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# **PALCard Application (PCAP) Instructions for Applicants**

1. **Read online learning material**
  - Visit the [PALCard/Low Value e-Training website](#).
2. **Take the UCLC training/test**
  - In [UCLC](#) search field, enter “PALCard policy and refresher course” and take the training/test
  - You will receive a notification of completion at the end
3. **Complete the PALCard Application (PCAP) in KFS**
  - Review the **(PCAP) Instructions for Applicants** below.
  - Access the ([PCAP](#)) [PALCard Application in KFS](#).
    - **Please email [PALCard@uci.edu](mailto:PALCard@uci.edu) for questions pertaining to this section**
4. **Attend PALCard Issuance Meeting**
  - PALCard staff will contact you to schedule attendance at a PALCard Issuance Meeting.
  - Bring photo I.D., either a driver's license or UCI/UCI Medical Center I.D.
  - Read and sign [PALCard User Agreement](#).
5. **Update PALCard Application information**
  - E-mail [PALCard@uci.edu](mailto:PALCard@uci.edu) to update your last name, office address or telephone number.

**Note:** All PALCard training and testing must be completed before submitting a PALCard application.

\*Applicants should know which account number the card will be linked to before completing the application.

## **Step 1: Access the Portal**

- A. Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- B. Locate the **Purchasing** portlet.
- C. Select **Procurement Card (PALCard) Application**.

## **Step 2: Document Header**

- A. Write down the document number (**Doc Nbr**) for future reference.
  - Used to look up and retrieve the application.
- B. Users can toggle between **expand all** and **collapse all** to manage viewing of information on their screen.

The screenshot shows the UCI Zot!Portal navigation menu with the following items: Main, Applications, Work/Life, Facilities/Safety, Research, and Finances/KFS. The 'Finances/KFS' item is highlighted with a red box and labeled 'A'. Below the menu, the 'KFS Purchasing' link is highlighted with a red box and labeled 'B'. Under 'KFS Purchasing', the 'Procurement Card (PALCard) Application' link is highlighted with a red box and labeled 'C'. Below the navigation, the 'Procurement Card Application' header is shown with the following details: Doc Nbr: 7043694 (labeled 'A'), Initiator: sniswong, Status: INITIATED, Created: 09:41 AM 02/12/2018, and PCAP Status: New Application. The 'EXPAND ALL' and 'COLLAPSE ALL' buttons are highlighted with a red box and labeled 'B'.

### Step 3: Document Overview

- A. The **Description** field auto-populates based on user log in. Do not change the name—the UCInetID must match the employee name displayed in the field. Employees must initiate their own application.
- B. Use the **Explanation** field if applying for a second card (only for split appointment between two departments).

The screenshot shows the 'DOCUMENT OVERVIEW' tab. The 'OVERVIEW' section contains the following fields: 'Description' (labeled 'A') with the value 'NISWONGER, SHAUNA', 'Explanation' (labeled 'B') which is empty, 'Organization' (empty), 'Document Number' (empty), and 'Number' (empty).

### Step 4: Cardholder Information, Billing Address, Reconciler Group

- A. **Cardholder Information** auto-populates and cannot be changed.
- B. **Billing Address** information auto-populates for most employees and cannot be changed. If this section is blank, or the data is incorrect, enter your department name, UCI office address, phone number, and email in the **Explanation** field of the **Document Overview** tab.
- C. The **Reconciler Group** tab is blank at this stage of the application. The Fiscal Officer is responsible for completing this tab.

**Note:** Information for A and B is retrieved from the Payroll Database. If the information is incorrect, contact the Payroll Department to make corrections, 949.824.4568.

#### CARDHOLDER INFORMATION

A

Last Name: NISWONGER

First Name: SHAUNA

Middle Initial:

Primary Department Code: IR-8001

Employee ID: 091264400

#### BILLING ADDRESS

B

Address Line 1: 131 Innovation, Suite 250

Address Line 2:

City: Irvine

\*State: CA

\*Zip Code: 92697

Office Phone: (949) 824-7212


Email Address: shauna.n@uci.edu

#### RECONCILER GROUP

C

Reconcilers Group:

### Step 5: Default Accounting Line

- A. In the **Chart Code** field, IR (UC Irvine), MC (Medical Center), or SW (Systemwide) auto-populates based on user's profile.
- B. In the **Account Number** field, select  to view the **Account Lookup** page. Users can type account information directly in the field, if known. Lookup instructions are listed below.
- C. Type 8150 in the **Object Code** field.
  - 8150 (Supplies Gen Office) is used for the majority of PALCards and Managed Spend cards.
  - When appropriate, a different default Object Code can be selected, e.g. 8090 (Lab Supplies, Non-Animal).

The image shows a search form with the following fields and labels:

- A** \*Chart Code: IR [dropdown arrow] [magnifying glass icon]
- B** \*Account Number: [text input] [magnifying glass icon]
- Sub-Account Number: [text input] [magnifying glass icon]
- C** \*Object Code: [text input] [magnifying glass icon]
- Sub-Object Code: [text input] [magnifying glass icon]

Fields A, B, and C are highlighted with red boxes.

### Account Lookup Instructions

Use any, or a combination, of the search criteria on slide 9 and 10 to identify the KFS account number

- A. If the **Chart Code** needs to be changed, select to view the **Chart Lookup** screen.
- B. Enter a portion of the name in the **Account Name** field. For example, \*proc\* for Procurement.
- C. **Organization Code** is a 4 digit code assigned to each department/organization in KFS.
- D. **UC Account and UC Fund number**—the new KFS account number can be identified by entering the old legacy number.
- E. **Fiscal Officer Principal Name**—Enter the UCInetID of the Fiscal Officer responsible for the KFS account.
- F. Select **search**.
- G. Select **return value**.

## Account Lookup

Yes  No  Both

Return Value	Chart Code	Account Number	Account Name	Organization Code	Responsibility Center Code	Reports To Organization Code	Account Type	Fund Group Code	Sub-Fund Group Code	Higher Education Function Code	UC Account Number	UC Fund Number	Fiscal Officer Name
return value	IR	0511178	662080-68309 PROCUREMENT SERVICES	8001	40	9002	CE	CE	410290	ISUP	662080	68302	SELLARS, RONALD

### Step 6: Credit Limit

The Fiscal Officer is responsible for editing/updating this tab.



- A. PALCard **Cycle Limit** is the total amount that can be charged from the 22<sup>nd</sup> of one month to the 21<sup>st</sup> of the following month—an approximate one-month period.
- B. Single Transaction Limit matches the cardholder’s maximum Low Value Purchasing Authority (LVPA) of \$5,000.

**CREDIT LIMIT**

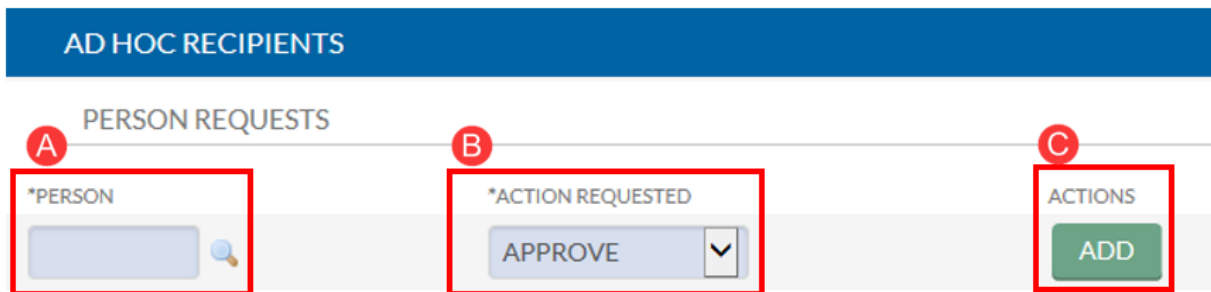
Cycle limits above \$10k require Fiscal Officer justification below:

## Step 7: Ad Hoc Recipients (optional)

Ad Hoc routes a document to additional people, which may or may not require additional approvals.


- A. In the **Person Requests** section, enter the UCInetID of the Ad Hoc Recipient in the **Person** field. Use  to view search fields that provide assistance in locating the correct ID.
- B. Use the drop-down arrow in the **Action Requested** field to select an appropriate choice.
  - **Approve:** This action **interrupts** the regular workflow and requires the Ad Hoc Recipient (must have role 54 access) to open the document from their **action list** and select **approve**.
    - **Use this option if the application needs to route to a Supervisor or a Control Point.**
  - **FYI:** This action **does not** interrupt workflow and sends a notification to the Ad Hoc Recipient (role 54 or 32 access).
  - **Acknowledge:** This action **does not interrupt** workflow but requires the Ad Hoc Recipient (role 54 or 32 access) to open the document from their **action list** and select **acknowledge**. The document can be processed without acknowledgement.
- C. Select the  button to complete the tab, or add additional names.


**Note:** KFS role changes can be made by each department's DSA via KSAMS.



AD HOC RECIPIENTS

PERSON REQUESTS


A **\*PERSON** 

B **\*ACTION REQUESTED**  
APPROVE 

C **ACTIONS**  
ADD

## Step 8: Save and Submit Application

Routing Process: Applicant > Fiscal Officer > Account Reviewer (optional) > PALCard Administration.



Submit Save Close Cancel

Please direct all PALCard/PCAP questions to [PALCard@uci.edu](mailto:PALCard@uci.edu) or 949.824.4040, opt. 2



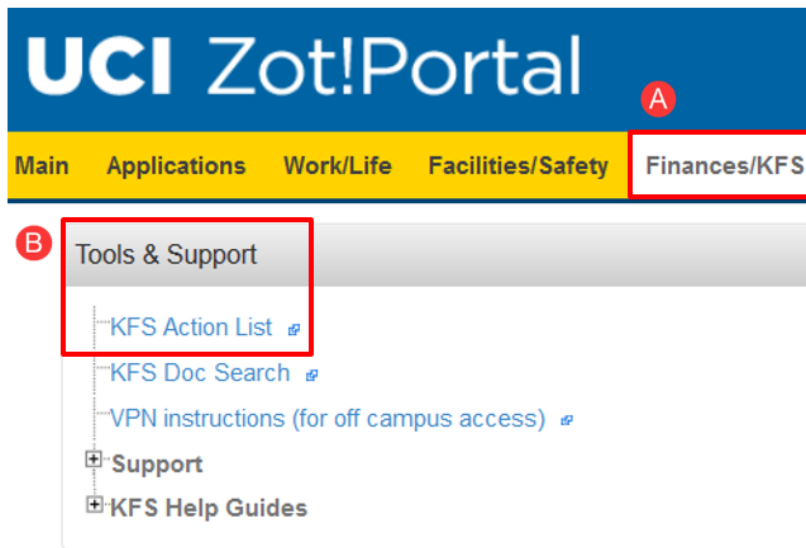
# PALCard Application (PCAP) Instructions for Fiscal Officers & Supervisors

The steps below apply to the Fiscal Officer only:

- Open your Action List in KFS and locate the Applicant's document.
- Complete and approve the application in KFS.

## Step 1: Access the Portal

- Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- In the **Tools & Support** portlet, select **KFS Action List**.



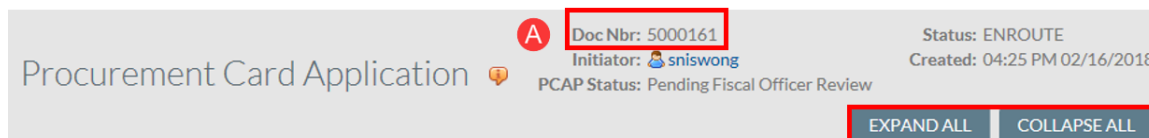
## Step 2: Locate Procurement Card Application

- Select the link under the **ID** column.

<b>Id</b>	<b>Type</b>	<b>Title</b>	<b>Route Status</b>	<b>Action Requested</b>	<b>Initiator</b>	<b>Delegator</b>	<b>Date Created</b>	<b>Group Request</b>	<b>Scanned?</b>	<b>Log</b>
5000161	Procurement Card Application	Procurement Card Application - NISWONGER, SHAUNA	ENROUTE, Pending Fiscal Officer Review	APPROVE	NISWONGER, SHAUNA		04:25 PM 02/16/2018			

## Step 3: Document Header

- Write down the document number (**Doc Nbr**) for future reference.
  - Used to look up the Procurement Card Application.
- Users can toggle between **expand all** and **collapse all** to manage viewing of information on their screen.



#### Step 4: Document Overview

- A. The **Description** field auto-populates when the application is initiated and should not be changed.
- B. The **Explanation** field carries over from the application and should be viewed if text is displayed.

**DOCUMENT OVERVIEW** ^

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OVERVIEW

\*Description: NISWONGER, SHAUNA      Explanation:

Organization Document Number:

#### Step 5: Cardholder Information and Billing Address

- A. **Cardholder Information** cannot be changed in this tab.
- B. **Billing Address** information auto-populates for most employees and cannot be changed. If this section is blank, the applicant should have entered their department name, UCI office address, phone number, and email in the **Explanation** field of the **Document Overview** tab. Please verify that the information is correct.

**Note:** Information for A and B is retrieved from the Payroll Database.

**A**

**CARDHOLDER INFORMATION**

Last Name: NISWONGER      First Name: SHAUNA      Middle Initial:  
Primary Department Code: IR-8001      Employee ID: 091264400

**B**

**BILLING ADDRESS**

Address Line 1: 131 Innovation, Suite 250

Address Line 2:

City: Irvine

\*State: CA


\*Zip Code: 92697

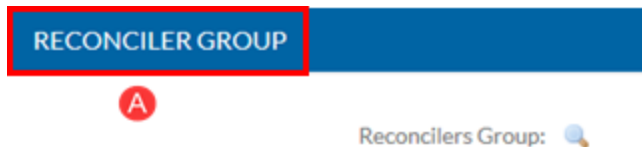
Office Phone: (949) 824-7212 


Email Address: shauna.n@uci.edu

## Step 6: Reconciler Group


A Reconciler Group consists of one or more PALCard reconcilers who will be responsible for reviewing and reconciling the cardholder's transactions. One Reconciler Group is assigned to every cardholder account.

- A. Select  next to the **Reconciler's Group** field which takes users to the **Group Lookup** screen.




The first step in assigning a Reconciler Group is to identify the reconciler for the cardholder. On the **Group Lookup** screen, select  next to the **Principal Name** field to view the **Person Lookup** screen.

- See Page 6 for Person Lookup search instructions.
- B. After the **Principal Name** field is populated, select **search** to view available Reconciler Group(s).
- C. In the **Group Name** column, select the link to view the members of each Reconciler Group.
- D. Identify correct group and select **return value**.
- Email [PALCard@uci.edu](mailto:PALCard@uci.edu) if a group cannot be located or if any changes need to be made.

**Group Lookup** 

\* required field

Group Id:	<input type="text"/>
Group Namespace:	<input type="text" value="KFS-FP"/>
Group Name:	<input type="text"/>
Group Description:	<input type="text"/>
Type:	<input type="text" value="Organization Group"/>
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<b>B</b> Principal Name:	<input type="text" value="jatwell"/> 






Return Value	Group Type Name	Group Namespace	Group Name	Group Description
return value	Organization Group	KFS-FP	8001-1 - P-card Reconciler Group	Card reconciler for 8001-1
return value	Organization Group	KFS-FP	8001-3 - P-card Reconciler Group	Card reconciler for 8001-3
return value	Organization Group	KFS-FP	8001-2 - P-card Reconciler Group	Card reconciler for 8001-2

Members:							
	* Type Code	* Member Identifier	Namespace	Name	Full Name	Active From Dt	Active To Dt
1	<input type="text" value="Principal"/>	000000061135		hmchang	HELEN CHANG		
2	<input type="text" value="Principal"/>	000000063363		jatwellh	JANICE ATWELL-HETH		

## Step 7: Default Accounting Line

This tab displays information entered by the applicant. Change if necessary by typing directly into fields or using the lookup icons.

### DEFAULT ACCOUNTING LINE

*Chart Code:	IR	
*Account Number:	GF12745	
Sub-Account Number:		
*Object Code:	8150	
Sub-Object Code:		



## Step 8: Credit Limit

- A. The **Cycle Limit** defaults to \$10,000. If the limit needs to be increased, use the drop-down arrow to select a different amount.
  - The PALCard Cycle runs from the 22<sup>nd</sup> of one month to the 21<sup>st</sup> of the following month. Set this limit high enough to accomplish purchases for a one-month period. This helps prevent the cardholder from experiencing declines.
- B. For limits above \$10,000, enter a justification in this field.
  - E.g. user is the only person responsible for purchases for a given department, average monthly volume is \$50,000.
- C. **Single Transaction Limit (per vendor, per day)**: Defaults to the cardholder's maximum Low Value Purchase Authority limit of \$5,000.
  - The Single Transaction Limit matches the cardholder's Low Value Purchasing Authority (LVPA) of \$5,000.

## Step 9: Ad Hoc Recipients (optional)

Ad Hoc routes the Procurement Card Application to additional people, which may or may not require additional approvals.

- A. In the **Person Requests** section, use the drop-down arrow in the **Action Requested** field to select an appropriate choice.
- B. **Approve**: This action **interrupts** the regular workflow and requires the Ad Hoc Recipient (must have role 54 access) to open the document from their **action list** and click on **approve**.
- C. **FYI**: This action **does not** interrupt workflow and sends a notification to the Ad Hoc Recipient (role 54 or 32 access).

- D. **Acknowledge:** This action **does not interrupt** workflow but requires the Ad Hoc Recipient (role 54 or 32 access) to open the document from their **action list** and click on **acknowledge**. The document can be processed without acknowledgement.
- E. Enter the UCInetID of the Ad Hoc Recipient in the **Person** field. Use  to bring up search fields to assist in locating the correct ID.
- F. Select the  button to complete the tab, or add additional names.

**Note:** KFS role changes can be made by each department's DSA via KSAMS.

### **Step 10: Save and Approve Application**

- A. Routing: Applicant > Fiscal Officer > Account Reviewer (optional) > PALCard Administration
- B. Allow two weeks for PALCard Administration to process the application
- C. Applicants are notified when the card arrives and are required to attend a PALCard

Please direct all PALCard/PCAP questions to [PALCard@uci.edu](mailto:PALCard@uci.edu) or 949.824.4040, opt. 2

Note: Be sure to provide a reason if the application is **disapproved**.

### **Principal Name Lookup Instructions**

- A. If known, enter the UCInetID of the assigned reconciler in the **Principal Name** field. Proceed to step B if known.
- B. Enter information in the **First Name** and **Last Name** fields, surrounded by asterisks.
- C. Select **search**.
- D. Select **return value** on the correct name.
  - This brings users back to the **Group Lookup** screen and the **Principal Name** field is populated. Return to page 3, step C to continue.

# How to Become a PALCard Reconciler

## Read e-Training material

- Visit the [PALCard/Low Value e-Training website](#).
- Read all three modules to obtain a good understanding of the training material.

## Take the [UCLC](#) training/test

- In [UCLC](#) search field, enter “PALCard policy and refresher course” and take the training/test
- You will receive a notification of completion at the end

## Take PALCard Document (PCDO) Reconciliation Training

- To register, using Mozilla Firefox as your internet browser, log-in to the [UC Learning Center](#).
- Enter 'PALCard Reconciliation' in the search field.
- Click on the **Select** button to Register.

For more information, contact the Purchasing HelpDesk at **(949) 824-4040 Option 2**, or email [palcard@uci.edu](mailto:palcard@uci.edu).

## E-mail the name of the Reconciler predecessor.

- If you are replacing an existing Reconciler, email the first and last name of the person you are replacing to [PALCard@uci.edu](mailto:PALCard@uci.edu)
- Reconciler may not be in a reporting or subordinate position to the cardholder. Reconciler must be able to review charges objectively.

## Sign Reconciler Agreement

- Read and sign the [Reconciler Agreement](#)
- Scan/email completed Reconciler Agreement to: [PALCard@uci.edu](mailto:PALCard@uci.edu)

## Reconcile Transactions in KFS-PALCard Document (PCDO)

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).

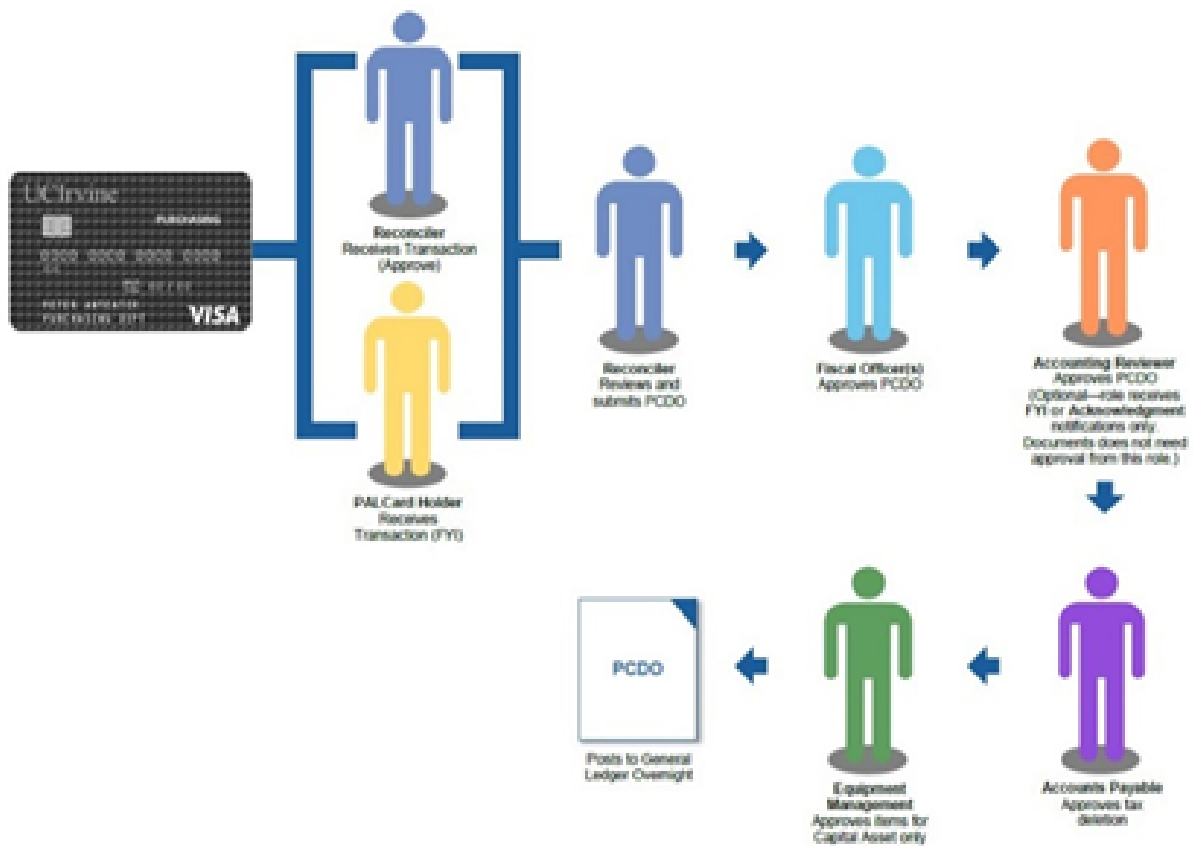
The **15 calendar day** period **includes** time required for:

- 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).

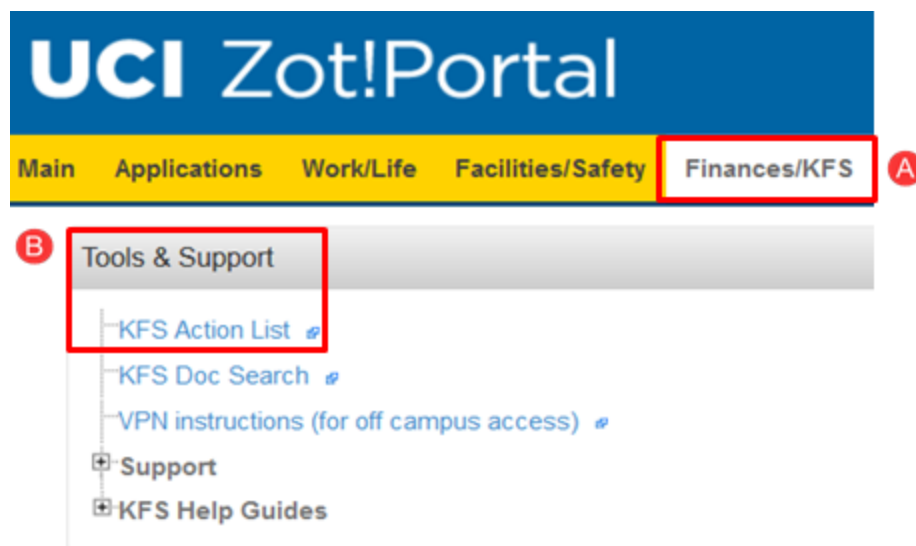
### Workflow and Policy Guidelines

- A. PALCard-holder **can** also be the Fiscal Officer.
- B. PALCard-holder **can** be a Reconciler for someone else's account, but not their own.
- C. Fiscal Officer and Reconciler **can** be the same person—document routes only once to the individual.
- D. PALCard-holder **cannot** be the Fiscal Officer **AND** the Reconciler for their own account.
- E. Reconciler **cannot** be in a reporting relationship to the PALCard-holder.



## Step 1: Access ZotPortal

- Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- In the **Tools & Support** portlet, select **KFS Action List**.





## Step 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:

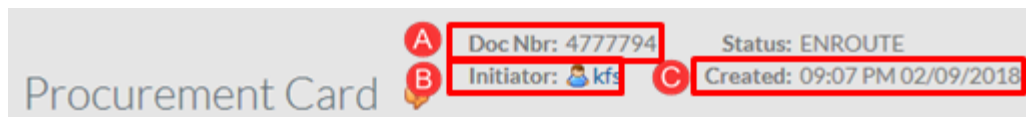
- Compare purchase documentation (quote, packing slip, receipt or invoice) to the transaction amount.
- Reallocate or split-fund, if necessary.
- Delete or reduce use tax.

- A. Select a Procurement Card document that has **Approve** in the **Action Requested** column.
- Cardholders receive an **FYI** notification in their **Action List**.

<u><a href="#">Id</a></u>	<u><a href="#">Type</a></u>	<u><a href="#">Title</a></u>	<u><a href="#">Route Status</a></u>	<u><a href="#">Action Requested</a></u>
<u><a href="#">8143310</a></u>	Procurement Card	Procurement Card - TANGRAM INTERIORS amathia1 02/20/2019	ENROUTE	APPROVE <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span>

## 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)



## PALCard Auto-Post Process

The auto-post process runs Monday - Friday after 5pm.

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

**Holidays:** If the 15<sup>th</sup> calendar day falls on a holiday, the transaction will post on the next work day after 5pm.

#### 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]."

Auto Approved On  
01/22/2015 07:05 PM.

- 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)

DOCUMENT OVERVIEW

OVERVIEW

A \*Description: OFFICE SOLUTIONS dryuen 01/31/2018

C Explanation:

B Organization Document Number:

FINANCIAL DOCUMENT DETAIL

Total Amount: 45.00

#### 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 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.

**Note:** Attachments can be added at any time even after the document is final.

IMAGE SCANNING

SCANNED DOCUMENTATION

[View Scanned Documents](#)

Upload Scan Document

FILETNET UPLOAD SUPPORTING DOCUMENTATION

Users can upload Original receipts/backup directly into the Image Scanning tab in lieu of sending the originals to Scanning Services. No coversheet is needed. Please ensure the image file or PDF document is in color (where applicable), is readable, and considered 'finalized' since images cannot be removed once uploaded.

A Select File to Upload:  Browse... B

## Step 6: Accounting Lines

- The **Procurement Card Number** that appears is not the actual VISA number; rather a pseudo number for security purposes.
- View **Cardholder Name**, **Transaction Date** and **Post Date** fields.
- 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.
- Vendor's name populates in the **Vendor Name** field.
- Transaction Total Amount** populates the total dollar amount of transactions, including sales tax if collected by the vendor.

ACCOUNTING LINES

TRANSACTION #24332398033000015520586

A Procurement Card Number: PC0000000006542 [🔗](#)

B Cardholder Name: DOUGLAS YUEN

Transaction Date: 01/31/2018

Post Date: 02/02/2018

C Transaction ID Number: 24332398033000015520586 [🔗](#)

D Vendor Name: OFFICE SOLUTIONS [🔗](#)

E Transaction Total Amount: 45.00

Sales Tax Amount: 0.00

Enter Sales Tax:

Enter Use Tax: 3.49

Tax Exempt Indicator:

Tax Exempt Reason Code:

## Common PCDO Object Codes

Object Code	Description of Expense	Object Level
4100	Telephone & Network	COMM+B4:C23
2500	Mobile Devices and Usage	COMM
3000	Memberships and Subscriptions	FEES
3010	Registration Fees - non travel	FEES
3020	Training and Development	FEES

4200	Freight	MFSH
4400	Postage Mail Shipping	MFSH
4500	Photo and Reproduction	PRNT
4510	Printing of Forms and Stationery	PRNT
4520	Printing of Publications	PRNT
7006	Advertising	SRVC
7100	Repairs and Maintenance	SRVC
7125	Laundry Services	SRVC
7266	Other Purchased Services	SRVC
8005	Appliances (non-inventory)	SUPP
8010	Automotive Parts	SUPP
8011	Apparel Uniforms Clothing (Employee)	SUPP
8015	Awards and Gifts (Perpetual Plaques only)	SUPP
8020	Books, Serials, Non Inventorial	SUPP
8027	Chemicals Organic and Inorganic (except carcinogens, regulated, radio-chemicals)	SUPP
8034	Software Non-Capitalized Under \$5,000	SUPP
8035	Computer Equipment and Non-Software<\$5,000	SUPP
8037	ED TV & AV Service	SUPP
8040	Equipment \$200 - \$4,999	SUPP
8045	Equip Non Inventorial	SUPP
8090	Lab Supplies, Non Animal	SUPP
8140	Supplies Cleaning	SUPP
8145	Computer Supplies	SUPP
8150	General Office Supplies	SUPP
8165	Supplies Teaching	SUPP
8170	Water Bottled	SUPP

## 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 provides detailed information in the **Description** field, but only for the first line item of the transaction.

24332398033000015520586

EXPAND ALL COLLAPSE ALL

---

Document Number: 4756895

Financial Document Transaction Line Number: 1

**Transaction Billing Currency Code: 840**

Transaction Date: 01/31/2018

Transaction Original Currency Code: 840

Post Date: 02/02/2018

Transaction Purchase Identifier Indicator: No

Transaction Settlement Amount:

Transaction Travel Authorization Code:

Transaction Cycle End Date:

Transaction Total Amount: 45.00

Vendor Name: OFFICE SOLUTIONS

Transaction ID Number: 24332398033000015520586

Transaction Currency Exchange Rate:

Transaction Original Currency Amount: 45.00

Transaction Point Of Sale Code:

Transaction Purchase Identifier Description: 155068

Sales Tax Amount: 0.00

Tax Exempt Indicator: No

Transaction Unit Contact Name:

Transaction Cycle Start Date:

**PROCUREMENT CARD ITEMS**

Row:	Commodity Code:	Product Code:	Description:
1	FREIGHT AND	1085960	LABOR SERVICES ONLY TO INC

Quantity:	Unit of Measure:	Price Each:	VAT Tax Rate:
1	1	45.00	

VAT Tax Amount:	Discount Per Line:	Extension:
0.00	0.00	45.00

Data Type	Level 1	Level 2	Level 3
Merchant Name	X	X	X
Transaction Amount	X	X	X
Data	X	X	X
Tax Amount		X	X
Customer Code (16 Char)		X	X
Merchant Postal Code		X	X
Tax Identification		X	X
Merchant Minority Code		X	X
Merchant State Code		X	X
Item Product Code			X
Item Description			X
Item Quantity			X
Item Unit of Measure			X
Item Extended Amount			X
Item Net / Gross Indicator			X
Item Tax Amount			X
Item Tax Rate			X
Item Tax Identifier			X
Item Discount Indicator			X
Ship from Postal Code			X
Freight Amount			X
Duty Amount			X
Destination Postal Code			X
Destination Country Code			X
Alternate Tax Amount			X

### Guiding Principles for Sales Tax and Use Tax

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

**\*\*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 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 the amount on the 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.

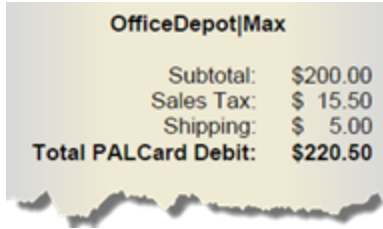
Procurement Card Number:	PC0000000006542
Cardholder Name:	DOUGLAS YUEN
Transaction Date:	01/31/2018
Post Date:	02/02/2018
Transaction ID Number:	24332398033000015520586
Vendor Name:	OFFICE SOLUTIONS

A	Transaction Total Amount:	45.00
B	Sales Tax Amount:	0.00
C	Enter Sales Tax:	
D	Enter Use Tax:	3.49
E	Tax Exempt Indicator:	<input type="checkbox"/>
	Tax Exempt Reason Code:	

**Tax 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



Amount posted to General Ledger: \$220.50

**Before & After (no changes)**

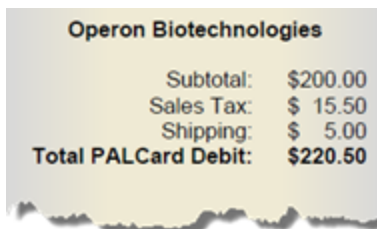
Transaction Total Amount: 220.50  
**A** Sales Tax Amount: 15.50  
 Enter Sales Tax:   
 Enter Use Tax:   
 Tax Exempt Indicator:   
 Tax Exempt Reason Code:

Transaction Total Amount: 220.50  
 Sales Tax Amount: 15.50  
~~Enter Sales Tax:~~   
~~Enter Use Tax:~~   
~~Tax Exempt Indicator:~~   
~~Tax Exempt Reason Code:~~   
**B**

**Tax 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.



Amount posted to General Ledger: \$220.50

**Before**

Transaction Total Amount: 220.50  
 Sales Tax Amount:  
 Enter Sales Tax:   
**A** Enter Use Tax: 17.09  
 Tax Exempt Indicator:   
 Tax Exempt Reason Code:

**After**

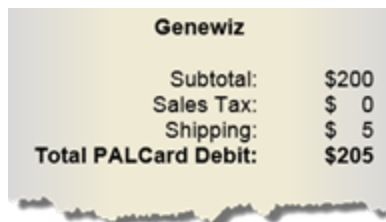
Transaction Total Amount: 220.50  
 Sales Tax Amount:  
**B** Enter Sales Tax: 15.50  
 Enter Use Tax: 0.00  
 Tax Exempt Indicator:   
 Tax Exempt Reason Code:



**Tax 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, its determined tax was **not** collected by vendor; therefore, the **Enter Use Tax** field is populated.
  - a. 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.



Amount posted to General Ledger: line 1—\$205; line 2—\$15.50.

**Before**

Transaction Total Amount: 205.00

Sales Tax Amount:

Enter Sales Tax:

**A** Enter Use Tax:

Tax Exempt Indicator:

Tax Exempt Reason Code:

**After**

Transaction Total Amount: 205.00

Sales Tax Amount:

Enter Sales Tax:

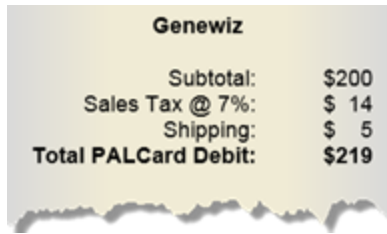
**B** Enter Use Tax:

Tax Exempt Indicator:

Tax Exempt Reason Code:

**Tax 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.
  - o Enter tax that vendor collected in the **Enter Sales Tax** field.
  - o Enter remaining tax in the **Enter Use Tax** field.



Amount posted to General Ledger: line 1—\$205; line 2—\$15.50.

Transaction Total Amount: 219.00

Sales Tax Amount:

**C** Enter Sales Tax: 14.00

Enter Use Tax: 1.50

Tax Exempt Indicator:

Tax Exempt Reason Code:

**Before**

Transaction Total Amount: 219.00

**A** Sales Tax Amount: 14.00

Enter Sales Tax:

Enter Use Tax:

Tax Exempt Indicator:

Tax Exempt Reason Code:

**After**

Transaction Total Amount: 219.00

Sales Tax Amount: 14.00

**B** Enter Sales Tax:

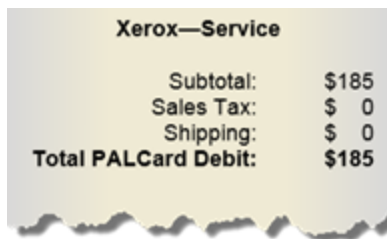
Enter Use Tax: 1.50

Tax Exempt Indicator:

Tax Exempt Reason Code:

**Tax 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.



Amount posted to General Ledger: \$185.

**Before**

Transaction Total Amount: 185.00

Sales Tax Amount: 0.00

Enter Sales Tax:

**A** Enter Use Tax: 14.34

Tax Exempt Indicator:

Tax Exempt Reason Code:

**After**

Transaction Total Amount: 185.00

Sales Tax Amount: 0.00

Enter Sales Tax: 0.00 **B**

Enter Use Tax: 0.00

Tax Exempt Indicator:

Tax Exempt Reason Code:

- A - Ads
- M - Membership
- O - Other - please explain with note
- P - Postage
- G - Registration Fees
- R - Resale
- E - Service only - no parts
- H - Shipping
- D - Software Download
- S - Subscription

## 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 , 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
      - >=\$5,000<\$10m (asset type Z3331)
    - **9610**—FABRICATION EQUIPMENT AND COMPONENTS
- 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.

ACCOUNTING LINES HIDE DETAILS IMPORT LINES

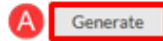
* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	ACTIONS
IR UC IRVINE							0.00	E +
LINE DESCRIPTION								
1	A IR UC IRVINE	GF12745 662080-19900 PROC... ISUP-GENERAL FUNDS	B 8110 OFFICE FURNITURE <...		C-NEUROS... Clinical Activity for NE...		C 45.00	
LINE DESCRIPTION								

## Step 7: Capital Edit

- A. Select **Generate** to begin entering your capital Asset information (when applicable).

## ACCOUNTING LINES FOR CAPITALIZATION

There are Accounting lines for capitalization entries associated with this Transaction Processing document. Please click the generate button when you are ready to enter capitalization information. Note that once you click the button you cannot edit or enter new capitalization accounting lines unless you delete the capitalization information.



B. Click the checkbox in **Select Line** field.

SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	PERCENT	LINE DESC	SELECT LINE
1	Target	IR			9610							<input checked="" type="checkbox"/>

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

- Complete the **Asset Quantity**, **Asset Type**, **Vendor Name**, **Manufacturer** and **Model** fields.
- Enter a description in the **Asset Description** field.
- Select **Insert**.
- Select **Add Tag/Location**.
- 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 characters minimum) or "NOROOM."

CAPITAL ASSET FOR ACCOUNTING LINES

ASSET ACCT LN NBR	SEQ#	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT
1	1	Target	IR			9610				0.00

ASSET QUANTITY	ASSET TYPE	VENDOR NAME	MANUFACTURER	MODEL	AMT DIST METHOD	AMT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Distribute cost evenly	0.00

ASSET DESCRIPTION	ACTIONS
<input type="text"/>	<input type="button" value="INSERT"/> <input type="button" value="DELETE"/> <input type="button" value="Clear"/>

TAG NUMBER	SERIAL NUMBER	*CAMPUS CODE	BUILDING CODE	ROOM NUMBER	SUB ROOM	ACTION
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE"/>

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

- A. Complete the **Retrieve Asset to be Updated** section for Fabrication items. Select to view the **Asset Lookup** screen.

CAPITAL ASSET FOR ACCOUNTING LINE

ASSET ACCT LN NBR	SEQ#	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT
1	1	Target	IR			9610				0.00

Asset Number	Amt Dist Method	Amt	Action
3 <input type="text"/>	Distribute cost evenly	0.00	<input type="button" value="Refresh"/> <input type="button" value="DELETE"/> <input type="button" value="Clear"/>

**Step 8: General Ledger Pending Entries**

General Ledger Pending Entries Tab is used by Fiscal Officers.

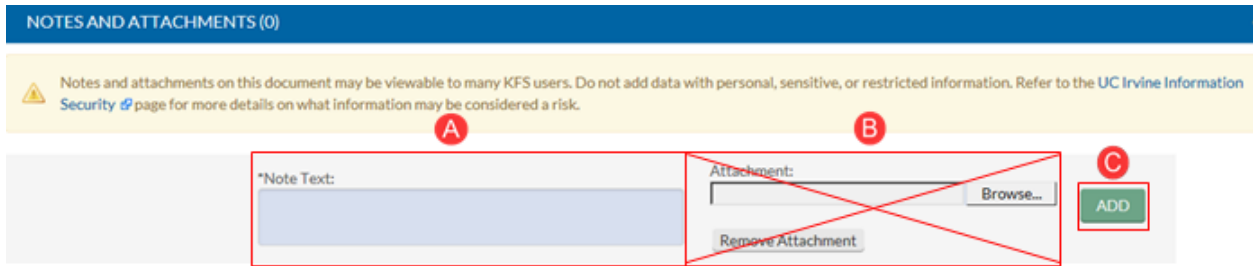
- A. The Accounts Payable clearing account number auto-populates until the PCDO document is fully approved.
- B. A separate line item appears for **Use Tax** and populates with the Accounts Payable clearing account number.

GENERAL LEDGER PENDING ENTRIES												
SEQ #	FISCAL YEAR	CHART	ACCOUNT	SUB-ACCOUNT	OBJECT	SUB-OBJECT	PROJECT	DOCTYPE	BALANCE TYPE	OBJ. TYPE	AMOUNT	D/C
1	2018	IR	UC18889	----	J235	---	-----	PCDO	AC	AS		C

**Step 9: Notes and Attachments**

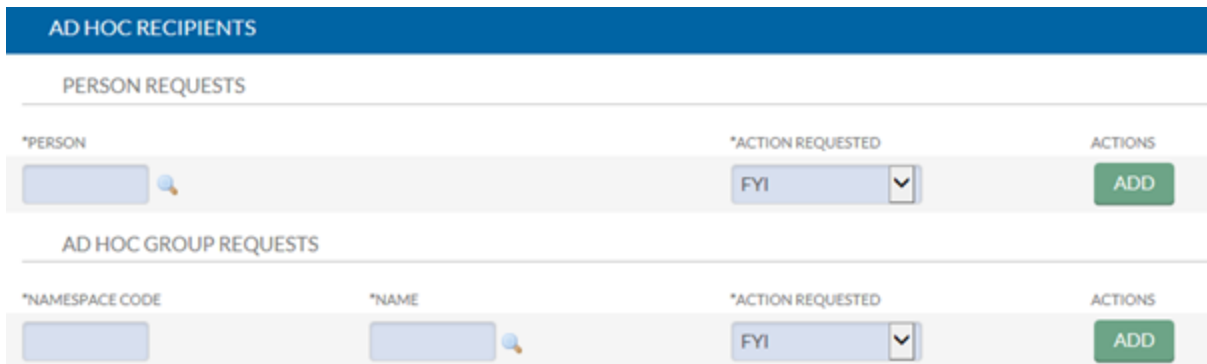
- A. In the **Note Text** field, type any necessary comments for reconcilers or Fiscal Officers.
- B. Please **DO NOT** use attachment function in this tab.

- a. 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.



### Step 11: Save and Approve Procurement Card Document.

**Note:** KFS role changes can be made by each department's DSA via KSAMS.

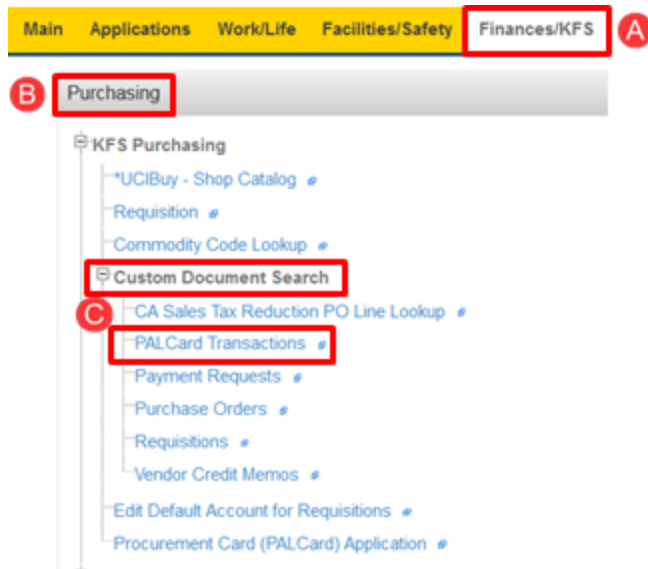
To report fraud or abuse, contact the [PALCard Administrator](#) or, the University-wide anonymous [Whistleblower Hotline](#) at 800.403.4744.

## Performing a Custom Document Search

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

### Step 1: Access PALCard Transactions

- 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 **Cardholder Name** fields are helpful to narrow the search.
- D. After all search criteria is entered in applicable fields, select **search**.

**Note:** 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.

**A** Type: PCDO x

Initiator:

**B** Document/Notification Id:

Date Created From:

Date Created To:

Document Description:

Organization Document Number:

Transaction ID Number:

Procurement Card Number Last Four:

**C** Transaction Date From:

Transaction Date To:

Cardholder Name:

Cardholder Alternate Name:

Group Name:

Chart Code:

Account Number:

Organization Code:

Ledger Document Type:

Total Amount:

Search Result Type:  Document Specific Data  Workflow Data

Name this search (optional):

**D** search clear cancel

Document/Notification Id	Document Description	Organization Document Number	Document Status Code	Transaction ID Number	Procurement Card Number Last Four	Cardholder Name	Vendor
59606	djemrich, 06/05/2014		R	24639234155900010200044	1689	DANIEL EMRSCH	CS HYDE COMPANY
59605	djemrich, 06/05/2014		R	24445004156600166749824	1689	DANIEL EMRSCH	INDUSTL MTL SPLY-R
59604	djemrich, 06/05/2014		R	24431054155026804046443	1689	DANIEL EMRSCH	LENOVO GROUP



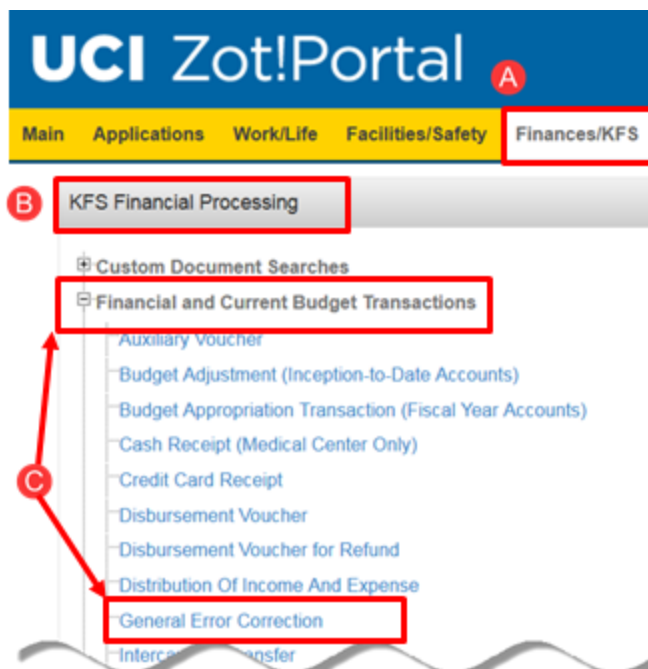
# PALCard (PCDO) General Error Corrections (GEC) to Reverse Use Tax

Use the instructions below if entire Use Tax amount was incorrectly collected when reconciling the PCDO document in KFS.

For all other tax scenarios, wrong Use Tax amount entered (partial credit), tax entered in the Sales Tax line instead of the Enter Use Tax line, or Tax Exempt was selected by mistake (item was supposed to have a Use Tax), send a request to Accounts Payable ([accounts-payable@uci.edu](mailto:accounts-payable@uci.edu)) to process the AV Journal. Reference the original document number and the amount of tax to add.

## Step 1: Access the Portal

- A. Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- B. Locate the **KFS Financial Processing**.
- C. Select the + button to expand **Financial and Current Budget Transactions** and select **General Error Correction**.



## Step 2: Document Overview

- A. Enter a **Description** (40 characters) that is useful to other department employees that will view the document. For example, *GEC to reverse use tax PCDO #49289*.
- B. Additional information may be added in the **Explanation** field. For example: *Use tax paid in error on PCDO # 49289—RICA Surgical Products*.

**Accounting Period** should be for the current month when the journal will be processed, not the month when the original expense was debited. GECs cannot cross Fiscal Years.

Doc Nbr: 7058266      Status: INITIATED  
Initiator: sniswong      Created: 03:09 PM 03/05/2018

General Error Correction

EXPAND ALL      COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

A Description:

B \*Explanation:

Organization Document Number:

FINANCIAL DOCUMENT DETAIL

Total Amount:

C \*Accounting Period: FEB. 2018

### Step 3: GL Entry Importing

- A. Enter the applicable year in the **University Fiscal Year** field, e.g. *2015 for the 2014/15 fiscal year*.
- B. Enter the PCDO document number that needs to be corrected.
- C. Select **search** to view the **General Ledger Entry Lookup** screen.
- D. **Fiscal Year, Chart Code, Balance Type Code** and **Document Number** field's auto-populate based on the **Document Number** entered in the GL Entry Importing tab.
  - a. When reversing Use Tax, do not input any data in the following fields:  
**Organization Code, Account Number, or Object Code** as there is a holding account with different information that is linked to the document and interferes with the search.
- E. In the **Fiscal Period** field, it is recommended to replace the default information with an asterisk (\*) if it doesn't appear.
  - a. If numbers are entered in the field, make sure it relates to the fiscal period that the document was generated in, e.g. 02 = August, 12 = June, etc.
  - b. Users can also leave this field blank.
- F. Select **search**.
  - a. If no results are returned, check that the correct **Document Number** was entered.
- G. In the **Debit Credit Code** column, check the credit (C) and debit (D) box for **Use Tax**.
- H. Select the **return selected** button to return back to the **General Error Correction** screen

**GL ENTRY IMPORTING**

GL ENTRY IMPORTING

**A** \*Fiscal Year: 2017

**B** Document Number: \_\_\_\_\_

**C** Search

---

General Ledger Entry Lookup

Fiscal Year: 2017

Chart Code: IR

Document Type: \_\_\_\_\_

Origin Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Document Number: 49289

Balance Type Code:  AC  MD

Object Type Code: \_\_\_\_\_

Fiscal Period: \_\_\_\_\_

Reference Document Type Code: \_\_\_\_\_

Reference Origin Code: \_\_\_\_\_

Reference Document Number: \_\_\_\_\_

#### Step 4: Accounting Lines

- A. Debit and credit Use Tax line are displayed in the **From** section of the Accounting Lines tab.
- B. Leave the **To** section blank—total should be zero (0.00).

**Note:** This action removes Use Tax from the original PCDO document.

**ACCOUNTING LINES** Import Templates

**A**

FROM								COPY ALL	DELETE ALL	HIDE DETAILS	
*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	ACTIONS			
IR	OS11178		2405				399.88				
UC IRVINE	662080-68309 PR... ISUP-OTHER		FM TRADES LABO...								
1	REFERENCE	* REFERENCE									
	ORIGIN CODE	NUMBER	LINE DESCRIPTION								
FA	116785		FM BL5055 Custodial-Purchasing & Risk Ma								
<b>TOTAL:</b>							<b>399.88</b>				

TO		DELETE ALL	HIDE DETAILS	IMPORT LINES
<b>B</b>	<b>TOTAL: 0.00</b>			

## Step 5: General Ledger Pending Entries

This tab displays all pending entries for the General Ledger after the document has been saved.

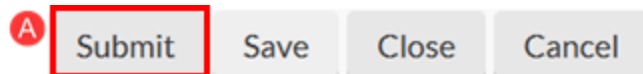
Things to keep in mind:

- KFS is a self-balancing system, and even numbered lines in this tab is an offset entry with can generally be ignored.
- Pay attention to the odd-numbered lines as those are the entries that will post against the original entry.
- The example displays a correction to one debit and one credit entry.

Fiscal Year	Chart Code	Organization Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Ledger Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code
2018	IR	8001	0511178	----	7090	---	AC	EX		ENT	01	4617287	NIEMAND, BARBARA	15.67	D
2018	IR	8001	0511178	----	8035	---	EX	EX	08	PO	01	7035708	ABC OFFICES SYSTEMS	269.38	D
2018	IR	8001	0511178	----	CAOF	---	AC	AS		ENT	01	4617287	TP Generated Offset	15.67	C
2018	IR	8001	0511178	----	ENEX	---	EX	EB	08	PO	01	7035708	TP Generated Offset	269.38	C

## Step 6: Submit GEC

A. Select submit.



Routing—Fiscal Officer(s) > Account Reviewers > Accounts Payable

Contact Tonya Harris (tharris@uci.edu; 949.824.6788) for questions regarding GECs.

## PCDO Image Scanning Upload

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

IMAGE SCANNING

SCAN DOCUMENTATION ✓

[View Scanned Documents](#) ✓

Upload Scan Document

FILENET UPLOAD SUPPORTING DOCUMENTATION

Users can upload Original receipts/backup directly into the Image Scanning tab in lieu of sending the originals to Scanning Services. No coversheet is needed. Please ensure the image file or PDF document is in color (where applicable), is readable, and considered 'finalized' since images cannot be removed once uploaded.

Select File to Upload: A  Browse... B **UPLOAD FILE**

Attachments can be added at any time, even after the document is final



**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.

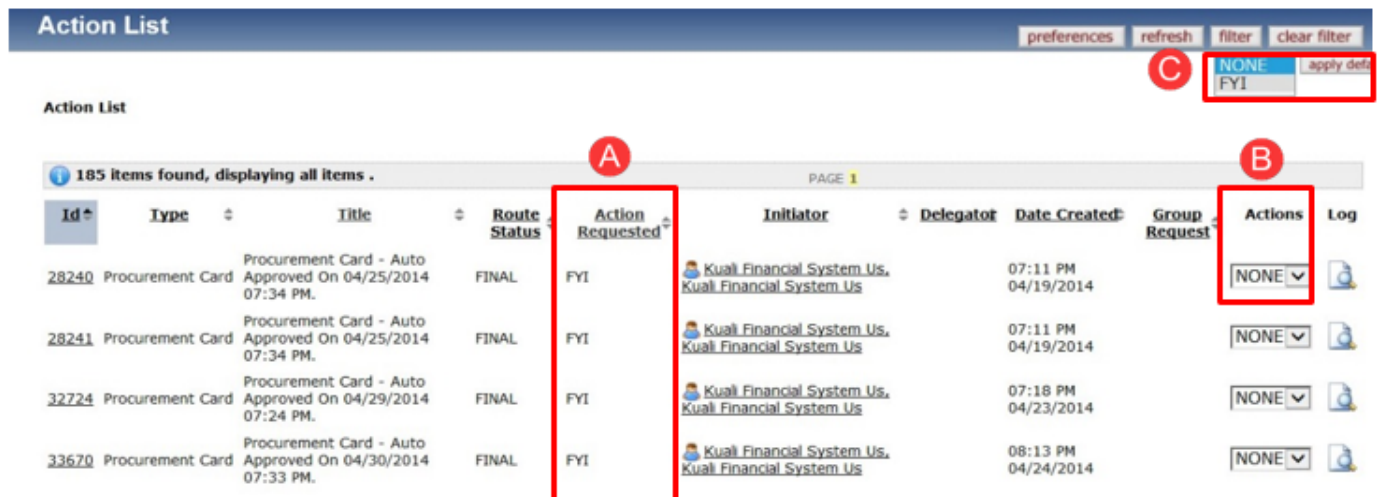


- A. From the **Action List** page, select **filter** located in the upper right portion of the screen.
- B. In the Document Title field, type in the name of the document as it appears on the Action List page.
  - o Or check the **Exclude?** box to eliminate a specific document from showing up on the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

## Action List Filter

## 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**.
  - o 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**.



The screenshot shows the 'Action List' interface. At the top right, there are buttons for 'preferences', 'refresh', 'filter', and 'clear filter'. A dropdown menu is open, showing 'NONE' and 'FYI' options, with 'FYI' selected. This menu is highlighted with a red box and labeled 'C'. Below the header, the table shows 185 items found, displaying all items on page 1. The table has columns: Id, Type, Title, Route Status, Action Requested, Initiator, Delegation, Date Created, Group Request, Actions, and Log. The 'Action Requested' column is highlighted with a red box and labeled 'A'. The 'Actions' column is highlighted with a red box and labeled 'B'. The 'Actions' column contains a dropdown menu with 'NONE' selected, which is highlighted with a red box and labeled 'C'.

Id	Type	Title	Route Status	Action Requested	Initiator	Delegation	Date Created	Group Request	Actions	Log
28240	Procurement Card	Procurement Card - Auto Approved On 04/25/2014 07:34 PM.	FINAL	FYI	Kual Financial System Us, Kual Financial System Us		07:11 PM 04/19/2014		NONE	
28241	Procurement Card	Procurement Card - Auto Approved On 04/25/2014 07:34 PM.	FINAL	FYI	Kual Financial System Us, Kual Financial System Us		07:11 PM 04/19/2014		NONE	
32724	Procurement Card	Procurement Card - Auto Approved On 04/29/2014 07:24 PM.	FINAL	FYI	Kual Financial System Us, Kual Financial System Us		07:18 PM 04/23/2014		NONE	
33670	Procurement Card	Procurement Card - Auto Approved On 04/30/2014 07:33 PM.	FINAL	FYI	Kual Financial System Us, Kual Financial System Us		08:13 PM 04/24/2014		NONE	