PALCard Document (PCDO) Reconciliation Training Guide

PALCard (PCDO) documents must be approved within **15 calendar days** of the **created date** on the PCDO document (Step 3, C). PCDOs not approved within **15 calendar days** auto-post to the General Ledger Pending Entry, which posts to the General Ledger overnight (any changes that were made and saved by users in the workflow are reflected when the transaction auto-posts).

The **15 calendar day** period includes time required for:
- Reconciler to make all necessary changes and approve.
- Fiscal Officer(s) to make all necessary changes and approve.
  - For split funded accounts involving different Fiscal Officers, the document routes first to only one of the Fiscal Officers. For example if three Fiscal Officers are involved, the document randomly routes to one of the three, and won’t route to the additional two until the first one approves the document.
- Accounts Payable approval (Tax Deletion, needs two days minimum for approvals).
- Equipment Management approval (Capital Asset items, needs two days minimum for approvals).

**Note:** If PCDO auto-posts or an error was made, users should consult with their Department/Finance Manager to process a General Error Correction (GEC replaces TOEB).

**Workflow and Policy Guidelines**

1. PALCard-holder **can** also be the Fiscal Officer.

2. PALCard-holder **can** be a Reconciler for someone else’s account, but not their own.

3. Fiscal Officer and Reconciler **can** be the same person—document routes only once to the individual.

4. PALCard-holder **cannot** be the Fiscal Officer AND the Reconciler for their own account.

5. Reconciler **cannot** be in a reporting relationship to the PALCard-holder.
Step 1: Access ZotPortal

A. Go to https://portal.uci.edu, log in and navigate to Finances/KFS.
B. In the Tools & Support portlet, select KFS Action List.

2: Action List

Reconcilers receive PCDO notifications in their Action List for their assigned cardholders. As soon as one Reconciler approves the transaction, it disappears from all other Reconciler’s Action Lists (when more than one Reconciler is assigned to the same cardholder).

Reconcilers need to review the PCDO document as follows:

- Compare purchase documentation (quote, packing slip, receipt or invoice) to the transaction amount.
- Reallocate or split-fund, if necessary.
- Delete or reduce use tax.

A. Select a Procurement Card document that has Approve in the Action Requested column.

- Cardholders receive an FYI notification in their Action List.
Step 3: Document Header
A. Write down the document number (Doc Nbr) for future reference.
   - Used to look up the document, and appears on the General Ledger.
   - Users can perform a Custom Document Search to locate specific documents. See page 15 for more information.
B. The Initiator populates as kfs because the system generated the document.
C. The Created field indicates the date that the PCDO document was created in KFS.
   - The 15 calendar day period is calculated from the date that the PCDO was created. For example, a PCDO created on 6/4, will auto-post to the General Ledger after 5pm on 6/19 (6/4 + 15 days = 6/19)
D. Users can toggle between expand all and collapse all to manage viewing of information on their screen.

Step 4: Document Overview
A. Description field (40 character maximum) populates with the vendor's name, cardholder's UCInetID and the transaction date.
   - Posting date is typically 1 – 2 days after the transaction date.
   - If the transaction auto-posted, the description changes to, “Auto Approved On [date] [time].”

B. The Organization Document Number is an optional 10 character field which appears in the General Ledger.
C. Use the Explanation field to communicate with Accounts Payable the reason for deleting use tax (see page 9, scenario 5)

PALCard Auto-Post Process
The auto-post process runs Monday – Friday after 5pm.

Weekends: If the 15th calendar day falls on a Saturday or Sunday, the transaction will post on Monday after 5pm.

Holidays: If the 15th calendar day falls on a holiday, the transaction will post on the next work day after 5pm.
**Step 5: Image Scanning (Upload supporting documentation)**

Cardholders will upload supporting purchasing documentation and KFS will be the office of record and will manage record retention in compliance with UCOP policies, with a few potential exceptions.

A. In the **Select File to Upload** field, select the **Browse** button to upload an attachment.
   - Files must be a PDF format.
   - Never attach documents containing sensitive information (credit card numbers, social security numbers, etc.) without redacting the data.
   - Original document may be discarded after five business days of uploading.
   - Ensure all uploaded documents are legible before discarding original documents.
   - Attachments cannot be deleted from KFS. If they were mistakenly uploaded, contact [PALCard@uci.edu](mailto:PALCard@uci.edu).

B. Select the **UPLOAD FILE** button to complete the file upload.
Step 6: Accounting Lines

A. The **Procurement Card Number** that appears is not the actual VISA number; rather a pseudo number for security purposes.
B. View **Cardholder Name**, **Transaction Date** and **Post Date** fields.
C. The VISA **Transaction ID Number** populates as a link and displays in the top gray bar. The next page outlines more information about the link.
D. Vendor’s name populates in the **Vendor Name** field.
E. **Transaction Total Amount** populates the total dollar amount of transaction, including sales tax if collected by the vendor.
F. See pages 6 - 9 for Sales Tax information.

Helpful web link to determine correct tax rate:
Additional Information for the Transaction ID Number Link

Vendors are classified by Level 1, 2, or 3 which determines how much data they are able to provide in the PALCard transaction. The chart to the right identifies the type of data that may be viewable in the PCDO.

- **Level 1** vendors are typically small businesses.
- **Level 2** vendors fall between mid-sized businesses, e.g. Genesee Scientific Corp.
- **Level 3** vendors are large corporations, such as Fisher, VWR, Invitrogen, or Office Depot|Max.

After selecting the Transaction ID Number link, a Procurement Card Transaction Detail Inquiry screen appears, displaying information that the vendor is able to pass down to UCI (level 1, 2, or 3).

A. Vendors who have the ability to transmit Level 2 data may populate information in the Transaction Purchase Identifier Description field (same data that populated in the Purchase Ref field in the legacy system, TOEP).

B. This section appears for level 2 or 3 vendors.
   - Level 3 vendors provide detailed information in the Description field, but only for the first line item of the transaction.
### Guiding Principles for Sales Tax and Use Tax

<table>
<thead>
<tr>
<th>Sales Tax</th>
<th>Use Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence—Vendor’s receipt shows evidence that sales tax was collected.</td>
<td>NO Evidence—Vendor’s receipt shows no evidence sales tax was collected.</td>
</tr>
<tr>
<td>Vendors collect sales tax and pays to the State of California.</td>
<td>UC Irvine collects use tax and pays to the State of California</td>
</tr>
<tr>
<td>Sales tax is always included in the total amount debited to PALCard.</td>
<td>Use tax is never included in the total amount debited to PALCard.</td>
</tr>
<tr>
<td>PALCard debit, including sales tax, posts as one line item in General Ledger.</td>
<td>PALCard debit and use tax post as two separate line items in General Ledger.</td>
</tr>
</tbody>
</table>

**Reminder:** The terms Shipping or Freight are NOT taxable; the term Shipping and Handling is taxable.

### Tax Fields

A. If sales tax was collected by the vendor, it is always included in the **Transaction Total Amount**.

B. **Sales Tax Amount**—Tax populates in this field if the vendor collected sales tax, and had the ability to itemize tax in the credit card transaction. The amount in this field cannot be reduced, increased or deleted. If the tax is not correct, the cardholder needs to contact the vendor and request a credit or additional debit.

C. **Enter Sales Tax** field—Used by the Reconciler only when the vendor collects sales tax but it does not auto-populate in the **Sales Tax Amount** field.
   - Delete tax from **Enter Use Tax** field.
   - Type correct amount in the **Enter Sales Tax** field. Tax amount entered must match amount on vendor’s invoice.

D. **Enter Use Tax**—If the vendor did not have the ability to itemize tax in the credit card transaction, KFS auto-populates this field (calculation is based on total transaction amount).
   - The Reconciler must verify that the correct sales tax rate is displayed (reduce if needed).

E. **Tax Exempt Indicator** box and **Reason Code**—Check the box to change tax amount in the **Enter Use Tax** field to 0.00 (zero), and then select a **Tax Exempt Reason Code**.
   - The **Tax Exempt Indicator** box cannot be used to remove tax that is displayed in the **Sales Tax Amount** field—the vendor already collected and debited that amount.
Scenario 1: Receipt shows purchase is taxable, vendor collected correct sales tax, and tax was itemized in PCDO. CA sales tax populated in Sales Tax Amount field. No changes required.

A. **Sales Tax Amount**—Vendor collected CA sales tax and had the ability to itemize tax in PALCard transaction.

B. Do not use the following four fields when tax auto-populates in the **Sales Tax Amount** field. Although data can be entered in these fields, information is not recorded.
   - Enter Sales Tax
   - Enter Use Tax
   - Tax Exempt Indicator box
   - Tax Exempt Reason Code.

Scenario 2: Receipt shows purchase is taxable, vendor collected correct sales tax, but tax is not itemized in PCDO. Change required.

A. **Enter Use Tax**—After reviewing receipt, it’s determined tax was collected by vendor but was not itemized in the PCDO document; therefore, the **Enter Use Tax** field is automatically populated by KFS.

B. Enter correct CA sales tax in the **Enter Sales Tax** field, and change **Enter Use Tax** amount to 0.00.

**Note:** Instructions to create a PCDO General Error Correction (GEC) to Reverse Use Tax are located at Portal > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides.
**Scenario 3:** Receipt show purchase is taxable but vendor did NOT collect sales tax. UCI will collect and pay use tax to the State of California. Change required.

A. After reviewing receipts, it’s determined tax was **not** collected by vendor; therefore, the **Enter Use Tax** field is populated.
   - Use tax is automatically calculated by KFS based on the **Transaction Total Amount**, which could include freight or shipping.
B. Verify tax amount displayed in the **Enter Use Tax** field is correct, or reduce as needed. This amount cannot be increased.

**Note:** Use Tax information (for scenario 3 and 4)—For split-funded transactions when two or more accounts are debited, Use Tax is not displayed in the Accounting Lines; however, it will be itemized on the General Ledger. KFS automatically calculated percentage of Use Tax based on dollar amount split-funded to each account.

**Scenario 4:** Receipt shows purchase is taxable but vendor collected partial tax. Tax is itemized in PCDO. UCI will collect and pay the balance of use tax to the state of California. Change required.

A. After reviewing receipt, it’s determined that vendor collected partial tax at 7%.
B. Enter balance of tax owed (0.75%) in the **Enter Use Tax** field.
C. **Partial Tax Not Itemized in PCDO:** After reviewing receipt, it’s determined that partial tax was collected by vendor, but it was **not** itemized in transaction.
   - Enter tax that vendor collected in the **Enter Sales Tax** field.
   - Enter remaining tax in the **Enter Use Tax** field.

### Before

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Ledger</td>
<td>$205</td>
</tr>
<tr>
<td>2</td>
<td>General Ledger</td>
<td>$15.50</td>
</tr>
</tbody>
</table>

### After

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Ledger</td>
<td>$219</td>
</tr>
<tr>
<td>2</td>
<td>General Ledger</td>
<td>$1.50</td>
</tr>
</tbody>
</table>
Scenario 5: Receipt shows purchase is exempt from CA sales tax (e.g. subscriptions, copy click charges, membership, registration fees, service, etc.). Change required.
A. After reviewing receipt, it’s determined that the item is tax exempt; however, the Enter Use Tax field is automatically populated by KFS.
B. Check the Tax Exempt Indicator box and then select a Tax Exempt Reason Code (action changes Enter Use Tax field to 0.00). If “other” is selected, provide a reason for deleting tax in the Explanation field.

Step 6: Accounting Lines Continued

A. Account Number field defaults to the account that the card was set up with during the application process. Validate that the correct account is listed. If needed, change the account number and select the save button at the bottom of the screen.

   Refer to PALCard/PCDO Lookup Document, Account Lookup

B. Object Code 8150 (Supplies Gen Office) is used as a default for the majority of PALCards and Managed Spend cards. When appropriate, Reconcilers can change the default Object Code by using a, ex: 8090 (Lab Supplies, Non-Animal).

   Refer to PALCard/PCDO Lookup Document, Object Code Lookup

   • Capital Asset items utilize one of the following object codes:
     - 9000—CAPITAL EQUIPMENT
       (NOT COMP&FURN) >= $5,000
     - 9950—OFFICE FURNITURE >= $5,000
     - 9900—COMPUTER EQUIPMENT >= $5,000
     - 9235—SOFTWARE TO BE CAPITALIZED
C. **Amount** field indicates the total dollar amount of the transaction, including Sales Tax. Use Tax is **never** included in the total dollar amount.

D. To split-fund line items, add additional account information to the blank line. Adjust the line item dollar amount as needed. Split-funding can only be accomplished through dollar amounts, not percentages.

- If the accounts involve multiple Fiscal Officers, the document first routes to the Fiscal Officer associated with the account number listed in Line 1, and so on.

E. Select **add** only when split-funding.

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**Step 7: Capital Edit**

A. Select **Generate** to begin entering your capital Asset information (when applicable).
B. Click the check box in Select Line field.

C. If the asset is a new item, select Create Asset. If the Asset is a Fabrication, select Modify Asset.

**Capital Asset Qualifications:**
- Non-expendable (non-consumable)
- Stand Alone, Usable Life of One or More Years
- Tangible (acquisition cost of $5,000 or more)

Create Asset

1. Complete the Asset Quantity, Asset Type, Vendor Name, Manufacturer and Model fields.
2. Enter a description in the Asset Description field.
3. Select Insert.
4. Select AddTag/Location.
5. After selecting Insert, lines appear (depending on Asset Quantity) listing each item.
   - Leave the Tag Number field blank. Capital Equipment assigns the number in the routing process.
   - Enter a Serial Number.
   - Use the drop-down menu to select the correct Campus Code.
   - Enter a Room Number (4 character minimum) or “NOROOM.”
Modify Asset

Fabrication Definition: Equipment built or assembled in its original form from individual parts by or for University employees under a sponsored project.

1. Complete the Retrieve Asset to be Updated section for Fabrication items. Select 🔍 to view the Asset Lookup screen.

<table>
<thead>
<tr>
<th>TAG NUMBER</th>
<th>SERIAL NUMBER</th>
<th>*CAMPUS CODE</th>
<th>BUILDING CODE</th>
<th>ROOM NUMBER</th>
<th>SUB ROOM</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
</tr>
</tbody>
</table>

**Step 8:**

General Ledger Pending Entries Tab is used by Fiscal Officers.
- The Accounts Payable clearing account number auto-populates until the PCDO document is fully approved.
- A separate line item appears for Use Tax and populates with the Accounts Payable clearing account number.
Step 9: Notes and Attachments
A. In the **Note Text** field, type any necessary comments for reconcilers or Fiscal Officers.
B. Please **DO NOT** use attachment function in this tab.
   - Use KFS/Image Scanning tab for documents and attachments.
C. Select the **ADD** button to complete the Note Text addition.

Step 10: Ad Hoc Recipients (optional)
Using Ad Hoc to obtain additional approval is **not** recommended for PCDO. Those who need to approve the document should already be set up in workflow.

KFS role changes can be made by each department’s DSA via KSAMS.
Step 11: Save and Approve Procurement Card Document.

**Action List Helpful Features**

**Preferences**: KFS allows users to customize settings to provide a personalized view of their **Action List**.

A. Select **preferences**.

B. The **Action List Page Size** field defaults to 10, representing the maximum amount of documents displayed on a page before a new page is added to the **Action List**.
   - It’s recommended to increase this number to avoid having to navigate through multiple pages. For example, 100, 300, etc.

C. Users can set preferences for **Email Notification**. Options include: Immediate Daily, Weekly, and None. It’s recommended to select **None** to avoid inundating each user’s email. Instead, check **Action List** frequently throughout the day.

D. Users can color-code the action list items in the **Document Route Status Colors for Action List Entries** section.

E. **Save** preferences.
**Filter**: Allows users to filter **Action List** to view specific documents. For example, entering **Procurement Card** in the **Document Title** field filters the **Action List** so that only PCDO documents are displayed, and removes all other documents from view.

A. From the **Action List** page, select **filter** located in the upper right portion of the screen.
B. In the **Document Title** field, type in the name of the document as it appears on the **Action List** page.
   - Or check the **Exclude?** box to eliminate a specific document from showing up on the **Action List**.
C. Use **Document Route Status** and **Action Requested** drop-down menus to apply additional filters.
D. The **Document Type** field can also be used. Use ▼ to search for the document. Users can also check the **Exclude?** box to eliminate a specific document from displaying on the **Action List**.
E. **Date Created** and **Date Last Assigned** are also helpful filters.
F. After the filter criteria are selected, use the **filter** button to view results.
G. Use the **clear filter** button to remove filters from the **Action List**.
Clearing FYIs From Action List

A. Documents that were sent to the user as an FYI are noted in the Action Requested column and stay in the Action List until cleared by the user.

B. To clear FYI documents individually, in the Actions column, use the drop-down arrow and change NONE to FYI (per document). Scroll to the end of the page and select take actions.

C. To clear FYIs on each page, go to the upper right corner, next to the apply default button, and select the drop-down arrow to change NONE to FYI. Scroll to the end of the page and select take actions.
   • This only clears items listed on that page. If users have multiple pages, they will need to perform this action on each page, or they can change how many documents appear on each page from preferences.

Performing a Custom Document Search

Use the Custom Document Search to locate specific documents or to check the status of submitted/approved documents.

Step 1:
A. Log in to the Portal and select Finances/KFS.
B. Locate the Purchasing portlet.
C. Select the + button next to Custom Document Search and select PALCard Transactions.
Step 2: Enter Search Criteria.

A. **Type** field defaults to **PCDO**.

B. If the document number is known, enter it in the Document/Notification Id field.

C. The **Transaction Date From**, **Transaction To**, and the **Cardholder Name** fields are helpful to narrow the search.

D. After all search criteria is entered in applicable fields, select **search**.

When performing a Custom Document Search, results display the vendor's name in the Vendor Name column. Users can select the double arrow to filter the column alphabetically.