Procurement Card Reconciliation in AggieTravel

June 24, 2021
Agenda

- Why the process is changing
- What’s changing
- What’s not changing
- PCDO vs AggieTravel form
- Allowable Expense Types
- Best Practices
- Demonstration
- Reporting Changes
- Preparing for the New Process
- Resources
Why the process is changing

- To improve and expedite the reconciliation process
  - Streamlined expense types
  - Easier interface
  - Mobile app functionality
- Ability to process multiple transactions a single report
  - Recommended to prepare one report every two weeks
- Consolidate p-card and travel card reconciliation processes in a single system
- Aggie Enterprise is coming…
## What’s Changing

<table>
<thead>
<tr>
<th>OLD (Kuali)</th>
<th>New (AggieTravel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Officer or Procurement Card Reviewer is responsible for completing the PCDO</td>
<td>The cardholder’s delegate can prepare the report in AggieTravel and attach the receipts, but each cardholder must submit their own report.</td>
</tr>
<tr>
<td>Fiscal Officer or Procurement Card Reviewer required to enter object codes</td>
<td>Clear and descriptive Expense Types will drive the object code automatically</td>
</tr>
<tr>
<td>Each procurement card transaction has to be reconciled on its own document</td>
<td>Multiple card transactions can be reconciled at one time on one report (bi-weekly)</td>
</tr>
<tr>
<td>Receipts must be manually scanned and attached to each PCDO</td>
<td>Receipts and invoices can be electronically attached in AggieTravel or through the Concur Mobile App by the cardholder</td>
</tr>
<tr>
<td>Approval process is required by the Fiscal Officer and any special conditions routing set up by the department</td>
<td>Reports will route to the Fiscal Officer(s) for approval</td>
</tr>
</tbody>
</table>
What’s not Changing

- The process for applying for the card and the training requirements
- The deadlines and importance of completing the reconciliation process in a timely manner
  - Within 30 days of the transaction posting
- The allowable uses for the Procurement Card
- All existing Procurement Card policies
PCDO vs AggieTravel Form

KFS

AggieTravel
## Allowed Expense Types

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>All Expense Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Travel &amp; Entertainment</td>
<td>05-Professional Expenses</td>
</tr>
<tr>
<td>Personal or Non Reimburseable</td>
<td>Fuel or Gasoline (no travel) (8083)</td>
</tr>
<tr>
<td>05-Professional Expenses</td>
<td>Immigration Visa Fees (7233)</td>
</tr>
<tr>
<td>Advertising, Recruitment, or Promotional Services (7730)</td>
<td>Lab Supplies (8030)</td>
</tr>
<tr>
<td>Books, Publications, or Subscriptions (5200)</td>
<td>Non-employee Gifts or Awards (7710)</td>
</tr>
<tr>
<td>Classroom Supplies (6100)</td>
<td>Office Supplies (8070)</td>
</tr>
<tr>
<td>Computer Software (8027)</td>
<td>Other Supplies (8000)</td>
</tr>
<tr>
<td>Computer Supplies (8005)</td>
<td>Training Registration (7260)</td>
</tr>
</tbody>
</table>

Repairs are not allowed on the p-card.

Repair Services is listed only to allow proper coding in case of using the card by mistake.
Best Practices

- Reconcile transactions every two to four weeks, or as frequently as necessary for your department

- Attach receipts and backup to each line individually, not at the header

- Assign delegates to prepare cardholder reports – similar to Reviewers in Kuali
  - Shared Services and Business Partners can still perform report preparation

- Utilize the Concur app for remote capture of receipts and backup
LIVE DEMO
Decision Support (DS) Report FIS418 – Unreconciled Card Expenses updates:

- "Traveler" will change to "Cardholder"
- A drop down menu will be added with card type. This will allow filtering the report between Travel Card and Procurement Card expenses.
Preparing for the New Process

For cardholders or current p-card reviewers that have not used AggieTravel before, we recommend that you review the following tutorials:

https://supplychain.ucdavis.edu/travel-entertainment/aggietravel/tutorials

- AggieTravel Introduction
- System Overview
- Allocating Expenses
- Itemizing Expenses
- Adding Delegates
Resources

- **Procurement Card Reconciliation Process in AggieTravel**

- **pcardhelp@ucdavis.edu**
  - For questions in regards to p-card policy, allowable use, card issues, etc…

- **travelhelp@ucdavis.edu**
  - For questions in regards to AggieTravel