



Charting Our New Path
Pcard Training



University
of Dayton

Agenda

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



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

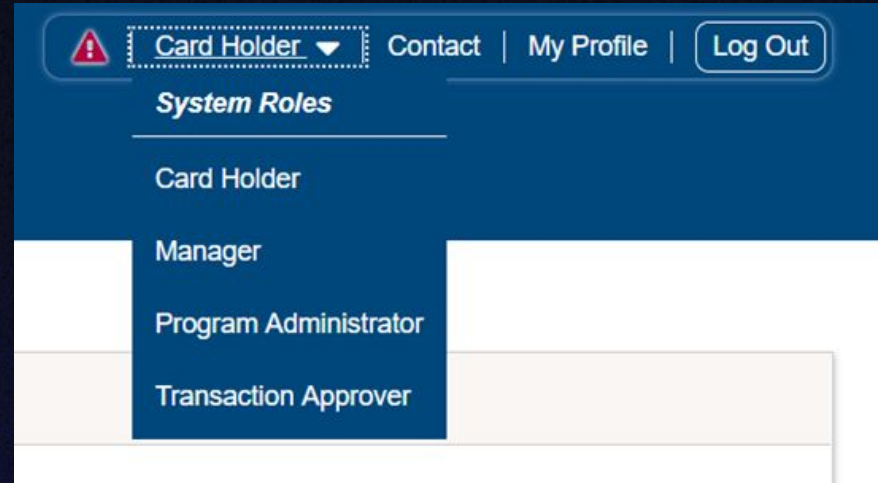


Roles

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.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Transactions', 'Statements', 'Reports', 'My Accounts', and 'Help'. The 'Transactions' menu is open, showing options: 'Manage', 'Mass Update Requests', 'Authorizations/Declines', and 'Query'. Below the menu is a 'Transaction List' section with a filter dropdown set to 'Last 30 Days - System (All Accounts)' and a 'Set as Default Query' button. The table below lists transactions with columns for Transaction ID, Cardholder Review, Manager Approval, Post Date, Transaction Date, Transaction Amount, and Merchant Name.

Transaction ID	Cardholder Review	Mgr Approval	Post Date	Transaction Date	Transaction Amount	Merchant Name
\$ 2853767386001	<input type="checkbox"/>	<input type="checkbox"/>	07/05/2019	07/04/2019	\$3,386.32	WUC
\$ 2848196375001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/26/2019	06/25/2019	\$1,303.69	AT&T BILL PAYMENT
\$ 2845375140001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/21/2019	06/20/2019	\$373.23	AT&T BILL PAYMENT
\$ 2842747655001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/18/2019	06/17/2019	\$373.23	AT&T BILL PAYMENT
\$ 2841685514001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/17/2019	06/15/2019	\$1,092.95	VZWRLSS APOCC VISA
\$ 2838052086001	<input type="checkbox"/>	<input type="checkbox"/>	06/11/2019	06/10/2019	\$61.28	AT&T N065 1606
\$ 2836972104001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/10/2019	06/09/2019	\$19,851.87	AT&T BILL PAYMENT
\$ 2836972103001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/10/2019	06/06/2019	\$61.29	AT&T N065 1606
\$ 2836972102001	<input type="checkbox"/>	<input type="checkbox"/>	06/10/2019	06/06/2019	\$3,896.13	THINK PATENTED



Transaction Detail

Accounting Codes

With a transaction selected, fill in your FOAPAL values on the right hand side of the transaction detail page.

Accounting Codes

Chart of Accounts	F - US63918	▼
Fund*	100000 - General Operating	▼
Organization*	206500 - UDit	▼
Account*	800201 - IT Contr Svc - Softwa	▼
Program*	610000 - General Administratic	▼
Activity*	999999 - Unspecified	▼
Location*	999999 - Unspecified	▼

[Add as Favorite](#) [Delete Favorite](#)



Transaction Detail

Saving a favorite FOAPAL String

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.

Accounting Codes

Chart of Accounts	F - US63918	
Fund*	Select...	ating ▼
	Favorites	
	Test-Favorite	
Organization*	Chart of Accounts	▼
	COA - US63918	
Account*	F - US63918	Softwa ▼
	000201 - IT Contr Svc	
Program*	610000 - General Administratic	▼
Activity*	999999 - Unspecified	▼
Location*	999999 - Unspecified	▼

Add as Favorite Delete Favorite



Transaction Detail

Custom Fields

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.*

Transaction Custom Fields

Crdhldr Review

Mgr Approval *

Dept Query

Invoice Number(s)

Invoice Date

Transaction Notes

Video conferencing services, monthly bill

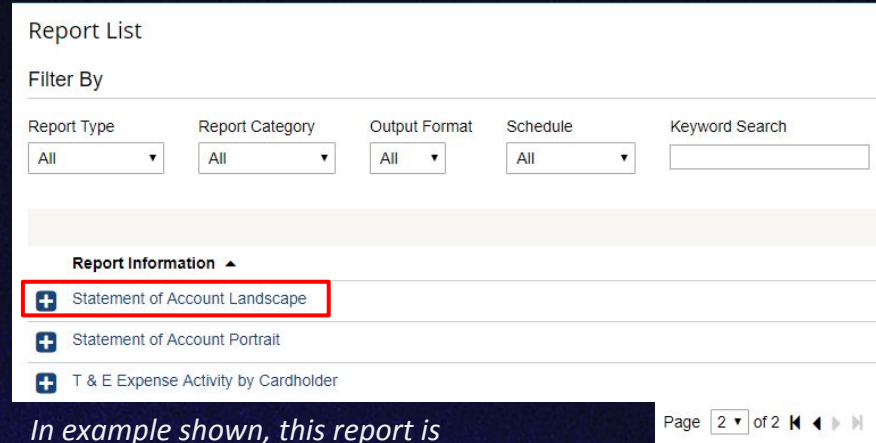
2959 characters remaining.

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"

Filters Added

Rules	Criteria
	Post Date is in Last Month
and	Transaction Type is not equal to "Payment"

Hierarchy ID

Rules	Hierarchy ID
and	[click to add hierarchy]

Run Save

Home Transactions Statements Reports My Accounts Help

Report List

Downloads



Reports

Statement of Account

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.

	Output	Status	Created
<input type="checkbox"/>	Statement of Account Landscape.zip	Successful	07/11

_____ Cardholder Signature	_____ Date	_____ Supervisor/Manager Signature	_____ Date
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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



University of Dayton