



**Financial Transaction SOP: Financial Processing / Purchasing, Procurement Card (PCard), PCDO**

SOP Owner: Credit Card Program Administrator, Financial Processing Manager

Version Number, Date Revised: 4, 02/23/12

Date Implemented:

Approval(s):

**Updates**

Date	Section	Change
02/23/2012	6. Procedure / Training Issues p. 3	-“PCards <b>cannot</b> be used to purchase capital assets.”

**Standard Operating Procedure**

Unlike other financial transaction documents, the PCDO e-doc is generated automatically based on an electronic feed of posted transactions from the bank’s system. The PCDO e-doc is routed to the fiscal officer (or delegate) of the default account assigned to the card. They use the PCDO to accomplish the following:

- To apply procurement card charges to the appropriate account number and object code (and sub-account number and sub-object code, when applicable), other than the default accounting line information associated with the card.
- To identify charges that the cardholder wishes to dispute.

When the fiscal officer selects a Procurement Card transaction from the action list, the PCDO appears. *Best Practice recommendation:* when setting up your Action List preferences, it is recommended that you do not opt to hide the column heading. More information on action list preferences will be included in the “Basics” tutorials.

**1. Purpose**

- PCDO will be used to reallocate a procurement card charge or credit.
- PCDO is used to properly distribute procurement card expenses to the correct account (and sub-account, where applicable) and object code (and sub-object, where applicable).

**2. Scope**

Audience: today’s PCard coordinators within the BSCs. When KFS is implemented, fiscal officers (FOs) will delegate (by e-doc, account, etc.) the PCDO to staff within FTCs, according to policy.



### 3. Prerequisites (Forms / Tools)

- Basics knowledge / training on KFS
- KFS workflow training—includes FO / primary and secondary delegate information (**Note:** Any “FO” reference in this SOP is understood to be either / or; i.e., either the FO or his/her primary or secondary delegate.)
- KFS “Financial Processing, Overview” SOP
- KFS “Financial Processing, Overview” tutorial
- PCDO training (**Training Issue:** any KFS user can view a PCDO e-doc.)
- KFS access; specifically, access to the PCDO (Access to **view** the e-doc will be available to any KFS user; however, the ability to **approve or release** a transaction is limited to FOs.)

### 4. University Policy

- 3.14 University Policy, Business Expenses
- 3.25 University Policy, Procurement of Goods and Services  
[See: Supply Management Services, Buying Manual, Procurement Card, Section 300]
- 4.7 Retention of University Records

As is the policy today, approving or releasing a PCDO will be limited to FTC staff members who do not hold a PCard. In addition, PCard holders cannot be primary / secondary delegates.

### 5. Responsibilities

- PCard holder (PCard application process already exists and will remain a stand-alone process, outside of KFS.)
- Fiscal Officer (currently: PCard coordinator) / delegate (primary/secondary) for approving / releasing the PCDO
  - **Training Issue:** PCDO will automatically route to the primary delegate’s action list. It will not automatically route to the secondary delegate.
  - PCDO-specific routing: primary and secondary delegates must be in BSC / FTC.
- Scanner: not a system role (For certain e-docs, including the PCDO, permission can be set up to allow access for “Scan / Attach” purposes; *currently under analysis.*)

### 6. Procedure

PCDOs cannot be initiated by a KFS user; the e-doc is a result of an automated process that loads the files from the bank.



Fiscal Officer:

- Accesses his / her action list. *Best Practice recommendation:* review action list daily.
- Selects transaction and reviews the information presented in accounting lines.
- Reviews e-doc for policy compliance.

*Best Practice recommendation:* scan / attach receipt; where business purpose is not clearly indicated, enter business purpose on e-doc—in explanation field.

**Note:** in accordance with record retention policy, FTC director is ultimately responsible for ensuring that appropriate documentation associated with the transaction is available.

**Training Issues:**

- When a transaction is suspected of being in violation of policy, ad hoc route—for **Acknowledgment**—to FTC director (or other staff responsible for oversight, as designated by FTC director).
- PCards cannot be used to purchase capital assets.
- Submits / approves. **Note:** Auto release period is 15 days; if assigning to an account that belongs to another FO, *Best Practice recommendation* is: do **not** release to another fiscal officer during the last 10 days of the auto release period.
- Per policy, review auto releases on a recurring basis.

Action List

System will provide the ability to search / sort the Action List.

Action List information displayed in the “Title” column will be as follows (total of 40 characters):

- characters 1 – 15, cardholder name;
- 16, delimiter (/);
- 17 – 35, first 19 characters of the vendor name;
- 36, delimiter (/);
- 37 – 40, last 4 of cc #.

Example:

2 items retrieved, displaying all items.

<u><a href="#">Id</a></u>	<u><a href="#">Type</a></u>	<u><a href="#">Title</a></u>	<u><a href="#">Status</a></u>	<u><a href="#">Action Requested</a></u>	<u><a href="#">Initiator</a></u>	<u><a href="#">Delegator</a></u>	<u><a href="#">Date Created</a></u>	<u><a href="#">Group Request</a></u>	<u><a href="#">Log</a></u>
10004097	Procurement Card	Procurement Card - Susan Luckhurst/STANSIFER RADIO CO/3333	ENROUTE	APPROVE	KFS		11:00 PM 04/04/2011		
10004099	Procurement Card	Procurement Card - Susan Luckhurst/WEGMANS/3333	ENROUTE	APPROVE	KFS		11:00 PM 04/04/2011		

**Figure 1** – Action List with PCard transaction information highlighted

Business Rules

- Transactions: PCard transactions will be loaded to KFS the first business day after delivery from the bank.
- Transactions that have not been approved will automatically post to the default account 15 calendar days after PCDO is created. “PCDO approved by KFS-SYS User” indicates that PCDO was auto released.



- Object code restrictions can be made set by object type, object sub-type, object level, object consolidation, and object code.
- There will be certain account restrictions: *currently under analysis*.
- Total amount cannot be changed.
- PCDOs cannot be disapproved or canceled.
- Approval of the PCDO is limited to FOs (including their primary / secondary delegates) who are not cardholders.

In addition to the standard financial transaction tabs, a PCDO has a unique Transaction section within the Accounting Lines tab.

The screenshot displays the PCDO interface with the following sections:

- Document Overview:**
  - \* Description: Susan Luckhurst/WEGMANS/3333
  - Org. Doc. #: [Empty]
  - Explanation: [Empty]
  - Financial Document Detail: Total Amount: 500.00
- Accounting Lines:**
  - Transaction #554173460487304813891
  - Transaction Credit Card Number: [XXXXXXXXXXXX3333]
  - Card Holder Name: Susan Luckhurst
  - Transaction Total Amount: 500.00
  - Transaction Date: 03/29/2011
  - Transaction Reference Number: 554173460487304813891
  - Vendor Name: WEGMANS
  - dispute button
- Accounting Lines Table:**

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	IT	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	0.00	add
1	IT Ithaca Campus	4023700 SNYDER HILL	[Empty]	6005 Cost of Sales -Beverage Alcohol	[Empty]	[Empty]	[Empty]	500.00	bal inquiry
								<b>Total: 500.00</b>	

Figure 2 – PCDO (Note: that all but last 4 digits of transaction credit card number do not display.)

Transaction Section

Unlike other types of e-docs, the PCDO opens with accounting line information (in Transaction section, Accounting Lines tab) pre-populated. PCard data is uploaded from bank file.

Transaction section lists information about the transaction posted to this card and is not editable



<b>Table 1-Transaction Section field definitions</b>	
<i>Field Name</i>	<i>Description (* indicates a required field)</i>
Transaction Credit Card Number	Display-only; last 4 digits of PCard number. Clicking the <b>Transaction Credit Card Number</b> link* opens up a separate window that displays the credit card holder detail.
Card Holder Name	Display-only. Name of the card holder.
Transaction Total Amount	Display-only. Amount of the purchase.
Transaction Date	Display-only. Date the purchase was made.
Vendor Name	Display-only. Name of the vendor the goods were purchased from. Clicking <b>Vendor Name</b> link* opens up a separate window that displays available vendor detail.
Transaction Reference Number	Display-only. The bank's transaction number. Clicking <b>Transaction Reference Number</b> link* opens up a separate window that displays PCard transaction detail.

\* Selecting any of the available links in the transaction section will reveal detailed information (as illustrated, below):

The screenshot shows the 'Accounting Lines' section with a 'hide' button. Below it, a transaction summary is displayed for Transaction #554173460487304813891, also with a 'hide detail' button. The summary includes the following fields:

Transaction Credit Card Number:	xxxxxxxxxxx3333	Transaction Total Amount:	500.00
Card Holder Name:	Susan Luckhurst	Transaction Reference Number:	554173460487304813891
Transaction Date:	03/29/2011	Vendor Name:	WEGMANS

Arrows in the original image point to the 'Transaction Credit Card Number', 'Transaction Reference Number', and 'Vendor Name' fields, indicating they are hyperlinks that can be clicked for more details.

Figure 3 - PCDO Accounting Lines tab (Note: hyperlinks are available to drill down to additional information.)

The screenshot shows a 'hide' button at the top. Below it, a detailed inquiry for a PCard holder is displayed with the following information:

Document Number:	10004099
Card Cycle Amount Limit:	
Card Cycle Volume Limit:	
Card Holder Name:	Susan Luckhurst
Card Holder Alternate Name:	
Card Holder City Name:	Ithaca
Card Holder Line1 Address:	395 Pine Tree Rd
Card Holder Line2 Address:	Suite 220
Card Holder State Code:	NY
Card Holder Work Phone Number:	6072558977
Card Holder Postal (ZIP) Code:	14850
Card Limit:	10000.00
Card Note Text:	
Card Status Code:	OK
Default Chart:	IT
Default Account:	4023700
Default Sub-Account:	

Figure 4 - PCard holder inquiry



<input type="button" value="hide"/>	
Document Number:	10004099
Financial Document Transaction Line Number:	1
Vendor Name:	WEGMANS
Transaction Merchant Category Code:	7622
Vendor City Name:	Ithaca
Vendor Line1 Address:	
Vendor Line2 Address:	
Vendor Order Number:	
Vendor State Code:	NY
Vendor Postal (ZIP) Code:	14850
Visa Vendor Identifier:	1111111111111111

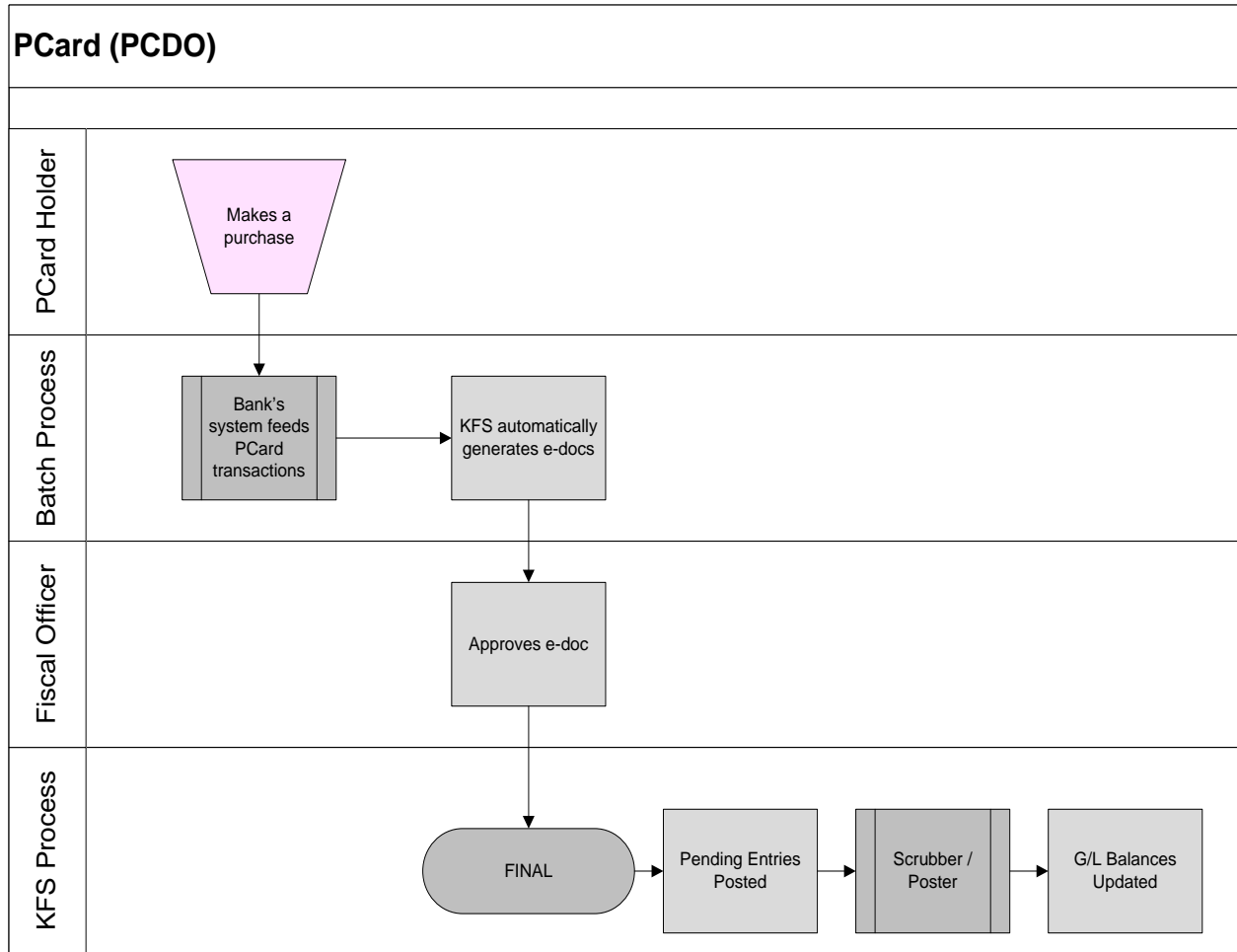
Figure 5 - PCard transaction vendor inquiry

<input type="button" value="hide"/>	
Document Number:	10004099
Financial Document Transaction Line Number:	1
Transaction Reference Number:	554173460487304813891
Transaction Billing Currency Code:	
Transaction Currency Exchange Rate:	1
Transaction Date:	2011-03-29
Transaction Original Currency Amount:	500.00
Transaction Original Currency Code:	
Transaction Point Of Sale Code:	
Transaction Posting Date:	2011-03-30
Transaction Purchase Identifier Description:	testing
Transaction Purchase Identifier Indicator:	No
Transaction Sales Tax Amount:	0.00
Transaction Settlement Amount:	500.00
Transaction Tax Exempt Indicator:	No
Transaction Travel Authorization Code:	
Transaction Unit Contact Name:	
Transaction Cycle End Date:	
Transaction Cycle Start Date:	
Transaction Total Amount:	500.00

Figure 6 - PCard transaction detail inquiry



**Workflow**



**Figure 7 – PCDO workflow** [Note: the process above does not reflect auto release approvals.]

**Training Issue:** a PCDO will not auto approve if capital asset information needs to be entered on the Capital Edit tab. This is based on the presence of a capital asset object code in the accounting line, regardless of dollar amount. *Best Practice recommendation:* do not use a capital asset object code as part of the PCard default account. (See *Capital Edit tab SOP for additional information.*)

**7. Definitions**

KFS at Cornell Glossary  
KFS Acronym Glossary

**8. References**

Basics Tutorials  
KFS at Cornell, Chart of Accounts