

# P-Card Instructions

## Do this in Internet Explorer

### How to:

-VERIFY A PCARD CHARGE

-ADD PUBLIC PURPOSE

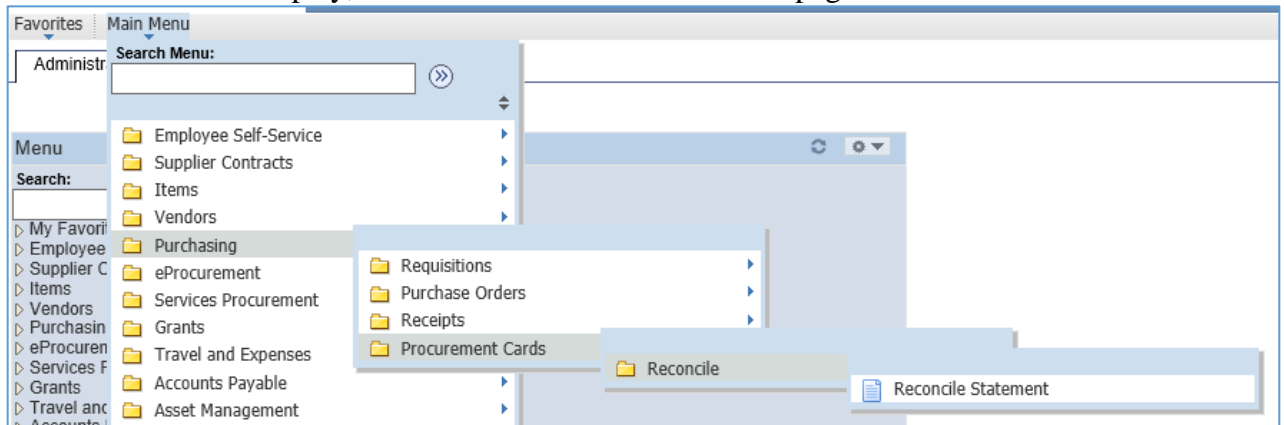
-UPLOAD DOCUMENTATION

-ADD TRAVEL INFORMATION

-CHANGE SPEEDCHART & ACCOUNT CODE

-UPLOAD DOCUMENTATION TO A CHARGE IN A PREVIOUS BILLING PERIOD

1. In PeopleSoft open the Reconcile Statement Search page to access transactions. If the transactions do not display, click Search on the bottom of the page.



2. In the Role Name: box choose *Procurement Card Reconciler*
3. Enter your employee id in the *Employee ID: box*
4. To view current statement period charges, leave Billing Date: boxes blank
5. Click Search. All of your current transactions should appear

### 6. VERIFY

Compare the vendor invoice to the corresponding statement transaction line in Peoplesoft Financials. If the transaction is correct, change the Status to **Verified**. If the transaction is incorrect, contact the vendor for appropriate correction and work with the Approver to record appropriate comments in Peoplesoft Financials.

7. Click on the Transaction Tab to return to prior screen.



## 8. PUBLIC PURPOSE

Click on the Public Purpose icon  to navigate to the Line Comments page.

### a. Enter **Public Purpose**

(x product, service, etc..) was purchased for NAU (who/what) for (what purpose).


#### Examples:

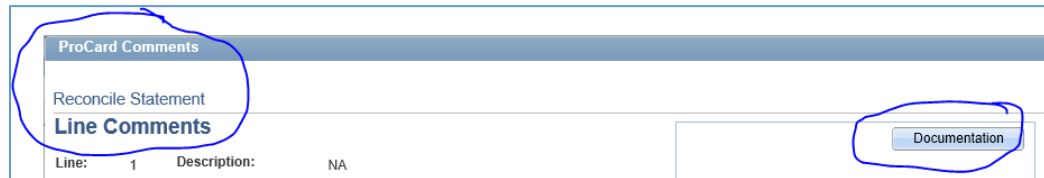
- i. (x) was/were purchased to be used in the (repair, maintenance, removal) of NAU (equipment, vehicle #XXX, building ABCD, sewer, snow, water).
- ii. (Membership dues, tickets, registration) was/were purchased for NAU employee (X) so they can(do/see/participate) in (activity, event, course).
- iii. (x) (software/electronic device) was purchased for NAU employee/s (x) so they can participate/view/manage) (webinar, department resources).


**Note:** While at this screen, you can attach documentation following step 10. A-I

### b. Click on OK

## 9. UPLOAD DOCUMENTATION At a minimum the vendor receipt must be uploaded, however additional supporting documentation may be included.

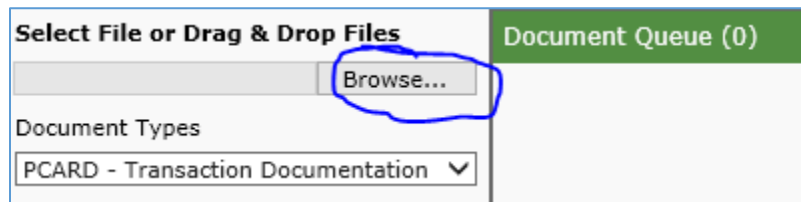
Click on the Public Purpose icon  to navigate to the Line Comments page.




- i. Click on Documentation
- ii. After OnBase has opened click on 

**NOTE:** At this point, you can follow steps c-f to find your document and attach or you can go to step g to drag your document into OnBase

### iii. Choose Browse...



.....to find your document on your computer where you have it saved


- iv. Choose your document
- v. Click open
- vi. Click on  This will upload your document

- vii. OR-after step b. drag the document into the Onbase window where a plus sign will appear. Release the document. Then upload by clicking on the up arrow




- viii. Once import is complete click on  to verify your document has been uploaded.
- ix. Close OnBase

#### 10. **TRAVEL INFORMATION**

If the transaction is travel related, click on the icon  to navigate to the PCard Travel Related Information page and populate the Traveler's Emplid, Departure Date and Return Date of travel. Click OK.

#### 11. **SPEEDCHART** and **ACCOUNT CODE**

- a. Click the Account Distribution icon  to navigate to the Account Distribution page to change the Speedchart and Account code. (If the speedchart is not available contact Fiscal Operations and [Pcard@nau.edu](mailto:Pcard@nau.edu) to request the Speedchart be added.)
- b. Click OK.

#### 12. **UPLOAD DOCUMENTATION TO A CHARGE IN A PREVIOUS BILLING PERIOD:**

- a. At step #4 change Billing Dates: to the statement period when the charge occurred.
- b. Choose "Closed" in Statement Status:
- c. Leave Transaction Date: blank
- d. Click on Search
- e. Follow step 9 above to attach

#### **IMPORTANT:**

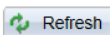
Click save several times during this process and when you are finished.



Save



Notify



Refresh