



Eastern Kentucky University

Procurement Card Newsletter

ProCard Helpful Hints & Tips

Special points of interest:

- Billing vs. Calendar
- Allocation Schedule
- Dispute Form

This month's tip involves the appropriate way to retrieve your transactions in the VISA system. After you have clicked the "Visa Information Management" link and proceeded to the Transaction Retrieval screen the system will automatically default the "Billing Cycle" drop-down menu to "Billing". If you look at the start and end dates available with this selection you will see that these dates will overlap months and will not include an entire month. What you need to do is change the drop-down selection to "Calendar" which will allow you to enter the correct start and end date into the system. You can also use the calendar icon buttons next to each field if you prefer this method. Many cardholders have experienced issues when using the billing cycle such as view transactions that have been extracted and can no longer be edited. Changing this menu selection will

eliminate the problem you could be having with view extracted transactions. As always, if you have any questions, please let us know.



ProCard Website Information & Updates

New Website Links:

[Allocation Schedule](#): This document outlines the monthly deadline for allocations and approvals for FY 2008.

[Dispute Form](#): This form should be utilized if you recognize a transaction on your account that you did not authorize.

Coming Soon:

The ProCard office is proud to announce that we are currently working with the Institutional Development Center to develop an online training video! This will increase training flexibility as cardholders will be able to attend training at the convenience of their desk.

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The Eastern Kentucky University Procurement Card Program has been established as a service to eligible persons within the University community to provide a more efficient method of purchasing and payment of small-dollar goods and services, as well as travel and travel related expenditures. Eastern Kentucky University has chosen National City Bank as our Purchasing Card provider through a competitive bid process.

Suggestions

If you have any suggestions for improving this newsletter please let us know by emailing procurementcard@eku.edu and put "ProCard Newsletter" in the title.



CHECK US OUT ON THE WEB

http://www.purchasing.eku.edu/pvs_net_purchasing_card.php

Ask the Administrator

Have a question that you think most cardholders need to know the answer to? Submit your question to procurementcard@eku.edu and we'll pick one question each month to address in our newsletter.

