



State of Wisconsin

Department of Administration

**PRO301: Managing Procurement Cards
Training Guide**

Version 1.0



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Course Introduction

Introduction

The Managing Procurement Cards course provides instruction on Managing Procurement Cards (P-Cards). Other topics include maintaining cardholder profiles, correcting bank statement load errors, and searching for voucher build errors resulting from the load voucher stage processing.

This course consists of the following modules:

- Module 1: Managing Procurement Cards

Objectives

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

- Recognize the PeopleSoft 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

The following roles are associated with this course:

- 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.
- 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 will be the cardholder or an agency user that will reconcile a cardholder's transactions on their behalf.
- Agency P-Card Requisition (Req) 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.
- 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: State end user that has the ability to correct P-Card error transactions that fail to load in the bank file as well as generate reconciled P-Card transactions into vouchers for payment to the bank in the appropriate billing cycle.

Activities

Introduction You will take part in three levels of group and individual activities throughout this course: Instructor Demonstrations, Training Exercises, and Challenges. The definitions and descriptions of each are below.

**Activity 1:
Instructor
Demo** Instructor demonstration activities involve a walk-through of procedures. Your instructor will show you how to perform these activities while you follow along.



**Activity 2:
Training
Exercises** You will determine how to perform an activity by following either the User Productivity Kits (UPKs) or data sheets, and by using the training materials as reference tools. You can perform Training Exercises individually or in groups, as directed by your instructor.



**Activity 3:
Challenges** Challenges do not contain step-by-step instructions. Instead, this is a self-led activity in which you will be provided the minimum amount of information required to perform a transaction. You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.



Module 1: Managing Procurement Cards

Objectives After completing this module, you will be able to:

- Recognize the PeopleSoft P-Card capabilities.
- Create and maintain cardholder profiles.
- Correct bank statement load errors.
- Search for voucher build errors resulting from the Load Voucher Stage processing.

Lessons This module includes the following lessons:

- Create and Maintain Cardholder Profiles
- Correcting Bank Statement Load Errors
- Load Voucher Stage Processing

Module 1: Managing Procurement Cards (Cont.)

Key Terms The following key terms are used in this module:



Term	Definition
Administrator	Administrators will have the ability to establish and maintain cardholder profiles, 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 bank that issues P-Cards.
Cardholder	An employee who has been issued a P-Card.
ChartField	ChartFields are fields that store your charts of accounts and provide your system with the 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 their own transactions.
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

Lecture

The Procurement Card feature supports credit card purchases, including fuel cards, made by card-holding employees. It combines the ease and speed of charge cards with the high information content of paper-based systems, which is useful in both auditing and accounting.

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.

The benefits of using the Procurement Card feature are:

- A reduction in procurement transaction costs.
- Increased efficiency with concern to acquisition of goods and/or services
- Flexible controls for eligible procurement needs.
- Simplification of transactions

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 the load voucher stage processing

Overview of Managing Procurement Cards (Cont.)

Lecture The following diagram illustrates the beginning of the Managing Procurement Card end to end process:

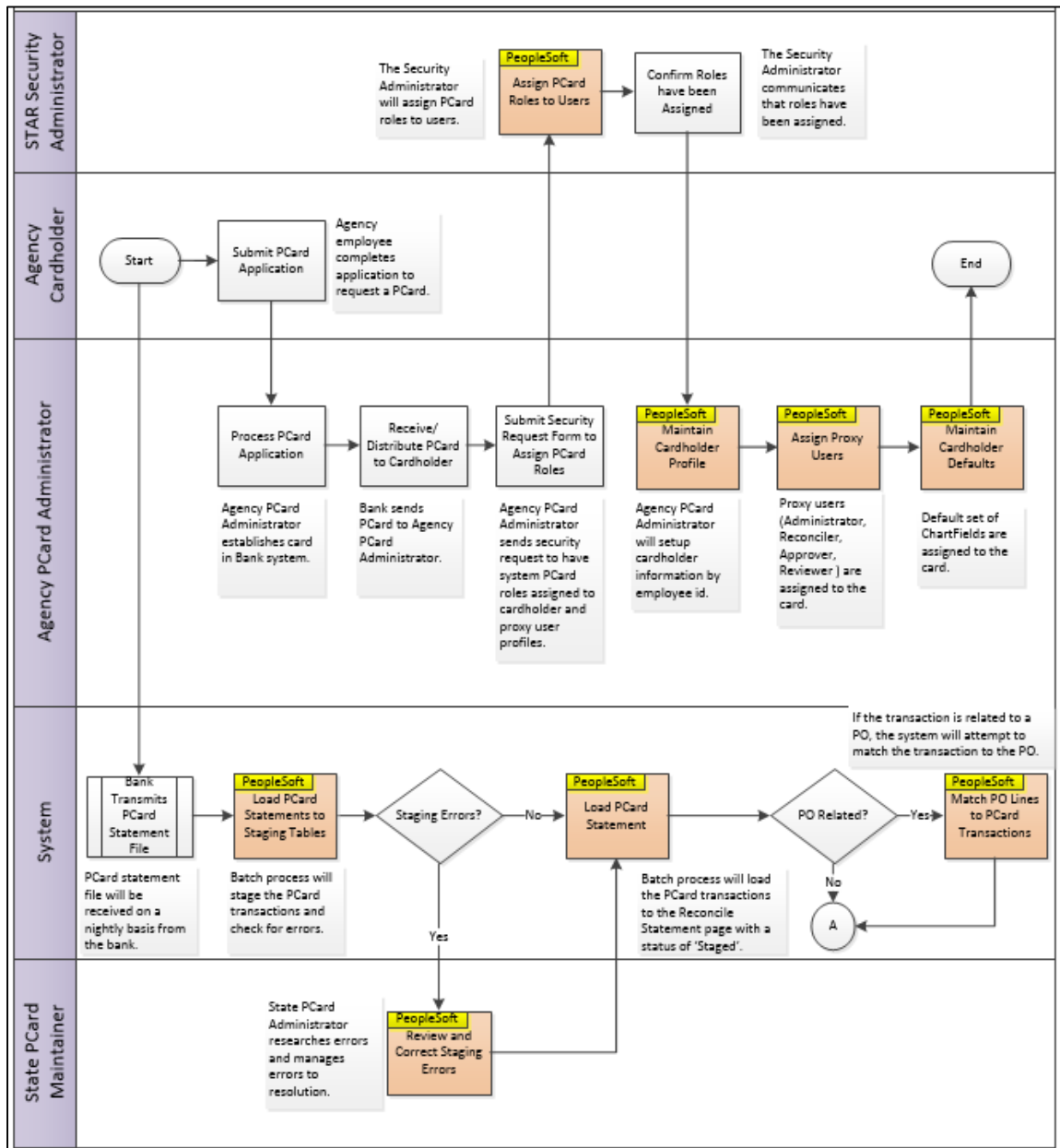


Figure 1: Managing Procurement Cards Business Process

The pink boxes indicate steps in the Managing Procurement Cards business process where a task is completed in PeopleSoft. This course focuses on the tasks assigned to Agency P-Card Administrators and State P-Card Maintainers.

Overview of Managing Procurement Cards (Cont.)

Lecture The following diagram continues to illustrate the Managing Procurement Cards end to end process:

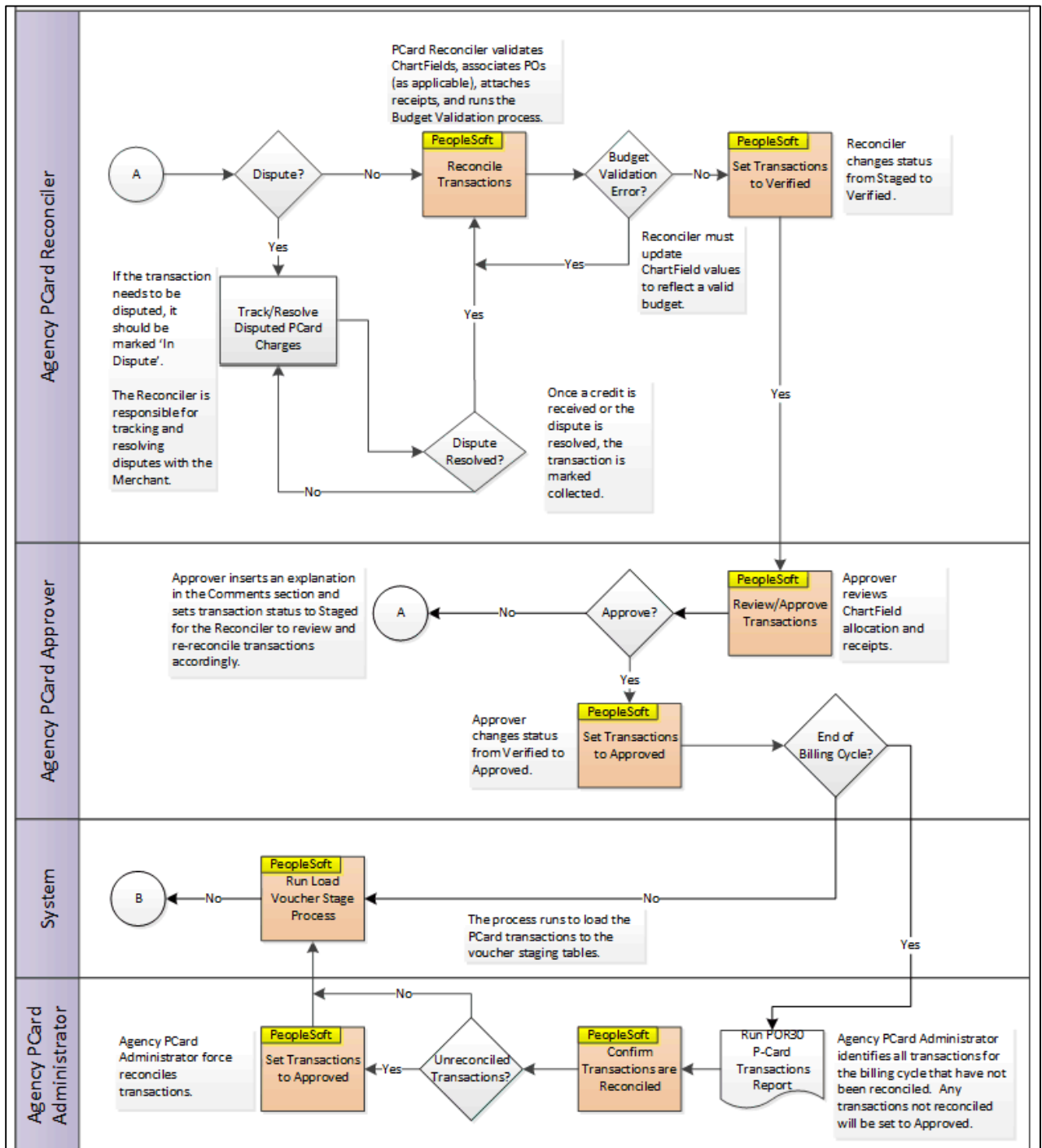


Figure 2: Managing Procurement Cards Business Process

Overview of Managing Procurement Cards (Cont.)

Lecture The following diagram outlines the last steps of the Managing Procurement Cards end to end process:

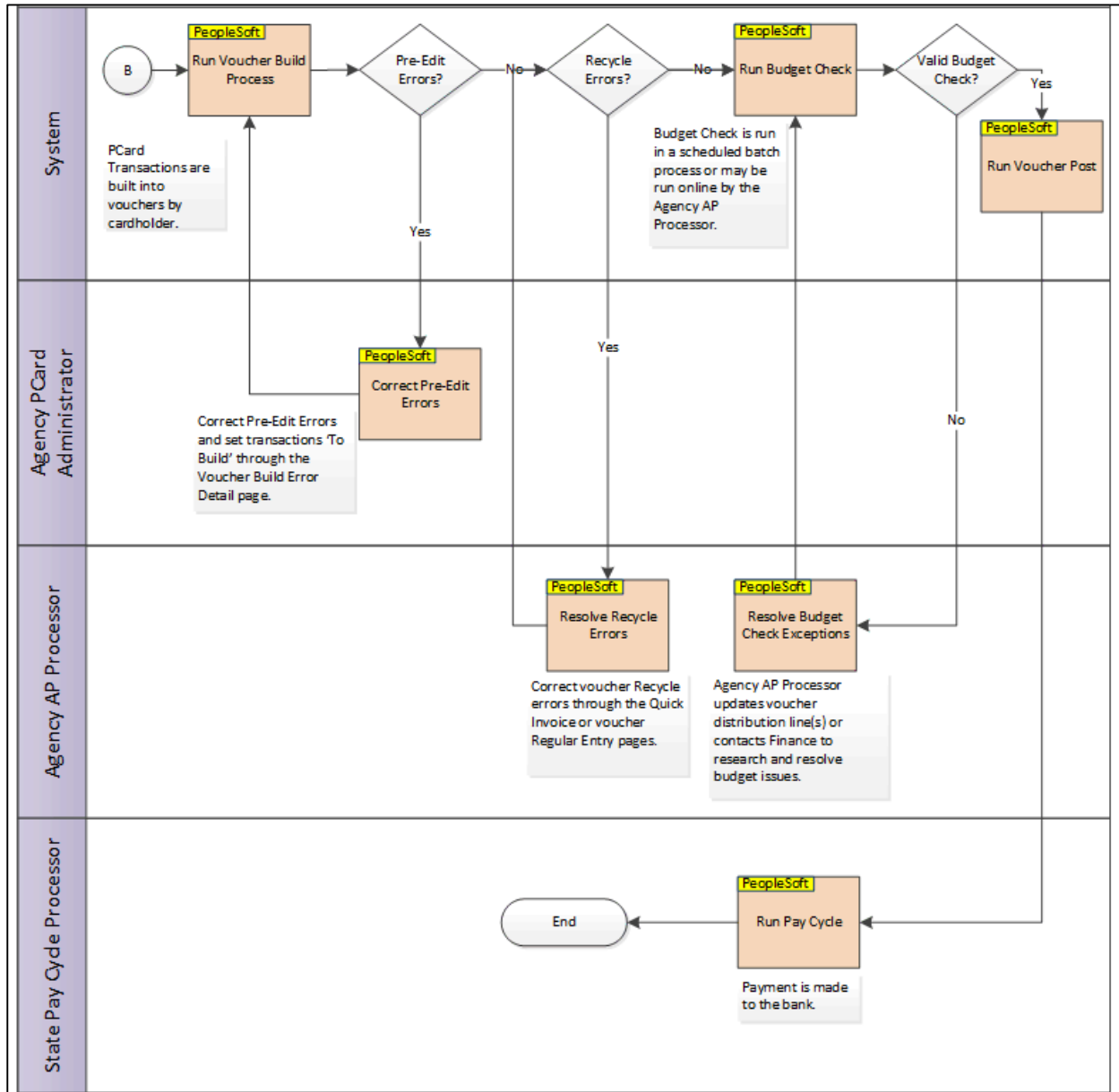


Figure 3: Managing Procurement Cards Business Process

Lesson Summary

Objectives Achieved



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

Lecture

Referring back to the Managing Procurement Cards Business Process Flow (*Figure 1: Managing Procurement Cards Business Process*), before the Agency P-Card Administrator can establish a cardholder profile, a user must submit a form to request a P-Card.

Once the request is approved, the following must happen:

- 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 needed.

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

After all above steps are completed, the Agency P-Card Administrator will create a cardholder profile.

Creating a Cardholder Profile

The following steps outline how to create and maintain a Cardholder Profile:

Note: When creating cardholder profiles, only fields marked with an asterisk (*) are required to be entered. All other fields are optional.

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

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

Figure 4: Cardholder Profile Search Page

Create and Maintain Cardholder Profiles (Cont.)

Lecture

- The next page contains Personal Data and Card Data tabs. On the **Personal Data** tab, review the information to ensure the correct employee is selected.

Figure 5: Personal Data Tab

- Click the **Card Data** tab.

Figure 6: Card Data Tab

On the **Card Data** tab, enter the following information (the bolded items are required):

- **Business Unit:** Define the cardholder Business Unit
- **Card Issuer:** Define the value as USBNK
- **Card Number:** Define the full 16-digit card number
- **Expiration Date:** Define the card expiration date
- **Card Type:** Define the value as VISA
- **Date Issued:** Define the card issue date

Click the **plus sign (+)** to attach multiple cards to the cardholder profile.

Once the 16-digit card number is entered, the leading 12-digits are encrypted and cannot be seen by users who do not have the security to see it. Agency P-Card Administrators can select the **Display Unmasked Card Number** checkbox to view the entire card number.

Create and Maintain Cardholder Profiles (Cont.)

Lecture

Assigning Proxy Users

The next step on the Managing Procurement Cards process flow (*Figure 1: Managing Procurement Cards Business Process*) is to Assign Proxy Users to the cardholder profile. A proxy user is a PeopleSoft user who has access rights to P-Card transactions. Below are the four types of proxy roles assigned to a P-Card:

- Administrator: The Administrator has the ability to establish and maintain cardholder profiles, as well as manage P-Card transactions.
- Approver: The Approver validates that transactions have been reconciled and will approve the transactions to be paid.
- Reconciler: The Reconciler, typically the cardholder, reconciles the transactions but does not have authority to approve their own transactions.
- Reviewer: The Reviewers, typically auditors, has view-only access to transaction information.

In addition to the four proxy roles, there are two additional roles assigned to a P-Card:

- Requisition User: User has the ability to enter a P-Card as the payment method on a requisition.
- Purchase Order User: User has the ability to enter a P-Card as the payment method on a Purchase Order.

Note: A single user cannot have both the Requisition User and the Purchase Order User roles.

Proxies identify the user(s) that have authority to reconcile, approve, review, and act as administrator over the P-Card. This can include supervisors and other approving officials and auditors. Proxy details are kept in the system and are used to associate the P-Card transactions loaded from the Bank file, which is a nightly job that is run to load transactions posted to the banking system from the previous day.

Only those users that are identified to have access to a cardholder's transactions should be assigned proxies, and administrators should not assign too many proxies to cardholders.

Create and Maintain Cardholder Profiles (Cont.)

Lecture

Once the various proxy roles for the cardholder have been identified, the proxies need to be assigned. The steps below outline how to Assign Proxy Users to a cardholder profile:

5. On the **Additional Information** tab, click **Proxies**. This opens the **Assign Proxies** window.

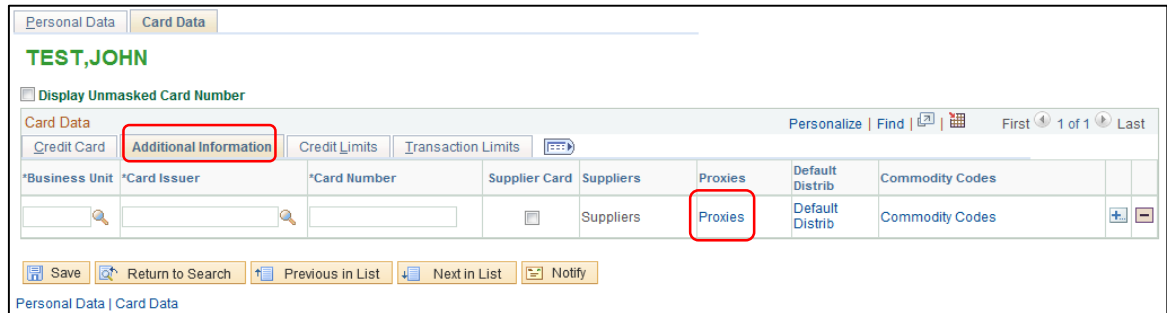


Figure 7: Proxies Navigation

6. Once the **Assign Proxies** window opens, enter the User IDs of the people identified to have proxy roles. Select which proxy role each user is assigned under the **Role** section.

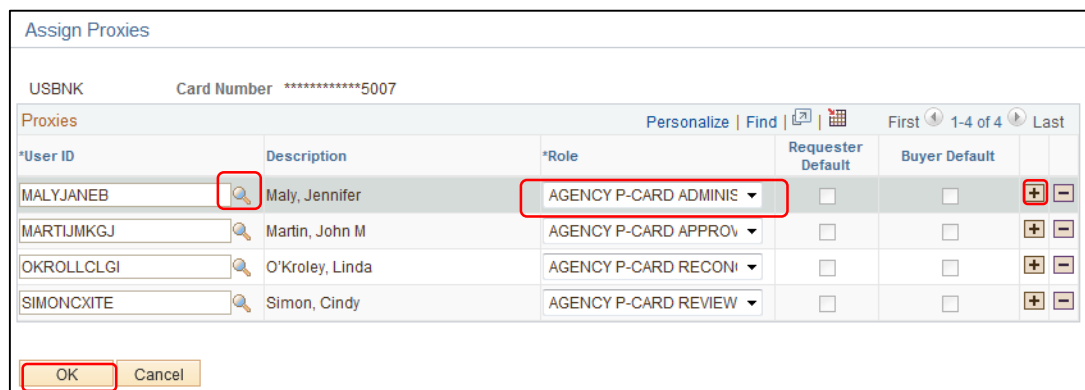


Figure 8: Assign Proxies Window

Note: The Employee IDs being given proxy rights to the P-Card must only be given one role.

Use the **Search** magnifying glass to search for and add the user ID (IAM ID) that should be assigned as a proxy.

Click the **plus sign (+)** to add additional proxy roles.

7. After all proxies are added, click **OK** to return to the **Additional Information** page.

Create and Maintain Cardholder Profiles (Cont.)

Lecture Maintaining Cardholder Defaults

The last step on the Managing Procurement Cards process flow (*Figure 1: Managing Procurement Cards Business Process*) is to Maintain Cardholder Defaults. In order to complete this step, default information needs to be added to the cardholder profile. The below steps outline how to maintain cardholder defaults:

8. Select the **Additional Information** tab and click **Default Distrib**. This opens the **Default Accounting Distribution** window to enter the cardholder’s default ChartField information.

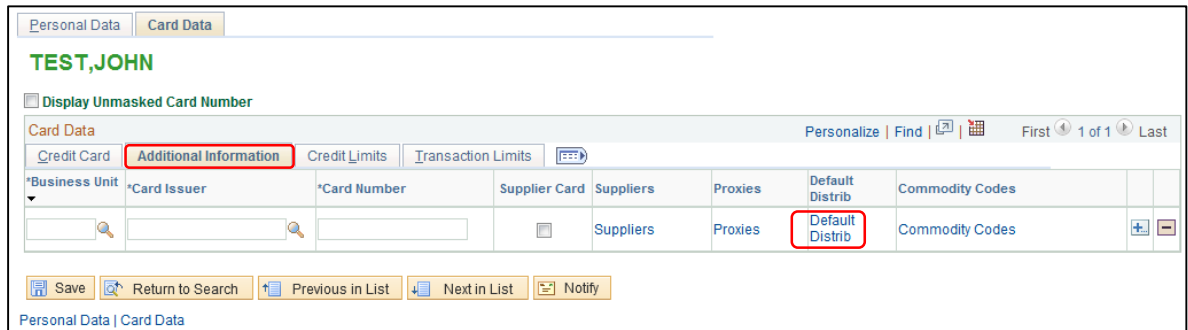


Figure 9: Default Distrib Link

Create and Maintain Cardholder Profiles (Cont.)

Lecture

9. On the **Default Accounting Distribution** window, enter the **Ship To** location and define the distribution line under **Distribution Choices**:
 - Select the **Use Single-Line Distribution** option to enter a single distribution line as the default. This is the most commonly used option and requires only the **GL Unit** and **Account** values.
 - Select the **Use Multi-Line Distribution** option to enter a SpeedChart that has multiple distribution lines as the default. Each P-Card can have multiple SpeedCharts assigned to it, but only one can be selected as default.

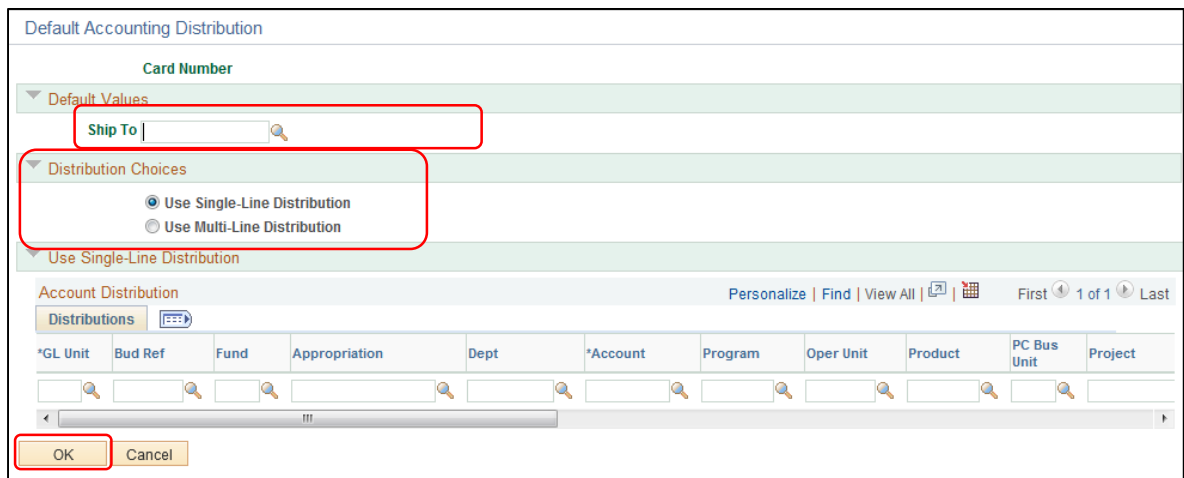


Figure 10: Default Accounting Distribution

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

Note: Part of the P-Card reconciliation process is a budget validation and ChartField validation. The process does not check to see if there is available budget, but only checks to see if a budget exists and if the ChartField information is valid. If a P-Card transaction has an invalid ChartField combination, the transaction cannot be saved. A valid default distribution needs to be identified on the cardholder profile.

Note: If the ChartField information changes from one fiscal year to another, the default distribution needs to be updated.

10. Once complete, click **OK** to return to the **Additional Information** page.

Create and Maintain Cardholder Profiles (Cont.)

Lecture

There are two additional tabs under **Card Data: Credit Limits** and **Transaction Limits**. These tabs are informational only and are not required to be completed. To add this information, complete the following:

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

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 11: Credit Limits Tab

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

*Business Unit	*Card Issuer	*Card Number	Transactions Per Cycle	Transactions Per Day
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 12: Transaction Limits Tab

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.

After all of the above steps have been complete, a cardholder profile has been successfully created.

Create and Maintain Cardholder Profiles (Cont.)

Lecture Mass Assign Proxies

Previously, we reviewed how to add proxies to a single P-Card. However, there is a Mass Assign Proxies option to assign a proxy role to multiple cards at once. The steps below outline how to Assign Mass Proxies:

1. Navigation: **Main Menu > Purchasing > Procurement Cards > Security > Assign Proxies**
2. Enter the Employee ID or name of the user being assigned a proxy role and click **Search**.
3. On the **Assign Proxies** page, view the proxy roles for the procurement cards the user is assigned.

Assign Proxies

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards in mass.

Display Unmasked Card Number

*Empl ID	Employee Name	*Card Issuer	*Card Number	*Role
<input type="checkbox"/> 00001027	Heydinger, Beverly Jones	36844	*****4955	PCard Reconciler
<input type="checkbox"/> 00001571	Diedrich, Paul J	34544	*****3523	PCard Reconciler
<input type="checkbox"/> 00001571	Diedrich, Paul J	34544	*****5060	PCard Reconciler
<input type="checkbox"/> 00001982	Goslovich, Eric L	34540	*****3656	PCard Reconciler
<input type="checkbox"/> 00001982	Goslovich, Eric L	34540	*****6763	PCard Reconciler
<input type="checkbox"/> 00002080	Walker, William J	36737	*****0536	PCard Reconciler
<input type="checkbox"/> 00002758	Landers, Michael J	37417	*****5674	PCard Reconciler
<input type="checkbox"/> 00003007	Pereira, Donald	34538	*****7274	PCard Reconciler

Select All Clear All

Assign Role:

Figure 13: Mass Assign Proxies Page

Create and Maintain Cardholder Profiles (Cont.)

Lecture

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.

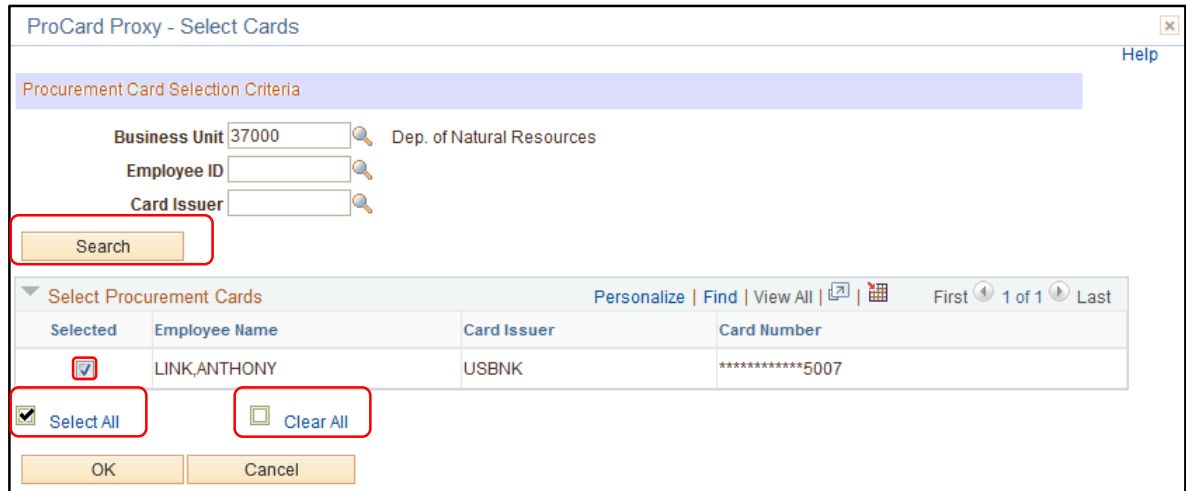


Figure 14: Select Procurement Cards Window

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.

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.



Figure 15: Assign Role Option

To add a proxy role to a P-Card, click the **plus sign (+)** and provide the Employee ID and Card Number.

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

Create and Maintain Cardholder Profiles (Cont.)

Lecture

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. The steps below outline how to copy or move proxy roles:

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

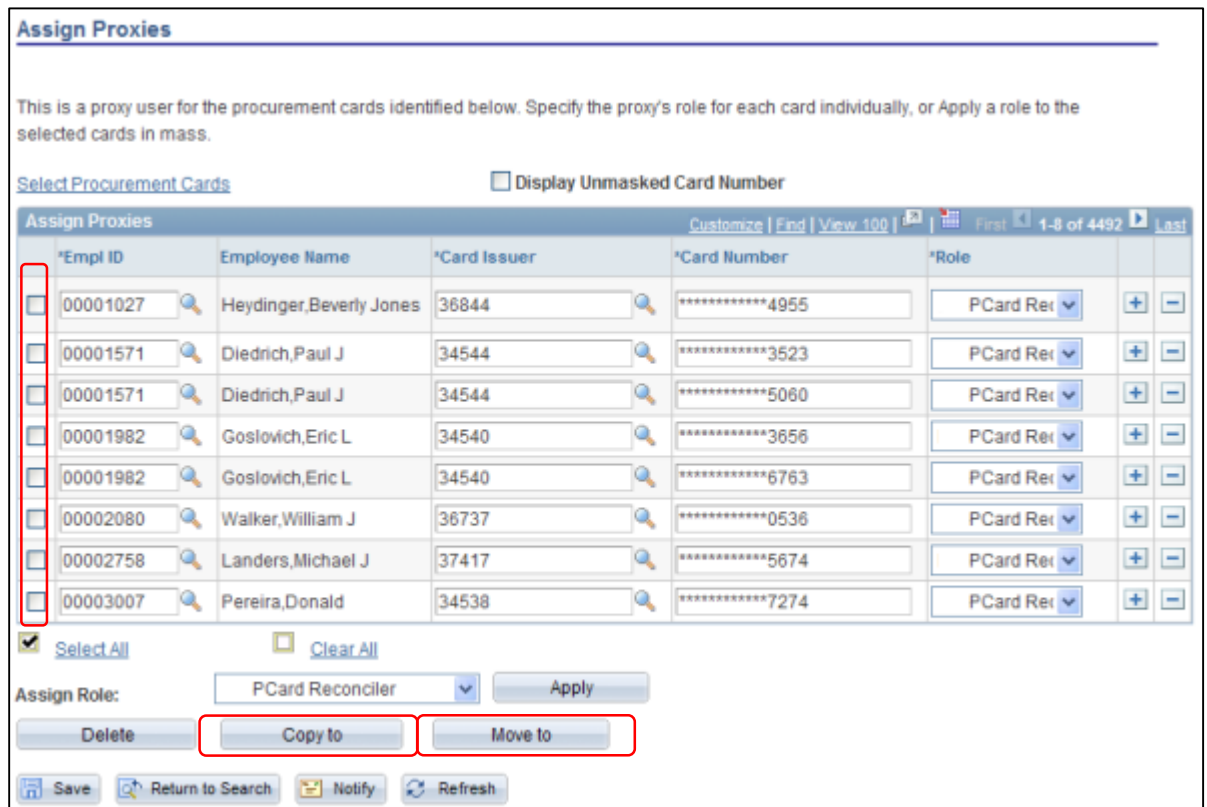


Figure 16: Copy or Move Proxy Roles

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 (Cont.)

Lecture

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

Select Procurement Cards

The user identified here will acquire the proxy role for the procurement cards selected in the Assign Proxies page. If the user is already a proxy for a selected card, then no proxy assignment will be copied/moved. Also if the user does not belong to a given role, then no proxy assignment will be copied/moved. Please check the exceptions page for proxy assignments that did not get copied/moved.

To User ID:

Figure 17: Copy or Move to User ID

Training Exercise: Create a Cardholder Profile

Scenario



A new employee just recently applied for a P-Card. After the card is established with US Bank and the security access has been granted to the card proxies in PeopleSoft, the P-Card Administrator needs to create a cardholder profile. As a P-Card Administrator, you need to create the cardholder profile, assign proxy users, and establish the cardholder defaults.

Instructions

This activity will be performed in groups; you must complete it on a classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant

- Create a Cardholder Profile Job Aid

Resources

- Create a Cardholder Profile Data Sheet

Training Exercise: Create a Cardholder Profile

Debrief



1. Provide an example of when you may need to mass copy proxy roles.

2. List the four types of proxy roles assigned to a P-Card.

Lesson Summary

Objectives Achieved

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

Lecture

Back on the Managing Procurement Cards flow (*Figure 1: Managing Procurement Cards Business Process*), 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 Errors Resulting from the Load Statement Process

The steps below outline how to correct bank statement load errors:

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

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

Correcting Bank Statement Load Errors (Cont.)

Lecture

2. The **Correct Errors** page is populated with data errors resulting from the inability to match a transaction loaded from the bank file to a cardholder profile. 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

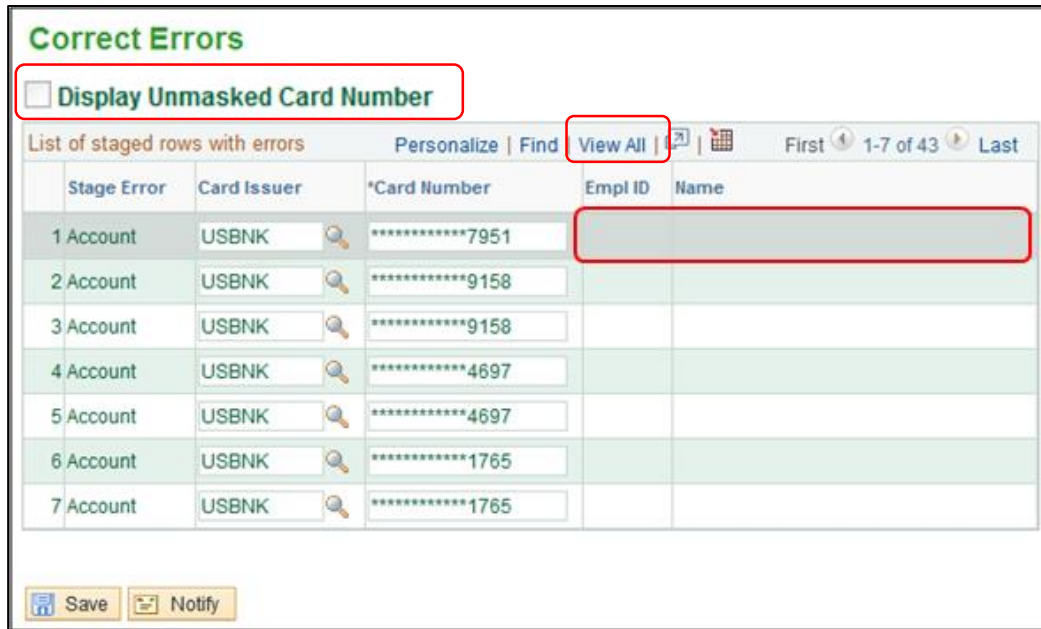


Figure 18: Correct Errors Page

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.

Note: The most common error is that no employee name is listed for a **Card Number**. If this is the case, the State P-Card Maintainer must contact the Agency P-Card Administrator, and the Agency P-Card Administrator must set up a cardholder profile for the employee using the associated P-Card.

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.

Correcting Bank Statement Load Errors (Cont.)

Lecture

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

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

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.

As a State P-Card Maintainer, use the **Load Statement** page to view the number of statement line records waiting to be loaded into the staging table, as well as to view the number of records that did not successfully load due to bank statement load errors. To see and run the Load Statement process, complete the following steps:

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

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

Correcting Bank Statement Load Errors

Lecture

2. On the **Load Statement** page, there are two tabs: **Find an Existing Value** and **Add a New Value**. If the **Run Control ID** is identified, stay on the **Find an Existing Value** tab, enter the **Run Control ID**, and click **Search**. To create a new **Run Control ID**, select the **Add a New Value** tab, enter the **Run Control ID**, and click **Add**.

Note: Once a **Run Control** has been defined, the same **Run Control ID** can be used to run the process. A new **Run Control ID** does not need to be created each time the process is run.

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

- **Total Rows in the Staging Tables:** This displays the number of statement line records that were loaded from the ProCard Load Statement process which loads the transactions from the bank file to the staging tables. This includes both the Total Rows with Errors in the Staging Tables and the Total Rows to be Loaded.
- **Total Rows with Error in the Staging Tables:** This displays the number of statement line records that are in error on the staging tables that will not be loaded to the Reconcile Statement page, preventing users from being able to reconcile transactions. Use the **Correct Errors** page to view handle these errors.
- **Total Rows to be Loaded:** This displays the total number of records in the staging table that are ready to be loaded to the **Reconcile Statement** page where users will reconcile transactions.

Note: In PeopleSoft, the load statement process is called **ProCard Load Statement**. ProCard refers to Procurement Cards.

Correcting Bank Statement Load Errors (Cont.)

Lecture

Figure 19: Load Statement Page

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.

Note: the **Total Rows with Error in the Staging Table** shows the number of lines with errors. If there are errors, they will not be loaded to the **Reconcile Statement** until the missing cardholder profile is entered, preventing transactions sent in the bank file from being able to be reconciled. The State P-Card Maintainer will contact the respective Agency P-Card Administrator to set up the appropriate cardholder profiles in order to correct these staging errors.

3. When viewing the Load Statement, 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. When 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. The system automatically selects the appropriate server to run the process.

Figure 20: ProCard Load Statement Check

Correcting Bank Statement Load Errors (Cont.)

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

Figure 21: Monitoring Load Statement

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**.

Figure 22: Load Statement Status

Correcting Bank Statement Load Errors (Cont.)

Lecture

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.



The screenshot shows the 'Load Statement' interface. At the top, it displays 'Run Control ID LOAD_STATEMENT', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a 'Process Request Parameters' section with a message: 'Please use Correct Errors page to correct errors in the staging table.' A table shows the following data:

Total Rows in the Staging Table	33
Total Rows with Error in the Staging Table	33
Total Rows to be Loaded	0

Below the table is a checkbox labeled 'Delete Loaded Rows from the Staging Table' which is checked. At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Figure 23: Total Rows to be Loaded at Zero

When the statement lines have been loaded successfully, the status of the transactions line(s) is set to **Staged** and lines are ready to be reconciled on the **Reconcile Statement** page. Steps towards reconciling P-Card statements are covered in *PRO302: Reconciling Procurement Cards*.

Lesson Summary

Objectives Achieved

Now that you have completed the Correct 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

Lecture

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.

Running the Load Voucher Stage Process

The steps below outline how to run the voucher load process:

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

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

2. On the **Load Voucher Stage** page, there are two tabs: **Find an Existing Value** and **Add a New Value**. If the **Run Control ID** is identified, stay on the **Find an Existing Value** tab, enter the **Run Control ID**, and click **Search**. If a new **Run Control ID** needs to be created, select the **Add a New Value** tab, enter the **Run Control ID**, and click **Add**.

Load Voucher Stage Processing (Cont.)

Lecture

3. On the **Load Voucher Stage** page, fill out the following information (the items with an asterisk are required):
 - **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**.

Note: Ideally, when loading the **Load Voucher Stage**, the statement lines are approved, have a valid budget and have no ChartField errors. US Bank must receive the voucher regardless of errors. In order to avoid disruptive downstream impact, the **Budget Status Criteria** field should be set to **Any Budget Status** and the **ChartField Status Criteria** to **Any ChartField Status** to load the voucher. If anything gets built with errors, Finance will need to fix the errors on the vouchers.

Figure 24: Process Scheduler Request

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

Load Voucher Stage Processing (Cont.)

Lecture

- 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.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ProCard Load Voucher Stage	PO_CCLOADLD	Application Engine	Web	TXT	Distribution

Figure 25: ProCard Load Voucher Stage Check

Note: In PeopleSoft, the Load Voucher Stage process is call ProCard Load Voucher Stage. ProCard refers to Procurement Cards.

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

Figure 26: Load Voucher Stage Process Monitor

Load Voucher Stage Processing (Cont.)

Lecture

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**.

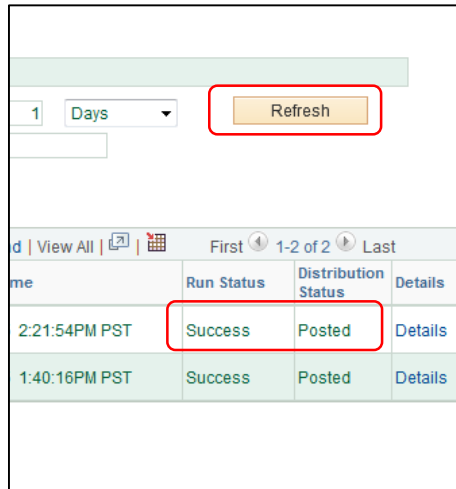


Figure 27: Load Voucher Stage Status

Load Voucher Stage Processing (Cont.)

Lecture

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

There are two types of Voucher Build process errors:

1. Pre-edit: Errors that prohibit 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: Errors that prohibit the successfully built voucher from passing all voucher edits. Agency AP Processors will be responsible for resolving recycle errors.

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, as previously outlined in **Correct Errors Resulting from the Load Statement Process**.

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. The steps below outline how to correct Voucher Build Errors:

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 (Cont.)

Lecture

- 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**. Under **Voucher Source**, select **Procurement Cards** in the menu. Click **Search**.

Quick Invoice Entry

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = [] [magnifying glass]

Voucher ID: begins with []

Invoice Number: begins with []

Supplier ID: begins with [] [magnifying glass]

Short Supplier Name: begins with []

Supplier Name: begins with []

Build Status: = [] Pre-Edit Error

Voucher Source: = [] Procurement Cards

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Figure 28: Voucher Build Error Detail Page

A list of transactions in pre-edit error will be displayed. Note the list of voucher numbers with pre-edit errors.

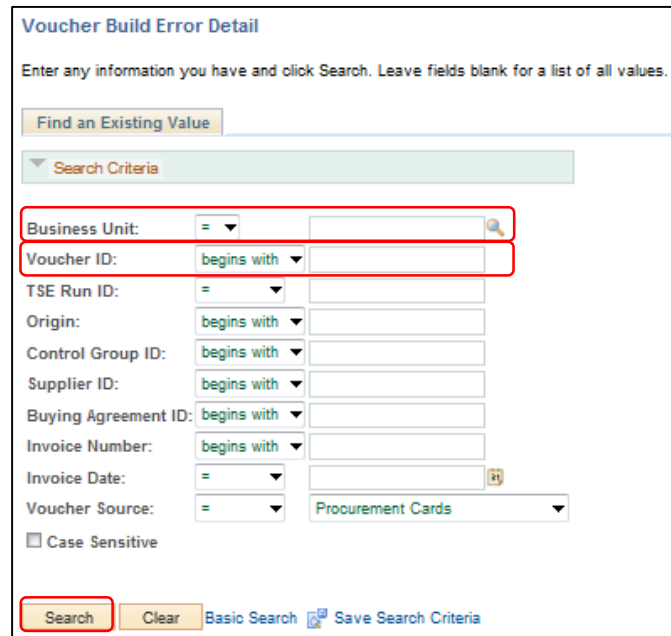
Load Voucher Stage Processing (Cont.)

Lecture

- Once all voucher with pre-edit errors have been identified, navigate to the **Voucher Build Error Detail** page.

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

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



Voucher Build Error Detail

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

Find an Existing Value

Search Criteria

Business Unit: = [] []

Voucher ID: begins with [] []

TSE Run ID: = [] []

Origin: begins with [] []

Control Group ID: begins with [] []

Supplier ID: begins with [] []

Buying Agreement ID: begins with [] []

Invoice Number: begins with [] []

Invoice Date: = [] []

Voucher Source: = [] Procurement Cards

Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 29: Correct Errors on Voucher Build Error Detail

Load Voucher Stage Processing (Cont.)

Lecture

The **Voucher Build Error Detail** page lists all voucher pre-edit errors. There are three types of errors: Header Errors, Invoice Line Errors, and Distribution Line Errors.

Note: Whenever there are Voucher Line or Distribution Line errors, the voucher lines and distribution lines with invalid ChartField values are identified.

- 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 Entry** page.

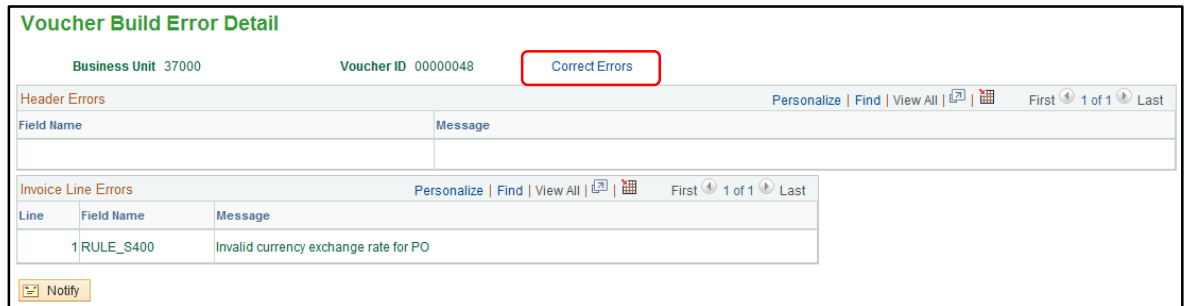


Figure 30: Quick Invoice Navigation

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.

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

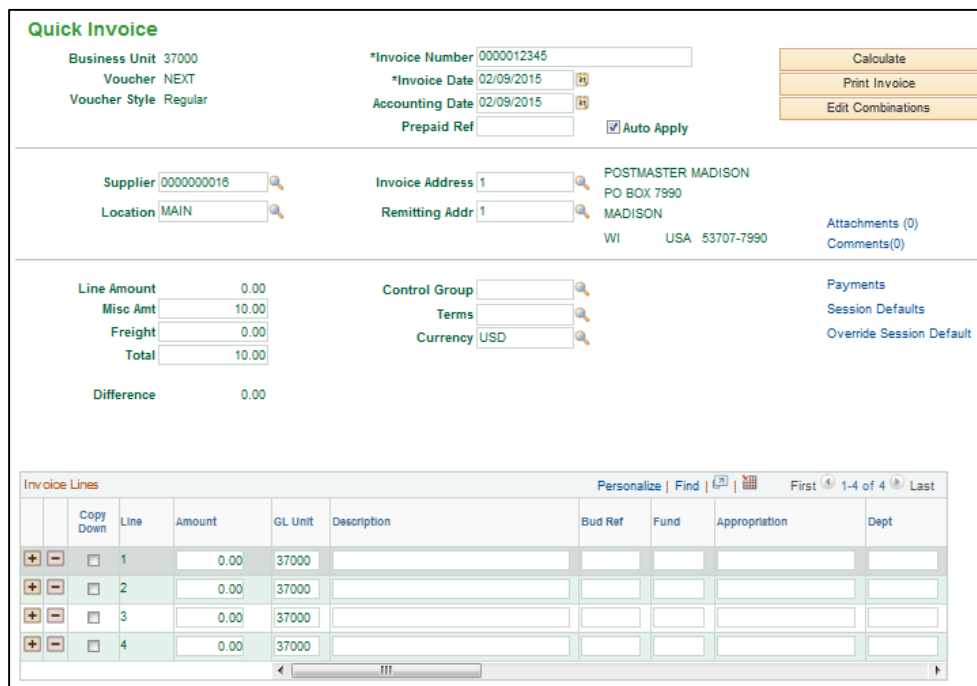


Figure 31: Quick Invoice Page

Load Voucher Stage Processing (Cont.)

Lecture

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

Copy Down	Line	Amount	GL Unit	Description	Bud Ref	Fund	Appropriation	Dept
<input type="checkbox"/>	1	0.00	37000					
<input type="checkbox"/>	2	0.00	37000					
<input type="checkbox"/>	3	0.00	37000					
<input type="checkbox"/>	4	0.00	37000					

Figure 32: Invoice Lines Section

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

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

Figure 33: Quick Invoice Build Status

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

- 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.

Lesson Summary

Objectives Achieved

Now that you have completed the Load Voucher Stage Processing lesson, you should be able to:



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

Module 1 Summary

Objectives Achieved



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 Cardholder Profiles for the appropriate roles.
- Correct bank statement load errors.
- Search for and resolve voucher build errors resulting from the Load Voucher Stage Processing.

Course Summary

Objectives Achieved



Congratulations! You have completed the PRO301: Managing Procurement Cards course. You now should be able to:

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

Next Steps

Now that you have completed the PRO301: Managing Procurement Cards course, make sure that you complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

Reference Materials

Reference Materials



If you have further questions about any of the topics presented in the PRO301: Managing Procurement Cards course, use the following resources:

STAR Job Aids

- Creating a Cardholder
- Procurement Card Batch Processing

For additional Information:

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

Glossary

Key Terms

The following key terms are used in this course:



Term	Definition
Administrator	Administrators will have the ability to establish and maintain cardholder profiles, 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 bank that issues P-Cards.
Cardholder	An employee who has been issued a P-Card.
ChartField	ChartFields are fields that store your charts of accounts and provide your system with the 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 their own transactions.
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.