

# P-CARD REALLOCATION COMPARISON CHART

## Current Transaction Page:

Location:	Old System	New System
Header	Includes: Reallocator name, Card Owner name, Card number, Default chartfield	Does not have reallocator name Adds: Card Owner emplID, phone, and email
Top right corner	Not available	Transaction list to Excel and Chartfield list to Excel feature; link to P-Card forms, reallocation help
Sorting Transactions	Transactions are sorted alphabetically by reallocation status (A, PA, PR, R) and then by posting date	Transactions can be sorted by date, merchant, amount, and are grouped by status
Status Designation	A-Reallocated to Alternate R-Reviewed to Default PA- Processed to Alternate PR- Processed to Default	A- Reallocated to Alternate D- Reallocated to Default PA- Processed to Alternate PD- Processed to Default
Transaction Selection	Select any number of transactions to be reviewed (sent to default) but can only select one transaction at a time to reallocate	Select any number of transactions to reallocate to default or to a single alternate chartfield
To Reallocate	Click on button, go to top or bottom of page to select "Review/Reallocate"	Reallocation button takes you directly to the reallocation page

## Reallocations Page:

Location	Old System	New System
Header	Information in table format including transaction reference number and "Remaining" balance column	Transaction data in linear format; "Remaining" column replaced by running totals; New Icons "Next Transaction," "Back to Transactions", and "Submit/Next". No transaction reference number.
Chartfield List	Pull down chartfield list, enter account and A/U manually; total transaction amount pre-populated in remaining column; buttons to update or reset; processing choices at top or bottom of page	Pull down chartfield list includes name of activity/ project; new department reference field allows for identifying information on the transaction to be entered; error column with hover message

## Monthly Statements Page:

Location	Old System	New System
	Not Available	Able to print past statements

## Cardholder Information Page:

Location	Old System	New System
	Not Available	Card Information such as limits, statement recipient, reallocator(s), etc.