

Procurement Card (PCard) Reallocation

University of Connecticut
Procurement Services

Revised September 8, 2016

PCard Reallocation

- Used to properly distribute Procurement 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

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: [REDACTED]

Financial Document Detail

Total Amount: 18.39

Accounting Lines [hide](#)

Transaction #420362167230101925271 [hide detail](#)

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

Accounting Lines

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

- 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: CARDHOLDER INFORMATION

Card Holder Name:

Transaction Date: 06/14/2012 **Transaction Total Amount:** 18.39

Vendor Name: MANSFIELD SUPPLY **Transaction Reference Number:** 420362167230101925271 dispute

Accounting Lines Import Lines

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

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 ? Backdoor Id **maf08020** is in use

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:			<input type="text" value="This is where you can attach receipts"/>	<input type="text" value=""/> <input type="button" value="Browse..."/> <input type="button" value="CANCEL"/>	<input type="button" value="add"/>

Ad Hoc Recipients [▶ show](#)

Route Log [▶ show](#)

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 PCard Envelope.

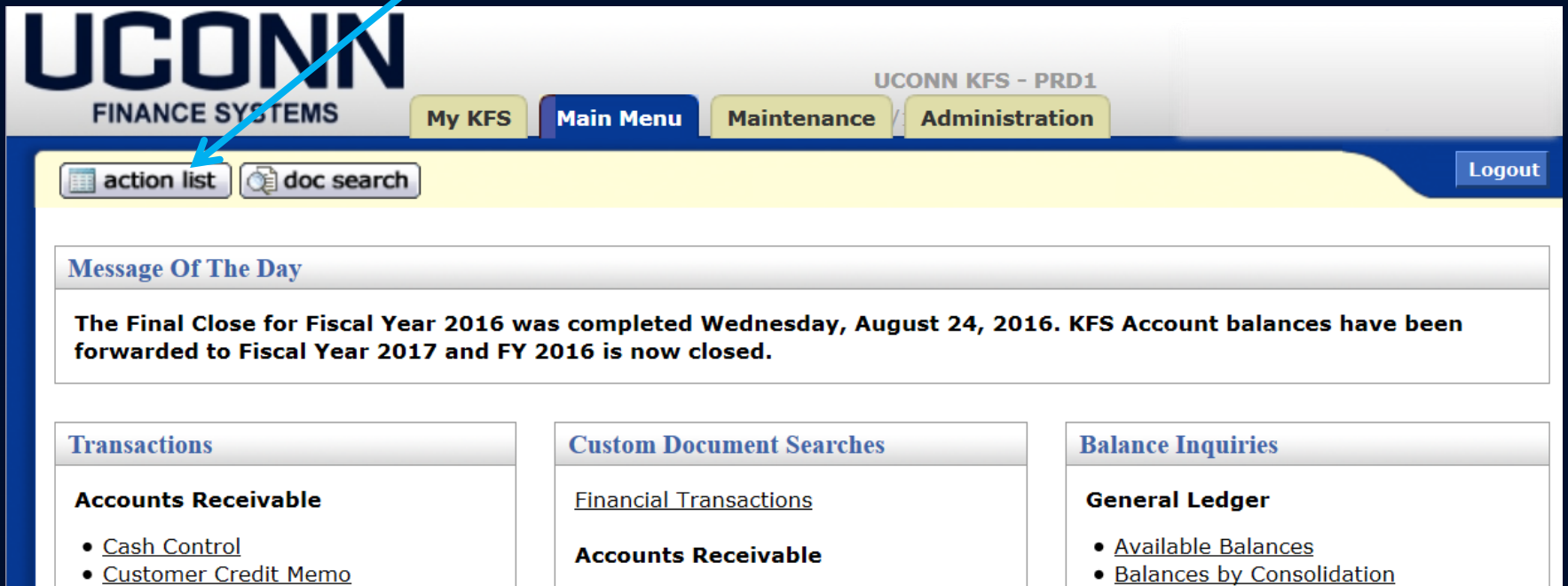
Now click “approve”.

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**



UCONN
FINANCE SYSTEMS

UCONN KFS - PRD1

My KFS Main Menu Maintenance Administration

action list doc search Logout

Message Of The Day

The Final Close for Fiscal Year 2016 was completed Wednesday, August 24, 2016. KFS Account balances have been forwarded to Fiscal Year 2017 and FY 2016 is now closed.

Transactions	Custom Document Searches	Balance Inquiries
Accounts Receivable <ul style="list-style-type: none">Cash ControlCustomer Credit Memo	Financial Transactions Accounts Receivable	General Ledger <ul style="list-style-type: none">Available BalancesBalances by Consolidation

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”

The screenshot shows the 'FINANCE SYSTEMS' interface. At the top, there are navigation tabs for 'My KFS' and 'Main Me'. Below the navigation, there are buttons for 'action list' and 'doc search'. A 'Message Of The Day' section is visible below the buttons. The main content area is titled 'Action List' and shows '7 items retrieved, displaying all items.' Below this is a table with the following columns: Id, Type, Title, Status, Action Requested, and Initiator. The 'Type' column is highlighted in yellow, and a blue arrow points from the 'action list' button to this column.

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