

## PROCARD REALLOCATION INSTRUCTIONS

Open a UCONNVM mainframe session

```
4 - Focus (uconnvm.uconn.edu)
File Edit Transfer Fonts Options Tools View Window Help
z/VM ONLINE
*****
*          WARNING! Attempts at unauthorized access to systems may result in penalties          *
*          in accordance with University security policy and State and Federal statutes.          *
*          Sessions & E-Mail may be monitored at the University's discretion.                  *
*          ** NOTE: SYSTEM May be Down for Maintenance Between 5:30 - 7:30 A.M.                *
*****

      UU  UU
      UU  UU  CCCCC
      UU  UU  CC  CC  OOOOO
      UU  UU  CC  O0  O0  NN  NN
      UU  UU  CC  O0  O0  NNN  NN  NN  NN
      UU  UU  CC  O0  O0  NNNN  NN  NNN  NN
      UUUUU  CC  CC  O0  O0  NN  NNNN  NNNN  NN
      CCCCC  O0  O0  NN  NNN  NN  NNNN
      OOOOO  NN  NNN  NN  NNNN
      NN  NN  NN  NNN
      NN  NN

Fill in your USERID and PASSWORD and press ENTER
(Your password will not appear when you type it)
USERID  ==>
PASSWORD ==>

COMMAND ==>

RUNNING UCONNVM
4 Sess-1 137.99.26.3 14/14
```

Type your **CMS ID** and **PASSWORD** and then hit enter

```
DMSACC724I 29F replaces B (291)
DMSACP723I B (29F) R/O
60 cylinder temporary disk was defined at 299 as the Z disk.
No mail in mailbox
Ready; T=0.66/1.13 16:03:12
```

RUNNING UCONNVM

At the ready prompt type the word **Procard** and hit **enter**

```
FOCUS 7.2.3 07/26/2004 16.05.07 7939.01
```

```
>
>
```

```
*****
*   UNIV. INFORMATION TECHNOLOGY SERVICES   *
*                   HELP DESK                *
*                                           *
*   For Assistance Call: (860) 486-HELP      *
*                                           *
*   To Obtain a List of FOCUS FILES You     *
*   Have Access to, TYPE and ENTER:         *
*                                           *
*                   EX AUTHFOC              *
*                                           *
*****
```

ENTER FOCUS COMMANDS:

```
>
>
```

Enter your 4-digit FRS Operator ID number or END:

MORE ... UCONNVM

Type your 4-digit operator number and press enter

If you see the word "more" or "holding" in the far bottom right corner  
press the pause key to advance to the next page

```
>
>
YOU NOW HAVE READ ACCESS TO D9530F15 FOCUS M
>
>
>
>
>
Enter the last 6-digits of the card number or END:
```

VM READ UCONNVM

Your screen should look similar to the screen above.

Now you can type last 6 digits of the credit card you wish to reallocate  
and press enter

This will bring up transactions that need to be reallocated by credit card  
number

ProCard Reallocation - Main Menu

Credit Card Number: 15614361846 Clearing Account: 262700 3500

Tab to the field you want to change. Enter the change. Press ENTER to update.

To edit Splits, enter E in the SPLIT column and press F12.

To scroll through the records, place the cursor on the grid below and use

F3 - Exit F7 (Backward) or PF8 (Forward)

| Ref 1   | Purch Date | Bank Tran Date | Post FY | (1)<br>Amount | (2)<br>Description   | (3)<br>Date Rec | (4)<br>SPLIT Acct | (5)<br>Reallocation Sub |
|---------|------------|----------------|---------|---------------|----------------------|-----------------|-------------------|-------------------------|
| F096066 | 0707       | 0708           | 05      | 120.78        | FISHER SCI ATL       |                 | N 263700          |                         |
| F096067 | 0707       | 0708           | 05      | 150.71        | FISHER SCI ATL       |                 | N 263700          |                         |
| F096068 | 0707       | 0708           | 05      | 354.00        | IVG*INVITROGEN CORPO |                 | N 263700          |                         |
| F096069 | 0706       | 0708           | 05      | 430.00        | PERKIN ELMER ANALYTI |                 | N 263700          |                         |
| F096070 | 0707       | 0708           | 05      | 226.45        | RAININ INSTRUMENT LL |                 | N 263700          |                         |
| F096071 | 0707       | 0708           | 05      | 35.63         | ANDWIN SCIENTIFIC    |                 | N 263700          |                         |
| F096158 | 0708       | 0709           | 05      | 36.24         | FISHER SCI ATL       |                 | N 263700          |                         |

You should complete all your reallocations to a single code before you reallocate your splits.

- (1) The DESCRIPTION field is an updatable field but not required. Whatever is filled in this field is how the transaction will look on screen 23 when processed. You have the option of changing the description otherwise it will stay the way it comes in from Bank One
- (2) The DATE REC field is an updatable field that is required for all transactions, singles or splits. This field should show the RECEIVED DATE of the item MMDD
- (3) The SPLIT field is used only if you want to charge the transaction to multiple FRS numbers. To enter a split you would fill in your received date and then put an E in the split field  
Note: Leave splits for last. DO the singles first
- (4) The ACCT field is an updatable field but not required. If you want to change the FRS number you would fill in this field otherwise skip over.
- (5) The SUB field is a required field for single reallocations. This must be filled in for ALL transactions you are reallocating to a single FRS number.

To reallocate charges to SINGLE ACCOUNTS you would simply fill in the above fields on each transaction you want to reallocate and then hit **ENTER TO UPDATE**.

To reallocate **SPLIT TRANSACTIONS** (these are transactions you want to split to more than one FRS number) do the following:

Fill in the **received date** (mmdd) and an **E** (edit) in the split column and then **press the F12 key**.

This will bring up a screen similar to the one below:

```

                                ProCard Reallocation Update Screen - Splits
Account Number: 267200 3500      Fiscal Year: 05      Ref 1: F096286
Description: FISHER SCI ATL

Enter the reallocation information below. Press ENTER to update.
  Line  Acct  Subcode      Amount
  ----  ----  -
    1  263700      521.72
    2  263700       .00
    3  263700       .00
    4  263700       .00
    5  263700       .00
    6  263700       .00
    7  263700       .00
    8  263700       .00
    9  263700       .00
   10  263700       .00

The individual lines must add up to the charge amount: 521.72
F4 - Process the next split or return to the main menu  F3 - Exit/no update

```

You can do more than one transaction at a time and then when you **press F12** your first split will be displayed. You would enter the **Account, subcode and amount** and **press enter** this checks to make sure the amounts you put in add up to the total amount of the transaction. **Now press F4** to process and bring up your next split. If you only had one split you would **press F4** to process and you will be brought back to the main menu.

If you are done reallocating this card **Press F3** to exit this will bring you back to a screen asking for the last 6 digits of card number to reallocate your next card or type end to end your session. Once your session is ended you would type in FIN and then logoff to get out of focus and end your session and then you can close session.

NOTES:

- When you do a split only the first account that you use to split to will show on the first screen. This is normal.
- If you hit enter instead of F12 for splits it will make the split an N.

**CREDITS: NEW PROCESS**

All credits have to be reallocated. Even if a credit and debit come in on the same statement both transactions have to be reallocated because they have different reference numbers. To reallocate the credit you would enter the same account and subcode for both the credit and the debit. When the job runs at night it knows whether it is a debit or a credit.