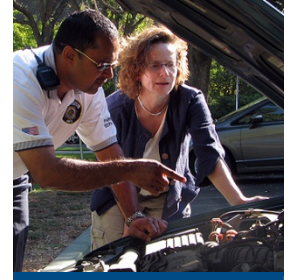
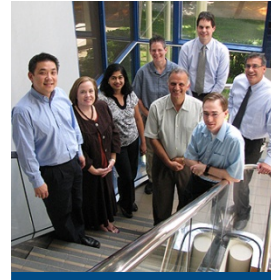


UC DAVIS

ACCOUNTING AND FINANCIAL SERVICES



WELCOME TO KUALI FINANCIAL SYSTEM (KFS) PROCUREMENT CARD DOCUMENT TRAINING

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Special Note

WHAT'S COVERED/NOT COVERED:

- This training covers the KFS **Procurement Card** and **Procurement Cardholder** document processes used by Fiscal Officers/Delegates/Card Reviewers to review/transfer Purchasing Card expenses
- Required Online training on how to apply for and use the Purchasing Card (Cardholder training) and manage cardholder activity (Reviewer training) is available on the Purchasing Card website at <http://pcard.ucdavis.edu/training/index.cfm>

High-Level Overview

- We'll start with a discussion and demonstration of what happens in the **Kuali Financial System** after a Purchasing Cardholder makes a purchase
- We'll discuss the process, the documents, and what needs to be done to ensure that the tax and accounting information is correct for each transaction
- Then, we'll discuss the document used to ensure that the default accounting information is correct for the Purchasing Cards that you manage
- Finally, we'll discuss the Help Resources available to help you after this training
- Let's get started!

Step 1: Cardholder Makes Purchase

- The Purchasing Cardholder follows the university policies and procedures, in addition to any department-specific procedures
- The Purchasing Cardholder secures an itemized transaction receipt from the vendor



Step 2: System-Created Document Pays Bank

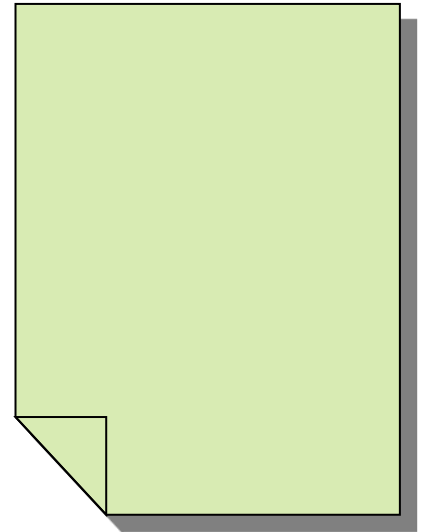
- Document is known as the **Automated Clearinghouse** document
- Appears in FIS **Decision Support** as **ACHD** document type and appears on transaction reports
- The ACHD document is system-created and pays the bank



13-Aug-14	3-6620022	----	PCRD	---	ACHD	01-E30043877	0000091422	-----	US BANK	103.69
14-Aug-14	3-6620022	----	PCRD	---	ACHD	01-E30044063	0000093335	-----	US BANK	26.13
14-Aug-14	3-6620022	----	PCRD	---	ACHD	01-E30044063	0000093326	-----	US BANK	23.84
14-Aug-14	3-6620022	----	PCRD	---	ACHD	01-E30044063	0000093482	-----	US BANK	176.49
19-Aug-14	3-6620022	----	PCRD	---	ACHD	01-E30044629	0000095272	-----	US BANK	119.89

Step 3: Procurement Card Document Created

- **Automatically** created and appears in the KFS **Action List** of the Fiscal Officer/Delegate/Reviewer assigned to account on card








Procurement Card Doc Contains Cardholder and Vendor Information

Title field contains the **cardholder name, vendor name, last 4 digits of Purchasing Card, and total dollar amount** of transaction

Doc Initiator is **KFS** since document is created by system

Action List

41 items retrieved, displaying 11 to 20. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Log</u>
32404068	Procurement Card	DOE, JOHN WWW.NEWEGG.COM - 6060	ENROUTE	APPROVE	KFS, null		11:44 AM 05/20/2014		
32404078	Procurement Card	DOE, JOHN AMAZON MKTPLACE PMTS -	ENROUTE	APPROVE	KFS, null		11:44 AM 05/20/2014		
32419450	Procurement Card	DOE, JOHN BATTERY MART.COM - 6060	ENROUTE	APPROVE	KFS, null		11:36 AM 05/21/2014		
32419752	Procurement Card	DOE, JOHN FORESTRY SUPPLIERS - 6060	ENROUTE	APPROVE	KFS, null		11:40 AM 05/21/2014		
32420052	Procurement Card	DOE, JOHN IDEASTAGE PROMOTION -	ENROUTE	APPROVE	KFS, null		11:43 AM 05/21/2014		

Step 4: Cardholder gives receipt to fiscal officer or attaches to document

- Fiscal Officer/Reviewer needs the transaction receipt in order to confirm/match the data in KFS
- If Cardholder is not a KFS user, they can simply give receipt to their Fiscal Officer
- If Cardholder is ALSO a KFS user, they can perform a document search in KFS and attach the receipt to the document in the **Notes and Attachments** section
- When searching for the **Procurement Card** document, the document type is **PCDO**



Performing Doc Search

Document Search searches Searches ed field

Document Type:

Initiator:

Document Id:

Date Created From:

Date Created To:

Document Description:

Organization Document Number:

Chart Code:

Organization Code:

Account Number:

Ledger Document Type:

Total Amount:

Search Result Type: Document Specific Data Workflow Data

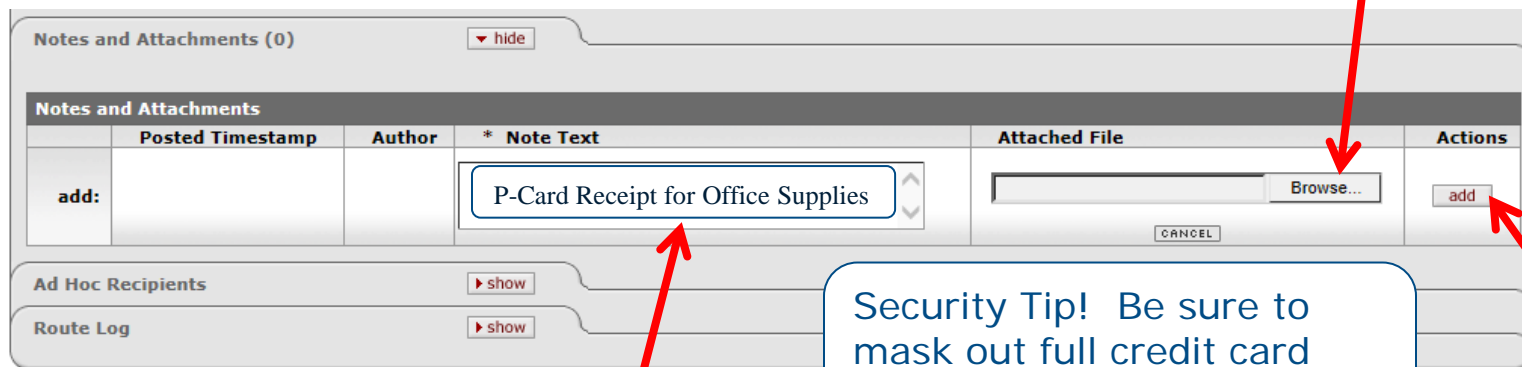
Name this search (optional):

One item retrieved.

<u>Document Id</u>	<u>Status</u>	<u>Document Description</u>	<u>Organization Document Number</u>	<u>Ledger Document Type</u>	<u>Total Amount</u>	<u>Route Log</u>
32559812	ENROUTE	DMI* DELL BUS ONLINE -2115 \$36.16			36.16	

Attaching a Receipt to Document

1. In **Notes and Attachments** section, type a note indicating receipt being attached
2. Click **Browse** button to locate the receipt (you will need to scan the receipt to your computer first)
3. Click **ADD** button to add receipt to document



The screenshot shows a web interface for 'Notes and Attachments (0)'. It features a table with columns for 'Posted Timestamp', 'Author', '* Note Text', 'Attached File', and 'Actions'. A red arrow points to the 'add' button in the 'Actions' column. Another red arrow points to the 'Browse...' button in the 'Attached File' column. A third red arrow points to the text input field in the '* Note Text' column, which contains the text 'P-Card Receipt for Office Supplies'. Below the table, there are sections for 'Ad Hoc Recipients' and 'Route Log', each with a 'show' button.

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			P-Card Receipt for Office Supplies	<input type="text"/> Browse... CANCEL	add

Security Tip! Be sure to mask out full credit card number before attaching receipt!

Step 5: Fiscal Officer/Reviewer Opens PCDO document

* required field

Document Overview ▼ hide

Document Overview	
* Description: WW GRAINGER -6944 \$2.05	Explanation:
Organization Document Number:	
Financial Document Detail	
	Total Amount: 2.05

▼ hide

****6944	Transaction
	Transaction T
13	Sales
13	Vendor-Charg
	Reason fo
Certify document with no accounting l	

hide detail

Default Account Line	
Chart Code: 3	Account Number: 1000015
Sub Account Number:	Object Code: PCRD
Sub Object Code:	Project Code:
Org Ref Id:	Not to Exceed Amount: 2.05

hide detail

Accounting Lines						
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id
3	1000015		PCRD			2.05
UCDAVIS	FPD DEFAULT-US BANK OTHER - OTHER SOURCES - NON RATE BASED 3-89999 - A&FS DEFAULT ENTRIES		PURCHASING CARD BILLING			
1	Line Desc					

Description field contains vendor name, last 4 digits of Purchasing Card number, and transaction amount

Total Amount field reflects the amount that has been paid to the Bank for the transaction

Default Account Line section identifies what account has been debited for the payment

Step 6: Identify Tax Situation for Transaction

If purchase was tax exempt, you should check the **Tax Exempt Indicator** field, and select the reason from the **Tax Exempt Reason** field

Some vendors automatically transmit the amount of tax they charged, and this will appear in the **Sales Tax Amount** field

Dept/Acct/Other: 3 / PSRG81	Transaction ID Number: 24164073219091008179827
Transaction Date: 08/07/2013	Vendor Name: TARGET 00024083
Post Date: 08/08/2013	Transaction Total Amount: 2.4
Tax Exempt Indicator: <input type="checkbox"/>	Sales Tax Amount: 0.18
Tax Exempt Reason: <input type="text"/>	Vendor-Charged Sales Tax: <input type="text"/>
Ship to Postal Code: <input type="text"/>	No Receipt: <input type="checkbox"/>
	Reason for No Receipt: <input type="text"/>
	Certify document with accounting line change

If tax was collected by the vendor, but it's **not** indicated in the **Sales Tax Amount** field, manually enter it in the **Vendor-Charged Sales Tax** field (refer to itemized sales receipt)

Step 6: Identify Tax Situation for Transaction

Accounting Lines hide

Transaction ID Number: 24164073219091008179827	
Vendor Name: TARGET 00024083	
Transaction Total Amount: 2.42	
Sales Tax Amount: 0.18	
Post Date: 08/08/2013	Vendor-Charged Sales Tax: <input type="text"/>
Tax Exempt Indicator: <input type="checkbox"/>	No Receipt: <input type="checkbox"/>
Tax Exempt Reason: <input type="text"/>	Reason for No Receipt: <input type="text"/>
Ship to Postal Code: <input type="text"/>	Certify document with no accounting line changes: <input type="checkbox"/>

The **Ship to Postal Code** field should reflect where the university took possession of the item or where the item was shipped (manually enter it)



If no accounting changes are needed (you wish to leave expense on default account), check the box for **No Accounting Line Changes**



Step 7: Identify Different Account (s) for Transaction (optional)

If leaving a portion of the expense on the default account, change the dollar amount to the amount that the account should be expensed

If moving the expense to an entirely new one, simply type over the default account information

Default Account Line									
Chart Code: 3			Account Number: AP						
Object Code: PC			Project Code:						
to Exceed Amount: 2.									
Account									
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amt	Actions	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00		
add: <input type="text"/> Line Desc <input type="text"/>									
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amt	Actions	
3	APSRGJ	<input type="text"/>	PCRD	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.42		
UC DAVIS	MITCHELL: HOLDING ACCOUNT FOR FPD'S GENFND - GENERAL FUNDS 3-19900 - GENERAL FUNDS		PURCHASING CARD BILLING						
1 <input type="text"/> Line Desc <input type="text"/>									
							Total: 2.42		

The total of the new account(s) must match the amount that was originally expensed

Step 7: Identify More Specific Object Code for Transaction (optional)

Default Account Line hide detail									
Chart Code:		3		Account Number:		APSRGJM			
Sub Account Number:				Object Code:		PCRD			
Sub Object Code:				Project Code:					
Org Ref Id:						2.42			

Accounting Lines									
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amt	Actions	
3	APSRGJM <small>UCDAVIS MITCHELL: HOLDING ACCOUNT FOR FPD'S GENFND - GENERAL FUNDS 3-19900 - GENERAL FUNDS</small>		8005 <small>COMPUTER SUPPLIES AND BOOKS</small>				2.42		add
1	Line Desc								

Default Object code **PCRD** can be changed to better reflect what was purchased, such as **8005** for Computer Supplies

If the Purchasing Card purchase was for an equipment **fabrication**, enter Object code **9600**

Learn more about equipment fabrications on the **Equipment Management** website, accessible from accounting.ucdavis.edu.

Step 7: Complete Additional Tabs for Equipment Fabrications

The **Accounting Lines for Capitalization** and **Modify Capital Assets** sections are required (and can only be completed) when Object code **9600** is entered

Accounting Lines for Capitalization hide

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	P
1	Target	3	APSRGJM		9600				2.42	

Select Amount Distribution Method: ▼

1. Click on the **Modify Asset button to open up the **Modify Capital Assets** section.**

2. Click on the **Asset Number lookup icon to locate the **UCOP Tag Number** (property sticker #) assigned to equipment**

3. Click **Redistribute Total Amount button and...**


4....Amount** will be applied to the asset number!**

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	Target	3	APSRGJM		9600				0.00

	Asset Number	UCOP Tag Number	Custodial Cd	Asset Description	Amt Dist Method	Amt	Action
2	<input type="text" value="522579"/> <input type="button" value="lookup"/>	983013218	<u>2001</u>	IMPROVE AIR SAMPLER-VERSION II - #3	Distribute cost evenly	0.00	<input type="button" value="refresh"/> <input type="button" value="delete"/> <input type="button" value="clear"/>

Step 8: Fiscal Officer/Reviewer Approves PCDO document

- Click  button at bottom of document to route the document
 - If approved by a **Reviewer**, will route to **Fiscal Officer** for approval
 - Document will also route to any Organization Review hierarchies set up for the department
 - No **Disapprove** button at bottom of PCDO document; Transaction has already been approved and Bank paid
 - If transaction is fraudulent, contact the Purchasing Card administrator at purchasingcard@ucdavis.edu and US Bank at (800) 344-5696



What Happens If PCDO document isn't approved?

- System **auto-approval** takes place after a set # of days, currently 60 calendar days from date of system-initiation of document
- Purchasing Card expense remains in default account, default **Object** code of **PCRD**
- If expense needs to be re-distributed later, a **Distribution of Income and Expense** or **General Error Correction** document should be used (refer to the accounting.ucdavis.edu for online help for these documents)



PCDO Auto-Approval and Tax Considerations

- If out-of-state (non-CA) vendor was used and is not set up in KFS as collecting CA sales tax, a Use tax is **automatically** assessed and paid to the CA State Board of Equalization
- If the Use tax should **not** have been assessed, you will need to complete the **KFS Use Tax Accrual Correction Form**, available on the accounting.ucdavis.edu website
- Best Practice is to manually approve any PCDOs BEFORE auto-approval occurs, to ensure that use tax is not inadvertently assessed
















Procurement Cardholder Document

Procurement Cardholder link is available from the KFS Main Menu

Any FIS user can perform lookups against the **Procurement Cardholder Lookup** screen; ONLY the **Fiscal Officer/Delegate** can update the default Purchasing Card information assigned to the card account(s) they manage

Procurement Cardholder Lookup ?

* required field

Procurement Card Number Last Four:	<input type="text"/>
Cardholder Name:	<input type="text"/>
Dept/ Acct/ Other:	<input type="text"/>
Default Org Code:	<input type="text"/>  
Default Chart:	<input type="text"/>  
Default Account:	<input type="text"/>  
Card Reviewer Name:	<input type="text"/> 
Designated Reviewer Group:	<input type="text"/>  
Card Status Code:	<input type="text"/>
Open Date From:	<input type="text"/> 
Open Date To:	<input type="text"/> 
Fiscal officer Name:	<input type="text"/>  
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Procurement Cardholder Document

Fiscal Officer/Delegate can change any of the **default** accounting information assigned to the Purchasing Card (e.g., **account** number, project, sub-object, etc.)

Fiscal Officer/Delegate can change the person (**Reviewer**) to whom the **Procurement Card (PCDO)** document is originally sent

Document Overview		Edit PCDH Settings	
* Description:		Cardholders Net ID: -	
Organization Document Number:		Dept/Acct/Other:	
Old		New	
* Default Chart: 3 - UC DAVIS		* Default Chart: 3 - UC DAVIS	
Default Account: PDREM01		Default Account: PDREM01	
Default Sub-Account:		Default Sub-Account:	
Default Object Code: PCRD		Default Object Code: PCRD	
Default Org Code: AOZZ		Default Org Code: AOZZ	
Project Code:	Project Code:	Project Code:	Project Code:
Organization Reference Id:	Organization Reference Id:	Organization Reference Id:	Organization Reference Id:
UCD Buy / Stores Card?: No	UCD Buy / Stores Card?:	UCD Buy / Stores Card?:	UCD Buy / Stores Card?:
Daily Limit:	Daily Limit:	Daily Limit:	Daily Limit:
Designated Reviewer Group:	Designated Reviewer Group:	Designated Reviewer Group:	Designated Reviewer Group:
Card Reviewer Name: janking_ - NUNES, JANICE E	Card Reviewer Name: janking_ - NUNES, JANICE E	Card Reviewer Name: janking_ - NUNES, JANICE E	Card Reviewer Name: janking_ - NUNES, JANICE E
Monthly Spend Limit:	Monthly Spend Limit:	Monthly Spend Limit:	Monthly Spend Limit:
Single Transaction Limit:	Single Transaction Limit:	Single Transaction Limit:	Single Transaction Limit:
Daily Transactions Numbers Limit:	Daily Transactions Numbers Limit:	Daily Transactions Numbers Limit:	Daily Transactions Numbers Limit:
Monthly Transactions Numbers Limit:	Monthly Transactions Numbers Limit:	Monthly Transactions Numbers Limit:	Monthly Transactions Numbers Limit:
Card Status Code: Active	Card Status Code: Active	Card Status Code: Active	Card Status Code: Active
Card Cancel Status:	Card Cancel Status:	Card Cancel Status:	Card Cancel Status:
MCC Groups:	MCC Groups:	MCC Groups:	MCC Groups:
Open Date:	Open Date:	Open Date:	Open Date:
Card Cancel Date:	Card Cancel Date:	Card Cancel Date:	Card Cancel Date:

Best Practice is to set up PCDO to go to a **Group** for Review; this makes it easier to approve PCDO documents within 60 calendar days

Help Resources

- Accounting website:
<http://accounting.ucdavis.edu>
- FIS Help Desk: (530)752-3855 or
fishelp@ucdavis.edu
- We want to ensure your success in KFS!



Thank You for Your Time!

