
From: Procurement Card <PCARD@LISTSERV.UGA.EDU> on behalf of Annette M Evans <amevans@UGA.EDU>
Sent: Tuesday, November 15, 2011 4:21 PM
To: PCARD@LISTSERV.UGA.EDU
Subject: P-Card WORKS Object Code Allocation

All:

The purpose of this memo is to ensure you understand the importance of assigning an object code to each p-card transaction in WORKS, and to provide you with guidance and tools that assist you in ensuring this task is completed. We appreciate those individuals who are complying with this p-card task. However, we are now five months into the fiscal year and continue to experience issues on a weekly basis because many p-card object codes have been left blank in WORKS. The occurrence of a p-card transaction where the object code has been allowed to remain blank prevents Accounting from posting all p-card transactions to the General Ledger. Many of you may have been contacted by Paula Bond in the Accounting Department to determine the appropriate object code to charge. The University cannot continue to operate in this manner. It is imperative that object codes be properly allocated to each p-card transaction in WORKS. Should we continue to experience issues in this area, we may need to begin considering non-compliance in this area as a p-card violation.

As a reminder, a notification was sent out on June 21, 2011 announcing that the 71490 p-card object code had to be removed from WORKS per DOAS p-card policy. To implement this change, all p-cards that defaulted to 71490 were modified to have a blank object code field. (This did not affect resellers who have inventory accounts and object codes 14XXX as their default.) Prior to this change, it was already p-card policy that charges be updated from 71490 and properly allocated to the correct object code prior to posting. **Every p-card transaction needs to have an appropriate object code selected before it is downloaded to the Accounting System. You are given 12-17 days from the time that the transaction posts in Works until it is downloaded. A good rule of thumb is to make sure transactions are processed in Works weekly.**

If your WORKS screen has been configured properly, you can use it to assist you in determining if the object code has been allocated and does not display blank. Please refer to the information at the following link to insure your screen provides you with this assistance. http://www.busfin.uga.edu/procurement/pdf/Pcard_Steps.pdf

We wish we could advise you that there is a magic fix to this issue, but unfortunately, it requires the due diligence of each and every cardholder, along with their facilitators and approving officials in WORKS. We trust that this additional information provides you with tools to ensure this important step is completed. Again, thanks to those who are already complying.

If you need assistance with the steps to select the correct object code or how to determine the appropriate code to charge, please contact Paula Bond at (706)542-6867 or pbond@uga.edu.

Thank you,
Annette

Annette M. Evans
Procurement Officer
University of Georgia
706-542-7066