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.
Clear Form	Clears and deletes all data in the form.
Find	Activates a search. Click on once to initiate the query mode. Click on a second time to activate the search.
Insert	Inserts a new record after the current record; retaining the LAPC information.
Remove	Deletes the retrieved record from the database that <u>has not</u> been sent to the bank. Also, 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.

Lost/Stolen Cards

The LAPC should notify the bank immediately of any lost or stolen purchase cards (if the cardholder has not already done so). Once the bank has set up a new account for this cardholder, a new account, with a LAST ACTION CODE of "A" is established by NFC in CAMS. The "Date of Notification" is the date entered in the DATE SENT TO BANK and DATE RETURNED FROM BANK fields. Notice the change in the ACCOUNT NUMBER field. NOTE: The SAMS record for the cardholder is also updated with the new account number.

After the new account has been established, NFC will update the LAST ACTION CODE to "D" in the old record and enter the "Date of Notification" as the DATE SENT TO BANK and DATE RETURNED FROM BANK dates.

When the LAPC queries up the cardholder record in CAMS, both the new and the old record will be available. Use the scroll bar to the left of the screen to view both records.

Using the Card Transactions screen, the LAPC and cardholder can view all transactions associated with each account. Click on the scroll bar to the left of the cardholder's name to toggle between each account. Each transaction is appropriately identified to the specific account number that was valid at the time the transaction took place.

Cardholder Maintenance

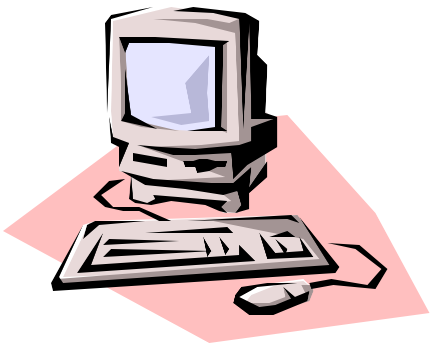
Refer to the *APC/LAPC PCMS User's Guide* for complete details in managing cardholder accounts in PCMS. PCMS and SAMS user guides can be viewed and downloaded at http://www.usda.gov/procurement/card/guide.html.

Troubleshooting

- Security - contact Security Office at (504) 255-5407.
- PCMS applications – contact NFC Customer Support at (504) 255-5230 or 1-800-981-3026.
- Non-application questions - contact Network Control Center at (504) 255-5037.
- USDA Purchase Card Program questions – contact the PCMS Project Office (202) 690-3756.
- To verify cardholder information, the APC is to contact GCSU at 1-800-472-1424 or 1-800-558-0548, 7AM-9PM. GCSU will require that the APC provide to them the Central Account Number as a standard security check before issuing the information.

APC/LAPC PCMS *QUICK GUIDE*

for Managing Purchase Cardholder Accounts



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Purchase Card Setup

Select Setup on the Main Menu. The Cardholder Account Maintenance Screen (CAMS) appears.

Setting Up a New Purchase Card

1. Place the cursor in the LAPC USER ID field and click on **[List]**. Select an LAPC user id from the list of values to assign to the new cardholder account.
2. Enter all the information that identifies the new cardholder (e.g., SSN, name, address, phone and hierarchy).
3. Enter all the detailed information about the purchase card assigned to the cardholder (e.g., card type, convenience check information, purchase limits).
4. Click on **[Profile Accounting]** to enter the appropriate profile accounting for the cardholder. Refer to *Profile Accounting* in the *APC/LAPC PCMS User's Guide* for additional details on entering data.
5. Click on **[Save]**. The DATE SENT TO BANK field is populated after the batch run processes the record and sends it to the bank.
6. When NFC receives the bank acknowledgement for the cardholder's record, the DATE RETURNED FROM BANK and ACCOUNT NUMBER fields in CAMS are populated.
7. Once a record is initially created in CAMS, a skeletal record for the cardholder is established in the Security Access Management System (SAMS). When the CAMS record indicates the account number, the LAPC goes to SAMS and completes the record by assigning an id and password, establishing PCMS access for the cardholder. Refer to the *SAMS User's Guide for the Purchase Card* for details.

Modifying a Cardholder's Account

Most of the fields in CAMS can be modified. New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. Updates to Profile Accounting cannot be done through Cardholder Setup (unless it is a new cardholder record and the DATE SENT TO BANK field is null) but must be completed through the appropriate Cardholder menu sub-option under the PCMS Main Menu.

To modify a cardholder's account:

1. Query a cardholder's record (refer to *Querying Cardholder Records* below);
2. Make changes to the appropriate information in the record (review the *Guidelines* in the next column pertaining to modifying a cardholder's record first); and
3. Click on **[Save]**.

<u>Querying Cardholder Records</u>

- To query all records assigned to the LAPC user id used to log on to PCMS, click on **[Find]** twice. All records will be listed. Use the active scroll bar to the left of the cardholder information to view each record.
- To query cardholder records under a specific LAPC:
  1. Click on **[Find]**.
  2. Place the cursor in the **LAPC USER ID** field and click on the **[List]** button. Select the appropriate id to populate the LAPC Id and name fields and click on **[OK]**.
  3. Click on **[Find]** again. The screen will populate with the first of the cardholders listed under that LAPC.
  4. The scroll bar to the left of the cardholder information will be active, allowing the user to view each record.
- To query for a specific record, use the cardholder's **SSN, FIRST NAME** and/or **LAST NAME**. Use the steps below:
  1. Click on **[Find]**.
  2. Enter the cardholder's **SSN**, or **FIRST NAME** and **LAST NAME**, or **LAST NAME** and click on **[Find]**. If the LAST NAME is queried, the system will retrieve all records by that name. Use the scroll bar to the left of the card to view each record to find the one needed.

Guidelines:

- When the LAST ACTION CODE equals "A" and the DATE SENT TO BANK field <u>is null</u> (blank), this indicates that the cardholder record has not yet been sent to the bank. All the fields in the Cardholder 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 the record is saved, the LAST ACTION CODE remains an "A" because the record has not gone to the bank.
- When the LAST ACTION CODE equals "A, M, or R" and the DATE SENT TO BANK field <u>is not null</u> but the DATE RETURNED FROM BANK field <u>is null</u>, this indicates that the cardholder's record was sent to the bank but has not yet returned. No updates can be made to this record until the DATE RETURNED FROM BANK field <u>is not null</u>.
- When the LAST ACTION CODE equals "A, M, or R" and the DATE SENT TO BANK and DATE RETURNED FM BANK fields <u>are not null</u>, this indicates that the cardholder's record was returned from the bank. Most fields in the Cardholder Setup screen, except for profile accounting, can be modified. To update profile accounting, select the Profile Accounting sub-option from the Cardholder menu. (Refer to *Profile Accounting* later in this section.)

Replacement Cards

When a card has been damaged, click on the box to the left of **REPLACE CARD** and click on **[Save]**. The record sent to the bank will contain an action code of "R" and **the information will be an exact duplicate of the old record** (e.g., account number, hierarchy, purchase limits). The system will not allow any modifications to records where the LAST ACTION CODE is an "R".

If later in the same day there are modifications that also need to be made to this record, and the SENT TO BANK field is still null, click in the box to the left of **REPLACE CARD** to unmark it for replacement. A message appears inquiring whether the record is to be replaced or modified. Click on the **[Modify]** button. Make the modifications and click on **[Save]**.

Delete a Card

When a cardholder no long requires a purchase card, click on the box to the left of **DELETE CARD** and click on **[Save]**. The record sent to the bank will contain an action code of "D" and **the information will be an exact duplicate of the old record** (e.g., account number, hierarchy, purchase limits). The system will not allow any modifications to records where the LAST ACTION CODE is a "D". **Remember to go to SAMS and delete the userid.**