Purchasing Card Processes

How to view your transactions and change the budget number

Click on the red Financial tab at the top of your page.

Click on Account Summary

This will bring you to the Date Selection screen; the dates default to the current date and go back 30 days. This seems to be where the confusion starts.

You will leave this set to the POSTING DATE.

Next set the FROM DATE to the 27th of the month (example it is September 8th today so you would set this date to August 27th). This will allow you to see transactions charged to your card since the close of the previous cycle.

Next set the TO DATE to the 26th of the month or today's date if in the middle of the cycle (example it is September 8th today so you would leave it. If it is after the 26th of the month you would set it back.

You may set OPTIONAL FILTERS if you would like, such as selecting NOT REVIEWED, will only bring up transactions you have not yet approved by checking the CARDHOLDER REVIEWED box.

Click on VIEW

Now you should be looking at a list of your transactions, you may have multiple pages.

The EXPENSE DESCRIPTION field is a REQUIRED field so you must enter information. Please use this field to put in details such as reason for a trip/conference, those attending a meeting that included a meal expense, supplies ordered, or any other detail to describe the purchase.

To see the budget number, click on the BLUE CHECKMARK w/ the red grid behind it. The budget numbers have been set up with a relational database. This mean that if you change the FUND it will then change the DEPARTMENTS AND OBJECT CODES that you will see. To change the budget number, select the options from the drop down menu.

Once you have entered the description and made any changes to the budget number, check mark the CARDHOLDER REVIEWED BOX (this step is missed quite often) then click the APPLY button. You will receive a message saying CHANGES SUCCESSFULLY APPLIED. If you do not receive this message or you receive an error it will tell you what is missing by putting yellow exclamation marks next to anything missing.

How to run and print an EXPENSE REPORT WITH TAX

This report should be run after the end of the cycle. I have set this up to auto generate for you and will be available to print from your SDOL Inbox on the 30th of each month. If you have reviewed your transactions before midnight on the 29th of the month your report should require no changes.

If you are going to run the report yourself the first step is the click on the red Reports tab at the top of the page.

Click on Run Reports

Scroll down in the REPORT SELECTION box to EXPENSE REPORT WITH TAX

REPORT FORMAT: PDF prints out the best and is what should be printed. You will need to turn off the pop up blocker in Fire Fox and with Internet Explorer you will have to run the report twice as I have not been able to figure out how to get around the blocker. Internet Explorer will block it, you will get a yellow bar at the top of the page, right click and select download file. It will then take you back to the home page of SDOL and you will need to click on REPORTS, RUN REPORTS again.

The DATE CRITERIA Please set your date the 27th to the 26th ONLY!! Example if you are running the report for September your dates will be 8-27-11 to 9-26-11. I have sent out the due dates with the dates your report should be run. The dates are important because we need to upload the transactions into Datatel for this specific period of time to have accurate budgets.

Due Dates

It is crucial that due dates are followed. I have sent out the Due Date schedule to every cardholder and it can be found on Almapedia in Forms, Purchasing. I am always available to answer your questions either by email or by phone.