P-CARD WORKS

CARDHOLDER TRAINING
This is the user home page where you can access your transactions.

You can always return to this home page by clicking on the icon shown here.

Under Action Required—click on Sign Off to see the transactions that have been charged to your p-card. If you do not have the Sign Off bar, there are no transactions to be signed off on.

This is the maximum money you can spend in a billing cycle.
(Your Monthly Limit)

This is where you will look to see the available funds on your card during the current billing cycle.
Once you select the cardholder signoff on the under the Action Required, this page will show you all of the transactions that have been charged to your p-card.

The Cardholder will select the transaction to set the account number, add comments of which items were purchased and the reason for purchase. If your Propriety Reviewer and Coordinator are two different people, you will add your comments and do not Sign Off on your transaction. If your Propriety Reviewer and Coordinator are the same person, you will add your comments and Sign Off on your transaction. Once Sign Off has been selected, the transaction will move to your manager for approval.
DO NOT SELECT THE DISPUTE BUTTON.

When you select a transaction, the detailed information will appear in this area. The Cardholder will make sure that this is a valid transaction and select the “Add Comment” button to list the items that were purchased and the reason for purchase.

This is what the General tab looks like.
Cardholders need to type in item(s) purchased and the reason for purchase. After you have added the comment, be sure to click the save button or the comments will be lost.
Cardholder’s name, the current date, and comments will appear on the General tab. If you are authorized to set the account number for these charges against the General Ledger, select Allocation.
This is the Allocation screen.

If you need to change the account number or object code, select the Add/Edit button.

Do not select either of these buttons.
If you need to charge against more than one account number, add as many lines as you need and select Go.

If you see either of these codes next to the account number, it needs to be corrected.

When charging against only one account number/object code, type in that account number/object code or select the GL Assistant. You must use capitals if you are typing in the account number. When you complete the account number/object code, remember to select Save or the changes will be lost.

After you complete this screen, scroll over the the “Comp/Val/Auth” column and make sure the Val column has a green check. If a red X appears, the account number entered is unauthorized or invalid and must be corrected.
If you are splitting the charges by Amount, type in the account number/object code and the amount of money to charge to each account number. Remember to select the Save button or all changes will be lost.
If you are splitting the charges by Percentage, type in the account number/object code and the percent to charge to each account number. Remember to select the Save button or the changes will be lost.
Purchase Detail tab—some vendors are set up with the bank to submit detailed information. Not all vendors have this. If your transaction has this information, you would type “See purchase details for list of items” when you add your comments—you still need to list the reason for the purchase.
The vendor detail tab will show you some information about the vendors.
The vendor address tab will show you some additional information about the vendor.
Select Reports, Personal Reports, Spend Reports to get reporting information on your transactions.

Click to see report sample.

Click any element listed above to access its detailed information.
Select My Memo Statement

Select the date range, pick your card, and select either PDF or Excel File and you will get a report about your card.
This is an example of the information you can receive from this report.
You can search for transactions by selecting Tools, Search, then Transactions on the dashboard.
You can search for your own transactions with any of the search criteria listed above. After you have listed what you want to search on, select the Search button.
After you click the search button, any transaction that matched your criteria will be listed on the top half of the screen. Select the document you want more detail on and that will be displayed on the lower half of the screen.
You can select any of the tabs to see all of the details of this transaction.