

# Guide to coding purchase card transactions

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# Guide to coding purchase card transactions

## Background

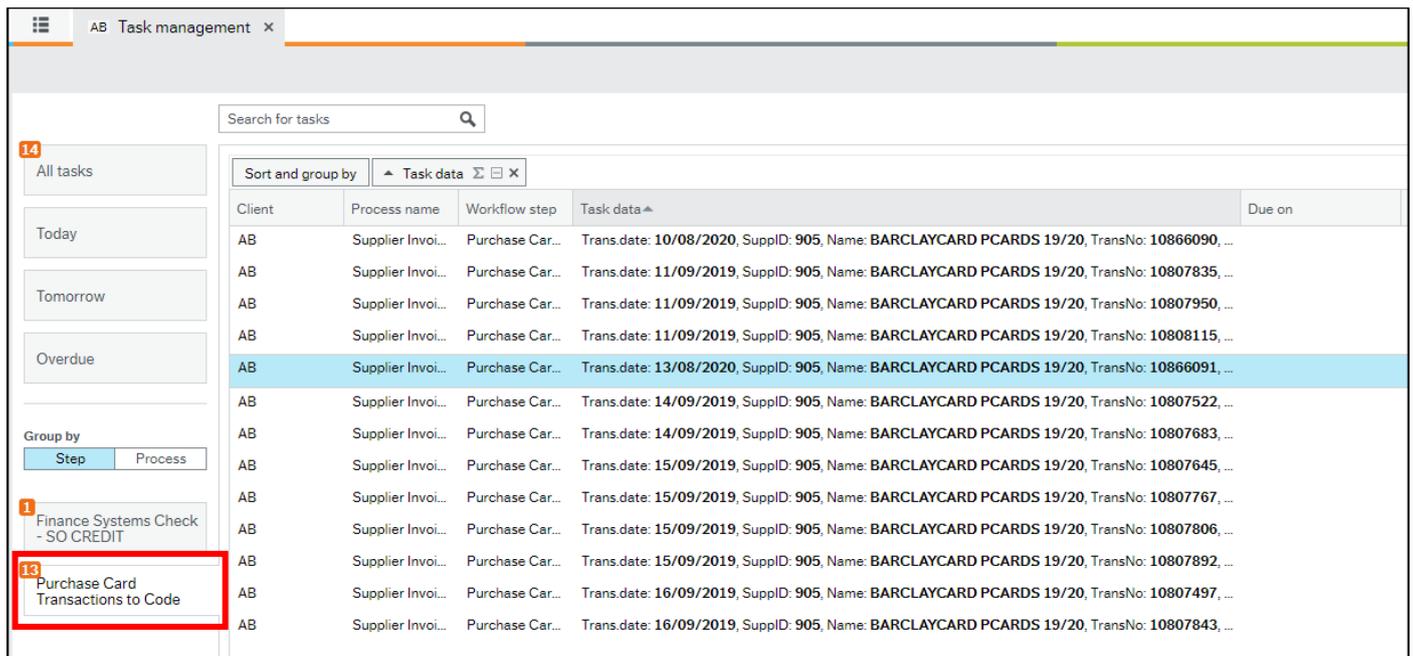
Once you have received your purchase card and begun to use it for purchasing, it is your responsibility to code the transactions on ABW, as per the purchase card policy and the purchase card agreement.

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.

## 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 displays the 'AB Task management' interface. On the left, there is a sidebar with a task list. The task 'Purchase Card Transactions to Code' is highlighted with a red box and a '13' badge. The main area shows a table of tasks with the following columns: Client, Process name, Workflow step, Task data, and Due on. The table contains multiple rows of purchase card transactions, each with a unique ID and name.

| 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 | Total invoice amount | 16.34 |
| Invoice number     | 90920180903              | To be approved       | 16.34 |
| Transaction number | 10866090                 | VAT amount           | 0.00  |
| Invoice date       | 10/08/2020               | Pay method           | CC    |
| Currency           | GBP                      |                      |       |
| 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 |            | 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

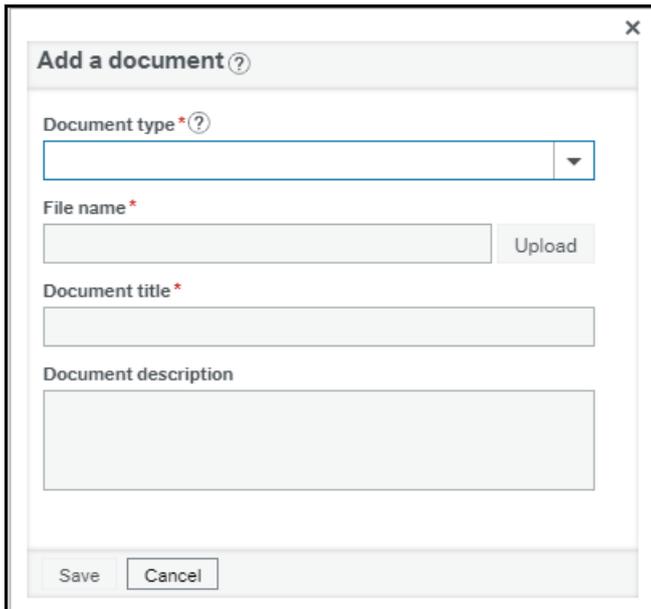
Document archive (?) All documents Change view Actions Sort by Search

- 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.



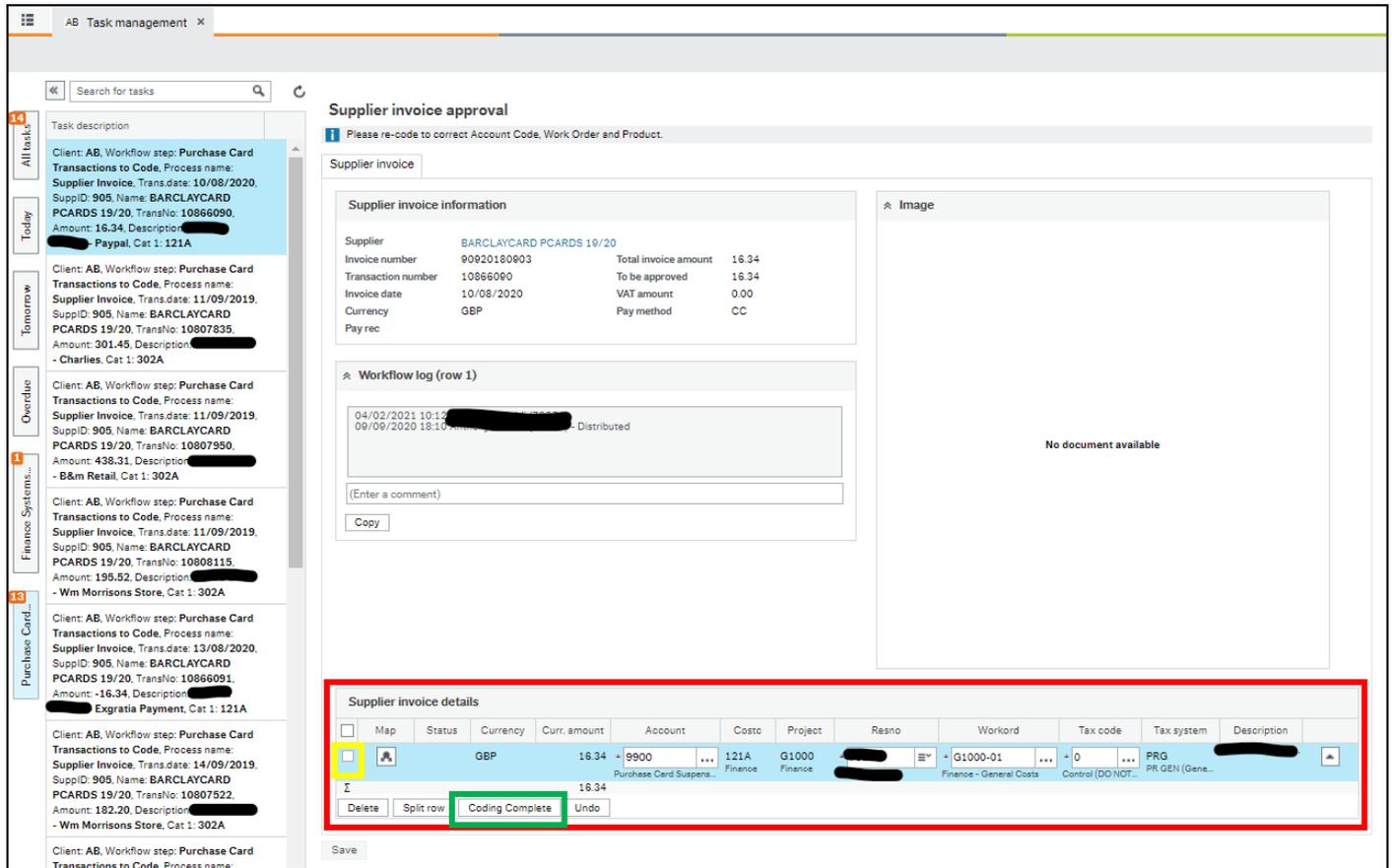
The screenshot shows a "Workflow log (row 1)" section. It contains a list of log entries:

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

Below the log entries is a text input field with the placeholder text "(Enter a comment)", which is highlighted with a red border. A "Copy" button is located below the input field.

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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. A row is highlighted in blue with the following values: Coding Co..., GBP, -16.34, 4001, 121A, G1000, [redacted], G1000-02, TA001, PS, PRG. Below the table, there are buttons for 'Delete', 'Split row', 'Coding Complete', and 'Undo'. The 'Coding Complete' button is highlighted in green. Below the table, there is a 'Save' button highlighted in red.

| Map          | Status | Currency | Curr. amou... | Account      | Costc   | Project | Resno      | Workord                | Product              | Tax code         | Tax system    | Description |
|--------------|--------|----------|---------------|--------------|---------|---------|------------|------------------------|----------------------|------------------|---------------|-------------|
| Coding Co... |        | GBP      | -16.34        | 4001         | 121A    | G1000   | [redacted] | G1000-02               | TA001                | PS               | PRG           | [redacted]  |
|              |        |          | -16.34        | Travel Staff | Finance | Finance | [redacted] | Agresso Business World | TRAV-Staff-Accomm... | Purchases Sta... | PR GEN (Ge... |             |

Buttons: Delete, Split row, Coding Complete, Undo

Save

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.