

PROCUREMENT SERVICES

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.

Table of Contents

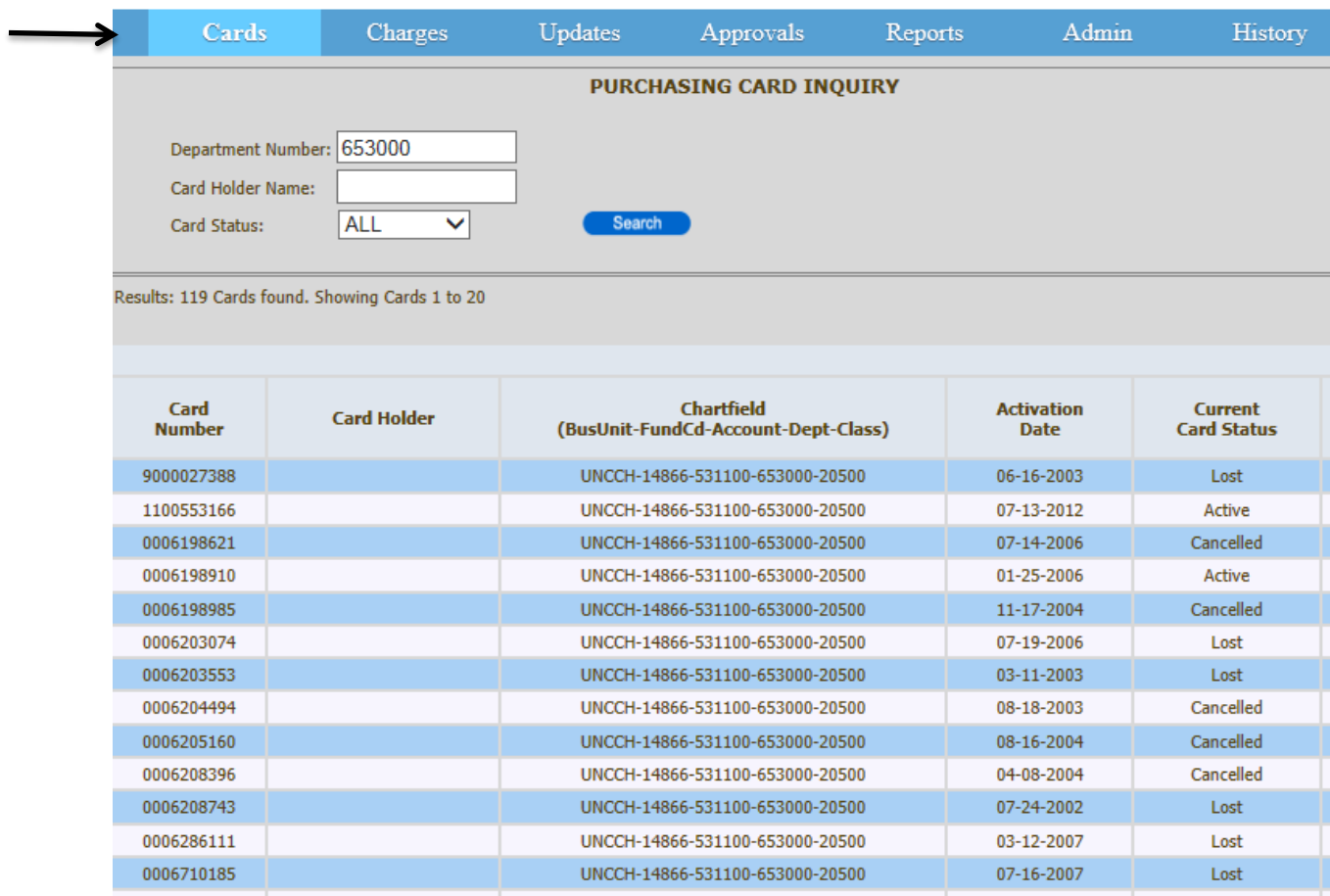
Signing in	3
Using the Cards Tab	4
Displaying Current Charges.....	5
Additional Search Criteria on Charges/Updates/Approvals Pages	7
Exporting Transaction Detail.....	9
Adding Line Level Detail for a Purchase.....	10
Deleting Line-Level Detail for a Purchase	12
Changing Line Level Detail for a Purchase	13
Reviewing and Approving P-Card Purchases	13
Using the Reports Tab.....	22
Icon Legend.....	24
Tips for Searching for Commodity Codes	25
Accounts Approved for Use	26
Specific Duties of Reconciler.....	28
Additional Resources	29

Signing in

Follow these steps to sign in:

1. Sign in to the ConnectCarolina (<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.



Card Number	Card Holder	Chartfield (BusUnit-FundCd-Account-Dept-Class)	Activation Date	Current Card Status
9000027388		UNCCH-14866-531100-653000-20500	06-16-2003	Lost
1100553166		UNCCH-14866-531100-653000-20500	07-13-2012	Active
0006198621		UNCCH-14866-531100-653000-20500	07-14-2006	Cancelled
0006198910		UNCCH-14866-531100-653000-20500	01-25-2006	Active
0006198985		UNCCH-14866-531100-653000-20500	11-17-2004	Cancelled
0006203074		UNCCH-14866-531100-653000-20500	07-19-2006	Lost
0006203553		UNCCH-14866-531100-653000-20500	03-11-2003	Lost
0006204494		UNCCH-14866-531100-653000-20500	08-18-2003	Cancelled
0006205160		UNCCH-14866-531100-653000-20500	08-16-2004	Cancelled
0006208396		UNCCH-14866-531100-653000-20500	04-08-2004	Cancelled
0006208743		UNCCH-14866-531100-653000-20500	07-24-2002	Lost
0006286111		UNCCH-14866-531100-653000-20500	03-12-2007	Lost
0006710185		UNCCH-14866-531100-653000-20500	07-16-2007	Lost

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

☐ Disable

☐ Enable

☒ 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.

Cards	Charges	Updates	Approvals	Reports	Admin	History
PURCHASING CARD INQUIRY						
Department Number: <input type="text" value="653000"/> Card Holder Name: <input type="text"/> Card Status: <input type="text" value="ALL"/> <input type="button" value="Search"/>						
Results: 119 Cards found. Showing Cards 1 to 20						
Card Number	Card Holder	Chartfield (BusUnit-FundCd-Account-Dept-Class)	Activation Date	Current Card Status		
9000027388		UNCCH-14866-531100-653000-20500	06-16-2003	Lost		
1100553166		UNCCH-14866-531100-653000-20500	07-13-2012	Active		
0006198621		UNCCH-14866-531100-653000-20500	07-14-2006	Cancelled		
0006198910		UNCCH-14866-531100-653000-20500	01-25-2006	Active		
0006198985		UNCCH-14866-531100-653000-20500	11-17-2004	Cancelled		
0006203074		UNCCH-14866-531100-653000-20500	07-19-2006	Lost		
0006203553		UNCCH-14866-531100-653000-20500	03-11-2003	Lost		
0006204494		UNCCH-14866-531100-653000-20500	08-18-2003	Cancelled		
0006205160		UNCCH-14866-531100-653000-20500	08-16-2004	Cancelled		
0006208396		UNCCH-14866-531100-653000-20500	04-08-2004	Cancelled		
0006208743		UNCCH-14866-531100-653000-20500	07-24-2002	Lost		
0006286111		UNCCH-14866-531100-653000-20500	03-12-2007	Lost		
0006710185		UNCCH-14866-531100-653000-20500	07-16-2007	Lost		

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:

- 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.
- 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:

PURCHASING CARD CHARGES INQUIRY

ADVANCED SEARCH

☒ Department Number: 653000
☐ Card Number:
 Transaction Cycle: Current (Mar 16 - Apr 15)

Transaction Dates:
 Purchase Amount: 0.0 To 0.0
 Merchant Name:

Search

Results: 17 Transactions found. Showing transactions 1 to 17

Export **«First**

Actions ▲ ▼	Trans Number	Card Number ▲ ▼	Transaction Date ▲ ▼	Merchant ▲ ▼	Total Amount ▲ ▼	Chartfield (BUnit-Fund-Account-Dept) ▲ ▼	Cost Code
	46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100	
	46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100	
	63946961	0011196008	08-04-2013	WAL-MART #2137, NC	25.40	UNCCH-20170-531110-201100	
	63946979	0011196008	08-04-2013	WAL-MART #2137, NC	81.05	UNCCH-20170-531110-201100	
	63946987	0011196008	08-04-2013	WAL-MART #2137, NC	93.94	UNCCH-20170-531110-201100	
	50321607	0011196008	08-04-2013	HARRIS TEETER #0120, NC	15.31	UNCCH-20170-531110-201100	
	16632919	0011196008	08-04-2013	MICHAELS STORES 9502, NC	8.97	UNCCH-20170-531110-201100	
	09345232	0016575891	08-02-2013	TARGET 00020693, NC	82.06	UNCCH-20170-531110-200400	
	09345240	0016575891	08-02-2013	TARGET 00020693, NC	152.87	UNCCH-20170-531110-200400	

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

Help **Exit**




Show items: 20 per page

«First «Prev
 20 per page
 50 per page
 100 per page
 1000 per page
 ALL

Cost Code	Sub Account	Subcode	Recon

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

- Three new optional search fields are added on the charges/updates/approvals pages
 - Transaction Dates
 - Purchase Amount
 - Merchant Name

Example 1: Transaction Dates in the search criteria

Cards	Charges	Updates	Approvals	Reports	Admin	History	Help
PURCHASING CARD CHARGES INQUIRY							
ADVANCED SEARCH							
Department Number:	<input type="text" value="653000"/>		Transaction Dates	<input type="text" value="2013-08-01"/>	To	<input type="text" value="2013-08-31"/>	
Card Number:	<input type="text"/>		Purchase Amount	<input type="text" value="0.0"/>	To	<input type="text" value="0.0"/>	
Transaction Cycle:	<input type="text" value="Current (Mar 16 - Apr 15)"/>		Merchant Name	<input type="text"/>			
<input type="button" value="Search"/>							
Transactions found. Showing transactions 1 to 17 Show items:							
«First «Prev							
Trans Number	Card Number	Transaction Date	Merchant	Total Amount	Chartfield (BUnit-Fund-Account-Dept)	Cost Code	Ac
46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100		
46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100		
63946961	0011196008	08-04-2013	WAL-MART #2137, NC	25.40	UNCCH-20170-531110-201100		
63946979	0011196008	08-04-2013	WAL-MART #2137, NC	81.05	UNCCH-20170-531110-201100		
63946987	0011196008	08-04-2013	WAL-MART #2137, NC	93.94	UNCCH-20170-531110-201100		
50321607	0011196008	08-04-2013	HARRIS TEETER #0120, NC	15.31	UNCCH-20170-531110-201100		
16632919	0011196008	08-04-2013	MICHAELS STORES 9502, NC	8.97	UNCCH-20170-531110-201100		
09345232	0016575891	08-02-2013	TARGET 00020693, NC	82.06	UNCCH-20170-531110-200400		
09345240	0016575891	08-02-2013	TARGET 00020693, NC	152.87	UNCCH-20170-531110-200400		
09345257	0016575891	08-02-2013	TARGET 00020693, NC	19.78	UNCCH-20170-531110-200400		
84141581	0016629383	08-02-2013	AMAZON MKTPLACE PMTS, WA	103.99	UNCCH-20170-531110-200400		
08674805	0016629383	08-03-2013	TARGET 00020693, NC	98.60	UNCCH-20170-531110-200400		

Example 2: Purchase Amount in the search criteria

Cards	Charges	Updates	Approvals	Reports	Admin	History	H
PURCHASING CARD CHARGES INQUIRY							
ADVANCED SEARCH							
<input checked="" type="radio"/> Department Number: <input type="text" value="653000"/>		Transaction Dates: <input type="text"/> To <input type="text"/>		Purchase Amount: <input type="text" value="0.0"/> To <input type="text" value="80.0"/>		Merchant Name: <input type="text"/>	
<input type="radio"/> Card Number: <input type="text"/>		Transaction Cycle: <input type="text" value="Current (Mar 16 - Apr 15)"/>		<input type="button" value="Search"/>			
Results: 8 Transactions found. Showing transactions 1 to 8 Show ite							
<input type="button" value="Export"/> «First <							
Actions ▲ ▼	Trans Number	Card Number ▲ ▼	Transaction Date ▲ ▼	Merchant ▲ ▼	Total Amount ▲ ▼	Chartfield (BUnit-Fund-Account-Dept) ▲ ▼	Cost Code
	63946961	0011196008	08-04-2013	WAL-MART #2137, NC	25.40	UNCCH-20170-531110-201100	
	50321607	0011196008	08-04-2013	HARRIS TEETER #0120, NC	15.31	UNCCH-20170-531110-201100	
	16632919	0011196008	08-04-2013	MICHAELS STORES 9502, NC	8.97	UNCCH-20170-531110-201100	
	09345257	0016575891	08-02-2013	TARGET 00020693, NC	19.78	UNCCH-20170-531110-200400	
	08674813	0016629383	08-03-2013	TARGET 00020693, NC	26.05	UNCCH-20170-531110-200400	
	50350234	0016629383	08-04-2013	HARRIS TEETER #0120, NC	22.76	UNCCH-20170-531110-200400	
	50350499	0016629383	08-04-2013	HARRIS TEETER #0120, NC	47.01	UNCCH-20170-531110-200400	
	50350569	0016629383	08-04-2013	HARRIS TEETER #0120, NC	-3.56	UNCCH-20170-531110-200400	

Example 3: Merchant Name in the search criteria

Cards	Charges	Updates	Approvals	Reports	Admin	History	H
PURCHASING CARD CHARGES INQUIRY							
ADVANCED SEARCH							
<input checked="" type="radio"/> Department Number: <input type="text" value="653000"/>		Transaction Dates: <input type="text"/> To <input type="text"/>		Purchase Amount: <input type="text" value="0.0"/> To <input type="text" value="0.0"/>		Merchant Name: <input type="text" value="WAL"/>	
<input type="radio"/> Card Number: <input type="text"/>		Transaction Cycle: <input type="text" value="Current (Mar 16 - Apr 15)"/>		<input type="button" value="Search"/>			
Results: 5 Transactions found. Showing transactions 1 to 5 Show ite							
<input type="button" value="Export"/> «First <							
Actions ▲ ▼	Trans Number	Card Number ▲ ▼	Transaction Date ▲ ▼	Merchant ▲ ▼	Total Amount ▲ ▼	Chartfield (BUnit-Fund-Account-Dept) ▲ ▼	Cost Code
	46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100	
	46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100	
	63946961	0011196008	08-04-2013	WAL-MART #2137, NC	25.40	UNCCH-20170-531110-201100	
	63946979	0011196008	08-04-2013	WAL-MART #2137, NC	81.05	UNCCH-20170-531110-201100	
	63946987	0011196008	08-04-2013	WAL-MART #2137, NC	93.94	UNCCH-20170-531110-201100	

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.

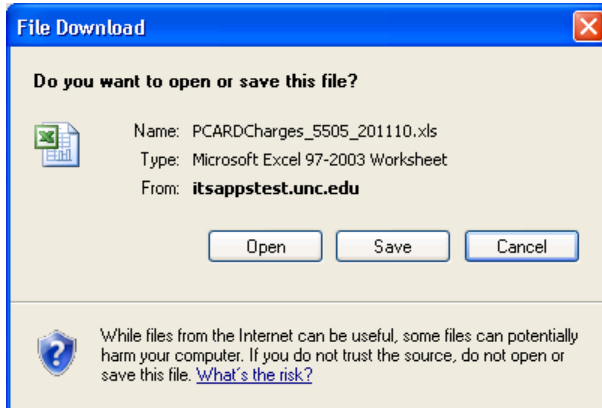
1. On the Charges tab, choose the time period, card number, or department for the transactions you need to export.
2. Click the blue **Export** button to download the transactions:

The screenshot shows the 'PURCHASING CARD CHARGES INQUIRY' screen. The 'Charges' tab is selected. The search criteria are: Department Number: 653000, Transaction Cycle: Current (Mar 16 - Apr 15), Transaction Dates: (empty), Purchase Amount: 0.0, Merchant Name: WAL. The 'Export' button is highlighted with a blue arrow. Below the search criteria, it says 'results: 5 Transactions found. Showing transactions 1 to 5'. The table below shows the transaction details.

Actions	Trans Number	Card Number	Transaction Date	Merchant	Total Amount	Chartfield (BUnit-Fund-Account-Dept)	Cost Code
	46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100	
	46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100	
	63946961	0011196008	08-04-2013	WAL-MART #2137, NC	25.40	UNCCH-20170-531110-201100	
	63946979	0011196008	08-04-2013	WAL-MART #2137, NC	81.05	UNCCH-20170-531110-201100	
	63946987	0011196008	08-04-2013	WAL-MART #2137, NC	93.94	UNCCH-20170-531110-201100	

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:

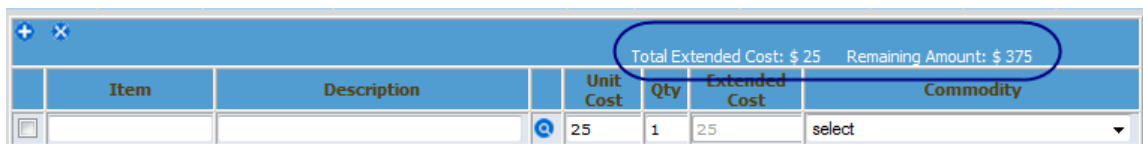
Note: If you are a P-Card holder, you only see transactions for your own card(s), and if you are a reconciler/approver, you only see the cards you are responsible for reconciling.

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  in the Actions column to display the detail fields for the transaction you need to enter details for.
3. Fill in these fields:

In this field ...	Do this ...
Item Field	Follow your department's policies to fill in this field. If there is no item number, enter n/a.
Description	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

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	<p>a) Before selecting a commodity code, you must enter information in the description column and click the  icon.</p> <p>b) Click the drop-down list to display a list of commodity code descriptions that match what you typed in the Description field.</p> <p>c) Click the commodity code you need.</p> <p>Result: The Purchasing Card System overwrites the words you typed in the Description field with the description assigned to the commodity code.</p>
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:



Total Extended Cost: \$ 25 Remaining Amount: \$ 375					
Item	Description	Unit Cost	Qty	Extended Cost	Commodity
		25	1	25	select

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

10715584	08-23-2011	AMSTERDAM PRNT & LITHO	NY	144.17	3226012611		
				Total Extended Cost: \$ 144.17		Remaining Amount: \$ 0.0	
Item	Description	Unit Cost	Qty	Extended Cost	Commodity		
<input type="checkbox"/> S&H, PROGRAM FEE	Freight (incl. set-up fee \$35 for de	45.17	1	45.17	86101717		
<input type="checkbox"/> PENS 42804	Ball Pt Pen w/ Dept Info	.99	100	99.00	44121704		
				Save Line		Cancel	

- 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:

- 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.

13050776	10860471	09-15-2011	AMAZON.COM	WA	107.78	2550512611		
+ X		Total Extended Cost: \$ 107.78					Remaining Amount: \$ 0.0	
	Item	Description		Unit Cost	Qty	Extended Cost	Commodity	
<input type="checkbox"/>	1	Ball point pens		25.00	1	25.00	44121704 	
<input type="checkbox"/>	2	software		50.00	1	50.00	43232901 	
<input type="checkbox"/>	3	snacks for office party		32.78	1	32.78	10121603 	
Save Line				Cancel				


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: 
- 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)

NEW APPROVAL TAB

Expand all

APPROVE PCARD CHARGES

ADVANCED SEARCH

☒ Department Number:
☐ Card Number:

Transaction Dates: To
 Purchase Amount: To
 Merchant Name:

Results: 4 Transactions found. Showing transactions 1 to 4

[Edit Chartfields](#) Show items

<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="button" value="▶"/>	Trans Number	Card Number	Trans Date	Merchant	Total Amt	Chartfield (BUnit-Fund-Account-Dept)	<input type="checkbox"/>	Cost Code
<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="button" value="▶"/>	46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100	<input type="checkbox"/>	
<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="button" value="▶"/>	46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100	<input checked="" type="checkbox"/>	
<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="button" value="▶"/>	09345257	0016575891	08-02-2013	TARGET 00020693, NC	19.78	UNCCH-20170-531110-200400	<input type="checkbox"/>	
<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="button" value="▶"/>	84141581	0016629383	08-02-2013	AMAZON MKTPLACE PMTS, WA	103.99	UNCCH-20170-531110-200400	<input type="checkbox"/>	

Save Approve Reject

Labels that appear if you hover the mouse over the 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.

https://itsappstest.unc.edu/frs2/peoplesoftChartfield/jsp/index.jsp?fromTravel=no&accountfromTr=... - Internet Explorer

https://itsappstest.unc.edu/frs2/peoplesoftChartfield/jsp/index.jsp?fromTravel=no&accountfromTravel=no

Favorites: Research-UNCCH-22193-531110-400101-14001 ▼

OR - Enter the following

Business Unit: UNCCH

Fund Code: 22193

Account: 531110

Department: 400101

Fund Source: 14001

PC Business Unit:

Project ID:

PC Activity ID:

Program:

Cost code:

Cost code2:

Cost code3:

Save Cancel

Result: The system displays the new chartfield for that transaction on the approvals tab.

nsactions found. Showing transactions 1 to 4

Show items: 20 per page

fields

«First «Previous Next» Last»

		Trans Number	Card Number	Trans Date	Merchant	Total Amt	Chartfield (BUnit-Fund-Account-Dept)	<input type="checkbox"/>	Cost Code	Sub Acc	Sub code	Def Rec
		46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100	<input type="checkbox"/>				
		46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100	<input type="checkbox"/>				
		09345257	0016575891	08-02-2013	TARGET 00020693, NC	19.78	UNCCH-20170-531110-200400	<input type="checkbox"/>				
		84141581	0016629383	08-02-2013	AMAZON MKTPLACE PMTS, WA	103.99	UNCCH-20170-531110-200400	<input type="checkbox"/>				

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.

Signed in howellt Sign-out

Finance C
Training

→ Web Travel

Purchasing Card

UAS Reports

FRED Admin Options

Report Technical Problems

2. Under the menu options, click **Favorite Chartfields**.



Hello, Troy

Documents Awaiting Approval:

Doc ID	Role	Dept	Subsystem	Date Modified
T001233	P	340100	Web Travel	

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.

Inbox | Sign-out

Favorite Chartfields

Success: The Chartfield has been successfully saved to your Favorites

Chartfields: Add a New Favorite Chartfield Delete

Chartfield Description:

Business Unit: Fund Code:

Account: Department:

Fund Source: PC Business:

Project: PC Activity:

Program: Cost code:

Cost code 2: Cost code 3:

Save

Error Message Example

Cards Charges Updates Approvals Reports Admin History Help

APPROVE PCARD CHARGES

ADVANCED SEARCH

☒ Department Number:
☐ Card Number:

Transaction Dates: To
Purchase Amount: To
Merchant Name:



Results: 4 Transactions found. Showing transactions 1 to 4 [Show item](#)

[Edit Chartfields](#) [«First](#) [«P](#)

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trans Number	Card Number	Trans Date	Merchant	Total Amt	Chartfield (BUnit-Fund-Account-Dept)	<input type="checkbox"/>	Cost Code
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100	<input type="checkbox"/>	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100	<input type="checkbox"/>	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	09345257	0016575891	08-02-2013	TARGET 00020693, NC	19.78	UNCCH-20170-531110-200400	<input type="checkbox"/>	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	84141581	0016629383	08-02-2013	AMAZON MKTPLACE PMTS, WA	103.99	UNCCH-20170-531110-200400	<input type="checkbox"/>	

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.

Cards
Charges
Updates
Approvals
Reports
Admin
History

APPROVE PCARD CHARGES

☒ Department Number:

☐ Card Number:

Transaction Dates: To:

Purchase Amount: To:

Merchant Name:

ADVANCED SEARCH

Results: 1 Transactions found. Showing transactions 1 to 1

Edit Chartfields

	Trans Number	Card Number	Trans Date	Merchant	Total Amt	Chartfield (BUnit-Fund-Account-Dept)
<input checked="" type="radio"/>	84141581	0016629383	08-02-2013	AMAZON MKTPLACE PMTS, WA	103.99	UNCCH-20170-531110-200400

+
x

Total Extended Cost: \$ 103.99 Remaining Amount:

	Item	Description	Unit Cost	Qty	Extended Cost	Commodity
<input type="checkbox"/>	Reusable Reinforced	Aerobic training equipment	15.00	3	45.00	86101705
<input type="checkbox"/>	Reusable Reinforced	forest	15.00	3	45.00	70151505
<input type="checkbox"/>	123	Domestic electric razors	13.99	1	13.99	52141704

Comments:

Cards
Charges
Updates
Approvals
Reports
Admin
History

APPROVE PCARD CHARGES

☒ Department Number:

☐ Card Number:

Transaction Dates: To:

Purchase Amount: To:

Merchant Name:

ADVANCED SEARCH




















Results: 1 Transactions found. Showing transactions 1 to 1

Edit Chartfields

	Trans Number	Card Number	Trans Date	Merchant	Total Amt	Chartfield (BUnit-Fund-Account-Dept)
<input checked="" type="radio"/>	84141581	0016629383	08-02-2013	AMAZON MKTPLACE PMTS, WA	103.99	UNCCH-20170-531110-200400

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.

Cards	Charges	Updates	Approvals	Reports	Admin	History																								
UPDATE PCARD CARD CHARGES																														
ADVANCED SEARCH																														
<input checked="" type="radio"/> Department Number: <input type="text" value="653000"/>		Transaction Dates: <input type="text"/> To <input type="text"/>																												
<input type="radio"/> Card Number: <input type="text"/>		Purchase Amount: <input type="text" value="0.0"/> To <input type="text" value="0.0"/>																												
Transaction Cycle: <input type="text" value="Current (Mar 16 - Apr 15)"/>		Merchant Name: <input type="text"/>																												
<input type="button" value="Search"/>																														
Results: 16 Transactions found. Showing transactions 1 to 16																														
Actions ▲ ▼	Trans Number	Card Number ▲ ▼	Transaction Date ▲ ▼	Merchant ▲ ▼	Total Amount ▲ ▼	Chartfield (BUnit-Fund-Account-Dept) ▲ ▼																								
	46335929	0010433642	08-03-2013	WAL-MART #2137, NC	88.80	UNCCH-20170-531110-201100																								
	46335937	0010433642	08-03-2013	WAL-MART #2137, NC	97.35	UNCCH-20170-531110-201100																								
	63946961	0011196008	08-04-2013	WAL-MART #2137, NC	25.40	UNCCH-20170-531110-201100																								
	63946979	0011196008	08-04-2013	WAL-MART #2137, NC	81.05	UNCCH-20170-531110-201100																								
	63946987	0011196008	08-04-2013	WAL-MART #2137, NC	93.94	UNCCH-20170-531110-201100																								
	50321607	0011196008	08-04-2013	HARRIS TEETER #0120, NC	15.31	UNCCH-20170-531110-201100																								
	16632919	0011196008	08-04-2013	MICHAELS STORES 9502, NC	8.97	UNCCH-20170-531110-201100																								
	09345232	0016575891	08-02-2013	TARGET 00020693, NC	82.06	UNCCH-20170-531110-200400																								
	09345240	0016575891	08-02-2013	TARGET 00020693, NC	152.87	UNCCH-20170-531110-200400																								
	09345257	0016575891	08-02-2013	TARGET 00020693, NC	19.78	UNCCH-20170-531110-200400																								
<div style="display: flex; justify-content: space-between;">   Total Extended Cost: \$ 19.78 Remaining Amount: \$ 0.0 </div> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Item</th> <th>Description</th> <th></th> <th>Unit Cost</th> <th>Qty</th> <th>Extended Cost</th> <th>Commodity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>124VC</td> <td>Battery acid hydrometers</td> <td></td> <td>9.89</td> <td>1</td> <td>9.89</td> <td>41103302</td> </tr> <tr> <td><input type="checkbox"/></td> <td>283PC</td> <td>Battery kits red</td> <td></td> <td>9.89</td> <td>1</td> <td>9.89</td> <td>60104906</td> </tr> </tbody> </table> <div style="margin-top: 5px;"> Comments: Rejected - Please enter the correct commodity code for these items. </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <input type="button" value="Save Line"/> <input type="button" value="Cancel"/> </div>								Item	Description		Unit Cost	Qty	Extended Cost	Commodity	<input type="checkbox"/>	124VC	Battery acid hydrometers		9.89	1	9.89	41103302	<input type="checkbox"/>	283PC	Battery kits red		9.89	1	9.89	60104906
	Item	Description		Unit Cost	Qty	Extended Cost	Commodity																							
<input type="checkbox"/>	124VC	Battery acid hydrometers		9.89	1	9.89	41103302																							
<input type="checkbox"/>	283PC	Battery kits red		9.89	1	9.89	60104906																							
	08674805	0016629383	08-03-2013	TARGET 00020693, NC	98.60	UNCCH-20170-531110-200400																								
	08674813	0016629383	08-03-2013	TARGET 00020693, NC	26.05	UNCCH-20170-531110-200400																								

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

The screenshot shows a web application interface with a top navigation bar containing tabs: Cards, Charges, Updates, Approvals, Reports, and Admin. The 'Reports' tab is active. Below the navigation bar is a header section titled 'PCARD TRANSACTION REPORTS'. The main area contains a search form with the following fields and values:

- Department: 653000
- Transaction Cycle: A dropdown menu showing 201404 (selected), 201403, and 201402.
- Transaction Dates: Two date pickers, both empty, separated by 'To'.
- Purchase Amount: Two numeric input fields, both containing '0.0', separated by 'To'.
- Cost Code: An empty text input field.
- Sub Account: An empty text input field.
- Sub Subcode: An empty text input field.
- Merchant Name: An empty text input field.

A blue 'Search' button is located at the bottom of the form.

Example 2: Search by multiple departments











Cards	Charges	Updates	Approvals	Reports	Admin	History
PCARD TRANSACTION REPORTS						
Department	213100, 653000					
Transaction Cycle	<div>201404</div> <div>201403</div> <div>201402</div>					
Transaction Dates			To			
Purchase Amount	0.0		To	0.0		
Cost Code						
Sub Account						
Sub Subcode						
Merchant Name						
Search						

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.

O	P	Q	R	S	T	U	V	W
Program	Cost code 1	Cost code 2	Cost code 3	CF_FAILED_BUDGET	Cost Code	Sub Account	Sub Subcode	Default Recon
10000	CCHCLMAINT							Y
10000	CCHCLMAINT							Y
10000	CCHCLMAINT							Y
				Y				Y
				Y				Y
C3694	CCHSUGMEY			Y				
C3694	CCHSUGMEY			Y				
C3694	CCHSUGMEY							
C3694	CCHSUGMEY			Y				
C3694	CCHSUGMEY							
C3694	CCHSUGMEY							
C3694	CCHSUGMEY			Y				
C3694	CCHSUGMEY			Y				
10000								
10000								

Icon Legend

Icon	Definition
	Closes detail line in charge detail
	Sorts items in charge list
	Edit the chartfields for the transaction
	Detail lines entered and their total matches transaction total
	No detail line items have been entered for the transaction
	Shows detail for charge selected
	Save changes made to the chartfields.
	Transaction has been updated and approved
	Line items present, but sum of detail does not equal total charge
	Add line to charge detail

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

Type of Purchase

Supplies and Materials

ZipCar

Postage

Television/Cable Services

Cellular Phone Services

Internet Service Charges

Other Communications

Utilities

Printing and Binding (if Printing Services is unavailable)

Repair & Maintenance - Other Equipment (no contract involved)

Freight and Express Charges

Advertising

Electronic Payment Processing Fees

Meetings and Amenities*

Employee Educational Expense

Other Employee Educational Expense

Rentals - Other Equipment

Periodicals and Subscriptions

Licenses & Permits

Hospital Inpatient

Hospital Outpatient

Library Related Expense

Accounts

537210,538110,531110

526120

527410

527710

527170

527195

527140

529210-529230,529410,529420,529440,529450

527510

524170

527420

527610

559610

558921

558928

528420

524980

558311

558939

558940

558941

546310-546370

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

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

<http://financepolicy.unc.edu/policy-procedure/1252-small-order-purchase-via-purchasing-card/1252-2-using-a-purchasing-card/>

P-Card Forms

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