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.

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.
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.

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**

<table>
<thead>
<tr>
<th>Line: 1</th>
<th>PO Qty: 1.0000</th>
<th>UOM: EA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans Date: 02/17/2009</td>
<td>Billing Amount: 1060.12</td>
<td></td>
</tr>
</tbody>
</table>

**Distributions**

<table>
<thead>
<tr>
<th>No. Unit</th>
<th>PO Qty</th>
<th>Amount</th>
<th>Pct</th>
<th>Location</th>
<th>Dept</th>
<th>Project</th>
<th>Account</th>
<th>Program</th>
<th>Fund</th>
<th>Bad Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.0000</td>
<td>1062.12</td>
<td>100.0000</td>
<td>□ 100000</td>
<td>□</td>
<td>1099500</td>
<td>00860</td>
<td>4010</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**TAX info**

- □ OK
- □ Cancel

**Asset Information**
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.