



United States Department of Agriculture

APC\LAPC PCMS USER'S GUIDE



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Prepared by:

Office of Procurement and Property Management
Procurement Systems Division

Table of Contents

	<u>Page</u>
SECTION I. INTRODUCTION.....	I-1
SYSTEM OVERVIEW	I-1
ACCESSING THE SOFTWARE.....	I-1
<i>System Requirements.....</i>	<i>I-1</i>
<i>PCMS Login Instructions.....</i>	<i>I-2</i>
<i>Add to Favorites.....</i>	<i>I-4</i>
PCMS MAIN MENU	I-5
<i>Menu Bar</i>	<i>I-5</i>
CARDHOLDER.....	I-5
SETUP/USER MESSAGES	I-5
CHANGE PASSWORD.....	I-6
WINDOW	I-7
<i>Bulletin Board.....</i>	<i>I-7</i>
COMMAND BAR.....	I-7
SYSTEM EDITS.....	I-8
USING FORMS.....	I-8
<i>Forms Menu Bar and Pull-Down Menus.....</i>	<i>I-8</i>
<i>Moving Through a Form.....</i>	<i>I-10</i>
<i>Executing a Query.....</i>	<i>I-10</i>
<i>Listing Valid Field Values.....</i>	<i>I-11</i>
<i>Using the Wildcard (%) with the [Find] Function.....</i>	<i>I-11</i>
<i>Acknowledging Edit Alerts.....</i>	<i>I-12</i>
SECTION II. CARDHOLDER SETUP & MAINTENANCE.....	II-1
CARDHOLDER SETUP	II-1
<i>Populating the LAPC Fields</i>	<i>II-7</i>
<i>Querying for Cardholder Records</i>	<i>II-8</i>
<i>Setting Up a New Cardholder.....</i>	<i>II-8</i>
<i>Copying a Cardholder Record.....</i>	<i>II-9</i>
<i>Modifying a Cardholder's Account.....</i>	<i>II-9</i>
GUIDELINES TO MODIFYING A CARDHOLDER'S ACCOUNT.....	II-9
<i>Replacement Cards</i>	<i>II-10</i>
<i>Delete a Card.....</i>	<i>II-11</i>

<i>Batch Processing and Action Codes</i>	II-11
<i>Lost/Stolen Cards</i>	II-11
<i>Deactivating a Cardholder’s Account</i>	II-12
DEACTIVATION/ACTIVATION REQUESTS	II-13
<i>Update LAPC</i>	II-14
UPDATING AN EXISTING LAPC	II-14
UPDATING A NEW LAPC.....	II-16
CARDHOLDER MENU	II-17
PROFILE ACCOUNTING.....	II-18
<i>Querying Records</i>	II-20
<i>Updating Records</i>	II-20
<i>For FFIS Users Only</i>	II-23
RECONCILING TRANSACTIONS WITH THE PCMS/FFIS INTERFACE	II-23
PURCHASE CARD	II-25
<i>Querying Cardholder Records</i>	II-27
CARD TRANSACTIONS	II-28
<i>Query and View Transactions</i>	II-29
<i>View Purchase Details</i>	II-32
<i>Reconciling Transactions</i>	II-34
STEPS TO RECONCILE A CARD OR CHECK TRANSACTION.....	II-35
GUIDELINES TO RECONCILING TRANSACTIONS.....	II-35
MODIFYING LINES OF ACCOUNTING	II-36
<i>Disputing a Transaction</i>	II-36
<i>Resolving Disputes</i>	II-40
SECTION III. OVERSIGHT TOOLS.....	III-1
USER MESSAGES	III-1
<i>Querying Messages</i>	III-3
<i>Reading Messages</i>	III-3
<i>Responding to Alerts and User Messages</i>	III-4
ALERTS.....	III-5
STATISTICAL SAMPLING	III-6
QUERY TOOL SOFTWARE.....	III-9

SECTION I. INTRODUCTION

SYSTEM OVERVIEW

The Purchase Card Management System (PCMS) is an online relational database management system of the United States Department of Agriculture (USDA). Within PCMS is the Web-based Cardholder Account Maintenance Screen (CAMS) that is used to manage government purchase card users and transactions.

PCMS also performs the following functions in interfacing with other systems:

- ◆ Validates against the Management Account Structure Codes System (MASC)
- ◆ Sends records from PCMS to the Disbursing System (DISB)
- ◆ Sends records from PCMS to the General Ledger System (LEDG)
- ◆ Passes data to the Statistical Analysis Tabulation System (STAT), which updates the cost and productivity database for PCMS
- ◆ Interfaces with the Central Accounting System (CAS)
- ◆ Updates the Personal Property System (PROP)
- ◆ Provides an interface record to the Miscellaneous Income System (MINC) for all appropriate 1099 records at the end of the year

ACCESSING THE SOFTWARE

Web PCMS is a web-based application. Use an Internet browser to access the application via the USDA website.

System Requirements

Before accessing the software, be sure your computer has the following:

- ◆ Windows 95 or higher (Windows 3.1 is not supported.)
- ◆ Minimum of 16 MB RAM
- ◆ Minimum of 100 MB available on the hard drive
- ◆ Monitor Resolution of 800 x 600
- ◆ Windows Internet Explorer, version 6.0 or higher
- ◆ Ability to connect to NFC UNIX server via USDA TCP/IP network
- ◆ ORACLE Discoverer 2000 for Windows for data query applications

PCMS Login Instructions

- To Log in to the PCMS Web application, access the USDA PCMS web page at <http://www.nfc.usda.gov/corporate/PCMS.htm>


Click the active **PCMS Application Login** link under the **PCMS Production** heading.

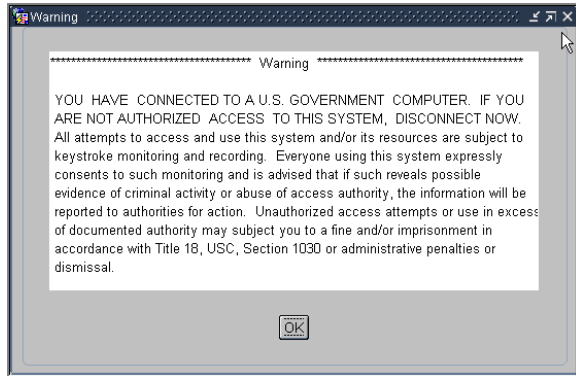
An Oracle Forms Runtime window will open in another browser.

Note: You may need to update your version of Oracle JInitiator to access the PCMS Web application. If a message displays asking to download JInitiator, click Yes.

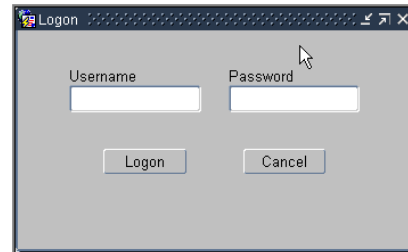
Or


If no page loads when you click on the **PCMS Application Login** link, use the back button to return to the USDA PCMS web page and click the link to Download Oracle JInitiator 1.3.1.17.

Click  on the security message.



Then the Logon dialog box will open.




2. Enter your Username and Password and click . Your APC will provide you with this information. Use your mouse or press [Tab] to move between fields.

Fieldname	Description
Username	Alphanumeric field, maximum of 20 positions (e.g., FS4003)
Password	Alphanumeric field, minimum of 6 characters; (e.g., PCMS123)

After you successfully log on, the PCMS Main Window appears.

Every 90 days your password expires and must be changed. For instructions on changing passwords, refer to Change Password in this section.

Note: If your password is within five days of expiring, a notification message will appear every time after you log in to PCMS up until the expiration date.

To exit PCMS click  from the Main window, or Click the 'X' in the top right hand corner of Internet Explorer browser

Add to Favorites

These instructions will explain how to add the PCSM login page to Favorites in your Internet Explorer browser.

NOTE: You will still need to complete the steps to login to the application.

Create a new shortcut:

1. Open an Internet Explorer browser.
2. Enter the URL in the address field: <http://www.nfc.usda.gov/corporate/PCMS.htm>.
3. Click **Favorites** on the toolbar.

The Favorites navigation pane opens on the left side of the browser.

4. Click **Add** in the navigation pane.

The **Add Favorites** dialog box opens.

Make available offline. Specifies that you want the content from the selected web page available when your computer is not connected to the Internet.

Name. The name that will display in the Favorites navigation pane for the link to the web page. Accept the name as displayed or create your own name for the link.

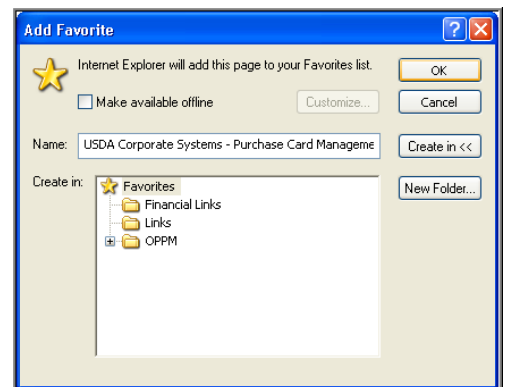
Create In Pane. Where you want the link to appear. If you do not select a folder, the link will appear in the main pane. If you select a folder, the link will appear within that folder.

Create In Button. Toggle button to display or close the Create In Pane

New Folder. Click to create a new folder in which to place the link.

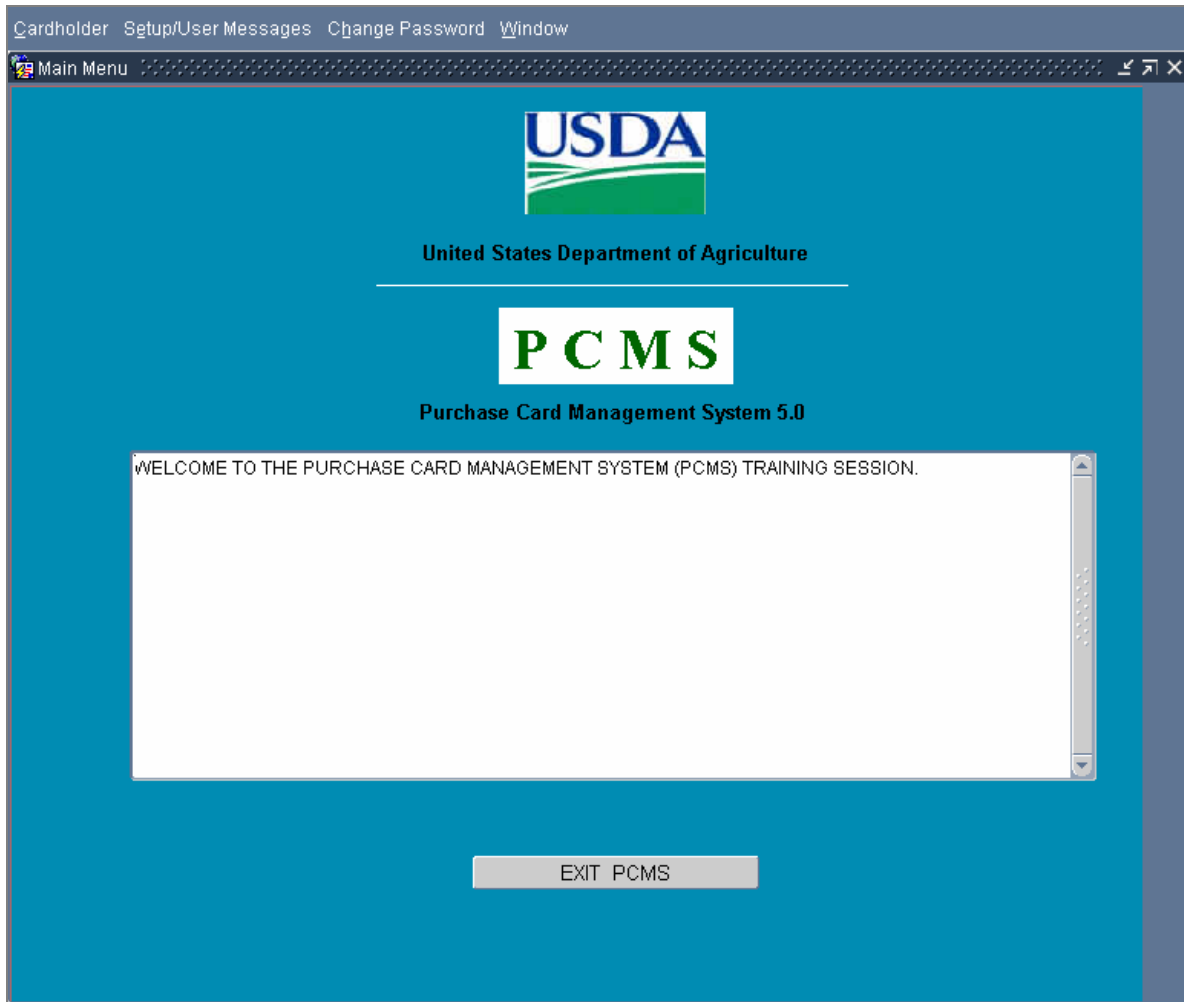
5. Click **OK**.

The Add Favorites dialog box closes and the link is added to the navigation pane.



PCMS MAIN MENU

After logging onto PCMS, the PCMS Main Menu appears:



Menu Bar

CARDHOLDER

Used to add, modify, and view user messages and purchase card/cardholder data; reconcile purchase card transactions; and add, modify, and view cardholder profile accounting data. Refer to the [Cardholder Setup & Maintenance](#) section for complete details in using all sub-options listed under Cardholder.

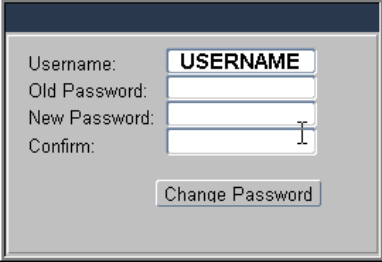
SETUP/USER MESSAGES

The Setup menu is used only by APCs/LAPCs. It is used to establish and maintain cardholder records. Refer to the [Cardholder Setup & Maintenance](#) section for complete details establishing and maintaining a cardholder's record. Only LAPC's receive User Messages, as part of their oversight role.

CHANGE PASSWORD

This option allows you to change your system password.

1. From the PCMS Main Menu, click **Change Password** on the main menu at the top of the window. The following dialog box opens:



The screenshot shows a dialog box with a dark blue header. Below the header, there are four input fields with labels: 'Username:' followed by a text box containing 'USERNAME'; 'Old Password:' followed by a text box; 'New Password:' followed by a text box with a cursor; and 'Confirm:' followed by a text box. At the bottom center of the dialog is a button labeled 'Change Password'.

Your assigned username is displayed.

2. Enter your old password and then your new one. Note that the passwords will appear as asterisks.

The following are the requirements for the password:

- ◆ A minimum of 6 alphanumeric positions;
- ◆ Must start with an alpha character;
- ◆ Must include at least one number;
- ◆ Cannot contain spaces;
- ◆ Must be different by at least 3 characters from the previous password (e.g., PCMS123, PCMS456);

3. Enter the new password again, in the **Confirm** field.
4. Click **Change Password**. Your new password will be in effect the next time you log on to PCMS.

Contact your DPC/APC to reset your password if any 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
- ◆ Receive message that username and/or password are invalid

For information on user ids, refer to the [SAMS User's Guide for the Purchase Card](#).

WINDOW

This menu allows you to customize the window display, and navigate between open PCMS windows.












Bulletin Board

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 Program Coordinator (DPC) is responsible for the posting of all messages to the bulletin board.

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.

		
Clear Form		Clears all data in the form.
Save		Saves changes to the database.
Print		Prints the screen.
Edit		Edit a field.
Clear		Removes the transaction information from the screen. Any unsaved changes will be lost. A cleared record is not deleted from the database.
Remove		Removes a line of accounting in the Profile Accounting screen.
Insert		Inserts a new record after the current record.
Find		Search functions.
Help		Displays a brief message about the current field. Note: The Help function is not available at this time.
List		Opens a dialog box for selecting valid field entries. The text, "List of Values" appears in the status bar at the bottom of the screen when your cursor is in a field that accepts list values.

SYSTEM EDITS

All entries in the system are subject to front-end system edits. If an error occurs, or if required data is omitted, an edit error message is displayed at the bottom of the window. All errors must be corrected before the database is updated.

USING FORMS


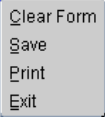
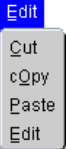
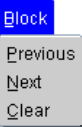
PCMS also uses data entry screens that are referred to as forms. Forms consist of an array of **fields** that are used to enter, update, and query data in the database.

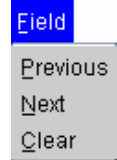
Fields may appear in any type of window. Editable fields are white; non-editable fields are shaded gray.

Date fields in PCMS use the mm-dd-yyyy format (e.g., 09-30-2004).

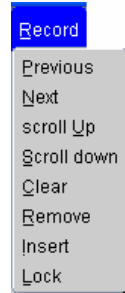
Forms Menu Bar and Pull-Down Menus

Most forms windows display a common menu bar that provides options with pull-down menus for performing data query and entry functions. Each option on the menu bar is listed below with a description of each pull-down option.

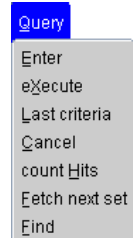
Action		ORACLE	
			
Action			
	Clear Form		Clear all records from the current block and creates a new record.
	Save		Save new or modified data to the database.
	Print		Print the current screen.
	Exit		Exit the current form and return to main window.
Edit			
	Cut		Cut selected text.
	Copy		Copy selected text.
	Paste		Paste copied text to current cursor location.
	Edit		Display a popup window where you can edit a field.
Block			
	Previous		Move the cursor to the previous form block that contains a text field.
	Next		Move the cursor to the next form block that contains a text field.
	Clear		Clear all records from the current block and create a new record.
			This only removes records from the workspace – it does not delete records from the database.

Field

Previous	Move the cursor to the previous field in the current record.
Next	Move the cursor to the next field in the current record.
Clear	Clear the content of the current field beginning

Record

Previous	Move the cursor to the previous record in the current block.
Next	Move the cursor to the next record in the current block.
Scroll Up	Shift the window up.
Scroll Down	Shift the window down.
Clear	Remove the record from the current block, reversing any uncommitted changes made to the record. A cleared record is not deleted from the database.
Remove	Remove the current record from the database. Records are not permanently deleted until you commit your changes to the database.
Insert	Insert a new record after the current record.
Lock	Used to lock a record so that another user cannot change the record while you are updating it. [Lock Record] does not allow you to enter or change any data in a field that is protected against entry or update.

Query

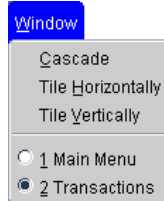
Enter	Used to clear the current block and allows you to enter query criteria.
Execute	Used to clear the current block and retrieve all the records from the database table referenced by the block.
Last Criteria	Used to display the query criteria last used.
Cancel	Used to terminate query processing.
Count Hits	Used to clear the current block and display on the message line the number of rows that a query would retrieve if executed.
Fetch Next Set	Used to retrieve the next set of records into the current block from records that satisfy an active query.
Find	Used to clear the current block and allows you to enter query criteria.

Help

Help	The Help function is not available at this time.
------	--

Keys	Lists available function keys.
List	Displays values for List Fields.
Display Error	Displays full error message.
Debug	Debugs error.

Window



Cascade	Display windows in a cascading style.
Tile Horizontally	Display multiple windows below each other.
Tile Vertically	Display multiple windows side by side.
Menus	Toggle between open windows.


Moving Through a Form



Moving From Record to Record. After you retrieve records from the database, you can use **Record>Next**, **Record>Previous**, or use the mouse and the scroll bar to the left of the screen to scan the records.

Moving From Field to Field. To move the cursor from one field to another, use **Field>Next**, **Field>Previous**, or press **[Tab]**, **[Shift]+[Tab]** to go back, or use the mouse to place the cursor in the desired field.

Executing a Query


Retrieving information from the database is called executing a query. You can enter a query using the features described below.

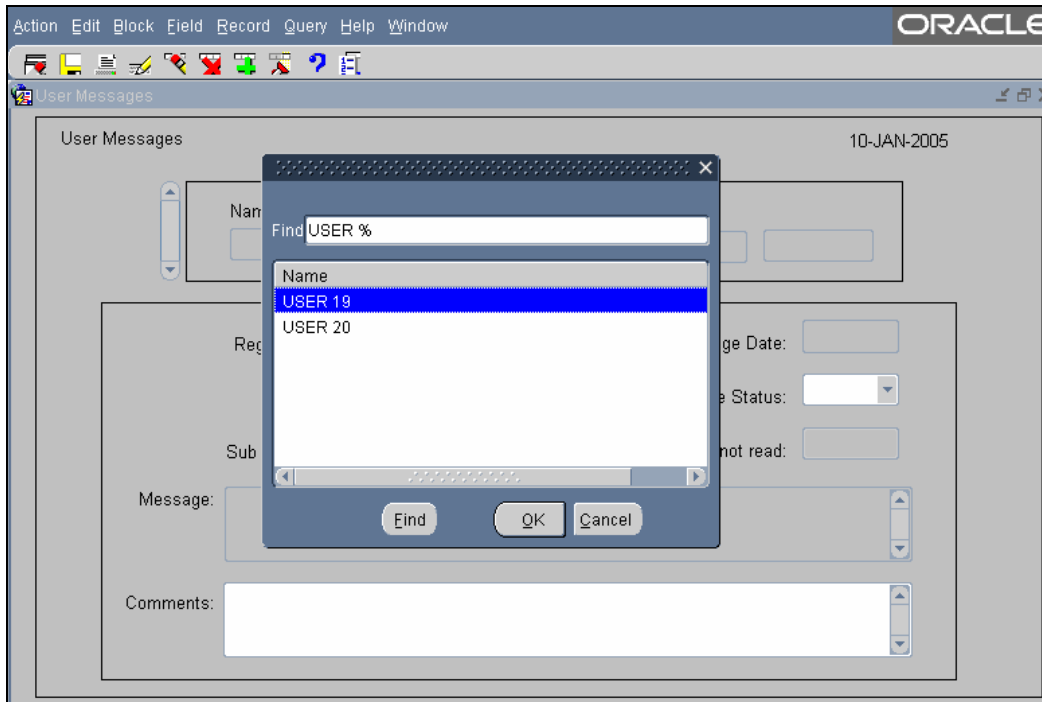
Retrieving All Records. Click the **Find** button  twice to query all records attached to the user id used to log into PCMS. Use the scroll bar to the left of the screen to view scan records.

Retrieving Specific Records. Click the **Find** button , type the value you want to match in the appropriate field(s), and click the Find button  again. If more than one record is found, the scroll bar to the left will be activated. Use the scroll bar to the left of the screen to view each record.

Listing Valid Field Values

Some fields in the PCMS entry windows have lists from which the user may select valid field entries (e.g., Cardholder name). If *<List of Values>* is displayed in the status bar in the lower left corner of the window, there is a list available for the field in which the cursor is currently located.

To access the list, click the **List** button  on the command bar. A list popup window appears displaying all appropriate choices for the specific field. Refer to the screen below.



Scroll to highlight the item you want to enter and click . The value appears in the applicable field. Other related fields will also be populated based on your selection.

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

The wildcard allows you to search for a partial value. For instance, if you are not certain how a name is spelled when searching on **MERCHANT NAME**, use the wild card to replace single or multiple letters or numbers.

For example, when searching for the Merchant Name "Toshiba" replace "oshiba" with the % to return all records beginning with "T". You can query with the wildcard three different ways, for example: %oshiba, Tos%, or %osh%. The window will populate with all records matching your search criteria.

Acknowledging Edit Alerts

PCMS edit alerts appear as two types of popup windows that partially overlay the current window. To respond to the first type of edit alert, select the appropriate answer (*Yes*, *No*, or *Cancel*). For the second type, for which **[OK]** is the only response, you must click **[OK]** to acknowledge that you have read the message.

SECTION II. CARDHOLDER SETUP & MAINTENANCE

CARDHOLDER SETUP

Use the Cardholder Setup sub-option under the *Setup/User Messages* menu to setup a cardholder account, modify specific cardholder profile information on an existing account record, and replace or delete a cardholder's purchase card. The information entered through Cardholder Setup will be transmitted electronically for processing from the PCMS database to the bank on a nightly basis. The bank will send PCMS an acknowledgment in response to each account setup or maintenance request.

When this sub-option is selected, the Cardholder Account Maintenance Screen (CAMS) appears.

Cardholder Account Maintenance Screen

LAPC Last Name LAPC First Name LAPC User Id

Last Action Code Delete Card Replace Card

Cardholder Info | **Supervisor Info**

SSN First Name Middle Initial Last Name

Office Address 1 Office Address 2

Office City Office State/Foreign Country Office Zip Code Office Zip Code Ext

Office Phone Office Email Foreign Address?

Program Code Dept Code Agency Region Unit Sub Unit

Type of Plastic Checks Authorized? No. of Check Books Conv Check Design Code Mat Code

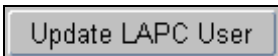
Single Purchase Limit Monthly Limit Ship Card to LAPC? ATM Access? No. of Check Books Ordered

Date Check Books Ordered Date Sent to Bank Date Returned From Bank Account Number

Profile Accounting

Agency	Station	Accounting Code	Account Description	BOC	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Percent					<input type="text"/>

The following is a brief description of each field in CAMS. Fields not requiring data entry are noted.

Fieldname	Description
LAPC LAST NAME	The LAPC's last name. (Required, alphanumeric, maximum 20 positions)
LAPC FIRST NAME	The LAPC's first name. (Required, alphanumeric, maximum 12 positions)
LAPC USER ID	The PCMS user identification number of the LAPC assigned to the cardholder to either be added to or retrieved from PCMS. (Query field.) (Required, alphanumeric, maximum 20 positions)
LAST ACTION CODE	When a transaction is completed and saved, the LAST ACTION CODE field is programmatically assigned one of the following values: A(dd), M(odify), D(elete), and R(eplacement).
DELETE CARD	Use to delete a cardholder's purchase card record at the bank.
REPLACE CARD	Use to replace a cardholder's purchase card. Check this box to replace a card that has been damaged. For details, refer to Replacement Cards later in this section.
	This button displays the LAPC User window. This window allows you to update LAPC user information. Refer to Update LAPC for complete details.
<i>NOTE: When either Delete or Replace Card is selected, all fields are locked.</i>	
LAST ACTION CODE	When a transaction is completed and saved, the LAST ACTION CODE field is programmatically assigned one of the following values: A(dd), M(odify), D(elete), and R(eplacement). (Non-entry field.)* *Exception: Can perform queries on action codes A, M, D, and R by pressing [Find], enter value in LAST ACTION CODE, and pressing [Find] again.
SSN	Cardholder's Social Security Number (SSN). (Query field.)
FIRST NAME	The cardholder's first name. (Required, alphanumeric, maximum 12 positions)
MIDDLE INITIAL	The cardholder's middle initial. (Required, alphanumeric, 1 position)
LAST NAME	The cardholder's last name. (Query field.) (Required, alphanumeric, maximum 20 positions)
OFFICE ADDRESS 1	Cardholder's office address. (Required, alphanumeric, maximum 36 positions)

OFFICE ADDRESS 2	Additional cardholder address information as needed. (Alphanumeric, maximum 36 positions)
OFFICE CITY	The cardholder's office city. (Required, alphanumeric, maximum 25 positions)
OFFICE STATE/FOREIGN COUNTRY	The state or country where the cardholder's office is located. (Required, alpha, 2 positions)
OFFICE ZIP CODE	The cardholder's office zip code. (Required, alphanumeric, 13 positions)
OFFICE ZIP CODE EXT	The cardholder's office zip code extension. The field defaults to all zeros. (Numeric, 5 positions)
OFFICE PHONE	Cardholder's office phone number. (Required, alphanumeric, 10 positions)
OFFICE EMAIL	Cardholder's office e-mail address.
FOREIGN ADDRESS?	Indicate whether the cardholder's office is located outside of the United States. Y = Yes N = No (Default)
<i>The following fields represent the cardholder's hierarchy.</i>	
PROGRAM CODE	The program code for each cardholder record is hard coded into the system. This field will be grayed out to prevent data entry. (Non-entry field)
DEPT	Contains the default value of 12 for USDA. This value can be changed. (Required, numeric, 2 positions)
AGENCY	The agency where the cardholder will reside. (Required, numeric, 2 positions)
REGION	The region where the cardholder will reside. (Required, numeric, 2 positions)
UNIT	The unit where the cardholder will reside. (Required, numeric, 2 positions)
SUB UNIT	The sub-unit where the cardholder will reside. (Required, numeric, 5 positions)

<i>The following fields detail the cardholder's account.</i>	
TYPE OF PLASTIC	Valid values are: Q(uasi-Generic) – non-government/government card (no gov't logo with gov't account number) S(tandard) – government card (gov't logo with gov't account number) (Required)
CHECKS AUTHORIZED?	Indicate whether the cardholder is authorized to use checks. Y = Yes N = No (Default) (Required)
NO. OF CHECK BOOKS	Indicate the number of convenience check books the cardholder is to receive. Press [List] for a drop-down listing to select the number of check books. 0 = None (No books) 1 = 50 Checks (1 book) 2 = 100 Checks (2 books) 3 = 150 Checks (3 books)
CONV CHECK DESIGN CODE	Indicate the convenience check design code. Press [List] for a drop-down listing to select a code. NOTE: This field establishes the base for the checking account (e.g., maximum single purchase limit, automatic checkbook reorder). (Required if NO. OF CHECK BOOKS field is greater than 0)
MAT CODE	Merchant type code. Defaults to 0000.
SINGLE PURCHASE LIMIT	Indicate cardholder's single purchase limit. NOTE: The SINGLE PURCHASE LIMIT is linked to the purchase limit established in the CONV CHECK DESIGN CODE field. The SINGLE PURCHASE LIMIT field value cannot be greater than the limit set by the Convenience Check Design Code.
MONTHLY LIMIT	Indicate the cardholder's monthly purchase limit.
SHIP CARD TO LAPC?	Indicate whether the purchase card is to be sent to the LAPC or the cardholder. It is advised that the LAPC receive all cards. Y = Yes (Default) N = No
ATM ACCESS?	Indicate whether the cardholder will have ATM access. Currently, the answer is always No. Y = Yes N = No (Default)

NO. OF CHECK BOOKS ORDERED	Indicates the number of checkbooks last ordered. (Non-entry field.)
DATE CHECK BOOKS ORDERED	Indicates the date the last check books were ordered.
<i>The following fields are display only. No data entry is allowed.</i>	
DATE SENT TO BANK	Date that a new or updated cardholder record is sent to the bank.
DATE RETURNED FROM BANK	Date the cardholder record is returned with an acknowledgment from the bank.
ACCOUNT NUMBER	The Purchase Card account number.

Profile Accounting Fields:

Enter the initial accounting information for the Cardholder.

Fieldname	Description
AGENCY	Indicate the agency code that the purchase is to be charged against. If an agency is not entered, the agency that was entered on the previous screen will be used to validate the accounting classification code. (Optional, numeric, 2 positions)
STATION	Indicate the station code that the purchase is to be charged against. If a station is not entered, the region and unit (for Forest Service only) that was entered on the previous screen will be used to validate the accounting classification code. (Optional, numeric, 4 positions)
ACCOUNTING CODE	Indicate the accounting code against which this portion of the transaction is charged.* NOTE: The cursor may hesitate for a moment while the accounting classification code is being validated. If the code is valid, the cursor will move to the ACCOUNT DESCRIPTION field. If it is not valid, the appropriate message will be displayed. (Required, alphanumeric, maximum 25 positions)
ACCOUNT DESCRIPTION	Enter the description of the accounting code. (Optional)
BOC	Indicate a valid budget object classification code (BOCC). Type in the BOCC or press [List] to select a code. Refer to the Budget Object Classification Codes document at http://www.usda.gov/procurement/card/guide.htm for a complete BOCC listing. (Required)

PERCENT	Indicate the percentage of this account to be applied to the transaction amount. (Required, maximum 3 positions)
TOTAL PERCENT	Non-entry field. The total percentage to be applied to the transaction amount. This field must equal 100 percent.

Note: If accounting information can be changed on a new cardholder record as long as the DATE SENT TO BANK field is null (blank).

Note: Accounting entered in CAMS is the default accounting for the cardholder. This accounting does not change unless the region/unit changes for the cardholder, which might indicate a change in accounting. The LAPC will modify the cardholder’s record in this case. Cardholder’s can update their profile accounting through the Profile Accounting screen. These updates can only be seen through that screen and are not reflected in CAMS. For making updates to Profile Accounting, refer to [Profile Accounting](#) later in this section for details on updating.

Cardholder Supervisor Profile Fields:

The screenshot shows a web form titled 'Supervisor Info' with the following fields:


- Supervisor First Name
- Supervisor Middle Initial
- Supervisor Last Name
- Supervisor Address 1
- Supervisor Address 2
- Supervisor City
- Supervisor State
- Supervisor Zip Code
- Supervisor Zip Code Ext
- Supervisor Phone
- Supervisor Email

Enter the details for the Cardholder’s Supervisor.

Fieldname	Description
SUPERVISOR FIRST NAME	Enter the cardholder Supervisor’s first name. (Required)



SUPERVISOR MIDDLE INITIAL	Enter the Cardholder Supervisor's middle initial. (Required)
SUPERVISOR LAST NAME	Enter the Cardholder Supervisor's last name. (Required)
SUPERVISOR ADDRESS 1	Enter the Cardholder Supervisor's office address. (Required)
SUPERVISOR ADDRESS 2	Enter the Cardholder Supervisor's address information as needed. (Optional)
SUPERVISOR CITY	Enter the Cardholder Supervisor's office city. (Required)
SUPERVISOR STATE	Enter the state or country where the Cardholder Supervisor's office is located. (Optional)
SUPERVISOR ZIP CODE	Enter the Cardholder Supervisor's office zip code. (Required)
SUPERVISOR ZIP CODE EXT	Enter the Cardholder Supervisor's office zip code extention. The field defaults to all zeros. (Optional)
SUPERVISOR PHONE	Enter the Cardholder Supervisor's office phone number. (Required)
SUPERVISOR EMAIL	Enter the Cardholder Supervisor's office e-mail address. (Optional)

Populating the LAPC Fields



To populate the LAPC information when adding a new cardholder, place the cursor in the **LAPC User Id** field and press the  button. Select the appropriate user id to populate the **LFPC Id** and **Name** fields and press **[OK]**.

Querying for Cardholder Records



a. How to query?

- Use the  button on the command bar, as described in previous lessons;
- Enter the value in a query field and hit the  button;
- The % wildcard can be used;
- Use scroll bars to navigate between Cardholder records;
- There are several lists available to select values from, such as: *LAPC User ID*;



b. LAPC Query all Cardholders



- Logged on as an LAPC, from the CAMS screen hit the  button to clear all fields;
- Hit the  button again to obtain all Cardholder records attached to the LAPC UserID you logged on with;
- Use the scroll bar to the left to navigate between Cardholders;

c. APC Query all records

- Logged on as an APC, from the CAMS screen hit the  button to clear all fields;
- Hit the  button again to obtain all Cardholder records attached to all LAPC's that are under the APC UserID you logged on with;
- Use the scroll bar to the left to navigate between Cardholder records. Note that the LAPC details change also;

Setting Up a New Cardholder

1. Place your cursor in the LAPC USER ID field and press . Select an LAPC user id from the list of values to assign to the new cardholder account.
2. Enter all the information that identifies the new cardholder (e.g., SSN, name, address, phone and hierarchy, etc). Refer to the table above for guidance.
3. Enter all the detailed information about the purchase card assigned to the cardholder (e.g., card type, convenience check information, purchase limits, etc). Refer to the table above for guidance.
4. Enter the profile accounting details for the Cardholder. Refer to [Profile Accounting](#) later in this section for additional details on entering data.
5. Enter the details for the cardholder's supervisor. Refer to the table above for Guidance.
6. Press . The **Date Sent To Bank** field is populated after the batch run processes the record and sends it to the bank.



NOTE: As long as the record has not gone to the bank (**Date Sent To Bank** field is null) the record can be removed. To do so, press , then . Also, should you need to change the accounting you can do so as long as the **Date Sent To Bank** field remains null.

7. When NFC receives the bank acknowledgement for the cardholder's record, the **Date Returned From Bank** and **Account Number** fields in CAMS are populated.

8. Once a record is initially created in CAMS, a skeletal record for the cardholder is established in Security Access Management System (SAMS). After the LAPC finds out the cardholders account number, he/she can go to SAMS and complete the record, establishing PCMS access for the cardholder. Refer to the [SAMS User's Guide for the Purchase Card](#) for details.

Copying a Cardholder Record


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

1. Enter the first record and press .
2. Select the **Copy Record** option from the **Record** menu on the command bar
3. Change any unique values in fields such as: **SSN, First Name, Middle Initial, and Last Name.** Also, change any other information that is necessary (e.g., address information, detailed information about the cardholder's account, profile accounting, etc.).
4. Press .
5. Repeat steps 2 through 4 as necessary.

Modifying a Cardholder's Account

Most of the fields in CAMS can be modified. New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. Updates to Profile Accounting cannot be done through Cardholder Setup (unless it is a new cardholder record and the **Date Sent To Bank** field is null) but must be completed through the appropriate Cardholder menu sub-option under the PCMS Main Menu.


To modify a cardholder's account:


1. Query a cardholder's record;
2. Make changes to the appropriate information in the record;
3. Hit the  button;

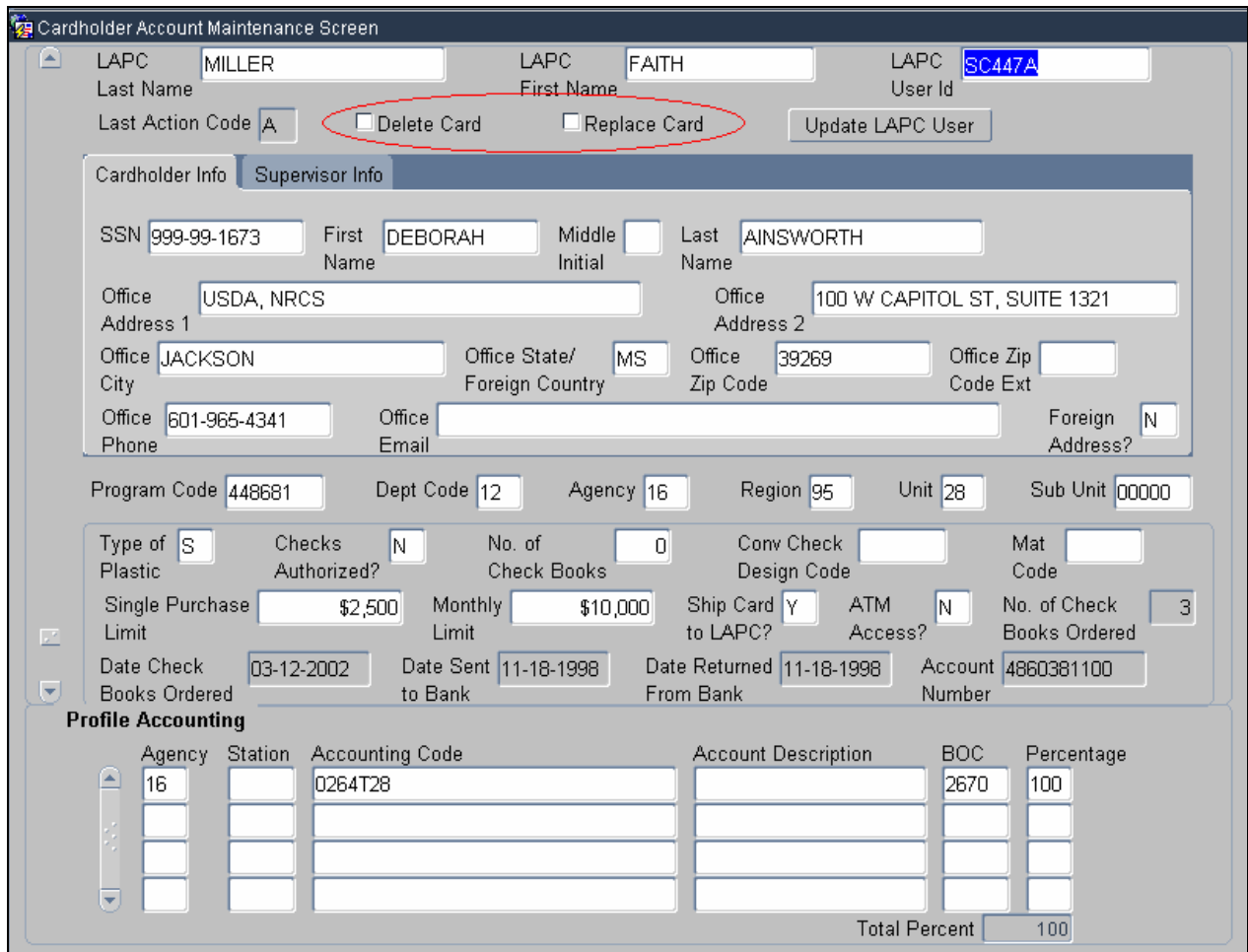
GUIDELINES TO MODIFYING A CARDHOLDER'S ACCOUNT

- Prior to a record being sent to the Bank, all fields in CAMS can be modified;
 - The **Last Action Code** equals *A* and the **Date Sent To Bank** field is blank;
- After a record has been sent to the Bank no modifications can be made until it returns from the Bank;
 - The **Last Action Code** equals *A, M, or R* and the **Date Sent To Bank** field is NOT blank but the **Date Returned From Bank** field is blank;
- After a record has returned from the Bank, most of the fields in CAMS can be modified;
 - The **Last Action Code** equals *A, M, or R* and the **Date Sent To Bank** and **Date Returned From Bank** fields are NOT blank;
- Updates to Profile Accounting can be done through CAMS only if it is a new cardholder record and the record has not yet been sent to the Bank;
- New cards will only be issued when information in the magnetic strip or information embossed upon the card changes;

Replacement Cards

- When a card needs replacing, due to damage, enter the Cardholder record in CAMS and check the **Replace Card** box, then hit the  button on the Command Bar;
- The record sent to the bank will contain an action code of **R** and duplicate card will be produced, based on the Cardholder's current details in CAMS. (e.g., account number, hierarchy, purchase limits, etc.);
- PCMS will not allow any modifications to records with a **Last Action Code of R**;

If modifications need to be made to this record and the **Sent To Bank** field is still null, uncheck the **Replace Card** box to unmark it for replacement. You will get a message inquiring if you want to replace or modify the record. Press the **[Modify]** button. Make your modifications and press .



Cardholder Account Maintenance Screen

LAPC Last Name: MILLER LAPC First Name: FAITH LAPC User Id: SC447A

Last Action Code: A Delete Card Replace Card Update LAPC User

Cardholder Info Supervisor Info

SSN: 999-99-1673 First Name: DEBORAH Middle Initial: Last Name: AINSWORTH

Office Address 1: USDA, NRCS Office Address 2: 100 W CAPITOL ST, SUITE 1321

Office City: JACKSON Office State/Foreign Country: MS Office Zip Code: 39269 Office Zip Code Ext: Office Phone: 601-965-4341 Office Email: Foreign Address?: N

Program Code: 448681 Dept Code: 12 Agency: 16 Region: 95 Unit: 28 Sub Unit: 00000


Type of Plastic: S Checks Authorized?: N No. of Check Books: 0 Conv Check Design Code: Mat Code: Single Purchase Limit: \$2,500 Monthly Limit: \$10,000 Ship Card to LAPC?: Y ATM Access?: N No. of Check Books Ordered: 3

Date Check Books Ordered: 03-12-2002 Date Sent to Bank: 11-18-1998 Date Returned From Bank: 11-18-1998 Account Number: 4860381100

Profile Accounting

Agency	Station	Accounting Code	Account Description	BOC	Percentage
16		0264T28		2670	100
Total Percent					100

Delete a Card

- When a Cardholder no longer requires a purchase card, check the **Delete Card** box and hit  on the Command Bar;
- The record sent to the bank will contain an action code of “D” and **the information will be an exact duplicate of the old record** (e.g., account number, hierarchy, purchase limits, etc.);
- The system will not allow any modifications to records where the **Last Action Code** is a **D**;

Batch Processing and Action Codes

Only one type action code can be processed for any cardholder record per day (i.e., A(dd), M(odify), and (R)eplace, (D)elete).

If an action has been taken on a record and the bank dates still remain null (**Sent to Bank** and **Returned From Bank** dates are blank), depending on the initial action, additional changes can be made. Use the following as guidelines:

- ◆ A(dd) – Modify any fields, including profile accounting, if dates are null.
- ◆ M(odify) – Modify any fields, except profile accounting, when dates are null.

Lost/Stolen Cards

The LAPC should notify the bank immediately of any lost or stolen purchase cards. Once the bank has set up a new account for this cardholder, a new account, with a **Last Action Code** of **A** is established by ACFO/FS in CAMS. The **Date of Notification** is the date entered in the **Date Sent to Bank** and **Date Returned From Bank** fields. Notice the change in the **Account Number** field. NOTE: The SAMS record for the cardholder is also updated with the new account number.

After the new account has been established, ACFO/FS will update the **Last Action Code** to **D** in the old record and enter the **Date of Notification** as the **Date Sent to Bank** and **Date Returned From Bank** dates.

When the LAPC queries the cardholder record in CAMS, both the new and the old record will be available. Use the scroll bar to the left of the screen to view both records.

Using the Card Transactions screen, the LAPC and cardholder can view all transactions associated with each account. Click on the scroll bar to the left of the cardholder’s name to toggle between each account. Each transaction is appropriately identified to the specific account number that was valid at the time the transaction took place.

Deactivating a Cardholder's Account

APCs/LAPCs can deactivate purchase card accounts for infractions of department or agency regulations such as failing to reconcile transactions in a timely fashion. Accounts can also be deactivated to mitigate risks such as when an intermittent employee is not on active duty and you want to assure that person's card and checks are not used.

LAPCs must provide the cardholder with advance written notice that the account is being deactivated, the reason(s), and the date or period of the deactivation. If the cardholder is authorized to have convenience checks, the notice should require that the cardholder submit all unused convenience checks, the check registers, and check carbons to the LAPC by a set date.

Apply the following steps to avoid bounced checks when deactivating an account:

1. Before completely deactivating an account that has convenience checks, the LAPC may set the single purchase limit to \$1.00 on the date provided in the cardholder notification, essentially turning the card off. This change should be made through PCMS CAMS so the new limit will appear in the Cardholder Screen. In an emergency, make the change by calling the bank's Government Card Services Unit (GCSU) at 1-800-558-0548 and then promptly enter it into CAMS. Lowering the single purchase limit to \$1.00 will prevent anyone from making purchases using the card but will allow any outstanding checks to clear through the Bank. Lower only the single purchase limit because the monthly limit is needed to assure sufficient credit for outstanding checks to clear. Checks normally take 7-10 days to clear after the recipient has deposited or cashed them. Keep in mind that some check recipients may not deposit checks immediately.
2. Before deactivating the account, LAPCs must assure that the cardholder does not write more checks and that all checks have cleared. The LAPC should obtain the cardholder's remaining check register, and check carbons. The LAPC should ask the cardholder what checks are outstanding and review the check register, the check carbons, and cleared transactions in PCMS. Call GCSU for assistance in determining what checks have cleared. Once the account is deactivated, the bank will not issue an automatic resupply of checks when the trigger is reached which is the 39th check.
3. After steps one and two, submit a deactivation request to the bank as described below:

DEACTIVATION/ACTIVATION REQUESTS

APCs/LAPCs should submit requests for deactivation/activation to Bank of America's Agency Coordinator Team at GCSU via e-mail as follows:

To: GSCUAC@bankofamerica.com



Subject: Account Deactivation/Activation Request


1. Cardholder name
2. Account number
3. Deactivation date or period (e.g., June 1 – September 30)
4. LAPC name
5. LAPC hierarchy (Dept., Agency, Region)
6. LAPC telephone number
7. Request confirmation by e-mail

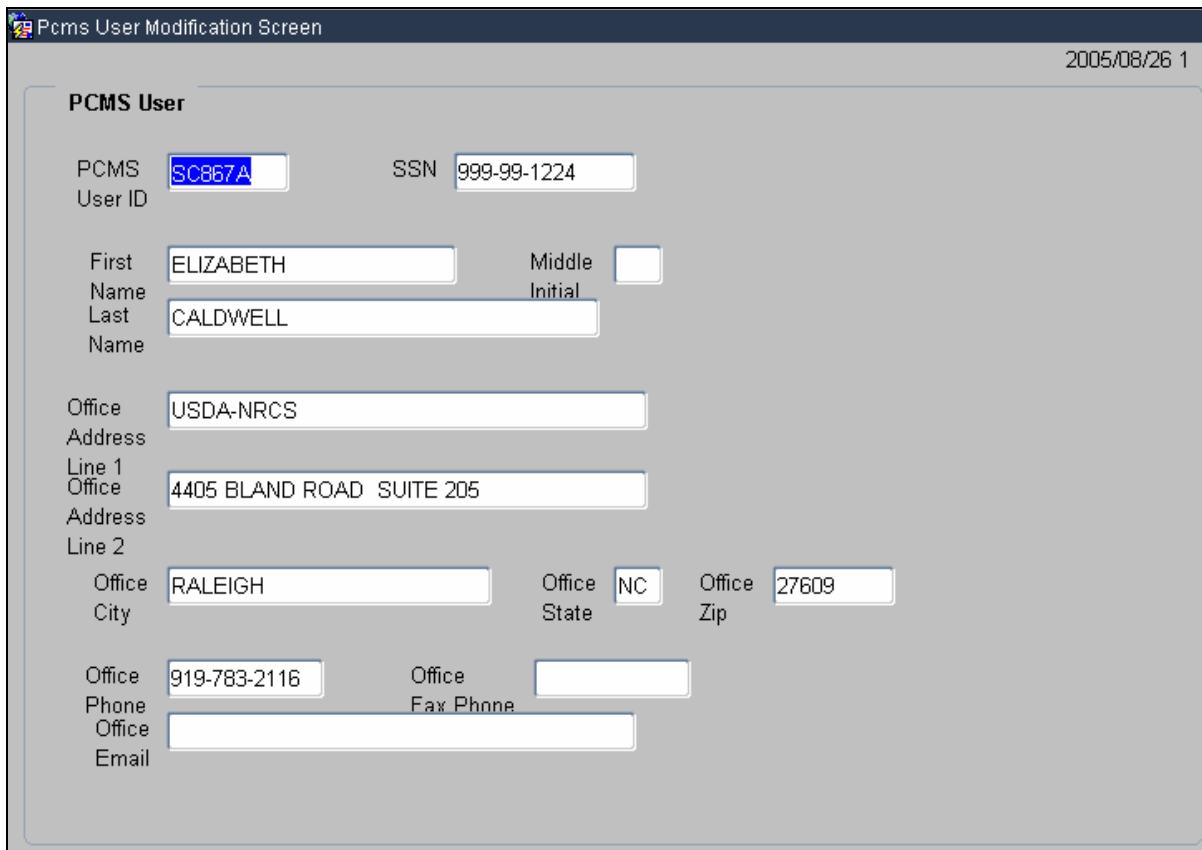
Update LAPC

Updates to LAPC information must be accomplished through the CAMS window in on the Cardholder Setup menu. In order to update LAPC information, the update must be attached to a cardholder record.

UPDATING AN EXISTING LAPC

Enter the CAMS screen and hit  on the command bar to clear all fields. Place the cursor in the **LAPC User ID** field and select the appropriate LAPC from the list available. With the LAPC fields populated, hit the  button again to query the cardholder records attached to that LAPC. Select a cardholder record where the **Date Sent to Bank** and **Date Returned From Bank** fields are NOT blank. Hit the

 button on the CAMS screen. The PCMS User Modification Screen appears:





The screenshot shows the 'PCMS User Modification Screen' with the following data entered in the fields:

- PCMS User ID: SC867A
- SSN: 999-99-1224
- First Name: ELIZABETH
- Middle Initial: (empty)
- Last Name: CALDWELL
- Office Address: USDA-NRCS
- Line 1 Office Address: 4405 BLAND ROAD SUITE 205
- Line 2 Office Address: (empty)
- Office City: RALEIGH
- Office State: NC
- Office Zip: 27609
- Office Phone: 919-783-2116
- Office Fax Phone: (empty)
- Office Email: (empty)

The following is a brief description of each field on the PCMS User's Modification Screen. Fields not requiring data entry are noted.


Fieldname	Description
PCMS USER ID	The PCMS user identification number of the LAPC. (Required, alphanumeric, maximum 20 positions)
SSN	The LAPC's SSN.
FIRST NAME	The LAPC's first name. (Required, alphanumeric, maximum 12 positions)
MIDDLE INITIAL	The LAPC's middle initial. (Required, alphanumeric, 1 position)
LAST NAME	The LAPC's last name. (Required, alphanumeric, maximum 20 positions)
OFFICE ADDRESS LINE 1	The LAPC's office address. (Required, alphanumeric, maximum 36 positions)
OFFICE ADDRESS LINE 2	Additional LAPC address information as needed. (Alphanumeric, maximum 36 positions)
OFFICE CITY	The LAPC's office city. (Required, alphanumeric, maximum 25 positions)
OFFICE STATE	The LAPC's office state. (Required, alpha, 2 positions)
OFFICE ZIP	The LAPC's office zip code. (Required, numeric, 5 positions)
OFFICE WORK PHONE	The LAPC's office work phone. (Required, alphanumeric, 10 positions)
OFFICE FAX PHONE	The LAPC's office fax phone number. (Alphanumeric, 10 positions)
OFFICE EMAIL	The LAPC's email address. (Alphanumeric, maximum 50 positions)

Update the appropriate LAPC information, and hit the  button on the command bar. Go to Action\Exit to return to the CAMS screen. Hit  again. **The Last Action** Code will change to *M(Modified)*. Go to Action\Exit to return to the Main Menu;

Note: If the LAPC's name needs to be changed, it should be done through SAMS. Once the change is made and the batch process has run in SAMS, the name will be updated in PCMS. If the system fails to do this, you can go into PCMS and update the name.

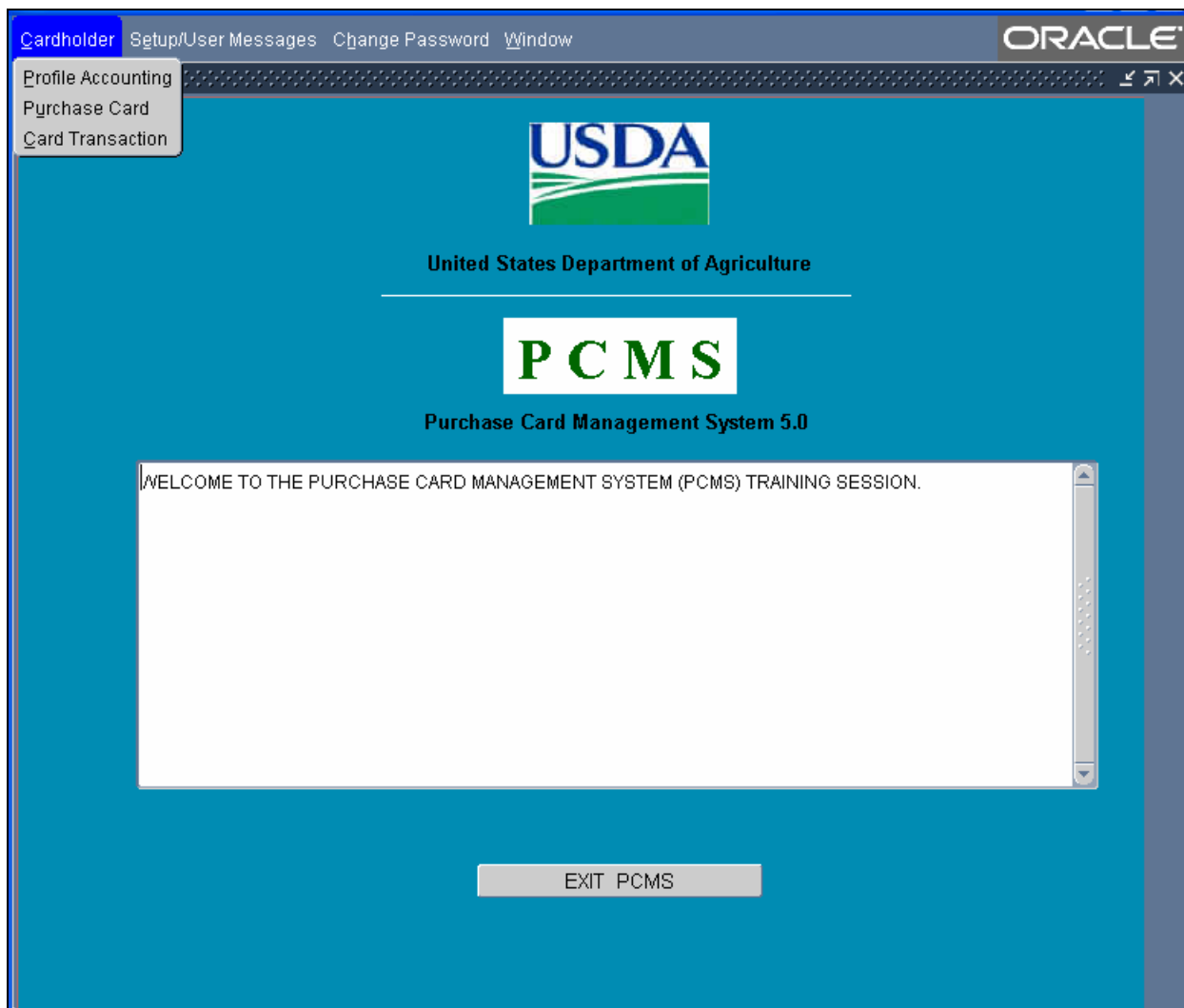
UPDATING A NEW LAPC

The LAPC account must first be established in SAMS (SAMS training is offered in an additional course). After data has been processed overnight, the LAPC User ID and name should appear in CAMS. However, details such as address and phone number still have to be entered.

- Enter the CAMS screen, follow the process in “Updating an existing LAPC” above;
- When you query on the new LAPC UserID to add a cardholder record, the system will alert you to update the LAPC information;
- Hit **OK** and the PCMS User Modification Screen will appear;
- Enter all appropriate LAPC information and hit the  button;
- Go to Action\Exit to return to the CAMS screen;
- Continue with adding the new Cardholder record;

CARDHOLDER MENU

The Cardholder menu provides sub-options enabling LAPCs to manage their cardholder accounts:



Below is a brief description of each option:

Profile Accounting: For LAPCs to view, add, or modify cardholder profile accounting data.

Purchase Card: For LAPCs to review basic cardholder account data at-a-glance.

Card Transactions: For LAPCs to review cardholder transactions, monitoring the status of transaction reconciliation and disputes.

PROFILE ACCOUNTING

The Profile Accounting screen allows the LAPC to modify the existing profile accounting associated with a cardholder. Any updates to this profile accounting screen will not be reflected in the profile accounting on the initial Cardholder Setup screen (i.e., CAMS). The accounting shown in CAMS is the default accounting.

NOTE: If the profile accounting for a cardholder record is changed too frequently, an alert will be sent to the LAPC.

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

The following is a brief description of each field on the Profile Accounting screen. Fields not requiring data entry are noted.






Fieldname	Description
NAME	The cardholder's name as it appears on the card (i.e., the person authorized to charge to the account). A list of cardholders (for the LAPC only) is available for this field. Press [List] to display the list.
ACCOUNT NUMBER	This field contains two parts: <ul style="list-style-type: none"> The cardholder's program code

Fieldname	Description
	<ul style="list-style-type: none"> The last 10 digits of the purchase card account number (Each part of this field can be queried.)
ORGANIZATION	This field contains four parts: <ul style="list-style-type: none"> The cardholder's department code The cardholder's agency code The cardholder's unit code The cardholder's sub unit code (Each part of this field can be queried.)
Profile Accounting <i>(The accounting codes that purchases are to be charged against.)</i>	
AGENCY	Indicate the agency code that the purchase is to be charged against. If an agency is not entered, the agency that was entered in CAMS will be used to validate the accounting classification code. (Optional, numeric, 2 positions)
STATION	Indicate the station code that the purchase is to be charged against. If a station is not entered, the region and unit (for Forest Service only) that was entered in CAMS will be used to validate the accounting classification code. (Optional, numeric, 4 positions)
ACCOUNTING CODE	Indicate the accounting code against which this portion of the transaction is charged.* NOTE: The cursor may hesitate for a moment while the accounting classification code is being validated. If the code is valid, the cursor will move to the ACCOUNT DESCRIPTION field. If it is not valid, the appropriate message will be displayed. (Required, alphanumeric, maximum 25 positions)
ACCOUNT DESCRIPTION	Type the account description of the accounting code. (Alpha, maximum 20 positions)
OBJECT CLASS	Indicate a valid BOCC. Type in the BOCC or press [List] to select a code. Refer to the Budget Object Classification Codes document at http://www.usda.gov/procurement/card/guide.htm for a complete BOCC listing. (Required)
DISTRIBUTION PERCENT	Indicate the percentage of this account to be applied to the transaction amount. (Required, maximum 3 positions)
TOTAL PERCENT	Non-entry field. The total percentage to be applied to the transaction amount. This field must equal 100 percent.

*If you press [Save] and an error message appears indicating incorrect accounting information, place your cursor on the line of accounting that needs changed and press [Remove]. This line of accounting will be removed allowing you to enter the correct accounting.

Querying Records

There are four ways to query profile accounting records:

1. When you access Profile Accounting, one of two query scenarios will occur:
 - If you have just logged into PCMS and not viewed any other cardholder records under the Cardholder menu, the Profile Accounting screen will be in query mode awaiting the user to decide what type of query is required.
 - If you have viewed other cardholder records in any one of the sub-options under the Cardholder menu, the last cardholder record that was viewed will be displayed.
2. To query all cardholder records, press  twice to query the profile accounting for all cardholder's within the scope of responsibility of the user id used to log into PCMS.
3. To query a specific cardholder record, press  and enter data in any one of the fields in the top region of the screen (NAME, ACCOUNT NUMBER, ORGANIZATION) for a specific search, and then press .
4. There is a list of values available for the **NAME** field. Place the cursor in the **NAME** field, press , and then press the  button. The drop-down listing of Cardholder Names appears, make a selection, and press [OK]. The screen will be populated with the data for that cardholder.

NOTE: A Cardholder has rights to query profile accounting for their purchase card only.


Updating Records

Once the accounting information is displayed on the screen, apply one of the following as necessary:

Add:

To add a line of accounting, enter the new accounting details on the next available line. Remember to balance the Distribution Percent across the lines of accounting - the Total Percent must equal 100.

Remove:

To remove a line of accounting, place the cursor in any field on the specific line and click  on the Command Bar. The entire line of accounting will be deleted.

Change:

To change information in one of the accounting fields, you must remove the entire line and add a new line with the corrected information.

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.

NOTE: When using an accounting code that belongs to another agency, the agency code must be entered in order for the accounting classification code to validate.

- ◆ **STATION** (optional) – Enter a valid station (region + unit) or leave it blank. For agencies that use a station, this will be used to validate the accounting classification code. If left blank, the region and unit located in the top region of the screen will be used for validation.
- ◆ **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 Federal Foundation 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.

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



After updating the appropriate fields, press .

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

TIP:

Scenario: You remove the accounting information in preparation to update it then decide you want to leave the record as it was originally.

Problem: Your fields are blank, you can't remember the original accounting information to re-enter it and the system wont allow you to simply click Action > Exit because your Total Percent distribution does not equal 100.

Solution: Place the cursor in an accounting field and click . A message will appear asking if you want to commit the changes. Answer **No** and you will return to query mode. Click  again and the original data will display. You can now click Action > Exit to close the window.

For FFIS Users Only

FFIS agencies have a new process for reconciling transactions. Once transactions are loaded into PCMS, within a short period of time the new interface runs and sends them to FFIS. The interface locks each transaction sent to FFIS until the transaction completes the FFIS/PCMS reconciliation. It could be between 12 to 48 hours or more depending upon completion of the FFIS processing before the transaction is unlocked and available for reconciliation/adjustment by the cardholder. Cardholders can run the Cardholder Report in PCMS to view the accounting status that indicates what transactions are locked. The following guidelines will aid cardholders on how to reconcile their transactions with the new PCMS/FFIS interface. A complete overview of the PCMS/FFIS interface will be provided in the near future on the procurement web site at <http://www.usda.gov/procurement/>.

RECONCILING TRANSACTIONS WITH THE PCMS/FFIS INTERFACE

1. Daily, Monday through Friday, new transactions from the bank are loaded into PCMS between 11:30 am and 12:00 pm CST. The accounting on these transactions can be changed between 12:00 pm and 8:30 pm CST (window of opportunity).
2. At approximately 8:30 pm CST, the interface runs that sends new transactions to FFIS to be paid. The interface locks every transaction sent to FFIS to prevent further changes and possible out of balance situations. When they try to change the accounting on a locked transaction, they will get the following message: "Accounting changes cannot be made until this transaction completes the FFIS/PCMS reconciliation."
3. When the transactions have been accepted by FFIS, they are sent back to PCMS and PCMS unlocks the transactions. Thus, the cardholder could change the accounting on the transactions. The account description field next to the accounting will say "Accepted by FFIS."

NOTE: During a normal cycle where a file is passed to FFIS and FFIS returns a file to PCMS, the transactions would be locked until the next day. If a file is passed from PCMS to FFIS and FFIS does not process the file, the file would not get picked up until the following day. The transactions would remain locked until they are successfully processed and accepted by FFIS. Bottom line is it could be between 36 and 48 hours or more depending up completion of the FFIS processing before the transaction is unlocked and available for reconciliation/adjustment by the cardholder.

4. If the cardholder reconciles the transaction before the interface runs, the cardholder can change the accounting attached to the transaction.
5. If the transaction rejects in FFIS, the transaction will remain locked until the FFIS user clears the reject and FFIS subsequently sends the acknowledgement back to PCMS.
6. Cardholders do not "fix" rejected transactions; the FFIS user as designated by the unit completes that. Cardholders do need to cooperate with the FFIS user if information is needed about the transaction. The name of the cardholder is part of the transaction file that passes to FFIS.

7. Cardholders can run the cardholder report in PCMS, which has been updated to include the accounting status that indicates what transactions are locked. The following alpha characters are used to indicate the accounting status:

O = Obligated

P = Paid By FFIS

L = Locked*

N = New (not obligated and not paid)

**When running Discoverer reports you will see that transactions with a status code of "R (Rejected)" have been rejected by PCMS when they returned from FFIS due to changes made by FFIS. NFC will send these transactions back to FFIS to resolve. The cardholder handles these transactions in the same way as "L" transactions. The accounting transactions with a status of "R" cannot be modified until the status is something other than "R". When the user attempts to change the accounting on a transaction with a status of "R" the following message will appear: Accounting changes are not allowed due to FFIS processing.*

PURCHASE CARD

The Purchase Card screen is used to provide a quick view of the Cardholder's purchase card data. This is a view only screen.

When this sub-option is selected, the Purchase Card screen appears.

The following is a brief description of each field:


Fieldname	Description
NAME	The cardholder's name as it appears on the card (i.e., the person authorized to charge to the account). A list of cardholders (for the LAPC only) is available for this field. Press [List] to display the cardholder list.
ACCOUNT NUMBER	This field contains four parts: <ul style="list-style-type: none"> • The cardholder's program code • The cardholder's department code • The cardholder's agency code • The last 10 digits of the purchase card account number



Fieldname	Description
	(Each part of this field can be queried.)
OFFICE ADDRESS 1	Cardholder's primary work location.
OFFICE ADDRESS 2	Cardholder's secondary work location.
OFFICE CITY	City where Cardholders primary work location is.
OFFICE STATE / FOREIGN COUNTRY	State abbreviation where Cardholders primary work location is.
OFFICE ZIP CODE	Zip code of Cardholders primary work location.
OFFICE ZIP CODE EXT	Zip code extension of Cardholders primary work location.
REGION	The second position in the agency organizational structure code for that cardholder. (Query field.)
UNIT	The third position in the agency organizational structure code for that cardholder. (Query field.)
SUB UNIT	The fourth position in the agency organizational structure code for that cardholder. (Query field.)
PHONE NUMBER	The cardholder's business phone number. (Query field.)
MONTHLY LIMIT	The cardholder's monthly limit. The maximum amount the cardholder can spend in one month. (Query field.)
EXPIRATION DATE	The expiration date of the cardholder's account.
SINGLE PURCHASE LIMIT	The cardholder's single purchase limit. (Query field.)
CARD STATUS	The card status: A = Active 0 = Active D = Deleted
TAX EXEMPT NUMBER	The tax exempt number for the department. (Query field.)
CHECKS AUTHORIZED?	Indicates whether the cardholder is authorized to have checks. Y = Yes N = No
LAPC NAME	The Local Agency Program Coordinator's name attached to the cardholder's record.

Querying Cardholder Records

There are three ways to query cardholder records:

1. When an APC or LAPC accesses the Purchase Card window the system automatically queries in one of two ways:
 - If no Cardholder records have been previously viewed in any of the Cardholder sub-options, during the current logon session, then all the Cardholder records will be listed in the **Name** field. Use the scroll bar to the left of the field to navigate between the records;
 - If Cardholder records have previously been viewed during the current logon session, then the last Cardholder record that was viewed will be displayed in the **Name** field of the Purchase Card screen when it is accessed;

2. To query all cardholder records (attached to the user id used to log into PCMS), press  twice.

3. To query a specific Cardholder record, or set of records:
 - Hit the  button on the command bar to clear all fields;
 - Enter the value you wish to query in the appropriate field;
 - Hit the  button on the command bar and the fields will be populated with the search results;

Note: A list of Cardholders is available to the LAPC only, in the **Name** field.

Note: As an LAPC or APC you may find it much quicker to utilize the Discoverer tool to review individual transactions, rather than by doing it through PCMS. (Discoverer training is offered in a separate course).

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

CARD TRANSACTIONS

The Card Transaction screen provides a summary of all transactions attached to a specific cardholder along with the accounting charged. This includes transactions on cards that have been reported as lost or stolen.

Note: LAPC's can only view their cardholder's transactions. Cardholders reconcile and dispute their own transactions.

Use the Card Transaction sub-option to query and review cardholder transactions. When this sub-option is selected, the Transactions screen appears.

Transactions

Name Account# Organization

Transactions | Purchase Detail | Transaction Maintenance | Dispute Maintenance

Transactions

Approved Date	Purchase Date	Transaction Amount	Merchant Name	Merchant Address	Merchant City	Merchant State	Invoice Paid Date	Merchant Zip

Actions

Action Item Description Comments

Transaction Status

Conv Check No Date Received SF-281 Code

Tax ID Number Agency Ref Number

The Cardholder identification information will be populated in the following fields:

Fieldname	Description
NAME	The cardholder's name as it appears on the card (i.e., the person authorized to charge to the account). A list of cardholders is available (for the LAPC only) for this field. .
ACCOUNT NUMBER	This field contains two parts: <ul style="list-style-type: none"> • The cardholder's program code • The last 10 digits of the purchase card account number
ORGANIZATION	This field contains four parts: <ul style="list-style-type: none"> • The cardholder's department code • The cardholder's agency code • The cardholder's unit code The cardholder's sub unit code

Query and View Transactions


View transaction information from the **Transactions** tab.

Fieldname	Description
Card Transactions (Any of the following fields can be queried on. Use the scroll bar to view all the fields.)	
APPROVED DATE	The date the transaction was approved by the Cardholder.




Fieldname	Description
PURCHASE DATE	The date the purchase was made.
TRANSACTION AMOUNT	The amount of the purchase.
MERCHANT NAME	The name of the Merchant from whom the procurement was made.
MERCHANT ADDRESS	The street address where the Merchant is located.
MERCHANT CITY	The merchant's city name.
MERCHANT STATE	The abbreviation for the merchant's state and county.
INVOICE PAID DATE	▶ This field will be blank because it is not currently being used. ◀
MERCHANT ZIP	The Zip code where the Merchant is located.
ACTION	<p>The current action on the transaction:</p> <p>A = Approved Q = Questionable</p> <p>D = Disputed U = Unapproved</p> <p>R = Resolved</p> <p>(Dropdown menu)</p>
ITEM DESCRIPTION	Description of the item purchased.
COMMENTS	Enter any comments.
TRANSACTION STATUS	Displays the current transaction status in FFIS. Not editable by the user.
CONV CHECK NO	The convenience check number (if used).
DATE RECEIVED	The date the goods were received by the purchaser.
SF-281	<p>SF-281 code for purchases over \$2500. A <List of values> is available for this field.</p> <p>See the Definition of SF-281 Codes document at http://www.usda.gov/procurement/card/guide.htm for additional information.</p> <p>Note: the SF-281 code is only required for transactions over \$2,500. The field will be grayed out if not required.</p> <p>(Alpha, 2 positions)</p>
TAX ID NUMBER (TIN)	<p>Merchant's tax ID number or employee's SSN. A <List of values> is available for this field.</p> <p>Note: The TIN only requires data entry if the purchase was made using a convenience check. It is the Cardholder's responsibility to obtain this information from the Merchant if a check is used. If the purchase is made using a card, the TIN will be entered by the Bank.</p> <p>(Numeric, 10 positions)</p>
AGENCY REFERENCE NUMBER	<p>The agency reference number.</p> <p>(Alpha, maximum 32 positions)</p>

When you first access the Transactions screen, it is already in the query mode. Use one of the following processes to query transactions:

1. Querying all transactions.

- a. Hit the  button on the command bar to generate a list of all transactions for all Cardholder accounts designated to the LAPC or APC currently logged on to PCMS;
- b. Cardholder account details will appear in the top part of the screen;
- c. The scroll bar will become active and a particular account can be selected. The corresponding transactions will display for the specific account selected;

2. Querying for specific transactions.

- a. Hit the  button on the command bar to generate a list of all transactions for the Cardholder account(s);
- b. The APC\LAPC should select a specific account, ensure the correct one has been selected;
- c. Position the cursor in any field in the Card Transaction area and hit the  button. The account information will remain but the field values in the Card transaction area will be cleared;
- d. Any field in the Card Transaction area can now be queried on. Place the cursor in any of these fields and enter a value you wish to search on and hit the  button;
- e. The query results will appear;
- f. Range operators such as < or >, and wildcards such as %, can be used in queries;

View Purchase Details

View Level 3 details of the transactions from the **Purchase Details** tab.

Fieldname	Description
Merchant Name	The name of the Merchant from whom the procurement was made.
Transaction Amount	The cost of the purchase.
Freight Amount	The cost of freight to send the item.
Duty Amount	Duty amount applied to the transaction.
Sales Tax	The amount of sales tax for the item.
Order Date	The date the item was ordered by the Cardholder.
Authorized Contact Name	Name of authorized Merchant contact.
Authorized Contact Phone	Phone number of authorized Merchant contact.
Discount Amount	Amount of discount applied to the transaction.
Quantity	Number of items purchased
Unit of Measure	Item unit of measure.

Fieldname	Description
Unit Cost	Cost per item
Product Code	Item Product Code.
Purchase Detail Description	Description of item purchased
Item Total	Item Total
Type of Supply	Type of Supply

Reconciling Transactions

Reconcile Transactions from the **Transaction Maintenance** tab.

The screenshot shows the 'Transaction Maintenance' tab in a software application. It features a table with the following columns: Agency Station, Accounting Code, Account Description, Object Class, Dist Amount, FFIS Doc ID, and Comments. The first row contains the value '16' in the Agency Station column, '0464T49' in the Accounting Code column, '2670' in the Object Class column, and '292.17' in the Dist Amount column. The FFIS Doc ID is '000441243'. There are 'Modify' buttons next to each row. Below the table, a 'Total Amount' field displays '292.17'. At the bottom right, there is a 'Modify All Acctg' button.

Fieldname	Description
AGENCY	The agency code.
STATION	The accounting station code.
ACCOUNTING CODE	The accounting code against which this portion of the transaction is to be charged.
ACCOUNT DESCRIPTION	The description of accounting code.
OBJECT CLASS	<p>The BOCC. This code defines the nature of the services or goods being obligated. A <List of values> is available for this field.</p> <p>Note: It is important the accurate BOCCs are used to ensure accurate 1099 reporting. Only service BOCCs will generate a 1099 tax report at the end of the financial year. For example, Janitorial Services BOCC 2511 will generate a 1099, but Supplies BOCC 2507 will not.</p> <p>(Numeric, 4 positions)</p>
DIST AMOUNT (REQUIRED)	<p>The amount of this transaction being applied to this accounting code.</p> <p>(Numeric, maximum 9 positions)</p>
FFIS DOC ID	The Document Identification of the original transaction, until the document is sent to FFIS.
COMMENTS	Additional information concerning the line of accounting.
TOTAL AMOUNT	The total amount of the transaction

Fieldname	Description
Modify	Click this button to modify the individual line of accounting.
Modify All Acctg	Click this button to modify all accounting information.

STEPS TO RECONCILE A CARD OR CHECK TRANSACTION

- ◆ View the transaction on the **Transaction Maintenance** tab in PCMS
- ◆ Verify the transaction details are correct against paperwork and ensure all details are correct
- ◆ Select an Action Code
- ◆ Enter comments and dates
- ◆ Modify lines of accounting if necessary (including account codes and BOCC's)
- ◆ Save transaction

Note: It is the Cardholders responsibility to reconcile their transactions. The instructions above and below are written from the Cardholder's perspective. However, an LAPC can reconcile cardholder transactions if required.

GUIDELINES TO RECONCILING TRANSACTIONS

- ◆ If the **Merchant Address, Merchant City, Merchant State, and Tax ID Number** fields are white, the transaction is a check and the user is required to enter this information when the transaction is approved.

Note: If the check is made out to a foreign merchant, enter the city, country, and zip code in the **Merchant State** field, two zeroes in the **State** field, and leave the **Zip** field blank. Currently, this screen does not permit foreign addresses.

If the **Merchant Address, Merchant City, Merchant State, and Tax ID Number** fields are gray, the transaction is a purchase card transaction; the **Tax ID Number** is provided by the bank.

- ◆ If the **Total** amount of the transaction is greater than \$2500, the SF-281 code becomes white and this code is required after the transaction has been approved.

If the **Total** amount field is gray, the transaction amount is less than \$2500 and the SF-281 code is optional.

- ◆ Retail Credit/Debit Adjustments. When the posting process for transactions in PCMS ends abnormally, only a portion of the transactions are posted properly. In an attempt to correct the posting problem the original transaction is reversed and re-posted. This scenario is reflected when **Retail Credit Adjustments** and **Retail Debit Adjustments** appear in your list of transactions. Approve the debit and credit that cancel each other out and reconcile the second credit using the normal reconciliation process.

MODIFYING LINES OF ACCOUNTING

When a transaction is entered into PCMS the default accounting information defined in Profile Accounting is associated with it. You can easily modify the accounting information for individual transactions if during reconciliation:

- ◆ To modify a line of accounting that is currently attached to the transaction, click at the end of the line you want to change. All field values from that line, except *Account Description*, are copied to the bottom part of the window where you may change the data as needed. Repeat these instructions for each line to be modified;
- ◆ To modify all the current lines of accounting, click in the lower portion of the window. All the current lines of accounting are copied to the bottom part of the window. Change the data as needed;
- ◆ Click on the Command Bar to update the database;

Disputing a Transaction

View or enter dispute information from the **Dispute Maintenance** tab.

Fieldname	Description
-----------	-------------

Fieldname	Description
PURCHASE DATE	The date the purchase was made.
MERCHANT NAME	The merchant's name.
REFERENCE NUMBER	The number assigned to the transaction by the input source.
DISPUTE CODE	<p>The code that identifies the type of dispute.</p> <p>1 – Unauthorized mail or phone order</p> <p>2 – Duplicate processing</p> <p>3A – Merchandise or service not received in the amount of</p> <p>3B – Merchandise or service not received in the amount of</p> <p>4 – Merchandise returned in the amount of</p> <p>5 – Credit not received</p> <p>6 – Alteration of amount</p> <p>7 – Inadequate description / unrecognized charge</p> <p>8 – Copy request</p> <p>9A – Services not received</p> <p>9B – Services not received</p> <p>10 – Not as described</p> <p>11 – None of the above</p> <p>(Alphanumeric, maximum 3 positions)</p>
SHORT DESCRIPTION	A brief description associated with the dispute.
DATE DISPUTED	<p>Actual date the dispute was initiated. Defaults to the current date. Type over if actual dispute date is different.</p> <p>(Date, 8 positions, format mm-dd-yyyy)</p>
DATE MERCHANT CONTACTED	<p>Date the merchant was contacted.</p> <p>(Date, 8 positions, format mm-dd-yyyy)</p>
DATE RESOLVED	<p>Date the dispute was resolved.</p> <p>(Date, 8 positions, format mm-dd-yyyy)</p>
AMOUNT (Required)	<p>Amount in dispute.</p> <p>(Numeric, 11 positions)</p>
COMMENTS	<p>Additional information to be added to the record. Additional comments are required if Dispute Code 11 (<i>None of the Above</i>) is selected.</p> <p>(Alphanumeric, maximum 240 positions)</p>

Transactions must be paid before they can be disputed. The cardholder must contact the vendor and try to resolve any dispute before processing it through PCMS. If the dispute with the vendor cannot be resolved, the cardholder is to contact the bank for assistance. The cardholder has 60 days to file a dispute.

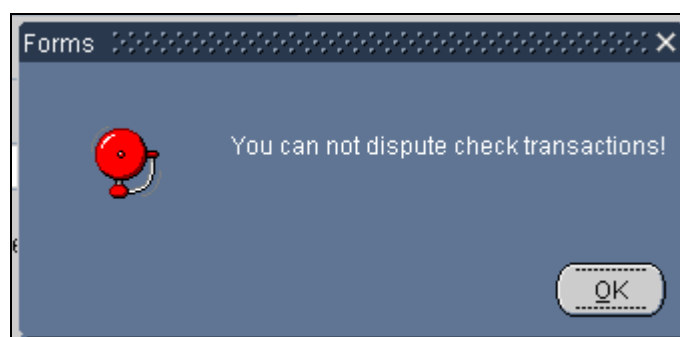
NOTE: Checks cannot be disputed.

If the dispute cannot be resolved, then process it through PCMS. Go to the Dispute Maintenance screen by selecting **Card Transaction>Maintain Disputes** from the menu bar.

1. On the Transaction tab, select the transaction by placing the cursor in one of the fields on the line.
2. If the dispute is over merchandise not received, leave **Date Received** blank until the merchandise is actually received
3. Go to the **Transaction Maintenance** tab and provide the appropriate reconciliation information.
4. Go to the **Dispute Maintenance** tab.

Name	Account#	Organization	
DON ANDREWS	448681	4860038189	
		12 16 91 49	
Transactions	Purchase Detail	Transaction Maintenance	Dispute Maintenance
Dispute Maintenance			

Note: If the transaction is a check, a pop-up window is displayed with the following warning:



5. Enter details of the dispute on the Disputes Maintenance tab:

The screenshot shows a software interface with the following fields and values:

- Name:** DON ANDREWS
- Account#:** 448681, 4860038189
- Organization:** 12, 16, 91, 49
- Dispute Maintenance Section:**
 - Purchase Date:** 05-05-2004
 - Merchant Name:** DAPS - WESTERN REGION
 - Reference No:** 24301284126041260400295
 - Disputes Section:**
 - Dispute Code:** [Empty]
 - Short Description:** [Empty]
 - Date Disputed:** 08-26-2005
 - Date Merchant Contacted:** [Empty]
 - Date Resolved:** [Empty]
 - Amount:** 292.17
 - Comments:** [Empty text area]

PCMS will populate **Purchase Date**, **Merchant Name** and **Reference Number** based on the existing transaction information.


6. Enter details on the Disputes section of the screen

7. Click the **Save** button .

Resolving Disputes

A dispute is resolved when the cardholder receives a credit from the bank. This credit will appear as a transaction on the cardholder's Transactions screen. The credit will balance the dispute.

To resolve the dispute, query the transaction and go to the Dispute Maintenance tab.

1. Enter the **Date Resolved**
2. Go to the **Transaction Accounting** tab and update accounting information, if necessary
3. Go to the **Card Transaction** tab and change **Action Code** to **Resolved**
4. Click  .

NOTE: If you changed the accounting in the disputed transaction, you must also change it in the credit transaction. Accounting must be the same.

SECTION III. OVERSIGHT TOOLS

USER MESSAGES

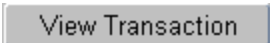
The User Messages window features the alerts and statistical sampling oversight tools provided by PCMS. As part the USDA's policy preventing fraud, waste and abuse LAPC's receive alerts and user Messages to regularly monitor Cardholders accounts and transactions.

Access the User Messages screen from the Setup/User Messages menu on the main window. The User Messages screen appears.

The screenshot shows the 'User Messages' window with the following elements:




- Window title: User Messages
- Date: 26-AUG-2005
- Search fields: Name (text box), Account Number (text box)
- Filters: Region (text box), Unit (text box), Sub Unit (text box), Message Date (text box), Message Status (dropdown menu), Messages not read (text box)
- Action: View Transaction (button)
- Message: (text area)
- Comments: (text area)




The following is a brief description of each field:





Fieldname	Description
NAME	The cardholder's name as it appears on the purchase card. (Query field.)
ACCOUNT NUMBER	This field contains four parts: <ul style="list-style-type: none"> • The cardholder's program code • The cardholder's department code • The cardholder's agency code • The last 10 digits of the purchase card account number (Each part of this field can be queried.)
REGION	The second position in the agency organizational structure code for that cardholder. (Query field.)
UNIT	The third position in the agency organizational structure code for that cardholder. (Query field.)
SUB UNIT	The fourth position in the agency organizational structure code for that cardholder. (Query field.)
MESSAGE DATE	The date of the message.
MESSAGE STATUS	The message status: Unread or Read . Select the appropriate status from the message status pull-down menu. (Query field.)
MESSAGES NOT READ	The number of messages not read.
MESSAGE	Alerts and statistical sampling messages appear here. Refer to Reading Messages below and to Oversight Tools in the next section for further details.
COMMENTS	LAPC enters any comments as to the resolution of an alert or in responding to a statistical sampling. (Entry field.) (Alphanumeric, 210 positions)
	Press to respond to alerts on transactions and statistical sampling. This button will work only if the system has generated a transaction alert or statistical sampling message. For details, see Oversight Tools in the next section.

Querying Messages

There are five ways to query user messages and alerts:

1. When you access User Messages, the system automatically queries all unread messages for the LAPC user id that was used to log into PCMS.
2. To query all messages after performing another query, read and unread, click the **Find** button  twice. Read messages will appear first.
3. To retrieve a specific message or group of messages, click the **Find** button , enter data in any field on the screen for a specific search and click  again.


There is a list of values available for the NAME field. Click  and place the cursor in the **NAME** field, then click the **List** button . The drop-down list appears. Scroll through the list, make a selection, and click . The window will populate with the data for that Cardholder.

4. To query Read or Unread messages only, click , change **MESSAGE STATUS** to **Read** or **Unread**, and click  again.
5. To query statistical sampling messages, click . Enter **%Stat%** in the **MESSAGE** field and click .

Note: Text in this field is case sensitive.

Reading Messages


User Messages and Alerts help assure the accuracy of cardholder accounts and prevent fraud, waste and abuse by sending alerts and statistical samplings to the LAPC. Refer to [Oversight Tools](#) for details in responding to these messages.

The scroll bar becomes active when more than one message is retrieved by the query. Use the scroll bar to scan the messages. Use the comments field to note your response to the message, and then click the down arrow for the **Message Status** to change the status **Read**. Click the **Save** button .

Note: Alerts and statistical sampling messages require comments before continuing.

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


Responding to Alerts and User Messages

To respond to an alert message pertaining to a transaction, press  on the User Message Screen.

The Transactions screen appears detailing the transaction in question. Closely review the transaction details.

Approved Date	Purchase Date	Transaction Amount	Merchant Name	Merchant Address	Merchant City	Merchant State	Invoice Paid Date	Merchant Zip
	09-30-1999	-1.40	CASH ADV FEE CREDIT ADJ X					

Press **Action>Exit** to return to the User Messages screen. Contact the cardholder, 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 APC.


To close out any alert message in User Messages, change the **MESSAGE STATUS** to **Read**, enter any necessary details of the resolution to the alert in **COMMENTS**, and then press .

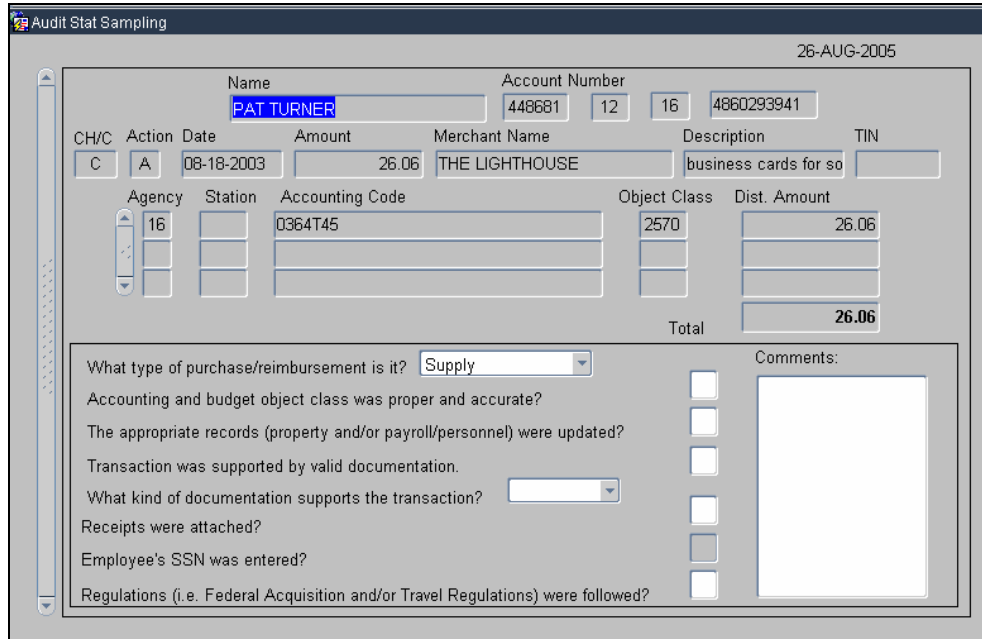
ALERTS

PCMS provides the following alerts to LAPC's:

- ◆ Merchant Category Classification (MCC) codes involving questionable stores/transactions;
- ◆ Disputed transactions not resolved within 45 days of dispute date;
- ◆ A card has been identified as being reported lost or stolen too many times;
- ◆ Profile accounting for a cardholder's record is changed more than twice within a month; and
- ◆ Purchases that exceed the purchasing limits set up in CAMS.

STATISTICAL SAMPLING

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



The screenshot shows the 'Audit Stat Sampling' window with the following details:

- Name:** PAT TURNER
- Account Number:** 448681 12 16 4860293941
- CH/C:** C
- Action:** A
- Date:** 08-18-2003
- Amount:** 26.06
- Merchant Name:** THE LIGHTHOUSE
- Description:** business cards for so
- TIN:** (empty)
- Agency:** 16
- Station:** (empty)
- Accounting Code:** 0364T45
- Object Class:** 2570
- Dist. Amount:** 26.06
- Total:** 26.06
- What type of purchase/reimbursement is it?** Supply
- Accounting and budget object class was proper and accurate?**
- The appropriate records (property and/or payroll/personnel) were updated?**
- Transaction was supported by valid documentation.**
- What kind of documentation supports the transaction?** (empty dropdown)
- Receipts were attached?**
- Employee's SSN was entered?**
- Regulations (i.e. Federal Acquisition and/or Travel Regulations) were followed?**
- Comments:** (empty text area)

The following is a brief description of each field:

Fieldname	Description
NAME	The cardholder's name as it appears on the purchase card. The person authorized to make charges to this account.
ACCOUNT NUMBER	This field contains four parts: <ul style="list-style-type: none"> • The program code • The cardholder's department code • The cardholder's agency code • The last 10 digits of the cardholder's purchase card account number
CH/C	The check/purchase card code to indicate the type of transaction: CH = Check C = Credit Card



Fieldname	Description
ACTION	Valid values for the action code are: A = Approved D = Disputed R = Resolved Q = Questionable P = Partial U = Unapproved
DATE	The date the purchase was made.
AMOUNT	The amount of the purchase.
MERCHANT NAME	The name of the merchant where the purchase was made.
DESCRIPTION	The textual description of the item purchased.
TIN	The merchant's tax identification number or employee's SSN.
AGENCY	The agency code that the purchase is to be charged to.
STATION	The accounting station code that the purchase is to be charged to.
ACCOUNTING CODE	The accounting code against which this portion of the transaction is charged.
OBJECT CLASS	The budget object classification code. This code defines the nature of the service or goods being obligated.
DIST AMOUNT	The amount of this transaction to be applied to this accounting code.
TOTAL	The total amount of the transaction.

At the following fields, answer each of the question(s). Any questions that cannot be answered must have an explanation entered in the COMMENTS field.

Fieldname	Description
WHAT TYPE OF PURCHASE/REIMBURSEMENT IS IT?	Select the appropriate answer from the pull-down menu: Supply Service Local Travel Misc. Expense Re-imbursement to Employee Tuition & Books
ACCOUNTING AND BUDGET OBJECT CLASS WAS PROPER AND ACCURATE?	Type Y (Yes) or N(No).

TRANSACTION WAS SUPPORTED BY VALID DOCUMENTATION.	Type Y (Yes) or N (No).
DESCRIPTION	Enter a description of the purchase.
TIN	The merchant's tax identification number or employee's social security number (SSN).
WHAT KIND OF DOCUMENTATION SUPPORTS THIS TRANSACTION?	Select the transaction type from the pull-down menu. SF-1164 SF-182 AD-202 Receipts Pkg-Slip
RECEIPTS WERE ATTACHED?	Type Y (Yes) or N (No).
EMPLOYEE'S SSN WAS ENTERED?	Not Active.
COMMENTS	Type comments to explain any <i>No</i> answer. (Alphanumeric, 210 positions)

After providing the information requested:

- Hit the  button on the command bar to update the database;
- Return to the User Messages screen (**Action>Exit**);
- Change the **Message Status** field to **Read** and provide details, if necessary, in the **Comments** field;
- Hit  on the command bar;

QUERY TOOL SOFTWARE

The Discoverer query tool software is used to run ad hoc reports that provide oversight to purchase card accounts and purchases including, but not limited to, management reports to monitor purchase card transactions and accounting reports to review the accounting information entered into the PCMS database.

Discoverer user materials are not included in this documentation and will be provided as a separate package at the time of training for this software.