

# PCardholder Activity Statement Manual



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## Roles | Department Users:

- Proxies (Reconcilers, Verifiers, View Only Role)
- Cardholders
- PCard Administrators

## Overview

Cardholders and Proxies (Reconcilers, Verifiers, View Only role) may retrieve or view PCard bank statements online within the current FAST 9.2 system.

Cardholders and Proxies may produce a report in PDF or Excel format showing all PCard transactions posted to the bank for the most recent or any previous bank cycle. The bank cycle is defined as: The 5<sup>th</sup> of one month through the 4<sup>th</sup> of the following month. Example: The April, 2016 cycle is from the 5<sup>th</sup> of April through the 4<sup>th</sup> of May. This is the May Cardholder Activity Statement. To allow complete posting of transactions, the report for any current month is not available until the 10<sup>th</sup> day of the following month. Previous months reports are available at any time back through September 2005 when the PCard Module in FAST came online.

Proxies may produce reports for only those cardholders whose accounts they currently review and reconcile. Cardholders may produce reports themselves as they are automatically loaded on their own account in a "View Only" role. When an account is closed, PCard Services removes the proxies after a 90 day period. PCard Services should be contacted if a report is needed on a closed account after the 90 day period.

NOTE: The information in this guide is based on certain assumptions:

- Users have previously received training in PeopleSoft navigation
- Control tables have been set up with needed values prior to performing the activities described below.

## Occurrence

Online Review: As needed anytime on the 10<sup>th</sup> calendar day of each month for the previous month

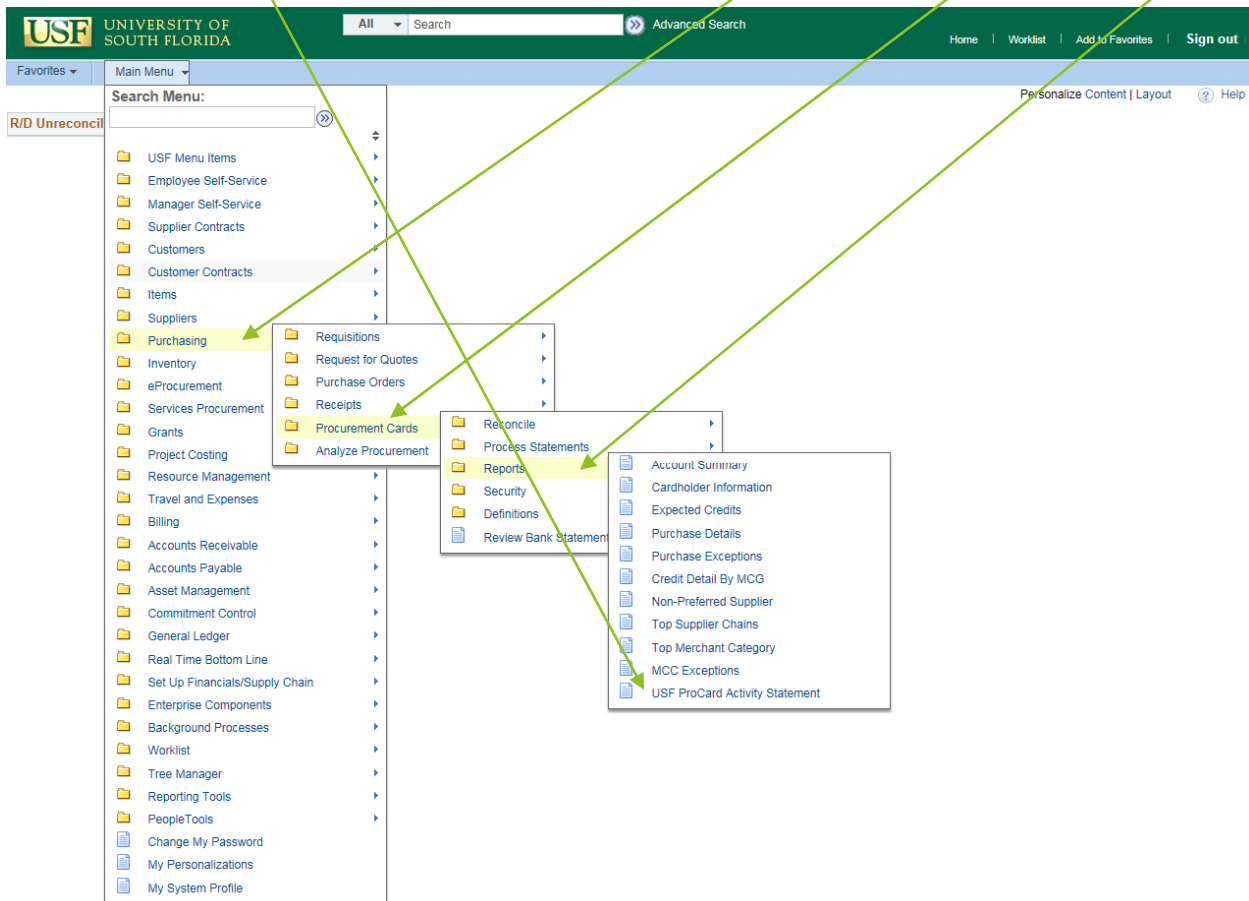
## Method of Statement Retrieval

### Short Guide:

- Step 1: Navigate to the USF ProCard Activity Statement Page
- Step 2: Search for Cardholder Activity Statement
- Step 3: Run the Cardholder Activity Statement
- Step 4: Statement Retrieval in Excel

### Step 1: Navigate to the USF ProCard Activity Statement Page

1.1 Navigate to the Activity Statement page by selecting **Purchasing, Procurement Cards, Reports, USF ProCard Activity Statement** from the screen menus



## Step 2: Search for the Cardholder Activity Statement

2.1 Establish a Run Control by selecting the tab that states Add a New Value.

USF UNIVERSITY OF SOUTH FLORIDA

Search

Favorites Main Menu Purchasing Procurement Cards Rep

### USF ProCard Activity Statement

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

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

2.2 On the next page in the block labeled Run Control ID: enter the name of the run control in capital letters. Any name can be used as in the below example. If using more than one word, use the underscore between the words. Click on the box labeled Add to access the Report Request Parameters.

USF UNIVERSITY OF SOUTH FLORIDA

Search

Favorites Main Menu Purchasing Procurement Cards

### USF ProCard Activity Statement

Find an Existing Value Add a New Value

Run Control ID

Add

Search Advanced Search

2.3 The above screen shot (para 2.2) shows the initial entry in this module. Subsequent entries into the module after the initial run control is established are made by just a click on Search (para 2.1) for direct entry to the Report Request Parameters shown below.

2.4 Choose the Card Issuer by clicking on the icon next to the field

2.5 A pop up screen will appear indicating the Card Issuer (bank provider) options. Click on the appropriate bank name

Card Issuer	SetID	Description
BOA		USFSI Bank of America
JPMC		USFSI JPMORGAN CHASE
MC		USFSI Orbitz Master Card

### Step 3: Run the Cardholder Activity Statement

3.1 Enter the other parameters in the designated blocks as shown below. In this example, the XXXXX in the cardholder Empl ID represent the last 5 digits of the actual cardholder. Note there are three blocks of required entries. If you want the activity statement for just one cardholder, enter that employee ID. If you want the activity statements for all cardholders, leave the Empl ID blank. As stated in the overview on page 1, statements can only be produced on cardholders the reconciler is loaded against (includes verifiers and view only roles). Also see the overview for an explanation of the 'Month' criteria. Note a statement will not be produced if there are no transactions to retrieve.

USF ProCard Activity Statement

Run Control ID: ACTIVITY\_STATEMENT

Report Manager | Process Monitor | **Run**

**Report Request Parameters**

Current statements are not available until the 10th of the month.  
Parameters with an \* are required entries.  
Specific cardholders may be extracted by entering their Employee Id.

\*Card Issuer: JPMC

Empl ID: 00000XXXXX

\*Month: 03 - March

\*Year: 2016

Buttons: Save, Return to Search, Notify, Add, Update/Display

3.2 When the required entries are loaded, click on the Run button. The following screen will appear.

Process Scheduler Request

User ID | Run Control ID: ACTIVITY\_STATEMENT

Server Name: [Dropdown] | Run Date: 05/25/2017 | Run Time: 9:05:27AM | Reset to Current Date/Time

Recurrence: [Dropdown] | Time Zone: [Dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PCard Activity Report	U_PCRDAC_XML	BI Publisher	Web	PDF	Distribution

Buttons: OK, Cancel

3.3 Click on the Ok button.

3.4 The same screen as para 3.1 will appear. On this screen, click on Report Manager.

USF ProCard Activity Statement

Run Control ID ACTMITY\_STATEMENT      Report Manager      Process Monitor      Run

**Report Request Parameters**

Current statements are not available until the 10th of the month.  
Parameters with an \* are required entries.  
Specific cardholders may be extracted by entering their Employee Id.

\*Card Issuer

Empl ID

\*Month

\*Year

3.5 The following screen will appear. Click on the Administration button.

List    Explorer    **Administration**    Archives

**View Reports For**

Folder  Instance  to

Name  Created On   Last  1 Days

**Reports**      Personalize | Find | View All |  |

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

First  1 of 1  Last

3.6 Periodically click on the Refresh button until you have a Status of Posted for the single or multiple statements, depending if you selected to run the report for a single cardholder or all cardholders (para 3.1 above).

3.6.1 Note: the numbers within the brackets are employee IDs. You can use the Find feature to find a specific cardholder's statement prior to clicking on it. If you have more than 50 rows, meaning, 50 statements, you may want to click View All or scroll through the pages.

3.7 Click on the link in the description. The statement will show for viewing and printing. Repeat this step for additional cardholders.



**Procurement Card Activity Statement**  
Run Date: 5/25/2017  
Run Time: 10:15 AM

Statement date: 9/4/2016 for August 2016

Department ID: 511701 Monthly Credit Limit: \$ 5,000.00

Card Issuer: JPMC

Cardholder Name: [REDACTED]

Emplid: [REDACTED]

Reference #	Bank Post Date	Acct#	Purchase Date	Merchant Name	MCC	Amount	ER or Auth#
24692166238000079782302	8/26/2016	9787	8/25/2016	IN *CLARIX TECHNOLOGIES I	05045	1,773.99	
24332396240008227154501	8/29/2016	9787	8/26/2016	AOE SUPPLY INC.	05970	89.98	
24013396243004085077440	8/31/2016	9787	8/30/2016	FLORIDA EDUCATION FOUNDAT	08398	150.00	0000183296

Summary for Cardholder Name: [REDACTED]

Total records: 3 Total Amount: \$2,013.97

Monthly Credit Limit: \$ 5,000.00

I certify that all charges are valid as official university approved purchases.

Cardholder Name (print) Cardholder Signature Date

I certify that all charges are within the scope of the Cardholder's assigned duties.

Cardholder Supervisor Name (print) Cardholder Supervisor Signature Date

I have attached appropriate documentation for all charges as instructed in the University PCard Manual (i.e., legible support with vendor name, date, itemized description, unit cost, shipping information, etc.).

Reconciler Name (print) Reconciler Signature Date



- 3.10 After viewing and or printing, close the screen and use the main menu button to go elsewhere in the PCard module as needed. The report just run will stay in place for 24 hours and can be rerun as needed. Waiting for the report to return Success and Posted is not needed since it has already run.

## Step 4: Statement Retrieval in Excel

- 4.1 Although these reports must be produced and signed in the non-changeable PDF format, there is another way to retrieve the same information in an Excel format. The Excel report cannot be used as the signature page, but is a valuable tool for analysis as the data can be arranged as needed. The Excel report information is the same as the last PDF report extracted. If additional Excel reports are needed, subsequent PDF reports must be run. If you run a PDF report for all your cardholders for one month, the Excel report will show the same data.
- 4.2 To retrieve the Excel report in FAST, expand the left Main Menu option at the top of the screen then go to the bottom of the menu and locate Reporting Tools. Click on that link and then locate Query Viewer. Click on Query Viewer. Locate the box labeled **Search By:** and go to the empty box to the right with the words "begins with." In this box, enter the Query Name U\_PCARD\_ACTIVITY\_STMT exactly as shown and click on Search.

### Query Viewer

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

\*Search By  begins with

[Advanced Search](#)

4.3 When this query appears, click on **Run to Excel**.

New Wind

**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
U_PCARD_ACTIVITY_STMT	PCard Activity Statement	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

4.4 In the next page in the block provided, you will enter the name of the Run Control previously established and click on View Results. You now have the data shown from the last PDF report. In this example, specific cardholder data was deleted for security.

**U\_PCARD\_ACTIVITY\_STMT - PCard Activity Statement**

Run Control ID

Trans Date	Posted	Merchant	MCC	Amount	Dept	From Date	Through Date	Monthly
3/4/2016	3/7/2016	AIR PLANNING LLC	04789	489.150	050500	3/5/2016	4/4/2016	150000.000
3/4/2016	3/7/2016	ARAMARK USF DINING SERVIC	05811	282.000	050500	3/5/2016	4/4/2016	150000.000
3/4/2016	3/7/2016	ARAMARK USF DINING SERVIC	05811	339.800	050500	3/5/2016	4/4/2016	150000.000
3/4/2016	3/7/2016	EMBASSY SUITES TAMPA	03695	700.670	050500	3/5/2016	4/4/2016	150000.000
3/7/2016	3/9/2016	ASAP AWARDS	05999	2333.000	050500	3/5/2016	4/4/2016	150000.000
3/9/2016	3/9/2016	BELL INDUSTRIES INC	04816	44.510	050500	3/5/2016	4/4/2016	150000.000
3/8/2016	3/11/2016	HYATT PLACE MYSTIC	03812	9401.250	050500	3/5/2016	4/4/2016	150000.000
3/13/2016	3/15/2016	MISSION INN RESORT & C	07011	3894.390	050500	3/5/2016	4/4/2016	150000.000
3/15/2016	3/16/2016	AMAZON MKTPLACE PMTS	05942	26.960	050500	3/5/2016	4/4/2016	150000.000
3/17/2016	3/21/2016	BRANDON RENTAL CENTER INC	07394	140.000	050500	3/5/2016	4/4/2016	150000.000

4.5 Since this is a public query, you may use Query Manager to change the order in which the data is displayed. You may also save to your own queries for future use or just close the query and spreadsheet.

## Closing

This completes the instructions for retrieval of Cardholder Activity Statements from FAST. It was designed for reconcilers/viewers/cardholders with FAST access and some knowledge of FAST procedures. These reports provide for enhanced security and ease of producing statements for department files and submission to PCard Services. Additional information about the PCard program can be found at the following link: <http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx>

Questions on procedures or suggestions for improvement to this manual should be directed to [pcard@usf.edu](mailto:pcard@usf.edu). Your support and understanding is appreciated.