

### Approving PCard and ISSP Transactions Overview

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and Integrated Supply Services Program (ISSP) supplier with a status of "Staged". In order to comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their transactions within 5 days of the posted date.

Once the cardholder reconciles their transactions and updates the status to "Verified", the transactions can be reviewed and approved by the supervisor. Approved transactions are then sent to the Accounts Payable (AP) module for processing and payment.

Users (typically supervisors) with the role of PCard Administrator can access verified transactions that are ready for their approval using an approval pagelet. The pagelet view can be set up on the approver's **Home** page. Multiple PCard or ISSP transactions may be simultaneously accessed, reviewed, and approved by navigating to the reconciliation pages.

For additional instructions pertaining to reviewing, reconciling, approving, and reporting on PCard and ISSP transactions, refer to the course titled PR349: Managing PCard and ISSP Transactions. This course is located on the Cardinal website in **Course Materials** under **Learning**.

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#### **Approvals Pagelet Setup**

Both PCard and ISSP transactions awaiting approval (status is "Verified") display in your approvals pagelet for easy access for review and approval. You only need to set up your approvals pagelet one time.

	Advanced Search		Home Worklist Add to F	avortes Sign out
			Personalize Content	Layout ? Help
PCard Verified C	harges by User			C 07
Name	Trans Date	Merchant	Sum Amount	

1. From the **Home** page, click the **Personalize Content** link.

#### The Personalize Home Page displays.

Personalize Home Page		×
		New Window   Help   📰 🔒
Personalize Content:		
Tab Name My	/ Page	
Welcome Message We	elcome to Cardinal! ×	
Choose Pagelets: Sin	nply check the items that you want to appear on y	our homepage.
	member to click "Save" when done.	
Arrange Pagelets: Go	to Personalize Layout	
PeopleSoft Applications	Cross-Financials	Cross-Supply Chain
myCardinal Messages	Media Sources	Activity Monitor
myCardinal Financials	Operational Threshold Chart	Total Schedule Spend By Period
PCard Verified Charges by Us	ser Operational Threshold Alert	PO Contract Spend By Period
Menu	Products	Total PO Spend By PO Date
- American		Cate and Cate and and
	$\sim \sim \sim \sim \sim$	
		My Assigned Work Orders
		Most Costly Assets To Maintain
		Top 5 Problem Codes
Save Cancel		
E Notify		
		*
		.:

- 2. Select the PCard Verified Charges by User checkbox option.
- 3. Click the Save button.



The Home page redisplays.

Favorites -	weicom	ne to Cardinal! urchasing - > Procurement	All Cards - > Rea	Search     Advanced Search Q I concile - > Review Disputes
PCard Verifie	d Charges by Us	ser	0 0 -	myCardinal Financials
Name	Trans Date	Merchant	Sum Amount	Financials Report Execution
1	2016-07- 30	PREMIER STAFFING SOURCE	550.4	AP Reports     AR Reports     GL Reports     PA Reports     PA Reports     PR Reports     Financials Query-based Reports
				myCardinal Messages
				Desin Data

**Note**: The **PCard Verified Charges by User** approvals pagelet displays on the left side of the **Home** page and includes all transactions (i.e., charges) with a status of "Verified" (awaiting approval). Under the **Name** column, transactions display:

- PCard transactions display by the PCard holder
- ISSP transactions display by District



### PCard and ISSP Transactions – Review and Approve

The approvals pagelet provides quick and easy access to review and approve both PCard and ISSP transactions.



1. From the **Home** page, click the **District** or employee's **Name** link for the specific transaction you wish to review.



The **Reconcile Statement – Procurement Card Transactions** page displays. The PCard and ISSP search results pages will look slightly different, but have the same functionality.

Proc	urer	ment C	ard Transact	tions									
		Empl IC			Nan	ne							
Bank	State	ment						Person	alze   Find	View All   🖓   🖥	First	@ 1of1	<li>Last</li>
Tran	sactio	n Billi	ng 💷										
	Ca	d Issuer	Card Number	Trans Date	Merchant		*Status		Transaction Amount	Currency		Budget Status	Charth Status
1 5	2 BA	V18		07/30/2016	PREMIER STAFFING S	SOURCE	Verified	*	550.40	USD	01	Valid	Valid
	<												>
	lect Al		Clear All		Stage	Verify	r	Approve		Validate Budget			

**Note**: You can also access the **Reconcile Statement – Procurement Card Transactions** page using the following navigation path:

#### Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

2. Before approving the transaction, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349\_Performing PCard and ISSP Reconicliations (VDOT). This Job Aid is available on the Cardinal website in **Job Aids** under **Learning**.

Procurement (	Card Transacti	ons									
Empli			,	lame							
Run Budget Valid	ation on Save								-		
Bank Statement Transaction Bill	ing ITTR					Persor	ualize   Find   View All   🖾   🖡		Fin	ut ③ 1of1	C Last
Card Issuer		Trans Date	Merchant		"Status		Transaction Amount Currency			Budget Status	Charth
1 🖌 BAVIS		07/30/2016	PREMER STAFFIN	G SOURCE	Approved	~	550.40 USD	1	0	Valid	Valid
<											>
Select All	Clear Al		Stage	Verif	V I	Approve	Validate Budget				
earch Pu	inchase Details		Split Line	Distribution 1	Template						

- **3.** Once you have reviewed the transaction and are ready to approve it, click the **Select** checkbox option for the transaction.
- 4. Click the Status dropdown button and select "Approved".
- 5. Click the **Save** button.





### PCard and ISSP Transactions – Review and Approve Multiple Transactions

The process for approving multiple PCard or ISSP transactions (for an individual cardholder or District respectively) is done in the same manner as a single transaction. However, you cannot use the approvals pagelet to approve multiple transactions at the same time as the approvals pagelet provides access to only one transaction at a time. Instead, begin by navigating to the **Reconcile Statement Search** page.

1. Navigate to the **Reconcile Statement Search** page using the following path:

#### Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

The **Reconcile Statement Search** page displays. This page will only display if you have access to approve more than one card. If you only have access to approve for one card, skip to Step 4.

CAR	DINAL	Welcome	to Card	linal!		All •	Search	
Favorites •	Main Menu -	> Pur	chasing +	> Procureme	nt Cards 🕶	> Recon	cile 🕶 🔿	Reconcile Stateme
Reconcile St	atement Searc	ch						
	Role Name					-		
	Employee ID		DQ.					
	Name		_			Q.		
	Card Issuer					-		
	Card Number							
Tran	saction Number							
	Merchant					Exact	Match	
Se	quence Number							
	Line Number							
	Billing Date		Q.	То	Q			
s	tatement Status		<ul> <li>Image: A set of the set of the</li></ul>					
	Budget Status		-					
c	hartfield Status	×	-					
т	ransaction Date	12/23/2016	B	To 02/21/20	17 🕞			
	Charge Type		-					
	Posted Date		B	То	B			
	Rows Per Page	100						
		Auto Save	When Scr	olling Through	Chunks			
Search		Clear	1					

- 1. Utilize the **Employee ID** search criteria field to narrow down the search results (transactions) for a specific employee (PCard) or District (ISSP) based on the following guidance:
  - PCard: Enter the applicable employee's Employee ID in the Employee ID field
  - ISSP: Click the Employee ID Look Up icon. Once the Look Up Employee ID page displays in a pop-up window, enter the applicable District's ISSP in the Employee ID begins with field and then click the Look Up button to search for and select the applicable ISSP
- 2. Click the **Statement Status** dropdown button and select "Verified" to search for transactions that need to be approved.
- 3. Click the **Search** button.



The **Reconcile Statement: Procurement Card Transactions** page displays with the search results. This page will vary slightly based on whether your search was for PCard or ISSP transactions, however, the approval process is the same.

Display Unmasked Card Number Run Budget Validation on Save								
Bank Statement Transaction Stiling (TTT)					Personalize   Find	View At   D	91 🖳	First ③ 1-4 of 4 ④ Last
Employee Name	CardIssuer	Card Number	Trans Date	Merchant		*Status		Transaction Amount Currency
1 2 6.4000.0000 1000.000	BAV10		06/15/2016	RICHMO	ND COMMERCIAL SERVI	Approved	~	60.84 USD
2	BAVIO		06/15/2016	RICHMO	ND COMMERCIAL SERVI	Verified	~	117.00 USD
3 C R. 40000000 100000	BAV10		06/15/2016	RICHMO	ND COMMERCIAL SERVI	Verified	~	139.00 USD
	BAVID		06/15/2016	RICHMO	ND COMMERCIAL SERVI	Verified	~	117.00 USD
4								>
Select All		Stage	Veri	Y I	Approve	Validate 8	ludget	
earth Purchase Details		olitLine		n Templat				

- 4. Before approving the transactions, follow the same steps used by the cardholder as detailed in the Job Aid titled PR349\_Performing PCard and ISSP Reconicliations (VDOT). This Job Aid is available on the Cardinal website in Job Aids under Learning. Click the arrow icons in the Bank Statement header section to scroll through, view, and take action on the additional transactions.
- 5. Select the transaction(s) to approve based on the following guidelines:
  - a. To select all transactions, click the Select All checkbox option
  - b. To select individual transactions, click the **Select** checkbox option for each applicable transaction
- 6. Click the **Approve** button.

The page refreshes and the transaction Status is updated to "Approved" for the selected transaction(s).

7. Click the **Save** button.



### PCard Transactions by Transaction Date Query

CARDINAL Welcome to Cardinal	All • Search	Advanced Search	
Favorites - Main Menu -			
Menu	0 0-	myCardinal Messages	
My Favorites     myCardinal Financials		Begin Date	
Employee Set-Service		myCardinal Financials	
Manager Set-Service     Suppler Contracts     Customers     Products     Customer Contracts     Outsomer Contracts     Order Management     Pricing Configuration		Financials Report Execution  AP Reports AR Reports PA Reports PA Reports PA Reports PB R	Financials Report Retrieval
Customer Returns     Homs     Homs     Cost Accounting     Suppliers     Procurement Contracts     Purchasing     Inventory			

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1. From the Cardinal Home page, click the Financials Query-based Reports link with the myCardinal Financials section.

The Query Viewer page displays.

Enter any information you have and click Search	n. Leave fields blank for a list of all va	lues.							
*Search By Query Name	✓ begins with								
Search Advanced Search									
My Favorite Queries					Personal	ize   Fir	nd   🗔   🖩	First 🕢 1-3 of 3	() Last
Query Name	Description	Owner	Folder	Run to HTML		Run to XML	Schedule	Definitional References	Remov
Query Name V_AP_VCHR_INV_DISTRIB_LINES	Description List Vchr Inv Lines & Distribs	Owner Public	Folder				Schedule Schedule	Definitional References	Remov
-	-		Folder	HTML	Excel	XML	Schedule		
-	-		Folder	HTML	Excel	XML	Schedule		

- 2. Click in the **Search by** field.
- 3. Enter "V\_PR\_PCARD\_TRANS\_BY\_TRANS\_DT" in the **Search by** field.
- 4. Click the **Search** button.



The page refreshes with the search results displayed in the **Query** section.

ter any information you have and click Searc	Sh. Eduve helds blank for a list											
*Search By Query Name	✓ begins with	V_PR_	PCARD_T	RANS_BY_T	RANS_	DT						
Search Advanced Search												
earch Results												
earch Results												
*Folder View All Folders	~											
Query				Pers	onalize	Find	View All	21	📑 🐺 🐺	st 🜒 1 o	f 1 🕟 Last	
	escription	Owner	Folder	Pers Run to HTML		Find Run to	View All   Schedule		Firster Firster	~	f 1 (b) Last Add to Favorites	
Query Name Do	CARD Transactions by Trans	Owner Public	Folder	Run to	Run to Excel	Run to		D		eferences	Add to	
Query Name Dr	CARD Transactions by Trans	-	Folder	Run to HTML	Run to Excel	Run to XML	Schedule Schedule	D	efinitional R	rences	Add to Favorites	) La
Query Name Dr. V_PR_PCARD_TRANS_BY_TRANS_DT D The second	CARD Transactions by Trans	-	Folder	Run to HTML	Run to Excel	Run to XML	Schedule Schedule	D L Fine	efinitional R ookup Refe	rences First	Add to Favorites Favorite	E La
Query Name D V_PR_PCARD_TRANS_BY_TRANS_DT D My Favorite Queries Query Name	CARD Transactions by Trans t	Public		Run to HTML HTML	Run to Excel	Run to XML XML F Run to	Schedule Schedule Personalize Run to Excel XI	D L Find In to VIL	efinitional R ookup Refe d   🖓   📑	eferences rences First Definitiona	Add to Favorites Favorite () 1-3 of 3	
Query Name D	CARD Transactions by Trans t Description	Public	Owner	Run to HTML HTML	Run to Excel	Run to XML XML F Run to HTML	Schedule Schedule Personalize Run to Excel XI	D L Find In to VIL	efinitional R ookup Refe d   [2]   [] Schedule	eferences rences First Definitiona	Add to Favorites Favorite	Remo

#### 5. Click the Run to HTML link.

The Query page displays in a new internet browser tab.

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt	
Trans Date From 06/01/2017	
Trans Date To 06/01/2017	
Card Issuer (% for all)	
Name %	
Employee ID (% for all) %	
Billing Date (MM/DD/YYYY)	
Status (% for all) %	
Voucher ID (% for all) %	
Account (% for all) %	
Cost Center (% for all) %	
Department (% for all) %	
View Results	

**Note**: No results for the query will display until parameters are entered and the **View Results** button is clicked.

- **6.** Enter parameters related to the cardholder employee (PCard Transactions) or the District (ISSP Transactions) in the corresponding fields.
- 7. Click the **View Results** button.



The page refreshes with the query results.

						-								
	Т	rans Da	te From 06/01/2	017 🛐										
		Trans I	Date To 06/01/2	017 🗒										
	Card Is	suer (%	6 for all) BAVI0	Q										
			Name %											
	Employe	ee ID (%	6 for all) %	Q										
Bil	ing Date (	(MM/DD	/YYYY)											
	S	tatus (%	6 for all) %											
	Vouch	er ID (%	6 for all) %											
	Acc	ount (%	6 for all) %	Q										
	Cost C	enter (%	6 for all) %	Q										
	Depart	ment (%	6 for all) %	Q										
×.														
<u> </u>	iew Resul	Its												
_	'iew Resul ownload r		n : Excel Spread	dSheet CSV Text File	XML File (52 k	:b)								
D			n : Excel Spread	dSheet CSV Text File	XML File (52 k	b)								
D	ownload r	esults ir	Last 4 Digits of Card Nbr	dSheet CSV Text File	XML File (52 k Employee ID	b) Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date
D	ownload r ew All Business	Card Subsection	Last 4 Digits of		•	Trans	Checking Status	Chartfield	Transaction Number 24431067153708407870410	Sequence Nbr			eVA Order #	Trans Date 06/01/2017
D Vie	ownload r ew All Business Unit	Card Issuer BAVI0	Last 4 Digits of Card Nbr		Employee ID	Trans Status	Checking Status	Chartfield Status		Sequence Nbr 36	Date		eVA Order # A501_5297644_21_3	
D Vie 1	ownload r ew All Business Unit 50100	Card Issuer BAVI0 BAVI0	Last 4 Digits of Card Nbr		Employee ID	Trans Status Closed Closed	Checking Status Valid Valid	Chartfield Status	24431067153708407870410	Sequence Nbr 36 21	Date 06/06/2017	06/28/2017 6:31:39PM		06/01/2017
D Vie 1 2 3	ownload r ew All Business Unit 50100 50100	Card Issuer BAV10 BAV10 BAV10	Last 4 Digits of Card Nbr		Employee ID	Trans Status Closed Closed	Checking Status Valid Valid Valid	Chartfield Status Valid Valid	24431067153708407870410 24013397152000111463767	Sequence Nbr 36 21 18	Date 06/06/2017 06/05/2017	06/28/2017 6:31:39PM		06/01/2017

8. Review the query results as needed. Optionally, download the query results to a Microsoft Excel file by clicking the **Excel Spreadsheet** link.