PRODUCTION CARD PAYMENT REQUEST (VP7)

Policies and Procedures Questions –
Contact: Procard/Travel Card Administration (PTCA)
Website: http://www.utsa.edu/financialaffairs/ptca/
Email: procard.travelcard@utsa.edu

DEFINE Access or Routing Questions –
Contact: Management Reporting and Administrative Services –
DEFINE Support (www.utsa.edu/financialaffairs/mras/contact.html)
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Purpose

The Procurement Card Payment Request (VP7) electronic document is used to process payments for purchases made using UTSA purchasing cards (Procards).

Procards are commercial credit cards issued by a bank to authorized UTSA employees through the UTSA Procard/Travel Card Administration (PTCA) Office. When purchases are made using a Procard, the bank pays the vendor and then bills UTSA.

After receiving and reviewing the summary billing statement from the bank, the PTCA Office runs a program that generates a Procard payment voucher (VP7) based on the statement, distributing charges for each Procard to the default account designated by the department in the Procard Application and Agreement. For more information on the Procard program and application process, refer to UTSA Financial Management Operational Guideline (FMOG) – Procard Program.

Before You Start

It is important to understand the VP7 transmission and email notification DEFINE process:

1. The unit code associated with each default account is identified and the VP7 for that account is sent to the Document In-Box (YB2) DEFINE screen of the designated reviewer.  
   NOTE:
   - The reviewer is the first person listed on the authorized electronic desk in DEFINE
   - The reviewer is also referred to as the creator of the VP7 document in DEFINE.
   - Every individual with access to the authorized electronic desk also has access to review or update the VP7, however, the account administrator or designee must approve. See Roles and Responsibilities, a section of FMOG – Procard Program for more information.

2. A Procard Approval email notice is sent to the unit administrator and the first five individuals on the authorized electronic desk, including the designated reviewer, and includes the:
   - VP7 final approval deadline
   - Reviewer name designated to receive the VP7 in their Document In-Box (YB2).

3. The electronic approval routing process and number of approvers may vary by department, however, all approvals must be completed by the deadline specified in the email notification.

4. If the VP7 is not approved by the deadline, it is automatically routed to the electronic Procard Desk of the Procard/Travel Card Administration (PTCA) office for further action.

For more information on unit/account administrators, electronic desks, and other DEFINE terms, refer to FMOG – Financial Information Access and Security - DEFINE Access.

How to Use

The VP7 is organized into four sections:

1. Cover Sheet
2. Voucher Description and Payee Reference Info and Amounts (read-only)
3. Line Items
4. DEFINE Codes (not used)
COVER SHEET

The VP7 cover sheet includes VP7 identifying information and a list of the VP7 sections.

NOTE: The Define Codes section is not used.

To view section 1 and 2, enter X in the blank fields to the left of each section number and press Enter.

NOTE: Selecting both sections on the Cover Sheet screen advances the reviewer to each section after pressing Enter.

>> You are currently authorized to VIEW this document <<
*DEFINE PRO CARD PAYMENT VOUCHER - VP7 Year: 11 12
Command: VP7 Account: 02110743 Misc: 
==============================================================================
Status: Created -- COVER SHEET -- Document ID: Y3VP7999991
Action: _ Summary: CITIBANK NA
Created: 01/25/12 by 
Category: *Notes*
Format: 01 Voucher Date: 012512 Voucher Nbr: 
Separate Check: Check Distribution: U
Default Service Dates Begin: 120311 End: 010312 DIN: ______
Vendor ID: 1 UT EID: 2949qevy MC: 009 CITIBANK NA
Address: ** Direct Deposit **

SECTIONS: X 1. Voucher Description and Payee Reference Info and Amounts
          X 2. Line Items: 6
          _ 3. Define Codes [optional]

Total Reference Amt: 718.02 Total Payment Amt: 718.02
-- 3 UT San An ------ PF1=Options ------ PF8=Exit ------ 2/01/12 02:44 PM --
VOUCHER DESCRIPTION AND PAYEE REFERENCE INFO AND AMOUNTS

This section provides the name of the cardholder and the total charges for the billing period. This section is informational only and cannot be changed.

**For Instructions on how to enter information press PF6 ****

Comments to be printed on voucher description: 

Procard payment for Card Holder's name will be here.

Information to be printed on check stub which helps Payee identify payment:

<table>
<thead>
<tr>
<th>Payee Reference Info</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>718.02</td>
</tr>
</tbody>
</table>

MORE: TOTAL: 718.02

Send USAS: N  Reimbursable: Y Doc Type: 2 PCC Code: H

To page forward mark MORE. To page backward press PF4.

NOTES:

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LINE ITEMS

This section lists each transaction for the billing period, the default account number that each transaction is charged to and the default object code (1000).

The designated reviewer must complete the following for each transaction:

1. Review the transaction and reconcile it to the Procard Transaction Log. See FMOG - Procard Program for detailed instructions.

2. Replace object code 1000 with the correct object code.

3. Update the account number if necessary. Repeat steps 1-3 for all of the transactions.

4. Enter APP in the Action field and press Enter to approve the VP7. The VP7 is sent through the approval routing designated by the unit administrator.

NOTE:

- After approval of all departmental VP7s, Disbursements and Travel Services (DTS) issues one electronic payment to the bank on behalf of UTSA.

- Failure to approve the VP7 by the deadline can result in loss of Procard privileges and will be reported to the Assistant Vice President, Financial Affairs/University Controller as non-compliant.