

## UNIT 5. PURCHASING

### Lesson 3. Verify PCA

#### Introduction

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**Lesson  
Overview**

This lesson describes the process of verifying your PCA

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**Objective(s)**

After this lesson, students should be able to:

- Correctly record receipts/invoices in your PVAISW
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**References**


- Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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## Lesson Structure

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### Lesson Structure and Required Materials

This table explains this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Adam Shelton at [Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)

Lesson Title	Lesson 3. PCA
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> <li>Expect this lesson to take approximately 1 hour</li> </ul>
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> <li>JA, "How to Verify a Purchase Card Transaction (PCA)"</li> </ul>
1. Develop Knowledge	This lesson begins with an informational online PowerPoint presentation and is followed by another PowerPoint presentation which offers a Demonstration to accompany the Job Aid.  See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Individual Practice	This practice offers a chance to practice using the PCA to verify credit purchase information. It is a chance for instructor input before you attempt the PTC.  See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in using the PTC to verify PCA purchases,  See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	

## Knowledge Development: Purchasing Stores

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### Instructions: Online Presentation

#### Access Knowledge Development Materials Online


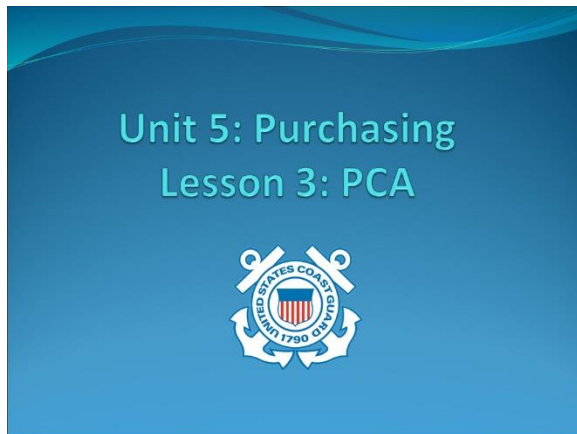
1. Access paper Job Aid, “How to Verify Purchase Card Transaction (PCA)” in your Job Aid Booklet.
2. Go to milSuite for practice materials (link below):

<https://www.milsuite.mil/book/groups/fso-pva-course>

3. Click “Knowledge Development” link under Unit 5, Lesson 3
  4. Listed on this screen are the materials you need to complete your practice activity, including:
    - LECTURE – U5L3 – Verify PCA
    - DEMONSTRATION – Verify PCA
      - Follow along with your job aid as you click through the demonstration presentation
  5. Optional: After viewing presentations, refer to the slides in this section as a refresher.
  6. Email instructor with any questions, if needed.
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## Verify PCA Slides

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### Objective(s)

Following this lesson you should be able to:

- Log in to PCA page
- Verify the purchase information in the system is correct
- Add descriptions to your purchases
- Officially mark the transaction as "Verified"

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### Required Training

#### Purchase card training

- Prior to requesting PCA access, you must complete Purchase Card mandated training on the CG Learning Management System.
- <https://elearning.uscg.mil/>
  - Course Name: "DHS Online Purchase Card"
  - Course Code: "100039"



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## Verify PCA Slides, Continued

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### Obtain a Purchase Card

- [FIN-SMB-CSLIAISON@uscg.mil](mailto:FIN-SMB-CSLIAISON@uscg.mil)

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### PCA Access

#### Log-in Process:

- After obtaining a USER ID and Password from FINCEN, access PCA by:
  - Navigating to Purchase Card Application (PCA) page
  - Access "Purchase Card Application" by opening in your favorites
  - Open link at the bottom of page to access Login screen
  - Enter User ID and Password

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### Purchase Verification

- Verify after statement posts
  - Statements post on the 28<sup>th</sup> of each month and must be certified by AO by the 15<sup>th</sup> of the following month
- Describe each purchase in the description block
  - List the "big ticket" or major items purchased in the description block
- Verify information
  - Transaction date
  - Vendor
  - Purchase Amount



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## Verify PCA Slides, Continued

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### Discrepancies

- Types of discrepancies:
  - Missing receipt
  - Purchase amount
- Filing Disputes
  - Enter the reason for the dispute and click the “disputed” button in PCA
  - Alert your AO that you are disputing a charge.



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### Submission Process

- Print out PCA statement
- Submit to Approving Official with the following documents:
  - Invoices attached in order of PCA
  - PR
  - DHS-1501
  - Menus
- Approving Official must approve and submit by the 15<sup>th</sup> of the month.

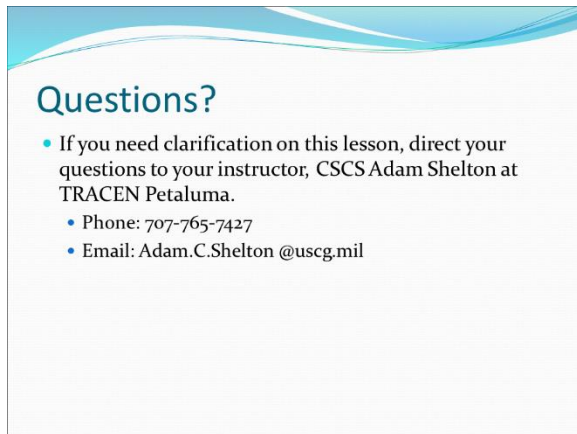
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### Summary and Review

- BEFORE you get your card:
  - You need training before you can apply for your Purchase Card
    - After the training reach out to your FINCEN representative for guidance about applying.
- AFTER you use your card:
  - You need to verify the information on the PCA statement each month.

## Verify PCA Slides, Continued

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**Questions?**

- If you need clarification on this lesson, direct your questions to your instructor, CSCS Adam Shelton at TRACEN Petaluma.
  - Phone: 707-765-7427
  - Email: Adam.C.Shelton @uscg.mil

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End of Presentation Slides

## Practice: Purchasing Stores

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### Instructions: Practice

#### Access Practice Materials Online

1. Access paper Job Aid, “How to Verify Purchase Card Transactions (PCA)” in your Job Aid Booklet.
2. Go to milSuite for practice materials (link below):  
  
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Click “PCA Simulation” link under Unit 5, Lesson 3
  - This will launch the PCA Simulator
4. Click on the choice for “Food Service Officer PVA”
5. Click on the “Individual Practice” link
  - NOTE: This simulator was built for an in-class lesson. You will not use the Guided Practice link in this FOT lesson.
6. TIPS FOR USING SIMULATOR
  - **DO NOT use back button. You will need to re-start the simulator if you do.**
  - JA STEP 5. You do not need to have PCA log in credentials to use this simulator. Simply use your LAST NAME followed by your FIRST NAME. For the Password, use the word password. Click OK to continue
  - JA STEP 8. LOV means “List of Values”. Click the LOV link to select from the list of values available for that field.
  - JA STEP 13. This step in the Job Aid is incorrect. You will get this information at a later stage after you have verified transactions.
  - **JA STEP 23. Before you click the Cardholder Menu link at the top of the page, PRINT THIS PAGE TO PDF, using the Print function of your browser. This is the “Transaction Verification” screen you will email to your instructor.**
  - JA STEP 28. This is the second screen you will print to pdf to email to your instructor.

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## Practice: Purchasing Stores

### Instructions:

### Practice, CONT.

### Complete Practice

7. Use the following scenario and receipts below to complete the Practice using the PCA simulator.

### Practice Scenario

You are CS2 Johnny B. Cookin. It is June 13, 2020 and you are ready to validate purchases on your PCA statement ending June 12<sup>th</sup>

Follow your Job Aid to take all required actions, then use your browser print function to print your PCA Statements (there are two) as a pdf documents named:

- PCA Transaction Verification – PRACTICE (your last name)
- PCA Purchase Card Statement – PRACTICE (your last name)



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## Practice: Purchasing Stores, Continued

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**Instructions:  
Practice,  
CONT.**Submit Completed Practice

8. Create EMAIL to instructor CSCS Shelton ([Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)):
- Subject: U5L3 PRACTICE (Your Last Name)
  - Attachment: Your practice doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Practice (U5L3 PCA)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Practice

9. Your instructor will contact you with feedback using the email and phone number you included in your email.

10. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.</li><li>4. Pursue action determined with instructor in Step 3.</li></ol>

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End of Practice

## PTC Assessment: Verify PCA

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**Instructions:  
Assessment**

If you are ready to complete your Assessment activity, follow the instructions below.

Access Assessment Materials Online

1. Access paper Job Aid, “How to Verify Purchase Card Transactions (PCA)” in your Job Aid Booklet.
2. Go to milSuite for practice materials (link below):  
  
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Click “PCA Simulation” link under Unit 5, Lesson 3
  - This will launch the PCA Simulator
4. Click on the choice for “Food Service Officer PVA”
5. Click on the “Assessment” link

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## PTC Assessment: Verify PCA, (Continued)

### Instructions: Assessment, CONT.

#### Complete Assessment

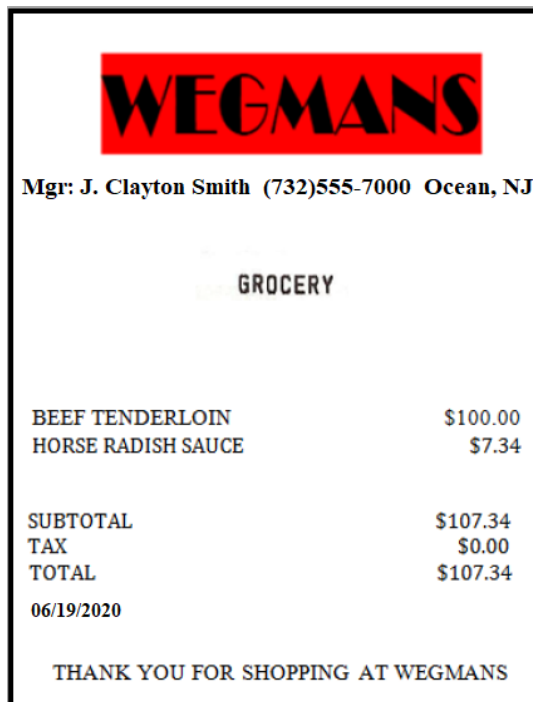
6. Use the following scenario and receipts below to complete the Assessment using the PCA simulator.

#### Assessment Scenario

You are CS2 Johnny B. Cookin. It is June 13, 2020 and you are ready to validate purchases on your PCA statement ending June 12<sup>th</sup>

Follow your Job Aid to take all required actions, then use your browser print function to print your PCA Statements (there are two) as a pdf documents named:

- PCA Transaction Verification – ASSESSMENT (your last name)
- PCA Purchase Card Statement – ASSESSMENT (your last name)



## Assessment: Verify PCA, Continued

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### Instructions for Assessment, CONT.

#### Submit Completed Assessment Forms

1. Create EMAIL to instructor CSCS Shelton ([Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)):
  - Subject: U5L3 ASSESSMENT (Your Last Name)
  - Attachment: Your assessment doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Assessment (U5L3 PCA)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

#### Receive Instructor Feedback on Assessment

2. Your instructor will contact you with feedback using the email or phone number you included in your email.
3. Instructor feedback on your assessment:

IF	THEN
Your assessment was correct	Congratulations! You are proficient in this skill!
Your Practice had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.</li><li>4. Pursue action determined with instructor to successfully complete assessment</li></ol>

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End of Assessment