# PURCARD REALLOCATION PROCESS

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Updated 9/2019
Quick Start Checklist

1. Log into PeopleSoft Financials
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

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 25th 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 2nd 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. 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. To display the results in a new browser tab, click the HTML link in the Run to HTML column. This may be sufficient if you are simply retrieving and writing down a few journal IDs. Or, run the query to Excel by clicking the Excel link in the Run to Excel column.
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.
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 PurCard Journals by Cardholder’s Last Name

1. Log into [PeopleSoft Financials](#).

2. Navigate to: **Employee Self Service > Procurement > UVM PurCard Reallocations**.

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

4. 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

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:** UVM01
- **Journal Date:** 03/02/2018
- **Journal ID:** P028138-52 0
- **Journal Header Status:** Errors
- **Budget Checking Header Status:** Not Chkd
- **Last Name:** Fitzgerald

#### Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal Date</th>
<th>Journal ID</th>
<th>Unit Post Sequence</th>
<th>Journal Header Status</th>
<th>Budget Checking Header Status</th>
<th>Last Name</th>
<th>Ledger Group</th>
<th>Currency Code</th>
<th>Journal Total Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVM01</td>
<td>03/02/2018</td>
<td>P028138-51 0</td>
<td>Errors</td>
<td>Not Chkd</td>
<td>FITZGERALD ACTUALS</td>
<td>USD</td>
<td>4</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>UVM01</td>
<td>03/02/2018</td>
<td>P028138-52 0</td>
<td>Errors</td>
<td>Not Chkd</td>
<td>FITZGERALD ACTUALS</td>
<td>USD</td>
<td>5</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

### 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.

4. Change the chartfield values on the transaction lines to the correct chartstring for each transaction.
   - **Click the magnifying glass 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.
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 **plus sign** button, to split an amount between chartstrings. **DO NOT MAKE CHANGES THAT RESULT IN A CHANGE OF THE TOTAL DOLLAR AMOUNT OF THE JOURNAL.**

6. All lines are displayed, regardless of the total number of lines.
7. 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.

8. **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**.

9. Attach required documents (such as receipts, scanned conference agenda, and additional supporting documentation) to the Purchasing Card journal by clicking the **Attachments** hyperlink on the Header tab.

10. Click **Add Attachment**.

11. Click the **Browse** 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. Click **OK**.

15. Add a **Description** of the attachment if desired.
16. 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.

17. Repeat steps 9-16 above as needed to add more attachments.

18. When the reallocation is complete, select **Edit Journal** from the **Process** drop-down box and click **Process** to check for various types of errors. 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.

19. 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.

20. 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.

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

21. Select **Submit Journal** from the **Process** drop-down box and click **Process**. The final result is that the journal is approved to post.

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 Errors tab will open, showing the error messages.

Budget checking errors with sponsored projects: Check to see why you are getting the error below 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>
</tbody>
</table>
Printing and Documentation

1. Once the journal status and budget status have changed to V, print the PurCard Reallocation Report by selecting Print Journal from the Process drop-down box and click the Process 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.

3. 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.

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. 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. 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 the **HTML** link to run the query to the screen, or click the **Excel** link to obtain results in an Excel spreadsheet.
7. The criteria screen will appear in a new browser window.

![Criteria Screen](image)

8. Enter the desired 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.

### 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.

![Notify Button](image)
2. 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.

3. If you don’t know a recipient’s email address, click the **Lookup Recipient** hyperlink.
4. Enter the netID of the recipient in the **Name** field and click **Search**.

![Lookup Address](image)

5. Check the **To**, **cc**, or **bcc** box as appropriate for how you intend the recipient to receive the email.

![Send Notification](image)

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**Policy Reminders**

**Travel**

The University [Travel Policy (PDF)](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
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

For questions about the purchasing card transactions that appear in the journals, please email the Disbursement Center PurCard team at purcard@uvm.edu.
For assistance resolving security issues, please submit a Footprints ticket.

**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)