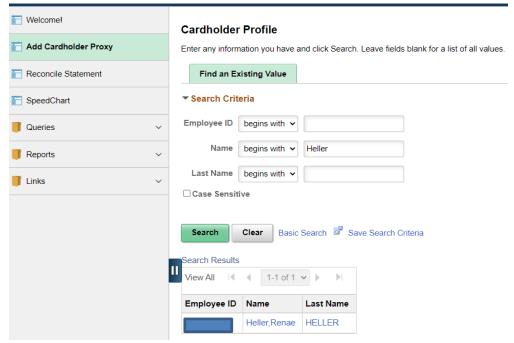
PeopleSoft Purchasing Card Manual

Add Cardholder Proxy

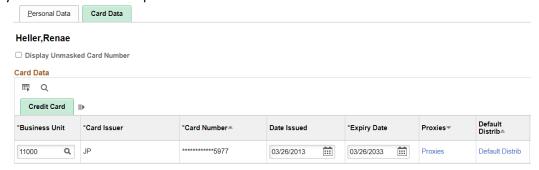
A reallocator/proxy can review transactions that have been downloaded into PeopleSoft and make any necessary changes to the accounting distribution lines. You must be assigned proxy to each cardholder to view and reallocate their transactions. <u>ConnectND Financials Security Access Request (SFN 54418)</u> must be completed with the NDS_ALL_PCARD role added. A cardholder can also be assigned proxy to their own account and reallocate their transactions. <u>ConnectND Financials Security Access Request (SFN 54418)</u> must be completed with the NDS_ALL_PCARD_REALLOCATOR role added.

In the Finance Page, click on the Purchasing Card tile. On the side menu, click on Add Cardholder Proxy. Enter the cardholder's Employee ID or Name and click Search and then select the cardholder.

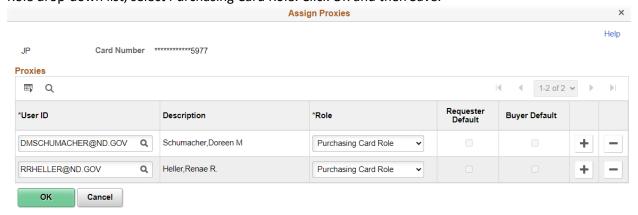


Click on the Card Data tab and then the Proxies hyperlink.

The Card Data tab contains individual cardholder information that OMB downloads from JPMorgan PaymentNet into PeopleSoft once a month after the cycle ends. The Card Number is the cardholder's Employee ID plus the last four digits of the cardholder's account number. Once the download is completed, you will be able to add proxies to the new accounts.



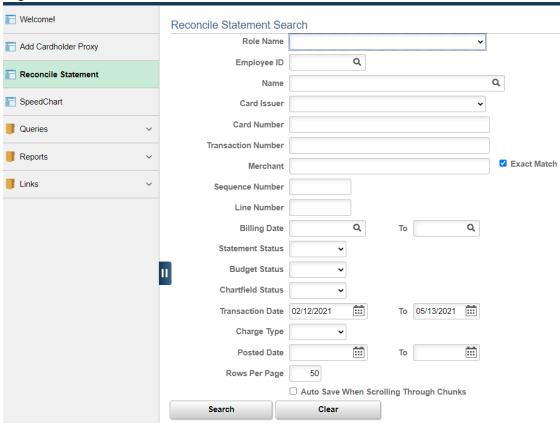
To add yourself and/or someone else as a proxy, click the add icon and enter your and/or their NDGOV User ID in upper case letters. You can click on the Look up User ID icon to search for the User ID. In the Role drop-down list, select Purchasing Card Role. Click OK and then Save.



Reconcile Statement

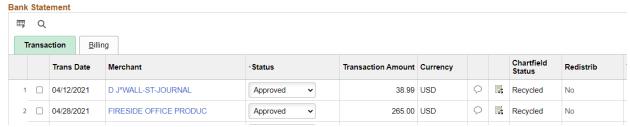
In the Finance Page, click on the Purchasing Card tile. On the side menu, click on Reconcile Statement.

If you leave all search fields blank and click Search, you will see all the cardholders you are assigned proxy to. If you want to search for a cardholder individually, enter the cardholder's Employee ID or Name then click Search. If the cardholder has more than 50 transactions, you can modify the value in the Rows Per Page field.

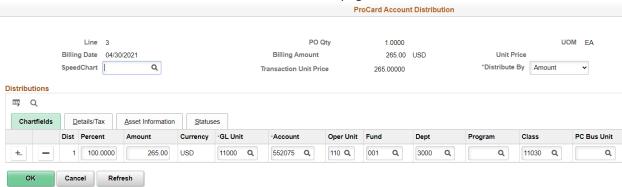


You can process the query NDSALL_PCARD_JP_CURRENT_STMT to view the p-card transactions and default coding. For the business units that have separate AP units, the query name is NDSALL_PCARD_JP_CURRENT_STM_AP. If the default coding is correct on the query, you do not have to reallocate the transaction.

If you need to reconcile a transaction, click on 🗟 .



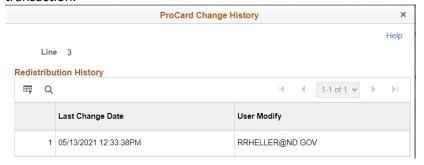
The ProCard Account Distribution page displays the default coding for the transaction. You can change the coding for each field or select a SpeedChart. Click on the +... icon to add additional distribution lines. Click OK and then Save on the Procurement Card Transactions page.



After you have reallocated, the Chartfield Status will change to Valid and the Redistrib will change to Yes. The Chartfield Status does not need to be Valid and the Redistrib does not need to be Yes if the transaction is already coded correctly. This only applies to the transactions you had to reallocate.



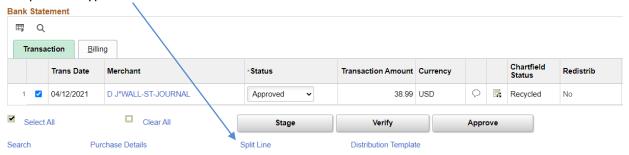
If you click on Yes in the Redistrib column, you can view the date, time and user that modified the transaction.



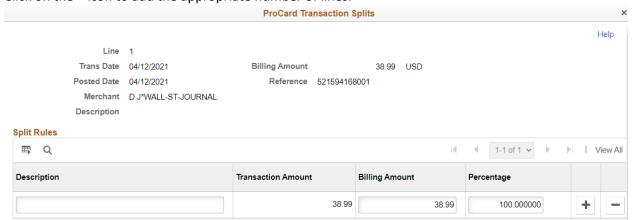
Split Lines

The Split Line feature enables you to use multiple SpeedCharts. Once you split the transaction into separate lines, you can enter a separate SpeedChart for each transaction line.

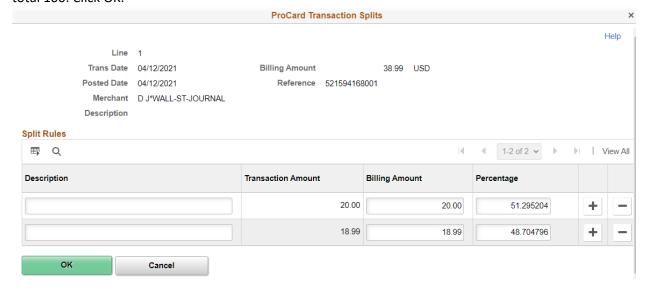
Select the transaction you would like to split by placing a checkmark in the appropriate line and then click the Split Line hyperlink.



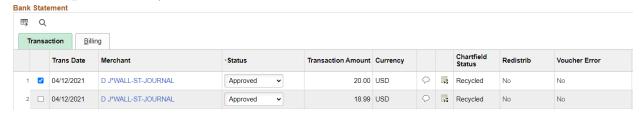
Click on the + icon to add the appropriate number of lines.



You can split the transaction by Billing Amount or Percentage. If splitting percentage, the percentage must total 100. Click OK.



Click on 🗟 for each line you need to reallocate.



You can change the distribution for each field or select a SpeedChart. Click OK and then Save on the Procurement Card Transactions page.

