Procurement Card System User's Guide

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

Roxanne Zola is the primary contact for P-Card questions and may be reached via email: Roxanne.L.Zola@Dartmouth.Edu or phone: 646-2435.

Below are some explanations for various features you will use in the Oracle P-Card program.

**NAVIGATION**

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

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

**FIND (Flashlight icon):** Accesses the Find Transactions form.

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

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

**DIRECTIONS FOR LOGGING IN:**

Open a Web browser. Enter the URL noted below and press the ENTER key.

https://oa.dartmouth.edu:8007/OA_HTML/AppsLogin

Bookmark this location for future use.

The first time you sign into Oracle each day, you will be taken to a Dartmouth Authentication Page where you will be asked to enter your Dartmouth Net ID Number and your Net ID Password.

Once you have entered this information you will be taken to the Oracle Applications Home page (see Image 1) where you may access various areas under Oracle Financials.

Under the Main Menu you will need to click on the plus icon (+) located next to a file folder called, "DC Dartmouth P-Card".

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Click on the link called, "Card Transaction Maintenance"  (see Image 2)
Double click on **Card Transaction Maintenance** *(see Image 3).*

You will be linked to the Find **Transactions** screen *(see Image 4).*
FINDING TRANSACTIONS

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

Card Type: The application will default to PAYT. You do not have to change this. It refers to the bank and should always be PAYT whenever you are looking for pending transactions.
Posting Status: The application will default the Posting Status to: UNPOSTED. Unposted refers to transactions that have not been reallocated or automatically swept to the General Ledger (GL). UNPOSTED is the status you will use when looking for pending transactions that need approval.

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

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

*NOTE: You may see more cardholders in your view than are actually current in your department. Anyone who has had a P-Card *must* remain in our P-Card Program for historical and auditing information. No one can be deleted. If you see staff who have retired, left for other reasons, just ignore them and work with the cardholders who are active.

To view transactions on all cardholders, leave the Cardholder Name blank.

To view transactions on a specific cardholder, enter the cardholder’s last name, press Tab or click on the LOV (...) icon and select the cardholder name you wish to review.

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

From Sweep/Post Date: Transactions can be searched by a posted or unposted date. Enter at least one date (in the DD-MMM-YY format or click on LOV (...) icon to generate a calendar) in the first date field. The start date will default in the second (right-most) field when you click or tab to the field.

To search for *all* UNPOSTED transactions, leave the Purchase Date or Sweep/Post Date fields empty.
When you have defined your search parameters, click on the FIND button. To clear your search parameters, click on the RESET button. The parameters will always reset to the system defaults.

**TRANSACTION MAINTENANCE**

This form displays information in four parts: Transactions, Distributions, Additional Transaction Details and Lines *(see Image 6).*
Acknowledging "Approving" P-Card Transactions: The first check box you will see is **App**. This box **MUST** be checked off in order for the transaction to be labeled "Approved" in the P-Card system. This is very important since our approval rate is a point of review by the outside auditors. If Dartmouth doesn't consistently have approvals in the 90 percentile this will count negatively in our audit and a reduction in the number of P-Cards Dartmouth has may result. When you click the **App** box, you are not giving approval that the purchase is sanctioned by the department. **Approval of a purchase is given at the department level prior to the actual purchase by a supervisor or department head.**

When a transaction shows up in the P-Card system, the **App** box is checked to **acknowledge that the purchase is understood** and will be reallocated appropriately. This means even if there is a fraud transaction, you would click the **App** box, because you understand the purchase details. If it was fraud, you would click the
App box, reallocate to whatever account is going to be used and put in the Comments section a brief explanation of what the purchase is for. If it is fraud, you would note that and state a credit will be forthcoming. Remember that you are acknowledging/understanding the purchase information. By entering information into the Comments box, you would include a description of the purchase so anyone who looked at the transaction would understand what the purchase was for.

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

The Sweep/Post Date line with a date showing in RED indicates these transactions will sweep by the end of day on Friday for the week you are in. Friday afternoons are when transactions automatically sweep if left unapproved. The Sweep/Post Date is the day all unapproved transactions will be posted to the GL. Transactions that are approved prior to the Sweep/Post date will be posted to the GL on the next GL cycle that occurs nightly. All transactions are considered 'unapproved' until the status is changed to ‘approved’. All transactions are expected to be approved and posted to the correct account. P-Card Approvers have approximately 4 weeks to approve transactions which is more than enough time to approve all transactions.

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

ROF stands for Receipt on File. Please check this box when you are approving the transaction. All transactions must have a receipt, unless it is from a vendor that supplies level 3 detail (there is a short list of approved vendors where receipts are not necessary due to the level 3 data supplied). If the cardholder is missing a receipt and cannot obtain a copy from the vendor, they must write out a reasonable accounting of the purchase and you will keep this as the receipt. It must also contain cardholders name, an acceptable business purpose, date, amount, and any itemized details.

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

Lines: This part of the form will populate if level 3 detail has been provided from the merchant. If no level 3 detail has been provided, this area will remain blank. Level 3 area can appear differently depending on the vendor.

Additional Transaction Details: This will display additional details such as a second line of embossment on the credit card if the cardholder has one. The Traveler Name and Ticket Number field may show details of a cardholder’s travel. The Comments field is a place to make record of any details pertaining to the transaction. Approvers should put in acceptable Business Purpose and any other pertinent details here. By doing this, you can easily search for details of a purchase in the P-Card System instead of looking for the receipt. It is a useful reference tool we recommend Approvers utilize. For example, if you wish/need to find more information about a transaction, you would click on Details (see Image 6). This will
open another window in your browser where more information is available to view. We call this the **Transaction Detail Report.** *(see Image 7)*

### Transaction Detail Report

**Transaction**

- **Transaction Id:** 1000973
- **Processor Code:** PAYT
- **Cardholder Info:** DARTMOUTH BROADCASTING
- **2nd Embossed Line:** DARTMOUTH COLLEGE
- **Merchant Line 1:** OFFICEMAX CT
- **Merchant Line 2:** 800-472-6473
- **Merchant Line 3:** IL
- **Merchant SIC Code:** 5943
- **Customer Code:** LEAVE BLANK
- **Transaction Total:** 29.58
- **Purchase Date:** 07-NOV-08
- **Bank Posting Date:** 10-NOV-08
- **GL Posting Status:** POSTED
- **Sweep/GL Post Date:** 14-NOV-08
- **Approved:** Yes
- **Approved By:** Kaye, Julie S
- **Receipt on File:** Yes
- **Comments:**
- **Traveler Name:**
- **Ticket Number:**

### Distributions

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.391.368000.741464.0000.7511</td>
<td>Dartmouth Broadcast:Program Administration</td>
<td>29.58</td>
</tr>
</tbody>
</table>

### Lines

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Product</th>
<th>Description</th>
<th>Qty</th>
<th>UOM</th>
<th>Price Each</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>F38386</td>
<td>F38386</td>
<td>POSTCARD,INKJT,4X6,1</td>
<td>2.0000</td>
<td>BX</td>
<td>14.7900</td>
<td>29.58</td>
</tr>
</tbody>
</table>

*(Image 7)*
Some of the additional information that is displayed can be helpful when researching a questionable transaction. The Merchant Line 2 display almost always provides a vendor/merchant phone number. It may not show up as a typical phone number might (for example: 603-646-3527), but may appear in a more random style (for example: 60-36463527). You can also see who approved the transactions, as well as additional data.

**TO APPROVE A TRANSACTION:**

To approve a transaction, click in the App check box of the transaction row. Before a transaction is processed in the P-Card system, the following policies need to be observed: The Business Purpose of the purchase should be a clear description of the acceptable business purpose for each transaction. For example: Lab supplies – safety goggles and test tubes for standard research; Telephone Conference Call – John Smith, Jane Doe had a call with WB Mason regarding new contract details; Food – take out/Year 1 Students welcome luncheon. If food is delivered, a clear listing of all who attended this function needs to be provided.

**Unallowable Purchases:** Please refer to Procurement Card Policy for unallowable purchases and consequences of violating any policies at the following website: [http://www.dartmouth.edu/~control/policies/procurement-card-policy.html](http://www.dartmouth.edu/~control/policies/procurement-card-policy.html)

All unallowable purchases should either be reimbursed by the purchaser or when possible, the purchaser should contact the vendor for credit. The transaction should be approved by the P-Card Approver with a note in the Details box explaining the incorrect procedure/purchase and how the purchaser will resolve the reimbursement of this purchase.

In these instances where a policy has not been followed, a note of incorrect procedure should be sent to the purchaser and Roxanne Zola and Linda Lagasse should be carbon copied on these emails as well for auditing purposes and for keeping track of policy breaks.

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

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

If you are entering a PTAEO, you’ll need to enter the six digit “5” number of the PTAEO and then type in 5000 (format example: 555555.5000. Note you must include the periods). Click the Tab button to validate the account. You will then need to type in the Expense type. Click on the Tab button and then hit the Return Key (see Image 9).
Once you click Return you will be in the Transaction Maintenance screen again. Check the **ROF** box to show you have the receipt in hand.

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

To split dollar amounts between two or more chart strings or PTAEOS, you must first modify the chart string/PTAEO and dollar amount in the first line of the distributions. Click on the amount of the transaction and type in the specific amount you will charge to the first line chart string or PTAEO. Use the Down Arrow key on your keyboard to create a new distribution line. Click on Edit Account to be taken back to the location where you can change accounting. Enter the new account string/PTAEO. Oracle automatically calculates the remaining balance of the original transaction amount (see Image 10).

The distribution amount(s) must equal the original transaction line amount. To delete a distribution line at any time, go to the main menu under Edit and select Delete. The system will not allow you to move on until the Amount under the Distributions equals the original amount in the transaction noted above.

(Image 10)

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

All receipts will be electronically archived by each of the Finance Center(s) or Department Approvers for permanent record storage, including card holder name, acceptable business purpose, date, amount, vendor, and itemized details. Monthly statements for each Cardholder must also be electronically archived. All records must be maintained for at least 7 years from date of purchase.

EXITING THE APPLICATION

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

TROUBLE LOGGING IN

If you are experiencing difficulties logging into the application, or you are having problems using the P-Card system, please try the following tactics to see if you can resolve the issue on your own. Often it’s a simple step that someone isn’t aware of.

1) Please be sure you are set up on the PC side of your computer (if you have a Mac you must use the PC/Parallels side of your computer)
2) Preferred browser for P-Cards is Internet Explorer 9. Firefox and Safari are not as stable as IE and our ability to trouble shoot either of those browsers is limited.
3) Java should be Version 1.7.0_76
4) Use this web site for Oracle Access: https://oa.dartmouth.edu:8007/OA_HTML/AppsLogin
5) Be sure this url is in your Trusted Sites
6) Allow Pop-Ups
7) Delete your temporary internet files (if you don’t know how to do this please call our office)

If you do all of these things, you *should* be able to log in successfully. Missing just one of those steps and sometimes that is all it takes to cause a problem. If you do these steps and still cannot access Oracle, please contact Linda Lagasse or Roxanne Zola at Linda.L.Lagasse@Dartmouth.edu & Roxanne.L.Zola@dartmouth.edu

REPORTS AVAILABLE

If you would like to learn more about the reports that are available, please contact or Roxanne Zola at Roxanne.L.Zola@dartmouth.edu or call: 646-2435.

AUDITS

P-Card transactions are audited regularly by Procurement Services and an outside auditing firm. All audit material requests will go through the appropriate Finance Center or trained Department Approver by Procurement Services. These contacts will provide Procurement Services all of the details needed for each transaction requested. Please contact Linda Lagasse at Linda.L.Lagasse@Dartmouth.edu or call 646-3527 if you have any questions regarding audits.