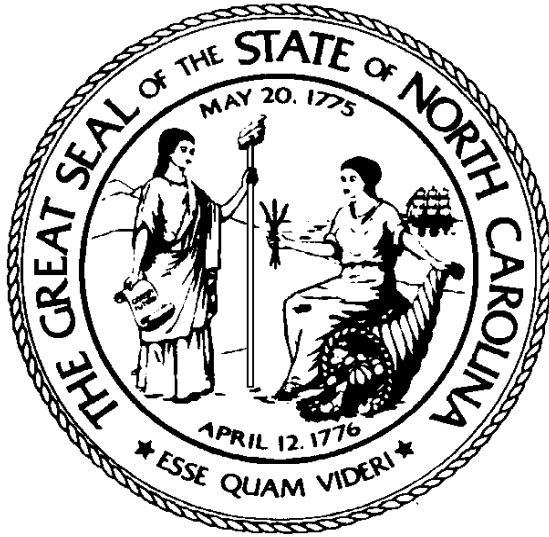


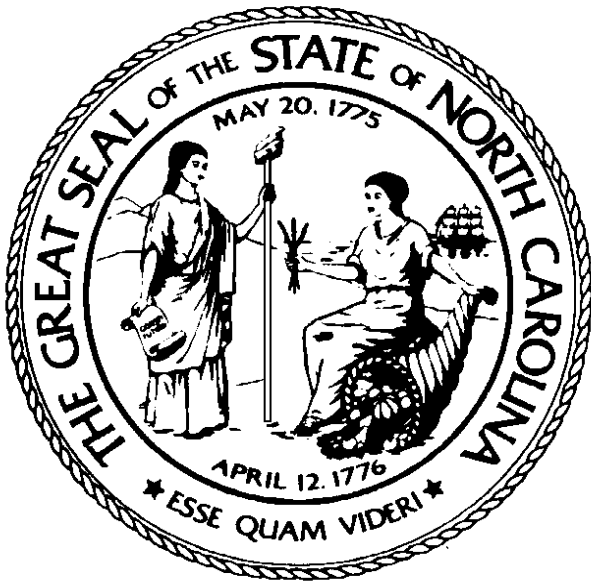
Procurement Card Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
Procurement Card
Training Course
15th Edition



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State Controller
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Procedure 1: Setting up a Cardholder




1. Type **PCCP** in the NEXT FUNCTION field and press to access the *NCAS Procurement Cardholder Policy* screen.
2. Type your **Agency ID #** in the AGENCY field.
3. Type your **Location/Division** in the LOCATION field.
 The LOCATION field is a number assigned by the OSC that identifies a particular billing location.
4. Type the **number from the card** you are issuing in the CARD NUMBER field.
5. Type the **Adm No** if your agency is using this for internal purposes.
6. Type the **first name** of the individual for whom the card is being issued in the FIRST NAME field.
7. Type the **middle initial** in the MIDDLE INITIAL field. (This is an optional field.)
8. Type the **last name** in the LAST NAME field.
9. Type the **phone number** of the cardholder in the CARDHOLDER PHONE field. (This is an optional field.)
10. Type the **date the card is to be activated** in the CARDHOLDER ACTIVE INDICATOR field and press to display the default for the CARDHOLDER INACTIVE INDICATOR field. (This is an optional field. The field defaults to the current system date.)
11. The CARDHOLDER INACTIVE DATE field (optional) defaults to 01/01/9999.
12. Type the appropriate **GL company number** in the CARDHOLDER GL COMPANY field.
13. Type the appropriate **GL account number** in the CARDHOLDER GL ACCOUNT field.
14. Type the appropriate **GL center number** in the CARDHOLDER GL CENTER field.
15. Press to add the cardholder to the system.

Procedure 2: Inquiring on a Cardholder and Receipts



Inquiring on a cardholder

1. Type **PCCL** in the NEXT FUNCTION field and press  to access the *Cardholder Lookup* screen.
2. Type your **Agency number** in the AGENCY field.
3. Type the **last name** of the buyer in the LAST NAME field and press  to display the results of the search.


Viewing cardholder information from *PCCL*

4. Type **PCCP** in the ACT field and press  to access the *Cardholder Policy* screen.
5. Type **G** in the REQUEST field and press  to display the cardholder's record.
6. Check the displayed screen for accuracy.
 You may also go directly to *PUTL* or *PILS*.



Viewing cardholder information from *PCCP* on *PUTL* or *PILS*

7. Type **PUTL** or **PILS** in the NEXT FUNCTION field and press  to access the *Unreconciled Transaction* screen.
8. Press  to display all transactions for the cardholder.




Procedure 3: Deleting a Cardholder Record

-  A cardholder may only be deleted from the Procurement Card module if no transactions have been entered in the system for that card number.


Inquiring on a cardholder record

1. Type **PCCL** in the NEXT FUNCTION field and press  to access the *Cardholder Lookup* screen.
2. Type your **Agency number** in the AGENCY field.
3. Type your **Agency location** in the LOCATION field.
4. Type **the first 3 or 4 letters followed by the @ sign** in the LAST NAME field and press  to display the results of the inquiry.

Accessing the cardholder record from *PCCL*

5. Type **PCCP** in the ACT field next to the desired cardholder and press  to access the *Cardholder Policy* screen.
6. Type **C** in the REQUEST field and press  to display the cardholder's record in *change* mode.
7. Type **d** in the CARDHOLDER ACTIVE INDICATOR field and press  to delete this record.



Procedure 4: Reconciling a Transaction on the *PUTL* Screen

1. Type **PUTL** in the NEXT FUNCTION field and press to access the *Unreconciled Transaction* screen.
2. Type your **Agency number** in the AGENCY field.
3. Type your **billing location number** in the LOCATION # field.
4. Type the **card number** in the CARD NUMBER field. (This is an optional field.)
5. Type the **date of the transaction** in question in the TRANS. DATE field and press to display the results of the search. (This is an optional field.)
 The CARD NUMBER field and the TRANS. DATE field are used to narrow the search.
6. Type **S** in the SEL field next to the desired transaction and press to access the *Transaction Reconciling and Maintenance* screen.


To change line information, if necessary:

7. Type **C** in the S (SELECT) field.
8. Type the **correct amount of the transaction** over the defaulted data in the AMOUNT field (only if it needs to be changed).
9. Type the **correct account of the transaction** over the defaulted data in the ACCOUNT field (only if it needs to be changed).
10. Type the **correct center of the transaction** over the defaulted data in the CENTER field (only if it needs to be changed).
11. If this is for recycled goods, type **P** for paper or **N** for other in the RECYCLE field.
12. If this is an item purchased on State Term Contract, type a **Y** in the STC field.
13. If this is a transaction that requires a 1099 code, type **Y** in the SVC field.
14. Type the **correct description** over the defaulted data in the ITEM DESCRIPTION field.
15. Press to update the transaction.

To split the transaction:

- 16.** If this transaction is to be split or if you need to add additional lines, type **A** in the s (SELECT) field.
- 17.** Repeat steps 8-15 to add additional line information.
- 18.** Type **N** in the request field and press  to next the transaction.
 -  You process the transaction only when the allocated total equals the transaction total.






Procedure 5: Reconciling Transactions on the *PILS* Screen

1. Type **PILS** in the NEXT FUNCTION field and press to access the *Invoice Liability* screen.
2. Type your **Agency number** in the AGENCY field.
3. Type your **Agency billing location** in the LOCATION # field.
4. Type the **card number** in the CARD NUMBER field. (This is an optional field.)
5. Type the **date of the transaction** in the TRANS. DATE field and press to display the results of the search. (This is an optional field.)
 The CARD NUMBER field and the TRANS. DATE field are used to narrow the search.
6. Type **S** in the SEL field next to the desired transaction and press to access the *Transaction Reconciling and Maintenance* screen to process this invoice.
7. Verify that this is the correct transaction by checking the CARD NUMBER field and the AMOUNT field.

If a change to the line is necessary:

8. Follow steps # 7 to 18 in **Procedure 4: Reconciling a Transaction on the PUTL Screen.**
9. If the invoice needs to be split, follow steps # 19 to 21 in **Procedure 4: Reconciling a Transaction on the PUTL Screen.**
10. Type **N** in the REQUEST field and press to process this transaction.

Procedure 6: Creating an Invoice

1. Type **PICS** in the NEXT FUNCTION field and press  to access the *Invoice Create* screen.
2. Type your **Agency number** in the AGENCY field.
3. Type your **location/division** in the LOCATION field.
 -  The LOCATION field is a number assigned by the OSC that identifies a particular billing location.
4. Type the **date of the invoice** in the INVOICE DATE field.
5. Type the **beginning date of the posting date range** in the first blank of the POSTING DATE field.
6. Type the **ending date of the posting date range** in the second blank of the POSTING DATE field.
7. Press  to display the totals.
8. Verify that the amount in the POSTED TOTAL field agrees with the invoice/statement from the bank.
9. Type **N** in the REQUEST field and press  to process the transaction.
 -  After a posting date is “nexted” from *PICS*, the system does not allow it to be “nexted” again. An error message is displayed stating that the posting date has already been paid.

QRG 1: Date Calculating Chart

YEAR

N = 1998	O = 1999	P = 2000	Q = 2001
R = 2002	S = 2003	T = 2004	U = 2005
V = 2006	W = 2007	X = 2008	Y = 2009

DAY

A = 1	B = 2	C = 3	D = 4
E = 5	F = 6	G = 7	H = 8
I = 9	J = 10	K = 11	L = 12
M = 13	N = 14	O = 15	P = 16
Q = 17	R = 18	S = 19	T = 20
U = 21	V = 22	W = 23	X = 24
Y = 25	Z = 26	0 = 27	1 = 28
2 = 29	3 = 30	4 = 31	

RPT 1: Vendor Totals Report

See the following page for the Vendor Totals report.

1 AGENCY LOCATION XX01
PCVNDTOT

NCAS PROCUREMENT CARD SYSTEM
VENDOR TOTALS
POSTING DATE 01/01/2006 TO 01/31/2006

PAGE 1
C-U-PC-VENDOR-TOTALS

VENDOR NAME	POSTING DATE	TRANS ID	TRANS DATE	TRANS AMOUNT	ITEM DESCRIPTION
A B CHARLES	01/27/2006	060300128	01/25/2006	45.96	"Sporting Goods Stores"
VENDOR TOTAL				45.96	
AAAA	01/31/2006	060320045	01/30/2006	10.00	"Computer Network/info Srv
VENDOR TOTAL				10.00	
ANDERSON HOME AND HARDWARE	01/16/2006	060170379	01/13/2006	6.49	"Hardware Stores"
VENDOR TOTAL				6.49	
ANDY'S HARDWARE	01/05/2006	060060151	01/04/2006	7.45	"Hardware Stores"
VENDOR TOTAL				7.45	
ANDY'S MARINA	01/19/2006	060200138	01/17/2006	156.85	"Marinas, Marine Service/
VENDOR TOTAL				156.85	
ANDY ANDREWS NETWORKS	01/12/2006	060130148	01/11/2006	89.99	"Computer Network/info Srv
VENDOR TOTAL				89.99	
ANSON AUTO	01/30/2006	060310229	01/26/2006	15.30	"Automotive Parts, Access
	01/30/2006	060310230	01/26/2006	14.30	"Automotive Parts, Access
	01/30/2006	060310231	01/26/2006	15.30-	"Automotive Parts, Access
VENDOR TOTAL				14.30	
ANSON CAR CARE	01/06/2006	060090154	01/04/2006	16.99	"Automotive Parts, Access
VENDOR TOTAL				16.99	
AGENT FEE 1234567890123	01/23/2006	060240200	01/20/2006	10.00	"Air Carriers, Airlines"
VENDOR TOTAL				10.00	
ALBERMARLE LAWNS	01/11/2006	060120148	01/09/2006	89.95	"Lawn And Garden Supply S
VENDOR TOTAL				89.95	
AMERICAN HEAT AND AIR	01/23/2006	060240199	01/20/2006	246.72	"HVAC"
VENDOR TOTAL				246.72	

**RPT 2: Recycled Goods and Purchases on
State Term Contract Report**

See the following page for the Recycled Goods and Purchases on
State Term Contract report.

1 RMD5XXX
 REPORT01
 LOCATION: XX01

NCAS PROCUREMENT CARD SYSTEM
 RECYCLED GOODS AND PURCHASES ON STATE TERM CONTRACT
 POSTING DATE 01/01/2006 TO 01/31/2006

PAGE 1
 C-PC-RECYCLED-GOODS

POSTING DATE	TRANS ID	VENDOR NAME	TRANS DATE	RECYCLED AMOUNT	NON-PAPER AMOUNT	STC TRANS AMOUNT	SERVICE TRANS AMOUNT	ITEM DESCRIPTION
- 01/16/2006	060170336	HOMETOWN OFFICE SUPPLIES	01/13/2006	.00	.00	148.90	.00	OFFICE SUPPLIES
01/26/2006	060270001	HOMETONW OFFICE SUPPLIES	01/25/2006	.00	.00	85.50	.00	STAMPS FOR CODING
01/26/2006	060270002	HOMETONW OFFICE SUPPLIES	01/25/2006	.00	.00	26.00	.00	STAMPS FOR CODING
TOTAL FOR LOCATION XX01				.00	.00	260.40	.00	

1 RMD5XXX
 REPORT01
 LOCATION: XX01

NCAS PROCUREMENT CARD SYSTEM
 RECYCLED GOODS AND PURCHASES ON STATE TERM CONTRACT
 POSTING DATE 01/01/2006 TO 01/31/2006

PAGE 2
 C-PC-RECYCLED-GOODS

POSTING DATE	TRANS ID	VENDOR NAME	TRANS DATE	RECYCLED AMOUNT	NON-PAPER AMOUNT	STC TRANS AMOUNT	SERVICE TRANS AMOUNT	ITEM DESCRIPTION
TOTAL FOR AGENCY XX				.00	.00	260.40	.00	
GRAND TOTAL				.00	.00	260.40	.00	

RPT 3: Budget Report (Charges Posted and Not Paid)

See the following page for the Budget Report (Charges Posted and Not Paid)

This report is found in X/PTR at:

OSCO* PC102-1 PC BUDGET REPORT

PCBUDRPT
 AGENCY ID : XX
 LOCATION : XX01
 BUDGET CODE: 13700

NCAS PROCUREMENT CARD SYSTEM
 BUDGET REPORT
 CHARGES POSTED AND NOT PAID

PAGE 1
 C-PC-BUDGET-REPORT
 RUN DATE: 02/20/06

COMP	ACCOUNT	CENTER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	ADMIN	POSTING DATE	TRANS ID	LINE	AMOUNT
XX0U	532840	14203101	POSTAGE, FREIGHT & DELIV	Postage Stamps	1420	01/27/06	060300037	1	390.00
TOTAL FOR ACCOUNT : 532840									390.00
XX0U	533110	14203101	GENERAL OFFICE SUPPLIES	BINDING SUPPLIES	1420	01/23/06	060240051	1	75.56
XX0U	533110	14203101	GENERAL OFFICE SUPPLIES	OFFICE SUPPLIES	1420	02/08/06	060400045	1	20.97
TOTAL FOR ACCOUNT : 533110									96.53
TOTAL FOR CENTER : 14203101									486.53
TOTAL FOR FUND : 1420									486.53
TOTAL FOR COMPANY : 100U									486.53
XX01	535675	1011	P-CARD CLEARING	"Stationary, Office Suppl	1011	02/17/06	060510042	0	31.96
XX01	535675	1011	P-CARD CLEARING	"Stationary, Office Suppl	1011	02/17/06	060510043	0	15.96
TOTAL FOR ACCOUNT : 535675									47.92
TOTAL FOR CENTER : 1011									47.92
TOTAL FOR FUND : 1011									47.92
XX01	535675	1013	P-CARD CLEARING	"Stationary, Office Suppl	1013	02/13/06	060450054	0	199.92
TOTAL FOR ACCOUNT : 535675									199.92
TOTAL FOR CENTER : 1013									199.92
TOTAL FOR FUND : 1013									199.92
XX01	535675	1017	P-CARD CLEARING	Business Services-not Els	1017	01/23/06	060240022	0	21.00
XX01	535675	1017	P-CARD CLEARING	"Computers, Computer Peri	1017	01/20/06	060230046	0	487.97
XX01	535675	1017	P-CARD CLEARING	"Radio, Television, And S	1017	01/26/06	060270176	0	149.98
XX01	535675	1017	P-CARD CLEARING	Book Stores	1017	01/26/06	060270177	0	311.93
XX01	535675	1017	P-CARD CLEARING	Book Stores	1017	01/26/06	060270178	0	147.97
XX01	535675	1017	P-CARD CLEARING	Book Stores	1017	01/26/06	060270179	0	127.16
XX01	535675	1017	P-CARD CLEARING	Catalog Merchants	1017	01/27/06	060300049	0	270.71
XX01	535675	1017	P-CARD CLEARING	Professional Services-not	1017	02/01/06	060330050	0	349.00
XX01	535675	1017	P-CARD CLEARING	Book Stores	1017	02/02/06	060340042	0	288.19
XX01	535675	1017	P-CARD CLEARING	"Stationery, Office, And	1017	02/03/06	060370036	0	19.80
XX01	535675	1017	P-CARD CLEARING	Electrical Parts And Equi	1017	02/08/06	060400052	0	103.76
XX01	535675	1017	P-CARD CLEARING	Electrical Parts And Equi	1017	02/08/06	060400053	0	294.79
XX01	535675	1017	P-CARD CLEARING	Electrical Parts And Equi	1017	02/08/06	060400054	0	78.78
XX01	535675	1017	P-CARD CLEARING	Electrical Parts And Equi	1017	02/08/06	060400055	0	9.16
XX01	535675	1017	P-CARD CLEARING	Electrical Parts And Equi	1017	02/10/06	060440044	0	19.34
XX01	535675	1017	P-CARD CLEARING	Electrical Parts And Equi	1017	02/10/06	060440045	0	3.26
TOTAL FOR ACCOUNT : 535675									2,682.80
TOTAL FOR CENTER : 1017									2,682.80

RPT 4: Procurement Card Information

1DATE: 02/21/2006
LISTCARD

OFFICE OF STATE CONTROLLER
PROCUREMENT CARD INFORMATION
AGENCY - XX

PAGE
1

0LOCT	AD#	CARD NUMBER	NAME (FIRST, MI, LAST)	TELEPHONE	DATE ACT	DT INACT	CO	ACCOUNT	CENTER	ACT	TC
-XX01	INAC	4717	MONROE L POOLE	777-1234/123	05/05/2004	12/01/2004	XX02	535675	2115	N	92
XX01	INAC	4725	CORY J JOHNSON	777-2345/123	05/05/2004	02/18/2005	XX02	535675	2115	N	92
XX01	INAC		MENDALL MOORE	999-777-3456	07/30/2004	01/31/2005	XX02	535675	2133	N	
XX01	INAC	2345	JONATHAN SMITH	555-888-4567	08/03/2004	12/01/2004	XX02	535675	2132	N	
XX01	INAC	2378	SUSAN R SUTTON	555-888-5678	08/03/2004	05/07/2005	XX02	535675	2132	N	
XX01	INAC	2394	BROOKE H SAWYER	555-888-6789	08/03/2004	10/18/2004	XX02	535675	2132	N	
XX01	INAC	5652	RANDY RANSOM	999-777-7890	08/17/2004	04/01/2005	XX02	535675	2131	N	
XX01	INAC	6592	DARRELL BARNES	999-555-7888	08/23/2004	10/01/2004	XX02	535675	2153	N	
XX01	INAC	6700	JOSHUA W COPPIN	222-777-8882	09/15/2004	04/29/2005	XX02	535675	2151	N	
XX01	INAC	6865	JACK MANDLEY	555-333-9123	09/15/2004	09/15/2004	XX02	535675	2151	N	
XX01	INAC	6957	LAURIE SADLER	999-222-0123	08/23/2004	04/21/2005	XX02	535675	2151	N	
XX01	INAC	7425	JAMES KENSEY		08/26/2004	08/27/2004	XX02	535675	2151	N	
XX01	INAC	0652	DENTON BARRLOW	333-444-2345	09/20/2004	05/01/2005	XX02	535675	2151	N	
XX01	INAC	0936	LLOYD T GULLEY	999-888-3456	09/23/2004	09/23/2004	XX02	535675	2161	N	
XX01	INAC	6650	SIDNEY EDWARDS	999-777-4567	11/16/2004	02/22/2005	XX02	535675	2161	N	
XX01	INAC	777	DEBORAH STREETER	777-5678/123	05/05/2004	05/07/2005	XX02	535675	2117	N	92
XX01	2101	1347	FENTON HARRIS	999-777-6789	08/02/2004	01/01/9999	XX02	535675	2141	Y	
XX01	2101	4460	RYAN HAMILTON	999-777-7888	05/31/2005	01/01/9999	XX02	535675	2101	Y	92
XX01	2101	9351	ELIZABETH FOLEY	999-777-8882	09/30/2005	01/01/9999	XX02	535675	2101	Y	92
XX01	2101	8071	JOAN B TRANSON	999-777-9123	11/28/2005	01/01/9999	XX02	535675	2101	Y	92
XX01	2101	5597	CHARLOTTE J WOODS	999-777-1234	02/16/2006	01/01/9999	XX02	535675	2101	Y	92
XX01	2111	4659	CEDRIC F EDGAR	777-2345/123	05/05/2004	01/01/9999	XX02	535675	2111	Y	92
XX01	2111	4683	DONNA CLARK	999-777-3456	04/01/2005	01/01/9999	XX02	535675	2111	Y	92
XX01	2111	4766	CHARLES LEE	777-5678/123	05/13/2004	01/01/9999	XX02	535675	2111	Y	92
XX01	2111	0690	BRYAN DOWNS, JR	999-777-6789	05/11/2005	01/01/9999	XX02	535675	2111	Y	92
XX01	2111	7198	TINA KYLE	999-777-7890	11/18/2005	01/01/9999	XX02	535675	2111	Y	92
XX01	2111	1646	CLAYTON WOODSON	999-777-7888	01/30/2006	01/01/9999	XX02	535675	2111	Y	92
XX01	2112	4774	LISA HOWARD	777-8882/123	05/07/2004	01/01/9999	XX02	535675	2112	Y	92
XX01	2112	7455	JAMES JONES	999-777-9123	06/27/2005	01/01/9999	XX02	535675	2112	Y	92
XX01	2113	4691	JANICE HAYNES	777-0123/123	05/05/2004	01/01/9999	XX02	535675	2113	Y	92
XX01	2113	4709	TODD LEONARD	777-2345/123	05/05/2004	01/01/9999	XX02	535675	2113	Y	92
XX01	2113	4758	DAVID WILLIAMS	777-3456/123	05/05/2004	01/01/9999	XX02	535675	2113	Y	92
XX01	2113	4782	LISA BENTON	777-4567/123	05/05/2004	01/01/9999	XX02	535675	2113	Y	92
XX01	2113	4790	THOMAS NIVERS	777-5678/123	05/05/2004	01/01/9999	XX02	535675	2113	Y	92
XX01	2115	9818	ANGELA WALTON	999-777-6789	02/17/2005	01/01/9999	XX02	535675	2115	Y	
XX01	2115	9312	TOMMY KASON	999-777-7890	04/20/2005	01/01/9999	XX02	535675	2115	Y	
XX01	2116	6357	JOEY CROWDER	777-7888/123	05/07/2004	01/01/9999	XX02	535675	2116	Y	92
XX01	2117	4777	DEBORAH SIMPSON	777-8882/123	05/07/2004	01/23/2006	XX02	535675	2117	N	92
XX01	2117	4333	SYLVIA H NAYLOR	999-777-9012	10/21/2005	01/01/9999	XX02	535675	2117	Y	92
XX01	2121	6944	BILL THOMPSON	222-333-0123	11/03/2005	01/01/9999	XX02	535675	2121	Y	92
XX01	2121	6951	RICHARD VANDERWAGH	222-333-1234	09/12/2005	01/01/9999	XX02	535675	2121	Y	92
XX01	2121	6969	TODD E TAYLOR	999-333-2345	10/05/2005	01/01/9999	XX02	535675	2121	Y	92
XX01	2121	6977	KAREN CAMPBELL	999-777-3456	09/09/2005	01/01/9999	XX02	535675	2121	Y	92
XX01	2121	6993	DAWSON B BAYLESS	555-888-4567	09/15/2005	01/01/9999	XX02	535675	2121	Y	92
XX01	2121	7017	CHRISTOPHER A HUNTLEIGH	999-777-5678	09/09/2005	01/01/9999	XX02	535675	2121	Y	92
XX01	2121	7025	KEVIN R CLAWSON	999-444-6789	09/14/2005	01/01/9999	XX02	535675	2121	Y	92
XX01	2121	7033	BRENT SPIRES	999-850-7890	09/29/2005	01/01/9999	XX02	535675	2121	Y	92