PCard Transaction Procedures

Chapter 3
Section Objectives

At the end of this section, you should be able to:

- Query and Review PCard charges in the Transaction window
- Redistribute PCard charges by typing in redistribution data, or using the Copy Transaction as Item or the Copy PreTransaction Log features
- Review and Redistribute transactions that display Level III data (line item information)
PCard Transactions Overview

PCard Transactions

The Transactions option is used to review PCard charges that have come from VISA and to redistribute these charges if necessary.

- You have only one chance to redistribute charges using the PCard Redistribution application.

- Once the transaction is Approved, adjustments cannot be made, unless you change the Transaction Status back to New.

There are two ways to have charges redistributed through the Transactions option:

- Manual Process

- Use one of the two copy features: Copy Transaction as Item, and Copy Pre-Transaction Log

Queries

Queries are used to review PCard transactions.

- The best way to query is on the Transaction Status field. To see all new transactions, query on the Transaction Status of New.

- Although you can query on the Vendor field or the Total field, this may not always be effective because of vendor name changes and billing.

- Also, some transactions may match to the vendor PNC PCARD MISCELLANEOUS.
Transaction Status Overview

- **NEW** is the status the system assigns to each transaction as it hits the PCard Application.
  
  ⇒ Any transaction with the NEW status should be considered as a “new” transaction.
  
  ⇒ You should query on the NEW status daily to see if any new charges have hit your account.
  
  ⇒ Once you examine/redistribute the new charges, make the appropriate status change so you know the transaction has been processed.

- **REVIEWED** is the status you would choose if you have looked at the transaction, but are not redistributing it at this time.
  
  ⇒ You can leave the charge on the default account number or you can redistribute it at a later date; either way, keep the status as REVIEWED.
  
  ⇒ If you are unsure to which account number the charge is to be transferred, put a note on the transaction by clicking on the More button.

- **MARKED FOR DISPUTE** is the status you would choose if you have looked at this transaction, but have questions about it.

- **APPROVED** is the status you would choose if you are ready to have the item redistributed.
Transaction Status

• **RE DISTRIBUTED TO GL** is the status the system assigns to each transaction that passes through the nightly GL Posting process.

⇒ The GL Posting process looks for all of the Transaction Status items marked as APPROVED and posts them to GL.

⇒ If you were to re-query the same transaction the next day, you would see the status changed to REDISTRIBUTED TO GL.

• **INVALID GL ACCOUNT** is the status the system assigns during posting if the Account Number becomes invalid between the time you redistribute the charges and posting occurs

⇒ If you re-query that item the next day, you will see the change.

⇒ At that point you need to research this to find the valid account number.

⇒ Once you know the valid account number, change the Transaction Status to NEW, enter the correct Account Number, and then change the Transaction Status back to APPROVED.
Transaction Procedure: Manual Process

Perform a query to review a specific, new PCard transaction – one where you know the exact dollar amount. Redistribute these charges manually; there is no corresponding electronic log.

1. Navigate to the Transactions window

   N → Transactions → Transactions

2. Query the transaction
   - Press the <F11> key from the keyboard to be in the Query mode

3. Enter search criteria for the query
   - 179.00 in the Total field

4. Press the <Ctrl> <F11> keys from the keyboard to run the Query
Transaction Procedure: Manual Process

5. Place the cursor in the Transaction Name field in the Header region

6. Enter a unique Transaction Name
   - Annual Journal Renewal
7. Place the cursor in the Item Name field in the Transaction Items region

8. Enter a unique Item Name
   - Journal Renewal

9. Enter the Quantity
   - 1

10. Enter the UOM
    - Annual

11. Enter the Unit Price
    - 179.00

   **Note:** You can also enter the line information automatically by clicking on the Copy Transaction as Item button. The line will fill in as follows:
   
   Item Name = Transaction Name from Header "Annual Journal Renewal"
   Quantity = 1
   UOM = Each
   Unit Price = Transaction Total
12. Optionally, you can enter additional descriptions or comments. Click on the Description tab & enter the following User Description

- Annual Subscription for Garrett

13. Save your work

14. Click on the Distributions button
15. Enter *Type, Value, & Account Number*
   - $ Amount
   - 179.00
   - 05.49202.6950.00000.002690.00000.00000

16. Save your work

17. Click on the *Close* button
18. Click on the *Transaction Status* drop down box

19. Change the *Transaction Status* to *Approved*

20. Save your work

21. Place the cursor in the *Header* region to perform another query if there are additional charges to redistribute

   - Return to the *Navigator* window if there are no additional charges to redistribute
Transaction Procedure:  Copy Pre-Transaction Log

If you used the Pre-Transaction Log to record your PCard purchases, you can use the Copy Pre-Transaction Log feature to redistribute charges by following the directions below.

1. Navigate to the Transactions window

2. Query the new transaction(s) by any of the following fields
   - Transaction Status of New
   - Vendor name
   - Transaction Total

3. Find the desired transaction
   - American Political Science Association @ 154.00
**Transaction Procedure: Copy Pre-Transaction Log**

4. Place the cursor in the *Item Name* field

5. Click on the *Copy Pre-Transaction Log* button
Transaction Procedure: Copy Pre-Transaction Log

6. Extend the window so you can see the $ Amount

7. Logs with a status of Current will display. Highlight the desired log.

8. Click on OK

9. Keep the cursor on the first line in the Item Name field

10. Click on the Distributions button
Transaction Procedure: Copy Pre-Transaction Log

11. Click on Copy Pre-Transaction Distributions
   - Note: Account numbers that are copied from logs can be modified

12. Save your work

13. Click on the Close button
Transaction Procedure: Copy Pre-Transaction Log

14. Click on the Transaction Status drop down box

15. Change the Transaction Status to Approved

16. Save again

17. Place the cursor in the Header region to perform another query if there are additional charges to redistribute or return to the Navigator window if there are no additional charges to redistribute.
Transaction Procedure: Copy Pre-Transaction Log

Navigate to the Pre-Transaction screen to query the Pre-Transaction log that you copied into this transaction:

- Press <F11> to enter the query
- Enter 154.00 in the $ Amount field as the search criteria
- Press <Ctrl> <F11> to run the query

What is the status of the log?

- Log status automatically updates to Reconciled after the log is matched to its Transaction
Lab 3: Transaction Procedures

Redistribute the charges for the blue and gold stationary from Paper Direct (21.96) and the credit for the calculator that was returned to Amazon Marketplace (-27.80). Use the Copy Pre-Transaction Log feature.

1. Navigate to the PCard Transactions screen

2. Query the transaction
   - Query by status of New, and then press down arrow to find the record
   - Or, query by Vendor or Transaction Total field

3. Use the Copy Pre-Transaction Log feature

4. Optionally, use the Description alternative region to enter a User Description

5. Use the Copy Pre-Transaction Distributions feature

6. Save your work

7. Change Transaction Status to Approved

8. Save again
Lab 3 Solutions: Transaction Procedures

- Query the transaction from Paper Direct
- Place your cursor in the Item Name field
- Click Copy Pre-Transaction Log

- Select the correct log
- Click OK
Lab 3 Solutions: Transaction Procedures

- Keep your cursor on the first line item

- Click Distributions

- Click Copy Pre-Transaction Distributions

- Click Close
Position your cursor on the second line item

Click **Distributions**

Click **Copy Pre-Transaction Distributions**

Save your work

Click close
Lab 3 Solutions: Transaction Procedures

- Change Transaction Status to Approved
- Save your work again

Follow the above procedures to redistribute the credit from Amazon Marketplace
Transaction Procedure: Level III Data

Some suppliers transmit line item detail on PCard transactions. This is referred to as Level III data. Currently, approximately 50% of suppliers provide line item detail on PCard transactions. All airfare transactions transmit with Level III detail.

1. Navigate to the Transactions window

2. Query the new transaction(s) by any of the following fields
   - Transaction Status of New
   - Vendor name
   - Transaction Total

3. Find the desired transaction
   - Sherwin Williams @ 89.07

4. Notice line item detail fills in automatically
   - Since line item information fills in automatically, you do not copy the Pre-Transaction log to do the redistribution
   - Enter a Transaction Name – e.g., White Paint

5. Click on the Distributions button
6. Enter Type, Value, & Account Number
   - $ Amount
   - 89.07
   - 02.49010.7100.00000.00000.00000.00000.00000

7. Save your work, and click the Close button

8. Change the Transaction status to Approved, and Save again
Transaction Procedure: Level III Data

If the transaction detail includes multiple line items, the Distribute All button provides an easy way to redistribute to one account.

- Always check that the Transaction Total matches the item total.
- If they do not match, determine the cause and make the correction, e.g. correct the Quantity, UOM or Price, or add a line for Shipping costs

1. Find the desired transaction
   - Amazon.com @ $47.81

2. In this example there are multiple line items, but their total amount does not match the Transaction Total

3. Enter a line for shipping
   - Shipping – 1 each @$3.09.
Transaction Procedure: Level III Data

4. To Distribute all line items to the same account click on the Distribute All button

5. Enter the account the line items are to be redistributed to and click Apply
   - 02.49010.6000.00000.000000.000000.00010.0000
   - If line items are to be redistributed to different accounts, place the cursor on the appropriate line item and click on Distributions
Transaction Procedures:  Level III Data

6. Save your work

7. Change the Status to approved, and Save again.
Lab 4: Transaction Procedures – Level III Data

Redistribute the charges for the digital camera from B&H Photo (169.00) for Dr. Garrett. Correct the line item information so it matches the transaction total.

1. Navigate to the PCard Transactions screen

2. Query the transaction
   - Query by status of New, and then press down arrow to find the record
   - Or, query by Vendor or Transaction Total field

3. Enter a Transaction Name

4. Correct the line item information

5. Enter a split distribution
   - $100.00 gets charged to 05.49010.6020.00000.002691.00000.00000
   - $69.00 gets charged to 04.49010.6020.22950.00000.00000.00000

6. Save your work

7. Change Transaction Status to Approved

8. Save again

9. Since this supplier provides Level III data (line item information), you did not copy the log to do the redistribution. Query the log, and change the status to Reconciled.
Lab 4 Solutions: Transaction Procedures – Level III Data

- Transaction Total does not equal Item Total due to incorrect Quantity

- Enter Transaction Name and correct the Quantity
- Click the Distributions Button
Lab 4 Solutions: Transaction Procedures – Level III Data

- Redistribute charges to two accounts

- Save your work
- Change the Status to Approved
- Save again
- Query the Pre-Transaction Log (F11, enter Search criteria, Ctrl/F11)

- Since the log was not matched to the Transaction during the Redistribution process, the status will still be Current

- Change the Status to Reconciled, and Save
Transaction Procedure: Level III Data - Airfare

- The Vendor field and Merchant field contain the airline name. Additionally, the Merchant field contains the airfare ticket number.

- Transaction Item information will fill in automatically

- A Business Purpose is required and is entered under the Business Purpose tab
Transaction Procedure: Level III Data - Airfare

- Travel Start Date and End Date are required and are entered under the Travel tab.
- The other information under the Travel tab fills in automatically.
- The remainder of the redistribution is completed normally.

- Save your work
- Change the Transaction Status to Approved
- Save again
Frequently Asked Questions

Price Differences

Suppose you record a certain price in the Pre-Transaction Log. But, when you pull in the actual charge, the actual charge is greater than the charge you recorded. How should you handle this?

- First, verify that the higher charge in the Transactions screen is valid

- For example, a shipping charge that you did not record in the Pre-Transaction Log would be a valid charge.

- If you have a question about the charge, contact the supplier

Note that the price recorded is $640.00
Frequently Asked Questions

- Transactions: Shows the PCard transaction
- Note the *Undistributed Amount*

- This is the result of clicking on the *Copy Pre-Transaction Log* button
- Notice that the *Undistributed Amount* has not changed
- Click on the *Distributions* button
Frequently Asked Questions

• This is the result of clicking on *Copy Pre-Transaction Distributions*

• Click on the *Close* button

• Notice that the *Undistributed Amount* has been recalculated.

• If necessary, you can add a 2nd line to reflect the difference in the two amounts, or just modify line 1 to reflect the additional charge (e.g. change Item Name to “Announcements, plus Shipping” and change Unit Price to the Transaction Total, in this case, $649.34).
Frequently Asked Questions

- Add the additional charge on the 2nd line
- Click on the **Distributions** button

- Redistribute the shipping/handling charges
- Click on the **Close** button
Frequently Asked Questions

- Note that the Undistributed Amount is now 0.00
- Save your work
- Change the Transaction status to Approved
- Save Again
Frequently Asked Questions

Back Orders

Suppose you keep a log of your PCard purchases online, and you properly record the entry of two line items. You receive and are charged for item #1, but item #2 is on back order for a month.

How do you redistribute the charges, since these two items will be charged to your PCard as two separate transactions, but were entered into your log as one pre-transaction?

The best solution is to adjust the log.

- When the first charge is received, adjust the log by deleting the information for item #2, so that the pre-transaction shows the information only for item #1

- Then create a separate pre-transaction with the information for item #2

- This way, you will have two separate records and can process them as two separate transactions

A charge can stay on the default PCard account

- If a charge does not need to be redistributed to another account, change the Transaction status to Reviewed, then Save.
Transactions Review

PCard Transactions Review Screen

- All PCard transactions must be reviewed by a designated department reviewer.
- The purpose of the department review is to verify that the expense is a legitimate University business expense, and when applicable, the redistribution was done to the correct account.
- A PCard holder cannot be the reviewer of his own card.
- Reviews should be done on a monthly basis.

1. Navigate to the Transactions Review window

N→Transactions→Transaction Review

Transaction Review

2. Choose the account title for the transactions you wish to review.
3. Enter or select a GL Period (MMM-YY), and click on Show Transactions.
Transaction Review

- Card Holder Account information displays the Cardholder name, GL Period, the Default Account number associated with the card holder’s card, the Total # of PCard Transactions for the period being reviewed, and the Total # of Transactions pending review.

- All Transactions displays the Transaction Date, the Vendor name, the current Status of the PCard Transaction, and the Transaction Total. Below that is Transaction Line Detail, and the account to which the Transaction line is distributed.

- The arrow icon allows you to reorder the display of the transactions by Date, Vendor, Status, and Total.

- Clicking on the icon preceding the Transaction Date, allows you to drill-down into the actual PCard Transaction screen. Redistributions can be done in this screen for transactions with a status of New.

- Upon review, click the Reviewed checkbox, and click Save on the Toolbar. Your name will automatically populate the Reviewed By field.

- Note: The Transaction Review screen is read-only. The reviewer can not change any of the data that appears in this screen. If a correction needs to be made, for instance, to the Distribution Account, depending on the status of the Transaction, that would need to be done via the PCard Redistribution application (as long as Status is not Redistributed to GL), or via a journal entry in the PRISM General Ledger application (if Status is Redistributed to GL).