



University of Central Florida Procedures Document Approving Tagable (OCO) Procurement Card Transactions (External)

Purpose of Procedure:	To Link and Approve Procurement Card Transactions to ASSET Management
Who Processes:	Departmental Pcard Approver
How often:	As required
What is Processed:	Asset ID/UCF Decal
Where are the results distributed:	PCard Administration/Property
Date:	11/28/2005
Author:	PCard, F & A

Procedure Description:

Pcard transactions for materials, equipment, fixtures or commodities purchased for \$1,000 or greater and have an average life of one year or more are considered assets which must be tagged by Property section for proper accountability. In order for these transactions to be properly tagged, Profile IDs must first be assigned during the approving/reconciling process.

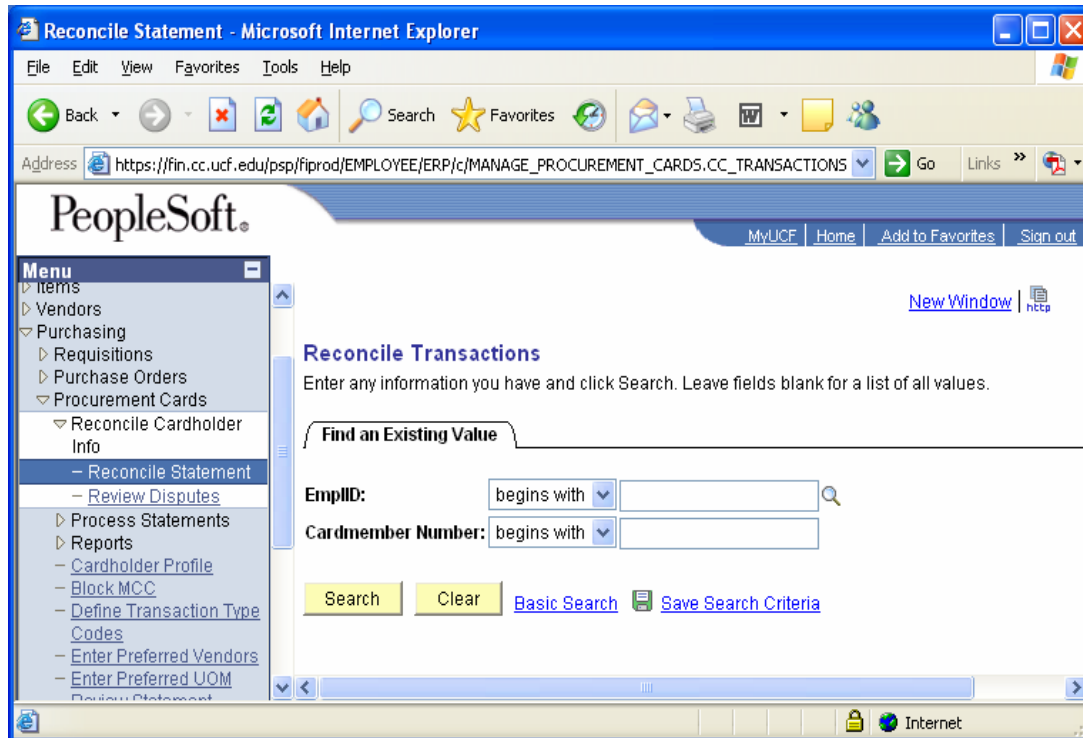
Pcard purchases which meet the above definitions should be input by departments for payment using the appropriate account code (usually starting with 75XXXX). Departments must fax a copy of invoice/receipt to F&A Procurement card section at 407-882-2245.

Accounts Payable and Asset Management sections, responsible for maintaining all the details of the assets, load information into the General Ledger before a decal can be assigned to the item.

Asset IDs must be retired for PCard items that were returned and received electronic credit from the vendor. Please send additional information to PCard Administration for proper liquidation of items.

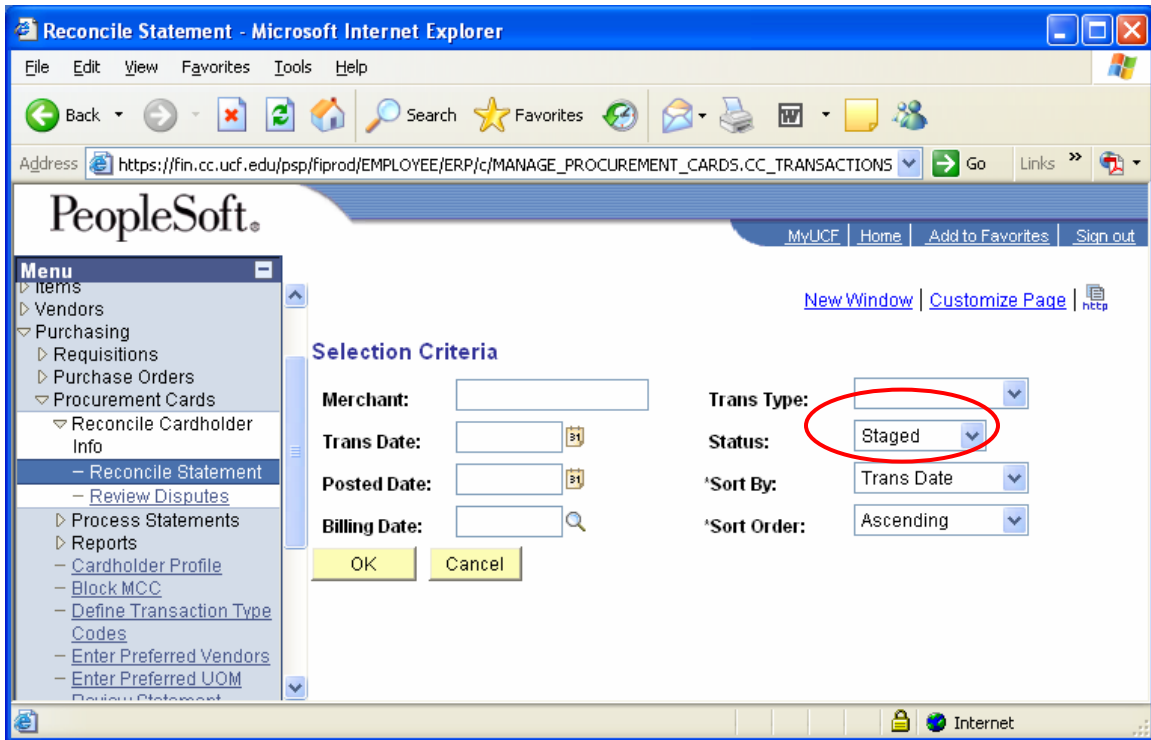
For data integrity and ease of monitoring tagable items, the following procedures must be followed:

Navigation: **Purchasing > Procurement Cards > Reconcile Cardholder Info > Reconcile Statement**



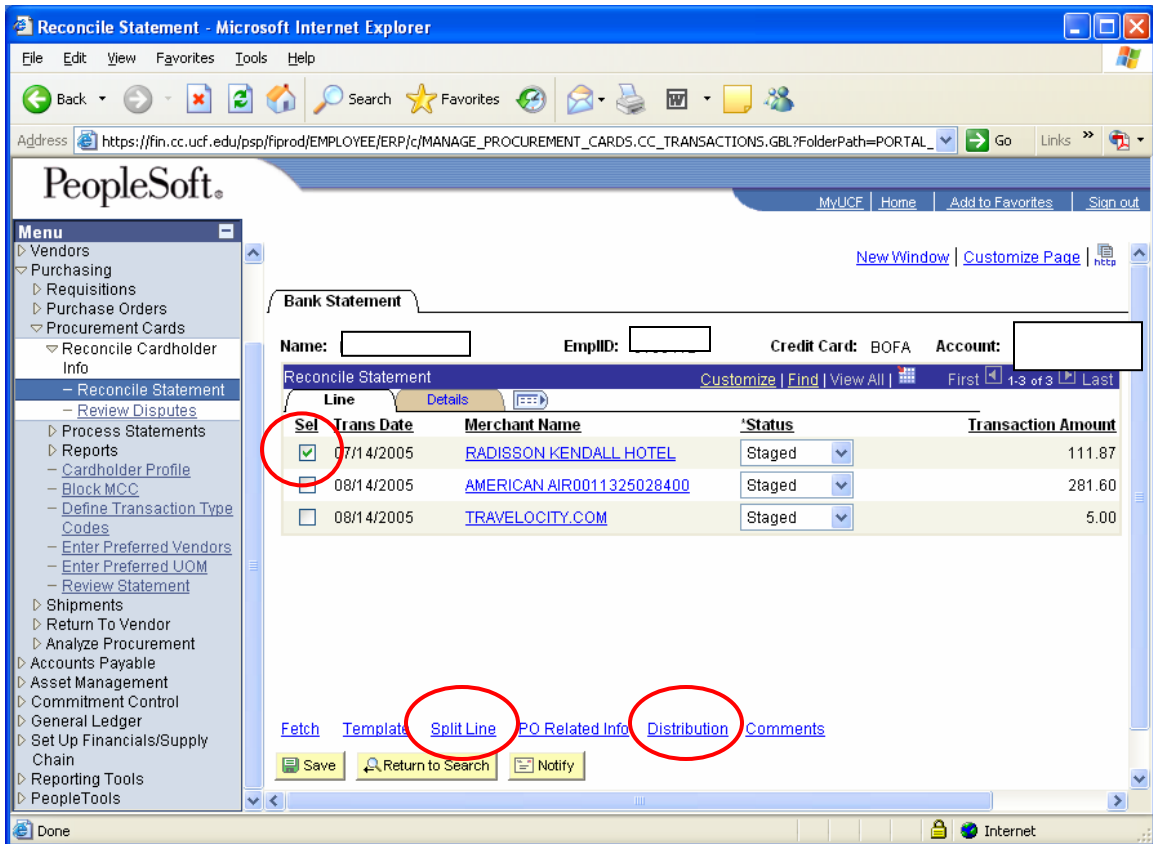
1. Reconcile Transactions

- EmpID = enter cardholder employee number then click on **SEARCH** **or**
- Enter card member number or to see all card members you have authority to approve, click on **SEARCH**



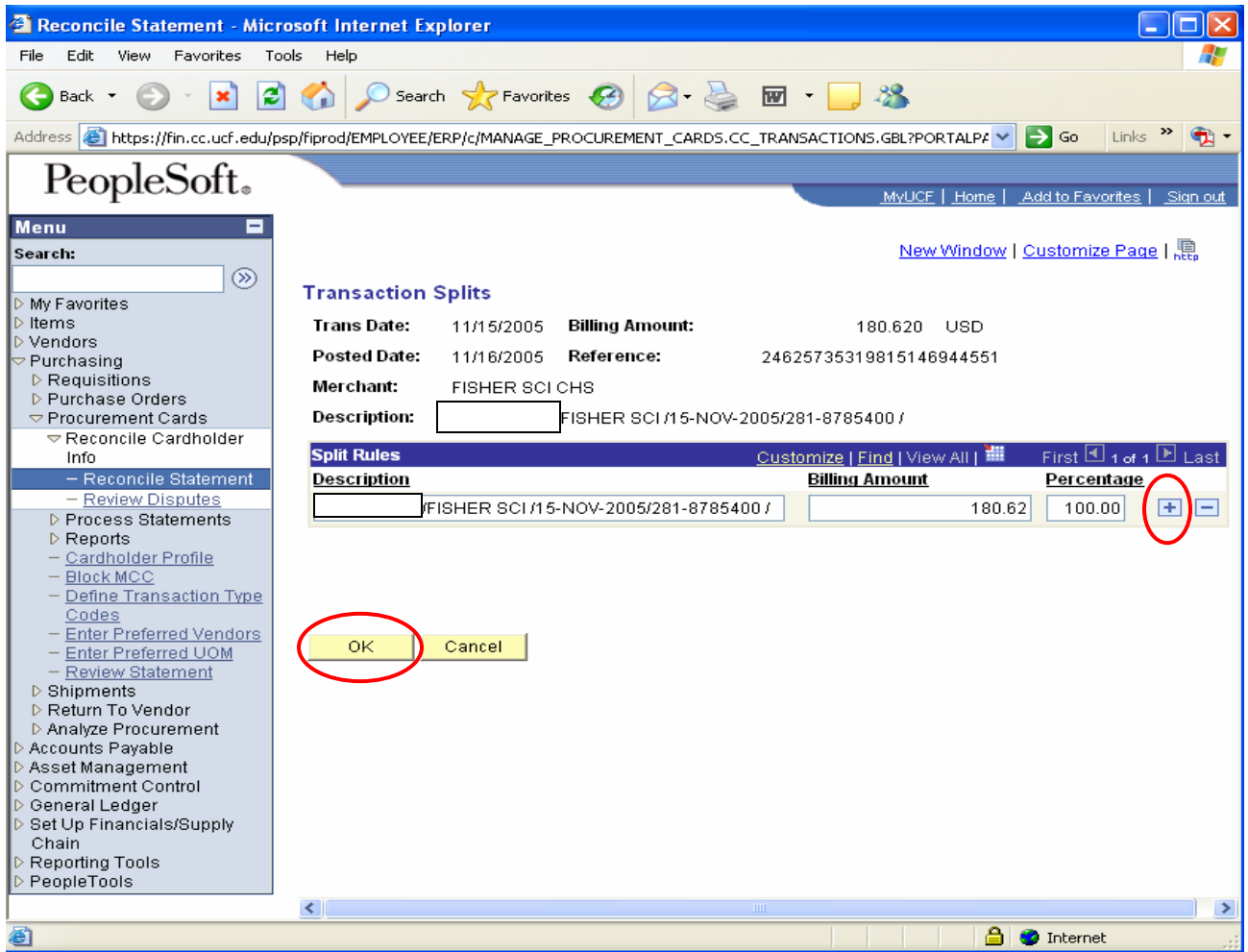
1. Selection Criteria page:

- All pcard transactions loaded are on **Staged** status.
- Click on OK button to view transactions or from the drop down menu, select the appropriate status.



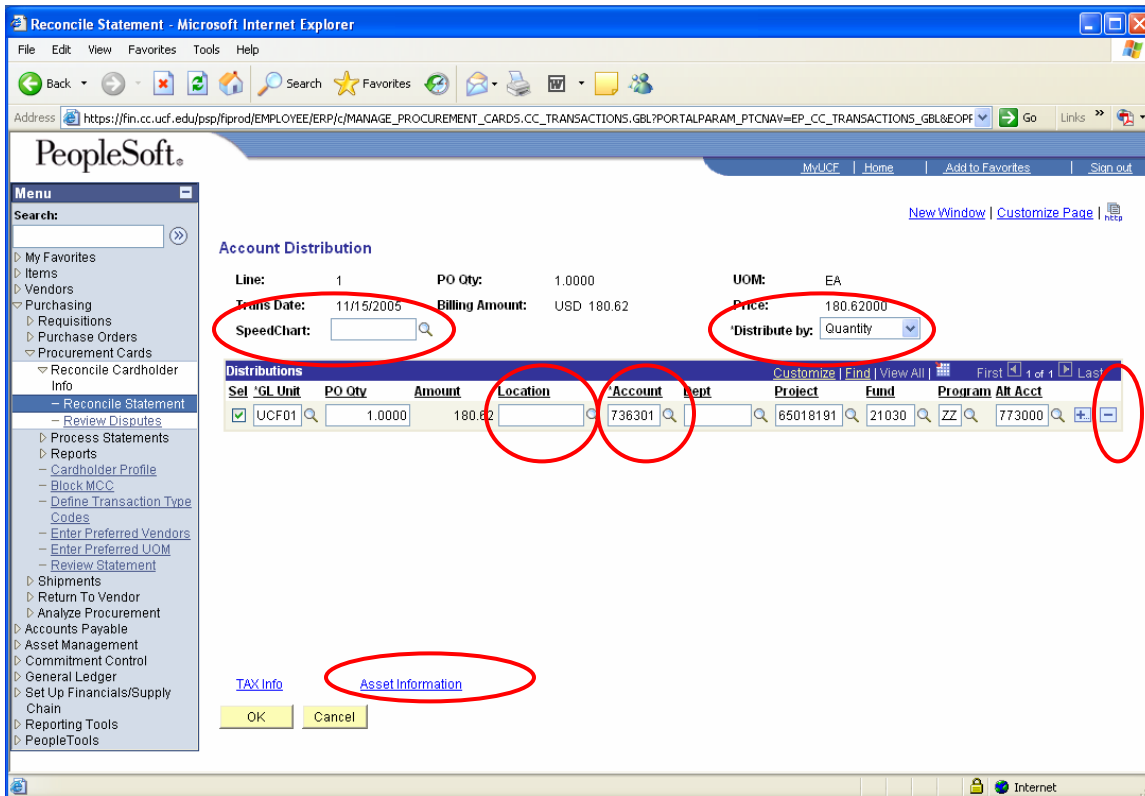
2. Bank Statement Page:

- **Check** the Selected merchant/vendor to be approved and linked to Asset.
- If the transaction total amount is the combination of tagable, non tagable items, freight, shipping and handling, click on the **Split Line Link**, otherwise click on the **Distribution Link**.



3. Transaction Splits Page:

- Click on the plus(+) sign to add row(s)
- Distribute the amount (percentage automatically adjusts).
- Click on the OK button.



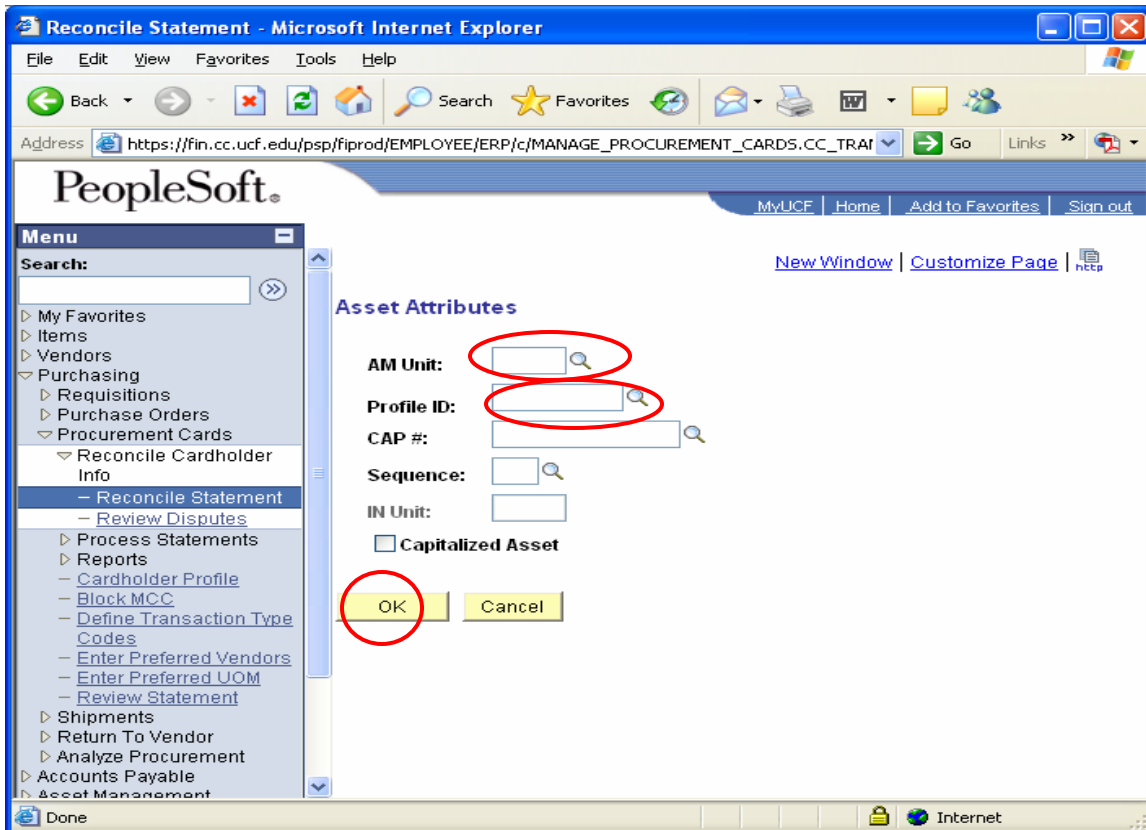
4. Account Distribution Page:

Note: Department/Project defaults to respective Cardholder department/project number indicated on the cardholder profile form and should be changed as necessary.

Account code defaults to 734101(Educational Supplies) and should be changed as necessary.

- Distribute by: equals Quantity (this allows access to Asset Information Link).
- Click on the minus sign (far right of the row).
- Click on OK button prompt to delete selected row.
- Use Speedchart to enter department or project number. Click on the lookup button and select department or project.

- Click on the Account lookup button (Account field) and select the tagable Account code.(For complete listing see F&A web site <http://www.fa.ucf.edu/> or Click on Account Xwalk or Taggable Accts w/ Profile LINK).
- On the Location field, click on the lookup button and select the correct Location code of the item (s).
- Click on **Asset Information Link** (this will bring you to Asset Attributes page).



5. Asset Attributes Page:

- AM Unit = UCF01
- Profile ID = select appropriate Asset Profile ID
- **Check** Capitalized Asset BOX

- Leave CAP #, Sequence and IN UNIT **blank**
- Click on OK button to return to Bank Statement page.
- Change the status to **Approved**.
- Click on the **SAVE** button to save the transaction.