UNIVERSITY OF WATERLOO

PURCHASING CARD

GETTING STARTED GUIDE

This document can be found online at:

UW Purchasing Card System Getting Started Guide.doc

Email: p-card@mailman.uwaterloo.ca

with any questions, problems or concerns you may have regarding the Purchasing card.

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Contents

Logging on to the UW Purchasing Card System

To use the UW Purchasing Card System you must log on to the application. Your system administrator must provide you with a user name and password.

The UW Purchasing Card System site https://pwnet.procard.com/uwaterloo/ is best used with Microsoft® Internet Explorer versions 5.5.1 and higher, or Netscape Navigator versions 4.76 and higher.

► To log on to UW Purchasing Card System

1. Enter the UW Purchasing Card System URL into your Internet browser.

   https://pwnet.procard.com/uwaterloo/

   Your username is formatted as such:

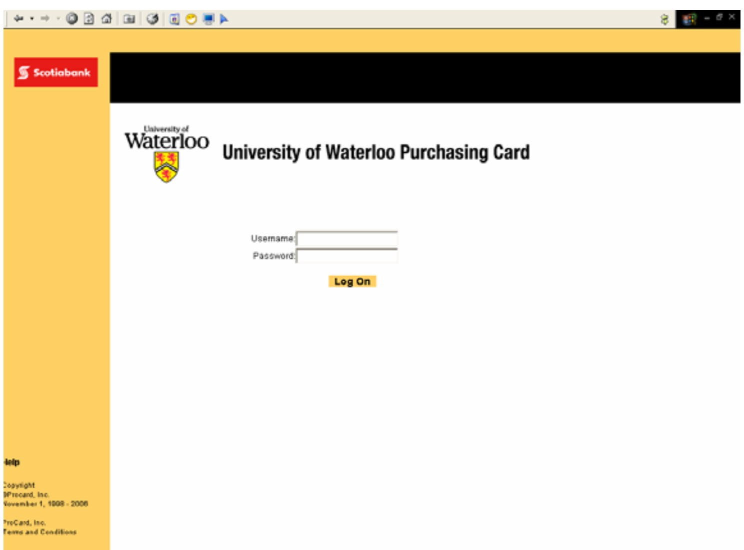
   - ☐ First 4 letters of your last name (if you last name is less than 4 letters, it will simply be your last name.) AND
   - ☐ Last 6 digits of your Purchasing Card number

   i.e.: Last name is Smith and Purchasing card full number is 4554 1225 2225 6586

   Username would be: **SMIT256586**

   The UW Purchasing Card System Logon page opens.

   Logon page fields



2. Enter your user name and your password. The application masks your password as you enter it.
3. The first time you log on, your password is the same as your user id. As a security precaution, you are required to change your password at this time.
4. If your browser does not allow pop-ups, you will need to temporarily enable them so that you can access the password change box. A yellow bar will appear at the top of

the screen. If you right click on it, you will have the option to temporarily allow pop-ups.

5. Once clicked, a pop-up box will appear asking you to change your password. Once done choose ok.

6. Click **Log On**. The Inbox tab opens. You now have access to the UW Purchasing Card System.

Using online help

The UW Purchasing Card System online help is context-sensitive. When you open the help, the topic that displays in a separate window is specific to the page you are currently viewing. You can navigate to related topics by clicking the links at the bottom of the page or by using the **Contents**, **Index**, or **Search** functions.

► To use the online help (click on "help" at bottom left on screen)

Online help has three different tools that you can use to find specific help topics. The **Contents** arranges the help topics into a logical sequence the same way a Table of Contents of book does. The **Index** provides links to the help topics from a list of key words arranged alphabetically. The **Search** function allows you to look for help topics by searching on any word contained in the help.

Using the online help contents

1. From the online help window, click the **Contents** button. The table of contents displays in the left frame of the Help window.
2. Click the icon for the topics that you want to view. The book expands to show all the related topics.
3. Click the icon for the topic you want to view. The topic appears in the right frame of the Help window.

Using the online help index

1. From the online help window, click the **Index** button. The index **keyword** field appears at the top of the left frame of the Help window. The index appears below.
2. Enter a keyword. As you type, the index automatically locates all instances of your specified keyword.
3. Click the index entry that most closely matches your keyword. The topic that contains your index entry displays in the right frame of the Help window.

   If the index entry is found in multiple topics, a list of topics appears. Select a topic from the list to display it in the right frame of the Help window.

Using the online help search

1. From the online help window, click the **Search** button. The **Search** field appears in the left frame of the Help window.
2. Enter the search word in the **Search** field and click **Go**. All topics that contain the search word appear below.
3. Click a topic. The topic appears in the right frame of the Help window.

Using the Inbox

When you log on to the UW Purchasing Card System, the Inbox tab opens. The Inbox displays your statements and messages. If your site has an active approval hierarchy, you can also submit statements for approval from the Inbox.

► To view transactions

You use the Inbox to view your statements and messages.

1. Log on to UW Purchasing Card System. The Inbox tab opens.
2. Select the subject type from the **Display Subject Type** list. The subject list appears.

   The following icons identify statements, expense envelopes, and messages when they appear in
   the Inbox.

   Statements
   Messages

Subject list

	Select	Date	Subject	Owner	Details	Status	Total $
		12/23/2003	January 2004	JACOBS, KARLA	***********331258	Not Submitted	$366.31
		12/12/2003	Sales Trip Dec	JACOBS, KARLA	***********331258	Not Submitted	$1,677.82
		11/23/2003	December 2003	JACOBS, KARLA	***********331258	Not Submitted	$3,352.62
		11/19/2003	Container Submission...	USER, ADMIN		Unread	
		10/24/2003	November 2003	JACOBS, KARLA	***********331258	Not Submitted	$3,810.07
		9/23/2003	October 2003	JACOBS, KARLA	***********331258	Not Submitted	$2,720.14

3. Click the subject link to open the message or statement.

► To open a message

1. From the menu, choose *Inbox*. The Inbox tab opens.

   Tip: Select Messages from the **Display Subject Type** list to display only messages in your Inbox.

2. Click the message link. The Message Viewer window opens.
3. Click **Print** to print the message, or **Close** to return to the Inbox tab.

► To delete a message

You can delete messages you have read.

1. From the menu, choose *Inbox*. The Inbox tab opens.

   Tip: Select Messages from the **Display Subject Type** list to display only messages in your Inbox.

2. Choose the message **Select** option.
3. Click **Delete**. A confirmation dialog opens asking if you are sure you want to delete the message.
4. Click **OK**. The message is deleted from the Inbox.

Transaction View

Use the Transaction View features to search your hierarchy for transactions. You can then review and edit individual transactions, or split and allocate transactions.

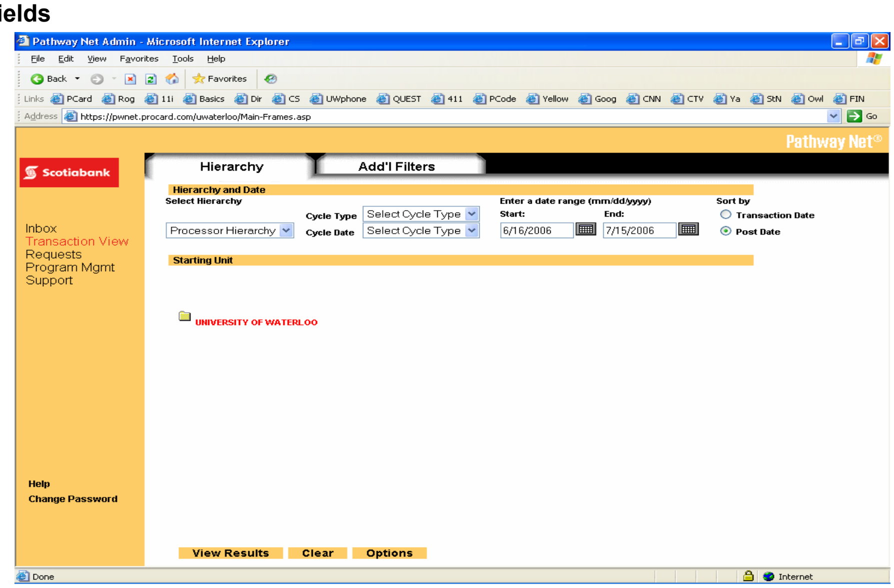
Searching for transactions

Use the following procedures to search the hierarchy for transactions. You can apply filters based on card number, cardholder last name, and MCC group. You can also use Boolean logic to create advanced filters to apply to your search.

► To search for unit transactions

1. From the menu, choose *Transaction View*. The Hierarchy tab opens.

   Hierarchy search fields



2. Select a hierarchy from the **Select Hierarchy** list. The hierarchy appears in the lower portion of the page. “Processor Hierarchy” is the default and will be used by cardholders to view, edit etc. their transactions. “Reviewer Hierarchy” will be used by those who have access to multiple cardholder accounts.

3. Specify a date range for the transactions you are trying to find by completing one of the following:

   - Enter beginning and end dates in the **Start** and **End** fields. You can click the buttons next to the each date field to select a date from a calendar.

   - Select the cycle in which you are searching for transactions using the **Cycle Type** and
     Cycle Date lists.

4. Select a **Sort by** option. You can sort transactions by transaction date or post date.

5. Click View Results. The transaction list appears.

▶ To search for unit transactions using a card filter

Note: Use this procedure if you have access to multiple card accounts through the UW Purchasing Card System.

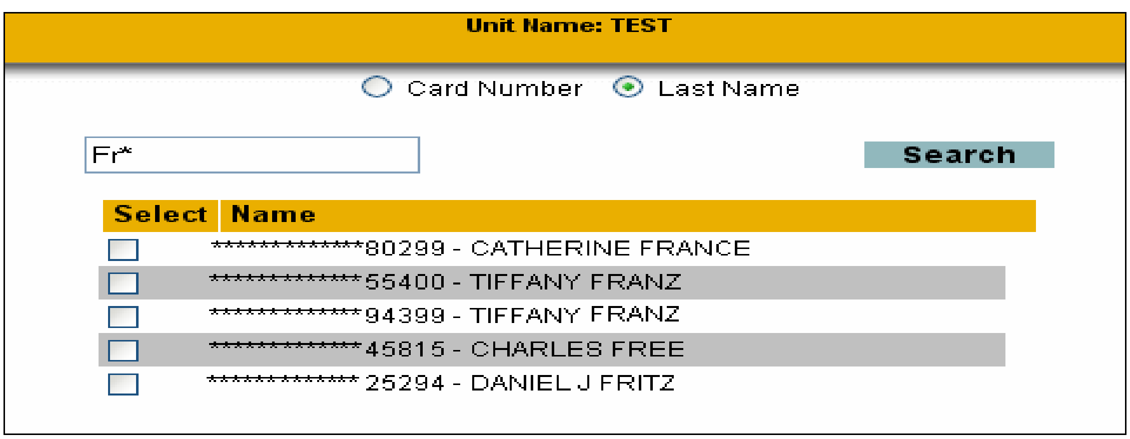
1. From the menu, choose *Transaction View*. The Hierarchy tab opens.
2. Complete the Transaction search fields as described in the procedure “To search for unit transactions” on page 5.
3. Click **Select Cards**. The Card Filter dialog opens.
4. Select the **Card Number** or **Last Name** option.
5. Enter the search criteria in the **Card Filter** field.

   Tip: Use the wildcard (*) to search for a list of names or card.

6. Click **Search**. The search results are displayed.

   Note: If your search returns multiple pages of matching transactions, enter a page number in the **Page** field and click **Go** to quickly navigate to a page within the results.

   Card filter dialog



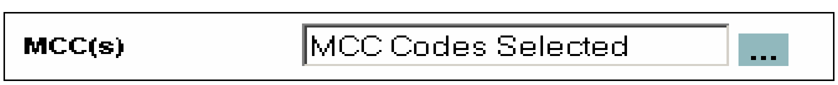
7. Select the cards whose transactions you want to include on the Results tab. Click **Select All** to include all cards, or **Clear All** to reset your selection.
8. Click **OK**. This saves your selections to the Hierarchy tab.
9. To view the selected transactions, click **Update Selected**. To further refine your search, read the “To search for unit transactions using the MCC additional filter” procedure below.

► To search for unit transactions using the MCC filter

1. From the menu, choose *Transaction View*. The Hierarchy tab opens.
2. Click the Add'l Filters (Additional Filters) tab to open it.
3. Select the check boxes that correspond to the transaction types you want to include in your search from the Filter Information section. You can choose from the following filters:
   - Mapped
   - Unmapped
   - Splits
   - Diverted
   - Out of Pocket
   - Cash Advances
   - Reviewed
   - Disputed
   - Posted
   - Not Reviewed
   - Personal

   To include all types, select the **All** check box.
4. Click the ... button next to the **MCC(s)** field to specify transactions associated with a specific merchant category code (MCC). The MCC dialog opens.
5. Enter an MCC range in the **Start at** and **End at** fields.
6. Click **View**. A list of MCCs in the specified MCC range appears.
7. Select one or more MCCs by selecting the corresponding check boxes. Click **Select All** to include all MCCs, or **Clear All** to reset your selection.
8. Click **OK**. This saves your selection to the Add'l Filters tab.

   Note: The **MCC(s)** field displays the text "MCC Codes Selected" when you have selected an MCC filter.

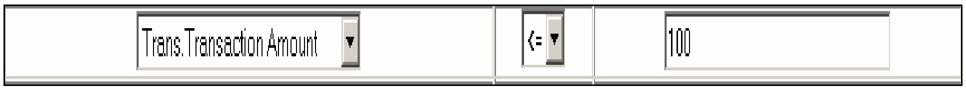
   

9. To view the selected transactions, click **View Results**.

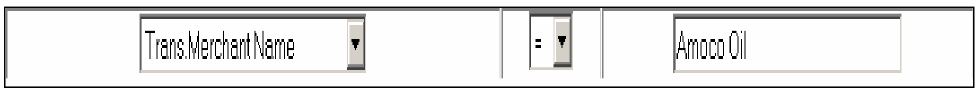
► To create an advanced filter

1. From the menu, choose *Transaction View*. The Hierarchy tab opens.
2. Click the Additional Filters (Add'l Filters) tab to open it.
3. From the list in the **Field** column, select a field.
4. From the list in the **Operator** column, select an operator.
5. Enter a value in the **Value** field.

Example 1: **Selecting** Transaction Amount <= 100 **returns transactions less than or equal to $100.00.**



Example 2: **Selecting** Merchant Name = Amoco Oil **returns transactions for that vendor.**



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6. Repeat steps 3–5 to create additional filters. The more filters you create, the more specific your
   search becomes.
7. Click **View Results**. The transaction list appears.

► To change to data grid display

Use the Transactions View Options window to configure the data grid displayed on the Results tab. You can select the fields to be displayed and change their display order.

Note: This configuration functionality is available *only* to Internet Explorer users. Transaction View will function without the grid configuration capability for all other browsers.

To select the transaction view data elements:

1. From the menu, choose *Transaction View*. The Hierarchy tab opens.
2. Click **Options**. The Transaction View Options window opens.
3. Select the check box next to each field you want to display on the Results tab. The grid displays the top data element as the first column in the grid, the second element as the second column, and continuing through the end of the available data elements.
4. Click **OK** to save your changes and close the Transaction View Options window.

To change the display order of the transaction view data elements:

1. In the Transaction View Options window, click the field name you want to reposition. The field name
   is highlighted.
2. Click the icon to move the field up in the list. Click the icon to move the field down.
3. When you have finished ordering the list, click **OK** to save your changes and close Transaction View Options window.

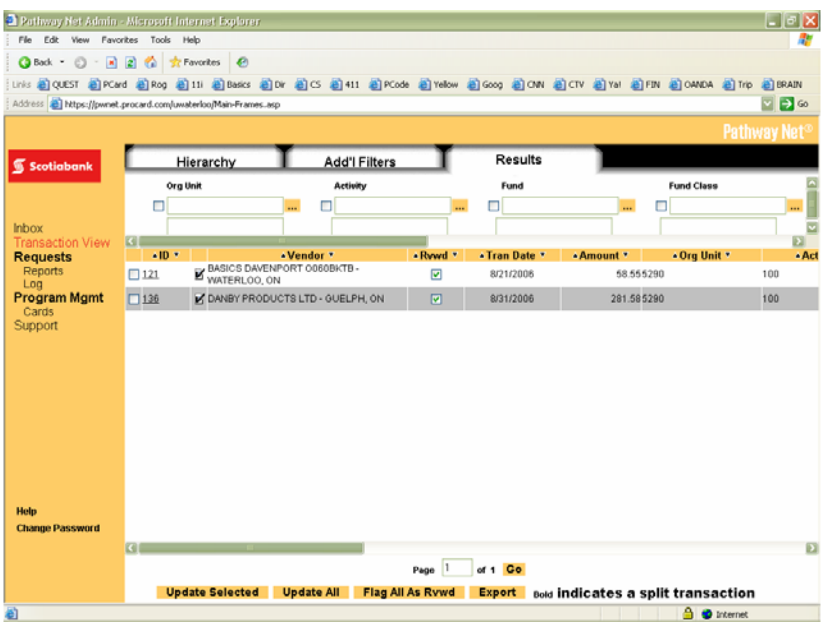
Note: You can change the position of unselected fields, but they will not display on the Results tab.

Editing transactions

Procedures in this section describe how to edit unmapped transactions. A transaction is unmapped until it is posted to our Oracle system. When a transaction has been mapped, it is available only for review and cannot be edited. Transactions are kept for 14 months.

► To edit transactions

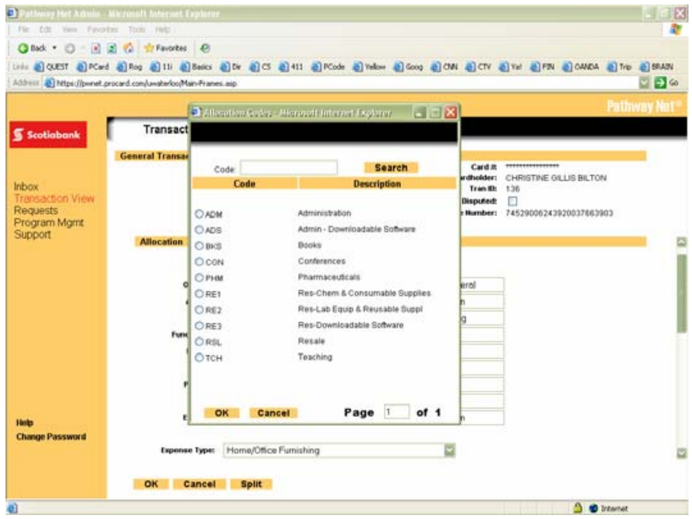
After you have selected your transactions, you can see the general information assigned to each transaction from the Results tab. Using the slide bar at the bottom, scroll over to view more details. If the transactions have not been edited, all of the AFF segments and the End-use will be pulled directly from your defaults.



Allocation fields	Your organization's allocation fields appear at the top of the page. Select allocation fields by checking the desired field check boxes. To simultaneously apply allocation values to multiple transactions, enter allocation values into allocation fields, select transactions with the check boxes in the far left column, and click **Update Selected**. Click **Update All** to update every transaction. See Allocating transactions for step-by-step instructions.
ID	Transaction ID number assigned by Pathway Net. Click this link to view transaction detail on the Transaction tab.
Notes icons	Click the icon to view and edit existing notes in the Maintain Invoice Notes window, or click the icon to create new notes.
Detailed information icon	If more detailed information exists for this transaction, an icon appears that represents the transaction. To view the detail information, select the transaction and open the line item tab. An additional tab specific to the transaction appears. $ indicates that there is detailed information regarding a transaction.
Type	Indicates the transaction type: D = Diverted, an individual bill transaction applied to a predetermined account.
Rvwd	If selected, indicates that a transaction has been reviewed. You can select all transactions by clicking **Flag All as Rvwd** at the bottom of the page. When you use the **Reviewed** or **Not Reviewed** filters on the Additional Filters tab, this is the field Pathway Net uses to determine a transactions reviewed status.
Post Date	Date the transaction posted with the credit card processor.
Tran Date	Date the transaction occurred.
Amount	Transaction settlement amount in CAD currency.
Vendor	Name of the vendor where the transaction occurred.
MCC	Merchant Category Code (MCC) number for the transaction.
Cardholder Name	Cardholder name.
Card Nbr	Credit card number. The portion that appears is determined by security privileges.
Allocation Fields	On the far-right are the allocation fields, showing the values assigned to each transaction. Prior to changes have been made, the cardholder's default AFF segments and end-use will show. They include: o Org unit o Activity o Fund o Fund Class o Project o Object o Product o Phase o **End Use**

► End use

Your default “end-use” is assigned for each transaction, based on your original application form. The end-use is required as it drives out the GST rebate calculation (if any) and determines if any taxes are to be assessed, once the transactions are imported into the Oracle system. To change the end-use from your default, click on the ID number to go into the transaction. Then click on the ellipses to the right of the end-use box. The drop-down list will give you the options that are available.



CODE	DESCRIPTION	DETAILS
ADM	Administration	Administration purchases
ADS	Admin - Downloadable Software	Administration purchases – downloadable software
BKS	Books	Purchase of books
CON	Conferences	Conferences
PHM	Pharmaceuticals	Pharmaceutical purchases
RE1	Res-Chem & Consumable Supplies	Research related purchases– chemicals and consumable supplies
RE2	Res-Lab Equip & Reusable Suppl	Research related purchases – lab equipment and reusable supplies
RE3	Res-Downloadable Software	Research related purchases – downloadable software
RSL	Resale	Purchases made for resale
TCH	Teaching	Purchases made for teaching

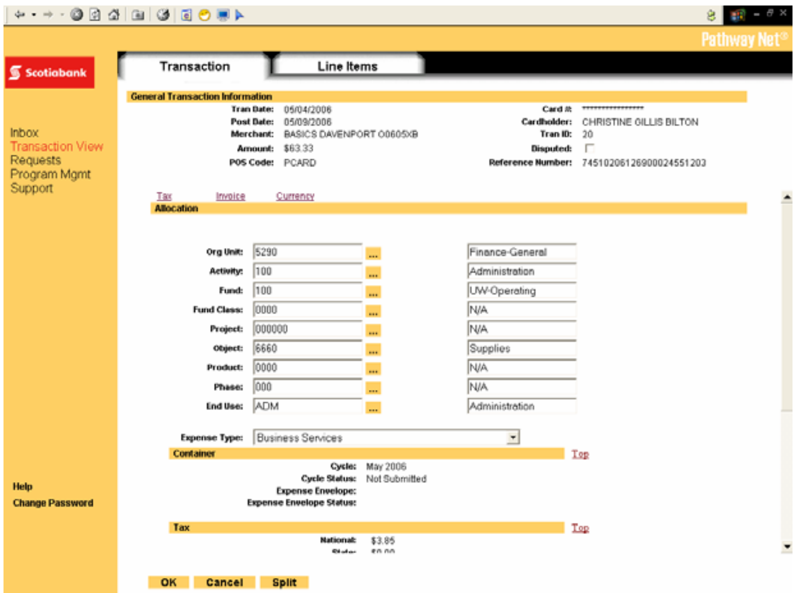
Viewing transaction detail

Procedures in this section describe how to view and edit unmapped transactions. A transaction is unmapped until it is posted to our Oracle system. When a transaction has been mapped, it is available only for review and cannot be edited.

► To view transaction detail

After you have selected your transactions, you can view more detail about certain transactions. You can review transactions directly on the Results tab, or you can view transaction details.

1. Click the transaction ID link in the ID column. The Transaction tab opens.



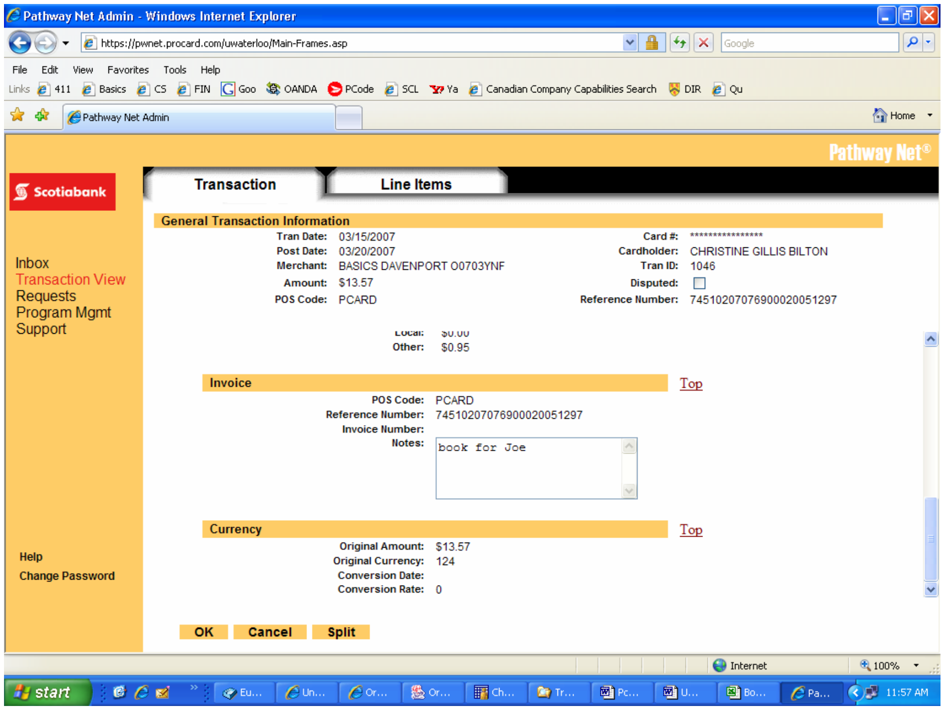
The Transaction tab contains the following information:

- Transaction and Post Date
- Merchant name
- Transaction amount
- POS Code
- Cardholder # and name
- Transaction ID #
- Reference Number
- Allocation information
- Expense Type information (Expense types are a way of categorizing transactions that do not contain MCC data. Expense type codes provide additional flexibility in filtering within business rules, reporting, and mapping.)
- Taxes (if available)
- Cardholder note
- Currency
  1. Original amount
  2. Original currency code – see chart on next page for more information
  3. Conversion date
  4. Conversion rate

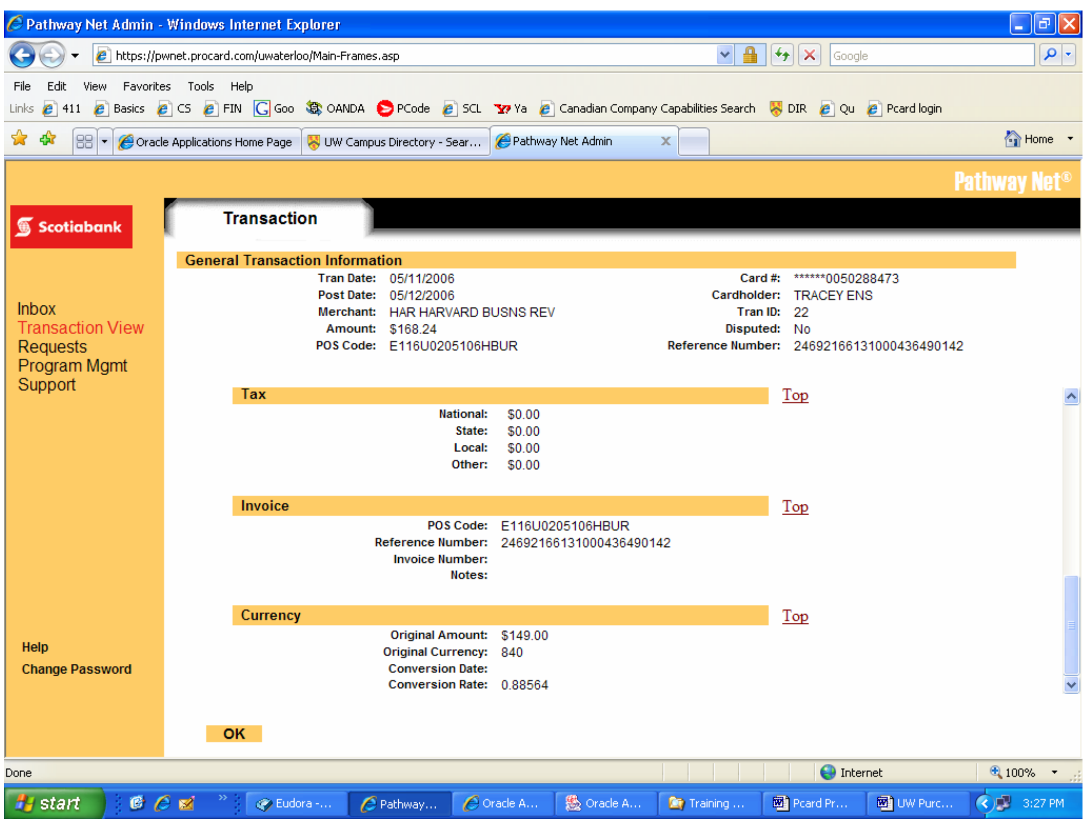
► Currency Codes

Scotiabank Visa provides a code which translates into the type of currency that the purchase was originally made in.

The example below is currency code 124 which is CAD funds.



The example below is currency code 840 which is USD funds:



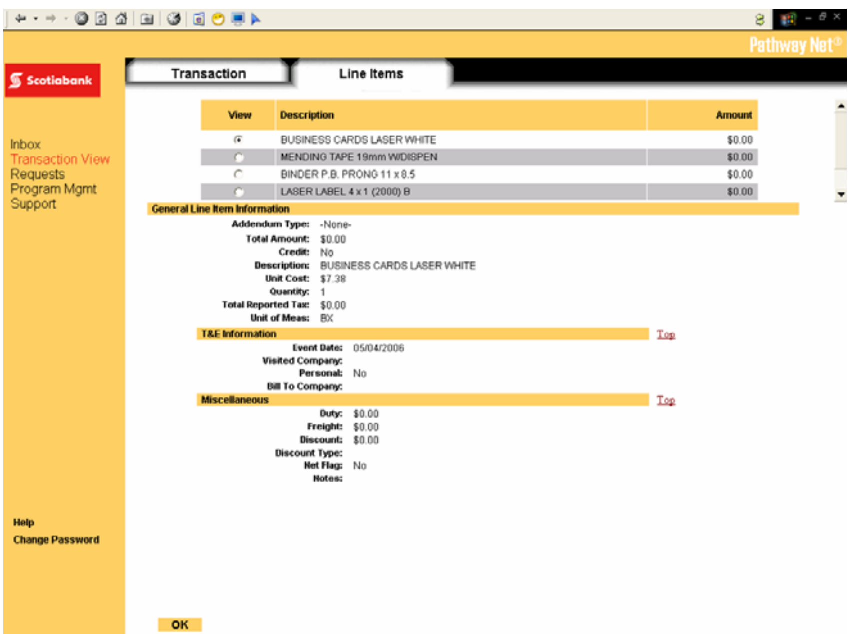
This chart details a few of the most commonly used currencies.

Currency Code	Currency Abbreviation	Currency
124	CAD	Canadian Dollars
840	USD	US Dollars
826	GBP	British Pounds
978	EUR	Euro
36	AUD	Australian Dollars
756	CHF	Swiss Francs
392	JPY	Japanese Yen

For a full list of all currency codes, please visit:

http://www.converter-currency.com/currency-converter/currency-codes.cfm

2. Click the Line Items tab to view additional transaction information.



The Line Items Tab contains the following:

- Invoice information
- Individual item description
- Quantity purchased

Editing transactions

Use the following procedures to edit allocation information for a transaction before it is mapped.

► To edit a transaction

1. From the menu, choose *Transaction View*. The Hierarchy tab opens.
2. Select a hierarchy from the **Select Hierarchy** list. The hierarchy appears in the lower portion of the page.
3. Expand the hierarchy and select the unit for which you want to view transactions.

   Note: To select transactions for all units under the selected unit, verify that the **Include Subunits** check box is selected.

4. Specify the date range for the transaction search by completing one of the following:
   - Enter a starting and ending date in the **Start** and **End** fields. You can click the button next to the date fields to select a date from a calendar.
   - Use the **Cycle Type** and **Cycle Date** lists to select a specific cycle. UW Purchasing Card System enters the Start and End dates for you when you select a cycle.
5. In the **Sort by** option, select whether you want to sort the transaction data by transaction or post date.
6. Click **View Results**. The transaction list appears.
7. Click the transaction ID you want to view. The Transaction tab opens.

   Note: If the transaction has been mapped, or imported into your organization’s accounting system, the transaction cannot be edited. Mapped transactions do not have a selection check box to the left of the link.

8. Edit the allocation information.
9. Click **OK** to save the changes.

► To edit multiple transactions

1. Follow steps 1–6 in the “► To edit a transaction” procedure, above.
2. On the Results tab, select the allocation fields you want to apply to all transactions.
3. Enter the allocation values in the selected fields.
4. Select the transactions to which you want to apply the allocation values. Transactions that have already been mapped cannot be selected.
5. Click **Update Selected**. The allocation values are applied to all selected transactions.

   Note: If you want to apply the allocation values to all unmapped transactions in your query, click **Update All**. The allocation value will be applied without your having to select each transaction.

Splitting transactions

You can split a transaction to multiple allocation codes. There are several types of splits and several split options.

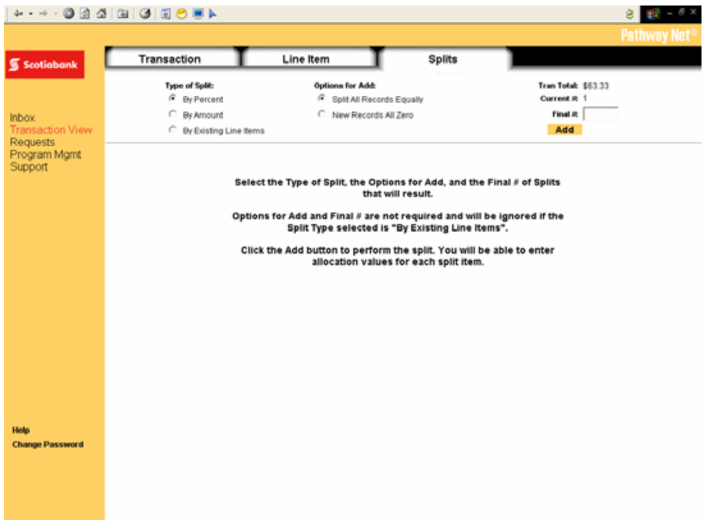
Use the Splits tab in the UW Purchasing Card System to manually split transactions by line item, percent, or amount.

► To split a transaction by percent

1. Find the transaction you want to split.
2. Click the transaction ID. The Transaction tab opens.
3. Click **Split**. The Splits tab opens.

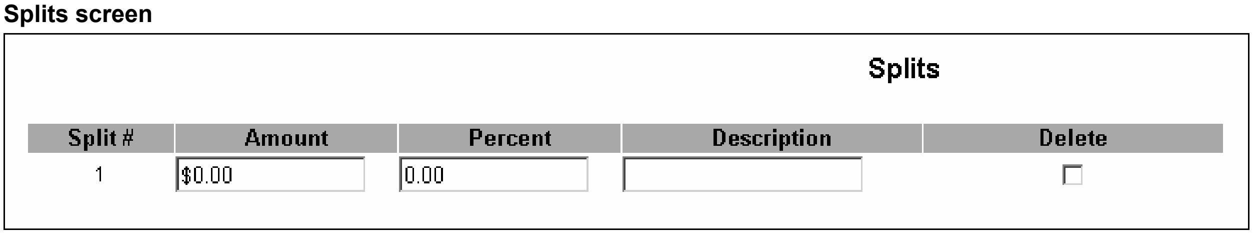
   Note: The **Split** button is only displayed when the transaction has not been mapped.

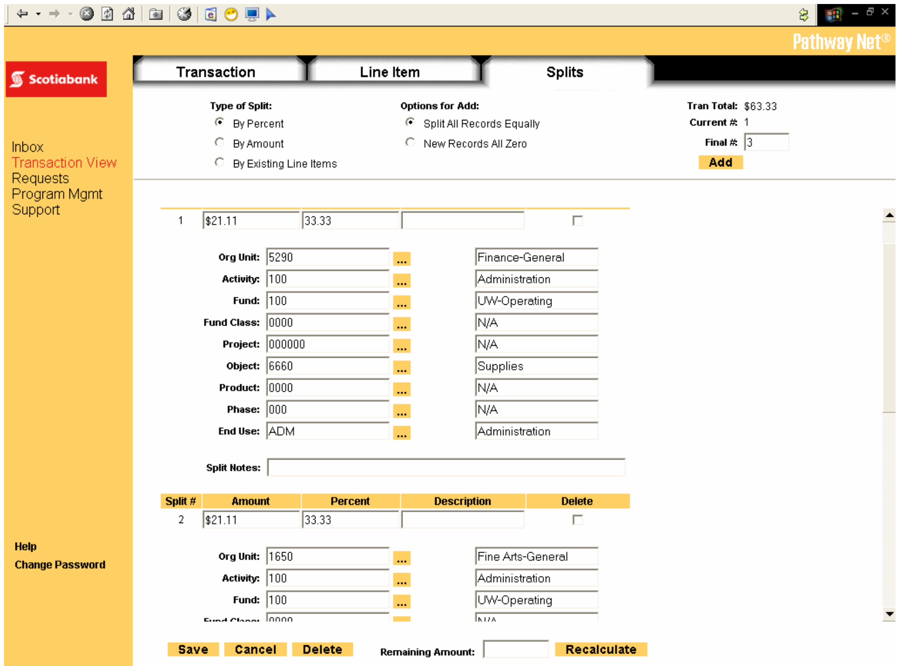
   Splits tab options

4. Select **By Percent** from the Type of Split option.
5. Select **Split all Records Equally** or **New Records All Zero** from the Options for Add option.
6. Enter the desired number of splits in the **Final #** field.
7. Click **Add**. The Splits section is displayed.

Splits screen





Example 1: **Selecting** By Percent**,** Split all Records Equally, **and typing** 3 **in the** Final # **field applies three 33.3% splits to that transaction. Two of the three percentages will be 33.33% and the third will be 33.34% of the total transaction amount**.

Example 2: **Selecting** By Percent**,** New Records all Zero**, and typing** 3 **in the** Final **# field applies a three-way split to the transaction. The** Amount **and** Percent **fields are set to zero**.

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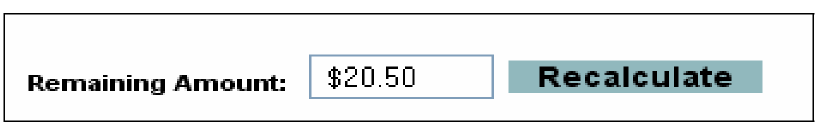
8. Enter descriptions and allocation codes for each split. If you selected the **New Records All Zero** option, you must type a percentage in each of the **Percent** fields. These split amounts must add up to 100% of the total transaction. As you enter each split, the difference between the total transaction amount and the sum of all entered splits displays in the Remaining Amount field.

   Tip: Click the **Recalculate** button to refresh the remaining amount for the transaction. Continue to edit or create splits until the remaining amount equals zero.

9. Click **Save**. The Transaction tab reopens.

   Important: You cannot enter both credit and debit amounts (positive and negative values) as splits for a single transaction.

10. Click **OK**. The transaction is split.

► To split a transaction by amount

1. Locate the transaction you want to split.
2. Click the transaction ID link. The Transaction tab opens.
2. Click **Split**. The Splits tab opens.
3. Select **By Amount** from the Type of Split option.
4. Select **Split All Records Equally** or **New Records All Zero** from the Options for Add option.
5. Enter the desired number of splits in the **Final #** field.
6. Click **Add**. The Splits section is displayed.

Example 1: **Selecting** By Amount, Split all Records Equally, **and typing** 4 **in the** Final # **field applies four splits to that transaction. Each of the four amounts will be one-fourth (25.0%) of the total transaction amount.**

Example 2: **Selecting** By Percent**,** New Records all Zero**, and typing** 4 **in the** Final # **field applies a four-way split to the transaction. The** Amount **and** Percent **fields are set to zero.**

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7. Enter descriptions and allocation codes for each split. If you selected the **New Records All Zero** option, you must type amounts in the **Amount** fields. These split amounts must add up to the total transaction amount. As you enter each split, the difference between the total transaction amount and the sum of all entered splits displays in the Remaining Amount field.

   Tip: Click the **Recalculate** button to refresh the remaining amount for the transaction. Continue to edit or create splits until the remaining amount equals zero.

8. Click **Save**. The Transaction tab reopens.

   Important: You cannot enter both credit and debit amounts (positive and negative values) as splits for a single transaction.

9. Click **OK**. The transaction is split.

► To split a transaction by existing line items

1. Locate the transaction you want to split.
2. Click the transaction ID link. The Transaction tab opens.
3. Click **Split**. The Splits tab opens.

   Note: The **Split** button is displayed only when the transaction has not been mapped.

4. Select **By Existing Line Items** from the Type of Split option.
5. Click **Add**. The UW Purchasing Card System creates the splits.
6. Edit the descriptions and amounts as required and enter allocation codes for each split. As you enter each split, the difference between the total transaction amount and the sum of all entered splits displays in the Remaining Amount field.

Tip: Click the **Recalculate** button to refresh the remaining amount for the transaction. Continue to edit or create splits until the remaining amount equals zero.

7. Click **Save**. The Transaction tab reopens.

   Important: You cannot enter both credit and debit amounts (positive and negative values) as splits for a single transaction.

8. Click **OK**. The transaction is split.

Working with reports

The UW Purchasing Card System includes standard reports that you can use to gather and analyze transaction activity.

To run a report, specify report options such as date range, hierarchy units, and output fields to narrow the reporting criteria.

You can set up automatic email notification for report recipients so that when a report is processed, an email is sent to the recipients that need to analyze the report data.

When a report is ready, users can log on to the UW Purchasing Card System and access the report.

► To run a report

1. From the menu, choose *Requests>Reports*. The Reports tab opens and lists the UW Purchasing Card System reports available to you, including your custom reports.
2. Select the radio button option for the report you want to run from the Number column. (If you click on the actual report name, you will get details about what the report information will generate.)
3. Click **Next**. Depending on the report you select, several report option pages open in sequence. Use these pages to set the report criteria including data filters, report output format, and recipient email addresses.
4. After you have completed the report criteria, click **Run Report**. When the report is completed, it is listed in the Request Log.

   Note: Some reports have more report option pages than are required. After completing the required criteria, you can continue to complete the report options to narrow your reporting criteria, or you can run the report at any time.

   Note: It is not mandatory to specify these selections when running a report. If you choose *Finish*, the standard report will run.

5. From the menu choose *Requests>Log*. The Request Log opens.

   Note: If your report is not listed in the Request Log, the UW Purchasing Card System may be processing your request. Click the Request Queue tab. The requested reports and their statuses are listed in the request queue.

6. Download the report to a location on your local hard drive or a network drive that you can access.

► To import a text file into Excel

Some reports are available as text files that can imported into Microsoft® Excel. These files have a .TXT filename extension and are in a tab-delimited format.

1. Run the report and download the report text file you want to import into Excel.
2. Open Excel.
3. Select *File>Open*. The Open dialog opens.
4. From the **Files of Type** list, select Text Files (*.prn; *.txt; *.csv)
5. Locate the text file and select it.
6. Click **Open**. Step 1 of the Text Import Wizard opens.
7. Select the **Delimited** Original data type option.
8. Click **Next**. Step 2 of the Text Import Wizard opens.
9. Select the **Tab** check box from the Delimiters section.
10. Click **Next**. Step 3 of the Text Import Wizard opens.
11. Select all columns in the Data Preview option.

    Note: All columns are selected by default.
12. Click **Finish**. Excel imports the file.

UW Purchasing Card System Reports

The following provides summaries of the standard reports available in UW Purchasing Card System. You may not have access to all the standard reports depending on your site settings.

RPT120 – Cardholder Statement (Individual Bill)

Supported Formats	Detail in Rich Text Format (RTF)
Overview	This report includes card transaction and diverted transaction information. Individually billed programs use this report when the cardholder is responsible for submitting the amount due directly to the bank. Cardholders can use this to reconcile posted transactions with receipts. You can set up this report so that it is available to users from Expense Envelopes and Containers. This report can be scheduled. **Note:** Maximum date range for this report is one billing cycle.

RPT122 – Cardholder Dispute Form

Supported Formats	Detail in Rich Text Format (RTF)
Overview	Use this report to initiate a transaction dispute with the bank. The completed report can be emailed to the bank or printed. Depending upon the reason for the dispute, supporting documentation may be required. This report can be generated for only a single transaction.

RPT171 –Transaction Detail with Level 3 Detail

Supported Formats	Tab-delimited format
Overview	This report details transactions that were made during the reporting period for individually and centrally billed accounts. Depending on the report filter selection, line item, airline, lodging, car rental, and fleet detail are shown.

UW Purchasing Card Cycle and Timeline

The following diagram provides the key dates that are important in the pcard cycle.

Remember that you can access the Scotiabank website 24/7 throughout the month, to re-allocate your expenses, change the end-use, add notes etc.

The Visa billing cycle runs from the 16th of the month to the 15th of the following month.

Visa and Scotiabank then close the billing cycle at the end of business on the 15th.

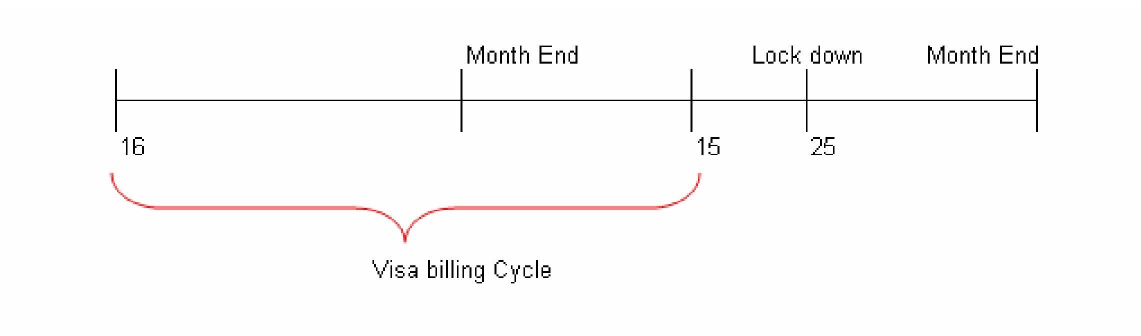
Within two business days, your monthly billing statement should arrive electronically to the email address that is on your application. (If it does not, please contact the pcard administrator at **p-card@mailman.uwaterloo.ca**)

All transactions that have been **posted** up to and including the 15th of the month should appear on your statement.

If you have not already logged into the Scotiabank website to verify the charges to your card and re-allocate if necessary, you must do so before the 25th of the month.

On the 25th, the UW Finance Department will lock the transactions down and you will no longer be able to make any changes.

After the 25th of the month, the transactions will appear in the allocated expense account and be visible through FORE.



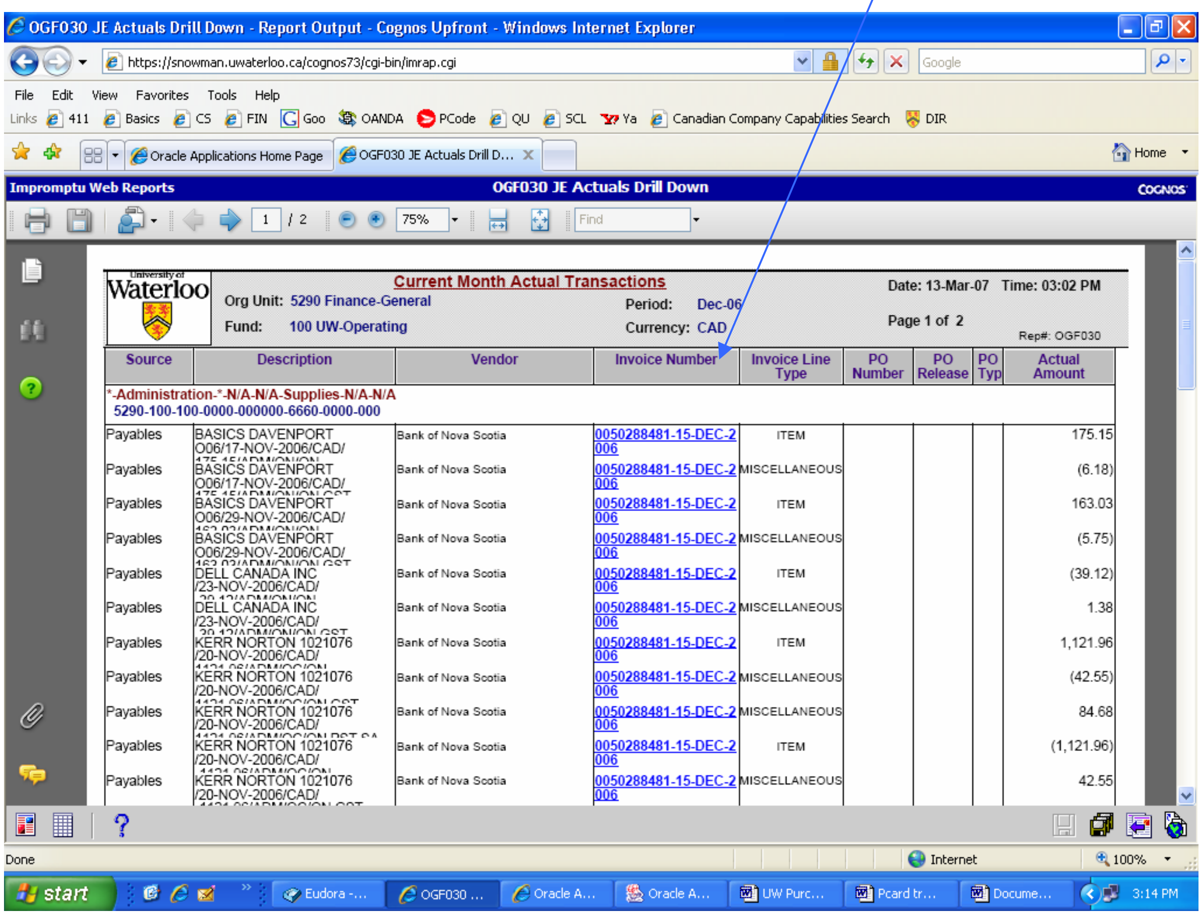
UW Purchasing Card and FORE

The following print screens shows how a Purchasing Card transaction will appear in FORE.

** Note that the supplier will always be "Bank of Nova Scotia".

Let's look at this transaction (Invoice 0050288481-15-DEC-2006) a little closer.

- The "Description" shows the name of the supplier that the pcard transaction is from. More details are provided if you drill into the invoice number further.
- The "Item" or "Miscellaneous" lines are as follows:
  - **Item** $175.15 is the item purchased from Basics is a total of $175.15 CAD:
  - **Miscellaneous** <$6.18> is the amount of GST rebate that this purchase is entitled to.

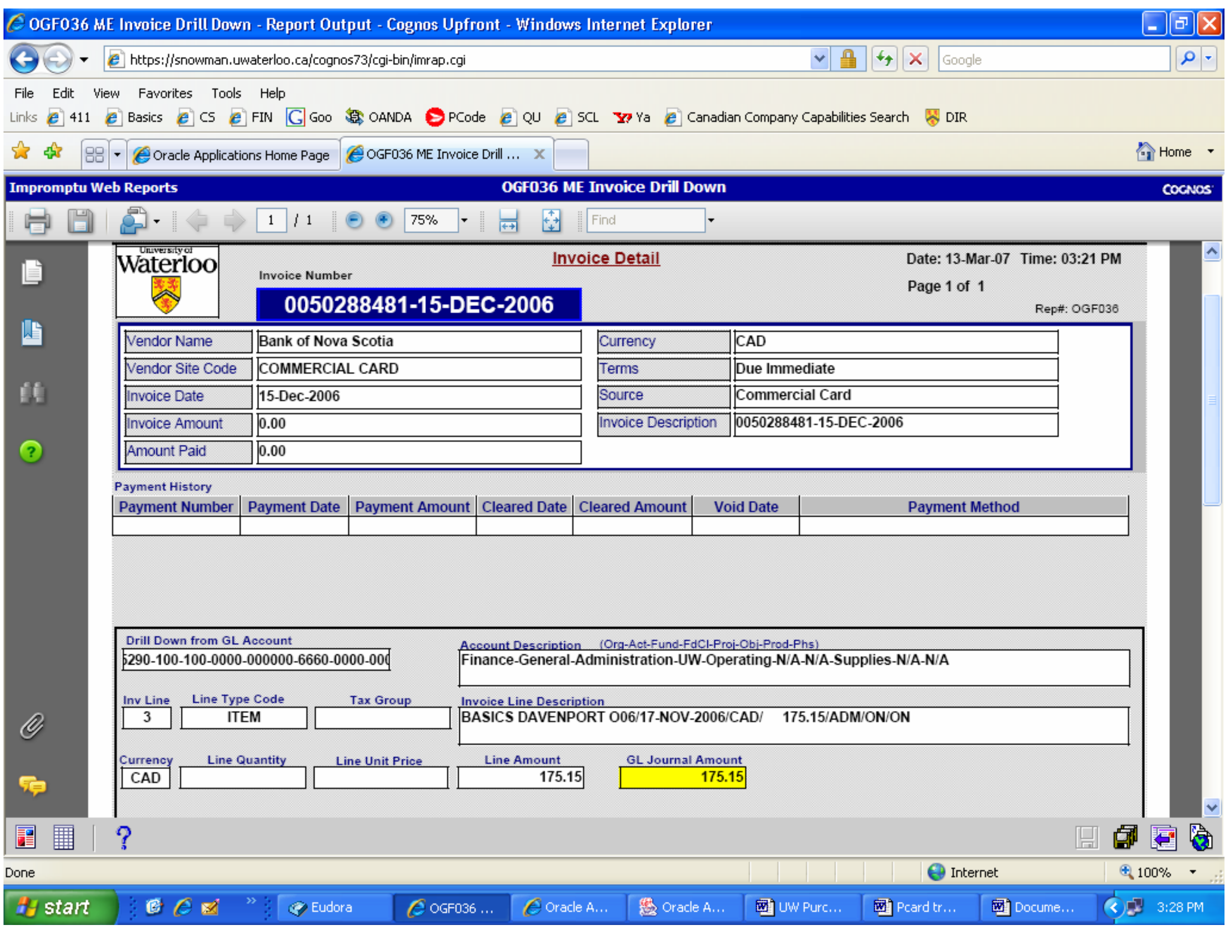


Once you drill into the invoice, you can see that:

- The Vendor name is "Bank of Nova Scotia"
- The amount paid will always be "0.00" because this is a pre-authorized payment directly from our bank account; we do not issue a cheque to them.
- The invoice description is a combination of the last 10 digits of the card and the billing date of the cycle.

In the "Invoice Line Description" you will see:

- The supplier's name that the Visa transaction was posted from.
- The transaction date.
- The original currency code (In this case it is CAD.)
- The original purchase amount (In this case it is the same at $175.15.)
- The coding that is used to determine the appropriate taxes and rebates. (In this case ADM/ON/ON is broken down into ADM = end use is Administration, ON = location of purchase Ontario, ON = location of consumption Ontario.)



This document was last updated

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Approved by: