

PeopleSoft Purchasing Card Manual

Assign Proxy

As a proxy to a cardholder, you are able to reallocate p-card transactions in PeopleSoft.

Navigation: **Purchasing > Procurement Cards > Definitions > Cardholder Profile**

Enter the cardholder's Employee ID or Name, and click Search. Select the cardholder.

[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 |
|------------------|-----------|
| Heller,Renae | HELLER |

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

Personal Data **Card Data**

Heller,Renae

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. OMB will run a process to download the cardholder information in JPMorgan PaymentNet into PeopleSoft. This process will run once a month after the cycle ends. The Card Number is the cardholder's Employee ID plus the last four digits of the cardholder's account number. Once this process has run, you will be able to add proxies to the new accounts.

To add yourself and/or someone else as a proxy, click the add icon and enter your and/or their NDGOV User ID. The User ID must be entered in 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 Help

JP Card Number *****5977

Proxies Personalize | Find | First 1-2 of 2 Last

| *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 P-Card 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 for a cardholder individually, enter the cardholder's Employee ID or Name then click Search. If the cardholder has more than 50 transactions, you can modify the value in the Rows Per Page field.

You can process a query to view the p-card transactions and default coding. The query name is NDSALL_PCARD_JP_CURRENT_STMT. For the business units that have separate AP units, the query name is NDSALL_PCARD_JP_CURRENT_STM_AP. If the default coding is correct on the query, you do not have to reallocate the transaction.

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

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

Search Clear

Click on  for the transaction you need to reallocate.

Reconcile Statement

Procurement Card Transactions

Display Unmasked Card Number

1 to 50 of 90

| Bank Statement | | | | | | | | | | | |
|----------------|---------------|-------------|-------------|------------|------------------------|----------|--------------------|----------|-------------------|-----------|---------------|
| Transaction | | Billing | | | | | | | | | |
| | Employee Name | Card Issuer | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Currency | Chartfield Status | Redistrib | Voucher Error |
| 1 | | JP | *****3682 | 11/29/2018 | AMERICAN SOCIETY FOR C | Approved | 650.00 | USD | Recycled | No | No |
| 2 | | JP | *****3682 | 11/30/2018 | AWG 2558 | Approved | 476.50 | USD | Recycled | No | No |
| 3 | | JP | *****3682 | 12/27/2018 | BIOMERIEUX, INC. | Approved | 494.26 | USD | Recycled | No | No |
| 4 | | JP | *****1822 | 11/30/2018 | CABLE ONE INC 1 | Approved | 146.61 | USD | Recycled | No | No |
| 5 | | JP | *****3682 | 12/20/2018 | CEDARLANE LABORATORIES | Approved | 451.50 | USD | Recycled | No | No |

The ProCard Account Distribution page displays the distribution for the transaction. You can change the distribution for each field or select a SpeedChart. To add additional distribution lines, click on add icon. Click OK and then Save on the Procurement Transaction screen.

ProCard Account Distribution

Line 3 PO Qty 1.0000 UOM EA

Billing Date 12/31/2018 Billing Amount 146.61 USD Unit Price

SpeedChart Transaction Unit Price 146.61000 *Distribute By Amount

Distributions

| Chartfields | Details/Tax | Asset Information | Statuses | | | | | | | | | |
|---|-------------|-------------------|----------|----------|----------|-----------|------|------|---------|-------|-------------|---------|
| Dist | Percent | Amount | Currency | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | PC Bus Unit | Project |
|  | 1 | 100.0000 | 146.61 | USD | 11000 | 621325 | 110 | 001 | 3000 | 10130 | | |

OK Cancel Refresh

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 | | | | | | | | | | | |
|----------------|---------------|-------------|-------------|------------|------------------------|----------|--------------------|----------|-------------------|-----------|---------------|
| Transaction | | Billing | | | | | | | | | |
| | Employee Name | Card Issuer | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Currency | Chartfield Status | Redistrib | Voucher Error |
| 1 | | JP | *****3682 | 11/29/2018 | AMERICAN SOCIETY FOR C | Approved | 650.00 | USD | Recycled | No | No |
| 2 | | JP | *****3682 | 11/30/2018 | AWG 2558 | Approved | 476.50 | USD | Recycled | No | No |
| 3 | | JP | *****3682 | 12/27/2018 | BIOMERIEUX, INC. | Approved | 494.26 | USD | Recycled | No | No |
| 4 | | JP | *****1822 | 11/30/2018 | CABLE ONE INC 1 | Approved | 146.61 | USD | Valid | Yes | No |

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

ProCard Change History

Line 1

Redistribution History Personalize Find 1 of 1 Last

| Last Change Date | User Modify |
|------------------------|-----------------|
| 1 01/17/2019 1:32:44PM | 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.

Select the transaction you would like to split by placing a checkmark in the appropriate line and then click the Split Line hyperlink.

Reconcile Statement

Procurement Card Transactions

Empl ID 0328919 Name Edwardson, Steven

Display Unmasked Card Number

Bank Statement Personalize | Find |  |  First 1 of 1 Last

| Transaction | Billing | Card Issuer | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Currency | Chartfield Status | Redistrib | Voucher Error |
|-------------------------------------|---------|-------------|-------------|------------|-------------------|----------|--------------------|----------|-------------------|-----------|---------------|
| <input checked="" type="checkbox"/> | | JP | *****1822 | 08/04/2018 | VZWRSS*MY VZ VB P | Approved | 134.04 | USD | Recycled | No | No |

Select All Clear All Stage Verify Approve

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

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. Once you have created all of the separate splits, click OK.

ProCard Transaction Splits

Help

Line 1

Trans Date 08/04/2018 Billing Amount 134.04 USD

Posted Date 08/06/2018 Reference 237220709001

Merchant VZWRSS*MY VZ VB P

Description

| Description | Transaction Amount | Billing Amount | Percentage | | |
|-------------|--------------------|----------------|------------|---|----------------------------------|
| | 134.04 | 134.04 | 100.000000 | <input checked="" type="button" value="+"/> | <input type="button" value="-"/> |

ProCard Transaction Splits

Help

Line 1

Trans Date 08/04/2018 Billing Amount 134.04 USD

Posted Date 08/06/2018 Reference 237220709001

Merchant VZWRSS*MY VZ VB P

Description

| Description | Transaction Amount | Billing Amount | Percentage | | |
|-------------|--------------------|----------------|------------|----------------------------------|----------------------------------|
| | 100.00 | 100.00 | 74.604596 | <input type="button" value="+"/> | <input type="button" value="-"/> |
| | 34.04 | 34.04 | 25.395404 | <input type="button" value="+"/> | <input type="button" value="-"/> |

Click on  for each line you need to reallocate.

Reconcile Statement

Procurement Card Transactions

Empl ID 0328919

Name Edwardson,Steven

Display Unmasked Card Number

Bank Statement Personalize | Find |  First 1-2 of 2 Last

| Transaction | Card Issuer | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Currency | Chartfield Status | Redistrib | Voucher Error |
|---------------------------------------|-------------|-------------|------------|-------------------|----------|--------------------|----------|---|-------------|---------------|
| 1 <input checked="" type="checkbox"/> | JP | *****1822 | 08/04/2018 | VZWRSS*MY VZ VB P | Approved | 100.00 | USD |  | Recycled No | No |
| 2 <input type="checkbox"/> | JP | *****1822 | 08/04/2018 | VZWRSS*MY VZ VB P | Approved | 34.04 | USD |  | Recycled No | No |

You can change the distribution for each field, or select a SpeedChart. Click OK and then Save on the Procurement Card Transactions page.

ProCard Account Distribution

Line 3 PO Qty 1.0000 UOM EA

Billing Date 08/31/2018 Billing Amount 100.00 USD Unit Price

SpeedChart ADMIN Transaction Unit Price 100.00000 *Distribute By Amount

Distributions

Chartfields

| | Dist | Percent | Amount | Currency | *GL Unit | *Account | Oper Unit | Fund | Dept | Program | Class | PC Bus Unit | Project |
|---|------|---------|----------|----------|----------|----------|-----------|------|------|---------|-------|-------------|---------|
| + | - | 1 | 100.0000 | 100.00 | USD | 11000 | 602005 | 110 | 001 | 1000 | 10130 | | |