

Charge Card Reallocations for Fleet

INTERIOR
FBMS

HOME PROPERTY EMIS CORE FINANCIALS

DISPLAY | CC | GL | Launch WinGui

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Detailed Navigation

- FI Home
- Budget
- Cost Center
- Document
- General Ledger
- Investment
- Master Data
- 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

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

Detailed Navigation

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- [Maintain Charge Card Master Table](#)
- [Reallocate Charge Card Cost](#)
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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 on All
3. Under Charge Card Click on the Search feature next to the charge card number o



Click on the arrow next to Search Criteria

Allowed Charge Cards (1)

▼ Search Criteria

Credit Card Number

Cardholder

Last name

= |272880|

First name

Cost Center

Start Search



Search Results



1

Under Last name enter in the vehicle license you are reallocating. Do not use a Dash. Then hit the green check mark.

Make sure the I is capitalized.

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?



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.

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 Single Reallocation Button at the top unless a charge is being moved to a benefitting activity where more than one charge code will be used. In this case, select MAS Reallocation.

Allocation cost to new MAC

Menu

Save

Back

Cancel

System

New Account Assignment	
Bureau	L000
G/L Account	6100.257D0
Functional Area	
Cost Center	LLWYR05000
Fund	XXXL4525RV
Order	4001239
WBS Element	
Funds Center	
Earmarked Funds	
<input type="checkbox"/> Completion ind.	

This screen shows initially how the charge came into the system. If you are only changing to a Maintenance order delete the Standing Work Order number and replace it with the new Work Order Number. Then hit save.

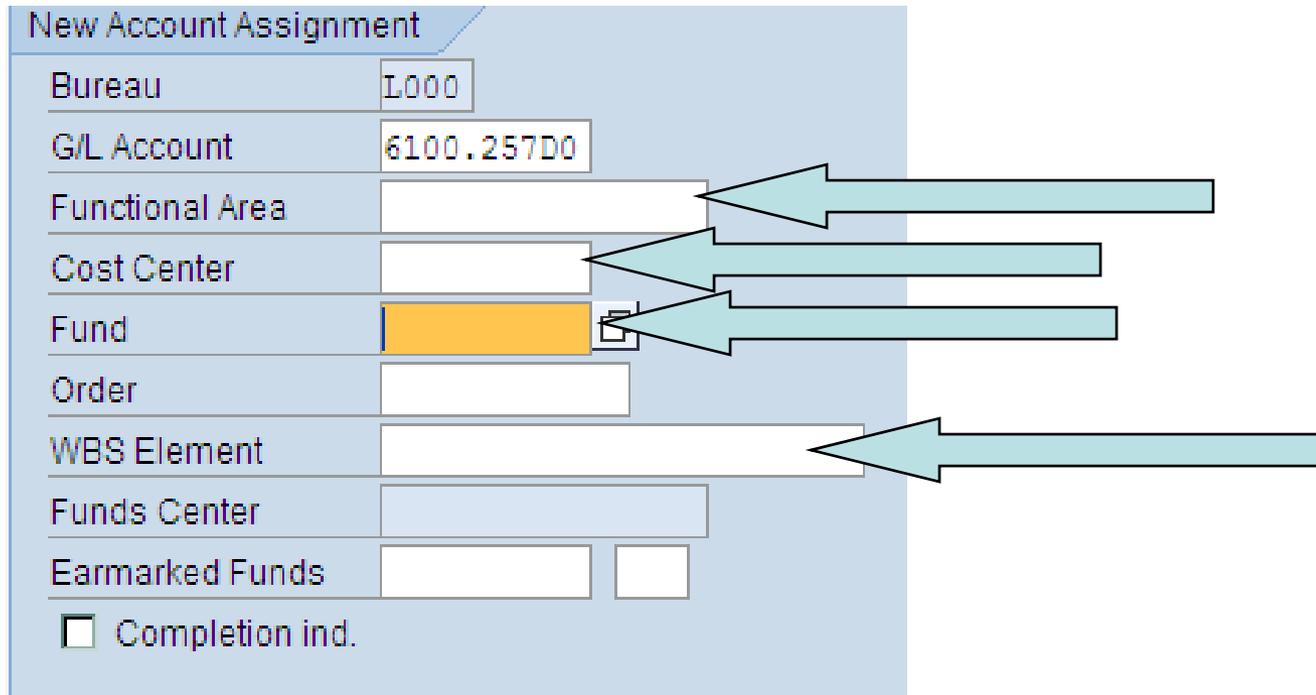
This will change the order the charge hits in the financial system.

Allocation cost to new MAC

Menu | Save | Back | Cancel | System |

New Account Assignment

Bureau	L000
G/L Account	6100.257D0
Functional Area	
Cost Center	
Fund	
Order	
WBS Element	
Funds Center	
Earmarked Funds	
<input type="checkbox"/> Completion ind.	



If you are changing the charge from a standing work order to another charge code, You will delete out the work order and hit enter. This will open up all the fields. Delete out all the information except the Bureau, and GL Account. Enter in the new Functional Area, Cost Center, Fund and WBS Element. Hit Save. This will change the funding out of the WCF.