



Credit Card Redistribution in PeopleSoft Financials

Getting Started – Logging On

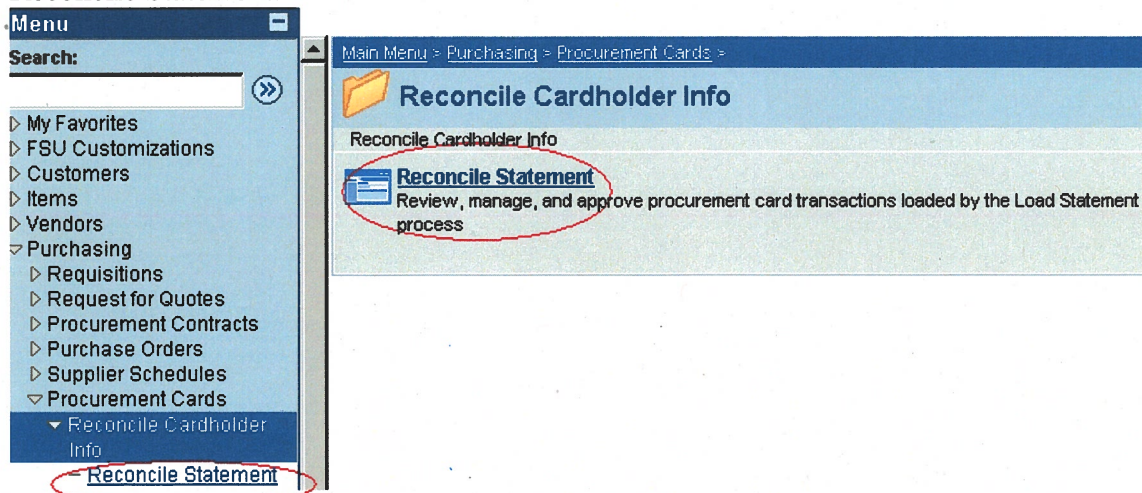
Using your web browser (Internet Explorer) enter the URL address:

<http://psfin.frostburg.edu/FINPROD/signon.html>

Use your standard network/email User ID and Password to sign in to the secure site.


The PeopleSoft login screen. On the left is the 'PeopleSoft' logo. On the right is a login form with fields for 'User ID:' (containing 'jdoe') and 'Password:', followed by a 'Sign In' button.

Go to Purchasing -> Procurement Cards -> Reconcile Cardholder Info and select Reconcile Statement.



Next, click on Search. This will bring up all of the credit cards set-up in your security allowance or you can click on the magnifying glass to search by name.

Reconcile Statement Search	
Role Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Employee Name:	<input type="text"/>
Card Issuer:	<input type="text"/>
Card Number:	<input type="text"/>
Transaction Number:	<input type="text"/>
Sequence Number:	<input type="text"/>
Line Number:	<input type="text"/>
Billing Date:	<input type="text"/>
Statement Status:	<input type="text"/>
Budget Status:	<input type="text"/>
Chartfield Status:	<input type="text"/>
Merchant:	<input type="text"/>
Transaction Date:	<input type="text"/>
Charge Type:	<input type="text"/>
Posted Date:	<input type="text"/>
<input type="button" value="Search"/>	

This is where you will select a line you would like to redistribute to another department/project. **Here the account needs changed from the default of “099500” (object).** First click on the  to change the distribution.

Reconcile Statement

Procurement Card Transactions

EmplID: 1002619 Name: Swink, Stuart

☐ Display Unmasked Card Number

Bank Statement Customize | Find | View All | First 1 of 1 Last

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>	BOA	*****6068	03/10/2010	FROMUTH TENNIS MOTO	Approved	294.55	USD	Valid	Yes	No

☒ Select All ☐ Clear All Stage Verify Approve

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Save Notify Refresh Main Content

You can change the department/project here. Please make sure the corresponding program and fund are changed if needed. You may choose to use the “SpeedChart”. If you do, the account will disappear (you will manually need to re-enter it).

Also, please update the account on this screen. “099500” is for credit card supplies and is the default for all credit card purchases. In order to have the purchase going to the proper account, please update here to have the purchase directed to the actual account. By clicking on the magnifying glass, you can view the list of accounts. After you are finished redistributing, click on “OK”.

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Trans Date: 02/17/2009 Billing Amount: USD 1082.12 Price:
 SpeedChart: *Distribute by: Amount

Distributions											Customize Find View All First 1 of 1 Last
Sel	*GL Unit	PO Qty	Amount	Pct	Location	Dent	Project	*Account	Program	Fund	Bud Ref
<input checked="" type="checkbox"/>	FROST	1.0000	1082.12	100.0000		1400006		099500	00601	4010	

[TAX Info](#) Asset Information

OK Cancel

This will take you back to the list of purchases. Continue to select and click on “Distribution” to change the purchases on your list. When you are finished changing the rows, please remember to click “**Save**”.



After you hit “Save”, you have finished the process to change the distribution of your credit card purchases.