

October 2006

Pcard Newsletter

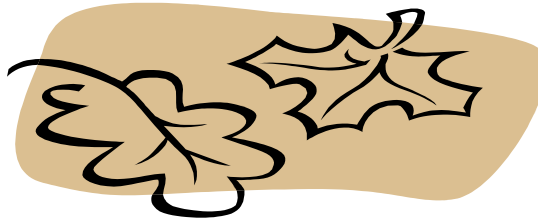


The University of Oklahoma
Purchasing Department

Future Access to JPM Chase Transactions

The University's JPMChase ProCard Program ended Friday, September 29, 2006. Only those accounts that we were notified of that still had outstanding transactions, credits or disputes will remain open.

If you have reoccurring charges please be sure they have been moved to your new GE card. Do not return your card to the Purchasing office.



Cancellation Process for JPMChase Cards

Your access to the PaymentNet system will remain until the end of December. If you would like to download your prior transactions in PaymentNet for your records, please use the following instructions. To access your transactions, go to www.paymentnet.com and click on PaymentNet from the side menu bar.



Click on the Create Query button above the transactions to view transaction history. Set the query options to read Post Date, Is greater than, and then use the calendar to select the date that you want to run the query from. Then go to the top left of the screen and click on Process Query. Once the query has processed and you have viewed your results, click on the Create Export File button to export the information into an Excel document.

Inside this issue:

SAM Posting Transactions Late 2

Cutoff Dates through 2007 2

Training Dates 2

Queries and Reports Presentation 2

Multiple Transaction Lines 3

Approved Transaction Disappearing in SAM 3

Printing in SAM 3

Cardholder and Approver Login Information 4

Splitting Transactions in SAM 4

Purchasing Message Board 4

SAM Posting Transactions Late

Some of you may have noticed that transactions in the SAM system are appearing later than they did in PaymentNet. This can cause some confusion during reconciliation if you were not aware of the difference. In PaymentNet, charges loaded after 24 hours. However in SAM, charges load after 48 hours. For example, if you logged into the SAM system on Wednesday, you would not see transactions that have a posting date of Tuesday, but rather transactions that have a posting date of Monday. Once the cutoff date has passed you should go into

the SAM system two days after that date to make sure that you have reconciled all of your charges. Some charges could have posted in this 48 hour time frame that you have not reconciled. Due to this posting delay, Financial Services has given a few extra days for users to complete their reconciliation in SAM.



Cutoff Dates through 2007

The cutoff dates for the Pcard have been updated on the Purchasing message board. Please use the following links to access those dates, http://www.ou.edu/purchasing/home/pcard/cutoff_dates/HSC%20Pcard%20Cutoff%20Dates.pdf and http://www.ou.edu/purchasing/home/pcard/cutoff_dates/Norman%20Pcard%20Cutoff%20Dates.pdf. Note that there are separate links for the HSC and Norman campuses as the two fi-

nancial systems have different reconciliation dates. These dates are valid through calendar year 2007. If any updates are made to these dates, a message will be sent to our users and posted on the Purchasing message board.

Did you know that pumpkins are considered a fruit and are a good source of potassium and Vitamin A?

Training Dates

Training dates have been set through December 2006. To access those training dates please go to the Purchasing message board, http://www.ou.edu/purchasing/home/pcard/pcard_index.htm. Spaces in these sessions are limited so please sign up as soon as possible. If you are unable to make the sessions scheduled, please



email proadmin@ouhsc.edu and we will work with you to meet your needs. Please remember that all cardholders wishing to obtain a GE Pcard must attend training before their card will be distributed. Pcard training is not required for approvers, but is recommended.

Queries and Reports Presentation

The Pcard Team has had several questions regarding queries, reports and search functions in SAM. To better address these issues, we have created a presentation to guide our users through using these functions in the system. http://www.ou.edu/purchasing/home/pcard/instruction_materials/GE/GE_QandA_files/frame.htm.

Please feel free to look through this presentation and contact us with any additional questions. Also, we will be holding update sessions to cover these topics. If you would like to sign up for one of these sessions, please use the following link http://www.ou.edu/purchasing/home/pcard/pcard_index.htm. Note that space is limited and your seat is only guaranteed if you register.

Multiple Transaction Lines

Merchants that provide third level detail or online receipts display differently in SAM than they did in PaymentNet. In PaymentNet, those merchants would present a green dollar sign that you could click on and view your entire receipt. In SAM, each item that you purchase is displayed as an additional line item. For example, if you went to Corporate Express and purchased three items such as rubber fingers, staples and a stapler, you would have three separate line items in SAM. These line items can be viewed by using the scrolling option to the left at the bottom of the page in SAM. This information is still valid as an online receipt and can be used as documentation in lieu of a paper receipt from the vendor. If you need to change the account-

ing codes for each of these items, you do not have to go into each line of record and alter the transaction. Simply click on "Change All Lines" and you will

be able to enter in one set of accounting information. Then click Update and all lines of record in that particular transaction will be updated automatically.



Approved Transactions Disappearing in SAM

The SAM system automatically removes transactions from the Transaction Review screen once they have been approved. This is because the system assumes that once the transaction has been approved, there is no need to keep it in your immediate view. However, you can retrieve this information by using the Search option. From the Transaction Review screen click on the Search option at the top. You will then be taken to a screen that already has the following three lines of criteria displayed:

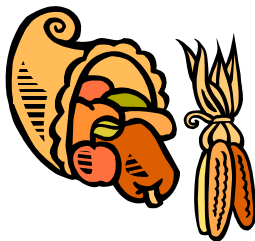
Final Mapped Flag Like N

Approved Flag Like N

Transaction Post Date In Current and +/- Accounting Cycle

Click the button next to the line that says Approved Flag Like N and then go to the top of the page and click Delete. Go down to the bottom of the screen and click Run.

It should then display all of your transactions, regardless of whether or not they have been approved.



Printing in SAM

In SAM, you can still print out your transactions as you did in PaymentNet. However, you do have to print them in a different way. Your computer will view SAM as two separate screens. If you want to print out a list of your transactions as they are displayed on the top half of the screen, use your mouse to hover over the top half of the screen, click your right mouse button and then select print. You may have to adjust your margins or your orientation to capture all of the information. If you want to print the Transaction Detail Record on the bot-

tom half of the screen, you will follow the same steps but instead of hovering in the top half of the screen, you should hover in the bottom half of the screen, click your right mouse button and then select print. If this does not capture the information that you want to see, you may want to run a line item detail query. Instructions for running this query can be found at http://www.ou.edu/purchasing/home/pcard/instruction_materials/GE/GE_QandA_files/frame.htm.

Cardholder and Approver Login Information

All users of the SAM system have generic login information. To login as a cardholder, please use the following information:

Go to <https://gesamservice.corpcard.com>

Your database name is either ouhsc or ounorman, depending on the campus you report to

Your logon id is the last 8 digits of your new Pcard number

Your password is also the last 8 digits of your new Pcard number



To login as a user or approver, please use the following information:

Go to <https://gesamservice.corpcard.com>

Your database name is either ouhsc or ounorman, depending on the campus you report to

Your logon id is your 6 digit employee id

Example: 123456

Your password is p, your employee id backwards, and then the word card

Example: p654321card

If you have tried to login to the system too many times and you are receiving a message that your account has been locked, please email proadmin@ouhsc.edu and we will unlock your account for you.

Splitting Transactions in SAM

Transactions can be split in SAM just as they were in PaymentNet. Simply go to your transaction, click Split, and then choose to either split the transaction by percentage or by dollar amount. Splitting can take more time if the vendor has given you an online receipt and therefore populated several lines of record. For example purposes we can use the previous situation of buying three items

at Corporate Express which will give you three lines of record. If you need to split the entire purchase between two accounts, you will need to go into each line item and split that item twice. You will end up with six lines of record. For help with splits, please email proadmin@ouhsc.edu.

Purchasing Message Board

The messaging board feature in SAM is currently unavailable. To keep our users informed, we have created the Purchasing message board which can easily be accessed from either the Purchasing home page or the SAM home page. On the Purchasing home page, click the folder on the left next to Pcard program. The first selection under that folder is the Purchasing message board. On the SAM home page, click the link at the bottom left that says Purchasing Message Board and you will be

taken to the most current Pcard information. The link will display current cutoff dates for both campuses, tips for the month, training dates and any current information about the program.

http://www.ou.edu/purchasing/home/pcard/pcard_index.htm

