Guide to coding purchase card transactions

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Background

Once you have received your purchase card and begun to use it for purchasing, it is you responsibility to code the transactions on ABW, as per the purchase card policy and the purchase card agreement.

These transactions are uploaded to ABW on a monthly basis, usually within the first 5 days of the month, the transactions uploaded will relate to the previous months expenditure against your card e.g. by the 5th of February 2021 expenditure related to January 2021 will be uploaded.
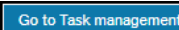
All transactions must be coded by the cardholder by the 7th working day of every month and supervisor approval must be authorised within 1 to 2 weeks after the 7th working day. Please see Purchase Card Policy & Cardholder agreement.
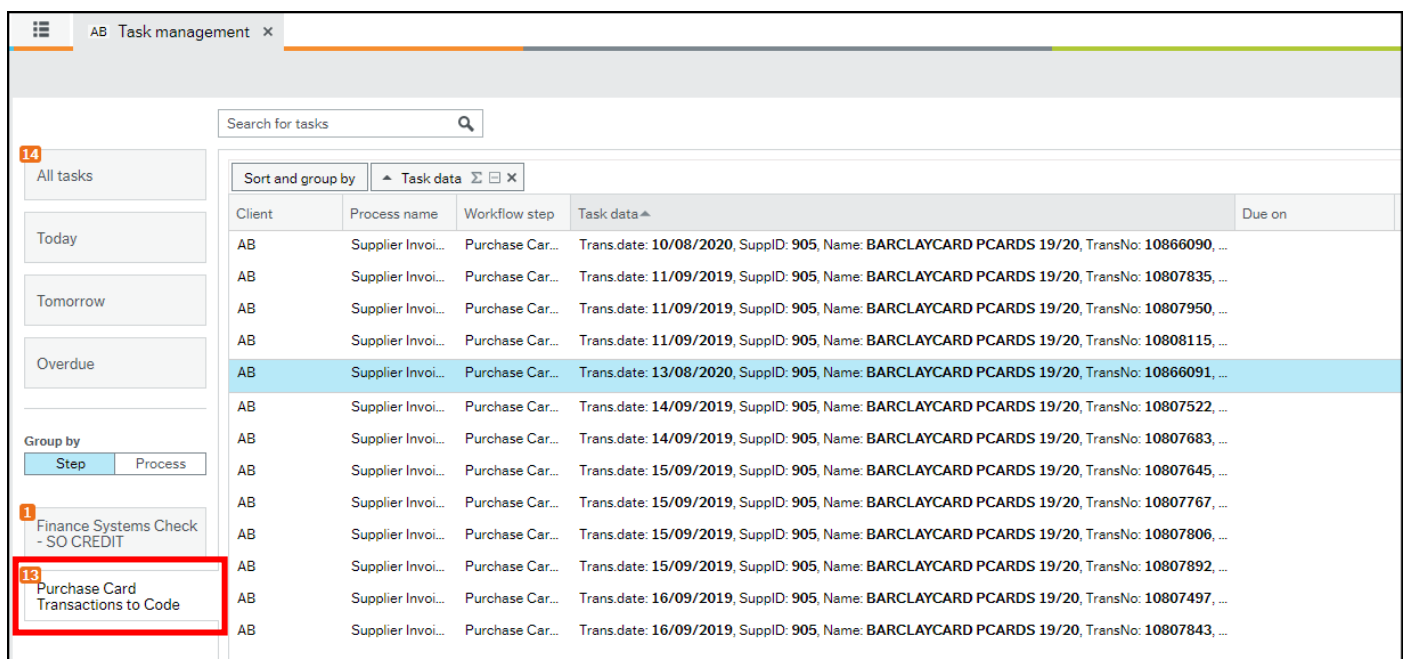

Processing Purchase Card Transactions

Once the expenditure is uploaded to ABW you will receive an email notification that you have new tasks to process.

Please note, while coding your transactions on ABW you should also be completing the Purchase Card Transaction Log simultaneously, the log can be found at:

https://www.aber.ac.uk/en/finance/information-for-staff/procurement/#purchase-cards

To process these transactions you will need to sign into ABW (https://abw.aber.ac.uk/), towards the top right hand side of the screen you will see this icon   ✓ 14   the number relates to the number of transactions you have to process (please be aware that if you have other tasks relating to other types of transactions, these are included in the total number you will see). Once you click on this icon you will get a dropdown of all the tasks you have to process, rather than selecting the tasks from this dropdown please select task management button   Go to Task management   this will display the task management screen that provides a more comprehensive view of all your tasks.

By selecting the option of **'Purchase Card Transactions to Code'** it will display all the purchase card transactions you are responsible for coding, the title bar columns i.e. task data, can be adjusted in length to view more details of your transactions. Please select a transaction to code.

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Once you have selected a transaction the following screen will be displayed.

Upload Document

Step 1. Please ensure you have a copy of the document you want to upload to the transaction saved locally on your PC.

Step 2. Towards the top right hand side of the task you will see this paperclip icon please click to display the Document Archive popup with attachment options, as per below screenshot

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Step 3. Press the **'Add a document'** tile highlighted red in the screenshot above. This will display another popup as per below screenshot.
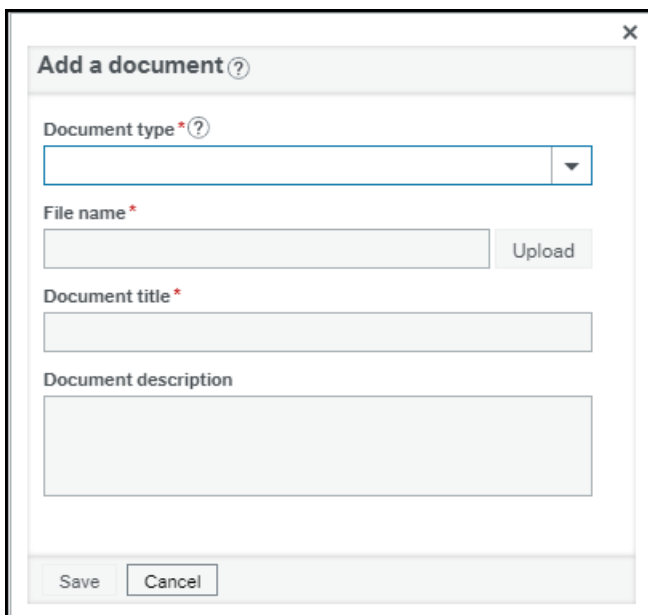
Step 4. In '**Document type'** select the option **'Supplier Invoice (Finance)'**.

Step 5. Select the **'Upload'** button, this will allow you to select the relevant document from your PC.

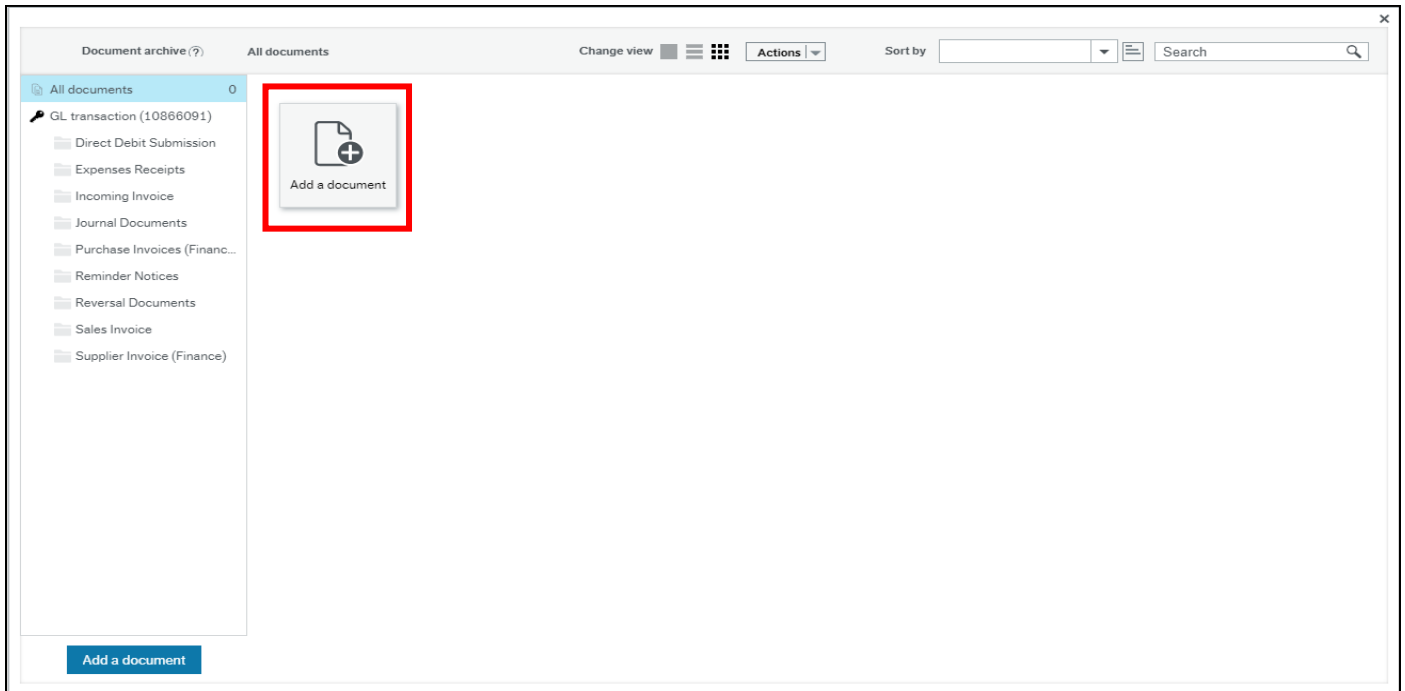Step 6. Once uploaded press the **'Save'** button.

Step 7. The Document Archive popup will now display the uploaded document as a tile next to the Add a document tile. You can now close this popup.

Adding Comments
Step 1. Any relevant additional comments must be added to the workflow log, as identified in the area highlighted red in the screenshot below.

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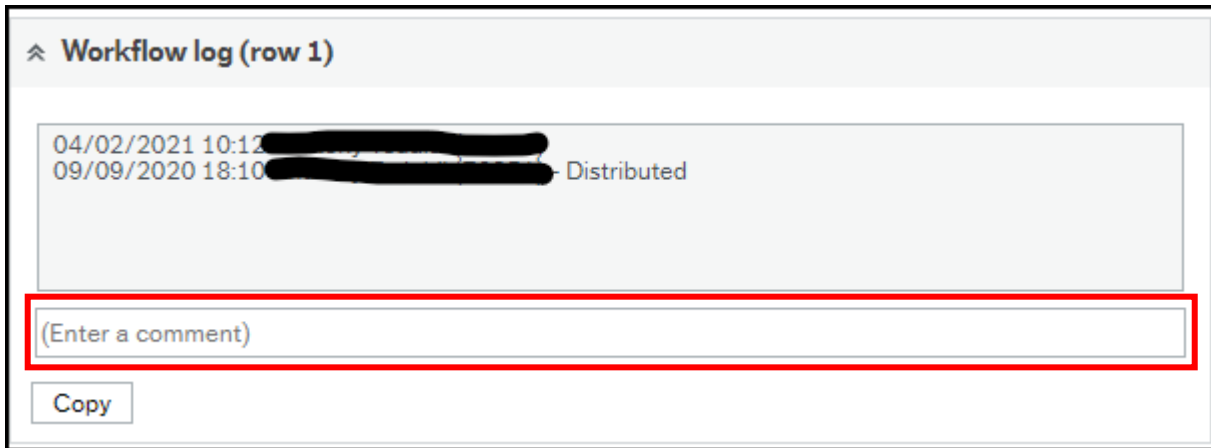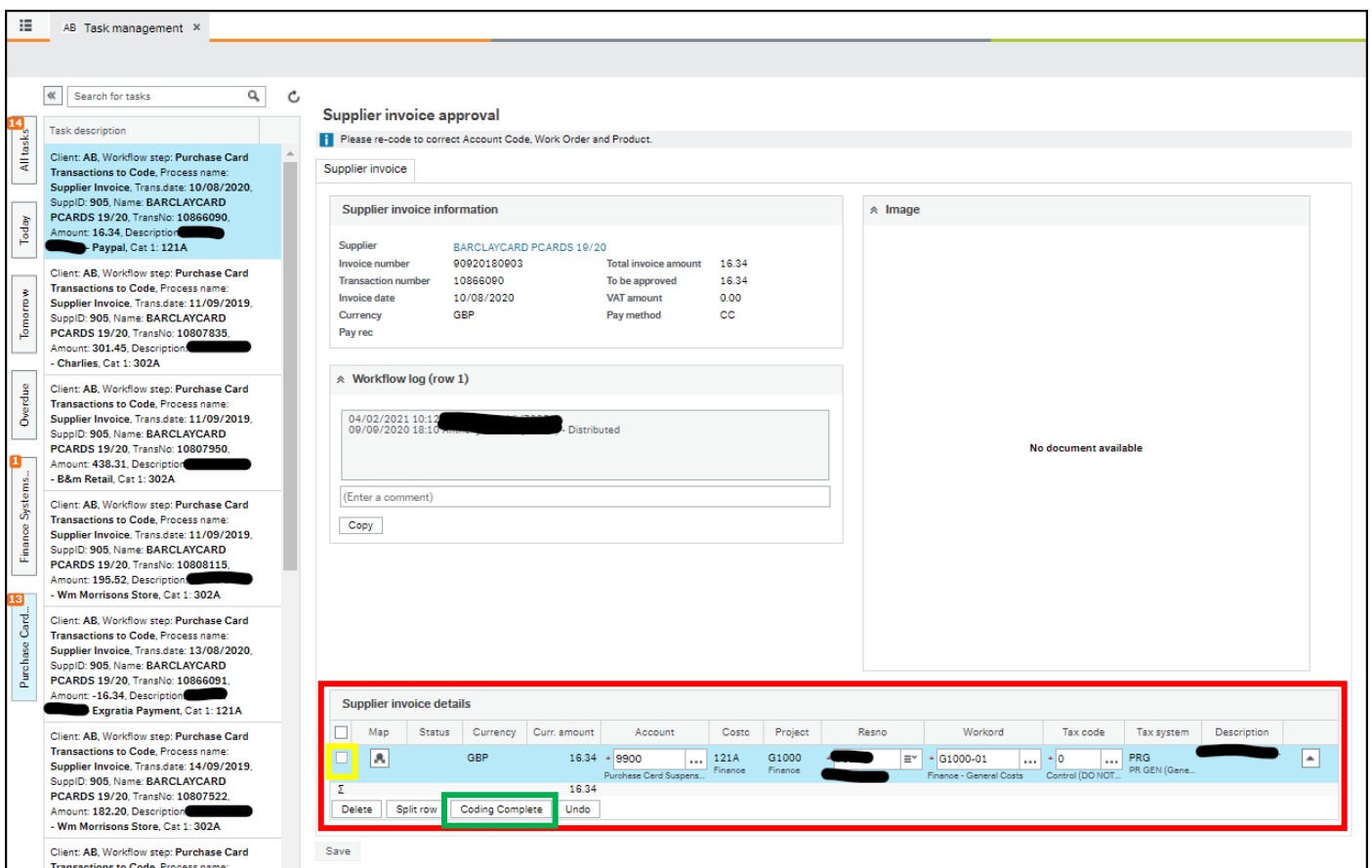

Coding Transactions

The **'Supplier invoice details'** area at the bottom of the page is where you need to enter the financial coding

Step 1. Tick the box at the far left hand side of the highlighted line, as identified by the yellow outlined box in the screenshot above.

Step 2. Identify which account code and product code to use (these codes determine the type of purchase you have made), an up to date list of active products and accounts can be found at https://www.aber.ac.uk/en/finance/information-for-staff/procurement/#purchase-cards then by selecting **'Product & Account Listing for Expenditure'**. In this list please identify the product code most applicable to your purchase which will in turn provide you with the corresponding account code to use.

Step 3. Amend the account code from the default 9900 to the correct account as identified in step 2.

Step 4. Amend the product code to the correct product as identified in step 2.

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Step 5. Amend the work order code, the default work order code that appears related to a general work order within your department/faculty etc. the default that appears may be the correct work order but if not please amend accordingly.

Step 6. Amend the Tax code to match the VAT paid on the transaction you made, the available codes are:
- PA – Purchases Out of Scope
- PE – Purchases Exempt
- PL – Purchase Lower Rate (5%)
- PS – Purchases Standard Rate (20%)
- PZ – Purchases Zero Rated (0%)

You will see much more options than the above, please only use the those listed above.

Step 7. Press the **'Coding Complete'** box highlighted in green in the above screenshot. Below is how the task should look before saving.

Step 8. Once you are happy with the coding please press **'Save'**, identified by the box highlighted in red above.

Once all the above has been done ABW will select the next transaction for coding.

Next Steps

Now that you have successfully coded your purchase card transactions, you will need to send your purchase card transactions log to your card supervisor along with any hard copies of receipts/invoices attached. The card supervisor is responsible for approving the transactions you have coded, they will receive a task similar to the task you did. Please ensure all documentation is uploaded and coding is accurate.