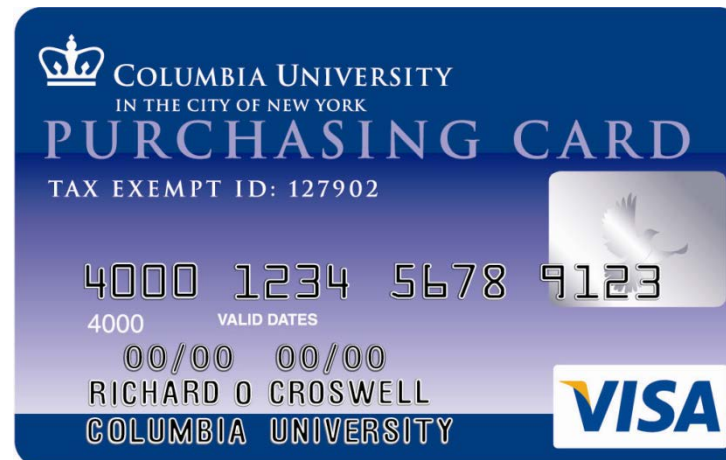


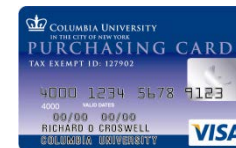


Purchasing Card Program

Training for Cardholders



Introduction to the P-Card Program



- ◆ What is a P-Card?
 - VISA credit card issued by Bank of America
 - Used to make purchase of goods and some services of \$2,500 or less
 - P-Card Controls
 - Each P-Card is issued with controls including:
 - Single Transaction Limit
 - Monthly Credit Limit
 - Commodity Blocking to prevent misuse (example airlines are blocked and the card will decline if used with an airline)

Helpful Hint: Complete description of the P-Card program can be found on the [Finance Gateway](#). Please take a few minutes to review.

Benefits of Using a P-Card



Utilizing a P-Card Program enables the University's Schools and Departments to:

1. Simplify the purchasing process;
2. Reduce paperwork and processing time;
3. Improve controls and reporting;
4. Improve vendor relations due to faster payment; and
5. Provide cost savings through consolidated payment.

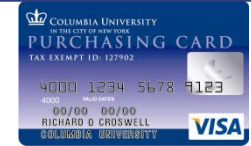
Helpful Hint: By utilizing a P-Card, Departments do not need to process requisitions or invoices in ARC; instead all transactions are electronically posted to ARC and need only be reconciled (verified) by the Cardholder and approved by an Approver.

P-Card Program Roles – Cardholder/Reconciler



- ◆ New Cardholders:
 - To activate the new P-Card call the number that is on your card: 1-888-571-1000
 - Every time you contact Bank of America you will be asked for a Verification Code, which is 9 followed by your 8 digit employee ID number (which can be found on your paycheck).
- New and Current users:
 - Card Expiration - Prior to the expiration date, the P-Card Team will contact you to confirm your office address. Once you have confirmed your office address, your P-Card will be mailed via interoffice mail or you may request to pick-up your P-Card from the P-Card Office location (3rd Floor Studebaker).

P-Card Program Roles – Cardholder/Reconciler



◆ **Cardholder/Reconciler**

Responsibilities include:

- Using P-Card to make University authorized purchases (Cardholder Only)
- Obtaining and filing receipts for P-Card transactions
- Complying with all University policies and procedures associated with P-Card transactions, including:
 - Transaction satisfies a valid University business purpose
 - Accounting is done in compliance with University's Accounting policies
 - Spending on a gift or endowment must comply with Donor Terms & Restrictions
 - If allocating to a grant account, transaction must be in compliance with policies associated with grant
- Reviewing and reconciling (verifying) P-Card transactions in a timely manner and in compliance with P-Card Hard Close deadlines
- When required (or requested) providing a business purpose for P-Card transactions in ARC

Note: A Reconciler is not authorized to make purchases with the P-Card assigned to the Cardholder, unless Reconciler is the Cardholder.

Helpful Hints:

- **Reconcile transactions on a weekly basis.**
- **Cardholder is responsible for all actions taken by the Reconciler on his or her behalf.**
- **Accepting donor funds legally obligates the University . To find applicable Terms & Restrictions, please visit the [Finance Gateway](#).**

P-Card Program Roles - Approver



◆ **Approver**

Responsibilities include:

- Approving P-Card transactions made by Cardholders in a timely manner and in compliance with P-Card Hard Close deadlines
- Reviewing all P-Card transactions for compliance with policies and procedures associated with P-Card transactions including:
 - A legitimate business purpose exists for each transaction, and where required (food and hotels) the business purpose is provided in ARC
 - Accounting is done in compliance with University's Accounting policies
 - Spending on a gift or endowment must comply with Donor Terms & Restrictions
 - If allocated to a grant account the transaction must be in compliance with policies associated with grant
 - Receipts are maintained

Helpful Hints:

- ***Approver may not approve transactions for Cardholders to whom he/she reports.***
- ***It is recommended that Approvers approve/sign-off on transactions on a weekly basis.***
- ***Accepting donor funds legally obligates the University . To find applicable Terms & Restrictions, please visit the [Finance Gateway](#).***

P-Card Program Roles – Reviewer & DPAD



◆ ***P-Card Reviewer (ARC Only role)***

- A Reviewer reviews P-Card transactions for a cardholder(s).
- This role is view only in ARC and does not have the ability to either reconcile or approve transactions.

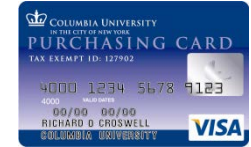
◆ ***Departmental P-Card Administrator (DPAD)***

Responsibilities include:

- Primary Liaison between the P-Card Team and the P-Card participants in his/her school or department
- Responding to departmental inquiries regarding P-Card policies and procedures
- Managing and approving P-Card applications for new participants and modifications to existing participant profiles
- Conducting regular reviews of Departmental P-Card program to ensure compliance with policies and procedures
- Administering disciplinary policies for departmental P-Card participants

Helpful Hint: It is recommended that DPADs review and audit departmental P-Card transactions on a monthly basis.

P-Card Policy – Authorized Transactions



◆ Authorized P-Card Transactions

- Goods and services for which the Cardholder has received Departmental authorization to purchase, including:
 - Books
 - Computer supplies (UwPA available)
 - Lab supplies (UwPA available)
 - Postage
 - Newspaper, Journal, On-line Advertising Fees
 - Conference and Seminar Registration Fees
 - Subscriptions and Memberships
 - Supplies and Materials
 - Off-site Repairs of equipment
 - Non-consultant services, including:
 - » Couriers (excluding items that require HIPPA compliance)
 - » Overnight and Ground Delivery (UwPA available)
 - » Cell Phone and Pager Charges (UwPA available)

Please refer to the [Purchasing Guide](#) for additional authorized purchases and review the [P-Card Policy](#) for additional clarification.

P-Card Policy - Restrictions



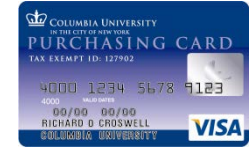
◆ P-Card Spending Limits

- Single Transaction Limit – Cannot exceed \$2,500 per transaction. The total cost of a transaction includes the purchase price, sales tax (if applicable), and freight/handling.
- Monthly Credit Limit – An individual Cardholder's Monthly Credit Limit is set by the Departmental P-Card Administrator (DPAD) based upon the Cardholder's monthly spending habits.

Helpful Hints:

- ***“Split Transactions” are not allowed. It is explicitly prohibited for a Cardholder to “split” the purchase of merchandise in order to circumvent the Single Transaction Limit. Doing so will result in the cancellation of the Cardholder's P-Card.***
- ***The Monthly Credit Limit may be changed where appropriate and only when approved by the Departmental P-Card Administrator (DPAD).***

P-Card Policy - Restrictions



Unallowed Purchases

Certain goods and/or services which require prior approval or require additional oversight/control **cannot** be purchased with the P-Card. Such goods and/or services include (but are not limited to):

- Personal items
- Alcohol (beverage or otherwise)
- Travel (airline, car rental, lodging, taxi, car services, shuttle buses, etc.)
- Entertainment (movie tickets, sporting event tickets, etc.)
- MetroCards, purchased for any reason
- Food eaten off-campus for any reason (meals, receptions, etc.)
- Food purchased for on-campus meetings where the P-Card was not approved for this type of use
- Flowers, greeting cards, candy, fruit baskets; Purchases from Edible Arrangements
- Gifts/prizes/awards of any kind; Gift cards and gift certificates of any kind for any reason
- Any Promotional items (items branded with the Columbia University logo or trademark, along with non-branded items) not purchased thru an Approved Licensed Vendor
- Fines of any kind
- Purchases using personal PayPal accounts
- Charitable Contributions
- Fees for Foreign Nationals of any kind (Visa's etc.)
- Cloud Hosting, Cloud Storage and File Sharing services
- Maintenance and Service agreements
- Equipment repairs – On Campus
- Cash advances, cash back on purchases, cash refunds on returns
- Controlled substances
- Live animals
- Radioactive materials and specialty gases
- Contracted services from an individual or 1099 vendors
- Honorariums
- Furniture, i.e. office furniture, lab or outdoor furniture
- Fuel
- Leases /Rentals
- Insurance
- Employee travel, relocation and relocation related expenses
- Catering
- Parking fees and fines
- Online auctions (i.e. EBAY, Craigslist)
- Moving Services not purchased thru a CU Preferred Vendor

Please refer to the [Purchasing Guide](#) for additional restrictions and review the [P-Card Policy](#) for additional clarification.

P-Card Policy – Food Transactions



- ◆ Food Purchases for On-Campus Meetings
 - With appropriate DPAD approval, purchases of food from local food merchants are allowed for meetings held on campus.
 - The following information **must** be provided for each food transaction:
 - Purpose of event or meeting
 - Type of Meal (breakfast, lunch or dinner)
 - Date and location of meeting or event
 - Names of attendees (or number of attendees if greater than 10)
 - Cost per person (average cost)
 - Reconcilers are **required to scan and attach** a copy of the itemized receipt to each P-Card food transaction in ARC
 - Catering Services are **not** allowed (vendors serving food)
 - P-Card cannot be used to purchase food while traveling on business or for meals eaten at a restaurant
 - Cost of meals cannot exceed the thresholds outlined in the [Accounts Payable Expense Policy](#).

P-Card Policy – Hotel Transactions



◆ Hotels

- With appropriate DPAD approval, the P-Card may be used to make business-related hotel reservations at preferred local hotel vendors for **guests and visitors** of the University. A listing of these vendors can be found in the [Purchasing Guide](#) under “Travel Services – Hotels”. The P-Card **cannot** be used with any other hotel or for **employee** lodging expenses.
- The following information must be provided for each hotel transaction:
 - Name of Guest
 - Dates of stay (check in date and check out date)
 - Business purpose of stay
 - Cost per day
- Reconcilers are **required to scan and attach** a copy of the applicable receipt to each P-Card hotel transaction in ARC
- **Only** the **room rate** should be charged to the P-Card. Any incidentals (Wi-Fi, dry cleaning, meals, parking, etc.) are **not** allowed to be charged to the P-Card.
- Itemized Hotel Portfolio must be maintained with receipts

P-Card Policy – Receipt Review & Retention



◆ Receipt Review

– What is a Receipt?

A receipt generally includes the following information

- Purchase Date
- Vendor Name
- Item description
- Quantity
- Unit Price
- Total Charge

If this information is not included, the Cardholder should write this information on the receipt.

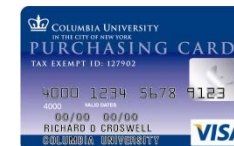
Helpful Hint: *Cardholders should reconcile receipts with packing slips.*

◆ Receipt Retention

- It is the Cardholder's responsibility to maintain receipts that document all P-Card transactions in accordance with the University Finance retention policies.
- The Program Analyst may from time to time request copies of receipts for additional review.
- Receipts may be attached to P-Card Transactions in ARC. Please refer to the [Reconciling P-Card Transactions Course](#) or the [Reconciling P-Card Transactions Guide](#) for instructions.

Helpful Hint: *It is recommended that Cardholders and Approvers reconcile and/or approve transactions on a weekly basis, including transaction review and filing of supporting documentation.*

Itemized Receipts and Hotel Folios



Antika
3924 Broadway
New York, NY 10032
(212) 781-9100
www.antikapizzeria.com

801 AM Deliv

Chk 1919 Customer/1919 Gst 0
 Ju101'15 11:15AM

Delivery

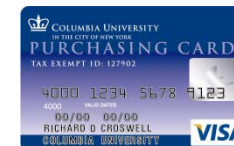
Linda Customer
622W 168ST
212-305-5515 ext

1 Sprite can	2.00	
1 Coke can	2.00	
1 LG Pizza Pie Pepperoni SAUSAGE Rst Peppers	25.00	
1 LG Pizza Pie	19.00	
Tender	0.00	X
Subtotal	48.00	
\$ food disc	2.00-	
11:20AM Total Due	45.00	

Thank you for dining with us!

Today 12pm

Itemized Receipts and Hotel Folios



Antika
3924 Broadway
New York, NY 10032
(212) 781-9100
www.antikapizzeria.com

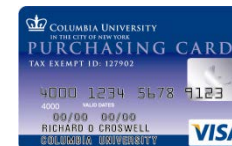
Date: Jul01'15 11:20AM
Card Type: visa
Acct #: XXXXXXXXXXXX6115
Card Entry: KEYED
Trans Type: PURCHASE
Trans Key: DID004545678874
Auth Code: 036486
Check: 1919
Check ID: Customer/1919
Server: 801 AM Deliv

Subtotal: 46.00
TIP ----- 4.00
TOTAL ----- 50.00
SIGNATURE ----- 

Thank you for dining with us!

Customer Copy

Hotel Folios vs Hotel Confirmations

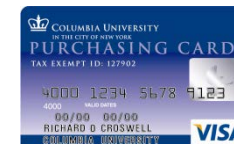


Thank you for choosing The HOTEL BELLECLAIRE NEW YORK for your upcoming visit. The details of your stay are outlined below. If you require additional services or assistance to enhance your stay with us, do not hesitate to contact us prior to your arrival at reservations@hotelbelleclaire.com or 1-877-468-3522.

Booking Information

Confirmation Number	1869514
Guest Name	[REDACTED]
Arrival Date	04-05-15
Departure Date	04-08-15
Number of Guests	1/0
Deposit Paid	
Number of Rooms	1
Room Type Requested	Deluxe 1 King Bed
Daily Rate	\$179.00

Itemized Receipts and Hotel Folios



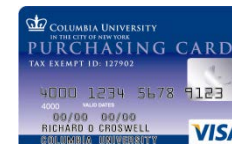
XXXXXX
 302a Broadway
 New York, NY 10027
 US

Arrival: 03-18-15
 Departure: 03-22-15
 Res #: 317
 Folio #: 73517
 Cashier: 63
 Page #: 1 of 1
 Invoice No

INFORMATION INVOICE

Date	Description	Reference	Debit	Credit
03-18-15	Room Charge		179.00	
03-18-15	Occupancy Tax		2.00	
03-18-15	Javits Center Tax		1.50	
03-18-15	Sales Tax @ 8.875%		15.89	
03-18-15	City Tax @ 5.875%		10.52	
03-19-15	Room Charge		179.00	
03-19-15	Occupancy Tax		2.00	
03-19-15	Javits Center Tax		1.50	
03-19-15	Sales Tax @ 8.875%		15.89	
03-19-15	City Tax @ 5.875%		10.52	
03-20-15	Room Charge		179.00	
03-20-15	Occupancy Tax		2.00	
03-20-15	Javits Center Tax		1.50	
03-20-15	Sales Tax @ 8.875%		15.89	
03-20-15	City Tax @ 5.875%		10.52	
03-21-15	Room Charge		179.00	
03-21-15	Occupancy Tax		2.00	
03-21-15	Javits Center Tax		1.50	
03-21-15	Sales Tax @ 8.875%		15.89	
03-21-15	City Tax @ 5.875%		10.52	
03-22-15	Via			825.64
		XXXXXXXXXXXXXXXXXXXX XX/XX		
03-24-15	State Tax Adjust		-63.56	
03-24-15	City Tax Adjust		-42.08	
03-24-15	Occupancy Tax Adjust		-8.00	
03-24-15	Javits Center Adjust		-6.00	
03-24-15	Via			-119.64
		XXXXXXXXXXXXXXXXXXXX XX/XX		
Total			716.00	
Balance				0.00

Hotel Folios vs Hotel Confirmations



Tuesday, February 17 2015

XXXXXXXXXXXX

United States

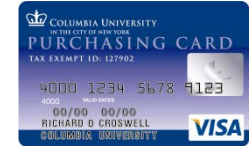
Dear [REDACTED]

We are honored that you have chosen The Lucerne, a Smoke Free hotel for your upcoming stay. Please note your confirmation number and reservation details below. Check-in time is 4:00PM and check-out time is 12:00PM. We require all guests to present a valid credit card and photo ID at check in for security purposes regardless of your method of payment.

Reservation Information

Confirmation Number	1106334
Guest Name	[REDACTED]
Number of Guests	1 Adult(s) 0 Children
Arrival Date	04-08-15
Departure Date	04-09-15
Number of Nights	1
Room Type	Superior 1 Queen Bed
Room Rate	\$ 260.00 per night + Taxes
Payment Method	VS

Hotel Folios vs Hotel Confirmations



Ms. [REDACTED]
1150 St. Nicholas Ave, RM620
New York NY 10032
United States

XXXXXXXXXXXXXXXXXXXX

Company: *Columbia University*

Room Number 0724
Arrival Date 04-22-15
Departure Date: 04-23-15
Booking Number: PEDIATRIC
Page No: 1 of 1
Confirmation No.: 1112347
Folio No: 192406
INFORMATION INVOICE

07-06-15

Date	Description	Charges	Credits
04-22-15	Deposit Trans C/I	xxxx7390; charged on 4/21/15	260.00
04-22-15	Room	260.00	
Total		260.00	260.00
Balance		0.00	

P-Card Policy – Sales Tax



◆ Sales Tax Exemption

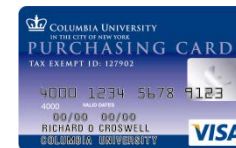
– The University is exempt from sales tax in the following states:

- Idaho, Illinois, Kansas, Maine, Massachusetts, Minnesota, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, Wisconsin and Wyoming.

Please contact the Finance Service Center at 212-854-2122 or [submit an incident](#) to request a listing of states in which the University is exempt from sales tax.

- It is the responsibility of the Cardholder to inform the merchant at the time of purchase that the University is sales tax exempt. The Sales Tax Exempt Number is printed on the front of the P-Card and a copy of the Tax Exempt form can be obtained from the [Finance Service Center](#) by submitting an incident or calling 212-854-2122.
- If charged sales tax in error, the Cardholder should contact the vendor directly to request a credit for the sales tax charged. The Cardholder/Reconciler is still responsible for reconciling the transaction and at that time can allocate the sales tax charged accordingly.

P-Card Policy – Disputed Transactions



Disputed Transactions

- If a Cardholder wishes to dispute a charge they must first attempt to resolve the dispute directly with the vendor.
- If a Cardholder cannot resolve an issue with the vendor, the Cardholder may request Bank of America's assistance in disputing the transaction.
 - If requesting Bank of America's assistance in the dispute, the dispute must be filed within **60 days** of the transaction's posting date.
- To **track** disputed transactions in ARC, a Cardholder may utilize the "Dispute" feature in ARC. Cardholder should review ARC dispute procedures in the [ARC Reconciling P-Card Transactions Training Guide](#).
- Disputed items must be **reconciled and approved** in ARC. Cardholders/Reconcilers are required to add a comment that the transaction is in dispute with the bank.

NOTE: Disputing a transaction in ARC does not prevent the merchant from receiving payment nor does it prevent the transaction from posting to the Financials. Since the transaction has loaded to the Reconcile Statement page in ARC, the transaction must post to the Financials by the hardclose deadline for the billing period. If the transaction is not reconciled or approved, the P-Card Team will change the status to approved and the transaction will post to the default chartstring associated with the Cardholder. To avoid processing a Journal Voucher to correct the transaction, disputed transactions should be reconciled, approved and allocated to the appropriate chartstrings. Credits received for disputes may be allocated to the correlating chartstrings.

Helpful Hints:

- Please see the [P-Card Procedures](#) for how to dispute a transaction with Bank of America. Sales Tax cannot be disputed.

Reconciliation Workflow - Reconciler to Approver

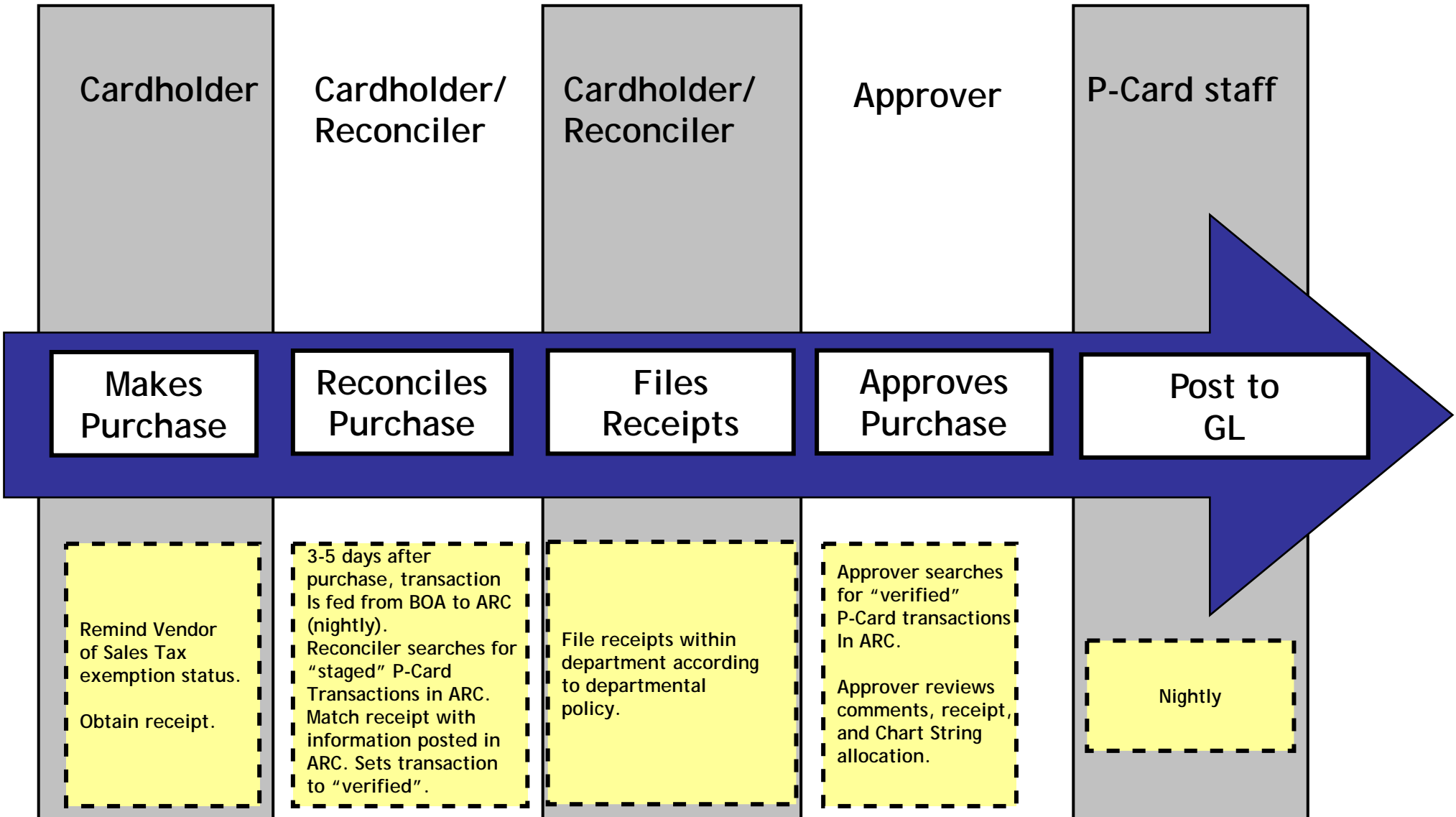


The **Cardholder is responsible** for completion of all steps in the reconciliation process, including:

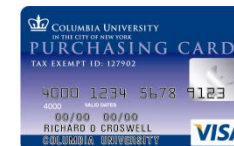
1. Receipt Upload(attachment) to ARC
2. Business Purpose/Comments entered into ARC
3. Chartstring and Budget Validation is performed to success (status is "valid")
4. Confirmation that transaction has been set to "verified" in ARC
5. Confirmation that transaction has been set to "approved" in ARC by the Approver and Chartstring and Budget remain valid

The **Cardholder will have an infraction cited** if the reconciliation process is not complete and will be responsible for completing the steps necessary to resolve the infraction.

P-Card Workflow - Purchase to ARC



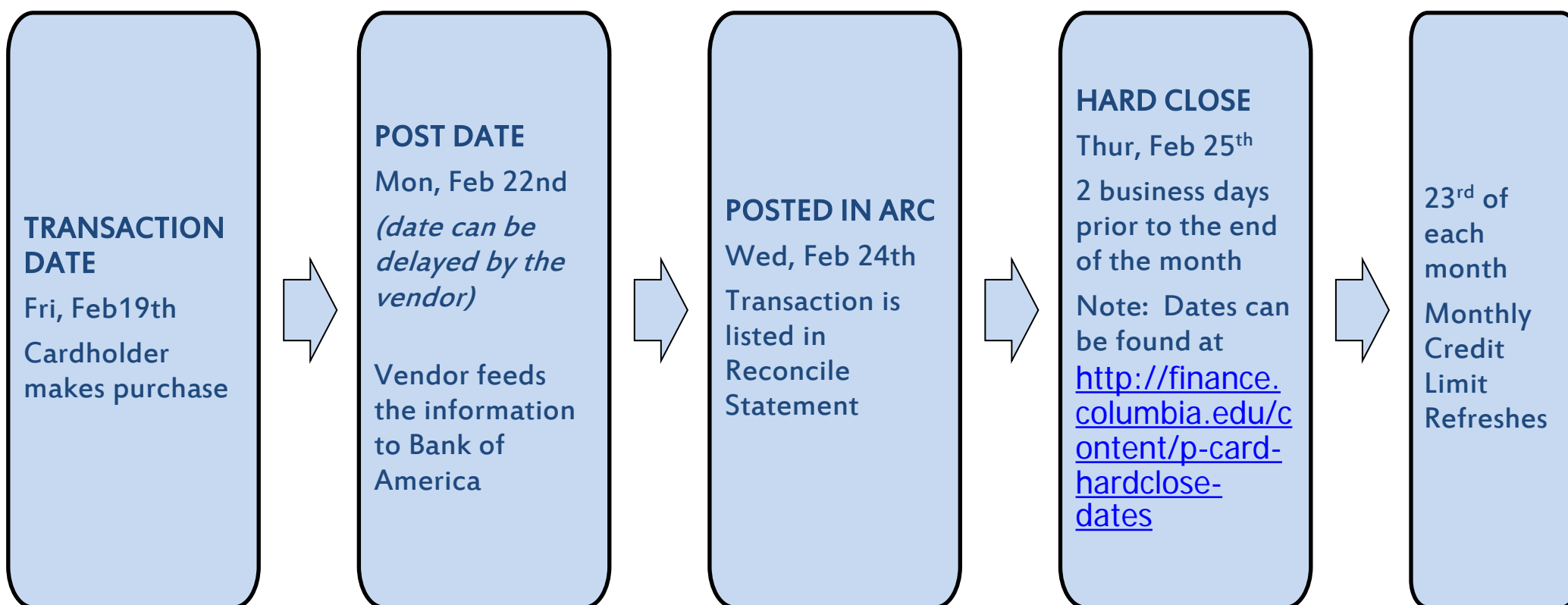
IMPORTANT DATES



Example:

BILLING CYCLE

23rd to the 22nd of every month



Note: If you going on vacation, please add another Reconciler!

MARK YOUR CALENDAR!

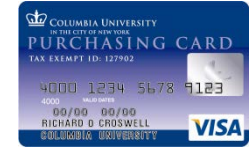
P-Card Audit Process



- ◆ Monthly review and audit of all P-Card transactions will be conducted by the P-Card Team. The audit review will include the following:
 - No Reconciler and No Approver Sign Off prior to the Hard Close deadline
 - Complete business purpose provided for food and hotel purchases.
 - Use of the P-Card for a restricted purchase
 - Use of the P-Card for a split transaction
- ◆ Repeat offenders will have their P-Card suspended and/or revoked
- ◆ Additional audits will be conducted as necessary

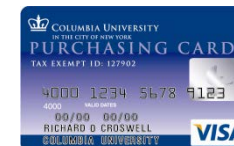
Please review the [P-Card Monthly Hardclose and Monthly Audit Process](#) for additional information.

Infractions



Number of Infractions within a year time frame	Reconciler Sign-off	Approver Sign-off	Business Purpose for Food Transaction	Business Purpose for Local Preferred Hotel Transaction	Restricted Purchase	Split Transaction
1						
2	2 BUSINESS DAYS SUSPENSION				10 BUSINESS DAYS SUSPENSION	
3	20 BUSINESS DAYS SUSPENSION, REINSTATEMENT LETTER FROM SFO, AND ONLINE P-CARD RE-TRAINING					

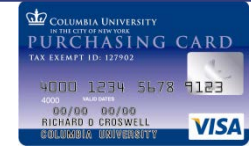
P-Card Reconciliation and Approval Process



- ◆ All P-Card Transactions are required to be reconciled (verified) and approved in ARC
 - Follow the steps below to navigate to the Reconcile Statement page of ARC

The screenshot illustrates the navigation path within the ARC system. It starts with the main menu on the left, which includes options like 'Columbia Specific', 'Employee Self-Service', and 'Purchasing'. An arrow points from the 'Purchasing' menu item to a detailed view of the 'Purchasing' section. This view includes sub-sections for 'Requisitions' and 'Procurement Cards'. Another arrow points from the 'Reconcile' link under 'Procurement Cards' to a detailed view of the 'Reconcile' section. This final view shows the 'Reconcile Statement' link, which is the target of the navigation process.

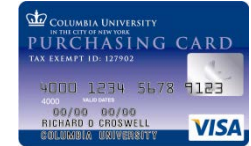
P-Card Reconciliation and Approval Process



- Transactions can be reconciled by the Cardholder or by a Reconciler assigned to the P-Card
- To **reconcile** a transaction in ARC, the Cardholder or assigned Reconciler should follow these steps:
 1. From the Reconcile Statement Search Page of ARC complete the following fields:

A screenshot of the ARC (ARC) Reconcile Statement Search page. The page has a blue header with the ARC logo and a navigation breadcrumb: Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. Below the header is the title "Reconcile Statement Search". The form contains several fields: Role Name (dropdown), Employee ID (text with search icon), Name (text with search icon), *Card Issuer (dropdown, highlighted in yellow), Card Number (text), Transaction Number (text), Merchant (text with a checked "Exact Match" checkbox), Sequence Number (text), Line Number (text), *Billing Date (text with search icon, highlighted in yellow) and To (text with search icon), *Statement Status (dropdown, highlighted in yellow), Budget Status (dropdown), Chartfield Status (text), Transaction Date (text with search icon, highlighted in yellow) and To (text with search icon, containing "02/16/2016"), Charge Type (dropdown, highlighted in yellow), Posted Date (text with search icon, highlighted in yellow) and To (text with search icon), and Rows Per Page (text, containing "50"). A "Auto Save When Scrolling Through Chunks" checkbox is at the bottom. At the bottom of the page are "Search" and "Clear" buttons.

P-Card Reconciliation and Approval Process



2. Review transactions, correct allocation, provide comments and attach receipts.
3. Perform Budget Validation to ensure both Budget Status and Chartfield Status remain "valid".
4. Change Transaction Status to "Verified".
5. Save.

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

New Win

Reconcile Statement

Procurement Card Transactions

Empl ID: _____ Name: _____
Card Number: _____ Card Provider: _____

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 13-14 of 14 Last

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redis
13	10/11/2012	USPS 35963100332803033	Staged	738.60	USD	Valid	Valid	No
14	10/09/2012	VILLAGE COPIER - 601	Staged	419.50	USD	Valid	Valid	No

Select All Clear All

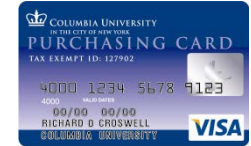
[Search](#) [Purchase Details](#) [Split Line](#) [Dis](#)

Select "View All". If not selected, you will not be able to view all your "staged" transactions.

Select Verified once allocation has been verified and comments provided if necessary.

Review allocation

P-Card Reconciliation and Approval Process



- To **approve** a transaction in ARC, an Approver should follow these steps:
 1. From the Reconcile Statement Search Page, select the following fields:

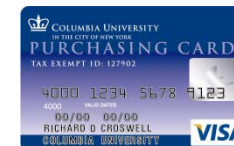
The screenshot shows the ARC Reconcile Statement Search page. The breadcrumb trail is: Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The search criteria are as follows:

Role Name:	<input type="text"/>	
Employee ID:	<input type="text"/>	<input type="text"/>
Name:	<input type="text"/>	<input type="text"/>
*Card Issuer:	<input type="text"/>	<input type="text"/>
Card Number:	<input type="text"/>	<input type="text"/>
Transaction Number:	<input type="text"/>	<input type="text"/>
Merchant:	<input type="text"/>	<input checked="" type="checkbox"/> Exact Match
Sequence Number:	<input type="text"/>	
Line Number:	<input type="text"/>	
*Billing Date:	<input type="text"/>	To <input type="text"/>
*Statement Status:	<input type="text"/>	
Budget Status:	<input type="text"/>	
Chartfield Status:	<input type="text"/>	
Transaction Date:	<input type="text"/>	To 02/16/2016
Charge Type:	<input type="text"/>	
Posted Date:	<input type="text"/>	To <input type="text"/>
Rows Per Page:	50	

Auto Save When Scrolling Through Chunks

Buttons: Search, Clear

P-Card Reconciliation and Approval Process



2. Review transactions, review (or correct) allocation, review comments and attached receipts.
3. Perform Budget Validation to ensure both Budget Status and Chartfield Status remain "valid".
4. Change Transaction Status to "Approved".
5. Save.

Reconcile Statement
Procurement Card Transactions

Empl ID: _____ Name: _____
Card Number: _____ Card Provider: _____

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 13-14 of 14 Last

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redis
13	10/11/2012	USPS 35963100332803033	Verified	738.60	USD	Valid	Valid	No
14	10/09/2012	VILLAGE COPIER - 601	Approved	419.50	USD	Valid	Valid	No

Select All Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distrit](#)

For additional information on reconciling and approving transactions in ARC, please review the [job aids](#) at or the [P-Card Quick Reference Guides](#).

P-Card Transaction Search (In ARC)



To search for a P-Card transaction in ARC and you know the ARC P-Card transaction number, follow these steps:

1. Card Issuer – Select “Procurement Card - Regular” (required field)
2. Transaction Number – Enter the ARC Transaction (if known)
3. Billing Date – Select the “statement” billing date for the transaction (required field)
4. Statement Status – If the transaction has already posted to the Financials, you must select “Closed”. If the transaction is from the current period and is not closed out yet, enter either “Staged”, “Verified” or “Approved”. If you do not select a Statement Status type, no transactional information will be returned. (required field)
5. Select Search

The screenshot shows the 'Reconcile Statement Search' form in the ARC system. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The form fields are as follows:

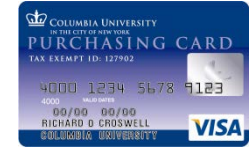
- Role Name: [Dropdown]
- Employee ID: [Text]
- Name: [Text]
- *Card Issuer: Procurement Card - Regular (indicated by red arrow 1)
- Card Number: [Text]
- Transaction Number: [Text] (indicated by red arrow 2)
- Merchant: [Text]
- Sequence Number: [Text]
- Line Number: [Text]
- *Billing Date: 06/22/2014 (indicated by red arrow 3)
- *Statement Status: [Dropdown menu open showing: Approved, Closed, Error, Initial, Staged, Verified] (indicated by red arrow 4)
- Budget Status: [Text]
- Chartfield Status: [Text]
- Transaction Date: [Text]
- Charge Type: [Text]
- Posted Date From: [Text]
- Posted Date To: [Text]
- Search: [Button] (indicated by red arrow 5)

P-Card – References



- ◆ For additional information on the P-Card Program, Procurement Services, and ARC please visit:
 - P-Card Web Site: <http://finance.columbia.edu/procurement/p-card>
 - Accounts Payable Web Site: <http://finance.columbia.edu/procurement/accounts-payable>
 - Purchasing Office Web Site: <http://finance.columbia.edu/procurement/purchasing>
 - For questions related to reconciling and approving transactions in ARC, please view our job aid by visiting the Finance Training Portal:
<http://finance.columbia.edu/content/finance-training>
 - Email the P-Card Staff at pcard@columbia.edu
 - Contact the Finance Service Center at 212-854-2122 or by visiting <http://finance.columbia.edu/content/finance-service-center>.

P-Card - Recap



- ◆ What is the maximum single purchase amount allowed?
- ◆ Can the P-Card be used to purchase a gift?
- ◆ What information should be provided for a food purchase?
- ◆ Who is authorized to make purchases using a P-Card?
- ◆ Is a receipt necessary for every P-Card transaction?