CAMP PAYING: INNOVATIVE SOLUTIONS

Ranger's Guide to Express Card Transaction Management

Presented by Michele Del Signore and Monica Menendez

PC West: Eleanor Roosevelt College Room | 1:30 – 2:15
RANGER’S GUIDE TO EXPRESS CARD MANAGEMENT

Procure to Pay Decision Matrix
**Single Purchase Limit:** maximum transaction or ‘single purchase’ limit (default = $4,999)

**Cycle Limit:** maximum spending limit per billing cycle (default = $10,000; cycle starts the 16th of each month)

**Visa Merchant Code:** a 4 digit code assigned to a business to classify the business by the type of goods or services it provides

**Restricted Purchase:** certain goods or services prohibited for purchase on an Express Card due to University policies

**Exception:** update to an Express Card to allow either the purchase of restricted goods or services or an increase to either the single purchase or cycle limit

**Violation:** failure to comply with Express Card and/or University policy and procedures

**Disputed Transaction:** disagreement between the merchant and the cardholder where the cardholder is asking U.S. Bank’s assistance

**Fraud Transaction:** third party unauthorized use of an Express Card. Cardholder must call U.S. Bank’s Fraud Department and report fraudulent activity.
AUDIT: Express Card Program Team review of Express Card transactions to confirm policy compliance

ECManager: UC San Diego’s online application for managing Express Card accounts, roles and transactions

Attachment Tool: application in ECManager to upload/attach required documentation to an Express Card transaction

Transaction ID Number: unique, system generated number assigned to all Express Card transactions, ex. 150901xxxx

Statement Detail: additional transaction information accessed from the transaction ID number

Redistribution: application in ECManager to manage transactions; compliance review, change index number and/or account code, update use tax, split transaction among several index numbers or accounts, add a comment and attach a receipt

Access Online: U.S. Bank’s application for cardholders to view their activity
Make a purchase & save the receipt

Receive email & transaction imports into ECManager

Review the transaction & attach the receipt

Transaction posts to the operating ledger
Itemized receipts provide important detail about a business transaction such as the vendor or provider name, service received or item purchased to include the quantity, price per unit, date of purchase and total amount of expense.
# Purchase Cycle: Receive Email and Transaction Imports into ECMManager

**Dear SMITH, MARY,**

The following Express Card transaction have arrived. Please forward purchase documentation for these Transactions to your Express Card Department Administrator or their designee.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Date</th>
<th>Amount</th>
<th>Vendor Code</th>
<th>Vendor Name</th>
<th>Total Inc.</th>
<th>Sales Tax</th>
<th>State</th>
<th>Use Tax</th>
<th>Calculated Use Tax</th>
<th>Card ID</th>
<th>Cardholder Name</th>
<th>Index</th>
<th>Account</th>
<th>IFIS Post Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>YQSD02-638042</td>
<td>1/17/2014</td>
<td>1000.00</td>
<td>PPA-ATT</td>
<td>SMITH, MARY</td>
<td>1401190035</td>
<td>0.00</td>
<td>MN</td>
<td></td>
<td></td>
<td>9999</td>
<td>MARY SMITH</td>
<td></td>
<td>638042</td>
<td>2/3/2014</td>
</tr>
</tbody>
</table>

Total Charges: 1000.00

To review a complete list of your pending transactions [click here](#).

Corrections to any index and/or account errors must be made prior to 02/03/2014.

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**To: BUCHANAN, STACY (Department Administrator)**

**From: Express Card Program Team**

**Subject: New Express Card Transactions Have Arrived**

**Dear BUCHANAN, STACY**

The following Express Card transactions will be available until 02/03/2014 to review, attach required documentation, and redistribute charges. [Click Here](#) to review all of these transactions or click in the transaction ID to review a specific transaction.

Please use ECMManager to modify the index and/or account code and attach the receipts and documentation supporting the business purpose of the transaction prior to 02/03/2014. Transactions must be charged to the appropriate account code.

<table>
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<td></td>
<td>638042</td>
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</tbody>
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Total Charges: 1000.00

If you have any questions, contact the Express Card Program Team at [EFSupport](#), category – Buying Goods and Services.

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**CARDHOLDER EMAIL**

The following Express Card transaction have arrived. Please forward purchase documentation for these Transactions to your Express Card Department Administrator or their designee.

**To: SMITH, MARY**

**From: Express Card Program Team**

**Subject: New Express Card Transactions Have Arrived**

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<td></td>
<td>9999</td>
<td>MARY SMITH</td>
<td></td>
<td>638042</td>
<td>2/3/2014</td>
</tr>
</tbody>
</table>
Transactions reside in ECManager redistribution for 10 business days before they are exported to the ledger.

<table>
<thead>
<tr>
<th>Comment</th>
<th>Upload Receipt</th>
<th>Trans ID</th>
<th>Splits</th>
<th>Trans Date</th>
<th>Vendor Name</th>
<th>Total Inc. Sales Tax</th>
<th>Sales Tax</th>
<th>State</th>
<th>Use Tax</th>
<th>Calculated Use Tax</th>
<th>Card ID</th>
<th>Cardholder Name</th>
<th>Index</th>
<th>Account</th>
<th>IFIS Post Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1508150141</td>
<td></td>
<td>6/13/2015</td>
<td>MSC</td>
<td>194.03</td>
<td>0.00</td>
<td>NY</td>
<td>15.57</td>
<td>15.57</td>
<td>3700</td>
<td>FRANK SMITH</td>
<td>ABC1234</td>
<td>630503</td>
<td>6/29/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1508150142</td>
<td></td>
<td>6/13/2015</td>
<td>JORGENSEN</td>
<td>464.20</td>
<td>34.39</td>
<td>NY</td>
<td>0.00</td>
<td>0.00</td>
<td>3700</td>
<td>FRANK SMITH</td>
<td>ABC1234</td>
<td>638018</td>
<td>6/29/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1508170777</td>
<td></td>
<td>6/15/2015</td>
<td>PORT PLASTICS SAN DIEGO</td>
<td>3741.12</td>
<td>0.00</td>
<td>CA</td>
<td>0.00</td>
<td>0.00</td>
<td>3700</td>
<td>FRANK SMITH</td>
<td>ABC1234</td>
<td>638018</td>
<td>6/30/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1500130931</td>
<td></td>
<td>6/11/2015</td>
<td>JORGENSEN</td>
<td>20.44</td>
<td>0.00</td>
<td>IL</td>
<td>0.00</td>
<td>1.16</td>
<td>3700</td>
<td>FRANK SMITH</td>
<td>ABC1234</td>
<td>638018</td>
<td>6/22/2015</td>
</tr>
</tbody>
</table>

**Required Review**
- Receipt
- Index number
- Account code
- Tax
- Attach receipt

*Comments are optional & can be seen in the transaction detail on the operating ledger.*
**Purchase Cycle**

**Review the Transaction and Attach the Receipt**

<table>
<thead>
<tr>
<th>Trans Id</th>
<th>Trans Date</th>
<th>Vendor Name</th>
<th>Card Id</th>
<th>Cardholder Name</th>
<th>Total Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1401190035</td>
<td>01172014</td>
<td>PPA-ATT</td>
<td>9999</td>
<td>MARY SMITH</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

**Attachments**

- Add an attachment / comment

---

**Add an attachment / comment**

- **Attachment Requirement**
  - All attachment types require a file attachment except Recurring Charge, Fraudulent Credit and Returned Credit.

- **Type**
  - Choose one...

- **Attachment required**
  - Choose File
  - Find your document

- **Description**
  - Enter the business purpose or description

- Add attachment
RANGER’S GUIDE TO EXPRESS CARD MANAGEMENT

Purchase Cycle **Review the Transaction and Attach the Receipt**

### Express Card - Attachment Tool

#### Transaction

<table>
<thead>
<tr>
<th>Trans Id</th>
<th>Trans Date</th>
<th>Vendor Name</th>
<th>Card Id</th>
<th>Cardholder Name</th>
<th>Index</th>
<th>Account</th>
<th>Total Inc. Sales Tax</th>
<th>Import Id</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1401190025</td>
<td>01/17/2014</td>
<td>PPA-ATT</td>
<td>9599</td>
<td>MARY SMITH</td>
<td>YQSB02</td>
<td>638042</td>
<td>1000.00</td>
<td>EC20140119</td>
<td>2/3/2014</td>
</tr>
</tbody>
</table>

#### Attachments

- [Add an attachment / comment](#)

#### Attachments Audit Trail

- **Added**
  - Itemized Receipt / Proof of Payment
    - Name: 40097.pdf
    - Description / Business Purpose: SUPPLIES FOR INFORMATION DESK
    - Updated By: GAOJAV
    - Updated Date: 08/25/2015 01:26:05 PM

- [Return to Main Menu](#)
- [Return to Attachment Tool Search Results](#)
- [Return to Attachment Tool Search](#)
## Purchase Cycle: Transactions Post to the Operating Ledger

### Operating Ledger Transaction Detail

- **For Jun 30, 2015 (1512) (Closed)**
- **Including Year End Closing Adjustments**

#### Report Summary

<table>
<thead>
<tr>
<th>Index</th>
<th>Account</th>
<th>Document</th>
<th>Date</th>
<th>Description</th>
<th>Rule</th>
<th>Doc Ref</th>
<th>Lien Num</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC1234</td>
<td>638051</td>
<td>EC150629-0623</td>
<td>6/22/2015</td>
<td>MSC</td>
<td>XXCD</td>
<td>1506150141</td>
<td>0</td>
<td>194.63</td>
</tr>
<tr>
<td>ABC1234</td>
<td>638051</td>
<td>EC150629-0623</td>
<td>6/22/2015</td>
<td>MSC</td>
<td>XCRD</td>
<td>1506150141</td>
<td>0</td>
<td>15.57</td>
</tr>
<tr>
<td>ABC1234</td>
<td>638051</td>
<td>EC150629-0622</td>
<td>6/22/2015</td>
<td>JORGENSEN</td>
<td>XXCD</td>
<td>1506150142</td>
<td>0</td>
<td>464.20</td>
</tr>
<tr>
<td>ABC1234</td>
<td>638046</td>
<td>EC150630-0342</td>
<td>6/29/2015</td>
<td>PORT PLASTICS SAN DIE</td>
<td>XXCD</td>
<td>1506170777</td>
<td>0</td>
<td>3471.12</td>
</tr>
<tr>
<td>ABC1234</td>
<td>638046</td>
<td>EC150622-0396</td>
<td>6/29/2015</td>
<td>JORGENSEN</td>
<td>XXCD</td>
<td>1506130931</td>
<td>0</td>
<td>24.44</td>
</tr>
</tbody>
</table>

**Net change:** 4165.96
## Express Card Transactions Query

*Query Generated: Mon Sep 14, 2015 at 12:36:04*
*Prepared by: gaommd*

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Transaction Date</th>
<th>Transaction Amount</th>
<th>Index</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1506150141</td>
<td>6/13/2015</td>
<td>194.63</td>
<td>ABC1234</td>
<td>MSC</td>
</tr>
<tr>
<td>1506150142</td>
<td>6/13/2015</td>
<td>464.20</td>
<td>ABC1234</td>
<td>JORGENSON</td>
</tr>
<tr>
<td>1506170777</td>
<td>6/15/2015</td>
<td>3741.12</td>
<td>ABC1234</td>
<td>PORT PLASTICS</td>
</tr>
<tr>
<td>1506130931</td>
<td>6/11/2015</td>
<td>20.44</td>
<td>ABC1234</td>
<td>JORGENSON</td>
</tr>
</tbody>
</table>

---

### Express Card Statement Detail

<table>
<thead>
<tr>
<th>Card No: 3700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name on Card: FRANK SMITH</td>
</tr>
<tr>
<td>Default Account: ABC1234</td>
</tr>
<tr>
<td>Department Administrator: MCINNISI, EDWARD JOSEPH</td>
</tr>
<tr>
<td>Merchant Name and Address: JORGENSON 800-9524143 WT 000053704</td>
</tr>
</tbody>
</table>

#### Transaction Details

**Transaction:** 1506150141 6/13/2015 194.63 ABC1234 MSC
- **Total Amount:** 194.63
- **Use Tax Amount:** 1.18
- **ID:** 1506150141
- **Date:** 2015-06-11

**Note:** Use tax is automatically calculated by ECManager on the Total Field for transactions from out of state merchants when the merchant has not listed tax as a separate item and displays in the Use Tax field. If an adjustment was made during redistribution, the Use Tax Amount is the adjusted amount. Please refer to the merchants receipt and other documentation for clarification. If an adjustment was not made prior to posting and should be made, refer to the Express Card Information in Plunk for guidance on this and other questions.

### Transaction Accounting

<table>
<thead>
<tr>
<th>Index</th>
<th>Account</th>
<th>Amount</th>
<th>Use Tax</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>638042</td>
<td>20.44</td>
<td>0.00</td>
<td>LOCKS FOR LAB</td>
</tr>
</tbody>
</table>

*Click here to view Attachment Tool for this transaction.*
FinancialLink Queries

Cardholder Query

- List active cardholders for your department
- List cardholders by index number
- Find a card’s transaction reviewer

Transaction Query

- Search on the transaction ID number to find the index charged for a transaction
- List transactions by a specific cardholder, index, vendor, transaction date or IFIS post date
Access is based on ECManager Roles

- **Department Administrator**
  Search, view, upload attachments to transactions for cardholders within their ECManager workgroup

- **Transaction Reviewer**
  Search, view, upload attachments to transactions on their assigned Express Cards

- **Cardholder**
  Search, view, upload attachments to transactions for their own cards
Exceptions & Violations

What is an Exception?
• Single Purchase Limit Increase
• Cycle Limit Increase

What is a Violation?
• Sharing the Express Card
• No Receipt
• Restricted Purchase
• Personal Purchase
• Receipt Missing in the Attachment Tool

Violations apply to cardholders, department administrators and transaction reviewers. Consequences vary from a written warning, suspension or cancellation of the Express Card, repayment by the cardholder, referral to Audit Management and Advisory Services and employee termination.
Don’t forget to stop by and visit us in the Price Center East Ballroom