U-Card Allocation and Approvals

Scope
Proper and timely allocation of expenses charged to federal grants within the U-Card system and obtaining required approval.

This procedure can also be found on the NNU portal: https://my.nnu.edu/ICS/Employee/U-card.jnz

Procedure

Federal Grants Note:
You should allocate transactions as soon as possible after making your purchase but no later than the 6th of each month. Timely allocation means that your expenses will appear on your budget report by the 10th of each month giving you accurate information for invoicing. Late allocations will not appear on your budget report until late in the month and may cause confusion about what has already been invoiced each quarter thus increasing the chance that items are excluded or double invoiced.

Reallocation and Approval of U-card Transactions

Reallocation
After you have used your U-card to make a purchase, you need to log into Access Online to allocate the charge to the correct budget and send it on to be approved. Here is an outline of that process:

- login to access online
- go to Transaction Management - Transaction List: View Pending Transactions
- select the transaction(s) to be allocated and click on “Reallocate”
• go to the far right and change the account coding to the correct numbers – be sure to remove your employee ID from the last field

Federal Grants Note:

• For expenses charged directly to your grant, use 81-10250-correct object code-grant subfund number (e.g., 81-10259-6150-2848).

• For matching or cost-share expenses, use 81-department code-correct object code-grant subfund number (e.g., 81-10606-6150-28480).

Object codes should match the proper category within your grant budget. Commonly used object codes include: 6610 Supplies-Other and 6150 Travel-Business.

• click on “Save Allocations”

Comments

• click on any of the underlined segments on a single transaction to add the business purpose & required details
• look for the “Comments” tab, click on it
• type comments into the field provided
• click on “Save Comments”

For IRS compliance, you must provide a business purpose for all transactions; vehicle identification for any fuel purchases (only allowed for NNU-owned or rented vehicles not for personal vehicles) and the first and last names of any individuals receiving benefit from your purchase (gifts, gift cards, meals, recreational activities).

Approval

Once a transaction is approved, it needs to be approved by both the cardholder and the budget owner associated with the account used in the reallocation process. Here are the steps to complete that process:

• select the transactions that need to go to a particular budget owner while still viewing the “Pending Transactions” list
- Click on “Approve”
- Select the person to send the transactions to by selecting them from the drop-down list or by searching for the person’s last name – refer to the “budget owner’s list” published by the VPFA’s office
- Click on “Approve”

Federal Grants Note:
Expenses charged to the grant or as match must be approved by the cardholder then by the PI. If the PI is the cardholder, the transaction must be approved by the Federal Grant Director, Department Head or assigned approver.

Transaction Management
Approve Transaction(s)
Please select an approver to forward these transaction(s) to or “Cancel” if you do not want to approve/forward these transactions at this time.

Halde, Shirley  Switch Approver

Summary of Transactions to be Approved
Number of Transactions: 3
Total Dollar Amount: $67.06
Approve | Cancel

The status for these transactions will display as “Approved” when the cardholder is viewing them. The budget owner will approve them and mark “No Further Approvals Needed” – they will then display to the cardholder as “Final Approved”.

Transaction Details

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<tr>
<th>Select</th>
<th>Status</th>
<th>Approval Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
<th>Detail</th>
<th>Purchase ID</th>
<th>Comments</th>
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