

**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:

Transaction	Billing	Emp ID	Employee Name	Card Issuer	Card Number	Trans Date	Load Date	Merchant	Status	Transaction Amount	Currency	Budget Status	ChartField Status	Redistrib	Appian Travel	Voucher Error
1				JPMC	*****9787	03/21/2017	04/05/2017	FLORIDA FEDERATION OF	Staged	155.00 USD		Not Chk'd	Valid	No		No
2				JPMC	*****9787	03/17/2017	04/05/2017	EB TPS/D PROJECT DIRE	Staged	210.00 USD		Not Chk'd	Valid	No		No
3				JPMC	*****9787	03/17/2017	04/05/2017	VU OFFICE OF CONFERENCES	Staged	125.00 USD		Not Chk'd	Valid	Yes	Y	No
4				JPMC	*****9787	03/17/2017	04/05/2017	THE FAMILY CAFE	Staged	150.00 USD		Not Chk'd	Valid	No		No
5				JPMC	*****8086	03/19/2017	04/05/2017	7-ELEVEN 32718	Staged	15.49 USD		Not Chk'd	Valid	No		No
6				JPMC	*****8086	03/20/2017	04/05/2017	CTC*CONSTANTCONTACT.COM	Staged	45.00 USD		Not Chk'd	Valid	No		No
7				JPMC	*****9669	03/21/2017	04/05/2017	FLORIDA FEDERATION OF	Staged	205.00 USD		Not Chk'd	Valid	No		No

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

Line 3  
 Billing Date 04/05/2017  
 Load Date 04/05/2017  
 SpeedChart [ ]

PO Qty 1.0000  
 Billing Amount 125.00 USD  
 Transaction Unit Price 125.00000  
 \*Distribute By Amount

Emp ID 0000000014

**Distributions**

Chartfields Details/Tax Asset Information Statuses **Appian TR**

Dist Percent	Amount	Currency	*GL Unit	Oper Unit	Fund	*Account	Dept	Product	Initiative	PC Bus Unit	Project	Activity ID
1	100.0000	125.00 USD	USF01	STP	10000	60050	511701	0000000	0000000			

OK Cancel Refresh

Within the Appian TR tab is where reconcilers define the Traveler Empl ID and TR number:

ProCard Account Distribution

Line 3  
Billing Date 04/05/2017  
Load Date 04/05/2017  
SpeedChart

PO Qty 1.0000  
Billing Amount 125.00 USD  
Transaction Unit Price 125.00000  
UOM EA  
Unit Price 125.00000  
\*Distribute By Amount

Empl ID 000000#717

Distributions

Traveler Empl ID	Name	Appian TR ID
000000#717		269

OK Cancel Refresh

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:

Look Up Appian TR ID

Empl ID 000000#717

Appian Travel Request Id =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-13 of 13 Last

Appian Travel Request Id	Appian TR Title
20	CEPH
22	CEPH
24	ASPPH
28	APHA
34	APHA (2)
39	Training
269	ER UAT Without Reviewer
270	ER UAT Without Reviewer
271	ER UAT Without Reviewer
272	ER UAT Without Reviewer
273	ER UAT Without Reviewer
405	ER UAT Without Reviewer
406	ER UAT Without Reviewer

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 the 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. Why am I getting a “The Traveler Empl ID and Appian TR needs to be removed when using a non-expense account” error message?**

This error message means that for the distribution line highlighted, a TR is associated to a non-expense account type, such as assets or liabilities. There is no need to attach a TR to these account types. Evaluate if the TR is required, and either modify the account, or delete the TR and you can save the distribution.

**10. Who can I reach out to with questions?**

For questions regarding the PCard reconciliation in FAST, email [pcard@usf.edu](mailto:pcard@usf.edu). For questions regarding the Archivum Travel pages, email [travelhelp@usf.edu](mailto:travelhelp@usf.edu).