# P-CARD BEST PRACTICES

## DO'S & DON'TS FOR USING YOUR P-CARD

### USE REPORTS IN WORKS

The Department Transaction report runs two days after cycle close.

### USE THE LOG

The log is not recommended by Corpcard. The Department Transaction Report is the most accurate report available.

### ALLOCATE TIMELY

Allocate as charges clear in Works. This will reduce the amount of work at cycle close and help avoid late reconciliation.

### WAIT TO ALLOCATE

Allocations are due by close of business on the **fifth business day** after cycle close. Transactions allocated after that will not post to Banner correctly.

### COLLAPSE THE BOX

When allocating, collapse the "Reference and Tax" section to avoid inadvertent changes.

### MAKE CHANGES

Changes made in the "Reference and Tax" section will prevent sign off and cause errors in the Banner Upload.

### UPLOAD YOUR RECEIPTS

Receipt imaging is available for all cardholders and is highly recommended by Corpcard.

### SIGN OFF BEFORE UPLOADING

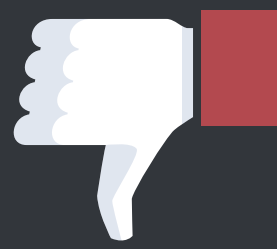Receipts can not be added if the transaction is fully approved.

### CHECK YOUR AUTH LOG

Authorization logs are available to check your declines. Hover over the last four of your card and choose "View Auth Log"

### TRY THE CARD SEVERAL TIMES

Check your Auth Log for decline details before making repeated attempts to charge the card.

### REACH OUT TO CORPCARD

When in doubt, reach out. If you have questions or receive an error message, please contact Corpcard@vcu.edu for assistance.

### IGNORE ERRORS

Errors in Works must be addressed. If you receive an error message and are unable to correct the issue, contact Corpcard@vcu.edu for assistance.

For more information on using your P-card please visit our website: http://procurement.vcu.edu/i-want-to/use-a-p-card/