Director of Purchasing and Inventories

West Texas A&M University

Procurement Card Program

Cardholder Allocation Guide

Contents

Account Functionality

1. **This is the Home screen. The screen shows cardholder account activity, news and links, scheduled reports, and completed reports.**

2. **The "My Profile" tab allows the user to edit their name, password, challenge questions, and email address.**

3. **The "Account Information" screen (under the Account Activity tab) displays pertinent information about the cardholder and also displays transaction limits.**

How to Allocate Transactions

1. **Start at the home screen. Go to the account activity tab, and select "Transaction Summary."**

2. **Select the reporting cycle for the month you are allocating. Then click "search."**

3. **Your transactions will appear at the bottom of the screen. Select the ▶ icon to edit the account codes.**

4. Enter the expense description – no one word descriptions please!

5. Select your Division from the drop-down menu.

6. Select your Department from the drop-down menu.

7. Select the account that you will use for the purchase.

8. Select the most appropriate object code.

9. In the "Goods Received" field, select yes or no.
Note: If the goods have NOT been received, you will need to
complete a Procard Exception form to include in your log.

10. Make sure to save your work after you allocate each transaction so that no data is lost.

11. Once the transactions have been allocated, check the "reviewed" box, and save. After you have reviewed the transactions and saved your work, you will not be able to make any more changes to the transaction.

12.   The transaction is now locked to prevent further editing. You may choose at this point to click the "send email" button and send an email to your supervisor or approver to let them know you have allocated.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	🔒	☐	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX - 79109	7.50			

Expand All | Collapse All

Search Total: 313.54

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Splitting Transactions

1. **Splitting a transaction is done when a cardholder needs to separate a purchase between more than one account number and object code.**

2. **Click the split icon to create a split.**

3. **Transactions can be split by an amount or by a percentage of the purchase.**

Select amount or percent here
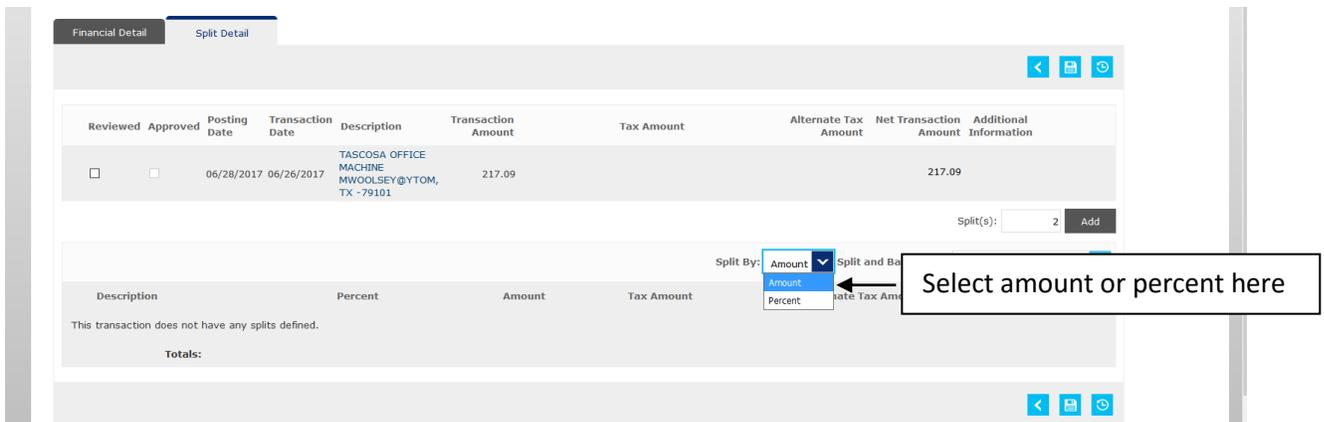
4. **You can also enter the number of splits you would like to create, and then click "add."**

Enter the number of splits and click "add"
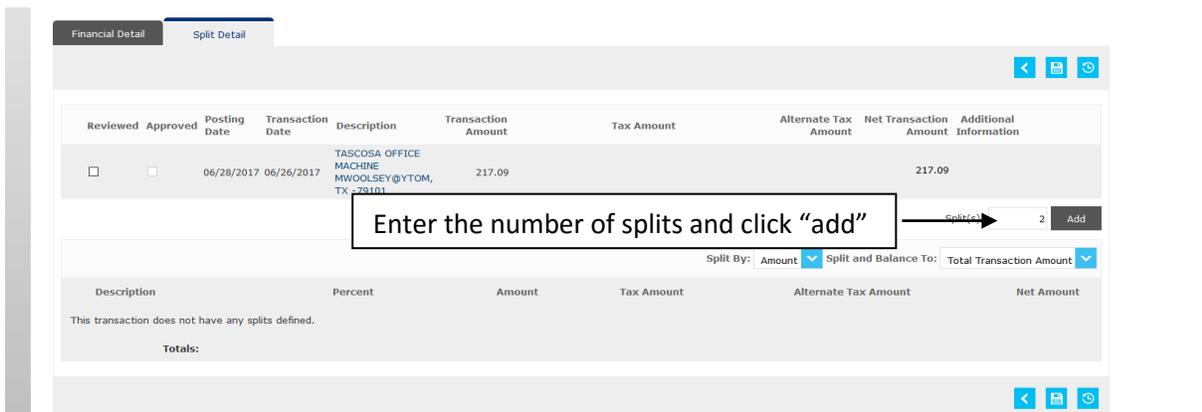
5. **Enter the description for each line item as well as the amount. Then save your work.**

		Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
Reviewed	Approved								
☐				FICE YTOM,	217.09			217.09	

Enter descriptions   Enter amounts

Split(s): 2 Add

Remove | **Expand All** | **Collapse All**

Split By: Amount ∨ Split and Balance To: Total Transaction Amount ∨

	Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
☐	Split - copier rental purchasing	50.00	108.55	0.00	0.00	108.55
☐	Split -copier rental central supply	50.00	108.54	0.00	0.00	108.54
	Totals:	100.00	217.09	0.00	0.00	217.09

6. **Click the ▶ button or "expand all" to expand the line items.**

		Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
Reviewed	Approved								
☐	☐	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09	|		217.09	

Split(s): 2 Add

Remove | **Expand All** | **Collapse All**

Split By: Amount ∨ Split and Balance To: Total Transaction Amount ∨

		Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
☐							
☐	∨	Split	Click here to expand the line item	108.55	0.00	0.00	108.55

ACCOUNTING CODES INFORMATION

Division	Department	Account	Object Code	Goods Received

Edit Accounting Codes

☐	∨	Split -copier rental central supply	50.00	108.54	0.00	0.00	108.54

ACCOUNTING CODES INFORMATION

Division	Department	Account	Object Code	Goods Received

Edit Accounting Codes

Totals:	100.00	217.09	0.00	0.00	217.09

7. **Then click "Edit accounting codes" to enter the accounts for each item.**

	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
	☐	☐	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09			217.09	

Split(s): 2 Add

Remove **Expand All | Collapse All**

Split By: Amount ⌄ Split and Balance To: Total Transaction Amount ⌄

		Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
☐							
☐	☑	Split - copier rental purchasing	50.00	108.55	0.00	0.00	108.55

ACCOUNTING CODES INFORMATION

Division	Department	Account	Object Code	Goods Received

Click here to enter account numbers → Edit Accounting Codes

		Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
☐	☑	Split -copier rental central supply	50.00	108.54	0.00	0.00	108.54

ACCOUNTING CODES INFORMATION

Division	Department	Account	Object Code	Goods Received

Edit Accounting Codes

	Totals:	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
		100.00	217.09	0.00	0.00	217.09

8. **Follow the normal process of selecting accounts and object codes. When this is completed, make sure to save your work.**

9. **To navigate back to the Transaction Summary, use the "breadcrumbs" at the top of the page.**
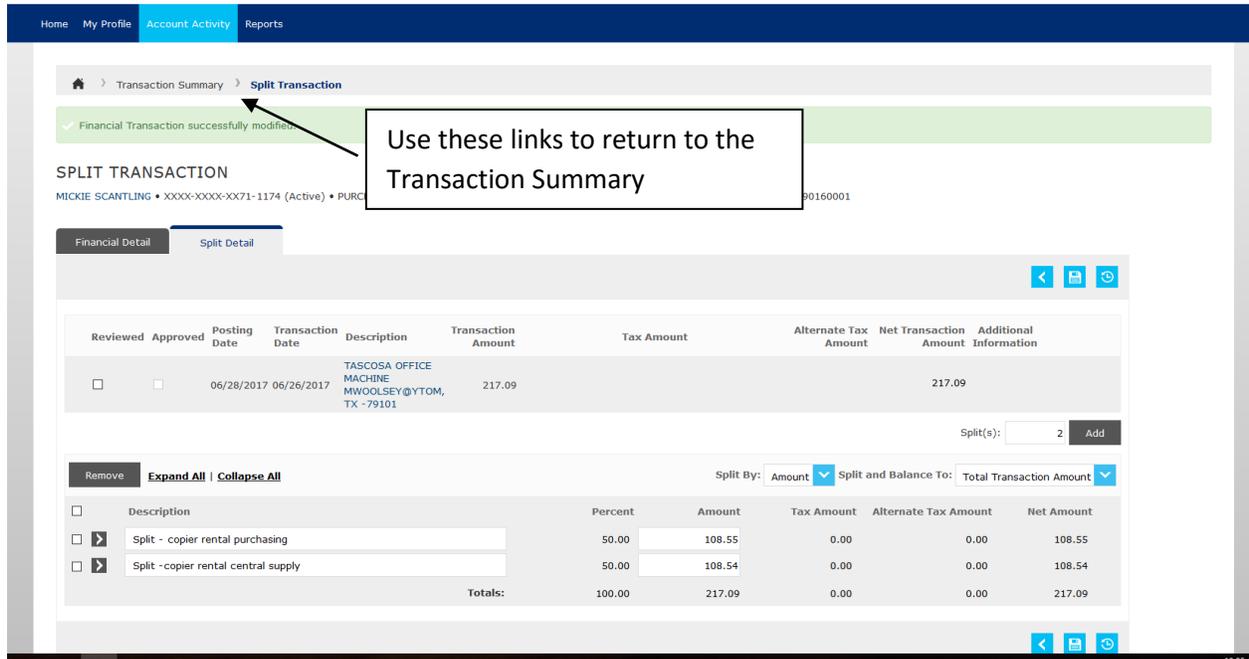
10. **If the split worked correctly, you will be able to view it on your Transaction Summary screen.**
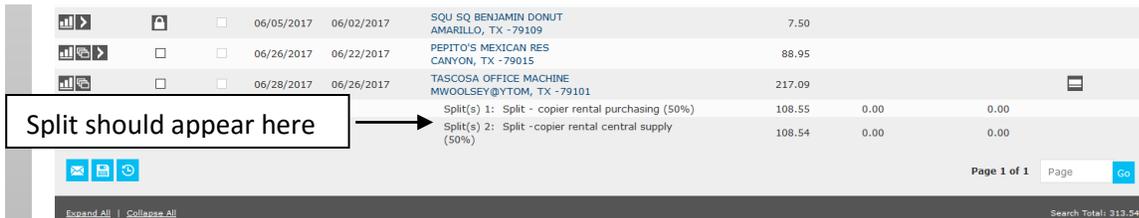
11. **You will still need to click the "reviewed" box and save your work just like a normal transaction. Once you have reviewed and saved your work, no additional editing will be permitted by the system.**
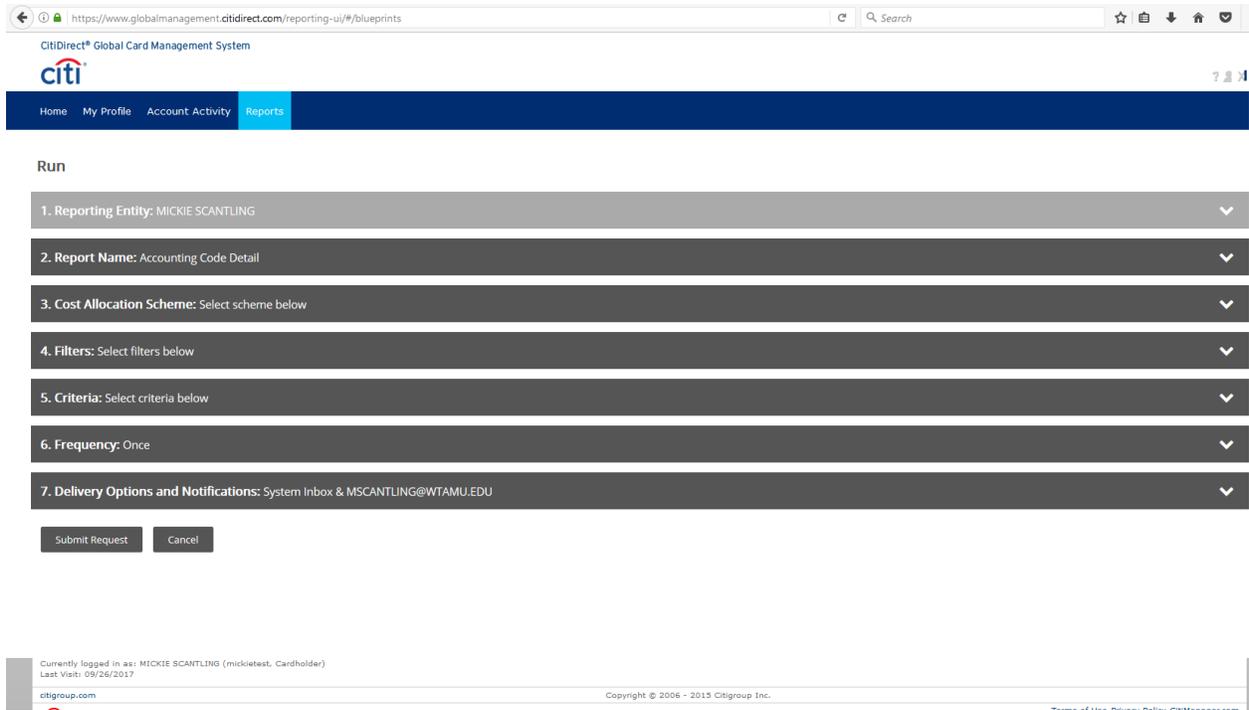
Creating a Report

After all transactions are allocated, the cardholder will run a report of their transactions for the month. This report should be submitted to Purchasing in the procurement card log along with all receipts and other necessary documentation.

1. From your Home screen, go to the Reports menu and select "RUN."

2. Type "Accounting Code Detail" report in the search box and click on the star to save to your favorites.

Type here

My Exports

☆	Account name is empty filter

Account Management Reports

☆	Account Statement	ℹ
☆	Account Status	ℹ
★	Accounting Code Detail	ℹ
	Accounting Codes Analysis	ℹ

2. Report Name:

Audit Reports

☆	Account Activity Spending Alerts	ℹ

Save to your favorites

	Account	ℹ

FAVORITES

★	Accounting Code Detail	ℹ
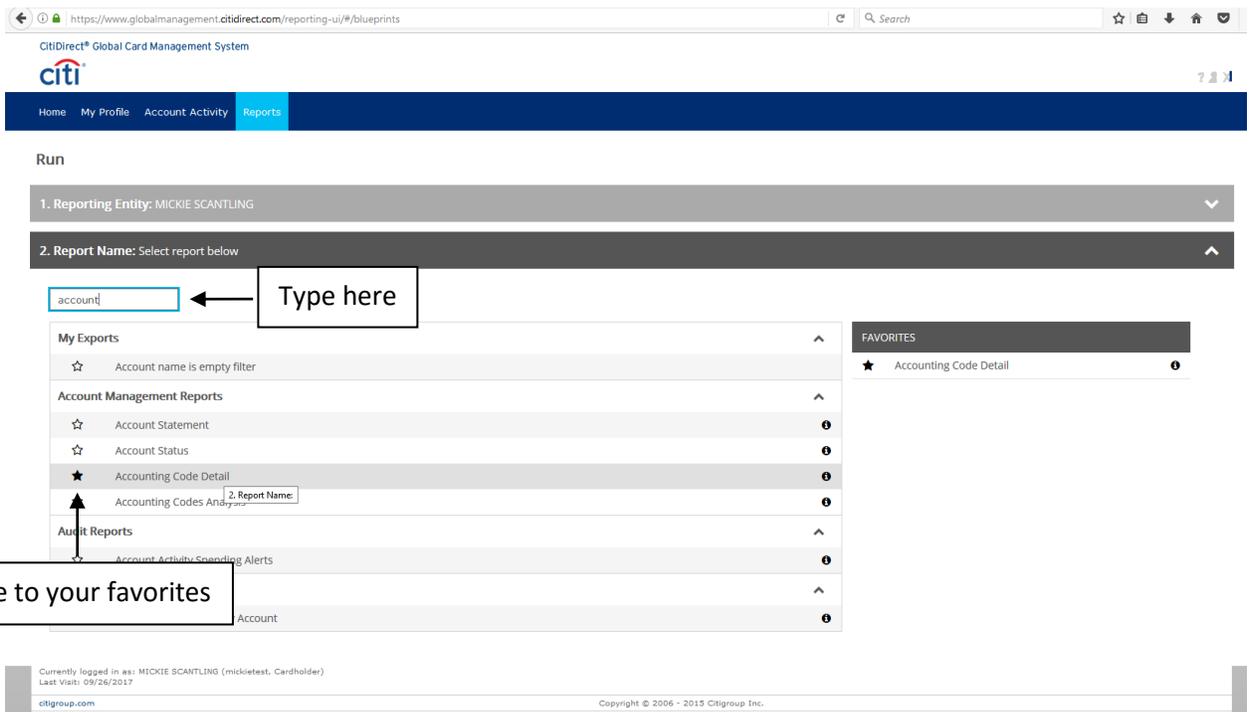
3. Click on Accounting Code Detail

4. Leave everything as it is on Number 3 & 4 – nothing required

5. Check the box by "include splits" - <u>ALWAYS</u> – split or not!

6. **The next step is to select the frequency and date range for the report. You want the report to run according to the reporting cycle that you just allocated for. Then click "save."**

Note: The report will not run until the day after the cycle is over. For example, a report for the June 2017 billing cycle will not run until July 4th.

7. Return to the home screen.

Note: The home screen is where you will check on the progress of your report. The report may take a while to run, depending on the number of transactions it covers.

8. **Click "DASHBOARD" under Reports to see completed reports. You will also receive an email if you requested one.**

9. **Click on the name of the report to retrieve it and click "Download".**

Click here to open the report

10. Choose "Open with" to open your report as pdf.

11. This is an example of how the report should look.