

Quick Reference Guide

Pro-Card Processing Using Web ADI

PRO CARD PROCESSING

This spreadsheet has some unique requirements to function properly. See Using Web ADI's for issues and addressing problems and also read Tips at the end of this guide.

GENERAL INFORMATION

When processing this form, please note the following:

- Do NOT reformat any of the cells on the form, this will cause the system to reject it.
- Follow the guidelines below for completing the journal name and description.
- Do not enter or change any information on line 16; begin entering your information on line 17.
- Be sure to include the vendor name and a brief description for each item listed on your statement
- When an expense relates to travel, be sure to include the employees full name in the description and select UNI Employee travel and enter the employee number. Complete all the information on a separate line for each employee.
- All charges must be listed on the form.
- You must submit original receipts – copies will not be accepted.
- Staple receipts to the form – do not paperclip them.

Success in Pro Card Processing depends on using valid Oracle account code combinations to complete this Excel spreadsheet. Web ADI provides users the tools to validate accounts before submitting spreadsheets (directions found in the Body section #6 and #7).

COMPLETING THE FORM

- 1) Retrieve the journal entry form from UNI's Forms Repository.
- 2) **Macros must be enabled for new features to work and for Business Operations to upload your file.**
- 3) The **Header must be completed before** completing the **Body** of the spreadsheet.
- 4) Do NOT change Category, Source, Currency pre-populated fields
- 5) Enter the following information:

HEADER:

Category	List - Text	Chargebacks
Source	List - Text	UNIA_Pro_Card
Currency	List - Text	USD
Accounting Date	List - Date	
Journal Name	Text	
Journal Description	Text	

- **Accounting Date** – enter the current date in MM/DD/YYYY format.
- **Journal Name** – enter your ORG number, your initials, today's date in MMDDYY format, and the cardholder's last name and first initial. Maximum field length is 25 characters.

- **Journal Description** – enter the cardholder's last name, first name and the month and year of ending date on the statement.

BODY: directions for completion

- 1) **Enter** your account code combination. *To search for valid accounts see directions on page 2.*
- 2) **Validate** your account code combination by double clicking any segment of the account code combination.
- 3) You will be prompted to **login** to MEMFIS with your MEMFIS Username and MEMFIS Password.
- 4) **Choose** your "UNI Employee Self-Service" responsibility (or "UNI Student Employee Self-Service" responsibility).
- 5) Click the **Select** button.
- 6) In the next screen click the **Select** button as seen in the screen shot below to determine if the account is a valid combination.

UNIA Accounting Flexfield

Fund	0011	LOV	Gnl Educ Fund
Appropriation Year	08	LOV	APY 2008
Organization	40011	LOV	VP Administration & Finance
Object	62010	LOV	Office Supplies
Program	0000	LOV	-
Function	61	LOV	Institutional Support
Activity	0000	LOV	-
Line Number	000	LOV	-

Combinations Select Cancel

- 7) A message will appear as seen in the screen shot below and validate the combination. This review facilitates uploading the spreadsheet *without errors and avoids spreadsheets being returned to preparers for corrections.*

UNIA Accounting Flexfield

Information
This combination is valid.

Fund	0011	Gnl Educ Fund
Appropriation Year	08	APY 2008
Organization	40011	VP Administration & Finance
Object	62010	Office Supplies
Program	0000	-
Function	61	Institutional Support
Activity	0000	-
Line Number	000	-

Select Back Cancel

- 8) Click Select to return to the spreadsheet.
- 9) **Debit/Credit** – enter each charge as a debit. If there is a credit on the statement, it should be entered as a negative debit.
- 10) **Description** – enter vendor name and a brief description of the item purchased.
- 11) **Line DFF** – double click in the field and click the LOV button to select one of the following from the drop down menu (default is None): selections that can be entered are:
 - Employee travel expense
 - None
 - Physical Plant expense
 - Student with Financial Aid
 - UNI Foundation/Alumni expense (Fund = 9404 or 9405)

For questions, please contact the Office of Business Operations at 3-2211 or 3-3116.

For questions about this document Business Operations can help, call 273-2162

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See Values and Descriptions as displayed below. If a value is selected the Description will be entered also.

Select Value	Description
<input checked="" type="radio"/> Employee travel expense	The travel expense is for an employee
<input type="radio"/> None	Not a special expense
<input type="radio"/> Physical Plant expense	The expense is for physical plant
<input type="radio"/> Student with Financial Aid	The student has a financial aid expense
<input type="radio"/> UNI Foundation/Alumni expense	The expense is charged to foundation/alumni

- Based on what you entered in Type of expense, enter one of the following:

Enter Journals: Lines

Type of expense	Employee travel exp	LOV
Employee Number		LOV

Note: Employee Number LOV button does not work for employee number search. However when an employee number is entered and the select button is clicked, the employee's name appears.

- If you select Employee travel expense, **enter the employee number** (look-up in MEMFIS report Employee Listing by Organization) of the employee that the travel relates too. Note you can only enter one employee number per line; so if you have multiple employees, list each one on a separate line and split the expense appropriately.
- If None, **select None**.
- If you entered Physical Plant expense, **enter the job cost number**.
- If you select Student with Financial Aid, **enter the student number** of the student who should receive the aid.
- If you select UNI Foundation/Alumni expense – **enter the 6 digit** Foundation or Alumni account number
- Messages** – leave blank.

FOOTER:

- Fill in the campus zip, preparer's name and campus phone number.

ADDING LINES TO SPREADSHEET FOR ENTRY

If the spreadsheet does not have sufficient lines to enter all of your transactions, additional lines may be added. To do this you must unprotect the workbook.

- If using Office 2003, go to Tools > Protection > Unprotect Sheet
- If using Office 2007, go to Review > Unprotect Sheet

REVIEW AND COMPLETION

- Verify** total debits equal the total due on the statement.
- Save** the journal entry to your hard drive using the journal description as the file name. **Be sure when saving that macros are enabled.**
- Print** the journal entry; attach original receipts and supporting documentation.
- Have cardholder and department head **sign the form**.
- Send paper copies to Office of Business Operations, Attn: Pro Card Processing, 103 GIL, mail code 0008. Maintain one copy in your files until the journal entry has been posted. Note: Office of Business Operations will keep the paperwork on file for seven years.
- Email** the journal entry to procard@uni.edu.
 - If the journal entry includes a Foundation/Alumni account, the journal entry form and supporting documentation should be sent to Foundation Accounting, zip 0239; they will review the items charged to Foundation/Alumni accounts and forward the paperwork to the Office of Business Operations.

HOW TO SEARCH VALID ACCOUNT CODE COMBINATIONS

- Double click any segment of the account number.
- Enter** one or more segments of the account number.
- If you have not already logged into MEMFIS, you will be prompted to **login** to MEMFIS with your MEMFIS Username and MEMFIS Password.
- Choose** your "UNI Employee Self-Service" responsibility (or "UNI Student Employee Self-Service" responsibility).
- Click the Combinations button as seen in the screen shot below and all of the possible combinations will display.

UNIA Accounting Flexfield

Fund	0011	LOV	Gnl Educ Fund
Appropriation Year	08	LOV	APY 2008
Organization	40011	LOV	VP Administration & Finance
Object		LOV	
Program		LOV	
Function		LOV	
Activity		LOV	
Line Number		LOV	

Combinations Select Cancel

TIPS:

- Macros must be enabled** for new features to work properly. If you have problems with enabling macros, check with your Information Technology Support team.
- Spreadsheets can be completed using a MAC computer running Office 2008, but **account code combinations can not be validated when using a MAC**.
- When checking account code combinations**, click Cancel to move from one account to another and you will not be logged out of "Employee Self Service" and have to login again.

For questions, please contact the Office of Business Operations at 3-2211 or 3-3116.

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