PCard Frequently Asked Questions (FAQs)

IRIS Advanced Reference

This document is a one-stop avenue to gain knowledge about tips and tricks of the PCard functionality. It is highly encouraged you refer to additional IRIS PCard References in addition to the FAQs.

Questions

Why wasn't a PRCC created for my charge from PRCUU?

PRCCs are only created when the "Pay" checkbox is checked and valid Reconciliation Status is selected.
Refer to the PCard Reconciliation Status document. If the end-user checks the "Pay" checkbox but does
not select a valid Reconciliation Status, they will get an error. If the end-user selects a valid Reconciliation
Status but does not check the pay checkbox a PRCC will not be created, and no error will be returned.

Why do some of the charges on PRCUU show vendor names in the grid, but some do not?

Vendors are automatically assigned to charges at the time the charges are loaded into IRIS if a Tax
Identification Number (TIN) is provided by the bank, and it matches a vendor record in VCUST or if the
vendor has a State created Vendor Index record. Charges without Vendors assigned will default to
MSCPCARD once the PRCC is created. Refer to the PRCUU Vendor Assignment document.

What reconciliation status on PRCUU do I use?

If you do not work for SSoA you should select SSOA Responsibility if you have identified a charge that
SSoA should clear. Otherwise, you should select Reconciled to reconcile and process charges. You may
also use Reconciled/CRDRQST if your agency has determined they want to track credits expected because
of a dispute, fraudulent or duplicate charge.

If you work for SSoA and you are ready to reconcile the charge you must select either Reconciled SSOA
TRVL if the charge is related to travel or Reconcile SSOA AP if the charge is not related to travel.

Can I report on the PRCUU Reconciliation Status in ALDER?

Yes. The IRIS AP Outstanding Pcard Charges ALDER report located in the Enterprise folder has this field
and users can report and/or filter by the status.

If we have three ticket charges on a PCard, one is ready to be reconciled, the other two are still pending, can we clear the one charge, or do all three have to be cleared?

You may reconcile the one charge that is ready to be reconciled. Upon being reconciled (when the
paycheck box is checked), a PRCC will be created showing that charge.

What is the "PRCUU Comments" field used for on PRCUU?

The Division of Finance (DOF) recommends whoever is reconciling the charge enter their first initial and
last name. When the field is carried over onto the PRCC transaction, it will be easy to identify who
reconciled the charge.

Where does the "PRCUU Comments" field populate on the PRCC document?

This field will populate in the PCard, and Procurement Information Tab located within the Commodity Line associated with the charge (i.e., Vendor Line) and is named PRCUU Comments.

Can I view the ticket number in PRCUU?

Yes. If the addendum information has been passed from the merchant to USBank, it will be populated in the PRCUU page, Commodity Section. This information will also populate on the PRCC document in the PCard, and Procurement Information Tab located within the Commodity Line associated with the charge (i.e., Vendor Line).

How will multiple ticket numbers show on the PRCC when you reconcile the same vendor (Alaska Airlines, for example)?

Each charge consolidated on a PRCC will have its own Vendor Line. Each Vendor Line will have its own Commodity Line. The addenda information for each charge will populate in the PCard and Procurement Information Tab within the Commodity Line section of each charge.

Where does the comments field from PRCUU populate on the PRCC document?

This information will populate on the PRCC document in the PCard, and Procurement Information Tab located within the Commodity Line associated with the charge (i.e., Vendor Line) and is named Commodity Line Comments.

I accidentally deleted the default commodity line on PRCUU, how do I get it back?

To insert a commodity line – navigate to the commodity section, click Insert, enter the correct commodity code (the default is 9463552), enter the correct quantity (the default is 1). Update Unit Price to match the Charge amount; Select EA in the Unit Field. Click Save.

Can I reference an Order Document that has multiple commodity lines on PRCUU?

Yes. Enter the Order Document information in the "Ref" fields on PRCUU Commodity Section. Clear out the Commodity Code and click save. The system will infer the quantity, unit price, unit, amount, contract amount from the Order Document. If you need to reference more than one commodity line from the Order Document, enter the Order Document information and then copy/paste and make the appropriate changes. Hint: ALL of the amounts of the commodity lines must match the total charge amount.

I entered an Accounting Template on PRCUUAL and then entered an Object code. Why didn't the Object populate on the PRCC?

When an Accounting Template is referenced on PRCUUAL, the end-user must click save before entering any other information. Clicking save will infer the default accounting elements from the Accounting Template. After you click save, users can then manually enter or select additional accounting elements as necessary.

How are charges consolidated on PRCC transactions?

Charges are consolidated based on cardholder account number, managing account, reconciliation status, and during reappropriation charge date (i.e., Prior FY or Current FY).

Example1: If John Doe/card ending in *1234 has 3 charges in PRCUU under his old Managing Account ending in *5678 and he has one charge under his current Managing Account ending in *8888 and all four charges are reconciled "today" there will be two PRCCs created tonight.

   a. One PRCC will show the three charges for John Doe relating to MA ending in *5678 and
   b. One PRCC will show the one charge for John Doe relating to MA ending in *8888.

There are two different PRCCs because it is the same cardholder/credit card number ending in *1234, but different managing accounts.

Example 2: If Scott Miller/card ending in *4444 under Managing Account ending in *7578 and John Smith/card ending in *5467 has a charge under the same managing account and both of these charges were reconciled "today" there will be two PRCCs created tonight.

   a. One for each cardholder.

There are two different PRCCs because there are two different Cardholders but the same managing account.

If we reconcile multiple charges that have the same vendor code (airline tickets for example), will they come over on one vendor line on the PRCC?

No. Each charge reconciled will show as a single vendor line on the PRCC.

How do I reference two commodity lines on PRCUU?

The most efficient way to have multiple commodity lines on PRCUU is to copy the default/existing commodity line and then paste the copied line. The user can then update the commodity code(s) and amounts accordingly. Hint: ALL of the amounts of the commodity lines must match the total charge amount.

What does the Accounting Profile field on PRCUU Commodity Line represent?

If the Managing Account / CTS account associated with the charge is assigned a default Accounting Profile, it will populate in this field. In turn, the accounting elements associated with the accounting profile will automatically populate in the Accounting Section for each charge relating to the managing account/CTS.

All Managing Account / CTS accounts were initially set up to have one departmental default Accounting Template.

What does the Accounting Template field on PRCUU Commodity Line represent?

If the Managing Account / CTS account associated with the charge is assigned a default Accounting Template, it will populate in this field. In turn, the accounting elements associated with the accounting profile will automatically populate in the Accounting Section for each charge relating to the managing account/CTS. All Managing Account / CTS accounts were initially set up to have one departmental default Accounting Template.

How do I change the Default Accounting Template to a different one OR change it to an Accounting Profile instead?

If your agency decides they would like to change the default profile/template, your Finance Officer should email The PCard Support Team.

Can I change the default Accounting Template for a specific charge on PRCUU or must it go to the PRCC with the default?

You do not have to wait for the PRCC to be created to update the default accounting template. However, you need to change the default accounting template within the PRCUU Accounting Lines and not the PRCUU Commodity Section.

What does it mean when there are multiple vendor lines on a PRCC?

Each PRCC will always have at least two (2) Vendor Lines. A vendor line representing at least one charge and Vendor Line 100, which is the offsetting line. Each charge reconciled will have a single vendor line (and associated commodity/accounting lines) on the PRCC. If you have more than two Vendor lines on the PRCC it means, there were multiple charges cleared for that cardholder on the same day.

What is Vendor Line 100 on PRCC?

Vendor Line 100 is the "Offsetting" line. This line reverses the charges from the Department's default coding on the CH9 transaction. Vendor line 100 has Commodity Line 100 and associated accounting lines. Vendor Line 100, Commodity Line 100, and any of the accounting lines associated with Commodity Line 100 should NOT be edited.

I forgot to add additional commodity lines on PRCUU. Can I add commodity lines to the PRCC transaction?

Yes. Navigate to the Vendor line that represents the charge you need to add the commodity line to. Then navigate to the commodity section. Click on the copy line feature of the commodity line you want to copy and then click on "insert copied line". Do NOT just insert a new line – you will receive an uncorrectable error. Update the commodity codes/amounts as needed. Reminder: ALL of the amounts of the commodity lines must match the total charge amount.

Can I reference an Order Document that has multiple commodity lines on PRCC?

Yes. Although it's recommended you enter all commodity lines on PRCUU, the system allows you to add the Order Document on the PRCC. Navigate to the Vendor Line (i.e., charge) that you need to work with from the PRCC. Reference the Order Document on the existing commodity line. To reference additional order document commodity lines, use the copy lines feature to copy the existing Commodity Line and then insert copy lines. Refer to the PCard Reconciliation Manual for more detailed information.

If you have attachments on a PRCC and the PRCC gets discarded will the attachments stay with the charge on PRCCU?

External documents attached in PRCUU will be saved in PRCUU if the PRCC is discarded. External documents attached directly to the PRCC transaction will not be saved if the PRCC is discarded.

Can I reference more than one order document on PRCUU or PRCC?

Yes. Use the same steps as if you were referencing the same Order document with multiple commodity lines. Insert (or copy/paste) additional Commodity Line and update the Order Document Reference information on the commodity line.

Will charges drop from the PRCUU page when they are finalized on a PRCC?

Yes. Finalized PRCCs will result in the corresponding charge being moved to the Paid Procurement Card Charge (PRCUT) page. The charge record will be removed from PRCUU with the next load of charges. DOF loads charges on Monday, Tuesday, and Friday. Refer to PRCUU - PCard Charges Load & Removal Process document.

What is Accounting Line 100?

Accounting Line 100 is the posting that offsets the CH9 charges. Accounting Line 100 is on the PRCC documents and is associated with Vendor Line 100 and Commodity Line 100.

Each night charges are loaded to PRCUU then a series of GAX transactions are automatically created which results in an EFT payment to the Bank. The GAX/EFT payments are posted directly to the STATE OF ALASKA suspense coding. That same night a series of CH9 transactions are automatically created. These CH9 transactions have two accounting lines. One line reversing the postings from the STATE OF ALASKA suspense coding, and the second line charging to DEPARTMENT's suspense coding.

The PRCC Accounting Line 100 reverses the DEPARTMENT's suspense charges on the corresponding CH9 transaction.

Can I split a charge against multiple accounting lines on PRCUU?

Yes. You can "Insert" new accounting lines on PRCUU and then enter the proper amount and accounting elements. Alternatively, you can copy/paste an existing accounting line and update the information as needed.

I am working on a PRCC that has multiple charges. One of the charges is erring and is holding up the processing of the PRCC. Can I delete the charge/vendor line from PRCC and process the rest of the PRCC?

No. You should never delete a charge/vendor line from the PRCC. This action will result in data integrity issues. You will need to either correct the error or discard the PRCC and re-reconcile it without the problem charge.

Can I enter "ADINFO" data directly on PRCUU?

No. All ADINFO data will need to be entered directly on the PRCC transaction.

When we open a PRCC transaction directly from PRCUU, will the system take us directly to the charge within the transaction?

No. The transaction will open at the Header Section, and you will need to navigate to the charge you need to review/work.

Why doesn't the Vendor Code show on the PRCC when I reference a TAPO on PRCUU?

This is because your TAPO didn't have a vendor code defaulted and the PRCUU didn't have a vendor code defaulted. In this scenario, the system will not automatically infer the MSCPCARD Vendor code and the user must select the proper vendor code on the PRCC.