PURCARD REALLOCATION PROCESS USER GUIDE

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please e-mail purcard@uvm.edu.

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Quick Start Checklist

1. Log into PeopleSoft Financials FSPRD system
2. Find PurCard journal using query: UV_PURCARD_QRY
4. Validate budget checking
5. Submit PurCard journal
6. Print journal report
7. Complete information for travel and business meals
8. Attach receipts to report
9. Route for signature
10. Mail to Disbursement Center

Background

Expense allocation of purchasing card transactions is done via the PeopleSoft PurCard Reallocation process. Reallocating allows the movement of purchases from the default chartstring, which is assigned to a purchasing card, to another authorized chartstring. Training is required to obtain a PurCard.

Each new cardholder is automatically given security access to the reallocation related pages in PeopleSoft. Others who require reallocation access should have their business manager log a Footprint with the request, including:

- the name and netID of the individual who will reallocate (the proxy)
- the cardholder’s name and netID
- the last six digits of the credit card number

The purchasing card cycle ends on the 25th of the month (or the next business day). Journals for that cycle will be dated on the second day of the new month. PurCard journals must be completed in the month in which they are created. PurCard journals will not roll forward to a new accounting period.

NOTE: Units served by the Administrative Business Services Center (ABSC) include, but are not limited to, the Division of Finance, departments under the President’s Office, the Provost Office, the VP for Legal Affairs and General Counsel, the VP for Research, and the VP for Enrollment Management. A complete list can be found here. These areas should contact the ABSC for PurCard reallocations.
How PurCard Journals Are Created

After the end of each cycle, journals are created using the default purchasing card chartstring. Using journals allows for budget checking and chartfield combination editing, to most accurately charge actual expenses to the appropriate budgets. PurCard journals are loaded directly into the General Ledger in PeopleSoft Financials. There is one journal (containing a line for each PurCard transaction) per card, per billing cycle. Cardholders who have more than one card may have more than one journal to reallocate in each cycle.

PurCard Journal IDs and Dates

Each journal has a unique journal ID. For this process:

1. All journal IDs begin with the letter P followed by the last six digits of the employee ID of the cardholder.
2. Because some people have more than one card, the journal ID also contains a dash followed by a two-digit number to distinguish one card from the next. The number is in a range from 51 – 99. An employee who has used two different cards during one cycle will have journals with the ID of Pxxxxxx-51 and Pxxxxxx-52.

Each journal also has a date. The date is the second of the new month following the PurCard cycle end date.

Find PurCard Journals

A PeopleSoft query is available to find Purcard journals by employee name, employee ID, journal ID, date, or by specific chartfield values. The query name is UV_PURCARD_QRY. If you are responsible for reallocating multiple journals for a department, this query may be useful.

The query provides the details of each journal, notes from the journal header, the billing cycle date, the name of the PurCard holder, etc. The results of this query will help identify journals that need review and reallocation. Write down the journal IDs for that purpose.

Instructions to Find PurCard Journals by Department

1. Log into the PeopleSoft Financials system.
2. Navigate to Reporting Tools > Query > Query Viewer. If you are unable to access query viewer in PeopleSoft Financials, please log a Footprint.
3. In the search criteria box, enter UV_PURCARD_QRY and click Search. The query will appear in the Search Results section.
4. Running the query to HTML will display the results in a new browser tab. This may be sufficient if you are simply retrieving and writing down a few journal IDs. If needed, the query results can also be downloaded to an Excel Spreadsheet or CSV Text File. To display the results in a new browser tab, click the HTML link in the Run to HTML column. Or, run it directly to Excel by clicking the Excel link in the Run to Excel column.

5. This query requires that the user supply search criteria at runtime. The required criteria fields will appear in a new browser tab.

   a. **From Date and Through Date** values must be entered.
   
   b. To use the other fields, enter as much detail as is known for the value and end with a % sign.
   
   c. If not searching by a specific value, leave the values blank.
   
   d. When as many search criteria as necessary are entered, click the View Results button.

6. The results show the details of each journal, along with notes from the journal header, the billing cycle date, the name of the PurCard holder, etc. The results of this query will help identify journals which need review and reallocation. Write down the journal IDs for that purpose.
Find the Journals by Cardholder’s Last Name


   NOTE: If this link does not display in the menu, the employee’s business manager must log a Footprint requesting the role CC_APPROVER. Indicate that the access request is for PurCard Journal reallocation.

2. Click on the Find an Existing Value tab. Business Unit should read UVM01 by default, if not change it to this value.

3. Search by cardholder last name, or enter P and the last 6 digits of the employee ID of the cardholder whose transactions are to be reallocated (use the results of the query above) in the Journal ID field. To view all the journals for a cardholder, search without the -5x extension.
4. Click **Search**. A list of all of the journals produced for this employee ID will display. For each PurCard statement date for which this employee has transactions, there may be multiple journals due to multiple cards. Cardholder last name and full name will display in the **Search Results**.

5. Click on the journal statement to be processed.

**NOTE:** The last four digits of the purchasing card number are in the description.

### Reallocate a PurCard Journal

**Background:** Once the journals are created, proxies (those authorized to reallocate transactions for PurCard holders) and PurCard holders without proxies will log into PeopleSoft, find their journals, and reallocate the transactions to the appropriate chart strings. Budget checking will charge the expenses to the budget when complete – even if the journal is not yet posted.

### Instructions to Reallocate PurCard Expenses

1. The Journal Header will be displayed, providing the following information:
- Journal ID
- Journal Date
- Long Description: PurCard, cycle date, last four digits of PurCard number
- Fiscal year
- Period – month

**NOTE:** Nothing needs to be changed on the header tab of the journal.

2. Click on the **Lines** Tab to display the following:
   a) The Reference Field (on the far right) contains the PurCard transaction post date.
   b) The Journal Line Description contains the Merchant name.
   c) The Base Amount field contains the transaction amount.

3. Change the chartfield values on the transaction lines to the correct chart string for each transaction.
• **Use the list of accounts to select the correct account.** The magnifying glass icon is used to look up values. The correct account value always starts with a 6.
  
  **Tip:** use the “contains” function in the Description field to display more choices.

![Look Up Value](image)

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Type</th>
<th>Control Flag</th>
<th>Book Code</th>
<th>Balance Sheet Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>60061 Agriculture Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>64261 Animal Cagewasher Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>64263 Animal Care Sanitain Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>64251 Animal Husbandry Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>64256 Animal Import/Export Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>60031 Animal Lab Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>04254 Animal Persl Protct Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>04255 Animal Surgery/Xray Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>00041 Art Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>50045 Athletic Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>50021 Auxiliary Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>54310 Box Office Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>52125 Cleaning Supplies</td>
<td>E</td>
<td>N</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
</tbody>
</table>

• Some transactions have a default account value of 64098 – Conversion Only – PurCard Purchases. This is not a valid account for use in journals, so a new value must be supplied for this field, even if all the other chartfield values are correct. An account of 64098 will fail budget checking.

• Each transaction made with a purchasing card has an MCC code assigned to it, derived from the merchant. A program was written to match the MCC code to the PeopleSoft account numbers where possible. When journals are created, the program is run and the accounts are changed from 64098 to the correct account. For example, the program will change the account to 60501 Airfare Domestic when it encounters an airline MCC code. This reduces the amount of required reallocation.
**TIP:** The Speed Type feature can be used if Speed Types have been created for designated chart strings. A Speed Type is a shortcut which can be created and named, containing a chart string. The Speed Type is then used in a journal, to fill in the chartfield values, and save typing.

4. Lines may be added using the plus button, to split an amount between chart strings. **DO NOT MAKE CHANGES THAT RESULT IN A CHANGE OF TOTAL DOLLAR AMOUNT OF THE JOURNAL.**

5. All lines are displayed, regardless of the total number of lines.

6. The line that has the description *Accts Payable-PurCard* is shaded and cannot be changed. This line balances the journal (the journal nets to $0), and is the PurCard chart string for the Disbursement Center.

7. **Use of the Analysis Type on the Journal Line.** The analysis type on the journal line is used in grants billing processes and in project reporting. It is important that this field be filled in accurately. If there is a project in the chart string (the business unit will be GCA01 or PC001) and the account is an expense account (starting with a 6), use the analysis type GLE.

8. When the reallocation is complete, budget check the journal by pressing the **Edit and Budget Check button.** This process may take a few minutes, depending on the size of the journal. A warning message may be displayed. Click **OK** on this message to proceed.

If a journal is longer than 20 lines, PeopleSoft will bring you to the process monitor, where you will see the process is running. Press the refresh button until the process is completed with Success.
9. If the journal contains lines with more than one fund (for example, fund 300 for grants and fund 100 for the offsetting entry for Accts Payable – PurCard), two extra lines will be added to the journal at this time. They will both have the description **Due To Due From – Fund** and will offset each other. This is OK. PeopleSoft is doing some internal accounting work to keep the financial statements balanced. These lines can be safely ignored, but never edited.

10. Both the Journal Status and Budget Status must change to **V** for Valid for the journal to process. Journal is not submitted.

```
<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>
```

11. Press the **Submit** button. The final result is that the journal is approved to post.

```
<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>V</td>
<td>Approved to Post</td>
</tr>
</tbody>
</table>
```

**Budget Checking Errors**

- Questions about budget checking errors that appear in journal processing can be addressed by the appropriate department or dean’s office business manager. If the error is on a sponsored project, consult with appropriate Sponsored Project Administration analyst.

- Journal Status **E**; Budget Status **N**: Journal has errors; budget not checked. Seen most often when journals are first created, and no reallocation or budget checking has happened.

  *To correct this error*, reallocate journal, press the Edit & Budget Check button.

```
<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>N</td>
<td>None</td>
</tr>
</tbody>
</table>
```

- **Journal Status E**; Budget Status **V**: Journal has errors; budget is checked. Seen when journals are reallocated, but has other errors, such as amounts out of balance.

  *To correct this error*, confirm dollar amounts (particularly when splitting transactions), press the Edit & Budget Check button.
NOTE: If there is an E (error) in the Journal Status field, click on the Errors tab for additional information. Follow the directions in the Journal Entries User Guide.

<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>V</td>
<td>None</td>
</tr>
</tbody>
</table>

- **Journal Status V; Budget Status E**: Journal has been reallocated; there is an error in budget checking.

  To correct this error, click the E for additional information. Follow directions in the Journal Entries User Guide.

<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>E</td>
<td>None</td>
</tr>
</tbody>
</table>

NOTE: A second screen will open, showing the error messages.

**Budget checking errors with sponsored projects**: Check to see why you are getting the error and contact your SPA Financial Analyst.

<table>
<thead>
<tr>
<th>Budget Definition</th>
<th>Type of Error</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP CHILD2</td>
<td>Budget Date Out of Bounds</td>
<td>When a transaction is being posted to a project after 30 days from end date.</td>
</tr>
<tr>
<td>SP CHILD2</td>
<td>No Budget Exists</td>
<td>When a budget category doesn’t exist for a project and an expense is being posted to that category or an incorrect combination of chartfield values is being used.</td>
</tr>
<tr>
<td>SP CHILD2</td>
<td>Budget is Closed</td>
<td>When the budget category line has been closed in the budget attributes page. This is done when the sponsor restricts certain expenses.</td>
</tr>
</tbody>
</table>
Printing and Documentation

1. Once the journal status and budget status have changed to V, print out the PurCard Reallocation Report by pressing the Print button.

   It is important to use the PurCard Reallocation Report and not a regular printout of a journal report, as the PurCard Reallocation Report is designed to meet the requirements of PurCard journal documentation. The chartstring and charge information appear on one line, instead of wrapping to two lines. The Transaction Posted date column is appropriately labeled. There are also sections capturing travel and expense information, and signatures, as described in steps 3 and 4 below.

2. A new browser tab will open, displaying the printable report. If the tab does not open, there may be a message indicating that pop-ups are blocked. Change the browser set-up to allow pop-up windows for uvm.edu. The screenshot below is from Mozilla Firefox.

<table>
<thead>
<tr>
<th>SP CHILD2</th>
<th>Exceeds Budget Tolerance</th>
<th>When the budget category line has been set to control in the budget attributes page. This is done when the sponsor restricts certain expenses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP PARENT</td>
<td>Exceeds Budget Tolerance</td>
<td>When the combination of expenses and encumbrances exceed the total budget of the award. This looks at the total budget and expenses of cost share and sponsored categories.</td>
</tr>
<tr>
<td>SP PARENT</td>
<td>Budget is Closed</td>
<td>When an expense is hitting the project after the project has been final reported on and closed.</td>
</tr>
<tr>
<td>SP PARENT</td>
<td>No Budget Exists</td>
<td>This could happen with new year projects, you will get this error even if the project is actually available in SP PARENT. A budget line needs to be finalized in the projects budget page before the project becomes “available” for expenses.</td>
</tr>
</tbody>
</table>
3. After the transaction details, there is a section to capture information, which is required to fulfill IRS rules for travel and business meals. Attach a second sheet to the report to add more information as necessary.

<table>
<thead>
<tr>
<th>AIRFARE, HOTELS, TRAVEL MEALS, VEHICLE RENTAL</th>
<th>BUSINESS MEALS, HOSPITALITY ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Traveler:</td>
<td>Names of Attendees:</td>
</tr>
<tr>
<td>Destination:</td>
<td>Location:</td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Business Purpose:</td>
</tr>
</tbody>
</table>

4. The final section of the report displays attestation language, identical to the attestation statement on an expense report. **Signatures are required by each PurCard holder and supervisor, providing certification of the language as stated on the report.**

I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method.

Cardholder Signature: ____________________ Date: ____________________

Supervisor Signature: ____________________ Date: ____________________

5. Attach receipts. Route for approval signature, and send to:

**Disbursement Center**

**19 Roosevelt Highway, Suite 120**

**Colchester, VT 05446**

When the Disbursement Center staff receives the PurCard Reallocation reports with receipts attached, they will review the corresponding journals in PeopleSoft to ensure that:

- each has passed budget checking;
- dollar totals match;
- no lines have been deleted;
Find Incomplete PurCard Journals

**Background:** This query will assist in verifying that all of the purchasing card journals for a cycle have been reallocated and submitted. This query displays all journals that are not posted. The journals may need to be reallocated, budget checked, and/or submitted.

1. Log in to PeopleSoft through the Financials Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal).
2. Navigate to: Main Menu > Reporting Tools > Query > Query Viewer
3. Enter **UV_PURCARD_JRNLS_NOTFINISHD** into the search box.

4. Click Search.
5. The Query will appear. **NOTE:** To save this query in a list of frequently used (favorite) queries, click on the Favorite Link.

6. Click on the HTML link to run the query to the screen. The Excel link may also be selected to obtain results in an Excel Spreadsheet.

7. The criteria screen will appear.

8. Enter the search criteria and click View Results.
9. The list of incomplete Purcard Journals matching the criteria will appear.

   NOTE: Use this information to assist in cleaning up PurCard Journals for the month.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Date</th>
<th>Journal ID</th>
<th>Unit</th>
<th>Name</th>
<th>Year</th>
<th>Period</th>
<th>Ledger Grp</th>
<th>Jrnl Source Descr</th>
<th>Journal Status</th>
<th>Header Descr</th>
<th>Employee Status</th>
<th>Dept. Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/01/2011</td>
<td>P11</td>
<td>UVM01</td>
<td>Sat</td>
<td>2012</td>
<td>6</td>
<td>ACTUALS</td>
<td>PurCard Journals-Transition</td>
<td>V</td>
<td>PURC121 06L...</td>
<td>A</td>
<td>COM Microbi &amp; Molec Genetics</td>
</tr>
<tr>
<td>2</td>
<td>12/01/2011</td>
<td>P11</td>
<td>UVM01</td>
<td>Sat</td>
<td>2012</td>
<td>6</td>
<td>ACTUALS</td>
<td>PurCard Journals-Transition</td>
<td>V</td>
<td>PURC121 06L...</td>
<td>A</td>
<td>Computer Science</td>
</tr>
<tr>
<td>3</td>
<td>12/01/2011</td>
<td>P11</td>
<td>UVM01</td>
<td>Sat</td>
<td>2012</td>
<td>6</td>
<td>ACTUALS</td>
<td>PurCard Journals-Transition</td>
<td>V</td>
<td>PURC121 06L...</td>
<td>A</td>
<td>Ctr Clinical &amp; Translat Sci</td>
</tr>
<tr>
<td>4</td>
<td>12/01/2011</td>
<td>P12</td>
<td>UVM01</td>
<td>Sat</td>
<td>2012</td>
<td>6</td>
<td>ACTUALS</td>
<td>PurCard Journals-Transition</td>
<td>N</td>
<td>PURC123 516...</td>
<td>A</td>
<td>Obstetrics Gynecology&amp;Reprod</td>
</tr>
</tbody>
</table>

Policy Reminders

Travel

The University Travel Policy provide guidance and outlines internal controls for travel, regardless of the payment mechanism, based on the IRS Accountable Plan Rules. Many individuals may only associate the travel policy with submitting travel expense reports, however all methods of payment for travel expenses MUST follow this policy, including UVM PurCard.

NOTE: Be sure to share this information with department members before their next travel date or use their PurCard for any new purchases. These requirements and deadlines are in effect and will be the cardholders’ responsibility to follow. All itemized receipts are required as supporting documentation for all purchases made, except for travel meals. Please review the Travel Policy for additional guidelines on dollar thresholds, receipt requirements, etc. The Disbursement Center’s audit process must be in compliance with the IRS Accountable Plan Rules. These include a clear business purpose, destination, and dates of travel.

Lost Receipts

If a receipt is lost, misplaced, or damaged beyond legibility, the cardholder is responsible for contacting the vendor and requesting a copy of the receipt. If the cardholder does not present an acceptable receipt with their PurCard journal, the following action(s) will apply:

- Personal reimbursement from the employee to UVM will be required within 15 days. If multiple occurrences take place or if reimbursement is not met within the deadline:
  - Employee supervisor will be notified;
  - Transactions will be coded as misuse or policy violation;
• Payroll deduction for outstanding reimbursement;
• MCC code turned off for specific purchases; and/or
• Card terminated.

**Sponsored Project Expenses**

If transaction is reallocated to sponsored project (GCA01), the cardholder must be able to demonstrate in the documentation that the transaction is:

- Allowable, allocable, and reasonable
- Direct tie to the scope of work

**Deadlines**

- Day 2 - PurCard Journals ready to campus (journals dated the 2ND of each month)
- Day 15 - 17 - PurCard Reallocation due in PeopleSoft
- Day 30 - PurCard Journal Hardcopies/receipts due in Disbursement Center

For questions, email purcard@uvm.edu

**Frequently Asked Questions**

**How do I reallocate charges that have occurred in the past?**

In PeopleSoft, a journal entry will need to be created and submitted to correct purchasing card charges which have already been posted. For more information, see the Journal Entries User Guide. If the charge is on a project, a late cost transfer memo may need to be submitted. The following web site contains information regarding cost transfer memos:

http://www.uvm.edu/spa/?Page=costtransfersponsoredagreements.html

**What is the account number and how do I find the correct one?**

The account number represents the expense type (in the case of expenditures) or the revenue type (in the case of revenue). There are two main ways to find the correct account number—within PeopleSoft or through a source external to PeopleSoft. An example of an external source would be the Chartfield Values page.

To find an account number within PeopleSoft, follow these general instructions:

1. Where an account number is necessary, there will be a search icon beside the account field. Click the search icon to bring up a search page.
2. Narrow the search by typing the appropriate number in the **Account begins with** field. All purchasing card transactions will begin with 6.

3. In the upper header row of the Search Results table, click **View All** to see every account. If there are more than 300 results, only the first 300 will be displayed.

4. Narrow the search again by using the Description field. Use the drop down menu to select **contains**. Enter a phrase or word to begin the search.

5. In the lower header row click on the word **Description** to sort the results alphabetically. Choose an appropriate account from the list by clicking on the hyperlinked account number.

6. If still uncertain which account to use, departmental administrative support, Dean’s office business manager, or the Financial Reporting and Accounting Services department can provide assistance.

### Resources

Here are links to related resources, classes, and policies:

Questions about the purchasing card transactions that appear in the journals can be directed to the Disbursement Center. Email: purcard@uvm.edu

- **Chart of Accounts Chartfield Values User Guide**
- Security problems? Submit a [Footprints ticket](#)
- **Journal Entries User Guide**
- **Speed type manual**, page 31
- **UVM Purchasing Card website**
- **University Financial Services**
- **UFS Roadshow Topics (PDF)**
- **Professional Development & Training Classes**

### Relevant UVM Department

- **Disbursement Center**

### Related Policies

- **Procurement or Lease of Goods and Services**
- **Travel Policy**
- Business Meals, Hospitality and Amenity
- All University Policies and Operating Procedures

Suggestions? Updates? E-mail purcard@uvm.edu