Purchase Card User Guide

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Oct 2021

Version 1.5
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?

Purchase Cards are also known as PCards or University purchase 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 purchase 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 similar to that of a personal credit card, but in the name of the University.

Purchase 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 cannot be held but pricing can change frequently within the day.
- Purchases from abroad.

2. Pre-requisites and Timings

Permanent staff may apply for a University Purchase Card, so long as permission has been confirmed from Head of School/Function.

The first stage of an application is to read the Purchasing Card Procedures Manual, the Travel and Other Expenses, Benefits, Hospitality and Gifts Policy, known locally as the Expenses policy and this document - Purchase Card User Guide. The links to the other documents are provided below:

Link to Purchasing Card Procedures Manual:
[https://www.reading.ac.uk/web/files/procurement/Procedures_manual_final_version94_March_17 .pdf](https://www.reading.ac.uk/web/files/procurement/Procedures_manual_final_version94_March_17 .pdf)
Link to Expenses Policy: (Travel and Other Expenses, Benefits, Hospitality and Gifts Policy)


Please note cards cannot be issued urgently or on demand. As a rule, the process can take 4 - 6 weeks from receipt by the Purchase Card Team of the correctly completed application forms.

3. Applying for a University Purchase Card

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

The first 3 (Appendix 1, 2 and 3) Manual Appendices must be completed, and the signed documents forwarded to Purchase Card Team, by email to: purchasecards@reading.ac.uk. 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 and/or the authoriser the card is work-flowed to.

Appendix 5 - for existing card holders wishing to amend the monthly and/or single transaction credit limits.

Receipt of Purchase Card

The Purchase Card Team will receive the card, PIN and the PIN sentry device and will notify you by email. You must collect all items in person from the Purchase Card Team in Finance, Whiteknights House. The Purchase Card Team will take responsibility for the delivery of the cards to Greenland’s and overseas offices.

4. Accessing Barclays Spend Management (BSM)

New and existing University of Reading Purchase Card holders are required to register as a user prior to being able to log into the BSM system.

You should have collected:

- Your University Purchase Card.
- PIN.
• PIN sentry device.

To register: Logging in for the first time

You are required to register first.

This process must be followed using your PIN sentry device. At no stage during this log in process will any codes be sent to your registered mobile phone number.

Users can register as follows:

• Select the website https://identify1.business.barclaycard/login#gcpidvlogon. This will take you to the log in page of the BSM site.

Log into your account

You’ll notice there’s a different way to securely access your account. This is to help give you added protection when accessing your online account. If you’re accessing the system for the first time, please use the username that we have provided to you.

Your details
Email address/Username

Not got your username? Click here.

Next

• Select “Not got your username? Click here.” This step is only required at registration.

Don’t have your username?

Enter your details below
Surname

⚠️ Please provide your surname
Card number

Cancel Submit

• Enter your surname and the long card number on the front of your card.
Log in to your account

You'll notice there's a different way to securely access your account. This is to help give you added protection when accessing your online account.

We need to make sure it's really you before you log in.

Please log in with your PINsentry card reader following these steps.

1. Enter the last 4 digits of your card

2. Insert your card into the PINsentry card reader and press IDENTIFY

3. Type in your 4-digit card PIN and press ENTER

4. Enter the 8-digit code from your PINsentry card reader below

- Follow the 4 steps above.
• Enter your University email address in the first box and re-enter in ‘Confirm email address’ box. This will become your Username.

• If you are a new user enter the mobile number, you provided when first applying for the PCard. If you are an existing user, enter the mobile number you wish to use for any urgent messages (e.g. fraud alerts) Barclaycard may need to send to you. Re-enter the number in 'Confirm mobile' box.

EU legislation: PSD2, Clause KYC (Payment Services Directive 2, Know Your Customer) requires that you provide a unique valid mobile number. This is a mandatory requirement. If you do not provide a valid mobile number, you will either not be provided with a PCard for a new applicant or, you will be unable to use your PCard for existing users and the account will be closed.

• Click .

This will take you to your BSM homepage, this completes the registration process.
Post Registration (logging in for the first time)

Following registration, you may access your account by following all the above steps, up to and including, the point where you need to log into your account using the PIN sentry device. This will take you to the “Welcome to your Online Services” page.

![Welcome to your online services](image)

- Click [Take me to my account] which will take you to your BSM homepage.

**Note:** You will be allowed 4 attempts at entering the correct security code given by the PIN sentry device, after which the card reader will lock. The card will also lock if you enter your PIN incorrectly 3 times. Please contact the Purchase Card Team on [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk) should this occur.

5. Guidelines for Use of Purchase Card

Please note the following regarding use of your card:

- Standard limit on a single transaction is £2,500.
- Standard maximum monthly limit is £5,000.
- Authorised spend categories are role specific.
- Your authoriser will review each transaction.
- Procurement reviews all transactions.
- Contact the Purchase Card Team if you need to know why a transaction has failed.
- Card holders must comply with the Terms and Conditions of the **Purchasing Card Procedures Manual** and the **Travel and Other Expenses, Benefits, Hospitality and Gifts Policy**. 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 expense.
- 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 should not be the same as your personal card PIN.
- Avoid using it for personal expenditure. If you inadvertently use the University PCard for personal expenditure, please refer to the Purchasing Card Procedures Manual.

7. Coding Purchase Card Payments and Statement End Process

Transaction records and monthly statements for University purchase cards are managed electronically by Barclaycard Spend Management (BSM) online system which you can access at:

https://identify1.business.barclaycard/login#gcpidvlogon

Follow the instructions in section 4. Accessing Barclays Spend Management (BSM) to log in.

The following screen will appear:

- Click on the Action Required number.
- The following screen will appear listing transaction(s) to be code.
- Click on the arrow circled, to allow coding in the Coding tab.
- Transaction details can be seen above the coding lines.
Transaction Coding Requirements

**Note:** Cardholders can access the legacy coding screen by clicking Options (bottom right) then Advanced Coding – this takes you to the old coding screen.

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 and 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 and 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 instructions below, (see section 11. List of VAT Codes).
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 percentage tax rate from the drop down favourites list created.

![Tax Code drop down options](image)

11. **Manage** – select ‘yes’ in the drop down of 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. **Complete** - click to save the transaction coding. You can re-enter the coding screen and update any entry until approval or the full months data is downloaded for the BIF.

### Creating tax code favourites

- To create your tax code favourites list click **Options then Advanced Coding**. The following will appear:

![Transaction Details](image)

- Click on the drop down arrow under Agresso Tax Code, click Search, the below screen will appear:

![Agresso Tax Code - Search](image)

![Agresso Tax Code - Favourites](image)
• Enter the tax code (See section 11 List of VAT Codes) in the Code Value box. For example, if you enter PP, click Search, the following will appear.

![Agresso Tax Code - Search](image)

• Click on the right direction facing arrow to add this tax code to your favourites.

![Agresso Tax Code - Search](image)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA</td>
<td>Purch Zero/Advertising</td>
</tr>
<tr>
<td>PM</td>
<td>Purch Zero/Medical</td>
</tr>
<tr>
<td>PO</td>
<td>Purch Outside the scope</td>
</tr>
<tr>
<td>PP</td>
<td>Purch Standard Rate</td>
</tr>
<tr>
<td>PZ</td>
<td>Purch Zero/Exempt</td>
</tr>
</tbody>
</table>

On completion of coding, the transaction is ready for approval. This will appear on the approvers BSM page (see page 11, Approving Purchase Card Transactions). Once approved, the Account Statement will show 2 ticks against the transaction as shown below:
Statement End Process (End of Period)

All transactions generated within a statement period (ends 28th of the month), forwarded to the Purchase Card Team 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 to the back of the statement and post or hand deliver to the Purchase 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 you require from the drop-down list.
The following screen will appear.

- Select **Additional Fields** and tick the options on pages 1 and 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.

[Export to Excel]  [Export to PDF]

The statement will appear as follows:

![Transaction Search - Personal](image)

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

• to the approver in the first instance for approval then,
• to the Purchase Card Team.

8. **Transaction Paperwork**

Evidence of the purchase is essential to establish:

• what you have bought.
• where you bought it.
• how much it was bought for.
• if it complies to University policy.

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, or the transaction has not been coded by the deadline of the 14th of the month following statement end, the transaction will be posted to the default code for your school/function. These will need to be corrected using a GL BIF by your Exec Support or Finance Partner, this can not be actioned by the P the Purchase Card Team. The default code is:

Account Code: 5950  
Project Code: General for School/Function

10. Approving Purchase Card Transactions

- To approve PCard transactions log into Barclays Spend Management.
- The BSM website is: [https://identify1.business.barclaycard/login#gcpidvlogon](https://identify1.business.barclaycard/login#gcpidvlogon)
- Follow the instructions in section 4. Accessing Barclays Spend Management (BSM).

The Approvals page will show you the number of transactions requiring approval.

![BSM Approvals Page](image)

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

- Click on the Approval Required number.

All the transactions requiring approval for that cardholder will appear for you to approve. You can use the filter to select certain periods/transactions.
• Click the > against the transaction to be approved from the list of the outstanding approvals to see details of the individual transaction.

Note: Approvers can access the legacy coding screen by clicking Options (bottom right) then Approve – this takes you to the legacy approval screen.

• Check all coding appearing on the ‘Workflow’ tab (right hand side of the screen) to check the data matches the paperwork, receipts and adhere to the University policies, references to which have been made in this document.

• Click ⋯ within the ‘Workflow’ tab next to ‘Approval required’ to query any information displayed with the cardholder.

If the approver wishes to make changes to the coding of a transaction, click ‘Options’, ‘Advance Approval’. This takes you to the legacy layout to allow you to make changes to the coding.

• To approve only the individual line item that is being checked, click ⋯ select Approve.

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 all overseas suppliers, including EU, and UK suppliers.
• **PO** - outside the Scope of VAT (Nil). Payments that are not made in return for goods or services received eg: prizes, grants or awards paid to students, and taxes, eg: Council Tax, Vehicle Licence Duty, Insurance premium tax.
• **PM** - for expenditure that qualifies for the zero-rate medical/veterinary relief.
• **PA** - for expenditure that qualifies for zero rate for advertising.
• **PF** - when 5% is charged on an invoice from a UK supplier for domestic fuel.

Further information can be found in the following link:

http://www.reading.ac.uk/internal/finance/Tafs/tafs-VAT@Reading.aspx
12. Contacts List

<table>
<thead>
<tr>
<th>Department</th>
<th>Tel:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Card Team</td>
<td>x 5855</td>
<td><a href="mailto:purchasecards@reading.ac.uk">purchasecards@reading.ac.uk</a></td>
</tr>
<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>VAT Team</td>
<td>x 4476</td>
<td><a href="mailto:vat@reading.ac.uk">vat@reading.ac.uk</a></td>
</tr>
</tbody>
</table>