

**GEARS**

General Enterprise And Resource Support

---

**PO280**

**June 2013**

# Table of Contents

<b>PO280</b> .....	<b>1</b>
<b>PO280 Administering Procurement Cards and Cardholder Information</b> .....	<b>1</b>
Course Audience and Prerequisites.....	1
Lesson 1: Updating Cardholder Information .....	1
1.1 Designating a Cardholder Proxy.....	2
Lesson 2: Loading P-Card Statements .....	6
2.1 Loading the Procurement Card Staging Table.....	6
2.2 Loading the P-Card Statements .....	12
2.3 Correcting Statement Errors .....	17
Lesson 3: Managing Transaction Disputes .....	19
3.1 Running the Exceed Limit per Transaction (POY8010) Report .....	19
3.2 Running Unauthorized Commodity (POY8014) Report.....	24
3.3 Marking a Transaction for Validation.....	29
Lesson 4: Reviewing and Approving P-Card Transactions .....	32
4.1 Reviewing Bank Statements and Approving PCard Statements .....	32
4.2 Running the P-Card Cardholder Summary Report .....	37
Course Summary.....	43

## **PO280**

### **PO280 Administering Procurement Cards and Cardholder Information**

#### **Course Overview**

The *PO280 Administering Procurement Cards and Cardholder Information* course discusses the processes in which Procurement Cards (P-Cards) will be used and how their transactions will be processed. This course will also discuss how to generate the appropriate reports for P-Card users and approvers.

#### **Course Outline**

The following sections and lessons provide information and step-by-step instructions on:

- Course Audiences and Prerequisites
- Lesson 1: Updating Cardholder Information
- Lesson 2: Loading P-Card Statements
- Lesson 3: Managing Transaction Disputes
- Lesson 4: Reviewing and Approving P-Card Transactions
- Course Summary

### **Course Audience and Prerequisites**

#### **Audience(s)**

The Judiciary audiences for this course are:

- AOC
  - Procurement and Contract Administration
  - DBF - Systems and Fiscal Compliance

#### **GEARS Role(s)**

This course is intended for Judiciary employees with the following GEARS role(s):

- P-Card Manager / Admin.
- AP Senior Analyst

#### **Prerequisites**

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- PO100 Understanding GEARS Procurement Processes

### **Lesson 1: Updating Cardholder Information**

#### **Lesson Overview**

In this lesson, you will learn how to assign proxies to a card, how to enter default accounting information and to update general card information.

**Lesson Objectives**

After completing this lesson, you will be able to:

- Assign proxies to a card.
- Enter default accounting information.
- Update general card information

**1.1 Designating a Cardholder Proxy**

In GEARS, an employee or group of employees will be given the P Card Administrator Role. People with that role will be responsible for maintaining the profiles of people who have been assigned P Cards to use.

The Proxy assignment is very important because it determines who can reconcile the card. In order to reconcile the card, the card holder has to be specifically listed on the Proxy page. If there are no entries on the proxy page, it means that the system will not allow the transactions to be reconciled. For that reason, it is very important to make sure that each card has a proxy assignment.

After completing this topic, you will be able to:

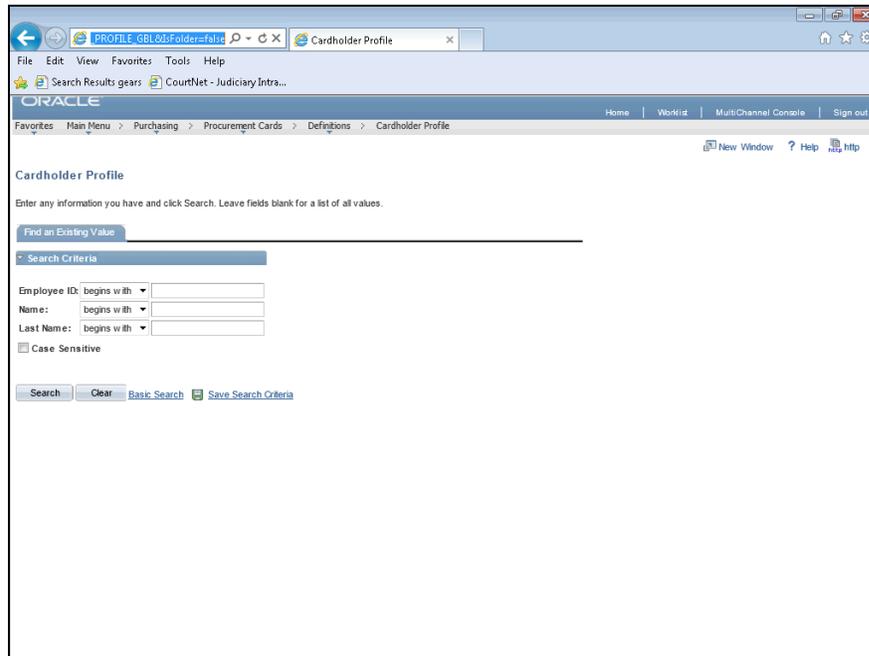
- Assign a cardholder proxy

To begin the simulation, click the **Try It!** button in the UPK Player.

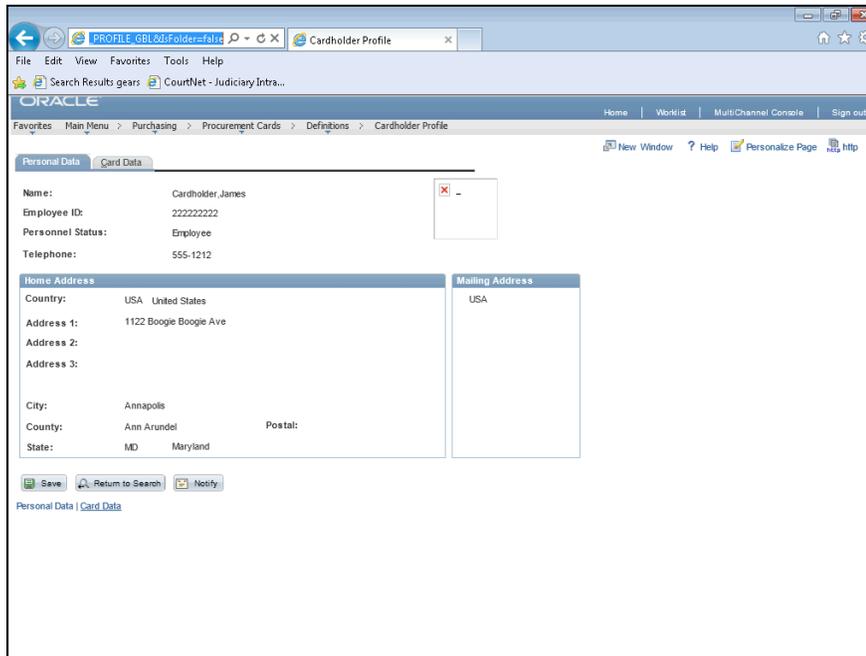
**Procedure**

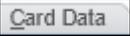
In this topic, you will assign a cardholder proxy.

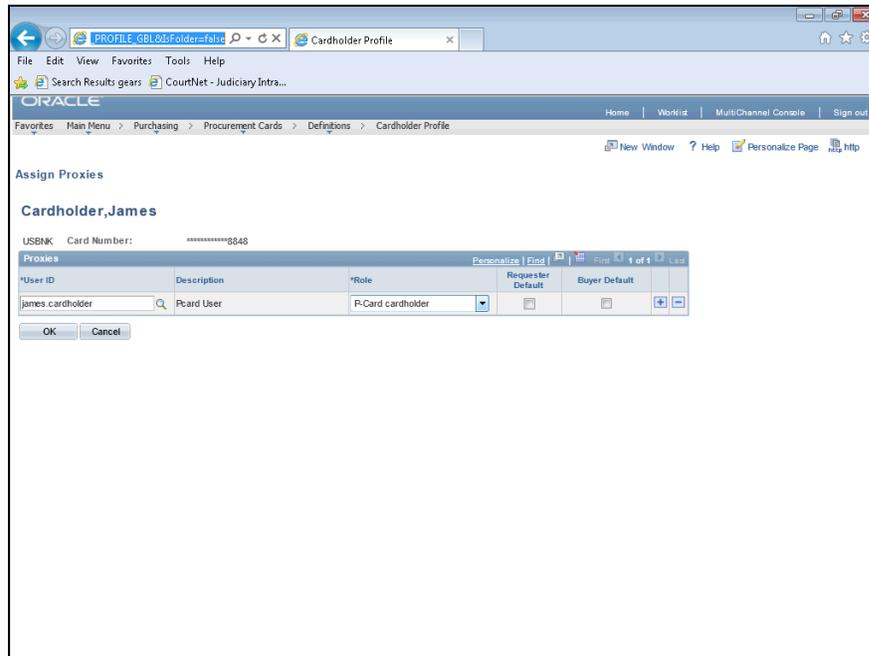
Step	Action
1.	Navigate to the <b>Cardholder Profile</b> page.  Click the <b>Purchasing</b> link. 
2.	Click the <b>Procurement Cards</b> link. 
3.	Click the <b>Definitions</b> link. 
4.	Click the <b>Cardholder Profile</b> link. 

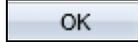
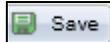


Step	Action
5.	<p>The <b>Cardholder Profile</b> search page displays.</p> <p>At AOC, the Employee ID is the Social Security Number. It is entered without the dashes (-).</p> <p>Enter the desired information into the <b>Employee ID</b> field. Enter "<b>22222222</b>".</p>
6.	<p>If you entered the entire Employee ID, the system will open the page when you click on Enter. If you enter a partial Employee ID, the system will display search results and you will then select from the employees listed there.</p> <p>Click the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>



Step	Action
7.	The <b>Cardholder Profile - Personal Data</b> page displays.  Click the <b>Card Data</b> tab. 
8.	The <b>Card Data</b> tab displays.  Click the <b>Additional Information</b> tab. 
9.	Click the <b>Proxies</b> link. 



Step	Action
10.	<p>The <b>Assign Proxies</b> page displays.</p> <p>Everyone who will be allowed to reconcile or approve transactions for this card will have to be listed here. This includes the cardholder.</p> <p>Click the <b>Add a new row at row 1 (Alt+7)</b> button.</p> 
11.	<p>You can enter the user ID of the proxy or you can use the search capabilities of the system to select one.</p> <p>Enter the desired information into the <b>User ID</b> field. Enter "<b>don.wynn</b>".</p>
12.	<p>Enter the role from the pull-down list.</p> <p>Click the <b>OK</b> button.</p> 
13.	<p>Click the <b>Save</b> button.</p> 
14.	<p>You have successfully completed the <i>Designating a Cardholder Proxy</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Assign a cardholder proxy</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 2: Loading P-Card Statements

### Lesson Overview

In this lesson, you will learn how to Load P Card Transaction Data into GEARS Staging Tables, load the P Card Statement in Tables for Reconciliation and correct statement errors.

### Lesson Objectives

After completing this lesson, you will be able to:

- Load P Card Transaction Data into GEARS Staging Tables
- Load the P Card Statement in Tables for Reconciliation
- Correct Statement Errors

### 2.1 Loading the Procurement Card Staging Table

GEARS cannot actually work with the file that is received from the bank until it is loaded into the system. Loading the data into the staging table is the first step in a two step process that makes the data available for users to access.

Someone at AOC will receive the file from the bank and will store that file in a folder that is accessible by the GEARS system. They will then initiate a program within GEARS that will take the bank file and will store the data from that file into a staging table in GEARS. The data in the staging table will not be manipulated in any way. In other words, the data in the staging table will match exactly the data in the bank file.

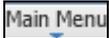
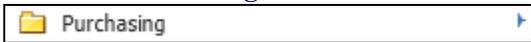
The process to load data into the staging table will be described in this topic.

After completing this topic, you will be able to:

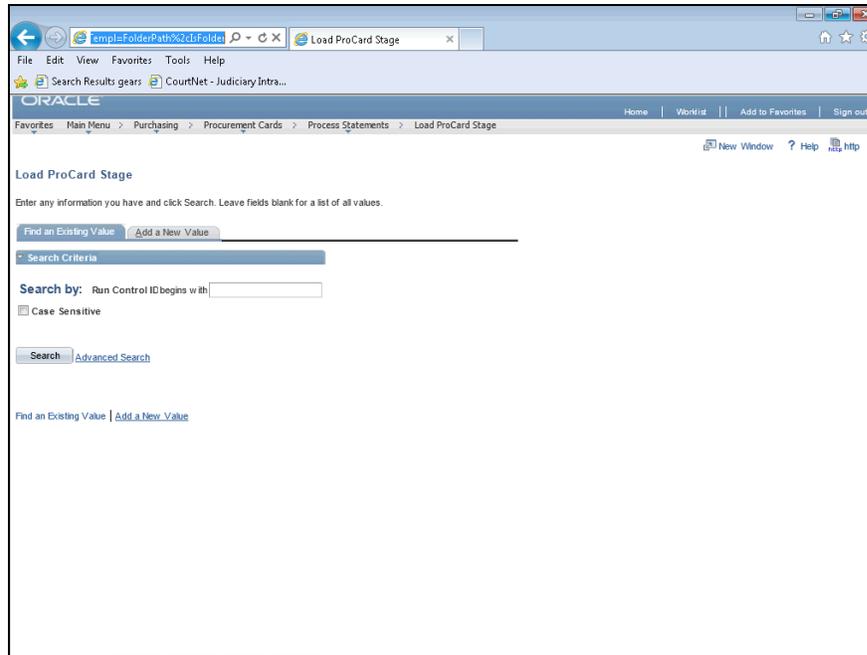
- Load the P-card staging table

### Procedure

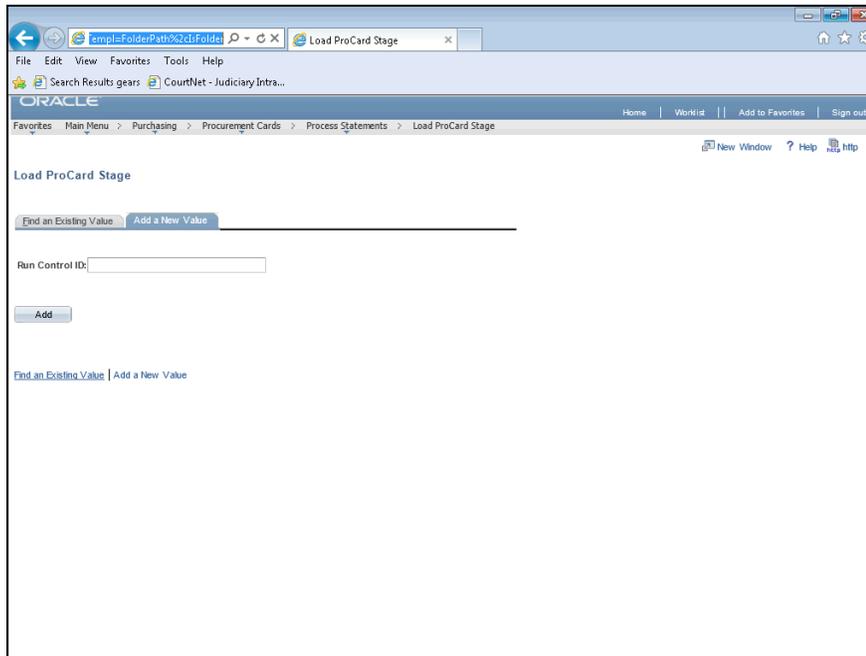
This process is used to get the raw data from the bank into the GEARS System. This is the first step in the process. After this is done, the statement must be processed before users can see the transaction details.

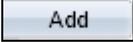
Step	Action
1.	Navigate to the <b>Load ProCard Stage</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Procurement Cards</b> menu. 

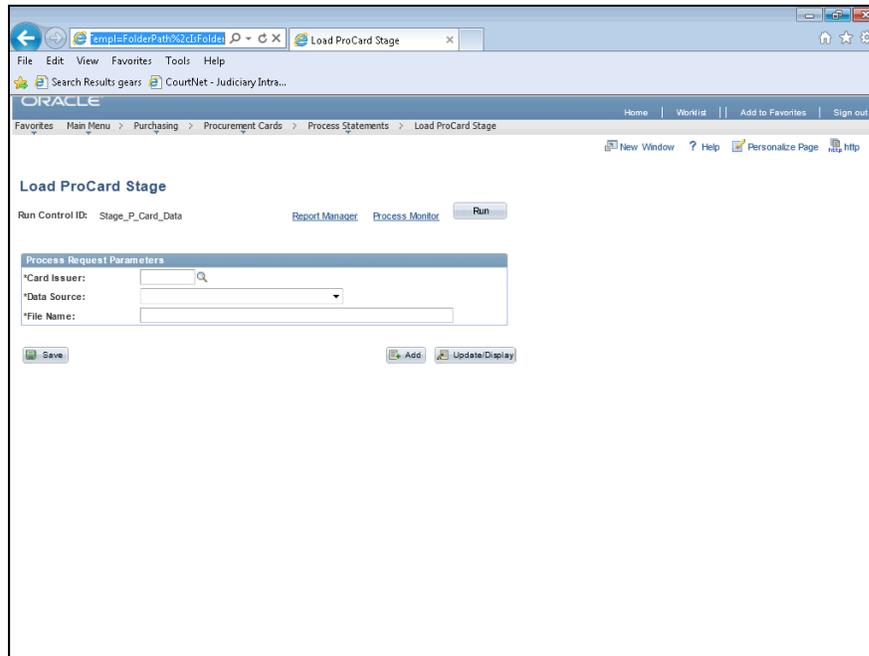
Step	Action
4.	Click the <b>Process Statements</b> menu. 
5.	Click the <b>Load ProCard Stage</b> menu. 

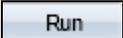


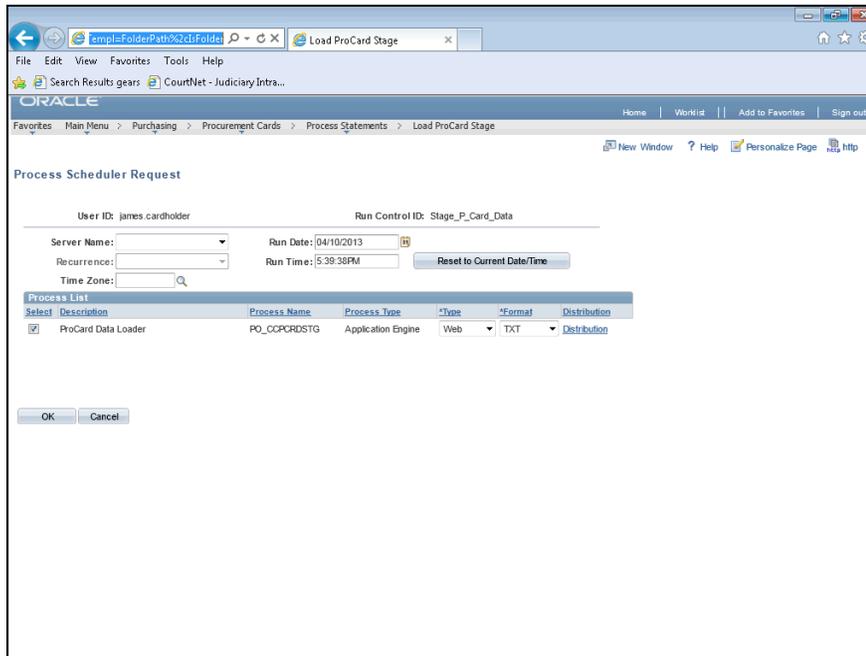
Step	Action
6.	The <b>Load ProCard Stage</b> search page displays.  If you have not already created a Run Control for this process, you will have to do it now.  Click the <b>Add a New Value</b> tab. 

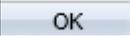


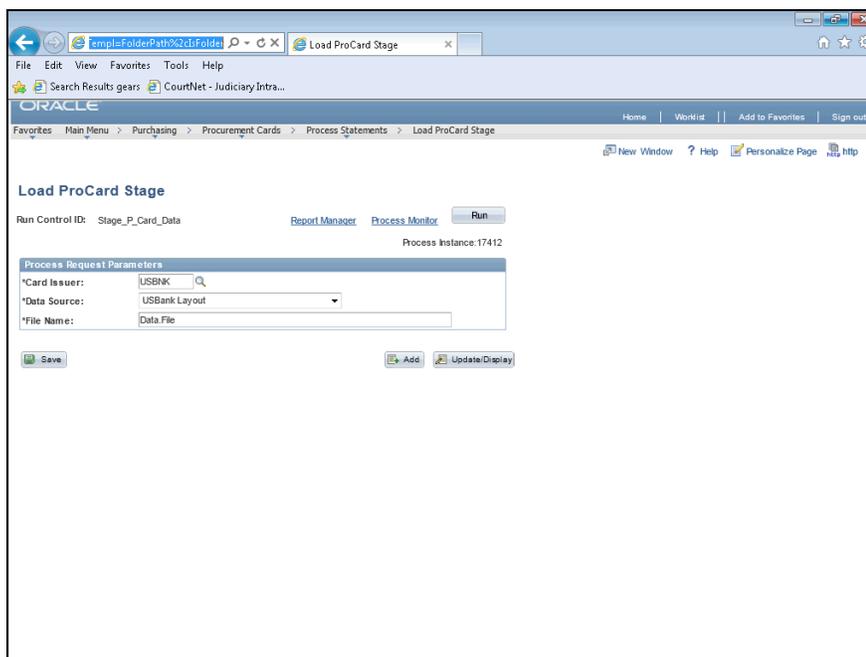
Step	Action
7.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter a name for your Run Control that is meaningful to you.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"Stage_P_Card_Data"</b>.</p>
8.	<p>Click the <b>Add</b> button.</p> 



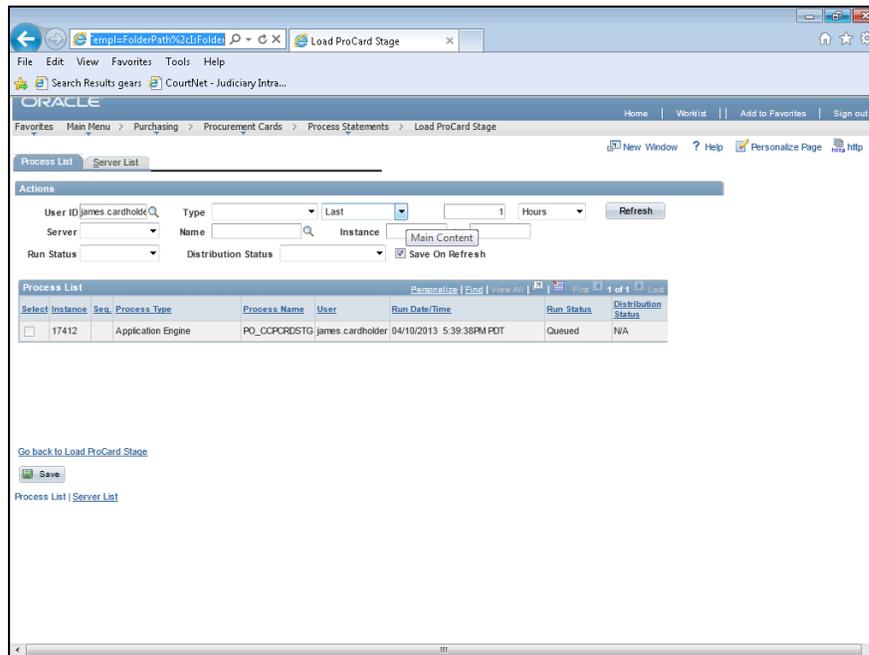
Step	Action
9.	The <b>Load ProCard Stage</b> page displays. Enter the desired information into the <b>Card Issuer</b> field. Enter " <b>USBNK</b> ".
10.	Click the <b>USBank Layout</b> list item. 
11.	You will indicate the name and location of the source data file that was received from the bank. Enter the desired information into the <b>File Name</b> field. Enter " <b>Data.File</b> ".
12.	Click the <b>Run</b> button. 



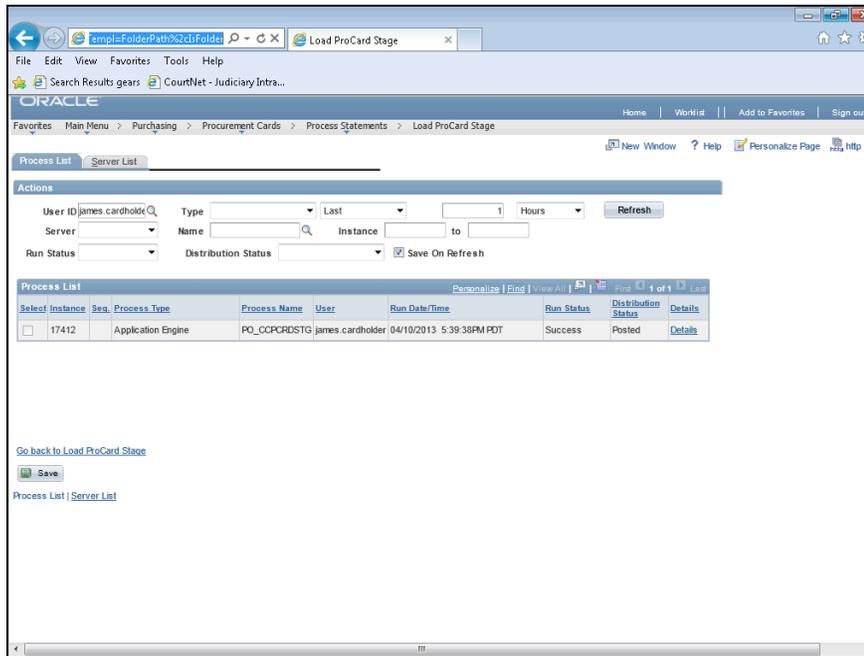
Step	Action
13.	<p>The Process Scheduler Request page displays.</p> <p>Click the <b>OK</b> button.</p> 



Step	Action
14.	<p>The system will list the Process Instance number of the program that was initiated. In this case, it is 17412.</p> <p>You will go to the Process Monitor to see the report once the program has finished.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>



Step	Action
15.	<p>The <b>Process List</b> displays.</p> <p>The Process Monitor will show the Run Status and Distrib Status</p> <p>Click the <b>Refresh</b> button.</p> <p><a href="#">Refresh</a></p>



Step	Action
16.	Once the Run Status is <b>Success</b> and the Distrib Status is <b>Posted</b> , the process has finished and the transactions have been loaded to the staging table.
17.	You have successfully completed the <i>Loading the Procurement Card Staging Table</i> topic.  You have learned how to: - Load the P-card staging table <b>End of Procedure.</b>

## 2.2 Loading the P-Card Statements

Loading the P Card Statements into tables so that the transactions can be viewed by users is the second step in the over-all loading process. In this step, the data in the staging table is evaluated and modified in a way that makes it accessible to users. The transactions are matched to cardholders by using the card number. The card number is matched to the appropriate user by using the information that was entered into GEARS during cardholder setup.

If the program cannot find a cardholder profile that has a card number that matches the card number in the staging table, it creates an entry into the error file. When that situation occurs, simply adjust the appropriate card number in the cardholder profile. That will allow the system to process the data that had been in error.

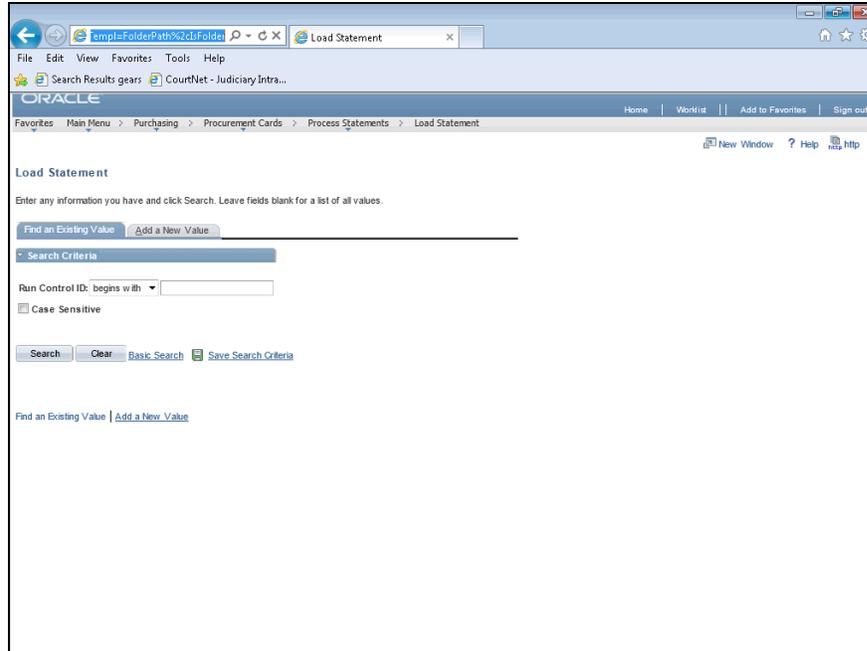
After completing this topic, you will be able to:

- Load P-card statements

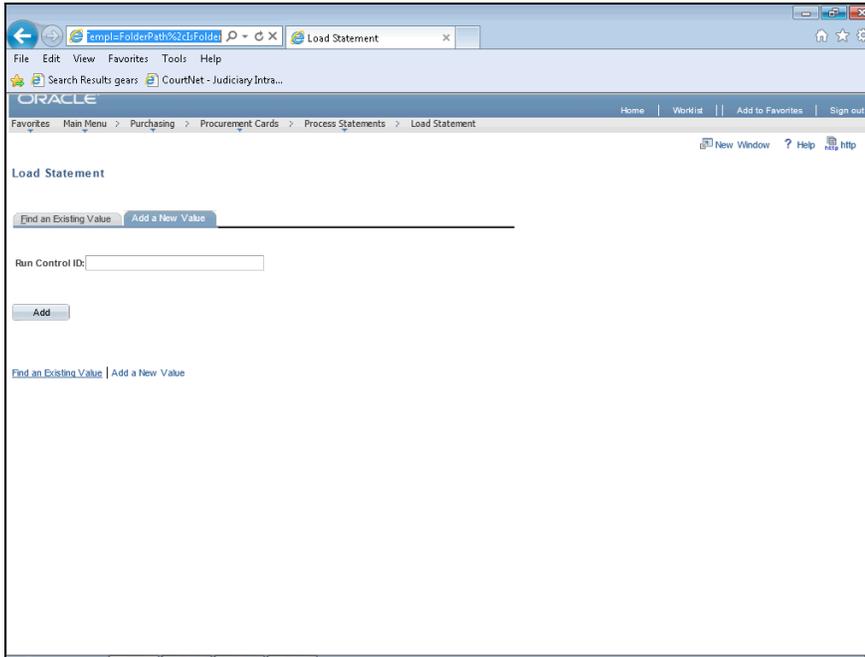
### Procedure

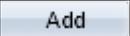
This process loads data from the GEARS Staging tables into tables where the transactions can be reviewed by users.

Step	Action
1.	Navigate to the <b>Load Statement</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Procurement Cards</b> menu. 
4.	Click the <b>Process Statements</b> menu. 
5.	Click the <b>Load Statement</b> menu. 

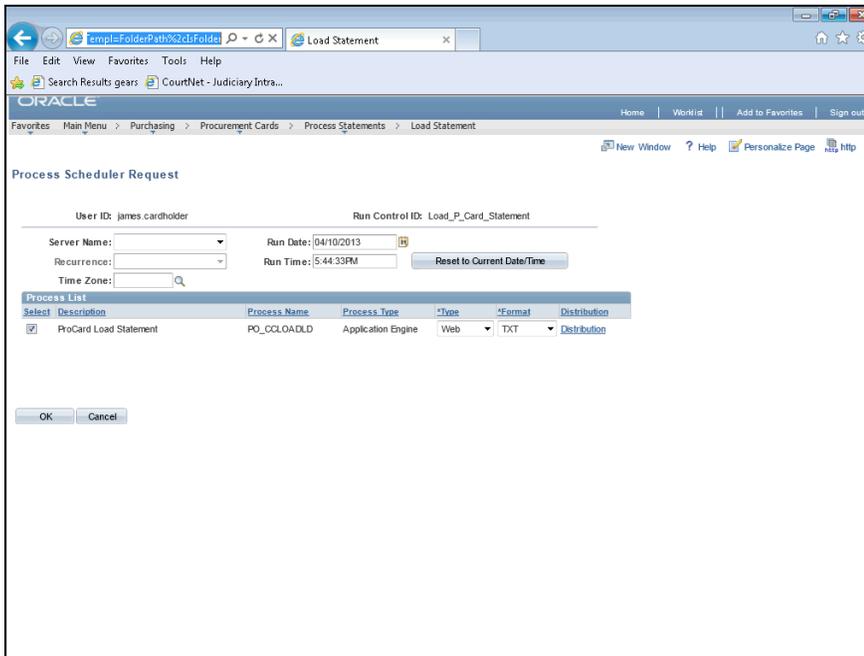


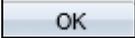
Step	Action
6.	<p>The <b>Load Statement</b> search page displays.</p> <p>If you have not created a Run Control for this process, you will have to create one now.</p> <p>Click the <b>Add a New Value</b> tab.</p> 

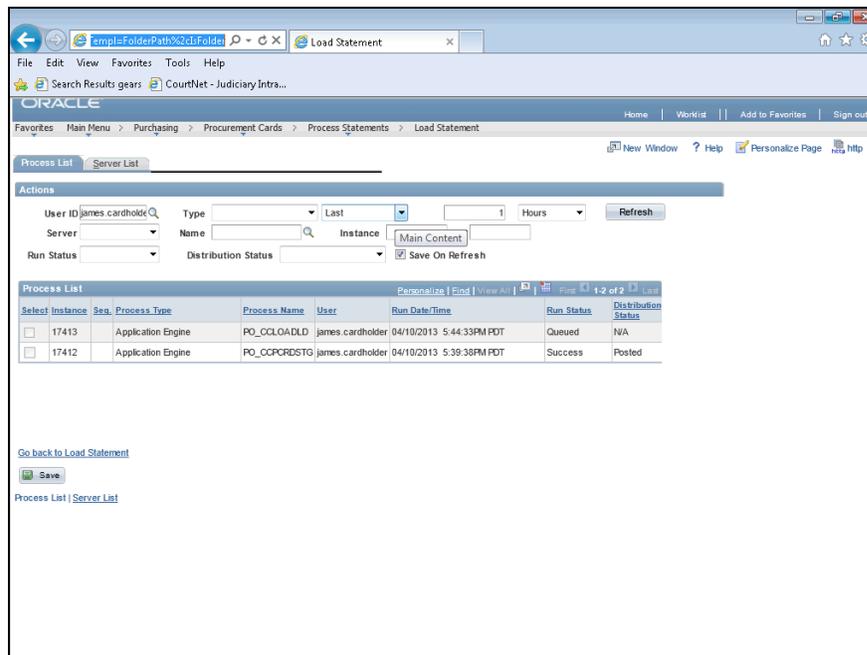


Step	Action
7.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Create a Run Control Name that is meaningful to you.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>Load_P_Card_Statement</b>".</p>
8.	<p>Create a Run Control Name that is meaningful to you.</p> <p>Click the <b>Add</b> button.</p> 





Step	Action
10.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>OK</b> button.</p> 
11.	<p>The system will display the Process Instance Number.</p> <p>Click the <b>Process Monitor</b> link.</p> 



Step	Action
12.	<p>The <b>Process List</b> displays.</p> <p>Monitor the process until the Run Status is <b>Success</b> and the Distrib Status is <b>Posted</b>. When the system displays these statuses, it means that the process has completed.</p> <p>Click the <b>Refresh</b> button.</p> 
13.	<p>You have successfully completed the <i>Loading the P-Card Statements</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Load p-card statements</li> </ul> <p><b>End of Procedure.</b></p>

### 2.3 Correcting Statement Errors

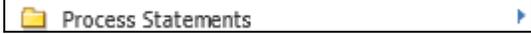
When the program to load statements finds a card number in the staging table that does not have a corresponding card number in the cardholder profiles, it cannot process the transaction. When that happens, the system places the un-matched data in an error file. The P Card administrator monitors the error file and makes corrections to allow the transaction to be processed successfully.

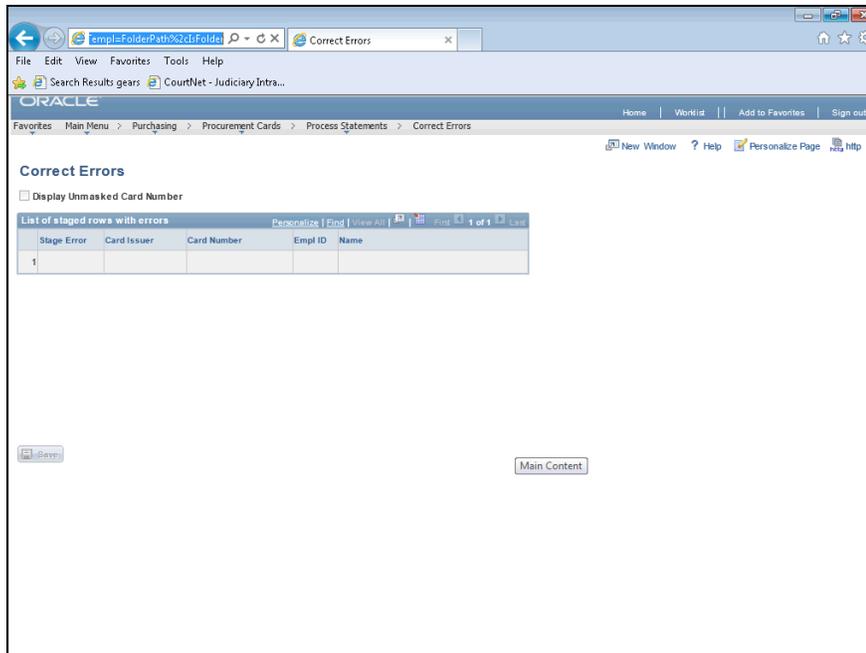
After completing this topic, you will be able to:

- Correct statement errors

#### Procedure

This process will show any transactions that cannot be processed in GEARS so that the error conditions can be fixed. Once the error conditions are corrected, the system will process the transactions.

Step	Action
1.	Navigate to the <b>Correct Errors</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Procurement Cards</b> menu. 
4.	Click the <b>Process Statements</b> menu. 
5.	Click the <b>Correct Errors</b> menu. 



Step	Action
6.	<p>The <b>Correct Errors</b> page displays.</p> <p>If any staging errors exist, they will be shown here. The most likely problem will be that the card number or employee ID do not exist in GEARS. This situation could arise during the initial setup. To correct it, simply go to the card holder profile and correct the entry there.</p>
7.	<p>You have successfully completed the <i>Correcting Statement Errors</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Correct statement errors</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 3: Managing Transaction Disputes

### Lesson Overview

In this lesson, you will learn how to Run the Exceed Limits per Transaction Report, Run the Unauthorized Commodity Report and Mark Transactions for Validation.

### Lesson Objectives

After completing this lesson, you will be able to:

- Run the Exceed Limits per Transaction Report.
- Run the Unauthorized Commodity Report.
- Mark Transactions for Validation.

### 3.1 Running the Exceed Limit per Transaction (POY8010) Report

There are several conditions that can occur if the cardholder does not use their card in accordance with established AOC policy. When the cardholder profile is established, several limits and restrictions are entered into the system for that particular cardholder. The GEARS system has several reports that can be run to list Users who have violated the limits or restrictions.

To access the reports, users must enter the parameters against which the report will be produced. These parameters are stored in a Run Control Record. Run Control Records are named and can be used repeatedly if the parameters do not change.

Also Run Control Record Names are not shared across users. In other words, if you create a Run Control Record, it is for your exclusive use and cannot be used by any other user.

Once you have selected a Run Control Record or you have created a new one, you can select one or more reports to be created at one time. This is a convenient feature if several reports will have the exact same parameters on a single run control.

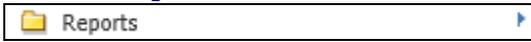
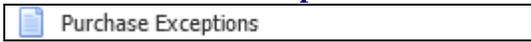
Finally, you can monitor the status of the report creation program by using the Process Monitor. It is also possible to do something else while the program runs and to review the report output later. You would simply come back to the Process Monitor and find the process that created the report and open the report.

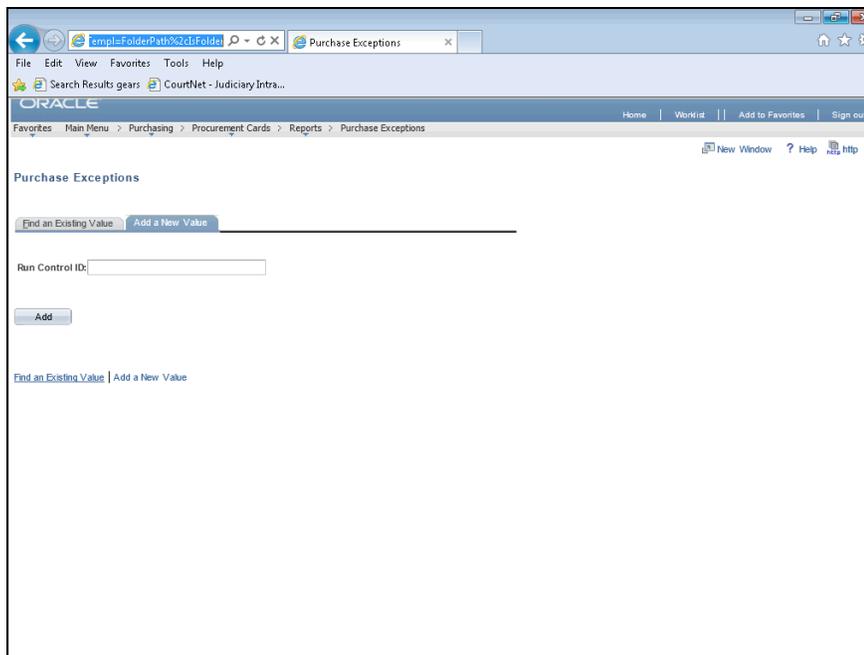
After completing this topic, you will be able to:

- Run the Exceed Limit Report

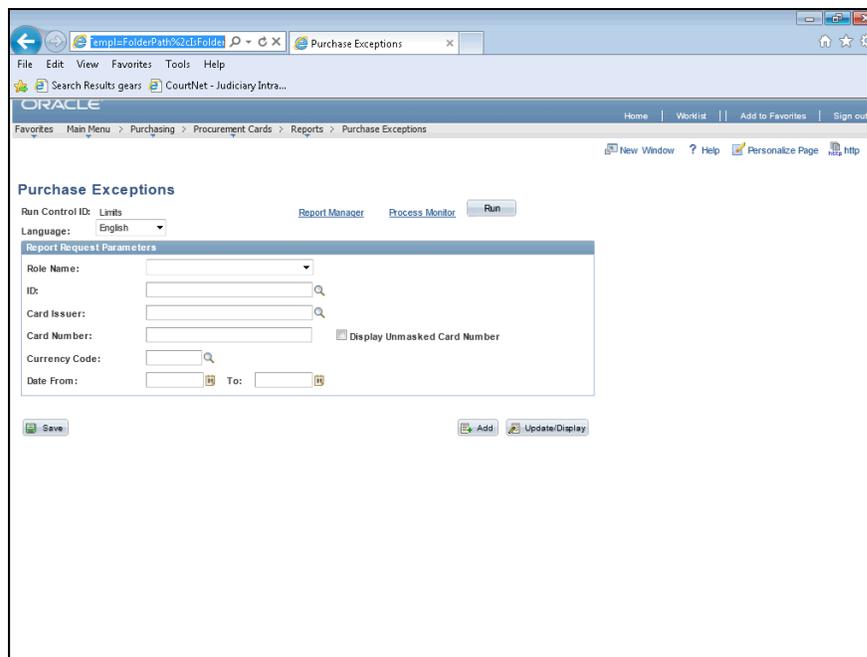
**Procedure**

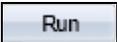
In this topic, you will run the Exceed Limit per Transaction Report.

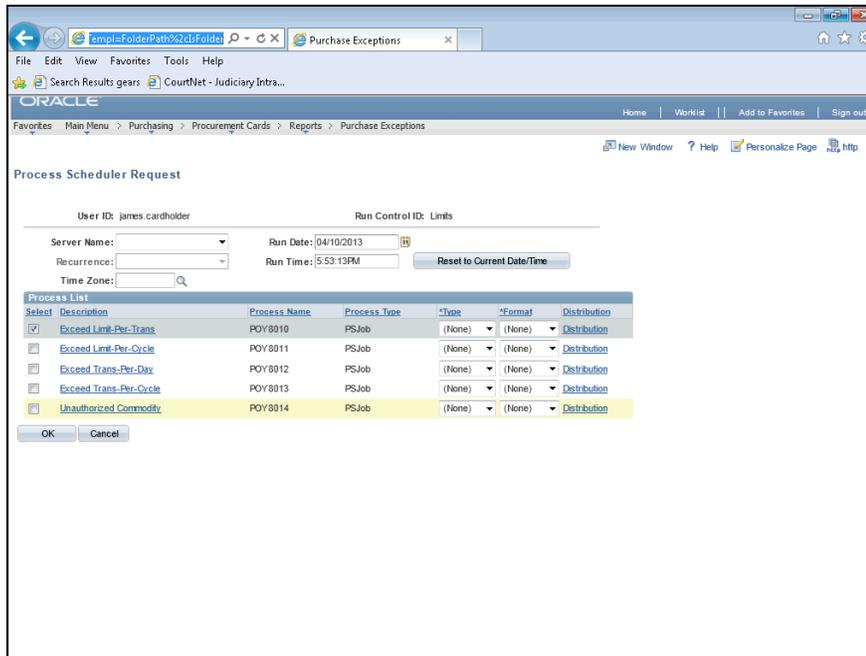
Step	Action
1.	Navigate to the <b>Purchase Exceptions</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Procurement Cards</b> menu. 
4.	Click the <b>Reports</b> menu. 
5.	Click the <b>Purchase Exceptions</b> menu. 



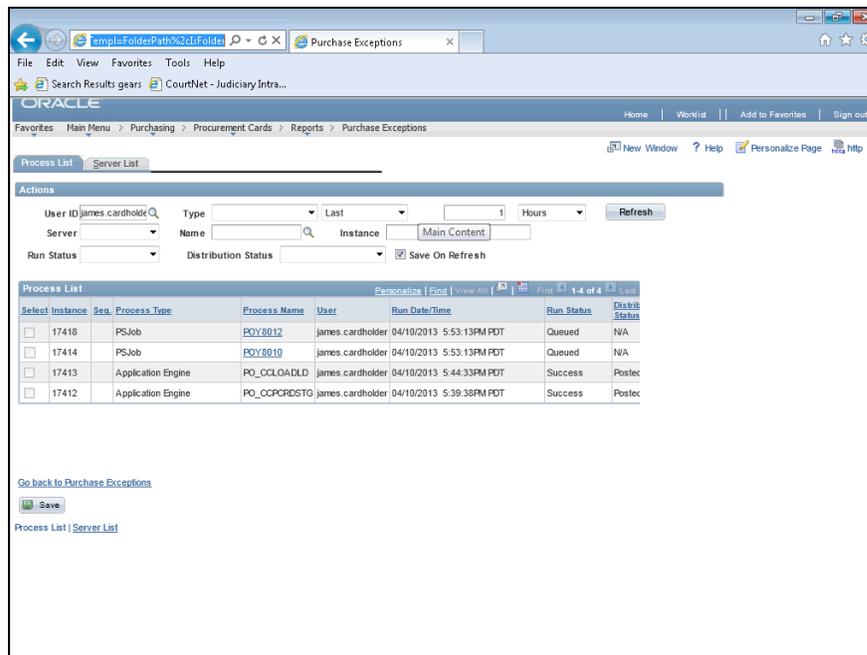
Step	Action
6.	<p>The <b>Purchase Exceptions</b> search page displays.</p> <p>If you do not already have a Run Control, add one that has a name that is meaningful to you.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>Limits</b>".</p>
7.	<p>Click the <b>Add</b> button.</p> 

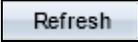


Step	Action
8.	<p>The <b>Purchase Exceptions</b> page displays.</p> <p>Enter values into the parameters that the system should use to create the report. If you leave a value blank, the system will create a report for every possible value for that field.</p> <p>Click the <b>P-Card cardholder</b> list item in the <b>Role Name</b> list.</p> 
9.	<p>Click the <b>Run</b> button.</p> 



Step	Action
10.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>You can run several different reports at once by clicking on the desired reports.</p> <p>Click the <b>Select</b> option for Exceed Trans-Per-Day.</p> <input type="checkbox"/>
11.	<p>Click the <b>OK</b> button.</p> <input type="button" value="OK"/>
12.	<p>The system will display the Process Instance Number.</p> <p>Click the <b>Process Monitor</b> link.</p> <a href="#">Process Monitor</a>



Step	Action
13.	<p>The <b>Process List</b> displays.</p> <p>As you can see from the Process Monitor, the two reports that were selected are queued to be run.</p> <p>Click the <b>Refresh</b> button.</p> 
14.	<p>Once the Run Status is <b>Success</b> and the Distrib Status is <b>Posted</b>, you can access the report output.</p> <p>Click the <b>Details</b> link.</p> 
15.	<p>Click the <b>Message Log</b> link.</p> 
16.	<p>The <b>Message Log</b> displays.</p> <p>The report will be listed on this page. Click the link to see the report.</p> 
17.	<p>You have successfully completed the <i>Running the Exceed Limit per Transaction Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the exceed limit per transaction report</li> </ul> <p><b>End of Procedure.</b></p>

### 3.2 Running Unauthorized Commodity (POY8014) Report

There are several conditions that can occur if the cardholder does not use their card in accordance with established AOC policy. When the cardholder profile is established, several limits and restrictions are entered into the system for that particular cardholder. The GEARS system has several reports that can be run to list Users who have violated the limits or restrictions.

In this topic, the report that is generated relates to commodity codes. For example, gasoline is a particular commodity code. If the card was setup with gasoline as a restricted commodity code, any transaction that they made for gasoline would show on the report.

To access the reports, users must enter the parameters against which the report will be produced. These parameters are stored in a Run Control Record. Run Control Records are named and can be used repeatedly if the parameters do not change.

Also Run Control Record Names are not shared across users. In other words, if you create a Run Control Record, it is for your exclusive use and cannot be used by any other user.

Once you have selected a Run Control Record or you have created a new one, you can select one or more reports to be created at one time. This is a convenient feature if several reports will have the exact same parameters on a single run control.

Finally, you can monitor the status of the report creation program by using the Process Monitor. It is also possible to do something else while the program runs and to review the report output later. You would simply come back to the Process Monitor and find the process that created the report and open the report.

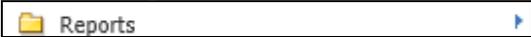
After completing this topic, you will be able to:

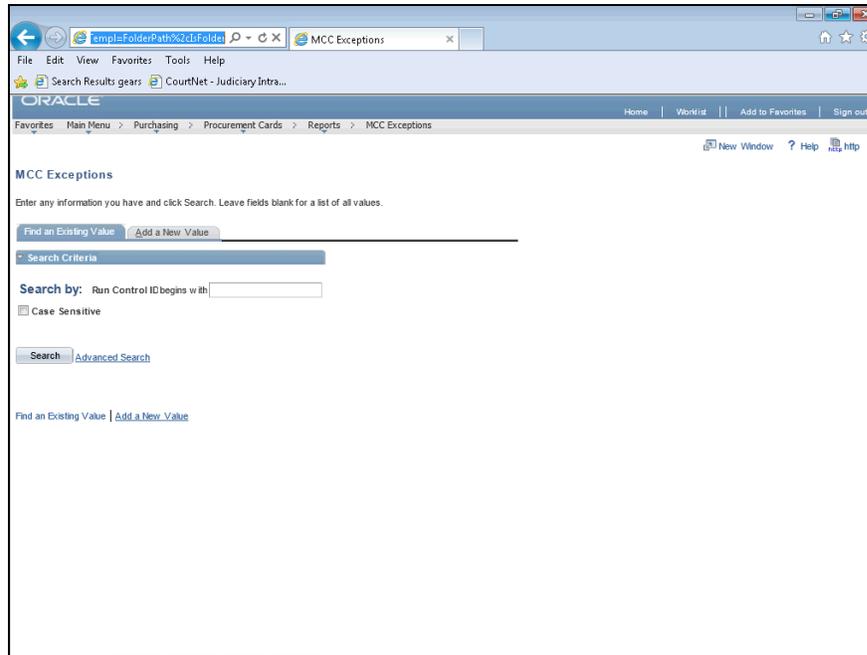
- Run the unauthorized commodity report

#### Procedure

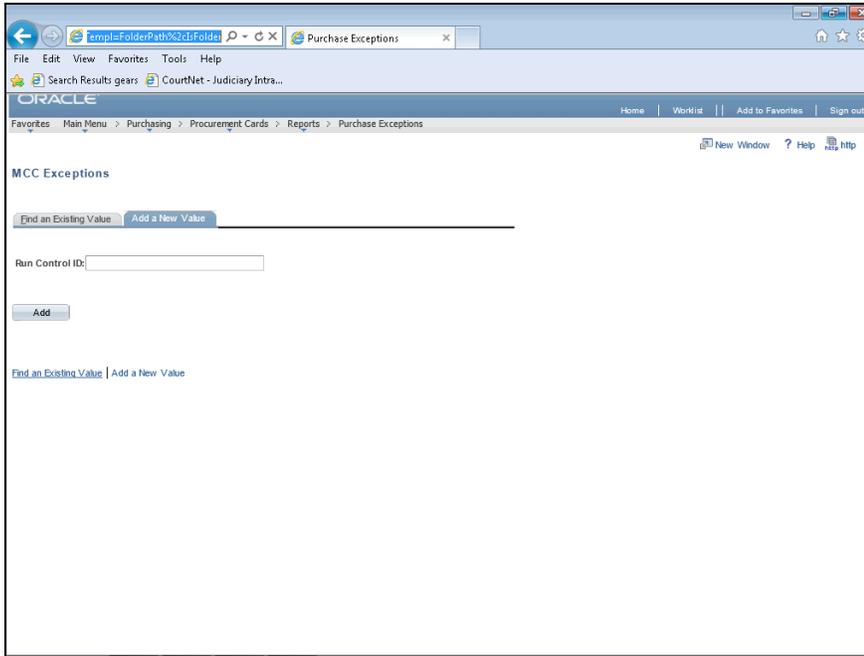
In this topic, you will run the Unauthorized Commodity Report. This report will show the cases where a card was used to purchase a commodity for which it is not authorized.

Step	Action
1.	Navigate to the <b>MCC Exceptions</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Procurement Cards</b> menu. 

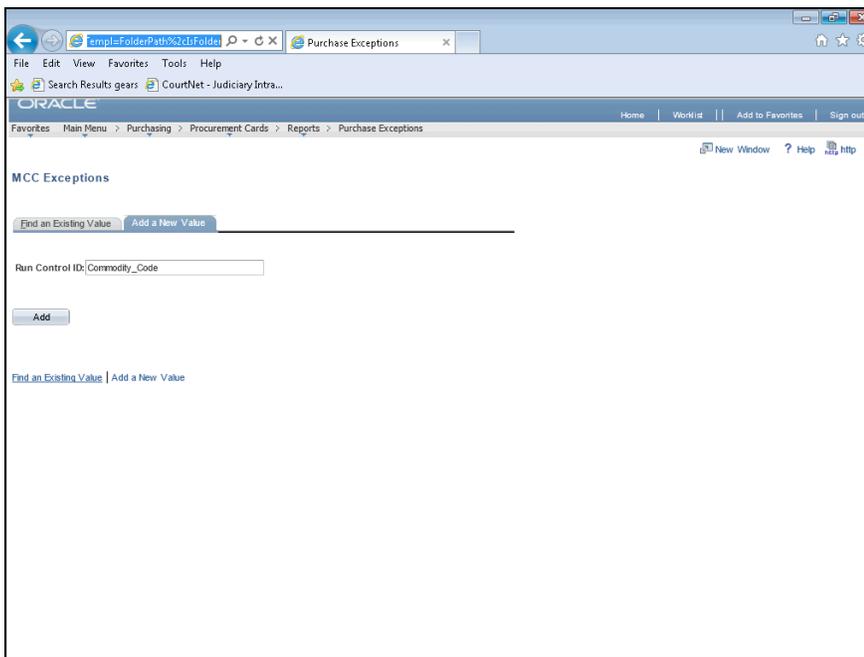
Step	Action
4.	Click the <b>Reports</b> menu. 
5.	Click the <b>MCC Exceptions</b> menu. 

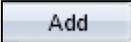


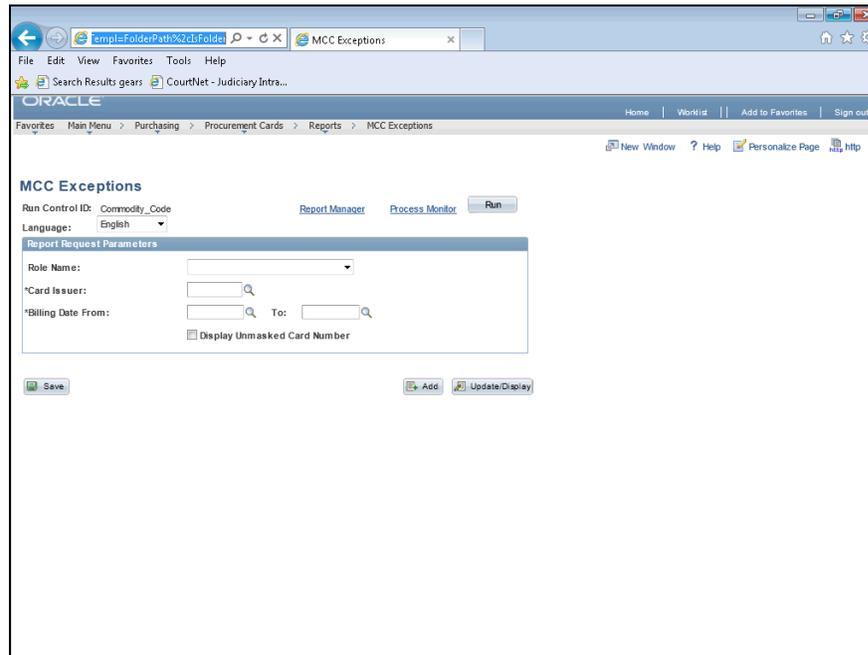
Step	Action
6.	The <b>MCC Exceptions</b> search page displays.  If you do not already have a Run Control which you can use, create one with a name that is meaningful to you.  Click the <b>Add a New Value</b> tab. 

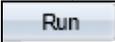
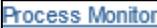


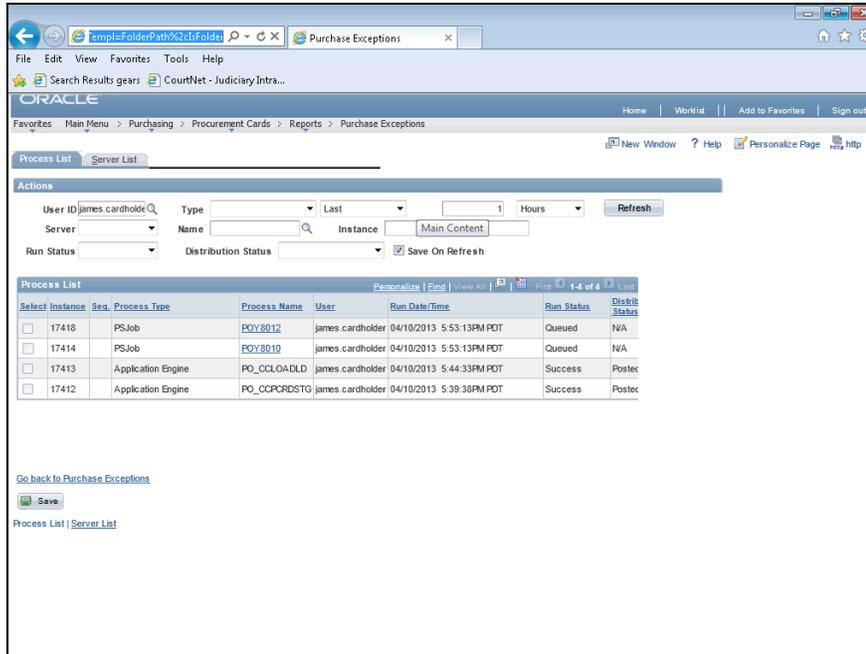
Step	Action
7.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"Commodity_Code"</b>.</p>



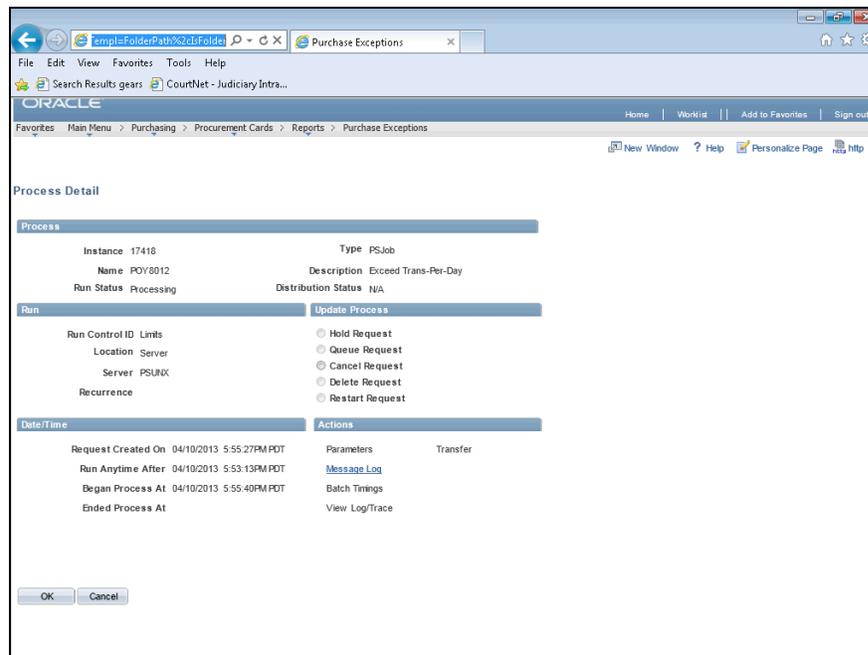
Step	Action
8.	Click the <b>Add</b> button. 



Step	Action
9.	The <b>MCC Exceptions</b> page displays.  On this page, you will enter the parameters under which you want the report to be generated. Every field on this page must be populated. The Card Issuer for AOC is <b>USBNK</b> . You must enter an appropriate date range.  If you do not check the <b>Display Unmasked Card Number checkbox</b> , GEARS will display only the last 4 digits of the card number.
10.	Once you have completed the entries on this page, click the <b>Run</b> button. 
11.	Gears will display the Process Instance number for the process here. This number is a unique number that allows you to follow the progress of your process.  Click the <b>Process Monitor</b> link. 



Step	Action
12.	<p>The <b>Process List</b> displays.</p> <p>Your Process Instance will be listed here.</p> <p>The process status is not automatically updated. It is only updated when the Refresh button is clicked.</p> <p>Click the <b>Refresh</b> button.</p> 
13.	<p>Once the Run Status is <b>Success</b> and the Distrib Status is <b>Posted</b>, you can access the report output.</p> <p>Click the <b>Details</b> link.</p> 



Step	Action
14.	The <b>Process Detail</b> page displays.  Click the <b>Message Log</b> link. <a href="#">Message Log</a>
15.	The <b>Message Log</b> displays.  The report will be listed on this page. Click the link to see the report. <input type="text"/>
16.	You have successfully completed the <i>Running Unauthorized Commodity (POY8014) Report</i> topic.  You have learned how to: - Run the Unauthorized Commodity Report <b>End of Procedure.</b>

### 3.3 Marking a Transaction for Validation

Once the cardholder has compared each transaction against their register, they mark the row as verified and notify the person who is responsible for approving their transactions. Each row is marked as verified even if there is a mismatch. This allows AOC to pay the bank. This is in accordance with AOC policy. When a mismatch occurs, the cardholder makes a notation on the reconciliation page that allows the disputed transaction to be reported against.

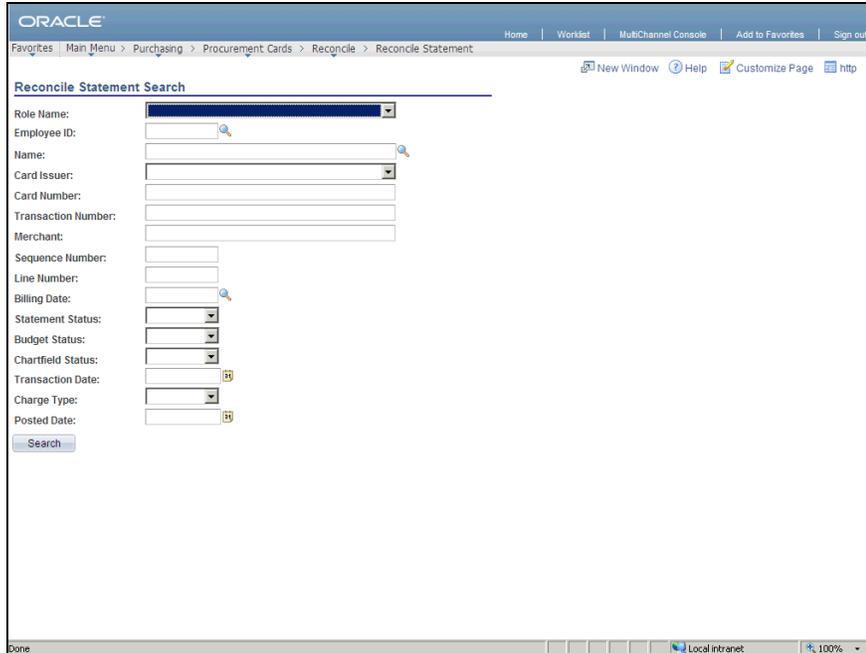
After completing this topic, you will be able to:

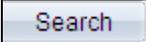
- Mark a transaction for validation

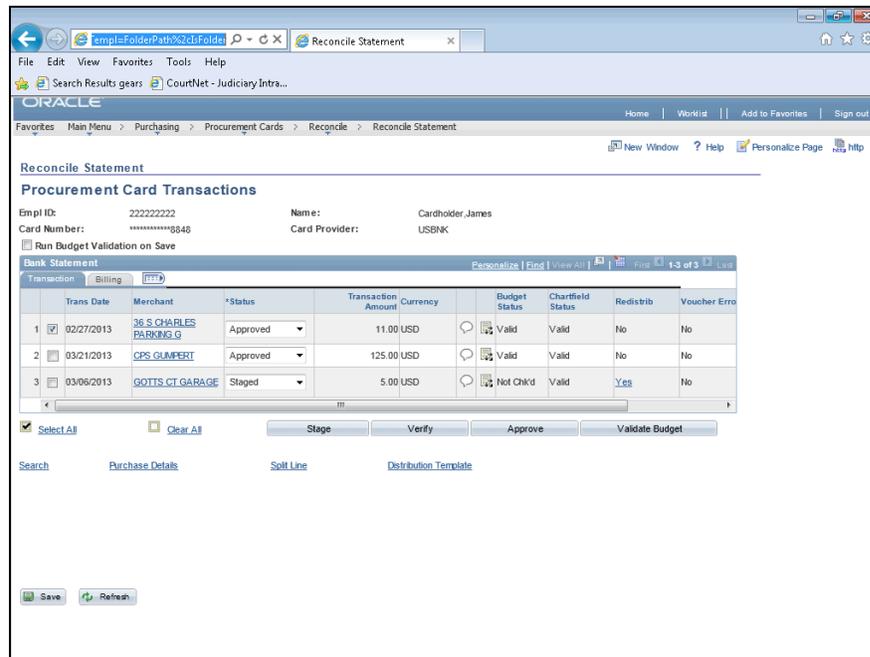
**Procedure**

In this topic, you will learn how to update a transaction so that it is marked for validation.

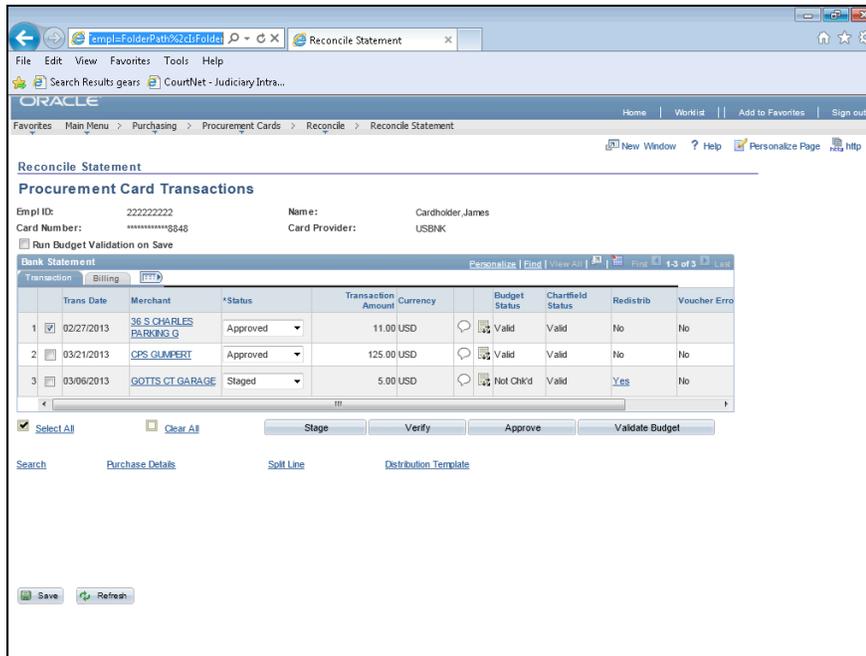
Step	Action
1.	Navigate to the <b>Reconcile Statements</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Procurement Cards</b> menu. 
4.	Click the <b>Reconcile</b> menu. 
5.	Click the <b>Reconcile Statement</b> menu. 



Step	Action
6.	<p>The <b>Reconcile Statement</b> search page displays.</p> <p>Be sure to enter in at least the <b>Employee ID</b> and <b>Billing Date</b>, as applicable.</p> <p>Click the <b>Search</b> button.</p> 



Step	Action
7.	<p>The <b>Reconcile Statement</b> page displays.</p> <p>There are three important buttons on the Reconcile page - <b>Stage</b>, <b>Verify</b> and <b>Approve</b>. These buttons can be used to change the status on all the lines that are checked. If someone had a lot of lines to verify, this could be a time saving function. The fourth button, <b>Validate Budget</b>, will be clicked once all lines have been approved and finalized.</p>



Step	Action
8.	Click the <b>Verify</b> button to mark the selected line for validation. 
9.	You have successfully completed the <i>Marking a Transaction for Validation</i> topic.  You have learned how to: - Mark a transaction for validation <b>End of Procedure.</b>

## Lesson 4: Reviewing and Approving P-Card Transactions

### Lesson Overview

In this lesson, you will learn how to review the P Card Transactions, approve P Card transactions and run the P Card Summary Report.

### Lesson Objectives

After completing this lesson, you will be able to:

- Review the P Card Transactions.
- Approve P Card transactions.
- Run the P Card Summary Report.

### 4.1 Reviewing Bank Statements and Approving PCard Statements

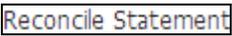
Use the **Procurement Card Transactions** page to review and manually approve procurement card transactions loaded by the Load Statement process. You can view all of the procurement

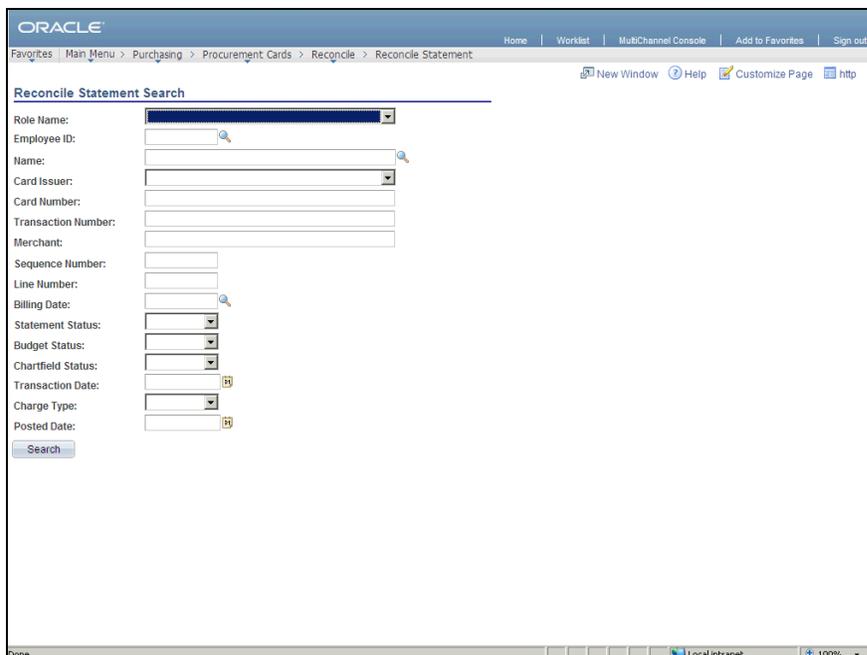
card transactions that you have been granted authority to access on the **Cardholder Profile - Card Data: Assign Proxies** page.

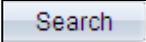
Approve a procurement card transaction loaded by the Load Statement process. You can view all of the procurement card transactions that you have been granted authority to access on the **Cardholder Profile - Card Data: Assign Proxies** page.

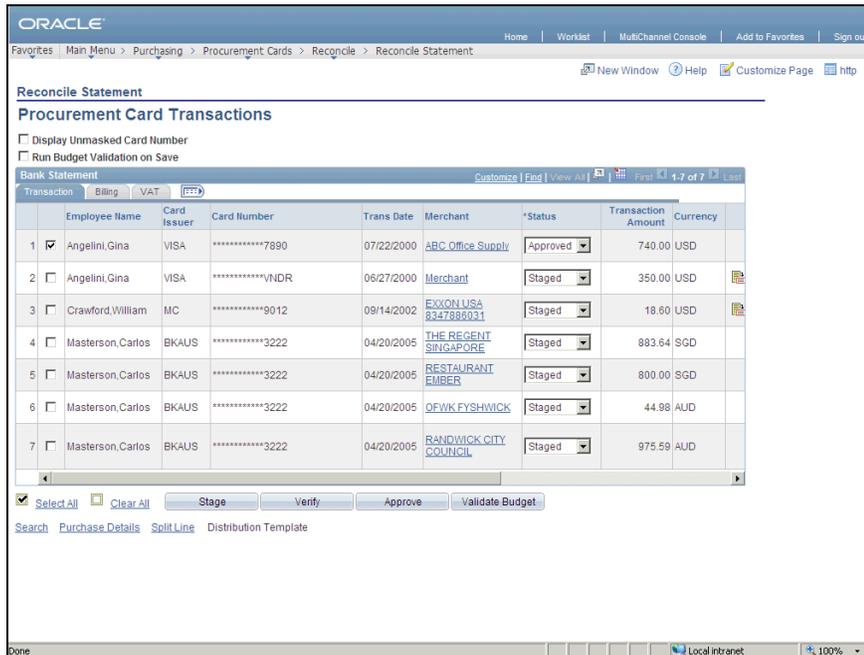
**Procedure**

In this topic, you will learn how to review bank statements and approve p-card statements.

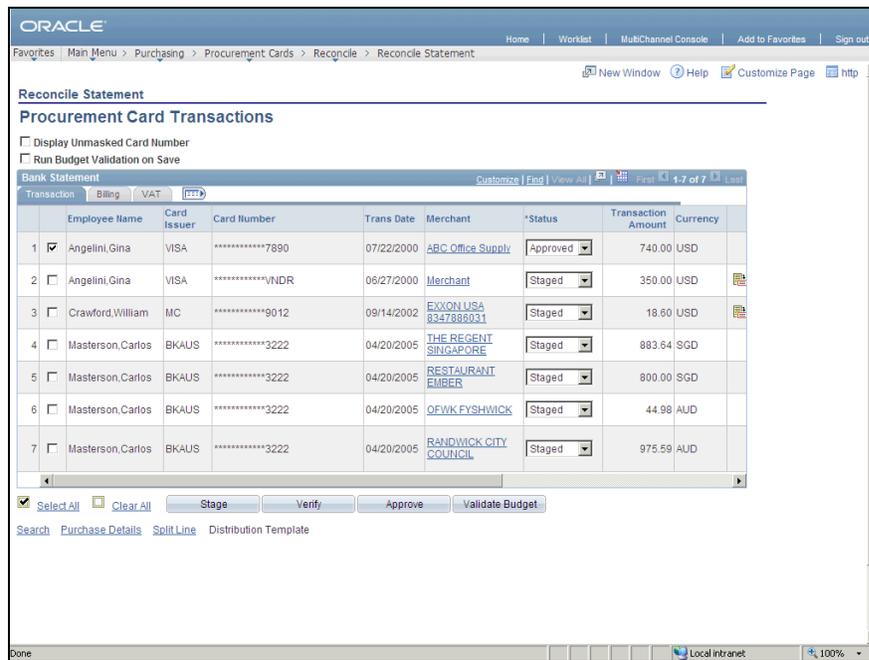
Step	Action
1.	Begin by navigating to the <b>Procurement Card Transactions</b> page.  Point to the <b>Purchasing</b> link.
2.	Point to the <b>Procurement Cards</b> link.
3.	Point to the <b>Reconcile</b> link.
4.	Click the <b>Reconcile Statement</b> link. 



Step	Action
5.	Enter all the information you can about the transactions you want to review and approve, then click the <b>Search</b> button. 



Step	Action
6.	The <b>Reconcile Statement</b> page displays.  Use the <b>Procurement Card Transactions</b> page to review, manage, and approve procurement card transactions. You can view all of the procurement card transactions that you have been granted authority to access on the <b>Cardholder Profile - Card Data: Assign Proxies</b> page.
7.	Click the <b>Comments</b> button to enter comment text that remains with the associated procurement card transaction line.



**Reconcile Statement**  
**Procurement Card Transactions**

Display Unmasked Card Number  
 Run Budget Validation on Save

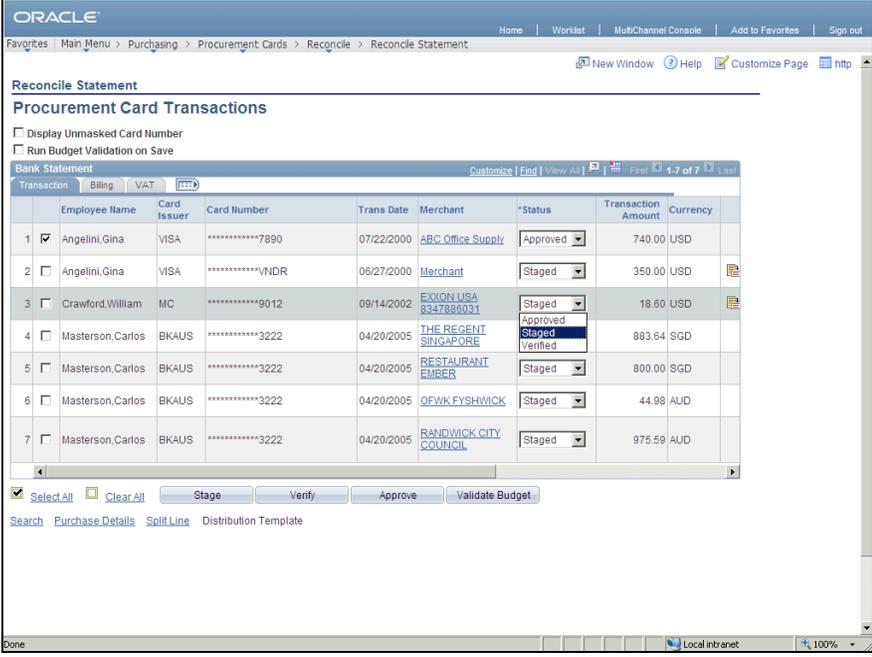
Bank Statement Customize Find View All First 1-7 of 7 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	Angellini, Gina	VISA	*****7890	07/22/2000	ABC Office Supply	Approved	740.00	USD
2	Angellini, Gina	VISA	*****VNDR	06/27/2000	Merchant	Staged	350.00	USD
3	Crawford, William	MC	*****9012	09/14/2002	EXXON USA 8347889031	Staged	18.60	USD
4	Masterson, Carlos	BKAUS	*****3222	04/20/2005	THE REGENT SINGAPORE	Staged	883.64	SGD
5	Masterson, Carlos	BKAUS	*****3222	04/20/2005	RESTAURANT EMBER	Staged	800.00	SGD
6	Masterson, Carlos	BKAUS	*****3222	04/20/2005	OFWK FYSHWICK	Staged	44.98	AUD
7	Masterson, Carlos	BKAUS	*****3222	04/20/2005	RANDWICK CITY COUNCIL	Staged	975.59	AUD

Select All  Clear All Stage Verify Approve Validate Budget

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Step	Action
8.	<p>You can change the status of a card transaction for individual lines or for many lines in mass.</p> <p>To update the status of an individual line, select a value in the <b>Status</b> list.</p> <p>Click the <b>Status</b> list.</p> 



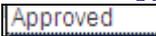
**Reconcile Statement**  
**Procurement Card Transactions**

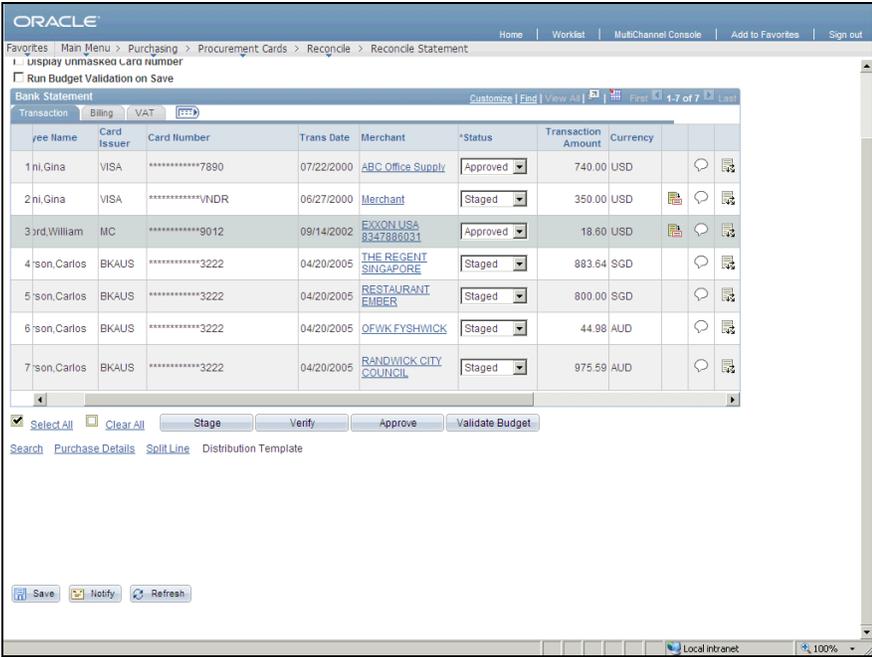
Display Unmasked Card Number  
 Run Budget Validation on Save

Bank Statement

Transaction	Billing	VAT	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>		Angelini, Gina	VISA	*****7890	07/22/2000	ABC Office Supply	Approved	740.00	USD
2	<input type="checkbox"/>		Angelini, Gina	VISA	*****VNDR	06/27/2000	Merchant	Staged	350.00	USD
3	<input type="checkbox"/>		Crawford, William	MC	*****9012	09/14/2002	EXXON USA 8347886031	Approved	18.60	USD
4	<input type="checkbox"/>		Masterson, Carlos	BKAUS	*****3222	04/20/2005	THE REGENT SINGAPORE	Staged	883.64	SGD
5	<input type="checkbox"/>		Masterson, Carlos	BKAUS	*****3222	04/20/2005	RESTAURANT EMBER	Staged	800.00	SGD
6	<input type="checkbox"/>		Masterson, Carlos	BKAUS	*****3222	04/20/2005	OFWK FYSHWICK	Staged	44.98	AUD
7	<input type="checkbox"/>		Masterson, Carlos	BKAUS	*****3222	04/20/2005	RANDWICK CITY COUNCIL	Staged	975.59	AUD

Buttons: Select All, Clear All, Stage, Verify, Approve, Validate Budget

Step	Action
9.	<p>The lines that are ready for your approval should have a status of <b>Verified</b>. You will change the status to <b>Approved</b>.</p> <p>Click the <b>Approved</b> list item.</p> 



**ORACLE**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Reconcile Statement

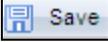
Display unmasked card number  
 Run Budget Validation on Save

Bank Statement

Transaction	Billing	VAT	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>		ni, Gina	VISA	*****7890	07/22/2000	ABC Office Supply	Approved	740.00	USD
2	<input type="checkbox"/>		ni, Gina	VISA	*****VNDR	06/27/2000	Merchant	Staged	350.00	USD
3	<input type="checkbox"/>		rd, William	MC	*****9012	09/14/2002	EXXON USA 8347886031	Approved	18.60	USD
4	<input type="checkbox"/>		son, Carlos	BKAUS	*****3222	04/20/2005	THE REGENT SINGAPORE	Staged	883.64	SGD
5	<input type="checkbox"/>		son, Carlos	BKAUS	*****3222	04/20/2005	RESTAURANT EMBER	Staged	800.00	SGD
6	<input type="checkbox"/>		son, Carlos	BKAUS	*****3222	04/20/2005	OFWK FYSHWICK	Staged	44.98	AUD
7	<input type="checkbox"/>		son, Carlos	BKAUS	*****3222	04/20/2005	RANDWICK CITY COUNCIL	Staged	975.59	AUD

Buttons: Select All, Clear All, Stage, Verify, Approve, Validate Budget

Buttons: Save, Notify, Refresh

Step	Action
10.	Click the <b>Save</b> button. 
11.	You have successfully completed the <i>Reviewing Bank Statements and Approving PCard Statements</i> topic.  You have learned how to: - Review bank statements - Approve a P-card statement <b>End of Procedure.</b>

## 4.2 Running the P-Card Cardholder Summary Report

The **P-Card Cardholder Summary** report provides on-demand cardholder-level reporting for the Maryland Judiciary's Purchasing Card (P-Card) Administration (Procurement and Finance). The report allows Judiciary the ability to generate a P-Card report for cardholders by their work location (Batch Agency). In addition, this transactional audit report will allow Judiciary's management to track and monitor spending performance and activity for all employee cardholders. The report captures the following information:

- cardholder information (name, Employee ID, and card information including ac count number, default Chartfields, credit limit, expiration date, transaction limit, monthly limit, and daily transaction limit) and
- transaction activity

In this topic, you learn how to generate the **P-Card Cardholder Summary** report.

After completing this topic, you will be able to:

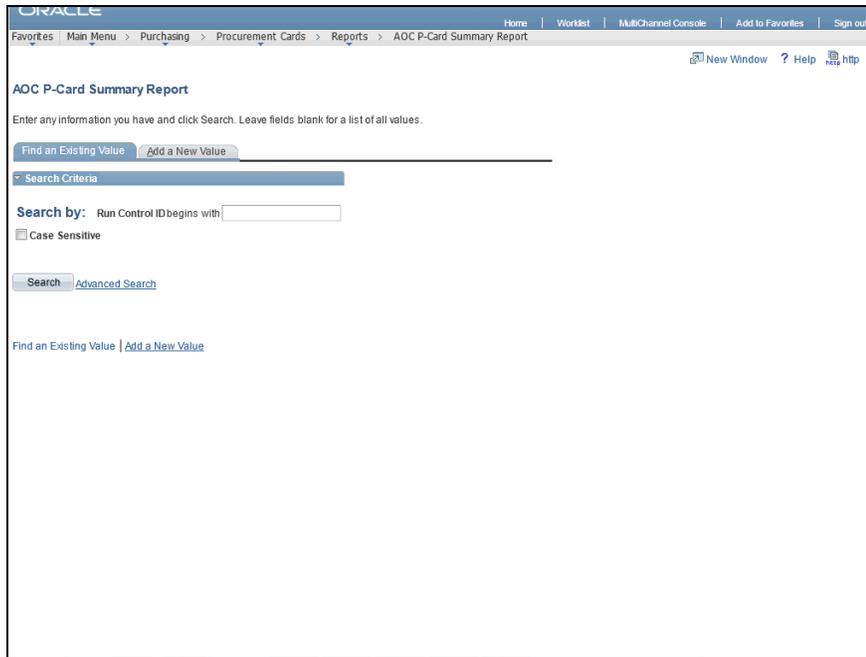
- Enter process request parameters for the **P-Card Cardholder Summary** report
- Generate the **P-Card Cardholder Summary** report

### Procedure

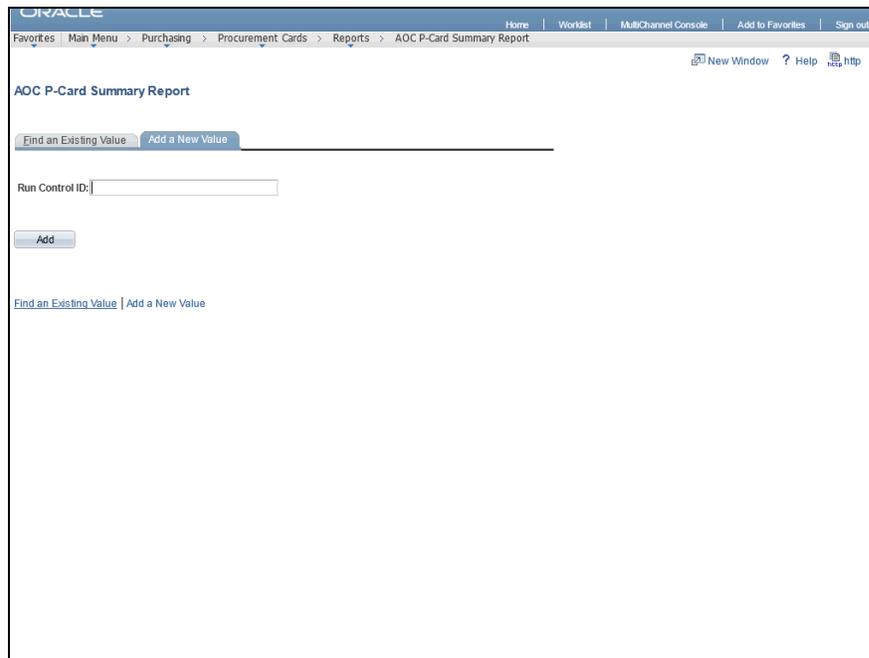
In this topic, you will run the P-card Cardholder Summary Report.

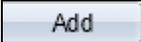
Step	Action
1.	Navigate to the <b>P-Card Cardholder Summary Report</b> page.  Click the <b>Purchasing</b> link. 
2.	Click the <b>Procurement Cards</b> link. 

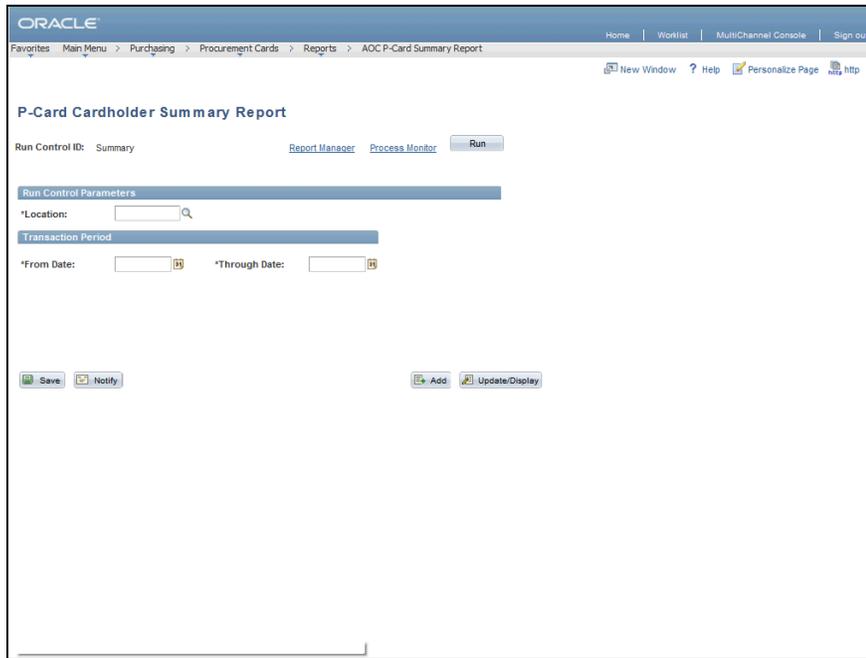
Step	Action
3.	Click the <b>Reports</b> link. 
4.	Click the <b>AOC P-Card Summary Report</b> link. 



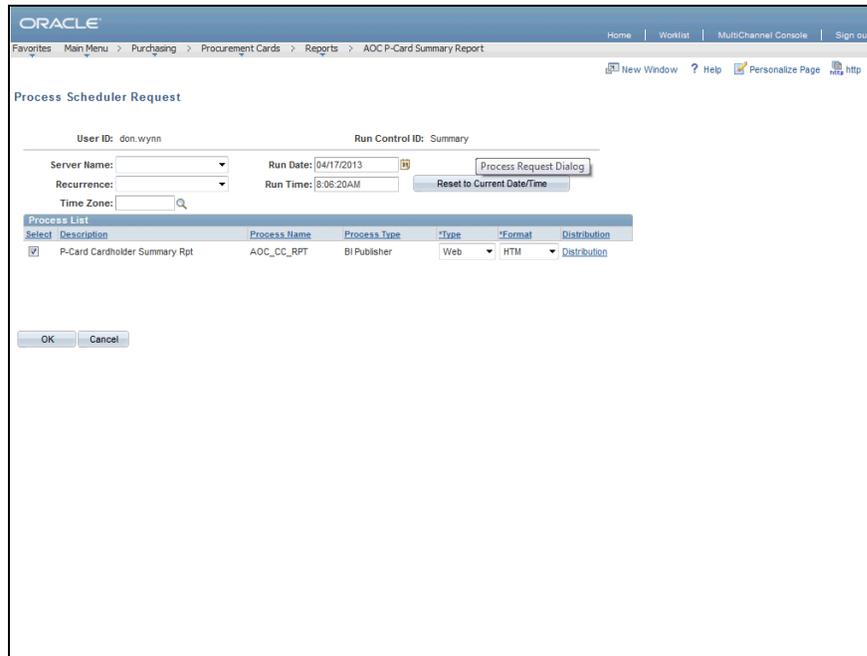
Step	Action
5.	The <b>AOC P-Card Summary Report</b> search page displays.  If you have not already created a Run Control, you will need to create one now.  Click the <b>Add a New Value</b> tab. 



Step	Action
6.	The <b>Add a New Value</b> tab displays.  Enter the desired information into the <b>Run Control ID</b> field. You can enter any meaningful value. Enter " <b>Summary</b> ", for example.
7.	Click the <b>Add</b> button. 



Step	Action
8.	<p>The <b>P-Card Cardholder Summary Report</b> page displays.</p> <p>Enter the location for which you want the report to run. For example, you could enter <b>C02</b>.</p> <input type="text"/>
9.	<p>You must enter the date range.</p> <p>Enter the desired dates in the <b>From Date</b> and <b>Through Date</b> fields.</p>
10.	<p>Click the <b>Run</b> button.</p> <input type="button" value="Run"/>



ORACLE

Favorites Main Menu > Purchasing > Procurement Cards > Reports > AOC P-Card Summary Report

Home Worklist MultiChannel Console Sign out

New Window ? Help Personalize Page http

**Process Scheduler Request**

User ID: don.wynn Run Control ID: Summary

Server Name: Run Date: 04/17/2013 Process Request Dialog

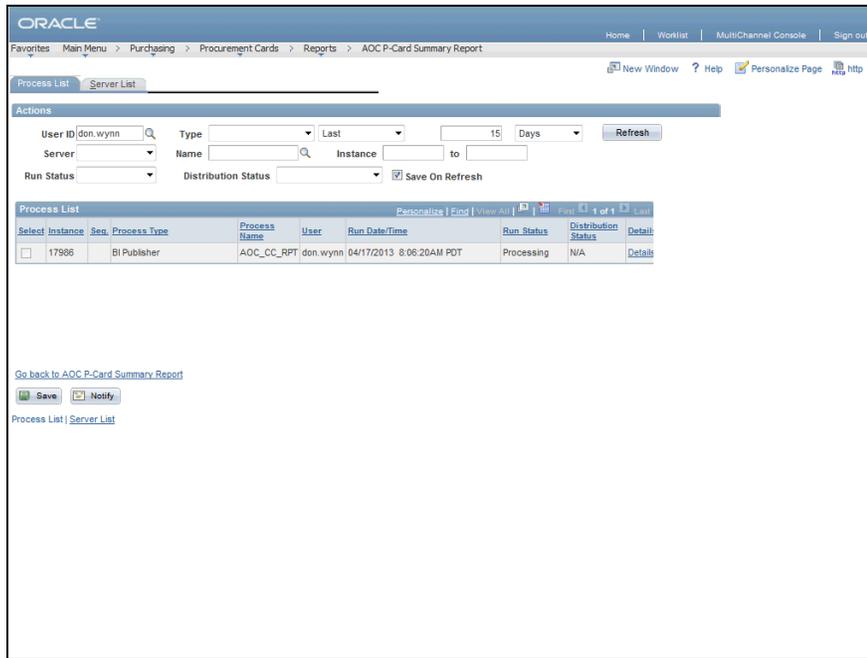
Recurrence: Run Time: 8:08:20AM Reset to Current Date/Time

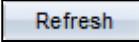
Time Zone:

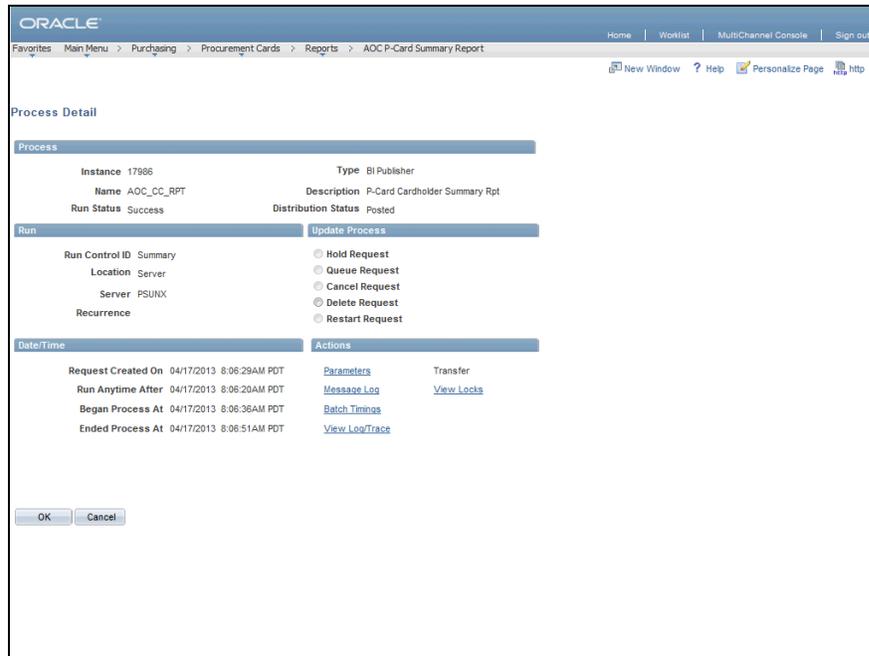
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	P-Card Cardholder Summary Rpt	AOC_CC_RPT	BI Publisher	Web	HTM	Distribution

OK Cancel

Step	Action
11.	The <b>Process Scheduler Request</b> page displays.  Click the <b>OK</b> button. 
12.	GEARS will display a unique Process Instance number.  Click the <b>Process Monitor</b> link. 



Step	Action
13.	<p>The <b>Process List</b> displays.</p> <p>The report will be available as soon as the Run Status is <b>Success</b> and the Distribution Status is <b>Posted</b>.</p> <p>Click the <b>Refresh</b> button.</p> 
14.	<p>Once the appropriate statuses are displayed, click the <b>Details</b> link.</p> 



Step	Action
15.	<p>The <b>Process Detail</b> page displays.</p> <p>Click the <b>Message Log</b> link.</p> <p><a href="#">Message Log</a></p>
16.	<p>The <b>Message Log</b> displays.</p> <p>The report will be listed on this page. Click the link to see the report.</p> <p><input type="text"/></p>
17.	<p>You have successfully completed the <i>Running the P-Card Cardholder Summary Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Generate the P-Card Cardholder Summary report</li> </ul> <p><b>End of Procedure.</b></p>

## Course Summary



**Congratulations!**

You have successfully completed the *PO280 Administering Procurement Cards and Cardholder Information* course. In this course, you have learned how to:

- View card holder data and profile information interfaced from third party systems
- Update cardholder proxies
- Set up cardholder defaults, if necessary
- Maintain P-Card data
- Manage disputed transactions
- Load P-Card transactions
- Monitor bank transactions and budget status
- Monitor and correct load errors
- Review and approve P-Card statements
- Run Voucher Build process and correct process errors

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at [gears@mdcourts.gov](mailto:gears@mdcourts.gov) (<mailto:gears@mdcourts.gov>).