Purchasing Card (PCard) Program Overview
Course Objectives

This course will take approximately 1 hour to complete.

Lesson 1: PCard Program and Policy
- Apply university policy for the correct use and control of PCards
- Describe the procedure for obtaining a PCard

Lesson 2: Using the PCard Module
- Verify PCard transactions using the Oracle PCard module

Lesson 3: Accessing Reports
- Describe PCard reports available in OBI
- Access help resources
Lesson 1: PCard Program and Policy
Benefits of PCard

- Stanford’s Purchasing Card (PCard) is a credit card used to make purchases on behalf of the University
- Items purchased must be under $5,000, and not available through Stanford's purchasing system
- Simple to use – just present the card
  - Reduces the use of Purchase Orders
  - Reduces the use of Petty Cash
- Significantly reduces out-of-pocket expenses
- Allows schools and departments to charge Stanford-related expenses up to $5,000 or department-specified limits
- Allows schools and departments to obtain goods and services faster
- Stanford assumes liability
Types of PCards

Two Types of PCards:

- **Individual**
  - Issued to a specific person
  - Requires approval from manager or department chair/dean and financial Approver
  - Charges disputable with JPMorgan, as well as with merchant

- **Department**
  - Assigned to a department custodian:
    - Controls distribution of PCard to designated individuals
    - Tracks use and location of PCard
    - Ensures PCard is kept secure
  - Charges disputable with JPMorgan, as well as with merchant
  - Some departments may have different maximum transaction limits
Appropriate PCard Uses

- Only for purchases of non-travel related Stanford business expenses
- Transactions are audited and violations could result in revocation of card
- Applies to allowable, non-travel related purchases such as:
  - Office Supplies
  - Tools and Hardware
  - Dues and Subscriptions
  - Books (including departmental library materials)
  - Catering
  - Memberships (professional organizations only)
  - Local Business Meals
  - Gifts/Awards/Food in support of Employee morale (per Admin Guide – 2.2.10 Gifts and Awards for University Employees)
  - Conference Registration/Training Fees
  - Postage Stamps
- Department approval required for PCard applicants
- Policy: Admin Guide – 5.3.3 Purchasing Cards
Examples of Unauthorized Uses

Do **NOT** use the PCard to purchase any of the following items (not a complete list):

- **Personal expenses** – expenses not made on behalf of the University
- **Fabrications** – costs for parts and materials used to fabricate a piece of special purpose capital equipment (unless pre-approved by your University Property Administrator (UPA))
- **Hazardous materials/controlled substances** – defined by federal, state, or local regulations
- **Travel** – includes airline tickets, hotel costs, car rentals, and meals
- **Cash advances** – ATM or withdrawals
- **Laboratory animals** – animals used in labs
- **Transactions over $5,000** – no split receipts for transactions over limit
Roles and Responsibilities

Below are the roles and responsibilities of those involved in the use of a PCard:

- **Cardholder**: Employee whose name appears on an individual PCard
- **Custodian**: Employee who administers and verifies purchases made on a department PCard
- **Designee**: Person(s) authorized to make purchases using a department PCard
- **Verifier**: Individual responsible for reviewing transactions and receipts and verifying purchases in the Oracle PCard module
- **Approver**: Person(s) who conducts the final review of a transaction ensuring university compliance and approves the transaction

The full PCard process is shown on the next slide.
PCard Process

Cardholder
Cardholder makes a purchase by phone, fax, mail, online or in person

OR

Designee
Designee obtains preauthorization to make a purchase

Custodian/Designee
Designee requests card and completes log sheet to obtain card

Custodian/Designee
Makes a purchase 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 uploads backup/receipt for transactions over $75

Approver
Approves (or returns transaction to verifier). One or more approvers per transaction

PCard Auditor
May request additional documentation if needed for compliance

System
Transaction recorded in Oracle Financials. Debits department account.

Auditor
May request additional documentation if needed for compliance
Cardholder Responsibilities (Individual PCard)

- Successfully complete PCard training (this course)
- 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 attached in the PCard module during verification.
- Determine if appropriate sales tax was paid
- For individual PCards, contact merchants first to resolve disputes, if necessary contact JPMorgan Chase
- For individual PCards, immediately report lost or stolen card to JPMorgan Chase at (800) 316-6056, then notify the Financial Support Center (FSC) at 723-2772
- Cancel and shred your individual card if changing departments or leaving Stanford
Custodian Responsibilities (Department PCard)

- Successfully complete PCard training (this course)
- 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 PTAE for each transaction
- For department PCards, contact merchants first to resolve disputes, if necessary contact JPMorgan Chase
- Immediately report lost or stolen card to JPMorgan Chase at (800) 316-6056, then notify the Financial Support Center (FSC) at 723-2772
- If changing departments or leaving Stanford, call the Financial Support Center (FSC) at 723-2772
Verifier Responsibilities

- Successfully complete PCard training (this course)
- Verify transactions in the PCard module ASAP, but no later than 30 business days (Verifier cannot be the approver on the same transaction)
- Failure to verify transactions in a timely manner may result in revocation of the card
- Handle disputed transactions by coordinating with the cardholder and contacting the merchant and/or JPMorgan Chase as needed
- Immediately report lost or stolen Card to JPMorgan Chase at (800) 316-6056 and then notify the Financial Support Center (FSC) at 723-2772
- If changing departments or leaving Stanford, call the Financial Support Center (FSC) at 723-2772
Obtaining a PCard

Stanford faculty, staff and student employees are eligible to obtain PCards if they

- Have approval from their supervisor and department finance/budget officer
- Follow additional guidelines as defined by local business unit
- Complete this course, including the online test in STARS
- Complete and submit the application form to obtain a PCard from the Fingate website http://pcard.stanford.edu/
Reporting a Lost or Stolen PCard

1. If an Individual PCard 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 lost or stolen card.
PCard Cardholder Agreement

All PCard cardholders and custodians must agree to the Stanford University Cardholder Agreement prior to using the PCard. By completing this training, you are agreeing to the following:

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Stanford University Purchasing Card Tutorial provided and as such tutorial may be subsequently revised. I understand that Stanford University is liable to the bank for all charges incurred by me.

As the holder of this Purchasing Card, I agree to accept responsibility for the protection and proper use of this card as outlined in this agreement and Admin Guide Policy 5.3.3. The card remains the property of the bank. Transferring to, assigning to, or use by anyone other than the designated Cardholder is considered misuse of the card. I understand that I cannot use the Purchasing Card for the restricted commodities listed: capital equipment, fabrications, hazardous materials, chemical, travel and entertainment, meals purchased while traveling, cash advances, laboratory animals, weapons and ammunition, prescription drugs or controlled substances. All purchases must be made on behalf of the University, and must be verified and fully approved within 60 days of the purchase.

Cardholder Agreement continued on the next slide.
PCard Cardholder Agreement (Continued)

PERSONAL PURCHASES ARE STRICTLY PROHIBITED

Intentional or unintentional misuse of the PCard will result in the immediate revocation of privileges. Improper use of the PCard may also result in disciplinary action, up to and including termination of employment.

I understand that Stanford University may terminate my right to use the Purchasing Card at any time and for any reason. I agree to return the Purchasing Card to Stanford University immediately upon request, upon changing departments, or upon termination of my employment with the University.

For Faculty Staff or Student Employees: I understand that Stanford University may terminate my right to use the Purchasing Card at any time and for any reason. I agree to return the Purchasing Card to Stanford University immediately upon request, upon changing departments, or upon termination of my employment with the University.
Lesson 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.
- Review and agree to the Cardholder Agreement
Lesson 2: Using the PCard Module
Verify PCard Transaction Flow

All PCard transactions must be verified prior to approval. As a PCard verifier, it is your responsibility to review and verify all transactions made with the PCard for which you are verifier. This is the verification flow.

1. Receive e-mail notification
2. Log into Oracle
3. Open SU PCard Worklist
4. Review transaction details
5. Enter Business Purpose
6. Check Missing Receipt Box
   - Yes: Dispute Transaction?
     - Yes: Refer to Dispute Process
     - No: Verify Sales Tax
   - No: Add Number of Attendee(s)
7. Review line item detail
8. Update charge accounts and apply favorites (PTAE; as required)
9. Verify transaction
10. Upload receipts for transactions $75 or greater
11. Indicate if Expense Type is for Business Meal or Other (Non-meal expense)

Stanford University
The following slides will walk through a sample PCard transaction verification scenario.

The steps include:

- Receiving the Workflow Notification and email
- Accessing Oracle, the PCard Home page, and the Worklist
- Reviewing Transaction Details
- Entering the Business Purpose, if Missing Receipt, Country, and Expense Type
- Verifying Sales Tax and Calculating Use Tax
- Entering the PTAE charge account(s)
- Entering Approval Routings
- Attaching backup documents (receipts)
- Verifying the Transaction
- Disputing a Transaction
- Setting Up “My Favorites”
- Using PCard Search
- Handling Transactions Returned by Approver

Step-by-step instruction are in [How To: Verify PCard Transactions](#). Access the How To now to review during the scenario walkthrough.
After the PCard has been used for a purchase, you (the verifier) will be notified by email when you need to verify the transaction.

Click the link to open the PCard transaction to verify.
You can also get to the transaction to be verified by logging into Oracle at https://ofweb.Stanford.edu using your SUNet ID and Password.

Then select SU PCard from the list of available applications.
Open SU PCard Worklist

The **PCard application Home** page displays the **PCard Worklist**, which displays the status of all PCard transactions with which you are involved.

### Transactions you need 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 Name</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2442014</td>
<td></td>
<td></td>
<td>04-Sep-2015</td>
<td>Controllers Office</td>
<td>FIRE, OAK &amp; BARLEY</td>
<td>$17.85</td>
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### Transactions you need to approve

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<th>Cardholder Name</th>
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<th>Transaction Amount</th>
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<tr>
<td></td>
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<td></td>
<td></td>
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</table>

### Transactions selected for audit

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Merchant Name</th>
<th>Transaction Amount</th>
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<td>2848533</td>
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<td>ARTICULATE GLOBAL</td>
<td>$1698.00</td>
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### Transactions you have already verified

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<th>Notification ID</th>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
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<tr>
<td>2848533</td>
<td>12303456</td>
<td>08-Feb-2016</td>
<td>Details for the withdrawn PCard Transaction 2848533</td>
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</table>

### Transactions for which you are notified for informational purposes

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Notification ID</th>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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To access a transaction to verify, simply click in the **Transaction ID** listed in the **PCard Transactions to Verify** section.
You get the **Verify PCard Transactions** screen when you access the transaction from the email or Oracle notification, or the PCard Worklist.

Review transaction details.
Enter Business Purpose

Enter the **Business Purpose** for the transaction, which must provide detailed answers to the questions Who, What, When, Where, and Why.

See [Guidelines for Writing a Clear Business Purpose](#) for guidelines and examples.
Indicate if a receipt is lost or missing by selecting Yes and checking the box certifying that expenses were incurred on behalf of Stanford University business.

Select Yes or No to “Are you sending backup documents.” Receipts for transactions $75 or more are required. Receipts under $75 are optional or per department policy.
Country Where Charges Were Incurred

Select the **Country** where the charges were incurred from the drop-down list.
Verify Sales Tax

You must review expense documentation and receipts to determine if the correct sales tax was paid.

Select Yes, No, or Partial.

Select More Info to link to sales tax help.
Stanford University is subject to the California Sales and Use Tax regulations and is required to pay tax for tangible property **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: Review this information before continuing with this course.

http://web.stanford.edu/group/fms/fingate/staff/taxcompliance/sales_use_tax.html

You’ll learn more about Sales and Use Tax entry later in this lesson.
You must determine if the transaction should be disputed for reasons such as an unauthorized charge, duplicate charge, or the charge does not match the receipt.

You'll learn more about disputing a charge later in this course.

Assume this transaction is not in dispute and you have chosen No.
Select Expense Type

Use the Expense Type field to indicate if the expense was for a business meal (breakfast, lunch, dinner, or other) or a non-meal expense.

Indicate if Expense Type is for Business Meal or Other (Non-meal expense)
Select Expense Type

If the expense type is one of the four "meal" choices, enter the Number of Attendees at the business meal / event for which food was purchased.
Entering the PTAE

Next, enter the **PTAE** (Project, Task, Award, and Expenditure Type) to which the expense should be allocated (charged).

A default PTAE will display. You must verify that it is appropriate for the expense.
Entering the PTAE

If the PTAE is not appropriate and must be changed, select and apply a favorite PTAE from the My Favorite field...

...or simply enter the required PTAE in the fields. Fields will validate as values are entered.

Use the magnifying glass to search for values if needed.
Entering the PTAE

To split an expense between two or more PTAEs, click **Add Line**.

Update charge accounts and apply favorites (PTAE; as required)

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**To split an expense between two or more PTAEs, click Add Line.**

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**Update charge accounts and apply favorites (PTAE; as required)**
Enter the second PTAE or select a Favorite.

Allocate by entering an **Allocation Amount** or **Percent** for each PTAE (percent must total 100), and enter a reason for the split allocation.

Repeat to add additional PTAEs.
If Expense Includes Alcohol

If the Expense Type is one of the four "meal" choices, ensure that the Expenditure Type is either 52355 – FOOD, 52320- FUNDRAISING MEAL ENTRTN UNALW, or 52240 – EMPLOYEE MORALE.

If the expense includes alcohol, the entire amount of the tax and tip must be charged to Expenditure Type 52310 – ALCOHOLIC BEVERAGES UNALW – or 52325 – MEALS FOOD TAX & TIP UNALLOW – and must NOT be charged to a federally sponsored PTA.
Update/Allocate Use Tax

Next, you must update and allocate Use Tax if required.

Earlier, you reviewed expense documentation and receipts to determine if the correct amount of Sales Tax was paid.

If the correct Sales Tax was paid, select Yes on the drop-down list. The Use Tax fields disappear and no additional entry is required regarding Use/Sales Tax.
Calculating Use Tax

The **Use Tax** section shows the additional amount of Use Tax required.

You can update the **Total Taxable Amount** field if necessary to insure that the correct **Additional Tax Required** is charged.

If none of the required Sales Tax was paid, select **No**.

Update and/or allocate sales tax (as required)
Calculating Use Tax

If only a portion of the required Sales Tax was paid, select **Partial**.

Update both the **Total Taxable Amount** and **Actual Tax Paid** fields to change the **Additional Tax Required** to the correct amount.
Allocating Use Tax

Next, the **Additional Tax Required** amount must be allocated to one or more PTAEs.

Click **Create Tax Allocations**, and enter the PTAE to which the Use Tax amount should be allocated.

To split the Use Tax among two or more PTAEs, click **Add Line**.
Next, you must enter transaction approvers. Note that PCard holders and/or verifiers cannot approve expenses for themselves or for a person to whom they report either directly or indirectly.

The Approver Routing list you enter must include individuals with sufficient approval authority over the PTAE(s) charged.

If you have an approver routing list already set up in your Favorites, select the Favorite from the list and click Apply.
Approval Routings

You can also search for and enter approvers.

Click Add Approvers.

Click the magnifying glass (search) icon.

Enter approval routings and apply favorites (as required).
Approval Routings

Enter approval routings and apply favorites (as required).

Search by **Full Name** or **User Name** (SUNet).

Click **Quick Select** icon for the desired approver.
To search for approvers authorized for a specific **Project** and **Task**...

...click **Add Approvers**...

...then click the **approver inquiry** icon.

---

<table>
<thead>
<tr>
<th>Routing Order</th>
<th>Select Order</th>
<th>Approver/FYI</th>
<th>Status</th>
<th>Status Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>Purifoy, Gary G.</td>
<td>Pending Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Vaughan, Belinda</td>
<td>Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Approver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Approval Routings

Enter correct Total Taxable Amount, and Actual Tax Paid if applicable, then click Create Tax Allocations button.

Enter the **Project** and **Task** number and click **Go**.

Select the desired name and click **Apply**.

Enter approval routings and apply favorites (as required)
Click **Add Approvers** and repeat the process to add all approvers to whom the transaction should be routed.

Note: If the transaction has been pre-approved, add the pre-approver to the routing list and attach supporting documentation prior to submitting the transaction.
Approval Routings

Modify the **Routing Order** as needed. Number sequentially for sequential routing. Enter the same number for each approver for parallel routing.

For **FYI** and **Pre-Approvers**, select from the Approver/FYI drop-down list. Note that FYI recipients and Pre-Approvers do not "approve" the transaction but will receive notification regarding transaction status.

Enter a **Comment** to be seen by all approvers if desired.
Receipts and other relevant backup documentation is required for transactions of **$75 or more** per University policy. Check your department policy, which may be more stringent.

If a transaction is pre-approved, documentation supporting the pre-approval must also be attached.

Receipts and documentation can be attached in two ways **using these links**. Upload electronic files (PDF, JPG, etc.) or send documents via fax using a barcode cover page.
To upload, documents must be scanned or otherwise available on your computer as electronic files. Upload attachments by following these instructions.

Once uploaded, view attachments here.
Fax Attachments

To fax attachments, click the Reprint Barcode link and follow the instructions on the barcode cover sheet. Once faxed, attachments can be viewed using the Upload/View Attachments link.
When all entries are complete and receipts and supporting documentation are attached, click **Verify** to submit the transaction for routing to approvers.
Upload receipts for transactions $75 or greater

The **Confirmation** screen displays when the transaction is submitted.

You can upload or fax additional attachments from here using the links below if needed.

When finished, click **Return to Worklist**.
You will go to the **PCard Worklist** on the Oracle **PCard Home** page.
The verified transaction will be routed for approval and display in the **Verified PCard Transactions at a Glance** section.

You will see a **Pending Approval** status if you submit the transaction with attachments.
You will see a **Submitted** status if you have attachments to submit but have not yet uploaded or faxed them.

When approved by all approvers in the routing list, the status will change to **Approved**.
A verifier may withdraw a transaction from the approval process any time before it is fully approved. Withdrawal may be necessary if the verifier needs to make a change to the verified transaction. Simply access the transaction by clicking the Transaction ID and use the Withdraw button in the transaction.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Verifier Name</th>
<th>Merchant Name</th>
<th>Transaction Amount</th>
<th>Business Purpose</th>
</tr>
</thead>
</table>
Withdraw and Edit

The transaction will be moved to the **PCard Transactions to Verify** section with a status of **Withdrawn**. You can then access, edit and re-verify the transaction as needed.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Status</th>
<th>Saved</th>
<th>Transaction Date</th>
<th>Cardholder Name</th>
<th>Merchant Name</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2842014</td>
<td>WITHDRAWN</td>
<td></td>
<td>04-Sep-2015</td>
<td>Controllers Office</td>
<td>FIRE, OAK &amp; BARLEY</td>
<td>$27.41</td>
</tr>
</tbody>
</table>

Note that after approval, a transaction can no longer be withdrawn.
If an approver finds an issue with a transaction, they will return it to the verifier with a comment about the issue. The transaction will move to the PCard Transactions to Verify section with a status of Returned, and the verifier will receive a notification and email. The verifier should then edit the transaction to address the issue and re-verify the transaction.
Now, consider the procedure for disputing a PCard charge that does not match the receipt, is a duplicate, or was not authorized by the cardholder and may be fraudulent.

Here’s the general procedure if you believe a charge should be disputed:

- Discuss the reason for dispute with the cardholder
- Access the transaction in the Oracle PCard module
- Indicate that the transaction is in **Dispute** and enter a **Dispute Reason**
- Open a **Dispute Resolution Form** and print it out
- Fill out the form and have the cardholder sign it (if possible)
- Scan and upload the completed form into the transaction
- Enter a **Dispute Note** about the reason for the dispute (optional)
- **Save** the transaction (do not verify)

Then, contact the **merchant first** to see if they can resolve the dispute and issue a credit if appropriate. If unsuccessful, contact JP Morgan to dispute the charge.

When/If a credit (negative amount) is issued by the merchant or JP Morgan, **verify the credit transaction**.

After the credit transaction has been approved, or the dispute is otherwise resolved, return to the saved disputed transaction.

- Change **Dispute Resolved** to **Yes**
- Select the **Related Credit Transaction ID** (if a credit was issued)
- Revise the **Dispute Note** to explain the resolution
- Complete verification steps and **Verify** (submit for approval)
Dispute a Transaction

To indicate that a transaction is in dispute:

- Select **Yes** in the **Disputed** field
- Click **Generate Dispute Resolution Form** to launch the form
- Select a **Dispute Reason**
- Enter a **Dispute Note** if necessary to clarify anything about the dispute reason
Dispute a Transaction

- Print and fill out the form
- Have the cardholder sign and date
- Scan and upload the form as an attachment
- Save the transaction (do not verify)
Dispute a Transaction

Contact the **merchant first** to see if they can resolve the dispute and issue a credit if appropriate.

If unsuccessful resolving with the merchant, contact JP Morgan to dispute the charge. Note that charges must be disputed with JP Morgan within 60 days of the transaction date (JP Morgan will not resolve any disputes over 60 days old).

When/If a credit (negative amount) is issued by the merchant or JP Morgan, **verify that credit transaction** in the Oracle PCard module.
Dispute a Transaction

To indicate that a disputed transaction has been resolved:

- Change **Dispute Resolved** to **Yes**
- Select the **Related Credit Transaction ID** (if a credit was issued)
- Revise the **Dispute Note** to explain the final reason for the resolution
- Complete verification steps and **Verify** (submit for approval)

After the credit transaction has been approved, or the dispute is otherwise resolved, return to the saved disputed transaction through **PCard Home – PCard Transactions to Verify**.
Using the PCard Search Page

The Oracle PCard Module has a powerful search feature that you can use to find transactions. Click **PCard Search**.
PCard Search Page Results

Enter Search criteria and click Go.

Transactions that match the criteria display here. Click the Transaction ID to go to transaction details.
Setting Up Favorites

Use the My Favorites feature to set up Charge Account Favorites and Approver Routing List Favorites.

Be sure to set up your favorites before beginning to verify transactions, as it can make the allocation and approver routing steps much easier to enter.
Lesson 2: Summary

At this point, you should be able to:

- Describe the features and benefits of the PCard module
- Access the PCard module to:
  - Review Transaction Details
  - Enter the Business Purpose, if Missing Receipt, Country, and Expense Type
  - Verify Sales Tax and Calculate Use Tax
  - Enter the PTAE charge account(s)
  - Enter Approval Routings
  - Attach backup documents (receipts)
  - Verify the Transaction
  - Dispute a Transaction
  - Set Up “My Favorites”
  - Use PCard Search
  - Handle Transactions Returned by Approver
Lesson 3: PCard Reports
Available PCard Reports

OBI stands for Oracle Business Intelligence – a suite of reporting and analysis tools in an easy to use interface.

PCard reporting can be performed using the OBI Expense Requests and SU Credit Card Activity dashboard.

- Aging Credit Card Transaction Report
  - This report displays all outstanding SU Credit Cards (Purchasing Card and Travel Card) transactions that have been prepaid but still require verification or expense request processing and approval.
Available PCard Reports

**OBI Expense Requests and SU Card Activity** dashboard reports include:

- **SU Credit Card Information**
  - This report displays active and inactive Purchasing Cards and Travel Cards for a PTA or Organization and details of their respective Credit Card Holders and Verifiers and daily and monthly charged limits.

- **SU Credit Card Transaction Report**
  - This report displays all Purchasing Card and Travel Card transactions with merchant, charging and approval details, and aging status on transactions that have not been verified and expensed.
Getting Access to OBI


- Find:
  - Authority requirements under **ACCESS**
  - Available and required courses under **TRAINING**

- And much more ...

- Launch OBI reports: [https://bi.stanford.edu](https://bi.stanford.edu)
- Questions: Contact the Financial Support Center at (650) 723-2772
Lesson 3: Summary

At this point, you should be able to:

- Describe the PCard reports available in OBI
- Access reports
- Access the OBI Financial Reporting website on Fingate
References

Administrative Guide – 5.3.3 Purchasing Cards

About the PCard Module of Oracle Financials

Step-by-Step Instructions for PCard Module Users
https://web.stanford.edu/group/fms/fingate/finsystem/pcard/howto.html

Guidelines for Writing a Clear Business Purpose
http://web.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/guide_bus_purpose.html

Apply for a PCard
http://pcard.stanford.edu/

Log into Oracle
https://ofweb.Stanford.edu

Sales and Use Tax
http://web.stanford.edu/group/fms/fingate/staff/taxcompliance/sales_use_tax.htm

SU Credit Card Activity – OBI Reports Overview

Launch OBI Reports
https://bi.stanford.edu
Oracle Upgrade

Stanford has recently upgraded to a new version of Oracle that has changed the look of the Oracle Home page and applications launched from the home page.

Instead of the blue theme, you'll see a theme branded with Stanford Cardinal colors.

Everyone that accesses applications through the Oracle Home Page will experience the new look and functionality, including options to personalize the layout and choices available on your home page.

Note that application features, functions, and fields remain the same as those presented in this course.

See the Oracle Upgrade Quick Start Guide for details.
Final Test – PCard Policy & Procedure

Congratulations! You’ve completed the training. All that’s left is the Final Test.

You can access the Final Test in STARS [here](#).

Good luck!