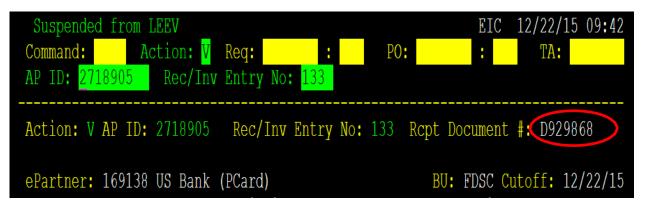# PCard End User Approval & Receipt Processes

HOW TO SUBMIT RECEIPTS

- Contact eBusiness/PCard Administrator so you can be set up with Kofax access – this enables you, as an end user, to scan and upload receipts electronically

HOW TO LOOK UP A D-NUMBER FOR AN EBUSINESS CHARGE

- Login to BASIS> Enter Application ID: UPS> Command: LEEV> Action: V> Enter
- Fill out the *Employee ID* (the name on the card used for the purchase)> *Vendor ID* (US Bank PCard-VISA or US Bank Mastercard-Mastercard)> and *Cutoff Date* fields
    - o To look up an employee ID, click in the *Employee ID* field> F1> type employee's last name, comma, employee's first name> Enter
    - o Then you can choose from the list of names> double click the blank to the left of employee's name> then a window will pop up> double click the PF10 (Select This Emp) box> Enter
    - o To find the Vendor ID, click in the *Vendor ID* field>F1>Enter>Choose US Bank (PCard) > double click the blank to the left, or click once and hit enter
    - o To find Cutoff date, go to pcard.uark.edu> Scroll to the bottom of the screen, under the "Training & Reference Material" section you can choose the link with the correct year you need to reference
- You will see a list of charges and vendors and can now match the receipt information to one of the charges you see listed in BASIS (one receipt for each charge)
- To review one of these charges, double click the box to the far left> F2
- Once you have a charge pulled up that matches the receipt, you will find the D# in the top right corner

HOW TO APPROVE PCARD CHARGES

- Login to BASIS> Enter Application ID: UPS> Command: LEEB> Action: U> Enter
- Fill out the *Vendor ID* (US Bank (PCard)-for VISA or US Bank (MasterCard)-for MasterCard)> and *Cutoff Date* fields
    - o To find the Vendor ID, click in the *Vendor ID* field>F1>Enter>Choose US Bank (PCard) > double click the blank to the left, or click once and hit enter

- o To find Cutoff date, go to pcard.uark.edu> Scroll to the bottom of the screen, under the "Training & Reference Material" section you can choose the link, *2016 Cutoff Dates*, with the correct year of cutoff dates you need to reference
- You will see a list of employees with pending charges> to review an employee's charges, double click the box to the far left> F2
- Now you will see a list of individual charges for the employee you chose> to review one of these charges, double click the box to the far left> F2
- Review the receipt to determine what the *Tax Status* in BASIS should be based on the type of purchase that was made and fill in the *Tax Status* field> update the Approval Code field with "G" (for good) if the charge is a valid allowable charge> fill in the *Cmnt* field with a short description of what was purchased or a specific detail about the purchase> Enter> F10
  - o The University of Arkansas is a taxable University; everything we purchase is taxable, unless the item or service is specially noted as tax exempt by the State of Arkansas
  - o Tax statuses you will use are as follows:
    - TI – this is used when there was tax charged by the merchant and it is listed in BASIS or on the receipt
    - UT – this is used primarily for purchases where the merchant did not charge tax (such as Amazon), but the item(s) received is taxable
    - O – this is used when no tax was charged and the item or service is tax exempt by the State of Arkansas (such as specific services, downloads, software, etc.)
- You will also need to enter a code in the *Use Tax Locality* field. The system gives you a hint. If the item is delivered and used in Fayetteville, the Use Tax Locality code is 72. Each city in Arkansas has a different Use Tax Locality code in BASIS.
- If you need to select a different code, F1 in the *Use Tax Locality* field and hit enter to scroll through until you find the code you need.

*For more information on appropriate tax statuses, see the PCard webpage, at the bottom of the page, under the "Training & Reference Material" section, click *Common Tax Exempt Purchases*

- Review default *Co. Cost Center* and *Category* fields to ensure that it is the correct Cost Center and Category you want the PCard charges to expense to
  - o If you need to split the charge across more than one cost center or category, list the additional Cost Centers and Categories in those fields in BASIS
  - o If BASIS will not let you add the Cost Center or Category, it is because you don't have that Cost Center listed on the individuals PA

*To add additional Cost Centers, see the "How to Add Additional Cost Centers to a PA" section of this document

- Write the document number (D#) found in BASIS at the top of the receipt
- To review more charges go back to, Command: LEEB> Enter again and repeat the steps above to approve more charges

HOW TO HANDLE FRAUD CHARGES

- Notify the eBusiness/PCard Administrator or Support Specialist so they are aware
- All fraud charges should be approved using *Approval Code*: R (for Refund Request)
- Include in the *Comment* field a note regarding this being a fraud charge (ex. 'Fraud charge. Will be credited' or 'Fraud charge. Credit on D123456')
- Use *Tax Status* of "O" (tax exempt), if possible – the Bank does not refund Use Tax
- Use same Cost Center and Category for all charges and credits
- After completing approvals of all fraud related charges and credits, email the eBusiness/PCard Administrator a list of the D#'s so they can provide fraud receipts