



PCard Compliance

Training Guide



Overview

The Procurement Card Services (PCard Services) operates under the Purchasing Department 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

The PCard Compliance 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 PCard Compliance 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 .tiff or .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

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 PCard Compliance, SVC 1072

Reviewing Transactions for Compliance with Policy

- PCard Compliance reviewers review PCard charge receipts and check for accuracy and completeness of documentation. Additional documentation may be requested from the cardholder department where necessary. PCard compliance staff work with the departmental staff to resolve any non-compliance issues.
- PCard Compliance 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: <http://www.usf.edu/business-finance/purchasing/documents/usf-expenditure-guide.pdf>

Monitoring PCard Charge Reconciliation

Delinquent PCard Charges

- The PCard charges are loaded by PCard Services into FAST daily from JP Morgan 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 compliance staff can review the comments.
- When the charge needs to be disputed, the PCard Services Office needs to be contacted for completing the required paperwork and filing a formal dispute with the Bank.
- 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 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 moved to the travel wallets by an automated process when PCard Administration loads PCard charges into FAST daily from JP Morgan Chase.
- The charges are moved based on the merchant category code (MCC); however, some charges may be exceptions. In such cases, a request needs to be sent to travelhelp@usf.edu to manually move the charges.
- All charges in the travel module need to be assigned to an Authorization or pulled into an Expense Report.
- For all charges that are not assigned to an Authorization or pulled into an expense report for more than 7 days, the delegates and the cardholders/travelers will receive a notification that there are charges pending in the travel module.
- 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

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 compliance 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

Website for additional help

www.usf.edu/PCard

People who can help you

- PCard Compliance:
 - General Information | pcardcompliance@usf.edu
 - Charlotte Eppich | (813) 974-5785 | ceppich@usf.edu
 - Roselyn Rodriguez | (813) 974-5676 | roselynr@usf.edu
 - Nicole Kornicks | (813) 974-8968 | nicolek@usf.edu
- Voucher Budget Errors:
 - Marsha Adams | (813) 974-6045 | mbadams@usf.edu

Helpful Query

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 are able to 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 5th of the month and the ending date is the 4th 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.

- **PCard Tran Amt Moved to Wallet** - If the charge was moved from the PCard side to the Travel side, it will show in this column. It could be the whole amount of the original charge or a portion of the charge if the charge was split after being moved to the Wallet.
- **Traveler Emplid** - This is the employee id of the Traveler in whose Wallet the charge was moved to. (Note: this may or may not be the same as the cardholder.)
- **Traveler Name** - This is the name of the Traveler in whose Wallet the charge was moved to. (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** --
 - If the charge was already approved on the PCard side, it will read 'PCard charge approved on XX/XX/XXXX' and approval date will be provided.
 - If the charge is on the PCard side but not approved yet, this column will be blank.
 - If the PCard charge is pulled into an Expense Report that is not yet approved, it will read 'ER approved on' but will have no date.
 - If the charge was pulled into an already approved Expense Report, it will read 'ER approved on XX/XX/XXXX' and approval date will be provided.
 - If the charge is in the Travel Wallet and not associated with an authorization or pulled into an Expense report, it will read 'PCard charge approved on' and will have no date.

For any further assistance with Travel related questions, please visit the Travel website at <http://www.usf.edu/business-finance/controller/payment-services/index.aspx>

Instructions to use Digital Signatures

You will need to have Adobe Acrobat Pro installed on your computer.

The statement in FAST is generated as a PDF file. Open the file. Click on tools. If you have not created your digital signature, click on 'Sign Document' and follow the steps to create the signature.

The screenshot shows a PDF document titled "University of South Florida Procurement Card Activity Statement - Statement Date 5/4/2013 for April 2013". The document includes the following information:

- Page No. 1 of 1
- Run Date 5/11/2013
- Run Time 3:11:25 PM
- Dept Id: 010101 Monthly Credit Limit: 5,000.00
- Cardholder Name: Araujo, Sheraine
- Empl Id: 00000012345

Reference #	Bank Post Date	Acct #	Purchase Date	Merchant Name	MCC	Amount	ER or Auth #
244500310260027407083	4/12/2013	1234	4/11/2013	Fisher Scientific	12345	123.50	
123456789101112131415	4/13/2013	1234	4/9/2013	Office Depot	01010	50.00	
0101010101010101010	4/15/2013	1234	4/15/2013	Delta Airline	23456	250.00	0000110631

Summary for 'Cardholder Name' = Araujo, Sheraine (3 detail records)

Sum 423.50

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

Cardholder Signature _____ Date _____

Once the signature is created, select 'Place Signature' under tools. Click and drag to draw at the area where you would like the signature appear. The following is how it will look.

The screenshot shows the same PDF document as before, but with the "Sign Document" dialog box open. The dialog box displays the following information:

- Sign As: Sheraine Araujo
- Certificate Issued: Sheraine Araujo
- Appearance: Standard Text
- Digitally signed by Sheraine Araujo
- DN: cn=Sheraine Araujo, o=University of South Florida, ou=Controller's Office, email=shera@usf.edu, c=US
- Date: 2013.12.04 11:11:20 -05'00'
- ☐ Lock Document After Signing

The "Tools" panel on the right side of the document is visible, showing the "Sign & Certify" section with options like "Sign Document", "Place Signature", "Apply Ink Signature", "Time Stamp Document", "Validate All Signatures", and "More Sign & Certify".

Click Sign. It will prompt you to save the document. Save it and forward to your reconciler to attach the receipts and submit to pcardreceipts@usf.edu.

Below is what a digitally signed document will look like.

University of South Florida	Page No. 1 of 1
Procurement Card Activity Statement – Statement Date 5/4/2013 for April 2013	Run Date 5/11/2013
Dept Id: 010101 Monthly Credit Limit: 5,000.00	Run Time 3:11:25 PM

Cardholder Name: Araujo, Sheraine
Empl id: 00000012345

Reference #	Bank Post Date	Acct #	Purchase Date	Merchant Name	MCC	Amount	ER or Auth #
244500310260027407083	4/12/2013	1234	4/11/2013	Fisher Scientific	12345	123.50	
123456789101112131415	4/13/2013	1234	4/9/2013	Office Depot	01010	50.00	
010101010101010101010	4/15/2013	1234	4/15/2013	Delta Airline	23456	250.00	0000110631

Summary for 'Cardholder Name' = Araujo, Sheraine (3 detail records)

Sum	423.50
-----	--------

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

Sheraine Araujo

Digitally signed by Sheraine Araujo
DN: cn=Sheraine Araujo, o=University of South Florida,
ou=Controllers Office, email=sheraine@usf.edu, c=US
Date: 2013.12.04 11:26:21 -05'00'

Cardholder Signature

Date

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

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 Signature

Date

R/D Unreconciled PCard Transaction Pagelet Instructions

What is the “R/D (Reconciler/Delegate) Unreconciled PCard Transaction Pagelet”?

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 pagelet shows up on your FAST Home page for as long as you have it enabled. The pagelet provides awareness into the fact that PCard Transactions have been posted - without requiring you to check all your PCard Holder's transactions. In addition, the pagelet provides a means for you to quickly navigate to the transaction to reconcile it.

How does it know what to show me?

Purchasing 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 pagelet 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.

What are all those buttons and links for?

USE UNIVERSITY OF SOUTH FLORIDA

Home | **Widgetlist** | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#)

R/D Unreconciled PCard Trans

Summary listing of unreconciled PCard Transactions for your PCard Holders or Travelers. The listing displays maximum of 15 rows. Click the "?", on the title bar, for help.

Link Trans	PCard Holder Id	Name	Card #	Link VWallet	VWallet Emplid	VWallet Name	Total CC Trans
	00000011111	Abright, Mary	*****1111	Goto Wallet	00000012345	Jones, James	2
Goto Trans	00000021111	Johnson, Tom	*****1234				1
Goto Trans	00000021112	Kaley, Kate	*****5696				2
Goto Trans	00000077777	Mann, Mark	*****2626				3
	00000077777	Mann, Mark	*****2626	Goto Wallet	00000077777	Mark Mann	2

[Full Query Results](#)

Remove this pagelet from my FAST Home Page
Minimize/Maximize this pagelet
Refresh the Information on the Pagelet
Help

Click here to see more than 15 rows
Links DON'T work in the Full Query Results

Clicking on the [Goto Trans](#) link, opens a new window bringing up the unreconciled PCard transactions for that PCard Holder.

Notes:

- May take a few seconds to display all transactions, this is dependent on the number of open transactions for a given PCard Holder
- Each click opens a new window, in order to minimize the number of windows you have open – close the PCard transaction window when you finish
- Click the Refresh Button on the title bar of the pagelet to see your remaining unreconciled PCard transactions after you reconcile each.

Clicking on [Goto Wallet](#) link, opens a new window bringing up the unreconciled PCard transactions, for that PCard Holder, in that employee's wallet.

Notes:

- May take a few seconds to display the transaction
- In the wallet, only one transaction is displayed at a time – you may use "Return to Search" (on the page) to see select additional transactions or return to pagelet.
- Each click opens a new window, in order to minimize the number of windows you have open – close Wallet window when you finish
- Click the Refresh Button on the title bar of the pagelet to see your remaining unreconciled PCard transactions after you reconcile each.

How can I remove this pagelet from my FAST Home Page?

There are two ways to remove the pagelet:

- 1) Click the "X" in the corner of the title bar and ----- Select "Yes - Remove" to confirm removal.

R/D Unreconciled PCard Trans

Summary listing of unreconciled PCard Transactions for your PCard Holders or Travelers. The listing displays maximum of 15 rows. Click the "?", on the title bar, for help.

Link Trans	PCard Holder Id	Name	Card #	Link VWallet	VWallet Emplid	VWallet Name	Total CC Trans
	00000011111	Abright, Mary	*****1111	Goto Wallet	00000012345	Jones, James	2
Goto Trans	00000021111	Johnson, Tom	*****1234				1
Goto Trans	00000021112	Kaley, Kate	*****5696				2
Goto Trans	00000077777	Mann, Mark	*****2626				3
	00000077777	Mann, Mark	*****2626	Goto Wallet	00000077777	Mark Mann	2

[Full Query Results](#)

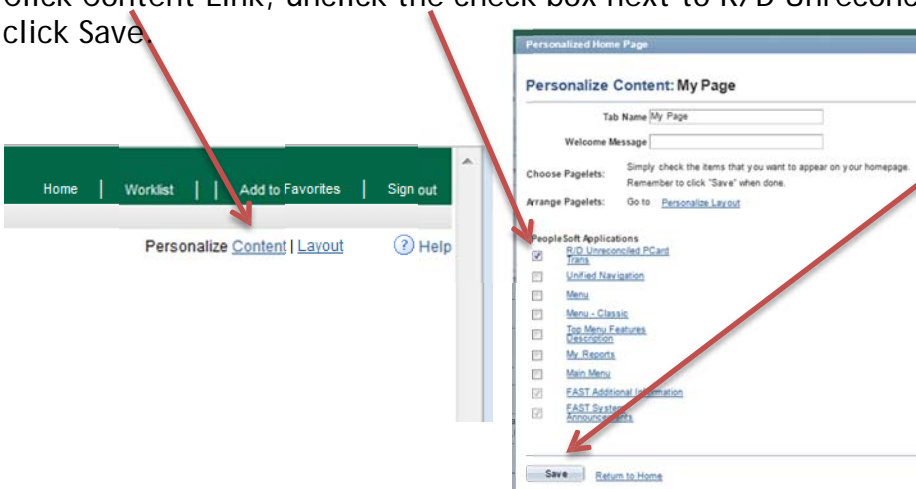
Click the "Full Query Results" to see the entire listing - Links are not active on the query results.

Unreconciled PCard Transaction Removal Confirmation

? Are you sure you wish to remove this pagelet from your home page? You can add it later by going to the 'Personalize Home Page Content' page.

[Yes - Remove](#) [No - Do Not Remove](#)

- 2) Click Content Link, unclick the check box next to R/D Unreconciled PCard Transaction and click Save.



How do I get it back on my FAST Home Page? There is only one way to get it back!
Click Content Link, click the check box next to R/D Unreconciled PCard Transaction and click Save.

