

# Purchasing Card Manager

Control Over Procurement ... Power to Negotiate Price

## Regain Control

Devised as a payment method for high-volume, low-value goods, purchasing cards have come into their own as a controllable means of procuring goods and services. The Purchasing Card Manager (PCM) service from First Data provides corporate and public users with Web-based reporting and analysis tools to allow them to manage expenditure, negotiate supplier discounts and manage tax reclaims.

## Some Great PCM Features

- Online access to electronic statements
- Workflow integration
- Automated cost allocation of transactions
- Instant on-screen management information inquiries
- Downloadable management information reports
- Export file generation—customized to your specific general ledger
- User profile-based access authorities
- Transaction review, approve and dispute
- Comprehensive audit trail for all transactions
- Drill down to transaction detail
- Corporate hierarchy and responsibility structures
- Multinational-program delivery
- Comprehensive support service

## Benefits at a Glance

- Workflow
- Electronic Invoicing
- Online Management Information
- General Ledger Integration
- SOX Compliance

## You're in Control

Daily access to transactions online ensures early visibility on expenditure and real-time statements. In addition, PCM provides merchant and merchant-category based reporting, cardholder usage reporting and, of course, tax reclaim management. PCM provides the controls and confidence to decentralize purchasing and empower cardholders, keeping paperwork and back-office administration to a minimum.

## Electronic Invoicing

Purchasing cards have the ability to leave the footprint of an electronic purchase order at the point-of-sale and pick up an electronic invoice on the date of payment. Where suppliers are capable of providing Addendum or Line Item Detail (LID) from their point-of-sale systems, the electronic invoice can be used to generate "evidence for tax" reports, where no further paperwork is required to recover taxes. PCM supports the receipt of addendum data—presenting it along with the transaction—and allows the customer to enter this data later if it does not come with the transaction. PCM also generates your tax reclaim evidence reports.

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## Online Management Information at Your Fingertips

The ability to report on procurement transactions at multiple levels is critical in providing a sense of confidence to senior management and financial controllers. PCM provides a wealth of online, real-time reporting that allows staff and managers to monitor and control expenditures. Online management information provides an effective view of the supplier base, identifies spending patterns and provides negotiating power.

## Integrate With Your General Ledger

PCM provides a comprehensive, cost-allocation solution that automates cost coding and provides flexibility to override defaults before export to the general ledger. This ensures minimal work is required within the general ledger itself, providing a more streamlined business process. PCM addresses the special consideration of medium- and large-scale purchasing card programs by placing special emphasis on integration with corporate general ledger systems such as Oracle, SAP, Peoplesoft and JD Edwards. This ensures full functionality across a broad range of systems.

## A Global Leader in Electronic Commerce

First Data powers the global economy by making it easy, fast and secure for people and businesses around the world to buy goods and services using virtually any form of payment. Serving millions of merchant locations and thousands of card issuers, we have the expertise and insight to help you accelerate your business. Put our intelligence to work for you.

**For more information, contact your  
First Data Sales Representative  
or visit [firstdata.com](http://firstdata.com).**