The ProCard Transaction Reallocation and Reconciliation System

Financial Services
procard@towson.edu
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PURPOSE & OVERVIEW OF SYSTEM:

The ProCard Reallocation & Reconciliation System is an on-line web based system that enables the University’s Corporate VISA cardholders and department business managers to access and update their VISA card transactions on-line before they are posted to the University’s Financial System (PeopleSoft). Benefits of the system include:

- **Default Account Options**: Each cardholder must choose a default account (subcode). Your default should represent the category of the majority of your purchases.

- **Eliminate Multiple Cards**: Using just one VISA card for all your transactions, the system allows reallocation of those transactions to multiple department numbers within a division.

- **Reallocation**: Keep your transactions in the right budget categories by moving any of your transactions that do not belong in your default account to the different account categories prior to the transactions posting to PeopleSoft.

- **Access to transactions**: See and work with transactions as soon as they are posted by VISA. Financial Services downloads transactions daily from the Bank so you should see your transaction within 3 - 4 days after a purchase.

- **Access to History**: Review your transaction history by statement date.

- **Reconciliation Log**: The ProCard System greatly simplifies cardholder log maintenance and monthly reconciliation by requiring only a few fields for completion of log.

- **Convenient**: Extends the window of opportunity to allocate transactions as long as possible before those transactions are interfaced to the accounting system.

During each month’s charging period, users can access the system to perform all of the above features as many times as necessary. When this window of opportunity has closed, transactions are distributed to charge the appropriate department.

- Your VISA transactions will be charged to the department and account **as you have designated** in the ProCard Reallocation & Reconciliation System.
  - If no changes are made, transactions will be charged to the **default account** and department associated with the VISA card.
  - With this system, if a transaction is reallocated, only the re-allocated transaction will transfer to PeopleSoft.
SYSTEM SECURITY:

Access to cardholder transaction information in the ProCard Reallocation & Reconciliation System is determined by security assignments maintained in the University's Financial Reporting System (nVision Security Tables).

- If you have been assigned a Reallocator Role on the nVision Security Tables, then you will have full access to all the features of the system to view and reallocate transactions for that department in the ProCard System.

- If you do NOT have a Reallocator Role assignment, you will have limited access to the ProCard System as follows:
  - View and reallocate only for your own transactions between accounts (subcodes). You cannot reallocate between departments.

- Online reconciliation to Bank Statements is open to all cardholders at all times. However, because of the limitations set by the Bank for filing disputes, it is highly recommended that reconciliation be done promptly.

- If you need full access to the ProCard System for reallocation of transactions, Financial Services will e-mail the necessary security forms to you.
  - Complete the forms, obtain your department head’s signature, and return the forms to Financial Services.
  - Or, the Forms can be found on the following website: http://www.towson.edu/financialservices/forms.html
LOGGING INTO THE PROCARD SYSTEM:

Access the Financial Services web site: http://www.towson.edu/financialservices/index.html

Financial Services

Financial Services is committed to providing excellent student and business services in support of student learning and development.

Click on the link to the ProCard System
LOGGING INTO THE PROCARD SYSTEM:

The initial link brings up the following interim page offering a number of links to additional information on the Procurement Card Program and the ProCard System.

Procard Reallocation & Reconciliation System

The corporate procurement card program provides efficient means of making purchases, replaces the need for small-dollar purchase orders, and eliminates substantial numbers of invoices in accounts payable.

Procard Reallocation-Reconciliation System

The procard system is a custom program that allows our cardholders to easily manage transactions in the state’s corporate Visa program to make purchases of $5000.00 and under through Visa instead of invoicing. Should you have any questions, please e-mail procard@towson.edu.

TOWSON UNIVERSITY AUTHENTICATED LOGIN

Click on the link to the ProCard System

The log-on screen will appear – enter your Towson NetID and password:
SYSTEM MESSAGE CENTER:

The first screen to appear is the P-Card Home Screen:

- **Information specific to the cardholder:**
  - The Card Numbers have been masked for security purposes.
  - Inactive Account: the word ‘inactive’ shows under the Account Spending Limit indicating a cancelled/inactivated card.

- **System Message Center:** A message center at the bottom of the P-Card Home Screen is used to communicate relevant information to University cardholders. A typical message like the one on the screen below informs cardholders of the open or closed status of the billing periods.

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**News message for the ProCard Reallocation & Reconciliation System!!**

APRIL period is closed. Transactions can be viewed under the History function.

The MAY period will remain open until Monday, JUNE 16 at 1:30 p.m. After that, no further changes can be made to MAY transactions.

The ProCard Transaction Reallocation & Reconciliation System was developed through the combined efforts of Financial Services and Office of Technology Services. If you have any questions about the system or experience any problems in working with the screens, please send an e-mail to procard@towson.edu

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- If you do NOT have a VISA card in your name; proceed to page 10 for instruction on using the Access by Department feature to access VISA card information relevant to your departmental area.
INDIVIDUAL ACCESS BY CARDHOLDER:


- The links listed across the top of the screen carry forward through each successive screen and can be selected from any screen – depending on your assigned security.

Click on the card number to access current billing period transactions.

<table>
<thead>
<tr>
<th>Previously: Default Account</th>
<th>Previously: Default Sub-Code</th>
<th>Old FRS value in brackets []</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>Speed Type</td>
<td>Account</td>
</tr>
<tr>
<td>609390</td>
<td>18939</td>
<td>622037</td>
</tr>
</tbody>
</table>

Will list all cards issued in your name. Shows all defaults: department, account & spending limits.
INDIVIDUAL ACCESS BY CARDHOLDER:

[2] Apply an Initiative Value on the Transaction Selection Screen: used to apply an Initiative value and/or to select a transaction for Reallocation:

- This screen displays a list of VISA transactions for all open periods. Although each charging period closes at the Bank to prevent further charging on the 25th of each month, the period remains open temporarily in our ProCard System to allow cardholders the opportunity to apply Initiative values and reallocate transactions.

Click on the word 'No' in the Initiative column to bring up the screen allowing selection of Initiative values.

- Applying an Initiative value is not required. However, if you wish to use the Initiative value, you MUST apply it BEFORE you do the transaction reallocation.
- If you reallocate a transaction between several departments and/or accounts, the Initiative value that you selected will follow each part of the reallocation.
- Applying the Initiative value is separate from doing the reallocation in order to allow you to apply an Initiative without doing a reallocation. If the two functions were combined, you would only be able to apply Initiatives to those transactions that were being reallocated because the system is programmed to prevent reallocations to and from the same place – dept/account codes.
- Initiative values are NOT restricted by department. You have the flexibility to define the Initiative according to your own purpose.
INDIVIDUAL ACCESS BY CARDHOLDER:

[2] Transaction Selection Screen - Continued: used to apply an Initiative value and/or to select a transaction for Reallocation:

Click on the word “No’ in the Reallocated column to bring up the Current Transactions Selection Screen.

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Comments</th>
<th>Initiative? Click to Apply</th>
<th>Reallocate? Click to Reallocate</th>
<th>Recleared?</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/26/2012</td>
<td>03/22/2012</td>
<td>MARTYLAND ASSOCIATION OF</td>
<td>$200.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>03/29/2012</td>
<td>02/27/2012</td>
<td>AU STATIONERS OF D.C., IN</td>
<td>$107.00</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>03/01/2012</td>
<td>02/28/2012</td>
<td>AU STATIONERS OF D.C., IN</td>
<td>$117.92</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>03/02/2012</td>
<td>02/29/2012</td>
<td>FEDEX000000948689</td>
<td>$23.19</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>03/02/2012</td>
<td>02/29/2012</td>
<td>AU STATIONERS OF D.C., IN</td>
<td>($7.90)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>03/05/2012</td>
<td>03/01/2012</td>
<td>AU STATIONERS OF D.C., IN</td>
<td>($23.95)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>03/07/2012</td>
<td>03/05/2012</td>
<td>SHRED IT BALTIMORE</td>
<td>$50.00</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- A reallocated transaction will show the word ‘Yes’. Reallocated transactions can be changed as many times as needed during the open charging period by clicking on the word, ‘Yes’ and changing the information. Once the transaction has been transferred to the university’s financial system, the transaction will be frozen.
INDIVIDUAL ACCESS BY CARDHOLDER:

[3] Transaction Reallocation Screen:

Transaction Reallocation

Bank of America

Notice: Change to System! The ability to type in Speed Type and Account information is no longer available.
To select a Speed Type or Account you must use the lookup feature to do so.
Click on the field needed and use the lookup for the value you wish to enter.

To use the Lookup Buttons, you must first click into the field.

The selected transaction appears across the top. Use the Look Up Buttons to make changes.
Credit Amounts are entered with a negative sign (-20.99)

When finished with entries, remember to Click on Save Entries

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Speed Type</th>
<th>Account</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE DEPOT #73</td>
<td>18990</td>
<td>600006</td>
<td>49.98</td>
<td>Reproduction Printing</td>
</tr>
<tr>
<td>18990</td>
<td>600006</td>
<td>49.98</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reallocation completed successfully!  
Select from below:

Return to the P-Card Home Page

Go back to pick up another transaction to reallocate

Back to Transaction Selection Page
INDIVIDUAL ACCESS BY CARDHOLDER:

[4] View History: Clicking on View History brings up Historical Card Information

Current 12 months of data is retained online

Clicking on the card number adjacent to the period you want to review will display the following Historical Transactions Screen
ACCESS THE SYSTEM BY DEPARTMENT NUMBER:


Use the drop down dialog box to reveal/select a department number. Access to this screen is determined by a reallocator role security assignment.

Currently 12 months of data is retained on the system.

The links listed across the top of the screen carry forward through each successive screen and can be selected from any screen – depending on your assigned security.
ACCESS THE SYSTEM BY DEPARTMENT NUMBER:

[2] Access by Department: select the cardholder for transaction review

Selecting the option, Reallocate, under the Access by Department function, presents a screen that lists all card information associated with the chosen department.

To access transactions associated with a specific individual or VISA card,

**Click on the Card Number**

Bank of America

18930 - Financial Services

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Default Speedtype</th>
<th>Default PS Account</th>
<th>Name</th>
<th>Spending Limit</th>
<th>Transaction Spending Limit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>************2982</td>
<td>18590</td>
<td>800003 (3810)</td>
<td>NAPPER, VICTORIA</td>
<td>15000.00</td>
<td>4999.00</td>
<td>'Active'</td>
</tr>
<tr>
<td>************0165</td>
<td>18590</td>
<td>608003 (3810)</td>
<td>WATTS, ELLA</td>
<td>15000.00</td>
<td>4999.00</td>
<td>'Active'</td>
</tr>
</tbody>
</table>

If your card is cancelled, the entry on the screen would look like this:

| ************9018 | 33750 (307380) | 004005 [ ]       | Entenred Education | 'inactive'    | 4999.00                   |

Cancelled cards are indicated by the word 'inactive' showing as the spending limit.

NOTE:
- After clicking on the chosen card number on this screen, the reallocation process is exactly as illustrated for individual cardholders See Pages 7, 8, and 9

If the speedtype or account do not appear accurately on this screen, please tell us with an e-mail to procard@towson.edu
ACCESS THE SYSTEM BY DEPARTMENT NUMBER:

[3] View Departmental History with ‘Access by Department’

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**Access by Department: TU Departments Specific to Your Area**

Select History under Access by Department; choose department number to view departmental history.

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19930 - Financial Services
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Submit

The next screen presents the History Selection Screen associated with the cardholders of the selected department:

- Lists historical information for all cardholders in the selected department.
- Provides a listing for each billing period in which the cardholder had transactions.
- Details the 12 months of data currently maintained in the on-line system.

Clicking the card number adjacent to a billing period, presents the Historical Transaction Screen – exactly as illustrated for individual cardholders. **see page 10**
RECONCILIATION OF TRANSACTIONS ONLINE:

[1] Reconciliation Period Selection Screen

Clicking on the Reconciliation Link at the top of the screen presents a listing of billing periods associated with your VISA card.

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Period</th>
<th>Billing Cycle</th>
<th>All Transactions Reconciled?</th>
</tr>
</thead>
<tbody>
<tr>
<td>************2500</td>
<td>April</td>
<td>03-26-2012</td>
<td>04-25-2012</td>
</tr>
<tr>
<td>************2500</td>
<td>March</td>
<td>02-26-2012</td>
<td>03-25-2012</td>
</tr>
<tr>
<td>************2500</td>
<td>February</td>
<td>01-26-2012</td>
<td>02-25-2012</td>
</tr>
<tr>
<td>************2500</td>
<td>January</td>
<td>12-26-2011</td>
<td>01-26-2012</td>
</tr>
</tbody>
</table>

Click on the card number adjacent to the billing period to bring up the On-Line Reconciliation Screen displaying the transactions for that period.

Clicking on the card number presents the next part of the reconciliation screen showing no transactions.

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Description: Quantity/Model Number</th>
<th>Reconciled?</th>
<th>Reconciled Date</th>
<th>Set Date</th>
<th>Comments</th>
</tr>
</thead>
</table>
| **TOTALS**
Transactions for Card: ************2500 | Transactions: 0 | You spent: $0.00 | | | | | | |

Important: If you have no transactions within a period, you are required to print one or both of these screens showing ‘No Transactions for Period’ and maintain with your monthly cardholder records.

When you print out these screens, there will be a path and DATE trail on the bottom of the printed sheet. The date the sheet is printed CANNOT fall within the billing period for which you are trying to show No Transactions.
RECONCILIATION OF TRANSACTIONS ONLINE:

[2] Transaction Reconciliation Screen

Displays all transactions within the selected Billing Period.

- DO NOT use special characters – it will cause an oracle error because most special characters are used in the programming language. The system cannot determine what you want to do when you use programming code in the text.

Pressing ‘Save Entries’ will produce the following verification.

Your Credit Card Transaction Records were updated

Click button below to print the reconciliation sheet you just saved.
The Cardholder Activity Log contains information pertinent to each transaction and includes a signature area for both the Cardholder and Immediate Supervisor (Reviewer).

Transaction Reconciliation

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Description</th>
<th>Reconciled?</th>
<th>Reconciled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2007</td>
<td>11/13/2007</td>
<td>HIGHER EDUCATION</td>
<td>$575.00</td>
<td>registration</td>
<td>Yes</td>
<td>12/05/2007</td>
</tr>
<tr>
<td>11/15/2007</td>
<td>11/13/2007</td>
<td>USER CBoD</td>
<td>$575.00</td>
<td>registration</td>
<td>Yes</td>
<td>12/05/2007</td>
</tr>
</tbody>
</table>

**TOTALS**

Transactions for Card: 471960000070165

<table>
<thead>
<tr>
<th>Transactions: 3</th>
<th>You spent: $1,169.95</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>And Reconciled: $1,169.95</td>
</tr>
</tbody>
</table>

Cardholder Signature: ___________________________ Date: ____________

Immediate Supervisor: ___________________________ Date: ____________

USE THIS PRINTED LOG FOR A PERMANENT RECORD:

- Complete and Print the Log
- Sign – both the cardholder and reviewer
- Attach to the VISA statement along with receipts
- Retain for five (5) years for auditing
EXITING the SYSTEM:

- Click browser back button until you see the LOG OUT option at top of the screen.
- Clicking on ‘Logout’ will exit the system and return you to the University Network.

To protect the security of the system and your financial data, always break the connection to the server by exiting the browser when you have completed working with your card accounts.

WHO TO CONTACT FOR ASSISTANCE:

- If you have any questions about the system or experience any problems in working with the screens, contact the PeopleSoft team at 410-704-5599, option 2 or procard@towson.edu.
Managing the Procurement Card Program
The ProCard Reallocation & Reconciliation System

The State Corporate Card Program established an efficient, cost-effective means of purchasing that streamlined the process by replacing the need for small dollar authorizations/purchase orders, and eliminated a substantial number of invoices coming through the accounts payable department.

Topics addressed below:
- Signature approval of fiscal officer on all forms completed by procurement office.
- Add, Delete, and Maintenance of default and cardholder selected PeopleSoft accounts
- Technical specifications, programs, and software applications
- Coordination of security and connectivity requirements.
- Daily download of files from the Bank
- Review of downloaded files for problems before loading to ProCard System
- Provision of technical support for cardholders.
- Month End Reconciliation of cardholder transactions to report of transactions paid by the State.
- Month End Feed of cardholder transactions to the University’s Financial System (PS).
- Month End Build and Transmit of electronic file to distribute cardholder transactions to appropriate program and fund in the State’s R*Stars Accounting System.
- Management of the ProCard Reallocation & Reconciliation System.
- Review of all records: Financial Services team of reviewers makes unannounced visits to cardholders annually.

Signature Approval
The university fiscal officer or designee must sign all forms for cardholder applications, modifications, and cancellations. This signature from Financial Services indicates verification of department and account information, and entry of cardholder selected default account to ProCard System.

Technical Coordination
ProCard Administrators in Financial Services work in conjunction with OTS developers to maintain the technical specifications of secured file transfers, coordinate/troubleshoot ProCard Systems and Programs, and maintain/update software applications.

Coordination of Connectivity Requirements
Financial Services maintains and coordinates system security and user secured access profiles for both the ProCard System and for the PeopleSoft Financials Accounting System. Access to the ProCard System is controlled by LDAP and the authorized user table within the application limits the individual’s access to specific departments.
- When the cardholder’s information populates the system from the bank file feed, they can access and reallocate own transactions to appropriate accounts; and, can access the reconciliation feature to do on-line reconciliation to their bank statements.
• The cardholder with appropriate security as a reallocator has access to the reallocation features to move transactions between assigned departments and/or accounts and access to the reconciliation features of the program.

• Each cardholder has an assigned reviewer (supervisory level) that is responsible for reviewing the cardholder’s purchases/transactions and signing the cardholder’s monthly log that is maintained in the department for audit access.

Provisioning/De-Provisioning Procedures
There are only cardholder accounts. University faculty/staff obtain a procurement card by application to the university’s procurement office. Procurement staff enters demographic information to the bank’s on-line system which prompts two actions:

• Bank sends the credit card to the Procurement Office where the cardholder receives it following completion of all required paperwork, signatures, and training;

• Bank adds the cardholder account information to the electronic file feed that populates the university’s procurement card system. The ProCard System has no provision for the manual entry/set-up of cardholders.

De-provisioning of a cardholder account is also managed through the bank. The credit card is cancelled at the bank by University procurement staff. Cancellation of the card prevents any further use. Cards may be cancelled because of notification of retirement or termination from Human Resources or request from the department that the card is no longer needed. The electronic file feed received from the bank contains the card cancellation date. However, the cardholder’s account in the ProCard System cannot be inactivated until transactions within that billing period have been cleared to the university’s general ledger. At month end, these accounts are inactivated along with the cardholder information in the profile table.

Daily Download of Bank Files
ProCard System Administrators in Financial Services perform a daily download of files from the Bank that populates the ProCard Reallocation & Reconciliation System. An encrypted file is received daily to the university’s secure share site. The file contains three specific types of information that includes billing period, cardholder transactions, and header data with cumulative cardholder demographic information. The Administrators have no manual input other than the default account to the ProCard System. To ensure continuity and accuracy of information, all input to the system comes from the file feed from the Bank.

Provide Technical Support for Cardholders
Serve as a help line for cardholder questions and/or problems with system access, transaction reallocation, and reconciliation to bank statements, training needs, etc.

Month End Reconciliation
The billing period with the current Bank closes on the 25th of each month. The ProCard System for the period holds all transactions made during that period and provides the cardholders ample time to do reallocations and reconciliation to their statements. To close out the month, reconciliation is immediately made of all cardholder transactions to the report of transactions paid by the State. The reconciliation process utilizes MicroSoft Access to retrieve a transaction summary report from the ProCard System that is matched to a monthly report downloaded from the State’s on-line R*Stars system. With a count and dollar amount match to the State, a month end feed is interfaced to the University’s PeopleSoft accounting system.
**Month End Feed to PeopleSoft**
Close out of the ProCard System generates a feed of cardholder transactions (debits & credits) to the individual departments in the University’s Financial System (PS). The transactions can then be viewed with the nVision Reporting application by account category. Once the billing period is closed in the ProCard System, the cardholder can make no further reallocations for that period.

**Month End Job Process for R*Stars**
All transactions paid by the State are accumulated in R*Stars Object 0902 and remain there until distributed to the correct program and funds based on the distribution in PeopleSoft. This is accomplished by the electronic transmit of the file that is created by the month end feed to PeopleSoft.

**Management of the ProCard Reallocation & Reconciliation System**
Financial Services maintains, troubleshoots, and coordinates system functioning with cardholders, department managers, the university’s computing/networking staff, the bank under current contract, and the State’s General Accounting Division.

**Review of all records**
Financial Services team of reviewers makes unannounced visits to cardholders annually.

**Background**
Our internal system was developed through the combined efforts of Financial Services and the Office of Technology Services as a web-based system to assist our corporate VISA cardholders and department business managers with managing the VISA transactions. Cardholders access and update the VISA transactions before they are posted to the University's financial system. It also greatly simplifies monthly reconciliation by providing a printout of transactions with signature lines to be used as the required monthly procurement log.