Purchasing Card (PCard) Program Overview
Learning Objectives

Upon completion of this class, you will be able to:

- Apply university policy for the correct use and control of PCards
- Describe the procedure for obtaining a PCard
- Verify and approve PCard transactions using the PCard application
- Find PCard reports in ReportMart3
- Access help resources
Prerequisites

Prior to attending this course, you should have:

- Completed **FIN-0102: Using Stanford’s Chart of Accounts**
Agenda

- Module 1: Review of PCard
- Module 2: Using the PCard
- Application
- Module 3: Accessing Reports

Approximate time 1- 1½ hours
Module 1: Review of PCards

- PCard Types & Uses
- PCard Process
- Policy & Controls
- Roles & Responsibilities
- Obtaining a PCard
What is a PCard (Purchasing Card)?

A PCard is a University-liability MasterCard that allows schools and departments to charge Stanford related expenses up to department specified limits.

Two Types of PCards:

- **Individual**
  - Max. $5,000 per transaction

- **Department**
  - Max. $5,000 per transaction
# PCard Comparison

<table>
<thead>
<tr>
<th>Important Factors</th>
<th>Individual PCard</th>
<th>Department PCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Issuance:</td>
<td>Individual</td>
<td>Department w/ Custodian</td>
</tr>
<tr>
<td>Training Required:</td>
<td>Cardholder and Verifier</td>
<td>Custodian</td>
</tr>
<tr>
<td>Transaction Limits (Max)</td>
<td>$5,000 per transaction</td>
<td>$5,000 per transaction</td>
</tr>
<tr>
<td>Verification</td>
<td>Cardholder is Verifier or Separate Verifier</td>
<td>Custodian is Verifier and Custodian tracks card usage</td>
</tr>
<tr>
<td>Receipt Retention</td>
<td>PCard Administration for transactions $75.00 and over</td>
<td>PCard Administration for transactions $75.00 and over</td>
</tr>
<tr>
<td>Management Monitoring</td>
<td>Management Reports And Post-Transaction Review</td>
<td>Management Reports And Post-Transaction Review</td>
</tr>
</tbody>
</table>
Appropriate PCard Uses

Applies to all allowable non-travel related Master Card credit card purchases.

- Postage stamps
- Tools and hardware
- Dues and subscriptions
- Books (including departmental library materials)
- Catering
- Memberships (professional organizations only)
- Local business meals
- Employee morale (includes Employee gift/awards that adhere to Administrative Guide 23.8).
- Conference registration/training fees (except for students)
## Expenditure Types

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Description</th>
<th>Expenditure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Morale</td>
<td>Appreciation lunches</td>
<td>52240</td>
</tr>
<tr>
<td></td>
<td>Holiday parties</td>
<td>52240</td>
</tr>
<tr>
<td></td>
<td>Food</td>
<td>52355</td>
</tr>
<tr>
<td></td>
<td>Local Business meals</td>
<td>52355</td>
</tr>
<tr>
<td>Books, Videos, Supplies</td>
<td>Non-library books</td>
<td>55130</td>
</tr>
<tr>
<td></td>
<td>Library books</td>
<td>53200-53299</td>
</tr>
<tr>
<td></td>
<td>Journals</td>
<td>55130</td>
</tr>
<tr>
<td>Postage</td>
<td>Stamps</td>
<td>55310</td>
</tr>
<tr>
<td></td>
<td>Shipping/Handling</td>
<td>55320</td>
</tr>
<tr>
<td></td>
<td>Mailing Services</td>
<td>55310</td>
</tr>
<tr>
<td>Equipment (under $2,500)</td>
<td>Fax Machines, Copiers, Desks</td>
<td>55140</td>
</tr>
<tr>
<td>Supplies</td>
<td>General Office supplies</td>
<td>55110</td>
</tr>
<tr>
<td></td>
<td>Tools</td>
<td>55165</td>
</tr>
<tr>
<td></td>
<td>Medical supplies, Lab supplies</td>
<td>55210</td>
</tr>
<tr>
<td></td>
<td>Computer supplies</td>
<td>55115</td>
</tr>
<tr>
<td>Conference Registration &amp; Training (non-Student)</td>
<td>Staff training tuition fees (non-STAP)</td>
<td>52510</td>
</tr>
<tr>
<td></td>
<td>Conference convention entry meeting fees</td>
<td>52510</td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>Membership Fees</td>
<td>52250</td>
</tr>
<tr>
<td>Advertising</td>
<td>Advertising</td>
<td>54310</td>
</tr>
<tr>
<td></td>
<td>Recruiting Ads</td>
<td>52230 or 52235</td>
</tr>
<tr>
<td>Printing Publications</td>
<td>Costs of printing, plate-making, press-work, binding and page charges</td>
<td>54510</td>
</tr>
</tbody>
</table>
# Unauthorized Uses

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Description/Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal expense</td>
<td>Expense not made on behalf of the University.</td>
</tr>
<tr>
<td>Fabrications</td>
<td>Costs for parts and materials used to fabricate a piece of special purpose capital equipment.</td>
</tr>
<tr>
<td>Hazardous materials/Controlled Substances</td>
<td>Chemicals</td>
</tr>
<tr>
<td></td>
<td>Compressed gases</td>
</tr>
<tr>
<td></td>
<td>Radioactive materials</td>
</tr>
<tr>
<td>Travel</td>
<td>Airline tickets</td>
</tr>
<tr>
<td></td>
<td>Hotel costs</td>
</tr>
<tr>
<td></td>
<td>Car rentals</td>
</tr>
<tr>
<td></td>
<td>Meals while traveling</td>
</tr>
<tr>
<td></td>
<td>Telephone usage</td>
</tr>
<tr>
<td>Student Conference Registration</td>
<td>Fees for students</td>
</tr>
<tr>
<td>Cash Advances</td>
<td>ATM or Withdrawals</td>
</tr>
<tr>
<td>Laboratory Animals</td>
<td>Animals used in labs</td>
</tr>
<tr>
<td>Transactions over $5,000</td>
<td>No split receipts for transactions over transaction limit.</td>
</tr>
</tbody>
</table>
**PCard Process**

**Cardholder**
- Cardholder needs to make a purchase

**Designee**
- Designee obtains preauthorization to make a purchase

**Custodian/Designee**
- Designee requests card and completes log sheet to obtain card
- Places order by phone, fax, Mail, online or in person

**Merchant**
- Receives authorization from the bank

**Cardholder/Designee**
- Receives goods or services; gives receipt to Verifier

**Verifier**
- Receives Workflow Notification of transaction. Verifies transaction in Oracle and checks receipt against department log and routes transaction to Approver. Verifier also faxes backup/receipt for transactions over $75

**Approver**
- Approves (or returns transaction to verifier)

**System**
- Debits department account
Benefits

- **Cardholder Benefits:**
  - Simple to use – just present the card
    - Reduce the use of Purchase Orders
    - Reduce the use of Petty Cash
  - Significantly reducing out-of-pocket expenses
    - Reduce the need for reimbursements
  - Obtain goods and services faster
  - Stanford assumes liability

- **Stanford Benefits:**
  - Removing the need for certain transactions to flow through the Procurement and Disbursement departments
  - Consolidating invoicing, Purchase Orders and payments
University Policy & Controls

- Purchasing limits not to be exceeded:
  - Individual PCards - limited to $5,000 per transaction.
  - All Department PCards - limited to $5,000 per transaction.
- Certain types of vendors and transactions are blocked, such as airlines and ATM cash withdrawals. Additional restrictions may be made at the individual card level by contacting the Buy Pay Support Center (BPSC).
- Electronic verification and approval is required in a timely manner, but not more than 30 days, to avoid the potential for forced clearing and/or suspension of the card by PCard administrations.
- The University requires that the approval for a local business meal or employee morale event should be someone not in attendance.
  - All transactions are routed to an authorized Approver; Verifiers may not also approve transactions.
- All Cardholders and Verifiers will be required to pass an online test to become certified and gain access to the PCard system.
  - No training is required for Approvers if they only wish to approve or return transactions using Oracle Workflow Notifications.
  - For more information go to the PCard website at http://fingate.stanford.edu/finsystem/pcard/index.html
Management Controls

- Department approval required for PCard applicants
- Department determines spending limits within University guidelines
- Department PCard custodian decides who can use the card
- Reports are available for departments to monitor card activity
- PCard Administration monitors card activity by doing compliance reviews
- Internal Audit reviews PCard transactions in departmental audits
- Guidelines are communicated via Fingate or PCard Users mailing list
Transactional Controls

- Transaction limits established for each card
- Transactions are authorized at vendor point of sale
- Bank monitors transaction activity
- Transaction available for on-line review 1-3 days after card use
- Transactions can be allocated to appropriate PTAE
- Business purpose required for each transaction
- Transactions must be verified and approved in a timely manner, but no more than 30 days
- Transactions on an Individual Card can be disputed and a credit provided by the Bank
- Bank does not accept disputes on Department Cards
PCard Roles

There are five “roles” involved in the overall PCard process.
1. Cardholder
2. Custodian
3. Designee
4. Verifier
5. Approver

<table>
<thead>
<tr>
<th></th>
<th>Individual Card Role</th>
<th>Department Card Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card held by</td>
<td>Cardholder</td>
<td>Custodian</td>
</tr>
<tr>
<td>Name on card</td>
<td>Cardholder</td>
<td>Department</td>
</tr>
<tr>
<td>Used by</td>
<td>Cardholder</td>
<td>Custodian or Designee</td>
</tr>
<tr>
<td>Verified by</td>
<td>Verifier (cannot be the approver)</td>
<td>Verifier (cannot be the approver)</td>
</tr>
<tr>
<td>Approved by</td>
<td>Approver</td>
<td>Approver</td>
</tr>
</tbody>
</table>
Cardholder Responsibilities

- Successfully complete PCard training
- Understand and apply all guidelines for appropriate card use
- Keep your card number confidential and never write it down
- Use your card for University Business ONLY
- Do not split transactions ($5,000 is the maximum per transaction)
- Obtain original receipts and submit to the Verifier. Receipts for transactions of $75 and over are required to be faxed to PCard Administrations.
- Determine if appropriate sales tax was paid
- Deal with the merchants directly on any credits or disputes
- Immediately report lost or stolen card to JPMorgan Chase at (800) 316-6056 then, notify the Financial Support Center (FSC) at 1-650-723-2772
- Cancel and shred your individual card if changing departments or leaving Stanford
Custodian Responsibilities

- Successfully complete PCard training
- Verify that any Designee is aware of what has been pre-authorized and what to purchase
- Track Designee Transactions
- Keep card number secure. ONLY Custodian/Designees are authorized to use card
- Prohibit use to anyone who has misused the card
- Provide sales tax information for on-line entry
- For missing receipts, indicate a missing receipt using checkbox on transaction
- Determine PTAEO for each transaction
- **Immediately report lost or stolen card to JPMorgan Chase at 1-800-316-6056 then, notify the Financial Support Center (FSC) at 1-650-723-2772**
- If changing departments or leaving Stanford, call the **Financial Support Center (FSC) at 1-650-723-2772**
Designee Responsibilities

- Keep the card secure!
- Never write the card number down or give it to anyone else
- Provide information on the purpose of the card use
- Verify that pre-approval has been obtained and purchase is allowable
- Obtain receipts from merchant
- Immediately return card and receipts to Custodian
- Provide information to Verifier regarding California Sales/Use Tax
- Deal with the merchant directly on any return, dispute or credit
- Immediately report lost or stolen card to Custodian
Verifier Responsibilities

- Successfully complete PCard training
- Verify transactions ASAP, but no later than 30 business days (Verifier cannot be the approver on the same transaction)
- For missing receipts, indicate a receipt is missing using the checkbox on transaction
- Route transactions to an Approver and fax the receipt for all transactions $75 and over, along with the Confirmation (barcode) page, to PCard Administration for document retention. Receipts less than $75 do not need to be imaged, unless Department policy/practice indicates otherwise.
- Determine PTAE for each transaction
- Enter CA sales/use tax information, as needed
- Handle any disputed transactions and apply credits
- Immediately report lost or stolen Card to JPMorgan Chase at 1-800-316-6056 and then notify the Financial Support Center (FSC) at 1-650-723-2772
- If changing departments or leaving Stanford, call the Financial Support Center (FSC) at 1-650-723-2772
- Failure to verify transactions in a timely manner may result in revocation of the Card
Approver Responsibilities

- Validate that the transaction information is accurate
- Verify that the correct account information is used
- Be sure Stanford policies are adhered to
- Be sure to approve the transaction in a timely manner (process flow should be within 30 days)
- Approver must not be the verifier on the same transaction
Obtaining a PCard

1. Determine eligibility
2. Fill out an application and have it signed by your supervisor
   http://pcard.stanford.edu/
3. Complete the training
   ♦ Online training is available
   ♦ For more information go to the PCard website at
4. Complete the online test in Stars
   ♦ For instructions go to the PCard website at
Reporting a Lost or Stolen PCard

1. If a Purchasing Card is lost or stolen, the Verifier/Custodian must notify JPMorgan Chase immediately. Representatives are available 24 hours a day at (800)316-6056.

2. As soon as JPMorgan Chase has been notified, contact the Financial Support Center (FSC) at 723-2772 to report a card lost or stolen card.
Module 1: Summary

At this point, you should be able to:

- Describe what a Purchasing Card (PCard) is and how it is used.
- Describe the Policy for using a PCard.
- Describe your role in the PCard process.
- Describe how to obtain a PCard.
Module 2: Using the PCard Application

- Features & Benefits
- Verifying a transaction
  - Withdrawing a transaction
- Approving a transaction
  - Returning a transaction
- Additional Worklist Features
Verify PCard Transaction Flow

1. Receive e-mail notification
2. Log into Oracle
3. Open SU PCard Worklist
4. Review transaction details
5. Enter Business Purpose
6. Generate Lost/Missing Receipt form
7. Verify sales tax
8. Refer to Dispute Process
9. Yes: Refer to Dispute Process
10. No: Review line item detail
11. Apply favorites & update charge accounts (as required)
12. Update and/or allocate sales tax (as required)
13. Apply favorites & update approval routings (as required)
14. Verify transaction & update (as required)
15. Fax receipt/back-up/Confirmation (Barcode) page to PCard Administration (mandatory for transactions over $75)
16. Route for Approval
PCard Email Notifications

- Verifiers and Approvers will receive an email when there are transactions awaiting action from them.
- The Verifier or Approver may access the transaction through the link provided in the email.
Example: PCard Notification

X-Sieve: CMU Sieve 2.2
Date: Fri, 9 Sep 2005 11:21:48 -0700
From: OF1_UAT Workflow Mailer <applmgr@cfdev2.stanford.edu>
Reply-To: applmgr@cfdev2.stanford.edu
To: "Watanabe, Scott T." <swat@stanford.edu>
Subject: FYI: PCard Transaction 222656 Requires Verification
X-oracle-workflow-nid: NID[3179990/458184522@WFMAIL]

Content-Type: text/html
Content-Language: en

To Watanabe, Scott T.
Sent 09-SEP-2005 11:18:40
ID 3179990

The following PCard transaction requires your Verification.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>222656</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>XXXX:XXXX:XXXX:1111</td>
</tr>
<tr>
<td>Card Holder Name</td>
<td>Watanabe, Scott T.</td>
</tr>
<tr>
<td>Department Name</td>
<td>ITSS-PCard Accounting Testing</td>
</tr>
<tr>
<td>Verifier Name</td>
<td>Watanabe, Scott T.</td>
</tr>
<tr>
<td>Merchant Name</td>
<td>LC ACTION POLICE SUPPL</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>12-JUL-05</td>
</tr>
<tr>
<td>Amount</td>
<td>293.05</td>
</tr>
<tr>
<td>Status</td>
<td>NEW</td>
</tr>
</tbody>
</table>

PCard line details

<table>
<thead>
<tr>
<th>Number</th>
<th>Project</th>
<th>Task</th>
<th>Fund/Awd.</th>
<th>Exp. Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1027983</td>
<td>1</td>
<td>AABNR</td>
<td>55110</td>
<td>293.05</td>
</tr>
</tbody>
</table>

If you need to logon to Oracle first, then click here to log in.
If you are already logged into an Oracle application, click here to open your Worklist.
If you want to verify the PCard transaction, click here to open the Pcard Transaction.
SU Workflow Notification

This is the view if you choose Open Worklist or login to SU Workflow Notifications.

Select the line to access the transaction directly (without accessing the PCard Worklist).
Oracle Applications Login

- Select SU PCard to access the PCard worklist

Use this login to access the PCard system

Make sure your Pop-Up Blockers are disabled on your web browser!
PCard Worklist

Use tabs to navigate between forms.
There are 5 sections to the PCard Worklist
# PCard Worklist

## Transactions to Verify

Select Transaction ID to view transaction details

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Saved</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Merchant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>221922</td>
<td>RETURNED</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$487.50</td>
</tr>
<tr>
<td>221923</td>
<td>RETURNED</td>
<td></td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>WEB HIGHWAY</td>
<td>$170.99</td>
</tr>
<tr>
<td>221931</td>
<td>WITHDRAWN</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$320.00</td>
</tr>
<tr>
<td>221970</td>
<td>NEW</td>
<td>SAVED</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$160.00</td>
</tr>
<tr>
<td>221925</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>DRUG ENFORCEMENT ADMIN</td>
<td>$390.00</td>
</tr>
<tr>
<td>221900</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>POLYLINE CORPORATION</td>
<td>$377.03</td>
</tr>
<tr>
<td>221930</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>THE TECH MUSEUM</td>
<td>$936.00</td>
</tr>
<tr>
<td>221935</td>
<td>NEW</td>
<td></td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>MICHAELA'S FLOWES SHOP</td>
<td>$67.67</td>
</tr>
<tr>
<td>221934</td>
<td>NEW</td>
<td></td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>CIAO</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$60.74</td>
</tr>
</tbody>
</table>
Verifier Workbench

Review transaction details

Enter business purpose

For FedEx transactions, this will display tracking #

Header Information provided by the bank
Verifier Workbench

Enter Business Purpose

(Required field, max. 2000 characters)
Who, What, When, Where, Why – how does it relate to University business?
Indicate if a receipt is lost or missing by checking the box certifying that the expenses were incurred on behalf of Stanford University business.
Sales & Use Tax

- Stanford University is subject to the California sales and use tax regulations and is required to pay tax for items purchased or used in California unless purchased for resale or exempt per specific federal or state contract terms or state regulation.

- Proper Sales and Use Tax reporting is important because Stanford is audited regularly for compliance. Fines are issued for non-compliance which could be charged to each department and the PCard may be revoked.

- More information on Sales tax can be found through this link: http://fingate.stanford.edu/staff/taxcompliance/tax_concern.html#sales_use_tax
Verify Proper Sales Tax

➢ Was Correct Sales Tax Paid? Default is “No”

- If correct sales tax was paid, change default status to “Yes” on the drop down list. The Use Tax fields will then disappear.
- If response required is “No” or changed to “Partial” you will need to complete the Use Tax fields and create Tax Allocation lines.
Verify Proper Sales Tax

- Update correct tax amount
- Select “Create Tax Allocations” to allocate tax amount

More Info

Select “More Info” to link to sales tax help.
Dispute a Transaction

If you need to dispute a transaction,
- Select Disputed "Yes"
- Select "Generate Dispute Resolution Form"
Dispute a Transaction

Complete the “PCard Disputed Transaction (Statement of Questioned Item)” and submit to Purchasing Card Administration at 723-7936

Notify JPMorgan Chase to dispute the charge
Dispute a Transaction

Select from the list of Dispute Reasons

- Receipt On File
- Proper Sales Tax
- Disputed
- Dispute Reason
- Dispute Resolved
- Related Credit Transaction ID
- Dispute Note

Generate Dispute Resolution Form
Dispute a Transaction

- When the dispute is resolved, return to the transaction and select “Yes”

- If a Related Credit Transaction is applied, it may be listed here
Dispute a Transaction

*A Dispute Note may be entered for more details
Dispute a Transaction - Credit

- When a credit transaction is received, the “Related Disputed Transaction” field is available.

- Indicate the Related Disputed Transaction

- Receipt On File: Yes
- Proper Sales Tax: Yes
- Disputed: No

Related Disputed Transaction: 270437

Dispute transaction?
Details From Merchant

- Review line item detail when available from the merchant

![PCard Transaction Details](image)
Charge Accounts

The default PTAE from the PCard application will display
Check line to update account information or select “Add Line” to allocate expense to another PTAE
Fields will validate as entered
The search function is available on all account segments (Project, Task, Award and Expenditure Type)
Select the type of Search and enter criteria
Select Go to execute
Results are available for selection
Approval Routings

- Select “Add Line” to add new individuals to approval routing as Approvers or FYI
  Note – Verifier cannot be the Approver

Update approval routings (as required)
Approval Routings - Lookup

To Search for a Person:
- Select the flashlight
- Type in all or part of the name (use % for wildcard)
- Select Go
- Choose from the list of Results
Approval Inquiry

To Search for an authorized approver:

➢ Select the Approver Inquiry icon
Approval Inquiry

Search and Select: Approver

Search

Simple Search

Project 1027983
Task 1

Go

Results

Approvers are displayed in order of approval authority.
Select

<table>
<thead>
<tr>
<th>Fullname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frazier, Deniece</td>
</tr>
<tr>
<td>Baldwin, Richard T</td>
</tr>
<tr>
<td>Warner, Timothy</td>
</tr>
<tr>
<td>Webert, Susan Kay</td>
</tr>
<tr>
<td>Tofig, Sohaila</td>
</tr>
<tr>
<td>Kalfayan, Stephanie</td>
</tr>
</tbody>
</table>

- Select a person from the Results list
- This will populate Approval Routings

Update approval routings (as required)
Verify Transaction

Select “Verify” to check for missing or incorrect information before processing.

Notes – 1) Selecting “Save” will save changes locally without submitting
2) Selecting “Return to Worklist” will take you back to the PCard Worklist page without verifying or saving changes.

Parallel or Sequential routing
Transaction Submitted

Print out the Confirmation (Barcode) page, and fax to PCard Administration along with receipt and other backup for transactions over $75. Receipts less than $75 do not need to be imaged or retained, unless Department policy/practice indicates otherwise.

Please note that the Confirmation (Barcode) page must be page 1 of your fax.

Transaction Number: 754873
Transaction Date: 29-Mar-2008
Transaction Amount: $3825.63
Cardholder Name: HIGHWIRE PRESS-DUL
Card Number: 2608-8856888-1153
Verifier Name: Flora, Josephine
Merchant: RENAISSANCE HOTEELS 867
Are you sending backup documents: Yes

Save this Confirmation in PDF
Verifier Workbench

Errors

These are a few of the errors you may receive.
They must be resolved to verify the transaction.
Approve PCard Transaction Flow

1. Receive email notification
2. Log into Oracle
3. Open SU PCard Worklist
4. Review transaction details
5. Approve?
   - Yes: Transaction approved
   - No: Enter Approver Comment (as required)

   - Only approver at level?
     - Yes: Edit Charge Account (as required)
     - No: Return Transaction

   - Add to Routing List (as required)

   - Return Transaction
Approval Process
Access to Transaction

- Approvers receive an email indicating that there are transactions awaiting action from them.
- Approver may access the transaction through the link provided in the email.
- Ability to turn notification on and off will be available through application preferences.
- You may login into SU Workflow Notifications via Oracle and access transactions from the list of notifications.
- You may login into the PCard application via Oracle and find your transactions to approve from the Worklist page.
Oracle Login

SU Workflow Notifications

The following PCard transaction requires your Approval:

From: Chadwick, Leilani
To: Hoh, Gilbert
Sent: 13-May-2008 15:50:40
ID: 10232341

Transaction ID: 756203
Card Number: X00000000-0000-2006
Card Holder Name: Stanford in Washington
Department Name: Stanford in Washington
Vendor Name: Chadwick, Leilani L.
Merchant Name: AMZPRN0N PAYMENTS
Transaction Date: 01-APR-2008
Business Purpose: Book purchased for John Smith
Amount: 11.40
Status: PENDING APPROVAL

If you need to login to Oracle first, then click here to log in.
If you don't have the PCard responsibility, and you are already logged into an Oracle Application, click here to open your workflows.

Action History:

<table>
<thead>
<tr>
<th>Action Date</th>
<th>Action</th>
<th>From</th>
<th>To</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-APR-2008</td>
<td>Submit</td>
<td>Chadwick, Leilani</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-MAY-2008</td>
<td>Approve</td>
<td>Chadwick, Leilani</td>
<td>Johnson, Douglas W.</td>
<td>Workflow System</td>
</tr>
</tbody>
</table>

Copyright (c) 2005, Oracle. All rights reserved.
Approve a Transaction

SU PCard Notifications

Receive email notification

Select the line to access the transaction directly (without accessing the PCard Worklist)
Approve a Transaction

Oracle Login
Select the Transaction ID to drilldown into the transaction details.
Approver Workbench

Review transaction details

Approve?

- Enter comments, Approve, Return, Edit and View Backup Documentation.
The transaction will either be fully approved or routed to the next approver.
Enter Approver Comment (as required)

Only approver at level?

No

Return Transaction

PDF Workbench

Approve PCard Transaction

Cardholder Name: Peter Johnson
Card Number: XXXX-XXXX-XXXX-0029
Transaction Date: 05-Aug-2005
Merchant Order Number: STANFORD FACULTY CLUB
Amount: $31.94
Business Purpose: Employee morale lunch with Scott Watanabe
Approver Comment:

Transaction ID: 221894
Verifier Name: Johnson, Peter Erik
Posted Date: 09-Aug-2005
Loaded Date: 23-Aug-2005
Status: PENDING APPROVAL
Receipt On File: Yes
Sales Tax Paid: Yes
Disputed: No

Details From Merchant
This information is provided by the merchant and may not be accurate.
Description
No Records Found

Charge Accounts
Project Task Award Expenditure Percent Allocation Amount
Transaction
1027778 1 AABNP 52355 100 31

Approval Routings
Routing Order Person Approver FYI Status Status Date Comments
0 Johnson, Peter Erik O O VERIFIED 08-Sep-2005
1 Skinner, Lisa O O PENDING APPROVAL
2 Schiesser, Suzanne C. O O

Edit may only be chosen if you are the only approver at your level of the routing order.
Approver Workbench

Select Edit to change the status of the page and allow Charge Account and Routing list changes
Transaction Returned by Approver

Return the transaction if you are unable to edit or prefer verifier to edit

- Enter Approver Comment
- Select Return to Verifier
Verifier Worklist
Returned from Approver

The transaction will be returned to the Verifier’s Worklist

- Status is “Returned”
The Verifier may view the comments from the Approver.

I need more explanation for this please and the expenditure type is incorrect.
Withdraw PCard Transaction Flow

Transaction Routed for Approval → Fully Approved? (Yes) → Transaction approved → Transaction Routed for Approval

Transaction Routed for Approval → Fully Approved? (No) → Open transaction (from At a Glance) → Withdraw Transaction → Edit transaction (as required) → Transaction Routed for Approval
Withdraw a Transaction

- The Verifier may withdraw a transaction before it is fully approved.
- A Verifier may withdraw if a change needs to be made to the transaction and resubmit for approval.

Select the Transaction ID to drilldown into the transaction details.
Withdraw a Transaction

▸ Select the Withdraw button

Withdraw Transaction
Withdraw a Transaction

Once withdrawn, transaction is available for edit
Withdraw a Transaction

- Update Routing List
- Verify transaction

Edit Transaction (as required)
Withdraw a Transaction

Withdrawn status is recorded in the Approval Routings section
Withdrawn status shows on the Verifier Worklist if it has not been edited and verified.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Saved</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Merchant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>221923</td>
<td>RETURNED</td>
<td></td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>WEB HIGHWAY</td>
<td>$170.99</td>
</tr>
<tr>
<td>221925</td>
<td>WITHDRAWN</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>POLYLINE CORPORATION</td>
<td>$377.03</td>
</tr>
<tr>
<td>221970</td>
<td>NEW</td>
<td>SAVED</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$160.00</td>
</tr>
<tr>
<td>221909</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>DRUG ENFORCEMENT ADMIN</td>
<td>$390.00</td>
</tr>
<tr>
<td>221930</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>MICHAELA'S FLOWSHES SHOP</td>
<td>$67.67</td>
</tr>
<tr>
<td>221929</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>THE TECH MUSEUM</td>
<td>$936.00</td>
</tr>
<tr>
<td>221935</td>
<td>NEW</td>
<td></td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>CIAO</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>222951</td>
<td>NEW</td>
<td></td>
<td>20-Jul-2005</td>
<td>Skinner, Lisa</td>
<td>RUSH HOUR INC</td>
<td>$108.25</td>
</tr>
<tr>
<td>222950</td>
<td>NEW</td>
<td></td>
<td>20-Jul-2005</td>
<td>Skinner, Lisa</td>
<td>RUSH HOUR INC</td>
<td>$660.33</td>
</tr>
<tr>
<td>222931</td>
<td>NEW</td>
<td></td>
<td>20-Jul-2005</td>
<td>Skinner, Lisa</td>
<td>BISTRO ELAN</td>
<td>$566.70</td>
</tr>
</tbody>
</table>
Additional Worklist Features

- PCard Worklist Options
- PCard Transactions At A Glance
- PCard FYI’s
- Sorting
- Search Page
- My Favorites
# PCard Worklist Options

09-Sep-2005: Welcome Lisa Skinner

## PCard Worklist

Tip: Sort data by clicking on any column heading.

### PCard Transactions to Verify

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Saved</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Merchant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>221922</td>
<td>RETURNED</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$487.50</td>
</tr>
<tr>
<td>221923</td>
<td>RETURNED</td>
<td></td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>WEB HIGHWAY</td>
<td>$170.99</td>
</tr>
<tr>
<td>221931</td>
<td>WITHDRAWN</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$320.00</td>
</tr>
<tr>
<td>221970</td>
<td>NEW</td>
<td>SAVED</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$160.00</td>
</tr>
<tr>
<td>221999</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>DRUG ENFORCEMENT ADMIN</td>
<td>$390.00</td>
</tr>
<tr>
<td>221925</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>POLYLINE CORPORATION</td>
<td>$377.03</td>
</tr>
<tr>
<td>221929</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>THE TECH MUSEUM</td>
<td>$936.00</td>
</tr>
<tr>
<td>221930</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>MICHAELA'S FLOWERS SHOP</td>
<td>$676.67</td>
</tr>
<tr>
<td>221935</td>
<td>NEW</td>
<td></td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>221934</td>
<td>NEW</td>
<td></td>
<td>25-Aug-2005</td>
<td>Skinner, Lisa</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PCard Transactions to Approve

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Saved</th>
<th>Notification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>221894</td>
<td></td>
<td>08-Sep-2005</td>
</tr>
<tr>
<td>221891</td>
<td></td>
<td>08-Sep-2005</td>
</tr>
<tr>
<td>221905</td>
<td></td>
<td>08-Sep-2005</td>
</tr>
<tr>
<td>221906</td>
<td></td>
<td>25-Aug-2005</td>
</tr>
</tbody>
</table>

### Verified PCard Transactions at a Glance

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Verifier Name</th>
<th>Merchant</th>
<th>Amount</th>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>221927</td>
<td>APPROVED</td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>HOUSE OF BAGELS</td>
<td>$18.70</td>
<td>This dept pays 25%--This dept pays 75%</td>
</tr>
<tr>
<td>221927</td>
<td>APPROVED</td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>WEB HIGHWAY</td>
<td>$25.00</td>
<td>Software</td>
</tr>
<tr>
<td>221924</td>
<td>APPROVED</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATION</td>
<td>$160.00</td>
<td>No split</td>
</tr>
<tr>
<td>221907</td>
<td>APPROVED</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>AMZ*AMAZON PAYMENTS</td>
<td>$43.44</td>
<td>No split</td>
</tr>
</tbody>
</table>

### PCard FYI's

<table>
<thead>
<tr>
<th>Notification ID</th>
<th>Notification Date</th>
<th>Subject</th>
<th>Transaction ID</th>
<th>Cardholder Name</th>
<th>Verifier Name</th>
<th>Merchant</th>
<th>Amount</th>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>3175591</td>
<td>25-Aug-2005</td>
<td>Details for the PCard Transaction 221957</td>
<td>221957</td>
<td>Cinco, Macky</td>
<td>Cinco, Mariecris</td>
<td>JWS*WILEY PUBLISHERS</td>
<td>$280.92 books</td>
<td></td>
</tr>
<tr>
<td>3175587</td>
<td>25-Aug-2005</td>
<td>Details for the PCard Transaction 221966</td>
<td>221966</td>
<td>Cinco, Macky</td>
<td>Cinco, Mariecris</td>
<td>CINGULAR WIRELESS, LLC</td>
<td>$1,013.62 msg</td>
<td></td>
</tr>
</tbody>
</table>
This section lists transactions that have been selected for audit by the Controller’s Office and require a response. Once a sufficient response is received the audit will be closed and the transaction will drop off the list.
Action Required: Transaction Selected for Audit

NOTE: To reply to auditors go to Workflow Notifications. Click on the link and respond. Then click Send to Auditor.
Verified PCard Transactions at a Glance

 Verified PCard Transactions at a Glance are the transactions you have verified and are either Pending Approval or Approved.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Verifier Name</th>
<th>Merchant</th>
<th>Amount</th>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>221925</td>
<td>PENDING APPROVAL</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>POLYLINE CORPORATION</td>
<td>$377.03</td>
<td>Please provide detail on how this is a university business related expense.</td>
</tr>
<tr>
<td>221927</td>
<td>APPROVED</td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>HOUSE OF BAGELS</td>
<td>$18.70</td>
<td>This dept pays 25%--This dept pays 75%</td>
</tr>
<tr>
<td>221972</td>
<td>PENDING APPROVAL</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATIO</td>
<td>$320.00</td>
<td>shared cost--shared cost</td>
</tr>
<tr>
<td>221924</td>
<td>APPROVED</td>
<td>08-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>WEB HIGHWAY</td>
<td>$25.00</td>
<td>Software</td>
</tr>
<tr>
<td>221971</td>
<td>APPROVED</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>STANFORD TRANSPORTATIO</td>
<td>$160.00</td>
<td>no split</td>
</tr>
<tr>
<td>221926</td>
<td>APPROVED</td>
<td>09-Aug-2005</td>
<td>Skinner, Lisa</td>
<td>Skinner, Lisa</td>
<td>AMZ*AMAZON PAYMENTS</td>
<td>$43.44</td>
<td>No Split</td>
</tr>
<tr>
<td>3175590</td>
<td>25-Aug-2005</td>
<td>221957 Details for the PCard Transaction</td>
<td>Cinco, Macky, Cinco, Mariecris</td>
<td>Cinco, Macky, Cinco, Mariecris</td>
<td>JWS*WILEY PUBLISHERS</td>
<td>$280.92 books</td>
<td></td>
</tr>
<tr>
<td>3175597</td>
<td>25-Aug-2005</td>
<td>221966 Details for the PCard Transaction</td>
<td>Cinco, Macky, Cinco, Mariecris</td>
<td>Cinco, Macky, Cinco, Mariecris</td>
<td>CIRCULAR WIRELESS, LLC</td>
<td>$1,013.62 nfgg</td>
<td></td>
</tr>
</tbody>
</table>
PCard FYI’s

PCard FYI’s are the transactions that have been sent to you for informational purposes only.

No Action is required.
Sorting the Worklist

- Sort by selecting a tab
- Ascending or Descending order available
Using the PCard Search Page

Select PCard Search tab
PCard Search Page Results

- Enter Search criteria
- Select Search button
- Results displayed below
Setting Up “My Favorites”

- Create Favorite Charge Account Lists
- Create Favorite Routing Lists
Create Charge Account Favorite

- Enter Charge Account Favorite Name
- Enter Account Details (Optional fields)
- Select Save
Create Routing List Favorite

★Favorite Routing List Name
Routing 1
50 Characters Maximum

Routing List Details
Select and Remove Lines
_select_ _select none_
Select All | Select None

<table>
<thead>
<tr>
<th>Select</th>
<th>Sequence Number</th>
<th>Approver</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Miller, Megan S</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Min, Cindy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Hedges, Dorothy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Watarabe, Scott T.</td>
<td></td>
</tr>
</tbody>
</table>

Create Lines

➢ Enter Favorite Routing List Name
➢ Enter Sequences and Names
➢ Select Save
Module 2: Summary

At this point, you should be able to:

- Describe the features & benefits of the new PCard application.
- Access the new PCard application to:
  - Verify PCard transactions
  - Withdraw PCard transactions
  - Approve PCard transactions
  - Return PCard transactions
  - Setup My Favorite charge accounts & routings
Module 3: Accessing Reports

2. Search for available PCard reports:
   - PCard Transaction Detail Report (sample attached)
     ★ FIN_PCARD_187_Transaction_Detail
   - Credit Card Custodian Report
     ★ FIN_PCARD_257_Custodians
   - PCard Aging
     ★ FIN_PCARD_189_Aging_Report
3. Select the Report Help icons to review report instructions, report prompts, or view a sample report
4. Click on the report name & enter the selection criteria
5. Select Run Report

For access to & training in ReportMart3, visit
Overview: Oracle Financials Reporting Using ReportMart3
Sample Search Criteria

- Detailed reports can be generated using selection criteria such as:
  - Status
  - Transaction number
  - Date
  - Merchant Name
  - PTAE
  - Cardholder
  - Approver
Module 3: Summary

At this point, you should be able to:

- List the PCard reports available through Reportmart3
- Know how to access reports
PCard Help Resources

- JPMorgan Chase – report lost/stolen card
  1-800-316-6056
- JPMorgan Chase – for transaction details and disputes
  1-800-316-6056
- File a HelpSU Request
  - Category: Buying and Paying
  - Type: Financial Support Center
- Call Financial Support Center (FSC) 1-650-723-2772
- Online PCard Resources: