

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. [ConnectND Financials Security Access Request \(SFN 54418\)](#) 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. [ConnectND Financials Security Access Request \(SFN 54418\)](#) 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.

Cardholder Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Employee ID begins with

Name begins with Heller

Last Name begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results
View All 1-1 of 1

Employee ID	Name	Last Name
[Redacted]	Heller, Renae	HELLER

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.

Heller, Renae
 Display Unmasked Card Number

Card Data

[Credit Card](#)

*Business Unit	*Card Issuer	*Card Number [Ⓜ]	Date Issued	*Expiry Date	Proxies [⌵]	Default Distrib [Ⓜ]
11000	JP	*****5977	03/26/2013	03/26/2033	Proxies	Default Distrib

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.

Assign Proxies x

JP Card Number *****5977 Help

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default		
DMSCHUMACHER@ND.GOV	Schumacher,Doreen M	Purchasing Card Role	<input type="checkbox"/>	<input type="checkbox"/>	+	-
RRHELLER@ND.GOV	Heller,Renae R.	Purchasing Card Role	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

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.

- Welcome!
- Add Cardholder Proxy
- Reconcile Statement
- SpeedChart
- Queries
- Reports
- Links

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant Exact Match

Sequence Number

Line Number

Billing Date To

Statement Status

Budget Status

Chartfield Status

Transaction Date To


Charge Type

Posted Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

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 .

Bank Statement

Transaction | Billing

	Trans Date	Merchant	Status	Transaction Amount	Currency		Chartfield Status	Redistrib
1	04/12/2021	D J*WALL-ST-JOURNAL	Approved	38.99	USD		Recycled	No
2	04/28/2021	FIRESIDE OFFICE PRODUC	Approved	265.00	USD		Recycled	No

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.

ProCard Account Distribution

Line 3 PO Qty 1.0000 UOM EA
 Billing Date 04/30/2021 Billing Amount 265.00 USD Unit Price
 SpeedChart Transaction Unit Price 265.00000 *Distribute By Amount

Distributions

Chartfields | Details/Tax | Asset Information | Statuses

	Dist	Percent	Amount	Currency	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit
+...	-	1	100.0000	265.00	USD	11000	552075	110	001	3000	11030	

OK Cancel Refresh

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.

Bank Statement

Transaction | Billing

	Trans Date	Merchant	Status	Transaction Amount	Currency		Chartfield Status	Redistrib
1	04/12/2021	D J*WALL-ST-JOURNAL	Approved	38.99	USD		Recycled	No
2	04/28/2021	FIRESIDE OFFICE PRODUC	Approved	265.00	USD		Valid	Yes
3	04/28/2021	FIRESIDE OFFICE PRODUC	Approved	1,045.50	USD		Recycled	No

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

ProCard Change History		
Line 3		
Redistribution History		
	Last Change Date	User Modify
1	05/13/2021 12:33:38PM	RRHELLER@ND.GOV

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.

Bank Statement									
Trans Date	Merchant	Status	Transaction Amount	Currency	Chartfield Status	Redistrib			
1 <input checked="" type="checkbox"/>	04/12/2021	D J*WALL-ST-JOURNAL	Approved	38.99	USD	Recycled	No		

Select All Clear All [Split Line](#) [Distribution Template](#)

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

ProCard Transaction Splits						
Line 1						
Trans Date	04/12/2021	Billing Amount	38.99	USD		
Posted Date	04/12/2021	Reference	521594168001			
Merchant	D J*WALL-ST-JOURNAL					
Description						
Split Rules						
Description	Transaction Amount	Billing Amount	Percentage			
	38.99	38.99	100.000000	<input type="button" value="+"/>	<input type="button" value="-"/>	

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

ProCard Transaction Splits x

[Help](#)

Line 1
 Trans Date 04/12/2021 Billing Amount 38.99 USD
 Posted Date 04/12/2021 Reference 521594168001
 Merchant D J*WALL-ST-JOURNAL
 Description

Split Rules

⌵ 🔍 1-2 of 2 | View All

Description	Transaction Amount	Billing Amount	Percentage		
<input type="text"/>	20.00	<input type="text" value="20.00"/>	<input type="text" value="51.295204"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	<input style="width: 20px; height: 20px;" type="button" value="-"/>
<input type="text"/>	18.99	<input type="text" value="18.99"/>	<input type="text" value="48.704796"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	<input style="width: 20px; height: 20px;" type="button" value="-"/>

Click on for each line you need to reallocate.

Bank Statement

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	Trans Date	Merchant	Status	Transaction Amount	Currency		Chartfield Status	Redistrib	Voucher Error	
1	<input checked="" type="checkbox"/>	04/12/2021	D J*WALL-ST-JOURNAL	Approved	20.00	USD		Recycled	No	No
2	<input type="checkbox"/>	04/12/2021	D J*WALL-ST-JOURNAL	Approved	18.99	USD		Recycled	No	No

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

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 04/30/2021 Billing Amount 20.00 USD Unit Price
 SpeedChart Transaction Unit Price 20.00000 *Distribute By

Distributions

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	Dist	Percent	Amount	Currency	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
<input style="width: 20px; height: 20px;" type="button" value="+"/>	<input style="width: 20px; height: 20px;" type="button" value="-"/>	1	100.0000	20.00	USD	<input type="text" value="11000"/>	<input type="text" value="532090"/>	<input type="text" value="110"/>	<input type="text" value="001"/>	<input type="text" value="1000"/>	<input type="text" value="11030"/>	<input type="text"/>	<input type="text"/>