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Oracle Release 12

PCard Overview For Procurement
February 23, 2011



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Agenda

- ◉ PCard Interface
- ◉ PCard Correction Form
- ◉ Demo
- ◉ Q&A

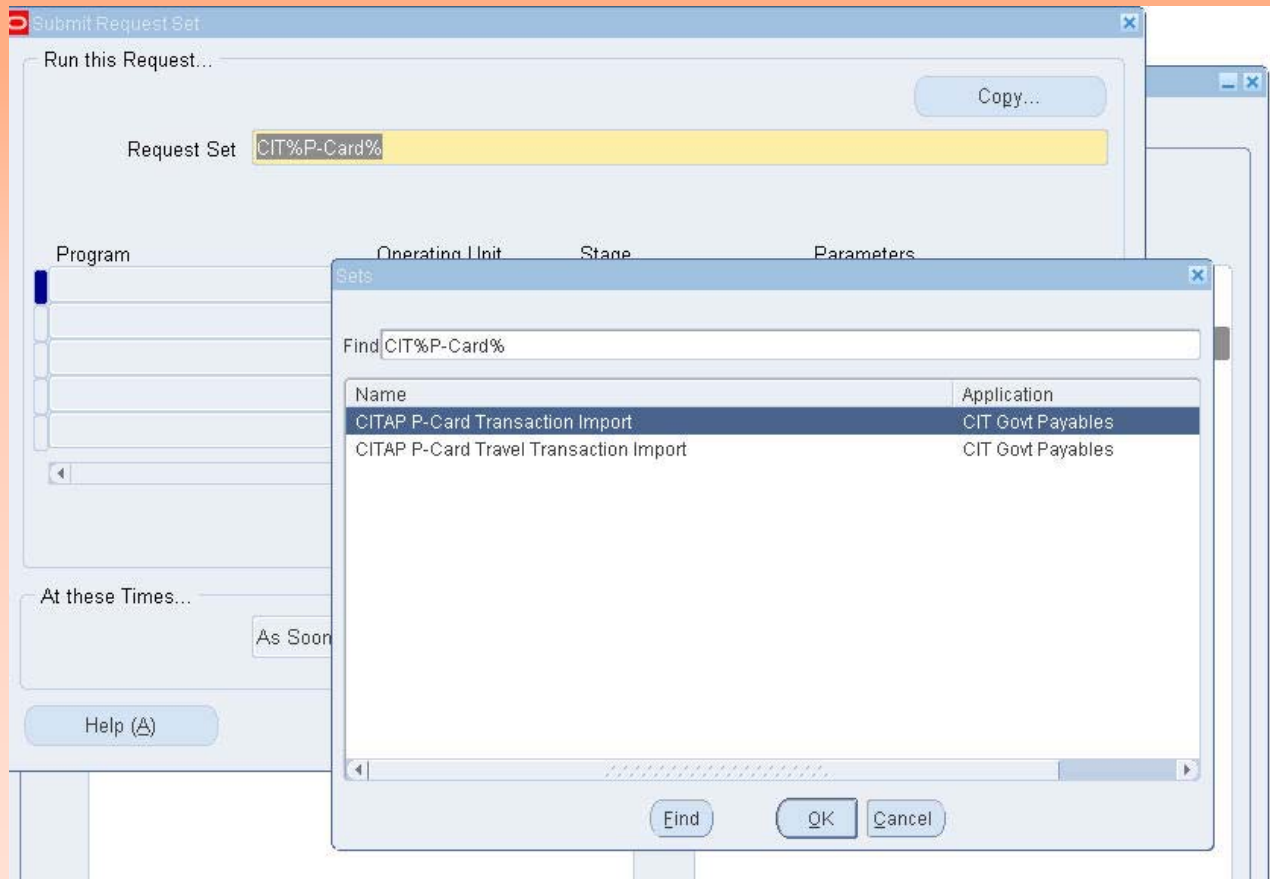


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PCard Interface

PCard Report Set is the same as in R11i





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PCard Interface

Report Parameters:

The screenshot shows two overlapping windows from the IMSS system. The background window is titled "Submit Request Set" and contains a table of request sets. The foreground window is titled "Parameters" and displays configuration details for a selected request set.

Submit Request Set Window:

Run this Request... Copy...

Request Set: CITAP P-Card Travel Transaction Import

| Program | Operating Unit | Stage | Parameters |
|------------------------------------|----------------|----------------------------|------------|
| CITAP FTP PCARD Transaction Fe | | CITAP FTP PCARD Trans | |
| CITAP P-Card Interface | | CITAP P-Card Interface (2 | |
| CITAP Print P-Card Validation Exce | | CITAP Print P-Card Valid | |
| Payables Open Interface Import | | Payables Invoice Import (4 | |
| CITAP Populate Travel Records | | CITAP Populate Travel Re | |

Parameters Window:

At these Times...

Operating Unit:

Source: **PCARD** Purchase Card

Batch Name: **P-CardTravel/22-FEB-2011**

GL Date: **22-FEB-2011**

Summarize Report: **Yes**

OK Cancel Clear Help



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PCard Interface

View Requests

Requests

Refresh Data Find Requests Submit a New Request...

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|----------------------------|---------|-----------|--------|-------------------------------|
| 4371588 | CITAP Populate Travel Rec | 4371578 | Completed | Normal | P-CardTravel/22-FEB-2011 |
| 4371586 | Payables Op | 4371578 | Completed | Normal | , PCARD, , P-CardTravel/22-FE |
| 4371584 | CITAP Print P-Card Validat | 4371578 | Completed | Normal | |
| 4371582 | CITAP P-Card Interface | 4371578 | Completed | Normal | |
| 4371580 | CITAP FTP PCARD Transa | 4371578 | Completed | Normal | |
| 4371578 | CITAP P-Card Travel Trans: | | Completed | Normal | 20006, 553 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...



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PCard Interface

PCard Validation Report

| Passport-Card Transactions Validation Exception Report | | | | |
|--|--|---|-------------|---------------------------------|
| 22-FEB-2011 | | | Page : 1 | |
| Order Log No. | Item Description | P/T/A/E/O | Expend Date | Error Reason |
| CT158246/110222 | Vendor 1159574 is not set up. | | | |
| CT174970/110222 | Vendor 1165567 is not set up. | | | |
| CT175740/110222 | Vendor 1283412 is not set up. | | | |
| CT177589/110222 | Vendor 1161927 is not set up. | | | |
| CT179234/110222 | Vendor 1777503 is not set up. | | | |
| CT179523/110222 | Vendor 1154842 is not set up. | | | |
| CT179936/110222 | Vendor 1755884 is not set up. | | | |
| CT179959/110222 | Vendor 1406782 is not set up. | | | |
| CT180471/110222 | Vendor 1769599 is not set up. | | | |
| CT180787/110222 | Vendor 1524536 is not set up. | | | |
| CT181021/110222 | Vendor 1165983 is not set up. | | | |
| CT181235/110222 | Vendor 1727830 is not set up. | | | |
| CT181268/110222 | Vendor 1725334 is not set up. | | | |
| CT181294/110222 | Vendor 1839409 is not set up. | | | |
| CT181459/110222 | Vendor 1819610 is not set up. | | | |
| CT181459/110222 | CT181459/ 1729507/ STARLIGHT MOTEL/ Lodging - Hotel Lodging 6/ 10/ | TJP.CBASSFAB 1 NSF.000415 Travel - Domestic Allocable Caltech | 08-JUN-10 | Award number is invalid(3) |
| CT181505/110222 | Vendor 1296880 is not set up. | | | |
| CT181521/110222 | Vendor 1005498 is not set up. | | | |
| CT181521/110222 | CT181521/ 1134328/ RON KONG/ Mileage - .50 per mile as of 1/ 1/ | IMSS.BSA 1.2 GB.IMSS Travel - Domestic Allocable Caltech | 24-JUN-10 | Project number is invalid(4) |
| CT181521/110222 | CT181521/ 1134328/ MOE'S CAB/ | IMSS.BSA 1.2 GB.IMSS | 24-JUN-10 | Project number is invalid(4) |

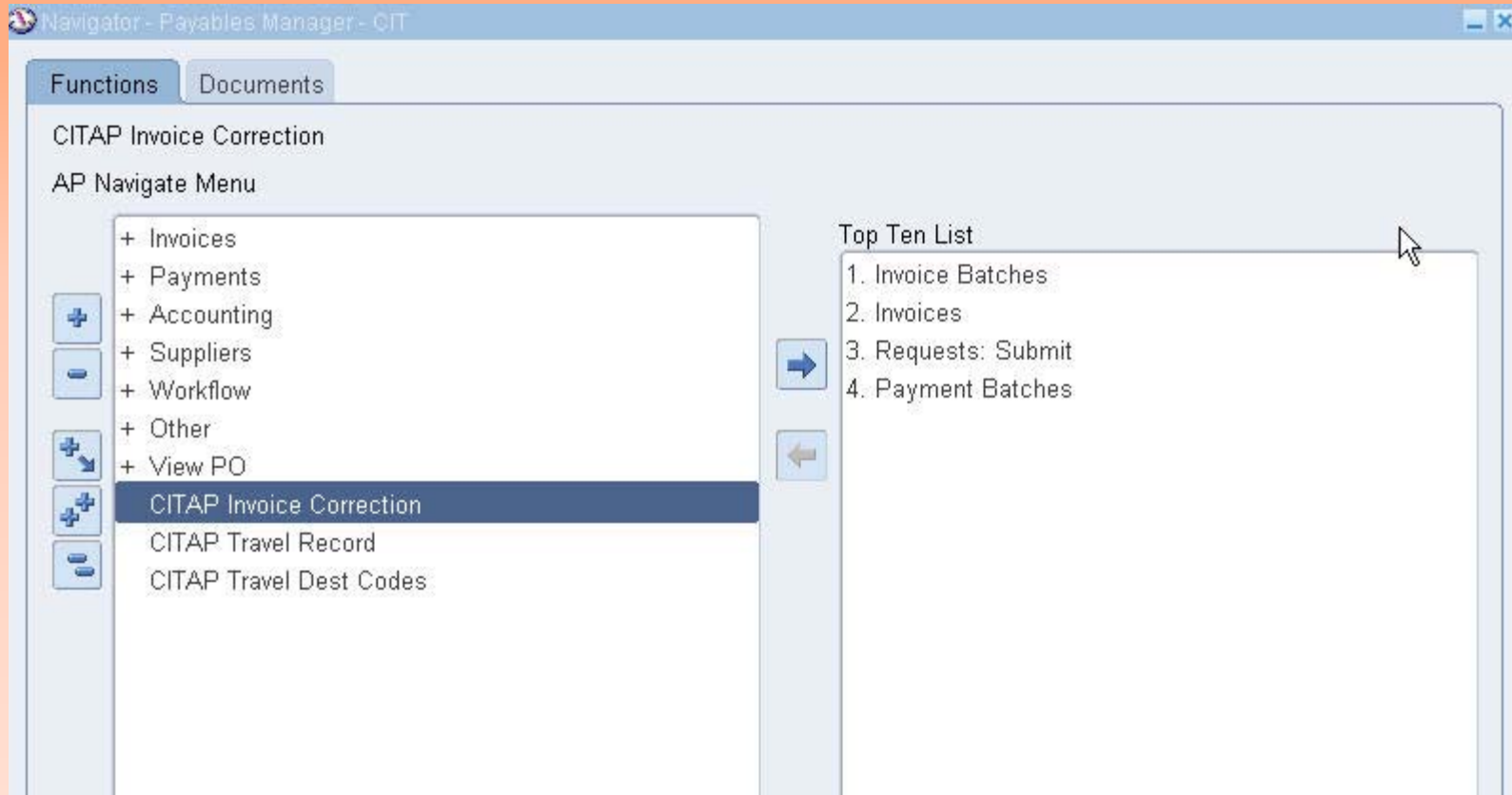


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PCard Correction Form

PCard Correction form is now under the Payables Menu





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PCard Correction Form

PCard will be one of the Sources under the Query form

The image shows a software window titled "Find Failed Invoice(s)". It contains several input fields organized into sections:

- Supplier:** Includes a "Name" field with a dropdown arrow and a "Site" field.
- Invoice:** Includes a "Number" field, a "Source" dropdown menu (currently showing "PCARD"), and two pairs of fields for "Amounts" and "Dates", each separated by a minus sign.
- POETA:** Includes four fields: "Project", "Task", "Award", and "Exp. Type".
- REJECTION:** Includes a "Reason" field.

At the bottom right of the form are two buttons: "Clear" and "Find".



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PCard Correction Form

First third of the form

P-Card Correction Form

| Header Error Notes | Error Notes | Invoice Number | Transaction Date | Project Number | Task Number | Award Number |
|-------------------------|-------------|-----------------|------------------|----------------|-------------|--------------|
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | AEL.POOL | 1 | ENDOW.0000 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | AEL.POOL | 1 | ENDOW.0000 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | AEL.POOL | 1 | ENDOW.0000 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | AEL.POOL | 1 | ENDOW.0000 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | AEL.POOL | 1 | ENDOW.0000 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | PMA.01500 | 61 | GB.000150 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | AEL.POOL | 1 | ENDOW.0000 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | PMA.01500 | 61 | GB.000150 |
| Vendor 1159574 is not s | | CT158246/110209 | 07-OCT-2008 | PMA.01500 | 61 | GB.000150 |
| Vendor 1159574 is not s | | CT158246/110209 | 07-OCT-2008 | AEL.POOL | 1 | ENDOW.0000 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | PMA.01500 | 61 | GB.000150 |
| Vendor 1159574 is not s | | CT158246/110209 | 05-OCT-2008 | PMA.01500 | 61 | GB.000150 |
| Vendor 1165567 is not s | | CT174970/110209 | 01-DEC-2009 | HAA.NGCGIFT | 1 | GIFT.HAANG |
| Vendor 1165567 is not s | | CT174970/110209 | 01-DEC-2009 | HAA.BRINK | 1 | ARO.BRINK |

Cancel Validate/Save



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PCard Correction Form

Second third of the form

P-Card Correction Form

| r | Expenditure Type | Requestor Name | Traveler Name | Line ID | Item Description |
|-----|------------------------------|------------------|---------------|---------|---|
| 92 | Travel - Foreign | Lange, Andrew E | | 1 | CT158246/1150175/UNITED/Airfare LAX/Toronto (6/1/15) |
| 92 | Travel - Domestic Allocation | Lange, Andrew E | | 2 | CT158246/1150175/ANDREW LANGE/Meals - Per Diem |
| 92 | Travel - Domestic Allocation | Lange, Andrew E | | 3 | CT158246/1150175/LIMOS AT YOUR SERVICE/Transportation |
| 92 | Travel - Domestic Allocation | Lange, Andrew E | | 4 | CT158246/1150175/HERTZ/Auto Rental & Storage |
| 92 | Travel - Domestic Allocation | Lange, Andrew E | | 5 | CT158246/1150175/MARRIOTT/COCOA BEACH/Lodging |
| | Travel - Domestic Allocation | Lange, Andrew E | | 6 | CT158246/1150175/ANDREW LANGE/Meals - Per Diem |
| 92 | Travel - Foreign | Lange, Andrew E | | 7 | CT158246/1150175/HOLIDAY INN TORONTO/Lodging |
| | Travel - Domestic Allocation | Lange, Andrew E | | 8 | CT158246/1150175/MARRIOTT/Lodging - Hotel |
| | Travel - Domestic Allocation | Lange, Andrew E | | 9 | CT158246/1150175/UNITED AIRLINES/Airfare |
| 92 | Travel - Domestic Allocation | Lange, Andrew E | | 10 | CT158246/1150175/UNITED AIRLINES/Airfare |
| | Travel - Domestic Allocation | Lange, Andrew E | | 11 | CT158246/1150175/WASHINGTON DC TAXI/Transportation |
| | Travel - Domestic Allocation | Lange, Andrew E | | 12 | CT158246/1150175/UNITED AIRLINES/Airfare change |
| CTX | Entertainment | Atwater, Harry A | | 1 | CT174970/1165567/PAZZO RISTORANTE/Entertainment |
| | Travel - Domestic Allocation | Atwater, Harry A | | 2 | CT174970/1165567/MILEAGE/Mileage Rate .550 effective |

Cancel Validate/Save



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PCard Correction Form

Last third of the form

P-Card Correction Form

| | Pcard Card ID | Qty | Amount | Organization | Traveler Id | Vendor Name |
|--|---------------|-----|--------|--------------|-------------|-------------|
| 5/UNITED/Airfare LAX/Toronto (6/1/08-6 | 791617 | 1 | 649.80 | Caltech | | 1159574 |
| 5/ANDREW LANGE/Meals - Per Diem | 791617 | 1 | 77.00 | Caltech | | 1159574 |
| 5/LIMOS AT YOUR SERVICE/Transport | 791617 | 1 | 116.90 | Caltech | | 1159574 |
| 5/HERTZ/Auto Rental & Storage | 791617 | 1 | 136.96 | Caltech | | 1159574 |
| 5/MARRIOTT/COCOA BEACH/Lodging | 791617 | 1 | 321.88 | Caltech | | 1159574 |
| 5/ANDREW LANGE/Meals - Per Diem | 791617 | 1 | 112.00 | Caltech | | 1159574 |
| 5/HOLIDAY INN TORONTO/Lodging - H | 791617 | 1 | 141.24 | Caltech | | 1159574 |
| 5/MARRIOTT/Lodging - Hotel | 791617 | 1 | 189.74 | Caltech | | 1159574 |
| 5/UNITED AIRLINES/Airfare | 791617 | 1 | 87.50 | Caltech | | 1159574 |
| 5/UNITED AIRLINES/Airfare | 791617 | 1 | 284.50 | Caltech | | 1159574 |
| 5/WASHINGTON DC TAXI/Transportatic | 791617 | 1 | 80.00 | Caltech | | 1159574 |
| 5/UNITED AIRLINES/Airfare change fee | 791617 | 1 | 75.00 | Caltech | | 1159574 |
| 7/PAZZO RISTORANTE/Entertainment | 478637 | 1 | 232.00 | Caltech | | 1165567 |
| 7/MILEAGE/Mileage Rate .550 effective | 478637 | 1 | 30.91 | Caltech | | 1165567 |

Cancel Validate/Save



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PCard Correction Form

Correcting a Vendor

P-Card Correction Form

| Header Error Notes | Error Notes | Invoice Number | Transaction Date | Project Number | Task Number | Award Number |
|-------------------------|-------------|-----------------|------------------|----------------|-------------|--------------|
| Vendor 1165567 is not s | | CT174970/110222 | 01-DEC-2009 | HAA.NGCGIFT | 1 | GIFT.HAANG |
| Vendor 1165567 is not s | | CT174970/110222 | 01-DEC-2009 | HAA.BRINK | 1 | ARO.BRINK |
| Vendor 1165567 is not s | | CT174970/110222 | 01-DEC-2009 | HAA.BRINK | 1 | ARO.BRINK |
| Vendor 1165567 is not s | | CT174970/110222 | 01-DEC-2009 | HAA.BRINK | 1 | ARO.BRINK |
| Vendor 1165567 is not s | | CT174970/110222 | 01-DEC-2009 | HAA.BRINK | 1 | ARO.BRINK |
| Vendor 1165567 is not s | | CT174970/110222 | 01-DEC-2009 | HAA.BRINK | 1 | ARO.BRINK |
| Vendor 1165567 is not s | | CT174970/110222 | 01-DEC-2009 | HAA.NGCGIFT | 1 | GIFT.HAANG |
| Vendor 1283412 is not s | | CT175740/110222 | 20-JAN-2010 | PROV.02030 | 8 | GB.000200 |
| Vendor 1283412 is not s | | CT175740/110222 | 20-JAN-2010 | PROV.02030 | 8 | GB.000200 |
| Vendor 1283412 is not s | | CT175740/110222 | 20-JAN-2010 | PROV.02030 | 8 | GB.000200 |
| Vendor 1283412 is not s | | CT175740/110222 | 20-JAN-2010 | PROV.02030 | 8 | GB.000200 |
| Vendor 1283412 is not s | | CT175740/110222 | 20-JAN-2010 | PROV.02030 | 8 | GB.000200 |
| Vendor 1283412 is not s | | CT175740/110222 | 20-JAN-2010 | PROV.02030 | 8 | GB.000200 |
| Vendor 1161927 is not s | | CT177589/110222 | 14-APR-2010 | ME.00001 | 1 | ENDOW.0000 |

Cancel Validate/Save

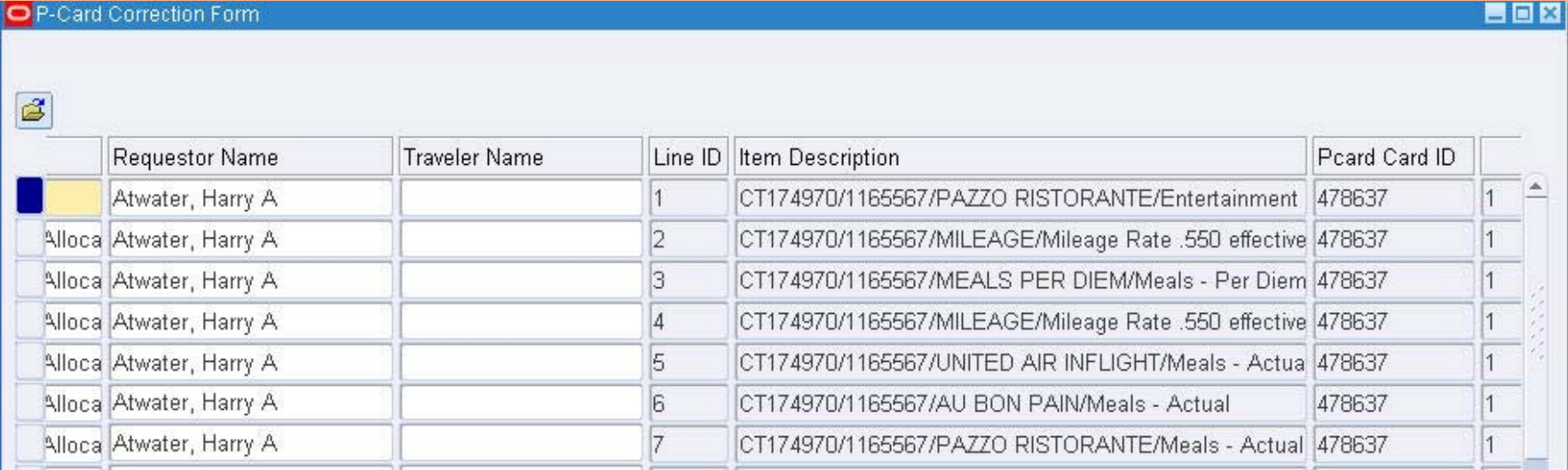


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PCard Interface

Traveler Name will be empty



The screenshot shows a window titled "P-Card Correction Form" with a table containing 7 rows of data. The table has 7 columns: Requestor Name, Traveler Name, Line ID, Item Description, Pcard Card ID, and an unlabeled column. The first row is highlighted in blue. The Traveler Name column is empty for all rows.

| | Requestor Name | Traveler Name | Line ID | Item Description | Pcard Card ID | |
|---|------------------|---------------|---------|--|---------------|---|
|  | Atwater, Harry A | | 1 | CT174970/1165567/PAZZO RISTORANTE/Entertainment | 478637 | 1 |
| Alloca | Atwater, Harry A | | 2 | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637 | 1 |
| Alloca | Atwater, Harry A | | 3 | CT174970/1165567/MEALS PER DIEM/Meals - Per Diem | 478637 | 1 |
| Alloca | Atwater, Harry A | | 4 | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637 | 1 |
| Alloca | Atwater, Harry A | | 5 | CT174970/1165567/UNITED AIR INFLIGHT/Meals - Actual | 478637 | 1 |
| Alloca | Atwater, Harry A | | 6 | CT174970/1165567/AU BON PAIN/Meals - Actual | 478637 | 1 |
| Alloca | Atwater, Harry A | | 7 | CT174970/1165567/PAZZO RISTORANTE/Meals - Actual | 478637 | 1 |



PCard Interface

Type in the valid Traveler Name and Click Validate/Save

P-Card Correction Form

| | Requestor Name | Traveler Name | Line ID | Item Description | Pcard Card ID | |
|--------|------------------|------------------|---------|--|---------------|---|
| | Atwater, Harry A | ATWATER, HARRY A | 1 | CT174970/1165567/PAZZO RISTORANTE/Entertainment | 478637 | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 2 | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637 | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 3 | CT174970/1165567/MEALS PER DIEM/Meals - Per Diem | 478637 | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 4 | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637 | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 5 | CT174970/1165567/UNITED AIR INFLIGHT/Meals - Actual | 478637 | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 6 | CT174970/1165567/AU BON PAIN/Meals - Actual | 478637 | 1 |
| Alloca | Atwater, Harry A | | 7 | CT174970/1165567/PAZZO RISTORANTE/Meals - Actual | 478637 | 1 |
| Alloca | Peters, Jonas C | | 1 | CT175740/1283412/UNITED AIRLINES/Meals - Actual In | 931147 | 1 |
| Alloca | Peters, Jonas C | | 2 | CT175740/1283412/GREAT HARVEST SO PASADENA/ | 931147 | 1 |
| Alloca | Peters, Jonas C | | 3 | CT175740/1283412/GREAT HARVEST BREAD COMPAN | 931147 | 1 |
| Alloca | Peters, Jonas C | | 4 | CT175740/1283412/HACKNEY CARRIAGE/Transportation | 931147 | 1 |
| Alloca | Peters, Jonas C | | 5 | CT175740/1283412/SENOR FISH/Meals - Actual Dr. Jon | 931147 | 1 |
| Alloca | Peters, Jonas C | | 6 | CT175740/1283412/RALPHS MARKET/Meals - Actual Dr | 931147 | 1 |
| Alloca | Effros, Michelle | | 1 | CT177589/1161927/ATM CASH/Cash Advance | 997889 | 1 |

Cancel Validate/Save





PCard Interface

The records disappear and the next error is ready for correction

P-Card Correction Form

| r | Expenditure Type | Requestor Name | Traveler Name | Line ID | Item Description |
|------|--------------------------|---------------------|---------------|---------|--|
| | Travel - Domestic Alloca | Peters, Jonas C | | 1 | CT175740/1283412/UNITED AIRLINES/Meals - Actua |
| | Travel - Domestic Alloca | Peters, Jonas C | | 2 | CT175740/1283412/GREAT HARVEST SO PASADEM |
| | Travel - Domestic Alloca | Peters, Jonas C | | 3 | CT175740/1283412/GREAT HARVEST BREAD COM |
| | Travel - Domestic Alloca | Peters, Jonas C | | 4 | CT175740/1283412/HACKNEY CARRIAGE/Transport |
| | Travel - Domestic Alloca | Peters, Jonas C | | 5 | CT175740/1283412/SENOR FISH/Meals - Actual Dr. |
| | Travel - Domestic Alloca | Peters, Jonas C | | 6 | CT175740/1283412/RALPHS MARKET/Meals - Actua |
| 01 | Travel - Domestic Alloca | Effros, Michelle | | 1 | CT177589/1161927/ATM CASH/Cash Advance |
| 01 | Travel - Domestic Alloca | Effros, Michelle | | 2 | CT177589/1161927/MICHELLE EFFROS/Meals - Per |
| EE | Travel - Domestic Alloca | Diamond, Rochelle A | | 1 | CT179234/1156883/HAO YUAN KUEH/Meals - Per D |
| EE | Travel - Domestic Alloca | Diamond, Rochelle A | | 2 | CT179234/1156883/HAO YUAN KUEH/Lodging - Hote |
| 79 | Travel - Domestic Alloca | Diamond, Rochelle A | | 3 | CT179234/1156883/HAO YUAN KUEH/Lodging - Hote |
| RETO | Travel - Foreign | Clayton, Robert W | | 1 | CT179523/1154842/CHASE/Cash Advance for trip to I |
| RETO | Travel - Foreign | Clayton, Robert W | | 2 | CT179523/1154842/CHASE/Cash Advance for trip to I |
| RETO | Travel - Foreign | Clayton, Robert W | | 3 | CT179523/1154842/ICE-LAX/Other - Explanation to be |

Cancel Validate/Save



PCard Interface

PTA Errors are corrected for all records in the invoice

P-Card Correction Form

| Header Error Notes | Error Notes | Invoice Number | Transaction Date | Project Number | Task Number | Award Number |
|-------------------------|---------------------------|-----------------|------------------|----------------|-------------|--------------|
| Vendor 1819610 is not e | Award number is invalid | CT181459/110222 | 08-JUN-2010 | TJP.CBASSFAB | 1 | NSF.000415 |
| Vendor 1296880 is not e | | CT181505/110222 | 15-JUN-2010 | EAS.DIV | 2.05 | GB.EASDIV |
| Vendor 1296880 is not e | | CT181505/110222 | 15-JUN-2010 | EAS.DIV | 2.05 | GB.EASDIV |
| Vendor 1296880 is not e | | CT181505/110222 | 15-JUN-2010 | EAS.DIV | 2.05 | GB.EASDIV |
| Vendor 1005498 is not e | Project number is invalic | CT181521/110222 | 24-JUN-2010 | IMSS.BSA | 1.2 | GB.IMSS |
| Vendor 1005498 is not e | Project number is invalic | CT181521/110222 | 24-JUN-2010 | IMSS.BSA | 1.2 | GB.IMSS |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |
| Vendor 1663168 is not e | | CT181568/110222 | 15-JUN-2010 | BIO.ALLOWA | 30 | ENDOW.471C |

Cancel Validate/Save



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PCard Interface

Demo



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Q & A