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.

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.
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.

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.
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.
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.

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

Bethany.crockett@ky.gov  502-564-6690
Barbaraa.aldridge@ky.gov  502-782-2518