

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 discussed 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 appropriately 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 can 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.

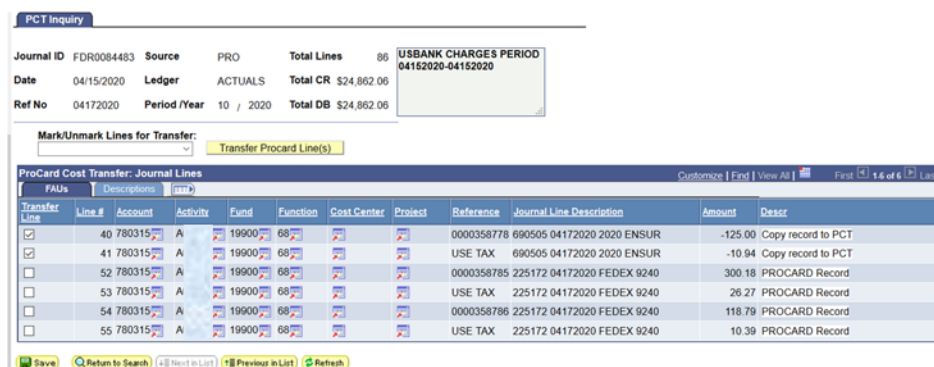
Step 1: Login to RSpace and Select “UCR Financial System” from Authorized Applications

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)”

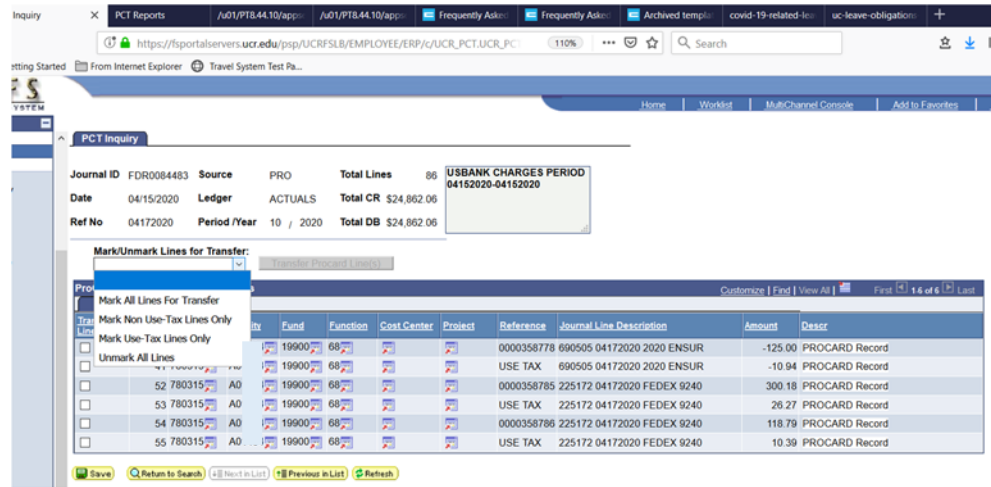


The screenshot displays the 'PCT Inquiry' interface. At the top, it shows summary information: Journal ID FDR0084483, Source PRO, Total Lines 86, Date 04/15/2020, Ledger ACTUALS, Total CR \$24,862.06, Ref No 04172020, Period/Year 10 / 2020, and Total DB \$24,862.06. Below this is a 'Mark/Unmark Lines for Transfer' section with a dropdown menu and a 'Transfer ProCard Line(s)' button. The main part of the interface is a table titled 'ProCard Cost Transfer: Journal Lines' with columns for Transfer Line, Line #, Account, Activity, Fund, Function, Cost Center, Project, Reference, Journal Line Description, Amount, and Descr. The table contains six rows of data, with the first two rows having their 'Transfer Line' checkboxes checked.

Transfer Line	Line #	Account	Activity	Fund	Function	Cost Center	Project	Reference	Journal Line Description	Amount	Descr
<input checked="" type="checkbox"/>	40	780315	A	19900	68			0000358778 690505 04172020 2020	ENSUR	-125.00	Copy record to PCT
<input checked="" type="checkbox"/>	41	780315	A	19900	68			USE TAX 690505 04172020 2020	ENSUR	-10.94	Copy record to PCT
<input type="checkbox"/>	52	780315	A	19900	68			0000358785 225172 04172020	FEDEX 9240	300.18	PROCARD Record
<input type="checkbox"/>	53	780315	A	19900	68			USE TAX 225172 04172020	FEDEX 9240	26.27	PROCARD Record
<input type="checkbox"/>	54	780315	A	19900	68			0000358786 225172 04172020	FEDEX 9240	118.79	PROCARD Record
<input type="checkbox"/>	55	780315	A	19900	68			USE TAX 225172 04172020	FEDEX 9240	10.39	PROCARD Record

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.

Line #	Use Tax	Account	Activity	Fund	Function	Cost Ctr	Project	Reference	Journal Line Description	Amount
1		780315	AI	19900	68			0000358778 FDR0084483-4/15/2020-0-40	125.00	+
2		780315	AI	19900	68			0000358778 FDR0084483-4/15/2020-0-41-UT	10.94	+

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 if 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.

For each original PRO line on this PCT journal, there must be at least one row added to redistribute the charge.

For example, if four rows were brought over from the original PRO journal, each row must have at least one row added showing the redistribution FAU; the PCT journal would contain a minimum of eight rows in total.

The total debits and credits on the line must agree before the journal can be posted.

Quick Insert adds a new row for each transfer row. NOTE: This only works when no new rows exist.

Fast Update populates ALL newly added rows with any VALID FAU value from its corresponding entry box. Cost Center and Project Code ALWAYS update while the other FAU fields update only when a value is present.

Line #	Use Tax	*Account	*Activity	*Fund	*Function	Cost Ctr	Project	Reference	*Journal Line Description	Amount
1		780315	AI	19900	68			0000358778	FDR0084483-4/15/2020-0-40	125.00
2		780315	AI	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	10.94
3		780315	AI	19900	68			0000358785	FDR0084483-4/15/2020-0-52	-300.18
4		780315	AI	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	-26.27
5		780315	AI	19900	68			0000358786	FDR0084483-4/15/2020-0-54	-118.79
6		780315	AI	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	-10.39

(add / remove lines) Go To Line: Save Journal Incomplete Status

Header | Lines | Journal Edit Error

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:

Header: Lines Journal Edit Error

Journal ID NEXT Source PCT Total Lines 12 ProCard Re-Allocation

Date 04/19/2020 Ledger ACTUALS Total CR \$591.57

Ref No Period /Year 10 / 2020 Total DB \$591.57

Account Activity Fund Function Cost Ctr Project

For each original PRO line on this PCT journal, there must be at least one row added to redistribute the charge.
 For example, if four rows were brought over from the original PRO journal, each row must have at least one row added showing the redistribution FAU, the PCT journal would contain a minimum of eight rows in total.
 The total debits and credits on the line must agree before the journal can be posted.
 Quick Insert adds a new row for each transfer row. NOTE: This only works when no new rows exist.
 Fast Update populates ALL newly added rows with any VALID FAU value from its corresponding entry box. Cost Center and Project Code ALWAYS update while the other FAU fields update only when a value is present.

ProCard Cost Transfer

Line #	Del	Use Tax	Account	Activity	Fund	Function	Cost Ctr	Project	Reference	Journal Line Description	Amount
1			780315	A	19900	68			0000358778	FDR0084483-4/15/2020-0-10	125.00
2				A	19900	68			0000358778	FDR0084483-4/15/2020-0-40	-125.00
3			780315	A	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	10.94
4				A	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	-10.94
5			780315	A	19900	68			0000358785	FDR0084483-4/15/2020-0-52	-300.18
6				A	19900	68			0000358785	FDR0084483-4/15/2020-0-52	300.18
7			780315	A	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	-26.27
8				A	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	26.27
9			780315	A	19900	68			0000358786	FDR0084483-4/15/2020-0-54	-118.79
10				A	19900	68			0000358786	FDR0084483-4/15/2020-0-54	118.79
11			780315	A	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	-10.39
12				A	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	10.39

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

Header: Lines Journal Edit Error

Journal ID NEXT Source PCT Total Lines 12 ProCard Re-Allocation

Date 04/19/2020 Ledger ACTUALS Total CR \$591.57

Ref No Period /Year 10 / 2020 Total DB \$591.57

Account Activity Fund Function Cost Ctr Project

For each original PRO line on this PCT journal, there must be at least one row added to redistribute the charge.
 For example, if four rows were brought over from the original PRO journal, each row must have at least one row added showing the redistribution FAU, the PCT journal would contain a minimum of eight rows in total.
 The total debits and credits on the line must agree before the journal can be posted.
 Quick Insert adds a new row for each transfer row. NOTE: This only works when no new rows exist.
 Fast Update populates ALL newly added rows with any VALID FAU value from its corresponding entry box. Cost Center and Project Code ALWAYS update while the other FAU fields update only when a value is present.

ProCard Cost Transfer

Line #	Del	Use Tax	Account	Activity	Fund	Function	Cost Ctr	Project	Reference	Journal Line Description	Amount
1			780315	Af	19900	66			0000358778	FDR0084483-4/15/2020-0-40	125.00
2				Af	19924	62			0000358778	FDR0084483-4/15/2020-0-40	-125.00
3			780315	Af	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	10.94
4				Af	19924	62			0000358778	FDR0084483-4/15/2020-0-41-UT	-10.94
5			780315	Af	19900	68			0000358785	FDR0084483-4/15/2020-0-52	-300.18
6				Af	19924	62			0000358785	FDR0084483-4/15/2020-0-52	300.18
7			780315	Af	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	-26.27
8				Af	19924	62			0000358785	FDR0084483-4/15/2020-0-53-UT	26.27
9			780315	Af	19900	68			0000358786	FDR0084483-4/15/2020-0-54	-118.79
10				Af	19924	62			0000358786	FDR0084483-4/15/2020-0-54	118.79
11			780315	Af	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	-10.39
12				Af	19924	62			0000358786	FDR0084483-4/15/2020-0-55-UT	10.39

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)”

Mark/Unmark Lines for Transfer:

Transfer Line	Line #	Account	Activity	Fund	Function	Cost Center	Project	Reference	Journal Line Description	Amount	Descr
<input type="checkbox"/>	40	780315	A	19900	68			0000358778 690505 04172020 2020 ENSUR	-125.00	PROCARD Record	
<input checked="" type="checkbox"/>	41	780315	A	19900	68			USE TAX 690505 04172020 2020 ENSUR	-10.94	Copy record to PCT	
<input type="checkbox"/>	52	780315	A	19900	68			0000358785 225172 04172020 FEDEX 9240	300.18	PROCARD Record	
<input checked="" type="checkbox"/>	53	780315	A	19900	68			USE TAX 225172 04172020 FEDEX 9240	26.27	Copy record to PCT	
<input type="checkbox"/>	54	780315	A	19900	68			0000358786 225172 04172020 FEDEX 9240	118.79	PROCARD Record	
<input type="checkbox"/>	55	780315	A	19900	68			USE TAX 225172 04172020 FEDEX 9240	10.39	PROCARD Record	

Option 2: From the “Mark/UnMark Lines for Transfer” dropdown list and then click on “Transfer ProCard Line(s)”.

- Mark All Lines for Transfer
- Mark Non Use-Tax Lines Only
- Mark Use-Tax Lines Only
- Unmark All Lines

PCT Inquiry

Journal ID: FDR0064483 Source: PRD Total Lines: 86 USBANK CHARGES PERIOD: 04152020-04152020

Date: 04152020 Ledger: ACTUALS Total CR: \$24,862.06

Ref No: 04172020 Period / Year: 10 / 2020 Total DB: \$24,862.06

Mark/Unmark Lines for Transfer:

Transfer Line	Line #	Account	Activity	Fund	Function	Cost Center	Project	Reference	Journal Line Description	Amount	Descr
<input type="checkbox"/>	40	780315	A	19900	68			0000358778 690505 04172020 2020 ENSUR	-125.00	PROCARD Record	
<input checked="" type="checkbox"/>	41	780315	A	19900	68			USE TAX 690505 04172020 2020 ENSUR	-10.94	PROCARD Record	
<input type="checkbox"/>	52	780315	A	19900	68			0000358785 225172 04172020 FEDEX 9240	300.18	PROCARD Record	
<input checked="" type="checkbox"/>	53	780315	A	19900	68			USE TAX 225172 04172020 FEDEX 9240	26.27	PROCARD Record	
<input type="checkbox"/>	54	780315	A	19900	68			0000358786 225172 04172020 FEDEX 9240	118.79	PROCARD Record	
<input type="checkbox"/>	55	780315	A	19900	68			USE TAX 225172 04172020 FEDEX 9240	10.39	PROCARD Record	

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.

Line #	Use Tax	Account	Activity	Fund	Function	Cost Ctr	Project	Reference	Journal Line Description	Amount
1	<input checked="" type="checkbox"/>	780315	AI	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	10.94
2	<input checked="" type="checkbox"/>	780315	AI	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	-26.27
3	<input checked="" type="checkbox"/>	780315	AI	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	-10.39

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 if 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.

Journal ID: NEXT Source: PCT Total Lines: 3 ProCard Re-Allocation

Date: 04/19/2020 Ledger: ACTUALS Total CR: \$36.66

Ref No: TEST Period/Year: 10 / 2020 Total DB: \$10.94

Account: Activity: Fund: Function: Cost Ctr: Project:


For each original PRO line on this PCT journal, there must be at least one row added to redistribute the charge.
 For example, if four rows were brought over from the original PRO journal, each row must have at least one row added showing the redistribution FAU; the PCT journal would contain a minimum of eight rows in total.
 The total debits and credits on the line must agree before the journal can be posted.
 Quick Insert adds a new row for each transfer row. NOTE: This only works when no new rows exist.
 Fast Update populates ALL newly added rows with any VALID FAU value from its corresponding entry box. Cost Center and Project Code ALWAYS update while the other FAU fields update only when a value is present.

Line #	Use Tax	Account	Activity	Fund	Function	Cost Ctr	Project	Reference	Journal Line Description	Amount
1	<input checked="" type="checkbox"/>	780315	AI	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	10.94
2	<input checked="" type="checkbox"/>	780315	AI	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	-26.27
3	<input checked="" type="checkbox"/>	780315	AI	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	-10.39

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.

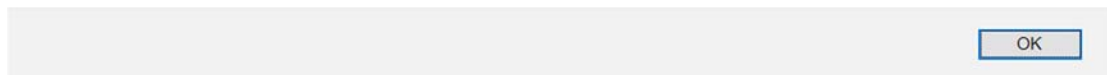
Option1: The offset FAU can be keyed on a row by row basis as they did before. For rows that have a check mark (read only) in the Use Tax column, an additional account option is available

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 have 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.



Before Example:

Journal ID NEXT Source PCT Total Lines 6 ProCard Re-Allocation

Date 04/19/2020 Ledger ACTUALS Total CR \$47.60

Ref No TEST Period /Year 10 / 2020 Total DB \$47.60

Account 815520 Activity A01392 Fund ZZZZZ Function ZZ Cost Ctr Project

ProCard Cost Transfer

Line #	Del	Use Tax	Account	Activity	Fund	Function	Cost Ctr	Project	Reference	Journal Line Description	Amount
1	<input type="checkbox"/>		780315	Ac	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	10.94
2	<input type="checkbox"/>		19900	Ac	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	-10.94
3	<input type="checkbox"/>		780315	Ac	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	-26.27
4	<input type="checkbox"/>		19900	Ac	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	26.27
5	<input type="checkbox"/>		780315	Ac	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	-10.39
6	<input type="checkbox"/>			Ac	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	10.39

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

Journal ID NEXT Source PCT Total Lines 6 ProCard Re-Allocation

Date 04/19/2020 Ledger ACTUALS Total CR \$47.60

Ref No TEST Period /Year 10 / 2020 Total DB \$47.60

Account 115520 Activity A01392 Fund ZZZZZ Function ZZ Cost Ctr Project

ProCard Cost Transfer

Line #	Del	Use Tax	Account	Activity	Fund	Function	Cost Ctr	Project	Reference	Journal Line Description	Amount
1	<input type="checkbox"/>		780315	A	19900	68			0000358778	FDR0084483-4/15/2020-0-41-UT	10.94
2	<input type="checkbox"/>		115520	A	ZZZZZ	ZZ			0000358778	FDR0084483-4/15/2020-0-41-UT	-10.94
3	<input type="checkbox"/>		780315	A	19900	68			0000358785	FDR0084483-4/15/2020-0-53-UT	-26.27
4	<input type="checkbox"/>		115520	A	ZZZZZ	ZZ			0000358785	FDR0084483-4/15/2020-0-53-UT	26.27
5	<input type="checkbox"/>		780315	A	19900	68			0000358786	FDR0084483-4/15/2020-0-55-UT	-10.39
6	<input type="checkbox"/>		115520	A	ZZZZZ	ZZ			0000358786	FDR0084483-4/15/2020-0-55-UT	10.39

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".