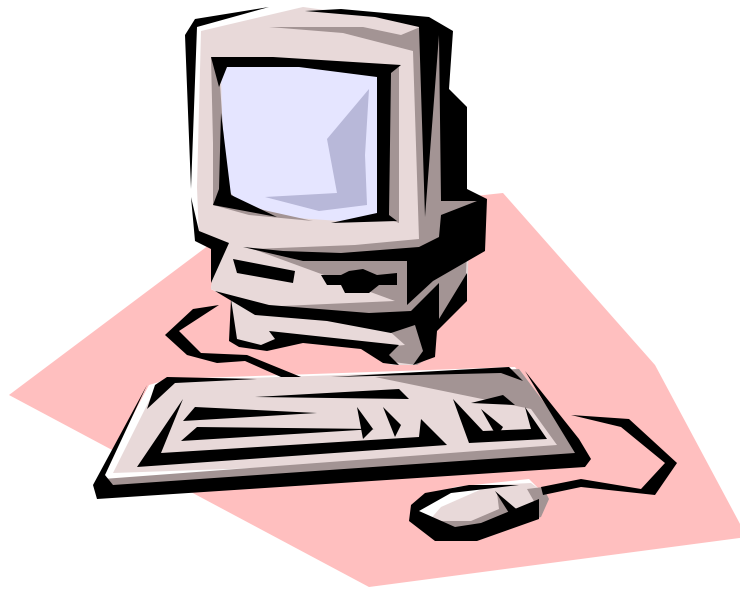**USDA**

United States Department of Agriculture

FLEET PCMS TRAINING GUIDE

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SECTION I. INTRODUCTION

LOGGING ON/OFF PCMS

To access PCMS,

1. Double-click on the **PCMSv4 Prod** icon located on your desktop.

   Or

   From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0>PCMS Prod**.

2. The WARNING popup window appears. Read the message and click **[OK]**.

3. The Logon popup window appears.

   Enter your **USERNAME** and **PASSWORD** and click **[Logon]**. Use your **mouse** or press **[Tab]** to move between fields.

After you successfully log on, the PCMS Main Menu for the Fleet Card appears.

To exit PCMS, click **[Exit PCMS]** from the Main Menu.

PCMS MAIN MENU

After logging onto PCMS, the PCMS Main Menu appears:
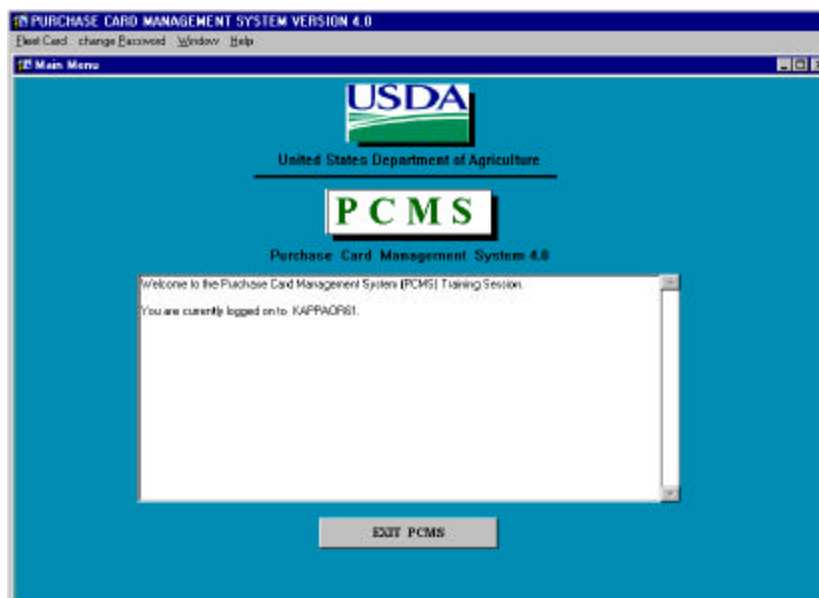
The bulletin board, located in the center of the main menu screen, provides up-to-date news about PCMS (e.g., notifications of system downtime, location of new system documentation of USDA's web site).

The Departmental Fleet Program Coordinator (DFPC) is responsible for the posting of all messages to the bulletin board.

Fleet Card Main Menu Option

This option provides multiple sub-options allowing you to establish, modify, delete, or replace a fleet credit card, update data on the Local Fleet Program Coordinator (LFPC), transfer equipment, update profile accounting on the fleet credit card account, dispute fleet transactions, and review user messages pertaining to alerts and statistical sampling. Refer to the *Fleet Card Setup and Maintenance* section for complete details in using all sub-options listed under Fleet Card.

Change Password

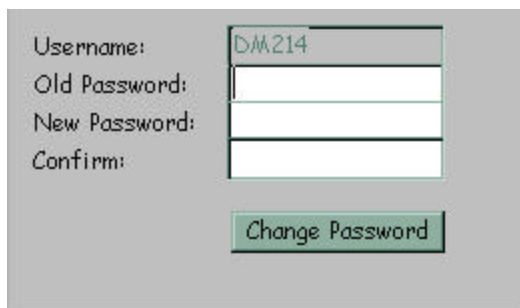This option allows you to change your system password.

From the PCMS Main Menu, select **Change Password** from the menu bar at the top of the screen. The following popup widow appears:

Your assigned username is displayed. Type your old password and then your new one.

The following are the requirements for the password:

♦   A password is 6 - 20 alphanumeric positions

♦   Must start with an alpha character

♦   Cannot contain spaces

♦   Must be different by at least 1 character from the previous password (e.g., mayday1, mayday2)

Type the new password once again to confirm you've entered it correctly. Note that the passwords will appear as asterisks. Click **[Change Password]**. Your new password will be in effect the next time you log on to PCMS.

Contact your DFPC/AFHC to reset your password if either of the following situations occur:

♦   The 90 days has expired and you didn't change your password

♦   Entered your username and password three times unsuccessfully causing your username and password to lock. NFC has to unlock.

♦   Receive message that username and/or password are invalid (see note)

NOTE: Unfortunately, the system currently gives you the same message ("Please enter a valid userid/password.") whether your password has expired, the system is down, or you've logged in incorrectly.

COMMAND BAR

The command bar displays a row of command buttons that are used to initiate or confirm actions in PCMS. In PCMS these command buttons are located at the top of each screen.

Below is a description of each command button on the command bar.

Command	Description
Save	Enters into the database all additions/changes made to a record.
Print	Writes the current screen to a file and asks if you want to print it.
Clear Form	Clears and deletes all data in the form.
Find	Activates a search. Click once to initiate the query mode. This allows you to enter a specific value (e.g., tag/equipment number) for a search. Click a second time to activate the search. NOTE: Some screens, upon initial opening, either activate a search based on the LFPC logon id or are already in the initial query mode and you just need to enter the data to be queried on and click [Find].
Insert	Inserts a new record after the current record; retaining the LFPC information.
Remove	In the Fleet Card Setup screen, [Remove] deletes the retrieved record from the database that <u>has not</u> been sent to the bank. Records are not permanently deleted until you save your changes to the database. Also, it will remove a line of accounting in the Profile Accounting screen.
Clear Rec	Removes the current record, reversing any unsaved (i.e., uncommitted) changes made to that record. A cleared record is **not** deleted from the database.
Edit	Displays the Editor popup window, allowing you to edit a field.
List	Displays a list popup window for selecting valid field entries.
Help	Should display a brief message about the current field but this button is currently inactive.

Using the Wildcard (%) with the [Find] Function

If you are not sure of the value (e.g., name, tag/equipment number), you search for it using the wildcard (%) with the [Find] function. The [Find] function allows you to search for a specific value by entering a partial value in the field along with a wildcard (e.g., searching on the TAG/EQUIPMENT NUMBER field, you could query with the wildcard three different ways: %T576, AT57%, %T57%). The screen will populate with all records matching your search criteria along with an active scroll bar allowing you to scroll through the records until you find the correct record.

SECTION II. FLEET CARD SETUP & MAINTENANCE

FLEET CARD SETUP

Use the Fleet Card Setup sub-option under Fleet Card to initiate a request for a fleet card from the bank or to update an exiting record.

When this sub-option is selected, the Fleet Card Setup screen appears.
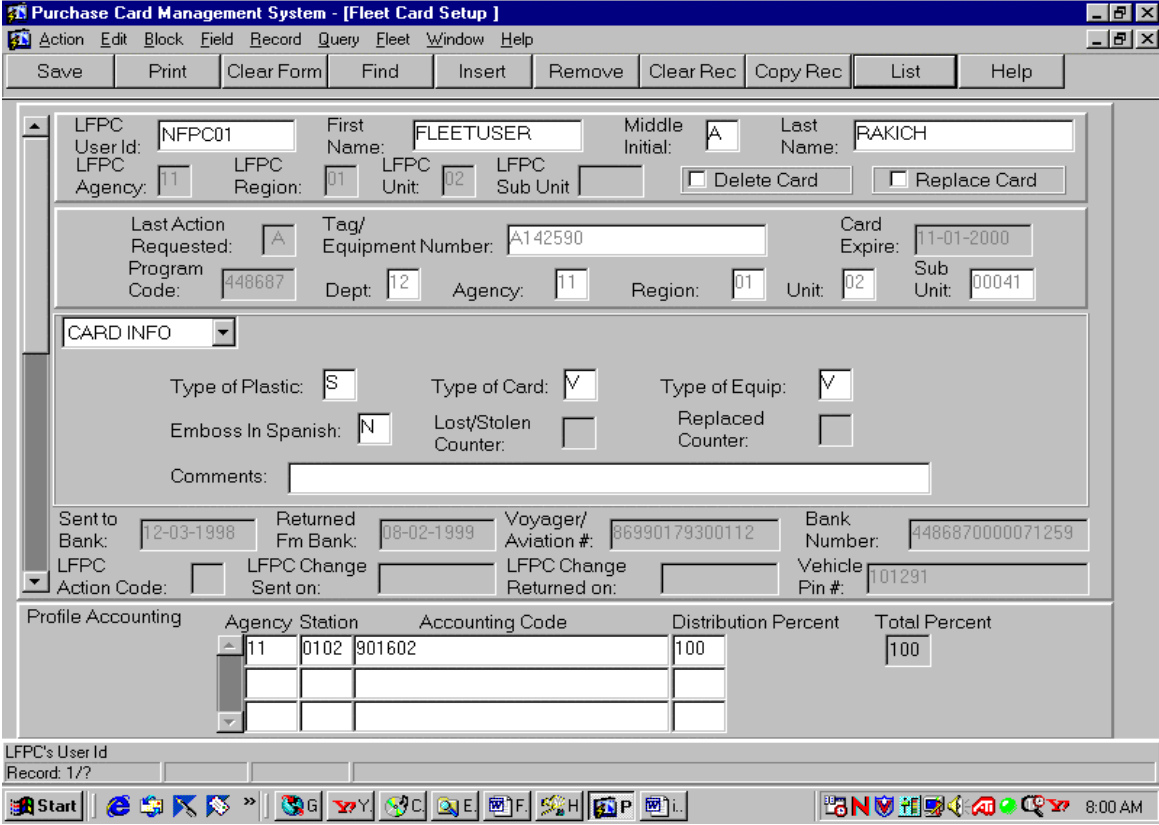
The setup/maintenance information is contained in the center of the Fleet Card Maintenance screen, beginning with Card Information. As you enter the setup/maintenance data, the screen automatically moves from one section to another, beginning with the Card Information section, followed by the Equipment Information section, the Limit Information section, and the Driver Information section (refer to screen sections shown below). Use the dropdown menu in the upper left of this area of the screen to move more easily between each section when you need to update.

CARD INFO ▾

Type of Plastic: S   Type of Card: V   Type of Equip: V

Emboss In Spanish: N   Lost/Stolen Counter: 0   Replaced Counter: 0

Comments:

EQUIP INFO ▾

Fuel & Maint: Y   Odometer Indicator: Y   Class Code:

Equipment City: Equipment State: Equipment Zip: Zip Ext:

Vehicle Make Model Year:

LIMIT INFO ▾

Cost/Fuel Trans Limit: 999.99   Daily Trans Limit: 99   Cost/Maint Trans Limit: $999,999.99

Price/ Gallon Limit: $999.99   Gallons/ Trans Limit: 9,999.9

DRIVER INFO ▾

Driver Number: First Name: M. I.:   Last Name:

Address LN 1:   Address LN 2:   Office Phone:

City: State: Zip:

NOTE: In Address LN1, enter the Driver's Department/Agency name. In Address LN2, enter Driver's address information.

Querying Fleet Card Records

♦ To query all fleet card records attached to the LFPC user id used to log into PCMS, click **[Find]** twice. After the screen populates, use the scroll bar to the left to view each record.

♦ To query for fleet card records under a specific LFPC:

1. Click **[Find]**.

2. Place the cursor in the **LFPC USER ID** field and click the **[List]** button. Select the appropriate id to populate the LAPC Id and name fields and click **[OK]**.

3. Click **[Find]** again. The screen will populate with the first of the equipment records listed under that LFPC.

4. The scroll bar to the left of the equipment information will be active, allowing you to view each record.

♦ To query for a specific fleet card record, enter the **TAG/EQUIPMENT NUMBER** for the record. Use the steps below:

1. Click **[Find]**.

2. Enter the **TAG/EQUIPMENT NUMBER** and click **[Find]**.

Populating the LFPC Information

Two ways to populate the LFPC:

1. Place the cursor in the **LFPC USER ID** field and click the **[List]** button. Select the appropriate user id to populate the LFPC Id and name fields.

2. Type the **LFPC User Id**. When you either press **[Tab]** or click on the TAG/EQUIPMENT NUMBER field, all the LFPC information will populate.

Updating a New LFPC in Fleet Card Setup

When you query on the new LFPC user id to add an equipment record, the system will alert you to update the LFPC information. Click **[OK]** on the alert message and the Update LFPC screen will appear. After entering all appropriate LFPC information, click **[Save]**, then **Action>Exit** to return to the Fleet Card Setup screen. Continue with adding the new equipment record. Refer to *Update LFPC* later in this section for details on entering all required information and modifying LFPC PCMS information.

NOTE: You can update the LFPC information before assigning any equipment in the Fleet Card Setup screen by selecting the Update LFPC sub-option under Fleet Card.

Requesting a New Fleet Card

1. Place your cursor in the LFPC USER ID field and click **[List]**. Select an LFPC from the list of values to assign to this record.

2. Enter the new **Tag/Equipment Number** and all other appropriate data (e.g., hierarchy, card info, equipment info, limit info) for this piece of equipment.

3. Enter the appropriate profile accounting for the fleet card. The accounting code will be validated as you tab from the ACCOUNTING CODE field to the DISTRIBUTION PERCENT field. Refer to *Profile Accounting* later in this section for additional details on entering data.

4. Click **[Save]**.

NOTE: If you create a record then realize you should not have created it, as long as the record has not gone to the bank (SENT TO BANK field is null), click **[Remove]**, then **[Save]**. The record is removed.

Copying a New Fleet Card Record

When you have several new fleet cards to set up in PCMS that have similar information, proceed with the following steps:

1. Enter the first record and click **[Save]**.

2. Click **[Copy Rec]**.

3. Change the **TAG/EQUIPMENT NUMBER** to the next record you need to add (tag/equipment numbers cannot be duplicated). Also, change any other information that is necessary (e.g., EQUIPMENT CITY, EQUIPMENT STATE, TYPE OF CARD, TYPE OF EQUIPMENT, etc.).

4. Click **[Save]**.

5. Repeat steps 2 through 4 as necessary.

Modifying a Fleet Card Record

Most of the fields in the Fleet Card Setup screen can be modified. New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. Once a record is added to PCMS and sent to the bank, updates to Profile Accounting cannot be done through Fleet Card Setup but must be completed through the Profile Accounting sub-option under Fleet Card.

To modify a fleet card account:

1. Query a fleet card record (refer to *Querying Fleet Card Records* above);

2. If SENT TO BANK and RETURNED FM BANK dates are not null for the selected record, make changes to the appropriate information (refer to the guidelines below); and

3. Click **[Save]**.

Guidelines:

♦   When the last action requested equals "A" and the SENT TO BANK field is null, this indicates that the fleet card record has not yet been sent to the bank. All the fields in the Fleet Card Setup screen can be modified, including profile accounting.

   To modify an item put the cursor in the field and highlight the item, then type in the new value. Save the record. After you save the record, the last action requested remains an "A" because the record has not gone to the bank.

♦   When the LAST ACTION CODE equals A, M, T, or R and the SENT TO BANK field is not null but the RETURNED FM BANK field is null, this indicates that the fleet card record was sent to the bank but has not yet been returned. No updates can be made to this record until the RETURNED FM BANK date is not null.

♦   When the LAST ACTION REQUESTED equals A, M, T, or R and the SENT TO BANK and RETURNED FM BANK fields are not null, this indicates that the fleet card record was processed by the bank. Most fields in the Fleet Card Setup screen, except for profile accounting, can be modified. To update profile accounting you must select Profile Accounting sub-option from the Fleet Card menu. (Refer to *Profile Accounting* later in this section.)

Record Changes That Cause a New Card to be Issued

New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. Updating any of the fields below will change the LAST ACTION REQUESTED field to "M(odify)" and send the record to the bank.

TYPE OF PLASTIC	DRIVER MIDDLE INITIAL
TYPE OF EQUIPMENT	DRIVER LAST NAME
EMBOSS IN SPANISH	DRIVER ADDRESS LN1
FUEL & MAINT	DRIVER ADDRESS LN2
ODOMETER	DRIVER CITY
DRIVER NUMBER	DRIVER STATE
DRIVER FIRST NAME	DRIVER ZIP

Record Changes that Update PCMS Only

The action code U(pdate PCMS Only) will indicate that the update is only for PCMS and that the modified record will not be sent to the bank. Both the SENT TO BANK and RETURNED FM BANK fields will be completed with the current date. This action code is attached to the following fields when modified:

EQUIPMENT CITY	GALLONS PER TRANSACTION LIMIT
EQUIPMENT STATE	MAINTENANCE COST PER TRANSACTION LIMIT
EQUIPMENT ZIP	COMMENTS
EQUIPMENT ZIP EXTENSION	Profile Accounting: (Updated from Profile Accounting screen)
EQUIPMENT CLASS CODE	AGENCY
VEHICLE MAKE/MODEL/YEAR	STATION
FUEL COST PER TRANSACTION LIMIT	ACCOUNTING CODE
PRICE PER GALLON LIMIT	DISTRIBUTION PERCENT

KEEP IN MIND THAT IF CHANGES TO A RECORD ARE BOTH PCMS ONLY (UPDATE) AND FOR THE BANK (MODIFY), ENTER UPDATES FIRST. Click **[Save]**. Then, enter whatever changes to the record (i.e., T(ransfer of Equipment), R(eplace)) that will be sent to the bank. The "U" in LAST ACTION CODE will be updated to the next action you make against the record.

When the LAST ACTION CODE is updated with U, the current system date will be entered in the SENT TO BANK and RETURNED FM BANK fields. This allows for additional changes to be made to a record in the same day.

NOTE: Modified records that go to the bank (only those changes listed in *Record Changes That Cause a New Card to be Issued* above) and PCMS Only updates (except for updating Profile Accounting) can be completed in one action. Query the record in Fleet Card Setup, make all changes applicable, and then click [Save]. The LAST ACTION CODE will be "M". This process does not work for updating profile accounting because you access the Profile Accounting screen to make the update.

Replacement Cards

When a card is damaged, request a replacement card. Query the record and check the status of the SENT TO BANK and RETURNED FM BANK dates. If the RETURNED FM BANK date is null from a previous action, either wait for the acknowledgement to return or, if the acknowledgement takes a while to return, call Procurement Modernization Team (PMT) at 202/690-3756 to explain the situation. If both dates are not null, click on the box to the left of **REPLACE CARD** and click **[Save]**. The record is sent to the bank containing an action code of "R." The system will not allow any modifications to records, other than comments, where the LAST ACTION REQUESTED is an "R".

If you realize that there are modifications you needed to make to this record (modifications that cause a new card to be issued — refer to *Record Changes that Cause a New Card to be Issued* above) and the SENT TO BANK field is still null, click in the box to the left of **REPLACE CARD** to unmark it for replacement. You will get a message inquiring if you want to replace or modify the record. Click the **[Modify]** button. Make your modifications and click **[Save]**. The LAST ACTION REQUESTED will be an "M".

NOTE: If you mark and save this card as a replacement and realize, before the record is sent to the bank, that you don't need to replace the card, uncheck the REPLACEMENT box and modify the cents portion of an amount field in the Limit Info section to .98 (e.g., 999.99 becomes 999.98). Click [Save]. The LAST ACTION REQUESTED will be updated to "U". Currently there is no way to back out of a replacement and the above process is a work around.

NOTE: Keep in mind that if the update that needs to be made to the record "Updates PCMS Only," you will need to complete the update, click [Save] and then click on REPLACE CARD and click [Save] again so that the record will go to the bank and you will receive a replacement card (refer to *Record Changes that Update PCMS Only* above). This process will allow you to perform both actions in the same day.

Delete a Card

When a piece of equipment has been taken out of service, it needs to be deleted from PCMS. Query the equipment record and check the status of the SENT TO BANK and RETURNED FM BANK dates. If the RETURNED FM BANK date is null from a previous action, wait for the acknowledgement to return. If both dates are not null, click on the box to the left of **DELETE CARD** and click **[Save]**. The record sent to the bank will contain an action code of "D." The system will not allow any modifications to records, other than comments, where the LAST ACTION REQUESTED is a "D".

NOTE: If a card is deleted, the tag/equipment number cannot be reused. Be sure you want to delete the record.

NOTE: If you mark and save this card as a delete and realize, before the record is sent to the bank, that you don't need to delete the card, uncheck the DELETE box and modify the cents portion of an amount field in the Limit Info section to .98 (e.g., 999.99 becomes 999.98). Click [Save]. The LAST ACTION REQUESTED will be updated to "U". Currently there is no way to back out of a delete and the above process is a work around.

Lost/Stolen Cards

The fleet card user should notify their LFPC and the vendor (Voyager) immediately of any lost or stolen fleet credit cards. The number for the vendor is on the back of the fleet card, 1-888-758-1747. The LFPC should annotate lost/stolen information in the COMMENTS field of the Card Info section of the Fleet Card Setup screen related to the card.

Once the bank has set up a new account for this piece of equipment, a new PCMS record, retaining the existing TAG/EQUIPMENT NUMBER, with a LAST ACTION REQUESTED of "A", is established by NFC in FAMS. The "Date of Notification" is the date entered in the SENT TO BANK and RETURNED FM BANK fields. Notice the updates to the VOYAGER/AVIATION # and the LOST/STOLEN COUNTER fields.

After the new account has been established, NFC will update the LAST ACTION REQUESTED to "D" in the old record and enter the "Date of Notification" as the SENT TO BANK and RETURNED FM BANK dates. The COMMENTS field will also be populated with the name of the person who called in the lost/stolen card along with the date it was called in.

When the LFPC queries up the fleet card record on the Fleet Card Setup screen, both the new and old record will be available. Use the scroll bar to the left of the screen to view both records.

Using the Fleet Transactions screen, the LFPC can view all transactions associated with a particular piece of equipment with each transaction appropriately identified to the specific Voyager/Aviation number that was valid at the time the transaction took place.

UPDATE LFPC

Updates to LFPC information must be accomplished through this sub-option. When this sub-option is selected, the LFPC Maintenance screen appears. NOTE: When updating the LFPC name, office fax number, or office phone number, contact the appropriate individual to also update this information in the System Access Management System (SAMS).
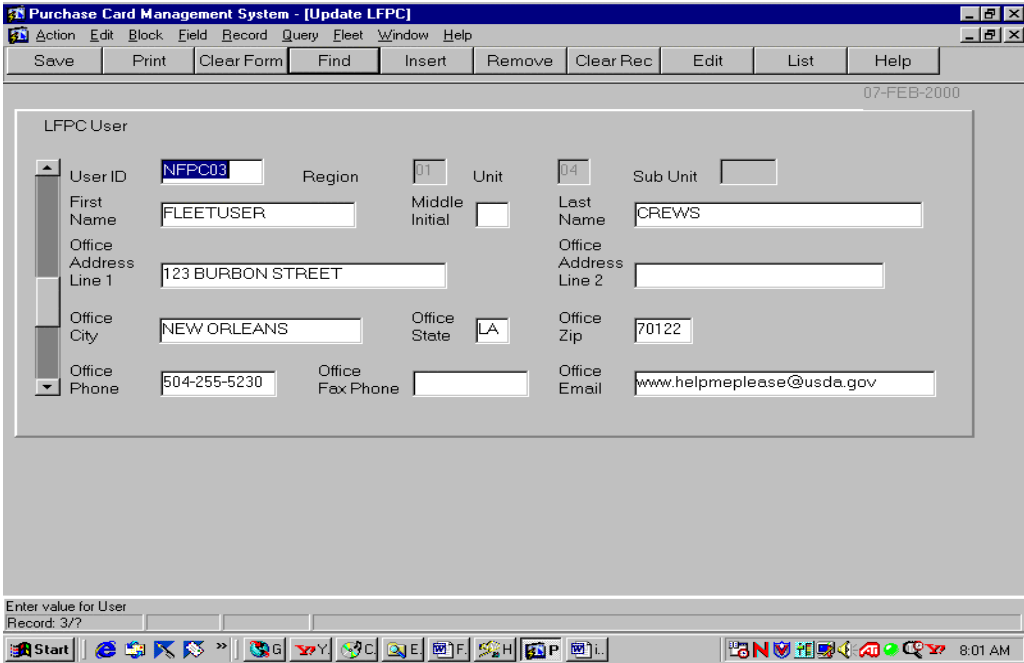

Updating an Existing LFPC

Query on the **USER ID** field. Update the appropriate fields and click **[Save]**. The system will enter an L(FPC information change) action code in the LFPC ACTION CODE field on the Fleet Card Setup screen of each record tied to that LFPC to indicate LFPC changes were made. Through the batch process the current system date will be placed in the LFPC CHANGE SENT ON date field. Once the bank acknowledgement is received, the LFPC CHANGE RETURNED ON date field will be updated with the actual date of receipt. The "L" action code and date fields allow LFPC information to be changed without preventing additional modifications to the equipment records. If both a change to the LFPC information and a change to any equipment record for that LFPC are made, the addition, deletion, modification, replacement, or transfer will be sent for processing with the updated LFPC information. All equipment records for this LFPC will be sent to the bank, with an LFPC ACTION CODE of "L" and with the appropriate action code of A, D, M, R, or T, depending if additional actions were taken on the record.

Updating a New LFPC

When an LFPC is initially given access to PCMS, only the user id, name, office phone, and hierarchy appear in PCMS. Before you can add a fleet card record to a new LFPC you need to complete the LFPC information (e.g., address, phone, etc.) located on the Update LFPC screen. Query on the **USER ID** field, enter the required information and click **[Save]**.

TRANSFER EQUIPMENT

The Transfer Equipment screen initiates a request to transfer equipment. When this sub-option is selected, the Transfer Equipment screen appears.
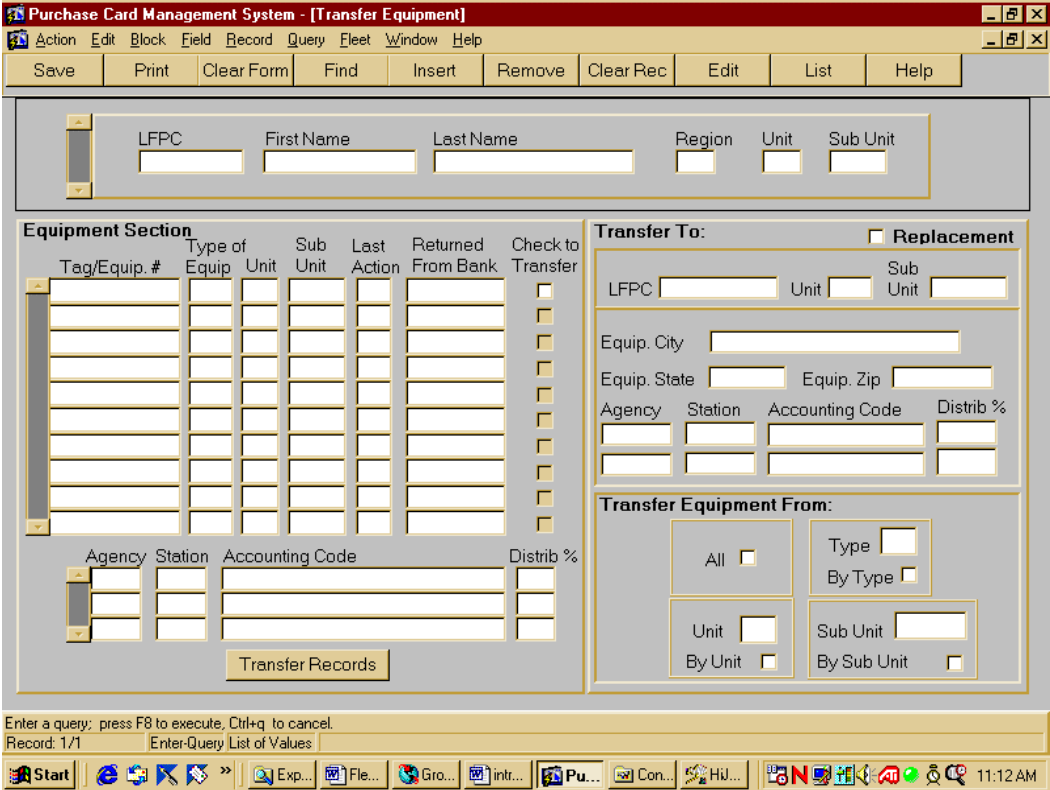
NOTE: At this time, NRC cannot transfer equipment.

Querying Equipment

Use one of the following methods to either query equipment by LFPC or by a specific group.

1. Query equipment under a specific LFPC in one of the following ways:

   a. When you first enter the Transfer Equipment screen, click **[Find]** to retrieve all equipment records for the LFPC user id currently used to log into PCMS. NOTE: If the logged on user's security access code (SAC) has access to other LFPCs, those records will be visible too.

   b. Type in the **LFPC** user id or LFPC **last name** (in the appropriate fields) and click **[Find]**. All equipment assigned to that LFPC is listed.

   c. Place the cursor in the **LFPC** field, click the **[List]** button, and select the appropriate LFPC to populate the LFPC id and name fields and list all assigned equipment. NOTE: An active [List] button depends on the logged on user's SAC.

2. To query a specific piece of equipment or type of equipment records under a specific LFPC, you must first query up the LFPC. Then place the cursor in the Equipment Section. Click **[Find]**. All fields in the Equipment Section will clear. You can query on any field. Enter the data to be queried and click **[Find]**. If you want to query another field, click **[Find]** again to clear the fields and repeat the process.

3. To query for a specific equipment group, enter data into one or all of the REGION, UNIT, and/or SUB UNIT fields at the top of your screen and click **[Find]**. The LFPC information and Equipment Section will be populated.

4. If you have already queried and need to query under another LFPC User Id, click **[Clear Form]**, click **[Find]** and enter the LFPC you want to query on, then click **[Find]**. NOTE: This can only be performed if the logged on user's SAC has access to other LFPCs.

Rules for Transferring Equipment

When transferring equipment, the AFHC/AFPC/LFPC must be aware that the LFPC and the equipment record can have a differing hierarchy/SAC as it is possible for either of these to be changed by the AFHC/AFPC/LFPC depending upon the transfer desired (e.g., LFPC's SAC is 11 01 02 00000, equipment transferred is 11 01 02 00001 and 11 01 02 00002).

The equipment record SAC and accounting record SAC are always the same. Apply the following rules when transferring:

1. The AFPC/LFPC can only transfer equipment that is within his/her SAC (security access control) scope of authority. Meaning that:

   a. If the AFPC's SAC stops at the region level, then he/she can transfer equipment to any unit or sub unit within the region.

   b. If the LFPC's SAC stops at the unit level, then he/she can transfer equipment to any sub-unit within the unit.

   c. If the AFHC's SAC stops at the dept or agency level, then he/she can transfer equipment to any unit or sub-unit within the dept or agency respectively.

2. A transfer is when the fleet equipment is moved to a new LFPC, new unit, or sub-unit. In addition to one of these moves, the equipment's physical location and accounting code may also be changed.

   a. If the equipment's physical location is changed, you must enter an entire location change (i.e., CITY, STATE, ZIP and Profile Accounting).

   b. If the equipment's profile accounting is changed, you must enter a value in the AGENCY, ACCOUNTING CODE, and DISTRIBUTION PERCENT fields.

3. If a transfer is taking place because the LFPC is being replaced, click the **[Replacement]** box and enter the user id of the LFPC that the equipment is being transferred to. All of the equipment records will automatically be marked for transfer when the [Replacement] box is marked.

   IMPORTANT: When a Replacement transfer is made, the new LFPC's address must be entered in Update LFPC before any of the transferred records will be sent to the bank.

4. Equipment records that do not have RETURNED FM BANK dates cannot be transferred and the system will issue an alert. The alert can be read in User Messages. When the RETURNED FM BANK date is populated, the equipment record can then be queried and transferred.

NOTE: If you need to change the accounting on a piece of equipment, do so before it is transferred. You must first query the piece of equipment in the Profile Accounting screen, make the change and save the record, then go to the Transfer Equipment screen and complete the transfer. **If you have completed a transfer between sub units, do not try to update the equipment's profile accounting unless the transferred record's RETURN FM BANK field is populated; otherwise, the system will process the transferred record improperly.**

To Transfer an Equipment Record

1. Query the **LFPC** and their equipment records.

2. Select the equipment records to be transferred by clicking in the small box at the end of each record or via one of the automated ways provided in the "Transfer Equipment From" box.

    OR

    Click the **[Replacement]** box to transfer all records when an LFPC is being replaced.

3. In the **Transfer To** section, enter the appropriate values for the transfer in the required fields (i.e., LFPC, UNIT, and/or SUB UNIT, CITY, STATE, ZIP, AGENCY, ACCOUNTING CODE and DISTRIBUTION PERCENT). NOTE: For replacements, only the LFPC user id needs to be entered; all other fields will be locked, preventing entries.

4. Click the **[Transfer Records]** button. When the transfer is completed, you will receive a "Transfer Complete" message. You may also receive a message indicating that one or more records did not transfer because a previous action was made against the record and there is no RETURNED FM BANK date. An alert will be generated to the LFPC to notify him/her to monitor the record(s) and make the transfer once the RETURNED FM BANK date is received. Equipment records that have been modified as a result of a transfer will contain an action code of T(ransfer of Equipment) in the LAST ACTION CODE field in the Fleet Card Setup screen.

You can view all the records you have just transferred as a group by selecting the **Fleet Card Setup** sub-option from the Fleet Card drop-down menu. Once the setup screen appears, click **[Find]**. In the LAST ACTION CODE field enter a "**T**" and click **[Find]** to query all transferred records. Use the scroll bar to the left to view each record.

NOTE: You can view the equipment records you have transferred within your hierarchy, since the last transmission to the bank, only while the SENT TO BANK and RETURNED FM BANK fields are null.

NOTE: You can view equipment records that have been transferred as long as the action code "T" remains on the record.

PROFILE ACCOUNTING

The Fleet Profile Accounting screen allows you to modify the existing profile accounting associated with a piece of equipment. Any updates to this profile accounting screen will be reflected in the profile accounting on the Fleet Card Setup screen along with a "U" entered in the LAST ACTION REQUESTED field reflecting the update.

When this sub-option is selected, the Profile Accounting screen appears.

Querying Records

When you first enter the Profile Accounting screen, it is already in query mode. There are three ways to query profile accounting records:

1. Click **[Find]** to query the profile accounting for all pieces of equipment within your scope of responsibility.

2. Enter data in any one of the fields in the top region of the screen for a specific search and then click **[Find]**.

3. There is a list of values available for the TAG/EQUIPMENT NUMBER. Place the cursor in the **TAG/EQUIPMENT NUMBER** field and click the **[List]** button. The drop-down list appears, make a selection, and click **[OK]**. The screen will be populated with the data for that piece of equipment.

Updating Records

1. Once the accounting information is displayed on the screen, place your cursor anywhere on the specific line of accounting to be changed and click **[Remove]**. That entire line of accounting is deleted. Type in the new line of accounting.

    Use the following guidelines in updating each of the accounting fields:

    ♦   **AGENCY** (optional) – Enter a valid agency code or leave it blank. If this field is left blank, the agency code that appears in the top region of the screen will be used when validating the accounting classification code. If an agency code is entered, it will be used for validation.

    ♦   **STATION** (optional) – Enter a valid station (region + unit). For agencies that use a station, this will be used to validate the accounting classification code.

    ♦   **ACCOUNTING CODE** (mandatory) – Enter a valid accounting code and press **[Tab]**. As soon as **[Tab]** is pressed, the system will validate the code before advancing to the next field. For agencies using NFC's Central Accounting System (CAS), the code will be validated against the MASC table. For those using the Foundation Financial Information System (FFIS), the code will be validated against the FFIS table.

    ♦   **DISTRIBUTION PERCENT** (mandatory) – Enter a valid number from 1 to 100. This amount indicates the percentage of each transaction to be posted against the code.

    REMEMBER: The total distribution percent must equal 100. You may not enter a combination of CAS and FFIS accounting.

2. After updating the appropriate fields, click **[Save]**.

NOTE: If you do not wish to save the changes you made, click **Action>Exit** and the system will ask if you want to save the changes you made. Click **[No]**.

FLEET TRANSACTIONS

The Fleet Transaction screens provide a summary of all transactions attached to a specific vehicle or piece of equipment along with the accounting charged. This includes transactions on cards that have been reported as lost or stolen. Use the Fleet Transaction sub-option to query fleet transactions or initiate a request to dispute a transaction.

When this sub-option is selected, the Transactions Details and Disputes screen appears.
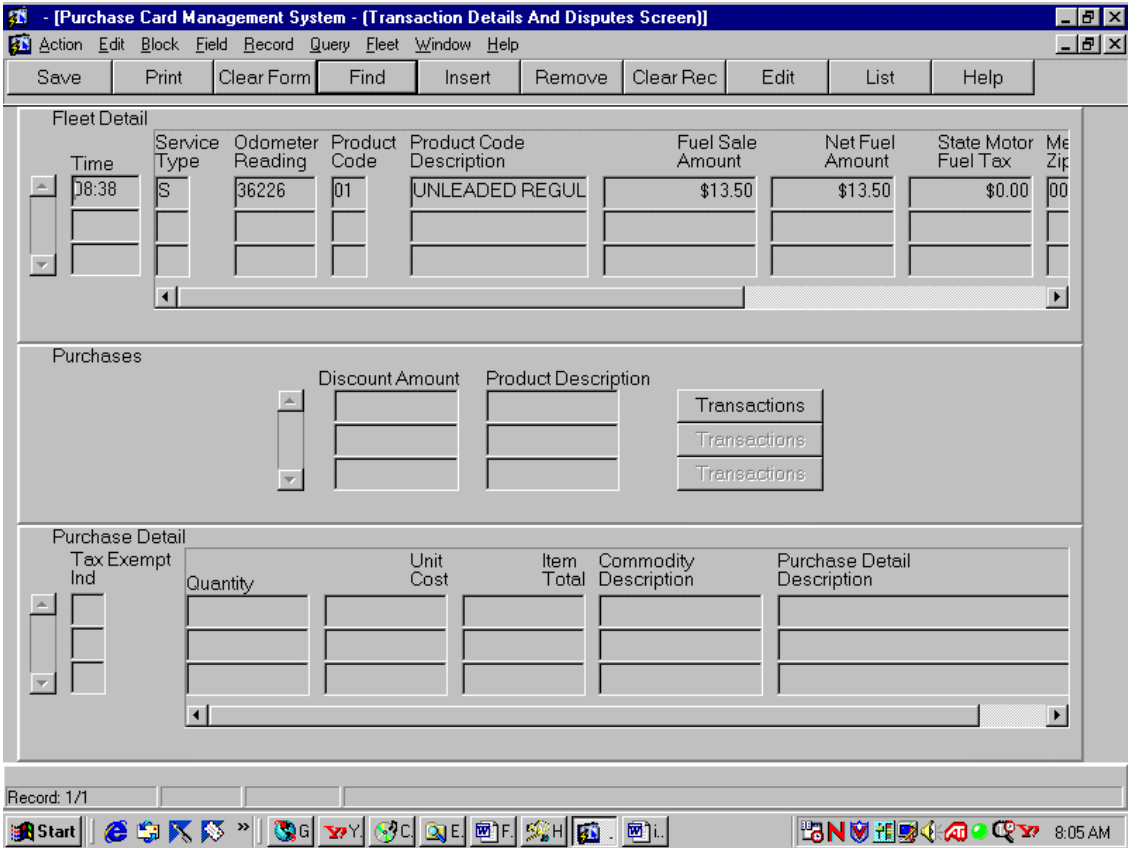

Query Transactions

Use one of the following processes to query transactions:

1. To query all transactions, click **[Find]** twice.

2. To query for specific transactions, click **[Find]**, enter data into any field under Card Transactions, and click **[Find]** again.

3. To query all transactions in a particular date range, click **[Find]** twice to bring up all transactions. Click the **QUERY BY DATE** check box. Enter a **FROM DATE**, **TO DATE**, and **SORT ORDER** (click the down arrow to change the sort order to descending, if desired). Then, click the **[Query]** button. All transactions meeting the requested date range will appear.

4. To query for a specific transaction in a particular date range, first follow the directions in #3 above, then place your cursor in one of the Card Transactions fields and click **[Find]**, enter data into any field under Card Transactions, and click **[Find]** again.

Viewing Transaction Details

Use the scroll bar to the left under Card Transactions to view all transactions. To view the transaction details for a specific transaction, place the cursor in any field of that transaction line under Card Transactions. Click the **[Trans Detail]** button in the upper left under Query on Card Trans. The Transaction Details screen appears displaying all the details received from the bank for that specific transaction. To return to the initial screen, click the **[Transactions]** button in the middle of the screen under Purchases.

Dispute Transactions

To dispute a transaction, click the **[Dispute]** button next to the specific transaction listed under Card Transactions. The Transaction Disputes screen appears.

To complete the dispute request:

1. Enter the **DISPUTE CODE** (place your cursor in this field and click **[List]** for a listing of available values). Selecting a dispute code will populate the SHORT DESC field.

2. Enter the **MERCHANT CONTACT DATE**. (Optional)

3. The AMOUNT field may be changed, if necessary.

4. Enter **COMMENTS** detailing the dispute.

5. Click **[Save]**.

When the dispute is resolved:

1. Query the transaction as discussed previously.

2. Click the **[Dispute]** button next to the transaction that was disputed.

3. Enter the **RESOLVED DATE**. (Optional)

4. Update **COMMENTS**, as necessary.

5. Click **[Save]**.

Click **[Fleet Trans]** to return to the initial fleet transaction screen or click **Action>Exit** to return to the Main Menu.

SECTION III. OVERSIGHT TOOLS

USER MESSAGES

The User Messages screen features the alerts and statistical sampling oversight tools provided by PCMS for LFPCs to regularly monitor in order to provide oversight to fleet credit card accounts and purchases. For complete details on handling alerts and statistical sampling, refer to *Oversight Tools*.

When this sub-option is selected, the User Messages screen appears.

Querying Messages

There are five ways to query user messages:

1. When you access User Messages, the system will automatically query all unread messages for the LFPC user id that was used to log into PCMS.

2. To query all messages, read and unread, click **[Find]** twice.

3. To retrieve a specific message or group of messages, click **[Find]** and enter data in any field on the screen for a specific search and click **[Find]**.

There is a list of values available for the TAG/EQUIPMENT NUMBER. Click **[Find]** and place the cursor in the **TAG/EQUIPMENT NUMBER** field and click the **[List]** button. The drop-down list appears, make a selection, and click **[OK]**. The screen will be populated with the data for that piece of equipment.

4. To query Read or Unread messages only, click **[Find]**, change **MESSAGE STATUS** to **Read** or **Unread**, and click **[Find]** again.

5. To query statistical sampling messages, click **[Find]**. Enter **%Stat%** in the **MESSAGE** field and click **[Find]**. NOTE: Text in this field is case sensitive.

Reading Messages

User Messages detail the alerts and statistical samplings setup in PCMS to aid the LFPC in ensuring the accuracy of their fleet accounts and to prevent fraud, waste, and abuse. Refer to *Oversight Tools* for details in responding to these messages.

After querying the messages, the scroll bar will become active if there is more than one message. Click on the scroll bar to the left of the NAME field to view each message. After responding appropriately to a user message, click the **[*Down Arrow*]** next to "Unread" in the **MESSAGE STATUS** field and select **Read**. Details of either a resolution to an alert or the confirmation of reviewing a statistical sampling must be entered in **COMMENTS**. Click **[Save]**.

To return to the PCMS Main Menu, select **Action>Exit**.

ALERTS

Since fleet transactions are not individually reconciled, PCMS creates and provides alerts to the LFPC to assist in preventing fraud, waste, and abuse. When the LFPC accesses their user messages, all unread messages will be automatically queried upon entering the screen. Carefully read each message.

PCMS provides the following alerts:

♦ A card has been identified as being reported lost or stolen to many times.

♦ Profile accounting for a vehicle/equipment record is changed more than twice within a year.

♦ A transfer is attempted on a record without a RETURNED FM BANK date; the transfer will not take place. An alert will be generated to the LFPC to notify him/her to monitor the record and make the transfer once the record contains the RETURNED FM BANK date.

♦ Purchases that exceed the transaction limits set up on the Fleet Card Setup screen for dollar amounts, gallons, and number of transactions per day.

♦ Charges to an aircraft for fuel other than product codes 26 and 27, which are AV gas and Jet Fuel for an aircraft card.

♦ Purchases from the same vendor, same day, same amount; could be duplicate charges.

♦ Storage charges for over 60 days.

♦ More than 2 transactions per day for vehicle card types only.

♦ More than 8 transactions per day for pool or equipment type cards.

♦ Any purchases made on a holiday.

♦ More than 1 transaction within 90 days on a fleet card for batteries or tires (product code 40).

♦ The total transactions made in one month exceed 10. The transactions should be sent to the LFPC for review as abnormal purchases needing specific review and validation.

For LFPC's responding to an alert message pertaining to a transaction, click **[View Transaction]**. The Transactions screen appears detailing the transaction in question. Closely review the transaction details. Click **Action>Exit** to return to the User Messages screen. Contact the card user, if necessary, to verify any discrepancies or to provide any additional information in order to resolve the alert. If further resolution is required, contact your AFPC.

To close out the alert message in User Messages, change the **MESSAGE STATUS** to **Read**, enter details of the resolution to the alert in **COMMENTS**, and then click **[Save]**. NOTE: Comments must be entered in order to save the update to the user message.

NOTE: If alerts are not responded to in 30 days, the DFPC and/or AFHC will be notified.

STATISTICAL SAMPLING

At the User Messages window, when the 'Selected for Statistical Sampling" message appears, click **[View Transactions]** from the data area. The Audit Stat Sampling Window appears detailing the specified transaction and requiring that you validate its authenticity.

At the bottom half of the screen, check off each of the following statements as you verify all information related to this transaction:

☐   I verify that this purchase was made for official purposes.

☐   I verify the amount is accurate.

☐   I verify the item described is what was purchased.

☐   I verify the purchase was for the Tag/Equipment number listed.

☐   I reviewed this transaction with the vehicle operator.

Type comments to explain any information that cannot be verified in the **COMMENTS** field. This is an alphanumeric field with 210 positions.

After providing the information requested, click **[Save]**, then click **Action>Exit** to return to the User Messages screen. Change the **MESSAGE STATUS** to **Read**, enter details confirming your review of the transaction for statistical sampling in the **COMMENTS** field, and then click **[Save]**. NOTE: Comments must be entered in order to save the update to the user message.