PCard Cost Transfer (PCT) Enhancement User Guide (April 2020)

For detailed information on the PCard Cost Transfer (PCT) process, please review the general training document located in the Learning Management System (LMS) under course name "Cost Transfers: PCT Training and Assessment". The features discusses below were added to in April 2020 and are not included in the LMS course. Departments continue to be responsible for ensuring individuals involved the PCard process (PCard holder, Department Card Administrator, and PAN reviewers) are properly trained and adequate internal controls are in place to monitor PCard transactions, secure receipts and promptly transfer expenses to the appropriate Full Accounting Unit (FAU). Before initiating a PCT, the Transactor should have all the information necessary to appropriate transfer the transactions to the correct FAUs.

Selecting Multiple Transactions for Transfer

Users now have the ability to select multiple transactions from a single journal with source code PRO for PCT processing. Once the Department Card Administrator (DCA) has reviewed newly posted PCard transactions and received the appropriate supporting documentation, the DCA an initiate the PCT process. To fully utilize this feature, the DCA should group daily transactions being moved to a common FAU to best take advantage of these streamlining enhancements.
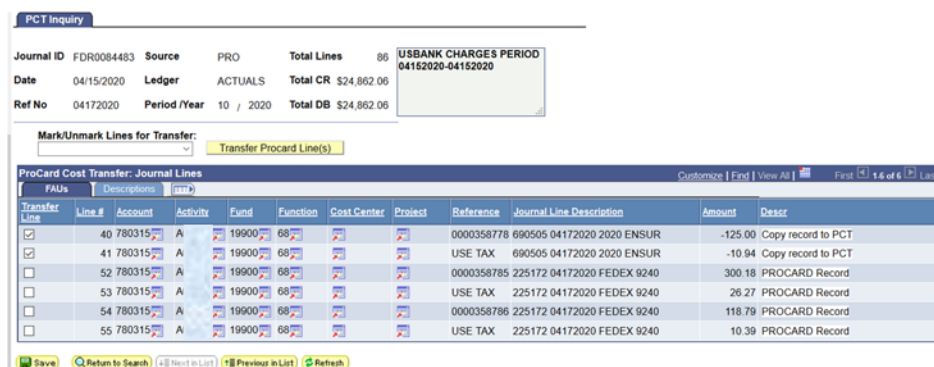
Step 1: Login to RSpace and Select "UCR Financial System" from Authorized Applications

Step 2: Under UCRFS-Applications-PCT, select Inquiry and enter the activity code associated with the PRO transaction (also known as the "default" activity).

Step 3: If more than one PRO journal appears, select the journal id associate with transactions to be transferred.

Step 4 (New Features): Once the journal lines display, users can continue to process PCTs one transaction at a time by selecting the transaction and checking the "Transfer Line" box to the left of a journal line and then clicking on "Transfer ProCard Line(s)". However, there are several new options available to transactors to initiate a PCT on multiple journal lines:

> Option1: Transactors can click the "Transfer Line" box on more than one journal line and then click on "Transfer ProCard Line(s)"
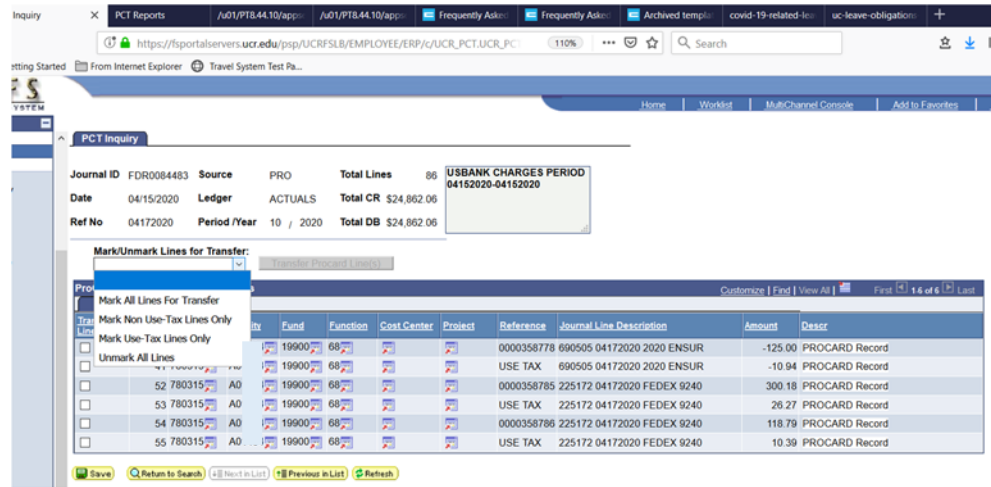
Option 2: From the "Mark/UnMark Lines for Transfer" dropdown list and then click on "Transfer ProCard Line(s)".

    a.   Mark All Lines for Transfer

    b.   Mark Non Use-Tax Lines Only

    c.   Mark Use-Tax Lines Only

    d.   Unmark All Lines

Note: Care should be exercised when selecting multiple rows for transfer as these source rows cannot be deleted from within the PCT journal, the entire journal will need to be cancelled and the selection process restarted. For example, if the Mark All Lines for Transfer was selected and the Transfer Procard Lines icon clicked on, the PCT would contain 6 rows. If it was later decided that one of the six rows could not be transferred at this time, the entire PCT would have to be restarted and only 5 journal lines should be selected.

Step 5: Once the Transfer Procard Lines icon is clicked, the user will be presented with a question: "Create New ProCard Cost Transfer Journal?" If OK is selected, a PCT journal is created and the user is presented with the journal date screen, to continue the Transactor should click on Add.

Step 6: Complete the Journal Header Reference Number (Ref Number), add any additional information to the Reason/Justification field, and add an explanation if the transfer is more than 30 days old. To begin the redistribution process click on the journal "Lines" tab.

Step 7 (New Features): On the journal Lines tab, the transactor can create offset lines a couple of ways:

Option 1: The Transactor can manually add the offset line to each row of the PCT, by clicking the plus sign to the far right of the row. More than one offset row can be added for each transaction.

Option 2: The Transactor can click on the plus sign that appears above the transaction grid (Quick Insert).   Clicking on this icon will automatically add one offset line for each transaction. Note: 1) The Quick Insert feature is only available is no new offset rows have previously been added; 2) All FAU elements except account will automatically populate on the offset rows; these values can be changed. See green text above the transactions grid for additional information.

Step 8 (New Functionality): Users can specify the FAU to redistribute the PCard transaction from the default FAU to the specific FAU benefiting from the transactions in a couple of ways.

Option1: The offset FAU can be keyed on a row by row basis as they did before.

Option 2: Transactors now the ability to specify "global" changes to all offsetting rows by entering information in the FAU fields above the transaction grid (Fast Update). One or all of the fields can be populated. For example, if all of the transactions should be recorded to a common activity-fund-function-cost center, but different expense accounts apply, the user can populate the common portions of the FAU and click on the icon next to the Fast Update grid; the user then would update the account on a line by line basis.

Before Example:

After Example, once icon next to the Fast Update FAU is clicked:

Step 9: Ensure all required FAU elements of the journal are completed and click on Save. The PCT journal will post during the nightly batch process. After completing the PCT, it is recommended that the user should upload the supporting documents into the Journal Documentation System (JDS) for audit purposes (note: if the PCT includes a Use Tax Reversal, documentation must be uploaded into the JDS). For additional information on uploading documentation into the JDS see http://fjds.ucr.edu/fjds/docs/Campus_User_Guide_Journal_Documentation_System.pdf

Use Tax Enhancements

Department PCT users now have the ability to reverse erroneous "Use Tax" accruals. Valid reasons for reversing use tax are: 1) the vendor already assessed sales tax on the item and the sales tax is documented on the vendor's receipt; 2) the item is not subject to use tax.   Note: all supporting documentation must be uploaded into the Journal Documentation System and will be audited by Accounts Payable.

Follow the steps below to reverse an erroneous Use Tax assessment on a ProCard journal. NOTE: these steps are focused on moving just use tax entries, but can be combined with other PCT entries.

Step 1: Login to RSpace and Select "UCR Financial System" from Authorized Applications

Step 2: Under UCRFS-Applications-PCT, select Inquiry and enter journal id and the activity code associated with the PRO transaction (also known as the "default" activity).

Step 3 (New Features): Once the journal lines display, users can continue to process PCTs one transaction at a time by selecting the use tax transaction and checking the "Transfer Line" box to the left of a journal line and then clicking on "Transfer ProCard Line(s)". However, there are several new options available to transactors to initiate a PCT on multiple journal lines:

> Option1: Transactors can click the "Transfer Line" box on more than one journal line and then click on "Transfer ProCard Line(s)"

> Option 2: From the "Mark/UnMark Lines for Transfer" dropdown list and then click on "Transfer ProCard Line(s)".
>> a.   Mark All Lines for Transfer
>> b.   Mark Non Use-Tax Lines Only
>> c.   Mark Use-Tax Lines Only
>> d.   Unmark All Lines

Note: Care should be exercised when selecting multiple rows for transfer as these source rows cannot be deleted from within the PCT journal, the entire journal will need to be cancelled and the selection process restarted. For example, if the Mark Use-Tax Lines Only was selected and the Transfer Procard Lines icon clicked on, the PCT would contain 3 rows. If it was later decided that one of the three rows could not be transferred at this time, the entire PCT would have to be restarted and only 2 journal lines should be selected.

Step 5: Once the Transfer Procard Lines icon is clicked, the user will be presented with a question: "Create New ProCard Cost Transfer Journal?" If OK is selected, a PCT journal is created and the user is presented with the journal date screen, to continue the Transactor should click on Add.

Step 6: Complete the Journal Header Reference Number (Ref Number), add any additional information to the Reason/Justification field, and add an explanation if the transfer is more than 30 days old. To begin the redistribution process click on the journal "Lines" tab.

Step 7 (New Features): On the journal Lines tab, the transactor can create offset lines a couple of ways:

Option 1: The Transactor can manually add the offset line to each row of the PCT, by clicking the plus sign to the far right of the row. More than one offset row can be added for each transaction.

Option 2: The Transactor can click on the plus sign that appears above the transaction grid (Quick Insert).   Clicking on this icon will automatically add one offset line for each transaction. Note: 1) The Quick Insert feature is only available is no new offset rows have previously been added; 2) All FAU elements except account will automatically populate on the offset rows; these values can be changed. See green text above the transactions grid for additional information.

Step 8 (New Functionality): To reverse the Use Tax on all of these rows, the use tax offset FAU can be specified a couple of ways.
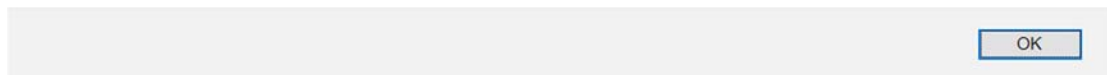
Option1: The offset FAU can be keyed on a row by row basis as they did before. For rows that have a check mark (read only) in the Use Tax column, an additional account option is available

from the account list—115520. When this account is selected, the rest of the FAU on that row will automatically be populated.

Option 2: Transactors now the ability to specify "global" changes to all offsetting rows by entering information in the FAU fields above the transaction grid and clicking on the Fast Update icon . If the Use Tax account is selected (115520), the rest of the FAU will automatically be populated and the Fast Update icon should be selected.

Note: when selecting account 115520 using either option, the user will be presented with the following message:

Please note you are reversing the use tax; documentation supporting this transaction MUST be uploaded into the Journal Documentation System.

The PeopleCode program executed a Warning statement, which has produced this message.

[OK]

Before Example:

After Example once icon next to the Fast Update FAU is clicked:

Step 9: Ensure all required FAU elements of the journal are completed and click on Save. The PCT journal will post during the nightly batch process. **After completing the PCT, the user should immediately upload the supporting documents into the Journal Documentation System (JDS).** For

additional information on uploading documentation into the JDS go to:
http://fjds.ucr.edu/fjds/docs/Campus_User_Guide_Journal_Documentation_System.pdf

Reminder: beginning, 4/20/2020, PRO journals will now display the original transaction Journal Line Reference so related transaction can be easily identified. Note: "UT" will be displayed as the last characters in the Journal Line Description.

Request to assess use tax must continue to be submitted to UCRap@lists.ucr.edu with supporting documentation so a manual journal entry can be processed.

Questions
Questions should be directed to ucrfsfeedback@ucr.edu using the subject line "PCT Enhancement".