PURCHASING CARD STATEMENT RETRIEVAL & RECEIPT UPLOAD

STATEMENT RETRIEVAL

-You will receive an e-mail from acctgofc@bsu.edu stating that your statement is available in BDMS for a certain month and year. Please note that no statement is generated if there were no transactions for the month and year listed, but it is a good idea to see if one is out there in case there are fraudulent transactions.

-Sign-in to BDMS and open the 'BSU-F-STATEMENTS – P CARD STATEMENTS' application. If you do not have access, please e-mail acctgofc@bsu.edu.

-Enter the last four numbers of the purchasing card, the month, and the year in the appropriate fields and click the 'Submit' button. Note that you may use an asterisk (*) as a 'wildcard' in your search.

Query Criteria for Application 'BSU-F-STATEMENTS'   Current Query: New Query ▼

Show	Index Name	Search Value
☑	ACCT # (LAST 4)	6925
☑	CARD NAME	
☑	MONTH	APR
☑	YEAR	2014

Query Options
Show all documents ▼
☐ Include previous document revisions

Save Options
Query Name
☐ Available To All Users

Submit   Save   Reset

-In the case where the last four numbers of your card matches the last four numbers of another card, you will be prompted to select the appropriate card:

Query Results for Application 'BSU-F-STATEMENTS'

Document 1 – 2 of 2

		ACCT # (LAST 4)	CARD NAME	MONTH	YEAR
☐		0780	T W HUDSON AKIN, UNIVERSITY ADVA	APR	2014
☐		0780	MELANIE MORTIMORE, THEATRE AND D	APR	2014

-You should now see your statement.

						Original	Original	Conversion	
Posting Date	Transaction Date	Description	Location	Country		Amount	Currency Code	Rate	Amount
03/24/2014	03/21/2014	DELTA	DELTA.COM, CA	UNITED STATES		470.50	USD	1.0000	470.50
		Passenger Name:	BOWERS/JOHN W		Ticket Type:				
		From: IND	To: BOS						
		From: BOS	To: IND						
03/24/2014	03/21/2014	NACUA	02028338390, DC	UNITED STATES		815.00	USD	1.0000	815.00
03/24/2014	03/22/2014	NACAC	703-836-2222, VA	UNITED STATES		6,480.00	USD	1.0000	6,480.00
03/24/2014	03/22/2014	NACAC	703-836-2222, VA	UNITED STATES		1,000.00	USD	1.0000	1,000.00
03/24/2014	03/22/2014	COMFORT INNS	NASHVILLE, IN	UNITED STATES		136.63	USD	1.0000	136.63
		Guest Name:			Folio Number:	0154267552			
		Total Room Nights: 1.00			Room Rate:	0.00			
03/24/2014	03/22/2014	COMFORT INNS	NASHVILLE, IN	UNITED STATES		136.63	USD	1.0000	136.63

-If you would like to print or save your statement from BDMS, it is easiest if you have Interactive Viewer enabled in BDMS. In BDMS, go to 'User Settings,' click the 'Interactive Viewer' tab, and select the 'Enable Interactive Viewer' checkbox.
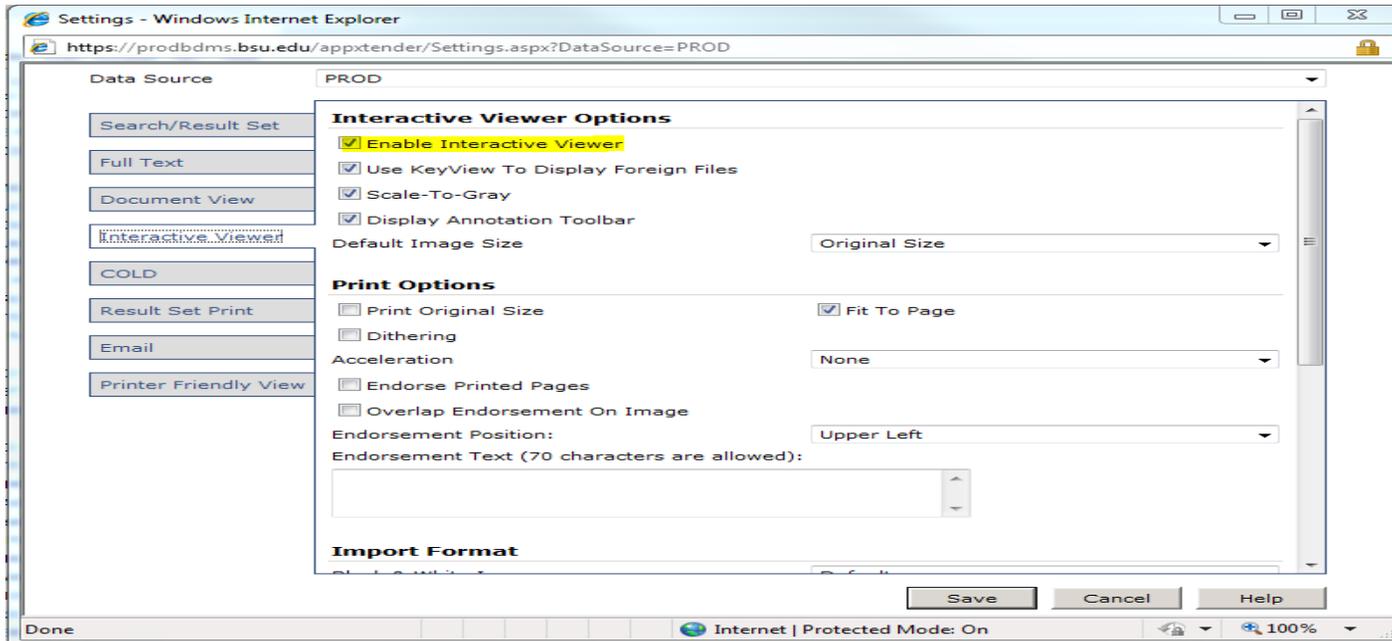
-To print or save, be sure your statement is open in BDMS, click the Print Document/PDF Print button, and choose the appropriate action.
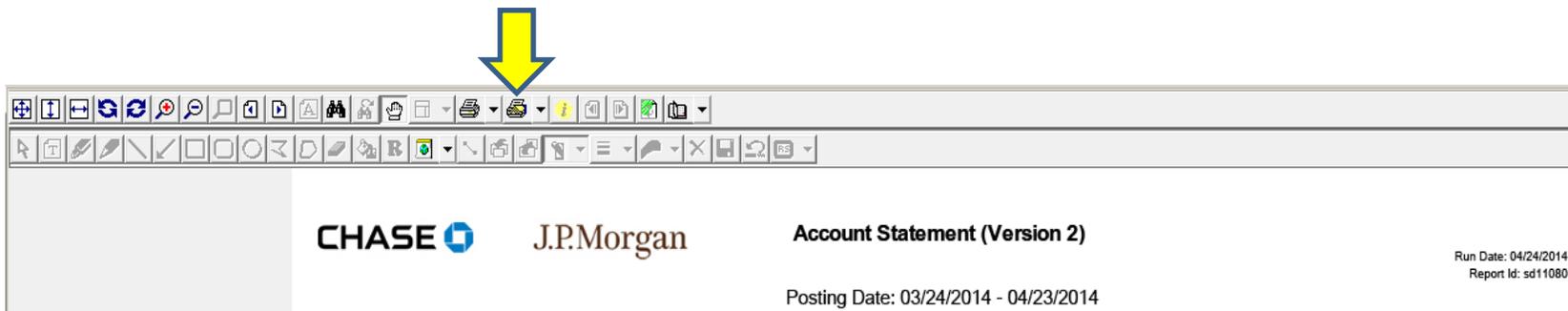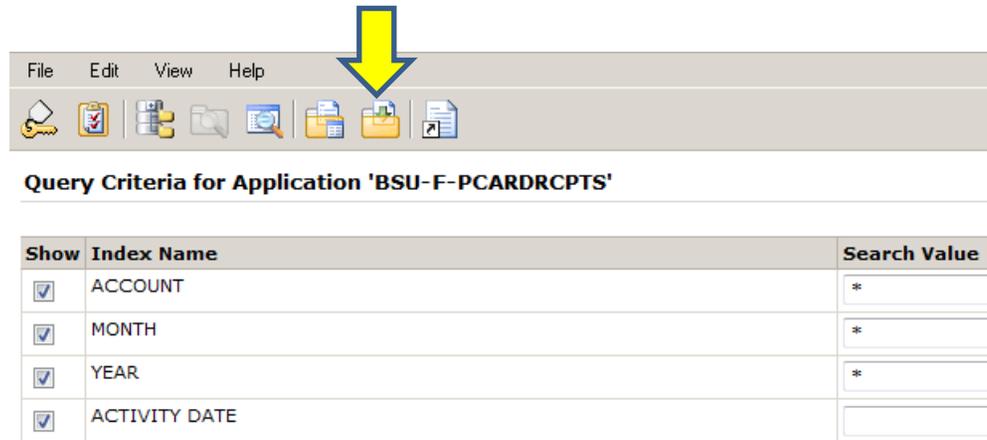
RECEIPT UPLOAD

-After you have retrieved your statement, you may begin uploading your receipts for that month's statement into BDMS. Please have the receipts you upload in the same order as the accompanying transactions in the statement.
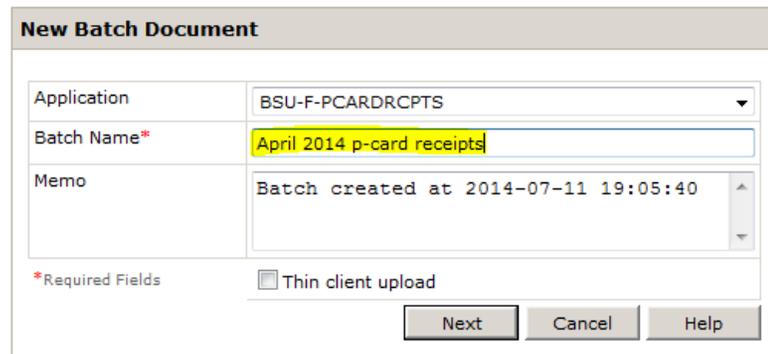
-Sign-in to BDMS and open the 'BSU-F-PCARDRCPTS – PCARD RECEIPT ENTRY' application. If you do not have access, please e-mail acctgofc@bsu.edu.

-Click the 'Batch Import' button.

-Enter a name for your batch and click 'Next.'

-If you have Interactive Viewer enabled (see 'STATEMENT RETRIEVAL' section to enable or disable), you can scan directly from your scanner into BDMS by clicking the 'Scan' button.
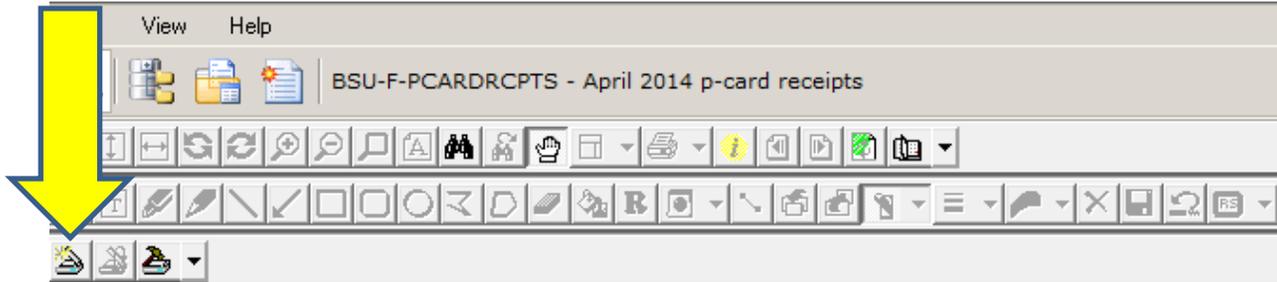
-If Interactive Viewer is not enabled, you can scan from your scanner to a .pdf and then import the .pdf into BDMS; just point to your file and click 'Upload.'


-After clicking 'Upload' (Interactive Viewer disabled) or scanning directly into BDMS (Interactive Viewer enabled), click the 'New' button to index your batch.
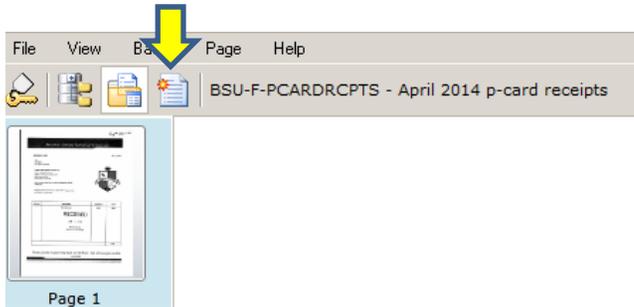
-Enter the appropriate account, month, and year in your index. You can key the last four digits of the card, but be sure to choose the appropriate card (in cases where more than one BSU purchasing card has the same last-four digits).
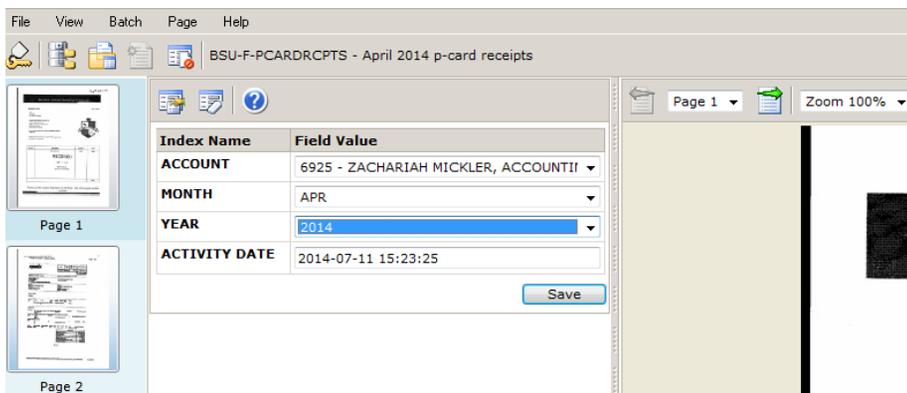
-If everything is correct, click the 'Save' button. This will index the first receipt. If you have multiple receipts, you will see the screen below. To attach all receipts at once, click the 'Attach All Pages' button.
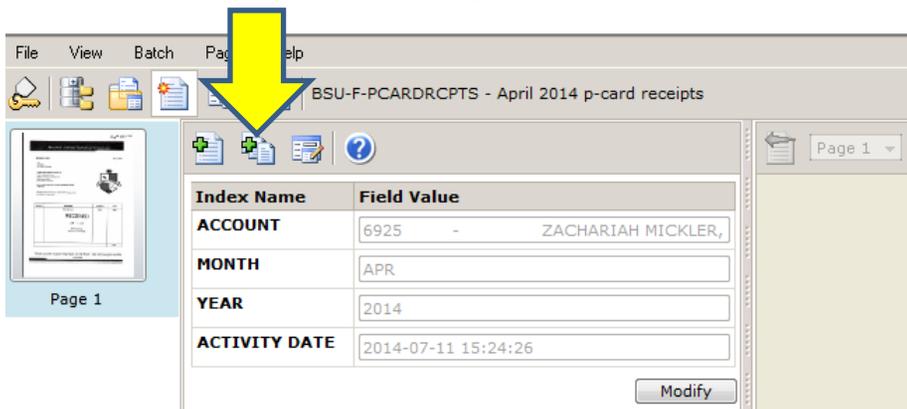
-When your document has been fully-indexed, you will see the screen below.