



Training Guide – Purchasing

Procurement Cards (PCards)

State of Kansas

Applicable Role(s):

PO Agency PCard Admin

PO Agency PCard Reconciler Approver

PO Agency PCard Approver

PO Agency PCard Holder

PO Agency PCard Reconciler

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KEY TERMS

Term	Brief Description of Term
PCard (carded or cardless)	<p>A Purchasing Card (PCard) is a type of Commercial Card that allows organizations to take advantage of the existing credit card infrastructure to make electronic payments for a variety of business expenses (e.g., goods and services). In the simplest terms, a PCard is a charge card, similar to a consumer credit card. However, the card-using organization must pay the card issuer in full each month, at a minimum. PCards are also known as Procurement Cards (ProCards), Payment Cards, Purchase Cards or similar terms. [The State of Kansas will use the term PCard.]</p> <p>PCards are not limited to plastic cards; they can also take the form of non-plastic account numbers. The term "card" is typically used within the industry when describing any type of Commercial Card product, regardless of whether or not a plastic card is issued. One variation of a PCard is a:</p> <ul style="list-style-type: none">• Ghost Card/Ghost Account – a card account that an end-user organization issues to a specific supplier or supplier type and the supplier processes all of the organization's purchases to the account; functions like a PCard. <p>Definition from NAPCP web site: http://www.napcp.org/?page=WhatArePCards</p>
Cardholder	<p>Organizations that use PCards come from the Corporate, Education and Government sectors and are often called "end-users." The individual employees who are issued a PCard to initiate transactions/payments on behalf of their employer (the end-user organization) are known as "cardholders."</p>

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Term	Brief Description of Term
	Definition from NAPCP web site: http://www.napcp.org/?page=WhatArePCards
PCard Issuer The 'Issuer' for the State of Kansas is currently UMB.	<p>Issuers work directly with end-users to implement and grow programs, issue cards and invoice posted PCard transactions. The issuer uses the services of the networks and processors to facilitate card issuance, authorize transactions and provide data. Many financial institutions are issuers. Issuers are sometimes referred to as card "providers."</p> <p>The card issuer typically provides a single electronic invoice to the end-user organization—at a minimum of once per month—reflecting all cardholders and their respective PCard transaction totals plus a grand total. An organization does not carry a balance, instead paying its card issuer in full (at a minimum of one payment per month) for all cardholders' transactions. The organization processes the invoice, creating accounting entries and facilitating payment to the card issuer.</p> <p>Definition from NAPCP web site: http://www.napcp.org/?PCardProcess</p>
Agency PCard Employee ID Format: Agency number followed by PCARD. Example: 17300PCARD	<p>SMART requires that each Procurement Card (PCard) be assigned to an individual Employee ID (EMPLID) under the Cardholder Profile. The State has previously allowed for Cardless Travel accounts and Vehicle cards be assigned to a non-person, i.e. the vehicle card has the vehicle tag number imprinted on the card. By allowing such assignment, the agency was able to allow more than one person to use the card, yet still have one individual responsible for all charges.</p> <p>At SMART go-live (July 2010), each PCard was required to be assigned to one EMPLID. As employees have changed positions or left employment, transactions have become more difficult to reconcile and problems were discovered when moving a PCard from one Cardholder Profile to another Cardholder Profile.</p> <p>To address this situation, each agency is allowed to have a new 'non-person' EMPLID ("Agency PCard EMPLID") to be used EXCLUSIVELY</p>

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Term	Brief Description of Term
	<p>for assignment of Cardless Travel accounts and Vehicle PCard accounts. This allows for these PCard accounts to remain with the "Agency PCard EMPLID" regardless of employment changes.</p> <p>Please review Procurement Information Circular 11-02 for detailed information concerning obtaining an Agency PCard Employee ID and/or the accepted use of the Agency PCard Employee ID.</p>
<p>Agency PCard Payment Employee IDs</p> <p>Format: First three digits of the agency number followed by PCRDPYMT.</p> <p>Example: 173PCRDPYMT</p>	<p>An 'Agency PCard Payment Employee ID' was created for each agency so that informational data received from the Issuer (UMB) and associated to the agencies Control Account numbers could be retained in SMART.</p> <p>The ####PCARDPYMT ID is to be used SOLELY by the Central PCard Administrator (Tim Hund). Do not associate any agency PCards to this Employee ID when setting-up cardholder profiles in SMART.</p> <p>The PCard file provided by UMB includes not only debit / credit information that agencies need to reconcile but also includes informational data which consists of UMB payments and internal UMB adjustments to move information between accounts, etc. The informational data should not be reconciled by agencies nor should it be included on vouchers.</p> <p>Prior to the 'Agency PCard Payment Employee IDs' being established, the informational data was landing on an error page and not becoming an active transaction in SMART because UMB associated these transactions to the agency Control Account Number and not a specific PCard number. The error list page grew to the point that it was no longer usable.</p> <p>To resolve these issues, the SMART team took the following steps:</p> <ul style="list-style-type: none">• An 'Agency PCard Payment Employee ID' was created for each agency.

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Term	Brief Description of Term
	<ul style="list-style-type: none">The Central PCard Administrator (Tim Hund) created PCards using the agency Control Account number where the PCard number would normally go and associated the PCard to the '%PCRDPYMT' PCard Holder profile for each of the agencies.Modifications were made to the PCard load process so that all informational transactions associated to a '####PCRDPYMT' employee ID were automatically loaded with a status of 'Closed'. These transactions will not show up for reconciliation, approval, or payment. <p>NOTE: When running SMART queries for PCard transactions, you may see some transactions (payment confirmations and adjustments) charged to your agency's control accounts for PCards. These PCard transactions will be associated to an EMPLID that looks like ####PCRDPYMT. Please disregard these PCard transactions, no action is required on the agencies part.</p>
Billing Date	The Billing Date is the date that the PCard transaction was loaded into SMART.
Transaction Date	The Transaction Date is the date that the transaction actually occurred, PCard was swiped or PCard Account Number entered by Vendor.
Post Date	The Post Date is the date that the transaction was posted to UMBs system.

KEY CONCEPTS

SECURITY

There are several layers of security surrounding the PCard module. The first layer provides page access by assigning roles to the users within SMART. The second layer is to register the roles within

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the PCard module and to assign access rights to those roles. The third layer is to set up card holder profiles and give proxy rights to the cards.

ROLES

Users who will have a role in the PCard process will need to have the appropriate roles assigned to them so that they will have the correct page access. The PCard related roles in SMART will be discussed in detail in the 'Key Agency Roles and Tasks' section of this training document.

REGISTER ROLES & ASSIGN ACCESS RIGHTS

The PCard roles have been registered in the PCard module and each role has been given access rights.

When the PCard profile is established, the card will be associated to an employee identification number (emplid), that emplid will be assigned one (1) and only one (1) role for that particular card. The role determines what actions a particular user can perform with a specific card.

CARDHOLDER PROFILE

The PCard Cardholder Profile connects an emplid to the PCard data and also matches the card to the various roles and users that need access to this card. See the 'Setting up PCard Holder Profiles' section of this training document for detailed instructions on creating a PCard Holder Profile.

USING PCARDS ON REQUISITIONS AND/OR PURCHASE ORDERS

Agencies may submit requisitions for purchases being made with a PCard. For example, an agency may want to purchase a book from an internet based company and would like to pay for the purchase using a PCard. During the creation of a requisition a PCard can be selected from a drop down list of available PCards. The PCard drop down box will display if the 'Requestor' has proxy to at least one (1) PCard.

The PCard information will flow from the requisition to the PO when:

- the vendor is set up to accept PCards,
- the vendor location effective date is on, or before the PO Date,
- the Buyer has proxy to the PCard, and
- the PCard has a current expiration date.

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If a PCard was not selected at the requisition level but the Buyer will be making payment using a PCard, a PCard can be added to the Purchase Order (PO) later. The 'Use Procurement Card' link will be available on the Purchase Order for the Buyer to select provided that the above listed statements are true.

LOADING PCARD TRANSACTIONS

UMB sends a PCard transaction file to the State of Kansas on a nightly basis Monday through Saturday. UMB does not generate a file on Sunday. The PCard transactions are loaded into SMART during the nightly batch processes. The 'Billing Date' on the PCard transaction is the date that the transaction was loaded into SMART.

PCARD APPROVAL PROCESS

SMART does NOT have an automated approval process for PCard transactions. A process is ran on a weekly basis that initiates email notifications to the PCard Holder announcing when PCard transactions have been loaded for their specific card; however, there are no notifications to move a PCard transaction from one (1) reviewer to the next.

The status of PCard transactions can be manually changed from 'Staged' to 'Verified' and finally to 'Approved'. The Reconciler's role will dictate whether or not they can 'Approve' a PCard transaction.

VOUCHER BUILDING PROCESS

PCard vouchers are created through batch processes which the State of Kansas runs twice weekly, Monday and Thursday mornings before the hourly batch processes begin.

KEY AGENCY ROLES AND TASKS

Role	Description
PO Agency PCard Admin	Each agency should have at least one (1) user with the PO Agency PCard Admin role. This role is responsible for managing agency business procurement

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Role	Description
	cards. For example: Assigning business procurement card proxies, adding new business procurement cards / users, and maintaining business procurement card holder profile information.
PO Agency PCard Holder	<p>This role should be given to any employee who has been issued a PCard.</p> <p>This role by itself provides no access to functions in SMART. Giving an employee a role within SMART does not mean that they have to log into SMART; in this case, there will be some employees that have this role and will never log into SMART.</p> <p>Assigning all PCard holders this role allows their PCards to be used on Requisitions and Purchase Orders when appropriate.</p>
PO Agency PCard Reconciler	Employees with the PO Agency PCard Reconciler role are responsible for reviewing the PCard transactions and manually changing the status from 'Staged' to 'Verified'. This individual is NOT the final 'Approver'.
PO Agency PCard Approver	<p>Employees with the PO Agency PCard Approver role are responsible for the final approval of the PCard transaction. This individual will manually change the status from either 'Staged' or 'Verified' to 'Approved'.</p> <p>The PCard transaction is available to be built to a voucher once the status is 'Approved', the Budget Status is 'Valid', and the Chartfield Status is 'Valid'.</p>
PO Agy PCard Recon Approver	<p>Smaller agencies many times do not have the luxury of having two separate individuals to reconcile and approve PCard transactions. For those isolated cases, a role was designed to allow one (1) individual the ability to both reconcile and approve PCard transactions.</p> <p>It is important to maintain a division of duties; consequently, this role should be given only when no other option is available.</p>
PO Central PCard Admin	The State of Kansas has an employee who manages the PCard program; that employee is currently Tim Hund. The manager of the PCard program is given the 'PO Central PCard Admin' role in SMART and is given 'Proxy' to all PCards entered in SMART.

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CARDHOLDER PROFILES – CREATING / MAINTAINING

NEW EMPLOYEE

Your agency has just hired a new employee who will use a business procurement card for the State of Kansas. UMB bank has assigned the business procurement card to the new employee, and the business procurement card number has been assigned to the new employee by your agency. Now, you need to set up the employee's Cardholder profile information for the business procurement card in SMART.

Navigation: From the Home page in SMART, click on:
Purchasing → Procurement Cards → Definitions → Cardholder Profile page

1. Enter the new employee's 'Emplid' and click the 'Search button'. In the Search results, click the desired Emplid link:

SMART

Menu

- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
 - Requisitions
 - Request for Quotes
 - Procurement Contracts
 - Vendor Rebates
 - Purchase Orders
 - Receipts
 - Return To Vendor
 - Procurement Cards
 - Reconcile
 - Process Statements
 - Reports
 - Security
- Definitions
 - Cardholder Profile**
 - Preferred Vendors
 - UOM Mappings
 - Review Bank Statement
 - Supplier Schedules

Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Name: begins with

Last Name: begins with

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

EmplID	Name	Last Name
TESTSMART	SMART, MARY	SMART

2. Click the 'Card Data' tab:

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Personal Data | **Card Data**

Name: SMART, MARY Employee ID: TESTSMART

Personnel Status: Non-Employee

Telephone:

Home Address

Country: USA United States

Address 1: 123 E Anywhere Str

Address 2:

Address 3:

City: Topeka

County: SN Postal: 66610

State: KS Kansas

Mailing Address

USA

123 E Anywhere Str

Topeka

KS 66610

Save Return to Search Notify

[Personal Data](#) | [Card Data](#)

- Enter the 'Credit Card' information and 'Save' the record:

Personal Data | **Card Data**

SMART, MARY

☐ Display Unmasked Card Number

Card Data

Credit Card | Additional Information | Credit Limits | Transaction Limits |

Customize | Find | First | 1 of 1 | Last

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued
17300	UMB	*****7942	4715622173100008	01/10/2050	Visa	10/30/2013

Save Return to Search Notify

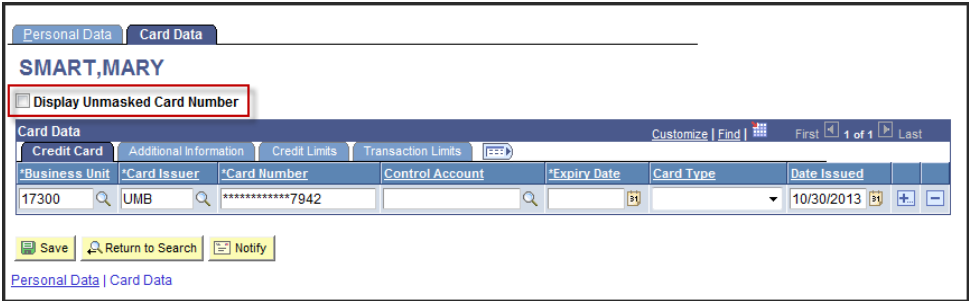
[Personal Data](#) | [Card Data](#)

Field	Description
Business Unit	Use the Business Unit field to enter your agency's Business Unit number (5 digits).
Card Issuer	UMB Bank is the current card issuer for all State of Kansas business procurement cards. Enter 'UMB' into the Card Issuer field.
Card Number	Use the Card Number field to enter the business procurement card number assigned to the employee. NOTE: The entire PCard number will display while you are entering the number. When you 'Tab' to the next field, SMART will encrypt the PCard number, for security purposes, and will display only the last four digits. Users with the PO Agency PCard Admin role have the option to 'Display

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Field	Description
	<p>Unmasked Card Number'. To ensure that the encryption process completes successfully, it is recommended that the 'Display Unmasked Card Number' remains Unchecked while adding PCards to a Cardholder Profile:</p> 
Control Account	<p>Use the Control Account field to enter the Control Account associated to this card. All procurement cards must be associated to a Control Account to process in SMART.</p> <p>NOTE: Control Accounts are maintained centrally. If you need to add or delete a Control Account please contact the State of Kansas Procurement Card Program Administrator, currently Tim Hund.</p>
Expiry Date	<p>Use the Expiry Date to enter the expiration date for the employee's business procurement card. Expiry Date is entered in the format of MM/DD/YYYY.</p> <p>Hints:</p> <ul style="list-style-type: none"> The State of Kansas is not using SMART to maintain PCards from the perspective of expiration dates, expense limits, etc. The PCard Issuer, currently UMB, takes responsibility for the maintenance of the PCard. Since SMART is not managing the actual PCard expiration, it is acceptable to enter an expiration date that is far into the future. This will prevent agencies from having to frequently update PCard expiration dates in SMART. When an employee leaves employment in your agency, the agency PCard Administrator will need to change the expiration date on the PCard to the date the employee left service, this will prevent Requisitioners and/or Buyers from selecting this PCard. The agency PCard Administrator will then need to contact the PCard issuer (UMB) to 'Cancel' the PCard. The PCard should NOT be deleted from SMART. Use the calendar icon to enter the expiry date. Dates in the past can be used. If the Expiry Date is NOT current, the PCard will not be available for selection on either requisitions or PO's.

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Field	Description
Card Type	Use the Card Type field to enter 'Visa'. VISA business procurement card numbers begin with a '4' and contain a total of 16 digits.
Date Issued	SMART auto populates the current date into the 'Date Issued' field. If necessary, change the default date to the correct date of issue of the business procurement card. Hint: Use the calendar icon to enter the date.

- Click the 'Additional Information' tab:

The screenshot shows the SMART, MARY interface with the 'Card Data' section. The 'Additional Information' tab is selected, and a red arrow points to it. The interface includes fields for Business Unit (17300), Card Issuer (UMB), Card Number (*****7942), Control Account (4715622173100008), Expiry Date (01/10/2050), Card Type (Visa), and Date Issued (10/30/2013). There are buttons for Save, Return to Search, and Notify.

- Click the 'Proxies' link:

The screenshot shows the SMART, MARY interface with the 'Card Data' section. The 'Proxies' link is highlighted, and a red arrow points to it. The interface includes fields for Business Unit (17300), Card Issuer (UMB), Card Number (*****7942), Vendor Card, Vendors, Proxies, Default Distrib, and Commodity Codes. There are buttons for Save, Return to Search, and Notify.

NOTE: Only those users with Proxy rights to a PCard can use that PCard in SMART. When assigning Proxy rights, you must assign one (1) and **only one (1)** role to that user for that specific PCard. Below are some examples:

Situation	Role
The User has been assigned a PCard.	PO Agency PCard Holder

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Situation	Role
The Proxy has been asked to reconcile the PCard transactions for another employee's card.	PO Agency PCard Reconciler
The Proxy has been asked to approve PCard transactions for another employee's PCard.	PO Agency PCard Approver
The Proxy has been asked to reconcile and approve PCard transactions for another employee's card.	PO Agy PCard Recon Approver
The Proxy is a Buyer for your agency and will need Proxy access to the PCard before they will be able to associate the PCard to a purchase order.	PO Kansas Buyer
The Proxy will be managing / updating the PCard Holder Profile and will need access to all PCards issued within their respective agency.	PO Agency PCard Admin
The manager of the State of Kansas Procurement Card program, currently Tim Hund, is given Proxy rights to all PCards. When adding a new PCard, Tim Hund must be given Proxy to the PCard.	PO Central PCard Admin.

6. Enter the Users who will have 'Proxy' rights to a particular PCard:

Field	Description
User ID	Use the User ID field to enter the SMART User ID for the employee receiving the Proxy rights.
Description	The Description field displays the users name captured in SHARP.
Role	The User who is being given 'Proxy' to the PCard must be given one (1) and only one (1) role per PCard. There are several role options available for

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Field	Description
	<p>PCard Proxies in SMART:</p> <ul style="list-style-type: none">• PO Agency PCard Holder – Allows card to be used on requisitions / purchase orders. This role by itself does not have access to SMART but if the user has additional access they may reconcile transactions with this PCard Proxy role.• PO Agency PCard Reconciler – Reconciles the PCard transactions in SMART• PO Agency PCard Approver – Approves the PCard transactions in SMART• PO AGY PCard Recon/Approver– Reconciles and approves the transactions for the PCard• PO Agency PCard Admin – Performs administrative duties associated with PCards in SMART• PO Central PCard Admin – Performs administrative duties for the State of Kansas PCard program and must be given proxy to all PCards.• PO Kansas Buyer – To be able to associate a PCard to a purchase order, the Buyer must have Proxy Access to the PCard. <p>The 'Roles' available from the drop down box vary depending on the role access given to the employee ID selected.</p>
Requester Default	<p>Click this checkbox if the Cardholder is a Requester in your agency and every time they are selected as a 'Requester' you want this specific PCard to default as the payment method on the purchase requisition in SMART.</p> <p>NOTE: The default PCard information is able to be manually overridden on the requisition if desired.</p>
Buyer Default	<p>Click this checkbox if the Cardholder is a Buyer in your agency and every time they are selected as a 'Buyer' you want this PCard to default as the payment method on the Purchase Order.</p>
+ button	<p>Use the '+' button to add additional proxies as necessary.</p>
- button	<p>Use the '-' button to delete or remove proxy rows as desired.</p>
OK button	<p>Click the OK button to save the changes you have made to the Assign Proxies page.</p>
Cancel button	<p>Click the Cancel button to exit the Assign Proxies page without saving any changes you made.</p>

7. Click the 'OK' button:

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Assign Proxies

SMART,MARY

UMB Card Number: *****7942

*User ID	Description	*Role	Requester Default	Buyer Default		
DAARTJH	Timothy J Hund	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JED	Joy E Duncan	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JFP	Jane F Proctor	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

8. Click the 'Default Distrib' link:

SMART,MARY

☐ Display Unmasked Card Number

Card Data

Customize | Find | First | 1 of 1 | Last

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
17300	UMB	*****7942	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

Save Return to Search Notify

Personal Data | Card Data

9. **Ship To** – This is an optional field. Use the field to enter the desired 'Ship To' location value. If you do not know the 'Ship To' location, use the Lookup button to view a list of available options.

Default Accounting Distribution

SMART,MARY

UMB Card Number: *****7942

Default Values

Ship To:

10. **Distribution Choices** - This is the default 'Distribution Choices' option in SMART.

Important! The Single-Line Distribution default page **MUST** be **completed** even if you plan on using a 'Speedchart'. If the Single-Line Distribution default page is left blank, i.e. a default distribution line is not entered, users will **NOT** be able to **search** for PCard transactions using the **Employee ID**.

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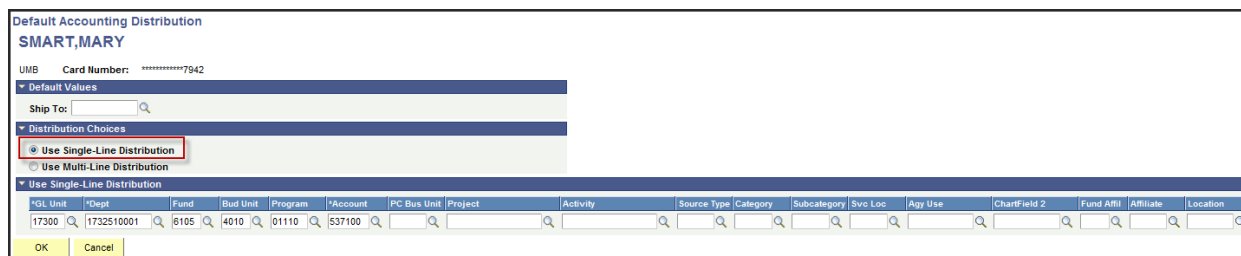


11. Click the **Single-Line Distribution** radio button to enter one single line of default funding which SMART applies as the default value(s) for **EVERY transaction** incurred using this business procurement card.

NOTE: Single line distributions entered here will default into **EVERY transaction** loaded into SMART. These values may be changed during the PCard reconciliation process.

NOTE: The Single-Line Distribution default page **MUST** be **completed** even if you plan on using a 'Speedchart'. If the Single-Line Distribution default page is left blank, users will **NOT** be able to **search** for PCard transactions using the **Employee ID**.

12. Enter the chartfield information:



Field	Description
GL Unit	Required field. SMART defaults the GL Unit number based on the Business Unit number entered on the Card Data page. NOTE: The GL Unit number on the Default Accounting Distribution page must match the Business Unit number specified on the Card Data page.
Dept	Required field. Use the Dept field to enter the Department number. If you do not know the Department number, click the Lookup button to access a list of available options.

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Field	Description
Fund	Required field. Use the Fund field to enter the Fund number. If you do not know the Fund number, click the Lookup button to access a list of available options.
Bud Unit	Required field. Use the Bud Unit field to enter the Budget Unit number. If you do not know the Budget Unit number, click the Lookup button to access a list of available options.
Program	Required field. Use the Program field to enter the Program number. If you do not know the Program number, click the Lookup button to access a list of available options.
Account	Required field. Use the Account field to enter the Account number. If you do not know the Account number, click the Lookup button to access a list of available options.
PC Bus Unit	Optional field. Use the PC Bus Unit field to enter the Project Costing Business Unit number if applicable. If you do not know the PC Bus Unit number, click the Lookup button to access a list of available options.
Project	Optional field. Use the Project field to enter the Project number if applicable. If you do not know the Project number, click the Lookup button to access a list of available options.
Activity	Optional field. Use the Activity field to enter the Activity number if applicable. If you do not know the Activity number, click the Lookup button to access a list of available options.
Source Type	Optional field. Use the Source Type field to enter the Source Type number if applicable. If you do not know the Source Type number, click the Lookup button to access a list of available options.
Category	Optional field. Use the Category field to enter the Category number if applicable. If you do not know the Category number, click the Lookup button to access a list of available options.
Sub Category	Optional field. Use the Sub Category field to enter the Sub Category number if applicable. If you do not know the Sub

Procurement Cards (PCards)

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Field	Description
	Category number, click the Lookup button to access a list of available options.
Svc Loc	Optional field. Use the Svc Loc field to enter the Service Location code if applicable. If you do not know the Service Location code, click the Lookup button to access a list of available options.
Agy Use	Optional field. Use the Agy Use field to enter the Agency Use value if applicable. If you do not know the Agency Use value, click the Lookup button to access a list of available options.
ChartField 2	Optional field. Use the ChartField 2 field to enter the ChartField 2 value if applicable. If you do not know the ChartField 2 value, click the Lookup button to access a list of available options.
Location	Optional field. Use the Location field to enter the Location code if applicable. If you do not know the Location code, click the Lookup button to access a list of available options.

NOTE: The Single-Line Distribution default page **MUST** be **completed** even if you plan on using a 'Speedchart'. If the Single-Line Distribution default page is left blank, users will **NOT** be able to **search** for PCard transactions using the **Employee ID**.

13. Use the **Multi-Line Distribution** radio button to enter a SpeedChart Key. A SpeedChart key splits the distribution (funding) into multiple lines of funding. SpeedChart Keys are maintained by your Agency.

SMART applies the split distribution value(s) as the default funding values for **ALL** business procurement card transactions incurred using this business procurement card.

Multi-Line distributions entered here will default into **EVERY transaction** loaded into SMART. These values may be changed during the PCard reconciliation process.

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

Default Accounting Distribution
SMART,MARY

UMB Card Number: *****7942

▼ **Default Values**

Ship To:

▼ **Distribution Choices**

☐ Use Single-Line Distribution
☒ Use Multi-Line Distribution

▼ **Use Multi-Line Distribution**

Primary Permission List:

*SetID	*SpeedChart Key	Description	Default	Show SpeedChart		
17300	OITS	OITS default funding	<input checked="" type="checkbox"/>	Show SpeedChart	+	-
17300	CM	Central Mail Default Funding	<input type="checkbox"/>	Show SpeedChart	+	-

OK Cancel

Primary Permission List - The State of Kansas is not using the Primary Permission List option. Do not use this field.

▼ **Distribution Choices**

☐ Use Single-Line Distribution
☒ Use Multi-Line Distribution

▼ **Use Multi-Line Distribution**

Primary Permission List:

Universal SpeedCharts

*SetID	*SpeedChart Key	Description	Default	Show SpeedChart		
17300	OITS	OITS default funding	<input checked="" type="checkbox"/>	Show SpeedChart	+	-
17300	CM	Central Mail Default Funding	<input type="checkbox"/>	Show SpeedChart	+	-

14. Enter SpeedChart information:

Fields	Description
SetID	Use the SetID field to enter the Business Unit number for your agency.
SpeedChart Key	Use the SpeedChart Key field to enter the desired SpeedChart Key value. If you do not know the SpeedChart Key value, click the Lookup button to view a list of available options.

Procurement Cards (PCards)

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Fields	Description
	SpeedChart Keys are maintained by your Agency.
Description	The Description field displays the description for the SpeedChart Key value entered in the SpeedChart Key field.
Default checkbox	Click the Default checkbox to select a SpeedChart Key and to set it up as the default for EVERY transaction loaded into SMART for this PCard. All the available SpeedChart values listed here will be accessible during the PCard reconciliation process. NOTE: The default funding information is able to be overridden by the PCard Reconciler during the PCard transaction reconciliation process.
Show SpeedChart Link	Click the Show SpeedChart link to access the SpeedChart Detail page. Use the SpeedChart Detail page to view the distribution (split funding) details for the SpeedChart Key.
+ button	Use the '+' button to add a new row to enter an additional SpeedChart Key. NOTE: The speedchart will NOT be available for selection during the reconciliation process if the speedchart is NOT associated to the PCard on the 'Default Accounting Distribution' page.
- button	Use the '-' button to delete or remove SpeedChart Key rows as desired.

15. The 'Show SpeedChart' link will allow you to view the distribution details for the SpeedChart Key.
Click the 'Show SpeedChart' link:

SpeedChart Detail

SetID: 17300

SpeedChart Key: DFMWATER Description: CITY OF TOPEKA - WATER

Speed Charts

Percent	Weight	GL Unit	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Svc Loc	App Use	Customize	Find
1	2.00	0.00000		1732510001	6148	4100	01851	\$28500							173PL28		
2	2.00	0.00000		1732510001	6148	4100	01851	\$28500							173PL48		
3	2.00	0.00000		1732510001	6148	4100	01851	\$28500							173PL38		
4	2.00	0.00000		1732510001	6148	4100	01851	\$28400							173HMT8		
5	2.00	0.00000		1732510001	6148	4100	01851	\$28500							173HMT8		
6	2.00	0.00000		1732510001	6148	4400	01851	\$28400							173GMT8		
7	2.00	0.00000		1732510001	6148	4400	01851	\$28500							173GMT8		
8	2.00	0.00000		1732510001	6148	4400	01851	\$28400							173GMT8		
9	2.00	0.00000		1732510001	2028	2000	01851	\$28400							173PLG2		
10	2.00	0.00000		1732510001	6148	4100	01851	\$28400							173PL88		

NOTES:

- In order for a speedchart to be available for use during the reconciliation process, it must be associated to the PCard on the PCard Holder Profile

Procurement Cards (PCards) Training Guide

Statewide Management, Accounting and Reporting Tool

- **Important! The 'Account' chartfield value is a required field for PCard transactions.** PCard transactions will **NOT** split correctly if the Account ChartField is left blank (empty).
- Account code is **NOT** a required field in a Speedchart key. **Be sure that the Speedchart key has an Account code value** if the Speedchart is going to be used as a default on a PCard.
- The Account code can be overridden during the PCard transaction reconciliation process.

16. Click the **Return** button:

[illegible]


17. Click the **'OK'** button:

Default Accounting Distribution

SMART,MARY

UMB Card Number: *****7942

▼ Default Values


Ship To: 







▼ Distribution Choices


☐ Use Single-Line Distribution

☒ Use Multi-Line Distribution

▼ Use Multi-Line Distribution

Primary Permission List: 

*SetID	*SpeedChart Key	Description	Default	Show SpeedChart		
17300 	OITS 	OITS default funding	<input checked="" type="checkbox"/>	Show SpeedChart	+	-
17300 	CM 	Central Mail Default Funding	<input type="checkbox"/>	Show SpeedChart	+	-
17300 	DFMWATER 	CITY OF TOPEKA - WATER	<input type="checkbox"/>	Show SpeedChart	+	-



OK Cancel

18. Click the **'Save'** button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Personal Data | Card Data

SMART, MARY

☐ Display Unmasked Card Number

Card Data

Customize | Find | First 1 of 1 Last

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
17300	UMB	*****7942	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

[Personal Data](#) | [Card Data](#)

19. A new Cardholder Profile has been created.

NOTE: The management of the PCard itself is the responsibility of the Issuer (UMB); consequently, the following pages are **NOT** being used by the State of Kansas:

- Commodity Codes (link): This page set PCard credit limits based on Commodity Code.
- Credit Limits (Tab): This page sets the credit limits for a specific PCard.
- Transaction Limits (Tab): This page sets the transaction credit limits for a specific PCard.

ADDING A PCARD TO EXISTING CARDHOLDER PROFILE

An employee has discovered fraudulent activity on his existing PCard. The agency has contacted the Issuer (UMB), the existing card has been 'Canceled' and a new 'PCard' has been issued.

The PO Agency PCard Amin will need to take the following steps.

Navigation: From the Home page in SMART, click on:
Purchasing → Procurement Cards → Definitions → Cardholder Profile

1. Search for the Cardholder Profile by entering the Emplid, clicking the 'Search' button and then clicking the link for the Cardholder Profile that needs to be updated:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with TEST

Name: begins with

Last Name: begins with

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

EmplID	Name	Last Name
TESTSMART	SMART,MARY	SMART

2. Click the 'Card Data' tab:

Personal Data **Card Data**

Name: SMART,MARY Employee ID: TESTSMART

Personnel Status: Non-Employee

Telephone:

Home Address

Country: USA United States

Address 1: 123 E Anywhere Str

Address 2:

Address 3:

City: Topeka

County: SN Postal: 66610

State: KS Kansas

Mailing Address

USA

123 E Anywhere Str

Topeka

KS 66610

Save **Return to Search** **Notify**

[Personal Data](#) | [Card Data](#)

Procurement Cards (PCards)

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- The existing PCard has been canceled with the Issuer (UMB). Change the 'Expiry Date' to the date that the card was canceled. This will remove the PCard from the drop down options when creating requisitions and purchase orders. Click the 'Save' button:

The screenshot shows the 'SMART, MARY' interface for editing PCard data. The 'Card Data' tab is active, displaying a table with fields: *Business Unit, *Card Issuer, *Card Number, Control Account, *Expiry Date, Card Type, and Date Issued. The *Expiry Date field is highlighted with a red box. Below the table, there are buttons for 'Save', 'Return to Search', and 'Notify'. A red arrow points from the 'Save' button to the 'Expiry Date' field.

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued
17300	UMB	*****7942	4715622173100008	10/31/2013	Visa	10/30/2013

NOTES:

- PCards should **NOT** be **deleted** from SMART. When the connection is broken between the PCard Holder Profile and the PCard transactions, the PCard transactions are no longer accessible on-line and outstanding PCard transactions cannot be reconciled. A modification was applied to SMART that removed the ability for agencies to delete PCards from PCard Holder Profiles.
 - PCards should **NOT** be **transferred** to another employee/PCard Holder profile. When the connection between the PCard and the PCard Holder Profile is broken, the PCard transactions are no longer accessible on-line and outstanding PCard transactions cannot be reconciled.
 - If an Employee ID is inactivated in **SHaRP** due to a retirement or the employee leaving state employment, the connection between the PCard Holder Profile and the PCard transactions will be broken. What this means is that **all outstanding** PCard **transactions** for the employee should be **reconciled** and **paid** as soon as possible.
- To add the new replacement PCard, click the plus (+) sign at the far right hand side of the PCard line:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Personal Data | Card Data

SMART, MARY

☐ Display Unmasked Card Number

Card Data | Customize | Find | First 1 of 1 Last

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued	
17300	UMB	*****7942	4715622173100008	10/31/2013	Visa	10/30/2013	+

- A pop-up box will display asking for the number of rows to be added. Enter the number of rows to be added and click the 'OK' button:

Explorer User Prompt

Script Prompt:

Enter number of rows to add:

1

OK Cancel

- The new row(s) will display:

Personal Data | Card Data

SMART, MARY

☐ Display Unmasked Card Number

Card Data | Customize | Find | First 1-2 of 2 Last

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued	
17300	UMB	*****7942	4715622173100008	10/31/2013	Visa	10/30/2013	+
						10/31/2013	+

Save Return to Search Notify

Personal Data | Card Data

- Enter the new PCard information. [For detailed instructions on entering PCard information, see the 'New Employee' section of this document.]

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

The screenshot shows the SMART, MARY interface with the 'Card Data' tab selected. Below the 'Personal Data' tab, there is a checkbox for 'Display Unmasked Card Number'. The 'Card Data' section includes a table with columns: *Business Unit, *Card Issuer, *Card Number, Control Account, *Expiry Date, Card Type, and Date Issued. The 'Expiry Date' column is highlighted with a red box. The table contains two rows of data. Below the table are buttons for 'Save', 'Return to Search', and 'Notify'. At the bottom, there are links for 'Personal Data' and 'Card Data'.

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued
17300	UMB	*****7942	4715622173100008	10/31/2013	Visa	10/30/2013
17300	UMB	*****3157	4715622173100008	01/01/2050	Visa	10/31/2013

NEW PROXY

A new employee will be taking over the reconciliation of PCard transactions for the agency and needs proxy rights to the agencies PCards.

OR

The agency has hired a new Buyer and that new Buyer needs to be given proxy rights to all the agencies PCards.

OR

The agency has hired a new PCard Administrator and that new PCard Administrator needs to be given proxy rights to all of the agency's PCards.

Proxy rights can be added by directly accessing the Cardholder Profile or through a mass update process.

CARDHOLDER PROFILE

In this example we will give Jessica proxy rights to Mary's PCard.

Navigation: From the Home page in SMART, click on:
Purchasing → Procurement Cards → Definitions → Cardholder Profile page

1. Search for the Cardholder Profile of the employee who is holding the PCard for which additional Proxy rights need to be given.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

The screenshot shows the SMART system interface. On the left is a 'Menu' with various options. The 'Cardholder Profile' section is active. The main area is titled 'Cardholder Profile' and contains a search form. A red arrow points to the 'Find an Existing Value' button. Below this, there are input fields for 'EmplID', 'Name', and 'Last Name', each with a 'begins with' dropdown. The 'EmplID' field contains 'TEST'. Below these fields are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'. A 'Case Sensitive' checkbox is also present. At the bottom, the 'Search Results' section shows a table with columns 'EmplID', 'Name', and 'Last Name'. A red arrow points to the first row of the table.

EmplID	Name	Last Name
TESTSMART	SMART,MARY	SMART

2. Click the 'Card Data' tab:

The screenshot shows the 'Card Data' tab selected. It displays personal information for 'SMART,MARY' with Employee ID 'TESTSMART'. Below this is a table with 'Home Address' and 'Mailing Address' sections. The 'Home Address' section includes fields for Country, Address 1, Address 2, Address 3, City, County, State, and Postal. The 'Mailing Address' section includes fields for Country, Address 1, City, State, and Postal. At the bottom are 'Save', 'Return to Search', and 'Notify' buttons, and a link to 'Personal Data | Card Data'.

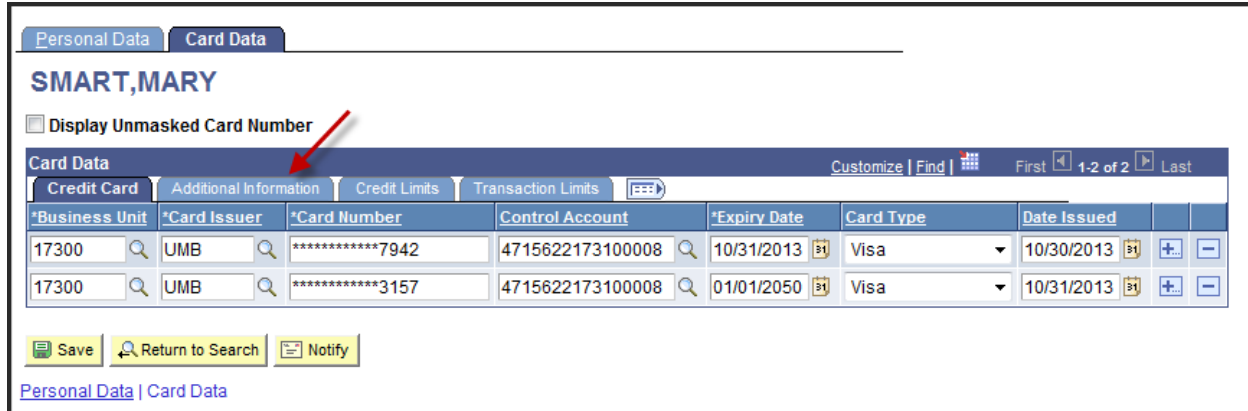
Home Address		Mailing Address	
Country:	USA United States	Country:	USA
Address 1:	123 E Anywhere Str	Address 1:	123 E Anywhere Str
Address 2:		Address 2:	
Address 3:		Address 3:	
City:	Topeka	City:	Topeka
County:	SN	County:	KS
State:	KS Kansas	State:	KS
Postal:	66610	Postal:	66610

3. Click the 'Additional Information' tab:

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool



Personal Data | Card Data

SMART, MARY

☐ Display Unmasked Card Number

Card Data

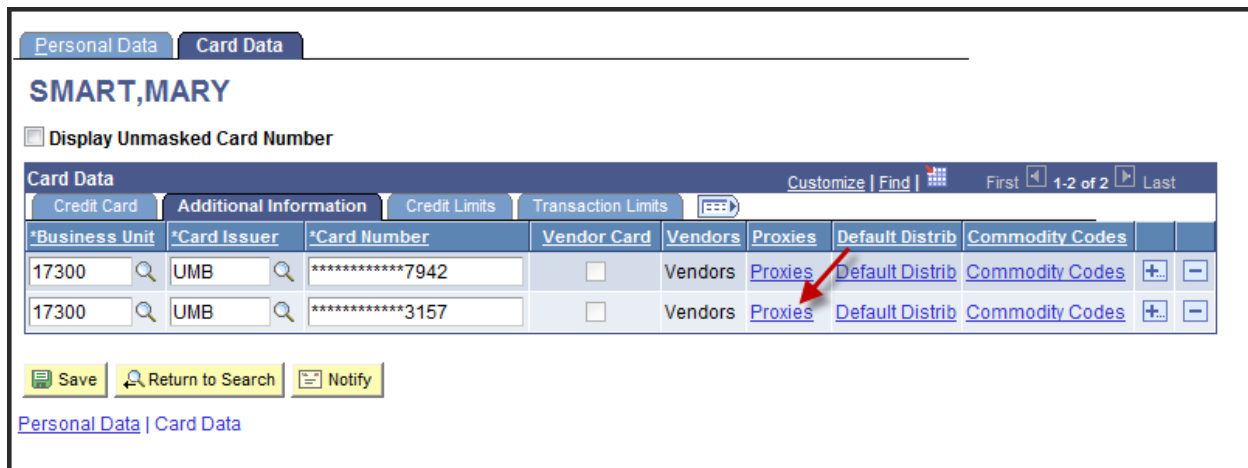
Customize | Find | First 1-2 of 2 Last

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued		
17300	UMB	*****7942	4715622173100008	10/31/2013	Visa	10/30/2013	+	-
17300	UMB	*****3157	4715622173100008	01/01/2050	Visa	10/31/2013	+	-

Save Return to Search Notify

[Personal Data](#) | [Card Data](#)

- Click the 'Proxies' link for the PCard that needs a new proxy added:



Personal Data | Card Data

SMART, MARY

☐ Display Unmasked Card Number

Card Data

Customize | Find | First 1-2 of 2 Last

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes		
17300	UMB	*****7942	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes	+	-
17300	UMB	*****3157	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes	+	-

Save Return to Search Notify

[Personal Data](#) | [Card Data](#)

- Click the plus (+) sign at the far right of the Proxy line:

Procurement Cards (PCards)

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Assign Proxies
SMART,MARY

UMB Card Number: *****3157

*User ID	Description	*Role	Requester Default	Buyer Default		
DA00AXV	Araceli Vazquez	PO Agency P-card Reconcile	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JED	Joy E Duncan	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DAARTJH	Timothy J Hund	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

6. A new line will display. Select the User ID of the new 'Proxy':

Assign Proxies
SMART,MARY

UMB Card Number: *****3157

*User ID	Description	*Role	Requester Default	Buyer Default		
DA00AXV	Araceli Vazquez	PO Agency P-card Reconcile	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JED	Joy E Duncan	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DAARTJH	Timothy J Hund	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JDT	Jessica D Tufts		<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

7. Select the appropriate 'Role' from the drop down box:

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

Assign Proxies
SMART,MARY

UMB Card Number: *****3157

*User ID	Description	*Role	Requester Default	Buyer Default		
DA00AXV	Araceli Vazquez	PO Agency P-card Reconcile	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JED	Joy E Duncan	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DAARTJH	Timothy J Hund	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JDT	Jessica D Tufts		<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

PO Kansas Buyer
PO agy P-Card Recon Approver

8. Click the 'OK' button:

Assign Proxies
SMART,MARY

UMB Card Number: *****3157

*User ID	Description	*Role	Requester Default	Buyer Default		
DA00AXV	Araceli Vazquez	PO Agency P-card Reconcile	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JED	Joy E Duncan	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DAARTJH	Timothy J Hund	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA00JDT	Jessica D Tufts	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

9. Click the 'Save' button:

Procurement Cards (PCards)

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Personal Data | Card Data

SMART, MARY

☐ Display Unmasked Card Number

Card Data

Customize | Find | First 1-2 of 2 Last

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
17300	UMB	*****7942	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes
17300	UMB	*****3157	<input type="checkbox"/>	Vendors	Proxies	Default Distrib	Commodity Codes

Save Return to Search Notify

Personal Data | Card Data

10. A new Proxy has been added successfully to Mary Smart's Cardholder Profile for PCard *****3157.

MASS UPDATE

In this example we will give Angela proxy to multiple PCards.

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Security → Assign Proxies

1. Enter the User ID of the individual for whom you wish to assign proxies. For example, if you want to assign a new PCard Administrator to all of your agency's cards, enter the User ID of the new PCard Administrator. Click the 'Search' button.

Assign Proxies

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

User ID: begins with DA00ARH

Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

- The resulting page will show all of the PCards to which this user currently is assigned as a proxy. Click on the 'Select Procurement Cards' link:

Assign Proxies
Angela R Hoobler
 This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards en masse.

[Select Procurement Cards](#) ☐ Display Unmasked Card Number

*EmpID	Employee Name	*Card Issuer	*Card Number	*Role	Requester Default	Buyer Default
		UMB	*****	PO Central P-C:		
		UMB	*****	PO Central P-C:		
		UMB	*****	PO Central P-C:		
		UMB	*****	PO Central P-C:		
		UMB	*****	PO Central P-C:		
		UMB	*****	PO Central P-C:		
		UMB	*****	PO Central P-C:		
		UMB	*****	PO Central P-C:		

☒ Select All ☐ Clear All

Assign Role: PO Central P-Card Admin

- Enter your Business Unit, then click the 'Search' button. The remaining PCards in your agency to which this user does not have proxy will be displayed. NOTE there are a total of 57. Click on the 'Select All' link, which will populate a checkmark on all lines. Then click the 'OK button':

Select Procurement Cards
Angela R Hoobler

Procurement Card Selection Criteria

Business Unit: 17300 Department of Administration

Employee ID:

Card Issuer:

Selected	Employee Name	Card Issuer	Card Number
<input checked="" type="checkbox"/>		UMB	*****
<input checked="" type="checkbox"/>		UMB	*****
<input checked="" type="checkbox"/>		UMB	*****
<input checked="" type="checkbox"/>		UMB	*****
<input checked="" type="checkbox"/>		UMB	*****
<input checked="" type="checkbox"/>		UMB	*****
<input checked="" type="checkbox"/>		UMB	*****
<input checked="" type="checkbox"/>		UMB	*****

☒ Select All ☐ Clear All

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

4. All 57 lines are now populated on the 'Assign Proxies' page with a checkmark to the left of each line. Identify the role that needs to be assigned as a proxy to these cards, then click the 'Apply' button. In this case, the role is the PO Central PCard Admin:

Select Procurement Cards
Angela R Hoobler

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards en masse.

[Select Procurement Cards](#) ☐ Display Unmasked Card Number

Assign Proxies Find | View 100 | First 1100-1107 of 1107 Last

*EmplID	Employee Name	*Card Issuer	*Card Number	*Role	Default	Buyer Default	
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>		UMB	*****		<input type="checkbox"/>	<input type="checkbox"/>	+ -

☒ Select All ☐ Clear All

Assign Role: **PO Central P-Card Admin** **Apply**

Delete Copy to Move to

Save Return to Search Notify Refresh

5. The role is populated for all cards now. Click the 'Save' button to save the changes:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Select Procurement Cards

Angela R Hoobler

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards en masse.

[Select Procurement Cards](#) ☐ Display Unmasked Card Number

*EmpID	Employee Name	*Card Issuer	*Card Number	*Role	Requester Default	Buyer Default		
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		UMB	*****	PO Central P-C: ▼	<input type="checkbox"/>	<input type="checkbox"/>	+	-

☒ Select All ☐ Clear All

Assign Role: PO Central P-Card Admin

6. Angela has been given proxy rights to all PCards for agency 17300.

EMPLOYEE LEAVING AGENCY

What actions need to be taken when an employee no longer is assigned a PCard? This could be due to the employee switching positions, moving to another agency, leaving state employment or retiring.

Contact the PCard issuer (UMB) and request that the card be **canceled.** Log into SMART and **change** the **expiration date** to the last date that the employee is eligible to use the PCard.

Navigation: From the Home page in SMART, click on:
Purchasing → Procurement Cards → Definitions → Cardholder Profile page

1. Change the '**Expiry Date**':

Procurement Cards (PCards)

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The screenshot shows the SMART system interface. On the left is a menu with options like Vendors, Purchasing, Requisitions, Request for Quotes, Procurement Contracts, Vendor Rebates, Purchase Orders, Receipts, Return To Vendor, Procurement Cards, Reconcile, Process Statements, Reports, Security, Definitions, Cardholder Profile, Preferred Vendors, UOM Mappings, Review Bank Statement, and Supplier Schedules. The main area has tabs for Personal Data and Card Data. The Card Data tab is active, showing a table with columns: Business Unit, Card Issuer, Card Number, Control Account, Expiry Date, Card Type, and Date Issued. Two rows are visible, both with UMB as the Card Issuer. The first row has Card Number 9940 and Expiry Date 10/24/2013. The second row has Card Number 0154 and Expiry Date 10/24/2013. The Expiry Date field in the second row is highlighted with a red box. Below the table are buttons for Save, Return to Search, Previous in List, Next in List, and Notify. A red arrow points to the Card Data tab, and another red arrow points to the Save button.

2. Save the changes. The **PCard** will no **longer** be an **available** option when selecting a PCard from the Requisition and/or Purchase Order on or after the 'Expiry Date'.

NOTES:

- If a new employee will be issued a PCard, **contact the card issuer (UMB)** and request that a **new card** be issued.
- PCards should NOT be deleted from SMART. When the connection is broken between the PCard Holder Profile and the PCard transactions, the PCard transactions are no longer accessible on-line and outstanding PCard transactions cannot be reconciled.
- PCards should NOT be transferred to another employee/PCard Holder profile. When the connection between the PCard and the PCard Holder Profile is broken, the PCard transactions are no longer accessible on-line and outstanding PCard transactions cannot be reconciled.
- If an Employee ID is inactivated in **SHaRP** due to a retirement or the employee leaving state employment, the connection between the PCard Holder Profile and the PCard transactions will be broken. Outstanding PCard transactions for these employees should be reconciled and paid as soon as possible.
- A modification was applied to SMART that removed the ability for agencies to delete PCards from PCard Holder Profiles.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

ASSOCIATING PCARDS TO REQUISITIONS AND PURCHASE ORDERS

Agencies should enter a requisition / Purchase Order and associate the PCard to the requisition / PO if the employee has prior knowledge of the purchase and intends to make payment with a PCard. This section will provide information on how to associate a PCard to the requisition and the Purchase Order.

NOTES:

- PCards can still be used as a form of payment even if there is no prior knowledge of the purchase. The PCard transaction can be paid without reconciling to a Purchase Order.

Example: Employee is on the road and the light bulb in the projector they are using burns out. They have authorization to go to a local office supply store and get a replacement bulb and they may use their PCard to make the purchase. In this case no requisition / PO would be entered.

- If a PCard is NEVER associated to a Purchase Order, ALL POs will be available for selection during the reconciliation process for that PCard. This makes it very easy to reconcile PCard transactions to incorrect POs. The SMART team highly recommends that agencies associate PCards to POs so that the POs available for selection during the reconciliation process are limited to only those POs with that PCard associated.
- Once a PCard has been associated to a PO, the PO is **NOT** available to pull directly into a voucher. To release the PO encumbrance the PO must be associated to the PCard transaction during the reconciliation process. The PCard transactions will build to a PCard Voucher once the PCard transaction is 'Approved' and has 'Valid' budget and chartfield statuses. The PCard Voucher Build process runs twice weekly, Monday and Thursday mornings before hourly batch processes begin.

PCARDS ON REQUISITIONS

The PCard is associated at the requisition header level on the '3.Review and Submit' page and the Requestor must have proxy to at least one (1) PCard before the 'Card Number' drop down box will display:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Department of Administration

Requester: [Redacted]

Requisition Name: [Redacted]

Card Number: [Redacted]

Expiration Date: [Redacted]

Prior Authorization Type: [Redacted]

*Currency: USD

Priority: Medium

☐ Use Procurement Card

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Test Item	PLUS LOGISTICS LLC	1.0000	Each	12.45000	12.45
Total Amount:						12.45 USD

☐ Select All / Deselect All

☐ Add to Favorites ☐ Add to Template(s) ☐ Modify Line / Shipping / Accounting ☐ Delete

Justification/Comments

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

☐ Check Budget

[Add Request Document](#) [Find more items](#)

The PCard will be available for selection on the requisition if the requestor has proxy to the PCard; however, the PCard information may **NOT** flow to the PO. In order for the PCard information on the requisition to flow to the Purchase Order, the following must be true:

- The PCard is associated to a requisition that sources to a PO;
- The vendor is set up to accept PCards;
- The vendor location effective date is less than or equal to the PO Date;
- The Buyer has proxy to the PCard; **AND**
- The PCard has a current expiration date.

The 'Use Procurement Card' link will appear on the PO if the above listed statements are all 'True':

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Maintain Purchase Order

Purchase Order

Unit: [Redacted] PO Status: Open [Green Check] [Red X]
PO ID: 0000003521 Budget Status: Not Chk'd [Green Check] [Red X] [Green Check]
Copy From: [Redacted] [Hold From Further Processing]

Header

*PO Date: 07/16/2013 [Calendar] [Vendor Search]
Vendor: [Redacted] [Vendor Details]
*Vendor ID: [Redacted] [Redacted]
*Buyer: [Redacted] [Redacted]
PO Reference: [Redacted]

Receipt Status: Not Rec'd
*Dispatch Method: Fax

Amount Summary

Merchandise: 16.28
Freight/Tax/Misc.: 0.00 [Calculate]
Total Amount: 16.28 USD

[Header Details](#) [PO Activities](#) [Edit Ship To Comments](#)
[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)
[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: [Redacted] To: [Redacted] [Retrieve]

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	[Redacted]	Brady Safety Sign, 10 X 7	2.0000	EA	551217	8.14000	16.28	Active

PCARDS ON PURCHASE ORDERS

The 'Use Procurement Card' link will appear on the PO if the following statements are **ALL** true:

- The vendor is set up to accept PCards;
- The vendor location effective date is less than or equal to the PO Date;
- The Buyer has proxy to the PCard; **AND**
- The PCard has a current expiration date.

PCARD FLOWED FROM REQUISITION

Navigation: From the Home page in SMART, click on:

Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

1. When the Buyer clicks the 'Use Procurement Card' link, the 'Procurement Card used for payment' section will be populated if the PCard information flowed from the requisition to the PO:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

The screenshot shows the 'Maintain Purchase Order' form. Under the 'Procurement Card Information' section, the 'Business Unit' is blank and the 'PO ID' is 0000003521. The 'Procurement Card used for payment' section is highlighted with a red box and contains the following information: Card Number: *****9976 (VISA), Card Type: Visa, and Expiration Date: 01/31/2014. Below this is the 'Override with Procurement Card' section, which has a 'Card Number' dropdown menu, 'Card Type' and 'Expiration Date' fields, and a 'Don't use Procurement Card' checkbox. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

- The Buyer may choose to change the PCard by selecting a different 'Card Number' from the drop down box and then clicking the 'OK' button:

This screenshot shows the 'Maintain Purchase Order' form with the 'Override with Procurement Card' section expanded. The 'Card Number' dropdown menu is open, displaying a list of card numbers from *****0002 (VISA) to *****0106 (VISA). A red arrow points to the '0048 (VISA)' option. Another red arrow points to the 'OK' button at the bottom left of the form.

- The Buyer may choose to remove the PCard by checking the 'Don't use Procurement Card' check box and clicking the 'OK' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

The screenshot shows the 'Maintain Purchase Order' form. Under the 'Procurement Card Information' section, the Business Unit is [redacted] and the PO ID is 0000003521. A sub-section titled 'Procurement Card used for payment' contains the Card Number (*****0106 (VISA)), Card Type (Visa), and Expiration Date (01/31/2050). Below this is an 'Override with Procurement Card' section with fields for Card Number, Card Type, and Expiration Date. A red arrow points to the 'Don't use Procurement Card' checkbox, which is checked. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons. Another red arrow points to the 'OK' button.

NO PCARD ON REQUISITION

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

1. If the requisition did not contain a PCard, the Buyer may still add a PCard to the PO. Click the 'Use Procurement Card' link:

The screenshot shows the 'Maintain Purchase Order' form. The PO ID is 0000001782. The PO Status is 'Open' and the Budget Status is 'Not Chkd'. The 'Use Procurement Card' link is highlighted with a red box. The 'Amount Summary' section shows a Total Amount of 1,149,820.00 USD. The 'Lines' section shows a single line item with a quantity of 1.0000 and a price of 1,149,820.00. The 'Go to' dropdown is set to 'More ...'.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

- The 'Procurement Card used for payment' section will be blank. Select the drop down arrow beside the 'Card Number' field:

Maintain Purchase Order

Procurement Card Information

Business Unit: [redacted]
PO ID: 0000001782

Procurement Card used for payment

Card Number:
Card Type:
Expiration Date:

Override with Procurement Card

Card Number: [dropdown arrow highlighted]
Card Type:
Expiration Date:
☐ Don't use Procurement Card

OK Cancel Refresh

- Select a PCard and then click the 'OK' button:

Maintain Purchase Order

Procurement Card Information

Business Unit: [redacted]
PO ID: 000

Procurement Card

Card Number:
Card Type:
Expiration Date:

Override with Procurement Card

Card Number: [dropdown menu open showing list of PCard numbers]
Card Type:
Expiration Date:
☐ Don't use Procurement Card

OK Cancel Refresh

- Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will display the selected PCard in the 'Procurement Card used for payment' section:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

The screenshot shows a web form titled "Maintain Purchase Order". Inside, there is a section "Procurement Card Information". It contains fields for "Business Unit:" (with a dropdown arrow), "PO ID:" (with the value "0000001782"), and a sub-section "Procurement Card used for payment" with fields for "Card Number:" (value "*****1764 (VISA)"), "Card Type:" (value "Visa"), and "Expiration Date:" (value "05/31/2013"). Below this is another sub-section "Override with Procurement Card" with fields for "Card Number:" (dropdown), "Card Type:" (text), and "Expiration Date:" (text). There is a checkbox labeled "Don't use Procurement Card". At the bottom are three buttons: "OK", "Cancel", and "Refresh".

CHANGING PCARD AFTER PO DISPATCHED

The State of Kansas implemented a modification to allow Buyers the ability to remove, add or change PCard information after the PO has been dispatched.

Part of the modification was to capture the changes to the PCard information on the 'Manage Change Order' pages. The change order history will not provide detailed information but will indicate the action that was taken:

- PCard Not Assigned: PCard has never been associated to the Purchase Order
- PCard Added: PCard has been added
- PCard Removed: PCard has been removed
- PCard Changed: PCard has been changed

ADDING A PCARD – PO DISPATCHED

A requisition has been submitted and sourced to a PO. The PO was dispatched, without a PCard. The Buyer is now informed that the product had already been paid for with a PCard. To reconcile the PCard transaction **AND** release the encumbrance that has been established by the PO, the Buyer must associate the PCard to this PO.

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

1. When the Buyer navigates to the PO, the 'Use Procurement Card' link will **NOT** be visible. To activate the 'Use Procurement Card' link, click the 'Change Order' icon at the PO header level:

Maintain Purchase Order
Purchase Order

Unit: [Redacted] PO ID: 0000002097 PO Status: Dispatched Budget Status: Valid

Copy From: [Dropdown] ☐ Hold From Further Processing

Header

*PO Date: 05/30/2013 Vendor Search
Vendor: [Redacted] [Vendor Details](#)
*Vendor ID: [Redacted]
*Buyer: [Redacted]
PO Reference: PSA 06 NSIP

Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
*Dispatch Method: Email

Amount Summary

Merchandise: 18,557.00
Freight/Tax/Misc.: 0.00 [Calculate](#)
Total Amount: 18,557.00 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)
[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)
[Edit Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From: [Dropdown] Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: [Input] To: [Input] [Retrieve](#)

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	[Redacted]	[Redacted]	1.0000	EA	801017	18,557.00000	18,557.00	Active

[View Printable Version](#) [Category Search](#) *Go to: [More...]

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

2. The 'Use Procurement Card' link will appear. Click the 'Use Procurement Card' link:

Maintain Purchase Order
Purchase Order

Unit: [Redacted] PO ID: 0000002097 PO Status: Dispatched Budget Status: Valid

Copy From: [Dropdown] ☐ Hold From Further Processing

Header

*PO Date: 05/30/2013 Vendor Search
Vendor: [Redacted] [Vendor Details](#)
*Vendor ID: [Redacted]
*Buyer: [Redacted]
PO Reference: [Redacted]

Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
*Dispatch Method: Email

Amount Summary

Merchandise: 18,557.00
Freight/Tax/Misc.: 0.00 [Calculate](#)
Total Amount: 18,557.00 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)
[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)
[Edit Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From: [Dropdown] Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: [Input] To: [Input] [Retrieve](#)

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	[Redacted]	[Redacted]	1.0000	EA	801017	18,557.00000	18,557.00	Active

3. Click the arrow beside the 'Card Number' drop down box. Select the PCard from the list. Click the 'OK' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Maintain Purchase Order

Procurement Card

Business Unit: []

PO ID: 000

Procurement Card

Card Number: []

Card Type: []

Expiration Date: []

Override with Procurement Card

Card Number: []

Card Type: []

Expiration Date: []

☐ Don't use Procurement Card

OK Cancel Refresh

*****1772 (VISA)
*****1780 (VISA)
*****1806 (VISA)
*****1814 (VISA)
*****1830 (VISA)
*****1848 (VISA)
*****1863 (VISA)
*****1871 (VISA)
*****1889 (VISA)
*****1897 (VISA)
*****1905 (VISA)
*****1913 (VISA)
*****1921 (VISA)
*****1939 (VISA)
*****1947 (VISA)
*****1954 (VISA)

- Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will display the selected PCard in the 'Procurement Card used for payment' section:

Maintain Purchase Order

Procurement Card Information

Business Unit: []

PO ID: 0000002097

Procurement Card used for payment

Card Number: *****1863 (VISA)

Card Type: Visa

Expiration Date: 05/31/2013

Override with Procurement Card

Card Number: []

Card Type: []

Expiration Date: []

☐ Don't use Procurement Card

OK Cancel Refresh

CHANGING A PCARD – PO DISPATCHED

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

A **Requestor** submitted a requisition, and the **Requestor's** PCard information flowed to the PO. The PO was then dispatched. In the meantime, the **Buyer** calls the vendor and places the purchase on his PCard. Finally, the Buyer is reconciling his PCard transactions but the PO is **NOT** available.

The PO is not available because the PCard being reconciled is not the PCard associated to the PO. To reconcile the PCard transaction **AND** to release the encumbrance that has been established by the PO, the Buyer must change the PCard on the PO.

Navigation: From the Home page in SMART, click on:

Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

1. When the Buyer navigates to the PO, the 'Use Procurement Card' link is active. Clicking the 'Use Procurement Card' link will open the 'Procurement Card Information' page, but the values on this page cannot be edited:

The screenshot shows a web application window titled 'Maintain Purchase Order'. Inside, there is a section titled 'Procurement Card Information'. Below this title, the 'Business Unit' is shown as a greyed-out field. The 'PO ID' is 0000000082. A blue header bar reads 'Procurement Card used for payment'. Below this bar, the following information is displayed: 'Card Number: *****0152 (VISA)', 'Card Type: Visa', and 'Expiration Date: 01/31/2014'. At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

2. To change the PCard, the Buyer must click the 'Change Order' icon at the **header level** of the PO on the 'Maintain Purchase Order – Purchase Order' page:

Procurement Cards (PCards)

Training Guide



Statewide Management, Accounting and Reporting Tool



Maintain Purchase Order

Purchase Order

Unit: [Redacted] PO ID: 0000000082


Copy From: [Dropdown]

PO Status: Dispatched  

Budget Status: Valid  

☐ Hold From Further Processing

Header

*PO Date: 08/03/2010  Vendor Search

Vendor: [Redacted] [Vendor Details](#)

*Vendor ID: [Redacted]

*Buyer: [Redacted]

PO Reference: [Redacted]

Backorder Status: None [Create BackOrder](#)

Receipt Status: Partial

*Dispatch Method: Email

Amount Summary

Merchandise: 951.50

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 951.50 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)









[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)

[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From [Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display

Line: [Input] To: [Input] [Retrieve](#)

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status			
1		[Redacted]	1.0000	EA	551015	279.00000	279.00	Active			
2		[Redacted]	250.0000	EA	55101524	2.69000	672.50	Closed			



- The 'Change Order' icon will no longer be displayed and when the 'Use Procurement Card' link is clicked the page will be editable:



Maintain Purchase Order

Purchase Order

Unit: 03900 PO ID: 0000000082


Copy From: [Dropdown]

PO Status: Dispatched  

Budget Status: Valid  


☐ Hold From Further Processing

Header

*PO Date: 08/03/2010  Vendor Search

Vendor: JOURNEYWOR-00 [Vendor Details](#)

*Vendor ID: 0000225960 DUPLICATE VENDOR - USE 225960

*Buyer: AD00KXD  Kathleen X Dudney

PO Reference: [Redacted]

Backorder Status: None [Create BackOrder](#)

Receipt Status: Partial

*Dispatch Method: Email

Amount Summary

Merchandise: 951.50

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 951.50 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)

[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)

[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From [Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display

Line: [Input] To: [Input] [Retrieve](#)

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

4. The current PCard information is displayed in the 'Procurement Card used for payment' section. To correct the PCard information, select the arrow beside the 'Card Number' drop down box:

Maintain Purchase Order

Procurement Card Information

Business Unit: [Redacted]
PO ID: 0000000082

Procurement Card used for payment

Card Number: *****0152 (VISA)
Card Type: Visa
Expiration Date: 01/31/2014

Override with Procurement Card

Card Number: [Dropdown Menu]
Card Type:
Expiration Date:
☐ Don't use Procurement Card

OK Cancel Refresh

5. Select the correct PCard from the list, and then click the 'OK' button:

Maintain Purchase Order

Procurement Card Information

Business Unit: [Redacted]
PO ID: 000

Procurement Card

Card Number: [Dropdown Menu]
Card Type:
Expiration Date:

Override with Procurement Card

Card Number: [Dropdown Menu]
Card Type:
Expiration Date:
☐ Don't use Procurement Card

OK Cancel Refresh

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

6. Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will display the selected PCard in the 'Procurement Card used for payment' section:

The screenshot displays the 'Maintain Purchase Order' interface. At the top, it says 'Maintain Purchase Order' and 'Procurement Card Information'. Below this, it shows 'Business Unit:' followed by a blurred field, and 'PO ID: 0000000082'. A section titled 'Procurement Card used for payment' contains a red-bordered box with the following details: 'Card Number: *****1624 (VISA)', 'Card Type: Visa', and 'Expiration Date: 03/31/2013'. Below this is an 'Override with Procurement Card' section with a 'Card Number:' dropdown menu, 'Card Type:', and 'Expiration Date:' fields. At the bottom of this section is a checkbox labeled 'Don't use Procurement Card'. At the very bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

REMOVING A PCARD – PO DISPATCHED

A requisition has been submitted. A PCard was associated to the requisition and the Requestor's PCard information flowed to the PO. The PO was dispatched. The Vendor has contacted the Buyer and indicated that they will not accept PCard payment.

The Buyer needs to remove the PCard information from the PO so that a voucher can be created.

NOTE: Once a PCard has been associated to a PO, the PO is **NOT** available to pull directly into a voucher. To release the PO encumbrance the PO must be associated to the PCard transaction during the reconciliation process. The PCard transactions will build to a PCard Voucher once the PCard transaction is 'Approved' and has 'Valid' budget and chartfield statuses. The PCard Voucher Build process runs twice weekly, Monday and Thursday mornings before hourly batch processes begin.

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

1. When the Buyer navigates to the PO, The 'Use Procurement Card' link is visible. Clicking the 'Use Procurement Card' link will open the 'Procurement Card Information' page, but the values on this page cannot be edited:

The screenshot shows a web form titled 'Maintain Purchase Order' with a sub-section 'Procurement Card Information'. It contains the following fields:

- Business Unit: [Redacted]
- PO ID: 0000000082
- Procurement Card used for payment (Section Header)
- Card Number: *****0152 (VISA)
- Card Type: Visa
- Expiration Date: 01/31/2014

At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

2. To change the PCard, the Buyer must click the 'Change Order' icon at the **header level** of the PO on the 'Maintain Purchase Order – Purchase Order' page:

The screenshot shows the 'Maintain Purchase Order' page with the 'Purchase Order' header. A red arrow points to the 'Change Order' icon (a triangle with an 'X') in the top right corner. The page includes the following sections:

- Unit:** [Redacted]
- PO ID:** 0000000082
- Copy From:** [Dropdown]
- PO Status:** Dispatched
- Budget Status:** Valid
- ☐ Hold From Further Processing
- Header Section:**
 - *PO Date: 08/03/2010
 - Vendor: [Redacted]
 - *Vendor ID: [Redacted]
 - *Buyer: [Redacted]
 - PO Reference: [Redacted]
 - Backorder Status: None
 - Receipt Status: Partial
 - *Dispatch Method: Email
 - Amount Summary: Merchandise: 951.50, Freight/Tax/Misc.: 0.00, Total Amount: 951.50 USD
- Footer Section:**
 - Header Details, PO Activities, Edit Ship To Comments, PO Defaults, Document Status, Bidder Preferences, Add Comments, Requisitions, Use Procurement Card
 - Select Lines To Display: Line: [Input], To: [Input], Retrieve
 - Lines Table:

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	[Redacted]	[Redacted]	1.0000	EA	551015	279.00000	279.00	Active
2	[Redacted]	[Redacted]	250.0000	EA	55101524	2.69000	672.50	Closed

Procurement Cards (PCards)

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3. The 'Change Order' icon will not be displayed, and, when the 'Use Procurement Card' link is clicked, the page will be editable:

Maintain Purchase Order

Purchase Order

Unit: 03900 PO Status: Dispatched
PO ID: 0000000082 Budget Status: Valid
Copy From: [Dropdown] ☐ Hold From Further Processing

Header

*PO Date: 08/03/2010 Vendor Search
Vendor: JOURNEYWOR-00 Vendor Details
*Vendor ID: 0000225960 DUPLICATE VENDOR - USE 225960 Backorder Status: None Create BackOrder
*Buyer: AD00KXD Kathleen X Dudney Receipt Status: Partial
PO Reference: [Text] *Dispatch Method: Email

Amount Summary

Header Details PO Activities Edit ShipTo Comments
PO Defaults Document Status Bidder Preferences
Add Comments Requisitions Use Procurement Card

Merchandise: 951.50
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 951.50 USD

Add Items From **Select Lines To Display**

Purchasing Kit Catalog Item Search Line: [Text] To: [Text] Retrieve

4. The current PCard information is displayed in the 'Procurement Card used for payment section. Click the 'Don't use Procurement Card' check box:

Maintain Purchase Order

Procurement Card Information

Business Unit: [Text]
PO ID: 0000000082

Procurement Card used for payment

Card Number: *****0152 (VISA)
Card Type: Visa
Expiration Date: 01/31/2014

Override with Procurement Card

Card Number: [Dropdown]
Card Type: [Text]
Expiration Date: [Text]
☒ Don't use Procurement Card

OK Cancel Refresh

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5. Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will show that the 'Procurement Card used for payment' section is blank:

The screenshot shows a web form titled "Maintain Purchase Order". It has two main sections: "Procurement Card Information" and "Override with Procurement Card".

Procurement Card Information

- Business Unit: [Redacted]
- PO ID: 0000000082
- Procurement Card used for payment**
- Card Number: [Redacted]
- Card Type: [Redacted]
- Expiration Date: [Redacted]

Override with Procurement Card

- Card Number: [Dropdown menu]
- Card Type: [Redacted]
- Expiration Date: [Redacted]
- ☐ Don't use Procurement Card

At the bottom are three buttons: OK, Cancel, and Refresh.

PCARD LINK NOT APPEARING ON PO

I want to pay for an item with a PCard, but the '**Use Procurement Card**' link (PCard link) is not displaying on the Purchase Order (PO). How do I get the PCard link to display on the PO?

There are several criteria that must be met before the '*Use Procurement Card*' link will display on a PO:

- The **PCard** must have a **current expiration date**;
- The **Buyer** must have '**proxy**' rights to the PCard;
- The **Vendor** must be set up to **accept PCards**; and
- The **Vendor Location** effective date must be **on or before** the **PO Date**.

CHECK THE PCARD EXPIRATION DATE

The Agency PCard Administrator can check to see if the PCard expiration date is current.

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Definitions → Cardholder Profile → Find an Existing Value (Tab)

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1. Search for the PCard holder's profile and select the desired EmplID link. In this example, we searched by the employee's name. The Agency PCard Administrator can also search by the Employee's ID number (if that information is known).

Cardholder Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with
Name: contains
Last Name: begins with
☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-19 of 19 Last

EmplID	Name	Last Name
00000000000000000000000000000000	Hageman, Amy W	Hageman
00000000000000000000000000000000	Hageman, Angela J	Hageman
00000000000000000000000000000000	Hageman, Brad	Hageman
00000000000000000000000000000000	Hageman, Casey D	Hageman
00000000000000000000000000000000	Hageman, Curtis W	Hageman
00000000000000000000000000000000	Hageman, David R	Hageman
00000000000000000000000000000000	Hageman, Eric	Hageman
00000000000000000000000000000000	Hageman, Gail J	Hageman
00000000000000000000000000000000	Hageman, James Wade	Hageman
00000000000000000000000000000000	Hageman, Karen Sue	Hageman
00000000000000000000000000000000	Hageman, Kristi L	Hageman
00000000000000000000000000000000	Hageman, Marshall J	Hageman
00000000000000000000000000000000	Hageman, Richard	Hageman

2. Click the 'Card Data' tab:

Personal Data **Card Data**

Name: Hageman, Amy W Employee ID: 00000000000000000000000000000000

Personnel Status: Employee

Telephone: 785/291-1000

Home Address

Country: USA United States

Address 1: 1000 W. 10th Street

Address 2:

Address 3:

City: Topeka

County: Shawnee Postal: 66606

State: KS Kansas

Mailing Address

Save **Return to Search** **Previous in List** **Next in List** **Notify**

[Personal Data](#) | [Card Data](#)

3. Validate that the 'Expiry Date' for the PCard is current:

Procurement Cards (PCards)

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Personal Data | Card Data

Display Unmasked Card Number

Card Data

Customize | Find | First 1-2 of 2 Last

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued
	UMB			01/31/2020	Visa	
	UMB			01/31/2020	Visa	

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

ACTION TO TAKE IF THE EXPIRY DATE IS NOT CURRENT

Update the Expiry date to some date in the future. It is acceptable to use expiration dates that are 50 or more years in the future; however, when the PCard expires or is canceled, the Agency PCard Administrator needs to enter the actual expiration or cancellation date into SMART.

NOTE: The State of Kansas does not use SMART to manage the issuance of PCard; including PCard expiration dates and PCard transaction limitations. Those items are handled by UMB Bank. However, the PCard Holder Profile in SMART must be assigned a current expiration date for the PCard to be available on a transaction (such as a Purchase Order) in SMART.

CHECK TO SEE IF THE BUYER HAS 'PROXY' TO THIS PCARD

The Agency PCard Administrator can check to see if the Buyer has 'Proxy' to the PCard in question.

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Definitions → Cardholder Profile → Find an Existing Value (Tab)

1. Search for the PCard holder's profile and select the desired EmplID link. In this example, we searched by the employee's name. The Agency PCard Administrator can also search by the Employee's ID number (if that information is known).

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Cardholder Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Name: contains

Last Name: begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-19 of 19 Last

EmplID	Name	Last Name
00000000000000000000000000000000	Hageman, Amy W	seeCEworks
00000000000000000000000000000000	Hageman, Angela J	seeCEworks
00000000000000000000000000000000	Hageman, Brian	seeCEworks
00000000000000000000000000000000	Hageman, Carlos G	seeCEworks
00000000000000000000000000000000	Hageman, Curtis W	seeCEworks
00000000000000000000000000000000	Hageman, David B	seeCEworks
00000000000000000000000000000000	Hageman, Eric	seeCEworks
00000000000000000000000000000000	Hageman, Karen J	seeCEworks
00000000000000000000000000000000	Hageman, James Wade	seeCEworks
00000000000000000000000000000000	Hageman, Karen Sue	seeCEworks
00000000000000000000000000000000	Hageman, Kristi L	seeCEworks
00000000000000000000000000000000	Hageman, Marshall J	seeCEworks
00000000000000000000000000000000	Hageman, Richard	seeCEworks

2. Click the 'Card Data' tab:

Personal Data **Card Data**

Name: Employee ID:

Personnel Status: Employee

Telephone: 785/29

Home Address

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

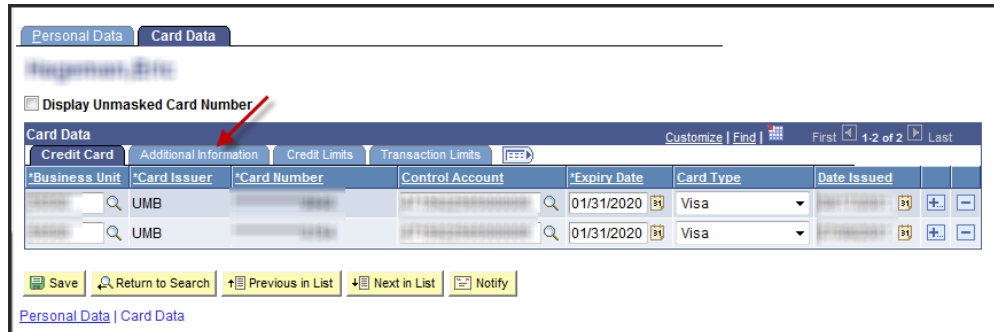
[Personal Data](#) | [Card Data](#)

3. In the 'Card Data' section, click the 'Additional Information' tab:

Procurement Cards (PCards)

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Personal Data | Card Data

Regimen 2116

☐ Display Unmasked Card Number

Card Data

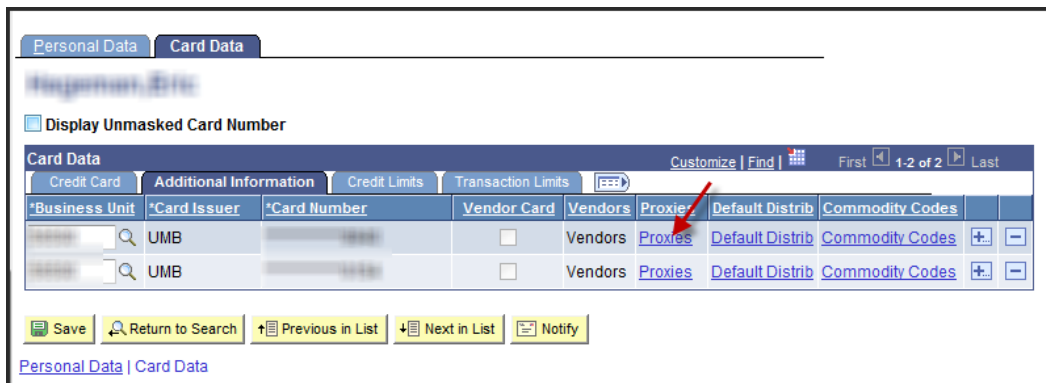
Customize | Find | First | 1-2 of 2 | Last

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued
UMB	UMB	XXXXXXXXXX		01/31/2020	Visa	
UMB	UMB	XXXXXXXXXX		01/31/2020	Visa	

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

4. Click the 'Proxies' link on the desired line:



Personal Data | Card Data

Regimen 2116

☐ Display Unmasked Card Number

Card Data

Customize | Find | First | 1-2 of 2 | Last

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
UMB	UMB	XXXXXXXXXX		Vendors	Proxies	Default Distrib	Commodity Codes
UMB	UMB	XXXXXXXXXX		Vendors	Proxies	Default Distrib	Commodity Codes

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

NOTE: Clicking the 'Proxies' link opens the 'Assign Proxies' page.

5. In the 'Proxies' section, validate that the applicable Buyer's ID/Name is listed in the 'User ID' column.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Assign Proxies

Regimen, etc:

UMB Card Number:

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default		
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

ACTION TO TAKE IF THE BUYER DOES NOT HAVE PROXY TO THE PCARD

1. On the Assign Proxies page, in the Proxies section, click the plus sign button (+) located at the far right side of the last row:

Assign Proxies

Regimen, etc:

UMB Card Number:

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default		
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

Procurement Cards (PCards)

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- This will add a new row. In the new row, User ID Column, enter the desired SMART 'User ID' for the Buyer:

Assign Proxies

UMB Card Number:

*User ID	Description	*Role	Requester Default	Buyer Default		
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

- In the Role column, click the drop-down list arrow and select the desired role from the drop down list options.

NOTE: The roles available in the Role drop down box will vary depending on the security access roles that have been assigned to the Buyer. In most cases, the 'PO Kansas Buyer' role is the one that will be selected.

Procurement Cards (PCards)

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Assign Proxies

UMB Card Number: [REDACTED]

*User ID	Description	*Role	Requester Default	Buyer Default		
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA0[REDACTED]	[REDACTED]	PO Central P-Card Admin PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

- Click the 'OK' button, located at the bottom left corner of the 'Assign Proxies' page.

NOTE: Clicking on the 'OK' button returns you to the 'Card Data' page.

Assign Proxies

UMB Card Number: [REDACTED]

*User ID	Description	*Role	Requester Default	Buyer Default		
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA0[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

Procurement Cards (PCards)

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- On the Card Data page, click the 'Save' button which is located at the bottom left corner of the page:

The screenshot shows the 'Card Data' page with a table of card information. The 'Save' button is highlighted with a red arrow at the bottom left of the table area.

VENDOR IS SET UP TO ACCEPT Pcards AS A METHOD OF PAYMENT.

The 'Agency Vendor Processor' or the 'Vendor Viewer' can validate this information.

Navigation: From the Home page in SMART, click on:
Vendor → Vendor Information → Add/Update → Vendor

- On the 'Vendor Information' page, enter the desired 'Vendor ID' and click the 'Search' button.

NOTE: This will open the Vendor's file.

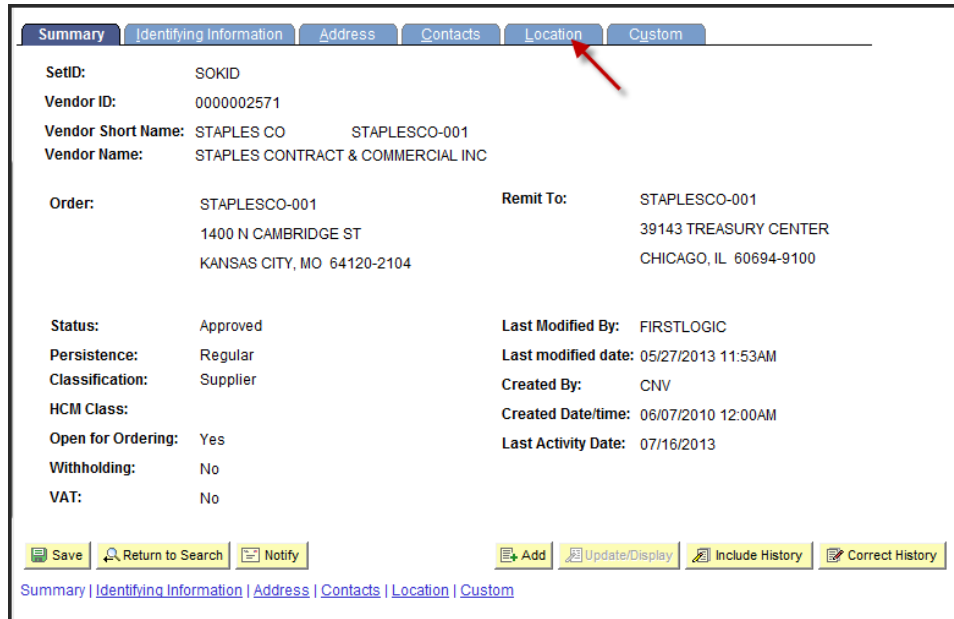
The screenshot shows the 'Vendor Information' page with a search form. The 'Vendor ID' field is highlighted with a red box, and the 'Search' button is highlighted with a red arrow at the bottom left.

- In the Vendor's file, click the 'Location' tab:

Procurement Cards (PCards)

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The screenshot displays a web application interface with a top navigation bar containing tabs: Summary, Identifying Information, Address, Contacts, Location, and Custom. The 'Location' tab is selected and highlighted with a red arrow. Below the tabs, the interface is divided into two columns. The left column contains fields for SetID (SOKID), Vendor ID (0000002571), Vendor Short Name (STAPLES CO), Vendor Name (STAPLES CONTRACT & COMMERCIAL INC), Order (STAPLESCO-001), and address details (1400 N CAMBRIDGE ST, KANSAS CITY, MO 64120-2104). The right column contains fields for Remit To (STAPLESCO-001), address details (39143 TREASURY CENTER, CHICAGO, IL 60694-9100), Status (Approved), Persistence (Regular), Classification (Supplier), HCM Class, Open for Ordering (Yes), Withholding (No), and VAT (No). Below these fields, there are two columns of metadata: Last Modified By (FIRSTLOGIC), Last modified date (05/27/2013 11:53AM), Created By (CNV), Created Date/time (06/07/2010 12:00AM), and Last Activity Date (07/16/2013). At the bottom, there is a row of buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History. Below the buttons is a breadcrumb trail: Summary | Identifying Information | Address | Contacts | Location | Custom.

SetID:	SOKID
Vendor ID:	0000002571
Vendor Short Name:	STAPLES CO
Vendor Name:	STAPLES CONTRACT & COMMERCIAL INC
Order:	STAPLESCO-001
Remit To:	STAPLESCO-001
1400 N CAMBRIDGE ST	39143 TREASURY CENTER
KANSAS CITY, MO 64120-2104	CHICAGO, IL 60694-9100
Status:	Approved
Persistence:	Regular
Classification:	Supplier
HCM Class:	
Open for Ordering:	Yes
Withholding:	No
VAT:	No
Last Modified By:	FIRSTLOGIC
Last modified date:	05/27/2013 11:53AM
Created By:	CNV
Created Date/time:	06/07/2010 12:00AM
Last Activity Date:	07/16/2013

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

- On the 'Location tab, 'Details' section, click the 'Procurement' link. This will open the 'Procurement Options' page.

NOTE: If the vendor's file has multiple Locations, please ensure that you are choosing the correct location. The correct vendor Location can be found on the PO, by clicking the 'Vendor Details' link in the Header section of the PO.

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The screenshot displays the 'Location' tab of the Statewide Management, Accounting and Reporting Tool. The interface includes a navigation bar at the top with tabs: Summary, Identifying Information, Address, Contacts, Location (selected), and Custom. Below the navigation bar, the 'SetID' is SOKID, and the 'Vendor' is 0000002571. The 'Short Vendor Name' is STAPLESCO-001, and the 'Name' is STAPLES CONTRACT & COMMERCIAL INC. A note states: 'A vendor location is a default set of rules which define how you conduct business with a vendor.'

The 'Location' section shows a table with one entry: *Location: 001, Description: SYSTEM CHECK, and a checkbox for 'Default' which is checked. The 'Details' section shows the *Effective Date: 01/01/1901, Status: Active, and Options: Payables, Procurement, Sales/Use Tax, 1099. A red arrow points to the 'Procurement' link. Below the options are expandable sections: Additional ID Numbers, Comments, Internet Address, and VAT. At the bottom of the page are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History. The footer shows the navigation bar again: Summary | Identifying Information | Address | Contacts | Location | Custom.

4. On the Procurement Options page, scroll to the bottom of the page. Click the 'Expand' button for the 'Procurement Card Information' section:

Procurement Cards (PCards)

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Procurement Options

SetID: SOKID Location: 001
Vendor ID: 0000002571 Description: SYSTEM CHECK
Short Vendor Name: STAPLESCO-001
Name 1: STAPLES CONTRACT & COMMERCIAL INC [Expand All](#) [Collapse All](#)

Ordering

Vendor: 0000002571 STAPLES CONTRACT & COMMERCIAL INC
*Address: [Search](#) KCMO Whse Location
1400 N CAMBRIDGE ST
KANSAS CITY, MO 64120-2104
Location: 001 SYSTEM CHECK

Pricing

Vendor: 0000002571 STAPLES CONTRACT & COMMERCIAL INC
*Location: [Search](#) SYSTEM CHECK

Location: 001 SYSTEM CHECK

▶ Additional Procurement Options
▶ Dispatch Methods
▶ POA Settings
▶ RTV Options
▶ Procurement Card Information

[Expand All](#) [Collapse All](#)

5. Validate that the 'Procurement Card Information' section has been correctly completed:

- The 'Accepts Procurement Card as payment method' checkbox should be checked.
- The 'Contact Cardholder' option is selected in the 'ProCard Dispatch Option' AND
- The 'Visa' option is selected as the 'Card Type'.

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Procurement Card Information

☒ Accepts Procurement Card as payment method

*ProCard Dispatch Option: Contact Cardholder

Types of Procurement Card Accepted	
Card Type	
1 Visa	

Expand All Collapse All

ACTION TO TAKE IF THE VENDOR IS NOT SET UP TO ACCEPT PCARD PAYMENTS

Your agency needs to submit a Service Desk Request requesting that the Vendor ID be updated to accept PCard payments. Please ensure that the Vendor ID number is included in the Service Desk Request.

VENDOR LOCATION'S EFFECTIVE DATE IS ON OR BEFORE THE PO DATE

The Buyer can validate if the location's effective date is on or before the PO date.

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Order → Add/Update POs

1. Search for, and select, the desired PO. This will open the 'Maintain Purchase Order' page. On the 'Maintain Purchase Order' page, 'Header' section, make a NOTE of the 'PO Date'. In this example, the PO Date is 05/30/2013.

Maintain Purchase Order

Purchase Order

Unit: PO ID: Copy From: PO Status: Dispatched Budget Status: Valid

☐ Hold From Further Processing

Header

*PO Date: 05/30/2013 Vendor Search

Vendor: STAPLESCO-001 Vendor Details

*Vendor ID: 0000002571 STAPLES CONTRACT & COMMERCIAL INC

*Buyer: BA00AXS Amanda X Sprengeler

PO Reference: Backorder Status: None Receipt Status: Not Recvd

*Dispatch Method: EDX Amount Summary

2. On the 'Vendor Details' page, at the top section of the page, make a NOTE of the 'Location' code. In this example, the Location code displayed is '001'. Click the 'Vendor Information' link.

Procurement Cards (PCards)

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Maintain Purchase Order

Vendor Details -- STAPLES CONTRACT & COMMERCIAL INC

Unit: PO ID: Vendor: STAPLESCO-001

*Location: [Vendor Information](#)

*Address: [Show Address Details](#) Terms: Due Immediately

Contact: [Show Contact Details](#) Basis Dt Type:

Salesperson: [Show Salesperson Details](#)

Vendor Details Message

Country: USA United States Prefix:

Address 1: 1400 N CAMBRIDGE ST Fax: 816/504-2530

Address 2: KC DISTRIBUTION CENTER Prefix:

Address 3: KANSAS CITY Phone: 816/504-2515

City: KANSAS CITY

County: JACKSON Postal: 64120-2104

State: MO Missouri

3. Clicking the 'Vendor Information' link opens a new window which displays the 'Identifying Information' tab of the vendor's file. On the vendor's file, select the 'Location' tab.

Summary **Identifying Information** **Address** **Contacts** **Location** **Custom**

SetID: SOKID

Vendor ID: 0000002571

*Vendor Short Name: STAPLES CO STAPLESCO-001

*Vendor Name 1: STAPLES CONTRACT & COMMERCIAL INC

Vendor Name 2:

*Status: *Classification:

*Persistence: HCM Class:

☐ VAT Registration [Registration](#) [VAT Default](#) [VAT Service Treatment Setup](#)

☐ Withholding

☒ Open For Ordering

Vendor Relationships

☐ Corporate Vendor ☐ InterUnit Vendor

Corporate SetID: SOKID InterUnit Vendor ID:

Corporate Vendor ID: 0000002571 STAPLES CONTRACT & COMMERCIAL INC

Create Bill-To Customer

☐ Create Bill To Customer

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

4. On the 'Location' tab, in the 'Location' section, navigate to the desired 'Location' code. In this example, the desired Location code is '001'. In the 'Details' section for the 'Location' validate that the Effective Date is on, or before, the PO Date. In this example, the PO Date is 05/30/2013 and the Location code 'Effective Date' is 01/01/1901. The Effective Date of 01/01/1901 occurs before the PO Date of 05/30/2013.

The screenshot displays the 'Location' tab for a vendor. The 'Location' section shows the 'Location' code as '001' and the 'Description' as 'SYSTEM CHECK'. The 'Details' section shows the 'Effective Date' as '01/01/1901' and the 'Status' as 'Active'. The interface includes tabs for Summary, Identifying Information, Address, Contacts, Location, and Custom. At the bottom, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

VENDOR'S LOCATION CODE EFFECTIVE DATE IS AFTER THE PO DATE

Agencies should try the following options, in the following order:

- Change the Location Code on the PO
- Change the PO Date
- If the prior two options do not resolve the issue, please submit a service desk ticket and the SMART team will review the issue.

CHANGE THE LOCATION CODE ON THE PO

1. Navigate to, and open, the desired PO. In the **header section**, click the 'Vendor Details' link.

Procurement Cards (PCards)

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Maintain Purchase Order
Purchase Order

Unit: [Field]
PO ID: [Field]
Copy From: [Dropdown]
PO Status: Dispatched
Budget Status: Valid
Hold From Further Processing: ☐
Header
*PO Date: 05/31/2013
Vendor: INTERCALL-001
*Vendor ID: 0000154693
*Buyer: DA00ARH
PO Reference: [Field]
Vendor Search
[Vendor Details](#)
Backorder Status: None
Receipt Status: Not Recvd
*Dispatch Method: Print
Amount Summary

- Click the 'Look Up' icon for the 'Location Code' field. This will open the 'Look Up Location' page:

Maintain Purchase Order
Vendor Details -- INTERCALL INC

Unit: [Field]
PO ID: [Field]
Vendor: INTERCALL-001
*Location: 002
*Address: 1
Contact: [Field]
Salesperson: [Field]
Show Address Details
Show Contact Details
Show Salesperson Details
Terms: 00 Due Immediately
Basis Dt Type: Inv Date
Vendor Information
Vendor Details Message
Country: USA United States
Address 1: 1211 OG SKINNER DR
Address 2:
Address 3:
City: WEST POINT
County: Postal: 31833-1789
State: GA Georgia
Prefix:
Fax:
Phone:
OK Cancel Refresh

- On the 'Look Up Location' page, select a different location code (if available).

NOTE: Since this is a PCard transaction, changing the location code will have minimal impact.

CAUTION: On POs that are not associated to PCards, Buyers should **NOT** change the location code without first thoroughly evaluating the situation.

Procurement Cards (PCards)

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Look Up Location

Vendor SetID: SOKID
Vendor ID: 0000154693
Vendor Location: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Vendor Location	Description
001	SYSTEM CHECK
002	ACH ****2223

CHANGE THE PO DATE

1. Navigate to, and open the desired PO. On the PO, **in the Header section**, enter a new PO Date that is **PRIOR** to the Vendor's location code 'Effective Date'.

NOTE: If a contract is associated to the PO, you will also need to verify that the contract's effective dates.

Maintain Purchase Order

Purchase Order

Unit:
PO ID:
Copy From:

PO Status: Dispatched
Budget Status: Valid
☐ Hold From Further Processing

Header

*PO Date: 05/31/2013
Vendor: INTERCALL-001
*Vendor ID: 0000154693
*Buyer: DA00ARH
PO Reference:

Vendor Search
Vendor Details
INTERCALL INC
Angela R Hoobler

Backorder Status: None
Receipt Status: Not Recvd
*Dispatch Method: Print

[Create BackOrder](#)
[Amount Summary](#)

OPEN SERVICE DESK REQUEST

1. If you have validated all four criteria listed above, but the 'Use Procurement Card' link is still NOT visible on the PO, open a Service Desk Request. Please be sure to include the following information in the Service Desk Request:
 - PO number
 - PCard holder's name
 - Last four (4) digits of the PCard number

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

RECONCILING PCARD TRANSACTIONS

PCard transactions are loaded into SMART every evening Monday through Saturday. Agencies are strongly encouraged to reconcile PCard transaction using receipts/invoices on a daily or weekly basis. This will allow payments to be made to UMB on a timely basis and the State may enjoy some financial benefits from UMB for paying within a specified time frame. Agencies do **NOT** need to wait for the UMB statement before reconciling PCard transactions.

APPLYING 'DESCRIPTION' SETTINGS TO RECONCILIATION PAGE

Agencies have been directed to enter a **'Description'** for each PCard transaction. As delivered the 'Description' field is located on the 'Billing' tab.

This training guide also provides agencies with instructions for using the 'Disputes' options within SMART. As delivered the **'Dispute Amount'** and **'Credit Collected'** fields are also located on the 'Billing' tab.

To reduce the number of clicks, the 'Description', 'Dispute Amount' and 'Credit Collected' fields can be moved to the 'Transaction' tab by using the following steps:

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Reconcile → Reconcile Statement

1. Search for the PCard transactions to be reconciled. In this example the Employee ID was entered. Click the 'Search' button.

Procurement Cards (PCards)

Training Guide

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Reconcile Statement Search

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Search

- The 'Reconcile Statement – Procurement Card Transactions' page displays. Click the 'Customize' link at the top of the page in the 'Bank Statement' header:

Reconcile Statement

Procurement Card Transactions

EmplID: Name:

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All First 1-9 of 16 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	UMB	*****8876	08/02/2011	KANSAS HOUSING RESOURCES	Verified	249.00	USD	Valid	Valid	Yes	No
2 <input type="checkbox"/>	UMB	*****9965	08/02/2011	CARTRIDGE KING OF KANS	Staged	711.99	USD	Valid	Valid	No	No
3 <input type="checkbox"/>	UMB	*****8868	08/01/2011	FAIRFIELD INN - WICHITA	Staged	34.75	USD	Valid	Valid	Yes	No
4 <input type="checkbox"/>	UMB	*****8868	08/01/2011	FAIRFIELD INN - WICHITA	Staged	20.00	USD	Valid	Valid	No	No
5 <input type="checkbox"/>	UMB	*****8868	08/01/2011	FAIRFIELD INN - WICHITA	Staged	11.80	USD	Valid	Valid	No	No
6 <input type="checkbox"/>	UMB	*****8868	08/01/2011	FAIRFIELD INN - WICHITA	Staged	39.36	USD	Valid	Valid	No	No
7 <input type="checkbox"/>	UMB	*****8868	08/01/2011	FAIRFIELD INN - WICHITA	Staged	39.36	USD	Valid	Valid	No	No
8 <input type="checkbox"/>	UMB	*****8868	08/01/2011	FAIRFIELD INN - WICHITA	Staged	1.76	USD	Valid	Valid	No	No
9 <input type="checkbox"/>	UMB	*****8868	08/01/2011	FAIRFIELD INN - WICHITA	Staged	5.19	USD	Valid	Valid	No	No

☒ Select All ☐ Clear All

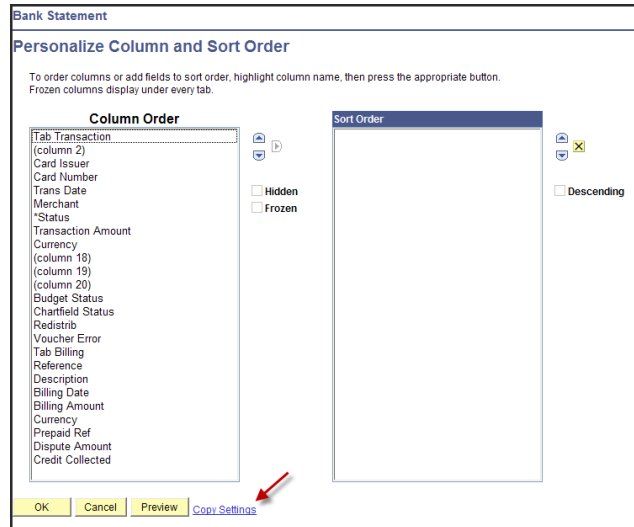
[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

- Scroll to the bottom of the page and click the 'Copy Settings' link:

Procurement Cards (PCards)

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Bank Statement

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

Tab Transaction
(column 2)
Card Issuer
Card Number
Trans Date
Merchant
*Status
Transaction Amount
Currency
(column 18)
(column 19)
(column 20)
Budget Status
Chartfield Status
Redistrib
Voucher Error
Tab Billing
Reference
Description
Billing Date
Billing Amount
Currency
Prepaid Ref
Dispute Amount
Credit Collected

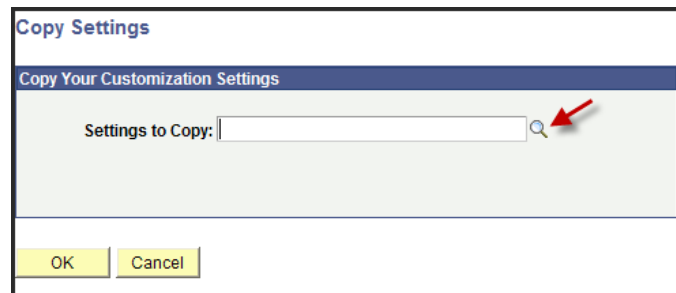
☐ Hidden
☐ Frozen

Sort Order

☐ Descending


OK Cancel Preview [Copy Settings](#)

4. Click the 'Look Up' icon:



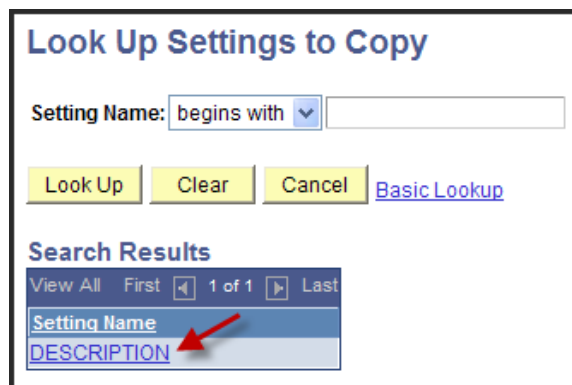
Copy Settings

Copy Your Customization Settings

Settings to Copy: 

OK Cancel

5. Select the 'Description' Setting Name:



Look Up Settings to Copy

Setting Name: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First Last

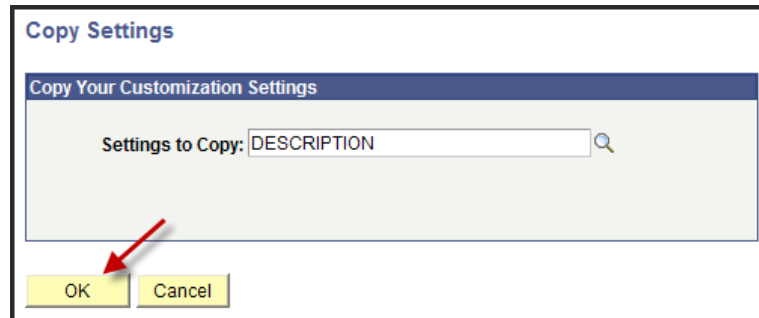
Setting Name
DESCRIPTION

Procurement Cards (PCards)

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6. Click 'OK':



The 'Copy Settings' dialog box is shown. It has a title bar 'Copy Settings' and a subtitle 'Copy Your Customization Settings'. Inside, there is a text field labeled 'Settings to Copy:' with the word 'DESCRIPTION' entered. A red arrow points to the 'OK' button at the bottom left.

7. Click 'OK':



The 'Bank Statement' dialog box is shown, titled 'Personalize Column and Sort Order'. It contains instructions: 'To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.' There are two main sections: 'Column Order' and 'Sort Order'. The 'Column Order' section has a list of fields: Tab Transaction, (column 2), Card Issuer, Card Number, Trans Date, Merchant, *Status, Description, Transaction Amount, Currency, (column 18), (column 19), (column 20), Budget Status, Chartfield Status, Redistrib, Voucher Error, Tab Billing, Reference, Billing Date, Billing Amount, Currency, Prepaid Ref, Dispute Amount, and Credit Collected. A red arrow points to the 'OK' button at the bottom left. The 'Sort Order' section is empty. There are checkboxes for 'Hidden' and 'Frozen' in the 'Column Order' section, and a 'Descending' checkbox in the 'Sort Order' section. At the bottom, there are buttons for 'OK', 'Cancel', and 'Preview', along with links for 'Copy Settings', 'Share Settings', and 'Delete Settings'.

The '**Description**' field will now display between the Status and Transaction Amount. The '**Dispute Amount**' and '**Credit Collected**' fields will now display before the Budget Status.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Procurement Card Transactions

EmplID: _____ Name: _____

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction: Billing: [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-9 of 38](#) | [Last](#)

	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency		Dispute Amount	Credit Collected	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/> UMB	*****	11/16/2013	Staples Tech Soln	Approved	XEROX TONER CARTRIDGE	347.36	USD		0.00	<input type="checkbox"/>	Valid	Valid	Yes	No
2	<input type="checkbox"/> UMB	*****	10/29/2013	F AND A FOOD SALES INC	Approved	TOILET PAPER	97.40	USD		0.00	<input type="checkbox"/>	Valid	Valid	Yes	No
3	<input type="checkbox"/> UMB	*****	10/29/2013	F AND A FOOD SALES INC	Approved	PAPER TOWELS	357.60	USD		0.00	<input type="checkbox"/>	Valid	Valid	Yes	No
4	<input type="checkbox"/> UMB	*****	11/13/2013	F AND A FOOD SALES INC	Approved	PAPER TOWELS	28.50	USD		0.00	<input type="checkbox"/>	Valid	Valid	Yes	No
5	<input type="checkbox"/> UMB	*****	11/13/2013	F AND A FOOD SALES INC	Approved	PAPER TOWELS	75.87	USD		0.00	<input type="checkbox"/>	Valid	Valid	Yes	No
6	<input type="checkbox"/> UMB	*****	12/04/2013	F AND A FOOD SALES INC	Staged		96.00	USD		0.00	<input type="checkbox"/>	Valid	Valid	No	No
7	<input type="checkbox"/> UMB	*****	12/04/2013	F AND A FOOD SALES INC	Staged		177.00	USD		0.00	<input type="checkbox"/>	Valid	Valid	No	No
8	<input type="checkbox"/> UMB	*****	12/04/2013	F AND A FOOD SALES INC	Staged		304.00	USD		0.00	<input type="checkbox"/>	Valid	Valid	No	No
9	<input type="checkbox"/> UMB	*****	10/30/2013	DMI* DELL K-12/GOVT	Approved	COLOR INK CARTRIDGE	205.14	USD		0.00	<input type="checkbox"/>	Valid	Valid	Yes	No

☒ Select All ☐ Clear All

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NO PURCHASE ORDER

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Reconcile → Reconcile Statement

1. Search for the PCard transactions to be reconciled. In this example the Employee ID was entered. Click the 'Search' button.

Procurement Cards (PCards)

Training Guide

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Reconcile Statement Search

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

2. The 'Reconcile Statement – Procurement Card Transactions' page displays:

Reconcile Statement
Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1 of 8 | Last

Transaction	Billing	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/> UMB	*****1153	04/03/2013	HOLIDAY INN EXPRES	Staged		91.16	USD	Valid	Valid	No	No
2	<input type="checkbox"/> UMB	*****1153	05/21/2013	HOLIDAY INN EXPRES	Staged		91.16	USD	Valid	Valid	No	No
3	<input type="checkbox"/> UMB	*****1153	05/23/2013	HOLIDAY INN EXPRES	Staged		273.48	USD	Valid	Valid	No	No
4	<input type="checkbox"/> UMB	*****1153	05/24/2013	HOLIDAY INN EXPRES	Staged		91.16	USD	Valid	Valid	No	No
5	<input type="checkbox"/> UMB	*****1153	05/24/2013	HOLIDAY INN EXPRES	Staged		364.64	USD	Valid	Valid	No	No
6	<input type="checkbox"/> UMB	*****1153	05/24/2013	HOLIDAY INN EXPRES	Staged		364.64	USD	Valid	Valid	No	No
7	<input type="checkbox"/> UMB	*****1153	04/23/2013	UNIVERSITY PLAZA HOTEL &	Staged		207.30	USD	Valid	Valid	Yes	No
8	<input type="checkbox"/> UMB	*****1153	04/24/2013	HOLIDAY INN EXPRES	Staged		-97.44	USD	Valid	Valid	No	No

☒ Select All ☐ Clear All

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3. Enter a 'Description' and then click the 'Distribution' icon,

Procurement Cards (PCards)

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NOTE: The 'Description' will be transferred to the voucher when the PCard voucher is created.

Reconcile Statement
Procurement Card Transactions

EmpID: _____ Name: _____

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-8 of 8 Last

Transaction	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	UMB *****1153	04/03/2013	HOLIDAY INN EXPRES	Staged	Lodging for Sample SMART Emplo	91.16	USD	Valid	Valid	No	No
2 <input type="checkbox"/>	UMB *****1153	05/21/2013	HOLIDAY INN EXPRES	Staged		91.16	USD	Valid	Valid	No	No
3 <input type="checkbox"/>	UMB *****1153	05/23/2013	HOLIDAY INN EXPRES	Staged		273.48	USD	Valid	Valid	No	No
4 <input type="checkbox"/>	UMB *****1153	05/24/2013	HOLIDAY INN EXPRES	Staged		91.16	USD	Valid	Valid	No	No
5 <input type="checkbox"/>	UMB *****1153	05/24/2013	HOLIDAY INN EXPRES	Staged		364.64	USD	Valid	Valid	No	No
6 <input type="checkbox"/>	UMB *****1153	05/24/2013	HOLIDAY INN EXPRES	Staged		364.64	USD	Valid	Valid	No	No
7 <input type="checkbox"/>	UMB *****1153	04/23/2013	UNIVERSITY PLAZA HOTEL &	Staged		207.30	USD	Valid	Valid	Yes	No
8 <input type="checkbox"/>	UMB *****1153	04/24/2013	HOLIDAY INN EXPRES	Staged		-97.44	USD	Valid	Valid	No	No

☒ Select All ☐ Clear All Stage Verify Approve Validate Budget

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Save Notify Refresh

4. Correct and/or validate the chartfield information and click 'OK':

Reconcile Statement
Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
Billing Date: 04/05/2013 Billing Amount: USD 91.16 Unit Price: 91.16000
SpeedChart: Transaction Unit Price: 91.16000 *Distribute by: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	Dept	Fund	Bud Unit	Program	*Account	PC Bus Unit	Project	Activity	Source Type	Cat
1	100.0000	91.16	USD		00	4100	0403	99170	534100					

OK Cancel Refresh

NOTE: The Account code is a required field for reconciling PCard transactions; however, the 'Account code' is NOT required on Speedcharts. If a speedchart is the default for the reconcilers chartfield values, the reconciler must enter an 'Account code' for each distribution line on ALL PCard transactions. It is highly recommended that the 'Account code' be populated on speedcharts that will be used on PCard Holder profiles.

5. Change the status from 'Staged' to 'Verified' and click the 'Save' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement
Procurement Card Transactions

EmplID: _____ Name: _____

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-8 of 8 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/> UMB	*****1153	04/03/2013	HOLIDAY INN EXPRES	Staged	Lodging for Sample SMART Emplo	91.16	USD	Valid	Valid	No	No
2	<input type="checkbox"/> UMB	*****1153	05/21/2013	HOLIDAY INN EXPRES	Approved		91.16	USD	Valid	Valid	No	No
3	<input type="checkbox"/> UMB	*****1153	05/23/2013	HOLIDAY INN EXPRES	Staged		273.48	USD	Valid	Valid	No	No
7	<input type="checkbox"/> UMB	*****1153	04/23/2013	UNIVERSITY PLAZA HOTEL &	Staged	Lodging	207.30	USD	Valid	Valid	Yes	No
8	<input type="checkbox"/> UMB	*****1153	04/24/2013	HOLIDAY INN EXPRES	Staged		-97.44	USD	Valid	Valid	No	No

☒ Select All
 ☐ Clear All

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[Distribution Template](#)
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NOTE: SMART will attempt to save ALL the PCard transactions that were pulled into the 'Reconcile Statement – Procurement Card Transactions' page as a result of a search; even those transactions that are not displaying. In the below example, SMART would try to save '45' PCard transactions even though only nine (9) transactions are currently visible:

Reconcile Statement
Procurement Card Transactions

EmplID: _____ Name: _____

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 45 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/> UMB	*****9317	05/23/2013	JIM CLARK AUTO01040021	Verified		214.90	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/> UMB	*****0024	04/19/2013	HERTZ RENT-A-CAR	Staged		63.00	USD	Valid	Valid	No	No
3	<input type="checkbox"/> UMB	*****0024	04/18/2013	HERTZ RENT-A-CAR	Verified		154.60	USD	Valid	Valid	Yes	No
4	<input type="checkbox"/> UMB	*****0024	04/19/2013	HERTZ RENT-A-CAR	Verified		35.89	USD	Valid	Valid	Yes	No
5	<input type="checkbox"/> UMB	*****0024	04/24/2013	HERTZ RENT-A-CAR	Verified		95.00	USD	Valid	Valid	Yes	No
6	<input type="checkbox"/> UMB	*****0024	04/25/2013	HERTZ RENT-A-CAR	Staged		31.50	USD	Valid	Valid	No	No
7	<input type="checkbox"/> UMB	*****0024	04/26/2013	HERTZ RENT-A-CAR	Staged		344.49	USD	Valid	Valid	No	No
8	<input type="checkbox"/> UMB	*****0024	04/26/2013	HERTZ RENT-A-CAR	Verified		36.33	USD	Valid	Valid	Yes	No
9	<input type="checkbox"/> UMB	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00	USD	Valid	Valid	Yes	No

☒ Select All
 ☐ Clear All

[Search](#)
[Purchase Details](#)
[Split Line](#)
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The Reconciler would NOT be able to save changes on the PCard transaction that they are working on if there is even one (1) PCard transaction that does not have correct chartfield

Procurement Cards (PCards)

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information. For example, if PCard transaction number 40 doesn't have an 'Account code', the reconciler would not be able to save this page, even if the only PCard transaction that the Reconciler touched was the first listed PCard transaction. **For this reason, it is highly recommended that Reconcilers use Search criteria that will produce the least number of PCard transactions on a page.**

PCARD PURCHASE OF STATEWIDE CONTRACT ITEM

Agency has purchased an item that is on a Statewide contract; however, a Requisition / PO has not been entered for the purchase. The contract information **MUST** be captured during the reconciliation process.

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Reconcile → Reconcile Statement

1. On the 'Reconcile Statement Procurement Card Transactions' page, select the PCard transaction and click the 'Purchase Details' link:

Reconcile Statement
Procurement Card Transactions

EmpID: [redacted] Name: [redacted]

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement [Billing] [EST]

Customize | Find | View All | First 1-9 of 45 Last

Transaction	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	*****9317	05/23/2013	JIM CLARK AUTO01040021	Verified		214.90 USD		Valid	Valid	Yes	No
2	*****0024	04/19/2013	HERTZ RENT-A-CAR	Staged		63.00 USD		Valid	Valid	No	No
3	*****0024	04/18/2013	HERTZ RENT-A-CAR	Verified		154.60 USD		Valid	Valid	Yes	No
4	*****0024	04/19/2013	HERTZ RENT-A-CAR	Verified		35.89 USD		Valid	Valid	Yes	No
5	*****0024	04/24/2013	HERTZ RENT-A-CAR	Verified		95.00 USD		Valid	Valid	Yes	No
6	*****0024	04/25/2013	HERTZ RENT-A-CAR	Staged		31.50 USD		Valid	Valid	No	No
7	*****0024	04/26/2013	HERTZ RENT-A-CAR	Staged		344.49 USD		Valid	Valid	No	No
8	*****0024	04/26/2013	HERTZ RENT-A-CAR	Verified		36.33 USD		Valid	Valid	Yes	No
9	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00 USD		Valid	Valid	Yes	No

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

NOTE: When navigating to the 'Purchase Details' link, only one (1) PCard transaction can be selected at a time.

2. Enter 'Vendor ID' first, select 'SOKID' as the 'Contract SetID', select the 'Contract ID' and click the 'OK' button:

Procurement Cards (PCards) Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Purchase Details

Line: 2
 Merchant: HERTZ RENT-A-CAR
 City:
 State: KS
 Country: USA

Purchase Order

*Business Unit: Original PO: N
 PO ID:
 PO Line:
 PO Sched:
 Vendor ID: HERTZ CORPORATION
 Location: SYSTEM CHECK
 Ship To:
 Item ID:
 Category:
 Vendor Item:
 Contract SetID:
 Contract ID:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 63.0000 USD Transaction Amount 63.00

☐ Bill Includes Tax If Applied
☐ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

OK Cancel Refresh

NOTE: The 'Vendor ID' **MUST** be selected before the 'Contract ID' will be available for selection. The Contract IDs will be limited to those contracts entered into with the specified vendor.

NOTE: The Contract information needs to be entered only if the item purchased is on a Statewide contract **AND** a PO will **NOT** be reconciled to the PCard transaction.

NOTE: The Contract information must be applied to a single PCard transaction at a time.

WITH PURCHASE ORDER

If a PCard is associated to a Purchase Order, that Purchase Order **cannot** be directly pulled into a voucher. The PO **MUST** be reconciled to a PCard transaction. The Approved PCard transaction will build to a PCard voucher during the PCard Voucher Build batch process, which is ran Monday and Thursday mornings.

There are three (3) possible scenarios:

- The PO Merchandise Amount total and the PCard transaction amount are the same.
- The PO Merchandise Amount total is more than the PCard transaction amount.
- The PO Merchandise Amount total is less than the PCard transaction amount.

PO MERCHANDISE AMT TOTAL = PCARD TRANSACTION AMT

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Reconcile → Reconcile Statement

Procurement Cards (PCards)


Training Guide


Statewide Management, Accounting and Reporting Tool

1. Search for the PCard transactions to be reconciled. In this example the Employee ID was entered. Click the 'Search' button.

Reconcile Statement Search

Role Name:

Employee ID: 

Employee Name: 


Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:


Billing Date: 

Statement Status:


Budget Status:

Chartfield Status:

Merchant:

Transaction Date: 

Charge Type:

Posted Date: 

Search

2. The 'Reconcile Statement – Procurement Card Transactions' page displays.

Notice in the following screen shots that the PCard transaction for \$363.60 to F and A Food Sales Inc. matches the Purchase Order total amount. Also NOTE, that the PO has three PO Lines.

Reconcile Statement


Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction **Billing** 

Customize | Find | View All | First 1-9 of 50 Last

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		363.60	USD	Valid	Valid	No	No
4	UMB	*****9940	04/26/2013	UNISOURCE HAWEST	Staged		5,400.00	USD	Valid	Valid	No	No

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Maintain Purchase Order

Purchase Order

Unit: PO ID: 0000004939 Copy From:

PO Status: Dispatched Budget Status: Valid ☐ Hold From Further Processing

▼ Header

*PO Date: 11/06/2013 Vendor Search Vendor: F&AFOOD-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)

*Vendor ID: 0000051898 F & A FOOD SALES INC Receipt Status: Not Recvd *Dispatch Method: Email

*Buyer: PO Reference:

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#) [PO Defaults](#) [Document Status](#) [Bidder Preferences](#) [Edit Comments](#) [Requisitions](#) [Use Procurement Card](#)

Amount Summary

Merchandise: 363.60 Freight/Tax/Misc.: 0.00 [Calculate](#) Total Amount: 363.60 USD

Add Items From [Purchasing Kit](#) [Catalog](#) [Item Search](#) **Select Lines To Display** Line: To: [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		Paper towels, single fold MFR Item # 23504, Vendor Item # 27350, 4000 (16/250) per case	12.0000	CS	141117	15.15000	181.80	Active
2		2 Test Item	8.0000	CS	141117	15.15000	121.20	Active
3		3 Test Item	4.0000	CS	141117	15.15000	60.60	Active

- Select the PCard transaction to be reconciled and click the 'Purchase Detail' link:

Reconcile Statement

Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number ☐ Run Budget Validation on Save

Bank Statement [Customize](#) [Find](#) [View All](#) [First](#) [1-9 of 50](#) [Last](#)

Transaction	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input type="checkbox"/>	UMB *****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2 <input type="checkbox"/>	UMB *****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3 <input checked="" type="checkbox"/>	UMB *****9940	05/03/2013	F&A FOOD SALES INC	Staged		363.60	USD	Valid	Valid	No	No
4 <input type="checkbox"/>	UMB *****9940	04/26/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	No	No
5 <input type="checkbox"/>	UMB *****9940	05/22/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	Yes	No
6 <input type="checkbox"/>	UMB *****9940	05/25/2013	DMI DELL K-12/GOVT	Staged		381.78	USD	Valid	Valid	No	No
7 <input type="checkbox"/>	UMB *****9940	04/24/2013	WW GRAINGER	Staged		20.12	USD	Valid	Valid	No	No
8 <input type="checkbox"/>	UMB *****9940	05/01/2013	WW GRAINGER	Staged		277.03	USD	Valid	Valid	No	No
9 <input type="checkbox"/>	UMB *****9940	05/07/2013	WW GRAINGER	Staged		128.16	USD	Valid	Valid	No	No

☒ Select All ☐ Clear All [Stage](#) [Verify](#) [Approve](#) [Validate Budget](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

[Save](#) [Notify](#) [Refresh](#)

- Enter the PO ID and click the 'OK' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Purchase Details

Line: 3
 Merchant: F AND A FOOD SALES INC
 City: 785-2432301
 State: KS
 Country: USA

Purchase Order

*Business Unit: Original PO:

PO ID:

PO Line:

PO Sched:

Vendor ID:

Location:

Ship To:

Item ID:

Category:

Vendor Item:

*Quantity:

*UOM:

Contract SetID:

Contract ID:

Unit Price: USD Transaction Amount: 363.60

☒ Bill Includes Tax if Applied
☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

5. Clicking the 'OK' button will open the 'Reconcile Statement – Procurement Card Transactions' page. Please notice that PCard transaction line three (3) has been split into three (3) PCard transaction lines. The PCard transaction amounts match the PO line amounts:

Reconcile Statement

Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 52 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		181.80	USD	Valid	Valid	No	No
4	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		121.20	USD	Valid	Valid	No	No
5	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		60.60	USD	Valid	Valid	No	No
6	UMB	*****9940	04/26/2013	UNISOURCE- MIDWEST	Staged		5,100.00	USD	Valid	Valid	No	No

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Maintain Purchase Order

Purchase Order

Unit: PO Status: Dispatched ▲ ✖

PO ID: 0000004939 Budget Status: Valid

Copy From: ☐ Hold From Further Processing

▼ Header

*PO Date: 11/06/2013 📅 Vendor Search
 Vendor: F&AFOOD-001 [Vendor Details](#)
 *Vendor ID: 0000051898 F & A FOOD SALES INC
 *Buyer: Backorder Status: None [Create BackOrder](#)
 PO Reference: Receipt Status: Not Recvd
 *Dispatch Method: Email ▼

Amount Summary

Header Details [PO Activities](#) [Edit ShipTo Comments](#)
[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)
[Edit Comments](#) [Requisitions](#) [Use Procurement Card](#)

Merchandise: 363.60
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 363.60 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status				
1		Paper towels, single fold MFR Item # 23504, Vendor Item # 27350, 4000 (16/250) per case	12.0000	CS	141117	15.15000	181.80	Active				
2		2 Test Item	8.0000	CS	141117	15.15000	121.20	Active				
3		3 Test Item	4.0000	CS	141117	15.15000	60.60	Active				

6. The Reconciler can see that the PO has been attached to the PCard transaction by navigating back to the 'Purchase Details' page:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Purchase Details

Line: 3
Merchant: F AND A FOOD SALES INC
City: 785-2432301
State: KS
Country: USA

Purchase Order

*Business Unit: Original PO: N

PO ID:

PO Line:

PO Sched:

Vendor ID: F & A FOOD SALES INC

Location: ACH ****3928

Ship To: DORSR327

Item ID:

Category: Paper towels

Vendor Item:

Contract SetID

*Quantity: Contract ID

*UOM:

Unit Price: USD Transaction Amount 181.80

☒ Bill Includes Tax if Applied
☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

OK Cancel Refresh

Navigate back to the 'Reconcile Statement – Procurement Card Transactions' page by selecting the 'OK' button. Enter a description, change the 'Status' from 'Staged' to 'Verified' and click the 'Save' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement Customize Find View All First 1-9 of 52 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified	1 Test Item	181.80	USD	Valid	Valid	No	No
4	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified	2 Test Item	121.20	USD	Valid	Valid	No	No
5	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified	3 Test Item	60.60	USD	Valid	Valid	No	No
6	UMB	*****9940	04/26/2013	UNISOURCE- MIDWEST	Approved Staged		5,100.00	USD	Valid	Valid	No	No
7	UMB	*****9940	05/22/2013	UNISOURCE- MIDWEST	Staged		5,100.00	USD	Valid	Valid	Yes	No
8	UMB	*****9940	05/25/2013	DM* DELL K- 12GOVT	Staged		381.78	USD	Valid	Valid	No	No
9	UMB	*****9940	04/24/2013	WW GRAINGER	Staged		20.12	USD	Valid	Valid	No	No

☒ Stage All ☐ Clear All

NOTE: The chartfield values are inherited from the Purchase Order and are **NOT** editable on the PCard transaction once the PO is pulled in. The chartfield values are grayed out.

Reconcile Statement

Account Distribution

Line: 3 PO Qty: 12.0000 UOM: CS

Billing Date: 05/06/2013 Billing Amount: USD 181.80 Unit Price: 15.15000

SpeedChart: Transaction Unit Price: 15.15000 *Distribute by: Amount

Distributions

Chartfields	Details/Tax	Asset Information	Statuses									
Dist	Percent	Amount	Currency	*GL Unit	Dept	Fund	Bud Unit	Program	*Account	PC Bus Unit	Project	Activity
1	100.0000	181.80	USD		2040	2089	2020	01031	537100			

When a PO is reconciled to a PCard transaction, chartfield values are inherited from the PO and are not editable (fields grayed out).

PO MERCHANDISE AMT TOTAL > PCARD TRANSACTION AMT

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Reconcile → Reconcile Statement

1. Search for the PCard transactions to be reconciled. In this example the Employee ID was entered. Click the 'Search' button.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement Search

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Search

1.

2. The 'Reconcile Statement – Procurement Card Transactions' page displays.

Notice in the following screen shots that the PCard transaction for \$38.16 to Designed Business Interiors is less than the Purchase Order total amount. Also NOTE that the PO has two (2) PO Lines and that the 'Amount' on PO line one (1) matches the transaction amount.

Reconcile Statement

Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction **Billing**

Customize | Find | View All | First 1-9 of 52 Last

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD	Verified		31.80	USD	Valid	Valid	No	No





Procurement Cards (PCards)

Training Guide


Statewide Management, Accounting and Reporting Tool

Maintain Purchase Order

Purchase Order

Unit: PO Status: Dispatched  
 PO ID: 0000004638 Budget Status: Valid  
 Change Order: 1
 Copy From: ☐ Hold From Further Processing

Header

*PO Date: 04/05/2013  Vendor Search
 Vendor: DESIGNEDB-001 [Vendor Details](#)
 *Vendor ID: 0000053033 DESIGNED BUSINESS INTERIORS
 *Buyer:
 PO Reference: To be charged to Visa cardless

Backorder Status: None [Create BackOrder](#)
 Receipt Status: Partial
 *Dispatch Method: Email

Amount Summary

Merchandise: 62.44
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 62.44 USD

[Header Details](#) [PO Activities](#) [Edit Ship To Comments](#)
[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)
[Edit Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status			
1		Item# A0535, Herman Miller Hook-Coat	4.0000	PKG	311626	9.54000	38.16	Active			
2		Test Item 2	2.0000	PKG	311626	12.14000	24.28	Active			

[View Printable Version](#) [Category Search](#) *Go to:

3. Select the PCard transaction to be reconciled, and click the 'Purchase Detail' link:

Reconcile Statement

Procurement Card Transactions

EmpID: Name:
☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction	Billing	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11 USD		Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16 USD		Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		181.80 USD		Valid	Valid	No	No
4	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		121.20 USD		Valid	Valid	No	No
5	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		60.60 USD		Valid	Valid	No	No
6	UMB	*****9940	04/26/2013	UNISOURCE-MIDWEST	Staged		5,100.00 USD		Valid	Valid	No	No
7	UMB	*****9940	05/22/2013	UNISOURCE-MIDWEST	Staged		5,100.00 USD		Valid	Valid	Yes	No
8	UMB	*****9940	05/25/2013	DM* DELL K-12/GOVT	Staged		381.78 USD		Valid	Valid	No	No
9	UMB	*****9940	04/24/2013	WV GRAINGER	Staged		20.12 USD		Valid	Valid	No	No

☒ Select All ☐ Clear All [Stage](#) [Verify](#) [Approve](#) [Validate Budget](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

[Save](#) [Notify](#) [Refresh](#)

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

- Enter the PO ID, enter the PO Line number and click the 'OK' button:

Reconcile Statement

Purchase Details

Line: 2
 Merchant: DESIGNED BUSINESS INTER
 City: TOPEKA
 State: KS
 Country: USA

Purchase Order

*Business Unit: Original PO: N
 PO ID:
 PO Line:
 PO Sched:
 Vendor ID:
 Location:
 Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 38.16000 USD Transaction Amount 38.16
☒ Bill Includes Tax if Applied
☒ Tax Paid

Contract SetID
 Contract ID

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

OK **Cancel** **Refresh**

- Clicking the 'OK' button will open the 'Reconcile Statement – Procurement Card Transactions' page.

Reconcile Statement

Procurement Card Transactions

EmpID: Name:

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 52 | Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		181.80	USD	Valid	Valid	No	No
4	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		121.20	USD	Valid	Valid	No	No
5	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		60.60	USD	Valid	Valid	No	No
6	UMB	*****9940	04/26/2013	UNISOURCE- MIDWEST	Staged		5,100.00	USD	Valid	Valid	No	No
7	UMB	*****9940	05/22/2013	UNISOURCE- MIDWEST	Staged		5,100.00	USD	Valid	Valid	Yes	No
8	UMB	*****9940	05/25/2013	DM* DELL K- 12/GOVT	Staged		381.78	USD	Valid	Valid	No	No
9	UMB	*****9940	04/24/2013	VW GRAINGER	Staged		20.12	USD	Valid	Valid	No	No

☒ Select All ☐ Clear All **Stage** **Verify** **Approve** **Validate Budget**

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

Save **Notify** **Refresh**

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

6. The Reconciler can see that the PO has been attached to the PCard transaction by navigating back to the 'Purchase Details' page:

The screenshot displays the 'Reconcile Statement' interface with the 'Purchase Details' section expanded. The details include:

- Line: 2
- Merchant: DESIGNED BUSINESS INTER
- City: TOPEKA
- State: KS
- Country: USA

The 'Purchase Order' section contains the following fields and values:

- *Business Unit: [Empty]
- PO ID: 0000004638
- PO Line: 1
- PO Sched: 1
- Vendor ID: 0000053033 (DESIGNED BUSINESS INTERIORS)
- Location: 001 (ACH ****1047)
- Ship To: 565012 (DORSR327)
- Item ID: [Empty]
- Category: 31162606 (J hooks)
- Vendor Item: [Empty]
- *Quantity: 4.0000
- *UOM: PKG
- Unit Price: 9.54000
- Contract SetID: [Empty]
- Contract ID: [Empty]
- USD Transaction Amount: 38.16

Checkboxes at the bottom indicate 'Bill Includes Tax if Applied' and 'Tax Paid' are both checked. At the bottom left, the 'OK' button is highlighted with a red arrow. Other buttons include 'Cancel' and 'Refresh'. Links for 'Sales/Use Tax', 'Category Search', 'View Hierarchy', 'PO Pick List', and two PDF/XLS files are also visible.

7. Navigate back to the 'Reconcile Statement – Procurement Card Transactions' page by clicking the 'OK' button. Enter a description, change the 'Status' from 'Staged' to 'Verified' and click the 'Save' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement
Procurement Card Transactions

EmpID: _____ Name: _____

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement | Billing | **Reconcile** | Customize | Find | View All | Page 1 of 52 | Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contract 00710004	Staged		513.11 USD		Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Verified	Les than - Test Item 1	38.16 USD		Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		181.80 USD		Valid	Valid	No	No
4	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		121.20 USD		Valid	Valid	No	No
5	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Verified		60.60 USD		Valid	Valid	No	No
6	UMB	*****9940	04/26/2013	UNISOURCE-MIDWEST	Staged		5,100.00 USD		Valid	Valid	No	No
7	UMB	*****9940	05/22/2013	UNISOURCE-MIDWEST	Staged		5,100.00 USD		Valid	Valid	Yes	No
8	UMB	*****9940	05/25/2013	DM* DELL K-12/GOVT	Staged		381.78 USD		Valid	Valid	No	No
9	UMB	*****9940	04/24/2013	WW GRANGER	Staged		20.12 USD		Valid	Valid	No	No

☒ Select All ☐ Clear All

Search: [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

NOTE: If the reconciler enters the PO number on the 'Purchasing Details' page and does **NOT** enter the PO line number, the PCard transaction will automatically split between the number of PO lines. In this example it will split across two (2) PO lines.

Reconcile Statement
Purchase Details

Line: 2
Merchant: DESIGNED BUSINESS INTER
City: TOPEKA
State: KS
Country: USA

Purchase Order

*Business Unit:
PO ID:
PO Line:
PO Sched:
Vendor ID:
Location:
Ship To:
Item ID:
Category:
Vendor Item:
Contract SetID:
Contract ID:
*Quantity: 1.0000
*UOM: EA
Unit Price: 38.16000 USD Transaction Amount 38.16

☒ Bill Includes Tax if Applied
☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

The PCard transaction has split into two (2) PCard transactions:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Procurement Card Transactions

EmplID: _____ Name: _____

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction Billing [PDF]

Customize | Find | View All | First 1-9 of 51 Last

	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		23.32	USD	Valid	Valid	No	No
3	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		14.84	USD	Valid	Valid	No	No

The PCard transaction amount is being incorrectly applied to both PO lines 1 and 2:

Reconcile Statement

Purchase Details

Line: 2

Merchant: DESIGNED BUSINESS INTER

City: TOPEKA

State: KS

Country: USA

Purchase Order

*Business Unit: _____ Original PO: N

PO ID: 0000004638

PO Line: 1

PO Sched: 1

Vendor ID: 0000053033 DESIGNED BUSINESS INTERIORS

Location: 001 ACH ****1047

Ship To: 565012 DORSR327

Item ID: _____

Category: 31162606 J hooks

Vendor Item: _____ Contract SetID: _____

*Quantity: 4.0000 Contract ID: _____

*UOM: PKG

Unit Price: 5.83000 USD Transaction Amount: 23.32

☒ Bill Includes Tax if Applied

☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

OK Cancel Refresh

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Purchase Details

Line: 3
 Merchant: DESIGNED BUSINESS INTER
 City: TOPEKA
 State: KS
 Country: USA

Purchase Order

*Business Unit: Original PO: N
 PO ID: 0000004638
 PO Line: 2
 PO Sched: 1
 Vendor ID: 0000053033 DESIGNED BUSINESS INTERIORS
 Location: 001 ACH ****1047
 Ship To: 565012 DORSR327
 Item ID:
 Category: 31162606 J hooks
 Vendor Item: Contract SetID
 *Quantity: 2.0000 Contract ID
 *UOM: PKG
 Unit Price: 7.42000 USD Transaction Amount 14.84
☒ Bill Includes Tax if Applied
☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

OK Cancel Refresh

NOTE: The chartfield values are inherited from the Purchase Order and are NOT editable on the PCard transaction once the PO is pulled in. The chartfield values are grayed out.

Reconcile Statement

Account Distribution

Line: 3 PO Qty: 12.0000 UOM: CS
 Billing Date: 05/06/2013 Billing Amount: USD 181.80 Unit Price: 15.15000
 SpeedChart: Transaction Unit Price: 15.15000 *Distribute by: Amount

Distributions

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Dept	Fund	Bud Unit	Program	*Account	PC Bus Unit	Project	Activity
1	100.0000	181.80	USD		2040	2089	2020	01031	537100			

OK Cancel Refresh

PO MERCHANDISE AMT TOTAL < PCARD TRANSACTION AMT

For this example, a purchase order was created for one (1) item. However, when the purchase was made, there were multiple items purchased. The Reconciler needs to associate the PO to only a portion of the PCard transaction.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Reconcile → Reconcile Statement

1. Search for the PCard transactions to be reconciled. In this example the Employee ID was entered. Click the 'Search' button.

Reconcile Statement Search

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

2. The 'Reconcile Statement – Procurement Card Transactions' page displays.

Notice in the following screen shots that the PCard transaction for \$128.16 to WW Grainger is more than the Purchase Order total amount.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Procurement Card Transactions

EmplID: _____ Name: _____

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 50 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	
1	<input checked="" type="checkbox"/>	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	<input type="checkbox"/>	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		363.60	USD	Valid	Valid	No	No
4	<input type="checkbox"/>	UMB	*****9940	04/26/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	No	No
5	<input type="checkbox"/>	UMB	*****9940	05/22/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	Yes	No
6	<input type="checkbox"/>	UMB	*****9940	05/25/2013	DMI* DELL K-12/GOVT	Staged		381.78	USD	Valid	Valid	No	No
7	<input type="checkbox"/>	UMB	*****9940	04/24/2013	WW GRAINGER	Staged		20.12	USD	Valid	Valid	No	No
8	<input type="checkbox"/>	UMB	*****9940	05/01/2013	WW GRAINGER	Staged		277.03	USD	Valid	Valid	No	No
9	<input type="checkbox"/>	UMB	*****9940	05/07/2013	WW GRAINGER	Staged		128.16	USD	Valid	Valid	No	No

☒ Select All ☐ Clear All Stage Verify Approve Validate Budget

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[Save](#) [Notify](#) [Refresh](#)

Maintain Purchase Order

Purchase Order

Unit: _____ PO ID: 0000004940 Copy From: _____

PO Status: Dispatched △ × Budget Status: Valid ☐ Hold From Further Processing

Header

*PO Date: 11/07/2013 BT Vendor Search
Vendor: GRAINGER-002 [Vendor Details](#)
*Vendor ID: 0000027867 W W GRAINGER INC
*Buyer: RV00EAH Eric A Hageman
PO Reference: MRO Industrial/Janitorial Supp

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)
[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)
[Edit Comments](#) [Requisitions](#) [Use Procurement Card](#)

Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
*Dispatch Method: Phone

Amount Summary

Merchandise: 3.30
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 3.30 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: _____ To: _____ Retrieve

Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		VACUUM BELT 33Y502, REPLACEMENT FOR LAWRENCE	1.0000	EA	471216	3.30000	3.30	Active

[View Printable Version](#) [Category Search](#) *Go to: More ...

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

3. Only a portion of the PCard transaction needs to be associated to a PO. To accomplish this, the PCard transaction will need to be manually split into two PCard transactions. Select the PCard transaction to be reconciled and click the 'Split Line' link:

Reconcile Statement

Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		363.60	USD	Valid	Valid	No	No
4	UMB	*****9940	04/26/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	No	No
5	UMB	*****9940	05/22/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	Yes	No
6	UMB	*****9940	05/25/2013	DMI* DELL K-12/GOVT	Staged		381.78	USD	Valid	Valid	No	No
7	UMB	*****9940	04/24/2013	WW GRAINGER	Staged		20.12	USD	Valid	Valid	No	No
8	UMB	*****9940	05/01/2013	WW GRAINGER	Staged		277.03	USD	Valid	Valid	No	No
9	UMB	*****9940	05/07/2013	WW GRAINGER	Staged		128.16	USD	Valid	Valid	No	No

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

4. The 'Reconcile Statement – Split Transaction' page will display:

Reconcile Statement

Split Transaction

Line: 9

Trans Date: 05/07/2013 Billing Amount: 128.16 USD

Posted Date: 05/09/2013 Reference:

Merchant: WW GRAINGER

Description:

Split Rules

Description	Transaction Amount	Billing Amount	Percentage
	128.16	128.16	100.000000

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

5. Enter a 'Description', change the 'Billing Amount' to \$3.30 and click the plus sign (+) at the end of the row:

Reconcile Statement

Split Transaction

Line: 9

Trans Date: 05/07/2013 Billing Amount: 128.16 USD

Posted Date: 05/09/2013 Reference:

Merchant: WW GRAINGER

Description:

Description	Transaction Amount	Billing Amount	Percentage	
Test Item 1	128.16	3.30	100.000000	+ -

6. A new row will be displayed. The Description field on the new row will be the same as the original description and will add a sequential number. The 'Billing Amount' will be the original 'Billing Amount' minus the the 3.30. The Percentage will adjust as well.

Reconcile Statement

Split Transaction

Line: 9

Trans Date: 05/07/2013 Billing Amount: 128.16 USD

Posted Date: 05/09/2013 Reference:

Merchant: WW GRAINGER

Description:

Description	Transaction Amount	Billing Amount	Percentage	
Test Item 1	3.30	3.30	2.574906	+ -
Test Item 1 - 2	124.86	124.86	97.425094	+ -

OK Cancel

7. Change the 'Description' field for the new line, and click the 'OK' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Split Transaction

Line: 9

Trans Date: 05/07/2013 Billing Amount: 128.16 USD

Posted Date: 05/09/2013 Reference:

Merchant: WW GRAINGER

Description:

Split Rules				
Description	Transaction Amount	Billing Amount	Percentage	
Test Item 1	3.30	3.30	2.574906	+ -
2nd test item	124.86	124.86	97.425094	+ -

OK Cancel

8. The Reconciler now has two (2) PCard transactions one (1) of which matches the PO amount:

Reconcile Statement

Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		363.60	USD	Valid	Valid	No	No
4	UMB	*****9940	04/26/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	No	No
5	UMB	*****9940	05/22/2013	UNISOURCE-MIDWEST	Staged		5,100.00	USD	Valid	Valid	Yes	No
6	UMB	*****9940	05/25/2013	DMI* DELL K-12/GOVT	Staged		381.78	USD	Valid	Valid	No	No
7	UMB	*****9940	04/24/2013	WW GRAINGER	Staged		20.12	USD	Valid	Valid	No	No
8	UMB	*****9940	05/01/2013	WW GRAINGER	Staged		277.03	USD	Valid	Valid	No	No
9	UMB	*****9940	05/07/2013	WW GRAINGER	Staged	Test Item 1	3.30	USD	Valid	Valid	No	No
10	UMB	*****9940	05/07/2013	WW GRAINGER	Staged	2nd test item	124.86	USD	Valid	Valid	No	No

9. Select PCard transaction number 9, which is the PCard transaction that matches the PO amount. Next, click the 'Purchase Details' link and enter the PO ID and the PO Line numbers and click the 'OK' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement
Purchase Details

Line: 9
Merchant: WW GRAINGER
City: 877-2022594
State: PA
Country: USA

Purchase Order

*Business Unit: [] Original PO: N
PO ID: 0000004940
PO Line: 1
PO Sched: []
Vendor ID: []
Location: []
Ship To: []
Item ID: []
Category: []
Vendor Item: []
Contract SetID: []
Contract ID: []
*Quantity: 1.0000
*UOM: EA
Unit Price: 3.30000 USD Transaction Amount 3.30
☒ Bill Includes Tax if Applied
☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

OK Cancel Refresh

10. Clicking the 'OK' button will open the 'Reconcile Statement – Procurement Card Transactions' page. To validate that the PO has been associated to this PCard transaction, click the 'Purchasing Details' link:

Reconcile Statement
Purchase Details

Line: 9
Merchant: WW GRAINGER
City: 877-2022594
State: PA
Country: USA

Purchase Order

*Business Unit: [] Original PO: N
PO ID: 0000004940
PO Line: 1
PO Sched: 1
Vendor ID: 0000027867 WW GRAINGER INC
Location: 001 SYSTEM CHECK
Ship To: 565023 DOROLLAHIR
Item ID: []
Category: 47121602 Vacuum cleaners
Vendor Item: []
Contract SetID: []
Contract ID: []
*Quantity: 1.0000
*UOM: EA
Unit Price: 3.30000 USD Transaction Amount 3.30
☒ Bill Includes Tax if Applied
☒ Tax Paid

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OK Cancel Refresh

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

11. Click the 'OK' button to return to the 'Reconcile Statement – Procurement Card Transactions' page. The distribution information is inherited from the PO for PCard transaction number 9. Click the 'Distribution' icon for PCard transaction number 10 to review/correct the chartfield information:

Reconcile Statement

Procurement Card Transactions

EmplID: _____ Name: _____

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction Billing REF

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11 USD		Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16 USD		Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		363.60 USD		Valid	Valid	No	No
4	UMB	*****9940	04/26/2013	UNISOURCE-MIDWEST	Staged		5,100.00 USD		Valid	Valid	No	No
5	UMB	*****9940	05/22/2013	UNISOURCE-MIDWEST	Staged		5,100.00 USD		Valid	Valid	Yes	No
6	UMB	*****9940	05/25/2013	DMIT DELL K-12/GOVT	Staged		381.78 USD		Valid	Valid	No	No
7	UMB	*****9940	04/24/2013	VW GRAINGER	Staged		20.12 USD		Valid	Valid	No	No
8	UMB	*****9940	05/01/2013	VW GRAINGER	Staged		277.03 USD		Valid	Valid	No	No
9	UMB	*****9940	05/07/2013	VW GRAINGER	Staged	Test Item 1	3.30 USD		Valid	Valid	No	No
10	UMB	*****9940	05/07/2013	VW GRAINGER	Staged	2nd test item	124.86 USD		Not Chkd	Valid	Yes	No
11	UMB	*****9940	05/22/2013	VW GRAINGER	Staged		36.54 USD		Valid	Valid	No	No

12. Make any necessary adjustments and click to 'OK' button:

Reconcile Statement

Account Distribution

Line: 10 PO Qty: 1.0000 UOM: EA

Billing Date: 05/10/2013 Billing Amount: USD 124.86 Unit Price: 128.16000

SpeedChart: Transaction Unit Price 124.86000 *Distribute by: Amount

Distributions

Chartfields Details/Tax Asset Information Statuses REF

Dist	Percent	Amount	Currency	*GL Unit	Dept	Fund	Bud Unit	Program	*Account	PC Bus Unit	Project	Activity
1	100.0000	124.86	USD			1000	0303	05010	534100			

OK Cancel Refresh

NOTE: The Account code is a required field and must be populated before the PCard transaction can be saved.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

NOTE: The chartfield information will default in based on the PCard Holder Profile set up. If the default values need to be updated, contact your agency's PCard Administrator and request that your chartfield default values be updated.

13. For PCard transactions nine (9) and 10, change the status to 'Verified' and click the 'Save' button:

Reconcile Statement
Procurement Card Transactions

EmplID: Name:

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View 9 | First 1-51 of 51 | Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	UMB	*****9940	05/22/2013	Staples Contra00710004	Staged		513.11	USD	Valid	Valid	Yes	No
2	UMB	*****9940	04/29/2013	DESIGNED BUSINESS INTER	Staged		38.16	USD	Valid	Valid	No	No
3	UMB	*****9940	05/03/2013	F AND A FOOD SALES INC	Staged		363.60	USD	Valid	Valid	No	No
4	UMB	*****9940	04/26/2013	UNISOURCE- MIDWEST	Staged		5,100.00	USD	Valid	Valid	No	No
5	UMB	*****9940	05/22/2013	UNISOURCE- MIDWEST	Staged		5,100.00	USD	Valid	Valid	Yes	No
6	UMB	*****9940	05/25/2013	DM* DELL K- 12/GOVT	Staged		381.78	USD	Valid	Valid	No	No
7	UMB	*****9940	04/24/2013	WW GRAINGER	Staged		20.12	USD	Valid	Valid	No	No
8	UMB	*****9940	05/01/2013	WW GRAINGER	Staged		277.03	USD	Valid	Valid	No	No
9	<input checked="" type="checkbox"/> UMB	*****9940	05/07/2013	WW GRAINGER	Verified	Test Item 1	3.30	USD	Valid	Valid	No	No
10	UMB	*****9940	05/07/2013	WW GRAINGER	Verified	2nd test item	124.86	USD	Not Chkd	Valid	Yes	No
11	UMB	*****9940	05/22/2013	WW GRAINGER	Approved Staged		36.54	USD	Valid	Valid	No	No
12	UMB	*****9940	05/22/2013	WW GRAINGER	Verified		601.58	USD	Valid	Valid	No	No

47 ☐ UMB *****0154 05/23/2013 JERICHO ENTERPRISES Staged 514.00 USD Valid Valid No No

48 ☐ UMB *****0154 05/01/2013 STANDARD BATTERY INC Verified 54.36 USD Valid Valid Yes No

49 ☐ UMB *****0154 05/17/2013 SOUTHWEST PLASTIC Verified -176.26 USD Valid Valid Yes No

50 ☐ UMB *****0154 05/17/2013 SOUTHWEST PLASTIC Verified -106.48 USD Valid Valid Yes No

51 ☐ UMB *****0154 05/16/2013 Amazon.com Verified -2.68 USD Valid Valid Yes No

☒ Select All ☐ Clear All

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Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

PCARD DISPUTES

If a procurement card transaction is identified as a fraudulent charge (card stolen, card number stolen), and the charges are completely unrelated to State of Kansas business, the Agency must contact the **PCard Issuer** (currently UMB) to obtain credits for disputes.

The agency must contact the **vendor** directly to obtain credits for incorrect charges, damaged goods, etc. If agreement cannot be reached with the vendor for incorrect charges, the agency can then contact UMB for assistance in obtaining the credit.

There is limited time in which credits can be requested; therefore, agencies should contact UMB and/or vendors as soon as possible.

INSTRUCTIONS FOR PROCESSING DISPUTES AND/OR INCORRECT CHARGES

Navigation: Navigation: Purchasing → Procurement Cards → Reconcile → Reconcile Statement

1. Enter the amount that is being disputed (incorrect) in the 'Dispute Amount' field. The 'Status' should remain as 'Staged' until the credit for the disputed amount is received. Click the 'Save' button.

Reconcile Statement

Procurement Card Transactions

EmpID: _____ Name: _____

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View | 1-2 of 2 | Last

Transaction	Card Issuer	Card Number	Trans. Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Dispute Amount	Credit Collected	Redistrib	Voucher Error
1	UMB	*****0154	04/29/2013	Amazon.com	Verified	OtterBox Defender case for iphone	29.99	USD	Valid	Valid	0.00	<input type="checkbox"/>	Yes	No
2	UMB	*****0154	04/29/2013	Amazon.com	Staged	Ad	2.68	USD	Valid	Valid	2.68	<input type="checkbox"/>	Yes	No

☒ Select All ☐ Clear All Stage Verify Validate Budget

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2. Once the credit is received, select the 'Credit Collected' checkbox next to the original charge. Verify or Approve the original PCard transaction AND the credit transaction. Click the 'Save' button.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Procurement Card Transactions

EmplID: _____ Name: _____

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 9 | Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Dispute Amount	Credit Collected	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/> UMB	*****	04/29/2013	Amazon.com	Verified	OtterBox Defender case for iphone	29.99 USD		Valid	Valid	0.00	<input type="checkbox"/>	Yes	No
2	<input type="checkbox"/> UMB	*****	04/29/2013	Amazon.com	Approved	A	2.68 USD		Valid	Valid	2.68	<input checked="" type="checkbox"/>	Yes	No
3	<input type="checkbox"/> UMB	*****	04/30/2013	Amazon.com	Verified	OtterBox 77-22902 Defender Series	151.93 USD		Valid	Valid	0.00	<input type="checkbox"/>	Yes	No
4	<input type="checkbox"/> UMB	*****	05/09/2013	Amazon.com	Verified	OtterBox Defender FOR IPHONE 4	29.40 USD		Valid	Valid	0.00	<input type="checkbox"/>	Yes	No
5	<input type="checkbox"/> UMB	*****	05/10/2013	Amazon.com	Verified	OTTER BOX DEFENDER SERIES,	29.63 USD		Valid	Valid	0.00	<input type="checkbox"/>	Yes	No
6	<input type="checkbox"/> UMB	*****	05/23/2013	Amazon.com	Staged	105-4699354-36834	39.04 USD		Valid	Valid	0.00	<input type="checkbox"/>	No	No
7	<input type="checkbox"/> UMB	*****	05/23/2013	Amazon.com	Staged	105-0916950-32394	71.37 USD		Valid	Valid	0.00	<input type="checkbox"/>	No	No
8	<input type="checkbox"/> UMB	*****	05/27/2013	Amazon.com	Staged	105-2853710-16610	153.30 USD		Valid	Valid	0.00	<input type="checkbox"/>	No	No
9	<input type="checkbox"/> UMB	*****	05/16/2013	Amazon.com	Approved	Line 2 Credit for Sales Tax	-2.68 USD		Valid	Valid	0.00	<input type="checkbox"/>	Yes	No

☒ Select All ☐ Clear All Stage Verify Approve Validate Budget

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NOTES:

- Both the original PCard transaction and the credit PCard transaction should be approved at the same time so that both transactions will build to the same PCard voucher. This will help ensure that a credit was actually received and provide for more visibility into what transpired.
- The 'Dispute Amount' and 'Credit Collected' fields have no functionality behind them. These fields are provided as a tool to assist with keeping track of PCard transactions that are in the Dispute process.

If a 'Dispute Amount' has been entered and the PCard transaction status is changed to 'Approved' the entire PCard transaction amount will build to a PCard voucher and be paid. Entering a value in the 'Dispute Amount' field will **NOT stop** a payment from being made.

- Exceptions: Charged Kansas Sales Tax** - When sales tax has been charged by the vendor the agency should approve the original PCard transaction total and pay the total PCard transaction amount. The agency will then need to contact the vendor directly to request a credit for the taxes paid. The tax amount can be noted in the Dispute Amount field (see section 2 of this document) for tracking purposes. Entering the Dispute Amount will **NOT** stop the PCard transaction from building to a PCard voucher. If a Dispute Amount is entered and the PCard transaction is built to a PCard voucher, the PCard transaction will **NOT** be visible from the 'Review Disputes' page.

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REVIEW DISPUTES PAGE

The Review Disputes page is a tool provided to assist with tracking PCard transactions that are in dispute. Neither the 'Dispute Amount' or the 'Credit Collected' fields have functionality behind them that would prevent payments from happening. This is to be used strictly for tracking purposes.

Navigation: Purchasing > Procurement Cards > Reconcile > Review Disputes

1. Enter search criteria. For this example, a 'Transaction Date' was entered. Click the 'Search' button.

Review Disputes Search

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Search

2. The results will display those PCard transactions that:

- the user has proxy rights to
- meet the search criteria
- have a dispute amount entered
- have not built to a voucher

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Review Disputes

Procurement Card Transactions

EmpID: _____ Name: _____

☐ Display Unmasked Card Number

Transactions with Dispute Customize | Find | View All | First 1-2 of 2 | Last

Transaction	Billing	Cardholder	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	<input type="checkbox"/>		8.00	*****9940		04/29/2013	38.16 USD		DESIGNED BUSINESS INTER
<input type="checkbox"/>	<input type="checkbox"/>		2.68	*****0154	A	04/29/2013	2.68 USD		Amazon.com

3. Comments entered on the PCard transaction from the Reconcile Statement page can be viewed from the 'Review Disputes' page:

Review Disputes

Procurement Card Transactions

EmpID: _____ Name: _____

☐ Display Unmasked Card Number

Transactions with Dispute Customize | Find | View All | First 1-2 of 2 | Last

Transaction	Billing	Cardholder	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	<input type="checkbox"/>		8.00	*****9940		04/29/2013	38.16 USD		DESIGNED BUSINESS INTER
<input type="checkbox"/>	<input type="checkbox"/>		2.68	*****0154	A	04/29/2013	2.68 USD		Amazon.com

Review Disputes

Line Comments

Line: 2 Description: A

Reference:

Transaction Line Comments Find | View All | First 1 of 1 | Last

Comments: Status: Active

05/30/2013 I reconciled Visa P-card statement closing date 05/21/2013

Associated Document

Attachment:

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4. Comments can be entered from the 'Review Disputes' page by clicking the comments icon:

Review Disputes
Procurement Card Transactions

EmplID: _____ Name: _____
☐ Display Unmasked Card Number

Transactions with Dispute Customize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Cardholder	Trans Date	Transaction Amount	Currency	Merchant	
Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	8.00	*****9940		04/29/2013	38.16 USD	DESIGNED BUSINESS INTER	
<input type="checkbox"/>	9.21	*****9940	Parts -	05/07/2013	124.86 USD	WW GRAINGER	
<input type="checkbox"/>	2.68	*****0154		04/29/2013	2.68 USD	Amazon.com	

5. Enter a comment and click the 'OK' button:

Review Disputes
Procurement Card Transactions

EmplID: _____ Name: _____
☐ Display Unmasked Card Number

Transactions with Dispute Customize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Cardholder	Trans Date	Transaction Amount	Currency	Merchant	
Collected	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/>	8.00	*****9940		04/29/2013	38.16 USD	DESIGNED BUSINESS INTER	
<input type="checkbox"/>	9.21	*****9940	Parts -	05/07/2013	124.86 USD	WW GRAINGER	
<input type="checkbox"/>	2.68	*****0154		04/29/2013	2.68 USD	Amazon.com	

6. The comments entered on the 'Review Disputes' page are accessible from the 'Reconcile Statement' page. Click the comments icon:

Reconcile Statement
Procurement Card Transactions

EmplID: _____ Name: _____
☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-3 of 3

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Dispute Amount	Credit Collected
1	UMB	*****9940	05/07/2013	WW GRAINGER	Approved	Parts -	124.86 USD		Valid	Valid	9.21	<input type="checkbox"/>

7. The comment entered on the 'Review Disputes' page is displayed:

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8. Once the credit is received, the agency can select the 'Collected' check box from the 'Review Disputes' page. Click the 'Save' button:

Transaction	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input checked="" type="checkbox"/>	9.21	*****9940	Parts -	05/07/2013	124.86 USD	USD	WW GRAINGER

9. The 'Credit Collected' button will display as checked from the 'Reconcile Statement' page.

Transaction	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Dispute Amount	Credit Collected	Redistrib	Voucher Error
1	*****9940	05/07/2013	WW GRAINGER	Approved	Parts	124.86 USD	USD	Valid	Valid	9.21	<input checked="" type="checkbox"/>	No	No

NOTES:

- The Review Disputes page will only display PCard transactions that are in dispute and have **NOT** been approved and paid. PCard transactions that have built to a PCard voucher will not display on this page even if there is a dispute amount recorded on the PCard transaction.
- The Review Disputes page was made available mid December of 2013 for the following roles: Agency PCard Approver, Agency PCard Reconciler, Agency PCard Recon/Approver, Agency PCard Administrator, Central Purchasing Administrator and Central PCard Administrator.

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REVIEWING / APPROVING PCARD TRANSACTIONS

The 'Approval' process for PCards is a manual process. PCards transactions will **NOT** show up on the Approver's worklist nor will SMART send notifications to indicate when a PCard transaction is ready for review/approval. The Reconciler will need to let the Approver know when PCard transactions are ready for review/approval. Another option would be for the Approver to periodically check to see if there are PCard transactions ready for their review/approval.

REVIEWING PCARD TRANSACTIONS

Navigation: Purchasing → Procurement Cards → Reconcile → Reconcile Statement

1. Search for all PCard transactions in a 'Verified' status. This means that the PCard transaction has been reconciled and is ready for review/approval.

Select the 'Verified' option from the 'Statement Status' drop down list and select the 'Search' button:

The screenshot shows the SMART application interface. On the left is a navigation menu with categories like Items, Cost Accounting, Vendors, Purchasing, Reconcile, and Reconcile Statement. The 'Reconcile Statement' option is selected. The main area is titled 'Reconcile Statement Search' and contains various search criteria fields: Role Name, Employee ID, Employee Name, Card Issuer, Card Number, Transaction Number, Sequence Number, Line Number, Billing Date, Statement Status (set to 'Verified'), Budget Status, Chartfield Status, Merchant, Transaction Date, Charge Type, and Posted Date. A red box highlights the 'Statement Status' dropdown, and a red arrow points to the 'Search' button at the bottom left.

NOTE: This will pull up ALL PCard transactions with a 'Verified' status for which you have proxy rights to the PCard. If no other information is entered on the search page, the search results could include PCard transactions from multiple PCards. If the Approver has many PCards that

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they review/approve and wants to limit the results further, enter either a PCard number or Emplid in addition to the 'Statement Status'.

The Approver will want to check the following:

- Validate that a description has been entered and contains enough information to identify what was actually purchased.
- Validate that the dollar amount is correct.
- Validate that the information on the Purchasing Details page is correct: Purchase Order OR Statewide Contract ID
- Validate that the Chartfield information is correct.

DESCRIPTION

As delivered the 'Description' field is on the 'Billing' tab. To reduce the number of clicks required, it is recommended that the 'Description' field be moved to the 'Transaction' tab. Instructions for moving this field can be found in the '**Error! Reference source not found.**' section of this document.

From the 'Reconcile Statement – Procurement Card Transactions' page, validate that the description is populated and that the information is descriptive enough to identify what was actually purchased.

EmpID	Employee Name	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1		UMB *****9317	05/23/2013	JIM CLARK AUTO01040021	Verified	22134 Repair on State Vehicle (TAC)	214.90	USD	Valid	Valid	Yes	No
2		UMB *****0024	04/18/2013	HERTZ RENT-A-CAR	Verified		154.60	USD	Valid	Valid	Yes	No
3		UMB *****0024	04/19/2013	HERTZ RENT-A-CAR	Verified		35.89	USD	Valid	Valid	Yes	No
4		UMB *****0024	04/24/2013	HERTZ RENT-A-CAR	Verified		95.00	USD	Valid	Valid	Yes	No
5		UMB *****0024	04/26/2013	HERTZ RENT-A-CAR	Verified		36.33	USD	Valid	Valid	Yes	No
6		UMB *****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00	USD	Valid	Valid	Yes	No
7		UMB *****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00	USD	Valid	Valid	Yes	No

DOLLAR AMOUNT

The 'Reconcile Statement – Procurement Card Transactions' page has two different Amounts: 'Transaction Amount' on the 'Transaction' tab and the 'Billing Amount' on the 'Billing' tab. Since the State of Kansas very rarely makes foreign purchases, the 'Transaction Amount' and 'Billing Amount' are

Procurement Cards (PCards)

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usually the same and will have 'USD' as the currency for both amounts. However, these two amounts can vary.

The '**Transaction Amount**' represents the amount and currency being **used by** the **vendor**. In the example below the currency for the 'Transaction Amount' is 'CAD':

Reconcile Statement
Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1			UMB	*****0021	07/20/2010	SHERATON	Closed	4515947	809.080	CAD	Valid	Valid	No	No

☒ Select All ☐ Clear All [Validate Budget](#)

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[Save](#) [Notify](#) [Refresh](#)

The '**Billing Amount**' represents the amount and currency being **charged** to the State of Kansas. The 'Billing Amount' is the amount that will build to the voucher once the PCard transaction is approved.

Reconcile Statement
Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Reference	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	07/26/2010	773.67	USD		0.00	<input type="checkbox"/>

☒ Select All ☐ Clear All [Validate Budget](#)

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[Save](#) [Notify](#) [Refresh](#)

The Approver will need to verify that the 'Transaction Amount' and/or 'Billing Amount' are correct:

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Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing PCard

Customize | Find | View 100 | First 1-9 of 379 | Last

	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>		UMB	*****9317	05/23/2013	JIM CLARK AUTO01040021	Verified	22134 Repair on State Vehicle (TAC	214.90 USD		Valid	Valid	Yes	No
2	<input type="checkbox"/>		UMB	*****0024	04/18/2013	HERTZ RENT-A-CAR	Verified		154.60 USD		Valid	Valid	Yes	No
3	<input type="checkbox"/>		UMB	*****0024	04/19/2013	HERTZ RENT-A-CAR	Verified		35.89 USD		Valid	Valid	Yes	No
4	<input type="checkbox"/>		UMB	*****0024	04/24/2013	HERTZ RENT-A-CAR	Verified		95.00 USD		Valid	Valid	Yes	No
5	<input type="checkbox"/>		UMB	*****0024	04/26/2013	HERTZ RENT-A-CAR	Verified		36.33 USD		Valid	Valid	Yes	No
6	<input type="checkbox"/>		UMB	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00 USD		Valid	Valid	Yes	No
7	<input type="checkbox"/>		UMB	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified	Hertz, Del...	75.00 USD		Valid	Valid	Yes	No

PURCHASING DETAILS

The Approver will want to review the Purchasing Details page in a couple different situations:

- A Purchase Order was generated for this PCard transaction and the Purchase Order should be associated to the PCard transaction; OR
- The PCard transaction is for a statewide contract item and a Purchase Order was NOT generated for the purchase.

PURCHASE ORDER

If a Requisition/Purchase Order is created for the PCard transaction, the Purchase Order must be associated to the PCard transaction. The PCard transaction will build to a PCard voucher which will release the encumbrance created by the Purchase Order.

Not all PCard transactions will have a Purchase Order to associate to them; but, for those transactions where the Purchase Order indicates that the method of payment is PCard, the Purchase Order must be associated to the PCard transaction. The Approver will want to verify that the correct PO and PO lines have been associated.

1. Place a check in front of the PCard transaction, and click the 'Purchase Details' link:

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Reconcile Statement

Procurement Card Transactions

EmpID: *****7505 Name: Card Number: Card Provider: UMB

☐ Run Budget Validation on Save

Bank Statement

Transaction Billing PDF

Customize | Find | View All | First 1-9 of 14 Last

Transaction	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
<input checked="" type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	7.20 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	2.78 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	0.84 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	17.18 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	46.18 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	92.54 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	4.36 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	1.93 USD		Valid	Valid	Yes	No
<input type="checkbox"/>	04/18/2013	Staples Contra00710004	Verified	PO 11403 Staples-Office Supplies	3.60 USD		Valid	Valid	Yes	No

☒ Select All ☐ Clear All Stage Verify Approve Validate Budget

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[Save](#) [Notify](#) [Refresh](#)

- The 'Reconcile Statement – Purchase Details' page will display. Validate that the correct Purchase Order and PO Line number have been associated to the PCard transaction:

Reconcile Statement

Purchase Details

Line: 1

Merchant: Staples Contra00710004

City: 800-5824774

State: CO

Country: USA

Purchase Order

*Business Unit: Original PO: N

PO ID: 0000011403

PO Line: 1

PO Sched: 1

Vendor ID: 0000002571 STAPLES CONTRACT & COMMERCIAL INC

Location: 001 SYSTEM CHECK

Ship To: 173301 DISCStore

Item ID:

Category: 44121708 Markers

Vendor Item: BICBL11YW Contract SetID

*Quantity: 2.0000 Contract ID

*UOM: DOZ

Unit Price: 3.60000 USD Transaction Amount 7.20

☒ Bill Includes Tax if Applied

☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#) [SMART Category Codes.pdf \(5 MB\)](#) [SMART Category Codes.xls \(3 MB\)](#)

[OK](#) [Cancel](#) [Refresh](#)

- Click the 'OK' button to return to the 'Reconcile Statement – Procurement Card Transactions' page.

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STATEWIDE CONTRACT

If a purchase was made with a PCard for an item that is on a Statewide Contract and the PCard transaction should NOT be reconciled to a Purchase Order, the contract ID should be referenced on the PCard Transaction. The Approver will want to verify that all Statewide Contract items are either associated to a Purchase Order **OR** reference the correct contract ID.

1. Place a check in front of the PCard transaction, and click the 'Purchase Details' link:

SMART

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

New Window | Help | Customize Page |

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction | Billing | (new)

Customize | Find | View 100 | First | 1-9 of 393 | Last

Transaction	EmplID	Employee Name	Card Issued	Card Number	Trans. Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input type="checkbox"/>		UMB	*****9317	05/23/2013	JIM CLARK AUTO01040921	Verified	22134 Repair on State Vehicle (TAC	214.90 USD		Valid	Valid	Yes	No
2	<input checked="" type="checkbox"/>		UMB	*****0024	04/18/2013	HERTZ RENT-A-CAR	Verified	Hertz-	154.60 USD		Valid	Valid	Yes	No
3	<input type="checkbox"/>		UMB	*****0024	04/19/2013	HERTZ RENT-A-CAR	Verified	Hertz-	35.89 USD		Valid	Valid	Yes	No
4	<input type="checkbox"/>		UMB	*****0024	04/24/2013	HERTZ RENT-A-CAR	Verified	Hertz-	95.00 USD		Valid	Valid	Yes	No
5	<input type="checkbox"/>		UMB	*****0024	04/26/2013	HERTZ RENT-A-CAR	Verified	Hertz-	36.33 USD		Valid	Valid	Yes	No
6	<input type="checkbox"/>		UMB	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified	Hertz-	134.00 USD		Valid	Valid	Yes	No
7	<input type="checkbox"/>		UMB	*****0024	05/03/2013	HERTZ RENT-A-CAR	Verified	Hertz-	31.50 USD		Valid	Valid	Yes	No
8	<input type="checkbox"/>		UMB	*****0024	05/17/2013	HERTZ RENT-A-CAR	Verified	Hertz-	134.00 USD		Valid	Valid	Yes	No
9	<input type="checkbox"/>		UMB	*****0024	04/24/2013	SOUTHWEST 5292124540928	Verified	Southwest Air	281.80 USD		Valid	Valid	Yes	No

☒ Select All ☐ Create All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

2. Verify that the correct Contract ID has been entered, and click the 'OK' button:

Training Guide

Reconcile Statement

Purchase Details

Line: 2
Merchant: HERTZ RENT-A-CAR
City: WICHITA
State: KS
Country: USA

▼ Purchase Order

*Business Unit: 03400 Original PO: N
PO ID:
PO Line:
PO Sched:
Vendor ID: 0000005774 HERTZ CORPORATION
Location: 001 SYSTEM CHECK
Ship To:
Item ID:
Category:
Vendor Item:
*Quantity: 1.0000
*UOM: EA
Unit Price: 154.60000 USD Transaction Amount 154.60
☒ Bill Includes Tax if Applied
☐ Tax Paid

Contract SetID SOKID
Contract ID 0000000000000000000000037354

Sales/User Tax Category Search View Hierarchy PO Pick List SMART Category Codes.pdf (5 MB) SMART Category Codes.xls (3 MB)

OK Cancel Refresh

CHARTFIELD INFORMATION

NO PURCHASE ORDER

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Reconcile Statement
Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1			UMB	*****9317	05/23/2013	JIM CLARK AUTO01040021	Verified		214.90 USD		Valid	Valid	Yes	No
2			UMB	*****0024	04/18/2013	HERTZ RENT-A-CAR	Verified		154.60 USD		Valid	Valid	Yes	No
3			UMB	*****0024	04/19/2013	HERTZ RENT-A-CAR	Verified		35.89 USD		Valid	Valid	Yes	No
4			UMB	*****0024	04/24/2013	HERTZ RENT-A-CAR	Verified		95.00 USD		Valid	Valid	Yes	No
5			UMB	*****0024	04/26/2013	HERTZ RENT-A-CAR	Verified		36.33 USD		Valid	Valid	Yes	No
6			UMB	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00 USD		Valid	Valid	Yes	No
7			UMB	*****0024	05/03/2013	HERTZ RENT-A-CAR	Verified		31.50 USD		Valid	Valid	Yes	No
8			UMB	*****0024	05/17/2013	HERTZ RENT-A-CAR	Verified		134.00 USD		Valid	Valid	Yes	No
9			UMB	*****0024	04/24/2013	SOUTHWEST 529C124540938	Verified		281.80 USD		Valid	Valid	Yes	No

☒ Select All ☐ Clear All

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- Validate that the chartfield information is correct, and click the 'OK' button:

Reconcile Statement
Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
Billing Date: 05/28/2013 Billing Amount: USD 214.90 Unit Price: 214.90000
SpeedChart: Transaction Unit Price: 214.90000 *Distribute by: Amount

Distributions

Chartfields	Details/Tax	Asset Information	Statuses	Dist	Percent	Amount	Currency	*GL Unit	Dest	Fund	Bad Unit	Program	*Account	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Sys Loc	App Loc
1	100.0000	214.90	USD		00	3055	3300	96030	524129			13				ES	F	1	2540	CFTA	

NOTE: If no Purchase Order is associated to the PCard transaction, the chartfield information can be edited.

WITH PURCHASE ORDER

- From the 'Reconcile Statement – Procurement Card Transactions' page, click the 'Distribution' icon:

Reconcile Statement
Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1			UMB	*****9965	04/26/2013	Stables Contra00710004	Verified		0.29 USD		Valid	Valid	Yes	No
2			UMB	*****9965	04/26/2013	Stables Contra00710004	Verified		7.59 USD		Valid	Valid	Yes	No
3			UMB	*****9965	04/26/2013	Stables Contra00710004	Verified		6.56 USD		Valid	Valid	Yes	No
4			UMB	*****9965	04/26/2013	Stables Contra00710004	Verified		9.96 USD		Valid	Valid	Yes	No
5			UMB	*****9965	04/26/2013	Stables Contra00710004	Verified		1.81 USD		Valid	Valid	Yes	No
6			UMB	*****9965	04/26/2013	Stables Contra00710004	Verified		138.10 USD		Valid	Valid	Yes	No
7			UMB	*****9965	04/26/2013	Stables Contra00710004	Verified		13.67 USD		Valid	Valid	Yes	No

☒ Select All ☐ Clear All

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- Validate that the Chartfield information is correct and click the 'OK' button:

Reconcile Statement

Account Distribution

Line: 2 PO Qty: 1.0000 UOM: EA
 Billing Date: 04/29/2013 Billing Amount: USD 7.59 Unit Price: 7.59000
 SpeedChart: Transaction Unit Price: 7.59000 *Distribute by: Amount

Distributions

Chartfields Details/Tax Asset Information Statuses (PST)

Dist	Percent	Amount	Currency	*GL Unit	Dept	Fund	Bud Unit	Program	*Account	PC Bus Unit	Project	Activity	Source Type	Category	Sub
1	100.0000	7.59	USD		0000	1000	0103	01030	537100						

OK Cancel Refresh

NOTE: The chartfield information is **NOT** editable because this information is inherited from the Purchase Order. If a correction needs to be made, the PO will need to be removed from the PCard transaction, the chartfield information would need to be corrected on the Purchase Order and then the Purchase Order would need to be re-associated to the PCard transaction.

APPROVING PCARD TRANSACTIONS

- On the 'Reconcile Statement – Procurement Card Transactions' page, select the 'Approved' option from the Status drop down box:

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing (PST)

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		0.29	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Approved		7.59	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Staged		6.56	USD	Valid	Valid	Yes	No
4	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		9.96	USD	Valid	Valid	Yes	No
5	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		1.81	USD	Valid	Valid	Yes	No
6	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		138.10	USD	Valid	Valid	Yes	No
7	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		13.67	USD	Valid	Valid	Yes	No

☒ Select All ☐ Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template SMART UNPSC Codes.pdf (5 MB) SMART UNPSC Codes.xls (3 MB)

Save Notify Refresh

- Click the 'Save' button:

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing (SEE)

Customize Find View All First 1-7 of 7 Last

	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Approved		0.29 USD		Valid	Valid	Yes	No
2	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		7.59 USD		Valid	Valid	Yes	No
3	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		6.56 USD		Valid	Valid	Yes	No
4	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		9.96 USD		Valid	Valid	Yes	No
5	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		1.81 USD		Valid	Valid	Yes	No
6	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		138.10 USD		Valid	Valid	Yes	No
7	<input type="checkbox"/>		UMB	*****9965	04/26/2013	Staples Contra00710004	Verified		13.67 USD		Valid	Valid	Yes	No

☒ Select All ☐ Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template SMART UNPSC Codes.pdf (5 MB) SMART UNPSC Codes.xls (3 MB)

Save Notify Refresh

NOTE: If the chartfield information was changed, the 'Budget Status' will change from 'Valid' to 'Not Chk'd'. The PCard budget validation process runs Monday through Friday evenings during the nightly batch processes. It is recommended that users allow the automated batch process to pick up the 'Approved' PCard transactions for budget validation.

Procurement Cards (PCards)

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PCARD VOUCHERS

BUILDING THE PCARD VOUCHER

Unlike regular vouchers, the PCard vouchers are created during a batch process. The PCard voucher build process runs twice a week, Monday and Thursday mornings, before the hourly batch processes begin for the day. The days may change if Monday or Thursday falls on a Holiday.

The PCard transaction will be picked up by the batch process and built to a PCard voucher if the status is 'Approved', the Budget status is 'Valid' and the Chartfield status is 'Valid'.

The PCard vouchers are built by control account number and have a maximum of 75 lines. If there are more than 75 PCard transactions for a control account number, a second PCard voucher will be built.

PCARD VOUCHER – DO NOT MAKE CHANGES

Do NOT delete PCard vouchers and/or voucher lines. The deletion of a PCard voucher/line does **NOT** update the PCard transaction. Consequently, the PCard transaction retains a voucher/line that no longer exists in SMART. If a situation arises that requires the deletion of a voucher/line, please submit a SMART Service Desk Request.

Do NOT change quantities or amounts on PCard voucher lines. Changes made at the voucher level will **NOT** update the PCard transactions. Consequently, the PCard transactions may indicate that the transaction has been paid when it hasn't been.

VOUCHER BUILD ERRORS

Since the PCard voucher is created during a batch process, it is possible (but not likely) for the PCard voucher to end up with a voucher build error. If an agency expects a PCard voucher but does not see one, please check the Voucher Build Error page. Go to the ['Voucher Build Error Detail'](#) job aid for detailed information about this page and troubleshooting issues.

MATCH EXCEPTIONS

As a rule, PCard vouchers should not have match exceptions because SMART should turn off matching when the PCard is associated to the Purchase Order.

Procurement Cards (PCards)

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There are some instances where matching has not been turned off and match exceptions have occurred. As a general rule, these match exceptions can be overridden. An example of a typical match exception is the Vendor ID on the voucher does not match the Vendor ID on the PO. This match exception is expected since the payment is being made to the PCard Issuer, currently UMB, and not the Merchant. This match exception should be overridden.

SMART generated match exceptions start with an 'S'. If an agency sees a match exception where the ID starts with an 'S,' the agency should submit a Service Desk Request. The agency has no other recourse.

APPROVING PCARD VOUCHERS

PCard Vouchers are no different from regular vouchers when it comes to the approval process. The agency must review and approve the voucher.

In order for the voucher to be eligible for payment, the voucher must have an 'Approved' status, a 'Valid' budget status and a 'No Match' or 'Matched' match status. In most cases, the match status will be 'No Match'.

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

TIPS

Below please find a list of things to consider/remember. Included is a listing of PCard Queries.

LINE DETAILS ICON

The State of Kansas receives a file nightly from our PCard Issuer, currently UMB. This file contains the PCard transaction information that has been captured by the Merchants and provided to Visa which is in turn provided to the State of Kansas' PCard Issuer (UMB). There are three levels of PCard data:

- Level 1 data: Standard transaction data including date, supplier and total purchase amount.
- Level 2 data: Enhanced transaction data including Level 1 data plus a customer-defined reference number, such as a purchase order number, and separate sales tax amount.
- Level 3 data: Detailed transaction data including Level 2 data plus line-item detail, such as the item purchased. Sometimes referred to as 'line-item detail.'

SMART is set up to accept Level 3 data; however, not all Merchants are set up to collect Level 3 data.

To see the data being provided by the Merchant, click the 'Line Details' icon from the Reconcile Statement – Procurement Card Transactions' page:

SMART

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

New Window | Help | Customize Page

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction | Email | Employee Name | Card Issuer | Card Number | Trans Date | Merchant | Status | Description | Transaction Amount | Currency | Budget Status | Chartfield Status | Redist | Voucher Error

Transaction	Email	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redist	Voucher Error
1			UMB	*****9317	05/23/2013	JM CLARK AUTO01940021	Verified		214.00 USD		Valid	Valid	Yes	No
2			UMB	*****0024	04/18/2013	HERTZ RENT-A-CAR	Verified		154.00 USD		Valid	Valid	Yes	No
3			UMB	*****0024	04/19/2013	HERTZ RENT-A-CAR	Verified		35.89 USD		Valid	Valid	Yes	No
4			UMB	*****0024	04/24/2013	HERTZ RENT-A-CAR	Verified		95.00 USD		Valid	Valid	Yes	No
5			UMB	*****0024	04/26/2013	HERTZ RENT-A-CAR	Verified		36.33 USD		Valid	Valid	Yes	No
6			UMB	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00 USD		Valid	Valid	Yes	No
7			UMB	*****0024	05/03/2013	HERTZ RENT-A-CAR	Verified		31.50 USD		Valid	Valid	Yes	No
8			UMB	*****0024	05/17/2013	HERTZ RENT-A-CAR	Verified		134.00 USD		Valid	Valid	Yes	No
9			UMB	*****0024	04/24/2013	SOUTHWEST 5252128450939	Verified		281.00 USD		Valid	Valid	Yes	No

Select All | Clear All | Stage | Verify | Approve | Validate Budget

Search | Purchase Details | Split Line | Distribution Template | SMART UNPSC Codes.pdf (5 MB) | SMART UNPSC Codes.xls (3 MB)

Save | Notify | Refresh

Procurement Cards (PCards)

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The PCard transaction number is displayed on this page. Whenever possible the PCard transaction number should be provided when entering a Service Desk Request:

Reconcile Statement

Visa Transaction Details

Card Number: *****9317
 Posted Date: 05/26/2013
 Transaction Number: 24164073144128001300016
 Sequence Number: 21

Card Transaction - Type 5

Source Amount	Billing Amount	Transaction Type Code	Transaction Date	Purchase ID Format	Purchase ID
1	214.90	214.90	Purchase	05/23/2013	Oth number 000000000000000000

Line Item Summary - Type 8

Message Identifier	Discount Amount	Freight Amount	Duty Amount	Dest. Postal	Source Postal	Dest. Country
1 003143553354530						

Return

NOTE: The information available on the tabs for this page will vary depending on the type of PCard transaction being viewed.

COMMENTS

1. The Reconciler and/or Approver have the option of entering a comment on the PCard transaction by clicking the 'Comments' icon:

SMART

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

[New Window](#) | [Help](#) | [Customize Page](#)

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>		UMB	*****9317	05/23/2013	JIM CLARK AUTO01040021	Verified		214.90	USD	Valid	Valid	Yes	No
2	<input type="checkbox"/>		UMB	*****0024	04/18/2013	HERTZ RENT-A-CAR	Verified		154.60	USD	Valid	Valid	Yes	No
3	<input type="checkbox"/>		UMB	*****0024	04/19/2013	HERTZ RENT-A-CAR	Verified		35.89	USD	Valid	Valid	Yes	No
4	<input type="checkbox"/>		UMB	*****0024	04/24/2013	HERTZ RENT-A-CAR	Verified		95.00	USD	Valid	Valid	Yes	No
5	<input type="checkbox"/>		UMB	*****0024	04/26/2013	HERTZ RENT-A-CAR	Verified		36.33	USD	Valid	Valid	Yes	No
6	<input type="checkbox"/>		UMB	*****0024	05/02/2013	HERTZ RENT-A-CAR	Verified		134.00	USD	Valid	Valid	Yes	No
7	<input type="checkbox"/>		UMB	*****0024	05/03/2013	HERTZ RENT-A-CAR	Verified		31.50	USD	Valid	Valid	Yes	No
8	<input type="checkbox"/>		UMB	*****0024	05/17/2013	HERTZ RENT-A-CAR	Verified		134.00	USD	Valid	Valid	Yes	No
9	<input type="checkbox"/>		UMB	*****0024	04/24/2013	SOUTHWEST 5282124640938	Verified		281.80	USD	Valid	Valid	Yes	No

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

2. Enter a comment or attach a document, and click the 'OK' button:

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

Reconcile Statement

Line Comments

Line: 1 Description: 22134 Repair on State Vehicle (TAG 9965)

Reference:

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status: Active

This is a test comment

Associated Document

Attachment: Attach View Delete

OK Cancel Refresh

NOTE: Comments entered on the PCard transaction will only reside on the PCard transaction and will **NOT** copy to the PCard voucher.

NOTE: If a Purchase Order has comments and the Purchase Order is associated to a PCard transaction, the PCard transaction will **NOT** inherit the Purchase Order comments.

TRANSACTION AMOUNT VERSUS BILLING AMOUNT

The 'Reconcile Statement – Procurement Card Transactions' page has two different Amounts: 'Transaction Amount' on the 'Transaction' tab and the 'Billing Amount' on the 'Billing' tab. Since the State of Kansas very rarely makes foreign purchases, the 'Transaction Amount' and 'Billing Amount' are usually the same and will have 'USD' as the currency for both amounts. However, these two amounts can vary.

The '**Transaction Amount**' represents the amount and currency being **used by the vendor**. In the example below the currency for the 'Transaction Amount' is 'CAD':

Procurement Cards (PCards)

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Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing (See)

Transaction	EmpID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Description	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1			UMB	*****0021	07/20/2010	SHERATON	Closed	4515947	809.080	CAD	Valid	Valid	No	No

☒ Select All ☐ Clear All [Validate Budget](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

[Save](#) [Notify](#) [Refresh](#)

Currency Used by the Vendor

The 'Billing Amount' represents the amount and currency being **charged** to the State of Kansas. The 'Billing Amount' is the amount that will build to the voucher once the PCard transaction is approved.

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction Billing (See)

Reference	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	07/26/2010	773.67	USD		0.00	<input type="checkbox"/>

☒ Select All ☐ Clear All [Validate Budget](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#) [SMART UNPSC Codes.pdf \(5 MB\)](#) [SMART UNPSC Codes.xls \(3 MB\)](#)

[Save](#) [Notify](#) [Refresh](#)

Amount being charged to the State of Kansas.
 This is the amount that will build to a voucher.

BUDGET VALIDATION

The PCard Budget Validation process does **NOT** check for available budget. Budget validation only requires that a budget ledger be established with the specified fund and budget unit; it is not validating availability of funds.

If the chartfield information is altered, the Budget Status will change from 'Valid' to 'Not Chk'd'. During the nightly batch processes, PCard transactions with an 'Approved' status and a 'Not Chk'd' budget status will be picked up and ran through budget validation.

The manual budget validation process takes several minutes to complete; consequently, the SMART team recommends that agencies allow the batch processes to pick up the 'Not Chk'd' PCard vouchers.

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

CHARTFIELD INFORMATION INHERITED FROM PURCHASE ORDER

The Chartfield values are not editable from the PCard transaction since the chartfield information is inherited from the Purchase Order.

If a correction needs to be made, the PO will need to be removed from the PCard transaction, the chartfield information will need to be corrected on the Purchase Order and then the Purchase Order will need to be re-associated to the PCard transaction.

MANUALLY SPLITTING PCARD TRANSACTIONS

PCARD TRANSACTIONS ARE TYPICALLY SPLIT TO ACCOMMODATE THE ASSOCIATION OF PURCHASE ORDER LINES. SEE THE 'ASSOCIATING PCARDS TO REQUISITIONS AND PURCHASE ORDERS

Agencies should enter a requisition / Purchase Order and associate the PCard to the requisition / PO if the employee has prior knowledge of the purchase and intends to make payment with a PCard. This section will provide information on how to associate a PCard to the requisition and the Purchase Order.

NOTES:

- PCards can still be used as a form of payment even if there is no prior knowledge of the purchase. The PCard transaction can be paid without reconciling to a Purchase Order.

Example: Employee is on the road and the light bulb in the projector they are using burns out. They have authorization to go to a local office supply store and get a replacement bulb and they may use their PCard to make the purchase. In this case no requisition / PO would be entered.

- If a PCard is NEVER associated to a Purchase Order, ALL POs will be available for selection during the reconciliation process for that PCard. This makes it very easy to reconcile PCard transactions to incorrect POs. The SMART team highly recommends that agencies associate PCards to POs so that the POs available for selection during the reconciliation process are limited to only those POs with that PCard associated.
- Once a PCard has been associated to a PO, the PO is **NOT** available to pull directly into a voucher. To release the PO encumbrance the PO must be associated to the PCard transaction during the reconciliation process. The PCard transactions will build to a PCard Voucher once the PCard transaction is 'Approved' and has 'Valid' budget and

Procurement Cards (PCards)

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chartfield statuses. The PCard Voucher Build process runs twice weekly, Monday and Thursday mornings before hourly batch processes begin.

PCARDS ON REQUISITIONS

The PCard is associated at the requisition header level on the '3. Review and Submit' page and the Requestor must have proxy to at least one (1) PCard before the 'Card Number' drop down box will display:

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Department of Administration

Requester: [Redacted]

Requisition Name: [Redacted]

Card Number: [Dropdown Menu]

Expiration Date: [Redacted]

Prior Authorization Type: [Redacted]

*Currency: USD

Priority: Medium

☐ Use Procurement Card

Line	Description	Quantity	UOM	Price	Total
1	Test Item	1.0000	Each	12.45000	12.45

Total Amount: 12.45 USD

Justification/Comments: [Text Area]

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

[Add Request Document](#) [Find more items](#)

The PCard will be available for selection on the requisition if the requestor has proxy to the PCard; however, the PCard information may **NOT** flow to the PO. In order for the PCard information on the requisition to flow to the Purchase Order, the following must be true:

- The PCard is associated to a requisition that sources to a PO;
- The vendor is set up to accept PCards;
- The vendor location effective date is less than or equal to the PO Date;
- The Buyer has proxy to the PCard; **AND**
- The PCard has a current expiration date.

The 'Use Procurement Card' link will appear on the PO if the above listed statements are all 'True':

Statewide Management, Accounting and Reporting Tool

PCARDS ON PURCHASE ORDERS

- The vendor is set up to accept PCards;
- The vendor location effective date is less than or equal to the PO Date;
- The Buyer has proxy to the PCard; **AND**
- The PCard has a current expiration date.

Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

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The screenshot shows a web form titled 'Maintain Purchase Order'. Under the 'Procurement Card Information' section, the 'Business Unit' is blank and the 'PO ID' is 0000003521. The 'Procurement Card used for payment' section contains a red-bordered box with the following details: Card Number: *****9976 (VISA), Card Type: Visa, and Expiration Date: 01/31/2014. Below this is the 'Override with Procurement Card' section, which has a 'Card Number' dropdown menu, 'Card Type' and 'Expiration Date' fields, and a checkbox labeled 'Don't use Procurement Card'. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

5. The Buyer may choose to change the PCard by selecting a different 'Card Number' from the drop down box and then clicking the 'OK' button:

This screenshot shows the same form as before, but with the 'Card Number' dropdown menu in the 'Override with Procurement Card' section open. A list of card numbers is displayed, including *****0002 (VISA) through *****0106 (VISA). A red arrow points to the 'OK' button at the bottom left, and another red arrow points to the '*****0048 (VISA)' option in the dropdown list.

6. The Buyer may choose to remove the PCard by checking the 'Don't use Procurement Card' check box and clicking the 'OK' button:

Procurement Cards (PCards)

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Maintain Purchase Order

Procurement Card Information

Business Unit: [Redacted]
PO ID: 0000003521

Procurement Card used for payment

Card Number: *****0106 (VISA)
Card Type: Visa
Expiration Date: 01/31/2050

Override with Procurement Card

Card Number: [Dropdown]
Card Type: [Dropdown]
Expiration Date: [Dropdown]

☒ Don't use Procurement Card

OK Cancel Refresh

NO PCARD ON REQUISITION

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

5. If the requisition did not contain a PCard, the Buyer may still add a PCard to the PO. Click the 'Use Procurement Card' link:

Maintain Purchase Order

Purchase Order

Unit: [Redacted] PO ID: 0000001782 PO Status: Open Budget Status: Not Chkd

Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 01/02/2013 Vendor: [Redacted] *Vendor ID: [Redacted] *Buyer: [Redacted] PO Reference: [Redacted]

Receipt Status: Not Recvd *Dispatch Method: Email

Amount Summary

Merchandise: 1,149,820.00
Freight/Tax/Misc.: 0.00
Total Amount: 1,149,820.00 USD

[Header Details](#) [PO Activities](#) [Edit Ship To Comments](#) [PO Defaults](#) [Document Status](#) [Bidder Preferences](#) [Edit Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: [Search] To: [Search] [Retrieve](#)

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1			1.0000	LOT	851017	1,149,820.000	1,149,820.00	Active

[View Printable Version](#) [Category Search](#) *Go to: [More ...]

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

6. The 'Procurement Card used for payment' section will be blank. Select the drop down arrow beside the 'Card Number' field:

Maintain Purchase Order

Procurement Card Information

Business Unit:

PO ID: 0000001782


Procurement Card used for payment

Card Number:

Card Type:

Expiration Date:

Override with Procurement Card

Card Number: 

Card Type:

Expiration Date:

☐ Don't use Procurement Card

OK Cancel Refresh

7. Select a PCard and then click the 'OK' button:

Maintain Purchase Order

Procurement Card Information

Business Unit:

PO ID: 000

Procurement Card

Card Number:

Card Type:

Expiration Date:

Override with Procurement Card

Card Number:

Card Type:

Expiration Date:

☐ Don't use Procurement Card

OK Cancel Refresh

1657 (VISA)
*****1665 (VISA)
*****1699 (VISA)
*****1707 (VISA)
*****1715 (VISA)
*****1731 (VISA)
*****1749 (VISA)
*****1756 (VISA)
*****1764 (VISA)
*****1772 (VISA)
*****1780 (VISA)
*****1806 (VISA)
*****1814 (VISA)
*****1822 (VISA)
*****1830 (VISA)
*****1848 (VISA)
*****1855 (VISA)

8. Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will display the selected PCard in the 'Procurement Card used for payment' section:

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

The screenshot shows a web form titled 'Maintain Purchase Order'. Under the 'Procurement Card Information' section, the 'Business Unit' is blank, and the 'PO ID' is 0000001782. Below this is a section titled 'Procurement Card used for payment' with fields for 'Card Number' (displayed as *****1764 (VISA)), 'Card Type' (Visa), and 'Expiration Date' (05/31/2013). Another section titled 'Override with Procurement Card' contains fields for 'Card Number' (a dropdown menu), 'Card Type', and 'Expiration Date'. At the bottom of this section is a checkbox labeled 'Don't use Procurement Card'. At the very bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

CHANGING PCARD AFTER PO DISPATCHED

The State of Kansas implemented a modification to allow Buyers the ability to remove, add or change PCard information after the PO has been dispatched.

Part of the modification was to capture the changes to the PCard information on the 'Manage Change Order' pages. The change order history will not provide detailed information but will indicate the action that was taken:

- PCard Not Assigned: PCard has never been associated to the Purchase Order
- PCard Added: PCard has been added
- PCard Removed: PCard has been removed
- PCard Changed: PCard has been changed

ADDING A PCARD – PO DISPATCHED

A requisition has been submitted and sourced to a PO. The PO was dispatched, without a PCard. The Buyer is now informed that the product had already been paid for with a PCard. To reconcile the PCard transaction **AND** release the encumbrance that has been established by the PO, the Buyer must associate the PCard to this PO.

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

Procurement Cards (PCards)

Training Guide

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- When the Buyer navigates to the PO, the 'Use Procurement Card' link will **NOT** be visible. To activate the 'Use Procurement Card' link, click the 'Change Order' icon at the PO header level:

Maintain Purchase Order

Purchase Order

Unit: [Redacted] PO ID: 0000002097 PO Status: Dispatched Budget Status: Valid

Copy From: [Dropdown] ☐ Hold From Further Processing

Header

*PO Date: 05/30/2013 Vendor Search
 Vendor: [Redacted] Vendor Details
 *Vendor ID: [Redacted]
 *Buyer: [Redacted]
 PO Reference: PSA 06 NSIP

Backorder Status: None Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Email

Amount Summary

Merchandise: 18,557.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 18,557.00 USD

Header Details PO Activities Edit Ship To Comments
 PO Defaults Document Status Bidder Preferences
 Edit Comments Requisitions

Add Items From [Dropdown] Select Lines To Display

Purchasing Kit Catalog Item Search Line: [Search] To: [Search] Retrieve

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	[Redacted]	[Redacted]	1.0000	EA	801017	18,557.00000	18,557.00	Active

View Printable Version Category Search *Go to: More...

Save Return to Search Notify Refresh

- The 'Use Procurement Card' link will appear. Click the 'Use Procurement Card' link:

Maintain Purchase Order

Purchase Order

Unit: [Redacted] PO ID: 0000002097 PO Status: Dispatched Budget Status: Valid

Copy From: [Dropdown] ☐ Hold From Further Processing

Header

*PO Date: 05/30/2013 Vendor Search
 Vendor: [Redacted] Vendor Details
 *Vendor ID: [Redacted]
 *Buyer: [Redacted]
 PO Reference: [Redacted]

Backorder Status: None Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Email

Amount Summary

Merchandise: 18,557.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 18,557.00 USD

Header Details PO Activities Edit Ship To Comments
 PO Defaults Document Status Bidder Preferences
 Edit Comments Requisitions Use Procurement Card

Add Items From [Dropdown] Select Lines To Display

Purchasing Kit Catalog Item Search Line: [Search] To: [Search] Retrieve

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	[Redacted]	[Redacted]	1.0000	EA	801017	18,557.00000	18,557.00	Active

- Click the arrow beside the 'Card Number' drop down box. Select the PCard from the list. Click the 'OK' button:

Procurement Cards (PCards)

Training Guide

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Maintain Purchase Order

Procurement Card

Business Unit: []

PO ID: 0000002097

Procurement Card used for payment

Card Number: []

Card Type: []

Expiration Date: []

Override with Procurement Card

Card Number: []

Card Type: []

Expiration Date: []

☐ Don't use Procurement Card

OK Cancel Refresh

8. Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will display the selected PCard in the 'Procurement Card used for payment' section:

Maintain Purchase Order

Procurement Card Information

Business Unit: []

PO ID: 0000002097

Procurement Card used for payment

Card Number: *****1863 (VISA)

Card Type: Visa

Expiration Date: 05/31/2013

Override with Procurement Card

Card Number: []

Card Type: []

Expiration Date: []

☐ Don't use Procurement Card

OK Cancel Refresh

CHANGING A PCARD – PO DISPATCHED

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

A **Requestor** submitted a requisition, and the **Requestor's** PCard information flowed to the PO. The PO was then dispatched. In the meantime, the **Buyer** calls the vendor and places the purchase on his PCard. Finally, the Buyer is reconciling his PCard transactions but the PO is **NOT** available.

The PO is not available because the PCard being reconciled is not the PCard associated to the PO. To reconcile the PCard transaction **AND** to release the encumbrance that has been established by the PO, the Buyer must change the PCard on the PO.

Navigation: From the Home page in SMART, click on:

Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

7. When the Buyer navigates to the PO, the 'Use Procurement Card' link is active. Clicking the 'Use Procurement Card' link will open the 'Procurement Card Information' page, but the values on this page cannot be edited:

The screenshot shows a web interface titled 'Maintain Purchase Order'. Below the title is a section 'Procurement Card Information'. It contains the following fields:

- Business Unit: [Redacted]
- PO ID: 0000000082
- Procurement Card used for payment (Section Header)
- Card Number: *****0152 (VISA)
- Card Type: Visa
- Expiration Date: 01/31/2014

At the bottom of the form are three buttons: OK, Cancel, and Refresh.

8. To change the PCard, the Buyer must click the 'Change Order' icon at the **header level** of the PO on the 'Maintain Purchase Order – Purchase Order' page:

Procurement Cards (PCards)

Training Guide



Statewide Management, Accounting and Reporting Tool



Maintain Purchase Order

Purchase Order

Unit: PO ID: 0000000082


Copy From:

PO Status: Dispatched  

Budget Status: Valid  

☐ Hold From Further Processing

Header

*PO Date: 08/03/2010  Vendor Search

Vendor: [Vendor Details](#)

*Vendor ID:

*Buyer:

PO Reference:

Backorder Status: None [Create BackOrder](#)

Receipt Status: Partial

*Dispatch Method: Email

Amount Summary

Merchandise: 951.50

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 951.50 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)

[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)

[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status			
1			1.0000	EA	551015	279.00000	279.00	Active			
2			250.0000	EA	55101524	2.69000	672.50	Closed			



9. The 'Change Order' icon will no longer be displayed and when the 'Use Procurement Card' link is clicked the page will be editable:



Maintain Purchase Order

Purchase Order

Unit: 03900 PO ID: 0000000082


Copy From:

PO Status: Dispatched  

Budget Status: Valid  


☐ Hold From Further Processing

Header

*PO Date: 08/03/2010  Vendor Search

Vendor: JOURNEYWOR-00 [Vendor Details](#)

*Vendor ID: 0000225960 DUPLICATE VENDOR - USE 225960

*Buyer: AD00KXD  Kathleen X Dudney

PO Reference:

Backorder Status: None [Create BackOrder](#)

Receipt Status: Partial

*Dispatch Method: Email

Amount Summary

Merchandise: 951.50

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 951.50 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)

[PO Defaults](#) [Document Status](#) [Bidder Preferences](#)

[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Procurement Cards (PCards)

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10. The current PCard information is displayed in the 'Procurement Card used for payment' section.
To correct the PCard information, select the arrow beside the 'Card Number' drop down box:

Maintain Purchase Order

Procurement Card Information

Business Unit: [Redacted]
PO ID: 0000000082

Procurement Card used for payment

Card Number: *****0152 (VISA)
Card Type: Visa
Expiration Date: 01/31/2014

Override with Procurement Card

Card Number: [Dropdown Arrow]
Card Type:
Expiration Date:
☐ Don't use Procurement Card

OK Cancel Refresh

11. Select the correct PCard from the list, and then click the 'OK' button:

Maintain Purchase Order

Procurement Card

Business Unit: [Redacted]
PO ID: 000

Procurement Card

Card Number: [Dropdown List]
Card Type:
Expiration Date:

Override with Procurement Card

Card Number: [Dropdown Arrow]
Card Type:
Expiration Date:
☐ Don't use Procurement Card

OK Cancel Refresh

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

12. Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will display the selected PCard in the 'Procurement Card used for payment' section:

The screenshot displays the 'Maintain Purchase Order' interface. At the top, it says 'Maintain Purchase Order'. Below that is a section titled 'Procurement Card Information'. This section includes fields for 'Business Unit' (blurred), 'PO ID: 0000000082', and a sub-section 'Procurement Card used for payment'. This sub-section contains three fields: 'Card Number: *****1624 (VISA)', 'Card Type: Visa', and 'Expiration Date: 03/31/2013'. Below this is another sub-section 'Override with Procurement Card' which has fields for 'Card Number' (a dropdown menu), 'Card Type', and 'Expiration Date'. At the bottom of this section is a checkbox labeled 'Don't use Procurement Card'. At the very bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

REMOVING A PCARD – PO DISPATCHED

A requisition has been submitted. A PCard was associated to the requisition and the Requestor's PCard information flowed to the PO. The PO was dispatched. The Vendor has contacted the Buyer and indicated that they will not accept PCard payment.

The Buyer needs to remove the PCard information from the PO so that a voucher can be created.

NOTE: Once a PCard has been associated to a PO, the PO is **NOT** available to pull directly into a voucher. To release the PO encumbrance the PO must be associated to the PCard transaction during the reconciliation process. The PCard transactions will build to a PCard Voucher once the PCard transaction is 'Approved' and has 'Valid' budget and chartfield statuses. The PCard Voucher Build process runs twice weekly, Monday and Thursday mornings before hourly batch processes begin.

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Orders → Add/Update POs → Find an Existing Value (Tab)

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

6. When the Buyer navigates to the PO, The 'Use Procurement Card' link is visible. Clicking the 'Use Procurement Card' link will open the 'Procurement Card Information' page, but the values on this page cannot be edited:

The screenshot shows a web form titled 'Maintain Purchase Order' with a sub-section 'Procurement Card Information'. The form contains the following fields:

- Business Unit: [Redacted]
- PO ID: 0000000082
- Procurement Card used for payment (Section Header)
- Card Number: *****0152 (VISA)
- Card Type: Visa
- Expiration Date: 01/31/2014

At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

7. To change the PCard, the Buyer must click the 'Change Order' icon at the **header level** of the PO on the 'Maintain Purchase Order – Purchase Order' page:

The screenshot shows the 'Maintain Purchase Order' page with the 'Purchase Order' header. The header includes the following information:

- Unit: [Redacted]
- PO ID: 0000000082
- Copy From: [Dropdown]
- PO Status: Dispatched
- Budget Status: Valid
- Hold From Further Processing: ☐

Below the header is a section for 'Header Details' with links for 'PO Activities', 'Edit Ship To Comments', 'PO Defaults', 'Document Status', 'Bidder Preferences', 'Add Comments', 'Requisitions', and 'Use Procurement Card'. The 'Use Procurement Card' link is highlighted with a red arrow.

The 'Amount Summary' section shows:

- Merchandise: 951.50
- Freight/Tax/Misc.: 0.00
- Total Amount: 951.50 USD

Below the header is a section for 'Lines' with a table of purchase order items:

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	[Redacted]	[Redacted]	1.0000	EA	551015	279.00000	279.00	Active
2	[Redacted]	[Redacted]	250.0000	EA	55101524	2.69000	672.50	Closed

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

8. The 'Change Order' icon will not be displayed, and, when the 'Use Procurement Card' link is clicked, the page will be editable:

Maintain Purchase Order

Purchase Order

Unit: 03900 PO Status: Dispatched
 PO ID: 0000000082 Budget Status: Valid
 Copy From: ☐ Hold From Further Processing

Header

*PO Date: 08/03/2010 Vendor Search
 Vendor: JOURNEYWOR-00 Vendor Details
 *Vendor ID: 0000225960 DUPLICATE VENDOR - USE 225960 Backorder Status: None Create BackOrder
 *Buyer: AD00KXD Kathleen X Dudney Receipt Status: Partial
 PO Reference: *Dispatch Method: Email

Amount Summary

Header Details PO Activities Edit ShipTo Comments
 PO Defaults Document Status Bidder Preferences
 Add Comments Requisitions Use Procurement Card

Merchandise: 951.50
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 951.50 USD

Add Items From **Select Lines To Display**

Purchasing Kit Catalog Item Search Line: To: Retrieve

9. The current PCard information is displayed in the 'Procurement Card used for payment section. Click the 'Don't use Procurement Card' check box:

Maintain Purchase Order

Procurement Card Information

Business Unit:
 PO ID: 0000000082

Procurement Card used for payment

Card Number: *****0152 (VISA)
 Card Type: Visa
 Expiration Date: 01/31/2014

Override with Procurement Card

Card Number:
 Card Type:
 Expiration Date:
☒ Don't use Procurement Card

OK Cancel Refresh

Procurement Cards (PCards)

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10. Clicking the 'OK' button will open the 'Maintain Purchase Order – Purchase Order' page. Clicking the 'Use Procurement Card' link will show that the 'Procurement Card used for payment' section is blank:

The screenshot shows a web form titled 'Maintain Purchase Order'. Under the heading 'Procurement Card Information', there are fields for 'Business Unit' (blurred), 'PO ID: 0000000082', and a section titled 'Procurement Card used for payment'. This section contains fields for 'Card Number:', 'Card Type:', and 'Expiration Date:'. Below this is another section titled 'Override with Procurement Card' which also has fields for 'Card Number:', 'Card Type:', and 'Expiration Date:'. The 'Card Number' field in the override section is a dropdown menu. At the bottom of the override section is a checkbox labeled 'Don't use Procurement Card'. At the very bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

PCARD LINK NOT APPEARING ON PO

I want to pay for an item with a PCard, but the '**Use Procurement Card**' link (PCard link) is not displaying on the Purchase Order (PO). How do I get the PCard link to display on the PO?

There are several criteria that must be met before the '*Use Procurement Card*' link will display on a PO:

- The **PCard** must have a **current expiration date**;
- The **Buyer** must have '**proxy**' rights to the PCard;
- The **Vendor** must be set up to **accept PCards**; and
- The **Vendor Location** effective date must be **on or before** the **PO Date**.

CHECK THE PCARD EXPIRATION DATE

The Agency PCard Administrator can check to see if the PCard expiration date is current.

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Definitions → Cardholder Profile → Find an Existing Value (Tab)

Procurement Cards (PCards)

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- Search for the PCard holder's profile and select the desired EmplID link. In this example, we searched by the employee's name. The Agency PCard Administrator can also search by the Employee's ID number (if that information is known).

Cardholder Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Name: contains

Last Name: begins with

☐ Case Sensitive

[Basic Search](#)

Search Results

View All First 1-19 of 19 Last

EmplID	Name	Last Name
00000001143	Hagerman, Amy W	hagerman
00000012273	Hagerman, Angela J	hagerman
00000011926	Hagerman, Brad	hagerman
00000001329	Hagerman, Casey D	hagerman
00000117147	Hagerman, Curtis W	hagerman
00000119122	Hagerman, David W	hagerman
00000001615	Hagerman, Eric	hagerman
00000001	Hagerman, Gabe J	hagerman
000001147	Hagerman, James Marie	hagerman
0000114724	Hagerman, Karen Sue	hagerman
00000001289	Hagerman, Kristi L	hagerman
00000011194	Hagerman, Marshall J	hagerman
0000011197	Hagerman, Richard	hagerman

- Click the 'Card Data' tab:

Personal Data **Card Data**

Name: Employee ID:

Personnel Status: Employee

Telephone: 785/29

Home Address

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

[Personal Data](#) | [Card Data](#)

- Validate that the 'Expiry Date' for the PCard is current:

Procurement Cards (PCards)

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Personal Data | Card Data

September 2016

☐ Display Unmasked Card Number

Card Data Customize | Find | First 1-2 of 2 Last

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued
	UMB			01/31/2020	Visa	
	UMB			01/31/2020	Visa	

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

ACTION TO TAKE IF THE EXPIRY DATE IS NOT CURRENT

Update the Expiry date to some date in the future. It is acceptable to use expiration dates that are 50 or more years in the future; however, when the PCard expires or is canceled, the Agency PCard Administrator needs to enter the actual expiration or cancellation date into SMART.

NOTE: The State of Kansas does not use SMART to manage the issuance of PCard; including PCard expiration dates and PCard transaction limitations. Those items are handled by UMB Bank. However, the PCard Holder Profile in SMART must be assigned a current expiration date for the PCard to be available on a transaction (such as a Purchase Order) in SMART.

CHECK TO SEE IF THE BUYER HAS 'PROXY' TO THIS PCARD

The Agency PCard Administrator can check to see if the Buyer has 'Proxy' to the PCard in question.

Navigation: From the Home page in SMART, click on:

Purchasing → Procurement Cards → Definitions → Cardholder Profile → Find an Existing Value (Tab)

6. Search for the PCard holder's profile and select the desired EmplID link. In this example, we searched by the employee's name. The Agency PCard Administrator can also search by the Employee's ID number (if that information is known).

Procurement Cards (PCards) Training Guide

Statewide Management, Accounting and Reporting Tool

Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

EmpID:

Name:

Last Name:

☐ Case Sensitive

[Basic Search](#)

Search Results

First Last

EmpID	Name	Last Name
900000461543	Hageman, Arly W	hagC@sear
900000462273	Hageman, Angela J	hagC@sear
900000461926	Hageman, Brad	hagC@sear
900000461329	Hageman, Cady C	hagC@sear
900000461767	Hageman, Curtis W	hagC@sear
900000461922	Hageman, David E	hagC@sear
900000461954	Hageman, Eric	hagC@sear
900000461900	Hageman, Gary J	hagC@sear
900000462495	Hageman, James Wade	hagC@sear
900000461624	Hageman, Karen Sue	hagC@sear
900000461200	Hageman, Kristi L	hagC@sear
900000461954	Hageman, Marshall J	hagC@sear
900000461937	Hageman, Richard	hagC@sear

7. Click the 'Card Data' tab:

Personal Data		Card Data
Name:	XXXXXXXXXX	Employee ID: XXXXXXXX
Personnel Status:	Employee	
Telephone:	785/29 XXXX	
Home Address		Mailing Address
Country:	USA United States	
Address 1:	XXXX-XX XXXXX-XX	
Address 2:		
Address 3:		
City:	XXXXXX	
County:	XXXXXX	
State:	XX XXXXX	
Postal:	XXXXXX	

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

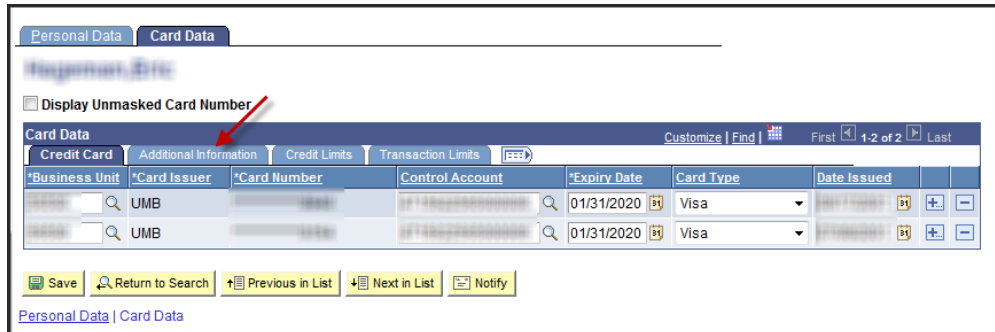
[Personal Data](#) | [Card Data](#)

8. In the 'Card Data' section, click the 'Additional Information' tab:

Procurement Cards (PCards)

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Personal Data | Card Data

Display Unmasked Card Number

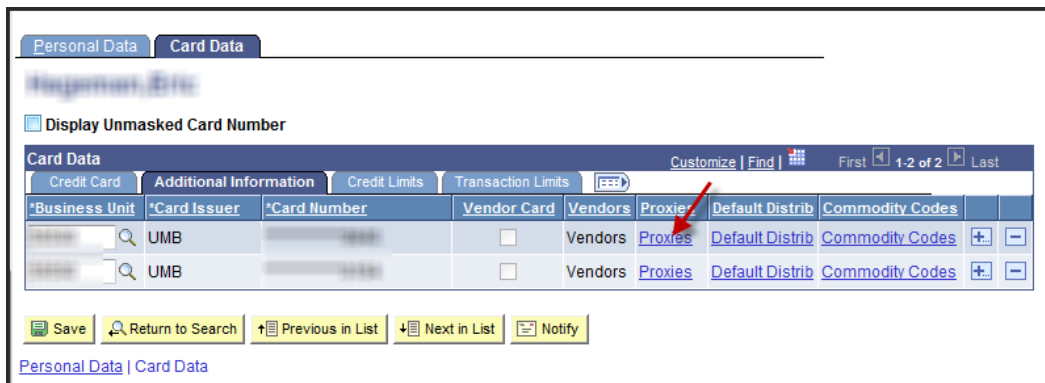
Card Data

*Business Unit	*Card Issuer	*Card Number	Control Account	*Expiry Date	Card Type	Date Issued
UMB	UMB			01/31/2020	Visa	
UMB	UMB			01/31/2020	Visa	

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

9. Click the 'Proxies' link on the desired line:



Personal Data | Card Data

Display Unmasked Card Number

Card Data

*Business Unit	*Card Issuer	*Card Number	Vendor Card	Vendors	Proxies	Default Distrib	Commodity Codes
UMB	UMB			Vendors	Proxies	Default Distrib	Commodity Codes
UMB	UMB			Vendors	Proxies	Default Distrib	Commodity Codes

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

NOTE: Clicking the 'Proxies' link opens the 'Assign Proxies' page.

10. In the 'Proxies' section, validate that the applicable Buyer's ID/Name is listed in the 'User ID' column.

Procurement Cards (PCards)

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Assign Proxies

UMB Card Number:

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default		
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

ACTION TO TAKE IF THE BUYER DOES NOT HAVE PROXY TO THE PCARD

- On the Assign Proxies page, in the Proxies section, click the plus sign button (+) located at the far right side of the last row:

Assign Proxies

UMB Card Number:

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default		
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

Procurement Cards (PCards)

Training Guide

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7. This will add a new row. In the new row, User ID Column, enter the desired SMART 'User ID' for the Buyer:

Assign Proxies

UMB Card Number:

*User ID	Description	*Role	Requester Default	Buyer Default		
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
<input type="text"/>	<input type="text"/>	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA0	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

8. In the Role column, click the drop-down list arrow and select the desired role from the drop down list options.

NOTE: The roles available in the Role drop down box will vary depending on the security access roles that have been assigned to the Buyer. In most cases, the 'PO Kansas Buyer' role is the one that will be selected.

Procurement Cards (PCards)

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Assign Proxies

UMB Card Number: [REDACTED]

*User ID	Description	*Role	Requester Default	Buyer Default		
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA0[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

PO Central P-Card Admin
PO Kansas Buyer

9. Click the 'OK' button, located at the bottom left corner of the 'Assign Proxies' page.

NOTE: Clicking on the 'OK' button returns you to the 'Card Data' page.

Assign Proxies

UMB Card Number: [REDACTED]

*User ID	Description	*Role	Requester Default	Buyer Default		
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	KPO_Cen_P-Card_Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Central P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Holder	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO Agency P-Card Admin	<input type="checkbox"/>	<input type="checkbox"/>	+	-
[REDACTED]	[REDACTED]	PO agy P-Card Recon Appro	<input type="checkbox"/>	<input type="checkbox"/>	+	-
DA0[REDACTED]	[REDACTED]	PO Kansas Buyer	<input type="checkbox"/>	<input type="checkbox"/>	+	-

OK Cancel

Procurement Cards (PCards)

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10. On the Card Data page, click the 'Save' button which is located at the bottom left corner of the page:

The screenshot shows the 'Card Data' page with a table of card information. At the bottom left, there is a 'Save' button highlighted with a red arrow. Other buttons include 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

VENDOR IS SET UP TO ACCEPT Pcards AS A METHOD OF PAYMENT.

The 'Agency Vendor Processor' or the 'Vendor Viewer' can validate this information.

Navigation: From the Home page in SMART, click on:
Vendor → Vendor Information → Add/Update → Vendor

6. On the 'Vendor Information' page, enter the desired 'Vendor ID' and click the 'Search' button.

NOTE: This will open the Vendor's file.

The screenshot shows the 'Vendor Information' page with a search form. A red arrow points to the 'Search' button. The 'Vendor ID' field is highlighted with a red box and contains the value '0000002571'.

7. In the Vendor's file, click the 'Location' tab:

Procurement Cards (PCards)

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Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID: SOKID
Vendor ID: 0000002571
Vendor Short Name: STAPLES CO STAPLESCO-001
Vendor Name: STAPLES CONTRACT & COMMERCIAL INC

Order: STAPLESCO-001
1400 N CAMBRIDGE ST
KANSAS CITY, MO 64120-2104

Remit To: STAPLESCO-001
39143 TREASURY CENTER
CHICAGO, IL 60694-9100

Status: Approved
Persistence: Regular
Classification: Supplier
HCM Class:
Open for Ordering: Yes
Withholding: No
VAT: No

Last Modified By: FIRSTLOGIC
Last modified date: 05/27/2013 11:53AM
Created By: CNV
Created Date/time: 06/07/2010 12:00AM
Last Activity Date: 07/16/2013

Save Return to Search Notify Add Update/Display Include History Correct History

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

- On the 'Location tab, 'Details' section, click the 'Procurement' link. This will open the 'Procurement Options' page.

NOTE: If the vendor's file has multiple Locations, please ensure that you are choosing the correct location. The correct vendor Location can be found on the PO, by clicking the 'Vendor Details' link in the Header section of the PO.

Procurement Cards (PCards)

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The screenshot displays the 'Location' and 'Details' sections of the Statewide Management, Accounting and Reporting Tool. The 'Location' section shows a location with ID '001' and description 'SYSTEM CHECK'. The 'Details' section shows an effective date of '01/01/1901' and a status of 'Active'. A red arrow points to the 'Procurement' link in the 'Options' section. Below the 'Options' section are expandable sections for 'Additional ID Numbers', 'Comments', 'Internet Address', and 'VAT'. The bottom of the page features a navigation bar with links for 'Summary', 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'.

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: SOKID
Vendor: 0000002571 Short Vendor Name: STAPLESCO-001 Name: STAPLES CONTRACT & COMMERCIAL INC

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last
*Location: 001 ☒ Default
Description: SYSTEM CHECK RTV Fees

Details Find | View All First 1 of 1 Last
*Effective Date: 01/01/1901
Status: Active
Options: Payables **Procurement** Sales/Use Tax 1099 Expand All Collapse All
▶ Additional ID Numbers
▶ Comments
▶ Internet Address
▶ VAT
Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

9. On the Procurement Options page, scroll to the bottom of the page. Click the 'Expand' button for the 'Procurement Card Information' section:

Procurement Cards (PCards)

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Procurement Options

SetID: SOKID Location: 001
Vendor ID: 0000002571 Description: SYSTEM CHECK
Short Vendor Name: STAPLESCO-001
Name 1: STAPLES CONTRACT & COMMERCIAL INC [Expand All](#) [Collapse All](#)

Ordering

Vendor: 0000002571 STAPLES CONTRACT & COMMERCIAL INC
*Address: 8 [Search](#) KCMO Whse Location
1400 N CAMBRIDGE ST
KANSAS CITY, MO 64120-2104
Location: 001 SYSTEM CHECK

Pricing

Vendor 0000002571 STAPLES CONTRACT & COMMERCIAL INC
*Location: 001 [Search](#) SYSTEM CHECK

Location: 001 SYSTEM CHECK

▶ Additional Procurement Options
▶ Dispatch Methods
▶ POA Settings
▶ RTV Options
▶ Procurement Card Information

[Expand All](#) [Collapse All](#)

10. Validate that the 'Procurement Card Information' section has been correctly completed:

- The 'Accepts Procurement Card as payment method' checkbox should be checked.
- The 'Contact Cardholder' option is selected in the 'ProCard Dispatch Option' AND
- The 'Visa' option is selected as the 'Card Type'.

Procurement Cards (PCards)

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ACTION TO TAKE IF THE VENDOR IS NOT SET UP TO ACCEPT PCARD PAYMENTS

Your agency needs to submit a Service Desk Request requesting that the Vendor ID be updated to accept PCard payments. Please ensure that the Vendor ID number is included in the Service Desk Request.

VENDOR LOCATION'S EFFECTIVE DATE IS ON OR BEFORE THE PO DATE

The Buyer can validate if the location's effective date is on or before the PO date.

Navigation: From the Home page in SMART, click on:
Purchasing → Purchase Order → Add/Update POs

5. Search for, and select, the desired PO. This will open the 'Maintain Purchase Order' page. On the 'Maintain Purchase Order' page, 'Header' section, make a NOTE of the 'PO Date'. In this example, the PO Date is 05/30/2013.

6. On the 'Vendor Details' page, at the top section of the page, make a NOTE of the 'Location' code. In this example, the Location code displayed is '001'. Click the 'Vendor Information' link.

Procurement Cards (PCards)

Training Guide

Statewide Management, Accounting and Reporting Tool

Maintain Purchase Order

Vendor Details -- STAPLES CONTRACT & COMMERCIAL INC

Unit: PO ID: Vendor: STAPLESCO-001

*Location: [Vendor Information](#)

*Address: [Show Address Details](#) Terms: Due Immediately

Contact: [Show Contact Details](#) Basis Dt Type:

Salesperson: [Show Salesperson Details](#)

Vendor Details Message

Country: USA United States Prefix:

Address 1: 1400 N CAMBRIDGE ST Fax: 816/504-2530

Address 2: KC DISTRIBUTION CENTER Prefix:

Address 3: KANSAS CITY Phone: 816/504-2515

City: KANSAS CITY

County: JACKSON Postal: 64120-2104

State: MO Missouri

7. Clicking the 'Vendor Information' link opens a new window which displays the 'Identifying Information' tab of the vendor's file. On the vendor's file, select the 'Location' tab.

Summary Identifying Information Address Contacts Location Custom

SetID: SOKID

Vendor ID: 0000002571

*Vendor Short Name: STAPLES CO STAPLESCO-001

*Vendor Name 1: STAPLES CONTRACT & COMMERCIAL INC

Vendor Name 2:

*Status: *Classification:

*Persistence: HCM Class:

☐ VAT Registration [Registration](#) [VAT Default](#) [VAT Service Treatment Setup](#)

☐ Withholding

☒ Open For Ordering

Vendor Relationships

☐ Corporate Vendor ☐ InterUnit Vendor

Corporate SetID: SOKID InterUnit Vendor ID:

Corporate Vendor ID: 0000002571 STAPLES CONTRACT & COMMERCIAL INC

Create Bill-To Customer

☐ Create Bill To Customer

Procurement Cards (PCards)

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8. On the 'Location' tab, in the 'Location' section, navigate to the desired 'Location' code. In this example, the desired Location code is '001'. In the 'Details' section for the 'Location' validate that the Effective Date is on, or before, the PO Date. In this example, the PO Date is 05/30/2013 and the Location code 'Effective Date' is 01/01/1901. The Effective Date of 01/01/1901 occurs before the PO Date of 05/30/2013.

The screenshot displays the 'Location' tab for a vendor. The 'Location' section shows the 'Location' code as '001' and the 'Description' as 'SYSTEM CHECK'. The 'Details' section shows the 'Effective Date' as '01/01/1901' and the 'Status' as 'Active'. The interface includes tabs for Summary, Identifying Information, Address, Contacts, Location, and Custom. At the bottom, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

VENDOR'S LOCATION CODE EFFECTIVE DATE IS AFTER THE PO DATE

Agencies should try the following options, in the following order:

- Change the Location Code on the PO
- Change the PO Date
- If the prior two options do not resolve the issue, please submit a service desk ticket and the SMART team will review the issue.

CHANGE THE LOCATION CODE ON THE PO

4. Navigate to, and open, the desired PO. In the **header section**, click the 'Vendor Details' link.

Procurement Cards (PCards)




Training Guide



Statewide Management, Accounting and Reporting Tool

Maintain Purchase Order

Purchase Order

Unit: PO ID:




PO Status: Dispatched   

Budget Status: Valid  

Copy From:

☐ Hold From Further Processing

▼ Header

*PO Date: 05/31/2013  Vendor Search  [Vendor Details](#) 

Vendor: INTERCALL-001

*Vendor ID: 0000154693 INTERCALL INC

*Buyer: DA00ARH Angela R Hoobler

PO Reference:

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print


Amount Summary


5. Click the 'Look Up' icon for the 'Location Code' field. This will open the 'Look Up Location' page:


Maintain Purchase Order


Vendor Details -- INTERCALL INC

Unit: PO ID: Vendor: INTERCALL-001

*Location: 002  [Vendor Information](#)

*Address: 1  [Show Address Details](#)

Contact:  [Show Contact Details](#)

Salesperson:  [Show Salesperson Details](#)

Terms: 00 Due Immediately

Basis Dt Type: Inv Date

Vendor Details Message

Country: USA United States Prefix:

Address 1: 1211 OG SKINNER DR Fax:

Address 2: Prefix:

Address 3: Phone:

City: WEST POINT

County: Postal: 31833-1789

State: GA Georgia

6. On the 'Look Up Location' page, select a different location code (if available).

NOTE: Since this is a PCard transaction, changing the location code will have minimal impact.

CAUTION: On POs that are not associated to PCards, Buyers should **NOT** change the location code without first thoroughly evaluating the situation.

Procurement Cards (PCards)

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Look Up Location

Vendor SetID: SOKID
Vendor ID: 0000154693
Vendor Location: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Vendor Location	Description
001	SYSTEM CHECK
002	ACH ****2223

CHANGE THE PO DATE

- Navigate to, and open the desired PO. On the PO, **in the Header section**, enter a new PO Date that is **PRIOR** to the Vendor's location code 'Effective Date'.

NOTE: If a contract is associated to the PO, you will also need to verify that the contract's effective dates.

Maintain Purchase Order

Purchase Order

Unit: PO Status: Dispatched
PO ID: Budget Status: Valid
Copy From: ☐ Hold From Further Processing

Header

*PO Date: 05/31/2013 Vendor Search
Vendor: INTERCALL-001 [Vendor Details](#)
*Vendor ID: 0000154693 INTERCALL INC
*Buyer: DA00ARH Angela R Hoobler
PO Reference:

Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
*Dispatch Method: Print
[Amount Summary](#)

OPEN SERVICE DESK REQUEST

- If you have validated all four criteria listed above, but the 'Use Procurement Card' link is still NOT visible on the PO, open a Service Desk Request. Please be sure to include the following information in the Service Desk Request:
 - PO number
 - PCard holder's name
 - Last four (4) digits of the PCard number

Procurement Cards (PCards)

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Statewide Management, Accounting and Reporting Tool

section of this document.

A PCard transaction can be manually split without associating a Purchase Order. For example, an agency may want to manually split a PCard transaction so that a more detailed description of what was purchased can be provided.

PO IS NOT AVAILABLE FOR SELECTION

There are a couple reasons why a PO may not be available for selection when reconciling a PCard transaction:

1. The PO must be in Dispatched status before it will be available; **AND**
2. The PCard must be associated to the Purchase Order.

NOTE: If a PCard is NEVER associated to a Purchase Order, ALL POs will be available for selection during the reconciliation process for that PCard. This makes it very easy to reconcile PCard transactions to incorrect POs. The SMART team highly recommends that agencies associate PCards to POs so that the POs available for selection during the reconciliation process are limited to only those POs associated to a selected PCard.

UNIT PRICE – CALCULATED FIELD

The 'Unit Price' on the 'Reconcile Statement – Purchase Details' page is a calculated field. SMART divides the Transaction Amount by the Quantity to come up with the Unit Price.

This becomes important when a Purchase Order has a quantity greater than one (1) and the PCard transaction is only for a portion of the total quantity. When the Purchase Order and line are entered, the Reconciler will need to make sure that he also changes the quantity so that the correct Unit Price is calculated.

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Reconcile Statement

Purchase Details

Line: 1
Merchant: Staples Contra00710004
City: 800-5824774
State: CO
Country: USA

Purchase Order

*Business Unit: 56500 Original PO: N
PO ID:
PO Line:
PO Sched:
Vendor ID:
Location:
Ship To:
Item ID:
Category:
Vendor Item:
Contract SetID:
Contract ID:
*Quantity: 1.0000
*UOM: EA
Unit Price: 513.11000 USD Transaction Amount 513.11
☒ Bill Includes Tax if Applied
☒ Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PC](#) [Codes.xls \(3 MB\)](#)

OK Cancel Refresh

Transaction Amount / Quantity = Unit Price

MATCHING

PCard vouchers should not have match exceptions because SMART should turn off matching when the PCard is associated to the Purchase Order.

There are some instances where matching has not been turned off and match exceptions have occurred. As a general rule, these match exceptions can be overridden. An example of a typical match exception is the Vendor ID on the voucher does not match the Vendor ID on the PO. This match exception is expected since the payment is being made to the PCard Issuer, currently UMB, and not the Merchant. This match exception should be overridden.

SMART generated match exceptions start with an 'S'. If an agency sees a match exception where the ID starts with an 'S', the agency should submit a Service Desk Request. The agency has no other recourse.

SPEEDCHARTS AND PCARD RECONCILIATION

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Speedcharts will only be available to use during the PCard reconciliation process if the Speedchart has been associated to the PCard on the PCard Holder Profile.

See the 'Cardholder Profiles – Creating / Maintaining' section, where it talks about 'Multi-Line Distribution', for instructions on how to associate a speedchart to a PCard.

PCARD QUERIES

Report / Query Name	Description	Navigation
KS_PO_PCARD_STATUS	This query will provide a listing of PCard transactions that are not in "Closed" status.	Reporting Tools -> Query -> Query Viewer
KS_PO_PCRD_STTS_BU	This query is designed to identify those PCard transactions, by Business Unit and Billing Date range, which have a status other than "Closed".	Reporting Tools -> Query -> Query Viewer
KS_PO_PCRD_STTS_EMPLID	This query is designed to identify those PCard transactions, by Emplid and Billing Date range, which have a status other than "Closed". The query provides information at the "Distribution Line" level so that chartfield information is included in the results.	Reporting Tools -> Query -> Query Viewer
KS_PO_PCRD_VCHR_DELETED	This query is designed to identify those PCard vouchers/lines that have been deleted.	Reporting Tools -> Query -> Query Viewer
KS_PO_PCRD_TO_VCHR_XREF	This query was designed to assist agencies in reconciling their monthly PCard bills. This query will provide the PCard status and, if the status is "Closed", will show the voucher ID and voucher line on which that PCard transaction	Reporting Tools -> Query -> Query Viewer

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Report / Query Name	Description	Navigation
	was vouchered/paid. The query can be used to validate which PCard transactions have been vouchered/paid and which PCard transactions still need to be Verified and/or Approved for a specified period of time (ie. Billing Cycle).	
KS_PO_VCHR_TO_PCARD_XREF	This query will show the PCard transactions associated to a voucher	Reporting Tools -> Query -> Query Viewer
Bank Statement Inquiry	Review PCard bank statements.	Purchasing -> Procurement Cards -> Review Bank Statement
KS_PO_PCRD_EXPIRATION	This query was designed to provide the expiration dates for PCards associated to a specific Business Unit.	Reporting Tools -> Query -> Query Viewer
KS_PO_POWPCARD_NO_VCHR	This query is designed to provide a listing of Purchase Orders (POs) that have a PCard associated to them and a voucher has NOT been created against the PO.	Reporting Tools -> Query -> Query Viewer