



UC DAVIS

Supply Chain
Management

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

OLD (Kuali)	New (AggieTravel)
Fiscal Officer or Procurement Card Reviewer is responsible for completing the PCDO	The cardholder's delegate can prepare the report in AggieTravel and attach the receipts, but each cardholder must submit their own report.
Fiscal Officer or Procurement Card Reviewer required to enter object codes	Clear and descriptive Expense Types will drive the object code automatically
Each procurement card transaction has to be reconciled on its own document	Multiple card transactions can be reconciled at one time on one report (bi-weekly)
Receipts must be manually scanned and attached to each PCDO	Receipts and invoices can be electronically attached in AggieTravel or through the Concur Mobile App by the cardholder
Approval process is required by the Fiscal Officer and any special conditions routing set up by the department	Reports will route to the Fiscal Officer(s) for approval



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

ACCOUNTING LINES [Import Templates](#)

Transaction #24692161132100250215987 [Hide Detail](#)

Procurement Card Number : [REDACTED]	Transaction ID Number : 24692161132100250215987 🔗
Cardholder Name : [REDACTED]	Vendor Name : AMZN MKTP US*2L4672MNO
Dept/Acct/Other : ANESTHESIOLOGY & PAIN	Transaction Total Amount : 32.06
Transaction Date : 05/12/2021	Sales Tax Amount : 2.58
Post Date : 05/13/2021	Vendor-Charged Sales Tax :
Tax Exempt Indicator : No	No Receipt : No
Tax Exempt Reason :	Reason for No Receipt :
Ship to Postal Code :	
Will Add Use Tax : No	

AggieTravel

Expense [Available Receipts](#)

Expense Type Lab Supplies (8030) ▼	Business Purpose Supplies needed for research projec	Delivery Postal Code 95616-5270
Agreement #/PO # [REDACTED]	Tax Amount [REDACTED]	Merchant Charged Sales Tax Amount ? <input type="checkbox"/> Tax Exempt Purchase?
Transaction Date 04/26/2021	Enter Vendor Name VERDER SCIENTIFIC INC.	City of Purchase [REDACTED]
Payment Type Test PCard ▼	Amount 180.48	USD ▼
Comment [REDACTED]		



Allowed Expense Types

All Expense Types

01-Travel & Entertainment

Personal or Non Reimbursable

05-Professional Expenses

Advertising, Recruitment, or Promotional Services (7730)

Books, Publications, or Subscriptions (6200)

Classroom Supplies (6100)

Computer Software (8027)

Computer Supplies (8005)

...05-Professional Expenses

Fuel or Gasoline (no travel) (8083)

Immigration Visa Fees (7233)

Lab Supplies (8030)

Non-employee Gifts or Awards (7710)

Office Supplies (8070)

Other Services (7215)

Other Supplies (8000)

...05-Professional Expenses

Training Registration (7260)

...05-Professional Expenses

Postage or Freight (3000)

Printing, Reproduction, or Copies (6000)

Professional Memberships or Certifications (7299)

Regulatory and Permit Fees (7790)

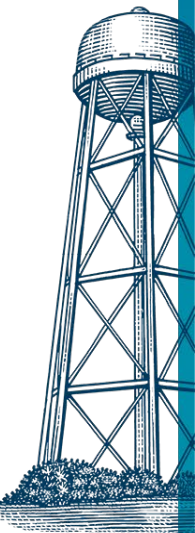
Repair Services (7100)

Taxes or Licenses (7283)

Telephone or Cell Phone Service (4100)

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



Demo

LIVE DEMO



Reporting Changes

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
 - <https://supplychain.ucdavis.edu/pay-purchase/p-card/reconciliation-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

