

# Reconcile Purchasing Card Charges (RPCC)

**Reconcile Purchasing Card Charges (RPCC)** is a transaction in IBIS which is used to reconcile and post purchasing card charges.

On a daily basis, PNC Bank will transfer purchasing card transaction details to Penn State electronically. Each of these transactions will be given a unique ***P-number*** by the IBIS system and will be routed to the appropriate area for processing based on the mnemonic of the default account assigned to the card.

Those individuals designated as reconcilers will access these transactions to review, reconcile and post through the RPCC transaction.

There are three possible screens in the RPCC transaction:

- [first](#) is an overall selection screen,
- [second](#) is a listing of transactions which were selected in the first screen,
- [third](#) is the complete details of 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.

The two other screens mentioned in this documentation are:

- [The main IBIS screen](#)
- [And, the IBIS FANS screen](#)

## > **Note for Reconcilers:**

Following are some of your responsibilities when processing the RPCC transactions. Remember that you are representing the Financial Officer when you review these transactions:

- Determine that University policies and procedures, specifically those related to the Purchasing Card, have been followed. If there is any doubt about a transaction, the

reconciler should contact the Financial Officer immediately.

- Assure that the information on the receipt received from the card holder matches that contained in the RPCC. If that is not the case, contact the card holder about the discrepancy.
- If no receipt has been received for a transaction listed in RPCC, contact the card holder to obtain the proper receipts.
- Assure that the purpose and description of the purchase are entered completely and concisely. Be sure that what is entered will be sufficient detail for external auditors.
- Assure that the purchasing card charge is distributed to the proper account(s) and object code(s) and properly resolved in IBIS Financial (if applicable). X and M coding procedures should also be followed for these transactions.

For more information on Purchasing Card policy and procedures and the responsibilities of reconcilers, see the following University policy and procedures in GURU:

- [Policy PC09A - Penn State Purchasing Card](#)
- [Procedure PC2009 - Penn State Purchasing Card](#)

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## Main IBIS Screen

05/27/97  
10:43:39.8

INTEGRATED BUSINESS INFORMATION SYSTEM

M1M1  
JWD1

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION
FORM	Help Selecting HRS Forms	M2PI	Property Inventory
M2AH	IBIS Adhoc Functions	M2PR	Purchasing System
M2AS	EASY Elec. Appr. System	M2VA	Vendor System
M2BG	Budgeting System	BAMM	Budget Planning: BudAuto
M2FN	Financial System	M2IM	Inventory Management
M2FS	Facilities System	CODE	Codeset Maint. System
M2HR	Human Resources System	M2NC	Nat Conn. Applications
M2PA	Payroll System	M2PE	Pay & Effort Functions

NEXT FUNCTION: RPCC **1**

PREV MENU: NONE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
HELP MENU CMPS END . . . . . KEYS PRNT .

1. When RPCC is entered at **Next Function** after signing onto IBIS, this will be the first screen to appear. It is used to determine what transactions are to be reconciled. Selections can be made by status (new or viewed), by account, card holder social security number, card number or P-number. In addition, only transactions within a certain date range can be selected.

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## RPCC Screen 1 — Overall Selection Screen

05/27/97  
10:44:49.4

INTEGRATED BUSINESS INFORMATION SYSTEM  
REVIEW/RECONCILE PURCHASING CARD CHARGES

RPCC  
JWD 1

PLEASE ENTER ONE OF THE FOLLOWING:

- (1) Admin Area: **1**  
(2) Account: \_\_\_ - \_\_\_ - **2** UP  
(3) Cardholder SSN: \_\_\_ - \_\_\_ - **3**  
(4) Card Number: \_\_\_ **4** \_\_\_  
(5) P-Number: P **5** \_\_\_

PLEASE SELECT STATUS(ES):

- \_ NEW **6**  
X NEW AND VIEWED **8**      \_ VIEWED **7**

DATE RANGE (Optional) for **9** (1), (2), (3) or (4), NOT VALID for (5).  
Transaction dates from: 00 / 00 / 0000      to: 00 / 00 / 0000

NEXT FUNCTION: \_\_\_\_\_ (MENU,END)  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
HELP MENU CMPS END . . . . . PRNT .

1. **Admin Area** — If you want to see all transactions for cards in the entire administrative area, enter the admin area number here. Only individuals with administrative area access will be able to use this selection criterion (primarily FO's and their staff).
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). RPCC transactions are routed based on the default account.
3. **Card Number** — If you only want to see transactions for a particular card, enter the card number here.
4. **Card Holder SSNo** — Enter a Social Security number if you only want to see charges for a particular card holder. This selection may be used if a card holder 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 (i.e., it was previously viewed), you may 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 (the third detailed screen).

7. **Viewed** — X this field if you only want to see transactions which have been previously viewed in RPCC. You might select viewed if you now have a receipt which you did not have when the transaction was previously viewed.
8. **New and Viewed** — This field will be default to X. It will allow you to view both new and viewed transactions. If you only want to see new or viewed, be sure to delete the X in this field after placing an X in one of the other selections. You may only X one selection in this column. If you select both new and viewed, new transactions will appear first in date order (earliest date first), then viewed transactions (earliest date first).
9. **Date Range** — If you only want to see transactions for a particular day or time period, enter the dates here. If you enter a date only in the "From" field, you will see all transactions from that date forward. If you enter a date only in the "To" field, you will see all transactions up to and including that date. If you enter dates in both fields, you will only see transactions from the first date to the second. If you do not enter any dates, you will see all transactions fitting the other criteria.

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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## RPCC Screen 2 — List of Transactions Selected based on Screen 1

_SELECT TRANSACTIONS & PRESS ENTER, OR PRESS ENTER (OR PF8) FOR NEXT PAGE					APCC	
05/27/97		INTEGRATED BUSINESS INFORMATION SYSTEM			JWD 1	
10:50:49.0		REVIEW/RECONCILE PURCHASING CARD CHARGES			Page 1	
TRANS DATE	CARDHOLDER NAME	VENDOR	DEFAULT ACCT			
STATUS	CARD NUMBER	AMOUNT	P-NUMBER			
1 03/21/1997	2 L0778LASTNAME F0	3 FISHER SCIENTIFIC CO	4 00-00 1-21 UP 10010			
5 NEW	6 1111-2222-0007-5181	7 208.00	8 P000004494			
2 03/21/1997	L0878LASTNAME F0	FISHER SCIENTIFIC CO	00-00 1-21 UP 10010			
NEW	4715-1533-1365-3221	228.88	P000004508			
3 03/21/1997	L0778LASTNAME F0	FISHER SCIENTIFIC CO	00-00 1-21 UP 10010			
NEW	1111-2222-0007-5181	208.00	P000004537			
4 03/21/1997	L0878LASTNAME F0	FISHER SCIENTIFIC CO	00-00 1-21 UP 10010			
NEW	4715-1533-1365-3221	228.88	P000004551			
5 03/24/1997	L0255LASTNAME F0	THE CANDLE STATION	00-00 1-21 UP 10010			
NEW	4715-1528-8288-2222	271.08	P000004493			
6 03/24/1997	L0255LASTNAME F0	THE CANDLE STATION	00-00 1-21 UP 10010			
NEW	4715-1528-8288-2222	271.08	P000004536			
7 02/20/1997	L0254LASTNAME F0	MARTY'S CONSULTING FIRM	00-00 1-21 UP 10010			
VIEWED	4715-1523-4567-6789	110.00	P000004159			

**NEXT FUNCTION:** \_\_\_\_\_ **<MENU,END>**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

FWRD HELP MENU CMPS END . . TOP FWRD RTRN . PRNT .

- TRANS DATE** — This is the date on which the purchase was processed by the vendor. In most cases, it should agree to the date on the receipt provided by the card holder. This screen will list transactions first by date (oldest first), then by card number, then by status.
- CARD HOLDER NAME** — This is the name of the card holder who made this transaction based on the name in the IBIS database.
- VENDOR** — This is the vendor with which the purchase was made. This should agree to the receipt.
- DEFAULT ACCOUNT** — This is the default account assigned to the card number on which the purchase was made.
- STATUS** — This will be listed as new or viewed. All new transactions will appear first in transaction date order, then viewed transactions will be listed.
- CARD NUMBER** — This is the card number on which the purchase was made.
- AMOUNT** — This is the total dollar amount of the purchase.
- P-NUMBER** — This is the P-number assigned to this transaction. These are assigned sequentially as transactions are received from PNC Bank.

Once you have determined which transaction(s) you want to view, enter an **X** in the blank space. 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:**

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 do not want to select any transaction and want to return to the previous screen.

**PF10 — Key**

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 (RPCC Screen 3) for each transaction selected:

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## RPCC Screen 3 — Individual Transaction Detail

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ENTER DATA TO DISTRIBUTE CHARGE AND PRESS PF10 FOR FANS
05/27/97          INTEGRATED BUSINESS INFORMATION SYSTEM          RPCC
10:54:54.7      REVIEW/RECONCILE PURCHASING CARD CHARGES        JWD1

Pnumber 1 P000004494      Amount: 208.90 2      Card Number 3 111222200075181
Trans Date 4 03/21/1997 Fiscal Yr: 96 / 97 5      Status: VIEWED 6
Cardholder Name: BOB M. CHIQUITA 7      Reconciler: 8
Vendor 9 FISHER SCIENTIFIC CO      Admin Area: 048
Purpose: 10 _____
Description: 11 _____

Ref#/          BUDGET DISTRIBUTION
Encm   Post Code   Budget      Fund Name   Fund   Obj   Proj   Amount
12    13    14    15    16    17    18    19
-----
00 001 - 21 UP      10010_
-----
(Press PF8 for more lines)      Sub-total:
TOTAL:
(NEXT FUNCTION)
(NEXT FUNCTION)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END CLRS . FWRD NEXT FANS PRNT PROC

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1. **P Number** — 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. This number **MUST** be recorded on the receipt for reference purposes.
2. **Amount** — This is the amount of the purchase. It must agree to the amount recorded on the receipt. If it does not, contact the card holder. The card holder should contact the vendor to settle the discrepancy.
3. **Card Number** — This is the card number on which the purchase was made. This should agree to the receipt provided.
4. **Trans Date** — This is the date the transaction was processed by the vendor. This should be matched to the transaction date on the receipt (if available).
5. **Fiscal Year** — This will default to the current fiscal year.
6. **Status** — The status of the RPCC will be displayed in this field. New or viewed will be the statuses for RPCCs which have not been reconciled.
7. **Card Holder Name** — This is the card holder's name as listed on the card.
8. **Reconciler** — When the RPCC is processed, the UserID of the person processing the

transaction (the reconciler) will be recorded in this field. This is a protected field and cannot be altered.

9. **Vendor** — This is the name of the vendor from whom the purchase was made. This should agree to the receipt provided from the card holder. If it does not, contact the card holder for resolution.
10. **Purpose** — This must be completed by the reconciler. The purpose for which the purchase was made should be entered here (i.e., For Alumni Meeting on 5/6/96). The purpose should be complete but concise with enough information to satisfy an external auditor's review. **This is a required field.**
11. **Description** — This must be completed by the reconciler. A description of the items purchased should be entered here, with enough detail to satisfy the requirements of external auditors (i.e., invitations, name tags, and napkins). **This is a required field.**
12. **Ref#/Encm** — This field should only be used by those **NOT** using IBIS Financial if there is a need for a department reference number. This field is **NOT** required.
13. **Post Code** — This field should only be used by areas using Auxiliary Accounting. It is **NOT** a required field.  
  
**> Note:**  
There is no auxiliary accounting bridge in the RPCC transaction. All transactions will have to be manually entered into Auxiliary Accounting.
14. **Budget** — This is the budget to be charged for this purchase. The first line will automatically list the default account. If the charges are **NOT** to be posted to the default account, this field can be overwritten. The budget should be entered in standard IBIS format. At least one budget must be entered in the budget distribution to process the RPCC.
15. **Fund Name** — The name of the fund being charged. Use of this field is optional.
16. **Fund** — The fund to which the purchase is being charged. **This is a required field.** If the purchase is on general funds, both X and M coding can be indicated in this field (i.e., 1001X or 1001M) if necessary.
17. **Object Code** — Enter the central object code which should be charged for this purchase, based on the items purchased. **This is a required field.**

18. **Project** — This is an optional field which may be used by those not using IBIS Financial.
19. **Amount** — This is the amount of the purchase. The first line will default to the total of the purchase. The amount can be distributed to multiple budget distributions. **This field is required.**
20. **Additional Lines** — If more than five budget/fund/object code combinations are needed to properly distribute the charges, **press PF8**. Additional budget lines will be displayed which can be used to further distribute the charges.

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

**Total** — This is the total of all budget distribution lines. This total **MUST** match the amount field at the top of the form (see #2) . If it does not agree, a warning message will be displayed and the form will not be processed.

Once all of the information is entered and the budget distribution is completed, the form can be processed. If you are an IBIS Financial user, PF10 should be pressed. This will bring up the standard FANS window to allow the entry of department free space and resolution to cost centers and subobjects (if applicable).

Once the FANS window is complete and PF9 is pressed to return to the RPCC screen, the transaction will be posted to the IBIS system and processing will be complete. If you are **NOT** an IBIS Financial user, pressing PF12 will process the RPCC when the screens are completed.

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## IBIS FANS Screen

Financial Account Numbers (FANS)						
Fiscal	Account		Object/	Cost		Amount/
Year	Budget		Fund Sub-Obj	Center	Activity	Dept Space
96/97	00-001-21	UP	10010 0301			208.90
Detail Description						Tieback
P000004494						

  

ENTER-PF1	PF2	PF3	PF4	<b>1</b> PF5	PF6	PF7	<b>2</b> PF8	<b>3</b> PF9	<b>4</b> PF10	<b>5</b> PF11	<b>6</b> PF12
.	.	.	.	RRES	CNCL	BACK	FWRD	RTRN	RESU	PRNT	BRWS

When an RPCC is processed, it will no longer appear on the RPCC screens. Its status will be updated to "Reconciled". It can be viewed, if necessary, by using the browse screen, BPCC.

After the transaction is reconciled and posted, the reconciler should record the P Number on the receipt(s) and initial and date the receipt(s). Information should only be entered on the front of the receipt(s). The receipt(s) should then be retained (it is recommended that receipts be filed in P-number order) for batching and forwarding to the Financial Officer, who will later forward the receipts to Accounting for imaging and final retention. Retention period for receipts is current fiscal year plus two.

The function keys for this screen are as follows (PF1 - PF4 are standard IBIS function keys):

1. **PF5 — Clear Screen**  
This should be used if you want to clear the screen of all entries which have been made. This may be necessary if you begin to enter information and then realize you are using the wrong receipt to record the purpose and description.
2. **PF8 — Forward**  
This will page you forward to the next page ... in this case, to a screen with additional budget lines.
3. **PF9 — Return**  
This will return you to the previous screen without processing the transaction.

4. **PF10 — FANS**

This will bring up the standard IBIS Financial FANS window, if you are currently an IBIS Financial user. If you are not on IBIS Financial, this key will not be necessary. When PF10 is selected and the FANS window is resolved, the transaction will be posted to IBIS and processed. It will post to Central Accounting overnight.

5. **PF11 — Print**

This will print the RPCC transaction showing on the screen. **There is no need to print the RPCC to put with the receipt.** Just note the P-number on the front of all receipts.

6. **PF12 — Process**

This is used to process the transaction and to post it to the accounting system if you are not an IBIS Financial user.

Last Revised: 07/22/2003