

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



**Thursday, March 13, 2025 9:30AM - 11:30AM**  
**Morning Session for PCard Receipt Intake Form**

## 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 Receipt Intake Form - THIS SESSION'S FOCUS**
  - 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
  
2. **PCard Center - Training provided this Afternoon**
  - 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

## 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](#)

**This morning, we will focus on College tools and expectations beginning with COS PCard Receipt Intake Form →**

# COS PCard Receipt Intake Form



## COS PCard Receipt Intake Form

You may use this form to submit multiple PCard receipts at the same time, if those receipts will all be charged to the same project(s) and have the same business purpose.

This could include travel-related receipts for the same trip, or receipts for supplies for one event. You will receive a summary of your responses, and if your reconciler has follow up questions, they will reach out via email.

cos-business-ops@ncsu.edu [Switch account](#) Draft saved

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Email \*

Record cos-business-ops@ncsu.edu as the email to be included with my response

Please choose the PCard holder's Name (if you are not the PCard holder)

A copy of this submission will be emailed to cardholder

Choose

Next

Clear form



## COS PCard Receipt Intake Form

cos-business-ops@ncsu.edu [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

### PCard Receipt Submission

Please click on "Add file" to upload receipts (you can submit up to 10 receipts) \*

Upload up to 10 supported files. Max 10 MB per file.

Add file

Please select the general category of expense \*

Choose

Align with the business purpose in the PCard center

Back

Next

Clear form

### Business Purpose and Other Key Information

Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts \*

This can be "beakers for experiments in support of NSF grant" or "branded pens and folders for graduate student recruitment." If submitting a travel-related receipt and you do not have a TA #, please stop, navigate to the Travel Center in MyPack Portal, and submit an authorization that includes this cost. Then, submit the receipt using this form.

Test

How many projects will you use to pay for the expense? \*

A project is the 6 digit number that identifies the funding source, and in the College of Sciences you may also have a 5 digit phase (XXXXXX-XXXX). Other terms often used in place of project include: account, funding source, or chartfield string.

- 1 Project
- 2 Projects
- 3 Projects
- > 3 Projects

What kind of project(s) are you using? \*

This will route your request to the correct reconciler(s)

- L5 Only (Contracts & Grants)
- Non-L5 Only (Startup and Department Funding)
- Combination - Split between L5 (C&G) and Non-L5 (Department)

Submission will be routed based on the answer to this question

Back

Next

Clear form

# COS PCard Receipt Intake Form



## COS PCard Receipt Intake Form

cos-business-ops@ncsu.edu [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

### Distribution Details for One Project

If you do not know the project, please provide what you do know. This could be the name of your grant, or if you have startup funds, you can input "startup." Your reconciler can look up the project based on the information provided.

**Project \***

Your answer

It can be number or text. Reconciler will help to look up the project number

Back

Next

Clear form

### Distribution Details for Two Projects

If you do not know the project, please provide what you do know. This could be the name of your grant, or if you have startup funds, you can input "startup." Your reconciler can look up the project based on the information provided.

**Project 1 \***

Your answer

**Percentage or amount to be charged on Project 1 \***

Your answer

It can be percentage or \$amount. Reconciler will confirm the calculation.

**Project 2 \***

Your answer

**Percentage or amount to be charged on Project 2 \***

Your answer

Back

Next

Clear form



## COS PCard Receipt Intake Form

cos-business-ops@ncsu.edu [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

### Submission with Comments

**Comments (optional)**

Your answer

Approver Email for Non-Alcoholic Food Purchases

**(Not required by Biological Sciences and Physics Departments. Please leave blank)**

Please enter an @ncsu.edu email address. A copy of this request will be sent to the provided email for approval after it has been processed by the reconciler.

Your answer

Back

Submit

Clear form

# Confirmation Email to Receipt Submitter

REQUEST #57 | RECIPIENTS: 2 | MAR 11, 2025

## COS PCard Receipt Intake Form

[Track request](#) | [Cancel request](#) | [Edit original response](#)

Your PCard receipt has been submitted.

Requestor: [REDACTED]

Please choose the PCard holder's Name (if you are not the PCard holder): [REDACTED]

Please click on "Add file" to upload receipts (you can submit up to 10 receipts): [File Upload 1](#)

Please select the general category of expense: General Supplies

Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts: Water delivery for the cooler on 3rd floor of BoM

How many projects will you use to pay for the expense?: 1 Project

What kind of project(s) are you using?: Non-L5 Only (Startup and Department Funding)

Project: 682551-54350

- The email will come from **COS PCard ADMIN**
- 3 circled action links are available in the email.
- A copy of the receipt will be attached to the email.

This is an automated email sent by [formapprovals.com](http://formapprovals.com); do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is [cos-business-ops@ncsu.edu](mailto:cos-business-ops@ncsu.edu)

# Form Approval Track Request Page

(Access by clicking Track request link or the submission # in the email)

Form Approvals

Dashboard

My Forms

Subscription

Support

REQUEST #57

Complete

Requestor: dsewill@ncsu.edu

Selected PCard Holder's email address

#	Recipient	Status
1	[Redacted]	Copy Sent on Mar 11, 2025
4	Group: College level PCard reconciliation team	Actioned by cmduggin@ncsu.edu on Mar 12, 2025 09:00

Reconciler group

Actions

# Cancelled Email to Submitter and Recipients

REQUEST #20 | DEC 10, 2024

## COS P-Card Receipt Intake Form - Test

The submission has been **cancelled**.

Requestor:	<a href="mailto:cos-business-gps@ncsu.edu">cos-business-gps@ncsu.edu</a>
Please choose the P-Card holder's Name (if you are not the P-Card holder):	Roberts, Diana
Please click on "Add file" to upload receipts (allows a maximum of 10 receipts):	<a href="#">File Upload 1</a>
Please select the general category of expense:	Advertising
Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel receipts:	Test
How many projects will you use to pay for the expense?:	3 Projects
Project 1:	200001
Percentage or amount to be charged on Project 1:	50%
Project 2:	375000
Percentage or amount to be charged on Project 2:	10%
Project 3:	600006
Percentage or amount to be charged on Project 3:	30%
The additional approver's email address (optional):	<a href="mailto:cmduggin@ncsu.edu">cmduggin@ncsu.edu</a>

This is an automated email sent by [formapprovals.com](http://formapprovals.com); do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is [cos-business-gps@ncsu.edu](mailto:cos-business-gps@ncsu.edu)

# For Your Review Email to No Action Required Recipients

(selected PCard Holder who did **not** submit the receipts)

REQUEST #54 | RECIPIENTS: 1 of 3 | MAR 10, 2025

## COS PCard Receipt Intake Form

You have been requested to process the following:

Requestor:	[REDACTED]
Please choose the PCard holder's Name (if you are not the PCard holder):	[REDACTED]
Please click on "Add file" to upload receipts (you can submit up to 10 receipts):	<a href="#">File Upload 1</a>
Please select the general category of expense:	Research
Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts:	Membership Fee for Professional Organization
How many projects will you use to pay for the expense?:	1 Project
What kind of project(s) are you using?:	L5 Only (Contracts & Grants)
Project:	5 [REDACTED]

- The email will come from COS PCard ADMIN to the selected PCard Holder who did **not** submit the receipts by themselves.
- No action button is available in the email.
- Only for the information.

This is an automated email sent by [formapprovals.com](https://formapprovals.com); do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is [cos-business-ops@ncsu.edu](mailto:cos-business-ops@ncsu.edu)

# For Your Review Email to Action Required Recipients

(The PCard Receipts Reconcilers)

REQUEST [#57](#) | RECIPIENTS: 2 of 2 | MAR 11, 2025

## COS PCard Receipt Intake Form

You have been requested to process the following:

Requestor:	[REDACTED]
Please choose the PCard holder's Name (if you are not the PCard holder):	[REDACTED]
Please click on "Add file" to upload receipts (you can submit up to 10 receipts):	<a href="#">File Upload 1</a>
Please select the general category of expense:	General Supplies
Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts:	Water delivery for the cooler on 3rd floor of BoM
How many projects will you use to pay for the expense?:	1 Project
What kind of project(s) are you using?:	Non-L5 Only (Startup and Department Funding)
Project:	[REDACTED]

➤ Submission # can be clicked to check routing workflow .

➤ 3 action button are available in the email.

## Reconciler's Action- Accept Task

REQUEST #57 | RECIPIENTS: 2 of 2 | MAR 11, 2025

### COS PCard Receipt Intake Form

You have been requested to process the following:

Requestor:	[REDACTED]
Please choose the PCard holder's Name (if you are not the PCard holder):	[REDACTED]
Please click on "Add file" to upload receipts (you can submit up to 10 receipts):	<a href="#">File Upload 1</a>
Please select the general category of expense:	General Supplies
Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts:	Water delivery for the cooler on 3rd floor of BoM
How many projects will you use to pay for the expense?:	1 Project
What kind of project(s) are you using?:	Non-L5 Only (Startup and Department Funding)
Project:	6 [REDACTED]

**Accept Task** Complete Task Comment

- Used to record who in the reconciler group is working on the submission.
- Reconcilers do not need to click this button as responsibility is determined by a group's supervisor and can change over time based on business need.
- **Clicking Accept Task does not move the submission forward in the workflow**
- It is a communication tool to show who is working on the submission.

## Reconciler's Action- Complete Task

REQUEST [#57](#) | RECIPIENTS: 2 of 2 | MAR 11, 2025

### COS PCard Receipt Intake Form

You have been requested to process the following:

Requestor:	[REDACTED]
Please choose the PCard holder's Name (if you are not the PCard holder):	[REDACTED]
Please click on "Add file" to upload receipts (you can submit up to 10 receipts):	<a href="#">File Upload 1</a>
Please select the general category of expense:	General Supplies
Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts:	Water delivery for the cooler on 3rd floor of BoM
How many projects will you use to pay for the expense?:	1 Project
What kind of project(s) are you using?:	Non-L5 Only (Startup and Department Funding)
Project:	6 [REDACTED]

Accept Task Complete Task Comment

- Marks submission as complete; notifies all Recipients and the Receipt Submitter
- After review has been completed, but before the transaction has been reconciled in the PCard Center. This will generate a final email to be printed to PDF and attached in the PCard Center
- Split funding between L5 and Non-L5 projects, the CRO Reconciler should click Complete Task to move it to the Academic Department for final review and reconciliation in the PCard Center.

# Processed Email to Submitter and Recipients

REQUEST #57 | MAR 11, 2025

## COS PCard Receipt Intake Form

Your submission has been processed and your transaction has been reconciled.

**Approval history** Complete

Copy Sent to dsewill@ncsu.edu  
Actioned by cmduggin@ncsu.edu

Requestor: ██████████

Please choose the PCard holder's Name (if you are not the PCard holder): ██████████

Please click on "Add file" to upload receipts (you can submit up to 10 receipts): [File Upload 1](#)

Please select the general category of expense: General Supplies

Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts: Water delivery for the cooler on 3rd floor of BoM

How many projects will you use to pay for the expense?: 1 Project

What kind of project(s) are you using?: Non-L5 Only (Startup and Department Funding)

Project: 6 ██████████

- The completion(processed) email to be printed to PDF and attached in the PCard Center
- To document the business purpose, final confirmed project number and other and other critical information

# Reconciler Action- Comment

REQUEST #57 | RECIPIENTS: 2 of 2 | MAR 11, 2025

## COS PCard Receipt Intake Form

You have been requested to process the following:

Requestor:	[REDACTED]
Please choose the PCard holder's Name (if you are not the PCard holder):	[REDACTED]
Please click on "Add file" to upload receipts (you can submit up to 10 receipts):	<a href="#">File Upload 1</a>
Please select the general category of expense:	General Supplies
Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts:	Water delivery for the cooler on 3rd floor of BoM
How many projects will you use to pay for the expense?:	1 Project
What kind of project(s) are you using?:	Non-L5 Only (Startup and Department Funding)
Project:	6 [REDACTED]

Accept Task Complete Task **Comment**



Dashboard My Forms Subscription Support

REQUEST #57

Leave a comment with your response

Comment...

Type in the comment

Accept Task Complete Task Request More Info

Request More info click will be activated after comment is entered

For Documentation and Communication

## More info required Email to Submitter and Recipients

REQUEST [#55/1](#) | MAR 10, 2025

### COS PCard Receipt Intake Form

More info has been requested.  
To reinstate the submission, you may [edit the original response](#)

#### Approval history

Copy Sent to laowen2@ncsu.edu  
More info requested by cmduggin@ncsu.edu with comment:  
*Jennifer, I'm changing the project to [REDACTED] per our discussion about this trip. Michelle*

[More info requested](#)

Requestor: [jcmcguin@ncsu.edu](mailto:jcmcguin@ncsu.edu)

Please choose the PCard holder's Name (if you are not the PCard holder): Owen, Lewis

Please click on "Add file" to upload receipts (you can submit up to 10 receipts): [File Upload 1](#)

Please select the general category of expense: Travel

Please provide a robust business purpose for non-travel receipts, or Travel Authorization (TA) # for travel-related receipts: TA00 [REDACTED]

How many projects will you use to pay for the expense?: 1 Project

What kind of project(s) are you using?: Non-LS Only (Startup and Department Funding)

Project: [REDACTED]

Comments (optional): CPS4089604 and CPS4089605

- Click the "Edit the Original Response" link to update or revise the submission.
- The workflow will reset after submission, with a potential new submitter based on who resubmits it.

## Tracking and monitoring Submissions

**Three tracking and monitoring reports with tool have been provided for Different Reconciler group:**

- Form Approval Online Tracking-All recipients in workflow they are included
- Google Sheet Submission Tracking Report for Academic Department Reconcilers with submission reminder tool
- Google Sheet Submission Tracking Report for CRO

# Tracking and monitoring Submissions

## Form Approval Online Tracking

My Forms > COS PCard Receipt Intake Form

### COS PCard Receipt Intake Form

Filtered by: Overall Status [In progress], Date range [2025-02-26 to 2025-03-13]

**Filter**

Overall Status	Request	Request Date	Requestor
In progress	54	Mar 10, 2025 11:53	jcmcguin@ncsu.edu

Showing 1 to 1 of 1 requests

Previous 1 Next

### COS PCard Receipt Intake Form

Filtered by: Overall Status [In progress], Date range [2025-02-01 to 2025-03-13]

**Filter**

Overall Status	Request	Request Date
In progress	54	Mar 10, 2025 11:53

Showing 1 to 1 of 1 requests

**Overall Status**

**Request #**

**Requestor**

**Recipient Status**

**Recipient**

**Date range**  to

**Apply**

approval workflows

- Home
- Key features
- Support articles
- Common questions
- Contact us



- Same [Form Approval Online Tracking](#) link for the submission they are included in workflow
- Change the Filter setup to search the submissions.

# Tracking and monitoring Submissions

## Form Approval Online Tracking-Additional Functionality-Take action

Dashboard My Forms Subscription Support

My Forms > COS PCard Receipt Intake Form

Recipients Form Response

REQUEST #56 (2) In progress

Requestor: cmduggin@ncsu.edu

#	Recipient	Status
1	laowen2@ncsu.edu	Copy Sent on Mar 11, 2025 17:48
4	Group: College level PCard reconciliation team	Current Sent on Mar 11, 2025 17:48

Actions Close

- Send reminder
- Amend recipient
- Respond to request



Dashboard My Forms Subscription Support

My Forms > COS PCard Receipt Intake Form

Recipients Form Response

REQUEST #56 (2) In progress

Requestor: cmduggin@ncsu.edu

Leave a comment with your response

Comment...

Accept Task Complete Task Request More Info

#	Recipient	Status
1	laowen2@ncsu.edu	Copy Sent on Mar 11, 2025 17:48
4	Group: College level PCard reconciliation team	Current Sent on Mar 11, 2025 17:48

Actions Close

- Click Respond to request, recipient will take action directly on the Form Approval online tracking sheet for the one you are currently assigned.
- No searching email needed for action

# Tracking and monitoring Submissions

## Form Approval Online Tracking-Additional Functionality-Take action

Dashboard My Forms Subscription Support

My Forms > COS PCARD RECON. TEAM

Recipients Form Response

REQUEST #54 In progress

Requestor: jcmcgquin@ncsu.edu

#	Recipient	Status
1	laowen2@ncsu.edu	Copy Sent on Mar 10, 2025 11:53
3	Group: COS CRO PCard Recon. Team	Current Sent on Mar 10, 2025 11:53
4	ygeng6@ncsu.edu	Waiting

Amend recipient



Dashboard My Forms Subscription Support

My Forms > COS PCARD RECON. TEAM

Recipients Form Response

REQUEST #54 In progress

Requestor: jcmcgquin@ncsu.edu

#	Recipient	Status
1	laowen2@ncsu.edu	Copy Sent on Mar 10, 2025 11:53
3	Group: COS CRO PCard Recon. Team	Current Sent on Mar 10, 2025 11:53
4	<u>Miche</u>	Waiting

Save Actions Close

Type in a new email address, but not group name

Click Save

- Click Amend Recipient, the submission will be routed to the new email entered in the workflow.
- It has to be a valid email address

# Tracking and monitoring Submissions

## Google Sheet Submission Tracking Report for Academic Department Reconcilers

The screenshot shows a Google Sheet titled "CRO's submissions" with the following structure:

A	B	C	D	E	F
<b>CRO's submissions</b>					
Timestamp	Request #	Revision #	Overall Status	Requestor	Please click on "Add file" to upload receipts (you can submit up to 10 receipts)
#N/A					

Callouts from the bottom of the sheet:

- Linked to college response sheet. Automatic update when open the sheet.
- Department reconciler enters and maintains
- Department reconciler enters and maintain
- Automatic report for final comparing result

- Please reference SOP BO.14.00 section 3.4.2 for detail instruction
- The Report is located in these folders:
  - [Biological Sciences](#)
  - [Physics](#)





## Common Questions

**Q: How can I document the project number when faculty did not provide a clear project number?**

**A:** There are two scenarios:

- **If you can determine the project number** based on the information provided:
  - Click the **Comment** button, enter the project number in the comment box, and click **Complete Task**.
  - Faculty will be notified via the processed email.
- **If you cannot determine the project number** and need more information, you will have two options:
  - **Option 1-Use email:**
    - Email the faculty using the **Form Approval for Review email** as a starting point.
    - Print all communication as supporting documentation to justify the project number.
  - **Option 2-Use the Form Approval system:**
    - Click the **Comment** button and specify what information is needed.
    - Click **More Information Request**—the Form Approval system will email faculty and other recipients for additional details.



## Common Questions

**Q: I receive too many emails from the Form Approval system. How can I reduce the number of emails?**

**A:** You can set up a Gmail filter to automatically organize and manage these emails. Follow these steps to filter emails from **"COS PCard ADMIN"** and move them to a designated folder:

1. **Open Gmail** and click on the search bar at the top.
2. Click the **filter icon** (right side of the search bar) 
3. In the filter options, enter **COS PCard ADMIN** in the **From** field.
4. Click **"Create filter"** at the bottom of the filter options.
5. Check the following boxes:
  - **"Skip the Inbox (Archive it)"**
  - **"Apply the label"**, then click **"Choose label" > "New label"**
  - Enter **"PCard Intake Form"** for the New label and click **Create**.
6. Click **"Create filter"** to save the rule.



## 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

	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	Bank of America	▼
Card Number	<input type="text"/>	
Transaction Number	<input type="text"/>	
Merchant	<input type="text"/>	<input type="checkbox"/> Exact Matching
Sequence Number	<input type="text"/>	
Line Number	<input type="text"/>	
Billing Date	01/20/2025	🔍 To 01/20/2025 🔍
Transaction Status	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	50	

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



### 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:  🔍 Betty Ann Morgan

Insert as:  Approver  
 Reviewer

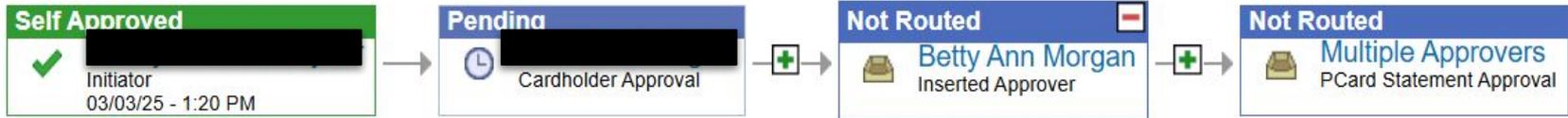
# There are autoreconciled transactions! What do I do next?

## 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!!**

## 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

## 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

