

## IBIS Forms and Transactions

<b>APCA</b> ( <a href="#">link is external</a> ) Add Purchasing Card Authorization	Use to initially request a card for an individual Requires approval process
<b>UPCA</b> ( <a href="#">link is external</a> ) Update Purchasing Card Authorization	Use to suspend, cancel, or update a card Requires approval process
<b>RPCC</b> ( <a href="#">link is external</a> ) Reconcile Purchasing Card Charges	Used to reconcile charge using support form and receipt to transaction from PNC Bank Distributes charge to appropriate account(s) and object code(s) Transaction, not a form
<b>RPNR</b> Review Posted Not Reconciled	After 30 days, transactions are automatically posted to default account and object 365 FO uses this function to reconcile transaction and post to correct account
<b>UPPD</b> Update PC Purpose and Description	Used by FOs to revise purpose and description, if necessary
<b>BPCC</b> ( <a href="#">link is external</a> ) Browse Purchasing Card Charges	Browse to view purchasing card charges (RPCC format) Various selection criteria available, including status, date
<b>BPCH</b> Browse Purchasing Card Holders	Transaction used to view cardholders for unit/area, including current card limits and status
<b>BYPC</b> Browse Your Purchasing Card Charges	For use by cardholders to browse transactions on their personal purchasing card

**IPCC**  
Inquiry Purchasing Card  
Charges

Same function as BPCC, but for use by budget administrators and others viewing budget details. Card number is NOT displayed