PRCUU Vendor Assignment

IRIS Advanced Reference

Contents

Introduction

This document is intended to explain to users how Vendor Codes are assigned to PCard charges on PRCUU, how Order Documents automatically update the Vendor Code on the PRCUU, and how users can edit the Vendor Codes within PRCUU.

Baseline Logic

When PCard charges are loaded into the PRCUU table during the nightly batch job the baseline vendor assignment logic will look at the Merchant ID and/or the Tax Identification Numbers (TIN) in the load file, compare it to existing active vendors records on VCUST and populate the Vendor Code.

A couple of items to note: the SOA does not use Merchant IDs on vendor records and sometimes the file received from the merchant, and therefore from the bank does not include a TIN.

If the charge is loaded with a TIN, the system will search the VCUST and if the system finds one or more active VCUST Records with that TIN, the first Vendor Code that is found as active will be populated on PRCUU. If no TIN is loaded or if there is not an active VCUST record with the TIN that was loaded, the PRCUU record will load without a Vendor Code.

SOA Vendor Indexing Logic

Another step in the vendor assignment is custom logic developed by the SOA. Vendor Indexing was developed to identify common charges (such as Alaska Airlines passenger ticket purchases and finance charges for cash withdrawals) and automatically assign a Vendor Code. Vendor Indexing compares the load file using one or more of the following criteria: Merchant Category Code (MCC), Merchant ID, Merchant Name, TIN. If the file finds a match to the Vendor Indexing, the system will automatically assign a Vendor Code from a list that was mapped by the Division of Finance.

Vendor Indexing assignment will override Baseline logic, but only happens during the nightly load process will never come into play after the initial load of PCard charges.

Miscellaneous Vendor Code

If the system does not assign a Vendor Code via Baseline or SOA Indexing the charge will be loaded without a Vendor Code assigned. When this happens users can:

1. Leave the Vendor Code blank.
    a. The PRCC transaction will automatically reference the Miscellaneous Vendor Code (MSCPCARD) upon creation requiring the end-user to take due diligence to populate the Vendor Code when the PRCC is created.

2. Reference Award/Order Document (CT, DO, PO, TAPO)
    a. If CT, DO, PO is referenced the Vendor Code on that charge will populate on PRCUU.
    b. If TAPO is referenced no Vendor Code will be populated because the TAPO does not have a Vendor Code and the end-user will need to populate the vendor code on PRCUU.

3. Manually update the Vendor Code to the correct vendor directly on PRCUU.

It is recommended the proper Vendor Code is assigned directly on the PRCUU whenever possible to eliminate the need to update the PRCC when created.

Award/Order Document Referencing

The State of Alaska uses several different Award, or Order Documents: the Contract (CT), Purchase Order (PO), Delivery Order (DO), and Travel Authorization Purchase Order (TAPO).

Each of these documents can be referenced directly on PRCUU. Depending on which type of order document is referenced will result in a different Vendor assignment on the PRCUU.

CT, PO, DO (Award Documents with Vendor Codes)

The CT, PO, and DO all require a Vendor Code when created. If any of these documents are referenced on the **first** Commodity Line on PRCUU (PRCUUCL); the system will update the Vendor Code field on PRCUU with the Vendor Code from the Award/Order Document.

If the PRCUU has multiple commodity lines, you **must** reference the Order Document on the first commodity line for the system to populate the correct Vendor Code.

TAPO (Award Documents without Vendor Codes)

The TAPO does not require a Vendor Code when created because the TAPO is intended to record all charges associated with a trip and therefore different vendors may be involved.

If the TAPO is referenced on the **first** Commodity Line on PRCUU (PRCUUCL); the Vendor Code, if already populated will be deleted, because by design the system will infer the Vendor Code on the TAPO; which is blank.   The user **should** take this action:

1. Before referencing the TAPO, make note of the Vendor code assigned, if there is one.

2. After referencing the TAPO, edit the Vendor Code <u>directly on the PRCUU charge</u> and reassign the original assigned Vendor Code, which will then be carried forward to the PRCC.

3. If the vendor code is left blank, The PRCC transaction will automatically reference the Miscellaneous Vendor Code (MSCPCARD) upon creation requiring the end-user to take due diligence to populate the Vendor Code when the PRCC is created.

It is recommended the proper Vendor Code is assigned directly on the PRCUU whenever possible to eliminate the need to update the PRCC when created.

Manual Edits of Vendor Code on PRCUU

Users will be able to manually change the Vendor Code on PRCUU and the system will retain the user-entered value unless an Award Document is referenced. When a user manually updates the Vendor Code on PRCUU, the charge will keep that Vendor Code and update the vendor's name on the PRCUU record shown in the grid.

A manually entered value will be overridden only in the following instances:

1. When any of the five Award reference fields (Ref Charge Dept, Ref Charge, Ref Charge ID, Ref Vendor Line, or Ref Commodity Line) are added or changed on the first PRCUUCL. The system will perform the inference to the award document referenced and populate the Vendor Code shown on the award document if there is one, and remove the vendor code if a TAPO is referenced.

2. In the case when the user removes the Award document altogether, the system will overwrite the existing value of the Vendor Code and infer the vendor using the original Baseline functionality. Vendor indexing will never come into play after the initial load of the PCard charge so if the transaction was originally populated using Indexing the end-user will have to manually select the vendor in this scenario.

Vendor Verification Final Steps

It is recommended that the final steps of reconciliation on PRCUU should be in this order:

1. Check the Vendor Code is correct
2. Change the Reconciliation status
3. Check the Pay checkbox

PRCUT Vendor Assignment

When a PCard charge is fully approved, the charge will be moved from the PRCUU page to the PRCUT page.

The Vendor Code on the PRCUT comes from the PRCC transaction.