

# Pcard Interface Process

From purchase to PRC in 6 steps!



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**The State of Iowa’s Purchasing Card Program was designed to save the State time and money in the Procure-to-Pay (P2P) process of goods and services. As an efficient alternative to traditional *payment* methods, Pcards achieve process saving by**

- Consolidating payments – Numerous transactions to multiple vendors consolidated into single monthly payment
- Streamlining the payment process – Invoices and warrants reduced; payment documents automated

**The “Pcard Interface” maximizes process savings through automation.** Transaction information and accounting codes are extracted from U.S. Bank (Access Online) and imported into the State’s accounting system (Iowa Advantage); lines in the Payment Request Commodities (PRCs) roll up by accounting string. This automated process eliminates the need to manually create PRCs and frees up time for other accounting tasks.

**The Pcard purchase to PRC payment is essentially a 6-step process.**

- 1. Purchase** – Regardless of payment method, all goods and services must be purchased in accordance with State procurement policies and procedures. This includes Pcard purchases!
- 2. Allocate** – Transactions are automatically allocated according to default accounting strings and must be reallocated in Access Online. This accounting information is used to create the PRC.
- 3. Print** – Cardholder and Managing Account Statements should be printed at the end of the billing cycle (usually the 20<sup>th</sup> of the month), along with a corresponding Transaction Detail Report.
- 4. Verify** – During the 15-day allocation window, expenses and allocations should be verified or reallocated before data extraction.
- 5. Extract** – On the 16<sup>th</sup> day, data is extracted and PRCs are generated. The PRC amount totals should match Purchases minus Credits on the Managing Account Statement. PRC accounting strings (and totals) should also align with the Transaction Detail report (sorted by allocation).
- 6. Pay** – Follow internal procedures for payment approvals. Payment terms are net 30 days; reference Vendor Customer # (VCN) to avoid misapplied payments.

(Note: Interface PRCs are for Pcards only; Travel Cards are to be paid via TPs.)

## Step 1: Purchase

Regardless of the payment method, all goods and services must be purchased in accordance with State procurement policies and procedures per **Iowa Code 11, Chapters 117-120**, and any internal agency procedures (pre-approvals, documentation, etc.)

As a general rule:

- Three (3) informal quotes must be obtained for purchases up to \$50,000 (see [Informal Quote Documentation](#) form) **IF** purchases are:
  - a) goods above \$5,000 from a non-contract vendor;
  - b) services above \$5,000 from a non-contract vendor, or
  - c) from a certified TSB in excess of \$25,000  
(Purchases from Master Agreement vendors, or TSBs under \$25,000, may be made without additional competitive bids.)
- Purchases between \$15,000 and \$50,000 require Advanced Procurement Authority unless purchasing from a Master Agreement.
- All purchases in excess of \$50,000 require oversight from DAS Central Procurement.
- Goods or service contracts above \$50,000 may require Iowa Department of Management (IDOM) approval. (Some exceptions apply; see [IDOM Approval Form](#).)
- IT hardware or software purchases estimated in excess of \$25,000 require prior approval by the Department of Management (DOM) Contact [ITrequests@iowa.gov](mailto:ITrequests@iowa.gov). All Information Technology procurements must meet operational standards prescribed by DOM.
- A [Services Pre-Contract Questionnaire \(PCQ\)](#) is required with any non-MA service purchase of \$1,000 or more (one-time or in aggregate).

## Step 2: Allocate

Cardholders and/or Agency Pcard administrators log onto Access Online to verify default allocations or reallocate cardholder transactions.

| Select                   | Status | Trans Date | Posting Date | Merchant                  | City/State       | Amount     | Detail | Purchase ID               | Comments | Accounting Code                           |
|--------------------------|--------|------------|--------------|---------------------------|------------------|------------|--------|---------------------------|----------|---|
| <input type="checkbox"/> |        | 06/18      | 06/20        | WW GRAINGER               | 877-2022594, PA  | \$51.94    | III    | M4142751                  |          | 0001 243 1220   2229                      |
| <input type="checkbox"/> |        | 06/18      | 06/20        | WW GRAINGER               | 877-2022594, PA  | \$472.39   | III    | 6262985606                | (A)      | Multiple                                  |
| <input type="checkbox"/> |        | 06/19      | 06/20        | TIFFIN SYSTEMS            | 419-4478414, OH  | \$65.00    | II     | 486061922330002           | (A)      | 0001 243 1474   2250     securitysupplies |
| <input type="checkbox"/> |        | 06/19      | 06/20        | OFFICEMAX CT*IN#454606    | 800-472-6473, IL | \$174.43   | III    | 000000000000000000        | (A)      | Multiple                                  |
| <input type="checkbox"/> |        | 06/18      | 06/20        | BERRY HILL IRRIGATION     | 434-374-5555, VA | \$19.40    | II     | 4201                      | (A)      | 0001 243 1231   2230     parts            |
| <input type="checkbox"/> |        | 06/17      | 06/19        | WW GRAINGER               | 877-2022594, PA  | \$3,420.96 | III    | 6262836777                | (A)      | Multiple                                  |
| <input type="checkbox"/> |        | 06/17      | 06/19        | WW GRAINGER               | 877-2022594, PA  | \$576.00   | III    | 6262832725                | (A)      | 0001 243 1226   2299     gloves           |
| <input type="checkbox"/> |        | 06/18      | 06/19        | REED JOSEPH INTERNATIONAL | GREENVILLE, MS   | \$280.00   |        |                           | (A)      | 0001 243 1474   2303     ammo             |
| <input type="checkbox"/> |        | 06/17      | 06/19        | LABELS STICKERS           | 631-5634323, NY  | \$720.00   | II     | 0617082200584168445209662 | (A)      | 0001 243 1474   2250     securitysupplies |
| <input type="checkbox"/> |        | 06/18      | 06/19        | WAHLTEK, INC              | 515-309-3939, IA | \$62.37    | II     | 289                       | (A)      | 0001 243 1310   2219     officesupplies   |

Tip #1: Allocating throughout the month expedites payment processing at cycle end.

Tip #2: Creating allocation Favorites (up to 25) makes reallocating easier. (For instructions, see [Access Online for Agency Management](#) or [Access Online for Cardholders](#).)

**DON'T FORGET:**

- **Iowa Advantage Validation:** The EXACT accounting string (Fund, Department, Unit, Object) must be loaded in Iowa Advantage to validate; otherwise the validation process will result in a PRC draft status of “rejected” instead of “held.” (Agency Budget Analysts should update any new Iowa Advantage accounting codes every fiscal year as needed.)
- **PRC Roll Up:** The complete Accounting String – including the comment field – must match EXACTLY to roll up. Creating Favorites or a “master list” of accounting code favorites ensures all users are following same format.

Sample “Favorites” in Access Online:

| Delete                   | Favorite Name                | Status | Accounting Code - Segment Name (Length) |                |          |              |               |            |                |                       |
|--------------------------|------------------------------|--------|---|----------------|----------|--------------|---------------|------------|----------------|-----------------------|
|                          |                              |        | FUND (4)                                | DEPARTMENT (3) | UNIT (4) | SUB UNIT (4) | APPR UNIT (9) | OBJECT (4) | SUB OBJECT (4) | DEPARTMENT OBJECT (4) |
| <input type="checkbox"/> | A-02-EQUIP MAINT-HVAC *      | Active | 0674                                    | 005            | X674     | 02           |               | 2235       |                | 4185                  |
| <input type="checkbox"/> | A-02-JANITORIAL SUPP-CUST *  | Active | 0674                                    | 005            | X674     | 02           |               | 2225       |                | 3851                  |
| <input type="checkbox"/> | A-02-OTHR OFFICE SUPP-CUST * | Active | 0674                                    | 005            | x674     | 02           |               | 2219       |                | 3851                  |

Search for Valid Value

**Add**  Additional Favorites

**Save**

Sample “Master Accounting Code Favorites” including comment:

| Comment/Description        | Fund | Dept | Unit | Sub-unit | Object | Dept Object |
|----------------------------|------|------|------|----------|--------|-------------|
| A-33-A/C HEATING-HVAC      | 0674 | 005  | X674 | 33       | 2496   | 4185        |
| A-33-ELECT SUPP-ELECT      | 0674 | 005  | X674 | 33       | 2222   | 3881        |
| A-33-HRDWR SUPP-CARP       | 0674 | 005  | X674 | 33       | 2210   | 4186        |
| A-33-HRDWR SUPP-LCKSMTH    | 0674 | 005  | X674 | 33       | 2210   | 3879        |
| A-33-JANITORIAL SUPP-CUST  | 0674 | 005  | X674 | 33       | 2225   | 3851        |
| A-33-LUMBER SUPPLIES-CARP  | 0674 | 005  | X674 | 33       | 2221   | 4186        |
| A-33-OTHR BLDG SUPP-CARP   | 0674 | 005  | X674 | 33       | 2229   | 4186        |
| A-33-PLUMBING-HVAC         | 0674 | 005  | X674 | 33       | 2224   | 4185        |
| A-33-PNTS & PRSRVTVS-PAINT | 0674 | 005  | X674 | 33       | 2223   | 3850        |
| A-33-SIGNS & POSTS-CARP    | 0674 | 005  | X674 | 33       | 2280   | 4186        |

### Step 3: Print

**Print the Agency Managing Account Statement.** Statements are available via Access Online the day after the billing cycle ends (usually the 21st day of the month).



P.O. BOX 6343  
FARGO ND 58125-6343



|                        |             |
|------------------------|-------------|
| ACCOUNT NUMBER         |             |
| STATEMENT DATE         | 04-21-2014  |
| AMOUNT DUE             | \$21,915.97 |
| NEW BALANCE            | \$21,915.97 |
| PAYMENT DUE ON RECEIPT |             |

AMOUNT ENCLOSED

\$

Please make check payable to U.S. Bank\*

U.S. BANK CORPORATE PAYMENT SYSTEMS  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

| CORPORATE ACCOUNT SUMMARY |                  |                             |               |                   |                      |          |             |             |
|---------------------------|------------------|-----------------------------|---------------|-------------------|----------------------|----------|-------------|-------------|
| Company                   | Previous Balance | Purchases And Other Charges | Cash Advances | Cash Advance Fees | Late Payment Charges | Credits  | Payments    | New Balance |
| Total                     | \$17,488.28      | \$22,258.97                 | \$0.00        | \$0.00            | \$0.00               | \$343.00 | \$17,488.28 | \$21,915.97 |

**Print the Transaction Detail Report.** This report includes allocation information for all cardholder activity and can be sorted by cardholder and transaction date for statement reconciliation, or allocation strings to identify how expenses will roll up on the PRC. (For report instructions, see [Access Online for Agency Management.](#))

| Vendor/Merchant                     | Allocation coding | Allocation | Comments                 | Trans Amt | Sub Total |
|-------------------------------------|-------------------|------------|--------------------------|-----------|-----------|
| THE HOME DEPOT 2104                 | 0674005X67433     | 2210 4186  | A-33-HARDWARE SUPPLIES   | \$204.14  |           |
| AMERICAN MARKING, LUMBERMANS SUPPLY | 0674005X67433     | 2210 4186  | A-33-HARDWARE SUPPLIES   | \$32.00   |           |
| MENARDS 3046                        | 0674005X67433     | 2221 4186  | A-33-HARDWARE SUPPLIES   | \$745.02  | \$981.16  |
| MENARDS 3090                        | 0674005X67433     | 2221 4186  | A-33-LUMBER SUPPLIES     | \$54.83   |           |
| GRAYBAR ELECTRIC                    | 0674005X67433     | 2222 3881  | A-33-LUMBER SUPPLIES     | \$25.54   | \$80.37   |
| GRAYBAR ELECTRIC                    | 0674005X67433     | 2222 3881  | A-33-ELECTRICAL SUPPLIES | \$111.91  |           |
| SHERWIN WILLIAMS #4340              | 0674005X67433     | 2223 3850  | A-33-ELECTRICAL SUPPLIES | \$231.14  | \$343.05  |
| SHERWIN WILLIAMS #4340              | 0674005X67433     | 2223 3850  | A-33-PAINTS & PRSRVTVS   | \$99.50   |           |
| WW GRAINGER                         | 0674005X67433     | 2224 4185  | A-33-PAINTS & PRSRVTVS   | \$103.44  | \$202.94  |
| MENARDS 3046                        | 0674005X67433     | 2224 4185  | A-33-PLUMBING-HVAC       | \$14.30   |           |
| MENARDS 3046                        | 0674005X67433     | 2224 4185  | A-33-PLUMBING-HVAC       | \$232.98  |           |
| BOB'S WHOLESALE                     | 0674005X67433     | 2225 3851  | A-33-PLUMBING-HVAC       | (\$82.99) | \$164.29  |
| CAPITAL SANITARY SUPPLY             | 0674005X67433     | 2225 3851  | A-33-JANITORIAL SUPPLIES | \$260.50  |           |
| AMERICAN MARKING, WW GRAINGER       | 0674005X67433     | 2280 4186  | A-33-JANITORIAL SUPPLIES | \$81.67   | \$342.17  |
| WW GRAINGER                         | 0674005X67433     | 2496 4185  | A-33-SIGNS & POSTS       | \$75.00   | \$75.00   |
| WW GRAINGER                         | 0674005X67435     | 2210 4185  | A-33-A/C HEATING-HVAC    | \$249.48  | \$249.48  |
| WW GRAINGER                         | 0674005X67435     | 2210 4185  | A-35-HARDWARE SUPPLIES   | \$224.42  |           |
| WW GRAINGER                         | 0674005X67435     | 2210 4185  | A-35-HARDWARE SUPPLIES   | \$22.01   |           |
| WW GRAINGER                         | 0674005X67435     | 2210 4185  | A-35-HARDWARE SUPPLIES   | \$16.83   |           |
| WW GRAINGER                         | 0674005X67435     | 2210 4185  | A-35-HARDWARE SUPPLIES   | \$148.08  | \$411.34  |
| DOORS INC                           | 0674005X67435     | 2210 4186  | A-35-HARDWARE SUPPLIES   | \$73.50   |           |
| GOLDEN VALLEY SUPPLY OF I           | 0674005X67435     | 2210 4186  | A-35-HARDWARE SUPPLIES   | \$4.72    | \$78.22   |

## Step 4: Verify

Verify Statements against receipts, other transaction documentation, and the Transaction Detail Report (with allocation detail referenced in Step 3); make any allocation adjustments in Access Online before data is extracted.

Cardholders and/or Agency administrators have **15 CALENDAR DAYS from the Statement date** to re-allocate in Access Online. This is the "Allocation Window." Data is extracted on the 16th day.

### Sample Extraction Schedule

| Date | Activity   | Day |  | Date | Activity | Day |  | Date | Activity        | Day |
|------|------------|-----|--|------|----------|-----|--|------|-----------------|-----|
| 9/20 | Cycle Ends | 0   |  | 9/26 | Allocate | 6   |  | 10/2 | Allocate        | 12  |
| 9/21 | Allocate   | 1   |  | 9/27 | Allocate | 7   |  | 10/3 | Allocate        | 13  |
| 9/22 | Allocate   | 2   |  | 9/28 | Allocate | 8   |  | 10/4 | Allocate        | 14  |
| 9/23 | Allocate   | 3   |  | 9/29 | Allocate | 9   |  | 10/5 | Allocate        | 15  |
| 9/24 | Allocate   | 4   |  | 9/30 | Allocate | 10  |  | 10/6 | Data Extraction | 16  |
| 9/25 | Allocate   | 5   |  | 10/1 | Allocate | 11  |  |      |                 |     |

**Remember: PRCs are only as accurate as the accounting strings provided.** Only matching line items (accounting strings and comments) will roll-up.

## Step 5: Extract

Once data has been extracted and uploaded into Iowa Advantage, **PRCs will be generated to cross-reference with the Managing Account Statement and Transaction Detail Report.** To locate draft PRC document(s), enter the following:

- Code = PRC
- Dept = your department number
- Unit = enter if applicable
- ID = PRC + Dept # + today's date
- Create User ID = unapproved
- Phase = Draft

The **Managing Account Statement** consists of three sections of numeric data:

### 1) Corporate Account Summary

The Corporate Account Summary contains company ID, previous balances, new balances, plus current transactions, credits and other charges included in the other 2 sections. The blocks of data relevant for PRCs are "Purchases and Other Charges" and "Credits".

| CORPORATE ACCOUNT SUMMARY |                  |                               |                 |                     |                        |           |             |             |
|---------------------------|------------------|-------------------------------|-----------------|---------------------|------------------------|-----------|-------------|-------------|
|                           | Previous Balance | Purchases And Other + Charges | Cash Advances + | Cash Advance Fees + | Late Payment Charges + | - Credits | - Payments  | New Balance |
| Company Total             | \$17,488.28      | \$22,258.97                   | \$0.00          | \$0.00              | \$0.00                 | \$343.00  | \$17,488.28 | \$21,915.97 |

### 2) Corporate Account Activity

The Corporate Account Activity includes payments received and adjustments made by U.S. Bank (late fees, charge-offs, payments, or reapplied payments). Sample shown; this information is not included in the PRCs.

| CORPORATE ACCOUNT ACTIVITY |           |                         |                             |   |
|----------------------------|-----------|-------------------------|-----------------------------|---|
|                            |           |                         |                             | <b>TOTAL CORPORATE ACTIVITY</b><br>\$17,488.28 CR |
| Post Date                  | Tran Date | Reference Number        | Transaction Description     | Amount  |
| 04-16                      | 04-16     | 74798264106000000000030 | PAYMENT - 000030180 00000 A | 6,127.41 PY                                       |
| 04-17                      | 04-17     | 74798264107000000000021 | PAYMENT - 000030180 00000 A | 11,360.87 PY                                      |

### 3) New Activity

The New Activity section consists of all cardholder transaction data (merchant purchases and credits). Since PRCs are generated from the Managing Account's New Activity, all of these are included in PRCs.

| NEW ACTIVITY    |           |                         |  |                 |                       |
|-----------------|-----------|-------------------------|--|-----------------|-----------------------|
| Cardholder Name |           | <b>CREDITS</b>          | <b>PURCHASES</b>                       | <b>CASH ADV</b> | <b>TOTAL ACTIVITY</b> |
| Card Number     |           | \$0.00                  | \$1,014.22                             | \$0.00          | \$1,014.22            |
| Post Date       | Tran Date | Reference Number        | Transaction Description                | Amount          |                       |
| 03-21           | 03-20     | 24717054080690800280630 | MENARDS 3046 DES MOINES IA             | 99.46           |                       |
| 03-24           | 03-21     | 24019514082605400493843 | AMERICAN PLUMBING SUPPLY DES MOINES IA | 39.95           |                       |
| 03-27           | 03-26     | 24270764085286024300136 | PLUMB SUPPLY COMPANY DES MOINES IA     | 140.00          |                       |
| 03-31           | 03-28     | 24755424088730888917982 | WW GRAINGER 877-2022594 PA             | 29.10           |                       |
| 04-02           | 04-01     | 24717054092690920262019 | MENARDS 3046 DES MOINES IA             | 16.25           |                       |

### Review Statement

**Check totals first. Generally speaking Purchases & Charges minus Credits on your Managing Account Statement and Iowa Advantage PRC totals should MATCH.** (In both examples below the New Balance matches the PRC, but depending on the previous balance, other charges, credits, and payment, that may not always be the case.

| CORPORATE ACCOUNT SUMMARY |                               |                 |                     |                      |           |             |               |
|---------------------------|-------------------------------|-----------------|---------------------|----------------------|-----------|-------------|---------------|
| Previous Balance          | Purchases And Other + Charges | Cash Advances + | Cash Advance Fees + | Late Payment Charges | - Credits | - Payments  | = New Balance |
| \$54,855.36               | \$25,875.27                   | \$0.00          | \$0.00              | \$0.00               | \$921.93  | \$54,855.36 | \$24,953.34   |
| 1 New                     | Draft Rejected                | 9/13/13         | unapproved          | \$24,953.34          | Yes       |             |               |
| 1 New                     | Draft Held                    | 9/13/13         | unapproved          | \$8,537.54           | Yes       |             |               |

  

| CORPORATE ACCOUNT SUMMARY |                               |                 |                     |                      |           |            |               |
|---------------------------|-------------------------------|-----------------|---------------------|----------------------|-----------|------------|---------------|
| Previous Balance          | Purchases And Other + Charges | Cash Advances + | Cash Advance Fees + | Late Payment Charges | - Credits | - Payments | = New Balance |
| \$4,093.90                | \$8,553.42                    | \$0.00          | \$0.00              | \$0.00               | \$15.88   | \$4,093.90 | \$8,537.54    |

**Note PRC Status to the left:**

**Rejected PRCs** contain an invalid accounting code or other issue needing addressed.

**Held PRCs** may be processed once reviewed and approved.

Be sure to cross-reference individual Statement charges, Transaction Detail Report and PRC accounting lines to ensure data was accurately received. If there is a discrepancy, the Managing Account Statement detail and Transaction Detail Report should help you identify it.

- The PRC amount totals should match Purchases minus Credits on the Managing Account Statement.
- PRC accounting strings (and totals) should also align with the allocation totals in the Transaction Detail Report.



**WARNING:**

There are a few unique situations where the PRC and Managing Account Statements will not align ... see below.

**Unique Situations— beware!**

In the situations that follow, you will need to examine your statements and PRCs extra carefully.

**1) Prior Short Paid Statement:** If a previous statement has been short paid (which is a no-no!), and the corresponding credit appears on the statement, it will need to be deleted from the PRC. Otherwise, the credit will be subtracted from the current charges and your PRC payment will be less than the actual amount due, for example...

Notice the Previous Balance was short paid by the amount of the credit. Had it been paid in full, then the credit adjustment to the new charges would be correct and the amount due would be \$37.35. Since it was NOT paid, the credit should NOT be subtracted from the new charges. Solutions: Delete credit line from PRC and Do Not Short Pay statements!

| CORPORATE ACCOUNT SUMMARY |                               |                 |                     |                      |           |            |               |
|---------------------------|-------------------------------|-----------------|---------------------|----------------------|-----------|------------|---------------|
| Previous Balance          | + Purchases And Other Charges | Cash Advances + | Cash Advance Fees + | Late Payment Charges | - Credits | Payments   | = New Balance |
| \$3,108.77                | \$306.61                      | \$0.00          | \$0.00              | \$0.00               | \$269.26  | \$2,839.51 | \$306.61      |

|   |     |       |          |         |            |         |     |
|---|-----|-------|----------|---------|------------|---------|-----|
| 1 | New | Draft | Rejected | 9/13/13 | unapproved | \$37.35 | Yes |
|---|-----|-------|----------|---------|------------|---------|-----|

| Accounting Line | Total Line Amount | Line Closed Amount | Outstanding Amount |
|-----------------|-------------------|--------------------|--------------------|
| 1               | \$306.61          | \$0.00             | \$306.61           |
| 2               | (\$269.26)        | \$0.00             | (\$269.26)         |

**2) Misapplied payments:** An agency's Pcard and Travel Card accounts ALWAYS have separate Vendor Customer Numbers that must be reflected accordingly on the payment to ensure it is correctly applied. If a payment has been made to the wrong account and is later corrected, it will be reflected in the Corporate Account Activity section. In the following example, the PRC is correct even though Purchases and Other Charges minus Credits does not = \$590.48.

| CORPORATE ACCOUNT SUMMARY |                               |                 |                     |                      |           |            |               |
|---------------------------|-------------------------------|-----------------|---------------------|----------------------|-----------|------------|---------------|
| Previous Balance          | + Purchases And Other Charges | Cash Advances + | Cash Advance Fees + | Late Payment Charges | - Credits | - Payments | = New Balance |
| \$988.02cr                | \$6,776.63                    | \$0.00          | \$0.00              | \$0.00               | \$184.95  | \$6,669.48 | \$1,065.82cr  |

The Purchases and Other Charges amount includes 2 payment reversals in the amount of \$6,001.20 that should NOT be included in the PRC calculation.

|   |     |       |      |         |            |          |     |
|---|-----|-------|------|---------|------------|----------|-----|
| 1 | New | Draft | Held | 9/13/13 | unapproved | \$590.48 | Yes |
|---|-----|-------|------|---------|------------|----------|-----|

| Accounting Line | Total Line Amount | Line Closed Amount | Outstanding Amount |
|-----------------|-------------------|--------------------|--------------------|
| 1               | \$99.00           | \$0.00             | \$99.00 No         |
|                 |                   | \$0.00             | \$491.48 No        |

| NEW ACTIVITY |           |          |                |
|--------------|-----------|----------|----------------|
| CREDITS      | PURCHASES | CASH ADV | TOTAL ACTIVITY |
| \$184.95     | \$775.43  | \$0.00   | \$590.48       |

  

| Transaction Description                         | Amount    |
|---|-----------|
| 8585164 OFFICEMAX CT*IN#972070 800-472-6473 IL  | 433.35    |
| 0935290 CTO*GOTOWEBINAR.COM 800-263-8317 CA     | 99.00     |
| 0163092 OFFICEMAX CT*IN#055144 800-472-6473 IL  | 84.74     |
| 07947841 OFFICEMAX CT*IN#144570 800-472-6473 IL | 158.34    |
| 4869866 OFFICEMAX CT*IN#271551 NAPERVILLE IL    | 184.95 CR |

New Activity correctly reflects the amount of the PRC.

|         |           |
|---------|-----------|
| 775.43  | Purchases |
| -184.95 | Credits   |
| =590.48 | PRC Total |

However, the payment and reversal in the amount of \$6,001.20 zeros out, the reversal is being included in the Purchases and Other Charges of the Account Summary section.

|          |
|----------|
| 2126.20  |
| +3875.00 |
| =6001.20 |

| CORPORATE ACCOUNT ACTIVITY |  |  |
|----------------------------|--|--|
| TOTAL CORPORATE ACTIVITY   |  |  |
| \$668.28 CR                |  |  |

  

| number      | Transaction Description     | Amount      |
|-------------|-----------------------------|-------------|
| 00000000052 | PAYMENT - 000030181 00000 A | 3,875.00 PY |
| 00000000054 | PAYMENT - 000030181 00000 A | 2,126.20 PY |
| 00000000112 | PAYMENT - 000030181 00000 A | 99.00 PY    |
| 27111111168 | REV 081213 PMT              | 2,126.20    |
| 27111111184 | REV 080613 PMT              | 3,875.00    |
| 00000000068 | PAYMENT - 000030181 00000 A | 569.28 PY   |

3) **Charge-offs:** Similarly, late fees or finance charges accessed and credited by U.S. Bank should not be included in the PRC calculations.

| CORPORATE ACCOUNT SUMMARY |                             |               |                   |                      |           |            |               |
|---------------------------|-----------------------------|---------------|-------------------|----------------------|-----------|------------|---------------|
| Previous Balance          | Purchases And Other Charges | Cash Advances | Cash Advance Fees | Late Payment Charges | - Credits | - Payments | = New Balance |
| \$165.12                  | \$34.45                     | \$0.00        | \$0.00            | \$2.00               | \$18.99   | \$119.84   | \$62.74       |

The Credit amount includes fee reversals in the amount of \$18.99 that should NOT be included in the PRC calculation.

|   |     |       |          |         |            |         |     |
|---|-----|-------|----------|---------|------------|---------|-----|
| 1 | New | Draft | Rejected | 9/13/13 | unapproved | \$34.45 | Yes |
|---|-----|-------|----------|---------|------------|---------|-----|

|   |         |        |         |    |
|---|---------|--------|---------|----|
| 1 | \$9.50  | \$0.00 | \$9.50  | No |
| 2 | \$24.95 | \$0.00 | \$24.95 | No |

| NEW ACTIVITY |           |          |                |
|--------------|-----------|----------|----------------|
| CREDITS      | PURCHASES | CASH ADV | TOTAL ACTIVITY |
| \$0.00       | \$34.45   | \$0.00   | \$34.45        |

| Transaction Description                            | Amount |
|--|--------|
| 156717161 NPDB NPDB-HIPDB.HRSA.GOV.800-767-6732 VA | 4.75   |
| 156717245 NPDB NPDB-HIPDB.HRSA.GOV.800-767-6732 VA | 4.75   |
| 400305407 INTESET SYSTEMS LLC 781-826-1560 MA      | 24.95  |

New Activity correctly reflects the amount of the PRC.

|        |           |
|--------|-----------|
| +4.75  | Purchases |
| +4.75  |           |
| +24.95 |           |
| =34.45 | PRC Total |

| CORPORATE ACCOUNT ACTIVITY |  |  |
|----------------------------|--|--|
| TOTAL CORPORATE ACTIVITY   |  |  |
| \$136.83 CR                |  |  |

| Transaction Description            | Amount    |
|------------------------------------|-----------|
| 000066 PAYMENT - 000030180 00000 A | 115.09 PY |
| 000074 PAYMENT - 000030180 00000 A | 4.75 PY   |
| 111222 FINANCE FEE CREDIT 0660     | 14.99 CR  |
| 111230 LATE FEE CREDIT 0602        | 4.00 CR   |
| LATE PAYMENT CHARGE                | 2.00      |

However, the U.S. Bank credit adjustment for late and finance fee reversal in the amount of \$18.99 is reflected as a Credit in the Corporate Account Summary section.

### Step 6: Pay

Proceed with internal approvals for processing PRC payments.

**Remember:**

- The interface process is only for Pcard accounts – not Travel Card
- Pcard payments must be made via PRC (TP for Travel Card)
- Pcard account and Travel Card accounts have different Vendor Customer #s (VCN) – make sure the correct Pcard VCN is referenced on PRC to avoid misapplied payments. (Reference Travel Card account VCN on TP.)
- Payment terms are net 30 days. Accounts must be paid in full—including fraud and disputed charges—or ALL CARDS in the Managing Account will be suspended and fees assessed at 60 days.

- 1) Purchase   2) Allocate   3) Print  
4) Verify   5) Extract   6) Pay



Thank you for participating in the State of Iowa Purchasing Card Program!  
If you have any questions, please ask us:

[Heather Johnson](#), 515-321-5284