



United States Department of Agriculture

FLEET PCMS USER'S GUIDE



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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-1
<i>PCMS Login Instructions</i>	I-2
<i>Add to Favorites</i>	I-4
PCMS MAIN MENU.....	I-5
<i>Menu Bar</i>	I-5
FLEET CARD	I-5
CHANGE PASSWORD	I-5
WINDOW	I-6
<i>Bulletin Board</i>	I-6
COMMAND BAR.....	I-7
SYSTEM EDITS.....	I-7
USING FORMS.....	I-8
<i>Forms Menu Bar and Pull-Down Menus</i>	I-8
<i>Moving Through a Form</i>	I-10
<i>Executing a Query</i>	I-10
<i>Listing Valid Field Values</i>	I-11
<i>Using the Wildcard (%) with the [Find] Function</i>	I-11
<i>Acknowledging Edit Alerts</i>	I-12
SECTION II. FLEET CARD SETUP & MAINTENANCE	II-1
USER MESSAGES	II-1
<i>Querying Messages</i>	II-3
<i>Reading Messages</i>	II-3
FLEET CARD SETUP.....	II-4
<i>Querying Fleet Card Records</i>	II-12
<i>Populating the LFPC Information</i>	II-12
<i>Updating a New LFPC in Fleet Card Setup</i>	II-13
<i>Requesting a New Fleet Card</i>	II-13
<i>Copying a New Fleet Card Record</i>	II-14
<i>Modifying a Fleet Card Record</i>	II-14
RECORD CHANGES THAT CAUSE A NEW CARD TO BE ISSUED.....	II-15
RECORD CHANGES THAT UPDATE PCMS ONLY.....	II-15
RECORD CHANGES THAT INCLUDE UPDATE PCMS ONLY AND ISSUE A NEW CARD.....	II-16
REPLACEMENT CARDS	II-16
DELETE A CARD	II-17
BATCH PROCESSING AND ACTION CODES	II-17
<i>Lost/Stolen Cards</i>	II-18
UPDATE LFPC.....	II-19
<i>Updating an Existing LFPC</i>	II-20
<i>Updating a New LFPC</i>	II-21

TRANSFER EQUIPMENT	II-22
<i>Querying Equipment</i>	II-24
<i>Rules for Transferring Equipment</i>	II-25
<i>To Transfer an Equipment Record</i>	II-26
PROFILE ACCOUNTING	II-28
<i>Querying Records</i>	II-29
<i>Updating Records</i>	II-30
FLEET TRANSACTIONS	II-31
<i>Query Transactions</i>	II-32
<i>Retail Credit/Debit Adjustments</i>	II-33
<i>Viewing Transaction Details</i>	II-33
<i>Dispute Transactions</i>	II-34
SECTION III. OVERSIGHT TOOLS	III-1
ALERTS.....	III-1
STATISTICAL SAMPLING.....	III-2
QUERY TOOL SOFTWARE.....	III-3

SECTION I. INTRODUCTION

SYSTEM OVERVIEW

The Purchase Card Management System is an online relational database management system of the U.S. Department of Agriculture (USDA). Within PCMS are the Web-based Fleet Card Account Maintenance Screens (FAMS) that are used to manage government fleet credit card transactions.

PCMS also performs the following functions and interfaces 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

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.

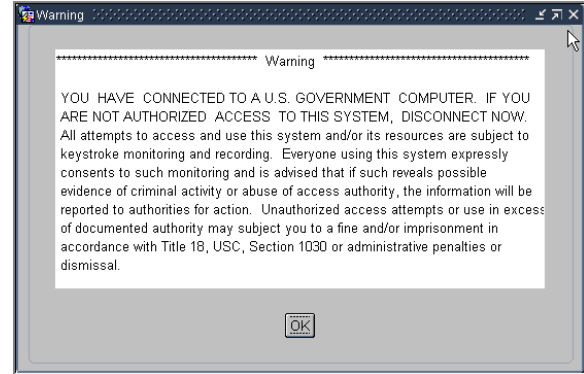
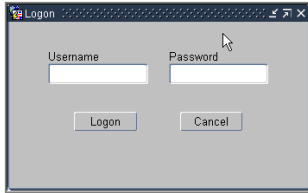
Note: You may need to update your version of Oracle JInitiator to access the PCMS Web application. If a message displays asking to download JInitiator, click Yes.

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.

3. Click  on the security message.

The Logon dialog box opens.



4. Enter your Username and Password and click [Logon]. Your AFPC or LFPC 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 (must begin with an alpha character), minimum of 6 characters (e.g., PCMS123)

After you successfully log on, the PCMS Main Window for the Fleet Card 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 **[Exit PCMS]** from the Main Menu.

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.

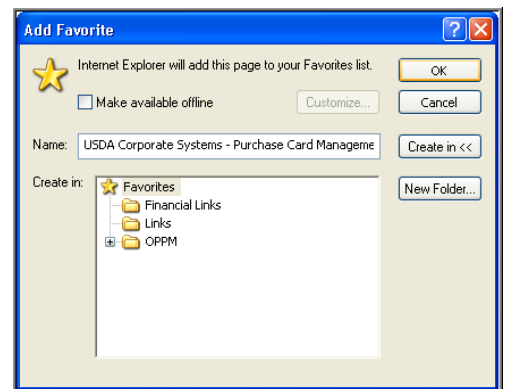
Name. The name that will display in the Favorites navigation pane for the link to the web page. Accept the name as displayed or create your own name for the link.

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

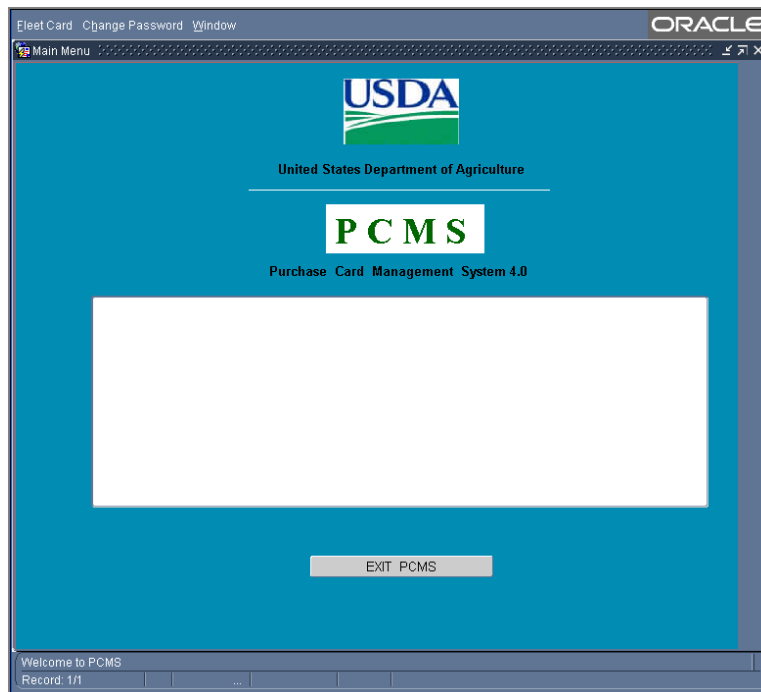
New Folder. Click to create a new folder in which to place the link.

5. Click **OK**.
6. 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 Window appears:



Menu Bar

FLEET CARD

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

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

The following are the requirements for the password:

- ◆ A password must be at least 6 alphanumeric characters in length
- ◆ Must start with a letter
- ◆ Must include at least one number
- ◆ Cannot contain spaces
- ◆ Must be different by at least 3 characters from the previous password (e.g., Fleet123, Fleet456)

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 occurs:

- ◆ The 90 days has expired and you didn't change your password
- ◆ You entered your username and password three times unsuccessfully causing your username and password to lock.

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

WINDOW

This function provides options to change how multiple windows are displayed. This functionality is not available in the web application at this time.












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 Fleet Program Coordinator (DFPC) 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 window.

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 displays at the bottom of the window. All errors must be corrected before the database can be 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 Edit Block Field Record Query Fleet Help Window		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
	Duplicate	Copy the field value from the same field of the previous record into the current record.

Record		
Record Previous Next scroll Up Scroll down Clear Rec Remove Insert Lock Copy 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.
(cont.) Record Previous Next scroll Up Scroll down Clear Rec Remove Insert Lock Copy Record	Clear Rec	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	Delete the retrieved record from the window and from the database. Records are not permanently deleted until you commit your changes to the database. For example: If a record is mistakenly entered into PCMS and the SENT TO BANK date is still null, click [Remove] and then [Save] and it is removed from the system.
	Insert	Insert a new record after the current record.
	Duplicate	Copy a new record after the current record.
	Lock	Lock a record so that another user cannot change the record while you are updating it. Lock does not allow you to enter or change any data in a field that is protected against entry or update.
Copy Record	Used to copy the field value from the same field of the previous record into the current field. Note: Appears only when accessing the Fleet Card Setup window.	
Query		
Query Enter execute Last criteria Cancel count Hits Fetch next set Find	Enter	Clear the current block and enter query criteria.
	Execute	Clear the current block and retrieve all the records from the database table referenced by the block.
	Last Criteria	Display the query criteria last used.
	Cancel	Terminate query processing.
	Count Hits	Clear the current block and display on the status line the number of rows that a query would retrieve if executed.
	Fetch Next Set	Retrieve the next set of records into the current block from records that satisfy an active query.
	Find	Execute a query.

Fleet		
Fleet Card User Messages Fleet Card Setup Update LFPC Transfer Equipment Fleet Profile Accounting Fleet Transactions	User Messages Fleet Card Setup Update LFPC Transfer Equipment Fleet Profile Accounting Fleet Transactions	All the PCMS windows are listed in this menu. This allows you to more easily move between screens without having to back out of each one. IT DOES NOT allow you to track the same record between screens; a query must be performed on each screen.


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.

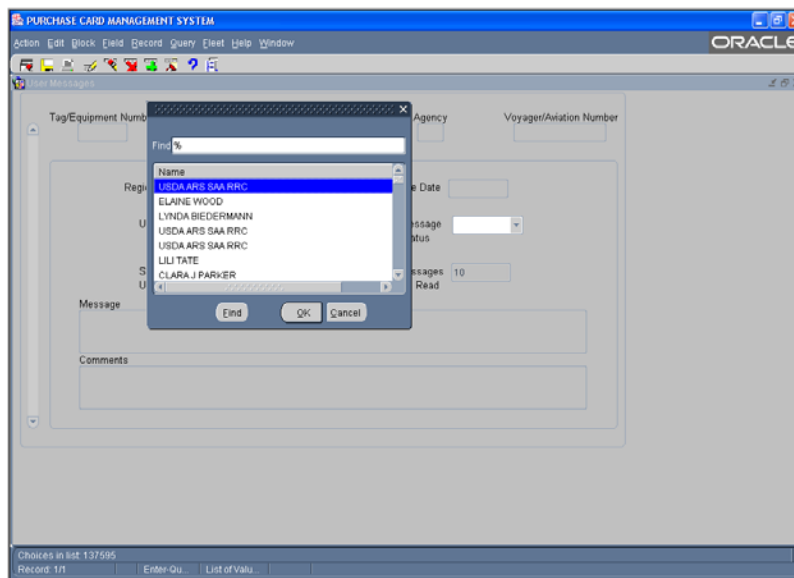
Retrieving All Records. Click the **Find** button  twice to query all records attached to the user id used to log into PCMS. Use the scroll bar to the left of the screen to view scan records.


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., LFPC User Id, Tag/Equipment Number). 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 (e.g., LFPC User Id – LFPC name and address fields are populated along with the Id field).

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. **Find** 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.

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. FLEET CARD SETUP & MAINTENANCE

The Fleet Card Account Maintenance Screens (FAMS) consist of several windows listed as sub-options under the Fleet Card menu. These sub-options enable you to create, maintain, and provide account oversight to fleet credit cards (e.g., fleet card setup, LFPC user info, equipment identification, profile accounting, transfer of equipment). In providing oversight to fleet credit card accounts, user messages provide alerts identifying potential situations involving fraud as well as randomly selecting fleet credit cards for statistical sampling to verify legitimacy of transactions. Details of each feature of the Fleet Card menu are provided below.

Note: If you are unable to exit a window, press [Alt]+[Tab] to navigate to the Oracle Forms Runtime window page. Click the [X] button in the far upper right corner to close the browser. This will close the application browser as well.

USER MESSAGES

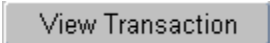
The User Messages window features the alerts and statistical sampling oversight tools provided by PCMS. These tools allow LFPCs to regularly monitor and provide oversight of fleet credit card accounts and purchases. For complete details on handling alerts and statistical sampling, refer to [Oversight Tools](#).

When you select this menu option, the User Messages window opens.

The screenshot shows the 'User Messages' window with the following data and controls:




- Tag/Equipment Number: A12345
- Program Code: 448687
- Dept.: 12
- Agency: 16
- Voyager/Aviation Number: 999999999999999
- Region: 92
- Unit: 48
- Sub Unit: 00000
- Message Date: 05-06-2004
- Message Status: U
- Messages Not Read: 10
- View Transaction button
- Message: MAY BE PURCHASE FOR PERSONAL USE, UNALLOWED AWARD OR SALARY PAYMENT. REVIEW TRANSACTION TO ENSURE VALID PURPOSE. NOTE RESULTS OF REVIEW AND DESCRIBE ACTION TAKEN IN COMMENTS FIELD OF USER MESSAGES SCREEN.
- Comments: (Empty text area)




The following is a brief description of each field:





Fieldname	Description
TAG/EQUIPMENT NUMBER	The tag/equipment number as it appears on the fleet credit card. Identifies the authorized vehicle or equipment for this fleet credit card. A list of values is available for this field. (Query field.)
PROGRAM CODE	The vehicle/equipment's program code.
DEPT	The vehicle/equipment's department code. (Query field.)
AGENCY	The vehicle/equipment's agency code. (Query field.)
VOYAGER/AVIATION NUMBER	The last 10 digits of the vehicle/equipment's fleet credit card account number. (Query field.)
REGION	The second position in the agency organizational structure code for that vehicle/equipment. (Query field.)
UNIT	The third position in the agency organizational structure code for that vehicle/equipment. (Query field.)
SUB UNIT	The fourth position in the agency organizational structure code for that vehicle/equipment. (Query field.)
MESSAGE DATE	The date of the message.
MESSAGE STATUS	The message status: <i>Unread</i> or <i>Read</i> . Select the appropriate status from the message status drop 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 <i>Section III</i> for further details.
COMMENTS	LFPC enters an explanation as to the resolution of an alert or confirmation in responding to a statistical sampling. (Entry field.) (Required, alphanumeric, 210 positions)
	Click 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 <i>Section III</i> section.

Querying Messages

There are five ways to query user messages:

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 TAG/EQUIPMENT NUMBER field. Click  and place the cursor in the **TAG/EQUIPMENT NUMBER** 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 piece of equipment.

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 help assure the accuracy of fleet accounts and prevent fraud, waste and abuse by sending alerts and statistical samplings to the LFPC. 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**.

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 window opens.

The screenshot shows the 'Fleet Card Setup' window with the following fields and values:

- LFPC User Id: AR183F
- First Name: CAROL
- M. I.: A
- Last Name: SISAS
- LFPC Agency: 03
- LFPC Region: 12
- LFPC Unit: 30
- LFPC Sub Unit: 00000
- Buttons: Delete Card, Replace Card
- Last Action Requested: A
- Tag/Equipment Number: 10423
- Card Expire: 10-31-2003
- Program Code: 448687
- Dept: 12
- Agency: 03
- Region: 12
- Unit: 30
- Sub Unit: 00000
- Tabs: CARD INFO (selected), EQUIP INFO, LIMIT INFO, DRIVER INFO
- Card Info Fields:
 - Type of Card: V
 - Type of Equip: V
 - Type of Plastic: S
 - Lost/Stolen Counter: 0
 - Replaced Counter: 0
 - Emboss in Spanish: N
 - Comments: (empty text box)
- Bank Information:
 - Sent to Bank: 08-01-2002
 - Returned Fm Bank: 08-08-2002
 - Voyager/Aviation #: 86990179360461
 - Bank Number: 4486874860612995
 - LFPC Change: (checkbox)
 - Vehicle Pin #: 518351
- Profile Accounting Table:

Agency Station	Accounting Code	Distribution Percent
03	4011230105	100
Total Percent		100

The following is a brief description of each field on the Fleet Card Setup screen. Required fields are noted.

Fieldname	Description
LFPC USER ID (Required)	The PCMS user identification number of the LFPC assigned to the fleet card to either be modified or retrieved from PCMS. (Query field.) (Alphanumeric, maximum 20 positions)
FIRST NAME (Required)	The LFPC's first name. (Alphanumeric, maximum 12 positions)
MIDDLE INITIAL (Required)	The LFPC's middle initial. (Alphanumeric, 1 position)
LAST NAME (Required)	The LFPC's last name. (Alphanumeric, maximum 20 positions)

LFPC AGENCY	The LFPC's organizational structure/hierarchy. (Non-entry fields.)
LFPC REGION	
LFPC UNIT	
LFPC SUB UNIT	
DELETE CARD	Delete a fleet card record at the bank. Check this box to cancel a card due to a vehicle no longer in service. Note: The tag/equipment number must be unique.
REPLACE CARD	Use to replace a fleet card. Check this box to replace a card that has been damaged. For details, refer to Replacement Cards under <i>Updating a Fleet Credit Card</i> later in this section.
Note: When either Delete or Replace Card is selected, all fields except for Comments are locked. Only comments can be entered for these actions.	
LAST ACTION REQUESTED	When a transaction is completed and saved, the last action requested field is programmatically assigned one of the following values: A - add, M - modify, D - delete, L - LFPC Information Changed, R - replacement, T - transfer of equipment, and U - update. (Non-entry field.*) *Exception. Can perform queries on action codes A, M, U, L, D, and R. Refer to <i>Querying Fleet Card Records</i> section below.
TAG/EQUIPMENT NUMBER	Identification number for equipment. You cannot insert a duplicate tag/equipment number into PCMS. (Query field.)
CARD EXPIRE	Card expiration date populated by the system when the record is returned from the bank. (Non-entry field.)
<i>The following fields represent the Equipment's hierarchy.</i>	
PROGRAM CODE	The program code for each equipment record is hard coded into the system. This field will be grayed out to prevent data entry. (Non-entry field)
DEPT (Required)	Contains the default value of 12 for USDA. This value can be changed. (Numeric, 2 positions)
AGENCY (Required)	The agency where the fleet card will reside. (Numeric, 2 positions)
REGION (Required)	The region where the fleet card will reside. (Numeric, 2 positions)
UNIT	The unit where the fleet card will reside.

(Required)	(Numeric, 2 positions)
SUB UNIT (Required)	The sub-unit where the fleet card will reside. Default is 00000. (Numeric, 5 positions)

The setup/maintenance information is contained in the center of the Fleet Card Maintenance window, beginning with Card Information. As you enter the setup/maintenance data, click on a tab to move from one section to the next, beginning with the Card Information section, followed by the Equipment Information section, the Limit Information section, and the Driver Information section.

CARD INFO

Fieldname	Description
TYPE OF CARD (Required)	Valid values are N - neither, D - driver, and V - vehicle. <ul style="list-style-type: none"> If TYPE OF CARD = N or V, Equipment CITY, STATE, and ZIP are required and the name and address information are not required. If TYPE OF CARD = D, name and address information are required and Equipment CITY, STATE, and ZIP are not required.
TYPE OF EQUIP (Required)	Valid values are: A = Aircraft E = Equipment V = Vehicle B = Boat P = Pool TYPE OF CARD vs. TYPE OF EQUIPMENT <ul style="list-style-type: none"> If the TYPE OF CARD = D, the TYPE OF EQUIPMENT can only be V. If the TYPE OF CARD = V, the TYPE OF EQUIPMENT can only be V. If the TYPE OF CARD = N, the TYPE OF EQUIPMENT can be A, B, E, or P. TYPE OF EQUIPMENT vs. TAG/EQUIPMENT NUMBER <ul style="list-style-type: none"> If the TYPE OF EQUIPMENT = A, the TAG/EQUIPMENT NUMBER must begin with N. If the TYPE OF EQUIPMENT = P, the TAG/EQUIPMENT NUMBER must begin with P.

TYPE OF PLASTIC (Required)	Valid values are: Q = Quasi-Generic – non-government/government card S = Standard – government card
LOST/STOLEN COUNTER	Displays the number of times the card has been reported as lost or stolen. (Non-entry field)
REPLACED COUNTER	Displays the number of times the card has been replaced. (Non-entry field)
EMBOSS IN SPANISH (Required)	Valid values are Y(es) or N(o). Note: Changing this field to Yes or No will generate a new VISA account number and a new fleet card.
COMMENTS	User field for comments. (Alphanumeric, maximum 240 positions)

EQUIP INFO

Fieldname	Description
FUEL & MAINT (Required)	Valid values are: Y = Yes or N = No
ODOMETER INDICATOR (Required)	Valid values are: Y = Yes or N = No If the TYPE OF CARD is “V,” the ODOMETER INDICATOR is “Y” and no changes will be allowed. If the TYPE OF CARD is “N” or “D,” the ODOMETER INDICATOR is “N.”

CLASS CODE	Values for this field are yet to be determined. Field describes equipment size (e.g., medium sedan; light, medium, or heavy truck).
EQUIPMENT CITY	The city where the equipment will reside. (Required if TYPE OF CARD is Vehicle or Neither .)
EQUIPMENT STATE	The state where the equipment will reside. (Required if TYPE OF CARD is Vehicle or Neither .)
EQUIPMENT ZIP	The zip code where the equipment will reside. (Required if TYPE OF CARD is Vehicle or Neither .)
ZIP EXT	The zip extension of where the equipment will reside.
VEHICLE/ MAKE/MODEL/YEAR	The vehicle's make, model, and year. Valid only when TYPE OF CARD is Vehicle or Driver .

LIMIT INFO

Fieldname	Description
COST/FUEL TRANS LIMIT (Required)	Fuel costs per transaction limit. Field defaults to all 9's (999.99) unless individual agencies reset. Individual agencies determine their own limits. (Numeric, maximum 6 positions)
DAILY TRANS LIMIT (Required)	Transaction limit per day. Field defaults to all 9's (99) unless individual agencies reset. Individual agencies determine their own limits. (Numeric, maximum 2 positions)
COST/MAINT TRANS LIMIT (Required)	Maintenance cost per transaction limit. Field defaults to all 9's (999999.99) unless individual agencies reset. Individual agencies determine their own limits. (Numeric, maximum 11 positions)

PRICE/GALLON LIMIT (Required)	Price per gallon limit. Field defaults to all 9's (999.99) unless individual agencies reset. Individual agencies determine their own limits. (Numeric, maximum 7 positions)
GALLONS/TRANS LIMIT (Required)	Gallons per transaction limit. Field defaults to all 9's (9999.99) unless individual agencies reset. Individual agencies determine their own limits. (Numeric, maximum 7 positions)

DRIVER INFO

The screenshot shows a software interface with four tabs: CARD INFO, EQUIP INFO, LIMIT INFO, and DRIVER INFO. The DRIVER INFO tab is active. It contains the following fields: Driver Number (text box), First Name (text box), Last Name (text box), M. I. (checkbox), Address Ln 1 (text box), Address Ln 2 (text box), City (text box), State (dropdown menu), Zip (text box), and Office Phone (text box).

Note: This tab is not used by USDA at this time.

Fieldname	Description
DRIVER NUMBER	USDA's driver identification number.
FIRST NAME (Required)	Driver's first name. (Alphanumeric, maximum 12 positions)
M.I. (Required)	Driver's middle initial. (Alphanumeric, 1 position)
LAST NAME (Required)	Driver's last name. (Alphanumeric, maximum 20 positions)
ADDRESS LN1 (Required)	Driver's Department/Agency. (Alphanumeric, maximum 36 positions)
ADDRESS LN2	Driver addresses information. (Alphanumeric, maximum 36 positions)
OFFICE PHONE (Required)	Drive's office phone number. (Alphanumeric, 10 positions)
CITY	The driver's office city.

(Required)	(Alphanumeric, maximum 25 positions)
STATE (Required)	The driver's office state. (Alpha, 2 positions)
ZIP (Required)	The driver's office zip. (Numeric, 5 positions)

INFORMATION SECTION

Note: The next area is informational only. These fields are grayed out and no data entry is allowed.

Fieldname	Description
SENT TO BANK	Date that a new or updated fleet record is sent to the bank.
RETURNED FM BANK	Date the fleet record is returned from the bank.
VOYAGER/AVIATION #	The Fleet Card Voyager/Aviation account number.
BANK NUMBER	The Fleet Card's bank ghost account number.
LFPF ACTION CODE	When the LFPF information is updated, an L(FPC information changed) action code appears. For details on updating LFPF information, refer to Update LFPF later in this section.
LFPF CHANGE SENT ON	Date that the update to LFPF information is sent to the bank.
LFPF CHANGE RETURNED ON	Date the updated LFPF information is returned from the bank.
VEHICLE PIN #	The vehicle pin number.

PROFILE ACCOUNTING

Profile Accounting			
Agency	Station	Accounting Code	Distribution Percent
11	0103	901601	100
Total Percent			100










The remaining portion of the Fleet Card Maintenance Screen is where the profile accounting information is entered for the equipment. One or more lines of accounting can be entered.

Fieldname	Description
AGENCY (Required)	The agency code that the purchase is to be charged against. (Numeric, 2 positions)
STATION	The accounting station code that the purchase is to be charged against. (Numeric, 4 positions)
ACCOUNTING CODE (Required)	The accounting code against which this portion of the transaction is charged.* (Alphanumeric, maximum 25 positions)
DISTRIBUTION PERCENT (Required)	The percentage of this account to be applied to the transaction amount. (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 click [Save] and an error message appears indicating incorrect accounting information, place your cursor on the line of accounting that needs changed and click [Remove]. This line of accounting will be removed allowing you to enter the correct accounting.

Note: Once the record has been sent to the bank, all updates to profile accounting will be completed through the Profile Accounting sub-option under Fleet Card. Refer to [Profile Accounting](#) later in this section for details on updating.





Querying Fleet Card Records

- ◆ To query all fleet card records attached to the LFPC user id used to log into PCMS, click the **Find** button  twice. After the screen populates, use the scroll bar to the left to scan the records.
- ◆ To query for fleet card records under a specific LFPC:
 1. Click .
 2. Place the cursor in the **LFPC USER ID** field and click the **List** button . Select the appropriate id to populate the LAFPC Id and name fields and click .
 3. Click  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 scan the records.
- ◆ To query for a specific fleet card record, enter the **TAG/EQUIPMENT NUMBER** for the record and follow the steps below:
 6. Click .
 7. Enter the **TAG/EQUIPMENT NUMBER** and click .
- ◆ To query for fleet card records based on LAST ACTION REQUESTED:
 1. Click .
 2. Enter the action code and click .

Note: Although LAST ACTION REQUESTED is not an entry field, you can query records based on this field. Values are: **A, M, D, L, R, T, and U**. **SENT TO BANK** and **RETURNED FM BANK** dates must be null.

Populating the LFPC Information


There are three 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 and click .
2. Click  and place the cursor in the **LAST NAME** field. Type the last name of the LFPC and click  again. The LFPC Id and name fields populate.
3. 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

The Agency Fleet Headquarters Coordinator (AFHC) first uses the Security Access Management System (SAMS) to establish PCMS access for an LFPC (refer to the [SAMS User's Guide for the Fleet Card](#) for details). After the batch process has run for SAMS, the following information is available in PCMS for the new LFPC:



- user id
- name
- office phone
- hierarchy



Use the Update LFPC function to add the detailed information, such as address, fax number, etc. When you query on the new user id to add an equipment record, the system will alert you to update the LFPC information. Click  on the alert message and the Update LFPC window will open.

After entering all appropriate LFPC information, click the **Save** button , then **Action>Exit** to return to the Fleet Card Setup screen. Continue 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 the **List** button . 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. Refer to the table above for guidance.
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 the **Save** button .

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 the **Remove** button  then the **Save** button . 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 the **Save** button .
2. Click **Record** on the command bar and select **Copy Record**.
A message box opens confirming the record was copied and reminding you to enter the new Tag/Equipment number.
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 .
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 there are changes to the information maintained in the magnetic strip or embossed upon the card. 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).

To modify an item put the cursor in the field and highlight the item, then type in the new value.

3. Click .

Guidelines:

- ◆ When the last action requested equals **A** and the Sent To Bank field is null, 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.

The last action requested remains **A** after saving the record because the record has not gone to the bank.

- ◆ When the **LAST ACTION CODE** equals **A**, **M**, **T**, or **R** and **Sent To Bank** is not null but **RETURNED FM BANK** is null, the fleet card record has been sent to the bank but not yet 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 **SENT TO BANK** and **RETURNED FM BANK** are not null, the fleet card record has been 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 there are changes to the information maintained in the magnetic strip or embossed upon the card. This includes changes in the following fields:

TYPE OF PLASTIC	DRIVER MIDDLE INITIAL
TYPE OF CARD	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

Updating any of the above fields will change **LAST ACTION REQUESTED** to **M** (modify) and send the record to the bank.



RECORD CHANGES THAT UPDATE PCMS ONLY


The action code **U** (update PCMS Only) indicates 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:

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

RECORD CHANGES THAT INCLUDE UPDATE PCMS ONLY AND ISSUE A NEW CARD




Use the following procedures when you have both updates for PCMS and modifications for the bank.

1. Enter the PCMS Only U(pdates) first.
2. Click the **Save** button .
3. Enter the remaining changes that will be sent to the bank.
4. Click .
5. The **U** in **LAST ACTION CODE** will be updated to the next action you make against the record.
6. When the **LAST ACTION CODE** is updated with **U**, the current system date will be entered in **SENT TO BANK** and **RETURNED FM BANK**. 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 click . 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

Replacement cards are issued when a card is damaged. Query the record and check the status of **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 the 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 . The record is sent to the bank containing an action code **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) and **SENT TO BANK** 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 . Make your modifications and click . 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 **Replace Card** 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 is an *Update PCMS Only* change, you will need to click on REPLACE CARD and save again following the PCMS Only changes in order to send the record to the bank and receive a replacement card.

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 **SENT TO BANK** and **RETURNED FM BANK** dates.

- ◆ If **RETURNED FM BANK** is null from a previous action, wait for the acknowledgement to return.
- ◆ If the dates are not null, click on the box to the left of Delete Card and click the **Save** button . The record sent to the bank will contain an action code **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 . 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.

BATCH PROCESSING AND ACTION CODES

Only one type action code can be processed for any equipment record per day (i.e., Add, Modify, Transfer, Replace, and Delete).

If an action has been taken on a record and the bank dates still remain null (**SENT TO BANK** and **RETURNED FM BANK** dates are blank), depending on the initial action, additional changes can be made. Use the following as guidelines:

Current Status	Date Fields	Changes Possible
A - Add	Blank	Modify any fields, including profile accounting.
U - Update to PCMS Only	Not Blank	You can Transfer or Modify on the same day. Note: Remember to perform Update to PCMS Only first, then do the transfer or modification to the record.
T - transfer	Blank	No changes permitted.
M - Modify	Blank	Delete is the only change permitted.

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 1-888-785-1747 (this is also printed on the back of the fleet card). The LFPC should annotate lost/stolen information in **COMMENTS** in the Card Info section of the Fleet Card Setup window.

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

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. **COMMENTS** will also be populated with the name of the person who reported the lost/stolen card along with the date it was reported.

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

The LFPC can use the Fleet Transactions window to 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 window opens. 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).

The screenshot shows a window titled 'Purchase Card Management System - Update LFPC'. Inside, there is a form labeled 'LFPC User'. The form contains the following fields:

- User ID (text box)
- Region (dropdown menu)
- Unit (dropdown menu)
- Sub Unit (dropdown menu)
- First Name (text box)
- Middle Initial (text box)
- Last Name (text box)
- Office Address Line 1 (text box)
- Office Address Line 2 (text box)
- Office City (text box)
- Office State (dropdown menu)
- Office Zip (text box)
- Office Phone (text box)
- Office Fax Phone (text box)
- Office Email (text box)

The following is a brief description of each field on the User Messages screen. Required fields are noted.

Fieldname	Description
USER ID (Required)	The LFPC's PCMS user identification number. (Query field.) (Alphanumeric, maximum 20 positions)
REGION	The LFPC's organizational structure/hierarchy. (Non-entry fields.)
UNIT	
SUB UNIT	
FIRST NAME (Required)	The LFPC's first name. (Alphanumeric, maximum 12 positions)
MIDDLE INITIAL (Required)	The LFPC's middle initial. (Alphanumeric, 1 position)
LAST NAME (Required)	The LFPC's last name. (Query field.) (Alphanumeric, maximum 20 positions)

Fieldname	Description
OFFICE ADDRESS LN 1 (Required)	The LFPC's office address. (Alphanumeric, maximum 36 positions)
OFFICE ADDRESS LN 2	Additional LFPC address information as needed. (Alphanumeric, maximum 36 positions)
OFFICE CITY (Required)	The LFPC's office city. (Required, alphanumeric, maximum 25 positions)
OFFICE STATE (Required)	The LFPC's office state. (Alpha, 2 positions)
OFFICE ZIP (Required)	The LFPC's office zip code. (Numeric, 5 positions)
OFFICE WORK PHONE (Required)	The LFPC's office work phone. (Alphanumeric, 10 positions)
OFFICE FAX PHONE (Required)	The LFPC's office fax phone number. (Alphanumeric, 10 positions)
OFFICE EMAIL (Required)	The LFPC's email address. (Alphanumeric, maximum 50 positions)

Updating an Existing LFPC

Use the following procedures to update an existing LFPC record.

1. Query on the **USER ID** field.

2. Update the appropriate fields and click the save button .


The system will enter **L** (LFPC information change) in **LFPC ACTION CODE** for each record tied to that LFPC to indicate LFPC changes were made.

3. Through the batch process, the current system date will be placed in the **LFPC CHANGE SENT ON** date. Once the bank acknowledgement is received, the **LFPC CHANGE RETURNED ON** date 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 in the Update LFPC window. Use the following procedure to update a new LFPC record.

1. Query on the **USER ID** field.
2. Enter the required information and click . Refer to [Updating a New LFPC in Fleet Card Setup](#) earlier in this section for details on updating the LFPC while setting up a new card.

TRANSFER EQUIPMENT

The Transfer Equipment window initiates a request to transfer equipment. When this sub-option is selected, the Transfer Equipment window opens.

The following is a brief description of each field on the Transfer Equipment screen. Required fields are noted.

Fieldname	Description
<i>The following LFPC information represents the current LFPC.</i>	
LFPC	The PCMS user identification number of the LFPC. (Query field.)
LAST NAME	The LFPC's first name. (Query field.)
FIRST NAME	The LFPC's last name. (Query field.)
REGION	The region where the fleet card will reside. (Query field.)
UNIT	The unit where the fleet card will reside. (Query field.)
SUB UNIT	The sub-unit where the fleet card will reside. (Query field.)

Fieldname	Description
Equipment Section (The following fields detail the equipment attached to the current LFPC.)	
TAG/EQUIP #	The tag/equipment number as it appears on the fleet credit card. (Query field.)
EQUIP TYPE	The type of equipment: A, B, E, P, or V (Query field.)
REGION	The region where the equipment resides. (Query field.)
UNIT	The unit where the equipment resides. (Query field.)
SUB UNIT	The sub-unit where the equipment resides. (Query field.)
AGENCY	The agency where the equipment resides.
STATION	The accounting station code against which transactions are charged.
ACCOUNTING CODE	The accounting code against which transactions are charged.
DISTRIBUTION PERCENT	Type the percentage to be applied to the transaction amount.
Transfer To (The following fields are optional depending on the type of transfer.)	
REPLACEMENT	Indicates equipment is being transferred is to an LFPC's replacement.
LFPC (Required)	LFPC user id that the equipment is to be transferred to. (List of Values available)
UNIT	The unit where the equipment will reside.
SUB UNIT	The sub-unit where the equipment will reside.
CITY	The city where the equipment will reside.
STATE	The state where the equipment will reside.
ZIP	The zip where the equipment will reside.
STATION	The accounting station code against which transactions are charged.
ACCOUNTING CODE	The accounting code against which transactions are charged.
DIST %	The percentage to be applied to the transaction amount.


Fieldname	Description
Transfer Equipment From (If you are transferring all of the records or just specific records from those listed in the Equipment Section, the Transfer Equipment section provides an automated way to ease your selection of records for transfer.)	
ALL	Automatically selects all displayed equipment records.
TYPE/BY TYPE	Automatically selects all displayed equipment records of the type indicated in the TYPE box.
UNIT/BY UNIT	Automatically selects all displayed equipment records in the unit indicated in the UNIT box.
SUB UNIT/BY SUB UNIT	Automatically selects all displayed equipment records in the sub unit indicated in the SUB UNIT box.

Note: At this time, NRCS cannot transfer equipment.



Querying Equipment

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




- ◆ Use one of the following methods to query all equipment under a specific LFPC:


1. When you first enter the Transfer Equipment window, click the **Find** button  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 also be visible.

2. Type in the **LFPC user id** or **LFPC last name** and click . All equipment assigned to that LFPC is listed.
3. Place the cursor in the **LFPC** field, click the **List** button , and select the appropriate LFPC. The LFPC ID, name fields and assigned equipment display.

Note: An active [List] button depends on the logged on user's SAC.

- ◆ Use the following procedure to query a specific piece of equipment or type of equipment records under a specific LFPC:
 1. Query up the LFPC.
 2. Place the cursor in the Equipment Section.
 3. Click the **Find** button .
 - All fields in the Equipment Section will clear. You can query on any field.
 4. Enter the data to be queried and click . If you want to query another field, click  again to clear the fields and repeat the process.

- ◆ To query for a specific equipment group:
 1. Enter data into one or all of the Region, Unit, and/or Sub Unit fields at the top of your screen.
 2. Click .
 - The LFPC information and Equipment Section will be populated.

- ◆ To query another LFPC User ID after a previous query:
 1. Click the **Clear Form** button .
 2. Click the Find  button .
 3. Enter the LFPC you want to query.
 4. Click  again.

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

AFPC's SAC Authority	Transfer Rights
Unit	Any sub-unit within the unit.
Region	Any unit or sub-unit within the region
Agency	Any unit or sub-unit within the agency.

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

Note: 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.
- 5. 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 window, make the change and save the record, then go to the Transfer Equipment window and complete the transfer.

Note: 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 associated 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. In this case, 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** (Transfer of Equipment) in **LAST ACTION CODE** in the Fleet Card Setup Maintenance window.

Note: If transferring equipment because an LFPC is leaving, the LFPC cannot be dropped in SAMS until all equipment has been transferred from that LFPC. Refer to *Drop User* in the [SAMS User's Guide for the Fleet Card](#).

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 the **Find** button . In the **LAST ACTION CODE** field enter **T** and click  again to query all transferred records. Use the scroll bar to the left to scan the records.

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 window 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** displayed in **LAST ACTION REQUESTED** reflecting the update.

Note: If the profile accounting for a vehicle/equipment record is changed too frequently, an alert will be sent to the LFPC.

When this sub-option is selected, the Profile Accounting window opens.





The following is a brief description of each field on the Profile Accounting screen. Required fields are noted.

Fieldname	Description
TAG/EQUIPMENT NUMBER	The tag/equipment number as it appears on the fleet credit card. (Query field.)
DEPT	The department where the fleet card resides. (Query field.)
AGENCY	The agency where the fleet card will reside. (Query field.)
REGION	The region where the fleet card resides. (Query field.)


Fieldname	Description
UNIT	The unit where the fleet card resides. (Query field.)
SUB UNIT	The sub-unit where the fleet card resides. (Query field.)
VOYAGER/AVIATION NUMBER	The Fleet Card Voyager/Aviation account number. (Query field.)
<i>Changes can be made to the following fields:</i>	
AGENCY	The agency code that the purchase is to be charged against. (Numeric, 2 positions)
STATION	The accounting station code that the purchase is to be charged against. (Numeric, 4 positions)
ACCOUNTING CODE	The accounting code against which this portion of the transaction is charged. (Alphanumeric, maximum 25 positions)
DISTRIBUTION PERCENT	The percentage of the account to be applied to the transaction amount. (Numeric, maximum 3 positions)
TOTAL PERCENT	The total percentage to be applied to the transaction amount. This field must equal 100 percent.

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 the **Find** button  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 click  again.
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 . Make a selection from the dropdown list and click . The screen populates with the data for that piece of equipment.

Updating Records

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

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

Fieldname	Description
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 (Required)	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 (Required)	Enter a valid number from 1 to 100. This amount indicates the percentage of each transaction to be posted against the code.
<i>Remember: The total distribution percent must equal 100. You may not enter a combination of CAS and FFIS accounting.</i>	



2. After updating the appropriate fields, click the **Save** button .

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

TIP:

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

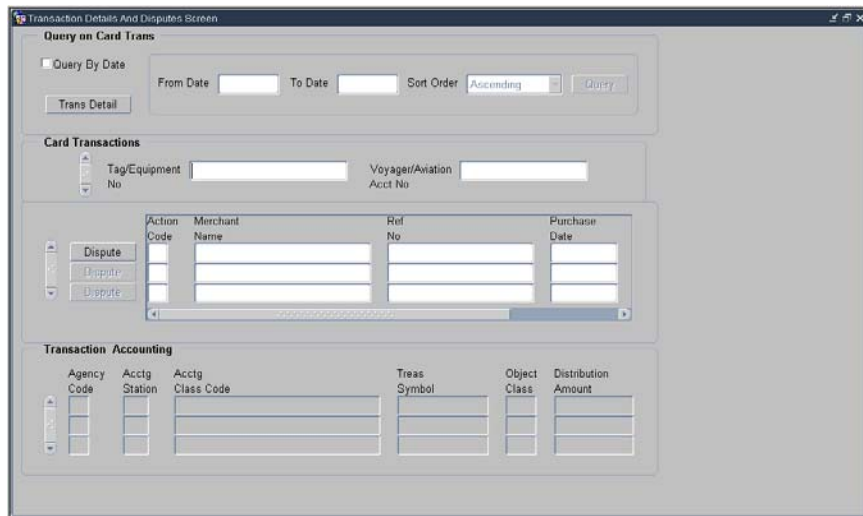
Problem: Your fields are blank, you can't remember what the original accounting was to re-enter into the fields, and the system edits won't allow you to simply click on **Action>Exit** to close the screen.

Solution: Place the cursor in one of the accounting fields and click the **Find** button . A message box will open asking if you want to commit the changes. Answer **No** – this will return you to the Enter Query mode. Click  again and the original data will be displayed. At this point you can click **Action>Exit** to leave the screen.

FLEET TRANSACTIONS

The Fleet Transaction window provides 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 window opens.







The following is a brief description of each field on the Fleet Transactions window. Required fields are noted.

Fieldname	Description
Query on Card Trans	
QUERY BY DATE	Click on this field to prompt the date and sort fields to allow you to make entries.
FROM DATE	Enter the beginning date, mm-dd-yyyy.
TO DATE	Enter the ending date, mm-dd-yyyy.



Fieldname	Description
SORT ORDER	Select Ascending or Descending order for how the transactions should appear.
Card Trans (Any of the following fields can be queried on. Use the scroll bar along the bottom of the section to view all the fields.)	
VOYAGER/AVIATION NO	The Fleet Card Voyager/Aviation account number.
TAG/EQUIPMENT #	The tag/equipment number as it appears on the fleet credit card.
ACTION CODE	Last action requested for the record.
MERCHANT NAME	The name of the merchant where the transaction took place.
REF NO	The number assigned to the transaction by the input source.
PURCHASE DATE	The date the purchase was made.
TRANS AMOUNT	The amount of the transaction.
Transaction Accounting (Displays the accounting associated with each transaction.)	

Query Transactions

Use one of the following processes to query transactions:

- ◆ To query all transactions:
 1. Click the **Find** button  twice.
- ◆ To query for specific transactions:
 1. Click .
 2. Enter data into any field under Card Transactions.
 3. Click  again.
- ◆ To query all transactions between a particular date range:
 1. Click  twice to retrieve all transactions.
 2. Click the **QUERY BY DATE** check box.
 3. Enter a **FROM DATE**, **TO DATE**, and **SORT ORDER** (click the down arrow to change the sort order to descending, if desired).
 4. Click the **[Query]** button.

All transactions meeting the requested date range display.
- ◆ To query for a specific transaction in a particular date range:
 1. Follow the directions to query a date range.

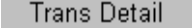
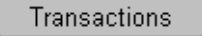
2. Place your cursor in one of the Card Transactions fields and click .
3. Enter data into any field under Card Transactions.
4. Click  again.

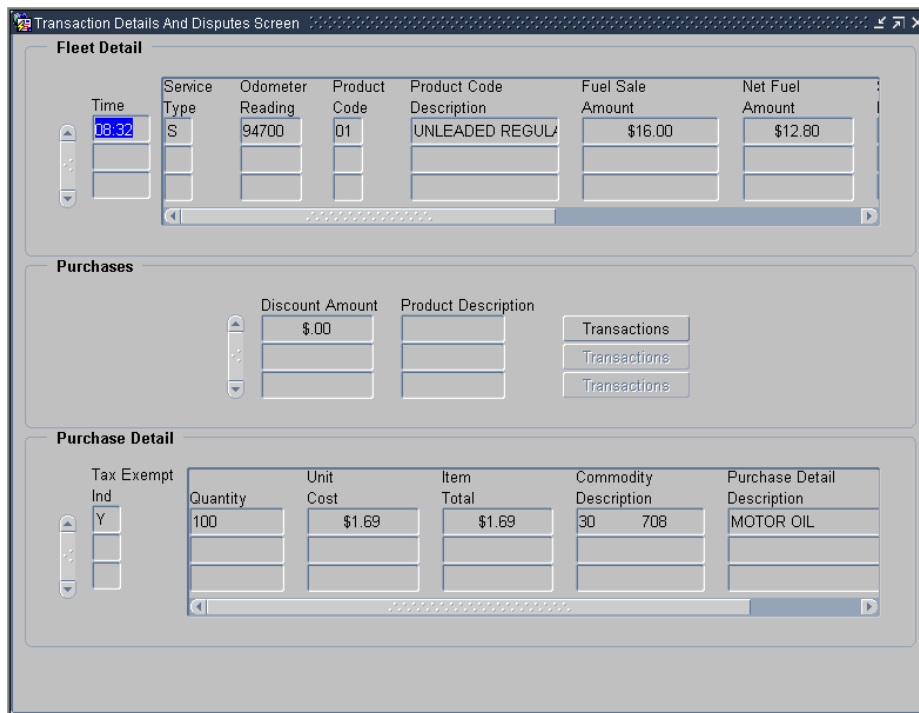
Retail Credit/Debit Adjustments

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.


Viewing Transaction Details

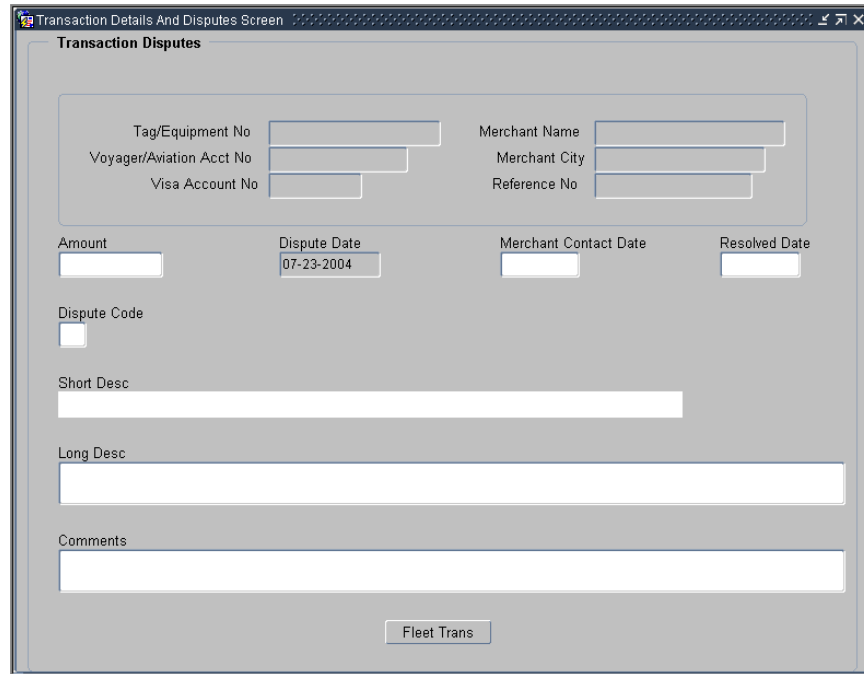
Use the scroll bar to the left under Card Transactions to view all transactions. To view the transaction details for a specific transaction, place the cursor in any field of that transaction line in the Card

Transactions section of the Fleet Transactions window. Click the **Trans Detail** button  in the upper left under Query on Card Trans. The Transaction Details window opens displaying the transaction details. To return to the initial screen, click the **Transactions** button  in the middle of the window in the Purchases section of the Transaction Details window.



Dispute Transactions


To dispute a transaction, click the **Dispute** button  next to the specific transaction listed in the Card Transactions of the Fleet Transactions window. The Transaction Disputes window opens.




The screenshot shows the 'Transaction Disputes' window. It contains several input fields: Tag/Equipment No, Voyager/Aviation Acct No, Visa Account No, Merchant Name, Merchant City, Reference No, Amount, Dispute Date (pre-filled with 07-23-2004), Merchant Contact Date, and Resolved Date. There are also text areas for Dispute Code, Short Desc, Long Desc, and Comments. A 'Fleet Trans' button is at the bottom.

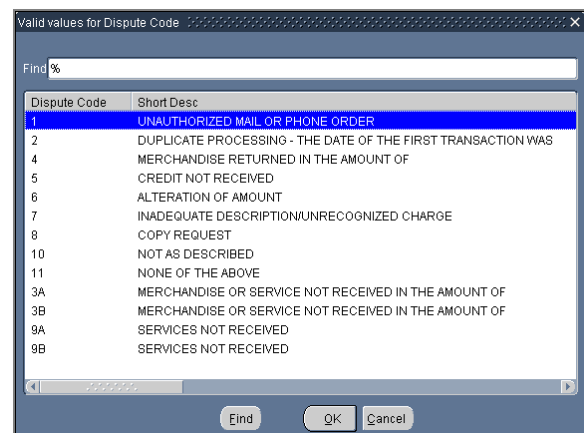
The following fields will automatically be populated with data from the transaction you requested to dispute, but grayed out to prevent entries: **TAG/EQUIPMENT NO.**, **VOYAGER/AVIATION NO.**, **VISA ACCOUNT NO.**, **MERCHANT NAME**, **MERCHANT CITY**, **REFERENCE NUMBER**. The **AMOUNT** field is populated and can be updated. The **DISPUTE DATE** field displays the current date.

To complete the dispute request:

1. Enter the **DISPUTE CODE** (place your cursor in this field and click the **List** button  for a listing of available values as shown below).

THE **SHORT DESC** field populates.

2. Enter the **MERCHANT CONTACT DATE**. (Optional)
3. The **AMOUNT** may be changed if necessary.
4. Enter **COMMENTS** detailing the dispute.
5. Click the **Save** button .

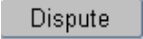



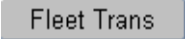
The screenshot shows a 'Valid values for Dispute Code' window. It has a search field 'Find %' and a list of dispute codes with their corresponding short descriptions. The list is as follows:

Dispute Code	Short Desc
1	UNAUTHORIZED MAIL OR PHONE ORDER
2	DUPLICATE PROCESSING - THE DATE OF THE FIRST TRANSACTION WAS
4	MERCHANDISE RETURNED IN THE AMOUNT OF
5	CREDIT NOT RECEIVED
6	ALTERATION OF AMOUNT
7	INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE
8	COPY REQUEST
10	NOT AS DESCRIBED
11	NONE OF THE ABOVE
3A	MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF
3B	MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF
9A	SERVICES NOT RECEIVED
9B	SERVICES NOT RECEIVED

Buttons for 'Find', 'OK', and 'Cancel' are at the bottom.

When the dispute is resolved:

1. Query the transaction as described above.
2. Click  next to the transaction in dispute.
3. Enter the **RESOLVED DATE**. (Optional)
4. Update **COMMENTS** as necessary.
5. Click .

Click the **Fleet Trans** button  to return to the initial fleet transaction screen or click **Action>Exit** to return to the Main Window.

SECTION III. OVERSIGHT TOOLS

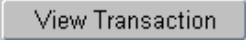
ALERTS

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


PCMS provides the following user messages:

- ◆ Profile accounting for a vehicle/equipment record is changed more than twice in the month.
- ◆ Any purchases made on a holiday.
- ◆ Transaction in dispute 45 days. All dispute documentation must be sent to the bank within 60 days from purchase date.
- ◆ Invalid product code
- ◆ Card has been reported lost or stolen 3 or more times.
- ◆ Tag Number XXXXXXXX is not in PROP. Please enter Tag Number into PROP.
- ◆ Charges to aircraft for fuel other than product codes 26 and 27, which are AV gas and Jet Fuel for an aircraft card.
- ◆ Purchases exceed transaction dollar limit per transaction.
- ◆ Purchases exceed number of transactions per day.
- ◆ Purchases exceed gallons per transaction day.
- ◆ Eight or more Fleet Card transactions per day for pool or equipment charges.
- ◆ Ten or more Fleet Card transactions in thirty days per Fleet Card account.
- ◆ More than one Fleet Card transaction for the same vendor.

Reviewing / Researching Alert Messages

To respond to a user alert message pertaining to a transaction, click the  button. The Transactions Detail window opens providing the detailed transaction information. 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.

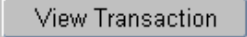
Closing Alert Messages

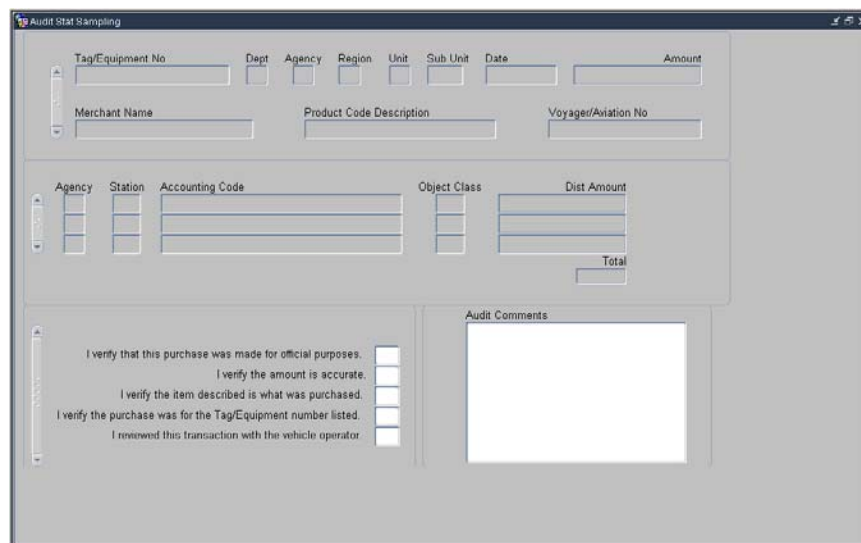
To close out the alert message in User Messages, change the **MESSAGE STATUS** to **Read**, enter details of the resolution to the alert in **COMMENTS**, and click the **Save** button .

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



A statistical sampling message, *Selected for Statistical Sampling*, identifies records chosen for inclusion in a statistical sampling survey. Click the **View Transactions** button  to open the survey and process the message. The Audit Stat Sampling Window opens detailing the specified transaction and requiring that you validate its authenticity.



You should recognize the fields in the upper portion of the window from the regular transactions window. The lower portion of the window contains the statistical sampling survey. Use the following process to complete the survey.

1. Enter **Y** for 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.
2. Enter comments to explain any information that cannot be verified in the Comments field. This is an alphanumeric field with 210 positions.

Note: Comments are required to complete the survey. You will not be able to continue if you do not enter comments.

3. Click the Save button .
The status bar displays the message, *Transaction complete, 1 records applied and saved.*
4. Click **Action>Exit** to return to the User Messages window.
A message displays asking if you want to save changes
5. Answer **Yes**.
A confirmation message displays.
6. Click **OK**.
The original user message displays.
7. Change the Message Status to Read.
8. Enter details confirming your review of the transaction and statistical sampling survey in **Comments**.
9. Click .
10. The status bar displays the message, *Transaction complete, 1 records applied and saved.*

QUERY TOOL SOFTWARE

The Discoverer query tool software is used to run ad hoc reports that provide oversight to fleet credit card accounts and purchases including, but not limited to, management reports to monitor fleet credit 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.