Procurement Card Manual

for

Visa Information Management

Missouri State University
Procurement Card Manual for Visa Information Management

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Manual for Visa Information Management

1. Introduction

Visa Information Management (VIM) is a software program provided by UMB Bank and Visa which has reporting capabilities for the Program Administrator, as well as the ability for individual cardholders or department coordinators to print their statements and assign accounting codes to their transactions. This software is accessible via the Internet, 24 hours a day, 7 days a week. Transactions appear in VIS one day after they post to your account. For example, if you make a purchase on the 12^{th} and it posts to your account on the 14^{th}, you will be able to see the transaction in Visa Information Source (VIS) on the 15^{th}.

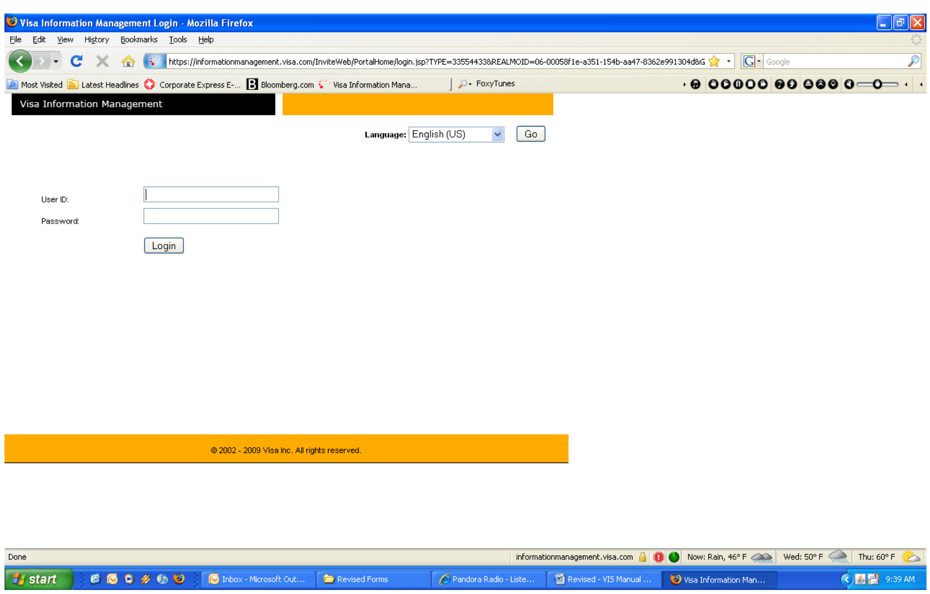
The purpose of this manual is to provide instructions for how cardholders and/or Department Procurement Card Coordinators will utilize the system to perform the following functions:

- View and allocate transactions
- View and print monthly cardholder statements

2. Logging on to Visa Information Source

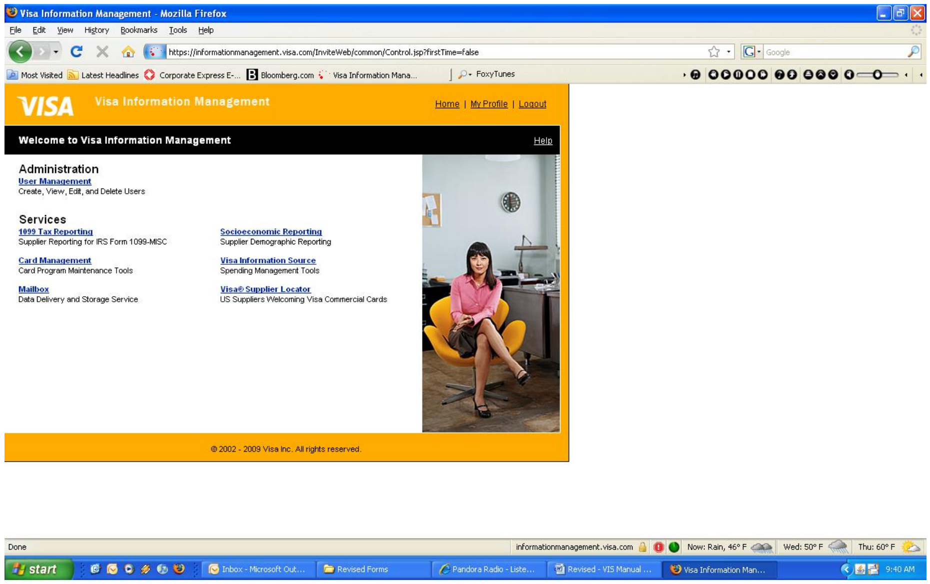
1. Go to the following website: https://informationmanagement.visa.com. You should establish a bookmark for this page so you can access it more easily. (See screen-shot below)
2. Type in your User ID. This will be given to you at training.
3. Type in your Password. You will be given an initial password at training. The first time you log into the system, you will be required to change the password. Your new password will need to be at least 8 characters and have at least 1 number. The system will prompt you to change your password every 35 days. Passwords are case sensitive.
4. Click the ‘Login’ button.

Note: Since this system is administered by Visa and not by the University, the VIM User ID will be different than your University User ID.



5. You are now at the Visa Information Management home page (see below).

6.



7. Click on ‘Visa Information Source’.

Note: The Supplier Locator option takes you to Visa’s website and allows you to search for vendors that accept Visa. You may or may not find this option helpful.

3. The University's Account Number System

Every account number used in the VIS system consists of the four Banner elements listed below.
FUND – Identifies a set of self-balancing accounts and identifies hierarchical ownership by Cost Center.
ORGN – Identifies a unit of budgetary responsibility within an Institution. It defines 'who' spends the money. The organization unit responsible for financial activity within the fund or grant code. 'Org' is your department, hierarchical by Cost Center.
ACCT – This code identifies objects, such as the general ledger accounts and operating ledger accounts. For example Income, Expenditures and Transfers. Classifies revenues and expenditures by type and spending categories. Revenue account codes are codes for the types of revenue received, such as tuition or auxiliary sales revenue. Expenditure account codes are codes for the types of expenditure, such as salaries or supplies.
PROG – Identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. The major purpose of expenditures. Program codes accumulate expenditure information into major categories such as instruction, research, and academic support.

4. Default Account Number

The VIS system will assign a default account number to each transaction based on rules that the University has built into the system and as per the information provided in the P-Card application form. Most P-Cards default to the FUND, ORGN and PROG code. Changes to the P-Card default budget number can be made by completing and forwarding the action account request form to the Procurement Card Coordinator. The VIS system will allow you to view the default account numbers assigned to your transactions. If you would like to split the transaction between two (2) or more account numbers, you can do that as well. You can view and/or change account numbers throughout the month - you do not have to wait until the statement cuts off.

After the statement cuts off, you will have until the 15th of the month to make changes to the account numbers assigned to your transactions. All allocations need to be completed and all paperwork will need to be sent in by the 15th of every month to financial services. On the 20th, financial services will freeze the ability for you to change account numbers for these transactions in order to post the transactions into Banner for posting to your budget. (Note: This does not affect the ability to change the account numbers for transactions that will appear on the next statement.)

As an example, for the statement period covering March 3, 2007 through April 1, 2007, you can view and change the account number for transactions for the April 1, 2004 statement anytime from March 3rd through April 15th. Additional changes may be made until April 20th, at which time you will no longer be able to change the account numbers for the transactions on the April 1st statement. You would still be able to change account numbers for the transactions that will appear on the May statement.

Note: If one of the specified cut off dates falls on a weekend or University holiday, the deadline will be extended to the next regular working day.

5. **Statement cycle**

The monthly statement cycles are set by UMB Bank and are available online at the procurement card website.

Note: You can create your monthly statement only at the end of the cycle but you can allocate your transactions anytime during the cycle.

6. **Budget Information**

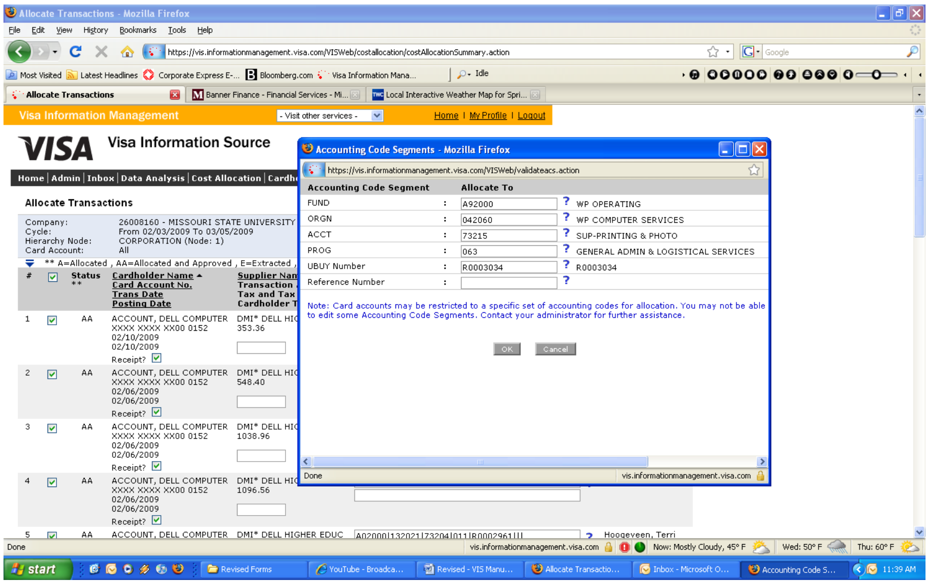
The Procurement Card Program works with budget numbers provided by departments and cardholders and also those provided by financial services. For creation of a budget or any other queries with a budget, kindly contact financial services. Creation of a budget number (FOAP) in banner does not automatically update the budget in VIM; this will need to be done manually. If you cannot find budget information to allocate a transaction to in VIS, contact your Procurement Card Coordinator.

7. **Cost Allocations**

Cost allocations will need to be completed by department coordinators on all transactions within a cycle by the 15th of the month. Any transaction not allocated and approved will be allocated to their individual default budget number and will be penalized per policy guidelines mentioned in the P-Card manual.

1. Log on to VIS.
2. Point mouse to 'Cost Allocation' on the menu across the top of the screen.
3. Click on 'Allocate Transactions'.
4. Verify the account number that appears is correct. Department Procurement Card Coordinators will have access to other cardholder accounts within their department. If you want a different account, click the '?' and click on the account number you want from the list that appears. (See screenshot of allocations page screen below)
5. Select the billing cycle starting and ending dates from the respective drop down boxes.
6. The 'Allocation Status' box should default to 'Any Status.' If it doesn't, select 'Any Status' from the drop down box.
7. Click 'Next'.
8. Click the box on the left of a transaction to select just that transaction. You may also click the box on the left side of the gray bar at the top of the page that contains the column headings (next to the word 'Status'). This will select all transactions on the page and allow you to change several budget numbers at once.
9. Enter the purpose of the purchase in the 'Description' box, located under the budget number field box.
10. You will need to allocate the transaction to the complete and correct budget number.
11. Also check the 'Receipt' checkbox to make sure you have the paperwork.
12. Once all desired changes have been made, click the 'Submit' button at the bottom of the page from the 'Select Action' box.
13. Please keep in mind that you must submit changes at least every 15 minutes to avoid being

automatically logged out of the system. If this occurs, all changes made that have not already been submitted will be lost and will have to be redone.



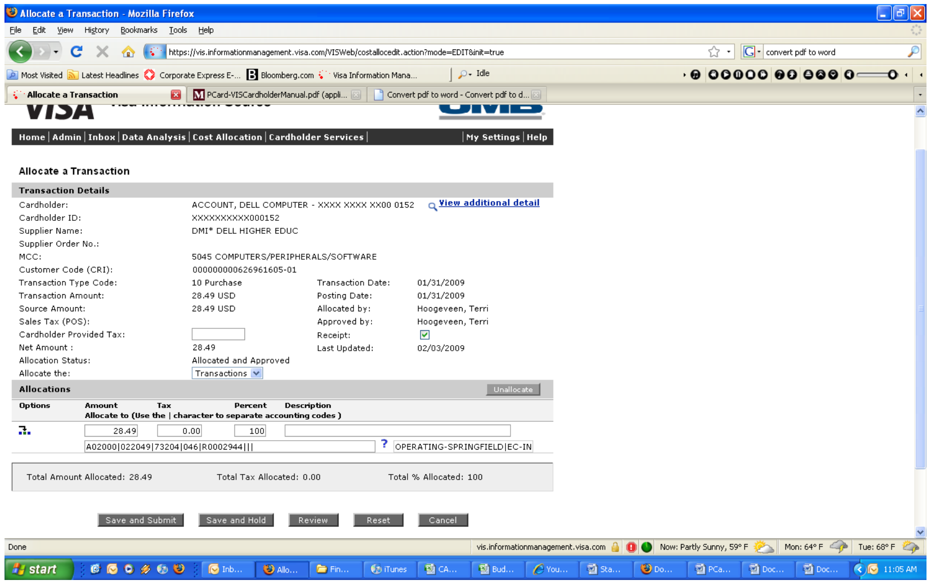
8. Allocating to multiple budgets:

To record the purpose of the purchase or split the transaction among two or more account numbers, you will need to go into the detail of each transaction.

1. Follow the same process described in item 1 above to either select a single transaction or to select all transactions.
2. Click on the 'View/Allocate' button at the bottom of the screen. (See screenshot below)
3. You will see the detail screen for the first transaction.
4. In the bottom half of the screen, you will see the 'Allocations' box. This box contains the fields that you can change – the account number, the description, etc.
5. In the description box, you may enter the purpose of your purchase.
6. If the default account number is ok, do the following:
   a. Click the 'Save & Submit' button at the bottom of the screen.
   b. The screen will refresh, and show the data saved.
   c. Go to step 9, below.
7. If the default account number is not ok, do the following:
   a. Click the '?' next to the account number box.
   b. Fill in the 'FUND', 'ORGN', 'ACCT' and 'PROG' boxes with the account number information you want. Note: You can also click on the '?' next to the respective box and look up the number in the chart of accounts. Just select the account number from the list when you locate it or type in the account information in the respective fields.
   c. Click 'Ok'.
   d. You are now back to the transaction detail screen.

   e. Click the ‘Save & Submit’ button at the bottom of the screen.
   f. The screen will refresh and show the data saved.
   g. Go to step 9 below.

8. If you want to split the transaction do the following:
   a. Change the dollar amount to the dollar amount you want for the first account number.
   b. Verify the account number. To change the account number, follow steps 7a - 7d, above.
   c. To get the allocation boxes for the second and subsequent account numbers, click the icon next to the first account number. When you drag your mouse over this icon it says ‘Options’.
   d. You will see another Allocations box.
   e. Enter the dollar amount you want for this account number.
   f. Enter the purpose of the purchase in the ‘Description’ box, if desired.
   g. Enter the account number by clicking on the ‘?’. Fill in the boxes, and click ‘Ok’.
   h. As you are working on this transaction, the system tracks the total amount and percent allocated at the bottom of the screen. This will help you make sure that you have allocated the entire amount of the transaction.
   i. Click ‘Add’.
   j. Repeat steps c – h until you have split the transaction among the account numbers you desired.
   k. Click ‘Save & Submit’
   l. The screen will refresh and show the data saved.
   m. Go to step 9, below.
9. To move to the next transaction, click the ‘>‘button to advance to the next transaction on your statement (if you selected all transactions in step 1).
10. When you have completed reviewing and/or changing each transaction, click cancel at the bottom of the screen of the last transaction. Make sure that you have already clicked ‘Save & Submit’ for this transaction.
11. You will be back at the list of your transactions. You should now see that some of the information in the account number column has changed, if you made changes. If a transaction was split, the account number column will contain the word ‘Split’. To view the split, click on the box next to the transaction and click the ‘View/Allocate’ button at the bottom of the screen. This will take you back to the detail screen for the transaction where you can see the information on the split.
12. If you need to make changes to any of the transactions, click the box next to the transaction and click the ‘View/Allocate’ button at the bottom of the screen. This will take you back to the detail screen for the transaction. To make changes, follow the same instructions in steps 7 and 8 above.
13. To exit the allocation screen, click the ‘Back’ button at the bottom of the screen or log out of the system.



9. Printing Monthly Statements

VIS allows you to print cardholder statements the day after the statement cutoff date. This capability allows you to get statements when it is most convenient for you, and it allows you almost an extra week to reconcile statements.

How to Print Your Statement

1. Point your mouse to ‘Cardholder Services’ on the menu that appears across the top.
2. Click on ‘Cardholder Statements’ in the list that drops down. (You will get a message ‘No cardholder statements found’ the first time you go into this menu option. In the future, your previous statements will be listed if you have saved them.)
3. Click ‘Create New’ in the top right of the screen.
4. Verify the account number is correct. (Most cardholders will only have their account number to choose from. Department Procurement Card Coordinators will have access to other cardholder accounts within their department. If you want a different account, click the ‘?’ and click on the account number you want from the list that appears.)
5. Choose the period ending date from the ‘For Period Ending’ drop down box. This is the statement cutoff date.
6. Click ‘Get Transactions’.
7. Your statement will appear on the screen (see example below).
8. Click the print icon on your internet browser. (The first time you print this document, you will need to adjust the left and right margins to .40. You do this by going into File, Page Setup and clicking on the Margins tab.)
9. Click the ‘Save’ button at the bottom of the statement.
10. Click the ‘Back’ button at the bottom of the statement data to return to the previous menu. (You will see the statement report you just created and printed listed there.)

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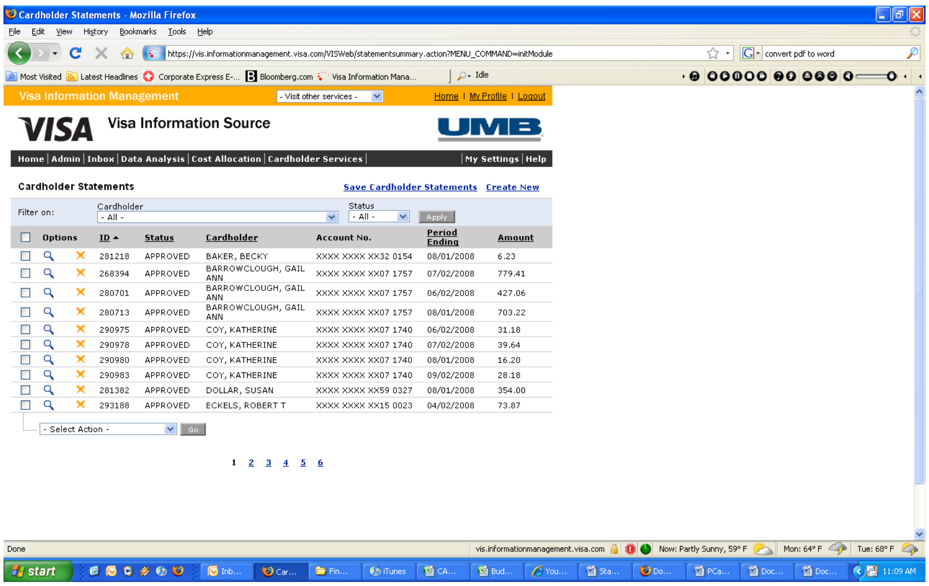
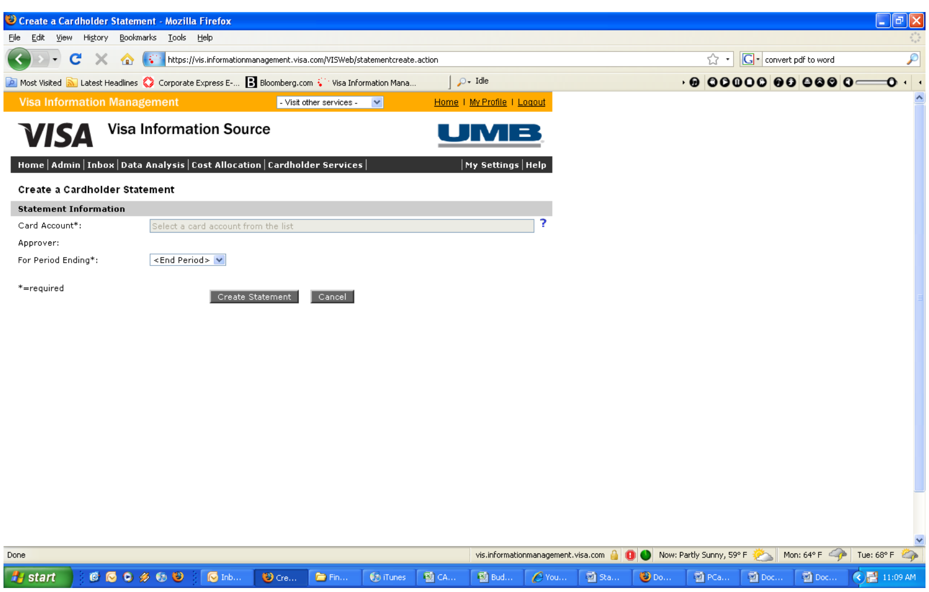
11. You should use the printout to reconcile cardholder transactions and obtain the designated budget approvers signature on the bottom of the statement to be forwarded to the Procurement Card Coordinator in the Office of Procurement Services Office. You should retain a copy of the signed statement, along with all appropriate receipts and documentation, for your records.
12. Either log out or choose a different option from the menu across the top of the screen.

Note: Next to each transaction is an icon. If you click on this icon, it allows you to add notes regarding that transaction. If you do add a note, the color of the icon will change from white to yellow. Notes should be added to provide additional details regarding any purchase that may require additional explanation.





10. A Note about Level III Vendors

A Level III vendor is a vendor whose credit card machine is able to capture the detail of your purchase and send that detail through the credit card processing system. The information from these vendors contains not only the total amount of the transaction, but also the line item detail, just like your receipt. Office Depot is an example of a Level III vendor.
When you have a transaction with a Level III vendor, each line of the transaction will appear on the screen for assigning account numbers. To look at just the total transaction, select ‘Transactions’ from the ‘Allocate the’ drop down box (this box defaults to ‘Line Items’ for Level III vendors). This is the last item on the list before you see the box where you can change the account number. Once you have done that, it will look like all of your other transactions and you can proceed with entering the purpose of your purchase and assigning the account numbers just as you do with non-Level III vendor transactions.

11. My Profile

This menu option in the top right of your screen shows information about you that is in the system such as your name, your company name and the address that is in the system. This address is not tied to the address where your statement goes (that is in a different system at the bank). This screen also shows the Program Administrator contact information.
On-Line Help Function

Click on ‘Help’ in the top right corner of the screen to obtain information about the screen you are working in.

12. Logging Out of Visa Information Source

When you are done using the program, click ‘Logout’ in the top right corner of the screen.
Note: Once you are logged into VIS, you will automatically be logged out if there is no activity within a 15-minute period.

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13. Contacts for P-Card

Cardholder questions should be directed to your Department Procurement Card Coordinator. Department Procurement Card Coordinator questions should be directed to the Procurement Card Coordinator in the Office of Procurement Services. Account/budget-related questions should be directed to Accounts Payable.

OFFICE OF PROCUREMENT SERVICES			FAX NUMBER: (417) 836-6583
NAME	**TITLE**	**TELEPHONE NUMBER**	**E-MAIL ADDRESS**
Isaac Balasundaram	Procurement Card Coordinator	(417) 836-4670	IsaacBalasundaram@missouristate.edu
Karen Bench	Backup Procurement Card Coordinator	(417) 836-5261	KarenBench@missouristate.edu
Mike Wills	Director of Procurement Services	(417) 836-7635	MikeWills@missouristate.edu
Kathryn Burnett	Procurement Card Auditor	(417) 836-8782	KBurnett@missouristate.edu

ACCOUNTS PAYABLE			FAX NUMBER: (417) 836-6585
NAME	**TITLE**	**TELEPHONE NUMBER**	**E-MAIL ADDRESS**
Katie Aton-Jackson	Accountant	(417) 836-8873	KatieAton-Jackson@missouristate.edu
Sarah Gietzen	Accounting Technician	(417) 836-4561	SarahGietzen@missouristate.edu