

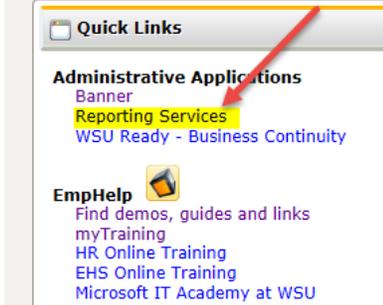
BPC Electronic Submission Process

Email from AP – log is ready to download

AP will email the card coordinator/card holder when a log is ready to download. Do NOT download the log until this notification has been received. Log may be incomplete.

Access log in Reporting Services – Use Firefox or Internet Explorer

- Reporting Services can be accessed in myWSU on the Faculty/Staff tab under 'Quick Links'



Folders: Cardholder: Finance – VISA Cardholders
 All Others: Financial Reports – Organization

Report: FCD00700 – VISA Transaction Log by Cardholder

- Pick the card type that will be accessed

- Select the statement cycle

- Select the card number; if pull down doesn't include your correct cards, contact the BPC Administrator.

Export log for editing

View Properties History

Enter Fiscal Year (YYYY): 2016

Select Card Type: VISA

Select Date Range: 11/11/2015 - 12/09/2015

AND End Date: NULL

OR

Select a format

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

Export

BPC Monthly Transaction Log

Cardholder:

Cardholder ID:

Card #:

Do you want to open or save FCD00700 - VISA Transaction Log by Cardholder.xls from reporting.wichita.edu? Open Save Cancel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

- Make funding changes and provide descriptions

| INVOICE DATE | BANK POST DATE | TRAVELER | TA/TR | CONTRACT NUMBER | REFERENCE NO. | VENDOR | GENERAL DESCRIPTION | ORGN | FUND | ACCT | LOCN | TRANSACTION AMOUNT |
|--------------|----------------|----------|-------|-----------------|-----------------------------|----------|------------------------|--------|-------|------|-------|--------------------|
| 11/19/2015 | 11/20/2015 | | | | 247170553236432 33057566 | SHI CORP | This is a description. | 102072 | A2000 | 2430 | | \$32.00 |
| | | | | | | | | | | | Total | \$32.00 |

Standard BPC Monthly Transaction Log

Statement Dates 11/11/2015 - 12/9/2015

AGENCY PAYMENT CERTIFICATION:
I certify that the above transactions were purchased for Wichita State University under authority of the State of Kansas and that the amounts herein are unpaid and correct.

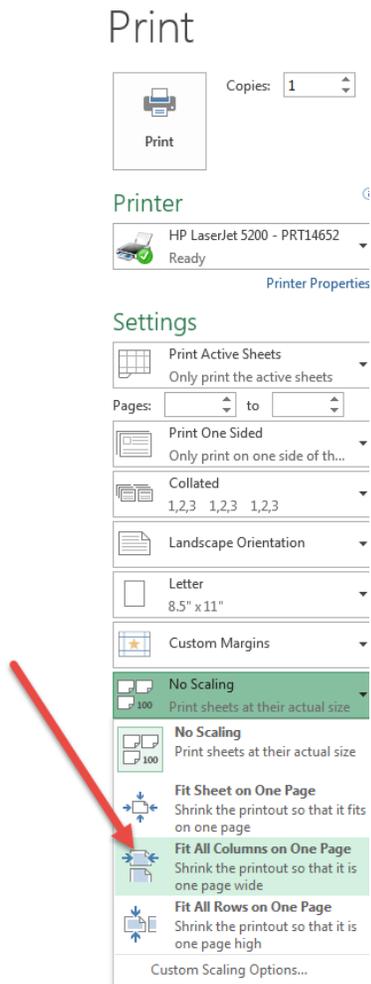
Cardholder's Signature _____ Date _____ Account Coordinator Signature _____ Date _____ Budget Officer Signature _____ Date _____

Cardholder (Print Name) _____ Account Coordinator (Print Name) _____ Budget Officer (Print Name) _____

SUBMIT THIS LOG AND ASSOCIATED DOCUMENTATION ELECTRONICALLY WITHIN 5 DAYS OF NOTIFICATION.

- Remember: Fill out the log completely! If there is too much text to be viewed in the cell, activate 'Wrap Text' and increase the row height until all information is showing. Remember: If YOU can't see it, Accounts Payable and ORTT can't see it!

Print the log



Attach receipts

- In order to make it easier for Accounts Payable and ORTT to review, please do the following:
 - Attach multiple receipts per page (as long as they are in order)
 - Circle the information to draw attention to it (please – no highlighter)
 - Tape around the edges of a receipt (please do not cover text)
 - Use clean (not recycled) paper

Obtain signatures

- Approvers must both print and sign their names.

Scan to PDF (with receipts)

- Review the scanned document. If YOU can't read it, Accounts Payable can't read it!
- Remember to get both sides of an invoice if it is printed on the front and back of a page.
- Are all pages facing the correct direction?
- Is everything legible?
- If the scan is emailed from the copier, save the attached PDF to computer.

Access the eForm – Use Firefox or Internet Explorer

- eForm link locations (any of the links below access the same eForm)
 - Admin Toolbox
 - myWSU →Administrative Processes & Procedures Toolbox →Toolbox – Finance →Procurement Card
 - wichita.edu →Financial Operations → Forms for Departments → Procurement Cards
 - <http://webs.wichita.edu/?u=controller&p=forms>
 - wichita.edu →Purchasing →Business Procurement Card Program
 - <http://webs.wichita.edu/?u=purchasing&p=/index>
- Input myWSU ID and password, if requested
- Submitter Information (this will fill in automatically)

Procurement Card Processing

Financial Operations and Business Technology

Submitter Information

* Submitter myWSU ID: myWSU ID has been verified.

* Submitter Name:

- Select a card type

Card Information

* Card Type:

Card Type Chosen:

* Card Number:

- Select a card number

Card Information

* Card Type:

Card Type Chosen:

* Card Number:

Card Number Chosen:

Cardholder Name:

Cardholder myWSU ID:

- Are any transactions on the log funded by research? Yes or No
 - Select 'Yes' and document routing will begin in ORTT after submission of the eForm.
 - Select 'No' and document routing will begin in Accounts Payable after submission of the eForm.

* Are any of these transactions funded by Research?:

- Select the Fiscal Year of the log

* Fiscal Year: 2016

* Statement Cycle: -- Please select a fiscal year --

Statement Cycle Chosen:

2015

2016

2017

2018

- Select the statement cycle of the log

* Statement Cycle: -- Please select a statement cycle --

Statement Cycle Chosen:

Comments

Comments

-- Please select a statement cycle --

2015/06/10 - 2015/07/09

2015/07/10 - 2015/08/11

2015/08/12 - 2015/09/09

2015/09/10 - 2015/10/09

2015/10/10 - 2015/11/10

2015/11/11 - 2015/12/09

2015/12/10 - 2016/01/11

- Attach the log

* Fiscal Year: 2016

* Statement Cycle: 2015/12/10 - 2016/01/11

Statement Cycle Chosen: 2015/12/10 - 2016/01/11

Submit Form Reset Print Attachments

Attachments

| Name / | Size | Path |
|--------|------|------|
| Add | | |
| Remove | | |

OK Cancel

- Browse to location of scanned log and 'Attach'

Attach

Look in: Scanned Documents

Documents

PCard Log Scan

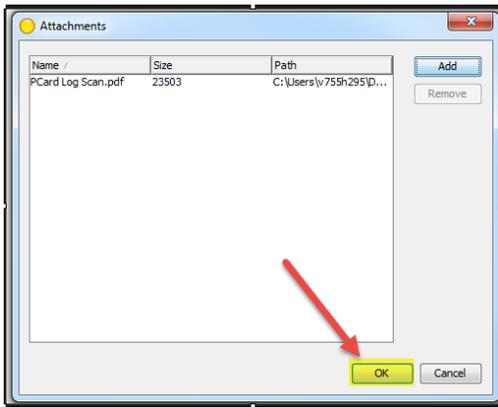
Welcome Scan

File name: PCard Log Scan.pdf

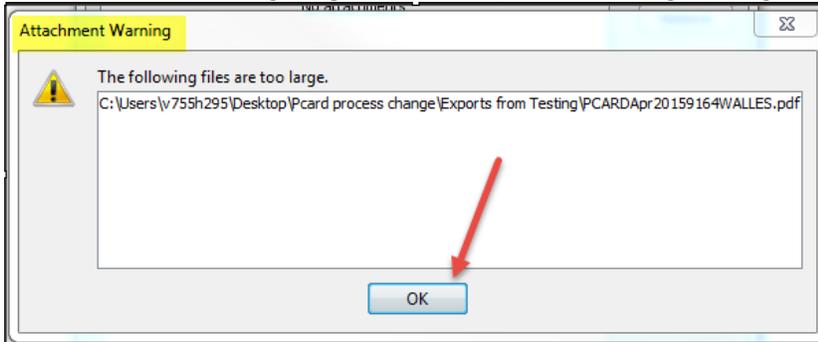
Files of type: All Files

Attach

Cancel



- Multiple documents may be attached. Simply select 'Attach' again
- If attachment is too big (**larger than 5 MB**), the following message will be generated:



- Are all pages necessary?
 - Don't include the bank statement
 - If possible, combine receipts onto one page (but keep them in the order of the log)
 - Exclude any blank pages.
- Still too large?
 - Type a comment in the 'Comments' box and 'Save' the eForm.
 - Submit the eForm without the log. The log can be sent to Accounts Payable via WSU Drop Box. Maximum file size is 50 MB. Instructions for use of WSU Drop Box included at the end of this document.

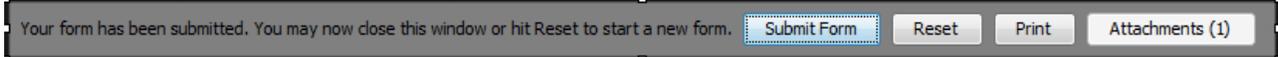
Comments

Comments

Log sent via WSU drop box to Robin Traore.

- Is the log bigger than 50 MB? Contact Accounts Payable.
- Remember: do not attach an email message (.msg files are not acceptable)
- Submit Form

- Confirmation that eForm submitted successfully:
Confirmation email sent to submitter
Message below will be displayed.



- If you have another log to submit, you can 'Reset' the form and start over.

What to do if a backup needs to submit the log?

- Contact Robby Murray in Purchasing
- Email from Budget Officer authorizing change

Mac users

- Must use Firefox

Off Campus Users

- Must use VPN

Next steps:

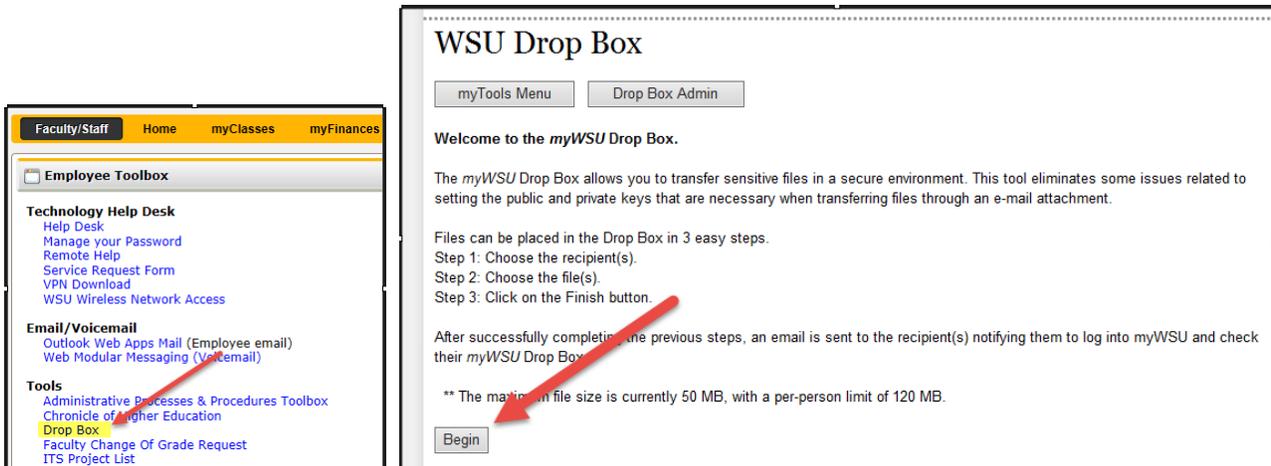
- Confirm that you can scan to PDF
- Watch for notification email from Robin or Tania

Who to contact for help

- Standard BPC: accountspayable@wichita.edu
- Enhanced & Registration BPC: wsutravelloffice@wichita.edu
- BPC Administrator: purchasing@wichita.edu

Instructions for use of WSU Drop Box

When sending the document via WSU Drop Box, include a comment containing the card type, card holder, card holder ID, and statement cycle. The WSU Drop Box is in myWSU in the Employee Toolbox.



Logs for the standard BPC (VISA) should be uploaded to robin.traore@wichita.edu.
Logs for the Enhanced and Registration BPC should be uploaded to tania.perez@wichita.edu.

WSU Drop Box

[Drop Box Home](#) >> Recipients

****Your recipient list is empty****

Fill in at least one of the following boxes to search for and add recipients.

| myWSU ID | First Name | Last Name | Department | |
|----------|------------|-----------|------------|---------------------------------------|
| | robin | traore | | <input type="button" value="Search"/> |

| myWSU ID | First Name | Last Name | Department | |
|----------|------------|-----------|------------|---------------------------------------|
| | Robin | Traore | | <input type="button" value="Search"/> |

| myWSU ID | First | Last | E-Mail | Department | |
|----------|-------|--------|--|--------------------------------|------------------------------------|
| | Robin | Traore | robin.traore@wichita.edu | 101510 -- Financial Operations | <input type="button" value="Add"/> |

| Recipient | Email | |
|--------------|--|------------------------|
| Robin Traore | robin.traore@wichita.edu | Remove |

Select the file(s) you want to place in the Drop Box. You can click on each "Browse" button to help find a file.

Choose file(s) to upload

**** The maximum file size is currently 50 MB, with a per-person limit of 120 MB.**

| | |
|--|--|
| C:\Users\...\Desktop\Desktop\Test Attachment.pdf | <input type="button" value="Browse..."/> |
| | <input type="button" value="Browse..."/> |

Enter an optional message to the recipient(s):

This is the standard BPC log for Emily Geer, myWSU ID, statement 2-10-16 to 3-9-16