Browse Purchasing Card Charges (BPCC) is used by the reconciler and Financial Officer to browse purchasing card charges. There are a number of selection criteria available. BPCC displays the same information as RPCC (Reconcile Purchasing Card Charges), with the selection screens operating in a very similar manner.

As in RPCC, in addition to the main IBIS screen, there are three possible screens in the BPCC browse:

- **Main IBIS screen**
- **Screen 1 — Is the overall selection screen**
- **Screen 2 — Is a listing of transactions which were selected in the first screen**
- **Screen 3 — Is the complete details screen for an individual transaction**

The second screen will **NOT** appear if the overall selection screen results in only one transaction to view (i.e., through selection of a particular P number). Each of these screens will be reviewed below.

**Please note that a browse is used to VIEW transactions ONLY.** It cannot be used to process or update transactions. If you want to reconcile a transaction, you must use RPCC (Reconcile Purchasing Card Charges), or if the transaction is in Autopost status, you must use RPNR (Review Posted Not Reconciled). Once a charge has been reconciled, it cannot be updated.

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**Main IBIS Screen**
Enter **BPCC** on the "**Next Function**" line of the main IBIS screen and press <ENTER>.

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**BPCC Screen 1 — Overall Selection Screen**

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When BPCC is entered at "Next Function", this will be the first screen to appear. It is used to determine what transactions are to be viewed. Selections can be by administrative area, account, cardholder social security number, card number or P number or by status (multiple status's can be selected at one time). In addition, only transactions within a certain date range can be selected.

1. **Admin Area** — If you want to see all transactions for an administrative area, enter the administrative area number here (three digits). You may only use this function if you have security to see the entire administrative area. Generally, the Financial Officer and his/her staff will use this selection criterion.

2. **Account** — If you want to see all transactions for cards under a certain default account, enter the default account number here. The account must be entered in full, including fund number (00-000-00 UP XXXXX).

3. **Card Number** — If you only want to see transactions for a particular card, enter the card number here.

4. **Cardholder SSNo** — Enter a social security number if you only want to see charges for a particular cardholder. This selection may be used if a cardholder has multiple cards and you want to see charges on all cards.

5. **P Number** — If you know the P number for a particular transaction, just enter the P number here. Leading zeros are not required.

6. **New** — X this field if you only want to see new transactions. "New" are all transactions which have never been viewed through RPCC.

   > **Note:**
   Viewing a new transaction through BPCC will **NOT** update the status of the RPCC to "Viewed".

7. **Viewed** — X this field if you only want to see transactions which have been previously viewed in RPCC.

8. **Autopost (365)** — X this field if you want to view transactions which are currently in the Autopost status. These are transactions for which the transmittal date to PSU from PNC is over 30 days old which have been automatically posted to the default account and object code 365 but which have not yet been reconciled. The Financial Officer reconciles these transactions through the function RPNR. Once reconciled, the transactions move to "Reconciled" status.
9. **Reconciled** — X this if you want to see all RPCC transactions which have been reconciled (processed).

10. **All** — X this if you want to see all RPCC transactions, no matter the status. At the current time, this selection is not available, but the same action can be taken by X'ing all other status's.

11. **Starting Date** — The date entered will display charges from this date **backwards** (descending order).

   **Example:** If 07/01/2001 is entered, charges dated 07/01/2001 will be displayed first, followed by any charges **prior** to this date.

Once you have selected the appropriate criteria, press <ENTER> to view the selected transactions. If more than one transaction fits the criteria selected, the following screen will appear:

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**BPCC Screen 2 — List of Transactions Selected Based On Screen 1**

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1. **TRANS DATE** — This is the date on which the purchase was processed by the vendor.
2. **CARDHOLDER NAME** — This is the name of the cardholder who made this transaction based on the name in the IBIS database.

3. **VENDOR** — This is the vendor with which the purchase was made.

4. **DEFAULT ACCOUNT** — This is the default account assigned to the card number on which the purchase was made.

5. **STATUS** — This will be listed as new, viewed, Autopost, or reconciled.

6. **CARD NUMBER** — This is the card number on which the purchase was made.

7. **AMOUNT** — This is the total dollar amount of the purchase.

8. **P-NUMBER** — This is the unique number assigned to the purchasing card transaction. It is assigned then the transaction is received from PNC Bank.

Once you have determined which transaction(s) you want to view, enter an X in the blank space (as indicated). More than one selection can be made; transactions will be shown one at a time and will be displayed in the order they are listed on this screen. Once you have selected the transactions you want to view (X next to the transaction(s), press <ENTER> to view.

The following function keys are available for this screen (PF1 - PF4 are standard function keys in IBIS).

**PF7 — TOP**
(Return to the top of the listing). Use this if you have forwarded through several screens of transactions and you want to return to the top. Note that there is no BACK function for this screen (you cannot page back).

**PF8 — Forward**
Use this function key to page forward one screen. This will be available if there are multiple transactions.

**PF9 — Return**
Use this if you don't want to select any transaction and want to return to the previous screen.

**PF10 — Keys**
This function key should not be used.
PF11 — Print
If you want to print the screen, use this function.

Once you have selected one or more transactions on the second screen, you will then view the individual transactions on the following screen. Press <ENTER> after making selections on Screen 2 to see the following screen for each transaction selected:

**BPCC Screen 3 — Individual Transaction Detail**

<table>
<thead>
<tr>
<th>Description</th>
<th>Screen 3 Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>08/01/97</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>10:36:07.2</td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
<td>WAL-MART</td>
</tr>
<tr>
<td><strong>Card</strong></td>
<td>14200001426</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>UPDATED MARCH 28</td>
</tr>
<tr>
<td><strong>Ref#</strong></td>
<td>UPDATED MARCH 28</td>
</tr>
<tr>
<td><strong>Encr</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Post Code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>0202436</td>
</tr>
<tr>
<td><strong>Fund Name</strong></td>
<td>GENERAL</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>10010</td>
</tr>
<tr>
<td><strong>Obj</strong></td>
<td>0309</td>
</tr>
<tr>
<td><strong>Proj</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>22.19</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>RECONCILED</td>
</tr>
</tbody>
</table>

1. **Pnumber** — This is the unique number assigned to every transaction received from PNC Bank. Numbers are assigned in sequential order as they are received. This number is similar to a document number - it is a unique reference for this transaction.

2. **Amount** — This is the amount of the purchase.

3. **Card Number** — This is the card number on which the purchase was made.

4. **Trans Date** — This is the date the transaction was processed by the vendor.

5. **Status** — The status of the RPCC will be displayed in this field. **New, Viewed,**
Autopost, and Reconciled are the current transaction status's.

6. Cardholder Name — This is the cardholder's name as listed on the card.

7. Reconciler — This is the UserID of the individual who reconciled the transaction. This field will only be completed if the transaction is in "Reconciled" status.

8. Vendor — This is the name of the vendor from whom the purchase was made.

9. Admin Area — This is the administrative area to which the transaction belongs - determined by default account.

10. Purpose — This shows the purpose of the purchase as entered by the reconciler. It will not be completed for New, Viewed or Autoposted transactions; it will only be completed for transactions which are reconciled.

11. Description — This shows the description of the items/services purchased as entered by the reconciler. It will not be completed for New, Viewed or Autoposted transactions; it will only be completed for transactions which are reconciled.

12. Budget Distribution — If the transaction is in either Autopost or Reconciled status, the budget distribution will reflect which account(s) and object code(s) have been used to distribute the purchasing card charges. For Autopost, it will reflect only the default account and object code 365.

13. Subtotal — This shows the subtotal for charges listed on the first page. If additional lines are not used, the subtotal will match the total below.

14. Total — This is the total of all budget distribution lines. If there are more lines to the budget distribution than displayed on this page (subtotal does not equal total), press PF8 to view the additional budget lines.

The following function keys are available for this screen (PF1 — PF4 are standard function keys in IBIS).

PF8 — Forward
Use this function key to page forward one screen. This should be used if there are additional lines in the budget distribution.

PF9 — Return
Use this to return to the browse selection screen. You will get a message screen
indicating the Browse has been completed before being returned to Screen 1.

**PF10 — Keys**
This function key should not be used.

**PF11 — Print**
If you want to print the screen, use this function.

Last Revised: 07/22/2003