

1. Cardholder Responsibility

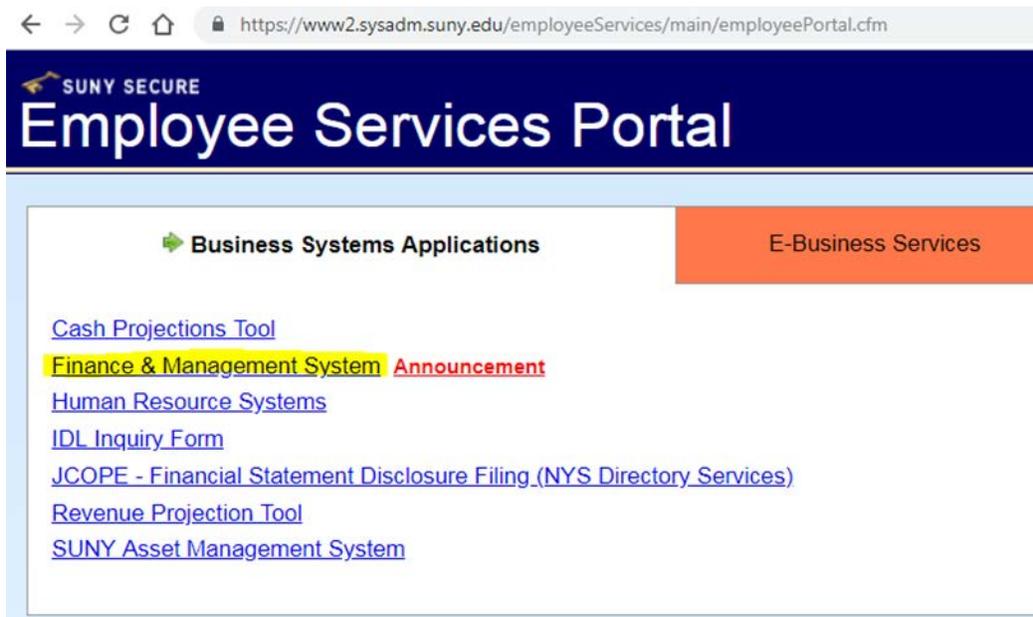
Cardholders are responsible for reviewing their statement transactions and optionally dividing the expenditures for their transactions between departmental accounts. This section will review how to review transactions, divide expenditures, and certify a statement once all activity for the billing cycle is completed.

2. SUNY Portal – Financial Management Systems

Log in using SUNY Portal Credentials:

[Username: [Firstname.Lastname@downstate.edu](#)], [Password: SUNY Portal Password]

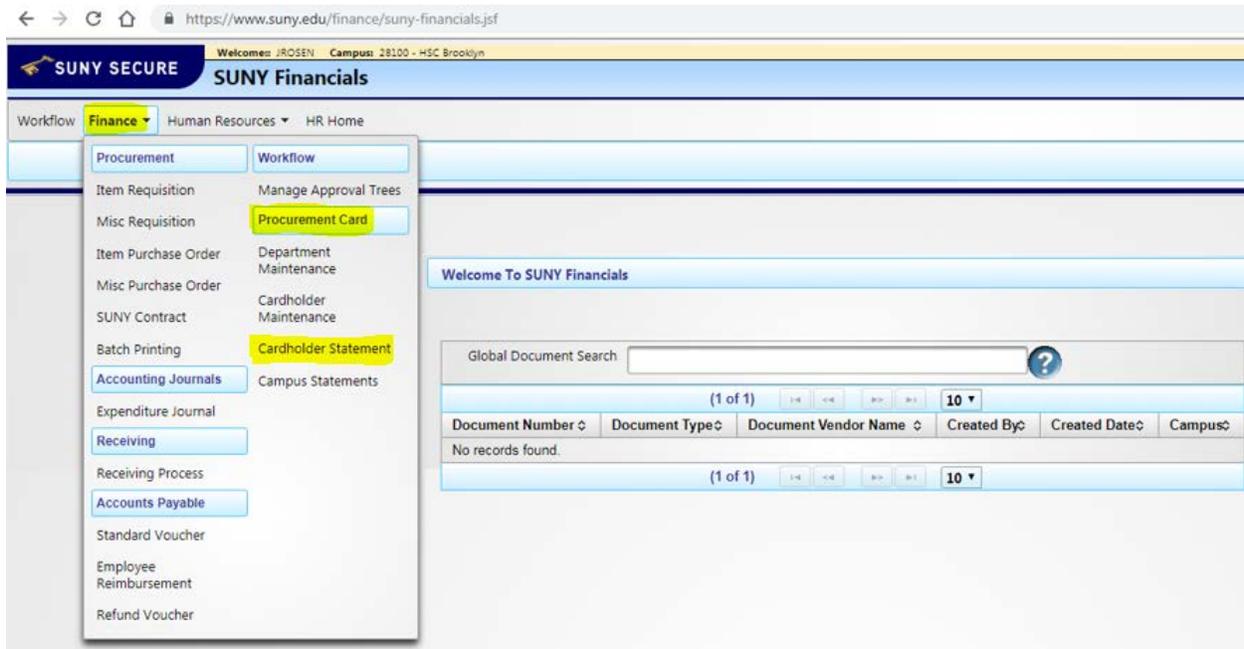
Log into the SUNY Employee Services Portal, and select the FMS (Finance & Management System) link, under the Business Systems Applications tab.



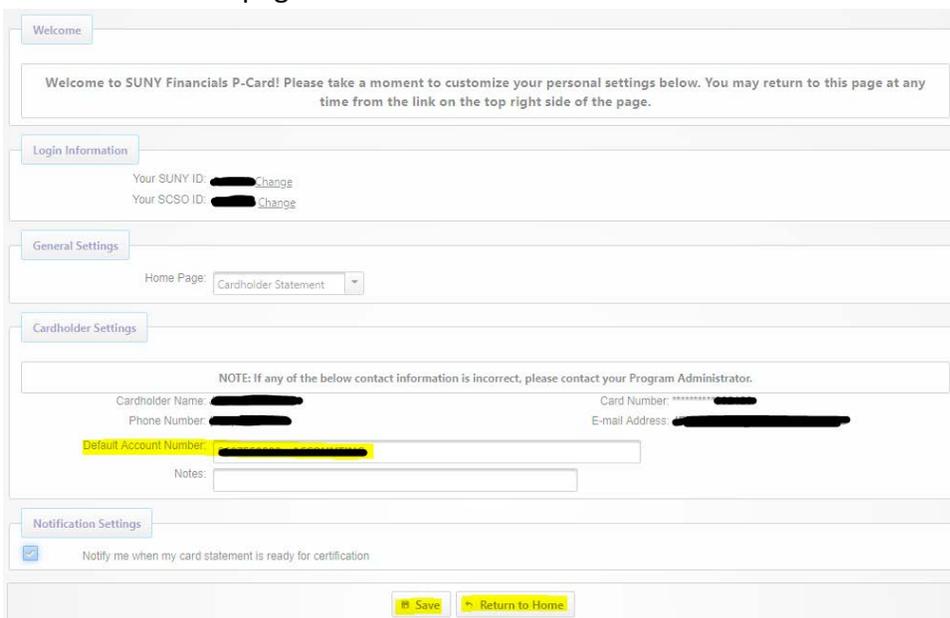
The screenshot shows a web browser window with the URL <https://www2.sysadm.suny.edu/employeeServices/main/employeePortal.cfm>. The page header features the SUNY SECURE logo and the title "Employee Services Portal". Below the header, there are two main navigation tabs: "Business Systems Applications" (highlighted in green) and "E-Business Services" (highlighted in orange). Under the "Business Systems Applications" tab, a list of links is displayed: [Cash Projections Tool](#), [Finance & Management System Announcement](#) (with "Finance & Management System" highlighted in yellow), [Human Resource Systems](#), [IDL Inquiry Form](#), [JCOPE - Financial Statement Disclosure Filing.\(NYS Directory Services\)](#), [Revenue Projection Tool](#), and [SUNY Asset Management System](#).

3. Cardholder Statement

From the Finance drop-down menus, select **Cardholder Statement** under the Procurement Card heading.



A new cardholder will automatically be taken to the Welcome/Setting page. Review information, updating Default Account Number if needed and click **Save** or **Return to Home** at the bottom of the page.

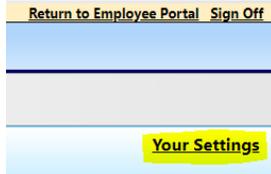


The screenshot shows the 'Welcome' page of the SUNY Financials P-Card system. The page contains several sections for user settings:

- Welcome:** A message stating 'Welcome to SUNY Financials P-Card! Please take a moment to customize your personal settings below. You may return to this page at any time from the link on the top right side of the page.'
- Login Information:** Fields for 'Your SUNY ID:' and 'Your SCISO ID:', both with a 'Change' link next to them.
- General Settings:** A 'Home Page:' dropdown menu set to 'Cardholder Statement'.
- Cardholder Settings:** A note: 'NOTE: If any of the below contact information is incorrect, please contact your Program Administrator.' Below this are fields for 'Cardholder Name:', 'Phone Number:', 'Card Number:', 'E-mail Address:', and 'Default Account Number:'. The 'Default Account Number' field is highlighted in yellow. There is also a 'Notes:' text area.
- Notification Settings:** A checkbox labeled 'Notify me when my card statement is ready for certification' which is checked.

At the bottom of the page, there are two buttons: 'Save' and 'Return to Home'.

To return to this Welcome/Settings page, click **Your Settings** in the upper right-hand corner of the screen.



4. Statement View

To review transactions, click on **Cardholder Statement** via the Finance menu. The following page will be displayed.

Statement View

Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified)

Statement Information

Statement Date: April 6, 2015
 Cardholder Name: [REDACTED]
 Statement Transaction Count: 3

Cardholder Certification: **Not Certified**
 Default Account: 9001740000
 SFS Journal Number: P004186

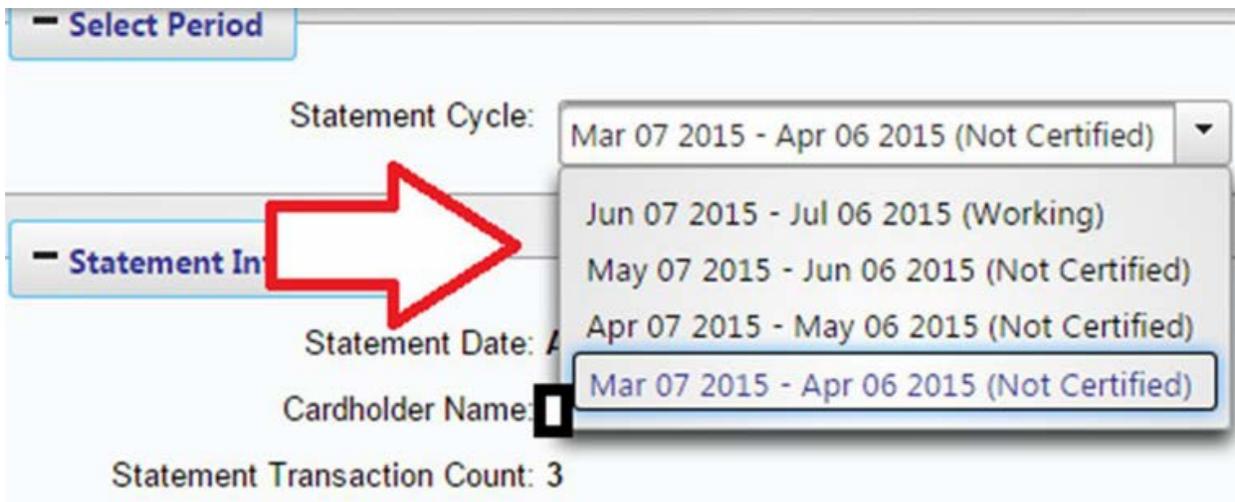
Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	Edit
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$186.25	\$186.25	Edit
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	Edit
Statement/Funding Total:				\$377.24	\$377.24	

[Certify](#)

5. Statement Cycle

Select any billing cycle on record via the Statement Cycle drop-down.



Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Not Certified) ▾

- Jun 07 2015 - Jul 06 2015 (Working)
- May 07 2015 - Jun 06 2015 (Not Certified)
- Apr 07 2015 - May 06 2015 (Not Certified)
- Mar 07 2015 - Apr 06 2015 (Not Certified)

Statement Date: A

Cardholder Name:

Statement Transaction Count: 3

6. Statement Detail

Information about the currently selected billing cycle, along with a detail view on transactions for the selected billing cycle. The transactions are sorted by transaction date in descending order (i.e. latest transactions first), transactions can also be custom-sorted by clicking any table header with an arrow.

Statement Date: April 6, 2015 Cardholder Certification: Not Certified

Cardholder Name: Default Account: 9001740000

Statement Transaction Count: 3 SFS Journal Number: 4186

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	Edit
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	Edit
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$186.25	\$186.25	Edit

The **Trans. Description** is based on the vendor MCC (Merchant Category Code) and cannot be changed. But if the Description looks inaccurate, it is likely that the Object Code should be edited and corrected.

7. Transaction Details

To view detailed information on a transaction, click the Edit button in the rightmost column for the transaction to be viewed. The following page will then be displayed.

Transaction Details

Purchase Date:

VISA Ref Number: Amount:

Vendor Name:

City: State: ZIP: Country:

Commodity Code: P-Contract Number:

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="radio"/>	9001740000	2014	534000	\$186.25	

8. Transaction Details (codes)

The Transaction Details section will list information about the selected transaction that was received from Citibank, including reference number, transaction amount, and vendor information. This information is read-only. Optionally, an OGS Commodity Code or Statewide Contract number may also be entered for this transaction.

Transaction Details

Purchase Date:

VISA Ref Number: Amount:

Vendor Name:

City: State: ZIP: Country:

Commodity Code: P-Contract Number:

9. Edit Funding

The Funding Information section shows the expenditure(s) associated with this transaction. To change this information before certifying, click **Edit Funding**.

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input checked="" type="radio"/>	9001740000	2014	534000	\$186.25	

The following page will be displayed for changing funding. The Account Number, SUNY Sub Object Code, and Fiscal Year can be changed to refer to a different campus account. some Account numbers may not be available for use based on the user's Account security.

Funding Line

* Account Number:

* Sub Object Code:

* Fiscal Year: * Amount:

Funding Description:

The Object Code listing can be found on the BI (SUNY Business Intelligence) Reference dashboard, and frequently used codes can be found on the web here:

<https://www.downstate.edu/finance/documents/expenditure-objects-commonly-used-transactional-07-01-2017-updated-06-22-18.pdf>

10. Save Transaction

Once all changes for the transaction are completed, click Save on the **Transaction Details** page.

Added/Updated Funding Successfully

Transaction Details

Purchase Date:

VISA Ref Number: Amount:

Vendor Name:

City: State: ZIP: Country:

Commodity Code: P-Contract Number:

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
<input type="radio"/>	9001740000	2014	534000	\$100.00	First split
<input type="radio"/>	8608850000	2014	534000	\$86.25	Second split



11. Certify

The below shows the transactions on the example billing cycle with one transaction having split funding. The Certify button will not become available if the transaction amount and funding amount do not equal. In this example, however, the funding and transactions are in balance, so certification is allowed. Once the transaction changes are complete and the billing cycle is closed, click **Certify**.

PCARD USER GUIDE- PCard Certification

Statement Detail						
Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	<input type="button" value="✕ Edit"/>
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	<input type="button" value="✕ Edit"/>
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000 8608850000	\$186.25	\$186.25	<input type="button" value="✕ Edit"/>
Statement/Funding Total:				\$377.24	\$377.24	



Read and accept the disclaimer. If any comments for this billing cycle certification are needed, enter them in the comments section, then click **Certify**.

IMPORTANT - Please Read

I [REDACTED] certify that the purchases and amounts listed on this account statement are correct and required to fulfill the mission of my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus.

Date: June 25, 2015

Certification Reason/Comments:

PCARD USER GUIDE- PCard Certification

Statement Information

Statement Date: **October 6, 2018** Cardholder Certification: **Certified 12/10/2018**

Cardholder Name: _____ Default Account: **3213130000**

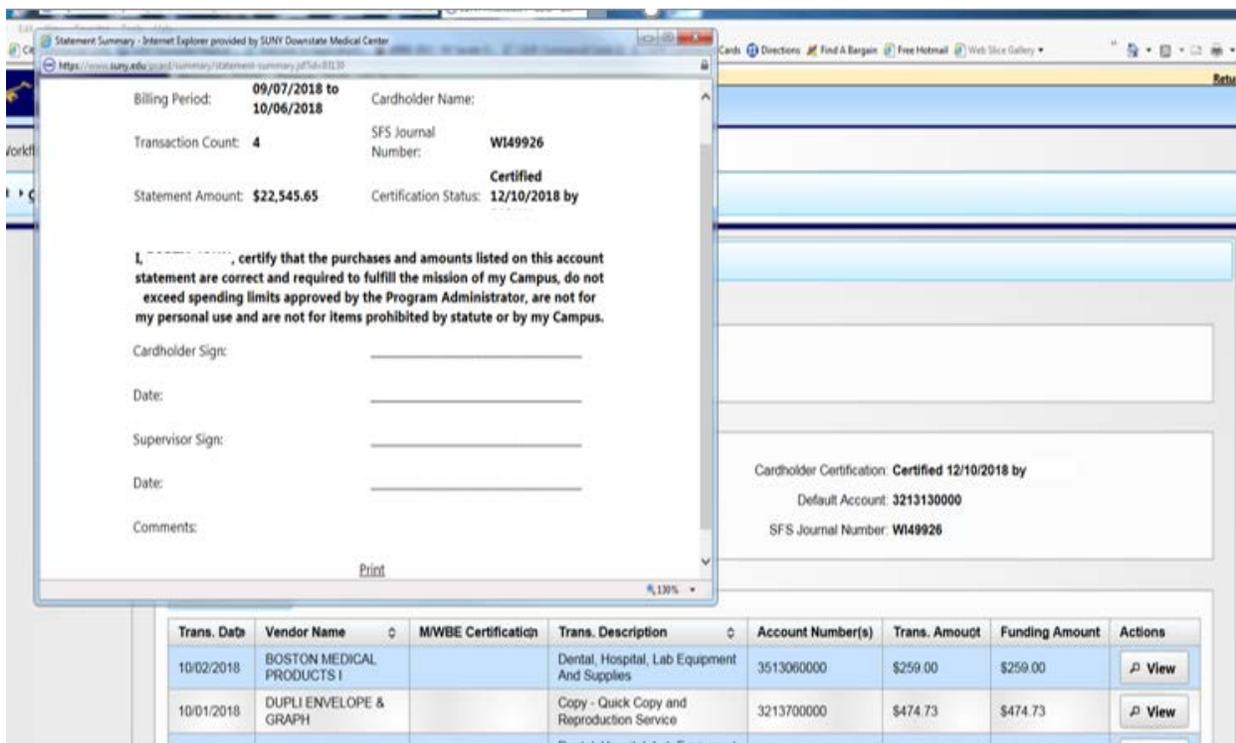
Statement Transaction Count: **4** SFS Journal Number: **WI49926**

Statement Detail

Trans. Date	Vendor Name	M/WBE Certification	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
10/02/2018	BOSTON MEDICAL PRODUCTS I		Dental, Hospital, Lab Equipment And Supplies	3513060000	\$259.00	\$259.00	View
10/01/2018	DUPLI ENVELOPE & GRAPH		Copy - Quick Copy and Reproduction Service	3213700000	\$474.73	\$474.73	View
09/06/2018	MECTRA LABS INC		Dental, Hospital, Lab Equipment And Supplies	3513060000	\$3,000.00	\$3,000.00	View
09/06/2018	GETINGE USA SALES		Dental, Hospital, Lab Equipment And Supplies	3513060000	\$18,811.92	\$18,811.92	View
Statement/Funding Total:					\$22,545.65	\$22,545.65	

[Cert Print](#)

Print and sign the Certification Page to be included in the billing cycle reconciliation package submission.



The screenshot shows a web browser window displaying a PCard Statement Summary and Certification Page. The page includes the following information:

Statement Summary:

- Billing Period: 09/07/2018 to 10/06/2018
- Transaction Count: 4
- Statement Amount: \$22,545.65
- Cardholder Name: _____
- SFS Journal Number: WI49926
- Certification Status: Certified 12/10/2018 by _____

Certification Text:

I, _____, certify that the purchases and amounts listed on this account statement are correct and required to fulfill the mission of my Campus, do not exceed spending limits approved by the Program Administrator, are not for my personal use and are not for items prohibited by statute or by my Campus.

Signatures:

Cardholder Sign: _____
Date: _____

Supervisor Sign: _____
Date: _____

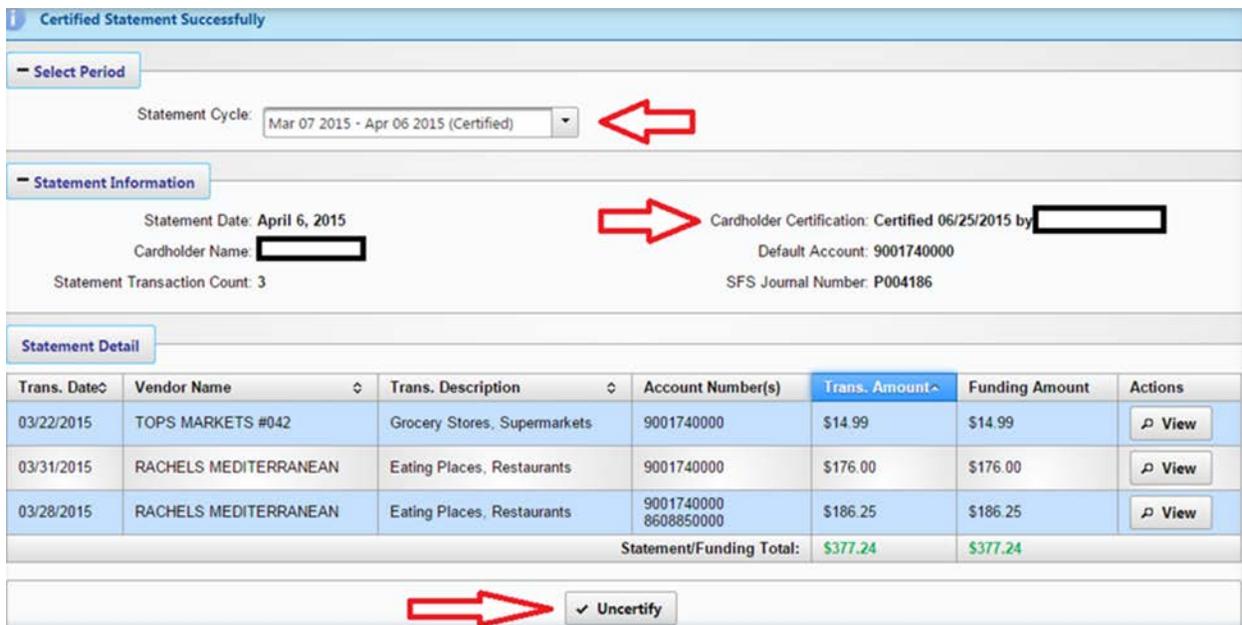
Comments: _____

Cardholder Certification: Certified 12/10/2018 by _____
Default Account: 3213130000
SFS Journal Number: WI49926

Statement Detail Table:

Trans. Date	Vendor Name	M/WBE Certification	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
10/02/2018	BOSTON MEDICAL PRODUCTS I		Dental, Hospital, Lab Equipment And Supplies	3513060000	\$259.00	\$259.00	View
10/01/2018	DUPLI ENVELOPE & GRAPH		Copy - Quick Copy and Reproduction Service	3213700000	\$474.73	\$474.73	View

Once certification is completed, the page will update to show that this statement has been certified. If any changes are needed before the statement is certified by the campus, click **Uncertify** to undo the certification and make any necessary changes.



Certified Statement Successfully

Select Period

Statement Cycle: Mar 07 2015 - Apr 06 2015 (Certified)

Statement Information

Statement Date: April 6, 2015
 Cardholder Name: [Redacted]
 Statement Transaction Count: 3

Cardholder Certification: Certified 06/25/2015 by [Redacted]
 Default Account: 9001740000
 SFS Journal Number: P004186

Statement Detail

Trans. Date	Vendor Name	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
03/22/2015	TOPS MARKETS #042	Grocery Stores, Supermarkets	9001740000	\$14.99	\$14.99	View
03/31/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000	\$176.00	\$176.00	View
03/28/2015	RACHELS MEDITERRANEAN	Eating Places, Restaurants	9001740000 8608850000	\$186.25	\$186.25	View
Statement/Funding Total:				\$377.24	\$377.24	

The deadline for certifying PCard activity in the SUNY Portal FMS (Finance & Management System) and submitting the supporting package monthly is the **10th day of the following month**. (Example June 2019 packages are due 8/10/19).

All packages should include a copy of:

- ✓ Signed, authorized certification page
- ✓ the PCard statement
- ✓ supporting documentation Approved requisitions,(Invoice/Receipt).

For system Issues please contact Robert Robinson - Robert.Robinson@downstate.edu.