PCard Program Changes - FAQs

Q1. If Cardholder or Reallocator changes account to one belonging to different FO, will doc route to that FO?
A1. Yes, in UH's modified design, if Cardholder or Reallocator changes account to different account which is administered by a different FO and then approves the doc, the system will refresh and route PCDO to applicable Account Supervisor and FO for the new account. However, once the PCDO has passed the Cardholder, Reallocator and is pending approval by FO, the FO may change the account again, if needed, but only to one within his/her domain.

Q2. If FO reallocates to another account with different Acct Sup, will doc route to new Acct Sup?
A2. No, routing goes forward but not backward. In this event, FO may ad hoc route to new Acct Sup for approval.

Q3. Can FO be designated as the Reconciler as long as he is not also the Reallocator?
A3. If necessary, the FO can be designated as the Reconciler, but the FO cannot be the Reconciler for his/her own transactions. Whenever possible, the reconciliation process should be an independent review.

Q4. Why does Approving Official need to be specified on the spreadsheet?
A4. Going forward, we are planning to use KFS PCard Maintenance doc (PCMD) for the application process which does require approval of the Approving Official (Chancellor, Dean, etc; not to be confused with the Approving Authority which is = to KFS Account Supervisor who must approve the PCDO).

Q5. What does Department Coordinator do and why must this person be specified on the spreadsheet?
A5. The Department Coordinator is the person responsible for the PCard program at the business unit. As part of the KFS PCard Maintenance process, the Department Coordinator will be the individual responsible for maintaining the Cardholders.

Q6. Could we create a group for the Reallocator role? To follow the workflow of the requisitions, we would like to assign our account clerks to serve in this role.
A6. There is no group for Reallocation, however, you may designate as many individuals as necessary to serve in this capacity, including the Cardholder himself, if desired. All individuals who are designated as Reallocation for a given Cardholder will receive the PCDO simultaneously. Only one Reallocator approval is required; once that person has approved, the doc will be removed from the Action List of all Reallocation.

Q7. If the Approving Authority (KFS Acct Sup) on the account does not agree to the charge, could the Approving Authority route the PCDO back to the Cardholder, and the Cardholder could make the account code change? Or would the FA make the account code change and route it to the Approving Authority for the new account?
A7. Baseline KFS does not route documents back to a user once it has been approved by that person. In your example, the Acct Sup could proceed with approval and make a notation in the Notes and Attachments tab that the account should be changed and/or send email to the FO. The FO would then be able to change the account and ad hoc route the PCDO to the appropriate Acct Supervisor for approval before finalizing the PCDO himself.

Q8. Can the Cardholder spending limits be updated on the spreadsheet without an approval memo?
A8. The limits may be updated on the spreadsheet but an approval memo is required if the limits are increased.

Q9. Will the reconciler (if not the cardholder) need to have attended p-card training?
A9. Yes, Reconciler must attend training in order to understand their organizational and processing responsibilities.

Q10. Will the reallocator need to attend p-card training if it is someone other than the p-cardholder?
A10. Yes, Reallocators must attend training in order to understand their organizational and processing responsibilities.
Q11. On the spreadsheet the p-card holder's single and billing cycle limits are already filled in. Do we update each cardholder's limits based on the new set limits or do we leave it as is and the new system will update it automatically? A11. You should update the limits based on the newly defined levels, if needed.

Q12. Do I need to fill out the Org Code, Dept Coordinator, Approving Official, Reallocator, and Reconciler columns? Also, if in response to these changes I want to increase someone's credit limit can I do it via the spreadsheet? Or should I submit the request through normal channels? A12. Yes, you must fill out the Org Code, Dept Coordinator, Approving Official, Reallocator, and Reconciler columns. You can enter the increased credit limit on the spreadsheet, but we still require a memo from your Approving Official authorizing the higher limit(s) and the change will not take effect until we move to PCDO. If you submit the request through normal channels, the change will take effect shortly after receipt of your request.

Q13. The Org Code Column - are these the Employing Agency Codes or the Org Codes from the Org Charts? A13. This would be the Cardholder's default KFS Organization Code which is specified on the individual's KFS Person profile. It should represent the Org Code that you would like to associate the Cardholder with.

Q14. If we screw up because we don't understand "roles" - I am assuming we can make changes on-line or by resubmitting to Tammy at a later date? A14. Yes, changes can be made later, if needed, via email to Tammy. However, we would encourage you to ask Tammy or Joyce, if you have questions or need further clarification about the roles before assigning individuals to them, in order to minimize the need for changes.

Q15. Do our cardholders need access to KFS? do we have to fill out the FSO-40 if they don't? If yes, do they need any special role, or just role "54"? A15. In order to approve the pCard charge(s) on the PCDO eDoc, Cardholders will need to have access to KFS. Since FA's will ultimately need to approve and submit FSO-40, KFS Security Form, to establish KFS access, it may be more practical and timely to have the business office complete the form on behalf of the Cardholder, who should minimally be assigned Role 54, Financial System User.

Q16. Does the system allow the reallocator to approve if it's not complete? For example, if the received date is blank or doc has no attachments, will it still be able to be approved and move on? I have difficulty getting the pCardholders to give me missing info, especially packing slips and entering rec'd dates on the logs. A16. The system will only require completion of accounting line details in order to approve the PCDO and does not require a received date or attachment of receipts in order to be finalized. The received date may be updated as long as the PCDO is ENROUTE and receipts may be attached at any time. However, the KFS Reconciliation Report which will be issued to departmental Reconcilers and OPRPM will include a column indicating if Goods and Services Received checkbox has not been checked to enable monitoring of PCDO's with outstanding issues and subsequent follow up with pertinent units.

Q17. Can we have multiple reconcilers? A17. Yes, you may designate as many Reconcilers as needed to accommodate your internal operating procedures and requirements.

Q18. On the PCDO edoc, will there be a place for the pCardholder to put a description of each transaction item? Sometimes the receipt doesn't tell me what the items purchased were. A18. There is no description field for each transaction on the PCDO. However, you may wish to advise your Cardholders/Reallocators to enter a text note in the Notes and Attachments tab for each receipt appended, indicating which Transaction No. It is for and/or label the receipt itself with the Transaction No. or both.
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Q19. On the PCDO edoc, will we be able to reallocate an exact amount per item (not percentage like the requisitions)?
A19. Yes, in fact, since the PCDO is a financial processing document, the user is required to enter amounts and not percentages in the accounting line.

Q20. Do we print the edoc and attachments or are we still doing hardcopies or will it be electronic? Who keeps the original (hardcopy) receipts?
A20. All supporting documents should be electronically attached to the PCDO, including forms and receipts for audit purposes. The hard copy forms and receipts should eventually be forwarded to the Reconciler who will ultimately submit the Bank Statement, certified KFS Reconciliation Report, supporting documents and receipts to the departmental business office for safekeeping and storage. While the scanned receipts will be the official repository, retention policies require that the hardcopy receipts be retained for 1 year.

Q21. Will the PCDO have a place to put controlled property? Is it smart enough to prompt it if using applicable obj codes like 777U?
A21. The answer to the first question is yes, in the Capital Edit tab. I'm not sure if the system edits the object code in the accounting line and requires completion of this tab if a capital asset object code is entered on the transaction accounting line. More testing is needed to verify this.

Q22. Just a quick question, what will the Org Code information be used for?
A22. The Cardholder’s Org Code further validates the organizational unit to which the Cardholder belongs.

Q23. Reallocation: a) if we have multiple reallocators, do all of them have to approve the PCDO edoc or is it only one? If all have to approve, do we list the user ids in the order that we want their approval? b) if the reallocator is on vacation, is there a way to reassign the role to a temporary designee like the account supervisor?
A23. Reallocation role functions like Content Reviewer role, i.e., individual(s) assigned this role will simultaneously receive the PCDO in their Action Lists. Only one Reallocation approval is required. Once the approval is made on the PCDO, it will be removed from all reallocators’ Action Lists and the doc will route to next approver (Account Supervisor). Departments may wish to establish their own internal protocol as to who should make first effort to review and approve for a given Cardholder.

Q24. If we are uncomfortable in allowing PCards for one of departments because we are uncertain that they will handle their purchases in a proper manner, is there a solution other than having the Business Office process and call in all of their purchases? For instance, one of our departments processed a requisition to purchase promotional gift t-shirts with their department logo. This would be considered a protocol item and would require prior approval of the Vice Chancellor. We would also have to determine if it is even possible to allow the use of a departmental "mark" on the t-shirts since the University has guidelines for use of individual identity marks. If they had purchased the t-shirts with the PCard, we would not catch this till after it had already been done.
A24. Although the PCard will be designated as the preferred method of procurement for purchases <$2,500, it is each department’s prerogative to determine who may be issued a card. See below for another option which would allow Business Office to pre-approve the order and enable the Cardholder to subsequently order and pay by PCard.

Q25. Also, if the Business Office were to process the purchases, then we would essentially be the central purchasing office and have to make all of the calls and on-line purchases to the vendors and hope that we order the correct items. Is there a way to have that particular department process a document, have it approved by our office and then submit the document to the vendor with the Business Office PCard # (instead of us having to call the vendor or going on-line and ordering it for them)?
A25. We are currently working on a modification which will enable approval of the KFS REQ without automatically generating the PO so that departments may utilize the REQ for “pre-approval” purposes. Once the “pre-approval” of the REQ has been obtained, the Cardholder could then be notified to proceed with order and payment by PCard.

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Keep in mind that the UH PCard is a purchasing tool which is intended to facilitate both order and payment processes for small dollar purchases and eliminates the need for a written agreement such as a PO. Accordingly, issuance of a signed document together with charge by PCard would appear to be counterintuitive to the intent of the charge card.

Q26. I am also concerned about the Business Office being a travel agent. Would there be a way for the individual traveler to enter their information into whatever travel system and have the FA credit card # entered later? Are there other colleges that already have a system in place that is working and maybe we could emulate? Does it take more time with the PCard vs the PO?
A26. Most travel merchants (who provide airline, hotel or car rental reservations) require a commitment typically in the form of a credit card in order to hold reservations for the traveler. If you do not wish to use your own PCard for this purpose, you may want to consider issuing a PCard to the traveler himself and requesting that he be placed in a UHDEC group which will allow charges to be made to the travel merchant without restriction.

Additional Announcements:

A. PO Stipulation tab will be re-purposed and re-labeled, “Justification” to enable user to enter reason why PO is being issued if <$2500; feature will have additional edits to require completion for purchases <$2500 and also suppress display of the field on printed PO.

B. There will be a new button on REQ to enable pre-approval of PCard purchase on the REQ but not spawn the PO. The REQ will not be printable because is not a negotiable document. Response to this new feature has been favorable.