Monthly allocation/approval/posting process for college credit card expenses

START

Colors Index: Blue = Cardholder Green = Allocator Red = Authorized Signer Orange = Controllers' Office Purple = Allocator & Controllers' Office

BLUE
Monthly credit card statement sent to Cardholder.

BLUE
Cardholder staples ALL receipts to statement.

BLUE
Cardholder writes any instructions on statement.

BLUE
Cardholder signs statement, gives packet to Allocator.

GREEN
In VIM, Allocator allocates statement and submits for online approval.

GREEN
Allocator prints *Allocate Transactions* page & verifies package is complete.

GREEN
Allocator sends package to Authorized Signer.

RED
Authorized Signer reviews/signs; sends packet to Controllers' Office.

ORANGE
Once a week in VIM, Controllers' Office reviews submitted allocations for 16-digit account accuracy and appropriate description.

ORANGE
Controllers' Office approves transaction(s).

ORANGE
Controllers' Office rejects transaction(s).

Follow the arrows!

GREEN
Allocator receives email. In VIM, corrects rejected transaction(s) and re-submits.

ORANGE
Controllers' Office approves re-submitted transactions(s).

ORANGE
Controllers' Office posts allocated & approved transactions to General Ledger. Expenses are now included on reports/queries.

FINISH

PURPLE
To correct account number after posted to GL allocator sends email to Accounts Payable (AP). An AP adjustment to correct is posted.