

## **Financial Processing Module**

### **Procurement Card**

The Procurement Card (PCDO) document is used to properly distribute procurement card expenses to the correct account number and object code. It is a reconciliation tool for the procurement card transactions.

Unlike other financial transaction documents, the PCDO document is generated automatically by the system in a batch mode based on an electronic feed of posted transactions from the bank's system. The PCDO document is routed to the fiscal officer of the default account assigned to the card. They use the PCDO document to accomplish the following:

- To apply procurement card charges to an account number or object code other than the default account and object code associated with the card.
- To identify charges that the cardholder wishes to dispute.

When the fiscal officer selects one of the Procurement Card transactions from the **action list**, the PCDO document appears.

### **Document Layout**

A PCDO document has its own unique **Transaction** section within the **Accounting Lines** tab in addition to the standard financial transaction tabs.

For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Capital Edit**, and **Ad Hoc Recipients**, **Route Log** tabs, see “Standard Tabs” in the *IU KFS Overview and Introduction*.

If the PC transaction pertains to a capital asset, the **Capital Edit** tab may identify either a new asset number in the **Create New Assets** section or an existing asset number in the **Retrieve Asset to be Updated** section. In both cases, the **Accounting Lines** tab specifies the account(s) and object code(s) to which the expense is being moved. The tab does not display the number of the clearing account from which the expense is being moved.

Document Overview

hide

Document Overview

<b>* Description:</b>	SYSTEM Generated	<b>Explanation:</b>	Chart BL Account 4631654 is invalid; using error account.
<b>Total Amount:</b>	781.88	<b>Org. Doc. #:</b>	

Accounting Lines

hide

Transaction #546956002189000223518

hide detail

<b>Transaction Credit Card Number:</b>	4444876757777113	<b>Transaction Total Amount:</b>	71.44
<b>Card Holder Name:</b>	COLUMBUS SCIENCE	<b>Transaction Reference Number:</b>	546956002189000223518
<b>Transaction Date:</b>	01/01/2006	<b>Vendor Name:</b>	HODAPP - STAR
		<a href="#">dispute</a>	

Accounting Lines

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amt	
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<a href="#">add</a>
1:	BL BLOOMINGTON	1031400 PSYCHOLOGY	<input type="text"/>	4190 PROCUREMENT CARD PURCHASES	<input type="text"/>	<input type="text"/>	<input type="text"/>	71.44	<a href="#">delete</a> <a href="#">bal inquiry</a>
								<b>Total:</b>	<b>\$71.44</b>

Transaction #546956002189000223519

hide detail

<b>Transaction Credit Card Number:</b>	4444876757777113	<b>Transaction Total Amount:</b>	710.44
<b>Card Holder Name:</b>	COLUMBUS SCIENCE	<b>Transaction Reference Number:</b>	546956002189000223519
<b>Transaction Date:</b>	01/01/2006	<b>Vendor Name:</b>	HODAPP - STAR
		<a href="#">dispute</a>	

Accounting Lines

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amt	
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<a href="#">add</a>
1:	BA BLOOMINGTON AUX	6044906 PARKING OPERATION ENFORCE	<input type="text"/>	4190 PROCUREMENT CARD PURCHASES	<input type="text"/>	<input type="text"/>	<input type="text"/>	710.44	<a href="#">delete</a> <a href="#">bal inquiry</a>
								<b>Total:</b>	<b>\$710.44</b>

General Ledger Pending Entries [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

## Accounting Lines Tab: Transaction Section

Unlike the other document types, the PCDO document opens with the **Transaction** section and pre-populated **Chart**, **Account**, **Object Code**, and the **Amount** fields in the **Accounting Lines** tab. The accounting information is based on the PCDO data that was uploaded via the Procurement Card Upload.

Accounting Lines hide

Hyperlinks to drill down to details

Transaction #554173460487304813890 hide detail

<b>Transaction Credit Card Number:</b>	*****	<b>Transaction Total Amount:</b>	11.95
<b>Card Holder Name:</b>	Molecular Structure Center	<b>Transaction Reference Number:</b>	554173460487304813890
<b>Transaction Date:</b>	02/17/2006		
<b>Vendor Name:</b>	STANSIFER RADIO CO		

The **Transaction** section lists information about all the transactions posted for this card during this cycle and is not editable.

### Transaction section definitions:

Title	Description
Transaction Credit Card Number	Display-only. Procurement Card number. Clicking the <b>Transaction Credit Card Number</b> link opens up a separate window which displays the credit card holder detail. This information is masked when viewed by users who are not the fiscal officer of the default account associated with this card.
Card Holder Name	Display-only. Name of the card holder
Transaction Total Amount	Display-only. The amount of the purchase
Transaction Date	Display-only. The date the purchase was made
Vendor Name	Display-only. The name of the vendor the goods were purchased. Clicking the <b>Vendor Name</b> link opens up a separate window which displays the vendor detail.
Transaction Reference Number	Display-only. The bank's transaction number. Clicking the <b>Transaction Reference Number</b> link opens up a separate window which displays the procurement card transaction detail.

The following example shows a Procurement Card Holder inquiry.

Header Text hide

<b>Document Number:</b>	315508
<b>Card Cycle Amount Limit:</b>	
<b>Card Cycle Volume Limit:</b>	
<b>Card Holder Name:</b>	Molecular Structure Center
<b>Card Holder Alternate Name:</b>	
<b>Card Holder City Name:</b>	
<b>Card Holder Line1 Address:</b>	
<b>Card Holder Line2 Address:</b>	
<b>Card Holder State Code:</b>	
<b>Card Holder Work Phone Number:</b>	
<b>Card Holder Postal (ZIP) Code:</b>	
<b>Card Limit:</b>	
<b>Card Note Text:</b>	
<b>Card Status Code:</b>	
<b>Default Chart:</b>	BL *-* BLOOMINGTON
<b>Default Account:</b>	4631654
<b>Default Sub-Account:</b>	

Next is an example of a Procurement Card Transaction Vendor inquiry:


Header Text	
<b>Document Number:</b>	315508
<b>Financial Document Transaction Line Number:</b>	3
<b>Vendor Name:</b>	STANSIFER RADIO CO
<b>Transaction Merchant Category Code:</b>	7622
<b>Vendor City Name:</b>	
<b>Vendor Line1 Address:</b>	
<b>Vendor Line2 Address:</b>	
<b>Vendor Order Number:</b>	
<b>Vendor State Code:</b>	
<b>Vendor Postal (ZIP) Code:</b>	
<b>Version Number:</b>	6
<b>Visa Vendor Identifier:</b>	

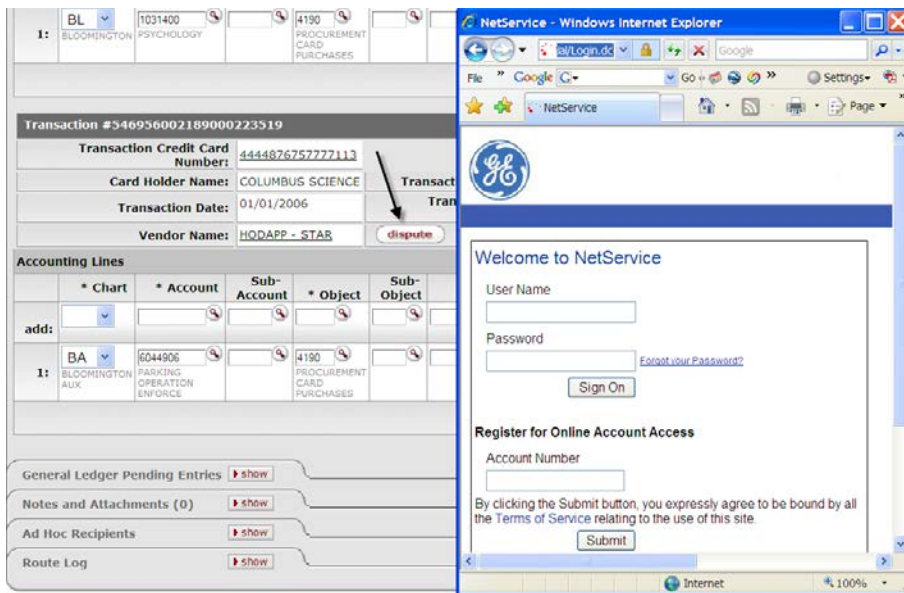
And this is an example of a Procurement Card Transaction Detail inquiry:

Header Text	
<b>Document Number:</b>	<u>315508</u>
<b>Financial Document Transaction Line Number:</b>	<u>1</u>
<b>Transaction Reference Number:</b>	554173460487304813890
<b>Transaction Billing Currency Code:</b>	
<b>Transaction Currency Exchange Rate:</b>	
<b>Transaction Date:</b>	2006-02-17
<b>Transaction Original Currency Amount:</b>	
<b>Transaction Original Currency Code:</b>	
<b>Transaction Point Of Sale Code:</b>	
<b>Transaction Posting Date:</b>	2006-02-17
<b>Transaction Purchase Identifier Description:</b>	
<b>Transaction Purchase Identifier Indicator:</b>	No
<b>Transaction Sales Tax Amount:</b>	
<b>Transaction Settlement Amount:</b>	
<b>Transaction Tax Exempt Indicator:</b>	No
<b>Transaction Travel Authorization Code:</b>	
<b>Transaction Unit Contact Name:</b>	
<b>Transaction Cycle End Date:</b>	
<b>Transaction Cycle Start Date:</b>	
<b>Transaction Total Amount:</b>	11.55

## The Dispute Button

The **dispute** button can be linked to the electronic dispute screen offered by your bank.

Click  to open the dispute screen in a separate window.



## Process Overview

### Business Rules


- Object code restrictions can be made by object type, object sub-type, object level, object consolidation and object code.
- Account restrictions can be based on sub-fund, function code and account number.
- Restrictions can be global, restricting use on the document as a whole.
- Restrictions can also be based on the Merchant Category Code (MCC) associated with the transaction.
- Total amount cannot be changed.
- Negative amounts are allowed to accommodate credits given against prior transactions.
- The document cannot be disapproved or canceled.
- Institutions may define a number of days after generation of the PCDO documents after which they are automatically approved by the system.
- The PCDO document cannot be selected from the **Main Menu** tab.

The total document amount cannot be changed. The total of the Accounting Lines for each transaction should not be changed.

Since procurement card transactions are initiated by a batch process, you do not see the PCDO document selection in the Financial Transactions area within the Main Menu.











## Approving a Procurement Card Document

The following steps apply to appropriate fiscal officers responsible for approving the procurement card transactions.

1. Click  located in the upper left corner of the screen.

- Log into the KFS as necessary.  
All procurement card transactions awaiting approval appear in the action list. Notice that the **Action Requested** shows 'APPROVE'.

**ACTION LIST**  
22 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Route Log
172167	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:58 PM 07/28/2006		
172169	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:58 PM 07/28/2006		
172172	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172173	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172174	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172175	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172182	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		
172183	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		
172185	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		
172187	KualProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		

22 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

- Click the **Document ID** link to open the document you wish to reconcile.

A pre-populated PCDO document appears.

- Complete the common financial transaction tabs.
- Modify the information in the **Accounting Lines** tab.

The reconciliation process might include the following activities:

- Verify each transaction against the original receipt.
- Review purchase for adherence to the institution's policy.
- Change object code from the default object code to one that accurately reflects the charge incurred. Make account redistribution decision and change as needed. Sub-accounts, sub-object codes, or project codes can also be added.
- You may also add additional accounting lines to divide the transactions between several different accounts.

For information about the common financial transaction tabs such as **Document Overview, Notes and Attachments, Ad Hoc Recipients, Route Log, Accounting Lines** and **Capital Edit** tabs, see “Standard Tabs” in the *IU KFS Overview and Introduction*.

- Click .

**Note:** The PCDO document cannot be disapproved. Disputes or discrepancies must be referred to the bank's online dispute process discussed earlier in this section. A credit arising from a disputed transaction appears as a negative amount in the PCDO document when the dispute is resolved.

- Review the **General Ledger Pending Entries** tab.

The pending entries include offset generation lines to cash or fund balance object codes.

Expenses related to procurement cards are held on a clearing account until redistributed using the PCDO document. The pending ledger entries show this clearing account being appropriately credited, though the account does not otherwise display on the document.

8. Review the **Route Log** tab.

The document is routed to the fiscal officer for each account used in the Accounting Lines, if other than the fiscal officer initiating the PCDO document. Otherwise the PCDO document follows the organization review routing rules. In either case, the Route Status shows 'ENROUTE'.

9. Appropriate organization reviewers must approve the document.

For information about the Route Log tab, see "Route Log" in the *IU KFS Overview and Introduction*.

## Example

The Psychology department used a procurement card to pay for the Federal Express charges. The fiscal officer needs to change the default object code to the Shipping Postage object code to report the expenses in the correct expense object code.

The PCDO allows the user to change the object code from the default object code (4190) to the Shipping Postage object code (4370) in the **Accounting Lines** tab to correctly classify its departmental expenses.

Document Overview ▼ hide

* <b>Description:</b> SYSTEM Generated	<b>Explanation:</b>
	<b>Org. Doc. #:</b>

Accounting Lines ▼ hide

Transaction #0175699405 HIDE DETAIL

<b>Transaction Credit Card Number:</b> *****	<b>Transaction Total Amount:</b> 41.71
<b>Card Holder Name:</b> NORMAN M NAGATA	<b>Transaction Reference Number:</b> 0175699405
<b>Transaction Date:</b> 05/11/2006	<b>Vendor Name:</b> FEDEX_SHP_05/08/06_AB#

	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	* Amt
1:	BL BLOOMINGTON	1031400 PSYCHOLOGY		4370 SHIPPING POSTAGE				41.71
<b>Total: \$41.71</b>								

General Ledger Pending Entries ▼ hide

Seq #	Fiscal Year	Chart	Account	SubAccount	Object	Sub-Object	Project	Doc. Type	Balance Type	Obj. Type	Amount	D/C
1	2007	BL	1031400	----	4190	---	-----	PCDO	AC	EX	41.71	C
2	2007	BL	1031400	----	8000	---	-----	PCDO	AC	AS	41.71	D
3	2007	BL	1031400	----	4370	---	-----	PCDO	AC	EX	41.71	D
4	2007	BL	1031400	----	8000	---	-----	PCDO	AC	AS	41.71	C

Notes and Attachments (0) ▶ show

Route Log ▶ show

## Procurement Card Upload

When the user selects the **Procurement Card Upload** option from the **Administration** menu tab, the system displays the Procurement Card Batch Upload document. This document provides the ability to upload a procurement card feeder file.

This file contains data that tells KFS how to generate Procurement Card documents when the KFS-FP procurement Card Document Job batch job is run.

In the default system, only members of the KFS-SYS Operations role can use this upload screen.

### Procurement Card Batch Upload



Add Batch Files			
add:	Browse File	File Identifier	Actions
	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="add"/>

## Procurement Card Upload Format

For information on procedures and formatting rules that apply to all KFS batch uploads on the administration menu, see “Batch Upload Basics” in the *IU KFS Overview and Introduction*.

Keep the following points in mind:

- The procurement card file must begin with the standard XML version line.
- The root (first) tag for PCDO files must be the <procurementCardTransactions> tag, and the file must contain only one < procurementCardTransactions ></ procurementCardTransactions > tag. This tag also contains attributes that identify the schema the document adheres to, such as:

```
<transactions xmlns=http://www.kuali.org/kfs/fp/procurementCard
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
```

- Following the procurementCardTransactions tag must be the <transaction> tag. This tag contains other identifier tags that describe a procurement card transaction.
- The sequence of <transaction></transaction> can repeat one or more times.

### Procurement card format:

Name	Type	Max. Size	Required?	Special Formatting
<b>Transaction</b>				
<transactionCreditCardNumber>	Characters	16	Yes	
<financialDocumentTotalAmount>	Decimal		Yes	Money format (2 decimal places)
< transactionDebitCreditCode>	Characters	1	Yes	Must have value ‘D’ or ‘C’
< chartOfAccountsCode>	Characters	2	Yes	
< accountNumber>	Characters	7	Yes	
<financialObjectCode>	Characters	4	Yes	
<financialSubObjectCode>	Characters	3	No	



<projectCode>	Characters	10	No	
<transactionCycleStartDate>	Date		No	YYYY-MM-DD format
< transactionCycleEndDate>	Date		No	YYYY-MM-DD format
< cardHolderName>	Characters	35	No	
< transactionDate>	Date		Yes	YYYY-MM-DD format
< transactionReferenceNumber>	Characters	21	No	
< transactionMerchantCategoryCode>	Characters	4	No	
< transactionPostingDate>	Date		No	YYYY-MM-DD format
< transactionOriginalCurrencyCode>	Characters	3	No	
< transactionBillingCurrencyCode>	Characters	3	No	
< transactionOriginalCurrencyAmount>	Decimal		No	Money Format (2 decimal places)
< transactionCurrencyExchangeRate>	Decimal		No	Money Format (2 decimal places)
< transactionSettlementAmount>	Decimal		No	Money Format (2 decimal places)
< transactionSalesTaxAmount>	Decimal		No	Money Format (2 decimal places)
< transactionTaxExemptIndicator>	Characters	1	No	Must have value 'Y' or 'N'
< transactionPurchaseIdentifierIndicator>	Characters	1	No	Must have value 'Y' or 'N'
<transactionPurchaseIdentifierDescription>	Characters	25	No	
< transactionUnitContactName>	Characters	35	No	
< transactionTravelAuthorizationCode>	Characters	50	No	
< transactionPointOfSaleCode>	Characters	25	No	
< vendorName>	Characters	45	No	
< vendorLine1Address>	Characters	45	No	
< vendorLine2Address>	Characters	45	No	
< vendorCityName>	Characters	45	No	
< vendorStateCode>	Characters	2	No	Must be 2 characters
< vendorZipCode>	Characters	20	No	

< vendorOrderNumber>	Characters	12	No	
< visaVendorIdentifier>	Characters	16	No	
< cardHolderAlternateName>	Characters	45	No	
< cardHolderLine1Address>	Characters	45	No	
< cardHolderLine2Address>	Characters	45	No	
< cardHolderCityName>	Characters	45	No	
< cardHolderStateCode>	Characters	2	No	Must be 2 characters
< cardHolderZipCode>	Characters	20	No	
< cardHolderWorkPhoneNumber>	Characters	10	No	
< cardLimit>	Decimal		No	Money format (2 decimal places)
< cardCycleAmountLimit>	Decimal			Money format (2 decimal places)
< cardCycleVolumeLimit>	Decimal			Money format (2 decimal places)
< cardStatusCode>	Characters	2	No	
< cardNoteText>	Characters	50	No	

## ***Routing***

The PCDO document is initiated by the system and routed to the fiscal officer for the default account on the transaction. The fiscal officer may change the account(s) on the PCDO to accounts belonging to other fiscal officer(s).

The PCDO document then routes to all fiscal officers on the document again. This ensures that all fiscal officers get a chance to see any changes other fiscal officers may have made to their accounts during the first pass through fiscal officer routing. In the base configuration this second approval is required even if the fiscal officer approved the document the first time. If you are not creating procurement card documents with multiple account numbers on the same document this second approval is redundant and can be configured via KIM not to force the user to take a second action.

The PCDO then follows organizational routing already established in workflow. The contracts and grants special conditions routing does not exist for the PCDO document because the document cannot be disapproved.

Contracts and grants charges are reviewed after the fact, and if it is later determined that the charge does not comply with the provision of the contract or grant, the fiscal officer is expected to reimburse the account.

The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.

The document passes through fiscal officer routing twice. The fiscal officer can change the account numbers to account numbers they are not responsible for the first time but not the second.