PROCUREMENT CARD
(PCard—Purchasing Card)
Quick Tips

How to Look Up Information And Run PCard Reports

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 i.e. 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:
Use Criteria “Post Date” Ranges
07/07/18 to 08/06/18
08/07/18 to 09/06/18
09/07/18 to 10/08/18
10/09/18 to 11/06/18
11/07/18 to 12/06/18
12/07/18 to 01/07/19

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 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.

August 1, 2018

A
THE UNIVERSITY OF ARIZONA
FINANCIAL SERVICES OFFICE
Procurement & Contracting Services

CUSTOMER SERVICE
PHONE (520) 626-9091
FAX # (520) 621-1245
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’ 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 Reconcliers Group.

Search Tip: Use * to indicate ‘wildcard’
Remember to clear fields for new search

REMINDEDDS:
Max. Single Transaction Limit (STL): $10,000
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) 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 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

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.