TRANSACTIONS (PCDO)
Located in UAccess ANALYTICS REPORTING

TRANSACTION DETAIL BY ORGANIZATION
Run in lieu of PCard statement

DASHBOARDS
FINANCIAL>GENERAL-PURCHASING
CARD>CARD TRANSACTIONS
TAB>TRANSACTION DETAIL BY ORGANIZATION

Enter criteria (example - last four digits of the PCard, organization name, etc.)

Run this report using billing/statement cycle dates from the PCard website.

FY19 PCARD
BILLING/STATEMENT CYCLE DATES:
Analytics -Use Criteria "Post Date" Ranges
01/08/19 to 02/06/19
02/07/19 to 03/06/19
03/07/19 to 04/08/19
04/09/19 to 05/06/19
05/07/19 to 06/06/19
06/07/19 to 07/07/19

USE TAX
To Reverse Use Tax that has been incorrectly assessed on a PCDO Transaction use a GEC
To Assess Use Tax on a PCDO that did not have Use Tax applied—Use a DI to assess use tax on PCDO

LOOKING UP A PCARD
Transaction EDOC (PCDO)
Find in UACCESS FINANCIALS

Click DOC SEARCH (upper right corner)
Type ‘PCDO’
Enter an eDoc number into Document Id Field
Click ‘Detailed Search’ next to the search bar to expand search options

LEVEL III DETAILS
Additional merchant details

Follow these steps:
Click on Transaction ID#. The screen that opens up offers various tabs that may contain Level III detail.
Click Expand All to view all Level III details provided by merchant

Examples:
Airline Level III may be located in the following two tabs:
◊ Procurement Card Transport Information
◊ Procurement Card Transport Leg

Commodities Level III may be located in the following two tabs:
◊ Procurement Card Shipping Information
◊ Procurement Card Items

Remember:
Always mark Airline Tickets as Tax Exempt

Ethics and Compliance Hotline: 1-866-364-1908
The University of Arizona has established a third-party Ethics and Compliance Hotline, which employees, students, and members of the general public may use to anonymously report perceived illicit or undesirable activities such as: fraud, waste, abuse, hate crimes/bias-related incidents or non-compliance with regulatory requirements.

March 5, 2019
CARDHOLDER LOOKUP
UACCESS FINANCIALS

Click on the Accounting tab (make sure Reference and Administration box just below Search Bar are checked).
Click ‘Procurement Cardholder Defaults’

Alternative option:
Type ‘Procurement Cardholder Defaults’ in Search Bar. Click ‘Procurement Cardholder Defaults’. (not PCard, or Purchasing)
Enter Default Org code Search.

Modify search using last four digits, Cardholder Name (or RCH of Dept. Card), Default Account, Card Status Code, and Reconilers Group.
Search Tip: Use * to indicate ‘wildcard’
Remember to clear fields for new search

REMINDEERS:
Max. Single Transaction Limit (STL):
$ 10,000
• Liaison -Review PCard limits in UAccess request adjustments as needed

Object Code for use with the 1.5% bank “processing fee” associated with international merchant charges. Use object code 5535.

Enhancements
PCard Plus (954)
Business Meetings/ Business Entertainment Travel (957)
Airfare/Primary Mode Transportation Hotel (960)
Hotel/Lodging

Refer to PCard Policy 6.0, located on the PACS website for all details/restrictions relating to Enhancement options.

NON-CAPITAL
OBJECT CODES

Required Information on PCDO’s
In order for Property Management to approve and process PCard documents, see below for the information that must be added to those documents

Document with Non-Capital Object Codes
Please type in the following information in the ‘Notes and Attachments’ tab in UAF while reconciling.
• Make/Manufacturer
• Model
• Serial Number (if available)
• Location
  *On Campus location – Building and room number, include all preceding zeros
  *Off Campus location – Name (of a Person or Institution) Address (entire address, include zip)
• Responsible person
• A copy of the invoice, purchase receipt or quote.

Document with Capital Object Codes
Please note that the all information for capital assets are inputted in the ‘Capital Edit’ tab with exception of the following information which must be added to the ‘Notes and Attachments’ tab.
• Responsible person
• A copy of the invoice, purchase receipt or quote

Object Codes for Non-Capital Assets:
5720 – UA Owned Non Capital Inventoried Equip. Computers, firearm/weapons & ones requested to be tagged by departments
5721 – Not UA Owned Non Capital Inventoried Equip. Non-University (Other / Federally) Owned assets – required to be tagged
5725 – UA Owned Non-Capital Inventories Vehicle- University Owned Assets – Vehicles

CARDHOLDER PROFILE
REPORT UACCESS ANALYTICS

This report contains various look up criteria and details.

DASHBOARDS
Under GENERAL-PURCHASING CARD
Click on CARDHOLDERS tab
Enter criteria as needed
Report results include:
• Single Transaction Limit
• MCC Groups (enhancements)
• Card Status
• Org
• Reports to Org

Cardholder may also review their PCard Profiles in UAccess Financials

SAFEGUARD YOUR PCARD
Data Classification and Handling
◊ PCards are classified as Regulated Data
◊ NEVER Fax or Email full PCard number, nor the security code on the back of the card. Instead, list last four digits, and notate will call in the rest of the card information
◊ Always know where your PCard is
◊ Ensure the PCard is securely stored.
◊ If you receive an email or call from someone indicating they are from our bank, call the PCard office to confirm authenticity before sharing information.

UA AMAZON BUSINESS ACCOUNT
Individual PCard Cardholders -Contact the PCard Office 626-9091 to receive an invite to the UA Amazon Business Account