Utah State University

P-Card Workflow Training Documentation

Controller's Office, Krista Bodrero
8-12-2013

EMAIL NOTIFICATION

Notification emails are sent at each Approval level

10 – Receipt Attacher
100 – Cardholder
200 – Business Services Reviewer
300 – Department
400 – Dean/VP

Krista Bodrero,

Your approval is being requested for the following P-Card transaction:

Cardholder:	Jaydene Godfrey
Cardholder A#:	A01254099
Card Num:	************1094
Supplier:	ATLANTIC INFORMATION SERV JGod
Inv Date:	17-JUL-2013
Amount:	**$ 261.00**

Please log into Workflow to approve this transaction.

Login to Workflow by:

- Clicking on the *Workflow* link in the email; or
- Go to http://banner.usu.edu in a web browser and click on *Banner Workflow*

Description
Enter a short (50 character) description. This description will be displayed on the ePrint report and also when viewing the S# on FOIDOCH or FAIINVE.

Optional Reference Number
This is for internal use only. Reporting using this field will be available.

Receipt Type
The Substitute Receipt Form should be used in exceptional circumstances when the cardholder cannot obtain a replacement receipt from the vendor.

http://www.usu.edu/controller/xxxxx.htm

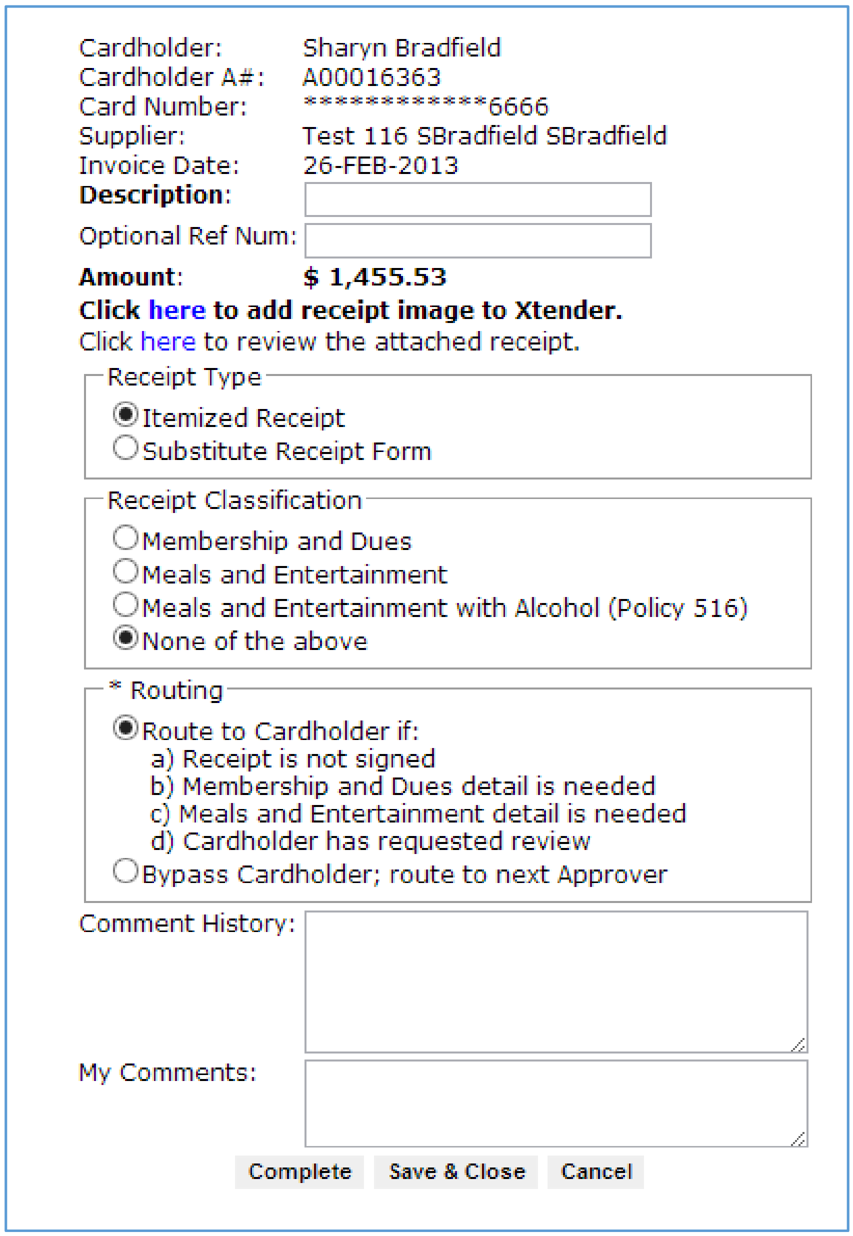
Receipt Classification
Based on the classification selected, the transaction will route to the appropriate approver. There is no need for the paper form any longer.

Routing
The Cardholder signature indicates that the charge is:

- correct
- authorized by Cardholder
- compliant with University policies
- consistent with department budget & grant guidelines

RECEIPT ATTACHER – Workflow

1. Attach receipt (see next page)
    a. If receipt hasn't been collected, contact Cardholder
    b. If the transaction is fraudulent, the Cardholder needs to
        i. contact the vendor
        ii. contact Wells Fargo
        iii. use the Substitute Receipt Form; indicate it is a fraudulent charge
        iv. add comment indicating the transaction is fraudulent
        v. when credit comes through, use the same Index as the charge and the same Substitute Receipt Form
2. Fill in Description or Optional Ref Num
3. Answer questions in the 3 sections
    a. Receipt Type
    b. Receipt Classification
    c. Routing
4. Click *Complete*


Cardholder: Sharyn Bradfield
Cardholder A#: A00016363
Card Number: ************6666
Supplier: Test 116 SBradfield SBradfield
Invoice Date: 26-FEB-2013
Description:
Optional Ref Num:
Amount: $ 1,455.53
Click here to add receipt image to Xtender.
Click here to review the attached receipt.

Receipt Type
- (•) Itemized Receipt
- ( ) Substitute Receipt Form

Receipt Classification
- ( ) Membership and Dues
- ( ) Meals and Entertainment
- ( ) Meals and Entertainment with Alcohol (Policy 516)
- (•) None of the above

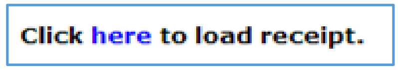
* Routing
- (•) Route to Cardholder if:
  a) Receipt is not signed
  b) Membership and Dues detail is needed
  c) Meals and Entertainment detail is needed
  d) Cardholder has requested review
- ( ) Bypass Cardholder; route to next Approver

Comment History:
My Comments:
Complete | Save & Close | Cancel

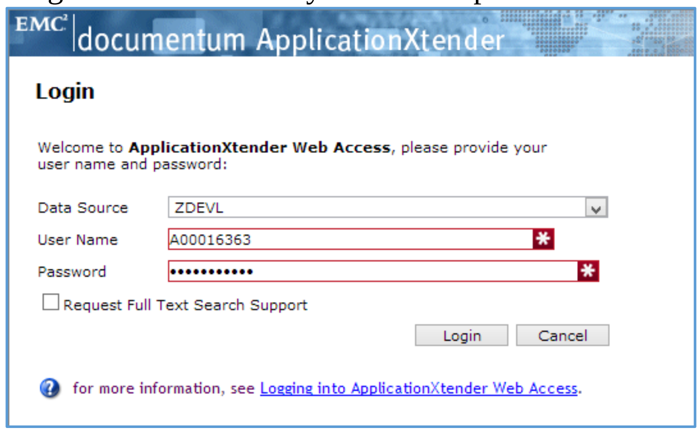
RECEIPT ATTACHER – Attach Receipt

For Google Chrome or Firefox, follow these instructions.
If using Internet Explorer, go to page 11.

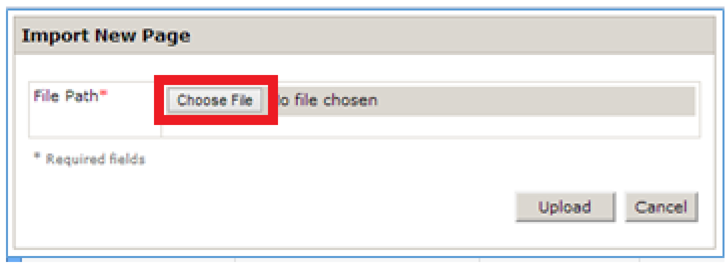
1. Click on the word *here* in the workflow form



2. Login to Xtender with your A# and password

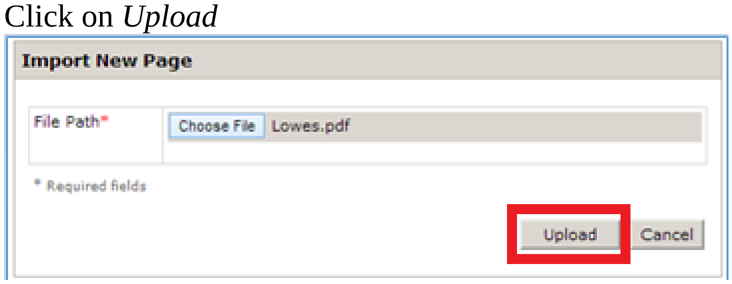


3. Click on *Choose File*

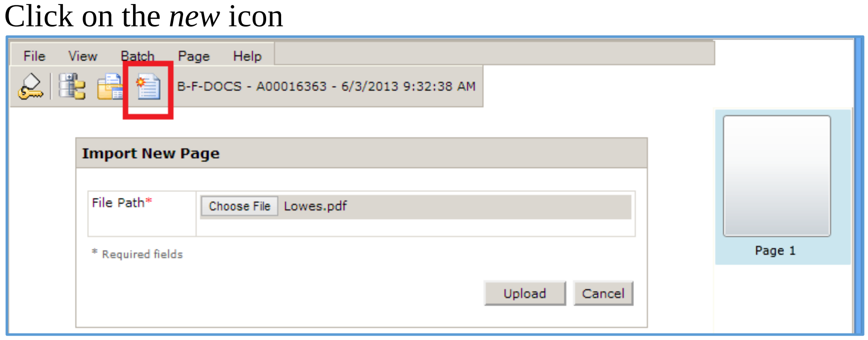


4. Select your file

5. Click on *Upload*



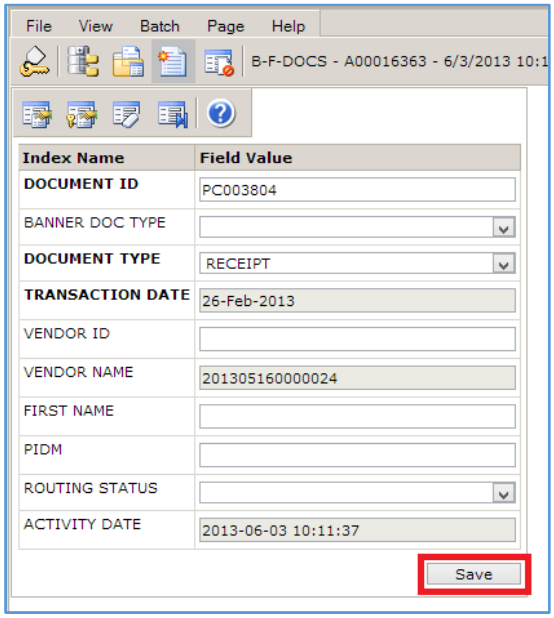
6. Click on the *new* icon



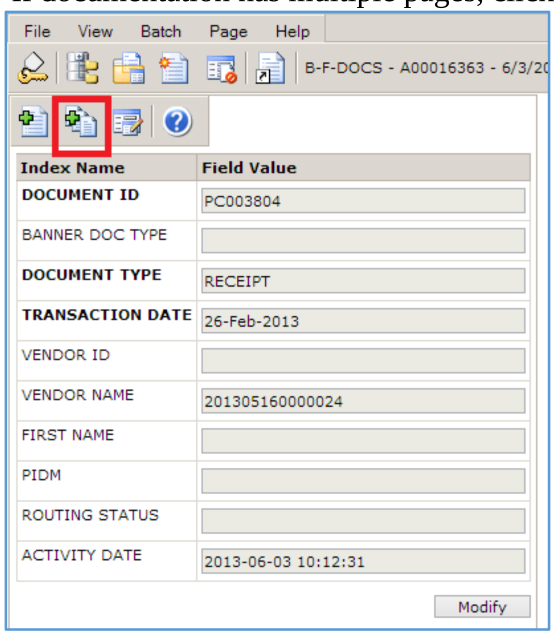
Receipt Documentation
The receipt can be an electronic copy, a scanned copy, or even a picture taken with an electronic device. If using the Substitute Receipt Form, it should be used in exceptional circumstances when the cardholder cannot obtain a replacement receipt from the vendor.
http://www.usu.edu/controller/xxxxx.htm

Receipt Indexes
The Index values do not need to be changed. They are associated correctly for this particular P-Card transaction.

7. Click Save

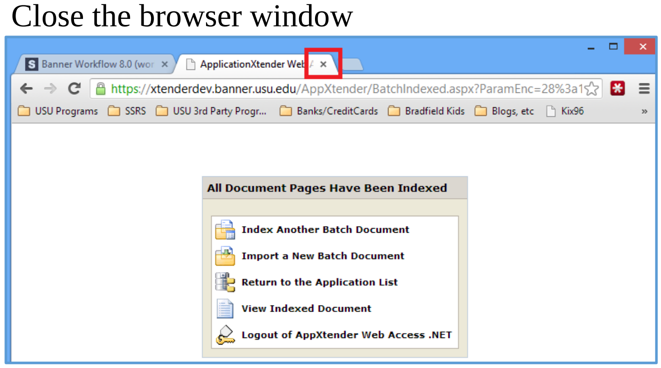


8. If documentation has multiple pages, click the *Attach all Pages* icon



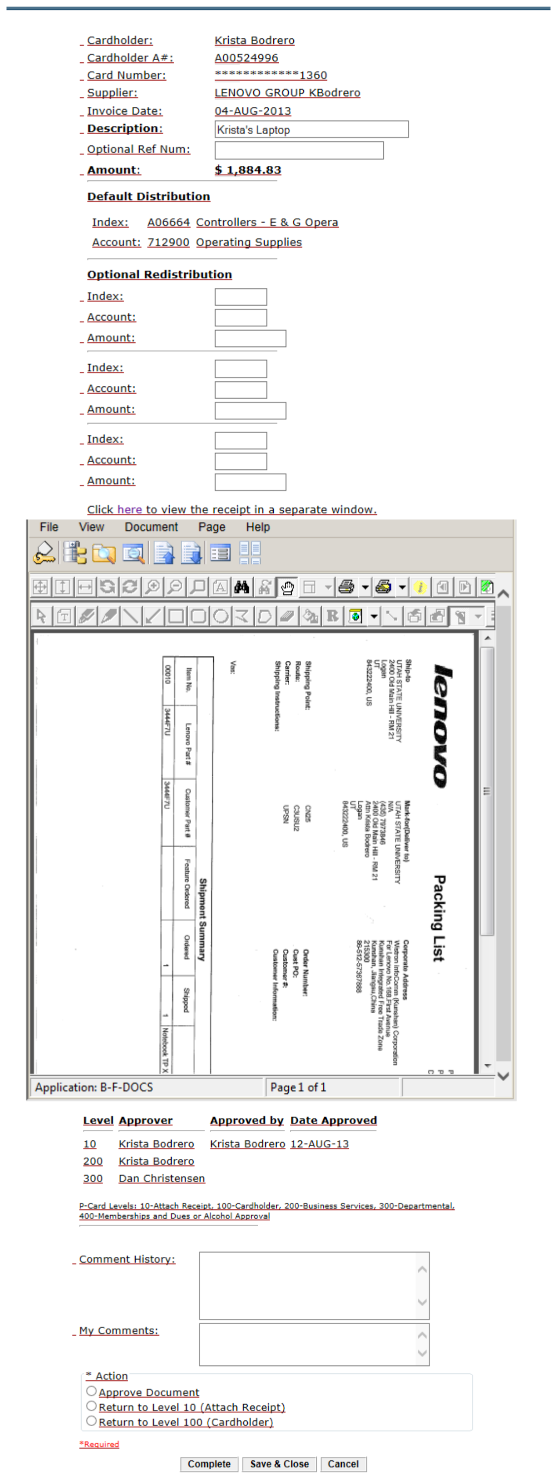
Xtender Indexing Options
If you have multiple transactions that need receipts attached, do not Logout of Xtender.

9. Close the browser window



CARDHOLDER APPROVAL – Workflow

1. Fill in *Description* box regarding transaction
2. Redistribute if needed
3. Fill in necessary information when <u>Meals & Entertainment</u> or <u>Membership & Dues</u> (see page 9)
4. Click the appropriate action in the *Action box*
5. Click *Complete*



Cardholder Responsibilities

- Return all itemized receipts to Receipt Attacher
- Dispute any charges with vendor or Wells Fargo within 60 days of transaction
- Ensure any inappropriate purchases are immediately reported to your supervisor
  - Arrange for repayment of funds to Utah State University
  - Receive appropriate re-training as needed

Description

The description transfers to Banner which you will see on the P-Card e~Print report. It's also viewable when looking at the S#.

Optional Redistribution

Index, Account and Amount are required when redistributing. Transaction may be split three ways.

Transaction Approval

The Cardholder signature (electronic or manual) indicates that the charge is:

- correct
- authorized by Cardholder
- compliant with University policies
- consistent with department budget & grant guidelines

Approval Options

- Electronically approve
- Manually sign receipt
  - Receipt Attacher needs to choose in Routing to Bypass Cardholder
- An email from the Cardholder with the attached receipt for the transaction
  - Receipt Attacher needs to choose in Routing to Bypass Cardholder

BUSINESS SERVICES APPROVAL – Workflow

Business Services Reviewer Responsibilities

- Ensure all support documentation is attached and information is entered
- Verify all University policies are followed
- Verify transaction is within budget
- Redistribute the Index or Account if necessary

Description

The description transfers to Banner which you will see on the P-Card e~Print report. It's also viewable when looking at the S#.

Optional Redistribution

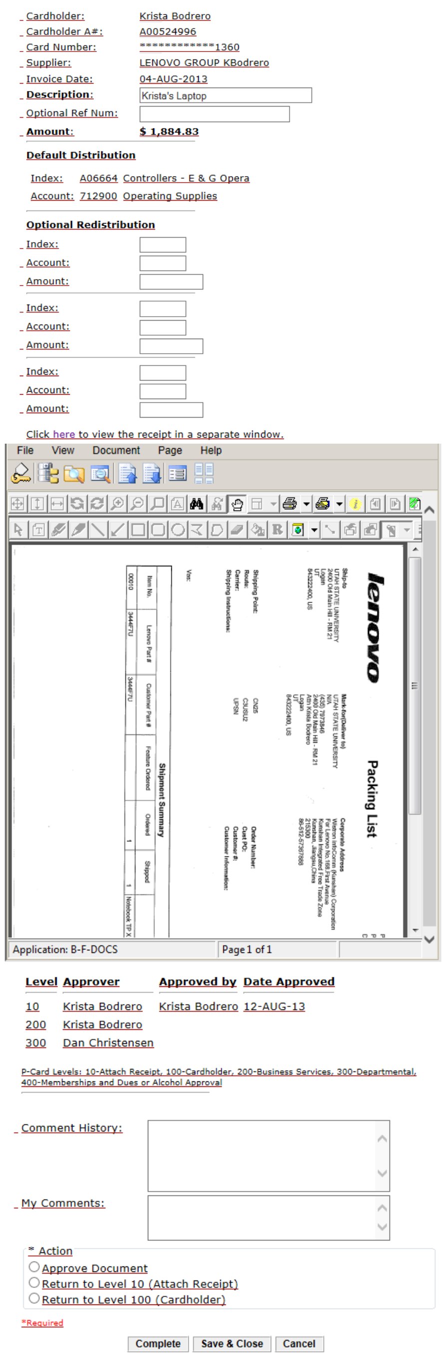
Index, Account and Amount are required when redistributing. Transaction may be split three ways.

Transaction Approval

The Business Services Reviewer approval indicates the transaction:

- does comply with P-Card Procedures (refer to 2.5, Prohibited Purchases)
- compliant with University policies i.e. Employee Gift & Awards, Meals & Entertainment, Membership & Dues, Gift Card Procedures, etc
- consistent with department budget & grant guidelines

1. Fill in *Description* box regarding transaction if not previously filled
2. Redistribute if needed
3. Fill in necessary information when <u>Meals & Entertainment</u> or <u>Membership & Dues</u> (see page 9)
4. Click the appropriate action in the *Action box*
5. Click *Complete*



DEPARTMENT OR DEAN/VP APPROVAL - Workflow

Department Approval
The Department approver is the Cardholder's supervisor. The supervisor may delegate the review to a delegated approver (see definition of delegated approver in P-Card Procedures)

Dean/VP Approval
The Dean/VP normally approve transactions that are:

- Membership and Dues
- Alcohol purchased on Meals & Entertainment
- Department approver is the Cardholder
- When the Dean/VP is the Cardholder approvals will route to the Provost or President for the one-up approval authority.

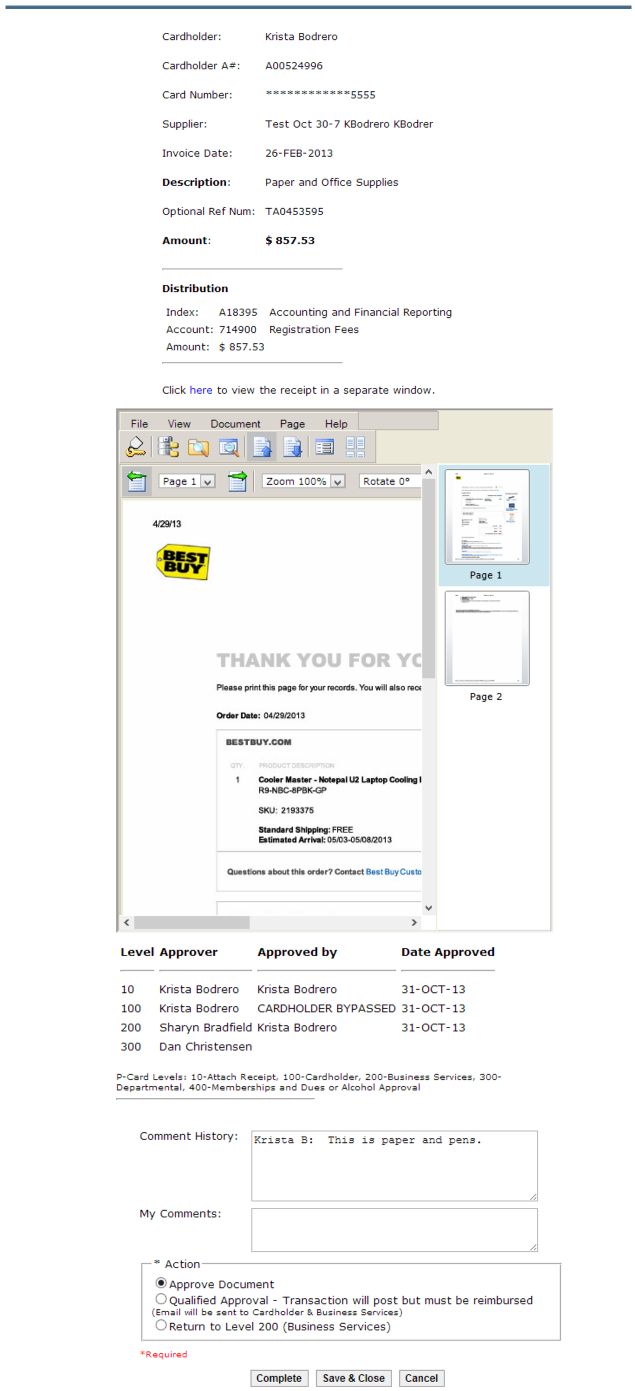
Transaction Approval
The Department or Dean/VP approval indicates the transaction is:

- an appropriate business expense
- compliant with University policies i.e. Employee Gift & Awards, Meals & Entertainment, Membership & Dues, Gift Card Procedures, etc

Qualified Approval
The Department or Dean/VP Qualified Approval indicates the transaction:

- does not comply with P-Card Procedures (refer to 2.5, Prohibited Purchases)

1. Verify the transaction is an appropriate business expense
   a. review *Description*
   b. review, when applicable, Meals & Entertainment or Membership & Dues
2. Click the appropriate action in the *Action box*
3. Click *Complete*



Cardholder: Krista Bodrero
Cardholder A#: A00524996
Card Number: ************5555
Supplier: Test Oct 30-7 KBodrero KBodrer
Invoice Date: 26-FEB-2013
Description: Paper and Office Supplies
Optional Ref Num: TA0453595
Amount: **$ 857.53**

Distribution
Index: A18395 Accounting and Financial Reporting
Account: 714900 Registration Fees
Amount: $ 857.53

Click here to view the receipt in a separate window.

Level	Approver	Approved by	Date Approved
10	Krista Bodrero	Krista Bodrero	31-OCT-13
100	Krista Bodrero	CARDHOLDER BYPASSED	31-OCT-13
200	Sharyn Bradfield	Krista Bodrero	31-OCT-13
300	Dan Christensen		

P-Card Levels: 10-Attach Receipt, 100-Cardholder, 200-Business Services, 300-Departmental, 400-Memberships and Dues or Alcohol Approval

Comment History: Krista B: This is paper and pens.

My Comments:

* Action
- Approve Document
- Qualified Approval - Transaction will post but must be reimbursed (Email will be sent to Cardholder & Business Services)
- Return to Level 200 (Business Services)

*Required

Complete | Save & Close | Cancel

Membership and Dues

Membership and Dues
Deans/VP’s are required to review transaction for Membership or Dues

1. Redistribute to Account 714750, Membership Dues
2. Enter *Purpose of Membership*, *Membership Name*, and *Company*

Meals and Entertainment

Meals and Entertainment
Meals and Entertainment with alcohol require Dean’s/VP’s approval

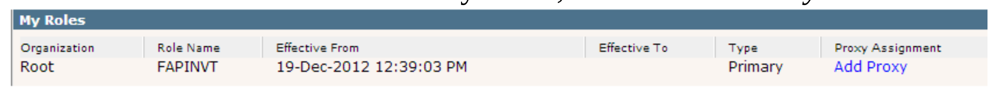
1. Enter *Business Purpose*, *Event Date*, *Event Location*, and *Attendees/Affiliation*
   a. You may attach a list of attendees by adding a new page through Xtender.
   b. Enter “see attachment” in *Attendees/Affiliation* box

ADD PROXY

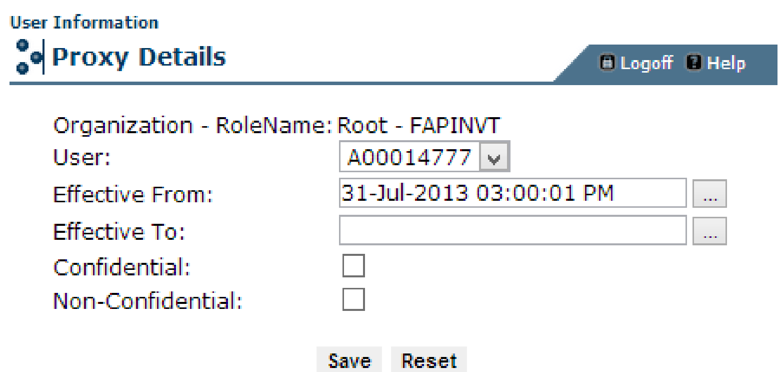
1. Login to Workflow

2. In the User Profile section, click on *User Information*

3. Find Role Name FAPINVT in My Roles, click on *Add Proxy*



3. Select User from the drop down box.
   Enter a date for Effective To:
   Check the Non-Confidential box
   Click *Save*

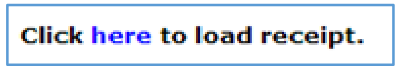


Proxy Details
Effective To dates can be used for temporary or long term approvals. Choose the date accordingly.

RECEIPT ATTACHER – Attach Receipt

Internet Explorer Instructions

1. Click on the word *here* in the workflow form



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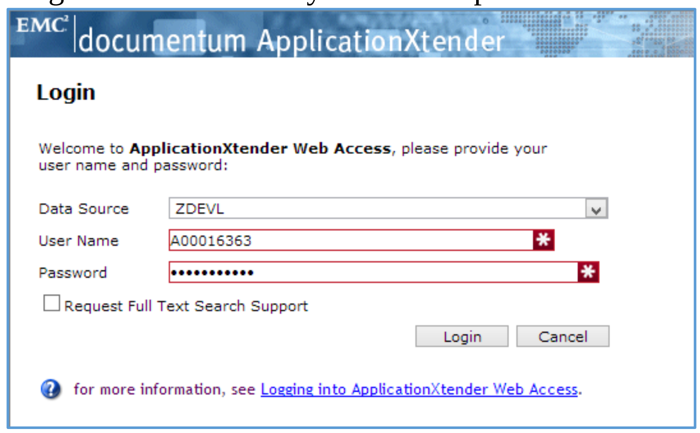
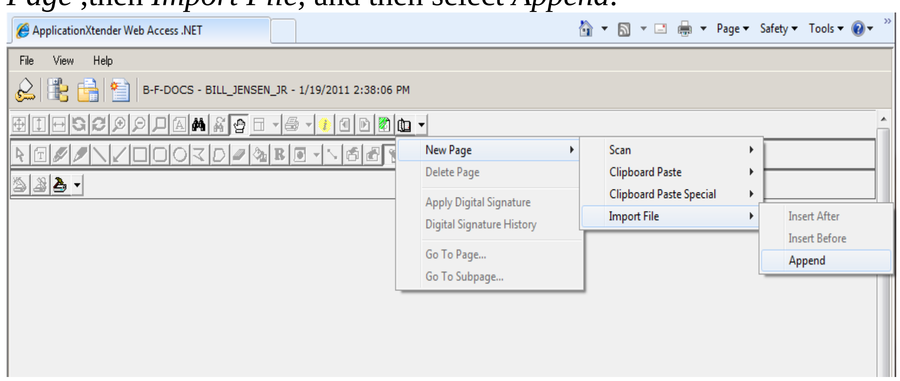
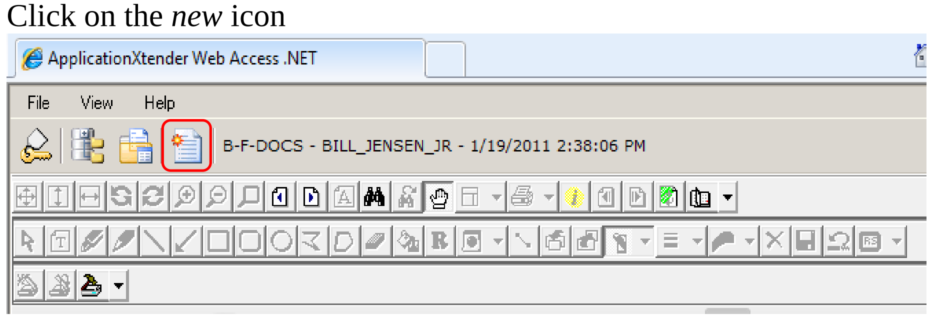


3. To import the document: click the carrot next to the *Page Menu* , select *New Page* ,then *Import File*, and then select *Append*.



4. An Import File box will appear and allow you to search for the file that needs to be imported. Select the file you want to upload and then click on the Open button. The file that you have imported/opened will appear (as shown below).

5. Click on the *new* icon



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http://www.usu.edu/controller/xxxxx.htm

Receipt Indexes
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Xtender Indexing Options
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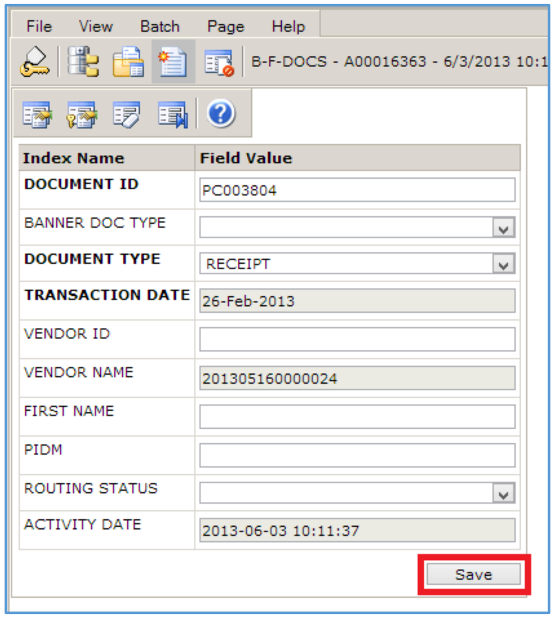
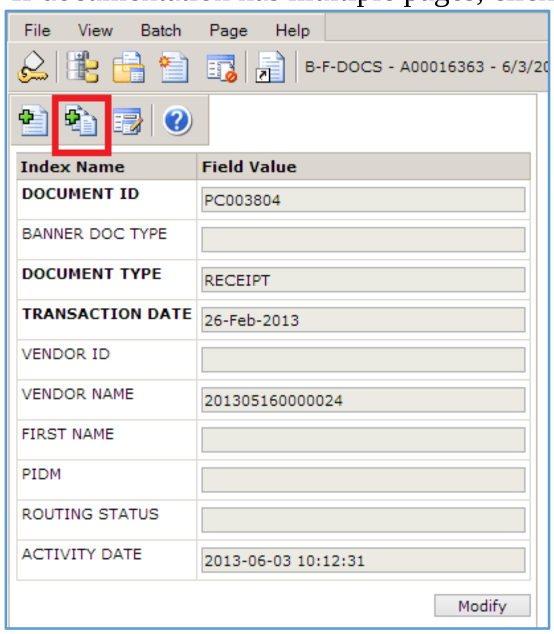
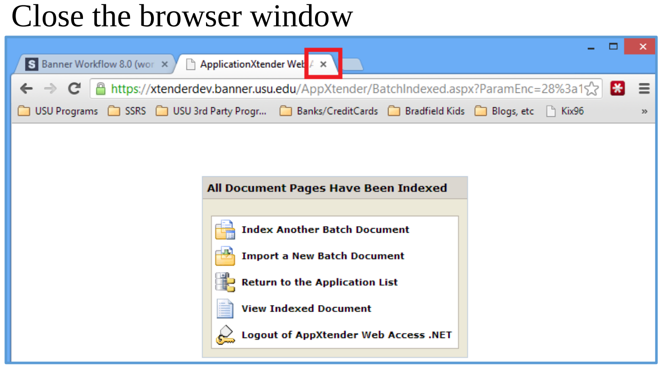
6. Click Save



7. If documentation has multiple pages, click the *Attach all Pages* icon



8. Close the browser window



Connect to USU VPN with an Android Phone

Create a connection to the USU VPN server using an Android Phone.

To Connect:

- Press the **Menu** button and select **Wireless & networks**
- Select **VPN Settings**
- Click on **Add VPN**
- Select **Add L2TP/IPSec PSK VPN**
- Click on **VPN name** to create a name for the connection. This name is to help you remember what the connection is and can be whatever you want
- Click **Ok** to confirm name
- Select **VPN server**
- Enter "vpn.usu.edu" and press **Ok**
- Select **IPSec pre-shared key**
- Enter **aggies** for the pre-shared key. This must be entered exactly: **aggies**
- Press '**OK**' to confirm.
- Press **menu key** on your device and select **save**
- Do not select the check box next to "Enable L2TP secret".
- Do not set L2TP secret.
- Do not enter any DNS search domains.
- Under **Username** enter your A-Number
- Under **Password** enter your USU strong password
- Click **Ok**
- The text "Connecting..." will appear
- Once connected you'll see a notification on the top notification bar of the phone letting you know that you've successfully connected
- As well as on the connection name itself
- Once you are done using the VPN, simply tap the VPN name (in this case USU VPN) to disconnect

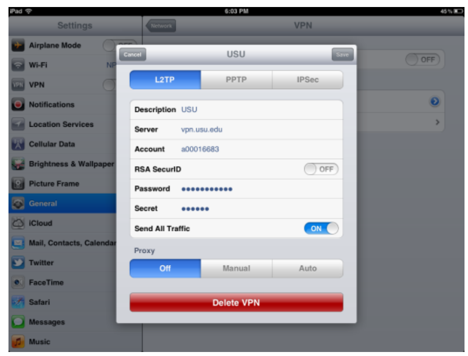
UtahStateUniversity
INFORMATION TECHNOLOGY

Create an iOS VPN Connection

Create a connection to the USU VPN server using an iOS device, such as an iPad, iPod, or iPhone.

Apple iPad:

- Go to **Settings** >> **General** >> **Network** >> **VPN**
- Click **Add VPN configuration**
- Configure VPN using the following settings:
  - **Description**: USU
  - **Server**: vpn.usu.edu
  - **Account**: Enter your A-Number
  - **RSA SecurID**: Off
  - **Password**: Enter strong password
  - **Secret**: aggies
  - **Send All Traffic**: On
  - **Proxy**: Off
- **Save** settings
- Press **VPN** to turn **On** and **Off**



Apple iPhone and iPod:

- Go to **Settings** >> **General** >> **VPN**
- Click **Add VPN Configuration**
- Configure VPN using the following settings:
    - **Description**: USU
    - **Server**: vpn.usu.edu
    - **Account**: Enter your A-Number
    - **RSA SecurID**: Off
    - **Password**: Enter strong password
    - **Secret**: aggies
    - **Send All Traffic**: On
    - **Proxy**: Off
- **Save** settings
- Press **VPN** to turn **On** and **Off**

If you are logging into your home computer with Windows Vista/7/8, go to this link: https://usu.service-now.com/kb_view.do?sysparm_article=KB0010597 for VPN access.