. This can be done on both the unposted and posted transaction pages by clicking on the “Justification Full Screen” icon.
Similar to adding an attachment to e-mail, browse and find the file that you want to attached*

Double click the file and upload it.

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*Please note the file format must be a pdf.
## ProCard Comments

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
</table>

**Transaction Line Comments**

**Associated Document**

- **Attachment**: SnowflakCookies.pdf

- **Actions**: Attach, View, Delete

- **Buttons**: OK, Cancel, Refresh
Splitting Distributions

There are times when you may need to split a distribution between accounts prior to verification. For security purposes, you are only able to split a transaction between accounts/dept ID’s for which you have responsibility.

To split a transaction, follow the procedure below:

- Click Distrib updates button for the transaction you want to change.
Click in the field you want to change and delete whatever is there; you can either re-type the new information or click the magnifying glass for a list of valid values.

Click + to add new rows as needed

A second row will appear. Your screen will look like this:

- Change the row amounts or percent to what you want to charge the first Dept ID to (If you choose percent and click refresh, the system will figure the amount.)
- If you need to change the Account, Dept ID and/or Project/Grant, click in the field you want to change and delete whatever is there; you either re-type the new information or click the magnifying glass for a list of valid values.

This transaction is being split 50/50, following is the result:
If you changed your mind and don’t want to split the transaction, click next the row you want to delete.

Don’t forget to change your distribution back to 100%

When you are finished, click to go back to the previous page and then

If you enter a proj/grant, dept ID combination that isn’t correct, you will get the following message when you try to save:

Go to the distribution to correct the combination.

Note: Only the Dept ID’s and Grants that you have been approved for will show in the drop down box. If you need any values added, please fill out an additional chartfields form at: http://finance.tufts.edu/purchasing/?pid=24
Posted Transactions

Posted Transactions Inquiry

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

Find an Existing Value

Search Criteria

- **Empl ID**: begins with
- **Card# (last 4 digits)**: begins with
- **Month**: = 10 (October)
- **Year**: begins with 2014
- **Name**: begins with
- **Status**: =
- **Department**: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Because of the high volume of transactions, the posted transactions are shown by month. The current month and Year will default. You can change this information as needed.

Fill out any of the search criteria above and click the button.
Note that the transaction information is “grayed out”. This means that it is in view-only mode; you are not able to change any information once it has been posted to the General Ledger.

The Posted transaction screen will show you the exact date the transaction was posted, as well as the reference number for the transaction. The status will always be “Closed” because the transaction has been completed.

You can still view account distribution.

- **Click the ﬁ gure next to the transaction.**

To add an attachment or view the entire justification.

- **Click the ﬁ gure next to the transaction.**
The transaction number will appear on monthly PCard reports as well as Financial Transaction Detail Reports.

If you want to look at other cardholders posted transactions, click Search.
Employee Profiles

You may display a Card Holder Profile, which supplies you with additional information about a particular employee’s profile, such as transaction limits. To view an employee profile:

Cardholder Profile

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

To display a complete list of employees for whom you have access, click the button.
Cardholder Profile

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

**Search Criteria**

- **Empl ID:** begins with 
- **Card# (last 4 digits):** begins with 
- **Name:** begins with 
- **Status:** = Active
- **Department:** begins with 

- **Case Sensitive**

**Search Results**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Card# (last 4 digits)</th>
<th>Name</th>
<th>Status</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>034559</td>
<td>5358</td>
<td>Doe, Jane</td>
<td>Active</td>
<td>A170230</td>
</tr>
<tr>
<td>1150252</td>
<td>0570</td>
<td>Doe, John</td>
<td>Active</td>
<td>A840210</td>
</tr>
</tbody>
</table>

Click on the Employee whose cardholder profile you want to see
### Personal Data

- **Name**: Doe, Jane
- **Employee ID**: 1034569
- **Personnel Status**: Employee
- **Telephone**: 6178273728

### Department Address

- **Country**: USA, United States
- **Address 1**: Finance
- **Address 2**: 160 Holland St
- **Address 3**:
- **Address 4**:
- **City**: Somerville
- **State**: MA, Massachusetts
- **Postal**: 02144

### Mailing Address

- **USA**
Click on the **Card Data** Tab

The following information is included on Personal Data

<table>
<thead>
<tr>
<th>Cardmember #</th>
<th>The last 4 digits of the employee's Pcard Number. <strong>Note:</strong> For security purposes the full number will not be listed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiry Date</td>
<td>The date the card expires</td>
</tr>
<tr>
<td>Date Issued</td>
<td>The date the card was entered into PeopleSoft</td>
</tr>
<tr>
<td>Proxies</td>
<td>Shows users that have access to the card transactions on-line</td>
</tr>
<tr>
<td>Default Distrib</td>
<td>Shows the default Account, Deptid and/or Project/Grant</td>
</tr>
<tr>
<td>Maximum Credit Limit</td>
<td>Maximum credit limit. (usually same as monthly)</td>
</tr>
<tr>
<td>Limit Per Cycle</td>
<td>Monthly Limit (16th of the month through the 15th)</td>
</tr>
<tr>
<td>Limit per transaction</td>
<td>Limit per single transaction</td>
</tr>
<tr>
<td>Transactions per Cycle</td>
<td>Number of transactions allowed per month</td>
</tr>
<tr>
<td>Transactions per day</td>
<td>Number of transactions allowed per day</td>
</tr>
</tbody>
</table>
The following information is included on Procurement Card Limits and Restrictions

<table>
<thead>
<tr>
<th><strong>Card Number</strong></th>
<th>The last 4 digits of the employee’s Pcard Number.  <strong>Note:</strong> For security purposes the full number will not be listed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship To</strong></td>
<td>Not used – will always be purchase</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Card Status</td>
</tr>
<tr>
<td><strong>Post Immediate Check box</strong></td>
<td>This box is usually unchecked. If it is checked, all transactions for this cardholder will automatically be posted to GL as soon as the transaction is loaded into PeopleSoft.</td>
</tr>
<tr>
<td><strong>Acct</strong></td>
<td>The default account that is debited each time the employee makes a purchase</td>
</tr>
<tr>
<td><strong>Dept ID</strong></td>
<td>The default department charged for the employee’s purchase(s).</td>
</tr>
<tr>
<td><strong>Proj/Grant</strong></td>
<td>The default project/grant charged for all purchases</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>For budget purposes, funds are pre-set to 10,000.  <strong>Note:</strong> You will not have the ability to change this.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Not used – will always be purchase</td>
</tr>
<tr>
<td><strong>Email to</strong></td>
<td>Specifies whether to e-mail monthly reports to cardholder or another e-mail</td>
</tr>
<tr>
<td><strong>Email Id’s</strong></td>
<td>Lists e-mail addresses other than the cardholder to send the monthly report to</td>
</tr>
</tbody>
</table>

When you are finished, click Home to go back to the main page or cancel to go back to the pcard page.
PCard Reports

PCard reports can be mailed monthly to the cardholder and/or additional employees as needed. To see who reports are currently e-mailed to, look at the Cardholder Profile (see page 22).

Helpful Hints

There is a download button where you can download your transactions to Excel.

Note there are 42 unposted transactions but only 9 are showing up on this page. When you download, you will get all the transactions. (Only the transaction information that shows on the page will be on the download, chartfields aren’t shown so they won’t be in the download)

Click the download icon “Download Icon”

Click Save
Choose where you want the file to be saved and what the name should be and click Save.

When the file is saved, you will get the following message:

Cick Open to open the file.
The transaction information is listed, you can sort and perform other Excel functions.