UNIVERSITY OF SOUTH FLORIDA® SYSTEM

Reconcilers & Verifiers Manual

PCard Services

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Reconcilers & Verifiers Manual

PCard Services

Department Users

- Proxies (Reconcilers, Verifiers)
- Cardholders
- PCard Managers

Overview

With the implementation of the FAST Procurement Card function, users are able to view and reconcile PCard charges online within the current FAST system.

Proxies authorized by the department chair, Vice President, Dean, or other designee will review, change or correct chartfields, note disputes and approve charges made to the University's Procurement Card account by cardholders. Timely approval of all charges is mandatory with corrective action performed by Procurement Card (PCard) Services, if necessary.

Bank charges are downloaded each business day and Proxies will be given a 7-day turnaround time to review and approve the charges or to register a dispute, should that be necessary. Reconcilers have seven (7) days to process transactions—both charges and credits. Procurement Services will monitor the transactions and send emails to the Reconciler and Cardholder after the seven-day period has elapsed. If charges are unreconciled fourteen (14) days after load date, the Cardholder's college administration is notified. If the charges remain unreconciled for twenty-one (21) days, the Cardholder's VP area is notified. If the charges remain unreconciled for twenty-eight (28) days, the account is suspended. If PCard Services posts charges to the cardholder's default chartfield for a failure to approve on time, departments are required to submit expenditure transfer requests to move the charges to the correct chartfield string. The system will perform both a budget and combo edit check. A transaction that does not pass cannot be saved or approved.

Approval will generate a transfer of department funds to a clearinghouse account that will be used to pay monthly bank statements from the University's credit card vendor. This section outlines the steps executed to review and approve charges.

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 charges are downloaded
Disputes:	Noted online and registered with the bank

General Information

The following pages show the details of how to access and process PCard transactions in the FAST PCard Module. Please note that travel transactions are also loaded into the FAST PCard module to be reviewed and reconciled, however, they still must be processed according to the Travel Department rules and policies.

Access to PCard transactions requires PCard roles for reconcilers and verifiers. These roles are obtained from IT Security by submitting the FAST Access Request form found either on the FAST Financials website or the PCard website (forms area).

The reconciliation process in FAST is simple. Once transactions are loaded, the reconciler (or verifier) goes in and find the transactions, assigns the chartfield and description, and approves the transaction (only reconcilers can approve). The only remaining step is to attach a copy of the receipt to the activity statement.

There are two types of disputes, both informal and formal. The informal dispute means the cardholder is working with the vendor to resolve the problem. The formal dispute occurs when all efforts to resolve the informal dispute have failed. The formal dispute is filed with the bank by the cardholder.

Fraud occasionally happens on the PCard. Almost all fraud is external and our servicing bank is excellent at providing credit. Contact JPMorgan Chase if you suspect fraud of any type.

Misuse of the PCard occurs when rules are intentionally violated. Suspension or revocation of privileges may result. Know the rules. If in doubt, contact PCard Services.

USF has a robust and growing PCard Program. We are proud to serve you and welcome suggestions for improvement. Our general email box is: PCard@usf.edu

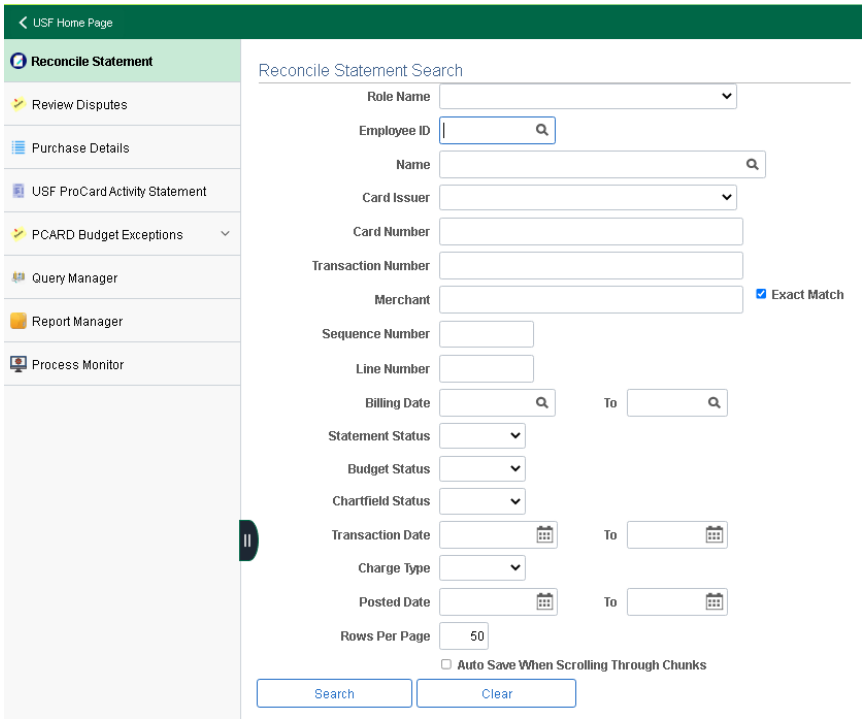
Reconciliation of Bank Charges

Reconcile Statement

- From the FAST Home page select the PCard Tile or Navigating using the Navigate to the Reconcile Statement page by selecting the **PCard Tile or by using the navigation bar> Selecting Purchasing> Procurement Cards> Reconcile> Reconcile Statements.**

Find Cardholder Transactions

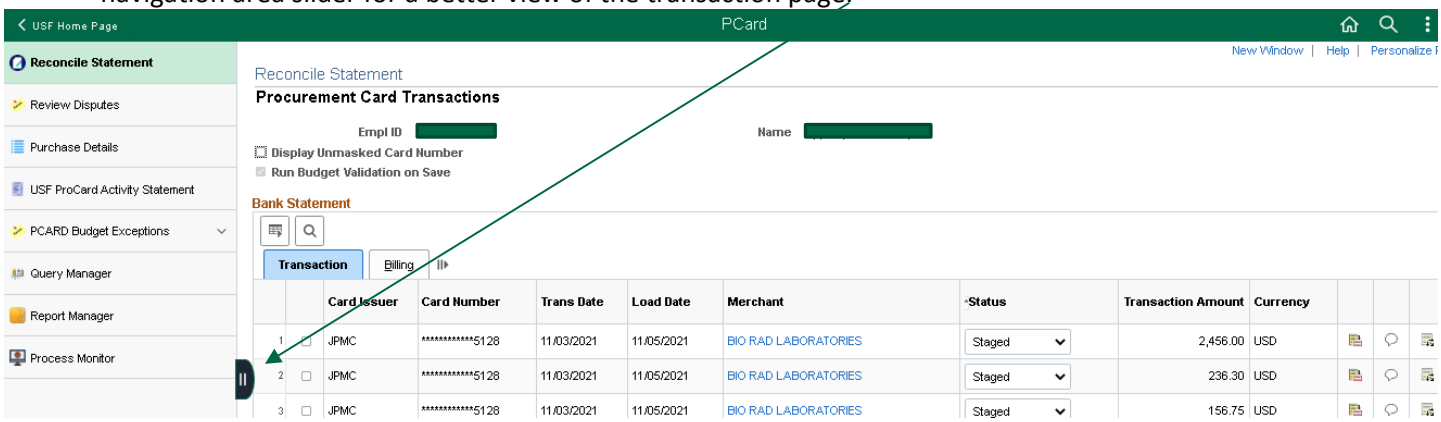
- Either enter the 11 digit employee number to see one cardholder or click on the **Search** button to see all cardholders



- The system will return the transactions for one cardholder or all transactions for all cardholders the Proxy has authorization to review. The system will only show cardholders that have existing charges to approve. If no charges exist, the search will show 'No Transactions Found' and no further action is needed by the Proxy.

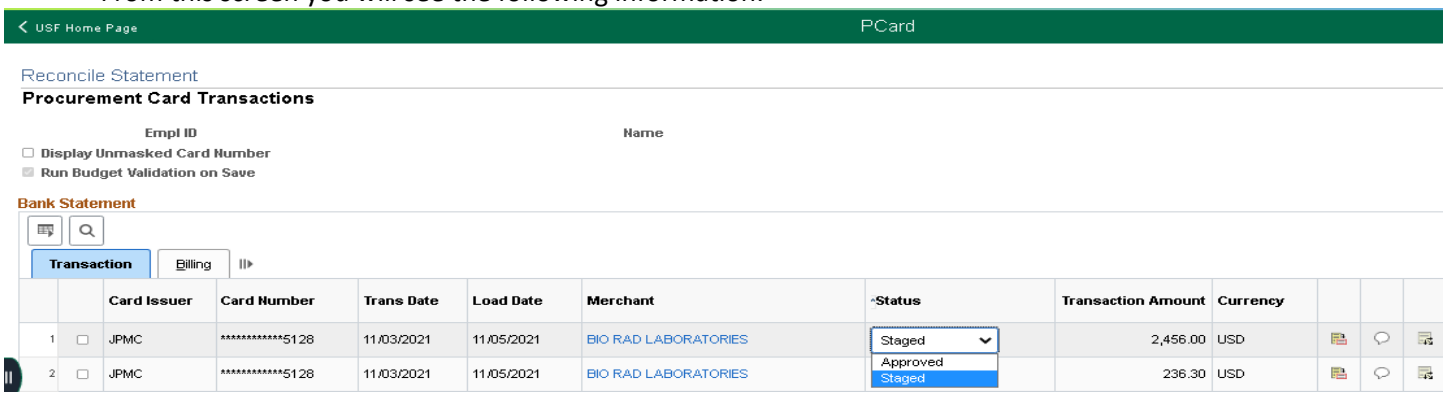
- The above screen shows the initial entry in this module. You may click on Search for direct entry to the charges or modify the selection criteria for the available parameters.

- The below shows all transactions needing to be reconciled. You can close the naviagtion area by clicking the navigation area slider for a better view of the transaction page,



Using Reconciliation Template

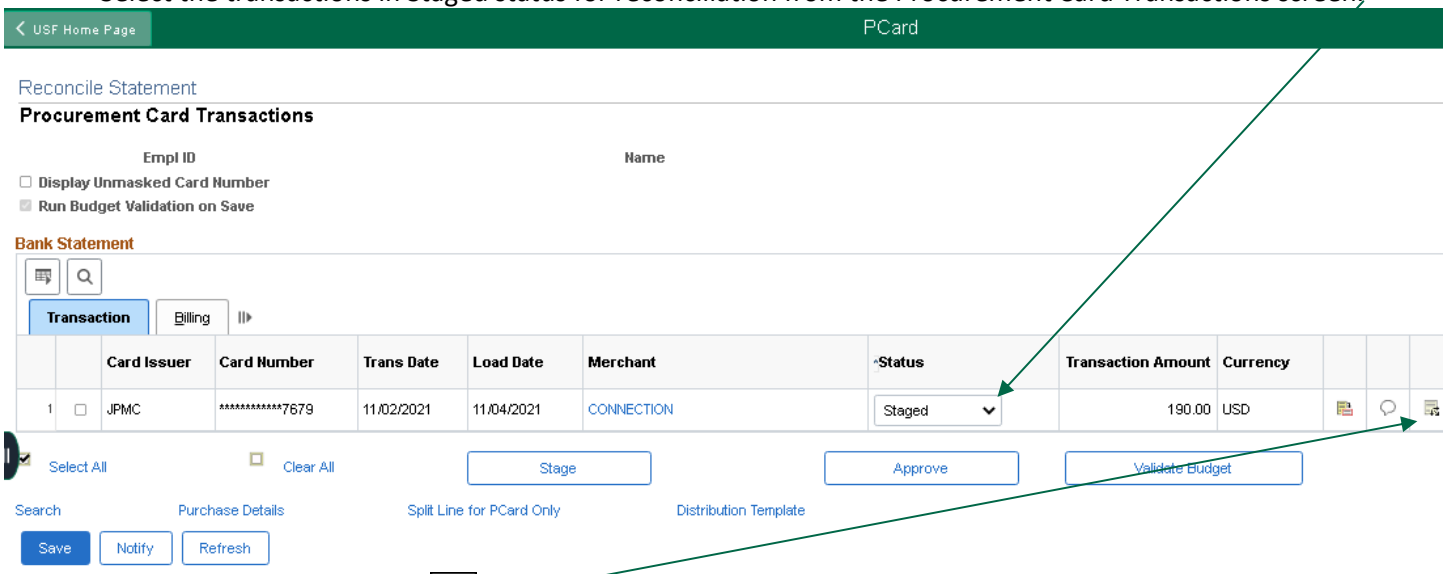
- From this screen you will see the following information:



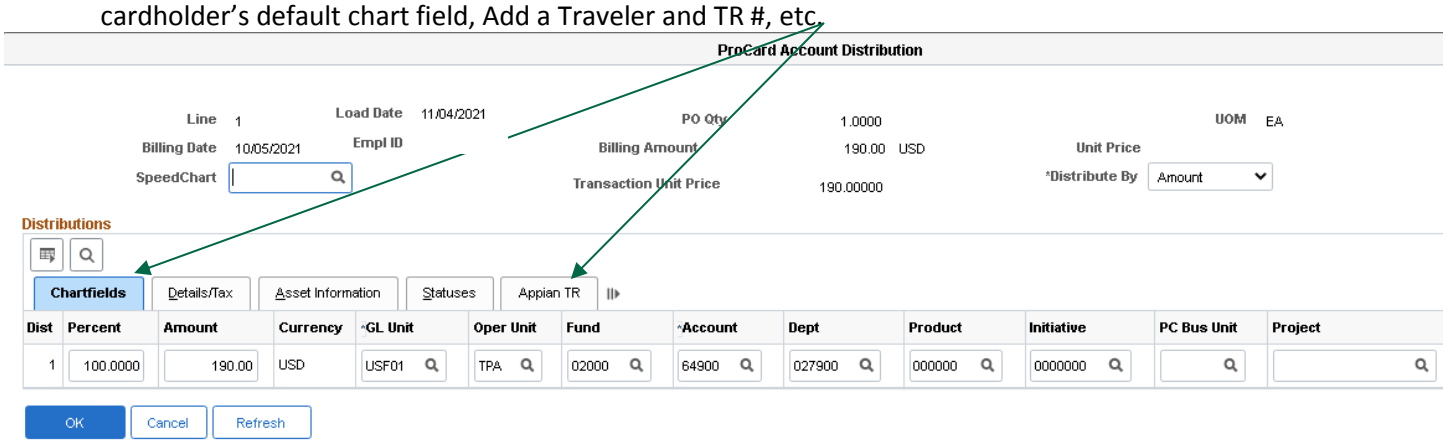
- **Card number:** Last 4 digits for security purposes.
- **Load Date:** The date the transaction downloads into FAST.
- **Merchant:** This is hyperlinked so you can view information such as a contact number.
- **Status:** Select the dropdown arrow to change the status of a transaction.
- **Transaction Amount:** The amount of the transaction.
- **Currency:** If a foreign transaction the amount may be different than what is on the receipt due to exchange rates/amounts.
  *note the only charge that does not require a receipt is an International Transaction Fee related to an international charge (usually 1% of US dollar).
- **Line Detail Icon:** Shows the detail of what was purchased such as item description, quantity, unit cost, etc.
- **Comments & Attachments Icon:** You can enter comments related to the purchase such as disputed, fraud, missing receipt, etc. Add issue, reconciler's initials, date. This will prevent escalation. Please note the comments must be accurate and professional ex: disputed charge with the cardholder and the merchant/vendor.
- **Distribution Icon:** To help identify the charge in finance mart. (reference number, invoice number, etc.) MUST add a description on each one to prevent It from being labeled into one and becoming unidentifiable. Reconciling Transactions

Reconcile Transactions

- Select the transactions in Staged status for reconciliation from the Procurement Card Transactions screen.

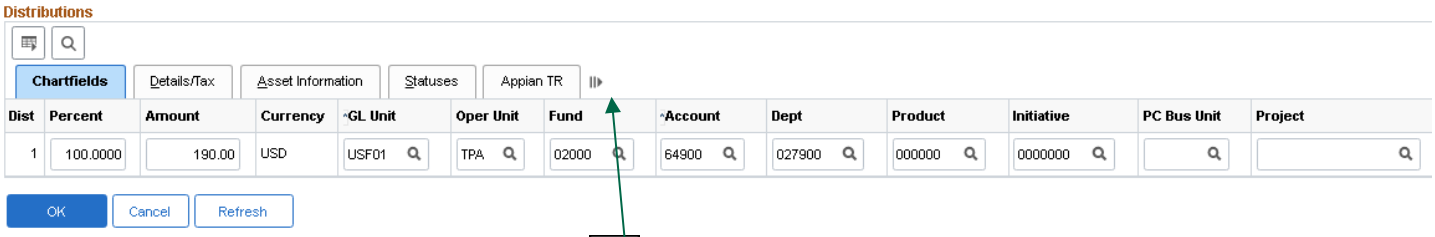


- Select the Distribution Icon to display the distribution screen. From this screen you can make changes to the cardholder's default chart field, Add a Traveler and TR #, etc.



Chartfield

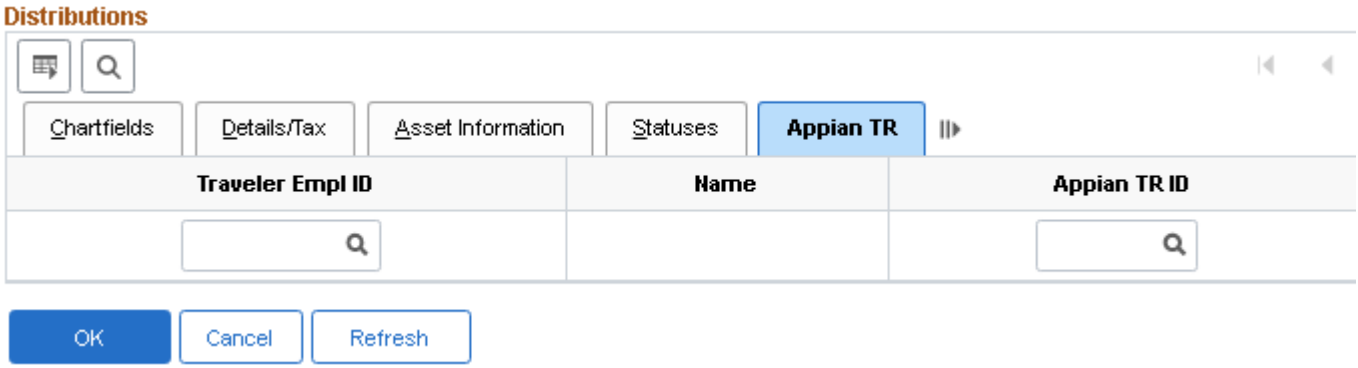
- From the Chartfields Tab you will make changes to the chartfield. Make sure to choose accurate values for the fields below, this may be searched by using the lookup feature.



You can expend your view by clicking on show all this will show you all columns for this transaction.

Appian TR

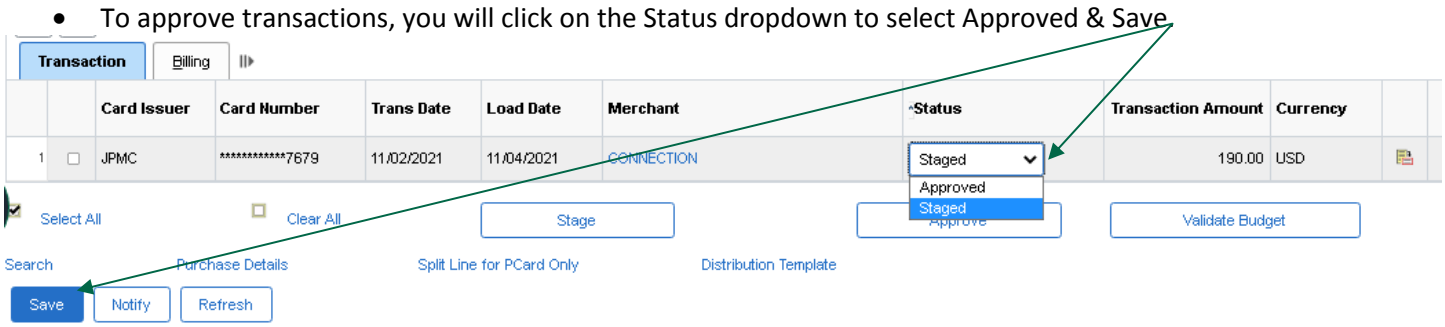
- Adding a Traveler Employee ID & Appian TR ID to a transaction. Click on the Appian TR tab and enter the Traveler's employee ID & the TR ID. This may be searched by using the lookup feature.



Select OK when all changes have been made.

Traveler and TR information can be added to a transaction at any stage including closed.

- To approve transactions, you will click on the Status dropdown to select Approved & Save

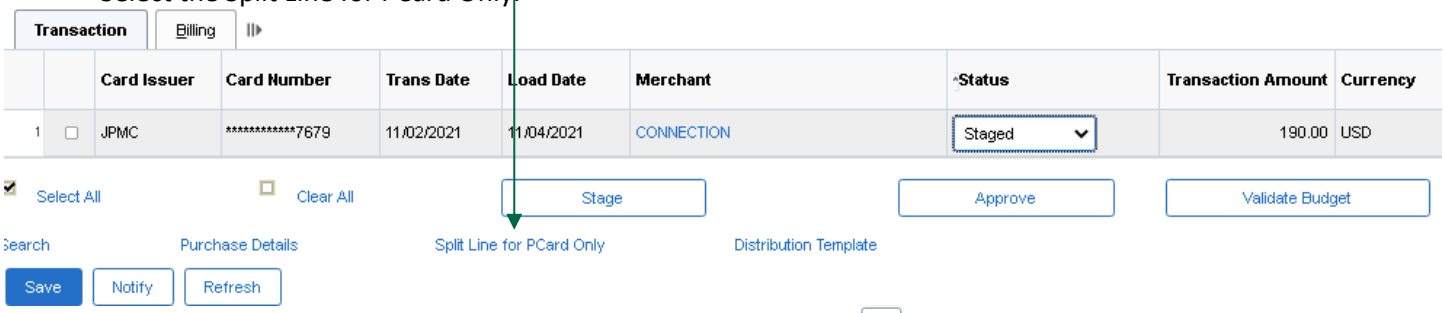


Approved Transactions

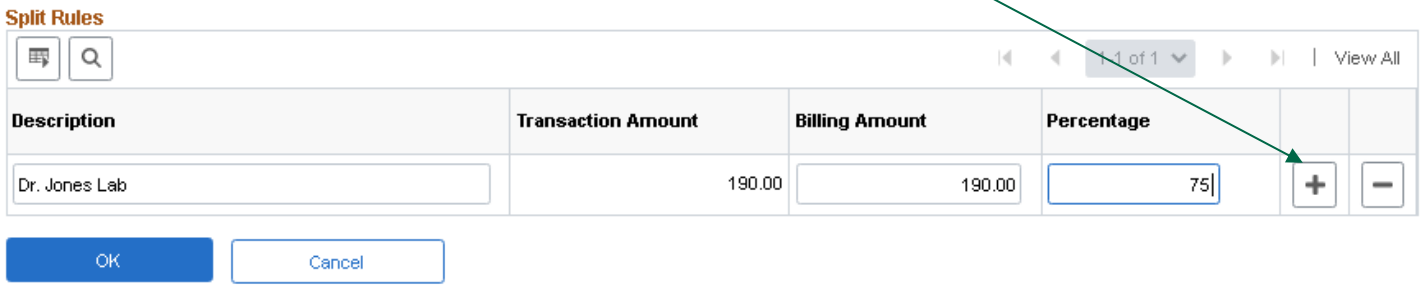
Approved transactions will be uploaded to the Voucher Stage tables each hour. Once this occurs, the transaction will no longer be available for further changes although it can be "retrieved" using the Status "Closed" as the search criteria. A Traveler and TR# can be added to a closed transaction.

Split Distribution

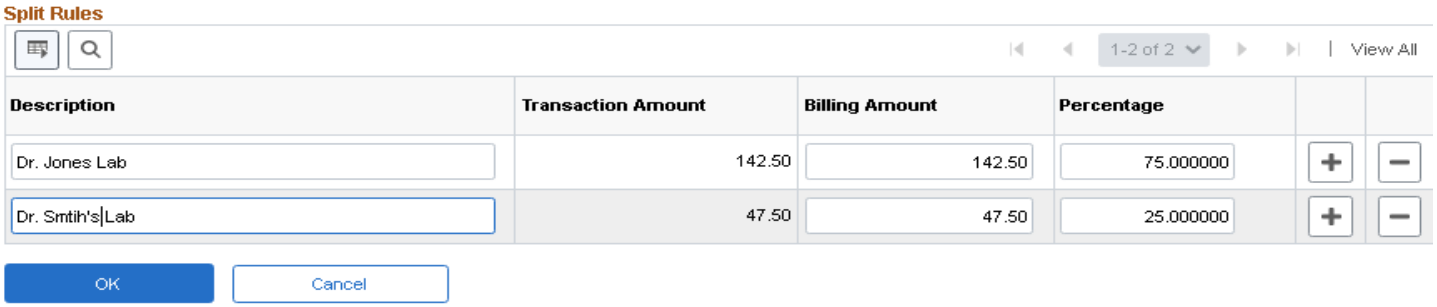
- A transaction has one receipt that needs to be split between two individuals with different distribution lines. For the example below a department ordered supplies for Dr. Jones and Dr. Smith's lab. Both doctors have research projects with different chart fields and a different percentage for the distribution.
- Select the Split Line for PCard Only.



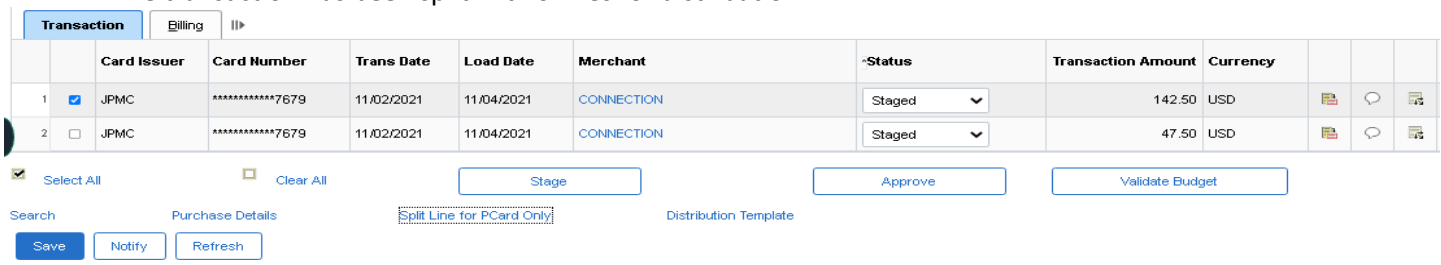
- Enter the description and percentage for Dr. Jones Lab. Select + to add another line. This line will show you the remaining percentage to be reconciled.



- If the percnatage for Dr. Smith's Lab is correct you will only need to update the description and click OK.



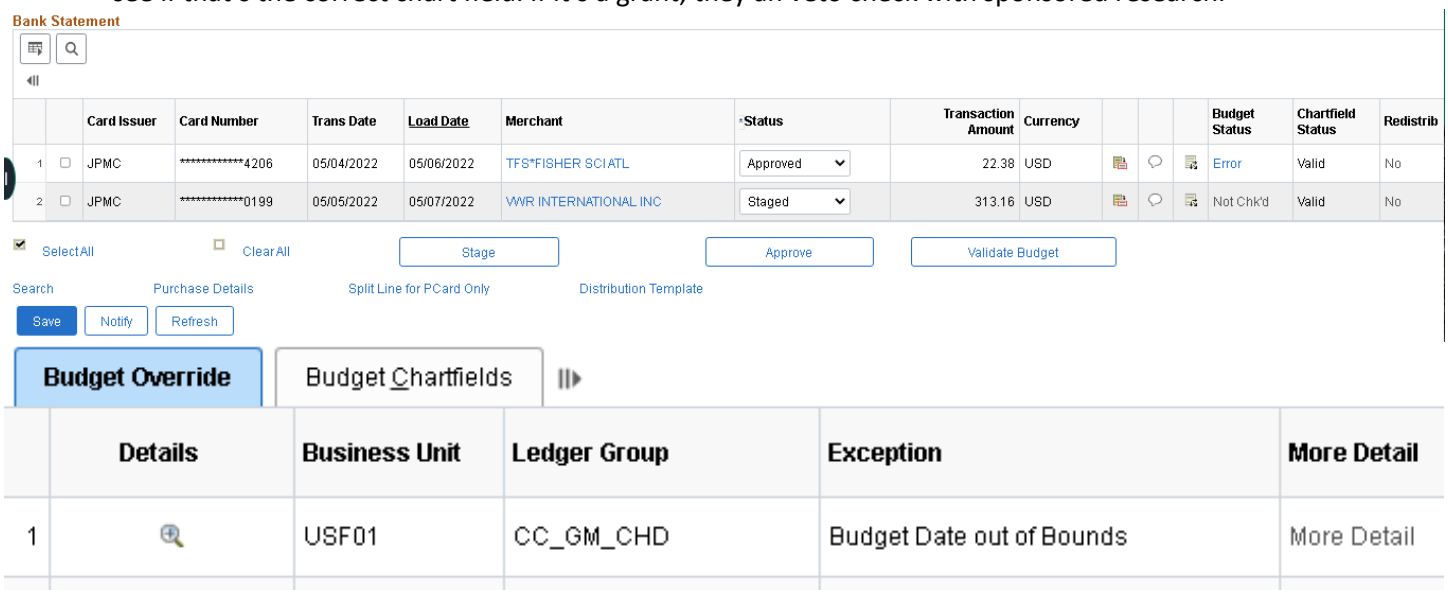
- The transaction has been split in two lines for distribution.



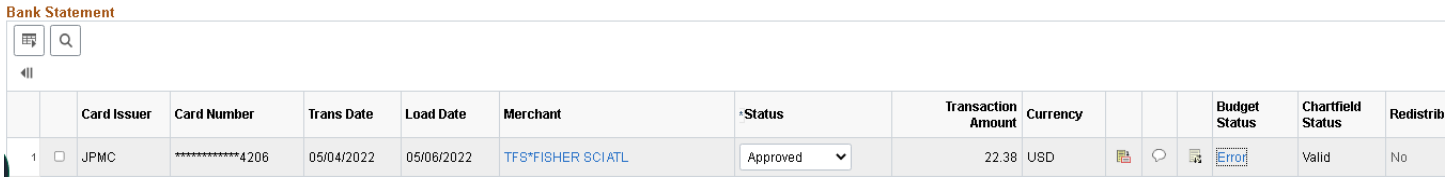
- You will now reconcile each line to the chart field provided for Dr. Jones Lab and Dr. Smith's Lab by clicking on distribution .

Other useful features

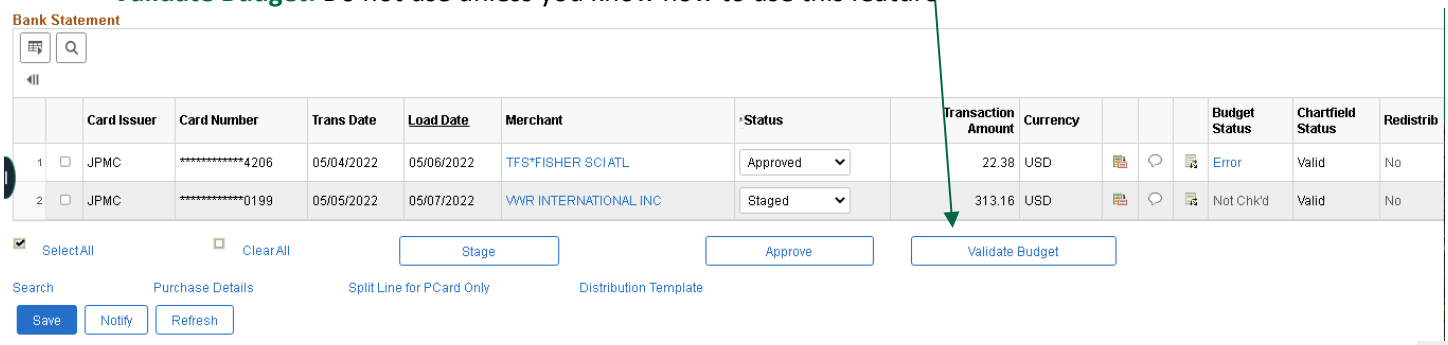
- **The Budget Status**: If there is an error in the chart field it will say "error" hyperlinked to view why. (Example, no budget exists, wrong chart field etc.) If that happens, they have to check with the department's budget person to see if that's the correct chart field. If it's a grant; they ah veto check with sponsored research.



- **Redistribution:** Is always at No unless one has gone in to make changes.



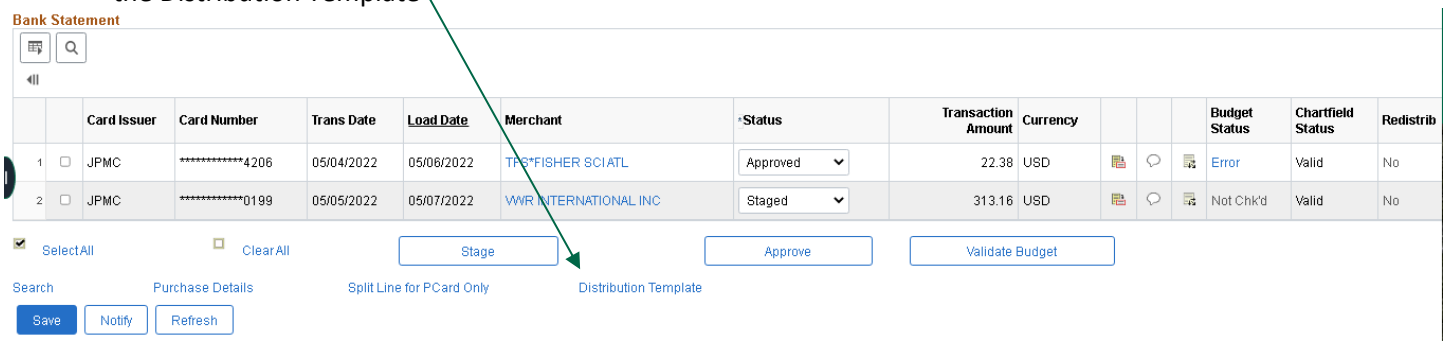
- **Validate Budget:** Do not use unless you know how to use this feature



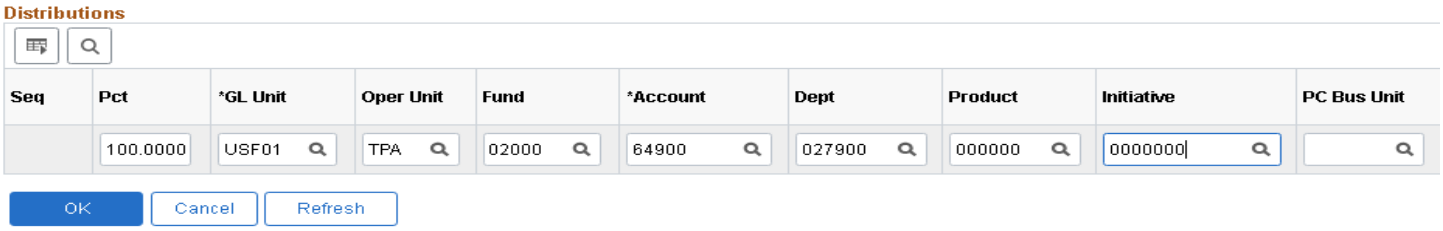
- **Verify button & Approve button:** You can approve or stage several transactions at once by clicking on Select or selecting all Select All along with either the Stage or Approve button and saving.

*note charges in approve status are closed every hour on the half hour example: (8:30, 9:30 etc.) If a charge was approved in error, please contact PCard Services immediately to have the transaction placed by to a Staged status.

- **Distribution template:** To save time you can use this feature to apply the same chart field string to multiple charges. Select the transactions to reconcile to the same chart field or selecting all Select All, click on the Distribution Template



Enter the chart field for all the selected transactions and save.



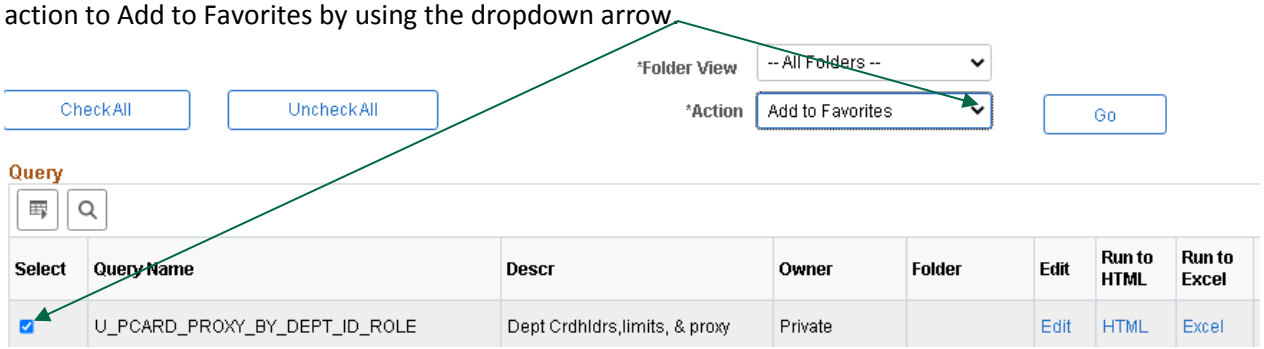
How to use queries

From the FAST Home Page > select the navigation bar

Click on the Navigator Tile - select Reporting Tools > Query > Query Manager

From the window > Enter the query name in the search by query name field enter the name of the query you want to run exactly as it is shown/search.

The query will appear in the results window > Select the report you would like to save to your favorites and change the action to Add to Favorites by using the dropdown arrow



How to run a Query or change the report to excel:

Select – HTML or Excel to run the query

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
☑	U_PCARD_PROXY_BY_DEPT_ID_ROLE	Dept Crdhldrs,limits, & proxy	Private		Edit	HTML	Excel

You may be prompted to enter information for the report >Enter the information and select view results

Dept No or Partial w/% %

Oper Unit TPA

View Results

Once the report is generated you can change the view to excel by clicking on the Excel Spreadsheet option

Download results in : Excel SpreadSheet CSV Text File XML File (7422 kb)

View All

Row	Dept No	Oper Unit

Disputes

Record Disputes

- If a transaction amount or part of a transaction amount is in dispute, click on the **Billing** tab or the **Show All Columns** icon

Bank Statement

Transaction | Billing

		Card Issuer	Card Number	Trans Date	Load Date	Merchant	*Status	Transaction Amount	Currency				Budget Status
1	☐	JPMC	**********7679	08/01/2022	08/03/2022	GOVCONNECTION	Staged	867.00	USD				Not Chk'd
2	☐	JPMC	**********4658	08/01/2022	08/03/2022	BH PHOTO 800-606-6969	Staged	67.40	USD				Not Chk'd

- Please the amount of the dispute in the Dispute Amount column Use ONLY the total transaction amount

Bank Statement

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Transaction | Billing

	Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount
1		C000020521 C000020521	07/05/2022	867.00	USD		0.00
2		C000020707 C000020707	07/05/2022	67.40	USD		0.00
3		C000020672 C000020672	07/05/2022	600.88	USD		0.00

- Click the **Transaction** tab to go back to the main page

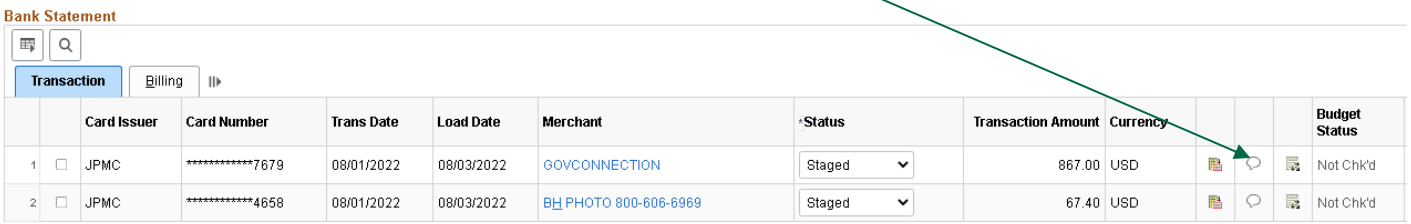
Bank Statement

1-6 of 6

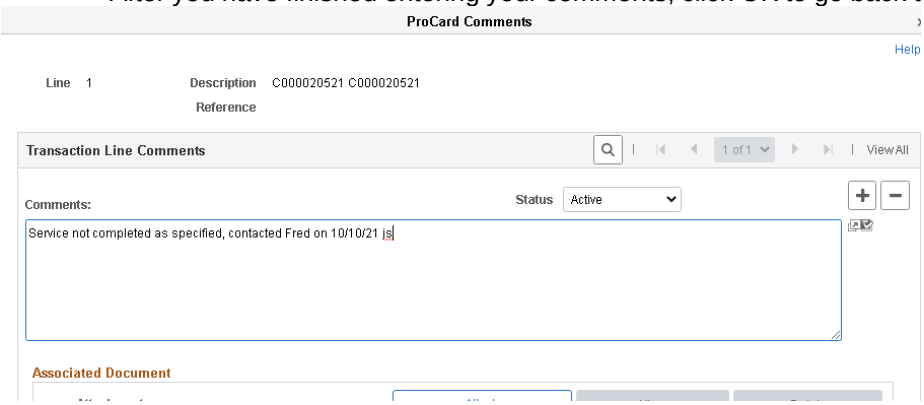
Transaction | Billing

	Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount
1		C000020521 C000020521	07/05/2022	867.00	USD		0.00
2		C000020707 C000020707	07/05/2022	67.40	USD		0.00
3		C000020672 C000020672	07/05/2022	600.88	USD		0.00

- Click on the comments link to record information about the dispute



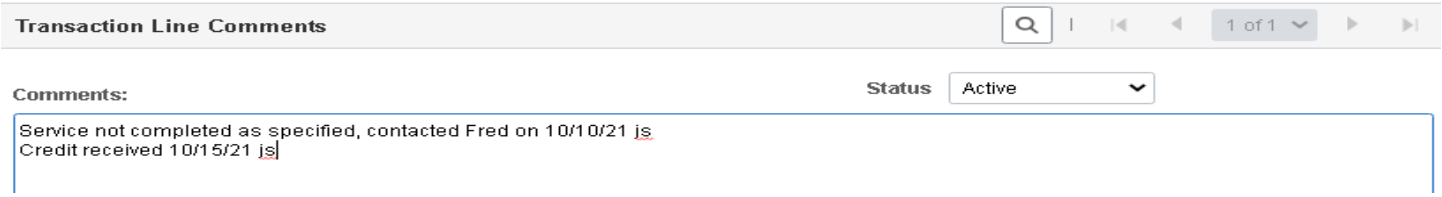
- After you have finished entering your comments, click OK to go back to the previous screen



- If the transaction charge is in dispute and a dispute form has been sent to the PCard@usf.edu, do not change the Status to Approved
- Form is located on PCard Website: http://usfweb2.usf.edu/pcard/forms.html
- The dispute will serve as a reminder that a credit is outstanding or the dispute is unresolved. The system cannot make a partial payment on a single transaction. Remember to SAVE information before proceeding.
- All current procedures to record a dispute with the bank remain the same.

Record Dispute Resolution

- Once a credit is received, check the **Collected** box to the right of the **Dispute Amount** to record that the dispute is resolved
- If necessary, use the Review Disputes feature to pull up any outstanding disputes
- From the FAST Home page Navigate to the Reconcile Statement page by using the **navigation bar> Selecting Purchasing> Procurement Cards> Reconcile> Review Disputes.**
- Click on Comments – Add comments



- Select OK> On the next screen, **Save** the Comments & apply the chartfield distribution through the standard access to the transaction

Closing

This completes the instructions for proxies (reconcilers) to process cardholder charges in Fast. It was designed for proxies with Fast access and some knowledge of Fast procedures. It supplements but does not replace PCard Training.