



# PURCARD REALLOCATION PROCESS

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### Quick Start Checklist

1. Log into [PeopleSoft Financials](#)
2. Find PurCard journal using query: **UV\_PURCARD\_QRY**
3. Reallocate transactions
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

### Overview

**NOTE:** [Units served by the Administrative Business Services Center \(ABSC\)](#) should [email the ABSC](#) for PurCard reallocations. These units include, but are not limited to, the Division of Finance; the Division of Human Resources, Diversity & Multiculturalism; the Division of Enrollment Management; the Graduate College; and departments under the President's Office, the Provost's Office, the VP for Legal Affairs and General Counsel, the VP for Research, and the VP for University Relations & Administration.

The PeopleSoft PurCard Reallocation process reallocates purchasing card expense transactions from the default chartstring (which is assigned to a purchasing card), to another authorized chartstring.

Each new purchasing cardholder automatically receives security access to the reallocation-related pages in PeopleSoft. Others who require reallocation access should have their business manager or supervisor 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

### PurCard Cycle

The purchasing card cycle ends on the 25<sup>th</sup> of the month (or the next business day). Journals for that cycle will be dated on the second day of the following 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.

### 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:

- All journal IDs begin with the letter **P** followed by the last six digits of the employee ID of the cardholder.
- 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 2<sup>nd</sup> of the new month following the PurCard cycle end date.

### Reallocation Process

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.

### Find PurCard Journals

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

The UV\_PURCARD\_QRY 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




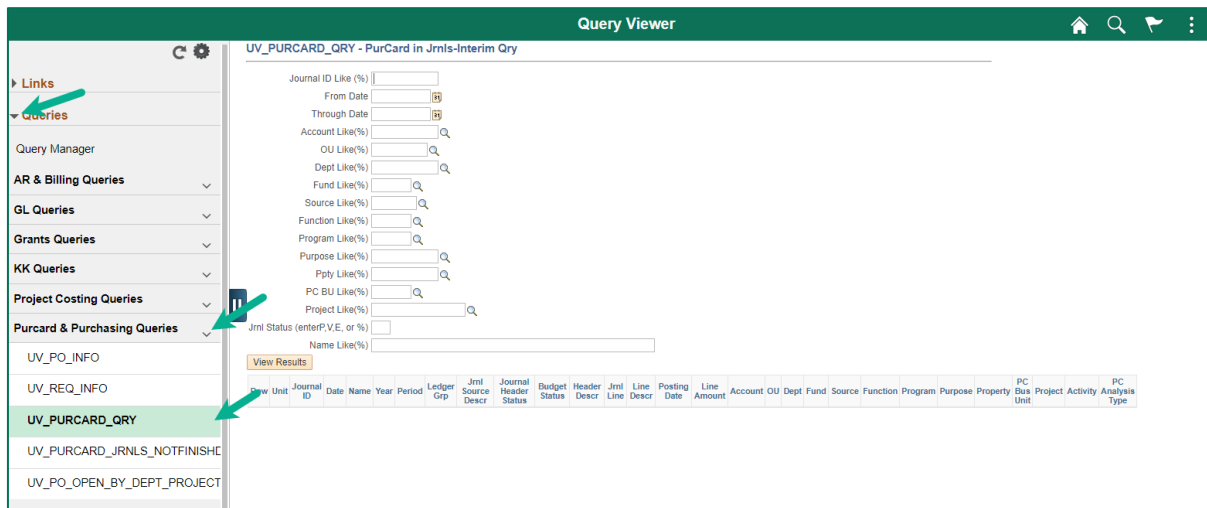
will help identify journals that need review and reallocation. Write down the journal IDs for that purpose.

## Find PurCard Journals by Department

1. Log into [PeopleSoft Financials](#).
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon to expand the **Queries** menu and the **PurCard & Purchasing Queries** menu to view frequently used PurCard and Purchasing related queries. Then select **UV\_PURCARD\_QRY**.
4. If you are unable to access this query in PeopleSoft Financials, please log a [Footprint](#).



5. This query requires that the user supply certain search criteria at runtime. The search 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 finished entering search criteria, click **View Results**.



- 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.

Query Viewer

UV\_PURCARD\_QRY - PurCard in Jrnl-Interim Qry

Journal ID Like (%) %  
 From Date 08/01/2020  
 Through Date 09/01/2020  
 Account Like (%) %  
 OU Like (%) %  
 Dept Like (%) %  
 Fund Like (%) %  
 Source Like (%) %  
 Function Like (%) %  
 Program Like (%) %  
 Purpose Like (%) %  
 Ppty Like (%) %  
 PC BU Like (%) %  
 Project Like (%) %  
 Jrnl Status (enter P,V,E, or %) %  
 Name Like (%) %FITZGER%

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (51 kb)

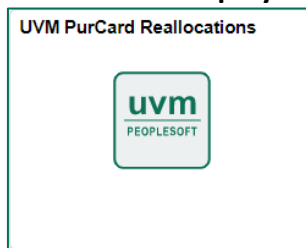
View All

Row	Unit	Journal ID	Date	Name	Year	Period	Ledger Grp	Jrnl Source	Journal Header	Budget Status	Header Descr	Jrnl Line	Line Descr	Posting Date	Line Amount	Account	OU	Dept	Fund	Source	Function	Program	Purpose	Property	PC Bus Unit	Project	Activity	PC Analysis Type
1	UVM01	P028138-51	08/02/2020	Fitzgerald,Erin Mary	2021	2	ACTUALS	PurCard Journals-Transition	P	V	USBank PURCARD 08/02/2020 1758	1		07/03/2020		63122	01	30500	100	100001	601	0000	0000	0117				
2	UVM01	P028138-51	08/02/2020	Fitzgerald,Erin Mary	2021	2	ACTUALS	PurCard Journals-Transition	P	V	USBank PURCARD 08/02/2020 1758	20					19100		150									
3	UVM01	P028138-51	08/02/2020	Fitzgerald,Erin Mary	2021	2	ACTUALS	PurCard Journals-Transition	P	V	USBank PURCARD 08/02/2020 1758	3		07/03/2020		63122	01	11508	100	100001	601	0229	0000	0000				

First 1-71 of 71 Last

## Find PurCard Journals by Cardholder’s Last Name

- Log into [PeopleSoft Financials](#).
- On the **UVM Employee Homepage** click on the **UVM PurCard Reallocations** tile.



**NOTE:** If this tile does not display in the menu, the employee’s supervisor or business manager must [submit a request](#) to assign the **CC\_APPROVER** role for PurCard Journal reallocation.

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



5. 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**.

UVM PurCard Reallocations

**Search Criteria**

Business Unit: UVM01

Journal Date: 09/02/2020

Journal ID: begins with P

Journal Header Status: (empty)

Budget Checking Header Status: (empty)

Last Name: begins with FITZGERALD

**Search** Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal Date	Journal ID	UnPost Sequence	Journal Header Status	Budget Checking Header Status	Last Name	Ledger Group	Currency Code	Journal Total Lines	Journal Total Debits	Name	Description
UVM01	09/02/2020	P028138-51	0	Errors	Not Chk'd	FITZGERALD	ACTUALS	USD	11	63883.12	Fitzgerald, Erin Mary	USBank PURCARD 09/02/2020 1758
UVM01	09/02/2020	P028138-52	0	Errors	Not Chk'd	FITZGERALD	ACTUALS	USD	5	5303.13	Fitzgerald, Erin Mary	USBank PURCARD 09/02/2020 1766

Find an Existing Value | Add a New Value

## Reallocate a PurCard Journal

### Instructions to Reallocate PurCard Expenses

1. After finding PurCard journals by department or cardholder last name, click on the journal statement to be processed.
2. 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.

3. Click the **Lines** tab to display the following:
  - a) The **Reference** field (fourth column from the far right) contains the PurCard transaction post date.
  - b) The **Journal Line Description** field contains the merchant name.
  - c) The **Base Amount** field contains the transaction amount.




The screenshot shows the 'UVM PurCard Reallocations' window. The 'Lines' tab is active. The table below shows three transaction lines:

Select	Line	Error	Accounting Tag	Account	Base Amount	Reference	Journal Line Description	Oper Unit	Dept	Fund
<input type="checkbox"/>	1	X	<input type="text"/>	64098	1,444.00	07/31/2020	VERMONT DMV SERVICES	01	11290	100
<input type="checkbox"/>	2	X	<input type="text"/>	64098	402.00	07/31/2020	VERMONT DMV SERVICES	01	11290	100
<input type="checkbox"/>	3	X	<input type="text"/>	64098	52.00	07/31/2020	VERMONT DMV SERVICES	01	11290	100

**Tip:** You can rearrange the columns by clicking the **Grid Action Menu**  icon and then selecting **Personalize**. Click to highlight the columns that you want to move and then click the up or down arrows as necessary.

The 'Grid Customization' dialog box is shown. It has a 'Lines' section and a 'Personalize Column and Sort Order' section. The 'Column Order' list on the left includes 'Base Amount', 'Reference', and 'Journal Line Description', which are highlighted. A green arrow points to the 'Move' icon (two arrows) next to the 'Column Order' list. The 'Sort Order' list is empty. There are 'OK', 'Cancel', and 'Preview' buttons at the bottom.

4. Change the chartfield values on the transaction lines to the correct chartstring for each transaction.

- Click the **Look-up**  icon to select the correct account from the list of accounts. The correct account value always starts with 6.



- **Tip:** search using “contains” in the Description field to display more choices.

Look Up Account

SetID: SHARE

Account: begins with 6

Description: contains Supplies

Account Type: begins with

Buttons: Search, Clear, Cancel, Basic Lookup

Search Results

Account	Description	Account Type	Control Flag
60061	Agriculture Supplies	E	N
64281	Animal Cagewasher Supplies	E	N
64283	Animal Care Sanitatin Supplies	E	N
64251	Animal Husbandry Supplies	E	N
64256	Animal Import/Export Supplies	E	N
60031	Animal Lab Supplies	E	N
64254	Animal Persnl Protectv Supplies	E	N
64255	Animal Surgery/Xray Supplies	E	N

- 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 is assigned an MCC code 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 Accounting Tag feature can be used if Accounting Tags have been created for designated chartstrings. An Accounting Tag is a shortcut for a chartstring that can be created and named. The Accounting Tag then can be used in a journal, to fill in the chartfield values and save typing. Refer to the [Accounting Tag User Guide \(PDF\)](#) for instructions on how to create and manage Accounting Tags.

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





Lines to add  + -

- All lines are displayed, regardless of the total number of lines.
- 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 chartstring for the Disbursement Center.
- 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 chartstring (the business unit will be GCA01 or PC001) and the account is an expense account (starting with a 6), use the analysis type **GLE**.
- Attach required documents (such as receipts, scanned conference agenda, signed copy of the journal, and additional supporting documentation) to the Purchasing Card journal by clicking the **Attachments** hyperlink on the Header tab.

UVM Employee | UVM PurCard Reallocations

Header | Lines | Errors

Unit UVM01 | Journal ID P028138-51 | Date 09/02/2020

Long Description USBANK PURCARD 09/02/2020 1758  
224 characters remaining

\*Ledger Group ACTUALS

Fiscal Year 2021  
Period 3  
 Autobalance on 0 Amount Line

Attachments (0)

Name Fitzgerald, Erin Mary | Holly LeBlanc

Entered On 08/28/2020 6:48:17AM  
Last Updated On 10/16/2020 1:20:11PM

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

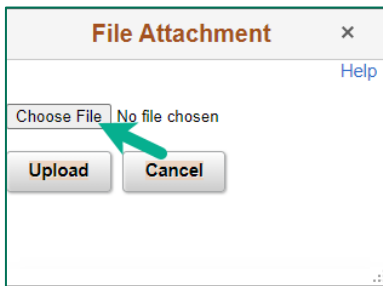
Header | Lines | Errors



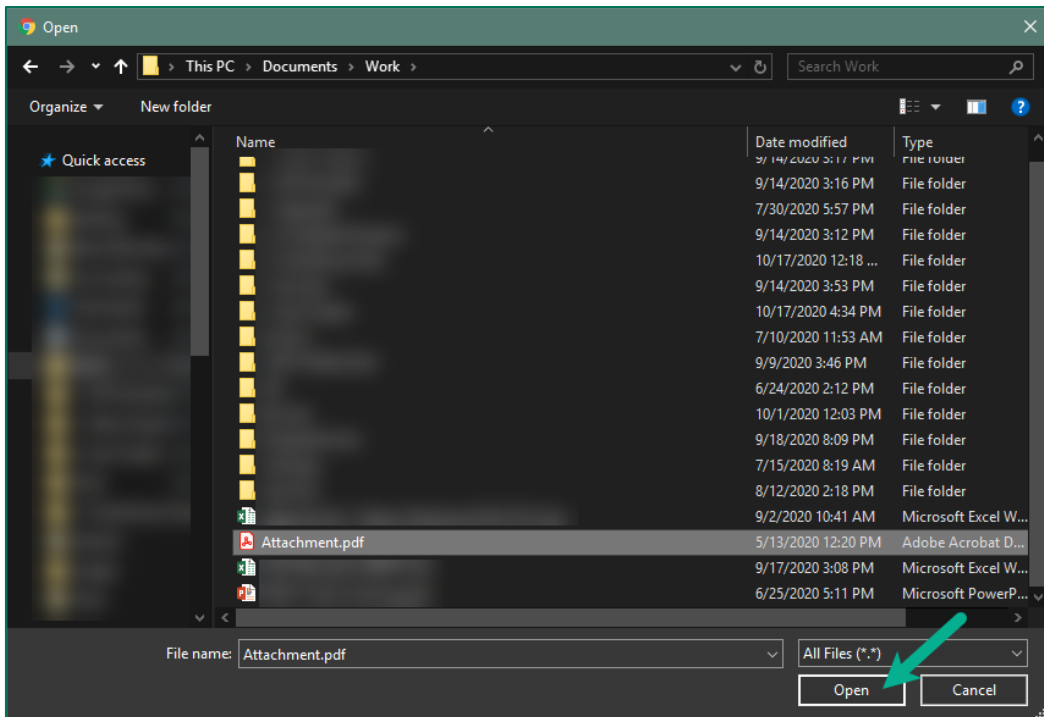
## 10. Click **Add Attachment**.



## 11. Click the **Choose File** button to search for a file.

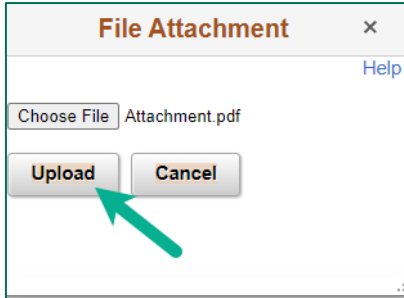


## 12. Locate the desired file. Click **Open**.





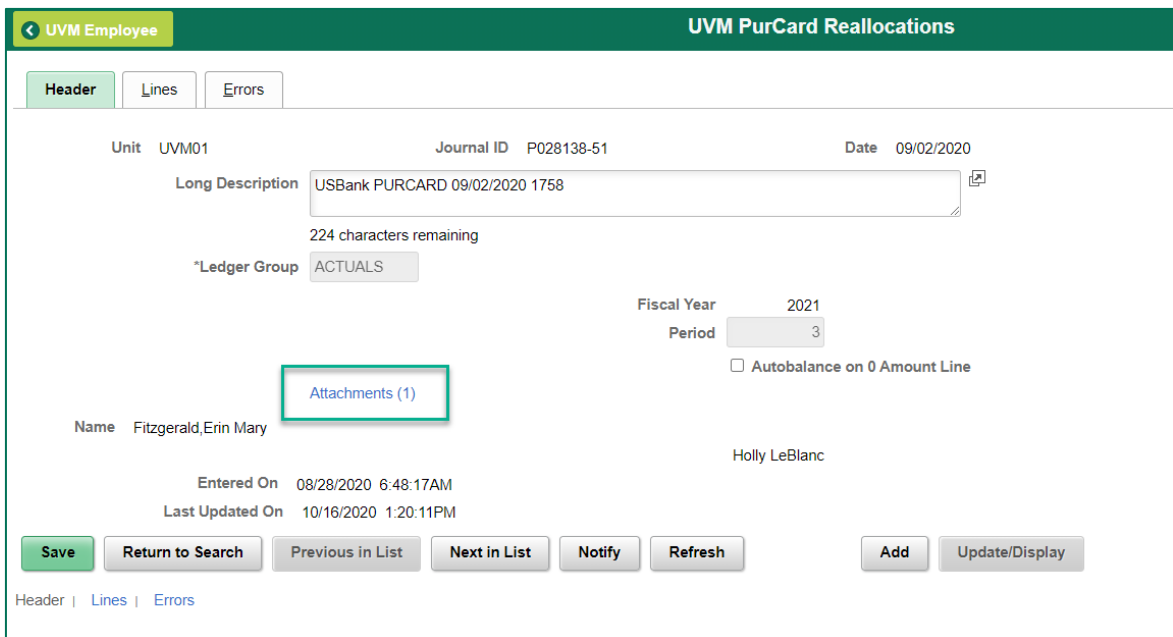
13. After the file has been selected, click the **Upload** button.



14. Add a **Description** of the attachment if desired. Then click **OK**.

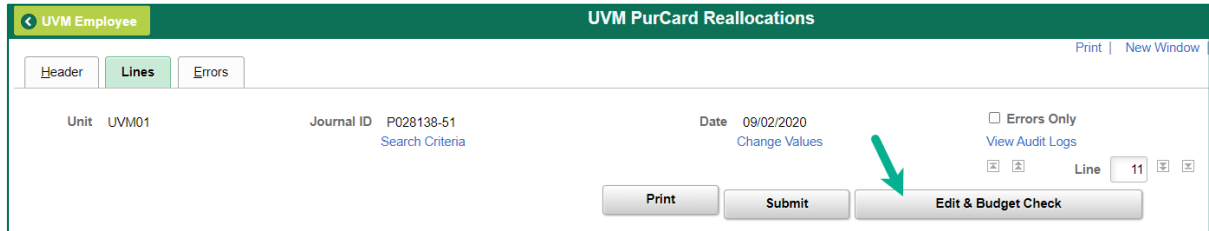


15. On the PurCard journal, notice the counter on the Attachments hyperlink has changed to **(1)**. The document has successfully been attached to the Purchasing Card journal.



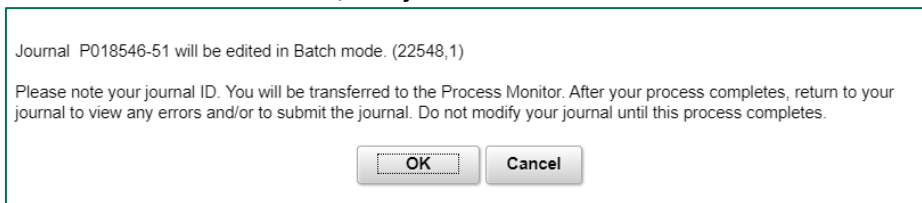


- 16. Repeat steps 9-15 above as needed to add more attachments.
- 17. When the reallocation is complete, select **Edit & Budget Check** to check for various types of errors.



**NOTE:** If the journal is 20 lines or fewer, while the journal is editing a spinning circle will appear and users will not be able to navigate away from the page or do anything else in PeopleSoft.

**If the journal is greater than 20 lines,** it will be edited in batch mode. Users will receive a notification and be brought to the Process Monitor page while the journal edit process runs. Click **OK**. If **Cancel** is clicked, the journal will not be edited.



In the **Process Monitor**, periodically click **Refresh** until the Run Status is either **Success** or **Warning**. Return to the Journal Entry page and open the journal. If the Run Status is **Success**, there are no edit or budget check errors; if it reads **Warning**, any edit or budget check errors need to be resolved before submitting the journal.

When the process is complete, navigate back into the journal to submit it or to correct errors.

- 18. 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.
- 19. Both the Journal Status and Budget Status must change to **V** for Valid for the journal to process. Note that the journal is not yet submitted.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	11	63,863.12	63,863.12	V	V	None



20. Select **Submit**. The final result is that the journal is approved to post.

The screenshot shows the 'UVM PurCard Reallocations' interface. At the top, there are tabs for 'Header', 'Lines', and 'Errors'. Below the tabs, the 'Unit' is UVM01, 'Journal ID' is P028138-51, and 'Date' is 09/02/2020. There are buttons for 'Print', 'Submit', and 'Edit & Budget Check'. Below this is a 'Totals' table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	11	63,863.12	63,863.12	V	V	Approved to Post

## Journal and 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 the 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.

The screenshot shows the 'Totals' table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	3	109.22	109.22	E	N	None

- **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 \(PDF\)](#).

The screenshot shows the 'Totals' table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	3	109.22	109.22	E	V	None



- **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 \(PDF\)](#).

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status
UVM01	3	109.22	109.22	V	E	None

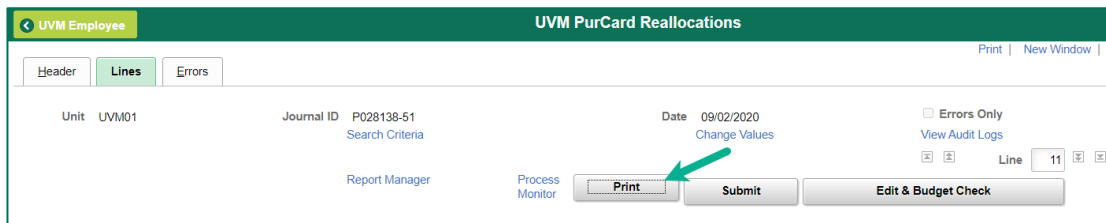
**Budget checking errors with sponsored projects:** Check to see why you are getting the error below and contact your SPA Financial Analyst.

Budget Definition	Type of Error	Reasons
SP CHILD2	Budget Date Out of Bounds	When a transaction is being posted to a project after 30 days from end date.
SP CHILD2	No Budget Exists	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.
SP CHILD2	Budget is Closed	When the budget category line has been closed in the budget attributes page. This is done when the sponsor restricts certain expenses.
SP CHILD2	Exceeds Budget Tolerance	When the budget category line has been set to control in the budget attributes page. This is done when the sponsor restricts certain expenses.
SP PARENT	Exceeds Budget Tolerance	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.
SP PARENT	Budget is Closed	When an expense is hitting the project after the project has been final reported on and closed.
SP PARENT	No Budget Exists	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.

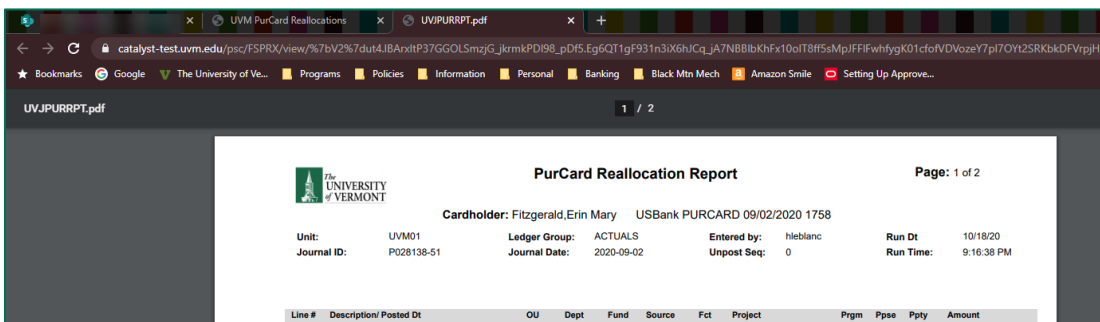


## Printing and Documentation

- Once the journal status and budget status have changed to **V**, print the PurCard Reallocation Report by selecting the **Print** button.



- 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](http://uvm.edu).



- After the transaction details, there is a section to capture information that is required to fulfill IRS rules for travel and business meals. Attach a second sheet to the report to add more information as necessary.

AIRFARE, HOTELS, TRAVEL MEALS, VEHICLE RENTAL	BUSINESS MEALS, HOSPITALITY ACTIVITIES
Name of Traveler:	Names of Attendees:
Destination:	Location:
Business Purpose:	Business Purpose:
Additional Comments:	

- 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. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



5. Route for approval signature, and send to:

**Disbursement Center**

**23 Mansfield Avenue, Level 1**

**Burlington, VT 05401**

6. 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;
- journal has been submitted.

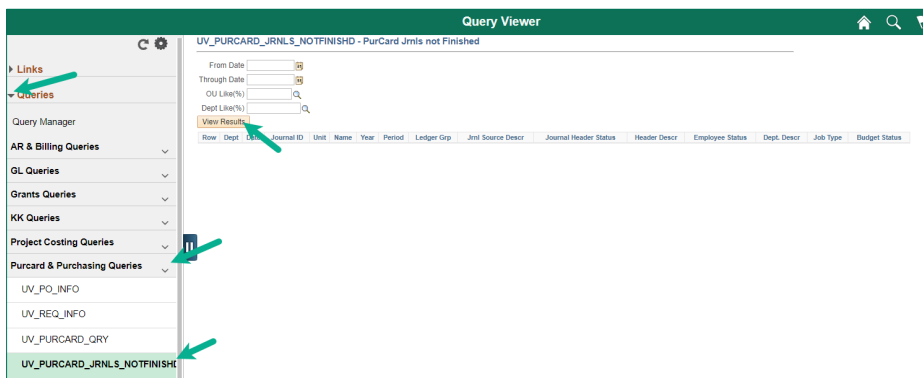
## Find Incomplete PurCard Journals

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 into [PeopleSoft Financials](#).
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon to expand the **Queries** menu and the **PurCard & Purchasing Queries** menu to view frequently used PurCard and Purchasing related queries. Then select **UV\_PURCARD\_JRNL\_NOTFINISHD**.







4. Enter the desired search criteria and click **View Results**.
5. 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.

**Query Viewer**

From Date: 09/02/2020  
 Through Date: 10/02/2020  
 OU Like(%): 01  
 Dept Like(%): %

Download results in: Excel Spreadsheet CSV Text File XML File (392 kb)

View All First 1-100 of 818 Last

Row	Dept	Date	Journal ID	Unit	Name	Year	Period	Ledger Grp	Jrnl Source Descr	Journal Header Status	Header Descr	Employee Status	Dept. Descr	Job Type	Budget Status
1	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	V	USBank PURCARD 09/02/2020 4195	A	A&S Dean' s Ofc	Secondary Job	V
2	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	E	USBank PURCARD 09/02/2020 9773	A	A&S Dean' s Ofc	Secondary Job	N
3	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	V	USBank PURCARD 09/02/2020 9090	A	A&S Dean' s Ofc	Secondary Job	V
4	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	V	USBank PURCARD 09/02/2020 2088	A	A&S Dean' s Ofc	Secondary Job	V
5	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	V	USBank PURCARD 09/02/2020 4863	A	A&S Dean' s Ofc	Primary Job	V
6	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	E	USBank PURCARD 09/02/2020 6555	A	A&S Dean' s Ofc	Secondary Job	N
7	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	V	USBank PURCARD 09/02/2020 8020	A	A&S Dean' s Ofc	Secondary Job	V
8	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	V	USBank PURCARD 09/02/2020 2628	A	A&S Dean' s Ofc	Secondary Job	V
9	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	E	USBank PURCARD 09/02/2020 2578	A	A&S Dean' s Ofc	Secondary Job	N
10	52000	09/02/2020		UVM01		2021	3	ACTUALS	PurCard Journals-Transition	E	USBank PURCARD 09/02/2020 4999	A	A&S Dean' s Ofc	Primary Job	N

## Notify Someone About a PurCard Reallocation Journal

1. To send an email to someone who needs to review the journal, click the Notify button at the bottom of the page. This can be done from any page in PeopleSoft where the Notify button is seen.

**UVM PurCard Reallocations**

Header | Lines | Errors

Unit: UVM01      Journal ID: P028138-51      Date: 09/02/2020

Long Description: USBank PURCARD 09/02/2020 1758  
 224 characters remaining

\*Ledger Group: ACTUALS

Fiscal Year: 2021      Period: 3

Autobalance on 0 Amount Line

Attachments (1)

Name: Fitzgerald, Erin Mary      Holly LeBlanc

Entered On: 08/28/2020 6:48:17AM  
 Last Updated On: 10/18/2020 9:06:07PM

Save    Return to Search    Previous in List    Next in List    **Notify**    Refresh    Add    Update/Display

Header | Lines | Errors



2. On the **Select Notification Template** screen **Select** UCM PurCard Journal Link.

**UVM PurCard Reallocations**

**Send Notification**

**Select Notification Template**

**Templates Defined for this Component**

Description	Subject	Select
UVM Specific Journal Notify	Journal Notification	Select
UVM PurCard Journal Link	PurCard Journal Notification	Select

3. When the **Send Notification** page appears, fill in the email addresses of the person(s) you'd like to notify. Use a semi-colon to separate multiple addresses. Enter the Subject. Do not change anything in the Template text box because this section creates the link in the email that allows the user to click into the journal entry from within the email. Type the message in the message box and press OK to send the email.
4. If you don't know a recipient's email address, click the **Lookup Recipient** hyperlink.

**UVM PurCard Reallocations**

**Send Notification**

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

**Notification Details**

[Lookup Recipient](#)

[Delivery Options](#)

RichText

To: [Text Box]

CC: [Text Box]

BCC: [Text Box]

Priority: [Dropdown]

Subject: PurCard Journal Notification

Template: The sender wishes to notify you about journal P028138-51 with a journal date of 2020-09-02 and subject: USBank PURCARD 09/02/2020 1758.  
Please click on this URL to open the journal: https://catalust-

Message: [Text Box]

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.  
Click Apply to send this notification and remain on this page.

OK Cancel Apply

5. Enter the last name of the recipient in the **Name** field and click **Search**.



6. Check the **To**, **cc**, or **bcc** box as appropriate for how you intend the recipient to receive the email. Then click the **Add to Recipient List** button. Finally click **OK**.

**Send Notification**

Print | Help

**Lookup Address**

**Recipient Search**

Name:

**Search Results**

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**Recipient List**

To:

CC:

## Policy Reminders

### Travel

The University [Travel Policy \(PDF\)](#) provides guidance and outlines internal controls for travel, regardless of the payment mechanism, based on the IRS Accountable Plan Rules. Many individuals may associate the travel policy only with submitting travel expense reports, but all methods of payment for travel expenses **MUST** follow this policy, including the 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 a 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
- Directly tied to the scope of work

## Monthly 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](mailto: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 that have already been posted. For more information, see the [Journal Entries User Guide \(PDF\)](#). If the charge is on a project, a [cost transfer request \(PDF\)](#) may need to be submitted.



## 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 (magnifying glass) 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 dropdown 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, your departmental administrative support, Dean's office business manager, or the Financial Reporting and Accounting Services department can provide assistance.

## Resources/Help

### Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in [Footprints](#).

### Resources & References

- [Chart of Accounts User Guide \(PDF\)](#)
- [Journal Entries User Guide \(PDF\)](#)
- [UVM Purchasing Card website](#)
- [University Financial Services](#)



## **Training**

- [UFS Roadshow Training Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

## **Related UVM Policies and Procedures**

- [Procurement or Lease of Goods and Services \(PDF\)](#)
- [Travel \(PDF\)](#)
- [Business Meals, Hospitality and Amenity \(PDF\)](#)

## **Relevant UVM Departments**

- [Disbursement Center PurCard team](#)

## **Suggestions? Updates?**

Send an email to [PS9-1Upgrade@uvm.edu](mailto:PS9-1Upgrade@uvm.edu).