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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 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 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.
Step 3: Document Overview

A. The Description field auto-populates based on user log in. Do not change the name—the UCNetID 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).

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.

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).
**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 UCI.netID of the Fiscal Officer responsible for the KFS account.
F. Select **search**.
G. Select **return value**.
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 22nd of one month to the 21st 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.
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](image)

Step 8: Save and Submit Application

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

![Submit Save Close Cancel](image)

Please direct all PALCard/PCAP questions to 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

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

Step 2: Locate Procurement Card Application

A. Select the link under the ID column.

Step 3: Document Header

A. Write down the document number (Doc Nbr) for future reference.
   - Used to look up the Procurement Card Application.
B. 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

<table>
<thead>
<tr>
<th>Description: NISWONGER, SHAUNA</th>
<th>Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Document Number:</td>
<td></td>
</tr>
</tbody>
</table>

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.

### CARDHOLDER INFORMATION

<table>
<thead>
<tr>
<th>Last Name: NISWONGER</th>
<th>First Name: SHAUNA</th>
<th>Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Department Code: IR-8001</td>
<td>Employee ID: 091264400</td>
<td></td>
</tr>
</tbody>
</table>

### 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 if a group cannot be located or if any changes need to be made.
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.

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 22nd of one month to the 21st 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 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.

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
- 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
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

A. Go to https://portal.uci.edu, login and navigate to Finances/KFS.
B. 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.

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>8143310</td>
<td>Procurement Card</td>
<td>Procurement Card - TANGRAM INTERIORS</td>
<td>ENROUTE</td>
<td>APPROVE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>amathil 02/20/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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 4: Document Overview
A. Description field (40 character maximum) populates with the vendor’s name, cardholder’s UCNetID 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)

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.
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.
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 transactions, including sales tax if collected by the vendor.

### Common PCDO Object Codes

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description of Expense</th>
<th>Object Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100</td>
<td>Telephone &amp; Network</td>
<td>COMM+B4:C23</td>
</tr>
<tr>
<td>2500</td>
<td>Mobile Devices and Usage</td>
<td>COMM</td>
</tr>
<tr>
<td>3000</td>
<td>Memberships and Subscriptions</td>
<td>FEES</td>
</tr>
<tr>
<td>3010</td>
<td>Registration Fees - non travel</td>
<td>FEES</td>
</tr>
<tr>
<td>3020</td>
<td>Training and Development</td>
<td>FEES</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Category</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4200</td>
<td>Freight</td>
<td>MFSH</td>
</tr>
<tr>
<td>4400</td>
<td>Postage Mail Shipping</td>
<td>MFSH</td>
</tr>
<tr>
<td>4500</td>
<td>Photo and Reproduction</td>
<td>PRNT</td>
</tr>
<tr>
<td>4510</td>
<td>Printing of Forms and Stationery</td>
<td>PRNT</td>
</tr>
<tr>
<td>4520</td>
<td>Printing of Publications</td>
<td>PRNT</td>
</tr>
<tr>
<td>7006</td>
<td>Advertising</td>
<td>SRVC</td>
</tr>
<tr>
<td>7100</td>
<td>Repairs and Maintenance</td>
<td>SRVC</td>
</tr>
<tr>
<td>7125</td>
<td>Laundry Services</td>
<td>SRVC</td>
</tr>
<tr>
<td>7266</td>
<td>Other Purchased Services</td>
<td>SRVC</td>
</tr>
<tr>
<td>8005</td>
<td>Appliances (non-inventory)</td>
<td>SUPP</td>
</tr>
<tr>
<td>8010</td>
<td>Automotive Parts</td>
<td>SUPP</td>
</tr>
<tr>
<td>8011</td>
<td>Apparel Uniforms Clothing (Employee)</td>
<td>SUPP</td>
</tr>
<tr>
<td>8015</td>
<td>Awards and Gifts (Perpetual Plaques only)</td>
<td>SUPP</td>
</tr>
<tr>
<td>8020</td>
<td>Books, Serials, Non Inventorial</td>
<td>SUPP</td>
</tr>
<tr>
<td>8027</td>
<td>Chemicals Organic and Inorganic (except carcinogens,</td>
<td>SUPP</td>
</tr>
<tr>
<td></td>
<td>regulated, radio-chemicals)</td>
<td></td>
</tr>
<tr>
<td>8034</td>
<td>Software Non-Capitalized Under $5,000</td>
<td>SUPP</td>
</tr>
<tr>
<td>8035</td>
<td>Computer Equipment and Non-Software&lt;$5,000</td>
<td>SUPP</td>
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<tr>
<td>8037</td>
<td>ED TV &amp; AV Service</td>
<td>SUPP</td>
</tr>
<tr>
<td>8040</td>
<td>Equipment $200 - $4,999</td>
<td>SUPP</td>
</tr>
<tr>
<td>8045</td>
<td>Equip Non Inventorial</td>
<td>SUPP</td>
</tr>
<tr>
<td>8090</td>
<td>Lab Supplies, Non Animal</td>
<td>SUPP</td>
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<tr>
<td>8140</td>
<td>Supplies Cleaning</td>
<td>SUPP</td>
</tr>
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<td>Computer Supplies</td>
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<td>8150</td>
<td>General Office Supplies</td>
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<tr>
<td>8165</td>
<td>Supplies Teaching</td>
<td>SUPP</td>
</tr>
<tr>
<td>8170</td>
<td>Water Bottled</td>
<td>SUPP</td>
</tr>
</tbody>
</table>
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.
Guiding Principles for Sales Tax and Use Tax

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

**Sales Tax**

- **Evidence**—Vendor’s receipt shows evidence that sales tax was collected.
- Vendors collect sales tax and pays to the State of California.
- Sales tax is always included in the total amount debited to PALCard.
- PALCard debit, including sales tax, posts as **one** line item in General Ledger.

**Use Tax**

- **NO Evidence**—Vendor’s receipt shows no evidence sales tax was collected.
- UC Irvine collects use tax and pays to the State of California.
- Use tax is never included in the total amount debited to PALCard.
- PALCard debit and use tax post as **two** 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.

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

**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, its 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
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, it’s 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.

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.
   ○ Enter tax that vendor collected in the Enter Sales Tax field.
   ○ Enter remaining tax in the Enter Use Tax field.
Amount posted to General Ledger: line 1—$205; line 2—$15.50.

**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.
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. Spilt-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](image)

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.

A. Generate

B. Click the checkbox 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**

- A. Complete the **Asset Quantity**, **Asset Type**, **Vendor Name**, **Manufacturer** and **Model** fields.
- B. Enter a description in the **Asset Description** field.
- C. Select **Insert**.
- D. Select **Add Tag/Location**.
- E. 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.”
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.

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.

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.
<table>
<thead>
<tr>
<th>Document/Notification Id</th>
<th>Document Description</th>
<th>Organization Document Number</th>
<th>Status Code</th>
<th>Transaction ID Number</th>
<th>Procurement Card Number Last Four</th>
<th>Cardholder Name</th>
<th>Vendor</th>
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<td>CS HYDE COMPANY</td>
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<td>5965</td>
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<td></td>
</tr>
</tbody>
</table>
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) 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.

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.
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.
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.

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 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

B. Select the add button to complete the file upload

Attachments can be added at any time, even after the document is final
Action List Helpful Features

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

1. Select preferences.
2. 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.
3. 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.
4. Users can color-code the action list items in the Document Route Status Colors for Action List Entries section.
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 the 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**.