
Welcome to the Controller's Office Training for Purchase Cards

Welcome to URI's Purchase Card Program



The Purchase Card (PCARD) has been endorsed by the Office of the Controller as the preferred method for purchasing certain goods and services costing \$1000 or less

Welcome to URI's Purchase Card Program



**JP Morgan is the provider for the
University's PCARD. For customer service
call 1-800-270-7760 or the phone number
on the back of your card**

Section I: Program Overview



PCARD

The PCARD may be used for small dollar purchases (under \$1000)

Suggested uses include supplies, mailing services, memberships & dues, etc.



Program Overview



DEPARTMENTAL CARDS

Are available on a case-by-case basis.
Contact the PCARD Administrator for more
information.

NOTE: ONLY Departmental Cards may be used by more than one person. PCARDS that have a Cardholder's name embossed on the front may ONLY be used by the Cardholder and cannot be shared.

Program Overview



SPENDING LIMITS

The PCARD is limited to \$1,000 per transaction and \$5000 per billing cycle (month)

Higher and lower spending limits may be accommodated on a case by case basis

The billing cycle ends on the 25th of each month, unless it falls on a weekend or holiday

NOTE: The credit limit is NOT tied to a department's available budget funds. The Cardholder is responsible for determining if funds are available for each transaction

Program Overview



PURCHASES

All purchases – *no matter what funding is used* - must have a **business purpose**

A business purpose is defined as one that supports or advances the goals, objectives and mission of the university, and adequately describes the expense as a necessary, reasonable, and appropriate expense

Program Overview



SIGNATURE AUTHORIZATION

Either the Cardholder or the Department Administrator must have signature authorization over any chartfield charged on the PCARD

This includes authorization for college requisitions, invoice vouchers, and PO receiving reports (sections 1, 2, & 5)

Signatories | Attached Document

Unit: URIPS University of Rhode Island
Fund: 100 Unrestricted Funds
Dept: 0000 No Department
Program: 0000 None
Project:
SpeedType:

Responsible Person Find | View All First 1 of 1 Last

Effective Date: 09/29/2011 Status: Inactive
Descr: Phone: [REDACTED]
Responsible Person EmplID: [REDACTED]
Delegate EmplID:

Authorized Signatories Find | View All First 2 of 4 Last

Empl ID: [REDACTED] [View Signature](#)
Title: [REDACTED] Final Review

<input checked="" type="checkbox"/> 1 College Requisition	<input checked="" type="checkbox"/> 4 Travel Expense Voucher
<input checked="" type="checkbox"/> 2 Invoice Voucher	<input checked="" type="checkbox"/> 5 Purchase Order Receiving Rpt
<input checked="" type="checkbox"/> 3 Travel Authorization Request	<input checked="" type="checkbox"/> 6 Biweekly Payroll Attendance

Update Form Number: Last Updated: 09/29/11 12:49:36PM User ID: sthomp

Signatories | Attached Document

Program Overview



ALLOWABLE PURCHASES

Note: Use MPA Vendors whenever possible for all purchases.	
✓ Office & Computer Supplies	✓ Fabric & Linen
✓ Educational Supplies (books, videos, exams, etc.)	✓ Equipment Repair (no maintenance agreements)
✓ Medical Supplies (excludes medications)	✓ Periodic Rental of Tools & Equipment (no leases)
✓ Basic Furnishings & Equipment (excludes decorations and decorative items)	✓ Membership Dues & Subscriptions
✓ Paper Goods (excludes party items, cards, tissues)	✓ Professional Licenses
✓ Janitorial & Maintenance Supplies	✓ Participant Costs-Fees & Registrations In-State or Online Courses Only
✓ Building Supplies & Materials	✓ Employee Training/Tuition In-State or Online Courses Only
✓ Shop & Industrial Supplies	✓ Mail Services
✓ Scientific/Lab Supplies	✓ Magazines & Publications
✓ Landscaping Supplies	✓ Advertisements
✓ Photographic Supplies	

Program Overview



NON-ALLOWABLE PURCHASES

⊗ Alcohol, Food & Beverages (consumable items)	⊗ Gift Cards, Gifts, Contributions, Prizes & Awards
⊗ Meals & Entertainment	⊗ Special Occasion Items (flowers, gift Baskets, etc.)
⊗ Cash Advances	⊗ Prescription Medications
⊗ Fines, Penalties & Late Fees	⊗ Firearms, Ammunition & Explosives
⊗ Personal Purchases	⊗ Radioactive Materials & Controlled Substances
⊗ Purchases from University of RI Employees	⊗ Rare & Precious Metals
⊗ Cell Phones, Cell Phone Accessories, Calling Cards	⊗ Automotive Rentals, Repairs, Fuel
⊗ Donations and Charitable Contributions	⊗ Equipment Maintenance Contracts
⊗ iTunes and Other Digital Downloads That Do Not Have a Business or Educational Purpose	⊗ Leases and Other Contractual Agreements
⊗ Major Construction or Renovation	⊗ Travel Expenses – No Longer Allowed on the PCARD. Please Refer to the Travel Policy.
⊗ Consulting Services (Attorneys, Medical Svs, Honoraria, etc.)	



Program Overview



GRANT PURCHASES – FUND 500

Grant purchases under \$1000 are permitted without prior approval from Sponsored Projects, provided that the item purchased is an allowable charge against the grant

If you are unsure if a transaction is allowable under the grant, confirm with Sponsored Projects prior to making the purchase

Program Overview



FOUNDATION PURCHASES – FUND 401

Foundation purchases under \$1000 are permitted without prior approval from the Foundation office

Your Dean, Director or Department Head should determine the appropriate funding source and procedure for PCARD purchases utilizing Fund 401

Note: Purchases for staff on fund 401 are ***not*** allowed on the PCARD. Ex: office coffee maker, microwave, etc.

Remember: All purchases must have a business purpose

Program Overview



REVIEW OF GRANT AND FOUNDATION PURCHASES

Each month, reports reflecting the PCARD activity coded to fund 500 for Grants and fund 401 for Foundation are sent to Sponsored Grants and URI Foundation, respectively



Sponsored Projects conducts a post-audit review of grant purchases

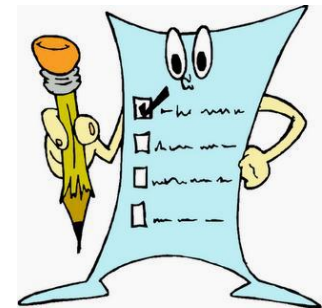
AUDIT

When purchases cannot be properly documented as allowable, the charge(s) will be moved out of the grant or foundation account, as applicable, and transferred to an alternate funded account within the department

Program Overview

PROPERTY & INVENTORY

- Purchases of items costing \$1,000 or more and all computers, regardless of cost are, required to be reported to Property and Inventory for tagging
- Each Department is responsible for notifying Property & Inventory of items purchased
- Reports are sent monthly to Property and Inventory for review



Program Overview



PURCHASING RULES/POLICY

- All existing State and University purchasing rules, policies and procedures **MUST BE ADHERED TO** when utilizing the PCARD

Please review the URI Purchasing Policy
for further clarification as necessary

Program Overview



SALES TAX – URI IS TAX EXEMPT

- Non-payment of sales tax is the Cardholder's responsibility
- **RI Tax Exempt 189** is embossed on the front of the PCARD. We recommend the purchaser carry a copy of the RI Tax Exempt Certificate with them. The form can be printed from the Controller's website.
- Tax Exemption is also recognized in FL, MA, ME, MI, MO and NJ.

NOTE: Purchases made from other states fall under Rhode Island state sales tax laws if the items are shipped to the university. This includes digital downloads.

Program Overview



PURCHASES

Split transactions are prohibited. Split transactions occur when a single item costing more than the account holder's single transaction limit is broken into two or more transactions to bypass the policy on transactions limits

The Cardholder is responsible for ensuring the vendor does not split a transaction

Program Overview



CARDHOLDER RESPONSIBILITIES

- 🍃 Ensure that **prohibited** items are not purchased with the PCARD
- 🍃 Protect the security of the PCARD
 - Immediately** report loss, theft, or fraudulent use to JP Morgan, your Department Administrator and the PCARD Office
- 🍃 Keep detailed records of purchases
- 🍃 Ensure that expenses are within Purchasing and PCARD policy guidelines
- 🍃 Retain all receipts, quotes, proof of delivery, and other documentation as required
- 🍃 Notify PCARD Administrator or Department Administrator of change in employment status
- 🍃 Plan ahead

Program Overview



CARDHOLDER RESPONSIBILITIES – continued

All PCARD Cardholders must have access to PeopleSoft Financials

Cardholders must regularly review transactions and verify the following:

Purchases are valid and compliant with policy

No RI sales tax has been charged

Purchases are allocated to proper PeopleSoft chartfield(s)

Cardholders will also complete the following at the end of each billing cycle:

Print statement

Reconcile transactions to the statement

Forward statement and backup to their Department Administrator for review

Program Overview



DEPARTMENT ADMINISTRATOR RESPONSIBILITIES

Department Administrators act as first auditors and are also known as “approvers”

Must have access to PeopleSoft Financials

Responsible to **review and approve** transactions ensuring:

- Compliance with policies

- Charged to proper PeopleSoft chartfield

Mark status as approved in PeopleSoft

Monitor activity for unusual transactions and notify PCARD

Administrator of unapproved transaction(s)

Approve Cardholder monthly package and forward to PCARD office by due date

Program Overview



DEPARTMENT ADMINISTRATOR RESPONSIBILITIES - continued

When a PCARD Cardholder leaves the University, changes departments, or is no longer authorized to make purchases on the University's behalf, the Department Administrator must notify the PCARD Administrator prior to the employee termination/transfer date

Reclaim the PCARD and contact the PCARD office



Program Overview



DECLINED TRANSACTIONS

Most common reasons for a decline:

1. Exceeds single or cycle transaction limit
2. Blocked Merchant Category Code (**MCC**)*
3. Incorrect expiration date entered
4. Three-digit security #, or CVV# (on back of card), not matching

If a charge is declined, contact the PCARD Administrator. The reason for the denial will be assessed, and if appropriate, the issue rectified

* An MCC code is a Merchant Category Code. It is a code used to describe the vendor's main source of business. It is determined by the vendor, the PCARD office has no control over it. The PCARD office may override a vendor's MCC code, but only on a case-by-case basis.

Program Overview



LIMIT INCREASES

Cardholders may request an adjustment to the \$1000 per transaction limit by emailing PCARD@etal.uri.edu:

Email should include:

\$ amount of increase requesting

Time frame needed

Description of item, justification and chartfield string

(If your request is approved, attach copy of email/approval with your reconciliation)

SINGLE TRANSACTION LIMITS CANNOT EXCEED \$5,000

Program Overview



RETURNS AND CREDIT

If merchandise is returned for credit, the Cardholder is responsible for following up on any credits due and obtaining a credit receipt from the vendor

Receiving cash or checks to resolve a credit is **PROHIBITED**



Program Overview



DISPUTED TRANSACTIONS

A disputed transaction involves a disagreement with a vendor regarding a transaction initiated by the Cardholder

Examples of disputed transactions:

- Failure to receive goods
- Defective merchandise
- Incorrect amounts charged
- Duplicate charges
- Credits not processed
- Received incorrect order/goods

**In the event of a dispute, attempt to resolve directly with the vendor
Most issues can be resolved this way**

Program Overview



DISPUTED TRANSACTIONS - continued

If the Cardholder is unable to reach an agreement with the vendor, the next step is to notify JP Morgan and the PCARD Administrator of the dispute

To notify JP Morgan, call the number on the back of the PCARD. To notify the PCARD Administrator, send an email to PCARD@etal.uri.edu and include all details of the transaction

All disputed transactions must be submitted to JP Morgan within sixty (60) days of the posted transaction

Program Overview



FRAUDULENT TRANSACTIONS

Fraudulent transactions include, but are not limited to, charges not initiated by the Cardholder

JP Morgan will contact the Cardholder and the PCARD Administrator when they suspect fraudulent activity on a PCARD

Cardholders and/or Department Administrators must review transactions in PeopleSoft at least once per week to minimize potential fraud

Section II: PeopleSoft Procurement Cards



Following are instructions and screenshots for accessing and reconciling PCARD transactions in PeopleSoft

PeopleSoft Procurement Cards

WORKFLOW EMAIL NOTIFICATION

When a Cardholder makes a purchase with the PCARD and the transaction posts in PeopleSoft, a notification will be sent via email to both the Cardholder and Department Administrator(s)

Cardholders and Department Administrators will need to login into PeopleSoft Financials to verify and approve transactions



PeopleSoft Procurement Cards

PEOPLESFT ROLES

Cardholders=GENERAL USER INQUIRY

General Users verify transactions

Department Administrators=APPROVERS

Approvers approve transactions

PeopleSoft Procurement Cards

PEOPLESOFT VERIFICATION & APPROVALS

In an effort to update budgets on a real time basis and have accurate and timely information, it is in everyone's best interest to verify and approve transactions as soon as possible, but **at least weekly** upon receiving notification of a transaction.

PeopleSoft Procurement Cards

PEOPLESOFT VERIFICATION AND APPROVALS

Once PCARD transactions post to the JPMorgan account they are loaded into PeopleSoft.

Charges are initially allocated to the default chartfield provided on your application

\$\$ amounts may be moved from one chartfield to another, or split between several chartfields as long as Cardholder or Department Administrator has signature authority on the chartfield charged

Transactions will be posted to PeopleSoft, after they are approved

After transactions are posted to PeopleSoft, no changes/updates can be made; a Journal Entry Form is required to make changes after charges are posted

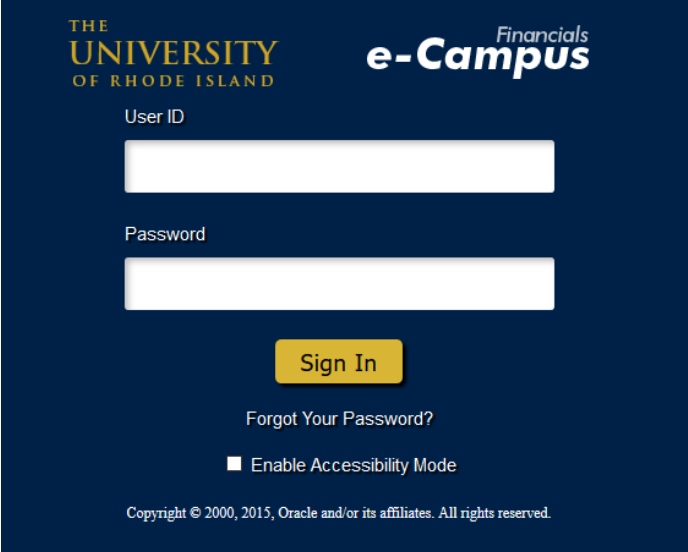
PeopleSoft Procurement Cards

PEOPLESOFT VERIFICATION AND APPROVALS

The following slides show step-by-step screenshots for accessing transactions in PeopleSoft

PeopleSoft Procurement Cards

Below is the screen to login into PeopleSoft Financials.
Enter your user ID and password.
Note the word “Financials” above e-Campus.



THE UNIVERSITY OF RHODE ISLAND

Financials
e-Campus

User ID

Password

Sign In

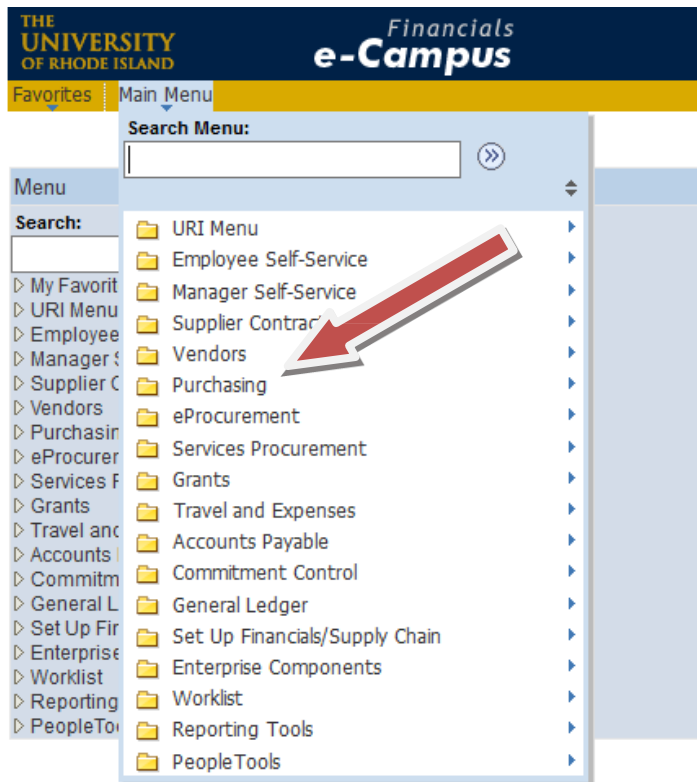
[Forgot Your Password?](#)

Enable Accessibility Mode

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PeopleSoft Procurement Cards

Main PeopleSoft menu

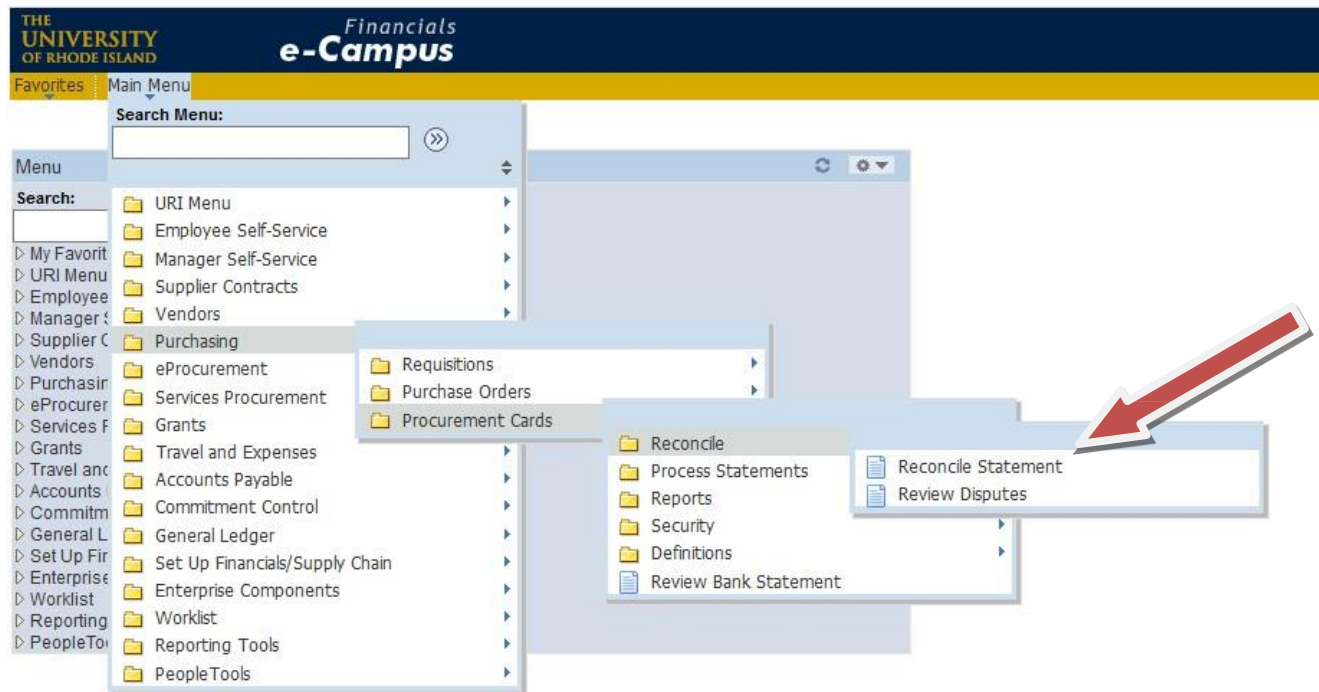


To verify and approve PCARD transactions, click on **Purchasing**



PeopleSoft Procurement Cards

Under Procurement Cards, click **Reconcile**, then **Reconcile Statement**





PeopleSoft Procurement Cards


To view transactions as Cardholder, select **General User Inquiry** from the drop-down menu


Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

*Role Name: 

Employee ID: 

Name: 

Card Issuer: 

Card Number:


Transaction Number:


Transaction Amount:


Merchant:

Sequence Number:



Line Number:


Billing Date: 



*Statement Status: 

Budget Status: 

Chartfield Status:

Transaction Date From:  To: 

Charge Type: 

Posted Date From:  To: 

Click search

PeopleSoft Procurement Cards

As a General User (Cardholder), you will be brought to this screen

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: Employee Name: Card Number: Card Provider: JPM

Bank Statement | Main Content | | Find | View All | First | 1-3 of 3 | Last

Transaction	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	03/07/2011	03/08/2011	USPS 43609008534111302	Staged	4.98	USD	Valid	No	No
2 <input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Staged	130.00	USD	Valid	No	No
3 <input type="checkbox"/>	03/23/2011	03/24/2011	STOP & SHOP #720	Staged	21.97	USD	Valid	No	No

Select All Clear All

Search | Purchase Details | Split Line | Distribution Template

Notice the “status” is set to staged. Transactions fall into four types: Staged, verified, approved, and closed

PeopleSoft Procurement Cards

There are three main icons used to verify and approve transactions

1. Line Details
2. Comments
3. Account Distribution (chartfield)

PeopleSoft Procurement Cards

1. Line details

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: [REDACTED] Employee Name: [REDACTED] Card Number: [REDACTED] Card Provider: JPM

Bank Statement | Main Content | Customize | Find | View All | First | 1-3 of 3 | Last

Transaction	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency			Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	03/07/2011	03/08/2011	USPS 43609008534111302	Staged	4.98	USD			Valid	No	No
2 <input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Staged	130.00	USD			Valid	No	No
3 <input type="checkbox"/>	03/23/2011	03/24/2011	STOP & SHOP #720	Staged	21.97	USD			Valid	No	No

Select All Clear All

Search | [Purchase Details](#) | [Split Line](#) | [Distribution Template](#)



Click for Line Details

PeopleSoft Procurement Cards

1. Line details – cont'd

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement New Window ? Help

ProCard VISA Trans Details

Reconcile Statement

Visa Transaction Details

Card Number: *****6648
 Posted Date: 03/25/2011
 Transaction Number: 24435651083465002361442
 Sequence Number: 42

Card Transaction - Type 5

Period	Acquiring Bin	Card Acceptor ID	Supplier Name	Supplier City	Supplier State/Province	Supplier Country	Supplier Postal Code	Source Amount
1 21075	443565	178043101991	IKON-NORTH AMERICA	800-565-0283	PA	USA	19355	149.50

Line Item Detail - Type 7

Item Seq	Message Identifier	Item Commodity Code	Item Description
1	1	3731418	PRINT CARTRIDGE BLACK TYPE

Line Item Summary - Type 8

Message Identifier	Discount Amount	Freight Amount	Duty Amount	Dest. Postal	Source Postal	Dest. Country
1				02881-1111	19355	USA

Return

Line details contains specific information related to each transaction

Various amounts of information may be available to view

PeopleSoft Procurement Cards

2. Adding comments

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: ██████████ Employee Name: ██████████ Card Number: ██████████ 3025 Card Provider: JPM

Bank Statement | Main Content | Customize | Find | View All | First | 1-3 of 3 | Last

Transaction	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	03/07/2011	03/08/2011	USPS 43609008534111302	Staged	4.98	USD	Valid	No	No
2 <input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Staged	130.00	USD	Valid	No	No
3 <input type="checkbox"/>	03/23/2011	03/24/2011	STOP & SHOP #720	Staged	21.97	USD	Valid	No	No

Select All | Clear All | Stage | Verify

[Search](#) | [Purchase Details](#) | [Split Line](#) | [Distribution Template](#)

| |



Click to add
Comments

PeopleSoft Procurement Cards

2. Adding comments – cont'd

Comments help Department Administrators approve transactions and may deter questions and inquiries from auditors

Sponsored Grants reviews comments each month to determine appropriateness of grant purchases.

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Line Comments

Line: 1 Description:
Reference:

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status: Active + -

Comments are required for every transaction

FAB # (fabricated equipment) should also be entered here, if applicable

Associated Document

Attachment: Attach View Delete

OK Cancel Refresh

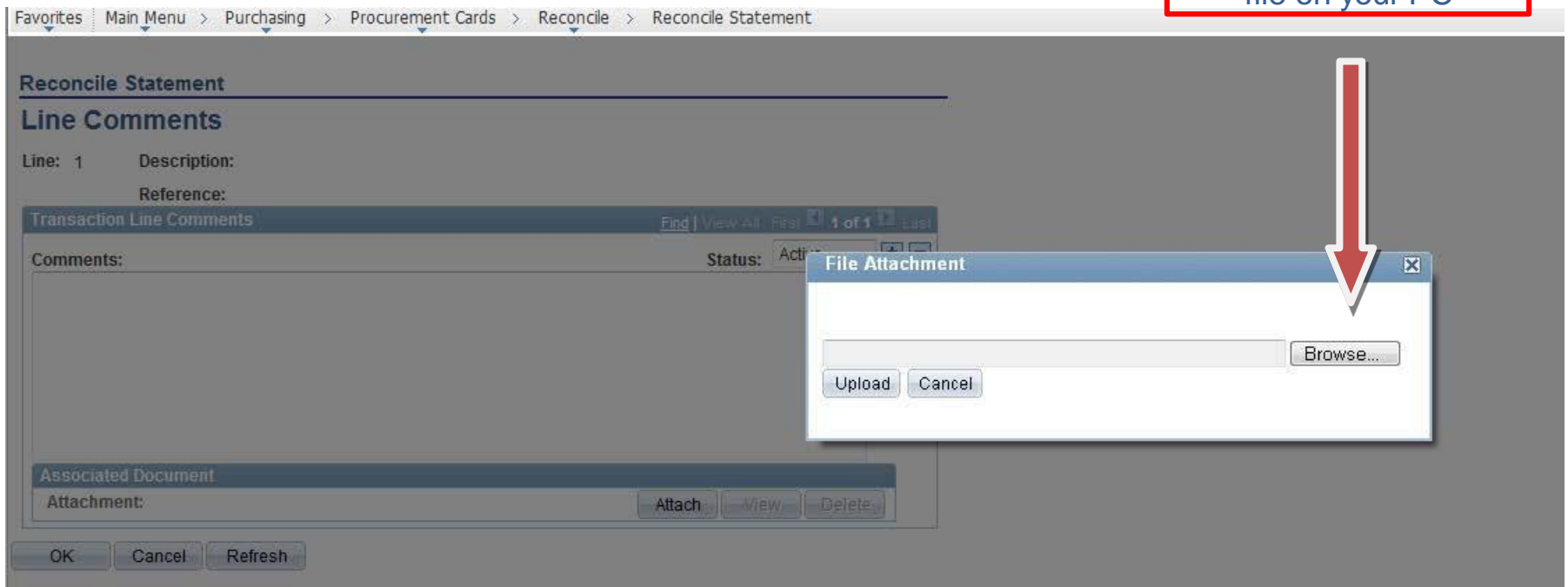
Attachments are **required** for grant purchases and recommended for all other purchases

PeopleSoft Procurement Cards

2. Adding comments – cont'd

Attaching Documents

CLICK BROWSE and follow prompts to locate file on your PC

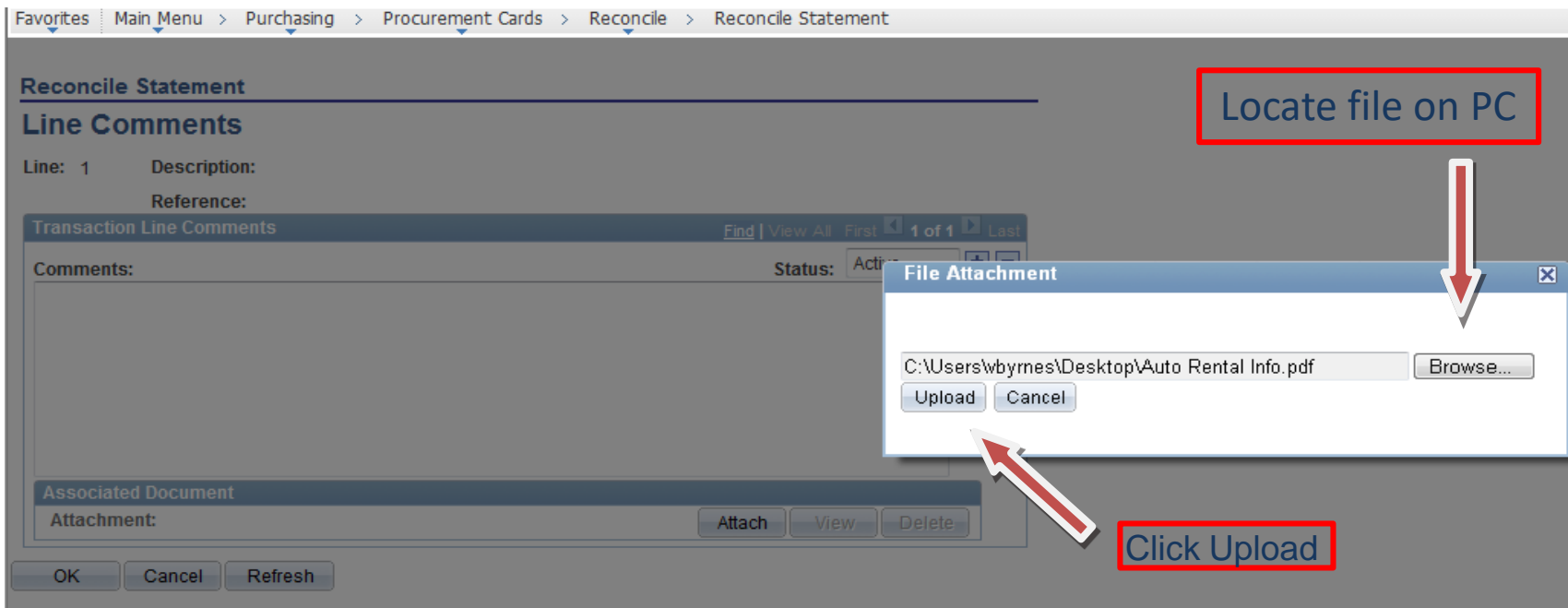


The screenshot displays the PeopleSoft Procurement Cards interface. The breadcrumb trail at the top reads: Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The main window title is "Reconcile Statement". Below the title, the "Line Comments" section is active, showing "Line: 1" and "Description:". The "Transaction Line Comments" section is also visible, with a search bar and "1 of 1" results. The "Comments:" field is empty. A "File Attachment" dialog box is overlaid on the interface, featuring a "Browse..." button, "Upload", and "Cancel" buttons. A large red arrow points from the "Browse..." button in the dialog box to the "Comments:" field. At the bottom of the main window, there are "OK", "Cancel", and "Refresh" buttons. The "Associated Document" section at the bottom shows an "Attachment:" field with "Attach", "View", and "Delete" buttons.

PeopleSoft Procurement Cards

2. Adding comments – cont'd

Attaching Documents – cont'd



The screenshot shows the PeopleSoft Procurement Cards interface. The breadcrumb trail at the top reads: Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The main window title is "Reconcile Statement". Below this, the "Line Comments" section is visible, showing "Line: 1" and "Description:". A "Transaction Line Comments" window is open, displaying a "Comments:" field. A "File Attachment" dialog box is overlaid on the interface, showing the file path "C:\Users\wbyrnes\Desktop\Auto Rental Info.pdf" and buttons for "Browse...", "Upload", and "Cancel". A red arrow points from the "Locate file on PC" label to the "Browse..." button. Another red arrow points from the "Click Upload" label to the "Upload" button. The "Associated Document" section at the bottom of the dialog has an "Attachment:" field and buttons for "Attach", "View", and "Delete". At the bottom of the main window, there are "OK", "Cancel", and "Refresh" buttons.

PeopleSoft Procurement Cards

3. Expensing transactions to chartfield










Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: ██████████ Employee Name: ██████████ Card Number: ██████████ Card Provider: JPM


Bank Statement | Main Content | Customize | Find | View All | First | 1-3 of 3 | Last

Transaction	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency		Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	03/07/2011	03/08/2011	USPS 43609008534111302	Staged	4.98	USD	  	Valid	No	No
2 <input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Staged	130.00	USD	  	Valid	No	No
3 <input type="checkbox"/>	03/23/2011	03/24/2011	STOP & SHOP #720	Staged	21.97	USD	  	Valid	No	No

Select All Clear All

Search | Purchase Details | Split Line | Distribution Template

Click for Chartfield
(account distribution)



PeopleSoft Procurement Cards

3. Expensing transactions to chartfield – cont'd

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 03/09/2011 Billing Amount: USD 4.98 Unit Price: 4.98000
 SpeedChart: Transaction Unit Price: 4.98000 *Distribute by: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Account	Fund	Dept	Program	Main Content	PC Bus Unit	Project	Activity	Source Type	Categ
1	100.0000	4.98	USD	URIPS	5432	300	4025	0000						

OK Cancel Refresh

Annotations:

- A valid chartfield must be entered. Note that **program** must also be entered. Four zeros are a valid program number.
- Screen will populate with the default chartfield associated with the PCARD
- Make any updates to the chartfield and click "ok"

PeopleSoft Procurement Cards

3. Expensing transactions to chartfield – cont'd

Expensing to a grant (fund 500)

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Account Distribution

Line: 4 PO Qty: 1.0000 UOM: EA
 Billing Date: 03/24/2011 Billing Amount: USD 327.40 Unit Price: 327.40000
 SpeedChart: Transaction Unit Price: 327.40000 *Distribute by: Amount


Distributions

Chartfields | Details/Tax | Asset Information | Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Categ
1	100.0000	327.40	USD	URIPS	5747	500	2009	0000		URIPS	0001956	RESEARCH		

OK Cancel Refresh

These 3 fields are always entered for fund 500:
PC Bus Unit: Always URIPS
Project: Applicable project #
Activity: Always "RESEARCH"



PeopleSoft Procurement Cards

3. Expensing transactions to chartfield – cont'd

Expensing to more than one chartfield

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New Window ? Help Customize Pe

Reconcile Statement

Account Distribution


Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 02/19/2011 Billing Amount: USD 200.00 Unit Price: 200.00000
 SpeedChart: Transaction Unit Price: 200.00000 *Distribute by: Amount

Distributions Customize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Affiliate	Fund Affil	Location			
1	100.0000	200.00	USD	URIPS	5455	220	5300	0000											+	-

OK Cancel Refresh

Click + to add one or more rows



PeopleSoft Procurement Cards

3. Expensing transactions to chartfield – cont'd

Expensing to more than one chartfield – cont'd

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement New Win

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 02/19/2011 Billing Amount: USD 200.00 Unit Price: 200.00000
 SpeedChart: Transaction Unit Price: 200.00000 *Distribute by: Amount

Update chartfields as needed

Distributions Customize | Find | View All

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Affiliate	Fund Affil	Loca
1	100.0000	200.00	USD	URIPS	5455	220	5300	0000									
2			USD	URIPS	5455	220	5300	0000									

Divide charge by percent or amount

OK Cancel Refresh

Click "ok" when done

PeopleSoft Procurement Cards

Back to main screen

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: Employee Name: Card Number: Card Provider: JPM

Bank Statement Main Content Customize Find View All First 1-3 of 3 Last

Transaction	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	03/07/2011	03/08/2011	USPS 43609008534111302	Staged	4.98	USD	Valid	No	No
2 <input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Staged	130.00	USD	Valid	No	No
3 <input type="checkbox"/>	03/23/2011	03/24/2011	STOP & SHOP #720	Staged	21.97	USD	Valid	No	No

Select All Clear All

Search Purchase Details Split Line Distribution Template

Be sure to SAVE

PeopleSoft Procurement Cards

Back to main screen – note additional information tab

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: Employee Name: Card Number: Card Provider: JPM

Bank Statement Content Customize | Find | View All | First 1-3 of 3 Last

Transaction **Additional Information**

	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency		Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>	03/07/2011	03/08/2011	USPS 43609008534111302	Staged	4.98	USD	Valid	No	No
2	<input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Staged	130.00	USD	Valid	No	No
3	<input type="checkbox"/>	03/23/2011	03/24/2011	STOP & SHOP #720	Staged	21.97	USD	Valid	No	No

[Select All](#) [Clear All](#) [Stage](#) [Verify](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

[Save](#) [Notify](#) [Refresh](#)

Click for additional information

PeopleSoft Procurement Cards

Additional Information Screen

Dispute Amount:
Do Not Use

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: ██████████ Employee Name: ██████████ Card Number: *****5005 Card Provider: JPM

Bank Statement [Additional Information] [Customize] [Find] [View All] [First] [of 4] [Last]

Transaction	Reference	Description	Billing Date	Transaction Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1			03/09/2011	4.98	USD	2011030901	0.00	<input type="checkbox"/>
2			03/26/2011	65.00	USD	2011032601	0.00	<input type="checkbox"/>
3			03/26/2011	65.00	USD	2011032601	0.00	<input type="checkbox"/>
4			03/25/2011	21.97	USD	2011032501	0.00	<input type="checkbox"/>

Select All Clear All

Search [Purchase Details](#) [Split Line](#) [Distribution Template](#)

PeopleSoft Procurement Cards

Change transactions to **verified**

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 1 [REDACTED] Card Number: [REDACTED] Card Provider: JPM

Bank Statement Main Content Customize | Find | View All | [L] [R] First 1-4 of 4 Last

Transaction Additional Information [Filter]

	<u>Trans Date</u>	<u>Posted Date</u>	<u>Merchant</u>	<u>*Status</u>	<u>Billing Amount</u>	<u>Currency</u>			<u>Chartfield Status</u>	<u>Redistrib</u>	<u>Voucher Error</u>		
1	<input checked="" type="checkbox"/>	03/07/2011	03/08/2011	USPS 43609008534111302	Verified	4.98	USD				Valid	No	No
2	<input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Verified	65.00	USD				Valid	No	No
3	<input type="checkbox"/>	03/23/2011	03/25/2011	OCEAN STATE JOB LO	Verified	65.00	USD				Valid	No	No
4	<input type="checkbox"/>	03/23/2011	03/24/2011	STOP & SHOP #720	Verified	21.97	USD				Valid	No	No

[Select All](#) [Clear All](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Once Cardholder updates status to verified and **saves** changes, the dropdown box disappears and any new changes will have to be made by the Department Administrator

PeopleSoft Procurement Cards

CARDHOLDER CHECKLIST

1. *Update chartfield strings*
2. *Add comments (and attachments)*
3. *Update status to verified*
4. **SAVE CHANGES**

PeopleSoft Procurement Cards

For Department Administrators/Approvers

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

Role Name ←

Employee ID

Name

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To ←

Charge Type

Posted Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

From the drop-down menu – choose “Approver”

These dates default to 30 days – clear them to find open transactions

Click “search”

PeopleSoft Procurement Cards

For Department Administrators/Approvers – cont'd

Comments and Chartfield

Status

Cardholder Name

Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement
Procurement Card Transactions

Bank Statement

Transaction Additional Information Customize Find View First 1-9 of 14

Transaction	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Posted Date	Merchant	Status	Billing Amount	Currency	Chartfield Status	Redistrib
1	10000	[REDACTED]	JPM	[REDACTED]	02/23/2011	02/24/2011	BUILD.COM NETWORK OF S	Verified	227.52	USD	Valid	No
2	10000	[REDACTED]	JPM	**	03/23/2011	03/25/2011	GEORGE OBRIEN COMPANY	Verified	26.88	USD	Valid	No
3	10000	[REDACTED]	JPM	**	03/18/2011	03/21/2011	THE HOME DEPOT 4283	Verified	32.91	USD	Valid	No
4	10000	[REDACTED]	JPM	**	03/23/2011	03/25/2011	THE HOME DEPOT #4279	Verified	109.68	USD	Valid	No
5	10000	[REDACTED]	JPM	**	03/08/2011	03/09/2011	FACEBOOK.COM*ADS	Staged	31.84	USD	Valid	No
6	10000	[REDACTED]	JPM	**	03/19/2011	03/21/2011	DBC* DIVERSIFIED EXPO	Verified	60.00	USD	Valid	No
7	10000	[REDACTED]	JPM	**	03/20/2011	03/21/2011	FACEBOOK.COM*ADS	Verified	29.92	USD	Valid	No
8	10000	[REDACTED]	JPM	**	03/23/2011	03/24/2011	FACEBOOK.COM*ADS	Verified	28.79	USD	Valid	No
9	10000	[REDACTED]	JPM	**	03/08/2011	03/09/2011	CONSTANT CONTACT 1	Verified	80.00	USD	Valid	No

Select All Clear All Stage Verify Approve

Search Purchase Details Split Line Distribution Template

PeopleSoft Procurement Cards

For Department Administrators/Approvers – cont'd

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 100148888 Employee Name: ██████████ Card Number: ██████████ Card Provider: JPM

Bank Statement Customize | Find | View All | First 1-5 of 5 Last

Transaction	Trans Date	Posted Date	Merchant	*Status	Billing Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	02/22/2011	02/24/2011	BEST BUY 00009738	Verified	79.41	USD	Valid	No	No
2 <input type="checkbox"/>	03/21/2011	03/23/2011	DIRECT ATHLETICS INC.	Approved	300.00	USD	Valid	No	No
3 <input type="checkbox"/>	03/24/2011	03/25/2011	IKON-NORTH AMERICA	Staged	149.50	USD	Valid	No	No
4 <input type="checkbox"/>	03/24/2011	03/24/2011	AMAZON MKTPLACE PMTS	Staged	39.08	USD	Valid	No	No
5 <input type="checkbox"/>	03/08/2011	03/09/2011	STAPLS9213988652001	Staged		USD	Valid	No	No

Select All
 Clear All

Search | Purchase Details | Split Line | Distribution Template

You can approve one by one, or "select all"

As an approver you can approve the transaction or set it back to staged

Always click save

PeopleSoft Procurement Cards

For Department Administrators/Approvers – cont'd

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Line Comments

Line: 1 Description: VRCA6E179385

Reference:

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status: Active + -

jfa test comment

Denial Comments: +

Please tell me what was purchased and why.

Associated Document

Attachment: Attach View Delete

OK Cancel Refresh

Example of denial comment

If, for any reason, the transaction can't be approved, click the comments section and add a reason for the Cardholder to see. Once this is done and you have set the transaction back to staged, and clicked save, an email will generate to the Cardholder to let them know their transaction has been denied.

Email sent: "Your Procurement Card for JPM has had transactions denied. Please reconcile your account for card number ending with xxxx. Transaction details: Transaction Date = 2018-03-08; Posted Date = 2018-03-09; Merchant = Amazon; Billing Amount = \$150.00"
Denial Comment: Please tell me what was purchased and why.

PeopleSoft Procurement Cards

Searching for Transactions

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement Search

*Role Name:

Employee ID:

Name:

Card Issuer: JPMorgan_MC

Card Number:

Transaction Number:

Transaction Amount:

Merchant:

Sequence Number:

Line Number:

Billing Date:

*Statement Status:

Budget Status:

Chartfield Status:

Transaction Date From:

Charge Type:

Posted Date From:

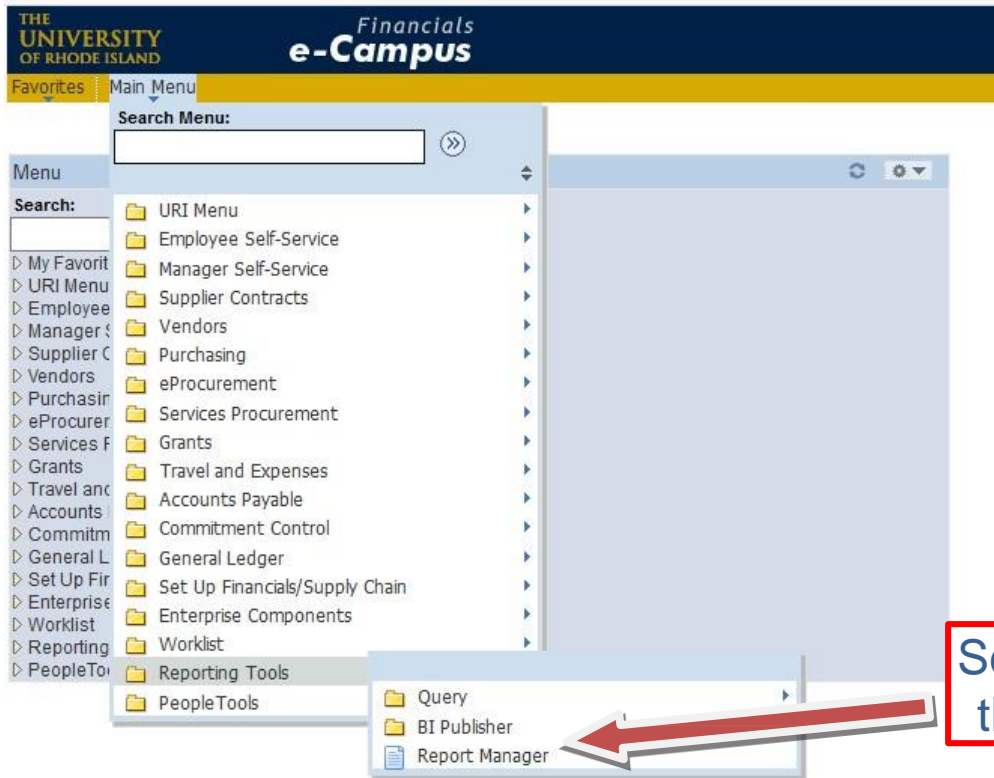
Choose correct role from drop down menu

Search for transactions by date, name, amount, merchant, etc.

For transactions already approved, select "closed" from *Statement Status" drop down box

PeopleSoft Procurement Cards

Printing Statements



The screenshot shows the PeopleSoft e-Campus Financials interface. The top navigation bar includes 'THE UNIVERSITY OF RHODE ISLAND' and 'Financials e-Campus'. Below this, there are tabs for 'Favorites' and 'Main Menu'. A 'Search Menu' box is visible. The main menu is expanded to show a list of options. The 'Reporting Tools' folder is selected, and its sub-items are displayed: 'Query', 'BI Publisher', and 'Report Manager'. A red arrow points from a text box to the 'Report Manager' option.

- URI Menu
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Grants
- Travel and Expenses
- Accounts Payable
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
 - Query
 - BI Publisher
 - Report Manager

Select Reporting Tools,
then Report Manager

PeopleSoft Procurement Cards

Printing Statements – cont'd

THE UNIVERSITY OF RHODE ISLAND **Financials e-Campus**

Favorites Main Menu Reporting Tools Report Manager

Administration Administration Tab

View Reports For

User ID: [] Type: [] Last: [] Days: [] Refresh

Status: [] Folder: [] Instance: [] to: []

Select	Report ID	Prca Instance	Description	Instance	Date/Time	Status	Details
<input type="checkbox"/>	39913123	7290393	PO Dispat	Accounts Payable	4/24/2018 00:02PM	N/A	
<input type="checkbox"/>	39913122	7290392	Email	Award Summary 2018	4/24/2018 00:02PM	N/A	
<input type="checkbox"/>	39913121	7290391	Single PO	Dept Strnts 2018	4/24/2018 00:02PM	N/A	
<input type="checkbox"/>	39913120	7290390	PO Dispat	Discard	4/24/2018 00:02PM	N/A	
<input type="checkbox"/>	39913119	7290389	Email	General	4/24/2018 00:02PM	N/A	
<input type="checkbox"/>	39913118	7290388	Single PO	Match Reports 2018	4/24/2018 00:02PM	N/A	
<input type="checkbox"/>	39913117	7290387	PO Dispat	Month End Reports	4/24/2018 00:02PM	Posted	Details
<input type="checkbox"/>	39913116	7290386	Email	Other Reports 2018	4/24/2018 00:02PM	Posted	Details
<input type="checkbox"/>	39913115	7290385	PO Dispatch Batch Process 2018-04-24	PO Summary 2018	4/24/2018 2:00:02PM	Posted	Details
<input type="checkbox"/>	39912974	7290222	PO Dispatch Upd Content Descr	PCARD Statements	4/24/2018 1:05:27PM	Posted	Details
<input type="checkbox"/>	39912973	7290221	Email	Project Summary 2018	4/24/2018 1:05:27PM	Posted	Details
<input type="checkbox"/>				Sub Contract Requisitions			
<input type="checkbox"/>				YTD Details 2018			
<input type="checkbox"/>				Year-End Reports 2017			

Select PCARD Statements from drop down folder

PeopleSoft Procurement Cards

Printing Statements – cont'd

THE UNIVERSITY OF RHODE ISLAND *Financials* **e-Campus**

Navigation: Favorites | Main Menu > Reporting Tools > Report Manager

Administration

View Reports For

User ID: [] Type: [] Last: [] **30** Days [] Refresh

Status: [] Folder: Pcard Statements Instance: [] to: []

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	39605807	7221258	U_FPO_PCARD1 100327423 -U_FPO_PCARD1.p	03/27/2018 9:01:06PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All
 Click the delete button to delete the selected report(s)


Double click the .pdf file

Then number of days defaults to 1; it may need to be changed to go back to when the last statement was printed

PeopleSoft Procurement Cards

Printing Statements – cont'd





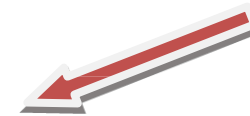
PCard Statement for:

Credit Card Vendor: JPMorgan_MC

Card Number: *****

Run Date: 2018-03-27 Statement Date: 2018-03-26

Example of .pdf statement file. Print a copy and include it with the reconciliation packet



Post	Tran	Reference	Description	City	State	Amount
03/01	02/27	74121578059602197241398	WB MASON	BROCKTON	MA	-37.89
03/12	03/08	24121578068651197351925	WB MASON	888-9262766	MA	82.60
03/14	03/12	24121578072607197804168	WB MASON	888-9262766	MA	142.56

Section III:

- **DOCUMENTATION REQUIREMENTS**
- **RECONCILIATION PROCESS**
- **PCARD NON-COMPLIANCE**

Documentation Requirements

URI PURCHASING POLICY MUST BE FOLLOWED FOR ALL PCARD PURCHASES

- Three **(3) quotes*** must be obtained for any single item procurement over **\$500**
- **Single, Sole or Proprietary Sources** must be documented
- All such documentation shall be maintained in the department

*All Fund 500 sponsored programs require purchasing guidelines to be followed.

Documentation Requirements

BACKUP FOR RECONCILIATION PACKET

1. Receipts for all purchases
2. Credit Memos for all credits
3. Monthly Statement
4. Cover Sheet

Documentation Requirements

BACKUP FOR RECONCILIATION PACKET

Receipts:

A receipt is defined as an invoice, cash register receipt, or internet order email

The receipt must contain the following information:

- Vendor name and address
- Itemized list of purchases
- Dollar amounts for all items, and total dollar amount of purchase
- Ship to address

Send originals whenever possible. If invoice is lost, call the vendor for a replacement. If replacement can't be obtained, fill out a "missing receipt form" found on the Controller's Website.

Documentation Requirements

BACKUP FOR RECONCILIATION PACKET

Credit Memos:

Send backup for any credits on your PCARD. This can include invoices, emails, cash register receipts.

REFUND

Documentation Requirements

BACKUP FOR RECONCILIATION PACKET

Statement:

Appropriate monthly statement printed from Report Manager in PeopleSoft

Reconciliation Cover Sheet:

Located on the Controller's Website. Must be filled out completely and signed by both the Cardholder and Department Administrator



THINK BIG  WE DO™ University of Rhode Island
Purchase Card Reconciliation Form

Fax: 401.874-4183 Mail: University of Rhode Island
Email: PCARD@etal.uri.edu Carlford Administration Bldg.
75 Lower College Road, room 103
Kingston, RI 02881-3966

*This form and supporting documentation **MUST** be received no later than five (5) business days after statement becomes available*

Please complete this form in its entirety

Cardholder Name: _____ Email: _____
Last 4 Digits of Card No.: _____ Statement End Date: _____
Department Name: _____
Department Administrator: Name: _____
Phone: _____ Email: _____
Total Charges per Statement \$ _____

I certify that all charges associated with the Purchase Card Statement are valid URE charges adhere to all Purchase Card Rules and Regulations and that all required backup documentation is included in this package.

Cardholder (Sign) _____ Date _____
Department Administrator (Sign) _____ Date _____

Amount	Explanation	Resolution

Reconciliation Process

CARDHOLDER RESPONSIBILITIES

Reconciliation Packet

1. Print monthly statement from Report Manager in PeopleSoft
2. Reconcile receipts
3. Note any discrepancies (see next slide)
4. Gather all supporting documents and attach them to the statement in the order listed on the statement
5. Complete reconciliation form, sign, and add it as the cover page of the packet
6. Keep copy
7. Forward to Department Administrator

Reconciliation Process

CARDHOLDER RESPONSIBILITIES – cont' d

All Items Reconciled Yes No (If “No” explain below) *Continue on next page as needed*

Amount	Explanation	Resolution
\$50.75	Sales tax charged in error	Vendor to credit 12/01/09

Note any discrepancies in your packet in this section of the cover sheet

Reconciliation Process

DEPARTMENT ADMINISTRATOR RESPONSIBILITIES

1. Review reconciliation packet for
Completeness
Accuracy
Compliance
2. Sign packet
3. Access PeopleSoft to
Resolve any problems
Confirm all transactions are “approved”
4. Ensure reconciliation packet is in the PCARD
office by the due date (sent in monthly email)

Reconciliation Process

DUE DATE FOR PACKET

PCARD reconciliation packets, with all backup attached, will be due in the PCARD Office no later than 5 business days after the billing cycle close date*

Failure to reconcile and submit the packet by the due date will result in the following:

First and second offense: PCARD will be suspended until the packet is received

Third offense: PCARD may be revoked

***If circumstances prevent the packet from arriving in the PCARD office by the due date, write to PCARD@etal.uri.edu to request an extension**

Reconciliation Process

RECONCILING IN PEOPLESOFT

- ✦ Transactions must be approved within 5 business days of the billing cycle close date. Otherwise, charges will be expensed to the default chartfield that is associated with the PCARD
- ✦ There will be a monthly email reminder sent to all Cardholders and Department Administrators that includes due dates and other pertinent information

PCARD Non-Compliance

VIOLATIONS

Violations range from inadvertent mistakes to fraudulent and intentional misuse

Violations are recorded each month and a record of violations are kept for each PCARD

Multiple or repeat violations will result in suspension or loss of PCARD privileges

PCARD Non-Compliance

VIOLATIONS – cont'd

The following are examples of **minor** violations:

1. Missing comments
2. Missing attachments (fund 500)
3. Late submission of reconciliation
4. Missing signatures
5. Inadequate receipts
6. Sales tax paid
7. Poor packet organization

The PCARD Administrator will determine when a Cardholder's privileges are suspended or revoked



PCARD Non-Compliance

VIOLATIONS – cont'd

The following are examples of **major** violations:

1. Missing receipt(s)
2. Non-allowable purchases
3. Shipment to non-URI address
4. Split transaction to circumvent the single transaction limit
5. Using a personal form of payment with the Amazon Business Account

The PCARD Administrator will determine when a Cardholder's privileges are suspended or revoked



PCARD Non-Compliance

VIOLATIONS – cont'd

Rectifying violations:

1. Sales tax paid: Cardholder will contact the vendor to obtain a credit
2. Non-allowable purchase: Cardholder will return the item to the vendor and obtain a credit, or will reimburse the university
3. Other violations: Follow the direction of the PCARD Administrator to resolve the issue

The PCARD Administrator will determine when a Cardholders' privileges are suspended or revoked



PCARD Non-Compliance

VIOLATIONS – cont'd

PERSONAL USE

SECTION 42-11-14.2 OF THE GENERAL LAWS make it unlawful for any employee of the state to use state-issued purchase cards for personal use. Any person who violates this law shall be liable for a **CIVIL PENALTY equal to three times the value of the unlawful use**, plus an amount not to exceed \$10,000. The penalty shall be assessed and recovered in a civil action brought in the name of the people of the State of RI by the Attorney General. Nothing in this section shall prevent the Attorney General from pursuing **CRIMINAL CHARGES** against any person who violates the policies and procedures established pursuant to this section.



PCARD Non-Compliance

MONTHLY RECONCILIATION SUBMISSION

NOTE:

No activity for the cycle

=

No package required



Section V: Agreement Forms



Both the **Cardholder** and **Department Administrator** will be required to read and sign the following forms as applicable:

Cardholder: Cardholder Agreement

Admin: Dept. Admin. Agreement

When new yearly agreements are required, an email will be sent through the PCARD listerv

Agreements not received will result in the suspension or revoking of PCARD privileges

Thank you!

Your participation is vital to the success of the Purchase Card Program. We look forward to input from each of you to guide us in further developing this program to meet the needs of the University.

Please contact us at any time at
pcard@etal.uri.edu