

Utah State University

P-Card Workflow Training Documentation

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 FOIDDOCH 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

[Click here to load receipt.](#)

2. Login to Xtender with your A# and password

EMC documentum ApplicationXtender

Login

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

Data Source: ZDEVL

User Name: A00016363 *

Password: ***** *

Request Full Text Search Support

Login Cancel

for more information, see [Logging into ApplicationXtender Web Access](#).

3. Click on *Choose File*

Import New Page

File Path* Choose File no file chosen

* Required fields

Upload Cancel

4. Select your file

5. Click on *Upload*

Import New Page

File Path* Choose File Lowes.pdf

* Required fields

Upload Cancel

6. Click on the *new* icon

File View Batch Page Help

B-F-DOCS - A00016363 - 6/3/2013 9:32:38 AM

Import New Page

File Path* Choose File Lowes.pdf

* Required fields

Upload Cancel

Page 1

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

The screenshot shows a web application window titled "B-F-DOCS - A00016363 - 6/3/2013 10:11:37". The interface includes a menu bar (File, View, Batch, Page, Help) and a toolbar with various icons. Below the toolbar is a form with the following fields:

Index Name	Field Value
DOCUMENT ID	PC003804
BANNER DOC TYPE	[Dropdown]
DOCUMENT TYPE	RECEIPT
TRANSACTION DATE	26-Feb-2013
VENDOR ID	[Text]
VENDOR NAME	201305160000024
FIRST NAME	[Text]
PIDM	[Text]
ROUTING STATUS	[Dropdown]
ACTIVITY DATE	2013-06-03 10:11:37

A "Save" button is located at the bottom right of the form, highlighted with a red rectangular box.

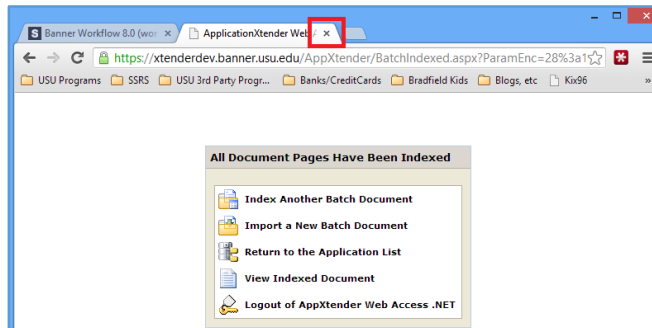
Xtender Indexing Options

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

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

This screenshot is similar to the one in step 7, showing the same application window and form. The "ACTIVITY DATE" is now "2013-06-03 10:12:31". In the toolbar, the "Attach all Pages" icon (represented by a document with a plus sign) is highlighted with a red rectangular box. A "Modify" button is visible at the bottom right of the form.

9. Close the browser window



CARDHOLDER APPROVAL – Workflow

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.

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

. Cardholder: Krista Bodrero
 . Cardholder A#: A00524995
 . Card Number: *****1360
 . Supplier: LENOVO GROUP KBodrero
 . Invoice Date: 04-AUG-2013
 . Description: Krista's Laptop
 . Optional Ref Num:
 . Amount: **\$ 1,884.83**

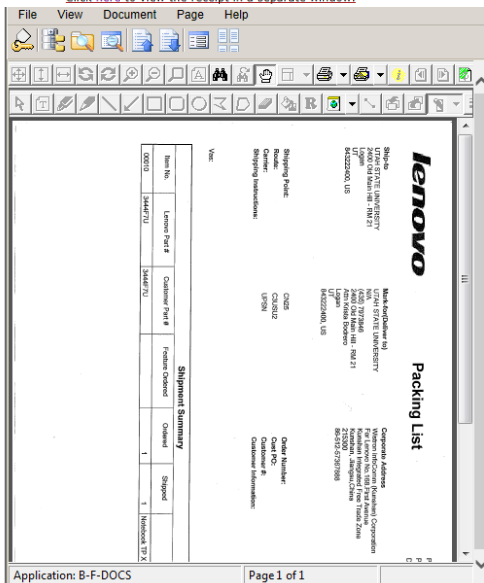
Default Distribution

Index: A05664 Controllers - E & G Opera
 Account: 712900 Operating Supplies

Optional Redistribution

. Index:
 . Account:
 . Amount:
 . Index:
 . Account:
 . Amount:
 . Index:
 . Account:
 . Amount:

[Click here to view the receipt in a separate window.](#)



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

Level	Approver	Approved by	Date Approved
10	Krista Bodrero	Krista Bodrero	12-AUG-13
200	Krista Bodrero		
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:
 . My Comments:

* Action

Approve Document
 Return to Level 10 (Attach Receipt)
 Return to Level 100 (Cardholder)

***Required**

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.

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

- Cardholder: Krista Bodrero
 - Cardholder A#: A00524996
 - Card Number: *****1360
 - Supplier: LENOVO GROUP KBodrero
 - Invoice Date: 04-AUG-2013
 - Description: Krista's Laptop
 - Optional Ref Num:
 - Amount: \$ 1,884.83

Default Distribution

Index: A06664 Controllers - E & G Opera
 Account: 712900 Operating Supplies

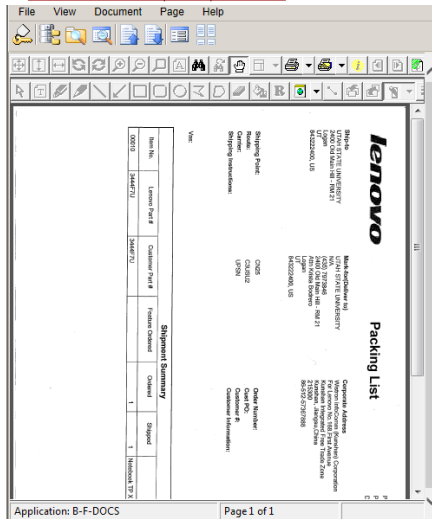
Optional Redistribution

Index:
 Account:
 Amount:

Index:
 Account:
 Amount:

Index:
 Account:
 Amount:

[Click here to view the receipt in a separate window.](#)



Level	Approver	Approved by	Date Approved
10	Krista Bodrero	Krista Bodrero	12-AUG-13
200	Krista Bodrero		
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:

- My Comments:

Action

Approve Document
 Return to Level 10 (Attach Receipt)
 Return to Level 100 (Cardholder)

*Required

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

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:

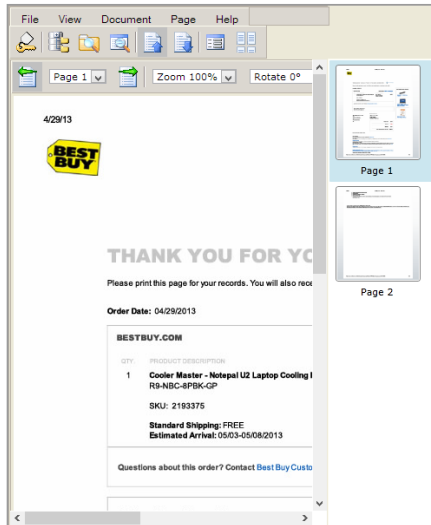
- Membership and Dues
- Alcohol purchased on Meals & Entertainment
- Department approver is the Cardholder
- When the Dean/VP is the Cardholder approvals will route to the Provost or President for the one-up approval authority.

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

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)

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*

Membership and Dues	
*Purpose of Membership:	<input type="text"/>
*Membership Name:	<input type="text"/>
*Company:	<input type="text"/>

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

Meals and Entertainment	
*Business Purpose:	<input type="text"/>
*Event Date:	<input type="text"/>
*Event Location:	<input type="text"/>
*Attendees/Affiliation:	<input type="text"/>

ADD PROXY

1. Login to Workflow
2. In the User Profile section, click on *User Information*

Home
Worklist
Workflow Status Search
Workflow Alerts

User Profile
My Processes
User Information
Change Password

Worklist

Logoff Help

Organization	Workflow	Activity	Priority	Created
Show Reserved Items				

0 - 0 of 0 First Previous Next Last Go to page: [v]

Top powered by **SUNGARD** HIGHER EDUCATION

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

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
Root	FAPINVT	19-Dec-2012 12:39:03 PM		Primary	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.

User Information

Proxy Details

Logoff Help

Organization - RoleName: Root - FAPINVT

User: A00014777 [v]

Effective From: 31-Jul-2013 03:00:01 PM [...]

Effective To: [...]

Confidential:

Non-Confidential:

Save Reset

RECEIPT ATTACHER – Attach Receipt

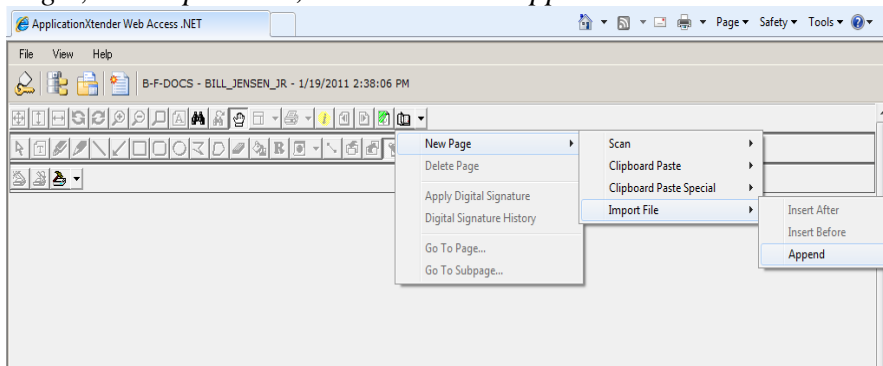
Internet Explorer Instructions

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

[Click here to load receipt.](#)

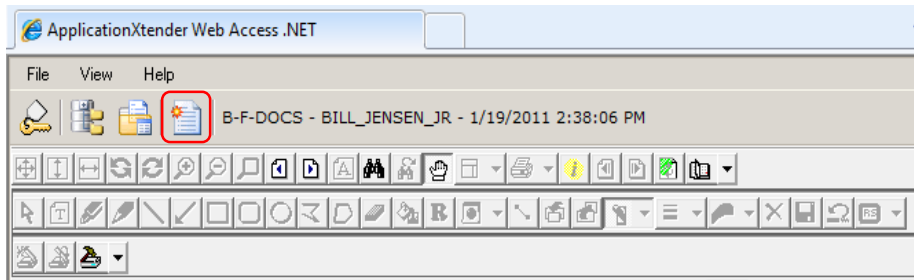
2. Login to Xtender with your A# and password

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



Receipt Documentation

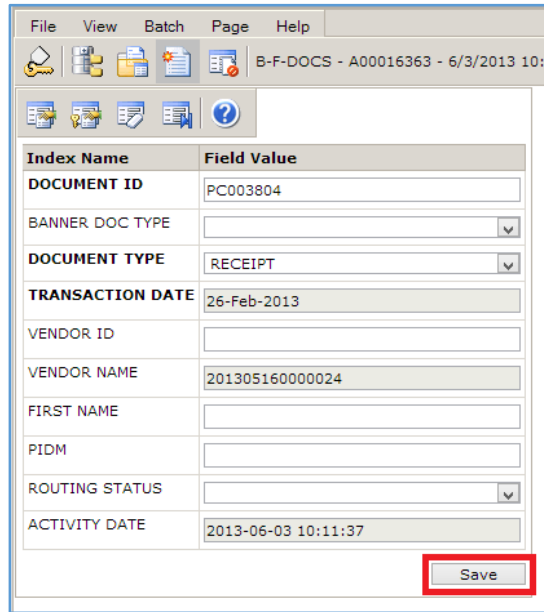
The receipt can be an electronic copy, a scanned copy, or even a picture taken with an electronic device. If using the Substitute Receipt Form, it should be used in exceptional circumstances when the cardholder cannot obtain a replacement receipt from the vendor.

<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.

6. Click Save

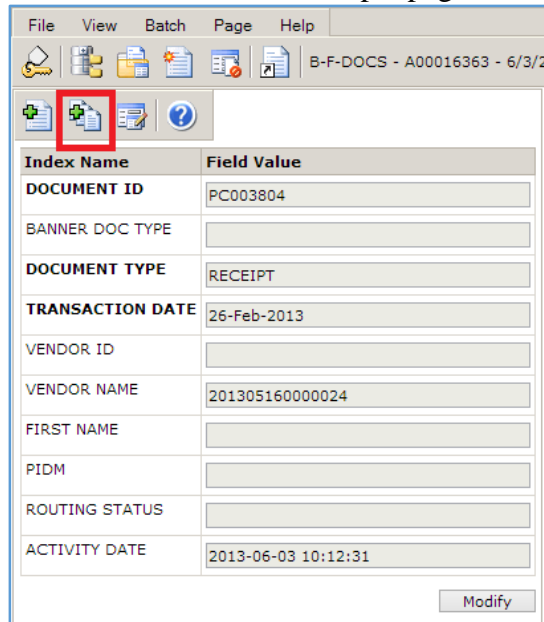


The screenshot shows a web application window titled "B-F-DOCS - A00016363 - 6/3/2013 10:1". The window contains a form with the following fields:

Index Name	Field Value
DOCUMENT ID	PC003804
BANNER DOC TYPE	
DOCUMENT TYPE	RECEIPT
TRANSACTION DATE	26-Feb-2013
VENDOR ID	
VENDOR NAME	201305160000024
FIRST NAME	
PIDM	
ROUTING STATUS	
ACTIVITY DATE	2013-06-03 10:11:37

A "Save" button is located at the bottom right of the form, highlighted with a red box.

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

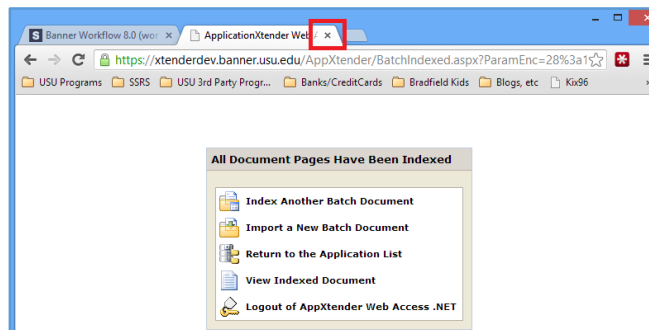


The screenshot shows the same web application window as in step 6. In the toolbar, the "Attach all Pages" icon (a document with a plus sign) is highlighted with a red box. The form fields are the same as in step 6, but the "ACTIVITY DATE" is now "2013-06-03 10:12:31". A "Modify" button is visible at the bottom right.

Xtender Indexing Options

If you have multiple transactions that need receipts attached, do not Log out of Xtender.

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

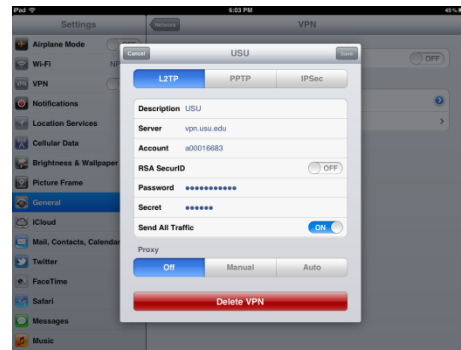


Create an iOS VPN Connection

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.