Logging On/Off PCMS

To access PCMS,

1. Double-click on the **PCMSv4 Prod** icon located on the desktop.
2. The WARNING popup window appears. Read the message and click on **[OK]**.
3. The Logon popup window appears.
4. Enter **USERNAME (NFC ID)** and **PASSWORD** and click on **[Logon]**. Use the **mouse** or press **[Tab]** to move between fields.

After successfully logging on, the PCMS Main Menu for the Purchase Card appears.

NOTE: Carefully read Bulletin Board messages for important PCMS notifications.

To exit PCMS, click on **[Exit PCMS]** from the Main Menu.

Command Bar

In PCMS, the following command buttons, located at the top of each screen, are used to initiate or confirm actions.

Command	Description
Save	Enters into the database all additions/changes made to a record.
Print	Prints the current window.
Find	Activates a search. Click on once to initiate the query mode. Click on a second time to activate the search.
Remove	It will remove a line of accounting in profile accounting.
Clear Rec	Removes the current record from the current block, reversing any unsaved changes. A cleared record is **not** deleted from the database.
Edit	Displays the Editor popup window, allowing a field to be edited.
List	Displays a list popup window for selecting valid field entries.
Help	Currently inactive.

Cardholder Maintenance

This quick guide only discusses reconciling cardholder transactions in PCMS. Cardholders should refer to the *Cardholder PCMS User's Guide* for complete details in managing their cardholder account in PCMS. PCMS user guides can be viewed and downloaded at http://www.usda.gov/procurement/card/guide.html.

Guidelines for Reconciling a Transaction with the PCMS/FFIS Interface (Cont'd.)

2. After a new transaction has been in PCMS seven days, the interface runs that sends it to FFIS to be paid. The interface locks every transaction sent to FFIS to prevent further changes and possible out of balance situations. When a cardholder tries to change the accounting on a locked transaction, the following message appears: "Accounting changes cannot be made until this transaction completes the FFIS/PCMS reconciliation."

3. When the transactions have been accepted by FFIS, they are sent back to PCMS and PCMS unlocks the transactions. Thus, the cardholder could change the accounting on the transactions. The account description field next to the accounting will say "Accepted by FFIS."

    NOTE: During a normal cycle where a file is passed to FFIS and FFIS returns a file to PCMS, the transactions would be locked until the next day. If a file is passed from PCMS to FFIS and FFIS does not process the file, the file would not get picked up until the following day. The transactions would remain locked until they are successfully processed and accepted by FFIS. Bottom line is it could be between 36 and 48 hours or more depending up completion of the FFIS processing before the transaction is unlocked and available for reconciliation/adjustment by the cardholder.

4. If the cardholder reconciles the transaction before the interface runs, the cardholder can change the accounting attached to the transaction.

5. If the transaction rejects in FFIS, the transaction will remain locked until the FFIS user clears the reject and FFIS subsequently sends the acknowledgement back to PCMS.

6. Cardholders do not "fix" rejected transactions; the FFIS user as designated by the unit completes that. Cardholders do need to cooperate with the FFIS user if information is needed about the transaction. The name of the cardholder is part of the transaction file that passes to FFIS.

7. Cardholders can run the cardholder report in PCMS, which has been updated to include the accounting status that indicates what transactions are locked. The following alpha characters are used to indicate the accounting status:

    O = Obligated

    P = Paid By FFIS

    L = Locked**＊**

    N = New (not obligated and not paid)

    ＊When running Discoverer reports, the cardholder will see that transactions with a status code of "R (Rejected)" have been rejected by PCMS when they returned from FFIS due to changes made by FFIS. NFC will send these transactions back to FFIS to resolve. The cardholder handles these transactions in the same way as "L" transactions. The accounting transactions with a status of "R" cannot be modified until the status is something other than "R". When the user attempts to change the accounting on a transaction with a status of "R" the following message will appear: *Accounting changes are not allowed due to FFIS processing.*

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Cardholder PCMS
QUICK GUIDE
for
Reconciling Purchase Card Transactions
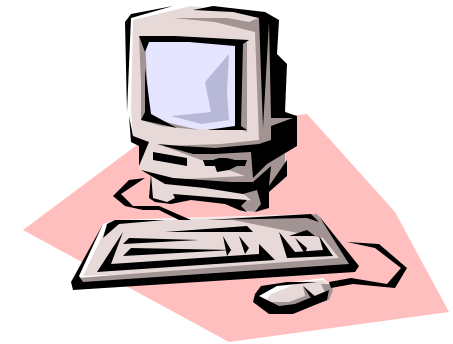
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Office of Procurement and Property Management
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Transaction Reconciliation

On the Main Menu, select **Cardholder>Card Transactions**. The Card Transaction sub-option provides access to a summary of all transactions attached to a specific cardholder along with the accounting charged. This includes transactions on cards that have been reported as lost or stolen.

After selecting the Card Transactions sub-option, the Transactions screen appears. It is through this screen that the cardholder can query transactions, reconcile transactions, or dispute a transaction. **Cardholders reconcile and dispute their own transactions.**

Querying Transactions

When the cardholder first accesses the Transactions screen, it is already in the query mode. Use one of the following processes to query transactions:

1. Querying all transactions.
   a. Click on **[Find]**.

      NOTE: The current cardholder's account appears. If applicable, use the scroll bar next to the cardholder name to select previous accounts. Existing transactions are listed as each account appears.

   b. Use the scroll bar to the left under Card Transactions to view all transactions.

2. Querying for a specific transaction.
   a. Query for all transactions by clicking on **[Find]**. (See NOTE in 1a above to assure that the correct account is being queried on.)
   b. Position cursor in any field in the Card Transaction area and click on **[Find]**. The cardholder's name, account, and organization information remain while all fields in the Card Transaction area are cleared.
   c. Any field in the Card Transaction area can be queried on. Enter query data in the appropriate field and click on **[Find]**. The queried transaction will appear.

Viewing and Reconciling a Transaction

To view and/or reconcile a transaction, click on **[Acctg]** next to the transaction of interest. The Transaction Maintenance screen appears. To return to the Transaction screen, click on **Card Transaction>View Transactions**.

Guidelines for Reconciling Transactions

♦ **Checks:** If the MERCHANT ADDRESS, MERCHANT CITY, MERCHANT STATE, and TAX ID NUMBER fields are white, the transaction is a check and the cardholders is required to enter this information when the transaction is approved.

   NOTE: If the check is made out to a foreign merchant, enter the MERCHANT ADDRESS, MERCHANT CITY, and STATE (click on [List] to select a country). Leave the ZIP field blank. Enter the zip in the comments field. This screen is currently under development to permit foreign checks.

♦ **Purchase Card:** If the MERCHANT ADDRESS, MERCHANT CITY, MERCHANT STATE, and TAX ID NUMBER fields are gray, the transaction is a purchase card transaction; the TAX ID NUMBER is provided by the bank to NFC separately.

♦ Make the appropriate selection in the ACTION field. If appropriate, complete the ITEM DESCRIPTION and COMMENT fields.

   NOTE: Checks cannot be disputed.

♦ If the TOTAL amount of the transaction is greater than $2500, the SF-281 CODE field is white, requiring an entry. Place the cursor in this field and click on **[List]** to select the appropriate SF-281 code to enter in this field.

   If the TOTAL amount is less than $2500, the SF-281 CODE field is gray, the transaction amount and the SF-281 code is optional.

♦ **FYI:** Retail Credit/Debit Adjustments. When the posting process for transactions in PCMS ends abnormally, only a portion of the transactions are posted properly. In an attempt to correct the posting problem the original transaction is reversed and re-posted. This scenario is reflected when "Retail Credit Adjustments" and "Retail Debit Adjustments" appear in the cardholder's list of transactions. Approve the debit and credit that cancel each other out and reconcile the second credit using the normal reconciliation process.

Modifying Lines of Accounting

♦ To modify a line of accounting that is currently attached to the transaction, click on **[Modify]** next to the line to be changed. That line is copied to the bottom part of the window, where the data can be changed as needed. Repeat these instructions for each line to be modified.

♦ To modify all the current lines of accounting, click on **[Modify All Acctg]**. All the current lines of accounting are copied to the bottom part of the window. Change the data as needed.

♦ In lieu of the above, type the accounting information into the fields displayed in the bottom part of the screen. After completing all of the fields, including DIST. AMOUNT, click on **[Save]** to update the database.

♦ To return to the PCMS Main Menu, select **Action>Exit**.

Disputing a Transaction

All transactions are paid, then disputed. The cardholder must contact the vendor and try to resolve any dispute before processing it through PCMS. If the dispute with the vendor cannot be resolved, the cardholder is to contact the bank for assistance. The cardholder has 60 days to file a dispute.

NOTE: Checks cannot be disputed.

If the dispute cannot be resolved, then process it through PCMS.

♦ From the Transaction Maintenance screen, select **Dispute** for the **ACTION** field. The message, "This dispute will not be faxed to the bank until after it has been paid" appears.

Click on **[OK]**. If the dispute is over merchandise not received, leave the DATE RECEIVED field blank until the merchandise is actually received. Fill out the rest of the fields on the Transaction Maintenance screen as described in *Reconciling Transactions.*

♦ Go to the Dispute Maintenance screen by selecting **Card Transaction>Maintain Disputes** from the menu bar.

♦ Key in the dispute data, then click on **[Save]** to update the database. The cardholder is returned to the Transactions screen. To return to the PCMS Main Menu, select **Action>Exit**.

Resolving Disputes

Once a transaction is disputed in PCMS the cardholder receives a credit for the disputed amount from the bank. This credit will appear as a transaction on the cardholder's Transactions screen. The credit will balance the dispute.

♦ Select the disputed transaction by clicking on the **[Acctg]** button and then pull up the Dispute Maintenance screen. Enter the **DATE RESOLVED**, select **Card Transaction>Maintain Transactions**, change the accounting information, if necessary, and change the **ACTION** to **Resolved**. Click on **[Save]**.

♦ Select the credit transaction by clicking on the **[Acctg]** button and then pull up the Transaction Maintenance screen. Update the screen by entering **Approved** in the **ACTION** field. Click on **[Save]**. **NOTE:** If the accounting in the disputed transaction is changed, it must also be changed in the credit transaction. Accounting must be the same. Refer to the *Cardholder PMCS User's Guide* for complete details on profile accounting.

Guidelines for Reconciling a Transaction with the PCMS/FFIS Interface

NOTE: A cardholder's transactions should be only for their agency and cross-service agencies that are in the same FFIS application. Due to the requirements for making accounting adjustments in FFIS, cardholders cannot make transactions outside of their agency; this will cause problems when sending the documents to FFIS because each accounting line has an agency code attached to it. When the FFIS document is created and the accounting has different agency codes, it will cause the document to reject in FFIS.

1. Daily, Monday through Friday, new transactions from the bank are loaded into PCMS between 11:30 am and 12:00 pm CST. Once a transaction is loaded, the cardholder has seven days to reconcile it before it is sent to FFIS. **It is very important that cardholders reconcile transactions weekly; select one day to routinely reconcile on a weekly basis.**