

College of Sciences: Task 3.0 P-Card Process & Workflow Changes



Thursday, March 13, 2025
Afternoon Session for PCard Center: 12:30PM - 2:30PM

Why are we updating our processes?

- Updating and streamlining processes to better meet the needs of our hybrid organizational structure
- Changes are needed to ensure there are standard methods for submitting PCard Receipts for reconciliation and communicating with the College Research Office
- Critical for continuity of operations if there is turnover



Two Methods for Submitting Receipts for Reconciliation

1. PCard Center - **THIS SESSION'S FOCUS**

- Chemistry, Mathematics, MEAS, Statistics
- Cardholders submit in the PCard Center and add business purpose and other key data in the Comment Box
- One standard tracking sheet each academic department will use to confirm which charges CRO needs to reconcile to L5 Projects

2. PCard Receipt Intake Form - Training provided this Morning

- Biological Sciences and Physics
- Intake Form directly routes the receipt and other key data to the correct reconciler who will upload that to the PCard Center and reconcile the charge

Two Methods for Submitting Receipts for Reconciliation

No more submission of receipts for reconciliation via email!

- Faculty cardholders will need to be kindly re-routed to the PCard Center or to the Intake Form

Talking Points for Faculty:

- Improved service for Faculty
- They do not need to worry about who to send receipts to. This will be managed on the back end via our tools
- Receipts will not be stuck or lost in someone's email. Helpful if a reconciler is out sick in the short term as deadlines must still be met

Today's Focus

Not on the PCard Center itself; you are experts! If you need a refresher, please consult these University policies:

- [PCard Manual for Cardholders](#)
- [PCard Manual for Reconcilers](#)
- [PCard Billing Cycle Calendar](#)

Today, we will focus on College tools and expectations beginning with the response sheet → Preview [Chemistry's](#)

Downloading Unreconciled Transactions for L5 Projects - By Cardholder

The screenshot displays the PCard Center interface. At the top, a red banner reads "PCard Center". Below it, a user profile section shows a circular logo with "AS", a "Welcome," message, and a redacted "Employee ID:". To the left, a "My Cards" section shows a dropdown menu with "BOA" selected. To the right, a large grey button says "Request a PCard".

Below these sections is the "Reconciler Workbench" area. It features a "Navigate To:" dropdown menu on the left, which is currently open and has "01-Reconcile" highlighted with a red oval. To the right of the dropdown is a table with the following columns: "Card Number", "Cardholder Name", "OUC", "Card Name", and "Status". The table contains 11 rows of data, with the first 10 rows having "Active" status and the last row having "Inactive" status. The "Cardholder Name" column is redacted with black boxes.

Navigate To:	Card Number	Cardholder Name	OUC	Card Name	Status
<Select Action...>	*4185		178501		Active
01-Reconcile	*8588		171701		Active
02-View Statements	*8235		170199		Active
03-Transactions	*4935		178601		Active
05-Request Changes	*7387		178660		Active
06-Card Summary	*3626		170160		Active
07-Replace Card	*8719		172260		Active
08-Inactivate Card	*4457		170199		Active
09-PCard Receipts	*2558		172201		Active
09-Request History	*0984		170160		Inactive



Downloading Unreconciled Transactions for L5 Projects - By Cardholder

Reconcile Transactions









Credit Card Transactions

Empl ID [REDACTED] Name [REDACTED]
Card Number *****06714614 Card Provider BOA

Bank Statement

Personalize
Zoom Bank Statement
Download Bank Statement Table to Excel

			Transaction Amount	Status	Reconcile	Business Purpose
				46.13 Unrecon	<input type="checkbox"/>	<input type="text"/>
2	CPS4091344 AMERICAN AIR0017181949909	02/20/2025		1,381.01 Unrecon	<input type="checkbox"/>	<input type="text"/>
3	CPS4091345 Omega Engineering Inc.	02/22/2025		130.27 Unrecon	<input type="checkbox"/>	<input type="text"/>
4	CPS4093328 BT *CMS MAGNETICS	02/25/2025		614.48 Unrecon	<input type="checkbox"/>	<input type="text"/>
5	CPS4096224 AMERICAN AIR0012218625411	02/28/2025		216.49 Unrecon	<input type="checkbox"/>	<input type="text"/>
6	CPS4096225 AMERICAN AIR0010620921805	02/28/2025		50.45 Unrecon	<input type="checkbox"/>	<input type="text"/>
7	CPS4096226 AMERICAN AIR0010620924528	02/28/2025		115.34 Unrecon	<input type="checkbox"/>	<input type="text"/>
8	CPS4096227 AMERICAN AIR0012218635510	02/28/2025		371.18 Unrecon	<input type="checkbox"/>	<input type="text"/>
9	CPS4096228 MSU PAYMENT ONLINE	02/27/2025		50.00 Unrecon	<input type="checkbox"/>	<input type="text"/>

Downloading Unreconciled Transactions for L5 Projects - By Cardholder

A	B	C	D	E	F
Description	Trans Date	Transaction Amount	Status	Reconcile	Business Purpose
CPS4089885 THOMAS SCIENTIFIC HOLDIN	2/19/2025	46.13	Unrecon		
CPS4091344 AMERICAN AIR0017181949909	2/20/2025	1,381.01	Unrecon		
CPS4091345 Omega Engineering Inc.	2/22/2025	130.27	Unrecon		
CPS4093328 BT *CMS MAGNETICS	2/25/2025	614.48	Unrecon		
CPS4096224 AMERICAN AIR0012218625411	2/28/2025	216.49	Unrecon		
CPS4096225 AMERICAN AIR0010620921805	2/28/2025	50.45	Unrecon		
CPS4096226 AMERICAN AIR0010620924528	2/28/2025	115.34	Unrecon		
CPS4096227 AMERICAN AIR0012218635510	2/28/2025	371.18	Unrecon		
CPS4096228 MSU PAYMENT ONLINE	2/27/2025	50	Unrecon		
CPS4096229 IN *MERGE SCIENTIFIC SOLU	2/27/2025	45.8	Unrecon		
CPS4097286 UNITED 0162464225518	2/27/2025	249.23	Unrecon		
CPS4097287 UNITED 0164476226580	2/27/2025	187.99	Unrecon		
CPS4101994 ARAMARK ASILOMAR RESORT	3/4/2025	1,600.95	Unrecon		

This is a snapshot of the download. The columns in green contain data to be copied over to the response sheet in Google

Downloading Unreconciled Transactions for L5 Projects - By Cardholder

Employee Name	Description	Transaction Date	Transaction Amount	Status	Reconciled by CRO (Check when Reconciled)
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Type Last,First Name
(ie. Doe,Jane)

Copy/Paste into Sheet

A	B	C	D
Description	Trans Date	Transaction Amount	Status
CPS4089885 THOMAS SCIENTIFIC HOLDIN	2/19/2025	46.13	Unrecon
CPS4091344 AMERICAN AIR0017181949909	2/20/2025	1,381.01	Unrecon
CPS4091345 Omega Engineering Inc.	2/22/2025	130.27	Unrecon
CPS4093328 BT *CMS MAGNETICS	2/25/2025	614.48	Unrecon

Downloading Unreconciled Transactions for L5 Projects - By Department

PCard Center

- PCard Center
- PCard Receipts
- Reconcile Transactions**
- PCard Statement
- Trans Detail for Recon
- FS Worklist
- PCard Web Page

Reconcile Transactions

Credit Card Transactions

Empl ID [REDACTED]
Card Number *****06714614

Bank Statement

Transaction **Billing** **Filter**

	Description	Trans Date
1	CPS4089885 THOMAS SCIENTIFIC HOLDIN	02/19/2025
2	CPS4091344 AMERICAN AIR0017181949909	02/20/2025
3	CPS4091345 Omega Engineering Inc.	02/22/2025
4	CPS4093328 BT *CMS MAGNETICS	02/25/2025
5	CPS4096224 AMERICAN AIR0012218625411	02/28/2025
6	CPS4096225 AMERICAN AIR0010620921805	02/28/2025
7	CPS4096226 AMERICAN AIR0010620924528	02/28/2025
8	CPS4096227 AMERICAN AIR0012218635510	02/28/2025
9	CPS4096228 MSU PAYMENT ONLINE	02/27/2025

Downloading Unreconciled Transactions for L5 Projects - By Department

Reconcile Transactions Search

Role Name	<input type="text"/>		
Employee ID	<input type="text"/>		
Name	<input type="text"/>		
Card Issuer	Bank of America		
Card Number	<input type="text"/>		
Transaction Number	<input type="text"/>		
Merchant	<input type="text"/>		
Sequence Number	<input type="text"/>		
Line Number	<input type="text"/>		
Billing Date	03/20/2025	To	03/20/2025
Transaction Status	Unreconciled		
Budget Status	<input type="text"/>		
Chartfield Status	<input type="text"/>		
Transaction Date	<input type="text"/>	To	<input type="text"/>
Charge Type	<input type="text"/>		
Posted Date	<input type="text"/>	To	<input type="text"/>
Plate Number	<input type="text"/>		
Rows Per Page	50		

☐ Auto Save When Scrolling Through Chunks



Downloading Unreconciled Transactions for L5 Projects - By Department

Reconcile Transactions

Credit Card Transactions

Card Number *****38535593 Name
Card Provider BOA








Bank Statement

Personalize

Zoom Bank Statement

Download Bank Statement Table to Excel

		Trans Date	Transaction Amount	Status	Reconcile	Business Purpose		
		HARRIS TEETER #0038	02/21/2025		-15.96	Unrecon	<input type="checkbox"/>	Educational Supp ▼
2		CPS4091470 HARRIS TEETER #0038	02/21/2025		15.96	Unrecon	<input type="checkbox"/>	Educational Supp ▼
3		CPS4097139 ENVIRONMENTAL SAFETY PROF	02/28/2025		100.00	Unrecon	<input type="checkbox"/>	▼
4		CPS4097140 HARRIS TEETER #430	03/02/2025		10.88	Unrecon	<input type="checkbox"/>	▼
5		CPS4102048 VERNIER SCIENCE EDUCAT	03/06/2025		1,349.19	Unrecon	<input type="checkbox"/>	▼
6		CPS4091807 BESTBUYCOM807034310576	02/21/2025		1,729.99	Unrecon	<input type="checkbox"/>	▼
7		CPS4099448 BJS WHOLESALE #0110	03/03/2025		26.97	Unrecon	<input type="checkbox"/>	Other ▼
8		CPS4097543 DIGITALOCEAN.COM	03/01/2025		12.00	Unrecon	<input type="checkbox"/>	▼
9		CPS4094857 AIRGAS - SOUTH	02/26/2025		3,812.47	Unrecon	<input type="checkbox"/>	▼

Downloading Unreconciled Transactions for L5 Projects - By Department

This is a snapshot of the download. The columns in green contain data to be copied over to the response sheet in Google

A	B	C	D	E	F	G
Employee Name	Description	Trans Date	Transaction Amount	Status	Reconcile	Business Purpose
	CPC0118126 HARRIS TEETER #0038	2/21/2025	-15.96	Unrecon		Educational Supplies
	CPS4091470 HARRIS TEETER #0038	2/21/2025	15.96	Unrecon		Educational Supplies
	CPS4097139 ENVIRONMENTAL SAFETY PROF	2/28/2025	100	Unrecon		
	CPS4097140 HARRIS TEETER #430	3/2/2025	10.88	Unrecon		
	CPS4102048 VERNIER SCIENCE EDUCAT	3/6/2025	1,349.19	Unrecon		
	CPS4091807 BESTBUYCOM807034310576	2/21/2025	1,729.99	Unrecon		
	CPS4099448 BJS WHOLESale #0110	3/3/2025	26.97	Unrecon		Other
	CPS4097543 DIGITALOCEAN.COM	3/1/2025	12	Unrecon		
	CPS4094857 AIRGAS - SOUTH	2/26/2025	3,812.47	Unrecon		
	CPS4095616 IN *ATLANTIC MICRO LAB IN	2/27/2025	184	Unrecon		
	CPS4097431 FUJIFILM WAKO CHEMICALS	2/28/2025	347	Unrecon		
	CPS4097432 UNITED 0167182200867	2/28/2025	380.96	Unrecon		
	CPS4097433 AGENT FEE 8900902127844	2/28/2025	40	Unrecon		
	CPS4097434 ALOFT RALEIGH HOTEL	2/28/2025	349.8	Unrecon		
	CPS4097435 SIR SPEEDY RALEIGH	2/28/2025	125.59	Unrecon		
	CPS4097436 SIR SPEEDY RALEIGH	2/28/2025	54.27	Unrecon		
	CPS4097437 SIR SPEEDY RALEIGH	2/28/2025	277.66	Unrecon		
	CPS4099476 CINTAS CORP	3/3/2025	2,774.36	Unrecon		
	CPS4099477 SIR SPEEDY RALEIGH	3/3/2025	310.14	Unrecon		
	CPS4099478 SIR SPEEDY RALEIGH	3/3/2025	229.32	Unrecon		
	CPS4099479 SIR SPEEDY RALEIGH	3/3/2025	349.5	Unrecon		
	CPS4100833 SIR SPEEDY RALEIGH	3/4/2025	265.4	Unrecon		
	CPS4101373 CAMBRIDGE ISOTOPE LABORA	3/5/2025	318.26	Unrecon		
	CPS4101374 ALOFT RALEIGH HOTEL	3/4/2025	349.8	Unrecon		
	CPS4101375 MARINE BIOLOGICAL LABORAT	3/5/2025	195.07	Unrecon		
	CPS4102139 DOMINO'S 5506	3/4/2025	154.01	Unrecon		
	CPS4092707 LAB ANIMAL SUPPLIES, INC	2/24/2025	906.76	Unrecon		Lab Supplies/Testing
	CPC0118173 DELTA AIR 0062301007926	2/23/2025	-436.97	Unrecon		Recruiting
	CPS4092525 TMOBILE POSTPAID WEB	2/24/2025	882	Unrecon		
	CPS4101690 EB *SOUTHERN APPALACHI	3/5/2025	76.54	Unrecon		
	CPS4092368 SLACK TMTA2Q5NY	2/24/2025	26.07	Unrecon		
	CPS4100841 ARC3 GASES 103	3/3/2025	350	Unrecon		
	CPS4090989 BREEZE AIRWAGYHVKN	2/21/2025	74.38	Unrecon		Recruiting
	CPS4091383 AMERICAN AIR0017221646972	2/20/2025	148.18	Unrecon		Recruiting
	CPS4093370 UNITED 0162463138881	2/24/2025	441.07	Unrecon		Recruiting
	CPS4094744 MICHAELS STORES 3755	2/26/2025	9.62	Unrecon		Student Activities

Downloading Unreconciled Transactions for L5 Projects - By Cardholder

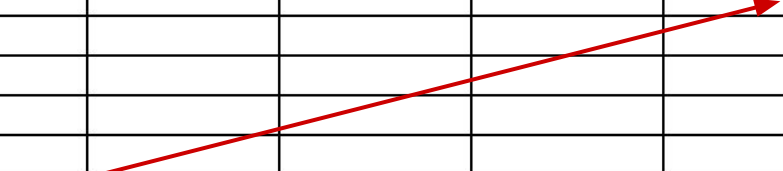
Employee Name	Description	Transaction Date	Transaction Amount	Status	Reconciled by CRO (Check when Reconciled)
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Copy/Paste into Sheet

A	B	C	D	E	F	G
Employee Name	Description	Trans Date	Transaction Amount	Status	Reconcile	Business Purpose
	CPC0118126 HARRIS TEETER #0038	2/21/2025	-15.96	Unrecon		Educational Supplies
	CPS4091470 HARRIS TEETER #0038	2/21/2025	15.96	Unrecon		Educational Supplies
	CPS4097139 ENVIRONMENTAL SAFETY PROF	2/28/2025	100	Unrecon		
	CPS4097140 HARRIS TEETER #430	3/2/2025	10.88	Unrecon		
	CPS4102048 VERNIER SCIENCE EDUCAT	3/6/2025	1,349.19	Unrecon		
	CPS4091807 BESTBUYCOM807034310576	2/21/2025	1,729.99	Unrecon		
	CPS4099448 BJS WHOLESALE #0110	3/3/2025	26.97	Unrecon		Other
	CPS4097543 DIGITALOCEAN.COM	3/1/2025	12	Unrecon		
	CPS4094857 AIRGAS - SOUTH	2/26/2025	3,812.47	Unrecon		
	CPS4095616 IN *ATLANTIC MICRO LAB IN	2/27/2025	184	Unrecon		

CRO Reconciler Responsibilities

Employee Name	Description	Transaction Date	Transaction Amount	Status	Reconciled by CRO (Check when Reconciled)
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



1. Review the sheet; recommend this is done on a daily basis
2. Navigate to PCard Center to review receipt and information in Comments Box
3. Reconcile the transaction, or communicate with faculty member. Add a note to the tracking sheet if more information needed
4. Check off box in tracking sheet when reconciled

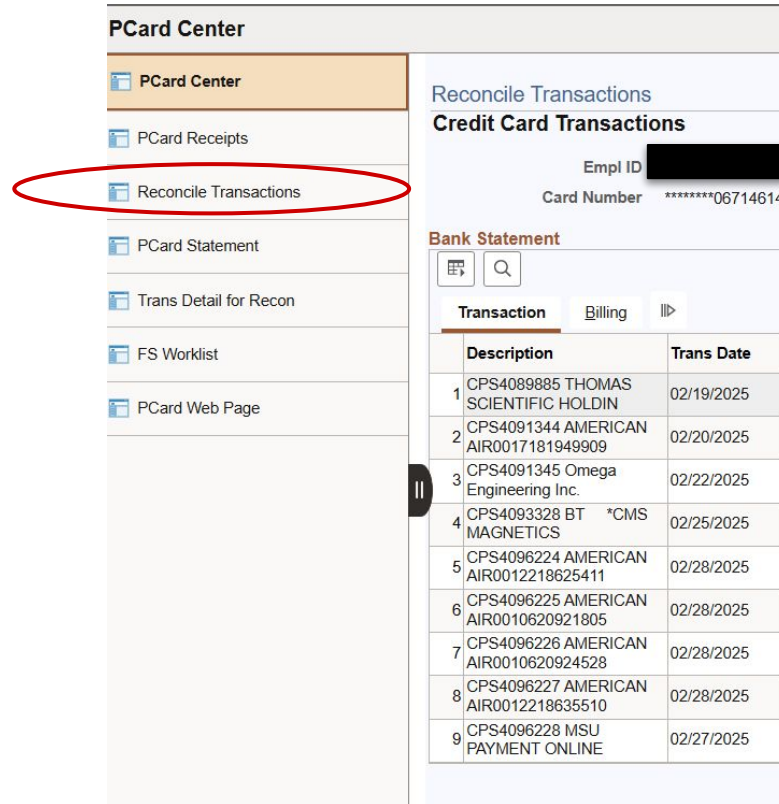
Statements

The **Academic Department Reconciler** will route and approve statements at the **Reconciler level**, even when the statement contains transactions charged to L5 and non-L5 projects



However, before that is done, the **Academic Department Reconciler** needs to **check for autoreconciled transactions!**

Checking for Autoreconciled Transactions



PCard Center

- PCard Center
- PCard Receipts
- Reconcile Transactions**
- PCard Statement
- Trans Detail for Recon
- FS Worklist
- PCard Web Page

Reconcile Transactions

Credit Card Transactions

Empl ID [REDACTED]
Card Number *****06714614

Bank Statement

Transaction | Billing | Filter

	Description	Trans Date
1	CPS4089885 THOMAS SCIENTIFIC HOLDIN	02/19/2025
2	CPS4091344 AMERICAN AIR0017181949909	02/20/2025
3	CPS4091345 Omega Engineering Inc.	02/22/2025
4	CPS4093328 BT *CMS MAGNETICS	02/25/2025
5	CPS4096224 AMERICAN AIR0012218625411	02/28/2025
6	CPS4096225 AMERICAN AIR0010620921805	02/28/2025
7	CPS4096226 AMERICAN AIR0010620924528	02/28/2025
8	CPS4096227 AMERICAN AIR0012218635510	02/28/2025
9	CPS4096228 MSU PAYMENT ONLINE	02/27/2025

Checking for Autoreconciled Transactions

Reconcile Transactions Search

Role Name	<input type="text"/>
Employee ID	<input type="text"/>
Name	<input type="text"/>
Card Issuer	<input type="text" value="Bank of America"/>
Card Number	<input type="text"/>
Transaction Number	<input type="text"/>
Merchant	<input type="text"/>
Sequence Number	<input type="text"/>
Line Number	<input type="text"/>
Billing Date	<input type="text" value="01/20/2025"/>
To	<input type="text" value="01/20/2025"/>
Transaction Status	<input type="text" value="Closed"/>
Budget Status	<input type="text"/>
Chartfield Status	<input type="text"/>
Transaction Date	<input type="text"/>
To	<input type="text"/>
Charge Type	<input type="text"/>
Posted Date	<input type="text"/>
To	<input type="text"/>
Plate Number	<input type="text"/>
Rows Per Page	<input type="text" value="50"/>

☐ Exact Matching

☐ Auto Save When Scrolling Through Chunks

Checking for Autoreconciled Transactions

Check to see if this charge was redistributed and to which project

Travel Auth Nbr			Redistrib	Default Account	Merchant	Chartfield Status	Recon By	Recon Date	Voucher Error
<input type="text"/>			Yes	52600	REMARKABLE	Valid			No
<input type="text"/>			Yes	52300	INTERNATIONAL TRANSACTION	Valid			No
<input type="text"/>			Yes	54919	PAYPAL *AMERICANMAT	Valid		01/17/2025	No
<input type="text"/>			Yes	52600	REMARKABLE	Valid		01/22/2025	No
<input type="text"/>			Yes	52300	INTERNATIONAL TRANSACTION	Valid		01/22/2025	No

There are autoreconciled transactions! What do I do next?

If the Academic Department Reconciler changed the Project ID to the L5 to avoid a JV, and the charge autoreconciled, **CRO must be added to the Statement**

Approval queue

- After the Academic Department Reconciler begins routing by approving at the Reconciler level, they will click the plus sign between the Cardholder Approval and PCard Statement Approval boxes
- The Academic Department Reconciler will look up the Unity ID of the **Assistant Director of Post-Award Administration** (Betty Morgan), and once identified, insert them as an approver
- Click Save Workflow Changes

There are autoreconciled transactions! What do I do next?

PCard Approval Routing

Current Workflow Status: Pending

 View/Hide Comments

Pcard Approval Workflow

Self Approved



Initiator

03/03/25 - 1:20 PM

Pending



Cardholder Approval



Not Routed



Multiple Approvers

PCard Statement Approval

Comments

System at 03/03/25 - 1:20 PM
Self Approved (18081,4050)

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

BAMORGA5



Betty Ann Morgan

Insert as:



Approver



Reviewer

Insert

Cancel

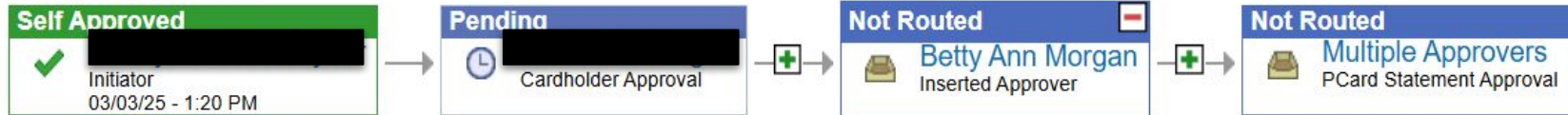
There are autoreconciled transactions! What do I do next?

PCard Approval Routing

Current Workflow Status: Pending

 View/Hide Comments

PCard Approval Workflow



Comments

System at 03/03/25 - 1:20 PM
Self Approved (18081,4050)

Enter Comments

Not this one!

This button, please!!

~~Save~~

Approve

Deny

Save Workflow Changes

There are autoreconciled transactions! What do I do next?

If the project autoreconciled to the **Default Project ID** or an **error** was made during reconciliation a JV is needed!

The project the expenses should have been reconciled to determines who is responsible for initiating the JV

- If intended for a Non-L5 project, the Department Accounting Technician (DAT) submits the JV for approval by the Department Business Manager (DBM)
- If intended for a L5 project, Research Accounting Technician (R-T) will submit for approval by the Senior Research Accountant (SR-A)

Journal Voucher - Correct the Project ID

Journal requirements, continued:

- JV's for charges in one month must be submitted by the 4th business day of the following month
- The Journal ID must be entered in the comment box for related transactions during the statement stage
- JVs must be approved by the 9th business day of the following month

Example: December 2023 month (12/20/23 billing cycle)

- charges must be reconciled on 12/21/23
- JV's must be submitted by 1/5/24 (1/1/24 is a holiday and excluded)
- The JV's must be approved by the end of the 9th business day
- This allows time for the statement to be approved by all parties by the College's internal deadline for approval by the 15th

Maintain Tracking Sheets

Only one (1) tracking sheet should be created for each department. If there are multiple reconcilers in an academic department, each individual needs to have access to this sheet so they can add data

It is the responsibility of the **academic department** to create a copy of the template at the start of each calendar year and add the billing cycle dates to each tab. The Academic Department Reconciler also needs to add the calendar year and department name in the sheet title, replacing the placeholders

Next Steps and Questions

GO LIVE: NEXT Friday, March 21, 2025

First day of next P-Card Cycle



Questions:

- What about statements from the prior cycle (2/21 – 3/20)?
 - **Answer:** New process applies! Academic Department Reconciler will route, check for autoreconciled transactions, request journal vouchers or ad hoc CRO into approval queue

Questions, continued

- When will I gain access to all materials to support this change including this presentation, SOP's, process maps, applicable folders and tracking sheets?
 - **Answer:** By Thursday, March 20th
- Who do I send questions to, or escalate issues to?
 - **Answer:**
 - This is a **New Process** and it will take time to acclimate!
 - If a transaction is not reconciled after 3 business days following reporting to CRO - follow up with your Department Business Manager first. They will reach out to the Assistant Director of Post-Award Management (Betty Morgan)
 - Questions about any of the Forms and Tracking Sheets? Reach out to OFBM Business Manager (Allie Geng)

Any other questions?

Hold on...not done yet!



Let's talk about Business Purposes real quick!

Refresher: Best Practices with Business Purposes

An appropriately detailed business purpose addresses the 5 W's!

Who?

What?

When?

Where?

Why?



Refresher: Best Practices with Business Purposes

Is this sufficient?

- Items to further research in the lab
- Quantum cascade laser for absorption spectroscopy on different plasma sources
- High voltage probe to measure the voltage on the dielectric barrier discharge in the lab
- Supplies for teaching lab

