

November 9, 2015

**Procurement Card
Training Course**



State of North Carolina

NC Accounting System

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North Carolina Accounting System
Procurement Card
Training Course



Office of the State Controller
November 9, 2015

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

Contact Information
OSC Training & Development
(919) 707-0656
NCAS Support Services
(919) 707-0795

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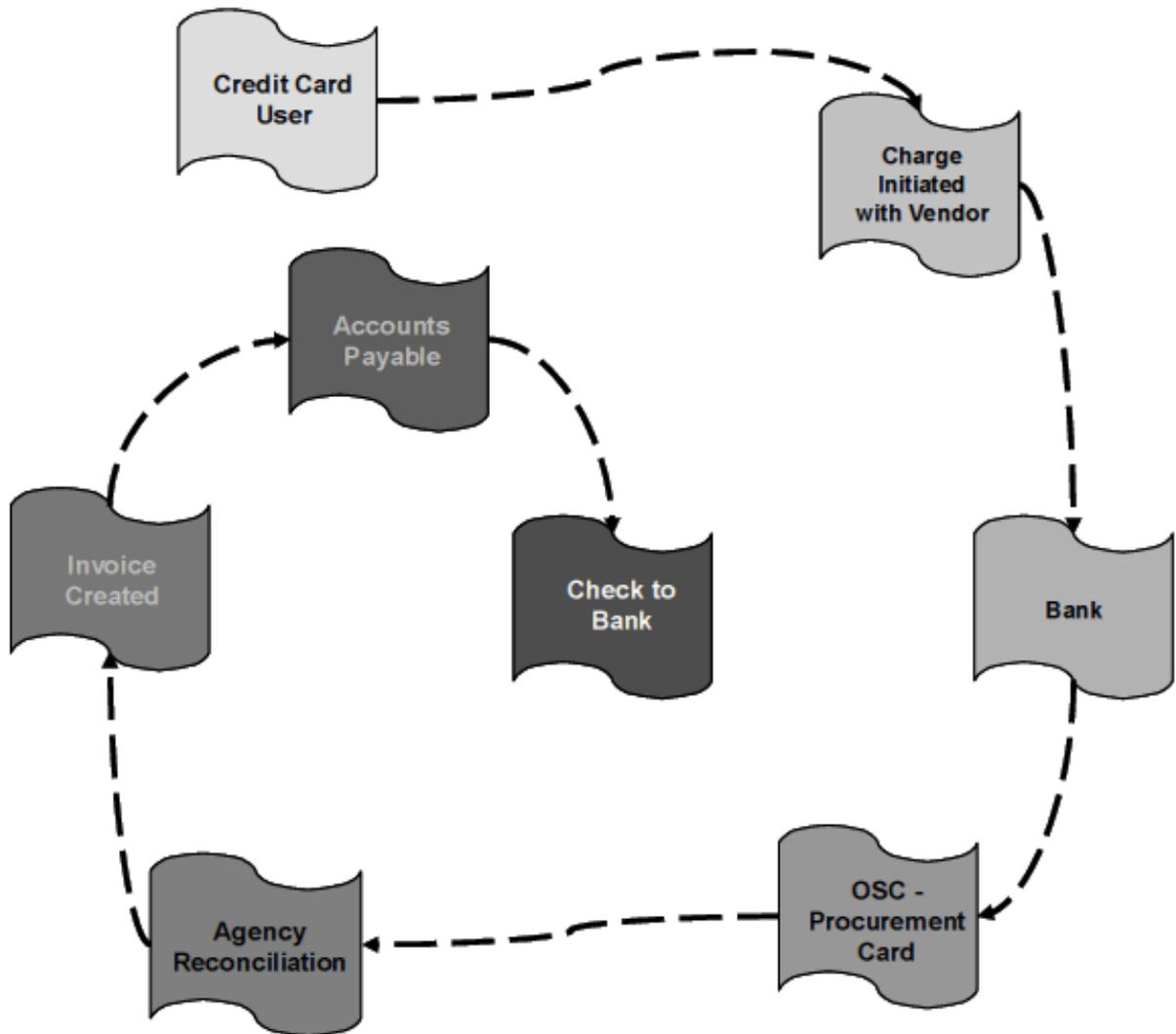
Overview

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

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 setup 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 setup 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 PCCL 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.

PTR2 The *Transaction Reconciling Screen 2* is used to further review the transaction. This screen can only be accessed from the *PTRM* screen by typing a X in the "Continue to *PTR2*" field.

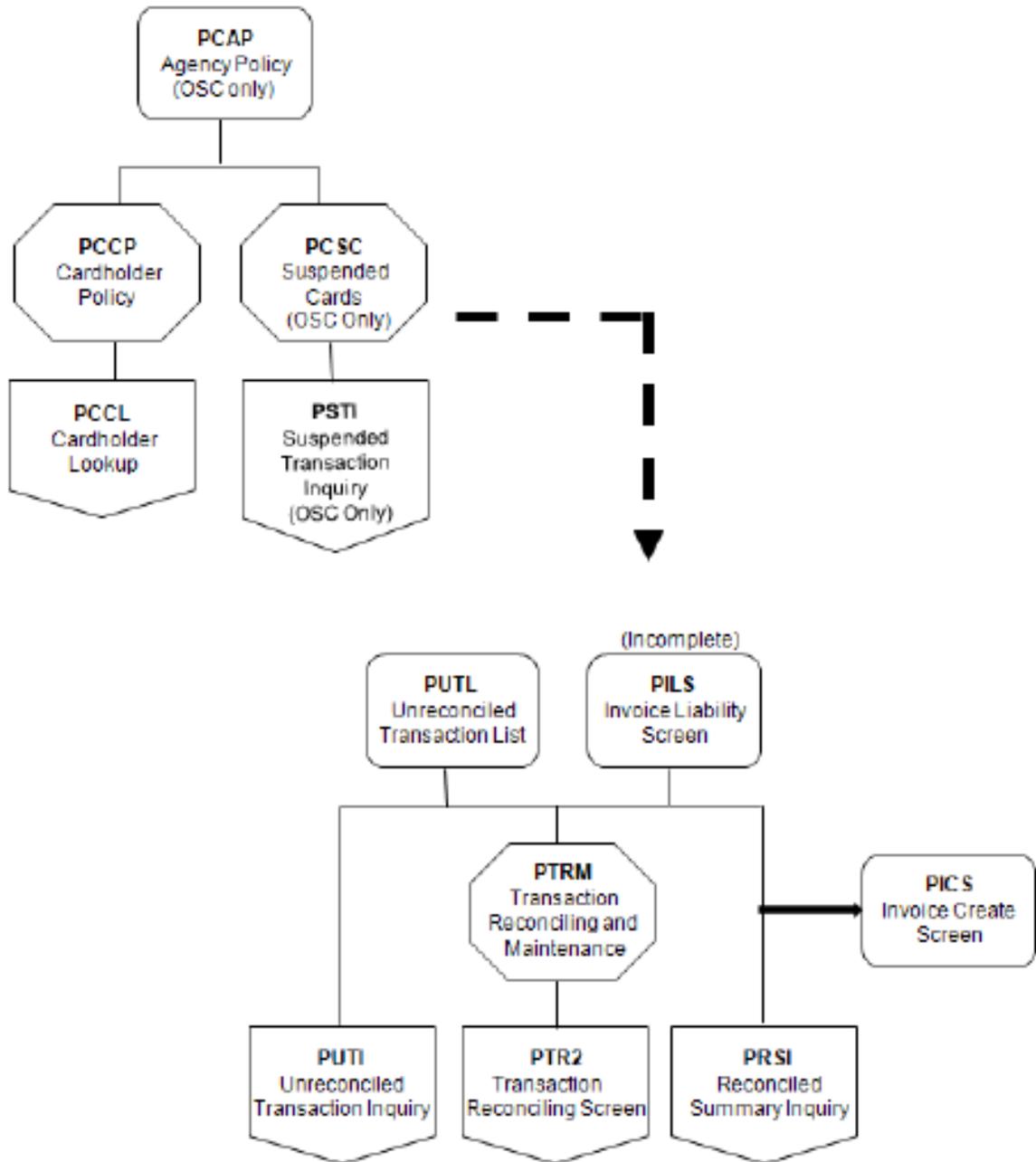
Once the document is in AP, normal AP functions control the payment. Setting the *Payment Entity Control Cycles (PCC)* screen and the *Bank Control Cycles (BCC)* screen in AP extracts the payment. This will then function like other AP payments.

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.

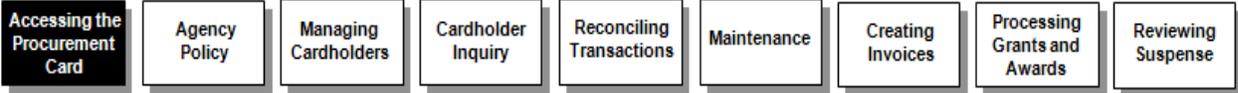
PCSC The *Suspended Cards (PCSC)* screen is used to display bank transactions that were sent by the bank but have not been added to agencies' transactions in the PC module. The suspended transactions display on this screen when either the current cardholder status is set to inactive or because the cardholder 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.

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



Accessing the Procurement Card Module



Prior to accessing the Procurement Card module, users are required to have RACF and User IDs as required in other NCAS modules. If users already have access to the NCAS system, the current IDs must be changed to allow access to the Procurement Card module. Security for this module is similar to security in other NCAS modules. Contact the agency's NCAS Security Administrator to request access.

Navigation to and within the Procurement Card module is similar to that in other modules of the NCAS. The Procurement Card module may be accessed by using the menu screens or by typing **.PC** in the ACTION field on any screen in any module.

 You may also access the Procurement Card Module by typing 49 in the ENTER THE SYSTEM TYPE YOU DESIRE field and pressing **ENTER**.

```
*****   ***   *****   *****   *****   ***
***   ***   ***   ***   ***   *****   *****
***   ***   ***   ***   ***   ***   ***   ***   **
***   ***   ***   ***   ***   ***   ***   ***
***   **   ***   ***   ***   *****   **   *****
***   *****   ***   ***   ****   ****   *****
***   ***   *****   *****   ****   ****   ***   ****

NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
MAIN MENU

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

ENTER THE SYSTEM TYPE YOU DESIRE:  __

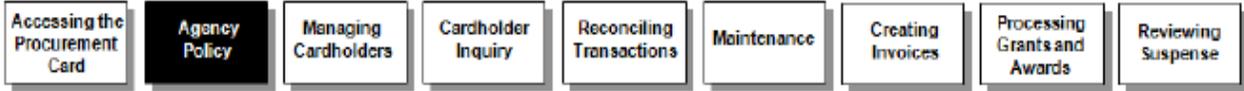
ACTION _____

DCI Release 01.00   SOX
```

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

NCT PC		NCAS PROCUREMENT CARD SYSTEM		PCMM	
NEXT FUNCTION: _____		ACTION: _____		11/22/2011 15:45:09	
=====					
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				

Agency Policy



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.

```
NCT PC                                NCAS PROCUREMENT CARD SYSTEM          PCAP
                                AGENCY POLICY

NEXT FUNCTION: _____ ACTION: _____          11/23/2011 08:11:28
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.

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.)

CARD NUMBER	This field is the credit card number assigned to the agency user.
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. Y = Active N = Not active 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 INACTIVATE 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	This is a valid account number. The agency must decide to either the Procurement Card clearing account (535675) or to assign an expense account that applies to what the cardholder buys. This is only a default account. The reconciler must verify and/or change this account when reconciling the transaction. All transactions should be reconciled by fiscal year end.
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.



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.

NCT PC	NCAS PROCUREMENT CARD SYSTEM	PCCP
CARDHOLDER POLICY		
NEXT FUNCTION: _____	ACTION: _____	11/23/2011 08:35:40
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 **ENTER** 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 **ENTER** to add the cardholder to the system.

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** for 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 **ENTER** to display 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).

7. Type **XX01** in the CARDHOLDER GL COMPANY field.
8. Type **535675** in the CARDHOLDER GL ACCOUNT field.
9. Type **10001000** in the CARDHOLDER GL CENTER field.
10. Press **ENTER** to add the cardholder to the system.

WALKTHROUGH: Making a Change to a Cardholder Record

SCENARIO

Marie Jones-Davis wants her last name changed to Windham. Her card number is XX34567890123413. Her telephone number also need to be changed to 919-807-9876. Make these changes and then inquire on the cardholder to verify all information.

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

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

NEXT FUNCTION: _____ ACTION: _____                                11/23/2011 11:33:15
REQUEST: _____

=====
AGENCY      : 2      LOCATION : 3      ADMIN #      : _____
LAST NAME   : 4
CARD NUMBER : _____
LAST NAME   : _____ FIRST NAME : _____ ACT AGENCY
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 **Jones@** in the LAST NAME field and press **ENTER** to display the results of the inquiry.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCL
                                CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:14:50
REQUEST: _____
=====
AGENCY      : XX                LOCATION : XX01        ADMIN #      : _____
LAST NAME   : JONES@
CARD NUMBER : _____
LAST NAME   : _____ FIRST NAME : _____ ACT AGENCY
NAME        : _____ NAME       : _____ IND  LOC  ADMIN  CARD NUMBER  ACT
JONES-DAVIS : _____ MARIE      : Y  XX  XX01  XX34567890123413  5
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  _____
PEACOCK     : _____ MELISSA  : Y  XX  XX01  XX34567890123419  _____
PINKSTON    : _____ BRADLEY  : Y  XX  XX01  XX34567890123404  _____
RICARDO     : _____ TONY     : Y  XX  XX01  XX34567890123418  _____
ROBBINS     : _____ CLAY     : Y  XX  XX01  XX34567890123408  _____
SHORE-BEACH : _____ EDITH   : Y  XX  XX01  XX34567890123426  _____

                                PAGE NO:      1  SCREEN STATUS:  MORE
    
```

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

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCP
                                CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:20:14
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.

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

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

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:20:14
REQUEST: C 9
=====
AGENCY          : XX                                LOCATION NO: XX01
CARD NUMBER     : XX34567890123413                ADM NO: _____

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

CARDHOLDER PHONE : 919-715-5423 8

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**.

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

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:20:14
REQUEST: G _____
=====
AGENCY          : XX                                LOCATION NO: XX01
CARD NUMBER     : XX34567890123413                ADM NO: _____

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

CARDHOLDER PHONE : 919-807-9876

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            : _____
```

Deleting Cardholders

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

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

NEXT FUNCTION: _____ ACTION: _____                11/28/2011 10:31:18
REQUEST: C _____
=====
AGENCY          : XX                                LOCATION NO: XX01
CARD NUMBER     : XX34567890123413                 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

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 **ENTER** to access the *Cardholder Lookup (PCCL)* screen.

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

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:38:23
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 **ENTER** to display the results of the inquiry.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCL
                                CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:38:23
REQUEST: _____
=====
AGENCY      : XX                LOCATION : XX01        ADMIN #      : _____
LAST NAME   : FORE@
CARD NUMBER : _____
LAST NAME   : _____ FIRST NAME : _____ ACT AGENCY
NAME        : _____ NAME       : _____ IND  LOC  ADMIN  CARD NUMBER  ACT
FOREHAND   : _____ LEWIS      : Y  XX  XX01  1234  XX34567890123415  5
GEARY      : _____ LISA       : Y  XX  XX01                XX34567890123414  _____
HADDOCK    : _____ BRANDY    : N  XX  XX01                XX4567890123433   _____
HEYWOOD    : _____ MARGARET  : Y  XX  XX01  1234  XX34567890123423  _____
HOFFMAN    : _____ MAURICE   : Y  XX  XX01                XX34567890123407  _____
JONES-DAVIS : _____ MARIE    : Y  XX  XX01                XX34567890123413  _____
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
    
```

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

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PCCP
                                CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:47:32
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.

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

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

NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 10:47:32
REQUEST: _____
=====
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            : _
```

7. Type **D** in the CARDHOLDER ACTIVE INDICATOR field and press **ENTER** to delete this record.

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

NEXT FUNCTION: 8 _____ ACTION: _____                                11/28/2011 10:53:13
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            : _
```

8. 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

Processing Grants and Awards

Reviewing Suspense

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.

```

NCT PC                NCAS PROCUREMENT CARD SYSTEM                PCCL
                    CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____                11/28/2011 10:56:45
REQUEST: _____
=====
AGENCY      : XX          LOCATION : XX01      ADMIN #    : _____
LAST NAME   : MOO@
CARD NUMBER : _____

LAST        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   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.

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

NEXT FUNCTION: _____ ACTION: _____          11/28/2011 10:56:45
REQUEST: _____
=====
AGENCY      : XX          LOCATION : XX01      ADMIN #      : _____
LAST NAME   : 1 _____
CARD NUMBER : _____

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

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

1. Type in your AGENCY (**XX**) and LOCATION (**XX01**) if it has not defaulted to the appropriate fields. Then type **Brin@** in the LAST NAME field and press **ENTER** to reveal the results of the search.

```

NCT PC                NCAS PROCUREMENT CARD SYSTEM                PCCL
                    CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____                11/28/2011 13:11:51
REQUEST: _____
=====
AGENCY      : XX          LOCATION : XX01      ADMIN #      : _____
LAST NAME   : BRIN@
CARD NUMBER : _____
LAST NAME   : _____ FIRST NAME : _____ ACT AGENCY
NAME        : _____ IND   LOC   ADMIN   CARD NUMBER   ACT
BRINSON     : _____ DONALD   Y   XX   XX01   XX34567890123406  2
CRESSWELL   : _____ PAUL     Y   XX   XX01   XX34567890123405  ____
DECKER      : _____ IKE      Y   XX   XX01  1234  XX34567890123430  ____
DISNEY      : _____ JAMES   Y   XX   XX01  1234  XX34567890123411  ____
EVERHART    : _____ CHRIS   Y   XX   XX01   XX34567890123410  ____
FERGUSON    : _____ MARION  Y   XX   XX01   XX34567890123409  ____
FLEETWOOD   : _____ BARBARA Y   XX   XX01   XX34567890123417  ____
GEARY       : _____ LISA    Y   XX   XX01   XX34567890123414  ____
HADDOCK     : _____ BRANDY  N   XX   XX01   XX34567890123433  ____
HEYWOOD     : _____ MARGARET Y   XX   XX01  1234  XX34567890123423  ____
HOFFMAN     : _____ MAURICE Y   XX   XX01   XX34567890123407  ____

                    PAGE NO:      1  SCREEN STATUS:  MORE
    
```

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

```

NCT PC                NCAS PROCUREMENT CARD SYSTEM                PCCP
                    CARDHOLDER POLICY

NEXT FUNCTION: _____ ACTION: _____                11/28/2011 14:23:00
REQUEST: 3
=====
AGENCY      : XX          LOCATION NO: XX01
CARD NUMBER : XX34567890123406      ADM NO: _____

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

CARDHOLDER PHONE : _____

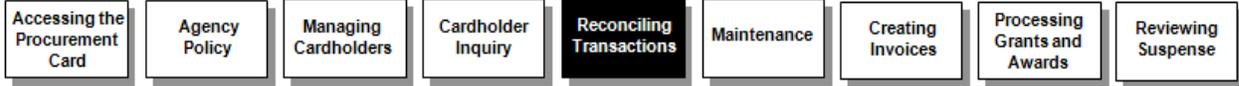
CARDHOLDER ACTIVE INDICATOR : _____
CARDHOLDER ACTIVATE DATE   : _____
CARDHOLDER INACTIVATE DATE : _____
DEFAULT GL DATA
CARDHOLDER GL COMPANY      : _____
CARDHOLDER GL ACCOUNT      : _____
CARDHOLDER GL CENTER       : _____
TAX COUNTY CODE             : _____
    
```

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

NCT PC	NCAS PROCUREMENT CARD SYSTEM	PCCP
	CARDHOLDER POLICY	
NEXT FUNCTION: _____	ACTION: _____	11/28/2011 14:23:00
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



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.

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

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM          PUTI
                                UNRECONCILED TRANSACTION INQUIRY

NEXT FUNCTION: _____ ACTION: _____          11/28/2011 14:34:16
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 **ENTER**.

It is important to know that all transactions will pay with the original default accounting distribution and downloaded description, unless the transaction has been reconciled and “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:

```

NCT PC                NCAS PROCUREMENT CARD SYSTEM                PUTL
                    UNRECONCILED TRANSACTION

NEXT FUNCTION: _____ ACTION: _____                11/28/2011 14:38:20
REQUEST: _____

=====
AGENCY      : XX                LOCATION      : XX01
AGENCY NAME : OSC TRAINING
ADMIN #     : _____        TRANS. I.D. : _____
CARD NUMBER : _____        CARDHOLDER : _____
TRANS. DATE : _____        POST DATE  : _____

SEL  TRANS.      TRANS.      PAY  TRANS.      POSTING
DATE      AMOUNT      VENDOR NAME      IND. I.D.      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 LEXUS070707 - 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:

```

NCT PC                NCAS PROCUREMENT CARD SYSTEM                PTRM
                    TRANSACTION RECONCILING AND MAINTENANCE

040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                11/28/2011 14:42:39
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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID  NCG  FED
NO   IND  PCT TAX AMT  ACCR TAX      ITEM DESCRIPTION
--  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
01   -   .000    .00    .00    HOME SUPPLY
02   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -
03   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -
04   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -   -

                    CONTINUE TO PTR2 :  _
    
```

The *Transaction Reconciling Screen 2 (PTR2)* screen is displayed below:

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM                      PTR2
                          TRANSACTION RECONCILING SCREEN 2
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                      11/28/2011 14:45:21
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      BID      PROJ/NCG/FED      DIV
NO.  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
- 01      .000          94.50      .00      HOME SUPPLY      -
- 02      _____      _____      _____      _____      -
- 03      _____      _____      _____      _____      -
- 04      _____      _____      _____      _____      -

```

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 *PCCP* 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 ENTER . 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 with a tax of 0%. If no splitting is needed and the tax % is correct, the defaulted amount is the correct amount. If tax is applicable, the PCT field must be changed to reflect the tax on the line (e.g. 7%). The TAX AMT field may be changed, and the AMOUNT field should be changed to the amount without tax, if it is not applicable.
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> .
CENTER	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 COMPANY, ACCOUNT, and CENTER fields are edited and collectively must be a valid accounting distribution in the General Ledger.
R	<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 Recycled paper N All other recycled goods (not paper) Blank Not recycled goods.</p> <p>“Blank” is the default value.</p>
T	<p>This field is used to flag items purchased on State Term Contract. This field is no longer necessary to use as we now report the actual State Term Contract in the BID field described below. The valid codes are:</p> <p>Y Term Contract N (blank) Not a term contract</p>

“Blank” is the default value.

S	<p>This field was a service indicator to identify 1099 transactions. 1099 transactions are no longer required from the card user, they are filed by the payment settlement entity.</p> <p>“Blank” is the default value.</p>
PROJ	<p>This field is used to track project numbers. It is a four character field and is only used by Department of Correction.</p>
BID	<p>This field is used to flag the transaction line to a statewide bid award or an agency specific bid award. This field was added as of November 1, 2010 in response to Executive Order 4 (OpenBook Government for North Carolina) and oversight of the American Recovery and Reinvestment Act (ARRA).</p>
NCG	<p>This field is used to flag the transaction line to an agency specific NC Grant. This field was added as of November 1, 2010 in response to Executive Order 4 (OpenBook Government for North Carolina) and oversight of the American Recovery and Reinvestment Act (ARRA).</p>
FED	<p>This field is used to flag the transaction line a statewide federal grant or an agency specific federal grant. This field was added as of November 1, 2010 in response to Executive Order 4 (OpenBook Government for North Carolina) and oversight of the American Recovery and Reinvestment Act (ARRA).</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 TAX AMT field or the ACCR TAX field. The default for this field is 0.00 (0%) and tax will be computed at this rate unless changed. Change to the correct rate if different from 0.00. When this field is left blank and either the TAX AMT field or the ACCR TAX field is completed, the system calculates this field. (e.g. 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>


```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                PCCL
                                CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____                11/28/2011 13:11:51
REQUEST: _____
=====
AGENCY      : XX          LOCATION : XX01      ADMIN #      : _____
LAST NAME   : HEY@
CARD NUMBER : _____
LAST NAME   FIRST          ACT  AGENCY
NAME        NAME           IND   LOC  ADMIN   CARD NUMBER   ACT
HEYWOOD     MARGARET          Y  XX  XX01  1234  XX34567890123423  5
JONES-DAVIS MARIE             Y  XX  XX01          XX34567890123413
LIMEHOUSE   CHARLES           Y  XX  XX01  1234  XX34567890123403
MOONE       RICKY             Y  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

                                PAGE NO:      1  SCREEN STATUS:  MORE
    
```

5. Type **PUTL** in the ACT field next to Margaret Heywood and press **ENTER** to access the *PUTL* screen.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                PUTL
                                UNRECONCILED TRANSACTION

NEXT FUNCTION: _____ ACTION: _____                11/29/2011 09:40:50
REQUEST: _____
=====
AGENCY      : XX          LOCATION      : XX01
AGENCY NAME : _____
ADMIN #     : _____   TRANS. I.D. : _____
CARD NUMBER : XX34567890123423   CARDHOLDER : _____
TRANS. DATE : _____   POST DATE   : _____

SEL  TRANS.  TRANS.  PAY  TRANS.  POSTING
DATE  AMOUNT  VENDOR NAME  IND.  I.D.  DATE

- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -

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

6. Press **ENTER** one more time to search the *PUTL* screen for any open transactions for Margaret Heywood.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PUTL
                                UNRECONCILED TRANSACTION

NEXT FUNCTION: _____ ACTION: _____                                11/29/2011 09:40:50
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.      PAY  TRANS.      POSTING
DATE  DATE        AMOUNT      VENDOR NAME      IND.  I.D.        DATE
-    09/04/2008      290.00 GARDEN ROAD NURSERY - XX106140 09/06/2008
-    09/04/2008      290.00 GARDEN ROAD NURSERY - XX106141 09/06/2008
7    09/04/2008       94.50 GARDEN ROAD NURSERY - XX106142 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 **ENTER** 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.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 14:42:39
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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID  NCG  FED
NO  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
8 01  9  94.50  XX01 535675 10 1000 11  HOME SUPPLY 12
   -  -  .000    .00    .00
- 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:

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 14:42:39
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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID  NCG  FED
NO  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
C 01          47.25  XX01 533110  10001000  _ _ _ _ _
   02  -    .000    .00    .00  PLANTS FOR OFFICE  _ _ _ _ _
   03  -    _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _
   04  -    _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _
   -    -    _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _

CONTINUE TO PTR2 : _
    
```

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE
404 - CHANGES MUST BE NEXTE TO PROCESS RECONCILING AND MAINTENANCE
NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 14:42:39
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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID  NCG  FED
NO  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
_ 01          47.25  XX01 533110  10001000  _ _ _ _ _
 14 02 15  -    .000    .00    .00  HOME SUPPLY 16 17 18 19  _ _ _ _ _
   03  -    _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _
   04  -    _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _
   -    -    _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _

CONTINUE TO PTR2 : _
    
```

13. Press **ENTER** to update the transaction. The message **404 – CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.
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 **ENTER** to update this record:

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM                      PTRM
                          TRANSACTION RECONCILING AND MAINTENANCE
404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILING AND MAINTENANCE
NEXT FUNCTION: _____ ACTION: _____                      11/28/2011 14:42:39
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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID  NCG  FED
NO  IND  PCT TAX AMT  ACCR TAX      ITEM DESCRIPTION
- 01      47.25  XX01 533110  10001000  - - - - -
-      .000    .00    .00  HOME SUPPLY
A 02      47.25  XX01 533110  10002000  - - - - -
- 03  _____  _____  _____  _____  _____  _____  _____
- 04  _____  _____  _____  _____  _____  _____  _____
-      _____  _____  _____  _____  _____  _____

CONTINUE TO PTR2 : _
    
```

20. Press **ENTER** to update the transaction record. The message **404 – CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION** is displayed.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 14:42:39
REQUEST: 21 _____

=====

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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID  NCG  FED
NO  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
- 01      47.25  XX01 533110  10001000  - - - - -
      .000      .00      .00  HOME SUPPLY
- 02      47.25  XX01 533110  10002000  - - - - -
      PLANTS FOR OFFICE
- 03
- 04
- _____
CONTINUE TO PTR2 : _____
    
```

Notice that the ALLOCATED TOTAL field is now equal to the TRANSACTION TOTAL field. This transaction is now ready to be “nexted.”

21. Type **N** in the REQUEST field and press **ENTER** to process this transaction. The *PUTL* screen (or the screen that was used to access the *PTRM* screen) will be displayed for further processing.

ACTIVITY: Reconciling a Transaction from the PUTL Screen

SCENARIO

You have received a receipt from Charles Limehouse. The receipt is from Bladenboro Office Supply for \$3.37. The transaction date on the receipt is 9/4/08. First, inquire on the transaction to verify this is the one that needs to be updated. Then select the transaction and charge this to the office supplies account 533110 and center 10002000.

1. Type **PCCL** in the NEXT FUNCTION field and press **ENTER**.
2. Type **Lime@** in the LAST NAME field and press **ENTER** to display the results of the search.
3. Type **PUTL** in the ACT field next to Charles Limehouse and press **ENTER** to access the *PUTL* screen.
4. Press **ENTER** 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 **ENTER** to access the *Unreconciled Transaction Inquiry (PUTI)* screen.
6. Type **R** in the REQUEST field to return to the *PUTL* screen and press **ENTER**.
7. Based on the transaction date value, type **S** in the SEL field next to the Charles Limehouse transaction for \$3.37 and press **ENTER** 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 **ENTER** to update the transaction. The message **404 – CHANGES MUST BE NEXTE TO PROCESS RECONCILIATION** is displayed.
13. Type **N** in the REQUEST field and press **ENTER** 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

Processing Grants and Awards

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:

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PILS
                                INVOICE LIABILITY SCREEN

NEXT FUNCTION: _____ ACTION: _____                                11/29/2011 12:45:28
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      VENDOR NAME  IND.  I.D.      DATE
-   09/04/2008   104.62 HOME DEPOT #999899  -   XX1116005  09/06/2008  -
-   09/04/2008   98.76 OFFICE MAX      0000  -   XX1116035  09/06/2008  -
-   09/04/2008   459.15 KEN LASSITER AND C  -   XX0106151  09/06/2008  -
-   _____   _____   _____   _____   _____   _____
-   _____   _____   _____   _____   _____   _____
-   _____   _____   _____   _____   _____   _____
-   _____   _____   _____   _____   _____   _____

                                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. 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:

SEL	TRANS.	TRANS.	VENDOR NAME	IND.	PAY	TRANS.	POSTING	ST
DATE	AMOUNT				I.D.	DATE		
09/04/2008	144.62	HOMESAFE #21212			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			XX1116035	09/06/2008		0
09/04/2008	242.50	GARDNER SUPPLY		P	XX0106142	09/06/2008		1
09/04/2008	59.15	LOREDO WAREHOUSE			XX0106151	09/06/2005		0

PAGE NO: 1 SCREEN STATUS: END OF LIST

WALKTHROUGH: Reconciling Transactions from the *PILS* Screen

SCENARIO

A receipt has come in for \$104.62 and you were not able to find the transaction on *PUTL*. It appears that, last month, someone in your agency mistakenly selected the transaction on *PUTL*. The transaction was left with an incomplete status.

Find the transaction and reconcile it. The receipt shows the transaction date of 01/04/08. The cardholder is Daniel Stafford.

1. Type **PCCL** in the NEXT FUNCTION field and press **ENTER**.

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

NEXT FUNCTION: _____ ACTION: _____                                11/29/2011 13:07:03
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 **Staf@** in the LAST NAME field and press **ENTER** to display the results of the search.

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM          PCCL
                          CARDHOLDER LOOKUP

NEXT FUNCTION: _____ ACTION: _____          11/29/2011 13:07:03
REQUEST: _____
=====
AGENCY      : XX           LOCATION : XX01   ADMIN #   : _____
LAST NAME   : STAF@
CARD NUMBER : _____
LAST NAME   FIRST      ACT AGENCY
NAME        NAME        IND  LOC  ADMIN  CARD NUMBER  ACT
STAFFORD   DANIEL      Y XX XX01 1234  XX34567890123402  5
STARBUCK   HEATHER     Y XX XX01      XX34567890123425  ___
WATTS      BRETT        Y XX XX01      XX34567890123412  ___
WINDHAM    MARIE        Y XX XX01      XX34567890123413  ___
ZIMMER     BRIAN        Y XX XX01      XX34567890123431  ___
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

5. Type **PILS** in the ACT field next to Daniel Stafford and press **ENTER** to access the *PILS* screen.

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM          PILS
                          INVOICE LIABILITY SCREEN

NEXT FUNCTION: _____ ACTION: _____          11/30/2011 08:13:20
REQUEST: _____
=====
AGENCY      : XX           LOCATION #   : XX01  SHOW OPT:  _
AGENCY NAME : _____
ADM #       : _____   TRANS. I.D. : _____
CARD NUMBER : XX34567890123402  CARDHOLDER : _____
TRANS. DATE : _____   POST DATE   : _____

SEL TRANS.      TRANS.      PAY TRANS.      POSTING  ST
DATE           AMOUNT      VENDOR NAME  IND.    I.D.      DATE

- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -
- _____  _____  _____  - _____  _____  -

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

6. Press **ENTER** one more time to search the *PILS* screen for any open transactions for Daniel Stafford.

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM          PILS
                          INVOICE LIABILITY SCREEN

NEXT FUNCTION: _____ ACTION: _____          11/30/2011 08:13:20
REQUEST: _____
=====
AGENCY      : XX                      LOCATION #   : XX01  SHOW OPT:  _
AGENCY NAME : _____
ADM #       : _____              TRANS. I.D. : _____
CARD NUMBER : XX34567890123402      CARDHOLDER : STAFFORD, DANIEL
TRANS. DATE : _____              POST DATE  : _____

SEL TRANS.   TRANS.   PAY   TRANS.   POSTING   ST
DATE         AMOUNT   I.D.   I.D.   DATE
7 09/04/2008   104.62 HOME DEPOT #999899  _ XX1116005  09/06/2008  0
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -

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

7. Based on the transaction date value, type **S** in the SEL field next to the Home Depot's transaction and press **ENTER** to access the *Transaction Reconciling and Maintenance (PTRM)* screen to process this invoice.

Options for the SHOW OPT field include:

- 0** displays incomplete transactions
- 1** displays complete transactions
- E** displays all accounts charged to the expense clearing account (535675)

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM                      PTRM
                          TRANSACTION RECONCILING AND MAINTENANCE
040 - NO MORE RECORDS TO DISPLAY
NEXT FUNCTION: _____ ACTION: _____                      11/28/2011 14:42:39
REQUEST: _____

=====

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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID NCG FED
NO  IND  PCT TAX AMT  ACCR TAX  ITEM DESCRIPTION
8 01      104.62  XX01 535675 9 1000 10 -----
   - .000      .00      .00 HOME SUPPLY 11 -----
- 02 -----
- 03 -----
- 04 -----
- -----
                                CONTINUE TO PTR2 : _
    
```

8. Type **C** in the S (SELECT) field. (Do NOT press **ENTER** after typing **C** at this time).

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 **ENTER**.

```
NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE
404 - CHANGES MUST BE NEXTED TO PROCESS RECONCILIATION
NEXT FUNCTION: _____ ACTION: _____                                11/28/2011 14:42:39
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 LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ BID  NCG  FED
NO  IND  PCT TAX AMT  ACCR TAX      ITEM DESCRIPTION
- 01      104.62  XX01 533110  10001000  - - - - -
- 02      .000      .00      .00  DOOR MATS
- 03
- 04
- - - - -
CONTINUE TO PTR2 : _
```

12. Press **ENTER** 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 **ENTER** to process the transaction.

ACTIVITY: Reconciling Transactions from 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).

1. Type **PCCL** in the NEXT FUNCTION field and press **ENTER**.
2. Type **XX** in the AGENCY field.
3. Type **XX01** in the LOCATION field.
4. Type **GEAR@** in the LAST NAME field and press **ENTER** to display the results of the search.
5. Type **PILS** in the ACT field next to Lisa Geary and press **ENTER** to access the *PILS* screen.
6. Press **ENTER** 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 **ENTER** 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 **ENTER** 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 **ENTER** 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 **ENTER** to process the transaction.

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:

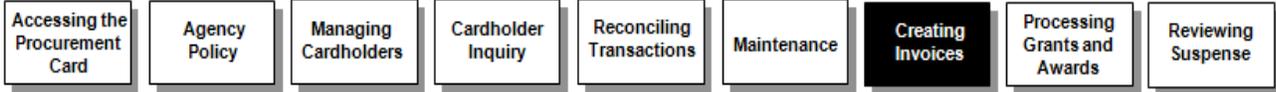
\$100.00 – office supplies account 533110
\$150.00 – data processing supplies account 533120
\$209.15 – miscellaneous supplies account 533190

The center to be charged is 10001000.

21. Type **PCCL** in the NEXT FUNCTION field and press **ENTER**.
22. Type **ATW@** in the LAST NAME field and press **ENTER** to display the results of the search.
23. Type **PILS** in the ACT field next to Jeremy Atwater and press **ENTER** to access the *PILS* screen.
24. Press **ENTER** one more time to search *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 **ENTER** 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 **ENTER** 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 **ENTER** 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 **ENTER** 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 **ENTER** to process the transaction.

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) 707-0795 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 **ENTER**.

- 📁 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

During the month of July, all transactions that are dated with a transaction date prior to 6/30 and a pay date between 7/1 and 7/31 have an accrual indicator created on the invoice line when it is transferred to AP. The **A10** (AP) indicator is attached to the lines that meet the above criteria. Those lines will then be programmatically flagged and picked up by the accrual program similar to other invoices that are flagged.

Bank processing dates are as follows:

Posting: Every day except Saturday
 Unless: Saturday falls on the last day of the month
 Excludes: Holidays

WALKTHROUGH: Creating an Invoice

SCENARIO

You need to create an invoice to pay the bank for a statement dated 10/05/08. The posting dates included on this invoice are 09/01/08 through 09/30/08. The amount of the invoice is \$6,229.64.

1. Type **PICS** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Create Screen (PICS)* screen.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM          PICS
                                INVOICE CREATE SCREEN

NEXT FUNCTION: _____ ACTION: _____          11/30/2011 10:37:27
REQUEST: _____
=====
AGENCY      : XX
AGENCY NAME : _____
LOCATION #    : XX01

INVOICE DATE:  ② _____          POSTING DATE:  ③ _____  ④ _____
RECONCILED TOTAL:          POSTED TOTAL:
DIFFERENCE      :

SEL   POSTING   POSTING DATE   RECONCILED   DIFFERENCE
      DATE      TOTAL          TOTAL
-----
-     _____
-     _____
-     _____
-     _____
-     _____
-     _____
-     _____
-     _____

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

2. Type **100508** in the INVOICE DATE field.



The INVOICE DATE field only allows the user to enter current date or earlier. The system does not allow future dated invoices.

3. Type **090108** in the first blank of the POSTING DATE field.
4. Type **093008** in the second blank of the POSTING DATE field.
5. Press **ENTER** to display the totals.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PICS
                                      INVOICE CREATE SCREEN

NEXT FUNCTION: _____ ACTION: _____                                11/30/2011 10:37:27
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

      POSTING      POSTING DATE      RECONCILED
SEL   DATE         TOTAL            TOTAL            DIFFERENCE
--   --           --              --              --
-    09/05/2008    3,180.00          .00              3,180.00
-    09/06/2005    3,049.64          760.40          2,289.24
-    _____    _____          _____          _____
-    _____    _____          _____          _____
-    _____    _____          _____          _____
-    _____    _____          _____          _____
-    _____    _____          _____          _____
-    _____    _____          _____          _____

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

- 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.

- 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.

WALKTHROUGH: Inquiring on Transactions from PRSI

SCENARIO

You have already paid the invoice, but now want to inquire on all unreconciled transactions. You need to go to the *Reconciled Summary Inquiry (PRSI)* screen to inquire on the posting dates 09/01/08 through 09/30/08 and see how many unreconciled transactions exist.

1. Type **PRSI** in the NEXT FUNCTION field and press **ENTER** to access the *Reconciled Summary Inquiry* screen.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM          PRSI
                                RECONCILED SUMMARY INQUIRY

NEXT FUNCTION: _____ ACTION: _____          11/30/2011 10:55:59
REQUEST: _____
=====
AGENCY      : XX
AGENCY NAME : _____
LOCATION #    : XX01

RECONCILED TOTAL:          POSTING DATE:  2
DIFFERENCE    :          POSTED TOTAL:    3

SEL   POSTING   POSTING DATE   RECONCILED   DIFFERENCE
      DATE      TOTAL          TOTAL
-----
-     _____
-     _____
-     _____
-     _____
-     _____
-     _____
-     _____
-     _____
-     _____

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

2. Type **090108** in the first blank of the POSTING DATE field.
3. Type **093008** in the second blank of the POSTING DATE field and press **ENTER** to display the daily postings.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM          PRSI
                                RECONCILED SUMMARY INQUIRY

NEXT FUNCTION: _____ ACTION: _____          11/30/2011 10:55:59
REQUEST: _____
=====
AGENCY      : XX
AGENCY NAME : OSC TRAINING
LOCATION #    : XX01

RECONCILED TOTAL:          760.40          POSTING DATE: 09/01/2008  09/30/2008
DIFFERENCE      :          5,469.24        POSTED TOTAL:           6,229.64

      POSTING      POSTING DATE      RECONCILED
SEL   DATE          TOTAL          TOTAL          DIFFERENCE
-    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
    
```

- Type **U** in the SEL field beside the posting date 09/06/2008 and press **ENTER** to access the *Unreconciled Transaction (PUTL)* screen.

The SEL field is used to access the inquiry and resolution screens. Options for this field include:

- U** accesses the *Unreconciled Transaction (PUTL)* screen.
- L** accesses the *Invoice Liability (PILS)* screen.

- Press **ENTER** again to display the unreconciled transactions.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PUTL
                                UNRECONCILED TRANSACTION

NEXT FUNCTION: _____ ACTION: _____                                11/29/2011 09:40:50
REQUEST: 6 _____
=====
AGENCY      : XX                                LOCATION    : XX01
AGENCY NAME : OSC TRAINING
ADMIN #     : _____                                TRANS. I.D. : _____
CARD NUMBER : _____                                CARDHOLDER : _____
TRANS. DATE : _____                                POST DATE   : 09/05/2008 09/05/2008

SEL  TRANS.      TRANS.      PAY  TRANS.      POSTING
DATE      AMOUNT      VENDOR NAME      IND.  I.D.      DATE
- 09/05/2008      999.58 TOM WOOD SUPPLY ASSO - XX0105050 09/05/2008
- 09/05/2008      1,000.00 TOM WOOD SUPPLY ASSO - XX0105051 09/05/2008
- 09/05/2008      484.95 TOM WOOD SUPPLY ASSO - XX0105052 09/05/2008
- 09/05/2008      695.89 TOM WOOD SUPPLY ASSO - XX0105053 09/05/2008
- 09/05/2008      999.58 TOM WOOD SUPPLY ASSO - XX0105054 09/05/2008
- 09/05/2008      -1,000.00 TOM WOOD SUPPLY ASSO - XX0105055 09/05/2008
- _____
- _____

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

 To view transactions for only one posting date, change both POSTING DATE fields to the desired date.

6. Type **R** in the REQUEST field and press **ENTER** to return to the *PRSI* screen.

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PRSI
                                RECONCILED SUMMARY INQUIRY

NEXT FUNCTION: _____ ACTION: _____                                11/30/2011 10:55:59
REQUEST: _____
=====
AGENCY      : XX
AGENCY NAME : _____
LOCATION #    : XX01

RECONCILED TOTAL: _____                                POSTING DATE: 7 _____ 8 _____
DIFFERENCE   : _____                                POSTED TOTAL: _____

POSTING      POSTING DATE      RECONCILED
SEL  DATE      TOTAL      TOTAL      DIFFERENCE
-  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____

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

7. Type **090108** in the first blank of the POSTING DATE field.

8. Type **093008** in the second blank of the POSTING DATE field and press **ENTER** to display the daily postings.

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM          PRSI
                          RECONCILED SUMMARY INQUIRY

NEXT FUNCTION: _____ ACTION: _____          11/30/2011 10:55:59
REQUEST: _____
=====
AGENCY      : XX
AGENCY NAME : OSC TRAINING
LOCATION #    : XX01

RECONCILED TOTAL:          760.40      POSTING DATE: 09/01/2008  09/30/2008
DIFFERENCE      :          5,469.24    POSTED TOTAL:          6,229.64

SEL   POSTING   POSTING   RECONCILED
DATE   DATE      TOTAL      TOTAL      DIFFERENCE
-----
9  09/05/2008    3,180.00      .00      3,180.00
0  09/06/2008    3,049.64      760.40   2,289.24
-----
-  _____  _____  _____  _____
-  _____  _____  _____  _____
-  _____  _____  _____  _____
-  _____  _____  _____  _____
-  _____  _____  _____  _____

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

9. Type **L** in the SEL field beside the posting date 09/06/2008 and press **ENTER** to access the *Invoice Liability Screen*. (The **L** must be typed beside the last entry displayed.)

10. Press **ENTER** again to display the transactions.

```

NCT PC                      NCAS PROCUREMENT CARD SYSTEM          PILS
                          INVOICE LIABILITY SCREEN

NEXT FUNCTION: _____ ACTION: _____          11/29/2011 12:45:28
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   VENDOR NAME  IND.  I.D.     DATE
-----
-  09/04/2008  104.62  HOME DEPOT #999899  -  XX1116005  09/06/2008  1
-  09/04/2008   3.37  BLADENBORO OFFICE  -  XX1116007  09/06/2008  1
-  09/04/2008  98.76  OFFICE MAX 0000    -  XX1116035  09/06/2008  1
-  09/04/2008  94.50  GARDEN ROAD NURSER -  XX0106142  09/06/2008  1
-  09/04/2008  459.15  KEN LASSITER AND C -  XX0106151  09/06/2005  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.

Processing Grants and Awards

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

Overview

The material presented in this chapter builds on the previous material presented in the Procurement Card documentation. This material was developed to aid the NCAS agencies in the recording and tracking of state spending for purposes of NC OpenBook and American Recovery and Reinvestment Act (ARRA) in the NCAS. The NC Grant identification codes, Federal Award identification codes, and Bid identification codes must be recorded in the NCAS in the appropriate fields at a transaction line level. The method for recording these identification codes is described in detail in this chapter. The agencies must ensure that the procedures and processes established herein are adhered to by the proper personnel.

Starting November 1, 2010, some of the state’s procurement, accounting, and grants systems have been modified in order to accommodate tracking of state spending for purposes of Executive Order 4 (OpenBook Government for North Carolina) and oversight of the American Recovery and Reinvestment Act (ARRA) funds. This chapter will detail the changes made to the NCAS and the proper procedures that users need to adhere to in order to allow for necessary reporting under these initiatives.

New fields have been added to the NCAS Procurement Card module to capture FEDERAL AWARD identifier codes, BID identifier codes, and NC GRANT identifier codes. The capture of these new four character identifiers allows for payment reporting to reflect the values of the associated Federal Award Number, Bid Number, and/or NC Grant number.

Processing Federal Award Identifier, Bid Identifier, and NC Grant Identifier

Below are the *PTRM* (*Transaction Reconciling and Maintenance*) and *PTR2* (*Transaction Reconciling Screen 2*) screens that have been modified in the Pcard module to accommodate recording the FEDERAL AWARD identifier, BID identifier, and NC GRANT identifier for Pcard transactions. The *PTRM* screen is the maintenance screen that is accessed either from the *PUTL* screen (*Unreconciled Transactions*) or the *PILS* screen (*Invoice Liability Screen*) in the Pcard module. The *PTR2* screen (*Transaction Reconciling Screen 2*) can only be accessed through the *PTRM* screen.

PTRM Screen

```

NCT PC                                NCAS PROCUREMENT CARD SYSTEM                                PTRM
                                TRANSACTION RECONCILING AND MAINTENANCE

NEXT FUNCTION: _____ ACTION: _____                                12/01/2011 13:02:26
REQUEST: _____
=====
CARD NUMBER      : XX12345678900052  VENDOR      : MARTIN BROS EQUIPMENT CO
CARDHOLDER      : LARRY SMITH                               WADESBORO /NC/28140 /US
POSTING DATE    : 06/29/2010      ALLOCATED TOTAL : 363.69
TRANSACTION DATE : 06/28/2010      TRANSACTION TOTAL: 363.69
TRANSACTION ID   : XX6950181      COUNTY CODE   : 04 ANSON

S LN  TAX  AMOUNT  COMP ACCOUNT  CENTER  R T S PROJ  BID  NCG  FED
NO  IND  PCT  TAX AMT  ACCR TAX  ITEM DESCRIPTION
- 01          363.69 XX01 536240 131014570  - - - - 04GG 01RJ 0094
-          .000          .00 HARDWARE STORES
- 02 _____
- 03 _____
- 04 _____
- _____
CONTINUE TO PTR2 : _
    
```

PTR2 Screen

NCT PC	NCAS PROCUREMENT CARD SYSTEM		PTR2
TRANSACTION RECONCILING SCREEN 2			
040 - NO MORE RECORDS TO DISPLAY			
NEXT FUNCTION:	_____	ACTION: _____	12/01/2011 13:11:01
REQUEST:	_____		
=====			
CARD NUMBER	: XX12345678900052	VENDOR	: MARTIN BROS EQUIPMENT CO
CARDHOLDER	: LARRY SMITH	WADESBORO	/NC/27606 /US
POSTING DATE	: 06/29/2010	ALLOCATED TOTAL	: 363.69
TRANSACTION DATE	: 06/28/2010	TRANSACTION TOTAL:	363.69
TRANSACTION ID	: XX1116031	COUNTY CODE	: 04 ANSON
S LINE TAX	AMOUNT	BID	PROJ/NCG/FED
NO. IND	PCT TAX AMT	ACCR TAX	ITEM DESCRIPTION
- 01	4.97	04GG	01RJ0094
-	.000	.00	HARDWARE STORES
- 02	_____	_____	_____
- 03	_____	_____	_____
- 04	_____	_____	_____
-	_____	_____	_____

Once the Pcard invoice has been created from the *PICS (Invoice Create Screen)* in the Pcard module, all identifiers added to the Pcard transactions will also display in the corresponding FEDERAL AWARD identifier, BID identifier, and NC GRANT identifier fields on the system generated invoice in the Accounts Payable module. If an ARRA company/fund is used on a Pcard transaction, the correct four character FED identifier will default automatically into the field. The four character BID identifier and NCG identifier will not automatically default into their corresponding fields and therefore will need to be entered manually, if applicable. If a non-governmental grant (NCG) GL account is used, then a four character NCG identifier will be required in order to process the Pcard transaction. The following are the non-governmental grant (NCG) GL accounts that require a four character NCG identifier to be entered onto the transaction:

- 536CAA Cost Reimbursement to NGOs
- 536DAA Formula Grants to NGOs
- 536EAA Discretionary Grants to NGOs
- 536FAA Statutory Distributions to NGOs
- 536GAA Directed Grants to NGOs
- 536HAA Loans to NGOs
- 536JAA Other Aids and Grants to NGOs
- 536MAA Formula Grants to Individuals
- 536NAA Discretionary Grants to Individuals
- 536PAA Loans to Individuals
- 536QAA Other Aids and Grants to Individuals
- 536Q99 Other Aids and Grants to Individuals-Nonoperating

Searching for Federal Awards, Bid Awards, and NC Grants

The *GBL* screen displays a listing of **ALL** active Federal Awards, Bid Awards, and NC Grants. In addition, this screen also has three searchable fields to obtain information on specific Federal Awards, Bid Awards, and NC Grants.

The searchable fields are highlighted in the screenshot below:

- **GRANT/BID ID**
Search by the four character Grant or Bid identifier
- **GRANT/BID TYPE**
Search for ARRA or NON-ARRA federal awards by Grant/Bid type A(ARRA grants) or F(NON-ARRA) grants
- **NCOB/CONTRACT#**
Search by the NC Open Book (NCOB) number for Federal Awards, Contract number for Bid Awards, and/or Grant number for NC Grant Awards. This is the most commonly used search field.

```
OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                                06/01/2011  10:58:31
=====
PAY ENTITY      :
CATEGORY CODE  : _____
GRANT/BID ID   : _____
GRANT/BID TYPE : _____
IND TYP NCOB/CONTRACT# GRANT/BID NUMBER : _____
NCOB/CONTRACT# : _____

PAGE NO: _____ STATUS: _____
```

All of the information displayed on the *GBL* screen is also available in NCXPTR and XTND reports titled:

- OSCOP* NCAS BID INDICATORS
- OSCOP* NCAS FED INDICATORS
- OSCOP* NCAS NCG INDICATORS

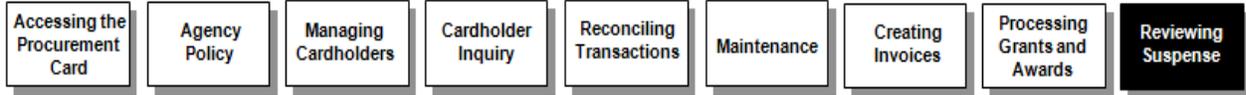
See **Procedure 7** for more information of how to search for indicators directly on the *GBL* screen.

For instructions on how to enter indicators on documents see the following procedures:

Procedures 8: Processing Grants and Awards from the PUTL Screen

Procedures 9: Processing Grants and Awards from the PILS Screen

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.

Procedure 1: Setting up a Cardholder

1. Type **PCCP** in the NEXT FUNCTION field and press **ENTER** 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 **ENTER** 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.

The following will be the default values for unreconciled transactions.

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 **ENTER** 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 **ENTER** to access the *Cardholder Lookup* screen.
2. Type your **Agency number** in the AGENCY field.
3. Type the **last name** of the cardholder in the LAST NAME field or the first few digits of the last name followed by the @ sign and press **ENTER** to display the results of the search.

OR

1. Type **PCCL** in the NEXT FUNCTION field and press **ENTER** to access the *Cardholder Lookup* screen.
2. Type the full credit card number in the card number field and press **ENTER**.

Viewing cardholder information from **PCCL**

4. Type **PCCP** in the ACT field and press **ENTER** to access the *Cardholder Policy* screen.
5. Type **G** in the REQUEST field and press **ENTER** 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 **ENTER** to access the *Unreconciled Transaction* screen.
8. Press **ENTER** 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 **ENTER** 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 **ENTER** 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 **ENTER** to access the *Cardholder Policy* screen.
6. Type **C** in the REQUEST field and press **ENTER** to display the cardholder's record in change mode.
7. Type **D** in the CARDHOLDER ACTIVE INDICATOR field and press **ENTER** to delete this record.

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

1. Type **PUTL** in the NEXT FUNCTION field and press **ENTER** 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 **ENTER** 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 **ENTER** 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 R field.
12. If this is an item purchased on State Term Contract, type a **Y** in the T field.
13. Type the **correct description** over the defaulted data in the ITEM DESCRIPTION field.
14. Press **ENTER** to update the transaction.

To split the transaction:

15. If this transaction is to be split or if you need to add additional lines, type **A** in the S (SELECT) field.
16. Repeat steps 8-15 to add additional line information.
17. Type **N** in the request field and press **ENTER** 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 **ENTER** 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 **ENTER** 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 **ENTER** 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 **ENTER** to process this transaction.

Procedure 6: Creating an Invoice

1. Type **PICS** in the NEXT FUNCTION field and press **ENTER** 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 **ENTER** 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 **ENTER** 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.

Procedure 7: Locating Grants and Awards in the NCAS

Type **GBL** in the NEXT FUNCTION field and press **ENTER**.

Federal Grants

1. Type the **first two digits of the agency company followed by ** (XX**)** in the PAY ENTITY field for agency specific federal awards.

OR

1. Type **SW**** in the PAY ENTITY field for statewide federal awards.
2. Type **FED** in the CATEGORY CODE field.
3. Press **ENTER** to receive a list of all agency specific or statewide federal grants.
 - May search by four digit FED identifier if known in the GRANT/BID ID field
 - May search by the GRANT/BID TYPE: A (ARRA) ; F (NON-ARRA)
 - May search by the NCOB number if known in the NCOB/CONTRACT# field

Bid Awards

1. Type the **first two digits of the agency company followed by ** (XX**)** in the PAY ENTITY field for agency specific bid awards.

OR

1. Type **SW**** in the PAY ENTITY field for statewide bid awards.
2. Type **BID** in the CATEGORY CODE field.
3. Press **ENTER** to receive a list of all agency specific or statewide bid awards.
 - May search by four digit BID identifier if known in the GRANT/BID ID field
 - May search by the Bid Contract number if known in the NCOB/CONTRACT# field

NC Grants

1. Type the **first two digits of the agency company followed by ** (XX**)** in the PAY ENTITY field.
2. Type **NCG** in the CATEGORY CODE field.
3. Press **ENTER** to receive a list of NC Grants for your agency.
 - May search by four digit NCG identifier if known in the GRANT/BID ID field
 - May search by the NC Grant number if known in the NCOB/CONTRACT# field

Procedure 8: Processing Grants and Awards from the PUTL Screen

1. Type **PUTL** in the NEXT FUNCTION field and press **ENTER** 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 **ENTER** to display the results of the search. (This is an optional field.)
6. Type **S** in the SEL field next to the desired transaction and press **ENTER** 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 R field.
12. If this is an item purchased on State Term Contract, type **Y** in the T field.
13. If this transaction needs to be flagged to an agency or statewide BID award, type the **four character bid identifier** in the BID field.
14. If this transaction needs to be flagged to an agency's NC Grant, type the **four character NC grant identifier** in the NCG field.
15. If this transaction needs to be flagged to an agency or statewide federal grant, type the **four character federal grant identifier** in the FED field.
16. Type the **correct description** over the defaulted data in the ITEM DESCRIPTION field.
17. Press **ENTER** to update the transaction.

To split the transaction:

18. If this transaction is to be split or if you need to add additional lines, type **C** in the S (SELECT) field for the first transaction line and type the amount of the transaction in the AMOUNT field.
19. Type **A** in the S (SELECT) field to add a second transaction line and type the **amount of the transaction** in the AMOUNT field.
20. Repeat step 20 for as many lines that need to be added in order to split the transaction to all needed amounts and accounting distributions to equal the transaction total.
21. Type **N** in the REQUEST field and press **ENTER** to next the transaction.

Procedure 9: Processing Grants and Awards from the *PILS* Screen

1. Type **PILS** in the NEXT FUNCTION field and press **ENTER** 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 question in the TRANS. DATE field and press **ENTER** to display the results of the search. (This is an optional field.)
6. Type **S** in the SEL field next to the desired transaction and press **ENTER** to access the *Transaction Reconciling and Maintenance* screen.

To change line information, if necessary:

7. Follow steps 7 to 18 in **Procedure 7: Processing Grants and Awards on the *PUTL* screen.**
8. If the transaction needs to be split, follow steps 19 to 22 in **Procedure 7: Processing Grants and Awards on the *PUTL* screen.**
9. Type **N** in the REQUEST field and press **ENTER** to next the transaction.

QRG 1: Date Calculating Chart

YEAR

P = 2000	Q = 2001	R = 2002	S = 2003	T = 2004	U = 2005
V = 2006	W = 2007	X = 2008	Y = 2009	Z = 2010	0 = 2011
1 = 2012	2 = 2013	3 = 2014	4 = 2015	5 = 2016	6 = 2017
7 = 2018	8 = 2019	9 = 2020	A = 2021	B = 2022	C = 2023

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										NCAS PROCUREMENT CARD SYSTEM		PAGE 1	
REPORT01										RECYCLED GOODS AND PURCHASES ON STATE TERM CONTRACT		C-PC-RECYCLED-GOODS	
LOCATION: XX01										POSTING DATE 01/01/2006 TO 01/31/2006			
POSTING DATE	TRANS ID	VENDOR NAME	TRANS DATE	RECYCLED AMOUNT	RECYCLED 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										NCAS PROCUREMENT CARD SYSTEM		PAGE 2	
REPORT01										RECYCLED GOODS AND PURCHASES ON STATE TERM CONTRACT		C-PC-RECYCLED-GOODS	
LOCATION: XX01										POSTING DATE 01/01/2006 TO 01/31/2006			
POSTING DATE	TRANS ID	VENDOR NAME	TRANS DATE	RECYCLED AMOUNT	RECYCLED 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:

OSCOPE* 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	POSTING		TRANS ID	LINE	AMOUNT
					ADMIN	DATE			
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

OIOCT 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	999-777-8888	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