Procurement Card System User's Guide

The Dartmouth Procurement Card (P-Card) System is a Web-based application that is accessed through the Internet.
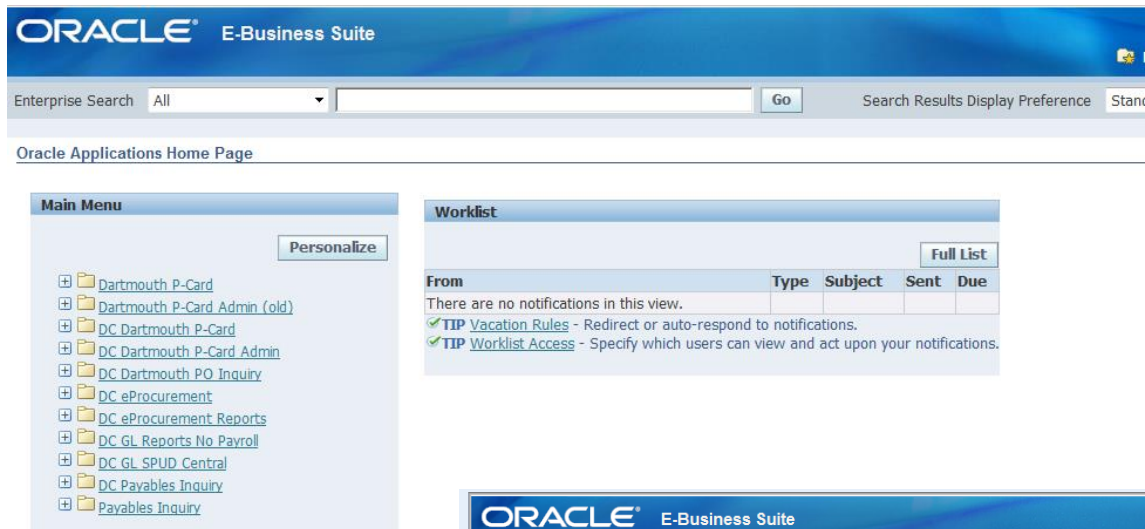
LOGGING IN:

Open a Web browser and go to:
https://oa.dartmouth.edu:8007/OA_HTML/AppsLogin
(Bookmark this location for future use.)
The first time you sign into Oracle each day, you will be taken to a Dartmouth Authentication Page where you will be asked to enter your Dartmouth Net ID Number and your Net ID Password.

Once you have entered this information you will be taken to the Oracle Applications Home page *(see Image 1)* where you may access various areas under Oracle Financials.
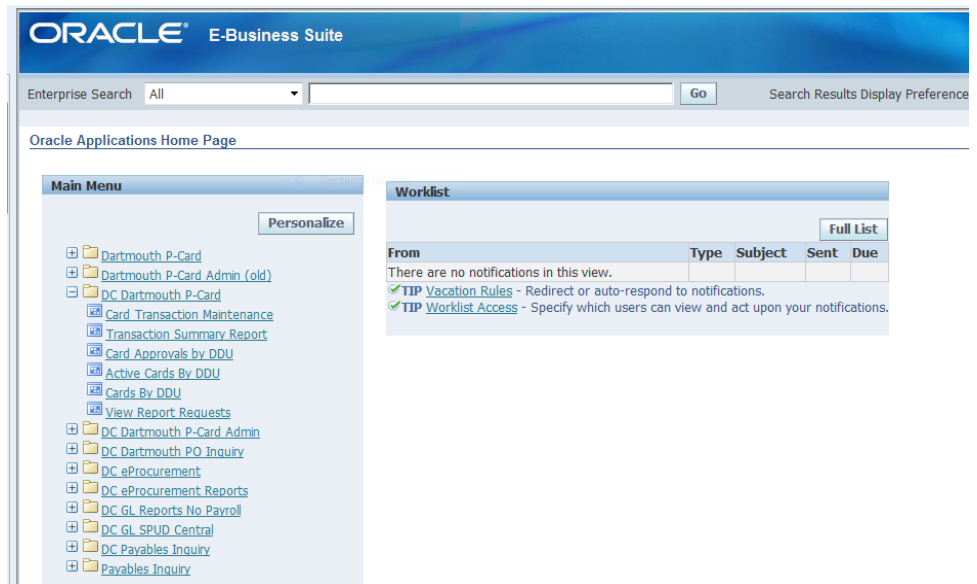Under the Main Menu you will need to click on the plus icon (+) located next to a file folder called, "DC Dartmouth P-Card".

NAVIGATION

Some of the system navigation icons that are worth mentioning include:

LOV Button (…): Indicates there is List of Values (LOV) to select from to complete the field.

FIND (Flashlight icon): Accesses the Find transactions form.

SAVE (Yellow disc icon): Saves transactions you are approving and anytime you modify the distributions.

**(Compass icon**): Takes you to the Navigator page where your P-Card function is displayed.

(Image 1)

Click on the link called, "Card Transaction Maintenance"
(see Image 2)

(Image 2)

Double click on **Card Transaction Maintenance** (see Image 3)**.** You will be linked to the **Find Transactions** screen (see Image 4).

FINDING TRANSACTIONS

The **Find Transactions** screen (see Image 4) allows you to search for P-Card transactions and activity in a number of ways. To return to the **Find Transactions** form at any time, click on the **Flashlight** icon. Field definitions are described as follows:

Card Type: The application will default to **PAYT.** You do not have to change this. It refers to the bank and should always be **PAYT** whenever you are looking for pending transactions.

(Image 3)
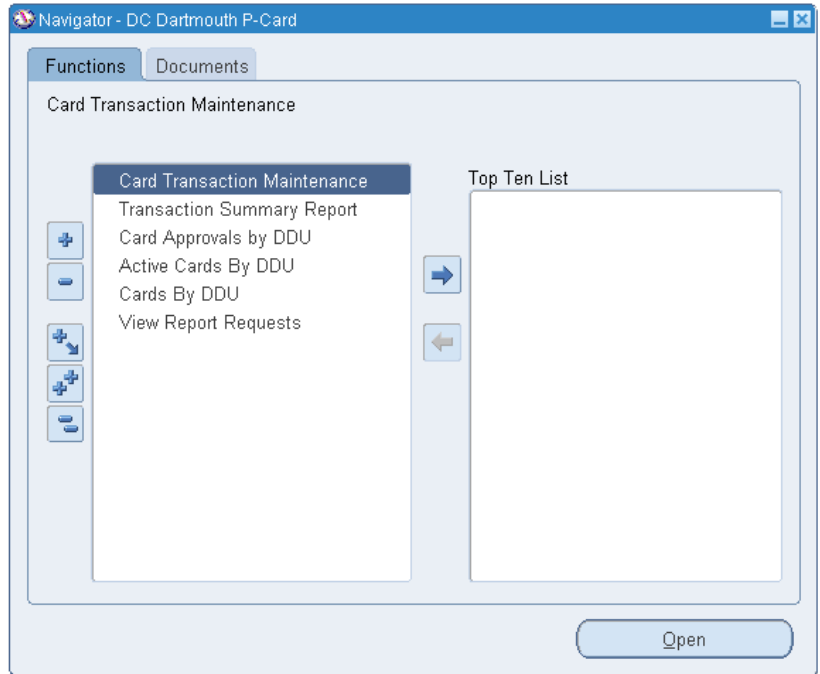
(Image 4)
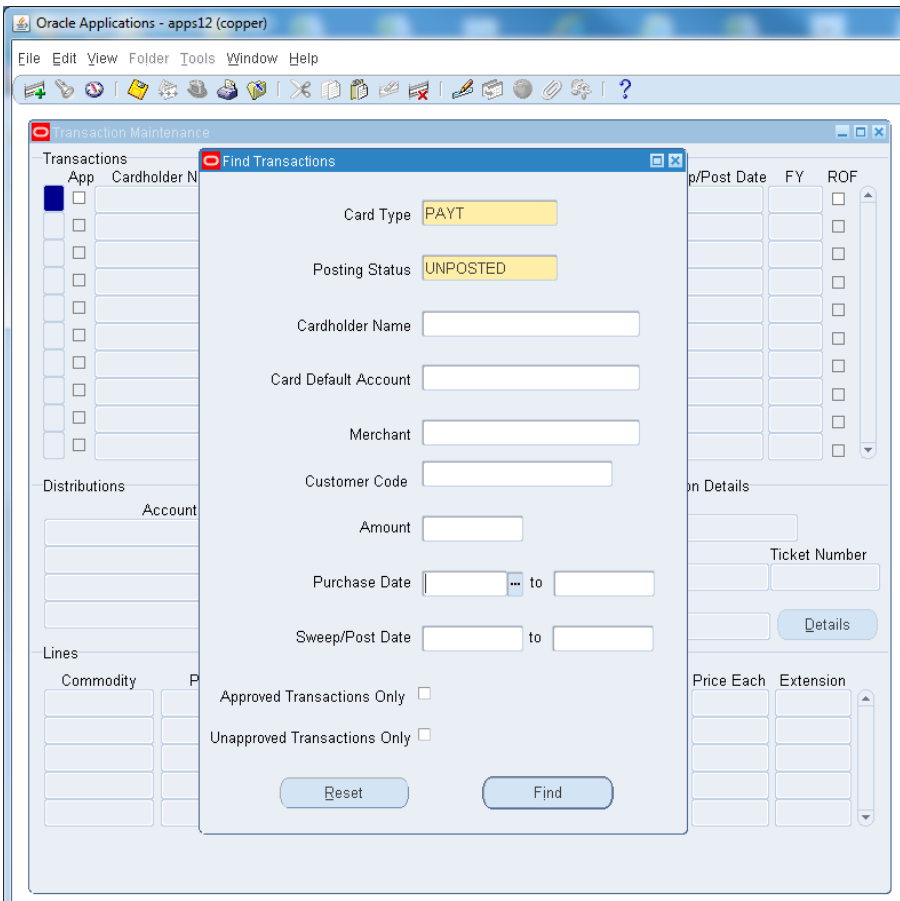
Posting Status: The application will default the Posting Status to: **UNPOSTED.** Unposted refers to transactions that have not been reallocated or automatically swept to the General Ledger (GL). Unposted is the status you will use when looking for pending transactions that need approval.

POSTED status refers to transactions that have swept/been reallocated and have posted to the GL. Any transaction that you have approved before 5 pm each business day will automatically be posted to the GL that same evening. Remember that when searching for transactions, the posting status is what will drive your results.

The system allows you to view all transactions for all the cards to which you have
approval responsibility or you can query on transactions for a specific cardholder.

To view transactions on all cardholders, leave the **Cardholder Name** blank – OR -
To view transactions on a specific cardholder, enter the cardholder's last name, press Tab or click on the **LOV** (**…**) icon and select the cardholder name you wish to review.

2

Purchase Dates: Refers to a range of dates on which a transaction may have taken place. When entering dates you may click on the **Purchase Date** cell and you will see the **LOV (...)** icon appear. If you click on this a calendar will appear in a small pop-up window *(see Image 5)*. You can select the date you wish from the calendar or you can just type in the date using the following format: **DD-MMM-YY (Example: 17-FEB-14).**

From Sweep/Post Date: Transactions can be searched by a posted or unposted date. Enter at least one date (in the **DD-MMM-YY** format or click on **LOV (...)** icon to generate a calendar) in the first date field. The start date will default in the second (right-most) field when you click or tab to the field. To search without an end date, delete the end date.

When you have defined your search parameters, click on the **FIND** button. To clear your search parameters, click on the **RESET** button. The parameters will always reset to the system defaults.
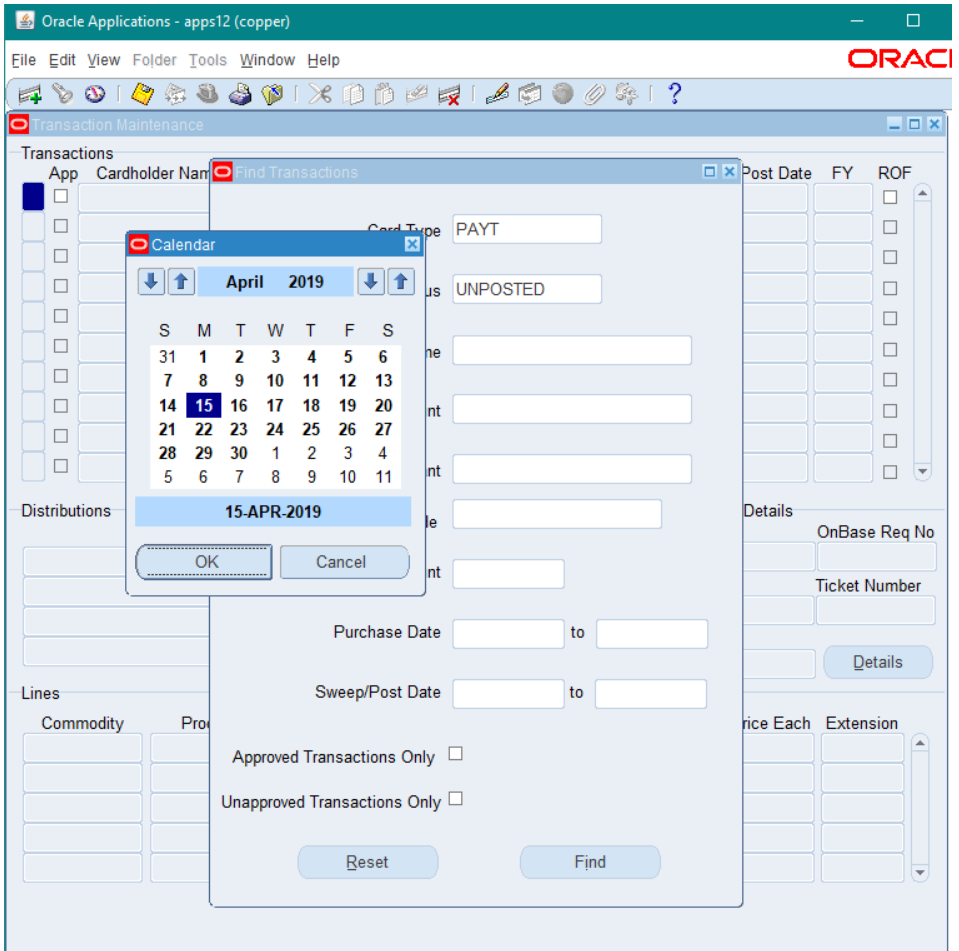
(Image 5)

TRANSACTION MAINTENANCE

This form displays information in four parts: Transactions, Distributions, Additional Transaction Details and Lines (see Image 6).

Acknowledging "Approving" P-Card Transactions: The first check box you will see is **App.** This box MUST be checked off in order for the transaction to be labeled "Approved" in the P-Card system. This is very important since our approval rate is a point of review by the outside auditors. If Dartmouth doesn't consistently have approvals in the 90 percentile this will count negatively in our audit and a reduction in the number of P-Cards Dartmouth has may result. When you click the **App** box, you are not giving approval that the purchase is sanctioned by the department. *Approval of a purchase is given at the department level*. When a transaction shows up in the P-Card system, the **App** box is checked to **acknowledge that the purchase is understood** and will be reallocated appropriately. This means even if there is a fraud transaction, you would click the **App** box, because you understand the purchase details. If it was fraud, you would click the **App** box, reallocate to whatever account is going to be used and put in the **Comments** section a brief explanation of what the purchase is for. If it is fraud, you would note that and state a credit will be forthcoming.

(Image 6)

Transactions: Transactions are displayed alphabetically by **Cardholder Name**, then by **Purchase Date** of the goods procured from the merchant. Ten transactions can be
viewed at any one time; to view additional transactions, utilize the scroll bar on the right-hand side of the transactions window.

The **Sweep/Post Date** line with a date showing in RED indicates these transactions will sweep by the end of day on Friday for the week you are in. Friday afternoons are when transactions automatically sweep if left unapproved. The **Sweep/Post Date** is the day all unapproved transactions will be posted to the GL. Transactions that are approved prior to the Sweep/Post date will be posted to the GL on the next GL cycle that occurs nightly. All transactions are considered 'unapproved' until the status is changed to 'approved'.

The **FY** column will generally only be populated at the start of a fiscal year to identify transactions where the purchase date of the goods occurred in the prior fiscal year, and
the bank posting date occurred in a new fiscal year. Charges relating to this transaction
line will default to the new fiscal year. This field cannot be modified.

ROF stands for **Record on File**. Please check this box when you there is a PCard eForm on record in OnBase for the associated transaction. *All transactions $75 and over where the level 3 detail is not available must have a receipt*.

If the cardholder is missing a receipt and cannot obtain a copy from the vendor, they must write out a reasonable accounting of the purchase and you will keep this as the receipt. It must also contain cardholders name, an acceptable business purpose, date, amount, and any itemized details.

Each transaction line is linked to a default chart string that is tied to the Procurement Card. This information is displayed in the **Distributions** section of the form, under **Account** and the dollar total is shown in the **Amount** field.

Lines: This is level 3 detail provided from the merchant. If no level 3 detail has been provided, this area will be blank. Level 3 data should align with the Business Purpose and be consistent with the receipt when provided.

Additional Transaction Details: This will display additional details such as a **second line of embossment** if the cardholder has one. The **OnBase Request No** field is optional and will take only numbers up to 10 digits for transactions that have an eForm associated. The **Business Purpose** field is a place to make record of any details pertaining to the transaction. Approvers must put in acceptable **Business Purpose** and any other pertinent details here.   If you wish/need to find more information about a transaction, you would click on **Details** (see Image 7). Some of the additional information that is displayed can be helpful when researching a questionable transaction. The **Merchant Line 2** display almost always provides a vendor/merchant phone number. You can also see who approved the transactions.

(Image 7)

Transaction Detail Report

Transaction

Transaction Id:	2165866
Processor Code:	PAYT
Cardholder Info:	
2nd Embossed Line:	ASFC
Merchant Line 1:	AMZN MKTP US*MW8MM96P0
Merchant Line 2:	AMZN.COM/BIL
Merchant Line 3:	WA
Merchant SIC Code:	5942
Customer Code:	3KGSX2I51HZ
Transaction Total:	19.98
Purchase Date:	02-APR-2019
Bank Posting Date:	03-APR-2019
GL Posting Status:	POSTED
Sweep/GL Post Date:	12-APR-2019
Approved?	Yes
Approved By:	Willey, Andrea L
Receipt on File?	Yes
OnBase Req Num:	535973
Business Purpose:	Office Supplies.
Traveler Name:	
Ticket Number:	

Distributions

Account Number	Description	Amount
20.400.368000.240550.0000.7511	Dean of Faculty:AS Fiscal Office	19.98

Lines

| Commodity	Product	Description	Qty	UOM	Price Each	Extension
B001CE32F8	B001CE32F8	UNIVERSAL 30630 PREMIUM RU	1.0000	PCE	19.9800	19.98

TO APPROVE A TRANSACTION:

To approve a transaction, click in the **App** check box of the transaction row. Before a transaction is processed in the P-Card system, the following policies need to be observed:

The **Business Purpose is a required field** and should be a clear and concise description of the acceptable business purpose for each transaction. For example: Lab supplies – safety goggles and test tubes for standard research; Telephone Conference Call – John Smith, Jane Doe had a call with WB Mason regarding new contract details; Food – take out/Year 1 Students welcome luncheon.

Unallowable Purchases: Please note Procurement Card Policy for unallowable purchases and consequences of violating any policies. All unallowable purchases should either be reimbursed by the purchaser, the purchasers should contact the vendor for credit, or accepted and approved by the Approver with a note of incorrect procedure sent to the purchaser. In all three instances, a note of incorrect procedure should be sent to the purchaser and Procure-to-Pay@dartmouth.edu should be carbon copied on these emails as well.

The OnBase Req No is available and recommended to be completed when an associated PCard eForm Request ID has been provided as the record on file.

Distributions: In the **Account** field, to change the chart string or PTAEO, click on the **Edit Account** button. This will take you to the next screen (see Image 8).
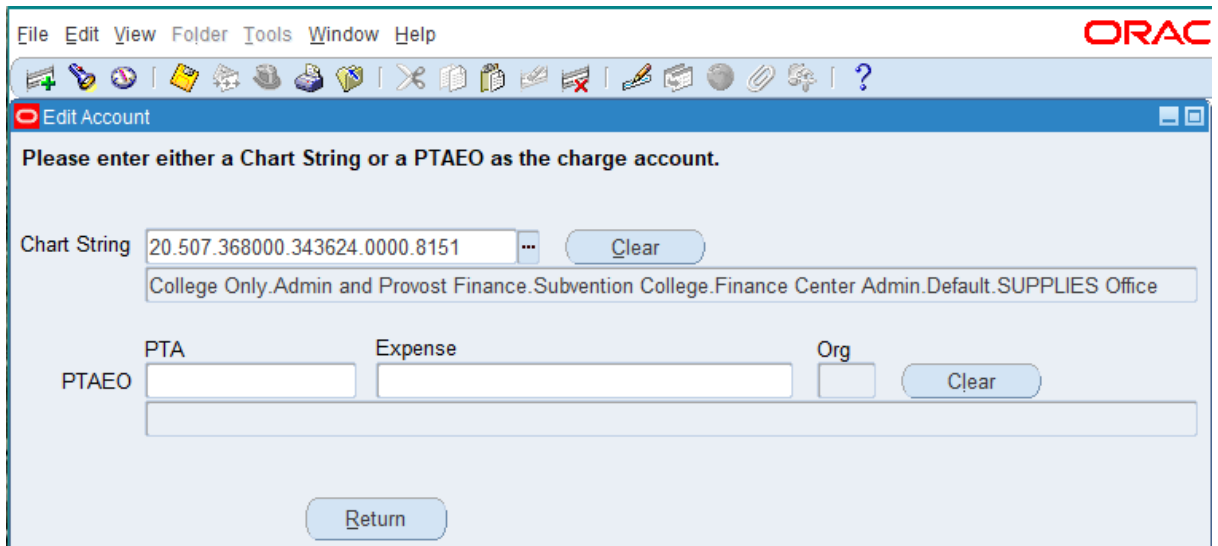

(Image 8)

You can highlight the portion you wish to change (for example the natural class) and type in the new/revised information. Hit the **Tab** key to review the description of the new chart string to be sure it's the correct one. You may then click on the **Return** button.

If you are entering a PTAEO, you'll need to enter the six digit "5" number of the PTAEO and then type in 5000 (format example: 555555.5000. Note you must include the periods). Click the **Tab** button to validate the account. You will then need to type in the **Expense** type. Click on the **Tab** button and then hit the Return Key (see Image 9).

(Image 9)
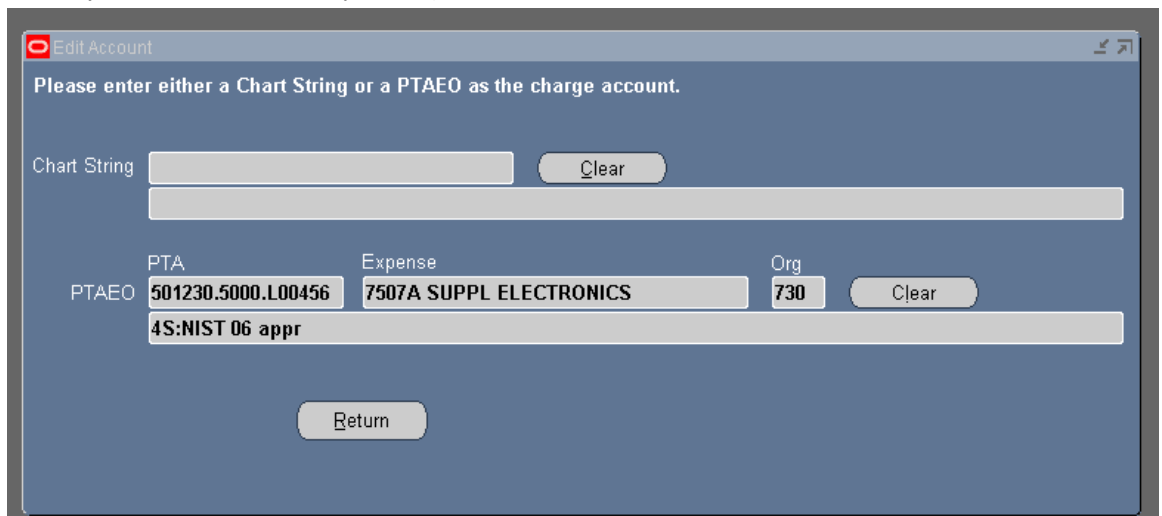
Check the **ROF** box to show you have the record.

Click on the **Save** **(yellow disc)** icon or go under the **File** menu and select **Save**. You have completed the approval process for this particular transaction.

TO SPLIT DISTRIBUTIONS

To split dollars between two or more chart strings or PTAEOS, you must first modify the chart string/PTAEO and dollar amount in the first line of the distributions. Highlight the amount of the transaction and type in the specific amount you will charge to the first line chart string or PTAEO. Use the **Down Arrow** key **on your keyboard to create a new distribution line.** Enter the new account string/PTAEO. Oracle automatically calculates the remaining balance of the original transaction amount (see Image 10).

The distribution amount(s) must equal the original transaction line amount. To delete a distribution line at any time, go to the main menu under **Edit** and select **Delete** (see Image 10)**.**

Complete the approval process by checking the **ROF** box and then clicking on the **Save (yellow disc)** icon or go under the **File** menu and select **Save**.

(Image 10)

RECEIPTS:

All receipts will be electronically archived in OnBase using the PCard eForm for permanent record storage, including card holder name, acceptable business purpose, date, amount, vendor, and itemized details. All records are retained for 7 years from date of purchase.

EXITING THE APPLICATION

To exit the application, click on the **File** menu bar and select **Exit Oracle Applications**.

TROUBLE LOGGING IN

If you are experiencing difficulties logging into the application, or you are having problems using the P-Card system, please contact your Finance Center.

REPORTS AVAILABLE

If you would like to learn more about the reports that are available, please contact your Finance Center.

AUDITS

P-Card transactions are audited regularly by Central Finance and an outside auditing firm. All audit material requests will go through the appropriate Finance Center or trained Department Approver. Please contact Financial Services at Financial.Services@groups.dartmouth.edu, if you have any questions regarding audits or P-Card procedures.

LOST, STOLEN CARD OR FRAUDULENT CHARGES

Please contact JP Morgan directly if you discover incorrect or potentially fraudulent charges or lost your card by calling 800 270-7760 or the number on the back of the card. Of note, you have only 60 days to dispute any fraudulent charges.