

SDg2 P-Card System -- Cardholder Quick Reference Sheet

| Allocating Expense Transaction Data | | | | | | | |
|---|---|-------|-------------|---------------------|---|---------------------------|--|
| <p>To allocate transactions:</p> <ol style="list-style-type: none"> 1. From the Account Activity menu, select Transaction Summary 2. Select Reporting Cycle 3. All transactions meeting your date/status criteria will be listed 4. Click ">>" or "Expand All". You will see which transactions need your account numbers listed. 5. Complete Accounting Codes Information for each transaction - see Accounting Codes Information below: | | | | | | | |
| <p>Accounting Codes Information Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; padding: 5px;">Field</th> <th style="padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Expense Description</td> <td style="padding: 5px;">For travel, include: Dates of Travel, Destination, Purpose of Trip and People</td> </tr> <tr> <td style="padding: 5px;">Fund-Organization-Program</td> <td style="padding: 5px;"> For other expenses, include: Expenditure Purpose/Event and description of Event The FOAPAL is required. Fund-Organization and Program are set up as auto-complete fields. Start typing in your number (including dashes) to get the drop-down list to select from. * Activity Code and Location Code are optional. </td> </tr> </tbody> </table> | | Field | Description | Expense Description | For travel, include: Dates of Travel, Destination, Purpose of Trip and People | Fund-Organization-Program | For other expenses, include: Expenditure Purpose/Event and description of Event The FOAPAL is required. Fund-Organization and Program are set up as auto-complete fields. Start typing in your number (including dashes) to get the drop-down list to select from. * Activity Code and Location Code are optional. |
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| 6. | Click Save | | | | | | |
| 7. | Splitting a Transaction (optional): * Click on the Split Transaction icon * Enter the number of splits and click Add * Enter the dollar value for each split and an Expense Description, and click Save * Click on the Accounting Detail icon ">>" * Select your account number data for each portion of the split * Click Save | | | | | | |

| Reports | |
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| <p>To generate a report:</p> <ol style="list-style-type: none"> 1. Go to Reports menu and select "Run" <ol style="list-style-type: none"> a. <u>Managers</u>: you will go under Reports menu, and use Option 1 "Reporting Entity" <ul style="list-style-type: none"> * Select the drop-down arrow at far right and type the name of the person you are running a report for in the first box "Account Name" and then hit "Search". * When the results appear, select the person you are running the report for. Proceed to Step 2. 2. Under Report Name, go to bottom and select Travel Reports "Expense Report (v2)" 3. Cost Allocation - select "none" 4. Filters - skip this step 5. Criteria - go to the bottom and check box to "include Split Transactions". 6. Frequency - go to the bottom and select "Reporting Cycle" 7. Deliver Options - hit the "Submit Request" button <p>When you receive the email notification:</p> <ol style="list-style-type: none"> 8. Log back into SDg2 website 9. Under Report & Data files, select "Completed Reports" 10. Select the check box next to your report, and hit the Download button to the right of your screen 11. You can now open and print your report out 12. Attach all of your receipts to your report 13. Sign and date your report, and submit to the appropriate personnel for review/approval. 14. Reports are available on SDg2 system for 30 days. | |