Approve/Reallocate Procard Transactions (Single & Split Distributions)

This job aid describes the procedure for approving and reallocating Procard transactions. Procard transactions are available for online reallocations for 30 days from the post date.

In version 7.5, all transactions were ‘staged’ for 30 days before final posting to department budgets. In 8.9, departments may "approve" their charges for immediate posting. If charges are not approved, they will remain in 'staged' (not posted on any budget) status for 30 days. Any charges that are 30 days old will be posted by a sweep program to the default chartfield attached to the transaction.

Approve/Reallocate Procard Transactions

Step 1. Log into the e*mpac Finance Application with your FIN Username and Password.

Navigate to the following path:

eProcurement → Procurement Card Center → Reconcile → Reconcile Statement

The Reconcile Statement Search page opens.

Step 2. Enter the cardholder search criteria for the transaction you wish to review for reallocation and/or approval.

Use the magnifying glass to the right of ‘Employee Name’ to view the cards you have reallocation access for. Click on the name from your list to populate the search panel.
Step 3. Click the **Search** button.

The *(Reconcile Statement) Procurement Card Transactions* page opens.

Step 4. If your transaction needs to be reallocated to a different Chartfield string than the default on the card, click **(Distribution)**. The *(Reconcile Statement) Account Distribution* page opens.

Step 5. Enter the SpeedChart in the **SpeedChart Key** field, then tab to populate the Chartfield string information. You will need to add the appropriate account code to label the type of expense or use ‘742992’ for Procard Operating Expenses or ‘736699’ for Procard Administrative Expenses.

It is recommended that you use Speed Charts to populate the chartfield row to avoid typos. Please validate your Chartfield string when using SpeedCharts.

The next series of Steps under 5A, 5B, 5C, 5D & 5E are related to split line distributions when you are splitting a charge between 2 or more budgets. If you are not splitting a charge then skip to Step 6.
Step 5A. Adjust the **Amount** field to the dollars you want charged to the first distribution line (as shown below).

For a split distribution, you must enter the Chartfield string information for any additional lines added as the SpeedChart functionality does not work for any added rows. Please validate your Chartfield string.

Step 5B. Using the scroll bar at the bottom of your screen, scroll to the right side of the page.

Step 5C. Click **+** to insert an additional line. A prompt box displays asking how many lines to insert.
Step 5D. Click the **OK** button. A second distribution line displays showing the balance of the amount.

With the second and subsequent lines, the **SpeedChart Key** is not available.

Step 5E. Enter each of the Chartfield string values and the appropriate account code for each additional line. If adding a Project/Grant number, this field needs to be preceded by ‘UMAMH’ in the ‘PC’ Bus Unit field.

Step 6. Click the **OK** button.

You will be returned to the *(Reconcile Statement)* Procurement Card Transactions page. The **Redistrib** field will read **Yes**, and the **Budget Status** will read **Not Checked**.

Comments can be added but are not required. The next section will demonstrate how to add comments.
Step 7.
To add a comment to your transaction, click the button.

The **Line Comments** page opens.

**Line Comments**

**Line**: 1  
**Description**: AUDRA TASI

**Reference**: 55432966256100895066324

**Transaction Line Comments**

**Comments**: comments about your transaction can be typed here. Don’t forget - spell check is available!

**Associated Document**

**Attachment**: 

**OK**  **Cancel**  **Refresh**

Step 8.
Type your comments in the Comments box, and then click the **OK** button. You will be returned to the **(Reconcile Statement) Procurement Card Transactions** page.

It is recommended that transactions are approved after review/reallocation to post the transaction to a budget. You may choose to ‘Save’ without approving. This will leave the transaction ‘Staged’ until 30 days from the post date.

Make sure the checkbox to the left of the transaction is checked for all rows that you wish to approve and/or save. You can use ‘Select All’ but keep in mind this selects all available transactions, not just the ones showing on the current page.

Step 9.
Click the **Approve** button as appropriate.
Step 10. Click the Save button.

If your transaction is approved, it will be picked up in the next batch process for posting to the distribution account indicated.

Click the Search button to complete reallocations on additional cardholders. A “save” reminder notice displays.

Step 11. Click the Yes button.