Chartfield Clean-Up and Ongoing Maintenance

In an effort to help the accounting process at the University be accurate and up to date, the Purchasing Card Program will be implementing a clean-up of all reallocation chartfields in the Online Reallocation Program beginning mid-June.

- Step 1: Fix incorrect default and alternate chartfield combinations. This will include a process to verify that correct Org IDs and Funds are connected to the correct Activities or Projects. Incorrect combinations will be corrected automatically.

- Step 2: Maintain chartfield combinations on an ongoing basis. The Purchasing Card Program will regularly run a process that will notify us of Activities or Projects that have expired or have been moved to a different org ID.

  Chartfield combinations that are invalid or inactive will be automatically removed from the Online Reallocation Program drop-down list that reallocators access so they are not used by accident. Once the chartfield is corrected, if a correction is needed, it will then become available again in the drop-down list. In the case where an Activity or Project has expired or is no longer valid, the chartfield will be deleted permanently.

Our intention is to help departments maintain their reallocation lists so that invalid chartfields are not used, which will make reallocation easier and more accurate. Please contact the Purchasing Card Program at 1-7241 or pcard@purchasing.utah.edu if you have any questions or need further clarification.
Allowable/Unallowable Chartfield Requirements in Online Reallocation Program

In addition to the chartfield clean-up (see page 1), another upcoming improvement to the Online Reallocation Program will be the proper use of the Allowable/Unallowable (A/U) chartfield. In the past the A/U chartfield box in Reallocation has been optional, i.e. no error was given if it was left blank. In the near future, the system will change in two ways:

1. The system will require either a 1 (Allowable) or a 0 (Unallowable) when reallocating to Expense Accounts within Business Unit 01 Activities.

2. All other reallocations will require the A/U chartfield to be left blank, which includes Projects, all Business Unit 02 and 04 transactions, and all non-expense transactions within Business Unit 01 Activities.

Please refer to the Financial and Business Services website to get a comprehensive explanation of the proper use of the Allowable/Unallowable chartfield.

P-Card Security

Would you leave your laptop in your car while you went grocery shopping? Would you leave your personal credit card in a pencil drawer at your office? We hope the answer to these questions is OF COURSE NOT! We realize that things happen, wallets get stolen, items get misplaced, but we ask that cardholders make a conscious effort to take very good care of the University credit card just like we do our personal property.

If your card is lost or stolen it is very important that you cancel the card immediately by calling the bank directly at 1-800-316-6056, 24 hours a day. This phone number is also listed on the Purchasing Card website. The University and your department may be held liable for transactions that are placed on a lost/stolen credit card until the card is reported to the bank, so please take action immediately.

The Purchasing Card Program can put a card on hold. If a cardholder is going to be out of the office for an extended period of time, we prefer to put his or her card on hold so it is not misplaced or misused while the employee is not working typical hours. Please call or email the Purchasing Card Program to request a card be placed on hold for any reason.