ProCard Reallocation Job-Aid

This job aid describes the procedure for reallocating and approving ProCard transactions (single & split distributions). ProCard transactions are available for online reallocation for 30 days from the post date.

You may mark charges as “Approved” for immediate posting. If charges are not marked as Approved, their status will remain “Staged” (i.e. not posted to a budget) for 30 days. Any charges that have not been marked as approved after 30 days will be posted to the default Chartfield for that transaction.

**Step 1.** Proceed to the e*mpac page (https://www.uml.edu/empac), click the icon for Finance Production Login and sign in with your single sign-on credentials.
Step 2.  Click the **Purchasing** tile (please note: the tiles available to you will differ based on your security access within Finance Production)

![Purchasing tile with options]

Once the Purchasing page loads, the Left-Hand Navigation will appear.

Step 3.  Click the **Procurements Cards** Folder in the left-hand navigation

Step 4.  Click **Reconcile Statement** – the **Reconcile Statement Search** page opens
Step 5. Enter the cardholder search criteria for the transaction(s) you wish to review for reallocation and/or approval: select your role from the Role Name dropdown; click the Magnifying Glass next to the Name field to search for the employee for whom you wish to reallocate/approve charges.

![Reconcile Statement Search](image)


Hint: To hide the navigation on the left side of the page, click the double bars on the edge of the menu.
Step 7. If the transaction needs to be reallocated to a different Chartfield string other than the default for the ProCard, click (Distribution).

The (Reconcile Statement) Account Distribution page opens.

Step 8. Enter the 6-digit SpeedChart in the SpeedChart Field, then tab to populate the Chartfield string information. You will then need to add the appropriate account code to label the type of expense: you may use 742990 for ProCard Expenses. Once the complete Chartfield string is populated, click OK.

NOTE: It is recommended that you use SpeedCharts to populate the Chartfield row to avoid typos. Please validate your Chartfield string when using SpeedCharts.

If a transaction needs to be split between 2 or more budgets, please continue to Steps 8A – 8E. If you are not splitting a transaction, please skip to Step 9.
Step 8A. Adjust the **Amount** field to the dollar amount you wish to charge to the first distribution line (as shown below).

![Image of spreadsheet showing the Amount field highlighted]

**NOTE:** For a split distribution, you must enter the Chartfield string information for any additional lines added as the SpeedChart functionality does not work for any added rows. Please validate your Chartfield string.

Step 8B. Using the scroll bar at the bottom of the transaction, scroll to the right side of the page.

Step 8C. Click ![plus icon] to insert additional line(s). A prompt box displays asking how many lines to insert. Enter the desired number of additional lines and click **OK**.
Step 8D. A second distribution line now displays showing the balance of the amount of the transaction.

![Image of two distribution lines showing balance]

**NOTE:** With the second and subsequent lines, the SpeedChart field is not available.

Step 8E. Enter each of the Chartfield string values and the appropriate account code for each additional line. If adding a Project/Grant number, this field needs to be preceded by “UMLOW” in the “PC Bus Unit” field. Once the Chartfield string is complete, click **OK**.

Step 9. You will be returned to the *Reconcile Statement* Account Distribution page. The **Redistrib** field will read “Yes” and the **Budget Status** field will read “Not Chk’d.”

![Image of Reconcile Statement page with “Redistrib” and “Budget Status” fields highlighted]

**NOTE:** Comments may be added but are not required. If you wish to add comments, please continue to **Steps 10-11**. If you do not wish to add comments, please proceed to **Step 12**.
Step 10. To add a comment to your transaction(s), click the button. The Transaction Line Comments page opens.

Step 11. Type your comments in the Comments box and click OK. You will be returned to the (Reconcile Statement) Account Distribution page.

Step 12. It is recommended that transactions are approved after review/reallocation to post the transaction to a budget. You may choose to “Save” without approving. This will leave the transactions “Staged” until 30 days from the post date.

Please ensure the checkbox to the left of the transaction is checked for all rows that you wish to Approve and/or Save. You may use “Select All” but keep in mind this selects all available transactions, not just the ones showing on the current page.
Once all appropriate transactions are checked, click the **Approve** button.

**Step 13.** To validate the budget (to ensure the Chartfield is accurate and/or that there are sufficient funds in the budget), you may check the box for “**Run Budget Validation on Save.**” Once all appropriate transactions are checked, click “**Save.**”

**Step 14.** If there is an error with the Chartfield string or budget, the “**Budget Status**” will change to “**Error.**”

You may click “**Error**” to open a new window and see additional information on the nature of the error in the **Exception Column.**
If you have questions regarding the nature of the error and/or how to correct the error, please contact the ProCard Office.

If no error exists, the “Budget Status” will change to “Valid.”

Approved transactions with a valid budget status will be picked up in the next batch voucher process for posting to the distribution account(s) indicated.

Step 15. To reallocate or approve transactions for another employee, please click “Reconcile Statement” from the left-hand navigation and return to Step 5.