P-Card Tutorial

Program Overview and Use of SAM Account Software
What is the P-Card?

A powerful purchasing tool that creates a streamlined and efficient buying process for small dollar orders, providing greater control and flexibility.
Common P-Card Purchases

- Office and laboratory supplies
- Books and subscriptions
- Express mail and shipping
- Education and training seminars
- Memberships / professional dues
- Local meeting expense and conference fees (not travel-related)
Restrictions

- Personal use of the P-Card is strictly prohibited.
- Fraudulent use or misuse of the card will result in revocation of the card.
- The University will seek restitution for any inappropriate charges made to the account.
- Misuse of the card may result in corrective action up to and including termination and/or possible legal action.
Using Your P-Card

1. Follow your Unit/Dept. fiscal manager’s guidelines for purchase approvals before you use the card.
2. Get detailed (line item) receipt of your orders and record information about the purchase in the Purchasing Card Transaction Log.
3. All receipts and statements must be retained for seven years.
4. Update transactions (1-3 days after purchases are made) in SAM.
5. Routinely check the purchasing log against the monthly statement.
P-Card Security

- Use the same level of care as with your own personal credit cards
  - Keep your P-Card in a secure location
  - Keep the account number confidential
  - Do not share your card (see your department supervisor to arrange for a temporary card in case of extended absence)

- To cancel a card, call GE Capital Customer Service and contact the P-Card Administrator

- Report lost or stolen P-Cards to GE Capital Financial and P-Card Administrator
  - Lost/Stolen Cards (24 Hour Bank Coverage) 800-274-7378
  - P-Card Administrator:
    - 617-358-3234 or pcard@bu.edu
Declines, Credits, Errors, Disputes

1. Declines at the point of sale should be reported to the P-Card Administrator, who can have the purchase manually authorized, if appropriate.

2. The supplier or merchant should issue a Credit for the value of a returned item. This credit should appear on the following statement and in SAM Transaction Review.

3. For unresolved issues, initiate dispute (from within SAM Transaction Review) to GE Capital within 60 days of transaction.

4. If issue is unresolved after contacting GE Capital, escalate to P-Card Administrator.
SAM: Strategic Account Management Software
SAM Functionality

- Review and approve purchases
- Change accounting codes
- Add transaction details
- Split transactions between multiple G/L categories
- Add comments
- Create and schedule custom queries and reports
- Initiate Disputes
- Oversee spending by cardholder groups
SAM use requires the following minimum browser version:

*Internet Explorer 6.0 for PC, with JavaScript and cookies enabled.*
Logging in to SAM

1. Open your web browser.
2. Enter URL http://gesamservice.corpcard.com/.
   This link is also always available on the p-card web site.
3. Enter the following information:
   a. Database Name = "bostonu"
   b. User ID = Enter the last 8 digits of your account #.
   c. Password = Enter the last 8 digits of your account #.
   d. Click submit.
   e. Follow instructions for specifying a new password.
4. You will then be logged into the system and can start using SAM.
The home page is the initial page you will see when you first log into the system.
This space is reserved for a future enhancement, and will display messages to program participants from the Program Administrator.

<table>
<thead>
<tr>
<th>Current Activity</th>
<th>Favorite Reports and Queries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Messages</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>No messages</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Creation Date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Type</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Scope</strong></td>
</tr>
</tbody>
</table>

- **Activity Summary - Monthly**: Activity Summary Report, Private
- **Trans Detail**: Transaction Detail Report, Private
- **p050**: Greater than $500, Private
- **p050**: 07/20/2004

**Links**
- P-Card Program Web Site
- Email the Program Administrator

**Policy Compliance**
For future use.
Home: Completed Reports and Queries – Displays scheduled reports and/or queries that have completed. When the schedule date and time occurs, the report/query will be produced and a link to the results is placed in this section.
Home: Favorite Reports and Queries – this feature allows the user to store a frequently used query or report as a quick link from the home screen.
Home: Links

Strategic Account Management

Welcome, demo

Current Activity

Messages
No messages

Completed Reports and Queries

Description Type Completion Date

Favorite Reports and Queries

Name Description Creation Date Type Scope
Activity Summary-Monthly Summary of purchases, cardholder, and merchant data for a specified period. Includes debit and credit totals in quantity and dollars for cardholders and merchants, and mean and median transactions. Shows the top cardholder and merchant for the reporting period. 07/26/2004 Activity Summary Report Private
Transaction Detail Description by individual cardholders for a specified date range, organized by post date, transaction date, merchant name, MCC, and total cost. 07/26/2004 Transaction Detail Private
Query Wizard Greater than $500 07/26/2004 Query Wizard Private

Links – hyperlinks to p-card related sites and email recipients.

Links
- P-Card Program Web Site
- Email the Program Administrator

Policy Compliance
For future use.
Policy Compliance – as noted in this section, this space is reserved for a future system enhancement.
Click this button to visit Transaction Review (formerly PARIS Review), where transactions may be reviewed and edited prior to the upload of p-card data to the General Ledger.
After logging in, you will see a summary of your open transactions and the detail record of the highlighted transaction. From this screen you may:

- Navigate to other screens
- Change the display of the Summary Record
- View and edit details for your purchases
- Search transaction data
- Run select reports for your account
- Mark transactions Viewed/Approved/Authorized
- Initiate a dispute
Transactions display 25 at a time. Menu options labeled First, Previous, Next and Last let you jump to the top of the list of transactions, to the previous set of 25, or to the next set of 25, or to the bottom of the list.
Transactions Review Display – this option allows the user to toggle between a single-line summary view and the two-line summary view (shown).
### Transaction Summary Record

<table>
<thead>
<tr>
<th>Type</th>
<th>Auth</th>
<th>Cardholder Name</th>
<th>Post Date</th>
<th>Merchant Name</th>
<th>Tran Amt</th>
<th>Cust Code</th>
<th>Tax Type</th>
<th>PO Number</th>
<th>Addend Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>1</td>
<td>STACK, RICHARD M</td>
<td>07/09/2004</td>
<td>BOSTON-U-B&amp;B-BSTORE#4</td>
<td>$25.45</td>
<td>None</td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Purchasing</td>
<td>1</td>
<td>ESRAHL, SCOTT</td>
<td>07/09/2004</td>
<td>KPEDK-DIV INTL PAPER</td>
<td>$51.25</td>
<td>SCOTTIESRAHL</td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Purchasing</td>
<td>1</td>
<td>ESRAHL, SCOTT</td>
<td>06/01/2004</td>
<td>CINCINNATI, OH 45241</td>
<td>$177.66</td>
<td></td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Purchasing</td>
<td>1</td>
<td>ESRAHL, SCOTT</td>
<td>05/08/2004</td>
<td>LIGHTHOUSE DATA</td>
<td>$140.00</td>
<td></td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Purchasing</td>
<td>1</td>
<td>ESRAHL, SCOTT</td>
<td>07/09/2004</td>
<td>UDENCE M, OHK</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

### Transaction Detail Record

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Amt</th>
<th>Quantity</th>
<th>Net Cost</th>
<th>Item Tax</th>
<th>Accrued Tax</th>
<th>Tot Line Cost</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$25.45</td>
<td>1.0000</td>
<td>$25.45</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$25.45</td>
<td>Purchasing Card Item</td>
<td>(NONE)</td>
</tr>
</tbody>
</table>

**Unit-Dept:** 02012  
**Object:** 0017  
**Source:** (Name)  
**Allowable/Unallowable:** (Name)  
**Additional Comments:**

**Office of Purchasing Services**  
**Books & Periodicals**  
**No Code Assigned**  
**No Code Assigned**
The Transaction Details area of the screen shows accounting codes, description, remarks, amount, quantity, tax, and a notes field. The white fields are editable. You can make changes and click **Save**.
Taxes should nearly always be $0.00 on the transaction (prepared meals are an exception). Suppliers should issue a credit for any tax charged in error. Tax-exemption certificates are available on the Purchasing web site.
To edit the **Unit-Dept.** (6 digits) and **Object** (4 digits) and **Source** (5 digits) codes, simply highlight the values currently in the appropriate box and type the new value. Do not use spaces or dashes. The new value must be a valid G/L value. Accepted values for **Allowable/Unallowable** are “A” or “U”. Click **Save** to retain your edits, or they will be lost.
To split any line item into multiple lines, click on **Split**.
You can split a line item up to 99 ways (2 is the default) by using the pull down screen. Click on the number of total line items you want. Amounts and percentages will automatically be divided equally among the chosen number of lines.
Splits may be adjusted manually by amount or percentage. The sum of the lines must equal to 100% of the original total, or an error message will appear.

Once you make your changes, click **Calculate**. If you are satisfied with amounts and percentages, click **Save**.
The new line items will have the same accounting codes as the original. Use the scroll bar to the left to view all lines (each line is numbered), and edit the accounting codes for the new line items as necessary. Use the “Change All Lines” function to apply the same edit to every line in a transaction.

Once your edits are complete, click **Save**.
Once your edits are done, to mark an item as Viewed, click in the View checkbox to the left of the item. To uncheck, click the View box again. By default, every cardholder can check the View box, but some system users may also mark transactions Approved or Authorized. Your permissions in the system determine which checkboxes are available to you.

By default, Transaction Review will display only non-Approved transactions, but the search function (detailed in subsequent slides) can be adjusted to display transactions not included in the default.
Transactions Review Search – The search menu functions like a query search to limit/expand and order the results.
Selection Criteria – the selection criteria section allows you to limit/filter the available data if desired. Specify the field, operation, and criteria, then click Add. As many criteria as needed in a query can be set. When more than 5 are used, a scroll bar will appear.
Transactions Review

Sorting – when data is returned, the order of the data is determined by this section. The field(s) used in sorting do not need to be included in the Display/Order section.
Field Display: Select which available fields you wish to display, using right/left arrow keys to move them into or out of the Display/Order box. Only the fields specified in the Display/Order box will be shown in your results. The Display Mode radio button allows you to select a single or double-line summary in your search results.
Saved Queries – these are accessed by selecting the query in the list and choosing to open or delete. Once opened, the query can be modified or run. A query can be deleted by its owner. Public queries can be deleted by their owner or the system administrator id.
Disputing Transactions

Dispute – this option allows the user to initiate a dispute electronically for a transaction. Provide business phone, email address, select Dispute reason, and provide any comments.
Two basic reports may be run from the Transaction Review screen: the Expense Log Report shows each transaction and the accounting codes assigned to each line. The Cardholder Transaction Report shows transaction-level information only. A wider range of reports is available from all other screens (covered later in this tutorial).
Creating Transaction Review Reports: For either report, input a date range and select from the sort options. Click Create Report.
The report is created as a PDF and can be saved or printed.
The Query Wizard allows you to create custom queries and to export them and/or save them for later use. Saved queries can also be scheduled to run automatically, with an email notification sent directly to your inbox alerting you that the scheduled run is completed.
Query Type – The selection criteria available to you are determined by the type of query you select.
Cardholder: searches account details (name, address, limits, etc.)
Merchant: searches supplier records
Transaction: searches transaction data
Addendum Data

Transaction Query Type – when this type is selected, an additional box appears on the screen called Addendum Data. Select “None” to view transaction-level data; select “Line Item Data” for full detail.
Selection Criteria – the selection criteria section allows you to limit/filter the available data if desired. As many criteria as needed in a query can be set. When more than 5 are used, a scroll bar will appear.
Field Display: Select which available fields you wish to display, using right/left arrow keys to move them into or out of the Display/Order box. Use up/down arrows to set the order of displayed fields. Only the fields specified in the Display/Order box will be shown in your results.
Sorting – up to five sort levels may be applied to your search results.
Data Summary – use this function to count, add, or average the results of any field in your search. Click Save to retain your built query for future use.
Save Query – a name is required, while a description is optional. Check the box titled Create bookmark on homepage to create a link on the home page for quick access to the saved query.
Saved Queries – select the query name in the list and choose to open or delete. Once opened, the query can be modified, run, and/or scheduled. A saved query can be deleted by its owner provided it has not been scheduled.
Scheduled Query – saved queries can be scheduled to run on a one-time, daily, weekly, monthly, quarterly, or annual basis. Check “Send results by email” to receive an email with a direct link to the query results, once the scheduled run is completed.
Query Results – the results screen allows the user to export the results to Excel or to return to the wizard to create a new query. The number of records in the query are shown at the top and the summary values requested are shown at the bottom.

<table>
<thead>
<tr>
<th>Cardholder Name</th>
<th>Merchant Name</th>
<th>Transaction Amount</th>
<th>Transaction Date</th>
<th>Transaction Post Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMINISCE, PAULA</td>
<td>KELLY SERVICES</td>
<td>$1,140.00</td>
<td>02/27/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>ALFARO, R</td>
<td>BUMPER TO BUMPER</td>
<td>$104.10</td>
<td>02/28/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>FOWLER, CRAIG</td>
<td>MITT® SKYTEL</td>
<td>$37.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016, O-HOLDER EPCARD</td>
<td>KELLY SERVICES</td>
<td>$732.90</td>
<td>02/29/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>SIMINISCE, PAULA</td>
<td>KELLY SERVICES</td>
<td>$4,089.42</td>
<td>02/30/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>STARK, JOY</td>
<td>CHILICO THE CAMERA</td>
<td>$82.95</td>
<td>02/31/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>SILINSKY, JOHN D</td>
<td>MURPHY USA</td>
<td>$14.25</td>
<td>03/01/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>1701, O-HOLDER EPCARD</td>
<td>EXPERIAN</td>
<td>$4,935.32</td>
<td>03/02/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>SHOOG, ROBERT A</td>
<td>EXXONMOBIL75 04746141</td>
<td>$0.06</td>
<td>03/03/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>DAVIDSON, PATRICIA A</td>
<td>AGNT FEE 89011141771591</td>
<td>$20.00</td>
<td>03/04/2003</td>
<td>03/01/2003</td>
</tr>
<tr>
<td>SHOOG, ROBERT A</td>
<td>FASTENAL COMPANY FAPI</td>
<td>$5.94</td>
<td>03/05/2003</td>
<td>03/01/2003</td>
</tr>
</tbody>
</table>

Sum of Transaction Amount: $229,035.03
Count of Cardholder Name: 31
SAM features a wide variety of standard reports, which may be run on an ad hoc basis or saved for regular use.
Report Wizard – highlight a report to view the title and description to the right. To move to the next step, press the Next button.
Organization Selection – some reports can be limited based on where the transaction or cardholder resides in the hierarchy.
Date Range – some reports can be limited based on the transaction’s post date.
Sorting – if applicable to the report being created, you may be prompted to select a sort option.
Summary – after all the items have been selected for a report, a summary of the items is displayed. On this screen, the user can select the Export file type desired. Every report will be displayed as a PDF file on the screen; however, reports may be exported in PDF, RTF, or XLS formats. Reports are scheduled in the same manner as queries (covered earlier).
Report Results – once the report is displayed, it can be saved or printed. If the user would like to export the report in the file type specified from the previous screen, the Export button is used.
To exit SAM, choose Logoff at the top right corner of any screen. This will reset your ID and Password for future access.
Need Help?

- **GE Customer Service 1-800-274-7378**
  - Questions about transactions, disputing charges, declines or statement inquiries
  - Name changes
  - Fraud/lost or stolen cards

- **GE Help Desk 1-800-464-3603 option 3**
  - SAM issues and support

- **P-Card Web Site: [www.bu.edu/purchasing/pcard](http://www.bu.edu/purchasing/pcard)**

- **BU P-Card Administrators**
  - [pcard@bu.edu](mailto:pcard@bu.edu), 358-3234
    - General support
    - Policy
    - Security and passwords