Quick Reference – Kuali Procurement Card Reallocation Process

Office of the Comptroller

*Training is required for access- go to **Trojan Learn** and search for "Kuali Procurement Card Reallocation" to locate and launch the online course. You can go back and launch the course again after completion for review. Go to your Trojan Learn transcript, search for "completed" courses, and select "View Certificate" to print your certificate of completion for inclusion with your access application.*

The Basics

Definition - What is reallocation?

USC is sent the bill from Citibank twice a month – at the start and middle of the month. The bill is loaded into Kuali to create the reallocation edocs. The reallocators have a short window of time in which they can change the account and/or the object code to charge. After the reallocation is done, the bill is posted against the general ledger as specified in the reallocation edocs. You will only receive billings (reallocation edocs) when the   card is used.

Reallocator roles

- **Reallocator reviewer** – receives the reallocation edocs first and can change the accounts and object codes before approving the edocs.
- **Reallocator reviewer approver** – receives the reallocation edocs AFTER the reallocator reviewer has approved them, but the approver can   also change the account and object code, or return the edoc to the reviewer for changes. The approver also approves the edoc before it finally posts to the general ledger.

How does access for reallocation work?

- **Reallocation access is assigned by org code, not by card holder.**
- Refer to the default account assigned to each card. That account belongs to an org code. You will receive edocs for any card with a default account number that belongs to your assigned org codes.
- Reallocator reviewer approvers will receive edocs whenever the accounts used belong to their assigned org codes.
- **Be careful not to approve any edocs that will be processed by one of your colleagues.**
- You will receive all edocs for all accounts in your org code, but if you decide to divide the duties by card holder, you should leave the edocs alone that are not ones you wish to process.
- Once the edocs are reallocated or auto-approved, they will disappear from your action list.

Monitor the schedule on the website: Office of the Comptroller – Financial Systems

- Note that the billings are sent twice a month, once at the start of the month, and once in the middle of the month, with dates differing slightly at calendar yearend and fiscal year end.
- The eStatements are also created and routed to the card holders in the middle of the month, at the same time as the second monthly billing for reallocation.
- Do not confuse the reallocation edocs with the eStatement edocs. The edoc type and name are different.
- Email notifications are sent to the reallocator reviewers when the billing is loaded, notifying the reallocators that they have received reallocation edocs in their action lists.
- Separate emails are sent for each edoc in their action list.

Step by Step – The reallocation process

Log in from your email link or from the website-

1. You can click on the link in each of your emails and it will take you directly to the individual edoc.
2. Remember that each of your edocs represents one card and one bill.
3. Click on the Action List button. You will then see all of your reallocation edocs in your action list.

REPORT OF ITEMS TO BE REALLOCATED (Optional)-

4. If you want a report of the items to be downloaded **before you begin**, go to the menu item for Reports on the Main Menu tab, and find the   Purchasing/Accounts Payable group of reports.

5. Select: **Procurement Card Transactions Available for Reallocation Report**. Enter the dates for the range and then when you see the report   screen, choose to download the report to PDF or CSV (for Excel).

Purchasing/Accounts Payable

- 😊 Outstanding eStatement Report
- 😊 Procurement Card Out-of-State Sales Tax Report
- 😊 Procurement Card Transactions Available for Allocation Report
- 😊 Procurement Card Reallocated Report

6. When prompted to save or open the file, save the file first, since you cannot go back and run it again later. Then open the file from the folder where you saved it.

Open the edoc and input the reallocation –

7. Go to your action list and find the edoc for the items you wish to reallocate. There will be one edoc for each card. The edoc description will   contain the cardholder's name and the date that the data was loaded into Kuali.
8. You will receive edocs for every card issued on an account that is in your authorized organization code (program code.) You will choose which ones you wish to reallocate and leave the others. They will be auto-approved at the end of the reallocation window unless they are   reallocated by other users with the same authorized organization codes.
9. Open the edoc for that item by clicking on the edoc number. Once you open the edoc, DO NOT use the back button. If you need to do something else, it is best to close or cancel that edoc until you are ready to finish it.
10. If you make a mistake and want to start over, hit the reload button, and it will reload back to the original start of the edoc, or the last time you saved it. [reload]
11. Proceed through the edoc items you wish to reallocate, changing account numbers and/or object codes where you want to, adding new account lines or object codes to split funding, if desired.
12. **NOTE:** There is a Sponsored Project Accounting (SPA) Business Rule in place that will allow 5* account reallocation for 30 days after the   expiration of an account.
13. You may choose to provide business purpose descriptions and attach receipts, if you have them available and wish to do so. Business purpose and receipts are not required of the person reallocating, but will be required of the person preparing E-statement.
14. Save the document periodically before you finish, especially if you may not finish right away.

Save and review-   [return to previous] [send ad hoc request] [save] [reload] [approve] [close]

15. Review your reallocation after saving but before hitting the approve button. This allows you to still make changes, if needed.
16. If you get error messages after you save, correct the errors and save again. Continue until your document is error free.
17. Saved edocs will remain in your action list and will not post as saved unless they are approved. If you do not approve what you have saved, the   original charges, as loaded, will post to the GL.

Approve when finished –

18. Click on the   [approve]   approve button when you are finished.

19. If your document was successfully approved, it should disappear from your action list and you should be returned to the KFS menu.

20. You can search for the document number to verify its status. You can use detailed search to search for approved documents that show the FINAL status if they have gone through all of the approvals, or view the route log of the edoc to see where it is routed to next. FINAL means they are ready to be posted to the general ledger and ENROUTE means they still need someone's approval.

21. Use document type **PCDO** to search for reallocation edocs.

22. If you take no action on the reallocation edocs, the billing as shown in the original edoc will automatically be posted anyway to the general ledger (auto-approved.)

Reallocator Approvers – Receive edocs after Reallocators have approved

23. The secondary approval time window is shorter, only two days.

24. The edoc is routed to the approver's action list, with an email reminder, once the reallocator has approved the edoc.

25. The approver can approve or change and approve what the reallocator has already done.

26. The approver can also send the edoc back to the reallocator to make changes.

27. Once the approver hits the approve button, the edoc has finished the cycle and is ready to post to the general ledger (status FINAL).

28. Routing for approval is also by organization code (program code.)

29. Reallocators and approvers can have different org code authorization, so than one edoc can possibly route from one reallocator to more than one approver, depending upon the accounts used in reallocation and the org codes to which those accounts belong.

30. If the approver misses the approval window, the edoc will still post as approved by the reallocator.

REPORT OF ALLOCATED TRANSACTIONS (Optional)-

31. Go to the Reports section of the KFS menu, Purchasing/Accounts Payable, and select Procurement Card Reallocated Report.

32. Do the same thing as you did at the start when you downloaded and saved a CSV or PDF version of the report.

33. Keep these reports for reference and for ASR reconciliation.

Missed the window? If you miss the window for reallocation, the billings will post as loaded. Any edocs not reallocated will simply disappear from your action list after the time for reallocation is past. Use JV's or cost transfers to make changes after the reallocation window is closed.

Contacts for assistance

- Kuali User Support: 213-740-5857
- Reallocation process questions or access: Office of the Comptroller
- Procurement card administration: USC Business Services – Corporate Card Services