

Purchasing Cards

Proxy – as a proxy to a cardholder, you are able to reallocate their p-card transactions in PeopleSoft. Complete the below steps to add yourself as a proxy to a cardholder.

Navigation: Purchasing > Procurement Cards > Definitions > Cardholder Profile

1. Enter the Employee ID or Last Name of the cardholder then click Search.

Cardholder Profile

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

Find an Existing Value

Search Criteria

Employee ID: begins with []

Name: begins with [Heller]

Last Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. From the list, click on the cardholder you wish to add yourself as proxy.

Cardholder Profile

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

Find an Existing Value

Search Criteria

Employee ID: begins with []

Name: begins with [Heller]

Last Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Employee ID	Name	Last Name
[REDACTED]	Heller,Rena	HELLER

3. Click on the Card Data tab and then the Proxies hyperlink

Personal Data **Card Data**

Heller,Rena

Display Unmasked Card Number

Card Data Personalize Find First 1 of 1 Last

*Business Unit	*Card Issuer	*Card Number	Date Issued	*Expiry Date	Proxies	Default Distrib
11000	JP	*****5977	03/26/2013	03/26/2016	Proxies	Default Distrib

Save Return to Search Notify

NOTE: The Card Data tab provides individual cardholder information. A program has been developed that will automatically update new cardholders from JPMorgan PaymentNet into PeopleSoft. OMB will run the program once a month before we bring transactions into PeopleSoft. The Card Number is the cardholder's Employee ID plus the last four digits of the cardholder's account number

The information in the Personal Data tab is brought over from HR and it is for read purposes only.

4. To add yourself or someone else as a proxy, click the add icon and enter your or their NDGOV User ID. The User ID must be entered using all upper case letters. You can use the lookup glass to search for the User ID. In the Role drop-down list, select Purchasing Card Role. Click OK and then Save.

Assign Proxies

JP Card Number *****5977

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default	
RECNELSON@ND.GOV	Nelson,Renee C.	Purchasing Card Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
RRHELLER@ND.GOV	Heller,Renae R.	Purchasing Card Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

OK Cancel

Reconcile Cardholder's Transactions

Navigation: Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement allows you to review and reallocate p-card transactions. If you leave all search fields blank, and click Search, you will see all the cardholders you are assigned proxy to. If you want to search cardholders individually, enter the cardholder's Employee ID or Name then click Search.

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant

Sequence Number

Line Number

Billing Date

Statement Status

Budget Status

Chartfield Status

Transaction Date

Charge Type

Posted Date

1. You can click on any heading column to sort the data. For example, if you want to see all of your cardholder's in alphabetic order, click the heading Employee Name.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number

Bank Statement Personalize | Find | View 100 | Fit

Transaction	Billing	Employee Name	Card Number	Trans Date	Merchant	Transaction Amount	Description	Chartfield Status	Redistrib	Currency
1	<input type="checkbox"/>	Allensworth, Gail	*****5509	09/18/2014	AMAZON MKTPLACE PMTS	41.54		Recycled	No	USD
2	<input type="checkbox"/>	Allensworth, Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	120.06		Recycled	No	USD
3	<input type="checkbox"/>	Allensworth, Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	2.90		Recycled	No	USD
4	<input type="checkbox"/>	Amelsberg, Paula	*****7777	10/23/2014	PROGRESSIVE BUSIN	154.95		Recycled	No	USD
5	<input type="checkbox"/>	Amelsberg, Paula	*****7777	10/22/2014	WILLIAM S HEIN & COMPA	3,795.00		Recycled	No	USD
6	<input type="checkbox"/>	Amelsberg, Paula	*****7777	10/22/2014	THOMSON WEST*TCD	2,484.36		Recycled	No	USD
7	<input type="checkbox"/>	Amelsberg, Paula	*****7777	10/24/2014	AMERICAN BAR ASSOCIATI	850.00		Recycled	No	USD
8	<input type="checkbox"/>	Amelsberg, Paula	*****7777	10/21/2014	REI/MATTHEW BENDER CO	4,060.89		Recycled	No	USD
9	<input type="checkbox"/>	Amelsberg, Paula	*****7777	10/22/2014	THOMSON WEST*TCD	1,068.32		Recycled	No	USD

Select All Clear All

- Click on  for the transaction you want to reallocate.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number

Bank Statement Personalize | Find | View 100 |   F11

Transaction	Billing	Employee Name	Card Number	Trans Date	Merchant	Transaction Amount	Description	Chartfield Status	Redistrib	Currency
1	<input type="checkbox"/>	Allensworth,Gail	*****5509	09/18/2014	AMAZON MKTPLACE PMTS	41.54		 Recycled	No	USD
2	<input type="checkbox"/>	Allensworth,Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	120.06		 Recycled	No	USD
3	<input type="checkbox"/>	Allensworth,Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	2.90		 Recycled	No	USD
4	<input type="checkbox"/>	Amelsberg,Paula	*****7777	10/23/2014	PROGRESSIVE BUSIN	154.95		 Recycled	No	USD
5	<input type="checkbox"/>	Amelsberg,Paula	*****7777	10/22/2014	WILLIAM S HEIN & COMPA	3,795.00		 Recycled	No	USD
6	<input type="checkbox"/>	Amelsberg,Paula	*****7777	10/22/2014	THOMSON WEST*TCD	2,484.36		 Recycled	No	USD
7	<input type="checkbox"/>	Amelsberg,Paula	*****7777	10/24/2014	AMERICAN BAR ASSOCIATI	850.00		 Recycled	No	USD
8	<input type="checkbox"/>	Amelsberg,Paula	*****7777	10/21/2014	REI*MATTHEW BENDER CO	4,060.89		 Recycled	No	USD
9	<input type="checkbox"/>	Amelsberg,Paula	*****7777	10/22/2014	THOMSON WEST*TCD	1,068.32		 Recycled	No	USD

Select All Clear All Stage Verify Approve

- The ProCard Account Distribution page displays the distribution for the transaction. You can change the distribution for each field, or select a speedchart.

ProCard Account Distribution Help

Line 93 PO Qty 1.0000 UOM EA

Billing Date 10/02/2014 Billing Amount 120.06 USD Unit Price 120.06000

Transaction Unit Price 120.06000 *Distribute By Amount

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

Chartfields	Details/Tax	Asset Information	Statuses							
Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Program	Class
1	100.0000	120.06	USD	6700	536015	670	001	1000		67070

OK Cancel Refresh

- Click OK and then Save on the Procurement Card Transactions page.
- Once you have reallocated, the Chartfield Status column will change to Valid and the Redistrib column will change to Yes. The Chartfield Status column does not need to be Valid and the Redistrib column does not need to be Yes if the transaction is already coded correctly. This only applies to the transactions you had to reallocate.

Bank Statement Personalize | Find | View 100 |   F11

Transaction	Billing	Employee Name	Card Number	Trans Date	Merchant	Transaction Amount	Description	Chartfield Status	Redistrib	Currency
1	<input type="checkbox"/>	Allensworth,Gail	*****5509	09/18/2014	AMAZON MKTPLACE PMTS	41.54		Recycled	No	USD
2	<input type="checkbox"/>	Allensworth,Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	120.06		Valid	Yes	USD

- If you click on Yes in the Redistrib column, you can view the date, time and user that modified the transaction.

ProCard Change History Help

Line 93

Redistribution History Personalize | Find |   First 1 of 1 Last

Last Change Date	User Modify
10/05/2015 1:17:34PM	RRHELLER@ND.GOV

SPLIT LINES

Using the Split Line feature enables you to use multiple SpeedCharts. Once you split the transaction into separate lines, you can click on  and enter a separate SpeedChart for each transaction line.

1. Select the transaction you would like to split by placing a checkmark in the box next to the Employee Name and then click the Split Line hyperlink.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number

Bank Statement Personalize | Find | View 100 |  

Transaction Billing 

Transaction	Employee Name	Card Number	Trans Date	Merchant	Transaction Amount	Description	Chartfield Status	Redistrib	Currency
1	<input type="checkbox"/> Allensworth, Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	2.90		Recycled	No	USD
2	<input type="checkbox"/> Allensworth, Gail	*****5509	09/18/2014	AMAZON MKTPLACE PMTS	41.54		Recycled	No	USD
3	<input checked="" type="checkbox"/> Allensworth, Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	120.06		Recycled	No	USD
4	<input type="checkbox"/> Amelsberg, Paula	*****7777	10/22/2014	THOMSON WEST*TCD	3,381.00		Recycled	No	USD
5	<input type="checkbox"/> Amelsberg, Paula	*****7777	10/22/2014	THOMSON WEST*TCD	1,068.32		Recycled	No	USD
6	<input type="checkbox"/> Amelsberg, Paula	*****7777	10/22/2014	LEX*LEXIS NEXIS	418.00		Recycled	No	USD
7	<input type="checkbox"/> Amelsberg, Paula	*****7777	10/22/2014	THOMSON WEST*TCD	2,687.43		Recycled	No	USD
8	<input type="checkbox"/> Amelsberg, Paula	*****7777	10/22/2014	THOMSON WEST*TCD	24,496.04		Recycled	No	USD
9	<input type="checkbox"/> Amelsberg, Paula	*****7777	10/22/2014	THOMSON WEST*TCD	2,484.36		Recycled	No	USD

Select All Clear All Stage Verify Approve

Search Purchase Details **Split Line** Distribution Template

2. Click on the add icon to add the appropriate number of lines. You can split the transaction by billing amount or by percentage. If you are splitting it by percentage, the percentage must total 100.

ProCard Transaction Splits Help

Line 93

Trans Date 09/17/2014 Billing Amount 120.06 USD

Posted Date 09/18/2014 Reference 11964221

Merchant OFFICE DEPOT #1090

Description

Split Rules Personalize | Find | View All |   First 1 of 1 Last

Description	Transaction Amount	Billing Amount	Percentage	
	120.06	120.06	100.000000	 

ProCard Transaction Splits Help

Line 93

Trans Date 09/17/2014 Billing Amount 120.06 USD

Posted Date 09/18/2014 Reference 11964221

Merchant OFFICE DEPOT #1090

Description

Split Rules Personalize | Find | View All |   First 1-2 of 2 Last

Description	Transaction Amount	Billing Amount	Percentage	
	100.00	100.00	83.291687	 
-2	20.06	20.06	16.708313	 

OK Cancel

- Once you have created all of the separate splits, click OK. Then click on  for each line and enter the SpeedChart..

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number

Bank Statement Personalize | Find | View 100 |  

Transaction	Employee Name	Card Number	Trans Date	Merchant	Transaction Amount	Description	Chartfield Status	Redistrib	Currency
1	<input type="checkbox"/> Allensworth,Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	2.90		 Recycled	No	USD
2	<input type="checkbox"/> Allensworth,Gail	*****5509	09/18/2014	AMAZON MKTPLCE PMTS	41.54		 Recycled	No	USD
3	<input type="checkbox"/> Allensworth,Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	100.00		 Recycled	No	USD
4	<input type="checkbox"/> Allensworth,Gail	*****5509	09/17/2014	OFFICE DEPOT #1090	20.06	-2	 Recycled	No	USD
5	<input type="checkbox"/> Amelsberg,Paula	*****7777	10/22/2014	THOMSON WEST*TCD	3,381.00		 Recycled	No	USD

- Click Save after you have entered your changes

ProCard Account Distribution Help 

Line 93 PO Qty 1.0000 UOM EA

Billing Date 10/02/2014 Billing Amount 100.00 USD Unit Price 120.06000

SpeedChart GENERAL  Transaction Unit Price 100.00000 *Distribute By Amount

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

Chartfields	Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Program	Class
	1	100.0000	100.00	USD	6700	536015	670	001	1000		67070

OK Cancel Refresh