**Purchasing Cards (P-Cards)**

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

**Security Access Requirement:** You must have an ONYEN and password that has P-card access. Contact your department’s Access Request Coordinator (ARC) if you need access to the system.

**Prerequisites:** None.

**Find Help:** Call 919-962-HELP and the issue will be routed appropriately.
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Signing in

Follow these steps to sign in:

1. Sign in to the ConnectCarolina ([https://connectcarolina.unc.edu/](https://connectcarolina.unc.edu/)) portal using your ONYEN and password.

2. Click on the Finance tab on the left hand side of the page and then click PCard.

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

Note: If you receive frequent popup messages 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.

**Using the Cards Tab**

The Cards tab displays the P-Cards in your department. You won’t enter any line item information on this tab, but it is the place to view basic information associated with each card such as the cardholder name, default chartfield string, and status.

1. Use the Department Number, Card Holder Name or Card Status fields to filter your department’s P-Cards.

2. Click the Search button.

Result: The system displays all P-Cards that meet the search criteria.
Note: You must contact Procurement Services in order to change a card’s default chartfield string.

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 six digit department number and choose the cycle you want to display charges for.
   - To see all charges for a specific card number, type the 10 digit card 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. Choose the appropriate Transaction Cycle date range from the drop down menu.
3. **Click the **Search **button.**

   **Result:** The system displays all charges that match the search criteria for the cycle specified. Refer to Appendix 1 for a list of icons and definitions:

4. To see more items per page, choose an option in the Show Items list:

5. 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. 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**

<table>
<thead>
<tr>
<th>Trans. Number</th>
<th>Card Number</th>
<th>Transaction Date</th>
<th>Merchant</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46335929</td>
<td>0010433642</td>
<td>08-03-2013</td>
<td>WAL-MART #2137, NC</td>
<td>88.88</td>
</tr>
<tr>
<td>46335937</td>
<td>0010433642</td>
<td>08-03-2013</td>
<td>WAL-MART #2137, NC</td>
<td>97.35</td>
</tr>
<tr>
<td>63946598</td>
<td>0011196068</td>
<td>08-04-2013</td>
<td>WAL-MART #2137, NC</td>
<td>25.40</td>
</tr>
<tr>
<td>63946597</td>
<td>0011196068</td>
<td>08-04-2013</td>
<td>WAL-MART #2137, NC</td>
<td>81.65</td>
</tr>
<tr>
<td>63946597</td>
<td>0011196068</td>
<td>08-04-2013</td>
<td>WAL-MART #2137, NC</td>
<td>90.94</td>
</tr>
<tr>
<td>50321607</td>
<td>0011196068</td>
<td>08-04-2013</td>
<td>HARRIS TETER #120, NC</td>
<td>15.31</td>
</tr>
<tr>
<td>16632919</td>
<td>0011196068</td>
<td>08-04-2013</td>
<td>MICHAELS STORES 5502, NC</td>
<td>8.97</td>
</tr>
<tr>
<td>09315232</td>
<td>0016575991</td>
<td>08-02-2013</td>
<td>TARGET 00020693, NC</td>
<td>82.66</td>
</tr>
<tr>
<td>09315240</td>
<td>0016575991</td>
<td>08-02-2013</td>
<td>TARGET 00020693, NC</td>
<td>152.87</td>
</tr>
<tr>
<td>09315257</td>
<td>0016575991</td>
<td>08-02-2013</td>
<td>TARGET 00020693, NC</td>
<td>19.78</td>
</tr>
<tr>
<td>84141591</td>
<td>00166293103</td>
<td>08-02-2013</td>
<td>AMAZON MKPLACE PMTS, WA</td>
<td>103.99</td>
</tr>
<tr>
<td>08424605</td>
<td>00166293103</td>
<td>08-03-2014</td>
<td>TARGET 00020693, NC</td>
<td>98.63</td>
</tr>
</tbody>
</table>

Example 2: Purchase Amount in the search criteria

<table>
<thead>
<tr>
<th>Trans. Number</th>
<th>Card Number</th>
<th>Transaction Date</th>
<th>Merchant</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46335929</td>
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<td>00166293103</td>
<td>08-03-2014</td>
<td>TARGET 00020693, NC</td>
<td>98.63</td>
</tr>
</tbody>
</table>

Example 3: Merchant Name in the search criteria

<table>
<thead>
<tr>
<th>Trans. Number</th>
<th>Card Number</th>
<th>Transaction Date</th>
<th>Merchant</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>08-03-2013</td>
<td>WAL-MART #2137, NC</td>
<td>88.88</td>
</tr>
<tr>
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<td>WAL-MART #2137, NC</td>
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<tr>
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<td>WAL-MART #2137, NC</td>
<td>25.40</td>
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<td>98.63</td>
</tr>
</tbody>
</table>
Example 2: Purchase Amount in the 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 a card’s default chartfield string, you can export the transactions before reconciling them. If you routinely add or change information and chartfield strings, 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 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 chartfields, 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 P-Card transaction. Follow these steps:

*Note: If you are a P-Card holder, you only see transactions for your own card(s), and if you are a reconciler/approver, 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 **Open** 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</td>
</tr>
</tbody>
</table>
In this field ... | Do this ...
--- | ---
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. Refer to Appendix 2 for additional search tips.

**Unit Cost** | Type the cost per item purchased.
**Qty** | Type the number of items purchased. 
Result: The system shows the total cost for the line in the Extended Cost field.

**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.

**Comment** | Type up to a 200 character comment (optional). These comments will appear on the transaction lines information is exported to excel.

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.

Note: Chartfield information can only be entered or changed on the Approvals tab and only reconcilers have access.
Example

A P-Card 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 P-Card holder typed **Ball Point Pen** in the Description field and then searched for the commodity code. After choosing a commodity code, the P-Card holder shortened the description and added **w/Dept Info**. The P-Card 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.

![Image](image.png)

6. Once the Actions column shows that the transaction totals match (M), 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.

3. Click the **Submit for Approval** button.

### 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Extended Cost</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ball point pens</td>
<td>$25.00</td>
<td>1</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>software</td>
<td>$50.00</td>
<td>1</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>snacks for office party</td>
<td>$22.79</td>
<td>1</td>
<td>$22.79</td>
<td></td>
</tr>
</tbody>
</table>

**Total Extended Cost: $107.79 Remaining Amount: $0.00**

**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.

Cycles end of the 15th of each month and approvals must be complete by the 20th. If the 20th falls on a weekend or holiday, the approval period is extended until the next business day.
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 Button](submit-button.png)

- 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.

- The default chartfield string is still able to be changed for a single transaction by clicking the wrench icon.

- **Remember:**
  
  - 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).
  
  - **If there are changes made to the default chartfield string number, or the cost code, sub account, or sub code, you must save the transactions before approving the transaction.** ( or radio button)
To change the default chartfield string for one transaction, click the chartfield string link.

Result: A new window opens.
Enter a valid chartfield string or select a previously created string from the Favorites, and click the Save button. If the chartfield string is not valid, the system displays an error message.

The following fields are always required:

a. Business Unit
b. Fund Code
c. Account
d. Department
e. Fund Source

Note: You must enter a complete chartfield string. For example if you only want to change the fund code part of the default chartfield string, you would still need to enter the other required chartfields here.
Result: The system displays the new chartfield for that transaction on the approvals tab.

You can change the Cost Code, Sub Acc, and Subcode by clicking the wrench icon and entering the information. Note that these numbers are separate from the chartfield string and not the same as Cost Code, Cost Code 2, and Cost Code 3.

Creating Favorite Chartfield Strings

To save time, you can create multiple favorite chartfield strings and select them apply them to a line item.

1. To create a chartfield string, select **Web Travel** from the left hand menu of the new FRED system.

   - Web Travel
   - Purchasing Card
   - UAS Reports
   - FRED Admin Options
   - Report Technical Problems
2. Under the menu options, click **Favorite Chartfields**.

3. In the Chartfields dropdown select Add a New Favorite Chartfield or choose an existing string in the dropdown menu to modify.

4. Enter a chartfield description that helps you identify the string later.

5. The following fields are always required:
   a. Business Unit
   b. Fund Code
   c. Account
   d. Department
   e. Fund Source

6. Click the **Save** button.
   Result: The system saves the chartfield string to your favorites.
**Error Message Example**

All transaction must have a wrench and the arrow before it will let you edit the transaction. For this example, save or cancel the first transaction, and then you can edit another transaction.

**Editing Transactions**

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 or multiple departments separated by a comma.
   - Reconcilers need to have access to all departments entered. 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 are optional.

Example1: Search by single department

<table>
<thead>
<tr>
<th>Cards</th>
<th>Charges</th>
<th>Updates</th>
<th>Approvals</th>
<th>Reports</th>
<th>Admin</th>
</tr>
</thead>
</table>

| Department | 653000 |
| Transaction Cycle | 201404, 201403, 201402 |
| Transaction Dates |  |  |
| Purchase Amount | 0.0 | To | 0.0 |
| Cost Code |  |
| Sub Account |  |
| Sub Subcode |  |
| Merchant Name |  |

Search
Example 2: Search by multiple departments

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost code 1</th>
<th>Cost code 2</th>
<th>Cost code 3</th>
<th>CF_FAILED_BUDGET</th>
<th>Cost Code</th>
<th>Sub Account</th>
<th>Sub Subcode</th>
<th>Default Recon</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>CCHLMN1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10000</td>
<td>CCHLMN1</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10000</td>
<td>CCHLMN1</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>C3694</td>
<td>CCHSU9MGEY</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3694</td>
<td>CCHSU9MGEY</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
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</tr>
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<td>CCHSU9MGEY</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3694</td>
<td>CCHSU9MGEY</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Administrators have the option to search by all departments.

Note: If the chartfield string entered by the reconciler had to be replaced with the default string during reconciliation, then a “Y” will show up in the CF_FAILED_BUDGET column in the report.
<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 the chartfields for the transaction</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 the chartfields.</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>
Tips for Searching for 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
  - Best match: See if you can find an exact match, if not,
  - Best fit: Choose the closest match. Still wondering?
  - Best judgment: Use your judgment to pick.
Accounts Approved for Use

<table>
<thead>
<tr>
<th>Type of Purchase</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies and Materials</td>
<td>537210, 538110, 531110</td>
</tr>
<tr>
<td>ZipCar</td>
<td>526120</td>
</tr>
<tr>
<td>Postage</td>
<td>527410</td>
</tr>
<tr>
<td>Television/Cable Services</td>
<td>527710</td>
</tr>
<tr>
<td>Cellular Phone Services</td>
<td>527170</td>
</tr>
<tr>
<td>Internet Service Charges</td>
<td>527195</td>
</tr>
<tr>
<td>Other Communications</td>
<td>527140</td>
</tr>
<tr>
<td>Utilities</td>
<td>529210, 529230, 529410, 529420, 529440, 529450</td>
</tr>
<tr>
<td>Printing and Binding (if Printing Services is unavailable)</td>
<td>527510</td>
</tr>
<tr>
<td>Repair &amp; Maintenance - Other Equipment (no contract involved)</td>
<td>524170</td>
</tr>
<tr>
<td>Freight and Express Charges</td>
<td>527420</td>
</tr>
<tr>
<td>Advertising</td>
<td>527610</td>
</tr>
<tr>
<td>Electronic Payment Processing Fees</td>
<td>559610</td>
</tr>
<tr>
<td>Meetings and Amenities*</td>
<td>558921</td>
</tr>
<tr>
<td>Employee Educational Expense</td>
<td>558928</td>
</tr>
<tr>
<td>Other Employee Educational Expense</td>
<td>528420</td>
</tr>
<tr>
<td>Rentals - Other Equipment</td>
<td>524980</td>
</tr>
<tr>
<td>Periodicals and Subscriptions</td>
<td>558311</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>558939</td>
</tr>
<tr>
<td>Hospital Inpatient</td>
<td>558940</td>
</tr>
<tr>
<td>Hospital Outpatient</td>
<td>558941</td>
</tr>
<tr>
<td>Library Related Expense</td>
<td>546310 - 546370</td>
</tr>
</tbody>
</table>

Allowable and non-allowable charges

The following is a sample list of allowable and non-allowable charges. If you have questions about a purchase, please contact the P-Card Officer at 919-962-2255.

ALLOWABLE

- Advertising (no contract/agreement involved)
- Conference Calls
- Copying/Framing/Photo Developing (that produces a supply item)
- Credential Verification/Background Checks
- Medical License/DEA License/Passport Renewal
- Newspaper/Magazine/Online Subscriptions
- Printing (if Xerox Printing Operations is unavailable)
- Postage/Shipping/Courier
- Reprints
- State Contract Purchases (must use contract vendor)
- Supplies (office/shop/IT/lab)
• Utility (power/water/gas/cable)
• Vehicle Repairs
• Zipcar

• **NON-ALLOWABLE**
  • Any purchase that requires agreements or contracts.
  • **Note: All agreements and contracts must be submitted for review and approval to Purchasing Services on a requisition.**
  • Alcohol/Tobacco
  • Anything costing more than $5,000
  • Avoiding State Contracts
  • Cash Advance
  • Conference Registrations
  • Gift Certificates/Gift Cards
  • Membership Dues
  • Personal Items
  • Radioactive Materials
  • Rentals
  • Research Gases
  • Restaurants
  • Services
  • Travel (Including Hotel and Registration)
Specific Duties of Reconciler

The Reconciler **challenges or approves** each purchase and allocates approved charges to the appropriate FRS account.

If a receipt is not available, the reconciler must have the cardholder submit a **Missing Receipt Affidavit**, signed by the Department Head or Business Manager. Use the free-form area of the reconciliation page to keep records of missing receipts.

The reconciler acts as the approval authority for each P-Card purchase. If, as the reconciler, you do not understand the charge or have reason to believe that the charge is not proper the following options are available:

- Go to the cardholder for an explanation.
- Go to the Department Head or Business Manager to verify that the charge was appropriate.
- Go to Purchasing to verify that the charge is within applicable laws and University policies.
- Complete a **Purchasing Card Violation Warning Form**, provide copy to cardholder, attach original to reconciliation, and submit copy to Purchasing Card Officer, if purchases are in violation of the purchasing card policy.
- Go to Internal Audit if fraud or abuse is suspected.

The final step of the reconciliation process is approval. During this step, the reconciler’s electronic signature is captured to an archive file. The file will be kept for five years.

*Self reconciliation is never allowed. No one is authorized to reconcile his or her own card.*
Additional Resources

P-Card Section on Finance Training Website (Training Manuals, CBTs, and More)

*Click link below and then click "Procurement" on Finance Training Website*

http://finance.unc.edu/training/

P-Card Policies and Procedures Manual


P-Card Forms

http://finance.unc.edu/procurement/purchasing-services/purchasing-card/resources/