

**The**  
***State of Florida***  
**Purchasing Card**

**ADMINISTRATOR'S  
MANUAL**

**Department of Financial Services**

**FLAIR Education Section**

**September, 2007**

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## **How Does the Purchasing Card Work?**


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

## **Preliminary Steps for Implementing the Purchasing Card**

Before an agency can implement the State of Florida Purchasing Card, several things must first be done:

 The agency must submit a plan to the Statewide Purchasing Card Administrator mapping out how the agency plans to use the card.

 The DIS Help Desk must establish the agency as a Purchasing Card user and update the agency’s Access Control Custodian’s security to include the “CD” function.

 The Access Control Custodian must then update the Access Control records in FLAIR for those who need access to the Purchasing Card (CD) function.

 The Purchasing Card Agency Administrator must be appointed.

Card holders, approval groups, approval levels, individual approvers and procedures are established in the agency FLAIR records 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.

This manual explains the responsibilities of the Purchasing Card Agency Administrator; specifically the processes involved in setting up the agency for implementation of the Purchasing Card.

The Purchasing Card Agency Administrator is responsible for establishing and maintaining many files in FLAIR including the following:

1. Administration Unit Organization Records – The function in FLAIR that establishes Purchasing Card related Organization Codes, approval levels, shipping address and method, distribution requirements and more.

(Purchasing Card Administrator Duties, continued.)

2. **Group Codes** –Establishes groups within an agency in order to “sort” charges awaiting approval to the right approver. Set up through the Table Maintenance Function from the Purchasing Card Mini Menu.
3. **Person Records** – Establishes in FLAIR, persons within the agency who have various responsibilities or authorities related to the Purchasing Card function; for Backup Agency Administrators, Approvers and Cardholders who will be accessing the system.
4. **Approver Records** – Establishes and maintains records of users within the agency who are designated to approve charges.
5. **Cardholder Records** – Employees issued Purchasing Cards must be established on this file.

## Help Screens

In the Purchasing Card Function, help screens are available whenever an asterisk (\*) appears in front of a field name. To retrieve a help screen the user depresses the PF1 key after placing the cursor in the appropriate field. An example of a help screen is shown below.

```
DTLHSORG                ***** Title Org Code Help *****
Jul 18,07                                                    8:14 AM

ACT  ORG L1-L5  Title
---  -
___  95000000000 DEPARTMENT OF THE TREASURY
___  95100000000 DIVISION OF ADMINISTRATION
___  95100100000 SHELIA
___  95100101000 FORMS SECTION
___  95100101214 PAYROLL SECTION
DATA CODE: 95000000000_____
Select      (PF5=flip)
```

```
*Shipping Method: _
*Record Status : A
Record Added : 07/18/2007
Status Changed:
```

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

This help screen was retrieved from the Admin. Unit Maintenance screen by depressing PF1 when the cursor was in the Administration Unit Org Code field. The desired code is *selected* by placing an “S” in the Act Column and depressing Enter.

## Access Control

To access the Purchasing Card (CD) function to establish the necessary files, the Purchasing Card Agency Administrator must be set up with a FLAIR (SAMAS) User Name and be given update (u) status for the CD function by the agency Access Control Custodian. This will enable the administrator to perform the functions described in this manual.

## Signing on to FLAIR

Once access to FLAIR is established and the CD function added, the individual will “log-on” to one of the production data bases: DACA, SACA 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/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 enters the Organization and User Name set up for him by the agency Access Control Custodian, and the password he chooses.

DAC1				07/18/2007 14:43:19
ACCESS CONTROL SIGN-ON				
ORGANIZATION	USER NAME	PASSWORD	NEW PASSWORD	
*****				
				TYPE: SEL: :

After completing the Access Control Sign-on screen (previous page) the FLAIR Main Accounting Menu screen will display as shown below.

```

MNMU                                07/18/2007  11:28:12
                                MENU
SEC FC  DESCRIPTION                SEC FC  DESCRIPTION                SEC FC  DESCRIPTION
I  AB  AVAILABLE BAL.              U  CD  PURCHASING CARD

                                           TYPE: CD  SEL:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                DAC

```

To access the Purchasing Card Function, the user types CD in the TYPE field at the bottom of the screen and depresses Enter. The Purchasing Card Mini Menu screen shown below will display.

### The Purchasing Card Mini Menu (CD)

```

DCDQMN                                ***** Purchasing Card Mini Menu *****                                DCDMMN
Jul 18,07                                                                    11:28 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

```

The Purchasing Card Agency Administrator accesses the administrative functions from the Purchasing Card Mini Menu screen. To access a particular function, on the Purchasing Card Mini Menu screen, the user types the desired function code in the Code field and depresses Enter. Each of the functions listed on the Purchasing Card Mini Menu screen are discussed on the following pages.

## The Administration Unit (AU)

The Administration Unit Function is used:

1. To validate and maintain FLAIR organization codes for use by the agency within the Purchasing Card System.
2. To establish and maintain approval level defaults for each organization code.
3. To define purchasing and travel extracts.
4. To allow or prohibit distribution for each organization code.
5. To indicate shipping method and ship-to address for P-Cards issued to the agency.

**Note:** All agency personnel assigned to this Administrative Unit will be defined by these defaults, unless overridden on the Cardholder Record.

### Administration Unit File Browse

To access the Administration Unit File Browse screen the user types AU in the Code field on the Purchasing Card Mini Menu screen and depresses Enter. The screen shown below will display.

DCDQSAU ***** Purchasing Card - Admin Unit File Browse ***** DCDMSAU1												
Jul 18,07												
Approval Levels												
Act	SC	Org Code	1	2	3	4	5	6	7	8	Pre	Status
---	---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
---	---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
___	A	95000000000	X				X	X			X	
___	A	95100101000	X		X		X	X			X	
___	A	95100101214	X				X	X	X		X	
___	A	95100202000	X		X		X	X			X	
___	A	95100202213	X		X		X	X			X	
___	A	95200000000	X		X		X	X	X	X	X	
___	A	95200304000	X				X	X		X	X	
*** End of Data ***												

SC	___	Org Code	95	_____
Add		Display	Modify	(PF5=flip)

The Administration File Browse screen (see previous page) lists the Administration Units currently set up in the agency.

The following functions are available on the Admin Unit File Browse screen using the Action (Act) field:

- A - Add a new organization code record
- D - Display a specific organization code record
- M - Modify an existing organization code record

### The Administration Unit Maintenance Screen

The Administrative Unit Maintenance screen is used to Add, Modify and Display the organization codes and default data for the Admin. Unit. Therefore, when setting up or updating a particular organizational unit, the Purchasing Card Agency Administrator must access the Administration Unit Maintenance screen.

To access the Purchasing Card Administration Unit Maintenance Add screen, the user must first display the Admin File Unit Browse screen (see page 9) and from the Browse screen *depress the PF9 key or type 'A' on any line in the Act column* and depress Enter. The following Maintenance screen will display.

**Note:** The Statewide Purchasing Card Administrator adds the first record for each Administrative Unit. The information from this first record will always appear on the Maintenance screen. To add a new record, the user enters the required fields. This may be done by typing over displayed information if necessary.

```
Enter information to be added
DCDQMAU ***** Purchasing Card-Administration Unit Maintenance ***** DCDMMAU1
Jul 18,07                                                                    2:29 PM

*Action (A): AD                      Notify Bank:
                                     1 2 3 4 5 6 7 8
*Administration Unit Org Code: 95000000000 Approval Levels: _ _ _ _ _ X
Purchasing: X Distribution: _ Travel: _ Pre-Approval: X

Address: 101 E. GAINES STREET
         FLETCHER BUILDING ROOM 401
City : TALLAHASSEE
State : FL
ZIP : 323992345
Phone : 850 4883636

*Shipping Method: _                      *Record Status : A
                                         Record Added : 07/18/2007
                                         Status Changed:

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

### ***Administration Unit Maintenance screen – Adding a Record***

**The following fields are available for input on the Maintenance screen. (See next pages.)**

**Note: A help screen may be retrieved to select the appropriate code when an asterisk appears in front of a field name. Help is accessed by depressing PF1 when the cursor is in the appropriate field.**

**Administration Unit Org Code – Required. The organization code used must be on the FLAIR Organization Title File and be within the administrator’s security level.**

**Approval Levels 1-8 - This field determines the levels of approval to which the agency’s Purchasing Card charges will be sent. (These are determined by the Agency Plan.) This may be any combination of Levels 1-8. Level 8 is required and defaults to X. Level 8 is the fiscal approval level. Once charges are approved at level 8, the charge is sent to the FLAIR Daily Input File.**

**Purchasing – defaults to X, to distribute a purchasing extract to DMS.**

**Distribution – entering an X means every approval level will be required to distribute charges (such as adding an object code). If left blank, distribution will be optional. For more information on distribution, refer to the Approver’s Manual.**

**Travel – if X is entered here, a travel extract will be distributed for the agency’s use. May be left blank for no extract.**

**Pre-Approval – defaults to X.**

**Address – Required. This is the address to which the agency’s Purchasing Cards will be shipped. (Zip may be five or nine digits.)**

**Phone – Required. Must all be numeric (and not all 0’s).**

**Shipping method – Required. Values that may be entered in this field are:**

- B – Bulk, paid by agency (delivery fees)**
- X – Express mail, paid by agency (delivery fees)**
- N – U S Mail, paid by Bank of America (delivery fees)**

(The Administration Unit Maintenance screen, continued.)

**Record Status** – When first added, a record will display “A” status (Active). The status may be changed—when in modify mode—to “I” (Inactive) or “D” (Deleted). A record displaying Inactive or Delete status may not be used in the P-Card function. A record placed in Delete status is purged from FLAIR after remaining in Delete status for greater than one year.

**Record Added** – Automated. The date the record was added to the Purchasing Card Function.

**Status Changed** – Automated. The date the record status was last changed.

**Administration Unit Maintenance – Modifying an Org Record**

To modify an Organization Record, the user must first access the Administration Unit Browse screen from the Purchasing Card Mini Menu by typing AU in the Code field on the Purchasing Card Mini Menu. A screen similar to the one below will display.

```

DCDQSAU          ***** Purchasing Card - Admin Unit File Browse *****          DCDMSAU1
Jul 18,07                                               1:37 PM

          Approval Levels          Pre Status          Notify
Act SC   Org Code          1 2 3 4 5 6 7 8   Pur Dst Trv App  Chng Date  Bank Ind
-----
_  A     95000000000 X      X      X X
_  A     95100101000 X      X      X X      X X
_  A     95100101214 X      X      X X      X X
_  A     95100202000 X      X      X X      X X
_  A     95100202213 X      X      X X      X X
_  A     95200000000 X      X      X X      X X      X X
_  A     95200304000 X      X      X X      X X

          *** End of Data ***

SC _   Org Code 95 _____
Add   Display  Modify          (PF5=flip)
  
```

Once the Admin Unit File Browse screen is displayed, the user must access the Administration Unit Maintenance screen in ‘modify’ status by doing one of the following:

1. Type M in the Action (Act) field next to the Org Code to be modified and depress Enter or
2. Type M in the SC field, type in the Org code to be modified and depress the PF9 key.

**The Purchasing Card Administration Unit Maintenance screen shown below will display. To update (change) an existing field, the user should use the Tab key to “tab to” the desired field, type over the current data with the new data and depress Enter.**

```

Enter changes
DCDQMAU ***** Purchasing Card-Administration Unit Maintenance ***** DCDMMAU1
Jul 18,07                                                    1:15 PM

*Action (D,M):   M_                Notify Bank:
                                                    1 2 3 4 5 6 7 8
*Administration Unit Org Code: 95100202000  Approval Levels: X _ _ _ _ _ X

Purchasing: X  Distribution: _  Travel: _  Pre-Approval: X

  Address: 101 E. GAINES STREET_____
           FLETCHER BUILDING ROOM 401_____
  City   : TALLAHASSEE_____
  State  : FL
  ZIP    : 323992345
  Phone  : 850 4883636

*Shipping Method: N                *Record Status : A
                                     Record Added  : 07/09/2007
                                     Status Changed:

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

```

**When successful in completing the changes (modifications), a message will display in the upper left-hand corner as shown on the screen below.**

```

Admin Unit record modified successfully
DCDQMAU ***** Purchasing Card-Administration Unit Maintenance ***** DCDMMAU1
Jul 18,07                                                    1:17 PM

*Action (D,M):   __                Notify Bank:
                                                    1 2 3 4 5 6 7 8
*Administration Unit Org Code: 95100202000  Approval Levels: X _ _ x _ _ _ X

Purchasing: X  Distribution: _  Travel: _  Pre-Approval: X

  Address: 101 E. GAINES STREET_____
           FLETCHER BUILDING ROOM 401_____
  City   : TALLAHASSEE_____
  State  : FL
  ZIP    : 323992345
  Phone  : 850 4883636

*Shipping Method: N                *Record Status : A
                                     Record Added  : 07/09/2007
                                     Status Changed:

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

```

**Administration Unit Maintenance – Displaying a Record**

To display (view not update) an existing Organization Code Record, the Admin Unit File Browse screen must first be retrieved. This is done by typing AU in the Code field on the Purchasing Card Mini Menu. A screen similar to the one below will display.

```

DCDQSAU      ***** Purchasing Card - Admin Unit File Browse *****      DCDMSAU1
Jul 18,07                                         1:37 PM
Approval Levels
Act SC   Org Code   1 2 3 4 5 6 7 8   Pur Dst Trv App   Status   Notify
-----
___ A    95000000000    X   X   X X           X
___ A    95100101000    X   X   X X           X
___ A    95100101214    X   X   X X   X           X
___ A    95100202000    X   X   X X           X
___ A    95100202213    X   X   X X           X
___ A    95200000000    X   X   X X   X   X   X
___ A    95200304000    X   X   X X   X   X   X
*** End of Data ***

SC _      Org Code 95 _____
Add      Display   Modify   (PF5=flip)
    
```

To view (display) the Purchasing Card Administration Unit Maintenance screen, the user must do one of the following:

1. Type D in any Action (Act) field beside the Organization Code to be displayed and depress ENTER, or
2. Type D in the SC field and depress PF 9. NOTE: If an Organization Code is entered, the search will begin with that code. If left blank, the display will begin with the first code listed on the file.

## The Table Maintenance Menu (TM)

There are five tables that may be accessed from the Table Maintenance Menu. These tables allow the Purchasing Card Agency Administrator to add/view group codes, view or limit certain purchase codes from certain cardholders, view the list of approval codes and more. To access the Purchasing Card Table Mini Menu screen, the user will type TM in the Code field on the Purchasing Card Mini Menu screen and depress Enter. The screen shown below will display.

```
DCDQMNM          ***** Purchasing Card Mini Menu *****          DCDMMNM
Jul 18,07                                               01:34 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: TM

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

The Purchasing Card Table Mini Menu shown below will display.

```
DCDQMNTM          ***** Purchasing Card Table Mini Menu *****          DCDMMNTM
Jul 18,07                                               01:49 PM

Code Function
-----
GT Group Code Table
ST SIC/MCC Code Table
SS SIC/MCC Set Table
AS Approval Status Code Table
AT Approver Type Code Table

Code: __

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

## Group Code Table (GT)

**Group Codes are independent of the Admin Unit Codes. They are used in the approval process to assign cardholders and approvers to specific groups within the Purchasing Card System. Approvers are authorized to approve charges within certain group codes.**

**To access the Group Code Table Browse screen, enter GT in the Code field on the Purchasing Card Table Mini Menu (see the screen on the previous page) and depress Enter. The screen below will display.**

```
DCDQSTB      ***** Purchasing Card - Group Code Table Browse *****      DCDMSTB1
Jul 18,07                                         2:02 PM

      Stat
Act  Cd  Group Code  Short Title  Long Title
-----
___  A   DIST1        DISTRICT 1  DISTRICT 1
___  A   INFOSYS      INFOSYS     DIVISION OF INFORMATION SYSTEMS
___  A   NWREG        NW REGION   NORTH WEST REGION
                                     *** End of Data ***

Stat Cd:  _   Group Code: _____
Add      Display  Modify      (PF5=flip)
```

**The Group Code Table Browse screen lists the group codes defined by the agency. The group code name, short and long titles and the status code will display on this screen, as well as an Action (Act) column.**

**The following functions are available by entering the appropriate code in the Action field (Act) and depressing Enter:**

- A - Add a record**
- M - Modify a record**
- D - Display a record**

**Any of the above actions will retrieve the Group Code Table Maintenance screen. (See the screen on the next page.) The Maintenance screen may also be retrieved by depressing the PF9 key.**

(Group Code Table Maintenance, continued.)

```
Enter information to be added
DCDQMTB ***** Purchasing Card - Group Code Table Maintenance ***** DCDMMTB1
Jul 18,07                                     2:12 PM

*Action (A,D,M)           AD

      Group Code: _____

Short Title: _____

Long Title: _____

*Record Status: A

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

### ***Adding a Group Code Record***

To add a group code (title) record only three fields must be entered:

**Group Code** – the ‘name’ designated for the Group. 9 Alpha/Numeric Characters.

**Short Title** – abbreviated title of the Group name. 10 Alpha/Numeric Characters.

**Long Title** – full title of the Group name. 60 Alpha/Numeric Characters.

### ***Modifying a Group Code Record***

To modify a group code, the user will type a ‘M’ in the Act field on the Group Code Table Browse screen next to the desired record and depress Enter (see next pages). A screen similar to the one on the next page will display.

(Group Code Table Maintenance, continued.)

```
Enter changes
DCDQMTB ***** Purchasing Card - Group Code Table Maintenance ***** DCDMMTB1
Jul 18,07                                         2:32 PM

*Action (D,M)                M_

      Group Code: ABCDE1234

Short Title: GROUP 10__

Long Title: P CARD PURCHASING OFFICE USERS_____

*Record Status: A

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

To modify a field on this screen (GROUP CODE is protected), use the Tab key to “tab to” the desired field, make any changes and depress Enter. The message: “Title 1 record modified successfully” will display.

### Deleting a Group Code

A Group Code may be deleted when no longer in use. All charges incurred by the group must be paid before deleting a group code. To delete a group code, the user must change the Record Status to "D" while in ‘modify’ mode on the Group Code Table Maintenance screen. Once a group code has been in Delete status for greater than 12 months, it will be purged from the file. While in Delete status, a group code may not be used in the Purchasing Card function.

### Record Status Codes

The status codes (Record Status) on the Group Code Maintenance screens may contain the following values:

A=Active I=Inactive D=Deleted

The Record Status may be changed:

From A to I From I to A  
From A to D From D to A  
From D to I

## SIC/MCC Code Table (ST)

This "browse only" file lists the Standard Industry Categories (SIC) and Merchant Category Codes (MCC) for goods and services and is maintained by the Statewide System Administrator. The codes are used by the Agency Administrator to define SIC Sets, which disallow certain types of charges to a specific card. SIC Sets will be discussed in the next section.

To access the SIC/MCC Code Table, the user types ST in the Code field on the Purchasing Card Table Mini Menu screen and depresses Enter. The screen shown below will display.

```

DCDQMNTM          ***** Purchasing Card Table Mini Menu *****          DCDMMNTM
Jul 22,07                                               01:49 PM

Code Function
-----
GT  Group Code Table
ST  SIC/MCC Code Table
SS  SIC/MCC Set Table
AS  Approval Status Code Table
AT  Approver Type Code Table

Code: ST

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

The SIC/MCC Code Table Browse screen shown below will display. This is an informational file for browsing by the agency

```

DCDQSTB          ***** Purchasing Card - SIC/MCC Code Table Browse *****          DCDMSTB1
Jul 22,07                                               9:38 AM

Stat SIC/MCC
Act Cd Code Short Title Long Title
-----
___ A 0742 VETERINARY VETERINARY SERVICES
___ A 0763 AGRICULTUR AGRICULTURAL CO-OPERATIVES
___ A 0780 HORTICULTU HORTICULTURAL OR LANDSCAPING SERVICES
___ A 1520 CONTRACTOR CONTRACTORS OR GENERAL CONTRACTORS -- RESI
___ A 1711 A/C, HEATI A/C, HEATING OR PLUMBING CONTRACTORS - SAL
___ A 1731 ELECTRICAL ELECTRICAL CONTRACTORS
___ A 1740 INSTL MSRY INSTL MSRY STNWK PLAS OR TILE SETTING - CO
___ A 1750 CARPENTRY CARPENTRY
___ A 1761 ROOFING, S ROOFING, SHEET METAL WORK, OR SIDING -- CO
___ A 1771 CONTRACTOR CONTRACTORS -- CONCRETE WORK
___ A 1799 SPECIAL TR SPECIAL TRADE NOT ELSEWHERE SPECIFIED
___ A 2741 MISCELLANE MISCELLANEOUS PUBLISHING AND PRINTING
___ A 2791 TYPESETTIN TYPESETTING, PLATE MAKING AND RELATED SERV

Stat Cd: _ SIC/MCC Code: _____
Add Display Modify (PF5=flip)
  
```

## SIC/MCC Set Table (SC)

The SIC/MCC Set Table is used to establish and maintain agency defined sets of SIC/MCC codes (Standard Industry Categories/Merchant Category Codes) that are to be excluded from cardholders' purchasing authority. In other words, the Purchasing Card Agency Administrator will use this function to establish a table of disallowed codes so that illegal and undesirable charges may not be charged to a State of Florida Purchasing Card. The table name will then be identified on the cardholder record, preventing charges in the categories defined from being charged to a Purchasing Card. An SIC/MCC Set is a "from/to" range of codes given a set name.

To access the SIC/MCC Set Table the user must type SS in the Code field on the Purchasing Card Table Mini Menu screen and depress Enter. The SIC/MCC Set Table Browse screen as shown below will display.

```
DCDQSSS      ***** Purchasing Card - SIC/MCC Set Table Browse *****      DCDMSSS1
Jul 22,07                                          1:32 PM

      Stat
Act   Cd   SIC/MCC Set
---   ---   -
_     A    CLAEXCLUDE

                               *** End of Data ***

Stat Cd:  ___ SIC/MCC Set: _____
Add      Display   Modify   (PF5=flip)
```

The above browse screen displays a list of sets that have been established in the agency. If no sets have been established, the area under the heading will remain blank.

The following functions are available by entering the appropriate code in the Action field (Act) and depressing Enter:

- A - Add a record
- M - Modify a record
- D - Display a record

Any one of the above actions will retrieve the SIC/MCC Table Maintenance screen. The Maintenance 'Add' screen may also be accessed by depressing the PF9 key.



(SIC/MCC Set Table, continued.)

**When a SIC/MCC Set is successfully entered. A message appears in the upper left-hand corner, "SIC record added successfully" and the descriptions and line numbers are automated by the system as displayed on the screen below.**

```
SIC Set record added successfully
DCDQMSS ***** Purchasing Card - SIC/MCC Set Table Maintenance ***** DCDMMSS1
Jul 22,07                                                                    2:26 PM

*Action (A,D,M)      _____

SIC/MCC Set: educ12345_  *Record Status: A__

  Nbr  *From SIC/MCC      Description                *To SIC/MCC      Description
  ---  -
  1      0742      VETERINARY SERVICES          1740      INSTL MSRY STNWK PLA
  2      3000      UNITED AIRLINES              3036      VASP (BRAZIL)
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____

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

### ***SIC/MCC Set Table Maintenance – Modifying a Record***

**To modify (update) an existing SIC/MCC Set, the SIC/MCC Set Table Browse function must be retrieved by typing SS in the Code field and depressing Enter on the Purchasing Card Table Mini Menu as shown below.**

```
DCDQMNTM          ***** Purchasing Card Table Mini Menu ***** DCDMMNTM
Jul 22,07                                                01:49 PM

      Code Function
      -----
      GT  Group Code Table
      ST  SIC/MCC Code Table
      SS  SIC/MCC Set Table
      AS  Approval Status Code Table
      AT  Approver Type Code Table

Code: SS

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

(SIC/MCC Set Table, continued.)

Once the SIC/MCC Browse screen is displayed, the user can modify an existing Set. To do this, the user types an 'M' in the Act (Action) column next to the desired record and depresses Enter. The screen shown below will display.

```
DCDQSSS      ***** Purchasing Card - SIC/MCC Set Table Browse *****      DCDMSSS1
Jul 22,07                                         2:33 PM

      Stat
Act   Cd   SIC/MCC Set
---   ---   -
      A   CLAECLUDE
M_    A   EDUC12345

                      *** End of Data ***

Stat Cd:  ___  SIC/MCC Set:  _____
Add      Display  Modify      (PF5=flip)
```

After retrieving the SIC/MCC Set Table Maintenance screen, to modify (update) a record, the user should use the Tab key to "tab to" the desired field, make the necessary changes on the screen shown below and depress Enter.

```
Enter changes
DCDQMSS ***** Purchasing Card - SIC/MCC Set Table Maintenance ***** DCDMMSS1
Jul 22,07                                         2:48 PM

*Action (D,M)          M_

SIC/MCC Set: EDUC12345_ *Record Status: A__

  Nbr  *From SIC/MCC      Description          *To SIC/MCC      Description
  ---  -
  1     0742      VETERINARY SERVICES      1740      INSTL MSRY STNWK PLA
  2     3000      UNITED AIRLINES          3036      VASP (BRAZIL)
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____

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

### **Deleting a SIC/MCC Set Record**

**Deleting a SIC/MCC Set Table record is done by changing the Record Status (Status Code) to “D” while in modify mode. After a record has been in Delete status for greater than one year, the record will be purged from the file.**

**A record may also be placed in “Inactive” status while in modify mode by changing the Record Status to “I”.**

### ***SIC/MCC Set Table Maintenance – Displaying a Record***

**To display (only) an existing SIC/MCC Set, the SIC/MCC Set Table Browse function must be retrieved by typing SS in the Code field and depressing Enter on the Purchasing Card Table Mini Menu screen.**

**Once the SIC/MCC Browse screen is retrieved, to display a Maintenance screen, the user types a ‘D’ in the Act column next to the desired record and depresses the Enter key. The Maintenance screen will appear in display mode.**

### **Approval Status Code Table (AS)**

**The Approval Status Code Table is another “browse only” function maintained by the Purchasing Card Statewide Administrator. It is a listing of Approval/Status Codes that display in the approval section of the Purchasing Card System. The codes may appear in the following fields: STE RTE ( Status Route), DIS/APRV (Disapproval) or SC (Status Code). The codes indicate at which level of approval a particular charge currently resides, or if a charge has been disapproved by an agency approver or by Central Accounting.**

**To access the Approval/Status Code Table, the user will type AS in the Code field on the Purchasing Card Table Mini Menu and depress Enter. The Approval/Status Code Table Browse screen will display. See the screens on the next page.**

**Approval/Status Table Page 1**

```

DCDQSTB ***** Purchasing Card - Approval/Status Code Table Browse ** DCDMSTB1
Jul 23,07                                         10:29 AM

  Stat Approval/
Act Cd  Status Code Short Title Long Title
-----
  A    001          CARDHOLDER AWAITING CARDHOLDER APPROVAL
  A    002          APPR LVL 2  AWAITING APPROVAL LEVEL 2
  A    003          APPR LVL 3  AWAITING APPROVAL LEVEL 3
  A    004          APPR LVL 4  AWAITING APPROVAL LEVEL 4
  A    005          APPR LVL 5  AWAITING APPROVAL LEVEL 5
  A    006          APPR LVL 6  AWAITING APPROVAL LEVEL 6
  A    007          APPR LVL 7  AWAITING APPROVAL LEVEL 7
  A    008          FISCAL      AWAITING FISCAL APPROVAL
  A    014          DEPT FLAIR SENT TO DEPARTMENTAL FLAIR
  A    015          IN CENTRAL SENT TO CENTRAL FLAIR
  A    016          CENT REJCT CENTRAL REJECTED - INVALID ACCOUNT NUMBER
  A    017          CENT REJCT CENTRAL REJECTED - RECORD DELETED
  A    018          CENT REJCT CENTRAL - NEGATIVE BALANCE

Stat Cd: _ Approval/Status Code: _____
Add      Display   Modify   (PF5=flip)
    
```

**Depress the PF8 key to continue.**

**Approval/Status Table Page 2**

```

DCDQSTB ***** Purchasing Card - Approval/Status Code Table Browse ** DCDMSTB1
Jul 23,07                                         10:30 AM

  Stat Approval/
Act Cd  Status Code Short Title Long Title
-----
  A    019          CENT POST  CENTRAL - POSTED
  A    020          DEPT REJCT REJECTED BY VOUCHER NIGHTLY PROCESS (DEPAR
  A    021          DI DELETED DELETED AND REDISTRIBUTED BY DEPARTMENTAL
  A    080          NO DESCRIP DESCRIPTION NOT COMPLETE; IF AGENCY REQUIR
  A    081          DISAPPROVE CHARGE DISAPPROVED OTHER; (COMMENT REQUIRE
  A    082          NOT RCV'D  GOODS NOT RECEIVED; SEEKING REMEDY
  A    083          UNAUTH CHG UNAUTHORIZED CHARGE; PERSONNEL ACTION MAY
  A    084          UNAUTH CHG UNAUTHORIZED CHARGE; RETURNED FOR CREDIT;
  A    085          DAMAGED   DAMAGED GOODS; SEEKING REMEDY; PAY
  A    086          DUPLICATE DUPLICATE CHARGE; REQUESTING CREDIT; PAY
  A    087          OVER CHRGE OVER CHARGE; REQUESTING CREDIT; PAY
  A    088          RETURNED  RETURNED; AWAITING CREDIT; PAY
                                     *** End of Data ***

Stat Cd: _ Approval/Status Code: _____
Add      Display   Modify   (PF5=flip)
    
```

**The Purchasing Card Agency Administrator can refer to this table to determine the meaning of a status code. Approvers will access the Disapproval Codes when disapproving charges.**

## Approver Type Code Table (AT)

The Approver Type Code Table, is another “browse function” maintained by the Purchasing Card Statewide Administrator. This file lists the Approver Type Codes that may appear or be added on a Person Record. Note: The Purchasing Card Agency Administrator is only authorized to enter the codes: Browse Travel Charges (B), Organization Approver (O), or Agency Approver (A) on a Person Record.

To access the Approver Type Table Browse function the user must enter AT in the Code field on the Purchasing Card Table Mini Menu screen. The Approver Type Table Browse screen will display as shown below.

```
DCDQSTB ***** Purchasing Card - Approver Type Table Browse ***** DCDMSTB1
Jul 23,07                                                                                               10:45 AM

  Stat  Approver
Act  Cd   Type Code  Short Title Long Title
---  ---  -
_   A   A           AGCY APRVR  AGENCY APPROVER
_   A   B           BROWS TRVL  BROWSE TRAVEL CHARGES
_   A   O           ORG APPRVR  ORGANIZATION APPROVER
_   A   S           STWD APRVR  STATEWIDE APPROVER
                                     *** End of Data ***

Stat Cd: _   Approver Type Code: _____
Add      Display  Modify      (PF5=flip)
```

## The Person File (PE)

The Person File is another file is established and maintained by the Purchasing Card Agency Administrator. A Person Record must be established for each person in an agency who will be a:

1. Back-up Agency Administrator
2. Approver
3. Cardholder

The Person File is retrieved from the Purchasing Card Mini Menu screen shown below. To access the Person File, the user types PE in the Code field on the Purchasing Card Mini Menu screen, and depresses Enter.

```

DCDQMN          ***** Purchasing Card Mini Menu *****          DCDMMN
Jul 23,07                                             10:59 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: PE

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

```

The Purchasing Card - Person Mini Menu screen shown below will display. If the user types PS in the code field and depresses the Enter key, the Person Browse by SSN screen on the top of the next page is displayed. If the user types PN in the code field and depresses the Enter key, the Person Browse by Name screen is displayed.

```

DCDQMNPE          ***** PURCHASING CARD - PERSON MINI MENU *****          DCDMMNPE
Jul 23,07                                             10:59 AM

CODE FUNCTION
-----
PS PERSON BROWSE BY SSN
PN PERSON BROWSE BY NAME

CODE: __

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

```

## Person File Browse by SSN

ACT	SSN	NAME - LAST, FIRST, MIDDLE	SC
---	-----	-----	---
—	270-88-9442	BYRD, EARL E	A
—	299-44-7993	KLEIN, IDA	A
—	858-50-0001	BUSTER, PHIL A	A
—	858-50-0002	NEAR, SUE V	A
—	858-50-0003	GRETZ, MYRA	A
—	858-50-0004	MELLOW, MARCIA	A
—	858-50-0005	RECONWITH, AMANDA	A
		*** End of Data ***	

SSN \_\_\_\_\_  
Add            Display        Modify        (PF5=flip)

This screen displays records added to the Person File for administrators, approvers, and cardholders in SSN order including their status. To browse the Person File by SSN, the user types the SSN in the SSN field and depresses the Enter key. If the SSN record is found, the SSN is displayed as the first SSN on the screen. If SSN record is not found, the next SSN in sequence order is displayed. If SSN record is not found, and there is not another SSN in sequence order, a message on the top of the screen is displayed: "No records with prefix NNNNNN found for the current input". The NNNNNN is the OLO for the agency.

The following functions are available by entering the appropriate code in the Action field (Act) and depressing Enter:

- A - Add a record
- M - Modify a record
- D - Display a record

Any one of the above actions will retrieve the Purchasing Card – Person File Maintenance screen.

The Maintenance 'Add' screen may also be accessed by depressing the PF9 key. (See next pages.)

## Person File Browse by Name

```
DCDQSPE          ***** Purchasing Card - Person File Browse *****          DCDMSPE1
Jul 23,07                                               11:08 AM

Act  Name - Last, First, Middle          SC
---  -----
___  BUSTER, PHIL A                      A
___  BYRD, EARL E                        A
___  GRETZ, MYRA                         A
___  KLEIN, IDA                          A
___  MELLOW, MARCIA                      A
___  NEAR, SUE V                         A
___  RECONWITH, AMANDA                   A

                               *** End of Data ***

Last Name _____
Add      Display   Modify   (PF5=flip)
```

This screen displays records added to the Person File for administrators, approvers, and cardholders in Name order including their status. To browse the Person File by Name, the user types a name in the Name field and depresses the enter key. If the Name record is found, the Name is displayed as the first Name on the screen. If the Name record is not found, the next Name in alphabetical order is displayed. If the Name record is not found, and there is not another Name in alphabetical order, a message on the top of the screen is displayed: "No records found for the current input".

The following functions are available by entering the appropriate code in the Action field (Act) and depressing Enter:

- A - Add a record
- M - Modify a record
- D - Display a record

Any one of the above actions will retrieve the Purchasing Card – Person File Maintenance screen.

The Maintenance 'Add' screen may also be accessed by depressing the PF9 key. See an example of a Person File Maintenance add screen on the next page and the accompanying instructions.

## Person File Maintenance

```
Enter information to be added
DCDQMPE ***** Purchasing Card - Person File Maintenance ***** DCDMMPE1
Jul 23,07 11:10 AM

*Action (A,D,M): AD *Administration Unit Org Code: 9500000000

Name: _____
      Last           First           Middle

Social Security Number: _____

Person ID: 90000056 *Training Date: _____
*FLAIR ID: _____ (MMDDYYYY)

*Administrator: _
*Approver Type: _
Non-Employee : _

Active Card:

*Record Status : A
Status Changed:

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

### *Person File Maintenance – Adding a Record*

The following fields are available for input on the Person File Maintenance screen.

**Administration Unit Org Code** – Required. Must be an active Admin Org Unit record. If this person is an Administrator or an Approver (at any level) this will be edited against the FLAIR Access Control File and must match the person’s FLAIR Organization security as assigned by the agency Access Control Custodian. A help screen may be accessed for this code by depressing the PF1 (help) key while the cursor is in the field.

**Name: Last, First and Middle** – Required. No edits.

**Social Security Number** – Required. No edits.

**Person ID** – System generated, unique to each Person record.

**Training Date** – FLAIR or agency Purchasing Card training date, whichever is later.

**FLAIR ID** - If this person is an Approver or Administrator, the FLAIR ID (from the FLAIR Access Control File) is required. The code may be retrieved by depressing the PF1 (help) key while the cursor is in the field.

**Administrator** – Values in this field:

Blank =	Not an Administrator
Y =	Agency Administrator
S =	Statewide Administrator

**Approver** – Values that may appear in this field are listed below. Note: An agency P-Card Administrator may only enter the values B, O or A.

Blank = Not an Approver  
B = Travel Browse only  
O = Organization (Group) Approver  
A = Agency Approver  
S = Statewide Approver

**Non-Employee** – Values in this field:

Blank = Employee  
X = Non-employee

**Active Card** – System generated when Cardholder record is established.

### *Person File Maintenance – Modifying a Record*

To modify or update an existing Person record, the Purchasing Card Administrator must access the Person File Browse screen from the Purchasing Card Mini Menu. After displaying the Person File Browse screen, to modify a record, the user types an ‘M’ on the Act column next to the desired record and depresses Enter. The Person File Maintenance screen shown below will display.

```
Enter changes
DCDQMPE ***** Purchasing Card - Person File Maintenance ***** DCDMMPE1
Jul 23,07 3:15 PM

*Action (D,M): M_ *Administration Unit Org Code: 95000000000

Name: GRETZ_____ MYRA_____
      Last           First           Middle

Social Security Number: 111111111

Person ID: 90000056 *Training Date: 08012002
*FLAIR ID: 000219 (MMDDYYYY)

*Administrator: _
*Approver Type: B
Non-Employee : _

Active Card: Yes

*Record Status : A
Status Changed:

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

To update a field, the user must “tab to” the desired field, make any changes and depress Enter. The message, “Record modified successfully” will display in the upper left-hand corner.

## Record Status

Values in this field:   A=Active  
                          I=Inactive  
                          D=Deleted

**Notes:** A record will be purged from the file after remaining in delete status for greater than one year. A record in Delete status or Inactive status may not be used within the Purchasing Card function. The Status may also be changed from: A to I; I to A; A to D; D to I.

## The Approver File (AP)

The Approver File is a listing of Persons within an agency designated as approvers of Purchasing Card charges. The Approver File must be established and maintained by the Purchasing Card Agency Administrator.

## The Approver File Browse

To access the Approver File Browse Function the user types AP in the Code field on the Purchasing Card Mini Menu screen and depresses Enter. The Purchasing Card - Approver Mini Menu screen shown below will display.

```
DCDQMNAP          ***** PURCHASING CARD - APPROVER MINI MENU *****          DCDMMNAP
Jul 23,07                                               8:42 AM

CODE FUNCTION
-----
AG  APPROVER BROWSE BY GROUP
AN  APPROVER BROWSE BY NAME

CODE:  ___

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

This screen allows the user to choose to browse the Approver File by Group or by Name. To browse the Approver File by Group, the user types AG in the code field and depresses the Enter key. The Approver File Browse by Group screen is displayed (see next pages).

To browse the Approver File by Name, the user types AN in the code field and depresses the Enter key. The Approver File Browse by Name screen shown on page 35 is displayed.

The Approver File Browse by Group screen lists the approver's name, the group to which the approver is assigned, the status code of the record, and the approval level assigned to the particular approver (level 002-008) in status code order i.e. A, D, and I.

A search can be made by status code by typing (A, D, I) in the SC field and depressing the Enter key. Any approver record in the requested status code is displayed in group alphabetical order. If no approver record is in the requested status code, the message "No records found for the current input" is displayed. The search can also be made by status code and typing a group in the group field and depressing the Enter key. Any approver record in the requested status code and requested group is displayed with the requested group displayed first. Any other groups with the requested status code are displayed in alphabetical order. If no approver is in the requested group or in any group following in alphabetical order, the message "No records found for the current input" is displayed.

The following functions are available from the Approver File Browse by Group screen (see screen below) by entering the appropriate code in the Action field (Act) and depressing Enter:

- A - Add a record
- M - Modify a record
- D - Display a record

Any one of the above actions retrieves the Purchasing Card – Approver File Maintenance screen.

The Maintenance 'Add' screen may also be accessed by depressing the PF9 key. See an example of an Approver File Maintenance add screen that follows in the next pages.

## Approver File Browse Screen

```
DCDQSAP          ***** Purchasing Card - Approver File Browse *****          DCDMSAP1
Jul 23,07                                             8:44 AM

Act   SC   Group   Group Description   Level   Name (Last, First, Middle)
---   --   -
___   A   DIST1   DISTRICT 1         008    GRETZ, MYRA
___   A   DIST1   DISTRICT 1         004    MELLOW, MARCIA
___   A   INFOSYS INFOSYS             008    GRETZ, MYRA
___   A   INFOSYS INFOSYS             004    RECONWITH, AMANDA
___   A   NWREG   NW REGION           008    GRETZ, MYRA
                                     *** End of Data ***

SC: ___   Group: _____
Add      Display   Modify   (PF5=flip)
```

The Approver File Browse by Name screen lists the approver's name, the group to which the approver is assigned, the approval level assigned, and the status code of the record to the particular approver (level 002-008).

To browse the Approver File by Name the user types a name in the Name field and depresses the Enter key. If the Name record is found the Name is displayed as the first Name on the screen. If the Name record is not found, the next Name in alphabetical order is displayed. If Name record is not found, and there is no other Name in alphabetical order, the message "No records found for the current input" is displayed.

The following functions are available from the Approver File Browse by Name screen (see next pages) by entering the appropriate code in the Action field (Act) and depressing Enter:

- A - Add a record
- M - Modify a record
- D - Display a record

Any one of the above actions retrieves the Purchasing Card – Approver File Maintenance screen.

The Maintenance 'Add' screen may also be accessed by depressing the PF9 key. See an example of an Approver File Maintenance add screen on the next page.

## Approver Browse by Name Screen

```

DCDQSAN   ***** PURCHASING CARD - APPROVER FILE BROWSE BY NAME *****   DCDMSAN1
Jul 23,07                                     8:48 AM

ACT NAME (LAST, FIRST, MIDDLE)                GROUP      GROUP DESC LEVEL  SC
-----
___ GRETZ, MYRA                                DIST1      DISTRICT 1  008  A
___ MELLOW, MARCIA                             DIST1      DISTRICT 1  004  A
___ RECONWITH, AMANDA                          INFOSYS    INFOSYS      004  A

*** End of Data ***

NAME: _____

```

## Approver Maintenance Screen – Adding a Record

```

Enter information to be added
DCDQMAP   ***** Purchasing Card Approver Maintenance *****   DCDMMAP1
Jul 23,07                                     9:16 AM

*Action (A,D,M)  AD

      *Group Code: _____

      *Approver Name: _____

Social Security Number:

      *Approval Level: ____

*Distribution Indicator: _

*Lower Status Indicator: _

      *Record Status: A__

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

```

**When adding a person to the Approver File, the following fields are available for input:**

**Group Code** - The name of the group for which this approver will be approving charges. Edited against the Group Code Table. May be selected by using the PF1 (help) key.

**Approver Name** - Name of the agency approver as designated in the Person File. To enter the name here, the Help key (PF1) should be depressed displaying the Person File Menu screen. From this screen the name can be selected. See the help screen below. To select a name, type 'S' in the Act column and depress Enter.

```

DCDHSPE          ***** Person Name Help *****
Jul 23,07                      9:21 AM

ACT NAME                      SSN
-----
  ___ GRETZ, MYRA                859-50-0003
  ___ MELLOW, MARCIA            859-50-0004
  ___ RECONWITH, AMANDA        859-50-0005
                                *** End of Data ***

NAME(LAST,FIRST): _____
Select      (PF5=flip)

*Lower Status Indicator: _
          *Record Status: A__

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

```

**Social Security Number** - Supplied with the Approver Name from the Person record.

**Approval Status Code** - At what level will this person be approving charges. Values in this field: 002 - 008.

**Distribution Indicator** - X if this person will be distributing (adding or changing accounting data) as well as approving, charges. If only approving, leave blank.

**Lower Status Indicator** - X if this person will be authorized to approve charges at levels lower than designated in the Approval Status Code; if not, leave blank.

**Record Status** - When adding a record, the status will automate as 'A'.

### ***Approver Maintenance – Adding an Approver to Additional Groups***

An approver may be assigned to more than one group. This would allow an approver to approve charges for more than one group. To add an approver to additional groups:

1. After completing the set-up of an approver to one group, do not exit the Maintenance screen.

2. Type A in the Action field.
3. Type over the first group name and any other data fields that need to be modified.
4. Depress Enter.
5. Follow the same procedure for any additional groups.

**Note:** To reassign an approver to another approver group, the original approver record must be deleted. This is done in 'modify mode' by changing the Record Status to "D". The new approver record is added with the newly assigned Group Code.

### *Approver Maintenance – Modifying or Displaying a Record.*

To modify or display an existing Approver record, the Purchasing Card Administrator must access the Approver File Browse screen from the Purchasing Card Mini Menu screen.

After displaying the Approver File Browse screen, to modify a record, the user types a 'M' in the Act column next to the desired record and depresses Enter. The Approver File Maintenance screen will display.

To update a field on the Approver Maintenance screen, the user must "tab to" the desired field, make any changes and depress Enter. The message, "Record modified successfully" displays in the upper left-hand corner.

### **Record Status**

Values in this field:   A=Active  
                                  I=Inactive  
                                  D=Deleted

**Notes:** A record will be purged from the file after being in delete status for greater than one year. A record in Delete status or Inactive status may not be used within the Purchasing Card function. The Status may also be changed from: A to I; I to A; A to D; D to I.

An Approver record may be displayed by entering a 'D' in the Act column on the Approver Browse screen next to the desired record and depressing Enter. The Approver Maintenance screen will then display.

## The Card Menu (CM)

The Card Menu function is used to add card records to the system, to browse the list of existing cards, and to inquire on a particular card record.

To access the Card Menu, the user types CM in the Code field on the Purchasing Card Mini Menu screen and depresses Enter. The Card Mini Menu screen shown below will display.

```
DCDQMNCM          ***** Purchasing Card - Card Mini Menu *****          DCDMMNCM
Jul 23,07                                               01:36 PM

Code Function
-----
CB  Browse Card Records
CA  Add Card Records
CN  Inquiry by Card Number          Card No. _____

Code: __

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

## Browse Card Records (CB)

This file is a listing of all Cardholders within an agency (OLO). To access the Purchasing Card – Card File Browse the user types CB in the Code field on the Card Mini Menu (previous page) and depresses Enter. A screen similar to the one shown below will display..

```
DCDQSCB          ***** Purchasing Card - Card File Browse *****          DCDMSCB1
Jul 23,07                                             1:36 PM
                CRD                                             CRD
ACT SC  GROUP      PERSON ID SEQ NAME (LAST, FIRST, MIDDLE)          IND
-----
_  A   DIST1       91000006  01  BYRD, EARL E
_  A   INFOSYS     91000007  01  KLEIN, IDA
                *** End of Data ***

SC _  Group: _____ Person ID: _____ Crd Seq: ___
  Display  Modify      (PF5=flip)
```

The Card File Browse screen lists the name of the cardholder, the cardholder's assigned group, the person ID (system generated), the Card Sequence (CRD/SEQ) and the Card Indicator (CRD/IND). Note: Card Sequence refers to the number of cards issued to the cardholder. When first issuing a card the sequence is 01, and will only change if the cardholder is issued any replacement cards (in cases of loss, theft, etc.) The Card Indicator field displays a "P" if one of the following is missing from the card: issue date, card expiration date, or training date.

From the Card File Browse screen the Purchasing Card Agency Administrator may Display or Modify the card record.

### *Card File Browser – Modifying a Record*

To modify a card record, the administrator types an 'M' in the Act column (from the Card File Browse screen) next to the desired record and depresses Enter. A screen similar to the one on the next page will display.

### Screen 1 of 2 – Card Maintenance

```
Enter changes
DCDQMCM      ***** Purchasing Card - Card File Maintenance *****      DCDMMCM1
Jul 23,07                                         1 more >

*Action (D,M)   M_   Person ID: 91000197   Card Seq: 01

Cardholder Name: KLEIN, IDA
Name as it appears on Card: IDA KLEIN_____ Replacement Card: _
Mother's Maiden Name: MOMKLEIN_____
Auth (Last, First, Mid): OVERCHARGER_____ BILL_____ D_____

Dates (MMDDYYYY):  *Approved:   07192007      *Issued:   07212007
                   *Expiration: 07212009      *Training: 07292009

Notify Bank:          Credit Limit: __3000
Max Amts Per: Charge: __500   Day: __1000   Month: __3000   Cycle: __3000
Transactions Allowed Per: Day: _____0   Month: _____0   Cycle: _____0

*SIC/MCC Sets:   CLAECLUDE   _____   _____   _____
                 _____   _____   _____

Record Info: Stat: A Added: 07/21/2007 Updt: 07/21/2007 Stat Chngd:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF                                LEFT RIGHT Acct#
```

To change or update data on the above screen, the user uses the Tab key to “tab to” the desired field, type over the information and depress Enter. The message, “Card record modified successfully” displays in the upper left-hand corner. Note: There is a second panel of information related to this cardholder. It is accessed by depressing the PF11 key to move to the right. Any necessary changes may be made on this screen. The PF12 key displays the bank card number protected if the user has signed on with a RACF ID and has RACF authority to view the card number. For descriptions of the fields on the Card File Maintenance screen, refer to the section “Card File Maintenance – Adding a Record” (see upcoming section).

### *Lost or Stolen Cards – Modifying a Record*

As stated above, there is a second screen of information related to the Card File Maintenance. Information related to lost or stolen cards is entered on this second screen.

To access the second panel, the user depresses PF11 (while the above screen is displayed) and a screen similar to the one on the next page will display.

(Card File Maintenance – Lost or Stolen Cards - Modifying a Record, continued.)

## Screen 2 of 2 – Card Maintenance

```
Scrolling performed.
DCDQMCM      ***** Purchasing Card - Card File Maintenance *****      DCDMMCM2
< 1 more                                           3:50 PM

*Action (D,M)   M_   Person ID: 91000197   Card Seq: 01

  Cardholder Name: KLEIN, IDA

*Org: 95100202213 *EO: 00 VR: 00 *Object: 000000 Distribution Allowed: X

                                     1 2 3 4 5 6 7 8
*Group: INFOSYS__ Approval Levels: X _ _ X _ _ _ X

Lost/Stolen Information: (Use 24-Hour Clock for Time)
  *Date: _____ *Time: _____ *Reported Date: _____ *Time: _____
    (MMDDYYYY)      (HHMM)                (MMDDYYYY)      (HHMM)
  Comment: _____

  *Close Reason Code: __      Card Retrieved: _
  Close Reason Text: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFIRM HELP QUIT RETRN MAIN FLIP PREF                LEFT RIGHT Acct#
```

**When a card is reported lost or stolen, the following fields should be entered (while in modify mode):**

**Date and Time** – The current date and time.

**Reported Date and Time** – Date and time Bank of America was notified of the lost or stolen card.

**Comment** – Indicate whether the card was lost or stolen and any other significant information.

**Replacement cards may be ordered just like the original card. See Card File Maintenance (upcoming section of this manual), for information about adding a replacement card record.**

### Closing a Card File Record

**The modify screen (see above) is also used to indicate if a card account is to be closed. Descriptions of those fields are below:**

**Close Reason** – Required if Card Retrieved is entered. Values may be:

**B7=Terminated**  
**B9=Miscellaneous**

**Card Retrieved** – Required if Close Reason is entered. Enter an ‘X’ here if the card has been retrieved from the cardholder.

**Close Reason Text** – Required if Close Reason and Card Retrieved are entered. Comments regarding the closing of the account.

### *Card File Browse – Displaying a Record*

To display a cardholder record the user will first retrieve the Card File Browse screen (see previous pages). From the Card File Browse screen, the user types a ‘D’ in the Act column next to the desired record, and depresses Enter.) For descriptions of the fields on the Card File Maintenance screen, refer to the section “Card File Maintenance – Adding a Record” (see upcoming pages).

### **Add Card Records – Person Browse (CA)**

To add a new Purchasing Card cardholder to the agency record, the Purchasing Card Agency Administrator will access the Person Browse - Add Cards screen. To access this screen, the user types CA in the Code field on the Card Mini Menu screen and depresses Enter.

```
DCDQMNCM          ***** Purchasing Card - Card Mini Menu *****          DCDMMNCM
Jul 23,07                                               08:20 AM

Code Function
-----
CB  Browse Card Records
CA  Add Card Records
CN  Inquiry by Card Number          Card No. _____

Code: CA

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

After typing CA on the Code field and depressing Enter, a screen similar to the one below will display.

DCDQSCA ***** Purchasing Card - Person Browse - Add Cards *****			DCDMSCA1
Jul 23,07			8:23 AM
Act Name - Last, First, Middle	Soc Sec No.	Active Card	
-----	-----	-----	
___ BUSTER, PHIL A	859-50-0001	No	
___ BYRD, EARL E	270-88-9442	Yes	
___ GRETZ, MYRA	859-50-0003	No	
___ KLEIN, IDA	299-44-7993	Yes	
___ MELLOW, MARCIA	859-50-0004	No	
___ NEAR, SUE V	859-50-0002	No	
___ RECONWITH, AMANDA	859-50-0005	No	
*** End of Data ***			
Last Name: _____			
Add (PF5=flip)			

On the Person Browse – Add Cards screen, the cardholder’s name, and social security number are displayed which have been retrieved from the ‘Person’ File. Also displayed is the Active Card column indicating if an active card exists for the person.

**Card File Maintenance – Adding a Record.**

To add a new, first time card record or to add another card record to an existing cardholder: the Purchasing Card Administrator types an ‘A’ in the Action (Act) column next to the name of the desired person from the Person Browser – Add Cards screen and depresses Enter.

Note: The user may depress PF8 or type in a last name and depress Enter to move forward in the alphabetical listing. See next pages.

## Screen 1 of 2 – Card File Maintenance

```
Enter information to be added
DCDQMCM      ***** Purchasing Card - Card File Maintenance *****      DCDMMCM1
Jul 23,07                                         1 more >

*Action (A,D,M) AD   Person ID: 91000193   Card Seq: 01

Cardholder Name: GRETZ, MYRA
Name as it appears on Card: MYRA GRETZ_____ Replacement Card: _
Mother's Maiden Name: MOMGRETZ_____
Auth (Last, First, Mid): _____

Dates (MMDDYYYY):  *Approved: _____      *Issued: _____
                   *Expiration: _____      *Training: 07292007

Notify Bank: X      Credit Limit: _____
Max Amts Per: Charge: _____ Day: _____ Month: _____ Cycle: _____
Transactions Allowed Per: Day: _____0 Month: _____0 Cycle: _____0

*SIC/MCC Sets: _____
                _____
                _____
                _____
                _____

Record Info: Stat: I Added: 07/23/2007 Updt: _____ Stat Chngd:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP QUIT RETRN MAIN FLIP PREF _____ LEFT RIGHT Acct#
```

**Cards are ordered automatically when the two Card File Maintenance screens are completed. The Person ID, Card Sequence #, Cardholder Name, and Name (as it appears on the card) are retrieved from the Person Record.**

### **Adding a Card Record – Card Maintenance, Screen 1**

**The following should be completed as indicated:**

**Mother's Maiden Name – Used by Bank of America as a password.**

**Auth – Name of the person who authorized the issuance of this Card.**

**Approved Date – Automated by Bank of America when the card is issued.**

**Issued Date, Expiration Date, and Training Date – Added by Agency Administrator**

**Notify Bank – Automated, defaults to X.**

**\*Credit Limit – Maximum amount that can be charged to this Card. Beginning agency maximum is \$25,000. The total of all cardholder credit limits should not exceed this amount.**

**\*Max Amts Per - Charge, should be <= Day amount  
Day, should be <= Month amount  
Month, should be <= Cycle amount**

**Cycle, bank billing cycle. (5<sup>th</sup> day of one month to the 4<sup>th</sup> of the next month. Cannot exceed credit limit.**

**\*Transactions Allowed Per - Day, should be <= Month  
Month, should be <= Cycle  
Cycle, bank billing cycle. (5<sup>th</sup> day of one month to the 4<sup>th</sup> of the next month.) Cannot exceed credit limit.**

**All zeros indicates that there are no limits to the number of transactions.**

**\*These fields may be modified after a card is activated. Changes will be processed by Bank of America within 5 days.**

**SIC/MCC Sets – Standard Industry Codes/Merchant Category Codes not available for this cardholder. Edited against the SIC/MCC Set file established by the agency to limit types of purchases.**

**The fields: Stat, Added, Updt and Stat Changed are all automated fields that will be system generated as the circumstances warrant.**

### **Adding a Card Record – Card Maintenance, Screen 2**

**To finish adding a Card File record, the user will page to the second screen of the Card File Maintenance screens by depressing the PF11 key. A screen similar to the one below will display.**

#### **Screen 2 of 2 – Card File Maintenance**

```
Scrolling performed.
DCDQMCM      ***** Purchasing Card - Card File Maintenance *****      DCDMMCM2
< 1 more                                          1:24 PM

*Action (A,D,M) AD   Person ID: 91000193   Card Seq: 01

Cardholder Name: GRETZ, MYRA

*Org: 95000000000 *EO: 00 VR: 00 *Object: 000000 Distribution Allowed: _

                                1 2 3 4 5 6 7 8
*Group: _____ Approval Levels: X _ _ X _ _ _ X

Lost/Stolen Information: (Use 24-Hour Clock for Time)
 *Date: _____ *Time: _____ *Reported Date: _____ *Time: _____
   (MDDYYYY)      (HHMM)                (MDDYYYY)      (HHMM)
Comment: _____

*Close Reason Code: _____ Card Retrieved: _____
Close Reason Text: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP  QUIT  RETRN MAIN  FLIP  PREF                                LEFT  RIGHT Acct#
```

**The following fields (see screen on previous page) are used to set default FLAIR codes to be used with transactions associated with charges incurred by this Purchasing Card.**

**Org – The default FLAIR Organization code for all disbursement transactions associated with charges on this card. May be accessed by using the help function (PF1 key).**

**EO – The default FLAIR Expansion Option for all disbursement transactions associated with charges on this card. May be accessed by using the help function (PF1 key).**

**VR – The default Version of the FLAIR Org/EO combination. (If 00 is used, the most recent version of the EO will be used in the transaction.)**

**Object - The default FLAIR expenditure object code (may be all zeros).**

**Note: All FLAIR codes used must be valid and active on the FLAIR Title Files and Expansion Files. The defaults entered on this screen may be overridden by the approver in the approval process. FLAIR codes on this screen may be changed in ‘modify mode’ by typing over the original data.**

**Other fields available for input on the Card File Maintenance, screen 2:**

**Distribution Allowed – X in this field allows the cardholder to distribute the charges at level one of the approval process (cardholder). Blank allows no distribution by the cardholder.**

**Group – approval group assigned to this cardholder.**

**Approval Levels – defaults from the Admin Unit File, but may be overridden to require different levels of approval for this cardholder.**

**Lost/Stolen card information, Close codes, Close Reason and Retrieved are not available on this screen. To indicate a lost or stolen card or to indicate a closed card record, the Purchasing Card Agency Administrator must access the card record from the Card Browse (CB) function. Once on the browse screen, the administrator will modify (M in Act) the record and fill in the appropriate fields. (See earlier pages.)**

## Accessing Card Numbers

The card number, once issued by *Bank of America*, may be accessed from the Card File Maintenance screen by depressing the PF12 key.

Access to the card number is protected by RACF Security (security maintained by the Purchasing Card Statewide Administrator). Below is an example of the screen displayed once PF12 is depressed.

```
DCDQMCM          ***** Purchasing Card - Card File Maintenance *****          DCDMMCM1
Jul 23,07                                               1 more >

*Action (A,D,M) AD   Person ID: 91000002   Card Seq: 01

Cardholder Name: NEAR, SUE V
Name as it appears on Card: SUE V NEAR          Replacement Card: _
Mother's Maiden Name: MOMNEAR
Auth (L)          Bank Account Number          _____
Dates            Account ID: 1234 5678 9012 3456   ssued: _____
                                                         raining: 07122002

Notify Bank: X          Credit Limit: _____
Max Amts Per: Charge: _____   Day: _____   Month: _____   Cycle: _____
Transactions Allowed Per:          Day: _____0   Month: _____0   Cycle: _____0

*SIC/MCC Sets:  _____   _____   _____   _____
                _____   _____   _____   _____

Record Info: Stat: I Added: 07/12/2007 Updt:          Stat Chngd:
```

## Inquiry by Card Number (CN)

The last function available on the Card Menu is the Inquiry by Card Number. This is only available to Purchasing Card Agency Administrators who are given RACF security clearance to access a record by card number.

To inquire by card number, the user types CN in the Code field (from the Card Mini Menu, see page 38) and the Purchasing Card (VISA) number in the Card No. field and depresses Enter. If the card number is correct and the operator has RACF security clearance, the Purchasing Card - Card Number Browse screen shown on the top of the next page will display.

```

DCDQSCN          *** PURCHASING CARD - CARD NUMBER BROWSE ***          DCDMSCN1
Jul 23,07                                             10:04 AM
                                           Approval Levels
Act      Name (Last, First, Middle)      Group  1 2 3 4 5 6 7 8
-----
KLEIN, IDA      INFOSYS  X   X       X

CARD NUMBER 456789XXXXXX

DISPLAY      MODIFY      (PF5=FLIP)

```

From this screen (above) the Purchasing Card Agency Administrator may display the Maintenance screen for a record by typing a 'D' in the Act column, or the record may be retrieved in modify mode by typing an 'M' in the Act column and depressing Enter.

**Report Mini Menu (RM)**

Three Purchasing Card reports are available from this function. To access the Report Mini Menu, the user types RM in the Code field (on the Purchasing Card Mini Menu) and depresses Enter. The following screen will display.

```

DCDQMNRM          ***** Purchasing Card Report Mini Menu *****          DCDMMNRM
Jul 23,07                                             10:16 AM

Code Function
-----
AR  Unpaid Aging Report
PR  Paid Aging Report
RR  Reconciliation Report

Code:  __

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

```

(Report Mini Menu, continued.)

The user enters the appropriate code in the Code field on the Report Mini Menu to access the desired Report Schedule Maintenance Browse screen.

### Unpaid Aging Report (AR)

To access the Unpaid Aging Report Browse screen, the user types AR in the Code field on the Report Mini Menu screen and depresses Enter. The following screen will display.

```
DCDQSRM          ***** Purchasing Card - Report Schedule Browse *****          DCDMSRM1
Jul 23,07                                               10:42 AM

Report Name: Unpaid Aging Report          Program: DCDRUAGE

Act  Cycle  RDS Form  Beginning Group  Ending Group
---  -
___   D     LR05     INFOSYS         INFOSYS
___   D     LR06     DIST 1         DIST 1
                                     *** End of Data ***

Add          Display  Modify  Purge      (PF5=flip)
```

Displayed on this screen are the reports that have been previously requested, cycle of the report, RDS Form, beginning group, and ending group information. Note: Cycle refers to how often the report will run. The possible values are: (D) Daily; (P) Periodic; (M) Monthly.

The available Action (Act) codes on this screen are:

A - Add                    M - Modify                    D - Display                    P - Purge

Enter the desired code in the Act column and depress Enter. The Report Schedule Maintenance screen will display.

The Maintenance screen may also be accessed by depressing the PF9 key (while viewing the browse screen). A screen similar to the one on the next page will display.

**(Unpaid Aging Report, continued.)**

```
Enter information to be added
DCDQMRM ***** Purchasing Card - Report Schedule Maintenance ***** DCDMMRM1
Jul 23,07 10:57 AM

*Action (A) AD

Report Name: UNPAID AGING REPORT
Program Name: DCDRUAGE

Cycle: D
RDS Form: ____

Report Parameters:

*Beginning Group: _____
*Ending Group: _____

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

***Scheduling an Unpaid Aging Report***

**To Schedule a recurring report from this screen, the following information may be entered as indicated:**

**Cycle** – Protected on this report. Defaults to ‘D’ for Daily.

**RDS Form** – Form ID to send the report to RDS.

**Beginning Group / Ending Group** - Beginning and ending Group names included in this report.

**Once completing the fields as described above, the user depresses Enter and the message, “Report schedule record added successfully” displays. This report will execute on a recurring basis (every day since the cycle is daily) and be available in RDS for specified RDS users.**

**Paid Aging Report (PR)**

**To access the Paid Aging Report the user types PR in the Code field on the Report Mini Menu and depresses Enter. The Paid Aging Report Browse screen as shown on the top of the next page will display.**

(Paid Aging Report, continued.)

```
DCDQSRM      ***** Purchasing Card - Report Schedule Browse *****      DCDMSRML
Jul 23,07                                         11:37 AM

Report Name: Paid Aging Report      Program: DCDRPAGE

Act  Cycle  RDS Form  Beginning Group  Ending Group
---  -
M    LR05    INFOSYS    INFOSYS
M    LR06    DIST 1    DIST 1
*** End of Data ***

Add          Display  Modify  Purge      (PF5=flip)
```

Displayed on this screen are the reports that have been previously requested, cycle of the report, RDS Form, beginning group, and ending group information. Note: Cycle refers to how often the report will run. The possible values are: (D) Daily; (P) Periodic; (M) Monthly.

The available Action (Act) codes on this screen are:

A - Add                    M - Modify                    D - Display                    P - Purge

Enter the desired code in the Act column and depress Enter. The Report Schedule Maintenance screen will display. The Maintenance screen may also be accessed by depressing the PF9 key (while viewing the browse screen). A screen similar to the one below will display.

```
Enter information to be added
DCDQMRM      ***** Purchasing Card - Report Schedule Maintenance *****      DCDMMRML
Jul 23,07                                         11:38 AM
*Action (A)                                     AD

Report Name: PAID AGING REPORT
Program Name: DCDRPAGE

Cycle: M
RDS Form: ____

Report Parameters:

*Beginning Group: _____
*Ending Group:   _____

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

(Paid Aging Report, continued.)

### ***Scheduling a Paid Aging Report***

To Schedule a recurring report from the Report Schedule Maintenance screen (see previous page) the following information may be entered as indicated:

**Cycle** – Protected on this report. Defaults to ‘M’ for Monthly.

**RDS Form** – Form ID to send the report to RDS.

**Beginning Group / Ending Group** – Beginning and ending Group names to be included in this report.

Once completing the fields as described above, the user depresses Enter and the message, “Report schedule record added successfully” will display. This report will execute on a recurring basis (every month since the cycle is monthly) and will be available in RDS for specified RDS users.

### **Reconciliation Report (RR)**

The third report available on the Report Mini Menu is the Reconciliation Report. To access the Report Schedule Browse Function for the Reconciliation Report, the user enters RR in the Code field on the Report Mini Menu screen and depresses Enter. A screen similar to the one below will display.

```
DCDQSRM      ***** Purchasing Card - Report Schedule Browse *****      DCDMSRM1
Jul 23,07                                         1:12 PM

Report Name: Reconciliation          Program: DCDRRCON

Act  Cycle  RDS Form  Beginning Group  Ending Group
---  -
___   M     LR05     INFOSYS         INFOSYS
___   M     LR06     DIST 1         DIST 1
                                     *** End of Data ***

Add          Display      Modify      Purge      (PF5=flip)
```

(Reconciliation Report, continued.)

**Displayed, on the Report Schedule Browse for the Reconciliation Report (see previous page), are reports that have been previously scheduled, cycle of the report, RDS Form, beginning group, and ending group information. Note: Cycle refers to how often the report will run. The possible values are: (D) Daily; (P) Periodic; (M) Monthly.**

**The available Action (Act) codes on the browse screen are:**

**A – Add      M – Modify      D – Display      P – Purge**

**Enter the desired code in the Act column and depress Enter. The Report Schedule Maintenance screen will display. The Maintenance screen may also be accessed by depressing the PF9 key (while viewing the browse screen). A screen similar to the one below will display..**

```
Enter information to be added
DCDQMRM ***** Purchasing Card - Report Schedule Maintenance ***** DCDMMRM1
Jul 23,07                                                                    1:13 PM

*Action (A)                            AD

Report Name: RECONCILIATION
Program Name: DCDRRCON

Cycle: M
RDS Form: _____

Report Parameters:

*Beginning Group: _____
*Ending Group:   _____

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

### ***Scheduling a Reconciliation Report***

**To Schedule a recurring report from the Report Schedule Maintenance screen (see above) the following information may be entered as indicated:**

**Cycle – Protected on this report. Defaults to ‘M’ for Monthly.**

**RDS Form – Form ID to send the report to RDS.**

**Beginning Group / Ending Group - Beginning and ending Group names to be included in this report.**

Once completing the fields as described above, the Agency Administrator depresses Enter and the message, "Report schedule record added successfully" will display. This report will execute on a recurring basis (every month since the cycle is monthly) and will be available in RDS for specified RDS users.

## **Other Reports**

Two more reports are available to the Purchasing Card Agency Administrator. These reports are available in RDS (Report Distribution System). The Purchasing Card Agency Administrator must have an RDS Form set up, and request the Purchasing Card Statewide Administrator to request these reports from the Information Warehouse and have them sent to the appropriate RDS Form.

**Purchasing Card Maintenance Report** – identifies outstanding card maintenance requests made by the Purchasing Card Agency Administrator such as requests for new cards, modifications to cardholder limits or changes to cardholder names. This report runs only as the requests are initiated.

**Charge Payments by Agency Voucher Number Report** – identifies transactions paid during a calendar month by agency voucher number. Cycle: Monthly.

## **Charge Queues Menu**

The Charge Queues Menu provides access to the actual Purchasing Card charges received by the agency. The Agency Approvers must access this menu to display their charges awaiting approval. The cardholder (where applicable) accesses this menu to approve his/her charges, as well.

The Purchasing Card Agency Administrator accesses the Charge Queues Mini Menu screen to view the Travel Queue and the System Approver Charge Queue.

To access the Charge Queue Mini Menu screen, the user types CQ in the code field of the Purchasing Card Mini Menu screen and depresses Enter. The screen at the bottom of the next page will display.

```

DCDQMN          ***** Purchasing Card Mini Menu *****          DCDMMN
Jul 23,07
                                                    09:22 AM

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

Code: CQ_

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

```

**After entering CQ on the Purchasing Card Mini Menu screen and depressing Enter, a screen similar to the one below will display.**

```

DCDQMNCQ       ***** Purchasing Card Charge Queue Mini Menu *****       DCDMMNCQ
Jul 23,07
                                                    09:24 AM

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

Code: __

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

```

**The Agency Approvers access the AC and CC functions. The Agency Purchasing Card Administrator accesses the System Approver Charge Queue and the Travel Charge Queue.**

## System Approver Charge Queue

The System Approver Charge Queue allows the Purchasing Card Agency Administrator to view all charges in the agency Purchasing Card system, and if necessary, the ability to approve a charge.

To retrieve the System Charge Queue, the user types SC in the Code field on the Charge Queues Mini Menu screen and depresses Enter. A screen similar to the one below will display.

```

DCDQSSC          ***** System Approver Charge - Browse Select *****          DCDMSSC1
Jul 23,07                                               9:41 AM
ACT Group        Cardholder          Merchant          CHG   Add
                  Date           Date           Amount   ST DIS/
-----
___ DIST1        BYRD, E.          DELTA AIRLINES   0715  0720    252.00 001
___ DIST1        BYRD, E.          DELTA AIRLINES   0715  0720    782.00 001 081
___ DIST1        BYRD, E.          DELTA AIRLINES   0715  0720    252.00 002
___ DIST1        BYRD, E.          SHERATON         0715  0720    323.41 002
___ DIST1        BYRD, E.          HAMPTON INN      0715  0720    391.12 008
___ DIST1        BYRD, E.          DOUBLETREE INN   0715  0720    472.21 001
___ DIST1        BYRD, E.          OFFICE DEPOT     0715  0720     21.34 001
___ DIST1        BYRD, E.          OFFICE DEPOT     0715  0720    109.76 001
___ DIST1        BYRD, E.          COMPUTERLAND     0715  0720    129.22 004
___ DIST1        BYRD, E.          WALMART          0715  0720     43.99 008
___ DIST1        BYRD, E.          AVIS RENTAL CAR  0715  0720    101.45 001
___ DIST1        BYRD, E.          AVIS RENTAL CAR  0715  0720    133.33 001
___ DIST1        BYRD, E.          A & B OFFICE MAC 0715  0720    252.10 001
___ DIST1        BYRD, E.          A & D OFFICE SUP 0715  0720    134.17 001 081

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

On the System Approver Charge – Browse Select screen the Purchasing Card Agency Administrator can view all charges within the agency purchasing card system. The information provided for each record includes: the Group name, Cardholder name, Merchant name, Charge Date, Add Date, Amount, approval level, and Disapproval Codes.

The Purchasing Card Agency Administrator may approve or disapprove a charge from this screen by typing an ‘M’ in the Act column and depressing Enter. The Charge/Distribution Maintenance screen will display. See the *Agency Approval and Distribution Manual* for step by step instructions on approving or disapproving a charge. Note: The Purchasing Card Administrator may approve a charge, but he/she may not distribute the charge. (Change accounting data.)

## Travel Charge Queue

The Travel Charge Queue, lists charges specifically related to Travel Expenses that have been charged to a Purchasing Card within an agency. These travel charges are automatically included in the Travel Charge Queue based on the Merchant Category Code from the merchant record. Any charges, both approved and pending approval will be included in the Travel Charge Queue if they are travel related.

The Travel Charge Queue is a browse only function and allows agencies to monitor travel expenses charged to a Purchasing Card. This aids in preventing these charges from later being reimbursed on a Travel Voucher. Travel related charges are available in the Travel Browse Function for six months.

To access the Travel Charge Queue, the user types TC in the Code field on the Charge Queue Mini Menu and the social security number of the traveler in the SSN field and depresses Enter. A screen similar to the one below will display.

```
DCDQBTC          ***** Travel Charge - Browse *****
Jul 23,07                                               9:53 AM

Card Holder Name: KLEIN, IDA

Merchant                Charge      Amount
                       Date
-----
U.S. AIRLINES           07/07/2007  485.00
U.S. AIRLINES           07/15/2007  220.00
MARRIOTT                07/07/2007  389.16
WESTIN                  07/15/2007   89.35
AVIS RENTAL CAR         07/07/2007  121.34
AVIS RENTAL CAR         07/15/2007   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
```

## Daily Input Function

The Daily Input Function retrieves charges approved at the Fiscal Level and sent to the FLAIR Daily Input File. A charge sent to the Daily Input File will remain on the file until nightly processing occurs. If a charge is on the Daily Input File and for some reason needs to be modified, the charge must be “pulled back” from the Daily Input File in order to modify it.

(Daily Input, continued.)

The Purchasing Card Agency Administrator has access to the Daily Input Function and may “pull back” or purge items from the Daily Input File in order to modify the record.

To retrieve the Daily Input Function, the user types DI in the Code Field on the Purchasing Card Mini Menu screen and an invoice number in the ‘Invoice #’ Field. The invoice number is system assigned by FLAIR. The invoice number is selected from a help menu by depressing the PF1 key while the cursor is in the Invoice # field. See the help screen displayed below.

```
DTRHSINV          ***** Daily Input Help *****
Jul 23,07                                               11:40 AM

      FLAIR
ACT Invoice      Merchant      Description      Date      Amount
-----
  ___ 8500013 OFFICE DEPOT      07/23/2007      16.02
                                     *** 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
```

The Invoice number is selected by typing an ‘S’ in the Act column and depressing Enter. After selecting the invoice number, the help screen will close and the appropriate invoice number will display in the ‘Invoice #’ field.

When the Invoice # is displayed on the Purchasing Card Mini Menu and CQ is in the code field the user depresses Enter and a screen similar to the one on the next page will display.

(Daily Input, continued.)

```
0302 ENTER 'P' TO DELETE FROM DAILY INPUT
DCDQSDI ***** Purchasing Card Daily Input - Browse Select ***** DCDMSDI1
Jul 23,07 11:56 AM

Action:

Invoice          Vendor ID          Org      EO VR Object Tr      Amount
-----
850001301 VF599885121001      85100202213 00 02 380000 51      16.02
*** End of Data ***

*Invoice: 8500013
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETRN MAIN  FLIP          BKWRD FRWRD
```

**Only one Action may be performed on this screen. To purge or remove this item from the Daily Input File, the operator types 'P' in the Action field and depresses Enter. The screen will clear and the invoice is sent back to the Fiscal Level (Level 008). The charge may then be updated and must be approved again to complete the approval process.**

## **Appendix**

### **Program Function (PF) Keys**

**The following program function keys are available for use in the Purchasing Card Function:**

**PF1: Displays a Help Screen.**

**Note: An asterisk in front of any field name indicates the availability of a help window for that field. To access the help window, the PF1 key is depressed while the cursor is in the field.**

**PF2: Exits the current application.**

**PF3: Returns to the previous screen.**

**PF4: Returns to the Main FLAIR Menu.**

**PF5: Allows the user to change the way the PF Keys display.**

**PF6: Allows the user to change the way the screen displays.**

**PF7: Moves the screen one page backward.**

**PF8: Moves the screen one page forward.**

**PF9: Used to bring up SIC/MCC Set Table Maintenance Screen**

**PF10: Moves the screen one page to the left.**

**PF11: Moves the screen one page to the right.**

**PF12: Displays Purchasing Card Number.**