Training Guide for:

Purchasing Card (PCard) Reallocation

July 2012
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(s) 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

![Image of procurement card dashboard]

**Document Overview**

- **Description:** Cardholder Name
- **Financial Document Detail:** Total Amount: $18.39

**Cardholder Information**

- **Card Holder Name:**
- **Transaction Date:** 06/14/2012
- **Transaction Total Amount:** $18.39
- **Transaction Reference Number:** 12025241672301019225271

**Accounting Lines**

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UC</td>
<td>312050</td>
<td></td>
<td>Parking Operations</td>
<td></td>
<td></td>
<td>18.39</td>
<td></td>
</tr>
</tbody>
</table>

**Capital Edit**

- General Ledger Pending Entries
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

![Buttons for actions: 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

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

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. If the wrong coding was entered by the record manager, the Fiscal Officer can change it here. 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
To approve, Fiscal Officers will access the PCard transactions via the Action List.
Located under the Type column, Fiscal Officers will see Procurement Card.
Click on the Doc ID, make any necessary coding changes then click “Approve”.

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Status</th>
<th>Action Requested</th>
<th>Initiator</th>
</tr>
</thead>
<tbody>
<tr>
<td>321819</td>
<td>Procurement Card</td>
<td>Procurement Card - SYSTEM Generated</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>KFS</td>
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