



The
UNIVERSITY
of VERMONT

UVM Purchasing Card

Reallocation Training



AGENDA

- Introduction – PurCard Team
- Reallocation of Journals
- Required Documentation
- Q & A



PurCard Team

- **Holly LeBlanc**, Program Administrator
- **Ann Naylor**, PurCard Specialist
- **Becky Maglaris**, PurCard Specialist
- **Joanne Cheng**, PurCard Specialist
- **Lori Laquerre**, PurCard Specialist

- **Erin Fitzgerald**, Director of Disbursement Center



About the Card

The UVM Purchasing Card works just like an ordinary credit card. Each card is assigned to a default chart string.

On a monthly basis, all cardholders or other designated employees must reconcile their card expenditures to a monthly statement from the Bank.

All cards are corporate liability.



About the Card

- Default single transaction limit of \leq \$2,500
- Default spending limit of \leq \$10,000/cycle
- Travel expenses charged to the card will not reduce your overall spending limit
- Cycle end date is 25th of the month



Responsibilities

- Mandatory training to receive a card
- Cardholder agreement
- Supervisor agreement
 - Responsible for reviewing and approving the monthly journal.
 - Can assign a designate in their absence.
 - Designate must be a qualified person:
 - A person who has appropriate understanding of the reasons of the purchase
 - For example, for purchases in a lab, it should be the lab manager and not the business unit administrator



Business Purpose

- All PurCard transactions must have a clear business purpose
- All transactions must have as detailed a receipt as possible (except travel meals)
- 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



PeopleSoft Journals

- Journals are created on the 2nd of each month.
- Match the receipts, journal and bank statement.
 - Bank statement not required in submission
- Receipts are attached to the journal report.



PurCard Journal Tips

- Purchasing Card journals have a journal source of PUR on the header tab.
- Journals with a source of PUR do NOT roll to the next month if not completed.
 - That is why all PurCard journals must be completed by month end.
- If corrections need to be made to a posted PurCard journal, create a new journal.
 - If there are many lines which need correction, copy the posted PurCard journal, **change the journal source** on the header tab to your departmental code **AND delete the PurCard offset line with account 20050** on the lines tab.



Journal ID's

- PurCard journal names and dates
 - P##### where ##### = the last six digits of employee ID
- Finding PurCard journals by department

UV_PURCARD_QRY - PurCard in Jrnl-Interim Qry

Journal ID Like (%):

From Date: 

Through Date: 

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 (enterP,V,E, or %):

Name Like(%):

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

Unit	Journal ID	Date	Name	Year	Period	Ledger Grp	Jrnl Source Descr	Journal Header Status	Budget Status	Header Descr
1 UVM01	P028138-51	10/02/2015	Fitzgerald,Erin	2016	4	ACTUALS	PurCard Journals-Transition	P	V	USBank PURCARD 10/02/2015 1758
2 UVM01	P028138-51	10/02/2015	Fitzgerald,Erin	2016	4	ACTUALS	PurCard Journals-Transition	P	V	USBank PURCARD 10/02/2015 1758



Reallocation



UVM PurCard Reallocations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit =

Journal Date =

Journal ID begins with

Journal Header Status =

Budget Checking Header Status =

Last Name begins with

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	Nar
UVM01	12/02/2018	P028138-51 0		Errors	Not Chk'd	FITZGERALD ACTUALS		USD	7	2262.42	Fitzgerald,
UVM01	12/02/2018	P028138-52 0		Edit Req'd	Valid	FITZGERALD ACTUALS		USD	4	5552.71	Fitzgerald,



Reallocation

Print | 1

Header Lines **Errors**

Unit UVM01

Journal ID P028138-51

Date 12/02/2018

Errors Only

[Search Criteria](#)

Print

Change Values

[View Audit Logs](#)

Edit & Budget Check

Submit

Line 7

Lines

Select	Line	Error	Accounting Tag	Account	Base Amount	Journal Line Description	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit
<input type="checkbox"/>	1			60001	103.50	STAPLS7207049258000001	01	11290	100	100001	521	
<input type="checkbox"/>	2	X		64098	1,753.00	VERMONT DMV SERVICES	01	11290	100	100001	521	
<input type="checkbox"/>	3	X		64098	228.00	VERMONT DMV SERVICES	01	11290	100	100001	521	
<input type="checkbox"/>	4	X		64098	74.00	VERMONT DMV SERVICES	01	11290	100	100001	521	
<input type="checkbox"/>	5			60001	48.02	STAPLS7208335186000001	01	11290	100	100001	521	
<input type="checkbox"/>	6			60001	55.90	STAPLS7208580336000002	01	11290	100	100001	521	
<input type="checkbox"/>	7			20050	-2,262.42	Accts Payable-PurCard	01	11290	100	100001	000	

Lines to add 1

Totals		Personalize Find View All							First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status					
UVM01	7	2,262.42	2,262.42	E	N	None					

Save Return to Search Previous in List Next in List Notify Refresh



Reallocation

- Which account do I use?
 - Always starts with a 6

Look Up Account

Print

SetID: SHARE

Account: begins with

Description: contains

Account Type: begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100 First 1-29 of 29 Last

Account	Description	Account Type	Control Flag
61201	Accounting/Auditing Services	E	N
64282	Animal Cagewasher Services	E	N
64284	Animal Care Disposal Services	E	N
64232	Animal Care Services	E	N
64252	Animal Services - Outside Lab	E	N
60141	Audio - Visual Services	E	N
64231	Blacksmith Services	E	N



Reallocation

- Mass changes of chart string values

Lines							
Select	Line	Error	SpeedType		Base Amount	Account	Journal Line Description
<input type="checkbox"/>	1				174.93	60001	STAPLS7143825101000001
<input type="checkbox"/>	2				53.40	60001	STAPLS7143825101000002
<input type="checkbox"/>	3	X			41.00	64098	APPLICANT INSIGHT
<input type="checkbox"/>	4	X			298.00	64098	VERMONT DMV SERVIC
<input type="checkbox"/>	5	X			3,116.55	64098	VERMONT DMV SERVIC
<input type="checkbox"/>	6				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	7				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	8				556.16	60001	STAPLS7145072483000001
<input type="checkbox"/>	9				-4,350.04	20050	Accts Payable-PurCard



Reallocation

Header Lines Errors

Unit: UVM01 Journal ID: P017300-51 Date: 11/02/2015
Search Criteria

Edit & Budget Check

Change Values

Change ChartField Values

Change ChartField Values - Apply Changes To All Displayed Lines Personalize | Find | View All | First 1-9 of 9 Last

Field Name	Field Value	Change to	Selected
Account	64098	60001	<input checked="" type="checkbox"/>
Purpose			<input type="checkbox"/>
Property			<input type="checkbox"/>
Function			<input type="checkbox"/>
Department			<input type="checkbox"/>
Fund			<input type="checkbox"/>
Operating Unit			<input type="checkbox"/>
Source			<input type="checkbox"/>
Program			<input type="checkbox"/>

OK Cancel Refresh



Reallocation

Lines							
Select	Line	Error	SpeedType		Base Amount	Account	Journal Line Description
<input type="checkbox"/>	1				174.93	60001	STAPLS7143825101000001
<input type="checkbox"/>	2				53.40	60001	STAPLS7143825101000002
<input type="checkbox"/>	3	X			41.00	60001	APPLICANT INSIGHT
<input type="checkbox"/>	4	X			298.00	60001	VERMONT DMV SERVIC
<input type="checkbox"/>	5	X			3,116.55	60001	VERMONT DMV SERVIC
<input type="checkbox"/>	6				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	7				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	8				556.16	60001	STAPLS7145072483000001
<input type="checkbox"/>	9				4,350.04	20050	Accts Payable-PurCard



Split Transactions

Use the + button to add line, to split transaction across multiple chart strings

Lines							
Select	Line	Error	SpeedType		Base Amount	Account	Journal Line Description
<input type="checkbox"/>	1				174.93	60001	STAPLS7143825101000001
<input type="checkbox"/>	2				53.40	60001	STAPLS7143825101000002
<input type="checkbox"/>	3	X			41.00	64098	APPLICANT INSIGHT
<input type="checkbox"/>	4	X			298.00	64098	VERMONT DMV SERVIC
<input type="checkbox"/>	5	X			3,116.55	64098	VERMONT DMV SERVIC
<input type="checkbox"/>	6				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	7				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	8				556.16	60001	STAPLS7145072483000001
<input type="checkbox"/>	9				-4,350.04	20050	Accts Payable-PurCard

Lines to add:

10



Lines							
Select	Line	Error	SpeedType		Base Amount	Account	Journal Line Description
<input type="checkbox"/>	1				174.93	60001	STAPLS7143825101000001
<input type="checkbox"/>	2				53.40	60001	STAPLS7143825101000002
<input type="checkbox"/>	3	X			41.00	64098	APPLICANT INSIGHT
<input type="checkbox"/>	4	X			298.00	64098	VERMONT DMV SERVIC
<input type="checkbox"/>	5	X			3,116.55	64098	VERMONT DMV SERVIC
<input type="checkbox"/>	6				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	7				55.00	60009	COSTCO.COM *ONLINE
<input type="checkbox"/>	8				556.16	60001	STAPLS7145072483000001
<input type="checkbox"/>	9				-4,350.04	20050	Accts Payable-PurCard
<input type="checkbox"/>	10						
<input type="checkbox"/>	11						
<input type="checkbox"/>	12						
<input type="checkbox"/>	13						
<input type="checkbox"/>	14						
<input type="checkbox"/>	15						



Budget Checking

- Error messages
 - Journal Status = E: check the Error Tab
 - Journal out of balance (debits and credits are not equal)
 - Invalid chart string combination, chart field value

Journal Status	Budget Status	Approval Status
E	N	None

- Budget Status = E: click on the E
 - Budget date out of bounds
 - No budget exists
 - Budget is closed
 - Exceeds budget tolerance

Journal Status	Budget Status	Approval Status
V	E	None



BCEs on Sponsored Projects

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.



Budget Checking

- Journal must be Valid, Valid to be able to Submit

Journal Status	Budget Status	Approval Status
V	V	None

- Submit the journal, Print the journal

Header | Lines | Errors

Unit UVM01 Journal ID P028138-51 **Edit & Budget Check** Date 09/02/2018

Search Criteria **Print** Submit

Errors Only
View Audit Logs

Line 28

Journal Status	Budget Status	Approval Status
V	V	Approved to Post



PurCard Reallocation Report

Cardholder: Fitzgerald, Erin Mary USBank PURCARD 09/02/2018 1758

Unit: UVM01 Ledger Group: ACTUALS Entered by: hleblanc Run Dt: 10/2/18
Journal ID: P028138-51 Journal Date: 2018-09-02 Unpost Seq: 0 Run Time: 12:26:31 PM

Line #	Description/ Posted Dt	OU	Dept	Fund	Source	Fct	Project	Prgm	Ppse	Ppty	Amount
1	63122 - Repairs & Maintenance Svcs VERMONT DMV SERVICES - 148A208 08/10/2018	11	51000	150	140002	461	--	0226	0000	0000	212.00
2	63122 - Repairs & Maintenance Svcs VERMONT DMV SERVICES - A94117 08/10/2018	01	30456	130	800003	701	--	0000	0000	0000	27.00
3	63122 - Repairs & Maintenance Svcs VERMONT DMV SERVICES - 201A867 08/10/2018	01	11508	100	100001	601	--	0229	0000	0000	631.00



Travel Policy

- Cardholder must provide the details of their trip.
 - Clear business purpose
 - Space provided on the journal report above the signature lines.
 - No alcohol for travel meals
- Airfare
 - Economy or basic economy
 - travel insurance coverage
 - Airfare purchases for non-employees
- Vehicle Rental for non-employees – insurance issues
- Trip cost comparisons



Business Meals

- Business Meal and Hospitality Activities
 - Require attendees, location, and clear business purpose
 - Itemized receipt
 - If alcohol is being charged at a business meal, an approval letter from the Provost (or designate) or President must be attached.
 - The meal is secondary to the meeting.
 - Includes meals, refreshments, snacks



Contracted Vendors

- Many vendors with contracted pricing
- Variety of local hotels / lodging with pricing agreements
- Amazon business account, to receive tax exemption and free shipping (in some cases)
 - Use care to not tie your personal Amazon account to the UVM business account







- Note the certification at the bottom
 - Same as on travel and expense

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

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.



Signatures

- Check that the journal has been signed by the cardholder and the supervisor (some instances a proxy for the supervisor).
- Supervisor must ensure they do not approve their own expenses when charged to a another employee's card (e.g. airfare or conference registration).
- Original signatures; no stamps.
- This is located on the bottom of the journal report.

CardHolder Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____



Find Incomplete Journals

UV_PURCARD_JRNLS_NOTFINISHD - PurCard Jrnls not Finished

From Date: 

Through Date: 

OU Like(%): 

Dept Like(%): 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (10 kb)

[View All](#)

	Dept	Date	Journal ID	Unit	Name	Year	Period	Ledger Grp	Jrnl Source Descr
1	30500	11/02/2015	P017300-51	UVM01	Bates,Gregg	2016	5	ACTUALS	PurCard Journals- Transition
2	30500	11/02/2015	P029355-54	UVM01	McDonald,Roxanne	2016	5	ACTUALS	PurCard Journals- Transition
3	30500	11/02/2015	P039070-51	UVM01	Dion,Dianna Lynne	2016	5	ACTUALS	PurCard Journals- Transition
4	30500	11/02/2015	P069303-51	UVM01	Mackey,Charles	2016	5	ACTUALS	PurCard Journals- Transition



Required Documentation

- Check that all original, itemized receipts are attached to the journal report
 - Prep for scanning
 - For travel meals, you do not need a receipt if the total is <\$60 per day for domestic travel, or <\$75 for international travel
- For any lost/misplaced receipts: Cardholders must contact the merchant for a copy of the invoice or reimburse the charge.
- Check that NO Vermont Sales Tax has been charged



Adding Documentation

- Attaching the conference brochure, agenda summary, etc. is very helpful
- There is an Attachments hyperlink on the PurCard journal

Header | Lines | Errors

Unit UVM01 Journal ID P028138-51 Date 10/02/2019

Long Description USBANK PURCARD 10/02/2019 1758

224 characters remaining

*Ledger Group ACTUALS

Fiscal Year 2020
Period 4
 Autobalance on 0 Amount Line

Attachments (0)

Name Fitzgerald, Erin Mary

Holly LeBlanc

Entered On 09/27/2019 11:19:29AM
Last Updated On 09/30/2019 11:01:26PM



Adding Documentation

- Press the Add Attachment button.

Journal Entry Attachments

Unit UVM01

Journal ID P028138-51

Date 10/02/2019

Details			
File Name	Description	User	Name
View			



Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK



Adding Documentation

- Press the Choose File button to search for a file.

File Attachment ✕

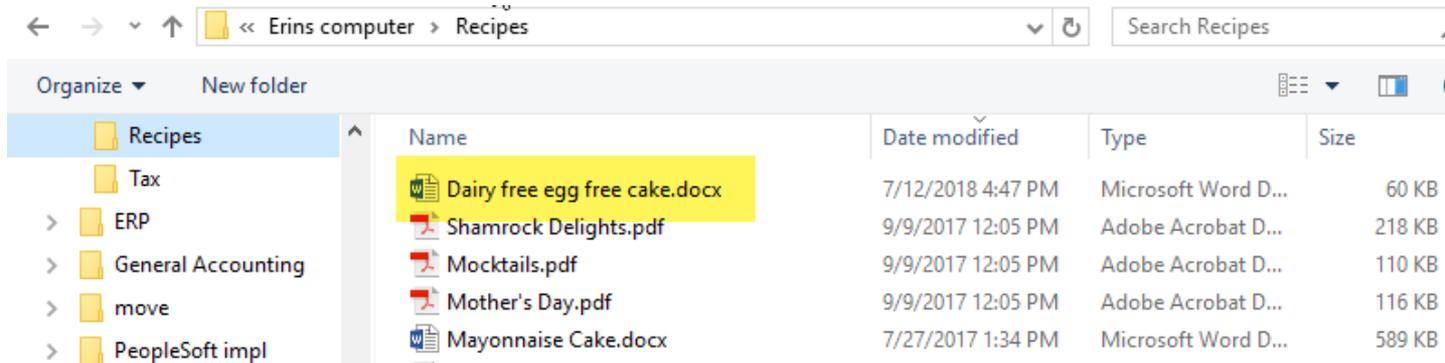
[Help](#)

Choose File No file chosen

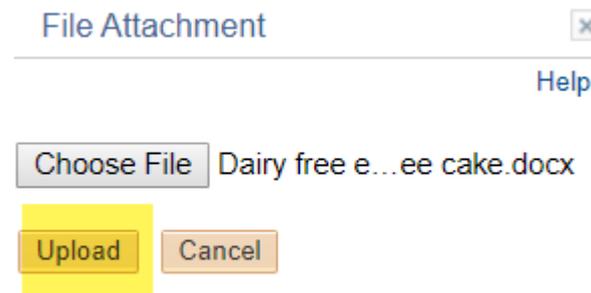


Adding Documentation

- Locate the desired file. Press Open.



- After the file has been selected, press the Upload button.





Adding Documentation

- Add description if desired.
- Press the OK button.

Journal Entry Attachments

Unit UVM01

Journal ID P028138-51

Date 10/02/2019

Details

File Name	Description
Dairy_free_egg_free_cake.docx	<input type="text"/>

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK



Adding Documentation

- On the PurCard journal, notice the counter on the Attachments hyperlink has changed to one.
- The document has successfully been attached to the Purchasing Card journal.

Header Lines Errors

Unit UVM01 Journal ID P028138-51

Long Description USBank PURCARD 10/02/2019 1758

224 characters remaining

*Ledger Group ACTUALS

[Attachments \(1\)](#)

Name Fitzgerald,Erin Mary



Submitting

- Submit to Disbursement Center (paper documentation)
- Or
- Email purcardaudit@uvm.edu using the Notify button



Submitting

Header Lines Errors

Unit UVM01

Journal ID P028138-51

Date 10/02/2019

Long Description USBank PURCARD 10/02/2019 1758

224 characters remaining

*Ledger Group ACTUALS

Fiscal Year 2020
Period 4

Autobalance on 0 Amount Line

Attachments (0)

Name Fitzgerald,Erin Mary

Holly LeBlanc

Entered On 09/27/2019 11:19:29AM

Last Updated On 10/01/2019 11:01:32PM

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



Submitting

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



Submitting

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

To: pucardaudit@uvm.edu

CC:

BCC:

Priority:

Subject: PurCARD Journal Notification Fitzgerald P028138

Template: The sender wishes to notify you about journal P028138-51 with a journal date of 2019-10-02 and subject: USBank PURCARD 10/02/2019 1758.
Please click on this URL to open the journal:
<https://actelbet.uvm.edu/esp/ESPPD/EMPLOYEE/EDP/uvm>

Message: This journal has all invoices and approvals attached.
Thanks, Erin

Lookup Recipient

Delivery Options

RichText

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



Travel and The PurCard

- Expense charged to the Purchasing Card should NOT be included on the Travel Expense Report or it will double charge your budget!



IRS Accountable Plan Rules

Accountable Plan: To be an accountable plan as defined by the IRS, your employer's reimbursement or allowance arrangement must include all of the following rules:

1. Your expenses must have a business connection — that is, you must have paid or incurred deductible expenses while performing services as an employee of your employer.
 2. You must adequately account to your employer for these expenses within a reasonable period of time.
 3. You must return any excess reimbursement or allowance within a reasonable period of time.
- This is true, regardless of the payment mechanism — purchasing card, travel and expense, payables, etc.



Tax Issues

- UVM is exempt from VT State Sales tax
- UVM is exempt from VT Rooms and Meals tax
- UVM pays local city taxes, i.e. Burlington, Williston, etc.
- Payments must be made by UVM mechanisms
- UVM has tax exemptions in other states:
<https://www.uvm.edu/finance/statetaxexemptions>



U S Bank Access

- Access Online
 - Review transactions
 - Review account balances
 - Review declines
 - Print statement

- Supervisors can review their departmental cardholders' activity



UVM Policies

- [Travel policy](#)
- [Automobile Rental](#)
- [Business Meal, Hospitality and Amenity](#)
- [Code of Business Conduct](#)
- [Conflict of Interest and Conflict of Commitment](#)



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Q & A