The ProCard Reallocation & Reconciliation System

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

The ProCard Reallocation & Reconciliation System is an online Web based system that enables the university’s Corporate VISA cardholders and department business managers to access and update their VISA card transactions online 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 Systems & Technology 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 by the PeopleSoft team by request, with proper authorization.

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

- 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. 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, please contact the PeopleSoft Team at procard@towson.edu.
LOGGING INTO THE PROCARD SYSTEM

Access the ProCard Reallocation & Reconciliation System page, located under Financial Systems & Technology.

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.

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 $5,000 and under through Visa instead of invoicing.

Questions relating to reallocations or navigating the ProCard system should be directed to the PeopleSoft Team at procard@towson.edu.

For policy questions, reconciliations, credit increases, disputes, cancellations or new card applications please contact Procurement Card Program Administrator Lauren Davin.

The login screen will appear – enter your Towson NetID and password:
SYSTEM MESSAGE CENTER

The first screen to appear is the ProCard 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.

![Message Center Example]

News message for the ProCard Reallocation & Reconciliation System!!

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

The June period will remain open until Wednesday, July 3rd at 1:00 p.m.
Ensure transactions are kept in the right budget category by reallocating transactions that do not belong in the default account.
Reallocations can be done as soon as transactions become available in the PCard system.
Once the period closes, the transactions are no longer available within the ProCard System for reallocations.

Please review the document Procard Top Ten Tips for answers to common questions.

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

• 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.
**PROCARD HOME SCREEN**

**ProCard Home Screen:** details information specific to your account.

- 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.

| P-Card Home | View History | Access by Department | Reconciliation | Administration | Logout | Home |

**Procurement Card**

P-Card Information for: ********

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Speed Type</th>
<th>Account</th>
<th>Description</th>
<th>Account Spending Limit</th>
<th>Transaction Spending Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1707</td>
<td>18930</td>
<td>609003</td>
<td>Financial Services</td>
<td>5000.00</td>
<td>5000.00</td>
</tr>
</tbody>
</table>

Will list all cards issued in your name.

Shows all defaults: department, account & spending limits
APPLYING AN INITIATIVE VALUE

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 further opportunity to apply Initiative values and reallocate transactions (you may apply initiatives or reallocate charges at ANY TIME during the month, as soon as the charge appears in the system).

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

  Transaction Initiative Value

  Use the drop-down box to select the initiative value to apply to the transaction .

  Click Save Entries (below) to save.

- 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.
**TRANSACTION SELECTION SCREEN**

**Transaction Selection Screen:** 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>Reallocated? Click to Reallocate</th>
<th>Reconciled?</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/23/2012</td>
<td>03/22/2012</td>
<td>MARYLAND ASSOCIATION OF</td>
<td>$250.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>02/26/2012</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>03/07/2012</td>
<td>02/29/2012</td>
<td>FEDEX074559594868</td>
<td>$23.19</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>03/01/2012</td>
<td>02/29/2012</td>
<td>AU STATIONERS OF D.C., IN</td>
<td>$17.90</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>$25.95</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 PeopleSoft, the transactions will be frozen.

---

An Initiative has been applied

Reallocated Transactions

Shows all open periods
The selected transaction appears across the top. Use the Lookup Valid Speed Types and Lookup Valid Accounts buttons to select the appropriate department/grant and account. Only the departments or grants that you have been granted access to will appear in the list. Remember that credit amounts are entered with a negative sign. The total at the bottom MUST add up to the amount of the original transaction. If you are doing a partial reallocation, you must put the amount you are reallocating to a different department/grant/account on one line and the remainder (which is staying in the original department/grant/account) on a separate line.

When finished with entries, remember to click on the Save Entries button.

Reallocation completed successfully!

Select from below:

- Return to the P-Card Home Page
- Back to Transaction Selection Page

Go back to pick up another transaction to reallocate
VIEW INDIVIDUAL CARD HISTORY

Clicking on View History brings up Historical Card Information

Currently 12 months of data is retained online

Historical Credit Card Information

Card Number | Billing Cycle | Account Spending Limit | Transaction Spending Limit
-------------|---------------|------------------------|-----------------------------
**************1707 | 04-25-2019 | 5000.00 | 5000.00
**************1707 | 03-26-2019 | 5000.00 | 5000.00
**************1707 | 02-26-2019 | 5000.00 | 5000.00
**************1707 | 01-26-2019 | 5000.00 | 5000.00
**************1707 | 12-27-2018 | 5000.00 | 5000.00
**************1707 | 11-27-2018 | 5000.00 | 5000.00
**************1707 | 10-26-2018 | 5000.00 | 5000.00
**************1707 | 09-26-2018 | 5000.00 | 5000.00
**************1707 | 08-26-2018 | 5000.00 | 5000.00
**************1707 | 07-25-2018 | 5000.00 | 5000.00
**************1707 | 06-25-2018 | 5000.00 | 5000.00
**************1707 | 05-26-2018 | 5000.00 | 5000.00

Clicking on the card number adjacent to the period you want to review will display the following Historical Transactions 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 View</th>
<th>Reallocated? Click to View</th>
<th>Reconciled?</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/29/2019</td>
<td>04/26/2019</td>
<td>AJ STATIONERS</td>
<td>$57.72</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>05/09/2019</td>
<td>05/07/2019</td>
<td>FEDEX 813482020976</td>
<td>$2.90</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>05/13/2019</td>
<td>05/10/2019</td>
<td>AJ STATIONERS</td>
<td>$114.13</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>05/15/2019</td>
<td>05/14/2019</td>
<td>LASER PROS INTERNATION</td>
<td>$36.96</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>05/15/2019</td>
<td>FEDEX 813482020965</td>
<td>$8.88</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>05/17/2019</td>
<td>05/16/2019</td>
<td>VA BOARD OF ACCOUNTANCY</td>
<td>$60.00</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>05/17/2019</td>
<td>05/16/2019</td>
<td>THE VIRGINIA SOCIETY OF</td>
<td>$59.00</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>05/22/2019</td>
<td>05/22/2019</td>
<td>FEDEX 813482020954</td>
<td>$8.88</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

TOTALS

Transactions for Card: **************1707

Transactions: 8

You spent $674.47
ACCESS THE SYSTEM BY DEPARTMENT NUMBER

**Access By Department:** selection of information **specific to your department.**

*Use the drop down* dialog box to reveal/select a department number.

Access to this screen is determined by a **reallocator role security assignment.**

- **P-Card Home**
- **View History**
- **Access by Department**
- **Reconciliation**
- **Administration**
- **Logout**
- **Home**

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

*Click on the department to select associated credit cards.*

- **History**
- **Reallocate**
- **Reconcile**

Select ‘**History**’
to view historical data associated with a specific department.

Select ‘**Reconcile**’
to do reconciliation for multiple cardholders in the department.

Select ‘**Reallocate**’
to make changes to transactions associated with a specific department in current open period.

**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.
DEPARTMENTAL ACCESS CARDHOLDER SELECTION

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**

**Access by Department/Speedtype: 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>***********0521</td>
<td>18930</td>
<td>609003</td>
<td></td>
<td>'Inactive'</td>
<td>5000.00</td>
<td>'Inactive'</td>
</tr>
<tr>
<td>***********1707</td>
<td>18930</td>
<td>609003</td>
<td></td>
<td>5000.00</td>
<td>5000.00</td>
<td>'Active'</td>
</tr>
<tr>
<td>***********9515</td>
<td>18930</td>
<td>609003</td>
<td></td>
<td>'Inactive'</td>
<td>2500.00</td>
<td>'Inactive'</td>
</tr>
</tbody>
</table>

Cancelled cards are indicated by the word **inactive** showing as the spending limit and the Status.

**NOTE:** After clicking on the chosen card number on this screen, the reallocation process is exactly as illustrated for individual cardholders.

If the speedtype or account do not appear accurately on this screen, please contact the PeopleSoft Team at procard@towson.edu.
VIEW DEPARTMENTAL HISTORY

View Departmental History with ‘Access by Department’

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

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.
- If no purchases were made within a given period, that period will not be listed for that card’s transaction history.

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

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.
- If no purchases were made within a given period, that period will not be listed for that card’s transaction history.

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

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.

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

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.
### TRANSACTION RECONCILATION SCREEN

Displays all transactions within the selected Billing Period.

#### Transaction Reconciliation

<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>Gat Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/31/2019</td>
<td>05/30/2019</td>
<td>FEDEX 810066609656</td>
<td>$10.38</td>
<td>FedEx AP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/06/2019</td>
<td>06/05/2019</td>
<td>FEDEX 81006660967</td>
<td>$10.53</td>
<td>FedEx AP</td>
<td>✓</td>
<td>06/21/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/07/2019</td>
<td>06/06/2019</td>
<td>AJ STATIONERS</td>
<td>$363.18</td>
<td>office supplies</td>
<td></td>
<td>06/21/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/13/2019</td>
<td>06/12/2019</td>
<td>FEDEX 81006660978</td>
<td>$8.82</td>
<td>FedEx AP</td>
<td></td>
<td>06/21/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/13/2019</td>
<td>06/12/2019</td>
<td>FEDEX 810066609899</td>
<td>$8.92</td>
<td>FedEx AP</td>
<td></td>
<td>06/21/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/18/2019</td>
<td>06/17/2019</td>
<td>AMERICAN DESIGN ASSOCIA</td>
<td>$550.00</td>
<td>Replacement desk ch</td>
<td></td>
<td>06/21/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/20/2019</td>
<td>06/19/2019</td>
<td>AJ STATIONERS</td>
<td>$196.66</td>
<td>office supplies</td>
<td></td>
<td>06/24/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/20/2019</td>
<td>06/19/2019</td>
<td>FEDEX 81006660990</td>
<td>$9.92</td>
<td>FedEx AP</td>
<td></td>
<td>06/24/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### TOTS

<table>
<thead>
<tr>
<th>Transactions for Card: 1707</th>
<th>Transactions: 8</th>
<th>You spent: $1,152.40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt Reconciled: 1162.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Required Field:** Space for 30 characters of meaningful description.

**To your VISA statement**

**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 the “Save Entries” button will produce the following verification:

**Your Credit Card Transaction Records were updated**

Click button below to print the reconciliation sheet you just saved.

**Printable Reconciliation Sheet**
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 for Billing Period: 8271
Month: June
Start Date of Billing Period: 05/28/2019
End Date of Billing Period: 06/25/2019

<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>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/31/2019</td>
<td>05/30/2019</td>
<td>FEDEX 810085660956</td>
<td>$10.38</td>
<td>FedEx AP</td>
<td>Yes</td>
<td>06/21/2019</td>
<td></td>
</tr>
<tr>
<td>06/05/2019</td>
<td>06/05/2019</td>
<td>FEDEX 810085660957</td>
<td>$10.53</td>
<td>FedEx AP</td>
<td>Yes</td>
<td>06/21/2019</td>
<td></td>
</tr>
<tr>
<td>06/07/2019</td>
<td>06/05/2019</td>
<td>AJ STATIONERS</td>
<td>$368.18</td>
<td>office supplies</td>
<td>Yes</td>
<td>06/21/2019</td>
<td></td>
</tr>
<tr>
<td>06/13/2019</td>
<td>06/12/2019</td>
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<td>AMERICAN DESIGN ASSOCIA</td>
<td>$550.00</td>
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<td>AJ STATIONERS</td>
<td>$196.65</td>
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<td>Yes</td>
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</tbody>
</table>

**Totals**

Transactions for Card: ********1707
Transactions: 8
You spent: $1,152.40

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 years for auditing.
EXITING THE SYSTEM

Click browser back button until you see the LOG OUT option at top of the screen.

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: University Accounting 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 indicates verification of department and account information, and entry of cardholder selected default account to ProCard System.

Technical Coordination

ProCard Administrators in Financial Systems & Technology 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 Systems & Technology 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 online 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 Systems & Technology 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 PeopleSoft Financials.

**Month End Feed to PeopleSoft**

Close out of the ProCard System generates a feed of cardholder transactions (debits & credits) to the individual departments in PeopleSoft Financials. 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 Systems & Technology 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
University Accounting 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.