

## Summary

This procedure will walk you through the steps on how to reallocate a transactions in MyFin Pcard Place.

## Procedure

**Step 1.** Log into MyFin - <https://psfin.slcounty.org/>



Enter **Username** - Same as PeopleSoft timesheet

Enter **Password** - Same as PeopleSoft Timesheet

**Step 2.** Click on “My Pending Transactions” tile to view your transactions.

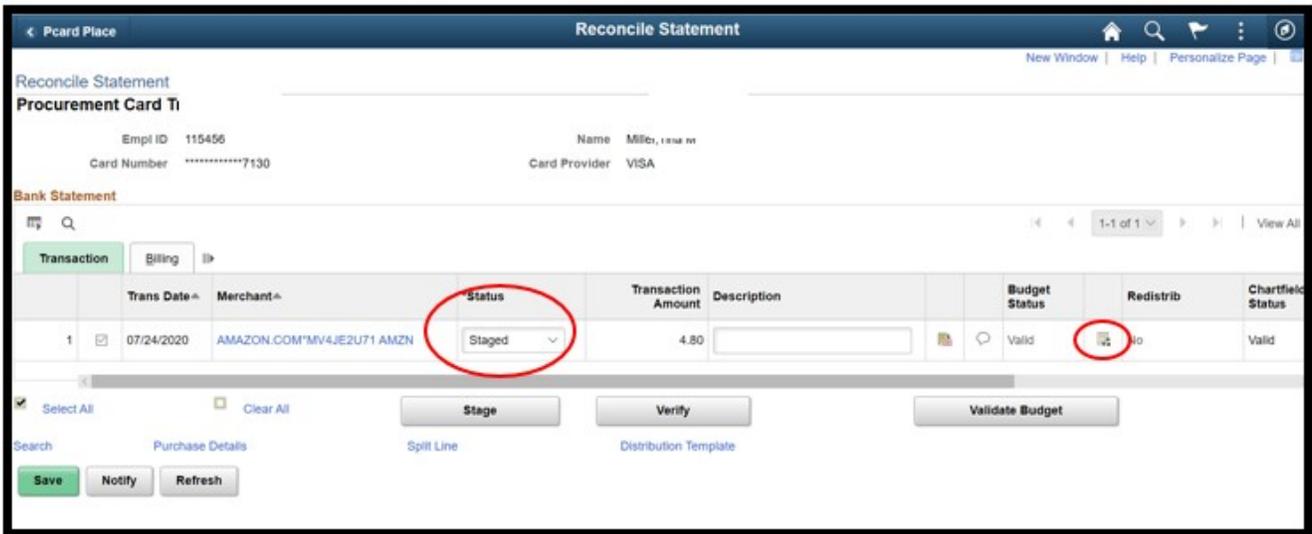


 **FIRST TIME USERS:** Arrange the fields in the order listed in the instruction before attempting to reallocate. For Arranging Fields refer to [Arranging Personalize Columns in Pcard Place](#).

**Step 3.** Reallocating to one account code. Continue to Step 4.

**Step 3a.** Reallocating to multiple accounts by splitting a line - Refer to [Reallocate to Split Lines](#)

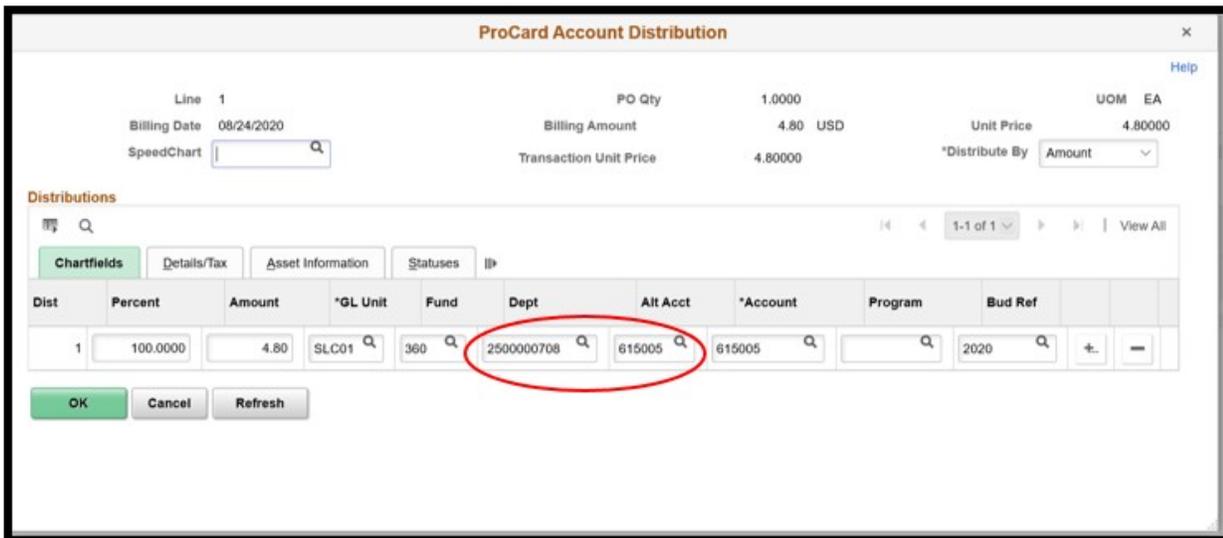
**Step 4.** Click on the **Distribution icon** 



**Step 5.** Enter the correct accounting string (the system automatically assigns the default account codes). For account codes refer to your supervisor or division fiscal staff.

 Click on the search option within each distribution box to search if you are not sure of codes.

Enter correct account code into the Alt Acct field first. The Alt Acct and \*Account fields should match.

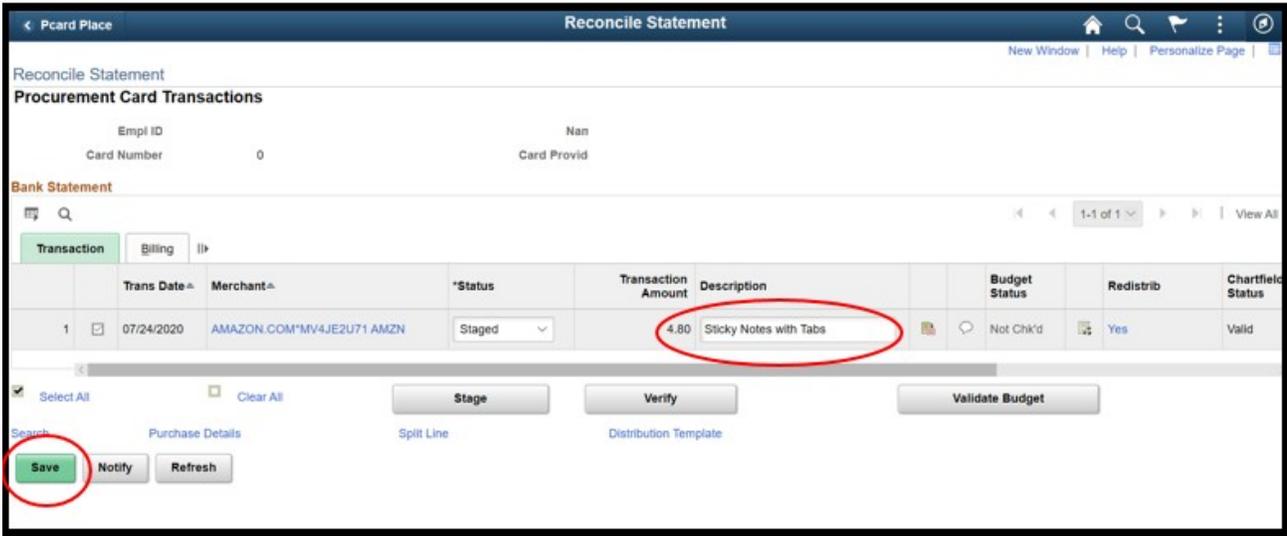


**Step 5a.** Click **Ok**, the distribution window will close.

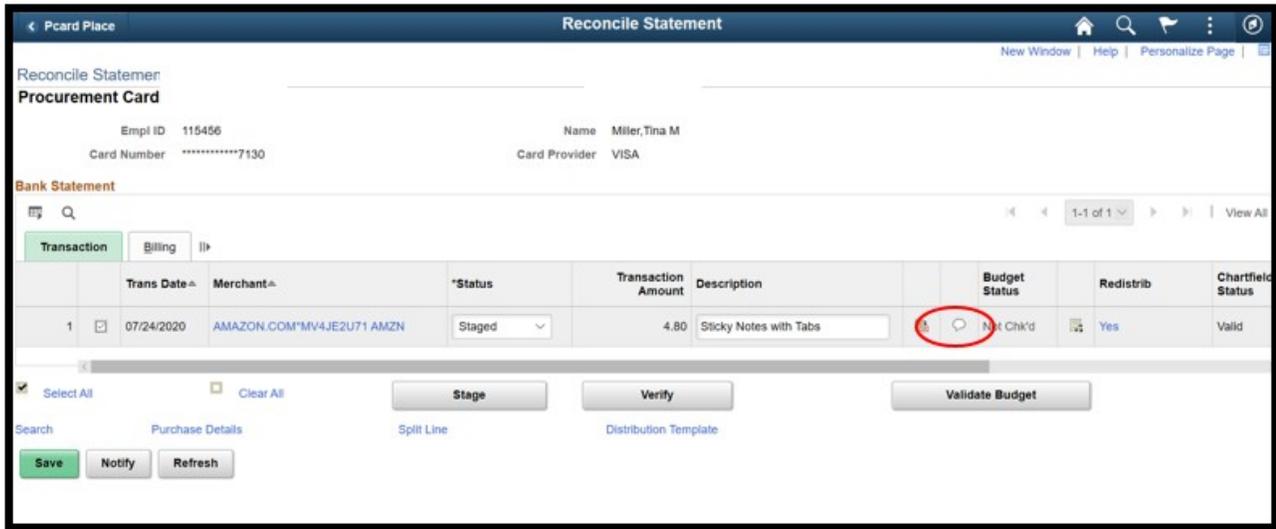
 If you receive an ACCOUNT CODE ERROR - Back out the Alt Account so it is a blank field, hit Ok. An error box will pop up, hit okay. The account field will be red, ignore this and enter the correct account code in the Alt Acct field. Hit Ok. The Alt Account and the Account field should be the account code you wanted and should match.

**Step 6.** Enter a description for the goods purchased, 60 character limit. The description entered here will appear on the monthly expense report. Be as descriptive as possible!

**Step 6a.** Click on **Save**.



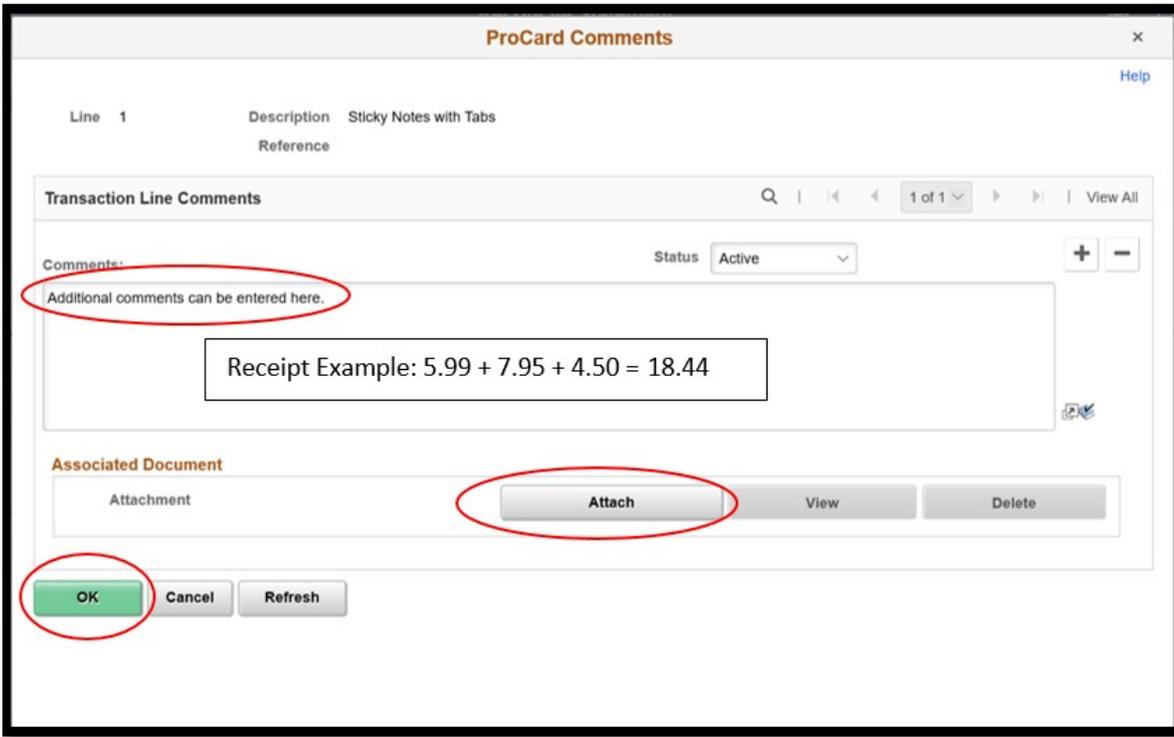
**Step 7.** Click on the **Comment icon**



**Step 7a.** In the **Comments Box** – enter additional comments others will find helpful. Comments entered here do not post to any reports but are viewable to those who have access to your transactions.

**Step 7b.** Click **Attach** - Similar to adding an attachment to e-mail, browse and find the files you want to attach.

- Invoice/receipt/order document
- Packing Slip
- Meal Form
- ICS Form if COVID related

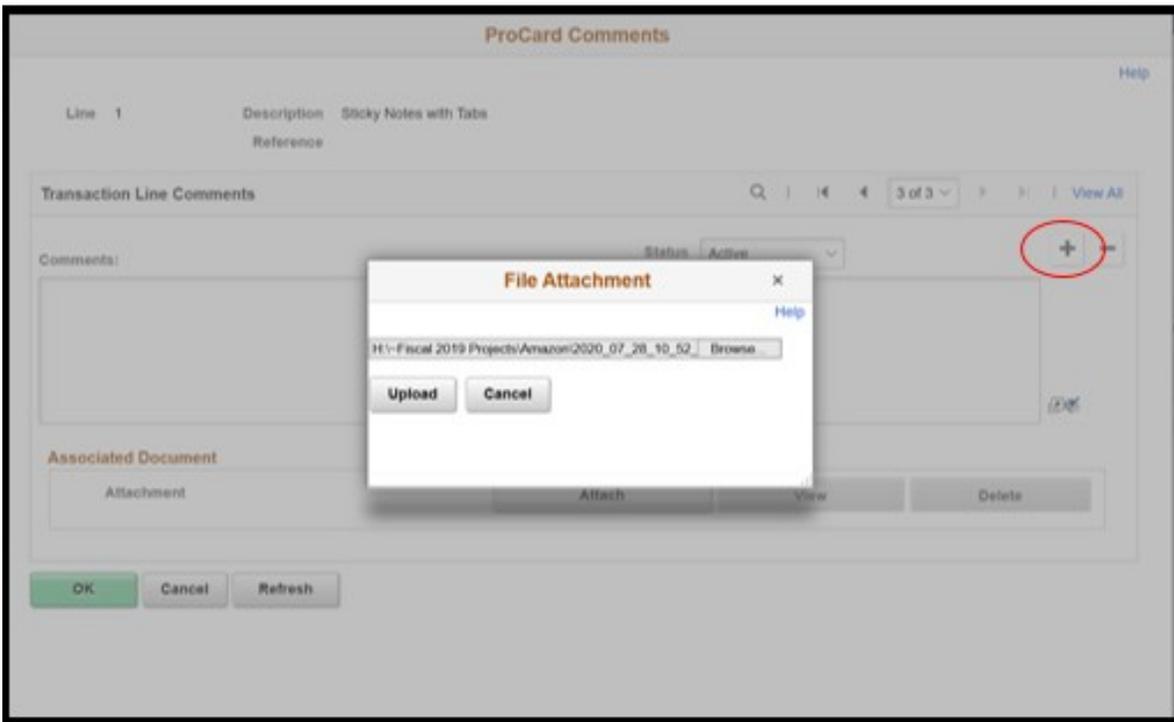


Step 7c. Click on Ok.

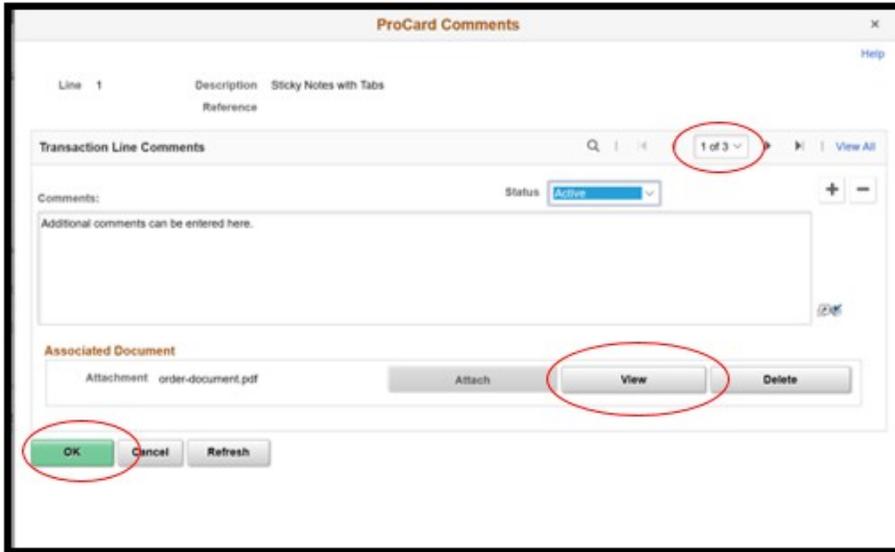


Receipt example- when you have receipts that have multiple items, highlight items that add up to the charge or show math on the invoice or in the comment box of how the individual charges add up the amount reallocating. See example in comments box above.

Step 8. Click the “+” icon to add more supporting documents.

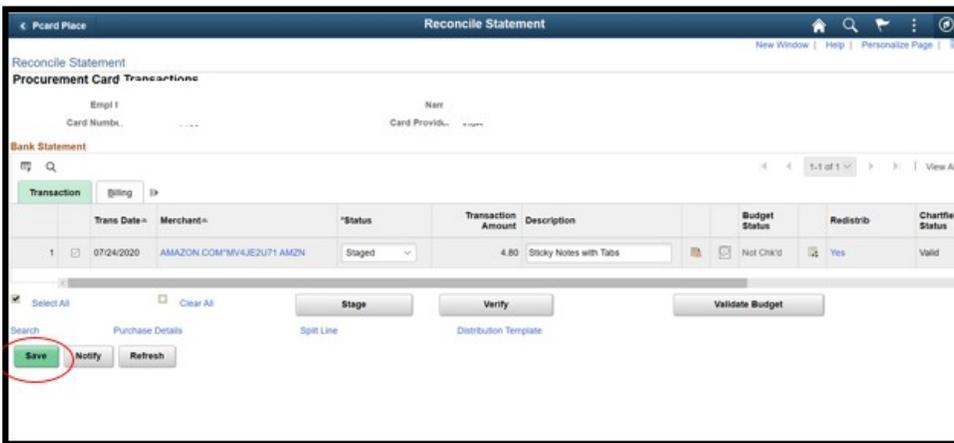


**Step 9.** To view documents attached select document to view using drop-down and select view.



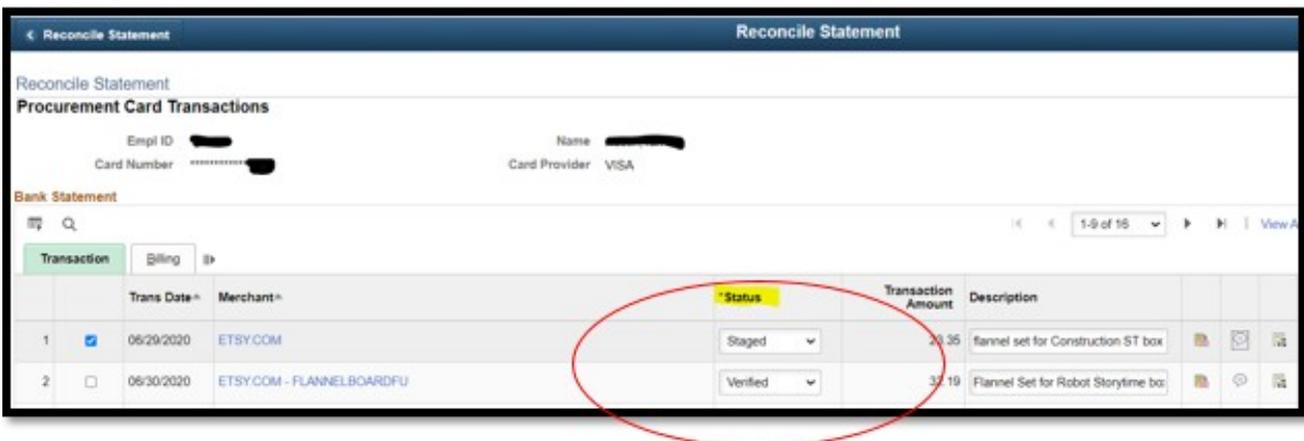
**Step 10.** Click on Ok.

**Step 11.** After all supporting documents have been attached click on **Save** to **Finalize** the transaction.



## Changing Transaction Status

Please refer to your division's process on who will change the transaction status to Verified and Approved. Every division is different, but most divisions prefer the cardholder to leave the status in "Staged", while immediate supervisors review and "Verify" transactions and only fiscal staff are permitted to "Approve".



**Tips & other helpful information:**

- Attached files can be any format
- Multiple files can be scanned together as a single attachment
- All COVID related purchases should include the approved ICS213 form along with all related invoices and receipts
- Documentation can be uploaded at any time
- If there are no transactions for a billing cycle, nothing needs to be done or printed
- Transactions may be reconciled as soon as they post to p-card place
- Transactions will be present in Pcard Place two business days AFTER they post in US Bank.
- Validating the budget is not required