Procurement Card - Small Purchase Visa Card
Overview, Posting and Looking up Documents
The University of Mississippi
End User Documentation – ERP 2005
6/2008

Overview

A default cost center/internal order has been assigned to each VISA card. In addition, the default G/L account (object code) "56490" has been assigned to each transaction. If these default settings need to be changed you must contact Shelley.

For every week that there is activity on your VISA account, an email will be sent to the departmental administrator on the following Monday. This email will list the previous week's transactions and the SAP parked document number. The default cost center/internal order and G/L account will also be listed. If the default information is incorrect, it is the responsibility of the administrator to change the data. For example, an internal order needs to be charged for a transaction rather than the default cost center or software was purchased so the G/L account needs to be changed to 55870. **It is imperative that you notate the correct G/L account.**

Separate parked documents and emails will be created for debits and credits. Credits will be identified by a minus sign to the right of the purchase amount. When posting a credit, you should change the G/L account and cost center or internal order to match the original charge. Before sending over the documentation to Procurement Services, write the document number of the debit on your printed email.

When you receive the email, print it. Notate any changes on the printed email. If no changes are necessary, write "No Changes" on the printed email. Then the parked document should be opened and any changes should be made. The document should then be posted. Mark the printed email as "Posted" along with the posting date and your initials. You will then staple all invoices and other relevant documentation to the email and send it to Shelley by Friday.

Because of the short turnaround time, it is imperative for you to get itemized receipts at the time of purchase. If you're placing an order by phone, stress to the company that they cannot charge your VISA until the items have been shipped. If itemized receipts are not submitted on a timely basis, your credit card privileges will be suspended. In addition, **equipment should not be purchased with your VISA without prior approval**.

If you are going to be out of the office for an extended period of time, please make prior arrangements with Shelley so we can send the weekly email to someone else in your office.

Procurement Card - Small Purchase Visa Card
POLICY
The University of Mississippi

6/2008

1	On Monday of the first week, an email is sent to the department administrator. On Friday of the same week, the printed e-mail and all related receipts are due in the Procurement Services.
2	On Monday of the second week, a reminder will be sent to the department administrator for all documents that have not been received.
3	On Friday of the second week, a temporary hold will be placed on all delinquent accounts. **The card will remain on hold for a period of 30 days from the date the document and all related receipts are received.** A notice of this hold will be sent to the departmental administrator as well as his/her department head.
4	On Monday of the fourth week if documentation is still outstanding, the account will be closed. Once the documentation is received, there will be a 90-day waiting period before the department may petition to have its account reinstated.
NOTE:	When documentation is not going to be available in the time allowed and a diligent effort has been made to obtain it, contact Procurement Services as soon as possible. We will always try and work with the department if the vendor does not do their part by supplying the necessary paperwork.

G/L Account (formerly known as object codes)

It is extremely important that the correct G/L account be assigned to each transaction. The University's accounting system is based on these account assignments. The proper use of these codes is imperative for accurate budgeting and reporting. Repeated failure to correct these accounts may lead to the denial of future use of the procurement card. A complete list of the G/L accounts can be found on the Web – http:www.olemiss.edu/depts./procurement/glcoding.pdf.

Frequently used G/L accounts	
55210	Postage
55870	Software
56110	Printing
56130	Office Supplies - Campus Bookstore
56135	Office Supplies - Other
56140	Purchased Instructional Materials
56480	Expendable Equipment
NOTE:	It is much easier to correct the G/L account number before the document is posted.
Comments/ Questions	Please direct any questions or comments to Shelley Morrison (smorriso@olemiss.edu) or extension 7449.

Procurement Card - Small Purchase Visa Card
Overview and Posting
The University of Mississippi
End User Documentation – ERP 2005
6/2008

R/3 Path	> Accounting > Financial Accounting > General Ledger > Document > Parked document > Post/delete [double-click]
Transaction Code	FBV0
Open Document	
Company Code	1
Document Number	Provided in the E-mail
Fiscal year	Enter current Fiscal year
Enter	Left click on Enter Icon or press enter on the keyboard.
NOTE:	If you don't know the document number, see below "Look up Document number" or screen shots on page 11.
Post Parked Document Overview – Viewing the document	
PK (Posting Keys)	40 for debits 50 for credits
Business area	Formerly know as fund (i.e. 10, 20, 30)
G/L account number	Formerly known as object codes. For a complete list of G/L accounts check out http:www.olemiss.edu/depts./procurement/glcoding.pdf
G/L description	Description of G/L account number
Transaction amount	Dollar amount
A/P – VISA (Clear)	Each transaction will be followed by a credit or debit to the VISA clearing account, which will be denoted by the G/L account "22197".
NOTE:	If a document contains 10 or more transactions, you must use the "next page" icons on the toolbar to view all transactions.
Transaction details	Double click on the transaction
Cost Center	You can view what cost center is being charged.
Internal Order	Fund = Internal Order
Text	Vendor will be displayed in this field.
Transaction date	To view the transaction date, click on the more data push-button (yellow forward arrow on the green bar) on the function bar.
Reference key 1	Purchase date
Reference key 3	VISA posting date
NOTE:	Each transaction may be viewed in this manner.
Return to Previous	To return to previous page, use back arrow icon or overview icon.

Page	

Posting the Parked Document – No Changes

NOTE:	PK (Posting keys) – 40 for debit 50 for credit
NOTE:	The posting date **<u>must</u>** be changed to the actual date that the document is being posted.
Open Document	
Company Code	1
Document Number	Provided in the E-mail
Fiscal year	Enter current Fiscal year
Enter	Left click on Enter Icon or press enter on the keyboard.
NOTE:	If you don't know the document number, see below "Look up Document number" or screen shots on page 11.
Change Posting Date	
Change Posting Date	The posting date **must** be changed to the actual date that the document is being posted (follow steps A - C)
A – Document header Icon	Left click on Document header Icon (Hat).
B – Posting date	Change posting date, but **ONLY** the posting date.
C - Return	Return to previous page, use back arrow icon or overview icon.
SAVE	Left click on the save icon (diskette) on the toolbar. You will receive a message that the document was posted.
Error(s)	If you receive an error message call Shelley @ 7449.

Look up Document Numbers

Normally, you will receive an e-mail from Procurement Services to provide document number, however, if you would like to look up your documents associated with your visa card, you may do so by following these steps.

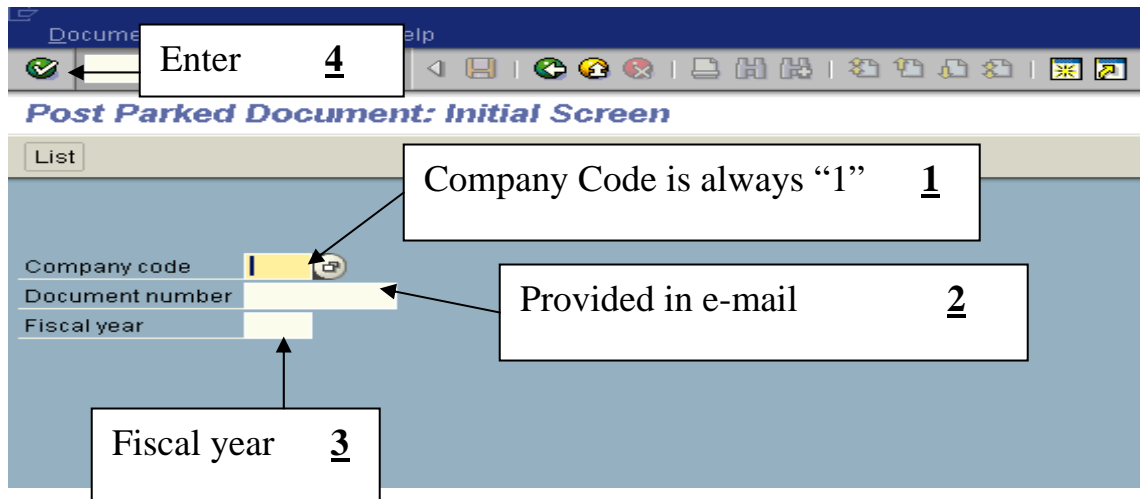| Begin from the "Post Parked Document: Initial Screen"	
List	Left click on the "Document List" icon on the function bar.
Company code	Enter "1"
Fiscal year	Enter current Fiscal year
Document type	Enter "ZT"
Reference	Enter 16-digit credit card number
All other fields	All other fields should be blank.
Execute	Left click on Execute Icon
Select document	Choose the document from the list based on the posting date and then double-click to open the document.

R/3 Path: Accounting > Financial Accounting > General Ledger > Document > Parked documents > Post/delete

> Accounting
> Financial Accounting
> General Ledger
> Document
> Park documents
> Post/delete
[double click]

OR use Transaction Code: FBV0

Use Command Field for Transaction Code
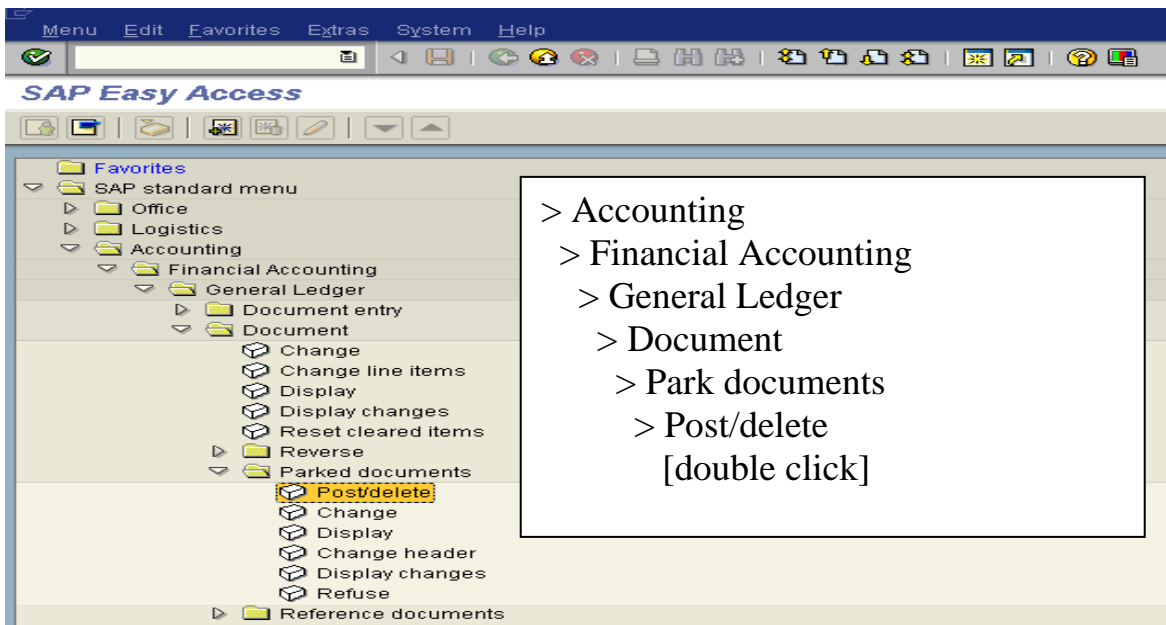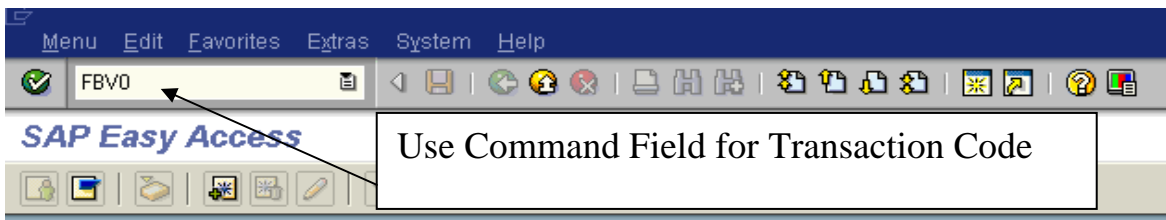
Open Document

Company code – 1

Document number – Provided in e-mail.

Fiscal year – Enter current fiscal year.

Enter – Left click on Enter Icon or press enter on the keyboard.

NOTE: If you don't know the document number, see page 11.

"Post Parked Document: Overview"

Itm = Line item number
PK = Posting key
     40 for debits
     50 for credits
BusA = Business area
Acct no. = G/L account number
Description = G/L description
Amount = Transaction amount

If a document contains 10 or more transactions, you must use the "next page" icons on the toolbar to view all transactions.

Each transaction will be followed by a credit or debit to the VISA clearing account, which will be denoted by the G/L account "22197".

Document	Edit	Goto	Extras	Settings	Environment	System	Help

Post Parked Document: Overview

| Display currency | Fast entry | Tax amounts | |

"Page" icons

Document date	08/04/2000	Type	ZT	Company code	1
Posting date	08/11/2000	Period	2	Currency	USD
Document number	86000194	Fiscal year	2001	Translation dte	08/11/2000
Reference	4715759800282013			Trading part.BA	
r text	4715759990012030			Texts exist	

Posting date

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40	10	56490	Oth Supplies/Mater		2.80
002	50	10	22197	A/P - VISA - (Clear)		2.80-
003	40	10	56490	Oth Supplies/Mater		4.46
004	50	10	22197	A/P - VISA - (Clear)		4.46-
005	40	10	56490	Oth Supplies/Mater		25.60
006	50	10	22197	A/P - VISA - (Clear)		25.60-
007	40	10	56490	Oth Supplies/Mater		27.12
008	50	10	22197	A/P - VISA - (Clear)		27.12-
009	40	10	56490	Oth Supplies/Mater		277.20

D 712.16   C 712.16   Itm 12   0.00

Other line items

PstKy	Account	Sp.G/L	Trans.type	New co.code

Posting Key

Business Area

G/L Account number

G/L Description

Transaction Amount

Display additional data on transactions

Transaction details - double-click on the transaction.

Cost Center – You can view what cost center is being charged.

Fund = Internal order – You can view what internal order is being charged.

Text – Vendor will be displayed in this field.

Transaction date – click on the more data push-button (yellow/green forward arrow) on the function bar.

Reference key 1 - the purchase date

Reference key 3 - the VISA posting date
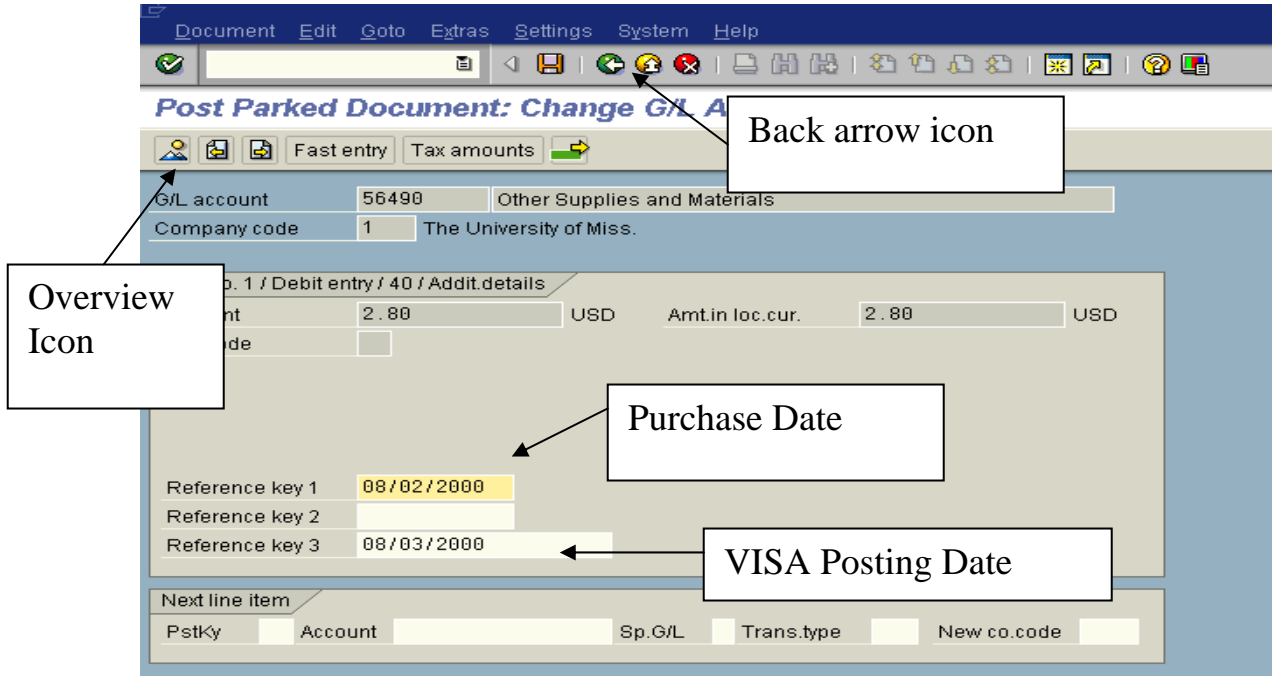
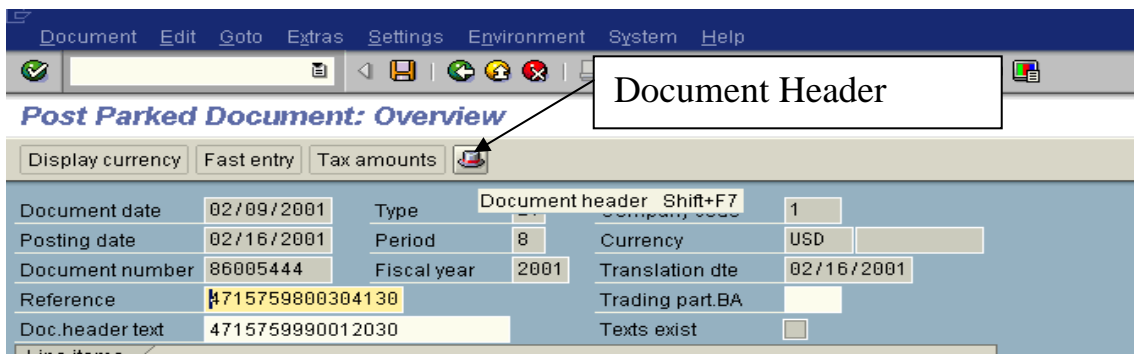*NOTE:* Each transaction may be viewed in this manner.

To return to previous page, use back arrow icon or overview icon.
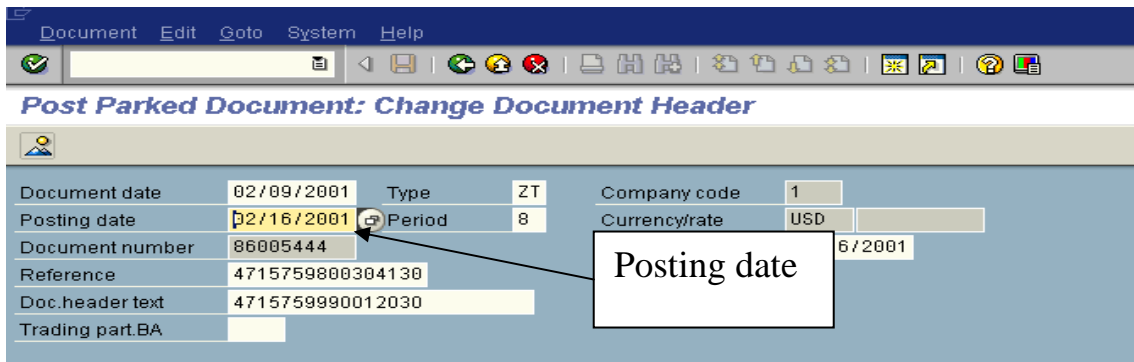
Posting the Parked Document – No Changes

Open Document – Follow pages 6.

Change Posting Date – The posting date must be changed to the actual date that the document is being posted (follow steps A - C).

A - Header Icon – Left click on Document Header icon (Hat).

**B - Posting date** – Change posting date, but <u>ONLY</u> the posting date.

C - Return to previous page, use back arrow icon or overview icon.

Save – Left click on the save icon (diskette) on the toolbar. You will receive a message that the document was posted or an error message. If you receive an error message call Shelley @ 7449.

Look up document numbers

List – Left click on the "List" icon on the function bar.
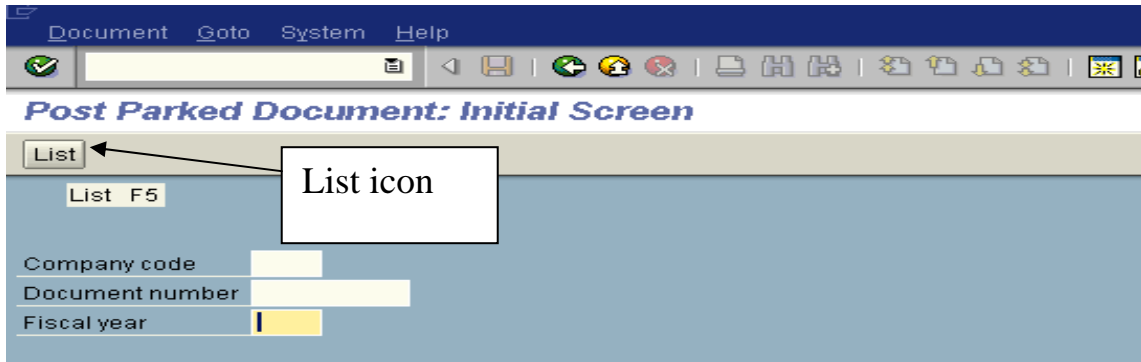
Company code – "1"
Fiscal Year – Enter current Fiscal year
Document type – "ZT"
Reference – 16-digit credit card number
All other fields - All other fields must be blank

Execute – Left click on Execute Icon

Choose the document from the list based on the posting date and then double-click to open the document.

Look up document numbers – cont'd.

Execute **6**

List of Parked Documents

Company code	1	to
Document number		to
Fiscal year	2006	to

Company Code = '1' 1

Current Fiscal Year   2

General Selections

Posting date		to
Document date		to
Document type	ZT	to
Reference		to
Document header text		to
Entered by	LRICHL01	to

Document Type = 'ZT' 3

Processing Status

Enter release		to
Complete		to
Released		to

Reference – 16-digit credit card number   **4**

Delete all other values   5