Business World User Guide
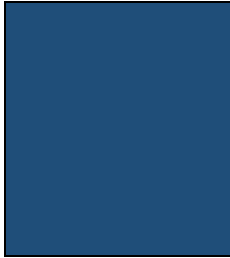
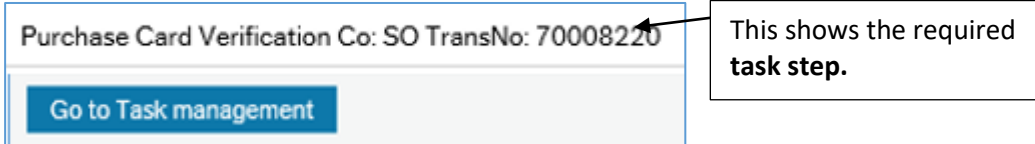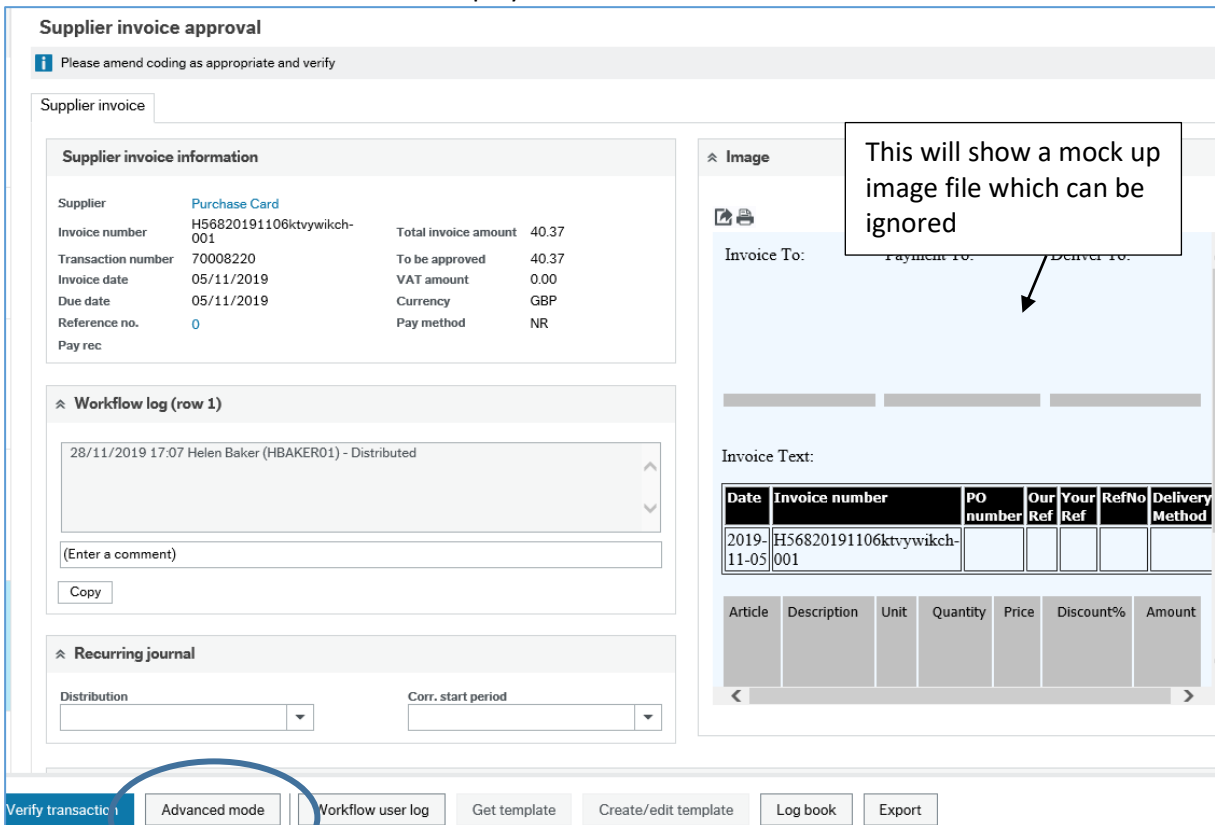| Title	Purchase Card Transactions

Summary	This guide will show you how to check and code your purchase card transactions.
	
	Purchase Card transactions are uploaded to Business World every week and will be routed in workflow to the purchase card holder (or the purchase card verifier if the card holder does not deal with the coding in Business World).
	
	Once uploaded the transactions will appear in your Business World tasks and should be checked on a regular basis to ensure they agree to your purchase card receipts. You will also need to upload your receipts to each transaction.
	
	The transactions are loaded with an account code (derived from the bank merchant category code) and the cost centre of the purchase card holder, but you may need to add or amend this coding.
	
	Note: Where there is not a suitable account code derived from the bank, the code of **A49700 (Purchase Card Balance)** will be allocated to the transaction and must be amended to a more appropriate code for reporting purposes
	
	All purchase cards are loaded with a VAT code of 0 and this must be updated to one of the following codes:
	
	   • P2 No Vat
	   • PC 20%
	   • PL 5%
	
	To ensure the purchase card transactions are actioned and the General Ledger updated in a timely way there is an automatic escalation process.
	
	On a regular basis you will also need to run a report called a PCARD06 which will need to be signed by the budget holder and saved in a folder for audit purposes.
	
	This guide will show you how to review, code, add receipts and add VAT to your transactions.

	All users who hold a corporate purchase card
Content	1. Purchase Card Tasks 2. Adding A Receipt After Transaction Saved

1. PURCHASE CARD TASKS

Workflow tasks that you are required to do are found in the **Tasks** button in the top right of your Business World screen. They will show a number in orange if there is something to do.

1.1.   To look at your tasks, click on the orange box – a **Your tasks** pop-up will appear.

Purchase Card Verification Co: SO TransNo: 70008220

> This shows the required **task step.**

Go to Task management

1.2.   You can now either click on **Go to Task management** or **Purchase Card Verification** in the **Your tasks** pop-up.

A window like the one below will be displayed:

Supplier invoice approval

Please amend coding as appropriate and verify

Supplier invoice

Supplier invoice information

Supplier	Purchase Card
Invoice number	H56820191106ktvywikch-001	Total invoice amount	40.37
Transaction number	70008220	To be approved	40.37
Invoice date	05/11/2019	VAT amount	0.00
Due date	05/11/2019	Currency	GBP
Reference no.	0	Pay method	NR
Pay rec			

Workflow log (row 1)

28/11/2019 17:07 Helen Baker (HBAKER01) - Distributed

(Enter a comment)

Copy

Recurring journal

Distribution

Corr. start period

Image

> This will show a mock up image file which can be ignored

Invoice To: Payment To: Deliver To:

Invoice Text:

Date	Invoice number	PO number	Our Ref	Your Ref	RefNo	Delivery Method
2019-11-05	H56820191106ktvywikch-001					

Article	Description	Unit	Quantity	Price	Discount%	Amount

Verify transaction | Advanced mode | Workflow user log | Get template | Create/edit template | Log book | Export

> Click here and the button will change and say **Simple Mode**

1.3.   Further down the window you will see the coding that the purchase card transaction has been loaded with, like in the example below:

Overtype the account code with the **Account** code required	Your cost centre is shown here but can be changed if required	Further coding lines are available if required

Overtype with the correct VAT code. Choose from the list below:

- Use **P2** for no vat
- Use **PC** for standard rate 20%
- Use **PL** for 5% VAT

*when using PC or PL, as soon as you have tabbed out of the tax code, the **curr.amount** field will change to show the net amount rather than the gross.*

Click in this **Description** field and use the arrows on your keyboard to move to the right to see the supplier you made the purchase from (your name is shown at the end of the text). You can add extra text at the end of the description if required but do not overtype the description that is already there or you will lose the supplier details.

1.4.   **Example below of how to enter the text:**

Click in the **Description** field and use the arrow keys on your keyboard to move to the right until you are at the end of the text. You can enter some text to give details of the expenditure. **Please do not overtype the text that is already there or you will lose the details of the supplier you purchased your goods from, and this will make it difficult for reporting purposes.**
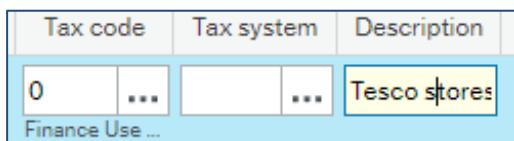
1.5.   Now if you need to split the coding for this transaction see next section 1.6. If not, then follow from section 1.7.

1.6.   **Splitting The Coding**

If you want to split the coding for your purchase over more than one line, use the **Split row** button to create a new row.

Enter the amount required for the additional row in the **Curr.amount** field (the original line amount will recalculate automatically – see screenshot below). The VAT will be copied down from the original row however, if this is not the correct VAT code for the line, this can be overtyped with the correct one. Ensure that you enter the correct account codes and amend the **Description** field. To amend the description double click on the description and then move your cursor to the end of the text that is already there and start typing at the end of the text with details of what the purchase was for. Do not overtype the description or you will lose the details of the supller.

Important:

- If there is no VAT on your receipt, change the tax code on the relevant line(s) to P2.
- If VAT is required on the <u>additional line</u> you have added, enter the **net** figure in the **Curr.Amount** field and amend the tax code to PC. If VAT is required on the <u>original line</u>, then you will need to change the tax code to PC, once you tab out, it will then automatically update the **Curr.Amount** with the net figure rather than the gross figure which was originally showing.

1.7.   **Adding the receipt**

Now you need to add the receipt for your purchase. You will need to have uploaded your receipt already and have saved it to your Network/PC. Click on the paperclip in the top right corner of the window:
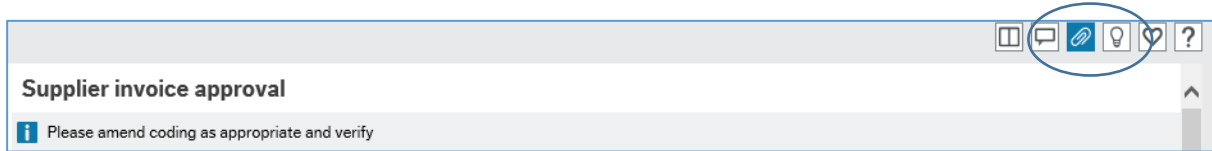
1.8.   Choose the Document Type "**A Purchase Card Receipt**" and click on the **Add a Document** Icon:
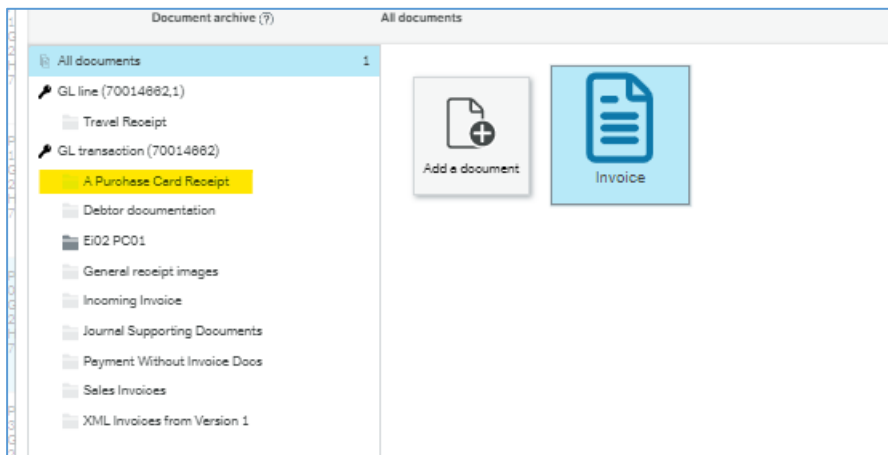
1.9.   Enter the document type and click on **Upload** to browse for the receipt and then click on it to select it, the receipt name will show in the **File Name** section. At this point click on the **Open** icon:
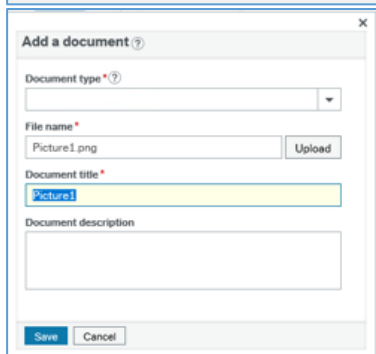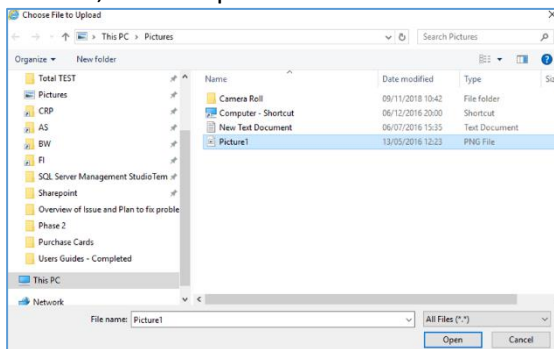
1.10.   Click on the **Save** icon and the receipt will now be saved against your transaction.

1.11.   If you do not have a receipt to add to your transaction, click on the **Simple mode** button to take you back to the **Advanced mode** where you will see a button in blue   No Receipt Available to attach

1.12.   Click on this button and you will get a pop-up asking for a comment. Enter the reason you do not have a receipt and then click on the **"No Receipt Available to attach"** grey button as shown below.

PC - Information Missing or Incorrect - S - No Receipt Available to attach	
Enter your comment	
No Receipt Available to attach	

> Note: Do not use the "No Receipt Available to attach" if you are having difficulty uploading the receipt. Please email bw.help@southampton.gov.uk if you are having any system issues.

1.13.   Click back on **Advanced mode** button and mark all the lines of the transaction and select the **Verify transaction** button as shown in the screenshot below. All lines should now show the status of "**Verify transaction".** Click the **Save** button.

Supplier invoice details

✓	Map	Tax	Status	Funds check	Currency	Curr. amou...	Account	Costc
✓	👤	%	Verify trans...		GBP	10.00	A43010	S01002
✓	👤	%	Verify trans...		GBP	3.00	* A43010 ...	S01002 ...
							Stationery	Hardmoor EYC (0)
Σ						13.00		

| Delete | Split row | Verify transaction | Undo |

Save

Once you have verified your transaction the system will perform several checks to ensure everything is correct. The outcome of these checks is as follows:

- If everything is correct, then your purchase card will shortly be posted to the General Ledger and the transaction type will be updated from P4 -registered to P5 - posted. You can now continue to the next purchase card transaction or use the X to close the window.

- If the transaction is not completed correctly, then it will return to you in your Tasks – see section 3 **Rejected Transactions**

- If you selected the **"No Receipt Available to attach"** button, then the transaction will workflow to the Purchase Card Compliance team for checking. If the transaction is still not correct it will return to you in your Tasks – see section 3 **Rejected Transactions**

- If your transaction is verified without a receipt attached, it is your responsibility to notify the Purchase Card Team when you've received and attached the receipt. Please give details of the transaction number, total amount of the transaction and any VAT which is now due to be credited to your cost centre. To contact the purchase card team, please email purchasecard@southampton.gov.uk

2.   ADDING A RECEIPT AFTER TRANSACTION SAVED

2.1.   If you have already saved your purchase card transaction without a receipt then you need to retrieve the transaction and attach the receipt. You can call up the transaction from a PCARD06 report. If you search for the report and then open it and then enter the transaction number, you want to attach the receipt to, like in the screenshot example below:

2.2.   Then double click on one of the transaction numbers and this will drill down to the **Transaction details** section where you will see the paperclip icon.

Transaction details

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Costc	Analysis	Cat 6	Legentity
70045433	0	Asda Superstore	-21.60	0	P5	B32035	BA1000			SO
70045433	1	Refreshment supplies for EMB/Members ...	10.80	0	P5	A41000	AL0030			SO
70045433	2	Refreshment supplies for EMB/Members ...	10.80	0	P5	A41000	AE0010			SO

2.3.   User the paperclip icon to add the attachment (You will need to have uploaded your receipt already and have saved it to your Network/PC). Click on the **Add a document** button and then choose the **Document type** of "**A Purchase Card Receipt**"
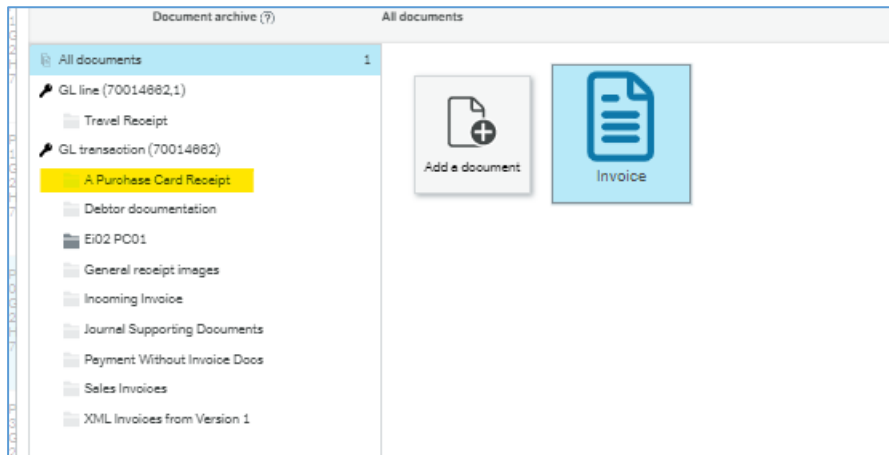
2.4.   Browse for your receipt in the folder you saved it and then double click on it to select it.
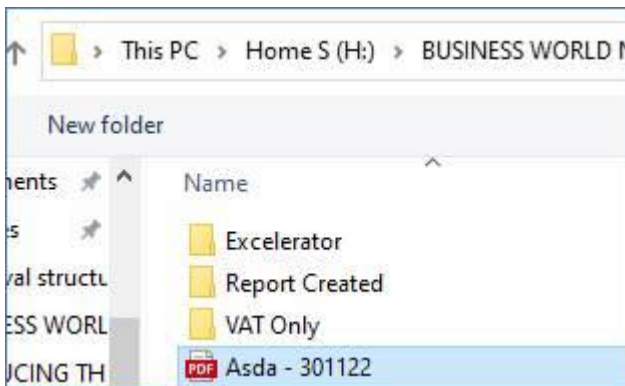
2.5.   You should see it populated in the file name. Then click **Save.**

Your receipt should be added. You can now exit the window.

3.   REJECTED TRANSACTIONS

Once you have verified your transaction the system will perform several checks to ensure everything is correct. If there is an error, then the transaction will return to you in your Tasks. The reasons a transaction can be rejected are as follows:

The step that shows in your tasks:	Reason
PC – Information Missing or Incorrect	• The VAT code has not been added i.e. is still showing 0 • The account code of **A49700** has not been changed • No receipt was added, or no reason was completed for not attaching a receipt • The transaction was rejected by the purchase card compliance team – a comment will show the reason why
PC – Transaction does not balance	• The transaction doesn't balance.

3.1.   To re-open the task, follow as in step 1.

Once the task is open you will see a message at the top of the window to remind you what to check.
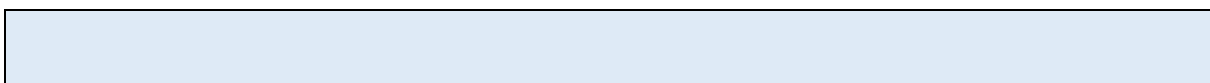
> Note: if the transaction was rejected by the Purchase Card compliance team, then the reason, they rejected it will show in the workflow log in the centre of the window.
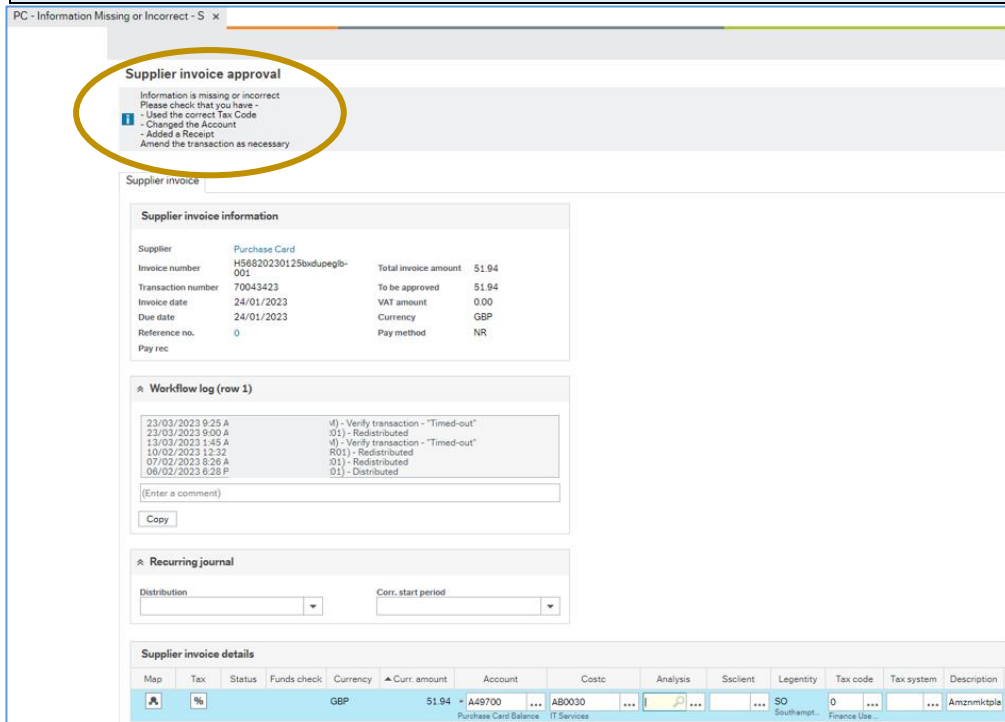
In the example above there are several things wrong, the purchase card account code has not been changed and still shows as **A49700**, the Tax Code still shows as zero and there is also no purchase card receipt attached. To check for a receipt, click on the paperclip icon and choose **"A Purchase Card Receipt"** in this example no receipt is attached:
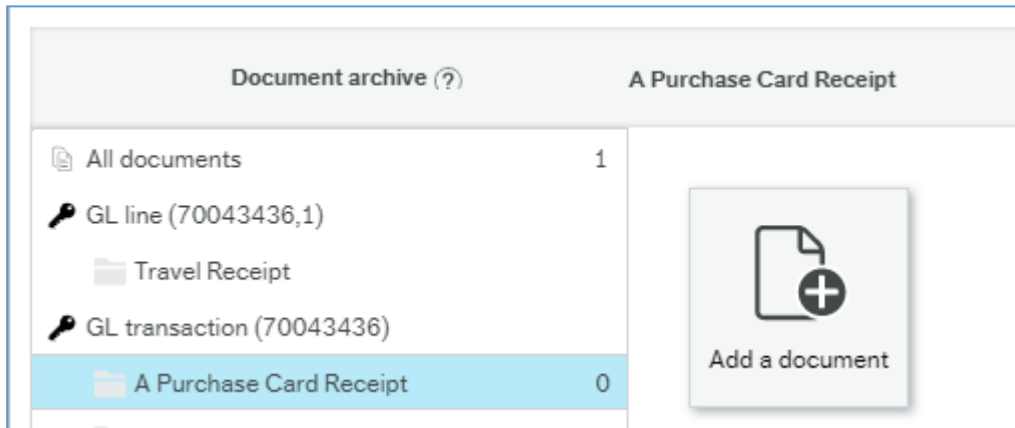
3.2.   To correct the transactions coding, VAT or if it doesn't balance, click on the **Advanced mode** button at the bottom of the window,
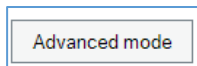
the button will now show as **Simple mode.** Make the corrections to your transaction.

3.3.   If a receipt needs to be added, then click back on the **Advanced mode** button to change back to **Simple mode** and then follow from step 1.7.

3.4.   If you do not have a receipt to attach, then click on the button [No Receipt Available to attach]

The following pop-up will be displayed. Enter the reason you do not have a receipt and then click on the **"No Receipt Available to attach"** grey button as shown below.

PC - Information Missing or Incorrect - S - No Receipt Available to attach
Enter your comment	
No Receipt Available to attach

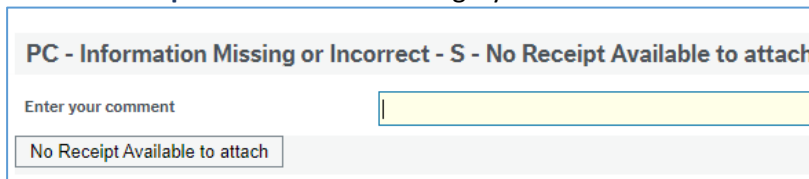> Note: Do not use the "No Receipt Available to attach" if you are having difficulty uploading the transaction. Please email bw.help@southampton.gov.uk if you are having any system issue.

Once you made the corrections, click on the **Verify transaction** button.

3.5.   The system will perform several checks to ensure everything is correct. The outcome of these checks is as follows:

- If everything is correct, then your purchase card will shortly be posted to the General Ledger and the transaction type will be updated from P4 -registered to P5 - posted. You can now continue to the next purchase card transaction or use the X to close the window.

- If the transaction is not completed correctly, then it will return to you in your Tasks – see section 3 **Rejected Transactions**

- If you selected the **"No Receipt Available to attach"** button, then then the transaction will workflow to the Purchase Card Compliance team for checking and to let you know if they require any additional information about your receipt. If the transaction is still not correct it will be returned to you in your Tasks – see section 3 **Rejected Transactions**

- If your transaction is verified without a receipt attached, it is your responsibility to notify the Purchase Card Team when you've received and attached the receipt. Please give details of the transaction number, total amount of the transaction and any VAT which is now due to be credited to your cost centre. To contact the purchase card team, please email purchasecard@southampton.gov.uk

4. TASK ESCALATION

Whilst the purchase card transactions are showing in Tasks waiting to be verified, they are not posted to the General Ledger and do not show as expenditure on the accounts or in reports. In order to ensure transactions, get actioned as soon as possible and the General Ledger updated, the system has some escalation in place. Details are shown below:
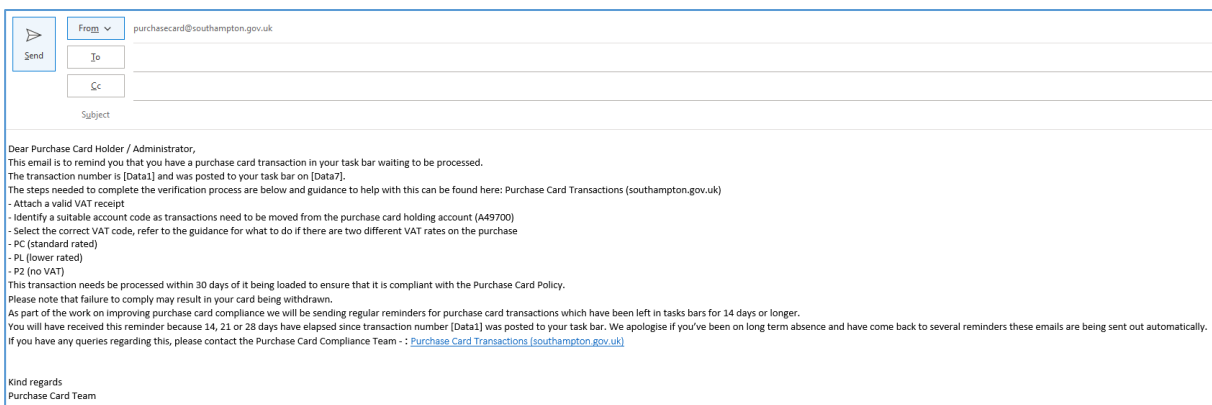
Verifier

During the initial 7-day period, your transaction will be listed in your Tasks for processing. If, for any reason, you are unable to take action within this timeframe, the system will automatically verify the transaction. At this stage, the system will check whether the account code has been changed from A49700, the tax code has been updated to a none-zero value, and a receipt has been attached. If any of these requirements have not been met, the transaction will be returned to you for correction.

The following timeline outlines the steps involved in this process:

Day 14:	Transaction will be automatically verified, system will check transaction and if complete will move on, if not will return to the verifier
Day 25:	A reminder will be sent to the verifier if the transaction has not been verified by this stage
Day 31:	If the transaction is still incomplete, it will be escalated to Finance for follow-up

5. REMINDER LETTER EXAMPLE

Dear Purchase Card Holder / Administrator,
This email is to remind you that you have a purchase card transaction in your task bar waiting to be processed.
The transaction number is [Data1] and was posted to your task bar on [Data7].
The steps needed to complete the verification process are below and guidance to help with this can be found here: Purchase Card Transactions (southampton.gov.uk)
- Attach a valid VAT receipt
- Identify a suitable account code as transactions need to be moved from the purchase card holding account (A49700)
- Select the correct VAT code, refer to the guidance for what to do if there are two different VAT rates on the purchase
- PC (standard rated)
- PL (lower rated)
- P2 (no VAT)
This transaction needs be processed within 30 days of it being loaded to ensure that it is compliant with the Purchase Card Policy.
Please note that failure to comply may result in your card being withdrawn.
As part of the work on improving purchase card compliance we will be sending regular reminders for purchase card transactions which have been left in tasks bars for 14 days or longer.
You will have received this reminder because 14, 21 or 28 days have elapsed since transaction number [Data1] was posted to your task bar. We apologise if you've been on long term absence and have come back to several reminders these emails are being sent out automatically.
If you have any queries regarding this, please contact the Purchase Card Compliance Team - : Purchase Card Transactions (southampton.gov.uk)

Kind regards
Purchase Card Team

6.   PCARD06 REPORT

The Purchase Card Report is an Audit Requirement. The purpose of the report is to identify all payments made by the cardholder for that period and approved payments by the budget holder. The monthly record log should be run on a regular basis and signed by the budget holder.
The report is to be saved, either electronically or kept as a paper copy and will need to be available on request, by audit.

The documents should be kept in line with the financial retention policy, 6 years plus current. Guidelines on how to run the report in Business World are as follows:

> Note: following feedback the current PCard06 is in the process of being updated and we anticipate it being ready by the July/August 2023 at which time this guidance will be updated.

Step One. Type **PCard06** in search bar:

Step 2. Enter the relevant dates in the **Voucher date greater thant…** and **from.** You can click on the calendar icon to select relevant dates:

Step 3. - Search using either the **Cost Centre** (e.g. AB0700) or **Verifier** (e.g. cardholders payroll number). Use verifier if there is more than one card per cost centre.

PCARD06 - Transaction Log GL Match

☆ **Selection criteria**

Voucher Date greater than or equal to	04/04/2022 📅	A - Unauthorised items	☑
Voucher Date less than or equal to	30/04/2022 📅	B - General Ledger	☑
Verifier like		C - Historical GL	☐
Cost Centre like	AB0070 ...		
Year like			
Period greater than or equal to	...		
TT in list	'P4','P5' ☑		
Company like	SO		

Step Four. Click on search:

Results

| Search | Detail level | All levels | Copy to clipboard | | | | | | |

#	T	TT	Voucher Date	Trans Date	TransNo	Amount		Account	Cost Centre	Period
			📅	📅			"amazon"		ac"	
1	A	P4	26/04/2022	25/04/2022	70036832	-480.00	Amazon Prime*2p6fl1p34 :	A49700	AC0260	202202
2	A	P4	28/04/2022	27/04/2022	70036953	-29.96	Amazon.Co.Uk*2p4yr96x4	A44240	AC0500	202201
3	B	P5	04/04/2022	01/04/2022	70036239	20.00	Amazon.Co.Uk*291639ve4	A44240	AC0500	202202
4	B	P5	04/04/2022	01/04/2022	70036239	-20.00	Amazon.Co.Uk*291639ve4	A44240	AC0500	202202

Step Five. The report will show all transactions for the period selected. Now select **Export** at the bottom on the page:

| Choose columns | Graphical presentation | Create widget | Analyzer | Export |

Step Six: Select **Default PDF**:

Report Engine

⊟ 📋 Predefined
　　📄 Browser [.xlsx]
　　📄 Pivot [.xlsx]
　　📄 Default [.xlsx]
　　📄 Default [.pdf]
⊞ ▶ Design
　　◀ Import

Step Seven: Click on the report which will appear in your download files within a few seconds which can either be found at the bottom of your window or in the top right. Open the file and save the report which should then be signed by the budget holder.

Downloads　　📁 🔍 ...

📄 PCARD06 - Transaction Log GL Match (1).pdf
Open file
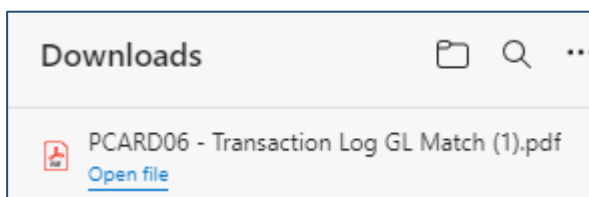
FURTHER INFORMATION

If you have any further questions on how to code and verify your purchase card transactions on Business World, please do not hesitate to contact the Business World Team at:

bw.help@southampton.gov.uk

For any compliance questions or issues, contact the Purchase Card Compliance Team at:

purchasecard@southampton.gov.uk

To request a new card or cancel a purchase card contact the Accounts Payable Team at:
creditor.paymentsteam@southampton.gov.uk