University of California, Merced

Procurement Card Receipts System User Guide

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1.1 INTRODUCTION

The Procurement Card Receipts System (PCRS) is designed to allow users to submit the signed monthly statements, receipts and supporting documents via a fax to a secure fax server and verify online that the receipts have been received by the system. The system works by creating a unique barcode on a coversheet that ties to a cardholder's University ID number and the monthly statement cycle being submitted. When the documents are faxed, the barcode matches up with the information in the system and indexes it so that it is retrievable by the Accounts Payable staff. In addition, resubmitting the fax will overlay the previous submission. Therefore, it is important that a new coversheet is generated for **each** monthly cycle for **each** cardholder; statements and receipts aren't commingled for different people or periods; the package is prepared according to instructions; the documents are faxed in one complete package i.e. receipts aren't faxed over as they are received; and that the cardholder or the person managing this for the cardholder goes back into the system and verifies that all receipts are received by the system.

Note: The cardholder statement must be signed by the cardholder and the supervisor of the cardholder. The statement is available on the 16th day of the month and can be printed from the U.S. Bank Access Online System (https://access.usbank.com). The signed, counter-signed statement of account with receipts must be received by 8:00 pm in PCRS on the first business day of the month immediately following the day of statement availability.

1.2 LOGGING INTO THE APPLICATION

Start the Procurement Card Receipts System web application by entering the URL **https://pcard.finance.ucla.edu** in your internet browser. You will see the following home screen (see Figure 1.0A)

PCRS Home Screen Figure 1.0A

Select your home campus to be directed to the appropriate single sign-on screen for your location.

UCM's Web Single Sign-On (see Figure 1.0B).

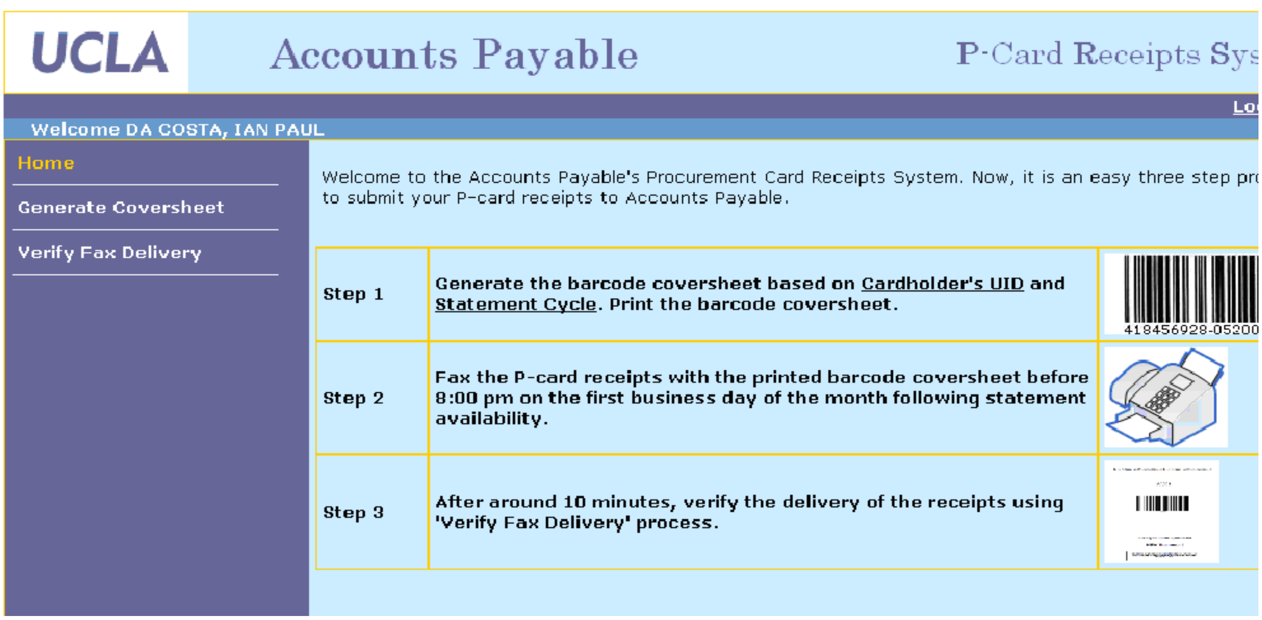
PCRS: Login Page Figure 1.0B

Enter your UCMNETID, Password and click on the "LOGIN" button.

1.3 HOME PAGE

Upon successful authentication and logon to the system, you will be redirected to the Procurement Card Receipts System home page (see Figure 2.0).

The home page contains instructions for generating the barcode coversheet. The barcode coversheet will need to be included with the statement and its corresponding receipts when submission occurs. It also describes the follow up action once the receipts are faxed.



PCRS: Home page Figure 2.0

In order to generate a new barcode coversheet, click on the “Generate Coversheet” link on the left navigation menu (refer to section 1.4). A barcode coversheet should only be used for the statement and corresponding receipts that it was created for. Each new monthly US Bank statement requires a new barcode coversheet corresponding to that month’s statement and receipts.

To print the generated coversheet refer to section 1.5.

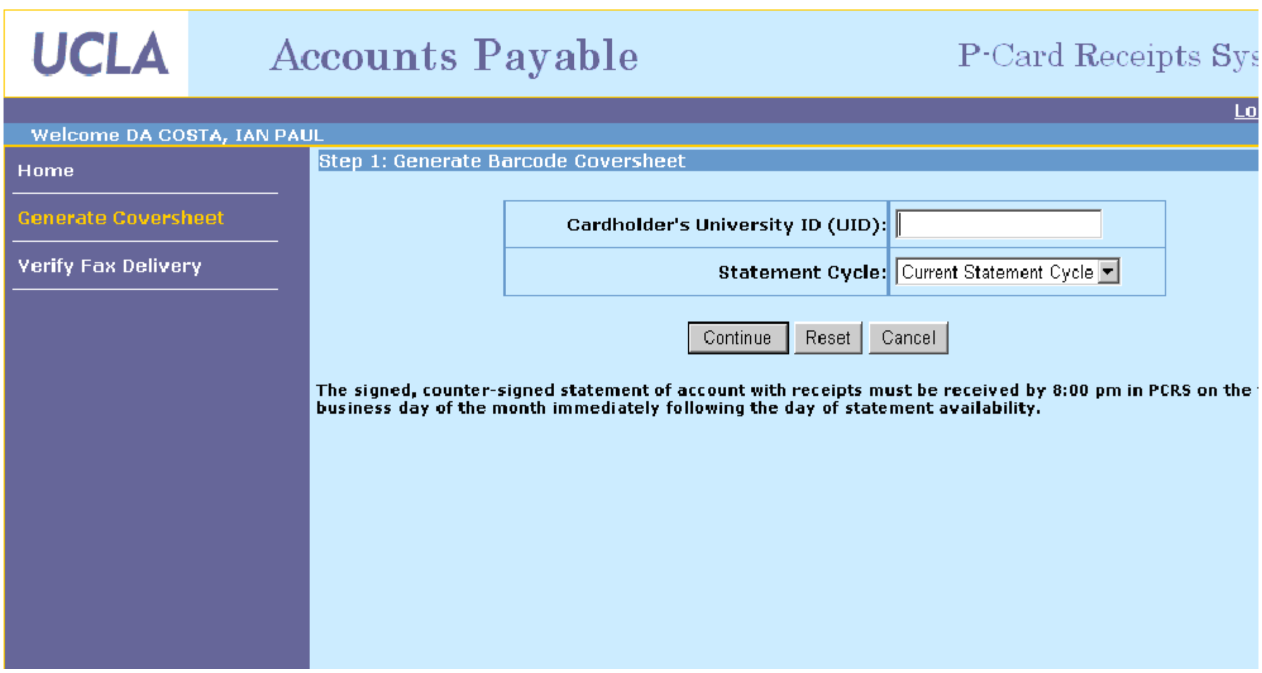
To view all of your submitted receipts, click on the “Verify Fax Delivery” link on the left navigation menu (refer to section 1.7).

1.4 GENERATING BARCODE COVERSHEET

To generate a barcode coversheet follow the steps described below:

1. Enter a valid University ID in the “Cardholder’s University ID (UID)” input box. This is the ID provided by UCLA.
2. Select the statement cycle from the drop down box. The statement cycle is located in the upper right hand corner of your US Bank statement. Barcode coversheets can be generated for the current and previous two billing cycles. However, **statements submitted after the cut-off time will be treated as late** and could result in the suspension or cancellation of the cardholder’s account.
3. Verify that the UID and statement date are correct.
4. Click on the Continue button to generate the barcode coversheet.

A coversheet with barcode and fax instructions will be displayed. Refer to section 1.5 for further details.

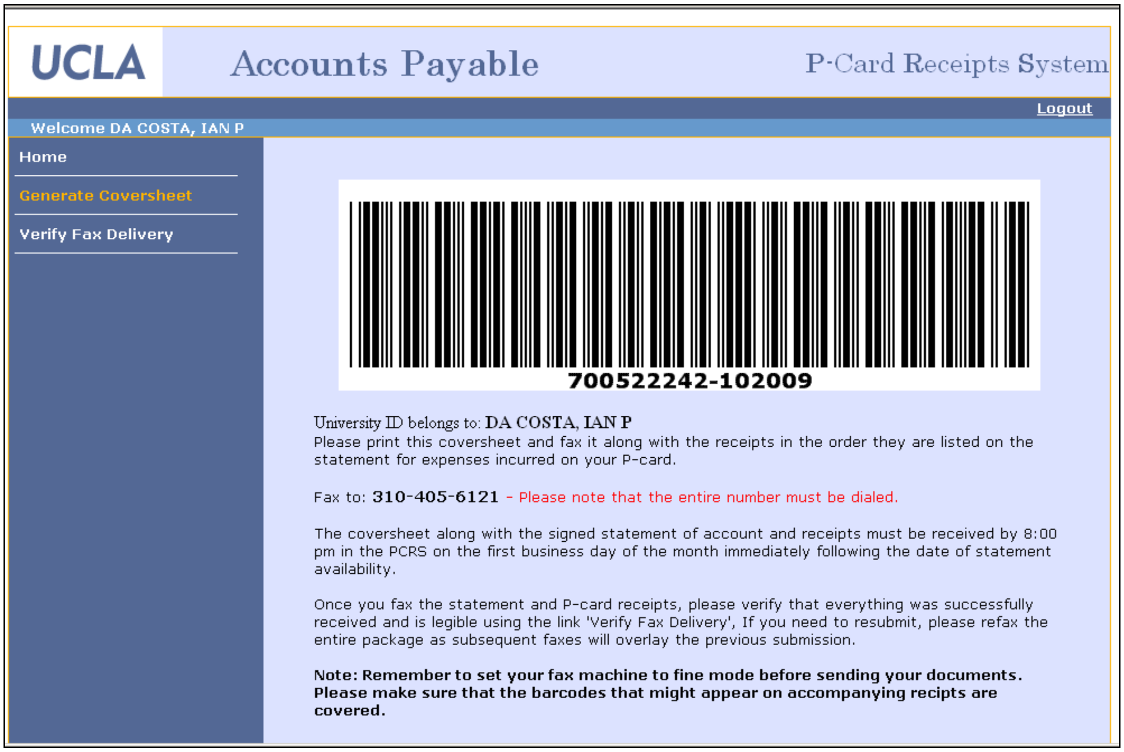


PCRS: Generate Coversheet Figure 3.0

Note: To reprint a barcode coversheet, follow the instructions for generating a new coversheet and make sure to enter the UID and statement cycle that you want. Do not reuse the barcode coversheet for other US Bank statements because the information in the two documents will not correspond and your fax won't be indexed. In addition, the subsequent fax overlays the previous submission which will result in you being out of compliance and needing to resubmit two sets of documents.

1.5 PRINTING BARCODE COVERSHEET

This barcode coversheet is created with the details provided in the "Generate Barcode Coversheet" section (section 1.4).



PCRS: Sample Barcode Coversheet Figure 4.0

To print the coversheet:

1. Select File menu from the browser menu.
2. In the drop down, select Print.
3. You may be prompted to choose a printer if multiple printers are configured on your computer.
4. A barcode coversheet should only be used for one US Bank statement and its corresponding receipts. Each new statement requires a new barcode coversheet.

1.6 FAXING P-CARD DOCUMENTS

Before faxing, please arrange the documents in this order:

1. The barcode coversheet must be on top and in the correct orientation for your fax machine. (**Do not** reuse a barcode coversheet for multiple US Bank statements.)
2. All pages of the US Bank statement will follow. Please verify that the statement has been signed by the cardholder and the supervisor. If either signature is missing, the entire transaction will be rejected and you will need to refax the entire set of documents after obtaining the appropriate signatures.
3. Receipts should be arranged in the same order as they appear on the US Bank statement. i.e. the receipt for the first transaction on the corresponding statement should be the first receipt to appear immediately after the signed US Bank statement, etc. Make sure that the purchase order number is referenced on each receipt, back-up documentation or is written adjacent to the receipt if taped to a blank sheet of paper. Additionally, when preparing receipts to be faxed in, please observe the following guidelines:
   a. The receipt must be itemized (breaking out order details and sales tax amount). The dollar amount on the receipt must match the dollar amount on the US Bank statement. If the amounts do not match, please contact the vendor and request an updated receipt. (In some cases it might be sufficient to provide a detailed explanation as to what has transpired.) Discrepancies between receipt and statement amounts usually occur when a purchase is made from an online vendor.
   b. Receipts smaller than a standard size sheet of paper (8.5" by 11") should be taped to a blank sheet of white paper to facilitate faxing. Please do not tape over any of the printed information as the tape tends to erase the information. Multiple receipts are permitted on each piece of paper as long as they don't overlap each other.
   c. All receipts that are taped to a piece of paper for faxing should be facing the same direction. Due to the large number of transactions that need to be reviewed, receipts should not be upside down or sideways, they should be right side up. The only exception to how a receipt is submitted is if the receipt is printed on a standard sheet of paper and the vendor has printed it sideways. (If the document is double-sided, make a copy of the reverse side and include the copy in the package being faxed.)
   d. Packing slips and order confirmations **MAY NOT** be submitted in lieu of an itemized sales receipt. All barcodes on accompanying paperwork are covered.
   e. If required, include the supporting documentation and/or business justification in compliance with the prevailing policies. (This is not required if the details are already contained in the BruinBuy order.)
   f. Consider making photocopies first of receipts that might be too light or when items are taped to sheets of papers and faxing the copies. This way you can ensure that the document being faxed is legible and can avoid receipts getting snagged in your fax machine.
4. Make sure that the documents are correctly oriented in the sheet feeder. Fax the documents using the FINE MODE setting on the fax machine to:
   (310)405-6121
5. If the fax is interrupted during transmission, please refax the entire package.

Note: Failure to submit all of the documents listed above in the proper order will either lead to the receipts not being captured by the system or the entire transaction being rejected. In both cases, the entire package will need to be resubmitted as the fax will overlay the previous submission. DO NOT SUBMIT RECEIPTS IN MULTIPLE FAXES.

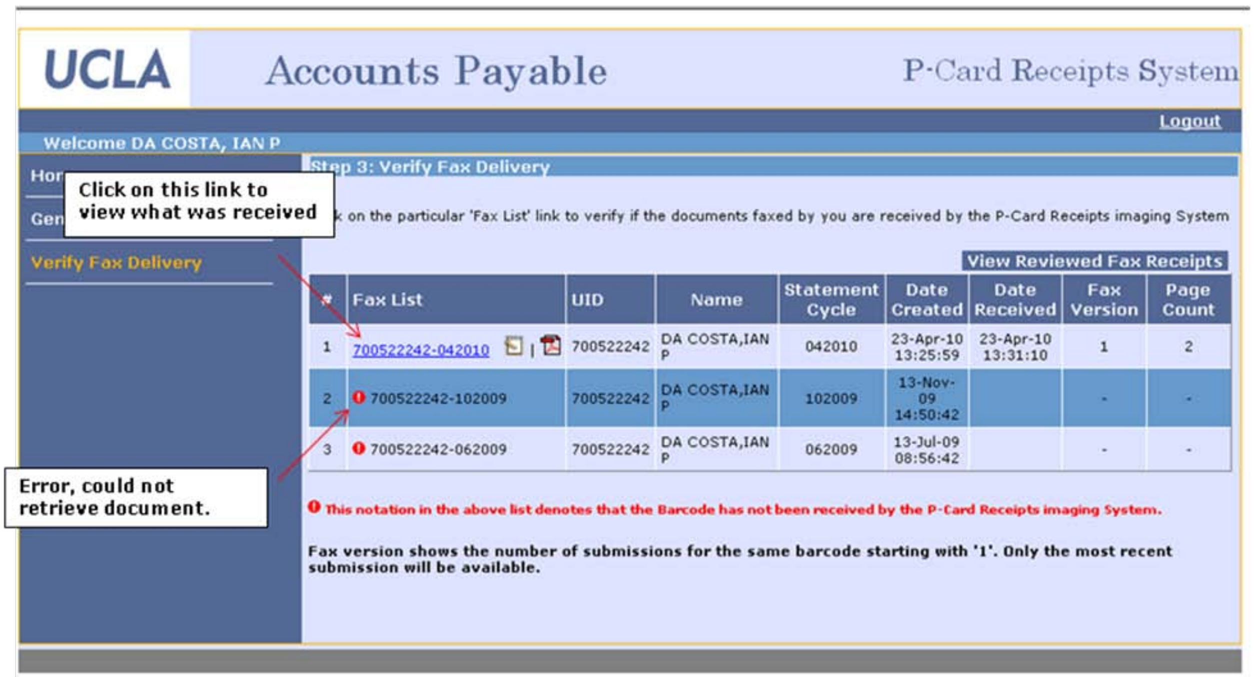
1.7 VERIFYING RECEIPT DELIVERY

In order to view the receipts submitted, click on the "*Verify Fax Delivery"* link. This will reveal a report that displays the receipt ID, UID, name of the receipt holder, statement cycle (current and previous two statement cycles) for which the receipt was submitted, date the request was created, date the documents were received by the system, number of pages, and the versions of the document (starting with 1).

To view the receipts you have submitted:

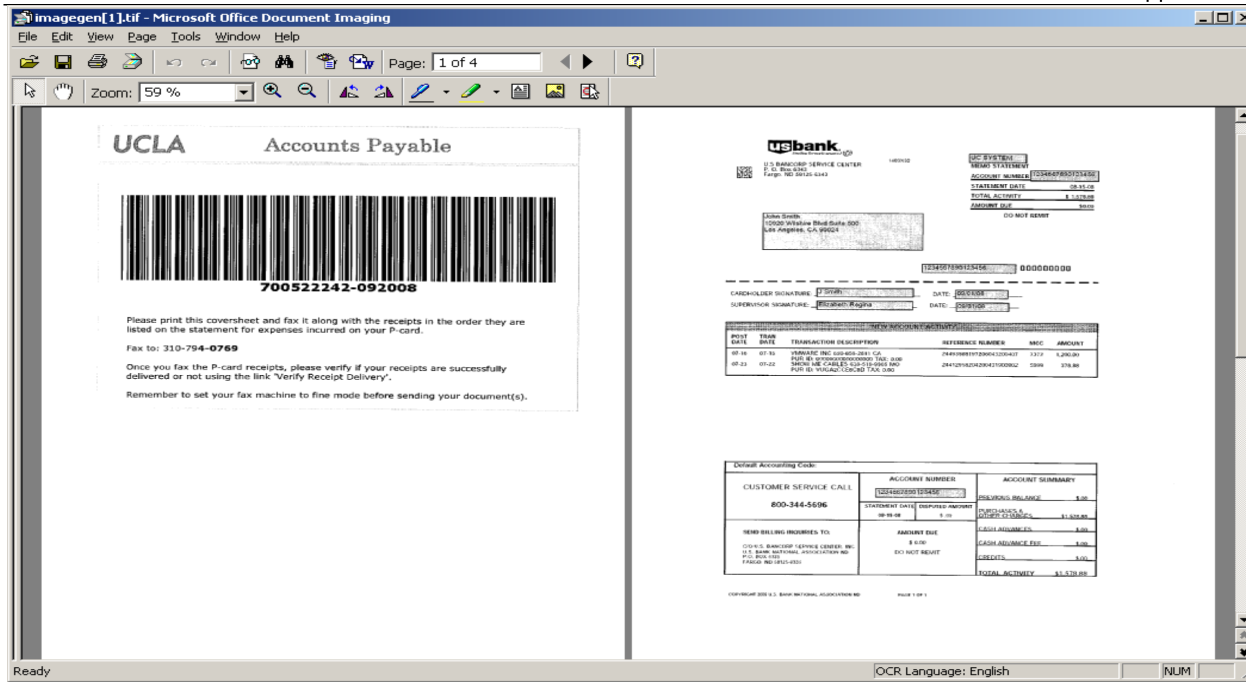
1. Click on the respective hyperlink***** under the "Fax List" column or icon next to it.
2. A new window will open displaying what was faxed. (see Figure 6.0)
3. You are responsible for verifying that all documents are received and are legible. If the documents are too light or are illegible, please refax the entire set of documents.

***** A hyperlink is provided for the documents that are successfully retrieved from the Procurement Card Receipts System. An error symbol is displayed next to the receipt tag to indicate an error while retrieving the fax **or** the documents were not received by the system.



PCRS: Verify Fax Delivery Section Figure 5.0

The "Fax Version" column shows how many versions of the fax were submitted. (i.e. if you resubmitted the fax because you were missing receipts or the fax was illegible.) The "Page Count" column shows how many pages were received by the system. The minimum page count for a statement that reflects some activity is three. (i.e. the coversheet with barcode, the signed statement and at least one itemized receipt.)



PCRS: Fax Viewer Figure 6.0

Use the navigation arrows for your default image browser to scroll through all off the contents of the fax. If the fax is illegible, missing pages, incomplete or missing signatures you will need to resubmit the entire package.

1.8 VIEW REVIEWED FAX RECEIPTS

To view previously submitted receipts that have been reviewed by Accounts Payable, click on the "View Reviewed Fax Receipts" link on the right side of the screen (refer to Figure 7.0).

PCRS:Verify Reviewed Fax Receipts Figure 7.0

1.9 RETAINING ORIGINAL DOCUMENTS

The department is required to retain the original documents and receipts in a secure manner for a period of three years at the work location or business office. The department administrator/approving official should decide whether these are stored centrally for the unit or remain at the cardholder's business office. (DO NOT FORWARD TO ACCOUNTS PAYABLE.) However, in either case the receipts must be available for presentation upon request of the auditors or program administrators during the three year period even if the cardholder is no longer an employee or no longer a cardholder.

1.10 DOCUMENTS EXCEEDING 50 PAGES

In cases where the package exceeds 50 pages, an e-mail option is available as an alternative to faxing.

- User generates the barcode coversheet as normal and scans the barcode page followed by all receipts in the correct order into a multiple page tiff document. The barcode page should be the first page of this document and it must be saved in a tiff format.
- Send an email to pcardreceipts@purchasing.ucla.edu with the tiff file attached prior to the deadline.
- Once the email arrives, the system will take the attachment, process and file it in a similar way it does for the received faxes.
- Verify online that the receipts were received.