# Purchase Card User Guide

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1. Introduction

This user guide provides information regarding the application process for a Purchase Card, its use and, approval of expenditure in the Barclays Spend Management System (BSM).

The current provider of this service is Barclaycard, Visa. The system employed is called Barclaycard Spend Management (BSM) online system.

What is a University Purchase Card?

Purchasing Cards are also known as PCards or University credit cards. A University of Reading purchase card:

- is a Visa Barclaycard
- has a named card holder for each card
- is a business tool to purchase goods and make payments.

There are two main ways of paying for goods or services that you are buying on behalf of the University.

- Purchase Card
- Purchase Order

Please refer to Procurement pages on the University staff web site for further information (Procurement > Information for employees).

The PCard is a University credit card held in the name of an individual member of staff and is used to make purchases on your normal project codes within your School or Function. It works just like a personal credit card, but in the name of the University.

Purchasing cards are particularly suitable for:

- Low value, high volume goods and services, such as stationery
- One-off purchases, such as conference registrations
- Products or services with fast changing pricing, such as low cost carrier flights where the prices can't be held but pricing can change frequently within the day
- Purchases from abroad
2. Pre-requisites & Timings

Permanent staff may apply for a University Purchasing Card if permission has been confirmed from Head of School/Function by email.

The first stage of an application is to complete a training session which explains the role of the Card within Finance & Procurement Policies, and the responsibilities of a cardholder. Training can be found in the University Staff Pages, under Procurement > Information for Employees > Further Information.

If an application is not submitted within 6 months of initial training, re-training will be required.

Please note Cards cannot be issued urgently or on demand. As a rule the process can take 4-6 weeks from receipt in Finance of the correctly completed application forms.

3. Applying for a University Purchase Card

Following successful completion of the training, an application form must be submitted within 6 months. Re-training will be required should an application be made beyond 6 months of the initial training.

Application forms can be found in the University Staff Pages, under Procurement > Documents and Forms > Purchasing Card > Appendix 1, 2 & 3.

The first 3 (Appendix 1, 2 & 3) Manual Appendices must be completed and the original signed documents forwarded to Purchase Card Team, Room 100, Whiteknights, Finance. Please note that scanned copies via email will not be accepted. Please sign and read the form carefully as it commits the signatories to abide by certain rules. The form requires a signature from your Head of School/Function.

Appendix 4 – for existing card holders wishing to change department or authoriser card is registered with.

Appendix 5 – for existing card holders wishing to amend the transaction spend and credit limits. To be sent to Procurement for approval.
Receipt of Purchase Card

Finance will receive the actual card and notify you by email. You must collect the card in person from the Purchase Card team in Finance, Rm 100, Whiteknights House. Finance will take responsibility for the delivery of the cards to Greenlands and overseas offices.

4. Accessing Barclays Spend Management (BSM)
The initial password will be emailed to you by the purchase card administrator in Finance following the receipt of your card. The card is ready for immediate use.

The BSM website is: [https://spendmanagement.barclaycard.co.uk](https://spendmanagement.barclaycard.co.uk)

Log in as follows;

Username: your full University of Reading email address (eg. a.n.other@reading.ac.uk)
Password: provided in email sent to you by the Purchase card administration team.

You will be prompted to change your password. Please do so following the criteria specified. Log in using your own created password. You are also required to enter a memorable word.

5. Guidelines for Use of Purchase Card

Please note the following regarding use of your card;

- Standard value limit on a single transaction is £2,500.
- Standard maximum monthly spend is £5,000.
- Authorised spend categories are role specific.
- Your authoriser will review each transaction.
- Procurement review all transactions. Please note that expense claims should not be used for the purchase of goods and services.
- Contact the Purchase Card Administrator if you need to know why a transaction has failed.
- Card holders must comply with the Terms and Conditions of the purchasing card manual. Failure to comply may result in disciplinary action, including termination of employment.

Exclusions for use of card;

- Petrol for a University vehicle – requires a Fuel Card.
- Petrol for personal car on work related trip – mileage claim on an on-line expenses.
- University catering outlets - are internally charged and must be pre-ordered.
- Supplier exists in Agresso – proceed with raising a purchase requisition via the Purchase-to-Pay (P2P) process.

6. Cardholder Responsibilities

As a cardholder you have the following responsibilities:

- Do not lend the PCard to another University employee or anyone else.
- The University PCard pin number should not be the same as your personal card pin number.
- Avoid using it for personal expenditure. If you inadvertently use the University PCard for personal expenditure please refer to the PCard manual on the University staff site.
7. Coding Purchase Card Payments and Statement End Process
Transaction records and monthly statements for University purchasing cards are managed electronically by Barclaycard Spend Management (BSM) online system which you can access at:

https://spendmanagement.barclaycard.co.uk

- Enter your Username & Password.
- You will be prompted to enter characters within your memorable word. Click Submit.

The following screen will appear:

- Click on the drop down arrow against Expenses. The following screen will appear:

- Select the period in which the transactions require coding. This should be either the prior or current period as all other periods should have been posted. The red dots against the statement dates indicates that there are transactions which require coding.
• The Account Statement for the period selected will appear. All transactions with a first green tick have been coded. Those showing X have yet to be coded. Click on View or the X to code. The exclamation mark, !, shows that the transaction has yet to be approved.

![Account Statement Example](image)

• The following screen will appear to allow for the transaction to be coded in the coding tab. Transaction details can be seen above the coding lines.

![Transaction Details Example](image)

**Transaction Entry Requirements**

Column headings with a blue asterisk (*) are mandatory fields which require input. On completion and saving of the coding, the transaction will be available for approval.

1. **Agresso Account Code** - enter the 4 digit account code (4 numeric) relevant to this transaction. (eg. 5010 for UK travel)

2. **Agresso Project** - enter the Project code the cost needs to be charged to. The code consists of 8 digits, 1 alpha followed by 7 numeric. If the cost is to split between multiple project codes, use separate lines to enter each project code, splitting the cost in box 6 “Net Amount”.

3. **Agresso RESNO** - enter ResNo, 6 digit employee number if required. This is a non-mandatory field however, entry will be determined by the project code used.
4. **Agresso WREN** - enter WREN number, 8 digit number. This is a non-mandatory field however, entry will be determined by the project code used.

5. **Notes** – this is the text which will appear in the transaction text field in Agresso. In Agresso, it will always be pre-fixed with "PCARD, Year & month of statement, your name, and Supplier name". You may add further text to identify what or to whom the cost relates. Whatever text you include in the notes will be added to the end of the pre-fixed text. Useful information to add include;
   - Name of person requesting the charge to the card.
   - If relating to travel, include destination & dates
   - Reason for purchase eg. membership fee

6. **Net Amount** – enter amount net of VAT.
7. **VAT Amount** – enter the VAT charge on the transaction.
8. **Agresso Tax Code** – you will be able to select the Tax Code available from your favourites list once it has been created (see section 11. **List of VAT Codes**).

**Creating favourites**

To create your tax code favourites list click on the drop down option next to Agresso Tax Code. The following will appear;

Enter the tax code (See section 11. **List of VAT Codes**) in the Code Value box. For example, if you enter PP, the following will appear;
Click on the right facing arrow to add this tax code to your favourites.

You can continue to do this to build up your list an example of which is shown below.

9. **Amount Incl** – this will default to the value of the transaction and is the total amount to be charged to the Project Code. It is the sum of Net Amount plus VAT Amount. If the amount needs to be split between different projects, start from entering the Net Amount, followed by the VAT. The Amount Incl will sum the 2 values. Ensure the sum of the split lines equals the amount of the transaction.

10. **Tax Code** – select the % tax from the drop down list

11. **Receipt** - tick this box if you have a valid VAT receipt for this transaction. That is, a receipt showing the VAT charged. A receipt not showing the VAT is NOT considered a valid VAT receipt, it is for proof only.

12. **Description** - provide more details of the transaction here.

13. **Close/Reset** – select one of these should you wish to close or reset the coding page without saving.

14. **Save** – click to save the transaction coding. You are able to re-enter the coding screen and update any entry until approval or data downloaded for the BIF.
On completion of coding, the transaction is ready for approval. This will appear on the approver's BSM page (see page 11, Approving Purchase Card Transactions). Once approved, the Account Statement will show 2 ticks against the transaction as shown below:

![Account Statement](image)

**Statement End Process (End of Period)**

All transactions generated within a given period must be coded and forwarded to the Purchasing Card Team in Finance by the 15th of the following month. Documentation required to be sent is:

- PDF print of the account statement
- Receipts

Electronic versions are not accepted. Please print the statement, staple original receipts and post or hand deliver to the Purchasing Card Team, Finance, Whiteknights House.

**Creating the PDF Account Statement**

Log into BSM

Select Reports tab > My Information > Transaction Search – Personal

Select the statement period from the drop down list.
The following screen will appear.

Select **Additional Fields** and tick the options on pages 1 & 2 as shown below. These fields will appear on the PDF statement.

Click **Report Templates** and name this template for future use.

Click the Search button at the bottom of the page to generate the monthly statement.

Click the **Export to PDF** button at the bottom of the monthly statement to create a PDF version.
The statement will appear as follows:

A print copy of your statement with the receipts should be forwarded:

- to the approver in the first instance for approval then,
- to the Purchasing Card Team.

8. Transaction Paperwork

Evidence of purchase is essential to establish:

- what you have bought
- where you bought it
- how much it was bought for

If possible a VAT receipt where VAT is shown separately should be attached to the statement.

9. Additional Finance Posting Information

Transactions will appear in Agresso in the month following the statement. For example, spend in July will be posted in Agresso in August.

If there are any errors in coding, the transaction will be posted to the default code for your school/function. These will need to be corrected using a GL BIF. The default code is:

Account Code: 5950

Project Code: General for School/Function
10. Approving Purchase Card Transactions

Follow instructions under Accessing Barclays Spend Management for the initial set up of using BSM.

To approve PCard transactions log into Barclays Spend Management.

The BSM website is: https://spendmanagement.barclaycard.co.uk

Log in as follows:

Username: your full University of Reading email address
Password: enter your password. You are also required to enter a memorable word.

You will be required to enter characters of your memorable word. Click submit.
The Approvals page will show you the number of transactions requiring approval.

Indicates the number of cardholder transactions you are responsible for approving.

Click on the Approval required number.

Red dot against Approvals indicates transactions require approval.

Names listed shows the cardholders for whose transactions you are required to approve. Click on the name to see the individual transactions.

Number of transactions requiring approval per cardholder.
The transactions requiring approval for that cardholder will appear for you to approve.

Check all circled items match the paperwork and receipt. Once happy with the checks, select the Approval tab.
Select the Approved Dot.

Additional comments inserted by cardholder for the approver.

Approver may add comments here.

Click save to approve the transaction.

The approval of the transaction is now complete. The ! against it will change to a green tick.

11. List of VAT Codes

Purchase tax codes:

- **PP** when 20% VAT is charged on an invoice from a UK supplier
- **PZ** when no VAT is charged on an invoice from a UK supplier
- **PE** when the supplier is based overseas WITHIN the EU
- **PO** when the supplier is based overseas OUTSIDE the EU
- **PM** for expenditure that qualifies for the zero rate medical/veterinary relief
- **PA** for expenditure that qualifies for zero rate for advertising

12. Contacts List

<table>
<thead>
<tr>
<th>Service</th>
<th>Tel:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement</td>
<td>x 8305</td>
<td><a href="mailto:Procurement@reading.ac.uk">Procurement@reading.ac.uk</a></td>
</tr>
<tr>
<td>Purchase Card Administration Team</td>
<td></td>
<td><a href="mailto:purchasecards@reading.ac.uk">purchasecards@reading.ac.uk</a></td>
</tr>
<tr>
<td>VAT Team</td>
<td>x 4476</td>
<td><a href="mailto:vat@reading.ac.uk">vat@reading.ac.uk</a></td>
</tr>
</tbody>
</table>