

Quick Steps to ProTrav

Pcard Website: <http://www.uiowa.edu/~purchase/PCard/>

ProTrav: <https://protrav.bo.uiowa.edu/>

ProTrav - Procurement Card Start Page

PCard Travel
PCard information for: DEMO USER

Card information

Credit Remaining
*Credit remaining reflects transactions posted, not charges authorized.

Doe, Susan K (001234)	\$9,568.13
Doe, John L (009876)	\$6,829.48

New cards since 03/01/2006

Doe, John L (009876)	issued on 04/03/2006
----------------------	----------------------

New transactions for your cards

Doe, Susan K (001234)	Reconcile	
04/11/2006	STAPLES #990	\$36.73

New transactions for your Org/Depts

Vp Finance And Operations (05)

Accounts Payable and Travel (05-0311)

Reynolds-Miller, Sherry	1 new trans.	\$23.14
Schaffner, Rebecca	1 new trans.	\$12.99

PCard news

Message from the PCard Team:
Welcome to ProTrav Upper Level Training!!

Procurement Card Forms Awaiting Your Approval

616983	Doe, Jane	PCV
--------	-----------	-----

Delinquent Procurement Card Vouchers

You have outstanding vouchers which were not submitted before the reconciliation cutoff.

P0054193	Andrews, Anon	3rd notice-card cancellation nearing
P0066603	Perzon, Random	Vchr defaulted

Card Information – this is where you would look to see how much money is left from what has posted to your card. You can also view your Acct # after your name

New Transactions – are transactions that have posted since your last log in

PCard News – important information (or policy updates) regarding your procurement card or ProTrav

Procurement Card Transactions Awaiting Your Approval – Vouchers that are in your inbox

Delinquent Procurement Card Vouchers – Vouchers that are not complete by their due date (if you have vouchers listed in this section please contact protrav@uiowa.edu to resolve the voucher)

ProTrav
Accounts Payable/Purchasing/Travel

PCard | **Travel** | **Admin**

Start Page
Apply for Procurement Card

myCards organize

- Reynolds-Miller, Sherry K
 - Transactions
 - Vouchers
 - Reconcile
 - Account Info.
- Reynolds-Miller, Sherry Kay

Inactive cards

- Reynolds-Miller, Sherry

Travel

- my Trips
- Create new trip

Searches

- Search Contracts
- Search trips
- Search PCard Agreements

Reports

- Vendor spend summary

more Forms

- Billing dispute form
- Access request form
- PCard forms

ProTrav – The Pcard Navigation Bar

Start Page – displays the start page to the right of your screen

Apply for Pcard – displays an agreement to become a cardholder

myCards – list of all cards you have access to (including Inactive cards)

click next to name - four links will appear for this specific card

Transactions – view all transactions for this billing cycle

Vouchers – vouchers up to the last 5 years

Reconcile – vouchers that are not submitted to workflow yet

Account Info – the information regarding the card (limits, approved, who has access, bill to address, etc)

Travel – view trips already created or create a new trip

Searches – search contracts, trips, Pcard agreements that you were involved with (as the initiator, traveler/cardholder, or approver)

Reports – will run Procurement Card spending reports

more Forms – printable forms for limit increases, tax exemption or secondary authorization.

The Help section is reviewed on the other side of this sheet

Add a Reconciler/Viewer to your Procurement Card

1. Get your 6 digit account number (found on your start page & [Account Info](#) link).
2. Give that six digit number to the person you wish to add as reconciler/viewer.
3. Reconciler logs into ProTrav and clicks [organize](#) to the right of "myCards".
4. Reconciler types in account number and chooses what rights they wish to have (reconciler means they can allocate and add info to your voucher - viewer means they can only view transactions and vouchers, you cannot make changes). An email is generated to the cardholder to ask for approval.
5. Cardholder clicks on "Reply", scrolls down and follows directions exactly and sends the email. This is an automatically generated e-mail, so *it must be exact*. If it does not work, the cardholder should contact ProTrav@uiowa.edu and explain that the request didn't work and ask that the reconciler be given access to their card.

The next day, the cardholder should be listed under myCards section of the reconciler's ProTrav

Reconciling the Pcard

PCV: Line Editor
Edit an existing accounting line for line: 1

PND	ORG	DEPT	SDEPT	GRN/PRGM	IACCT	DAECT	DAECT	PNC	CTR	LINE AMT
123	45	6789	00000	00000000	4070	000	00000	60	0000	1.00

Line Desc: (Optional) SLID/SLAC: /

Trip: _____

Clear selected trip | Search for trip | Create new trip

Payroll deduct: _____ SSN: _____

1. Click the box with the + in it **Pottorff, Gina**
2. Click **Reconcile**
3. Click the voucher that you wish to reconcile
 - If it is a P followed by seven digits, it can be submitted
 - If it is a TempPCV followed by six digits, it can be reconciled, but not submitted to workflow because the billing cycle is still open
4. Click **New Line** (if the rectangle is orange finish steps 1-8 and then look in Reconciling a Trip Expense to a Pcard on the other side of this sheet to finish)
5. **PCV: Line Editor** will appear (see diagram above) – this is where you may add a comment if you wish in the "Line Desc: (optional)" box provided
6. The Iacct will also default in, if you wish to verify or change the Iacct, click **IACCT** to see a listing of available IACCT numbers and their descriptions
7. Your Default MFK (in Acct Info) will default in; you may edit this number at this time and/or the amount. By editing the amount, you will have to allocate it 2 or more times to balance the line.
8. Click and this will save the expense. You can edit it later if you wish.
9. When the Rectangle turns:
 - Green , you have met all of the requirements for that line
 - If it remains red (or orange), you must add information
10. Attaching/Sending Receipts
 - a. If you [attach file](#) (receipt) per line, you may do so throughout the month
 - b. If you attached receipts as a whole document, they must be in order and the billing cycle closed. You must attach receipts as a whole when you submit the voucher to workflow and by clicking [Attach file/s](#) after you Create Voucher Report.
 - c. If you send the originals:
 - ✓ receipts must be in order
 - ✓ copies must be made and kept by your office
 - ✓ receipts must have the coversheet on the front
 - ✓ All receipts smaller than 1/2 sheet must be **TAPED**, not stapled, onto a full sheet of paper
 - ✓ You must print the coversheet when you submit the voucher to workflow and by clicking [voucher coversheet](#)

Print out the voucher coversheet

To Find out the Status of a Voucher

1. Click the box with the + in it **Pottorff, Gina**
2. Click **Vouchers**
3. Click **Detail** of the voucher you are questioning. This will show you the voucher status: needs approval, audit errored, complete (this means by you), audit passed, loaded, etc.
You can always email ProTrav@uiowa.edu to find out the status

To Apply for an Increase

Complete the form(s) at http://www.uiowa.edu/~purchase/PCard/pc_forms.htm and send them to Gina Pottorff's attention (fax 5-2443, email, or mail 202 PCO)

*****Review transactions at least once a week on ProTrav**

Quick Steps to ProTrav

Travel Website: <http://www.uiowa.edu/~fustd/travel/>

ProTrav: <https://protrav.bo.uiowa.edu/>

ProTrav - Travel Start Page

my Payments
T0051610 \$51.18 Direct Deposit 01/26/2006
Check payments will be processed in the next scheduled check run after the date posted here. In general, checks are issued three times per week. Direct Deposit payments are processed daily and should be in your account the next business day following the posted day.
Update your deposit information

Travel news
Message from the Travel Team: Welcome to ProTrav Upper Level Training!!

Travel Forms Awaiting Your Approval
616984 Sherri Dusenbery TEV

Travel Expense Vouchers In-Progress
John Doe T0049694

Outstanding Advances
C0001791 Due on 02/03/2006

Payment Information for my Travelers
Schaffner, Rebecca
T0037246 \$13.20 Direct Deposit 11/14/2005
Check payments will be processed in the next scheduled check run after the date posted here. In general, checks are issued three times per week. Direct Deposit payments are processed daily and should be in your account the next business day following the posted day.

New Trips
Herkly Hawk Big 10 Mascot Conference View/Edit
Minneapolis, MN 02/15/2006-02/16/2006

Payment Information – this is where you would see if you or a “my Traveler” is getting a reimbursement

New Trips – are trips that have occurred since your last log in

Travel News – important information (or policy updates) regarding travel policies or ProTrav

Travel Forms Awaiting Your Approval– Vouchers that are in your inbox

Travel Expense Vouchers In-Progress – TEVs that are not submitted to workflow

Outstanding Advances – cash advances that have not yet been cleared by a TEV

ProTrav - Travel Navigation Bar

Create New Trip
Create TEV
Start Page

my Travel
my Trips
my Reimbursements
my Advances
my Direct deposit

my Travelers organize
Add a traveler
Pottorff, Gina (info)
Trips
Reimbursements
Advances

Searches
Search Contracts
Search trips

more Forms

ProTrav - Travel Navigation Bar

Create New Trip – create a trip for a person not in “my Travelers”

Create TEV – can only be created if the trip already exists

Start Page – displays the start page to the right (the Travel Start Page is the default start page)

my Travel – information for your own trips

my Travelers – list of all travelers you have access to click next to name - four links will appear for this specific traveler

(info) – Address, Traveler ID, HawkID

Trips – All trips for the traveler

Reimbursements – All reimbursements for the traveler

Advances – All Advances for the traveler

Searches – search contracts or trips that you were involved with (as the initiator, traveler, or approver)

More Forms – useful forms for traveling for UI

Help

- FAQs
- Ask a question protrav@uiowa.edu
- Pcard training material
- Attachments training guide
- Travel tutorial
- Procurement Card site
- Travel site
- Approving-Travel Vouchers
- Approving-Procurement Card Vouchers

ProTrav – Help Section

- **FAQs** - Frequently Asked Questions
- Ask a Question - sent via Outlook to ProTrav
- protrav@uiowa.edu - Best place to contact the ProTrav Team

The rest of these links are training guides and/or websites that provide screen prints and more detailed information. Please use and reference them at anytime. They are easily accessible while you are in the ProTrav application.

Add a Traveler to your “my Travelers”

1. Reconciler logs into ProTrav and clicks to the right of “my Travelers”
2. Reconciler types in the Hawk ID of the traveler and chooses what rights they wish to have (reconciler means they create trips and add info to your trips - viewer means they can only view your trips). An email is generated to the Traveler
3. Traveler clicks on “Reply” scrolls down and follows directions exactly and click send

The next day, the traveler should be listed under My Travelers on the reconciler’s ProTrav

Reconciling a Travel Expense to a Procurement Card

Travel expenses default onto the Procurement Card Voucher (PCV) as Orange determined by the MCC number (# assigned by bank). The IACCT can not be changed from travel without a request by you. If your voucher has a travel related vendor that was not actually travel send an e-mail to ProTrav@uiowa.edu with the voucher number, line number, vendor, why it isn’t travel, and the complete MFK (including non-travel IACCT) this needs to be charged to. You will not be able to edit the line once it has been changed by the ProTrav Team.

1. Click **New Line**
2. Click **Search for trip** and select the trip for this purchase. If the trip isn’t found, you will need to Create the trip or obtain access (see search trips)
3. If found (), click **Reconcile to this trip**
4. Click to close the search/trip box
5. Click and a PCV: Travel Expense Editor will open wanting more information
6. Select the proper item allocated from the drop down menus for the purchase. Each choice will bring different options. Feel free to view all options to find the proper expense to allocate the charge being processed.

PCV: Line Editor
Create a new accounting line for line: 2

PCARD	DEPT	SUBDEPT	GRANT/PRGM	TRAVEL	DIRECT	PNC	ECTR	LINE AMT
122	15	1789	00000	00000000	002	000	0000	100.00

Line Desc: (Optional) SLID/SLACT /

Trips: Clear selected trip | Search for trip | Create new trip

Payroll Deduct

PCV: Travel expense editor: Expenses for line: 4
Line has been updated.
Apply travel expense to: Sub Line 5: 050-05-0315-00015-00000000-6026-000-00000-60-0000 425.00

Expense type:
Policy for this expense type:

Mileage expense
*Date of expense: Thu, 12/01/2005
*Destination: Bettendorf, IA, USA (12/01/05-12/03/05)
Comments:
*Miles traveled: 0 x 0.485
Miles Rate Mileage calculator
*Amount:

Trip details
TEV: T007961
Traveler: Josh Dusenbery
Destination: Bettendorf, IA
Dates: 12/01/2005-12/03/2005

Travel expenses for line: 4
No expenses bound to this PCV transaction

Travel-related acctg for line 4 sub-line:	
Total travel expenses:	\$0.00
Total travel expenses for this sub-line:	\$0.00
Balance:	\$425.00

***** Do not submit a TEV until all charges have been reconciled on the PCV. It is the responsibility of the approver, traveler, and reconciler to be sure all charges allocated as out-of-pocket expenses are not paid for on a Procurement Card. If this does occur, please contact Accounts Payable at 335-0115.**

7. Click **Save Expense** (Pcard-

the balance should turn from red to green and be \$0.00)

-If an item goes over the per diem a justification must be given

Search Trips–Due to privacy; there are restrictions for viewing trips. If you did not create or have access to this trip, the trip will not appear in your search and it will say there are no trips. If you need access, email ProTrav@uiowa.edu and explain the need.

If at any time you have a question or need assistance with a voucher, please call the Accounts Payable main phone line, 335-0115, or email ProTrav@uiowa.edu