

# PCard Compliance

## Training Guide

## Overview

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The Procurement Card Services (PCard Services) operates under the Procurement Services and is responsible for the following.

- Imaging and reviewing of all cardholder monthly activity statements packages for accuracy and completeness.
- Monitoring reconciliation of Delinquent PCard charges.
- Performing a compliance review to identify incorrect use of expense codes.
- Handling PCard Budget Errors on Vouchers

## Monthly Cardholder Activity Statements & Receipt Review

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The Support Services Department images statements and receipts in a secure folder in the imaging system BDMS - Application Xtender. The cardholder department's responsibility is to ensure that all receipts for the charges on the statement are included with the statement and that the statement is signed by the cardholder, the cardholder's supervisor and the reconciler. These statements, along with the attached receipts, need to be sent to the Support Services Department by the end of the month from the statement date. (Example: Statement dated 01/04/2014 due close of business 01/31/2014)

## Instructions for Sending Statements & Receipts to PCard Compliance:

### Submitting Statements and Receipts through E-mail

- Organize the receipts in the order of the charges on the statements.
- Refrain from using a highlighter on the activity statement or receipts/statements/invoices as this negatively affects the quality of the scanned image.
- Scan the documents in black and white at 200 dpi resolution and attach the documents to your e-mail in pdf file format.
- Send separate e-mails for each cardholder activity statement and supporting itemized receipts.
- The subject line should have the name of the cardholder and the date of the statement.
  - For example: 04/04/2011 - John Smith
- In your e-mail, please include your telephone number where we can reach you and the number of pages attached.
- Submit the PCard statements to [pcardreceipts@usf.edu](mailto:pcardreceipts@usf.edu)

### Submitting Statements and Receipts through Campus/Interoffice Mail

- Arrange the receipts in the order of the charges on the statements.
- Refrain from using a highlighter on the activity statement or receipts/statements/invoices as this negatively affects the quality of the scanned image.
- Do not use staples to hold statements together. Paper clips and rubber bands can be used.
- Keep the originals at your department and send a copy of the statements and receipts to Support Services Department, ALN 147

### Reviewing Transactions for Compliance with Policy

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- PCard Services Staff review PCard charge receipts and check for accuracy and completeness of documentation. Additional documentation may be requested from the cardholder department where necessary. PCard Services staff work with the departmental staff to resolve any non-compliance issues.
- PCard Services also reviews charges for correct use of expense codes. Errors identified are brought to the cardholder department's attention and are requested to make a correction to the ledgers.

For help with selecting the correct account code, please refer to Expenditure guide located on the PCard website: <https://www.usf.edu/business-finance/purchasing/documents/expenditure-guide.pdf>

## Monitoring PCard Charge Reconciliation

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### Delinquent PCard Charges

- The PCard charges are loaded by PCard Services into FAST daily from JPMorgan Chase.
- From the date the charges are loaded in the system, the reconcilers have 7 days to approve the charges.
- When a charge cannot be approved, an appropriate comment needs to be entered in the comments space provided, so that PCard Services staff can review the comments.
- When the charge needs to be disputed, the cardholder needs to contact the bank to file a formal dispute and completing any required paperwork.
- When the charges are not approved within 7 days and if a dispute is not filed, the reconcilers/approvers and the cardholders will receive a notification reminding them that there are charges pending in FAST that need to be approved immediately.
- After 14 days the college administration will be notified that the charges remain unapproved.
- After 21 days the VP administration will be notified that the charges remain unapproved and the cards are at risk of being put into suspension.
- After 28 days, cards will be suspended.

### Delinquent PCard Travel Charges

- PCard Travel charges are loaded by PCard Services into FAST daily from JPMorgan Chase.
- All travel PCard charges must be associated with an Archivum Travel Request (TR) number by entering TR number into the Appian TR tab. This step will ensure the travel PCard charges are automatically pulled into the Archivum Expense Report.
- For all charges that are not approved within 7 days, the reconcilers/approvers and the cardholders will receive a notification reminding them that there are charges pending in FAST that need to be approved immediately.
- After 14 days the college administration will be notified that the charges remain unapproved.
- After 21 days the VP administration will be notified that the charges remain unapproved and the cards are at risk of being put into suspension.
- After 28 days, cards will be suspended.

## Handling PCard Budget Errors on Vouchers

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PCard charges that are approved by the reconcilers pass a budget check at the approval level. When these charges go through a voucher build process every hour, they are budget checked and sometimes fail, creating a budget error. PCard Services contacts the cardholder's reconciler and the department's financial contact to assist in resolving the budget error. The department financial contact or the reconciler needs to provide budget or an alternate chartfield to resolve the budget error within 3 business days of the notification. These budget errors need to be resolved by month end and the 3 business days may be reduced if the budget error occurs on the last day of the month.

## Additional Information

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Website for additional help

<http://tiny.cc/PCard1>

People who can help you

PCard Services:	General Information   <a href="mailto:pcard@usf.edu">pcard@usf.edu</a>
	Charlotte Eppich   (813) 974-5785   <a href="mailto:ceppich@usf.edu">ceppich@usf.edu</a>
	Roselyn Rodriguez   (813) 974-5676   <a href="mailto:roselynr@usf.edu">roselynr@usf.edu</a>
Voucher Budget Errors:	Teddi Botteron   (813) 974-3714   <a href="mailto:tbotteron@usf.edu">tbotteron@usf.edu</a>

## Helpful Query

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### U\_PCARD\_TRAVEL

This query can be used as a helpful tool in reconciliation of both, general commodity purchases as well as Travel related charges in FAST. Reconciliation of commodity purchases is done on the PCard side through the approval and statement reconciliation process, while the reconciliation of travel charges is accomplished on the travel side by associating the appropriate Authorization with the charge and ultimately pulling the charge into the Expense Report.

Only individuals set up as reconcilers for a cardholder can produce results for that cardholder. While running this query, you are prompted for the Cardholder Employee ID and a beginning and ending date. The date in this prompt is the Bank Post Date. This query can produce results that match the list of PCard charges in the Monthly Activity statements if the beginning date is the 5<sup>th</sup> of the month and the ending date is the 4<sup>th</sup> of the following month. Most of the columns are self-explanatory and are similar to the information in the Monthly Cardholder Activity Statements. However, below is a brief explanation of the additional columns in the query.

- **Traveler Emplid** - This is the employee id of the Traveler in whose charges have been associated with an authorization id/Appian TR. (Note: this may or may not be the same as the cardholder.)
- **Traveler Name** - This is the name of the Traveler in whose charges have been associated with an authorization id/Appian TR. (Note: this may or may not be the same as the cardholder.)
- **Expense Report** - Travel Expense Report number that this charge was pulled into.
- **Travel Auth Id** - Travel Authorization number that the charge is associated with.
- **ER or PCard Approval Date** --
  - Charges already approved will read 'PCard charge approved on XX/XX/XXXX 'and approval date will be provided.
  - If the charge has not been approved yet, this column will be blank.

For any further assistance with Travel related questions, please visit the Travel website at <http://tiny.cc/USFTravel>

## Unreconciled PCard Transaction Tile Instructions

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What is the “Unreconciled PCard Transaction Tile”?

It is a collection of information which provides the ability for you to see all the unreconciled PCard transactions for those PCard Holders where you are identified as the reconciler and/or traveler delegate. The tile shows up on your FAST Home page for as long as you have it enabled. The tile provides awareness into the fact that PCard Transactions have been posted - without requiring you to check all your PCard Holder’s transactions.

How does it know what to show me?

PCard Services maintains a listing of all reconcilers for every PCard holder and Travel maintains a listing of all traveler delegates. This listing enables us to identify which PCard Holders and/or Travelers you reconcile. When you bring up the FAST Home page we know who you are, and the tile populates based on a query that pulls all this information together to present the unreconciled transactions you are responsible for reconciling.

What do I do if I am not the reconciler for one of these PCard Holders, or not the Traveler’s Delegate?

If you are not the reconciler, fill out the FAST Reconciler Set-Up Form. If you are not the Traveler’s delegate, fill out the Delegate Assignment Request Form. Ensure you follow instructions for deleting.