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.

(Listed below for your convenience)

FY18 PCARD BILLING/STATEMENT CYCLE DATES:
Criteria “Post Date” Ranges

- 01/09/17 to 02/06/18
- 02/07/18 to 03/06/18
- 03/07/18 to 04/06/18
- 04/07/18 to 05/07/18
- 05/08/18 to 06/06/18
- 06/07/18 to 07/06/18

PCARD ENHANCEMENTS AVAILABLE:

- 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.

USE TAX
To Reverse Use Tax that has been incorrectly assessed on a PCDO Transaction use a GEC

To Access Use Tax on a PCDO that was not correctly applied—Use a DI to assess use tax on PCDO

Updates

8.1 Restrictions / Requirements / Limitations
Please be aware that there are some items that are prohibited expenditures when using the PCard.

Please refer to the PCard Policies website for a comprehensive listing including updated items.

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

FEBRUARY 19, 2018
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 Reconcilers Group.

Remember to change, or remove default Org Code for new search if necessary.
If searching, use * to indicate ‘wildcard’

REMINDEERS:

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

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

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 information regarding transaction details may be available from merchant.

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.

Reminder:
Always mark Airline Tickets as Tax Exempt.

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.