Purchasing Card
THE UNIVERSITY OF UTAH

Reallocation Quick Reference Guide

| LOGGING - ON	REALLOCATING TRANSACTIONS TO THE DEFAULT CHARTFIELD	REALLOCATING TRANSACTIONS TO AN ALTERNATE CHARTFIELD

LOGGING - ON

Log into your CIS account.

Type in under "What can we help you find?" or Scroll down to Finance/Accounting-click **Purchasing Card Reallocation.** Once open, select the **name and card number** you want to reallocate from the drop-down menu.

Click Submit. [Submit]

CURRENT TRANSACTIONS

[Current Transactions]
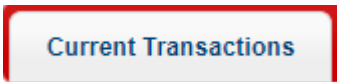
The Current Transactions tab contains a list of current PCard transactions. You have the option to reallocate a single or multiple transactions to either the default or an alternate chartfield.

CONTACT INFORMATION

801.587.7859   pcard@purchasing.utah.edu

REALLOCATING TRANSACTIONS TO THE DEFAULT CHARTFIELD

Click to select the box ☐ to the left of the transaction or transactions you want to reallocate.

Next, click on the Default button at the top of the page. [✓ Default]

A pop-up will appear with the selected transaction or transactions and the default chartfield.

In the Department Reference box, you may enter a business purpose, PO or Invoice number, which will print on the statement.

Dept Reference [   ]

When finished click Submit. [Submit]

The transaction or transactions will now be marked with a **D** status.

REALLOCATING TRANSACTIONS TO AN ALTERNATE CHARTFIELD

Click to select the box ☐ to the left of the transaction or transactions you want to reallocate.

Next, click on the Alternate button at the top of the page. [➡ Alternate]

A pop-up will appear with the selected transaction or transactions and a dropdown menu of alternate chartfields.

Select the chartfield you want to reallocate to. Enter in the Account Number and the A/U if appropriate.

In the Department Reference box, you may enter a business purpose, PO or Invoice number, which will print on the statement.

Dept Reference [   ]

When finished click Submit. [Submit]

The transaction or transactions will now be marked with an **A** status.

REALLOCATING A SINGLE TRANSACTION TO MULTIPLE CHARTFIELDS

Click on the green Reallocate icon next to the transaction.

This will take you to the Reallocations Tab where you can select a chartfield or chartfields from the dropdown menu.

Enter in an Account Number and A/U if appropriate.

Enter the amount you would like to reallocate to the specific chartfield.

In the Department Reference box, you may enter a business purpose, PO or Invoice number, which will print on the statement.

Dept Reference

Repeat this process for entering additional chartfields.

Next, you can either click Submit at the bottom of the page, or click Submit/Next at the top of the page to submit the current transaction and go to the next transaction.

Submit   Submit/Next
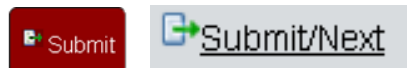
CLEARING AN EXISTING REALLOCATION

Click on the single letter status, **A** or **D**. This will take you to the Reallocations tab.

Click on the garbage can icon to the left of the row or rows you want to clear. This will clear row one at a time.

To clear all rows of data, click on the Clear All button at the bottom of the page.

Clear All

A pop-up box will confirm that you want to clear this reallocation.

You can only undo a transaction that has a status of **A** or **D**. If the status shows **PA** or **PD**, changes can only be made with a journal entry or cost transfer. A reallocation status changes from **A** to **PA** or **D** to **PD** at 5PM of every business day.

REALLOCATION STATUS DEFINITIONS

A	Reallocated to **A**lternate Chartfield
D	Reallocated to **D**efault Chartfield
PA	**P**rocessed to **A**lternate Chartfield
PD	**P**rocessed to **D**efault Chartfield

ERRORS

The error icon will appear in the far right column on any row that has incomplete information. Hover over the icon for information pertaining to the error.

MONTHLY STATEMENTS

Monthly Statements

The Monthly Statements tab allows you to reprint a cardholder's past monthly statements.

Select the Month and Year from the corresponding dropdown menus of the statement you would like to print or review.

CARD INFORMATION

Card Information

The Cardholder Information tab provides basic information about the card such as the limits, statement recipient, reallocators and exemptions.