



THE UNIVERSITY OF NEW MEXICO

HEALTH
SCIENCES
CENTER

Pcard Workflow & Process Changes

Laura Putz, HSC Associate Controller
September 16 & 17, 2014

PCard Workflow - Topics

- Statistics
- Workflow Theory
- Workflow process & clearing items efficiently
- New section to assist in efficiency

Statistics

Total PCard Transactions – FY14	140,000+
Travel PCard Transactions – FY14	17,000+
Workflow Transactions Cleared – FY14	7,900+
FY14 Workflow Pending	2,100+
FY13 Workflow Items Pending	1,100+
Pre FY13 Workflow Items Pending	800+
FY15 Workflow Items Pending	150+

Workflow Theory

- Automated process implemented in July 2010 to reduce effort required to reconcile travel transactions
 - Captured travel transactions beginning 1/1/2010
 - More efficient for PCard Department
 - Prior to Workflow, Cardholder statements could not be approved until travel occurred
 - More efficient for Departments
 - Tells what has not been reconciled and associated with a DPI/DPEZ
- Internal Control process
 - Enhances documentation on file for audit

Banner View - FZADPEZ

Unassociated = An “S” document transaction still in the payment category dropdown list as a selection choice when creating a DPEZ

The screenshot displays two overlapping windows from the Banner View system. The background window is titled "Travel Details" and shows a table of transactions. The foreground window is titled "Select a Pcard transaction" and is used for searching and selecting transactions.

Travel Details Window:

Detail	Payment	Trans	
Seq#	Category*	Date	Explanation
1	Prepaid Pcard Travel	02/26/2012	S1289055
3	Out-of-pocket	02/01/2012	Dr. Mikulis paid for R...

Select a Pcard transaction Window:


Find:

Cardholder Name	Vendor Name	Debit/Credit	Amount	Pcard Trans Date	Bank Post Date	Pcard Invoice #	Reference #
Chavez Ann Rita	Southwestair	+	36	10-MAR-12	12-MAR-12	S1297081	24036212070624071933403
Pascetti Paula	Sheraton Albuquerque	+	274.59	09-MAR-12	12-MAR-12	S1297083	24330662071900016890728
Archuleta T Marvin	Southwestair	+	479	09-MAR-12	12-MAR-12	S1297089	24036212070624071086772
Henley Vincent Gene	Sierra Vista Hotels LLC	+	410.4	09-MAR-12	12-MAR-12	S1297108	24610432071004055171204
Armijo-Harrison L Veronica	Southwestair	+	437.6	09-MAR-12	12-MAR-12	S1297132	24036212070624070435822
Garcia Nichole Christen	Monterey Plaza Hotel Ltd	+	255.24	24-FEB-12	29-FEB-12	S1290713	24610432059072004216079
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297157	24036212069624067597793
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297158	24036212069624067580567
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297159	24036212069624067580542
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297160	24036212069624067580559
Broussard D Duane	Vanguard Car Rental	+	85.93	10-MAR-12	12-MAR-12	S1294364	24164072071060213669681
Romero L Sergio	Southwestair	+	171.4	09-MAR-12	12-MAR-12	S1297164	24036212070624070020764
Cosper James Daniel	Southwestair	+	168.6	08-MAR-12	12-MAR-12	S1297167	24036212069624068277833
Pascetti Paula	FH ABQ LLC	+	274.59	05-MAR-12	07-MAR-12	S1291400	24330662066900016482770
Pascetti Paula	US Airways	+	490.2	05-MAR-12	07-MAR-12	S1291401	24792622066642000590938
Pascetti Paula	Southwest Airlines	+	851.2	05-MAR-12	07-MAR-12	S1291402	24036212066624058340578
Garcia M George	Transaction	+	33.9	06-MAR-12	07-MAR-12	S1294382	24332392067016761406095
Garcia M George	Transaction	+	33.9	06-MAR-12	07-MAR-12	S1294383	24332392067016711408118

Buttons: Find, OK, Cancel

The Beginning

- Workflow now triggers 30 days after original transaction date by generating an e-mail notification to PCard holder
- Provides link to workflow process

From: Laura Putz 
To: Shoebbotham, Terry
Subject: Fwd: PCard / DPEZ Reconciliation Notification

>>> <workflow@unm.edu> 8/29/2014 1:30 PM >>>
WORKFLOW GENERATED EMAIL. DO NOT REPLY
TESTING(wfintg)
Laura Putz,

You are receiving this email because you have a PCard transaction that must be reconciled with the DPEZ. Please follow the workflow instructions below to review this unreconciled transaction.

Unreconciled PCard Transaction Details:
Vendor: Ramparts Inc
Original Transaction Amount: \$407.25
Bank Post Date: 2014-07-21 00:00:00
PCard Invoice#: S1746518

Workflow Instructions:

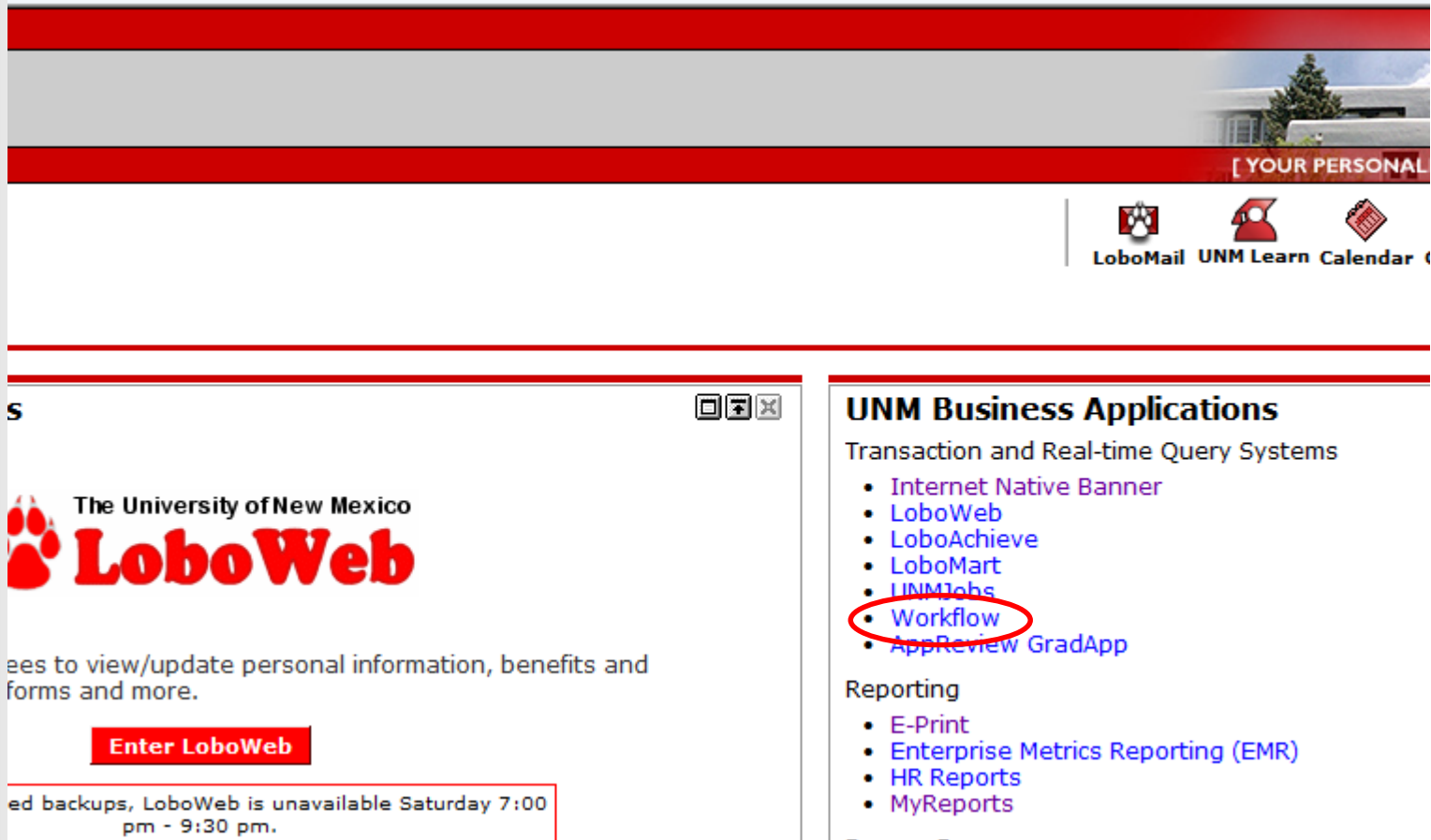
1. Click on the link <https://appintg.unm.edu/workflow>
2. Login to Workflow using your NetID & password.

NOTE!!!: Your browser pop-ups must not be enabled for the following website: workflow.unm.edu
Here's a link to a FASTINFO on the topic of turning off popup blockers:
http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=1077
And here's a link with a section on 'Toolbar Pop-up Blocker' with instructions on uninstalling toolbars.
http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=3407

Do not reply to this email. If you have any questions or problems, please contact us in one of the following ways
-Send email to pcard@unm.edu.
-Email or call Peggy Sedillo at psedillo@unm.edu or 505-249-2227.
-Logon to Fastinfo.unm.edu, select Administrative Finance and Click on the tab 'Ask a Question'.

Thank you!

MyUNM Menu Access



[YOUR PERSONAL]

LoboMail UNM Learn Calendar

s

The University of New Mexico
LoboWeb

ees to view/update personal information, benefits and forms and more.

Enter LoboWeb

ed backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

UNM Business Applications

Transaction and Real-time Query Systems

- [Internet Native Banner](#)
- [LoboWeb](#)
- [LoboAchieve](#)
- [LoboMart](#)
- [UNMJobs](#)
- [Workflow](#)
- [AppReview GradApp](#)

Reporting

- [E-Print](#)
- [Enterprise Metrics Reporting \(EMR\)](#)
- [HR Reports](#)
- [MyReports](#)

Unresolved Pcard transactions listed

- Home
- Worklist
- Workflow Status Search
- Workflow Alerts

- User Profile
- My Processes
- User Information
- Change Password

Worklist

Logoff Help

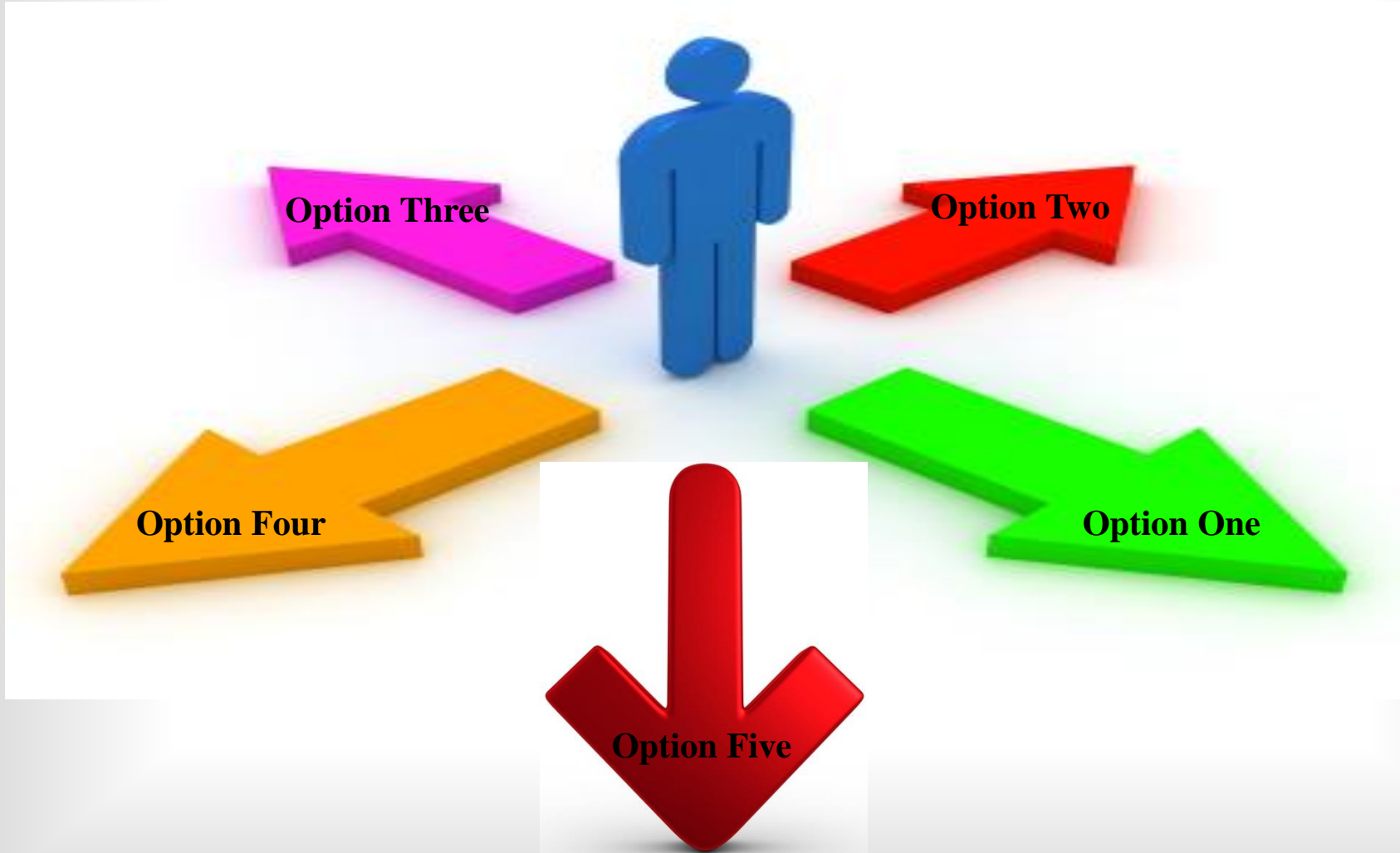
Organization	Workflow	Activity	Priority	Created	
UNM	Sedillo E Peggy Delta Air \$657.9 Post Dt 21-MAY-10 Performing	Pcardholder Form	Normal	08-Jun-2010 12:24:06 AM	
UNM	Sedillo E Peggy Drury Inns \$268.41 Post Dt 21-MAY-10 Ready	Pcardholder Form	Normal	08-Jun-2010 12:03:26 AM	
UNM	Sedillo E Peggy Hilton Hotels Adv Dep \$906 Post Dt 21-MAY-10 Ready	Pcardholder Form	Normal	08-Jun-2010 12:04:18 AM	
UNM	Sedillo E Peggy Hotel Encanto \$182.66 Post Dt 21-MAY-10 Ready	Pcardholder Form	Normal	08-Jun-2010 12:19:00 AM	
UNM	Sedillo E Peggy Southwestair \$11 Post Dt 21-MAY-10 Ready	Pcardholder Form	Normal	08-Jun-2010 12:26:19 AM	
UNM	Sedillo E Peggy Southwestair \$306.9 Post Dt 21-MAY-10 Ready	Pcardholder Form	Normal	08-Jun-2010 12:12:59 AM	
UNM	Sedillo E Peggy Southwestair \$477.3 Post Dt 21-MAY-10 Ready	Pcardholder Form	Normal	08-Jun-2010 12:36:29 AM	
UNM	Sedillo E Peggy Usairways \$242.3 Post Dt 21-MAY-10 Ready	Pcardholder Form	Normal	08-Jun-2010 12:14:46 AM	
UNM	Sedillo M Pamela Southwestair \$137.9 Post Dt 25-JAN-10 S0809817 Ready	Pcardholder Form	Normal	08-Jun-2010 12:29:01 AM	
UNM	Sedillo M Pamela Southwestair \$205.4 Post Dt 15-MAR-10 S0914967 Ready	Pcardholder Form	Normal	08-Jun-2010 12:16:04 AM	

[Show Reserved Items](#)

2171 - 2180 of 2500 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Go to page:

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Options to clear PCard Workflow Items



PCard / DPEZ Transaction Reconciliation

Select one of the options listed below and complete the required information.

Option I: The department must process a DPEZ travel reimbursement for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#). When completing the DPEZ travel reimbursement, the PCard travel charge must be selected from the Payment Category* drop down list of available transactions within the Travel/Honorarium Details section of the DPEZ travel reimbursement. Do not manually enter a travel charge that was paid using PCard in this section of the DPEZ.

If the DPEZ is not processed within 7 days of this notice, you will continue to receive notices every 7 days until it has been properly selected and reconciled on a DPEZ travel reimbursement. The unreconciled PCard charge will also be recorded on a management aging report.

Using the PCard for Travel

<http://www.unm.edu/~purch/pcardtravel/index.html>

Option II: DPEZ travel reimbursement has already been processed. This transaction was not properly selected from the Payment Category drop down list of available transactions with the Travel/Honorarium Details section of the DPEZ travel reimbursement or was manually entered in error.

Please enter the previously completed and approved Travel/Honorarium DPEZ number and the business purpose and the transaction will be associated with the reimbursement and automatically reconciled, after Financial services office(s) reviews it. If you haven't already provided a copy of the receipt, please attach a copy to this workflow and it will be routed to the appropriate Financial Services Office.

Option III: Travel has not yet occurred and is not complete or funds will be used as a credit towards future travel. The department will process a DPEZ for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#).

Option IV: This charge was not for travel. This charge was a payment for other services.

Option V: Non-employee travel not requiring reimbursement. This option can be used in lieu of creating a Zero Dollar DPEZ for non-UNM employees in order to clear PCard travel transactions in certain circumstances. This Option may only be used for US Individuals. **Please note that PCard Travel transactions purchased for Foreign Individuals must be reconciled on a Zero Dollar DPEZ**

1. From the list below, please select the appropriate description for the category of travel expenditure which does not require reimbursement to the traveler. If selecting 'Other', additional details must be provided.
2. Provide business purposes in the text field available. Information should include who, what the purpose was and how UNM benefits from this travel.
3. Attach scanned supporting documentation, such as airline or hotel receipts, interview agenda or lecture announcements.

New Workflow layout

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Complete

Save & Close

Cancel

NEW Option V: Non Employee Travel –No reimbursement

Option V: Non-employee travel not requiring reimbursement. This option can be used in lieu of creating a Zero Dollar DPEZ for non-UNM employees in order to clear PCard travel transactions in certain circumstances. This Option may only be used for US Individuals. **Please note that PCard Travel transactions purchased for Foreign Individuals must be reconciled on a Zero Dollar DPEZ**

1. From the list below, please select the appropriate description for the category of travel expenditure which does not require reimbursement to the traveler. If selecting 'Other', additional details must be provided.
2. Provide business purposes in the text field available. Information should include who, what the purpose was and how UNM benefits from this travel.
3. Attach scanned supporting documentation, such as airline or hotel receipts, interview agenda or lecture announcements.

- Can eliminate most new vendor requests
- Can eliminate most Zero Pay DPEZs
- Reconciles documentation for internal/external auditors

Option Five



Option V: Requirements

- Cannot be used for employee travel that does not have other reimbursement – Must do Zero \$ DPEZ
- Cannot be used for any foreign traveler – Must do Zero \$ DPEZ
- Select Option V instead of doing a zero dollar DPEZ for:
 - Recruits
 - Guest speaker
 - Students
 - Other – must identify/specify
- Reviewed and approved by appropriate core accounting office
- Must attach copy of original receipt and other documentation such as interview schedule, Lecture flyer, etc.

Option V: Zero \$ DPI

Vendor:	Luis Cordero Y Sucre
Original Transaction Amount:	\$300
Bank Post Date:	2014-07-17 00:00:00
PCard Invoice#:	S1745278

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Type of traveler

- Student
- Recruit
- Guest Speaker
- Other

Business purpose:

Overnight accommodations for Great Guy, Guest Speaker for Peds Grand Rounds held on 4/15/2014 – Dominici Auditorium from 1 – 3.

Attaching a File

Vendor: Southwest Airlines

Original Transaction Amount: \$299

Bank Post Date: 2014-06-02 00:00:00

PCard Invoice#: S1720786

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Type of traveler

- Student
- Recruit
- Guest Speaker
- Other

Business purpose:

Complete

Save & Close

Cancel

Attach File

Attaching a File

The image shows a software interface for attaching a file. At the top, there is a header 'Attach File' with a small icon. Below the header, there are three input fields: 'File to attach:', 'Name:', and 'Comments:'. The 'File to attach:' field is empty and has a 'Browse...' button to its right, which is circled in red. The 'Name:' field is also empty. The 'Comments:' field is a larger text area, currently empty. To the right of the 'Attach File' dialog, there are two buttons: 'Attach' and 'Cancel'. Below the 'Attach File' dialog, there is a 'Choose File to Upload' window. This window shows a file explorer view with the path '<< TShoe >> 820Testing >> Workflow'. The search bar contains 'Search Workflow'. The file list shows several files, with 'CGA Workflow Test DPI' circled in red. The file list has columns for 'Name', 'Date modified', and 'Type'. The file 'CGA Workflow Test DPI' has a date modified of '8/7/2014 1:41 PM' and is of type 'Adobe Acrobat'.

File to attach: **Browse...**

Name:

Comments:

Attach **Cancel**

Choose File to Upload

<< TShoe >> 820Testing >> Workflow Search Workflow

Name	Date modified	Type
CGA Workflow Test DPI	8/7/2014 1:41 PM	Adobe Acrobat
Generic 8.12.14 Test Doc	8/7/2014 1:45 PM	Adobe Acrobat
Testing Worksheets.8.28.14	8/28/2014 3:12 PM	Adobe Acrobat
HA and CGA Workflow Test DPI	8/7/2014 1:42 PM	Adobe Acrobat

Attaching a File

Attach File

File to attach:

Browse...

Name:

Comments:

Easy Peazy – Right???

Option V: Zero \$ DPI

Vendor: Luis Cordero Y Sucre
Original Transaction Amount: \$300
Bank Post Date: 2014-07-17 00:00:00
PCard Invoice#: S1745278

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Type of traveler

- Student
- Recruit
- Guest Speaker
- Other

Business purpose:

Overnight accommodations for Great Guy, Guest Speaker for Peds Grand Rounds held on 4/15/2014 – Dominici Auditorium from 1 – 3.

Complete

Save & Close

Cancel

Attach File

Option IV – Not traditional Travel

Option IV: This charge was not for travel. This charge was a payment for other services.

- Automated process generated based upon vendors merchant commodity code (MCC).
- Brief explanation of expense/business purpose needed.
- Reviewed and approved by PCard Manager.

Option IV – Not traditional Travel

Vendor: Luis Cordero Y Sucre
Original Transaction Amount: \$300
Bank Post Date: 2014-07-17 00:00:00
PCard Invoice#: S1745278

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Charge Description:

Conference room spaced for Department Retreat held at XYZ Hotel on July 7, 2014. 35 faculty attendees , 18 staff attendees and three guest speakers plus facilitator.

Complete

Save & Close

Cancel

Option III – The Snooze Button

Option III: Travel has not yet occurred and is not complete or funds will be used as a credit towards future travel. The department will process a DPEZ for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#).

- Defer process as travel occurs in the future.
- Workflow will generate again ten days AFTER travel date indicated by PCard holder.
- Can clear with automated data validation process is associated, but will keep coming back if no action is taken.

Option III – The Snooze Button

Vendor: Luis Cordero Y Sucre
Original Transaction Amount: \$300
Bank Post Date: 2014-07-17 00:00:00
PCard Invoice#: S1745278

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this travel

Travel Return Date:

September, 2014						
Today						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Time:		12	: 48	: 24	PM	
Mon, Sep 8						

Complete

Save & Close

Cancel

Option II – Oops, I forgot!

Option II: DPEZ travel reimbursement has already been processed. This transaction was not properly selected from the Payment Category drop down list of available transactions with the Travel/Honorarium Details section of the DPEZ travel reimbursement or was manually entered in error.

Please enter the previously completed and approved Travel/Honorarium DPEZ number and the business purpose and the transaction will be associated with the reimbursement and automatically reconciled, after Financial services office(s) reviews it. If you haven't already provided a copy of the receipt, please attach a copy to this workflow and it will be routed to the appropriate Financial Services Office.

- Department must identify DZ document where transaction should have been reported.
- HSC must review original PCard transaction and DZ indicated to confirm related items.
- System “inserts” records in DZ Banner Record.
- Can be used to “submit” Zero \$ DPI to FSD offices instead of routing via campus mail

Option II – Oops, I forgot!

Vendor: Luis Cordero Y Sucre
Original Transaction Amount: \$300
Bank Post Date: 2014-07-17 00:00:00
PCard Invoice#: S1745278

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

DPEZ #: DZ8675309

Business purpose:

Complete

Save & Close

Cancel

Attach File

Before



Direct Pay Approval Form

DPI #: I0690032

DP-EZ #: DZ0357604

Travel

UNM Employee

Income Type:

You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: Arthur Kaufman

Date: 03/02/2011

Banner ID: 100008559

Requestor Department: VP for Community Health

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Amount
198010	VP CH BCBS Settlement	3800	In State Travel Gen	\$93.25
Total Amount to be Paid / Reimbursed:				\$93.25

Section II. Travel Details

Destination	Departure	Return
	Date / Time	Date / Time
Hobbs, NM	02/21/11 05:30 AM	02/21/11 11:30 PM
Business Purpose: Meeting with Maddox Foundation & community partners		
Additional Information: Additional employees in rental van: Francisco Ronquillo, Amy Whitfield, Sherry Wilson, Leigh Mason		

Rental car paid with PO #0090910

Section V. Travel / Other Expenses

02/21/2011	Out-of-pocket	Gas for rental vehicle (two receipts)	\$93.25
Travel / Other Expenses:			\$93.25

Total Itemized Amount: \$93.25

After



Direct Pay Approval Form

DPI #: I0690032

DP-EZ #: DZ0357604

Travel

UNM Employee

Income Type:



You have opted to receive a 'Direct Deposit' for this payment or reimbursement.

Payee: Arthur Kaufman

Date: 04/22/2012

Banner ID: 100008559

Requestor Department: VP for Community Health

Section I Accounting

Index Code	Index Description	Account Code	Account Description	Fund	Amount
198010	VP CH BCBS Settlement	3800	In State Travel Gen	3U0029	\$93.25
Total Amount to be Paid / Reimbursed:					\$93.25

Section II. Travel Details

Destination	Departure	Return
	Date / Time	Date / Time
Hobbs, NM	02/21/11 05:30 AM	02/21/11 11:30 PM
Business Purpose: Meeting with Maddox Foundation & community partners		
Additional Information: Additional employees in rental van: Francisco Ronquillo, Amy Whitfield, Sherry Wilson, Leigh Mason		

Section V. Travel / Other Expenses

02/21/2011	Out-of-pocket	Gas for rental vehicle (two receipts)	\$93.25
Travel / Other Expenses:			\$93.25

Section VI. Prepaid

Business Purpose: Meeting with Maddox Foundation & community partners			
05-APR-2011	Prepaid Board Travel	S1115219	\$204.62
			-\$204.62
Prepaid Total:			\$0.00
Total Itemized Amount:			\$93.25

Attaching a File

Vendor: Finnair
Original Transaction Amount: \$1263.7
Bank Post Date: 2014-01-30 00:00:00
PCard Invoice#: S1660134

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

DPEZ #:

Business purpose:

Complete

Save & Close

Cancel

Attachments

Attach File

Attaching a File

The image shows a software interface for attaching a file. At the top, there is a header 'Attach File' with a small icon. Below the header, there are three input fields: 'File to attach:', 'Name:', and 'Comments:'. The 'File to attach:' field is empty and has a 'Browse...' button to its right, which is circled in red. The 'Name:' field is also empty. The 'Comments:' field is a larger text area, currently empty. To the right of the 'Attach File' dialog, there are two buttons: 'Attach' and 'Cancel'. Below the 'Attach File' dialog, there is a 'Choose File to Upload' window. This window shows a file explorer view with the path '<< TShoe >> 820Testing >> Workflow'. The search bar contains 'Search Workflow'. The file list shows several files, with 'CGA Workflow Test DPI' circled in red. The file list has columns for 'Name', 'Date modified', and 'Type'.

File to attach: **Browse...**

Name:

Comments:

Attach **Cancel**

Choose File to Upload

<< TShoe >> 820Testing >> Workflow Search Workflow

Organize New folder

Name	Date modified	Type
CGA Workflow Test DPI	8/7/2014 1:41 PM	Adobe Acrobat
Generic 8.12.14 Test Doc	8/7/2014 1:45 PM	Adobe Acrobat
Testing Worksheets.8.28.14	8/28/2014 3:12 PM	Adobe Acrobat
HA and CGA Workflow Test DPI	8/7/2014 1:42 PM	Adobe Acrobat

Attaching a File

Attach File

File to attach:

Browse...

Name:

Comments:

Easy Peazy – Right???

Option II – Oops, I forgot!

Vendor: Luis Cordero Y Sucre
Original Transaction Amount: \$300
Bank Post Date: 2014-07-17 00:00:00
PCard Invoice#: S1745278

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

DPEZ #:

Business purpose:

Option I

Option I: The department must process a DPEZ travel reimbursement for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#). When completing the DPEZ travel reimbursement, the PCard travel charge must be selected from the Payment Category* drop down list of available transactions within the Travel/Honorarium Details section of the DPEZ travel reimbursement. Do not manually enter a travel charge that was paid using PCard in this section of the DPEZ.

If the DPEZ is not processed within 7 days of this notice, you will continue to receive notices every 7 days until it has been properly selected and reconciled on a DPEZ travel reimbursement. The unreconciled PCard charge will also be recorded on a management aging report.

Using the PCard for Travel

<http://www.unm.edu/~purch/pcardtravel/index.html>

- Department does not have to research document numbers. Most efficient.
- Validated nightly with automated process. Most efficient.
- Will come back to Pcardholder if validation fails.
- “Best Practice” for DPEZ and PCard transactions.

Option One

Vendor: Luis Cordero Y Sucre
Original Transaction Amount: \$300
Bank Post Date: 2014-07-17 00:00:00
PCard Invoice#: S1745278

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Complete

Save & Close

Cancel

When Items are Rejected

- If a workflow item you submit is rejected or disapproved, you will get an email informing you that corrections are required.
 - System generated notices
 - Disapproval from Financial Services offices
- The email will tell you possible reasons the workflow failed.
- Return to the workflow item and correct the error

When Items have an Error

-----Original Message-----

From: workflow@unm.edu [mailto:workflow@unm.edu]

Sent: Tuesday, August 19, 2014 3:17 PM

To: Amie Marie Ortiz

Subject: PCard Recon Workflow Error

****WORKFLOW GENERATED EMAIL. DO NOT REPLY****

Amie Ortiz, *TESTING(wfintg)*

An error occurred while processing your PCard/DPEZ Transaction Reconciliation form.

Unreconciled PCard Transaction Details:

Vendor: American Airlines Inc

Original Transaction Amount: \$428.9

Bank Post Date: 2014-07-12 00:00:00

PCard Invoice#: S1749640

Possible causes:

-You may have entered an invalid DPEZ#. Enter only completed and approved Travel or Honorarium DPEZ#.

-You may have entered an invalid travel return date.

-You may have failed to attach copies of receipts or enter a business purpose when selecting Option 2 or 5.

Please login to workflow to make the correction.

Workflow Instructions:

1. Click on the link <https://appintg.unm.edu/workflow> 2. Login using your NetID & password.

NOTE!!!: Your browser pop-ups must not be enabled for the following website: workflow.unm.edu

Here's a link to a FASTINFO on the topic of turning off popup blockers:

http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=1077

And here's a link with a section on 'Toolbar Pop-up Blocker' with instructions on uninstalling toolbars.

http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=3407

Do not reply to this email. If you have any questions or problems, please contact us in one of the following ways:

-Send email to pcard@unm.edu.

-Email or call Peggy Sedillo at psedillo@unm.edu or 505-249-2227.

-Logon to Fastinfo.unm.edu, select Administrative Finance and Click on the tab 'Ask a Question'.

Thank you!

When Items are Returned

From: <workflow@unm.edu>

CC: Putz, Laura

Subject: PCard Transaction Auto-Recon Disapproved *TESTING(wfintg)*

***WORKFLOW GENERATED EMAIL**

Laura Putz, *TESTING(wfintg)*

Unreconciled PCard Transaction Details:

Vendor: Herrera Coaches

Original Transaction Amount: \$986

Bank Post Date: 2014-07-16 00:00:00

PCard Invoice#: S1744215

Disapproval comments:

Please send a copy of the invoice and expand on the business purposes. Thanks

If you have further questions, please contact:

Putz Laura

lputz@salud.unm.edu

OR

Login to workflow to make the necessary changes.

1. Click on the link <https://appintg.unm.edu/workflow>

2. Login to Workflow using your NetID & password.

NOTE!!!: Your browser pop-ups must not be enabled for the following website: workflow.unm.edu

Here's a link to a FASTINFO on the topic of turning off popup blockers:

http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=1077

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Thank you!

Attach documentation to Workflow When:

- **You selected Option II – DPEZ already processed**, and the original documentation for the S document you are associating with the DPI was not attached to the original DPEZ
 - Example: A rental car, paid for by Pcard, was used during a business trip. It was not associated at the time the DPI for the trip was completed. Scan and attach the rental car receipt to the workflow for the S document
- **You selected Option II – DPEZ already processed**, and the zero \$ DPEZ has not been mailed to appropriate FSD office
- **You selected Option V – Non EE Zero \$ DPEZ**
 - Example: The hotel was the only expense for a recruit's interview. Scan and attach the invoice for the hotel and the recruit's itinerary to the workflow for the hotel S document

For Supervisors and Managers

- PCard Reconciliation workflow items can be queried
- Enter PCard Holders Last Name with “%” character

The screenshot displays the 'Workflow Status Search' interface. On the left, there is a navigation menu with 'Home' (containing Worklist, Workflow Status Search, and Workflow Alerts) and 'User Profile' (containing My Processes, User Information, and Change Password). The main content area is titled 'Workflow Status Search' and contains a 'Search' section with the following fields:

- Workflow Organization: UNM (dropdown)
- Workflow Specifics Name: Sedillo% (text input)
- Business Process Name: PCard Recon (dropdown)
- Definition Organization: UNM (dropdown)
- Name and Version: (dropdown)
- Start Date: (text input) To (text input)
- End Date: (text input) To (text input)
- Status: Ready (dropdown)

At the bottom of the search section are three buttons: Search, Clear Search, and Reset.

Query Results and Analysis

Workflow Status Search Results

Organization	Workflow Specifics Name	Business Process Name	Status	Created
UNM	[REDACTED] Sheraton Le Centre Montreal Ho \$259.72 Post Dt 30-MAY-11 S1138061	PCard Recon	Ready	31-Jul-2011 07:22:16 PM
UNM	[REDACTED] tte Hotel Posada Santa Fe \$396.72 Post Dt 31-MAY-11 S1142581	PCard Recon	Ready	31-Jul-2011 07:22:16 PM
UNM	[REDACTED] tte Suc Guanajuato \$863.66 Post Dt 01-JUN-11 S1142589	PCard Recon	Ready	31-Jul-2011 07:22:17 PM
UNM	[REDACTED] tte Suc Guanajuato \$1686.61 Post Dt 28-JUN-11 S1157507	PCard Recon	Ready	26-Aug-2011 07:19:24 PM
UNM	[REDACTED] tte Suc Guanajuato \$1730.92 Post Dt 03-JUN-11 S1143458	PCard Recon	Ready	01-Aug-2011 07:22:44 PM
UNM	[REDACTED] tte Suc Guanajuato \$1686.61 Post Dt 29-JUN-11 S1156554	PCard Recon	Ready	29-Aug-2011 07:19:02 PM
UNM	[REDACTED] tte Banamex \$254.67 Post Dt 30-JUN-11 S1156936	PCard Recon	Ready	29-Aug-2011 07:19:03 PM
UNM	[REDACTED] ontinental \$324.8 Post Dt 14-FEB-11 S1086255	PCard Recon	Ready	12-Apr-2011 07:21:12 PM
UNM	[REDACTED] Sheraton Le Centre Montreal Ho -\$257.72 Post Dt 21-JUN-11 S1148199	PCard Recon	Ready	12-Aug-2011 07:23:38 PM
UNM	[REDACTED] Oradell Holding Corp \$201.14 Post Dt 31-JAN-11 S1079373	PCard Recon	Ready	29-Mar-2011 07:21:51 PM

Other Assistance Available

Unable to find the original PCard Statement, log and receipt?
Send e-mail to:

HSC Cardholders: HSCFinancialServices@salud.unm.edu

Main/Branch Cardholders: Gacal@unm.edu

Information to include:

Cardholder Name

Cardholder Banner ID Number (NOT credit card number)

Statement Date (May 5, 2012; December 5, 2013)

Vendor and amount (Enterprise, \$92.48)

Summary

- Section V has been added to enhance the process; zero dollar DPIs can frequently be avoided.
- Scanned documents can now be attached, and if the document is otherwise acceptable, the original is not required.
- Timely submission of DPEZs with appropriately associated PCard transactions (S Documents) will eliminate or reduce the number of Workflow items for you to review.
- Workflow items will be generated 30 days after the PCard posting date.
- Enhancements to be available for use on **October 6, 2014**.

What are Your Questions?

Q&A

You have

Questions

We have

Answers