PCard FAQs

The PCard Frequently Asked Questions is a one stop avenue to gain knowledge about tips and tricks of the PCard functionality. It is highly encouraged you refer to PCard Manual for more detailed information.

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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 if a Tax Identification Number (TIN) matches a vendor record in VCUST or if the vendor has a Vendor Index record. Charges without Vendors assigned will default to MSCPCARD once the PRCC is created.

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 transaction that SSoA should clear. Otherwise you should select Reconciled to reconcile and process transactions. You may also use Reconciled/CRDROST if your agency has determined they want to track credits expected because of a dispute, fraudulent or duplicate charge.

If you work for SSoA you should select SSOA Responsibility if you have identified a transactions that SSoA will be clearing but is not fully reconciled. Otherwise you should select Reconciled – SSoA to reconcile and process transactions.

Can I report on the PRCUU Reconciliation Status in ALDER?
Yes. The IRIS AP Outstanding Pcard Transactions 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 finalized, the other two are still in process, and can we clear the one transaction or do all three have to be cleared?
You may reconcile the one transaction that is ready to be reconciled. Upon being reconciled (when the pay check box is checked), a PRCC will be created showing that transaction. It is not recommended you reconcile transactions (and check the pay check box) that are pending because they too will show on a PRCC and the PRCC must be processed as one unit.

What is the Dispute Comments field use for on PRCUU
SOA does not dispute charges in IRIS, however agencies may choose to use the Dispute Comments fields for their own purposes, for example you may choose to have your end users who clear the charge enter
their name into this field. This field is copied forward to the PRCC and having this information may be useful when reviewing the document.

Where does the Dispute Comments field from PRCUU populate on the PRCC document?
This field will populate in the PCard Information Tab located within the Commodity Line associated with the transaction (i.e. Vendor Line). The dispute comments field is NOT editable on the PRCC.

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, PCard Information Tab.

How will multiple ticket numbers show on the PRCC when you reconcile the same vendor (Alaska Airlines, for example)?
Each transaction consolidated on a PRCC will have its own Vendor Line. Each Vendor Line will have its own Commodity Line. The addenda information for each transaction will populate in the PCard Information Tab within the Commodity Line section of each transaction.

Where does the comments field from PRCUU populate on the PRCC document?
The comments field from the commodity line from PRCUU will populate in the PCard Information Tab located within the Commodity Line associated with the transaction (i.e. Vendor Line). The commodity comments field is editable on the PRCC.

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 transaction 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 should 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. This is logical functionality because the system doesn’t know the user entered an accounting template and therefore can’t infer the default elements until the save action is taken.

How are charges consolidated on PRCC documents?
Charges are consolidated based on cardholder account number and managing account. Charges for the same cardholder account under the same managing account if reconciled and has the pay box checked on the same day will be consolidated on one PRCC.
Example 1: 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 is two different PRCCs because there are two different Cardholder but same managing account.

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

No. Each transaction reconciled will show as its own 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 transaction 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 transaction relating to the managing account/CTS. All Managing Account / CTS accounts were initially setup to have one departmental default Accounting Template. Refer to the PCard Reconciliation Manual for more detailed information regarding the default accounting fields.

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 transaction relating to the managing account/CTS. All Managing Account / CTS accounts were initially setup to have one departmental default Accounting Template. Refer to the PCard Reconciliation Manual for more detailed information regarding the default accounting fields.
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 contact doa.dof.pcard.support@alaska.gov.

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

Changing the Default Accounting template within the Commodity Section of PRCUU will not change the accounting lines on PRCUU. You will need to change the template directly on the accounting lines on PRCUU. You do not have to wait until the PRCC is created.

What does it mean when there is 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 its own 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 Departments default coding on the CH9 document. 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 on the PRCC document?

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 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 transaction 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. transaction) 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 PRCUU?

External documents attached in PRCUU will be saved in PRCUU if the PRCC is discarded. External documents attached directly to the PRCC document 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 transactions drop from the PRCUU page when they are finalized on a PRCC?
Yes. Finalized PRCCs will result in the corresponding charge to be moved to the Paid Procurement Card Transaction (PRCUT) page. The transaction record will be removed from PRCUU with the next load of charges. DOF loads transactions on Monday, Tuesday and Friday.

What is Accounting Line 100?
Accounting Line 100 is the posting that offsets the CH9 charges. Accounting Line 100 is on the PRCC documents.

Each night we load charges to PRCUU then a series of GAX documents are automatically created which result 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 documents are automatically created. These CH9 documents 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 document.

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 transactions. One of the transactions is erring and is holding up the processing of the PRCC. Can I delete the transaction/vendor line from PRCC and process the rest of the PRCC?
No. You should never delete a transaction/vendor line from the PRCC. This action will resulting in data integrity issues. You will need to either correct the error or discard the PRCC and re-reconcile it without the problem transaction.

Can I enter “ADINFO” data directly on PRCUU?
No. All ADINFO data will need to be entered directly on the PRCC document.

When we open a PRCC document directly from PRCUU, will the system take us directly to the transaction within the document?
No. The document will open at the Header Section and you will need to navigate to the transaction 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 user must select the proper vendor code on the PRCC.