



PCard/Charges Configuration & Troubleshooting

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Agenda

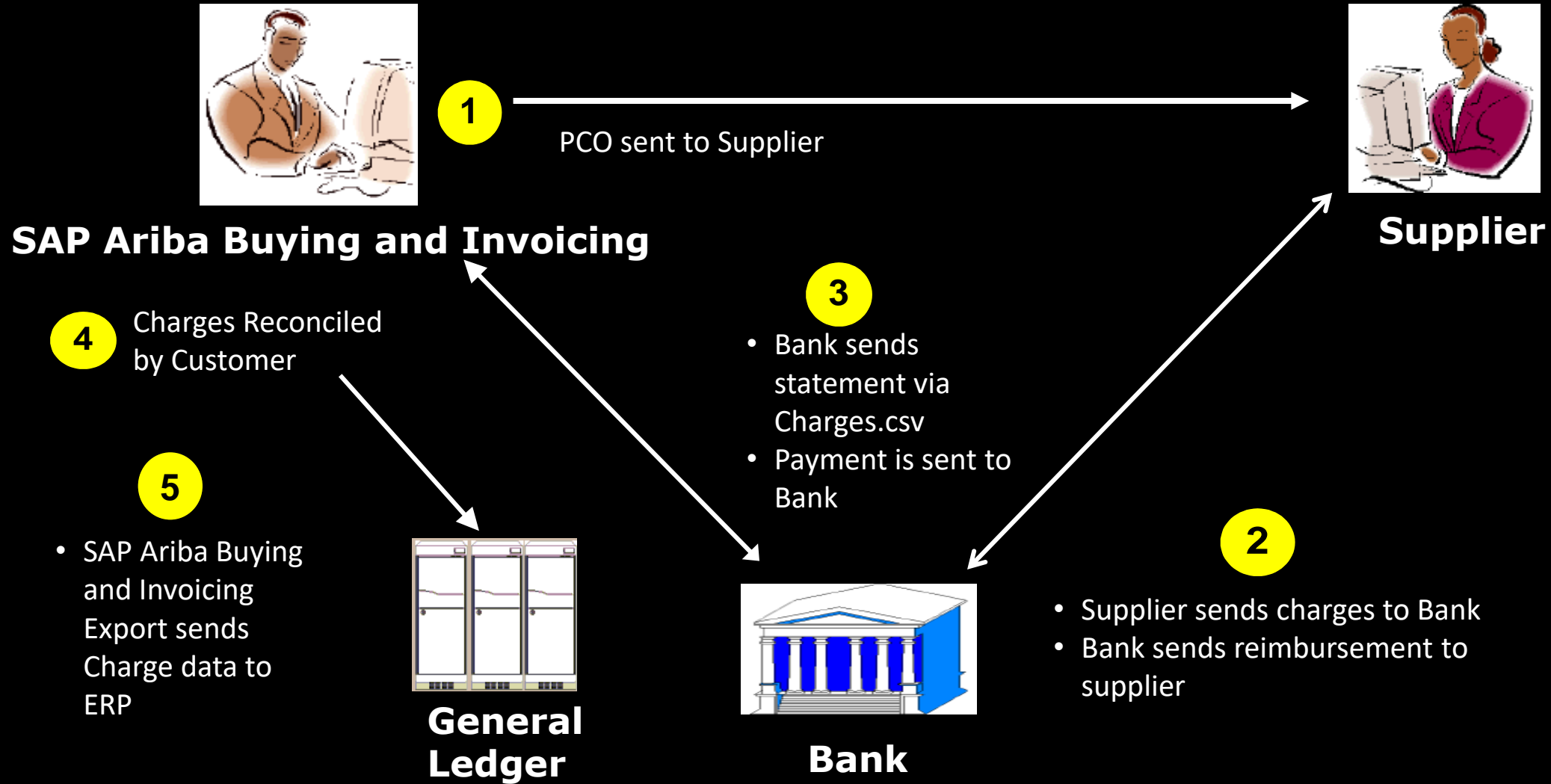
- What is Purchasing Card (PCard) and Why it is used?
- Process Flow
- Using PCards in SAP Ariba Buying and Invoicing
 - PCard Configuration and Types
 - PCard order (PCO) creation
- Charges & Charge Reconciliations
- Working with Unassigned Charges
- PCard Reconciliation Exceptions
- Common Issues & Troubleshooting
- Q&A

What is PCard and Why it is used?

It is a type of Commercial Card that allows organizations to take advantage of the existing credit card infrastructure to make electronic payments for a variety of business expenses (e.g., goods and services).

In the simplest terms, a P-Card is a charge card, similar to a consumer credit card.

Process Flow



Using PCards in SAP Ariba Buying and Invoicing

PCard Configuration and Types

- Individual PCards
- Ghosted PCards
- Accounting PCards

Procurement:

- Used to purchase goods on behalf of your company. It can either be assigned to an individual or can act as a ghosted card:

Expense:

- A corporate credit card used to pay for business and travel expenses incurred on behalf of your company.

Combination:

- A corporate credit card that can be used either as an expense card or a procurement card.

Accounting:

- Accounting-specific PCards are associated to an entire department, purchasing unit or Cost Center.

Unknown:

- These are used outside of your buying solution. If you import charges associated with such a card into your buying solution, users cannot see or manipulate those charges in the user interface.

Configuration Demo on Individual & Ghosted PCard

PCard order creation

- PCards are configured in SAP Ariba Buying and Invoicing for the user or the supplier. When a Purchase Order is created, it will have a prefix “PCO” and the PO is sent to the supplier.
- The order is automatically designated as a PCard order (PCO) if the supplier is associated with a ghost PCard number and/or the user is associated with a PCard number.

Related Parameters/ Configuration:

- Application.Procure.OrderMethods
- Application.Procure.CanSendPCardOrderForNonCatalog
- Application.Procure.PCardOrderMaxAmount

**Note: Setting up of PCard compliance as Level 1,2 and 3 values must be included under Supplier Location.*

Charges & Charge Reconciliations

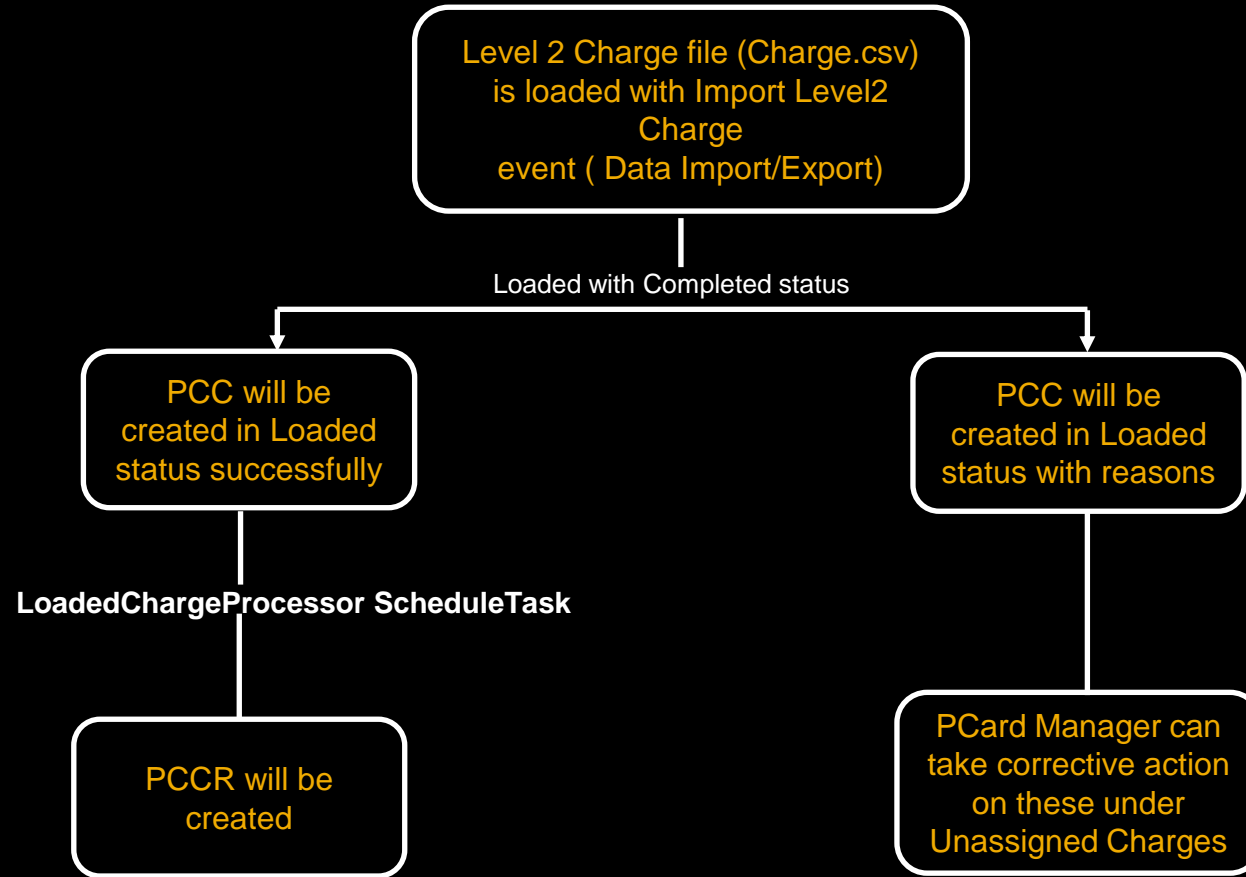
- A Charge Statement is a statement provided by a bank detailing all charges associated with purchasing cards or purchasing accounts.
- Charge statements with systematic *reconciliation* are *created* by banks with information provided by suppliers and *transported* from the bank to a buying organization in a comma-separated-values file.
- Charges can be loaded with or without PCO.
- Charges which are loaded against PCO will directly move to Reconciling status if there is no data error

Charge Statement **Data Levels**

Card data elements capabilities examples per Level:

- Level 1
 - Card Number, Supplier, Amount, Date
- Level 2
 - Card Number, Date, Supplier ID, Supplier, Bank Reference Number, Order Number, Amount, Local Tax Identifier, Tax, Expense Code, City and Description
- Level 3
 - Card Number, Date, Supplier ID, Supplier, Bank Reference Number, Order Number, Amount, Local Tax Identifier, Tax, Expense Code, City and Description, Item Product Code, Item Description, Item Quantity, Item Unit of Measure, Item Extended Amount, Item Net/Gross Indicator, Item Tax Amount, Item Tax Rate, Item Tax Identifier, Item Discount Identifier, Ship From Postal Code, Freight Amount, Duty Amount, Destination Postal Code, Destination Country Code, Alternate Tax Amount

Charge Reconciliation with **Native Flow**



Working with **Unassigned Charges**

Several Reasons that a Charge will appear as “Unassigned”:

- Combo Card Charge
- PCard Users not Found
- PCard Not Configured
- PCard Order Number Missing
- Unassigned Expense Card Charge

Unassigned Charges Options

- Reconcile charges as non-purchase order charges
- Manually match to purchase orders and then reconcile automatically

PCard Reconciliation **Exceptions**

When exceptions occur in the matching process, a Purchase Card Charge Reconciliation (PCCR) document is created and Users in the PCard Manager Group reconcile all PCCR exceptions.

Exception Type	Description	Possible Resolution
Unmatched PO	SAP Ariba Buying and Invoicing is unable to match the charge to a purchase order (PO).	Accept the exception by selecting an appropriate reason; choose to submit or reject the charge.
Canceled PO Exception	SAP Ariba Buying and Invoicing matched charge to a purchase order that has been canceled.	Accept the exception by selecting an appropriate reason; choose to submit or reject the charge. You can also resolve this exception by manually matching the charge to another order.
PO Amount Variance	The total amount of the charge is greater than the total amount of the purchase order.	Manually add the required adjustment line items, update the totals, and clear the exception.
Invalid Accounting Information	The accounting information on the PCCR is invalid.	Specify the appropriate accounting details to resolve the exception.

Common Questions



Where do I find the Purchase Card(PCard) charge I just loaded?



Can we delete unassigned charges?



Why didn't my charge reconciliation update to Paid status?



Why PCard Charge loaded with incorrect currency?



Why Charge Loaded is assigned to Latest PCO created?



Import Level2 Charge task error: "The Procure Charge PCC___ could not be updated as it is already processed"



Commodity Code is not defaulting on Charge and Charge Reconciliation Documents



How does accounting information default on purchasing card (PCard) charges?

Thank you!