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#### To access the Online Procard Training

### K Academica

- Step 1: Logon to academica.wayne.edu with your Access ID and password
- Step 2: Click on Employee Resources located under the Resources section
- Step 3: Click on the Other Resources link

Step 4: Click on the Accelerate Employee Development Tools link



Step 5: Click in the Search field at the top, and type "Procard"









## To access the Procard Transaction Management System (PTMS)

## 

- Step 1: Logon to academica.wayne.edu with your Access ID and password
- Step 2: Click on Employee Resources located under the Resources section
- Step 3: Click on the Document Management link
- Step 4: Click on the ProCard Transaction Management System link.





#### How to upload a receipt in PTMS

**Step 1:** Click on the drop down menu under "Please select an option" and click on Process monthly Procard transactions for the month of

PROCUREMENT CARD SELECTION
Did you know Receipt Uploads, Reallocations and Transaction Approvals can all be completed as soon as a transaction posts in Academica. The new system does not require you to wait until a month has ended to accomplish your Procard review. Approving transactions during the month will also give your Coordinators & Business Affairs officers sufficient time to review and approve your activity.
**** Do not wait until the deadline to submit your activity for approval. ****
Please select an option
Process monthly ProCard transactions

#### Step 2: Double click on the Last 4 Digit Hyperlink for the appropriate card

					· · · · · · · · · · · · · · · · · · ·	
			CARD CONTROL INFO	ORMATION		
Cord Number	Defeult Index	Defeu it Account	Procerd Holder	Proceed Coordinator	Procerd Business Affeirs Officer	
****1234	123456	72164	Card holder Name	Coordinator Name	Business Affairs Officer Name	2-
				\ \s		4
				J. Ch.		

#### Step 3: Double click on the Yellow Action Folder

									/
			CARD CON	TROL IN	FORM	ATION			
		Default							
Card Number	Default Index	Account	Procard H	older		Procard	l Coordinato	r	Procard Business Affairs Officer
****1234	123456	72164	Cardholder	Name		Coordi	inator Name		<b>Business Affairs Officer Name</b>
			TRANSAC	TION INF	'ORMA	TION			
						FOAPAL			
ACTION POST	DATE	VENDOR DES	CRIPTION	AMOUNT	INDEX	ACCT	Reall/Split	COMMENTS	<b></b>

					FOAPAL			
ACTION	POST DATE	VENDOR DESCRIPTION	AMOUNT	INDEX	ACCT	Reall/Split	COMMENTS	<b>•</b>
<b>\</b>	03/04/2015	TARGET.COM *	\$ 990.00	123456	72164	<		Waiting for acceptance from holder
		** TOTAL AMOUNT OF TRANSACTIONS **	\$ 990.00					





**Step 4:** Click on "Browse" to select your PDF receipt (\*Hint: scan all your receipts onto your desktop in a single file folder, for easy Windows navigation to them)

FILE NAME	UPLOAD DATE
NO DOCUMENTS FOUND	
Upload Docoument	
Browse.	
Upload New File	

Return

Step !	5:
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- a. Once you have selected your PDF document and clicked on "Open" your document will populate into the field.
- b. Click on "Upload New File" to upload your receipt document

NO DOCUMENTS FOUND Upload Docoument Nad wayne.edu/Users\at Browse
Upload Docoument Nad wayne.edu/Users\ab Browse
Upload Docoument Nad.wayne.edu/Users\ab Browse
\\ad.wayne.edu\Users\ab Browse
Bioliss
Upload New File
ou can only upload .PDF files.
or disputed transactions, you must complete and

Return





#### Step 6:

- **a.** When you have uploaded your receipt, a notification will appear to confirm you have successfully uploaded your document.
- **b.** You may click on "View" at the top to review your receipt, or "Delete" if you would like to remove receipt (i.e. wrong document).
- c. Click on "Return" to return to your transaction information.

		FILE NAME	UPLOAD DATE
View	Delete	VENDOR PDF RECEIPT_example.pdf	10-MAR-15
		Ipland Decoursent	
		Browse	
		Upload New File	
You     For a	can only upl disputed tra	oad .PDF files. nsactions, you must con	nplete and
You     For a uploa	can only upl disputed tra ad the <u>DISP</u>	oad .PDF files. nsactions, you must cor <u>UTE FORM</u>	nplete and
• You • For a uplos	can only upl disputed tra ad the <u>DISP</u> have succ	oad .PDF files. nsactions, you must cor <u>UTE FORM</u> essfully uploaded do	nplete and ocuments
• You • For o uplos	can only upl disputed tra ad the <u>DISP</u> have succ	oad .PDF files. nsactions, you must cor <u>UTE FORM</u> essfully uploaded do	nplete and ocuments

**Step 7:** When you have uploaded your receipt, a green check mark will appear. **NOTE:** You **MUST** click on the green check mark to approve your transaction. Both steps (uploading receipt and approve transaction) **MUST** be completed by the 4<sup>th</sup> business day of the month for the prior month's transactions. Failure to complete both steps by the deadline (upload receipt and approving transaction) may result in card suspension.

	Card Numb	er	Defa	ult Index	Default Account
- 1	****1234		1	23456	72164
-					
I	ACTION	POST I	DATE		VENDOR DE
	a 🎸 🔶	03/04/	2015	TARGET.	COM *
· ·				** <b>ГОГА</b> L	AMOUNT OF





#### Step 8:

- Once you have clicked on the green check mark this window will appear. The drop down menu has choices – "Approve Transaction", "Approve as Disputed", and "Approve as Violation"
- b. Select "Approve Transaction"
- c. You may add comments below to add further details of the transaction.
- **d.** Click on **"Update"** to return to the transaction information.







#### How to reallocate a charge (note: applies to cardholder and coordinator only)

Step 1: Click on the Reall/Split Icon:

					CARD	CONTROL	INFORM	ATION				
	Card Number	Default	Index	Default Account	Pro	card Holder		Proca	rd Coordinat	or	Procard Business Affairs Office	er
	****8134	168	227	72164								
					TRAN	SACTION 1	INFORM/	ATION				
								FOAPAL				_
TXN	ACTION	POST DATE		VENDOR DESCR	UPTION .	AMOUNT	INDEX	ACCT	Reall/Split	COMMENTS	All Transactions	~
10		08/22/2018	ADVAN	CE PLUMBING & H	IEATI	\$ 6.94	168227	72164	¢	1	Waiting for acceptance from holder	
				C 2 STOR OF T								

**Step 2:** Enter the index in the Index field in which you would like to transfer funds. (**Note:** the total amount of the transaction will already appear in the Amount field)

				CATE / SDITT TRANSACTIONS						
Original Amount	<b>::\$</b> 6.94									
				FOAPAL INFORMATION						
AMOUNT	INDEX CODE	FUND CODE	ORG CODE	ACCT CODE		PROG CODE	ACVTY CODE	LOCN CODE		
\$ 6.94	168227	114011	86BB	72164 (Other Supplies and Materials)	~	65				
	•			MORE						
				Process Cancel						

**Step 3:** After you have entered index, hit "Tab" on your keyboard, and the fund, org, and program code will automatically default.

		R	REALLO	CATE / SPLIT TRANSACTIONS			
Original Amount:	\$ 6.94						
				FOAPAL INFORMATION			
AMOUNT	INDEX CODE	FUND CODE	ORG CODE	ACCT CODE	PROG CODE	ACVTY CODE	LOCN CO
<b>S</b> 6.94	162911	113130	43A51	72164 (Other Supplies and Materials)	64		
Process Cancel							





**Step 4:** Your Account Code section should now be highlighted. Click on the drop menu to select your account code (if necessary)



**Step 5.** Click on **"Process".** This step completes a reallocation for one transaction, and you will automatically return to the transaction information. An **"R"** will appear in red, which confirms that the transaction was successfully reallocated.



MORE



Step 6. If you would like to split the amount between two accounts, you would click on

AMOUNT	INDEX CODE	FUND CODE	ORG CODE	
\$	162911	113130	43A51	72164
<b>X</b> \$0				72113
		*	-	

Click on **"Process".** This step completes a split reallocation for one transaction, and you will automatically return to the transaction information. An **"S"** will appear in red, which confirms that the transaction was successfully split.





#### How to mark a transaction as Disputed

**Step 1:** Download the <u>Dispute Form</u> which is located on our website <u>www.procard.wayne.edu</u> under the "Procard Forms" tab

**Step 2:** Fill out the form, and submit a copy via an email pdf attachment to the Procard Office at <u>procard@wayne.edu</u>. The Procard Office will send an email confirmation that the dispute has been filed with our Procard provider; Bank of America.

**Step 3:** Upload the completed dispute form for that transaction. Follow steps 1 through 8 in "<u>How to upload receipts in PTMS</u>". The drop down menu has choices – "Approve Transaction", "Approve as Disputed", and "Approve as Violation"

#### Step 4: Select "Approve as Disputed"

**Step 5:** Add comments below regarding the dispute charge. (**note:** stating that you have notified the Procard Office is sufficient)

Step 5. Click on "Update" to return to the transaction information

UPDATE PROCARD STATUS	
Transaction Status Update Confirmation	
Choose an action from the drop down.	
Approve Transaction as Disputed 🛛 💙	
	^
	$\sim$

Update Cancel





#### How to approve a transaction as an approver (i.e. coordinator or BAO)

**Step 1:** Once the cardholder has completed the steps 1 through 8 in "<u>How to upload</u> <u>receipts in PTMS</u>" the transaction will now appear in your queue in **boldface.** You will also receive an email notifying you that you have transactions to approve.



**Step 3:** Once you have clicked on the green check mark this window will appear. The drop down menu has choices – "Approve Transaction", "Approve as Disputed", and "Approve as Violation"



Step 4: Select "Approve Transaction"





# How to reject a transaction and return it to the cardholder's queue (*Note: applies to coordinators and BAOs only*)

**Step 1:** Once the cardholder has completed the steps 1 through 8 in "<u>How to upload</u> <u>receipts in PTMS</u>" the transaction will now appear in your queue in **boldface.** You will also receive an email notifying you that you have transactions to approve.

		100 million (100 million)	
1	08/09/2018	AMAZON.COM AMZN.COM/BILL	٩
			Г

**Step 2**: Click on the Red "X" to reject the transaction.



Step 3: Add comments outlining the reason for rejection before proceeding.

UPDATE PROCARD STATUS Transaction Status Update Confirmation By selecting this option, you are rejecting this transaction. The cardholder will be notified. If you want to continue with this rejection, you must add a comment and click the Update button.		
	^ ~	
	Update Cancel	

**Step 4:** Click **"Update".** Once transaction is rejected it is considered "Pending" until the cardholder reapproves the transaction.

**NOTE:** Although a cardholder will be notified via email, it is important that cardholders periodically check for any rejections and reapprove timely.





#### How to mark a transaction in Violation

**Step 1:** Once the cardholder has completed the steps 1 through 8 in "<u>How to upload</u> <u>receipts in PTMS</u>" the transaction will now appear in your queue in **boldface.** You will also receive an email notifying you that you have transactions to approve.



**Step 2:** Click on the green check mark this window will appear. The drop down menu has choices – "Approve Transaction", "Approve as Disputed", and "Approve as Violation"



#### Step 3: Select "Approve as Violation"

Step 4: Add comments below to add reason of violation

Step 5. Click on "Update" to return to the transaction information





#### PTMS - FAQs

- Q: What if I lose my receipt or the vendor did not submit a receipt?
- A: Notify the coordinator and Business Affairs Officer (BAO) in writing (via email), and document vendor, price, and brief description and purposes, and convert the email into a PDF and upload as a receipt document. In most cases, this will satisfy the receipt requirement.
- Q. What if my coordinator rejects my transaction, does this mean the vendor did not receive payment?
- A: The PTMS is a separate University system, independent of Bank of America. When approving/rejecting transactions, this does not mean the vendor was not paid. By the time transactions are available in PTMS, the vendor has typically already been paid.
- Q. I often use Safari browser, and when I access my PTMS I receive an error message, why?
- A. PTMS is most compatible with Internet Explorer. Other applications such as Safari, Firefox, or Chrome may cause errors, depending on the version used.
- Q. What if there is a transaction that posted to my account and I don't know where it came from?
- A. Fill out the **Dispute Form**, and send a copy to the ProCard Office. (\*Follow Steps in the Job Aid How to mark a transaction as **Disputed**)
- Q. I provided the University's Tax ID number, but the vendor would like the Tax Exempt Certificate, how can I get it?
- A. Notify the ProCard Office, and one will be provided for you. We will need the full Vendor name and address, in accordance with the State of Michigan form.
- Q. I am on leave, and the ProCard deadline is approaching. I don't want to risk my ProCard being shut off. Can I get an exception?
- A. Somewhat. You <u>must</u> adhere to the following steps:
  - 1) Alert your designated coordinator, and the ProCard Office immediately via email.
  - 2) Send receipts to coordinator and ProCard Office upon your return

The Procard Office will upload a copy of the email to demonstrate knowledge that the transaction is not being approved. When the receipts are sent to the Procard Office, they will also be uploaded to the transaction. The transaction will indefinitely remain "pending", since no transaction can be approved after the 15 calendar day after any given month.