

QUEENS  
UNIVERSITY  
BELFAST



## Introduction to Coding and Authorisation of Purchase Card Transactions

**Note:**

This manual replaces the original Purchase Card processing manual and reflects the changes due to the upgrade of the software to version 5.6.2 of Agresso Business World, now rebranded ABW Route 66.

There are no substantial changes to processes, the changes are in the most part to the colours and feel of the product.

<i>Initial Document</i>	<i>Version 1.1</i>	<i>JB 25/03/2012</i>
<i>Re draft for upgrade</i>	<i>Version 1.2</i>	<i>JB 08/06/2012</i>

The Agresso Purchase Card module allows more timely processing of Purchase Card transactions onto the University's financial system, Qfis. Transactions are downloaded from the Purchase Card provider (currently Barclaycard) on a periodic basis and are loaded directly into Qfis.

Transactions are then routed to cardholders (and their nominees) for coding.

All validation with respect to Project, Account, Sub-Analysis and VAT treatment, takes place at source before transactions are subsequently routed for financial approval.

Transactions are then processed into Qfis on a daily basis for those transactions which have been coded and approved locally.

Log on to Qfis via the supplied web address, the Qfis log in box will appear :



**Agresso Business World Route 66**

User name

Client

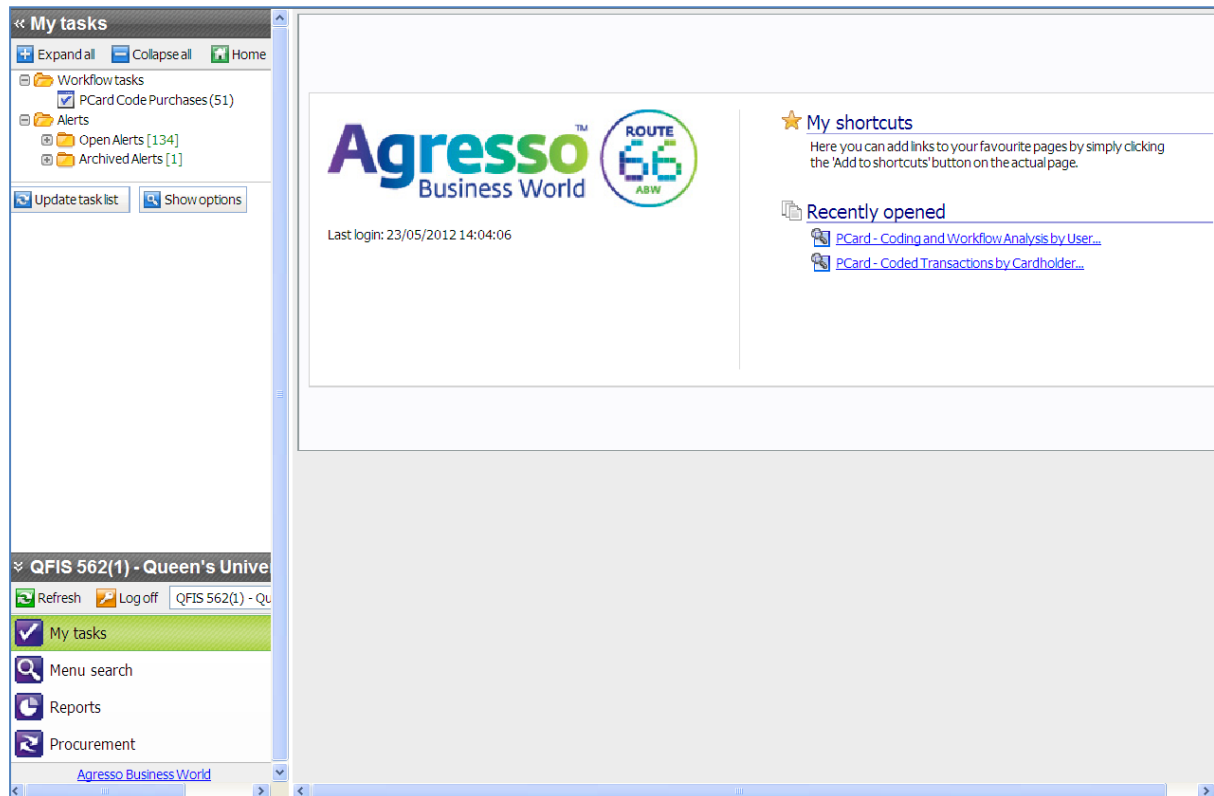
Password

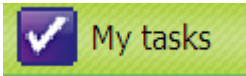
**LOGIN**

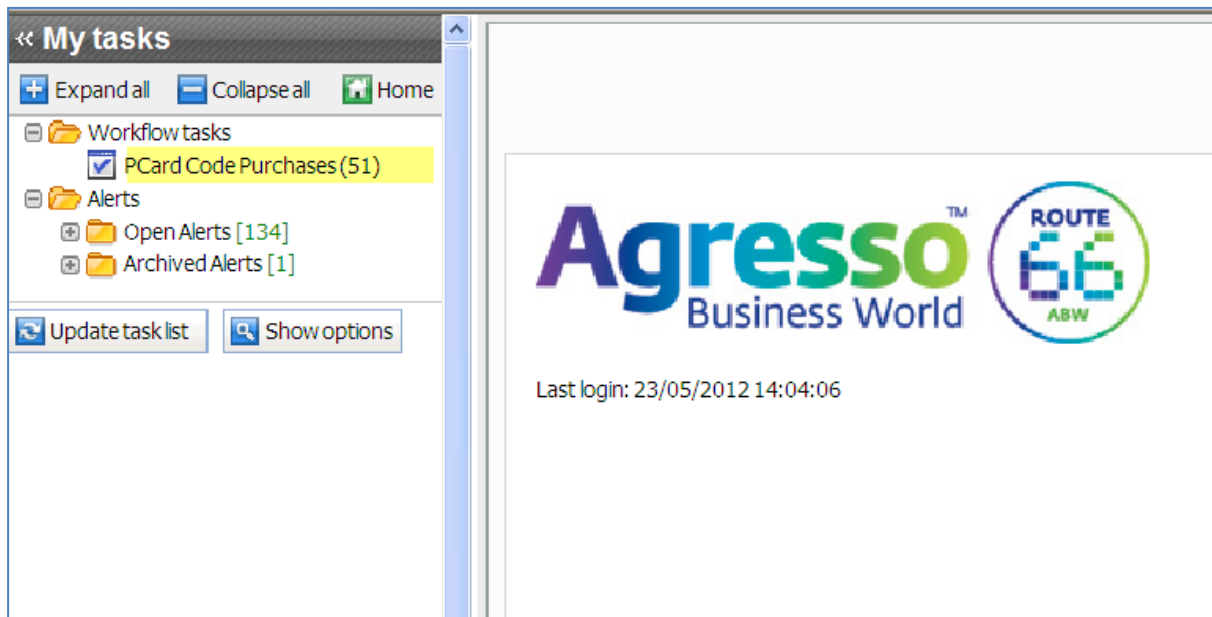
This program is protected by international copyright laws  
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**UNIT4**  
BUSINESS SOFTWARE

Once logged in you will arrive at this start page:



There are modular tabs on the bottom left and the screen will always start up with  visible, so you can instantly see if you have any tasks awaiting your attention.



As we are interested in coding the PCard transactions

double click on the 'PCard Code Purchases' to open the coding screen

**My tasks**

- Expand all
- Collapse all
- Home
- Workflow tasks
  - PCard Code Purchases (2)
    - PO Approval (Nom-Buyer) OrderNo: [redacted]
    - PO Approval (Nom-Buyer) OrderNo: [redacted]
    - PO Approval (Nom-Buyer) OrderNo: [redacted]
- Alerts

Update task list Show options

**Supplier invoice approval (QF)**

Workflow user log Get template Logbook Export Add to shortcuts

Documents Create/edit template

Coding Complete Simple mode

Sort by Ascending

Select all visible items

InvoiceNo: 2704-040412-1358  
TransactionNo: 15007030  
Amount: 4.97

InvoiceNo: 2704-040412-1360  
TransactionNo: 15007032  
Amount: 282.71

Total 2

Overdue

**Supplier invoice**

amend account and project, add sub-analysis (if applicable), amend tax system and description then click on 'Coding Co 'Save'

Supplier invoice information

Supplier: Barclaycard Purchase Card

Invoice number: 2704-040412-1358 Total invoice amount: 4.97

Transaction number: 15007030 To be approved: 4.97

Invoice date: 30/03/2012 VAT amount: 0.00

Currency: GBP

Workflow log (row 1)

04/04/2012 15:13 Tom Wylie (TWYLIE) - Distributed

(Enter a comment)

Copy

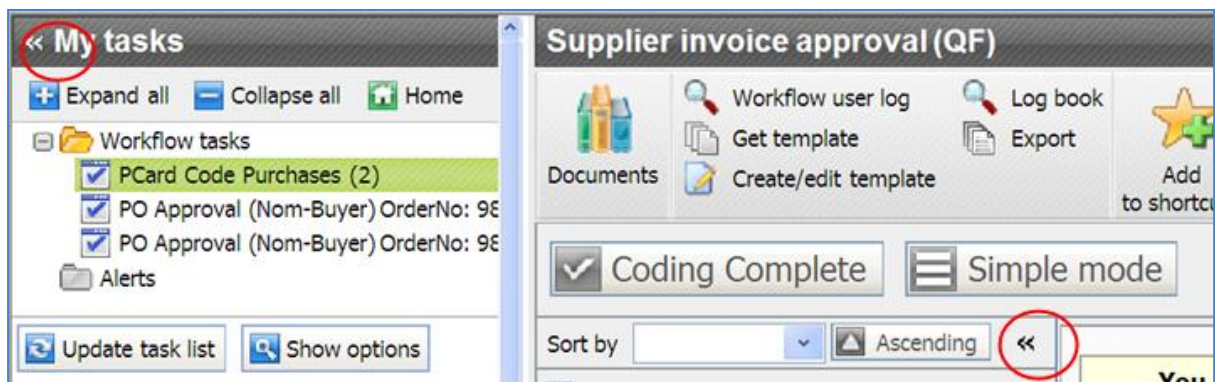
Supplier invoice details

Map	On behalf of	Curr. amount	Account	Project	Subanal	Tax system
<input type="checkbox"/>	Claire Wilson	4.97	9500	X1001XFD		OFFICE
<input type="checkbox"/>		-4.97	4150	X1001XFD		OFFICE
		0.00				

Delete Split row Coding Complete Undo

The 'Supplier Invoice Approval' screen will open as above. There are 3 distinct areas on this screen:

- 1 Your list of tasks
- 2 A detailed listing of the transactions awaiting coding, which can be sorted.
- 3 The main coding area where the correct project code, vat code and description will be entered.



You can collapse/hide the areas 1 and 2 by using the chevron icons highlighted above.

This will give you a full screen to work on in the coding area, as below:

**Supplier invoice approval (QF)**

Workflow user log | Log book | Documents | Get template | Export | Create/edit template | Add to shortcuts

☒ Coding Complete ☐ Simple mode

Sort by [v] [v] Ascending [v]

**Supplier invoice**

Supplier invoice information

Supplier: [Barclaycard Purchase Card...](#)

Invoice number: 2704-040412-1358 Total invoice amount: 4.97

Transaction number: 15007030 To be approved: 4.97

Invoice date: 30/03/2012 VAT amount: 0.00

Currency: GBP

Workflow log (row 1)

04/04/2012 15:13 Tom Wylie (TWYLIE) - Distributed

(Enter a comment)

Supplier invoice details

Map	On behalf of	...	Curr. amount	Account	Project	Subanal	Tax system	Description
<input checked="" type="checkbox"/>	Claire Wilson		4.97	9500	X1001XFD		XX	OFFICE DEPOT AN
				PCard Default	UNIVERSITY GENERAL		PCard Default	
<input type="checkbox"/>			-4.97	4150	X1001XFD		XX	OFFICE DEPOT AN
Σ			0.00					

☒ Coding Complete ☐ Undo

Save



Supplier invoice details

Map	On behalf of	...	Curr. amount	Account	Project	Subanal	Tax system	Description
				9500	X1001XFD		XX	OFFICE DEPOT AN
				PCard Default	UNIVERSITY GENERAL		PCard Default	
			-4.97	4150	X1001XFD		XX	OFFICE DEPOT AN
Σ			0.00					

The detailed transaction line has been entered onto the system directly from the Bank, and has been temporarily coded to account 9500 and Project X1001XFD, as above. This account and Project combination is not capable of being posted into Qfis – a correct account code and Project code **MUST** be entered for the transaction to progress.

When you enter a new account code and press 'TAB' the system will display validation errors – this is normal and it is o.k. to proceed – as you enter a correct project code, tax code etc the validation errors will clear.

Please correct the following:

- **Project:** Mandatory relation to account: 6254 not found. Given value Project: X1001XFD matches account: 6170.

You have received this task (or parts of the task) as a substitute.  
amend account and project, add sub-analysis (if applicable), amend tax system and description then click on 'Coding Complete' and 'Save'

**Supplier invoice**

Supplier invoice information

Supplier: [Barclaycard Purchase Card](#)

Invoice number: 2704-040412-1358      Total invoice amount: 4.97

Transaction number: 15007030      To be approved: 4.97

Invoice date: 30/03/2012      VAT amount: 0.00

Currency: GBP

Workflow log (row 1)

04/04/2012 15:13 Tom Wylie (TWYLIE) - Distributed

(Enter a comment)

Supplier invoice details

Map	On behalf of	...	Curr. amount	Account	Project	Subanal	Tax system	Description
	Claire Wilson		4.97	6254	X1001XFD		XX	OFFICE DEPOT AN
				Accommodation & Subsistence			PCard Default	
			-4.97	4150	X1001XFD		XX	OFFICE DEPOT AN
Σ			0.00					

Map	On behalf of	Curr. amount	Account	Project	Subanal	Tax system	Description
	Claire Wilson	4.97	6254	A3601CVS		PS	OFFICE DEPOT AN
		-4.97	4150	X1001XFD		XX	OFFICE DEPOT AN
Σ		0.00					

### VAT CODING

As all transactions arrive from the Bank gross i.e. they have VAT already added where appropriate, it is important to use the correct PCard VAT code - See Appendix.

### DESCRIPTION

In this field DO NOT DELETE the supplier name -add a meaningful description AFTER the supplier name to identify your transaction and 'TAB' off the Description field.


### CODING COMPLETE

Map	On behalf of	Curr. amount	Account	Project	Subanal	Description
	AP	18/10/2010	-64.62	4150	601001	
Σ			0.00			

Once you are happy with the coding click on the 'Coding Complete' button, the 'Save' button will become active allowing you to click it.


### SAVE

On clicking the 'Save' button you will get a green message informing you that it has processed correctly - the transaction will disappear from your task list and the next coding task is automatically loaded into the coding area.

 The item is successfully processed. You are now ready to process the next item.

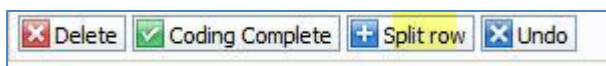
The transaction has now been routed via Workflow to the task list of the person who has responsibility for financial approval of your Purchase card.

The next item loads automatically until all your current coding tasks have been processed and on processing the last item the message changes to :

 The item is successfully processed. There are no more items to process.

**SPLITTING ROWS**

It is also possible to split the transaction over different project codes, for instance when you have made a bulk purchase using your Purchase Card and need to charge other projects for their share of the costs.



Code the first line as normal, for the full amount, then click 'Coding Complete' – then click on 'Split Row'. A new row is added to the table and you can apportion the costs – for instance, here 150.00 of the original transaction for 282.71 is being split to an 'R' project:

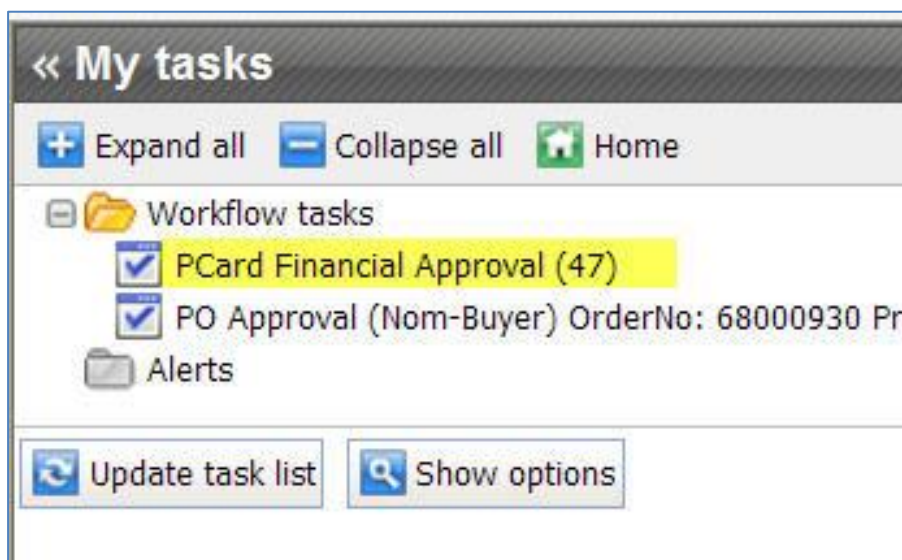
Supplier invoice details

Map	On behalf of	...	Curr. amount	Account	Project	Subanal	Tax system	Description
<input type="checkbox"/>			132.71	6254	A3601CVS		PS	OFFICE DEPOT AN
<input type="checkbox"/>			150.00	6254	R1004CVS		PS	OFFICE DEPOT AN
				Accommodation & Subsistence	MRC G0801962		PCard - Standard Rate	
<input type="checkbox"/>			-282.71	4150	X1001XFD		XX	OFFICE DEPOT AN
Σ			0.00					

On clicking 'Coding Complete' again the 'Save' button is active and you can complete the process.

## FINANCIAL APPROVAL

The financial approver will receive a task for each transaction requiring approval:



Double click on the task title, and the approval screen appears:

**Supplier invoice approval (QF)**

Workflow user log Log book My shortcuts Home Icons and navigation keys

Documents Get template Create/edit template Add to shortcuts

☒ Approve ☐ Reject ☐ Advanced mode

Sort by  Ascending

☐ Select all visible items

<input type="checkbox"/>	InvoiceNo: 2835-060212-863 TransactionNo: 15005545 Amount: 39.81	
<input type="checkbox"/>	InvoiceNo: 2835-060212-864 TransactionNo: 15005546 Amount: 142.52	
<input type="checkbox"/>	InvoiceNo: 2835-060212-871 TransactionNo: 15005553 Amount: 150.00	
<input type="checkbox"/>	InvoiceNo: 2835-060212-872 TransactionNo: 15005554 Amount: 196.85	
<input type="checkbox"/>	InvoiceNo: 2835-060212-873 TransactionNo: 15005555 Amount: 23.16	
<input type="checkbox"/>	InvoiceNo: 2835-060212-874 TransactionNo: 15005556 Amount: 138.60	

Purchase Card transactions await your approval  
Approve, or reject to return to Card Holder for re-coding

**Supplier invoice**

Supplier invoice information

Supplier	<a href="#">Bardaycard Purchase Card...</a>		
Invoice number	2835-060212-863	Total invoice amount	39.81
Transaction number	15005545	To be approved	39.81
Invoice date	12/01/2012	VAT amount	0.00
Currency	GBP		

Workflow log (row 1)

06/02/2012 14:22 Tom Wylie (TWYLIE) - Distributed
15/02/2012 11:09 Eileen Gray (EGRAY) - Coding Complete

(Enter a comment)

Copy

Supplier invoice details

Map Tax Funded share Bus date Curr amount Account Costs Project Page

### APPROVE

Once the details have been checked click on the 'APPROVE' button and you will receive a green message informing you that the item has been successfully processed :



The item is successfully processed. You are now ready to process the next item.

The next item for approval is automatically loaded into the screen.

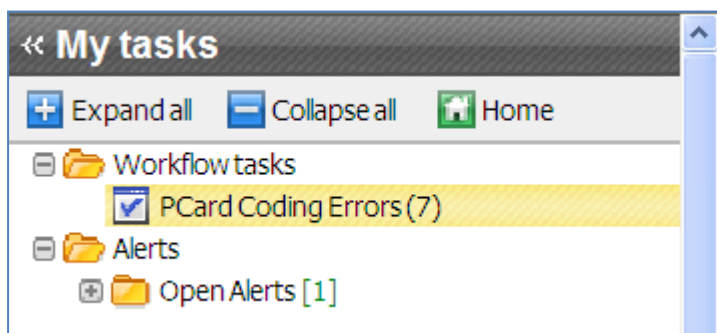
**REJECT**

If you are unhappy with the details of the transaction you can click the 'Reject' button. You are required to enter a comment in the box provided :

PCard Financial Approval - Reject

Enter your comment:

On clicking the 'Reject' button the task is sent back to the coder for correction. The coder will now have a new line in their task list called 'Coding Errors':



Once the coder picks up the rejected transaction from their task list the 'Workflow log' box will detail the comments and reasons for rejection, allowing the originator to make the necessary corrections:

Workflow log (row 1)

22/11/2011 15:41 Tom Wylie - Distributed  
 23/11/2011 14:33 David McQuade - Coding Complete  
 30/11/2011 12:30 David McQuade - Rejected - "Please recode to Project A1234BBC as Prof Presley has agreed to these costs."

Supplier invoice details

Map	Tax	TT	Due date	Curr. amount	Account	Costc	Project	Resno	Subanal	Budcode	Vattreat	Com
GL	9%		06/10/2010	257.74	6311	304002	A5007PMY	1175513		N	N	AA

As before clicking on 'Coding Complete' then 'Save' will send the re-coded transaction back into workflow for the attention of the financial approver.

**APPENDIX****VAT CODES and the Purchase Card**

The treatment of VAT on Purchase Card transactions is handled differently within the Purchase Card module.

Some suppliers cannot identify VAT on transactions at the time that the Purchase Card transaction is made, therefore the bank cannot supply the University with a 100% accurate breakdown of the VAT on the file. To overcome this the gross amount of all transactions will be imported into Qfis.

If the transaction includes VAT, the onus is then on the coder to identify which of the codes listed below should apply to the transaction. The system will then calculate the net and VAT amounts in the background.

**Purchase Card VAT Code**

PS – PCard – Standard Rate

PR – PCard – Standard Rate – Rest of the World

PE – PCard - Standard Rate – EU Import

All other VAT codes, e.g. Z for zero rated VAT remain the same.