Introduction
This guide explains how to code, review and approve expenditure incurred via College purchase cards.

A. Code purchase card transactions (Card Holder)
B. Review and amend purchase card transactions (Card Checker)
C. Route purchase card transactions to the Card Checker for coding (Card Holder)
D. Approve purchase card transactions (Card Approver)

Audience
Purchase Card Holders and those in the Purchase Card Checker role.

Process
All College purchase cards are attached to a central Birkbeck Barclaycard account. Each month the College receives a single statement listing the transactions on all cards. The statement is paid up front by direct debit and all transactions are coded initially to account 7701 (purchase card unallocated expenditure). Following settlement, the transactions are then routed via workflow to the individual card holders for coding.

Workflow
Here is the workflow for coding and approving purchase card expenditure.

- The Card Holder (and Card Checker if applicable) should code and approve the expenditure within 2 weeks of receipt.
- The Card Approver should approve the expenditure within 1 week of receipt.
- The Card Checker and the Card Approver may be the same person.
A. Code purchase card transactions (Card Holder)

Step Instructions

1. Click the Task icon in the toolbar and select the relevant task (Purchase card holder review TransNo: 8000XXX).

The GL Transaction Approval screen opens. The transactions look like this in their initial state:

   a. Account – all transactions coded to 7701 (purchase card unallocated expenditure)
   b. Subproject – currently blank
   c. Pcard – card number to which expenditure has been charged
   d. Description – merchant ID as it appears on the statement

2. For each line in the GL transaction details section, amend as follows:
   a. Account - change from 7701 to the relevant code
   b. Costc - autopopulated from the Subproject
   c. Project - autopopulated from the Subproject
   d. Subproject - enter the subproject to which the expenditure on this line is to be charged.
   e. Cat 5 - for travel-related account codes, enter the country of destination.
   f. Details - autopopulated.
   g. Cat 7 - autopopulated from the Subproject
   h. Description - delete the merchant ID and replace with a description of the item. If possible indicate which receipt in the receipts file matches to this line.
Receipts should be scanned and bundled into a single file before uploading.

3. To attach the receipts, click the Document icon.

4. In the Documents window click Add a document.

5. Complete the following steps to upload the receipts:
   1. Document type - select Purchase card receipts
   2. Click Upload to locate the receipts file on your computer.
   3. Click Save

6. To approve the lines:
   1. Check the boxes on the left
   2. Click Approve. The line is marked ‘Approve’ in the Status column.
   3. Click Save. A success message is displayed.

7. Click OK.

What happens next?

The statement is routed to the Purchase Card Checker for checking.
B. Review and amend purchase card transactions (Card Checker)

**Step** | **Instructions**
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1. | Click the Task icon in the toolbar and select the relevant task *(Purchase card checker review TransNo: 8000XXX)*.

The GL Transaction Approval screen opens.

2. | For each line review the coding and description and amend if necessary.

Alternatively you can Reject the line and send it back to the Card Holder to do the corrections (see step 4)

3. | Click the Document icon to review the receipts.

4. | To approve or reject the lines:
   1. Check the boxes on the left
   2. Click Reject or Approve. The line is marked ‘Approve’ or ‘Reject’ in the Status column.
   3. Click Save.

   *Note: if you reject a line, enter the reason for rejecting in the Comment box in the Workflow Log section above.*

5. | Click OK.

**What happens next?**
- If all the lines have been approved the statement is routed to the Card Approver for budgetary approval.
- If any of the lines have been rejected the statement is routed back to the Card Holder for amendment.

*The Approver is anyone nominated as a Level 1 Approver for requisitioning (i.e. can approve purchases up to £2K).*
C. Route purchase card transactions to the Card Checker for coding (Card Holder)
Some Card Checkers do the coding, reviewing and uploading of receipts on behalf of the Card Holder. However the Card Holder still has to code the subprojects, so the system knows where to send the transactions.

**Step** | **Instructions**
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1. | Follow step 1 in section A.
2. | At step 2 enter the Subproject only for each line. This is required so the system knows which Card Checker to send the statement to.
3. | Approve the lines:
   1. Check the boxes on the left
   2. Click Approve. The line is marked ‘Approve’ in the Status column.
   3. Click Save. A success message is displayed.
4. | Click OK.

**What happens next?**
The partially-coded statement is routed to the Checker to complete the coding and upload the receipts.

D. Approve purchase card transactions (Card Approver)

**Step** | **Instructions**
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1. | Click the Task icon in the toolbar and select the relevant task (Purchase card Budget Holder approval TransNo: 8000XXX). The GL Transaction Approval screen opens.
2. | Follow steps 2-5 in Section B (steps for the Card Checker to review and amend transactions).

**What happens next?**
The approved expenditure is routed to the Payments Team for final checking and approval.