University of
Connecticut

Training Guide for:

Purchasing Card (PCard) Reallocation
December 2013

Pcard Reallocation

- Used to properly distribute Purchasing Card expenses to the correct account number and object code

Process Changes

- Reallocation and approving of credit card transactions will be done in KFS

Cardholder Responsibilities

University of Connecticut

- Cardholder will receive an FYI in their Action list alerting them of activity on their card

- Cardholder can review transaction in KFS by accessing their Action List
  - Turn over any required receipt(s) immediately to Record Manager

PCard Reallocation- Cardholder FYI View of E-doc

Procurement Card	Doc Nbr:	126480	Status:	ENROUTE
	Initiator:	kfs	Created:	11:31 AM 07/19/2012

expand all   collapse all
* required field

Document Overview ▼ hide

Document Overview

* Description:	Cardholder Name	Explanation:
Organization Document Number:		

Financial Document Detail

	Total Amount:	18.39

Accounting Lines ▼ hide

Transaction #420362167230101925271   hide detail

Transaction Credit Card Number:	Cardholder Information		
Card Holder Name:		Transaction Total Amount:	18.39
Transaction Date:	06/14/2012	Transaction Reference Number:	420362167230101925271
Vendor Name:	MANSFIELD SUPPLY		

Accounting Lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	UC University of Connecticut	3121060 Parking Operations		7130 Procard Clearing				18.39	bal inquiry
							Total: 18.39		

Capital Edit	▶ show
General Ledger Pending Entries	▶ show
Notes and Attachments (0)	▶ show
Ad Hoc Recipients	▶ show
Route Log	▶ show

send ad hoc request   reload   close

Record Manager Responsibilities

University of Connecticut

- Record manager will receive an e-doc in their action list that requires reallocation

- Record Manager should retrieve receipt(s) from Cardholder

- Record Manager retrieves the PCard transaction by using their Action List

- Change funding by typing over existing account numbers and object codes. Add a line of coding if you need to split the charge. It is essential that you move the charge out of the clearing object code of 7130 to a non clearing object code. If you forget to do this it will require a general error correction to be completed.

- If you have the ability, you may attach any receipts or required documents to the e-doc via the Notes & Attachment Tab

- Approves the e-doc which then routes via Workflow to the Fiscal Officer

- You must maintain a hard copy of the receipt(s) with your Procard envelope in a secure location for auditing purposes

PCard Reallocation –Record Manager View – For notes and attachments see next slide

Document Overview	▼ hide

Document Overview

	* Description:	CARDHOLDER NAME	Explanation:
	Organization Document Number:		

Financial Document Detail

	Total Amount:	18.39

Accounting Lines	▼ hide

Transaction #420362167230101925271   hide detail

Transaction Credit Card Number:			
Card Holder Name:	CARDHOLDER INFORMATION	Transaction Total Amount:	18.39
Transaction Date:	06/14/2012	Transaction Reference Number:	420362167230101925271
Vendor Name:	MANSFIELD SUPPLY dispute		

Accounting Lines   import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	UC University of Connecticut	3121060 Parking Operations		7130 Pcard Clearing				18.39	bal inquiry
							Total:	18.39	

Capital Edit	▶ show
General Ledger Pending Entries	▶ show
Notes and Attachments (0)	▶ show
Ad Hoc Recipients	▶ show
Route Log	▶ show

send ad hoc request   save   reload   approve   FYI   close

Change to appropriate account & object code. To split a charge, add a new account and object code on the line above and click "add." Continue to next slide to add notes and attachments before clicking "approve"

PCard Reallocation

Procurement Card [?]			Doc Nbr:	126480	Status:	ENROUTE
			Initiator:	kfs	Created:	11:31 AM 07/19/2012

expand all   collapse all
* required field

Document Overview	▶ show
Accounting Lines	▶ show
Capital Edit	▶ show
General Ledger Pending Entries	▶ show
Notes and Attachments (0)	▼ hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			This is where you can attach receipts	[____] Browse... CANCEL	add

Ad Hoc Recipients	▶ show
Route Log	▶ show

send ad hoc request   save   reload   approve   FYI   close

Scanned receipts, special approval documentation and other
back-up items may be attached here. Please be sure to click
"add" to complete the process. Originals must be kept with
Procard Envelope.
Now click "approve"

Fiscal Officer Responsibilities

University of Connecticut

- Receives an e-doc in their action list that requires approval
  - The PCard e-doc cannot be disapproved but all FO's will have a return button at the bottom of the PCDO document. If the wrong account or object code was entered by the record manager the Fiscal Officer can either change the account here or click on the return button. After clicking on the "return button" a window will appear requiring you to enter a reason and then click yes. Now the document will be routed back to the record manager for correction. Once corrected it will then route back to the FO for approval. **Important note:** The default object code must be changed from 7130 or you will be required to do a general error correction.

- Reviews any attached documentation and approves the transaction

- Upon final approval e-doc is recorded as an actual expense on the reallocated account

PCard Reallocation

University of
Connecticut

Kuali Financial System

UConn KFS:4.1.1 Revisio

Main Menu **Maintenance** **Administration**

07/0

[action list] [doc search]

Logged in User: heb12001

Message Of The Day

Welcome to the KFS Live Production Environment!!! All transactions entered in this system are real and valid. It is not a test environment.

Transactions	Custom Document Searches	Balance Inquiries
Accounts Receivable	Financial Transactions	**General Ledger**
• Cash Control	**Accounts Receivable**	• Available Balances
• Customer Credit Memo	• Customer Invoices	• Balances by Consolidation
• Customer Invoice	• Customer Credit Memos	• Cash Balances
• Customer Invoice Writeoff	• Customer Invoice Writeoffs	• General Ledger Balance
• Customer Invoice Writeoff Lookup	• Cash Controls	• General Ledger Entry
• Payment Application	• Payment Applications	• General Ledger Pending Entry
		• Open Encumbrances
Budget Construction	**Capital Asset Management**	
• Budget Construction Selection	• Asset Maintenance	**Labor Distribution**
		• Account Status (Base Funds)
Financial Processing	**Effort Certification**	• Account Status (Current Funds)
		• Calculated Salary Foundation
• Advance Deposit	• Effort Certification	• Employee Funding
• Adjustment/Accrual Voucher		• July 1 Position Funding
• Budget Adjustment	**Financial Processing**	• Labor Ledger View
• Cash Receipt		• Labor Ledger Pending Entry
• Credit Card Receipt	• Disbursement Vouchers	• Position Inquiry
• Disbursement Voucher		
• Distribution of Income and Expense	**Purchasing/Accounts Payable**	**Endowment**
• General Error Correction		
• Indirect Cost Adjustment	• Electronic Invoice Rejects	• Current KEMID Available Balances Lookup
• Internal Billing	• Payment Requests	• Current KEMID Balances Lookup
• Pre-Encumbrance	• Purchase Orders	• KEMID Historical Balances Lookup
• Single Sided Budget Adjustment	• Receiving	• Transaction Archives
• Transfer of Funds	• Requisitions	
	• Vendor Credit Memos	
Labor Distribution		
• Benefit Expense Transfer		**Reports**

PCard Approval

- **Fiscal Officers will access the PCard transactions via the Action List to Approve**
- **Located under the Type column, Fiscal Officers will see Procurement Card**
- **Click on the Doc ID , make any necessary coding changes then click "Approve"**

Main Menu	Maintenance	Administration

action list | doc search

Message Of The Day

Action List

Action List

7 items retrieved, displaying all items.

Id	Type	Title	Status	Action Requested	Initiator
321819	Procurement Card	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	KFS
321823	Procurement Card	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	KFS
321824	Procurement Card	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	KFS
321825	Procurement Card	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	KFS