Procurement Card (PCard) Reallocation

University of Connecticut
Procurement Services

Revised September 8, 2016

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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

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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

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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

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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

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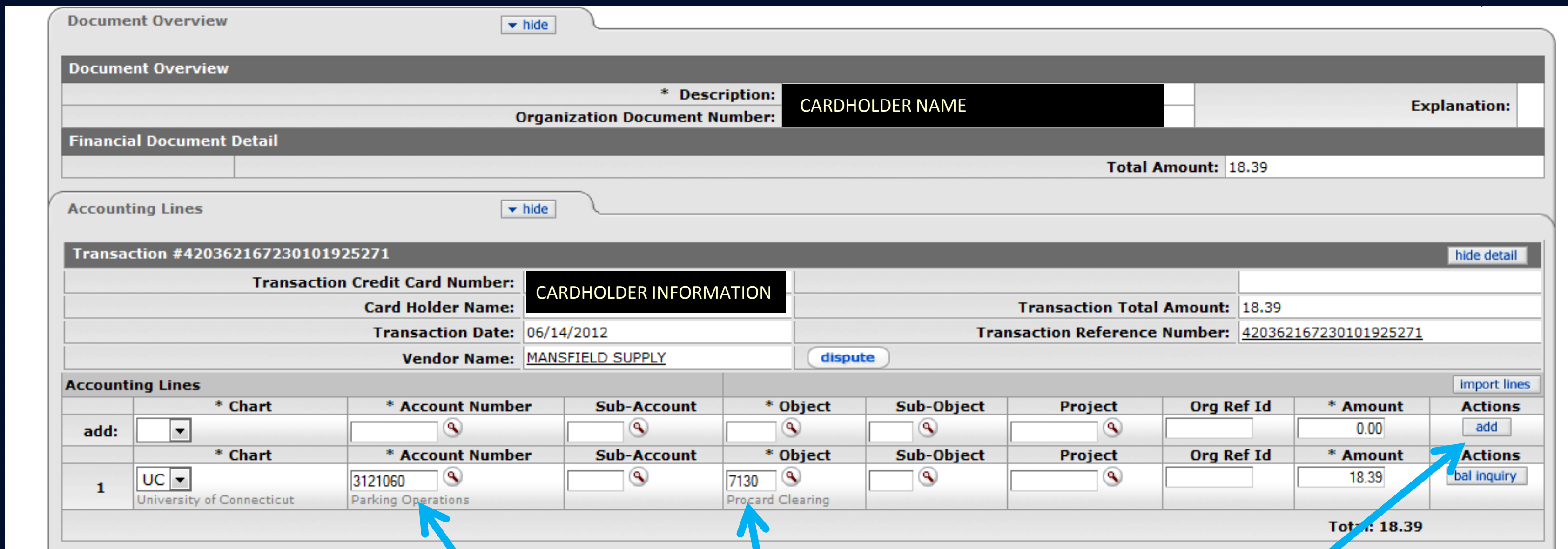
PCard Reallocation *Record Manager View*

For notes and attachments see next slide



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”

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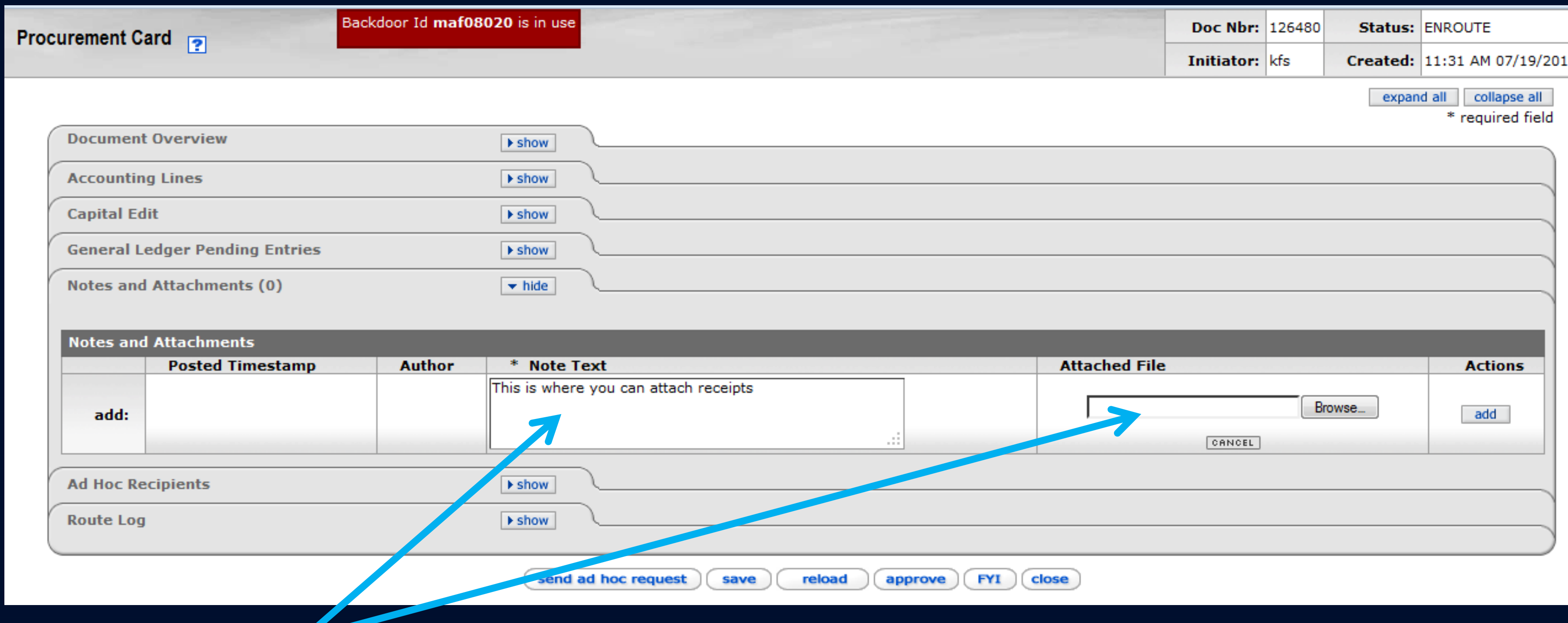
PCard Reallocation



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

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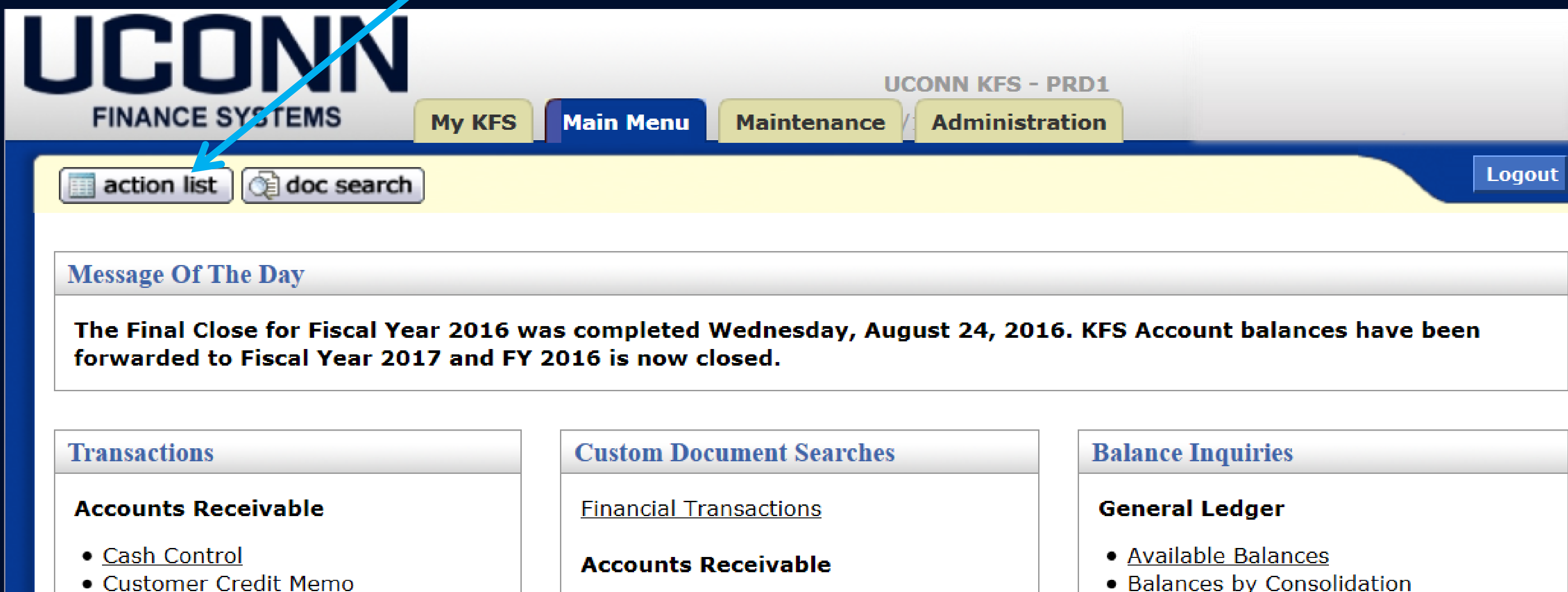
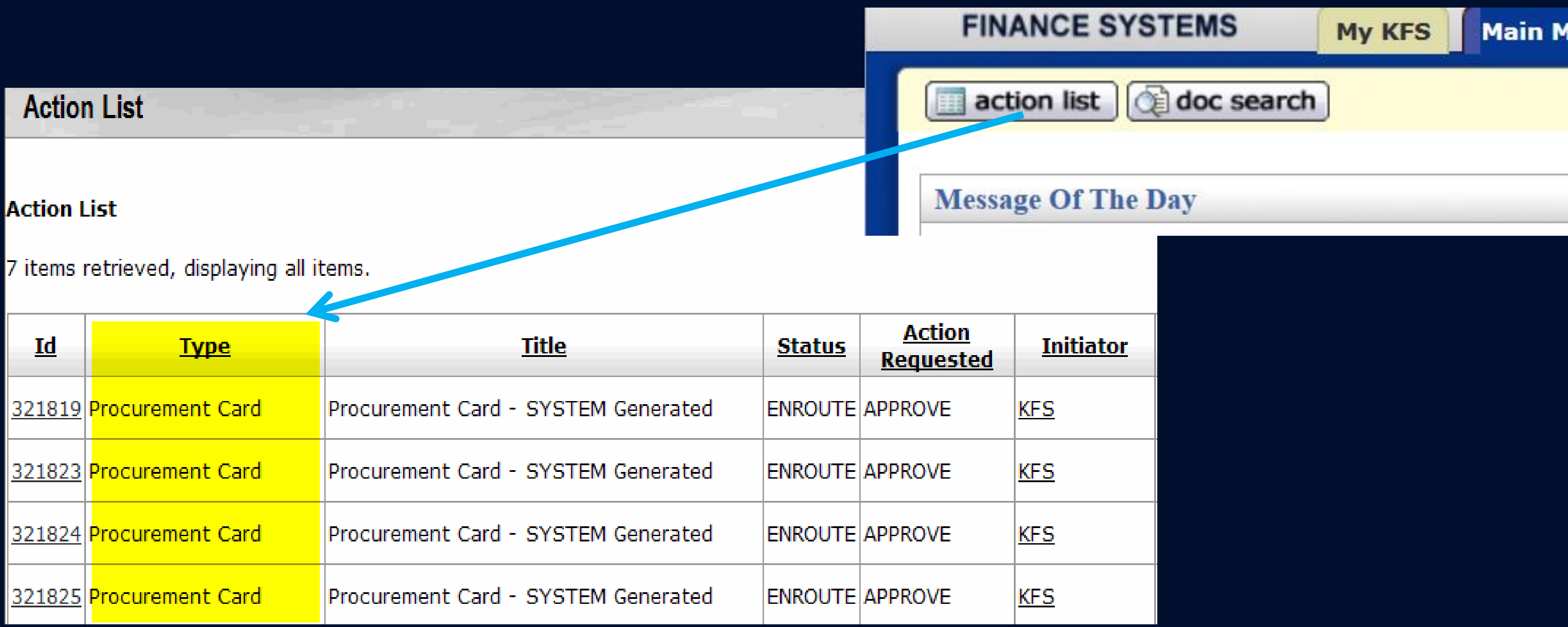
PCard Reallocation

Under the Main Menu, Click on **Action List**



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”



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

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