

## PeopleSoft Procurement Cards (PCARDS) Quick Reference Guide

To access the PeopleSoft PCARD transactions:

- Login into PeopleSoft (PS) Financials, from URI Home page;
- Click e-Campus; Financial Administration; Logon to Financial Administration
- Enter your User ID and Password (If 1<sup>st</sup> time logging in to PS Financials, Password is 123456)
- From Main Menu, Click Purchasing
  - Procurement Cards
  - Reconcile
  - Reconcile Statement (At this screen, Click Favorites and Add to Favorites)

If you only have one role, you will come directly to the Procurement Card Transaction Screen.

If you have more than one role, from Reconcile Statement Search screen,

- Enter Role Name (Cardholder role=Purchasing Card Reconciler)  
(Dept. Administrator role=Credit Card Approver)
  - Click Search
- From Procurement Card Transactions screen, to view Line Details, Comments and Account Distributions (chartfield string), see icons indicated below.

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency	Chartfield Status	Redistrib
1	10							Verified	227.52	USD	Valid	No
2	10						RIEN	Verified	26.88	USD	Valid	No
3	10						EPOT	Verified	32.91	USD	Valid	No
4	10						EPOT	Verified	109.68	USD	Valid	No

- Line Details icon gives details about transaction, Comments icon is where comments are added, Account Distribution icon is where the account/Chartfield String (CFS) is from the default account
- Once transaction is reviewed, update Status to verified (for cardholders) or approved (Dept. Admins)
- Once reviewed and updated, Click SAVE on Procurement Card Transactions screen.

### Statement

To print PCARD Statement, Click Home to get to main PS menu

- From main PS menu, click Reporting Tools
- Click Report Manager
- Click Administration (tab at top of screen)
- Go to the drop-down list box next to Folder and select Pcard Statements
- If necessary, change the number of days default to go back to when the last statement was printed
- Find the report that starts with “U\_PCARD.....pdf” Click to open the statement; PRINT
- Once you open the statement, re-name and save in your files for easy access later, if needed