

### Step by Step Guide in use of the TCard

1. In order to request a TCard for an employee, a Procurement Authorization (PA) must be submitted and approved.
2. Once the employee has received a TCard, this card number will be used when making airline reservations, and possibly in the future, other T&E expenses.
3. **REMEMBER:** A Travel Authorization **MUST** be submitted on behalf of the traveler for whom tickets are being purchased. A field will be available on the TA where you will enter the amount of TCard charges anticipated to be used.
4. When approving downloaded charges you will be required to enter the TA number associated with the charge.

### Creating a Procurement Authorization to US BANK for Requesting a TCard

1. Type **PA** in the **Command** field; tab to the **Action** field and type **'A'** (Add); press **'Enter'**. Press **PF1** in the **Employee ID** field to activate the employee help facility. Type the last name of the employee you are looking for. If you want to further define your help, you can also include the first name. **PLEASE NOTE:** If you include the first name you **MUST** use a comma (,) between the first and last name. Once you located the employee name; select it and the employee ID number will be displayed in the banner; tab to the **Vendor ID** field and press **PF1** to activate the help facility. Select **218731-01-001 US Bank (TCard)** from the selection of *e-Business Partners*.
2. Below is an example of the screen displayed when creating a Procurement Authorization request for Karen Jones:

```
UPOPA PROD      Procurement Authorization - PA      10/11/10 10:48
Command: Action: A Req:      : PO:      : TA:
Employee ID: 116163  Vendor ID: 218731-01-001 Effective Date: 08/18/2010
=====
Action: A Employee: 119196 Karen M. Jones  Screen 1 of 1
BU: AVCB Assoc Vice Chan Busin      Title: Project/Program Specialist
Campus Phone: 479/575-8414      E-mail Addr: kmj004@uark.edu

E-Business Partner: 218731 US Bank (TCard)
Effective Dates from:      through:
=====
Tracking BU: AVCB      PA Status:
Monthly Credit Limit: 5000.00
Single Transaction Limit:
Number of Transactions per day:
-----
Default Cost Center: 0102-02030-61-0000 Default Category: Travel Project:

Comments: Administrative TCard

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit RStrt Save CCom
```

3. The information regarding the employee is displayed below the banner. **IMPORTANT:** Review this information carefully to insure that you have selected the appropriate employee.
4. The BU displayed in the **Tracking BU** field is a default BU associated with the employee. This BU will be used when locating charges associated with a BU so if you would rather track your charges using a different BU at this point, modify it to the appropriate BU to be used.
5. The **Monthly Credit Limit** field for a PA issued to **US Bank** will default to **\$5,000**. This amount may be lowered. The **Single Transaction Limit** and **Number of Transactions per day** are not allowable fields when requesting a PA with US Bank.
5. In the **Default Cost Center** field, enter the cost center that will most likely be used to distribute your charges. **REMEMBER:** This cost center **MUST** be a maintenance cost center. If you wish to include other cost centers for use in distributing your charges, these can be included from the **PAPC** function.
6. In the **Default Category** field, enter the category that will most likely be used to distribute your charges.
7. The **PR** field is available, if you further categorize your charges at a project level.
8. The **Comment** field is available for use if you would like to enter any other information in relation to the employee. If you are creating a PA for an hourly employee, the supervisor's name is required to be entered here.
9. Press **'Enter'** to validate and **PF10** to submit this Authorization via TARGET for approval.
10. Once the TCard is received in Business Affairs, the individual for whom the PA was created will receive notification via email information regarding training dates and card limits.

### Adding Additional Cost Centers to a PA for use in Distributing of Charges

1. Prior to completing the steps below, insure that you have not already assigned additional cost centers to the employee you are requesting a TCard for by going to the list function: LACE – List Authorized Cost centers for an Employee. **REMEMBER:** Once an additional cost center has been setup for an employee, this cost center may be used with **ANY e-Business Partner**.
2. Type **PAPC** in the **Command** field; tab to the **Action** field and type **'A'** (Add); press **'Enter'**. In the **Employee ID** field press **PF1** to activate the employee help facility. Type the last name of the employee you are looking for. If you want to further define your help you can also include the first name. **PLEASE NOTE:** If you include the first name you **MUST** use a comma (,) between the first and last name. Once you locate the employee name, select it and the employee ID number will be displayed in the banner; tab to the **Cost Center** field and type the cost center you want to include; press **'Enter'**.
3. Below is an example of the screen that is displayed when adding an additional cost center for Karen Jones to use in the event that she wants to possibly redistribute charges

```
All entries are valid, press PF10 to Save
UPOPAPC 1 PROD PA Pre-approved Cost centers 10/01/2010 10:00
Command: Action: A Req:      : PO:      : TA:
Employee ID: 119163  Cost Center: 0102 02030 61 0000
=====
Action: A Employee ID: 119196 Karen M. Jones  Screen 1 of 1
BU: AVCB Asso Vice Chan Busin
Title: Project/Program Specialist Position No: 2239
Campus Phone: 479/575-8414      E-mail: kmj004@uark.edu
Cost Center: 0102 02030-61-0000 Associate Vice-Chancellor for Busin
=====Project Begin Date: 10/01/2010 Project Adjustment Date: 12/31/99=====
Default Accounting Category: Supplies

Approval of this transaction authorizes use of this Cost Center for distribution
of costs of goods purchased by this employee from vendors who have a current eBusiness
Partnership with the University of Arkansas. This authorization is valid until deleted or
the Center becomes inactive.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit RStrt Save
```

4. You will notice that the information regarding the employee is displayed below the banner. **IMPORTANT:** Review this information carefully to insure that you have selected the appropriate employee.
5. Your cursor will be in the **Default Category** field. Type the appropriate Category; press **'Enter'** to validate and **PF10** to submit your transaction via TARGET for approval by the cost center managers for the cost center you entered.
6. Upon final approval of the transaction this cost center will be included in a group of cost centers available for this individual to use in distributing charges.

### Removing Cost Centers from an Employee's pre-defined List

1. When a cost center becomes inactive or if it is just deemed that the cost center is no longer to be used, the cost center may be deleted from an employee's list of pre-defined cost centers.
2. From the **PAPC** function type a **'D'** (Delete) in the **Action** field; tab to the **Emp ID** field and select the appropriate employee; tab to the **CCC** field and type the cost center that is to be removed. Press **'Enter'**.
3. The information will be displayed with a message that says **'Press PF10 to Delete'**. Press **PF10** and the transaction will route to cost center managers for approval. Upon final approval, the cost center will be removed from the employee's list of pre-defined cost centers.

### How to Locate the Cut-Off Date for Approving Charges

#### **EBP – eBusiness Partner Table**

1. Although there are several lists that will help you to identify the Cut-Off date for a vendor, we will discuss the use of the **EBP** table.
2. Once charges have been downloaded by **US Bank (TCard)**, departments will have a certain amount of time to approve these charges prior to the entire invoice being paid. It is important to note, that regardless of whether or not you approve your charges, the invoice will be paid once the Cut-Off date has been reached.
3. **IMPORTANT: REGARDLESS OF THE CUTOFF DATE, YOUR CHARGES MUST BE APPROVED PRIOR TO SUBMITTING YOUR TRAVELER'S STATEMENT OF TRAVELING EXPENSES. THE DOCUMENT NUMBER FOR THE CHARGES MUST BE PUT ON THE STATEMENT.**
4. Type **EBP** in the **Command** field and press **'Enter'**.
5. Press **PF8** to scroll through the list of *e-Business Partners*. Once you locate **US Bank (TCard)**, you will see the Cut-Off date for a particular month at the bottom of the screen. Once you have identified this Cut-Off date you are ready to proceed to **'How to Locate Employees who have Unapproved Charges'**.

## How to Locate Employees who have Unapproved Charges

1. Now that you have located the **Cut-Off Date** you have several options available for locating charges. If you are not sure who in your BU may have incurred charges, type **LEEB (List Emps /unapp. Echgs for vend, dt&BU)** in the **Command Field** and press **'Enter'**.
2. Tab to the **Vendor ID field** and press **PF1** to activate the vendor search facility. Select Visa and press **'Enter'**. Tab to the **Cut-Off Date field** and type the **Cut-off date** that you located from the **EBP** table; tab to the **BU field** and type the **Budgetary Unit Code** you are interested in locating. Press **'Enter'**.
3. All employees who have unapproved charges will be displayed.
4. You are now ready to proceed to **'How to Approve your Charges'**.

## How to Approve Charges

1. Once you have found your employee's names from **LEEB**; select an employee and press **PF2** (Suspend). The system will take you to the list function: **LEEV (List Echarges for an Emp, Vendor & Date)**.
2. This list will show you **ALL** of the charges made by this individual. Mark each charge displayed and press **PF2** (Suspend). The system will take you to the function: **EIC (Electronic Invoice Charges)**. At this point you are now ready to review and approve your charges.
3. Change the **Action** to a **'U'** (Update) and press **'Enter'**.
4. Your cursor will be in the **TA Number field**. If you know the TA number of the employee for which this *eCharge* corresponds you may enter it here. If you do not, then press **PF1** to activate a search of Travel Authorizations for the traveler. The system will default the vendor number of the cardholder. If this is not the person for whom the airfare is for, you will press **PF1** in the **Vendor Number field** to activate a vendor search. Type the last name of the person you are looking for and press **'enter'**. Once you have located the vendor, a list of Travel Authorizations for that vendor will be displayed. Select the appropriate TA and press **'enter'**. **NOTE:** Only an **'open'** TA may be selected for use. If you see that the TA you want to use is already **'closed'** you must have Travel **'reopen'** the TA in order to select it for use. If you did not allow a sufficient amount in the **TCard Max** field on the TA, the system will require the TA to be updated and the **TCard Max** increased before you will be allowed to approve the charge.
5. Tab to the **Approval Code field**. The code defaults to a **'U'** (Unapproved). At this point you have a choice of modifying the code to a **'G'** (good) or an **'R'** (refund being requested). **IMPORTANT:** Even if put an **'R'** in this field, the vendor will still receive payment, but this code can be used to monitor how many orders resulted in a refund.
6. A **Rept Document #** located under the banner in the top right corner. (Example:T5958) Write the number displayed, on your itinerary/receipt. At this point you have the option of maintaining this receipt until the Statement of Traveling Expenses are filed and attaching it to that, or going ahead and sending the itinerary to Travel for scanning. **NOTE:** In the instance of an **'Agency Fee'** there will not be a document to be sent, as an **'Agency Fee'** is listed on the trip itinerary.
7. If you wish to expense these charges against the default cost center and category displayed on the screen, at this point you will press **'Enter'** to validate and **PF10** to save. If you only wish to change the default category you may change it at this point and then press **PF10** to save.
8. If you want to redistribute your charges to other 'pre-defined' cost centers see: **'How to Approve your Charges along with redistributing to a different Cost Center'**.

## How to Approve your charges along with redistributing to a different Cost Center

1. Follow Steps 1 through 6 above
2. Tab to the **Cost Center** field and press **PF1**. The list of 'pre-defined' cost centers you created from the **PAPC** function, along with your default cost center will be displayed. At this point you can then begin selecting the cost center (s) you wish to use to distribute the costs on this order.
3. Once you have included the cost centers you wish to use, you have the option of entering the dollar amounts in the **'expense'** column, or of pressing the **PF9 %** key to enter percentages.
4. Press **'Enter'** to validate, and **PF10** to save your distribution and approval.

**YOU MUST FILE THE STATEMENT OF TRAVELING EXPENSES WITHIN 5 DAYS AFTER RETURN OF THE TRIP.**



## Quick Reference Guide For Requesting and Approving Charges on a US Bank Travel Card (Tcard)

The Travel Card issued by US Bank is a special VISA credit card. The card works similarly to your personal credit cards, EXCEPT the charges are billed directly to the University and paid by the University Business Office. **CURRENTLY THIS CARD IS ONLY ALLOWABLE FOR USE IN THE PURCHASE OF AIRFARE ASSOCIATED WITH A VALID TRAVEL AUTHORIZATION.**

### Who is the person (s) most likely to have a TCard?

The TCard should be in the name of the employee within a department who routinely books the airline reservations for departmental personnel traveling. In most cases this will be the person responsible for travel processing. There may be instances within a department where there are certain travelers who like to book their own airline reservations. In those instances a department may elect for this individual to have a TCard in their name. **FUTURE USE:** Those travelers who do a fair amount of travel will be authorized to put their lodging, meals, car rental on their own TCARD. These charges will download as a 'receivable' to the traveler until they file their Statement of Traveling Expenses (Will act similar to a Travel Advance).

### What function will be used to request authorization?

**PA** (Procurement Authorization)

### What function will be used if I wish to add other cost centers for use in distributing charges?

**PAPC** (Procurement Authorization Preapproved Cost centers)

### What list facilities will be available to locate records related to PAs and PAPCs?

**LTEV** (List Transactions for an Employee and Vendor)  
**LABU** (List procurement Authorizations for a BU)  
**LP AE** (List PA's for an Employee (opt Vendor))  
**LACE** (List Authorized Cost centers for an Employee)  
**LEAC** (List Employees for Authorized Cost centers)

### What list facilities will be available to locate charges for an employee?

**LEEB** (List Emps w/unapp. Echgs for vend, dt & BU)\*\*Start with this one\*\*  
**LECE** (List Echg vendor & Cutoff Dates for Emp)  
**LEEV** (List Echarges for an Emp, Vendor & Date)  
**LEBV** (List unapprov. Echg dates & BUs for Vendor)  
**LEVB** (List unapprov. Echgs for a Vend, dt & BU)

### What List facility will be used to locate echarges associated with a Travel Authorization?

**LETA** (List echarges for a Travel Authorization)

### How can I print a statement of charges for my BU?

**UPJTCSTM** (TCard Statement)

**\*\*\*Locate Cut-Off Date by going to EBP Prior to Locating Charges\*\*\***

Complete User Documentation can be found at: <http://www.uark.edu/tcard>