

PCARD NEWSLETTER

March 2007

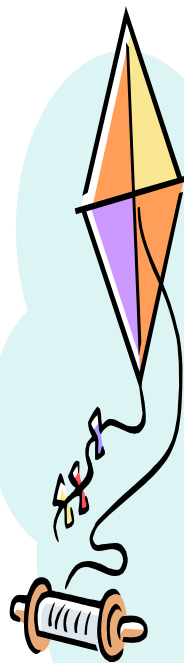
CHARGES NOT MATCHING FROM PEOPLESOFT TO SAM

Several people have had issues in identifying Pcard charges on their PeopleSoft reports that they have previously split in the SAM system. Most of these issues have occurred with charges that have been split between different accounts for merchants like Corporate Express who provide an online receipt for their transactions. As an example, the itemization below represents a charge to Corporate Express for \$20.00 that contains four line items split between two different accounts.

ITEM	ACCOUNTING INFORMATION
Stapler - \$5.00	(Norman 137700100; HSC 602700, CLNOP, ADM171, 00000)
Pens - \$2.00	(Norman 137700100; HSC 602700, CLNOP, ADM171, 00000)
Binder - \$5.00	(Norman - 134700100; HSC - 602700, STATE, ADM171, 00000)
Clock - \$8.00	(Norman - 134700100; HSC - 602700, STATE, ADM171, 00000)

These four items are split between two different accounts, resulting in charges on PeopleSoft as being for \$7.00 on one account and \$13.00 on the other account. You will not

have a receipt for these exact amounts because they are the sum of the line items that you reallocated in SAM. If you are having problems identifying any charges, first check to make sure that they are not the sum of a split charge. If you still cannot identify the charge, please email proadmin@ouhsc.edu



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SPLIT PURCHASES

Often times we are asked, "What is a split purchase?" A split purchase occurs when a cardholder makes multiple purchases consecutively that add up to over \$5,000. The cardholder makes these purchases in several attempts because they know that any single purchase exceeding \$5,000 will be declined on their Pcard. This method of purchasing is unallowable and the Pcard Team constantly monitors transactions to ensure that this isn't taking place. The reason why this method of purchasing is unallowable is because it allows a cardholder go above and beyond what they have been approved to spend by the Board of Regents of the University of Oklahoma. Only certain individuals,

like the buyers in Purchasing, have been granted special authority by the Regents to make purchases over \$5,000. If you have any total purchase that will exceed \$5,000, including shipping, taxes or any other additional fees, that purchase needs to be processed through the Purchasing department.



CARD SLEEVES

The Pcard Team has recently purchased credit card sleeves for all of our cardholders. A credit card sleeve is a device used to provide magnetic and abrasion protection to your Pcard. These sleeves are convenient and they protect the card's magnetic strip from scratching and static. They are imprinted with the Univer-

According to Wikipedia, the Chinese started using kites in 500 BC as a communication tool for their military.

sity's tax exemption notice, the Pcard Team's contact information and a quick abbreviated listing of some goods and services that should not be paid via the Pcard. The sleeves will also help you to better distinguish your Pcard from other credit cards that you may carry with you. The Pcard sleeves will be mailed to cardholders through campus mail in the next few weeks.

MOVE TO NEW SAM SERVER

Due to issues with system slowness, the Pcard Team has been working with GE and they have agreed to move both the HSC and Norman SAM sites to a new server where there will be less traffic, making your functions in the SAM system move at a more rapid speed. The move was effective on 3/12/07. All transactions have been moved to the

new site; there is no need to go back to the old site. Queries, reports and special settings that you have saved have also moved to the new site.



MISSING CHARGES IN SAM

As you know, checking the approval box in SAM should be one of the last steps in reconciliation. The approver should approve the transaction after the cardholder has checked the view box. If the approver checks the box prior to the cardholder finishing all of their duties, the transaction will disappear from the regular view. If you think that you are missing charges, go into the Search option from the Transaction Review screen in SAM. Three lines of information should already be pre-populated for you in this screen. Click on the radial button to the left of the line that says "Approved Flag Like N". Then select the gray Delete button from the middle of the screen. This will remove the line of information from your view and you will be

left with two lines that say "Final Mapped Flag Like N" and "Transaction Post Date in Current and +/-

Account Cycle". Go to the bottom of the screen and click "Run". This will take you back to your transactions and allow you to see all of your transactions, regardless of what boxes have or have not been checked.



CUSTOM REPORT

The Pcard Team has been working with GE since implementation to have a custom report created that would summarize transactions, much like they were with the old PaymentNet system. GE is finalizing this report and it should be available soon. Once available, the report can be accessed by going into SAM, clicking on Reports, Report Wizard, Custom Reports and then selecting the Transaction

Summary report. If you have the ability to see multiple cardholders, this report will allow you to select transactions to view within a specific time frame. The report can be downloaded into Adobe, Word or Excel. If you download the report using Excel, you may have to adjust your margins or page orientation to get all of the information on one page.

HSC DEPARTMENTAL REVIEWS

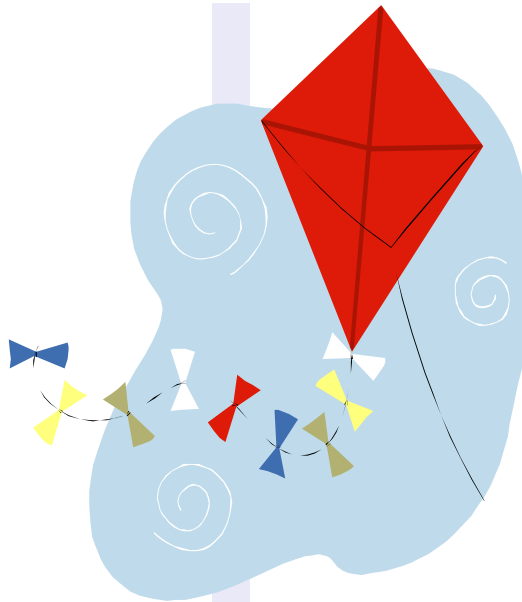
The departmental reviews for the HSC campus will begin soon. The Pcard Team will only be reviewing ProCard charges but will be available to answer any Pcard or SAM related questions. If you know that your department would like to request some additional time after the departmental review for training or questions, please let the person that

you are scheduling with know to allot additional time to spend with the department.

Remember that injury can occur when flying a kite. Never let a kite fly during a thunderstorm, near an airport or near power lines.

SOFTWARE ON THE PCARD

Software purchases are allowable on the Pcard only if the software that you are buying is "off the shelf software" or software which does not have a contract that needs to be signed by a representative of the University. If the software is something that you could not purchase at office supply or computer supply stores, you will need to check with the Pcard Team before you buy. The same guidelines apply for software licenses. Only common types of software licenses



should be purchased. Any other type of license or agreement, even if it is only an online agreement that only requires you to click "I Agree", needs to be sent through the Purchasing department for approval. Any questions about what is common software can be directed to Pat Corley, Purchasing Manager, (405) 325-4191.

NORMAN PCARD CUTOFF DATE

Due to end of the year deadlines, the Pcard cutoff date for Norman campus for the month of June has changed. The cycle runs from May 17th to June 18th. The cutoff date was Monday, June 25th, but will now be moved up to Thursday, June 21st. This is the only date that will change. To print off a revised listing of cutoff dates, please go to the Pcard Message Board at

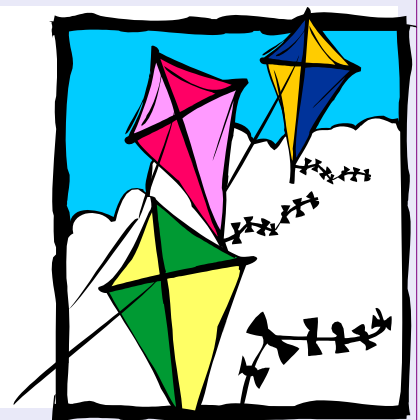
http://www.ou.edu/purchasing/home/pcard/pcard_index.htm

Remember that any charges posting on or before June 18th will be charged to a FY 07 budget. Any charges after that date will be charged to a FY 08 budget. Please note that the change is only effective for Norman campus. The HSC campus has not changed its dates. The cutoff for HSC will still be Thursday, June 21st.

CINGULAR CHARGES

As many of you who use Cingular have noticed, the Cingular charges in SAM have been appearing with two separate line items. This separation has occurred because of a technical issue with Cingular. The Pcard Team and GE have been working with Cingular to resolve this issue for several months. Cingular has now identified the cause of

the problem and hopes to have the issue resolved in the next few weeks.



THE UNIVERSITY OF OKLAHOMA PURCHASING DEPARTMENT

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TRAINING DATES

To register for a training session, please use the link below and select the appropriate campus training session.

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

HSC New User

SCB 111
Wednesday, April 4, 2007
8:30 - 10 a.m.

SCB 111
Wednesday, May 9, 2007
8:30 - 10 a.m.

SCB 111
Wednesday, June 6, 2007
8:30 - 10 a.m.

Norman New Users

OMU Sooner Room
Thursday, April 5, 2007
8:30 - 10 a.m.

OMU Sooner Room
Tuesday, May 8, 2007
8:30 - 10 a.m.

OMU Sooner Room
Tuesday, June 5, 2007
8:30 - 10 a.m.

Tulsa New Users

Room 3110
Tuesday, April 3, 2007
9:30 - 11 a.m.

Room 3110
Thursday, May 10, 2007
9:30 - 11 a.m.

Room 3110
Thursday, June 7, 2007
9:30 - 11 a.m.

TIPS

February: As a cardholder, it is your responsibility to make the best effort to ensure that your credit card information is secure and that you are working with reputable merchants. Most transactions occur in person, online or over the phone. However, some vendors require that order information must be faxed. While faxing of Pcard information to make a transaction is allowed, we recommend that you make an effort to ensure that the merchant you are faxing is a reliable merchant and that they have a secure fax machine where your information will not be compromised. Once the transmission is complete, remember to make sure

your documents are picked up from the machine promptly, your card information is blocked out and filed in a secure location.

March: Many of you have been locked out of the SAM system and have needed to contact the Pcard Team for help getting back in. The majority of these system lockouts are due to users not logging off the system properly. When exiting SAM, please select the Logoff function at the top right corner. If you do not logoff properly and just close the window, SAM will indicate that you are still logged into the system, not allowing you to login again.

