

Procard Form in BuyWays

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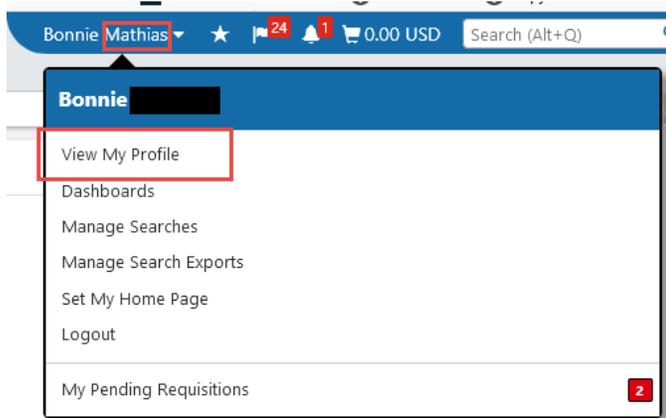
Timeline

Procard statements and backup documentation must be uploaded and approved within 30 days of the statement date (eg: Statements for the period of 6/16/19 – 7/15/19 must be uploaded and approved by 8/15/19).

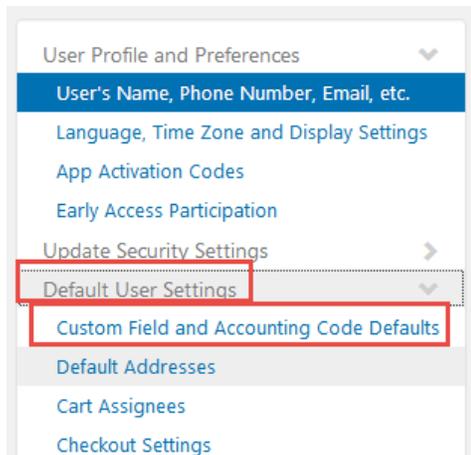
Cardholders/Departments who do not submit their statements within the policy timeline will receive a warning email, followed by suspension of the card account until the account is brought up to date.

Default Accounting Codes

Best practice – initial BuyWays set up of default Accounting Codes can help you streamline this process. From the BuyWays system, click on your name in the upper right of the screen, then 'View My Profile' **Note: The chartfield string is for query only – this process does not create an expense. It is recommended that you choose an overhead account to use for Procard statements (either the department or your PI).

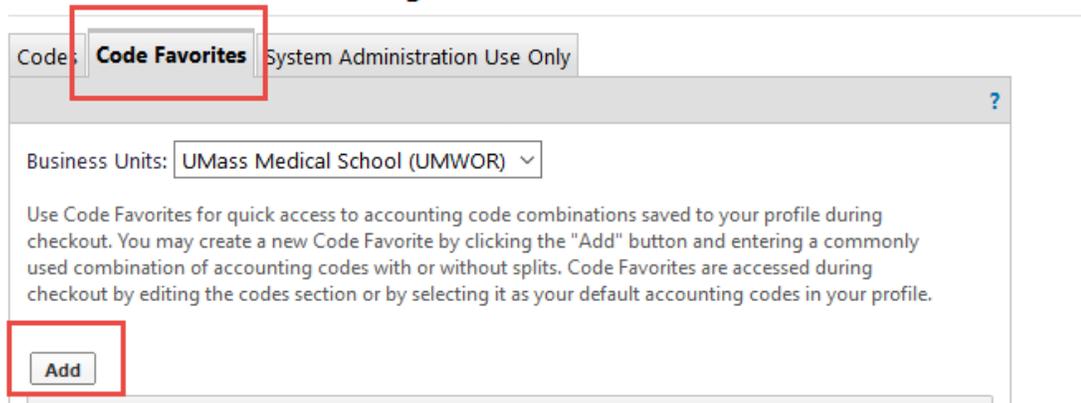


Click on the Default User Settings, then Custom Fields and Accounting Code Defaults

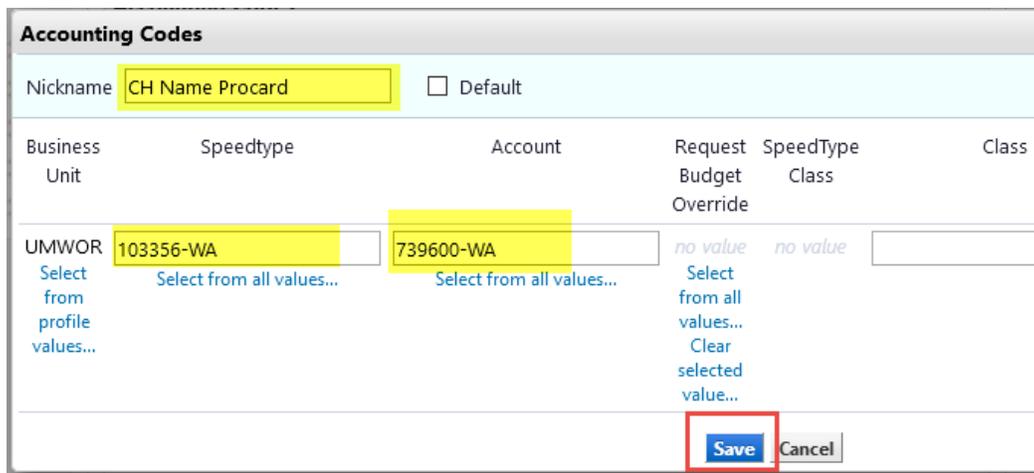


On the second tab – Code Favorites – click Add

Custom Field and Accounting Code Defaults

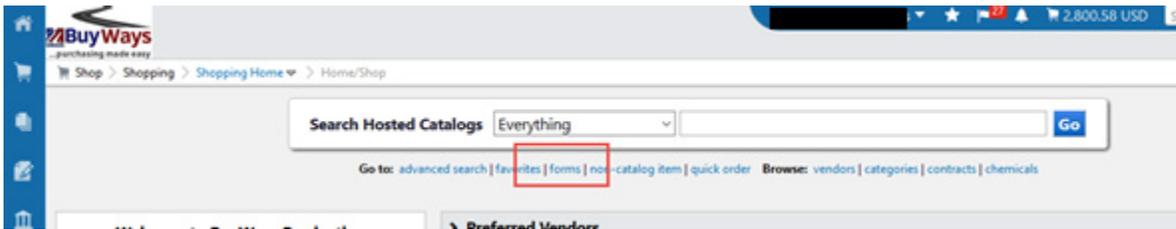


Add in the CH last name followed by Procard, then add the ST and Account Code you want to use for this cardholder, and save.

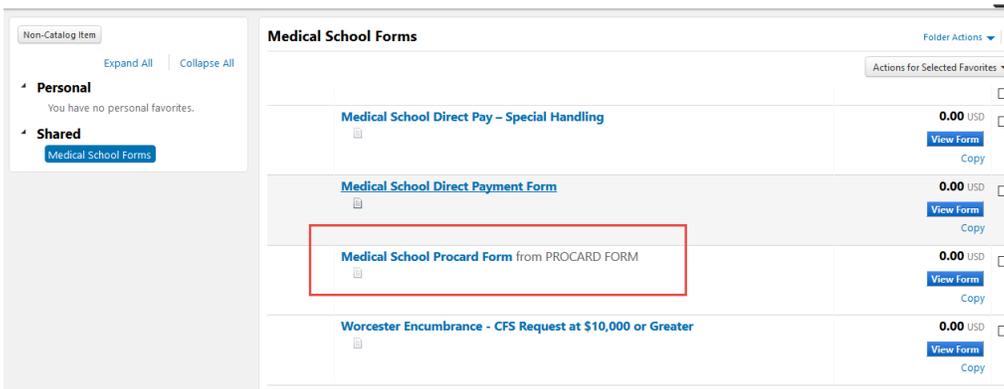


Entering your Statement information

Choose 'Forms' from the home shop page



Choose 'Medical School Procard Form'



Complete the highlighted fields using the information from the Citi Bank monthly statement. Each statement is to include a **single line item**, with the statement summary information. You do not need a separate line for each item on the statement. The description should be a general description of the items purchased eg: Lab & office supplies. When completed, choose 'Add and go to cart' from the drop down box, then click 'Go'.

Medical School Procard Form Available Action: Add and go to Cart

Header

Cardholder: Last Name First Name

Last 4 digits of Card Number: 1234

Commodity Code Instruction: Please select the **Commodity Code "UMWOR Procard Transaction"** for this transaction.

Commodity Code: UMWOR Procard Transaction

Statement Date	Product Description	Comments	Statement Amount
statement date: 7/15/19	Product Description: Brief description of card use (eg: Lab and Office Supplies)	Comments: Optional added notes	Statement Amount: 364.98

194 characters remaining expand clear

By electronically approving this form, I, the Authorized Account Signer, hereby certify that the expenditures as itemized on the attached statement are true and correct and were for official University Business.

For Internal Use Only

If you need assistance with this form or have questions about the policy, please contact your Purchasing Department.

Supplier: PROCARD FORM

Fulfillment Address: Fulfillment Center 1:

Total 0.00

A shopping cart will be created with your information.

Naming Standard: Update the name field with searchable information. eg: "CH Last Name 4081 2/16/19 – 3/15/19" (would appear as Mathias 4081 2/16/19 – 3/15/19). This will make the information easily identifiable when you need it.

Click 'Proceed to Checkout'

Shopping Cart

Continue Shopping 1 Item(s) for a total of 364.98 USD

Name this cart: CH Last Name 1234 6.16.19-7.15.19

Proceed to Checkout

Have you made changes? Update

Help Empty Cart Create New Cart Perform an action on (0 items selected)... Select All

PROCARD FORM more info...

Product Description	Unit Price	Quantity	Total
Brief description of items purchased (eg: lab and office supplies) open form... Commodity Code: UMWOR Procard Transaction	364.98	1	364.98

Add the CF information using the default CF string for the card account or the RTF account for the CH or Department. This information is for search purposes only. **The CF information does not create an expense or encumbrance – that is done in Peoplesoft reallocation and posting. It is recommended that you use the same CF for each bank statement to make it easier to query on later. No funds will be withdrawn from your account from this process.**

Best Practice – if you set up your default account code, you can select using the drop down box on the accounting tab:

Accounting Codes

Select from your code favorites

Business Unit Speedtype Account Request Budget Override

UMWOR Select from profile values... Required field

Ellies Procard

no value Select from : values... Clear selecte value...

Otherwise, type in the speed type and account code to be used to direct your form.

[General](#) [Shipping](#) [Billing](#) [Accounting Codes](#) [Internal Notes and Attachments](#) [External Notes and Attachments](#) [Final Review](#) [Submit Requisition](#) [Assign Cart](#)

[Return to shopping cart](#) [Continue Shopping](#)

You have completed the required information in this step. At this point, you can do the following:
 Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition | [PR Approvals](#) | [PO Preview](#) | [Comments](#) | [Attachments](#) | [History](#)

[Summary](#) | [Billing](#) | [Accounting Codes](#) | [Supplier Info](#)

Accounting Codes

These values apply to all lines unless specified by line item

Business Unit	Speedtype	Account	Request Budget Override	SpeedType Class	Class	Fund	Department	Program	Project
UMWOR UMass Medical School	102721-WA W102721	739600-WA Lab Supplies	no value	none-WA	no value	52132-WA RTF-Department	W404500000-WA Neurobiology	B01-WA Research-Instruction	none

Upload your statement (1 file) and your supporting documents (2nd file) on the Internal Notes and Attachments tab. Supporting documents should include receipts, invoice copies, business expense explanations, any special approvals if needed (eg: CH or PI approvals).

****Note: Please be sure that your statement has been signed by any off-line approvers. Eg: If you are uploading a statement on behalf of a cardholder, they must sign the statement prior to upload. If your approver is not in BuyWays, they must sign the statement prior to uploading the statement.**

[General](#) [Shipping](#) [Billing](#) [Accounting Codes](#) [Internal Notes and Attachments](#) [External Notes and Attachments](#)

You have completed the required information in this step. At this point, you can do the following:
 Proceed to the next step: [External Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition | [PR Approvals](#) | [PO Preview](#) | [Comments](#) | [Attachments](#) | [History](#)

[Summary](#) | [Billing](#) | [Accounting Codes](#) | [Supplier Info](#)

Internal Notes and Attachments

These values apply to all lines unless specified by line item

Internal Note no note [edit](#)

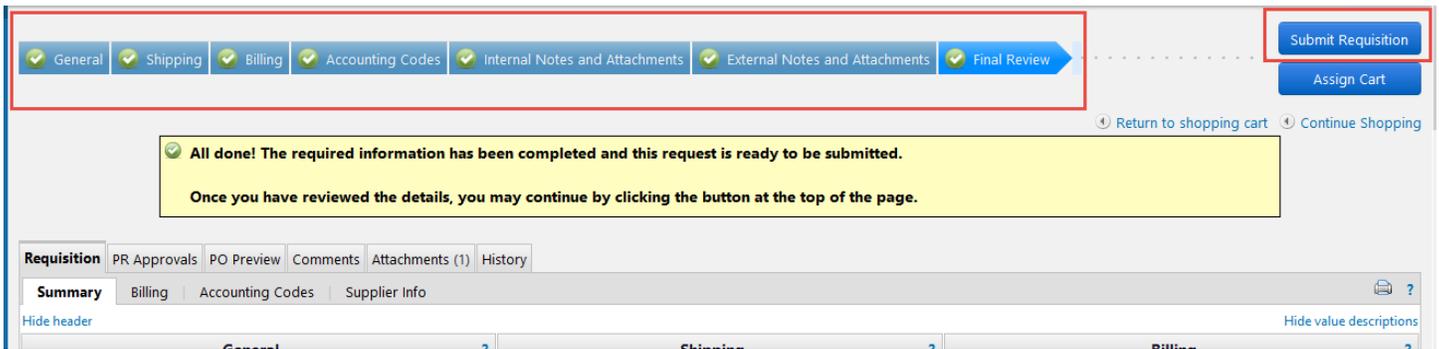
Internal Attachments

[Add Attachments](#)

Attached on

User does not have the necessary permissions to view the custom fields associated with this section.

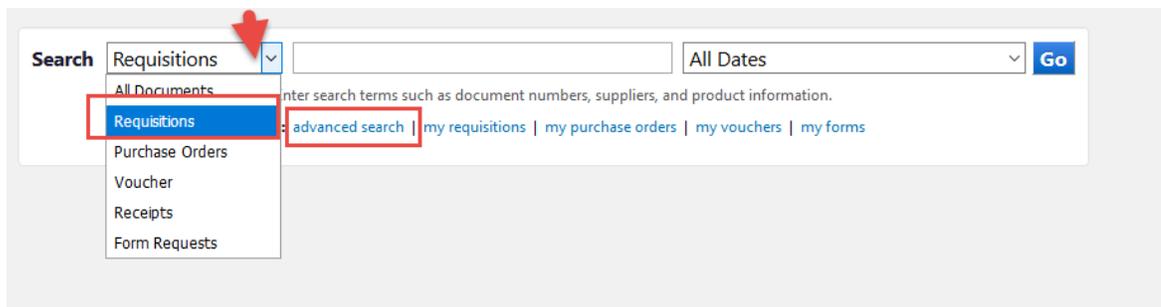
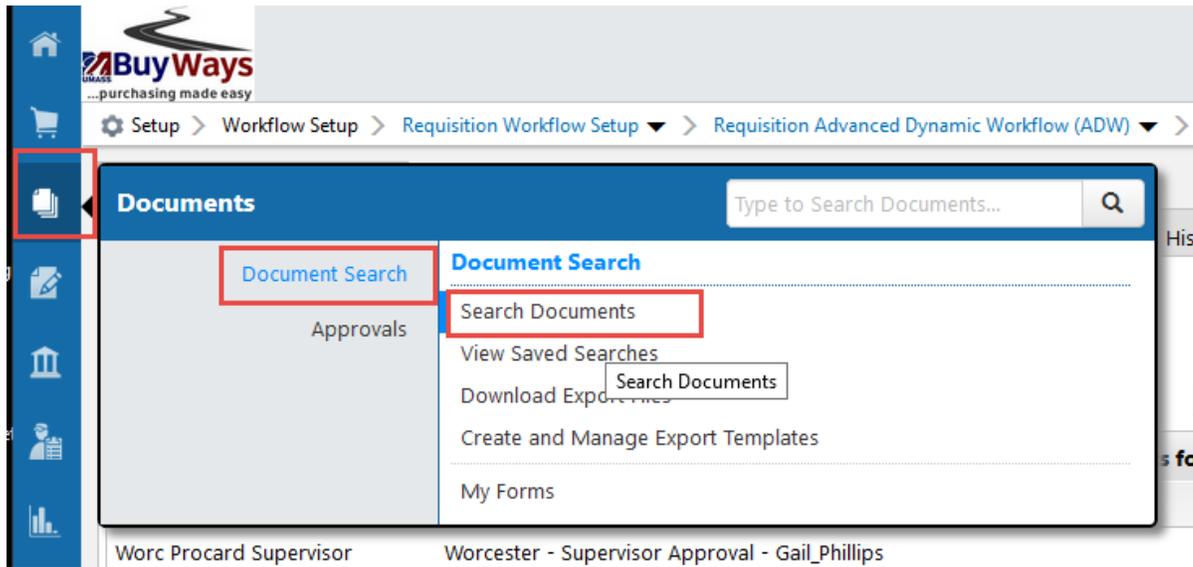
Add information as needed to resolve any 'red' tab items as you would any requisition, then go to the 'Final Review' tab and submit your requisition.



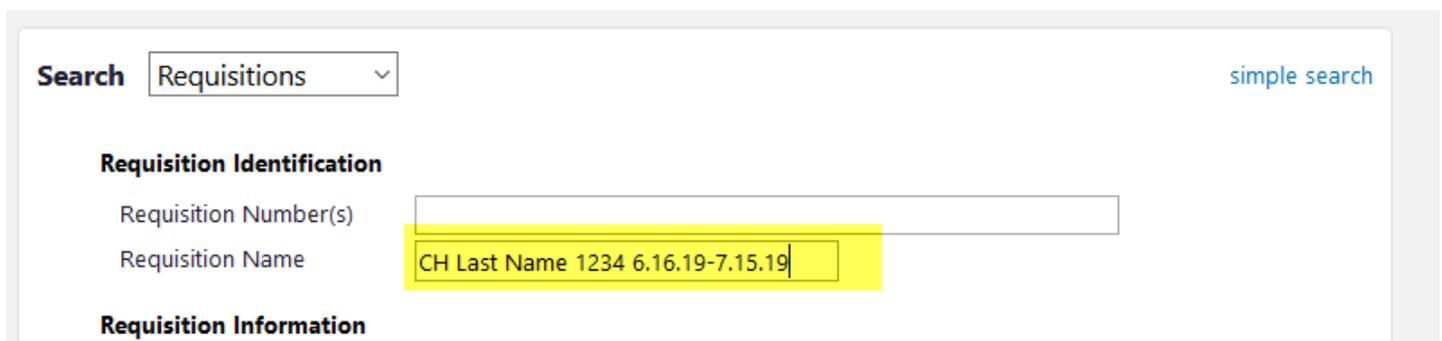
This requisition will go into workflow when submitted and be directed to the Authorized Account Signer that is assigned to the requisitioner.

Finding your bank statements:

From the document search, choose requisitions and advanced search.



If you named your requisition (recommended), enter the name in the Requisition name field. As you can see, consistently naming the Procard forms will make searching simple.



You can also filter your results by clicking the magnifying glass to the right of the Form Type field and checking the 'Procard Form' check box.

The screenshot shows a web application interface with a search filter on the left and a form on the right. The search filter is titled 'Requisitions' and includes several sections: 'Requisition Identification' (with fields for Requisition Number(s) and Requisition Name), 'Requisition Information' (with fields for Participant(s), Prepared For, Prepared By, Approved By, Date, Total Amount, Vendor, and Business Unit), 'Item/Product Information' (with fields for Catalog Number(SKU), Product Description, Commodity Code, and Form Type), 'Contract Information' (with a field for Contract Number), and 'Purchase Order Identification'. The 'Form Type' field in the 'Item/Product Information' section is highlighted with a red box, and a magnifying glass icon is also highlighted with a red box. A red arrow points from the magnifying glass icon to the 'Form Type' field. The form on the right is titled 'Form Type' and includes a list of checkboxes: Blanket Order, Capital Expense, Change Order, Check Request, Contract for Services, Encumbrance Request, Non-Catalog Form, Procard Form, and Service. The 'Procard Form' checkbox is checked. There are 'Add' and 'Cancel' buttons at the top and bottom of the form.

This will give you all Procard statements entered, so it is not as effective as using the Requisition name field.

As with requisitions, you can also search by using the Department ID Field. Again, this will be easier if you are consistent in what ST you use on your entry forms.

Department Starts With W4009 [Add another Department](#)

As with any BuyWays query, you can add filter selections, save your query for future use and/or you can export your results as needed

Search Details

Filtered by

Type: Requisitions

Date Type: Submit Date

Date Range: All Dates [remove all]

Department

Starts With: w4045

Form Type

Procard Form

Save New Search Export Search

Refine Search Results

Type

Requisitions

Date Range

All Dates

Approved By

Gail Phillips (73)

Tara Keegan (28)

Chianna Meng (2)

Christelle Anadet (2) [more]

Results Per Page: 100 Sort by: Best match Page 1 of 2

Requisition No.	Vendor(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓ 117422276	PROCARD FORM	1 2.16.19-3.15.19	Jennifer	4/26/2019 12:50 PM	748.40 USD
✓ 117421861	PROCARD FORM	6 2.16.19-3.15.19	Jennifer	4/26/2019 12:13 PM	51.25 USD
✓ 117419462	PROCARD FORM	27 2.16.19-3.15.19	Jennifer	4/26/2019 11:50 AM	1,696.84 USD
✓ 117420158	PROCARD FORM	4 2.16.19-3.15.19	Jennifer	4/26/2019 11:49 AM	115.85 USD
✓ 117420661	PROCARD FORM	16.19-3.15.19	Jennifer	4/26/2019 11:48 AM	953.55 USD
✓ 117421257	PROCARD FORM	16 2.16.19-3.15.19	Jennifer	4/26/2019 11:47 AM	550.78 USD
✓ 117422753	PROCARD FORM	3 2.16.19-3.15.19	Jennifer	4/26/2019 11:45 AM	136.30 USD
✓ 117423119	PROCARD FORM	2.16.19- 3.15.19	Jennifer	4/26/2019 11:44 AM	225.29 USD
✓ 117390736	PROCARD FORM	10202516 01	Jean She	4/25/2019 3:20 PM	1,321.83 USD
✓ 117309551	PROCARD FORM	7 2.16.19-3.15.19	Jennifer	4/25/2019 10:29 AM	204.80 USD
✓ 117311416	PROCARD FORM	8 2.16.19-3.15.19	Jennifer	4/25/2019 10:24 AM	275.72 USD
✓ 117312107	PROCARD FORM	6 2.16.19-3.15.19	Jennifer	4/25/2019 10:18 AM	14.92 USD
✓ 117312635	PROCARD FORM	2.16.19-3.15.19	Jennifer	4/25/2019 10:14 AM	7.00 USD
✓ 117313099	PROCARD FORM	5 2.16.19-3.15.19	Jennifer	4/25/2019 10:13 AM	21.00 USD
✓ 117313571	PROCARD FORM	5 2.16.19-3.15.19	Jennifer	4/25/2019 10:12 AM	42.00 USD
✓ 117316922	PROCARD FORM	526 2.16.19-3.15.19	Jennifer	4/25/2019 9:59 AM	623.94 USD
✓ 117318557	PROCARD FORM	76 2.16.19-3.15.19	Jennifer	4/25/2019 9:49 AM	99.00 USD
✓ 115901449	PROCARD FORM	1 1.16.19-2.15.19	Jennifer	3/26/2019 11:34 AM	1,210.98 USD
✓ 115947154	PROCARD FORM	16.19-2.15.19	Jennifer	3/26/2019 9:44 AM	1,563.43 USD
✓ 115947889	PROCARD FORM	4 1.16.19-2.15.19	Jennifer	3/26/2019 9:43 AM	194.40 USD