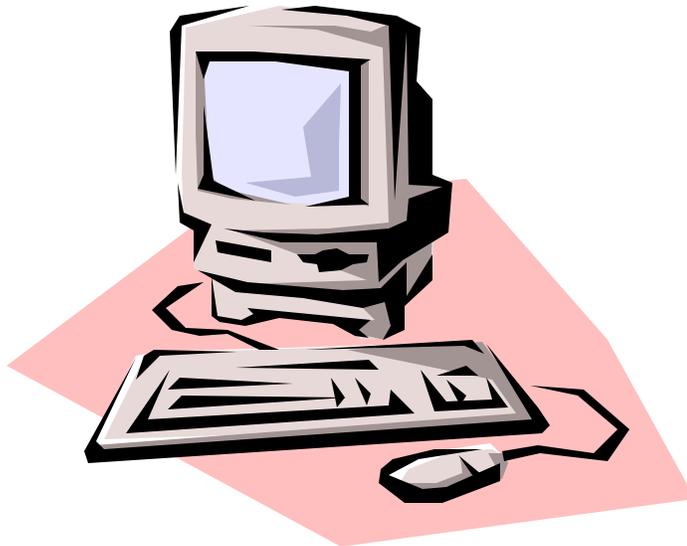




United States Department of Agriculture

APC/LAPC PCMS USER'S GUIDE



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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 Windows-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

SOFTWARE INSTALLATION

PCMS software is accessed either through the USDA Procurement Internet web site at <http://www.usda.gov/da/procure.html> or directly through the USDA Intranet download site at <http://www.hqnet.usda.gov/pcms>.

NOTE: Before installing this software check with your Agency's procedures for software installation. Most agencies have their own distribution method for installing software.

Preparing for Software Installation

Before installing 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
- ◆ TCP/IP address compatible with current version of ORACLE TCP/IP and SQL*Net Version 2.1.4. Agencies must use FTS2000.
- ◆ Ability to connect to NFC UNIX server via USDA TCP/IP network
- ◆ ORACLE Discoverer 2000 for Windows for data query applications

PCMS Download Instructions

1. Using your Internet browser, go to the USDA Intranet site, <http://www.hqnet.usda.gov/pcms>.
2. Click on the appropriate PCMSv4.0 application to download. For most users this will be the pcmsv40_60.exe with ORACLE Forms 6.0.

In selecting an application, you must know whether you have an ORACLE Forms package on your computer and if so, what type. If in doubt as to which PCMSv4.0 application to download, either ask your IT support personnel or refer to the TIP below to make the determination yourself.

NOTE: For PCMSv4.0 Windows NT users only – The person logged on to the computer must be the System Administrator in order to install/uninstall PCMSv4.0.

FOR AGENCIES THAT USE ORACLE FORMS 6.0:

[pcmsv40_60.exe](#)

File size 53.7 MB

(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

[pcmsv40s_60.exe](#)

File size 2.11 MB

(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

FOR NT USERS ONLY:

[pcmsv40_nt_60.exe](#)

File size 62.0MB

(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

[pcmsv40s_nt_60.exe](#)

File size 2.11MB

(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

FOR AGENCIES THAT USE ORACLE FORMS 5.0 USERS:

[pcmsv40_50.exe](#)

File size 23.3 MB

(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

[pcmsv40s_50.exe](#)

File size 2.01 MB

(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

FOR NT USERS ONLY:

[pcmsv40_nt_50.exe](#)

File size 23.5MB

(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

[pcmsv40s_nt_50.exe](#)

File size 2.06MB

(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

NOTE: The ORACLE Forms 5.0 version (without run-time) should be used only if other ORACLE Forms 5.0 applications exist on your computer.

3. From the File Download window, click on **save this program to disk** and press **[OK]**. Save the program to your **C:** drive (recommend C:\Download). Note where you saved the application.
4. If the Download Complete window appears, press **[Close]**.

TIP:

Determining Whether You Have An ORACLE Forms Package:

1. Using Windows Explorer, click on your **C:** drive.
2. Look on your C: drive to see whether you have an **Orawin** or **Orawin95** folder. If you do not, go ahead and load pcmsv40_60.exe. Otherwise, go to step 3.
3. Double-click on either the **Orawin** or **Orawin95** folder.
4. Look to see whether you have a **Forms50** or **Forms60** folder. If you have Forms50, download pcmsv40_50.exe or pcmsv40s_50.exe. If you have Forms60, download pcmsv40_60.exe or pcmsv40s_60.exe.

NOTE FOR NT USERS: All Rural Development, NRCS, and FSA users, read the "[NT README FILE](#)" located at the USDA Intranet site, <http://www.hqnet.usda.gov/pcms>. For any other agencies using NT, look on your C: drive to see whether you have an NT Orawin folder. If you do not, go ahead and load pcmsv40_nt_60.exe. If you do have an NT Orawin folder, see whether you have a Forms50 or Forms60

folder. If you have Forms50, download pcmsv40_nt_50.exe or pcmsv40s_nt_50.exe. If you have Forms60, download pcmsv40_nt_60.exe or pcmsv40s_nt_60.exe.

PCMS Installation Instructions

1. Open Windows Explorer.
2. Double-click on the folder in your **C:** drive where the application file was saved.
3. Double-click on the self-extracting application file, **pcmsv40(_60 or _50)**, **pcmsv40s(_60 or _50)**, **pcmsv40_nt(_60 or _50)**, or **pcmsv40_nt(_60 or _50)**, you downloaded.
4. From the WinZip Self-Extracting File window, unzip the file to **C:** and press the **[Unzip]** button. Enter the unzip password, **pcit**, and press **[OK]**. When unzip is complete, press **[OK]** and then **[Close]**.
5. Press **[F5]** to refresh Windows Explorer, locate **C:\pcmsv40(_60 or _50)**, **pcmsv40s(_60 or _50)**, **pcmsv40s_nt(_60 or _50)**, or **pcmsv40s_nt(_60 or _50)**, and double-click on it. Click on **Disk 1** and then double-click on the **Setup** application (will appear as either **Setup** or **Setup.exe**) to install the software.
6. Enter the following screen responses to proceed with the installation process. Note that the items marked in *italics* are additional actions pertaining only to pcmsv40s.

Screen

InstallShield Welcome

Response

Press [Next].

License Agreement

Press [Yes].

Customer Information

*Enter "1" in Serial field.
Press [Next].*

Choose Destination Location (C: drive)

Press [Next].

Setup Type (Typical)

Press [Next].

Select Program Folder (Purchase Card Management System should be selected.) (*PCMSv40s*)

Press [Next].

Start Copying Files

Press [Next].

InstallShield Wizard Complete

Press [Finish].

7. Click on **File>Close** to close Windows Explorer.
8. From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0** to access the application and verify installation after the completion of the installation process.
9. Return to Windows Explorer. Go to the **C:** drive and the folder in which you initially downloaded the **pcmsv40(_60 or _50)**, **pcmsv40s(_60 or 50)**, **pcmsv40_nt(_60 or _50)**, or **pcmsv40_nt(_60 or _50)** application from the Intranet (e.g., C:\Download\pcms40_60.exe) and delete it, as well as the folder to which the files were unzipped (e.g., C:\pcmsv40_60). When the Confirm File Delete window appears, ignore the message and press **[Yes]**.
10. Click on **File>Close** to close Windows Explorer.

Shortcut/Desktop Icons

Follow these instructions after you have successfully installed PCMS 4.0 on your computer, and only if you want shortcut icons on your desktop.

NOTE: If after completing these instructions you receive the "**invalid userid/password**" message when attempting to log on to PCMS, you may need to contact your Departmental Program Coordinator (DPC) or Agency Program Coordinator (APC) to have your password reset.

Create a new shortcut:

1. From your Desktop, press **Start>Settings>Taskbar & Start Menu**.
2. In the Taskbar Properties window, click **Start Menu Programs**, and then press **[Advanced]** under *Customize Start Menu*.
3. In the Exploring window, double-click **Programs** located to the left under *Folders*.
4. Double-click **Purchase Card Management System Ver 4.0**.
5. Click the **right mouse button** on **PCMSv4 Prod**, and then select **Copy**. Minimize your Windows Explorer window.
6. Move your mouse to your desktop, click the **right mouse button**, and then select **Paste**. The PCMSv4 Prod icon will appear on your desktop.
7. For APCs or LAPCs *only*—restore Windows Explorer and repeat steps 5 and 6 to create a desktop icon for SAMsv2 Prod.
8. Close your Windows Explorer window, right click your mouse on the minimized Explorer window at the bottom of your desktop, and select **Close**.
9. Press **[OK]** on the Taskbar Properties window.

Uninstalling PCMSv4.0

From your desktop, click on **Start>Settings>Control Panel**. Double-click on **Add/Remove Programs**. The *Add/Remove Programs Properties* window opens. The *Install/Uninstall* tab lists all programs that can be automatically uninstalled. Use the scroll bar to the right of the program listing to locate and select **Purchase Card Management System Ver 4.0**. Press **[Add/Remove]** to launch the uninstall process. A *Confirm File Deletion* dialog box appears. Press **[OK]** to remove the application. The *Maintenance Complete* box appears. Press **[Finish]** to complete the uninstall process. Press **[OK]** to close the *Add/Remove Programs Properties* sheet.

NOTE: Uninstalling PCMSv4.0 will disable other ORACLE applications. Either reinstall PCMSv4.0 or the ORACLE application(s) to restore operability.

LOGGING ON/OFF PCMS

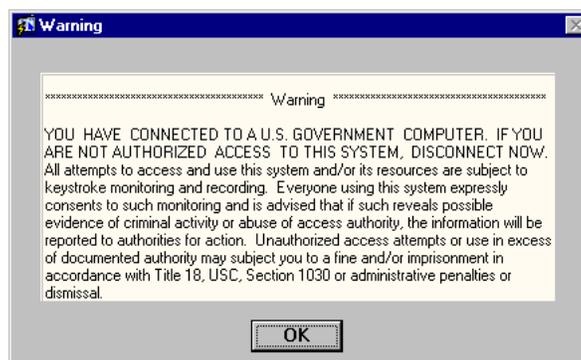
To access PCMS,

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

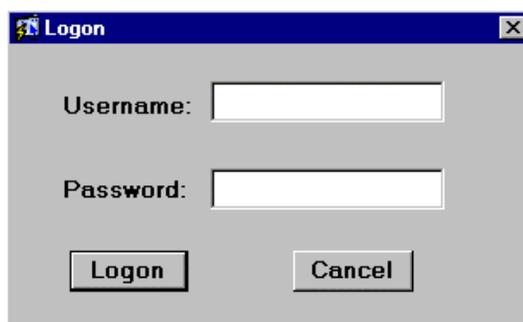
Or

From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0>PCMSv4 Prod**.

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



3. The Logon popup window appears.



Enter your **USERNAME** and **PASSWORD** and press [**Logon**]. 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, 6 to 20 positions (e.g., PCMS123)

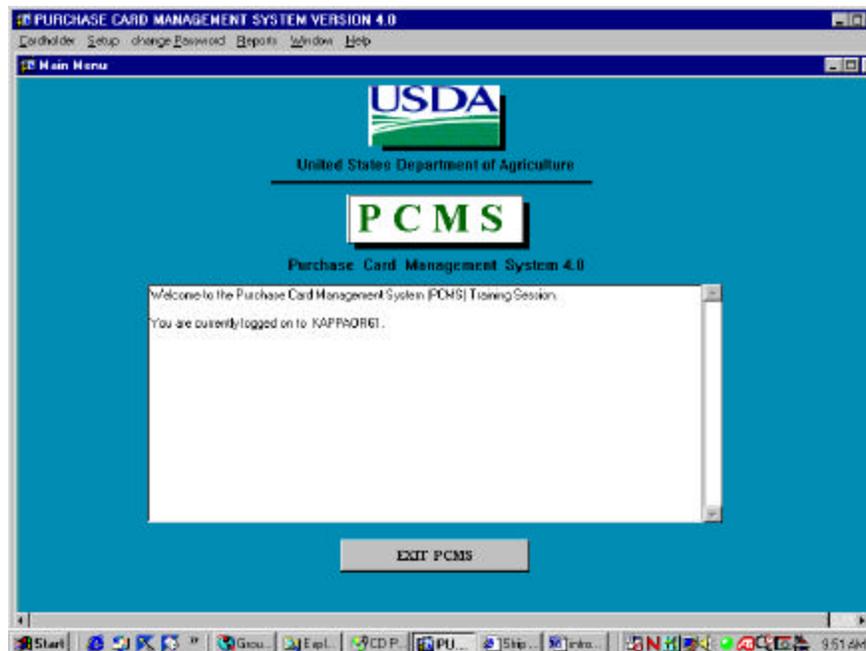
Every 90 days your password expires and must be changed. For instructions on changing passwords, refer to [Change Password](#) in this section. NOTE: If your password is within five days of expiring, a notification message will appear every time after you log in to PCMS up until the expiration date.

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

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

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

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.

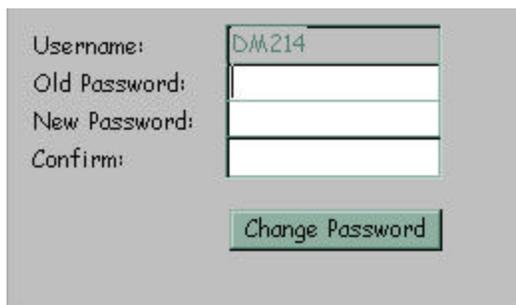
Reports

Reports is used by both the cardholder and LAPC to generate the Cardholder Report. For the cardholder, the Cardholder Report generates a listing of all transactions for that cardholder's account for a specified time period. For the LAPC, the Cardholder Report generates a Cardholder Transaction Report for a specific period of time. This report details all transaction activity for all cardholders who are assigned to that LAPC. Refer to the [Oversight Tools](#) section for complete details.

Change Password

This option allows you to change your system password.

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



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

The following are the requirements for the password:

- ◆ A password is 6 - 20 alphanumeric positions
- ◆ Must start with an alpha character
- ◆ Cannot contain spaces
- ◆ Must be different by at least 3 characters from the previous password

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

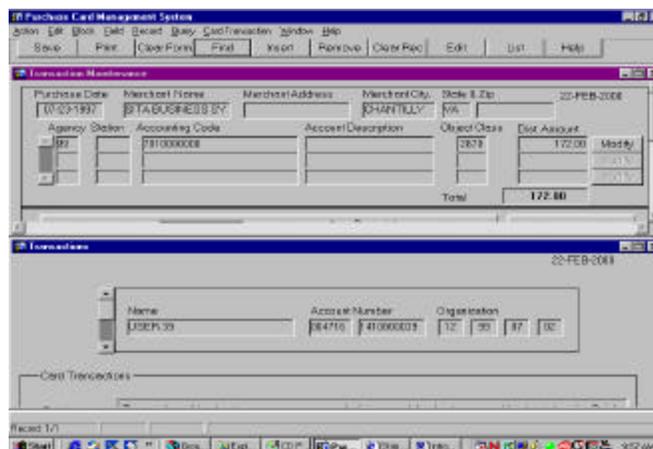
Contact your DPC/APC to reset your password if either of the following situations occur:

- ◆ The 90 days has expired and you didn't change your password
- ◆ Entered your username and password three times unsuccessfully
- ◆ Receive message that username and/or password are invalid

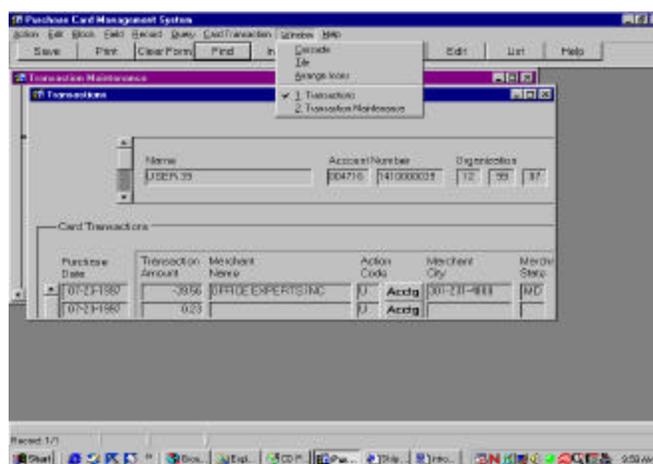
For information on user ids, refer to the [SAMS User's Guide for the Purchase Card](#).

Window

This feature allows you to rearrange open windows so that they are visible simultaneously (Example 1 below) or to retrieve a window that you have opened during the current PCMS session (Example 2).



Example 1



Example 2

The Window option appears on both menu bars provided in PCMS. Below is a description of each sub-option listed under Window:

Sub-Option	Description
Cascade	Used to arrange all open window in an overlapping format so that each title bar is visible (Example 2 above).
Tile	Used to automatically resize all open windows and arrange them to fit next to each other on the desktop (Example 1 above).
Arrange Icons	Used to arrange icons along the lower edge of the desktop.

Help

The Help option appears on both menu bars provided in PCMS. Below is a description of each sub-option listed under Help.

Sub-Option	Description
Keys	Certain keys and combination of keys are used to perform functions in PCMS (e.g., move the cursor, enter and modify data, or initiate commands to the computer). These keys may be different on different computers. To help you determine the correct keys to perform functions on your computer, PCMS provides a keyboard map that lists function names and the associated keys.
List	Used to activate a list of values, if there is one available for this field.
Display Error	Used to display error information and/or advanced help information, if available, for the field where the last error occurred.
Debug	Reserved for programmer use only.

Bulletin Board

The bulletin board, located in the center of the main menu screen, provides up-to-date news about PCMS (e.g., system upgrades and downtime, notification of specific system problems). 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.

Command	Description
Save	Enters into the database all changes to a screen.
Print	Writes the current window to a file and asks if you want to print it.
Clear Form	Clears and deletes all data in all blocks of the form.
Find	Activates a search. Press once to initiate the query mode. This allows you to enter a specific value (e.g., name) for a search. Press a second time to activate the search. NOTE: Some screens, upon initial opening, either activate a search based on the LAPC logon id or are already in the initial query mode and you just need to enter the data to be queried on and press [Find].
Insert	Inserts a new record after the current record.
Remove	In the Card Setup screen, [Remove] deletes the retrieved record from the database that <u>has not</u> been sent to the bank. Records are not permanently deleted until you save your changes to the database. Also, it will remove a line of accounting in the Profile Accounting screen. See Cardholder Setup & Maintenance for details.

Command	Description
Clear Rec	Removes the current record from the current block, reversing any unsaved (e.g., uncommitted) changes made to that record. A cleared record is not deleted from the database.
Edit	Displays the Editor popup window, allowing you to edit a field.
List	Displays a list popup window for selecting valid field entries.
Help	Displays a brief message about the current field. This button is currently inactive.

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., 09-30-1999).

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.

Option/Sub-Option	Description
Action	
Clear All	Used to clear all records from the current block and create a new record.
Save	Used to enter into the database all new or modified data entered on the form.
Print	Used to write the current window to a file, asking if you want to print it.
Exit	Used to exit the current form and return to the system command prompt.
Edit	
Cut	Used to cut an area of text after it has been selected.
Copy	Used to copy an area of text after it has been selected.
Paste	Used to paste text in paste buffer at current cursor location.
Edit	Used to display a popup window in which the operator can edit a field.

Option/Sub-Option	Description
Block	
Previous	Used to move the cursor to the previous block in the form that contains at least one entry field.
Next	Used to move the cursor to the next block in the form that contains at least one entry field.
Clear	Used to clear all records from the current block and create a new record. [Clear Block] does not delete records from the database; it only removes from the workspace.
Field	
Previous	Used to move the cursor to the previous entry field in the current record.
Next	Used to move the cursor to the next entry field in the current record.
Clear	Used to clear the content of the current field beginning at the current cursor position. If the cursor is to the right of all the characters in the field, [Clear Field] clears the field.
Duplicate	Used to copy the field value from the same field of the previous record into the current field.
Record	
Previous	Used to move the cursor to the previous record in the current block.
Next	Used to move the cursor to the next record in the current block.
Scroll Up	Used to shift the window of the current block or list up by approximately 80 percent, displaying records that are outside of the window.
Scroll Down	Used to shift the window of the current block or list down by approximately 80 percent, displaying records that are outside of the window.
Clear	Used to 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	Used to delete the retrieved record from the window and from the database. Records are not permanently deleted until you commit your changes to the database.
Insert	Used to insert a new record after the current record.
Duplicate	Used to copy 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.

Option/Sub-Option	Description
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.
Card Transaction (<i>This option is on the Transactions menu bar only.</i>)	
View Transactions	Used to display the Transactions Window.
Maintain Transactions	Used to display the Maintain Transactions Codes window.
Maintain Disputes	Used to display the dispute Maintenance window.

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 with the scroll bar to the left of the screen to view them.

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

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. Press **[Find]** 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 each record.

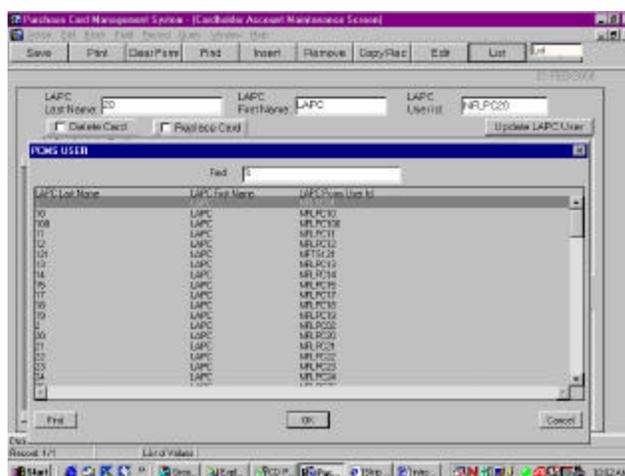
Retrieving Specific Records. Press **[Find]**, type the values you want to match in the appropriate fields, and press **[Find]** again. Use the scroll bar to the left of the screen to view each record.

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

If you are not sure of the value (e.g., name), you search for it using the wildcard (%) with the [Find] function. The [Find] function allows you to search for a specific value by entering a partial value in the field along with a wildcard (e.g., searching on the LAST NAME field, you could query with the wildcard three different ways: %MITH, SMIT%, %MIT%). 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.

Listing Valid Field Values

Some fields in the PCMS entry windows have lists from which the user may select valid field entries (e.g., LAPC User Id). If *<List of Values>* is displayed in the lower right corner of the window, there is a list available for the field in which the cursor is currently located. To access the list, press **[List]** on the command bar. A list popup window appears displaying all appropriate choices for the specific field. Refer to the screen below.



The list of user ids is displayed when the cursor is in the LAPC User Id field and [List] is pressed.

Scroll to highlight the item you want to select and press **[OK]**. The value appears in the applicable field. Other related fields will also be populated based on your selection (e.g., LAPC User Id – LAPC name and address fields are populated along with the Id field).

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 press **[OK]** to acknowledge that you have read the message.

SECTION II. CARDHOLDER SETUP & MAINTENANCE

CARDHOLDER SETUP

Cardholder Setup is a sub-option of the Setup menu option on the PCMS Main Menu. This sub-option is used 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 Cardholder Setup is selected, the Cardholder Account Maintenance Screen (CAMS) appears.

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

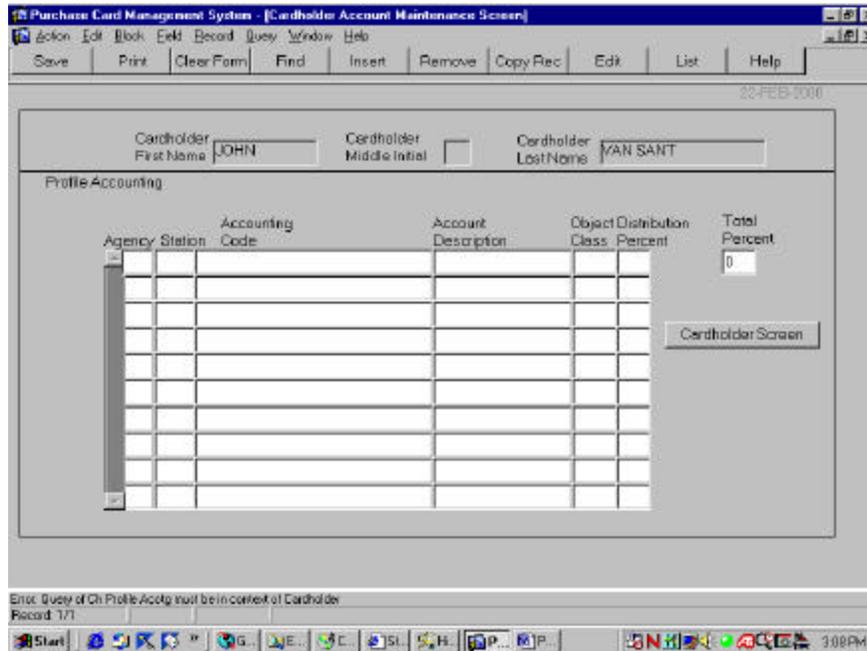
Fieldname	Description
LAPC FIRST NAME	The LAPC's first name. (Required, alphanumeric, maximum 12 positions)
LAPC MIDDLE INITIAL	The LAPC's middle initial. (Required, alphanumeric, 1 position)
LAPC LAST NAME	The LAPC's last name. (Required, alphanumeric, maximum 20 positions)

Fieldname	Description
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)
[UPDATE LAPC USER]	This button displays the LAPC User window. This window allows you to update LAPC user information. Refer to Update LAPC for complete details.
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.
<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	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)

Fieldname	Description
OFFICE ZIP CODE EXT	The cardholder's office zip code extension. The field defaults to all zeros. (Numeric, 5 positions)
FOREIGN ADDRESS?	Indicate whether the cardholder's office is located outside of the United States. Y = Yes N = No (Default)
OFFICE PHONE	Cardholder's office phone number. (Required, alphanumeric, 10 positions)
OFFICE EMAIL	Cardholder's office e-mail address.
<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'n't logo with gov'n't account number) S(tandard) – government card (gov'n't logo with gov'n't account number) (Required)
CHECKS AUTHORIZED?	Indicate whether the cardholder is authorized to use checks. Y = Yes N = No (Default) (Required)

Fieldname	Description
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.
RETURNED FM BANK	Date the cardholder record is returned with an acknowledgment from the bank.
ACCOUNT NUMBER#	The Purchase Card account number.

CAMS – Profile Accounting



Fieldname	Description
[PROFILE ACCOUNTING]	Press this button to pull up the profile accounting screen to enter the initial accounting information for the cardholder.
Profile Accounting (One or more lines of accounting can be entered.)	
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)

Fieldname	Description
OBJECT CLASS	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/da/procure/pcard/pcguide.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.

NOTE: 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.

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 **[List]** button. Select the appropriate user id to populate the LFPC Id and name fields and press **[OK]**.

Querying for Cardholder Records

- ◆ To query all records assigned to the user id you used to log on to PCMS, press **[Find]** twice. All records will be listed. Use the active scroll bar to the left of the cardholder information to view each record.
- ◆ To query cardholder records under a specific LAPC:
 1. Press **[Find]**.
 2. Place the cursor in the **LAPC USER ID** field and press the **[List]** button. Select the appropriate id to populate the LAPC Id and name fields and press **[OK]**.
 3. Press **[Find]** again. The screen will populate with the first of the cardholders listed under that LAPC.
 4. The scroll bar to the left of the cardholder information will be active, allowing you to view each record.

- ◆ To query for a specific record, use the cardholder's **SSN**, **FIRST NAME** and/or **LAST NAME**. Use the steps below:
 1. Press **[Find]**.
 2. Enter the cardholder's **SSN**, or **FIRST NAME** and **LAST NAME**, or **LAST NAME** and press **[Find]**. If you query by **LAST NAME**, the system will retrieve all records by that name. Use the scroll bar to the left of the card to view each record to find the one you need.

Setting Up a New Cardholder

1. Place your cursor in the LAPC USER ID field and press **[List]**. 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. Press **[Profile Accounting]** to enter the appropriate profile accounting for the cardholder. Enter the accounting information with reference to the table above. Refer to [Profile Accounting](#) later in this section for additional details on entering data.
5. Press **[Save]**. The DATE SENT TO BANK field is populated after the batch run processes the record and sends it to the bank.

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 (DATE SENT TO BANK field is null), press **[Remove]**, then **[Save]**. The record is removed. Also, should you need to change the accounting you can do so as long as the DATE SENT TO BANK field remains null.

6. When NFC receives the bank acknowledgement for the cardholder's record, the DATE RETURNED FROM BANK and ACCOUNT NUMBER fields in CAMS are populated.
7. 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 **[Save]**.
2. Press **[Copy Rec]**.
3. Change the **SSN**, **FIRST NAME**, **MIDDLE INITIAL**, and **LAST NAME** to the next cardholder you need to add. Also, change any other information that is necessary (e.g., address information, detailed information about the cardholders account, profile accounting, etc.).
4. Press **[Save]**.
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 (refer to [Querying for Cardholder Records](#) discussed earlier in this section);
2. Make changes to the appropriate information in the record (review the information pertaining to modifying a cardholder's record first); and
3. Press [**Save**].

Guidelines to Modifying a Cardholder's Account

- ◆ When the LAST ACTION CODE equals "A" and the DATE SENT TO BANK field is null (blank), this indicates that the cardholder record has not yet been sent to the bank. All the fields in the Cardholder Setup screen can be modified, including profile accounting.
To modify an item put the cursor in the field and highlight the item, then type in the new value. Save the record. After you save the record, the LAST ACTION CODE remains an "A" because the record has not gone to the bank.
- ◆ When the LAST ACTION CODE equals "A, M, or R" and the DATE SENT TO BANK field is not null but the DATE RETURNED FROM BANK field is null, this indicates that the cardholder's record was sent to the bank but has not yet returned. No updates can be made to this record until the DATE RETURNED FROM BANK field is not null.
- ◆ When the LAST ACTION CODE equals "A, M, or R" and the DATE SENT TO BANK and DATE RETURNED FM BANK fields are not null, this indicates that the cardholder's record was returned from the bank. Most fields in the Cardholder Setup screen, except for profile accounting, can be modified. To update profile accounting you must select the Profile Accounting sub-option from the Cardholder menu. (Refer to [Profile Accounting](#) later in this section.)

Replacement Cards

When a card has been damaged, click on the box to the left of **REPLACE CARD** and press [**Save**]. The record sent to the bank will contain an action code of "R" 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 an "R".

If you realize that there are modifications you also need to make to this record and the SENT TO BANK field is still null, click in the box to the left of **REPLACE CARD** to unmark it for replacement. You will get a message inquiring if you want to replace or modify the record. Press the [**Modify**] button. Make your modifications and press [**Save**].

Delete a Card

When a cardholder no longer requires a purchase card, click on the box to the left of **DELETE CARD** and press [Save]. 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 FM 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 NFC 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, NFC 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 up 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

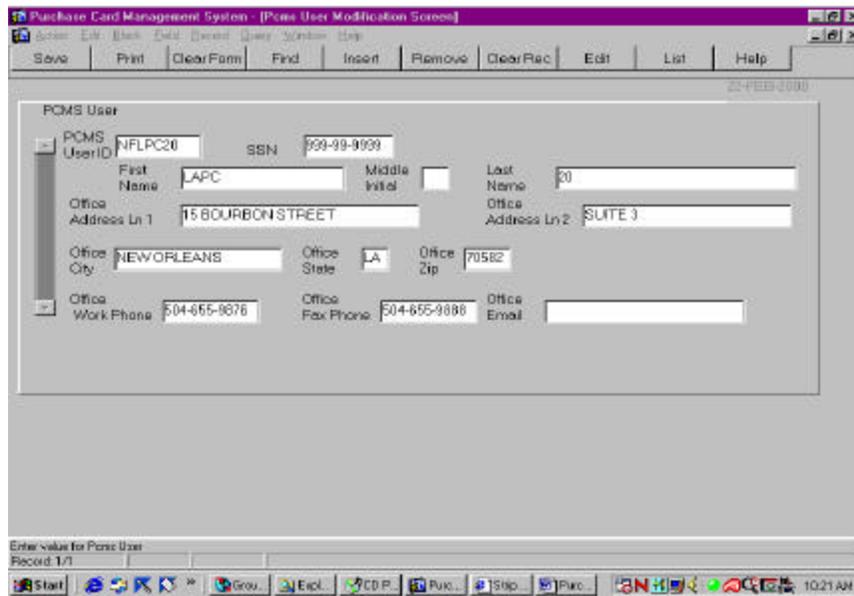
1. Cardholder name
2. Account number
3. Deactivation date or period (e.g., June 1 – September 30)
4. LAPC name
5. LAPC hierarchy (Dept., Agency, Region)
6. LAPC telephone number
7. Request confirmation by e-mail

Update LAPC

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

Updating an Existing LAPC

When you go into CAMS, press **[Find]**. Place the cursor in the LAPC User Id field and press **[List]**. Select the appropriate LAPC and press **[OK]**. With the LAPC fields populated, press **[Find]** 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 null. Press **[Update LAPC User]**. The PCMS User Modification Screen appears:



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 LN 1	The LAPC's office address. (Required, alphanumeric, maximum 36 positions)
OFFICE ADDRESS LN 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)

Fieldname	Description
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, press [**Save**], and then **Action>Exit** to return to the CAMS screen. Press [**Save**] again; the LAST ACTION CODE will change to M(odified). Click on **Action>Exit** to return to the Main Menu.

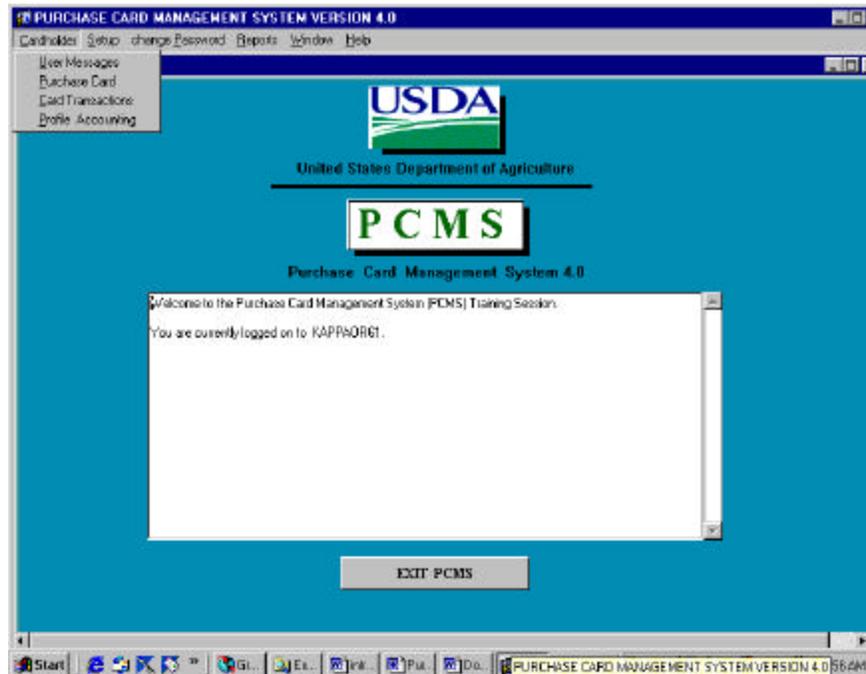
NOTE: If the LFPC's name needs to be changed, it should be done through SAMS. Once the change is made and the batch process has run in SAMS, the name will be updated in PCMS. EXTRA NOTE: If the system fails to do this, you can go into PCMS and update the name.

Updating a New LAPC

Access to PCMS for an APC/LAPC is first established in SAMS. Refer to the [SAMS User's Guide for the Purchase Card](#) for details. After the batch process has run in SAMS, the new APC/LAPC will appear in PCMS with a user id and name. Detailed information (address, phone number, etc.) will need to be added through the PCMS User Modification Screen in CAMS. When you query on the new LAPC user id to add a cardholder record, the system will alert you to update the LAPC information. Press [**OK**] and the PCMS User Modification Screen will appear. After entering all appropriate LAPC information, press [**Save**], then **Action>Exit** to return to CAMS. Continue with adding the new cardholder record

CARDHOLDER MENU

The Cardholder menu provides sub-options enabling LAPCs to manage their cardholder accounts. After you select this menu option, the Cardholder drop-down menu displays four sub-options:



Below is a brief description of each option:

User Messages. For LAPCs to monitor alerts on cardholder accounts.

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

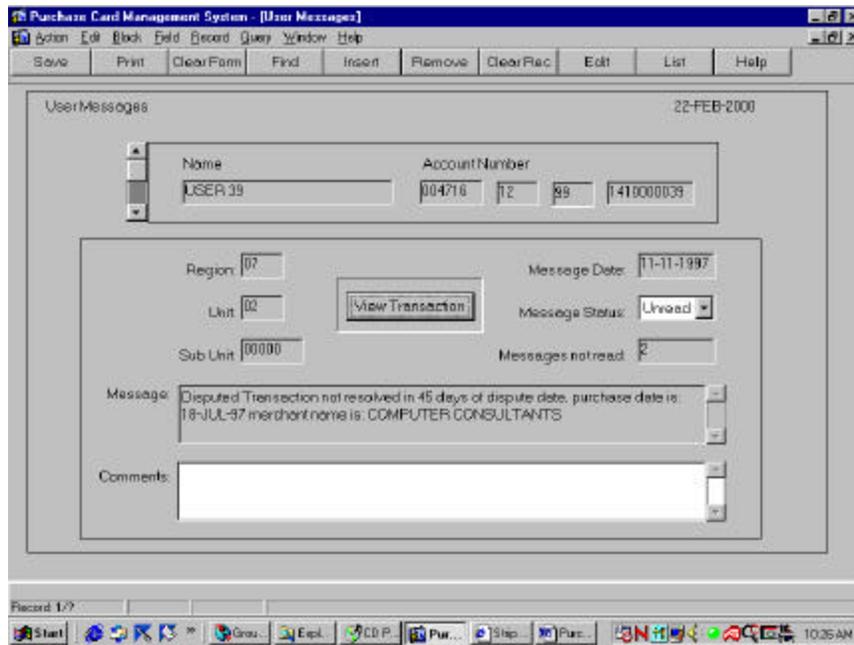
Card Transactions. For LAPCs to review cardholder transactions, monitoring the status of transaction reconciliation and disputes.

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

User Messages

The User Messages screen features the alerts and statistical sampling oversight tools provided by PCMS for LAPCs to regularly monitor in order to provide oversight to cardholder accounts and transactions. LAPCs will receive a copy of each alert sent to their cardholders. For complete details on handling alerts and statistical sampling, refer to [Oversight Tools](#).

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



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.)

Fieldname	Description
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: <i>Unread</i> or <i>Read</i> . 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)
[View Transactions]	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:

1. When you access User Messages, the system will automatically query all unread messages for the LAPC user id that was used to log into PCMS.
2. To query all messages, read and unread, press **[Find]** twice. Read messages will appear first.
3. To retrieve a specific message or group of messages, press **[Find]** and enter data into any one of the fields listed in the table above as a query field for a specific search and press **[Find]**.

There is a list of values available for the NAME field. Press **[Find]** and place the cursor in the **NAME** field and press the **[List]** button. The drop-down list appears, make a selection, and press **[OK]**. The screen will be populated with the data for that cardholder.

4. To query Read or Unread messages only, press **[Find]**, change **MESSAGE STATUS** to **Read** or **Unread**, and press **[Find]** again.
5. To query statistical sampling messages, press **[Find]**, enter **%Stat%** in the **MESSAGE** field, and press **[Find]**. NOTE: Text in this field is case sensitive.

Reading Messages

User Messages detail the alerts and statistical samplings setup in PCMS to aid the LAPC in ensuring the accuracy of their cardholder accounts and to prevent fraud, waste, and abuse. Refer to [Oversight Tools](#) for details in responding to these messages.

After querying the messages, the scroll bar will become active if there is more than one message. Click on the scroll bar to the left of the NAME field to view each message. After responding appropriately to a

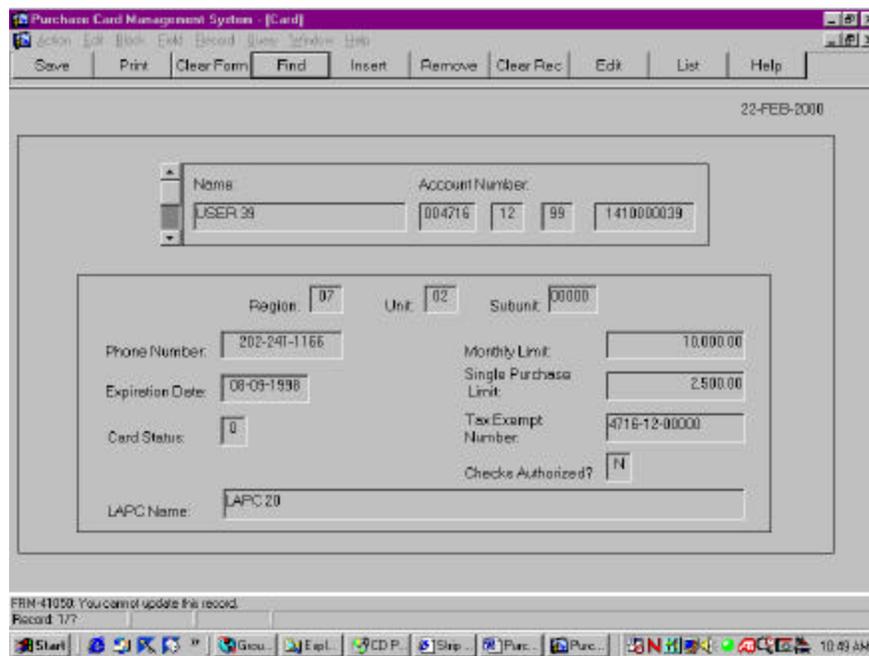
user message, click the **[Down Arrow]** next to “Unread” in the **MESSAGE STATUS** field and select **Read**. Enter any details (if appropriate) pertaining to the message in the **COMMENTS** field. Press **[Save]**.

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

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 (Each part of this field can be queried.)
REGION	The second position in the agency organizational structure code for that cardholder. (Query field.)

Fieldname	Description
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:

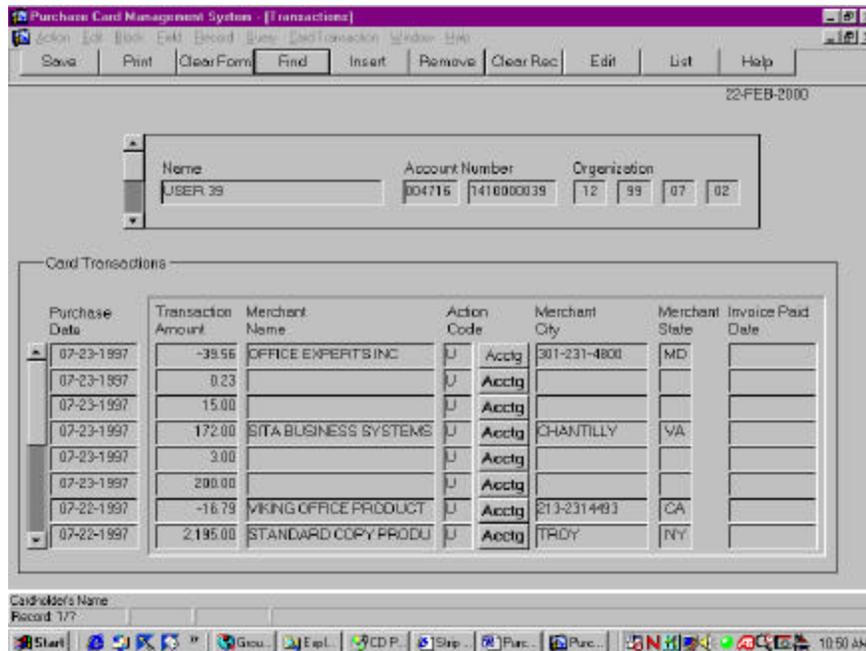
1. When you access Purchase Card, the system automatically queries in one of two ways:
 - If you have just logged into PCMS and not viewed any other cardholder records under the Cardholder menu, all the cardholder records are listed with an active toolbar to the left to view each one.
 - If you have 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 (attached to the user id used to log into PCMS), press **[Find]** twice.
3. To retrieve a specific cardholder or group of cardholders, press **[Find]** and enter data into any one of the fields listed in the table above as a query field for a specific search and press **[Find]** again.

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. **LAPCs 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.



The following is a brief description of each field on the Transactions 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 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 (Each part of this field can be queried.)

Fieldname	Description
Card Transactions (Any of the following fields can be queried on. Use the scroll bar to view all the fields.)	
PURCHASE DATE	The date the purchase was made.
TRANSACTION AMOUNT	The amount of the purchase.
MERCHANT NAME	The name of the merchant where the transaction took place.
ACTION CODE	The current action on the transaction: A = Approved D = Disputed R = Resolved Q = Questionable P = Partial U = Unapproved
[ACCTG]	Displays Transaction Maintenance screen with the transaction details. Transaction reconciliation is completed through the transaction Maintenance screen.
MERCHANT CITY	The merchant's city name.
MERCHANT STATE	The abbreviation for the merchant's state and county.
INVOICE PAID DATE	The date the invoice was paid. NOTE: If this field is blank, it means the invoice has not been paid.

Querying Transactions

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

1. To query all cardholder records, press **[Find]**. Use the scroll bar to the left of the NAME field to view all cardholders (attached to the user id used to log into PCMS) and their transactions.
2. To query a specific cardholder record, press **[Find]** and enter data in any one of the fields in the top region of the screen (i.e., NAME, ACCOUNT NUMBER, ORGANIZATION) for a specific search, and then press **[Find]**.
3. There is a list of values available for the NAME field. Place the cursor in the NAME field, press **[Find]**, and then press the **[List]** 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.
4. To query for specific transactions in a cardholder's record:
 - a. Query up the cardholder's record (see #2 above).
 - b. Position the cursor in any field in the Card Transaction area and press **[Clear Form]**. The cardholder's name, account, and organization information remain while all fields in the Card Transaction area are cleared.
 - c. Any field in the Card Transaction area can be queried on. Press **[Find]**. Enter the appropriate query data and press **[Find]** again.

For example:

Enter an “A” in the ACTION CODE field to query all Approved transactions.

OR

View transaction amounts within a dollar range by placing > or < and the dollar amount in the TRANSACTION AMOUNT field (e.g., >50).

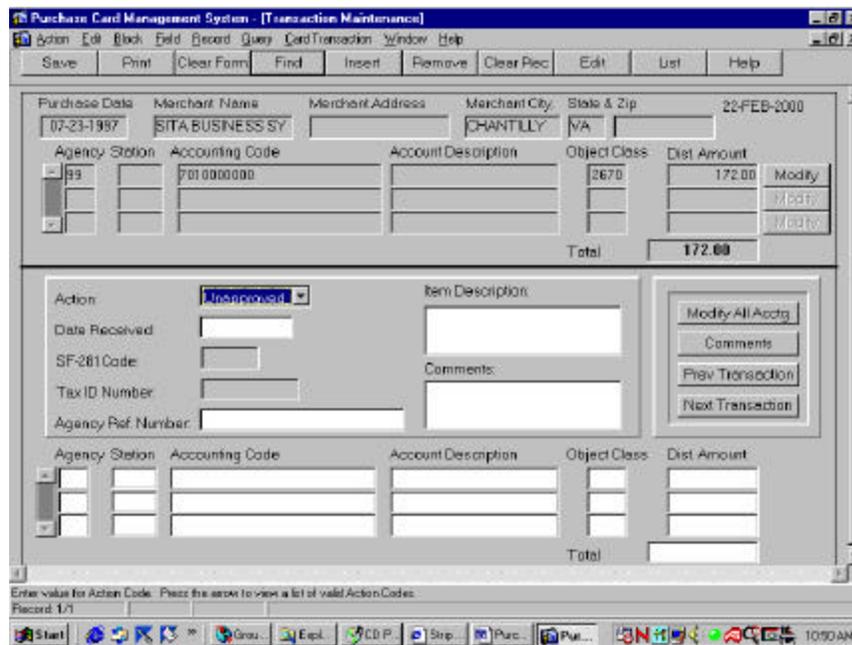
Viewing Transactions

To view a transaction, press [**Acctg**] next to the transaction of interest. The Transaction Maintenance screen appears detailing the transaction you selected. To return to the Transaction screen, click **Card Transaction>View Transactions** from the menu bar at the top of the screen.

Reconciling Transactions

To reconcile accounting data for a specific transaction, press [**Acctg**] next to that transaction. The Transaction Maintenance window is displayed showing additional transaction and accounting data for the transaction selected.

REMEMBER: Only the cardholder can reconcile their transactions. The instructions that follow are written from the cardholder’s perspective.



Each field described below identifies the current transaction:

Fieldname	Description
PURCHASE DATE	The date the purchase was made.
MERCHANT NAME	The merchant’s name.

Fieldname	Description
MERCHANT ADDRESS	The street address of the merchant where the purchase was made. (If writing a check, the cardholder must type the merchant's street address.) (Alphanumeric, maximum 25 positions)
MERCHANT CITY	The city where the merchant is located. (If writing a check, the cardholder must type the merchant's city.) (Alphanumeric, maximum 25 positions)
MERCHANT STATE	The state where the merchant is located. (If writing a check, the cardholder must type the merchant's state.) (Alphanumeric, maximum 2 positions)
MERCHANT ZIP	The Zip Code of the merchant where the purchase took place.
Current Accounting Fields (The following fields identify the current accounting that the transaction is charged against.)	
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 the accounting code.
OBJECT CLASS	The BOCC. This code defines the nature of the services or goods being obligated. Refer to the Budget Object Classification Codes document at http://www.usda.gov/da/procure/pcard/pcguide.htm for a complete BOCC listing.
DIST AMOUNT	The amount of this transaction to be applied to this accounting code.
TOTAL	The total amount of the transaction.
Transaction Reconciliation Fields (Complete the following fields when reconciling the transaction.)	
ACTION	Select the appropriate action code from the associated drop-down menu: Approved Disputed* Resolved Questionable Partial Unapproved (Required) *Refer to <i>Disputing a Transaction</i> below.
DATE RECEIVED	Type the date the goods were received by the purchaser. (Date, 8 positions)

Fieldname	Description
SF-281 CODE	Type the SF-281 code for the purchases over \$2500. A list of values of values is available for this field. Refer to the Definition of SF-281 Codes document at http://www.usda.gov/da/procure/pcard/pcguide.htm for a complete listing of SF-281 codes. (Alpha, 2 positions)
TAX ID NUMBER	Type the merchant's tax identification number or employee's SSN. (The cardholder does this only if writing a check.) A list of values is available for this field. (Numeric, 10 positions)
AGENCY REF NUMBER	Type the agency reference number. (Alpha, maximum 32 positions)
ITEM DESCRIPTION	Type the textual description of the items purchased. (If a check, the check number appears here.) (Alphanumeric, maximum 200 positions)
COMMENTS	Type any comments. (Alphanumeric, maximum 240 positions)
<i>Only populate the following fields if the accounting is changing for the transaction.</i>	
AGENCY	Type the agency code. (Numeric, 2 positions)
STATION	Type the accounting station code, if applicable. (Numeric, 4 positions)
ACCOUNTING CODE	Type the accounting code against which this portion of the transaction is to be charged. A list of values is available for this field. (Alphanumeric, maximum 25 positions)
ACCOUNT DESCRIPTION	Type the account description of the accounting code. (Alpha, maximum 20 positions)
OBJECT CLASS	Type the BOCC. This code defines the nature of the goods or services being obligated. A list of values is available for this field. (Numeric, 4 positions)
DIST AMOUNT	Type the amount of this transaction to be applied to this accounting code. (Required, numeric, maximum 9 positions)
TOTAL	The total amount of the transaction.

- ◆ To display comments about a particular line of accounting, place the cursor on that line of accounting and press [**Comments**].
- ◆ To display the previous transaction, press [**Previous Transaction**].
- ◆ To display the next transaction, press [**Next Transaction**].
- ◆ To display the details of a dispute, click **Card Transaction>Maintain Disputes** from the menu bar.

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

- ◆ To modify a line of accounting that is currently attached to the transaction, click [**Modify**] next to the line you want to change. That line is 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 [**Modify All Acctg**]. All the current lines of accounting are copied to the bottom part of the window. Change the data as needed.
- ◆ You are free to type the accounting information into the fields displayed in the bottom part of the screen. After modifying all accounting, click [**Save**] to update the database.
- ◆ To return to the PCMS Main Menu, select **Action>Exit**.

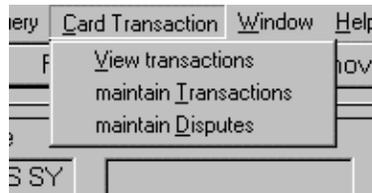
Disputing a Transaction

Keep in mind that transactions are paid, then 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. From the Transaction Maintenance screen, select **Dispute** for the ACTION field. You will receive the following message, “This dispute will not be faxed to the bank until after it has been paid.” Press [**OK**]. If the dispute is over merchandise not

received, leave the DATE RECEIVED field blank until the merchandise is actually received. Fill out the rest of the fields on the Transaction Maintenance screen as described in [Reconciling Transactions](#) above.

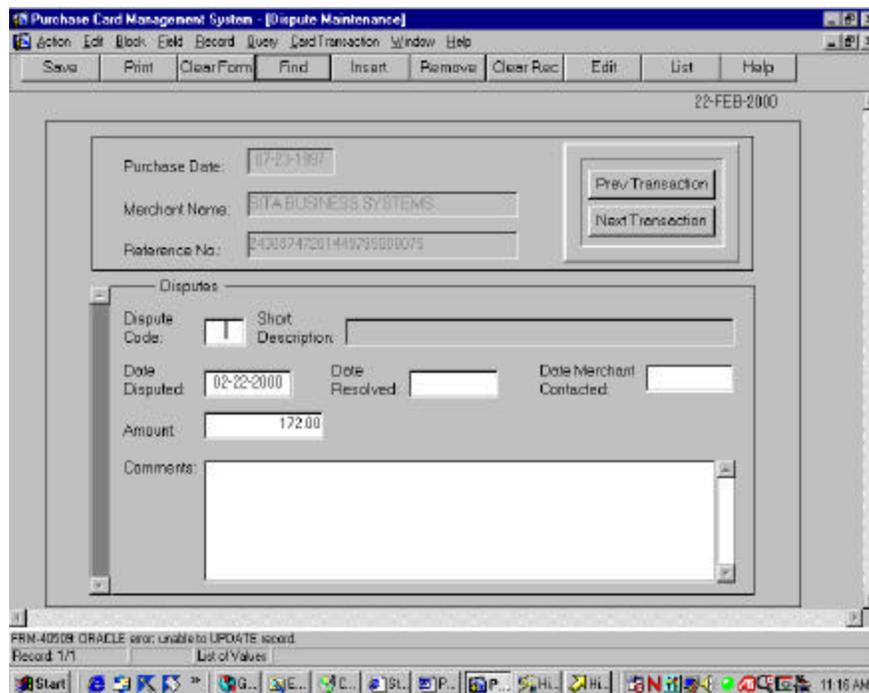
Now, go to the Dispute Maintenance screen by selecting **Card Transaction>Maintain Disputes** from the menu bar.



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

You cannot dispute check transactions!

The Dispute Maintenance screen appears.



Complete the fields as follows:

Fieldname	Description
<i>The system populates the following base information to initiate the dispute.</i>	
PURCHASE DATE	The date the purchase was made.
MERCHANT NAME	The merchant's name.

Fieldname	Description
REFERENCE NUMBER	The number assigned to the transaction by the input source.
Disputes (The following fields must be populated detailing the dispute and its resolution.)	
DISPUTE CODE	Enter the appropriate dispute code. Press [List] for a list of valid codes is available. 1 – Unauthorized mail or phone order 2 – Duplicate processing – the date of the first transaction was 3A – Merchandise or service not received in the amount of 3B – Merchandise or service not received in the amount of 4 – Merchandise returned in the amount of 5 – Credit not received 6 – Alteration of amount 7 – Inadequate description/unrecognized charge 8 – Copy request 9A – Services not received 9B – Services not received 10 – Not as described 11 – None of the above (Alphanumeric, maximum 3 positions)
SHORT DESCRIPTION	The description associated with the dispute code. This data is displayed when a dispute code is entered.
DATE DISPUTED	The current date is generated. Tab to the next field to accept this date, or type the correct date (mm-dd-yyyy). This field should reflect the actual date the dispute was initiated. (Date, 8 positions)
DATE RESOLVED	Type the date (mm-dd-yyyy) the dispute was resolved. Refer to <i>Resolving Disputes</i> below. (Date, 8 positions)
DATE MERCHANT CONTACTED	Type the date (mm-dd-yyyy) the merchant was contacted. (Date, 8 positions)
AMOUNT	Type the amount in dispute. (Required, numeric, 11 positions)
COMMENTS	Type any comments. If Dispute Code 11 is selected, additional comments are required. (Alphanumeric, maximum 240 positions)

After keying in the dispute data, press **[Save]** to update the database. You are returned to the Transactions screen. To return to the PCMS Main Menu, select **Action>Exit**.

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.

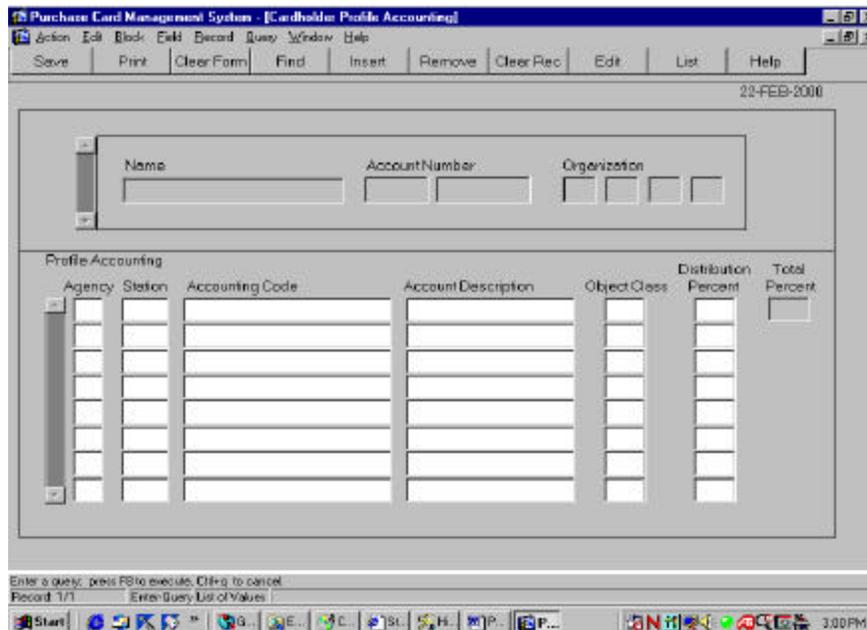
Pull up the Dispute Maintenance screen for the disputed transaction. Enter the **DATE RESOLVED**, select **Card Transaction>Maintain Transactions**, change the accounting information, if necessary, and change the **ACTION** to **Resolved**. Press [Save].

Pull up the Transaction Maintenance screen for the bank credit on the disputed transaction. Update the screen according to the table above in [Reconciling Transactions](#) and enter **Approved** in the **ACTION** field. Press [Save]. NOTE: If you changed the accounting in the disputed transaction, you must also change it in the credit transaction. Accounting must be the same.

Profile Accounting

The Profile Accounting screen allows you 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 cardholder changes their profile accounting 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.

Fieldname	Description
ACCOUNT NUMBER	<p>This field contains two parts:</p> <ul style="list-style-type: none"> • The cardholder’s program code • The last 10 digits of the purchase card account number <p>(Each part of this field can be queried.)</p>
ORGANIZATION	<p>This field contains four parts:</p> <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 <p>(Each part of this field can be queried.)</p>
<p>Profile Accounting <i>(The accounting codes that purchases are to be charged against.)</i></p>	
AGENCY	<p>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.</p> <p>(Optional, numeric, 2 positions)</p>
STATION	<p>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.</p> <p>(Optional, numeric, 4 positions)</p>
ACCOUNTING CODE	<p>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.</p> <p>(Required, alphanumeric, maximum 25 positions)</p>
ACCOUNT DESCRIPTION	<p>Type the account description of the accounting code.</p> <p>(Alpha, maximum 20 positions)</p>
OBJECT CLASS	<p>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/da/procure/pcard/pcguide.htm for a complete BOCC listing.</p> <p>(Required)</p>
DISTRIBUTION PERCENT	<p>Indicate the percentage of this account to be applied to the transaction amount.</p> <p>(Required, maximum 3 positions)</p>
TOTAL PERCENT	<p>Non-entry field. The total percentage to be applied to the transaction amount. This field must equal 100 percent.</p>

Fieldname	Description
<i>Changes can be made to the following fields:</i>	
AGENCY	The agency code that the purchase is to be charged against. (Numeric, 4 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	(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 **[Find]** 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 **[Find]** 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 **[Find]**.
4. There is a list of values available for the NAME field. Place the cursor in the NAME field, press **[Find]**, and then press the **[List]** 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.

Updating Records

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

1. To completely change a line of accounting, place the cursor anywhere on that specific line and press **[Remove]**. That entire line of accounting is deleted. Type in the new line of accounting.
2. To change one of the accounting fields, place the cursor in the field to be updated and type in the new information.

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

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.

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

After updating the appropriate fields, press [**Save**].

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 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 press [**Find**]. A message will appear asking if you want to commit the changes. Answer [**No**] and it will put you in the Enter Query mode. Press [**Find**] again and the original data will be displayed. At this point you can click **Action>Exit** to leave the screen.

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/da/procure.html>.

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.*

SECTION III. OVERSIGHT TOOLS

ALERTS

PCMS creates and provides alerts to assist in preventing fraud, waste, and abuse. When User Messages is accessed, all unread messages will be automatically queried upon entering the screen. Carefully read each message.

PCMS provides the following alerts:

- ◆ 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.

For LAPC's responding to an alert message pertaining to a transaction, press [**View Transaction**]. The Transactions screen appears detailing the transaction in question. Closely review the transaction details. 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 [**Save**].

STATISTICAL SAMPLING

At the User Messages window, when the “Selected for Statistical Sampling” message appears, press [View Transactions] 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 'Purchase Card Management System - (Audit Stat Sampling Window)'. The window title bar includes 'Save', 'Print', 'Clear Form', 'Find', 'Insert', 'Remove', 'Clear Rec', 'Edit', 'List', and 'Help'. The main area contains the following fields and sections:

- Name:** A052274
- Account Number:** 498887 12 11 0000261361
- CH/C:** C
- Action:** U
- Date:** 09-02-1999
- Amount:** 13.00
- Merchant Name:** NOON'S #430
- Description:** 047
- TIN:** (empty)
- Agency:** 11
- Station:** 0104
- Accounting Code:** 901601
- Object Class:** 2514
- Dist. Amount:** 13.00
- Total:** 13.00

Below the fields is a validation section with the following questions and checkboxes:

- What type of purchase/reimbursement is it?
- 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?
- Receipts were attached?
- Employee's SSN was entered?
- Regulations (i.e. Federal Acquisition and/or Travel Regulations) were followed?

At the bottom, there is a 'Comments' text area and a 'Cardholder's Name' field with 'Record: 1/1'.

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 Spot Cash Award Local Travel Misc. Expenses Tuition & Books Emergency Salary
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).

Fieldname	Description
DESCRIPTION	The textual 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-287-2 SF-1164 SF-182 AD-202 AD-343 Receipts Pkg-Slip
RECEIPTS WERE ATTACHED?	Type Y (Yes) or N (No).
EMPLOYEE'S SSN WAS ENTERED?	Type Y (Yes) or N (No).
COMMENTS	Type comments to explain any <i>No</i> answer. (Alphanumeric, 210 positions)

After providing the information requested, press [**Save**] on the menu bar to update the database. Press **Action>Exit** to return to the User Messages screen. Change the **MESSAGE STATUS** to **Read** and provide details, if necessary, in **COMMENTS**. Press [**Save**].

REPORTS MENU

Reports is an option on the PCMS Main Menu. This option provides a Cardholder Report sub-option that is used to generate a standard cardholder report showing all purchase card transactions for an account in a specified time period.

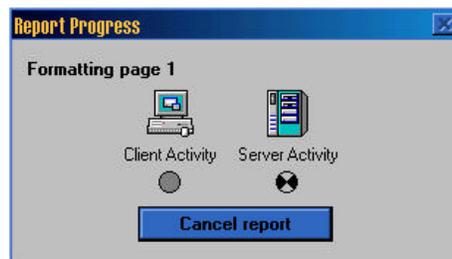
After you select the Cardholder Report option, the pfr010: Runtime Parameter Form window is displayed.

Complete the fields as follows:

Fieldname	Description
DESTYPE	<p>Select an option from the drop-down menu. Screen is the default.</p> <p><i>Screen</i> – Routes the output to the Previewer, truncates report if printed</p> <p><i>File</i> – Saves the output to a file in DESNAME.</p> <p><i>Printer</i> – Routes the output to a printer named in DESNAME.</p> <p><i>Preview</i> – Routes the output to the Previewer, does not truncate report if printed.</p> <p><i>Mail</i> – Sends the output to mail user specified in DESNAME.</p> <p>NOTE: Select Preview to ensure that the report is displayed online prior to being printed.</p>
ORIENTATION	<p>Select an option from the drop-down menu. Default is the default.</p> <p><i>Default</i> – Means use the current printer setting for orientation.</p> <p><i>Landscape</i> – Means the pages are wider than they are tall.</p> <p><i>Portrait</i> – Means the pages are taller than they are wide.</p> <p>NOTE: Select Landscape to ensure that the report is printed in a landscape (horizontal) format.</p>

Fieldname	Description
BEGIN PURCHASE DATE	Type the beginning purchase date for the report. (Date, 7 positions)
END PURCHASE DATE	Type the ending purchase date for the report. (Date, 7 positions)

Click the **Signal Light** button to generate the report to the requested destination type. The Report Progress pop-up window is displayed showing client and server activity.



To cancel the report, click [**Cancel Report**].

If you selected the Preview option in the DESTYPE field, the Cardholder Transaction Report window is displayed detailing all cardholder transaction activity for the dates specified.

PURCHASE DT	AC	AMOUNT	ACCTS ST	COMMENTS	CITY	DESCRIPTION	ST	ACCOUNTING INFORMATION
04 JAN 1999	A	-42.72	P	ORA/CUST SUPPLY CTR 88	STOCKTON	credit from disposed charge	CA	00000000000000
04 JAN 1999	A	552.49	D	LEICHTER #901	RALEIGHTON	888 pasta maker	ND	00139511000000
04 JAN 1999	A	-48.73	P	ORA/CUST SUPPLY CTR 04	FF WORTH	Office Supply Credit	TX	00107900000001
07 JAN 1999	T	-42.60	P	ORA/CUST SUPPLY CTR 90	SPRING		WA	00153400000000
08 JAN 1999	A	329.89	P	TERMINIX INC.	800-555-6100	Ink Jet Main. Cartridge	TX	00000000000000
08 JAN 1999	A	4290.50	P	PRIORITY FULFILLMENT SVC	800-EMADYTE	Backup tapes and cleaner tapes	TX	0000790011
08 JAN 1999	T	-113.45	P	MTS 3CALL FROM 647025	8005422254		CA	00000052329001
09 JAN 1999	A	001.24	P	PRIORITY FULFILLMENT SVC	800-EMADYTE		TX	00000000000000

Use the magnify buttons on the toolbar in the upper left of the window to adjust the size of the Previewer contents.

For multipage reports, use the arrow command buttons at the top left side of the window to move through the pages. Note that to the right of the **Page:** field, you can enter the page number you want to go to and then press **[Enter]**.

Press **printer picture** button if you want to print the report. You can either print the entire report or selected pages. If the report is going to print truncated, the system will notify you before printing.

Press **[X]** to return to the PCMS Main Menu.

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.