CPCS
Purchase Card Order Log

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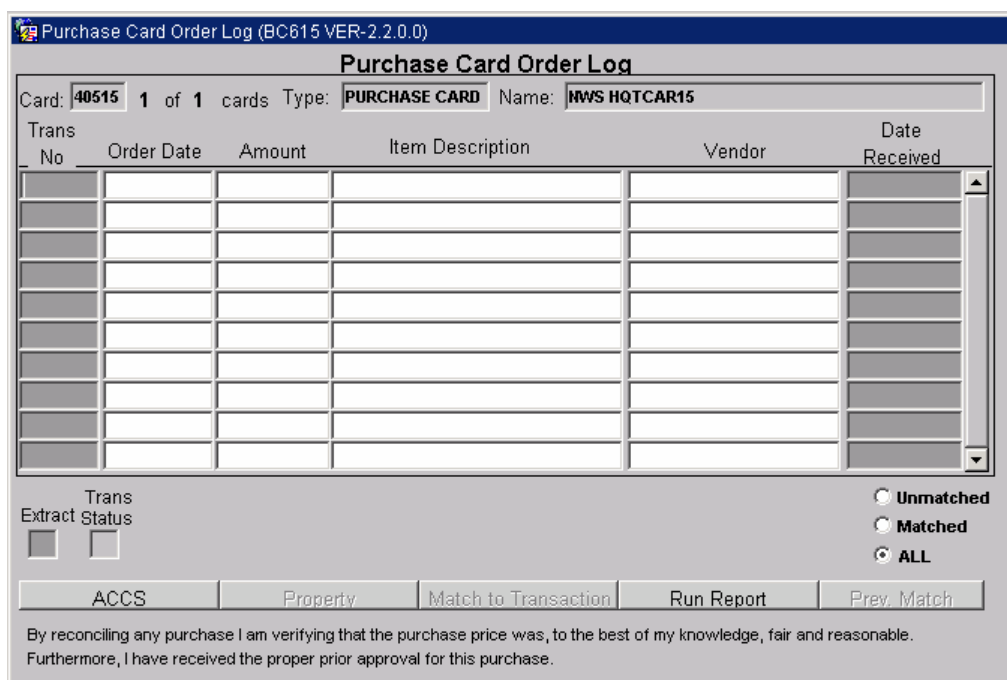*This page was left blank intentionally.*

Chapter 5   Purchase Card Order Log

This section of the documentation describes how to log an order and execute a query to find an order. The Bureau requires users to enter an order into the Purchase Card Order Log within 24 hours or the next working day after placing an order (e.g., Monday following an end-of-week purchase card order).

The order log can also be used to capture Accounting Classification Codes (ACCS) and Property information applicable to the order(s). ***Entering ACCS/Property Data during the Order Log process is optional, not a required function.***

Bankcard statement transactions are initially charged to the default ACCS specified for the cardholder. As part of the reconciliation process when matching a transaction to the order log, the default ACCS on the transaction is replaced when a different ACCS is cited on the order log entry. Cardholders/Group Administrators have the option of changing the ACCS during the reconciliation process. However, if multiple order log entries (with different ACCS codes) are matched to the transaction, only the default ACCS is included on the Reconcile Transaction screen; this requires users to specify all applicable ACCS codes during the reconciliation process when multiple order log entries are matched.

The following is an example of the Purchase Card Order Log (BC-615) window:

If the total amount of the order exceeds $2,500, the cardholder must get three bids for the order or create a Sole Source Justification statement. This requirement also pertains to GSA-scheduled items; the only exception is for furniture. Bids must include the vendor or catalog name, catalog page number (if applicable), product number, and item price. Cardholders must maintain a file for bid information and Sole Source Justification statements for audit purposes.

5.1   Order Log Process

Each log entry is composed of one line with six data fields applicable to an order. For each order placed, the user enters the Order Date, Amount, Item Description and Vendor fields. The Received Date is entered upon receipt of the goods/services and the Transaction Number field is populated during the reconciliation process.

Users perform the following steps to enter information related to purchase card orders:

Step	Action
1	Select the **Cardholder** - **Log Orders** menu option to display the Purchase Card Order Log (BC-615) screen.
2	Click on a blank line **or** the ➕ **CREATE RECORD** icon to enter a new order. *Note: The cursor is initially positioned in the Card field; users must click within the ACCS section prior to using the **Create Record** ➕ icon.*
3	Click in the ***ORDER DATE*** field and enter the date the order was placed. *Note: The TRANS NO field is automatically populated with zeros; the applicable transaction number populates when matched to a transaction from the Reconcile Transaction (BC-605) window.*
4	Click on the ***AMOUNT*** field and enter the total amount of a single order, and include any freight charges, if known.
5	Click on the ***ITEM DESCRIPTION*** field and enter an itemized list of the items ordered. *Notes: Freight charges can also be noted.* * If an approving official wants to see the cost of every item ordered, include the price of each item in the itemized list.*
6	Click on the ***VENDOR*** field and enter the vendor's name.

Step	Action
7	Click the 💾 **Save** icon to save the Order Log data prior to adding ACCS information. *Note: If users attempt to exit the screen without saving new order log entries, a dialog box prompts users to save changes.*
8	Click on the **ACCS** button to enter ACCS information; the **ACCS Details** screen is displayed without default ACCS data. Please refer to Section 5.1.1 for additional details pertaining to recording ACCS information for an order log entry – users have multiple options available.
9	Click the 💾 **Save** icon to save the Order Log entries. *Note: Users that are adding multiple log order entries should save frequently in order to avoid losing data if their web connection to CPCS is lost. Users will be prompted to save new entries if they attempt to exit the screen without saving.*
10	For recording multiple order log entries, repeat steps 2 through 9 for each additional order.

Step	*Action*
11	Enter the delivery date in the ***DATE RECEIVED*** field upon receipt of goods/services; If goods or services have not been received, this information may be entered later.
	*Note: **D**uring the reconciliation process, this date populates the DATE RECEIVED field in the Reconcile Transaction (BC-605) window; if the receipt date is not updated from matching the order log entry, users will be prompted to enter the **DATE RECEIVED**.*
12	Click on the 🚪 **EXIT** icon to exit the screen.
	Note: If users attempt to exit the screen without saving new order log entries, a dialog box will prompt users to save changes prior to exiting.

5.1.1   ACCS Details

Users have the option of recording the Accounting Classification Code Structure (ACCS) information applicable to a specific order(s) on the Purchase Card Order Log screen. Costs may be charged to the cardholder's default ACCS, any valid ACCS, or split between multiple ACCS codes.   The ACCS can be selected from, or added to, the list of ACCS choices for the cardholder. All components of the ACCS must utilize a valid value. The system validates the ACCS entered by cardholders to ensure that only valid values are used. CPCS provides pop-up screens which list all valid values for a specific ACCS component to facilitate this process.

If ACCS data is included on an order log entry, during the matching process, the ACCS Details from the Reconcile Transaction screen will be updated based on the order log entry. However, cardholders still have the option of changing the ACCS during the reconciliation process.

> **Note: There is currently an issue with how the process works if multiple log orders with different ACCS codes are matched to a single transaction.**
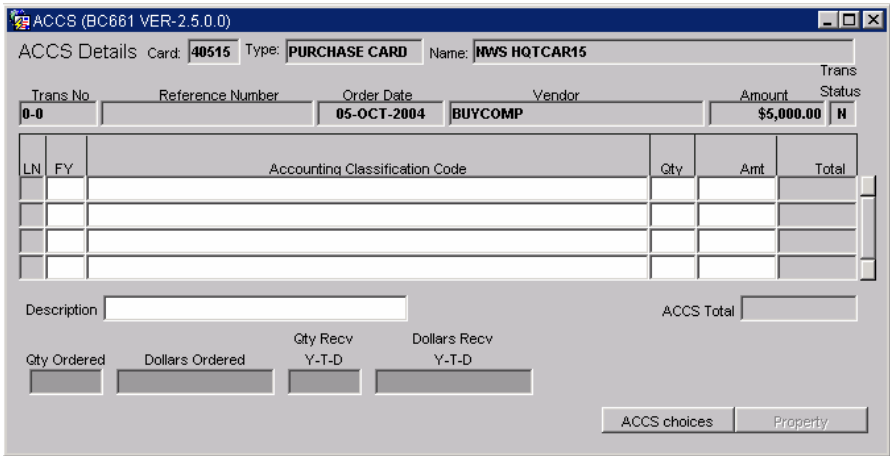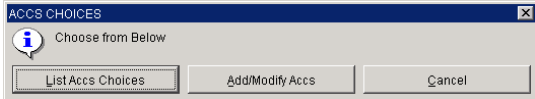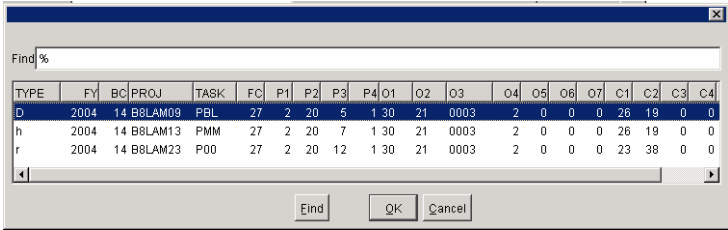
The following sub-sections document the 3 options relevant to the ACCS Details screen:
- ♦   Using the Cardholder's List ACCS Choices
- ♦   Add/Modify ACCS
- ♦   Splitting Costs between Multiple ACCS Codes

5.1.1.1   ACCS List of Choices

This sub-section documents how to utilize the cardholder's list of ACCS choices. As detailed in Section 4, cardholders can establish a list of ACCS codes which are used on a regular basis. In order to use this process, cardholders must first add ACCS codes to their list.   The cardholder's list may be updated through the Add/Modify ACCS menu option, as part of the order log entry, or during the reconciliation process.

Once a list has been established, users perform the following steps within the Purchase Card Order Log screen to select from their choices as part of the reconciliation process:
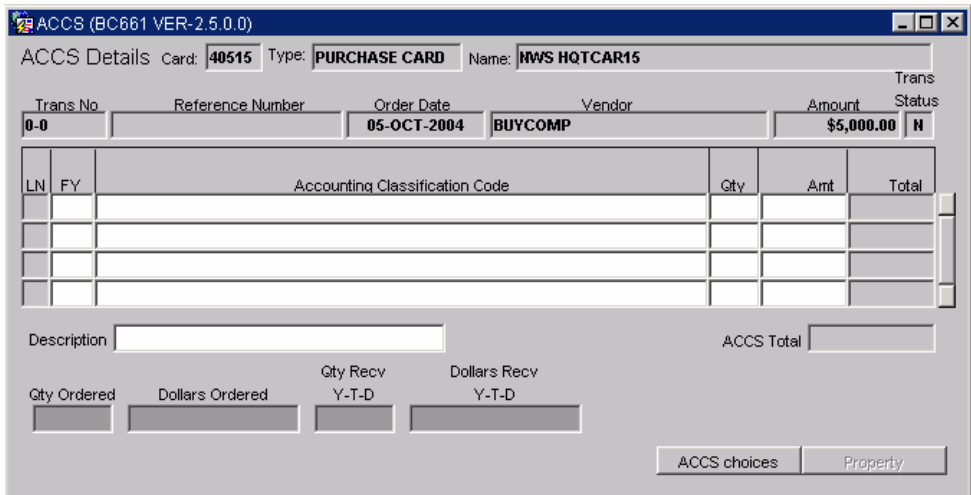
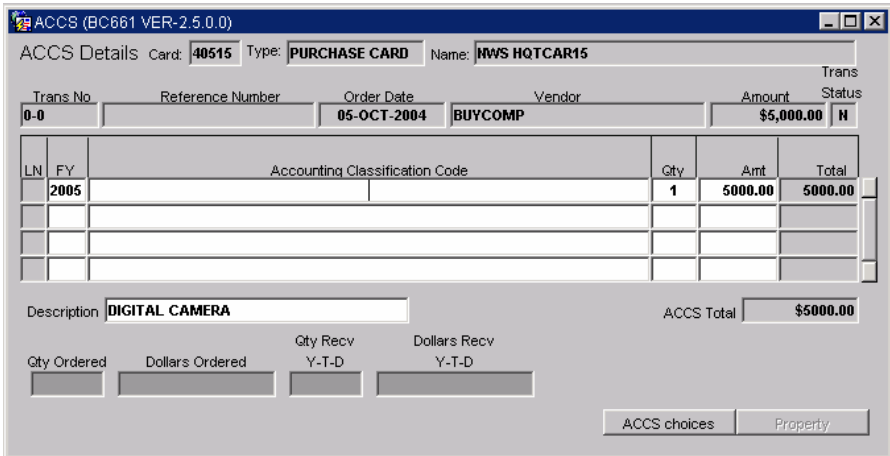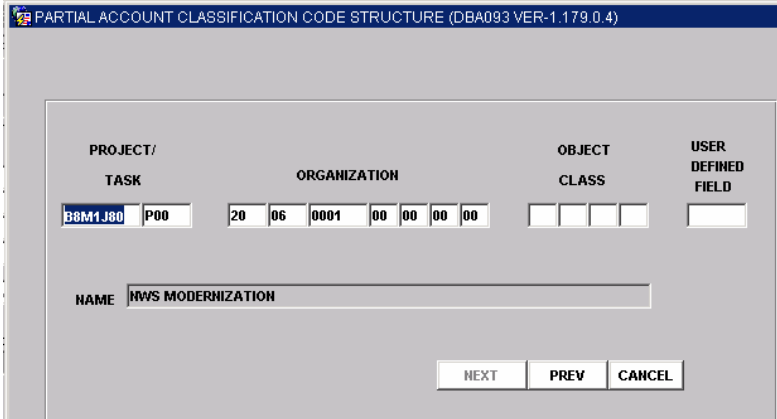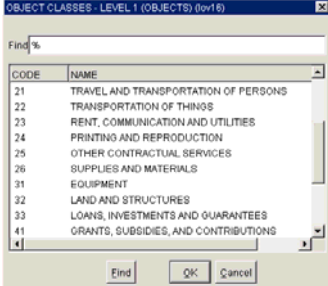| Step	Action
1	Click on the **ACCS** button to view ACCS details for the selected transaction.
2	Click on the **ACCS Choices** button in the lower right portion of the screen to display the ACCS choices dialogue box: *Note: If the ACCS for the order log entry will be used on a regular basis and is not currently part of the cardholder's ACCS List of Choices, use of the* **Add/Modify ACCS** *button will allow users to update their list with the ACCS data. Please refer to Section 4.1 for additional details related to this process.*
3	Click on the **List ACCS Choices** button
4	Select the applicable information by clicking on the ACCS data and pressing the **OK** button *or* double-clicking on the ACCS line
5	Click the 🖫 **Save** icon to save the ACCS information on the **ACCS Details** screen. *Note: If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.*

Step	Action
6	Click on the 🚪 **EXIT** icon to exit the **ACCS Details** screen and return to the **Purchase Card Order Log** screen.
7	Click the 💾 **Save** icon to save the ACCS information as part of the order log entry.. *Note: Users will be prompted to save ACCS information if they attempt to exit the screen without saving.*

5.1.1.2 Add ACCS

This sub-section documents how to add data directly in the Accounting Classification Code block on the ACCS Detail screen without utilizing the cardholder's ACCS list. ACCS data that is entered using this procedure will not be added to the cardholder's individual ACCS list in order to be available for future use.

Users perform the following steps to modify ACCS details in the Accounting Classification Code block:

Step	Action
1	Click on the **ACCS** button to view ACCS details for the selected transaction.

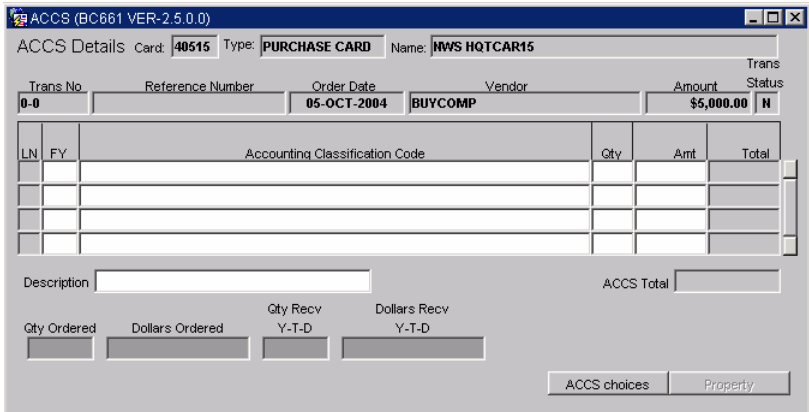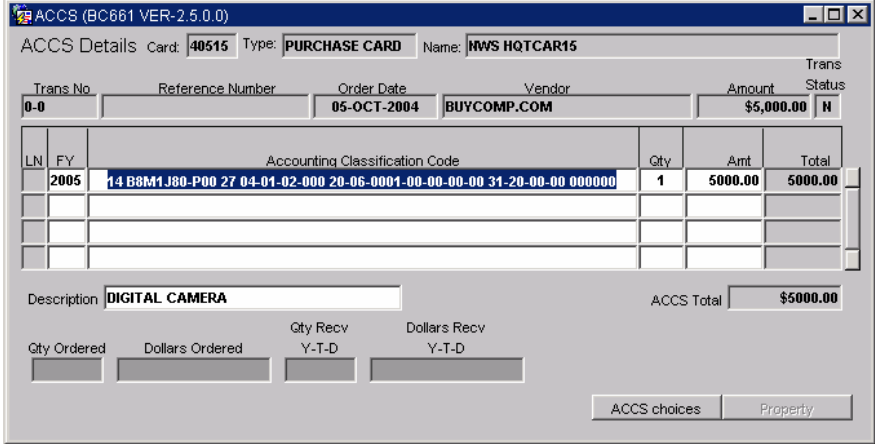| Step	Action
2	Enter applicable information in the *FY* field; upon entry of this information, the *Qty*, *Amt*, *Total*, *Description*, and *ACCS Total* fields are automatically populated. *Note: The full amount of the order log entry is initially included on the Accounting Classification Code line, the **AMT** field may be changed if costs are to be split between multiple ACCS codes.*
3	Double click in the *Accounting Classification Code* field. The **Partial Account Classification Code Structure** (DBA093) screen is displayed with the cardholder's default ACCS *Project*, *Task*, and *Organization* codes.
4	Enter applicable changes to the ACCS data in the ***PROJECT***, ***TASK***, and/or ***ORGANIZATION*** fields.
5	Enter the ***OBJECT CLASS*** fields. Double-clicking on any individual ACCS component allows users to select from a list of valid values for that specific field, as shown for the object class data

Step	Action
6	Press **Tab** or **Enter** to automatically populate the *USER-DEFINED* field with 6 zeros and return to **ACCS Details** screen **Or** Type in 000000 in the User-Defined field and click the 💾 **Save** icon to save the ACCS information on the **Partial Account Classification Code Structure** screen and return to the **ACCS Details** screen. *Note: Users must save any changes to the ACCS data as a dialog box does **not** appear to prompt users prior to exiting on this screen.*
7	Click the 💾 **Save** icon to save the ACCS information on the **ACCS Details** screen. *Note: If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.*
8	Click on the 🚪 **EXIT** icon to exit the **ACCS Details** screen and return to the **Purchase Card Order Log** screen.
9	Click the 💾 **Save** icon to save the ACCS information as part of the order log entry.. *Note: Users will be prompted to save if they attempt to exit the screen without saving the changes entered.*

5.1.1.3 Split Costs for Multiple ACCS Codes

CPCS users have the ability to split costs between multiple ACCS codes. This functionality is commonly referred to as multiple distribution lines (MDL). Users perform the following steps to record multiple ACCS codes during the reconciliation process:

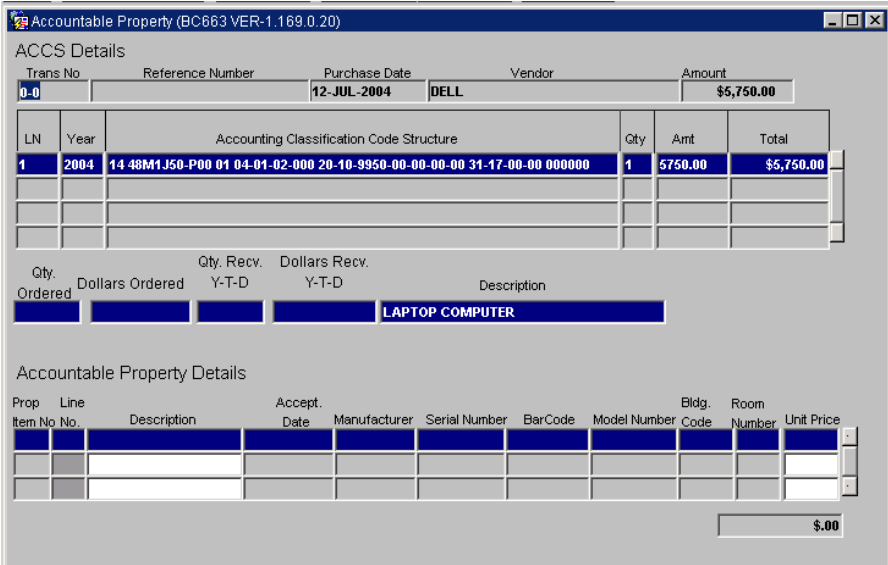| Step	Action
1	Click on the **ACCS** button to view ACCS details for the selected transaction.

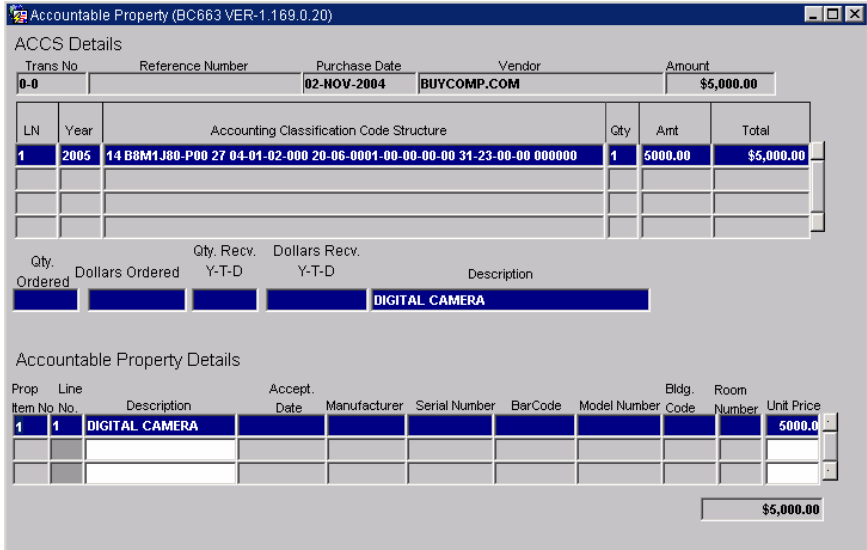| *Step*	*Action*
2	Enter the first ACCS by using one of the following options: ▶ To use the cardholder's list, click on the **ACCS Choices** and **List ACCS Choices** buttons. Select the applicable information by double-clicking on the ACCS line <u>or</u> clicking on the ACCS data and pressing the **OK** button. Please refer to Section 5.1.1.1 for additional details pertaining to this option. **OR** ▶ To enter the ACCS directly, enter the *FY* and double-click in the *Accounting Classification Code* field to open the Partial Account Classification Code Structure (DBA093) window and enter applicable changes to the ACCS data in the *Project*, *Task*, and *Organization* fields. Enter the *Object Class* fields and fill the *User-Defined* field with 6 zeros. Please refer to Section 5.1.1.2 for additional details pertaining to this option.
3	After populating the *Accounting Classification Code*, modify the *Amount* field to reflect the amount applicable to the first ACCS line and press the **Tab** or **Enter** key to update the *Total* field.
4	Click the *Create Record* icon <u>**or**</u> click on a blank record to add another ACCS line.
5	Enter the next ACCS by using one of the options previously specified. Please refer to Step 2 or Sections 5.1.1.1 or 5.1.1.2 for additional details.
6	Enter the applicable amount in the *Amount* field and press the **Tab** or **Enter** key to update the *Total* field. *Note: The Transaction and Total amounts must match in order to reconcile the transaction.*
7	If applicable, repeat Steps 4 through 6 for each additional ACCS
8	Click the **Save** icon to save the ACCS information on the **ACCS Details** screen. *Note: If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.*

Step	Action
9	Click the 🖫 **Save** icon to save the ACCS information as part of the order log entry.. *Note: Users will be prompted to save if they attempt to exit the screen without saving changes to the order log.*

5.1.2   Record Property Information

Users also have the option of recording personal property information applicable to a specific order(s) on the Purchase Card Order Log screen for any entry that includes an accountable property object class (31-##). Property information from the order log will be carried forward during the matching process. However, during the reconciliation process, cardholders may also add or modify the property data from the order log.

Within the Purchase Card Order Log screen, users perform the following steps to record relevant property information:

Step	Action
1	Click on the **Property** button from the **Purchase Card Order Log** or **ACCS Details** screen to enter accountable property information, if applicable. This action is only required for order log entries with a property object class (31-##). The Accountable Property Details section is displayed below the ACCS Details: *Note: The **Description** field in the middle of the screen is populated from the order log entry. A more complete description may be required to meet property reporting requirements.*

Step	*Action*
2	Click in the ***Description*** and ***Unit Price*** fields in the Accountable Property Details section to record applicable data. The Total Amount block is system-calculated based on the unit price information. *Note: **Description** and **Unit Price** are the only required fields at this time; the remaining information in this section is optional unless required by the individual approving official .*
3	Click the ◻ **Save** icon to save the Accountable Property Details.
4	Click on the ◻ **EXIT** icon to exit the screen and return to the Purchase Card Order Log screen. *Note:* If users attempt to exit the screen without saving the data, a dialog box will prompt users to save changes prior to exiting.
5	Click the ◻ **Save** icon to save the Property information as part of the order log entry.

5.2   Delete Order Log Entries

Cardholders have the ability to delete records on the Purchase Card Order Log. This process applies to erroneous entries or for maintaining the log. Within the Purchase Card Order Log screen, users perform the following steps to query data:

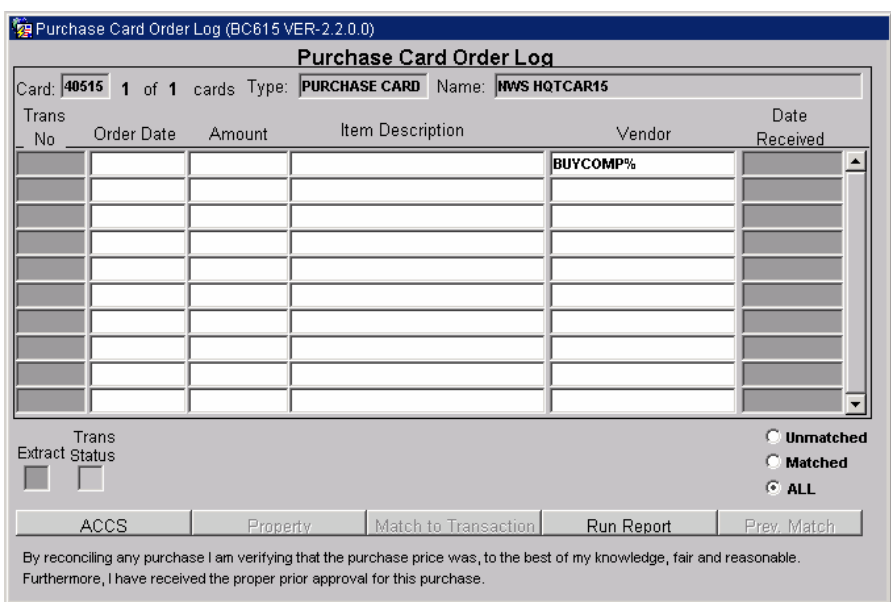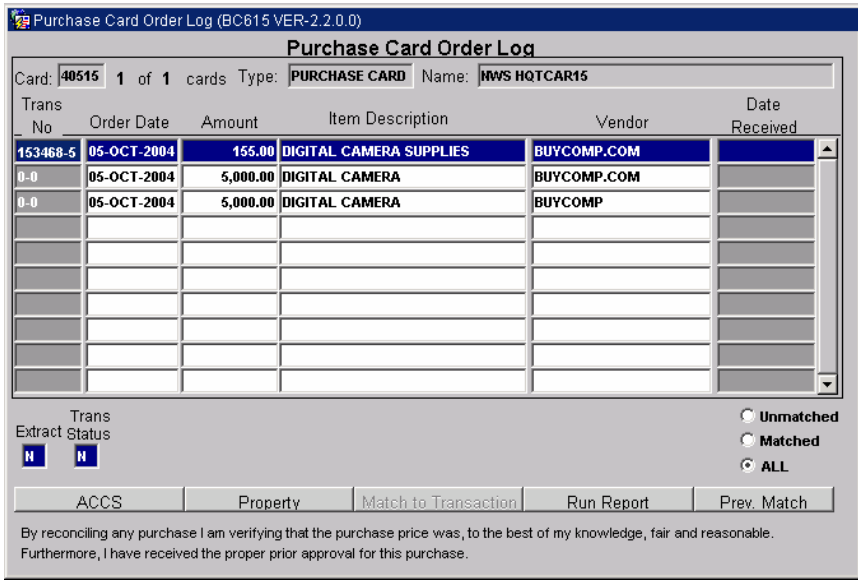| *Step*	*Action*
1	Select the appropriate record on the Purchase Card Order Log (BC-615) screen.
2	Click on the ◻ **Delete Record** icon.
3	Click the ◻ **Save** icon to save changes to the order log. *Note: If users attempt to exit the screen without saving the data, a dialog box will prompt users to save changes prior to exiting.*

5.3   Query Order Log Data

CPCS users have the ability to query information on the Purchase Card Order Log. This feature is very helpful during the reconciliation process. Users can query on any of the fields from the Purchase Card Order Log screen.

CPCS users also have the ability to utilize wildcard characters as part of the query process. The wildcard characters are the percent (**%**) symbol, which matches any number of characters within a string, and an underscore (_), which matches exactly one character. The placement of the wildcard determines which records will be retrieved based on the query criteria specified:

> ➢ ABC%   Begins with ABC
> ➢ %ABC   Ends with ABC
> ➢ %ABC%   Contains ABC
> ➢ T_P   Contains **T**O**P** and **T**A**P**

Within the Purchase Card Order Log screen, users perform the following steps to query data:

Step	*Action*
1	Select the **Cardholder** - **Log Orders** menu option to display the Purchase Card Order Log (BC-615) screen.
2	The cursor is initially positioned in the Card field. Click on any record or a blank log order entry line.
3	Click on the 🔍 **Enter Query** icon on the toolbar; the system displays *Enter a query* on the message line in the lower left corner of the screen.
4	Specify the query criteria in applicable field(s) *Note: Wildcard characters can be used within specific query criteria as explained above.*

Step	Action
5	Press the ![icon] **Execute Query** icon to obtain query results. ![Purchase Card Order Log screen] *Note: Queries can be cancelled by clicking on the* ![icon] **Cancel Query** *icon*

5.4   Order Log Report

Cardholders have the ability to generate reports for the Purchase Card Order Log by specifying the desired report date range. Within the Purchase Card Order Log screen, users perform the following steps to execute reports:

Step	Action
1	Select the **Cardholder** - **Log Orders** menu option to display the Purchase Card Order Log (BC-615) screen.
2	Click on the **Run Report** button on the Purchase Card Order Log
3	Specify the *Order Begin Date* and *Order End Date* in the Report Date Range pop-up: ![Report Date Range pop-up]
4	Click on the **Run Report** button to generate the report. *Note: Reports will be displayed using Adobe Acrobat*
5	Click on the ![Print icon] **Print** icon to print the report.

5.4.1   Order Log Report Example

The following is an example of the Purchase Card Order Log Report:

5.5   Order Log Maintenance

Cardholders should delete matched entries from their order log on a regular basis. This may be done monthly, quarterly, or annually. The Order Log Report should be printed prior to deleting entries in order to maintain a copy for the files. Users should refer to the procedures outlined in Section 5.2 to delete entries from the order log screen.