



Electronic Purchasing Card Procedures Overview

With the new procedures, cardholders are able to reallocate charges as the initial budget rather than posting to a default budget and having Finance reallocate it 45 days later. It also moves the signing/approvals and receipts to an electronic process.

New Procedures

- A statement will no longer be sent to each cardholder
- Rather, cardholders (or delegates) will create a user login with US Bank Access Online portal. [Instructions](#) for creating a login can be found on the last page of the Purchasing Card Procedures Guide.
- Transactions will still be set to a default budget code associated with the card. However, cardholders are now to reallocate transactions to different budget or object codes, as needed.
- This can be done as soon as a transaction has posted to their card (usually 1-2 days after a transaction is made).
- **Cardholders will have up to 10 calendar days after the last day of the statement cycle (the 27th of each month, or next business day) to complete any reallocations and submit approved reconciled account activity report, including all receipts/invoices. After 10 days, the file will be locked and will no longer be accessible.**
- Once reallocations are complete, cardholders must then “print transaction list” for the month, to either a hard copy or saved as a PDF. **The account activity list should only be saved/downloaded or printed AFTER the statement cycle has closed; the date at the top should not read “open.” This will ensure all transactions are captured.**
- Cardholders must then send the Account Activity Report PDF, along with all electronic/scanned itemized receipts/invoices in an email to their budget approver(s), cc’ing pcard.statements@lakeheadu.ca. Only 1 email for the entire month should be sent per cardholder.
 - **Please subject your emails: Cardholder Last Name First Name – Month Year**
 - **E.G. Doe, Jane – February 2019**
- Supervisors must “reply all,” indicating that they approve of the charges and the budget allocations
- Dianne will be monitoring the pcard email.
- If all approvers have replied, and all itemized receipts are included, and all budget and objects codes used are correct, she will confirm receipt.
- If an approver asks that different budget code be used in the allocation, cardholders must make the change in Access Online, reprint a new “transaction activity list,” and resubmit for approval.
- If anything is missing, cardholders and their approver will be notified. All missing items need to be submitted as soon as possible.
- All transaction line items for all cardholders will be uploaded at the same time.



- If allocations are not complete or if the correct person does not approve by the 10 day mark, the related transaction will be uploaded to the default budget code.
- **Strict deadlines will be enforced.** Cardholders will have 10 calendar days to complete allocations and submit their electronic reconciled transaction lists with approvals to Finance. Email reminders will be sent to cardholders three days before this cut off; with subsequent reminders where approvers are cc'd if then not received.
 - If you miss this cut off, you will receive a first warning.
 - If missed again, your card will be suspended until the reconciled statements are received.
 - If you cannot adhere to the electronic system, your card may be closed.
- Once complete, please send receipts, stapled to a printed transaction list, to Financial Services for storage. These do not need to be signed and will not be reviewed by Finance.
 - Cardholders in Thunder Bay, should send to Dianne in OFS, Thunder Bay
 - Cardholders in Orillia, Barrie, or Toronto, should send to Chris in OFS, Orillia

What to do if you'll be out of the office during the allocation submission period

- The allocation submission period is 10 days after the statement cycle close date: usually the 28th to the 6th or 7th of the following month
- If you know you'll be out of the office for a portion of the allocation period, please ensure you complete the reconciliation process, by emailing the activity report and receipts, prior to your time away from campus.
- If you know you'll be away during the entirety of the submission period, please submit the activity report and receipts as close to the day before you'll be away, noting in the email that you are submitting early because you'll be on vacation. If another transaction posts to the statement cycle, that was not included in your email, it will post to your default budget code. I will follow up with you for the receipt. Any allocation will need to be submitted via departmental transfer form. If you know you'll likely have a transaction post in the cycle but it has not yet been captured in the activity report, you can note in the email that it needs to be allocated to the budget code you provide; ensure that you attach a copy of the receipt. I will save a finalized activity report to your statement file for that month.

US Bank Access Online: Allocation Instructions

1. Log into Access Online. On the home page, click **TRANSACTION MANAGEMENT** from the left-hand navigation pane followed by **TRANSACTION LIST**
2. Change the **Billing Cycle Close Date**, using the drop-down box, to select the previous month (change from Open to June). You can allocate throughout the month, under the Open billing cycle; however, the final list should not be sent until the statement cycle closes and the month you are working on (for instance June) appears in the drop down list.



3. Your transactions for the month will be listed. Select all by either individually checking the **SELECT BOX** or by clicking **CHECK ALL SHOWN** (above the "Select" title). Then click **REALLOCATE** (blue button at the bottom).
4. Your transactions will appear in a list breaking out the taxes and the percentage of the charge allocated to the chosen budget. You cannot and should not adjust the tax boxes. I will take care of the tax rebate during the upload process. Scroll to the right. You will see the accounting code assigned to each charge; initially, this is set to your default code. The accounting code is broken into the 4 segments: Location, Fund, Dept/Cost Centre, and Object. You can change the segments as needed either by:
 - manually typing in the numbers OR
 - by selecting the magnifying glass beside each segment box, as needed. This will open a new page, in which you can see the available segment options. You can search the list or scroll through each page until you find the option needed. Click **SELECT** beside the option you want: this will bring you back to the allocation screen and fill the segment box with the chosen option.
 - NOTE: if you don't see an option listed in the segment options OR if you receive an error stating that the value doesn't exist, please let me know. I will either need to add it (some haven't been used yet) or it's a value you shouldn't be using. For instance, any object code that starts with a 4 or 5 will not be listed as these are revenue and payroll objects and will therefore never relate to a p-card purchase.
5. If you don't have to reallocate a transaction, just leave the budget code listed as your default code.
6. You can leave comments beside each transaction, if you need to give details about the purchase to your supervisor or to me. These comments will save in the Activity Report.
7. Once complete, scroll down and click **SAVE ALLOCATIONS**
8. You will be brought back to the Transaction List page. Click **PRINT ACCOUNT ACTIVITY** to generate a list of your transactions for the month. **This list will open a new window.** You will need to allow pop-ups (usually just once) for Access Online in order for this list to generate. If nothing opens, click the **PRINT ACCOUNT ACTIVITY** and check on the browser line for the pop-up block notification; click to turn off or allow the block and then select **PRINT ACCOUNT ACTIVITY** again. The report should open now in a new window.
9. Save this activity list as a PDF. **You only need to print this list if you have hard copy receipts for the month.**
10. You're done with the Access Online portion



11. In an email, send as attachments a copy of the Account Activity List and PDFs or pictures of your itemized invoices/receipts, to a) all necessary budgetary approvers and b) me at pcard.statements@lakeheadu.ca. Notify your approvers that attached are your MONTH pcard statement and receipts for approval. Ask that they **REPLY ALL** their approval of the transactions and budgets (it can be as simple as "I approve"). The approval needs to be sent as a reply all so that I see it.
12. If you have any hard copy receipts, attach them to the printed Account Activity page and send to me in Finance. Anyone working from Orillia, Toronto, and Barrie should send these to Chris. We will file the hard copy receipts. Electronic receipts do not need to be reprinted. If you only have electronic receipts, nothing needs to be mailed to me. This printed report does not need to be signed. We are storing the hard copy receipts so departments don't have to.

Notes

- The new pcard.statements@lakeheadu.ca email is to only be used to submit statements (including the necessary approvals and needed receipts or details, as requested)
- The current creditcard@lakeheadu.ca email should be used for all other credit card matters, such as limit increases, budget code changes, card application statuses, all corporate card matters, and any questions relating to either type of Lakehead Visa card.
- When saving or printing the transaction list, landscape orientation is recommended.
- Pictures of receipts are permissible; however, please ensure they are clear. Portions of the receipts detailing store surveys do not need to be captured in the picture or scan.
- Fully reconciled statements include all itemized receipts and all correct budget approvers.
- Be sure all information is visible on the scanned receipt: credit card transaction slips **MUST NOT** cover the information on the itemized invoice/receipt. If taping the receipt to a piece of paper to scan, DO NOT COVER the information with tape; the tape will cause the print on carbon paper to fade.
- If you are on vacation during the allocation period, you must complete the allocations and submit the transaction list electronically for approval before your holidays start.
- If you are on a sudden leave, we can set up a delegate within your department to complete the reallocation and reconciliation of receipts and approval(s).
- It is recommended that you scan or save your receipts as you receive them; it will ease the amount of time it takes to submit your reconciled statement during the allocation submission period.



Example Emails

Initial Email by Cardholder

Good Morning,

Please find attached a copy of my [month] p-card transaction activity list and itemized receipts for your approval.

If you agree, please “reply all” with your approval.

Thank you,

Reply from Approvers

If Approved

Approved

OR

If Changes are needed

Please fix allocations for item [xxx] and resend