Using the Web Based Purchasing Card Management System

What is the Purchasing Card Management System?

The Purchasing Card Management System is a web-based software application that allows authorized users to:

1. Reallocate purchasing card charges from the default FRS number and subcode assigned to the card to one or more valid FRS numbers and subcodes.
2. Record descriptive comments in two fields associated with each charge.
3. Display reports on current and prior billing periods that can be used as the transaction log required by State regulations.

Who is responsible for what?

Cardholders are responsible for the charges on their card and for completing the description of purchase for the transaction log.

Reviewers are responsible for reviewing the appropriateness of charges for the cardholders they have been assigned to review. **A reviewer may not review his/her own transactions.**

Updaters are responsible for assuring the charges are posted to correct accounts by either allowing the charges to remain on the default FRS number and subcode or reallocating the charges and/or subcodes. All updaters must fill out the "Applying for Updater Access" form.

Who has access to this system?

Cardholders automatically have access to all portions of the system applicable to their card. Other access to the system can be granted based on card default FRS number (or range of numbers) or FRS department code (or range of codes). Updaters have access to all accounts in which he/she has been assigned responsibility.

Accounting

Transactions are charged to a default FRS number assigned to each card by the department with a default subcode of 3952. Transactions may be reallocated to other account(s) before posting to FRS from the Purchasing Card Management System. This online reallocation is in lieu of performing manual journal vouchers and transaction logs.

How do users navigate through the system?

The following steps will allow users to login to the system, reallocate charges, view and print reports and transaction logs, and reconcile the transaction log with the VISA statement.

How do users connect to the website?

Activate Internet Explorer (recommended) or Netscape.

PCMS may be accessed through ARES, the University's administrative website, or through Procurement & Supply's homepage.

To access PCMS through ARES, type URL www.ares.umd.edu into the Address or Location box. Click on Procurement from the menu located on the left side of the page and choose

Purchasing Card Management System from the submenu.

To access PCMS through the Procurement & Supply's homepage, type URL www.purchase.umd.edu into the Address or Location box, and then choose Purchasing Card Management System from the menu located on the right side of the page.

Note: You may want to save these sites to your Bookmarks or Favorites.

Login
Click on Login button and login using your Directory ID and Directory Password. When successfully logged in, click on Continue, and you will be returned to the Purchasing Card Management System homepage.

Note: The Common Login webpage is maintained by the Office of Information Technology. If you have questions or problems regarding login procedures, please contact the OIT Help desk at 301-405-1500.

Reallocate Charges
Click Reallocate Charges from the menu on the left side of the webpage. This will take you to the Card Selection page. Choose a billing period and cardholder account to Update by clicking on the drop down box and highlighting the appropriate billing period and cardholder. If you only have access to your card information then only your name will appear in the Select a US Bank Card box. Once correct billing period and cardholder name appear in the box, click Process Active/Cancelled Card button. Note the Process button clicked should correspond with the Selected Active/Cancelled card drop down box.

The next screen will be the Transaction Reallocation Summary page. Your current charges are downloaded to this page daily. Choose the transaction you wish to reallocate. To reallocate a FRS number or subcode, highlight the old FRS number or subcode and type in the new number.

To split a charge between more than one FRS number or subcode, click on the split arrow symbol ">" (located in the ninth field). This will take you to the Transaction Reallocation Detail page. Type in the new or additional account numbers, subcodes, and amounts you wish to reallocate in the spaces provided. Make sure your total agrees with the original transaction amount. Click Update when finished to save your changes. Click Transaction Summary to return to the Transaction Reallocation Summary page. The charge to the default FRS will automatically be cancelled so you need not credit the default FRS.

To allow for faster retrieval of transaction information, transactions are now displayed 30 at a time per page. A drop down box of the posting date range for each page is available at the top and bottom of the page to enable you to select the page you wish to reallocate. For example, if you have 53 transactions, the first 30 happen to have posting dates ranging from 12/26/01 - 1/7/02, and the rest are from 1/8/02-1/17/02. There will be two entries in your drop down box, the first entry showing 12/26/01-1/7/02, and the second showing 1/8/02 - 1/17/02. Selecting the first entry will show the first page (first 30), and selecting the second entry will show the second page (remaining 23). The number of pages, and which page you are currently working on will appear in the upper right hand corner of the reallocation page. Note this affects the Reallocation

Page only, when clicking on View Transaction Log all transactions will appear on one page.

Department Reference (Optional)
You may wish to include a department reference to link a purchase with a requisition number, log number, project name, grant number, or event. The first 15 characters of a Customer Reference Indicator (CRI) are now being automatically loaded into the Department Reference field by some vendors (cardholders need to inform vendors of any data they want them to include in this field). You may delete this pre-populated data by highlighting the information and either deleting it all together or replacing it with any reference data you choose. You may type up to 15 alphanumeric characters in this field. The first 6 characters you type will appear on your FRS Account Statement (AMO 90/91) as Reference 1.

Description of Purchase (Required)
Click on the Description of Purchase field and type in a clear description of purchase. Description should satisfy an auditor's questions regarding the legitimacy of the purchase.

When finished reallocating and adding descriptions, you can choose a new cardholder or billing period to reallocate by click on the Select Card button at the top or the bottom of the page to choose a new cardholder or billing period to reallocate. In addition, you may view transaction log by click on the View Transaction Log button or return to the PCMS homepage by clicking on PCard Home at the bottom of the page.

Note: You can only reallocate charges for the billing period until they have been posted to FRS (indicated on the PCMS homepage). Once accounts have been posted to FRS, they disappear from the reallocation screen but can still be viewed in the View Reports screen.

View and Print Transaction Log
To view transaction log from Transaction Reallocation Summary page, click on the View Transaction Log button at the top or bottom of the page.

To view transaction log from PCMS homepage, click View Transaction Log from the menu on the left side of the webpage. Choose billing period and cardholder whose log is to be viewed, then click on Do Active/Cancelled Card button.

To print a transaction log, click on the "print" icon located on your browser's toolbar.

Reconciliation and Review
The cardholder is to reconcile the Transaction Log with the VISA statement and detailed documentation (i.e. receipts, invoices, etc.). (Follow the Purchasing Card Users Guide for handling incorrect or disputed items). Supporting documentation and the VISA statement should be attached to a hard copy of the Transaction Log when reconciliation is completed, and forwarded to the authorized reviewer to be reviewed and approved. Afterwards the log and documentation should be filed in a central location within the cardholder's department.

Questions?
From the PCMS homepage, click on Feedback from the menu on the left side of the webpage, and this will enable you to send an email message to the PCMS Group. A representative from

this group will respond to your question within 24 hours.

Important Tips:

1. As with any secured site, logout or exit this application when you will be away from your computer.
2. In navigating through the system, ALWAYS use the buttons provided at the top and bottom of each page. Using your browser's back and forward buttons may produce unexpected results.
3. You can only reallocate charges for a specific billing period until they have been posted to FRS (date indicated on the PCMS homepage). Once a billing period has been posted to FRS, it disappears from the reallocation page drop down box. You can view all prior billing periods when in the View Transaction Log screen.
4. You may click on Save at any time to save your changes. Changes are saved to the database when you click the Save, Select Card, View Transaction Log, or Split buttons. Changes are NOT saved to the database if you use the back arrow in your browser without first clicking on Save. As a safeguard we strongly encourage you to save every 10 minutes or so to ensure changes are not lost.
5. When you save changes, watch for the system message across the top of the page to see if you have successfully passed the edits. If not, make the necessary correction and save again.
6. Please click on the ARES Home or PCard Home buttons located at the bottom of each page and Logout of the system prior to closing your web browser.
7. If you are not already a user of the ARES website (e.g. FRSWEB, PROWEB, etc.), you will probably need to follow the instructions below:

    In order for an encrypted connection to be established between a secure website and your desktop browser, your browser must be configured to accept the security certificate being presented by the secure website. While your browser is already configured to recognize the commercial certificates used by many secure websites, a number of university secure websites have opted to use the university's official certificate authority. To use these secure sites, you need to configure your browser (one time only) to accept this certificate. Go to the ARES homepage and click on "Accept the University of Maryland as a Certificate Authority" located under "What's New" on the right side of the page. Then click on the University of Maryland Certificate Authority link and follow the directions for your specific browser. If you do not follow these instructions initially, each secure site using Maryland's Certificate Authority will present you with an opportunity to accept a certificate for that specific site.

    You may choose to accept the site certificate at each secured site in lieu of performing the above step. If so, when the site certificate pop up appears, click on NEXT from the first screen, NEXT from the second screen, choose "accept certificate forever" (the third option) and click NEXT, and click FINISH from the final screen. This should prevent the certificate pop up from appearing for this secured site only.