

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

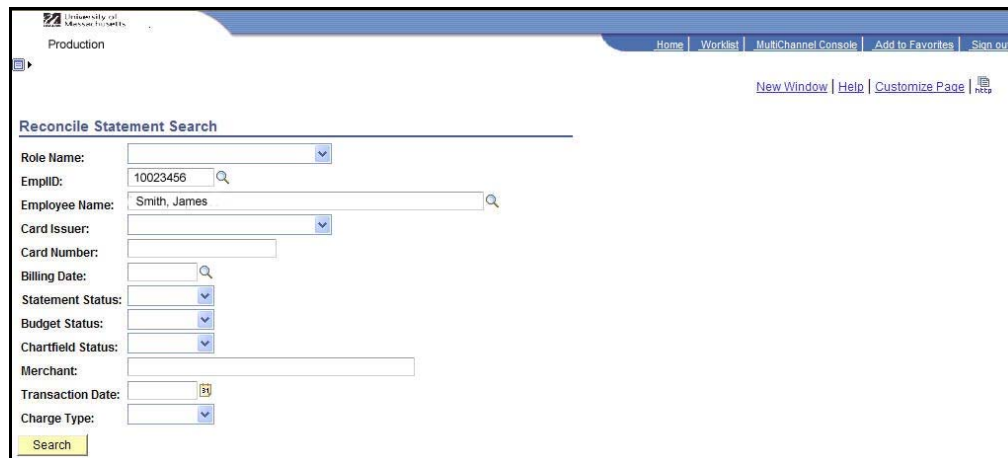
Step 1. Log into the e*mpac Finance Application with your FIN Username and Password.



Navigate to the following path:

eProcurement → Procurement Card Center → Reconcile → Reconcile Statement

The **Reconcile Statement Search** page opens.



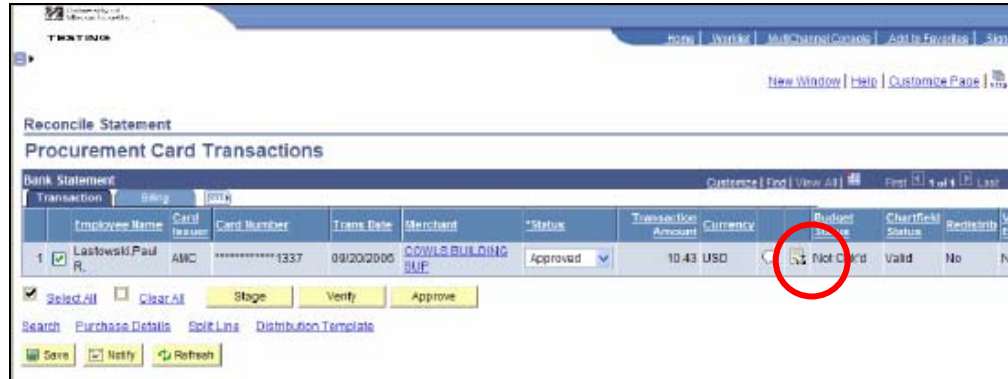
Step 2. Enter the cardholder search criteria for the transaction you wish to review for reallocation and/or approval.




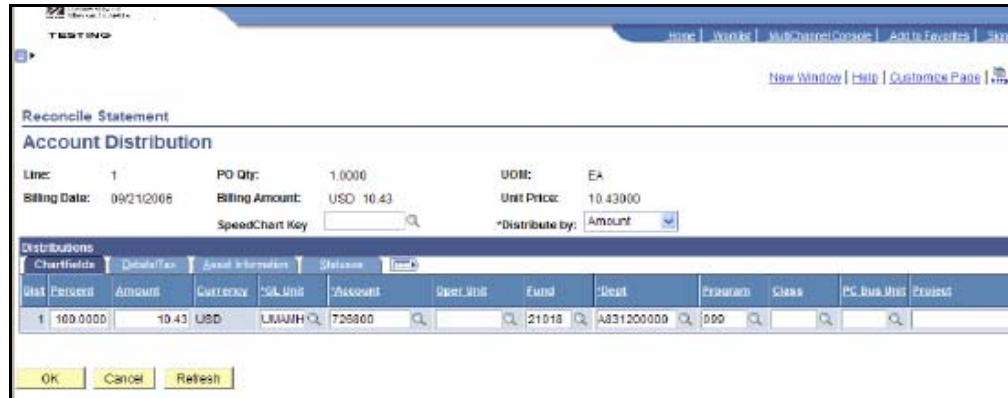
Use the magnifying glass to the right of 'Employee Name' to view the cards you have reallocation access for. Click on the name from your list to populate the search panel.

Step 3. Click the **Search** button.

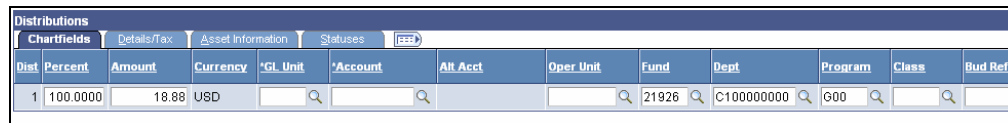
The **(Reconcile Statement) Procurement Card Transactions** page opens.



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.

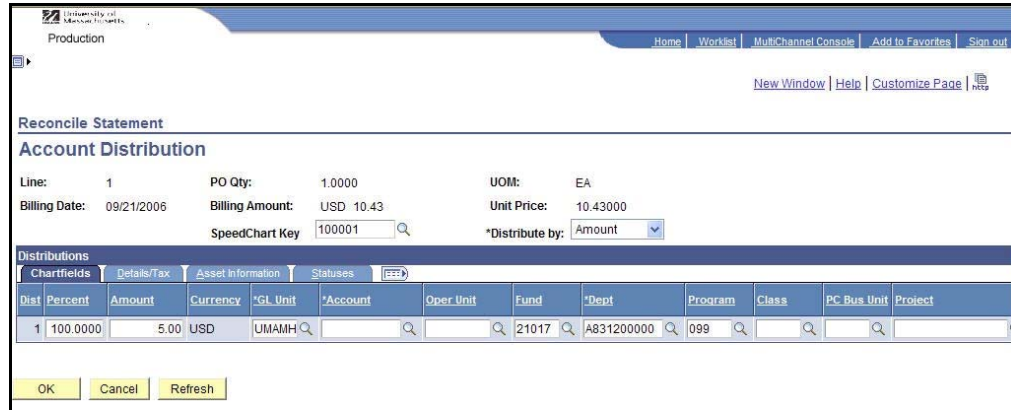


It is recommended that you use Speed Charts to populate the chartfield row to avoid typos. Please validate your Chartfield string when using SpeedCharts.



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).



Production

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 09/21/2006 Billing Amount: USD 10.43 Unit Price: 10.43000
 SpeedChart Key: 100001 *Distribute by: Amount

Distributions

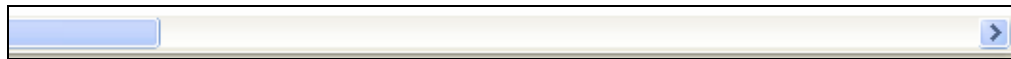
Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	*Dept	Program	Class	PC Bus Unit	Project
1	100.0000	5.00	USD	UMAMH			21017	A831200000	099			


OK Cancel Refresh

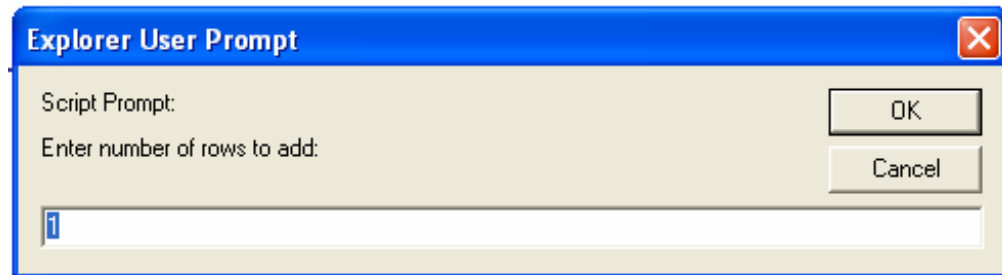


For a split distribution, you must enter the Chartfield string information for any additional lines added as the SpeedChart functionality does not work for any added rows. Please validate your Chartfield string.

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.



Explorer User Prompt


Script Prompt:

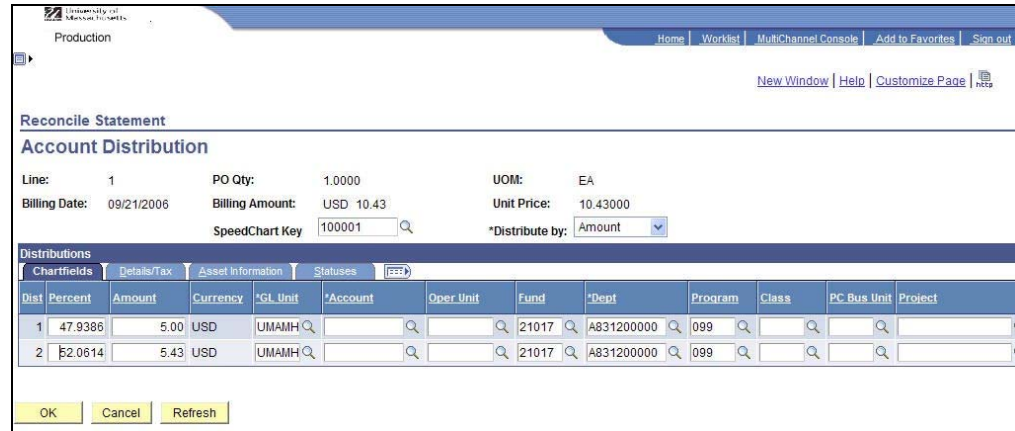
Enter number of rows to add:

1

OK Cancel

Step 5D.

Click the  button. A second distribution line displays showing the balance of the amount.



Production

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 09/21/2006 Billing Amount: USD 10.43 Unit Price: 10.43000
 SpeedChart Key: 100001 *Distribute by: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	*Dept	Program	Class	PC Bus Unit	Project
1	47.9386	5.00	USD	UMAMH			21017	A831200000	099			
2	22.0614	5.43	USD	UMAMH			21017	A831200000	099			

OK Cancel Refresh

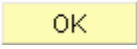


With the second and subsequent lines, the **SpeedChart Key** is not available.

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  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**.



Reconcile Statement

Procurement Card Transactions

Bank Statement

Customize | Find | View All | First 1 of 1 Last

Transaction	Employee Name	Card Issued	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Business Status	Chartfield Status	Redistrib
1	Smith, James	AMC	*****1337	09/20/2006	COWLS BUILDING SUP	Staged	10.43	USD	Not Chkd	All	Yes

Clear All Stage Verify Approve

Search Purchase Details Split Line Distribution Template

Save Notify Refresh



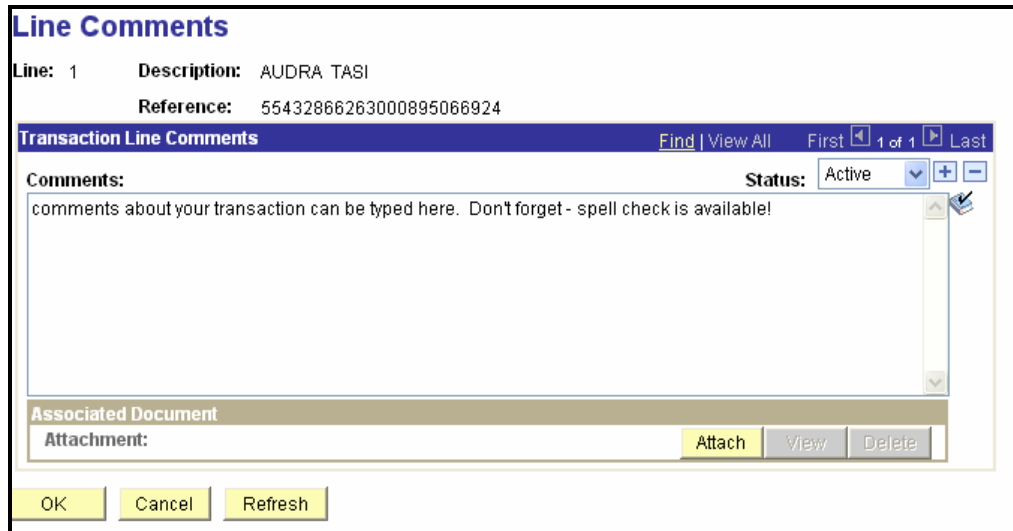
Comments can be added but are not required. The next section will demonstrate how to add comments.

Step 7.

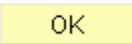
To add a comment to your transaction, click the  button.



The **Line Comments** page opens.



Step 8.


Type your comments in the Comments box, and then click  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.

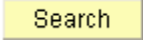
Step 9.

Click the  button as appropriate.

Step 10. Click the  button.



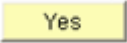
If your transaction is approved, it will be picked up in the next batch process for posting to the distribution account indicated.

Click the  button to complete reallocations on additional cardholders.

A “save” reminder notice displays.

If you change the search criteria you may lose any unsaved data. Do you want to proceed? (10070,166)

To save any changed data, choose No and then click the Save button. After saving the data, you can click Search button again and change search criteria.

Step 11. Click the  button.

Step 12. The **Reconcile Statement Search** page reopens.

Reconcile Statement Search

Role Name:

EmpID:

Employee Name:

Card Issuer:

Card Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

END OF JOB AID