

USING PURCHASING CARDS WITH THE SIMS SYSTEM

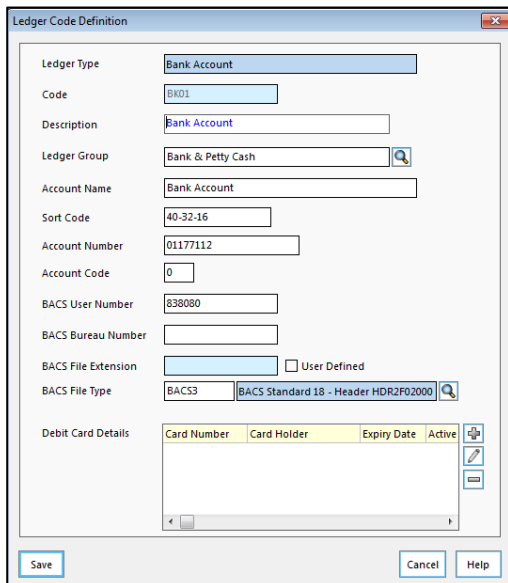
INTRODUCTION

Following a recent upgrade of SIMS FMS, the procedure for recording Purchasing Card Transactions has changed.

This document details how to set up the system and the process to follow.

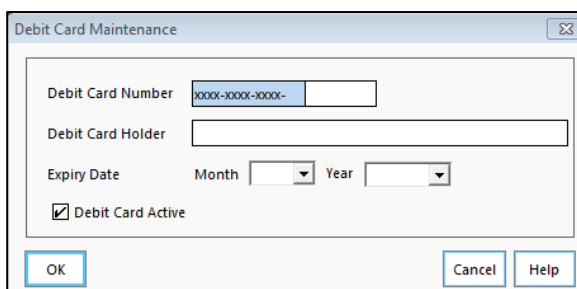
SETUP

1. Select **Tools | General Ledger Setup | tab 5: Ledger Codes** and locate the appropriate bank ledger code – edit the ledger code.



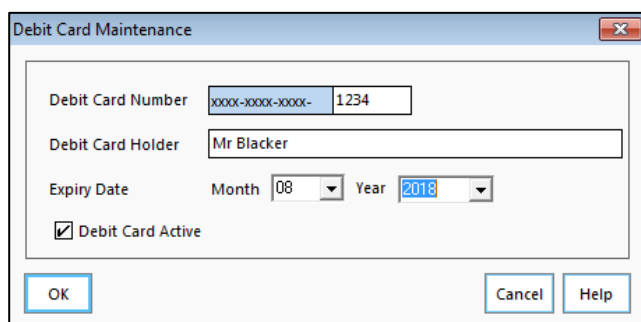
The screenshot shows the 'Ledger Code Definition' window. The 'Ledger Type' is set to 'Bank Account'. The 'Code' field contains 'BK01'. The 'Description' is 'Bank Account'. The 'Ledger Group' is 'Bank & Petty Cash'. The 'Account Name' is 'Bank Account'. The 'Sort Code' is '40-32-16'. The 'Account Number' is '01177112'. The 'Account Code' is '0'. The 'BACS User Number' is '838080'. The 'BACS Bureau Number' is empty. The 'BACS File Extension' is empty, with a checkbox for 'User Defined' which is unchecked. The 'BACS File Type' is 'BACS3', with a dropdown menu showing 'BACS Standard 18 - Header HDR2F02000'. The 'Debit Card Details' section has a table with columns 'Card Number', 'Card Holder', 'Expiry Date', and 'Active'. There is a green plus sign icon to the right of the table header. At the bottom of the window are 'Save', 'Cancel', and 'Help' buttons.

2. By **Debit Card Details**, click the green + plus sign to add a card.



The screenshot shows the 'Debit Card Maintenance' window. The 'Debit Card Number' field has a mask 'XXXX-XXXX-XXXX-' followed by a text input field. The 'Debit Card Holder' field is a text input field. The 'Expiry Date' section has 'Month' and 'Year' dropdown menus. There is a checked checkbox for 'Debit Card Active'. At the bottom of the window are 'OK', 'Cancel', and 'Help' buttons.

3. Enter the last four digits of the **Purchasing Card Number** along with the **Purchasing Card Holder** and **Expiry Date**. Ensure it is marked as active by placing a tick in the **Debit Card Active** check box.



4. Click **OK** to save the details. Click **Save** to exit this screen.
5. Repeat this for all cards.


PROCESS

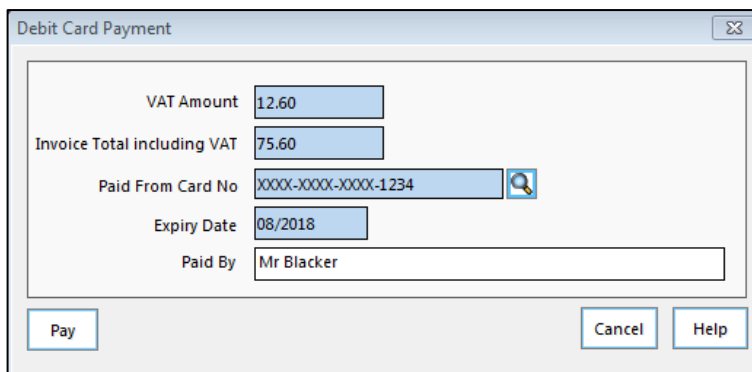
1. Card Holder to make the purchase and ensure a receipt is obtained.
2. Card Holder to complete the Purchasing Card Transaction Log, ensuring that all paperwork and Vat receipts are attached.
3. Transaction Log to be Authorised by Supervisor.
4. As the card is used, raise an FMS6 order for the Supplier Barclaycard from the transaction log to commit the budget. DO NOT authorise it.
5. When the statement is received from Barclaycard, check that the line details match the commitment order and the transaction log. Authorise and print the order. NB Any lines that are on the order but not on the Barclaycard statement should be deleted and added to a new order.
6. Add a delivery for the authorised order.
7. Process a Debit Card Payment as per the instruction below 'To Record a Debit Card Payment on the System'.
8. Print the Report – Reports | Accounts Payable | payments | Debit Card Payments Report
9. The transaction will show on the Bank Reconciliation screen to reconcile the bank statement against.
10. Start a new unauthorised order for next month's transactions.
11. Do this for each Card held

TO RECORD A DEBIT CARD PAYMENT ON THE SYSTEM

1. Select **Focus | Accounts Payable | Invoice/Credit Note**. Locate a **Fully Authorised** invoice (or enter a new invoice). Double-click to confirm this is the invoice you wish to record a debit card payment against.

2. Click the **Pay by Direct Payment**  button on the upper right-hand side

A **Debit Card Payment** window will appear, check the **Paid from Card No** field and choose alternative if necessary using the  browser. This will update the **Paid By** field.

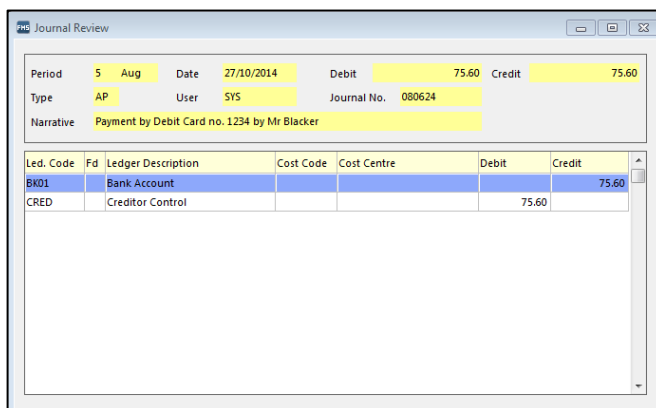


The 'Debit Card Payment' dialog box contains the following fields and buttons:

- VAT Amount: 12.60
- Invoice Total including VAT: 75.60
- Paid From Card No: XXXX-XXXX-XXXX-1234 (with a search icon)
- Expiry Date: 08/2018
- Paid By: Mr Blacker
- Buttons: Pay, Cancel, Help


3. When the correct card is shown, click the **Pay** button. The invoice status will change to **Paid**.

The journal created can be reviewed under **Focus | General Ledger | Journal Review**.



The 'Journal Review' window displays the following information:

Period	5 Aug	Date	27/10/2014	Debit	75.60	Credit	75.60
Type	AP	User	SYS	Journal No.	080624		
Narrative	Payment by Debit Card no. 1234 by Mr Blacker						
Led. Code	Fd	Ledger Description	Cost Code	Cost Centre	Debit	Credit	
BK01		Bank Account				75.60	
CRED		Creditor Control			75.60		

To reverse a direct payment entered in error, locate the invoice and click the  **Direct Payment Reversal** button on the upper right hand side.