Using Electronic P-Card Reallocations

A Signed P-Card Reallocation Log MUST be attached to each reallocation entered, otherwise the entry will be rejected by Accounting Services and will NOT be processed.

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SETTING UP USER ACCESS FOR SYSTEM:

If you need to be setup as a user in the P-Card Reallocation system please request access through provisioning in the Security Access app on the eWeber portal.

When in the Security Access app on the eWeber portal please select ‘request security’ and scroll to the bottom where you will see the following box:

```
Didn't see what you needed above? Enter it here:
Other Access needed:
```

In this box please type in that you request ‘I need to be setup as a user for P-Card Reallocations in the Electronic Finance Feed app’.

Accounting Services will follow-up with the individuals request when complete in the P-Card Reallocation system.
STEP BY STEP SCREENS:

1. Go to the Electronic Finance Feed link on the eWeber portal:

2. The next screen will be the Welcome screen and you may now select an application from the drop down box. (Your options will be different depending upon your access level)

Select ‘P-Card Reallocations’ to start the p-card reallocation process.
3. Your options will be to select a ‘Posting Period’ and then the list of ‘Available Indexes’ will be listed in the drop down box based on your level authorization. Submit.

   Important Note: The index will only show up under the month there were p-card charges. If there were no p-card charges on the indicated the month, the index will not show up in the drop down list of available indexes.

Timing of Charges Note:

P-Card charges are loaded into Banner weekly so there will be a timing issue for the last few charges of the month not being in the system for the month on the p-card statement.

If you are not seeing a charge in the specified month and it was towards the end of the month, please change the month in the drop down box to the next month and you will see the charge there and you can proceed as normal with your reallocation.
4. The next screen will load all p-card charges for the posting period selected. Under the options column you will select ‘Re-allocate’ for the charge you wish to re-allocate.
5. At the next screen, you are able to enter the ‘New P-Card Charge Information’

‘Index’ enter the index you have signed approval to reallocate to.

‘Account’ will be a drop down list of accounts allowed through the p-card reallocation system. Note: This list is restricted to a select list of accounting codes. Not all accounting codes previously used on p-card reallocations are available. Please find an allowable code from this drop down list which matches the p-card reallocation.

‘Description’ will default to the current p-card description.

‘Amount’ will default to the full p-card amount. Note: Split re-allocations are allowed but the new amounts must add up to equal the current P-Card charge amount. Partial re-allocations will show up on the left of this box until the new charge total matches the current charge total.

Select ‘Add’ to proceed with this reallocation and add documentation.

Note: Once you reach the total amount to allocate you will have the option to add attachments on the next screen to prove your re-allocation.
6. Adding Attachments.
   After selecting ‘Add’ it will take you back to the screen of monthly charges. At the
   bottom you will see ‘Pending Re-Allocations’ and you will now have a column titled
   ‘Attachments’ with the option to View/Add.

   The signed p-card reallocation log MUST be attached to the corresponding reallocation line. 
   Reallocations submitted without a signed reallocation log will be rejected and not processed by
   Accounting Services.

   A few items to note: the top portion the expense now shows as ‘Done’ and the option to Re-
   allocate is no longer available. While it says done up top it is still listed below as a ‘Pending Re-
   Allocation’. **The process to re-allocate is not complete until an attachment has been made and the ‘Submit Reallocations’ button has been selected.**
7. After selecting ‘View/Add’ the screen will appear to choose a file for attachment. Once the file is listed, select ‘Add’,

ATTACHMENT NOTE: The attachment which MUST be made is the p-card reallocation log which was previously sent into Accounting. This form no longer needs to be sent into Accounting and instead will be attached here for auditing and accounting purposes. The form must still be completely filled out with the “Reallocate to Account” column filled out with the index and signature of the approving reallocation. This signature is the vital piece on why this is attached, showing the approval and authorization of the ‘reallocate to’ department.

The physical paper will be kept and maintained with the original p-card statement. The receipts do not need to be attached, the p-card statement does not need to be attached.

Only the P-Card Reallocation Log with appropriate signatures must be attached.

A SIGNED P-Card Reallocation Log MUST be attached to each reallocation entered, otherwise the entry will be reject by Accounting Services and will NOT be processed.
8. After selecting ‘Add’ you can either add another attachment or go back to the prior screen to finalize and submit the reallocation. You can also view your attachment at this screen or delete the attachment.

9. Once your attachment has been made you can now ‘Submit Reallocations’

   Note: If you missed something, did the wrong reallocation or wanted to change anything you may select the ‘Delete’ button the transaction line will be removed from ‘Pending Re-Allocations’ and the transaction line will show back up top allowing you to reallocate again.
10. After selecting ‘Submit Reallocations’ you will see the following notification to verify you want to submit these reallocations to accounting for approval.

![Notification](image1.png)

11. After submitting ‘OK’ you will see the following notification:

![Notification](image2.png)

After this submission point Accounting Services will receive an email to review and process the transaction. Transactions are reviewed and approved daily by Accounting Services.

12. Once Accounting Services has reviewed and submitted the batch for process into Banner, an email will generate to the department who had the ‘charge reallocated to’ in the P-Card Reallocation batch.

   Note: The user submitting the p-card reallocation will NOT receive any email notification.

Email message example:

A P-Card Reallocation PR#### has been processed with an index number associated to your department. To view the transaction detail please go to the Electronic Finance Feed app in the eWeber portal and “View Department P-Card Reallocations”
For any questions regarding the approved p-card reallocation please contact the department or individual listed under the “View Department P-Card Reallocations”
Any other questions please respond to this email or contact Accounting Services at ext 6606.

This email will be auto-generated from Accounting Services and no reply is necessary.
The email will indicate the p-card reallocation number (PR#######) assigned which will appear as the ‘Document’ reference in Banner and Argos reports.

The department which has had the transaction reallocated to their account can go into ‘View Department P-Card Reallocations’ and view the transaction and any attachments which have been put in place.

**No further action is needed on the part of either side of the transaction.**

**PLEASE REMEMBER: A **SIGNED** P-Card Reallocation Log MUST be attached to each reallocation entered, otherwise the entry will be reject by Accounting Services and will NOT be processed.**
VIEW DEPARTMENT P-CARD REALLOCATIONS:

If a department wants to see the charges reallocated TO their account they will go to the following screens:

The next screen will be a date range you can search by.

Enter your dates you wish to search. This date is referencing the date the reallocation POSTED.

Search.
The transactions for the date range indicated are now listed and can be searched by any field in the “Filter records” box.

To view the attachments, expand the blue circle to expand the detail for the line item.
Below is the expanded detail. Select ‘View’ to see the attachments added by the user.

<table>
<thead>
<tr>
<th>Ref. Number</th>
<th>Index Code</th>
<th>Index Title</th>
<th>Account Code</th>
<th>Account Title</th>
<th>Reallocate Index</th>
<th>Reallocate Account</th>
<th>Account Title</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR000019</td>
<td>213420</td>
<td>Dean of Business</td>
<td>72610</td>
<td>Purchasing Card Exp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$361.46</td>
</tr>
</tbody>
</table>

Post Date: 09/21/2018

Attachments: View
Attachments Count: 1
IMPORTANT REMINDERS:

- The department is still responsible to fill out the reallocation paperwork and have the appropriate signatures/approvals and maintain the physical documentation on their end.

- If reallocated through this application **NO PAPERWORK** will be sent to Accounting Services.

- A P-Card Reallocation log with its approving signatures is required to be attached to each reallocation.

- Grants (indexes beginning with a ‘6’), Endowments (indexes beginning with a ‘4’) and Scholarship indexes are **not** allowed for electronic reallocation and must still be sent in by paper to Accounting Services for the appropriate accounting staff signatures.

- Again, please remember: reallocations done through this application are **NOT** sent to Accounting Services.

If you have any questions please email **electronicfeed@weber.edu**