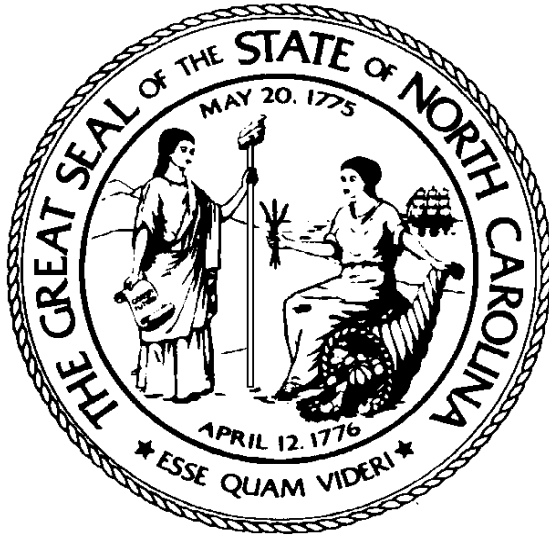


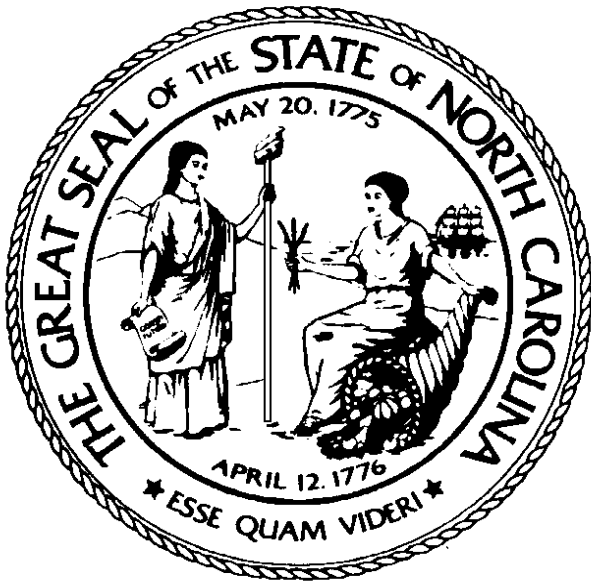
Procurement Card Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
Procurement Card
Training Course
15th Edition



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State Controller
August 6, 2009

This training was prepared by
The Office of the State Controller
<http://www.osc.nc.gov>

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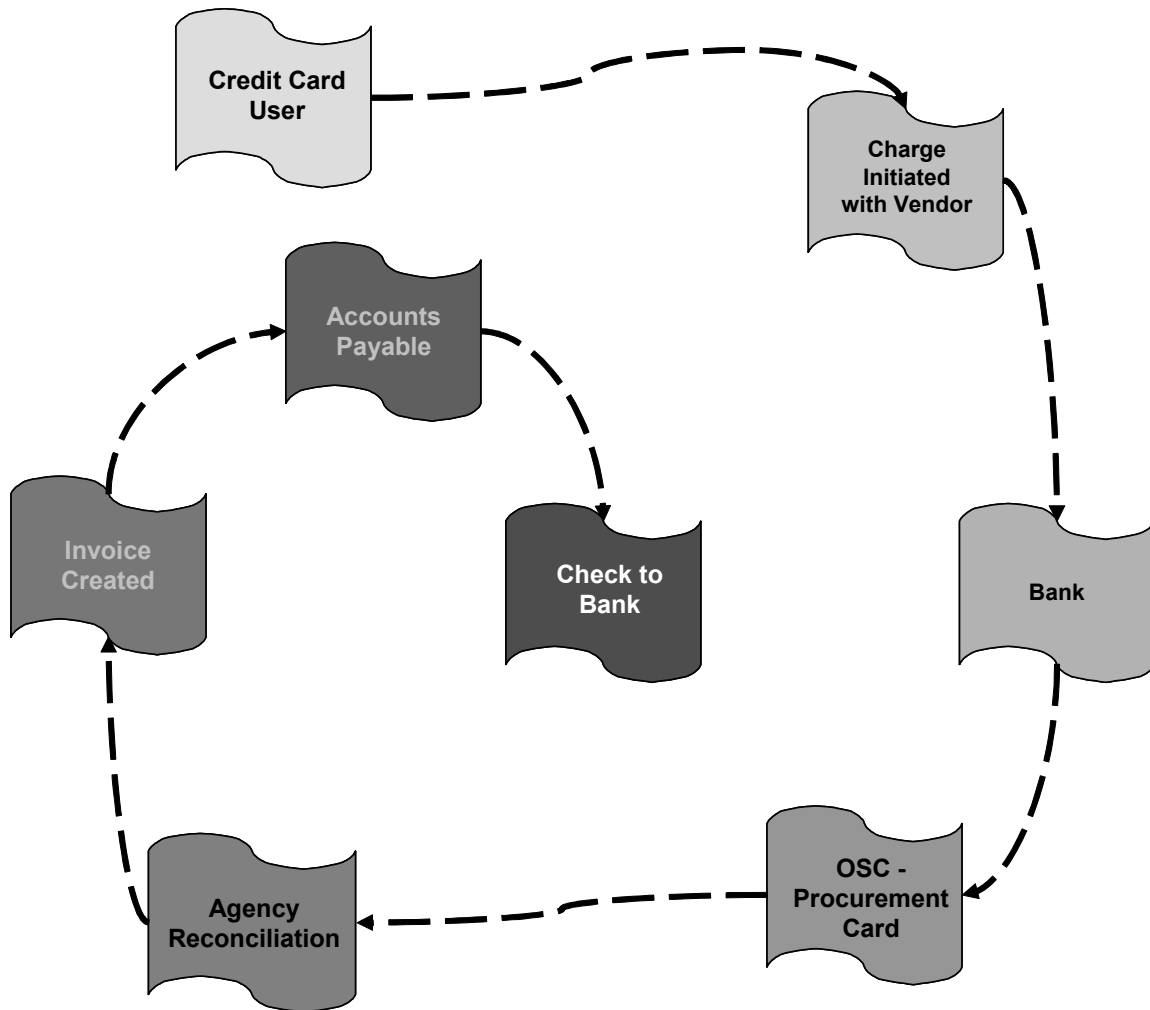
Overview

Disclaimer: The process of setting up, issuing and managing procurement card use is the responsibility of each agency. The Procurement Card (PC) module discussed in this manual helps an agency gather and manage accounting information needed from credit card transactions after a charge has taken place. Each agency needs to set up procedures to prevent misuse of the card. Agencies also need to make sure procedures and processes are in place to insure that receipts are turned in and payments are made on a timely basis.

The Procurement Card (PC) module was developed to aid agencies in the reconciling and posting of transactions charged with a procurement card (credit card). Detailed accounting data must be captured on each credit card transaction and a payment must be made to the bank on a monthly basis within a short time after receiving the bank invoice. The procurement module receives daily transaction downloads from the bank. All vendor charges received by the bank the previous day are electronically transferred to the PC module. Agency personnel reconcile these transactions. When an invoice is received from the bank, the agency initiates an invoice in the PC module that is passed to the Accounts Payable (AP) module to be paid.

To make this module easier for users to learn, the module was designed to look and operate like the other NCAS modules.

Procurement Card Process



This course has been divided into the following sections:

- System Overview
- Accessing the Procurement Card Module
- Agency Policy
- Adding Cardholders
- Cardholder Inquiry
- Reconciling Transactions
- Maintenance
- Creating Invoices
- Reviewing Suspense
- Procedures
- Reports

Screen Overview

NOTES

There are twelve screens in the PC module. They are:

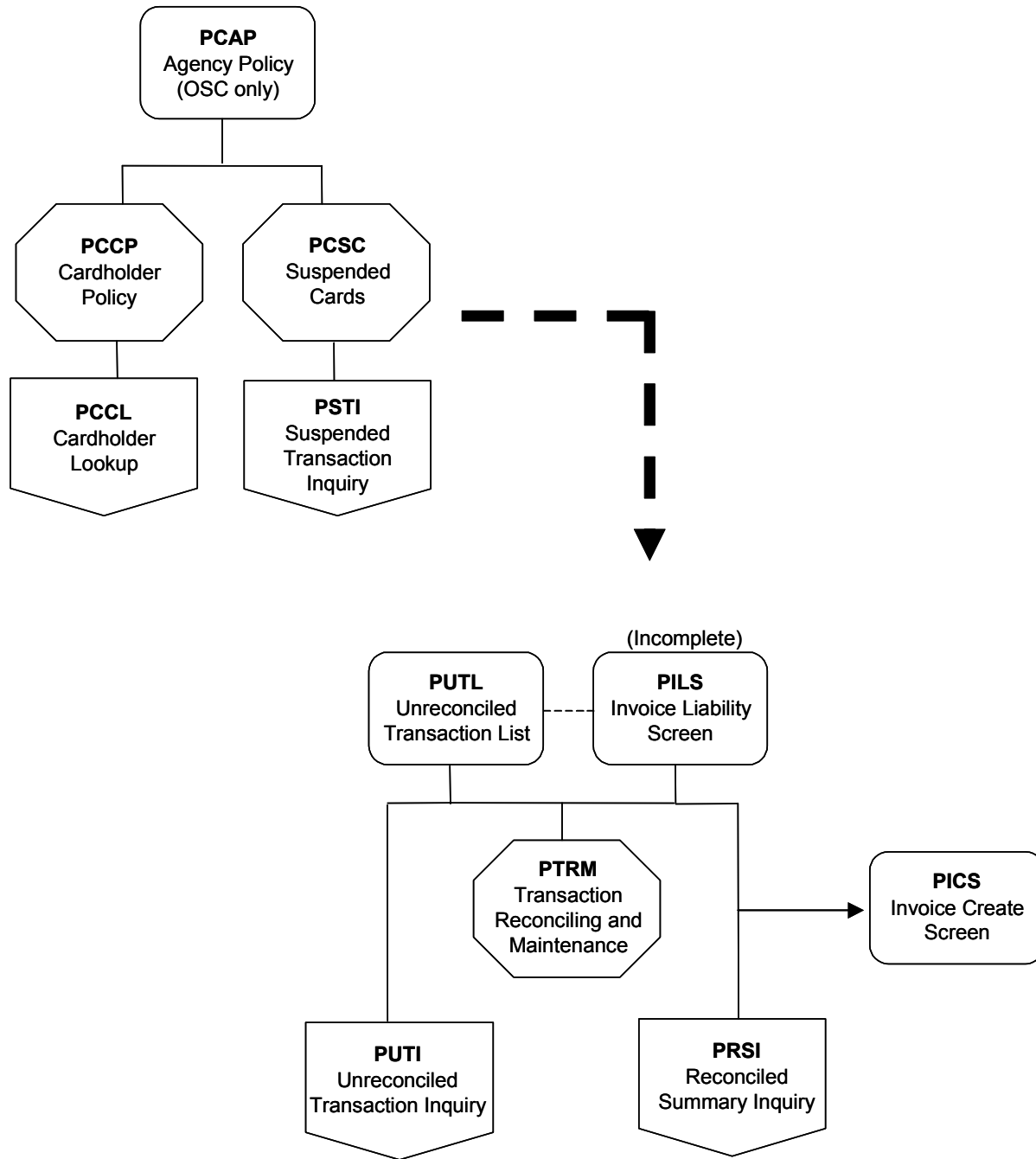
<i>PCMM</i>	The <i>Procurement Card Main</i> menu screen is a menu listing the screens in the Procurement Card module.
<i>PCAP</i>	The <i>Agency Policy</i> screen is a policy set-up screen used only by the OSC. The screen is completed by the OSC when an agency starts using the procurement card or when a new billing location is added for an agency.
<i>PCCP</i>	The <i>Cardholder Policy</i> screen is used to set up and maintain information on individual cardholders. The card administrator or other administrative persons use this screen. The screen must be completed by the agency <i>prior</i> to receiving transactions from the bank or the card transactions will suspend.
<i>PCCL</i>	The <i>Cardholder Lookup</i> screen is an inquiry screen used to look up cardholders and card numbers utilizing different search criteria. The <i>PCCL</i> allows the information for a particular cardholder to default to other screens for processing transactions.
<i>PUTL</i>	The <i>Unreconciled Transaction List</i> screen is the main processing screen used to select a transaction for reconciliation. Valid transactions received from the bank appear on this screen and stay until they default to the <i>Transaction Reconciling and Maintenance (PTRM)</i> screen for reconciliation. Transactions are retrieved utilizing different search criteria. By using the SELECT field, an "S" or "I" can be used to select a transaction for processing or for inquiry.
<i>PUTI</i>	The <i>Unreconciled Transaction Inquiry</i> screen is used to inquire on transactions listed on <i>PUTL</i> . Type an "I" to carry the transaction over to <i>PUTI</i> so the detail transaction information can be viewed.
<i>PTRM</i>	The <i>Transaction Reconciling and Maintenance</i> screen is used to reconcile the transaction. Correct account distribution(s), taxes, county codes, and other pertinent information are entered on this screen.
<i>PILS</i>	The <i>Invoice Liability Screen</i> is a multi-purpose maintenance screen. <i>PILS</i> is used to inquire on transactions that have been posted to a liability account. This screen is also used to display incomplete transactions and to select transactions that require correction after they have been reconciled. The transaction selected on this screen defaults to the <i>Transaction Reconciling and Maintenance (PTRM)</i> screen for maintenance processing.
<i>PICS</i>	The <i>Invoice Create Screen</i> is used to automatically create the invoice to send to the AP module for payment to the bank. Totals on the screen should agree to the total amount on the bank invoice. Date parameters are completed based on the bank invoice. The document is "nexted" to create an invoice that is sent to the AP module for payment.

NOTES

Once the document is in AP, normal AP functions control the payment. Setting the *Payment Entity Control Cycles (PCC)* screen and the *Bank Control Cycles (BCC)* screen in AP extracts the payment. This will then function like other AP payments.

- PRSI* The *Reconciled Summary Inquiry* screen is similar to the *PICS* screen. This screen, which is used to inquire on reconciled transactions for a specific posting period, will display the posting date total, the reconciled total, and the difference, which represents the unreconciled total. Type a "U" in the SELECT field to display the unreconciled transactions on *PUTL*; an "L" will display the individual reconciled items on *PILS*. This screen allows inquiry on all transactions, both paid and unpaid. Unlike the *PICS* screen, this screen is for inquiry only, and invoices cannot be "nexted" from this screen.
- PCSC* The *Suspended Cards* screen shows bank transactions that were received, but were not able to be properly added to the PC module. This could be due to either the cardholder's inactive or unassigned status in the PC module. Inactive status means that the cardholder has been set up in NCAS, but not activated. Unassigned status means that the cardholder has not been set up in NCAS. Agency administrators take necessary corrective action, such as the addition of the cardholder on the *Cardholder Policy (PCCP)* screen, and then process the transaction. Transaction errors are also displayed on this screen. Transaction errors are new or unique types of transactions transmitted from the bank that the OSC has not allowed the PC module to handle. The PC module must be updated by the OSC to handle these new transaction codes. This screen should be reviewed and suspended items should be corrected on a daily basis.
- PSTI* The *Suspended Transaction Inquiry* screen is an inquiry screen. Type I in front of a transaction on the *Suspended Cards (PCSC)* screen to access the *PSTI* screen. Information from *PCSC* defaults to the *PSTI* screen to display detailed data for a cardholder transaction.

Procurement Card Process Flowchart



NOTES

The system displays the main menu of the Procurement Card module. This screen lists the nine main processing screens in the Procurement Card module.

FUNCTIONS		SETUP/POLICY	
ACTIVITY	DESCRIPTIONS	ACTIVITY	DESCRIPTIONS
PUTL	UNRECONCILED TRANSACTIONS	PCAP	AGENCY POLICY
PILS	INVOICE LIABILITY SCREEN	PCCP	CARDHOLDER POLICY
PUTI	UNRECONCILED TRANS. INQ.	PICS	INVOICE CREATE
PRSI	RECONCILED SUMMARY INQ.	PCSC	SUSPENDEd CARDS
PCCL	CARDHOLDER LOOKUP		

WALKTHROUGH: Accessing the PC Module

SCENARIO

You need to access the Procurement Card module to begin your tasks for the day.

```

*****  ***  *****  *****  *****  **
***  ***  ***  ***  ***  *****  *****
***  ***  ***  ***  ***  ***  ***  **
***  ***  ***  ***  ***  ***  ***
***  **  ***  ***  ***  *****  **  *****
***  *****  ***  ***  ****  ****  *****
***  ****  *****  *****  ****  ****  ***  *****

NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
MAIN MENU

A - PAYROLL/PERSONNEL
B - FINANCIAL SYSTEMS
E - INFORMATION EXPERT

ENTER THE SYSTEM TYPE YOU DESIRE: _

ACTION 1
DCI Release 01.00
    
```

1. Type **.pc** in the ACTION field and press **Enter**.

NOTES

FUNCTIONS		SETUP/POLICY	
ACTIVITY	DESCRIPTIONS	ACTIVITY	DESCRIPTIONS
PUTL	UNRECONCILED TRANSACTIONS	PCAP	AGENCY POLICY
PILS	INVOICE LIABILITY SCREEN	PCCP	CARDHOLDER POLICY
PUTI	UNRECONCILED TRANS. INQ.	PICS	INVOICE CREATE
PRSI	RECONCILED SUMMARY INQ.	PCSC	SUSPENDED CARDS
PCCL	CARDHOLDER LOOKUP		

The *Procurement Card System Menu (PCMM)* screen is displayed.

The *PCMM* screen lists each screen name identifier (4 characters) under the *ACTIVITY* heading. It lists the full screen name under the *DESCRIPTIONS* heading.

Agency Policy

- Accessing the Procurement Card
- Agency Policy**
- Managing Cardholders
- Cardholder Inquiry
- Reconciling Transactions
- Maintenance
- Creating Invoices
- Reviewing Suspense

The *Agency Policy (PCAP)* screen is used to set up an agency when first implementing the Procurement Card module or when setting up a new billing location for an agency already using the card. This screen is completed by the OSC at the request of the agency. It is described here only to indicate the capabilities of the system. The agency calls the OSC Support Services Center to initiate or change this policy screen.


```


OCP PC                                NCAS PROCUREMENT CARD SYSTEM                PCAP
                                AGENCY POLICY

NEXT FUNCTION: _____ ACTION: _____                02/14/2006 11:30:34
REQUEST: _____
=====
AGENCY          : XX  LOCATION NBR   : XX01
AGENCY NAME     : OSC TRAINING_____
BANK COMPANY ID : 12345678  BANK BILL ACCT ID: 98765432

ADDRESS LINE 1  : 3512 BUSH STREET_____
ADDRESS LINE 2  : _____
ADDRESS LINE 3  : _____
ADDRESS LINE 4  : RALEIGH, NC_____
POSTAL CODE     : 27609-7509_____

PAYING ENTITY           : XXPT
AGENCY ACTIVE INDICATOR : Y
PAYMENT EXTRACT CODE    : Y
RECONCILED MAINTENANCE ALLOWED : Y
VENDOR NUMBER          : 510331454  GROUP NUMBER: A
    
```


 **XX** is the unique number assigned to you for this class. (In production this is the agency identifier that has been assigned to your particular agency.)

 **NOTE: The last 2 fields in the above screen print were added to the PCAP screen during 2007. They are the Vendor Number and Group Number which represents the bank that was awarded the Procurement Card contract. This screen is only accessible by authorized staff at OSC.**

NOTES

Selected *Agency Policy (PCAP)* screen field descriptions are listed below:

LOCATION NBR	This is a number assigned by the OSC to identify a billing location. If an agency receives multiple invoices, a different location number is given to identify each different invoice or billing location.
BANK COMPANY ID	This is used to identify the agency account number and is printed as a remit message when the invoice is created. It contains the first eight digits of the account number.
BANK BILL ACCT ID	This is used to identify the agency account number and is printed as a remit message when the invoice is created. It contains the last eight digits of the account number.
PAYING ENTITY	This is used to identify the paying entity in which the invoice is created on the <i>Invoice Created Screen (PICS)</i> screen and passed to AP. This is normally XXPT .
AGENCY ACTIVE INDICATOR	This field is used to activate or inactivate the entire agency from processing. If inactive, the system prevents transactions from being downloaded from the file transferred from the bank, and transactions will post to the suspense screen (<i>PCSC</i>).
PAYMENT EXTRACT CODE	This code allows the agency to control whether the PC module is used to create an invoice to pass to AP based on reconciled transactions. An “ N ” code means the agency manually creates the invoice in AP.
RECONCILED MAINTENANCE ALLOWED	This code either allows or disallows an agency to perform maintenance on a transaction in the PC module after an invoice has been created and passed to AP. “ N ” disallows changes and requires all transactions to be reconciled before an invoice is created.
VENDOR NUMBER	Vendor Number is associated with the bank that is responsible for issuing Procurement Cards.
GROUP NUMBER	Group number is associated with the Vendor Number that is assigned by Support Services.

 The OSC sets the AGENCY ACTIVE INDICATOR, PAYMENT EXTRACT CODE, and the RECONCILED MAINTENANCE ALLOWED policies to **Y**. A **Y** in these fields respectively means that an agency is active, allows payments to be extracted, and allows maintenance (changes) to paid transactions. (This screen has already been set up for this class.)

Managing Cardholders

- Accessing the Procurement Card
- Agency Policy
- Managing Cardholders
- Cardholder Inquiry
- Reconciling Transactions
- Maintenance
- Creating Invoices
- Reviewing Suspense

Adding Cardholders

Cardholders should be added to the PC module before the cards are assigned to users. Cardholder information should be entered before any transactions are transferred from the bank or the transactions for that cardholder will go to the *Suspended Cards (PCSC)* screen.

A designated person/s in each agency adds cardholders. This person is most likely the card administrator or another person in charge of issuing the credit cards.

OCP PC	NCAS PROCUREMENT CARD SYSTEM CARDHOLDER POLICY	PCCP
NEXT FUNCTION: _____ ACTION: _____		02/14/2006 13:48:25
REQUEST: _____		
=====		
AGENCY :	_____	LOCATION NO: _____
CARD NUMBER :	_____	ADM NO: _____
FIRST NAME :	_____	
MIDDLE INITIAL :	_____	
LAST NAME :	_____	
CARDHOLDER PHONE :	_____	
CARDHOLDER ACTIVE INDICATOR :	_____	
CARDHOLDER ACTIVATE DATE :	_____	
CARDHOLDER INACTIVATE DATE :	_____	
DEFAULT GL DATA		
CARDHOLDER GL COMPANY :	_____	
CARDHOLDER GL ACCOUNT :	_____	
CARDHOLDER GL CENTER :	_____	
TAX COUNTY CODE :	_____	

The *Cardholder Policy (PCCP)* screen field descriptions are listed below:

- | | |
|--------|--|
| AGENCY | This field contains the two-digit identifier for your particular agency. |
|--------|--|
- | | |
|-------------|---|
| LOCATION NO | This is the location number assigned to you by the OSC. This number identifies a particular billing location. If you are not sure what number or numbers are assigned to you, call the OSC Support Services Center for the correct numbers. |
|-------------|---|
- | | |
|-------------|---|
| CARD NUMBER | This field is the credit card number assigned to the agency user. |
|-------------|---|

NOTES

ADM NO:	This field is optional and is used to classify different groups of cardholders. The ADM NO: field is used on the <i>Unreconciled Transaction List (PUTL)</i> screen and the <i>Invoice Liability Screen (PILS)</i> screen to isolate certain groups of cards. It may designate a particular department, a particular location, or anything else meaningful to the agency. This is a user-defined field that is used at the discretion of the agency to assist with the reconciliation process.
FIRST NAME	Self-explanatory
MIDDLE INITIAL	Self-explanatory
LAST NAME	Self-explanatory
CARDHOLDER PHONE	Self-explanatory
CARDHOLDER ACTIVE INDICATOR	<p>This indicator is set by the cardholder administrator to make a particular cardholder active or inactive.</p> <p>Y = Active N = Not active</p> <p>If a cardholder is flagged as inactive, any transaction that comes through for that cardholder goes to the <i>Suspended Cards (PCSC)</i> screen for processing.</p> <p>The bank must be notified to cancel a card.</p>
CARDHOLDER ACTIVATE DATE	This is the date a cardholder becomes active. This field defaults to the current date if no data is entered.
CARDHOLDER INACTIVE DATE	This is the date a cardholder becomes inactive. This field will default to 01/01/9999 if no data is entered.
DEFAULT GL DATA	This data defaults onto every individual transaction electronically transferred into the PC system for a particular cardholder. Each cardholder has his own unique default values. The fields are required and are verified against the agency's current chart of accounts. The distribution must be valid in GL before it is entered in these fields. If a transaction is not reconciled before the invoice is created for payment, this distribution is charged.
CARDHOLDER GL COMPANY	This is the agency's company number (i.e., XX01, XX02).
CARDHOLDER GL ACCOUNT	<p>This is a valid account number. The agency must decide to use either the Procurement Card clearing account (535675) or to assign an expense account that applies to what the cardholder usually buys.</p> <p>This is only a <i>default</i> account. The reconciler must verify and/or change this account when reconciling the transaction. All transactions should be reconciled by fiscal year end.</p>
CARDHOLDER GL CENTER	This is a valid center for your agency.

TAX COUNTY CODE

This is a valid county code. This code defaults onto the *Transaction Reconciling and Maintenance (PTRM)* screen to identify the county for sales tax reporting.

NOTES



Tax no longer applies but the field can still be used if the agency desires.

If an agency has more than one billing location and an employee changes from one billing location to another billing location, the original card should be taken and inactivated on the *Cardholder Policy (PCCP)* screen. A new card with a new number and a different billing location should be issued. The cardholder is added on the *PCCP* screen using the new information.

If a new card is not issued, old charges could display with the wrong billing location.

WALKTHROUGH: Setting Up a Cardholder

SCENARIO

You are the card administrator for your agency and have just issued Thomas C. Glenn a new procurement card to purchase office supplies for the agency.

Agency Number	XX
Location Number	XX01
Card Number	XX16150002331234
Active Date	Today's Date
Phone Number	919-981-5000

Set Thomas up in the Procurement Card module using the following accounting distribution defaults:

Company -	XX01
Account -	535675
Center -	10001000

NOTES

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PCMM
NEXT FUNCTION: ① _____ ACTION: _____                                02/14/2006 14:01:30
=====
FUNCTIONS                                SETUP/POLICY
ACTIVITY  DESCRIPTIONS                    ACTIVITY  DESCRIPTIONS
=====
PUTL      UNRECONCILED TRANSACTIONS        PCAP      AGENCY POLICY
PILS      INVOICE LIABILITY SCREEN                PCCP      CARDHOLDER POLICY
PUTI      UNRECONCILED TRANS. INQ.                PICS      INVOICE CREATE
PRSI      RECONCILED SUMMARY INQ.                PCSC      SUSPENDED CARDS
PCCL      CARDHOLDER LOOKUP
    
```

1. Type **PCCP** in the NEXT FUNCTION field and press to access the *NCAS Procurement Cardholder Policy* screen.

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCP
                                CARDHOLDER POLICY
NEXT FUNCTION: _____ ACTION: _____                                02/14/2006 14:02:21
REQUEST: _____
=====
AGENCY          : ② _____                                LOCATION NO: ③ _____
CARD NUMBER     : ④ _____                                ADM NO: _____

FIRST NAME      : ⑤ _____
MIDDLE INITIAL  : ⑥ _____
LAST NAME       : ⑦ _____

CARDHOLDER PHONE : ⑧ _____

CARDHOLDER ACTIVE INDICATOR : _
CARDHOLDER ACTIVATE DATE   : _____
CARDHOLDER INACTIVATE DATE : _____
    DEFAULT GL DATA

CARDHOLDER GL COMPANY : ⑩ _____
CARDHOLDER GL ACCOUNT : ⑪ _____
CARDHOLDER GL CENTER  : ⑫ _____
TAX COUNTY CODE       : _____
    
```

2. Type **XX** in the AGENCY field. (This is your operator ID # for today's class.)
3. Type **XX01** in the LOCATION NO field.
4. Type **XX16150002331234** from the card you are issuing in the CARD NUMBER field.
5. Type **Thomas** in the FIRST NAME field.

6. Type **C** in the MIDDLE INITIAL field.
7. Type **Glenn** in the LAST NAME field.
8. Type **919-981-5000** in the CARDHOLDER PHONE field.
9. Press to display the following defaults:
The CARDHOLDER ACTIVE INDICATOR field defaults to **Y**.
The CARDHOLDER ACTIVATE DATE field defaults to today's date.
The CARDHOLDER INACTIVATE DATE field defaults to **01/01/9999** (infinity).
10. Type **XX01** in the CARDHOLDER GL COMPANY field.
11. Type **535675** in the CARDHOLDER GL ACCOUNT field.
12. Type **10001000** in the CARDHOLDER GL CENTER field.
13. Press to add the cardholder to the system.

NOTES

ACTIVITY: Setting Up a Cardholder

SCENARIO

You are the card supervisor and need to add a cardholder for your agency. Cory B. Scott has been issued card number XX16150002349876. Applicable data follows:

Agency Number - XX
Location Number - XX01
Card Number - XX16150002349876
Active Date – Today's Date
Phone Number – 919-707-0123
Company – XX01
Account – 535675
Center – 10001000

1. Type **XX16150002349876** from the card you are issuing in the CARD NUMBER field.
2. Type **Cory** in the FIRST NAME field.
3. Type **B** in the MIDDLE INITIAL field.
4. Type **Scott** in the LAST NAME field.
5. Type **919-707-0123** in the CARDHOLDER PHONE field.
6. Press to display the defaults.

NOTES

```

OCP PC                      NCAS PROCUREMENT CARD SYSTEM          PCCL
                          CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____          04/29/2009 16:41:20
REQUEST: _____
=====
AGENCY      : XX          LOCATION : XX01      ADMIN #      : _____
LAST NAME   : JONES@
CARD NUMBER : _____
LAST NAME   : _____ FIRST NAME : _____ ACT AGENCY
NAME        : _____ IND   LOC   ADMIN   CARD NUMBER   ACT
JONES-DAVIS : _____ MARIE      Y   XX  XX01   XX345678901XX413  5
LIMEHOUSE   : _____ CHARLES  Y   XX  XX01  1XX4  XX345678901XX403  _
MOONE       : _____ RICKY    N   XX  XX01   XX345678901XX422  _
MOOSE       : _____ RANDALL  Y   XX  XX01  1XX4  XX345678901XX420  _
NICHOLAS    : _____ JARED   Y   XX  XX01   XX345678901XX421  _
OLIVER      : _____ PATRICIA Y   XX  XX01   XX345678901XX429  _
PEACOCK     : _____ MELISSA  Y   XX  XX01   XX345678901XX419  _
PINKSTON    : _____ BRADLEY  Y   XX  XX01   XX345678901XX404  _
RICARDO     : _____ TONY    Y   XX  XX01   XX345678901XX418  _
ROBBINS     : _____ CLAY    Y   XX  XX01   XX345678901XX408  _
SCOTT       : _____ CORY    Y   XX  XX01   XX1615000XX49876  _

PAGE NO: 1 SCREEN STATUS: MORE
    
```

- Type **PCCP** in the ACT field and press **Enter** to access the *Cardholder Policy (PCCP)* screen.

```

OCP PC                      NCAS PROCUREMENT CARD SYSTEM          PCCP
                          CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____          02/14/2006 14:17:02
REQUEST: 6
=====
AGENCY      : XX          LOCATION NO: XX01
CARD NUMBER : XX34567890123413      ADM NO: _____

FIRST NAME   : _____
MIDDLE INITIAL : _____
LAST NAME    : _____

CARDHOLDER PHONE : _____

CARDHOLDER ACTIVE INDICATOR : _____
CARDHOLDER ACTIVATE DATE   : _____
CARDHOLDER INACTIVATE DATE : _____
DEFAULT GL DATA
CARDHOLDER GL COMPANY      : _____
CARDHOLDER GL ACCOUNT     : _____
CARDHOLDER GL CENTER      : _____
TAX COUNTY CODE           : _____
    
```

Notice that the agency and card number have defaulted to their respective fields.

- Type **C** in the REQUEST field and press **Enter** to display the current record for Marie Jones-Davis.

NOTES

```
OCF PC                                NCAS PROCUREMENT CARD SYSTEM          PCCP
                                CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____          04/29/2009 14:35:15
REQUEST: 9 _____
=====
AGENCY          : XX                      LOCATION NO: XX01
CARD NUMBER     : XX34567890123413        ADM NO: _____

FIRST NAME      : MARIE
MIDDLE INITIAL  : _
LAST NAME       : 7 ES-DAVIS

CARDHOLDER PHONE : 8 -807-9876

CARDHOLDER ACTIVE INDICATOR : Y
CARDHOLDER ACTIVATE DATE   : 09/01/2008
CARDHOLDER INACTIVATE DATE : 01/01/9999
      DEFAULT GL DATA
CARDHOLDER GL COMPANY      : XX01
CARDHOLDER GL ACCOUNT     : 535675
CARDHOLDER GL CENTER      : 10001000
TAX COUNTY CODE           : _
```

7. Type **Windham** over the data displayed in the LAST NAME field.
8. Type **919-807-9876** over the data displayed in the CARDHOLDER PHONE field and press **Enter**.
9. To check to see if the changes were successfully completed, type **G** in the REQUEST field and press **Enter**.

```
OCF PC                                NCAS PROCUREMENT CARD SYSTEM          PCCP
                                CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____          02/14/2009 15:45:54
REQUEST: g _____
=====
AGENCY          : XX                      LOCATION NO: XX01
CARD NUMBER     : XX34567890123413        ADM NO: _____

FIRST NAME      : MARIE
MIDDLE INITIAL  : _
LAST NAME       : WINDHAM

CARDHOLDER PHONE : 919-715-5555

CARDHOLDER ACTIVE INDICATOR : Y
CARDHOLDER ACTIVATE DATE   : 06/01/2008
CARDHOLDER INACTIVATE DATE : 01/01/9999
      DEFAULT GL DATA
CARDHOLDER GL COMPANY      : XX01
CARDHOLDER GL ACCOUNT     : 535675
CARDHOLDER GL CENTER      : 10001000
TAX COUNTY CODE           :
```

Deleting Cardholders

NOTES

Cardholders should be deleted on the PC module if they have been added in error or need to be purged from the *PCCP* (Cardholder Policy) screen. The designated person(s) in each agency who adds cardholders is most likely to be the person who deletes cardholders.

To delete a cardholder, type **C** (change) in the REQUEST field to put the screen in "Change" mode. Type **D** (delete) in the CARDHOLDER ACTIVE INDICATOR field. A cardholder may only be deleted from the Procurement Card module if no transactions have been entered in the system for that card number.

The options for the CARDHOLDER ACTIVE INDICATOR field are:

- Y** = Active
- N** = Not active
- D** = Delete

```
OCF PC                                NCAS PROCUREMENT CARD SYSTEM          PCCP
                                CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____                04/29/2009 17:22:37
REQUEST: C
=====
AGENCY          : XX                      LOCATION NO: XX01
CARD NUMBER     : XX34567890123415        ADM NO: 1234

FIRST NAME      : LEWIS
MIDDLE INITIAL  : _
LAST NAME       : FOREHAND

CARDHOLDER PHONE : 111-775-6565

CARDHOLDER ACTIVE INDICATOR : D
CARDHOLDER ACTIVATE DATE   : 09/01/2008
CARDHOLDER INACTIVATE DATE : 01/01/9999
DEFAULT GL DATA
CARDHOLDER GL COMPANY      : XX01
CARDHOLDER GL ACCOUNT     : 535675
CARDHOLDER GL CENTER      : 1000
TAX COUNTY CODE           : _
```

The ACT IND field on the *PCCL* screen indicates the status of the cardholder. The options for the ACT IND field are:

- Y** = Active
- N** = Not active

NOTES

WALKTHROUGH: Deleting a Cardholder Record

SCENARIO

Lewis Forehand was incorrectly added as a cardholder. His card number is XX34567890123415. There has been no activity against this record. Delete this record and then inquire on the cardholder to confirm the deletion of this record.

1. Type **PCCL** in the NEXT FUNCTION field and press to access the *Cardholder Lookup (PCCL)* screen.

```
OCF PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCL
                                CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____                                02/14/2006 15:23:03
REQUEST: _____
=====
AGENCY      : 2      LOCATION : 3      ADMIN #      : _____
LAST NAME   : 4      _____
CARD NUMBER : _____

LAST      FIRST  ACT  AGENCY
NAME     NAME   IND  LOC  ADMIN  CARD NUMBER  ACT
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PAGE NO: 1 SCREEN STATUS: END OF LIST
```

2. Type **XX** in the AGENCY field.
3. Type **XX01** in the LOCATION field.
4. Type **fore@** in the LAST NAME field and press to display the results of the inquiry.

NOTES

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM          PCCL
                                CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____          04/29/2009 17:35:14
REQUEST: _____
=====
AGENCY      : XX          LOCATION : XX01    ADMIN #    : _____
LAST NAME   : FORE@
CARD NUMBER : _____
LAST NAME   : _____ FIRST NAME : _____ ACT AGENCY
NAME        : _____ IND   LOC   ADMIN   CARD NUMBER ACT
FOREHAND    LEWIS          Y XX XX01 1234 XX34567890123415 5
GEARY       LISA           Y XX XX01          XX34567890123414
GLENN       THOMAS        Y XX XX01          XX16150002331XX4
HADDOCK     BRANDY         N XX XX01          XX34567890123433
HOFFMAN     MAURICE         Y XX XX01          XX34567890123407
HYMAN       MARGARET        Y XX XX01 1234 XX34567890123423
LIMEHOUSE   CHARLES            Y XX XX01 1234 XX34567890123403
MOONE       RICKY             N XX XX01          XX34567890123422
MOOSE       RANDALL           Y XX XX01 1234 XX34567890123420
NICHOLAS    JARED             Y XX XX01          XX34567890123421
OLIVER      PATRICIA           Y XX XX01          XX34567890123429

PAGE NO: 1 SCREEN STATUS: MORE
    
```

- Type **PCCP** in the ACT field and press to access the *Cardholder Policy (PCCP)* screen.

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM          PCCP
                                CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____          02/14/2006 15:31:37
REQUEST: 6 _____
=====
AGENCY      : XX          LOCATION NO: XX01
CARD NUMBER  : XX34567890123415    ADM NO: _____

FIRST NAME   : _____
MIDDLE INITIAL : _____
LAST NAME    : _____

CARDHOLDER PHONE : _____

CARDHOLDER ACTIVE INDICATOR : _____
CARDHOLDER ACTIVATE DATE   : _____
CARDHOLDER INACTIVATE DATE : _____
DEFAULT GL DATA
CARDHOLDER GL COMPANY      : _____
CARDHOLDER GL ACCOUNT     : _____
CARDHOLDER GL CENTER      : _____
TAX COUNTY CODE            : _____
    
```

Notice that the agency and card number have defaulted to their respective fields.

- Type **C** in the REQUEST field and press to display the current record for Lewis Forehand.

NOTES

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCP
                                      CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____                                04/29/2009 17:46:11
REQUEST: c _____
=====
AGENCY          : XX                                LOCATION NO: XX01
CARD NUMBER     : XX34567890123415                 ADM NO: 1234

FIRST NAME      : LEWIS
MIDDLE INITIAL  : _
LAST NAME       : FOREHAND

CARDHOLDER PHONE : 111-775-6565

CARDHOLDER ACTIVE INDICATOR : 7
CARDHOLDER ACTIVATE DATE   : 09/01/2008
CARDHOLDER INACTIVATE DATE : 01/01/9999
      DEFAULT GL DATA
CARDHOLDER GL COMPANY      : XX01
CARDHOLDER GL ACCOUNT     : 535675
CARDHOLDER GL CENTER      : 1000
TAX COUNTY CODE            : _
    
```

- Type **d** in the CARDHOLDER ACTIVE INDICATOR field and press **Enter** to delete this record.

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCP
                                      CARDHOLDER POLICY

NEXT FUNCTION: 8 _____ ACTION: _____                                04/29/2009 17:47:26
REQUEST: _____
=====
AGENCY          : _                                LOCATION NO: _
CARD NUMBER     : _____                     ADM NO: _

FIRST NAME      : _____
MIDDLE INITIAL  : _
LAST NAME       : _____

CARDHOLDER PHONE : _____

CARDHOLDER ACTIVE INDICATOR : _
CARDHOLDER ACTIVATE DATE   : _____
CARDHOLDER INACTIVATE DATE : _____
      DEFAULT GL DATA
CARDHOLDER GL COMPANY      : _____
CARDHOLDER GL ACCOUNT     : _____
CARDHOLDER GL CENTER      : _____
TAX COUNTY CODE            : _
    
```

- Type **PCCL** in the NEXT FUNCTION field and press **Enter** to access the *Cardholder Lookup (PCCL)* screen.

Cardholder Inquiry

- Accessing the Procurement Card
- Agency Policy
- Managing Cardholders
- Cardholder Inquiry
- Reconciling Transactions
- Maintenance
- Creating Invoices
- Reviewing Suspend

The *Cardholder Lookup (PCCL)* screen is an inquiry screen used to inquire on cardholders and card numbers utilizing different search criteria. It allows the information on a particular cardholder to default to other screens to process transactions. This screen allows you to find cardholder information by querying on the person's agency in conjunction with the LAST NAME, LOCATION, or ADMIN# fields. This screen is also used to determine the cardholder name when only the card number is known. The information from this screen is tagged and defaults to the *Cardholder Policy (PCCP)* screen, *Unreconciled Transaction List (PUTL)* screen, and the *Invoice Liability (PILS)* screen.

```

OCP PC                NCAS PROCUREMENT CARD SYSTEM                PCCL
                    CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____                04/30/2009 20:30:55
REQUEST: _____
=====
AGENCY      : XX          LOCATION : XX01      ADMIN #      : ____
LAST NAME   : moo@
CARD NUMBER : _____
=====
LAST NAME   FIRST      ACT  AGENCY
NAME        NAME        IND  LOC  ADMIN  CARD NUMBER  ACT
-----
MOONE       RICKY          N  XX  XX01   XX34567890123422  ____
MOOSE       RANDALL        Y  XX  XX01  1234  XX34567890123420  ____
NICHOLAS    JARED          Y  XX  XX01   XX34567890123421  ____
OLIVER      PATRICIA       Y  XX  XX01   XX34567890123429  ____
PEACOCK     MELISSA       Y  XX  XX01   XX34567890123419  ____
PINKSTON    BRADLEY       Y  XX  XX01   XX34567890123404  ____
RICARDO     TONY          Y  XX  XX01   XX34567890123418  ____
ROBBINS     CLAY          Y  XX  XX01   XX34567890123408  ____
SCOTT       CORY          Y  XX  XX01   XX16150002349876  ____
SHORE-BEACH EDITH         Y  XX  XX01   XX34567890123426  ____
STAFFORD    DANIEL        Y  XX  XX01  1234  XX34567890123402  ____
=====
PAGE NO:      1  SCREEN STATUS:  MORE
    
```

WALKTHROUGH: Inquiring on a Cardholder

SCENARIO

Donald Brinson called you and wants to know if he has been activated as a cardholder.

NOTES

```
OCF PC                      NCAS PROCUREMENT CARD SYSTEM          PCCP
                          CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____          04/30/2009 16:00:31
REQUEST: 3 _____
=====
AGENCY          : XX                      LOCATION NO: XX01
CARD NUMBER     : XX34567890123406       ADM NO: _____

FIRST NAME      : _____
MIDDLE INITIAL  : _____
LAST NAME       : _____

CARDHOLDER PHONE : _____

CARDHOLDER ACTIVE INDICATOR : _
CARDHOLDER ACTIVATE DATE   : _____
CARDHOLDER INACTIVATE DATE : _____
      DEFAULT GL DATA
CARDHOLDER GL COMPANY      : _____
CARDHOLDER GL ACCOUNT     : _____
CARDHOLDER GL CENTER      : _____
TAX COUNTY CODE           : _____
```

3. Type **G** in the REQUEST field and press **Enter** to display Donald Brinson's cardholder record.

```
OCF PC                      NCAS PROCUREMENT CARD SYSTEM          PCCP
                          CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____          04/30/2009 20:43:37
REQUEST: g _____
=====
AGENCY          : XX                      LOCATION NO: XX01
CARD NUMBER     : XX34567890123406       ADM NO: _____

FIRST NAME      : DONALD
MIDDLE INITIAL  : A
LAST NAME       : BRINSON

CARDHOLDER PHONE : 919-981-2454

CARDHOLDER ACTIVE INDICATOR : Y
CARDHOLDER ACTIVATE DATE   : 09/01/2008
CARDHOLDER INACTIVATE DATE : 01/01/9999
      DEFAULT GL DATA
CARDHOLDER GL COMPANY      : XX01
CARDHOLDER GL ACCOUNT     : 535675
CARDHOLDER GL CENTER      : 10001000
TAX COUNTY CODE           : _____
```

PCCL is used in the same manner to access other information on the *Unreconciled Transaction (PUTL)* screen and the *Invoice Liability Screen (PILS)* screen. These screens will be discussed in a later section.

Reconciling Transactions

Accessing the
Procurement
Card

Agency
Policy

Managing
Cardholders

Cardholder
Inquiry

Reconciling
Transactions

Maintenance

Creating
Invoices

Reviewing
Suspense

The OSC downloads procurement card transactions daily from the issuing bank. The length of time between an agency charging an item on the procurement card and that charge appearing in the PC module is dependent upon the vendor reporting the charge to their bank. The OSC download includes all charges received by the bank on the previous day.

Each agency must verify that the transactions contained in the PC module are correct. In addition, the agency must record specific accounting information for each transaction. **It is the responsibility of the agency to decide who performs this reconciliation process.** The PC module is designed to allow the reconciliation process to be completed in either a central or distributed fashion. Factors to consider when determining the agency's reconciliation policy include the number of cardholders, the number of locations, and management philosophy. Also, be sure to establish internal controls in place such as separation of duties. Reconcilers should not reconcile their own card purchases.

Two screens are used in the original reconciliation process: the *Unreconciled Transaction List (PUTL)* screen and the *Transaction Reconciling and Maintenance (PTRM)* screen. Transactions are displayed on *PUTL* based on a variety of selection criteria. Two other screens may be accessed from the *PUTL* screen. The *Unreconciled Transaction Inquiry (PUTI)* screen may be selected by typing an **I** in the SELECT field. This screen allows the user to inquire on the transaction without making any changes. However, when an **S** is typed in the SELECT field, the data defaults to *PTRM* where the accounting information can be verified and corrected. Once the transaction is selected with an **S** on *PUTL* and defaulted to *PTRM*, it can no longer be viewed or accessed from *PUTL* even if no changes are made to the transaction. These incomplete transactions will then need to be processed from the *Invoice Liability Screen (PILS)* screen; thus, it would be more advantageous to type **I** to inquire on the transaction from the *PUTL* screen.

NOTES

The *Unreconciled Transaction Inquiry (PUTI)* screen is displayed below:

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PUTI
                                UNRECONCILED TRANSACTION INQUIRY

NEXT FUNCTION: _____ ACTION: _____                                05/04/2009 18:16:04
REQUEST: _____
=====

AGENCY      : XX
AGENCY NAME : OSC TRAINING
LOCATION NBR  : XX01
CARD NUMBER : XX34567890123404
ADMIN. NBR  :
CARDHOLDER : BRADLEY PINKSTON
PHONE NBR   : 919-775-2488

TRANS.      VENDOR NAME      AMOUNT      TRANS. TRANS. POSTING
 I.D.      ADDRESS          ITEM DESCRIPTION  DATE  CODE  DATE

XX1116010  AGRI-SUPPLY COMPANY      53.31      09/05/2008 253 09/06/2008
           RICHMOND          VA 27529    WHOLESale TRADE

PAGE NO: 1 SCREEN STATUS: END OF LIST
    
```

When the transaction is complete on *PTRM* and all information has been entered, the transaction is “nexted” by typing **N** in the REQUEST field and pressing .

It is important to know that all transactions will pay with the original default accounting distribution because no changes will be completed until the transaction is “nexted”. As mentioned earlier, once the transaction is selected with an **S** on *PUTL* and defaulted to *PTRM*, it can no longer be viewed or accessed from *PUTL*.

PUTL allows users to display credit card transactions based on different selection criteria.

Selected criteria combinations are listed below:

AGENCY, LOCATION #
 AGENCY, LOCATION #, ADMIN. NBR
 AGENCY, LOCATION #, CARD NUMBER
 AGENCY, LOCATION #, TRANS. I.D. #

The TRANS DATE (transaction date) field or the POST DATE (posting date) field is used in conjunction with the above listed criteria. The transaction date is the date of the actual charge at the vendor. The posting dates are the dates the bank receives the information and posts it to their records.

The *Unreconciled Transactions (PUTL)* screen is displayed below:

NOTES

OCP PC		NCAS PROCUREMENT CARD SYSTEM				PUTL	
UNRECONCILED TRANSACTION							
NEXT FUNCTION: _____		ACTION: _____		04/30/2009 20:54:52			
REQUEST: _____							
=====							
AGENCY	: XX	LOCATION	: XX01				
AGENCY NAME	: OSC TRAINING						
ADMIN #	: _____	TRANS. I.D.	: _____				
CARD NUMBER	: _____	CARDHOLDER	: _____				
TRANS. DATE	: _____	POST DATE	: _____				
=====							
SEL	TRANS. DATE	TRANS. AMOUNT	VENDOR NAME	PAY IND.	TRANS. I.D.	POSTING DATE	
-	09/04/2008	3.37	BLADENBORO OFFICE SU	-	XX1116007	09/06/2008	
-	09/05/2008	53.31	AGRI-SUPPLY COMPANY	-	XX1116010	09/06/2008	
-	09/05/2008	5.63	JOHNSON LEXUS07070	-	XX1116015	09/06/2008	
-	09/04/2008	53.42	HOME DEPOT #999899	-	XX1116018	09/06/2008	
-	09/05/2008	52.94	BBS INC NASHVILLE RO	-	XX1116020	09/06/2008	
-	09/05/2008	.02	BBS INC NASHVILLE RO	-	XX1116021	09/06/2008	
-	09/05/2008	-.01	BBS INC NASHVILLE RO	-	XX1116022	09/06/2008	
-	09/05/2008	52.95	BBS INC NASHVILLE RO	-	XX1116024	09/06/2008	
=====							
PAGE NO: 1		SCREEN STATUS: MORE					

The detailed transaction data is edited on the *Transaction Reconciliation and Maintenance (PTRM)* screen. It is accessed through the *Unreconciled Transactions (PUTL)* screen or the *Invoice Liability Screen (PILS)* screen.



This screen displays information that defaults from previous screens and from bank transactions. Most fields are self-explanatory.

The *Transaction Reconciling and Maintenance (PTRM)* screen is displayed below:

OCP PC		NCAS PROCUREMENT CARD SYSTEM				PTRM			
TRANSACTION RECONCILING AND MAINTENANCE									
040 - NO MORE RECORDS TO DISPLAY									
NEXT FUNCTION: _____		ACTION: _____		04/30/2009 21:01:19					
REQUEST: _____									
=====									
CARD NUMBER	: XX345678901XX4XX	VENDOR	: GARDEN ROAD NURSERY						
CARDHOLDER	: MARGARET HEYWOOD	RALEIGH	: /NC/27606	/US					
POSTING DATE	: 09/06/2008	ALLOCATED TOTAL	:	94.50					
TRANSACTION DATE	: 09/04/2008	TRANSACTION TOTAL	:	94.50					
TRANSACTION ID	: XX0106142	COUNTY CODE	:	__					
=====									
S LINE	TAX NO.	IND	AMOUNT	COMP	ACCOUNT	CENTER	RECYCLE	STC	SVC
-	01		94.50	XX01	535675	1000	-	-	-
-	02		.000		.00 HOME SUPPLY		-	-	-
-	03						-	-	-
-	04						-	-	-
=====									
CONTINUE TO PTR2 : _									

NOTES

Selected *PTRM* field descriptions are listed below:

ALLOCATED TOTAL	This total is a calculated amount based on the lines keyed by the user while redistributing the transaction lines. The amount changes each time new data is entered. If a line is split between different distributions and/or tax added, this field calculates the total of the individual amounts to ensure that all lines agree with the original amount in the TRANSACTION TOTAL field. The transaction cannot be “nexted” until this amount agrees to the amount in the TRANSACTION TOTAL field. Since this field is a calculated total, it is changed only by typing new amounts on the individual lines of the transaction.
TRANSACTION TOTAL	This is the amount of the transaction total from the bank. This field remains constant and is not changed by the user.
COUNTY CODE	This code is used to record the county where sales tax was paid. If tax is entered for a line, this is a required field. The COUNTY CODE field is the two-digit code (00-99) used in AP. This code will default from <i>PCCP</i> policy if the field is complete. To change this field, you must type C in the s field of the first transaction line.  Since this field is a two-digit field, you must type 00 to enter the Yancey county code (100).
S	This field is used to add (a), change (c), or delete (d) a distribution line. The first line can only be changed. All other lines may be added, deleted, or changed.
LINE NO	This field is used to display additional lines or to go to any line of a multi-line transaction. The new line number is typed over the first line on the screen to display the new line. For example, to display the 05 line, type 05 over 01 and press  . Lines 5-9 are displayed for further processing.
AMOUNT	This is the amount to be charged to the distribution. The amount must be entered as the gross or the total amount of the item. It defaults to the amount of the charged transaction less 7% tax. If no splitting is needed and the tax % is correct, the defaulted amount is the correct amount. If tax is not applicable, the PCT field must be changed to .00, the TAX AMT field must be blanked out, and the AMOUNT field must be changed to the gross amount.
COMP	This is the company to which this distribution is to be charged. This company defaults from the cardholder policy set up on <i>PCCP</i> .
ACCOUNT	This is the account to which this distribution is to be charged. It defaults from the cardholder policy set up on <i>PCCP</i> .

NOTES

CENTER	<p>This is the center to which this distribution is to be charged. It defaults from the cardholder policy set up on <i>PCCP</i>. The <i>COMPANY</i>, <i>ACCOUNT</i>, and <i>CENTER</i> fields are edited and collectively must be a valid accounting distribution in the General Ledger.</p>
RECYCLE	<p>This field is used to flag a transaction when recycled goods are purchased. The data from the Procurement Card reports must be manually combined with existing NCAS reports for the Recycled Goods report.</p> <p>The valid codes are:</p> <p>P Recycled paper N All other recycled goods (not paper) Blank Not recycled goods.</p> <p>“Blank” is the default value.</p>
STC	<p>This field is used to flag items purchased on State Term Contract. The valid codes are:</p> <p>Y Term Contract N (blank) Not a term contract</p> <p>“Blank” is the default value.</p>
SVC	<p>This field is a service indicator to identify 1099 transactions. Any transaction that should receive a 1099 is flagged with a “Y”. The Recycled Goods and Purchases on State Term Contract Report (RPT 06) lists all flagged transactions. This report should be run from the PCPUBLIC library in Information Expert, and is used to key 0 (zero) dollar invoices into the AP module.</p> <p>"Blank" is the default value.</p>
PCT	<p>This is the tax percentage that is (or should be) charged on this transaction. The amount in this field is used to calculate the amount of tax in the <i>TAX AMT</i> field or the <i>ACCR TAX</i> field. The default for this field is 7.00 (7%) and tax will be computed at this rate unless changed. Change to the correct rate or type .00 if there is no tax. When this field is left blank and either the <i>TAX AMT</i> field or the <i>ACCR TAX</i> field is completed, the system calculates this field. 10% is entered as 10.0.</p>
ITEM DESCRIPTION	<p>This field is a description of the item that was purchased. A description from the bank transaction defaults into this field. The user may update this field with a more accurate description.</p>

NOTES

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PUTL
                                UNRECONCILED TRANSACTION
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                                04/30/2009 21:24:32
REQUEST: _____
=====
AGENCY      : XX                                LOCATION   : XX01
AGENCY NAME : OSC TRAINING
ADMIN #     : _____                                TRANS. I.D. : _____
CARD NUMBER : XX34567890123423                    CARDHOLDER : HEYWOOD, MARGARET
TRANS. DATE : _____                                POST DATE  : _____
=====
SEL  TRANS.    TRANS.    VENDOR NAME    PAY TRANS.    POSTING
    DATE      AMOUNT
-   09/04/2008    290.00    GARDEN ROAD NURSERY    - XX0106140    09/06/2008
-   09/04/2008    290.00    GARDEN ROAD NURSERY    - XX0106141    09/06/2008
7   09/04/2008     94.50    GARDEN ROAD NURSERY    - XX0106142    09/06/2008
-   _____    _____    _____    _____    _____
-   _____    _____    _____    _____    _____
-   _____    _____    _____    _____    _____
-   _____    _____    _____    _____    _____
-   _____    _____    _____    _____    _____
=====
                                PAGE NO: 1 SCREEN STATUS: END OF LIST
    
```

- Based on the transaction date amount, type **S** in the SEL field next to the Garden Road Nursery transaction for \$94.50 and press to access the *Transaction Reconciling and Maintenance (PTRM)* screen to process this invoice.

Other search criteria combinations are:

- AGENCY and LOCATION #
- AGENCY and LOCATION # and ADMIN #
- AGENCY and CARD NUMBER
- AGENCY and LOCATION # and TRANS. I.D.

The TRANS. DATE (transaction date) field or the POST DATE (posting date) field may be used in conjunction with the criteria listed above. The transaction date is the date of the actual charge from the vendor. The posting date is the date the bank receives the information and posts it to its records.

NOTES

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                                04/30/2009 21:29:26
REQUEST: _____
=====
CARD NUMBER      : XX34567890123423  VENDOR   : GARDEN ROAD NURSERY
CARDHOLDER      : MARGARET HEYWOOD    RALEIGH   /NC/27606 /US
POSTING DATE     : 09/06/2008          ALLOCATED TOTAL : 94.50
TRANSACTION DATE : 09/04/2008          TRANSACTION TOTAL: 94.50
TRANSACTION ID   : XX0106142          COUNTY CODE  : __
=====
S LINE TAX  AMOUNT  COMP  ACCOUNT  CENTER  RECYCLE  STC  SVC
NO.  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
8  01      9  94.50  XX01  10 675  11 0
    .000      .00      .00  12 E SUPPLY
- 02
- 03
- 04
-
CONTINUE TO PTR2 : _
    
```

Notice the transaction data defaults forward.

8. Type **C** in the S (SELECT) field.
9. Type **47.25** over the defaulted data in the AMOUNT field.
10. Type **533110** over the defaulted data in the ACCOUNT field.
11. Type **10001000** over the defaulted data in the CENTER field.
12. Type **Plants for Office** over the defaulted data in the ITEM DESCRIPTION field.

Your screen should display the following data before updating the record:

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                                04/30/2009 21:29:26
REQUEST: _____
=====
CARD NUMBER      : XX34567890123423  VENDOR   : GARDEN ROAD NURSERY
CARDHOLDER      : MARGARET HEYWOOD    RALEIGH   /NC/27606 /US
POSTING DATE     : 09/06/2008          ALLOCATED TOTAL : 94.50
TRANSACTION DATE : 09/04/2008          TRANSACTION TOTAL: 94.50
TRANSACTION ID   : XX0106142          COUNTY CODE  : __
=====
S LINE TAX  AMOUNT  COMP  ACCOUNT  CENTER  RECYCLE  STC  SVC
NO.  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
c  01      47.25  XX01  533110  10001000
    .000      .00      .00  plants for office
- 02
- 03
- 04
-
CONTINUE TO PTR2 : _
    
```

13. Press **Enter** to update the transaction. The message **404-CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.

NOTES

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE

404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION. 13
NEXT FUNCTION: _____ ACTION: _____                                04/30/2009 21:29:26
REQUEST: _____
=====
CARD NUMBER      : XX34567890123423  VENDOR      : GARDEN ROAD NURSERY
CARDHOLDER      : MARGARET HEYWOOD    RALEIGH      /NC/27606 /US
POSTING DATE     : 09/06/2008          ALLOCATED TOTAL : 47.25
TRANSACTION DATE : 09/04/2008          TRANSACTION TOTAL: 94.50
TRANSACTION ID   : XX0106142           COUNTY CODE    : ___

S LINE TAX  AMOUNT  COMP  ACCOUNT  CENTER  RECYCLE  STC  SVC
NO. IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
- 01      47.25  XX01  533110  10001000  - - -
-      .000      .00      .00 plants for office
14 02      15      16 17      18      19
- 03
- 04
-
CONTINUE TO PTR2 : _
    
```

14. Type **A** in the second s (SELECT) field.
15. Type **47.25** in the AMOUNT field.
16. Type **XX01** in the COMP field.
17. Type **533110** in the ACCOUNT field.
18. Type **10002000** in the CENTER field.
19. Type **Plants for Office** in the ITEM DESCRIPTION field. The system will prompt you to add this for new lines.

Your screen should display the following data before you press to update this record:

```

OCP PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE

404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION.
NEXT FUNCTION: _____ ACTION: _____                                04/30/2009 21:29:26
REQUEST: _____
=====
CARD NUMBER      : XX34567890123423  VENDOR      : GARDEN ROAD NURSERY
CARDHOLDER      : MARGARET HEYWOOD    RALEIGH      /NC/27606 /US
POSTING DATE     : 09/06/2008          ALLOCATED TOTAL : 47.25
TRANSACTION DATE : 09/04/2008          TRANSACTION TOTAL: 94.50
TRANSACTION ID   : XX0106142           COUNTY CODE    : ___

S LINE TAX  AMOUNT  COMP  ACCOUNT  CENTER  RECYCLE  STC  SVC
NO. IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
- 01      47.25  XX01  533110  10001000  - - -
-      .000      .00      .00 plants for office
a 02      47.25  XX01  533110  10002000  - - -
-      plants for office
- 03
- 04
-
CONTINUE TO PTR2 : _
    
```

NOTES

4. Press one more time to search the *PUTL* screen for any open transactions for Charles Limehouse.
5. Type **I** in the SEL field next to Bladenboro Office Supply and press to access the *Unreconciled Transaction Inquiry (PUTI)* screen.
6. Type **R** in the REQUEST field to return to the *PUTL* screen and press .
7. Based on the transaction date value, type **S** in the SEL field next to the Charles Limehouse transaction for \$3.37 and press to access the *Transaction Reconciling and Maintenance (PTRM)* screen to process this invoice.
8. Type **C** in the S (SELECT) field.
9. Type **533110** over the defaulted data in the ACCOUNT field.
10. Type **10002000** over the defaulted data in the CENTER field.
11. Type **Index Cards** over the defaulted data in the ITEM DESCRIPTION field.
12. Press to update the transaction. The message **404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
13. Type **N** in the REQUEST field and press to process this transaction. The *PUTL* screen (or the screen that was used to access the *PTRM* screen) will be displayed for further processing.

Maintenance

- Accessing the Procurement Card
- Agency Policy
- Managing Cardholders
- Cardholder Inquiry
- Reconciling Transactions
- Maintenance
- Creating Invoices
- Reviewing Suspense

Transactions selected from the *Unreconciled Transaction List (PUTL)* screen and carried to the *Transaction Reconciling and Maintenance (PTRM)* screen no longer display on *PUTL*. This includes transactions that were completely reconciled and need correction. To handle these transactions, the *Invoice Liability Screen (PILS)* screen is used. An example of the screen follows:

```

OCP PC                NCAS PROCUREMENT CARD SYSTEM                PILS
                    INVOICE LIABILITY SCREEN
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: pils__ ACTION: _____ 05/04/2009 11:20:07
REQUEST: _____
=====
AGENCY      : XX                LOCATION #   : XX01  SHOW OPT: 0
AGENCY NAME : OSC TRAINING
ADM #       : _____        TRANS. I.D.  : _____
CARD NUMBER : _____        CARDHOLDER  : _____
TRANS. DATE : _____        POST DATE   : _____

SEL  TRANS.      TRANS.      PAY   TRANS.      POSTING  ST
    DATE          AMOUNT      IND.   I.D.      DATE
- 09/04/2008     104.62    HOME DEPOT #999899  XX1116005  09/06/2008  0
- 09/04/2008      98.76    OFFICE MAX 0000  XX1116035  09/06/2008  0
- 09/04/2008     459.15    KEN LASSITER AND C  XX0106151  09/06/2008  0
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

                    PAGE NO: 1 SCREEN STATUS: END OF LIST
    
```

This screen functions similar to *PUTL*. Transactions are selected using the same selection criteria as that used on *PUTL*. A difference is that the **SHOW OPT** field at the top right corner of the screen allows you to display only certain types of transactions. The three valid characters for this field are **0** (zero), **1**, or **E**. A **0** displays all incomplete transactions (not “nexted”) and a **1** displays all completed (or “nexted”) transactions. An **E** displays all transactions charged to the expense clearing account 535675. The **E** is only applicable to those agencies who have chosen to use this account as the default for their cardholders. By leaving this field blank and completing only the **AGENCY** field, all transactions in the system for the agency that are not on *PUTL* screen are displayed.

The **ST** (status) field is at the far right position of each line. It identifies the transactions that are “nexted” (1) and those that are still incomplete (0). Like *PUTL*, when a transaction is selected from this screen by typing **S** in the **SEL** (SELECT) field, the information for that transaction defaults to *PTRM* for further processing.

NOTES

There should be no transactions on the *PILS* screen with a status of incomplete (0) once it has been reconciled. The agency should monitor this on a regular basis.

Any change that is done on the *PTRM* screen after the transaction has been paid will create entries in Accounts Payable. A zero dollar invoice is created which reverses the original distribution and posts to the new accounting distribution. All change entries will post to AP the next time the agency sets their *Payment Cycle Controls (PCC)* screen. They will post to the same vendor to which payments are made (Vendor # 510331454 - A) and will have invoice numbers with the following format:

CXXXXTTTTTTTTYMD, where


- C Change record
- XXXX Location number
- TTTTTTTT Original transaction ID number
- YMD Date the change occurred, where Year, Month, Date is based on the chart in **QRG 1**.

When a transaction has been paid, the PAY IND. field (which follows the VENDOR NAME field) on the *PUTL* and *PILS* screens displays a P (paid) status. See the following example of the *PILS* screen:

```

OCP PC                NCAS PROCUREMENT CARD SYSTEM                PILS
                    INVOICE LIABILITY SCREEN
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: pils___ ACTION: _____ 05/04/2009 11:20:07
REQUEST: _____
=====
AGENCY      : XX                LOCATION #   : XX01  SHOW OPT:  _
AGENCY NAME : OSC TRAINING
ADM #       : _____        TRANS. I.D.  : _____
CARD NUMBER : _____        CARDHOLDER  : _____
TRANS. DATE : _____        POST DATE   : _____
=====
SEL  TRANS.    TRANS.    VENDOR NAME    PAY  TRANS.    POSTING    ST
   DATE      AMOUNT                IND.  I.D.      DATE
-----
- 09/04/2008  144.62  HOMESAFE #21212  P  XX1116005  09/06/2008  0
- 09/04/2008   10.37  BLADENBORO OFFICE  P  XX1116007  09/06/2008  1
- 09/04/2008   18.76  OFFICE NOW #230   P  XX1116035  09/06/2008  0
- 09/04/2008  242.50  GARDENER SUPPLY  P  XX0106142  09/06/2008  1
- 09/04/2008   59.15  LOREDO WAREHOUSE  P  XX0106151  09/06/2008  0
=====
PAGE NO: 1 SCREEN STATUS: END OF LIST
    
```


NOTES

9. Type **533110** over the defaulted data in the ACCOUNT field.
10. Type **10001000** over the defaulted data in the CENTER field.
 -  Be sure to complete the RECYCLE (recycled goods), STC (state term contract), and SVC (service contract/1099 vendor) fields if necessary. (These fields are not applicable in this walkthrough.)
11. Type **door mats** over the defaulted data in the ITEM DESCRIPTION field.

Your screen should display the following data before you press .

```

OCP PC                      NCAS PROCUREMENT CARD SYSTEM                      PTRM
                        TRANSACTION RECONCILING AND MAINTENANCE
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                                05/04/2009 17:26:00
REQUEST: 13 _____
=====
CARD NUMBER       : XX34567890123402  VENDOR   : HOME DEPOT #999899
CARDHOLDER      : DANIEL STAFFORD      ASHEVILLE /NC/27529 /US
POSTING DATE     : 09/06/2008          ALLOCATED TOTAL : 104.62
TRANSACTION DATE : 09/04/2008          TRANSACTION TOTAL: 104.62
TRANSACTION ID   : XX1116005           COUNTY CODE   : _____

S LINE TAX  AMOUNT  COMP  ACCOUNT  CENTER  RECYCLE STC SVC
NO.  IND  PCT  TAX AMT  ACCR TAX  ITEM DESCRIPTION
c 01  -  .000  104.62  XX01 533110  10001000
- 02  -  .000  .00    .00  DOOR MATS
- 03  -  _____
- 04  -  _____
-    -  _____
                                CONTINUE TO PTR2 : _____
    
```

12. Press to process the transaction. The message **404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
13. Type **N** in the REQUEST field and press to process the transaction.

ACTIVITY: Reconciling Transactions on the PILS Screen

SCENARIO

You find two receipts on your desk and have no idea where they came from or how long they have been there.

The receipts are for office supplies from Office Max. The transaction date is 09/04/2008. The cardholder on the first receipt is Lisa Geary and the amount charged is \$98.76. There is a notation on the form to split the amount between two centers (10001000 and 10002000).

NOTES

1. Type **pccl** in the NEXT FUNCTION field and press .
2. Type **XX** in the AGENCY field.
3. Type **XX01** in the LOCATION field.
4. Type **gear@** in the LAST NAME field and press to display the results of the search.
5. Type **pils** in the ACT field next to Lisa Geary and press to access the *PILS* screen.
6. Press one more time to search the *PILS* screen for any open transactions for Lisa Geary.
7. Based on the transaction date value, type **S** in the SEL field next to the Office Max transaction and press to access the *Transaction Reconciling and Maintenance (PTRM)* screen to process this invoice.
8. Type **C** in the S (SELECT) field.
9. Type **49.38** over the defaulted data in the AMOUNT field.
10. Type **533110** in the ACCOUNT field.
11. Type **envelopes** in the ITEM DESCRIPTION field.
12. Press to update the transaction. The message **404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
13. Type **A** in the S (SELECT) field of the second line to add the second split of the transaction.
14. Type **49.38** in the AMOUNT field.
15. Type **XX01** in the COMP field.
16. Type **533110** in the ACCOUNT field.
17. Type **10002000** in the CENTER field.
18. Type **supplies** in the ITEM DESCRIPTION field.
19. Press to update the split transaction. The message **404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
20. Type **N** in the REQUEST field and press to process the transaction.

NOTES

The next receipt is for 459.15 and the cardholder is Jeremy Atwater. As you look at the receipt, you note the following accounting breakdown:

\$100.00 - office supplies account 533110
\$150.00 - data processing supplies account 533120
\$209.15 – miscellaneous supplies account 533190

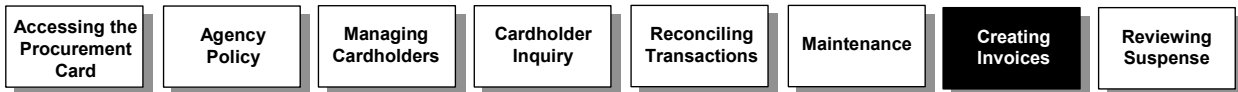
The center to be charged is 10001000.

21. Type **pccl** in the NEXT FUNCTION field and press .
22. Type **atw@** in the LAST NAME field and press to display the results of the search.
23. Type **pils** in the ACT field next to Jeremy Atwater and press to access the *PILS* screen.
24. Press one more time to search the *PILS* screen for any open transactions for Jeremy Atwater.
25. Based on the transaction date value, type **S** in the SEL field next to the Ken Lassiter and Company transaction and press to access the *Transaction Reconciling and Maintenance (PTRM)* screen to process this invoice.
26. Type **C** in the S (SELECT) field of the first line to change the defaulted data.
27. Type **100.00** over the defaulted data in the AMOUNT field.
28. Type **533110** in the ACCOUNT field.
29. Type **trash cans** in the ITEM DESCRIPTION field.
30. Press to update the transaction. The message **404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
31. Type **A** in the S (SELECT) field of the second line to add the second split of the transaction.
32. Type **150.00** in the AMOUNT field.
33. Type **XX01** in the COMP field.
34. Type **533120** in the ACCOUNT field.
35. Type **10001000** in the CENTER field.
36. Type **data processing supplies** in the ITEM DESCRIPTION field.

37. Press to update the split transaction. The message **404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
38. Type **A** in the S (SELECT) field of the third line to add the third split of the transaction.
39. Type **209.15** in the AMOUNT field.
40. Type **XX01** in the COMP field.
41. Type **533190** in the ACCOUNT field.
42. Type **10001000** in the CENTER field.
43. Type **miscellaneous supplies** in the ITEM DESCRIPTION field.
44. Press to update the split transaction. The message **404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
45. Type **N** in the REQUEST field and press to process the transaction.


NOTES

Creating Invoices



Once a month an invoice needs to be created so payment can be made to the bank. Payments are made regardless of whether or not the transactions are reconciled. The *Invoice Create Screen (PICS)* screen is used to create the invoice. The AGENCY, LOCATION NO., INVOICE DATE, and the POSTING DATE (billing period) fields shown on the bank invoice need to be typed on *PICS*. All transactions that need to be paid are displayed. The POSTED TOTAL field on this screen must agree to the total on the bank statement. If it does not agree, do not pay and call the OSC Support Services Center at (919) 875-4357 immediately. The only occasion the POSTED TOTAL field and the bank statement would not match is if the bank fails to send the OSC the transactions or if the agency fails to make timely payments.

The RECONCILED TOTAL field and DIFFERENCE amount totals are only informational fields that allow the agency to see how much is unreconciled. Some agencies may require that everything be reconciled before the invoice is paid. This, however, is not a requirement of the system. An invoice is created whenever the agency deems it necessary. Once the INVOICE DATE and POSTING DATE fields are entered and the POSTED TOTAL field agrees with the amount that needs to be paid, the screen must be “nexted” by typing **N** in the REQUEST field and pressing .

-  All transactions are transferred to the General Ledger by an AP invoice. Remember that any transaction that has not been reconciled (“nexted”) is transferred to AP and an invoice is created using the default distribution (from the *PCCP* screen) for that cardholder. Any changes entered for an account distribution after the invoice has been created are transferred to the NCAS as an AP transaction.

Invoice document numbers are created in the Procurement Card module and passed to the Accounts Payable module using the following format: PXXXXYYMMDDXXXXA. The components of the invoice number mentioned previously are:



P	Procurement Card Document
XXXX	Location Number
YYMMDD	Posting year, month and day
XXXX	Last 4 digits of the billing number
A	Alpha Character

3. Type **090108** in the first blank of the POSTING DATE field.
4. Type **093108** in the second blank of the POSTING DATE field.
5. Press **Enter** to display the totals.

NOTES

```

OCP PC                NCAS PROCUREMENT CARD SYSTEM                PICS
                    INVOICE CREATE SCREEN
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                05/04/2009 17:43:03
REQUEST: 7 _____
=====
AGENCY      : XX
AGENCY NAME : OSC TRAINING
LOCATION #    : XX01
INVOICE DATE: 10/05/2008                POSTING DATE: 09/01/2008 09/30/2008
RECONCILED TOTAL: 760.40                POSTED TOTAL: 6,229.64
DIFFERENCE   : 5,469.24
=====
SEL  POSTING DATE    POSTING DATE    RECONCILED    DIFFERENCE
    DATE            TOTAL            TOTAL
-   09/05/2008      3,180.00            .00           3,180.00
-   09/06/2008      3,049.64            760.40       2,289.24
-   _____      _____            _____
-   _____      _____            _____
-   _____      _____            _____
-   _____      _____            _____
-   _____      _____            _____
-   _____      _____            _____
=====
PAGE NO: 1 SCREEN STATUS: END OF LIST
    
```

6. Verify that the amount in the POSTED TOTAL field agrees with the invoice/statement from the bank.
 -  Do NOT “next” the invoice until the POSTED TOTAL agrees with the amount on the statement.
7. Type **N** in the REQUEST field and press **Enter** to process the *PICS* screen. The following message is displayed: **219 – INVOICE CREATION HAS BEEN SET WITH UNRECONCILED TRANSACTIONS.**
 -  After a posting day is “nexted” from the *PICS* screen, the system does not allow it to be “nexted” again. An error message is displayed stating that the posting day has been paid. If the amount on the invoice does not match the system, the OSC Support Services Center should be contacted for further investigation.

NOTES

OCP PC		NCAS PROCUREMENT CARD SYSTEM				PILS	
INVOICE LIABILITY SCREEN							
040 - NO MORE RECORDS TO DISPLAY							
NEXT FUNCTION: _____		ACTION: _____		05/04/2009 18:11:13			
REQUEST: _____							
=====							
AGENCY	: XX	LOCATION #	: XX01	SHOW OPT:	_		
AGENCY NAME	: OSC TRAINING						
ADM #	: _____	TRANS. I.D.	: _____				
CARD NUMBER	: _____	CARDHOLDER	: _____				
TRANS. DATE	: _____	POST DATE	: 09/06/2008	09/06/2008			
=====							
SEL	TRANS.	TRANS.	PAY	TRANS.	POSTING	ST	
	DATE	AMOUNT	IND.	I.D.	DATE		
-	09/04/2008	104.62	-	XX1116005	09/06/2008	1	
-	09/04/2008	3.37	-	XX1116007	09/06/2008	1	
-	09/04/2008	98.76	-	XX1116035	09/06/2008	1	
-	09/04/2008	94.50	-	XX0106142	09/06/2008	1	
-	09/04/2008	459.15	-	XX0106151	09/06/2008	1	
-	_____	_____	-	_____	_____	-	
-	_____	_____	-	_____	_____	-	
-	_____	_____	-	_____	_____	-	
PAGE NO: 1 SCREEN STATUS: END OF LIST							

Transactions can be reconciled as needed from this screen.

All transactions are transferred to the General Ledger by an AP Invoice. Remember that any transaction not yet reconciled (“nexted”) is transferred to AP and an invoice is created using the default distribution (from the PCCP screen) for that cardholder.

The AP invoice can be viewed after the nightly production run, and is paid during the agency’s following check run. Any changes entered for an account distribution after the invoice has been created are transferred to the NCAS as an AP transaction.

Reviewing Suspense

Accessing the
Procurement
Card

Agency
Policy

Managing
Cardholders

Cardholder
Inquiry

Reconciling
Transactions

Maintenance

Creating
Invoices

Reviewing
Suspense

The *Suspended Cards (PCSC)* screen is used to display bank transactions that were sent by the bank but have not been added to agencies' transactions in the PC module. The suspended transactions display on this screen when either the current cardholder status is set to inactive or because the cardholder has not been assigned in the PC module. OSC will notify the agency's Pcard administrator by email when such suspended transactions exist. The Pcard administrator must take the necessary corrective action in NCAS on *PCCP* screen, by either adding the cardholder or activating the card so that the card can be released by OSC.

