



AFIS P-Card Reconciliation and Approval Participant's Guide

Version 1.2

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Table of Contents

What can I expect from this course?	4
Course Goal and Objectives	4
Agenda and Topics	4
Final Exercise	5
Section 1 – AFIS P-Card Basics	6
1.1. What is a P-Card?	6
1.2. The P-Card Process.....	6
1.3. Things to Know Before We Begin.....	7
1.4. Your P-Card	9
Section 1 Review Questions	11
Section 2 – Reconciling P-Card Transactions.....	12
2.1. Retrieve a P-Card Transaction.....	12
2.2. Reconcile a Transaction	14
Section 2 Review Questions	21
Section 3 – Approving a Reconciled P-Card Transaction	22
3.1. Search for Reconciled Transactions	22
3.2. Approve a Transaction	22
Section 3 Review Questions	24
Section 4 – Researching P-Card Payments	25
4.1. Research P-Card Payment Requests (PRCCs).....	25
4.2. Research Paid P-Card Transactions.....	28
Section 4 Review Questions	30
Final Review Questions.....	31
Appendix A: Additional Information	32
P-Card Landing Page.....	32
Terminology	32
List of Acronyms.....	34
Field Listings	35

About This Training Guide

WHAT CAN I EXPECT FROM THIS COURSE?

The *P-Card Reconciliation and Approval* class is a two-hour course designed for users who will be reconciling and/or approving charges made using a Purchasing Card.

COURSE GOAL AND OBJECTIVES

By the end of this course, you will be able to use the Arizona Financial Information System (AFIS) to reconcile and approve pending purchasing card (P-Card) charges so that the credit card bill can be paid. You will be able to:

- Log in to AFIS
- Find P-Card transactions that need to be reconciled and/or approved
- Reconcile P-Card transactions
- Approve P-Card Transactions
- Research P-Card payment information

AGENDA AND TOPICS

Section 1 –Welcome and Overview

- P-Card Basics
- AFIS Basics
 - Logging in
 - Navigating
 - Searching
- Your P-Card

Section 2 – Reconciling a P-Card Transaction

- Retrieving a P-Card Transaction
- Reading a P-Card Transaction
- Changing the Commodity
- Changing the Accounting
- Attaching Receipts

- Marking Reconciled

Section 3 – Approving a P-Card Transaction

- Retrieving a Reconciled P-Card Transaction
- Reviewing a Reconciled P-Card Transaction
- Marking Pay

Section 4 – Researching P-Card Transactions and Payment

- Viewing a P-Card Payment Request document
- Viewing a paid transaction

Section 5 – Course Summary and Final Exercise

FINAL EXERCISE

At the end of the class, you will be completing a final exercise to prove to yourself that you can do the things we said that you would be able to do. This Exercise will consist of 4-question knowledge check, plus reconciling sample P-Card transactions, and locating a paid P-Card charge. In order to successfully complete the exercise, you will need to get 3 out of the 4 questions correct and complete the activities.

Section 1 – AFIS P-Card Basics

1.1. WHAT IS A P-CARD?

A Procurement Card (P-Card) is a credit card used to pay for allowable (see below) goods or services. P-Cards are an efficient way for departments to make purchases by consolidating paperwork, allowing vendors to efficiently receive payments, and eliminating delays in delivering supplies.



P-Cards are not used for travel, and are not “ghost cards.” They are physical cards used for goods and services other than travel.

P-Card purchases must be business related and for valid state business.

Just like any other purchase, P-Card purchases and payments must comply with the State of Arizona Accounting Manual (SAAM), approved State contracts for commodities, agency policies and procedures that are consistent with SAAM and other laws, rules, policies, grant requirements, and contract provisions that apply.

It is your responsibility to follow both the State’s and your agency’s guidelines and policy for the P-Card program. The State guidelines and policy are found in the SAAM under Topic 45: Expenditures, Expenses, and Disbursement, in sections 35, 36, 37. <https://gao.az.gov/publications/saam>. Your agency may also have agency-specific policy and procedures to be followed. Please make sure that you are familiar with them prior to using your P-Card.

When you reconcile or approve the transaction, you are attesting that:

- The charges were for allowable purchases or payments made for valid state business
- The information about the items purchased or paid for is correct.
- The amounts charged for the items purchased or paid are correct.
- The funding being used to pay for the transaction is correct (with the caveat that your agency may place that responsibility on the approver or the Accounts Payable users.)
- The transaction is “okay to pay.”

P-Card users must sign the State of Arizona Purchasing (P-Card) Cardholder Agreement form in order to receive a card.

1.2. THE P-CARD PROCESS

The P-Card process starts with someone using the P-card to make a purchase or payment. The Bank will receive information about the transaction: where the card was used, what was paid for, how much each

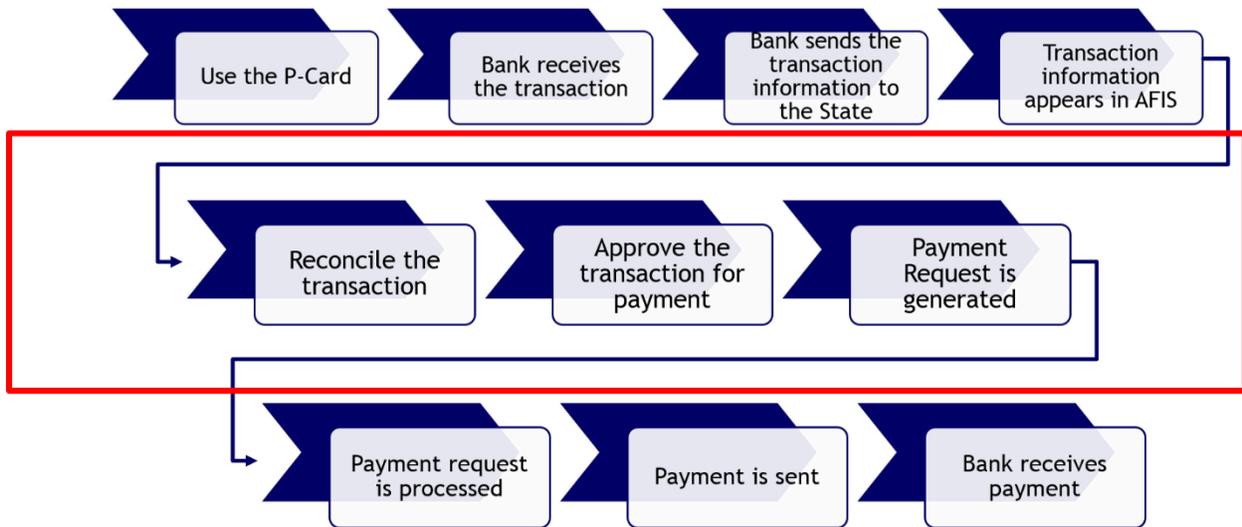
item cost, the overall amount, etc. The Bank will send that information to the State, and an overnight, automated process (called a “batch job”) will upload the information into AFIS.

Once the information is in AFIS, the cardholder will reconcile the transaction. That involves validating that the:

- Charges are correct
- Purchases/payments are for valid state purposes
- The right funding is being used to pay for the charges
- Selecting “Reconciled”

After the transaction is reconciled, the manager marks the transaction for approval, after validating the same things that the cardholder did.

Once the transaction has been reconciled and marked for payment, another automatic batch job creates payment request documents (known as PRCCs). Accounts Payable staff processes the requests and the payment is sent to the Bank.



1.3. THINGS TO KNOW BEFORE WE BEGIN

Roles, Commodities, and Accounting, Templates, and Profiles,

Knowing some of the fundamental concepts that underpin reconciling and approving transactions can help those processes go more smoothly. This section will explain those concepts and terminology.

P-Card Roles

In order to understand how the reconciliation and approval process works, it is important to know the P-Card roles. P-Card roles define who can do what with a card’s transactions. There will usually be two people:

- Someone to reconcile the transaction
- Someone else to mark it for payment

Each P-Card can actually have up to three roles assigned, and there is a lot of flexibility in how to use those roles.

Card Role	Description
Cardholder	The person who goes into AFIS to reconcile transactions for the card. This person does not need to be the person who actually possesses the card. For example, the cardholder could be the proxy for the card.
Manager	The person who goes into AFIS to approve payment of a reconciled transaction. This person can also reconcile the transaction.
Administrator	The person who can reconcile and pay transactions, and can set up and maintain P-Cards. This role could be used as a proxy or backup to the Cardholder and/or Manager. NOTE: This can be someone other than the Agency Administrator who oversees the overall P-Card program at an agency.

The P-Card must always have at least an Administrator.

Roles are set up for each P-Card. You may be assigned as the Cardholder, Manager, or even Administrator for the card. You will be able to see what role you are assigned by looking at the P-Card setup. Knowing what role you have helps you know what you can do with the transactions.

Anatomy of a P-Card Transaction in AFIS

A P-Card transaction could be thought of as a credit card “swipe.” Every time the credit card is swiped, it generates a transaction with the Bank. The issuer of the State’s P-Cards, U.S. Bank, sends the State a nightly bank file that contains credit card transactions.

Each transaction shows

- When and where you made the purchase
- How much the purchase was
- Which account to use to pay for the purchase

A P-Card transaction in AFIS is made up of three sections:

Accounting Templates and Profiles

Accounting Templates and Profiles tell AFIS the default bucket that your P-Card charges should be paid from. When you're reconciling, you can change the template to something other than the default; you can also manually change the Accounting Lines. Your agency will already have assigned your card a Template or Profile.

What's the difference?

- A Template refers to a single bucket.
- A Profile refers to multiple buckets, for example when you're paying for something using money from more than one program or source. (Examples would be when you need to pay for something for that more than one unit or program uses, or when you need to split payment between State and Federal funds.)

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object	Department	Unit
1	1	8994.46	9000	1000000		100	0100

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object	Department	Unit
1	1	54.15	8000	2000000		200	0200
2	2	9182.45	9000	1000000		100	0100

It will be very important to find out from your supervisor which templates you are supposed to use.

1.4. YOUR P-CARD

Your card is issued by US Bank.

Card Information

You can see information about your card by looking in the Procurement Card Administration table—or PRCUA for short.

To get to the PRCUA:

1. **Login** to AFIS
2. **Enter "PRCUA"** into the *Jump To Box*
3. **Press Enter** or **click Go**



The list of existing cards will appear in a grid toward the top of the screen. Details about the currently selected card will display below.

There are three sections: General Information, Payee Vendor Information, and Spending Limits.

- The **General** Information section provides information about who can reconcile and approve the card, the default funding, etc.

- The **Payee Vendor** section contains information about the issuer of the card and where payment should be sent
- The **Spending Limits** is informational only. The actual spending limits are set at the Bank. Your agency may decide to enter the spending limit for your information.

IMPORTANT!
Your unique card identifier

Who can reconcile and approve payment for your card

The name of the default funding that will be used for your card

The screenshot shows a web-based form for setting up a P-Card. It is divided into three main sections:

- General Information:** Includes fields for PCard ID (TRNIT0100), Card Number (4000200030000100), 4-Digit Card #, Status (Active), Card Type (Visa), Account (200030000100), Cardholder ID (Training5), Cardholder Name (Training 5), Cardholder Phone (1234567890), Manager (Training5), Manager Name (Training 5), and Manager Phone (1234567890). It also includes Accounting Profile, Accounting Template ID (TRDF100), Expiration Date (12/31/2020), Effective Date (02/01/2016), Last Action Date (05/14/2015), Administrator ID (Training5), Administrator Name (Training 5), Administrator Phone (1234567890), Administrator Dept (ICA), and Administrator Unit.
- Payee Vendor Information:** Includes Payee Vendor Code (USBANKPCARD), Payee Name (USBank Pcard Vendor), Payee Address ID (PC100), Payee Address Line 1 (Pcard Dept 100), Payee Address Line 2, Payee City (City), Payee State (AZ), Payee Zip Code (85001), and Payee Country (USA).
- Spending Limits:** Includes Per Transaction (\$0.00), Daily (\$0.00), Monthly (\$0.00), Annually (\$0.00), and Total Spending (\$0.00).

Tip: If Accounting Template is filled in, the default is a single "bucket" of money. If an Accounting Template is filled in, your default will be multiple "buckets".

Figure 1: P-Card Set Up

A full listing of the fields on this screen can be found in the Appendix.

SECTION 1 REVIEW QUESTIONS

1. **A P-Card could be used for which of the following?** (Select all that apply.)
 - Buying a book from Amazon
 - Paying for an annual membership
 - Purchasing hardware
 - Purchasing airline tickets
2. **Which role reconciles the transaction?**
3. **What is an Accounting Template?**
4. **How do you go straight to a table from the AFIS Home page?**
5. **What table will show you your P-Card information?**

Section 2 – Reconciling P-Card Transactions

The P-Card transactions are loaded into a table to be processed. The table is called the Unprocessed PCard Activity Table, or PRCUU for short.

The PRCUU table provides information about your P-Card transactions, the items or services you purchased (commodities), and information about how the transaction should be paid (accounting lines.)

The process of reconciling begins with selecting the transaction in the PRCUU table and ends with selecting Reconcile to complete the task. The Cardholder, Manager or Administrator can reconcile. The person reconciling the transaction is responsible for adhering to policy and fulfilling the responsibilities for the cardholder as outlined in the SAAM!

2.1. RETRIEVE A P-CARD TRANSACTION

1. **Login** to AFIS
2. **Enter “PRCUU”** into the *Jump To Box*.
3. **Press Enter** or **click Go**. The PRCUU table will display.



Unprocessed Procurement Card Activity						
Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference
admin1	782011983	4000200300103	A982VC005	Apple Inc.	\$300.00	PRCC_DTA.140930000010
admin2	782011984	4000200300104	A982VC005	Apple Inc.	\$4,000.00	PRCC_ICA.140930000011
admin2	782011985	4000200300105	22222	Misc Pcard Pymt Vendor	\$5,000.00	
admin2	782011986	4000200300106	22222	Misc Pcard Pymt Vendor	\$6,000.00	
admin1	782011987	4000200300107	22222	Misc Pcard Pymt Vendor	\$10,500.00	

Details	
General Info	
Administrator ID:	admin1
PCard ID:	DTA0103
Card Number:	4000200300103
Cardholder Name:	Jude D'Silva
Master Account:	782011983
Merchant ID:	A982VC005
Merchant Name:	Apple Inc.
Transaction Date:	09/29/2014
Bank Posting Date:	09/27/2014
Taxpayer ID Type:	
Taxpayer ID:	
Amount:	\$300.00
Reconciliation Status:	Reconciled
Dispute Reason Code:	
Dispute Reason Description:	
Dispute Comments:	
Pay:	<input type="checkbox"/>
Delete:	<input type="checkbox"/>
Unprocessed Reason ID:	3
Transaction ID Number:	390
Transaction Reference Number:	1024
Billing Cycle Start Date:	09/15/2014
Billing Cycle End Date:	09/30/2014
Schedule Payment Date:	09/30/2014
Receipt Date:	09/27/2014
Traveler ID:	

Figure 2: PRCUU Table

You will see all unprocessed transactions for cards you are assigned to, either as the Cardholder, Manager, or Administrator. You will see:

- Transactions that are not reconciled
- Transactions that are reconciled but not approved
- Transactions that are reconciled and approved, but have not yet been paid. (These are indicated by link to the P-Card Payment Request Document (PRCC) in the Document Reference column.)

Anatomy of a Transaction

There are three sections per transaction:

- General Info
- Commodity Lines
- Accounting Lines



Much of the information on each of these screens will be pre-loaded from the bank file or your card information as set up in AFIS (on the PRCUA table.)

General Info

The General Information tab gives you a bird’s-eye view of the P-Card transaction: where you used the card, how much was spent, what bucket of money you normally use to pay for the charge, etc.

Commodity Lines

The Commodity Lines section is used to show what you purchased. By default, this section will show a single line that represents all the items purchased.

Depending upon your agency’s direction, you could insert additional lines to provide specific detail about each item purchased. For example, you may have used the card at Ace Hardware (which will show in the General Info section) to buy a ladder, wall plates, paint, and a hose which total to \$55.75. The default commodity line will show \$55.75. You could however, add and change the lines to reflect the amount spent individually for the ladder, wall plates, paint and hose. The total of all the commodity lines must equal the total charge for the transaction.

Accounting Lines

The Accounting Lines section shows details about how to pay for what you purchased. You will see the Accounting Lines for whichever commodity is selected in the Commodity Lines section.

Tip: There is a list of the fields and what they mean available in the Appendix of this guide.

2.2. RECONCILE A TRANSACTION

To reconcile a transaction, you will need to:

- Review and attach the **receipt** for the credit card charge
- Verify or change the **commodity**. (Optional: talk to your agency about what they want you to do with commodities.)
- Verify or change the **accounting** for each commodity.
- Mark the transaction **Reconciled**.

How to Reconcile

It is recommended that you open the receipt for the charge so that you can verify the information as you go.

1. **Navigate** to the PRCUU table. The list of cards you assigned to you will be displayed.
2. **Select** the transaction you wish to work with.
3. **Review** the information in the *General Section*, paying particular attention to the Amount and the Received Date.
4. If necessary, **change** the *Received Date* field to reflect the actual date the goods or services were received.
5. **Attach** the receipt(s) for the transaction (if applicable)
6. **Click Commodity Lines** in the navigation bar at the left of the screen.
7. **Optional: Modify** the commodity information, if necessary. (Talk to your agency for guidance on whether to change or add lines.)
8. **Click Accounting Lines** in the navigation bar at the left of the screen.
9. **Verify** or **change** the accounting information for the selected commodity.
10. **Repeat** steps 5 through 9 as necessary to process all commodity lines for the transaction.

Make sure that the total of the accounting lines equals the amount of the commodity; make sure that the total of the commodities equals the amount of the transaction.

11. **Click Unprocessed P-Card Activity** in the navigation bar at the left of the screen once the accounting for all commodity lines has been addressed.
12. **Click** the pick list button next to the *Reconciliation Status* field.
13. **Click the Select** link next to "Reconciled". You will be returned to the *General Information* screen and the *Reconciliation Status* will now be Reconciled.
14. **Click Save**.

Attach a Receipt

State policy requires that cardholders maintain and provide receipts to the agency. Agencies can decide whether or not have those receipts scanned and uploaded to the transaction within AFIS, or maintain them separately.

The receipt you attach here will carry forward into the payment request created after the transaction has been approved.

1. **Click** the Unprocessed Procurement Card Activity link in the navigation bar on the left.
2. **Make sure** the transaction you wish to work with is selected.

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference
✓ admin1	782011981	4000200300101	A982VC005	Apple Inc.	\$100.00	
admin1	782011982	4000200300102	A982VC005	Apple Inc.	\$200.00	
admin1	782011983	4000200300103	A982VC005	Apple Inc.	\$300.00	
admin2	782011984	4000200300104	A982VC005	Apple Inc.	\$400.00	
admin2	782011985	4000200300105	22222	Misc Pcard Pymt Vendor	\$5,000.00	

First Prev Next Last **Attachments**

Figure 3: Inserting an Attachment

3. **Click** the *Attachments* link directly below the card grid to display the Reference Table Attachments screen.
4. **Click** *Upload*.

Upload Attachment

[Upload](#) [Cancel](#)

Attachment File : Browse...

Description :

Attachment Type : Standard

Figure 4: Upload an Attachment

5. **Click** *Browse* to search for the file to attach. **Select** the file and click OK.
6. **Enter** a *Description* (optional).
7. **Ensure** that the *Attachment Type* is "Standard."
8. **Click** *Upload*.

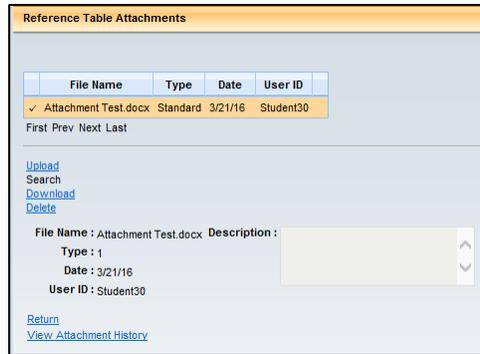


Figure 5: Attached Document

9. **Repeat** Steps 4 through 8 to attach any additional receipts.
10. **Click Return** to return to the PRCUU table.

The attachment carries forward to the payment request created after the transaction has been approved.

If you need to Delete an Attachment

1. **Select** the transaction you wish to work with.
2. **Click** the Attachments link directly below the card grid to display the Reference Table Attachments screen.
3. **Select** the Attachment.
4. **Click** the Delete link. The attachment will be deleted.
5. **Click Return** to go back to the PRCUU table.



Commodity Line Information

As mentioned above, a default Commodity Line will be pre-populated based upon the bank file. The Commodity Code will default to 999PC, but can be changed, and you can enter additional commodity lines to capture more details about the purchase. Talk to your agency for guidance.

Note: If you are inserting additional commodity lines, you will need to adjust the amount of the default line so that the total of all the commodity lines equals the total amount of the transaction.

DO NOT enter anything into the following fields. Entering information into these fields causes AFIS to reference an encumbrance, at which point the encumbrance's accounting information will take precedence. It will no longer be possible to alter any Accounting Lines.

- Ref Doc Code
- Ref Doc Department

- Ref Doc ID
- Ref Vendor Line
- Ref Commodity Line.

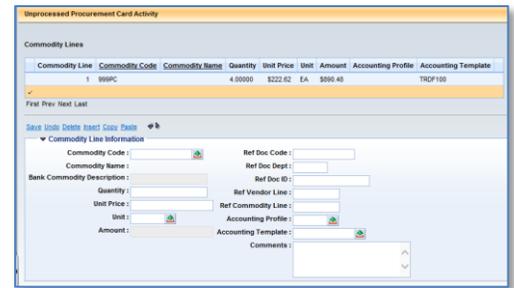
Optional: Change a Commodity Code

1. **Navigate** to the PRCUU table. (See the 2.1. Retrieve a P-Card Transaction section above.)
2. **Select** the transaction to be modified from the PRCUU table.
3. **Click Commodity Lines** in the navigation bar on the left of the screen.
4. **Click** the pick list button next to the *Commodity Code* field.
5. **Select** the desired Commodity Code.
6. **Click Save**.



Optional: Insert a Commodity Line

1. **Navigate** to the PRCUU table. (See the 2.1. Retrieve a P-Card Transaction section above.)
2. **Select** the transaction to be modified from the PRCUU table.
3. **Click Commodity Lines** in the navigation bar on the left of the screen.
4. **Click** the *Insert* link.
5. **Select** the desired Commodity Code.
6. **Enter** the quantity of the item purchased.
7. **Enter** the Unit Price of the item.
8. **Select** the Unit measure using the Pick List.
9. **Select** the Accounting Template OR Profile to be used.
10. **Click Save**.
11. **Select** the default commodity line.
12. **Modify** the Quantity, Unit Price or both to adjust the amount of the default commodity line so that it balances with the added commodity(ies) to arrive at the total of the transaction.
13. **Click Save**.



Important: If you have inserted additional commodity lines, you will need to verify or modify accounting lines for each commodity separately

Accounting Line Information

Accounting Line information can be changed, for example to:

- Add a Department Object to the funding
- Select a different Accounting Profile or Template
- Add additional accounting lines (for example, in order to split the payment between one or more Accounting Templates.)

When the batch process creates the PRCC document, whatever values are in the Accounting line fields will carry forward.

Reconcile a Transaction with Multiple Accounting Lines built in

As mentioned above, your P-Card will be set up with default funding. It can be set up with a default template or a default profile. Remember:

- An Accounting Template = One default accounting line
- An Accounting Profile = Multiple default accounting lines that are distributed by percentages.

Reconciling a transaction that has multiple Accounting Lines from the start is the same as reconciling a transaction with a single Accounting Line: you just have to make sure to check all of the accounting lines.

Remember: If you have inserted additional commodity lines, you will need to verify or modify accounting lines for each commodity separately

Add or Change the Object or Department Object

1. **Click** *Accounting Lines* in the navigation bar on the left of the screen.
2. **Select** the Accounting Line the Object goes with.
3. **Enter** or select the object you want from the pick list in the *Object* or *Department Object* field.
4. **Click** Save.

Change the Accounting Template from the Default

You can change the default accounting lines if needed. The easiest way to change the accounting lines is to choose a new template, as long as your agency has set up a template that matches what you need.

It is very important to find out from your supervisor which templates you are supposed to use and what other information may need to be filled in!

Important things to know

- If you change the Accounting Template, you will need to clear out any fields populated by the old Template. That will allow the information from the new template to populate and carry forward.
 - If you need to change the Accounting AND add a field that isn't automatically populated by the template (Dept Object will be the most common), clear the old fields, save, and then add the new information.
1. **Navigate** to the PRCUU table. (See the 2.1. Retrieve a P-Card Transaction section above.)
 2. **Select** the transaction to be modified from the PRCUU table.
 3. **Click Commodity Lines** in the navigation bar on the left of the screen, and select the commodity for which the Accounting Template needs to be changed.
 4. **Click Accounting Lines** in the navigation bar on the left of the screen.
 5. **Select** the Accounting Line to be changed.
 6. **Select** a new Accounting Template using the pick list. Note that the fields within that line will not change at that moment. You will need to clear them out so that the new Accounting Template's COA information will flow forward to the payment request document.
 7. **Clear** all of the fields.
 8. If adding a Dept Object, **enter** it now.
 9. **Click Save**.

Insert a New Accounting Line

You would insert a new accounting line to split the payment between more than one funding sources. You will insert a new funding line, select a new Accounting Template, and adjust the amount of all account lines to equal the total for the commodity.

Tip: Insert the new accounting line or lines with the amounts being paid by each fund, then modify the original accounting line. You'll be able to see the total commodity amount on the original accounting line and be able to ensure that all the amounts equal the total.

1. **Navigate** to the PRCUU table. (See the 2.1. Retrieve a P-Card Transaction section above.)
2. **Select** the transaction to be modified from the PRCUU table.
3. If necessary, **select** the Commodity that will use the split funding
4. **Click Accounting Lines** in the navigation bar on the left of the screen.
5. **Click** the Insert button to add a new accounting line.
6. **Enter** the amount of the charge that should be paid from the new accounting line.
7. **Select** the Accounting Template using the pick list.

8. **Click Save.**
9. **Repeat** Steps 5 through 10 for any additional lines needed, then proceed.
10. **Select** the original accounting line.
11. **Modify** the Amount to ensure that all accounting lines equal the commodity total. Tip: you can go back to the Commodity Lines section to verify the total for that commodity.
12. **Click Save.**

If you need to delete an Accounting Line

It is possible to delete an Accounting line if it has been added in error. Select the accounting line and click the Delete link.

Mark the Transaction Reconciled

1. **Click** the pick list button next to the *Reconciliation Status* field.
2. **Click** the **Select** link next to "Reconciled". You will be returned to the *General Information* screen and the *Reconciliation Status* will now be Reconciled.
3. **Click Save.**

Do not enter anything into the Dispute Reason, Description or Comment. Entering something in the Dispute Reason, Description or Comments does NOT dispute the transaction. To dispute the charge, you must contact the Bank.

SECTION 2 REVIEW QUESTIONS

1. What table do you retrieve unprocessed P-Card transactions from? _____
2. What does the Accounting Lines section show?
3. Can you change the funding used to pay for a commodity? How?
4. The Dispute fields should be used. (T/F)
5. Once the transaction is marked "Reconciled," the process is complete. (T/F)

Section 3 – Approving a Reconciled P-Card Transaction

Once the transaction has been reconciled, it must be approved for payment. Only a Manager or Administrator can approve payment.

The person approving the transaction is responsible for adhering to policy and fulfilling the responsibilities for the manager and agency relating to approval/disbursement of funds as outlined in the SAAM.

3.1. SEARCH FOR RECONCILED TRANSACTIONS

The PRCUU will show a list of the transactions that are assigned to you, but you may wish to narrow the list down further. You can search by several fields, but the PCard ID and Reconciliation Status will be the most useful. Reconciliation Status is particularly useful for Managers and Administrators who are looking for reconciled transactions that need to be approved.

1. **Click** the *Search* link.
2. To search by PCard ID, **enter** the *PCard ID* you are searching for.
3. To search by Reconciliation Status, click the pick list button next to *Reconciliation Status* and select "Reconciled" from the list.
4. **Click OK**. The list of transactions for the selected card will be displayed. (Note: to clear the Search, click the *Search* link again, click *Clear*, and then *OK*.)

3.2. APPROVE A TRANSACTION

Prior to approving the transaction, verify that the purchase is allowable expense for State business, and that the information is correct and match the receipt

1. **Navigate** to the PRCUU table. (See the 2.1. *Retrieve a P-Card Transaction* section above.)
2. **Select** the transaction you wish to work with.
3. **Verify** that the data under General Information is accurate.
4. **Verify** that receipts are attached (if appropriate.)
5. **Verify** the *Commodity Information* (if necessary).
6. **Verify** the *Accounting Information*.
7. **Click** the *Pay* box.

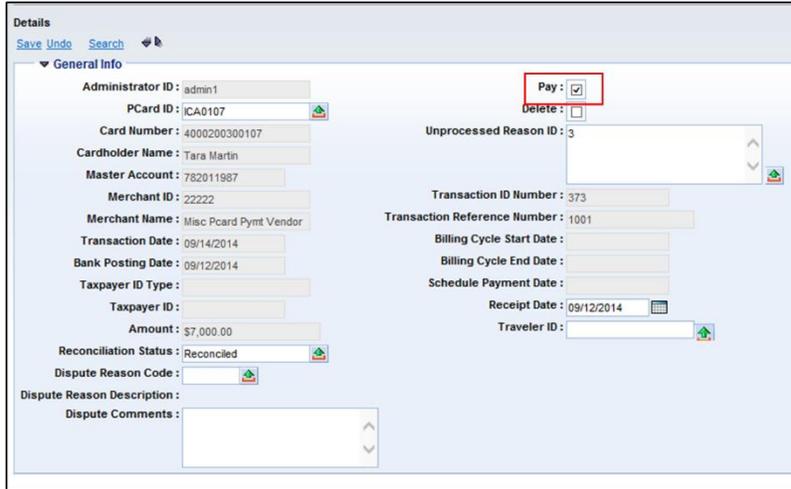


Figure 6: Approving a Transaction

View/Download an Attachment

1. **Navigate** to the PRCUU table.
2. **Select** the transaction you wish to work with.
3. **Click** the *Attachments* link directly below the card grid to display the Reference Table Attachments screen.
4. **Select** the Attachment.

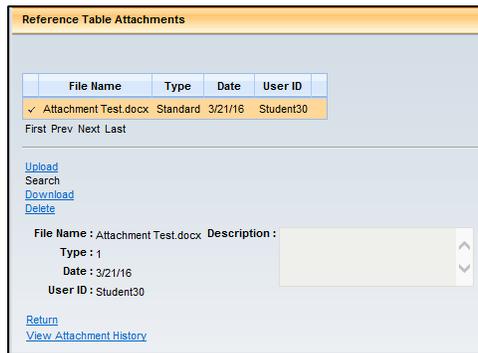


Figure 7: Attached Document

5. **Click** *Download*.
6. **Click** *Open* to view or **Save** to save a local copy.
7. **Click** *Return* to go back to the PRCUU table once done viewing or saving the document.

Note: If the transaction cannot be approved, simply do not check Pay, and work with the cardholder to have corrections or adjustments made. Check Pay once the corrections have been made.

SECTION 3 REVIEW QUESTIONS

1. The manager can approve and reconcile (T/F)
2. How can you quickly find the transactions that are reconciled?
3. What things should the manager check when reviewing for approval?

Section 4 – Researching P-Card Payments

An overnight batch process “picks up” all reconciled and approved transactions that have not yet been put forward for payment, and automatically creates P-Card Payment Request documents (PRCC) for the transactions. Once the PRCC is created, you will see a link to the document next to the transaction in the PRCUU.

The PRCC is processed by the agency’s accounts payable staff, rather than by the cardholder, manager, or administrator. The document is processed just like any other payment request document.

4.1. RESEARCH P-CARD PAYMENT REQUESTS (PRCCs)

1. **Navigate** to the PRCUU table.
2. **Select** the transaction you wish to work with.
3. Click the link to the PRCC document in the column to the right of the transaction.

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference
✓ Training5	200030000100	4000200030000100		OFFICE DEPOT #2722	\$232.89	
Training5	200030000100	4000200030000100		STATE BAR OF ARIZONA	\$475.00	
Training5	200030000100	4000200030000100		SURVEYMONKEY.COM	\$300.00	
Training5	200030000100	4000200030000100		STAPLES	\$111.98	
Training5	200030000100	4000200030000100		ACE HARDWARE	\$119.44	PRCC ICA.160411000032

PRCC Document

The PRCC gives the person processing the payment all the information needed in order to approve payment. Information about the transaction and your card will be brought over automatically from the transaction that you’ve reconciled and marked “Pay.”

The screenshot shows the PRCC (Payment Request) form interface. At the top, the header includes: PCard Payment Request (PRCC), Dept: DTA, ID: 140918000002, Ver.: 1, Function: New, Phase: Draft, and Modified by: adxon, 09/19/2014. The main form is divided into several sections:

- General Information:** Fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, Bank Account, Accounting Profile, Replacement, PCard Payment (checked), PCard Administrator (admin1), Cited Authority, and Contract Withholding Exempt.
- Bank Information:** A section titled "Bank Information with show here" containing various financial amounts such as Actual Amount (\$2,200.00), Retainage Amount (\$0.00), Discount Amount (\$0.00), Penalty/Interest Amount (\$0.00), Backup Withholding Amount (\$0.00), Contract Withholding Amount (\$0.00), Intercept Amount (\$0.00), Adjusted Tax from Discount (\$0.00), Use Tax Withheld (\$0.00), Default Intercept Fee Amount (\$0.00), Supplementary Intercept Fee Amount (\$0.00), Payment Amount (\$2,200.00), Outstanding Amount (\$2,200.00), Closed Amount (\$0.00), Referenced Amount (\$0.00), and Closed Date.
- Accounting Distribution:** A table showing distribution details:

Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	Total Lines: 2	Vendor Line: 1	Vendor Customer: APVENDOR1 Legal Name: Apple Inc.
Commodity	Total Lines: 1	Commodity Line: 1	CL Description: Rubber Insulation Commodity: 01084
Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$2,000.00 Line Closed Amount: \$0.00
Posting	Total Lines: 0		

Callouts in the image point to specific areas: "Merchant information will show here" points to the Vendor section; "Commodity and P-Card information will show here" points to the Commodity section; and "Accounting lines will show here" points to the Accounting section.

Figure 8: PRCC Document

Header Section

For P-Cards the Bank is considered the Payee. The agency's ACH Vendor Code and address will appear on the **Payee Tab** in the Header section. The information is passed through from the P-Card set up on the PRCUA.

Note: it is the Payee on the Header of the PRCC (US Bank Vendor Code for the agency) that is paid, not the vendor

Figure 9: PRCC Document: Payee Information

Vendor Section

The Vendor section information shows the merchant at which the P-Card was used. This information is passed from the P-Card transaction.

The bank file contains a Tax Identification Number for the merchant. If AFIS recognizes the TIN, it will fill in the information based upon AFIS' records. Otherwise it will infer the information from the bank file.

Figure 10: PRCC--Vendor Information

Commodity Section

All Commodities for the transaction will appear as separate items in the **Commodity** Section.

Information specifically about the P-Card itself will show in a special tab in the Commodity Section. This information is passed through from the P-Card transaction.

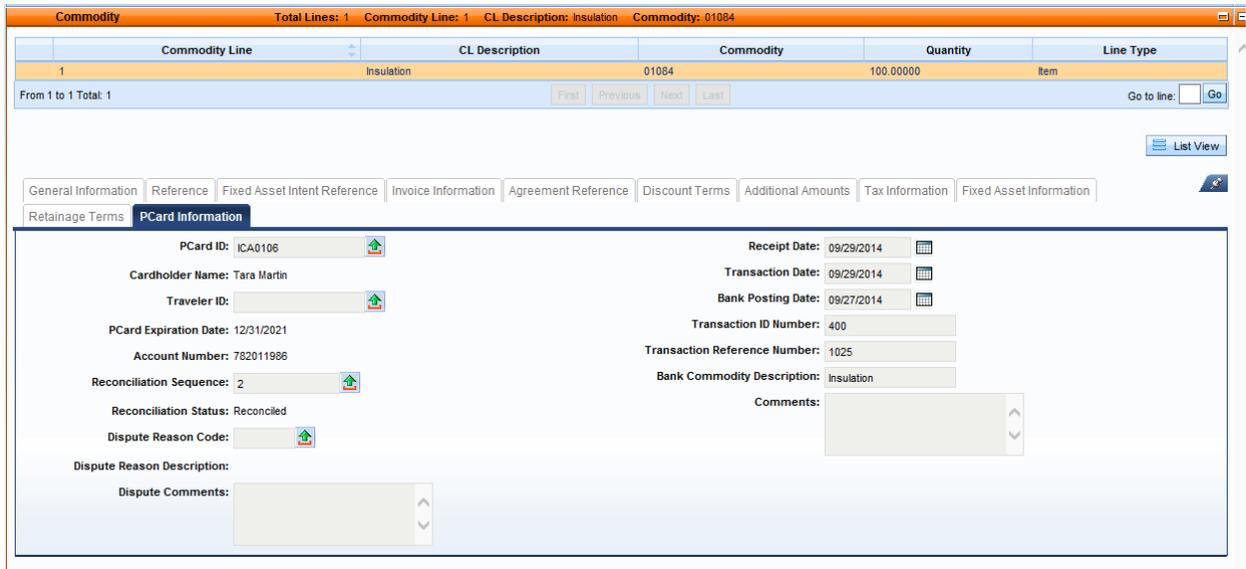


Figure 11: PRCC--P-Card Information in the Commodity section

4.2. RESEARCH PAID P-CARD TRANSACTIONS

When the PRCC has been finalized (i.e., the payment request has been approved and is either paid or about to be paid), the transaction will appear on the Paid Purchasing Card Transactions. This table will show all of the paid transactions, as well as the links to the PRCC documents that contain the payment information.

1. **Login** to AFIS.
2. **Enter "PRCUT"** into the *Jump To* Box.
3. **Press Enter** or **click Go**.



Paid Procurement Card Transaction					
Master Account	PCard ID	4-Digit Card #	Reconciliation Status	Vendor Name	Document Reference
040014825022	DTA00030	*****5022	Reconciled	AMERICAN FIRE EQUIPMENT	PRCC DTA 160000000005
040014824884	DTA00127	*****4884	Reconciled	70 PURCELL TIRE	PRCC DTA 160000000007
040014824660	DTA00077	*****4660	Reconciled	MERLE'S AUTO SUPPLY	PRCC DTA 160000000009
040014824884	DTA00127	*****4884	Reconciled	NORWOOD EQUIPMENT	PRCC DTA 160000000010
040014824884	DTA00127	*****4884	Reconciled	OREILLY AUTO 00029116	PRCC DTA 160000000011

First Prev [Next](#) Last [Attachments](#)

The list of transactions will appear in a grid toward the top of the screen. Details about the currently selected document will display below, and the link to the PRCC document will appear in the far right column.

The Details section provides at-a-glance summary information about the transaction and the payment. Even more detailed information about the transaction and payment can be found in the PRCC itself, just by clicking the link to the right of the transaction in the grid.

General Information

Administrator ID: admin2 Reconciliation Status: Reconciled Dispute Reason Code: Dispute Reason Description: Dispute Comments: PCard ID: ICA0106 4-Digit Card #: *****0106 Last Action Date: 10/01/2014 Master Account: 782011986 Cardholder ID: cholder2 Cardholder Name: Tara Martin Vendor: MISCVNDR1 Vendor Name: CVS Merchant ID: Transaction ID Number: 400 Transaction Reference Number: 1025	PR Doc Code: PRCC PR Doc Dept: ICA PR Doc Unit: PR Doc ID: 14093000013 Vend Line: 1 Comm Line: 1 Acct Line: 1 Ref Doc Code: Ref Doc Dept: Ref Doc ID: Ref Vendor Line: 1 Ref Commodity Line: 0 Ref Acct Line: Traveler ID: Amount: \$6,000.00 Date of Record: 10/01/2014 Billing Cycle Start Date: 09/15/2014 Billing Cycle End Date: 09/30/2014 Schedule Payment Date: 10/01/2014 Receipt Date: 09/29/2014 Bank Posting Date: 09/27/2014 Transaction Date: 09/29/2014 Bank Commodity Description: Insulation Comments:
--	--

Fund Accounting

Fund: IC2177	Department: ICA	BSA:
Sub Fund: AD0001	Unit: AL01	Sub BSA:
Object: 6222	Sub Unit:	Dept Object: 6296
Sub Object:	Appr Unit: IC67001	Dept Revenue:
Revenue:		
Sub Revenue:		

Detail Accounting

Location:	Reporting:	Program: 21D_100A
Sub Location:	Sub Reporting:	Phase:
Activity:	Task: ALJS	Funding Profile:
Sub Activity:	Sub Task: ALJS01	
Function: AL01ALJADM	Task Order:	
Sub Function:		

Figure 12: Finalized PRCC on the PRCUT Table

It is not recommended that you change any fields on this screen!

SECTION 4 REVIEW QUESTIONS

1. After the manager marks "Pay", what happens?
2. How can you tell that the transaction is being processed for payment?
3. What is the acronym of the payment request document?
4. Who processes the payment?
5. Where can you find the record of the pending or sent payment?

Final Review Questions

1. What types of purchases or payments can the P-Card be used for?
2. You don't need to worry about adhering to the SAAM: it's your supervisor's responsibility, and the card manager will check, anyway. (T/F)
3. What are the three tables and one document that are used to manage P-Card transactions and payments?
4. What process is recommended for ensuring the transaction is fully reconciled? (Tip: it's an acronym)
5. Where can you find out which Templates, Commodity Codes, Object Codes, or other funding elements you should use?

Appendix A: Additional Information

P-CARD LANDING PAGE

Additional P-Card information can be found on the P-Card landing page the GAO website at [GAO > AFIS > Purchasing Card](#).

TERMINOLOGY

The terms listed in Table 1 and 2 are used throughout the PCard Processing training guide.

Table 1: P-Card-Specific Terminology

Term	Description
Acquirer	The merchant’s acquiring bank or institute.
Card Network	The entity that facilitates data between the issuer and acquirer and sets merchant rules for card acceptance, such as Visa, MasterCard and American Express.
Credit	An amount of money already received, possibly due to a reconciled dispute that can be used to pay for goods or services now.
Dispute	A disagreement between the credit card statement and PCard transaction record. It can also be a disagreement about a charge.
Document Catalog	A central location where documents can be generated and reviewed.
Issuer	The financial institution issuing the credit card.
Merchant	The entity that the cardholder has purchased the goods from. Is also referred to as a vendor.
PCard	A credit card (e.g. Visa or MasterCard) used to purchase goods or services at discounts based on negotiations with the State and the bank issuing the credit cards.
PCard Batch Job	Creates and processes payment requests for transactions purchased using a PCard.
Payment	The exchange of funds for goods received and/or services rendered. In AFIS, the payment process establishes a payable in the system and, if specified, liquidates the encumbrance.
P-Card Transaction	Represents the bank statement line level of detail. The transaction contains information on the total charge, merchant, and details of the items purchased (commodities.)
Reconciliation	Compare PCard tables’ data, credits, rebates, and payments requests to monthly credit card statements to ensure the dollar amounts match.
Vendor	The entity that the cardholder has purchased the goods from. Is also referred to as a merchant.

Table 2: General AFIS Useful Terms

Term	Description
Auto Complete	A feature which automatically predicts the remaining characters in a word or phrase based on what has been entered.
Chart of Accounts	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Copy	Feature that duplicates the document or line within the same Document Code.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type for the purpose of referencing or liquidating the source document. For example, a Receivable document (RE) could be copied forward to Cash Receipt document (CR).
Department	One element in the AFIS Chart of Accounts structure. This element is associated with a State department. In this document, unless otherwise defined, department and agency are interchangeable.
Disbursement	Liquidates the payable, and generates payment. The payment may be in the form of a warrant or Electronic Funds Transfer (EFT).
Dispute	A disagreement between the credit card statement and PCard transaction record. It can also be a disagreement about a charge.
Document Catalog	A central location where documents can be generated and reviewed.
Document Phases	A point in time within the document processing lifecycle. Common document phases are Draft, Pending, Historical Final, and Final.
Documents	Electronic forms used to enter and record financial transactions and activities.
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Hierarchy	A tree-type relationship among a series of Chart of Accounts elements where one element, a parent, is broken down into smaller components, called children. The hierarchy may be one that is structured within the application (Fund and Sub Fund) or implied through setup (Fund Category and Fund Class).
History	Displays the 10 more recently accessed documents/pages from the current session.
Home Page	The Home Page is the desktop of the application and contains two main navigation panels: Primary Navigation Panel and Secondary Navigation Panel.
Inquiries	Display summary and detailed information from successfully processed documents, for viewing only.
Messages	Statements of communication that are issued when a document is validated or submitted. The message can be due to user error, a warning, or informational.
Page Search	Used to find and navigate to any page in AFIS.

Term	Description
Payment	The exchange of funds for goods received and/or services rendered. In AFIS, the payment process establishes a payable in the system and, if specified, liquidates the encumbrance.
Primary Navigation Panel	A menu at the top of the screen that allows quick navigation to specific pages via Jump to, Home and App Help icons.
Reference Tables	Pages that control how the application functions and provide valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization. For example, Accounts Receivable (AR) reference tables determine how the Receivable (RE) and Cash Receipt (CR) documents generated should post to journals, as well as infer values on the documents.
Roll-up	A grouping of Chart of Accounts element codes for reporting or control purposes. Most elements use class, category, type, and group to roll information into higher levels of summarization.
Scalar	A detailed section for a single record on a table. The record selected in the grid has its information displayed in the Scalar section of the page.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through sections and features of a document.
Wildcard	A character that can be used to represent one or many characters when completing a search in AFIS.
Workflow	An online approval process.
Worklist	A list of documents that have been routed to a user for approval or for review after approval or rejection.

LIST OF ACRONYMS

Table 3 lists the acronyms used in this training guide.

Table 3: Acronyms

Acronym	Definition
ACH	Automated Clearing House
COA	Chart of Accounts
EFT	Electronic Funds Transfer
FUND	Fund
PO	Purchase Order
PRCC	PCard Payment Request
PCNFG	PCard Configuration
PRCUA	PCard Administration Table
PRCUT	Paid PCard Transaction Table

PRCUU	Unprocessed PCard Activity Table
VCUST	Vendor Customer table

FIELD LISTINGS

PRCUA Screen Field List

General Information

The General Information section contains basic information about the card, the people assigned to the three roles and the default funding to be used for transactions.

- **PCard ID** – The key field used to identify this P-Card in AFIS. This number must be unique across the state. The GAO recommends starting with the two or three-digit agency code, followed by the EIN and last name of the cardholder or person in possession of the card. The PCard ID can be up to 20 characters long.
- **Card Number** – The credit card number.
- **4-Digit Card #** --The last four digits of the Card Number. This field is auto-generated and cannot be changed.
- **Status** – The status of the credit card: active, inactive, suspend, or cancelled
- **Card Type** – The credit card type. The State's P-Cards are Visa.
- **Account** – The AFIS identification number assigned to the P-Card. This is a user-defined field, but must be the last 12 digits of the actual card number.
- **Cardholder ID** – The AFIS User ID of the user assigned to reconcile the P-Card transactions (which may or may not be the person who is in possession of the card.) This field is optional. If this field is not completed, responsibility for reconciling the card passes to the Manager, and responsibility for approval passes to the Administrator.
- **Cardholder Name and Phone** — The name and phone number associated with AFIS User assigned as the Cardholder. These fields will automatically populate when the Cardholder ID is selected from the pick list.
- **Manager** – The AFIS User ID of the person who will be approving payment for this card. This field is optional. If this field is not completed but the Cardholder field is, responsibility for approving the card passes to the Administrator. If neither this field nor the Cardholder field are completed, all responsibility passes to the Administrator.
- **Manager Name and Phone** — The name and phone number associated with AFIS User assigned as the Manager. These fields will automatically populate when the Manager ID is selected from the pick list.
- **Accounting Profile** – A group of Accounting Templates which have been assigned accounting distribution percentages and which are assigned as the default funding for each transaction for this card. (Funding can be changed from the default as part of the reconciliation, approval, or payment process.) Each card must have either an Accounting Profile *or* an Accounting Template, but cannot have both.

- **Accounting Template ID** – A template of Chart of Accounts element codes for ease of data entry and which is assigned as the default funding for each transaction for this card. (Funding can be changed from the default as part of the reconciliation, approval, or payment process.) Each card must have either an Accounting Profile *or* an Accounting Template, but cannot have both.
- **Expiration Date** – The expiration date on the P-Card.
- **Effective Date** – The first date that the card is active within AFIS. It is important that this be set to a date PRIOR to the first use of the card. If the
- **Last Action Date** – The date on which the P-Card record was last changed.
- **Administrator ID** – The AFIS User ID of the person assigned as the P-Card Administrator for this card. This field is required.
- **Administrator Name, Phone, Department and Unit** – Demographic information for the person assigned as the Administrator for this card. This information populates automatically based upon the AFIS User ID of the Administrator.

Payee Vendor Information

The Payee Vendor Information is very important. In this section, users to select a specific vendor code and payment address that corresponds to a specific Automated Clearing House (ACH) payment account. The Payee Vendor code MUST be the U.S. Bank vendor code established for your agency specifically. This information can be found on the [GAO website > AFIS > Purchasing Card](#).

The Payee Address ID is also very important. Make sure you use the correct Address that is specifically assigned to your agency for US Bank ACH payments.

The fields in this section are used by the Payment Creation job, which is part of the P-Card Chain job to generate P-Card Payment Request (PRCC) documents with the appropriate payment information for each department while only running the Payment Creation job one time.

Spending Limits

The fields in this section must be filled in, but AFIS does not use them to restrict card use. Instead, spending limits for the card are set with the Bank. The fields here can be used for informational purposes, however. For example, an agency could fill in the limits that have been set with the Bank to use for reference in case of a question. If not using for reference, the fields should all be set to \$0.00.

PRCUU Field Listing

General Info

Field Listing

Attachments – Although not a field, the PRCUU page contains an **Attachments** link which allows you to upload, search, download and delete attachments. Any attachments uploaded to a PRCUU record will flow forward to the resulting PRCC document and ultimately to the flow to the Procurement Card Transaction table once the PRCC document is finalized.

Administrator ID – The AFIS User ID for the person assigned as Administrator for this card.

PCard ID – The AFIS ID assigned to this card.

Card Number – The physical credit card number. Inferred from the PRCUA table

Cardholder Name – The AFIS User ID for the cardholder established on the PRCUA table.

Master Account – Reflects the account number defined as “Account” on the card in the PRCUA table.

Merchant ID – Tax Identification Number (TIN) for the merchant at which the card was used. If AFIS recognizes the TIN, it will automatically populate the Merchant information from AFIS records. If there are multiple vendors associated with the same TIN, AFIS will display the first active vendor for that TIN.

Merchant Name -- Name of the merchant where the P-Card was used. Inferred from the bank file.

Transaction Date – The date the charge was made. Inferred from the bank file.

Bank Posting Date – The date the charge “hit” the bank.

Taxpayer ID Type – The type of Taxpayer ID being used. Inferred from the bank file.

Taxpayer ID – The Tax Identification Number for the Merchant where the P-Card was used. Inferred from the bank file.

Amount – The total charge amount

Reconciliation Status – Indicates whether the transaction has been reconciled. The options are Reconciled and Not Reconciled.

Dispute Reason Code, Description, and Dispute Comments – These fields are not used. To dispute a transaction, the agency must dispute it with the Bank. That said, this field can be used for informational purposes only.

Pay – Indicates whether the transaction is approved for payment. This should be checked only after verifying the commodity and funding information. If there are errors in the transaction (e.g., the commodity line amounts do not match the overall charge, or

the transaction is not yet reconciled) AFIS will give an error and won't be able to save the transaction. The user won't be able to move on until he or she unchecks the Pay box.

Delete — This field should not be used. Deleting the transaction loses all record of the transaction and it is not possible to retrieve it. The Bank will still retain the record and expect payment, but payments will have to be done by creating a GAX. Only someone with the DEPT_P-CARD_ADM user security role can delete a transaction.

Unprocessed Reason – This field populates automatically when the bank file is loaded. The reasons indicate why the transaction has not been reconciled. A value of 4 indicates that the transaction is being held. A 3 indicates that the transaction has not yet been marked to Pay. Once Reconciled has been select in the Reconciliation Status field, the number 4 will disappear. Once the Pay field is checked, the number 3 will disappear.

Transaction ID Number – The number assigned to this transaction by AFIS. It is created automatically when the bank file is loaded.

Transaction Reference Number – The Bank's unique identifier for this transaction. It is inferred from the bank file.

Billing Cycle Dates –The dates associated with the Bank's billing period. They are calculated based upon the transaction date and configuration options set by the GAO in the PCNFG table.

Scheduled Payment Date – The date by which the transaction should be paid. It is calculated based upon the transaction date and configuration options set by the GAO in the PCNFG table.

Receipt Date – The date on which the things purchased were received. This field defaults to the Bank Posting Date but can be updated, if, for example, the goods purchased were paid by the P-Card and received on different dates. (For example, when purchasing books from Amazon, or paying ahead for a service or fee.)

Traveler ID – P-Cards are not to be used for Travel. This field will always be blank.

Commodity Lines

The Commodity Lines section displays each item paid for on that transaction.

Each transaction can have multiple commodities. Sometimes there will be a separate commodity for tax.

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount	Accounting Profile	Accounting Template
1	999PC	Procurement Card Commodity Code	1.00000	\$12.33	EA	\$12.33		298011
2	999PC	Procurement Card Commodity Code	1.00000	\$1.00	EA	\$1.00		298011

Figure 13: Commodity Lines of a P-Card Transaction

Field Listing

Commodity Code and Name – These field are populated by the Bank and default to 999PC and Procurement Card Commodity Code respectively. The fields can be changed by the cardholder, manager, administrator or Accounts Payable as part of the PRCC document. The Bank Commodity Description field directly below can be used for verifying what was purchased.

*It is recommended that agencies provide a “cheat sheet” of the agency’s frequently used Commodity Codes that users can refer to. AFIS lists all Commodity Codes in the **COMM** table.*

Bank Commodity Description – A description of what was purchased. This will be helpful for determining was purchased for purposes of reconciliation and auditing.

Quantity – The number of items purchased, if available from the Merchant. Changing this field is not recommended.

Unit Price – The price per item, if available from the Merchant. Changing this field is not recommended.

Unit - The Unit of Measure for the items purchased from the credit card data file, if available from the Merchant. Changing this field is not recommended.

Amount – Amount of the charged, calculated by AFIS at Unit Price * Quantity.

Ref Doc Code, Ref Doc Dept, Ref Doc ID, Ref Vendor Line and Ref Commodity Line – **DO NOT USE.** These fields are used to refer to encumbrance documents. If these fields are filled, you will not be able to modify any accounting information. If it is necessary to encumber, do it as separate manual transaction, and do not fill in these fields.

Accounting Profile – The Accounting Profile assigned to this pay for this commodity. If an Accounting Profile has been set up for the card in the PRCUA, the field will auto-

populate. If not, the field will be blank. As a reminder, either the Accounting Profile or the Accounting Template can be used, not both. The accounting can be changed either here or on the Accounting Lines. Note that changing the field will not cause the Accounting Lines change here, but the information will be picked up when the PRCC document is created.

Accounting Template ID – The Account Template assigned to pay for this commodity. If an Accounting Template has been set up for the card in the PRCUA, the field will auto-populate. If not, the field will be blank. As a reminder, either the Accounting Template or the Accounting Profile can be used, not both. The accounting template can be changed either here or on the Accounting Lines. Note that changing the field will not cause the Accounting Lines change here, but the information will be picked up when the PRCC document is created.

Comments – This field allows you to enter any comments related to the transaction. This field could be used for explanations of charges that might be unclear and prompt questions.

Accounting Lines

The Accounting Lines section contains the accounting information for the commodity selected in the Commodity Lines section. Each commodity must have at least one accounting line. The Accounting Lines are automatically created based upon the Accounting Profile or Accounting Template (whichever is used) assigned to the P-Card. The Accounting lines can be changed. They might be changed in order to:

- Add a Department Object to the funding
- Change a Chart of Accounts element
- Select a different Accounting Profile or Template
- Add additional accounting lines (for example, in order to split the payment between one or more Chart of Accounts.)

The screenshot displays the 'Accounting Lines' interface. At the top, a table lists accounting lines with columns: Commodity Line, Accounting Line, Amount, Fund, Appr Unit, Object, Department, and Unit. A single row is highlighted with a checkmark in the first column, showing values: 1, 1, \$5,000.00, 1000, AA10001, 7321, ICA, AC01. Below the table are navigation buttons (First, Prev, Next, Last) and a toolbar (Save, Undo, Delete, Insert, Copy, Paste). The 'Amount' field is set to \$5,000.00. The 'Accounting Template ID' is APTMP2. The 'Fund Accounting' section includes fields for Fund (1000), Department (ICA), Sub Fund, Unit (AC01), Object (7321), Sub Object, Appr Unit (AA10001), Revenue, Sub Revenue, BSA, and Sub BSA. The 'Detail Accounting' section includes fields for Location, Reporting, Major Program, Sub Location, Sub Reporting, Program, Activity, Task Order, Phase, Sub Activity, Task, Program Period, Function, and Sub Task.

Figure 14: Accounting Lines

The selected commodity and accounting lines will display at the top of the screen. There may be multiple accounting lines. Information in the Accounting Lines section applies to this selected commodity and accounting line.

Note: If the P-Card is assigned an Accounting Profile that uses multiple Templates, multiple Accounting Lines will already be created. Each line will reflect a Template referred to in the Profile.

Field Listing

Amount – This is the dollar amount of the selected commodity being paid with the accounting line. Note: If the sum of all accounting lines does not equal the associated commodity line, then an error is issued.

Accounting Template ID – The Account Template to be used for this accounting line. Although the field is labeled Accounting Template. The field defaults to the Accounting Template assigned to the card on the PRCUA table. The field can be changed. Note: the Fund and Detail Accounting sections on this screen do not automatically change when the Template is changed; however they will when the P-Card Payment Request Document (PRCC) is generated. This field can reflect either

Note that if an Accounting Profile was used, there will be multiple accounting lines, each with its own template.

Fund Accounting

The Fund Accounting section contains the standard fund accounting fields with picks to their respective tables. Any fields that are defined in the default Accounting Template will be automatically filled in. The fields can be changed manually, or a new Accounting Template can be selected for the entire Accounting Line. Changing the Accounting Template does not automatically fill in the fields with the new Accounting Template values; however, the new information will be used when the PRCC document is created.

Out of the fields below, the most frequently changed will be Object or Dept Object. Object Codes identify the type of expenditure and are used extensively to track spending activity.

Field Listing

Fund – The identification code associated with a fund record.

Sub Fund – The identification code associated with the sub-fund.

Object – The identification code associated with an object of expenditure. Object is a fund accounting Chart of Accounts element. These codes can then be used to create expense budgets, track spending activity, trigger business rules, and serve as selection criteria for batch jobs.

Sub Object – The identification code associated with the sub-object. Sub-object is a fund accounting Chart of Accounts element.

Revenue – Revenue sources are used to track individual sources of revenue taken in.

Sub Revenue – The identification code associated with the sub - revenue source.

Department – An identification code assigned to a central organizational level element where the decentralized structure is set.

Unit – Unit is the lowest organizational level in the main organizational structure. Only sub unit is lower.

Sub Unit – Sub unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure.

Appr Unit – The code assigned to a single appropriation unit.

BSA –The identification code assigned to the balance sheet account. The balance sheet account code is the first level of six allowed rollups. The progression of the rollups is:

- Balance sheet account class
- Balance sheet account category

- Balance sheet account type
- Balance sheet account group
- CAFR Major balance sheet account group
- CAFR Minor balance sheet account group

Sub BSA – The identification code assigned to the Sub Balance Sheet Account.

Dept Object – The identification code assigned to the Department object. In many cases, these field will be changed or manually entered.

Dept Revenue – The code assigned to the department revenue source.

Detailed Accounting

Field Listing

Location – This field identifies a location which identifies where dollars are spent or collected for reporting purposes.

Sub Location – The identification code associated with the sub-location.

Activity – The identification code associated with the activity. An activity is an internal program that you want to define for budgeting and/or reporting purposes. Activities can cut across agency and fund boundaries.

Sub Activity – The identification code associated with the sub-activity.

Function – The identification code associated with the function. The function code defines a set a COA elements. It is what is called a “hard inference.” Hard inferences override any manually completed COA entries for any elements that are part of that Function.

Sub Function – The identification code associated with the sub-function.

Reporting – The Reporting Code element is a program element that can be used in many different ways for measurement and tracking. It is even used as an informal cost accounting entity at times. It can be used on all accounting documents and is stored in journals and optionally in ledgers.

Sub Reporting – This field is used to further define a specific reporting code.

Task – The unique identification code assigned to the task.

Sub Task – The sub task is a means of breaking down tasks into smaller components.

Task Order – The unique identification code assigned to the task order.

Program – The identification code assigned to the program. Program is a cost accounting Chart of Accounts element.

Phase – The identification code assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a program.

Funding Profile – The Funding Profile is the highest level in the funding structure of cost accounting. The Funding Profile identifies the collection of Funding Profiles and Funding Lines that will be used for Reimbursement processing of the Program. Funding Profiles drive the Reimbursement Billing rules for various types of spending within a Major Program, when Task Order Billing is not used. The Funding Split logic uses the Funding Profile Inference tables to determine the appropriate Funding Profile for a particular accounting line using the chart of account codes (for example, program, phase, activity, object, and so forth).