

**Multiple Account Assignment
MAS Charge Card
Reallocations**

INTERIOR
FBMS

HOME PROPERTY EMIS CORE FINANCIALS

DISPLAY | CC | GL | Launch WinGui

... [Change Asset Master Record](#) > [FI Home](#) > [CC Home](#) > [Reallocate Charge Card Cost](#) > FI Home

Detailed Navigation

- FI Home
- ▶ Budget Allocation
- ▶ Cost Center
- ▶ Document
- ▶ General Ledger
- ▶ Investment
- ▶ Master
- ▶ Misc Order

FI Notification/News

[Crosswalk Table has a New Update Available](#)
Updated on 12/16/2008
(by Dave C. Wunder, 12/3/2008)

[Read More ...](#)

Click on Core Financials then CC

INTERIOR
FBMS

HOME PROPERTY EMIS CORE FINANCIALS

DISPLAY | CC | GL | Launch WinGui

... [Fl Home](#) > [CC Home](#) > [Reallocate Charge Card Cost](#) > [Fl Home](#) > [CC Home](#)

Detailed Navigation

- [CC Home](#)
- [Maintain Charge Card Master Table](#)
- [Reallocate Charge Card Cost](#)
- [CC FAQs](#)
- [CC Help](#)

FBMS Fav

There are items to display

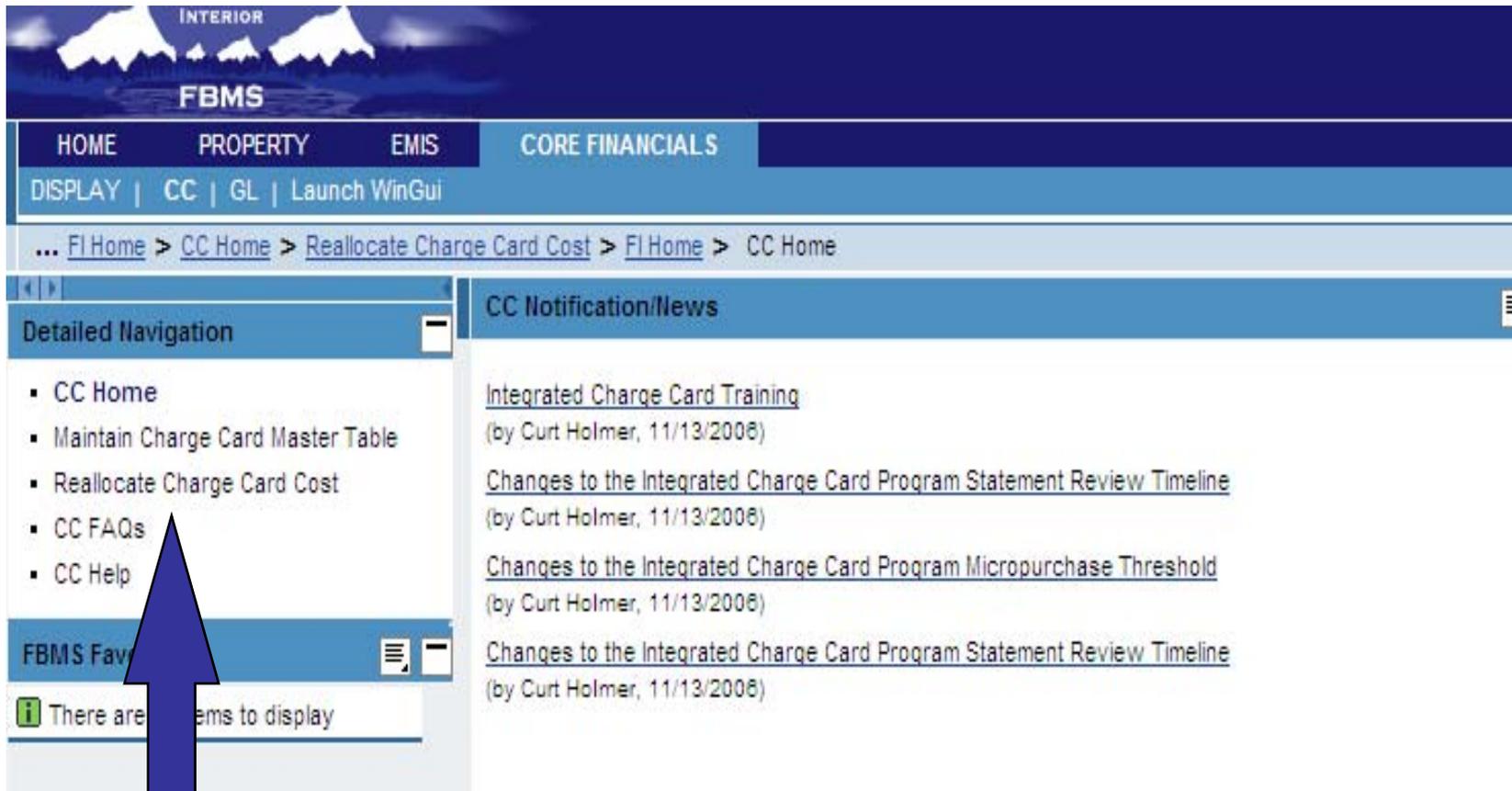
CC Notification/News

[Integrated Charge Card Training](#)
(by Curt Holmer, 11/13/2008)

[Changes to the Integrated Charge Card Program Statement Review Timeline](#)
(by Curt Holmer, 11/13/2008)

[Changes to the Integrated Charge Card Program Micropurchase Threshold](#)
(by Curt Holmer, 11/13/2008)

[Changes to the Integrated Charge Card Program Statement Review Timeline](#)
(by Curt Holmer, 11/13/2008)



Click on Reallocate Charge Card Cost

Charge card reallocation cost - Initial screen

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Authorization Access

Cardholder

Administration

Budget Personnel

AOPC Users

Charge Card

Charge card number

Transaction Date to

Bank Posting Date to

Budget Personnel only

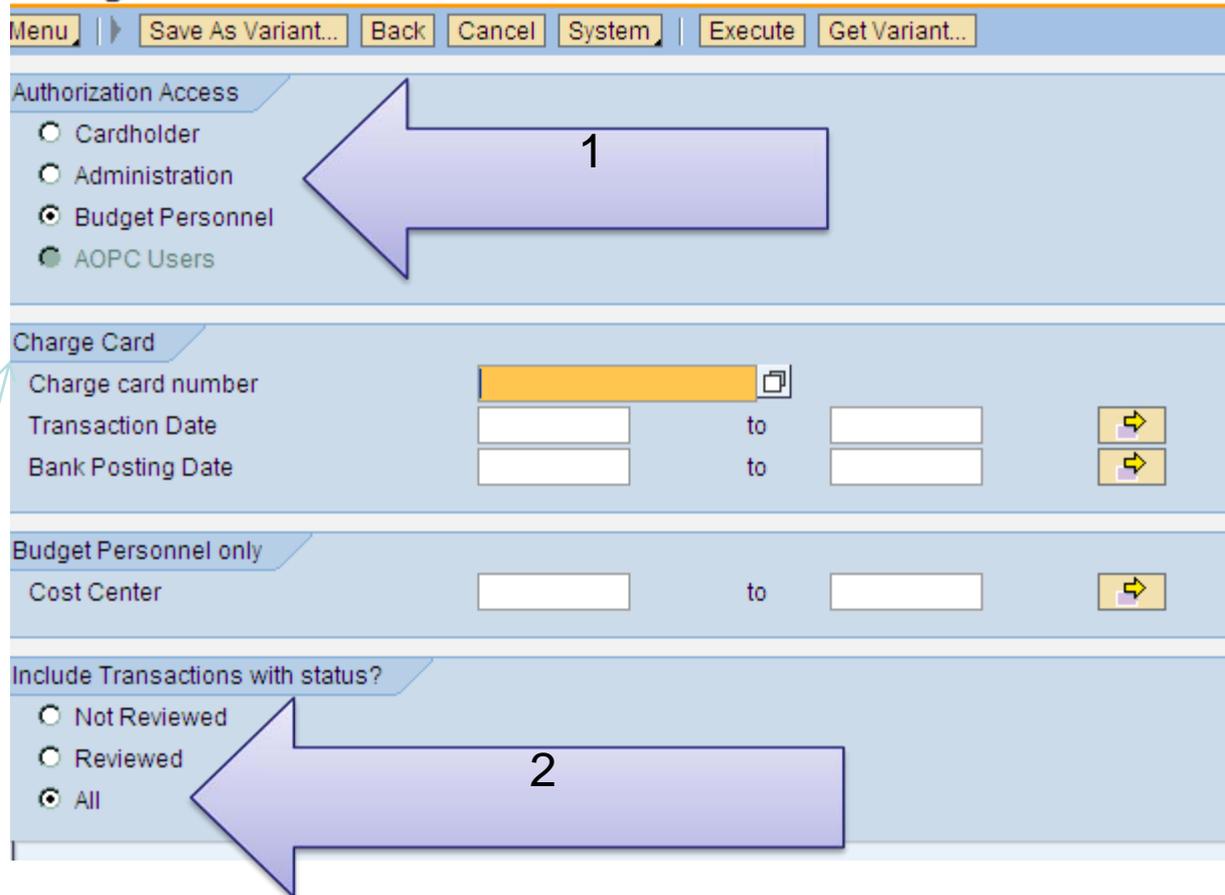
Cost Center to

Include Transactions with status?

Not Reviewed

Reviewed

All



1. Under Authorization Access Click on the Users Role
2. Under “Include Transactions with Status” click All
3. Under Charge Card Click on the Search feature next to the charge card number or enter the charge card number.



Click on the arrow next to Search Criteria

Allowed Charge Cards (1)

▼ Search Criteria

Credit Card Number

Cardholder

Last name = I272880

First name

Cost Center

Start Search

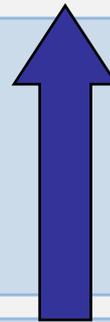
Search Results 1

Under Last name enter the vehicle license charges that you are reallocating. Do not use a dash. Then hit start search.

Make sure the I is capitalized.

Charge card reallocation cost - Initial screen

Menu	Save As Variant...	Back	Cancel	System	Execute	Get Variant...
Authorization Access						
<input type="radio"/> Cardholder						
<input type="radio"/> Administration						
<input checked="" type="radio"/> Budget Personnel						
<input type="radio"/> AOPC Users						
Charge Card						
Charge card number	1488					
Transaction Date		to				
Bank Posting Date		to				
Budget Personnel only						
Cost Center		to				
Include Transactions with status?						



It will bring a screen up to validate the charge card number before this screen. Double click on the charge card number. It will then bring you to this screen With the charge card number populated. Hit Execute.

Charge card reallocation cost

Menu | Back Cancel System | Reallocation History 1099 Information Reviewed / Reallocated Refresh More...

Rev	His...	1099 ...	1099 ...	Grn. Cat.	Vendor Name	Bank Posti...	Purch date	Transactio...	Transn Amount
		✓			BEAVER RUN RESORT	10/13/2008	10/10/2008	10/13/2008	379.64
		✓			GOVTRIPTAV 00XVFB	10/20/2008	10/17/2008	10/20/2008	13.50

Click on the line you want to reallocate. Then press Reallocation History.

(Note: To sort charges by amount, highlight the transaction amount column, and select sort down from the menu)

Charge Card Reallocation Cost History

Menu | ▶ Back Cancel System | Single Reallocation MAS Reallocation Reason Text Refresh More...

Transaction ID	SEQ	Trans Amount	Balance Amount	Curr...	Debit/Credit	Acc DocNo	PO Number	Item
240142008101400521	0	379.64	379.64	USD	Debit	1900129963		0

Highlight the line again and hit the MAS Reallocation Button.

This function allows a charge to be moved to a benefitting activity where more than one charge code will be used.

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number: 5568260000186059 BLM I272880
Amount: 606.55
Transaction ID: 97000101008000547 Seq No.: 0

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoic...	Item	Invoice Qty.	P...
100	150.00	Debit			<input type="checkbox"/>	0	0.000	
					<input type="checkbox"/>			
					<input type="checkbox"/>			
					<input type="checkbox"/>			

Reason



Type in the dollar amount to be reallocated to the benefiting activity.

(Note: This amount does not have to equal the charge amount.)

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number 5568260000186059 BLM I272880

Amount 606.55

Transaction ID 97000101008000547 Seq No. 0

P...	GL Account	Functional Area	CostCenter	Fund	WBS Element	Fund Center	Order Number
	6100.261M0	L93100000.120000	LLWYR05000	XXXL4525RV			4001239



Scroll right and delete the order number.

Press Enter.

Reallocation cost to Multiple Account Assignment (MAC)

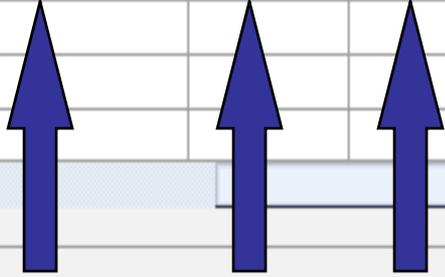
Menu | Back | Cancel | System | Post | Clear Entries

Card Number 5568260000186059 BLM I272880

Amount 606.55

Transaction ID 97000101008000547 Seq No. 0

P...	GL Account	Functional Area	CostCenter	Fund	WBS Element	Fund Center	Order Number
	6100.261M0	L93100000.120000	LLWYR0500	(XXXL4525RV			
	6100.261M0						



Delete the Functional Area, Cost Center and Fund.

Type in the new Functional Area, Cost Center and WBS (if required).

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number 5568260000186059 BLM I272880

Amount 606.55

Trans Card Number 97000101008000547 Seq No. 0

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoic...	Item	Invoice Qty.	P...	GL Account	Functional Area	CostCenter	Fu
25	150.00	Debit				0	0.000		6100.261M0	LF10000PP.HT0000	LLCAN05000	
75	456.55	Debit				0	0.000		6100.261M0			

Scrolling back to the left, notice that a second line has been calculated for the remaining amount. This amount can be changed and a charge code entered for a subsequent line of funding.

If there is no other funding, delete the amount, and GL account from that line.

(Note: Anything not sent to a new charge code will stay on the current charge code)

A screenshot of a software interface showing a text input field. The field is titled "Reason" in a blue header. The input area is white with a light blue border and contains several horizontal lines, indicating it is a multi-line text field. The field is currently empty.

Scroll down and fill in a reason for the reallocation in the reason text field. This is located at the bottom of the reallocation screen.

The explanation on the reallocation tab MUST be completed for all the charges going in or out of the WCF.

This explanation will be used as audit documentation for the reallocation.

Hit Post.

Reallocation cost to Multiple Account Assignment (MAC)

Menu | Back | Cancel | System | Post | Clear Entries

Card Number BLM I272880
Amount
Transaction ID Seq No.

Pct	Amount	Debit/Credit	Greeni...	PO Number	Final Invoic...	Item	Invoice Qty.	P...	GL Account	Functional Area	CostCenter	Fu
25	150.00	Debit			<input type="checkbox"/>	0	0.000		6100.261M0	LF10000PP.HT0000	LLCAN05000	
75		Debit			<input type="checkbox"/>	0	0.000					
					<input type="checkbox"/>							
					<input type="checkbox"/>							

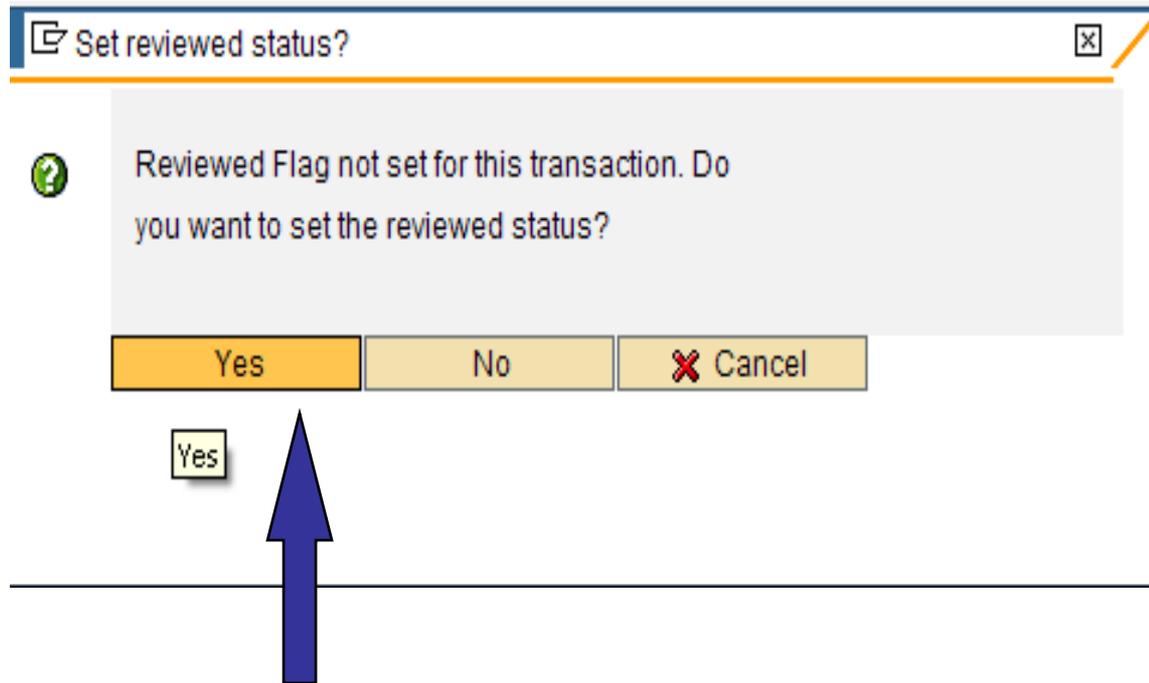
Reason

CHARGED TO INCORRECT ACCOUNT
Non-WCF charge for accident damage.
Moved to benefitting activity.

Total Amount is less than 606.55 ▶ RF

A yellow warning will appear at the bottom of the screen for partial reallocations.

Press enter.



A pop-up will appear for charges that have not yet been reviewed.

Hit Yes.

Single Re-Allocation Posting Information

All Documents successfully posted!!

Transaction Reversal Log

Document posted successfully: BKPF 170051858714002010 RP1CLNT100
Transaction Re-allocation Log

Document posted successfully: BKPF 190068133314002010 RP1CLNT100
History table saved
History text saved
History table saved
History text saved
Reviewed field is set for transaction - 090281501160000615
Re-reallocation field is re-set for - 090281501160000615 0000

A box will pop up.

Verify that all documents have successfully posted.

Click the green check mark.