

## Lackore, Lesley A [PURCH]

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**From:** Lackore, Lesley A [PURCH]  
**Sent:** Thursday, April 29, 2010 11:52 AM  
**Subject:** Processing p-card transactions: problem when using multiple browser sessions

To: p-card system validators and reallocators

Over the past several weeks, p-card system users have reported problems with duplicate posts of p-card transactions to the WebFM system. IT Services has now identified the source of the problem.

When processing purchasing card transactions, ***do not*** use multiple browser session logins to AccessPlus. Having more than one browser window open to transactions in the p-card user system is causing the system to update the status of closed transactions. When the status of the closed transaction is changed, it may cause the transaction to post to the WebFM system a second time.

*Example: a user has one browser window open to a new transaction to be processed, and another browser window open to a previous transaction to copy fund account, class code, or other information. When the user reallocates the new transaction, the system may update BOTH the new transaction and the previous transaction. This changes the status of the previous transaction, causing it to be posted to the WebFM system again.*

If you have questions, please feel free to contact me.

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**Help prevent credit card fraud! Please do NOT transmit purchasing card numbers via email. We NEVER need a card number to locate a cardholder record. For security purposes, the p-card system does not contain a cardholder's complete card number.**