ANALYTICS REPORTING (TRANSACTIONS)

TRANSACTION DETAIL BY ORGANIZATION
RUN IN LIEU OF STATEMENT

DASHBOARDS
FINANCIAL > GENERAL - PURCHASING
CARD > CARD TRANSACTIONS
TAB > TRANSACTION DETAIL BY
ORGANIZATION (ENTER CRITERIA I.E.
LAST FOUR DIGITS OF THE PCARD,
ORGANIZATION NAME) RUN THIS REPORT
USING (POST DATE CRITERIA BETWEEN)
USE BILLING/STATEMENT CYCLE DATES
FROM THE PCARD WEBSITE.

FY18 PCARD
BILLING/STATEMENT CYCLE DATES:
Use Post Date Ranges

- 06/07/17 to 07/06/17 Crossover
cycle June/July
- 07/07/17 to 08/07/17
- 08/08/17 to 09/06/17
- 09/07/17 to 10/06/17
- 10/07/17 to 11/06/17
- 11/07/17 to 12/06/17
- 12/07/17 to 01/08/18
additional dates will be calculated out

Q: Is Hotel Lodging available on the PCard?
Answer: 7/25/17 Yes, Hotel Enhancement is for
“UA Employees only” on Travel Status. Discuss
with your PCard Liaison(s) if this is an enhance-
ment you are interested in adding. Note: Travel
Enhancement is also required to add the Hotel
Enhancement.

Q: Are there any helpful tips/suggestions/
notations for Hotel Enhancement?
Answer: 7/25/17 Refer to Policy 6.3

- Traveler must review and adhere to FSM
Policy 14.00 Travel
  - *If a credit card authorization form is
required, the cardholder will not include full
credit card # (only last 4 digits) nor will the
three digit security code be filled in. The
cardholder will contact the hotel via phone
after faxing the credit card authorization
form and provide additional information
verbally. Traveler should verify with the
hotel all information has been provided and
that hotel has this on file for the reserva-
tion.
  - UA Employee must present a personal
form of payment (i.e. personal credit card)
at time of check-in at hotel for all inciden-
tals.
- Object Codes to be used transaction(s):
  - 6142 – Travel-In State Hotel
  - 6242 – Travel-Out of State Hotel
  - 6342 – Travel-Foreign Hotel

Procurement & Contracting Services

PURCHASING CARD
Quick Tips

⇒ Looking Up Information
⇒ Running PCard Reports

PCARD
CUSTOMER SERVICE
PHONE (520) 626-9091
FAX # (520) 621-1245

August 2017
UACCESS FINANCIALS
(Cardholder Lookup)

Maintenance Tab> under Financial Processing click on Procurement Cardholder> enter default org code> search

You could search by Last 4 digits, Cardholder Name, Cardholder Alternate Name (RCH on Dept. PCard), Default Account, Card Status Code, and Reconcilers Group
For searching “*” is a wildcard

(Note: if you have multiple department #s you'll need to search using other criteria or use separate searches)

Within the result you can click on the PCard and see all related details including Enhancements on the PCard:
- 954 (PCard Plus Enhancement)
- 957 (PCard Travel Enhancement)
- 960 (PCard Hotel Enhancement)

FAQ
Q: What is the Single Transaction Limit Max. for the PCard Program?
Answer: 7/25/17 Single Transaction Limit Max. is $10,000. Note: It is recommended that only increases be requested for cardholders that will have a consistent need for an increased limit. It is recommended that the lowest limit practical be set to minimize risk. Temporary increases are available as options. Please contact the PCard Office for more information 520-626-9091. A Change Form is required for Permanent Limit increases.

UACCESS FINANCIALS
(LOOKING UP A PCARD EDOC)

Select DOC SEARCH
Type: PCDO
You can use this screen to enter Edoc # into Document/Notification Id Field
Or
Click Detailed Search
(This will expand field search options)

(LINE III DETAILS on EDOC)
TO SEE ANY LEVEL III DETAILS THAT THE MERCHANT MAY HAVE PASSED THROUGH ON A PCARD EDOC:
- CLICKING ON THE TRANSACTION ID NUMBER
  The screen will come up with various tabs (Tabs will need to be clicked into to see if any Level III Details has been passed through)

Example of Airline Level III may be located in the following two tabs:
- Procurement Card Transport Information
- Procurement Card Transport Leg

Examples of Items Level III may be located in the following two tabs:
- Procurement Card Shipping Information
- Procurement Card Items.

REMINDER:
FOR AIRLINE TICKET PCDO'S MARK THESE TRANSACTIONS AS TAX EXEMPT

ANALYTICS REPORTING
(CARDHOLDER)

CARDHOLDER PROFILE REPORT
THIS REPORT CONTAINS VARIOUS LOOK UP CRITERIA AND DETAILS

DASHBOARDS
FINANCIAL>GENERAL >PURCHASING CARD> CARDHOLDERS>

YOU CAN ENTER CRITERIA ACCORDINGLY
REPORT CONTAINS:
SINGLE TRANSACTION, MONTHLY/ CYCLE TRANSACTION LIMITS, MCC GROUPS, CARD STATUS, RECONCILER WORKGROUP ID AND WORKGROUP NAME THE CARD IS ASSIGNED TO, BILLING ADDRESS, ETC.

REMINDERS:
SAFEGUARDING PCARD INFO.

◇ NEVER FAX OR EMAIL FULL CC# OR SECURITY CODE
  * LIST ONLY LAST 4 DIGITS OF PCARD & WRITE IN “WILL CALL WITH FULL CARD INFORMATION”
  * BE SURE TO FOLLOW UP

◇ KNOW WHERE YOUR PCARD IS AT ALL TIMES
◇ UNSURE IF CALL FROM BANK IS VALID - CONTACT PCARD OFFICE TO DISCUSS