

Guide to coding purchase card transactions

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Background

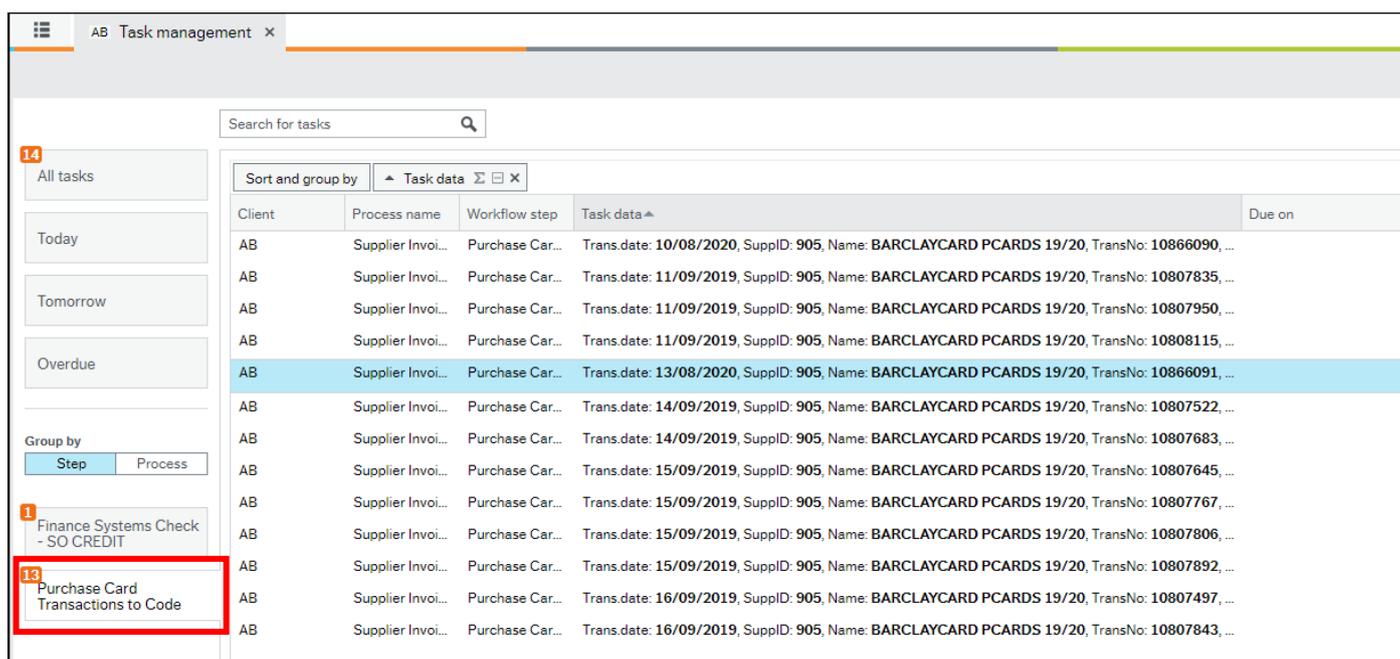
Once you have received your purchase card and begun to use it for purchasing, it is your responsibility to code the transactions on ABW, as per the purchase card policy and the purchase card agreement.

These transactions are uploaded to ABW on a monthly basis, usually within the first 5 days of the month, the transactions uploaded will relate to the previous month's expenditure against your card e.g. by the 5th of February 2021 expenditure related to January 2021 will be uploaded.

Processing Purchase Card Transactions

Once the expenditure is uploaded to ABW you will receive an email notification that you have new tasks to process.

To process these transactions you will need to sign into ABW (<https://abw.aber.ac.uk/>), towards the top right hand side of the screen you will see this icon  the number relates to the number of transactions you have to process (please be aware that if you have other tasks relating to other types of transactions, these are included in the total number you will see). Once you click on this icon you will get a dropdown of all the tasks you have to process, rather than selecting the tasks from this dropdown please select task management button  this will display the task management screen that provides a more comprehensive view of all your tasks.



The screenshot shows the 'AB Task management' interface. On the left, there is a sidebar with a task count of 14 and a list of tasks. The 'Purchase Card Transactions to Code' task is highlighted with a red box. The main area displays a table of tasks with columns for Client, Process name, Workflow step, Task data, and Due on. The table contains multiple rows of purchase card transactions.

Client	Process name	Workflow step	Task data	Due on
AB	Supplier Invoi...	Purchase Car...	Trans.date: 10/08/2020, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10866090, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 11/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807835, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 11/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807950, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 11/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10808115, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 13/08/2020, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10866091, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 14/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807522, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 14/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807683, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 15/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807645, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 15/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807767, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 15/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807806, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 15/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807892, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 16/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807497, ...	
AB	Supplier Invoi...	Purchase Car...	Trans.date: 16/09/2019, SupplID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807843, ...	

By selecting the option of 'Purchase Card Transactions to Code' it will display all the purchase card transactions you are responsible for coding, the title bar columns i.e. task data, can be adjusted in length to view more details of your transactions. Please select a transaction to code.

Once you have selected a transaction the following screen will be displayed.

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Supplier invoice approval

Please re-code to correct Account Code, Work Order and Product.

Supplier invoice information

Supplier: BARCLAYCARD PCARDS 19/20
 Invoice number: 90920180903 Total invoice amount: 16.34
 Transaction number: 10866090 To be approved: 16.34
 Invoice date: 10/08/2020 VAT amount: 0.00
 Currency: GBP Pay method: CC
 Pay rec:

Workflow log (row 1)

04/02/2021 10:12 [redacted] Distributed
 09/09/2020 18:10 [redacted]

(Enter a comment)
 Copy

Supplier invoice details

Map	Status	Currency	Curr. amount	Account	Costo	Project	Resno	Workord	Tax code	Tax system	Description
<input type="checkbox"/>		GBP	16.34	9900	121A	G1000	[redacted]	G1000-01	0	PRG	PR GEN (Gene...)
				Purchase Card Suspens.		Finance	[redacted]	Finance - General Costs		Control (DO NOT...)	
			Σ	16.34							

Delete Split row Coding Complete Undo

Upload Document

Step 1. Please ensure you have a copy of the document you want to upload to the transaction saved locally on your PC.

Step 2. Towards the top right hand side of the task you will see this paperclip icon  please click to display the Document Archive popup with attachment options, as per below screenshot

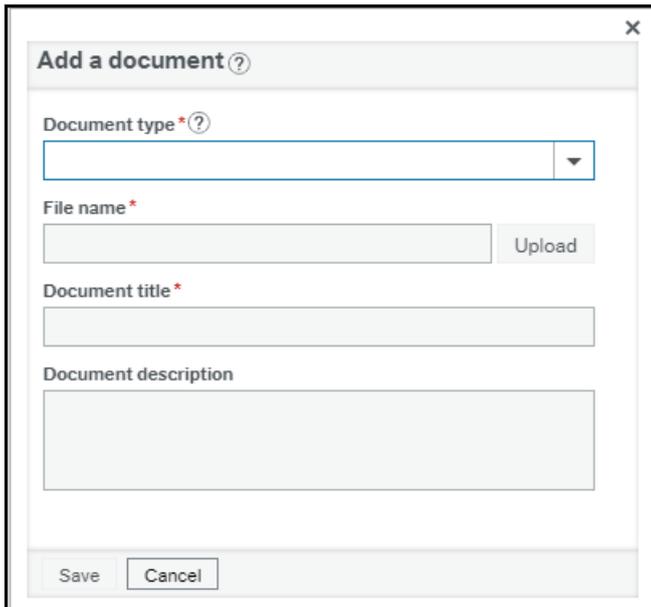
Document archive (?) All documents Change view Actions Sort by Search

- All documents 0
- GL transaction (10866091)
 - Direct Debit Submission
 - Expenses Receipts
 - Incoming Invoice
 - Journal Documents
 - Purchase Invoices (Financ...
 - Reminder Notices
 - Reversal Documents
 - Sales Invoice
 - Supplier Invoice (Finance)

Add a document

Step 3. Press the 'Add a document' tile highlighted red in the screenshot above. This will display another popup as per below screenshot.

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The screenshot shows a modal window titled "Add a document" with a close button (X) in the top right corner. The form contains the following fields and buttons:

- Document type ***: A dropdown menu with a question mark icon.
- File name ***: A text input field followed by an "Upload" button.
- Document title ***: A text input field.
- Document description**: A larger text input area.
- Save** and **Cancel** buttons at the bottom left.

Step 4. In 'Document type' select the option 'Supplier Invoice (Finance)'.

Step 5. Select the 'Upload' button, this will allow you to select the relevant document from your PC.

Step 6. Once uploaded press the 'Save' button.

Step 7. The Document Archive popup will now display the uploaded document as a tile next to the Add a document tile. You can now close this popup.

Adding Comments

Step 1. Any relevant additional comments can be added to the workflow log, as identified in the area highlighted red in the screenshot below.

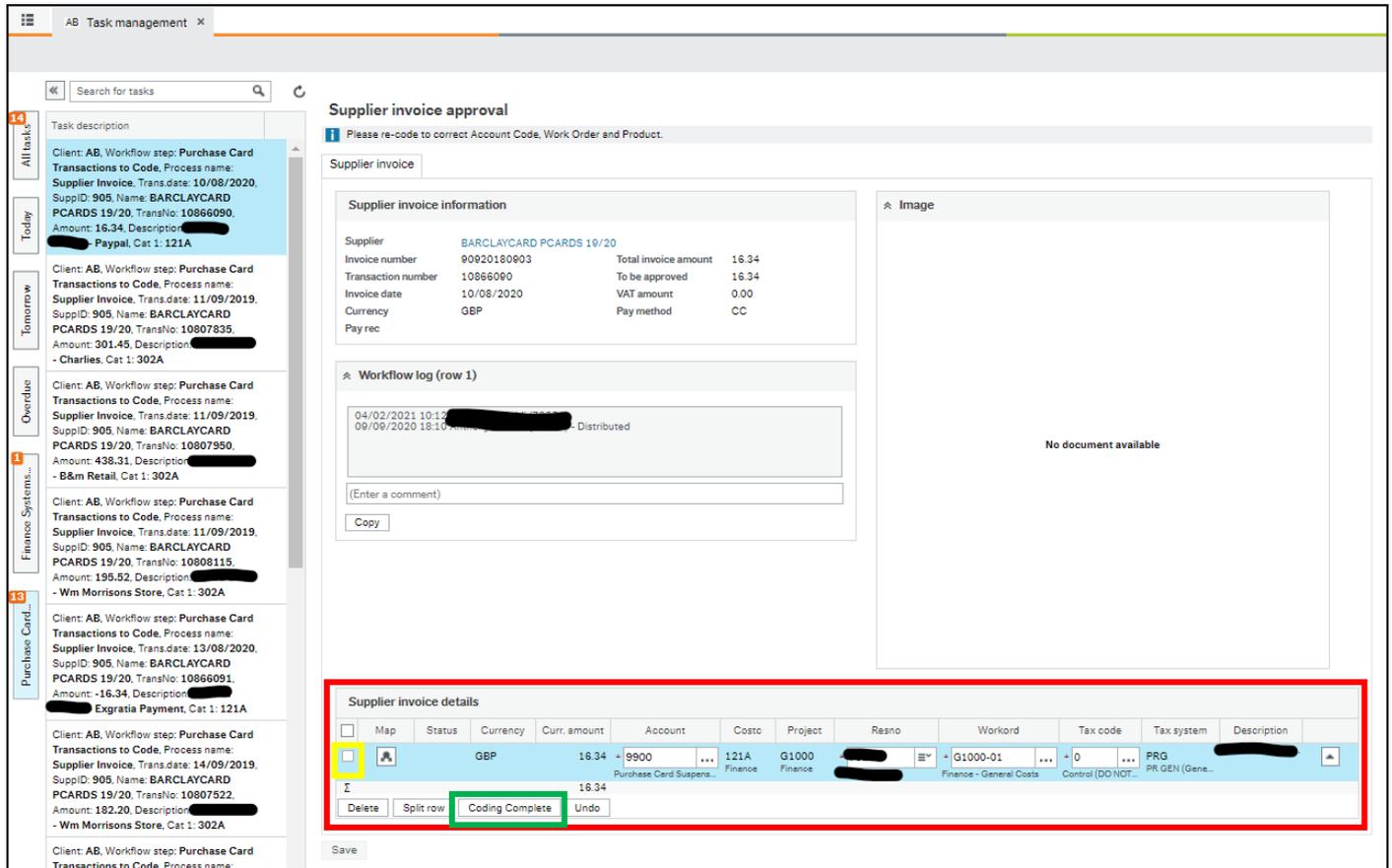


The screenshot shows a "Workflow log (row 1)" section. It contains a list of entries with timestamps and names redacted with black bars. Below the list is a text input field with the placeholder text "(Enter a comment)", which is highlighted with a red border. A "Copy" button is located at the bottom left of the log area.

Timestamp	Name	Action
04/02/2021 10:12	[Redacted]	[Redacted]
09/09/2020 18:10	[Redacted]	Distributed

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Coding Transactions



The **'Supplier invoice details'** area at the bottom of the page is where you need to enter the financial coding

- Step 1. Tick the box at the far left hand side of the highlighted line, as identified by the yellow outlined box in the screenshot above.
- Step 2. Identify which account code and product code to use (these codes determine the type of purchase you have made), an up to date list of active products and accounts can be found at <https://www.aber.ac.uk/en/finance/information-for-staff/procurement/#purchase-cards> then by selecting **'Product & Account Listing for Expenditure'**. In this list please identify the product code most applicable to your purchase which will in turn provide you with the corresponding account code to use.
- Step 3. Amend the account code from the default 9900 to the correct account as identified in step 2.
- Step 4. Amend the product code to the correct product as identified in step 2.
- Step 5. Amend the work order code, the default work order code that appears related to a general work order within your department/faculty etc. the default that appears may be the correct work order but if not please amend accordingly.
- Step 6. Amend the Tax code to match the VAT paid on the transaction you made, the available codes are:
 - PA – Purchases Out of Scope
 - PE – Purchases Exempt
 - PL – Purchase Lower Rate (5%)
 - PS – Purchases Standard Rate (20%)
 - PZ – Purchases Zero Rated (0%)

You will see much more options than the above, please only use the those listed above.

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Step 7. Press the 'Coding Complete' box highlighted in green in the above screenshot. Below is how the task should look before saving.

The screenshot shows a table titled 'Supplier invoice details' with the following columns: Map, Status, Currency, Curr. amou..., Account, Costc, Project, Resno, Workord, Product, Tax code, Tax system, and Description. The table contains one row with the following data: Coding Co..., GBP, -16.34, 4001, 121A, G1000, [redacted], G1000-02, TA001, PS, PRG. Below the table, there is a summary row with a total of -16.34. At the bottom of the table, there are four buttons: Delete, Split row, Coding Complete (highlighted in green), and Undo. Below the table, there is a 'Save' button highlighted in red.

Step 8. Once you are happy with the coding please press 'Save', identified by the box highlighted in red above.

Once all the above has been done ABW will select the next transaction for coding.

Next Steps

Now that you have successfully coded your purchase card transactions, the card supervisor is responsible for approving the transactions you have coded, they will receive a task similar to the task you did. Please ensure all documentation is uploaded and coding is accurate.