

Expense Account Coding

Coding PCard Purchases



Overview of Training



- Locating & Changing:
Expenses in PaymentNet
- Examples of Common:
Expense Account Codes
- Examples of:
Misused Expense Codes



Importance of Account Codes

- State law dictates that UCO Financial Statements must reflect correctly the appropriate expense codes as determined by the legislature.
- UCO cardholders represent the University in the purchases that are made, and the accuracy in the reporting of these purchases.
- Consistently incorrect coding will lead to suspension and/or revocation of a cardholder's PCard.



Determining Account Coding

- When figuring out the appropriate expense account coding to use for a purchase:

→ Always Ask: “How will these items be used?”

→ Rather Than: “What are these items?”

Example: How will the copy paper you purchase be used? In a student lab (73619 - Educational Supplies) or in an office setting (73614 - Expendable Office Supplies)



Expense Account Codes

- For a comprehensive list of expense account codes used by the University, please visit the PCard homepage at www.uco.edu/administration/pcard/index.asp.
- All cardholders are requested to allow PaymentNet to send email notifications when transactions have posted.
 - Instructions on how to set this up can also be found on the PCard homepage.

PCard

[2018-2019 PCard Calendar](#)

[Applying for or Closing a PCard](#)

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Commonly Used Account Codes

- 73614 – Office Supplies (expendable)
- 73613 – Office Supplies (non-expendable)(under \$500)
- 73617 – Food & Catering Service (MERF required)
- 73611 – Meeting Refreshments (MERF required)
- 73619 – Educational Supplies
- 72215 – Registration – Agency Direct (Pre-Payment of Registration Form)
- 71561 – Postage (RK Black)
- 73116 – Advertising & Promotional Expense
- 73117 – Informational Service (subscriptions)
- 73126 – Memberships (institutional/must be transferable)
- 73216 – Lease of Equipment (Standley)
- 73422 - Recreational Supplies for Students
- 741XX – Office Furniture & Equipment (over \$500)



Prohibited Account Codes

The following are commonly misused account codes, and are prohibited unless otherwise stated:

- **73411 – Food & Kitchen Supplies**
 - Cardholder's should code Kitchen Supplies to 73611
 - This particular account code is only to be used by cafeterias.
- **73615 – Data Processing Supplies**
 - Allowable only by the Office of Information & Technology
- **71XXX – Professional Services**
 - Prohibited on PCard unless contract with vendor is already in place.
- **72XXX – Travel Expenses**
 - Only to be used with travel cards; prohibited on PCards.
 - Registrations (72215) are allowed.
 - Exception: Hotel Purchases with prior one-on-one Hotel training.



How to Change Account Codes in PaymentNet

In order to make changes to the account codes in PaymentNet, first go to “Transactions” and “Manage.”

UCO

Home Transactions Reports Accounts Employees Help

Welcome

Manage

Approve

Authorizations/Declines

Query

Items Awaiting Your Action

There are no items awaiting your action at this time.

1 Message [Read All](#)

Preview the Changes Coming to PaymentNet on February 26, 2018

Site enhancements are coming to PaymentNet on February 26, 2018. To preview, click the link below: [Read More...](#)

Posted: Dec 18, 2017

Account Summary Transaction Summary Employee Summary

Hierarchy: [ROOT-ROOT](#) (?)

Accounts

Active Accounts	482
Suspended Accounts	8
New Accounts (Pending Activation)	48
Accounts with Fraud (Last 90 Days)	14
Compromised Accounts	0
Accounts with Temporary Limits	6
Accounts with Temporary MCCG Controls	0
Accounts at or Above 80% Credit Limit (?)	159
Accounts within 60 Days of Expiration	0
Accounts Past Due 1 Cycle	0
Accounts Past Due Greater Than 1 Cycle	0

Corporate Accounts

Account Number (?)

UNIV OF CENTRAL OKLAHOMA 0862

Combined Corporate Authorization Account

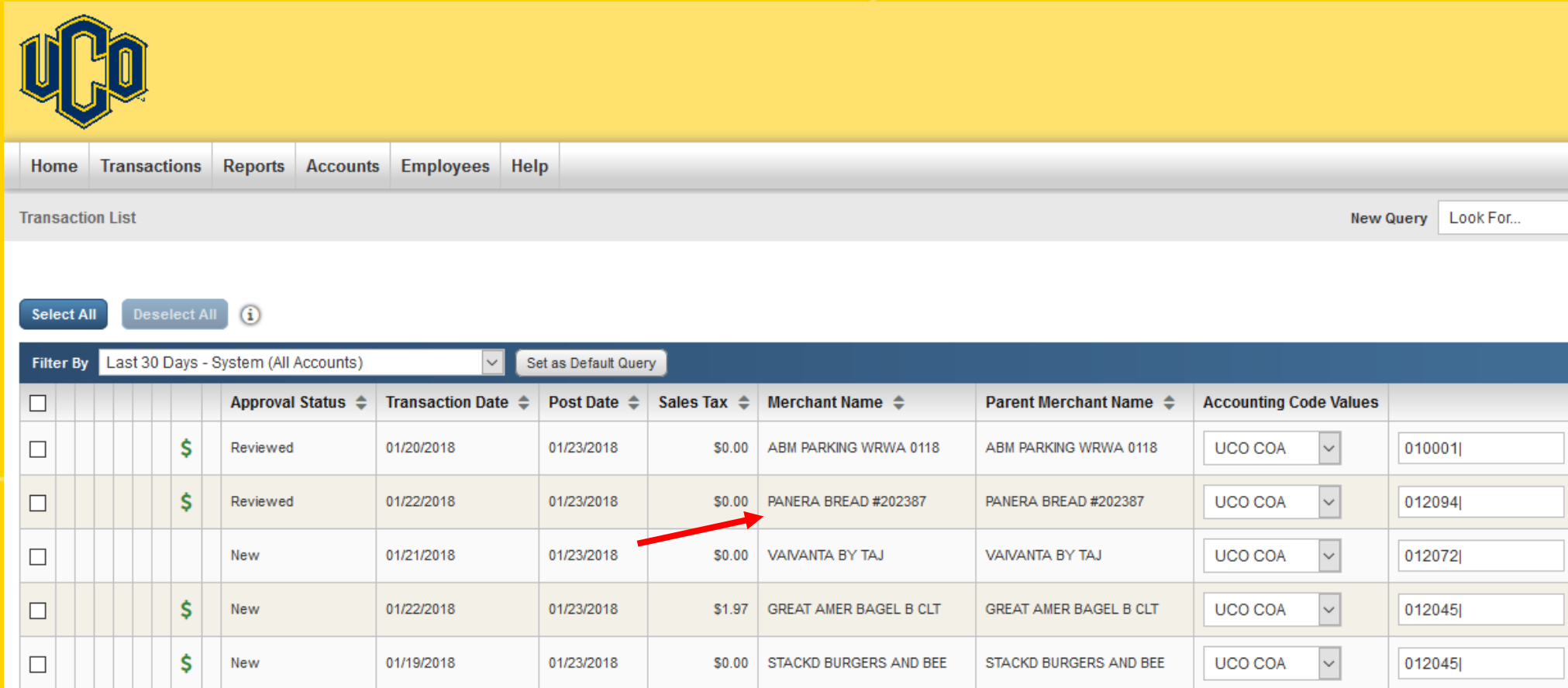
Credit Limit [\\$2,000,000.00](#)

Available Credit [\\$1,580,991.21](#)



How to Change Account Codes in PaymentNet

Next, choose the applicable transaction that needs to be coded. If the transaction is "grayed out"; it's too late to update. It has already been uploaded to Banner.



The screenshot shows the PaymentNet interface with the UCO logo in the top left. The navigation menu includes Home, Transactions, Reports, Accounts, Employees, and Help. The main area is titled "Transaction List" and includes a "New Query" button and a "Look For..." search field. Below the search field are "Select All" and "Deselect All" buttons, along with an information icon. A "Filter By" dropdown is set to "Last 30 Days - System (All Accounts)" with a "Set as Default Query" button. The main table displays transaction details with columns for checkboxes, approval status, transaction date, post date, sales tax, merchant name, parent merchant name, and accounting code values. A red arrow points to the "Sales Tax" column of the third transaction row.

<input type="checkbox"/>					Approval Status	Transaction Date	Post Date	Sales Tax	Merchant Name	Parent Merchant Name	Accounting Code Values
<input type="checkbox"/>					Reviewed	01/20/2018	01/23/2018	\$0.00	ABM PARKING WRWA 0118	ABM PARKING WRWA 0118	UCO COA 010001
<input type="checkbox"/>					Reviewed	01/22/2018	01/23/2018	\$0.00	PANERA BREAD #202387	PANERA BREAD #202387	UCO COA 012094
<input type="checkbox"/>					New	01/21/2018	01/23/2018	\$0.00	VAIVANTA BY TAJ	VAIVANTA BY TAJ	UCO COA 012072
<input type="checkbox"/>					New	01/22/2018	01/23/2018	\$1.97	GREAT AMER BAGEL B CLT	GREAT AMER BAGEL B CLT	UCO COA 012045
<input type="checkbox"/>					New	01/19/2018	01/23/2018	\$0.00	STACKD BURGERS AND BEE	STACKD BURGERS AND BEE	UCO COA 012045



How to Change Account Codes in PaymentNet

Choose which organization and/or account code is applicable.

General Information Addendum History 2 of 2253

Save Add Lines Dispute


Settlement Method Commercial Card
Transaction Type Purchase
Account Number *****
Transaction Date 01/22/18
Post Date 01/23/18
MCC 5812
Merchant PANERA BREAD #202387
WICHITA, KS, US
Original Merchant PANERA BREAD #202387
Parent Merchant PANERA BREAD #202387
Exported

Approval Status – Reviewed

Reviewed
Approval1 Any

Accounting Codes

Chart of Accounts UCO COA
Organization * 012094 - UCO Debate Team Travel
Account * 72212 - Travel Exp Student Act Groups



How to Change Account Codes in PaymentNet

Finally, add the mandatory transaction notes for the purchase and save your changes. These notes should include the purpose of the purchase, how it will be used by the University, and who approved the transaction.

Save **Add Lines** **Dispute**

Settlement Method Commercial Card
Transaction Type Purchase
Account Number *****
Transaction Date 01/22/18
Post Date 01/23/18
MCC 5812
Merchant PANERA BREAD #202387
WICHITA, KS, US
Original Merchant PANERA BREAD #202387
Parent Merchant PANERA BREAD #202387
Exported
Customer Code
Micro Reference 552635280234000012
Authorization Number 097253
Transaction ID 253078656

Original Currency USD
Original Amount \$55.76
Tax \$0.00
Settlement Currency USD
Total \$55.76

Approval Status – Reviewed
Reviewed
Approval Any

Accounting Codes
Chart of Accounts UCO COA
Organization * 012094 - UCO Debate Team Travel
Account * 72212 - Travel Exp Student Act Groups

Transaction Custom Fields
PO Number

Transaction Notes
Add a Note

2950 characters maximum



PCard Expense Correction Request Form



UNIVERSITY OF CENTRAL OKLAHOMA
Financial Services

PCard Expense Correction Request

Where expense(s), in BANNER, is currently located:

1.	Org #	Account	Activity Date	Vendor Description	Amount
2.	Org #	Account	Activity Date	Vendor Description	Amount
3.	Org #	Account	Activity Date	Vendor Description	Amount
4.	Org #	Account	Activity Date	Vendor Description	Amount
5.	Org #	Account	Activity Date	Vendor Description	Amount

Where expense is to be moved to:
(If 'S' org, route request to Student Affairs for approval)

Org #	Account
Org #	Account
Org #	Account
Org #	Account
Org #	Account

PCard holder signature _____ Date _____

Financial manager signature authorizing expense _____

- Instructions:**
- 1 Fill out information requested
 - 2 Get appropriate signature(s)
 - 3 Email completed form to pcard@uco.edu

Please send separately from monthly statement.

NOTE corrections must be submitted no later than the statement due date of the billing cycle the expense occurred in
no corrections will be made for previous fiscal years

Form last updated March, 2017



Default Expense Account Code

- Is your PCard default expense account code set to 73614 – Office Supplies?
- Do you find yourself purchasing expendable office supplies most often for your department?
 - YES: Leave your default expense account as is.
 - NO: Contact PCard Manager, Michelle Turner
 - , at mturner21@uco.edu and request a change to your default expense account.



Expense Account Code Review

- Always ask, “How will these items be used?”
- Follow the provided instructions to set up email notifications when purchases are posted in PaymentNet.
- Always verify your expense account code listings to verify the correct expense account codes.
- Finalize all of your coding in Payment before the weekly upload deadline provided.



Questions?

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