Purchasing Cards (P-Cards)

**Purpose:** To enter detail and assign commodity codes for P-Card transactions in Finance Central. Steps include reconciling and approving charges by designated reconcilers.

**Security Access Requirement:** You must have a FACS ID to use Finance Central, where the Pcard application is located. Contact your Business Manager or FACS Coordinator for assistance in obtaining this ID. A Consolidated Access Request Form should also be completed (it can be found at [http://www.unc.edu/finance/busman/act/actapp14.pdf](http://www.unc.edu/finance/busman/act/actapp14.pdf)) and forwarded to the address on the top right hand corner of the form by fax or campus mail. Note that the operator/coder role on the form should be selected if you are not a Pcard holder or reconciler but you will be entering line level detail.

**Prerequisites:** None.

**Find Help:** For training contact financetrainer@unc.edu. For general Pcard assistance contact pcard_team@unc.edu. For technical support, call 919-962-HELP or submit an online help request to the ITS-FS-FINANCE-WEB-APPS group.
# Table of Contents

- Starting Finance Central and Signing in ................................................................. 3
- Displaying Current Charges ....................................................................................... 5
- Additional Search Criteria on Charges/Updates/Approvals Pages ......................... 6
- Exporting Transaction Detail ..................................................................................... 8
- Adding Line Level Detail for a Purchase ................................................................. 10
- Deleting Line-Level Detail for a Purchase ............................................................ 12
- Changing Line Level Detail for a Purchase .............................................................. 12
- Reviewing and Approving Pcard Purchases ......................................................... 13
- Using the Reports Tab .......................................................................................... 19
- APPENDIX 1 .................................................................................................. 21
- APPENDIX 2 .................................................................................................. 22
Starting Finance Central and Signing in

Follow these steps to start Finance Central and sign in:

1. Start Finance Central by following these steps:
   
   - Go to the Finance Central website: [https://itsapps.unc.edu/frs/](https://itsapps.unc.edu/frs/)
   - Enter your FACS ID as the User ID and the password you have established.

   Microsoft Internet Explorer is our supported browser. We cannot guarantee results with other browsers at this time.

   **To log into FINANCE CENTRAL please enter:**

   - User ID: __________
   - Password: __________
   - And press Logon

   Reset/Change your RACF/FACS password

2. Click on the Purchasing Card link on the left hand side of the page.

   ![Finance Central Menu](image)

   Result: The Purchasing Card System opens to the Cards tab.

3. Use the Department Number and Card Status fields to filter your department’s credit cards.
Note: If you keep receive a popup message about viewing secure information, you can complete the following steps to eliminate those messages.

In Internet Explorer,
1. Click on Tools (in the upper left-hand corner of the browser)
2. Click on Internet Options (at the bottom of the list)
3. Click on the Security TAB (at the top left portion of the window)
4. Click on Custom level...
   About halfway down the list, you'll see this option:
     Display Mixed Content
        O Disable
        O Enable
        X Prompt
   Select Enable, then click OK.
5. Confirm this by clicking YES at the confirmation popup asking you ARE YOU SURE?
6. Click Apply in lower right-hand corner.
Displaying Current Charges

Follow these steps to view your current charges:

1. On the Charges tab, do one of the following:
   - To see all charges for your department, enter your four-digit department number and choose the cycle you want to display charges for.
   - To see all charges for a specific card number, type the 8-digit account number and choose the cycle you want to display charges for.

   **Note:** If the number is unknown, utilize the Cards tab first to locate the correct card number to use.

2. Click Search.

   Result: Finance Central displays all charges associated with your department number for the cycle specified. Refer to Appendix 1 for a list of icons and definitions:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Trans Number</th>
<th>Card Number</th>
<th>Transaction Date</th>
<th>Merchant Name</th>
<th>State</th>
<th>Total Amount</th>
<th>Account Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>12500776</td>
<td>10900471</td>
<td>09-15-2011</td>
<td>AMAZON.COM</td>
<td>WA</td>
<td>107.78</td>
<td>255051261</td>
</tr>
<tr>
<td>0</td>
<td>13959719</td>
<td>10900471</td>
<td>09-15-2011</td>
<td>AMAZON EU</td>
<td></td>
<td>130.57</td>
<td>255051261</td>
</tr>
</tbody>
</table>

3. To see more items per page, choose an option in the Show Items list:
4. To work with the list of transactions, do any of the following:

- Sort any of the columns A-Z or Z-A by clicking the ▲ or ▼ icons.
- View any data already entered for transactions by clicking the ▶ next to a charge. You can only view detail for one transaction at a time (to close the transaction detail, click the ✖).
- To change or add details to transactions, refer to “Adding Line Level Detail for a Purchase” on page 10. You can only change items not marked with a 📄.

**Additional Search Criteria on Charges/Updates/Approvals Pages**

1. Three new optional search fields are added on the charges/updates/approvals pages
   a. Transaction dates
   b. Purchase Amount
   c. Merchant Name
Example 1: Transaction Dates in the Search Criteria

![Image of Purchasing Card System with transaction dates in search criteria]

Example 2: Purchase Amount in the Search Criteria

![Image of Purchasing Card System with purchase amount in search criteria]
Example 3: Merchant Name in the search criteria

Exporting Transaction Detail

If you need to analyze transactions further, you can download them to an Excel spreadsheet at any time in the reconciliation process. If you only need a basic list and you don't usually change account codes, you can export the transactions before reconciling them. If you routinely add or change information and account numbers, wait until you have finished reconciling before exporting the data.

1. On the Charges tab, choose the time period, card number, or department for the transactions you need to export.

2. Click the blue Export button to download the transactions:
Result: The Purchasing Card System displays a window asking whether you want to open or save the file.

3. Click **Open**:

Result: The file opens as an Excel spreadsheet. All numbers are stored as text, including the total amount, card number and account charged, so be sure to convert them to a number format before sorting or performing other analysis. Otherwise, all values beginning with “1” will be sorted together (for example, 199999 is listed before 9 if you do not change the format to $199,999.00 and $9.00).
Adding Line Level Detail for a Purchase

You must enter details for each Pcard transaction. Follow these steps:

*Note: If you are a Pcard holder, you only see transactions for your own card(s), and if you are a reconciler, you only see the cards you are responsible for reconciling.*

1. On the Updates tab, search by Department Number, Card Number or Cycle to display the transactions you need to enter details for.

2. Click the in the Actions column to display the detail fields for the transaction you need to enter details for.

3. Fill in these fields:

<table>
<thead>
<tr>
<th>In this field ...</th>
<th>Do this ...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Field</strong></td>
<td>Follow your department’s policies to fill in this field. If there is no item number, enter n/a.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Type key words in the description field to search for a category code. The more words you type, the more specific your search results will be. After you search for a commodity code, the Purchasing Card System replaces what you type in the Description field with the description associated with the category code. If you need to add more details to the description at that point, you can do that. Refer to Appendix 2 for additional search tips.</td>
</tr>
<tr>
<td><strong>Unit Cost</strong></td>
<td>Type the cost per item purchased.</td>
</tr>
<tr>
<td><strong>Qty</strong></td>
<td>Type the number of items purchased. Result: The system shows the total cost for the line in the Extended Cost field.</td>
</tr>
</tbody>
</table>
| **Commodity**     | a) Before selecting a commodity code, you must enter information in the description column and click the icon.  
b) Click the drop-down list to display a list of commodity code descriptions that match what you typed in the Description field.  
c) Click the commodity code you need. Result: The Purchasing Card System overwrites the words you typed in the Description field with the description assigned to the commodity code. |
Result: As you enter details for a transaction, the system calculates the extended costs and shows the remaining amount to be accounted for at the top of the box:

4. Click the **Save Line** button to save what you have entered.

5. Repeat steps 3 and 4 for each item purchased with the transaction.

---

**Example**

A Pcard holder purchased a set of pens with “UNC-Chapel Hill” and the department contact information printed on them for a conference the department was hosting.

The Pcard holder typed **Ball Point Pen** in the Description field and then searched for the commodity code. After choosing a commodity code, the Pcard holder shortened the description and added **w/Dept Info**. The Pcard holder also added a note to the freight line concerning how much of the $45 shipping and handling cost was due to the set-up fee.

6. Once the Actions column shows that the transaction totals match ( ), click the **Submit for Approval** button.

**Results:**

- If all totals match, the Purchasing Card System removes the transactions from the Updates tab and shows them on the Approvals tab for your approver.
• If the total Amount does not match the sum of the detail amounts for a transaction, the system displays this error message:

The Total Amount does not match the Sum of Detail amounts for all the Transactions
(or) select value(s) for commodity types

Deleting Line-Level Detail for a Purchase

If a transaction has not been submitted for approval, you can delete line-level details if needed.

Note: Once a transaction has been submitted for approval, only the approver can delete line level detail.

Follow these steps:

1. On the Updates tab, click the ▶ next to the transaction details you wish to delete.
2. Select the detail lines to delete by checking the box on the left-hand side of the lines.
3. Click the ◼ at the top of the transaction detail to delete the lines you checked.
4. Enter the new transaction detail and save the new lines, ensuring the total matches the sum of the detail amounts.

Changing Line Level Detail for a Purchase

If a transaction has not been submitted for approval, you can change line-level details if needed.

Note: Once a transaction has been submitted for approval, only the approver can change line level detail.

Follow these steps:

1. Click the ▶ next to the transaction you wish to edit.
2. Type the new transaction detail and save the revised lines, ensuring the total matches the sum of the detail amounts.

Example:

The example below shows where detail was added to the description field for “snacks” to identify they were purchased “for office party”. Once the transaction is updated, this additional information is also included in the data exported on the Charges tab.
Reviewing and Approving P-Card Purchases

If you are a P-Card approver, the Approvals tab lists all purchases updated and submitted for your approval.

Note: Only transactions in the current cycle will appear in the approvals tab. For example, transactions in the Nov 16 – Dec 15 cycle will not show up on the approvals tab until Nov 20, even if they are submitted for approval before Nov 20.

Several modifications have been made to the Approvals tab in response to user comments/suggestions. The descriptions of these changes are listed below, with print screens and more detailed information following the descriptions:

- There is now only one button at the bottom of the Approvals page: Submit
- There are three radio buttons to the left of each transaction. The reconciler can select the 'save' radio buttons for transactions to be saved, 'approve' radio button for transactions to be approved and 'reject' radio button for transactions to be rejected and click ‘submit’ button at the bottom of the page. This takes care of all the transactions and all the actions (save, approve, reject) with a single click. The user does not need to save some transactions to the database, wait for the page to reload and then approve other transactions.

  Example: you have 20 transactions on the page, and would like to save 5, approve 10, and reject 5. You make changes (edit details and account information) for all 20 transactions, select the corresponding radio buttons for each transactions (5 save, 10 approve, 5 reject) and click ‘submit’ button at the bottom of the page. You have handled all the 20 transactions with one click.
- A rejected transaction returns to the Updates tab for the cardholder to enter additional information (the transaction comment should indicate to the cardholder why the transaction was rejected).
• An “Expand All” arrow has been added at the top of the transaction list which shows all detail lines for all transactions on the page at the same time.

• It is now possible to edit multiple transactions to charge the same account number without going from transaction to transaction. The new account number is added in the white box next to the Apply at the top of the transaction list. A check box has been added to the right of the account charged column to indicate which transactions are to be included in the change. The Apply is then clicked, and all accounts change to the account indicated in the white box, and the Default recon is changed to a Y.

• The default account is still able to be changed for a single transaction by clicking the wrench icon. 🔄

• **Remember:**
  
  o All x’s must be gone before the submit button will appear (both next to each transaction and at the top of the transaction list). ⚠.
  
  o *If there are changes made to the account number, or any of the cost codes, you must save the transactions before approving the transaction.* ( 🔄 or radio button)
To change the default account for one transaction, click the wrench icon and enter the correct information.

To change the default accounts for several lines to the same account number (but different from current number), place a check next to the lines you wish to change, type the account number in the white box and click apply. If you want to change all of the default accounts to the same account number, click on the box next to the Account Charged column to select all rows.

**REMEMBER:** All lines must have wrenches beside them, or error will result. See example below.
Error Message Example

All transaction must have a wrench and the arrow before it will let you change the account charged. For this example, clear the account number, and then save the transaction. You can then select the lines where the account number needs to be changed, type the correct account number in the box and click Apply.
Once you are finished editing the transaction, click the ✂️ in the actions column, and then the ✂️ at the top of transaction list. The submit button will then appear.
Rejected Transactions Example

The reconciler should place comments outlining why the transaction was rejected. Once rejected, the transaction goes back to the updates tab. It retains the M code.
Using the Reports Tab

The Reports Tab is a new page to search for and retrieve Transaction Reports based on multiple search criteria:

1. Department field

   - Enter a single department number of multiple departments separated by a comma.
   - Reconcilers need to have access to all departments entered (assigned in LDAP). Administrators are exempt from this, they can enter any department.
   - A check box for “All Departments” is provided only for administrators. Reconcilers will not see this field.

2. Transaction cycle: Users can select one or more transaction cycles from this drop down. Default is the current transaction cycle.

3. All the remaining fields (Transaction date period, Purchase Amount, Cost code, Sub account, Sub subcode, and Merchants name) are optional

Example1: Search by single department
Example 2: Search by multiple departments

Example 3: Search by All departments – Administrator only
APPENDIX 1

Icon Legend

<table>
<thead>
<tr>
<th>Icon</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>✖</td>
<td>Closes detail line in charge detail</td>
</tr>
<tr>
<td>▲▼</td>
<td>Sorts items in charge list</td>
</tr>
<tr>
<td>✏</td>
<td>Edit Transaction (four areas with white backgrounds can be changed/entered). Each column has a 10 character capacity, and DAS validation is used to check these items.</td>
</tr>
<tr>
<td>☐</td>
<td>Detail lines entered and their total matches transaction total</td>
</tr>
<tr>
<td>☐</td>
<td>No detail line items have been entered for the transaction</td>
</tr>
<tr>
<td>▼</td>
<td>Shows detail for charge selected</td>
</tr>
<tr>
<td>✗</td>
<td>Save changes made to Account Charged, Cost Code, Sub Account and Sub Subcode.</td>
</tr>
<tr>
<td>✚</td>
<td>Transaction has been updated and approved</td>
</tr>
<tr>
<td>✖+</td>
<td>Line items present, but sum of detail does not equal total charge</td>
</tr>
<tr>
<td>✖+</td>
<td>Add line to charge detail</td>
</tr>
</tbody>
</table>
APPENDIX 2

Tips for Searching the Commodity Codes

• Limit search to a few key words

• Try synonyms

• Make the words as specific as possible

• Shorten the word (“antibody” instead of “antibodies”)

• No proper nouns or brand names (no “SHEETROCK” or “Kleenex”)

• If you’re entering in the information for someone else, ask them to give you words to search for.

• If no luck, search for a more general category (such as “scientific”)

• If you have multiple choices that would work: Best Match, Best Fit, Best Judgment
  
  o Best match: See if you can find an exact match, if not,
  o Best fit: Choose the closest match. Still wondering?
  o Best judgment: Use your judgment to pick.