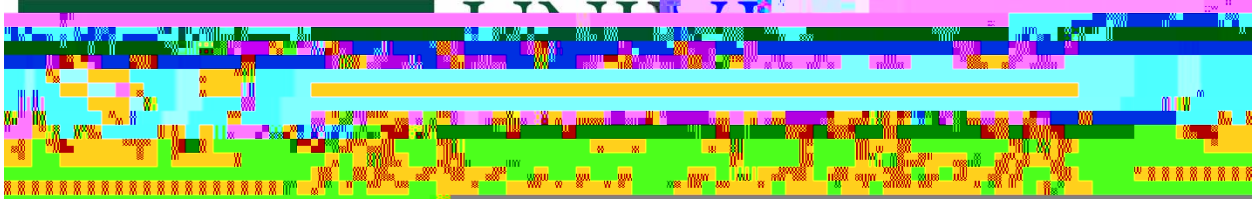


PCardholder Activity Statement Manual



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Roles | Department Users:

- x Proxies (Reconcilers, Verifiers, View Only Role)
- x Cardholders
- x PCard Administrators

Overview

Cardholders and Proxies (Reconcilers, Verifiers, View Only role) may retrieve or view PCard bank statements online within the current FAST 9.2 system.

Cardholders and Proxies may produce a report in PDF or Excel format showing all PCard transactions posted to the bank for the most recent or any previous bank cycle. The bank cycle is defined as: The 5th of one month through the 4th of the following month. Example: The April, 2016 cycle is from the 5th of April through the 4th of May. This is the May Cardholder Activity Statement. To allow complete posting of transactions, the report for any current month is not available until the 10th day of the following month. Previous months reports are available at any time back through September 2005 when the PCard Module in FAST came online.

Proxies may produce reports for only those cardholders whose accounts they currently review and reconcile. Cardholders may produce reports themselves as they are automatically loaded on their own account in a "Vi fAeTrw Only" rolr. When an account is closed, PCard Services removes the proxies after a 90 day period. PCard Services should be contacted if a report is needed on a closed account after the 90 day period.

NOTE: The information in this guide is based on certain assumptions:

- x Users have previously received training in PeopleSoft navigation
- x Control tables have been set up with needed values prior to performing the activities described below.

Occurrence

Online Review: As needed anytime on the 10th calendar day of each month for the previous month

Method of Statement Retrieval

Short Guide:

- Step 1: Navigate to the USF ProCard Activity Statement Page
- Step 2: Search for Cardholder Activity Statement
- Step 3: Run the Cardholder Activity Statement
- Step 4: Statement Retrieval in Excel

Step 1: Navigate to the USF ProCard Activity Statement Page

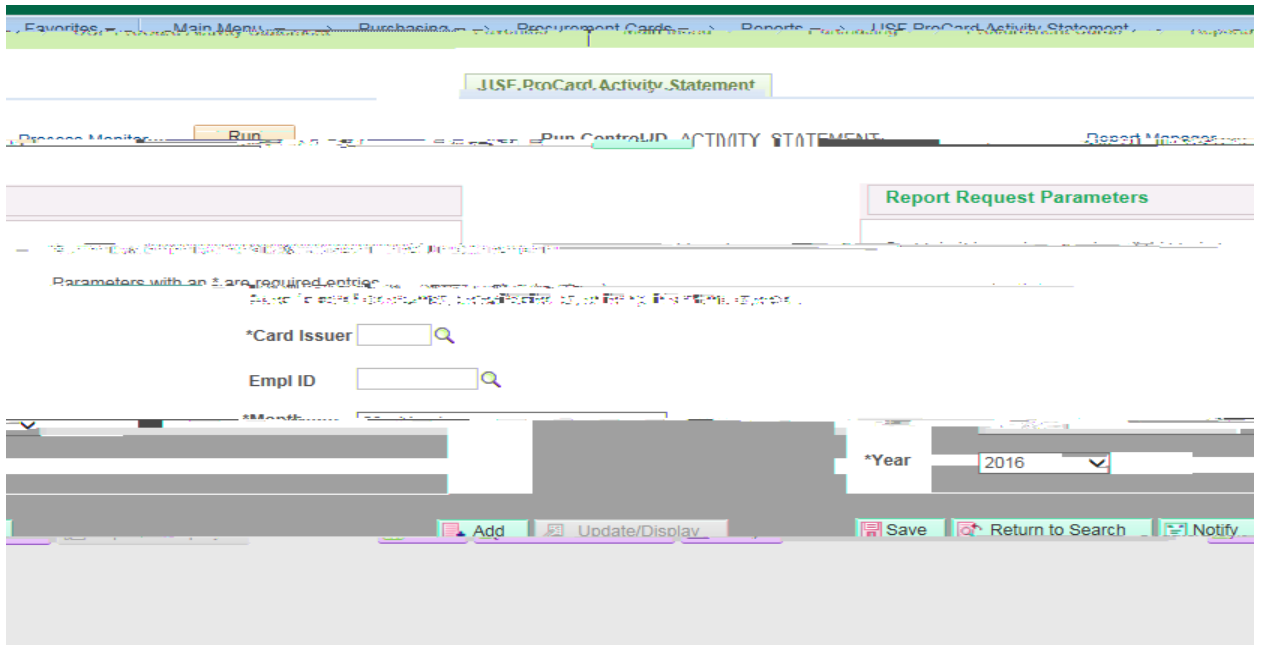
- 1 . Navigate to the Activity Statement page by selecting

Step 2: Search for the Cardholder Activity Statement

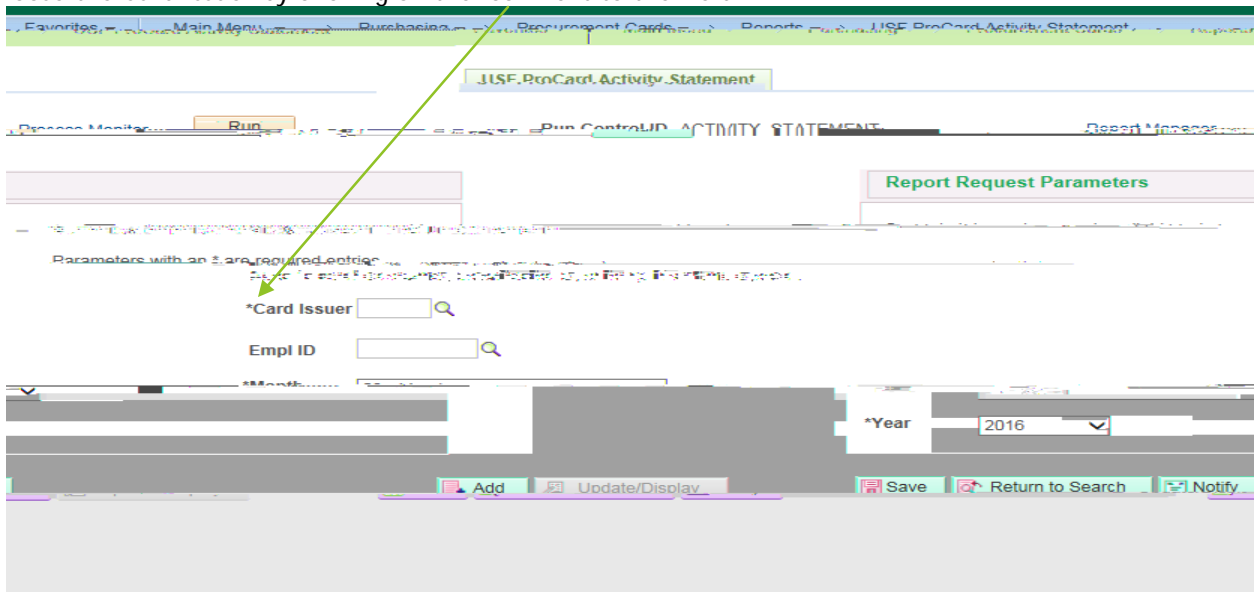
- Establish a Run Control by selecting the tab that states Add a New Value.

- On the next page in the block labeled Run Control ID: enter the name of the run control in capital letters. Any name can be used as in the below example. If using more than one word, use the underscore between the words. Click on the box labeled Add to access the Report Request Parameters.

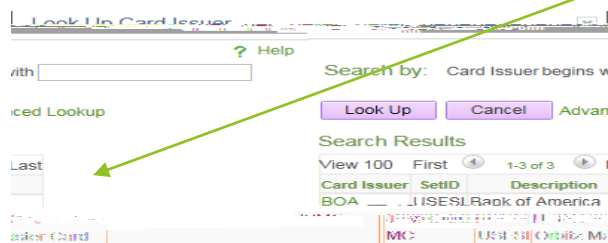
2.3 The above screen shot (para 2.2) shows the initial entry in this module. Subsequent entries into the module after the initial run control is established are made by just a click on Search (para 2.1) for direct entry to the Report Request Parameters shown below.



2.4 Choose the Card Issuer by clicking on the icon next to the field

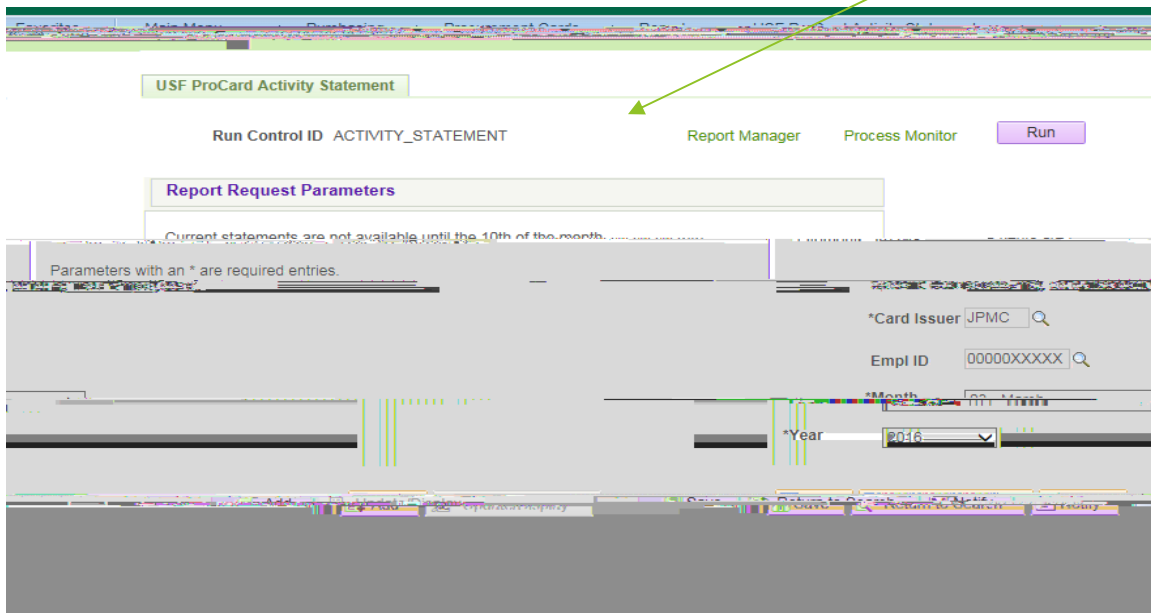


2.5 A pop up screen will appear indicating the Card Issuer (bank provider) options. Click on the appropriate bank name

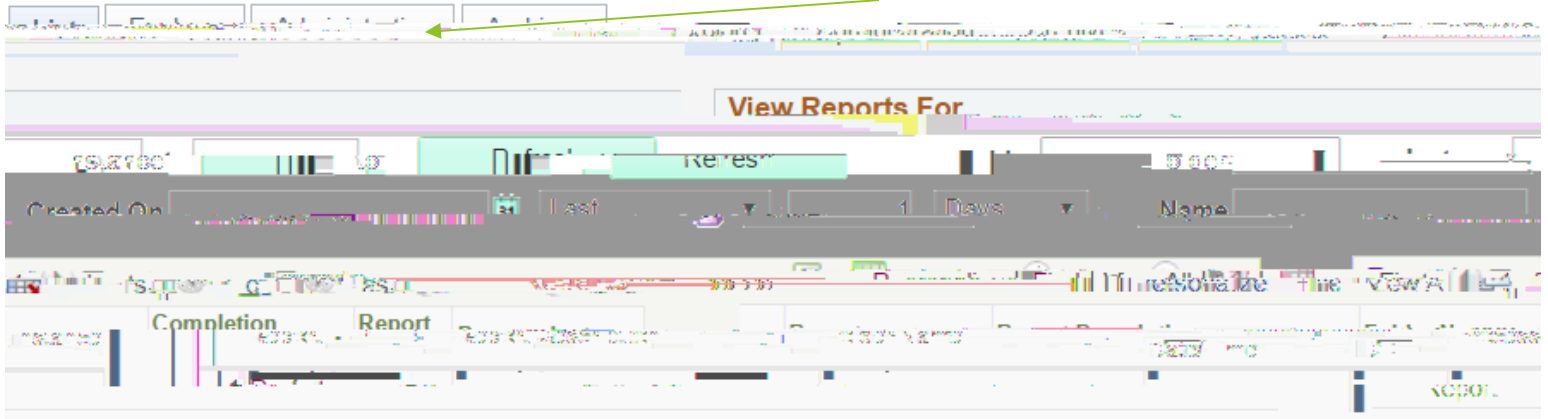




3.4 The same screen as para 3.1 will appear. On this screen, click on Report Manager.



3.5 The following screen will appear. Click on the Administration button.



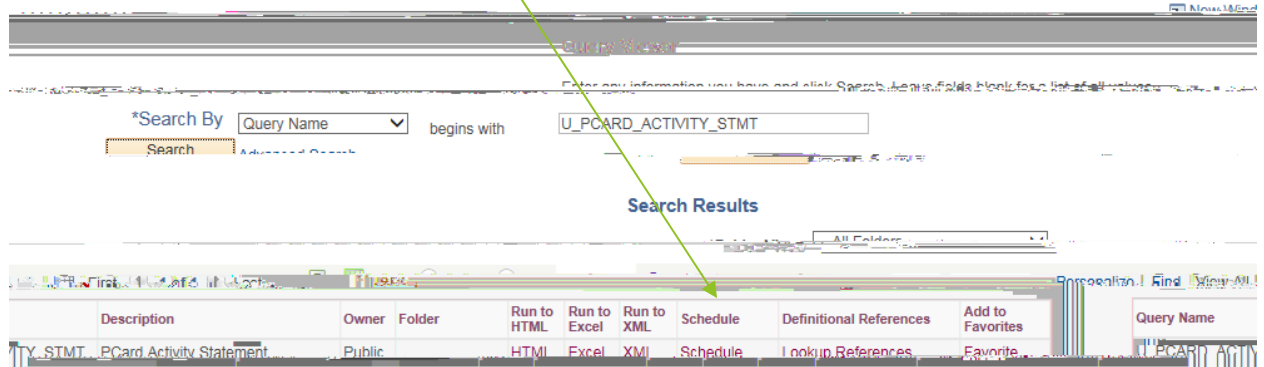
- 3.6 Periodically click on the **Refresh** button until you have a Status of Posted for the single or multiple statements, depending if you selected to run the report for a single cardholder or all cardholders (para 3.1

- 3.10 After viewing and or printing, close the screen and use the main menu button to go elsewhere in the PCard module as needed. The report just run will stay in place for 24 hours and can be rerun as needed. Waiting for the report to return Success and Posted is not needed since it has already run.

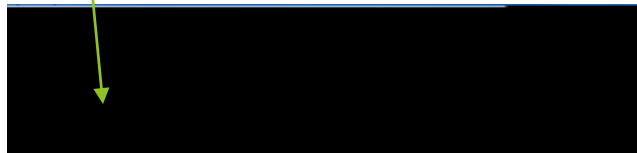
Step 4: Statement Retrieval in Excel

- 4.1 Although these reports must be produced and signed in the non-changeable PDF format, there is another way to retrieve the same information in an Excel format. The Excel report cannot be used as the signature page, but is a valuable tool for analysis as the data can be arranged as needed. The Excel report information is the same as the last PDF report extracted. If additional Excel reports are needed,

4.3 When this query appears, click on Run to Excel.



4.4 In the next page in the block provided, you will enter the name of the Run Control previously established and click on View Results. You now have the data shown from the last PDF report. In this example, specific cardholder data was deleted for security.



4.5 Since this is a public query, you may use Query Manager to change the order in which the data is displayed. You may also save to your own queries for future use or just close the query and spreadsheet.

Closing

This completes the instructions for retrieval of Cardholder Activity Statements from FAST. It was designed for reconcilers/viewers/cardholders with FAST access and some knowledge of FAST procedures. These reports provide for enhanced security and ease of producing statements for department files and submission to PCard Services. Additional information about the PCard program can be found at the following link: <http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx>

Questions on procedures or suggestions for improvement to this manual should be directed to pcard@usf.edu. Your support and understanding is appreciated.