Charting Our New Path
Pcard Training
Agenda

- Roles
  - Cardholder
  - Transaction Approver
  - Dual Role Users
- Transaction Detail
  - Saving Favorite FOAPAL strings
- Reports - Statement of Account
- Open Labs
- Questions
  - Manager
  - Program Administrator
Roles

Cardholder
- Reviews own transactions (cardholder approval checkbox)
- Writes business purposes
- Runs Statement of Account report for self (requires cardholder signature and cardholder’s one-up manager’s signature)
- Sets Favorite codes for transactions
- Contacts JP Morgan for fraudulent transactions, notification of foreign travel, etc.

Transaction Approver
- Reviews cardholder’s transactions (cardholder approval and manager approval checkboxes)
- Writes business purposes
- Runs Statement of Account for cardholder (requires cardholder signature and cardholder’s one-up manager’s signature)
- Sets Favorite codes for transactions
Roles

Manager

- All of the functions of the Transaction Approver (except setting Favorite codes)
- Views employee profiles
  - Resets PaymentNet logins for employees within Manager’s purview
  - Sets transactions defaults on a cardholder-by-cardholder basis
  - Sets hierarchy ID to values within Manager’s purview.
  - Updates general employee information

Program Administrator

- Issues new cards, closes accounts
- Raises and lowers credit limits
- Sets merchant category codes and cash advance permissions
- Overall program administrator
Roles
Switching Between Roles (Dual Role Users)

Every user starts as a Cardholder (except those who only approve/manage others’ cards).

Rotate between your roles by clicking the Cardholder role type in the upper right-hand corner to switch between roles.
Transactions

Hover your cursor over the Transactions, click Manage.

Your charges will appear with a default filter of the last 30 days.

You can change your filter by using the “Advanced Query” function.

Click any transaction to review the FOAPAL elements, transaction notes, and cardholder review checkboxes.
With a transaction selected, fill in your FOAPAL values on the right hand side of the transaction detail page.
You may save FOAPAL strings as favorites by completing ALL values (you may not leave any as “NONE”). Click “Add as Favorite” and give the favorite a name. That combination will now appear under “Favorites” if you change the Chart of Accounts.

This functionality is only available to Cardholder and Transaction Approver roles. Managers and the Program Administrator cannot create these for you.
Write a business purpose for the transaction in the Transaction Notes field.

Once the FOAPAL elements and business purpose fields are completed, you may check the “Cardholder Review” checkbox.

* Transaction Approvers have the additional permission to also check the “Mgr Approval” checkbox.
Reports

Statement of Account

From Reports tab, select “Report List”

Search or Filter report list for “Statement of Account Landscape”.

In example shown, this report is located on page 2 of report list.
Reports
Statement of Account

Filter settings default to post date in the last month.

Click ‘Run’ to process report.

Once Processed, find your report by hovering over Reports tab and selecting “Downloads”
From Downloads, your report will be listed under the Output column. Click the link to download the report file.

Your report has a signature line for the cardholder and manager.

The manager signature must be that of the employee’s actual manager, *not* the transaction approver or administrative assistant.
Open Labs

Dates:
August 2nd, 8:30am - 12pm
August 5th, 1pm-4:30pm

Location: Fitz Hall, room 420

Bring your receipts/invoices and FOAPAL cheat sheets!
Questions

For additional information, go to go.udayton.edu/coa
or email coa@udayton.edu