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**THE CATHOLIC UNIVERSITY OF AMERICA**



# **Finance Orientation**

**October 20, 2009**

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# **GENERAL ACCOUNTING – PROCUREMENT CARD RECLASSIFICATIONS**



# Procurement Card Reclassifications

This method will be changing soon...

- ❖ After Purchasing reviews for approval and completeness, General Accounting makes the reclassifications to move charges
  - Make sure **complete** chartfield is written out at least once on the statement – not just the org
  - Don't change the program from "PCARD" or "GEN" unless you review reports by program
  - Don't reclassify the cost of shipping a purchased item to CUA to the postage account (1500)
  - Transactions charged to a department not under your spending authority must be signed as approved by that department
- ❖ Cards mapped to grant default orgs are reclassified by the Grants and Contracts Office



# Procurement Card Reclassifications (cont'd)

This method will also be changing soon...

- ❖ Reclasses may be submitted electronically (required for those with high charge volume)
  - Run nVision Report “2PROCARD”
    - Scope definition – “2PROCARD”
  - Specific instructions on tab of report spreadsheet
  - Make appropriate changes
  - Email Excel spreadsheet with month’s charges to Mary Pachikara before the 20<sup>th</sup> of the following month
  - Report will only include posted charges; Charges won’t post if another department has a budget error



# Procurement Card Reclassifications (cont'd)

The screenshot shows a Microsoft Excel spreadsheet with the following content:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8															
9															
10	To run this report, enter your ORG number in the Scope called <b>PROCARD</b>														
11	Open the Report Request: <b>2PROCARD</b>														
12	Click <b>Run</b> on the Report Request Panel														
13															
14	<b>Once the report has run:</b>														
15															
16	This is a control page; please click on the tab: <b>PCard Detail</b> at the bottom of the screen for the transaction detail.														
17															
18	Procurement card transactions are cleared out by month (accounting period). Since the fiscal year starts on May 1,														
19	the months are numbered as follows: May=1, June=2, July=3, etc.														
20															
21	<b>To use the subtotal buttons, make sure your cursor is in a single cell in the data portion of the list (eg: Cell #: B9)</b>														
22															
23	To get a subtotal by month, click on the button " <b>Subtotal by month (Acctg Pd)</b> ".														
24															
25	To get a comprehensive list by cardholder, simply click on the button " <b>Subtotal by Cardholder</b> ".														
26															
27	Click on " <b>Refresh</b> " to reset the lines with no subtotals.														
28															
29	Note that outside the spreadsheet (in the "Frame") in the upper left hand corner are buttons numbered 1, 2, 3; By clicking on														
30	the 2, you can collapse the detail to just see the subtotals; clicking on the 3 will restore the detail. Clicking on the 1 will														
31	completely collapse the data to 1 grand total line. You can also collapse and expand individual subtotals by clicking on the														
32	+ or - signs to the left of the data (in the "frame" of the spreadsheet).														
33															
34															
35															
36															
37															

The spreadsheet is titled "Microsoft Excel - 327000.xls". The active cell is B8. The status bar at the bottom shows "Ready" and "NUM".

# Procurement Card Reclassifications - NEW

- ❖ New method for p card reclassifications
  - Enterprise Spend Platform (ESP) system (SunTrust)
  - Cardholders and approvals will receive email notifications after charge is processed
  - Cardholder enters ESP and reclassifies and saves charge
  - Approver approves charge
  - More detailed instructions will be forthcoming in P Card training and online



# GRANTS AND CONTRACTS ACCOUNTING

