Purchase Card Coding

Instruction Documentation



Finance Systems Support

Email - [FinanceSystemsSupport@hud.ac.uk](mailto:FinanceSystemsSupport@hud.ac.uk)

URL -

https://agressoweb.hud.ac.uk/MS7\_Live\_Web/Login/Login.aspx

Training - https://staff.hud.ac.uk/finance/financesystems/training/

Purchase Card Coding

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# Introduction

**Purpose**

Purchase cards are one method of purchasing at the University, preferred time saving process of a purchasing payment. Quick payment to the supplier, most efficient way to purchase goods or services.

**Fraud**

Lost or stolen purchase cards, or if you suspect a fraudulent transaction has occurred, the card holder must immediately contact the bank, card provider. Contact details found on the reverse of the purchase card.

Alert the Treasury Accountant in central finance with anything to do with fraud, card limits, any relevant purchase card related details.

Contact your local Anti-Fraud Champion.

Keep cards and PINS safe and secure. The card holder should treat like their own card, safekeeping responsibility down to this individual. Details should never be written down for security reasons, the card should be present at point of sale.

The purchase card is for work purposes only, no personal spend should occur even in emergencies, this is not permissible. Individuals should not benefit from using purchase card e.g. cash back sites, points, etc.

Purchase cards may not be used to avoid preferred or contracted suppliers - ensure spend is line with University’s Procurement Policy.

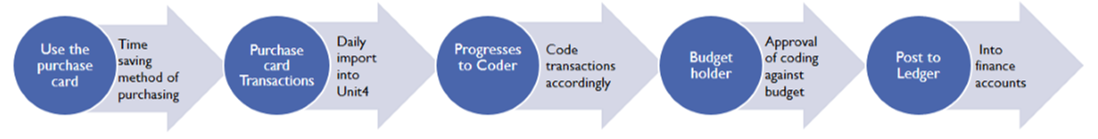
**Deadlines**

The coder to code transactions as soon as possible. This is an audit requirement of the University to aid identifying fraudulent transactions. Unit4 will send regular timely reminders to the coder if coding task not actioned.

Delays in coding and authorising should not occur. If issues have arisen this should not stop coding the purchase card spend. If for example disputes occur and credits are required, this transaction will be coded to offset this spend.

If lateness of coding constantly occurs you may find the card balance is reduced to zero.

The University is the owner of the card and can halt spending if misused or not following procedures.

**Workflow overview** of process steps for purchase cards

NB: A coder can never code and approve spend, the approval will escalate to a supervisor if spending on own budget.

# Log in to Unit4

**Before logging into Unit4**

Note: if you have not used Unit4 or require initial training contact FSS support via email to obtain access - [FinanceSystemsSupport@hud.ac.uk](mailto:FinanceSystemsSupport@hud.ac.uk)

By following the URL you can log on to the Live Unit4 system:

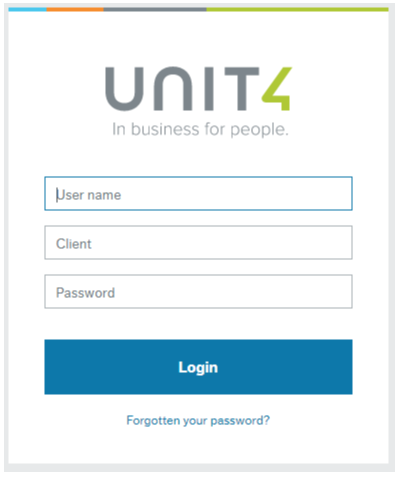
https://agressoweb.hud.ac.uk/MS7\_Live\_Web/Login/Login.aspx

Alternatively, via the **Staff Hub** internet page login:

From the tab **‘Online Systems’**, locate the link for ***Unit4 (campus only)***

**To note**: OFF campus you will need to login via Unidesktop or VPN to access, clicking links in email task alerts will only work when logged in via the University network.

The **Login box** should appear. Enter login details and then click the **Login** button.



**User name**: the same as your computer, network login e.g. FINALS

**Client**: **H1** is the University company to be used

H1 - (Main Company)

H3 - (UHEL Company)

**Password**: must be at least 6 digits and include a number. If you have forgotten your password, please use the ‘**Forgotten your password**?’ option to reset

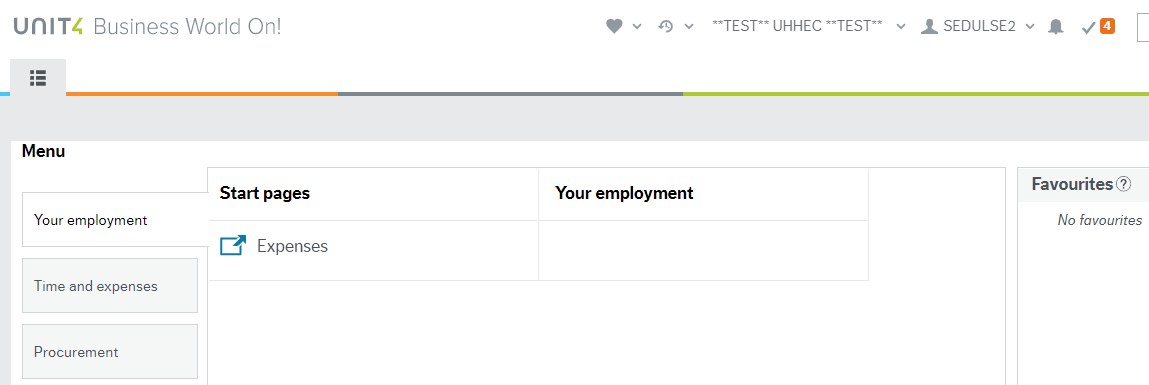
This will open a screen like the following *fig 1.1*

The ‘book ends’ menu available on the left of the screen will vary according to your role.



To access your outstanding tasks click the icon in the top left toolbar, circled is the location of the task list.

***fig 1.1***



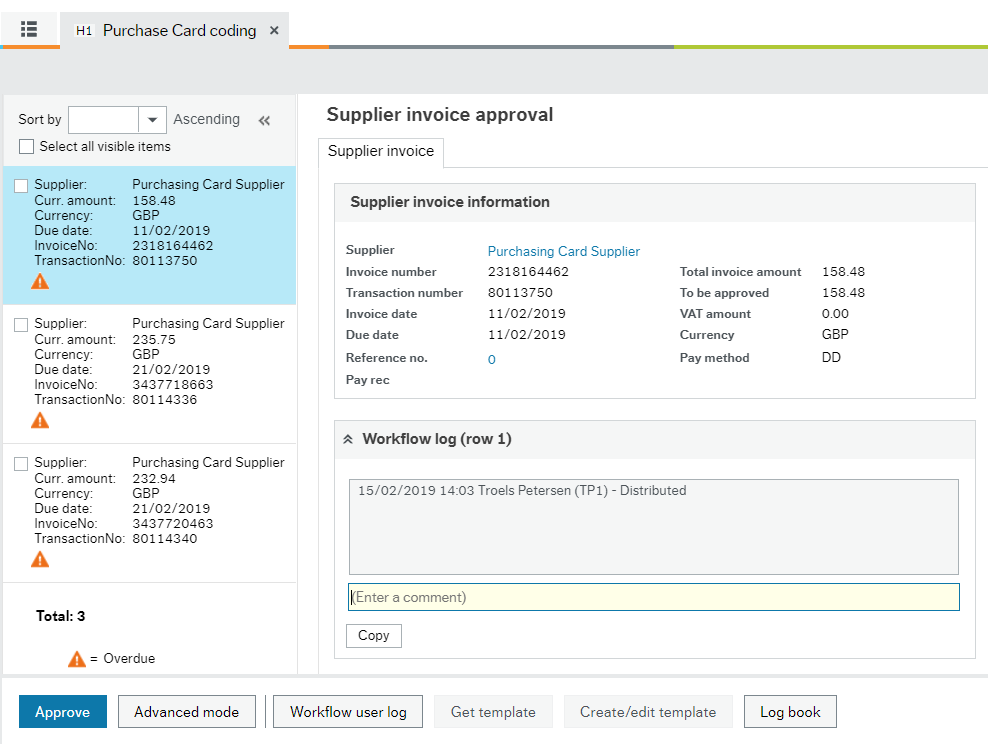
# Purchase Card Coding Task

* Click on the **task line** rather than the ‘Task Manager’ option.

In the example *fig 1.2* there are several **Purchase Card coding** tasks displayed on the left hand side of the screen.

The first task is the one which is highlighted in blue on the left and details displayed in the right hand window.

***Fig 1.2***



**NOTICE** **default** Supplier invoice information *fig 1.3*

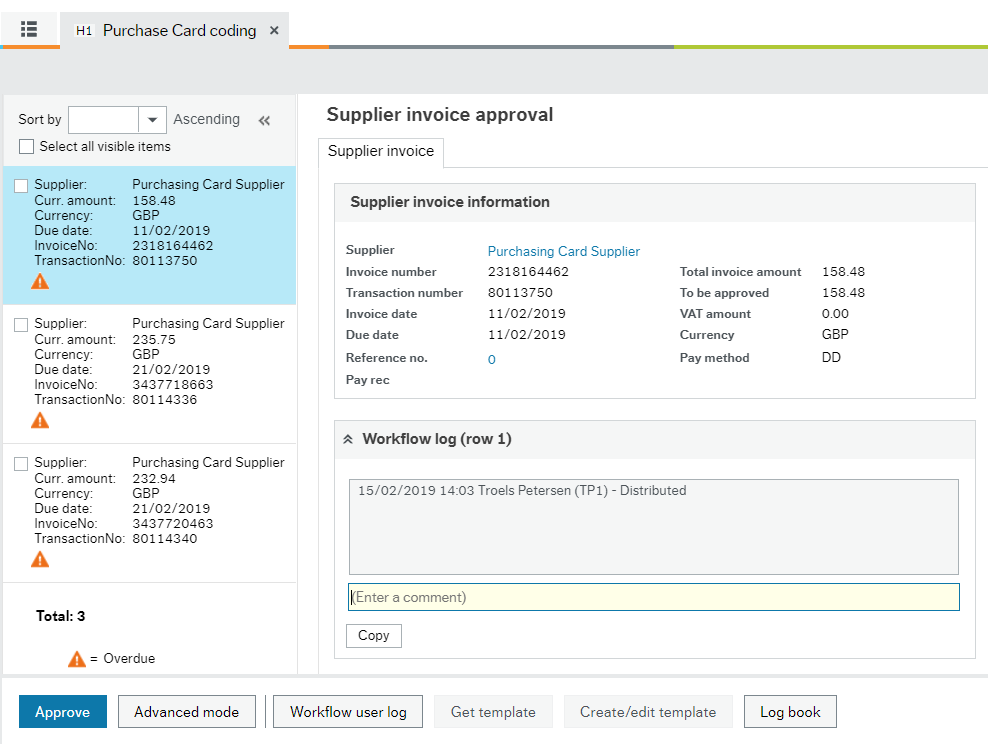
**Supplier** – Purchase Card Supplier

**Total invoice amount** – GROSS purchase value

**To be approved** – NET amount to budget holder

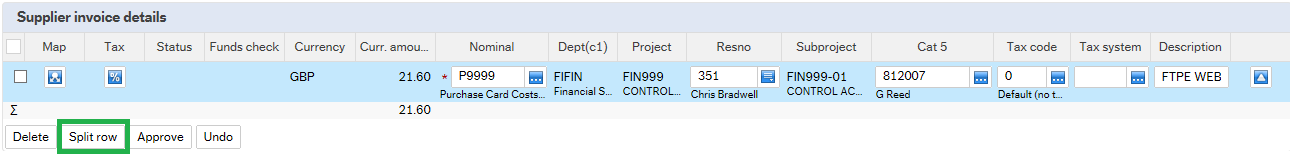
**VAT amount** – will always show as zero **0.00** until updated

***Fig 1.3***



**NOTICE** **default** import transaction details

**Nominal** = **P9999**, **Subproject** = **FIN999**, **VAT = P3**, **Description** from statement



* The **Nominal**, **Subproject** and **Description** and **VAT** Tax code MUST all be amended from the default values.

# Amending the default coding details

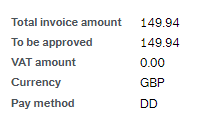
* **Nominal** - used to identify what financial transaction has happened e.g. books, stationery. This MUST be amended from the default P9999.

NB never use an **8** code as this is an income code.

As the **Nominal** is updated the **Tax code** will automatically change to **P6**, butthis will incorrectly **ADD** **VAT** onto the statement figure so **mus**t be amended.

The **Tax code** on the line detail must be amended to **P8 if VAT** is shown on the receipt, purchase evidence or **P3 if not**, no VAT.

**Tax** **code default** **example:**



**Statement ‘Total invoice amount’**

This amount will stay the same

**To be approved**

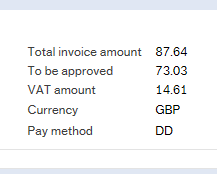
This is the **NET** value which may change depending on VAT coding

**P3** = NO VAT **P8** = includes VAT

**VAT amount**

This value may change depending on VAT charged

**P/card coding to P8 example:**



**To be approved**

Is the **NET** value approved by the budget holder

For the P/card we want the system to take **VAT OFF** the ‘Total invoice amount’

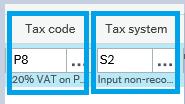
**VAT amount**

**P8** coding - the transactions **VAT** amount has changed to include VAT

* **VAT** - if **P8** is used, then in most cases the Tax System should be **S2** *fig1.4.*

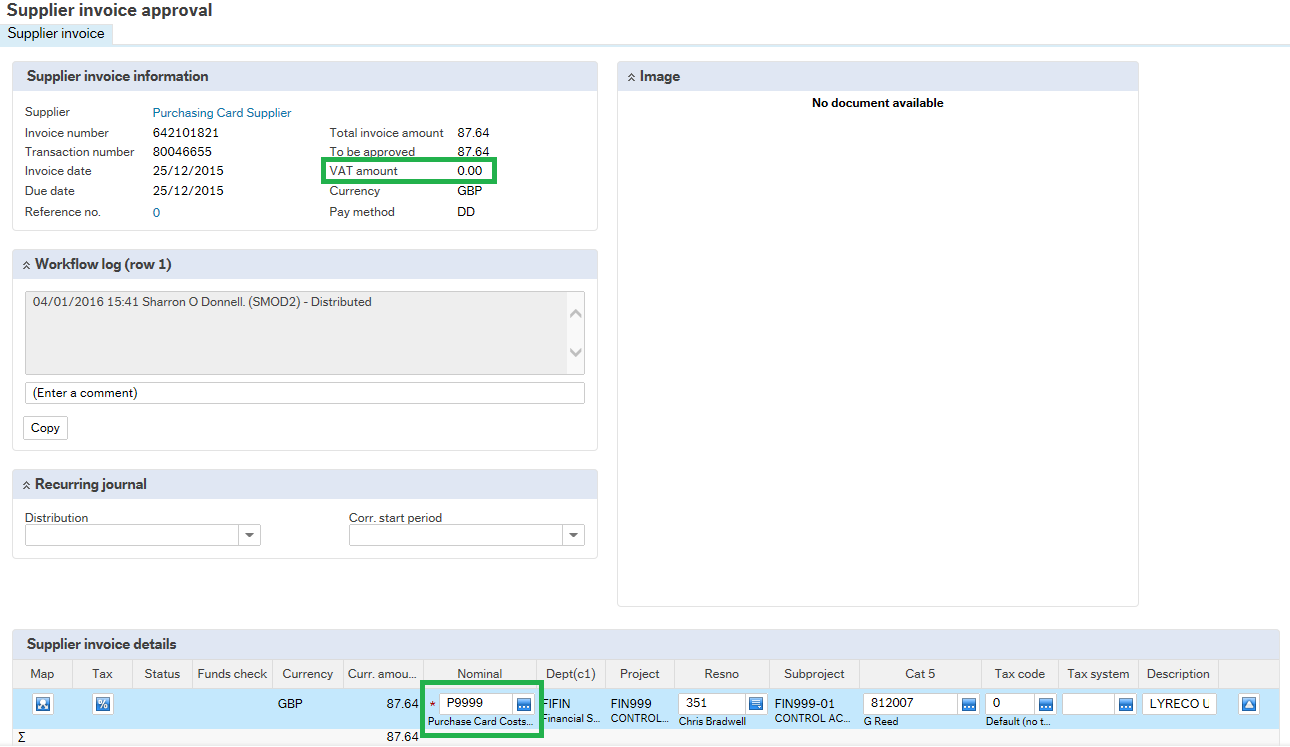
NB: the only case this doesn’t apply to would be if the **Subproject** **CPK000-01** is used, in this case the Tax Code would be **P8** and the Tax System would be **S1**.

***Fig 1.4***



* **VAT** - if **P3** is used, the VAT amount will be 0.00 and the ‘Total invoice amount’ and

‘To be approved figure’ will remain the **same matching figure** *fig1.5*

***Fig 1.5***

* **Subproject** - identifies which part of the University owns the transaction and is the responsibility of a budget holder. The budget holder will accept or reject this coding.
* **Amend** the default FIN999-01 to the relevant subproject.

**NB** if the subproject you require is not listed you will need permission from the budget holder or your school finance office to have access. This approval requires emailing to Finance Systems Support to update.

**All** purchase card transactions are coded in **H1**, even if it is a H3 subproject. The transactions are journaled from H1 to H3.

If it is a **H3 subproject** and the tax code is **P8**, make sure the Tax system is **S2**.

This is because when the transactions are moved from H1 to H3 the tax system will be changed to S1 and will recover the VAT.

* **Description** - ensure this is **amended** to clearly show what has been purchased.

Suggesting starting with the **Supplier’s name** and then continue with **additional detail** of transaction, the budget holder needs to recognise what has been purchased.

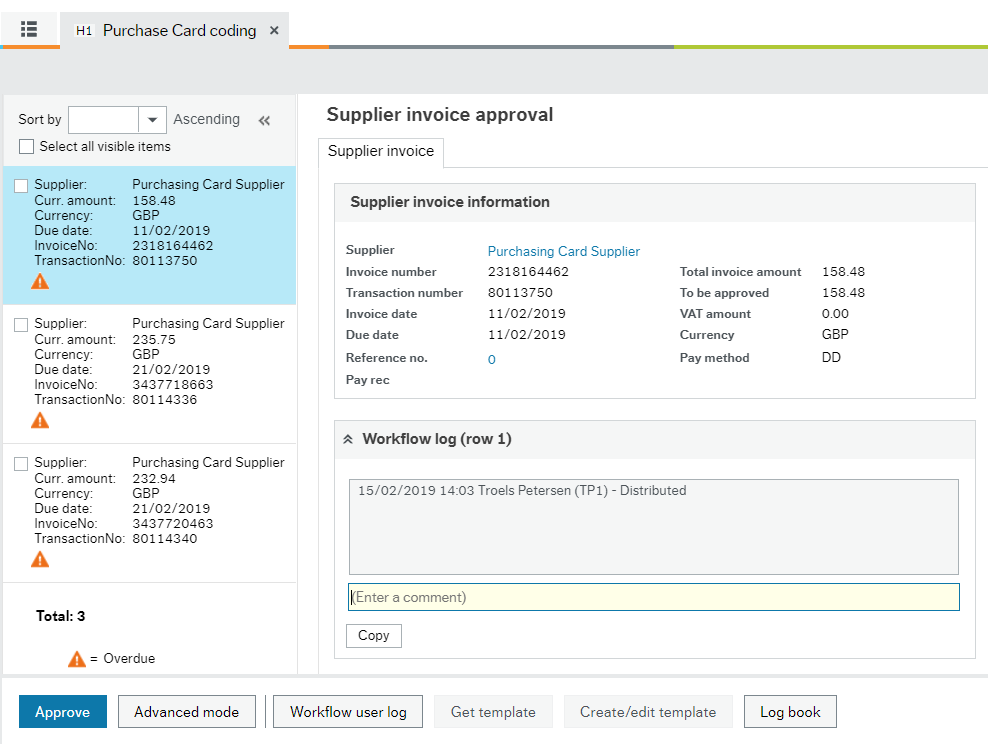
* **Final check** - before proceeding check that the
* **Total invoice amount** is the **GROSS** value and matches purchase card statement
* **To be approved** amount and **VAT amount** matches the details on the receipt and **total** the **GROSS** value
* **Nominal, Subproject** and the **Description** have all been amended accordingly



* If everything is correct click on the **Approve** icon in the bottom left corner which will then route the line to the relevant budget holder to approve.

Review the purchase card coding task list *fig1.6* and if there are more tasks awaiting attention then click on each one and amend the default coding as described.

***Fig 1.6***

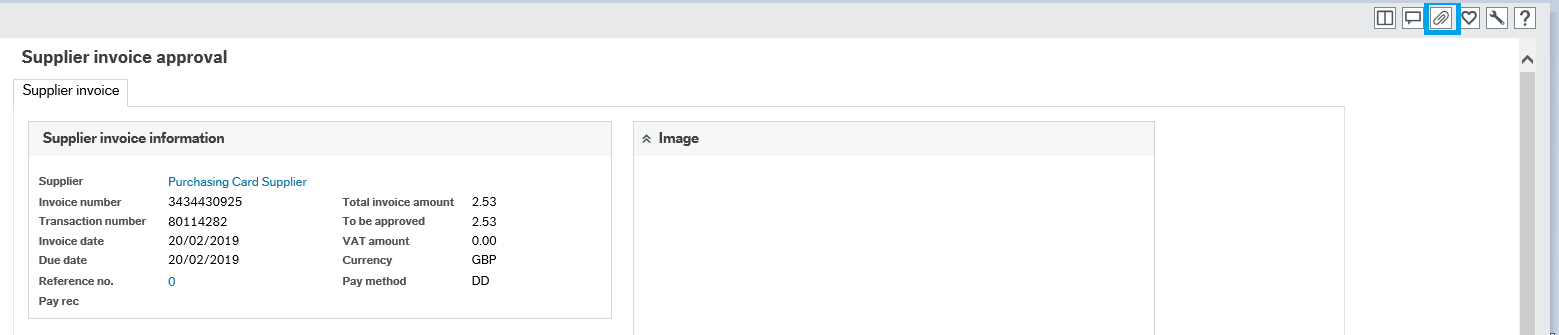


**NOTE:** The payment has already occurred, the task is to confirm the subproject commitment, delays in coding should NOT occur, refer to Introduction – Deadlines.

# Attaching receipts to Purchase Card transactions

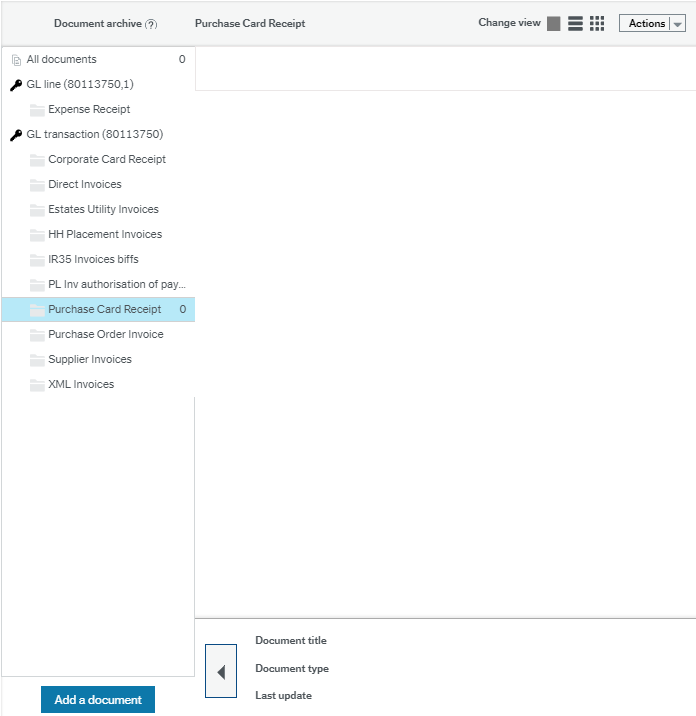
There is an option to attach receipts to each purchase card transaction. This allows the budget holder to be able to view the receipt before an accept or reject decision is made against the transaction.

Once the task is accessed and completed as the coding detail instructions prior you can attach receipts by clicking on the in the top right corner.



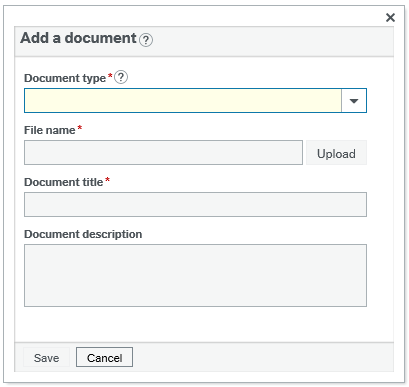
* The below screen *fig1.7* will open, click on from the lower screen.

***Fig 1.7***



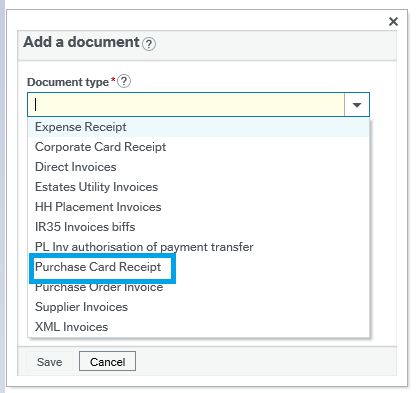
* An additional box will then appear *fig1.8*

***Fig 1.8***



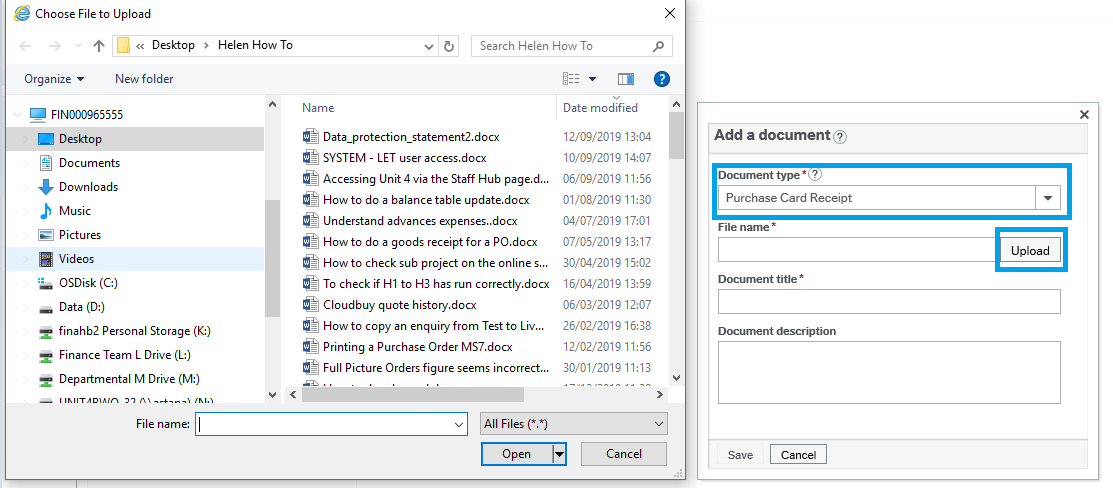
* Under the **Document type** *fig1.9*, click on the drop down arrow and select **Purchase Card Receipt**

***Fig 1.9***



* Select **Upload** and find where you have saved the receipt *fig2.0*

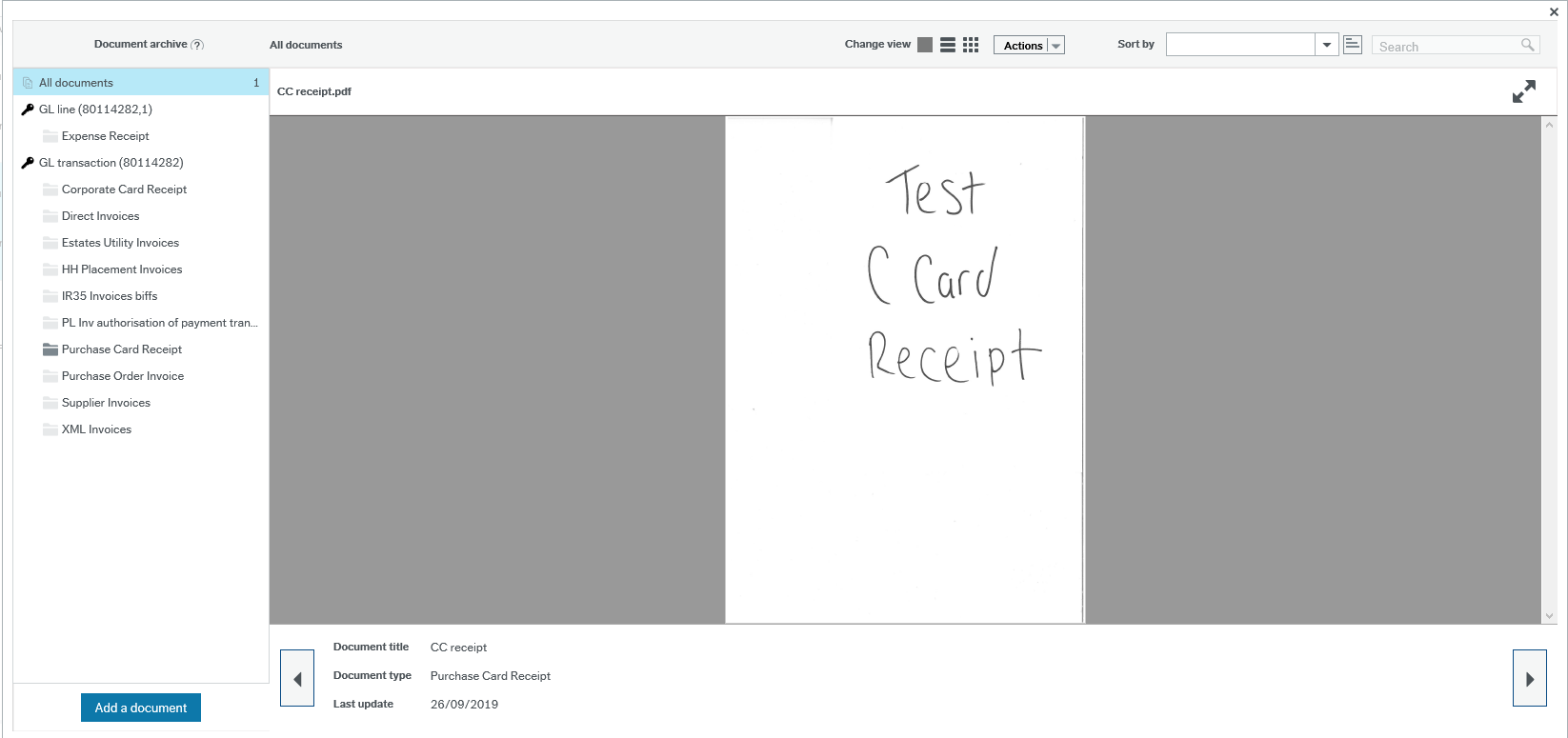
***Fig 2.0***



* Once you have selected the correct file and clicked **Open**, then click **Save**.

The image of the receipt will display *fig2.1*, you can **close** the pop up box by the **small x**.

***Fig 2.1***





Once a receipt is attached, the paper clip will then shade blue

* Once all the details are updated and completed on the purchase card coding task you can click **Approve.**

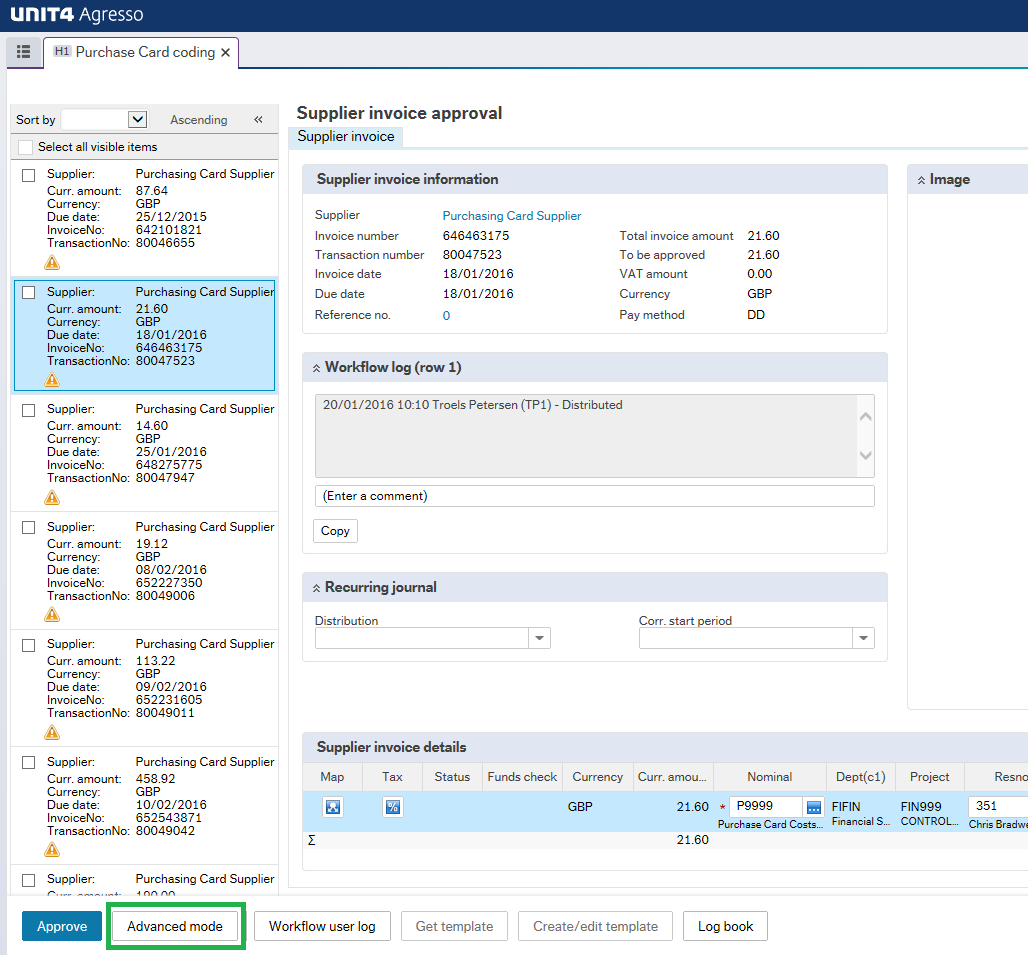
This task will then enter workflow and the budget holder will be able to see the image of the receipt to aid understanding of the approval task.

# Purchase Card Coding – Splits

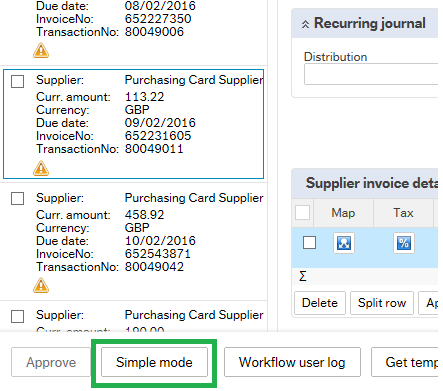
* **To process splitting Subproject, Nominals or VAT**



* When the coding task is open click icon in the bottom left corner.



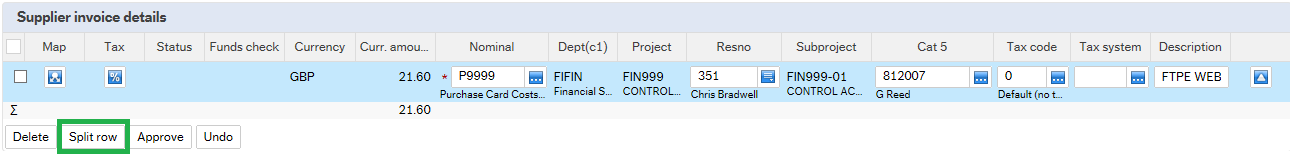
* The screen then opens and the **Advanced mode** will now say **Simple mode**.



* When the screen opens, code the first transaction line as usual and ensure that the **Nominal**, **Subproject** and **Description** are amended from the default values.



* Click near the bottom of the page.



The system will add another coding line beneath the first one.

* On the **new row** complete the **Nominal**, **Subproject** and **Description**.
* Next enter the **GROSS** amount to be coded to the new subproject.

The amount on the line above will change automatically.

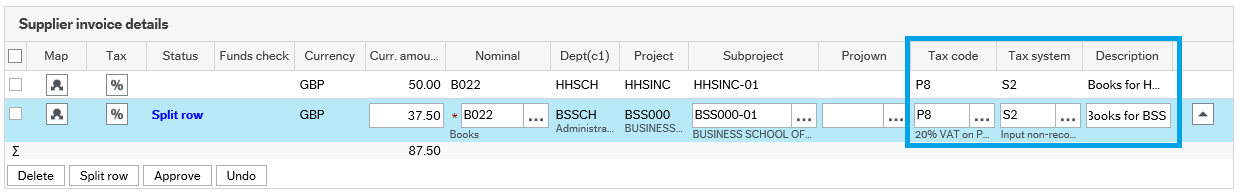
* Enter the correct **Tax code** either **P8** or **P3**.

*Fig2.2* the Tax code and the Tax System from the original line will copy to the new line. Ensure the Tax Code and Tax System are correct.

If **P8** is used, then in most cases the Tax System should be **S2**.

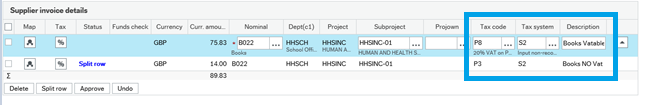
Split row can also be used to split the cost between different subprojects.

***Fig 2.2***



Split row can also be used if only part of the transaction is vatable and part of it isn’t *fig2.3*

***Fig 2.3***



* Once breakdown completed, click on **Simple Mode** in the bottom left corner to return to normal view.



* Once all the details are updated and completed on the purchase card coding task you can click **Approve.**



* Success message to alert that this task will now escalate the budget holder. Click OK to close.

