



PURCARD REALLOCATION PROCESS

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## Quick Start Checklist

1. Log into

PurCard journals will not roll forward  
to a new accounting period.

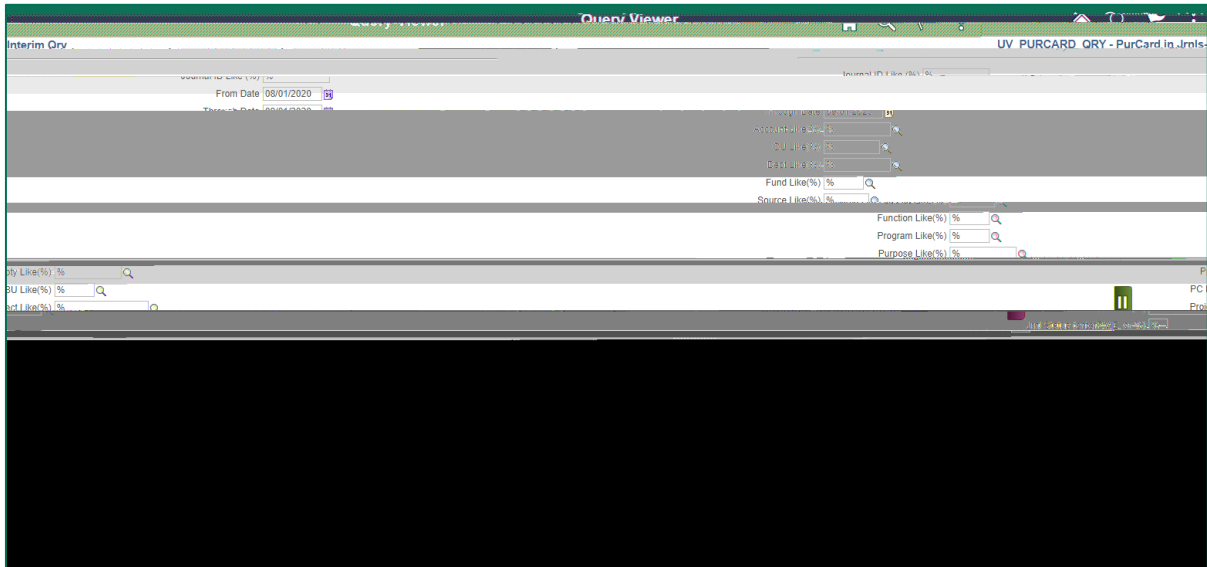
### How PurCard Journals Are Created

After the end of each cycle, journals are created using the default purchasing card chartstring. Using journals allow for budget checking and chartfield combination editing. Most accurately charge actual expenses to the appropriate budgets. PurCard journals are loaded directly into the General Ledger. PeopleSoft Financials There is one journal (containing a line for each PurCard transaction)



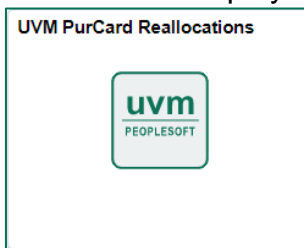
will help identify journals that need review and reallocation. Write down

- 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, and 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

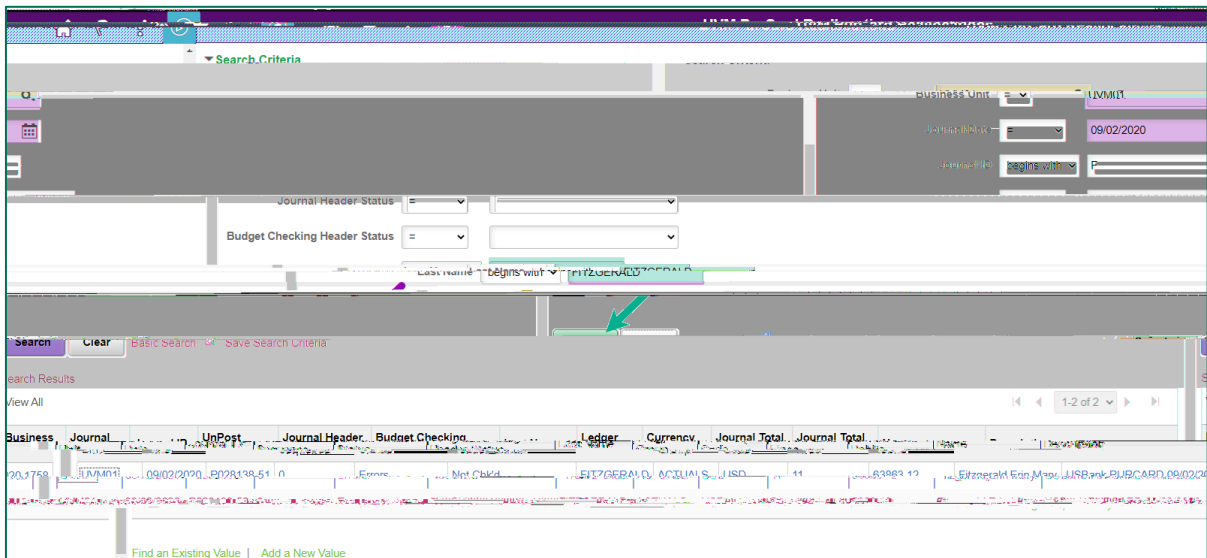
- Log into [PeopleSoft Financials](#)
- On the UVM Employee Home page, click on the UVM PurCard Reallocations tile.



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

- Click the Find an Existing Value. Business Unit should read UVM by default; if not, change it to this value
- Search by cardholder's 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 extension.

- 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 cardholders. Cardholder last name and full name will display in the Search Results.



## Reallocate a PurCard Journal

### Instructions to Reallocate PurCard Expenses

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

- Click the Line tab to display the following:
  - The Reference field (fourth column from the far right) contains the PurCard transaction postdate.
  - The Journal Line Description field contains the merchant name.
  - The Base Amount field contains the transaction amount.

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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 \(PDF\)](#)



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20. Select Submit. The final result is that the journal is 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.

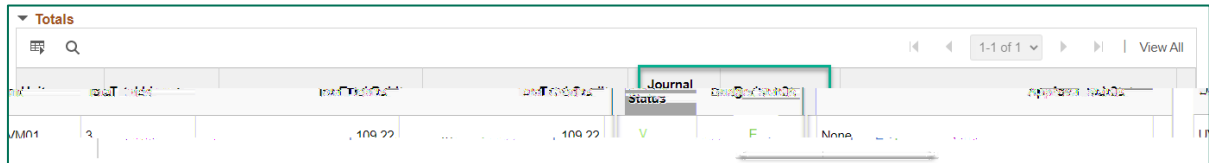
- Journal Status E, Budget Status N: Journal has errors; budget not checked. Seen most often when journals are first created, and no reallocation or budget checking has happened.

*To correct this error, reallocate journal, press the Edit & Budget Check button.*

- Journal Status E, Budget Status V: Journal has errors; budget is checked. (n)Tj 0.49 0 Ty tus NHna(ad (

- 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 \(PDF\)](#)

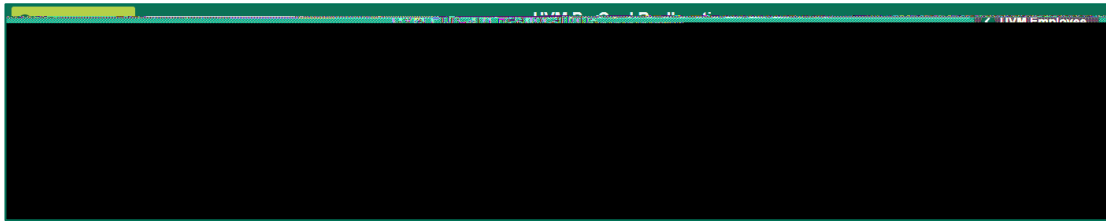


Budget checking errors with sponsored projects: Check to see why you are getting the error below and contact your SPA Financial Analyst.

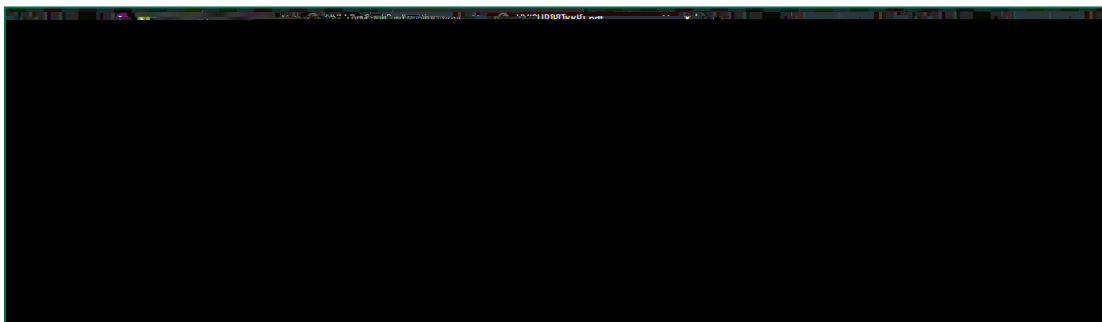
Budget Definition	Type of Error	Reasons
SP CHILD2	Budget Date Out of Bounds	When a transaction is being posted to a project after 30 days from date.
SP CHILD2	No Budget Exists	When a budget category doesn't exist for a project and an expense being posted to that category.

## Printing and Documentation

1. Once the journal status and budget status have changed **print** the PurCard Reallocation Report by selecting the Print button.



2. A new browser tab will open, displaying the printable report. If the tab does not open, there may be a message indicating that **popups** are blocked. Change the browser **options** to allow popup windows for uvm.edu.



3. After the transaction details, there is a section to capture **form** 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:
Business Purpose:	Business Purpose:
Additional Comments:	

4. The final section of the report displays attestation language, identical to the attestation statement on an expense report. Signatures are required **by the** 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 the information herein was accurate and compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

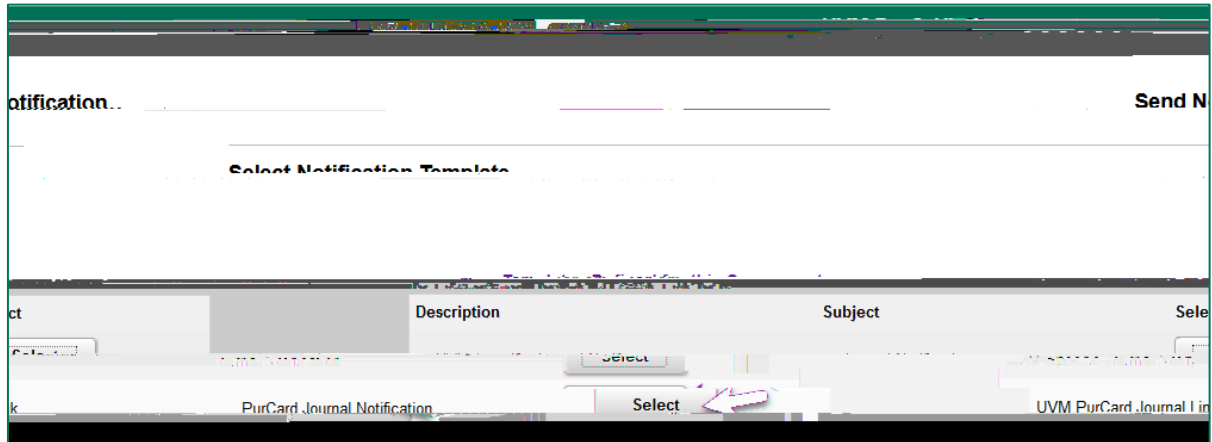
This query will assist in verifying that all of the purchasing card journals for a cycle have been *reallocated and submitted*. This query displays all journals that are not posted. The journals may need to be reallocated, budget checked, and/or submitted.

1. Log into [PeopleSoft Financials](#)
2. On the UVM Employee Home page, click on the UVM Business Mgr WorkCenter tile.
3. Click the Arrow icon to expand the Queries menu and then click on PurCard & P10

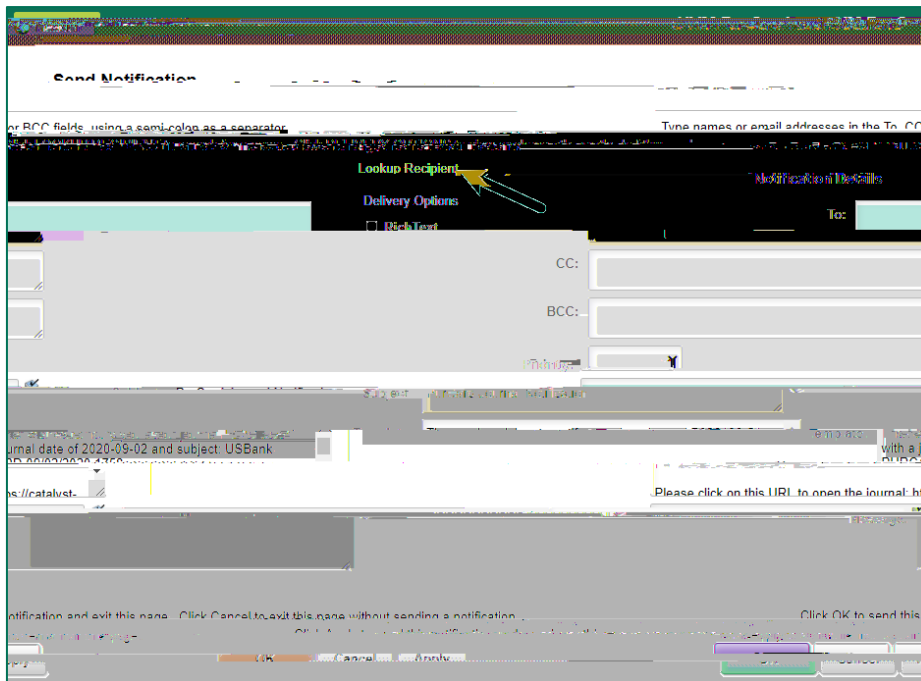


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2. On the Select Notification Template screen, select UCM PurCard Journal Link.



3. When the Send Notification page appears, fill in the email address of the person(s) you'd like to notify. Use a semicolon 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 link.



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



6.



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:
o Employee supervisor will be notified
o Transactions will be coded as misuse or policy violation;
o Payment should be made to the vendor within 15 days of the receipt date.



## 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) to the right of the field.

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