



PCard Travel Transaction Workflow



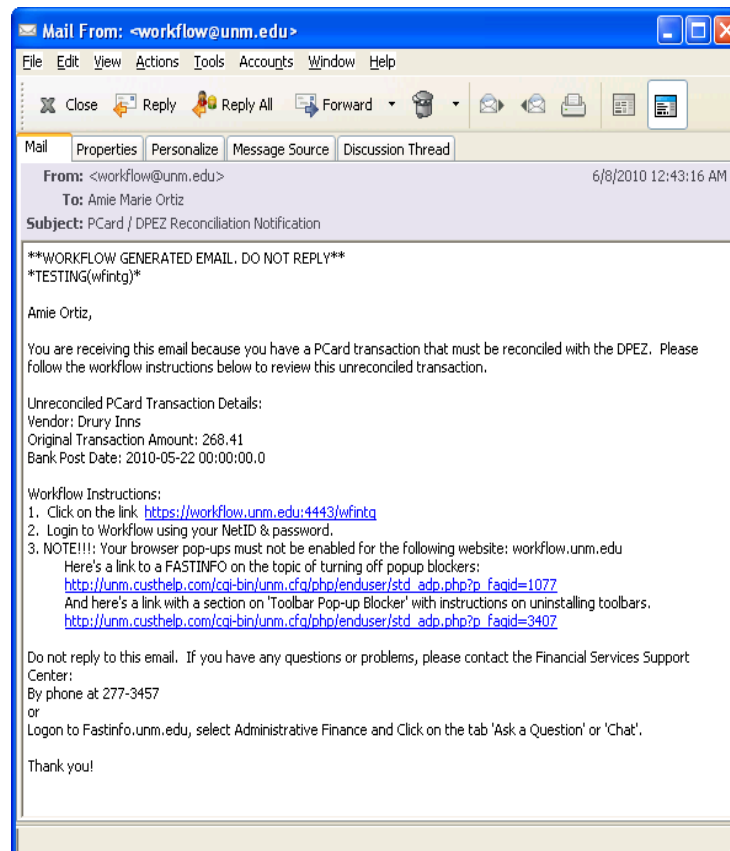
Financial Services Division

New Workflow to Assist in Reconciliation

- Travel transactions that have not been reconciled will trigger workflow 60 days after the posting date
- Users will be able to indicate the status of the transactions directly from workflow
- Transactions that were not properly pulled into the DP-EZ can now be reconciled without creating a new DP-EZ



The Cardholder will receive email notification of a new Workflow.



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When the cardholder logs into Workflow they will see the PCard transaction needing resolution in their Worklist.

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Organization	Workflow	Activity	Priority	Created	
UNM	Sedillo E Peggy Delta Air \$657.9 Post Dt 21-MAY-10 Performing	PCardholder Form	Normal	08-Jun-2010 12:24:06 AM	
UNM	Sedillo E Peggy Drury Inns \$268.41 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:33:26 AM	
UNM	Sedillo E Peggy Hilton Hotels Adv Dep \$906 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:34:18 AM	
UNM	Sedillo E Peggy Hotel Encanto \$182.66 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:19:50 AM	
UNM	Sedillo E Peggy Southwestair \$11 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:26:18 AM	
UNM	Sedillo E Peggy Southwestair \$306.9 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:12:59 AM	
UNM	Sedillo E Peggy Southwestair \$477.3 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:36:29 AM	
UNM	Sedillo E Peggy Usairways \$242.3 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:14:46 AM	
UNM	Sedillo M Pamela Southwestair \$137.9 Post Dt 25-JAN-10 S0889817 Ready	PCardholder Form	Normal	08-Jun-2010 12:29:01 AM	
UNM	Sedillo M Pamela Southwestair \$205.4 Post Dt 15-MAR-10 S0914967 Ready	PCardholder Form	Normal	08-Jun-2010 12:16:04 AM	

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Review the instructions. Only one section should be completed.

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Worklist

PCard / DPEZ Transaction Reconciliation

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Please complete the appropriate section for the following PCard transaction. **(Warning: Complete one section only. Selecting multiple sections will result in cancellation of the submitted request and will require re-submission):**

Vendor: Delta Air
Original Transaction Amount: 657.9
Bank Post Date: 2010-05-21 00:00:00.0



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If the DP-EZ will be completed within 7 days or was completed after the workflow notification was sent out, complete Section I.

Section I:

The department must process a DPEZ travel reimbursement for the traveler within (20) business days after returning from travel as outlined in UBP 4030.

When completing the DPEZ travel reimbursement, the PCard travel charge must be selected from the Payment Category* drop down list of available transactions within the Travel/Honorarium Details section of the DPEZ travel reimbursement. Do not manually enter a travel charge that was paid using PCard in this section of the DPEZ.

If the DPEZ is not processed within 7 days of this notice, you will continue to receive notices every 7 days until it has been properly selected and reconciled on a DPEZ travel reimbursement. The unreconciled PCard charge will also be recorded on a management aging report.

Using the PCard for Travel

<http://www.unm.edu/~purch/pcardtravel/index.html>

University Business Policy

4030 Travel

<http://www.unm.edu/~ubppm/ubppmanual/4030.htm>

DPEZ will be completed within the next 7 calendar days OR was completed after the workflow notification was sent out



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If the DP-EZ has been completed but the transaction was not appropriately reconciled, complete Section II. *Do Not* complete if the DP-EZ was completed after the workflow notice was sent but before the workflow was worked; complete Section I.

Section II:

DPEZ travel reimbursement has already been processed. This transaction was not properly selected from the Payment Category drop down list of available transactions with the Travel/Honorarium Details section of the DPEZ travel reimbursement or was manually entered in error.

Please enter the DPEZ number and the transaction will be associated with the reimbursement and automatically reconciled, after Financial services office(s) reviews it. If you haven't already provided a copy of the receipt, please forward a copy to the appropriate Financial services office and reference the DPEZ#

DPEZ #:



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If travel has not yet occurred, complete Section III.

Section III:

Travel has not yet occurred and is not complete or funds will be used as a credit towards future travel. The department will process a DPEZ for the traveler with (15) business days after returning from travel as outlined in UBP 4030.

Please enter the travel return date or the expiration date for the credit.

Travel Return Date:

If the charge is not for travel, complete Section IV.

Section IV:

This charge was not for travel. This charge was a payment for other services. Please enter a brief description of this charge.

Description:

When the appropriate section has been completed, click on the Complete button.



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