PO5: Using Purchasing Cards with Agresso

Purchasing Cards are used in the University of Glasgow to allow the user to make purchases with Suppliers that are not on Agresso, or for online purchases. Only university Purchasing Officers will be supplied with Purchasing Cards.

When using the Purchasing Card a requisition must be raised that will go through the approval process and convert into a Purchase order. This then records the Purchase Order as a commitment against the Purchasing Card.

- **Every Agresso User has their own Purchasing Card Supplier (e.g. PC9999IB PC(purchasing card – 4 digits are the last 4 digits of the card – IB – the initials of the card holder)**
- **The Purchase Order will not be sent to the supplier.**
- **Goods received Notes are not required for Purchasing Card Suppliers**

Every month, the Purchasing Card issuer sends a statement to each card holder to reconcile their statements of the transactions on Agresso.

The purchasing card statement lines are recorded against the relevant Purchase Orders on Agresso, thus de-committing the purchase order, closing the Purchase Order and recording the actual expenditure.

Users reconcile their statements to the transactions on Agresso and produce a Purchasing Card Log to be signed by the appropriate person and then send a copy of the Log to the Finance Office.

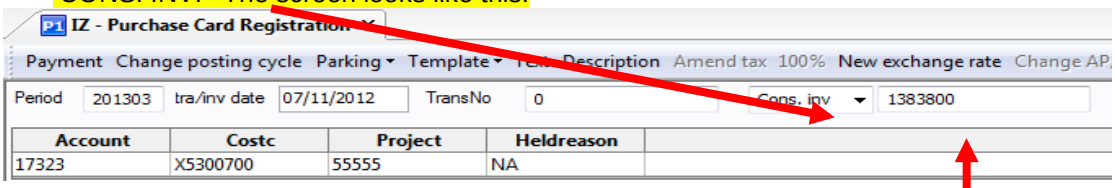
PO5.1 Recording the Statement as an Invoice on Agresso

1. When the statement is received it should be reconciled per the Purchasing Card instructions and then entered on Agresso. There should be **one** transaction number used per statement.

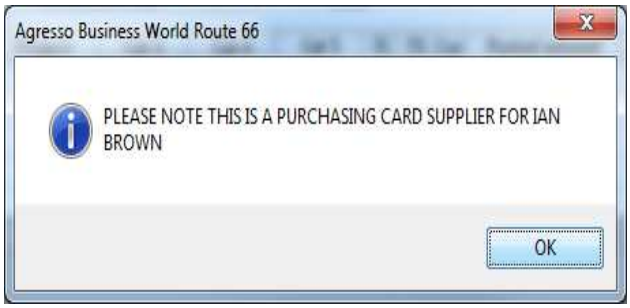
2. To access the 'Registration of Incoming Invoices' screen, click on:
   - AGRESSO Financials
     - Incoming invoice register
       - Transaction Entry
         - Registration of incoming invoices

3. In the VP10 screen, enter the reconciliation date on the Purchasing Card Statement as the Tran/inv date.

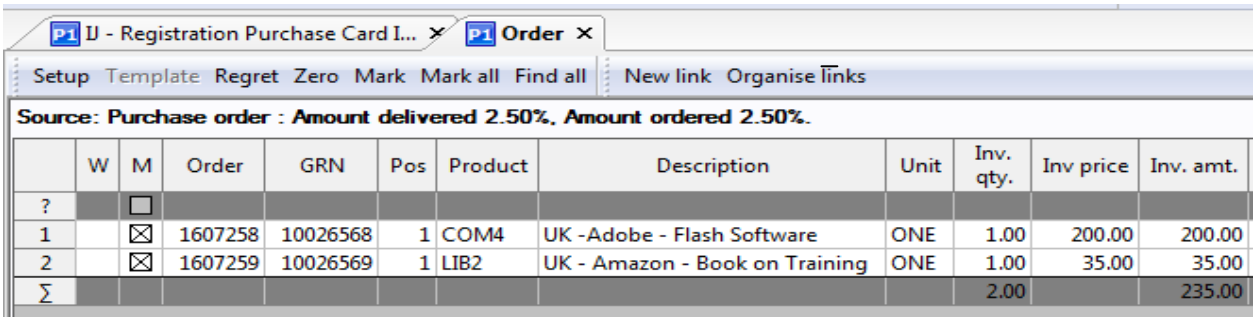
4. **Tab** to the 'Order; field and, from the drop-down options, from the drop-down options, select 'CONS. INV.' The screen looks like this:



5. **Tab** to the next field and enter the first order number to which you wish to match the purchasing card statement.
6. The following prompt will appear to let you know you are processing a Purchase Card order. Click OK.



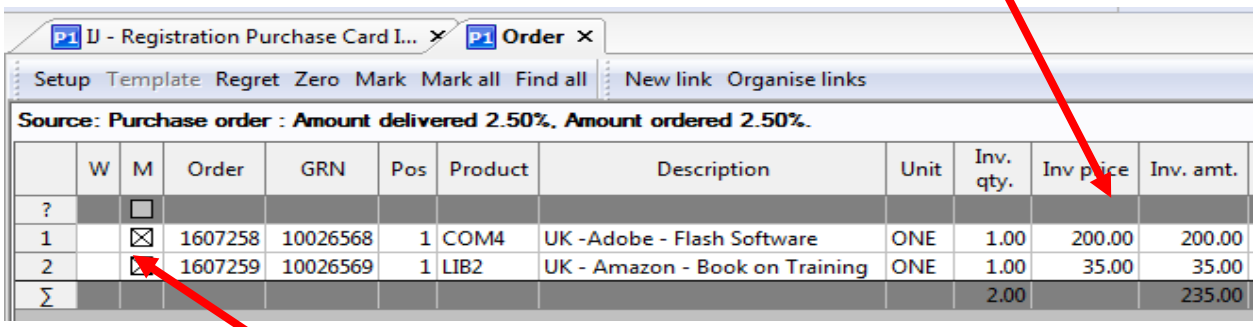
7. This will then go straight to the list of open orders you have that have for your Purchasing Card Supplier.



	W	M	Order	GRN	Pos	Product	Description	Unit	Inv. qty.	Inv price	Inv. amt.
?		☐									
1		☒	1607258	10026568	1	COM4	UK -Adobe - Flash Software	ONE	1.00	200.00	200.00
2		☒	1607259	10026569	1	LIB2	UK - Amazon - Book on Training	ONE	1.00	35.00	35.00
∑									2.00		235.00

8. Verify that the details are correct. At this stage amendments can be made against the amount of goods to be invoiced and also if there is a change to prices before VAT.

9. **PRICE CHANGES (All** price changes are before VAT) **- Tab** to the INV price field. Type the new price and **tab** out of field.
Repeat step for any other lines where the unit price has changed before VAT



	W	M	Order	GRN	Pos	Product	Description	Unit	Inv. qty.	Inv price	Inv. amt.
?		☐									
1		☒	1607258	10026568	1	COM4	UK -Adobe - Flash Software	ONE	1.00	200.00	200.00
2		☒	1607259	10026569	1	LIB2	UK - Amazon - Book on Training	ONE	1.00	35.00	35.00
∑									2.00		235.00

10. Then check the box ☒ in the column headed 'M' against those lines to be matched, and click on or press **F12**.

*Note that if all lines displayed are to be matched, click on 'Tools', 'Mark all' to check the box on every line and click on or press **F12***

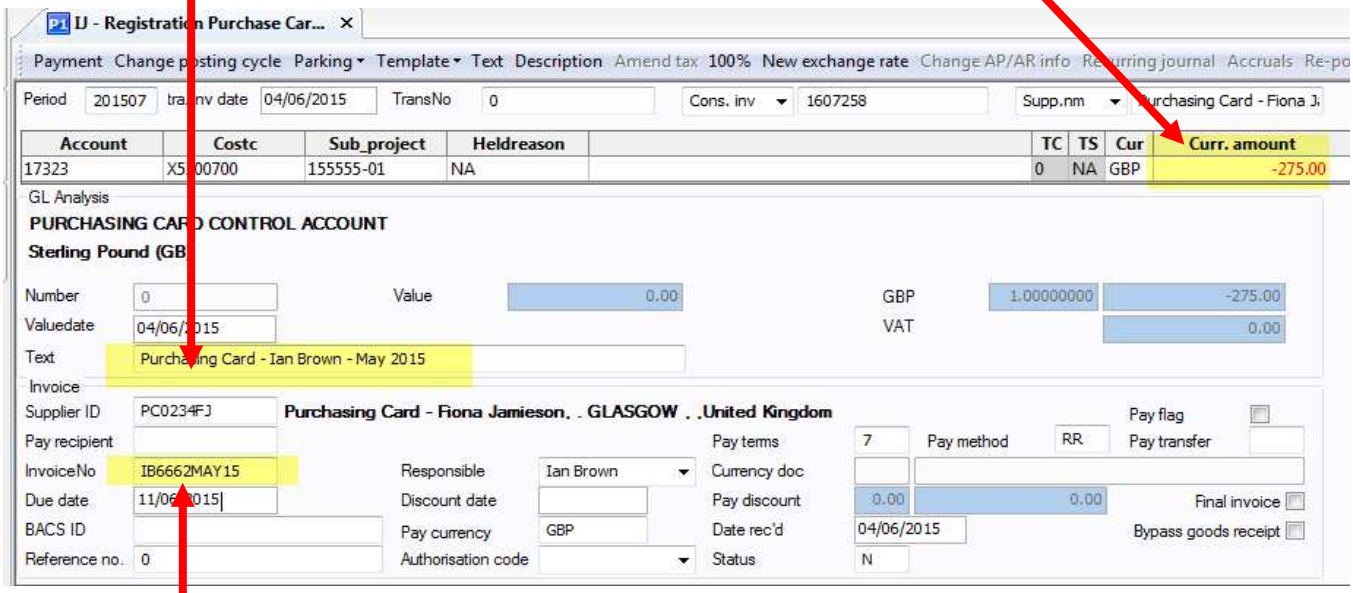
11. The screen will return to the VP10 screen and will now show the transaction lines for the order lines matched in the previous screen in the table-field area. Please note that only one line is shown per GL Coding combination.

		Pos	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	☒	0		6530	90206000	141744-01			7400	AS	13	GBP	200.00	240.00		
2	☒	0		6110	90206000	141744-01			7400	AZ	13	GBP	35.00	35.00		
3	☐															
4	☐															
5	☐															
Σ	☐												235.00	275.00		

12. The detail of the Statement total should now be entered.

GO to Curr.amount field, the amount entered (**should be minus figure** - unless credit note) should be the total amount on the Purchasing Card statement.

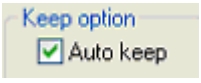
13. Text field Enter Purchasing Card – Your name – Month of costs
e.g. ***Purchasing Card - Ian Brown - October 2012***



14. Invoice No Field At the invoice no field, enter the following:,
Initials of cardholder e.g IB
Last 4 digits of Pcard e.g 6662
Month of costs
e.g. ***IB6662Oct08***

15. **Tab** down past status **N** field until the line moves to the table-field at the bottom of the screen.

NB. If the details to do not move to the table field - Click on 'File' then 'View Options' , Tick the 'Autokeep' field



and click OK.

		Pos	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	☒	0		6530	90206000	141744-01			7400	AS	13	GBP	200.00	240.00	IB6662MAY15	UK- Adobe - Software Purchase
2	☒	0		6110	90206000	141744-01			7400	AZ	13	GBP	35.00	35.00	IB6662MAY15	Uk - Amazon - Book on Training
3	☒	0		17323	X5300700	155555-01	NA			0	NA	GBP	-275.00	-275.00	IB6662MAY15	Purchasing Card - Ian Brown - May 2015
4	☐															
5	☐															
Σ	☒												-40.00	0.00		

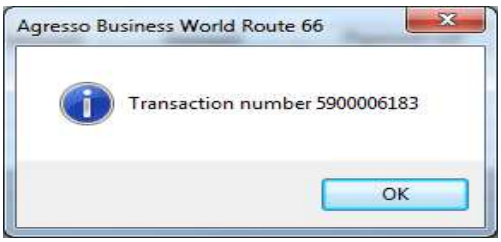
16. Check that the 'Amount' column totals to zero.
If amount is correct then proceed to **Step 17**, if not see below to why amount could be wrong:

- Check the Tax code is correct and amend by overtyping the new correct Tax code against each row
- If the prices after VAT are incorrect Click on 'Tools' then 'Order'. Click on or press **F7** to obtain a list of all outstanding purchasing card 'order lines' and go back to **Step 9** to amend the prices.
- If an additional line of detail must be entered because of additional costs see **Section PO5.3**
- A credit note is required to be entered see **Section PO5.4**
- If the amount is out, and the VAT codes and prices are correct, it may be due to the actual VAT amount. See **Section 5.5** to amend the VAT amount.

17. Click on the first 'expense' transaction line (not the '17323 AP Control Account'), **Click** the 'Text' field and type the description to appear against the transaction line and Tab out. **Please remember to amend the Text field and enter the name of the Supplier first in the description field followed by something meaningful regarding the purchase.**
e.g. AMAZON – Books on training

18. Check that the 'Amount' column totals to zero and click on or press **F12. PLEASE NOTE ONCE THE INVOICE HAS BEEN SAVED IT CANNOT BE AMENDED.**

19. An information box will display the transaction number allocated by the system.
WRITE THIS NUMBER DOWN ON YOUR PURCHASING CARD STATEMENT AS YOU WILL NEED IT FOR
Section PO6 - Recording the Purchasing Card Transaction Log.

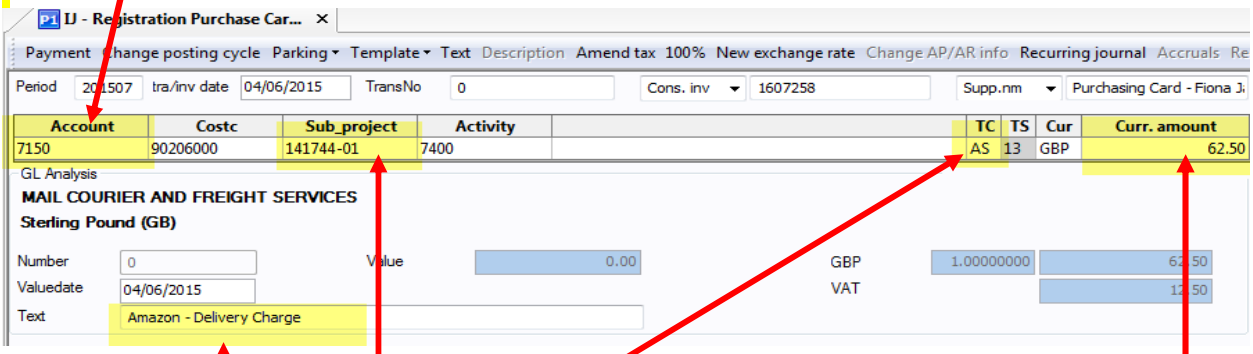


PO5.2 Adding an Extra Line or Credit Note to Purchase Card Invoice

It is sometimes necessary to add an extra line when reconciling a Purchase Card Statement. This could be for an additional cost (e.g. delivery charges), or a credit note must be added. To record extra line(s) when reconciling a Purchase Card Statement:

PO5.3 Adding an Extra Line for Additional Costs

1. **In the Account Code field** enter the Account Code for the type of additional expenditure



2. Enter the rest of the Sub-Project, the tax code, the amount of the additional cost before VAT.

3. In the text field enter a description for the additional line. *E.g.AMAZON – Delivery charge*

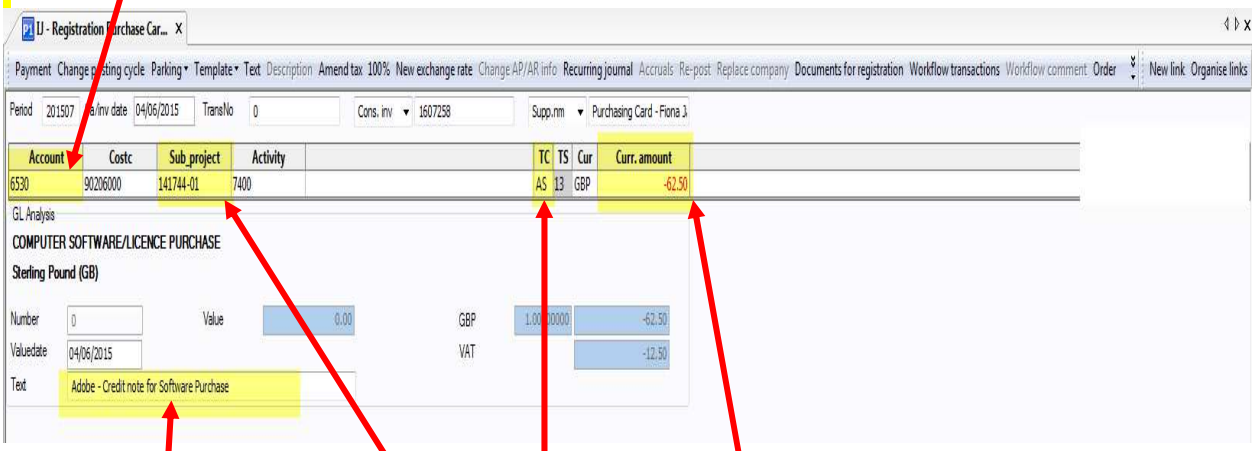
4. **TAB** down past the text field until the additional line moves to the table-field at the bottom of the screen.

		Pos	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	☒	0		6530	90206000	141744-01			7400	AS	13	GBP	200.00	240.00	IB6662MAY15	UK- Adobe - Software Purchase
2	☒	0		6110	90206000	141744-01			7400	AZ	13	GBP	35.00	35.00	IB6662MAY15	Uk - Amazon - Book on Training
3	☒	0		17323	X5300700	155555-01	NA			0	NA	GBP	-350.00	-350.00	IB6662MAY15	Purchasing Card - Ian Brown - May 2015
4	☒	0		7150	90206000	141744-01			7400	AS	13	GBP	62.50	75.00	IB6662MAY15	Amazon - Delivery Charge
5	☐															
Σ	☒												-52.50	0.00		

5. Follow Section **PO5.1 – Step 16** to proceed with transaction.

PO5.4 Adding an Extra Line for a Credit Note

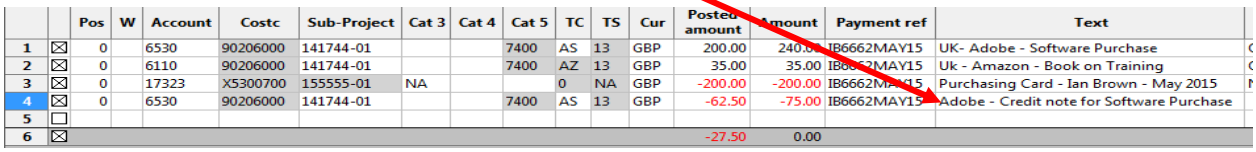
1. **In the Account Code field** enter the Account Code for the type of additional expenditure



2. Enter the rest of the Sub-Project, the tax code, the amount of the additional cost before VAT.

3. In the text field enter a description for the additional line. *E.g. Adobe - Credit note for Software Purchase*

4. **TAB** down past the text field until the Credit Note line moves to the table-field at the bottom of the screen.



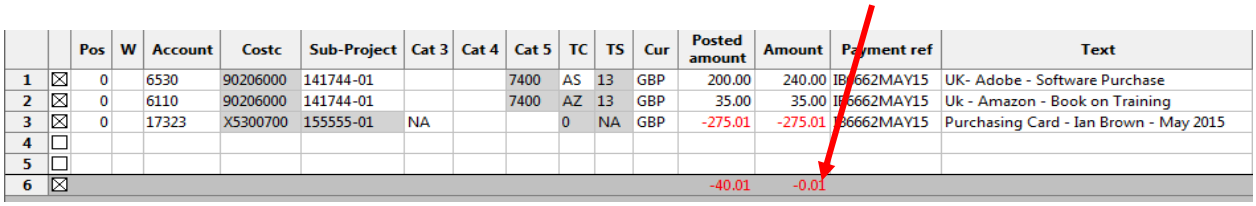
		Pos	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	☒	0		6530	90206000	141744-01			7400	AS	13	GBP	200.00	240.00	IB6662MAY15	UK- Adobe - Software Purchase
2	☒	0		6110	90206000	141744-01			7400	AZ	13	GBP	35.00	35.00	IB6662MAY15	Uk - Amazon - Book on Training
3	☒	0		17323	X5300700	155555-01	NA			0	NA	GBP	-200.00	-200.00	IB6662MAY15	Purchasing Card - Ian Brown - May 2015
4	☒	0		6530	90206000	141744-01			7400	AS	13	GBP	-62.50	-75.00	IB6662MAY15	Adobe - Credit note for Software Purchase
5	☐															
6	☒												-27.50	0.00		

5. Follow Section **PO5.1 – Step 16** to proceed with transaction.

PO5.5 Changing the Tax Amount

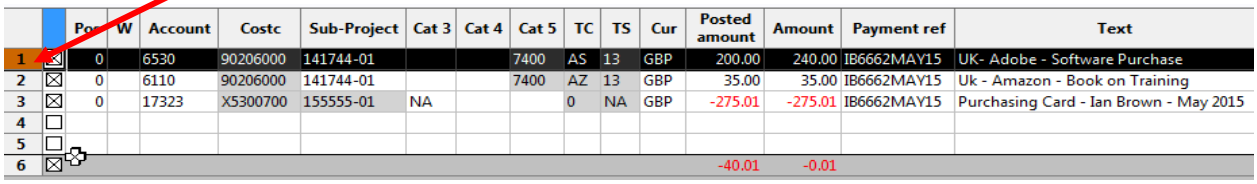
Occasionally an Agresso invoice transaction will not equal the total value on the Supplier Invoice due to differences in VAT calculation. If this happens, the Tax can be amended as follows:

1. Agresso round the VAT to the nearest penny, however VAT on supplier's invoices may be rounded up or down against Agresso's rounding. If the Agresso invoice total does not equal the supplier invoice total due to differences in VAT rounding *E.g Out by 0.01 pence*



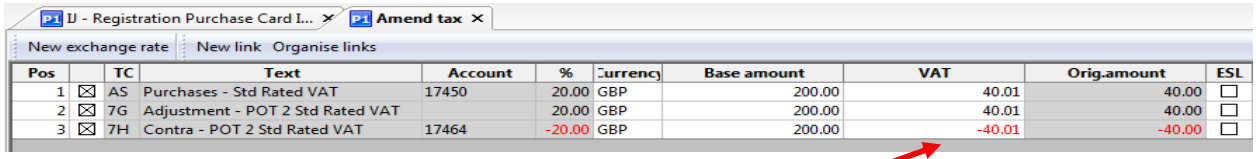
		Pos	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	☒	0		6530	90206000	141744-01			7400	AS	13	GBP	200.00	240.00	IB6662MAY15	UK- Adobe - Software Purchase
2	☒	0		6110	90206000	141744-01			7400	AZ	13	GBP	35.00	35.00	IB6662MAY15	Uk - Amazon - Book on Training
3	☒	0		17323	X5300700	155555-01	NA			0	NA	GBP	-275.01	-275.01	IB6662MAY15	Purchasing Card - Ian Brown - May 2015
4	☐															
5	☐															
6	☒												-40.01	-0.01		

2. Highlight the appropriate row in the table-field and click on 'Tools', 'Amend Tax'. If you are unsure which row to amend, select the row with the highest value. **Do not amend tax against the AP Control Account line.**



		Pos	W	Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	☒	0		6530	90206000	141744-01			7400	AS	13	GBP	200.00	240.00	IB6662MAY15	UK- Adobe - Software Purchase
2	☒	0		6110	90206000	141744-01			7400	AZ	13	GBP	35.00	35.00	IB6662MAY15	Uk - Amazon - Book on Training
3	☒	0		17323	X5300700	155555-01	NA			0	NA	GBP	-275.01	-275.01	IB6662MAY15	Purchasing Card - Ian Brown - May 2015
4	☐															
5	☐															
6	☒												-40.01	-0.01		

3. The following screen will appear:



Pos		TC	Text	Account	%	Currency	Base amount	VAT	Orig.amount	ESL
1	☒	AS	Purchases - Std Rated VAT	17450	20.00	GBP	200.00	40.01	40.00	☐
2	☒	7G	Adjustment - POT 2 Std Rated VAT		20.00	GBP	200.00	40.01	40.00	☐
3	☒	7H	Contra - POT 2 Std Rated VAT	17464	-20.00	GBP	200.00	-40.01	-40.00	☐

4. **Tab** to the 'VAT' field in the first row, type in the new tax amount for the line and **tab** through. The amount should be amended depending on the VAT amount difference in teh previous screen. If the VAT amount difference is a minus figure then you need to increase the VAT field, if the VAT amount difference is a plus figure then you need to decrease the VAT field

5. Amend the VAT amounts in the second and third lines, remembering that the third line will be a credit (NB: for credit notes the third line will be a debit amount). Note that if the Sub-Project is fully recoverable then only one line will be displayed and will need adjusted.
6. Click on 'Save' or press **F12**.

7. The system will confirm that 'Changes have been saved'. Click '**OK**' or press Return (↵).

8. The screen will return to the VP10 screen.

9. Follow Section **PO5.1 – Step 16** to proceed with transaction.