



Eastern Kentucky University

Procurement Card Newsletter

ProCard Helpful Hints & Tips

Special points of interest:

- Allocating Multiple Transactions
- Adding Descriptions to Transactions

This month's first tip addresses a faster way to allocate multiple transactions to the same budget stream. First, you will need to activate each transaction you wish to allocate by populating the check box for those transactions. Then, you can type the chart, ORGN, and ACCT into the top field using the vertical slash (press shift and the back slash key which is located above "Enter") as the separation character. Then, you can highlight this row of information, use the right-click button on your mouse to "copy" then "paste" the information into the appropriate field(s) by highlighting the data already present and using the right click mouse button. This will eliminate the need to click the blue question mark for each transaction and should save the user some valuable time.

This month's second tip addresses providing a description for your purchases. Each transaction has a description box where the user can enter an explanation discussing the type of purchase made. It is highly recommended that user fully utilize this box for the benefit of themselves, their approver, and any other user inquiring about a transaction. Simply type over "Auto Allocated" with the description that best describes the items purchased or the reason for making the purchase.



ProCard Website Information & Updates

Updated Allocation Schedule: If you printed off a previous version of the allocation schedule, you will want to visit the website again to obtain our updated version.

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The Eastern Kentucky University Procurement Card Program has been established as a service to eligible persons within the University community to provide a more efficient method of purchasing and payment of small-dollar goods and services, as well as travel and travel related expenditures. Eastern Kentucky University has chosen National City Bank as our Purchasing Card provider through a competitive bid process.

Suggestions

If you have any suggestions for improving this newsletter please let us know by emailing procurementcard@eku.edu and put "ProCard Newsletter" in the title.

CHECK US OUT ON THE WEB

http://www.purchasing.eku.edu/pvs_net_purchasing_card.php

Ask the Administrator

"What is an extracted transaction and why do I see them?"

This question has been asked by numerous cardholders and it's very important to understand what this status designation represents. Extracted transactions are items where the information has been downloaded from the VISA system so the transactions can be posted into Banner. Once a transaction has been extracted it can no longer be edited, approved, or submitted. To make sure you are taking action on items before they reach the extracted status you will want to refer to our August 2007 issue where we discussed the appropriate way to retrieve transactions. If a transaction needs to be reallocated and you were not able to meet the deadline, please forward your request to

procurementcard@eku.edu. However, frequently requesting this type of action is not recommended as cardholders should be allocating their transactions through the VISA system.

Keep the questions coming!

