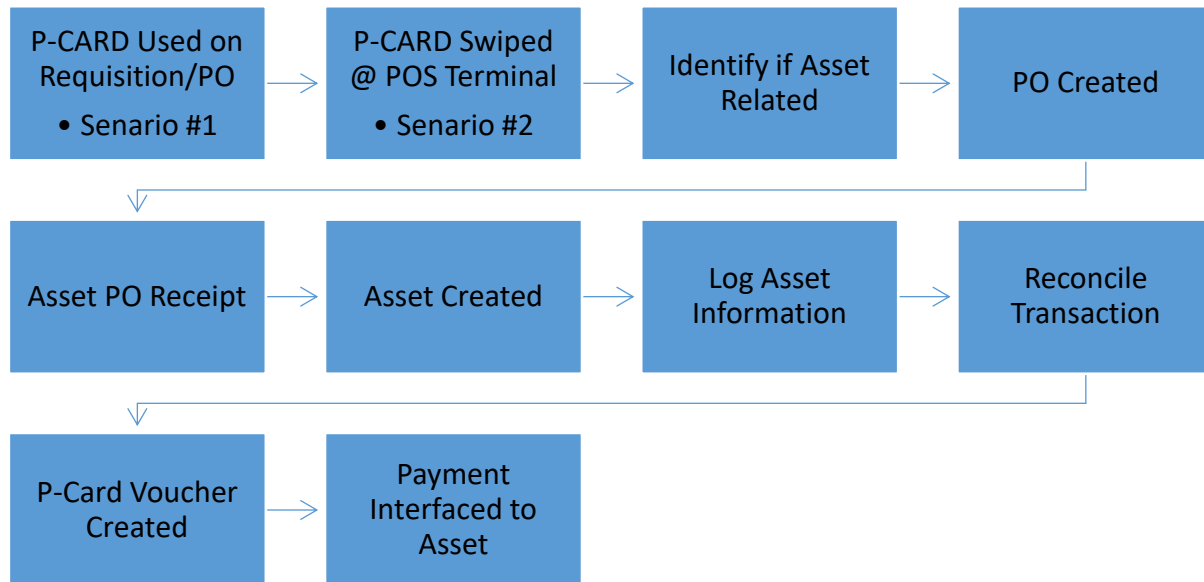




## P-Card Process for Assets

This job aid outlines the basic processes for successful P-Card Asset Integration.

### P-Card PO/AM Process Overview



## Purchase Order

There are two recommended P-Card Purchasing scenarios':

1. Supplier accepts PO and the payment method is P-Card
2. Supplier does not accept PO and the P-Card is swiped at Supplier POS Terminal or used virtually
  - a. In either case a PO is required
  - b. In the second scenario a Reconciliation PO (that does NOT dispatch to the Supplier) should be created to document the Supplier that provided the asset (location code = PCARDPOS)

Generally, non-asset related expenditures are incorporated into the first line of the PO.

Asset expenditures are detailed on specific lines. These lines should be by quantity with **receiving required**. The description field is important because the first 30 characters are interfaced into the asset staging tables. This will help identify the specific assets.

### Key Asset Information Required

- ✓ Account Code
- ✓ AM Business Unit
- ✓ Profile ID
- ✓ AM Location

Specific detailed instructions on creating a Purchase Order are not listed here in this Job Aid. Please use the following link to access more information:

[Creating Contract, Purchase Order and e-Pro Requisitions \(state.ct.us\)](#)

## Asset Receipt

Receiving is always required. Non-financial details are captured and assigned to each asset line. Split-funded assets (more than one distribution) are identified and assigned on the receipt.

The Use One Asset ID feature groups multiple receipt distribution lines into a single asset. Validations are performed at receipt time to ensure that each specific asset id has only one profile id, serial, and asset id.

If the Interface Checkbox is left selected (default) then the asset will be created automatically.

If the Interface Checkbox is deselected, then the receipt line will be staged for additional processing by the Asset Processor.

## Vouchers

The processed monthly voucher verifies the asset information, compares the asset information to the receipt, and sends the payment information details to Asset Management.

Since vouchers are created for the P-Card Bank, voucher matching is turned off and the P-Card Bank information will be linked directly in Asset Management.

## Requisitions

### Navigation:

Main Menu > eProcurement > Requisitions

Requesters can use an eProcurement requisition to purchase Assets with a P-Card. The requester's Cardholder Profile must be complete and the vendor must be set up to accept P-Card payment.

1. From the **Define Requisitions** page, click the **Card Number** drop down menu.
2. Select the appropriate **Card Number**.
3. Ensure that the **Use Procurement Card** checkbox is selected.
4. Populate the appropriate **Asset Accounting ChartFields**.
5. Click the **OK** button

Define Requisition

Business Unit: DOCM1 Dept. of Correction Requisition Name: \_\_\_\_\_  
Requester: GadrowT Dept. of Correction: DOC-Gadrow Trade Priority: Medium  
Currency: USD Requisition Type: Requisition  
Card Number: \*\*\*\*\*4455 (MC)  
Expiration Date: 11/30/2022  Use Procurement Card  
Obligation Amount: \_\_\_\_\_

Line Defaults

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.  
Note: The defaults specified below will be applied to requisition lines which are available for sourcing when there are no predefined values for these fields.

Supplier: \_\_\_\_\_ Category: \_\_\_\_\_  
Supplier Location: \_\_\_\_\_ Unit of Measure: \_\_\_\_\_  
Buyer: \_\_\_\_\_

Shipping Defaults

Ship To: 159000043 Add One Time Address  
Due Date: \_\_\_\_\_ Attention: \_\_\_\_\_

Distribution Defaults

SpeedChart: \_\_\_\_\_

Accounting Defaults

| AM Business Unit | Profile ID | Capitalize               | Cost Type | Description |
|------------------|------------|--------------------------|-----------|-------------|
| DOCM1            | EQUIPMENT  | <input type="checkbox"/> |           |             |

OK Cancel

After defining the requisitions and adding the items and services to the cart, review and submit the requisition.

1. Ensure the correct **Card Number** is used and the **Use Procurement Card** checkbox is selected.

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### Checkout - Review and Submit

Review the item information and submit the req for approval.

#### Requisition Summary

Business Unit  Dept. of Correction

\*Requester  DOC-Jones Karie

\*Currency

Card Number   Use Procurement Card

Expiration Date

Cart Summary: Total Amount 33.14 USD

2. Click the **Save and Submit** button.  
*Note: All approvals are done before the PO is created and dispatched to vendor.*

#### Requisition Comments and Attachments

Enter requisition comments

Send to Supplier  Show at Receipt  Shown at Voucher

#### Approval Justification

Enter approval justification for this requisition