Glossary

Note: Email proadmin@ouhsc.edu for suggestions or additions to the glossary.

1. **Account Changes**: Changes that are made in SAM to the default account.
2. **Account Number**: Norman Only. Identifies activities as Revenue, Expense, Asset or Liability. Example: 740005 = Supplies and Materials
3. **Account Sponsor**: An individual with account signature authority.
4. **Account**: HSC Only. This field identifies the general ledger accounts that best describes each item in this transaction. Example: 602700 = Office Supplies.
5. **Accounting Cycle**: See Billing Cycle.
6. **Approver**: An account sponsor or their designee who approves Pcard transactions
7. **Billing Cycle**: The Pcard billing cycle will generally begin around the 17th of one month and will usually end around the 16th of the following month. These dates will vary due to weekends and holidays. For changes after the close of the cycle, see **Journal Voucher / Cost Transfer**.
8. **Blocked Category / Merchants**: A class of goods or services that are prohibited from charging to the Pcard. Charges to a blocked merchant will be declined. Examples of blocked categories would be airlines, amusement parks, cash, casinos, etc.
9. **Cardholder**: The cardholder is the individual to whom the Pcard is issued. This person is the only authorized user of that Pcard. The application for a card should be completed in the legal name of the cardholder, as shown on their HR records.
10. **Chart Field Spread**: HSC only. A full accounting structure that includes budget year, account, fund, org, program, subclass and project/grant.
11. **Cost Transfer**: HSC only. A cost transfer is an after-the-fact reallocation of the cost associated with a transaction from one chart field spread to another.
12. **Cutoff Date**: The last day accounting changes for that cycle can be made in the SAM system before it is downloaded to the University’s financial system.
The cutoff date is usually two to three days after the close of the billing cycle. For changes after the close of the cycle, see **Cost Transfer or Journal Voucher**.

2. **Default Account**: The primary account for a cardholder’s transactions.

3. **Department Number**: Norman Only. The code used to identify the campus organizational structure. The department number is used as the SpeedChart and identifies the bases for the budgets to track expenditures and revenues. Example: 137700100 = Purchasing Department.

4. **Departmental Reviews**: An onsite review of departmental records, receipts and file maintenance to maximize the Pcard usage and adherence to University guidelines.

5. **Dispute**: An action taken to question the validity of a charge. A dispute can be processed in SAM within 60 days from the transaction’s post date.


7. **Fund**: HSC Only. Basically represents the different checking accounts on the campus. This field identifies the type of source of funds for each transaction. Example: State, Clinical Funds, Sponsored Funds, Miscellaneous D, etc.

8. **Grant**: Defined as an agreement to accomplish something for the public good in exchange for money, property or services. Most federal agencies use a grant document for research awards to universities.

9. **IRB Number**: All research involving human subjects must be reviewed and approved by the IRB (Institutional Review Board) prior to subject recruitment and data collection. Once the IRB has approved the methods and procedures of the researchers, they assign an IRB number.

10. **Itemized Receipts**: Type of receipt listing individually each item purchased and its price. An itemized receipt is required for all Pcard purchases. If the merchant is unable to produce an itemized receipt you should manually list each item and the price.

12. **MCC (Merchant Category Code)**: The general code each merchant chooses when registering to accept credit cards which assists in classifying the types of goods and / or services they provide.

13. **Merchant**: Vendors who provide products and services.

14. **Monthly Transaction Limit**: The dollar amount assigned to each individual Pcard determining the monthly spending limit within each billing cycle.

15. **New User Training**: Required training for all Pcard holders and recommended for everyone involved with the Pcard program. This training covers the Pcard guidelines, the navigation within SAM and the reconciliation process.

16. **Office of Record**: The department charged with the responsibility of retaining official copies of Pcard receipts and transaction documents for the University.

17. **Online Reviews**: A random selection process of SAM transactions reviewed online for University compliance.

18. **Org**: HSC Only. Commonly referred to as the ORG. This field is used to identify the ownership of the transaction. Example: COM100, College Level – College of Medicine = COM Department Level – Administration = 100

19. **Pcard Administration Team**: Individuals who administer the Pcard contract to ensure and monitor compliance.

20. **Pcard Guide**: A listing of products and services that may or may not be allowed on the Pcard.

21. **Pcard**: The Pcard (Procurement Card) is a tool that enables authorized employees of the University to make purchases for their departments.

22. **Post Date**: The date a transaction is listed in SAM. The Post Date determines the billing cycle for the transaction.

23. **Proadmin**: Either proadmin@ouhsc.edu or proadmin@ou.edu it is the general email address for the Pcard team.
24. **Program**: HSC Only. This field is used to identify the purpose or function of a transaction. Example: Institution Support = 00116

25. **Project / Grant**: HSC Only. Primarily this field will be used to identify individual grants and contracts. For transactions in funds other than sponsored programs, this will be a user-defined field. Example: Grants, Contracts, Sections within a department (user-defined), academic programs (user-defined)

26. **SAM**: SAM is the online reconciling system of the Pcard.

27. **Single Transaction Limit**: The dollar amount assigned to each individual Pcard determining the single transaction limit.

28. **Split Charges**: A method of payment to circumvent the single transaction limit set for your card. This is not allowable.

29. **Split Transactions**: A feature of SAM that allows you to charge more than one account/chart field spread by dollar amount or percentage.

30. **Sub classification**: HSC Only. Commonly referred to as SubClass. This field is user-defined. This means that the End User can assign a value to identify a person or activity within their department. Example: The minimum required entry is 00000 (5 zeroes).

31. **Transaction Date**: This date reflects the day that the purchase was made.

32. **Transaction**: A debit or credit activity in SAM.

33. **Viewer**: The individual responsible for assuring that the transactions that post to SAM are representative of the receipts.