

# INDIANA UNIVERSITY



## **FINANCIAL INFORMATION SYSTEM**

### **Procurement Card Document**

### **Definitions and Document Rules**

**Financial Management Services Department  
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## **SECTION A: BASIC INFORMATION**

### **1. WHAT IS IT?**

The Procurement card document is used to properly distribute procurement card expenses to the correct object code and account number.

### **2. WHY IS IT USED?**

- To correct the object code on procurement card transactions so that expenses are properly reflected on your account statement. The object code must be corrected for all procurement card transactions.
- To apply procurement card charges to an account number other than the default account associated with the card.
- To identify charges that the cardholder wishes to dispute.

### **3. WHO USES IT?**

Fiscal officers or their assigned delegates for the default account numbers tied to a procurement card will receive procurement card documents for that account.

### **4. WHEN IS IT USED?**

An FIS procurement card document (PCDO) is generated, listing each day's transactions (based on transaction post date) for each procurement card. Unlike other FIS documents, the procurement card document is generated automatically by the system based on an electronic feed of posted transactions from the bank's system—no FIS user initiates these documents.

### **5. HOW IS IT USED?**

Each transaction will charge the default account assigned to the card and the default object code 4190. The PCDO document will be routed to the Fiscal Officer (or assigned PCDO delegate) of the default account assigned to the card. The Fiscal Officer's responsibilities include the following:

- Verify each transaction against the original receipt
- Review purchase for adherence to IU policy
- Change object code from 4190 to one that accurately reflects the charge incurred
- Make account redistribution decision and change as needed

The Procurement Card Document has two zones:

### The Document Information Zone

Procurement Card Document	Departmental Information
Document #: 01-QH2652903    Status: I	Org Ref #: <input type="text"/>
Initiator: JMCNEEL	Cycle Start: 03/10/03    Default Acct
Created: 03/11/2003	Cycle End: 03/10/03    UA 1912610
Amount:                    28.95	CC number:
Description: Highlighters for FMS an	Cardholder: FINANCIAL MGMT SERVICES X

This zone is composed of two sections. The left side provides the Document Number, Document Status, User ID of the document initiator, the Creation Date of the document, and the Total Amount of the transaction (the total amount consists of all the transaction lines on this document).

Because these documents are not initiated by FIS Users like other documents the Initiator will appear as the first person the document routes to—the Fiscal Officer or the delegate.

The Description field will initially be blank. It must be completed by the Fiscal Officer or delegate before the document is approved.

The right side contains organization information and details related to the procurement card. The Org Ref # field may be used by the organization for its own record keeping purposes. The cycle start and stop dates indicate the period of time during which the transactions on this document were posted. The CC Number lists the number of the procurement card (only the Fiscal Officer or delegate will see anything in this field, it is not passed to the General Ledger and will not appear if the document is opened from the Document Search screen). The “Default Acct” field lists the chart and account number associated with this card.

## Transactions Zone

Transactions			Chart	Account	Object	Amount	
Trn	Date	Ref Nbr					
1	03/06/03	6054186	1	UA	1912610	4190	28.95
STAPLES #429			<input type="checkbox"/>	GENFND FMOP FMS ADMINISTRATION		PROC CARD	N
Dispute							
Insert Line							Delete Line
Total:							28.95

This zone lists information about all the transactions posted for this card during this cycle. Transaction information, such as the Transaction Date, Reference Number, and Vendor Name are listed on the left side. The right side lists the accounting information, including object code and dollar amount.

The account number for each listed transaction will initially be the default account number listed above in the Document Information Zone. The Fiscal Officer or PCDO Delegate can change this account number if the transaction is for goods or services that should be expensed to a different account. Sub-Accounts, sub-object codes, or project codes can also be added using the Sub-Account button.

Additional accounting lines may be added using the “Insert Line” button. By adding additional accounting lines, transactions may be divided amongst several different accounts. For instance, if you purchased supplies at one store and needed to split the charge for those supplies between two accounts, you could insert a line and enter the correct amounts for each account.

The object code will initially be 4190 (Procurement Card) for all transactions on the procurement card. **The object code must be changed to an object code that reflects the nature of the transaction.** Fiscal Officers or delegates will be unable to approve the Procurement Card Document without changing the object code.

## 6. ROUTING/APPROVAL

The PCDO document will follow organizational routing already established, but will not route to C&G if the charge should be redistributed to a C&G account. C&G charges will be reviewed after the fact, and if it is later determined that the charge does not comply with the provisions of the contract or grant, the Fiscal Officer will be expected to reimburse the account.

The PCDO document cannot be viewed by an alternate delegate at the initiation of the document. If desired, the Fiscal Officer or delegate can ad-hoc route the document to another user for approval.

**The PCDO document cannot be disapproved.** Disputes or discrepancies must be referred to Bank One via "Statement of Questioned Item" form, and the disputed transaction will be credited to the card after the fact. The Fiscal Officer or delegate can generate this form by clicking on the dispute button located next to the disputed transaction. A credit arising from a disputed transaction will appear as a negative amount on the PCDO document.

## **7. STATEMENT SUBMISSION**

One of the requirements of the procurement card program is that you submit monthly statements to FMS on a timely basis. This means that FMS should have the current statement by the end of the following month and that all charges on the statement must be supported by itemized vendor receipts. The campus accounting office will review the supporting receipts for completeness as well as adherence to IU policies. Failure to submit statements with complete supporting documentation will result in the deactivation of your procurement card. Card deactivation means that you will be unable to use your card to make any purchases until the outstanding problems have been resolved and card privileges have been re-instated.

Your card can be suspended on the basis of the following:

- Statement has not yet been received by FMS within 90 days of statement date
- Statements lack acceptable supporting documentation
- Statements have any other unresolved problems, such as
  - Indiana sales tax charges not refunded
  - Unallowable purchases cannot be reimbursed
  - Unapproved hospitality purchases made on card.

Repeated occurrences of card suspension may be cause for permanent card cancellation.

You must attach your original receipts to your statement and mail it to your campus Accounts Payable Office. If you have any questions about what constitutes an allowable charge or acceptable supporting documentation, please feel free to contact your campus representative.

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If the IU account number that you have designated for your card should change or expire, it is your responsibility to inform an IU Purchasing Card Manager, in writing, of the change and the effective date.

## **SECTION B: ADDITIONAL INFORMATION**

### **1. DOCUMENT RESTRICTIONS**

#### Changing Accounts

- Charges may be re-distributed to active C&G accounts.
- Charges may be distributed only to those accounts with an active Fiscal Officer or assigned primary delegate.

#### Object code edits will:

- Prevent use of certain object codes (budget, cash, fund balance)
- Generate a warning message upon use of certain object codes (wages, benefits, investments, land, contractual and personal services)

#### Dollar Amounts

- Total amount cannot be changed.
- Negative amounts are allowed to accommodate credits given against prior transactions.

#### Other Document Restrictions

- The use of the template feature is prohibited.
- Document cannot be selected from document menu.

### **2. PROCUREMENT CARD TRANSACTIONS FDRS QUERY**

This report provides information about all Procurement Card Document transactions distributed to a given account during a given period. It can be obtained through the Financial Data Retrieval System (FDRS) and used to reconcile against the monthly cardholder statement.

To obtain this report, follow these steps:

1. Use a web browser to go to the Financial Data Retrieval System at:  
<https://fdrs.fms.indiana.edu/fdrs/>
2. Choose "DataDirect Templates." You will be prompted to login using your FDRS username and Password.
3. Choose "Financial" from the list of Template options.
4. Choose "Procurement Card Transactions" from the list of available templates.
5. Enter the University Fiscal Period Code corresponding to the month you wish to retrieve data for. If you are unsure of the options, use the "Valid Values" button and make your selections there.
6. Enter your Chart of Accounts code.
7. Enter the account number or organization. Multiple account numbers or organizations may be entered by separating them with a comma.
8. Enter further selection criteria if you need to narrow your search, then choose your Return Format, enter your password and click "Run Query."

This report returns a list of all the procurement card transactions that were distributed to the specified account using the Procurement Card Document. If you distribute Procurement Card expenses to several different accounts you may wish to enter all the account numbers into the selection criteria when you generate this report. This will ensure that you get a complete listing.

The report also includes the PCDO document number, the transaction description, transaction date, transaction amount, object code, and Organization document number.