

The State of Florida

Purchasing Card



Agency Approval and Distribution Manual

State of Florida

Department of Financial Services

Last revision date: March 30, 2009

Table of Contents

<u>I. General Information</u>	4
How Does the Purchasing Card Work?	4
Getting Approval to Use the Purchasing Card	4
<u>II. Signing-on to the Purchasing Card Function</u>	5
Access Control	5
The Purchasing Card Mini Menu	7
The Purchasing Card Mini Menu	7
Code Descriptions of the "P-Card" Mini Menu	7
Purchasing Card Charge Queue Mini Menu	9
Code Descriptions of the "P-Card" Charge Queue Mini Menu	9
Items of note on the "P-Card" Charge Queue Mini Menu	9
<u>III. How are charges Approved in FLAIR?</u>	10
Levels of Approval.....	10
What is the Cardholder's role in the approval process?	10
<u>IV. Cardholders as Approvers – The First Level of Approval (001)</u>	10
Descriptions of the: Cardholder Charge – Browse Select.....	12
The 5-step Approval Process – First Approver	13
Vendor Browse (HELP) screen.....	14
Approved Charge Screen.....	15
Notes Regarding the 5 Step Approval Process:.....	15
The Cardholder: Disapproval of Charges.....	16
Disapproval Code Help Screen.....	17
Disapproval Reason Code Example #1	18
Disapproval Reason Code Example #2	18
Notes Regarding the Disapproval of Charges by the Cardholder	19
Approving/Processing Credits as a Cardholder	19
<u>V. The Mid-level Approver – Levels 002-007</u>	20
Defining the Mid-level Approver.....	20
The Mid-level Approver – Signing-on to FLAIR	21
Approver File – Group Code Help.....	22
Approver Charge Browse Select.....	23
The Mid-level Approval of Charges.....	24
Approving Charges Previously Approved at a Lower Level.....	24
Charge/Distribution Maintenance Screen	25
Approved Charge Screen – Mid-level Approver.....	25
Approving Charges that <u>Were Not</u> Previously Approved	26
Notes Regarding the Mid-level Approval of Charges :	26
Disapproval of Charges as a Mid-level Approver	26
Disapproved Charge – Successfully Modified.....	27
Notes Regarding Disapproval of Charges:.....	27
Approving/Processing Credits as a Mid-level Approver.....	28

<u>VI. The Fiscal Level Approver – Level 008</u>	29
Signing-on as a Level 008 Approver:	30
Approving Charges at Level 008	31
Approving Charges that Have Previously Been Approved at a Lower Level:	31
Approving Charges at Level 008 - Not Previously Approved	32
Disapproving Charges at Level 008	33
Notes Regarding Disapproval of Charges:.....	34
Approving/Processing Credits at Level 008	34
Special Notes Regarding Processing Credits at Level 008	36
Credits Approved at Level 008 not previously Approved at a Lower Level.....	36
The FLAIR Daily Input File	37
The process for removing items from the Daily Input file	37
Transaction 51 Inquiry screen with a Purchasing Card invoice number	38
<u>VII. The Five Panels of the Charge/Distribution Maintenance Screen</u>	41
Heading Descriptions of the Charge/Distribution Maintenance Screens	42
Panel 1 of 5 of the Distribution Record – Field Descriptions	43
Panel 2 of 5 of the Distribution Record – Field Descriptions	45
Panel 3 of 5 of the Distribution Record – Field Descriptions	46
Panel 4 of 5 of the Distribution Record – Field Descriptions	48
Panel 5 of 5 of the Distribution Record – Field Descriptions	49
Updating Fields on the Charge/Distribution Maintenance Screens	51
Entering a value in a field currently blank and/or changing the value of a field.	51
Splitting the charge between two or more Org/EO codes	53
Entering a Purchase Order Number (Encumbrance) or an Accounts Payable Number on the Charge/Distribution Record.....	55
<u>VIII. The Travel Charge Queue</u>	58
<u>IX. Miscellaneous Information</u>	60
Paying a charge from certified funds.	60
Reporting Lost or Stolen Cards	60
Disbursement Transaction Date	60
Appendices	61
PF1 through PF12 keys-Descriptions	61
Commonly Seen Status Route Codes (St Rte)	62
Disapproval Codes	63

I. General Information

Purchasing Cards are issued to individual employees of the State of Florida and are used to purchase commodities for use in official business of the state, or to pay for travel expenses incurred while conducting state business.

Bank of America has a contract with the State of Florida to issue purchasing cards to state employees.

How Does the Purchasing Card Work?

1. An item is charged to the purchasing card just like a “regular” credit card purchase.
2. *Bank of America* pays the vendor directly (usually within 72 hours) for the purchase.
3. *Bank of America* transfers the charge to the agency’s FLAIR files for approval.
4. The agency approves the charge in FLAIR.
5. An Electronic Funds Transfer (EFT) is sent to *Bank of America* reimbursing the bank for the charge.

Getting Approval to Use the Purchasing Card

An agency must submit a **plan** to the Purchasing Card statewide coordinator at the Department of Financial Services.

Once the plan is approved, the agency’s **access control** must be updated by the FLAIR help desk to include the Purchasing Card function (**CD**).

Card holders, approval groups, approval levels, individual approvers and procedures are established in the agency by the **Purchasing Card agency administrator**.

Once everything is in place, the agency may begin to use the Purchasing Card for purchases needed in the agency.

II. Signing-on to the Purchasing Card Function

Access Control

To view or to approve Purchasing Card charges in the agency, individuals must be given **access to FLAIR** (Florida Accounting Information Resource). Access is obtained for the approver through the agency's **access control custodian**. If an approver does not currently have access to FLAIR, the access control custodian in the agency must provide the approver access to FLAIR and provide the approver the authority to access the **Purchasing Card (CD) function**. If an approver already has FLAIR access, the approver's access control file will need to be updated to include the **(CD) function**.

Once access to FLAIR is established and the CD function added, the individual will "log-on" to one of the production data bases: DACA, or HACA (*procedures as to which data base to use and how to "get to" that database will be unique to each agency*) and the FLAIR **Access Control Sign-on** screen as shown below will display.

The agency's **access control custodian** will establish the **organization level** of the user and the **user name** on the access control file, the user will assign his or her own **password**. (*Note: the first time a user signs-on to FLAIR, the password is set to: "SAMAS" and the user will then assign his own password to be used in future sign-ons.*)

On this screen, the user will then enter the Organization and User Name set up for him by the access control custodian, and the password he chooses.

DAC1				07/24/2008	10:32:38
ACCESS CONTROL SIGN-ON					
ORGANIZATION	USER NAME	PASSWORD	NEW PASSWORD		

TYPE: SEL:					

The next screen displayed is the main accounting menu.

The Purchasing Card Mini Menu

Once an approver accesses FLAIR and selects the CD function, the **Purchasing Card Mini Menu** will display.

```
DCDQMN          ***** Purchasing Card Mini Menu *****          DCDMMN
Jul 24,08                                             10:46 AM

Code Function
-----
CQ Charge Queues Menu
PE Person
CM Card Menu
AP Approver
AU Administration Unit
TM Table Maintenance Menu
DI Daily Input
RM Report Menu

*Invoice #: _____

Code: __

Type: __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
```

This menu is accessed by administrators and approvers in order to perform all of the functions available within Purchasing Card.

To approve a charge (or disapprove a charge) at any level, the user chooses the CQ function by **typing CQ in the Code ____ field** and pressing enter.

Note: A user may or may not have access to the other functions listed on the Purchasing Card Mini Menu. All items will be listed even if access is not allowed to that function. An error message of “SECURITY VIOLATION – UNAUTHORIZED TO ACCESS” will display if a user attempts to access a function not allowed by his or her access control.

Code Descriptions of the “P-Card” Mini Menu

CQ: Used by approvers to access the Charge Queue Mini Menu. The only means by which charges can be approved or disapproved.

PE: Used by administrators to establish cardholders and approvers with certain information.

CM: Used by administrators to add to or to browse the list of cardholders.

(Code descriptions of the "P-Card" Mini Menu, cont.)

```
DCDQMN          ***** Purchasing Card Mini Menu *****          DCDMMN
Jul 24,08                                             10:49 AM

Code Function
-----
CQ Charge Queues Menu
PE Person
CM Card Menu
AP Approver
AU Administration Unit
TM Table Maintenance Menu
DI Daily Input
RM Report Menu

*Invoice #: _____

Code: CQ

Type: __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
```

AP: Used by administrators to add to or to browse the list of approvers.

AU: Used by administrators to indicate the default settings for access control purposes.

TM: Used by administrators to set up types of charges allowed, groups to be used, types and levels of approval.

DI: Used by fiscal office approvers to browse or to update Purchasing Card items that have been sent to the daily input file. (An invoice number is required when using this function.)

RM: Accessed in order to retrieve reports pertaining to the Purchasing Card function.

To access any Purchasing Card function, the approver types the desired function code in the Code: __ field and presses enter.

To approve charges, the approver types CQ in the Code ____ field and presses enter to access the Charge Queue Mini Menu.

Purchasing Card Charge Queue Mini Menu

This is the mini menu accessed by cardholder approvers and other level approvers to facilitate the approval or disapproval of charges initiated by the use of a Purchasing Card.

This menu is accessed by typing **CQ** in the **Code**___ field from the Purchasing Card Mini Menu.

An example of the Charge Queue Mini Menu is shown below.

```
DCDQMNCQ          ***** Purchasing Card Charge Queue Mini Menu *****          DCDMMNCQ
Jul 24,08                                               10:51 AM

Code Function
-----
AC Approver Charge Queue          *Group: _____
CC Cardholder Charge Queue
SC System Approver Charge Queue
TC Travel Charge Queue          SSN: _____

Code: __

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
```

Code Descriptions of the “P-Card” Charge Queue Mini Menu

AC: Used by approvers *other than the cardholder* to approve charges at various levels.

CC: Used by the cardholder to access the list of charges awaiting approval.

SC: Used by the agency P-Card administrator or the Statewide Coordinator to view or approve charges .

TC: Used by select approvers to browse travel related charges by SSN that have been paid through the Purchasing Card function. This will help avoid duplicate payments. The SSN number must be entered where shown.

Items of note on the “P-Card” Charge Queue Mini Menu

Group: Required input for approvers *other than the cardholder* indicating which group’s charges the user wants to approve.

PF1: Help key. When an asterisk is shown in a particular field *on any screen*, a help screen maybe accessed by pressing the PF1 key.

PF3: Return key. Used to exit the screen currently displayed and return to the previously displayed screen.

III. How are charges Approved in FLAIR?

Levels of Approval

The purchasing card function is set up to include up to eight levels of approval. As many as eight, or as few as two approvers could view a charge and either approve or disapprove the charge. An Agency is required to have at least one mid-level approver (level 2 – 7). Level 8 is system hardcoded.

An item enters the Purchasing Card function (through a tape/batch input) at the first level of approval set up by the agency's plan. If the plan is designed for items to go to level 001, and after approval move to a mid-level of approval and so on, that is how the charge will enter the charge queue . The agency decides how to set up the approval levels to best meet the needs of that agency. The system is flexible enough to allow for many different ways of setting up approval levels.

The fiscal office level, level 008, is the last level of approval required before the charge goes to the FLAIR daily input file and eventually to FLAIR overnight processing. From overnight processing, the charges will appear on a Voucher Schedule, the following morning and once the Voucher is posted, payment is made via EFT (Electronic Funds Transfer) to *Bank of America*.

What is the Cardholder's role in the approval process?

This manual is designed with the assumption that charges will go to the Cardholder as the first approver (level 001). However, it is possible and sometimes desirable to have a person other than the cardholder approve charges for the cardholder, depending upon the agency's specific plan. It is not necessary for a cardholder to approve his or her own charges. In order for an employee to approve charges for a cardholder, other than himself, the employee's access control must provide the employee access to the cardholder purchasing card records. This is achieved by the agency's access control custodian and the Purchasing Card agency administrator.

IV. Cardholders as Approvers – The First Level of Approval (001)

After accessing the CD function , approving a charge as a cardholder will be done by selecting the **CQ** function from the "P-Card Mini Menu." Type **CQ** in the Code_____ field and press enter. The Purchasing Card Charge Queue Mini Menu will display.

```

DCDQMNCQ      ***** Purchasing Card Charge Queue Mini Menu *****      DCDMMNCQ
Jul 24,08                                           10:51 AM

      Code Function
      -----
      AC Approver Charge Queue          *Group: _____
      CC Cardholder Charge Queue
      SC System Approver Charge Queue
      TC Travel Charge Queue          SSN: _____

Code: CC

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP

```

The cardholder will access the Cardholder Charge Queue by typing **CC** in the **Code**___ field and pressing enter. The Cardholder Charge - Browse Select screen will display.

```

DCDQSCC      ***** Cardholder Charge - Browse Select *****      DCDMSCC1
Jul 24,08                                           11:17 AM

ACT MERCHANT                                     ST  CARD  CHG   ADD  DIS/
RTE SEQ  DATE  DATE APRV  AMOUNT
-----
M U.S. AIRLINES                                001  01   0719  0724      485.00
  U.S. AIRLINES                                001  01   0719  0724      220.00
  MARRIOTT                                     001  01   0719  0724      389.16
  WESTIN                                       001  01   0719  0724       89.35
  OFFICE DEPOT                                001  01   0719  0724       16.02
  BARNES AND NOBLE                            001  01   0719  0724       21.21
  AVIS RENTAL CAR                             001  01   0719  0724      121.34
  AVIS RENTAL CAR                             001  01   0719  0724       64.11
  A & B OFFICE MACHINES, INC.                  001  01   0719  0724      252.10
  A & D OFFICE SUPPLY                          001  01   0719  0724      134.17
  AAA FLEET SERVICE                           001  01   0719  0724       89.50
  ABBEY PRINTING                              001  01   0719  0724      456.78
  ACE OFFICE SUPPLY                           001  01   0719  0724      165.33

Card Seq:  ___ Charge Date: _____
Display   Modify (PF5=flip)

```

The Cardholder Charge/Browse Select screen lists the charges incurred by the cardholder that are awaiting approval.

The cardholder will choose which charge to approve by placing an “M” (for Modify) in the Act field next to the desired charge and pressing enter.

Descriptions of the: Cardholder Charge – Browse Select

(See next pages for screen.)

Headings:

Act: Action field. Valid entries are “D” for Display or “M” for Modify.

Merchant Name: Name of the vendor from the company’s records.

St Rte: Status Route Code. Values shown will be 001-008. Level of approval at which this charge resides.

Card Seq: Card Sequence. Would be greater than 01 only if the cardholder had been issued more than one card.

Charge Date: The date that the charge was made with the merchant. (The date the card was “swiped.”)

Add Date: The date the charge was added to the Purchasing Card system. Automatically generated.

Dis/Aprv: The disapproval code is displayed.

Amount: Amount of this charge.

Bottom of the Screen:

Card Seq: Used to search by sequence number a list of charges. By typing 02 (for example) and pressing enter, items with the card sequence of 02 will display at the top of the browse.

Charge Date: Used to search by charge date through the list of charges. After entering a particular date in the field and pressing enter, the first charge for that date will display at the top of the browse and subsequent charges will follow.

Display: Tells the user that “D” for Display may be used in the action (Act) field, to *view only* an expanded version of that charge.

Modify: Tells the user that “M” for Modify may be placed in the action (Act) field, which allows the user to approve, disapprove or change distribution items on that charge. To approve a charge the user must choose “M” to modify a charge.

Once a charge is selected, the Charge/Distribution Maintenance (panel) screen #1 will display. An example of this screen is shown on the next page.

A charge is approved from this screen by completing the following steps.

Distribution Panel #1

```

Enter changes
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 24,08                                             4 more >

*Action (D,M) M_ Step 1 Approve(Y/N) Amount 485.00      Date CHG 07192003 CRD 01
Name KLEIN, IDA                                     DT REC 07242008 Step 2
Step 3
*Vendor ID _____ Invoice 8500002      SubVendor E299447993
Merchant U.S. AIRLINES                               ZIP 32151-0000
*Disapproval CD ___ Reason _____ RPI ___ *SDN _____

LN ACT SC SDN-LN Amount      Org(L1-L5) *EO VR *Object      Description Step 5
1_  _  _  _  485.00      85100202213 00 00 000000
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS
  
```

The 5-step Approval Process – First Approver

1. **Type “Y”** (yes) in the space provided to the right of **Approve** on the Charge/Distribution Maintenance screen (see above).
2. **Verify** the Date Received as the correct date. (See the **Dt Rec** field.) **If the merchandise was received after the date indicated, the date should be changed to reflect the actual date the merchandise was received.**
3. The **Vendor Id** is required to be entered with the vendor number appropriate to the Merchant name. If the number is known, it may be typed in. If the number is not known, the number may be selected from the list of vendors on the vendor file. The list may be retrieved by placing the cursor in the Vendor Id field and pressing PF1 (HELP). The Vendor Browse Select Help screen will display. **An example is shown on the next page.** The vendor number is “selected” by placing an “S” in the ACT field (from the help screen) and pressing enter. After pressing enter, the vendor number selected will “populate” the Vendor Id field and the help screen will automatically close. See the vendor help screen on the next page.

Pressing PF10 (left) and PF11 (right) but, it is not necessary to page to the other panels in order to approve a charge. The five panels will be discussed in detail in the section dealing with updating and changing the charge record and distribution of the charge record. See Section VII .

Once a charge is approved by the Cardholder, it will progress electronically to the next level of approval set up in the agency.

Exiting the Charge/Distribution Maintenance Screen

To Exit from the Charge/Distribution Maintenance screen, the approver presses **PF3**. This will bring the approver back to his charge queue in order to continue to approve charges. **Any charge approved is removed from the cardholder's charge queue.**

The Cardholder: Disapproval of Charges

A cardholder will disapprove a charge by "Modifying" the charge with an "**N**" in the **Approve** field (rather than a "Y") on the Charge/Distribution Maintenance screen #1. Step-by-step instructions follow.

1. The user accesses FLAIR through the **Access Control Sign-on** screen. (See section earlier in this manual.)
2. From the Main Accounting Menu the user selects the Purchasing Card function by typing **CD** in the TYPE field and pressing enter.
3. From the Purchasing Card Mini Menu the cardholder will then select the Charge Queues Menu by typing **CQ** in the Code field and pressing enter.
4. The Cardholder Charge Queue is selected by typing **CC** in the Code field and pressing enter.
5. Once the Cardholder Charge Browse Select screen is displayed, the cardholder will choose the charge to disapprove by placing an "**M**" in the **ACT field** to the left of the charge needing disapproval. The first panel of the Charge/Distribution Maintenance screen will display.


```

Charge record modified successfully
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 24,08                                             4 more >

*Action (D,M) __ Approve(Y/N) N Amount 21.21          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID _____ Invoice 8500015          SubVendor _____
Merchant BARNES AND NOBLE                           ZIP 32301-0000
*Disapproval CD 081 Reason NEED ADDITIONAL INFORMATION PPI _ *SDN _____

LN ACT SC SDN-LN Amount Org(L1-L5) *EO VR *Object Description
1_ _ _ _ _ 21.21 85100202213 00 00 000000 _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____
_ _ _ _ _ _____ _____ _____ _____ _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS

```

Notes Regarding the Disapproval of Charges by the Cardholder

The Vendor Id and Object (code) do not have to be filled in when disapproving a charge.

Remember that once an item is charged to a Purchasing Card, the vendor will be paid by Bank of America within a few days (in most cases). Therefore, disapproving a charge does not stop the vendor from being paid by Bank of America.

Each agency--in conjunction with the Purchasing Card Statewide Coordinator--will have to develop its own **procedures for dealing with disapproved charges.**

When a charge is disapproved by the **Cardholder** as in the example on the previous page, the charge will remain in a disapproved status in the Cardholder's Charge Queue until it is later approved or a credit is received to offset the charge.

Approving/Processing Credits as a Cardholder

Credit memos from vendors (issued for returned merchandise or for any reason) are processed in the same way that regular payments are processed.

Credit memos are displayed on the "Cardholder Charge – Browse Select" screen listed with the regular charges. The screen shown next is an example of how credits may be listed on the Browse Select screen.

DCDQSCC		***** Cardholder Charge - Browse Select *****					DCDMSCC1	
Jul 24,08							2:47 PM	
ACT	MERCHANT	ST	CARD	CHG	ADD	DIS/	AMOUNT	
---	-----	RTE	SEQ	DATE	DATE	APRV	-----	
___	COMPUTERLAND	001	01	0719	0724		71.44	
___	A & B OFFICE MACHINES, INC.	001	01	0719	0724		-43.15	
___	M & G HEATING AND AIR	001	01	0719	0724		-148.77	
*** End of Data ***								
Card Seq: ___ Charge Date: _____								
Display Modify (PF5=flip)								

The cardholder will “Modify” (approve) a credit memo by selecting the item with an “M” in the **Act** field and pressing enter. The credit memo must be approved using the same 5 steps described earlier in the approval process (see section earlier in this manual).

The credit memo must be approved for it to progress through the system.

V. The Mid-level Approver – Levels 002-007

Defining the Mid-level Approver

A mid-level approver is an approver that **is not the cardholder** (level 001) and **is not the fiscal level** approver (level 008). Approval levels of 002-007 are mid level approvers. One Mid-level is required. [001 – 008 refers to the status route code (St Rte)]. As charges progress through the approval process the status route code indicates at which level the charge presently resides.

A mid-level approver **may have** authority to view and approve charges at a lower level, if the agency’s plan is designed for some approvers to have lower level authority. Or, he may only be able to see and approve charges at his level of authority only. (He may only be able to see level 004 charges, for example.)

The Mid-level Approver – Signing-on to FLAIR

The mid-level approver will access FLAIR using the same steps previously described in this manual.

After selecting the Purchasing Card function (**CD**) from the main accounting menu, the Purchasing Card Mini Menu will display.

```
DCDQMN          ***** Purchasing Card Mini Menu *****          DCDMMN
Jul 24,08                                             04:12 PM

Code Function
-----
CQ Charge Queues Menu
PE Person
CM Card Menu
AP Approver
AU Administration Unit
TM Table Maintenance Menu
DI Daily Input
RM Report Menu

*Invoice #: _____

Code: CQ

Type: __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
```

From the Purchasing Card Mini Menu, to approve charges, the mid-level approver will access the Charges Queue Mini Menu by typing **CQ** in the Code ___ field and pressing enter.

The Purchasing Card Charge Queue Mini Menu will display.

```
DCDQMNCQ       ***** Purchasing Card Charge Queue Mini Menu *****       DCDMMNCQ
Jul 24,08                                             04:15 PM

Code Function
-----
AC Approver Charge Queue
CC Cardholder Charge Queue
SC System Approver Charge Queue
TC Travel Charge Queue

*Group: _____
SSN: _____

Code: __

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

The mid-level approver will choose the **Approver Charge Queue** by typing **AC** in the **Code**___ field. A **group code is required input** when accessing the Approver Charge Queue. If the group code is known, it may be typed in, if it is not known, it may be selected from the list retrieved from the help screen. The help screen for Group is accessed by placing the cursor in the field next to Group and pressing the **PF1 key**.

Approver File - Group Code Help

```

DCDHSGRP          ***** Approver File - Group Code Help *****
Jul 24,08                                               4:18 PM

ACT  Group Code  Title                                     Charges
---  -
  _  INFOSYS     DIVISION OF INFORMATION SYSTEMS         17
                                     *** End of Data ***

GROUP CODE: _____
Select      (PF5=flip)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  QUIT  RETRN MAIN  FLIP
    
```

The group code may be **selected by placing an “S”** to the left of the desired group and pressing enter.

The Group Code Help screen displays the code name for the group, the description of the group and the number of charges awaiting approval for the group.

After the group is selected, the Group_____ field will be populated with the group code.

```

DCDQMNCQ      ***** Purchasing Card Charge Queue Mini Menu *****      DCDMMNCQ
Jul 24,08
Code Function
-----
AC Approver Charge Queue      *Group: INFOSYS_
CC Cardholder Charge Queue
SC System Approver Charge Queue
TC Travel Charge Queue      SSN: _____

Code: AC
      ↑

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP

```

Once the **group** is selected and **AC** is typed in the Code field, the user presses enter to retrieve the Approver Charge Browse Select screen.

Approver Charge Browse Select

```

DCDQSAC      ***** Approver Charge - Browse Select *****      DCDMSAC1
Jul 24,08
ACT Cardholder      Merchant      CHG Add      ST DIS/
-----
KLEIN, I.      U.S. AIRLINES      0719 0724      220.00 001
KLEIN, I.      MARRIOTT      0719 0724      389.16 001
KLEIN, I.      WESTIN      0719 0724      89.35 001
KLEIN, I.      OFFICE DEPOT      0719 0724      16.02 001
KLEIN, I.      BARNES AND NOBLE      0719 0724      21.21 001 081
KLEIN, I.      AVIS RENTAL CAR      0719 0724      121.34 001
KLEIN, I.      AVIS RENTAL CAR      0719 0724      64.11 001
KLEIN, I.      A & B OFFICE MACHINES, INC      0719 0724      252.10 001
KLEIN, I.      A & D OFFICE SUPPLY      0719 0724      134.17 001
KLEIN, I.      AAA FLEET SERVICE      0719 0724      89.50 001
KLEIN, I.      ABBEY PRINTING      0719 0724      456.78 001
KLEIN, I.      ACE OFFICE SUPPLY      0719 0724      165.33 001
KLEIN, I.      DATA CONTROL SUPPLIES INC      0719 0724      523.98 001
KLEIN, I.      COMPUTERLAND      0719 0724      71.44 001
*Group Code INFOSYS_ Approval Code ___ Charge Date _____
Display Modify (PF5=flip)

```

Descriptions of The Approver Charge Browse Select screen.

The Approver Charge Browse Select screen lists the charges awaiting approval *within the group* entered on the Charge Queue Mini Menu. In the case of the examples show here, this particular **approver is a level 004 approver** with lower level authority. The example indicates that the access control for this user is set up to approve charges at level 004 and below. Some of the charges have been approved by the Cardholder (at level 001) and have moved to level 004, some of the charges (those with a status route code of 001) have never been approved at any level. (*Approvers do not have to be set up as shown in the example, but may be set up with or without*

lower level authority.) An approver may approve any charges that appear in his charge queue.

Also shown on this screen are the **date of the charge** (when card was “swiped” by the merchant) and the **add date**, that is the date the charge was added to the system. The last column shows a **disapproval code** if one exists for the charge. The **name of the cardholder** is also displayed. If the approver is set up to approve charges for more than one cardholder, these cardholder names are also displayed.

The Mid-level Approval of Charges

Approving Charges Previously Approved at a Lower Level

The charges previously approved are items with the Status Route Code (St Rte) of 004. They must be approved again at this level to progress up to the next level of approval. The approver **will choose the item to approve by typing an “M”** to the left of the desired item and pressing enter.

DCDQSAC		***** Approver Charge - Browse Select *****				DCDMSAC1	
Jul 25,08						10:41 AM	
ACT	Cardholder	Merchant	CHG Date	Add Date	Amount	ST	DIS/ APRV
---	-----	-----	----	----	-----	----	----
___	KLEIN, I.	BARNES AND NOBLE	0719	0724	21.21	001	
___	KLEIN, I.	AVIS RENTAL CAR	0719	0724	121.34	001	
___	KLEIN, I.	AVIS RENTAL CAR	0719	0724	64.11	001	
___	KLEIN, I.	A & B OFFICE MACHINES, INC	0719	0724	252.10	001	
___	KLEIN, I.	A & D OFFICE SUPPLY	0719	0724	134.17	001	
___	KLEIN, I.	AAA FLEET SERVICE	0719	0724	89.50	001	
___	KLEIN, I.	ABBEY PRINTING	0719	0724	456.78	001	
___	KLEIN, I.	ACE OFFICE SUPPLY	0719	0724	165.33	001	
___	KLEIN, I.	DATA CONTROL SUPPLIES INC	0719	0724	523.98	001	
___	KLEIN, I.	COMPUTERLAND	0719	0724	71.44	001	
___	KLEIN, I.	A & B OFFICE MACHINES, INC	0719	0724	-43.15	001	
___	KLEIN, I.	M & G HEATING AND AIR	0719	0724	-148.77	001	
M_	KLEIN, I.	U.S. AIRLINES	0719	0724	485.00	004	
___	KLEIN, I.	U.S. AIRLINES	0719	0724	220.00	004	
*Group Code		INFOSYS	Approval Code		Charge Date		
Display		Modify	(PF5=flip)				

After selecting a record to approve with an “M” on the Approver Charge Browse Select Screen, the following screen will display.

Charge/Distribution Maintenance Screen

```

Enter changes
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 25,08                                               4 more >

*Action (D,M) M_ Approve(Y/N) _ Amount 485.00          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                         DT REC 07242008
*Vendor ID VF456456456001 Invoice 8500002          SubVendor E299447993
Merchant U.S. AIRLINES                                   ZIP 32151-0000
*Disapproval CD ___ Reason _____ PPI _ *SDN _____

LN ACT SC SDN-LN Amount          Org(L1-L5) *EO VR *Object          Description
1_  _  _  _  485.00          85100202213 00 02 261000          MIAMI TRIP
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS
  
```

The previous approver provided the Vendor ID, the Object and description. Note: the received date (Dt Rec) should be checked to ensure that the correct date is shown. **If the mid-level approver determines that the charge should be approved, the only step necessary is to place a Y in the Approve field and press enter.** The message, "CHARGE record modified successfully" will display.

Approved Charge Screen – Mid-level Approver

```

Charge record modified successfully
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 25,08                                               4 more >

*Action (D,M) __ Approve(Y/N) Y Amount 485.00          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                         DT REC 07242008
*Vendor ID VF456456456001 Invoice 8500002          SubVendor E299447993
Merchant U.S. AIRLINES                                   ZIP 32151-0000
*Disapproval CD ___ Reason _____ PPI _ *SDN _____

LN ACT SC SDN-LN Amount          Org(L1-L5) *EO VR *Object          Description
1_  _  _  _  485.00          85100202213 00 02 261000          MIAMI TRIP
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS
  
```

The charge will now progress to the next higher level of approval set up in the agency. To exit, type **PF3**.

Approving Charges that Were Not Previously Approved

A mid-level approver may approve charges not previously approved, if the agency plan was designed to allow the charges to appear in his charge queue. ***In order to approve charges not previously approved, the mid-level approver will need to complete the five steps that are described earlier in this manual.*** Specifically the Vendor ID and Object must be entered, and the received date (Dt Rec) verified to begin the approval process.

Notes Regarding the Mid-level Approval of Charges :

There are five panels total of information related to this charge. The panels contain accounting and purchasing information. The mid-level approver may or may not have the authority to change or add to the information contained in those panels, but he or she will have the ability to view the information by pressing PF10 and PF11 to move right and left. The authority to change or not change information is established on the approver record. The five panels of the distribution record will be described in detail in the section dealing with changing information on the charge record and distributing charges, see Section VII.

Disapproval of Charges as a Mid-level Approver

To disapprove a charge, the user must select the charge (just as it was selected for approval) from the Approver Charge – Browse Select screen. Once the charge is selected, the **Charge/Distribution Maintenance** screen will display.

```

Enter changes
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 25,08                                             4 more >

*Action (D,M)  M_ Approve(Y/N) N Amount 16.02          Date CHG 07192008 CRD 01
  Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID VF599885121001 Invoice 8500013   SubVendor _____
Merchant OFFICE DEPOT                               ZIP 32311-0000
*Disapproval CD ___ Reason _____ PPI ___ *SDN _____

LN ACT SC  SDN-LN  Amount      Org(L1-L5) *EO VR *Object  Description
1_  -  -  -  -  16.02      85100202213 00 02 380000  _____
-  -  -  -  -  _____
-  -  -  -  -  _____
-  -  -  -  -  _____
-  -  -  -  -  _____
-  -  -  -  -  _____
-  -  -  -  -  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP  QUIT  RETRN MAIN  FLIP  PREF  BKWRD FRWRD X-ALL LEFT  RIGHT PRCS
  
```


Example #3

```

CHARGE record modified successfully
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 25,08                                             4 more >

*Action (D,M) __ Approve(Y/N) Y Amount -148.77      Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID VF262270904001 Invoice 8500038      SubVendor _____
Merchant M & G HEATING AND AIR                     ZIP 33577-0000
*Disapproval CD __ Reason _____             PPI _ *SDN _____

LN ACT SC SDN-LN Amount Org(L1-L5) *EO VR *Object Description
1_ _ _ _ -148.77 85100202213 00 02 363000 RETURNED PARTS__
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

```

The approved credit memo will also progress to the next level of approval as designated in the agency's plan.

If a credit *was not approved* by a lower level approver, the mid-level approver enters the **Vendor ID, Object, Description and verify the received date** as well as place an "Y" in the Approve field.

To exit the Charge/Distribution Maintenance screen the approver presses **PF3**. This will return the approver to the Browse Select screen.

VI. The Fiscal Level Approver – Level 008

The fiscal level of approval is the only level of approval that is required by the purchasing card system. Items approved at level 008 are approved in the same way that items are approved at lower levels. However, the fiscal level is the only level that has capability to allow **Available Balance** checking. Also, once an item is approved by the Fiscal Level approver the item will be sent to the **FLAIR Daily Input** file. After the approved item is sent to the Daily Input file, and posted by the Chief Financial Officer, an Electronic Funds Transfer will be initiated to *Bank of America*.

The Fiscal Level approver may or may not have lower level authority--that is, the ability to approve charges residing in the Purchasing Card system at a level lower than 008. The agency plan and the approver record will determine whether or not the fiscal approver has lower level approval authority.

Signing-on as a Level 008 Approver:

- A. Sign-on to the Purchasing Card function through FLAIR access control. Choose the Purchasing Card function (CD) from the main accounting menu.
- B. Access the Charge Queues Menu by placing CQ in the Code field.
- C. Choose the Approver Charge Queue by placing AC in the code field (it is the same procedure that is used by the mid-level approver).
- D. Indicate a group in the designated field for which charges are to be approved.

Once the approver completes step "E", the **Approver Charge Browse Select** screen will display (see screens that follow).

The Approver Charge – Browse Select screen lists the charges within the group selected awaiting some action.

The examples shown on the next page show two ways the Approver Charge –Browse Select screen of a level 008 approver may appear. One example shows a level 008 approver that has the authority to view and approve charges at a lower level (**Example I**) and the other example, (**Example II**) shows a level 008 approver with the authority to view only those items that have a Status Route Code of 008.

The Status Route Code (St Rte) indicates the level at which each charge currently resides. A level 008 approver may approve any charge that appears on his Approver Charge - Browse Select (levels 001-008).

Example I

DCDQSAC		***** Approver Charge - Browse Select *****				DCDMSAC1	
Jul 26,08						10:51 AM	
ACT	Cardholder	Merchant	CHG Date	Add Date	Amount	ST RTE	DIS/ APRV
---	---	-----	---	---	---	---	---
__	KLEIN, I.	U.S. AIRLINES	0719	0724	485.00	001	
__	KLEIN, I.	U.S. AIRLINES	0719	0724	220.00	001	
__	KLEIN, I.	MARRIOTT	0719	0724	389.16	001	
__	KLEIN, I.	WESTIN	0719	0724	89.35	004	
__	KLEIN, I.	OFFICE DEPOT	0719	0724	16.02	004	
__	KLEIN, I.	BARNES AND NOBLE	0719	0724	21.21	001	
__	KLEIN, I.	AVIS RENTAL CAR	0719	0724	121.34	001	
__	KLEIN, I.	AVIS RENTAL CAR	0719	0724	64.11	001	
__	KLEIN, I.	A & B OFFICE MACHINES, INC	0719	0724	252.10	001	
m_	KLEIN, I.	A & D OFFICE SUPPLY	0719	0724	134.17	001	
__	KLEIN, I.	AAA FLEET SERVICE	0719	0724	89.50	001	
__	KLEIN, I.	ABBEY PRINTING	0719	0724	456.78	008	
__	KLEIN, I.	ACE OFFICE SUPPLY	0719	0724	165.33	008	
__	KLEIN, I.	DATA CONTROL SUPPLIES INC	0719	0724	523.98	008	
*Group Code		INFOSYS__	Approval Code		Charge Date		
Display		Modify	(PF5=flip)				

To approve this charge without any changes, additions or adjustments to the accounting or purchasing data, the user types a "Y" in the **Approve** field and presses enter. If all edits pass, the charge will be approved. The message, "CHARGE record modified successfully" will display if approved (see screen below). *The approver may page to the other panels of the distribution record and update the fields if needed. The procedures for updating the Charge/Distribution record are discussed in section VII.*

```

Charge record modified successfully
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 26,08                                             4 more >

*Action (D,M)  __ Approve(Y/N) Y Amount 485.00          Date CHG 07192008 CRD 01
  Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID VF456456456001 Invoice 8500002          SubVendor E299447993
  Merchant U.S. AIRLINES                               ZIP 32151-0000
*Disapproval CD  __ Reason  __                      PPI  __ *SDN  __

LN ACT (SC) SDN-LN      Amount          Org(L1-L5) *EO VR *Object      Description
1  _  (014)  _          485.00          85100202213 00 02 261000  Miami trip
_  _  _      _          _              _          _  _  _      _
_  _  _      _          _              _          _  _  _      _
_  _  _      _          _              _          _  _  _      _
_  _  _      _          _              _          _  _  _      _
_  _  _      _          _              _          _  _  _      _
_  _  _      _          _              _          _  _  _      _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS
    
```

A charge approved at level 008 will be sent to the FLAIR daily input file and then to FLAIR overnight processing at the end of the business day. Note SC (code) changes to 014.

To return to the Approver Charge –Browse Select screen after approving a charge, the user will press **PF3**. Approved Charges may no longer be viewed from the Approver Charge – Browse Select screen.

Approving Charges at Level 008 - Not Previously Approved

If a charge was not approved by another level approver and can be viewed in the level 008 Approver Charge – Browse Select, (see page 36) it may be approved by the level 008 approver.

Once accessing the Approver Charge – Browse Select and selecting the charge to approve (Modify) the charge is approved by using the 5-step approval process described earlier in this manual.

To exit the Distribution/Maintenance screen the user will press PF3.

Disapproved Charge – Successfully Modified

```

Charge record modified successfully
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 26,08                                             4 more >

*Action (D,M)  __ Approve(Y/N) n Amount 121.34          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID _____ Invoice 8500018          SubVendor E299447993
Merchant AVIS RENTAL CAR                               ZIP 32157-0000
*Disapproval CD 081 Reason was upgrade required? _____ PPI _ *SDN _____

LN ACT SC SDN-LN Amount          Org(L1-L5) *EO VR *Object          Description
1_  _  _  _  121.34          85100202213 00 02 261000 CAR RENTAL UPGR_
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONFM HELP  QUIT  RETRN MAIN  FLIP  PREF  BKWRD FRWRD X-ALL LEFT  RIGHT  PRCSS
    
```

Notes Regarding Disapproval of Charges:

If a charge was previously approved by a lower level approver and disapproved by a fiscal level (008) approver, **the charge will automatically be sent back** to the lower level approver for further action. It may be approved again or disapproved.

Remember that the vendor will be paid by *Bank of America* usually within a few days of the charge and that the State of Florida has a contract to reimburse *Bank of America* for purchasing card items. **Disapproving a charge will not prevent the vendor from being paid by *Bank of America*.** Each agency--in conjunction with the statewide coordinator--will determine procedures when it is appropriate to disapprove a charge.

Approving/Processing Credits at Level 008

Credit memos are approved in the same way that charges are approved by the level 008 approver.

If the credit memo was previously approved at a lower level, the level 008 approver will need only to select the credit memo from the Approver Charge – Browse Select screen (Example #1 below) and indicate his approval of the credit memo by placing a “Y” in the Approve field on the Charge/Distribution Maintenance screen (Example #2 next.)

Example #1

```

DCDQSAC          ***** Approver Charge - Browse Select *****          DCDSAC1
Jul 26,08                                             3:27 PM
ACT  Cardholder      Merchant          CHG Add      ST DIS/
-----            -----            Date Date      Amount RTE APRV
___ KLEIN, I.         A & B OFFICE MACHINES, INC 0719 0724      -43.15 001
m_ KLEIN, I.         M & G HEATING AND AIR      0719 0724      -148.77 001
                                     *** End of Data ***

*Group Code INFOSYS__ Approval Code ____ Charge Date _____
Display      Modify      (PF5=flip)

```

Example #2

```

Enter changes
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 26,08                                             4 more >

*Action (D,M) M_ Approve(Y/N) Y Amount -148.77      Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID VF112334556001 Invoice 8500038      SubVendor _____
Merchant M & G HEATING AND AIR                     ZIP 33577-0000
*Disapproval CD ____ Reason _____            PPI ____ *SDN _____

LN ACT SC SDN-LN Amount Org(L1-L5) *EO VR *Object Description
1_ _ _ _ -148.77 85100202213 00 02 363000 returned parts__
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

```

The message, "CHARGE record modified successfully" will display when a credit memo is approved (see Example #3).

The FLAIR Daily Input File

Purchasing Card charges (and credits) once approved at level 008, are added to the FLAIR Daily Input File as Transaction 51s, 70s or 53s (*credits will appear as TR51s only*) and at the end of the business day, they will go through overnight processing and appear on a voucher the next day.

Purchasing card items may be retrieved from the Daily Input file if needed (***on the same day of input only***) in order to make changes or corrections to the charge record.

A purchasing card item **may not** be corrected or changed through Transaction 51 Inquiry/Update, Transaction 70 Inquiry/Update or Transaction 53 Inquiry/Update. **A purchasing card item must be purged (removed) from the Daily Input File through the DI function (found on the Purchasing Card Mini Menu) before it can be corrected.**

Once removed from daily input, through the DI function, the item will “appear” in the approver’s Browse Select screen for updating or correcting. After updating or correcting, an item must be approved ***again*** in order for it to be added back to the FLAIR Daily Input file.

The process for removing items from the Daily Input file

- I. Determine the **FLAIR invoice number**. The FLAIR invoice number is automatically generated by the system for Purchasing Card charges as they enter the Purchasing Card system. ***The invoice number may be determined by going to a Transaction Inquiry screen in FLAIR, or it may be retrieved from a help screen accessed from the Purchasing Card Mini Menu.***
- a. **Determining the invoice number from an inquiry screen:**

As stated above, items are added to the Daily Input file as Transactions 51, 70, or 53. The user may do a TR51/TR70/TR53 Inquiry and locate the invoice number. **Screen A** on the next page is an example of a Transaction 51 Inquiry showing the invoice number for a purchasing card item that was added to the Daily Input file. The example on the next page, shows the invoice number as: 850000201. This invoice number is a combination of the invoice number and a line number (the last two digits). **When entering the invoice number on the Purchasing Card Mini Menu, the last two digits must be dropped (only 8500002 is entered.)**

**Transaction 51 Inquiry screen with a Purchasing Card invoice number
Screen A**

```

51I2      TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE      07/26/2008 15:47:57
L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION          SUB-VENDOR-ID
85 10 02 02 213 00 02 261000          MIAMI TRIP      E299447993

....AMOUNT.... VENDOR-ID          MC TRN-DT  G VOUCH-NO LINE BI OTHER-DOC  B
          485.00 VF456456456001          A 07262008

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT   PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR
850000201

CAT   YR  GL   EGL EOB  ECAT   EP  GRANT           GY  CNTRT CY   OCA  AU
040000 00  71100

GF SF FID   BE          IBI  EF   STATE PROGRAM          PROJECT ID
10 1  000001 85100000 00          1112110000 000000

BPIN      COUNT    ...UNITS....  ...TIME...

NEXT:
L1 L2 L3 L4 L5  GF SF FID   BE          IBI VOUCH-NO LINE VENDOR-ID
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
  
```

b. Determining the invoice number from the Purchasing Card Mini Menu.

A help screen is available to the approver on the P-Card Mini Menu to select the invoice number. The help screen is accessed by typing "DI" in the code field and placing the cursor in the Invoice # field and pressing PF1.

Screen B

```

DCDQMN          ***** Purchasing Card Mini Menu *****          DCDMMN
Jul 26,08                                           03:50 PM

Code Function
-----
CQ Charge Queues Menu
PE Person
CM Card Menu
AP Approver
AU Administration Unit
TM Table Maintenance Menu
DI Daily Input
RM Report Menu

Code: di

*Invoice #: _____

Type: __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN  MAIN  FLIP
  
```

After pressing PF1, the help menu will display, listing the items on daily input. To select the invoice, the user types "S" in the space to the left of the invoice number and presses enter. See **Screens C and D** on the next page. The invoice selected will "populate" the invoice field on the Mini Menu.

Screen C

```

DTRHSINV          ***** Daily Input Help *****
Jul 26,08                                     3:52 PM

      FLAIR
ACT Invoice      Merchant      Description      Date      Amount
-----
  ___ 8500002 U.S. AIR      MIAMI TRIP      07/26/2002      485.00
  ___ 8500038 MARRIOTT      RETURNED PARTS  07/26/2002     -148.77
                                     *** End of Data ***

FLAIR INVOICE: _____
Select      (PF5=flip)

Type: ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
    
```

Screen D

```

DCDQMN          ***** Purchasing Card Mini Menu *****
Jul 26,08                                     DCDMMN
                                               04:01 PM

      Code Function
      -----
      CQ Charge Queues Menu
      PE Person
      CM Card Menu
      AP Approver
      AU Administration Unit
      TM Table Maintenance Menu
      DI Daily Input
      RM Report Menu

      *Invoice #: 8500002

      Code: DI

Type: ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
    
```

- II. Once the invoice number is entered on the Purchasing Card Mini Menu, to view the item on the Daily Input file, make sure the **DI** is still in the **Code** _____ field and press enter. The **Purchasing Card Daily Input – Browse Select** screen will display (see next page).

Purchasing Card Daily Input – Browse Select screen

```

0302 ENTER 'P' TO DELETE FROM DAILY INPUT
DCDQSDI ***** Purchasing Card Daily Input - Browse Select ***** DCDMSDI1
Jul 26,08 04:03 PM

Action:

Invoice          Vendor ID          Org      EO VR Object Tr      Amount
-----
850000201 VF456456456001      85100202213 00 02 261000 51      485.00
*** End of Data ***

*Invoice:8500002
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP          BKWRD FRWRD
  
```

III. If the approver determined this item should be removed from the Daily Input file, the valid action for this screen is to **enter a “P” (for purge) in the Action field**. Purging an item from the Daily Input file will move the item back to the Purchasing Card Charge Queue where it may be updated as needed.

IV. **Once an item is purged** from Daily Input the message: “record modified successfully” will display, and the item is removed from the Purchasing Card Daily Input – Browse Select screen. See the example below.

```

Record modified successfully
DCDQSDI ***** Purchasing Card Daily Input - Browse Select ***** DCDMSDI1
Jul 26,08 04:06 PM

Action:

Invoice          Vendor ID          Org      EO VR Object Tr      Amount
-----
*** End of Data ***

*Invoice: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP          BKWRD FRWRD
  
```

To exit the Purchasing Card Daily Input file, press **PF3**, and the Purchasing Card Mini Menu will display.

The approver may tab to the other panels of the distribution record by pressing **PF10 to move left** or **PF11 to move right**.

There are five lines of **heading information** which stay constant throughout the five panels of the Charge Distribution/Maintenance screens. See previous page for an example of the headings described below.

Heading Descriptions of the Charge/Distribution Maintenance Screens

Action: Defaults to the input from the Browse/Select screen. Valid input is "D" for displaying the record only or "M" to modify the record.

Approve: Enter "Y" to approve a charge, enter "N" to disapprove a charge. Disapproving a charge will cause the charge to revert to previous level of approval (where applicable).

Amount: Total amount of the charge. Added from batch load file. Protected.

Date Chg: The date the charge was made. Protected.

Crd: Card sequence number. Refers to the number of cards issued to the cardholder. (01=1st card, 02=2nd card and so on). Protected.

Name: Name of the cardholder responsible for this charge. From batch load. Protected.

Dt Rec: The date that the charge was received by the system. May be changed if the goods were received later than date shown.

Vendor Id: Must be supplied by the approver. Enter the valid vendor number from the agency or statewide vendor file that agrees with the Merchant name and zip code. May be accessed from a help screen by using the PF1 key.

Invoice: System generated. Reference number needed when inquiring upon P-Card items stored on the daily input file. (See DI function.) Protected.

Sub-vendor: May be supplied by the system for some travel related charges or may be added by the approver (the cardholders SSN#).

Merchant/Zip: Name of the company and zip code where the charge was incurred. From the *Bank of America* charge records. Supplied by the system. Protected.

Disapproval Cd: Three digit numeric code which must be entered when a charge is disapproved identifying the reason for disapproval. Valid codes are listed in the Appendix.

Reason: Required with Disapproval Cd. Supplied by the system when a disapproval code is entered *except* for code 081 which requires the user to enter the reason for disapproval.

PPI: Prior period indicator. Valid input is M for prior month, Y for prior year. To record this charge in a prior period. If left blank the item will be recorded in the current month, current year.

SDN: Secondary Document Number. Refers to an encumbrance number or an accounts payable number. If left blank, the payment will create a Transaction 51, assuming that no Purchase Order (encumbrance) is established for the charge and no payable is established for the charge. If an encumbrance number (PO#) is entered the payment will create a Transaction 70, if an accounts payable number is entered the payment will create a transaction 53. If a SDN is used, the system will pull appropriate accounting codes from the subsidiary file to be used in the transaction. 7 digit alpha/numeric field.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

Panel 1 of 5 of the Distribution Record – Field Descriptions

```

Enter changes
DCDQMCQ          ***** Charge/Distribution Maintenance *****
Jul 26,08
DCDMCQ1
4 more >

*Action (D,M) M_ Approve(Y/N) _ Amount 89.50          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID _____ Invoice 8500026          SubVendor _____
Merchant AAA FLEET SERVICE                          ZIP 33309-0000
*Disapproval CD ___ Reason _____          PPI _ *SDN _____

LN ACT SC SDN-LN Amount          Org(L1-L5) *EO VR *Object Description
1_  _  _  _  89.50          85100202213 00 00 261000 car rental
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _
_  _  _  _  _          _          _  _  _  _  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

```

- LN:** Line number, system generated.
- ACT:** Action field used to perform action on one line only of information. Valid input is: **E – to expand the data on that line, P – to purge the data on that line, R – to refresh the expansion data to the last correct data that was input. To process an action with one of the values above, the user would press PF12.**
- SC:** Status Code. Indicates the approval status of the charge. For example: SC code of 014 means this line is added to the Daily Input file. A complete list of status codes is found in the Appendix. Protected.

- SDN-LN:** Secondary Document Number Line Number. Used to indicate the line of the Encumbrance or Payable if a value is placed in the SDN field in the header record. 4 digit numeric field.
- Amount:** Amount of this line of the distribution record. Loaded from the batch file input sent from *Bank of America*.
- Org:** FLAIR Organization Code or Level 1 through Level 5 code. System added from the Cardholder record. May be changed if needed. When changing an Org code, the record may need to be re-expanded using the PF9 or PF12 keys. 11 digit numeric field.
- EO:** FLAIR Expansion Option. Used with the Org code to expand the data to include other data codes. May be updated if necessary. When changing an EO code, the record may need to be re-expanded using the PF9 or PF12 keys. 2 digit alpha/numeric field.
- VR:** Version of the EO to be used. System generated to use the most recent version of the EO, it may be overridden if necessary. 2 digit numeric field.
- Object:** Object Code. A six numeric code indicating the type of purchase made. (For example, office supplies, travel, etc.) The first approver must enter a code here. May be updated if necessary.
- Description:** 16 digit alpha/numeric field which allows the user to type in a brief description of the purchase.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

- Act:** Action field. To perform an action on this line of the distribution record. See panel 1 field descriptions to determine the values to be used.
- AB:** Available Balance Override Indicator. Valid input is "X" if the user wants to override the edit message, "Insufficient Available Balance."
- OCA:** Other Cost Accumulator. May or may not be established for use by an agency. May be retrieved from the expansion option record or added or updated by the approver. 5 digit alpha/numeric field.
- GL:** General Ledger Code. 5 digit numeric field indicating which General Ledger code this item is to be charged. May be retrieved from the expansion set file or may be added or updated by the approver.
- PID:** Product Identifier. May or may not be established for use by an agency. May be retrieved from the expansion option record or added or updated by the approver. 3 digit alpha/numeric field.
- State Program:** Governor's financial plan number. May be retrieved from the expansion option file or may be added or updated by the approver. Must be correlated to Budget Entity. 16 digit numeric field.
- EGL:** External General Ledger. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion set file or added or updated by the approver. 3 digit A/N field.
- EOB:** External Object. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion set file or added or updated by the approver. 3 digit A/N field.
- ECAT:** External Category. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion set file or added or updated by the approver. 6 digit A/N field.
- EP:** External Program. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion option record or added or updated by the approver. 2 digit numeric field.
- AU:** Agency Unique. May or may not be established for use in an agency. May be pulled from the expansion option record or added or updated by the approver. 2 digit alpha/numeric field.
- EF:** External Fund. Used by agencies having financial reporting responsibilities outside of FLAIR. May be retrieved from the expansion option record or added or updated by the approver. 1 digit numeric field.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

Panel 4 of 5 of the Distribution Record – Field Descriptions

```

Scrolling performed.
DCDQMCQ          ***** Charge/Distribution Maintenance *****
< 3 more
DCDMMCQ4
1 more >

*Action (D,M) M_ Approve(Y/N) _ Amount 89.50          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID _____ Invoice 8500026          SubVendor _____
Merchant AAA FLEET SERVICE                          ZIP 33309-0000
*Disapproval CD ___ Reason _____ PPI _ *SDN _____

LN ACT FP MB          BPIN          Count          Quantity          Other DOC          COMM          RCY
1_  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____
-  -  -  -          _____          _____          _____          _____          _____

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP  QUIT  RETRN MAIN  FLIP  PREF  BKWRD FRWRD X-ALL  LEFT  RIGHT  PRCSS
    
```

To access the above panel (4), the user would either press PF11 while viewing panel 3, or PF10 while viewing panel 5. The header information is brought from the previous screen and the LN (line number) remains the same as on the previous screen as well. This panel contains additional accounting and/or purchasing information related to the charge.

- Act :** Action field. To perform an action on this line of the distribution record. See panel 1 field descriptions to determine the values to be used.
- FP:** Final Payment Indicator. Valid for use only when paying a payable or an encumbrance (PO). An “F” would be entered if the payment was a final payment of the line of the encumbrance or payable indicated in the SDN field.
- MB:** Memo/Blanket indicator. Indicates what type of encumbrance a item is being charged against. Values are: Blank (Regular encumbrance), “B” (Blanket encumbrance), “M “(Memo encumbrance). Protected.
- BPIN:** Beginning property identification number. Either the property ID number of a single item, or the first number in a sequence for multiple items when used in conjunction with count. 8 digit alpha/numeric field.
- Count:** The number of items when using the BPIN as the first number in a sequence for multiple items. 4 digit numeric field.
- Quantity:** Number of items in a multiple purchase (not associated with BPIN or Count.) 12 digit numeric field.
- Other Doc:** Other document number. To reference another document or another code to this transaction. 11 digit alpha/numeric field.

COMM: Commodity Code. Established by the Department of Management services. Indicates a commodity or service.

RCY: Recycling Code Indicator. Valid input is "N" or "Y". The following edits occur with regard to the RCY code: 1. If an object code is **not equal to** 23XXXX or 38XXXX the recycle indicator is optional and will default to "N" if left blank; 2. If an object code is **equal to** 23XXXX or 38XXXX, the recycle indicator field is required input and the user must input the "N" or "Y".

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

Panel 5 of 5 of the Distribution Record – Field Descriptions

```
Scrolling performed.
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ5
< 4 more                11:26 AM

*Action (D,M) M_ Approve(Y/N) _ Amount 89.50          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID _____ Invoice 8500026          SubVendor _____
Merchant AAA FLEET SERVICE                          ZIP 33309-0000
*Disapproval CD ___ Reason _____          PPI _ *SDN _____

LN ACT          Commodity Description          P-CD B G Voucher Line
1_ - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____
- - - _____          - - - - - _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS
```

The distribution fields are described beginning on the next page.

To access panel 5 of the Distribution Maintenance, the user could either press PF11 while viewing panel 4 or press PF10 while viewing panel 1, in each case, the screen above will display. The header information is brought forward from a previous screen. The line number (LN) is also brought forward. This panel contains additional accounting and/or purchasing information related to the charge.

Act: Action field. To perform an action on this line of the distribution record. See panel 1 field descriptions to determine the values to be used.

Commodity Description: A 44 digit alpha/numeric field which may be used to describe a commodity or used for a general description of the item purchased if the commodity description is not needed.

P-CD: Purchasing Code. Department of Management Services code for contract type (where applicable).

B: Batch indicator. Used if the transaction will be batched with other transactions. 1 digit alpha field.

G: Grouping Character. Used to group entries together on the same disbursement voucher. Valid input is A – Z and 0 – 9.

Voucher: When an agency assigns a voucher number to the disbursement it would be entered here. The voucher number must begin with an alpha character. If the agency does not assign voucher numbers, the transaction will be automatically assigned a voucher number in overnight processing, and this field would be left blank. 7 digit alpha/numeric field.

Line: Refers to the line of a voucher and is used only if an agency assigns its voucher numbers. If an agency allows the system to assign a voucher number in overnight processing, this would be left blank. 4 digit numeric field.

NOTE: WHEN AN ASTERISK (*) IS DISPLAYED BEFORE A FIELD NAME, A HELP SCREEN IS AVAILABLE CONTAINING A LIST OF ITEMS TO CHOOSE FROM OR A DEFINITION OF THE FIELD. TO ACCESS THE HELP SCREEN, PRESS PF1 WHILE THE CURSOR IS IN THE DESIRED FIELD.

Updating Fields on the Charge/Distribution Maintenance Screens

Entering a value in a field currently blank and/or changing the value of a field.

```

Scrolling performed.
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ2
< 1 more                3 more >

*Action (D,M)  M_ Approve(Y/N)  _ Amount 89.50          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                DT REC 07242008
*Vendor ID _____ Invoice 8500026          SubVendor _____
Merchant AAA FLEET SERVICE                      ZIP 33309-0000
*Disapproval CD  ___ Reason _____          PPI  _  *SDN _____

LN ACT*Grant GY *Cntrt CY *Project      GF SF FID      BE  IBI *CAT  YR CF
1_  _  us201  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _
_  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS

```

A. Updating fields that do not require re-expanding:

To access the Charge/Distribution Maintenance screen (see one above) the approver accesses the purchasing card function and selects an item from the Approver Charge Browse Select screen. The example above is panel two of five of the Distribution Maintenance screens.

Most fields on the Charge/Distribution screens will not require the user to re-expand before completing the change. The following are a couple of examples of simple changes that can be made:

a. To add information in a field that is currently blank, the user must make sure that the Action value is “M” for modify. The approver uses the tab key to “tab to” the appropriate field , add the information and press enter. The information added must be a valid code that has been previously titled on the agency title file or the state standard title file.

To add a grant number, for example, the approver “tabs to” the grant field, enters the appropriate grant number and presses enter. If all edits are met, the message will appear across the top of the screen, “CHARGE record modified successfully.” This same method is used for any field the user is able to “tab to.”

To select the appropriate subsidiary file, place an "X" in front of the one needed and place an "E" or "S" or "Q" next to Subsidiary Number and press enter. (Use a "Q" if the encumbrance is through MFMP, "S" if the encumbrance is through SPURS, place an "E" if it is a non-SPURS encumbrance number.) See screen on previous page.

The next screen will display the list of items stored in the 6S or 8S files. To select an encumbrance place an "S" in the field to the left of the number and press enter. See the screen below. (**Note: there are 3 more screens of encumbrance information that may be accessed by pressing PF11 to move right and PF10 to move left.**)

```

DENNSID          ***** Encumbrance Document Number Help *****          DENWSID1
Jul 26,08                                               3 more >

ACT Encumbrance Line      Amount      Vendor ID      Description      FP
-----
  _  E17      0001          22.50 VF591675944001  OCO
  _  E18      0001          104.00 VF111544734001  STORAGE
  S_ E19      0001          4045.00 VF592197603003  OFFICE SUPPLIES
  _  E19      0002          4015.00 VF592197603003  OFFICE SUPPLIES
  _  E19      0003           62.00 VF592197603003  OFFICE SUPPLIES

Encumbrance Number: E17_____
Select      (PF5=flip)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
HELP      RETRN      FLIP      BKWRD FRWRD

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP  QUIT  RETRN MAIN  FLIP  PREF  BKWRD FRWRD X-ALL LEFT  RIGHT PRCSS
  
```

When enter is pressed, the encumbrance number will "populate" the SDN field. The encumbrance line number, however, must be manually entered in the field SDN-LN on the distribution line.

```

Enter changes
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ1
Jul 26,08                                               4 more >

*Action (D,M) M Approve(Y/N) Y Amount 523.98      Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID VF111544734001 Invoice 8500032      SubVendor
Merchant DATA CONTROL SUPPLIES INC              ZIP 11237-0000
*Disapproval CD   Reason                          PPI   *SDN E19

LN ACT SC SDN-LN      Amount      Org(L1-L5) *EO VR *Object      Description
1  _  _  0001      523.98      85100202213  00  00  000000
  
```


Once approved, this item will be paid from the purchase order as shown, and any accounting data that is contained on the purchase order record is brought into the transaction.

VIII. The Travel Charge Queue

The Travel Charge Queue contains a record of **travel related charges charged to the Purchasing Card**. This function is provided to assist select approvers in verifying travel charges will not be paid twice. That is, if a travel charge was paid from the Purchasing Card function, the traveler will not be reimbursed on a travel voucher for charges already paid directly to the vendor(s) through the Purchasing Card approval process.

Travel related charges are maintained on the travel charge queue for a period of six months.

The travel charge queue is accessed from the Purchasing Card Mini Menu by typing **TC in the Code**___ field, providing the **cardholder's social security number** in the space provided, and pressing enter.

```
DCDQMNCQ          ***** Purchasing Card Charge Queue Mini Menu *****          DCDMMNCQ
Jul 26,08                                               02:58 PM

Code Function
-----
AC Approver Charge Queue          *Group: _____
CC Cardholder Charge Queue
SC System Approver Charge Queue
TC Travel Charge Queue

Code: TC

SSN: 299447993

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
```

The Travel Charge – Browse screen on the next page will display. The travel items charged to the Purchasing Card for the cardholder indicated are listed. These charges appear in this queue once the charges are loaded into the FLAIR system. Approval and payment of these charges are not required for the charges to display in the Travel Charge Queue.

Travel Charge – Browse screen

```
DCDQBTC          ***** Travel Charge - Browse *****
Jul 26,08                                             3:08 PM

Card Holder Name: KLEIN, IDA

Merchant                Charge
                        Date      Amount
-----
U.S. AIRLINES           07/07/2003    485.00
U.S. AIRLINES           07/15/2003    220.00
MARRIOTT                07/07/2003    389.16
WESTIN                  07/15/2003     89.35
AVIS RENTAL CAR         07/07/2003    121.34
AVIS RENTAL CAR         07/15/2003     64.11

                *** End of Data ***

Charge Date: _____ to _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  QUIT  RETRN MAIN  FLIP          BKWRD FRWRD
```

The **Charge Date** _____ fields on the bottom of the screen may be used to search through the list of travel charges by date. This is achieved by specifying a “from” and a “to” date and pressing enter.

IX. Miscellaneous Information

Paying a charge from certified funds.

In order for a charge to be paid from certified funds, the "CF" field (Certified Forward Indicator) must be populated with a "C". The "CF" field is found on panel 2 of the Charge/Distribution Maintenance screen. An example is shown below.

```

Scrolling performed.
DCDQMCQ          ***** Charge/Distribution Maintenance *****          DCDMMCQ2
< 1 more                                               3 more >

*Action (D,M)  M_ Approve(Y/N) Y Amount 71.44          Date CHG 07192008 CRD 01
Name KLEIN, IDA                                     DT REC 07242008
*Vendor ID VF014522365001 Invoice 8500034      SubVendor _____
Merchant COMPUTERLAND                               ZIP 32319-0000
*Disapproval CD ___ Reason _____ PPI ___ *SDN _____

LN ACT*Grant GY *Cntrt CY *Project      GF SF FID      BE IBI *CAT YR CF
1_ _ 246A_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ 10 1 000001 85100000 00 040000 00 C
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF BKWRD FRWRD X-ALL LEFT RIGHT PRCS
  
```

Once the charge is approved with the certified forward indicator, the charge will be paid from certified funds.

If a SDN (payable or encumbrance) is used which was marked for certification, the CF field will be populated with a "C" once the record is re-expanded. (See steps for using a SDN number beginning on page 55.)

Reporting Lost or Stolen Cards

Each agency must develop its own procedures for dealing with lost and stolen cards. **It is essential, however, that *Bank of America* and the agency card administrator be notified immediately if a card is lost or stolen.** Also, if a vendor has on file an agency's card number and the card is reported stolen, please notify the vendor that the card has been stolen and a new card and card number will be issued. The *Bank of America* Customer service number is: 1-866-667-6262.

Disbursement Transaction Date

Purchasing card transactions must include a transaction date as required for all disbursement transactions. **The system will automatically assign the later of the: 1.) Add Date or the 2.) Received Date** as the transaction date for a particular purchasing card item. It is important that the received date (**DT REC**) be verified and changed if the goods or services were

received at a later date than is shown on the Charge/Distribution Maintenance screen (see the screen on the previous page).

Appendices

PF1 through PF12 keys-Descriptions

PF1- Help key. When a help menu is available (and asterisk is next to the field name) pressing PF1 will open that help screen.

PF2- Quit. The operator must press PF2 to exit the Purchasing Card function.

PF3- Return. It is used to close a help window or to return to a previous application.

PF4- Main. This will return the user to the FLAIR main accounting menu.

PF5- Flip. Used to change the “look” of the PF keys—how they are displayed on the screen.

PF6 - Preferences. The user has the flexibility to “program” how the screen will behave after a successful screen modification.

PF7- Backward. Used to page backward.

PF8- Forward. Used to page forward.

PF9- Expand All. Used when the **entire** distribution must be re-expanded because “sensitive data” was changed on the distribution.

PF10- Left. Move left one panel.

PF11- Right. Move right one panel.

PF12- Process. Used when a value is placed in the Act field for one line of the distribution.

Appendices continued

Commonly Seen Status Route Codes (St Rte)

<u>Code</u>	<u>Description</u>
001	Awaiting Approval at Level 001 (Cardholder)
002	Awaiting Approval at Level 002
003	Awaiting Approval at Level 003
004	Awaiting Approval at Level 004
005	Awaiting Approval at Level 005
006	Awaiting Approval at Level 006
007	Awaiting Approval at Level 007
008	Awaiting Approval at Level 008 (Fiscal Level)
014	Approved at level 008 and sent to the Daily Input File
017	Central Reject, Central Rejected, Record Deleted
018	Central Reject, Negative Balance
020	Department Rejected, Rejected by Voucher Nightly Processing
021	Removed from the Daily Input File

Appendices continued

Disapproval Codes

<u>Code</u>	<u>Description</u>
080	Description Not Complete
081	Charge Disapproved – Other (Requires user to enter the reason for disapproval)
082	Goods not received, seeking remedy
083	Unauthorized Charge, Personnel action may be required, Pay
084	Unauthorized Charge, Return for credit – Pay
085	Damaged Goods, Seeking Remedy – Pay
086	Duplicate Charge, Requesting Credit – Pay
087	Overcharge, Requesting Credit – Pay
088	Returned, Awaiting Credit – Pay