



**NIH PURCHASE CARD PROGRAM
2008 Simplified Acquisition Symposium
April 1, 2008**



2008 NIH SIMPLIFIED ACQUISITION SYMPOSIUM

PURCHASE CARD WORKSHOP

APRIL 1, 2008

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NIH Purchase Card Frequently Asked Questions (FAQs)

Q: What documents need to be in the monthly acquisition file?

A: A printed copy of the NBS NIH Purchase Card Report after the reconciliation has been completed for the month. This monthly report should include a section of matched (i.e. reconciled) transactions and a second section for unmatched transactions. Also, required in the monthly files are: original supporting documentation received from the vendor and/or cardholder, e.g. charge slips, credit slips, packing slips, cash register receipts, etc.; a copy of all require clearances in accordance with NIH Manual 26307-3/6307-3; special clearance and other acquisition procedures; a copy of all additional forms required by IC procedures; "I.M.P.A.C. Cardholder Statement of Questioned Item" form, if applicable.

Q: How should I be maintaining my monthly purchase card files?

A: Monthly purchase card files are to be maintained by MATCHED DATE. Prior to NBS' implementation the CHs were required to file by purchase date, but that policy has changed, and now CHs are required to file by matched date. For example, if a CH's March 2008 NBS NIH Purchase Card Report lists 12 matched transactions for that month, the supporting documentation for those 12 purchases should be in the March 2008 file.

Q: "Sometimes I can't get a copy of a Packing Slip or Invoice from the purchase requestor/vendor. What should I do?"

A: Thoroughly document your attempts to track documentation down (date, time, who you spoke with, etc.) and attach this information into your monthly acquisition file to justify why this information is missing.

Q: Is it better to contact the P-Card Program via email or the Help Line? Should we be keeping a copy of responses we've received, handwritten or copies of emails, to verify the information we were given? How fast is the typical response time?

A: Depending on how quickly the response is needed, it would be better to email the P-Card Program at creditcard@od.nih.gov, or in the Global Address List as *Help, Creditcard*. Any policy issues that the helpline has given you should be included in the monthly acquisition file. The average response time is 24-48 hours.

Q: I have Convenience checks and never use them. What is the correct procedure for returning them to the P-Card Program?

A: The checks must be destroyed by the cardholder and/or the Card Approving Official. In addition, the NIH Purchase Card Program must be notified that the checks have been destroyed and should be cancelled with US Bank. The notification must be sent via email to creditcard@od.nih.gov.

Q: What training am I responsible for taking as a cardholder and CAO?

A: As a new cardholder and/or CAO you must complete the purchase card classroom training, online refresher training, green purchasing training, and Section 508 training. The purchase card classroom training and 508 training only needs to be completed once by cardholders and CAOs, but the refresher, and green purchasing must be successfully completed once a year.

NIH Purchase Card Frequently Asked Questions (FAQs)

Q: "How should I properly document receiving information?"

A: When the items are received, record the receiving information (date and signature of the individual accepting the supplies or services) on the shipping document and/or the monthly Purchase Log.

Q: What are the dates that the reconciliation should be completed by? What happens to my card if we can't get them done on time?

A: The cardholder must complete reconciliation by the 13th. The CAO must reconcile the cardholder's purchases monthly by the 18th of each month. (If these dates fall on a Holiday or a Weekend, the due date is the next business day.) Failure to do so will result in the cardholder's account being suspended. If an extension is needed, email the helpdesk at creditcard@od.nih.gov or in the Global Address List at *Help, Creditcard*.

Q: What are the timeframes for logging purchases?

A: Purchases made on the P-Card should be logged within the week of purchase.

Q: Why does there need to be documentation of mandatory sources? I know that most of the items I buy aren't available from NIH Stock.

A: Mandatory or Priority sources are areas required by statute to acquire supplies and services from when available. Sources such as NIH inventories, other government agencies excess personal property, Federal Prison Industries (UNICOR) GSA, etc, must be checked first to see if the need may be satisfied. The buyer may then purchase the item commercially if the aforementioned sources are not able to meet the need.

Q: "What should I do when a vendor charges sales tax?"

A: If taxes or surcharges are added to a government purchase, the cardholder should ask the merchant to remove the tax or surcharge and, if requested to provide documentation or a tax exempt number. The cardholder should provide the merchant with the OPDIV's employer identification number (EIN) or a copy of the state's tax exempt letter <http://www.gsa.gov/>. If the merchant refuses to remove the tax, and the cardholder and AO are unable to resolve the matter, the cardholder should attempt to locate another merchant that does not add tax to the purchase price. If no other merchant is available, the cardholder may make the purchase from the original merchant, and document the file that an attempt was made to have the tax removed.

Q: "What is the required NAICS code information and how should I document it?"

A: NAICS Code lookups: <http://epic.od.nih.gov/naics/index.asp>; <http://www.arnet.gov/far/>. There are two parts to the NAICS Code documentation requirement: 1) the 5 digit NAICS code; and 2) the business size standard (size standards by either the dollar amount or by the number of employees that a business may not exceed to qualify as a small business). For purchases over the micro-purchase threshold, CHs should document the Code and the Business Size Standard on the form provided under FAR 52.219, http://www.arnet.gov/far/current/html/52_217_221.html, or note this information on the purchase request form.

NIH Purchase Card Frequently Asked Questions (FAQs)

Q: Why is it prohibited to fax credit card information to a vendor? Are there any exceptions to the rule?

A: Visa requirements state that faxing a copy of the card or faxing the card number is prohibited.

Q: How do I know if my purchase transactions are considered split purchases?

A: The following examples illustrate several cases.

Situation Assume cardholder has a \$3,000 single purchase limit	Determination	Rationale
Cardholder receives a requirement for an item costing \$2,000 today and makes the purchase. Later in the day, the cardholder receives another requirement for the same item. The cardholder was not aware of the second requirement at the time the first purchase was made.	Not a split purchase	The cardholder was not aware of the second requirement when the first purchase was made. Had the cardholder received both requisitions at the same time, the proper action would have been to consolidate the requirements, and forward to the contracting office if the cost exceeded the cardholder's single purchase limit.
Cardholder receives a request for multiple items. The total exceeds \$3,000, but not all items are available from a single vendor. When making the purchases from each vendor, the individual purchases will not exceed \$3,000. The cardholder makes the purchases from different vendors.	Not a split purchase	Although the single requirement exceeded the cardholder's limit, the cardholder could not obtain all of the items from the same vendor. There was no intent on the part of the cardholder to split the purchase just to avoid the single purchase limit, therefore, this is not considered a split purchase.
The cardholder has a requirement to have three office areas painted. Each area will cost \$2,000. The cardholder decides to issue three separate purchases for the work.	Split purchase	The cardholder split the purchase requirement, which totaled \$6,000, into three smaller purchases solely for the purpose of allowing the purchases to be made under the cardholder's purchase limit. The proper course of action would have been to forward the requirement to the contracting office for purchase.
Cardholder receives a requirement for five identical products, each costing \$1,000 and available from the same vendor, but needing delivery to five different locations. Cardholder elects to make five separate purchases.	Split purchase	The shipping destination alone is not a valid reason to split a requirement into multiple purchases. The proper course of action would have been to consolidate the requirements and forward to the contracting office for purchase.
Cardholder has a requirement for two products, each of which is available from the same vendor. The total cost will be \$4,000. However, the cardholder knows that one of the items can be obtained from another vendor at substantially less cost. If the cardholder purchases from two vendors, the total cost will be \$3,000.	Not a split purchase	The cardholder made a good business decision by using two vendors instead of one, saving \$1,000. Because the cardholder had no intent to split the purchase just to avoid the single purchase limit, this is not considered a split purchase.

Cardholders who are unsure whether they have a split purchase should contact their CAO for additional guidance.

NIH Purchase Card Frequently Asked Questions (FAQs)

Q: What purchases are considered Personal Appeal items? And why is a justification needed if it's under \$3k on those purchases?

A: Personal appeal items are those items which can be used for official duties as well as for personal use. When buying such items: (a) type a short justification on the ordering form which will demonstrate that this item is needed for a legitimate NIH purpose, and (b) have the responsible approving official sign the ordering form authorizing the purchase. The following are some examples of personal appeal items that have legitimate NIH use: adding machines; calculators; typewriters; Brief cases (attaché and similar type items); cameras and accessories; hair dryers; radios; thermos; carafes, etc.

Q: Why are AutoPay and EasyPay considered an unauthorized purchase, when it's being paid directly to the vendor? This item is not stated on the Unauthorized List, so it was not clear that it could not be done.

A: Technically, when paying a merchant through a third-party processor, the buyer is actually completing the transaction with the processor, not the merchant. The name of the processor will appear on the monthly statement of account instead of the merchant.

HHS policy prohibits using the Government purchase card to pay merchants through a third-party processor because of the greater risk of abuse, issues involving disputed transactions, and difficulty identifying and reconciling transactions. There are two exceptions to this prohibition:

- *No other merchants can supply the product or service or meet delivery, quantity, or quality requirements, and the merchant in question will accept payment only through the third-party processor.* In this case, the cardholder may use the card to purchase the product or service but must document the purchase file with the name of the merchant, the name of the third-party processor, the amount of the transaction, and a brief statement explaining why it was necessary to purchase the product or service from that merchant.
- The cardholder used the card to purchase from a merchant but was unaware that the merchant was using a third-party credit card processor. In this case, the cardholder may not know that a third-party processor was used until he or she receives the bank statement. It may be difficult to reconcile the purchases because the transaction may appear under the name of the third-party processor instead of the merchant name. Before contacting the bank to dispute a transaction that, on the surface, may appear to be invalid, the cardholder should attempt to match the purchase amount on the bank statement with the purchase log and records, contacting the merchant if necessary to confirm whether it uses a third-party processor.

The cardholder should document the purchase file and send an informational e-mail to the A/OPC indicating the names of the merchant and third-party processor. A/OPCs must keep a list of merchants using third-party processors and periodically advise their cardholders to avoid these merchants if possible.

NIH Purchase Card Frequently Asked Questions (FAQs)

Q: How should warranties and protection plans be purchased, when it can't be done on the P-card? This item is not stated on the Unauthorized List, so it was not clear that it could not be done.

A: Cardholders may use the purchase card to pay for maintenance agreements if all of the following conditions are met:

- The annual cost of the agreement does not exceed the cardholders single purchase limit.
- The company will accept monthly and/or bi monthly payments.
- The card will not be used to pay for services that have not been rendered.

All three of the above mentioned conditions must be met in order to use the purchase card to pay for maintenance/service agreements. If the cardholder is unable to meet all three conditions, they may not use the purchase card and the requirement must be submitted to your contracts office.

NOTE: NIH does not allow the purchase card to be used as a payment mechanism against an established Indefinite Delivery Indefinite Quantity (IDIQ) Contract.

Q: Why should subscriptions be in the office's name?

A: NIH does not pay for individual subscriptions. Subscriptions and memberships in organizations or clubs in the name of or for an individual are not authorized. However, if it is in the name of an NIH organizational component (i.e., Director, Division of Acquisition Programs; Assistance and Review Branch; etc.), then it is permissible.

Q: What kind of property needs to be entered into the property system?

A: Any type of equipment or property must be reported to the IC property custodian. HHS and NIH defines accountable personal property as items classified as capital or non-capital, non-expendable property (two years or longer expected life), with an acquisition cost of \$25,000 or greater and items classified as sensitive, regardless of acquisition value. Sensitive items require special control or are subject to unusual rates of loss, theft, or misuse. (The NIH Property Management Officer maintains the Sensitive Property List. Please refer to the Personal Property Management Guide - NIH Manual Chapter 26101-25-2 for list of sensitive items as well as the time frame required for their submission for inclusion into the NIH Property Data Base.) Cardholders are required to print a copy of the completed property screen for their files.



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Gregg Dinse, NIEHS: What if the three laptops are not identical and thus not all the same price?

They need to do three separate lines with the proper property information. Remember the quantity must indicate the number of units.

Maria Miller: When I enter multiple lines for one transaction – one line being property, one line not – the NBS will not let me match it during reconciliation if the vendor partially bills.

What you are describing is accurate. Logs containing multiple lines cannot be matched to partial invoices. This is because each item can have a difference Project number, Expenditure type, or Expenditure Org. There is no way to match line items with the partial invoice. The only way to resolve the problem is as follows:

In iProcurement:

- 1) Copy the existing log to the shopping cart;*
- 2) Delete all items that are not in the partial invoice;*
- 3) Checkout and submit the first new log;*
- 4) Copy the existing log to the shopping cart again;*
- 5) Delete all items that were in the partial invoice; and*
- 6) Checkout and submit the second new log.*

In Reconciliation:

- 1) Match the first log with the partial invoice and process.*
- 2) The second log will remain for the next invoice.*
- 3) Delete the original log and note the two logs that have replaced it in the reason for deletion.*

Lynne Williams: OD: Can you walk us through an actual entering of multiple line items?

When a line item is created you click the P-Card Link next to the P-Card ICON. This opens the P-Card screen to enable the entering of the line's Item Description, Category, Quantity and Unit Price. Use the following process:

- Fill in the information for the line item; then*
- Click the "Add to Cart" button.*
- To add a second item to the log, do one of the following:*
 - Clear all fields by clicking the "Clear All" button and enter the new item's information; **OR***
 - Change only the information that is different for the second item.*
- Click the "Add to Cart" button again.*
- Two items are now in the shopping cart.*
- (This sequence can be repeated as many times as necessary).*
- Once all the items have been added to the shopping cart, checkout.*
- On the "Checkout: Requisition Information" screen, verify all required requisition checkout fields are correct and submit the log.*



*Note: When multiple line entries have been made, it may be necessary to use the “Edit Lines” pushbutton when checking out to adjust the values for each line. An “**Edit Lines**” job aid under “Requisitioner Internal” on the Acquisitions portal can guide you through this process.*

Patricia Batey, NCI: The SKU number arrives with the computer. Does this mean that we should not enter the P-Card log until the product arrives?

The SKU number is not required, but if it is available at the time of the logs creation, it is probably a good idea to enter it. The information that is required in the description is the type of item, manufacture’s name and model.

Ronald Levin, CC (presenters): When you enter codes for ADP software and Books, why does that trigger the property code section since those items never get decaled?

In the design of NBS, any Expenditure Type that starts with “31” will require the entering of the “Custodial Code” and “Property Standard Description.” If the item does not have to be decaled, it will not be indicated as property. iProcurement is an off-the-shelf product and this is part of its designed function.

Veronica Tracy White, OD: When I save to the shopping cart with two external requisition items I get the save number. Why?

Since iProcurement does not have multiple shopping carts, a “Save” function was enabled to allow the information in the shopping cart to be retained by creating an “Incomplete” Requisition (log). A number is assigned for your reference to allow its selection from the “My Requisitions” list for final processing at a later date and/or time.

You have the option in an Incomplete Requisition to pull in what is in your cart or to start a new cart.

Rick Saunders: Where do you go to print the reconciliations?

Linda Tomonia: Thanks Rick, I need help there as well.

The printing of all approved reconciliations can be done by executing the P-Card Signoff report. This process is documented in the P-Card Job Aid, “Run the P-Card Signoff Report.” The information in the Unmatched, Dispute/Credit, Matched, Verified, and Approved tabs may be exported to an Excel spreadsheet using the “Export” function in the Microsoft Window’s “File” Menu item.

Ellen Gary, ORS: How do we go back to the log entry that was partially reconciled, and de-obligate (cancel) the remaining funds?



Kimberly Singleton, NIA: What if you have already reconciled a partial invoice and then find out that there will be no more charges? Will the system allow you to cancel to remaining amount?

If the partial invoice is in a closed P-Card period, no - you must put in a Help Desk Ticket to request cancellation of the remaining log.

Otherwise, if it is in the current period and the transaction is in your Matched folder (tab), perform the following:

- 1) Un-match the transaction – the log and invoice will then be returned to the un-matched folder;*
- 2) Match the Invoice to the Log;*
- 3) Adjust the log's "Rem.Amt." to match the Invoice; and*
- 4) Process.*

Note: If the transaction is in the CAO's "Verified" or "Approved" folder (Tab), have the CAO either "Reject" or "Withdraw" the transaction and then perform steps 2 through 4 above.

Betsy Flagg: I made a purchase and the company charged my credit card. Later they realized they were out of the product and would give me a credit. I had already disputed the claim. In the future, should I approve the charge or dispute it and what steps do I take?

Dispute the claim. Then match the credit to the log entry when the credit arrives. The procedure for disputing an invoice in NBS is outlined the P-Card Job Aid, "Dispute a P-Card Entry." Remember the official dispute form should be sent to the bank to initiate the dispute.

Ellen Gary: ORS: I have entered an entry for fiscal year 07, made a partial match, and now I can't delete the unmatched amount of that log in fiscal year 08.

You will need to send a request to the Help Desk to have the remaining portion of the P-Card log cancelled (De-obligated), because the initial partial match was done in a previous closed P-Card accounting period.

Lynne Williams: If I have a credit and there is no dispute, how is this handled?

Select the Credit, Check "Clear Credit," and then click the Process Button. This will send it to the Approved Tab (Approval by the CAO is not required for a Credit).

When the credit is received and cleared, it is always applied to the P-Card's default Project (CAN).

Note: A credit can be directed to a log's Project by inserting a Log # in the "Doc #" field at the right end of the credit entry. This is done when items are returned and there was no dispute.

Cynthia Newman: How is credit handled when there is no corresponding dispute?

This normally happens when an item is returned and there is no disputed invoice. Also, all credits are applied to the default Project (CAN) unless a document number has been entered in the credit's "Doc #" field. Thus, a credit is redirected to a log's Project by inserting a Log # in the "Doc #" field at the right end of the credit entry. Process:

- *Locate the original log number for the returned item.*
- *Select the credit for processing by checking the checkbox at the left end of the credit entry*
- *Enter the log number in the "Doc #;"*
- *Check the "Clear Credit" checkbox; and*
- *Click the Process button.*
- *The credit is moved to the "Approved" Folder (tab) and is applied to the Project in the original log.*

Nicole Culley, NCI: *When I entered a P-Card log, I received an email that said "Approval workflow database error occurred..." What does that mean?*

There have been problems with messages being generated during the processing of logs that have been properly created. When these emails are received they should be reported to the HPOC and then to the Help Desk, if required, for investigation.

There have been system problems which are currently being worked on. At this time when you receive this message, go out of the system and in about 30 minutes to an hour check back to confirm that the transaction has been processed and available for reconciliation. If not, then put in a Help Desk Ticket.

Suzon Strack, NIAID: *How do you correct a property purchase?*

If the P-Card accounting period has been closed, your HPOC should be called for guidance.

If the period has NOT been closed:

- *If the CAO has it in their Verified or Approved tab, it can be Rejected or Cancelled. The log and Invoice will be returned to the Un-matched tab.*
- *If it has been Matched, it may be un-matched to return the invoice and log to the Un-matched tab.*
- *In the Un-matched tab, you can either edit the Log's "Rem.Amt.," Project, Expenditure Type or Cancel the log, recreate it in iProcurement External and submit the corrected log for reconciliation.*

Beth Russo: *How do you cancel items in the log?*

Your question suggests that you only want to cancel an item in a log that contains multiple items. If partial reconciliation has been previously done, then the log cannot be cancelled.

- a. *Go to iProcurement and copy the log containing the item to be cancelled to the Shopping Cart.*
- b. *In the Shopping Cart, delete the item that is not required.*
- c. *Check out and submit the new log.*

- d. In reconciliation, cancel the original log containing the item to be deleted (in the reason for cancellation, note the replacement log's number)
- e. Match the new log with the invoice and process.

The procedure to cancel a log in reconciliation is started via the "Actions" menu item at the top of the window. The cancellation process is documented in the P-Card Job Aid "Cancel a P-Card Log."

Jen Dreier, NIDDK: I made a log entry, received an invoice, but did not receive item before reconciliation period. How do I dispute the log entry?

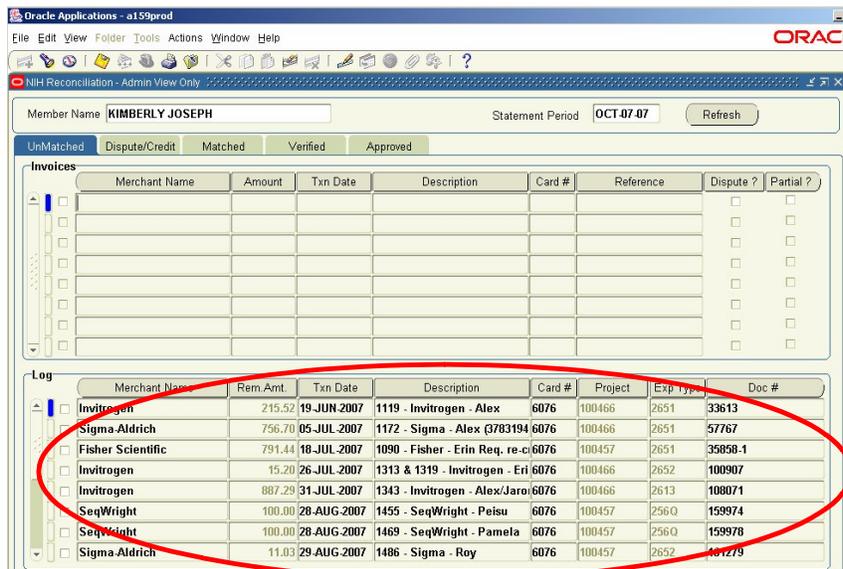
You must dispute the invoice, not the log entry.

When you get an invoice and the items have not been received, you must:

1. Contract the vendor and let them know you have not received the items and advise them if you do not receive the items by the end of the accounting period (for this period, it is 12/6/07 thru 1/5/08), the invoice will be disputed. If disputed:
 - Fax the "I.M.P.A.C. Cardholder Statement of Questioned Item" form to US Bank. There is a 60 day period that starts when the transaction has been posted. After that period, you will not be able to dispute the item.
 - Select the invoice and check the dispute checkbox (do not match the invoice with the log) and process.
 - Notify the vendor, request a credit and a second invoice when the item has been shipped.
 - Fax the official dispute form to the Bank.
 - When the credit is received, match it with the disputed invoice and process (it will be moved to the Approved folder when processed).
2. When the item has been received, match the log to the invoice and process.

Jingrong Tang: I missed the step to export the list from NBS to Excel.

Data can be exported from any of the Folders (Unmatched, Dispute/Credit, Matched, Verified, and Approved). Select a row in the desired table and then export. The example below is from the UnMatched folder because it contains two tables and the data in the Log's table is required.



Merchant Name	Rem. Amt.	Txn Date	Description	Card #	Project	Exp. Typ.	Doc #
Invitrogen	215.52	19 JUN 2007	1119 - Invitrogen - Alex	6076	100466	2651	33613
Sigma-Aldrich	756.70	05 JUL 2007	1172 - Sigma - Alex (3783194	6076	100466	2651	57767
Fisher Scientific	791.44	16 JUL 2007	1090 - Fisher - Erin Req. re-c	6076	100457	2651	35858-1
Invitrogen	15.20	26 JUL 2007	1313 & 1319 - Invitrogen - Eri	6076	100466	2652	100907
Invitrogen	887.29	31 JUL 2007	1343 - Invitrogen - Alex/Jaro	6076	100466	2613	108071
SeqWright	100.00	28 AUG 2007	1455 - SeqWright - Peisu	6076	100457	2560	159974
SeqWright	100.00	28 AUG 2007	1469 - SeqWright - Pamela	6076	100457	2560	159978
Sigma-Aldrich	11.03	29 AUG 2007	1486 - Sigma - Roy	6076	100457	2652	481279

- Select a log entry in the Log Section.

Log	Merchant Name	Rem.Amt.	Txn Date	Description	Card #	Project	Exp Type	Doc #
<input checked="" type="checkbox"/>	Invitrogen	215.52	19-JUN-2007	1119 - Invitrogen - Alex	6076	100466	2651	33613

- Select File>Export.



- Select in the “File Download” box.
- Click and the “Save As” box is displayed.
- Change the file name to a meaningful name and the file extension from .tsv to .xls
File name:
- Select the “Save in:” location.
- Press and the Download Complete box is displayed
- Select or .
 - Open displays the data.
 - Close ends the dialog.
- The file has been saved.

Stephanie Broyles OD: What is the procedure to Cancel a log in Reconciliation?

Before attempting to cancel a log in reconciliation, verify that the log amount in iProcurement External and the “Rem.Amt.” in Reconciliation are the same.

- If they are **not**, the log has been partially reconciled and cannot be cancelled by the card holder. The Help Desk should be contacted for assistance in the cancellation process.
- If they are the same, follow the procedure outlined in the “Cancel a P-Card Log” job aid under “Pcard User” on the Acquisitions Community page.



Lynn Sorbara: Who can you contact if you are having difficulty at the time you are attempting to enter data into the system? Is there a "person" or Persons live to speak with?

If you are having trouble accessing or using the system, your first point of contact should be your HPOC. If your HPOC cannot resolve your problem, then they would contact the Help Desk.

Nicole Culley, NCI: I have a partial reconciliation from September...can it be unmatched now for corrections without having to re-do the log entry?

No. September was in Fiscal year 2007 and none of the approved transactions from then can be changed using the card holder's capabilities in NBS. If the change is a need to reallocate funds, the Budgeting Officer may be able to contact OFM to make the required changes.

If the correction is that extra funds on the log need to be cancelled (de-obligated) because no additional invoices will be sent, a Help Desk ticket needs to be opened to request canceling the remaining portion.

Lynne Williams: If I have a credit and there is no dispute, how is this handled?

A credit can be directed to a log's Project by inserting a Log # in the "Doc #" field at the right end of the credit entry. This is done when items are returned and there was no dispute. All credits are applied to the default Project (CAN) unless a document number has been entered in the "Doc #" field.

Sandra Camman: Why can't you perform partial reconciliation on a multiple line order by line item?

This is a system limitation. The restriction is because there is no way to specify which line items in the log are contained in the partial invoice. This is important because you can have a different Project, Expenditure Type and Expenditure Org for each item.

Because of this, the log needs to be cancelled and recreated with only the line items that apply to the partial invoice. A second log is created for the remaining line items.

Marcia Potts, ORS: We order a lot of different training courses separately from one company, and instead of the company making the separate charges, it combines all of the charges in one sum that hits the bank - how do you reconcile? Do you have to delete the various log entries and re-enter as one log entry?

Dispute the invoice using the proper procedures, ensure that the vendor sends a credit for the initial invoice, and then have the Vendor create invoices to match your logs for each transaction.

Otherwise, in iProcurement, using the "Copy to Cart" capability, copy each log that contains items in the invoice into the Shopping Cart and then checkout. Note in the new log's description all the existing logs that have been consolidated



into it. Submit the log and in reconciliation, match it with the invoice and process. Cancel each of the original logs in reconciliation and in the reason for cancellation, indicate the replacement log number. This will assist you to remember what was required to resolve the dilemma.

Stephen Whitehead, NIAID: Is there any way to see the running total for my matched and unmatched purchases or do I need to grab a calculator to figure out how close I am to my spending limit?

That capability has not been implemented for the P-Card user.

Nicole Culley, NCI: If a CH leaves NIH and their CAO has to become the temporary CH, how can they verify that the charges on the CH's reconciliation are valid if there's no paperwork left with the CAO directly?

It is the responsibility of the Card Holder (CH) and the CAO being assigned to the CH's card to review all of the outstanding logs before the CH departs. The required paperwork must be completed by the CH, if possible.

Ellen Gary, ORS: Can another card holder resume the inactive card holder's role, or does it have to be a CAO?

*It **must** be the CAO for the Card Holder*

Sabrina Ferguson, NINDS: Generally when cardholders leave, as the IC P-Card Coordinator, I ask the card holders to notify the P-Card office, cut up their cards and return them to me. I then discard the cards (via shredder). Is that the proper procedure?

The P-Card Program Office requires the IC P-Card Coordinator to contact them by sending a "Cancellation Request" form. If there are outstanding invoices, the P-Card Coordinator must submit a "CH Proxy" request. The Coordinator will be required to identify the:

- CAO who assumes the Card Holders responsibilities (the CH's current CAO); and
- CAO who will approve assuming CAO's transactions.

To dispose of the P-Card, the cardholder should consult with the IC's P-Card Coordinator to identify any extra internal procedures that are required. Normally the cardholder may either cut up or shred the cards.

Sabrina Ferguson, NINDS: When the cardholder leaves should the CAO become the proxy (or another cardholder)?

As stated in the presentation, the CAO will assume the responsibility for reconciling all of the remaining transactions for the card holder.

P-Card Forum 12/11/2007

Stacey Saunders, NIDDK: What if you incorrectly add an entry to your NIH P-Cardlog, how do you delete that entry?

I am assuming that you have added an incorrect line entry. If the log has been submitted to reconciliation, cancel the log in reconciliation using the Windows Menu "Actions" item and select "Cancel Log" function. Follow the screen prompts to complete the process. The Job Aid, "Cancel a P-Card Log," will take you through the complete process. The process must be completed in iProcurement.

In iProcurement do the following:

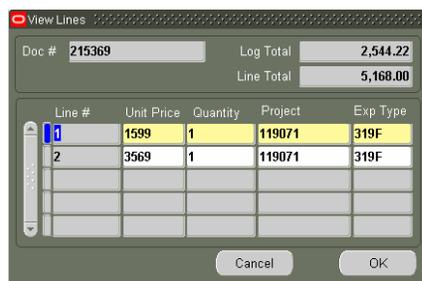
1. Copy the cancelled log to the shopping cart;
2. Delete the incorrect line item; and
3. Checkout and Submit the log for reconciliation.

Marguerite Lewis: Once you add an entry to your NIH P-Card Log, can you make a change to the amount if it is incorrect?

Kathleen Barracchini, CC: The cost of shipping changed after I created to my log - can I change my log entry once it is entered?

Yes, you can change the Log amount (Rem.Amt.) in reconciliation. It must be done during the process of matching the Log with the Invoice. The Job Aid, "Edit P-Card Log Entry to Match Invoice," will guide you through the process of changing the "Rem.Amt."

If you have multiple lines in the log, you must change the "Rem.Amt." first, and then click the "View Line Items" button to display the "View Lines" box. The "View Lines" box displays all line item values that can be changed. The "unit price" for each line is adjusted until the "Line Total" and the "Log Total" match. Click the OK button when they agree.



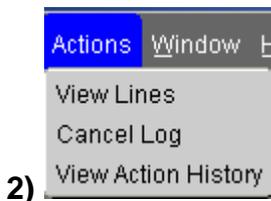
Line #	Unit Price	Quantity	Project	Exp Type
1	1599	1	119071	319F
2	3569	1	119071	319F

Thomas Vollberg, NCI: As a CAO, if an order is entered as multiple lines for property purposes, will I see one total to approve or two matched totals?

You will be able to see both the total for the log (1) and using the Windows Menu item “Actions” and selecting “View Lines” (2), you will display the details for each line item (3).

1)

All	Merchant Name	Amount	Txn Date	Description	Card #	Project	Exp Type	Doc #	Dispute
<input checked="" type="checkbox"/>	CDW GOVERNMENT800.8	2544.22	04-OCT-2007	HQQ4670	7090	MULTIPLE	MULT	215369	<input type="checkbox"/>



3)

Line #	Unit Price	Quantity	Project	Exp Type
1	1599	1	119071	319F
2	3569	1	119071	319F

Sheila Levy, NLM: What if shipping is not shown when order is placed?

If it is not property, you can adjust the “Rem.Amt.” on the log in reconciliation.

If it is property:

1. Cancel the log in reconciliation.
2. In iProcurement, copy the cancelled log to the Shopping Cart;
3. Click the NIH P-Card link on the Shop tab;
4. Add a line entry for shipping with the correct amount to the Shopping Cart; and
5. Checkout.
6. Use the “Edit Lines” pushbutton to set the correct values for the Shipping line item.
7. Submit the log for reconciliation.

Chane Jackson, OIR: What can I do when I've placed an order for the full amount including the warranty but the company bills them separately? The property system then thinks the merchandise is worth the full value although I've divided the order in my reconciliation.

If it is not property and does not contain multiple line items, when a company bills separately for items purchased during the same transaction each invoice is matched to the log with the “Partial ?” check box checked and processed until the final invoice is received.

*On the final invoice, the “Partial ?” check box is **not** checked; it is matched with the remaining log and processed.*

If this is property or the log contains multiple line items, perform the following steps:

- A) In iProcurement:

- 1) Copy the existing log to the shopping cart;
 - 2) Delete all items that are not in the partial invoice; and
 - 3) Checkout and submit the first new log.
 - 4) Copy the existing log to the shopping cart again.
 - 5) Delete all items that **were in the first partial invoice.**
 - 6) If necessary, a line item may be added using the NIH-P-Card link on the Shop Tab.
 - 7) Checkout and submit the second new log.
- B) In reconciliation:
- 1) Match the first log with the partial invoice and complete your reconciliation process.
 - 2) The second log will remain for the next invoice.
 - 3) Cancel the original log and note the two log numbers that have replaced it in the “reason for cancellation.”
- C) If it is necessary to change the description or amount in the process:
- a. Click the “Edit Lines” pushbutton during checkout.
 - b. On the “Requisition Information: Edit Lines” screen, select the line item checkbox and click the “Update” button.
 - c. The “Update” screen is displayed and will allow the editing of most of the fields associated with the line item.
 - d. Click the “Return” button twice to return to the “Checkout: Requisition Information” screen to submit.

Stacey Saunders, NIDDK: When reconciling the P-Card request, the system will not allow you to verify partial charges. How do you suggest we enter property items that include several non-accountable items?

This is described in detail in the P-Card Job Aid, “Entering Property Items Using P-Card Logs.” You are not allowed to match a Partial Invoice with a log containing multiple line items. If you receive a partial invoice for a log containing multiple items, you will still be required to cancel the original log and then create two logs because you will have one property item and one for non-property item. Match the partial invoice with the correct log and process.

Kathy Herring, CC: Why do you need a SAC code when entering a P-Card log? What if it doesn't match with the CAN? Can and where can you change that?

The Expenditure Org (SAC Code) is required for budgeting and reporting purposes. The Expenditure Org code can only be altered when the log is created. If the accounting period has not been closed you can cancel the log, create a new log using the “Copy to Cart” function and Checkout. The Expenditure Org (SAC) can be changed on the “Checkout: Requisition Information” or “Requisition Information: Edit lines” screens during checkout. If the accounting period has been closed, the Budgeting Officer would have to contact OFM to make the required changes.



Tarnzetta Hampton: Will we get a copy of this presentation?

Copies of the presentation were sent to everyone who registered for the forum. Copies of the presentation are also available on the NBS Acquisitions Portal in the "NBS Acquisition Support Resources" portlet, located in the lower center of the page. There you will also find a link to a recording of the P-Card Forum Webcast.

Lindsay Middleton, NCI: Please define "Rem.Amt." again.

"Rem.Amt." is the log's remaining amount in reconciliation. When the log enters reconciliation, the "Rem.Amt." is the total that was set when the log was created. When a partial invoice is received and processed, the log "Rem.Amt." is reduced by the amount of the partial invoice. This enables the person who is reconciling to know exactly what amount has been obligated, but not disbursed.

Minoo Shakoury-Elizeh: Why do we get an error message by email after entering an order that was done properly? The subject was: "Approval workflow database error occurs while approving purchase requisition." Why do we get this email?

There have been workflow system problems with messages being generated during the processing of logs that have been properly created. Wait for 30 minutes and then go back to continue your process. If the problem remains, you should then submit a Help Desk ticket for investigation.

Kathy Herring, CC: I've had log entries not show up until a day or two later. Why? Is there a fix to this issue?

During the reconciliation period there have been performance problems reported. If you create a log late in the afternoon it may take an hour or two before it is displayed in reconciliation. If you experience delays longer than that they should be reported to the Help Desk. Each reported instance of poor system performance is investigated to determine what caused the problem.

Tarnzetta Hampton: How can I make a Project code change to an approved log entry?

If the accounting period for the approved transaction has not been closed:

- 1) Have the CAO withdraw the transaction.*
- 2) The log and invoice will be returned to the Un-matched folder (tab).*
- 3) Match the log and invoice again;*
- 4) Edit the Project field in the log to show the correct number; and*
- 5) Process again.*

If it has been closed, a CAN change request must be manually initiated.



Sandra Camman, NIAAA: A dispute was entered and matched to a credit in Dec. 07, and was reconciled. However, now the credit shows up in Jan. 07 as “approved.”

It is difficult to answer these types of questions without specific details. Instances like the one that you have described usually occur when the dispute is cleared using the “Clear Dispute” checkbox and the Credit is cleared using the “Clear Credit” checkbox. The Credit stays in the P-Card period in which it was received. The Dispute will move to any month containing a Credit to enable the matching. When the dispute is cleared or matched with a credit it is moved to the Approved Tab. If a further investigation of this instance is desired contact the Help Desk for assistance.

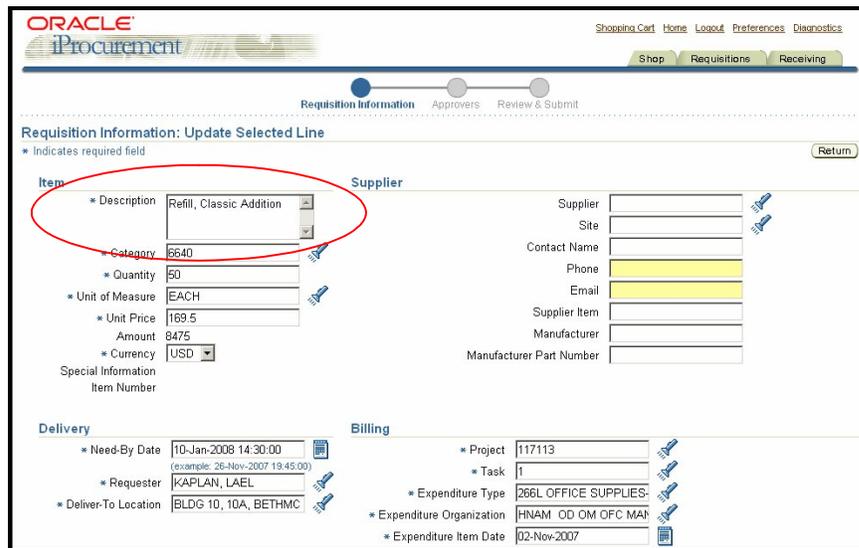
Stacey Saunders, NIDDK: I've had a dispute since the Sept 07 statement period. Whose responsibility is it to confirm the request?

Have you faxed a formal dispute request to the bank? You have 60 days to contact the bank. Have you contacted the vendor concerning what you are disputing? It is the Card HOLDERS' responsibility to track the dispute to resolution.

Phyllis Schaeffer, NIA: Is there a way to go back to re-word the description of a purchase?

If the log has just been submitted for reconciliation, it can be cancelled in reconciliation, then in iProcurement do the following to submit a log with an updated description:

- 1) Copy the original log to the shopping cart.
- 2) Checkout.
- 3) Click the “Edit Lines” button.
- 4) On the “Requisition Information: Edit Lines” screen, select the line item whose description needs to be edited.
- 5) Click the “Update Button” to display the “Requisition Information: Update Select Line” screen.



The screenshot shows the Oracle iProcurement interface for updating a requisition line. The title is "Requisition Information: Update Selected Line". The page includes a navigation bar with "Shop", "Requisitions", and "Receiving" tabs. The main content area is divided into several sections:

- Item:** Contains fields for Description (circled in red), Category (6640), Quantity (50), Unit of Measure (EACH), Unit Price (169.5), Amount (8475), and Currency (USD).
- Supplier:** Contains fields for Supplier, Site, Contact Name, Phone, Email, Supplier Item, and Manufacturer Part Number.
- Delivery:** Contains fields for Need-By Date (10-Jan-2008 14:30:00), Requester (KAPLAN, LAEL), and Deliver-To Location (BLDG-10, 10A, BETHMC).
- Billing:** Contains fields for Project (117113), Task (1), Expenditure Type (266L OFFICE SUPPLIES-), Expenditure Organization (HNAM OD OM OFC MAT), and Expenditure Item Date (02-Nov-2007).

- 6) Edit the description.
- 7) Click Return twice and submit the log with the updated description.

Sheila Levy, NLM: Who do we call for HELP when we are in the middle of reconciliation?

Your initial point of contact should be your HPOC. If you HPOC cannot resolve the problem the Help Desk should be contacted.

Christie Halcomb: Can you please elaborate on why a log is re-created with a “-1” appended to the original number?

If during the matching of the logs in the Un-matched folder(tab) the log’s “Rem.Amt.”, “Project”, or “Expenditure Type” is changed and then processed, a new log will be created with the new information and the log number will have the “-1” appended to the end of the number. During the re-creation process the PFT checkbox will be checked in the “Matched” folder.” The new log cannot be



“Verified” to send to the CAO until the PFT check mark is removed (check by pressing “Refresh”).

Stacey Saunders, NIDDK: What if the invoice(s) is received, but the merchandise has not been received within that statement period? Can you still reconcile and will the CAO be able to approve?

When you get an invoice and the items have not been received, you must:

1. *Contract the vendor and let them know you have not received the items and if you do not receive the items by the end of the accounting period (for this period it is 12/6/07 thru 1/5/08) the invoice must be disputed.*
2. *If disputed:*
 - *Fax the “Cardholder Statement of Questioned Item” form to the Bank.*
 - *In Reconciliation, select the invoice and check the dispute checkbox (do not match to the log) and process.*
 - *Notify the vendor and request a credit.*
 - *When the credit is received, match it to the disputed invoice and process.*
 - *The vendor must send a second invoice when the item has been shipped.*
3. *Verify the item has been received and match the log to the invoice and process.*

Stacey Saunders NIDDK: If you have invoices that were NOT matched within the reconciliation period, can you go back and match them?

When you own a P-Card you are required to reconcile all purchases made on that card. If the period where the invoice is displayed has been closed you are still required to reconcile all invoices that are received.

If so, will the CAO have the ability to approve them within the original statement period?

The CAO must still approve them and they will be applied to the period when the invoices were received.

Note: Normally, if the CH or the CAO does not reconcile, their account will be suspended unless there is an extension request on file.

Ellen Quinlivan: How much time before retiring/switching jobs would be ideal to stop purchasing to make sure queue is cleaned out?

If possible, the PCard Program Office recommends that the CH stop purchasing at least 30 days prior to the card being cancelled. For most vendors, this will allow them enough time to submit their invoices for payment.

Barbara Lear, NINDS: What happens when a card holder is leaving for just a few months? Do they give up their card?

The answer would depend on whether or not the card holder will be required to use it when he/she returns. If the card holder will retain the use of the card, do



not cancel it. The IC Purchase Card Coordinator needs to request a temporary suspension on the account.

If they will not continue to use it, the account should be closed.

Kathy Herring, Clinical Center: Does it have to be a CAO or can another card holder finish the reconciliation process instead?

It must be the CAO.

Thomas Vollberg, NCI: If there are multiple dispute entries and one credit, your instructions are to match one and clear the others. How do the other disputes clear without an approval from CAO? Will the disputes that were not matched to credits require approval?

No. We accept all credits without an approval. But, the initial dispute requires an approval.

*Note: When a dispute is approved, the **disputed amount** (Invoice Amount - log Rem.Amt.) is applied to the Card Holders **default P-Card project**. All **credits** are applied to the same place, the Card Holders **default P-Card project**.*

Credits are all applied to the same place and do not require approval by the CAO.

Stacey Saunders, NIDDK: Who confirms that the P-Card holder no longer has access to the card?

The IC PCard Coordinator is notified when the cancellation action request has been processed. This is because all of the actions must be submitted by the Coordinator to the P-Card Program Office. Please Refer to the HHS and NIH PCard Guides.

Stacey Saunders, NIDDK: Does the P-Card holder destroy the card, or is it sent back to the bank?

It depends. They can cut it up or shred it and throw it away. Some ICs have internal policies that dictate that the card must be given to the CAO and/or the IC PCard Coordinator. Please Refer to the HHS and NIH PCard Guides.

Sheila Levy, NLM: If the card holder is out of the office when reconciliations are due, is the credit card cancelled?

If a CH knows they will be out of the office and cannot complete reconciliation, they must request an extension. If not, their account may be suspended. The system allows for daily reconciliation. Please Refer to the HHS and NIH PCard Guides.



Tarnzetta Hampton: What if the card holder closes up everything before they leave, but items hit the system after they leave that had been on back order? What happens then?

If a CH knows that they have outstanding transactions, they must have their IC PCard Coordinator send a Cardholder Proxy request to the PCard Program Office (Help, Creditcard). Once this request has been processed, this will allow the CAO to reconcile as the CH and another CAO to be the approver. All PCard folders/documentation must be given to the CAO. This documentation must be kept for 3 years after final payment.

Back orders are not allowed.

Deborah Laurin-Bielat: When I enter an External Requisition and use the NEXT button, I get an error message that indicates my Expenditure or other codes are incorrect when they are correct. What could be the problem?

This is a problem that would require specific details for each occurrence. There could be fields where the entered codes have been "End Dated" or the information was not verified with the LUV ICON. If this continues to happen, contact your HPOC. If the HPOC cannot explain the problem, they will contact the Help Desk for further assistance.

Barbara Lear, NINDS: Who is the main person to contact if we have questions regarding anything?

Your first line of support is always your HPOC. If they cannot answer your question they will take steps to get the answer.

For policy questions, they should call the NIH Creditcard Helpline at 301-495-6606.

Lindsay Middleton, NCI: I found this presentation was very helpful; but I would like to refer to it in the future if I have a question. How long will this presentation be available for review?

Chanee Jackson, OIR: Will this be available again for those of us who would like to take it again to deepen our understanding of the processes discussed.

Nina Schneider: Is there a site to view the P-Card Forum if we need a refresher?

The following NBS Alert was sent on 12/13/2007:

The P-Card Forum webcast recording from Tuesday, December 11th, is provided below. The 90-minute recording was split into two parts. Please begin by clicking on the link for Part I. When you are finished, return to this page and click on the link for Part II. And as a reminder, please make sure the volume on your computer is turned up.



The webcast is also available on the Acquisitions Portal in the NBS Acquisition Support Resources portlet.

P-Card Forum – Part I

Time: 47:55 min

Topics: Introduction, Sections 1-3

URL: <https://webmeeting.nih.gov/p69078903/>

P-Card Forum – Part II

Time: 40:49 min

Topics: Section 4, Survey, Question & Answer

URL: <https://webmeeting.nih.gov/p28424838/>

Marilyn Cuzzolina, CSR: Will there be other sessions offered in December?

Other sessions are being considered, but a final decision has not been made.

Cynthia Ferguson, NCI: What paperwork exactly needs to be submitted to the CAO?

It will vary depending on what needs to be done. Contact your IC PCard Coordinator and he/she will know what forms are required.

Stacey Saunders, NIDDK: How can I identify the invoice's contents from vendors? Sometimes, I purchase from the same company for different personnel but is hard to identify which invoice belongs to which log entry.

When you make the purchase from the Vendor you should discuss the problem you have reconciling their invoices. You need to work with them to enable descriptions that will identify who and what the invoice represents.

Thomas Vollberg, NCI: Disputes and credits have illogical solutions and they remain unclear. Perhaps it is system related.

First you need to understand how disputed invoices and credits are handled.

- *When a dispute is created and approved, the log amount is applied to the Project (CAN) in the log.*
- *The disputed amount (Invoice Amount – Log Rem.Amt.) is always applied to the P-Card's default Project (CAN).*
- *When the credit is received and cleared, it is always applied to the P-Card's default Project (CAN).*

Note: A credit can be directed to a log's Project by inserting a Log # in the "Doc #" field at the right end of the credit entry. This is done when items are returned and there was no dispute..

What happens to unmatched credit dollars?

As stated above all credits are applied to the P-Card's default Project (CAN).

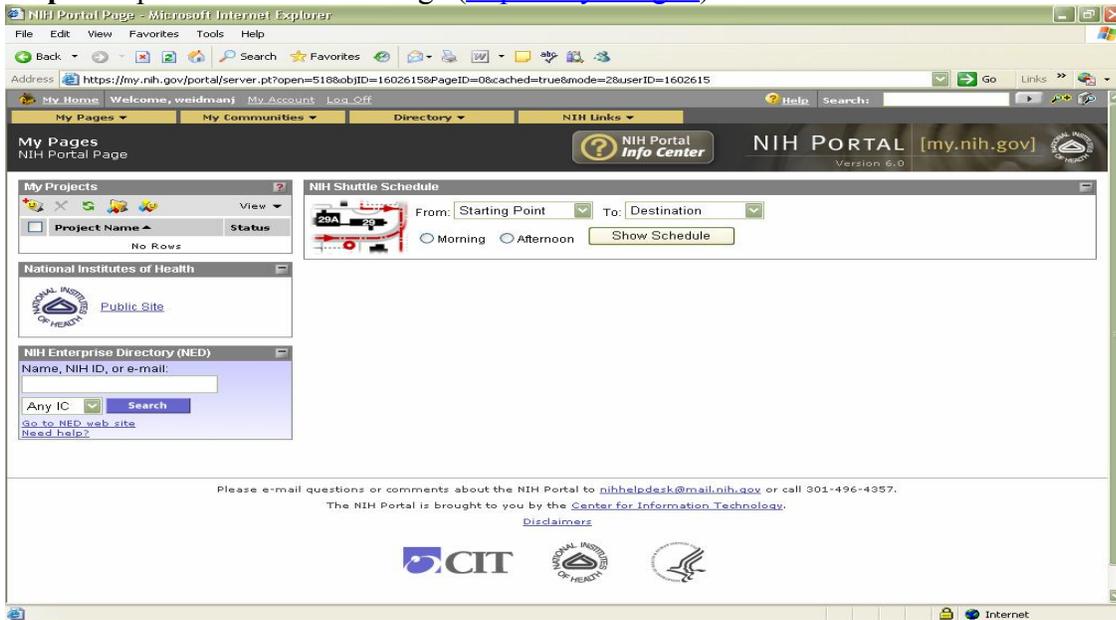
How does an approver know that the full amount was credited to the CAN?



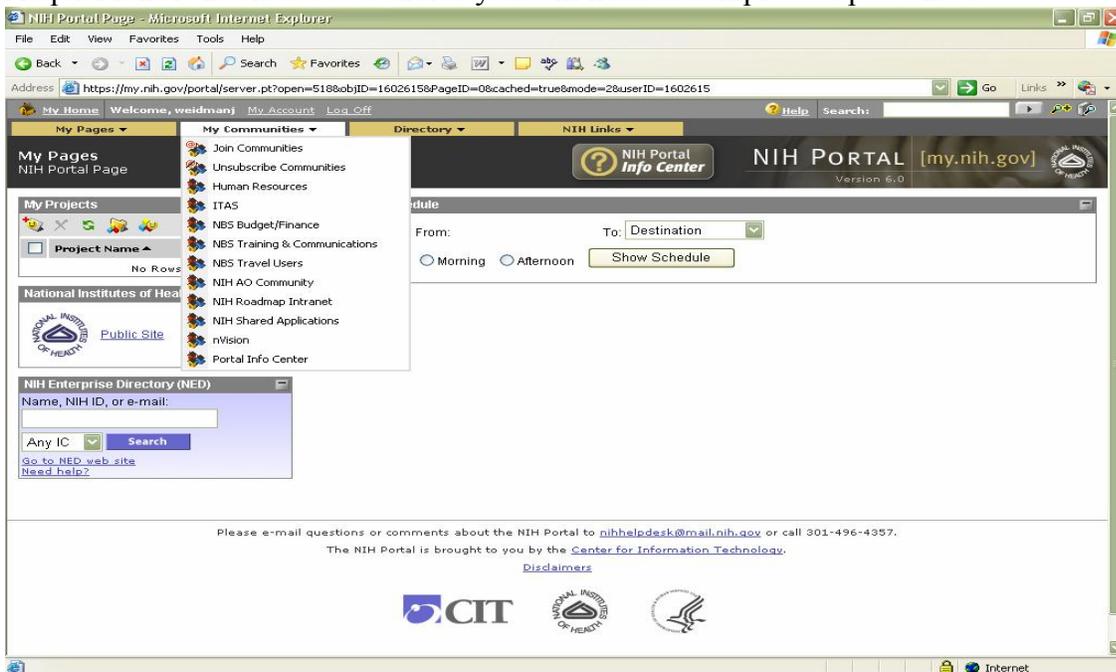
Reports can be run to verify credits were applied to the Default Project (CAN).

How to Locate the NBS Job Aids

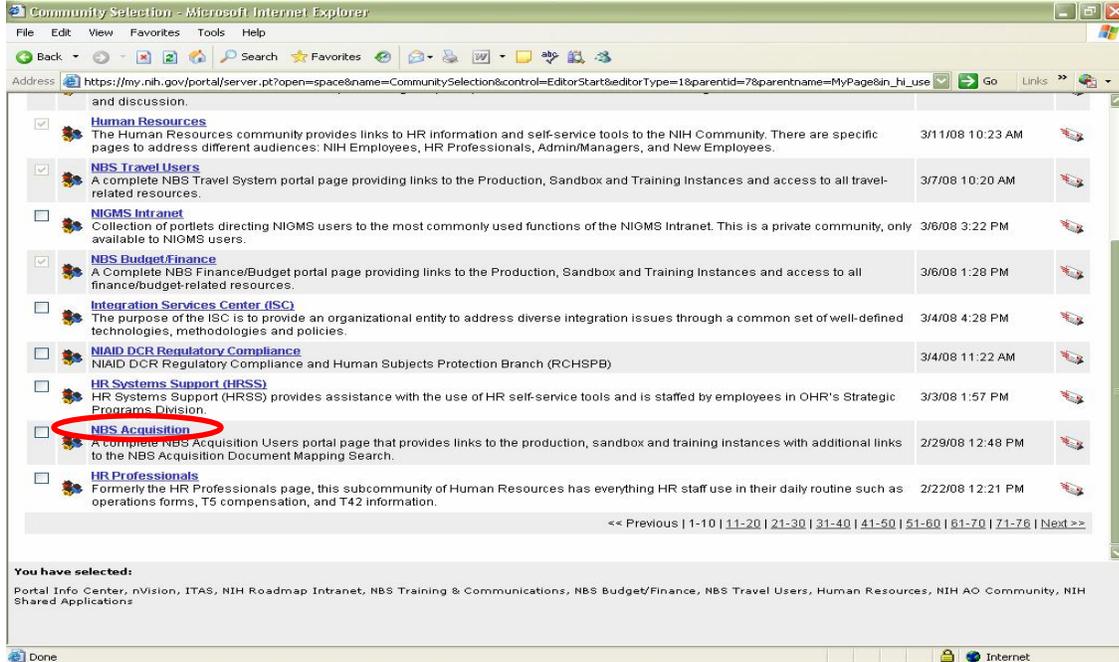
Step 1: Open the NIH Portal Page (<https://my.nih.gov>)



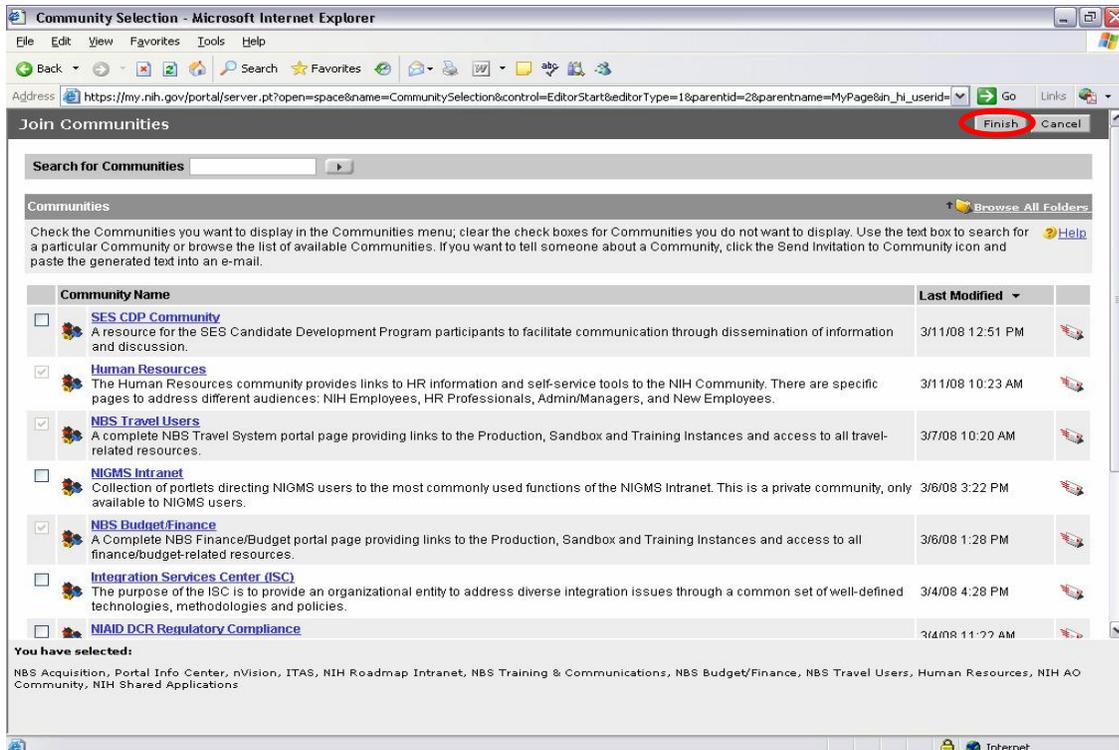
Step 2: Click on the My Communities link at the top of the page and locate 'NBS Acquisition' in the drop-down menu. If you see NBS Acquisition as a choice, please skip to step 5. If 'NBS Acquisition' is not listed as a choice you will need to complete steps 3 and 4.



Step 3: Under the My Communities drop-down click on 'Join Communities'. You should see a screen similar to the one below. Locate 'NBS Acquisition' on the list of available communities (NOTE: you may have to scroll down the page to locate the link)



Step 4: Check the box next to 'NBS Acquisition', then scroll to the top of the page and click Finish.



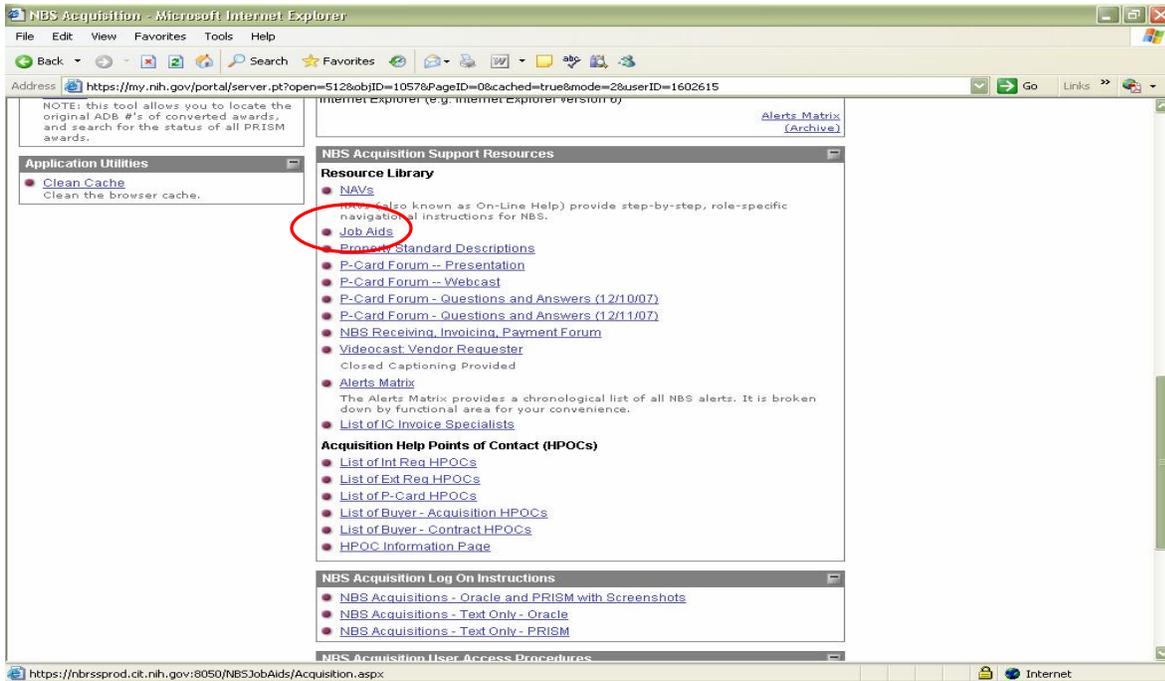
Step 5: Under the My Communities drop-down click on the 'NBS Acquisition' link.

The screenshot shows the NIH Portal homepage in Microsoft Internet Explorer. The browser address bar displays https://my.nih.gov/portal/server.pt?open=space&name=MyPage&id=7&cached=true&n_hi_userid=1602615. The page features a navigation bar with 'My Pages', 'My Communities', 'Directory', and 'NIH Links'. The 'My Communities' dropdown menu is open, listing various community options. The 'NBS Acquisition' link is highlighted with a red oval. Other visible links include 'Join Communities', 'Unsubscribe Communities', 'Human Resources', 'ITAS', 'NBS Budget/Finance', 'NBS Training & Communications', 'NBS Travel Users', 'NIH AO Community', 'NIH Roadmap Intranet', 'NIH Shared Applications', 'nVision', and 'Portal Info Center'. The main content area includes a search bar, a 'Show Schedule' button, and a footer with contact information and logos for CIT and the National Institutes of Health.

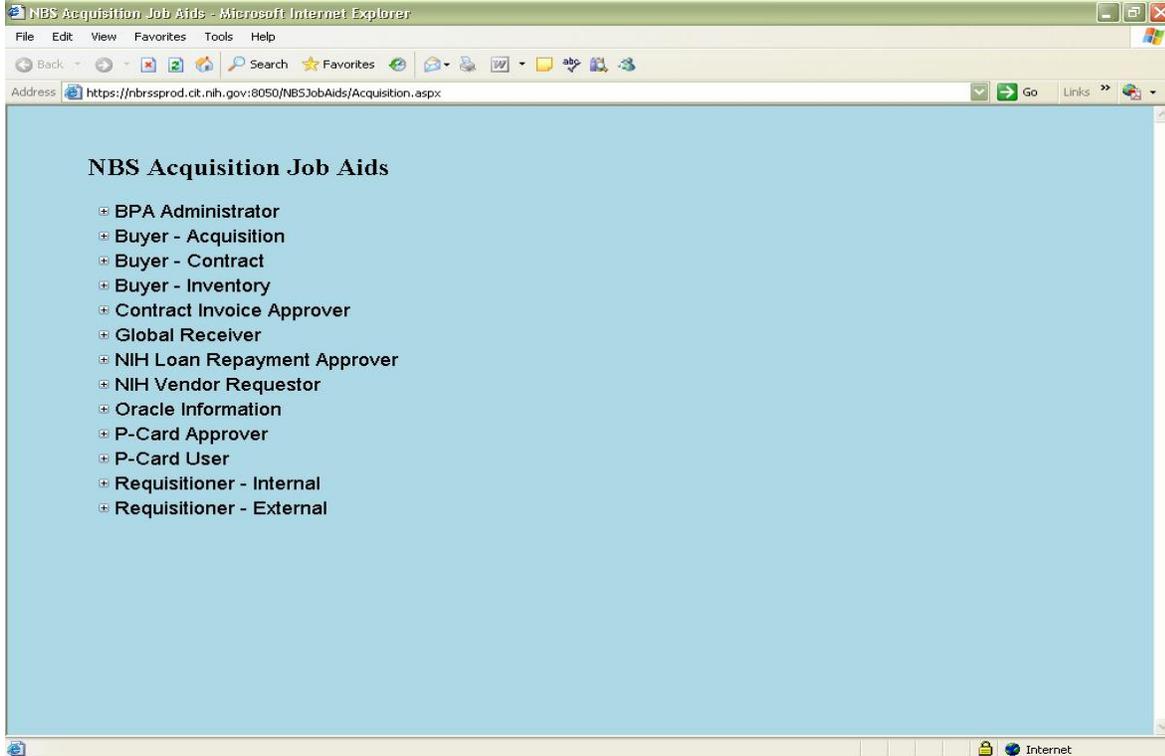
Step 6: The NBS Acquisition homepage will appear.

The screenshot shows the NBS Acquisition homepage in Microsoft Internet Explorer. The browser address bar displays <https://my.nih.gov/portal/server.pt?open=512&objID=10578&PageID=0&cached=true&mode=2&userid=1602615>. The page features a navigation bar with 'My Pages', 'My Communities', 'Directory', and 'NIH Links'. The 'NBS Acquisition' link is highlighted. The main content area includes a 'Welcome to the NBS Acquisition Community' banner, a 'NBS Acquisition Alerts' section with a 'NBS Systems Scheduled Outage' notice, and a 'Policies and Regulations' section. The 'NBS Acquisition Alerts' section contains a notice dated Mar 18 2008 11:43 AM EST regarding a canceled requisition. The 'Policies and Regulations' section lists various policies and resources. The page also includes a 'Community Leader' section, 'NBS Acquisition Program Launcher', 'NBS Oracle Applications', 'NBS PRISM', and 'NBS Acquisition On-Line Help' sections. The footer includes contact information and logos for CIT and the National Institutes of Health.

Step 7: Scroll down until you locate the link for Job Aids under the NBS Acquisition Support Resources Section. Click on the Job Aids link.



Step 8: A new window will open with links to all Job Aids available (full list of available Job Aids is attached)



NBS Acquisition Job Aids Available

BPA Administrator

Submit a Request to Add a Vendor to the NBS Vendor Tables 09/18/2007

Buyer - Acquisition

NBS Invoice Hold Definitions

ADB to NBS document number mapping for CONVERTED documents

ADB to NBS document number mapping for NEW documents

As-Is vs To-Be Awards

Award Required Fields

Cancel a Line Item in PRISM 09/06/2007

Cancel a Released Award in PRISM 09/07/2007

Cancel a Requisition in PRISM

Create a PRISM Line Amount Equaling \$0.00

Create a Purchase Order with Options 10/25/2007

DCIS Matrix - Simplified Acquisitions

Delivery of Radioactive Materials

Deobligating Funds in PRISM

Find the NBS Number for a Converted BPA or Contract (Updated 07/18/2007)

Generating Cover Sheet Text for Award Modifications in PRISM 09/06/2007

Locate the CAN in PRISM

Modify Award to Add a Line Item 09/21/07

Modify Award to Deobligate Funds from a Line Item 09/21/07

Managing Converted Documents

nVision Reports for Acquisitions

Pre-Defined Milestone Templates

Reporting Orders under External Contracts to FPDS

Select Alternate Vendor Site in PRISM

Set Essential Preferences in PRISM

Submit a Request to Add a Vendor to the NBS Vendor Tables 09/18/2007

The FY2007/FY2008 Numbering Masks in PRISM

Track Order Status in iProcurement

Transacting On Contracts - Streamlined Version 08/07/2007

Use Open Documents to Manage Requisitions in PRISM (instead of Buyer Workload) 08/08/07

NBS Acquisition Job Aids Available

Buyer - Contract

- NBS Invoice Hold Definitions
- ADB to NBS document number mapping for CONVERTED documents
- ADB to NBS document number mapping for NEW documents
- Buyer Contract Required Fields
- Cancel a Line Item in PRISM 09/06/2007
- Cancel a Released Award in PRISM 09/07/2007
- Converted Requirements Contracts - Modifying Line Item Information 08/07/2007
- Create a Contract with Options 08/07/2007
- Create a Multiple Year Incrementally Funded Contract 08/07/2007
- Create a PRISM Line Amount Equaling \$0.00
- Delivery of Radioactive Materials
- Generating Cover Sheet Text for Award Modifications in PRISM 09/06/2007
- Locate the CAN in PRISM
- Managing Converted Documents
- Modify Award to Add a Line Item 09/21/07
- Modify an Award to Add a Line Representing Future Incremental Funding
- Modify Award to Deobligate Funds from a Line Item 09/21/07
- nVision Reports for Acquisitions
- Reporting Orders under Contracts to FPDS
- Select Alternate Vendor Site in PRISM
- Submit a Request to Add a Vendor to the NBS Vendor Tables 09/18/2007
- The FY2007/FY2008 Numbering Masks in PRISM
- Track Order Status in iProcurement
- Transacting On Converted Contracts - Create Line Item for Future Funding 07/02/2007
- Transacting On Converted Contracts - Full Version 06/25/2007
- Transacting On Contracts - Streamlined Version 08/07/2007
- Use Open Documents to Manage Requisitions in PRISM (instead of Buyer Workload) 08/08/07

Buyer - Inventory

- Cancel a Line Item in PRISM 09/06/2007
- Cancel a Released Award in PRISM 09/07/2007
- Create a PRISM Line Amount Equaling \$0.00
- Generating Cover Sheet Text for Award Modifications in PRISM 09/06/2007
- Select Alternate Vendor Site in PRISM
- Submit a Request to Add a Vendor to the NBS Vendor Tables 09/18/2007
- The FY2007/FY2008 Numbering Masks in PRISM
- Use Open Documents to Manage Requisitions in PRISM (instead of Buyer Workload) 08/08/07

Contract Invoice Approver

- Contract Invoice Approver
- Payables Inquiries 10/30/2007
- Run Unawarded Requisition Lines Report in Oracle 09/06/2007

Global Receiver

- Enter a Receipt Date for a Prior Period
- Global Receiving in iProcurement

NIH Loan Repayment Approver

- Granting Worklist Access and Accessing those Worklists 10/5/2007

NBS Acquisition Job Aids Available

NIH Vendor Requestor

Addition of Central Contract Registration (CCR) Foreign Vendors to the NBS Vendor Table Who Cannot Obtain a U.S. Taxpayer Identification Number (TIN) or SSN
Submit a Request to Add a Vendor to the NBS Vendor Tables 10/10/2007

Oracle Information

Change Oracle Notification Preferences
Oracle JINITIATOR Installation Instructions
Timeout information

P-Card Approver

Approve, Reject or Withdraw a P-Card Log (for CAO's)
Cancel a P-Card Log
Change Oracle Notification Preferences
Check P-Card Number
Convenience Checks and 1099 Fields
Create a P-Card Log
Dispute a P-Card Entry
Edit P-Card Log Entry to Match Invoice
Match a Partial Invoice to a P-Card Log Entry
Object Class Codes and Accountable Property
Process Credit Without Matching Dispute
Reconcile P-Card Log
Set Preferences in iProcurement

P-Card User

Approve, Reject or Withdraw a P-Card Log (for CAO's)
Cancel a P-Card Log
Change Oracle Notification Preferences
Check P-Card Number
Convenience Checks and 1099 Fields
Convenience Checks for Professional Service Orders (PSO's)
Create a P-Card Log
Dispute a P-Card Entry
Edit P-Card Log Entry to Match Invoice
Entering Property Items using P-card Logs
Match a Partial Invoice to a P-Card Log Entry
Object Class Codes and Accountable Property
P-Card Returns
Process Credit Without Matching Dispute
Reconcile P-Card Log
Run the P-Card Signoff Report
Set Preferences in iProcurement

NBS Acquisition Job Aids Available

Requisitioner - Internal

- Before You Submit an IR...Things to Check
- Canceling a Standing Order or Place a Standing Order on Hold
- Change Oracle Notification Preferences
- Check Status of Standing Order
- Comparison of External and Internal Requisitions
- Copy Requisition
- Create a PRISM Line Amount Equaling \$0.00
- Create Internal Requisition
- Deliver to Location
- Edit Lines
- Order from NES, ORF, or PAM
- Requester Field
- Standing Orders Become Requisitions
- Start/End Dates and Frequency
- Save Requisition and Complete
- Set Preference in iProcurement
- Shopping List - Favorites
- What it Means when the Price for an Item is \$0
- Updating Your NED Information

Requisitioner - External

- Backup Approver in iProcurement 08/08/07
- Change Oracle Notification Preferences
- Comparison of External and Internal Requisitions
- Create a PRISM Line Amount Equaling \$0.00
- Create a Future Requisition for Fiscal Year 2008 before October
- Create External Requisition
- Delivery of Radioactive Materials
- Enter a Receipt Date for a Prior Period
- Object Class Codes and Accountable Property
- Professional Service Orders
- Reverse Receiving in iProcurement 09/21/07
- Set Preferences in iProcurement
- Track Order Status in iProcurement