



# Purchasing Card Solution in SAP

## Option 1: SAP EBP

### Pros

- Allows de-central users who don't have access to SAP to do their own expense allocations via web tool
- Standard SAP Purchasing card functionality is built with the SRM (Supplier Relationship Management) solution
- BI solution supports SRM purchase card transactions
- Fully integrated with SAP FI
- Approvals can be done in SAP via standard workflow configuration options
- Robust reporting?
- Expense allocation (accounting update) could be done on a timely basis; update to accounting more often so FI reporting is enhanced
- Standard field for MCC information
- Leverages default accounting information that is already being maintained for the card holder
- Ability to use standard template load tools for interface to SAP

### Cons

- Requires a requisition, PO or shopping cart to be define prior to bank file transmission
- Requires 'up front' accounting determination for expensing
- May put a burden on final allocation so that Bank of America invoice can be paid on time
- Will require 'tweaking' of load template to accommodate bank file?



# Purchasing Card Solution in SAP

## Option 2: Bank of America Works Website for expense allocation/approvals → Custom interface to SAP FI-GL

### Pros

- Allows de-central users who don't have access to SAP to do their own expense allocations via web tool
- Expense allocation (accounting update) could be done on a timely basis; update to accounting more often so FI reporting is enhanced
- Approvals and security controls are defined at bank website and not programmed (maintained) in SAP
- Website has workflow functionality
- Ability to use standard FI-GL parking functionality and template load tools for interface

### Cons

- Build/maintain accounting information defaults per card holder
- Accounting changes in FI are NOT automatically updated at the bank website
- Workflow approvals and current status is not visible in SAP
- Will require some custom 'tweaking' for bank file load
- Will require some custom tables to hold pcard information for security controls
- May require building some z-fields to accommodate purchasing information on the accounting transaction



# Purchasing Card Solution in SAP

## Option 3: Bank of America File interface → Custom interface to SAP FI-GL (parked docs)

### Pros

- Approvals can be done in SAP via standard workflow configuration options
- Expense allocation (accounting update) could be done on a timely basis; update to accounting more often so FI reporting is enhanced
- Fully integrated with SAP FI
- Workflow approvals and current status are visible in SAP
- Standard BI cubes for FI information

### Cons

- Does not accommodate de-central users who don't have access to SAP
- Build/maintain accounting information defaults per card holder
- Accounting changes in FI are NOT automatically updated at the bank
- Z-tables and z-fields may be needed to accommodate business requirements for reporting and security controls
- Card defaults are manually maintained at bank
- May require custom 'tweaks' for BI information
- May require custom reporting in ECC6



# Business Requirements for P-card Solution

1. Ability to translate MCC Codes to Commodity Code
  - Drive GL accounts based on MCC Codes
2. Ability to code P-Card purchases to Assets
3. Ability to code P-Card purchases to Work Orders
4. Ability to allow specific cards to have a work order apart of the default accounting information
5. Ability to drill-down on GL document and view purchase/transaction information
  - Card holder information
  - Purchase/transaction date
  - Merchant information
  - Nature of purchase
6. Ability to generate analysis of reports/report by:
  - Agency (Business Area)
  - Corporate Account Number
7. Build interface edits prior to loading into SAP (basic reconciliation edits/accounting edits)
8. Ability to encumber P-Card Purchases
9. Ability to incorporate workflow notices based on HR actions (terminations, organization changes, etc)
  - Actions trigger workflow notices to Pcard managers
  - Actions trigger workflow to Bank
10. Have a field that indicates that supporting documentation has been received
11. Workflow notification that indicates approval needs
12. Ability to easily reconcile expense allocations with monthly pcard bank invoice and pay invoice on time
13. Ability to indentify and reconcile disputed purchases and credits
14. Security control of any PCard tables, parked documents and card information
15. Eliminate PCard Log for Accounting
16. PCard Bank is paid with one invoice and one payment