Procurement Card (PCard) improvements for approvers and reconcilers

The EFS enhancements effort, initiated by the users of the financial system and under the leadership of the EFS Functional Steering Committee and the Controller’s Office, has been in progress for several months. As you may be aware, the goal was and is to concentrate efforts on addressing as many user issues as possible. We have been using the input of financial system users from numerous existing finance-related user groups as well as individual volunteers from the University community.

A number of enhancements are being tested for the PCard Reconcile Statement page. They are scheduled for the November 22nd 2009 release but if issues are encountered during final testing, these changes may be moved to the December release. The following is a summary of the changes.

This communication is to make you aware of the coming changes to the PCard Reconcile Statement page. Since there are so many changes to the PCard functionality, we felt it was important to send a preview of the changes out regardless of whether they’re installed in November or December.

Approval change

Current: when a PCard transaction contains a sponsored distribution line the Certified Approver must approve before the Departmental Approver.

Change: This sequential approval process is being replaced by a parallel approval process. Departmental Approvers will be able to approve first, if they so choose.

Status change

Current: the status values used in the business process followed by PCard transactions are different for sponsored versus non sponsored transactions.

- Non-sponsored activity uses the Staged, Verified, and Approved values.
- Sponsored uses Initial and Approved. Staged is an available status but is not used.

Change: This disparity in statuses is being addressed. Both statuses will now use the Staged, Verified, and Approved values. With both sponsored and non-sponsored transactions utilizing the same status values, they will be kept in sync regardless of whether the status fields are changed manually or through the use of a push button on the page.

- The act of setting one status to Verified will set both statuses to Verified.
- The act of setting one status to Staged will set both statuses to Staged.
- A Certified Approver acting upon the CA status to set it to Approved will not change the department approver status to Approved.
- A department approver acting upon the department approver status to set it to Approved will not change the CA status to Approved.
- When either a department approver or a Certified Approver ‘sets back’ their status back to Staged, both statuses will be set to Staged.
Identifying sponsored versus non-sponsored activity change

**Current:** not all sponsored transactions are being identified as such. Only transactions where the first distribution line contains a sponsored account will result in the CA status being displayed to the user.

**Change:** the CA status will be displayed on transactions where any of the distribution lines contain a sponsored account.

Notification of “set back” activity change

**Current:** the reconciler receives no system notification that an approver has ‘set back’ their transaction from Verified to Staged or Approved to Staged.

**Change:** the system will send an email to the Cardholder reconciler(s) for any transaction that has been ‘set back’ by an approver.

First transaction selected as default change

**Current:** upon entering the page the first transaction is selected by default.

**Change:** this default selection is removed—no transactions are selected upon entry into the page.

Approvers setting status to Verified change

**Current:** the business process restricts approvers. Neither the department approver nor the Certified Approver are to change the distribution of a transaction or set the status of a transaction to Verified.

**Change:** the system will enforce the business process to **not** allow approvers to set the status to Verified.

Approver status change

**Current:** the system allows the department approver to take action on the CA status field and the Certified Approver to take action on the department approver status field. When they do, they receive a reactive error preventing them from saving the page until they restore the status they changed.

**Change:** the system will proactively prevent this from occurring by graying out the department approver status field if you are a Certified Approver and, conversely, graying out the CA status field if you are the department approver.
Page inconsistencies error changes

**Current:** users experience page inconsistencies while the PCard transactions are being loaded. The CA status appears and disappears for transactions as they navigate through their transactions.

**Change:** this inconsistency in the CA status field will no longer occur during the load of the PCard transactions.

**Current:** users experience generic “Page data is inconsistent with database” errors while the PCard transactions are being loaded.

**Change:** these errors will be greatly reduced by moving the execution of these load processes to a point earlier in the morning outside of the typical University staff member’s office hours.