

Browse Purchasing Card Charges (BPCC)

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.

Main IBIS Screen

01/14/97
09:52:33.4

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		

NEXT FUNCTION: **BPCC**  PREV MENU: NONE

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

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

BPCC Screen 1 — Overall Selection Screen

02/13/02
08:56:19.1

INTEGRATED BUSINESS INFORMATION SYSTEM
BROWSE PURCHASING CARD CHARGES

BPCC
JWD1

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):

- 6** NEW
- 7** VIEWED
- 8** AUTOPOST (365)
- 9** RECONCILED
- 10** ALL

11
STARTING DATE (Optional) for (1),(2),(3) or (4), NOT VALID for (5).
From: 00 / 00 / 0000 transactions will be displayed in DESCENDING order.

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

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:

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

SELECT TRANSACTIONS & PRESS ENTER, OR PRESS ENTER (OR PF8) FOR NEXT PAGE						
08/01/97		INTEGRATED BUSINESS INFORMATION SYSTEM			BPCC	
10:31:27.1		BROWSE PURCHASING CARD CHARGES			JWD1	
					Page 1	
TRANS DATE	CARDHOLDER NAME	VENDOR	DEFAULT ACCT			
STATUS	CARD NUMBER	AMOUNT	P-NUMBER			
1 08/02/1996	2 FLOWERS GENNIFE	3 BEST BUY	00002592	4 02-024-36 UP	10010	
5 RECONCILED	6 4715-1533-3333-3333	7 222.53	8 P000004004			
X 2. 08/05/1996	DAY SNOW	WAL-MART	142600001426	02-024-36 UP	10010	
RECONCILED	4715-1533-1334-4422	22.19	P000004059			
3. 08/06/1996	L0003LASTNAME F0	W W GRAINGER	429	02-024-36 UP	10010	
RECONCILED	4715-1522-2222-2222	14.58	P000004001			
4. 08/07/1996	DAY SNOW	WAL-MART	142600001426	02-024-36 UP	10010	
RECONCILED	4715-1533-1334-4422	16.93	P000004060			
5. 08/07/1996	L0003LASTNAME F0	CLOSET CONCEPTS		02-024-36 UP	10010	
RECONCILED	4715-1522-2222-2222	198.11	P000004002			
6. 08/12/1996	L0210LASTNAME F0	BOTKIN COX HARDWARE IN		02-024-36 UP	10010	
RECONCILED	4715-1579-7511-1111	5.07	P000004044			
7. 08/16/1996	L0003LASTNAME F0	W W GRAINGER	429	02-024-36 UP	10010	
RECONCILED	4715-1522-2222-2222	9.58	P000004003			

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 .

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

```
08/01/97          INTEGRATED BUSINESS INFORMATION SYSTEM          BPCC
10:36:07.2       BROWSE PURCHASING CARD CHARGES                  JWD1

Pnumber 1 P000004059      Amount: 2 22.19 Card Number 3 4715153313344422
Trans Date 4 08/05/1996 Fiscal Yr: 96 / 97      Status: RECONCILED 5
Cardholder Name 6 SNOWY DAY                      Reconciler: DMM4 7
Vendor 8 WAL-MART 142600001426                   Admin Area: 024 9
Purpose 10 UPDATED MARCH 28

Description 11 UPDATED MARCH 28

Ref#/          12 BUDGET DISTRIBUTION
Encm   Post Code   Budget   Fund Name   Fund   Obj   Proj   Amount
0202436 UP   GENERAL   10010   0309           22.19

                (Hit PF8 for more lines) Sub-total: 13 22.19
                TOTAL: 14 22.19

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

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