

University of Iowa

# ProTrav Procurement Card Training


Accounts Payable and Travel | 202 PCO | 319-335-0115

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## Logging Into ProTrav

Access the ProTrav system through the Employee Self Service Portal by using your HawkID and password.  
<https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>



# Employee Self Service

Finance and Operations Web Applications

### Welcome to the Finance and Operations (FO) Web Applications Portal

This is your single point of access for FO Web Applications including Self Service, Workflow, PCard, GL DSS, and the HR Data Access Applications. Please sign in using:

1. Your Hawk ID, and
2. Your Hawk ID Password

#### Hawk ID Login

Hawk ID:

Password:

#### Links to Common Questions

- [Don't know your hawkid?](#)
- [Forgot your password?](#)
- [More hawkid information...](#)

ⓘ IMPORTANT INFORMATION

- Employees using shared computers are advised to click sign out and then exit the browser after completing their session

ProTrav can be found under the Administration Tab in the Systems section.

MY SELF SERVICE

PERSONAL

ADMINISTRATION

WORKFLOW

#### HR Inquiry

- Standard Report Frequency Recommendations

#### Data Access

- [AP-PO Freight Web Tools](#)
- [AP-PO PeopleSoft](#)
- [PMO \(Property Management\)](#)

#### Systems

- [Cash Handling Audit Procedures](#)
- [E-Pro\(E-Vouchers & PRegs\)](#)
- [Jobs@UIOWA](#)
- [ProTrav \(Pcard Vouchers & Travel\)](#)

## Start Page

Your Start Page will appear in the right side of the window.

**PCard** **Travel**

**PCard information for: JAMES DOE**

**Card information**

**Credit Remaining**  
\*Credit remaining reflects transactions posted, not charges authorized.

|  |                        |             |
|--|------------------------|-------------|
|  | Doe, James (001234)    | \$10,000.00 |
|  | Jones, Robert (009876) | \$10,000.00 |

**New transactions for your cards**

No new transactions since last login.

**PCard news**

**Message from the PCard Team:**

- **Effective October 1, 2008**-scanned attachments are required on all vouchers
- Security Alert - Office Supply/Toner Scams
- Hy-Vee Credit Card
- Online Procurement Card training offered
- Paying Express Freight by Procurement Card
- Do you want to be reminded by email notification at the end of a PCard billing cycle alerting you that a Procurement Card Voucher is ready for completion?
- [Click here for "Other Procurement Card Related News"](#)

**Procurement Card Forms Awaiting Your Approval**

No transactions are waiting in your inbox.

**My Card Requests Awaiting My Approval**

No Request were found that require your approval.

This page displays the following procurement card information at a glance:

### Credit Remaining

This section displays all Procurement Cards that you have access to view or reconcile and displays the declining available credit for the current billing cycle.

### Account Number

This is shown to the right of the individuals name within the credit remaining box. This number will be used when others request access to reconcile/view your procurement card.

### New Transactions for your cards

This section displays any new transactions for any Procurement Card that you have access to view or edit since the last login.

### Message Center

This section will display messages from the ProTrav Functional Team

### Procurement Card Forms Awaiting Your Approval

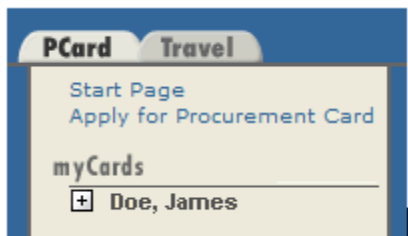
This section includes Procurement Card Vouchers awaiting your workflow approval.

### My Card Requests Awaiting my Approval

This section contains any requests involving Pcard reconciling/viewing rights which require your approval.

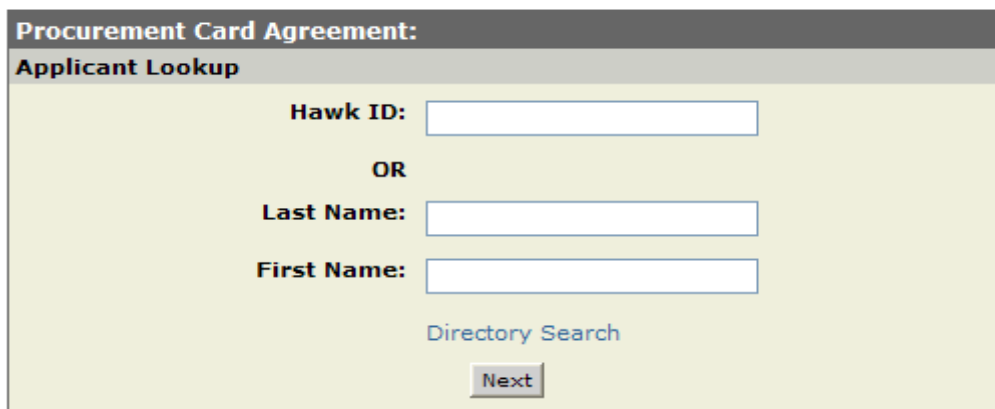
## Overview of Sidebar


### Apply for Procurement Card

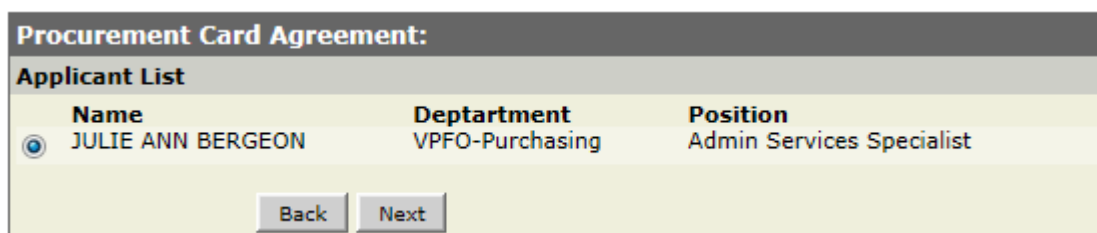


Your name will show under this section if you are a current cardholder. It will also list any cards you have access to reconcile or view. If you are not a current cardholder and would like to apply for a card, click on [Apply for Procurement Card](#).


This screen is where you will enter the applicant's name or Hawk ID.



Once the applicant information is entered click on .



| Name              | Department      | Position                  |
|-------------------|-----------------|---------------------------|
| JULIE ANN BERGEON | VPFO-Purchasing | Admin Services Specialist |

You will be able to choose from a list of users on this screen. Once you have selected the correct person click .

The following screen will default Applicant and card information similar to the screen below:

| Procurement Card Agreement:  |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
|--|---|------|-------|-----------|-------|-----------|-------|-------|-------|-----|------|-----|--|--|--|--|------|--|--|--|--|
| Applicant Info   | Card Details  |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Hawk ID:</b> DOES   |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Applicant Name:</b> DOE, SUSAN  | <b>Card Type:</b> Procurement Card with Travel Capabilities ▼   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Department Name:</b> VPFO-Purchasing  | <b>Primary Use:</b> <input type="checkbox"/> Low Dollar Goods and Services<br><input type="checkbox"/> Travel<br><input type="checkbox"/> Other |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Campus Address:</b> 202 PCO   |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Campus Phone:</b> +1 319 335 0389   | <b>Card Limit:</b> - SELECT - ▼   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <a href="#">Address Search</a>   | <b>Single Trans Limit:</b> - SELECT - ▼   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Department US Bill To Address:</b>  | <b>Cardholder Will Be Reconciler:</b> Yes <a href="#">edit</a>  |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>City:</b> Iowa City   |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>State:</b> Iowa ▼   |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Postal Code:</b> 52242-<br>(9 digits)   |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <b>Default MFK:</b>  |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <table border="1"> <thead> <tr> <th>FND</th> <th>ORG</th> <th>DEPT</th> <th>SDEPT</th> <th>GRNT/PRGM</th> <th>IACCT</th> <th>OACCT</th> <th>DACCT</th> <th>FNC</th> <th>CCTR</th> </tr> </thead> <tbody> <tr> <td>★ ★</td> <td></td> <td></td> <td></td> <td></td> <td>XXXX</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |   | FND  | ORG   | DEPT      | SDEPT | GRNT/PRGM | IACCT | OACCT | DACCT | FNC | CCTR | ★ ★ |  |  |  |  | XXXX |  |  |  |  |
| FND  | ORG   | DEPT | SDEPT | GRNT/PRGM | IACCT | OACCT     | DACCT | FNC   | CCTR  |     |      |     |  |  |  |  |      |  |  |  |  |
| ★ ★  |   |      |       |           | XXXX  |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |
| <div> <a href="#">Back</a> <a href="#">Continue to Workflow</a> <a href="#">Save for Later</a> </div>  |   |      |       |           |       |           |       |       |       |     |      |     |  |  |  |  |      |  |  |  |  |

The Department US Bill to Address is a Postal Address not your campus address. If you are unsure of what your Postal Address is for your department, click on [Address Search](#) and a new window will open up with the Central Mail Service Departmental Mailing Address Directory.

The Default MFK is needed to determine what workflow path the agreement follows. It is also the account that will default in on your Procurement Card Voucher.

## Card Details

This section is where the type of card is specified, the limits requested and whether or not the cardholder will also reconcile their own card. If limits other than the ones listed are requested justification will be required.

| Procurement Card Agreement:  |   |
|--|---|
| Applicant Info   | Card Details  |
| <b>Hawk ID:</b> DOES   |   |
| <b>Applicant Name:</b> DOE, SUSAN  | <b>Card Type:</b> Procurement Card with Travel Capabilities ▼   |
| <b>Department Name:</b> VPFO-Purchasing  | <b>Primary Use:</b> <input checked="" type="checkbox"/> Low Dollar Goods and Services<br><input checked="" type="checkbox"/> Travel<br><input type="checkbox"/> Other |
| <b>Campus Address:</b> 202 PCO   | <b>Card Limit:</b> \$5,000 ▼  |
| <b>Campus Phone:</b> +1 319 335 0389   | <b>Single Trans Limit:</b> \$3,000 ▼  |
| <a href="#">Address Search</a>   |   |
| <b>Department US Bill To Address:</b> 202 Plaza Centre One                               | <b>Cardholder Will Be Reconciler:</b> Yes <a href="#">edit</a>  |
| <b>City:</b> Iowa City   |   |
| <b>State:</b> Iowa ▼   |   |
| <b>Postal Code:</b> 52242-<br>(9 digits)   |   |
| <b>Default MFK:</b>  |   |
| FND ORG DEPT SDEPT GRNT/PRGM IACCT OACCT DACCT FNC CCTR                                  |   |
| ★ ★ ★ ★ ★ XXXX   |   |
| <a href="#">Back</a> <a href="#">Continue to Workflow</a> <a href="#">Save for Later</a> |   |

Once all of the information has been entered on this screen and it appears correct, click on

[Continue to Workflow](#)

A summary screen shows all the information you have entered.

If there is documentation to be attached to the agreement, this may be done on the summary screen. Select 'Add/Edit' in the Attachments section of the screen. This will open a dialogue box to search for and attach files.

If there are corrections that need to be made click on [Back](#). Once the correction has been made click on Continue to Workflow again and the summary screen will appear again.

## Procurement Card Agreement:

### PCard Agreement Summary

| Applicant Info                               | Card Details  |
|--|---|
| <b>Hawk ID:</b> THAUSAFU                     | <b>Card Type:</b> Procurement Card w/ Travel Capabilities |
| <b>Applicant Name:</b> HOADLEY,TARA ANN      | <b>Primary Use:</b> Low Dollar Goods Travel               |
| <b>Department Name:</b> VPFO-Purchasing      | <b>Card Limit:</b> \$5,000.00                             |
| <b>Campus Address:</b> 202 PCO               | <b>Single Trans Limit:</b> \$3,000.00                     |
| <b>Campus Phone:</b> +1 319 335 0389         | <b>Cardholder Reconciler:</b> Yes                         |
| <b>Address:</b> 202 Plaza Centre One         |   |
| <b>City, State Zip:</b> Iowa City, IA 52242- |   |

**Default MFK:**

| FND | ORG | DEPT | SDEPT | GRNT/PRGM | IACCT | OACCT | DACCT | FNC | CCTR |
|-----|-----|------|-------|-----------|-------|-------|-------|-----|------|
| 050 | 05  | 0311 | 23000 | 00000000  | XXXX  | 000   | 00000 | 60  | 0000 |

**Attachments:** [Add/Edit](#) | [Show/hide thumbs](#)

No attachments available

[Back](#) [Continue to Workflow](#) [Save](#)

When everything looks correct, click on [Continue to Workflow](#) and complete the process of submitting it to workflow

### [Access to Pcard](#)

**NOTE:** Procurement Card Policy requires all reconcilers to complete procurement card training (every 3 years) before this access may be requested or assigned.

To add a card to My Cards section, go to the section titled My Preferences.

**PCard** **Travel**

[Start Page](#)  
[Apply for Procurement Card](#)

**my Cards**

- [+ Doe, John](#)
- [+ Doe, Jane](#)

**Travel**

- [my Trips](#)
- [Create new trip](#)

**my Preferences**

- [Favorite MFKs](#)
- [Email Notifications](#)
- ☐ [Access to Pcard](#)
  - [Pending requests \(0\)](#)
  - [Request or assign access rights](#)
  - [Maintain access rights](#)

- The requests can be made for reconciling or viewing rights either by the cardholder, or the user wishing to have these rights.
- Click on Request or assign access rights.



**Request or Assign Access Rights**

Please select one of the options below


☐ **Request Reconcile/View Rights for Another Cardholder**  
You want to reconcile or view another cardholder's information


☐ **Assign a Reconciler/Viewer to My Card**  
Send a request to another user inviting them to reconcile or view your card information

- Choose one of the options, if you are the individual who wants to reconcile or view for another cardholder choose the first option.

**Request Reconcile/View rights for another cardholder**

Request access to the following cardholder and allow me to perform one of the roles below:

☒ **Reconciler**  This provides you access to conduct reconciliation of card statements, and view reports, daily transactions and account information.


☐ **Viewer** 


6 digit Account Number

- This screen you will enter the cardholder's six digit account number and click next.
  - The cardholder will then be listed to confirm you have the correct number.
  - If the information is correct click send request.
- If you are a cardholder and want to give someone else reconciling or viewing rights to your card, choose the second option.

**Assign a Reconciler/Viewer to your Pcard information**

Please identify the access you would like to grant to the individual:

☒ **Reconcile**  This request provides another user access to conduct reconciliation of your card statements and view reports, daily transactions and account information for your card.

☐ **View-only** 

**Search Users By:**

☐ **Hawk ID**

☐ **Name**

- This screen you will enter the Hawk ID or name of the individual you wish to give reconciling or viewing rights to, click next once the information has been entered.
  - The individual's name will display, if searching by name you may have to choose the correct person from the list.
  - Once the correct individual has been chosen, click send request.



- If training needs to be completed for the individual who is requesting, or being assigned, reconciliation rights, then an error message similar to the below will appear.

**Request Reconcile/View rights for another cardholder**

**The Procurement Card policy requires all reconcilers to complete online training. Please register for Procurement Card training offered through ICON. Once this course is complete this request may be completed.**

**Questions may be directed to [protrav@uiowa.edu](mailto:protrav@uiowa.edu).**

Request access to the following cardholder and allow me to perform one of the roles below:

☒ **Reconciler**  This provides you access to conduct reconciliation of card statements, and view reports, daily transactions and account information.
   
☐ **Viewer** 

6 digit Account Number

**Request or Assign Access Rights**

Please select one of the options below

☒ **Request Reconcile/View Rights for Another Cardholder**  
 You want to reconcile or view another cardholder's information
   
☐ **Assign a Reconciler/Viewer to My Card**  
 Send a request to another user inviting them to reconcile or view your card information

- If the training requirement has already been fulfilled, then no error message will appear.
- An email notification will be sent to the user selected. They can click on the link in the email and will be taken to the Pending Requests screen in ProTrav, or they can navigate there by logging into ProTrav. The pending requests are also listed on their ProTrav Pcard start page under the header My Card Requests Awaiting My Approval.

**Pending Requests**

**Individuals Requesting access to your Pcard**

| User                  | Role Requested | ORG/DEPT | Action                         |
|-----------------------|----------------|----------|--------------------------------|
| DOE, JAMES (DOEJA)    | PCARD_RECON    | 05/0310  | <a href="#">Approve / Deny</a> |
| SMITH, SUSAN (SSMITH) | PCARD_RECON    | 05/0310  | <a href="#">Approve / Deny</a> |

**Cardholders requesting that you have access to their Pcard**

| User                   | Role Requested | ORG/DEPT | Action                           |
|------------------------|----------------|----------|----------------------------------|
| JONES, ROBERT (RJONES) | PCARD_RECON    | 05/0310  | <a href="#">Accept / Decline</a> |

- All pending requests will be listed on this page. The top section is for individuals who are requesting access to your card. The bottom section is for other cardholder's who want you to have access to their card.

Click on approve, deny, accept or decline depending on the situation. Once this has been done, an email is sent back to the user telling them the outcome of your decision.

## Maintain Access Rights Screen

This screen may be used to review or remove cardholders that you have rights to or users that have access to your procurement card. If you wish to remove a user, simply click “Remove”.

**Maintain Access Rights (Pcard)**

**my Cards**

Cardholders for whom I have rights to view/reconcile their pcard information.

| User                    | Card Account | Role        | Org/Dept | Action  |
|-------------------------|--------------|-------------|----------|---|
| SALLY DOE (DOES)        | 004546       | PCARD_RECON | 05/0311  | <a href="#">View</a>   <a href="#">Remove</a> |
| ROBERT JAMES DOE (RDOE) | 005988       | PCARD_RECON | 05/0311  | <a href="#">View</a>   <a href="#">Remove</a> |
| JOHN DOE (JDOE)         | 007343       | PCARD_RECON | 05/0310  | <a href="#">View</a>   <a href="#">Remove</a> |
| SUSAN SMITH (SSMITH)    | 004819       | PCARD_RECON | 05/0311  | <a href="#">View</a>   <a href="#">Remove</a> |

[Send a request](#) to another cardholder requesting access to reconcile/view their pcard information.

**Reconcilers /viewers of my pcard**

Users who have explicit access to my pcard information

| User              | Card Account | Role        | Org/Dept | Action               |
|-------------------|--------------|-------------|----------|----------------------|
| JAMES DOE (DOEJA) | 007446       | PCARD_OWNER | 05/0310  | <a href="#">View</a> |

[Send a request](#) to another user inviting them to become a reconciler/viewer for your pcard information.

## myCards

**PCard** **Travel**

[Start Page](#)  
[Apply for Procurement Card](#)

**my Cards**

☒ Doe, James  
[Transactions](#)  
[Vouchers](#)  
[Account Info.](#)

This section lists your cards, any cards you have access to and your inactive cards.

To expand the information for a particular card, click on next to the cardholder's name. This will show a list of four items, Transactions, Vouchers, Reconcile, and Account Info. Clicking Transactions will display a similar screen below:

THE UNIVERSITY OF IOWA  
**ProTrav**  
Accounts Payable/Purchasing/Travel

**PCard** **Travel** **Admin**

[Start Page](#)  
[Apply for Procurement Card](#)

**my Cards**

☒ Doe, John  
[Transactions](#)  
[Vouchers](#)  
[Reconcile](#)  
[Account Info.](#)

**Inactive cards**

☒ Doe, John

**Travel**

[my Trips](#)  
[Create new trip](#)

[my Preferences](#)

**Transactions for SCHNEIDER,CINDY ANN (01/28/2009 - 02/26/2009)**

**View transactions for:**  
February 2009 (01/28/2009-02/26/2009) [View Transactions](#)

**Download transactions as:**  
☒ Comma-delimited ☐ Excel [Download Transactions](#)


[View PCV summary](#)

**Transaction Summary**

|                            |           |
|----------------------------|-----------|
| <b>Total Transactions:</b> | 1         |
| <b>Total Credits:</b>      | 0.00      |
| <b>Total Debit:</b>        | 61.20     |
| <b>Credit Remaining:</b>   | 49,938.80 |

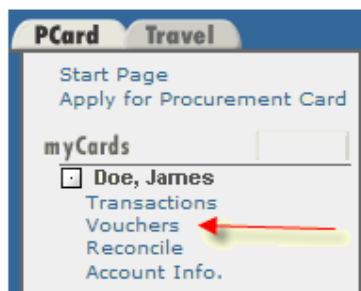
| Tran Dt.   | Post Dt.   | Amt.  | Vendor                 | MCC  | City         | State | Ref. Nbr. |
|------------|------------|-------|------------------------|------|--------------|-------|-----------|
| 01/28/2009 | 01/30/2009 | 61.20 | OFFICEMAX CT*IN#027135 | 5943 | 800-472-6473 | IL    | 30995     |

- This screen displays transaction information for a billing cycle. The transactions can be viewed or downloaded.
- The billing cycle will default to the most recent billing cycle. The drop down list will allow you to select different billing cycles. Select “view transactions” button if you wish to change the billing cycle.

- Transaction summary: A summary of the transactions for the billing cycle that was selected.
  - Total Transactions: The number of transaction that occurred during the billing cycle.
  - Total credits: The amount of credits during the billing cycle.
  - Total Debit: The amount of debits during the billing cycle.
  - Credit Remaining: Your monthly credit limit minus debits posted and excludes any pending transactions.
- Transactions
  - Trans Date (Transaction Date): The date the transaction was processed by the vendor.
  - Post Date: The date the transaction was posted to the procurement card.
  - Amount: The amount of the transaction.
  - Vendor: Who processed the transaction.
  - This icon  assists viewers in identifying card transaction that may require immediate or additional review.
  - MCC (Merchant Category Code): The type of vendor that processed this transaction. By placing your mouse over this field it will give you the definition of the MCC.
  - City: The city where this transaction was processed, or sometimes it will list the vendor's phone number instead.
  - State: The state in which the transaction was processed.
  - Ref Number (Reference Number): The reference number for the transaction, which is assigned by the bank. This number is used on the billing dispute form in the event that a transaction is in question and is being disputed.
- Additional Option: Download Transactions: Select a comma-delimited file or Excel spreadsheet. Select Download Transaction button to download the transactions. This allows you to store cumulative files in a spreadsheet or database for independent department reporting and querying purposes.
- View PCV Summary: this link will take you to the summary page of the PCV.

## Vouchers

By clicking on Vouchers under the cardholder's name, this will bring up the list of vouchers for this cardholder.



The voucher manager screen will display:

| Voucher Manager:                         |               |               |  |                              |
|--|---------------|---------------|--|------------------------------|
| Vouchers for Acct: Doe, James<br>(00952) |               |               | Display: Past 12 months                    | Refresh                      |
|  | Voucher       | Billing Cycle | Status                                     | Last Updt.                   |
| detail                                   | TempPCV178247 | August 2008   | Initialized -<br>Receiving<br>transactions | 07/29/2008 by<br>ProTrav app |
| detail                                   | P0XXXXXX      | May 2008      | Voucher loaded                             | 06/11/2008 by<br>ProTrav app |
| detail                                   | P0XXXXXX      | April 2008    | Voucher loaded                             | 05/07/2008 by<br>ProTrav app |
| detail                                   | P0XXXXXX      | March 2008    | Voucher loaded                             | 03/31/2008 by<br>ProTrav app |
| detail                                   | P0XXXXXX      | February 2008 | Voucher loaded                             | 03/25/2008 by<br>ProTrav app |
| detail                                   | P0XXXXXX      | January 2008  | Voucher loaded                             | 02/01/2008 by<br>ProTrav app |
| detail                                   | P0XXXXXX      | December 2007 | Voucher loaded                             | 01/11/2008 by<br>ProTrav app |

By default it will display the past 12 months of vouchers. You can change the display setting to 2 or 5 years.

- **Voucher:** Any voucher number that begins with "TempPCV" is for the current billing cycle and is currently receiving transactions. Once the billing cycle has ended, ProTrav will assign a voucher number beginning with the letter P. The P voucher number will be associated with all the transactions for that particular billing cycle. It will display in the voucher field on the Statement of Accounts when the transactions post to general ledger.
- **Billing Cycle:** Month of transactions
- **Status:** Gives the status of the particular voucher
  - **Initialized-Receiving Transactions:** Transactions are being received as posted by the bank. A Temporary voucher number has been assigned.
  - **Voucher Loaded:** Voucher process has been complete and transactions have been sent to general ledger.
  - **Voucher Audited:** The voucher was received and audited by the Accounts Payable office, but has not been sent to General Ledger.
  - **Audit Error:** An error on the PCV was detected during the audit. View details for specifics.
  - **Voucher Assigned:** The billing cycle has closed and has been assigned a voucher beginning with P.
  - **Voucher Routed in workflow:** The voucher has been reconciled and submitted to workflow but has not completed the approval path.
  - **Voucher Approved in Workflow:** The voucher has completed the workflow approval path and is waiting auditing.
- **Last Updated:** Shows the date and user name of the last update to the voucher.

Selecting Detail will take you to the PCV summary screen.

| Voucher Manager:                          |               |               |                                      |                           |
|---|---------------|---------------|--------------------------------------|---------------------------|
| Vouchers for Acct: Doe, James<br>(009952) |               |               | Display: <span>Past 12 months</span> | <a href="#">Refresh</a>   |
|   | Voucher       | Billing Cycle | Status                               | Last Updt.                |
| <a href="#">detail</a>                    | TempPCV178247 | August 2008   | Initialized - Receiving transactions | 07/29/2008 by ProTrav app |
| <a href="#">detail</a>                    | P0 XXXXXX     | May 2008      | Voucher loaded                       | 06/11/2008 by ProTrav app |
| <a href="#">detail</a>                    | P0 XXXXXX     | April 2008    | Voucher loaded                       | 05/07/2008 by ProTrav app |
| <a href="#">detail</a>                    | P0 XXXXXX     | March 2008    | Voucher loaded                       | 03/31/2008 by ProTrav app |
| <a href="#">detail</a>                    | P0 XXXXXX     | February 2008 | Voucher loaded                       | 03/25/2008 by ProTrav app |
| <a href="#">detail</a>                    | P0 XXXXXX     | January 2008  | Voucher loaded                       | 02/01/2008 by ProTrav app |
| <a href="#">detail</a>                    | P0 XXXXXX     | December 2007 | Voucher loaded                       | 01/11/2008 by ProTrav app |

From here you can view the workflow path the voucher has taken, or where it currently sits in the path. It also gives you the voucher details. The additional voucher information section contains links that will take you to additional screens that pertain to this voucher.

| Voucher editor: PCV# P0 XXXXXX   |            |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
|--|------------|-------------|--|-----------|-----|----------|---|------------|--------------------------------|--|---|--------|--------------------------------|--|---|------------|--------------------------------|--|
| Workflow approver history:   |            |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| Seq #  | Received   | Approver    | Approval   | Routing   | Y/N | Comments |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 2  | 03/15/2008 | SALLY DOE   | Required   | 05/0311/  | Y   |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 1  | 03/15/2008 | DEBORAH DOE | Required   | Alternate | Y   |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 0  | Initiator  | JAMES DOE   | Required   |           | Y   |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| This transaction has attachments (see below)   |            |             | Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit Approval  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| Approving - Procurement Card Vouchers  |            |             | <a href="#">View change history for this PCV</a>   |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| Voucher detail:  |            |             | Additional voucher information:  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| Card holder: DOE, JAMES<br>Account #: 009952<br>Billing cycle: February 2008 (01/29/2008-02/27/2008)   |            |             | <ul style="list-style-type: none"> <li><a href="#">View Line Editor</a></li> <li><a href="#">View credit card statement for this voucher</a></li> <li><a href="#">PCV Coversheet</a></li> <li><a href="#">PCV Report</a></li> </ul>  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| Attachments:   |            |             | Accounting Summary:  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| <a href="#">Add/Edit</a>   <a href="#">Show/hide thumbs</a><br> 1 - Feb_PCard.pdf (pdf) 358kb |            |             | <table border="1"> <tr> <td>050-05-0310-00000-50649100-6420-000-00000-60-0000</td> <td>\$1,080.00</td> </tr> <tr> <td colspan="2">1 lines reconciled to this MFK</td> </tr> <tr> <td>050-05-0311-23000-00000000-6070-000-00000-60-0000</td> <td>\$5.49</td> </tr> <tr> <td colspan="2">1 lines reconciled to this MFK</td> </tr> <tr> <td>050-05-0311-23000-00000000-6137-000-00000-60-0000</td> <td>(\$250.27)</td> </tr> <tr> <td colspan="2">1 lines reconciled to this MFK</td> </tr> </table> |           |     |          | 050-05-0310-00000-50649100-6420-000-00000-60-0000 | \$1,080.00 | 1 lines reconciled to this MFK |  | 050-05-0311-23000-00000000-6070-000-00000-60-0000 | \$5.49 | 1 lines reconciled to this MFK |  | 050-05-0311-23000-00000000-6137-000-00000-60-0000 | (\$250.27) | 1 lines reconciled to this MFK |  |
| 050-05-0310-00000-50649100-6420-000-00000-60-0000  | \$1,080.00 |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 1 lines reconciled to this MFK   |            |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 050-05-0311-23000-00000000-6070-000-00000-60-0000  | \$5.49     |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 1 lines reconciled to this MFK   |            |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 050-05-0311-23000-00000000-6137-000-00000-60-0000  | (\$250.27) |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| 1 lines reconciled to this MFK   |            |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| Reviewer's Comments:   |            |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |
| <a href="#">Add comment</a><br>No comments available   |            |             |  |           |     |          |   |            |                                |  |   |        |                                |  |   |            |                                |  |

Additional Voucher Information:

- View Line Editor--View the MFKs associated with the voucher.



- View credit card statement for this voucher--This gives a listing of the transactions.
- PCV Coversheet -- This is used when sending original receipts to Accounts Payable.
- PCV Report--A hard copy of the line editor with the cardholder and billing information included.

Voucher alert messages will also be displayed here. Examples: Disputes, Payroll Deductions, or Transactions which require additional review.

## Reconcile

Click on Reconcile and this will bring up any vouchers that can be reconciled. If you want to reconcile the voucher, click on Reconcile for the voucher you wish to work on.

| Reconcile Manager:                      |               |                           |
|---|---------------|---------------------------|
| Vouchers for Doe, James (009952)        |               |                           |
| <b>Vouchers awaiting reconciliation</b> |               |                           |
| Voucher ID                              | Billing Cycle |                           |
| TempPCV169869                           | May 2008      | <a href="#">Reconcile</a> |

## Account Information

| Account Manager:   |   |  |
|--|---|--|
| Account Information for account (009952)   |   |  |
| <b>This card is owned by:</b>  |   |  |
| DOE, JAMES   | For changes to this billing address, please contact a member of the <a href="#">Accounts Team</a> |  |
| Card owner's University ID:  |   |  |
| <b>US Bill to Address:</b>   |   |  |
| VPFO-ACCOUNTS PAYABLE &<br>202 PCO<br>IOWA CITY, IA 52242-2500<br>USA<br>+1 319 335 0115 |   |  |
| <b>Campus Address:</b> 202 PCO   |   |  |
| <b>Card details:</b>   |   |  |
| Credit limit: \$10,000.00  | Expiration date: 10/2009  |  |
| Single transaction limit: \$3,000.00   | Has travel capability: Yes  |  |
| <b>Card history:</b>   |   |  |
| This card was approved on 09/27/2006 and issued to the card holder on 10/11/2006         |   |  |

- Displays information pertaining to the card.
- This card is owned by: Lists the cardholders name, and University ID, which was used in place of Cardholder's SSN, US Bill to and campus addresses, and phone number.
- Credit and Single Transaction limits, expiration date and whether the card can be used for travel related expenses or not.
- Card history


### Default MFK:

This is the MFK that will be defaulted on all reconciliation screens as well as the account used in the event you do not submit a Procurement Card Voucher (PCV) before the submission deadline.

To change this default MFK, you will have to notify the [Accounts Team](#) of the change (changing departments or organizations requires completion of a new PCard contract).

| FND | ORG | DEPT | SDEPT | GRNT/PRGM | OACCT | DACCT | FNC | CCTR |
|-----|-----|------|-------|-----------|-------|-------|-----|------|
| 050 | 05  | 0311 | 23000 | 00000000  | 000   | 00000 | 60  | 0000 |

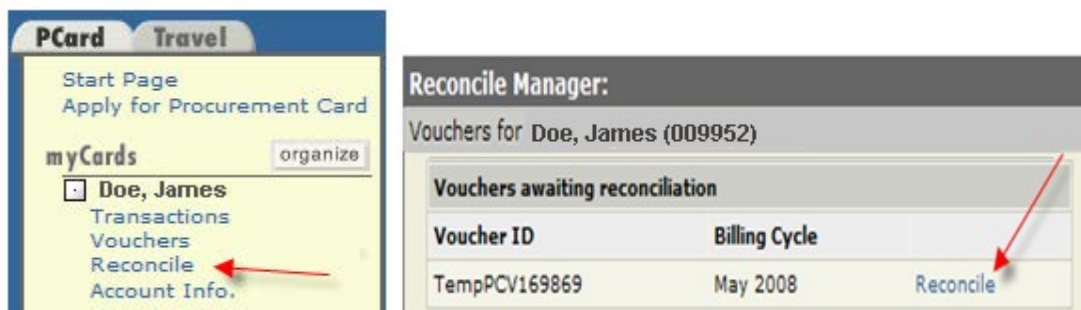
### Users with explicit access to this card:

| HawkID   | Role Assigned |
|--|---------------|
|  JDOE | PCARD_OWNER   |

- Default MFK- MFK used for all processes for the Pcard.
- Users who have access to the Account.

## Reconciling PCard

Navigate to the reconcile manager, by clicking on Reconciled under myCards.



The screenshot shows the PCard system interface. On the left, under the 'myCards' section, the 'Reconcile' link is highlighted with a red arrow. The main content area is titled 'Reconcile Manager: Vouchers for Doe, James (009952)'. It displays a table of 'Vouchers awaiting reconciliation' with columns for 'Voucher ID' and 'Billing Cycle'. The table contains one row: 'TempPCV169869' for 'May 2008'. A red arrow points to a 'Reconcile' button in the rightmost column of the table.

This screen is where the MFKs will be associated to the charges.



| Line   | Action   | Post Dt.   | Vendor                    | Debit  | Credit | Recon. |
|--|----------|------------|---------------------------|--------|--------|--------|
| 1  | New Line | 07/31/2012 | IMPRINTED SPORTSWEAR      | 69.30  |        | 0.00   |
| attach file New line will default with IACCT 6070  |          |            |                           |        |        |        |
| 2  | New Line | 08/02/2012 | ⚠ HY VEE 1281             | 46.57  |        | 0.00   |
| attach file New line will default with IACCT 6135  |          |            |                           |        |        |        |
| 3  | New Line | 08/09/2012 | GODFATHERS PIZZA          | 217.80 |        | 0.00   |
| attach file New line will default with IACCT 6135  |          |            |                           |        |        |        |
| <b>Business purpose:</b> Please check <i>all</i> that are appropriate<br><input type="checkbox"/> Department's <input type="checkbox"/> University's Mission <input type="checkbox"/> University Research <input type="checkbox"/> Patient Care<br><b>Mission</b><br><input type="checkbox"/> Recruitment <input type="checkbox"/> Reward & Recognition* <input type="checkbox"/> Other*<br>Comments: <input type="text"/> *=Comments required |          |            |                           |        |        |        |
| 4  | New Line | 08/09/2012 | CAREERBUILDER GOVERNMENT  | 218.00 |        | 0.00   |
| attach file New line will default with IACCT 6235  |          |            |                           |        |        |        |
| <b>Business purpose:</b> Please check <i>all</i> that are appropriate<br><input type="checkbox"/> Department's <input type="checkbox"/> University's Mission <input type="checkbox"/> University Research <input type="checkbox"/> Patient Care<br><b>Mission</b><br><input type="checkbox"/> Recruitment <input type="checkbox"/> Reward & Recognition* <input type="checkbox"/> Other*<br>Comments: <input type="text"/> *=Comments required |          |            |                           |        |        |        |
| 5  | New Line | 08/09/2012 | GAZETTE COMMUNICATIONS IN | 268.00 |        | 0.00   |
| attach file New line will default with IACCT 6070  |          |            |                           |        |        |        |
| 6  | New Line | 08/13/2012 | GAYLORD OPRYLAND HTL ADV. | 441.61 |        | 0.00   |
| attach file New line will default with IACCT 6026  |          |            |                           |        |        |        |

Line numbers in red indicate they have not been reconciled or they are not in balance.

Line numbers in orange indicate they have been identified as travel related and must be associated to a trip.

This icon  assists viewers in identifying card transaction that may require immediate or additional review.

**Business Purpose:** Define the business purpose for this transaction; this is required for certain transactions. You will not be able to complete the voucher until one is defined for each line requesting the information.

| Line          | Action   | Post Dt.   | Vendor                 | Debit  | Credit | Recon. |
|---------------|----------|------------|------------------------|--------|--------|--------|
| 1             | New Line | 05/01/2008 | OFFICEMAX CT*IN#660926 | 333.69 |        | 0.00   |
| Trans. Detail |          |            |                        |        |        |        |

**Start Reconciliation**—this is a one click reconciliation tool, this can be used for non travel related expenses. By clicking Start Reconciliation, this will enter the default MFK including the IACCT that defaulted to the line based on the MCC for the vendor. Business purpose, travel information, and line description will still need to be given for the lines requiring this information.

## Single Line Transaction and Splitting Lines

To start reconciling, click on [New Line](#) for the line to be reconciled. This will bring up the line editor.

**PCV: Line Editor**

Create a new accounting line for line: 1

| FND     | ORG | DEPT | SDEPT | GRNT/PRGM | IACCT | OACCT | DACCT | FNC | CCTR | LINE AMT |
|---------|-----|------|-------|-----------|-------|-------|-------|-----|------|----------|
| ★ ★ 050 | 05  | 0311 | 23000 | 000000000 | 6070  | 000   | 00000 | 60  | 0000 | 333.69   |

Line Desc:  SLID/SLAC:

**Required**

Trip:

Clear selected trip | Search for trip | Create new trip

☐ Disputed charge:

☐ Payroll deduct:

HawkID or SSN:  Search HawkIDs

Process Line

From here you can do the following:

- Edit the MFK
- Split the line amount
- Add Description for the charge (Required for all non-travel charges)
- Attach a trip to the expense
- Dispute a charge
- Payroll deduct a transaction

For a single line transaction once the line has been updated as needed, click on process line and the line will be reconciled.

To change the MFK, if you have favorites saved click on the ★ and choose one of the options, this will automatically fill in to the line. Otherwise you can enter the MFK manually.

**MFK Favorites**

| DESC                      | FND | ORG | DEPT | SUB   | GRANT     | IACCT | OACCT | DACCT | FNC | CCTR |
|---------------------------|-----|-----|------|-------|-----------|-------|-------|-------|-----|------|
| Accts Payable             | 050 | 05  | 0311 | 23000 | 000000000 | xxxx  | 000   | 00000 | 60  | 0000 |
| FedEx shipment/Purchasing | 050 | 05  | 0311 | 23000 | 000000000 | xxxx  | 000   | 00000 | 60  | 0000 |
| Procurement Card training | 240 | 05  | 0310 | 00000 | 50508250  | xxxx  | 000   | 00000 | 60  | 0000 |
| Purchasing                | 050 | 05  | 0310 | 00000 | 50649100  | xxxx  | 000   | 00000 | 60  | 0000 |
| Travel                    | 050 | 05  | 0311 | 22000 | 000000000 | xxxx  | 000   | 00000 | 60  | 0000 |

To Split a transaction between different MFK's, enter the first MFK on the line and the dollar amount to be charged to that account. Once all information has been updated, click on Process Line. This will leave a remaining balance on the line and the line number will still be highlighted in red. Click on New Line and continue this process until the reconciled amount matches the charge. The line number will be highlighted green once this has been done.

|                             |  |  |        |        |
|-----------------------------|--|--|--------|--------|
| <b>4</b>                    | 08/09/2012                                 | CAREERBUILDER GOVERNMENT   | 218.00 | 218.00 |
| <a href="#">attach file</a> | <a href="#">Edit</a>   <a href="#">Del</a> | 285-43-5072-20800-00000000-6235-000-10730-00-0000<br>partial xpanse  |        | 106.00 |
| <a href="#">attach file</a> | <a href="#">Edit</a>   <a href="#">Del</a> | 285-43-5072-20800-00000000-6199-000-10730-00-0000<br>partial expense |        | 112.00 |

**Business purpose:** Please check *all* that are appropriate

☒ **Department's Mission**
☐ **University's Mission**
☐ **University Research**
☐ **Patient Care**

☐ **Recruitment**
☐ **Reward & Recognition\***
☐ **Other\***

Comments:  \*=Comments required

### Travel Expenses on Pcard

When a travel institutional account (IACCT) is used in the MFK, ProTrav will require that a trip is assigned and additional travel information is expensed on the travel editor screen. As shown below the MFK has a travel IACCT and ProTrav is requesting travel information.

|                             |                                       |            |             |        |      |
|-----------------------------|---------------------------------------|------------|-------------|--------|------|
| <b>3</b>                    | <a href="#">New Line</a>              | 07/01/2008 | HAMPTON INN | 492.68 | 0.00 |
| <a href="#">attach file</a> | New line will default with IACCT 6026 |            |             |        |      |

PCV: Line Editor

Create a new accounting line for line: 3

| FND | ORG | DEPT | SDEPT | GRNT/PRGM | IACCT    | OACCT | DACCT | FNC   | CTTR | LINE AMT |        |
|-----|-----|------|-------|-----------|----------|-------|-------|-------|------|----------|--------|
| ★☆☆ | 050 | 05   | 0311  | 23000     | 00000000 | 6026  | 000   | 00000 | 60   | 0000     | 492.68 |

Line Desc:

SLID/SLAC:

(Optional)

Trip:

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

☐ **Disputed charge:**
☐ **Payroll deduct:**

HawkID or SSN:

[Search HawkIDs](#)

[Process Line](#)

From here a trip may be created or a trip that has already been set up may be attached to this line. By clicking on Search for Trip it will bring up a screen to search for the traveler.

**Search for trips:**

**Search travelers:**

You may search for any visible trip that you have view access to or greater.

**HawkID:**

**Last name:**

**First name:**

Enter either the Traveler's hawkID or name. Click search and it will bring back all trips for that traveler.

| Search for trips:                    |                           |  |
|--------------------------------------|---------------------------|--|
| <b>Doe, John</b>                     |                           |  |
| St. Louis,MO<br>Conference           | 10/24/2008-<br>10/28/2008 | <a href="#">Reconcile to this trip</a> |
| Des Moines,IA<br>HIT Project Meeting | 10/17/2005-<br>10/17/2005 | <a href="#">Reconcile to this trip</a> |

Once the trip has been found click on Reconcile to this trip for that line. This will automatically add the trip information to the line.

**PCV: Line Editor**

**Create a new accounting line for line: 3**

| FND | ORG | DEPT | SDEPT | GRNT/PRGM | IACCT     | OACCT | DACCT | FNC   | CCTR | LINE AMT |        |
|-----|-----|------|-------|-----------|-----------|-------|-------|-------|------|----------|--------|
| ★ ★ | 050 | 05   | 0311  | 23000     | 000000000 | 6026  | 000   | 00000 | 60   | 0000     | 492.68 |

**Line Desc:**  **SLID/SLAC:**

(Optional)

**Trip:**  
Doe, John(10/24/2008) - St. Louis,MO

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

☐ **Disputed charge:**

☐ **Payroll deduct:**

**HawkID or SSN:**   
[Search HawkIDs](#)

Once you have verified the trip is associated to the line you can X out of the trip search screen. Once all the reconciliation of the line is complete click .

The Travel Expense Editor Screen will now be open and require additional information about the expense.

**PCV: Travel expense editor: Expenses for line: 3**

**Apply travel expense to:** Sub Line 3: 050-05-0311-23000-00000000-6026-000-00000-60-0000 492.68

**Expense type:** Transportation   
 Policy for this expense type: Mileage

| Mileage expense   | Trip details  |
|---|---|
| <b>*Date of expense:</b> Fri, 10/24/2008 <input type="button" value="v"/>                   | <b>TEV:</b> T0207939                                      |
| <b>*Destination:</b> St. Louis,MO, USA (10/24/08-10/28/08) <input type="button" value="v"/> | <b>Traveler:</b> John Doe                                 |
| <b>Comments:</b> <input type="text"/>   | <b>Destination:</b> St. Louis,MO                          |
| <b>*Miles traveled:</b> 0 <input type="text"/> x 0.585 <input type="text"/>                 | <b>Dates:</b> 10/24/2008-10/28/2008                       |
| <small>Miles Rate<br/>Mileage calculator</small>  | <b>Travel expenses for line: 3</b>                        |
| <b>*Amount:</b> <input type="text"/>  | No expenses bound to this PCV transaction                 |
| <input type="button" value="Save Expense"/>   | <b>Travel-related acctg for line 3 sub-line:</b> \$492.68 |
|   | <b>Total travel expenses:</b> \$0.00                      |
|   | <b>Total travel expenses for this sub-line:</b> \$0.00    |
|   | <b>Balance:</b> \$492.68                                  |

In this example, the charge is for a hotel room at the Hampton Inn, the expense type needs to be changed to Hotel the sub-expense needs to be changed to Hotel room. The date of expense defaults in the first date of travel and the destination is listed as well. Comments can be added if needed, otherwise enter the base room rate per night along with the daily room tax charged, and then the number of nights stayed.

**Expense type:** Hotel   
 Policy for this expense type: Hotel room

**Hotel room expense**

**Date of expense:** Fri, 10/24/2008

**Destination:** St. Louis,MO, USA (10/24/2008-10/28/2008)

**Comments:**

**Please enter the daily hotel/room expenses as requested below:**

|                                     |   |                                   |   |                                |
|-------------------------------------|---|-----------------------------------|---|--------------------------------|
| <input type="text" value="120.00"/> | + | <input type="text" value="3.17"/> | x | <input type="text" value="4"/> |
| Base room rate                      |   | Daily room taxes                  |   | # of business days             |

[View daily maximum allowances](#)

**Total hotel expense:**

**Was hotel the official conference site/headquarters hotel?**

☒ No ☐ Yes

Be sure to check whether it was a conference site/headquarter hotel, this is a required field. If everything looks correct, click on .

**PCV: Travel expense editor: Expenses for line: 3**

**Apply travel expense to:** Sub Line 3: 050-05-0311-23000-00000000-6026-000-00000-60-0000 492.68

**Expense type:** Hotel  
Policy for this expense type: Hotel room

**Hotel room expense**

**Date of expense:** Fri, 10/24/2008  
**Destination:** St. Louis, MO, USA (10/24/2008-10/28/2008)  
**Comments:**

Please enter the daily hotel/room expenses as requested below:

Base room rate: 0 + Daily room taxes: 0 x # of business days: 0

[View daily maximum allowances](#)

**Total hotel expense:**

**Was hotel the official conference site/headquarters hotel?**  
☒ No ☐ Yes

**Save Expense**

**Trip details**

**TEV:** T0207939  
**Traveler:** John Doe  
**Destination:** St. Louis, MO  
**Dates:** 10/24/2008-10/28/2008

**Travel expenses for line: 3**

| T0207939   |          |            |          |
|--|----------|------------|----------|
| edit   del   | 10/24/08 | Hotel room | \$492.68 |
| \$120.00 + \$3.17 (tax) X 4 nights                 |          |            |          |
| Total for T0207939:                                |          |            | \$492.68 |
| Travel-related acctg for line 3 sub-line: \$492.68 |          |            |          |
| Total travel expenses:                             |          |            | \$492.68 |
| Total travel expenses for this sub-line:           |          |            | \$492.68 |
| Balance:   |          |            | \$0.00   |

|             |            |   |             |        |        |
|-------------|------------|---|-------------|--------|--------|
| 3           | Travel     | 07/01/2008  | HAMPTON INN | 492.68 | 492.68 |
| attach file | Edit   Del | 050-05-0311-23000-00000000-6026-000-00000-60-0000 |             |        | 492.68 |
|             | Travel     |   |             |        |        |

This is what the Travel Expense Editor and the line should look like once an expense is processed properly.

## Payroll Deduct

Allows the user to payroll deduct a transaction or a partial transaction. By clicking on New Line this will bring up the line editor box. One of the options at the bottom of the box is Payroll Deduct.

**PCV: Line Editor**

**Create a new accounting line for line: 4**

| FND | ORG | DEPT | SDEPT | GRNT/PRGM | IACCT    | OACCT | DACCT | FNC   | CCTR | LINE AMT |       |
|-----|-----|------|-------|-----------|----------|-------|-------|-------|------|----------|-------|
| ★☆☆ | 050 | 05   | 0311  | 23000     | 00000000 | 6245  | 000   | 00000 | 60   | 0000     | 18.00 |

**Line Desc:**  **SLID/SLAC:**

**Required**

**Trip:**

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

☐ Disputed charge: ☐ **Payroll deduct:** ☐ **HawkID or SSN:**  **Process Line**

[Search HawkIDs](#)

Click on the box next to Payroll deduct and the box will expand with the payroll deduct information shown. In addition, the MFK will change to the payroll deduct MFK. This should not be changed.

**PCV: Line Editor**

Create a new accounting line for line: 4

| FND | ORG | DEPT | SDEPT | GRNT/PRGM | IACCT    | OACCT | DACCT | FNC   | CCTR | LINE AMT |       |
|-----|-----|------|-------|-----------|----------|-------|-------|-------|------|----------|-------|
| ★☆☆ | 275 | 05   | 0311  | 52353     | 50508525 | 7000  | 000   | 00000 | 00   | 0000     | 18.00 |

Line Desc:  SLID/SLAC:

**Required**

Trip:

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

☐ Disputed charge: HawkID or SSN:  [Process Line](#)

☒ Payroll deduct: Who:  [Search HawkIDs](#)

Cmnts for deduct:  **Required**

Reason for deduct:

The cardholder defaults in as the individual being deducted. If this is not the case, then choose from the drop down box for "Who". If the cardholder is not being payroll deducted then the individual's hawkID will need to be entered. Comments are required to provide more information regarding why the payroll deduct is taking place. Also choose a reason for deduct from the drop down box. Once all the information has been entered and is correct, click on process line.

The line will turn green and it will show the payroll deduct.

|             |            |   |       |       |
|-------------|------------|---|-------|-------|
| 4           | 07/01/2008 | ITHACA DISPATCH INC                               | 18.00 | 18.00 |
| attach file | Edit   Del | 275-05-0311-52353-50508525-7000-000-00000-00-0000 | 18.00 |       |
|             |            | payroll deduct                                    |       |       |
|             |            | Payroll deduct for JDOE: Conference paying        |       |       |

A pop up notification will display to confirm the requested deduct. The payroll deduct will not be processed until it has been reviewed and approved by the Accounts Payable, Travel department. It will then be deducted from the next available pay cycle. The individual being deducted will receive an email notifying them of the deduction, once the voucher has been audited.

### Disputed Transaction

This allows the user to dispute a charge, by filling out the dispute form electronically from the reconciliation panel.

**PCV: Line Editor**

Create a new accounting line for line: 1

| FND | ORG | DEPT | SDEPT | GRNT/PRGM | IACCT    | OACCT | DACCT | FNC   | CCTR | LINE AMT |       |
|-----|-----|------|-------|-----------|----------|-------|-------|-------|------|----------|-------|
| ★☆☆ | 050 | 05   | 0311  | 23000     | 00000000 | 6210  | 000   | 00000 | 60   | 0000     | 55.62 |

Line Desc:  SLID/SLAC:

**Required**

Trip:

[Clear selected trip](#) | [Search for trip](#) | [Create new trip](#)

☐ Disputed charge:

☐ Payroll deduct: HawkID or SSN:  [Search HawkIDs](#)

[Process Line](#)

Click on box next to Disputed Charge and a new window opens with the line information along with the different options to choose for the dispute reason. The top portion lists the cardholder information and the transaction information along with the dollar amount, which is the only editable item.

**Disputes: P0126035**

Please select a reason for your dispute and fill in all appropriate blanks. If you are disputing only part of the transaction, then please adjust the disputed amount.

When you are complete, please "Save and download to form" so you may print and sign the form to fax to bank to have the dispute processed.

**Cardholder name:** DOE,JOHN

**Card number:** \*\*\*\*\_\*\*\*\*\_\*\*\*\*\_8015  
You will need to print the entire card number on the final printed form.

**Merchant name:** IA CITY AREA CHAMBER COM

**Posting date:** 07/04/2008

**Transaction amount:** \$30.00  
This is the full amount of the transaction.

**Dispute amount:**   
This is the amount you wish to dispute.

**Reference number:** 27839

**Dispute status:** New

Below are all the available options for disputing the charge. Check the most applicable selection, if none of the reasons fit check "Other" and type in the necessary information. Once a reason has been selected, click on Save and Download. This will populate the information into a printable PDF form.

The following steps are required to complete the process of disputing a charge:

- Print the PDF form
- Add the 16 digit card number
- Cardholder's signature
- Cardholder's phone number
- Date of request
- Fax to the number on the form

The form is electronically saved to the line so there is no need to include it with your receipts.

It is the cardholder's responsibility to follow up with US Bank if they have not received a credit or correspondence within 7-10 business days, to ensure the bank has received the dispute form. Disputes must be processed within 60 days from the date of transaction.

### Attaching Receipts

This can be done line by line as you reconcile the line or it can be attached as one file. To Attach a File, click on [attach file](#) for the line the receipt corresponds to. File description will be filled in with the vendor name.



**Attachments: PCV: TempPCV169869** Help

**File description \*:**

**File to upload :**

**Line #:**   
What is this?

**Comments:**

**Tips for Scanning:**

- Black out Social Security #'s if they appear on any documentation.
- Black out the middle 8 digits of all credit card numbers. Leave the first 4 and last 4 digits for verification purposes.
- Do not scan unnecessary documentation.
- Confidential information/documents should not be saved in a shared directory.
- Per Internal Audit, the department must retain paper documents that were submitted via the electronic attachments option for 18 months.
- Most document types are allowed. However, some document

Click Browse and navigate to the folder where you saved your receipts.

Once you have selected the file and clicked open the Choose File screen should disappear and a link will be listed in the File to upload box.

**File to upload :**

**Line #:**   
What is this?

**Comments:**

Comments can be added if any additional information is needed about the receipts. Once this is all complete click on  . This process may take a couple seconds and the  box will change to  . Once the receipts have uploaded to the voucher, they will be listed at the bottom of the screen.

**File description \*:**

**File to upload :**  [Browse...](#)

**Line #:**   
What is this?

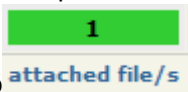
**Comments:**

[Cancel](#) [Add Attachment](#)

[Show/hide thumbs](#)

1 - CEDAR RAPIDS PHOTO COPY (pdf) 79kb 08/22/08 11:12 by DJARRAD  
[edit](#) | [delete](#)

After the receipts have been attached X out of the screen. On the Reconciliation panel the attach file will



change to

Receipts can also be attached after the billing cycle has ended and prior to submitting the voucher to workflow. Once all lines have been reconciled and the billing cycle has ended click on the Create Voucher Report button at the bottom of the reconciliation screen.

This is will go to the Voucher Creation Confirmation screen. From here the receipts can be attached as one file.

**Voucher Creation Confirmation**

**PCard Voucher Report Creation**

**The following actions are required:**

- **Attach file/s** (upload files/documents) to this voucher
- **Tips for Scanning:**
  - »Black out Social Security #'s if they appear on any documentation.
  - »Black out the middle 8 digits of all credit card numbers. Leave the first 4 and last 4 digits for verification purposes.
  - »Do not scan unnecessary documentation.
  - »Confidential

**Tips**

**Receipts:** Please place receipts/documentation in the order they appear on the voucher. Receipts smaller than an 8x10 piece of paper should be attached to a piece of paper with transparent tape to be sure valuable information is not covered.

**Conference Registrations:** If a conference registration fee for a University employee is included on this voucher please be sure the expense is allocated to a travel related institutional account.

Click on **Attach file/s** and the process is the same as shown above.

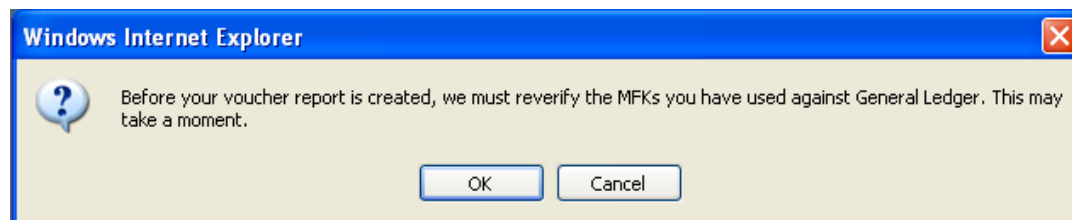
## Create Voucher Report

Once all the transaction lines have been reconciled and the billing cycle has ended a Create Voucher Report button will display at the bottom of the transactions.

|  |  |                        |       |       |
|--|--|------------------------|-------|-------|
| 91   | 07/22/2008<br><a href="#">Trans. Detail</a>                | FEDEX SHP 07/18/08 AB# | 13.20 | 13.20 |
| <a href="#">attach file</a> <a href="#">Edit</a>   <a href="#">Del</a> | 990-17-3245-80000-54001600-6245-999-00000-00-0000 shipping |                        |       | 13.20 |
| 92   | 07/22/2008<br><a href="#">Trans. Detail</a>                | FEDEX SHP 07/18/08 AB# | 7.50  | 7.50  |
| <a href="#">attach file</a> <a href="#">Edit</a>   <a href="#">Del</a> | 990-17-3245-80000-54001600-6245-999-00000-00-0000 shipping |                        |       | 7.50  |

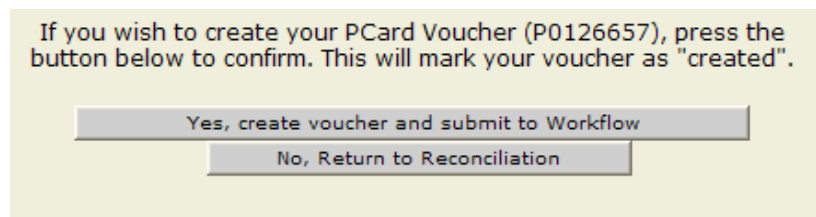
Create Voucher Report

Selecting this button is the first step to creating the voucher report and will also verify the MFKs and that any required information has been provided.



Click ok and it will proceed to the Voucher Creation Confirmation screen. From this screen the receipts can be attached if they haven't already been attached.

If everything is correct and the receipts are attached click Yes, create voucher and submit to workflow.



This will start the process of submitting the voucher to workflow. Follow through the screen until it says no further action is needed.

## Search PCard Voucher or Transactions Training Document

The Search PCard Vouchers or Trans link allows campus users the ability to search for Procurement Card Vouchers or specific transactions. The search returns results for vouchers or transactions of cardholders the user has access to reconcile or view. You may send the results of the search to the screen or an Excel or csv file.

## Search Vouchers

Search procurement card vouchers (PCVs) by 4 search criteria (card owner name, card number, account number, or voucher ID) and 4 search modifiers (=, contains, starts with, or ends with).

**NOTE:** For best results, use the search modifier “contains” when performing searches. When using the “=” modifier, the search must exactly match the database information to yield results.

**Card owner name:** A user may search by cardholder first or last name. For example, select “Card owner name”, “contains”, then type in “Smith” returns results for “Smith, John A” and “Smith, Jane”. (If the “=” modifier is used, the text entered in the search field would need to be entered as “Smith, John A” to return results for this cardholder, searching “Smith, John” would not return any results).

**Card number:** Enter a portion or all of the credit card number (no spaces or dashes) to display PCVs for the card account(s).

**Account number:** Enter the 6 digit account number for the cardholder to display vouchers for the specific cardholder account (if a cardholder has multiple card accounts, the search pulls up the single account, not both accounts).

**Voucher ID:** Enter the full Procurement Card Voucher ID, including the beginning letter (e.g. P0123456) to display a specific PCV. If you are searching for a voucher that is still receiving transactions (temp PCV) just enter the numbers.

### Search Transactions

The Search Transactions section works similar to the Search Vouchers section. The Search Transaction section provides the ability to key in on more specific information. Two additional search modifiers (> and <) are available for relevant searches (e.g. searching transactions greater than \$100.00). The search results are able to be displayed on the screen or exported to Excel. Identical to the Search Vouchers section, using the search modifier “contains” yields the best results.

**Search Transactions**

Billing cycle: From: Mar 2009 (02/27/09-03/27/09) To: Mar 2009 (02/27/09-03/27/09)

Sort by: Ref. number

Ref. number =

Send results to: ☐ Screen ☐ Excel ☐ CSV

**Billing cycle:** Search for transactions for a single or over multiple billing cycles, the past

12 calendar months, current fiscal year-to-date, or previous fiscal year. For searching between specific billing cycles, enter the starting (oldest) billing cycle in the “From” field and the ending (most recent) billing cycle in the “To” field.

**Sort by:** Determines how the data displays when the results are returned.

Select the search criteria, the information you wish to locate, and click the “Search Trans” button to display the search results. In the example below, searching transactions within the November 2008 billing cycle, sorting by Transaction Amount, and specifying Vendor name contains “OFFICE” displays results for vendors such as OFFICE MAX and OFFICE DEPOT. The results display with the smallest transaction amount first.

**Search Vouchers/Transactions**

**Search Vouchers**

Card owner name =

**Search Transactions**

Billing cycle: From: Nov 2008 (10/28/08-11/26/08) To: Nov 2008 (10/28/08-11/26/08)

Sort by: Trans. Amt.

Vendor Contains OFFICE

Send results to: ☒ Screen ☐ Excel ☐ CSV

## Reports

Vendor Spend Summary will generate a report summarizing the transactions made to vendors for the cards you have access to.

**Report: Vendor Summary**

Use this form to generate a report summarizing the transactions made to vendors for the the cards you have access to.

**Billing Cycle:**

**Account:**

The billing cycle can be changed to different settings:

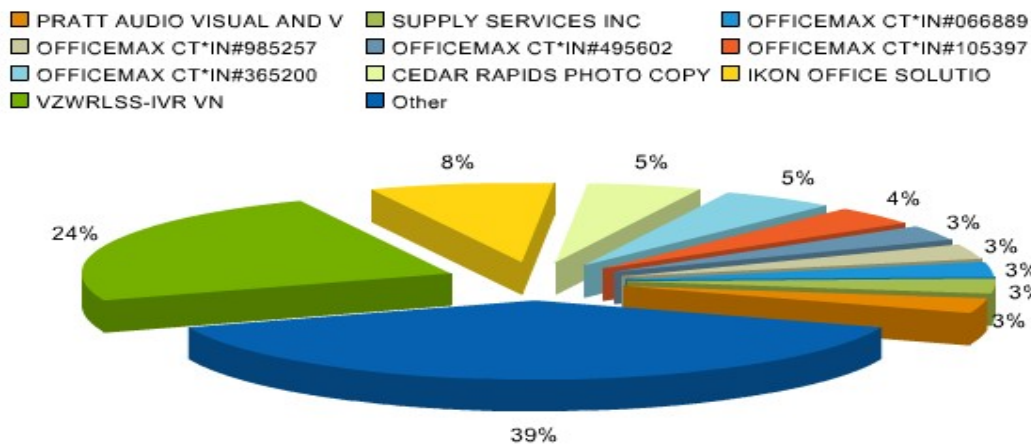
- Past 12 months
- Current fiscal year to date
- Previous fiscal year
- Billing cycle month

The Account can be changed to different settings:

- All my Card Accounts
- Individual Account

Once the desired information is listed, click Generate Report.

The results will return with a pie chart listing all the vendors and the percentage spent with each one.



Below that is the summary report listing the vendor in order by dollar amount spent, percentage of spend and the number of transactions.

## Vendor Spend Summary

| Vendor Summary Report                              |                           |            |          |              |
|--|---------------------------|------------|----------|--------------|
| Transactions for between 07/01/2007 and 06/30/2008 |                           |            |          |              |
| <b>Report Summary</b>                              |                           |            |          |              |
| Total transactions: 113                            |                           |            |          |              |
| Transaction sum: 13,829.10                         |                           |            |          |              |
| Unique merchants: 68                               |                           |            |          |              |
| Rank   | Vendor                    | Trans. Sum | % of sum | Trans. Count |
| 1  | VZWRLSS-IVR VN            | 3,299.96   | 23.86%   | 13           |
| 2  | IKON OFFICE SOLUTIO       | 1,105.86   | 8.00%    | 3            |
| 3  | OFFICEMAX CT*IN#365200    | 700.14     | 5.06%    | 1            |
| 4  | CEDAR RAPIDS PHOTO COPY   | 676.54     | 4.89%    | 11           |
| 5  | OFFICEMAX CT*IN#105397    | 540.05     | 3.91%    | 1            |
| 6  | PRATT AUDIO VISUAL AND V  | 482.11     | 3.49%    | 1            |
| 7  | SUPPLY SERVICES INC       | 447.97     | 3.24%    | 1            |
| 8  | OFFICEMAX CT*IN#066889    | 445.40     | 3.22%    | 1            |
| 9  | OFFICEMAX CT*IN#985257    | 360.72     | 2.61%    | 1            |
| 10   | OFFICEMAX CT*IN#495602    | 353.10     | 2.55%    | 1            |
| 11   | OFFICEMAX CT*IN#660926    | 333.69     | 2.41%    | 1            |
| 12   | OFFICEMAX CT*IN#135263    | 324.05     | 2.34%    | 1            |
| 13   | CONFERTEL TELE CONFERENCE | 309.60     | 2.24%    | 12           |
| 14   | OFFICEMAX CT*IN#915667    | 297.75     | 2.15%    | 1            |
| 15   | OFFICEMAX CT IN 303307    | 290.19     | 2.10%    | 1            |
| 16   | IRON MOUNTAIN             | 271.08     | 1.96%    | 6            |

## Freight Report

Freight Report will generate a report that summarizes the transactions made to freight vendors for the cards you have access to.

| Report: Freight Charges   |  |
|---|--|
| Use this form to generate a report summarizing the transactions made to freight vendors for the the cards you have access to. |  |
| <b>Billing Cycle:</b>   | Current fiscal year to-date ▼  |
| <b>Account:</b>   | All my Card accounts ▼   |
| <b>Send to:</b>   | <input checked="" type="radio"/> Browser <input type="radio"/> CSV <input type="radio"/> Excel |
| <input type="button" value="Generate Report"/>  |  |

A specific billing cycle may be selected or you may run the report for the current or previous fiscal year.

You may select to view the results for all my Card Accounts or just a specific account.

Once the desired information has been selected, then choose where the results should be sent. The results may be displayed within your browser or may be exported to an Excel or CSV file.

### Report: Freight Charges

Use this form to generate a report summarizing the transactions made to freight vendors for the the cards you have access to.

**Billing Cycle:** Previous fiscal year ▼

**Account:** Hawk, Jane (005189) ▼

**Send to:** ☒ Browser ☐ CSV ☐ Excel

[Generate Report](#)

### Freight Summary Report

Transactions for Account# 005189 between 07/01/2011 and 06/30/2012

#### Report Summary

|                                |          |
|--------------------------------|----------|
| FEX                            | \$108.35 |
| <b>Total Freight Shipments</b> | \$108.35 |
| <b>Total Freight Shipments</b> | 16       |

| Vendor | Account # | Posting Dt | Tracking Number | Desc                     | Sender   | Recipient  | Net Amount |
|--------|-----------|------------|-----------------|--------------------------|----------|------------|------------|
| FEX    | XXXXXXXX  | 07/11/2011 | 794922707521    | FedEx 2Day               | XXXXXXXX | Dr. Rasmus | \$5.87     |
| FEX    | XXXXXXXX  | 07/18/2011 | 794947120169    | FedEx Standard Overnight | XXXXXXXX | Dr. Jain   | \$6.13     |
| FEX    | XXXXXXXX  | 09/12/2011 | 795143290145    | FedEx Standard Overnight | XXXXXXXX | Dr. Louise | \$6.13     |
| FEX    | XXXXXXXX  | 10/10/2011 | 797563480925    | FedEx Standard Overnight | XXXXXXXX | Dr. Deming | \$7.05     |
| FEX    | XXXXXXXX  | 11/21/2011 | 873956091190    | FedEx Priority           | XXXXXXXX | CROSSETT   | \$8.36     |
| FEX    | XXXXXXXX  | 12/19/2011 | 795493158473    | FedEx 2Day               | XXXXXXXX | Dr. Isaak  | \$5.75     |
| FEX    | XXXXXXXX  | 01/16/2012 | 793087112049    | FedEx Standard Overnight | XXXXXXXX | Letha      | \$6.83     |
| FEX    | XXXXXXXX  | 01/16/2012 | 797922239691    | FedEx Standard Overnight | XXXXXXXX | Patti      | \$5.74     |