

# Guide to coding purchase card transactions

## Table of Contents

Background ..... 2

Processing Purchase Card Transactions..... 2

    Upload Document ..... 3

    Adding Comments..... 4

    Coding Transactions..... 5

Next Steps ..... 6

# Guide to coding purchase card transactions

## 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 5<sup>th</sup> of February 2021 expenditure related to January 2021 will be uploaded.



All transactions must be coded by the cardholder by the 7<sup>th</sup> working day of every month and supervisor approval must be authorised within 1 to 2 weeks after the 7<sup>th</sup> working day. Please see Purchase Card Policy & Cardholder agreement.

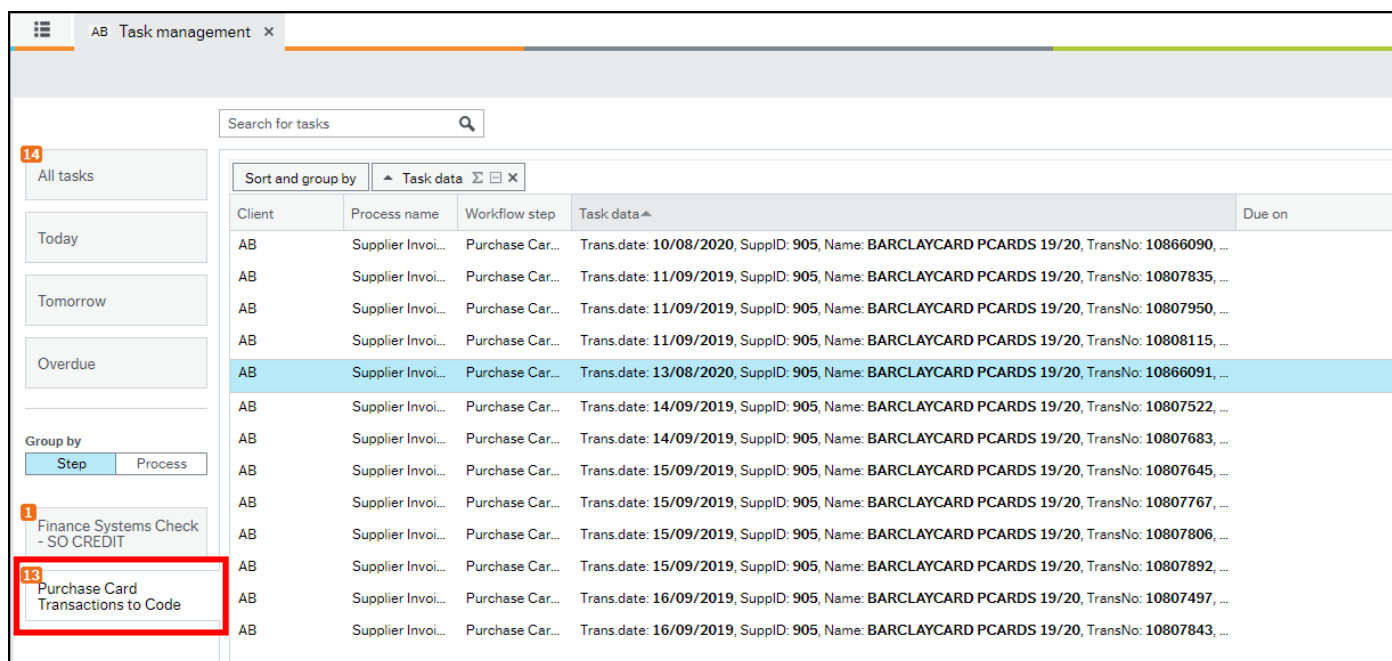
## Processing Purchase Card Transactions

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

**Please note, while coding your transactions on ABW you should also be completing the Purchase Card Transaction Log simultaneously, the log can be found at:**

<https://www.aber.ac.uk/en/finance/information-for-staff/procurement/#purchase-cards>

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.



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.

# Guide to coding purchase card transactions

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

**Supplier invoice approval**

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

**Supplier invoice**

**Supplier invoice information**

Supplier	BARCLAYCARD PCARDS 19/20		
Invoice number	90920180903	Total invoice amount	16.34
Transaction number	10866080	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		
09/09/2020 18:10		Distributed

(Enter a comment)

Copy


**Supplier invoice details**

	Map	Status	Currency	Curr. amount	Account	Costo	Project	Resno	Workord	Tax code	Tax system	Description
			GBP	16.34	9900	121A	G1000		G1000-01	0	PRG	
					Purchase Card Suspens...	Finance	Finance		Finance - General Costs	Control (DO NOT...	PR GEN (Gene...	
				16.34								

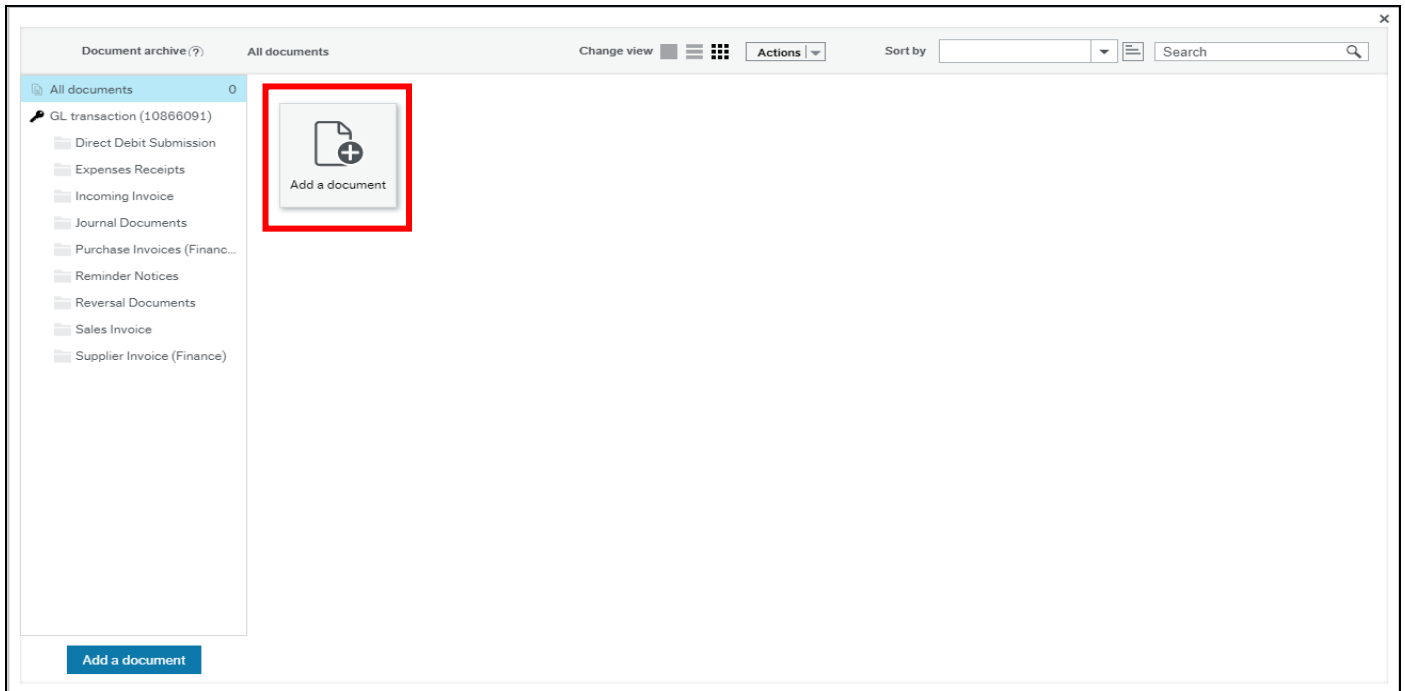
Save

## 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

# Guide to coding purchase card transactions



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

A screenshot of a 'Add a document' popup window. The title bar says 'Add a document (?)'. The form contains the following fields: 'Document type \* (?)' with a dropdown menu, 'File name \*' with a text input and an 'Upload' button, 'Document title \*' with a text input, and 'Document description' with a larger text input area. At the bottom, there are 'Save' and 'Cancel' buttons.

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 must be added to the workflow log, as identified in the area highlighted red in the screenshot below.

# Guide to coding purchase card transactions

Workflow log (row 1)

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

(Enter a comment)

Copy

## Coding Transactions

AB Task management

Search for tasks

14  
All tasks

Today

Tomorrow

Overdue

1  
Finance Systems...

13  
Purchase Card...

Client: AB, Workflow step: Purchase Card Transactions to Code, Process name: Supplier Invoice, Trans date: 10/08/2020, SuppID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10866090, Amount: 16.34, Description: [REDACTED] - Paypal, Cat 1: 121A

Client: AB, Workflow step: Purchase Card Transactions to Code, Process name: Supplier Invoice, Trans date: 11/09/2019, SuppID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807835, Amount: 301.45, Description: [REDACTED] - Charlies, Cat 1: 302A

Client: AB, Workflow step: Purchase Card Transactions to Code, Process name: Supplier Invoice, Trans date: 11/09/2019, SuppID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10808115, Amount: 195.52, Description: [REDACTED] - Wm Morrisons Store, Cat 1: 302A

Client: AB, Workflow step: Purchase Card Transactions to Code, Process name: Supplier Invoice, Trans date: 13/08/2020, SuppID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10866091, Amount: -16.34, Description: [REDACTED] Exgratia Payment, Cat 1: 121A

Client: AB, Workflow step: Purchase Card Transactions to Code, Process name: Supplier Invoice, Trans date: 14/09/2019, SuppID: 905, Name: BARCLAYCARD PCARDS 19/20, TransNo: 10807522, Amount: 182.20, Description: [REDACTED] - Wm Morrisons Store, Cat 1: 302A

Client: AB, Workflow step: Purchase Card Transactions to Code, Process name:

Supplier invoice approval

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

Supplier invoice

Supplier invoice information

Supplier  
Invoice number  
Transaction number  
Invoice date  
Currency  
Pay rec  
BARCLAYCARD PCARDS 19/20  
90920180903  
10866090  
10/08/2020  
GBP

Total invoice amount  
To be approved  
VAT amount  
Pay method  
16.34  
16.34  
0.00  
CC

Image

No document available

Workflow log (row 1)

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

(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	[REDACTED]
				Purchase Card Suspens...							
Σ				16.34							

Delete Split row Coding Complete Undo

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.

5 | Page

# Guide to coding purchase card transactions

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.*

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 'Supplier invoice details' form. At the top, there's a header with 'Supplier invoice details'. Below it, a table lists various fields: 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 values: Coding Co..., GBP, -16.34, 4001, 121A, G1000, [redacted], G1000-02, TA001, PS, PRG, and PR GEN (Ge...). Below the table, there's a summary row with a total of -16.34. At the bottom of the form, there are buttons: Delete, Split row, Coding Complete (highlighted in green), and Undo. A red box highlights the Save button at the bottom left of the form.

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.

## Procedure for coding a purchase card transaction related to personal use.

If a purchase card has been used in error for a personal purchase, please note that the transaction will still need to be coded correctly and funds reimbursed to the University.

When coding please use code IN9903 Purchase card – Personal use, and PA as the tax code. Attach all receipts and add an explanation in the comments box of what was purchased and that it was made in error. Once you’ve coded the transaction and your supervisor has approved it, please advise Procurement by emailing [bylstaff@aber.ac.uk](mailto:bylstaff@aber.ac.uk). Once processed, an Invoice will be sent to you for repayment.

## Next Steps

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

## Uploading document after coding complete

You can only upload a document once the transaction has been approved by your supervisor.

Under the reports on ABW heading please click Purchasing Reports then my coded Purchase Card Transactions, click on the transaction number you want the document to be uploaded to. Click on the paperclip icon and attach document to Supplier Invoice (Finance).