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

- 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
Record Manager Responsibilities

- 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.
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.”
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

- 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**

Under the Main Menu, Click on Action List

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### Transactions

- **Accounts Receivable**
  - Cash Control
  - Customer Credit Memo
  - Customer Invoice
  - Customer Invoice Writeoff
  - Customer Invoice Writeoff Lookup
  - Payment Application
- **Budget Construction**
  - Budget Construction Selection
- **Financial Processing**
  - Advance Deposit
  - Adjustment/Accrual Voucher
  - Budget Adjustment
  - Cash Receipt
  - Credit Card Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction
  - Indirect Cost Adjustment
  - Internal Billing
  - Pre-Encumbrance
  - Single Sided Budget Adjustment
  - Transfer of Funds
- **Labor Distribution**
  - Benefit Expense Transfer

### Custom Document Searches

- **Financial Transactions**
- **Accounts Receivable**
- **Customer Invoices**
- **Customer Credit Memos**
- **Customer Invoice Writeoffs**
- **Cash Controls**
- **Payment Applications**
- **Capital Asset Management**
  - Asset Maintenance
- **Effort Certification**
- **Financial Processing**
  - Disbursement Vouchers
- **Purchasing/Accounts Payable**
  - Electronic Invoice Rejects
  - Payment Requests
  - Purchase Orders
  - Receiving
  - Requisitions
  - Vendor Credit Memos

### Balance Inquiries

- **General Ledger**
  - Available Balances
  - Balances by Consolidation
  - Cash Balances
  - General Ledger Balance
  - General Ledger Entry
  - General Ledger Pending Entry
  - Open Encumbrances
- **Labor Distribution**
  - Account Status (Base Funds)
  - Account Status (Current Funds)
  - Calculated Salary Foundation
  - Employee Funding
  - July 1 Position Funding
  - Labor Ledger View
  - Labor Ledger Pending Entry
  - Position Inquiry
- **Endowment**
  - Current KEMID Available Balances Lookup
  - Current KEMID Balances Lookup
  - KEMID Historical Balances Lookup
  - Transaction Archives

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