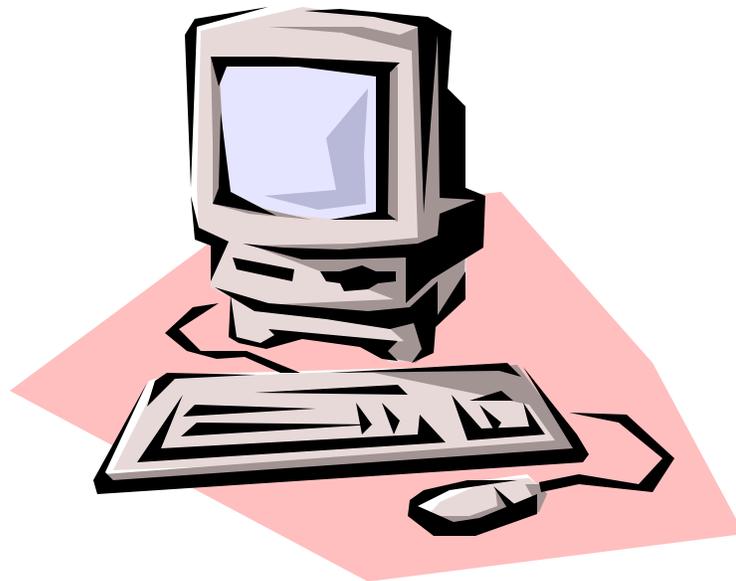**USDA**

United States Department of Agriculture

FLEET PCMS USER'S GUIDE

Final Originated: SEPTEMBER 2000

Prepared by:

Office of Procurement, Property, and Emergency Preparedness
Procurement Modernization Team

Table of Contents

SECTION I. INTRODUCTION

SYSTEM OVERVIEW

The Purchase Card Management System is an online relational database management system of the U.S. Department of Agriculture (USDA). Within PCMS are the Windows-based Fleet Card Account Maintenance Screens (FAMS) that are used to manage government fleet credit card transactions.

PCMS also performs the following functions and interfaces with other systems:

♦ Validates against the Management Account Structure Codes System (MASC)

♦ Sends records from PCMS to the Disbursing System (DISB)

♦ Sends records from PCMS to the General Ledger System (LEDG)

♦ Passes data to the Statistical Analysis Tabulation System (STAT), which updates the cost and productivity database for PCMS

♦ Interfaces with the Central Accounting System (CAS)

♦ Updates the Personal Property System (PROP)

♦ Provides an interface record to the Miscellaneous Income System (MINC) for all appropriate 1099 records at the end of the year

SOFTWARE INSTALLATION

PCMS software is installed by downloading from the USDA Procurement web site.

NOTE: Before installing this software check with your Agency's procedures for software installation. Most agencies have their own distribution method for installing software.

Preparing for Software Installation

Before installing the software, be sure your computer has the following:

♦ Windows 95 or higher (Windows 3.1 is not supported.)

♦ Minimum of 16 MB RAM

♦ Minimum of 100 MB available on the hard drive

♦ Monitor Resolution of 800 x 600

♦ TCP/IP address compatible with current version of ORACLE TCP/IP and SQL*Net Version 2.1.4. Agencies must use FTS2000.

♦ Ability to connect to NFC UNIX server via USDA TCP/IP network

♦ ORACLE Discoverer 2000 for Windows for data query applications.

PCMS Download Instructions

1. Using your Internet browser, go to the USDA Intranet site, http://www.hqnet.usda.gov/pcms.

2. Click on the appropriate PCMSv4.0 application to download. For most users this will be the pcmsv40_60.exe with ORACLE Forms 6.0.

   In selecting an application, you must know whether you have an ORACLE Forms package on your computer and if so, what type. If in doubt as to which PCMSv4.0 application to download, either ask your IT support personnel or refer to the TIP below to make the determination yourself.

   NOTE: For PCMSv4.0 Windows NT users only – The person logged on to the computer must be the System Administrator in order to install/uninstall PCMSv4.0.

FOR AGENCIES THAT USE ORACLE FORMS 6.0:

pcmsv40_60.exe
File size 53.7 MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

pcmsv40s_60.exe
File size 2.11 MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

FOR NT USERS ONLY:

pcmsv40_nt_60.exe
File size 62.0MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

pcmsv40s_nt_60.exe
File size 2.11MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 6.0 applications residing on their computer.)

<div style="border:1px solid black; padding:1em;">

FOR AGENCIES THAT USE ORACLE FORMS 5.O:

pcmsv40_50.exe
File size 23.3 MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

pcmsv40s_50.exe
File size 2.01 MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

FOR NT USERS ONLY:

pcmsv40_nt_50.exe
File size 23.5MB
(Complete version for users who **DO NOT** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

pcmsv40s_nt_50.exe
File size 2.06MB
(Without run-time, for users who **DO** have 32-bit, ORACLE Forms 5.0 applications residing on their computer.)

NOTE: The ORACLE Forms 5.0 version (without run-time) should be used only if other ORACLE Forms 5.0 applications exist on your computer.

</div>

3. From the File Download window, click on **save this program to disk** and click **[OK]**. Save the program to your **C:** drive (recommend C:\Download). Note where you saved the application.

4. If the Download Complete window appears, click **[Close]**. Click **File>Close** to close the Intranet site.

TIP:

Determining Whether You Have An ORACLE Forms Package:

1. Using Windows Explorer, click on your **C:** drive.

2. Look on your C: drive to see whether you have an **Orawin** or **Orawin95** folder. If you do not, go ahead and load pcmsv40_60.exe. Otherwise, go to step 3.

3. Double-click on either the **Orawin** or **Orawin95** folder.

4. Look to see whether you have a **Forms50** or **Forms60** folder. If you have Forms50, download pcmsv40_50.exe or pcmsv40s_50.exe.   If you have Forms60, download pcmsv40_60.exe or pcmsv40s_60.exe.

NOTE FOR NT USERS: All Rural Development, NRCS, and FSA users, read the "NT README FILE" located at the USDA Intranet site, http://www.hqnet.usda.gov/pcms. For any other agencies using NT, look on your C: drive to see whether you have an NT Orawin folder. If you do not, go ahead and load pcmsv40_nt_60.exe. If you do have an NT Orawin folder, see whether you have a Forms50 or Forms60 folder. If you have Forms50, download pcmsv40_nt_50.exe or pcmsv40s_nt_50.exe. If you have Forms60, download pcmsv40_nt_60.exe or pcmsv40s_nt_60.exe.

PCMS Installation Instructions

1. Open Windows Explorer.

2. Double-click on the folder in your **C:** drive where the application file was saved.

3. Double-click on the self-extracting application file, **pcmsv40(_60 or _50)**, **pcmsv40s(_60 or _50)**, **pcmsv40_nt(_60 or _50)**, or **pcmsv40_nt(_60 or _50),** you downloaded.

4. From the WinZip Self-Extracting File window, unzip the file to **C:** and click the **[Unzip]** button. Enter the unzip password, **pcit**, and click **[OK]**. When unzip is complete, click **[OK]** and then **[Close]**.

5. Press **[F5]** to refresh Windows Explorer, locate **C:\pcmsv40(_60 or _50)**, **pcmsv40s(_60 or _50)**, **pcmsv40s_nt(_60 or _50)**, or **pcmsv40s_nt(_60 or _50),** and double-click on it. Click on **Disk 1** and then double-click on the **Setup** application (will appear as either **Setup** or **Setup.exe**) to install the software.

6. Enter the following screen responses to proceed with the installation process. Note that the items marked in *italics* are additional actions pertaining only to pcmsv40s.

Screen	Response
InstallShield Welcome	Click [Next].
License Agreement	Click [Yes].
Customer Information	*Enter "1" in Serial field. Click [Next].*
Choose Destination Location (C: drive)	Click [Next].
Setup Type (Typical)	*Click [Next].*
Select Program Folder (Purchase Card Management System should be selected.) *(PCMSv40s)*	Click [Next].
Start Copying Files	Click [Next].
InstallShield Wizard Complete	Click [Finish].

7. Click on **File>Close** to close Windows Explorer.

8. From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0** to access the application and verify installation after the completion of the installation process.

9. Return to Windows Explorer. Go to the **C:** drive and the folder in which you initially downloaded the **pcmsv40(_60 or _50)**, **pcmsv40s(_60 or 50)**, **pcmsv40_nt(_60 or _50)**, or **pcmsv40_nt(_60 or _50)** application from the Intranet (e.g., C:\Download\pcms40_60.exe) and delete it, as well as the folder to which the files were unzipped (e.g., C:\pcmsv40_60). When the Confirm File Delete window appears, ignore the message and click **[Yes]**.

10. Click on **File>Close** to close Windows Explorer.

Shortcut/Desktop Icons

Follow these instructions after you have successfully installed PCMSv4.0 on your computer, and <u>only</u> if you want shortcut icons on your desktop.

NOTE: If after completing these instructions you receive the **"invalid userid/password"** message when attempting to log on to PCMS, you may need to contact your Agency Fleet Headquarters Coordinator (AFHC) or Agency Fleet Program Coordinator (AFPC) to have your password reset.

Create a new shortcut:

1. From your Desktop, click **Start>Settings**>**Taskbar & Start Menu**.

2. In the Taskbar Properties window, click **Start Menu Programs**, and then click **[Advanced]** under *Customize Start Menu*.

3. In the Exploring window, double-click **Programs** located to the left under *Folders*.

4. Double-click **Purchase Card Management System Ver 4.0**.

5. Click the **right mouse button** on **PCMSv4 Prod**, and then select **Copy**. Minimize your Windows Explorer window.

6. Move your mouse to your desktop, click the **right mouse button**, and then select **Paste**. The PCMSv4 Prod icon will appear on your desktop.

7. For AFHCs *only*—restore Windows Explorer and repeat steps 5 and 6 to create a desktop icon for SAMSv2 Prod.

8. Close your Windows Explorer window, right click your mouse on the minimized Explorer window at the bottom of your desktop, and select **Close**.

9. Click **[OK]** on the Taskbar Properties window.

Uninstalling PCMSv4.0

From your desktop, click on **Start>Settings>Control Panel**. Double-click on **Add/Remove Programs**. The *Add/Remove Programs Properties* window opens. The *Install/Uninstall* tab lists all programs that can be automatically uninstalled. Use the scroll bar to the right of the program listing to locate and select **Purchase Card Management System Ver 4.0**. Click **[Add/Remove]** to launch the uninstall process. A *Confirm File Deletion* dialog box appears. Click **[OK]** to remove the application. The *Maintenance Complete* box appears. Click **[Finish]** to complete the uninstall process. Click **[OK]** to close the *Add/Remove Programs Properties* sheet.

NOTE: Uninstalling PCMSv4.0 will disable other ORACLE applications. Either reinstall PCMSv4.0 or the ORACLE application(s) to restore operability.

LOGGING ON/OFF PCMS

To access PCMS,

1. Double-click on the **PCMSv4 Prod** icon located on your desktop.

<div align="center">*Or*</div>

From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0>PCMSv4 Prod**.

2. The WARNING popup window appears. Read the message and click **[OK]**.
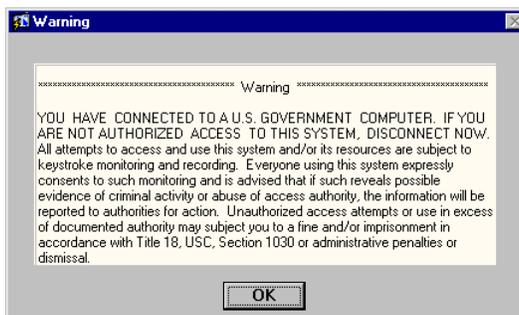
3. The Logon popup window appears.
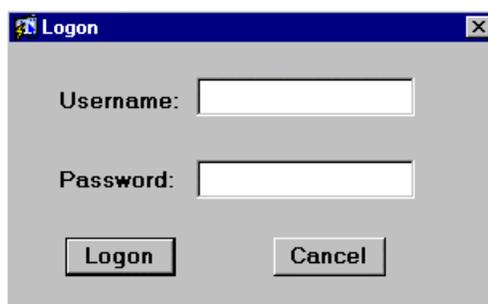
Enter your **USERNAME** and **PASSWORD** and click **[Logon]**. Your AFPC or LFPC will provide you with this information. Use your **mouse** or press **[Tab]** to move between fields.

Fieldname	Description
Username	Alphanumeric field, maximum of 20 positions (e.g., FS4003)
Password	Alphanumeric field (must begin with an alpha character), 6 to 20 positions (e.g., PCMS123)

Every 90 days your password expires and must be changed. For instructions on changing passwords, refer to *Change Password* in this section.

After you successfully log on, the PCMS Main Menu for the Fleet Card appears.

NOTE: If your password is within five days of expiring, a notification message will appear every time after you log in to PCMS up until the expiration date.

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

PCMS MAIN MENU

After logging onto PCMS, the PCMS Main Menu appears:
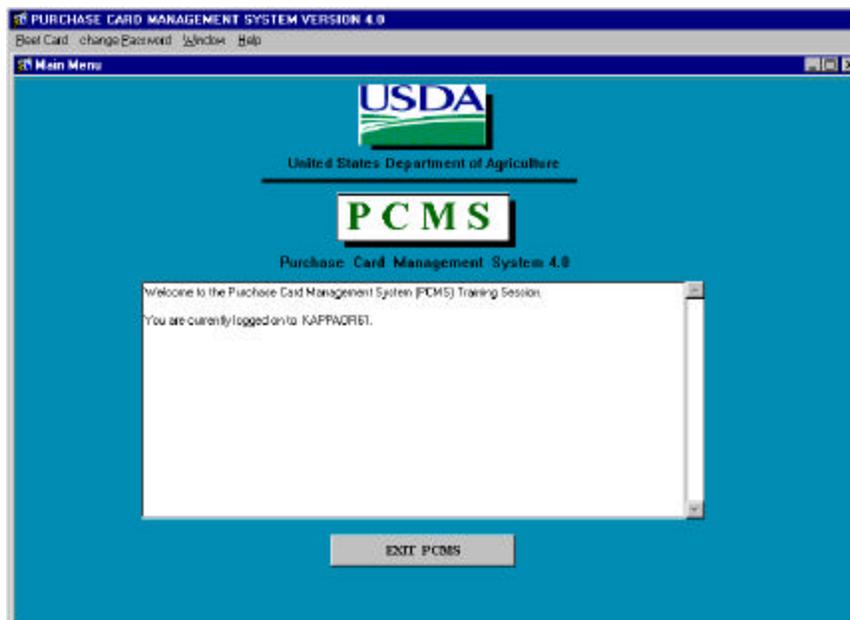
Menu Bar

Fleet Card

This option provides multiple sub-options allowing you to establish, modify, delete, or replace a fleet credit card, update data on the Local Fleet Program Coordinator (LFPC), transfer equipment, update profile accounting on the fleet credit card account, dispute fleet transactions, and review user messages pertaining to alerts and statistical sampling. Refer to the *Fleet Card Setup and Maintenance* section for complete details in using all sub-options listed under Fleet Card.

Change Password

This option allows you to change your system password.

From the PCMS Main Menu, select **Change Password** from the menu bar at the top of the screen. The following popup widow appears:

Your assigned username is displayed. Type your old password and then your new one.

The following are the requirements for the password:

♦ A password is 6 - 20 alphanumeric positions

♦ Must start with an alpha character

♦ Cannot contain spaces

♦ Must be different by at least 1 character from the previous password (e.g., mayday1, mayday2)

Type the new password once again to confirm you've entered it correctly. Note that the passwords will appear as asterisks. Click **[Change Password]**. Your new password will be in effect the next time you log on to PCMS.

Contact your DFPC/AFHC to reset your password if either of the following situations occur:

♦ The 90 days has expired and you didn't change your password

♦ Entered your username and password three times unsuccessfully causing your username and password to lock. NFC has to unlock.

♦ Receive message that username and/or password are invalid (see note)

NOTE: Unfortunately, the system currently gives you the same message ("Please enter a valid userid/password.") whether your password has expired, the system is down, or you've logged in incorrectly.

For information on user ids, refer to the *SAMS User's Guide for the Fleet Card*.

Window

This feature allows you to rearrange open windows so that they are visible simultaneously (Example 1) or to retrieve a window that you have opened during the current PCMS session (Example 2).
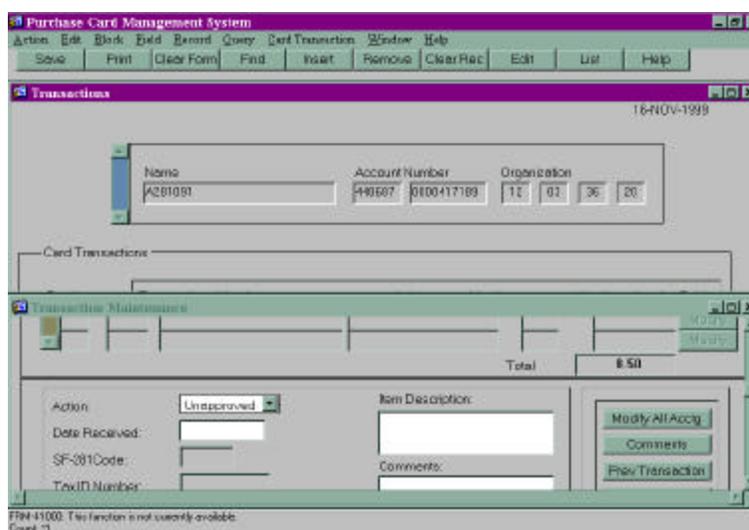
Example 1
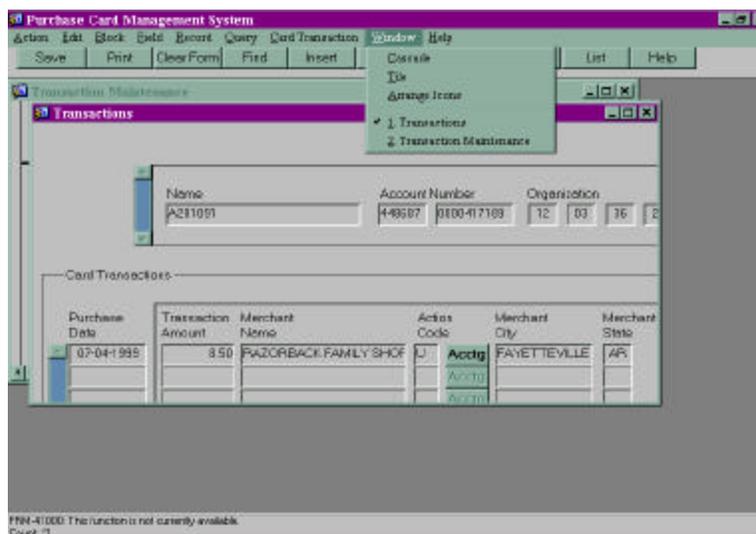
Example 2

The Window option appears on both menu bars provided in PCMS. Below is a description of each sub-option listed under Window:

Sub-Option	Description
Cascade	Used to arrange all open window in an overlapping format so that each title bar is visible (Example 2 above).
Tile	Used to automatically resize all open windows and arrange them to fit next to each other on the desktop (Example 1 above).
Arrange Icons	Used to arrange icons along the lower edge of the desktop.

Help

The Help option appears on both menu bars provided in PCMS. Below is a description of each sub-option listed under Help.

Sub-Option	Description
Keys	Certain keys and combination of keys are used to perform functions in PCMS (e.g., move the cursor, enter and modify data, or initiate commands to the computer). These keys may be different on different computers. To help you determine the correct keys to perform functions on your computer, PCMS provides a keyboard map that lists function names and the associated keys.
List	Used to activate a list of values, if there is one available for this field.
Display Error	Used to display error information and/or advanced help information, if available, for the field where the last error occurred.
Debug	Reserved for programmer use only.

Bulletin Board

The bulletin board, located in the center of the main menu screen, provides up-to-date news about PCMS (e.g., notifications of system downtime, location of new system documentation of USDA's web site). The Departmental Fleet Program Coordinator (DFPC) is responsible for the posting of all messages to the bulletin board.

COMMAND BAR

The command bar displays a row of command buttons that are used to initiate or confirm actions in PCMS. In PCMS these command buttons are located at the top of each screen.

Below is a description of each command button on the command bar.

Command	Description
Save	Enters into the database all additions/changes to a record.
Print	Writes the current screen to a file and asks if you want to print it.
Clear Form	Clears and deletes all data in the form.
Find	Activates a search. Click once to initiate the query mode. This allows you to enter a specific value (e.g., tag/equipment number) for a search. Click a second time to activate the search.
	NOTE: Some screens, upon initial opening, either activate a search based on the LFPC logon id or are already in the initial query mode and you just need to enter the data to be queried on and click [Find].
Insert	Inserts a new record after the current record; retaining the LFPC information.
Remove	In the Fleet Card Setup screen, [Remove] deletes the retrieved record from the database that <u>has not</u> been sent to the bank. Records are not permanently deleted until you save your changes to the database. Also, it will remove a line of accounting in the Profile Accounting screen. See *Fleet Card Setup & Maintenance* for details.
Clear Rec	Removes the current record, reversing any unsaved (i.e., uncommitted) changes made to that record. A cleared record is **not** deleted from the database.
Edit	Displays the Editor popup window, allowing you to edit a field.
List	Displays a list popup window for selecting valid field entries.
Help	Displays a brief message about the current field. This button is currently inactive.

SYSTEM EDITS

All entries in the system are subject to front-end system edits. If an error occurs, or if required data is omitted, an edit error message is displayed at the bottom of the window. All errors must be corrected before the database is updated.

USING FORMS

PCMS also uses data entry screens that are referred to as forms. Forms consist of an array of **fields** that are used to enter, update, and query data in the database.

Fields may appear in any type of window. Editable fields are white; non-editable fields are shaded gray.

Date fields in PCMS use the mm-dd-yyyy format (e.g., 09-30-1999).

Forms Menu Bar and Pull-Down Menus

Most forms windows display a common menu bar that provides options with pull-down menus for performing data query and entry functions. Each option on the menu bar is listed below with a description of each pull-down option.

Option/Sub-Option	Description
Action	
Clear All	Used to clear all records from the current block and create a new record.
Save	Used to enter into the database all new or modified data entered on the form.
Print	Used to write the current screen to a file, asking if you want to print it.
Exit	Used to exit the current form and return to the system command prompt.
Edit	
Cut	Used to cut an area of text after it has been selected.
Copy	Used to copy an area to text after it has been selected.
Paste	Used to paste text in paste buffer at current cursor location.
Edit	Used to display a popup window in which the operator can edit a field.
Block	
Previous	Used to move the cursor to the previous block in the form that contains at least one entry field.
Next	Used to move the cursor to the next block in the form that contains at least one entry field.
Clear	Used to clear all records from the current block and create a new record. [Clear Block] does not delete records from the database; it only removes records from the workspace.
Field	
Previous	Used to move the cursor to the previous entry field in the current record.
Next	Used to move the cursor to the next entry field in the current record.
Clear	Used to clear the content of the current field beginning at the current cursor position. If the cursor is to the right of all the characters in the field, [Clear Field] clears the field.

Option/Sub-Option	Description
Duplicate	Used to copy the field value from the same field of the previous record into the current field.
Record	
Previous	Used to move the cursor to the previous record in the current block.
Next	Used to move the cursor to the next record in the current block.
Scroll Up	Used to shift the window of the current block or list up by approximately 80 percent, displaying records that are outside of the window.
Scroll Down	Used to shift the window of the current block or list down by approximately 80 percent, displaying records that are outside of the window.
Clear	Used to remove the record from the current block, reversing any uncommitted changes made to the record. A cleared record is not deleted from the database.
Remove	Used to delete the retrieved record from the window and from the database. Records are not permanently deleted until you commit your changes to the database. For example: If a record is mistakenly entered into PCMS and the SENT TO BANK date is still null, click [Remove] and then [Save] and it is removed from the system.
Insert	Used to insert a new record after the current record.
Duplicate	Used to copy a new record after the current record.
Lock	Used to lock a record so that another user cannot change the record while you are updating it. [Lock Record] does not allow you to enter or change any data in a field that is protected against entry or update.
Query	
Enter	Used to clear the current block and allows you to enter query criteria.
Execute	Used to clear the current block and retrieve all the records from the database table referenced by the block.
Last Criteria	Used to display the query criteria last used.
Cancel	Used to terminate query processing.
Count Hits	Used to clear the current block and display on the message line the number of rows that a query would retrieve if executed.
Fetch Next Set	Used to retrieve the next set of records into the current block from records that satisfy an active query.
Fleet	
All the screens that make up FAMS are listed in this pull down menu. This allows you to more easily move between screens without having to back out of each one. IT DOES NOT allow you to track the same record between screens; a query must be performed on each screen.	

Moving Through a Form

<u>Moving From Record to Record</u>. After you retrieve records from the database, you can use **Record>Next**, **Record>Previous**, or use the mouse with the scroll bar to the left of the screen to view them.

<u>Moving From Field to Field</u>. To move the cursor from one field to another, use **Field>Next**, **Field>Previous**, or press **[Tab]** ([Shift]+[Tab] to go back), or the mouse.

Executing a Query

Retrieving information from the database is called executing a query. You can enter a query using the features described below.

<u>Retrieving All Records</u>. Click **[Find]** twice to query all records attached to the user id used to log into PCMS. Use the scroll bar to the left of the screen to view each record.

<u>Retrieving Specific Records</u>. Click **[Find]**, type the value you want to match in the appropriate field(s), and click **[Find]**. If more than one record is found, the scroll bar to the left will be activated. Use the scroll bar to the left of the screen to view each record.

Listing Valid Field Values

Some fields in the PCMS entry windows have lists from which the user may select valid field entries (e.g., LFPC User Id, Tag/Equipment Number). If *<List of Values>* is displayed in the lower right corner of the window, there is a list available for the field in which the cursor is currently located.

To access the list, click **[List]** on the command bar. A list popup window appears displaying all appropriate choices for the specific field. Refer to the screen below.
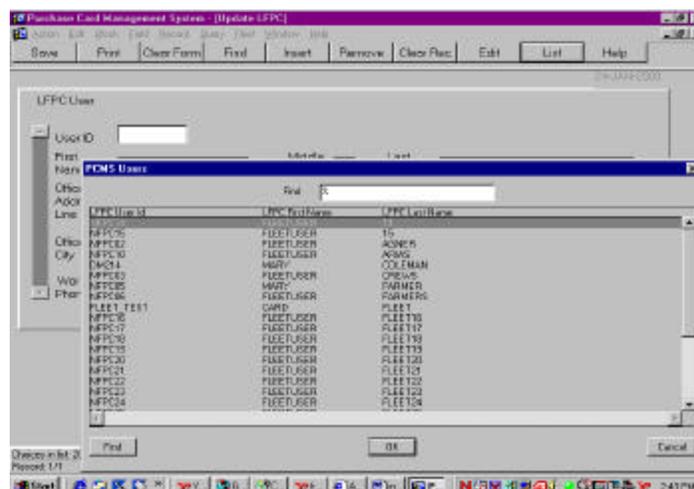
The list of user ids is displayed when the cursor is in the
User Id field and [List] is clicked.

Scroll to highlight the item you want to enter and click **[OK]**. The value appears in the applicable field. Other related fields will also be populated based on your selection (e.g., LFPC User Id – LFPC name and address fields are populated along with the Id field).

Using the Wildcard (%) with the [Find] Function

If you are not sure of the value (e.g., name, tag/equipment number), you search for it using the wildcard (%) with the [Find] function. The [Find] function allows you to search for a specific value by entering a partial value in the field along with a wildcard (e.g., searching on the TAG/EQUIPMENT NUMBER field, you could query with the wildcard three different ways: %T576, AT57%, %T57%). The screen will populate with all records matching your search criteria along with an active scroll bar allowing you to scroll through the records until you find the correct record.

Acknowledging Edit Alerts

PCMS edit alerts appear as two types of popup windows that partially overlay the current window. To respond to the first type of edit alert, select the appropriate answer (*Yes*, *No*, or *Cancel*). For the second type, for which **[OK]** is the only response, you must click **[OK]** to acknowledge that you have read the message.

SECTION II. FLEET CARD SETUP & MAINTENANCE

The Fleet Card Account Maintenance Screens (FAMS) consist of several screens listed as sub-options under the Fleet Card menu. These sub-options enable you to create, maintain, and provide account oversight to fleet credit cards (e.g., fleet card setup, LFPC user info, equipment identification, profile accounting, transfer of equipment). In providing oversight to fleet credit card accounts, user messages provide alerts identifying potential situations involving fraud and identify randomly selected fleet credit cards for statistical sampling to verify legitimacy of transactions. Details of each feature of the Fleet Card menu are provided below.

NOTE: If you should find yourself unable to exit any screen, either click the **[X]** button twice in the far upper right corner, which will return you to the Main Menu, or press **[Ctrl][Alt]+[Delete]** to exit out of PCMS altogether.

USER MESSAGES

The User Messages screen features the alerts and statistical sampling oversight tools provided by PCMS for LFPCs to regularly monitor in order to provide oversight to fleet credit card accounts and purchases. For complete details on handling alerts and statistical sampling, refer to *Oversight Tools*.

When this sub-option is selected, the User Messages screen appears.

The following is a brief description of each field:

Fieldname	Description
TAG/EQUIPMENT NUMBER	The tag/equipment number as it appears on the fleet credit card. Identifies the authorized vehicle or equipment for this fleet credit card. A list of values is available for this field. (Query field.)
PROGRAM CODE	The vehicle/equipment's program code.
DEPT	The vehicle/equipment's department code. (Query field.)
AGENCY	The vehicle/equipment's agency code. (Query field.)
VOYAGER/AVIATION NUMBER	The last 10 digits of the vehicle/equipment's fleet credit card account number. (Query field.)
REGION	The second position in the agency organizational structure code for that vehicle/equipment. (Query field.)
UNIT	The third position in the agency organizational structure code for that vehicle/equipment. (Query field.)
SUB UNIT	The fourth position in the agency organizational structure code for that vehicle/equipment. (Query field.)
MESSAGE DATE	The date of the message.
MESSAGE STATUS	The message status: *Unread* or *Read*. Select the appropriate status from the message status pull-down menu. (Query field.)
MESSAGES NOT READ	The number of messages not read.
MESSAGE	Alerts and statistical sampling messages appear here. Refer to *Reading Messages* below and to *Oversight Tools* in *Section III* for further details.
COMMENTS	LFPC enters an explanation as to the resolution of an alert or confirmation in responding to a statistical sampling. (Entry field.) (Required, alphanumeric, 210 positions)
[View Transactions]	Click to respond to alerts on transactions and statistical sampling. This button will work only if the system has generated a transaction alert or statistical sampling message. For details, see *Oversight Tools* in *Section III* section.

Querying Messages

There are five ways to query user messages:

1. When you access User Messages, the system will automatically query all unread messages for the LAPC user id that was used to log into PCMS.

2. To query all messages, read and unread, click **[Find]** twice. Read messages will appear first.

3. To retrieve a specific message or group of messages, click **[Find]**, enter data in any field on the screen for a specific search and click **[Find]**.

There is a list of values available for the TAG/EQUIPMENT NUMBER field. Click **[Find]** and place the cursor in the **TAG/EQUIPMENT NUMBER** field and click the **[List]** button. The drop-down list appears, make a selection, and click **[OK]**.   The screen will be populated with the data for that piece of equipment.

4.   To query Read or Unread messages only, click **[Find]**, change **MESSAGE STATUS** to **Read** or **Unread**, and click **[Find]** again.

5.   To query statistical sampling messages, click **[Find]**. Enter **%Stat%** in the **MESSAGE** field and click **[Find]**. NOTE: Text in this field is case sensitive.

Reading Messages

User Messages detail the alerts and statistical samplings setup in PCMS to aid the LFPC in ensuring the accuracy of their fleet accounts and to prevent fraud, waste, and abuse. Refer to *Oversight Tools* for details in responding to these messages.

After querying the messages, the scroll bar will become active if there is more than one message. Click on the scroll bar to the left of the NAME field to view each message. After responding appropriately to a user message, click the **[*Down Arrow*]** next to "Unread" in the **MESSAGE STATUS** field and select **Read**. Details of either a resolution to an alert or the confirmation of reviewing a statistical sampling must be entered in **COMMENTS**. Click **[Save]**.

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

FLEET CARD SETUP

Use the Fleet Card Setup sub-option under Fleet Card to initiate a request for a fleet card from the bank or to update an exiting record. When this sub-option is selected, the Fleet Card Setup screen appears.
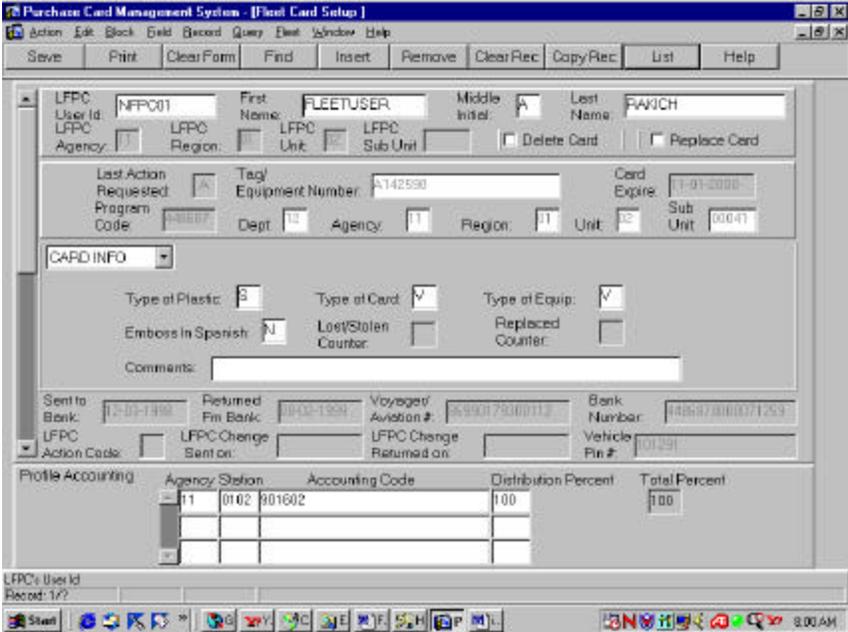
The following is a brief description of each field on the Fleet Card Setup screen. Fields not requiring data entry are noted.

Fieldname	Description
LFPC USER ID	The PCMS user identification number of the LFPC assigned to the fleet card to either be added to or retrieved from PCMS. (Query field.) (Required, alphanumeric, maximum 20 positions)
FIRST NAME	The LFPC's first name. (Required, alphanumeric, maximum 12 positions)
MIDDLE INITIAL	The LFPC's middle initial. (Required, alphanumeric, 1 position)
LAST NAME	The LFPC's last name. (Query field.) (Required, alphanumeric, maximum 20 positions)
LFPC AGENCY LFPC REGION LFPC UNIT LFPC SUB UNIT	The LFPC's organizational structure/hierarchy. (Non-entry fields.)
DELETE CARD	Use to delete a fleet card record at the bank. Check this box to cancel a card due to a vehicle no longer in service. REMEMBER: The deleted tag/equipment number cannot be reused.
REPLACE CARD	Use to replace a fleet card. Check this box to replace a card that has been damaged. For details, refer to *Replacement Cards* under *Updating a Fleet Credit Card* later in this section.
NOTE: When either Delete or Replace Card is selected, all fields except for Comments are locked. Only comments can be entered for these actions.	
LAST ACTION REQUESTED	When a transaction is completed and saved, the last action requested field is programmatically assigned one of the following values: A(dd), D(elete), L(FPC Information Changed), M(odify), R(eplacement), T(ransfer of Equipment), and U(pdate PCMS only). (Non-entry field.*) *Exception. Can perform queries on action codes A, M, U, L, D, and R by clicking [Find], enter value in LAST ACTION REQUESTED, and clicking [Find] again. A "T" may also be entered into this field to query equipment you have just transferred, the SENT TO BANK and RETURNED FM BANK dates must be null. Refer to *Transfer Equipment* section.
TAG/EQUIPMENT NUMBER	Identification number for equipment. You cannot insert a duplicate tag/equipment number into PCMS. (Query field.)
CARD EXPIRE	Card expiration date populated by the system when the record is returned from the bank. (Non-entry field.)

Fieldname	Description
The following fields represent the Equipment's hierarchy.	
PROGRAM CODE	The program code for each equipment record is hard coded into the system. This field will be grayed out to prevent data entry. (Non-entry field)
DEPT	Contains the default value of 12 for USDA. This value can be changed. (Required, numeric, 2 positions)
AGENCY	The agency where the fleet card will reside. (Required, numeric, 2 positions)
REGION	The region where the fleet card will reside. (Required, numeric, 2 positions)
UNIT	The unit where the fleet card will reside. (Required, numeric, 2 positions)
SUB UNIT	The sub-unit where the fleet card will reside. Default is 00000. (Required, numeric, 5 positions)

The setup/maintenance information is contained in the center of the Fleet Card Maintenance screen, beginning with Card Information. As you enter the setup/maintenance data, the screen automatically moves from one section to another, beginning with the Card Information section, followed by the Equipment Information section, the Limit Information section, and the Driver Information section (refer to the screen sections and field descriptions shown below). Use the dropdown menu in the upper left of this area of the screen to move more easily between each section when you need to update.

Fieldname	Description
Card Info	
TYPE OF PLASTIC	Valid values are: Q(uasi-Generic) – non-government/government card (no govn't logo with govn't account number) S(tandard) – government card (govn't logo with govn't account number) (Required)

Fieldname	Description
TYPE OF CARD	Valid values are N(either), D(river), and V(ehicle).
	(Required)
TYPE OF EQUIP	Valid values are A(ircraft), B(oat), E(quipment), P(ool), and V(ehicle).
	(Required)
	*NOTE (1): **TYPE OF CARD** vs. **TYPE OF EQUIPMENT***
	If the TYPE OF CARD = D, then the TYPE OF EQUIPMENT can only be V.
	If the TYPE OF CARD = V, then the TYPE OF EQUIPMENT can only be V.
	If the TYPE OF CARD = N, then the TYPE OF EQUIPMENT can be A, B, E, or P.
	NOTE (2): TYPE OF EQUIPMENT vs. TAG/EQUIPMENT NUMBER
	If the TYPE OF EQUIPMENT = A, then the TAG/EQUIPMENT NUMBER must begin with an N.
	If the TYPE OF EQUIPMENT = P, then the TAG/EQUIPMENT NUMBER must begin with a P.
*NOTE: If **TYPE OF CARD** is **V**ehicle or **N**either, the Equipment CITY, STATE, and ZIP are required fields and the driver name and address information are not-required fields. On the other hand, if the **TYPE OF CARD** is **D**river, DRIVER NAME and address information are required fields and the Equipment CITY, STATE, and ZIP are not-required fields.*	
EMBOSS IN SPANISH	Valid values are Y(es) or N(o).
	(Required)
	NOTE: Changing this field to Yes or No will generate a new VISA account number and a new fleet card.
LOST/STOLEN COUNTER	Non-entry field. Displays the number of times the card has been reported as lost or stolen.
REPLACED COUNTER	Non-entry field. Displays the number of times the card has been replaced.
COMMENTS	User field for comments.
	(Not required, alphanumeric, maximum 240 positions)

Fieldname	Description
Equip Info	
FUEL & MAINT	Valid values are Y(es) or N(o).
	(Required)
ODOMETER INDICATOR	Valid values are Y(es) or N(o). If the TYPE OF CARD is "V," the ODOMETER INDICATOR is "Y" and no changes will be allowed. If the TYPE OF CARD is "N" or "D," the ODOMETER INDICATOR is "N."
	(Required)
CLASS CODE	Values for this field are yet to be determined. Field describes equipment size (e.g., medium sedan; light, medium, or heavy truck). This will be an optional field.
EQUIPMENT CITY	The city where the equipment will reside.
	(Required if **TYPE OF CARD** is **V**ehicle or **N**either.)
EQUIPMENT STATE	The state where the equipment will reside.
	(Required if **TYPE OF CARD** is **V**ehicle or **N**either.)
EQUIPMENT ZIP	The zip code where the equipment will reside.
	(Required if **TYPE OF CARD** is **V**ehicle or **N**either.)
ZIP EXT	The zip extension of where the equipment will reside.
	(Not required.)
VEHICLE/ MAKE/MODEL/YEAR	The vehicle's make, model, and year.
	(Not required. Valid only when **TYPE OF CARD** is **V**ehicle or **D**river.)

Fieldname	Description
Limit Info	
COST/FUEL TRANS LIMIT	Fuel costs per transaction limit. Field defaults to all 9's (999.99) unless individual agencies reset. Individual agencies determine their own limits. (Required, numeric, maximum 6 positions)
DAILY TRANS LIMIT	Transaction limit per day. Field defaults to all 9's (99) unless individual agencies reset. Individual agencies determine their own limits. (Required, numeric, maximum 2 positions)
COST/MAINT TRANS LIMIT	Maintenance cost per transaction limit. Field defaults to all 9's (999999.99) unless individual agencies reset. Individual agencies determine their own limits. (Required, numeric, maximum 11 positions)
PRICE/GALLON LIMIT	Price per gallon limit. Field defaults to all 9's (999.99) unless individual agencies reset. Individual agencies determine their own limits. (Required, numeric, maximum 7 positions)
GALLONS/TRANS LIMIT	Gallons per transaction limit. Field defaults to all 9's (9999.99) unless individual agencies reset. Individual agencies determine their own limits. (Required, numeric, maximum 7 positions)

Fieldname	Description
Driver Info *(The Driver Information is only required when the **TYPE OF CARD** is **D**river.)*	
DRIVER NUMBER	USDA's driver identification number.
FIRST NAME	Driver's first name. (Required, alphanumeric, maximum 12 positions)
M.I.	Driver's middle initial. (Required, alphanumeric, 1 position)
LAST NAME	Driver's last name. (Required, alphanumeric, maximum 20 positions)
ADDRESS LN1	Driver's Department/Agency. (Required, alphanumeric, maximum 36 positions)
ADDRESS LN2	Driver address information. (Alphanumeric, maximum 36 positions)
OFFICE PHONE	Drive's office phone number. (Required, alphanumeric, 10 positions)
CITY	The driver's office city. (Required, alphanumeric, maximum 25 positions)
STATE	The driver's office state. (Required, alpha, 2 positions)
ZIP	The driver's office zip. (Required, numeric, 5 positions)

The next area is display only fields and are grayed out. No data entry is allowed.

Fieldname	Description
SENT TO BANK	Date that a new or updated fleet record is sent to the bank.
RETURNED FM BANK	Date the fleet record is returned from the bank.
VOYAGER/AVIATION #	The Fleet Card Voyager/Aviation account number.
BANK NUMBER	The Fleet Card's bank ghost account number.
LFPC ACTION CODE	When the LFPC information is updated, an L(FPC information changed) action code appears. For details on updating LFPC information, refer to *Update LFPC* later in this section.
LFPC CHANGE SENT ON	Date that the update to LFPC information is sent to the bank.
LFPC CHANGE RETURNED ON	Date the updated LFPC information is returned from the bank.
VEHICLE PIN #	The vehicle pin number.

The remaining portion of the Fleet Card Maintenance Screen is where the profile accounting information is entered for the equipment. One or more lines of accounting can be entered.

Fieldname	Description
AGENCY	The agency code that the purchase is to be charged against. (Required, numeric, 2 positions)
STATION	The accounting station code that the purchase is to be charged against. (Numeric, 4 positions)
ACCOUNTING CODE	The accounting code against which this portion of the transaction is charged.* (Required, alphanumeric, maximum 25 positions)
DISTRIBUTION PERCENT	The percentage of this account to be applied to the transaction amount. (Required, maximum 3 positions)
TOTAL PERCENT	Non-entry field. The total percentage to be applied to the transaction amount. This field must equal 100 percent.

*If you click [Save] and an error message appears indicating incorrect accounting information, place your cursor on the line of accounting that needs changed and click [Remove]. This line of accounting will be removed allowing you to enter the correct accounting.

NOTE: All updates to profile accounting will be completed through the Profile Accounting sub-option under Fleet Card once the record has been sent to the bank. Refer to *Profile Accounting* later in this section for details on updating.

Querying Fleet Card Records

♦ To query all fleet card records attached to the LFPC user id used to log into PCMS, click **[Find]** twice. After the screen populates, use the scroll bar to the left to view each record.

♦ To query for fleet card records under a specific LFPC:

1. Click **[Find]**.

2. Place the cursor in the **LFPC USER ID** field and click the **[List]** button. Select the appropriate id to populate the LAPC Id and name fields and click **[OK]**.

3. Click **[Find]** again. The screen will populate with the first of the equipment records listed under that LFPC.

4. The scroll bar to the left of the equipment information will be active, allowing you to view each record.

♦ To query for a specific fleet card record, enter the **TAG/EQUIPMENT NUMBER** for the record. Use the steps below:

1. Click **[Find]**.

2. Enter the **TAG/EQUIPMENT NUMBER** and click **[Find]**.

Populating the LFPC Information

There are three ways to populate the LFPC:

1. Place the cursor in the **LFPC USER ID** field and click the **[List]** button. Select the appropriate user id to populate the LFPC Id and name fields and click **[OK]**.

2. Click **[Find]** and place the cursor in the **LAST NAME** field. Type the last name of the LFPC and click **[Find]**. The LFPC Id and name fields populate.

3. Type the **LFPC User Id**. When you either press **[Tab]** or click on the **TAG/EQUIPMENT NUMBER** field, all the LFPC information will populate.

Updating a New LFPC in Fleet Card Setup

The Agency Fleet Headquarters Coordinator (AFHC) first establishes access to PCMS for an LFPC in the Security Access Management System (SAMS). Refer to the *SAMS User's Guide for the Fleet Card* for details. After the batch process has run for SAMS, the new LFPC user id, name, office phone, and hierarchy will be in PCMS. Detailed information (address, fax number, etc.) will need to be added through the Update LFPC screen in PCMS. When you query on the new user id to add an equipment record, the system will alert you to update the LFPC information. Click **[OK]** on the alert message and the Update LFPC screen will appear. After entering all appropriate LFPC information, click **[Save]**, then **Action>Exit** to return to the Fleet Card Setup screen. Continue with adding the new equipment record. Refer to *Update LFPC* later in this section for details on entering all required information and modifying LFPC PCMS information.

NOTE: You can update the LFPC information before assigning any equipment in the Fleet Card Setup screen by selecting the Update LFPC sub-option under Fleet Card.

Requesting a New Fleet Card

1. Place your cursor in the LFPC USER ID field and click **[List]**. Select an LFPC from the list of values to assign to this record.

2. Enter the new **Tag/Equipment Number** and all other appropriate data (e.g., hierarchy, card info, equipment info, limit info) for this piece of equipment. Refer to the table above for guidance.

3. Enter the appropriate profile accounting for the fleet card. The accounting code will be validated as you tab from the ACCOUNTING CODE field to the DISTRIBUTION PERCENT field. Refer to *Profile Accounting* later in this section for additional details on entering data.

4. Click **[Save]**.

NOTE: If you create a record then realize you should not have created it, as long as the record has not gone to the bank (SENT TO BANK field is null), click **[Remove]**, then **[Save]**. The record is removed.

Copying a New Fleet Card Record

When you have several new fleet cards to set up in PCMS that have similar information, proceed with the following steps:

1. Enter the first record and click **[Save]**.

2. Click **[Copy Rec]**.

3. Change the **TAG/EQUIPMENT NUMBER** to the next record you need to add (tag/equipment numbers cannot be duplicated). Also, change any other information that is necessary (e.g., EQUIPMENT CITY, EQUIPMENT STATE, TYPE OF CARD, TYPE OF EQUIPMENT, etc.).

4. Click **[Save]**.

5. Repeat steps 2 through 4 as necessary.

Modifying a Fleet Card Record

Most of the fields in the Fleet Card Setup screen can be modified. New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. Once a record is added to PCMS and sent to the bank, updates to Profile Accounting cannot be done through Fleet Card Setup but must be completed through the Profile Accounting sub-option under Fleet Card.

To modify a fleet card account:

1. Query a fleet card record (refer to *Querying Fleet Card Records* above);

2. If SENT TO BANK and RETURNED FM BANK dates are not null for the selected record, make changes to the appropriate information (refer to the guidelines below); and

3. Click **[Save]**.

Guidelines:

♦ When the last action requested equals "A" and the SENT TO BANK field is null, this indicates that the fleet card record has not yet been sent to the bank. All the fields in the Fleet Card Setup screen can be modified, including profile accounting.

To modify an item put the cursor in the field and highlight the item, then type in the new value. Save the record. After you save the record, the last action requested remains an "A" because the record has not gone to the bank.

♦ When the LAST ACTION CODE equals A, M, T, or R and the SENT TO BANK field <u>is not null</u> but the RETURNED FM BANK field <u>is null</u>, this indicates that the fleet card record was sent to the bank but has not yet been returned. No updates can be made to this record until the RETURNED FM BANK date <u>is not null</u>.

♦ When the LAST ACTION REQUESTED equals A, M, T, or R and the SENT TO BANK and RETURNED FM BANK fields <u>are not null</u>, this indicates that the fleet card record was processed by the bank. Most fields in the Fleet Card Setup screen, except for profile accounting, can be modified. To update profile accounting you must select Profile Accounting sub-option from the Fleet Card menu. (Refer to *Profile Accounting* later in this section.)

Record Changes that Cause a New Card to be Issued

New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. This includes changes in the following fields:

TYPE OF PLASTIC	DRIVER MIDDLE INITIAL
TYPE OF CARD	DRIVER LAST NAME
EMBOSS IN SPANISH	DRIVER ADDRESS LN1
FUEL & MAINT	DRIVER ADDRESS LN2
ODOMETER	DRIVER CITY
DRIVER NUMBER	DRIVER STATE
DRIVER FIRST NAME	DRIVER ZIP

Updating any of the above fields will change the LAST ACTION REQUESTED field to "M(odify)" and sends the record to the bank.

Record Changes that Update PCMS Only

The action code U(pdate PCMS Only) will indicate that the update is only for PCMS and that the modified record will not be sent to the bank. Both the SENT TO BANK and RETURNED FM BANK fields will be completed with the current date. This action code is attached to the following fields when modified:

TYPE OF EQUIPMENT	GALLONS PER TRANSACTION LIMIT
EQUIPMENT CITY	MAINTENANCE COST PER TRANSACTION LIMIT
EQUIPMENT STATE	COMMENTS
EQUIPMENT ZIP	Profile Accounting: (Updated from Profile Accounting screen)
EQUIPMENT ZIP EXTENSION	AGENCY
EQUIPMENT CLASS CODE	STATION
VEHICLE MAKE/MODEL/YEAR	ACCOUNTING CODE
FUEL COST PER TRANSACTION LIMIT	DISTRIBUTION PERCENT
PRICE PER GALLON LIMIT	

KEEP IN MIND THAT IF CHANGES TO A RECORD ARE BOTH PCMS ONLY (UPDATE) AND FOR THE BANK (MODIFY), ENTER UPDATES FIRST. Click **[Save]**. Then, enter whatever changes to the record (i.e., T(ransfer of Equipment), R(eplace)) that will be sent to the bank. The "U" in LAST ACTION CODE will be updated to the next action you make against the record.

When the LAST ACTION CODE is updated with U, the current system date will be entered in the SENT TO BANK and RETURNED FM BANK fields. This allows for additional changes to be made to a record in the same day.

NOTE: Modified records that go to the bank (only those changes listed in *Record Changes that Cause a New Card to be Issued* above) and PCMS Only updates (except for updating Profile Accounting) can be completed in one action. Query the record in Fleet Card Setup, make all changes applicable, and then click [Save]. The LAST ACTION CODE will be "M".   This process does not work for updating profile accounting because you access the Profile Accounting screen to make the update.

Replacement Cards

When a card is damaged, request a replacement card. Query the record and check the status of the SENT TO BANK and RETURNED FM BANK dates. If the RETURNED FM BANK date is null from a previous action, either wait for the acknowledgement to return or, if the acknowledgement takes a while to return, call the Procurement Modernization Team (PMT) at 202/690-3756 to explain the situation. If both dates are not null, click on the box to the left of **REPLACE CARD** and click **[Save]**. The record is sent to the bank containing an action code of "R."   The system will not allow any modifications to records, other than comments, where the LAST ACTION REQUESTED is an "R".

If you realize that there are modifications you needed to make to this record (modifications that cause a new card to be issued — refer to *Record Changes that Cause a New Card to be Issued* above) and the SENT TO BANK field is still null, click in the box to the left of **REPLACE CARD** to unmark it for replacement. You will get a message inquiring if you want to replace or modify the record. Click the **[Modify]** button. Make your modifications and click **[Save]**. The LAST ACTION REQUESTED will be an "M".

NOTE: If you mark and save this card as a replacement and realize, before the record is sent to the bank, that you don't need to replace the card, uncheck the REPLACEMENT box and modify the cents portion of an amount field in the Limit Info section to .98 (e.g., 999.99 becomes 999.98).   Click [Save]. The LAST ACTION REQUESTED will be updated to "U". Currently there is no way to back out of a replacement and the above process is a work around.

NOTE: Keep in mind that if the update that needs to be made to the record "Updates PCMS Only," you will need to complete the update, click [Save] and then click on REPLACE CARD and click [Save] again so that the record will go to the bank and you will receive a replacement card (refer to *Record Changes that Update PCMS Only* above). This process will allow you to perform both actions in the same day.

Delete a Card

When a piece of equipment has been taken out of service, it needs to be deleted from PCMS. Query the equipment record and check the status of the SENT TO BANK and RETURNED FM BANK dates. If the RETURNED FM BANK date is null from a previous action, wait for the acknowledgement to return. If the dates are not null, click on the box to the left of **DELETE CARD** and click **[Save]**. The record sent to the bank will contain an action code of "D."   The system will not allow any modifications to records, other than comments, where the LAST ACTION REQUESTED is a "D".

NOTE: If a card is deleted, the tag/equipment number cannot be reused. Be sure you want to delete the record.

NOTE: If you mark and save this card as a delete and realize, before the record is sent to the bank, that you don't need to delete the card, uncheck the DELETE box and modify the cents portion of an amount field in the Limit Info section to .98 (e.g., 999.99 becomes 999.98). Click [Save]. The LAST ACTION REQUESTED will be updated to "U". Currently there is no way to back out of a delete and the above process is a work around.

Batch Processing and Action Codes

Only one type action code can be processed for any equipment record per day (i.e., A(dd), M(odify), T(ransfer), R(eplace), and D(elete)).

If an action has been taken on a record and the bank dates still remain null (SENT TO BANK and RETURNED FM BANK dates are blank), depending on the initial action, additional changes can be made. Use the following as guidelines:

♦ A(dd) – Modify any fields, including profile accounting, if dates are null.

♦ U(pdate to PCMS Only) – Dates are not null but changes are to PCMS only. You can T(ransfer) or M(odify) on the same day. NOTE: Remember to perform Update to PCMS Only first, then do the transfer or modification to the record so that more than one action can take place per day when needed.

♦ T(ransfer) action code cannot be changed to anything when dates are null.

♦ M(odify) action code cannot be changed to anything except D(elete) when dates are null.

Lost/Stolen Cards

The fleet card user should notify their LFPC and the vendor (Voyager) immediately of any lost or stolen fleet credit cards. The number for the vendor is on the back of the fleet card, 1-888-785-1747. The LFPC should annotate lost/stolen information in the COMMENTS field of the Card Info section of the Fleet Card Setup screen related to the card.

Once the bank has set up a new account for this piece of equipment, a new PCMS record, retaining the existing TAG/EQUIPMENT NUMBER, with a LAST ACTION REQUESTED of "A", is established by NFC in FAMS. The "Date of Notification" is the date entered in the SENT TO BANK and RETURNED FM BANK fields. Notice the updates to the VOYAGER/AVIATION # and the LOST/STOLEN COUNTER fields.

After the new account has been established, NFC will update the LAST ACTION REQUESTED to "D" in the old record and enter the "Date of Notification" as the SENT TO BANK and RETURNED FM BANK dates. The COMMENTS field will also be populated with the name of the person who called in the lost/stolen card along with the date it was called in.

When the LFPC queries up the fleet card record on the Fleet Card Setup screen, both the new and old record will be available. Use the scroll bar to the left of the screen to view both records.

Using the Fleet Transactions screen, the LFPC can view all transactions associated with a particular piece of equipment with each transaction appropriately identified to the specific Voyager/Aviation number that was valid at the time the transaction took place.

UPDATE LFPC

Updates to LFPC information must be accomplished through this sub-option. When this sub-option is selected, the LFPC Maintenance screen appears.   NOTE: When updating the LFPC name, office fax number, or office phone number, contact the appropriate individual to also update this information in the System Access Management System (SAMS).

The following is a brief description of each field on the User Messages screen. Fields not requiring data entry are noted.

Fieldname	Description
USER ID	The PCMS user identification number of the LFPC. (Query field.)
	(Required, alphanumeric, maximum 20 positions)
REGION	The LFPC's organizational structure/hierarchy. (Non-entry fields.)
UNIT	
SUB UNIT	
FIRST NAME	The LFPC's first name.
	(Required, alphanumeric, maximum 12 positions)
MIDDLE INITIAL	The LFPC's middle initial.
	(Required, alphanumeric, 1 position)
LAST NAME	The LFPC's last name. (Query field.)
	(Required, alphanumeric, maximum 20 positions)

Fieldname	Description
OFFICE ADDRESS LN 1	The LFPC's office address. (Required, alphanumeric, maximum 36 positions)
OFFICE ADDRESS LN 2	Additional LFPC address information as needed. (Alphanumeric, maximum 36 positions)
OFFICE CITY	The LFPC's office city. (Required, alphanumeric, maximum 25 positions)
OFFICE STATE	The LFPC's office state. (Required, alpha, 2 positions)
OFFICE ZIP	The LFPC's office zip code. (Required, numeric, 5 positions
OFFICE WORK PHONE	The LFPC's office work phone. (Required, alphanumeric, 10 positions)
OFFICE FAX PHONE	The LFPC's office fax phone number. (Required, alphanumeric, 10 positions)
OFFICE EMAIL	The LFPC's email address. (Required, alphanumeric, maximum 50 positions)

## *Updating an Existing LFPC*

Query on the **USER ID** field. Update the appropriate fields and click **[Save]**. The system will enter an L(FPC information change) action code in the LFPC ACTION CODE field on the Fleet Card Setup screen of each record tied to that LFPC to indicate LFPC changes were made. Through the batch process the current system date will be placed in the LFPC CHANGE SENT ON date field. Once the bank acknowledgement is received, the LFPC CHANGE RETURNED ON date field will be updated with the actual date of receipt. The "L" action code and date fields allow LFPC information to be changed without preventing additional modifications to the equipment records. If both a change to the LFPC information and a change to any equipment record for that LFPC are made, the addition, deletion, modification, replacement, or transfer will be sent for processing with the updated LFPC information. All equipment records for this LFPC will be sent to the bank, with an LFPC ACTION CODE of "L" and with the appropriate action code of A, D, M, R, or T, depending if additional actions were taken on the record.

Updating a New LFPC

When an LFPC is initially given access to PCMS, only the user id, name, office phone, and hierarchy appear in PCMS. Before you can add a fleet card record to a new LFPC you need to complete the LFPC information (e.g., address, phone, etc.) located on the Update LFPC screen. Query on the **USER ID** field, enter the required information and click **[Save]**. Refer to *Updating a New LFPC* in *Fleet Card Setup* earlier in this section for details on updating the LFPC while setting up a new card.

TRANSFER EQUIPMENT

The Transfer Equipment screen initiates a request to transfer equipment. When this sub-option is selected, the Transfer Equipment screen appears.
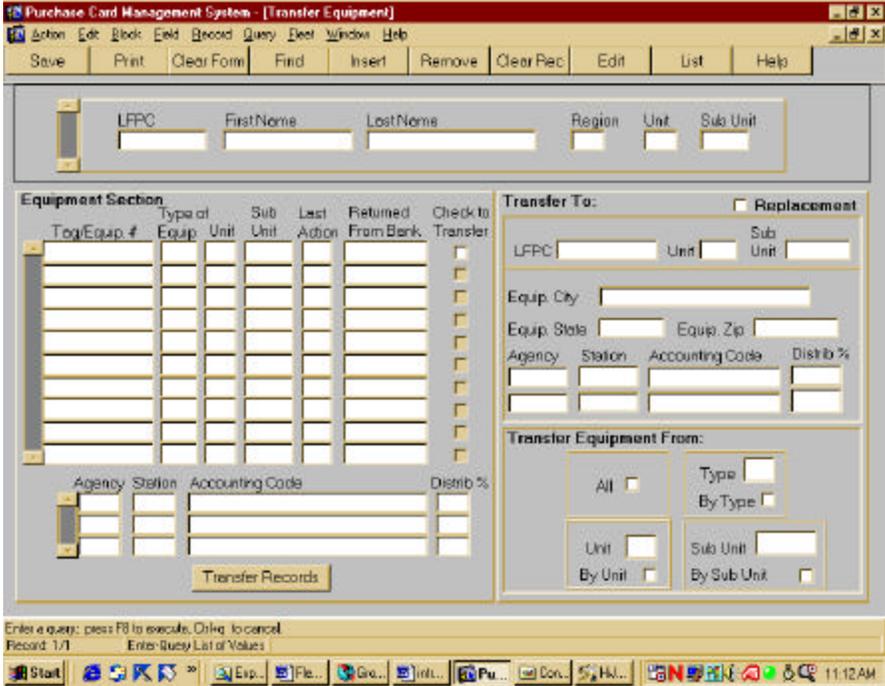
The following is a brief description of each field on the Transfer Equipment screen. Fields not requiring data entry are noted.

Fieldname	Description
The following LFPC information represents the current LFPC.	
LFPC	The PCMS user identification number of the LFPC. (Query field.) (Required, alphanumeric, maximum 20 positions)
LAST NAME	The LFPC's first name. (Query field.)
FIRST NAME	The LFPC's last name.
REGION	The region where the fleet card will reside. (Query field.)
UNIT	The unit where the fleet card will reside. (Query field.)
SUB UNIT	The sub-unit where the fleet card will reside. (Query field.)
Equipment Section *(The following fields detail the equipment attached to the current LFPC.)*	
TAG/EQUIP #	The tag/equipment number as it appears on the fleet credit card. (Query field.)

Fieldname	Description
EQUIP TYPE	The type of equipment: A, B, E, P, V (Query field.)
REGION	The region where the equipment resides. (Query field.)
UNIT	The unit where the equipment resides. (Query field.)
SUB UNIT	The sub-unit where the equipment resides. (Query field.)
AGENCY	The agency where the equipment resides. (Non-entry field.)
STATION	The accounting station code against which transactions are charged. (Non-entry field.)
ACCOUNTING CODE	The accounting code against which transactions are charged. (Non-entry field.)
DISTRIBUTION PERCENT	Type the percentage to be applied to the transaction amount. (Non-entry field.)
Transfer To *(The following fields are optional depending on the type of transfer.)*	
REPLACEMENT	Check the box to identify this transfer of equipment is to the replacement for an LFPC. When this box is checked, all that is required is to enter the new LFPC user id in the LFPC field. All other fields are grayed out preventing any entry because all other identifying information will remain the same. All equipment must be transferred to the replacement LFPC.
LFPC	LFPC user id that the equipment is to be transferred to. Click [List] to select the LFPC. The drop-down list attached to this field is populated only with those LFPC Ids that the Transfer From LFPC Id is allowed to transfer to (based upon SAC). (Required)
UNIT	The unit where the equipment will reside.
SUB UNIT	The sub-unit where the equipment will reside.
CITY	The city where the equipment will reside.
STATE	The state where the equipment will reside.
ZIP	The zip where the equipment will reside.
STATION	The accounting station code against which transactions are charged.
ACCOUNTING CODE	The accounting code against which transactions are charged.
DIST %	The percentage to be applied to the transaction amount.
Transfer Equipment From *(If you are transferring all of the records or just specific records from those listed in the Equipment Section, the Transfer Equipment section provides an automated way to ease your selection of records for transfer.)*	
ALL	Automatically selects for transfer all of the equipment records displayed.

Fieldname	Description
TYPE/BY TYPE	Automatically selects for transfer all of the equipment records displayed in the Equipment Section by the type indicated in the TYPE box.
UNIT/BY UNIT	Automatically selects for transfer all of the equipment records displayed in the Equipment Section by the type indicated in the UNIT box.
SUB UNIT/BY SUB UNIT	Automatically selects for transfer all of the equipment records displayed in the Equipment Section by the type indicated in the SUB UNIT box.

NOTE: At this time, NRCS cannot transfer equipment.

Querying Equipment

Use one of the following methods to either query equipment by LFPC or by a specific group.

1. Query equipment under a specific LFPC in one of the following ways:

    a. When you first enter the Transfer Equipment screen, click **[Find]** to retrieve all equipment records for the LFPC user id currently used to log into PCMS. NOTE: If the logged on user's security access code (SAC) has access to other LFPCs, those records will be visible too.

    b. Type in the **LFPC** user id or LFPC **last name** (in the appropriate fields) and click **[Find]**. All equipment assigned to that LFPC is listed.

    c. Place the cursor in the **LFPC** field, click the **[List]** button, and select the appropriate LFPC to populate the LFPC id and name fields and list all assigned equipment.   NOTE: An active [List] button depends on the logged on user's SAC.

2. To query a specific piece of equipment or type of equipment records under a specific LFPC, you must first query up the LFPC. Then place the cursor in the Equipment Section. Click **[Find]**. All fields in the Equipment Section will clear. You can query on any field. Enter the data to be queried and click **[Find]**. If you want to query another field, click **[Find]** again to clear the fields and repeat the process.

3. To query for a specific equipment group, enter data into one or all of the REGION, UNIT, and/or SUB UNIT fields at the top of your screen and click **[Find]**. The LFPC information and Equipment Section will be populated.

4. If you have already queried and need to query under another LFPC User Id, click **[Clear Form]**, click **[Find]** and enter the LFPC you want to query on, then click **[Find]**. NOTE: This can only be performed if the logged on user's SAC has access to other LFPCs.

Rules for Transferring Equipment

When transferring equipment, the AFHC/AFPC/LFPC must be aware that the LFPC and the equipment record can have a differing hierarchy/SAC as it is possible for either of these to be changed by the AFHC/AFPC/LFPC depending upon the transfer desired (e.g., LFPC's SAC is 11 01 02 00000, equipment transferred is 11 01 02 00001 and 11 01 02 00002).

The equipment record SAC and accounting record SAC are always the same. Apply the following rules when transferring:

1. The AFPC/LFPC can only transfer equipment that is within his/her SAC (security access control) scope of authority. Meaning that:

   a. If the AFPC's SAC stops at the region level, then he/she can transfer equipment to any unit or sub unit within the region.

   b. If the LFPC's SAC stops at the unit level, then he/she can transfer equipment to any sub-unit within the unit.

   c. If the AFHC's SAC stops at the dept or agency level, then he/she can transfer equipment to any unit or sub-unit within the dept or agency respectively.

2. A transfer is when the fleet equipment is moved to a new LFPC, new unit, or sub-unit. In addition to one of these moves, the equipment's physical location and accounting code may also be changed.

   a. If the equipment's physical location is changed, you must enter an entire location change (i.e., CITY, STATE, ZIP and Profile Accounting).

   b. If the equipment's profile accounting is changed, you must enter a value in the AGENCY, ACCOUNTING CODE, and DISTRIBUTION PERCENT fields.

3. If a transfer is taking place because the LFPC is being replaced, click the **[Replacement]** box and enter the user id of the LFPC that the equipment is being transferred to. All of the equipment records will automatically be marked for transfer when the [Replacement] box is marked.

   IMPORTANT: When a Replacement transfer is made, the new LFPC's address must be entered in Update LFPC before any of the transferred records will be sent to the bank.

4. Equipment records that do not have RETURNED FM BANK dates cannot be transferred and the system will issue an alert. The alert can be read in User Messages. When the RETURNED FM BANK date is populated, the equipment record can then be queried and transferred.

NOTE: If you need to change the accounting on a piece of equipment, do so before it is transferred. You must first query the piece of equipment in the Profile Accounting screen, make the change and save the record, then go to the Transfer Equipment screen and complete the transfer. **If you have completed a transfer between sub units, do not try to update the equipment's profile accounting unless the transferred record's RETURN FM BANK field is populated; otherwise, the system will process the transferred record improperly.**

To Transfer an Equipment Record

1. Query the **LFPC** and their equipment records.

2. Select the equipment records to be transferred by clicking in the small box at the end of each record or via one of the automated ways provided in the "Transfer Equipment From" box.

OR

Click the **[Replacement]** box to transfer all records when an LFPC is being replaced.

3. In the **Transfer To** section, enter the appropriate values for the transfer in the required fields (i.e., LFPC, UNIT, and/or SUB UNIT, CITY, STATE, ZIP, AGENCY, ACCOUNTING CODE and DISTRIBUTION PERCENT). NOTE: For replacements, only the LFPC user id needs to be entered; all other fields will be locked, preventing entries.

4. Click the **[Transfer Records]** button. When the transfer is completed, you will receive a "Transfer Complete" message. You may also receive a message indicating that one or more records did not transfer because a previous action was made against the record and there is no RETURNED FM BANK date. An alert will be generated to the LFPC to notify him/her to monitor the record(s) and make the transfer once the RETURNED FM BANK date is received. Equipment records that have been modified as a result of a transfer will contain an action code of T(ransfer of Equipment) in the LAST ACTION CODE field in the Fleet Card Setup, Maintenance screen.

   NOTE: If transferring equipment because an LFPC is leaving, the LFPC cannot be dropped in SAMS until all equipment has been transferred from that LFPC. Refer to *Drop User* in the *SAMS User's Guide for the Fleet Card*.

You can view all the records you have just transferred as a group by selecting the **Fleet Card Setup** sub-option from the Fleet Card drop-down menu. Once the setup screen appears, click **[Find]**. In the LAST ACTION CODE field enter a "**T**" and click **[Find]** to query all transferred records. Use the scroll bar to the left to view each record.

NOTE: You can view the equipment records you have transferred within your hierarchy, since the last transmission to the bank, only while the SENT TO BANK and RETURNED FM BANK fields are null.

NOTE: You can view equipment records that have been transferred as long as the action code "T" remains on the record.

PROFILE ACCOUNTING

The Fleet Profile Accounting screen allows you to modify the existing profile accounting associated with a piece of equipment. Any updates to this profile accounting screen will be reflected in the profile accounting on the Fleet Card Setup screen along with a "U" entered in the LAST ACTION REQUESTED field reflecting the update. NOTE: If the profile accounting for a vehicle/equipment record is changed too frequently, an alert will be sent to the LFPC.

When this sub-option is selected, the Profile Accounting screen appears.
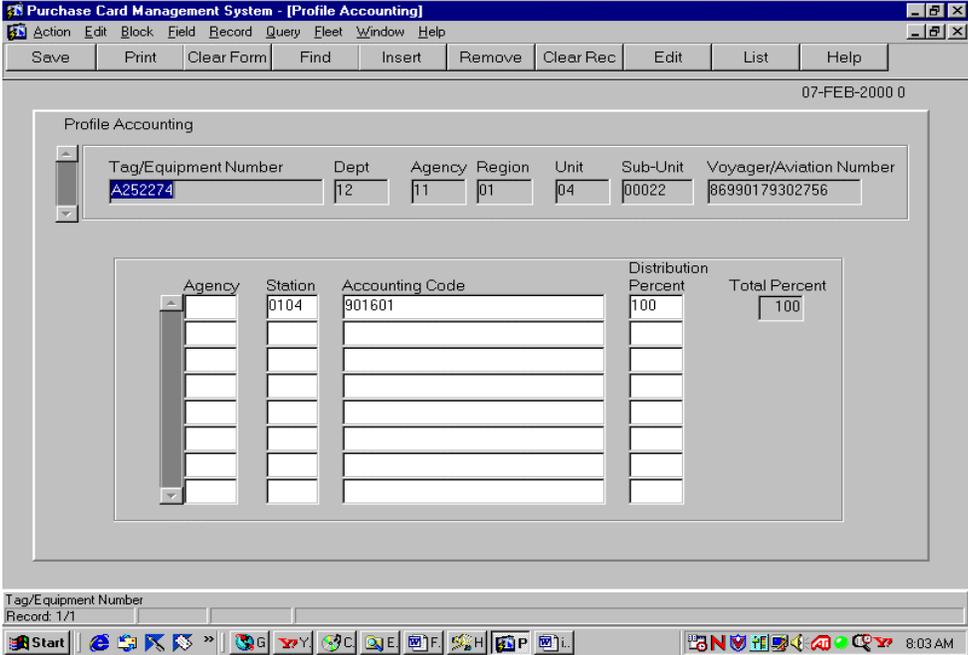
The following is a brief description of each field on the Profile Accounting screen. Fields not requiring data entry are noted.

Fieldname	Description
TAG/EQUIPMENT NUMBER	The tag/equipment number as it appears on the fleet credit card. (Query field.)
DEPT	The department where the fleet card resides. (Query field.)
AGENCY	The agency where the fleet card will reside. (Query field.)
REGION	The region where the fleet card resides. (Query field.)
UNIT	The unit where the fleet card resides. (Query field.)
SUB UNIT	The sub-unit where the fleet card resides. (Query field.)
VOYAGER/AVIATION NUMBER	The Fleet Card Voyager/Aviation account number. (Query field.)

Fieldname	Description
Changes can be made to the following fields:	
AGENCY	The agency code that the purchase is to be charged against. (Numeric, 2 positions)
STATION	The accounting station code that the purchase is to be charged against. (Numeric, 4 positions)
ACCOUNTING CODE	The accounting code against which this portion of the transaction is charged. (Alphanumeric, maximum 25 positions)
DISTRIBUTION PERCENT	The percentage of the account to be applied to the transaction amount. (Numeric, maximum 3 positions)
TOTAL PERCENT	(Non-entry field.) The total percentage to be applied to the transaction amount. This field must equal 100 percent.

Querying Records

When you first enter the Profile Accounting screen, it is already in query mode. There are three ways to query profile accounting records:

1. Click **[Find]** to query the profile accounting for all pieces of equipment within your scope of responsibility.

2. Enter data in any one of the fields in the top region of the screen for a specific search and then click **[Find]**.

3. There is a list of values available for the TAG/EQUIPMENT NUMBER. Place the cursor in the **TAG/EQUIPMENT NUMBER** field and click the **[List]** button. The drop-down list appears, make a selection, and click **[OK]**.   The screen will be populated with the data for that piece of equipment.

Updating Records

1. Once the accounting information is displayed on the screen, place your cursor anywhere on the specific line of accounting to be changed and click **[Remove]**. That entire line of accounting is deleted. Type in the new line of accounting.

   Use the following guidelines in updating each of the accounting fields:

   ♦ **AGENCY** (optional) – Enter a valid agency code or leave it blank. If this field is left blank, the agency code that appears in the top region of the screen will be used when validating the accounting classification code. If an agency code is entered, it will be used for validation.

   ♦ **STATION** (optional) – Enter a valid station (region + unit). For agencies that use a station, this will be used to validate the accounting classification code.

   ♦ **ACCOUNTING CODE** (mandatory) – Enter a valid accounting code and press **[Tab]**. As soon as **[Tab]** is pressed, the system will validate the code before advancing to the next field. For agencies using NFC's Central Accounting System (CAS), the code will be validated against the MASC table. For those using the Foundation Financial Information System (FFIS), the code will be validated against the FFIS table.

♦ **DISTRIBUTION PERCENT** (mandatory) – Enter a valid number from 1 to 100. This amount indicates the percentage of each transaction to be posted against the code.

REMEMBER: The total distribution percent must equal 100. You may not enter a combination of CAS and FFIS accounting.

2. After updating the appropriate fields, click **[Save]**.

NOTE: If you do not wish to save the changes you made, click **Action>Exit** and the system will ask if you want to save the changes you made. Click **[No]**.

TIP:

Scenario: You remove the accounting information in preparation to update it and then decide you want to leave the record as it was originally.

Problem: Your fields are blank, you can't remember what the original accounting was to re-enter into the fields, and the system edits won't allow you to simply click on Action>Exit to close the screen.

Solution: Place the cursor in one of the accounting fields and click **[Find]**. A message will appear asking if you want to commit the changes. Answer **No** and it will put you in the Enter Query mode. Click **[Find]** again and the original data will be displayed. At this point you can click **Action>Exit** to leave the screen.

FLEET TRANSACTIONS

The Fleet Transaction screens provide a summary of all transactions attached to a specific vehicle or piece of equipment along with the accounting charged. This includes transactions on cards that have been reported as lost or stolen. Use the Fleet Transaction sub-option to query fleet transactions or initiate a request to dispute a transaction.

When this sub-option is selected, the Transactions Details and Disputes screen appears.
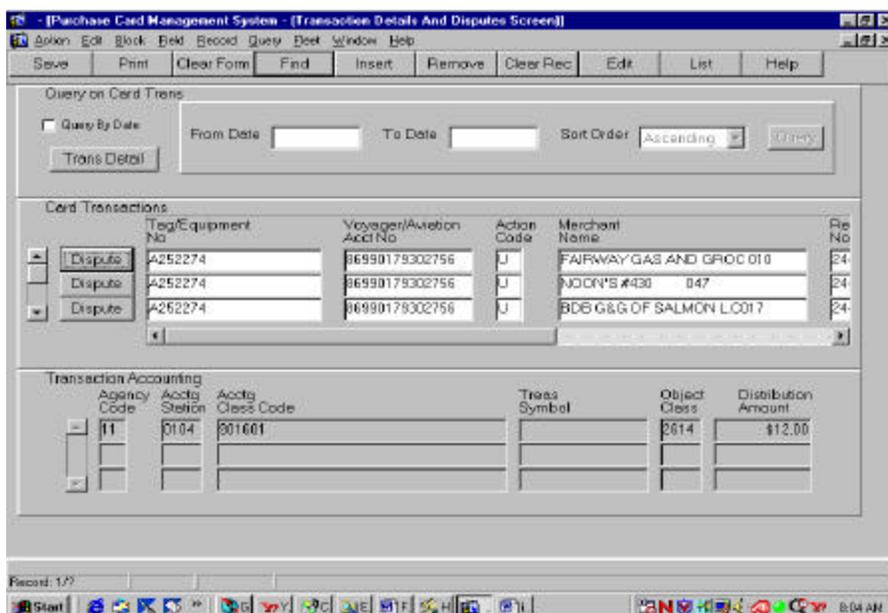
The following is a brief description of each field on the Fleet Transactions screen. Fields not requiring data entry are noted.

Fieldname	Description
Query on Card Trans *(A query of all transactions must be performed before you can query by date. Refer to "Query Transactions" below for details.)*	
QUERY BY DATE	Click on this field to prompt the date and sort fields to allow you to make entries.
FROM DATE	Enter the beginning date, mm-dd-yyyy.
TO DATE	Enter the ending date, mm-dd-yyyy.
SORT ORDER	Select Ascending or Descending order for how the transactions should appear.
Card Trans *(Any of the following fields can be queried on. Use the scroll bar to view all the fields.)*	
VOYAGER/AVIATION NO	The Fleet Card Voyager/Aviation account number.
TAG/EQUIPMENT #	The tag/equipment number as it appears on the fleet credit card.
ACTION CODE	Last action requested for the record.
MERCHANT NAME	The name of the merchant where the transaction took place.
REF NO	The number assigned to the transaction by the input source.
PURCHASE DATE	The date the purchase was made.
TRANS AMOUNT	The amount of the transaction.
Transaction Accounting *(Displays the accounting associated with each transaction.)*	

Query Transactions

Use one of the following processes to query transactions:

1. To query all transactions, click **[Find]** twice.

2. To query for specific transactions, click **[Find]**, enter data into any field under Card Transactions, and click **[Find]** again.

3. To query all transactions between a particular date range, click **[Find]** twice to bring up all transactions. Click the **QUERY BY DATE** check box. Enter a **FROM DATE**, **TO DATE**, and **SORT ORDER** (click the down arrow to change the sort order to descending, if desired). Then, click the **[Query]** button. All transactions meeting the requested date range will appear.

4. To query for a specific transaction in a particular date range, first follow the directions in #3 above, then place your cursor in one of the Card Transactions fields and click **[Find]**, enter data into any field under Card Transactions, and click **[Find]** again.

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 your list of transactions.

Viewing Transaction Details

Use the scroll bar to the left under Card Transactions to view all transactions. To view the transaction details for a specific transaction, place the cursor in any field of that transaction line under Card Transactions. Click the **[Trans Detail]** button in the upper left under Query on Card Trans. The Transaction Details screen appears displaying all the details received from the bank for that specific transaction. To return to the initial screen, click the **[Transactions]** button in the middle of the screen under Purchases.
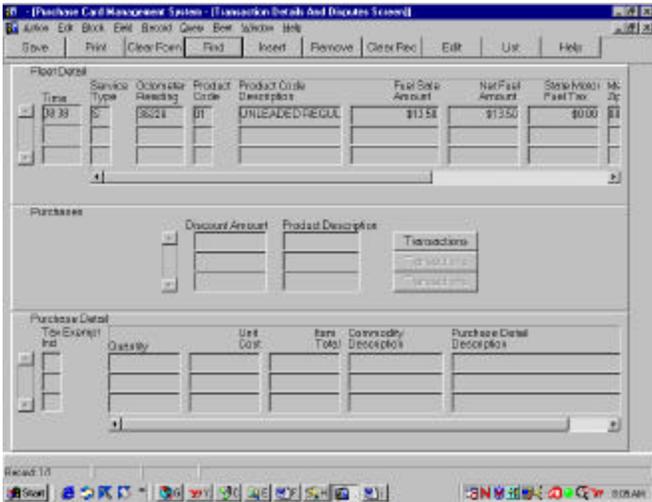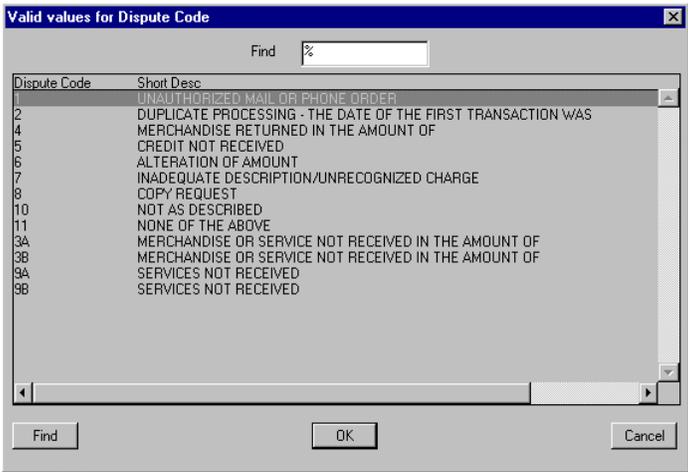
Dispute Transactions

To dispute a transaction, click the **[Dispute]** button next to the specific transaction listed under Card Transactions. The Transaction Disputes screen appears.
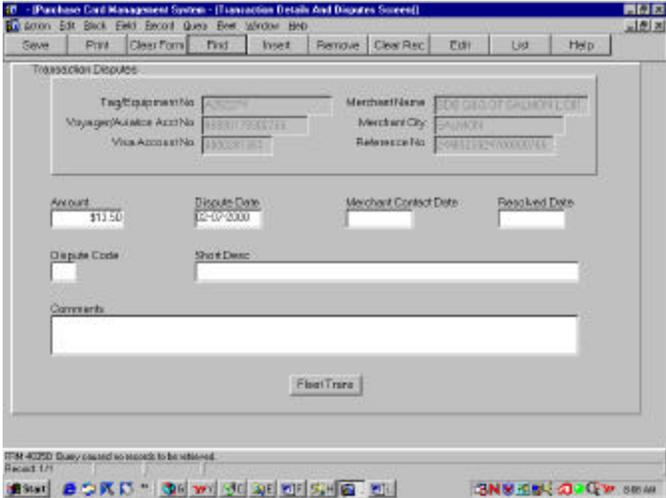
The following fields will automatically be populated with data from the transaction you requested to dispute, but grayed out to prevent entries: TAG/EQUIPMENT NO., VOYAGER/AVIATION NO., VISA ACCOUNT NO., MERCHANT NAME, MERCHANT CITY, REFERENCE NUMBER. The AMOUNT field is populated and can be updated. The DISPUTE DATE field will display the current date.

To complete the dispute request:

1. Enter the **DISPUTE CODE** (place your cursor in this field and click **[List]** for a listing of available values as shown below). Selecting a dispute code will populate the SHORT DESC field.

2. Enter the **MERCHANT CONTACT DATE**. (Optional)

3. The AMOUNT field may be changed, if necessary.

4. Enter **COMMENTS** detailing the dispute.

5. Click **[Save]**.

When the dispute is resolved:

1. Query the transaction as discussed previously.

2. Click the **[Dispute]** button next to the transaction that was disputed.

3. Enter the **RESOLVED DATE**. (Optional)

4. Update **COMMENTS**, as necessary.

5. Click **[Save]**.

Click **[Fleet Trans]** to return to the initial fleet transaction screen or click **Action>Exit** to return to the Main Menu.

SECTION III. OVERSIGHT TOOLS

ALERTS

Since fleet transactions are not individually reconciled, PCMS creates and provides alerts to the LFPC to assist in preventing fraud, waste, and abuse. When the LFPC accesses their user messages, all unread messages will be automatically queried upon entering the screen. Carefully read each message.

PCMS provides the following alerts:

♦ A card has been identified as being reported lost or stolen to many times.

♦ Profile accounting for a vehicle/equipment record is changed more than twice within a year.

♦ A transfer is attempted on a record without a RETURNED FM BANK date; the transfer will not take place. An alert will be generated to the LFPC to notify him/her to monitor the record and make the transfer once the record contains the RETURNED FM BANK date.

♦ Purchases that exceed the transaction limits set up on the Fleet Card Setup screen for dollar amounts, gallons, and number of transactions per day.

♦ Charges to an aircraft for fuel other than product codes 26 and 27, which are AV gas and Jet Fuel for an aircraft card.

♦ Purchases from the same vendor, same day, same amount; could be duplicate charges.

♦ Storage charges for over 60 days.

♦ More than 2 transactions per day for vehicle card types only.

♦ More than 8 transactions per day for pool or equipment type cards.

♦ Any purchases made on a holiday.

♦ More than 1 transaction within 90 days on a fleet card for batteries or tires (product code 40).

♦ The total transactions made in one month exceed 10. The transactions should be sent to the LFPC for review as abnormal purchases needing specific review and validation.

For LFPC's responding to an alert message pertaining to a transaction, click **[View Transaction]**. The Transactions screen appears detailing the transaction in question. Closely review the transaction details. Click **Action>Exit** to return to the User Messages screen. Contact the card user, if necessary, to verify any discrepancies or to provide any additional information in order to resolve the alert. If further resolution is required, contact your AFPC.

To close out the alert message in User Messages, change the **MESSAGE STATUS** to **Read**, enter details of the resolution to the alert in **COMMENTS**, and then click **[Save]**. NOTE: Comments must be entered in order to save the update to the user message.

NOTE: If alerts are not responded to in 30 days, the DFPC and/or AFHC will be notified.

STATISTICAL SAMPLING

At the User Messages window, when the "Selected for Statistical Sampling" message appears, click **[View Transactions]** from the data area. The Audit Stat Sampling Window appears detailing the specified transaction and requiring that you validate its authenticity.

The following is a brief description of each field:

Fieldname	Description
TAG/EQUIPMENT NO	The tag/equipment number as it appears on the fleet credit card. The vehicle or motorized equipment that the fleet credit card is authorized to received charges against. A list of values is available for this field.
DEPT	Contains the default value of 12 for USDA. This value can be changed. (Required, numeric, 2 positions)
AGENCY	The agency where the fleet card will reside. (Required, numeric, 2 positions)
REGION	The region where the fleet card will reside. (Required, numeric, 2 positions)
UNIT	The unit where the fleet card will reside. (Required, numeric, 2 positions)

Fieldname	Description
SUB UNIT	The sub-unit where the fleet card will reside. (Required, numeric, 5 positions)
VOYAGER/AVIATION #	The Fleet Card Voyager/Aviation account number.
DATE	The date the purchase was made.
AMOUNT	The amount of the purchase.
MERCHANT NAME	The name of the merchant where the purchase was made.
PRODUCT CODE DESCRIPTION	The text description of the product code.
AGENCY	The agency code that the purchase is to be charged to.
STATION	The accounting station code that the purchase is to be charged to.
ACCOUNTING CODE	The accounting code against which this portion of the transaction is charged.
OBJECT CLASS	The budget object classification code. This code defines the nature of the service or goods being obligated.
DIST AMOUNT	The amount of this transaction to be applied to this accounting code.
TOTAL	The total amount of the transaction.

At the bottom half of the screen, check off each of the following statements as you verify all information related to this transaction:

☐ I verify that this purchase was made for official purposes.

☐ I verify the amount is accurate.

☐ I verify the item described is what was purchased.

☐ I verify the purchase was for the Tag/Equipment number listed.

☐ I reviewed this transaction with the vehicle operator.

Type comments to explain any information that cannot be verified in the **COMMENTS** field. This is an alphanumeric field with 210 positions.

After providing the information requested, click **[Save]**, then click **Action>Exit** to return to the User Messages screen. Change the **MESSAGE STATUS** to **Read**, enter details confirming your review of the transaction for statistical sampling in the **COMMENTS** field, and then click **[Save]**. NOTE: Comments must be entered in order to save the update to the user message.

QUERY TOOL SOFTWARE

The Discoverer query tool software is used to run ad hoc reports that provide oversight to fleet credit card accounts and purchases including, but not limited to, management reports to monitor fleet credit card transactions and accounting reports to review the accounting information entered into the PCMS database.

Discoverer user materials are not included in this documentation and will be provided as a separate package at the time of training for this software.