P-Card Program
Custodian Reference Guide
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Logging In

- Access the website https://www.commercialcardreports.com
- Enter assigned User ID and password
- Click on “Login” button

Landing page will display the following tabs
Selecting Accounts

- Select “Account Summary” from Financial tab

- Utilize “Quick Link” section and click on your assigned department/group
- Using Search Criteria, select either Reporting Cycle (1) or Date Type for specific date range (2)
- Click on “Search”

**Account Summary**

**CREIGHTON UNIVERSITY • 2500 CALIFORNIA PLZ • OMAHA, NE 681700133**

1. **Reporting Cycle:**
   - **Ending 04/24/09**
   - **(03/26/2009 to 04/24/2009)**

2. **Date Type:**
   - **From:** 03/26/2009
   - **To:** 04/24/2009

- Select on desired employee from list that appears by clicking on corresponding account number

**SEARCH RESULTS**

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Transaction Amount</th>
<th>Adjustment Amount</th>
<th>Total Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINDY FREESEE</td>
<td>1022-1782</td>
<td>23,600.02</td>
<td>-21,958.02</td>
<td>1,642.00</td>
</tr>
<tr>
<td>JAREDD MORRISON</td>
<td>9869-7645</td>
<td>569.07</td>
<td>0.00</td>
<td>569.07</td>
</tr>
<tr>
<td>JOSEPH J ZABOROWSKI</td>
<td>872-2202</td>
<td>11,61</td>
<td>-12.98</td>
<td>(12.98)</td>
</tr>
<tr>
<td>BARB WASHINGTON</td>
<td>572-2469</td>
<td>494.25</td>
<td>(965.99)</td>
<td>(471.74)</td>
</tr>
<tr>
<td>LEEHUN CRIST</td>
<td>572-3976</td>
<td>2,184.34</td>
<td>(2,242.00)</td>
<td>(57.66)</td>
</tr>
<tr>
<td>MICHAEL WILLEY</td>
<td>072-3715</td>
<td>3,136.89</td>
<td>(451.50)</td>
<td>2,685.39</td>
</tr>
<tr>
<td>MARK SUMMERK</td>
<td>572-4515</td>
<td>733.65</td>
<td>(720.72)</td>
<td>12.93</td>
</tr>
</tbody>
</table>

**Search Totals:** 8,922.50

1 - 7
Cost Allocation Review Process

- Click on “Expand All” link (1)
- Verify that all accounting code information is correct (including default Fund and Org codes) (2)

If correct, check the “Reviewed” box and move on to next transaction and repeat process (1)
If not, click on “Edit Accounting Codes” button and make necessary accounting code changes (2)
• If necessary, enter an additional description in “Expense Description” field

• If default Fund or Org codes are not correct, modify accordingly

• In the Account Code section, select appropriate code from drop-down menu
• Enter an Activity code if necessary (1)
• Enter Yes or No for “Receipt” field (2)

Click on “Save Accounting Codes” button
• Move on to next transaction and repeat process
Splitting Transactions

If a transaction requires to be split between accounting codes (fund, org, etc.) perform the following procedures:

- Click on Split icon for corresponding transaction

- Determine number of splits in text box
- Click on “Add”

- Provide a description per split (1)
- Verify dollar amount per split (must equal total transaction amount) (2)
- Click on “Save” (3)
- Select on “Expand All” link

- Click on “Edit Accounting Codes” button for each appropriate line item

- Perform changes as needed per accounting code field
• When all changes have been made, select “Save” button

• Click on “Transaction Summary” within breadcrumb link

• Transaction will now appear like the following on the Transaction Summary page
### Submitting Transactions for Approval

- Verify that all transactions have been reviewed by checkmarks in corresponding boxes

<table>
<thead>
<tr>
<th>Detail</th>
<th>Reviewed</th>
<th>Approved</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
<th>Tax Amount</th>
<th>Alternate Tax</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>02/05/2009</td>
<td>02/04/2009</td>
<td>PONTOUSSHOP S OF SAN FRANSI  SAN FRANSI CA 00000</td>
<td>220.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02/05/2009</td>
<td>02/04/2009</td>
<td>YELLOW CAB OF SAN FRANSI  415-2682737 CA 00000</td>
<td>45.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02/06/2009</td>
<td>02/06/2009</td>
<td>CREATETEDIO COM EMA  B AU 00000</td>
<td>5.41</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02/06/2009</td>
<td>02/06/2009</td>
<td>CREATETEDIO COM EMA  B AU 00000</td>
<td>0.43</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>02/06/2009</td>
<td>02/06/2009</td>
<td>CREATETEDIO COM EMA  B AU 00000</td>
<td>30.47</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Search Total: 315.31

- Select “Send Email” button
- Default email address(es) will appear or modify with appropriate email address(es)
- Enter description in subject field and compose email
- Click on “Send”

**Note:** A notification email will be routed to the approver and not the actual expense report. Approver will need to access system to approve the expense report.

- Clicking on “Save” button will complete review process
Creating & Submitting P-Card Routing Form

- Under Reports Tab, click on “Schedule Report”
- Verify or change “Group By” option to Category (1)
- P-Card Routing Form will be first report on screen
- Click on P-Card Routing Form (2)
Click on your assigned group found in the Quick Links section (you may also run the report for a specific account by entering data in blank fields).

Verify Date Type as “Posting Date”

Enter in appropriate report description

Click on “Next”
- Run report on appropriate billing cycle
- Click on “Save”

**Note:** Depending on the amount of data in report, it may take several minutes for report to generate
• Completed P-Card Routing Form will be found on left-hand side under “Completed Reports” section within the Scheduled Reports area
• Click in this area to download report

*Note: Completed P-Card Routing Form can also be located from landing page under “Completed Reports” section in bottom left-hand side*

• Click on “Download” button to access and print report

• Attach necessary receipt/invoices to P-Card Routing Form and forward for approval
Online Help Function

- Access Online Help from landing page to look up specific functionality

- You will be able to look up specific content based on “Contents” section
- Click on specific subject matter link to expand documents

<table>
<thead>
<tr>
<th>Contents</th>
<th>Search</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>shortdate.genc</td>
<td>Getting Started</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>My Profile</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Reporting Structure</td>
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<td></td>
<td>User Management Tasks</td>
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<tr>
<td></td>
<td>Accessing Transactions</td>
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<tr>
<td></td>
<td>Cost Allocation</td>
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<td>Cost Allocation</td>
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<tr>
<td></td>
<td>Default Accounting Codes</td>
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<tr>
<td></td>
<td>Locating Invalid Accounting Codes</td>
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<tr>
<td></td>
<td>Spending Alerts</td>
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<tr>
<td></td>
<td>Scheduled E-mail</td>
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<tr>
<td></td>
<td>Introduction to the Reporting System</td>
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<td></td>
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<tr>
<td></td>
<td>Scheduling Reports and Exports</td>
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<td>Data Exporters and Script Scheduling</td>
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<td>Account Manager</td>
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<tr>
<td></td>
<td>Audit Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost Allocation**

In cost allocation, accounting codes representing general ledger numbers or budget centers are associated with expenses. For example, transactions incurred during travel might be cost allocated to a specific project. Once the expense records are cost allocated, the transaction date and accounting codes can be reported for use by a reporting or account system.

Cost allocation is not enabled for all companies. If cost allocation is enabled at a company, the company administrator decides what types of accounting codes will be used.

Accounting codes are defined in a scheme that is assigned to the company. The accounting codes for a transaction are accessed with the transaction's accounting details. Optionally, default accounting code values can be defined and assigned to a reporting entity such as the company, an org point, or an account. Defaults are applied when a transaction is loaded into the system.

**Note:** User guides are available but contain more information than needed and require time to search specific subject matter

- You may also click on “Search” option and type in key words or phrases

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**End**