Integrated Funds Distribution,
Control Point Activity,
Accounting and Procurement
(IFCAP)
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Purchase Card User's Guide

Department of Veterans Affairs
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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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Chapter 1. Introduction

1.1 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.

1.2 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.

1.3 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.

1.4 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.

1.5 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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Chapter 2. Record Card Purchases in IFCAP

2.1 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.

2.2 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.

2.3 Enter a Simplified Purchase Card Order

2.3.1 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).

2.3.2 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 Request
Select Process Purchase Card Menu Option: New Simplified Purchase Card Order
```

2.3.3 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.

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!

```
Select STATION NUMBER ('^' TO EXIT): 999//       ANYCITY, NM

ENTER 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,ONE
P.O. DATE: TODAY//   (FEB 06, 2006)
PCDO VENDOR: IFVENDOR5,TEN  IFVENDOR5,TEN       PH:              NO: 41360
ORD ADD: IFVENDOR5,TEN                         FMS:
                                              CODE:             FAX:
                                                        Business Type Undefined
         ...OK? Yes//   (Yes)

FREE TEXT VENDOR: IFVENDOR,TWO
```

```
FCP: 911 PROSTHETICS//                            0160A1   10  01AE   01AE27200
COST 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 Supplies
COMMENTS:
  1> Example of Simplified Order
SORT GROUP:
Select SUB-CONTROL POINT:
     Review Purchase Card Order ? YES//   (YES)

PC ORDER: 999-P05125                 STATUS: Order Not Completely Prepared
M.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,ONE
DISCOUNT TERM:               |                          |DATE: 2/6/2006
APP: 3600160-911             |                          |
                             |                          |TOTAL:   2500.00
-----------------------------------------------------------------------------
        ENTER '^' TO HALT:
                                                   UNIT           TOTAL
ITEM           DESCRIPTION                QTY UNIT  COST           COST
-----------------------------------------------------------------------------
       >PROSTHETIC LEFT LEG                                       2500.00
        BOC: 2692

Enter ELECTRONIC SIGNATURE CODE:                      Thank you.

     Print Purchase Card Order ? YES//   (YES)
Cost of this request: $2500.00
Current Control Point Balance: $2098973.54
QUEUE ON DEVICE: S                          ← Enter your printer selection here
```

2.4 New Detailed Purchase Card Order

2.4.1 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.

2.4.2 Menu Path

From the `Purchase Card Menu`, select `Process Purchase Card 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: New Detailed Purchase Card Order
```

2.4.3 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.

```
Select Process Purchase Card Menu Option: NEW DETailed Purchase Card Order


Select STATION NUMBER ('^' TO EXIT): 999//       ANYCITY, NM

ENTER 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: EXNAME
P.O. DATE: JUN 28,2005//   (JUN 28, 2005)
ESTIMATED ORDER?: N//   NO
PCDO VENDOR: SAMPLE INTERNATIONAL  SAMPLE INTERNATIONAL  EDIPH:800 333-8828NO: 4
0179
ORD 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   01EA44175
Enter 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  NO
F.O.B. POINT: DESTINATION//   DESTINATION
DELIVERY 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 Materials
Select 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 CONCERN

REASON 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//   NO
PERF. 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 Prepared
M.O.P.: PURCHASE CARD                LAST PARTIAL RECD.:
                                     REQUESTING SERVICE: ENGINEERING
VENDOR:  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 ONE
DISCOUNT TERM:               |           1234567         |DATE: 6/28/2005
APP: 364/50160-256           |                           |
                             |                           |TOTAL:    42.00
-------------------------------------------------------------------------------
        ENTER '^' TO HALT:


                                                        UNIT           TOTAL
ITEM           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: 1234567


END 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: $42.00
Current Control Point Balance: $4497370.26


...now generating the PHA transaction

...now generating the FPDS message for the AAC
```

2.5 Editing Purchase Card Orders

2.5.1 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.

2.5.2 Editing a Simplified Purchase Card Order

2.5.2.1 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.

2.5.2.2 Menu Path

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

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!

```
Select STATION NUMBER ('^' TO EXIT): 999//       ANYCITY, NM

P.O./REQ.NO.:999-P05125   999-P05125  02-06-06  PC  Order Not Completely Prepared
             FCP: 911     $ 2500.00
PURCHASE CARD NAME: IFVENDOR,ONE//  IFVENDOR,ONE
P.O. DATE: FEB 06, 2006//  (FEB 06,2006)
PCDO VENDOR: IFVENDOR5,TEN  IFVENDOR5,TEN       PH:              NO: 41360
ORD ADD: IFVENDOR5,TEN                         FMS:
                                              CODE:             FAX:
                                                        Business Type Undefined
         ...OK? Yes//   (Yes)

FREE TEXT VENDOR: IFVENDOR,TWO//
FCP: 911 PROSTHETICS//   Replace
COST CENTER: 827200//
CLASSIFICATION OF REQUEST:
PURCHASE COST: 2500//
DESCRIPTION:
PROSTHETIC LEFT LEG

  Edit? NO//
BOC: 2692 Prosthetic Supplies  Replace
```

```
2692 Prosthetic Supplies
COMMENTS:
Example of Simplified Order  Replace
SORT GROUP:
Select SUB-CONTROL POINT:
     Review Purchase Card Order ? YES//   (YES)

PC ORDER: 999-P05125                 STATUS: Order Not Completely Prepared
M.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: 82O000          |                           |
TYPE:                        |                           |BUYER:
DELIVER ON/BEFORE            |CONTRACT:                  |  IFBUYER,ONE
DISCOUNT TERM:               |                           |DATE: 2/6/2006
APP: 3600160-911             |                           |
                             |                           |TOTAL:   2500.00
-----------------------------------------------------------------------------
        ENTER '^' TO HALT:
                                                      UNIT           TOTAL
ITEM           DESCRIPTION                QTY UNIT    COST           COST
-----------------------------------------------------------------------------
       >PROSTHETIC LEFT LEG                                          2500.00
        BOC: 2692

Enter ELECTRONIC SIGNATURE CODE:                     Thank you.

     Print Purchase Card Order ? YES//   No
Cost of this request: $2500.00
Current Control Point Balance: $2098973.54
```

2.5.3 Editing a Detailed Purchase Card Order

2.5.3.1 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`.

```
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: Edit Detailed Purchase Card Order
```

2.5.3.2 Prompts

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

```
P.O./REQ.NO.: 999-4E0300  999-4E0300  02-06-06  PC   Order Not Completely Prepar
ed          FCP: 256     $ 42.00
PURCHASE CARD NAME: EXNAME//  EXNAME
P.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  Replace
Select 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 CONCERN

REASON 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//   NO
PERF. 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 Prepared
M.O.P.: PURCHASE CARD                LAST PARTIAL RECD.:
                                     REQUESTING SERVICE: ENGINEERING
VENDOR:  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 ONE
DISCOUNT TERM:               |           1234567         |DATE: 6/28/2005
APP: 364/50160-256           |                           |
                             |                           |TOTAL:    42.00
-------------------------------------------------------------------------------
        ENTER '^' TO HALT:

                                                        UNIT           TOTAL
ITEM           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: 1234567


END 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: $42.00
Current Control Point Balance: $4497370.26


...now generating the PHA transaction

...now generating the FPDS message for the AAC
```

Chapter 3. Create and Convert Orders

3.1 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.

3.2 Create a PC order from a RIL

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

3.2.1 Menu Path

```
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 Request

Select Process Purchase Card Menu Option: CREATE P/C Order From Repetitive Item List
```

3.2.2 Prompts

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

```
       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:
```

34. If you enter Y at the Review Purchase Card Order?: prompt, IFCAP will display the Purchase Card order to your screen.
35. Enter your electronic signature code.
36. 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.
37. 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.

```
Review Purchase Card Order ? YES//   (YES)

PC ORDER: 999-P05173                 STATUS: Order Not Completely Prepared
M.O.P.: PURCHASE CARD                LAST PARTIAL RECD.:
                                     REQUESTING SERVICE: IFVENDOR,EIGHT
VENDOR:  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,TWO
IFBUYER,TWO
DISCOUNT TERM:               |                          |DATE: 4/26/2000
APP: 3600160-911             |                          |ESTIMATED
                             |                          |TOTAL:    24.00
-------------------------------------------------------------------------------
                                                        UNIT           TOTAL
ITEM           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: $24.00
Current 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 CIOFO

Requested Start Time: NOW//  (APR 26, 2000@13:16:32)
Request 999-P05173 has been created.
The vendor for this request is: IFVENDOR,SIX
Total cost of request: $24.00
Total items on Purchase Card request: 1
```

3.3 Convert Temporary 2237 to PC Request

3.3.1 Menu Path

```
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 Request

Select Purchase Card Menu Option: Convert Temporary 2237 to PC Request
```

3.3.2 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).

```
Select STATION NUMBER: 999
Select CONTROL POINT: 036 SUPPLY SPD             1060
     1) 999-SPD
     2) 999-IFCAPTWO
     3) 999-IFCAPTHREE
Select INVENTORY POINT:  (1-3): 1  999-SPD

Select the existing transaction number to be converted

Select 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/DEF
VENDOR: 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-IN
Needed for stock
------------------------------------------------------------------
Originator of Request: IFBUYER,TWO
Signature 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 Symbols
999-3601060-036-828100-2660
-------------------------------------------------------------------
Press return to continue:
```

7. Enter the information for the new transaction number

```
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
```

8. Build the Purchase Card Order by entering an appropriate common number series for the Purchase Card order.

9. 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.

```
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,THREE
P.O. DATE: MAY 1,2000//
ESTIMATED ORDER?: N//   NO
PCDO VENDOR: IFVENDOR,THREE //
FCP: 036 SUPPLY SPD//
COST CENTER: 820000//
REQUESTING SERVICE: SURGERY
CLASSIFICATION OF REQUEST:
RECEIVING REQUIRED?: Y  YES
DELIVERY LOCATION: BLD8//
SHIP TO: ANYCITY VAMC//
F.O.B. POINT: DESTINATION//   DESTINATION
DELIVERY DATE: TODAY+10//   (MAY 11, 2000)
PROPOSAL: N/A// IFBUYER,FIVE  555-777-9889
EST. SHIPPING AND/OR HANDLING:
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 12001// ..
  DESCRIPTION:
  1> WOODEN WIDGETS-PINE-PAINTED
EDIT 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-IFCAPTHREE
Select INVENTORY POINT:  (1-3): 1  999-SPD

SORT GROUP:
Select SUB-CONTROL POINT:
```

10. The Purchase Card Order May be Displayed

```
Review Purchase Card Order ? YES//   (YES)

PC ORDER: 999-P05176                 STATUS: Order Not Completely Prepared
```

```
M.O.P.: PURCHASE CARD                LAST PARTIAL RECD.:
                                     REQUESTING SERVICE: SURGERY
VENDOR:  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,TWO
DISCOUNT TERM:               |       GS-98-99827F        |DATE: 5/1/2000
APP: 3601060-036             |                           |
                             |                           |TOTAL:    27.60
-----------------------------------------------------------------------
        ENTER '^' TO HALT:

                                                    UNIT         TOTAL
ITEM           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-98-99827F


END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:
```

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

```
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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Chapter 4. Convert PC Orders to Other Document Types

4.1 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.

4.2 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.

4.2.1 Menu Path

```
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
```

4.2.2 Display of Option

```
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.

4.3 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.

4.3.1 Menu Path

```
   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
```

4.3.2 Display the Option

```
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.

Chapter 5. Record Receipt of a PC Order

5.1 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.

5.2 Menu Path

Select Process Purchase Card Menu from the Purchase Card Menu.

Select Receive Purchase Card Order from the Process Purchase Card 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: Receive Purchase Card Order
```

5.3 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.

```
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
```

Chapter 6. Reconcile Payment Authorizations from FMS

6.1 Introduction

6.1.1 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.

6.1.2 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.

6.2 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.

```
          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?
```

6.3 Automatic Reconciliations

6.3.1 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.)

```
          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.
```

6.3.2 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.

```
             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.

```
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:
```

6.3.3 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.

```
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 6.4 ET-FMS Document Display

6.4.1 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.

6.4.2 Menu Path

```
 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
```

6.4.3 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.

```
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 6.5 Edit/Remove Reconciliation

6.5.1 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.

6.5.2 Menu Path

```
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
```

6.5.3 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:
```

6.6 Daily Purchase Card Charges Statement

6.6.1 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.

6.6.2 Menu Path

```
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
```

6.6.3 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
```

Chapter 7. Approving Official Options

7.1 Approve Reconciliation

7.1.1 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.

7.1.2 Menu Path

```
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
```

7.1.3 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.
```

7.2 Reports

7.2.1 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.

7.2.2 Menu Path

```
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
```

7.2.3 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
```

7.2.4 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
```

7.2.5 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

7.2.6 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
```

7.2.7 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
```

7.2.8 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
```

7.2.9 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
```

7.2.10 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

;;;
```

```
MAR 07, 2000        MAR 07, 2000     P85829       27
IFVENDOR2,SEVEN                     COVER ARMBOARD 9 INCH
```

7.2.12 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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Chapter 8. Purchase Card Coordinator Options

8.1 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 of Charges 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.

8.2 Austin Audit Information

8.2.1 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.

8.2.2 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
```

8.2.3 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
```

8.3 Charge Card Reg. Exception

8.3.1 Introduction

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

8.3.2 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
```

8.3.3 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 8.4 Coordinator Approving Official Charge Audit

8.4.1 Introduction

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

8.4.2 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
```

8.4.3 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
```

8.5 Daily Charge Transmission Log

8.5.1 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.

8.5.2 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
```

8.5.3 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
```

8.6 Delinquent Approvals

8.6.1 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.

8.6.2 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
```

8.6.3 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).

3. Enter a Date at the START WITH APPROVAL DATE : prompt
4. Enter a Date at the GO TO APPROVAL DATE: prompt
5. 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
```

8.7 Delinquent PC Listing

8.7.1 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.

8.7.2 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 PC Listing
```

8.7.3 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
```

8.8 Delinquent Reconciliations

8.8.1 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.

8.8.2 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 Reconciliations
```

8.8.3 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
```

8.9 Fiscal Daily Review

8.9.1 Introduction

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

8.9.2 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
```

8.9.3 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
```

8.10 History of Purchase Card Transactions

8.10.1 Introduction

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

8.10.2 Menu Path

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

```
          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
```

8.10.3 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
```

8.11 IMPAC Account Information

8.11.1 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.

8.11.2 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
```

8.11.3 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
```

8.12 Inactivate Expired Charge Cards

8.12.1 Introduction

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

8.12.2 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
```

8.12.3 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
```

8.13 Incomplete Purchase Card Orders Report

8.13.1 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.

8.13.2 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
```

8.13.3 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
```

8.14 Print Unregistered Credit Card Charges

8.14.1 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.

8.14.2 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
```

8.14.3 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
```

8.15 Purchase Card exceptions/replacements

8.15.1 Introduction

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

8.15.2 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
```

8.15.3 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://
```

8.16 Purchase Card Information List

8.16.1 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.

8.16.2 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
```

8.16.3 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
```

8.17 Purchase Card Registration

8.17.1 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.

8.17.2 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
```

8.17.3 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)
```

8.18 Purchase Card Statistics

8.18.1 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.

8.18.2 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
```

8.18.3 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
```

8.19 Purchase Card Timely Commitment Report

8.19.1 Introduction

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

8.19.2 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 Timely Commitment Report
```

8.19.3 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
```

8.20 Reconciled Purchase Card Transactions

8.20.1 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.

8.20.2 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
```

8.20.3 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
```

8.21 Retrieve Unregistered Credit Card Charges

8.21.1 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.

8.21.2 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
```

8.21.3 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//
```

8.22 Summary Report of Unpaid PC Transactions

8.22.1 Introduction

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

8.22.2 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
```

8.22.3 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
```

8.23 Unapproved Reconciliations

8.23.1 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.

8.23.2 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
```

8.23.3 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
```

8.24 Unreconciled Austin Payment Transactions

8.24.1 Introduction

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

8.24.2 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
```

8.24.3 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
```

8.25 Unreconciled Purchase Card Transactions

8.25.1 Introduction

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

8.25.2 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
```

8.25.3 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)
```

Chapter 9. Supplemental Purchase Card Options

9.1 Introduction

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

9.2 Amendment to Purchase Card Order

9.2.1 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.

9.2.2 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.

9.2.3 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)

9.2.4 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
```

9.2.5 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.

```
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
```

9.3 Adjustment Voucher to Purchase Card Order

9.3.1 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)

9.3.2 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.

```
          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
```

9.3.3 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.

```
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:
```

9.4 Purchase Card Reports Menu

9.4.1 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

9.5 Unreconciled Austin Payments-Buyer

9.5.1 Introduction

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

9.5.2 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:  Unreconciled Austin Payments - Buyer
```

9.5.3 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
```

9.5.4 Introduction

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

9.5.5 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: Unreconciled Purchase Card Transactions -
Buyer
```

9.5.6 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)
```

9.6 BOC Report for OA&MM/Fiscal

9.6.1 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.

9.6.2 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:  BOC Report for OA&MM/Fiscal
```

9.6.3 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
```

9.7 Delinquent PC Listing – Buyer

9.7.1 Introduction

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

9.7.2 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:   Delinquent PC Listing - Buyer
```

9.7.3 Prompts

Enter a device for printing this report

```
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:
```

9.8 Disputed Purchase Card Orders – Buyer

9.8.1 Introduction

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

9.8.2 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:  Disputed Purchase Card Orders - Buyer
```

9.8.3 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
```

9.9 Final Charge YES - Reconciled Orders – Buyer

9.9.1 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).

9.9.2 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
```

9.9.3 Prompts

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

```
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
```

9.10 History of Purchase Card Transactions – Buyer

9.10.1 Introduction

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

9.10.2 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:  History of Purchase Card Transactions -
```

```
Buyer
```

9.10.3 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)
```

9.11 Incomplete Purchase card Orders – Buyer

9.11.1 Introduction

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

9.11.2 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:  History of Purchase Card Transactions -
Buyer
```

9.11.3 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
```

9.12 Reconciled Purchase Card Transactions – Buyer

9.12.1 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.

9.12.2 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:   Reconciled Purchase Card Transactions –
Buyer
```

9.12.3 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.

```
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
```

9.13 Cancel an Incomplete PC Order

9.13.1 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.

9.13.2 Menu Path

Select Process Purchase Card Menu from the Purchase Card Menu.

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

```
          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
```

9.13.3 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.

9.14 Purchase Card Display/Print Menu

9.14.1 Introduction

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

9.14.2 Menu Path

```
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
```

9.15 Inquire-Purchase Card Information

9.15.1 Introduction

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

9.15.2 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: 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
```

9.15.3 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.

```
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:
```

9.16 Purchase Card Transaction Status

9.16.1 Introduction

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

9.16.2 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:  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
```

9.16.3 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.

```
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:
```

9.17 Reprint Purchase Card Order

9.17.1 ntroduction

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

9.17.2 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:  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
```

9.17.3 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.

```
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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Chapter 10. 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.

The Logistics Data Query Tool User Manual is available online: at…

http://www.va.gov/vdl/application.asp?appid=42.

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Chapter 11. Glossary

This glossary defines terms in this manual that users might find unfamiliar.

Term	Definition / Discussion
1358	VA Form 1358, Estimated Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
A&MM	Acquisition and Materiel Management Service.
Accounting Technician	Fiscal employee responsible for obligation of and payment for goods and services. Accounting Technicians process accounting transactions and transmit them to FMS.
ADP Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the sub-allowance level.
Amendment	A document that changes the information contained in a specified Order.
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal.
Authorization	A charge to an obligated 1358. Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Batch Number	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.

Term	Definition / Discussion
Breakout Code	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes are listed in the VA Handbook 4671.2
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Classification of Request	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, and Food Group III.
Common Numbering Series	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinator establishes the Common Numbering Series used by each facility.
Control Point	Financial element, existing ONLY in IFCAP that corresponds to the ACCS number in FMS. Also the division of monies to a specified service, activity or purpose from an appropriation.
Control Point Clerk	The user within the service who is designated to input requests and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.

Term	Definition / Discussion
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM/Fiscal.
Cost Center	"Subsection" of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the VA Handbook 4671.1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Direct Delivery Patient	A patient who has been designated to have goods delivered directly to him/her from the vendor.
Discount Item	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.
Electronic Data Interchange (EDI)	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
Electronic Signature	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
Expenditure Request	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.

Term	Definition / Discussion
Fiscal Quarter	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve-month period from October 1 to September 30.
FMS	Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FPDS	Federal Procurement Data System.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	See Control Point
Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of $250.00.
GL	General Ledger.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.
Integrated Supply Management System (ISMS)	ISMS is the system that replaced LOG I for Expendable Inventory. IFCAP sends PHA and PHM transactions to this system.
ISMS	Integrated Supply Management System.
Item File	A listing of items specified by A&MMS as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.

Term	Definition / Discussion
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
Item Master Number	A computer generated number used to identify an item in the Item File.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
Liquidation	The amount of money to be paid a vendor. The payment will be posted on the 1358 document and will reduce the Fiscal Balance. They are processed through payment/invoice tracking.
LOG I	LOG I is the name of the Logistics A&MM computer located at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.
Mandatory Source	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
MSC Confirmation Message	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents.
Obligation	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order.
Obligation (Actual) Amount	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document in IFCAP.
Obligation Data	A Control Point option that allows the Control Point Clerk to enter data not recorded by IFCAP.
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
Outstanding 2237	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
PAID	Personnel Accounting Integrated Data.
Partial	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.

Term	Definition / Discussion
PAT Number	Pending Accounting Transaction number - the primary FMS reference number.
Personal Property Management	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
PPM	Personal Property Management.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Prompt Payment Terms	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
Purchase History Add (PHA)	Procurement History Add transaction. This updates the Procurement History file in Austin when orders are obligated in IFCAP. This same transaction is also used to send a PO for EDI processing.
Purchase History Mod (PHM)	Procurement History Modification. This updates the Procurement History file in Austin when orders are amended.
Purchase Order	A government document authorizing the purchase of ~~the~~ goods or services at the terms indicated.
Purchase Order Acknowledgment	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
Purchase Order Status	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
Purchasing Agents	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, and Adjustments) made to a Control Point's Funds.
Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written/electronic bids from vendors.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item. The VA document used to indicate the quantity and dollar value of the goods being received.

Term	Definition / Discussion
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the Station Number-Fiscal Year-Quarter -Control Point - 4 digit Sequence Number.
Repetitive Item List	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.
Requestor	See "Control Point Requestor."
Requisition	The order form used to buy from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase that describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Special Remarks	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
Stacked Documents	The POs, RRs & 1358s that are sent electronically to Fiscal and stored in a file rather than being printed immediately.

Term	Definition / Discussion
Status of Funds	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
Sub-control Point	A specific budget within a Control Point, defined by a Control Point user.
Sub-cost Center	A subcategory of Cost Center. In IFCAP 5.0, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
Tasked Job	A job, usually a printout that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
TDA	See "Transfer of Disbursing Authority."
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
Transmission Number	A sequential number given to a data string when it is transmitted to the AAC; used for tracking message traffic.
Type Code	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
Vendor file	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
Vendor ID Number	The ID number assigned to a vendor by FMS.
VRQ	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

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