Integrated Funds Distribution,
Control Point Activity,
Accounting and Procurement
(IFCAP)

Version 5.1

October 2000

Revised October 2011

Purchase Card
User's Guide

Department of Veterans Affairs

Office of Information and Technology (OI&T)

Management, Enrollment, and Financial Systems

Revision History

Initiated on 12/29/04

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Revision | Description | Author(s) |
| October 2011 | 5.0 | Patch PRC\*5.1\*158 Modification of title for IFCAP VA Form 1358. See page [11-1](#PRC_158_A). | REDACTED REDACTED |
| 11/05/08 | 4.0 | US Bank purchase card activation, per patch PRC\*5.1\*125. | REDACTEDREDACTED |
| 05/31/07 | 3.0 | Added information covering the use of the Logistics Data Query Tool (LDQT), per patch PRC\*5.1\*103. | REDACTEDREDACTED |
| 02/08/06 | 2.0 | Updated to reflect changes included in patch PRC\*5.1\*79 (FPDS ICAR for VistA). | REDACTEDREDACTED |
| 12/29/04 | 1.1 | PDF file checked for accessibility to readers with disabilities. | REDACTED |
| 12/29/04 | 1.0 | Updated to comply with SOP 192-352 Displaying Sensitive Data. | REDACTED |
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Preface

This manual is designed to provide you with the information necessary to use the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) system to report, record, and amend Purchase Card purchases. The IFCAP package has automated certain functions in Acquisition and Materiel Management Services (A&MM), Fiscal Service, and all of the services that request supplies and services.

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# Introduction

## The Role of the Purchase Card User

Purchase Card Users use Purchase Cards to pay for goods and services, and use IFCAP to report these purchases. Purchase Card Users also review the payments that the Credit Card Vendor makes to the Purchase Card account. After the Purchase Card User matches the payment to the Purchase Card order (Reconciliation), the Approving Official approves the Reconciliation.

This manual will teach you how to use IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting and Procurement) to record purchases, edit Purchase Card orders, report receipt of goods and services bought with a Purchase Card, review an FMS payment report, approve payments Reconciled (Approving Officials only,) create reports. The manual will also show users how to convert a Purchase Card order into a Delivery Order or into a VA Form 2237 for completion as a Purchase Order and/or delivery order.

This manual explains how to perform the role of the Purchase Card User by dividing that role into small, manageable tasks. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new Purchase Card Users to use this manual as a tutorial by following the instructions from beginning to end. Experienced Purchase Card Users can use this manual as a reference tool by using the index and table of contents.

## Reference Numbering System

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1. All clear? Actually, all this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, e.g., section 1.3.5 and all of its subsections would make a coherent lesson.

## Legal Requirements and Security Measures

IFCAP allows only the person who enters an order or their approved surrogate to edit that order. This is a security measure that prevents users from altering the requests of others. Due to the nature of the information being processed by IFCAP, special attention has been paid to limiting usage to authorized individuals. Individuals in the system who have authority to approve actions, at whatever level, have an **electronic signature code**. This code is required before the documents pass to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the electronic signature code will not be visible on the terminal screen. These codes are also encrypted so that even when viewed in the user file by those with the EXAMPLEest levels of access, they are unreadable. Electronic signature codes are required by IFCAP at every level that currently requires a signature on paper. To designate IFCAP Purchase Card Users, the IFCAP Purchase Card Coordinator will use the Purchase Card Registration  option.

## Package Operation

IFCAP automates fiscal, budgetary, inventory, billing and payment activities. To accomplish all of these tasks, IFCAP consists of several functional components, each responsible for a similar set of tasks:

* Funds Distribution (Fiscal Component)
* Funds Control (Control Point Component)
* Processing Requests (Control Point Component)
* Purchase Orders/Requisitions (A&MM Component)
* Accounting (Fiscal Component)
* Receiving (A&MM Component)
* Inventory (A&MM/Control Point Component)

As a Purchase Card User, you are affecting Control Point balances. Different kinds of IFCAP users have different menus. If the menus in this manual don’t include options that you see on your screen, don’t panic! The instructions in this manual only use the options that you have as a Purchase Card User. If you don’t know what to enter at an IFCAP prompt, enter one, two or three question marks and IFCAP will list your available options or explain the prompt. The more question marks you enter at the prompt, the more information IFCAP will provide.

The options you use on IFCAP have been divided into groups based upon the type of work you do. When you select these options, IFCAP will ask you a series of questions. If you do not understand the question or are unsure of how to respond, enter a question mark (?) and the computer will explain the question, or allow you to choose from a list of responses.

## FMS-ET VENDOR FIELDS

You must populate the field FMS-ET Vendor Code using the Site Parameters option before your site can use the Purchase Card Reconciliation process. A second field is the FMS-ET Alternate Address Indicator. Currently the FMS-ET Alternate Address Indicator is to be left blank.

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# Record Card Purchases in IFCAP

## Introduction

To ensure that balances are accurate for the Control Point which funds purchases made via your Purchase Card, all such purchases must be recorded in IFCAP.

## Determine What Kind of Purchase Card Order to Enter

If you need to record the purchase of goods or services that will be delivered after purchase, create a *detailed* Purchase Card order (see 2.4 below). You should also create a detailed Purchase Card order if you need to enter information about specific items being tracked in an inventory point. Otherwise, create a *simplified* Purchase Card order (see 2.3 below).

|  |  |  |
| --- | --- | --- |
|  | ***Note:*** No procurement history is collected on Simplified Orders. |  |

## Enter a Simplified Purchase Card Order

###  Introduction

The option allows you to log enough information about the purchase that you can easily reconcile it with the payment from CitiBank. In the background, IFCAP will create the appropriate CONTROL POINT ACTIVITY (#410) and PROCUREMENT & ACCOUNTING TRANSACTIONS (#442) file entries. IFCAP will populate many of the fields in this option with values from the Purchase Card Information file. This option also allows you to edit these fields and enter other details about the purchase.

This option may not be used to enter purchases where the cost exceeds $2500. For orders over $2500, you *must* use the New Detailed Purchase Card Order option (see 2.4 below).

###  Menu Path

From the Purchase Card Menu, select the New Detailed Purchase Card Order option.

|  |
| --- |
|  Purchase Card Reports Menu ... Approving Official Menu ... Process Purchase Card Menu ... Purchase Card Display/Print Menu ... Reconciliation Menu ...Select Purchase Card Menu Option: Process Purchase Card Menu New Simplified Purchase Card Order Edit Simplified Purchase Card Order New Detailed Purchase Card Order Edit Detailed Purchase Card Order Amendment To Purchase Card Order Adjustment Voucher To Purchase Card Order Receive Purchase Card Order Item Display Vendor Display Create P/C Order From Repetitive Item List Convert P/C Order To 2237 Request Convert P/C Order to a Delivery Order Cancel An Incomplete PC Order Convert Temporary 2237 to PC RequestSelect Process Purchase Card Menu Option: New Simplified Purchase Card Order |

###  Prompts

1. Enter a station number if prompted. Usually the primary station number will be the default. Press <Enter> to accept the default, or type in the required station number and then press <Enter>.
2. Enter the purchase order number series. This is a common number series already defined for use on Purchase Card orders at your station. IFCAP will generate the next available purchase order number and prompt you, “Are you adding ‘[PO #]’ as a new Purchase Order Number?”
3. Enter the substation. If the facility has been integrated with another facility you may be prompted for a Substation. Enter the appropriate Substation number. **If your station is not integrated, this prompt will not appear.**
4. At the Purchase Card Name: prompt, if you have more than one Purchase Card, enter the Purchase Card name you are using to purchase the items or services.
5. At the P.O. Date: prompt, enter the date of the new purchase order.
6. At the PCDO Vendor: prompt, enter the vendor for the Purchase Card order. If you wish to use a vendor that is *not* in the Vendor File, enter the word SIMPLIFIED at the prompt. At the FREE TEXT Vendor: prompt, enter the name of the vendor you wish to use.
7. At the FCP: prompt, enter the Fund Control Point for the order. IFCAP will use the information associated with the Purchase Card as the default value for this prompt. Make sure that you change the value if it is different from the default.
8. At the ???: prompt, enter the cost center for the order. Cost centers allow Fiscal staff to create total expense records for a section or service. IFCAP will supply a default value for this prompt based on the information associated with the Purchase Card. Make sure that you change the value if it is different from the default.
9. At the Classification of Request: prompt, create a classification name for the request if you like, or press <Enter> to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that YOU define.
10. At the Purchase Cost: prompt, enter the cost of the purchase. If the cost exceeds $2500.00, the following message will appear and you will not be allowed to proceed. The message “COST CANNOT EXCEED $2500.00 - YOU MUST USE DETAILED PURCHASE CARD!!” will appear.
11. At the ???: prompt, enter a description of the purchase.
12. At the BOC: prompt, enter the Budget Object Code for the purchase. If you do not know the BOC, enter two question marks at the prompt and IFCAP will display the available BOCs. IFCAP will supply a default value for this prompt based on the information associated with the Purchase Card. Make sure that you change the value if it is different from the default.
13. At the ???: prompt, enter comments if you like.
14. if this purchase is assigned to a project, office, or some other category for which a sort group has been created, at the Sort Group: prompt, enter a sort group. If this purchase does not belong to a sort group, just press <Enter>. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group.
15. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases defined by the Fund Control Point. This allows you to group similar purchases together.
16. At the $Amount: prompt, enter the amount that you want to charge the Sub-Control Point.
17. You may review the Purchase Card order if you like. IFCAP will display the new Purchase Card order to your screen.
18. You will now be prompted for your Electronic Signature Code.
19. You may print the Purchase Card order using the output device you specified.

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|  | ***Note:*** If the order is over $2500.00 or is on a contract, you *cannot* use the Simplified Purchase Card option. You *must* use the Detailed Purchase Card option! |  |

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| Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NMENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES PURCHASE ORDER: p05 999-P05 PC AUTHORIZED BUYER Are you adding '999-P05125' as a new Purchase Order number ? y (YES)PURCHASE CARD NAME: IFVENDOR,ONE IFVENDOR,ONEP.O. DATE: TODAY// (FEB 06, 2006)PCDO VENDOR: IFVENDOR5,TEN IFVENDOR5,TEN PH: NO: 41360ORD ADD: IFVENDOR5,TEN FMS: CODE: FAX: Business Type Undefined ...OK? Yes// (Yes)FREE TEXT VENDOR: IFVENDOR,TWOFCP: 911 PROSTHETICS// 0160A1 10 01AE 01AE27200COST CENTER: 827200// Prosthetic Activity CLASSIFICATION OF REQUEST: PURCHASE COST: 2501.COST CANNOT EXCEED $2500.00 - YOU MUST USE DETAILED PURCHASE CARD!!PURCHASE COST: 2501.// 2500.DESCRIPTION: 1>PROSTHETIC LEFT LEG 2>EDIT Option: BOC: 2692 Prosthetic Supplies Replace 2692 Prosthetic SuppliesCOMMENTS: 1> Example of Simplified OrderSORT GROUP: Select SUB-CONTROL POINT:  Review Purchase Card Order ? YES// (YES)PC ORDER: 999-P05125 STATUS: Order Not Completely PreparedM.O.P.: PURCHASE CARD LAST PARTIAL RECD.:  REQUESTING SERVICE: VENDOR: IFVENDOR,TWO SHIP TO: IFVENDOR5,TEN V.A. Medical Center  670 SOMEWHERE Street, NW ANYCITY, NM 99999\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOB POINT: |PROPOSAL: |AUTHORITY: COST CENTER: 82OO00 | | TYPE: | |BUYER:DELIVER ON/BEFORE |CONTRACT: | IFBUYER,ONEDISCOUNT TERM: | |DATE: 2/6/2006APP: 3600160-911 | | | |TOTAL: 2500.00-------------------------------------------------------------------------------- ENTER '^' TO HALT:  UNIT TOTALITEM DESCRIPTION QTY UNIT COST COST-------------------------------------------------------------------------------- >PROSTHETIC LEFT LEG 2500.00 BOC: 2692Enter ELECTRONIC SIGNATURE CODE: Thank you. Print Purchase Card Order ? YES// (YES)Cost of this request: $2500.00Current Control Point Balance: $2098973.54  |
| QUEUE ON DEVICE: S  | 🡨 Enter your printer selection here |

## New Detailed Purchase Card Order

###  Introduction

If you need to record the purchase of goods or services that will be delivered after purchase, or you are tracking items in an inventory point create a detailed Purchase Card order. You should also create a detailed Purchase Card order if you need to enter information about specific items on the order. **Note: Use of the Detailed Purchase Card Order updates the Procurement History File in Austin.** Otherwise, create a simplified Purchase Card order.

###  Menu Path

From the Purchase Card Menu, select Process Purchase Card Menu.

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| Select Purchase Card Menu Option: Process Purchase Card Menu New Simplified Purchase Card Order Edit Simplified Purchase Card Order New Detailed Purchase Card Order Edit Detailed Purchase Card Order Amendment To Purchase Card Order Adjustment Voucher To Purchase Card Order Receive Purchase Card Order Item Display Vendor Display Create P/C Order From Repetitive Item List Convert P/C Order To 2237 Request Convert P/C Order to a Delivery Order Cancel An Incomplete PC Order Convert Temporary 2237 to PC RequestSelect Process Purchase Card Menu Option: New Detailed Purchase Card Order |

###  Prompts

1. Enter a station number if prompted.
2. Enter the purchase order number series. This will be a common number series already defined for use on Purchase card orders at your station. IFCAP will generate the next available purchase order number and prompt you, ‘Are you adding (PO #) as a new Purchase Order Number?
3. Enter a substation, if applicable.
4. If you have more than one Purchase Card, enter the Purchase Card name you are using to purchase the items or services at the Purchase Card Name: prompt. The option is “case-sensitive”.
5. Enter the date of the order at the P.O. Date: prompt.
6. Enter N at the Estimated Order?: Answer Y if the quantity is estimated or the due to the service an exact price cannot be given at the time of the order.
7. Enter the Source Code.
8. Enter the vendor for the Purchase Card order at the PCDO Vendor: prompt
9. Enter the Fund Control Point for the order at the FCP: prompt. IFCAP will use the information associated with the Purchase Card as the default value for this prompt. Make sure that you change the value if it is different from the default.
10. Enter the Cost Center. Cost centers allow Fiscal staff to create total expense records for a section or service. IFCAP will use the information associated with the Purchase Card as the default value for this prompt. Make sure that you change the value if it is different from the default.
11. Enter the Requesting Service. Enter the service that has requested the goods being ordered.
12. At the Classification of Request: prompt, create a classification name for the request if you like, or press <Enter> to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define.
13. Enter Y at the Receiving Required?: prompt if this Purchase Card order is for goods or services that have not yet been received and you wish to record the receipt as part of the record. You will then be offered the Delivery Location: prompt. Enter the building, floor and/or room number the items are to be delivered to
14. Enter O for origin at the F.O.B. (Freight On Board) Point: prompt if additional freight charges are due to the carrier at the time of delivery. Enter D for destination if no additional freight charges are due at time of delivery.
15. Enter the date that the purchase is due at the Delivery Date: prompt.
16. Enter the name of the vendor representative that quoted the purchase price at the Proposal: prompt, and the date of the quote or a quote number if they are available (for example, 'telephone quote IFVENDOR,ONE quote #001 dated 3-10-95'). Enter the estimated shipping and handling charges.
17. If shipping and handling charges are entered you will have to enter a Shipping BOC as well.
18. Enter the line item number of the item you want to add to the Purchase Card order at the Select Line Item Number: prompt.
19. Enter the Item Master File number of the item if there is an Item Master File number associated with the item. If there is none, hit “ENTER”
20. Enter a description of the first item order at the Description: prompt. If you used an Item Master Number the description information will appear automatically.
21. Enter the quantity of the item to be ordered at the “Quantity”: prompt.
22. At the “Unit Of Purchase”: prompt, enter the unit used to buy the item, such as box, each, pound, etc.
23. Enter the unit cost of the item, not including delivery, at the Actual Unit Cost: prompt.
24. Enter the number of units per shipping package at the Packaging Multiple: prompt.
25. Enter the factor that you use to convert the packaging multiple to the unit of purchase at the Unit Conversion Factor: prompt.
26. At the Vendor Stock Number: prompt, enter the stock number supplied by the vendor for the item.
27. Enter the Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.
28. At the Contract/BOA #: prompt, enter a contract number if the purchase price and vendor is established by a purchasing contract with that vendor.
29. Enter the Budget Object Code classification for the item at the BOC: prompt. If you do not know the Budget Object Code, enter two question marks at the prompt and IFCAP will display the available Budget Object Codes.
30. Repeat steps 17 through 28 for each line item that you want to add.
31. Enter comments if you like.
32. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press <Enter>. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group.
33. Enter a Sub-Control Point if you are using that feature.
34. Enter the Type Code. This is the procurement method/type of business.
35. Enter the Competitive Status. A double question mark may be entered for a list of possible entries.
36. Enter the Preference Program Code. A double question mark may be entered for a list of possible codes. Only the listed codes are allowed.
37. Enter the reason the order was not competed.
38. Enter the number of vendors submitting a bid.
39. Enter the solicitation procedures. Solicitation procedures are to be used for orders under and over $25K.
40. Enter a Funding Agency Code. This is a 4-character code from FIPS Pub. 95 to indicate the funding agency. Leave this field blank, if funding was not provided by another agency.
41. Enter Yes or No, depending on whether this is a multi-year contract.
42. Enter NA, if this is not a service contract; yes, if 50% or more of this contract is performance based; and no, if 50% or less of this contract is performance based.
43. You may review the Purchase Card order if you like.
44. Enter your electronic signature code.
45. You may send the Purchase Card order to a printer if you like. IFCAP will display the cost of the request and the current Control Point balance.
46. Enter another purchase order number at the Purchase Order: prompt, or press <Enter> to return to the Purchase Card Menu.

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| Select Process Purchase Card Menu Option: NEW DETailed Purchase Card OrderSelect STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NMENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES PURCHASE ORDER: 4E 999-4E PC AUTHORIZED BUYER Are you adding '999-4E0296' as a new Purchase Order number ? Y (YES)PURCHASE CARD NAME: EXNAMEP.O. DATE: JUN 28,2005// (JUN 28, 2005)ESTIMATED ORDER?: N// NOPCDO VENDOR: SAMPLE INTERNATIONAL SAMPLE INTERNATIONAL EDIPH:800 333-8828NO: 40179ORD ADD:2424 WEST 23RD STREET FMS:AMER STERILIZER CO VA CODE:250320960 FAX: ...OK? Yes// (Yes)SOURCE CODE: B// 6 Fed.Supply Sched.or OGA Contracts FCP: 256 MULTI-YEAR ONE Replace 0160B1 10 01EA 01EA44175Enter a year in the following sequence of years....1998 2000 2002 2004 2006 2008 2010 ...First Year of the Multi-Appropriation (36\_/\_0160): 2004// COST CENTER: 805300// Medical Research Service REQUESTING SERVICE: ENGINEERING CLASSIFICATION OF REQUEST: SUPPLIES RECEIVING REQUIRED?: N NOF.O.B. POINT: DESTINATION// DESTINATIONDELIVERY DATE: JUL 8,2005// (JUL 08, 2005)PROPOSAL: N/A// EST. SHIPPING AND/OR HANDLING: Select LINE ITEM NUMBER: 1 LINE ITEM NUMBER: 1//  ITEM MASTER FILE NO.: 14 BATTERY,ALK,AAA,1.5V NIF#12923 .. DESCRIPTION: BATTERY, ALKALINE, AAA SIZE, 1.5 VOLTS Edit? NO//  QUANTITY: 12 UNIT OF PURCHASE: EA//  ACTUAL UNIT COST: $3.5000//  PACKAGING MULTIPLE: 12//  UNIT CONVERSION FACTOR: 1//  VENDOR STOCK NUMBER:  FSC/PSC: 6135//   CONTRACT/BOA #: 1234567//  BOC: 2660 Operating Supplies and Materials 2660 Operating Supplies and MaterialsSelect LINE ITEM NUMBER: COMMENTS: No existing text Edit? NO// SORT GROUP: Select SUB-CONTROL POINT:  BUSINESS TYPE: 1 SMALL  This P.O. must be reported to the FPDS system.CONTRACT/BOA: 1234567 Possible Method/Type Codes: A1,B1,C1,D1,E1 ITEM: 1, AMOUNT: 42 TYPE CODE: D1// DEL ORDER - EXCEPT FOR FSS//SMALL BUSINESS Possible Competitive Status/Business codes: X1,Y1,Z1 COMP. STATUS/BUSINESS: Y1// NOT COMPETED//SMALL BUSINESS Possible Preference Program Codes: J,M,O,HP,8A,HS3,HZS,RSB,VSS PREF. PROGRAM: M 8 (A) PROGRAM Following Socioeconomic Group Codes brought over from Vendor File: W WOMAN-OWNED SM BUS S VETERAN-OWNED SM BUSINESS HZ HUBZONE SMALL BUSINESS CONCERNREASON NOT COMPETED: SP2// Simplified acquisition threshold non competitive. Report this code for a non competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.NUMBER OF OFFERS: 1// SOLICITATION PROCEDURE: SP1// Simplified Acquisition Procedure FAR 13.FUNDING AGENCY CODE: MULTIYEAR: N// NOPERF. BASED SERVICE CONTRACT: N// FOR THIS CONTRACT 50% OR LESS IS PERF. BASED Review Purchase Card Order ? YES// (YES)PC ORDER: 999-4E0296 STATUS: Order Not Completely PreparedM.O.P.: PURCHASE CARD LAST PARTIAL RECD.:  REQUESTING SERVICE: ENGINEERINGVENDOR: IFVENDOR ONE SHIP TO:  2424 WEST 23RD STREET V.A. Medical Center  VA  800 333-8828 ACCT # 883198 FMS Vendor Code: 250320960\*EDI ORDER\* DO NOT MAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOB POINT: DESTINATION |PROPOSAL: N/A |AUTHORITY: COST CENTER: 805300 | | TYPE: DELIVERY ORDER | |BUYER:DELIVER ON/BEFORE 7/8/2005 |CONTRACT: | IFCAP USER ONEDISCOUNT TERM: | 1234567 |DATE: 6/28/2005APP: 364/50160-256 | | | |TOTAL: 42.00-------------------------------------------------------------------------------- ENTER '^' TO HALT:  UNIT TOTALITEM DESCRIPTION QTY UNIT COST COST-------------------------------------------------------------------------------- 1 BATTERY, ALKALINE, AAA SIZE, 12 EA 3.50 42.00 1.5 VOLTS  NSN: 6135-01-296-1859 Items per EA: 12 BOC: 2660 CONTRACT: 1234567END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:  \*\*\*\*\* TAKE NOTE \*\*\*\*\* This order will not be sent via EDI.To place a Purchase Card order via EDI please use the Purchasing Agent Menu.Enter ELECTRONIC SIGNATURE CODE: Thank you. Print Purchase Card Order ? YES// n (NO)Cost of this request: $42.00Current Control Point Balance: $4497370.26...now generating the PHA transaction...now generating the FPDS message for the AAC |

## Editing Purchase Card Orders

###  Edit, Amend, or Adjust Purchase Card Orders

There are three ways to change Purchase Card orders:

* **Editing** a Purchase Card order is changing the order *before* you certify the Purchase Card order with your electronic signature code.
* **Amending** a Purchase Card order is changing a Purchase Card order *after* you have certified the purchase order with your electronic signature code and prior to receipt of items/services. To amend a Purchase Card order, see section 9.2, Amendment to Purchase Card Order.
* **Adjusting** a Purchase Card order is decreasing the quantity received on a receiving report for a Purchase Card order. To adjust a Purchase Card order receiving report, see section 9.3, Adjustment Voucher to Purchase Card Order.

NOTE: The options Amendment to Purchase Card Orders and Adjustment to purchase Card orders are explained in Chapter 9 as part of the Supplemental Purchase Card Options.

### Editing a Simplified Purchase Card Order

#### Introduction

Editing a Purchase Card order will allow you to change the order before you certify it with your electronic signature code. All previously entered data will appear as default data.

#### Menu Path

From the Purchase Card Menu, select Process Purchase Card Menu.

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| Select Purchase Card Menu Option: Process Purchase Card Menu New Simplified Purchase Card Order Edit Simplified Purchase Card Order New Detailed Purchase Card Order Edit Detailed Purchase Card Order Amendment To Purchase Card Order Adjustment Voucher To Purchase Card Order Receive Purchase Card Order Item Display Vendor Display Create P/C Order From Repetitive Item List Convert P/C Order To 2237 Request Convert P/C Order to a Delivery Order Cancel An Incomplete PC Order Convert Temporary 2237 to PC RequestSelect Process Purchase Card Menu Option: Edit Simplified Purchase Card Order |

#### 2.5.2.3 Prompts

1. Enter a station number if prompted. Enter the number of the purchase order or requisition associated with the Purchase Card order at the P.O./REQ.NO.: prompt. If your station has substations, IFCAP will prompt you for the substation for which you are ordering the items. You can enter a question mark at the Substation: prompt to see a list of available substations. Enter the Purchase Card name.
2. Enter the date of the order at the P.O. Date: prompt. Enter TODAY or a future date only.
3. Enter the vendor for the Purchase Card order at the PCDO Vendor: prompt. IFCAP will look for the Vendor in the Vendor File (440). If you are using a new vendor you may enter the word SIMPLIFIED at the vendor prompt: and then IFCAP will offer you the PCDO Vendor:: prompt again. You may enter a new vendor now.
4. Enter the Fund Control Point for the purchase at the FCP: prompt.
5. Enter the Cost Center. Cost centers allow Fiscal staff to create total expense records for a section or service.
6. At the Classification of Request: prompt, create a classification name for the request if you like, or press <Enter> to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define.
7. Enter the cost of the purchase at the Purchase Cost: prompt.
8. Edit the description of the purchase at the Description: prompt.
9. Enter the Budget Object Code classification for the item at the BOC: prompt. If you do not know the Budget Object Code, enter two question marks at the prompt and IFCAP will display the available Budget Object Codes.
10. Enter comments if you want to.
11. Enter a Sub-Control Point if you like.
12. If you enter Y at the Review Purchase Card Order?: prompt, IFCAP will display the Purchase Card order to your screen.
13. Enter your electronic signature code. You may print the Purchase Card order if you like. IFCAP will display the cost of the request and the current balance of the Control Point that will fund the Purchase Card order.
14. Enter the output device for the Purchase Card order. Enter another purchase order number or requisition number at the P.O./Req. No.: prompt, or press <Enter> to return to the Process Purchase Card Menu.

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|  | ***Note:*** If the order is over $2500.00 or is on a contract, you *cannot* use the Simplified Purchase Card option. You *must* use the Detailed Purchase Card option! |  |

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| Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NMP.O./REQ.NO.:999-P05125 999-P05125 02-06-06 PC Order Not Completely Prepared  FCP: 911 $ 2500.00PURCHASE CARD NAME: IFVENDOR,ONE// IFVENDOR,ONEP.O. DATE: FEB 06, 2006// (FEB 06,2006)PCDO VENDOR: IFVENDOR5,TEN IFVENDOR5,TEN PH: NO: 41360ORD ADD: IFVENDOR5,TEN FMS: CODE: FAX: Business Type Undefined ...OK? Yes// (Yes)FREE TEXT VENDOR: IFVENDOR,TWO//FCP: 911 PROSTHETICS// ReplaceCOST CENTER: 827200// CLASSIFICATION OF REQUEST: PURCHASE COST: 2500//DESCRIPTION:PROSTHETIC LEFT LEG Edit? NO//BOC: 2692 Prosthetic Supplies Replace 2692 Prosthetic SuppliesCOMMENTS:Example of Simplified Order ReplaceSORT GROUP: Select SUB-CONTROL POINT:  Review Purchase Card Order ? YES// (YES)PC ORDER: 999-P05125 STATUS: Order Not Completely PreparedM.O.P.: PURCHASE CARD LAST PARTIAL RECD.:  REQUESTING SERVICE: VENDOR: IFVENDOR,TWO SHIP TO: IFVENDOR5,TEN V.A. Medical Center  670 SOMEWHERE Street, NW ANYCITY, NM 99999\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOB POINT: |PROPOSAL: |AUTHORITY: COST CENTER: 82OO00 | | TYPE: | |BUYER:DELIVER ON/BEFORE |CONTRACT: | IFBUYER,ONEDISCOUNT TERM: | |DATE: 2/6/2006APP: 3600160-911 | | | |TOTAL: 2500.00-------------------------------------------------------------------------------- ENTER '^' TO HALT:  UNIT TOTALITEM DESCRIPTION QTY UNIT COST COST-------------------------------------------------------------------------------- >PROSTHETIC LEFT LEG 2500.00 BOC: 2692Enter ELECTRONIC SIGNATURE CODE: Thank you. Print Purchase Card Order ? YES// NoCost of this request: $2500.00Current Control Point Balance: $2098973.54 |

### Editing a Detailed Purchase Card Order

#### Introduction

Editing a Purchase Card order is changing the order before you certify the Purchase Card order with your electronic signature code. All previously entered data will appear as default values.

#### 2.5.3.2. Menu Path

From the Purchase Card Menu, select Process Purchase Card Menu.

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| Select Purchase Card Menu Option: Process Purchase Card Menu New Simplified Purchase Card Order Edit Simplified Purchase Card Order New Detailed Purchase Card Order Edit Detailed Purchase Card Order Amendment To Purchase Card Order Adjustment Voucher To Purchase Card Order Receive Purchase Card Order Item Display Vendor Display Create P/C Order From Repetitive Item List Convert P/C Order To 2237 Request Convert P/C Order to a Delivery Order Cancel An Incomplete PC Order Convert Temporary 2237 to PC RequestSelect Process Purchase Card Menu Option: Edit Detailed Purchase Card Order |

#### Prompts

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|  | ***Note:*** Previously entered data will appear as a default value. Do you want this note remarks have been entered with both edits? |  |

1. Enter a station number if prompted.
2. Enter the number of the purchase order or requisition associated with the Purchase Card order at the P.O./REQ.NO.: prompt.
3. You can enter a question mark at the Substation: prompt to see a list of available substations. (Only appears if site has invoked the sub-station functionality)
4. Enter the Purchase Card name.
5. Enter the date of the order at the P.O. Date: prompt.
6. Enter N at the Estimated Order?: Answer Y if the quantity is estimated or due to the service an exact price cannot be given at the time of the order.
7. Enter the vendor for the Purchase Card order at the PCDO Vendor: prompt.
8. Enter the Fund Control Point for the purchase at the FCP: prompt.
9. Enter the Cost Center. Cost centers allow Fiscal staff to create total expense records for a section or service.
10. Enter the service requesting the order at the Request for Service: prompt.
11. At the Classification of Request: prompt, enter a classification name for the request if you like, or press <Enter> to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define.
12. Enter Y at the Receiving Required?: prompt if this Purchase Card order is for goods or services that have not yet been received. Enter the Delivery Location at the Delivery Location: prompt,
13. Enter where you want the VENDOR to deliver the purchase at the Ship To: prompt.
14. Enter O for origin at the F.O.B. (Freight On Board) Point: prompt if additional freight charges are due to the carrier at the time of delivery.
15. Enter the date that the purchase is due at the Delivery Date: prompt.
16. #17 should go in her per the caption??
17. Enter the estimated shipping and handling charges.
18. Enter the name of the vendor representative that quoted the purchase price at the Proposal: prompt, and the date of the quote or a quote number if they are available (for example, 'telephone quote IFVENDOR,FOUR quote #001 dated 3-10-95').
19. Enter the line item number of the item you want to edit or add to the Purchase Card order at the Select Line Item Number: prompt.
20. Enter the Item Master File number of the item.
21. Enter a description of the item at the Description: prompt if you didn’t enter an Item Master File number.
22. Enter the number of units of purchase received at the Quantity: prompt.
23. At the Unit Of Purchase: prompt, enter the unit used to buy the item, such as box, each, pound, etc.
24. Enter the unit cost of the item, not including delivery, at the Actual Unit Cost: prompt.
25. Enter the number of units per shipping package at the Packaging Multiple: prompt.
26. Enter the factor that you use to convert the packaging multiple to the unit of purchase at the Unit Conversion Factor: prompt.
27. At the Vendor Stock Number: prompt, enter the stock number supplied by the vendor for the item.
28. Enter the Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.
29. At the Contract: prompt, enter a contract number if the purchase price and vendor is established by a purchasing contract with that vendor.
30. Enter the Budget Object Code classification for the item at the BOC: prompt. If you do not know the Budget Object Code, enter two question marks at the prompt and IFCAP will display the available Budget Object Codes.
31. Repeat steps 18 through 28 for each item you want to edit.
32. Add comments if you like.
33. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press <Enter>. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group.
34. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases defined for the Fund Control Point. This allows you to group similar purchases together.
35. Enter the Type Code. This is the procurement method/type of business.
36. Enter the Competitive Status. A double question mark may be entered for a list of possible entries.
37. Enter the Preference Program Code. A double question mark may be entered for a list of possible codes. Only the listed codes are allowed.
38. Enter the reason the order was not competed.
39. Enter the number of vendors submitting a bid.
40. Enter the solicitation procedures. Solicitation procedures are to be used for orders under and over $25K
41. Enter a Funding Agency Code. This is a 4-character code from FIPS Pub. 95 to indicate the funding agency. Leave this field blank, if funding was not provided by another agency.
42. Enter Yes or No, depending on whether this is a multi-year contract.
43. Enter NA, if this is not a service contract; yes, if 50% or more of this contract is performance based; and no, if 50% or less of this contract is performance based.
44. If you enter Y at the Review Purchase Card Order?: prompt, IFCAP will display the Purchase Card order to your screen.
45. Enter your electronic signature code.
46. You may print the Purchase Card order if you like. IFCAP will display the cost of the request and the balance of the Control Point that will fund the request. Other messages related to Inventory point due-ins and PHA transactions may appear.
47. Enter the output device for the Purchase Card order at the Queue On Device: prompt. IFCAP will print or display the Purchase Card order on the output device you selected.
48. Enter another purchase order number at the Purchase Order: prompt, or press <Enter> to return to the Process Purchase Card

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| P.O./REQ.NO.: 999-4E0300 999-4E0300 02-06-06 PC Order Not Completely Prepared FCP: 256 $ 42.00PURCHASE CARD NAME: EXNAME// EXNAMEP.O. DATE: JUN 28,2005// ESTIMATED ORDER?: N// PCDO VENDOR: SAMPLE INTERNATIONAL// SOURCE CODE: B// FCP: 256 MULTI-YEAR ONE Replace COST CENTER: 805300// REQUESTING SERVICE: ENGINEERING//CLASSIFICATION OF REQUEST: SUPPLIES//RECEIVING REQUIRED?: N//F.O.B. POINT: DESTINATION// DELIVERY DATE: JUL 8,2005// PROPOSAL: N/A// EST. SHIPPING AND/OR HANDLING: Select LINE ITEM NUMBER: 1// LINE ITEM NUMBER: 1//  ITEM MASTER FILE NO.: 14// .. DESCRIPTION: BATTERY, ALKALINE, AAA SIZE, 1.5 VOLTS Edit? NO//  QUANTITY: 12// UNIT OF PURCHASE: EA//  ACTUAL UNIT COST: $3.5000//  PACKAGING MULTIPLE: 12//  UNIT CONVERSION FACTOR: 1//  VENDOR STOCK NUMBER:  FSC/PSC: 6135//  CONTRACT/BOA #: 1234567//  BOC: 2660 Operating Supplies and Materials ReplaceSelect LINE ITEM NUMBER: COMMENTS: No existing text Edit? NO// SORT GROUP: Select SUB-CONTROL POINT:  BUSINESS TYPE: 1 SMALL  This P.O. must be reported to the FPDS system.CONTRACT/BOA: 1234567 Possible Method/Type Codes: A1,B1,C1,D1,E1 ITEM: 1, AMOUNT: 42 TYPE CODE: D1// DEL ORDER - EXCEPT FOR FSS//SMALL BUSINESS Possible Competitive Status/Business codes: X1,Y1,Z1 COMP. STATUS/BUSINESS: Y1// NOT COMPETED//SMALL BUSINESS Possible Preference Program Codes: J,M,O,HP,8A,HS3,HZS,RSB,VSS PREF. PROGRAM: M 8 (A) PROGRAM Following Socioeconomic Group Codes brought over from Vendor File: W WOMAN-OWNED SM BUS S VETERAN-OWNED SM BUSINESS HZ HUBZONE SMALL BUSINESS CONCERNREASON NOT COMPETED: SP2// Simplified acquisition threshold non competitive. Report this code for a non competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.NUMBER OF OFFERS: 1// SOLICITATION PROCEDURE: SP1// Simplified Acquisition Procedure FAR 13.FUNDING AGENCY CODE: MULTIYEAR: N// NOPERF. BASED SERVICE CONTRACT: N// FOR THIS CONTRACT 50% OR LESS IS PERF. BASED Review Purchase Card Order ? YES// (YES) PC ORDER: 999-4E0296 STATUS: Order Not Completely PreparedM.O.P.: PURCHASE CARD LAST PARTIAL RECD.:  REQUESTING SERVICE: ENGINEERINGVENDOR: IFVENDOR ONE SHIP TO:  2424 WEST 23RD STREET V.A. Medical Center  VA  800 333-8828 ACCT # 883198 FMS Vendor Code: 250320960\*EDI ORDER\* DO NOT MAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOB POINT: DESTINATION |PROPOSAL: N/A |AUTHORITY: COST CENTER: 805300 | | TYPE: DELIVERY ORDER | |BUYER:DELIVER ON/BEFORE 7/8/2005 |CONTRACT: | IFCAP USER ONEDISCOUNT TERM: | 1234567 |DATE: 6/28/2005APP: 364/50160-256 | | | |TOTAL: 42.00-------------------------------------------------------------------------------- ENTER '^' TO HALT:  UNIT TOTALITEM DESCRIPTION QTY UNIT COST COST-------------------------------------------------------------------------------- 1 BATTERY, ALKALINE, AAA SIZE, 12 EA 3.50 42.00 1.5 VOLTS  NSN: 6135-01-296-1859 Items per EA: 12 BOC: 2660 CONTRACT: 1234567END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:  \*\*\*\*\* TAKE NOTE \*\*\*\*\* This order will not be sent via EDI.To place a Purchase Card order via EDI please use the Purchasing Agent Menu.Enter ELECTRONIC SIGNATURE CODE: Thank you. Print Purchase Card Order ? YES// n (NO)Cost of this request: $42.00Current Control Point Balance: $4497370.26...now generating the PHA transaction...now generating the FPDS message for the AAC |

# Create and Convert Orders

## Introduction

Purchase Card orders may be generated from other IFCAP documents. For example, you may convert a *Repetitive Item List* (RIL) or *Temporary Transaction* into a Purchase Card order. A Purchase Card order may be converted back into a 2237 or Delivery Order if it is determined a Purchase Card order is not appropriate.

## Create a PC order from a RIL

The user may create a Purchase Card order from an existing RIL.

### Menu Path

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| Select Purchase Card Menu Option: PROCess Purchase Card Menu SPO New Simplified Purchase Card Order ES Edit Simplified Purchase Card Order DPO New Detailed Purchase Card Order EDO Edit Detailed Purchase Card Order Amendment To Purchase Card Order Adjustment Voucher To Purchase Card Order Receive Purchase Card Order Item Display Vendor Display Create P/C Order From Repetitive Item List Convert P/C Order To 2237 Request Convert P/C Order to a Delivery Order Cancel An Incomplete PC Order Convert Temporary 2237 to PC RequestSelect Process Purchase Card Menu Option: CREATE P/C Order From Repetitive Item List |

### Prompts

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|  | ***Note:*** Data entered on the RIL will appear as a default value. |  |

1. Select a RIL. If you don’t know the RIL number, enter a question mark (**?**) to generate a list of RILs. All the information on the RIL will be displayed as a default value during the edit of the Purchase Card order. You may change these default data values if necessary.
2. Enter the common number series that is used for Purchase Card orders at the P.O./REQ.NO.: prompt.
3. Enter the Purchase Card name.
4. Enter the date of the order at the P.O. Date: prompt.
5. Enter N at the Estimated Order?: Answer Y if the quantity is estimated or due to the service an exact price cannot be given at the time of the order.
6. Enter the vendor for the Purchase Card order at the PCDO Vendor: prompt.
7. Enter the Fund Control Point for the purchase at the FCP: prompt.
8. Enter the Cost Center. Cost centers allow Fiscal staff to create total expense records for a section or service.
9. Enter the service requesting the order at the Request for Service: prompt.
10. At the Classification of Request: prompt, enter a classification name for the request if you like, or press <Enter> to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define.
11. Enter Y at the Receiving Required?: prompt if this Purchase Card order is for goods or services that have not yet been received. Enter the Delivery Location at the Delivery Location: prompt.
12. Enter where you want the VENDOR to deliver the purchase at the Ship To: prompt.
13. Enter O for origin at the F.O.B. (Freight On Board) Point: prompt if additional freight charges are due to the carrier at the time of delivery.
14. Enter the date that the purchase is due at the Delivery Date: prompt.
15. Enter the name of the vendor representative that quoted the purchase price at the Proposal: prompt, and the date of the quote or a quote number is they are available.
16. Enter the estimated shipping and handling charges
17. Enter the line item number of the item you want to edit or add to the Purchase Card order at the Select Line Item Number: prompt.
18. Enter the Item Master File number of the item.
19. Enter a description of the item at the Description: prompt if you didn’t enter an Item Master File number.
20. Enter the number of units of purchase received at the Quantity: prompt.
21. At the Unit Of Purchase: prompt, enter the unit used to buy the item, such as box, each, pound, etc.
22. Enter the unit cost of the item, not including delivery, at the Actual Unit Cost: prompt.
23. Enter the number of units per shipping package at the Packaging Multiple: prompt.
24. Enter the factor that you use to convert the packaging multiple to the unit of purchase at the Unit Conversion Factor: prompt.
25. At the Vendor Stock Number: prompt, enter the stock number supplied by the vendor for the item.
26. Enter the Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.
27. At the Contract: prompt, enter a contract number if the purchase price and vendor is established by a purchasing contract with that vendor.
28. Enter the Budget Object Code classification for the item at the BOC: prompt. If you do not know the Budget Object Code, enter two question marks at the prompt and IFCAP will display the available Budget Object Codes.
29. Repeat steps 18 through 28 for each item you want to edit.
30. Add comments if you like.
31. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press <Enter>.
32. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases defined for the Fund Control Point. This allows you to group similar purchases together.
33. Enter another purchase order number at the Purchase Order: prompt, or press <Enter> to return to the Process Purchase Card Menu ,Select Process Purchase Card Menu Option: EDIT Detailed Purchase Card Order

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|  Select Process Purchase Card Menu Option: CREATE P/C Order From Repetitive Item List Select REPETITIVE ITEM LIST ENTRY NUMBER: ? Answer with REPETITIVE ITEM LIST ENTRY NUMBER Do you want the entire REPETITIVE ITEM LIST List? Y (Yes) Choose from:   999-00-3-911-827200-0001 04-06-00 # OF ITEMS: 1 TOTAL COST: 4.40 999-00-3-111-824200-0001 04-13-00 # OF ITEMS: 6 TOTAL COST: 3885.26 ^ Select REPETITIVE ITEM LIST ENTRY NUMBER: 999-00-3-111-824200-0001 04-13-00  # OF ITEMS: 6TOTAL COST: 3885.26 This repetitive item list has the following vendors:  IFVENDOR,SIX IFVENDOR,SEVEN IFVENDOR,THREE  ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES PURCHASE ORDER: P05 999-P05 PC AUTHORIZED BUYER Are you adding '999-P05173' as a new Purchase Order number ? Y (YES) Edit request 999-P05173? Yes// (Yes) PURCHASE CARD NAME: IFVENDOR,EIGHT IFVENDOR,EIGHT P.O. DATE: APR 26,2000//  ESTIMATED ORDER?: N// Y YES PCDO VENDOR: IFVENDOR,SIX//  FCP: 111 REHAB //  COST CENTER: 824444//  REQUESTING SERVICE: IFVENDOR,EIGHT  CLASSIFICATION OF REQUEST:  RECEIVING REQUIRED?: Y YES DELIVERY LOCATION: BDL3//  SHIP TO: ANYCITY VAMC//  F.O.B. POINT: DESTINATION// DESTINATION DELIVERY DATE: TODAY+10// (MAY 06, 2000) PROPOSAL: N/A//  EST. SHIPPING AND/OR HANDLING:  Select LINE ITEM NUMBER: 1//  LINE ITEM NUMBER: 1//  ITEM MASTER FILE NO.: 171// .. DESCRIPTION: 1> PENCILS EDIT Option:  QUANTITY: 2//  UNIT OF PURCHASE: CS//  ACTUAL UNIT COST: $12.0000//  PACKAGING MULTIPLE: 144//  UNIT CONVERSION FACTOR: 144//  VENDOR STOCK NUMBER:  FSC/PSC: 7510//  CONTRACT/BOA #:  BOC: 2620 Office Supplies Replace  Select LINE ITEM NUMBER:  COMMENTS: 1> SORT GROUP:  Select SUB-CONTROL POINT: |

1. If you enter Y at the Review Purchase Card Order?: prompt, IFCAP will display the Purchase Card order to your screen.
2. Enter your electronic signature code.
3. You may print the Purchase Card order if you like. IFCAP will display the cost of the request and the balance of the Control Point that will fund the request. Other messages related to Inventory point due-ins and PHA transactions may appear.
4. Enter the output device for the Purchase Card order at the Queue On Device: prompt. IFCAP will print or display the Purchase Card order on the output device you selected.

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| Review Purchase Card Order ? YES// (YES)PC ORDER: 999-P05173 STATUS: Order Not Completely PreparedM.O.P.: PURCHASE CARD LAST PARTIAL RECD.:  REQUESTING SERVICE: IFVENDOR,EIGHTVENDOR: IFVENDOR,SIX SHIP TO: ANYCITY VAMC 1000 S BOULEVARD V.A. Medical Center  SUITE 1000 670 SOMEWHERE Street, NW ROOM 100, POD 12 ANYCITY, NM 99999 ANYTOWN, GA 00001 555-333-8838 FMS Vendor Code: 93086711305 DELIVERY LOCATION: BDL3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOB POINT: DESTINATION |PROPOSAL: N/A |AUTHORITY: COST CENTER: 830000 | | TYPE: | |BUYER:DELIVER ON/BEFORE 5/6/2000 |CONTRACT: | IFBUYER,TWOIFBUYER,TWODISCOUNT TERM: | |DATE: 4/26/2000APP: 3600160-911 | |ESTIMATED | |TOTAL: 24.00---------------------------------------------------------------------------- UNIT TOTALITEM DESCRIPTION QTY UNIT COST COST-------------------------------------------------------------------------------- 1 PENCILS 2 CS 12.00 24.00 NSN: 7510-01-432-4333 Items per CS: 144 BOC: 2620 \*\*\* ESTIMATED PURCHASE ORDER \*\*\* Enter ELECTRONIC SIGNATURE CODE: Thank you. Print Purchase Card Order ? YES// (YES)Cost of this request: $24.00Current Control Point Balance: $1499759.20 incrementing due-ins in inventory point: SPD...now generating the PHA transaction...checking on due-ins at inventory point(s)...QUEUE ON DEVICE: SFCS6$PRT-10/6/UP SF CIOFORequested Start Time: NOW// (APR 26, 2000@13:16:32)Request 999-P05173 has been created.The vendor for this request is: IFVENDOR,SIXTotal cost of request: $24.00Total items on Purchase Card request: 1 |

## Convert Temporary 2237 to PC Request

### Menu Path

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| Select Purchase Card Menu Option: Process Purchase Card Menu SPO New Simplified Purchase Card Order ES Edit Simplified Purchase Card Order DPO New Detailed Purchase Card Order EDO Edit Detailed Purchase Card Order Amendment To Purchase Card Order Adjustment Voucher To Purchase Card Order Receive Purchase Card Order Item Display Vendor Display Create P/C Order From Repetitive Item List Convert P/C Order To 2237 Request Convert P/C Order to a Delivery Order Cancel An Incomplete PC Order Convert Temporary 2237 to PC RequestSelect Purchase Card Menu Option: Convert Temporary 2237 to PC Request |

### Prompts

1. Enter the station number if prompted.
2. Enter an appropriate control Point. Enter a “?” to see a list of choices.
3. If the control point has more than one Inventory Point attached to it, the user will be asked to select the appropriate Inventory Point for the order. If no Inventory Point is appropriate hit <Enter> key.
4. Select the Temporary transaction you wish to convert.
5. The user may display the temporary request for review by answering Yes at the “Would you like to review this request?: prompt.
6. Enter NO at the Print administrative certification page of 2237?: prompt. (NOTE: the user is not given an opportunity to enter any administrative certifications on the 2237).

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| Select STATION NUMBER: 999 Select CONTROL POINT: 036 SUPPLY SPD 1060  1) 999-SPD 2) 999-IFCAPTWO 3) 999-IFCAPTHREESelect INVENTORY POINT: (1-3): 1 999-SPDSelect the existing transaction number to be convertedSelect CONTROL POINT ACTIVITY TRANSACTION NUMBER: IFVENDOR,onespd OBL IFVENDOR,THREE WIDGETS Would you like to review this request? No// Y Print administrative certification page of 2237? Yes// N (No)DEVICE: HOME// UCX/TELNET Right Margin: 80// |
| MAY 01, 2000@14:01:07 IFVENDOR,ONESPD---------------------------------------------------------------------- REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES----------------------------------------------------------------------TO: A&MM Officer Requesting Office ACQUISITION & MATERIAL MGMT (90)----------------------- ----------------------------------------------Action Requested Date Prepared Date Required Delivery MAY 01, 2000 MAY 05, 2000----------------------- --------------------- ----------------------- ITEM NO. DESCRIPTION QUANTITY UNIT ESTIMATED OR STOCK NO. UNIT COST----------------------------------------------------------------------8766 1 ITEM ID NO. 12001 WOODEN WIDGETS-PINE-PAINTED  (NSN: 7510-87-228-2816) PKG: 1 per EA (CONTRACT # GS-98-99827F, EXPIRATION DATE: SEP 30,2009) 12 EA 2.3000 TOTAL COST: $27.60----------------------------------------------------------------------Press return to continue, uparrow (^) to exit:  IFVENDOR,ONESPD----------------------------------------------------------------------- REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES----------------------------------------------------------------------VENDOR INFORMATION: NO: 41369 FAX: 555-222-3711/DEFVENDOR: IFVENDOR,THREE CONTACT: IFBUYER,THREE 777 EXAMPLE RD PHONE: 555-666-2625 ANYTOWN,MA 00001---------------------------------------------------------------------Ref. Voucher Number:  DELIVER TO: BDL2--------------------------------------------------------------------JUSTIFICATION OF NEED OR TURN-INNeeded for stock ---------------------------------------------------------------------Originator of Request: IFBUYER,TWOSignature of Initiator Signature of Approving Official Date IFBUYER,TWO IFBUYER,FOUR ------------------------------------ --------------------------------Press return to continue, uparrow (^) to exit:  IFVENDOR,ONESPD----------------------------------------------------------------------- REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES----------------------------------------------------------------------Appropriation and Accounting Symbols999-3601060-036-828100-2660 ----------------------------------------------------------------------Press return to continue: |

1. Enter the information for the new transaction number

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| Select STATION NUMBER: 999// Select FISCAL YEAR: 00// Select QUARTER: 3// Select CONTROL POINT: 036 SUPPLY SPD 1060 1060  Transaction 'IFVENDOR,ONESPD' has been replaced by 999-00-3-036-0027 |

1. Build the Purchase Card Order by entering an appropriate common number series for the Purchase Card order.
2. Enter Yes at the Edit Request: prompt. This will enable you to edit the various fields on the Purchase Card order. This process is the same as the EDIT process shown earlier. See Edit a Detailed Purchase Card Order.

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| ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES PURCHASE ORDER: P05 999-P05 PC AUTHORIZED BUYER Are you adding '999-P05176' as a new Purchase Order number ? Y (YES) 1060 Edit request 999-P05176? Yes// (Yes)PURCHASE CARD NAME: IFVENDOR,THREE IFVENDOR,THREEP.O. DATE: MAY 1,2000// ESTIMATED ORDER?: N// NOPCDO VENDOR: IFVENDOR,THREE // FCP: 036 SUPPLY SPD// COST CENTER: 820000// REQUESTING SERVICE: SURGERY CLASSIFICATION OF REQUEST: RECEIVING REQUIRED?: Y YESDELIVERY LOCATION: BLD8// SHIP TO: ANYCITY VAMC// F.O.B. POINT: DESTINATION// DESTINATIONDELIVERY DATE: TODAY+10// (MAY 11, 2000)PROPOSAL: N/A// IFBUYER,FIVE 555-777-9889EST. SHIPPING AND/OR HANDLING: Select LINE ITEM NUMBER: 1//  LINE ITEM NUMBER: 1//  ITEM MASTER FILE NO.: 12001// .. DESCRIPTION: 1> WOODEN WIDGETS-PINE-PAINTEDEDIT Option:  Minimum Order Qty.: 1 Maximum Order Qty.: 100 QUANTITY: 12//  UNIT OF PURCHASE: EA//  ACTUAL UNIT COST: $2.3000//  PACKAGING MULTIPLE: 1//  UNIT CONVERSION FACTOR: 1//  VENDOR STOCK NUMBER: 8766//  FSC/PSC: 2310//  CONTRACT/BOA #: GS-98-99827F//  BOC: 2660 Operating Supplies and Ma Replace Select LINE ITEM NUMBER: COMMENTS: 1> 1) 999-SPD 2) 999-IFCAPTWO 3) 999-IFCAPTHREESelect INVENTORY POINT: (1-3): 1 999-SPDSORT GROUP: Select SUB-CONTROL POINT: |

1. The Purchase Card Order May be Displayed

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| Review Purchase Card Order ? YES// (YES)PC ORDER: 999-P05176 STATUS: Order Not Completely PreparedM.O.P.: PURCHASE CARD LAST PARTIAL RECD.:  REQUESTING SERVICE: SURGERYVENDOR: IFVENDOR,THREE SHIP TO: ANYCITY VAMC 777 EXAMPLE RD V.A. Medical Center  ANYTOWN, MA 01111 670 SOMEWHERE Street, NW 555-222-2625 ANYCITY, NM 99999 FMS Vendor Code: 98722987301 DELIVERY LOCATION: BLD8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOB POINT: DESTINATION |PROPOSAL: IFBUYER,FIVE |AUTHORITY: COST CENTER: 820000 | 555-777-9889 | TYPE: | |BUYER:DELIVER ON/BEFORE 5/11/2000 |CONTRACT: | IFBUYER,TWO IFBUYER,TWODISCOUNT TERM: | GS-98-99827F |DATE: 5/1/2000APP: 3601060-036 | | | |TOTAL: 27.60---------------------------------------------------------------------- ENTER '^' TO HALT:  UNIT TOTALITEM DESCRIPTION QTY UNIT COST COST----------------------------------------------------------------------- 1 WOODEN WIDGETS-PINE-PAINTED 12 EA 2.30 27.60 STK#: 8766 NSN: 7510-87-228-2816 Items per EA: 1 BOC: 2660 CONTRACT: GS-98-99827FEND OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT: |

1. The user must enter their Electronic Signature Code to complete the order.
2. The order may be directed to a printer.
3. A series of messages will display on the screen as the system completes the document.
4. If you elected to print the document you will be asked for a DEVICE and a starting time.

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| **Enter ELECTRONIC SIGNATURE CODE: Thank you.** **Print Purchase Card Order ? YES// (YES)****Cost of this request: $27.60****Current Control Point Balance: $1019972.40** **incrementing due-ins in inventory point: SPD****...now generating the PHA transaction****...checking on due-ins at inventory point(s)...****QUEUE ON DEVICE: ISC A103-10/6/UP RECEPTIONIST LASER PRINTER [Out of Service]****QUEUE ON DEVICE: <ENTER A DEVICE>****Requested Start Time: NOW// (MAY 01, 2000@14:03:29)** |

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# Convert PC Orders to Other Document Types

## Introduction

The Purchase Card module permits a user to convert an Unsigned Purchase Card order to a 2237 or a delivery order which can then be processed utilizing the appropriate menu options for 2237’s and delivery orders.

## Convert a PC order to a 2237

This option will allow the user to convert the “unsigned” Purchase Card order back into a 2237. This might be necessary if the Vendor will not accept a credit card, or the user has exceeded their Single or Monthly Purchase Limit. The use of this option will eliminate the need to reenter all the order data.

### Menu Path

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|  **SPO New Simplified Purchase Card Order** **ES Edit Simplified Purchase Card Order** **DPO New Detailed Purchase Card Order**  **EDO Edit Detailed Purchase Card Order** **Amendment To Purchase Card Order** **Adjustment Voucher To Purchase Card Order** **Receive Purchase Card Order** **Item Display** **Vendor Display** **Create P/C Order From Repetitive Item List** **REQ Convert P/C Order To 2237 Request** **DEL Convert P/C Order to a Delivery Order** **Cancel An Incomplete PC Order** **TEMP Convert Temporary 2237 to PC Request** |
| Select Process Purchase Card Menu Option: DEL Convert P/C Order to 2237 Request |

### Display of Option

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| **Select Process Purchase Card Menu Option: REQ Convert P/C Order To 2237 Request****Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****P.O./REQ. NO.: P05177 999-P05177 05-01-00 PC Order Not Completely Prepared**  **FCP: 110 $ 4.50 $ 4.50 $ 4.50****Use transaction 999-00-3-110-0106 to access this record from your fund control point.****Conversion completed.** |

NOTE: Use the Control Point options to edit and complete the 2237.

## Convert a 2237 to a Delivery Order

This option will allow the user to convert the “unsigned” Purchase Card order into a Delivery Order. This might be necessary if the Vendor will not accept a credit card, or the user has exceeded their Single or Monthly Purchase Limit and the items you are ordering are under contract. The use of this option will eliminate the need to reenter all the order data.

### Menu Path

|  |
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|  **SPO New Simplified Purchase Card Order** **ES Edit Simplified Purchase Card Order** **DPO New Detailed Purchase Card Order** **EDO Edit Detailed Purchase Card Order**  **Amendment To Purchase Card Order** **Adjustment Voucher To Purchase Card Order** **Receive Purchase Card Order** **Item Display** **Vendor Display** **Create P/C Order From Repetitive Item List** **REQ Convert P/C Order To 2237 Request** **DEL Convert P/C Order to a Delivery Order** **Cancel An Incomplete PC Order** **TEMP Convert Temporary 2237 to PC Request****Select Process Purchase Card Menu Option: DEL Convert P/C Order to a Delivery Order** |

### Display the Option

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| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Select PURCHASE CARD ORDER NUMBER: P05178 999-P05178 05-01-00 PC Order Not Completely Prepared**  **FCP: 110 $ 31.92****ENTER A NEW DELIVERY ORDER NUMBER OR A COMMON NUMBERING SERIES** **DELIVERY ORDER: U0 999-U0 DO AUTHORIZED BUYER** **Are you adding '999-U00037' as a new Purchase Order number ? Y (YES)****This Purchase Card order has now been converted to a delivery order.** **The Purchase Card Order No: P05178 has been converted to Delivery Order No: U00037** **This delivery order must be edited.** |

Note: Use the Delivery Orders module to edit and complete the order.

# Record Receipt of a PC Order

## Introduction

The “Receive Purchase Card Order” option allows individuals with Purchase Card authority to receive goods within their area. The option is similar to the current Warehouse Receiving option but is limited to PURCHASE CARD orders that the user has set up for DIRECT delivery. The warehouse staff will record the receipt of items delivered to them using existing options in the Warehouse Menu. The Receive Purchase Card Order option also allows the user to update the due-ins in the Inventory Package thus eliminating the need to receive twice (once in the Purchase Card program and once in the Inventory Program). If the order is received in the warehouse, the warehouse will utilize their Warehouse Receiving option to receive the goods; however, there would still be a need for the authorized buyer to receive the goods into the Inventory Package. It will not be necessary for the approving official to "sign off" at the receiving process. The approving official will "approve" through the reconciliation process. There will be the capability to process partials on Purchase Card orders. If a partial is processed, the status will be updated to Partial Order Received. If the order is received as complete, the status of the order will be updated to Complete Order Received. There will be no receiving document printed in Fiscal and no FMS document created and transmitted to Austin.

## Menu Path

Select Process Purchase Card Menu from the Purchase Card Menu.

Select Receive Purchase Card Order from the Process Purchase Card Menu.

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| **Select Purchase Card Menu Option: Process Purchase Card Menu** **New Simplified Purchase Card Order** **Edit Simplified Purchase Card Order** **New Detailed Purchase Card Order** **Edit Detailed Purchase Card Order** **Amendment To Purchase Card Order** **Adjustment Voucher To Purchase Card Order** **Receive Purchase Card Order** **Item Display** **Vendor Display** **Create P/C Order From Repetitive Item List** **Convert P/C Order To 2237 Request** **Convert P/C Order to a Delivery Order** **Cancel An Incomplete PC Order****Select Process Purchase Card Menu Option: Receive Purchase Card Order** |

## Prompts

1. Enter a Purchase Card order number.
2. You can review the Purchase Card order if you like.
3. Enter the date you received the goods at the Date Received: prompt.
4. Enter the line item number for the items at the Line Item: prompt.
5. Enter the quantity that you are receiving.
6. Repeat steps 4 and 5 to enter additional line items.
7. IFCAP will display the receiving report.
8. You can approve the Receiving Report by entering a Yes at the prompt and by then entering your electronic signature code. If the item is part of the Inventory Point attached to the order, the GIP Receipt screen will open and the item may be received into the Inventory.
9. If you choose to print an additional copy of the receiving report enter a device at the prompt.
10. Enter another Purchase Card order at the Purchase Card Order: prompt, or press <Enter> to return to the Process Purchase Card Menu.

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| **PURCHASE ORDER: 658-P65138 07-31-96 PC Ordered (No Fiscal Action Required**  **FCP: 036 $ 565.60 IFVENDOR,NINE** **I N V E N T O R Y version 5.0** **(658) Primary Inventory Point: SPD IFBUYER,SIX** **PA/PPM/AUTHORIZED BUYER: IFBUYER,SIX****REVIEW PURCHASE ORDER? NO// (NO)****DATE RECEIVED: TODAY// (OCT 03, 1996)****LINE ITEM: 1** **Item: 1 1 CUTTER WIRE KIRSCHNER** **STK#: 56-2507 NSN:**  **CUTTER WIRE KIRSCHNER** **UNIT OF PRCH: EA QTY ORDERED: 3 PREVIOUSLY RECEIVED: 0** **QTY BEING RECEIVED: 2 AMOUNT: 246.40****LINE ITEM:** **PURCHASE ORDER: 658-P65138 STATUS: Ordered (No Fiscal Action Required)****PROCESSING: PURCHASE CARD PARTIAL: 1 10/3/96****--------------------------------------------------------------------------------** **UNIT QTY TOTAL****ITEM DESCRIPTION QTY UNIT COST REC COST****--------------------------------------------------------------------------------** **1 CUTTER WIRE KIRSCHNER 3 EA 123.20 2 246.40** **Total Amount: 246.40** **Approve this receiving report ? YES// (YES)****Enter ELECTRONIC SIGNATURE CODE: Thank you.****DC Distribution Cost EE E/E Inventory Item RO Receive Order****Purchase Order Receipt Oct 03, 1996 11:15:11 Page: 1 of 1** **INVENTORY: 658-SPD PO: 658-P65138 VENDOR: IFVENDOR,NINE#623** **PARTIAL: 1 DATE: OCT 03, 1996 LINECNT: 1 TOTAL AMT: 246.4** **LINE DESCRIPTION IM# POQTY CONV RECQTY AVGCOST UNITCOST TOTCOST****1 CUTTER-WIRE-KIRSCH 11965 2 1 2 0.00 123.20 246.40** **Enter ?? for more actions** **DC Distribution Cost EE E/E Inventory Item RO Receive Order****Select Item(s): Quit// QUIT**  |

# Reconcile Payment Authorizations from FMS

## Introduction

### The Purchase Card Reconciliation Process

CitiBank transmits Purchase Card order transactions to the Credit Card System (CCS) at the Austin Finance Center (AFC). This computer updates its database and sends the payment transactions to FMS. The AFC system also transmits purchase date, amount and vendor information to IFCAP in a transaction called a CC document. FMS records the payment transactions and formats the transactions into F16 Transactions that FMS sends to IFCAP. IFCAP processes the F16 entry and posts it to the FMS transaction portion of the Running Balance. IFCAP stores the CC transactions from the CCS system in the Reconciliation File. Purchase Card Users reconcile the transaction records in the Reconciliation File with the Purchase Card orders they entered in IFCAP. If the accounting data differs, IFCAP will create an Expenditure Transfer (ET) document and transmit it to FMS to correct FMS Control Point records. IFCAP will also correct its own Control Point Records. IFCAP is presumed to have the correct set of accounting data.

**Note: You must reconcile your transaction records in a timely manner. When you go to your Purchase Card menu and you have payment documents to reconcile, a bulletin will appear stating “You have (number) transaction(s) to reconcile (date range).” The number states how many payment documents you have to reconcile and the date range states the range you will print in the Daily Purchase Card Charges Statement.**

### Data Sharing for Reconciliation

Reconciliation data will be transmitted from CitiBank into the Credit Card System (CCS ) in Austin. This information includes: RETAIL ID; PURCHASE DATE; PURCHASE CARD NUMBER; DOLLAR AMOUNT and VENDOR NAME. The CCS database will create what is known as a CC# which begins with C. The next three digits are the station number, the next digit is the last digit of the calendar year, the next three digits are the Julian date and the remaining digits are a sequential number. (Example: C61202630001) The CCS database will transmit this information to the FMS system, which will, in turn, generate an F16 document back to IFCAP. The CitiBank system will also send Credit Card Registration data through the CCS system to IFCAP. This data will update the Purchase Card Information File (440.5) in IFCAP.

## Menu Path

Select Reconciliation Menu from the Purchase Card Menu. Select Reconciliation from the Reconciliation Menu. Select Reconciliation from the Purchase Card Menu. Enter a station number. At the Select Number: prompt, enter 1 for Auto if you want IFCAP to generate a list of all pending Oracle records for you to reconcile. Enter 2 for Manual if you want to choose specific Purchase Cards and payment documents. Enter 3 to reconcile by Purchase Card Order number.

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|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...****Select Purchase Card Menu Option: REConciliation Menu** **Reconciliation** **Edit/Remove Reconciliation** **ET-FMS Document Display** **Daily Purchase Card Charges Statement****You have PENDING ALERTS** **Enter "VA VIEW ALERTS to review alerts****Select Reconciliation Menu Option: REConciliation****Select STATION NUMBER: 999**  **Select one of the following:** **1 Auto Charge Selection** **2 Manual Charge Selection** **3 Reconcile by Purchase Card Order #****Select Number: 1 Auto Charge Selection****Reconcile for your own Purchase Card orders?** |

## Automatic Reconciliations

### Auto Charge Selection

If you are an Approving Official for the service, IFCAP will ask you if you want to reconcile for your own Purchase Card orders. If you do, enter Yes. If you are the Approving Official for another Cardholder and you want to Reconcile orders for that person, enter No. You will then be asked to enter a Cardholder’s name. IFCAP will display the first payment document. The entry will show the Vendor Name, Purchase Date and Amount and ***may*** include the Purchase Order Number. If a match is found, the user will be prompted with the order and default of YES. If it is not the correct order, answer N and IFCAP will continue the matching process.

IFCAP will then begin a matching process. IFCAP will attempt to find an existing purchase order with the same Credit Card Number and Purchase Order # that is on the payment entry. If no match is found, IFCAP will then search for a match using the Credit Card Number and the Amount of the Purchase Card Order.

If a dollar Range has been defined in File 411 the matching process will look for Amounts, which fall within the Range specified.

If no match is found, IFCAP will then do the matching process again using any other Credit Card that is assigned to the CARDHOLDER.

If IFCAP finds potential matches, IFCAP will display a list of possible Purchase Card orders.

Enter the sequence number associated with the Purchase Card order you want to reconcile, or enter ND to see the ***next payment document***. IFCAP will display the next payment document

Select DO at the Action Code: prompt to display the purchase order.

Enter DC at the Action Code: prompt to display any previously reconciled charges for this order.

Enter RS at the Action Code: prompt to reselect the purchase document and start the matching process over.

Enter RD at the Action Code: prompt to Redisplay Data.

Enter RC at the Action Code: prompt to Reconcile the payment with the selected Purchase Card order.

If the Purchase Order is a Simplified Order or a Detailed Order and the Receiving Required response was N, the Complete Order Received?: prompt will appear. Enter Y if the item(s) you are receiving are the last of the outstanding items for the order.

Enter Y at the Final Payment: prompt ONLY if you do not expect any more payments or credits to the Purchase Card order you selected.

If you indicate all the merchandise is received but you indicate the payment is NOT the Final you will receive this prompt: Are You Going To Dispute This Charge?: Enter Yes or NO as applicable.

If there is a difference between the accounting elements on the Purchase Card Order in IFCAP and the accounting elements on the payment charge an Expenditure Transfer (ET) document will be created automatically and sent to FMS in Austin. (IFCAP is presumed to have the correct set of accounting elements.)

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|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...** **You are reconciling this credit card CHARGE:****Reconcile Doc: C65544433300001 Purchase Date: APR 29, 1996****Vendor Name: 6NPDB-HRSA P.O.#: 999-P75202****TXN REF: A2430128612106121054270 $Amount: 2.00****------------------------------------------------------------------------------** **to this IFCAP Purchase Card order:****IFCAP Order FCP: 221 SUPPLY 4537B (REV) Purchase Date: JAN 26, 1998****Vendor Name: IFVENDOR,TEN P.O.#: 999-P85050****STATUS: Ordered (No Fiscal Action Required) $Amount: 2.00****Total Reconciled Charges: 0.00****---------------------------------------------------------------------------****The CC-credit card # and Purchase Card order card # are different.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: RC: Reconcile DO: Display Order ND: Next Document** **RS: Reselect RD: Redisplay Data DC: Display Charges****Action: rc****COMPLETE ORDER RECEIVED: NO// y YES****WARNING: If a credit or additional charge is expected against this order number do NOT respond YES.****FINAL CHARGE: NO// y YES****COMMENTS:** **1>****EDIT Option:** **Generating ET-document to FMS...** **AUTO reconciliation ends.** |

### Manual Charge Selection

If you are an Approving Official for the service, IFCAP will ask you if you want to reconcile for your own Purchase Card orders. If you do, enter Yes. If you are the Approving Official for another Cardholder and you want to Reconcile orders for that person, enter No. You will then be asked to enter a Cardholder’s name. IFCAP will display the first payment document.

IFCAP will display a listing of any Unreconciled payment charges for the cardholder selected. User can select the payment charge to be reconciled.

IFCAP will attempt to find an existing Purchase Card Order with the same Credit Card Number and Amount.

If a dollar Range has been defined in File 411 the matching process will look for Amounts, which fall within the Range, specified.

If no match is found, IFCAP will list any open Purchase Card order, which has the same Credit Card number.

User can select the Purchase Card order they wish to reconcile to the payment charge.

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|  **You are reconciling this credit card CHARGE:****Reconcile Doc: C62255544411100 Purchase Date: APR 26, 1996****Vendor Name: IFVENDOR1,ONE P.O.#:** **TXN REF: Y2407105611978000001842 $Amount: 150.20****------------------------------------------------------------------------------** **to this IFCAP Purchase Card order:****IFCAP Order FCP: 221 SUPPLY 4537B (REV) Purchase Date: APR 28, 1997****Vendor Name: IFVENDOR1,TWO P.O.#: 999-P65024****STATUS: Ordered (No Fiscal Action Required) $Amount: 667.14****Total Reconciled Charges: 0.00****------------------------------------------------------------------------------****WARNING: The CC-charge amount and Purchase Card order amount are different.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: RC: Reconcile DO: Display Order ND: Next Document** **RS: Reselect RD: Redisplay Data DC: Display Charges** |

1. Select DO at the Action Code: prompt to display the purchase order.
2. Enter DC at the Action Code: prompt to display any previously reconciled charges for this order.
3. Enter RS at the Action Code: prompt to reselect the purchase document. Enter RD at the Action Code: prompt to Redisplay Data.
4. Enter RC at the Action Code: prompt to Reconcile the payment with the selected Purchase Card order.
5. Enter Y at the Complete Order Received?: prompt if the item(s) you are receiving are the last of the outstanding items for the order.
6. Enter Y at the Final Payment: prompt ONLY if you do not expect any more payments to the Purchase Card order you selected.
7. Enter Y or N at the Are You Going To Dispute This Charge?: prompt. If you indicate all the merchandise is received but you indicate the payment is NOT the Final you will receive this prompt.
8. If there is a difference between the accounting elements on the Purchase Card Order in IFCAP and the accounting elements on the payment charge an Expenditure Transfer (ET) document will be created automatically and sent to FMS in Austin. (IFCAP is presumed to have the correct set of accounting elements)
9. If there are other Purchase Card orders to be reconciled IFCAP will display the list again. User may enter “^” to exit the option.

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| --- |
| **WARNING: The CC-charge amount and Purchase Card order amount are different.** **You are reconciling this credit card CHARGE:****Reconcile Doc: C62255544411100 Purchase Date: APR 26, 1996****Vendor Name: IFVENDOR1,ONE P.O.#:** **TXN REF: Y2407105611978000001842 $Amount: 150.20****------------------------------------------------------------------------------** **to this IFCAP Purchase Card order:****IFCAP Order FCP: 221 SUPPLY 4537B (REV) Purchase Date: APR 28, 1997****Vendor Name: IFVENDOR1,TWO P.O.#: 999-P65024****STATUS: Ordered (No Fiscal Action Required) $Amount: 667.14****Total Reconciled Charges: 0.00****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: RC: Reconcile DO: Display Order ND: Next Document** **RS: Reselect RD: Redisplay Data DC: Display Charges****Action: rc****COMPLETE ORDER RECEIVED: YES// n NO****WARNING: If a credit or additional charge is expected against this order number****do NOT respond YES.****FINAL CHARGE: NO//** **Are you going to dispute this charge amount?: NO// NO****COMMENTS:** **1>** **EDIT Option:** **Manual Select by Listing Unreconciled C-payment document:** **1 04-26-96 $667.14 ~ IFVENDOR1,THREE** **2 04-26-96 $330.00 ~ IFVENDOR1,FOUR** **3 04-30-96 $116.96 ~ IFVENDOR1,FIVE** **4 04-30-96 $ 0.45 ~ IFVENDOR1,SIX** **5 04-30-96 $608.96 ~ IFVENDOR1,SEVEN****Press <RETURN> to see more, '^' to exit this list, OR****CHOOSE 1-5:** |

### Reconcile by Purchase Card Order

If no match is found, IFCAP will then look for any Unreconciled charge that has the same Credit Card Number as that on the order selected.

If no match is found, the User may select another Purchase Card Order.

Enter the first characters of the Purchase Card order. IFCAP will list the outstanding Purchase Card order numbers that begin with the characters you entered.

Select a Purchase Card order number, or enter a caret (^) to return to the Action Code: prompt.

Enter RS at the Action Code: prompt to reselect the charges.

Enter DC at the Action Code: prompt to display any previously reconciled charges on this order.

Enter RD at the Action Code: prompt to redisplay data. IFCAP will redisplay the purchase document and vendor name, and potential Purchase Card order matches with the purchase document.

Enter NP at the Action Code: prompt to select a new document.

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| **Select Number: 3 Reconcile by Purchase Card Order #****Select Purchase Card Order #: p0** **1 P00002 999-P00 999-P00002 02-11-00 PC Ordered (No Fiscal Action Required** **FCP: 110 9.00 IFVENDOR,SIX** **2 P00003 999-P00 999-P00003 04-13-00 PC Ordered (No Fiscal Action Required** **FCP: 060 10.00 IFVENDOR,THREE** **3 P05004 999-P05 999-P05004 09-23-99 PC Ordered (No Fiscal Action Required** **FCP: 060 2.00 IFVENDOR1,EIGHT** **4 P05005 999-P05 999-P05005 09-23-99 PC Ordered (No Fiscal Action Required** **FCP: 300 10.80 IFVENDOR,SIX** **5 P05006 999-P05 999-P05006 10-20-99 PC Complete Order Received** **FCP: 990 30.00 IFVENDOR1,NINE****CHOOSE 1-5: 1 999 999-P00002 02-11-00 PC Ordered (No Fiscal Action Required** **FCP: 110 9.00 IFVENDOR,SIX** **You are reconciling this PURCHASE CARD ORDER:****IFCAP Order FCP: 110 IFBUYER,ONE .01 Purchase Date: FEB 11, 2000****Vendor Name: IFVENDOR,SIX P.O.#: 999-P00002****STATUS: Ordered (No Fiscal Action Required) $Amount: 9.00****Total Reconciled Charges: 0.00****---------------------------------------------------------------------------****The system is attempting to locate credit card charge...****Matching Card XXXX2345, Vendor's Purchase Order #:** **Not Found****Matching Card XXXX2345, $Amount within Range 5%:** **Not Found****Listing All Credit Card Charges with Matched Card XXXX2345:** **Not Found****No Credit Card Charges Selected!****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: RS: Reselect Charges RD: Redisplay Data** **NP: Next Purchase Order DC: Display Charges****Action:** |

## 6.4 ET-FMS Document Display

###  Introduction

This option displays Electronic Transfer (ET) documents. Control point users can use this option to identify the Purchase Card order number associated with the ET documents listed on their running balance.

### Menu Path

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|  **Select Purchase Card Menu Option: reconciliation Menu** **Reconciliation** **Edit/Remove Reconciliation** **ET-FMS Document Display** **Daily Purchase Card Charges Statement****Select Reconciliation Menu Option: ET-FMS Document Display** |

### Prompts

1. Enter a station number. IFCAP will display the types of transactions you can see.
2. Enter the transaction type ET.
3. At the FMS ET Document ID: prompt, enter the document identifier code for the document, or enter two question marks to see a list of available documents. IFCAP will display the document you selected, listing expense and fund information about the document.

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| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM** **Select one of the following:** **ET Expenditure Transfer****Select Transaction Type: ET Expenditure Transfer****FMS ET Document ID: ??****Choose from:** **ET-999FADG0006**  **ET-999FADG1139**  **ET-999FADG1140**  **ET-999JJJP1379** **FMS ET Document ID: ET-999JJJP1379**  **FMS Document: ET-999JJJP1379** **Description: Auto ET Document** **Status: TRANSMITTED** **Created: OCT 14, 1999@09:04:52****Description Line #504 Line #4** **BBFY: 99 99** **BBEY:**  **FUND: 0160A1 0160A1** **STATION: 999 999** **SUB STATION:**  **COST CENTER: 840200 870000****SUB COST CENTER: 00 00** **FCP/PRJ: 0100201B1 0100201B1** **BOC: 2660 2660** **JOB NO:**  **LINE AMOUNT: 1.50 1.50** **LINE ACTION: D I****PURCHASE CARD ORDER: 999-P9535** |

## 6.5 Edit/Remove Reconciliation

### Introduction

Sometimes, users will inadvertently reconcile a Purchase Card order to the wrong payment document or answer the Complete Order Received or Final Payment questions incorrectly. Use the Remove Reconciliation option to remove the reconciliation so that you can reconcile the Purchase Card order with the correct payment document. Use the Edit Reconciliation option to correct the answer to the Complete Order Received or Final Payment questions.

### Menu Path

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| **Select Purchase Card Menu Option: REConciliation Menu** **Reconciliation** **Edit/Remove Reconciliation** **ET-FMS Document Display** **Daily Purchase Card Charges Statement****Select Reconciliation Menu Option: Edit/Remove Reconciliation** |

### Prompts

1. Enter a station number if prompted.
2. Enter Y at the Edit/Remove Reconciliation For Your Own Purchase Card Orders?: prompt if you want to edit or remove your own reconciliation, otherwise, enter N. Enter the Purchase Credit Card or holder of the Purchase Card associated with the reconciliation you want to edit or remove.
3. Enter a reconciled Purchase Card order at the Select Reconciled/Disputed C-Document/Purchase Card Order: prompt.
4. Enter ED at the Action: prompt to edit the reconciliation, or RM at the Action: prompt to remove the reconciliation.
5. If you do not want to change any data, but want to view the document enter DD at the Action: prompt.
6. If you edit the reconciliation, IFCAP will allow you to declare whether the complete order has been received (if receiving was not required on the purchase order) and whether the VA has made the final payment to the vendor for this purchase.
7. Enter comments if you like.
8. If you remove the reconciliation an ET document will be generated to FMS and a status of order prompt will appear with the new status. Check the status of the order to ensure that IFCAP is setting it correctly.
9. Enter another reconciled Purchase Card order at the Select Reconciled/Disputed C-Document/Purchase Card Order: prompt, or press <Enter> to return to the Reconciliation Menu.

|  |
| --- |
| **Select STATION NUMBER: 999 ANYCITY,NM** **Edit/Remove Reconciliation for your own Purchase Card orders? YES****Select Reconciled/Disputed C-Document/Purchase Card Order: C-99903110001001****C-99903110001001 11-15-99 $12.50 IFVENDOR,THREE** **\*\*\*\* WARNING \*\*\*\*****This charge is reconciled. If you 'Edit' it, another approval will be needed.****If you 'Remove' the reconciliation, you must reconcile the charge and your** **Approving Official will have to approve it again.****Use the action code DD (Display Document) if no change is desired.****Do you want to continue? NO// YES****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: ED: Edit DO: Display Order ND: Next Document** **RM: Remove DD: Display Document****Action: RM****COMMENTS:** **1>TST****EDIT Option:** **Generating ET-document to FMS...****AFTER Removing Change P.O. Status to: Ordered (No Fiscal Action Required)//**  **22****Select Reconciled/Disputed C-Document/Purchase Card Order:** |

## Daily Purchase Card Charges Statement

### Introduction

This is an option to print your daily Purchase Card charges sent from the Austin financial center.

Note: You must reconcile your transaction records in a timely manner. When you go to your Purchase Card menu and you have payment documents to reconcile, a bulletin will appear stating “You have (number) transaction(s) to reconcile (date range).” The number states how many payment documents you have to reconcile and the date range states the range you will print in the Daily Purchase Card Charges Statement.

### Menu Path

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| --- |
| **Select Purchase Card Menu Option: REConciliation Menu** **Reconciliation** **Edit/Remove Reconciliation** **ET-FMS Document Display** **Daily Purchase Card Charges Statement****Select Reconciliation Menu Option: Edit/Remove Reconciliation** |

### Prompts

1. Enter the date you wish to begin the report.
2. Enter the date you wish to end the report.
3. Enter a printer name if you wish a hard copy printout of the report.

|  |
| --- |
| **Select Reconciliation Menu Option: Daily Purchase Card Charges Statement****For Credit Card Charge Statement Beginning Date: 06/04/00// 111499****For Credit Card Charge Statement Ending Date: 11/14/99// 111699****DEVICE: UCX/TELNET Right Margin: 80//** **E-Charge Statement for IFBUYER,TWO Statement Date: 11/14/99 -** **11/16/99** **JUN 6,2000 11:12 PAGE 1****Charge Id PO Date Vendor** **P.O. # TXN Ref Charge $AMT** **IFCAP P.O. # TXN DATE STATUS****---------------------------------------------------------------------------****STATEMENT DATE: NOV 15,1999****CHARGE DATA for CREDIT CARD #: XXXXXXXXXXXX7625****C-99903110002001 NOV 15,1999**  **99903110002 32.45** **999-P05026 NOV 16,1999 RECONCILED** **---------------****SUBTOTAL 32.45** **---------------****TOTAL 32.45** |

# Approving Official Options

## Approve Reconciliation

### Introduction

Approving Officials use this option to electronically approve the reconciliation. This affords the Approving Official the opportunity to ensure that the reconciliation is correct and complete. The Approve Reconciliation option is controlled with the Security Key PRCH AR.

 This new option prompts the Approving Official to loop through all cardholders for whom they have approving authority. The Approving Official will be able to approve a single entry or a range of entries. Once the Approving Official enters their electronic signature, IFCAP will update the status of the order to "Transaction Complete," or to "Transaction Complete (Amended)" if an amendment has been processed on the order.

### Menu Path

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| --- |
| **Select Purchase Card Menu Option: APProving Official Menu****You have 1 order(s) to approve for FCP,USER.****You have 44 order(s) to approve for IFBUYER1,THREE.** **Unreconciled Austin Payments - Official** **Unreconciled Purchase Card Transactions - Official** **Approve Reconciliation** **Card Holder Daily Charge Statement** **Delinquent PC Listing - Official** **Disputed Purchase Card Orders - Official** **History of Purchase Card Transactions - Official** **Incomplete Purchase Card Orders - Official** **Official Charges Audit** **Purchase Card Orders Ready for Approval** **Reconciled Purchase Card Transactions - Official** |

### Prompts

1. Select Approve Reconciliation from the Approving Official Menu.
2. If you are a multi-station site, IFCAP will ask you to enter a station number.
3. IFCAP will ask if you want to approve reconciliations for all users or for a single specific user. If you select Single Purchase Card User, you can enter two question marks at the Select Purchase Card Order User: prompt and IFCAP will display the valid user names.
4. Enter the name of a cardholder. If that cardholder has any Unapproved Reconciliations they will be displayed on the screen.
5. Enter SL at the Action: prompt to select a Purchase Card order for review.
6. Enter DO at the Action: prompt to display the order.
7. Enter DC at the Action: prompt to display any previously reconciled charges.
8. Enter RL at the Action: prompt to Re list the Reconciled orders.
9. Enter NU at the Action: prompt to view orders for a different user.
10. Enter AP at the Action: prompt to approve the reconciliation.
11. Enter your electronic signature. IFCAP will continue to display Purchase Card orders for each user.
12. Continue to select and approve reconciliations. When you have finished scrolling through the Purchase Card users, IFCAP will return to the Approving Official Menu.

|  |
| --- |
| **Select Approving Official Menu Option: Approve Reconciliation** **Select one of the following:**  **1 All Purchase Card Users**  **2 Single Purchase Card User** **Select Number: 1 All Purchase Card Users** **Start approving Purchase Card orders for IFBUYER,SEVEN****Compiling user's reconciled purchase orders...** **Seq# IFCAP PO # Vendor $Amount Credit Card Vendor $Amount** **1 656-P60260 IFVENDOR2,ONE 35.00 STC DINER 35.00****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: SL: Select DO: Display Order NU: Next User**  **AP: Approve RL: Relist Reconciled Orders DC Display Charges****Action: SL** **Select Sequence #'s to approve (1-1): 1** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: SL: Select DO: Display Order NU: Next User**  **AP: Approve RL: Relist Reconciled Orders DC Display Charges****Action: AP Enter ELECTRONIC SIGNATURE Thank you.****Start approving Purchase Card orders for IFBUYER,EIGHT****Compiling user's reconciled purchase orders...** **Seq# IFCAP PO # Vendor $Amount Credit Card Vendor $Amount** **1 999-P95502 IFVENDOR,SIX 48.00 IFVENDOR,SIX 48.00****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: SL: Select DO: Display Order NU: Next User**  **AP: Approve RL: Relist Reconciled Orders DC Display Charges****Action: SL** **Select Sequence #'s to approve (1-1): 1** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Action Code: SL: Select DO: Display Order NU: Next User**  **AP: Approve RL: Relist Reconciled Orders DC Display Charges****Action: AP** **Enter ELECTRONIC SIGNATURE CODE: Thank you.** |

## Reports

### Introduction

The Approving Official menu provides many different reports that will enable the Approving Official to confirm the correctness of the Reconciliation process. There are reports that identify unreconciled orders, unreconciled payments, incomplete orders, disputed orders and delinquent orders. Reports can be run for all the cardholders the Approving Official is responsible for.

Some reports may be run for a specific cardholder and some are run for all cardholders. A sample of each report follows.

### Menu Path

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| --- |
| **Select Purchase Card Menu Option: APProving Official Menu****You have 1 order(s) to approve for FCP,USER.****You have 44 order(s) to approve for IFVENDOR2,TEN.** **Unreconciled Austin Payments - Official** **Unreconciled Purchase Card Transactions - Official** **Approve Reconciliation** **Card Holder Daily Charge Statement** **Delinquent PC Listing - Official** **Disputed Purchase Card Orders - Official** **History of Purchase Card Transactions - Official** **Incomplete Purchase Card Orders - Official** **Official Charges Audit** **Purchase Card Orders Ready for Approval** **Reconciled Purchase Card Transactions - Official**  |

### Unreconciled Austin Payments – Official

This option will display unreconciled payment transactions for the approving official's cards. The Official will enter their name, select a cardholder or accept the default of first for all cardholders they are an official for and enter a printer device.

|  |
| --- |
|  **Select NEW PERSON NAME: IFCAPCARDHOLDER,ONE IFCAPCARDHOLDER,ONE LKG COMP****UTER SYSTEMS ANALYST****START WITH CARD HOLDER: FIRST//** **DEVICE: UCX/TELNET Right Margin: 80//** **UNRECONCILED AUSTIN PAYMENTS - OFFICIAL JUN 2,2000 16:46 PAGE 1** **TRANSACTION** **CARD HOLDER DATE AMOUNT** **MERCHANT NAME ORACLE DOCUMENT ID****------------------------------------------------------------------------** **IFBUYER,NINE 430.00** **IFVENDOR2,TWO C99982520012001** **IFBUYER,TEN SEP 1,1998 125.99** **IFVENDOR2,THREE C99982520001001** **-------------****SUBTOTAL 555.99****SUBCOUNT 2****SUBMEAN 278.00** **IFBUYER,TWO NOV 16,1999 12.50** **IFVENDOR,THREE C-99903110001001** **-------------****SUBTOTAL 12.50****SUBCOUNT 1****SUBMEAN 12.5** **IFBUYER1,ONE MAY 28,1996 2.00** **IFVENDOR2,FOUR C65861470001001** **IFBUYER1,ONE MAY 28,1996 94.00** **IFVENDOR2,FIVE C65861470001002** **IFBUYER1,ONE MAY 28,1996 2.00** **IFVENDOR2,SIX C65861470001003** **-------------****SUBTOTAL 98.00****SUBCOUNT 3****SUBMEAN 32.67** **-------------****TOTAL 666.49****COUNT 6****MEAN 111.08** |

### Unreconciled Purchase Card Transactions – Official

This option will display all unreconciled Purchase Card orders for cards controlled by the official. The official will enter a station number, beginning and ending dates and a printer device.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Enter beginning date: 010100 JAN 1,2000****Enter ending date: t JUN 2,2000****DEVICE: UCX/TELNET Right Margin: 80//** **UNRECONCILED PURCHASE CARD ORDERS JUN 02, 2000@16:50:06 PAGE 1****P.O. DATE ORDER # $AMT TYPE(S/D)****VENDOR DESCRIPTION****STATUS****COMMENTS****---------------------------------------------------------------------------****BUYER: IFBUYER1,TWO****MAR 02, 2000 999-P05104 144.00** **IFVENDOR,SIX SHAVING KIT, SURGICAL PREPARATION.****Ordered (No Fiscal Action Required)** **BUYER SUBTOTAL - $144.00****BUYER: IFBUYER1,THREE****FEB 11, 2000 999-B90086 15.00** **GSA ADHESIVE TIES, SURGICAL, WHITE, 7-****Complete Order Received****TEST****FEB 11, 2000 999-P85792 2.40** **IFVENDOR,SIX COVER ARMBOARD 9 INCH****Complete Order Received****Testing receiving and code sheets generation, 2/11/00.****MAR 01, 2000 999-P85809 15.00** **IFVENDOR,SIX COVER ARMBOARD 9 INCH****Ordered (No Fiscal Action Required)****MAR 01, 2000 999-P85807 2.40** **IFVENDOR,SIX COVER ARMBOARD 9 INCH****Ordered (No Fiscal Action Required)****MAR 29, 2000 999-P85864 6.00 SIMPLIFIED****IFVENDOR,SIX TEST, 3/29/00****Ordered (No Fiscal Action)-Amended****APR 07, 2000 999-P85867 1.00 SIMPLIFIED****IFVENDOR,SIX TESTING AFTER CONVERSION OF FILE 20****Ordered (No Fiscal Action Required)****APR 13, 2000 999-A99064 12.85** **IFVENDOR,SIX NEEDLE JAMSHIDI BONE MARROW 11GA X****Complete Order Received (Amended)****TESTING FOR PRC\*5\*244, 4/13/00.****APR 14, 2000 999-P85873 78.50 DETAILED****IFVENDOR2,TEN BANDAGE CAST PLASTER OF PARIS IMPR****Ordered (No Fiscal Action Required)****BUYER: IFBUYER1,THREE****TESTING** **BUYER SUBTOTAL - $267.55** |

### Card Holder Daily Charge Statement

This option prints the cardholder's daily charge statement. The official will define the beginning and ending statement date, select a cardholder, and enter a printer device.

|  |
| --- |
| **For Credit Card Charge Statement Beginning Date: 05/31/00// 010100****For Credit Card Charge Statement Ending Date: 01/01/00// t****Select Purchase Card Holder: buye IFBUYER1,THREE CR COMPUTER** **SYSTEMS ANALYST****DEVICE: UCX/TELNET Right Margin: 80//** **E-Charge Statement for IFBUYER1,THREE Statement Date: 01/01/00 - 06/02/00** **JUN 2,2000 16:54 PAGE 1****Charge Id PO Date Vendor** **P.O. # TXN Ref Charge $AMT** **IFCAP P.O. # TXN DATE STATUS****-----------------------------------------------------------------------------****STATEMENT DATE: MAR 10,2000****CHARGE DATA for CREDIT CARD #: XXXXXXXXXXXX0001****C-999000P85846 MAR 10,2000 IFVENDOR,SIX** **134567890 10.00** **999-P85846 MAR 10,2000 RECONCILED** **---------------****SUBTOTAL 10.00****STATEMENT DATE: APR 18,2000****CHARGE DATA for CREDIT CARD #: XXXXXXXXXXXX0001****C-9990002P95080 NOV 20,1998 IFVENDOR2,SEVEN** **134567890 8.20** **999-P95080 NOV 20,1998 RECONCILED** **---------------****SUBTOTAL 8.20** **---------------****TOTAL 18.20****7.2.6 Delinquent PC Listing - Official****7.2.6 Delinquent PC Listing - Official** |

### Delinquent PC Listing – Official

This report will display delinquent orders (items not yet received) for all Purchase Card orders (that are detailed orders and receiving required is Yes) for which the user is the approving official.

|  |
| --- |
| **Please enter a device for printing this report****DEVICE: UCX/TELNET Right Margin: 80//** **DELINQUENT PURCHASE CARD LISTING PAGE 1****PURCHASE CARD NAME PO # STATUS DELIVERY DATE****VENDOR VENDOR PHONE****DELIVERY DATE LINE ITEM OUTSTANDING QTY ORDERED QTY OUTSTANDING****AMOUNT OUTSTANDING ITEM DESCRIPTION** **BUYER: IFBUYER,TWO****-----------------------------------------------------------------------------****110CR P85157 Partial Order Received MAR 18, 1998****IFVENDOR,THREE 555-222-2625****JUL 01, 1999 1 12 6****20.40 STUFF****PURCHASE CARD SUBTOTAL: 20.40****IFVENDOR,ONE P05099 Partial Order Received FEB 22, 2000****IFVENDOR,THREE 555-222-2625****FEB 22, 2000 1 12 8****25.60 DOGS-LARGE-FURRY****PURCHASE CARD SUBTOTAL: 46.00****SUPPLY1 B90090 Complete Order Received (Amended) MAR 13, 2000****GSA 555 777 4046****MAR 13, 2000 1 12 1****1.25 COVER ARMBOARD 9 INCH****MAR 13, 2000 2 12 1****4.50 BATTERY AAA ALKALINE 1.5 VOLTS****PURCHASE CARD SUBTOTAL: 5.75****PC#EDIT P95345 Partial Order Received MAY 27, 1999****IFVENDOR,SIX 555-333-4444****OCT 06, 1999 1 12 6****6.00 ADHESIVE TIES, SURGICAL, WHITE, 7-1/4 I****PURCHASE CARD SUBTOTAL: 11.75****SUPPLY1 P95301 Ordered (No Fiscal Action Required) MAR 09, 1999****IFVENDOR,SIX 555-333-8838****MAR 16, 1999 1 12 10****120.00 SHAVING KIT, SURGICAL PREPARATION. DISP****MAR 16, 1999 2 12 8****0.80 COVER ARMBOARD 9 INCH****PURCHASE CARD SUBTOTAL: 132.55****SUPPLY229 P95403 Partial Order Received JUL 15, 1999****IFVENDOR2,EIGHT** **JUL 15, 1999 1 12 6****7.50 COVER ARMBOARD 9 INCH****JUL 15, 1999 2 12 5****18.00 REAGENT, IRON BINDING****JUL 15, 1999 3 24 6****11.10 PASTA PERFECT, ROTINI & SPINACH, ROTINI****PURCHASE CARD SUBTOTAL: 169.15** |

### Disputed Purchase Card Orders – Official

This option creates a report of disputed Purchase Card orders. The official will enter a station number and printer device.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****DEVICE: UCX/TELNET Right Margin: 80//** **DISPUTED PURCHASE CARD ORDERS JUN 02, 2000@17:06:03 PAGE 1****PC NAME P.O. DATE $AMT PC ORDER # VENDOR****DATE RECONCILED DESCRIPTION****COMMENTS****---------------------------------------------------------------------------****BUYER: IFBUYER,ONE** **PROS MAY 19, 1998 29.90 999-P85308 SAMPSON****JUL 02, 1998 Prosthetic Order****TESTING** |

### History of Purchase Card Transactions – Official

This option will display Purchase Card data within a date range selected by the official. The report can display PAID orders, Unpaid orders or Both types of orders in the same report.

|  |
| --- |
| **Enter beginning date: 010100 JAN 1,2000****Enter ending date: T JUN 2,2000** **Select one of the following:** **P Paid** **U Unpaid** **B Both****STATUS: Both****DEVICE: UCX/TELNET Right Margin: 80//** **HISTORY OF PURCHASE CARD TRANSACTIONS REPORT - ALL PAGE: 1****FCP PC NUMBER PURCHASE DATE BUYER VENDOR** **AMOUNT COST CENTER BUDGET OBJECT CODE****FIRST LINE ITEM DESCRIPTION****STATUS****--------------------------------------------------------------------------****036 P05176 MAY 01, 2000 IFBUYER,ONE IFVENDOR,THREE** **27.60 828100 2660 Operating Supplies and Ma** **WOODEN WIDGETS-PINE-PAINTED****Ordered (No Fiscal Action Required)** **CONTROL POINT 36 SUBTOTAL: 27.60****060 B90093 MAY 03, 2000 SUPPLY,USER GSA** **2.00 820300 2632 Other Medical and Dental Supplies** **SHAVING KIT, SURGICAL PREPARATION. DISPOSABLE. CONSISTS OF****Complete Order Received (Amended)****060 P05174 MAY 01, 2000 IFBUYER,ONE IFVENDOR,THREE** **0.00 842100 2660 Operating Supplies and Ma** **WOODEN WIDGETS-PINE-PAINTED****Order Not Completely Prepared** |

### Incomplete Purchase Card Orders – Official

This option generates a report of incomplete Purchase Card orders for the approving official. The official will enter a station number, fiscal year and printer device.

|  |
| --- |
| **Select STATION NUMBER: 999//** **Select FISCAL YEAR: 00//** **Please select a device for printing this report.****DEVICE: UCX/TELNET Right Margin: 80//** **INCOMPLETE PURCHASE CARD ORDERS REPORT PAGE 1****PURCHASE CARD ORDER PO DATE SUPPLY STATUS** **BUYER DATE PO ASSIGNED****--------------------------------------------------------------------------------****999-P05174 MAY 01, 2000 Order Not Completely Prepared** **IFBUYER,ONE DVMMAY 01, 2000@12:20****999-P05166 APR 13, 2000 Order Not Completely Prepared** **IFBUYER,ONE DVMAPR 13, 2000@12:16****999-P05128 MAR 21, 2000 Order Not Completely Prepared** **IFBUYER,ONE DVMMAR 21, 2000@12:43****999-P05127 MAR 21, 2000 Order Not Completely Prepared** |

### Official Charges Audit

This is a report to list approving official charge audit data. The official will define the statement date and enter a printer device.

|  |
| --- |
| **START WITH STATEMENT DATE: FIRST//** **DEVICE: UCX/TELNET Right Margin: 80//** **IFCAP APPROVING OFFICIAL CHARGE AUDIT JUN 2,2000 17:14 PAGE 1****CARD# PURCH DT ORACLE ID # IFCAP P/O # MERCHANT NAME AMOUNT****----------------------------------------------------------------------------****STATEMENT DATE: MAY 26,1996****APPROVING OFFICIAL: IFBUYER1,THREE****CARD HOLDER: FCP,USER****1000 04/26/96 C99961470011001 IFVENDOR2,NINE 46.20****1000 04/26/96 C99961470011002 IFVENDOR3,TEN 629.65****1000 04/26/96 C99961470011003 IFVENDOR3,ONE 793.50****STATEMENT DATE: MAR 4,1998****APPROVING OFFICIAL: IFBUYER1,THREE****CARD HOLDER: SUPPLY,USER****0002 03/04/98 C-999-8037004 999-P85127 9.00****0002 03/04/98 C-999-8037005 999-P85126 15.00****0002 03/04/98 C-999-8037006 999-P85125 1100.00****0002 03/04/98 C-999-8037007 999-P85124 10.20** **--------****SUBTOTAL 1134.20****;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;; want to remove this****TOTAL 55482.1** |

### Purchase Card Orders Ready for Approval

This option lists Purchase Card orders that are ready for approval. The user will enter a station and printer device.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****DEVICE: UCX/TELNET Right Margin: 80//****PURCHASE CARD ORDERS READY FOR APPROVAL PAGE 6****PC DATE DATE RECONCILED PC NUMBER $AMT** **VENDOR DESCRIPTION****--------------------------------------------------------------------------** **BUYER: IFBUYER1,FOUR****JAN 06, 2000 JAN 06, 2000 A99029 129****IFVENDOR,SIX BATTERY AAA ALKALINE 1.5 VOLTS****JAN 18, 2000 JAN 18, 2000 P85615 15****IFVENDOR2,SEVEN COVER ARMBOARD 9 INCH****FEB 23, 2000 FEB 23, 2000 P85804 6****IFVENDOR,SIX COVER ARMBOARD 9 INCH****MAR 07, 2000 MAR 07, 2000 P85830 1.2****IFVENDOR3,TWO TESTING****MAR 07, 2000 MAR 07, 2000 P85829 27****IFVENDOR2,SEVEN COVER ARMBOARD 9 INCH** |

### Reconciled Purchase Card Transactions – Official

This report will afford the Approving Official an opportunity to review Reconciliations that have been processed. The user will enter the station number, date range, and device to display or print the report.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Enter beginning date: 010100 JAN 1,2000****Enter ending date: t JUN 2,2000****DEVICE: UCX/TELNET Right Margin: 80//****RECONCILED PURCHASE CARD ORDERS JUN 02, 2000@17:30:57 PAGE 1****P.O. DATE DATE RECONCILED ORDER # $AMT TYPE(S/D)****VENDOR DESCRIPTION****STATUS****DOC-REF # RECONCILED $AMT RECONCILE VENDOR FINAL CHARGE****--------------------------------------------------------------------------------****BUYER: IFBUYER1,FIVE****MAR 09, 2000 MAR 09, 2000 999-P85834 12.12 DETAILED****IFVENDOR,SIX BATTERY AAA ALKALINE 1.5 VOLTS****Reconciled - Amended****C-999000P85834 6.12 IFVENDOR,SIX NO****C-9990002P85834 6.00 IFVENDOR,SIX YES** **RECONCILED SUBTOTAL - $12.12** **BUYER SUBTOTAL - $12.12** |

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# Purchase Card Coordinator Options

## Introduction

The Purchase Card Coordinator's Menu is a stand-alone menu that must be assigned to the Purchase Card Coordinator at your facility. It has a set of options that allow the Purchase Card Coordinator to add, change or delete information about Purchase Card Users and monitor the use of Purchase Cards at their facility. The option names and descriptions are listed below.

|  |  |
| --- | --- |
| **Austin Audit Information** | This option is used to link Oracle ID numbers to Purchase Card numbers, to be used with random sample audits performed by Austin. |
| **Charge Card Reg. Exception** | This report will list any Charge Card Registration entries passed to IFCAP but not activated in File #440.5 |
| **Coordinator Approving Official Charge Audit**  | This report provides an audit list ofCharges by selected date and approving official.  |
| **Daily Charge Transmission Log** | This report will list the charge transmissions received in IFCAP for a selected date. The entries identify the number of records sent from Austin and the number posted to IFCAP.  |
| **Delinquent Approvals** | This report will list Purchase Card orders, which were approved more than 14 days after being reconciled. |
| **Delinquent PC Listing** | This option creates a report of delinquent Purchase Card orders. |
| **Delinquent Reconciliations** | This report will list transactions that were reconciled more than 5 days after being received in File 440.6. |
| **Fiscal Daily Review** | This option creates a report showing buyer, vendor, and status information for Purchase Card orders within a selected date range. |
| **History of Purchase Card Transactions** | This option creates a report of Purchase Card orders sorted by unpaid, paid or both status, for a selected date range. |
| **IMPAC Account Information** | This option is used to generate a report of card information sent from the credit card vendor. User may display Active, Inactive or Both types of entries.  |
| **Inactivate Expired Charge Cards** | This option is used to inactivate the expired charge cards before the default date of TODAY. |
| **Incomplete Purchase Card Orders Report** | This option creates a report of incomplete Purchase Card orders. |
| **Print Unregistered Credit Card Charges** | This report will list all charges in File #440.6 that have no corresponding credit card entry in File #440.5 |
| **Purchase Card exceptions/replacements** | This option will allow users to print exceptions/replacements reports previously run through the Fileman print option. |
| **Purchase Card Information List** | This option will display card holder, Purchase Card name, approving official, alternate approving official, and surrogate(s) for entries in the Purchase Card Information file (#440.5). |
| **Purchase Card Registration** | This option is used to assign Purchase Cards to the users on the IFCAP system. |
| **Purchase Card Statistics** | This option creates a report of totals for each Purchase Card and each control point, and the percentage of Purchase Card orders for each control point. |
| **Purchase Card Timely Commitment Report** | This option is used to track the days between initial entry into IFCAP, signing of order and reconciliation.  |
| **Reconciled Purchase Card Transactions** | This option creates a report of reconciled Purchase Card orders sorted by user and card number. |
| **Retrieve Unregistered Credit Card Charges** | After the credit card information has been entered into File #440.5 for an unregistered charge, this option will fill-in the cardholder information on the unregistered charges in File # 440.6 . These charges will be then be ready for reconciliation. |
| **Summary Report of Unpaid PC Transactions** | This option creates a report showing the unpaid Purchase Card order total for each control point. |
| **Unapproved Reconciliations** | This option generates a report of unreconciled Purchase Card data, sorted by approving official, control point, and cardholder. |
| **Unreconciled Austin Payment Transactions** | This option is used to print Oracle transaction data from unreconciled transactions. |
| **Unreconciled Purchase Card Transactions** | This option creates a report of unreconciled Purchase Card orders. |

## Austin Audit Information

### Introduction

This option is used to link payment transaction numbers to Purchase Cardholders and Purchase Card orders, to be used with random sample audits performed by Austin.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Austin Audit Information** |

### Prompts

1. Enter the Payment Document ID you wish to start with or accept the default.
2. Enter a device if you wish to print the report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: austin Audit Information****START WITH ORACLE DOCUMENT ID: FIRST//** **DEVICE: UCX/TELNET Right Margin: 80//** **AUSTIN AUDIT INFORMATION MAY 11,2000 17:46 PAGE 1****ORACLE DOCUMENT ID PO NUMBER DATE STATUS** **AMOUNT FUND ACC CODE COST CENTER BOC****MERCHANT NAME CARD HOLDER****VENDOR NAME****--------------------------------------------------------------------------****999-000P95039 999-P95039 OCT 28,1998 RECONCILED** **35.00 0160B1 364840 211200 2631****IFVENDOR,SIX IFBUYER1,FOUR****IFVENDOR,SIX****999-001P95039 999-P95039 OCT 28,1998 RECONCILED** **42.50 0160B1 364840 211200 2631****IFVENDOR,SIX IFBUYER1,FOUR****IFVENDOR,SIX**  |

## Charge Card Reg. Exception

### Introduction

This report will list any Charge Card Registration entries passed to IFCAP but not activated in File #440.5

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions** **Select Purchase Card Coordinator's Menu Option: Charge Card Reg. Exception** |

### Prompts

Enter a device if you want a print out of the report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: charge card reg. Exception****DEVICE: UCX/TELNET Right Margin: 80//** **Charge Card Reg. Exception List MAY 11,2000 17:58 PAGE 1****Charge Card # Exp. Date Replaced Card #** **Card Holder IFCAP CARD HOLDER FCP #** **Station S.P. Limit M.P. Limit** **Fund Code ACC Code Cost Center BOC****--------------------------------------------------------------------------****666877\* 19991231**  **IFBUYER1,SIX**  **999 7500 35000** **0160B1 5942 856100 2660****669997\* 19991231**  **IFBUYER1,SIX**  |

## 8.4 Coordinator Approving Official Charge Audit

### Introduction

This report provides an audit list of Charges by selected date and approving official.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Coordinator Approving Official Charge Audit** |

### Prompts

Enter the statement Date you want to run the report for.

Enter a Device if you wish to print the report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: coordinator Approving Official Charge Audit****\* Previous selection: STATEMENT DATE not null****START WITH STATEMENT DATE: FIRST//** **DEVICE: UCX/TELNET Right Margin: 80//** **IFCAP APPROVING OFFICIAL CHARGE AUDIT MAY 11,2000 18:04 PAGE 1****CARD# PURCH DT ORACLE ID # IFCAP P/O # MERCHANT NAME AMOUNT****-----------------------------------------------------------------------------****STATEMENT DATE: FEB 25,1999****APPROVING OFFICIAL: IFBUYER1,THREE****CARD HOLDER: SUPPLY,USER****0004 02/25/99 C-999000P95265 999-P95265 IFVENDOR3,TWO 1.25****0003 02/25/99 C-999000P95274 IFVENDOR3,THREE 3.75****0003 02/25/99 C-999000P95270 999-P95270 IFVENDOR3,THREE 139.20****0003 02/25/99 C-999000P95269 IFVENDOR3,FOUR 41.40****0003 02/25/99 C-999000P95268 999-P95268 IFVENDOR3,FIVE 3.00****0003 02/25/99 C-999000P95267 999-P95267 IFVENDOR2,SEVEN 2.50****0003 02/25/99 C-999000P95266 IFVENDOR,SIX 1.10****0004 02/25/99 C-999000P95275 999-P95275 IFVENDOR2,SEVEN 29.95****0004 02/25/99 C-999000P95273 IFVENDOR2,SEVEN 9.50****0004 02/25/99 C-999000P95272 999-P95272 IFVENDOR3,FIVE 25.95****0004 02/25/99 C-999000P95271 IFVENDOR2,SEVEN 5.75** **--------****SUBTOTAL 263.35** **--------****SUBTOTAL 263.35** **-------****SUBTOTAL 263.35** |

## Daily Charge Transmission Log

### Introduction

This report will list the charge transmissions received in IFCAP for a selected date. The report will identify how many records were sent from Austin and how many were posted to IFCAP File #440.6 and the time of posting.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Daily Charge Transmission Log** |

### Prompts

Enter the transmission date you want to check.

Enter a printer device if you want to print a copy of the report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: daily Charge Transmission Log****START WITH LOG DATE: FIRST//** **DEVICE: UCX/TELNET Right Margin: 80//** **IFCAP DAILY CREDIT CARD CHARGE TRANSMISSION LOG** **MAY 12,2000 17:51 PAGE 1** **AFC IFCAP** **TOT TOT****LOG DT AFC FILE REC REC POSTING BEG POSTING END****--------------------------------------------------------------------------------****11/19/97 NEW 368 11/19/97@2:28 PM 11/19/97@2:29 PM** **AFC FILE #AAAAA 400 368 11/19/97@3:00 PM 11/19/97@3:00 PM****09/08/98 NEW 2 09/08/98@3:40 PM 09/08/98@3:40 PM** **NEW 2 09/08/98@4:35 PM 09/08/98@4:35 PM** **NEW 09/08/98@4:48 PM @0:00 AM** **NEW 2 09/08/98@4:49 PM 09/08/98@4:49 PM** **NEW 2 09/08/98@4:55 PM 09/08/98@4:55 PM****09/09/98 NEW 56 09/09/98@3:02 PM 09/09/98@3:02 PM** |

## Delinquent Approvals

### Introduction

This report will list Purchase Card orders that were approved more than 14 days after being reconciled. The report will list any orders with an untimely approval interval.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Delinquent Approvals** |

### Prompts

If you wish to look at a report for one cardholder,

1. Enter a Name at the START WITH CARD HOLDER: prompt.
2. Enter a Name at the GO TO CARD HOLDER: prompt.

If you wish to gather data on more than one cardholder, enter the Names in a range (i.e. Start With...Axxx and Go To… Mxxx).

1. Enter a Date at the START WITH APPROVAL DATE : prompt
2. Enter a Date at the GO TO APPROVAL DATE: prompt
3. Enter a printer at the device prompt.

|  |
| --- |
| **START WITH CARD HOLDER: fcp FCP,USER** **GO TO CARD HOLDER: mcgaugh IFBUYER,TWO BUY COMPUTER SPECIALIST****START WITH APPROVAL DATE: 010199 JAN 1,1999****Enter the last date for which you want to see records.****GO TO APPROVAL DATE: t MAY 12,2000** **This report should be queued. It may be very large and** **take a long time to generate to the printer. We suggest you** **run it during off hours.****DEVICE: UCX/TELNET Right Margin: 80//** **DELINQUENT APPROVALS EXCEPTION LISTING MAY 12, 2000@18:03:51 PAGE: 1****PURCHASE FINAL RECONCILE APPROVAL RECON TO****ORDER DATE DATE APPR INTER CARD OFFICIAL****----------------------------------------------------------------------------** **CARD HOLDER: IFBUYER,NINE****999-P95304 MAR 20, 1999 APR 14, 1999 17 IFBUYER1,SEVEN** **CARD HOLDER: IFBUYER1,TWO****999-P95502 AUG 20, 1999 MAY 05, 2000 185 IFBUYER,ONE** |

## Delinquent PC Listing

### Introduction

This option creates a report of delinquent Purchase Card orders. A delinquent Purchase Card order has items or services not completely received by the requested delivery date.

### Menu Path

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| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Delinquent PC Listing** |

### Prompts

Enter a printer selection at the device prompt.

This report will list each delinquent order for each Purchase Card, and compute a total for each Purchase Card.

|  |
| --- |
| **Please enter a device for printing this report****EVICE: UCX/TELNET Right Margin: 80//** **DELINQUENT PURCHASE CARD LISTING PAGE 1****PURCHASE CARD NAME PO # STATUS DELIVERY DATE****VENDOR VENDOR PHONE****DELIVERY DATE LINE ITEM OUTSTANDING QTY ORDERED QTY OUTSTANDING****AMOUNT OUTSTANDING ITEM DESCRIPTION** **BUYER: IFBUYER1,EIGHT****--------------------------------------------------------------------------------****IFBUYER1,EIGHT P85556 Partial Order Received NOV 30, 1998****IFVENDOR,SIX 555-333-4444****NOV 30, 1998 1 12 2****0.20 BEANS, ITALIAN, GREEN, FROZEN, FG 3 FG** **PURCHASE CARD SUBTOTAL: 0.20****Press return to continue, '^' to exit:** **DELINQUENT PURCHASE CARD LISTING PAGE 2****PURCHASE CARD NAME PO # STATUS DELIVERY DATE****VENDOR VENDOR PHONE****DELIVERY DATE LINE ITEM OUTSTANDING QTY ORDERED QTY OUTSTANDING****AMOUNT OUTSTANDING ITEM DESCRIPTION** **BUYER: IFBUYER1,NINE****--------------------------------------------------------------------------------****IFBUYER1,NINE FISCAL P75164 Partial Order Received AUG 25, 1997****\*\* IFVENDOR3,SIX 555 777 0681****AUG 25, 1997 1 10 5****5.00 Special ITEM****PURCHASE CARD SUBTOTAL: 5.00** |

## Delinquent Reconciliations

### Introduction

This report will list transactions that were reconciled more than 5 days after being received in File 440.6. This report may be run for 1 cardholder or ALL cardholders, for one transaction date or a range of transaction dates and for one station or several.

### Menu Path

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| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****select Purchase Card Coordinator's Menu Option: Delinquent Reconciliations** |

### Prompts

1. Enter a specific cardholder’s name at the START WITH CARD HOLDER: prompt or accept the default to see all cardholders.
2. Enter a specific date at the START WITH TRANSACTION DATE: prompt or accept the default to see all dates.
3. Enter a specific station number at the START WITH STATION NUMBER: prompt or accept the default to see all stations.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: Delinquent Reconciliations****\* Previous selection: CARD HOLDER not null****START WITH CARD HOLDER: FIRST//**  **\* Previous selection: TRANSACTION DATE not null** **START WITH TRANSACTION DATE: FIRST// 010100 (JAN 01, 2000)** **GO TO TRANSACTION DATE: LAST//**  **\* Previous selection: STATION NUMBER not null** **START WITH STATION NUMBER: FIRST//** **DEVICE: UCX/TELNET Right Margin: 80//** **DELINQUENT RECONCILIATIONS EXCEPTION LISTING MAY 12,2000 18:19 PAGE 1** **PAYMENT** **CHARGE DATE TO****PURCHASE TRANSACTION RECEIPT RECONCILE RECONCILE****ORDER DATE DATE DATE CARD HOLDER TIMESPAN****--------------------------------------------------------------------------------****999-A00032 01/06/00 01/06/00 03/10/00 IFBUYER1,FOUR 45****999-A99029 01/06/00 01/06/00 03/09/00 IFBUYER1,FOUR 44** |

## Fiscal Daily Review

### Introduction

This option creates a report showing buyer, vendor, and status information for Purchase Card orders within a selected date range.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Fiscal Daily Review** |

### Prompts

1. Enter the earliest date for which you want to see transactions at the Enter Beginning Date: prompt.
2. Enter the last date for which you want to see transactions at the Enter Ending Date: prompt.
3. You can include delivery orders in the report if you like.
4. Enter an output device. IFCAP will display the 'Fiscal Daily Review Report' on the output device you selected.

IFCAP will display the transaction in each Control Point, and list subtotals for each Control Point. After printing or displaying the report, IFCAP will return to the Purchase Card Coordinator's Menu.

|  |
| --- |
| **Enter beginning date: t-90 JUN 24,1996****Enter ending date: t SEP 22,1996****Do you want to see delivery orders? y YES****DEVICE: LASERDP RIGHT MARGIN: 80// 132****FISCAL DAILY REVIEW REPORT PAGE: 1****PURCHASE DATE BUYER VENDOR AMOUNT** **STATUS TRANSACTION PO NUMBER****--------------------------------------------------------------------------------****DATE: SEP 22, 1996 CONTROL POINT: 101****SEP 20, 1996 IFBUYER1,EIGHT IFVENDOR3,SEVEN 0.00****Ordered and Obligated 999-A61271****SEP 19, 1996 IFVENDOR3,SEVEN 4.40****Pending Contracting Offic 999-A61266****SEP 19, 1996 IFVENDOR3,SEVEN 0.00****Pending Contracting Offic 999-A61265****SEP 19, 1996 IFVENDOR3,SEVEN 0.00****Pending Contracting Offic 999-A61262****SEP 19, 1996 IFBUYER1,EIGHT IFVENDOR3,SEVEN 2.50****Ordered and Obligated 999-A61258****SEP 18, 1996 IFBUYER1,EIGHT IFVENDOR3,EIGHT 13.00****Ordered and Obligated 999-A61254****SEP 17, 1996 IFVENDOR3,SEVEN 29.40****Pending Contracting Offic 999-A61252****SEP 16, 1996 IFBUYER1,NINE IFVENDOR3,SEVEN 4.40****Pending Contracting Offic 999-A61249****SEP 13, 1996 IFVENDOR3,SEVEN 29.40****Pending Contracting Offic 999-A61244** **CONTROL POINT 101 SUBTOTAL: 83.10** |

## History of Purchase Card Transactions

### Introduction

This option creates a report of Purchase Card orders sorted by the status of unpaid, paid or both, for a selected date range.

### Menu Path

Select History of Purchase Card Transactions from the Purchase Card Coordinator's Menu.

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| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option History of Purchase Card Transactions** |

### Prompts

1. Enter the earliest date for which you want to see transactions at the Enter Beginning Date: prompt.
2. Enter the last date for which you want to see transactions at the Enter Ending Date: prompt.
3. At the Status: prompt, enter P to limit the report to transactions that have been paid, or U to limit the report to transactions that have not been paid. Enter B to print the report with all transactions regardless of status.
4. Enter an output device. IFCAP will print or display the 'History Of Purchase Card Transactions Report', listing each transaction in the date range and status you selected. IFCAP sorts the report by Control Point, and lists a subtotal for each Control Point and a total for all Control Points. After printing or displaying the report, IFCAP will return to the Purchase Card Coordinator's Menu.

|  |
| --- |
| **Enter beginning date: t-6 SEP 16,1996****Enter ending date: t SEP 22,1996** **Select one of the following:** **P Paid** **U Unpaid** **B Both****STATUS: Both****DEVICE: LASERDP RIGHT MARGIN: 80//** **HISTORY OF PURCHASE CARD TRANSACTIONS REPORT - PAID PAGE: 1****FCP PC NUMBER PURCHASE DATE BUYER VENDOR** **AMOUNT COST CENTER BUDGET OBJECT CODE****FIRST LINE ITEM DESCRIPTION****STATUS****--------------------------------------------------------------------------------****060 P85845 MAR 10, 2000 IFBUYER1,FOUR IFVENDOR,SIX** **120.12 822100 2692 Prosthetic Supplies** **BATTERY AAA ALKALINE 1.5 VOLTS****Reconciled - Amended****060 B90088 MAR 10, 2000 IFBUYER1,FOUR IFVENDOR3,FIVE** **54.00 822100 2631 Drugs, Medicines and Chemical Suppl** **2X2 LITER CONDITIONER, 1X2 LITER BUFFER ASTRA****Reconciled****:::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::** **CONTROL POINT 255 SUBTOTAL: 217.44** |

## IMPAC Account Information

### 1ntroduction

This option creates a report of account information stored in File 440.5 sorted by Approving Official and cardholder. The data can be selected for Active or Inactive cards or all cards.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: imPAC Account Information**  |

### Prompts

1. Enter A at the TYPE: prompt to see information on Active cards.
2. Enter I at the TYPE: prompt to see information on Inactive cards.
3. Enter B at the TYPE: prompt to see information on all cards.
4. Enter a printer name if you wish to have a hard copy of the report.

|  |
| --- |
|  **Select Purchase Card Coordinator's Menu Option: imPAC Account Information****Please select the type of Purchase Cards you wish to display:** **Select one of the following:** **A Active** **I Inactive** **B Both****TYPE: b Both****DEVICE: UCX/TELNET Right Margin: 80//** **IMPAC ACCOUNT INFORMATION MAY 26,2000 14:10 PAGE 1****CARD HOLDER** **SERVICE/SECTION MAIL CODE PHONE** **SINGLE MONTHLY** **PURCHASE PURCHASE** **INACTIVE LIMIT LIMIT** **FUND CONTROL POINT COST CENTER BUDGET OBJECT CODE****-------------------------------------------------------------------------** **APPROVING OFFICIAL: IFBUYER2,TEN** **PURCHASE CARD NUMBER: 6666777788889999****IFVENDOR3,NINE INFORMATION SYSTEMS CENTER 192-2 555-777-9961** **NO 2000.00 10000.00** **100 OPERATING EQUIPMENT**  **APPROVING OFFICIAL: IFBUYER2,ONE** **PURCHASE CARD NUMBER: 2123436666666666****IFVENDOR4,TEN INFORMATION SYSTEMS CENTER 4273807** **1200.00 12000.00** **060 FISCAL SVC 842100 2121 Local Transport** **PURCHASE CARD NUMBER: 7773331234567891****IFVENDOR4,ONE INFORMATION SYSTEMS CENTER 555-444-3700 3723** **YES 2000.00 24000.00** **120 DIET SUBSISTENCE 824300 2210 Shipment of Bod** **PURCHASE CARD NUMBER: 8999999999999997****IFVENDOR4,ONE INFORMATION SYSTEMS CENTER 555-444-3700 3723** **8499.99 14999.99** **120 DIET SUBSISTENCE 824300 2210** |

## Inactivate Expired Charge Cards

### Introduction

This report will identify and inactivate any cards that have an expiration date greater than date report is run.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Inactivate Expired Charge Cards** |

### Prompts

Enter Yes at the Ready to Inactivate prompt, if you wish to automatically inactivate any cards with an expiration date that is older than the date you run the option.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: inactivate Expired Charge Cards****Ready to inactivate expired charge cards before 05/26/00? NO// y YES****IFCAP INACTIVATE EXPIRED CHARGE CARDS BEFORE 05/26/00 SCHEDULED WITH TASK #184606** |

## Incomplete Purchase Card Orders Report

### Introduction

This option creates a report of incomplete Purchase Card orders. Orders created by users (card holder or surrogate) but not approved for release from the service.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option:Incomplete Purchase Card Orders Report** |

### Prompts

1. Enter a station number if prompted.
2. Enter the fiscal year for the report.
3. Enter an output device for the report. IFCAP will print or display the 'Incomplete Purchase Card Orders Report' on the output device you selected. The report will list each incomplete Purchase Card order number, the date the order was created, the status of the order, the buyer of the order, and the date that the order was assigned to the buyer.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 658// SALEM, VA****Select FISCAL YEAR ('^' to EXIT): 00//** **Please select a device for printing this report.****DEVICE: LAT RIGHT MARGIN: 80//** **999-P05174 MAY 01, 2000 Order Not Completely Prepared** **IFBUYER,TWO DVMMAY 01, 2000@12:20****999-P05170 APR 19, 2000 Order Not Completely Prepared** **IFBUYER2,TWO APR 19, 2000@15:08****999-P05166 APR 13, 2000 Order Not Completely Prepared** **IFBUYER,TWO DVMAPR 13, 2000@12:16****999-P05162 APR 05, 2000 Order Not Completely Prepared** **IFBUYER2,TWO APR 05, 2000@07:18****999-P05159 APR 04, 2000 Order Not Completely Prepared** **IFBUYER,NINE APR 04, 2000@17:48****999-P05142 MAR 23, 2000 Pending Contracting Officers Signature** **IFBUYER2,TWO MAR 23, 2000@14:31****999-P05136 MAR 21, 2000 Order Not Completely Prepared** **IFBUYER2,TWO MAR 21, 2000@17:13** |

## Print Unregistered Credit Card Charges

### Introduction

This report will identify any charge entry in File 440.6 that does not have a corresponding credit card entry in File 440.5.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions** **Select Purchase Card Coordinator's Menu Option: Print Unregistered Credit Card Charges** |

### Prompts

Enter a printer name if you would like a hard copy of this report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: print Unregistered Credit Card C****harges****DEVICE: UCX/TELNET Right Margin: 80//** **Unregistered Credit Card Charges MAY 26,2000 14:42 PAGE 1****Credit Card # PO Date Vendor** **P.O. # TXN Ref Charge $AMT** **Charge Id TXN DATE STATUS****--------------------------------------------------------------------------------****4716360000143798 MAY 17,1996 IFVENDOR4,TWO** **~ A2433500614338714233732 220.99** **C65861470005001 MAY 28,1996 NONE****4716360000143822 MAY 20,1996 IFVENDOR4,THREE** **~ N2460600614204000041742 249.61** **C65861470006001 MAY 28,1996 NONE****4716360000144499 APR 30,1996 IFVENDOR4,FOUR** **~ A55122001285 104.72** **C65861470007001 MAY 28,1996 NONE****4716360000144754 MAY 21,1996 1SALEM OFF SUPPLY INC** **~ A2433500614438714436905 29.10** **C65861470008001 MAY 28,1996 NONE** |

## Purchase Card exceptions/replacements

### Introduction

This option will allow users to print exceptions/replacements reports previously run through the Fileman print option.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Purchase Card Information List** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions**  **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Purchase Card exceptions/replacements** |

### Prompts

1. For the report - ALL Citibank cards with No US Bank replacement #
2. For the report - Active Citibank cards with No US Bank replacement #
3. For the report - Inactive Citibank cards with US Bank replacement #

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: CCEX Purchase Card exceptions/****replacements****Select STATION NUMBER ('^' TO EXIT): 552// DAYTON** **Select one of the following:** **1 ALL Citibank cards with No US Bank replacement #** **2 Active Citibank cards with No US Bank replacement #** **3 Inactive Citibank cards with US Bank replacement #****Type of Report://** |

## Purchase Card Information List

### Introduction

This report can be run for a range of cardholders or all cardholders. It will list the cardholder, the card name, Approving and Alternate Approving Officials, and surrogates.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Purchase Card Information List** |

### Prompts

1. Enter a cardholder - Last Name, First Name at the prompt START WITH CARD HOLDER: FIRST// if you wish to run the report for only certain cardholders.
2. Accept the default value of FIRST and LAST if you wish to run the report for ALL cardholders.
3. Enter a printer name if you want a hard copy of the report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: Purchase Card Information List****START WITH CARD HOLDER: FIRST// IFBUYER,NINE****GO TO CARD HOLDER: LAST// IFBUYER1,TWO****DEVICE: UCX/TELNET Right Margin: 80//** **PURCHASE CARD INFORMATION LIST MAY 26,2000 14:50 PAGE 1****CARD HOLDER PC CARD NAME APP OFFICIAL ALT OFFICIAL** **SURROGATE USER****--------------------------------------------------------------------------------****IFBUYER,NINE BUY VOL SVC IFBUYER2,FOUR IFBUYER2,FIVE** **IFBUYER,NINE** **IFBUYER2,THREE****IFBUYER1,TWO IFBUYER1,TWO IFBUYER1,THREE IFBUYER1,EIGHT** **IFBUYER1,TWO** |

## Purchase Card Registration

### Introduction

The 'Purchase Card Registration' option is designed for the exclusive use of the Purchase Card Coordinator. Purchase Card Users will have the capability to display their own information from this file but will not be able to view data on other Purchase Card users. There will be times when either the Approving Official is not available or the Approving Official must complete the reconciliation process for his/her user. In those instances, another (Alternate) Approving Official would be required to approve a reconciliation done by the Approving Official.

The posting of card registration information to File 440.5 is expected to be done automatically based on transmission of the data from the credit card Vendor to Austin and then to IFCAP. In the event of a problem with the timely transmission of data, the coordinator will be able to enter data manually if necessary.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Purchase Card Registration** |

### Prompts

1. Enter a station number if prompted.
2. Enter the Purchase Card number. The Purchase Card number is the account number on the Purchase Card.
3. Enter the name of the Purchase Card Holder, or enter a question mark to see a list of all the users in the New Person File.
4. Enter a name for the Purchase Card.
5. Enter the expiration date of the card.
6. Enter Yes if you wish to Inactivate the card.
7. Enter the Fund Control Point that will fund the Purchase Card. Cardholder must have at a minimum, Requestor level access in the Fund Control Point.
8. Enter the Cost Center. Cost centers allow Fiscal staff to create total expense records for a section or service.
9. Enter the Budget Object Code for the Purchase Card, or enter a question mark to see a list of the available Budget Object Codes for the Cost Center.
10. Enter the maximum amount per purchase at the Single Purchase Limit: prompt.
11. Enter the maximum total expense per monthly statement at the Monthly Purchase Limit: prompt.
12. At the Delivery Location: prompt, enter the location of delivery.
13. Enter the Approving Official that will approve a reconciliation for the new Purchase Card at the Approving Official: prompt, or enter a question mark to see a list of the valid Approving Officials. IFCAP will not allow you to enter the Purchase Card User as the Approving Official for the same card. Approving Official must have, at a minimum, Requestor Level access to the Fund Control Point.
14. Enter the Alternate Approving Official that will approve a reconciliation for the new Purchase Card at the Alternate Approving Official: prompt, or enter a question mark to see a list of the valid Alternate Approving Officials. Alternate Approving Official must have, at a minimum, Requestor Level access to the Fund Control Point.
15. Enter the Purchase Card User Surrogate that can enter or edit Purchase Card orders for the Purchase Card User at the Purchase Card User Surrogate: prompt. A surrogate will not be allowed to reconcile Purchase Card orders. Surrogate must have, at a minimum, Requestor Level access to the Fund Control Point.
16. Enter the Replaced Card: *number*. This insures a link between the new card and the replaced card for charge reconciliation crossovers on old orders against replaced cards when charges come through under the new card number. This 'REPLACED CARD' number MUST be a valid card number, inactive, not used as a replacement card for another card and match the new card for the following fields: CARD HOLDER, STATION NUMBER, FUND CONTROL POINT, COST CENTER and BUDGET OBJECT CODE.
17. Enter Y at the Would you like to register another Purchase Card?: prompt to enter another Purchase Card number for the Purchase Card User, or press <Enter> to return to the Purchase Card Coordinator's Menu.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Select PURCHASE CARD INFORMATION PURCHASE CARD NUMBER: 4486760000843213** **Are you adding '4486760000843213' as**  **a new PURCHASE CARD INFORMATION? No// Y (Yes)** **PURCHASE CARD INFORMATION CARD HOLDER: IFBUYER,TWO IBT**  **COMPUTER SPECIALIST** **PURCHASE CARD INFORMATION PURCHASE CARD NAME: IFVENDOR4,FIVE****PURCHASE CARD NUMBER: 4486760000843213// (No Editing)****EXPIRATION DATE: 01012005 (JAN 01, 2005)****INACTIVATE CARD?:** **CARD HOLDER: IFBUYER,TWO//**  **COMMERCIAL PHONE: 555-777-6357//** **FUND CONTROL POINT: 060 Fiscal Service 0160A1 10 0100 010042100****COST CENTER: 842100 Fiscal test for tampa** **BUDGET OBJECT CODE: 2660 Operating Supplies and Materials** **PC USER SINGLE PURCHASE LIMIT: 1000****MONTHLY PURCHASE LIMIT: 10000****DELIVERY LOCATION: BDL3 RM5****APPROVING OFFICIAL: IFBUYER,NINE IBN COMPUTER SYSTEMS ANALYST****ALTERNATE APPROVING OFFICIAL: IFCABUYER**  **1 IFBUYER2,SIX IBS PROGRAM ANALYST** **2 IFBUYER1,THREE IBT COMPUTER SYSTEMS ANALYST****CHOOSE 1-2: 2 IFBUYER1,THREE IBT COMPUTER SYSTEMS ANALYST****PURCHASE CARD NAME: IFVENDOR4,FIVE //** **Select SURROGATE USER: IFBUYER2,SEVEN IB COMPUTER SYSTEMS ANALYS****T** **Are you adding 'IFBUYER2,SEVEN' as a new SURROGATE USER? No// Y (Yes)****Select SURROGATE USER:** **Replaced Card: 1234567890123456** **Would you like to register another Purchase Card? No// (No)** |

## Purchase Card Statistics

### Introduction

This option creates a report of totals for each Purchase Card and each control point, and the percentage of Purchase Card orders for each control point. You can select a date range for the report. The report will generate statistics for all Purchase Card orders for the station for the date range you selected, sorted by Control Point. The report also shows the average dollar cost per card in the Control Point, and the average number of line items on each card. It also shows the percentage of Purchase Card orders for all orders for each Control Point.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Purchase Card Statistics** |

### Prompts

1. Enter a station number if prompted.
2. Enter the first date for the report at the Enter Beginning Date: prompt.
3. Enter the last date for the report at the Enter Ending Date: prompt.
4. Enter an output device. IFCAP will print or display the 'Purchase Card Statistics Report' on the output device you selected. After printing or displaying the report.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Enter beginning date: 010100 JAN 1,2000****Enter ending date: t MAY 26,2000****DEVICE: UCX/TELNET Right Margin: 80//** **PURCHASE CARD STATISTICS REPORT MAY 26, 2000@18:04:01 PAGE: 1****PURCHASE CARD NAME PO # LINE ITEMS AMOUNT DATE PLACED****--------------------------------------------------------------------------------****::::::::::::::::::::::::::::::::::::::::::****FCP: 60 BUYER: IFBUYER2,EIGHT****060 Fiscal Service P05117 2 25.00 MAR 03, 2000****AVERAGE DOLLAR COST FOR CARD: $25.00** **AVERAGE LINE COUNT FOR CARD: 2.00****:::::::::::::::::::::::::::::::::::::****FCP: 4537 BUYER: IFBUYER1,FIVE****300 IFVENDOR4,SIX P95032 2 26.40 FEB 23, 2000****AVERAGE DOLLAR COST FOR CARD: $26.40** **AVERAGE LINE COUNT FOR CARD: 2.00** **:::::::::::::::::::::::::::::::****% OF PC ORDERS FOR CP 7101: 100.000****PC ORDER COUNT: 5 TOTAL ORDER COUNT: 5** **PC SUBTOTAL: 1028.00** **STATION GRAND TOTAL: 14426.31** |

## Purchase Card Timely Commitment Report

### Introduction

This report lists the time elapsed from order creation through reconciliation.

### Menu Path

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| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Purchase Card Timely Commitment Report** |

### Prompts

1. Enter a specific cardholder’s name at both the START WITH Purchase Card Holder: prompt and the GO TO PURCHASE CARD HOLDER: prompt if you wish to view data for a specific cardholder. Accept the default values of FIRST and LAST if you wish to view data for all cardholders.
2. You may enter a specific date if you wish to view data for a specific time frame, or accept the default value of FIRST to view data for all dates.
3. Enter a printer name if you wish to print a hard copy of the report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: PURCHASE CARD Timely Commitment** **Report** **\* Previous selection: PURCHASE CARD HOLDER not null** **START WITH PURCHASE CARD HOLDER: FIRST// IFBUYER,SIX** **GO TO PURCHASE CARD HOLDER: LAST// IFBUYER1,TWO** **\* Previous selection: VALIDATION DATE/TIME not null** **START WITH VALIDATION DATE/TIME: FIRST//** **DEVICE: UCX/TELNET Right Margin: 80//****PURCHASE CARD TIMELY COMMITMENT REPORT MAY 30,2000 10:25 PAGE 1** **INCEPTION COMMITMENT** **PURCHASE PURCHASE TO TO** **ORDER ORDER DATE DATE COMMITMENT RECONCILE** **NUMBER DATE SIGNED RECONCILED (DAYS) (DAYS)****CARD HOLDER****---------------------------------------------------------------------------****999-P05306 05/18/00 05/18/00 0** **IFBUYER1,EIGHT** **999-P05316 05/20/00 05/20/00 0** **IFBUYER1,EIGHT** **999-P05319 05/20/00 05/20/00 05/20/00 0 0****IFBUYER1,EIGHT** **999-P05321 05/20/00 05/20/00 0** **IFBUYER1,EIGHT** **999-P05345 06/08/00 06/08/00 06/12/00 0 4** |

## Reconciled Purchase Card Transactions

### Introduction

This option creates a report of reconciled Purchase Card orders. The report is sorted by card holder and displays the Vendor, status of the order, charge reference number, Amount reconciled, charge Vendor and if amount reconciled was identified as the Final Charge.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Reconciled Purchase Card Transactions** |

### Prompts

1. Enter a station number if prompted.
2. Enter the first date that you want IFCAP to use for the report at the Enter Beginning Date: prompt.
3. Enter the last date that you want IFCAP to use for the report at the Enter Ending Date: prompt.
4. Enter an output device. IFCAP will display or print the 'Reconciled Purchase Card Orders' report, using the output device you selected. The report lists each reconciled Purchase Card order, sorted by buyer.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Enter beginning date: 120199 DEC 1,1999****Enter ending date: 013000 JAN 30,2000****DEVICE: UCX/TELNET Right Margin: 80//****RECONCILED PURCHASE CARD ORDERS MAY 30, 2000@10:39:28 PAGE 1****P.O. DATE DATE RECONCILED ORDER # $AMT TYPE(S/D)****VENDOR DESCRIPTION****STATUS****DOC-REF # RECONCILED $AMT RECONCILE VENDOR FINAL CHARGE****--------------------------------------------------------------------------------****BUYER: IFBUYER1,FOUR****JAN 27, 2000 JAN 27, 2000 999-P85707 9.00 DETAILED****IFVENDOR,SIX COVER ARMBOARD 9 INCH****Reconciled****C-999000P85707 9.00 IFVENDOR,SIX YES** **RECONCILED SUBTOTAL - $9.00****JAN 27, 2000 JAN 27, 2000 999-P85706 1.00 SIMPLIFIED****IFVENDOR3,TWO TESTING PRCH1A3, 1/27/00****Reconciled****C-999000P85706 1.00 SIMPLIFIED YES** **RECONCILED SUBTOTAL - $1.00****JAN 14, 1999 DEC 17, 1999 999-P95193 59.94** **IFVENDOR,SIX WHITE AND RED MARBLES.****Reconciled - Amended****C-999000P95193 58.74 IFVENDOR,SIX YES** |

## Retrieve Unregistered Credit Card Charges

### Introduction

This option will enable the user to identify any charges that exist in File 440.6, but do not have a corresponding credit card entry in File 440.5. This option is used with the option Charge Card Reg. Exception. After correcting exception entries, this option will link the entry in 440.6 to the Cardholder.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Retrieve Unregistered Credit Card Charges** |

### Prompts

Accept the default value if you are ready to retrieve any unregistered Purchase Card charges.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: retrieve Unregistered Credit Card Charges****Ready to Retrieve Unregistered Purchase Card Charges? YES//** |

## Summary Report of Unpaid PC Transactions

### Introduction

This option creates a report showing the unpaid Purchase Card order total for each control point.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Summary Report of Unpaid PC Transactions** |

### Prompts

Enter a printer name if you want a hard copy of the report.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: summary Report of Unpaid PC Tran****sactions****Please select a device for display/print of this report.****DEVICE: UCX/TELNET Right Margin: 80//** **UNPAID PURCHASE CARD TRANSACTION BY FCP - SUMMARY PAGE 1****--------------------------------------------------------------------------------****CONTROL POINT: 20 TOTAL: $11237.00****CONTROL POINT: 36 TOTAL: $90.50****CONTROL POINT: 40 TOTAL: $337.76****CONTROL POINT: 45 TOTAL: $700.78****CONTROL POINT: 60 TOTAL: $51576.69****CONTROL POINT: 76 TOTAL: $2595.20****CONTROL POINT: 86 TOTAL: $267.45****CONTROL POINT: 88 TOTAL: $1004.27****CONTROL POINT: 100 TOTAL: $1612.25** |

## Unapproved Reconciliations

### Introduction

This option generates a report of reconciled Purchase Card orders that have not been approved by an official, sorted by approving official, control point, and cardholder.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Unapproved Reconciliations** |

### Prompts

1. Enter the date you wish to begin displaying data for.
2. Enter the date the ending date for the data you wish to display.
3. You may display data for a specific approving official by entering NO at the Do you want to include all officials in this report: prompt. A yes will generate the report for ALL the approving officials.
4. Enter a printer name if you want to print a hard copy of the report.

|  |
| --- |
| **Enter beginning date: 070199 JUL 1,1999****Enter ending date: 093099 SEP 30,1999****Do you want to include all officials in this report? NO****Select NEW PERSON NAME: IFCAPB** **1 IFBUYER2,SIX AR PROGRAM ANALYST** **2 IFBUYER1,THREE CR COMPUTER SYSTEMS ANALYST****CHOOSE 1-2: 2 IFBUYER1,THREE CR COMPUTER SYSTEMS ANALYST****DEVICE: UCX/TELNET Right Margin: 80//** **UNAPPROVED RECONCILIATION REPORT MAY 30, 2000 PAGE: 1****PURCHASE DATE PC ORDER # CARDHOLDER FCP AMOUNT** **DATE RECONCILED****--------------------------------------------------------------------------------** **APPROVING OFFICIAL: IFBUYER1,THREE****SEP 30, 1999 662-P90003 IFBUYER1,FIVE 045 IFVENDOR4,SEVEN 25.50** **SEP 30, 1999****JUL 29, 1999 662-P99001 IFBUYER1,FIVE 045 IFVENDOR4,SEVEN 35.40** **JUL 29, 1999****JUL 27, 1999 999-P90015 IFBUYER1,FOUR 255 IFVENDOR4,EIGHT 17.40** **DEC 22, 1999****JUL 12, 1999 999-P95393 IFBUYER1,FOUR 255 IFVENDOR4,EIGHT 21.00** **JUL 12, 1999****UNAPPROVED RECONCILIATION REPORT MAY 30, 2000 PAGE: 2****PURCHASE DATE PC ORDER # CARDHOLDER FCP AMOUNT** **DATE RECONCILED****-----------------------------------------------------------------------------** **APPROVING OFFICIAL: IFBUYER1,THREE****SEP 20, 1999 999-B90042 IFBUYER1,FOUR 300 IFVENDOR4,SIX 12.00** **OCT 06, 1999****JUL 28, 1999 999-B90013 IFBUYER1,FOUR 300 IFVENDOR4,SIX 69.00** **DEC 23, 1999****SEP 30, 1999 662-G90003 IFBUYER1,FIVE 4537 IFVENDOR4,NINE 52.50** **SEP 30, 1999****SEP 29, 1999 662-G90001 IFBUYER1,FIVE 4537 IFVENDOR4,NINE 57.00** **SEP 29, 1999** |

## Unreconciled Austin Payment Transactions

### Introduction

This option is used to print payment transaction data that have not been reconciled to a Purchase Card order.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Unreconciled Austin Payment Transactions** |

### Prompts

1. If you want to see the data for ALL cardholders accept the default of FIRST at the START WITH CARD HOLDER: FIRST// prompt.
2. If you want to see data for a specific cardholder enter the cardholders name at the START WITH CARD HOLDER: FIRST// prompt.
3. Enter the name of the last cardholder you want to see data for at the GO TO CARD HOLDER: LAST// prompt.
4. Enter an output device. IFCAP will print or display the 'UNRECONCILED AUSTIN PAYMENT TRANSACTIONS' report on the output device you selected.

|  |
| --- |
| **Select Purchase Card Coordinator's Menu Option: Unreconciled Austin Payment Transactions****START WITH CARD HOLDER: FIRST// IFBUYER1,FOUR****GO TO CARD HOLDER: LAST// IFBUYER1,FOUR****DEVICE: UCX/TELNET Right Margin: 80//** **UNRECONCILED AUSTIN PAYMENT TRANSACTIONS MAY 30,2000 11:47 PAGE 1** **TRANSACTION** **CARD HOLDER DATE AMOUNT** **MERCHANT NAME ORACLE DOCUMENT ID****------------------------------------------------------------------------------** **IFBUYER1,FOUR OCT 28,1999 25.20** **IFVENDOR2,SEVEN C-9990000P95669** **IFBUYER1,FOUR OCT 28,1999 2.00** **IFVENDOR5,TEN C-9990000P95670** **IFBUYER1,FOUR OCT 28,1999 10.00** **IFVENDOR5,ONE C-9990000P95671** **:::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::;****TOTAL 98345.80 37.50****COUNT 248 3****MEAN 396.56 12.50** |

## Unreconciled Purchase Card Transactions

### Introduction

This option creates a report of Purchase Card orders that have not been reconciled to a charge.

### Menu Path

|  |
| --- |
|  **Purchase Card Registration** **Purchase Card exceptions/replacements** **Charge Card Reg. Exception** **Inactivate Expired Charge Cards** **Austin Audit Information** **Coordinator Approving Official Charge Audit** **Daily Charge Transmission Log** **Delinquent Approvals** **Delinquent PC Listing** **Delinquent Reconciliations** **Fiscal Daily Review** **History of Purchase Card Transactions** **IMPAC Account Information** **Incomplete Purchase Card Orders Report** **Print Unregistered Credit Card Charges** **Purchase Card Information List** **Purchase Card Statistics** **Purchase Card Timely Commitment Report** **Reconciled Purchase Card Transactions** **Retrieve Unregistered Credit Card Charges** **Summary Report of Unpaid PC Transactions** **Unapproved Reconciliations** **Unreconciled Austin Payment Transactions** **Unreconciled Purchase Card Transactions****Select Purchase Card Coordinator's Menu Option: Unreconciled Purchase Card Transactions** |

### Prompts

1. Enter a station number if prompted.
2. Enter the earliest date that you want IFCAP to use for the report at the Enter Beginning Date: prompt.
3. Enter the last date that you want IFCAP to use for the report at the Enter Ending Date: prompt.
4. Enter an output device. IFCAP will display or print the 'Unreconciled Purchase Card Orders' report on the output device you selected. The report lists the P.O. Date, order number, amount, order type, vendor, description of first line item, status, comments and buyer of each unreconciled Purchase Card order, sorted by buyer.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Enter beginning date: 100199 OCT 1,1999****Enter ending date: t MAY 30,2000****DEVICE: UCX/TELNET Right Margin: 80//** **UNRECONCILED PURCHASE CARD ORDERS MAY 30, 2000@12:02:32 PAGE 1****P.O. DATE ORDER # $AMT TYPE(S/D)****VENDOR DESCRIPTION****STATUS****COMMENTS****--------------------------------------------------------------------------------****BUYER: IFBUYER,NINE****DEC 06, 1999 999-P05029 48.00 DETAILED****IFVENDOR2,TEN Diaper, large****Complete Order Received****Just testing****APR 04, 2000 999-P05160 165.00 DETAILED****IFVENDOR5,TWO NEEDLE JAMSHIDI BONE MARROW 11GA X****Ordered (No Fiscal Action Required)****Test Detailed Purchase Card Order** **BUYER SUBTOTAL - $213.00****UNRECONCILED PURCHASE CARD ORDERS MAY 30, 2000@12:02:32 PAGE 2****P.O. DATE ORDER # $AMT TYPE(S/D)****VENDOR DESCRIPTION****STATUS****COMMENTS****--------------------------------------------------------------------------------****BUYER: IFBUYER1,TWO****NOV 15, 1999 999-P05011 12.00 SIMPLIFIED****IFVENDOR,SIX TEST****Ordered (No Fiscal Action Required)****NOV 19, 1999 999-P05027 144.00** **IFVENDOR,SIX SHAVING KIT, SURGICAL PREPARATION.****Paid (Not Received)****NOV 19, 1999 999-P90022 144.00** **IFVENDOR,SIX SHAVING KIT, SURGICAL PREPARATION.****Paid (Not Received)**  |

# Supplemental Purchase Card Options

## Introduction

This chapter explains several options from the IFCAP Purchase Card Menu that were not explained in the previous chapters.

## Amendment to Purchase Card Order

### Introduction

Use this option to make changes to a Purchase Card order after the Purchase Card User has authorized the order with their electronic signature code.

### Amendment types

There will be times when it will be necessary to amend a Purchase Card order. Purchase card order amendments will be allowed for the following:

* LINE ITEM ADD: This amendment adds a line item to the Purchase Card order. Purchase Card Users can only add line items on Detailed Purchase Card Orders.
* LINE ITEM DELETE: This amendment deletes a line item to the Purchase Card order. Purchase Card Users can only delete line items on Detailed Purchase Card Orders.
* LINE ITEM EDIT: This amendment edits a line item on the Purchase Card order. Purchase Card Users can only edit line items on Detailed Purchase Card Orders.
* FCP CHANGE (Limited to authorized buyer information/list.) This amendment changes the Fund Control Point on a Purchase Card order.
* VENDOR CHANGE: This amendment changes the vendor on a Purchase Card order.
* CANCEL P/C ORDER: This amendment cancels a Purchase Card order.
* F.O.B. EDIT: This amendment changes the Freight On Board charges from Origin to Destination or vice versa. Purchase Card Users can only change Freight on Board charges on Detailed Purchase Card Orders.

### Order Status after Amendment

Upon approval of the amendment, IFCAP will permit the user to select the appropriate status for the document. Status selection offered will depend on what the status was, when the user started the amendment. The following is a partial list of possible choices:

* Cancelled Order
* Complete Order Received (Amended)
* Ordered (No Fiscal Action)-Amended
* Partial Order Received (Amended)
* Partial Payment (Not Received) - Amended
* Transaction Complete (Amended)

### Menu Path

|  |
| --- |
|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...****Select Purchase Card Menu Option: Process Purchase Card Menu** **New Simplified Purchase Card Order** **Edit Simplified Purchase Card Order** **New Detailed Purchase Card Order** **Edit Detailed Purchase Card Order** **Amendment To Purchase Card Order** **Adjustment Voucher To Purchase Card Order** **Receive Purchase Card Order** **Item Display** **Vendor Display** **Create P/C Order From Repetitive Item List** **Convert P/C Order To 2237 Request** **Convert P/C Order to a Delivery Order** **Cancel An Incomplete PC Order** **Convert Temporary 2237 to PC Request** **Select Process Purchase Card Menu Option: Amendment To Purchase Card Order** |

### Prompts

1. Enter a station number if prompted.
2. Enter a Purchase Card order number, or enter two question marks to see a list of available purchase orders. If there is an amendment pending for the purchase order, IFCAP will ask you if you want to edit it. If no amendment is pending IFCAP will assign an amendment number for this transaction.
3. At the Effective Date: prompt, enter the date that the amendment will take effect, or press <Enter> to accept the default of today's date.
4. At the Authority: prompt, enter the authority by which you amend the Purchase Card order. If you do not know the applicable authorization, enter two question marks and IFCAP will list the available authority categories. Press <Enter> to accept the default value of “D”. If you are canceling the order, change the value to “E”.
5. Enter comments about the amendment if you like at the Type Comments: prompt.
6. At the Contractor Required To Sign?: prompt, enter Y if the contractor has to sign the amendment showing that they accept the terms of the amendment.
7. IFCAP will display a list of the amendment types you can create. At the Type Of Amendment Number: prompt, enter the number corresponding to the type of amendment you want to create.
8. IFCAP will display the edit prompt(s) that correspond to the amendment type you selected.
9. If you would like to amend the Purchase Card order in another way, enter another amendment type at the Select Type Of Amendment Number: prompt.
10. You may enter the new status of the Purchase Card order at the Amendment/Adjustment Status: prompt, or enter a question mark to see a list of valid status.
11. Enter a justification for the amendment. You may review the amendment if you like.
12. If you entered Y at the Review Amendment?: prompt, IFCAP will display the amendment on the screen.
13. If you are satisfied with the amendment, enter Y at the Approve and print Amendment number (#)?: prompt.
14. Enter your electronic signature code.
15. At the Queue On Device: prompt, enter the output device for the amendment. IFCAP will print the amendment on the output device you selected.
16. Enter another station number if prompted, to amend another Purchase Card order, or enter a caret (^) to return to the Process Purchase Card Menu.

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| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****PURCHASE ORDER: ??** **^****PURCHASE ORDER: P0501** **1 P05011 999-P05011 11-15-99 PC Ordered (No Fiscal Action Required**  **FCP: 060 $ 12.00** **2 P05012 999-P05012 11-15-99 PC Order Not Completely Prepared**  **FCP: 060 $ 15.00** **3 P05013 999-P05013 11-15-99 PC Order Not Completely Prepared**  **FCP: 060 $ 0.00** **4 P05014 999-P05014 11-15-99 PC Order Not Completely Prepared**  **FCP: 060 $ 12.00** **5 P05015 999-P05015 11-15-99 PC Order Not Completely Prepared**  **FCP: 060 $ 12.00****Press <RETURN> to see more, '^' to exit this list, OR****CHOOSE 1-5: 1 999-P05011 11-15-99 PC Ordered (No Fiscal Action Required**  **FCP: 060 $ 12.00** **Amendment Number: 1****...copying Purchase Order into work file...****...EXCUSE ME, HOLD ON...** **EFFECTIVE DATE: TODAY// (JUN 01, 2000)** **AUTHORITY: D// OTHER (specify type of modification and authority)** **TYPE COMMENTS:**  **CONTRACTOR REQUIRED TO SIGN?: NO// NO** **Select one of the following:** **1 F.C.P. Edit** **2 Change VENDOR** **3 AUTHORITY Edit** **4 LINE ITEM Edit****Select TYPE OF AMENDMENT NUMBER: 4 LINE ITEM Edit****...HMMM, JUST A MOMENT PLEASE...****Select ITEM: 1 TEST**  **ITEM MASTER FILE NO.:**  **DESCRIPTION:** **1>TEST****EDIT Option:**  **QUANTITY: 1// 2** **UNIT OF PURCHASE: EA//**  **ACTUAL UNIT COST: $12.0000// 11.50** **PACKAGING MULTIPLE: 1//**  **UNIT CONVERSION FACTOR: 1//**  **VENDOR STOCK NUMBER:**  **FSC/PSC: 9999//**  **CONTRACT/BOA #:**  **BOC: 2660 Operating Supplies and Materials Replace**  **Select one of the following:** **1 F.C.P. Edit** **2 Change VENDOR** **3 AUTHORITY Edit** **4 LINE ITEM Edit****Select TYPE OF AMENDMENT NUMBER:** **AMENDMENT/ADJUSTMENT STATUS: Ordered (No Fiscal Action)-Amended** **// 23****JUSTIFICATION: tst****Review Amendment ? YES// (YES)****2. MOD. NO.: | 3. EFFECTIVE DATE: | 4. REQUISITION/P.O. REQ. NO.:**  **1 | 6/1/2000 | 999-00-1-060-0053/P05011****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****8. NAME AND ADDRESS OF CONTRACTOR | 10A. MODIFICATION OF CONTRACT/ORDER** **IFVENDOR,SIX | NO. 999-P05011** **1000 S BOULEVARD |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **SUITE 100 | 10B. DATED (See Item 13) 11/15/1999** **ROOM 100, POD 12 |** **ANYTOWN, GA 00001 |****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****12. ACCOUNTING AND APPROPRIATION DATA (If required)** **Increase 3600160-060 $ 11.00 TOTAL AMOUNT: $ 23.00****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****D. OTHER (specify type of modification and authority)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **IMPORTANT: Contractor is not required to sign this document and return** **copies to the issuing office.****14. DESCRIPTION OF MODIFICATION (organized by UCF section heading,** **including contract subject matter where feasible.)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*\*Currently:****Item No. 1 Item Master File No. BOC: 2660****TEST** **Items per EA: 1 NSN:**  **1 EA at $ 12.0000 = $ 12.00** **\*\*Will now be AMENDED to read:****Item No. 1 Item Master File No. BOC: 2660****TEST** **Items per EA: 1 NSN:**  **2 EA $ 11.5000 = $ 23.00** **\*ADDED THROUGH AMENDMENT\*****Authority Edit is OTHER (specify type of modification and authority)****Except as provided herein, all terms and conditions of the document referenced****in Item 10A, as heretofore changed, remains unchanged and in full force and****effect.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****JUSTIFICATION: tst****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****CONTRACTING OFFICER: IFBUYER,TWO** **ENTER '^' TO HALT:**  **Approve Amendment number 1: ? NO// y (YES)****Enter ELECTRONIC SIGNATURE CODE: Thank you.****...copying amendment information back to Purchase Order file...****...EXCUSE ME, JUST A MOMENT PLEASE...****...checking on due-ins at inventory point(s)...****...now creating entry in File 410 for the amendment...** **SEND TO SUPPLY** **QUEUE ON DEVICE: UCX/TELNET** |

## Adjustment Voucher to Purchase Card Order

### Introduction

Use this option to decrease the quantity received on a receiving report for a Purchase Card order. This option will follow the prompts of the current Adjustment Voucher option. This new option will be available to all Purchase Card Users. Depending upon where the order is in the system, the system will update the status to one of the following:

* Complete Order Received (Amended)
* Ordered (No Fiscal Action Required) - Amended
* Paid (No Receipt) - Amended
* Paid (Partial Receipt) - Amended
* Paid (Complete Order Received) - Amended
* Partial Payment (No Receipt) - Amended
* Partial Payment (Partial Rec) - Amended
* Partial Payment (Complete Rec) - Amended
* Transaction Complete (Amended)

### Menu Path

Select Process Purchase Card Menu from the Purchase Card Menu.

Select Adjustment Voucher to Purchase Card Order from the Process Purchase Card Menu.

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|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...****Select Purchase Card Menu Option: Process Purchase Card Menu** **New Simplified Purchase Card Order** **Edit Simplified Purchase Card Order** **New Detailed Purchase Card Order** **Edit Detailed Purchase Card Order** **Amendment To Purchase Card Order** **Adjustment Voucher To Purchase Card Order** **Receive Purchase Card Order** **Item Display** **Vendor Display** **Create P/C Order From Repetitive Item List** **Convert P/C Order To 2237 Request** **Convert P/C Order to a Delivery Order** **Cancel An Incomplete PC Order****Select Process Purchase Card Menu Option: Adjustment Voucher to Purchase Card Order** |

### Prompts

1. Enter a station number if prompted.
2. Enter the Purchase Card order you wish to adjust at the Purchase Order: prompt, or enter two question marks to see a list of available purchase orders.
3. IFCAP will display the Adjustment number it is working on. You will be prompted ‘Do you wish to continue? Yes//’. Accept the default of Yes to continue with the adjustment voucher.
4. At the Effective Date: prompt, enter the date that the adjustment will take effect.
5. You may enter the new status of the Purchase Card order at the Amendment/Adjustment Status: prompt, or enter a question mark to see a list of valid status.
6. Enter the date of the receiving report you wish to adjust at the Select Partial Date: prompt.
7. If you do not know the report date, enter three question marks and IFCAP will list the available dates.
8. Enter the sequence number of the item you want to adjust (e.g., 1 for the first item on the purchase order) at the Select Item: prompt.
9. Enter the new quantity at the QTY Being Received: prompt. This value has to be smaller than the quantity on the receiving report.
10. Press Enter at the Select Item: prompt when you are through entering items for adjustment. You may review the adjustment if you like. IFCAP will display the adjustment voucher.
11. You may also edit the description of the adjustment.
12. Confirm that you want to approve the adjustment by entering Y at the Approve And Print (In Fiscal And Supply) Adjustment No. (#)?: prompt.
13. Enter your electronic signature.
14. Enter an output device for the adjustment voucher. IFCAP will print or display the adjustment voucher on the output device you selected.
15. You may enter another purchase order at the Purchase Order: prompt, or press <Enter> to return to the Process Purchase Card Menu.

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| **Select STATION NUMBER ('^' TO EXIT): 658// SALEM, VA****PURCHASE ORDER: 658-P65138 07-31-96 PC Partial Order Received (Amended)** **FCP: 036 $ 574.96 IFVENDOR,NINE** **Adjustment number: 2** **Do you wish to continue? YES// (YES)** **EFFECTIVE DATE: t (OCT 03, 1996)** **AMENDMENT/ADJUSTMENT STATUS: ?** **Enter the status the purchase will have after it is amended.** **Answer with PURCHASE ORDER STATUS NAME, or SUPPLY STATUS ORDER** **Do you want the entire PURCHASE ORDER STATUS List? y (Yes)****Choose from:** **Complete Order Received (Amended) 31** **Ordered (No Fiscal Action)-Amended 23** **Partial Order Received (Amended) 26** **Transaction Complete (Amended) 41** **AMENDMENT/ADJUSTMENT STATUS: 26 Partial Order Received (Amended) 26****Select PARTIAL DATE: t OCT 03, 1996** **...HMMM, HOLD ON...****Select ITEM: 1** **QTY BEING RECEIVED: 2// 1****Select ITEM:**  **Review Adjustment ? YES// (YES)** **ADJUSTMENT VOUCHER 10/3/96****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Adjustment Voucher for Purchase Order 658-P65138**  **Item No. 1 CUTTER WIRE KIRSCHNER**  **Items per EA: 1 STK#: 56-2507**  **3 EA at $ 123.20 = $ 369.60**  **ORIGINALLY QTY RECEIVED = 2 ,COST = $ 246.4**  **will now read: QTY RECEIVED=1, COST=$123.2**  **Vendor: IFVENDOR,NINE**  **APPROPRIATION: 3660160**  **This Receiving Report will now read:**  **Total Amount: 123.2** **CONTRACTING OFFICER: IFBUYER,SIX** **Edit Description ? NO// (NO)** **Approve and print Adjustment no.: 2? NO// y (YES)****Enter ELECTRONIC SIGNATURE CODE: Thank you.****...HMMM, LET ME THINK ABOUT THAT A MOMENT...****...please wait while I update the due-ins at the inventory points...** **SEND TO SUPPLY** **QUEUE ON DEVICE: ;80;999 TELNET****SUBJECT: ADJUSTMENT VOUCHER** **Adjustment Voucher for Purchase Order 658-P65138**  **Item No. 1 CUTTER WIRE KIRSCHNER**  **Items per EA: 1 STK#: 56-2507**  **3 EA at $ 123.20 = $ 369.60**  **ORIGINALLY QTY RECEIVED = 2 ,COST = $ 246.4**  **will now read: QTY RECEIVED=1, COST=$123.2**  **Vendor: IFVENDOR,NINE** **APPROPRIATION: 3660160**  **This Receiving Report will now read:**  **Total Amount: 123.2**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Approve subject to final action on R/S on items indicated. | DATE |**  **P.O. NO.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |****SIGNATURE OF CONTRACTING OFFICER | |** **| |****/ES/ IFBUYER,SIX 10/3/96 | 10/3/96 |****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|\_\_\_\_\_\_\_\_\_\_\_|\_\_\_\_\_\_\_\_****PURCHASE ORDER:** |

## Purchase Card Reports Menu

### Introduction

This menu contains Purchase Card reports for a single buyer. Reports available in the Purchase Card Reports Menu include the following options:

* Unreconciled Austin Payments - Buyer
* Unreconciled Purchase Card Transactions - Buyer
* BOC Report for OA&MM/Fiscal .
* Delinquent PC Listing - Buyer
* Disputed Purchase Card Orders - Buyer
* Final Charge YES - Reconciled Orders - Buyer
* History of Purchase Card Transactions - Buyer
* Incomplete Purchase card Orders - Buyer
* Reconciled Purchase Card Transactions - Buyer

## Unreconciled Austin Payments-Buyer

### Introduction

This option will display charge transactions that have not been reconciled by the cardholder

### Menu Path

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|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: Unreconciled Austin Payments - Buyer** |

### Prompts

1. Accept the default of First and Last.
2. Enter a Printer name if you want a hard copy printout of the report.

|  |
| --- |
| **Select Purchase Card Reports Menu Option: UNR** **1 Unreconciled Austin Payments - Buyer** **2 Unreconciled Purchase Card Transactions - Buyer****CHOOSE 1-2: 1 Unreconciled Austin Payments - Buyer****START WITH CARD HOLDER: FIRST//** **DEVICE: HOME// UCX/TELNET Right Margin: 80//** **UNRECONCILED AUSTIN PAYMENTS - BUYER JUN 1,2000 18:03 PAGE 1** **TRANSACTION** **CARD HOLDER DATE AMOUNT** **MERCHANT NAME ORACLE DOCUMENT ID****-----------------------------------------------------------------------** **IFBUYER,ONE MAY 28,1996 200.00** **6NPDB-HRSA C99961470001003** **-------------****SUBTOTAL 200.00****SUBCOUNT 1****SUBMEAN 200.00** **-------------****TOTAL 200.00****COUNT 1****MEAN 200.00****Unreconciled Purchase Card Transactions – Buyer** |

### Introduction

This option will display purchase orders not reconciled to a credit card charge by the cardholder.

### Menu Path

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| --- |
|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: Unreconciled Purchase Card Transactions - Buyer** |

### Prompts

1. Enter station number if prompted.
2. Enter beginning date for report.
3. Enter ending date for report.
4. Enter a printer name if want a hard copy printout of the report.

|  |
| --- |
| **Select Purchase Card Reports Menu Option: PTB Unreconciled Purchase Card Transa****ctions - Buyer****Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Enter beginning date: 010100 JAN 1,2000****Enter ending date: T JUN 2,2000****DEVICE: UCX/TELNET Right Margin: 80//** **UNRECONCILED PURCHASE CARD ORDERS JUN 02, 2000@12:32:56 PAGE 1****P.O. DATE ORDER # $AMT TYPE(S/D)****VENDOR DESCRIPTION****STATUS****COMMENTS****--------------------------------------------------------------------------------****BUYER: MCGAUGH,MAVIS** **JAN 11, 2000 999-P05034 27.60 DETAILED****\*\*DAN'S TESTING #2 ALTER THE TEXT****Ordered (No Fiscal Action)-Amended****FEB 08, 2000 999-P05080 12.00 DETAILED****AMSCO INTERNATIONAL BATTERY, NONRECHARGEABLE. 1.5 VOLT****Ordered (No Fiscal Action Required)****DO THESE WIPE OUT MY COMMENTS****FEB 08, 2000 999-P05079 12.00 DETAILED****AMSCO INTERNATIONAL BATTERY, NONRECHARGEABLE. 1.5 VOLT****Ordered (No Fiscal Action Required)** |

## BOC Report for OA&MM/Fiscal

### Introduction

This report will allow users to specify a date and name range to print any Purchase Card transactions that include BOC numbers 2696 to 2699. It is used by OA&MM/Fiscal to perform Supply Funds reconciliation. NOTE: This option is usually assigned to the Purchase Card Coordinator and /or Fiscal Staff. It may not be on your menu.

### Menu Path

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|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions - Buyer****Select Purchase Card Reports Menu Option: BOC Report for OA&MM/Fiscal** |

### Prompts

* + - 1. Enter a specific cardholder name or accept the default to get ALL cardholders.
			2. Enter a printer name if you wish a hard copy printout of the report.

|  |
| --- |
| **Select Purchase Card Reports Menu Option: BOC Report for OA&MM/Fiscal****\* Previous selection: CARD HOLDER from greene,lyford to gribschaw,stephen****START WITH CARD HOLDER: FIRST//**  **\* Previous selection: TRANSACTION DATE not null** **START WITH TRANSACTION DATE: FIRST//** **DEVICE: HOME// UCX/TELNET Right Margin: 80//** **PURCHASE CARD/SUPPLY FUND DOC ID RECONCILIATION** **JUN 2,2000 12:37 PAGE 1** **TRANSACTION****BOC DATE ORACLE DOCUMENT ID PURCHASE ORDER** **COMMITTED** **AMOUNT AMOUNT MERCHANT NAME****--------------------------------------------------------------------------------** **CARD HOLDER: MONTOYA,INDIGO****2696 MAR 3,1999 C-662000P95005 662-P95005** **1.50 1.50 IFVENDOR5,TEN****2696 MAR 3,1999 C-662000P95006 662-P95006** **2.50 2.50 IFVENDOR,SIX****2696 APR 16,1999 C-662000P95014 662-P95014** **3.00 3.00 IFVENDOR,SIX** |

## Delinquent PC Listing – Buyer

### Introduction

This option will display the cardholder’s Purchase Card orders with items only partially received after requested delivery date.

### Menu Path

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|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: Delinquent PC Listing - Buyer** |

### Prompts

Enter a device for printing this report

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| **Select Purchase Card Reports Menu Option: delinquent PC Listing - Buyer****Please enter a device for printing this report****DEVICE: UCX/TELNET Right Margin: 80//** **DELINQUENT PURCHASE CARD LISTING PAGE 1****PURCHASE CARD NAME PO # STATUS DELIVERY DATE****VENDOR VENDOR PHONE****DELIVERY DATE LINE ITEM OUTSTANDING QTY ORDERED QTY OUTSTANDING****AMOUNT OUTSTANDING ITEM DESCRIPTION** **BUYER: IFBUYER,TWO****--------------------------------------------------------------------------------****110CR P85157 Partial Order Received MAR 18, 1998****IFVENDOR,THREE 555-222-2625****JUL 01, 1999 1 12 6****20.40 STUFF****PURCHASE CARD SUBTOTAL: 20.40****SEPT TEST P75149 Partial Order Received AUG 09, 1997****IFVENDOR5,THREE 555 555 6462****JAN 13, 1998 1 12 6****5.94 GOGGLES INFECTION CONTROL DISPOSABLE****PURCHASE CARD SUBTOTAL: 26.34****IFVENDOR,THREE P05092 Partial Order Received FEB 11, 2000****IFVENDOR,SIX 555-333-8838****Press return to continue, '^' to exit:** |

## Disputed Purchase Card Orders – Buyer

### Introduction

This option creates a report of Purchase Card orders placed in dispute status for a single cardholder.

### Menu Path

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|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: Disputed Purchase Card Orders - Buyer**  |

### Prompts

1. Enter station number if prompted.
2. Enter printer name if want a hard copy of the report.

|  |
| --- |
| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****DEVICE: UCX/TELNET Right Margin: 80//** **DISPUTED PURCHASE CARD ORDERS JUN 02, 2000@13:05:51 PAGE 1****PC NAME P.O. DATE $AMT PC ORDER # VENDOR****DATE RECONCILED DESCRIPTION****COMMENTS****--------------------------------------------------------------------------------****BUYER: IFBUYER,TWO****PROS MAY 19, 1998 29.90 999-P85308 IFVENDOR5,FOUR****JUL 02, 1998 Prosthetic Order****TESTING** |

## Final Charge YES - Reconciled Orders – Buyer

### Introduction

This report lists all reconciled orders that have been marked as Final Change YES for the selected date range and Card Name (File 440.6, field 44).

### Menu Path

|  |
| --- |
|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: Final Charge YES - Reconciled Orders - Buyer**  |

### Prompts

1. Enter the name of your Purchase Card.
2. Enter a reconciliation date for the report.

|  |
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| **Select Purchase Card Reports Menu Option: final Charge YES - Reconciled Orders - Buyer****Enter Purchase Card Name: IVO IFVENDOR,ONE** **\* Previous selection: RECONCILE DATE not null** **START WITH RECONCILE DATE: FIRST//** **DEVICE: HOME// UCX/TELNET Right Margin: 80//** **FINAL CHARGE RECONCILED ORDERS - BUYER JUN 2,2000 13:13 PAGE 1** **P.O. NUMBER** **ORACLE CHARGE DATE** **P.O. AMOUNT AMOUNT RECONCILED****-------------------------------------------------------------------------** **999-P05026 32.45 32.45 NOV 17,1999** |

## History of Purchase Card Transactions – Buyer

### Introduction

This option will display Purchase Card data on cards held by the cardholder within the date range selected by the buyer.

### Menu Path

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| --- |
|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: History of Purchase Card Transactions - Buyer** |

### Prompts

1. Enter the beginning date for the report.
2. Enter the ending date for the report.
3. Enter a status: P for Paid orders, U for Unpaid orders and B for both type of orders.

|  |
| --- |
| **Enter beginning date: 010100 JAN 1,2000****Enter ending date: t JUN 2,2000** **Select one of the following:** **P Paid** **U Unpaid** **B Both****STATUS: b Both****DEVICE: UCX/TELNET Right Margin: 80//** **HISTORY OF PURCHASE CARD TRANSACTIONS REPORT - ALL PAGE: 1****FCP PC NUMBER PURCHASE DATE BUYER VENDOR** **AMOUNT COST CENTER BUDGET OBJECT CODE****FIRST LINE ITEM DESCRIPTION** **STATUS****--------------------------------------------------------------------------------****036 P05176 MAY 01, 2000 IFBUYER,ONE IFVENDOR5,FIVE** **27.60 828100 2660 Operating Supplies and Ma** **WOODEN WIDGETS-PINE-PAINTED****Ordered (No Fiscal Action Required)** **CONTROL POINT 36 SUBTOTAL: 27.60****060 P05174 MAY 01, 2000 IFBUYER,ONE IFVENDOR5,FIVE** **0.00 842100 2660 Operating Supplies and Ma** **WOODEN WIDGETS-PINE-PAINTED****Order Not Completely Prepared****060 P00003 APR 13, 2000 IFBUYER,ONE IFVENDOR5,FIVE** **10.00 842100 2660 Operating Supplies and Materials****STUFF****Ordered (No Fiscal Action Required)****HISTORY OF PURCHASE CARD TRANSACTIONS REPORT - ALL PAGE: 2****FCP PC NUMBER PURCHASE DATE BUYER VENDOR** **AMOUNT COST CENTER BUDGET OBJECT CODE****FIRST LINE ITEM DESCRIPTION****STATUS****--------------------------------------------------------------------------------****110 A00059 APR 13, 2000 IFBUYER,ONE IFVENDOR5,FIVE** **14.40 842100 2660 Operating Supplies and Materials****TESTING****Ordered (No Fiscal Action Required)****110 P05158 APR 04, 2000 IFBUYER,ONE IFVENDOR5,FIVE** **27.60 842100 2660 Operating Supplies and Materials** **WOODEN WIDGETS-PINE-PAINTED****Ordered (No Fiscal Action Required)** |

## Incomplete Purchase card Orders – Buyer

### Introduction

This option generates a report of Purchase Card orders entered but not signed for the cardholder.

### Menu Path

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|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: History of Purchase Card Transactions - Buyer** |

### Prompts

1. Enter a station number if prompted.
2. Select a fiscal year.
3. Select a device for printing the report.

|  |
| --- |
| **Select STATION NUMBER: 999** **Select FISCAL YEAR: 00//** **Please select a device for printing this report.****DEVICE: UCX/TELNET Right Margin: 80//** **INCOMPLETE PURCHASE CARD ORDERS REPORT PAGE 1****PURCHASE CARD ORDER PO DATE SUPPLY STATUS** **BUYER DATE PO ASSIGNED****--------------------------------------------------------------------------------****999-P05174 MAY 01, 2000 Order Not Completely Prepared** **IFBUYER,ONE DVMMAY 01, 2000@12:20****999-P05166 APR 13, 2000 Order Not Completely Prepared** **IFBUYER,ONE DVMAPR 13, 2000@12:16****999-P05128 MAR 21, 2000 Order Not Completely Prepared** **IFBUYER,ONE DVMMAR 21, 2000@12:43**  |

## Reconciled Purchase Card Transactions – Buyer

### Introduction

The Reconciled Purchase Card Transactions - Buyer report will list all Purchase Card orders reconciled by the Purchase Card holder, sorted by Purchase Card User, card number (although the card number will not display on the report), and date, beginning with the oldest order. Cardholder access to Purchase Card order data will be limited to their own orders.

### Menu Path

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|  **Unreconciled Austin Payments - Buyer** **Unreconciled Purchase Card Transactions - Buyer** **BOC Report for OA&MM/Fiscal** **Delinquent PC Listing - Buyer** **Disputed Purchase Card Orders - Buyer** **Final Charge YES - Reconciled Orders - Buyer** **History of Purchase Card Transactions - Buyer** **Incomplete Purchase card Orders - Buyer** **Reconciled Purchase Card Transactions – Buyer****Select Purchase Card Reports Menu Option: Reconciled Purchase Card Transactions – Buyer** |

### Prompts

1. Enter a station number if prompted.
2. Enter the first date that you want IFCAP to use for the report at the Enter Beginning Date: prompt.
3. Enter the last date that you want IFCAP to use for the report at the Enter Ending Date: prompt.
4. Enter an output device. IFCAP will print the 'Reconciled Purchase Card Orders’ report on the output device you selected. The report will list each reconciled order, purchase order date, date reconciled, order #,the amount of the order, the vendor, description of line item 1, status, comments, charge document reference #, amount reconciled, whether reconciled amount was the Final Charge, and the buyer of the order.

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| **Select STATION NUMBER ('^' TO EXIT): 999// ANYCITY, NM****Enter beginning date: 060100 JUN 1,2000****Enter ending date: T JUN 2,2000****DEVICE: UCX/TELNET Right Margin: 80//** **RECONCILED PURCHASE CARD ORDERS JUN 02, 2000@13:41:04 PAGE 1****P.O. DATE DATE RECONCILED ORDER # $AMT TYPE(S/D)****VENDOR DESCRIPTION****STATUS****COMMENTS****DOC-REF # RECONCILED $AMT RECONCILE VENDOR FINAL CHARGE****--------------------------------------------------------------------------------****BUYER: IFBUYER2,NINE****APR 28, 1997 JUN 02, 2000 999-P65024 667.14 SIMPLIFIED****IFVENDOR1,TWO SDFS****Reconciled****SFSF****C99961470012001 150.20 IFVENDOR1,ONE NO****C99961470012006 667.14 IFVENDOR1,THREE YES** **RECONCILED SUBTOTAL - $817.34** **BUYER SUBTOTAL - $667.14** |

## Cancel an Incomplete PC Order

### Introduction

Use this option to cancel an incomplete Purchase Card order, not certified with an electronic signature. To cancel a COMPLETE purchase order, you must create an amendment to the Purchase Card order.

### Menu Path

Select Process Purchase Card Menu from the Purchase Card Menu.

Select Cancel An Incomplete PC Order from the Process Purchase Card Menu.

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|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...****Select Purchase Card Menu Option: Process Purchase Card Menu** **New Simplified Purchase Card Order** **Edit Simplified Purchase Card Order** **New Detailed Purchase Card Order** **Edit Detailed Purchase Card Order** **Amendment To Purchase Card Order** **Adjustment Voucher To Purchase Card Order** **Receive Purchase Card Order** **Item Display** **Vendor Display** **Create P/C Order From Repetitive Item List** **Convert P/C Order To 2237 Request** **Convert P/C Order to a Delivery Order** **Cancel An Incomplete PC Order****Select Process Purchase Card Menu Option: Cancel an Incomplete PC Order** |

### Prompts

1. Enter a Purchase Card order number, or enter two question marks to see a list of available Purchase Card orders.
2. IFCAP will ask you to confirm that you want to cancel the order. Enter Y to cancel the order. IFCAP will return to the Process Purchase Card Menu.

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## Purchase Card Display/Print Menu

### Introduction

This menu contains options for printing and displaying information related to the Purchase Card Orders.

### Menu Path

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| **Select PURCHASE CARD ORDER NUMBER: 658-P65210 08-15-96 PC Order Not Completely Prepared**  **FCP: 091 $ 2.00 IFVENDOR5,SIX****Are sure you want to cancel this order? NO// y (YES)** **New Simplified Purchase Card Order** **Edit Simplified Purchase Card Order** **New Detailed Purchase Card Order** **Edit Detailed Purchase Card Order** **Amendment To Purchase Card Order** **Adjustment Voucher To Purchase Card Order** **Receive Purchase Card Order** **Item Display** **Vendor Display** **Create P/C Order From Repetitive Item List** **Convert P/C Order To 2237 Request** **Convert P/C Order to a Delivery Order** **Cancel An Incomplete PC Order** **Select Purchase Card Menu Option: Purchase Card Display/Print Menu** **Inquire-Purchase Card Information** **Purchase Card Transaction Statu** **Item History** **Reprint Purchase Card Order** |

## Inquire-Purchase Card Information

### Introduction

This option allows users to make an inquiry about Purchase Card information and to add or delete surrogate users on their specific cards.

### Menu Path

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|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...****Select Purchase Card Menu Option: Purchase Card Display/Print Menu** **Inquire-Purchase Card Information** **Purchase Card Transaction Status** **Item History** **Reprint Purchase Card Order****Select Purchase Card Display/Print Menu Option: Inquire-Purchase Card Information** |

### Prompts

1. Enter a Purchase Card number, or enter two question marks to see a list of Purchase Card numbers that you are authorized to use.
2. After you make your selection, IFCAP will display information about the Purchase Card, including budgetary information, spending limits, and IFCAP users associated with the card in various ways.
3. Enter Y at the Would You Like To Add/Delete A Surrogate?: prompt to authorize a new user of the Purchase Card or to delete a user from the card.
4. Enter the user's name at the Select Surrogate User: prompt. Enter the last name of the user first. You do not have to enter the @ sign before the name to delete a user; when you enter a name, IFCAP adds the name if the name isn't associated with the card, and deletes the name if the name is associated with the card.
5. Enter another user at the Would You Like To Add/Delete Another Surrogate?: prompt, or press <Enter> to return to the Purchase Card Display/Print Menu.

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| **Select PURCHASE CARD INFORMATION PURCHASE CARD NUMBER: 4716360112121212****PURCHASE CARD NUMBER: 4716360112121212 FUND CONTROL POINT: 173 PROSTHETICS** **COST CENTER: 827200** **BUDGET OBJECT CODE: 1031 Other Health Technicians and Aides not Previously Identified** **PC USER SINGLE PURCHASE LIMIT: 1000 MONTHLY PURCHASE LIMIT: 10000** **CARD HOLDER: IFBUYER3,TEN****SURROGATE USER: IFBUYER3,TEN** **STATION NUMBER: 658****Would you like to add/delete a surrogate? NO// y (YES)****Select SURROGATE USER: IFBUYER3,ONE IRM PROGRAMMER/ANALYST** **Are you adding 'IFBUYER3,ONE' as a new SURROGATE USER? y (Yes)****Would you like to add/delete another surrogate? NO// (NO)** **Inquire-Purchase Card Information** **Purchase Card Transaction Status** **Item History** **Reprint Purchase Card Order****Select Purchase Card Display/Print Menu Option:** |

## Purchase Card Transaction Status

### Introduction

This option creates a report that displays limited data including the status for a Purchase Card order.

### Menu Path

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|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...****Select Purchase Card Menu Option: Purchase Card Display/Print Menu** **Inquire-Purchase Card Information** **Purchase Card Transaction Status** **Item History** **Reprint Purchase Card Order****Select Purchase Card Display/Print Menu Option: Purchase Card Transaction Status** |

### Prompts

1. Enter a station number if prompted.
2. Enter a Purchase Card order number at the P.O./REQ. NO.: prompt. IFCAP will display the order, including item and budget information. You may also print the report if you like.
3. Enter another station number at the Station Number: prompt, or enter a caret (^) to return to the Purchase Card Display/Print Menu.

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| **Select STATION NUMBER ('^' TO EXIT): 658// SALEM, VA****P.O./REQ. NO.: 658-A62633 10-04-96 PC Complete Order Received**  **FCP: 036 $ 7.25 PERMA TYPE****Transaction Number: 658-P65027 FCP: 074 M&O****Transaction Status: Transaction Complete****Date of Request: AUG 07, 1996 Date Required: SEP 06, 1996****Vendor: IFVENDOR5,SEVEN****Committed (Estimated) Cost: 2631.00 Date Committed: SEP 06, 1996****Purchase Card Amount: 2631.00 Date Signed: AUG 07, 1996@12:24:36****Transaction Amount: 2631.00 Accounting Data: 3660160****Originator of Request: IFBUYER3,TWO****Requesting Service: ENGINEERING****Delivery Location: AC SHOP****Sort Group:** **Transaction date: AUG 14, 1996 Credit card ref.#: C55566660004005****Amount: 2631.00****Do you wish to print this report? Yes// NO** **Inquire-Purchase Card Information** **Purchase Card Transaction Status** **Item History** **Reprint Purchase Card Order****Select Purchase Card Display/Print Menu Option:** |

## Reprint Purchase Card Order

### ntroduction

This option will allow the cardholder to reprint Purchase Card orders.

### Menu Path

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|  **Purchase Card Reports Menu ...** **Approving Official Menu ...** **Process Purchase Card Menu ...** **Purchase Card Display/Print Menu ...** **Reconciliation Menu ...****Select Purchase Card Menu Option: Purchase Card Display/Print Menu** **Inquire-Purchase Card Information** **Purchase Card Transaction Status** **Item History** **Reprint Purchase Card Order****Select Purchase Card Display/Print Menu Option: Reprint Purchase Card Order** |

### Prompts

1. Enter a station number if prompted.
2. Enter a Purchase Card order at the P.O./Req.No.: prompt.
3. Enter an output device for the Purchase Card order.
4. You can enter another Purchase Card order at the P.O./Req.No.: prompt, or press <Enter> to return to the Purchase Card Display/Print Menu.

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| **Select STATION NUMBER ('^' TO EXIT): 658// SALEM, VA****P.O./REQ.NO.: 658-P65058 658-P65058 04-22-96 PC Transaction Complete**  **FCP: 060 $ 829.00 IFVENDOR5,EIGHT****Print on what Device: LASERDJ//** **P.O./REQ.NO.:**  **Inquire-Purchase Card Information** **Purchase Card Transaction Status** **Item History** **Reprint Purchase Card Order****Select PUrchase Card Display/Print Menu Option:** |

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# The Logistics Data Query Tool

The Logistics Data Query Tool is designed to assist Chief Logistics Officers; Materiel Managers; Purchasing Agents; and members of the Facility Logistics Staff (including Inventory Managers; Supply, Processing, and Distribution (SPD) Technicians; Management Analysts; Warehouse Clerks; or Supply System Analysts). The Query Tool can be used to quickly access, analyze and verify IFCAP and Prosthetics procurement data and display it using a graphical user interface to the VistA data. You can sign-on to VistA, find data, view the data, or easily move the data into a Microsoft® Excel® spreadsheet.

The Query Tool is a Windows software application that acts as a “front-end” to enable you to more easily find, display, and export VistA data. The Query Tool is an alternative to the VA FileMan utility program which has traditionally been used to look directly at the MUMPS globals (files) which store VistA data. The Query Tool enables you to…

* Search for data and display data by a range of dates
* Sort and rearrange the view of the data; display the data in a custom view
* Export the data into a Microsoft Excel spreadsheet file

Information on what the Query Tool can do for you can be found in the Logistics Data Query Tool User Manual

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