# Purchasing Card Reallocation

## Quick Reference Guide

### Logging-On

Log on to CIS

Under **Employee tab** select **Purchasing Card Reallocation**, which is under the Financial and Business Services “Processing” area

Select the **last name and card number** you are reallocating from the pull-down menu

Click **Submit**

### Current Transactions

This tab contains a list of current transactions with the option to select one or multiple transactions to reallocate to either the default or an alternate chartfield. Status definitions now include:

- **A** Reallocated to Alternate Chartfield
- **D** Reallocated to Default Chartfield
- **PA** Processed to Alternate Chartfield
- **PD** Processed to Default Chartfield

### Reallocating Transaction(s) to the Default Chartfield

Click on the Select checkbox to the left of the transaction(s) you want to reallocate

Then click on **Default** at the top of the page

A pop-up will appear with the selected transaction(s) and the default chartfield

You may enter an optional

\[\text{Dept Reference} \]  

When finished click **Submit**

The transaction(s) will now be marked with a **D**

### Reallocating Transaction(s) to a single Alternate Chartfield

Click on the Select checkbox to the left of the transaction(s) you want to reallocate

Then click on **Alternate** at the top of the page

A pop-up will appear with the selected transaction(s) and a list of alternate chartfields

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

You may enter an optional

\[\text{Dept Reference} \]  

When finished click **Submit**

The transaction(s) will now be marked with an **A**
### Purchasing Card Reallocation Quick Reference Guide

#### Reallocating one transaction to multiple chartfields

- Click on the 🔄 Reallocate icon next to the transaction
- This will take you to the Reallocations Tab
- Select a chartfield from the drop down list
- Enter in an account number and A/U if appropriate
- Enter in the amount you would like to be reallocated to the chartfield
- You may enter an optional Dept Reference
- Repeat the process above for entering additional chartfields then you may either:
  - Click 🔄 Submit at the bottom of the page
  - Or 🔄 Submit/Next at the top of the page

#### Clearing an Existing Reallocation

- Click on the one 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(s) you want to clear. This will clear rows one at a time.
- To clear all of the rows of data click on the Clear All button at the bottom of the page.
- A pop up box will confirm that you want to undo this reallocation.
- You may only undo a transaction that has a one letter status. If the status is a **PA** or **PD** changes can only be made with a journal entry or cost transfer.

#### Errors

- This 🔄 error icon will appear in the far right column on any row that has incorrect information. Hover over the icon for information about the error.

#### Monthly Statements

- This tab allows you to reprint a cardholder’s past monthly statements.
- Select the Month and Year of the statement you would like to print.

#### Card Information

- This tab provides basic information about the card such as limits, statement recipient, reallocator(s), etc.

#### Contact Information

- The University of Utah Purchasing Card Program
- (801) 581-7241
- pcard@purchasing.utah.edu

---

3/8/2011