

Procurement Card eMARS 3.11

What's New

Your Document

Your Procurement Card document has changed from a PRC2 to a PRCC. Remember to look for that code when searching.

The screenshot shows the 'Document Catalog' interface. At the top, there is a 'Create' button and a 'Document Identifier' section. The 'Code' field is set to 'PRCC' and is circled in red. Other fields include 'Unit', 'Dept.' (set to '750'), and 'ID' (set to 'PRO*'). Below this are sections for 'User Information' and 'Document State'. A 'Browse Clear' link is also present. At the bottom, there are links for 'Open', 'Validate', 'Submit', and 'Copy'. A table lists document entries with columns for Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, Active, and Collaboration.

<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
<input type="checkbox"/>	PRCC	750	PC02	PRO1900000002	No	1	New	Draft	Rejected	7/5/18	PZV0008	\$3,629.61	Yes	No
<input type="checkbox"/>	PRCC	750	PC01	PRO1900000003	No	1	New	Final	Submitted	7/5/18	PZV0008	\$303.34	Yes	No
<input type="checkbox"/>	PRCC	750	PC55	PRO1900000004	No	1	New	Final	Submitted	7/5/18	PZV0008	\$2,830.92	Yes	No
<input type="checkbox"/>	PRCC	750	PC02	PRO1900000092	No	1	New	Draft	Rejected	7/5/18	PZV0008	\$3,643.56	Yes	No
<input type="checkbox"/>	PRCC	750	PC01	PRO1900000093	No	1	New	Final	Submitted	7/5/18	PZV0008	\$153.83	Yes	No
<input type="checkbox"/>	PRCC	750	PC55	PRO1900000094	No	1	New	Final	Submitted	7/5/18	PZV0008	\$279.14	Yes	No

Inside the document, you will not find too many changes. The biggest one is the addition of the PCard Information tab where all the PCard related data resides.

The screenshot shows the 'PCard Payment Request (PRCC)' document details. The header includes 'Dept: 750', 'ID: PRO1900000002', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by PZV0008, 06/30/2018'. Below the header are sections for 'Accounting Distribution', 'Vendor', and 'Commodity'. At the bottom, there is a navigation bar with tabs for 'General Information', 'Reference', 'Fixed Asset Intent Reference', 'Invoice Information', 'Agreement Reference', 'Discount Terms', 'Additional Amounts', 'Tax Information', 'Fixed Asset Information', and 'PCard Information'. The 'PCard Information' tab is circled in red.

When you go to the PCard Information tab you will find all the information related to the Card transaction i.e. cardholder (PCard ID), transaction date, billing account number. This is also where you will mark the **Reconciliation Sequence**. There are updates related to this field. Notice there are two new fields **Dispute Reason Code** and **Dispute Comments**. A **Dispute Reason Code** is required if your **Reconciliation Sequence** is Disputed. The **Dispute Comments** fields is optional, but is useful to make notes on the dispute.

Commodity Total Lines: 1 Commodity Line: 1 CL Description: Procard Purchase - System Use Only Commodity: 00100

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information Fixed As

Retainage Terms **PCard Information**

PCard ID: 2392ESTEVENSON Receipt Date: 01/01/2018

Cardholder Name: ELISE STEVENSON Transaction Date: 01/01/2018

Traveler ID: Traveler ID: Bank Posting Date:

PCard Expiration Date: 11/30/2020

Account Number: 807007900005044

Reconciliation Sequence: 51 Reconciliation Status: Disputed

Dispute Reason Code: Dispute Reason Description: Dispute Comments: Optional

Dispute Reason Code	Dispute Reason Description
Select	10 Duplicate Charge
Select	20 Goods not Received
Select	30 Fraudulent Activity
Select	40 Other
Cancel	First Previous Next Last

Once you have validated and approved your PRCC document, you will not be able to go back and update or modify the **Reconciliation Sequence** field. That must be done on the PRCUT table. We will look at that in the next section.

You are now able to print the PRCC document using the document Print option.

PDF View PDF **Print** Processing Workflow File Close

Print

Print Output Type PDF

Print Job Proc card Payment

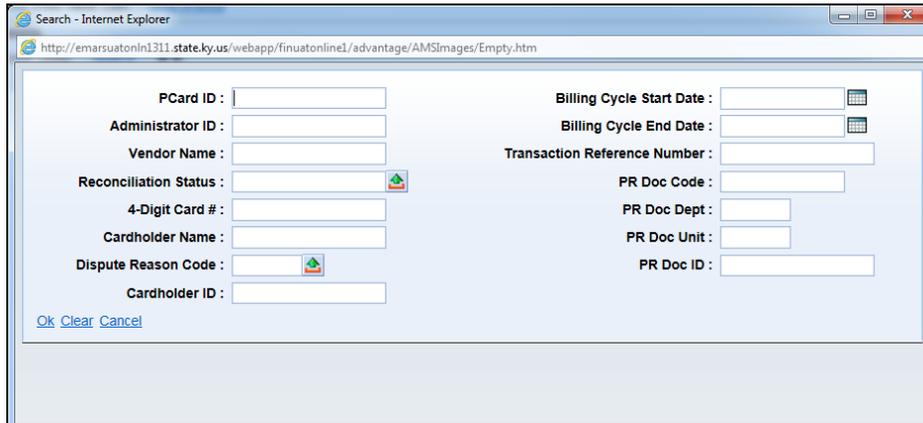
Print Resource *PDF file generator

View Forms

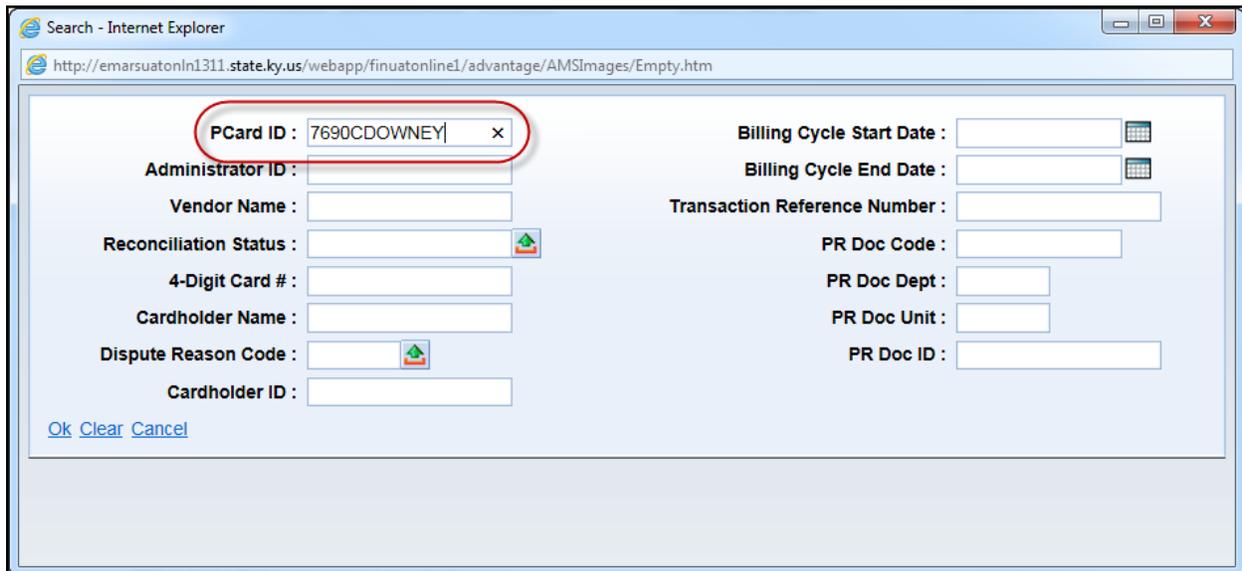
View F **Print** Cancel PDF View PDF Print Processing Workflow File Close

PRCUT Table

There are many excellent changes to the Paid Procurement Card Transaction (PRCUT) table. The best change is the Search criteria. Take a look at the options!



If you recall, looking items up on the PRCUT used to be excruciating almost impossible toward the end. The table held all approved transactions for 12 years. For larger sites, it was literally impossible. Now the search criteria has been expanded so that sites can search for specific results. For example, you can search by a specific PCARD ID or Reconciliation Sequence. You can even a specific PRCC number. Please do not use the Billing Cycle, however, as we do not include that on our documents. Let's search by PCARD ID.



Paid Procurement Card Transaction

Master Account	PCard ID	4-Digit Card #	Reconciliation Status	Vendor Name	Document Reference
807007900005044	7690CDOWNEY	*****7690	Accepted	RICOH USA INC	PRCC 750 PRO1900000413
807007900005044	7690CDOWNEY	*****7690	Accepted	REPUBLIC SERVICES TRASH	PRCC 750 PRO1900000413
✓ 807007900005044	7690CDOWNEY	*****7690	Disputed	KENTUCKY LIGHTING AND SUP	PRCC 750 PRO1900000413
807007900005044	7690CDOWNEY	*****7690	Accepted	FRANKFORT ELEC & WATER	PRCC 750 PRO1900000413

First Prev Next Last [Attachments](#)

Details
[Save](#) [Undo](#) [Search](#)

General Information

Administrator ID : 53802	PR Doc Code : PRCC
Reconciliation Status : Disputed	PR Doc Dept : 750
Dispute Reason Code : 30	PR Doc Unit : PC02
Dispute Reason Description : Fraudulent Activity	PR Doc ID : PRO1900000413
Dispute Comments : not made by cardholder. reported to bank	Vend Line : 8
PCard ID : 7690CDOWNEY	Comm Line : 1
4-Digit Card # : *****7690	Acct Line : 1
Last Action Date : 07/04/2018	Ref Doc Code :
Master Account : 807007900005044	Ref Doc Dept :
Cardholder ID :	Ref Doc ID :
Cardholder Name : CONNIE K DOWNEY	Ref Vendor Line : 1
	Ref Commodity Line : 0
	Ref Acct Line :

Once your PRCC is in FINAL status, you will not be able to update the **Reconciliation Sequence** as you did on the PRC2 documents. You must go to the PRCUT table to make these updates.

✓ 807007900005044 7690CDOWNEY *****7690 No Receipt FRANKFORT ELEC & WATER [PRCC 750 PRO1900000413](#)

First Prev Next Last [Attachments](#)

Details
[Save](#) [Undo](#) [Search](#)

General Information

Administrator ID : 53802	PR Doc Code : PRCC
Reconciliation Status : No Receipt	PR Doc Dept : 750
Dispute Reason Code :	PR Doc Unit : PC02
Dispute Reason Description :	PR Doc ID : PRO1900000413
Dispute Comments :	Vend Line : 10
PCard ID : 7690CDOWNEY	Comm Line : 9
4-Digit Card # : *****7690	Acct Line : 1
Last Action Date : 07/04/2018	Ref Doc Code :
Master Account : 807007900005044	Ref Doc Dept :
Cardholder ID :	Ref Doc ID :
Cardholder Name : CONNIE K DOWNEY	Ref Vendor Line : 1
Vendor : ZZMISCINDV	Ref Commodity Line : 0
Vendor Name : FRANKFORT ELEC & W	Ref Acct Line :
Merchant ID : 616000207FRANKF	Traveler ID :
Transaction ID Number : 2676209	Amount : \$336.74
Transaction Reference Number :	Date of Record : 07/04/2018
	Billing Cycle Start Date :
	Billing Cycle End Date :

Note: A red arrow points to the 'Reconciliation Status' dropdown with the text 'Update Status'.

Please Contact Bethany Crockett or Barbara Aldridge-Montfort if you have questions.

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