Purchase Card Reconciliation in Ci

Contents

Purchase Card Reconciliation in Core Enterprise Suite (Ci)

This guide should only be used for transactions which have been uploaded into T1 prior to 30th June 2023 and are listed in the 'Core Enterprise Suite' function (commonly called Ci).

A new reconciliation process with several improvements will be implemented on 1st July. This will move the reconciliation process to the 'My Travel and Expenses' function - see the Purchasing Cards training page for the new version of this guide for transactions loaded after 1st July.

Full details of the changeover process and FAQs are available on the Purchasing Cards information page.

Before Starting a Reconciliation

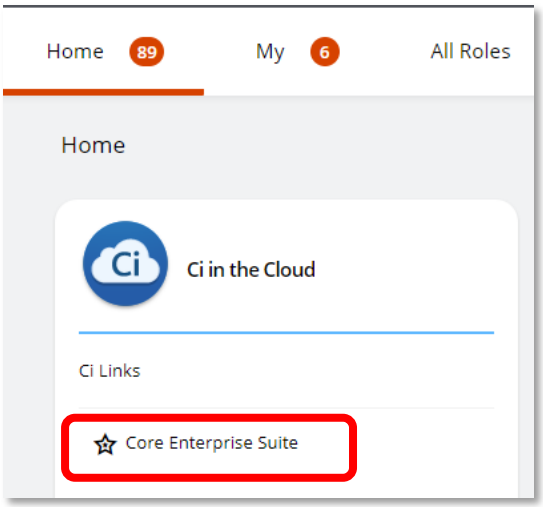
You should know:

- Which budget or project codes will be used for payment of items – you'll need the full T1 code, not the shortened version called the charge code or item code. If you only have the charge code or item code, look up the full version using the T1 Code Dashboard.

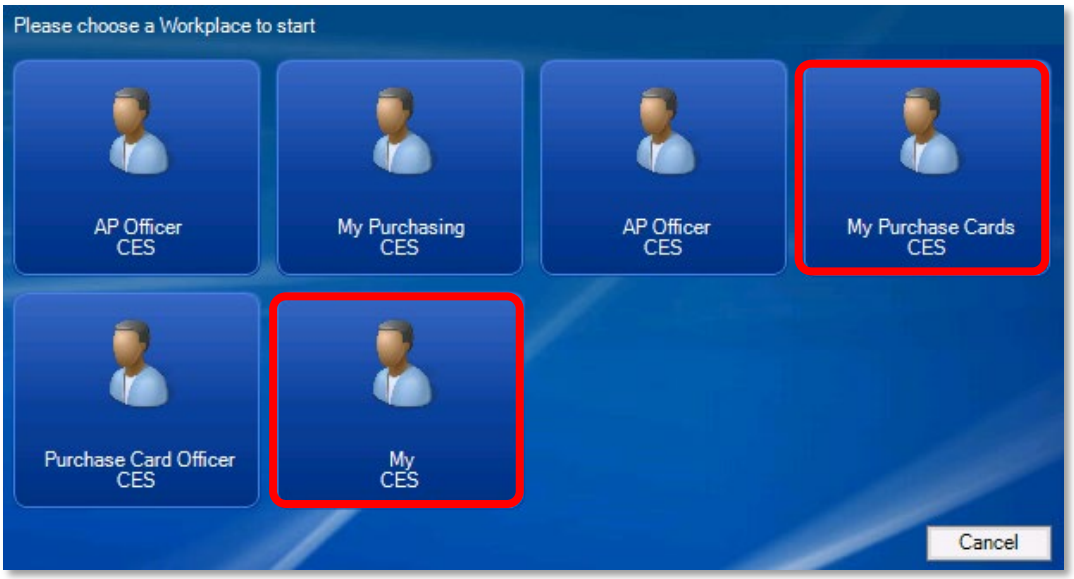
  Note that the dashboard code will end with @@@@@ - this is the nominal part of the code and is selected from a drop-down menu within the reconciliation screen.
- What evidence/receipt is there for each transaction – you will need to upload an image or email version of the receipt that includes the VAT information (for UK purchases) onto the statement line. You must keep all the original receipts until your reconciliation has been approved.
- If the transaction(s) relates to an EU grant, then the original receipt(s) will need to be stored by the University. You will need to send these to this team with a printed copy of your approved reconciliation form.
- Why this transaction took place – is it part of a field trip, a research project, attending a conference, a business meeting?
- Use auto-approval to make use of the £50 limit.
- Don't submit transactions for multiple budget/project codes together as this creates issues for the approvers who often reject mixed approvals as they are unsure which bit of the approval is theirs. Best practice is to submit in batches per budget/project code.

Find the Purchase Card Reconciliation Function

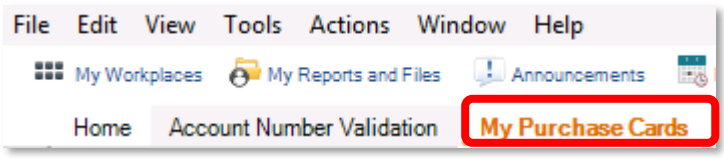
1. Login to T1.
2. Open the 'Ci in the Cloud' function and click on 'Core Enterprise Suite':



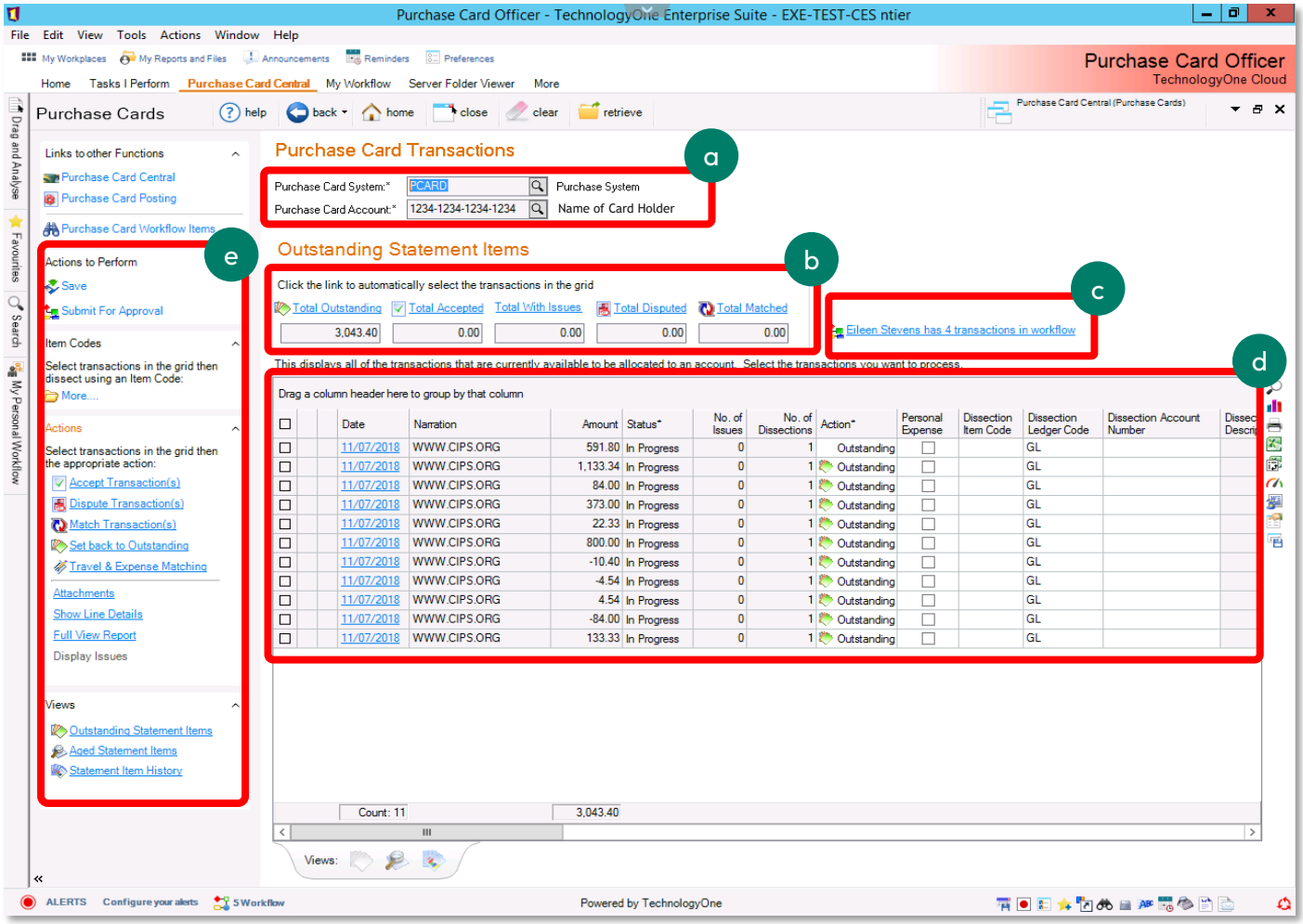
3. Once it has opened, click on the 'My Purchase Cards CES' or 'My CES' tile:



4. Then click the 'My Purchase Cards' link:



5. This is the default layout:



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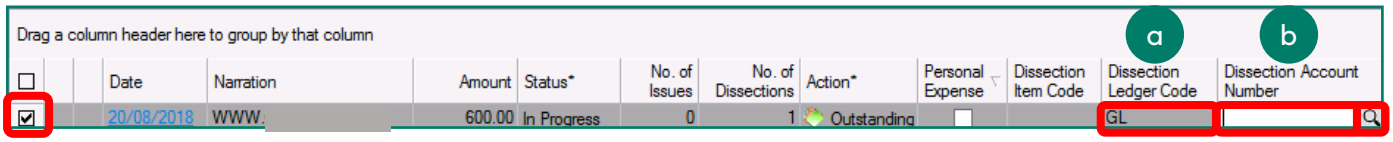
a. Card number and name of card holder.
b. Overview of the unreconciled transaction totals.
c. Link to list of submitted but not yet approved transactions.
d. Shows all the outstanding transactions awaiting reconciliation.
e. Actions to perform - save, submit etc.

Reconciliation Process

Single budget centre/project code

1. Select a line and tick in the first column's tick box:

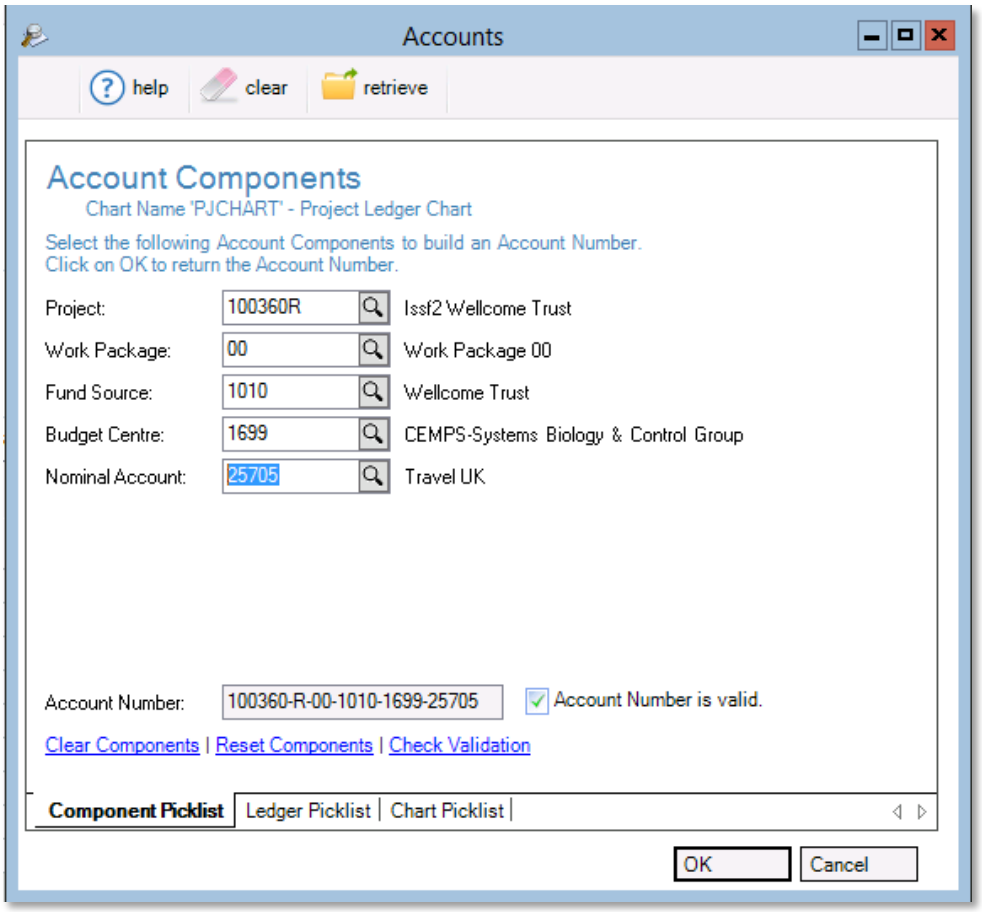


   a. If entering a research or non-research project code, change the 'Dissection Ledger Code' from GL to PJ. If entering a General Ledger budget code, leave the ledger code as GL.

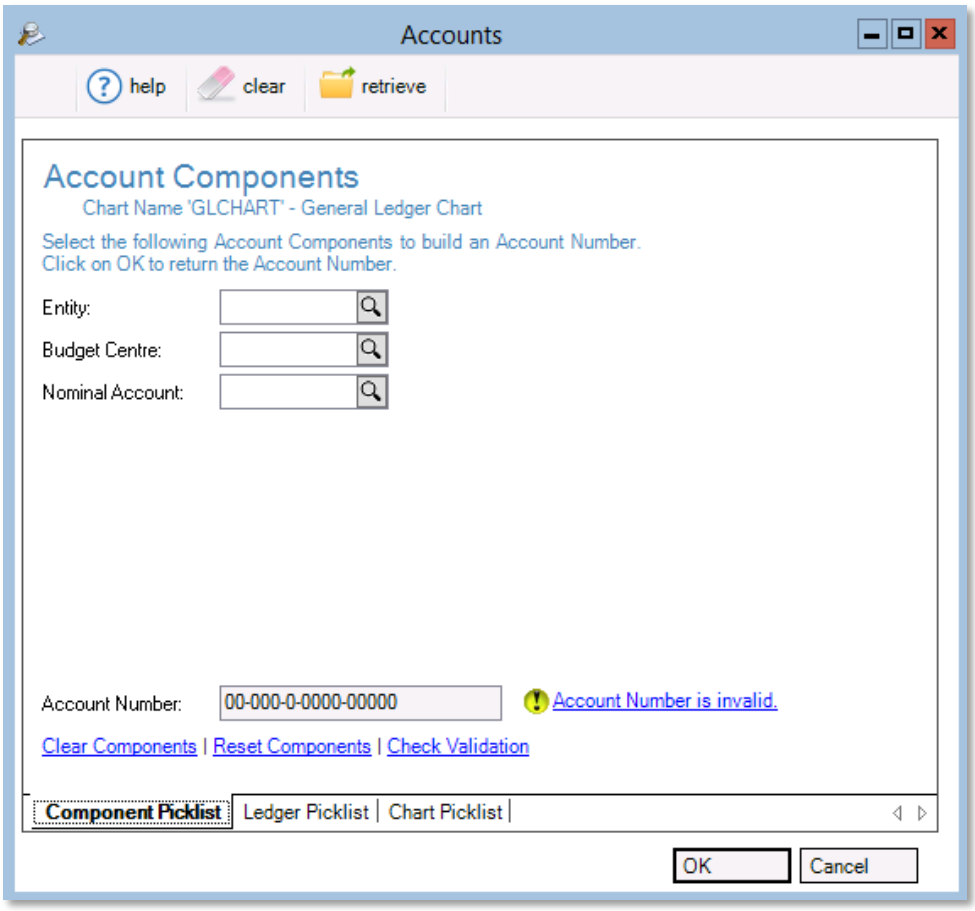
   b. Once the ledger is correct, click on the spy glass in the 'Dissection Account Number' field.

2. This box now appears prompting you to populate the account components.

   For a PJ code, enter the four parts of the code – use the T1 Code Dashboard to look up these details. Then select the correct nominal:

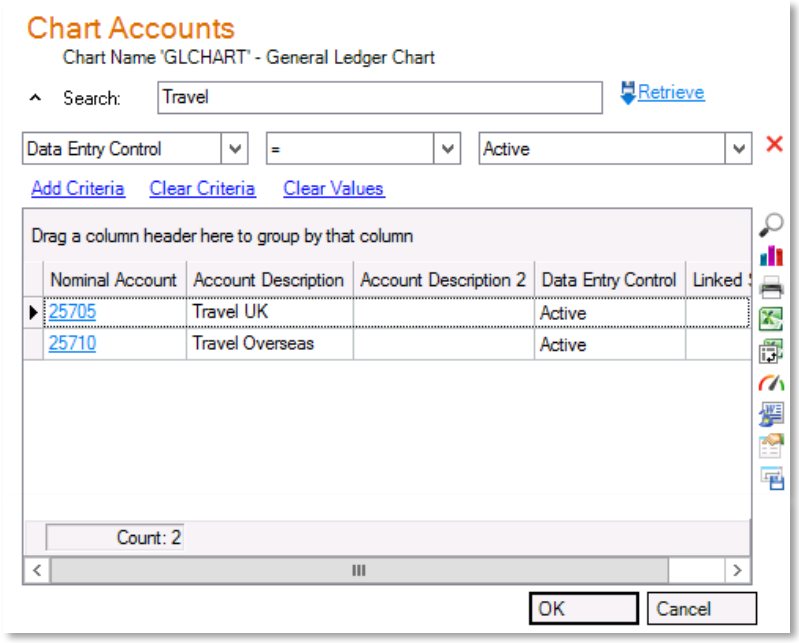


For a GL code, enter the two sections of the code – use the T1 Code Dashboard to look up these details. Then select the correct nominal:

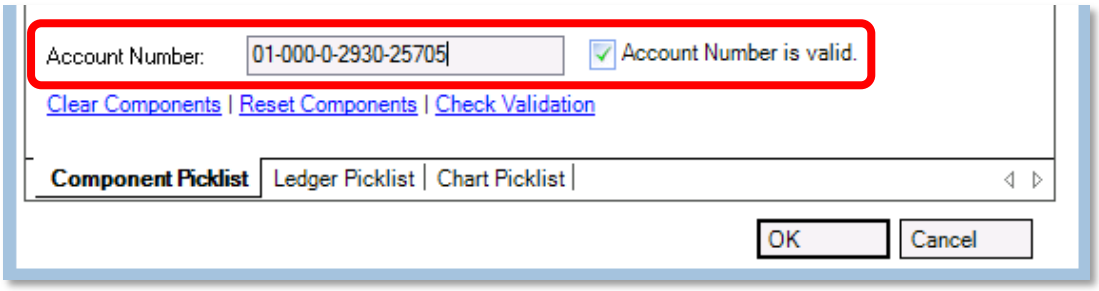


3. If you do not know the nominal code, search for it by clicking the spy glass icon in the Nominal field.

   This will bring up a selection box where you can search for the code by typing in a key word e.g. travel, books, advertising, consumables, accommodation etc.



4. Once all the codes have been selected, the 'Account Number' field will populate and show 'Account Number is valid'. Click 'OK' to return to the 'Outstanding Statement Items' screen.

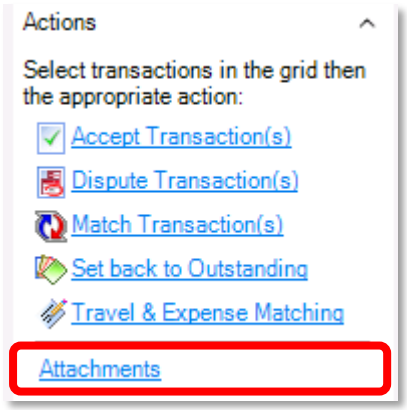


5. Three mandatory fields now need to be completed:
   a. Dissection Narration – Any information that is useful for the approver.
   b. UK VAT Receipt – this field means 'Do you have a receipt showing a UK VAT number?' Select 'Yes' or 'No'.

      If answering 'No', complete the next field and select from a new drop-down menu:

      - Credit card receipt
      - Did not ask for one
      - Lost receipt
      - Non-UK VAT receipt
      - Other receipt
      - Receipt not available

   c. Country of Purchase – EU / RW / UK
6. Attach the receipts by clicking on the Attachments link in the task pane and uploading the image.

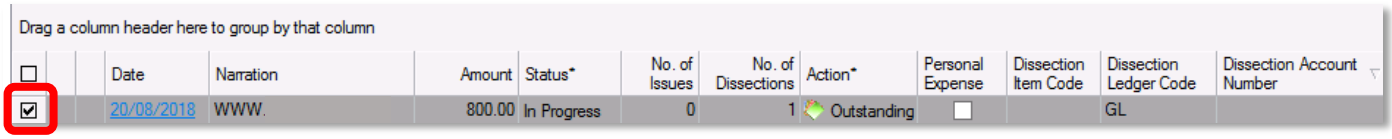


7. Once all details have been completed on this row, click 'Accept Transaction(s)'.

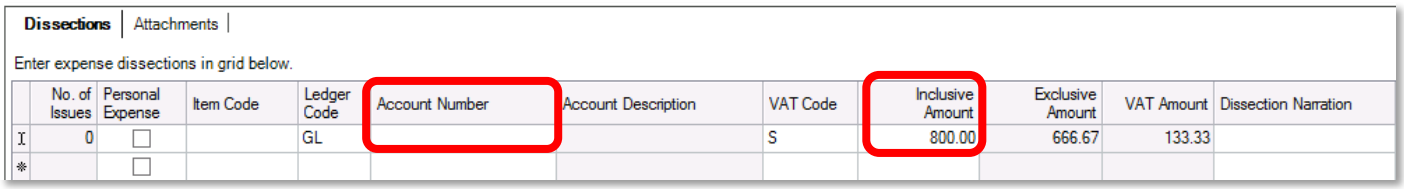
8. Repeat these steps for all other transactions that require manual reconciliation.
9. Once all the information has been entered, see **Submitting for Approval**.

Split a single transaction across two or more budget centre/project codes

1. Tick the transaction, then double click on the narration field of the line required:



2. A new sub-section will appear which will allow multiple codes to be entered. Enter the first budget/project code in the 'Account Number' field for the first line:



3. The 'Inclusive Amount' field will show the full transaction amount. Change this to the amount to be charged to that budget centre/project.

   The three mandatory fields also need to be completed:

   a. Dissection Narration – Any information that is useful for the approver.

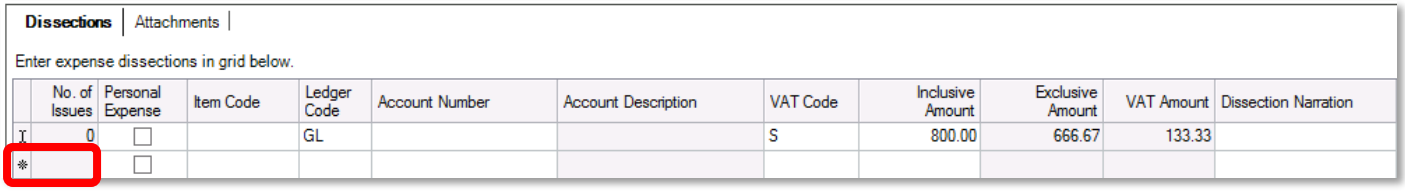
   b. UK VAT Receipt – the receipt field will ask 'Do you have a receipt showing UK VAT number?' Select 'Yes' or 'No'.

      If answering 'No', select from a new drop-down menu:

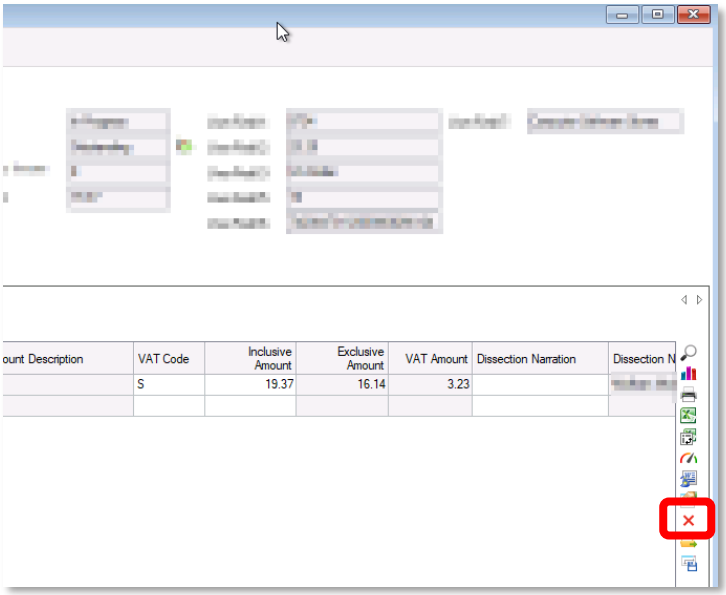
      - Credit card receipt
      - Did not ask for one
      - Lost receipt
      - Non-UK VAT receipt
      - Other receipt
      - Receipt not available

   c. Country of Purchase – EU / RW / UK

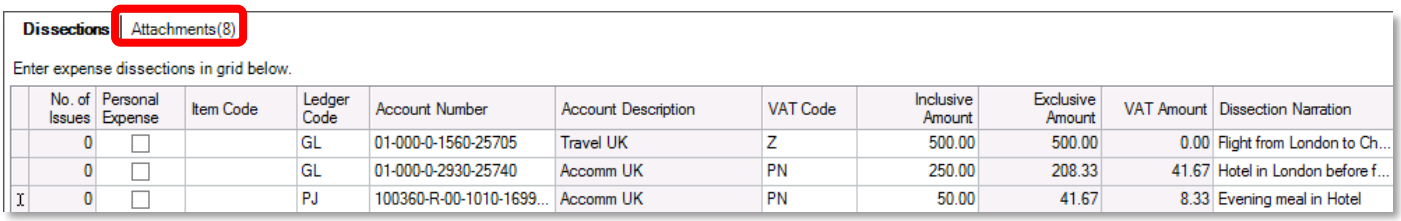
4. Add a line for the next budget centre/project code by clicking anywhere on the line below marked with an asterisk *:



5. If a mistake is made, the line can be removed by selecting the 'Delete Row(s)' icon on the right hand of the table.

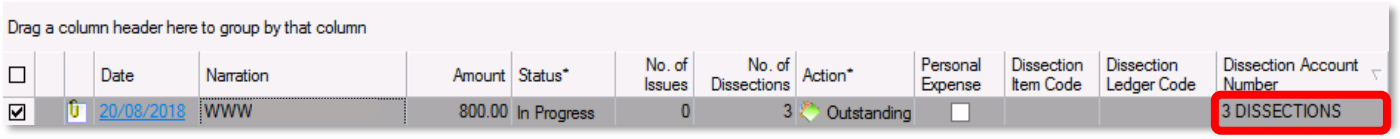


6. Repeat steps 2 to 4 until all the codes required are added.
7. Add all receipts by clicking on 'Attachments'. Once all lines have been populated and receipts attached, click 'OK' in the bottom right hand corner of the screen.

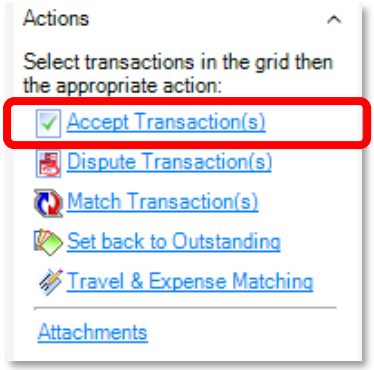


No. of Issues	Personal Expense	Item Code	Ledger Code	Account Number	Account Description	VAT Code	Inclusive Amount	Exclusive Amount	VAT Amount	Dissection Narration
0	☐		GL	01-000-0-1560-25705	Travel UK	Z	500.00	500.00	0.00	Flight from London to Ch...
0	☐		GL	01-000-0-2930-25740	Accomm UK	PN	250.00	208.33	41.67	Hotel in London before f...
0	☐		PJ	100360-R-00-1010-1699...	Accomm UK	PN	50.00	41.67	8.33	Evening meal in Hotel

8. The 'Dissection Account Number' field on the 'Outstanding Statement Items' screen will now show 'x Dissections' depending on how many budgets the transaction is split across.



9. Once all details have been completed on this row, click 'Accept Transaction(s)' on the task pane:

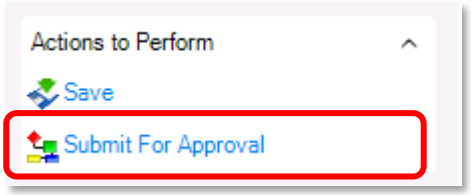


When this is submitted for approval, each of the approval pools/budget holders will receive a task to approve. They will all be able to see the entire transaction but can only approve their part.

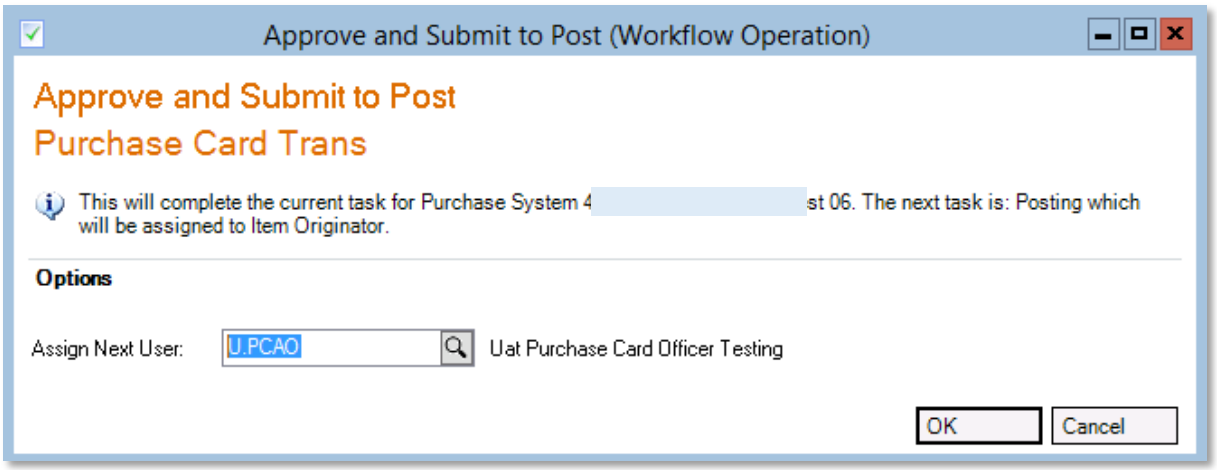
Submit in Small Value Batches to Use Auto-Approval

1. Make use of the auto-approval limit by submitting transactions in batches totalling less than £50. These will 'Auto Approve' and will not need to go to the budget holders/approval pools.
2. To reorder the transaction list by value, click on the 'Amount' column header:

3. Tick several transactions up to a total value of £50.Click on the 'Submit for Approval' button in the task pane:



4. This pop-out box will appear:



This message will display at the bottom of the screen:

These transactions are below the Automatic approval limit. The transaction will be submitted to Post.

5. Continue to submit for approval in batches of less than £50 until all the smaller value transactions have been submitted.

Submit in Batches by Individual Budget/Project Code

Transactions over £50 should be submitted for approval in batches for the **same** budget centre/project code.

1. Click on the 'Dissection Account Number' column header. This will sort the rows into budget centre/project number order:

Dissection Account Number	
01-000-0-1027-25705	Travel UK
01-000-0-1027-25740	Accomm UK
01-000-0-1027-25740	Accomm UK
01-000-0-1122-25705	Travel UK
01-000-0-1122-25740	Accomm UK

2. Tick all the transactions for the same budget/project code (even if they have different nominals) and then click on the 'Submit for Approval' button.

   It does not matter if the nominals (the last five numbers of the code) are different – as the nominals do not affect which approval pool or budget holder a task is sent to.

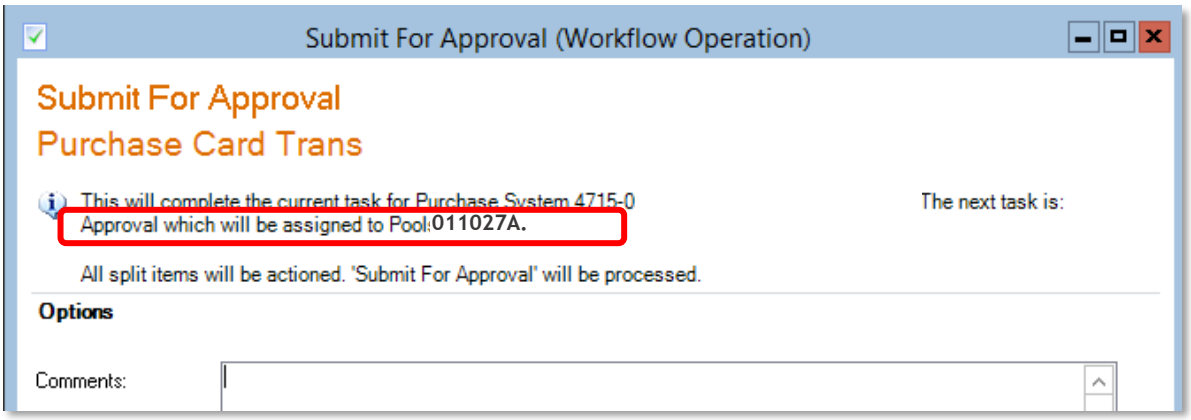
e.g. these can be submitted together →

01-000-0-1027-25705	Travel UK
01-000-0-1027-25740	Accomm UK
01-000-0-1027-25740	Accomm UK

e.g. these can be submitted together →

01-000-0-1122-25705	Travel UK
01-000-0-1122-25740	Accomm UK

3. The following message will confirm which approval pool or budget holder the approval task has been sent to:

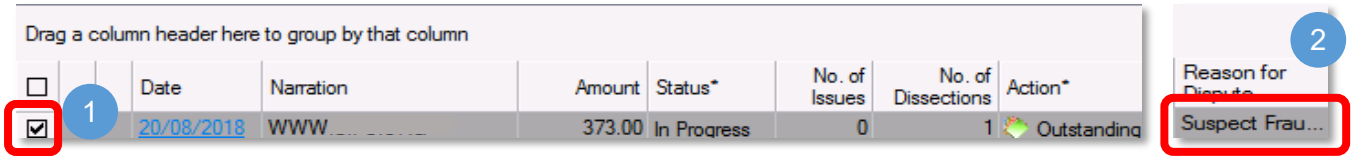


4. Continue this process until all transactions have been sent for approval code by code.

Disputing a Transaction

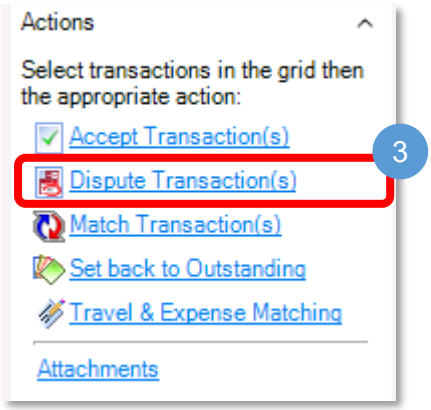
If a transaction appears on a statement that the card holder believes to be fraudulent, the cardholder must contact HSBC to start an investigation.

1. Locate the transaction that requires disputing and tick the first column's tick box to select the line:



2. Scroll along the bottom of the statement until you see 'Reason for Dispute'. Enter a useful description, e.g. 'Suspected fraud – bank contacted'.

3. Then select 'Dispute Transactions(s)' from the task pane:



There is no need to submit a disputed amount for approval as the transaction will not be removed from this screen whilst it is in dispute.

Await the outcome of HSBC's investigation then reconcile if genuine or match to the refunded amount if fraudulent.

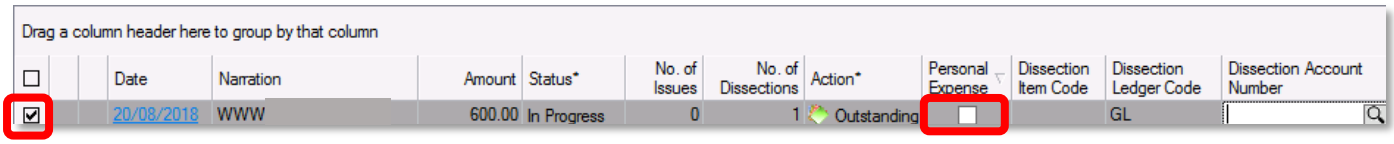
Card Used in Error

University purchase cards must not be used for personal expenses, although a mistake can occasionally be made and the wrong card used in error.

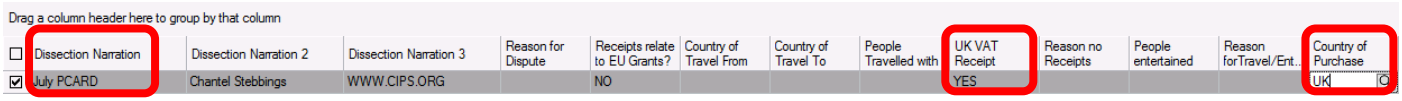
If this happens, the transaction must be marked as a personal expense in the statement and the amount repaid to the University.

To mark a transaction as a personal expense:

1. Tick the first column box then tick the 'Personal Expense' box.



2. Three mandatory fields will need to be completed:



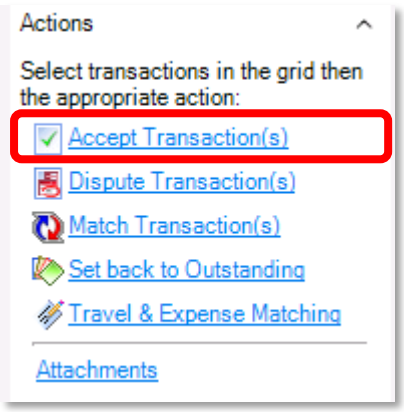
   a. Dissection Narration – Any information about the transaction that should be recorded (e.g. J Smith personal expense made in error).

   b. UK VAT Receipt – Yes / No (the receipt image should also be attached, if available)

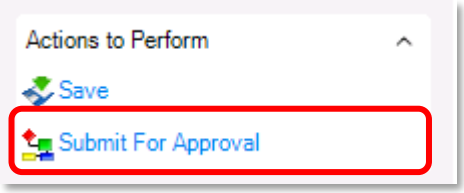
   c. Country of Purchase – EU / RW / UK

   Once these are completed, the 'No of Issues' box should state 0.

3. Select the 'Accept Transaction(s)' link from the task pane:



4. Check there are no errors and submit the transaction for approval:



5. Arrange to repay the University by emailing accountspayableenquiries@exeter.ac.uk - they will provide the University's bank details for you to make a bank transfer.

   They await receipt of the funds then carry out the necessary accounting entries to remove this debt from your records.

EU Project Expenses – Printing and Storing the Claim Form and Receipt

If your purchase card transaction relates to an EU project, then it is a requirement of the funding rules for this type of project that the original receipt must be retained by the University.

Send them in a sealed envelope to:

Exeter:
EU/International Team; Research Finance
Research Services
Innovation Centre
Rennes Drive
Exeter
EX44RN

Cornwall:
Cornwall Research Services
Room s006
Tremough Innovation Centre
Penryn Campus
Penryn
PR10 9TA

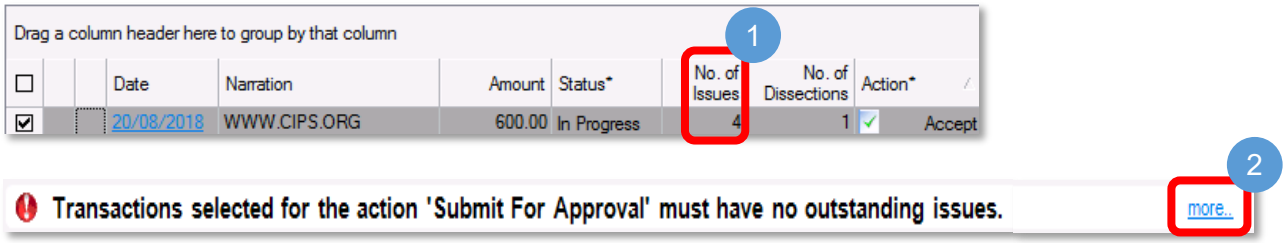
Please clearly indicate your project number. Where hard copies have not been provided, the expenses will not be charged to the grant and will need to be covered from other sources.

Issues and Errors

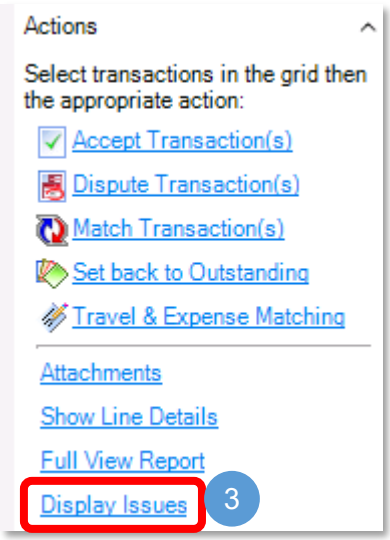
Viewing an Issue

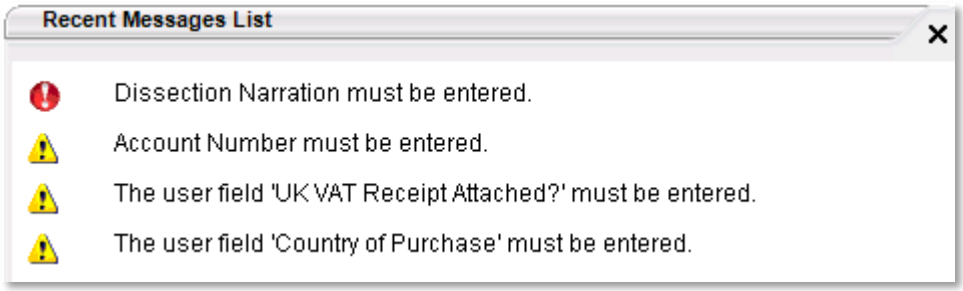
If any issues prevent a row from being submitted for approval, the 'No. of Issues' column will show the details:

1. The example below shows four issues that need addressing before this line can be submitted for approval. An error message is displayed at the bottom of your screen if you submit for approval with outstanding issues:



2. Click the 'Display Issues' link on the task pane:

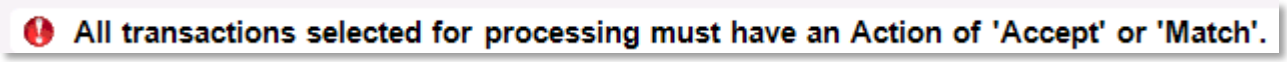




This example shows that none of the mandatory fields have been filled in. Close the 'Recent Messages List' and fill in the mandatory fields.

The transaction should now have 0 errors and can be submitted for approval.

Other Error Messages



This error has occurred because Accept Transaction(s) or Match Transaction(s) t been selected from the task pane on the left hand side.

Receipt Attachment Errors

The file name for a receipt image must not start with a symbol such as a '£', as this will cause an error when trying to attach the image to the purchase card statement.

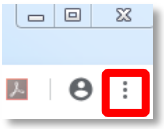
Receipt file names should start with a letter or number but can contain a '£' or other symbols further along in the name.

For example '£171.50 Southbank Hotel on 02.11.18' will cause an error when trying to attach it. But 'Southbank Hotel £171.50 on 02.11.18' will attach without issue.

Pop Ups Blocked Error Message

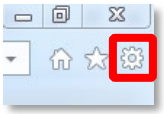
If you get an error message that says 'pop-ups have been blocked' when trying to attach a receipt image, you will need to enable pop-ups in your browser's settings.

For Chrome users:



- Click on the three dots in the top right hand corner of the browser.
- Click on 'Settings'.
- Scroll down to the 'Advanced' option.
- Click on the 'Content Settings' option.
- Click on the 'Pop Ups and Redirects' option.
- Change 'blocked' to 'allowed'.

For Windows Explorer users:



- Click on the gear symbol in the top right hand corner of the browser and select 'Internet Options'.
- Click the 'Privacy' tab in the box that appears.
- Under the Pop-up Blocker section, click the "Turn on Pop-up Blocker" to remove the tick in the check box.
- Click the "Apply" button, and then click "OK" to close the dialog box.