PRO301: Managing Procurement Cards

Version 1.0

Ground Rules

Be on time

Sign the attendance sheet

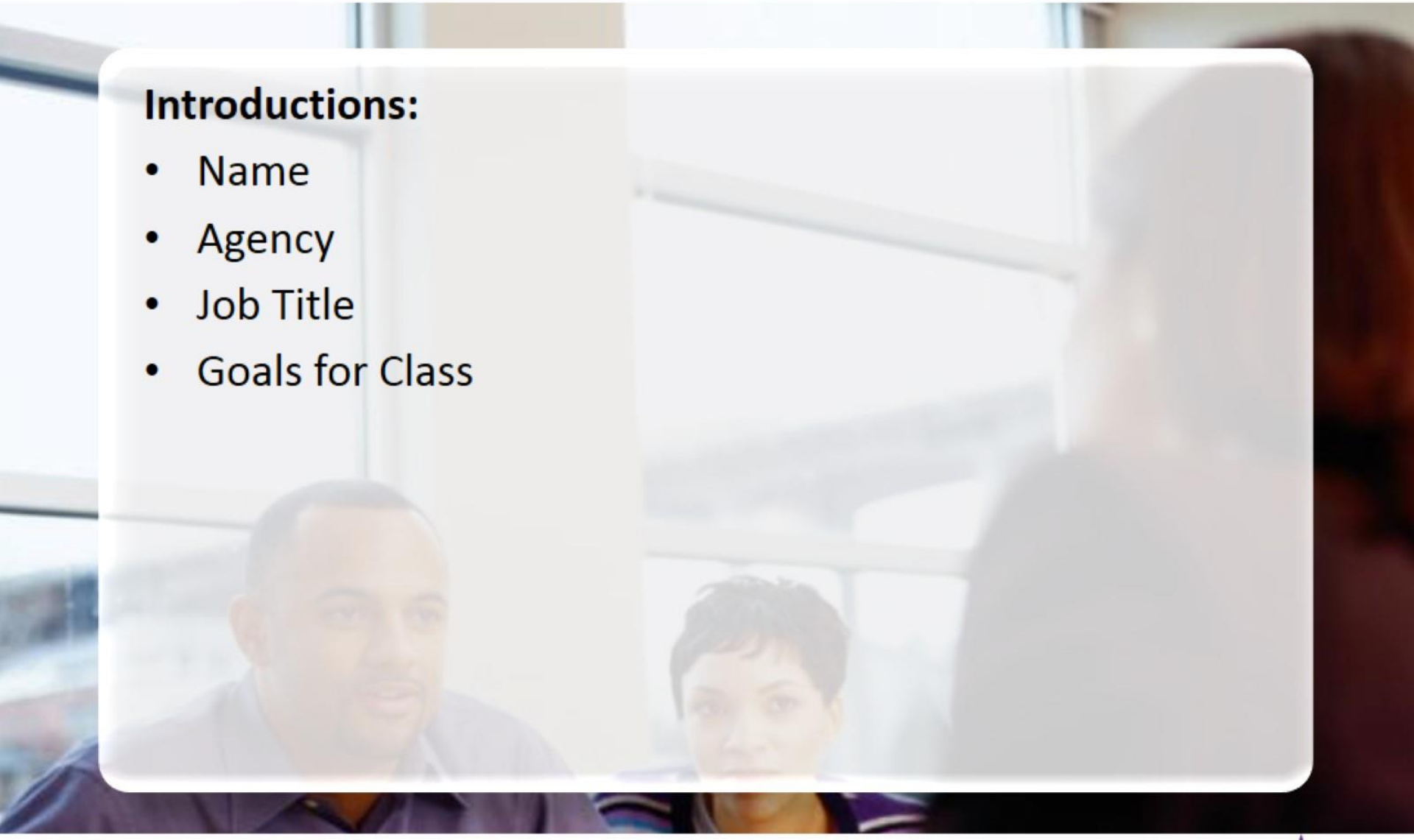
Turn off your cell phone

Take breaks as needed

Participate actively in class; refrain from email and internet use

Feel free to ask questions

Welcome



Introductions:

- Name
- Agency
- Job Title
- Goals for Class

Course Agenda

1. Course Introduction
2. Module One: Managing Procurement Cards
3. Course Summary

1 Course Introduction

- Course Objectives
- Roles and Responsibilities
- Activities

Course Objectives

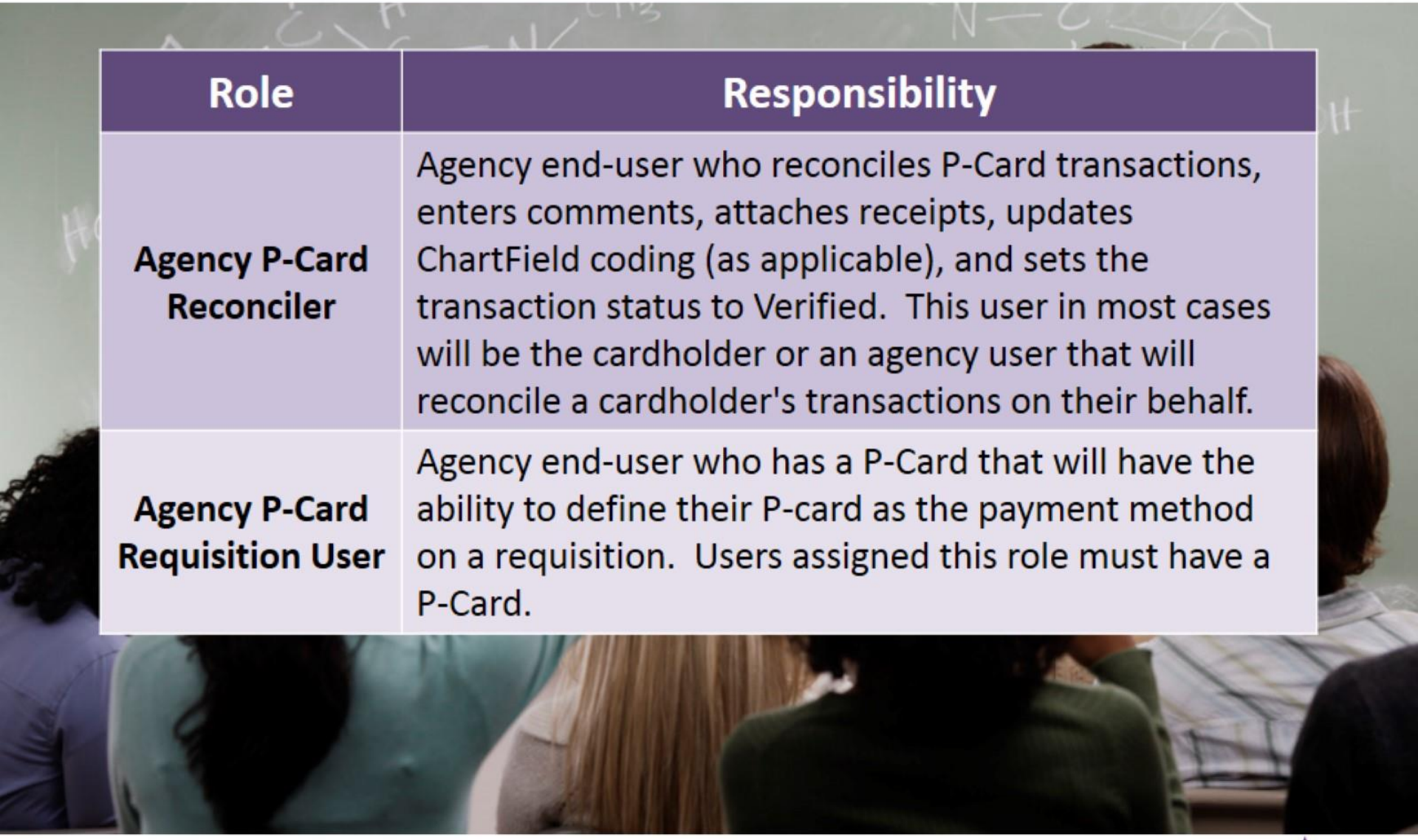
After completing this course, the user will be able to:

- Recognize the PeopleSoft Procurement Card (P-Card) capabilities.
- Create and Maintain Cardholder Profiles.
- Correct Bank Statement Load Errors.
- Search for and Resolve Voucher Build Errors Resulting from Load Voucher Stage Processing.

Roles and Responsibilities

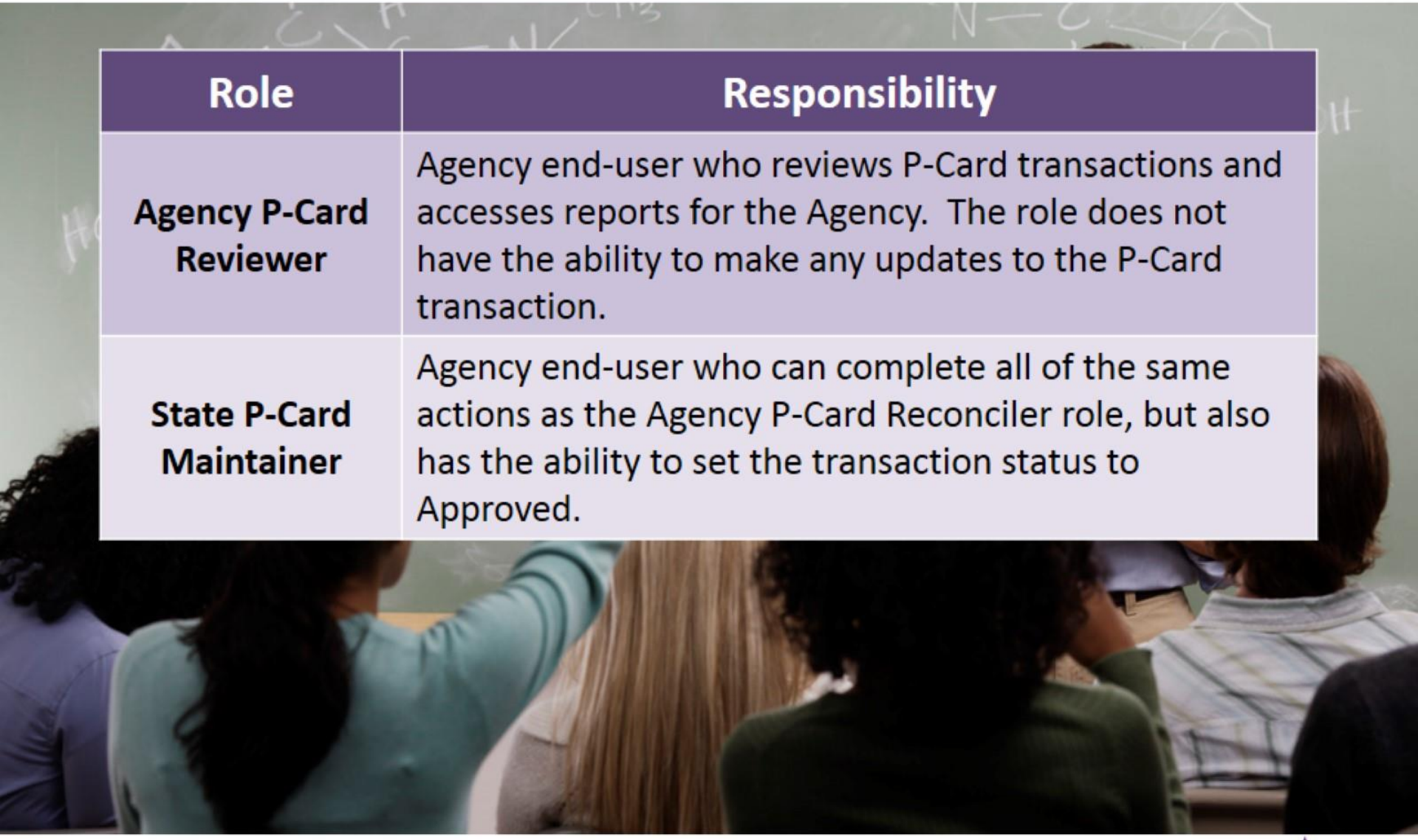
Role	Responsibility
Agency P-Card Administrator	Agency end-user who establishes and maintains agency cardholder profiles, maintains cardholder proxies, maintains cardholder default ChartFields, and modifies P-Card transactions as necessary.
Agency P-Card Approver	Agency end-user who can complete all of the same actions as the Agency P-Card Reconciler role, but also has the ability to set the transaction status to Approved.
Agency P-Card Purchase Order (PO) User	Agency end-user who can define a P-Card as the payment method on a purchase order. This role can only be assigned to a user that is assigned the Agency PO Processor or Agency Buyer role. Users assigned this role must have a P-Card.

Roles and Responsibilities



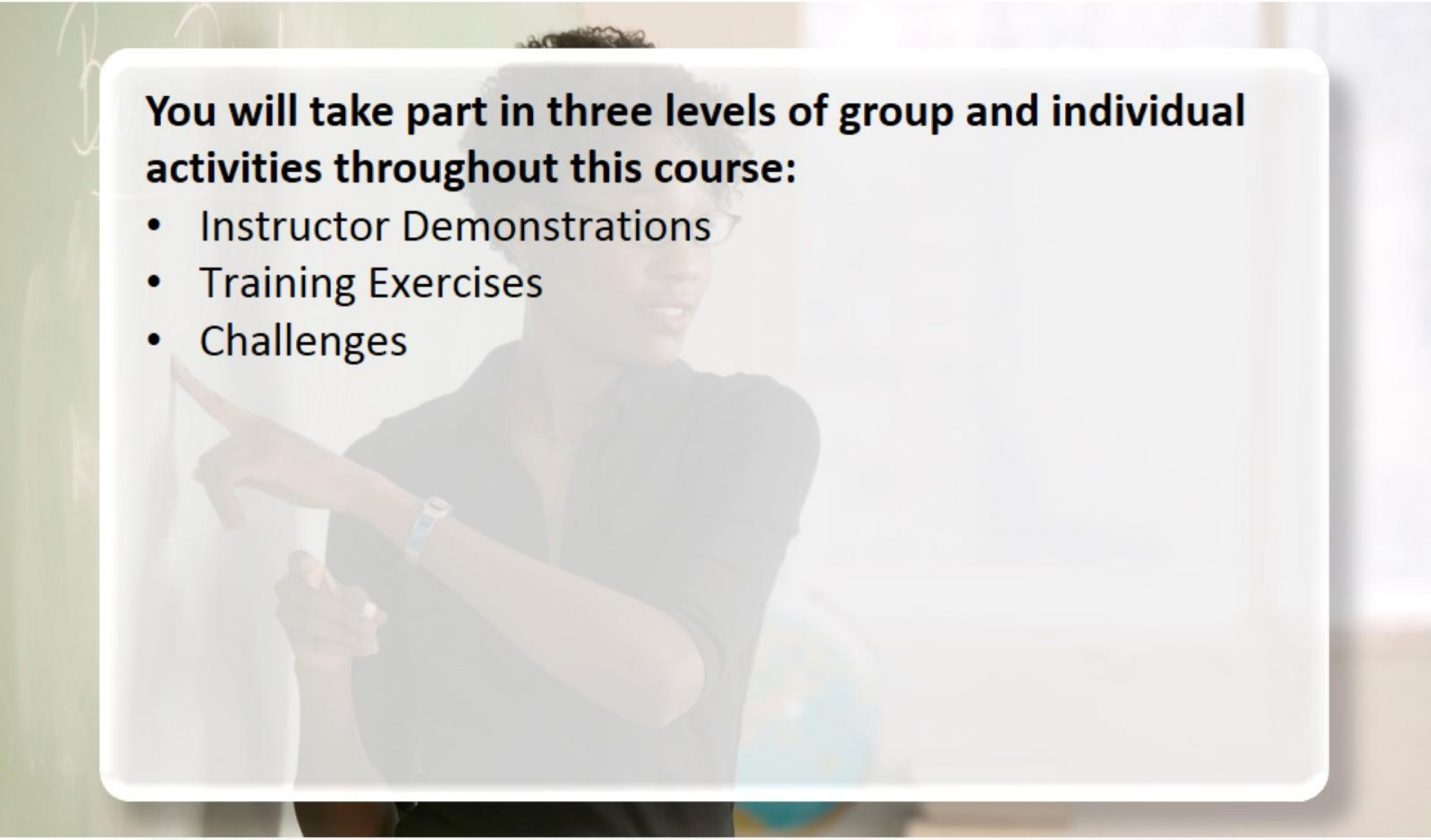
Role	Responsibility
Agency P-Card Reconciler	Agency end-user who reconciles P-Card transactions, enters comments, attaches receipts, updates ChartField coding (as applicable), and sets the transaction status to Verified. This user in most cases will be the cardholder or an agency user that will reconcile a cardholder's transactions on their behalf.
Agency P-Card Requisition User	Agency end-user who has a P-Card that will have the ability to define their P-card as the payment method on a requisition. Users assigned this role must have a P-Card.

Roles and Responsibilities



Role	Responsibility
Agency P-Card Reviewer	Agency end-user who reviews P-Card transactions and accesses reports for the Agency. The role does not have the ability to make any updates to the P-Card transaction.
State P-Card Maintainer	Agency end-user who can complete all of the same actions as the Agency P-Card Reconciler role, but also has the ability to set the transaction status to Approved.

Activities



You will take part in three levels of group and individual activities throughout this course:

- Instructor Demonstrations
- Training Exercises
- Challenges

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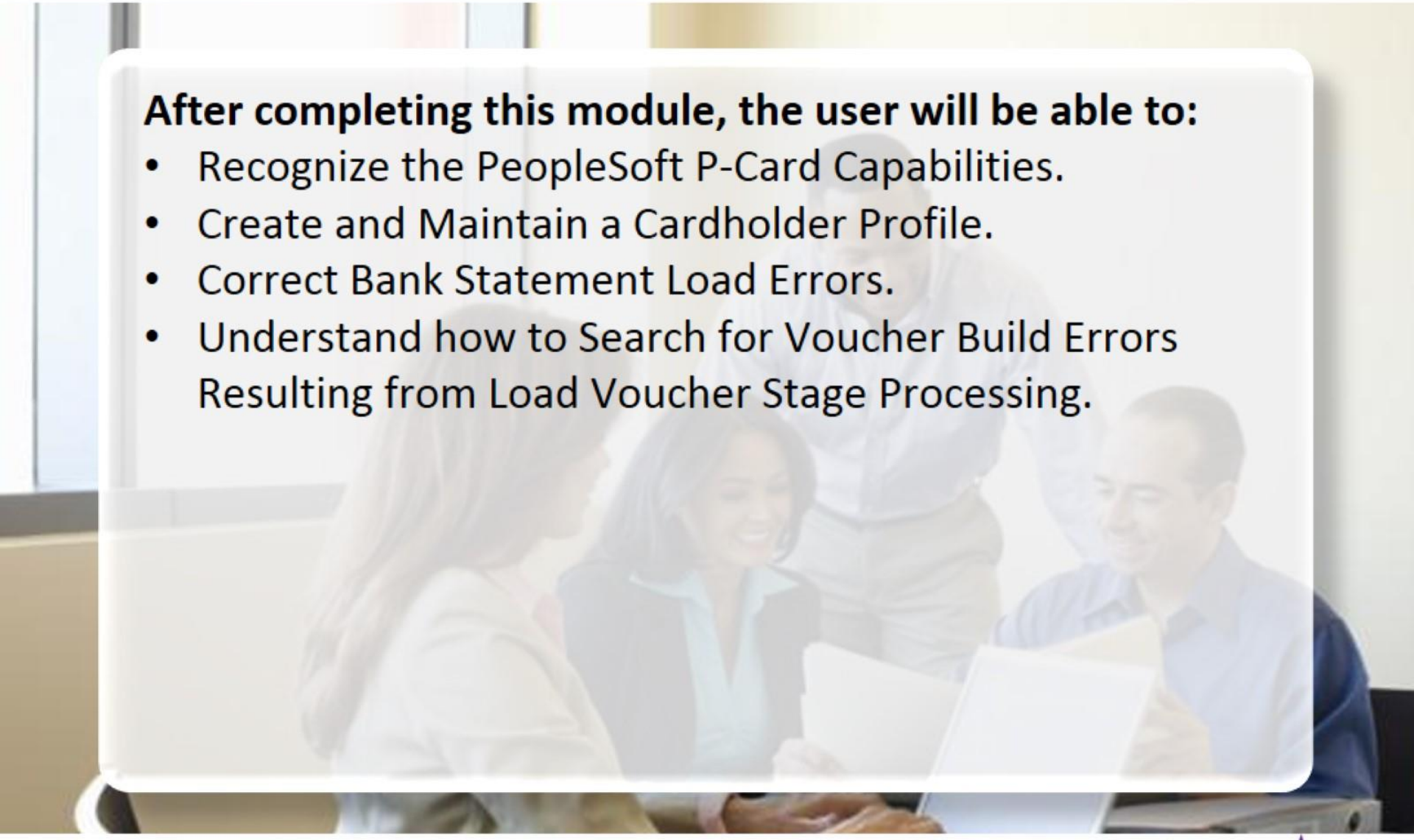
Managing Procurement Cards

- Objectives
- Key Terms
- Lesson One: Create and Maintain Cardholder Profiles
- Lesson Two: Correct Bank Statement Load Errors
- Lesson Three: Load Voucher Stage Processing
- Summary

Module 1: Objectives



After completing this module, the user will be able to:

- Recognize the PeopleSoft P-Card Capabilities.
- Create and Maintain a Cardholder Profile.
- Correct Bank Statement Load Errors.
- Understand how to Search for Voucher Build Errors Resulting from Load Voucher Stage Processing.

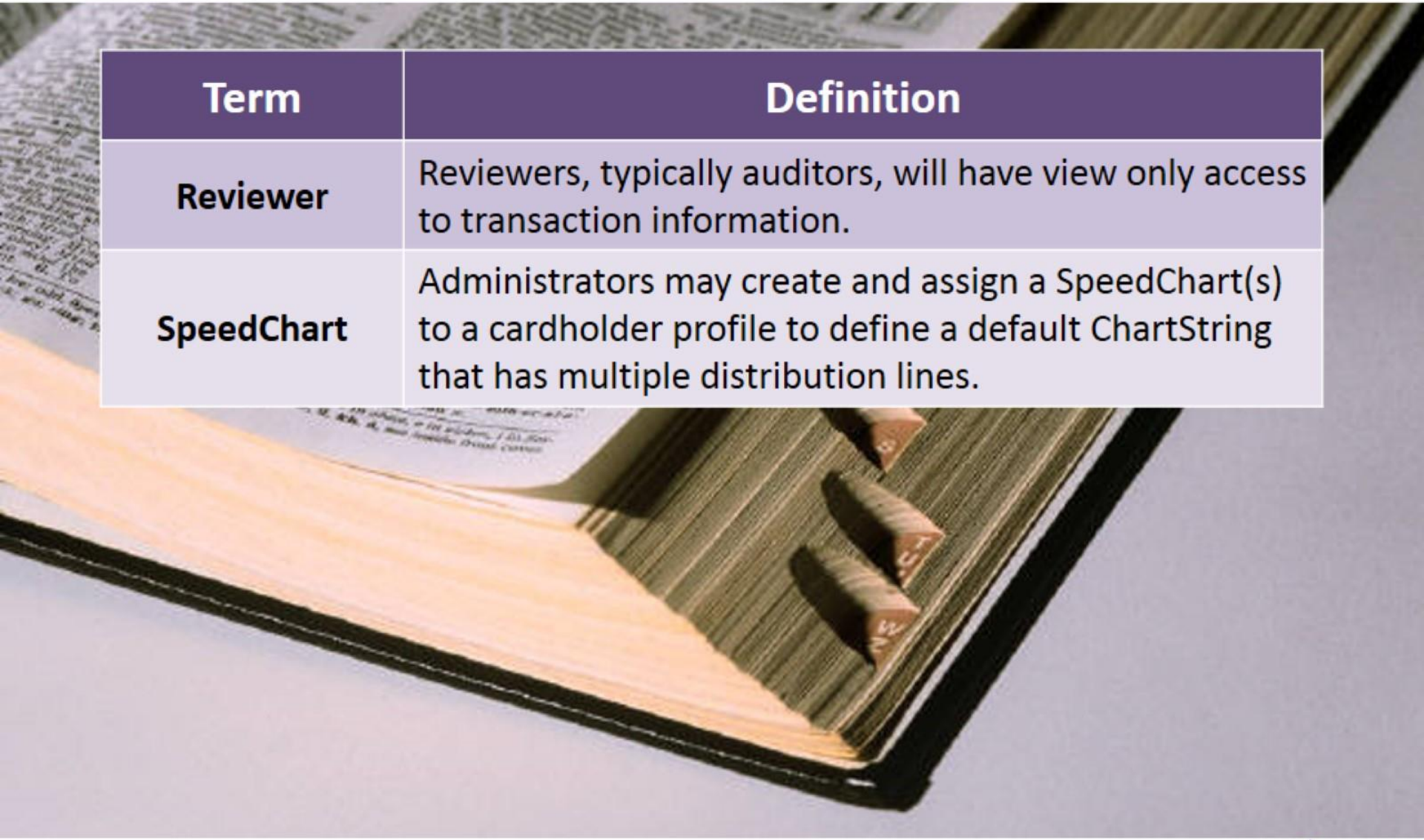
Module 1: Key Terms

Term	Definition
Administrator	Administrators will have the ability to establish and maintain cardholder profile, as well as manage P-Card transactions.
Approver	Approvers will validate that transactions have been reconciled and will approve the transactions to be paid.
Budget Validation	This function validates the existing budget rows for the ChartField combinations associated with the procurement cards. This budget validation process has no budgetary impact nor does it validate remaining budget balances.
Card Issuer	The card issuer is the bank that issues the P-Cards.

Module 1: Key Terms (Cont.)

Term	Definition
Cardholder	An employee who has been issued a P-Card.
ChartField	ChartFields are fields that store your chart of accounts and provide your system with basic structure to segregate and categorize transactional and budget data. For example, the "Department" ChartField will store organizational coding for your agency.
Proxies	PeopleSoft users who have access rights to P-Card transactions. Possible options include the following: Administrator, Approver, Reconciler, and Reviewer.
Reconciler	Reconcilers, typically the cardholder, will reconcile the transactions but will not have authority to approve the transactions.

Module 1: Key Terms (Cont.)



Term	Definition
Reviewer	Reviewers, typically auditors, will have view only access to transaction information.
SpeedChart	Administrators may create and assign a SpeedChart(s) to a cardholder profile to define a default ChartString that has multiple distribution lines.

Overview of Managing Procurement Cards

The Procurement Card feature supports credit card purchases made by card-holding employees.

By using the Procurement Card feature, the State of Wisconsin will be able to:

- Control the level of information that is accessed by users.
- Manage the assignments of different P-Cards.
- Set up proxies.
- Define default accounting distributions.
- Create flexible controls to limit procurement capabilities.
- Increase efficiency in transactions.

Overview of Managing Procurement Cards

The benefits of using the Procurement Card feature are:

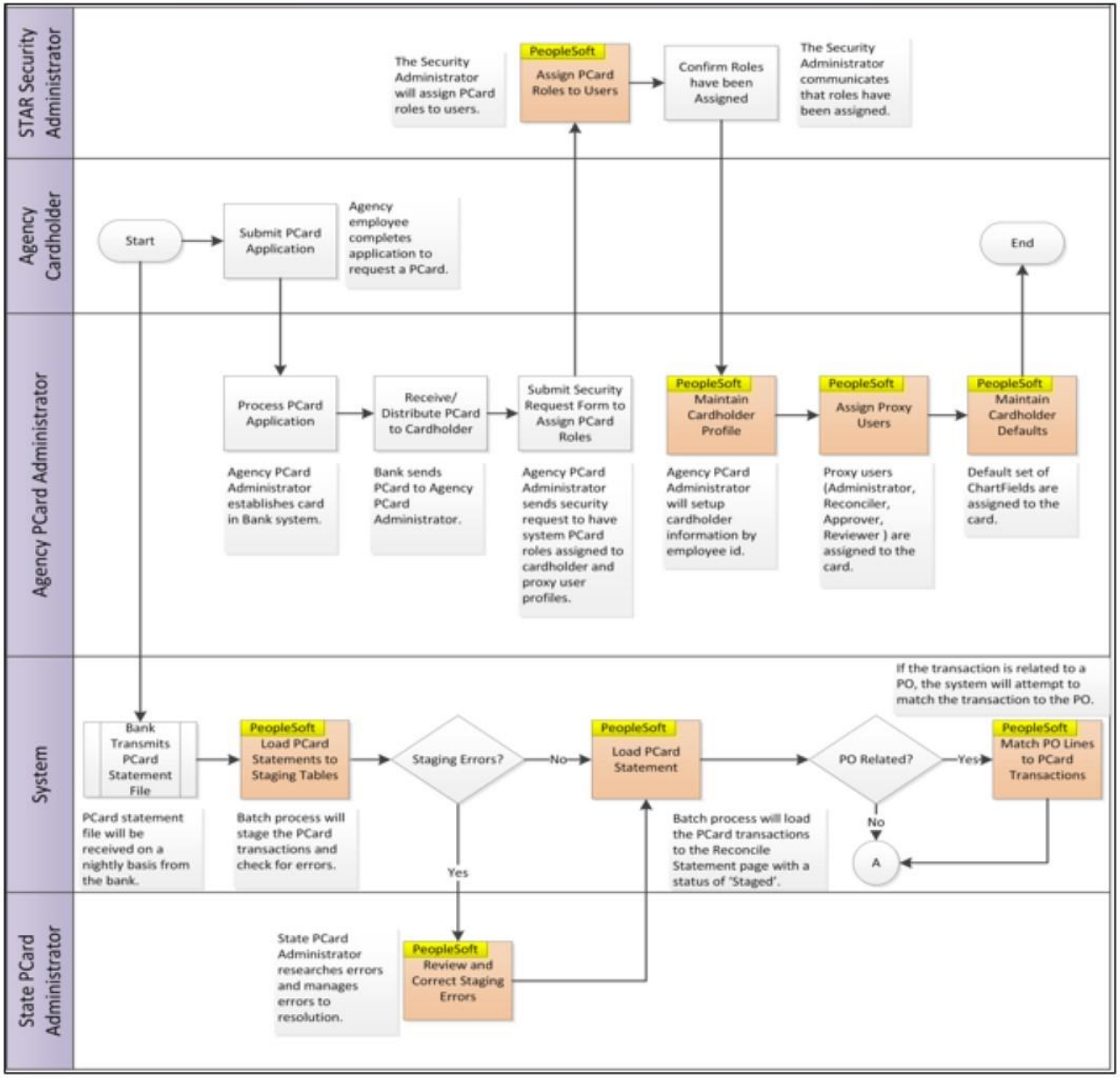
- It effectively reduces procurement transaction costs.
- It expedites the acquisition of goods and/or services.
- It provides flexible controls for eligible procurement needs.
- It simplifies transactions.

Overview of Managing Procurement Cards

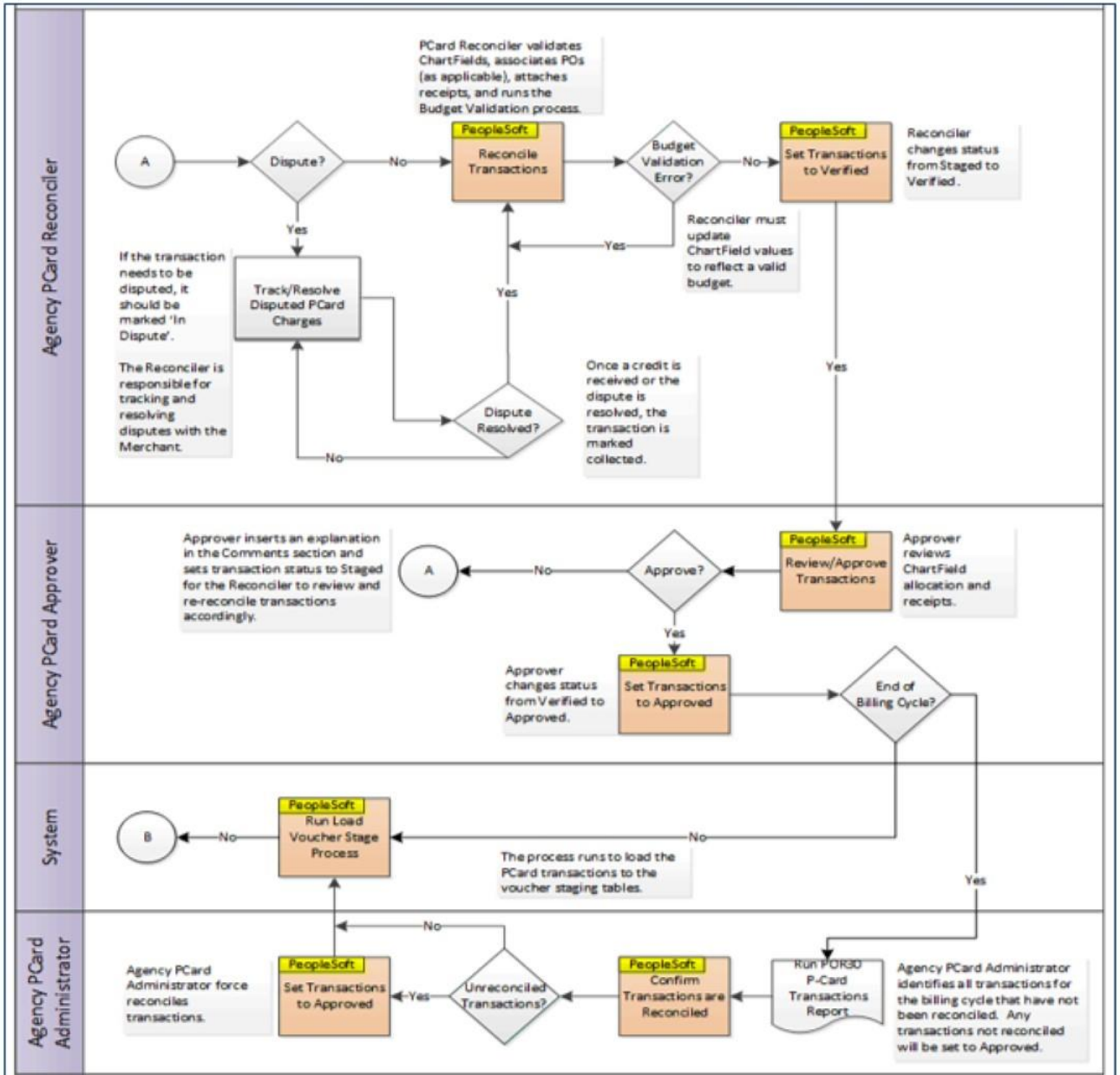
The following topics will be reviewed in this course:

- How to create and maintain cardholder profiles
- How to correct bank statement load errors
- How to search for voucher build errors resulting from load voucher stage processing

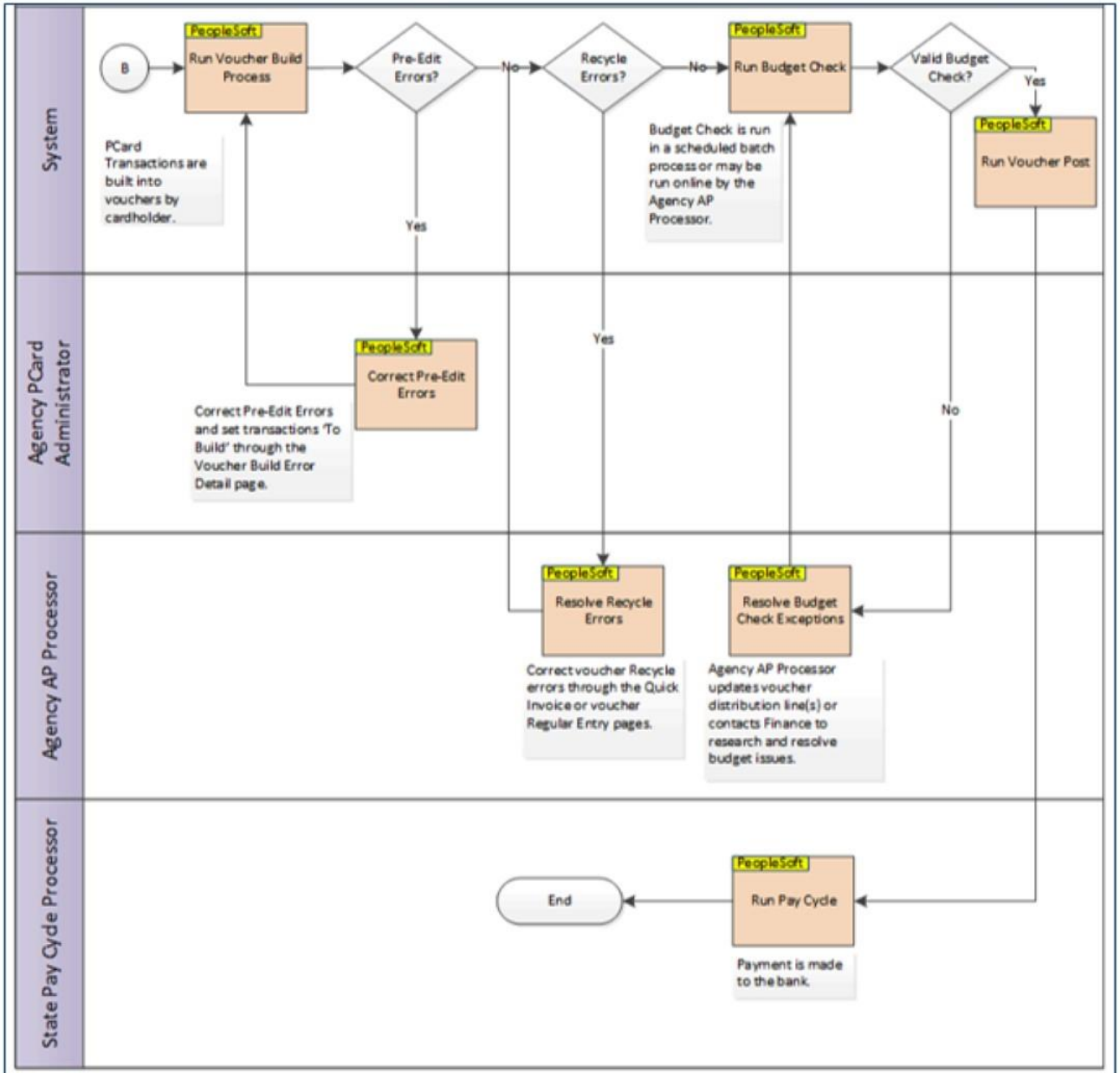
Overview of Managing Procurement Cards



Overview of Managing Procurement Cards



Overview of Managing Procurement Cards



Summary: Overview of Managing Procurement Cards

Now that you have completed the Overview of Managing Procurement Cards lesson, you should be able to:

- Identify the benefits of using Procurement Cards.
- Recognize the Procurement Cards business process flow.

Create and Maintain Cardholder Profiles

Before Establishing a Cardholder Profile:

- A user must submit a form to request a P-Card.
- Once approved:
  - The Agency P-Card Administrator will process the request form and establish the P-Card in the US Bank system.
  - A STAR security request form must be submitted to request user role access for the respective proxy role the user should have.

Note: Both of these tasks must be completed before the cardholder profile may be set up in STAR.

Create and Maintain Cardholder Profiles

The following will be discussed in the Create and Maintain Cardholder Profiles lesson:

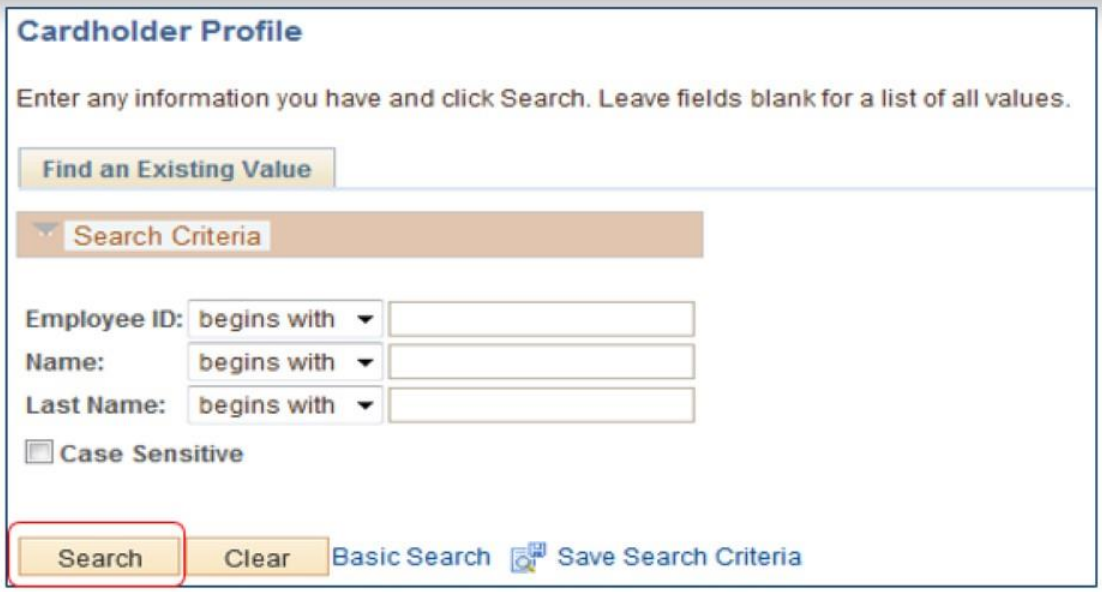
- Creating a Cardholder Profile
- Assigning Proxy Users
- Maintaining Cardholder Defaults
- Mass Assign Proxies
- Copy or Move Proxy Roles

Create and Maintain Cardholder Profiles

Creating a Cardholder Profile

1. Navigation: **Main Menu** > **Purchasing** > **Procurement Cards** > **Definitions** > **Cardholder Profile**

2. On the **Cardholder Profile** page, enter the Employee ID or name and click **Search.**



Create and Maintain Cardholder Profiles

3. Review the information on the **Personal Data** tab, to ensure the correct employee is selected.

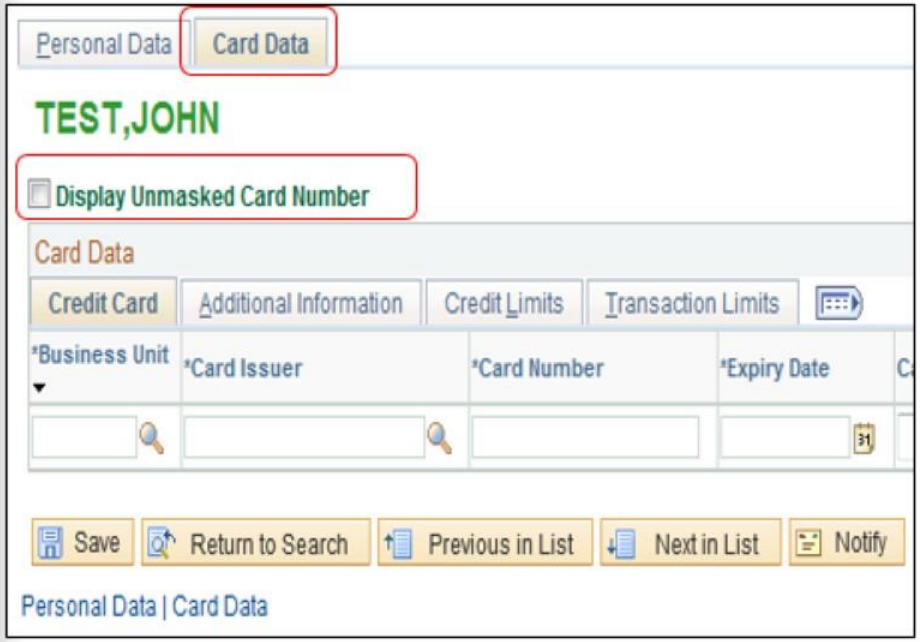
4. Once confirmed, click on the **Card Data** tab.

Create and Maintain Cardholder Profiles

On the **Card Data** tab, enter the following information:

- **Business Unit**
- **Card Issuer**
- **Card Number**
- **Expiration Date**
- Card Type
- Date Issued

Check **Display Unmasked Card Number** to view the 16-digit card number.



Create and Maintain Cardholder Profiles

Assigning Proxy Users

Types of Roles assigned to a P-Card:

- Administrator: Will have the ability to establish and maintain cardholder profiles, as well as manage P-Card transactions.
- Approver: Will validate that transactions have been reconciled and will approve the transactions to be paid.
- Reconciler: Typically the cardholder, will reconcile the transactions but will not have authority to approve transactions.
- Reviewer: Typically auditors, the reviewer will have view-only access to transaction information.
- Req User: The user has the ability to enter a P-Card as the payment method on a requisition.
- PO User: The user has the ability to enter a P-Card as the payment method on a PO. **Note**: This user cannot have both the Req User and PO User roles.

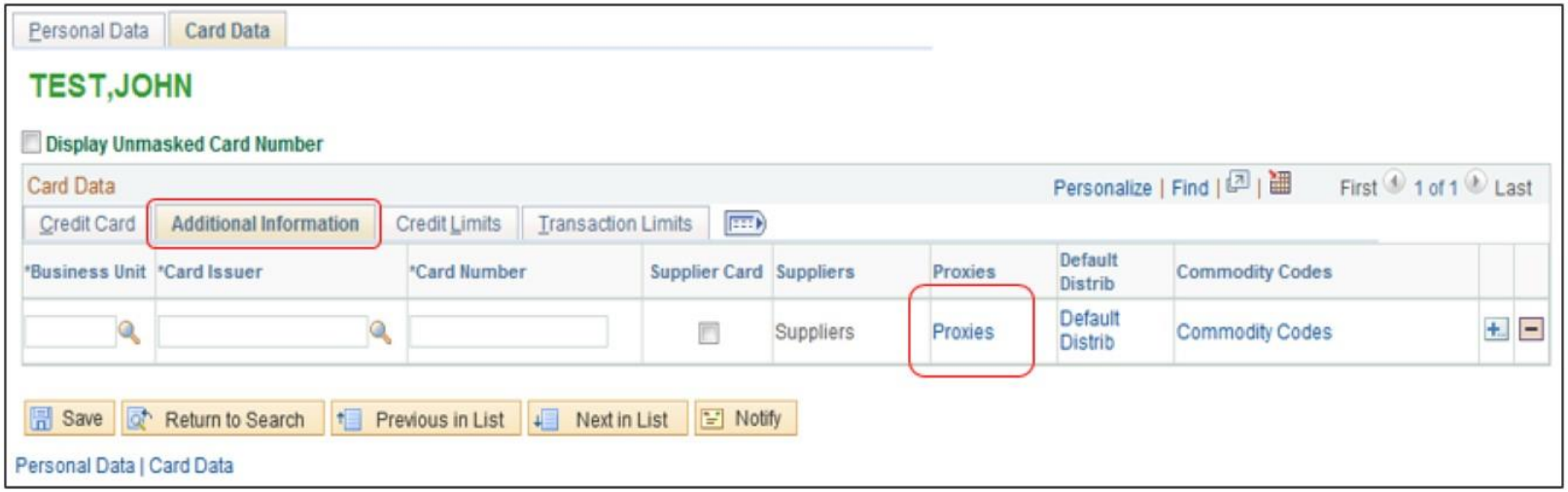
Create and Maintain Cardholder Profiles

Proxies identify the user(s) that have the authority to:

- Reconcile transactions.
- Approve transactions.
- Review transactions.
- Act as Administrators on transactions.

Create and Maintain Cardholder Profiles

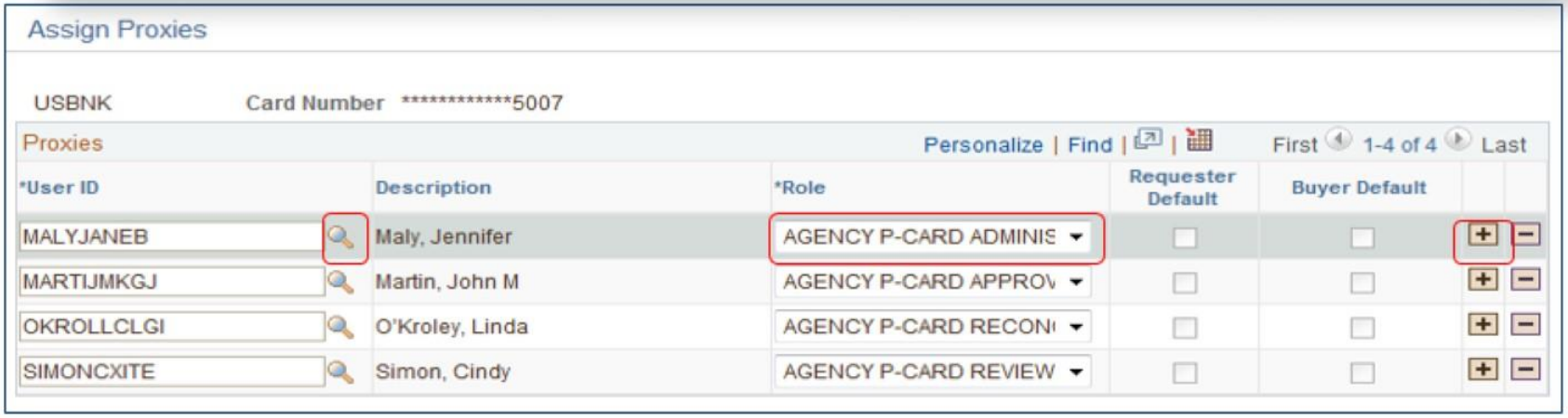
5. On the **Additional Information** page, click **Proxies.**



Create and Maintain Cardholder Profiles

6. Once the **Assign Proxies** window, enter the User IDs of the people identified to have proxy roles.
   - Use the **Search** magnifying glass to search for and add the user ID (IAM ID) that should be assigned as a proxy.
   - Define the appropriate proxy role for the user ID.
   - Click the **plus sign (+)** to add additional proxy roles.

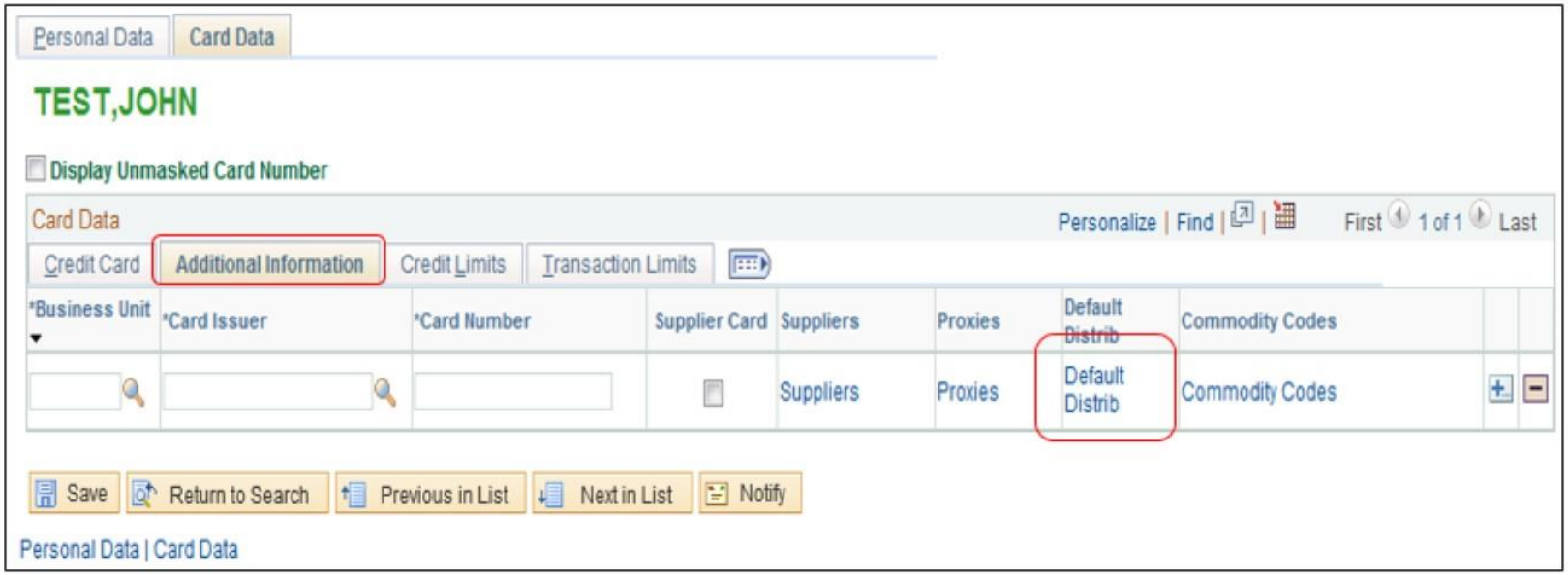
7. Click **OK** to return to the **Additional Information** page.



Create and Maintain Cardholder Profiles

Maintaining Cardholder Defaults

8. On the **Additional Information** page, click **Default Distrib**.

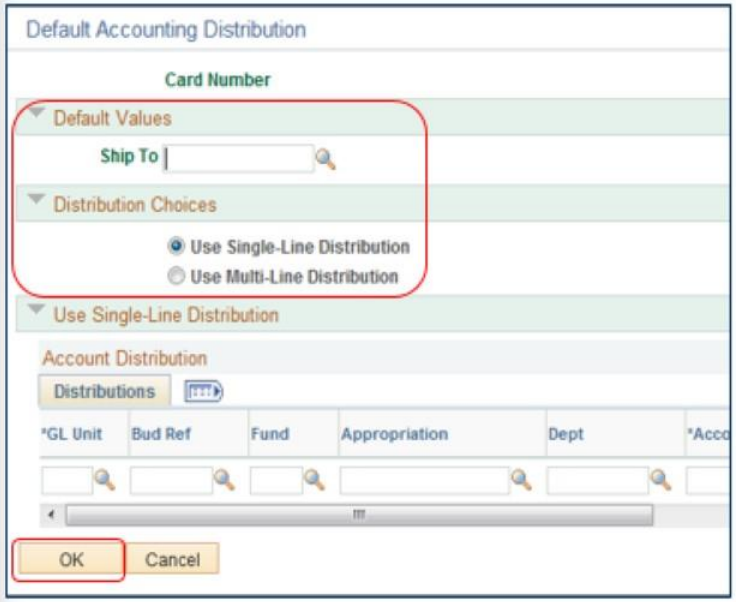


Create and Maintain Cardholder Profiles

9. On the **Default Accounting Distribution** window, enter the **Ship To** location and define the distribution line under **Distribution Choices.**

   Note: SpeedCharts must be setup in advance before they may be referenced on the Cardholder Profile. Administrators will have access to setup SpeedCharts.

10. Click **OK** to return to the **Additional Information** page.



Create and Maintain Cardholder Profiles

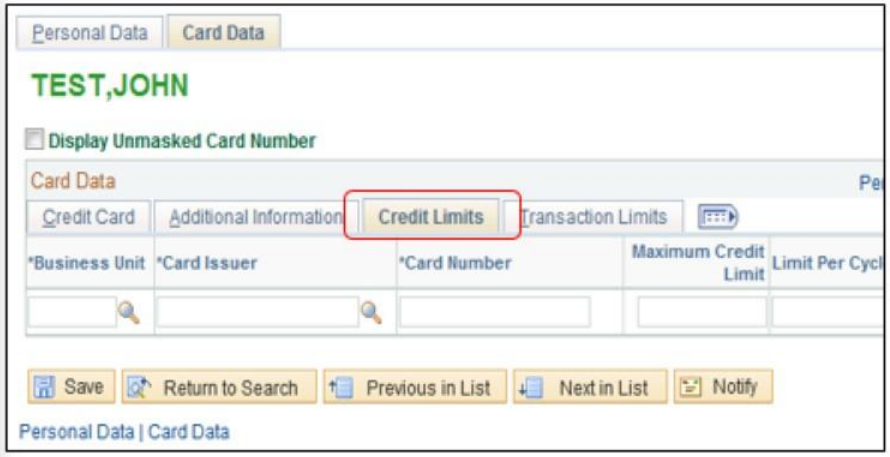
There are two additional tabs under **Card Data**: **Credit Limits** and **Transaction Limits.**

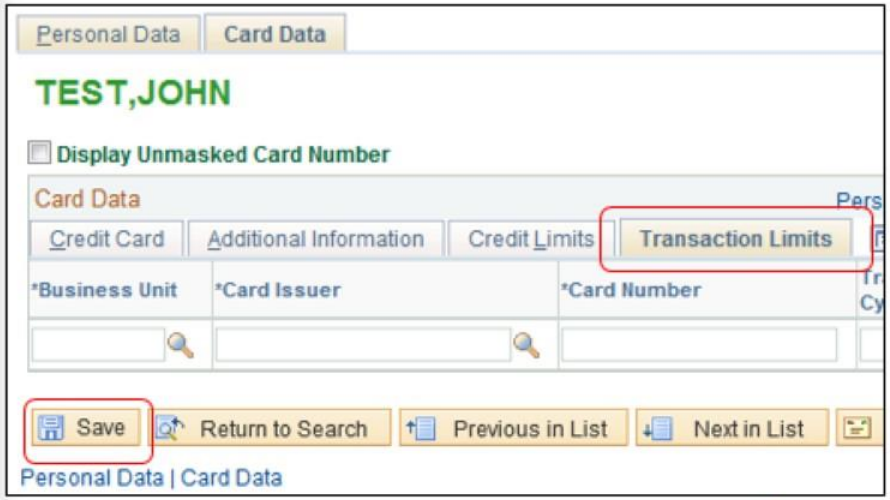
These tabs are informational only and do not need to be completed.

11. Under **Card Data,** select **Credit Limits.** Enter credit limit values as applicable.

12. Under **Card Data,** move to **Transaction Limits.** Enter transaction limit values as applicable.

13. Click **Save.**





Create and Maintain Cardholder Profiles

Note: The Agency P-Card Administrator can add, delete, and edit P-Card values at any time. However, never delete a P-Card from the system once a transaction has been processed. This will cause unintended consequences, such as transaction links destroyed, and will result in subsequent problems for the agencies.

Create and Maintain Cardholder Profiles

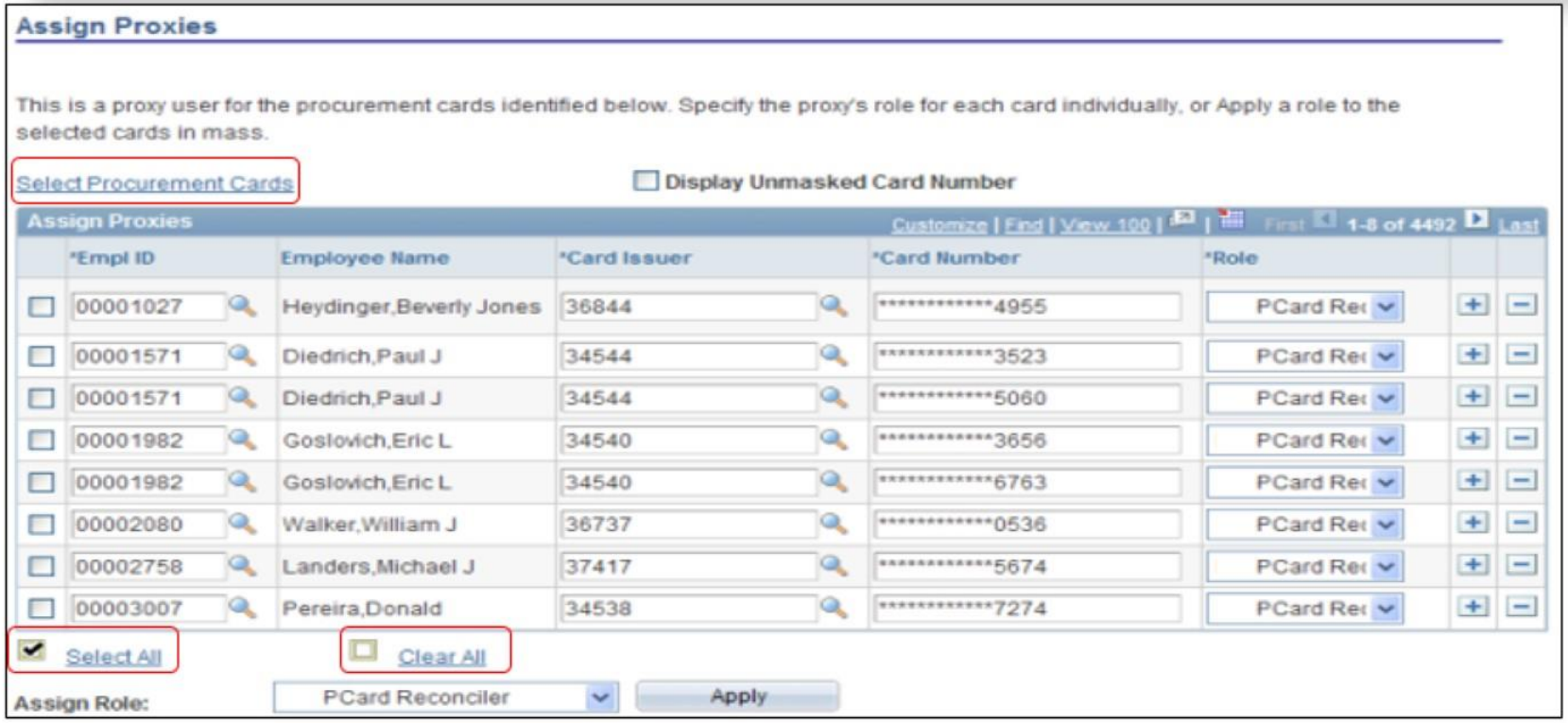
Mass Assign Proxies

1. Navigation: **Main Menu > Purchasing > Procurement Cards > Security > Assign Proxies**

2. Enter the Employee ID or name of the user being assign a proxy role. Click **Search.**

Create and Maintain Cardholder Profiles

3. On the **Assign Proxies** page, view the proxy roles for the procurement cards the user is assigned.



Create and Maintain Cardholder Profiles

4. To add additional Procurement Cards, click **Select Procurement Cards.**

5. Search for the Employee ID of the cardholder profile(s) that need proxy roles. Search for cardholders under a specific business unit by entering the business unit value and leaving the Employee ID field blank.

   Place a checkmark in the boxes to the left of the cards that will have a proxy role assigned. Click **Select All** to select all cards. Click **OK** to return to the **Assign Proxies** page.

Create and Maintain Cardholder Profiles

6. To assign a role to multiple cards, check the **Checkbox** next to the Employee ID and select the proxy role to be assigned under the **Assign Role** section. Click **Apply** to assign it to selected cards. Hit **Select All** to select all procurement cards, or **Clear All** to clear the selection.

7. Once all proxy roles are assigned, click Save. A proxy roles has now been mass assigned.

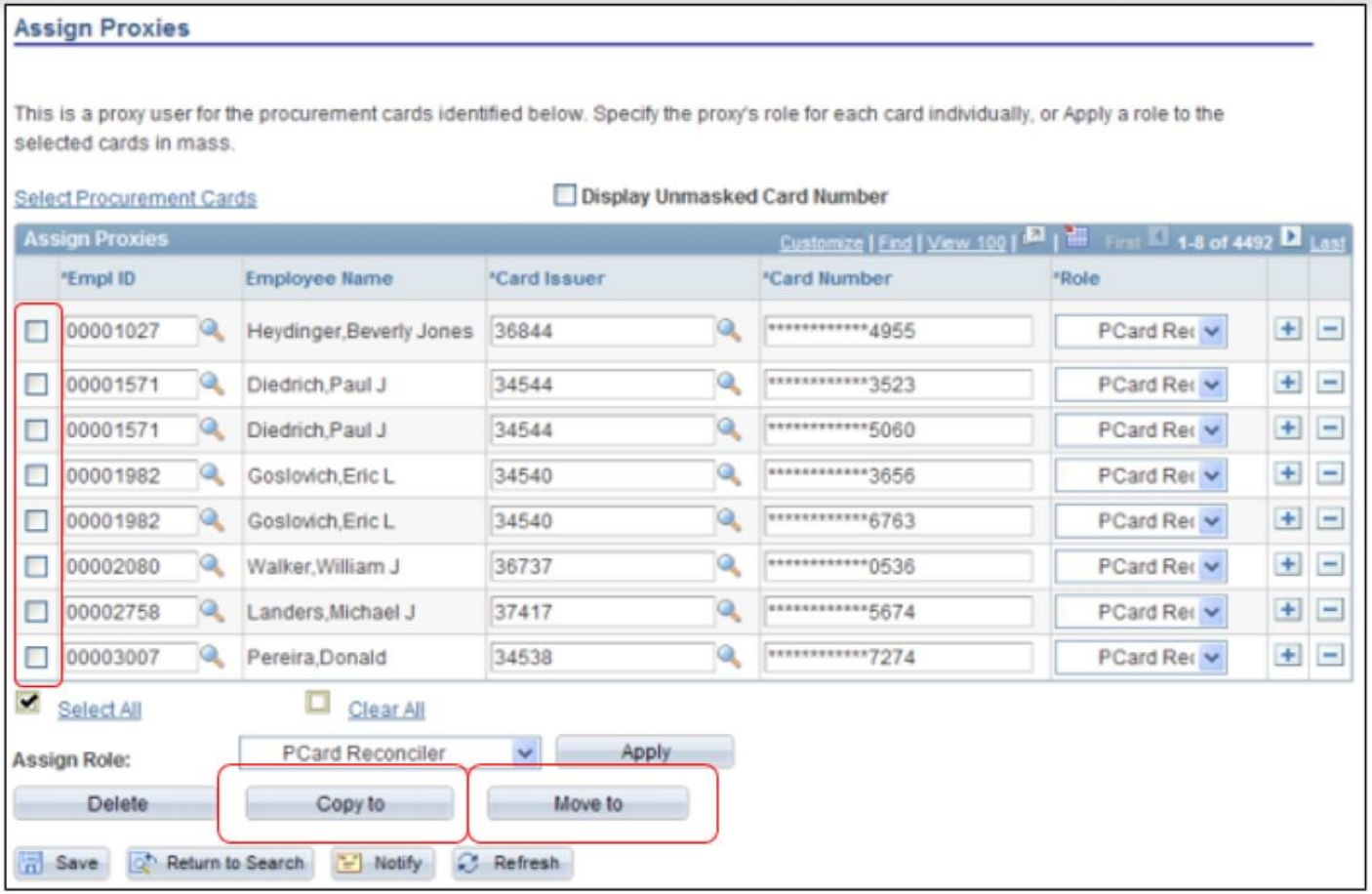
Create and Maintain Cardholder Profiles

Copy or Move Proxy Roles

There is the ability to copy or move proxy roles when someone needs to take over cardholder proxy roles assigned to a different employee. Situations in which this could occur include: extended leaves of absence or re-assignment of the P-Card approval role.

Create and Maintain Cardholder Profiles

8. On the **Assign Proxies** page, select the checkbox to the left of the cardholder(s) profiles that will be reassigned.



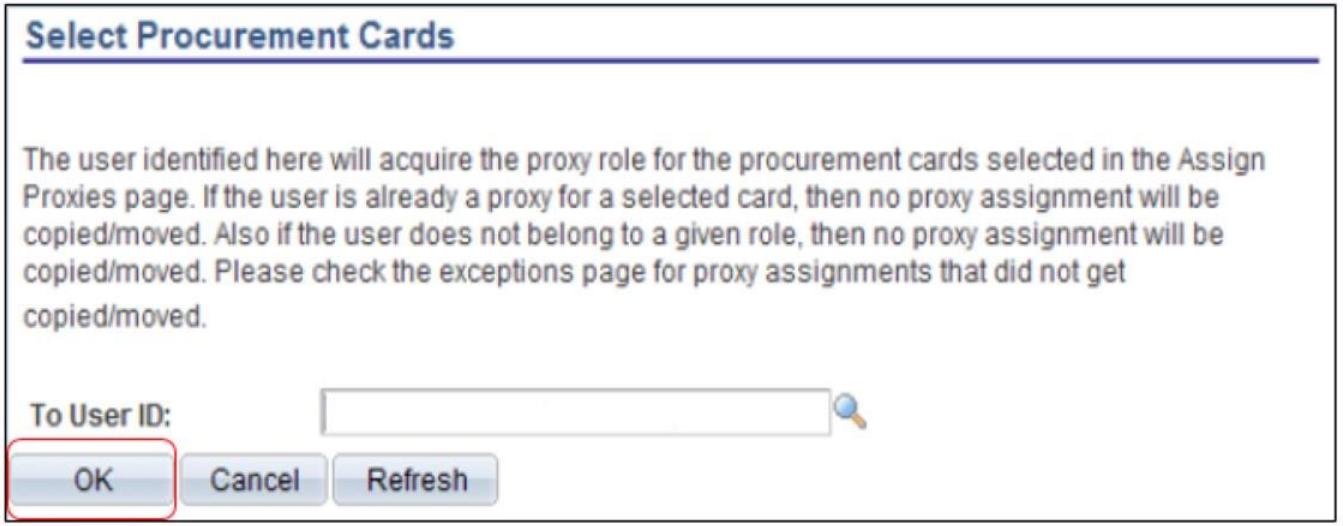
Create and Maintain Cardholder Profiles

9. Once all profiles are selected, click on **Copy to** or **Move to** depending on which task is required.

   - When selecting **Copy to**, the proxy roles getting moved are simply copied to the user identified to have the same access.
   - When selecting **Move to**, only the selected proxy roles are moved from the original user to the new user.

Create and Maintain Cardholder Profiles

10. Enter the **User ID** for the new proxy user. Click **OK.** Proxy roles have now been copied or moved.



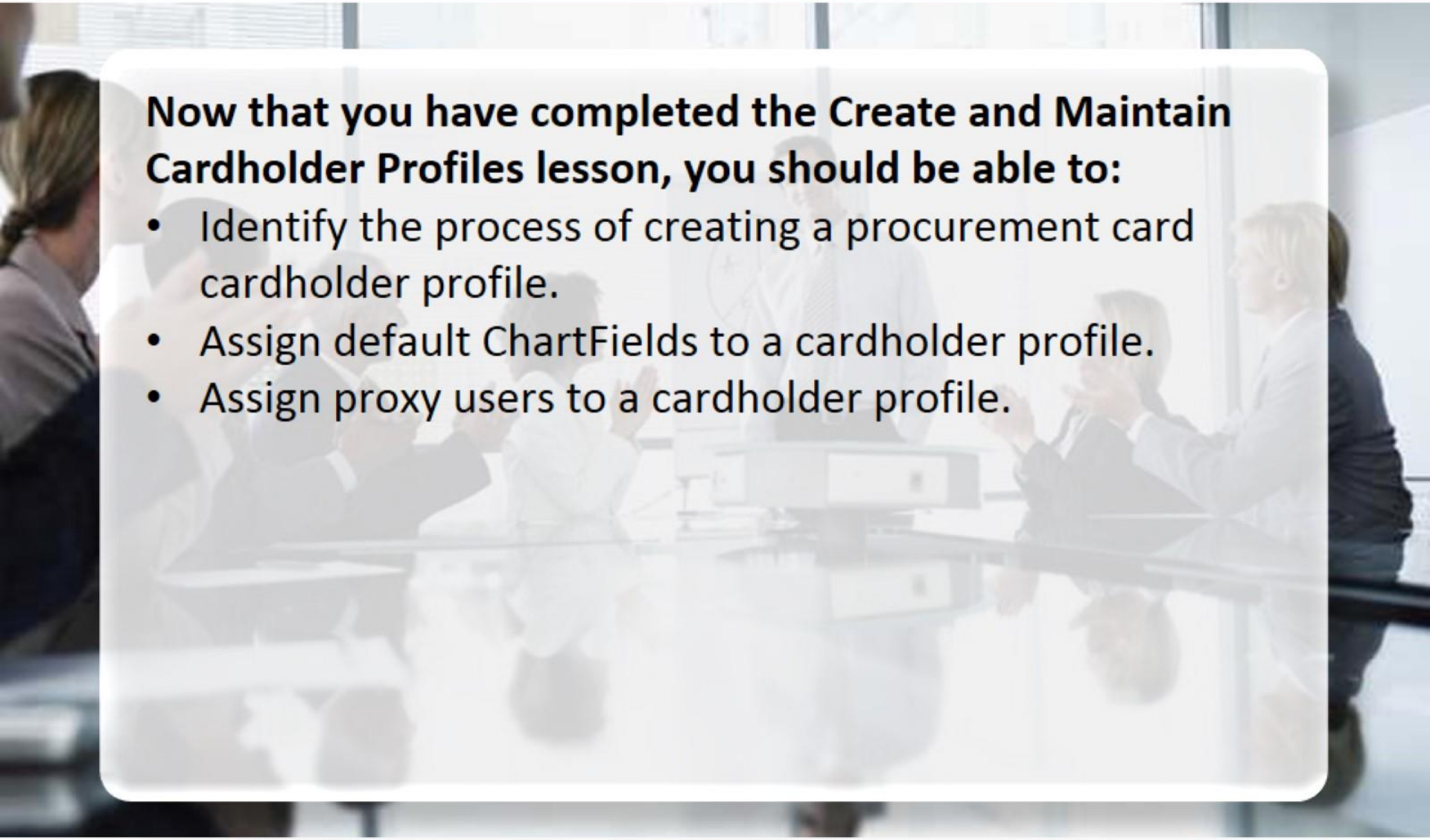
Training Exercise: Create a Cardholder Profile

This Training Exercise will review how to create a cardholder profile. Refer to the separate data sheet and use the training materials as references tools.

Training Exercise: Debrief

1. Provide an example of when you may need to mass copy proxy roles.
2. Describe the four types of proxy roles assigned to a P-Card.

Summary: Create and Maintain Cardholder Profiles



Now that you have completed the Create and Maintain Cardholder Profiles lesson, you should be able to:

- Identify the process of creating a procurement card cardholder profile.
- Assign default ChartFields to a cardholder profile.
- Assign proxy users to a cardholder profile.

Correcting Bank Statement Load Errors

The P-Card statement file is staged and loaded into STAR as a batch process and does not need to be manually processed. PeopleSoft loads the statements to the staging table and checks for errors. If the batch process is interrupted due to statement load errors, they need to get corrected in order to be loaded in the next batch process.

When statement lines, such as the credit card suppliers or the credit card account numbers are incorrect, those lines cannot be loaded into the statement tables. The State P-Card Maintainer must check for statement line errors and work with the Agency P-Card Administrators to get them corrected.

Correcting Bank Statement Load Errors

The following will be discussed in the Correcting Bank Statement Load Errors lesson:

- Correcting Errors Resulting from the Load Statement Process
- Viewing and Running the Load Statement Process

Correcting Bank Statement Load Errors

Correct Errors Resulting from the Load Statement Process

1. Navigation: **Main Menu > Purchasing > Procurement Cards > Process Statements > Correct Errors**

Note: Only the State P-Card Maintainers have access to view the **Correct Errors** page.

Correcting Bank Statement Load Errors

2. The **Correct Errors** page is populated with data errors.

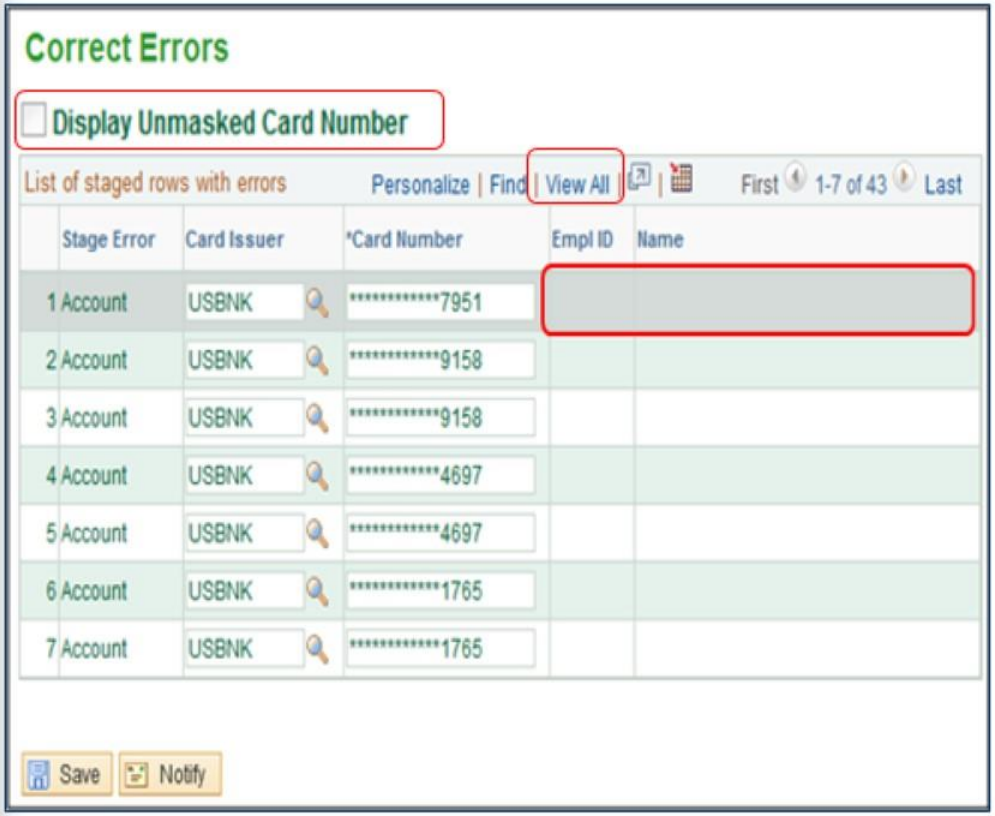
There are three types of staging errors:

- Account: Indicates that the cardholder number is invalid or not on file
- Supplier: Indicates the supplier name is invalid in the supplier table
- Both: Refers to both an account and a supplier error

Correcting Bank Statement Load Errors

3. To see the 16-digit **Card Number,** check the **Display Unmasked Card Number** checkbox. Click **View All** to see all errors on one page.

4. The State P-Card Maintainer needs to search for the card number(s) in the US Bank system to identify which agency cardholder the P-Card with the error(s) is assigned to.



Correcting Bank Statement Load Errors

5. The State P-Card Maintainer is to reach out to the respective Agency P-Card Administrator to establish the cardholder profiles for those cards that are in error.

6. Once the Agency P-Card Administrators have fixed their errors, the corrected data will be loaded to the **Reconcile Statement** page during the nightly batch process.

Correcting Bank Statement Load Errors

The State P-Card Maintainer should regularly view files to ensure there are no errors and to avoid delay in reconciling transactions at the end of the billing cycle.

Correcting Bank Statement Load Errors

Viewing and Running the Load Statement Process

Corrected statement lines can be manually loaded to the **Reconcile Statement** page by running the **Load Statement** process. This should only be done in an urgent situation, such as when corrections need to be loaded the last day of the billing cycle.

Note: Only the State P-Card Maintainer has access to the **Load Statement** page.

Correcting Bank Statement Load Errors

1. Navigation: **Main Menu** > **Purchasing** > **Procurement Cards** > **Process Statements** > **Load Statement**

2. On the **Load Statement** page, there are two tabs: **Find an Existing Value** and **Add a New Value**. On the **Find an Existing Value** tab, enter the **Run Control ID** and click **Search.** On the **Add a New Value** tab, enter the **Run Control ID** and click **Add.**

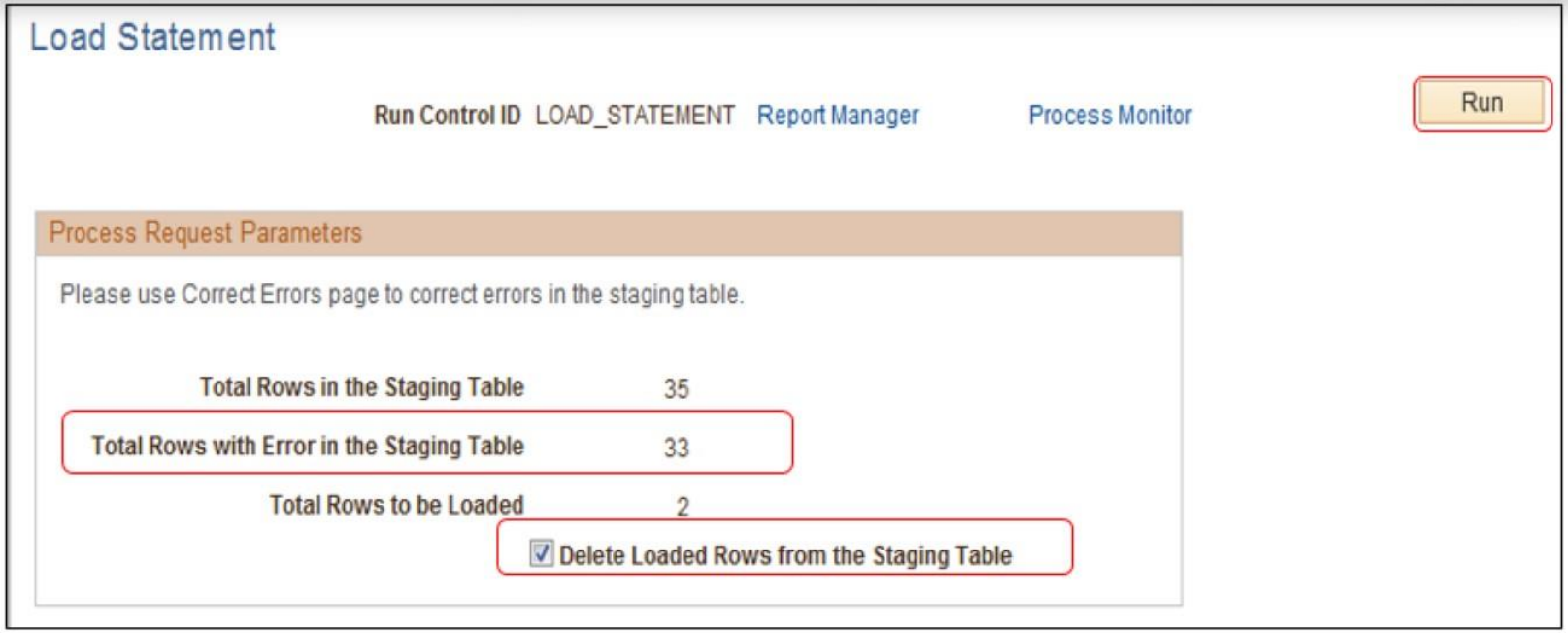
Correcting Bank Statement Load Errors

When reviewing the **Load Statement,** there is the following:

- Total Rows in the Staging Tables
- Total Rows with Error in the Staging Tables
- Total Rows to be Loaded

Correcting Bank Statement Load Errors

Check the **Delete Loaded Rows from the Staging Table** box to delete statement line records from the staging table that were successfully loaded to the **Reconcile Statement** tables.

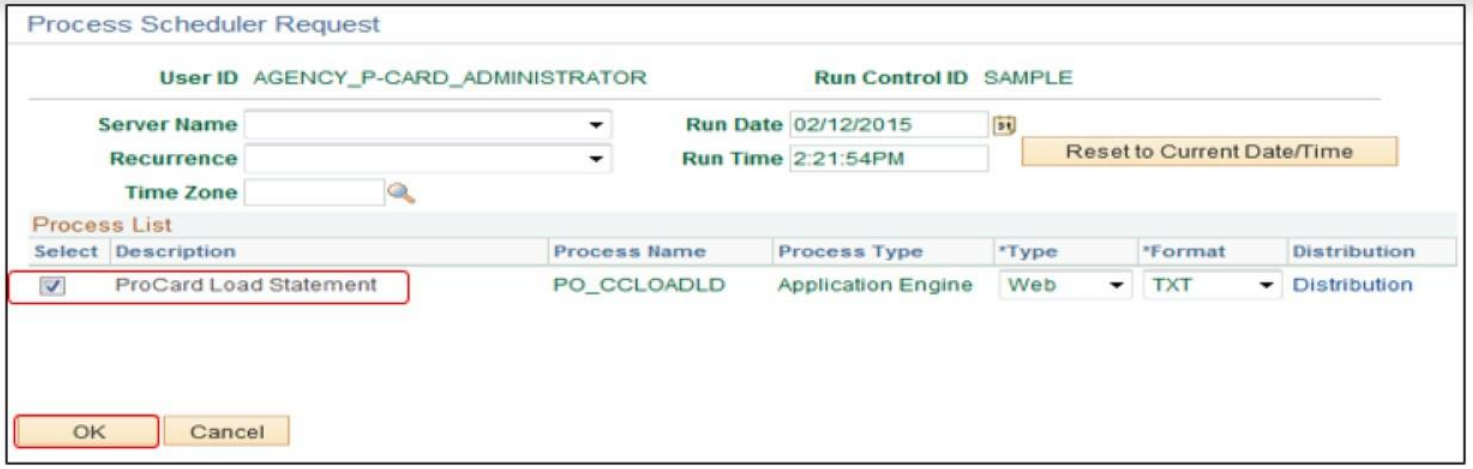


Correcting Bank Statement Load Errors

3. The **Total Rows with Error in the Staging Table** row will reflect if data errors exist. If this row shows that there are errors, complete the steps under **Correcting Errors from the Load Statement Process** to update the data.

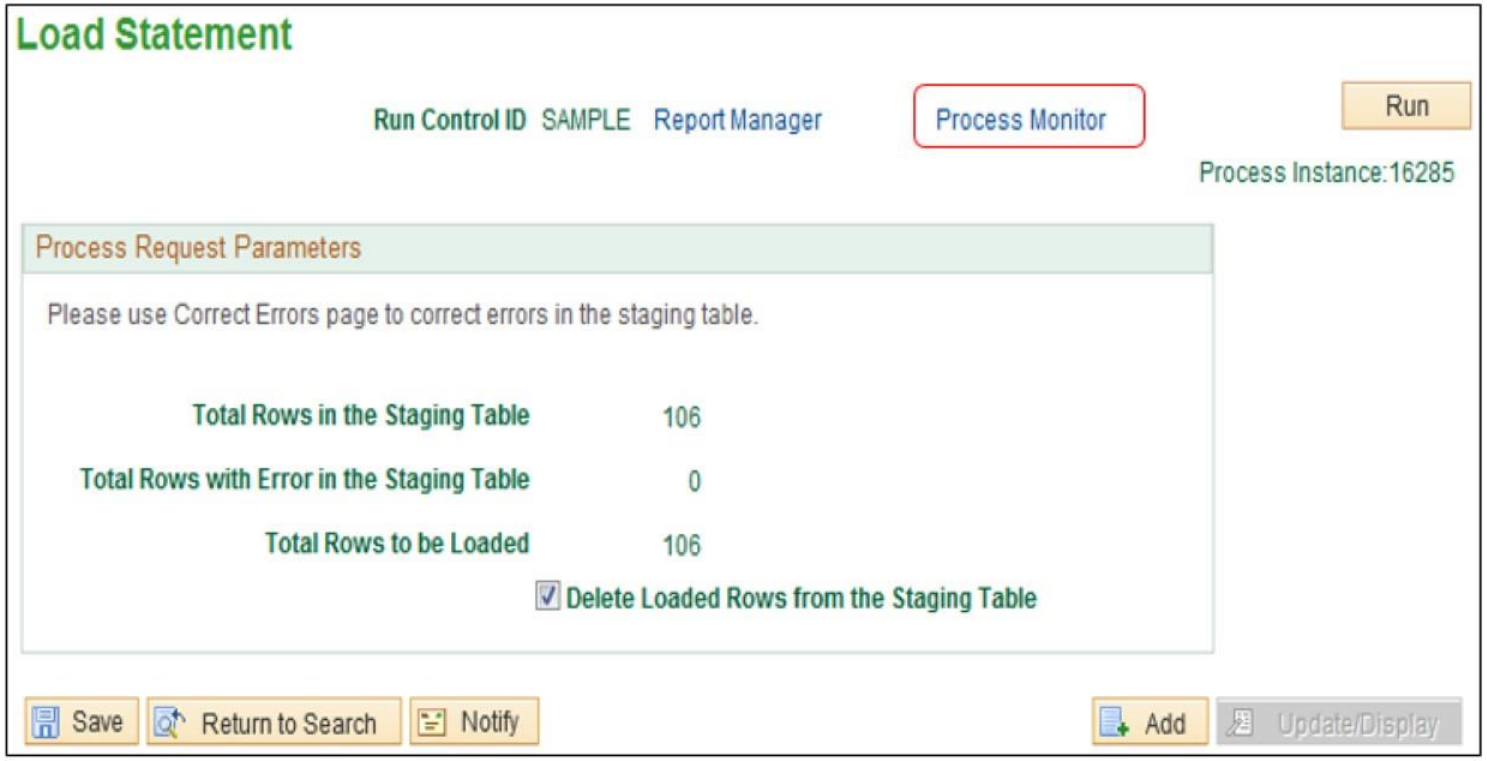
4. Click **Run** to open the **Process Scheduler Request** window.

5. Once the **Process Scheduler Request** window is open, ensure the **ProCard Load Statement** process is selected and click **OK** to return to the **Load Statement** page.



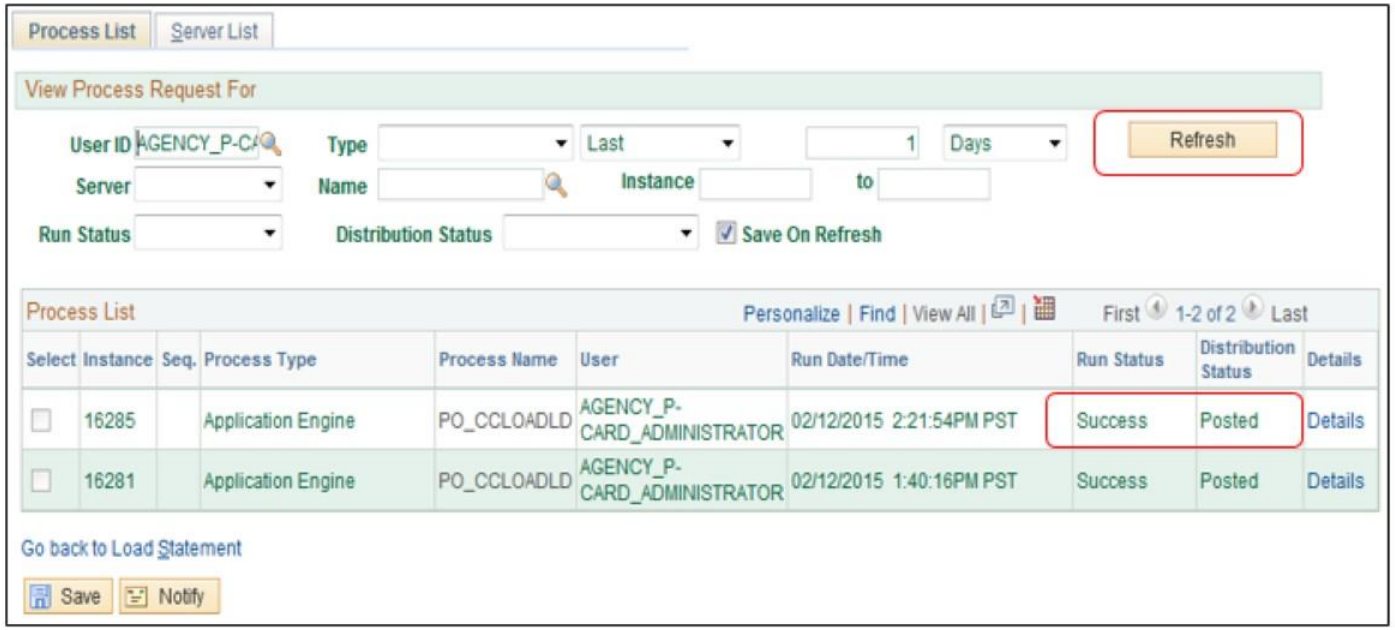
Correcting Bank Statement Load Errors

6. On the **Load Statement** page, click **Process Monitor** to check the process status.



Correcting Bank Statement Load Errors

7. Click **Refresh** to check the status of the process. The process is complete when the **Run Status** displays **Success** and the **Distribution Status** displays as **Posted.**

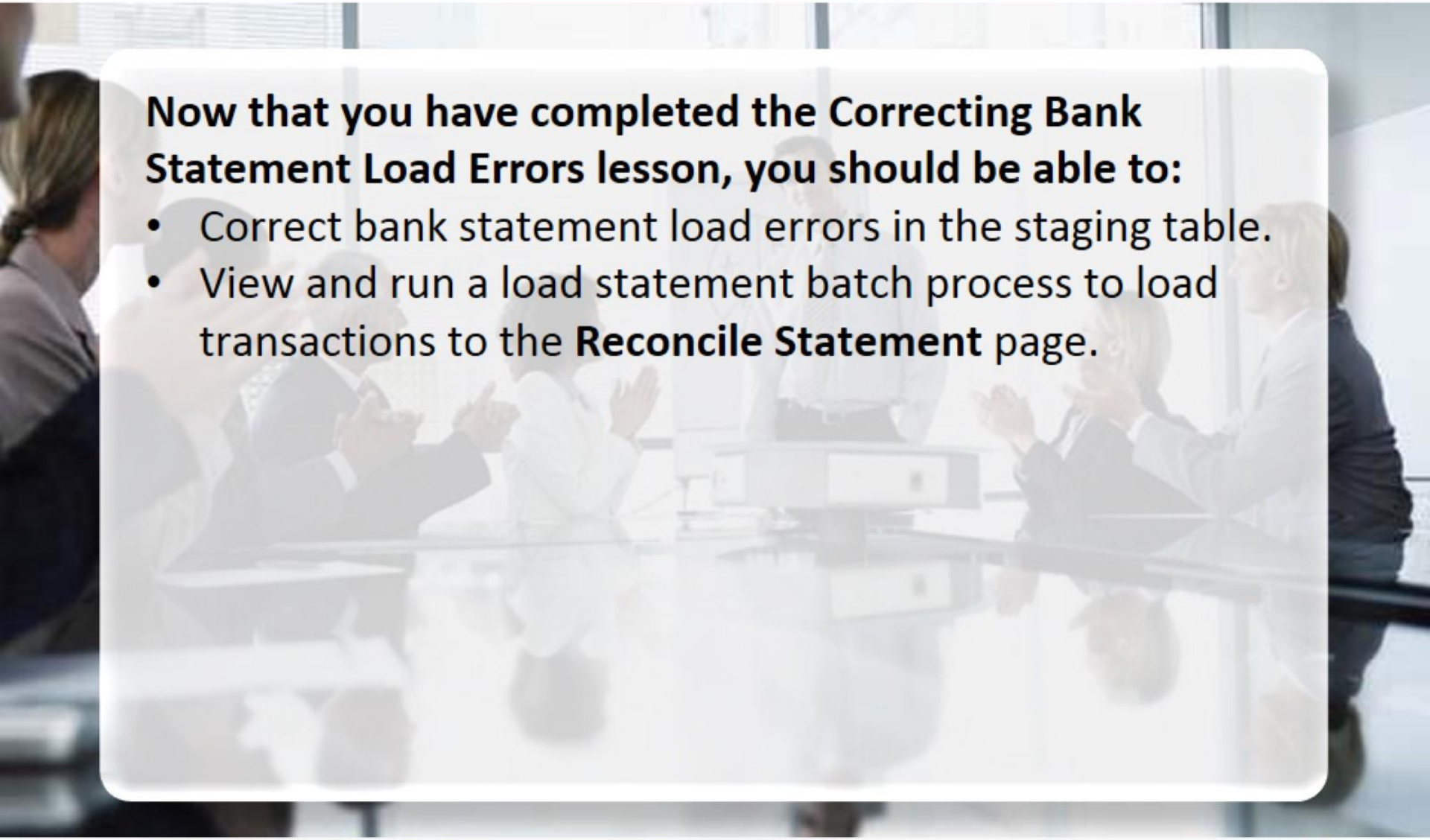


Correcting Bank Statement Load Errors

8. Click **Go back to Load Statement** to confirm that the **Total Rows to be Loaded** displays 0, confirming that the transaction lines were loaded successfully.

When the statements lines have been loaded successfully, the status of the transactions lines is set to **Staged** and lines are ready to be reconciled on the **Reconcile Statement** page.

Summary: Correcting Bank Statement Load Errors



Now that you have completed the Correcting Bank Statement Load Errors lesson, you should be able to:

- Correct bank statement load errors in the staging table.
- View and run a load statement batch process to load transactions to the **Reconcile Statement** page.

Load Voucher Stage Processing

The P-Card Load Voucher Stage process is run nightly through a batch process. All approved P-Card transactions for the billing cycle are loaded onto the voucher staging tables where the Voucher Build process will run to build the transactions into vouchers by card number. The vouchers will then be budget checked, posted, and paid to the bank.

If there are approved transactions that are not loaded to the voucher staging table that need to be included in the billing cycle payment to the bank, the State P-Card Maintainer will have the ability to manually run the process if needed. Much like the **Load Statement,** this should only be done in an urgent situation.

Load Voucher Stage Processing

The following will be discussed in Load Voucher Stage Processing lesson:

- Running the Load Voucher Stage Process
- Correcting Voucher Build Errors

Load Voucher Stage Processing

Running the Load Voucher Stage Process

1. Navigation: **Main Menu > Purchasing > Process Statements > Load Voucher Stage**

Note: Only the **State P-Card Maintainer** has access to manually run the **Load Voucher Stage** process.

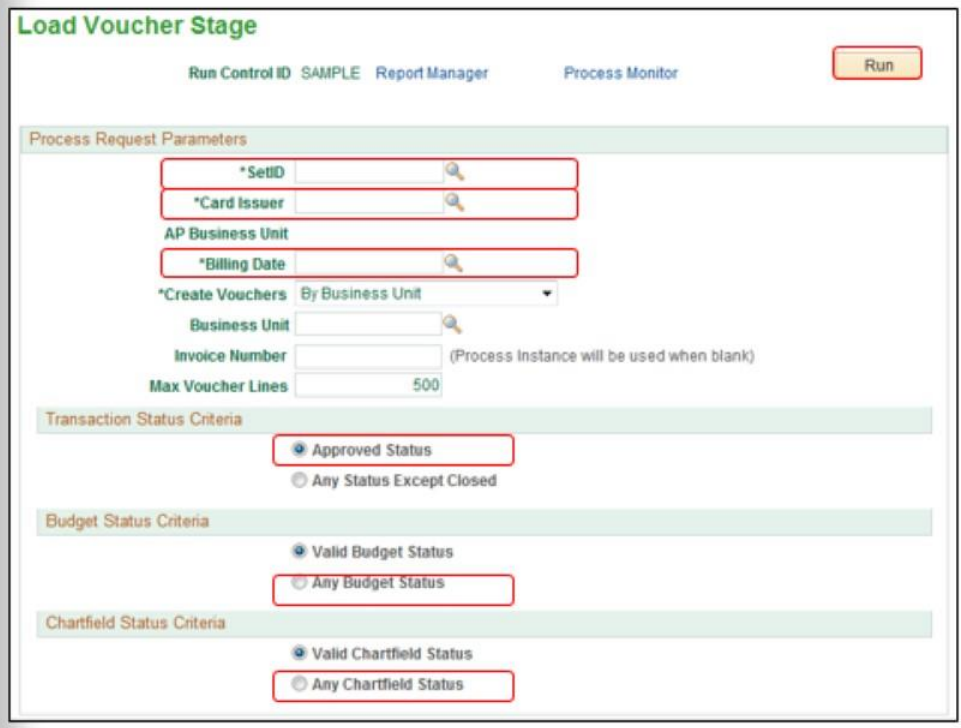
Load Voucher Stage Processing

2. On the **Load Voucher Stage** page, there are two tabs: **Find an Existing Value** and **Add a New Value**. On the **Find an Existing Value** tab, enter the **Run Control ID** and click **Search.** On the **Add a New Value** tab, enter the **Run Control ID** and click **Add.**

Load Voucher Stage Processing

3. On the **Load Voucher Stage** page, fill out the following information:
   - **SetID***
   - **Card Issuer***
   - **AP Business User**
   - **Billing Date***
   - **Business Unit**
   - **Invoice Number**

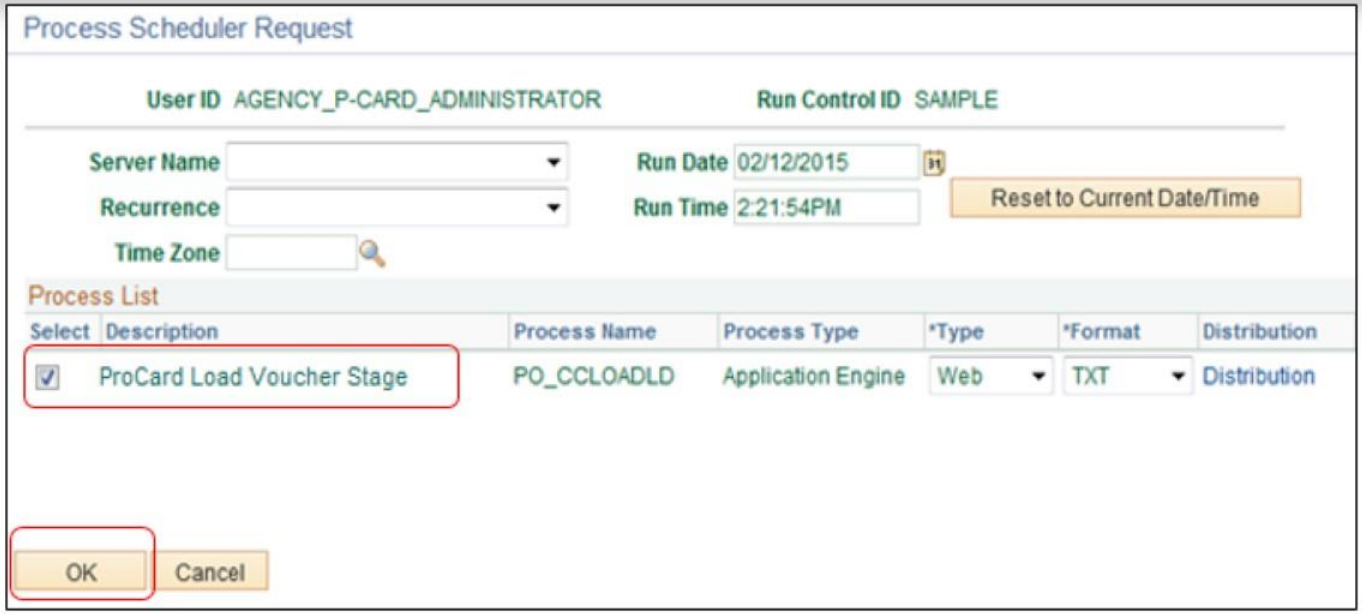
   Set the **Transaction Status Criteria** to **Approved Status.**
   Set the **Budget Status Criteria** to **Any Budget Status.**
   Set the **ChartField Status Criteria** to **Any ChartField Status.**



Load Voucher Stage Processing

4. When all fields are complete, click **Run** to open the **Process Scheduler Request** window.

5. On the **Process Scheduler Request** window, ensure the **ProCard Load Voucher Stage** process is selected and click **OK** to run the process and return to the **Load Voucher Stage** page.

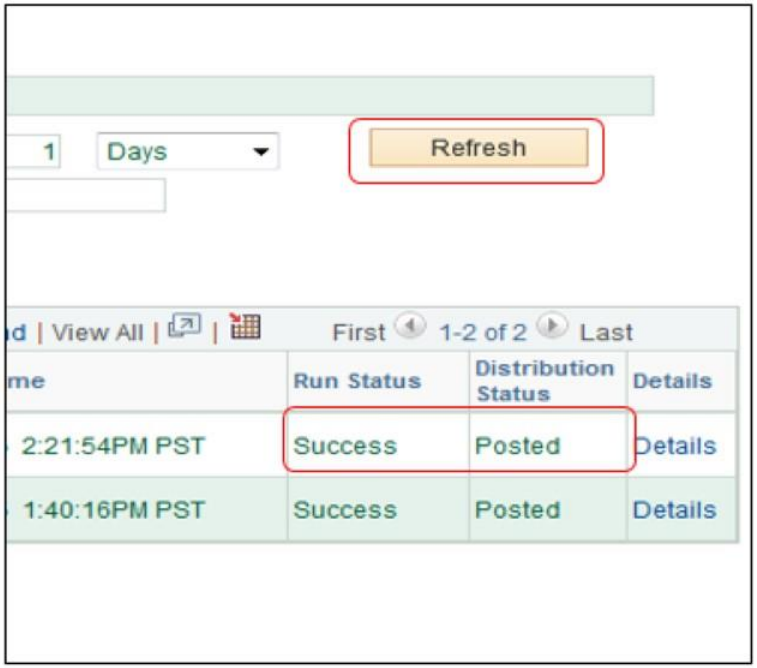


Load Voucher Stage Processing

6. On the **Load Voucher Stage** page, click **Process Monitor** to check the status.

Load Voucher Stage Processing

7. Click **Refresh** to check the status of the process. The process is complete with the **Run Status** displays **Success** and the **Distribution Status** displays as **Posted.**



Load Voucher Stage Processing

The Voucher Build is a batch process that is used to build vouchers that have been staged.

Two types of Voucher Build process errors:

1. Pre-edit: Error that prohibits the transaction from being built into a voucher. Agency P-Card Administrators will be responsible for resolving Pre-edit errors. Examples of this type of error include:
   - Invalid business unit
   - Invalid supplier
   - No default location for supplier
   - Blank invoice ID
2. Recycle: Error that prohibits the successfully built voucher from passing all voucher edits. Agency AP Processors will be responsible for resolving recycle errors.

Load Voucher Stage Processing

Before P-Card transactions are loaded into the Voucher Build staging tables, the State P-Card Maintainer should thoroughly review transactions to minimize the risk of P-Card vouchers building with pre-edit errors. This includes validation of the Supplier ID and location used on the P-Card, Budget Check statuses, ChartField codes, etc.

These errors should be fixed by the Agency P-Card Administrators.

Load Voucher Stage Processing

Correcting Voucher Build Errors

Vouchers can still be built with pre-edit errors, even after validation. These need to be corrected so voucher build can be re-executed.

Load Voucher Stage Processing

1. Navigation: **Main Menu > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry**

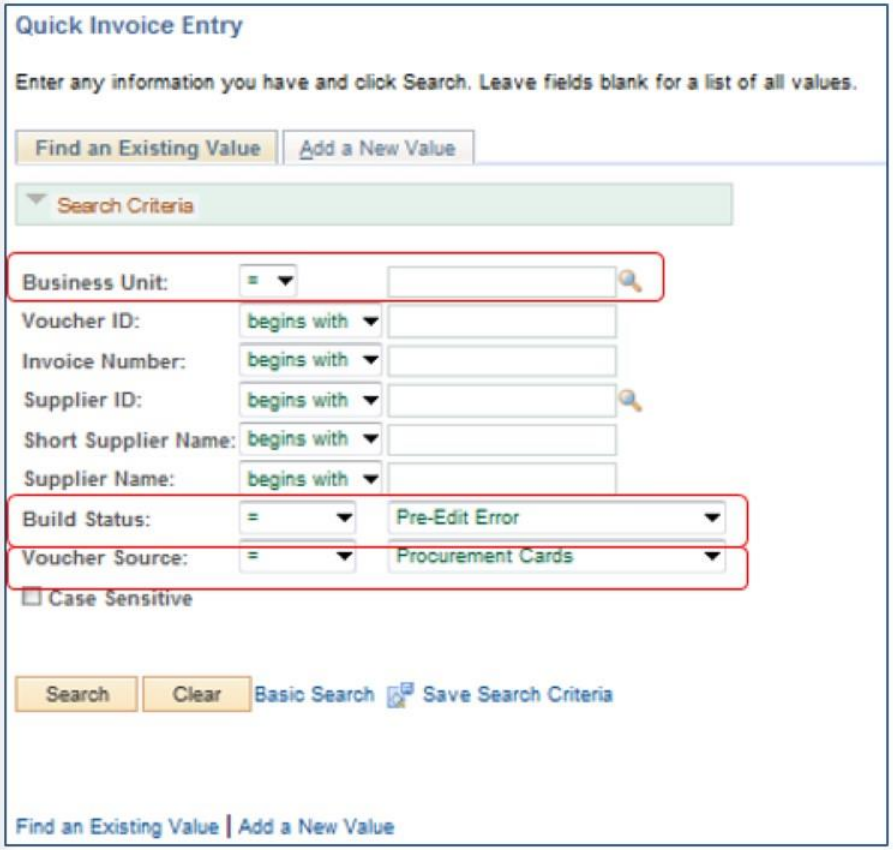
Note: Only the Agency P-Card Administrator has access to the **Correct Voucher Build Errors** page.

Load Voucher Stage Processing

2. On the **Quick Invoice Entry** page, enter the **Business Unit.** Use the **Magnifying Glass** to search for the value.

Move down to **Build Status** and select **Pre-Edit Error**. Then under **Voucher Source** select **Procurement Cards** in the dropdown menu. Click **Search**.

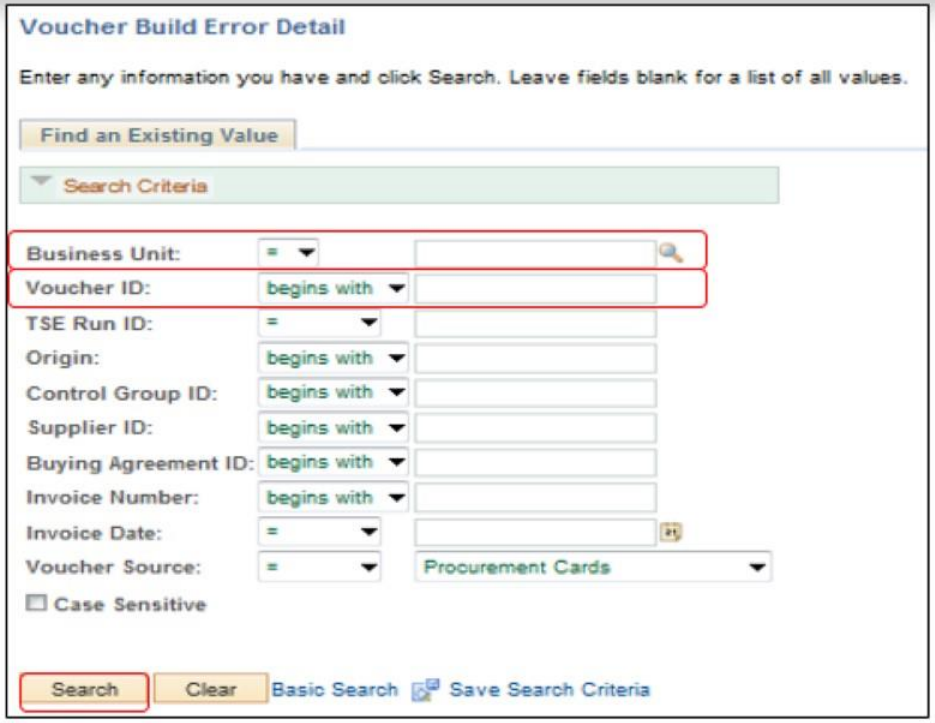
A list of transactions in pre-edit error will be displayed. Write down the list of voucher numbers.



Load Voucher Stage Processing

3. Navigation: **Main Menu** > **Accounts Payable** > **Vouchers** > **Maintain** > **Voucher Build Error Detail**

4. Enter to **Business Unit** and **Voucher ID** for the error was noted in the Quick Invoice Entry search. Click **Search.**



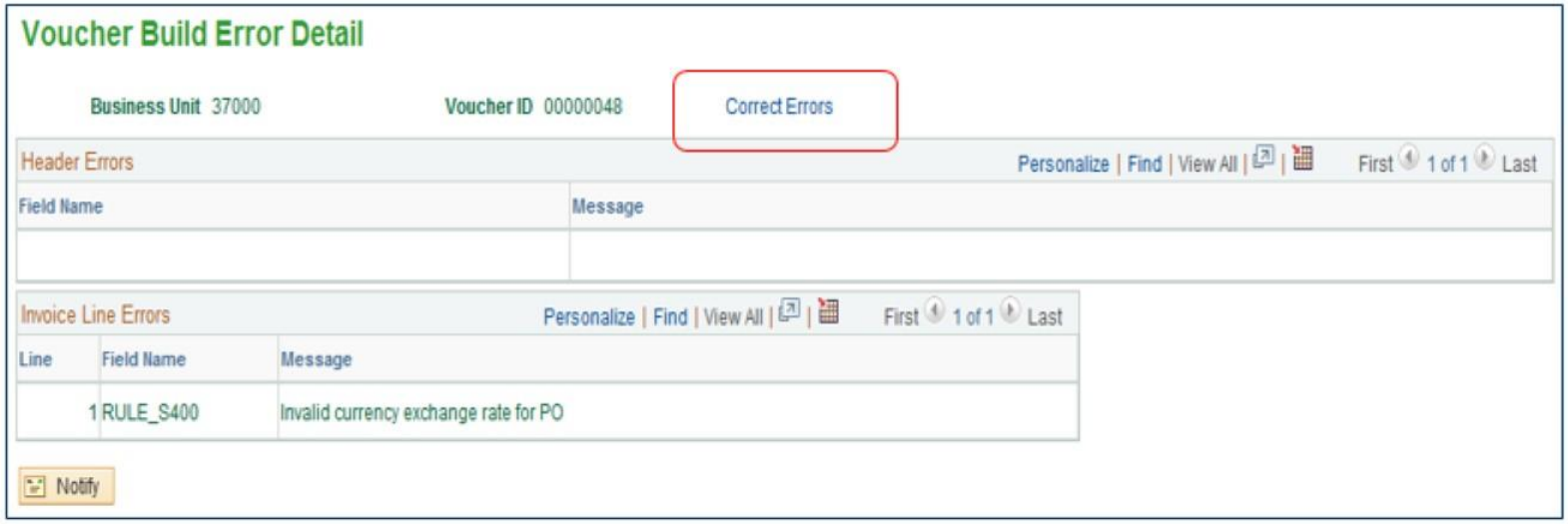
Load Voucher Stage Processing

There are three types of errors:

- Header Errors
- Invoice Line Errors
- Distribution Line Errors

Load Voucher Stage Processing

5. Review the various pre-edit errors that exist for the transaction. Click **Correct Errors** on the **Voucher Build Error Detail** page to access the **Quick Invoice** page.

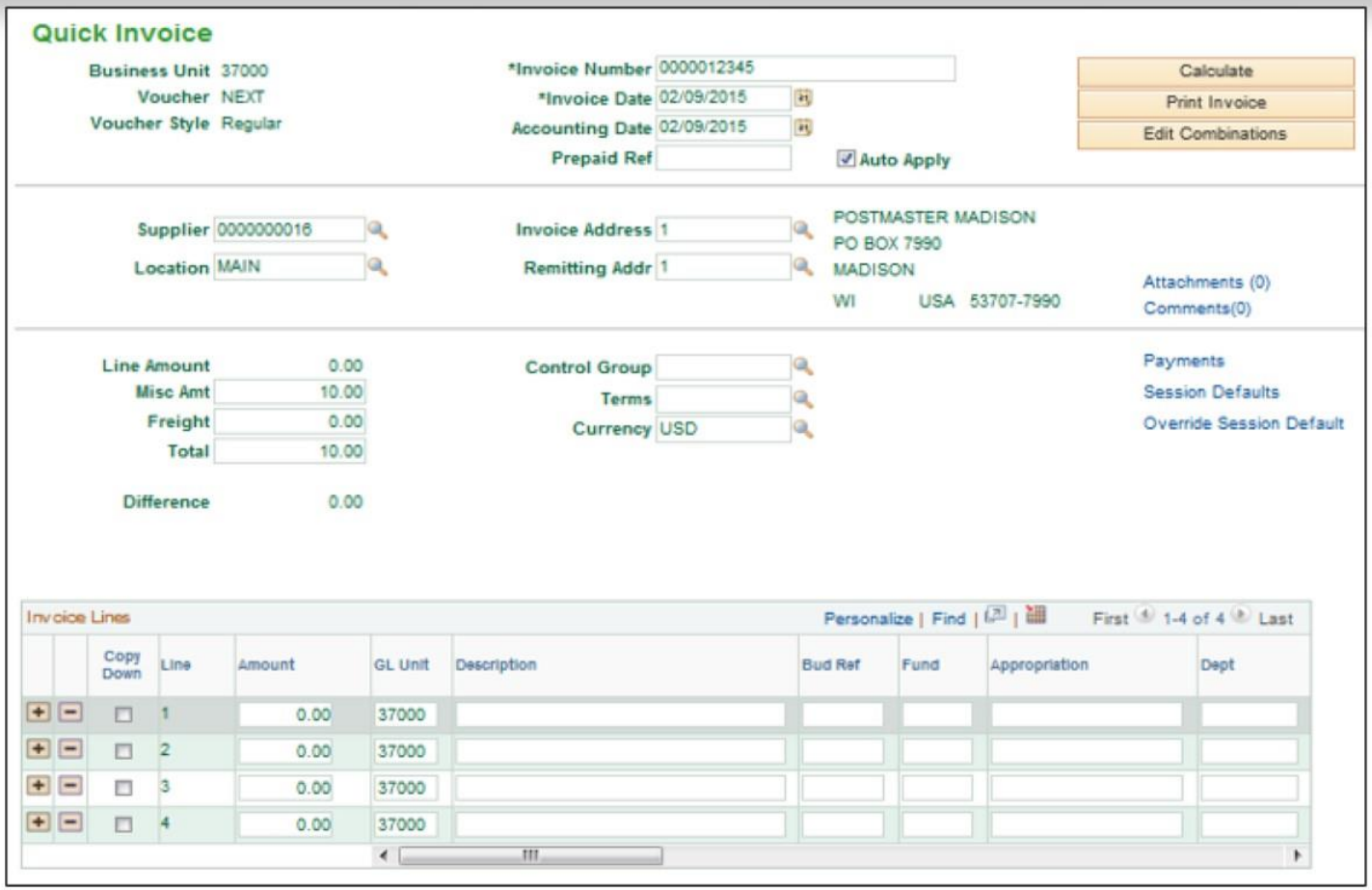


Load Voucher Stage Processing

The **Quick Invoice Entry** page is used for reviewing and updating vouchers staged for review by the Voucher Build process, as well as for correcting vouchers that have Voucher Build process pre-edit errors.

Load Voucher Stage Processing

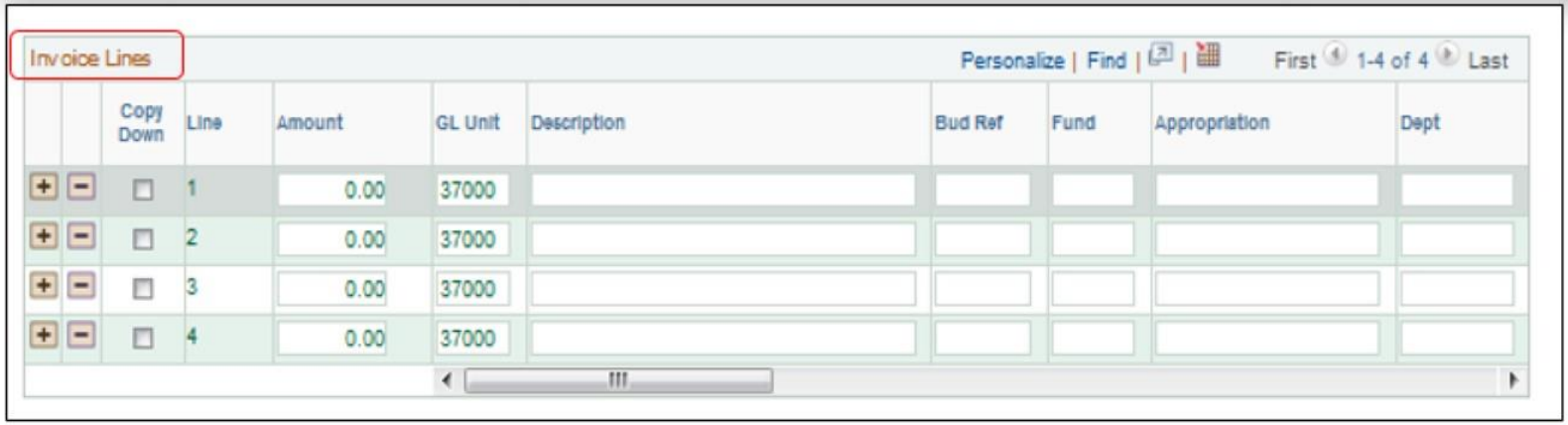
6. Take corrective action to correct all pre-edit errors on the **Quick Invoice** page.



Load Voucher Stage Processing

7. Under the **Invoice Lines** section, update the ChartField information if necessary. When complete, click **Save.**

Note: the Invoice Number and the Invoice Date fields on the **Quick Invoice** page will be filled in by default. This information should not be modified. The Invoice Date information from this page will default as the **Statement Date** for the P-Card Voucher.

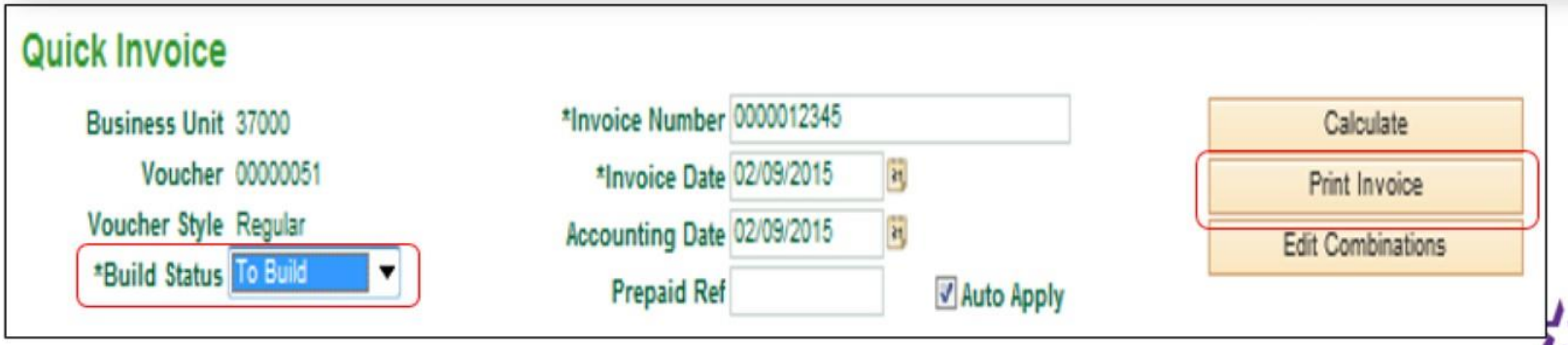


Load Voucher Stage Processing

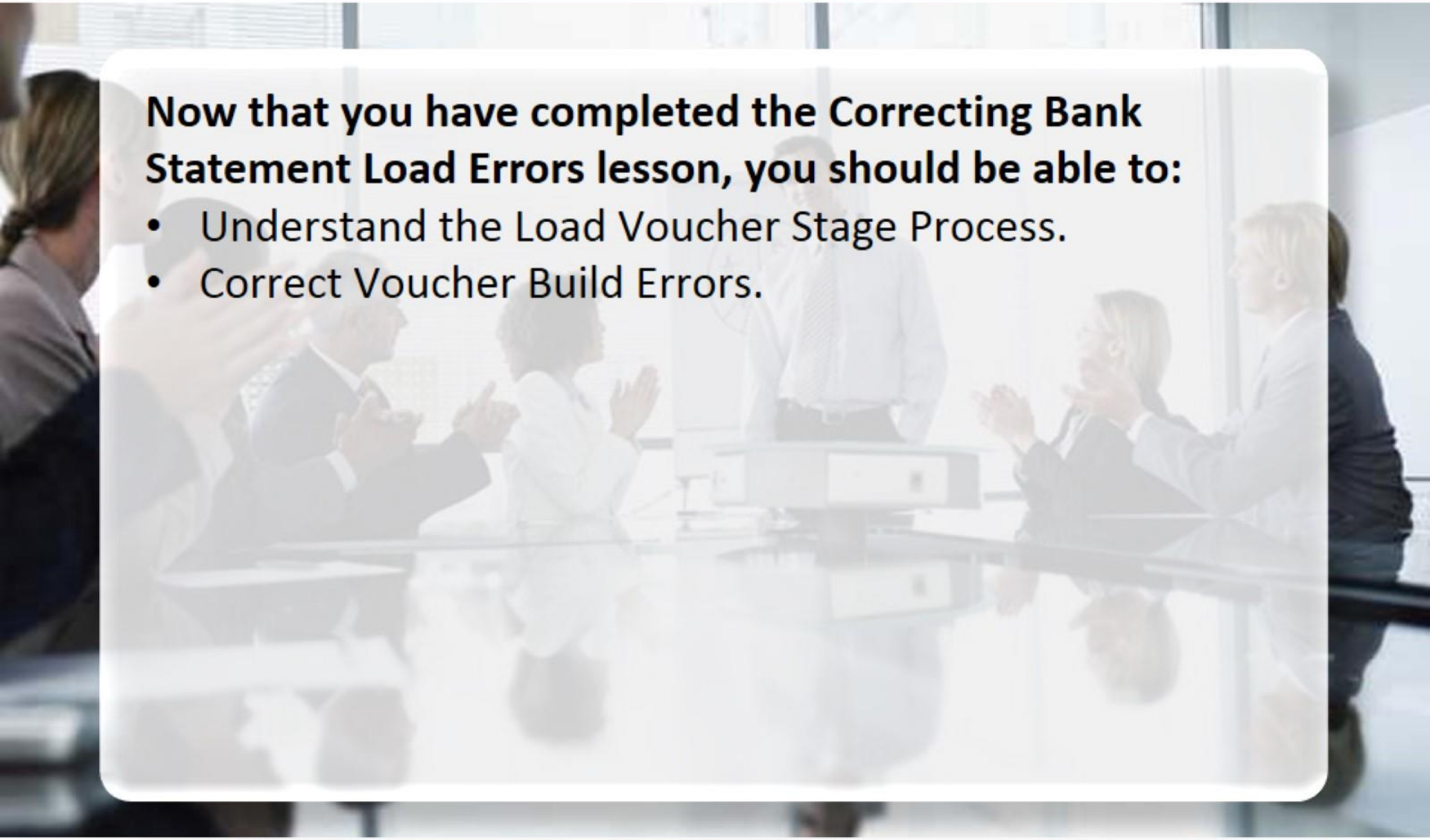
8. After data is corrected, click on the **Build Status** options on the Header section. Set the corrected voucher error to **To Build** from the drop-down.

Here, the user has the option to print the invoice if desired. To do so, click **Print Invoice.**

9. When all errors are complete, click **Save.** The transaction will be picked up in the next run of the voucher build to complete building the voucher.



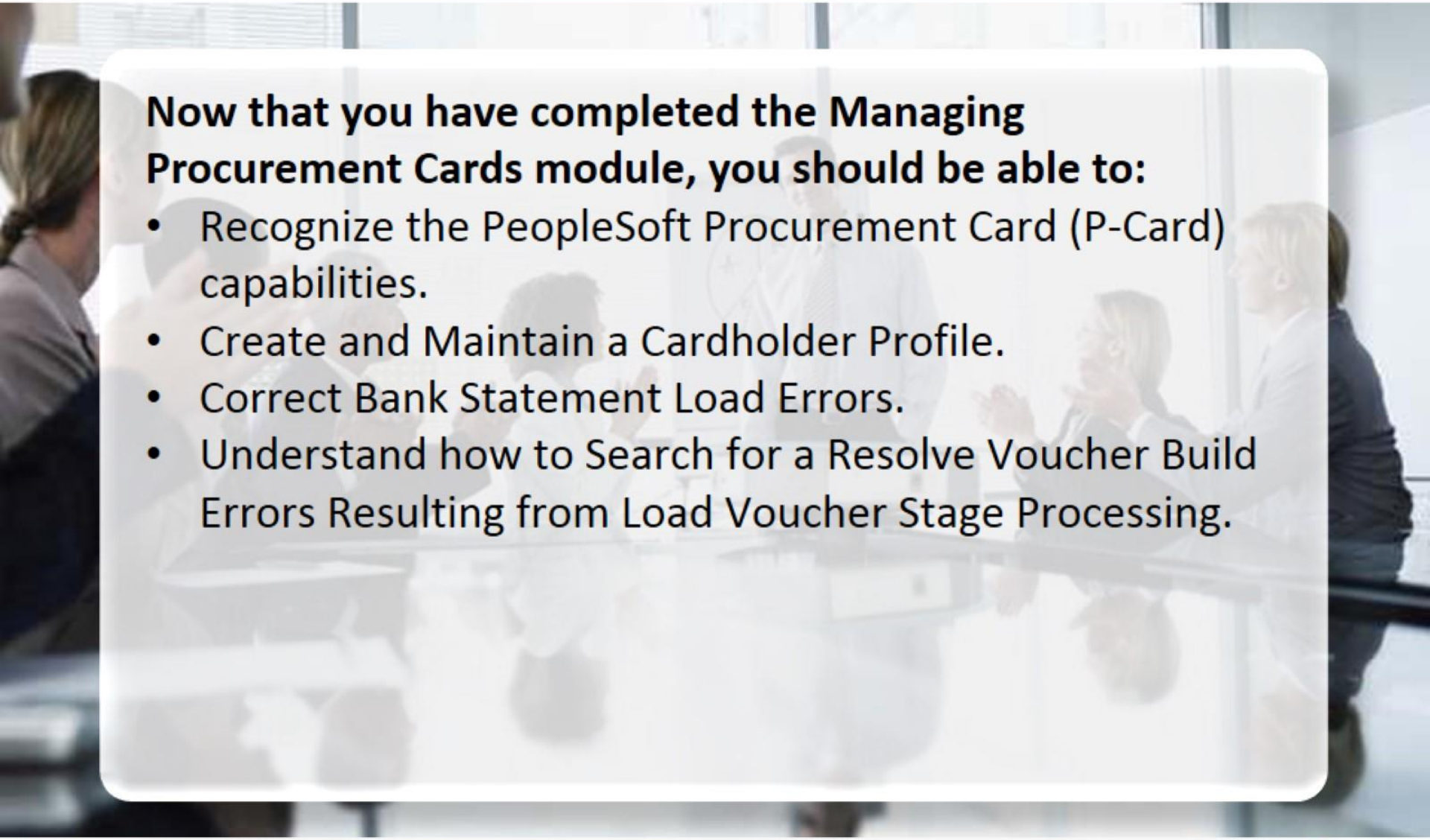
Summary: Load Voucher Stage Processing



Now that you have completed the Correcting Bank Statement Load Errors lesson, you should be able to:

- Understand the Load Voucher Stage Process.
- Correct Voucher Build Errors.

Module 1: Summary



Now that you have completed the Managing Procurement Cards module, you should be able to:

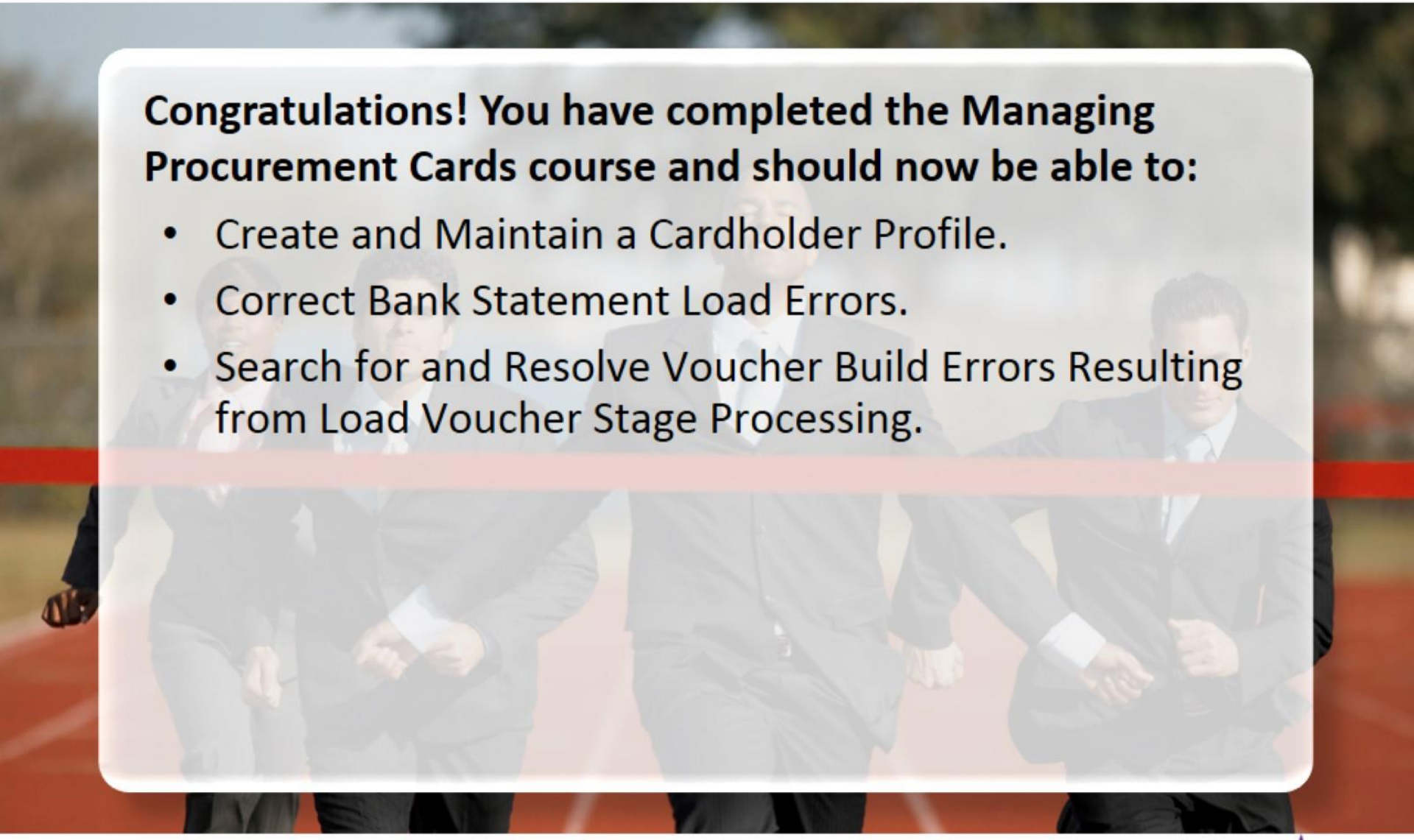
- Recognize the PeopleSoft Procurement Card (P-Card) capabilities.
- Create and Maintain a Cardholder Profile.
- Correct Bank Statement Load Errors.
- Understand how to Search for a Resolve Voucher Build Errors Resulting from Load Voucher Stage Processing.

3

Course Summary

- Objectives Achieved
- Next Steps
- Additional Resources
- Additional Questions
- Course Survey

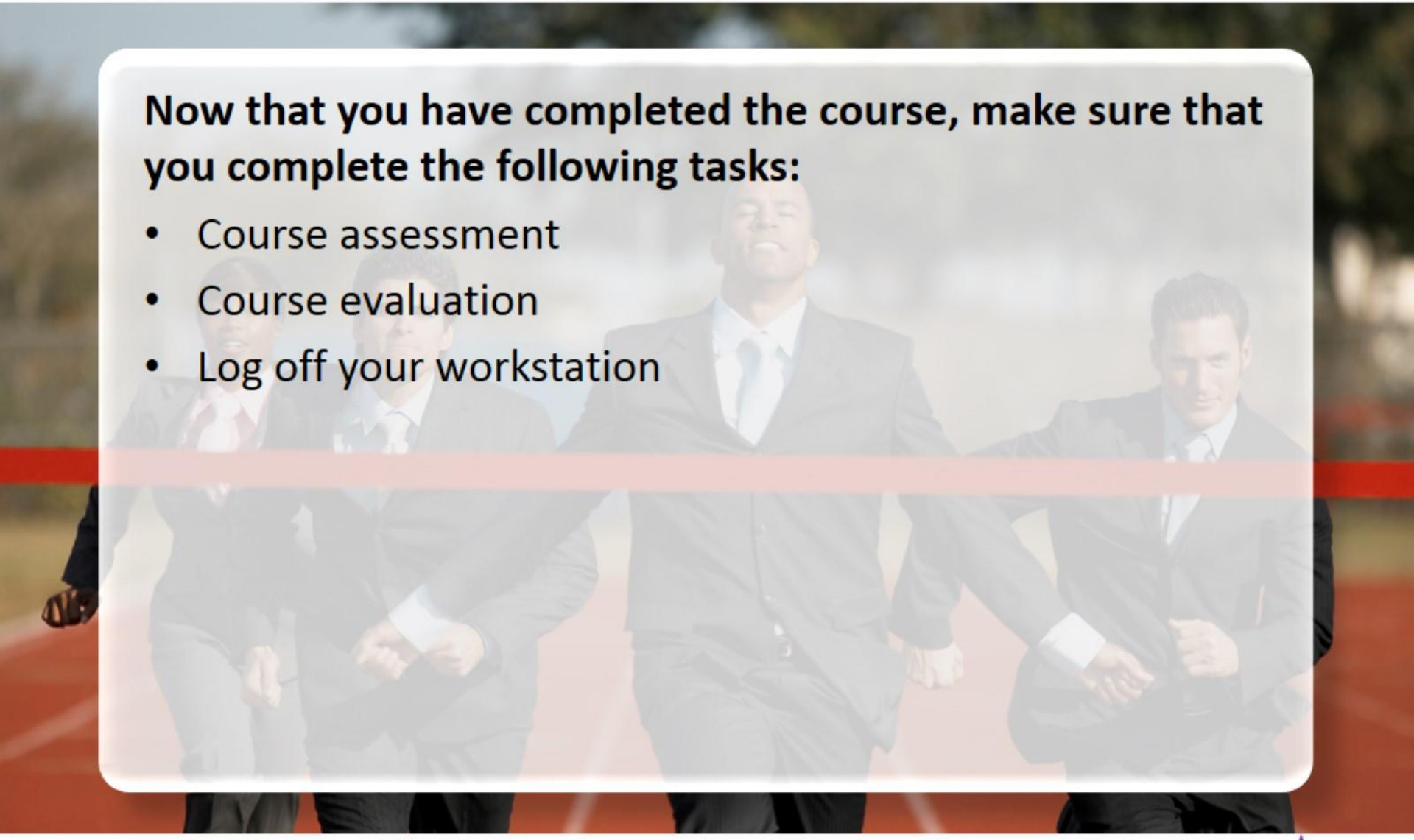
Objectives Achieved



Congratulations! You have completed the Managing Procurement Cards course and should now be able to:

- Create and Maintain a Cardholder Profile.
- Correct Bank Statement Load Errors.
- Search for and Resolve Voucher Build Errors Resulting from Load Voucher Stage Processing.

Next Steps



Now that you have completed the course, make sure that you complete the following tasks:

- Course assessment
- Course evaluation
- Log off your workstation

Additional Resources

The following resources are available to increase your understanding of the lessons covered in this course:

- STAR User Productivity Kits
- STAR Job Aids

For additional information:

- STAR Project Website: starproject.wi.gov
- STAR Intranet: http://starconnection.wi.gov/Team

Additional Questions