Introduction:
The University of South Florida is implementing Archivum Travel, which is a front end product by vendor Appian meant to streamline and optimize business functions. There are many changes coming to the Travel module. In regards to how that interacts with the PCard module, travel related PCard charges will now appear in the PCard module, and will be reconciled similarly to how commodity charges are currently reconciled. The major difference is that for travel related charges, reconcilers will need to add in a traveler and an Appian TR (travel request) to a new page housed in the individual charge’s distribution.

What’s New?
Within the Reconcile Statement page, reconcilers can see old closed transactions, or new staged transactions that need reviewing and reconciliation. Here, reconcilers can easily find out which charges have Appian TRs associated to them, as they would depict a “Y” under the Appian Travel column. If there isn’t a TR associated to a charge, then the field is blank:

When going to the Distribution page, reconcilers will see a new Appian TR tab:

Within the Appian TR tab is where reconcilers define the Traveler Empl ID and TR number:
By clicking on the Appian TR ID magnifying glass, reconcilers can see the TR numbers associated with the Traveler Empl ID and also a description of the request, to ensure they’re selecting the right one:

Select OK, then save the page so changes are properly saved.
FAQ:

1. If I’m reconciling a non-travel related PCard charge, what do I need to do differently?

Nothing is different for non-travel related charges. Refer to the reconciler’s manual for additional instructions.

2. I’ve defined the traveler, but clicking on the magnifying glass doesn’t give me the correct TR for that I need to select. Why is that?

This means that the travel request, in Archivum Travel, isn’t in yet in an Approved or In Progress status.

3. There’s a TR associated with a PCard charge, but I don’t see the PCard charge in Archivum Travel.

Charges can be seen in Archivum Travel once the PCard charge is in a closed status. If reconciling a charge and approving it, due to the FAST system process schedule, it may take up to an hour for the charge to be changed from an approved, to a closed status. Once it is reconciled and the charge is in a closed status in PCard, it will be in Archivum Travel. If adding a TR to charge that was closed as it was already reconciled, the charge appears in Appian instantly after refreshing there.

4. How do I know which TR should be associated to a PCard charge?

Travelers and PCard holders will need to provide reconcilers the appropriate TR number. Reconcilers and delegates would also need to work together.

5. I’ve entered the wrong TR to a PCard charge, can I change it?

Yes. If defining, and saving the wrong traveler and/or TR, you’re able to go back into the reconciliation page, find your charge, and change the traveler and/or TR. Save the page afterwards.

6. I’ve entered a TR for a charge that should have never had a TR associated to it. What can I do?

You’re able to remove the TR from a charge that should have never had a TR to begin with. Find your charge, go to the Appian TR tab, and delete the traveler and select OK. Save the page. The “Y” under the Appian TR column will go away. Please note that the chartfields cannot be changed.

7. Why am I getting a “Warning – this charge may be travel related. Please enter the traveler and Appian TR if it is a travel charge” message?

This message appears when saving from distribution and when saving an approved charge, if there isn’t a TR associated to the charge. If the merchant category code (MCC) associated with the charge is travel related, the warning is a reminder that a TR may need to be entered.

8. Why am I getting an “An Appian TR needs to be selected if entering a traveler emplid” error message?

To maintain data integrity, this error message means that a traveler employee ID was entered, but a TR was not. Please ensure a traveler and a TR are entered prior to saving the distribution.
9. Who can I reach out with questions?

For questions regarding the PCard reconciliation in FAST, email pcard@usf.edu. For questions regarding the Archivum Travel pages, email travelhelp@usf.edu.