

CORPORATE PURCHASING CARD

Online User Guidelines



LAWRENCE UNIVERSITY

Appleton, Wisconsin

Comdata Corporate MasterCard

Contacts:

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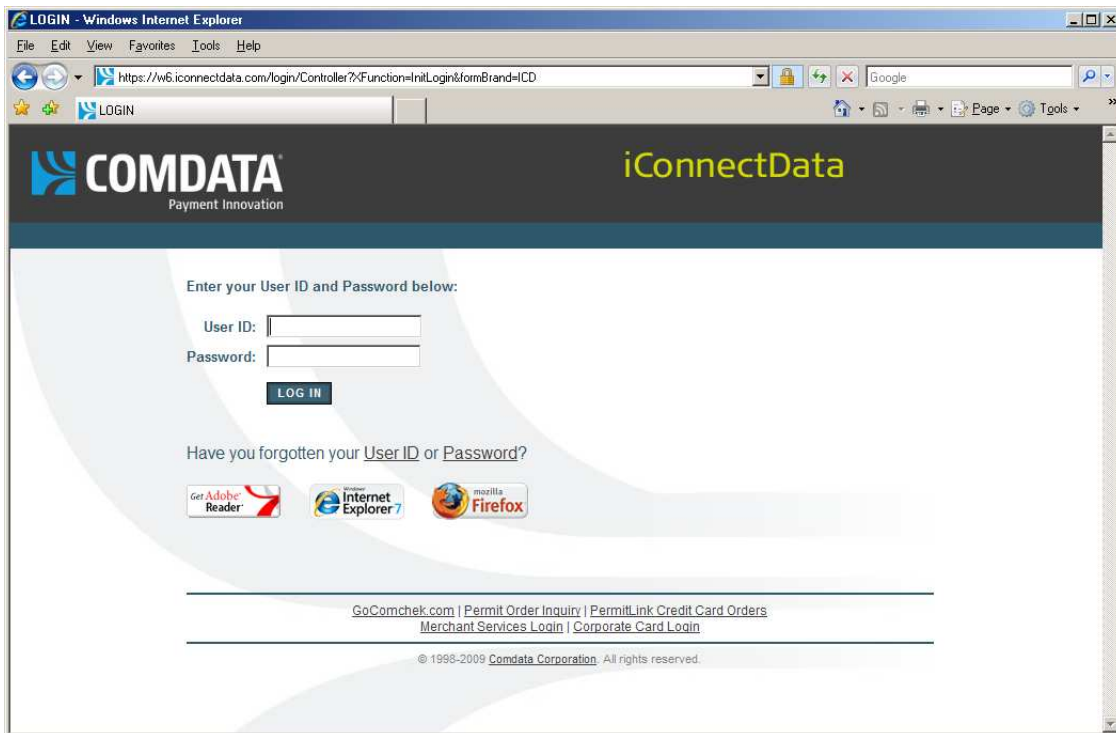


Process Flow

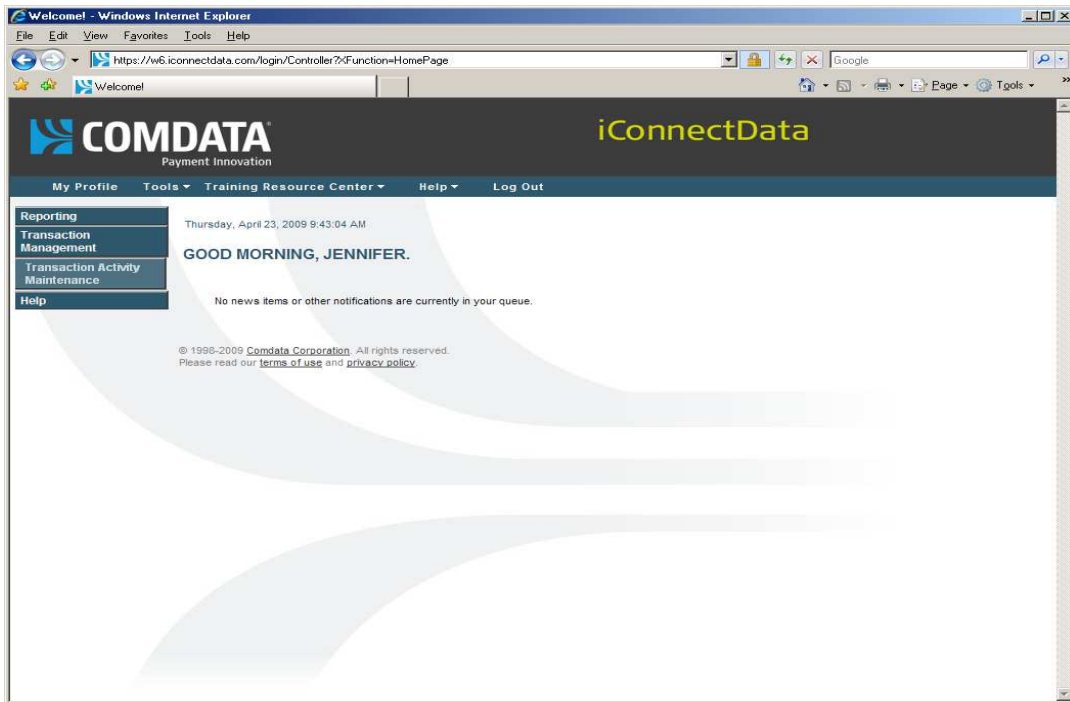
Semi-monthly: due by the 18th and 3rd of every month, users need to log on to the Comdata website and review their transactions for the 1st – 15th, and the 16th – 30th time periods, respectively.

Updating and/or Reviewing GL Code Assignments to PCard Transactions

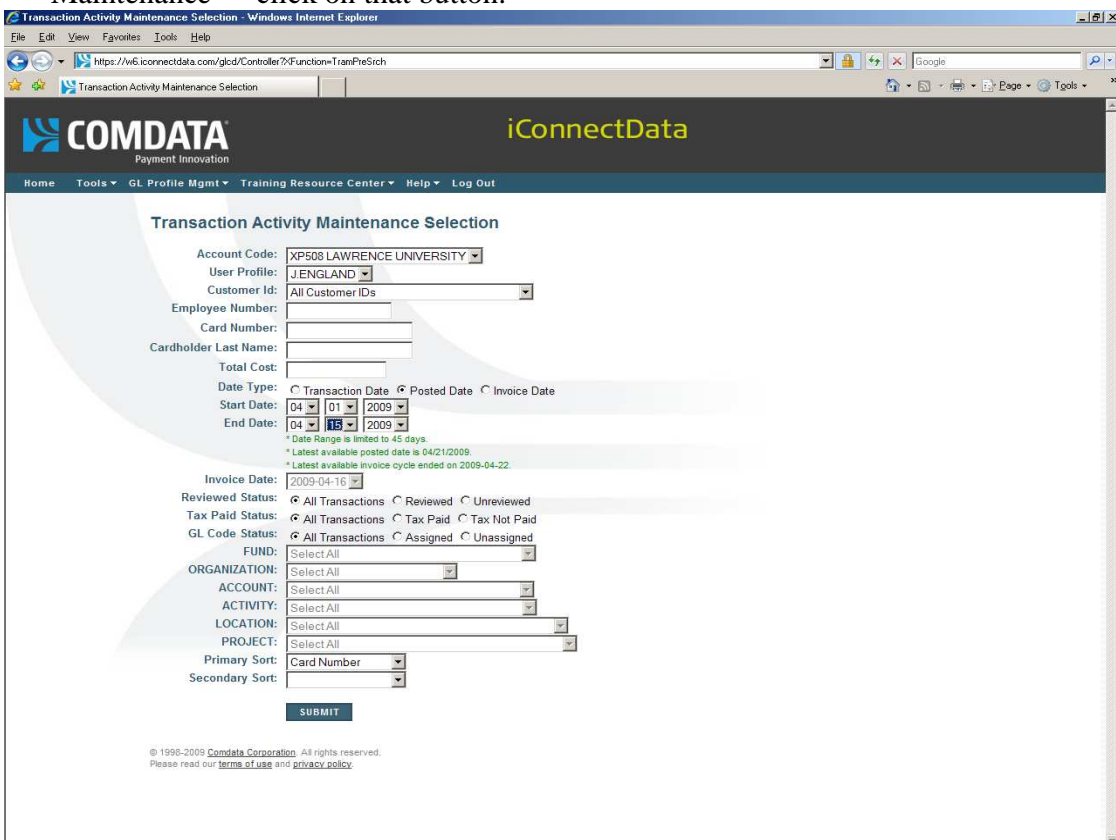
1. Log on to Comdata's website at: www.iConnectData.com, using the log on information emailed to each user from Comdata (should be received Monday, April 27th).



If you do not receive your user ID or password, or if you have any troubles logging on, contact Sabreena Enzler, Angie Lom, or Dawn Rost (see contact info on front page).

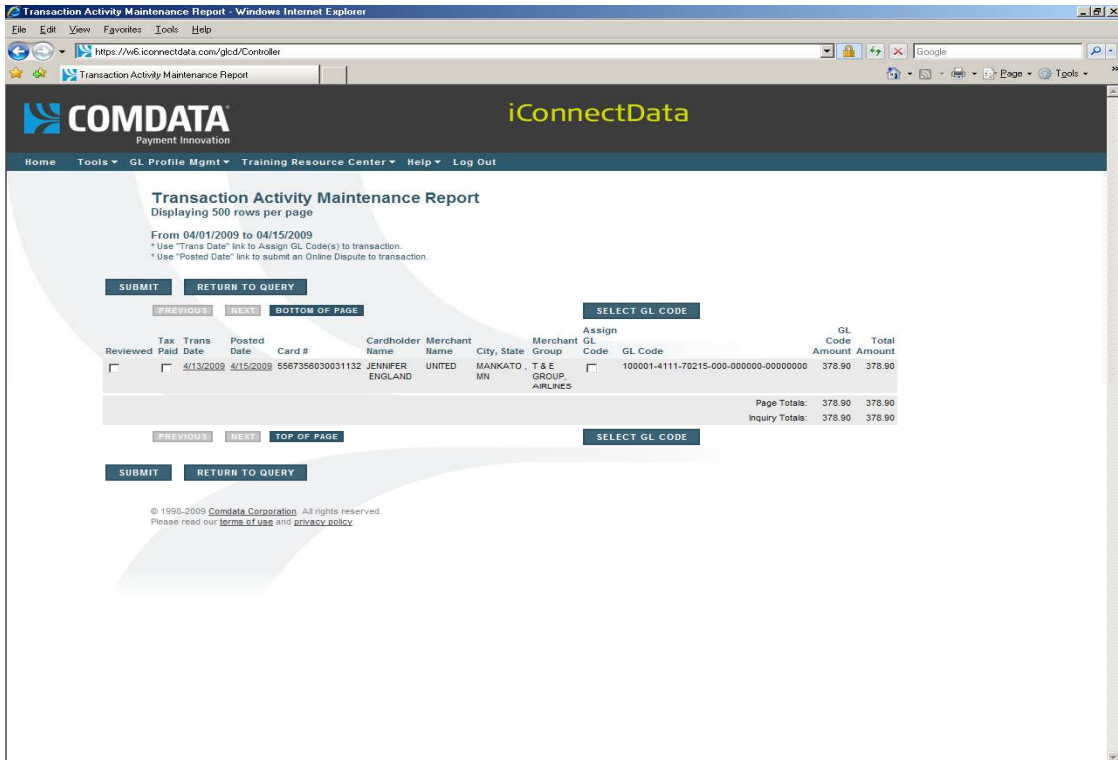


2. Along the left part of the screen, click on Transaction Management.
3. Another menu item will appear below Transaction Management, called “Transaction Activity Maintenance” – click on that button.



4. The above screen will appear.
5. Click on the radio button next to the Date Type “Transaction Date”

6. Change the Start and End Dates to reflect the 2 week period that you are attempting to review (i.e. 4/1 – 4/15, or 4/16 – 4/30).
7. Click on Submit.

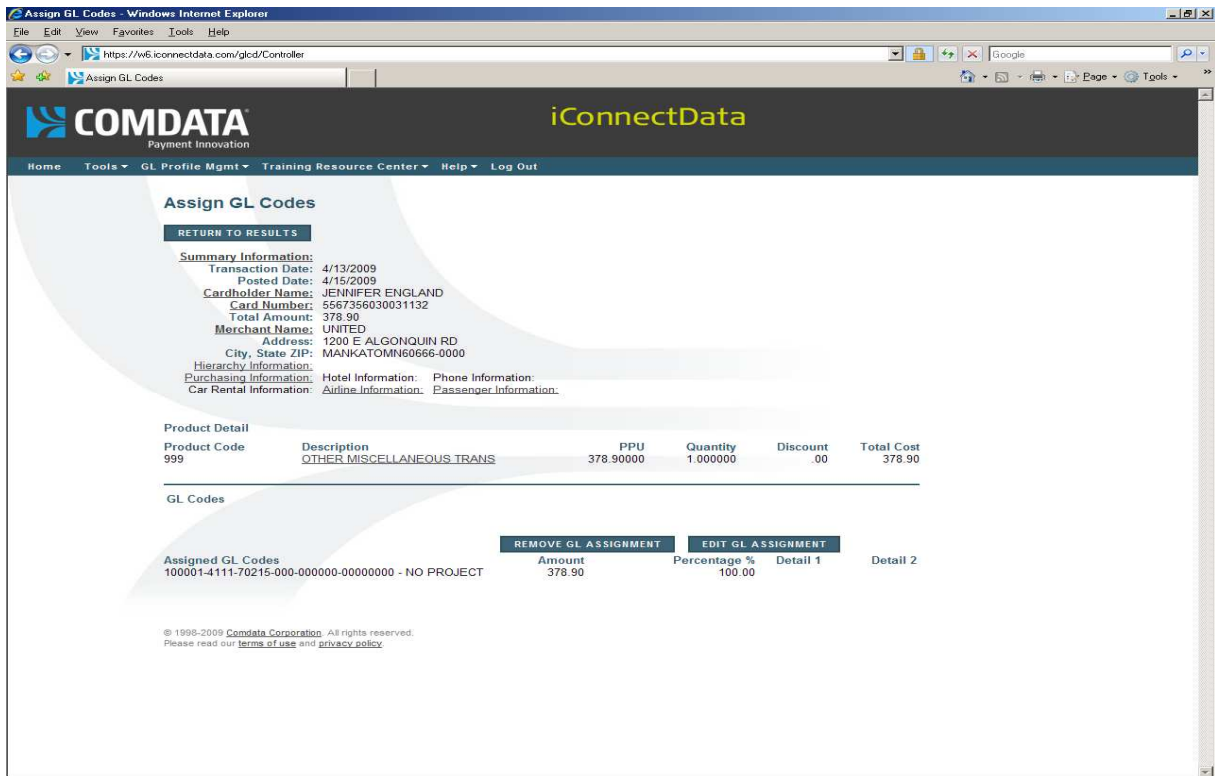


8. Your purchase card transactions will appear. There is a G/L Code (i.e. FOAPAL string) that each transaction defaults to, based on your normal fund and org. The account default is based on vendor type. The remainder of the account string should default to zeros.

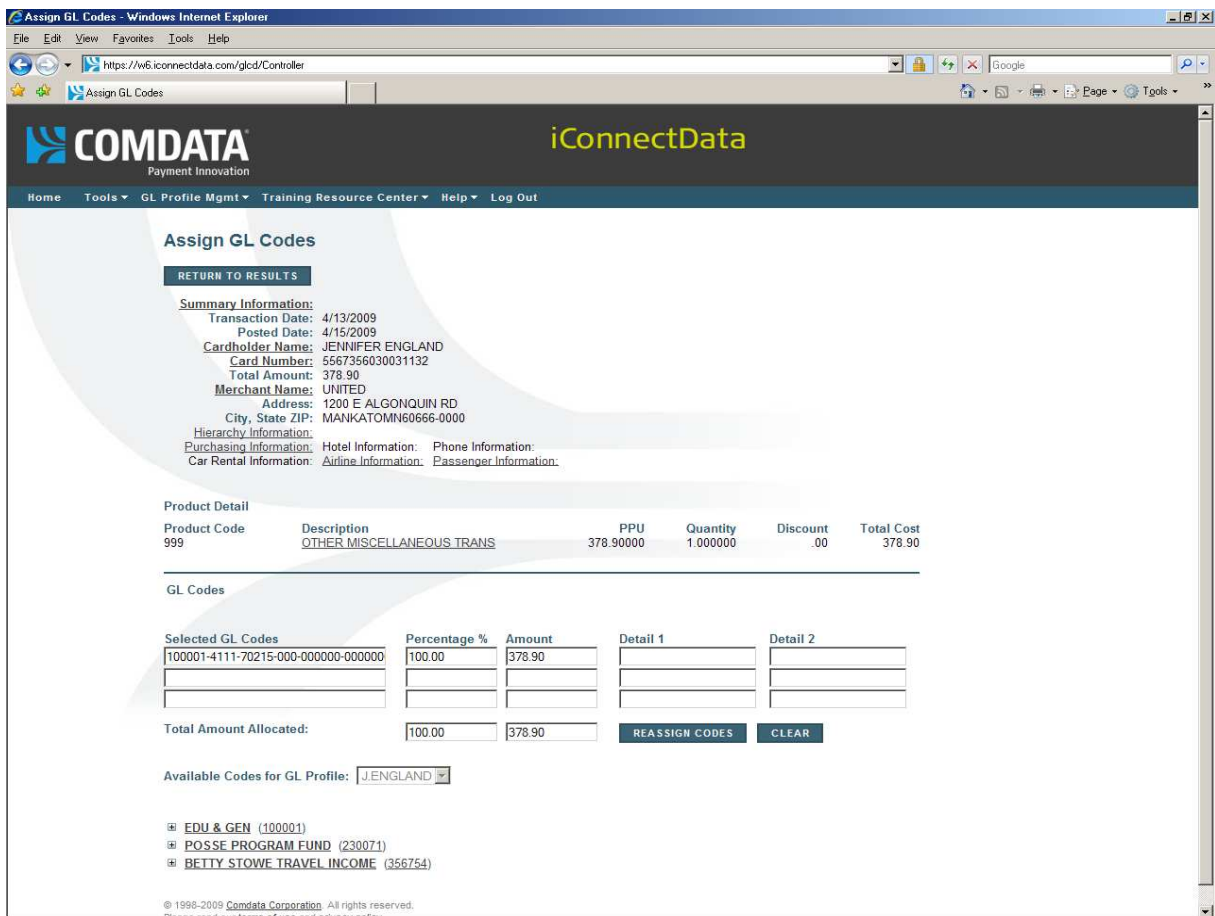
NOTE: The Lawrence University FOAPAL string follows the following rational:

Fund (6 digits) – Org (4) – Account (5) – Activity Code (3) – Location (6) – Project Code (8)

9. If you do not need to make any changes to the G/L code, then skip to Step 19.
10. If you need to edit the G/L string in anyway, click on the “Trans Date” field for the transaction that needs to be edited.



11. Click on “Edit GL Assignment”



12. **If you know the number** of the fund, org, account, activity code, location or project code that you need to edit, make the necessary corrections in the “Selected GL Codes” window box.

If you need to “SPLIT” charges, then type the additional GL Code on the lines provided. Change the dollar amounts or the percentage field (whichever is easier for you) to reflect the transactions properly.

13. After making the changes, click on “Reassign Codes”, then skip to Step 19.

14. **If you do not know the exact number** of the fund, org, account, activity code, location or project code that you need to edit, you can follow a tree of our GL Codes on the bottom part of the screen.

Note: You need to select each one of the GL Code components once you are in the tree, otherwise the GL Code string will appear incomplete

15. First, click on the correct Fund name or “+” next to the Fund name (not the Fund number, as clicking on the number will make the system think you are done with the tree of options, and there will be missing information in the G/L code)..

All of the lists are in **Numerical Order**.

Selected GL Codes	Percentage %	Amount	Detail 1	Detail 2
100001-4111-70215-000-000000-000000	100.00	378.90		

Total Amount Allocated: 100.00 378.90 [REASSIGN CODES] [CLEAR]

Available Codes for GL Profile: J ENGLAND

- EDU & GEN (100001)
 - ADMISSIONS OFFICE (100001-4101)
 - NO ACCOUNT (100001-4101-00000)
 - FA-EQUIPMENT (100001-4101-12611)
 - FA-FURNITURE (100001-4101-12612)
 - FA-FURNITURE (100001-4101-12613)
 - OUTSOURCED PRINTING (100001-4101-70013)
 - PHOTOGRAPHY (100001-4101-70021)
 - ADVERTISING (100001-4101-70023)
 - EXPRESS MAIL (100001-4101-70045)
 - GENERAL OFFICE SUPPLIES (100001-4101-70061)
 - LABORATORY SUPPLIES (100001-4101-70063)
 - MEDICAL SUPPLIES (100001-4101-70065)
 - MUSIC SUPPLIES (100001-4101-70067)
 - AUDIO/VISUAL SUPPLIES (100001-4101-70071)
 - UNIFORMS (100001-4101-70073)
 - ATHLETIC - SUPPLIES (100001-4101-70075)
 - SOFTWARE (100001-4101-70077)
 - SMALL EQUIPMENT (100001-4101-70085)
 - FLOWERS (100001-4101-70091)
 - LIBRARY ACQUISITIONS (100001-4101-70151)
 - MEMBERSHIPS (100001-4101-70161)
 - BOOKS & PERIODICALS (100001-4101-70163)
 - SEMINARS/CONFERENCES FEES (100001-4101-70211)
 - MILEAGE (100001-4101-70213)
 - AIR FARE (100001-4101-70215)
 - LODGING (100001-4101-70217)
 - VEHICLE RENTAL EXPENSES (100001-4101-70219)
 - OTHER TRAVEL (100001-4101-70221)
 - STUDENT TRAVEL (100001-4101-70223)
 - MEALS - ENTERTAINMENT (100001-4101-70251)
 - EQUIPMENT REPAIR/MAINT (100001-4101-70412)
 - R/VEHICLE REPAIR (100001-4101-70413)

16. Secondly, choose the correct Org name from the list that appears.

17. Thirdly, choose the correct Account name from the list that appears.

18. Fourthly, choose the correct Activity Code, if applicable. If not applicable, choose “No Activity (000)”.

19. Fifthly, choose the correct Location Code, if applicable. If not applicable, choose “No Location (000000)”.
20. Sixthly, choose the correct Project Code, if applicable. If not applicable, choose “No Project”. As this is the last field in our G/L string, you will click on the full number string.
21. You will be brought back to the top of the screen “Assign GL codes”, and then you can click on “Return to Results” on the top of the screen.

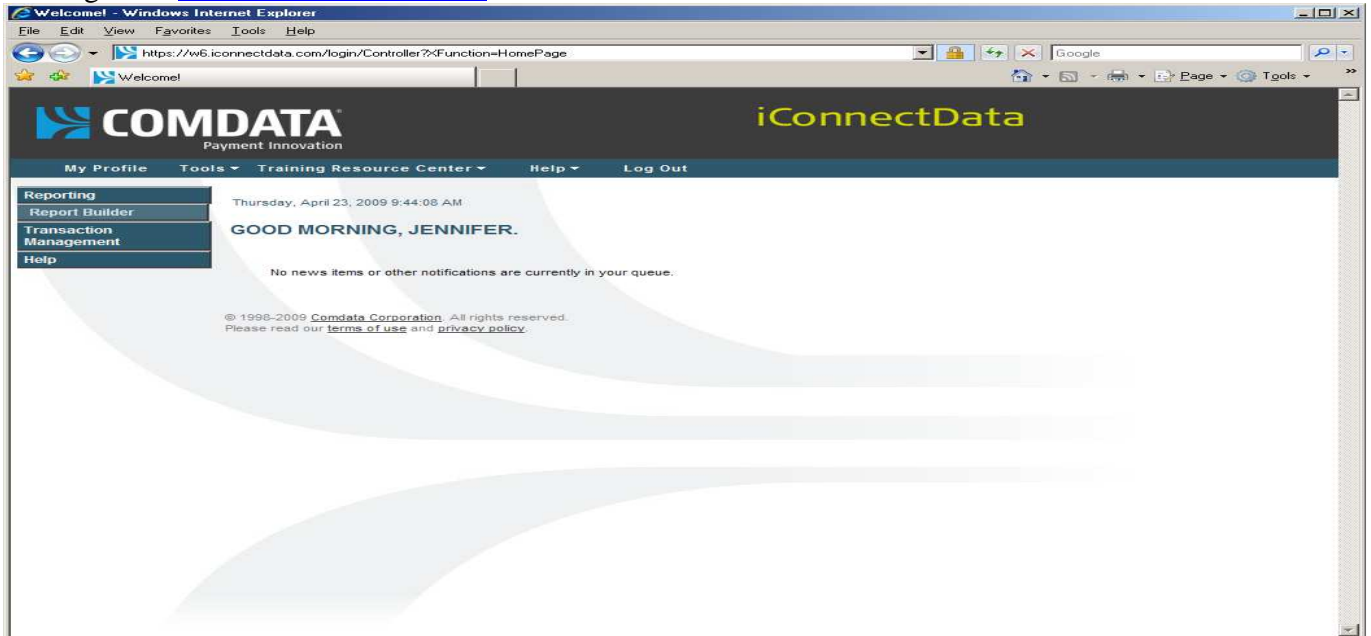


22. Click on the “Reviewed” box next to all of your transactions (this box may already be checked).
23. Click on “Submit”. The screen will not change, but the process has worked to let Finance know that you have reviewed your transactions.
24. Click on “Home” on the top menu bar.

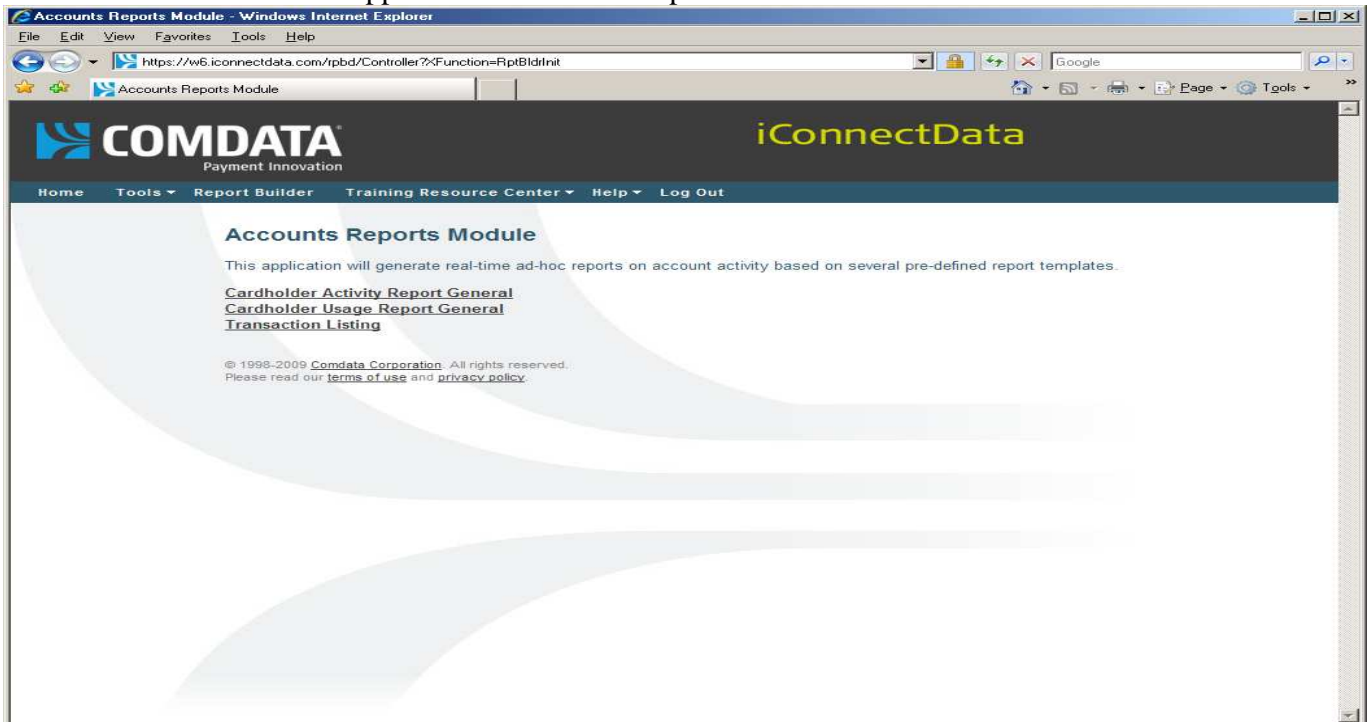
Printing Report to sign, attach receipts, and gain approval:

In lieu of paper credit card statements, you will now be able to print a transaction report and attach your receipts for approval.

1. Log on to www.iConnectData.com



2. Along the left part of the screen, click on “Reporting:
3. Click on the button that appears below called “Report Builder”



4. Click on “Cardholder Usage Report General”

COMDATA
Payment Innovation

iConnectData

Home Tools Report Builder Training Resource Center Help Log Out

Cardholder Usage Report

Account Code:

Customer Id:

Employee Number:

Card Number:

Cardholder First Name:

Cardholder Last Name:

Date Type: Transaction Date Posted Date

Start Date:

End Date:

* Date ranges are limited to 45 days.
* Earliest start date is 03/19/2008

Sort results by:

Secondary Sort:

Before you submit your request, please read the following:

PDF/HTML files have a maximum capacity of 10,000 records. Download file capacity is 65,535 records. If you believe your report size will exceed these limits, please either shorten your date range or adjust your selection criteria and run multiple reports. You can combine multiple reports using Microsoft Access® or a higher-level database program for your data analysis.

Please note when choosing the Excel or CSV download option, any transaction that contained a MasterCard cross border fee (normally denoted with an "M"), will not contain an "M" in Excel, as it would prevent you from sorting and tabulating.

5. Chose the dialog button “Transaction Date”
6. Chose the applicable dates for the 2-week cycle that you are reviewing (i.e. 4/1-4/15)
7. Click on “View HTML or PDF”.
8. In order to print the report nicely on one page, do the following:
 - a. Click on the envelope with the red arrow (on the menu bar towards the top of the screen)
 - b. A pop up window will appear.
 - c. Click on “Click here to start download of exported report”
 - d. Click on the print icon on the browser window that appears.
 - e. Click on the back arrow on the top of the screen to return to the Crystal Report Viewer.
9. To return to the main website in order to Log Out, click on the Double Arrow button on the top of the screen, towards the middle of the page.
10. Click on “Log Out” at the top of the page.
11. Sign the report
12. Attach receipts
13. Give to your supervisor for approval
14. Send paperwork to Sabreana Enzler, Accounts Payable, Brokaw Hall.