



NOAA

**Commerce Purchase Card System
(CPCS)**

Cardholder Exercises

for

FY 2016 Training

V 1.0

Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
V1.0	11/13/15	Updated for FY2016	E.Cobbs/FSD CSB - Training

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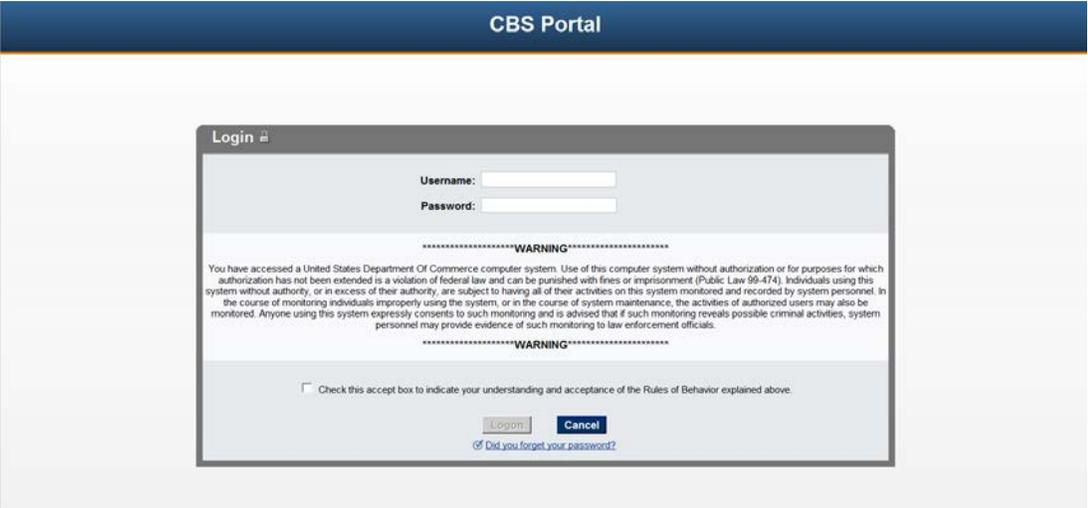
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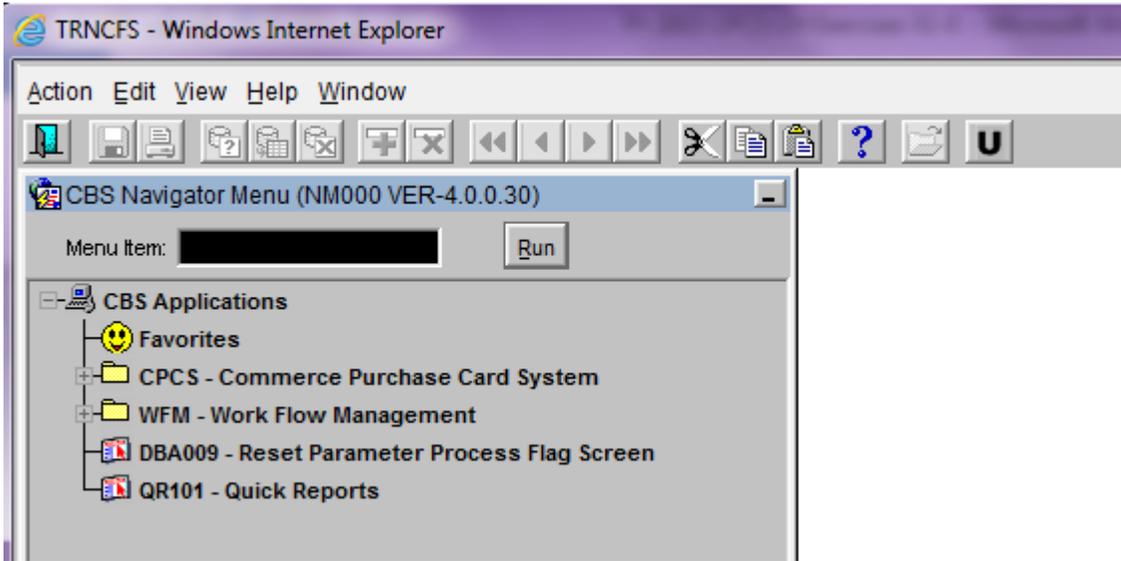
Exercise #1: CPCS Logon

- Objectives:
- Logon to Web Portal
 - Access CPCS

Notes: **Use the User ID & Password given to you by the instructor.**

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Open an Internet Explorer window ➤ Point your browser to the training website given to you by the instructor. <p>Note: Training website will only be utilized in the classroom training.</p>
2	<p>On the CBS Web Migration Portal Login screen:</p>  <ul style="list-style-type: none"> ➤ Enter Training User Name ➤ Enter Training Password ➤ Check the Checkbox ➤ Click Logon

Step	Action
3	<p>On the CBS Web Portal screen:</p>  <ul style="list-style-type: none"> ➤ Click on CFS ➤ Click on <Submenu Option Listed>
4	A new window opens, click YES to any prompts
5	<p>Navigator Menu appears, click OK on the message</p> 

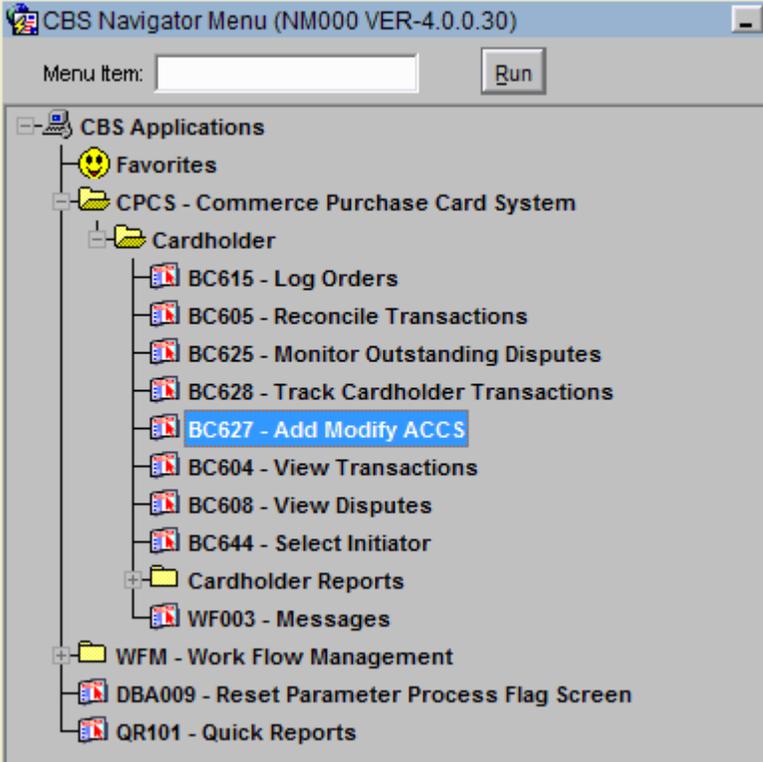
Exercise #2: Add/Modify another ACCS

- Objectives:
- Add a new ACCS for a cardholder
 - Expand Navigator Menu

Notes: *Users are able to add or modify ACCS codes, as costs may be charged to multiple ACCS codes.*

Instructions: Execute the following steps:

Your default accounting information has already been added for the current Fiscal Year. Due to the types of purchases you make, you decide to add another ACCS to your profile in order to have the correct Object Class associated.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder ➤ Click to expand the <i>Cardholder</i> folder ➤ Double-click on the option BC627-Add Modify ACCS 

Step	Action																															
2	<p>The Add Modify ACCS screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number. ➤ Click in the first available blank line <ul style="list-style-type: none"> ○ If none are available, click in a line and then click the Add Record  icon. 																															
3	<p>Add the following information:</p> <ul style="list-style-type: none"> ➤ Note = <i>Training class on (date)</i> ➤ ACCS Type = <i>T#</i> (next number from the one showing) ➤ Start Date = <i>01-OCT-20##</i> (Current Fiscal Year Start Date) ➤ End Date = <i>30-SEP-20##</i> (Current Fiscal Year End Date) <p>A new window will open up that has the default accounting information already entered on the screen. Use the default ACCS listed or use one of the ACCS for your training Line Office listed below:</p>																															
3a	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="285 989 475 1056" rowspan="2">LO</th> <th colspan="3" data-bbox="475 989 1432 1056">ACCS</th> </tr> <tr> <th data-bbox="475 1056 850 1123">Org</th> <th data-bbox="850 1056 1109 1123">Project</th> <th data-bbox="1109 1056 1432 1123">Task</th> </tr> </thead> <tbody> <tr> <td data-bbox="285 1123 475 1190">NOS</td> <td data-bbox="475 1123 850 1190">10-01-0000-00-00-00-00</td> <td data-bbox="850 1123 1109 1190">18K3B82</td> <td data-bbox="1109 1123 1432 1190">P00, P02, PHA</td> </tr> <tr> <td data-bbox="285 1190 475 1257">NMAO</td> <td data-bbox="475 1190 850 1257">08-01-0000-00-00-00-00</td> <td data-bbox="850 1190 1109 1257">78P3A10</td> <td data-bbox="1109 1190 1432 1257">P00, P01, P13</td> </tr> <tr> <td data-bbox="285 1257 475 1325">NWS</td> <td data-bbox="475 1257 850 1325">20-10-0000-00-00-00-00</td> <td data-bbox="850 1257 1109 1325">48WW893</td> <td data-bbox="1109 1257 1432 1325">P00, P01, P76</td> </tr> <tr> <td data-bbox="285 1325 475 1392">NMFS</td> <td data-bbox="475 1325 850 1392">30-01-0000-00-00-00-00</td> <td data-bbox="850 1325 1109 1392">28L4S00</td> <td data-bbox="1109 1325 1432 1392">P00, P91, P92</td> </tr> <tr> <td data-bbox="285 1392 475 1459">NESDIS</td> <td data-bbox="475 1392 850 1459">40-01-0000-00-00-00-00</td> <td data-bbox="850 1392 1109 1459">58N2G00</td> <td data-bbox="1109 1392 1432 1459">P00, PEL</td> </tr> <tr> <td data-bbox="285 1459 475 1499">OAR</td> <td data-bbox="475 1459 850 1499">50-01-0000-00-00-00-00</td> <td data-bbox="850 1459 1109 1499">38R1D18</td> <td data-bbox="1109 1459 1432 1499">P00, P01, P02</td> </tr> </tbody> </table>	LO	ACCS			Org	Project	Task	NOS	10-01-0000-00-00-00-00	18K3B82	P00, P02, PHA	NMAO	08-01-0000-00-00-00-00	78P3A10	P00, P01, P13	NWS	20-10-0000-00-00-00-00	48WW893	P00, P01, P76	NMFS	30-01-0000-00-00-00-00	28L4S00	P00, P91, P92	NESDIS	40-01-0000-00-00-00-00	58N2G00	P00, PEL	OAR	50-01-0000-00-00-00-00	38R1D18	P00, P01, P02
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OAR	50-01-0000-00-00-00-00	38R1D18	P00, P01, P02																													
3b	<p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Object Class = <i>31-23-00-00</i> ➤ User Defined = <i>000000</i> <p>The Add Modify ACCS screen will appear with your new training ACCS entered</p> <ul style="list-style-type: none"> ➤ Click the Save  icon 																															

Step	Action
4	<p>At the bottom of the screen you should see the following message: FRM-40400: Transaction complete: 1 records applied and saved.</p> <p>Click the Exit  icon.</p>

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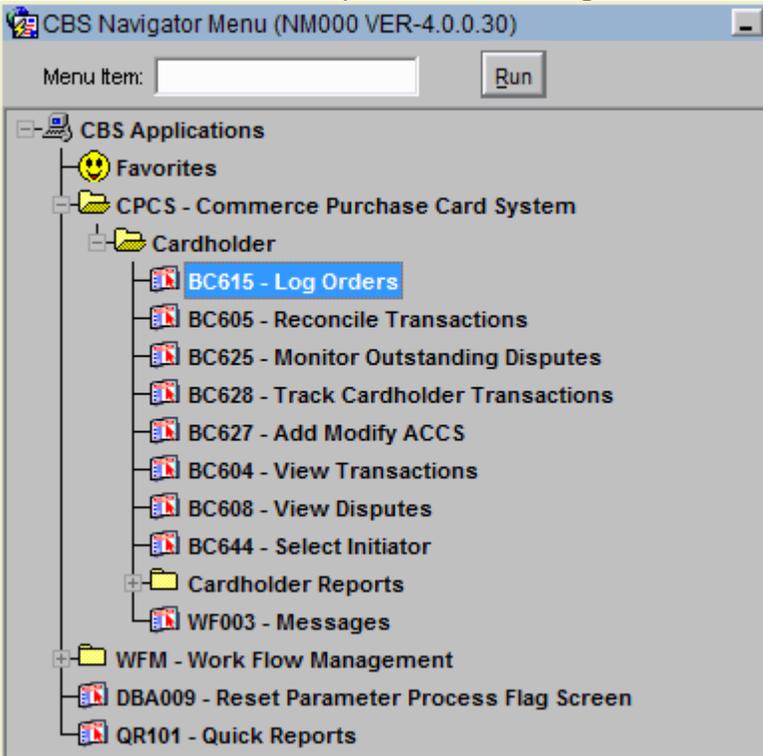
Exercise #3: Adding a Purchase Card Order Log Entry

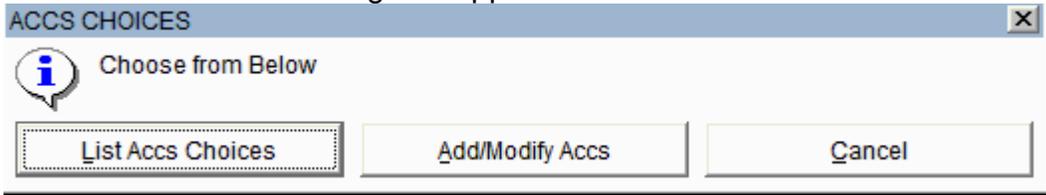
- Objectives:
- Record a CPCS Order Log entry
 - Record ACCS for Order Log entry

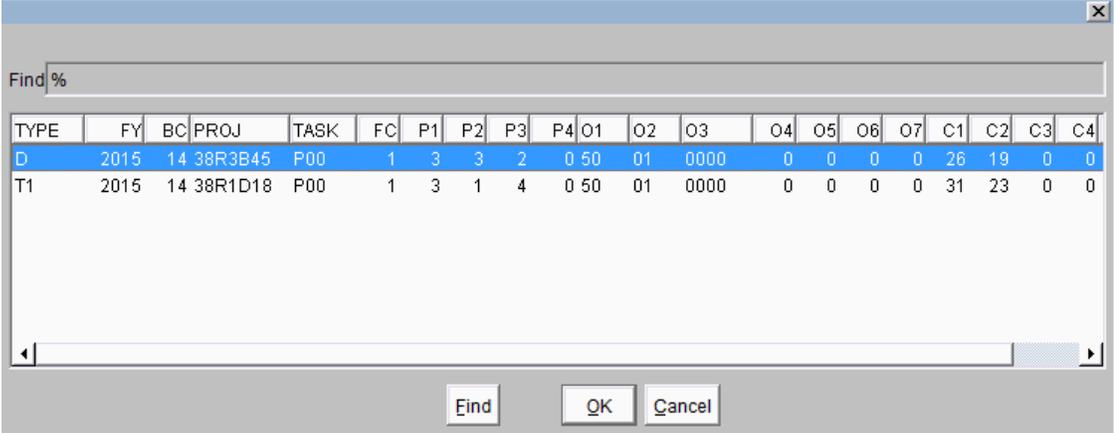
Notes: *Users should be entering their purchases in either the Log Order within CPCS after making the purchase. Users should also be entering a correct ACCS with the order log entry. Upon receipt of the merchandise, a user should enter the receive date on their order log.*

Instructions: Execute the following steps:

Your office was in the need for some binders. So you went to Staples nearby to pick them up. After your purchase, you came back to the office to enter this purchase into your Order Log.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC615- Log Orders 

Step	Action
2	<p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number. ➤ Click in the first available blank line <ul style="list-style-type: none"> ○ If none are available, click in a line in the transaction area and then click the Add Record  icon.
3	<p>Add the following information:</p> <ul style="list-style-type: none"> ➤ Order Date = Enter current date in Oracle Format (DD-MON-YYYY) (i.e. 07-OCT-2013) ➤ Amount = 41.00 ➤ Description = Office Supplies – Binders (may double-click in the field to bring up the editor) ➤ Vendor = Staples ➤ Date Received = Enter current date in Oracle Format (DD-MON-YYYY) (i.e. 07-OCT-2013) ➤ Click the Save  icon ➤ Click the  button at the bottom of the screen
4	<p>The ACCS screen appears. Associate an ACCS to this order log by doing the following:</p> <ul style="list-style-type: none"> ➤ Click the  button at the bottom of the screen <p>The ACCS Choices dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Click the  button

Step	Action
5	<p>A dialog box will appear listing all of the ACCS choices for the cardholder:</p>  <p>➤ Highlight the default ACCS</p> <p>➤ Click OK</p>
6	<p>The ACCS screen will appear with the new ACCS code selected populated in the fields.</p> <p>➤ Click the Save  icon</p> <p>➤ Click the Exit  icon</p>
7	<p>The Purchase Card Order Log screen appears.</p> <p>➤ Click the Save  icon</p> <p>➤ Click the Exit  icon if finished with the Order Log</p>

OPTIONAL ORDER LOG ENTRIES

Enter the following information into the Order Log:

Miscellaneous Office supplies for \$42.00 from Office Max (use current dates)
 Yellow Folders for \$103.00 from Office Depot (use current date for order date)

Make sure to associate an ACCS to each of these new entries.

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Exercise #4: Delete an entry from the Purchase Card Order Log

Objectives: • Delete a duplicate entry on the Order Log

Notes:

Users can delete an entry on the Order Log if it is a duplicate or the purchase did not go through for some reason.

Instructions: Execute the following steps:

Upon going into your Purchase Order Log, you realize that you inadvertently put in a purchase twice. You will need to delete one of them.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC615- Log Orders
2	<p><u>OPTIONAL</u></p> <p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the duplicate line: <i>\$370.00, Digital Camera Supplies, Staples</i></p> <ul style="list-style-type: none"> ➤ Click the Delete  icon ➤ Click the Save  icon <p>You should see the following message at the bottom of the screen:</p> <p style="border: 1px solid gray; padding: 2px; display: inline-block;">Transaction complete: 1 records applied and saved.</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon if finished with the Order Log

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Exercise #5: Updating Purchase Card Order Log Information

- Objectives:
- Update an Order Log entry with a date received
 - Update an Order Log entry by associating an ACCS

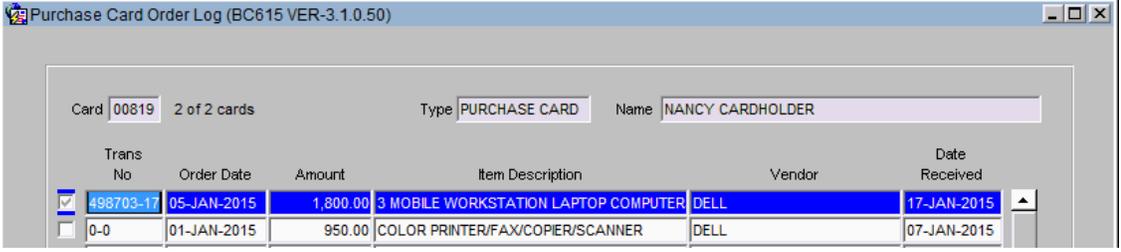
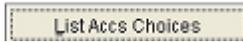
Notes:

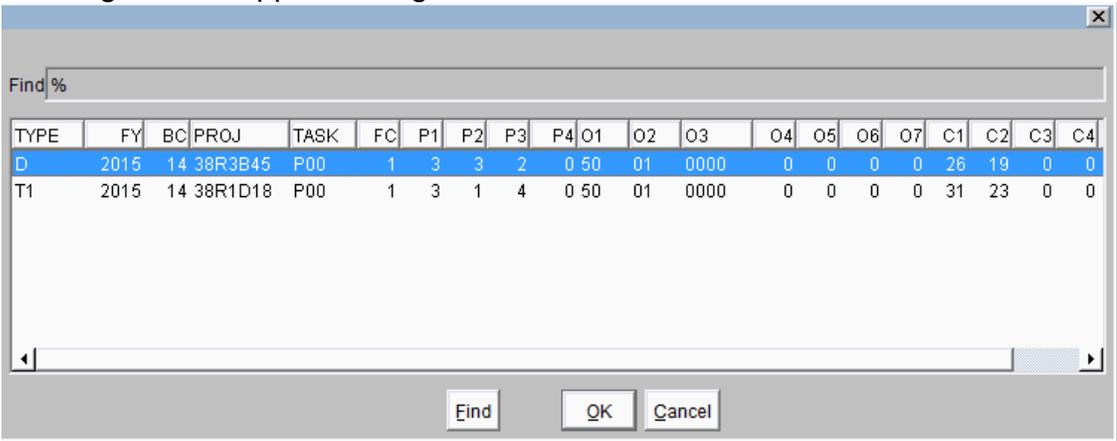
Users may not have all of the information needed when first making the purchase and entering it into the Order Log. Users have the ability to go back and edit or update any previous entries in the Order Log.

Instructions: Execute the following steps:

You have finally received two of your purchases that were ordered. You will need to go and update the Order Log with the receive date. You also have another entry that you did not have the correct ACCS at the time of entering it into the Order Log. You will need to now go back and associate the correct ACCS to that log entry.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC615- Log Orders
2	<p><u>OPTIONAL</u></p> <p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3a	<p>Click to highlight the following entry:</p> <p><i>\$100.00, Reference Books, Amazon</i></p> <p>Enter the Date Received (Use the 17th of the month of the order date)</p>
3b	<p>Click to highlight the following entry:</p> <p><i>\$1,800.00 Mobile Workstation Laptop Computers, Dell</i></p> <p>Enter the Date Received (Use the 7th of the month of the order date)</p>

Step	Action
3c	<p>A user can query using the Enter Query () icon and then typing in one of the fields (i.e. Vendor) and pressing the Execute Query () icon to filter the results in the Order Log. Just make sure your cursor is in one of the fields prior to clicking the Enter Query icon.</p> 
3d	<p>➤ Click the Save  icon</p>
4	<p>Click to highlight the following entry:</p> <p><i>\$1,800.00 Mobile Workstation Laptop Computers, Dell</i></p> <p>Click the  button at the bottom of the screen</p>
5	<p>The ACCS screen appears. Associate an ACCS to this order log by doing the following:</p> <p>➤ Click the  button at the bottom of the screen</p> <p>The ACCS Choices dialog box appears:</p>  <p>➤ Click the  button</p>

Step	Action
6	<p>A dialog box will appear listing all of the ACCS choices for the cardholder:</p>  <p>➤ Highlight the ACCS that has the property object class (i.e. 31-23)</p> <p>➤ Click OK</p>
7	<p>The ACCS screen will appear with the new ACCS code selected populated in the fields.</p> <p>➤ Click the Save  icon</p> <p>➤ Click the Exit  icon</p>
8	<p>The Purchase Card Order Log screen appears.</p> <p>➤ Click the Save  icon</p> <p>➤ Click the Exit  icon if finished with the Order Log</p>

OPTIONAL ORDER LOG ENTRIES

Enter the receive date for the following entry in the Order Log:

Digital Camera Supplies, \$370.00, Staples

Make sure to associate a property object class ACCS to this entry.

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Exercise #5a: Run the Purchase Card Order Log Report

Objectives: • Run the Order Log Report

Notes:

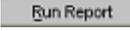
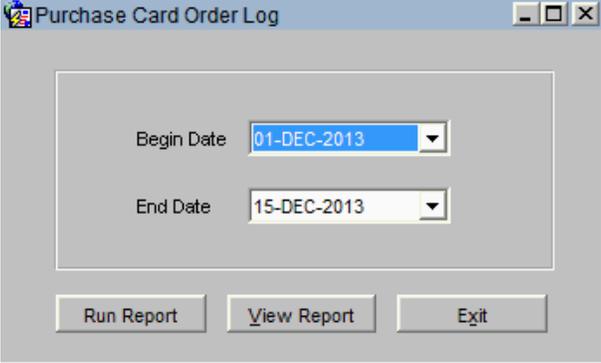
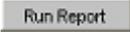
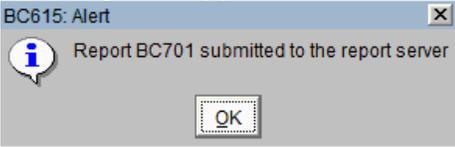
The Purchase Card Order Log entries never get deleted unless a user manually goes in to delete them. Users should not delete them without proper backup information. At the beginning of the new Fiscal Year, a user can run the Purchase Card Order Log Report to capture all order log entries made for the previous fiscal year. Once the report is run, the user may then save that report electronically or print out a copy. Then the user may go back and delete the entries on the Order Log for the previous fiscal year.

Instructions: Execute the following steps:

COMMERCE ACQUISITION MANUAL 1313.301 states: "Retention of Documents – The storing of supporting documentation for purchase card transactions below the micro-purchase threshold for a period of 3 years in accordance with to FAR 4.805 and GAO-08-368R."

The CPCS system gives the users the capability of keeping an electronic file of these purchases, however, as new purchases are made each year the order log becomes longer and longer. To simplify the process, at the beginning of the new fiscal year, the user may run the Purchase Card Order Log report in order to capture the last fiscal year's purchases, prior to deleting them in the system to keep in line with the regulations.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC615- Log Orders
2	<p><u>OPTIONAL</u></p> <p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.

Step	Action
3	<p>➤ Click the  button at the bottom of the screen</p> <p>A dialog box appears:</p>  <p>The dialog box titled "Purchase Card Order Log" contains two date selection fields: "Begin Date" with a dropdown menu showing "01-DEC-2013" and "End Date" with a dropdown menu showing "15-DEC-2013". At the bottom are three buttons: "Run Report", "View Report", and "Exit".</p> <p>➤ Click the drop-down listing to select the Begin Date (i.e. first day shown)</p> <p>➤ Click the drop-down listing to select the End Date (i.e. last day shown)</p> <p>➤ Click the  button</p> <p>A dialog box appears:</p>  <p>The alert dialog box titled "BC615: Alert" contains an information icon and the text "Report BC701 submitted to the report server". An "OK" button is at the bottom.</p> <p>➤ Click OK</p>
	<p>Note: The list of values may only show the dates contained within your Order Log. Choose the dates that are as close to the fiscal year as possible.</p>

Step	Action																																																																																																																											
<p>4</p>	<p>The Purchase Card Order Log screen appears:</p> <p>➤ Click the  button at the bottom of the screen</p> <p>A new window will open containing your Order Log Report for the dates specified.</p>  <p>BC701 Department of Commerce Purchase Card Order Log for: CARDHOLDER, NANCY</p> <table border="1"> <thead> <tr> <th>Account Number</th> <th>Grand/Card Total</th> <th>Order Begin Date</th> <th>Period Ending</th> <th>Date Prepared</th> <th></th> </tr> </thead> <tbody> <tr> <td>00819</td> <td>\$16,077.00</td> <td>01-JAN-2015</td> <td>06-AUG-2015</td> <td>13-NOV-2015</td> <td>Page 1 of 5</td> </tr> <tr> <td></td> <td>\$16,077.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Trans.No</th> <th>Order Date</th> <th>Amount</th> <th>Vendor</th> <th>Date Received</th> </tr> </thead> <tbody> <tr> <td>0-0</td> <td>01-JAN-2015</td> <td>\$2,250.00</td> <td>HEADSETPLUS.COM</td> <td>11-JAN-2015</td> </tr> <tr> <td colspan="5">Description: WIRELESS POLYCOM CONFERENCE PHONES</td> </tr> <tr> <td colspan="5">ACCS:</td> </tr> <tr> <td colspan="5">ACCS Descr:</td> </tr> <tr> <td>0-0</td> <td>01-JAN-2015</td> <td>\$950.00</td> <td>DELL</td> <td>07-JAN-2015</td> </tr> <tr> <td colspan="5">Description: COLOR PRINTER/FAX/COPIER/SCANNER</td> </tr> <tr> <td colspan="5">ACCS:</td> </tr> <tr> <td colspan="5">ACCS Descr:</td> </tr> <tr> <td>498703-1</td> <td>01-JAN-2015</td> <td>\$200.00</td> <td>OFFICE DEPOT</td> <td>10-JAN-2015</td> </tr> <tr> <td colspan="5">Description: FILE CABINET, 2-DRAWER LETTER</td> </tr> <tr> <td colspan="5">ACCS:</td> </tr> <tr> <td colspan="5">ACCS Descr:</td> </tr> <tr> <td>498703-10</td> <td>01-JAN-2015</td> <td>\$3,585.00</td> <td>A-1 CABLES</td> <td></td> </tr> <tr> <td colspan="5">Description: 300 CUSTOM BUILT CABLES</td> </tr> <tr> <td colspan="5">ACCS:</td> </tr> <tr> <td colspan="5">ACCS Descr:</td> </tr> <tr> <td>498703-22</td> <td>01-JAN-2015</td> <td>\$503.00</td> <td>OFFICE DEPOT</td> <td>01-JAN-2015</td> </tr> <tr> <td colspan="5">Description: OFFICE SUPPLIES</td> </tr> <tr> <td colspan="5">ACCS:</td> </tr> <tr> <td colspan="5">ACCS Descr:</td> </tr> </tbody> </table>	Account Number	Grand/Card Total	Order Begin Date	Period Ending	Date Prepared		00819	\$16,077.00	01-JAN-2015	06-AUG-2015	13-NOV-2015	Page 1 of 5		\$16,077.00					Trans.No	Order Date	Amount	Vendor	Date Received	0-0	01-JAN-2015	\$2,250.00	HEADSETPLUS.COM	11-JAN-2015	Description: WIRELESS POLYCOM CONFERENCE PHONES					ACCS:					ACCS Descr:					0-0	01-JAN-2015	\$950.00	DELL	07-JAN-2015	Description: COLOR PRINTER/FAX/COPIER/SCANNER					ACCS:					ACCS Descr:					498703-1	01-JAN-2015	\$200.00	OFFICE DEPOT	10-JAN-2015	Description: FILE CABINET, 2-DRAWER LETTER					ACCS:					ACCS Descr:					498703-10	01-JAN-2015	\$3,585.00	A-1 CABLES		Description: 300 CUSTOM BUILT CABLES					ACCS:					ACCS Descr:					498703-22	01-JAN-2015	\$503.00	OFFICE DEPOT	01-JAN-2015	Description: OFFICE SUPPLIES					ACCS:					ACCS Descr:				
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<p>5</p>	<p>Use Adobe's Print or Save icons to either print a hard-copy or save an electronic copy to your computer.</p> <p>Click the Close  button</p>																																																																																																																											
<p>6</p>	<p>The Purchase Card Order Log screen appears.</p> <p>➤ Click the Exit  icon if finished with the Order Log</p>																																																																																																																											

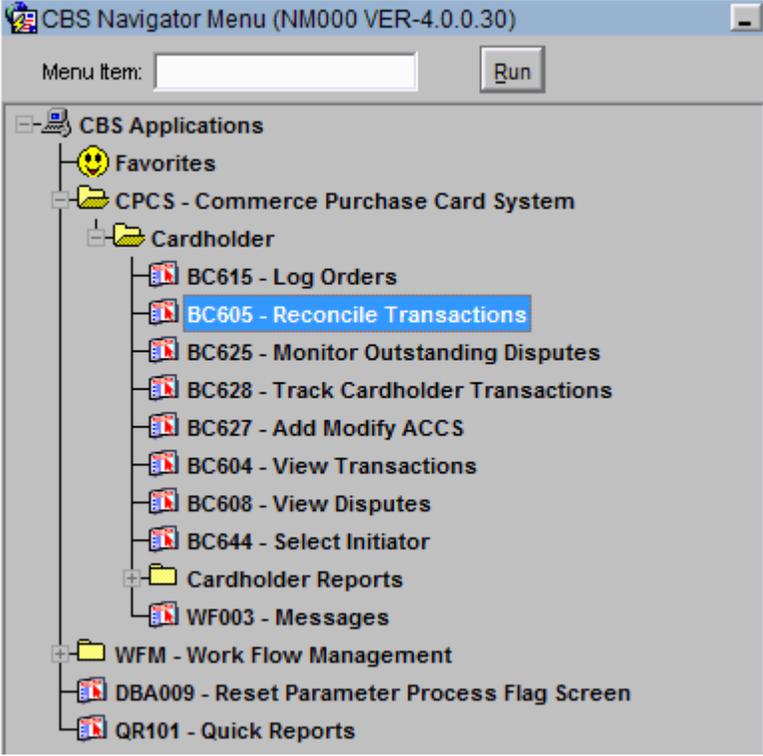
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Exercise #6: Reconcile a Single Transaction

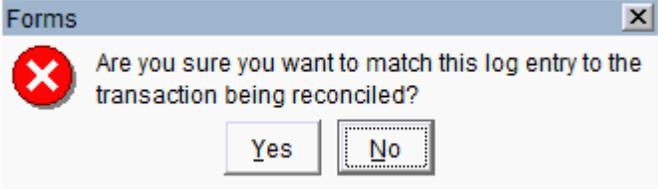
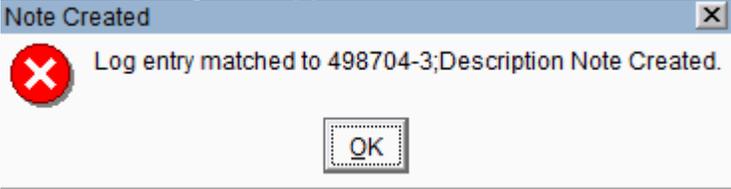
- Objectives:
- Match a Single Transaction with one Order Log Entry and Reconcile

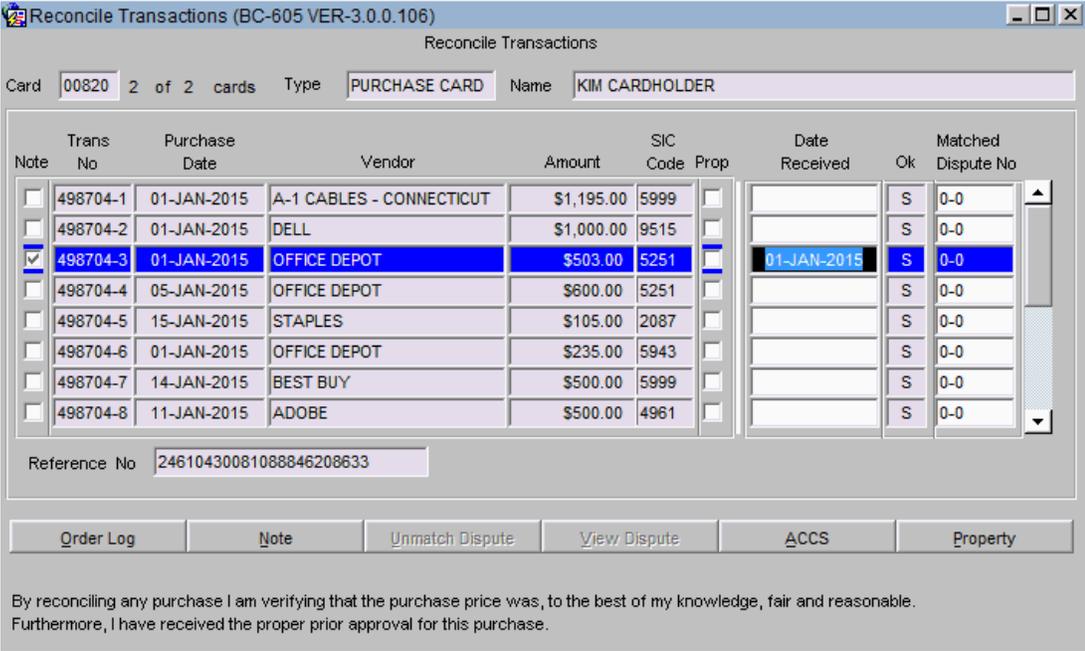
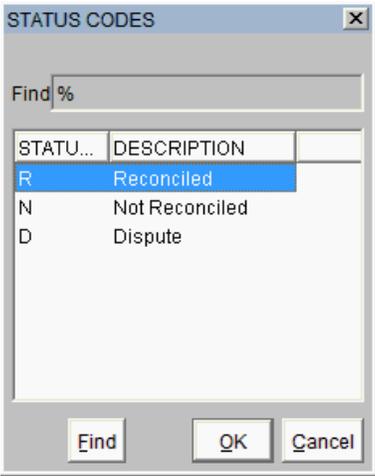
Instructions: Execute the following steps:

The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions 

Step	Action
2a	<p>The Warning Message dialog box appears:</p>  <p>➤ Click OK</p>
2b	<p>The Reconcile Transactions screen appears:</p> <p>➤ Verify that Card number that starts with 8 is showing.</p> <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction (a user may query on these fields as well):</p> <p><i>\$503.00, Office Depot</i></p> <p>➤ Click the Order Log button</p>
4a	<p>The Purchase Card Order Log screen appears:</p> <p>➤ Verify that Card number that starts with 8 is showing.</p> <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.

Step	Action
4b	<p>Click to highlight the following transaction (a user may query on these fields as well):</p> <p><i>\$503.00, Office Supplies, Office Depot</i></p> <p>➤ Click the Match To Transaction button</p>
4c	<p>A dialog box appears:</p>  <p>If you wish this transaction to be matched to the order log entry, click Yes.</p> <p>Another dialog box appears:</p>  <p>➤ Click OK</p>

Step	Action
<p>5</p>	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>  <p>The screenshot shows the 'Reconcile Transactions' window for card 00820. It lists several transactions with columns for Note, Trans No, Purchase Date, Vendor, Amount, SIC Code, Prop, Date Received, Ok, and Matched Dispute No. Transaction 498704-3 is highlighted, showing a purchase date of 01-JAN-2015, vendor 'OFFICE DEPOT', amount \$503.00, SIC code 5251, and a date received of 01-JAN-2015 with status 'S'.</p>
<p>6</p>	<p>Click in the OK column. A dialog box with other statuses will appear:</p>  <p>The 'STATUS CODES' dialog box contains a search field and a list of status codes. The 'R Reconciled' status is selected and highlighted in blue.</p> <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK

Step	Action
7	The Reconcile Transactions screen appears with the R now in the OK column. ➤ Click the Save  icon
8	The Reconcile Transactions screen will then remove the transaction.

OPTIONAL RECONCILE SINGLE TRANSACTION

Reconcile the following transaction:

\$155.00 from Staples

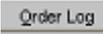
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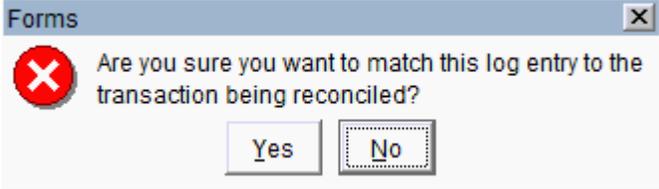
Exercise #7: Reconcile Transaction – Split ACCS

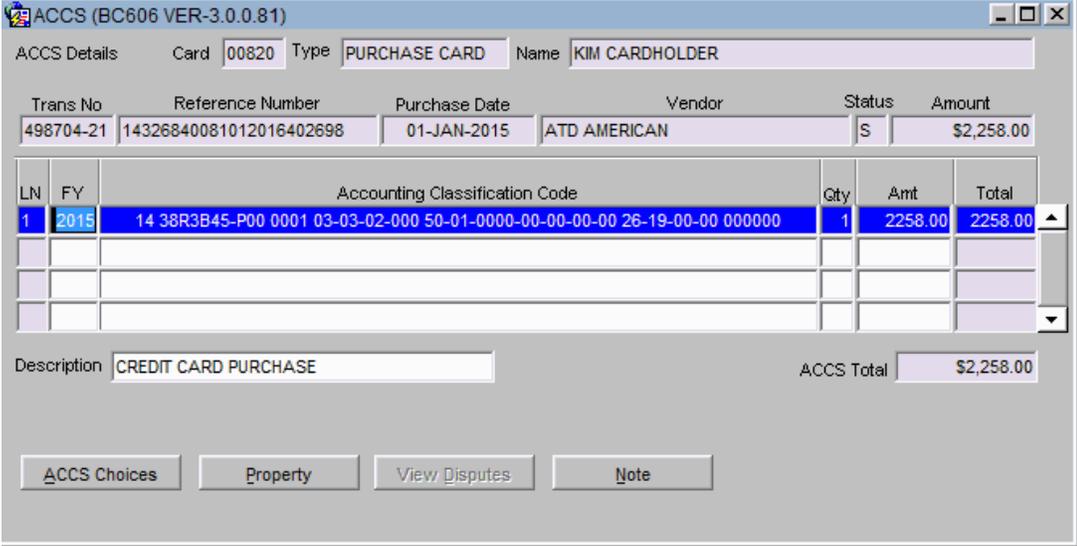
- Objectives:
- Reconcile a transaction to an order log entry
 - Split the costs between two ACCS
 - Add a New ACCS

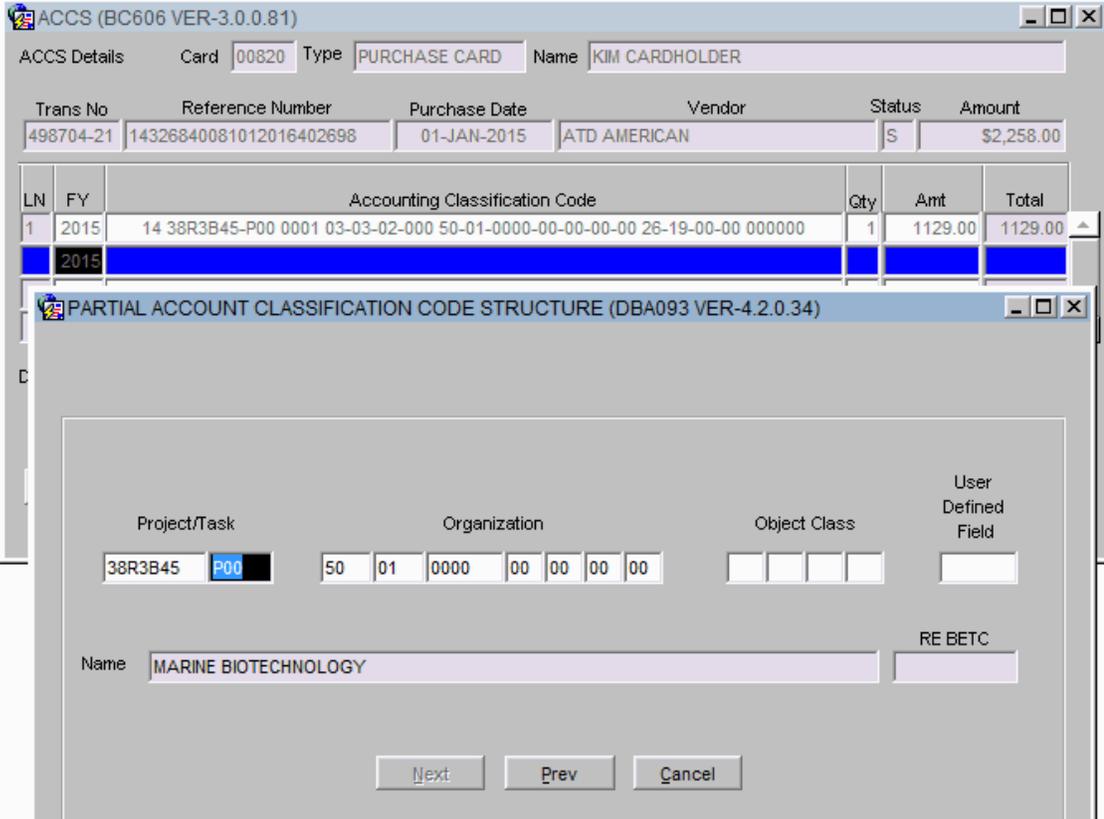
Instructions: Execute the following steps:

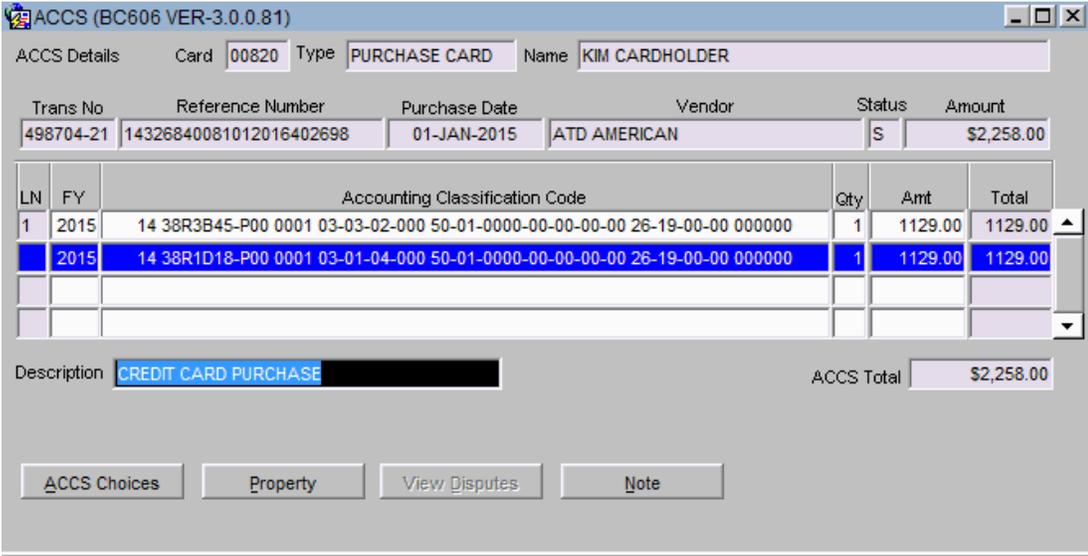
The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. This specific transaction is being split between two ACCS codes.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions
2a	<p><u>OPTIONAL</u></p> <p>The Warning Message dialog box appears:</p> <ul style="list-style-type: none"> ➤ Click OK
2b	<p><u>OPTIONAL</u></p> <p>The Reconcile Transactions screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction:</p> <p><i>\$2,258.00, ATD American</i></p> <ul style="list-style-type: none"> ➤ Click the  button

Step	Action
4a	<p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
4b	<p>Click to highlight the following transaction:</p> <p><i>\$2,258.00, Chairs, ATD American</i></p> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="Match To Transaction"/> button
4c	<p>A dialog box appears:</p>  <p>If you wish this transaction to be matched to the order log entry, click Yes.</p> <p>Another dialog box appears:</p> <ul style="list-style-type: none"> ➤ Click OK
5	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="ACCS"/> button

Step	Action
6a	<p>The ACCS screen appears and should have a default ACCS in it for the total amount. If it doesn't select the default accounting ACCS.</p>  <ul style="list-style-type: none"> ➤ Click in the <i>Amount</i> Field ➤ Enter 1129.00 ➤ Click in the <i>FY</i> field on the next blank line ➤ Enter the FY (i.e. 2015)

Step	Action																																			
6b	<p>The Partial Account Classification Code Structure screen appears:</p>  <p>Enter a Project and Task code listed below for your training Line Office Tab through to <i>Object Class</i> fields Enter object class 26-19-00-00 Enter User Defined 000000</p>																																			
6b1	<table border="1"> <thead> <tr> <th data-bbox="284 1371 440 1514">LO</th> <th colspan="3" data-bbox="440 1371 1433 1438">ACCS</th> </tr> <tr> <th data-bbox="284 1438 440 1514"></th> <th data-bbox="440 1438 852 1514">Org</th> <th data-bbox="852 1438 1143 1514">Project</th> <th data-bbox="1143 1438 1433 1514">Task</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1514 440 1570">NOS</td> <td data-bbox="440 1514 852 1570">10-01-0000-00-00-00-00</td> <td data-bbox="852 1514 1143 1570">18K3B82</td> <td data-bbox="1143 1514 1433 1570">P00, P02, PHA</td> </tr> <tr> <td data-bbox="284 1570 440 1629">NMAO</td> <td data-bbox="440 1570 852 1629">08-01-0000-00-00-00-00</td> <td data-bbox="852 1570 1143 1629">78P3A10</td> <td data-bbox="1143 1570 1433 1629">P00, P01, P13</td> </tr> <tr> <td data-bbox="284 1629 440 1688">NWS</td> <td data-bbox="440 1629 852 1688">20-10-0000-00-00-00-00</td> <td data-bbox="852 1629 1143 1688">48WW893</td> <td data-bbox="1143 1629 1433 1688">P00, P01, P76</td> </tr> <tr> <td data-bbox="284 1688 440 1747">NMFS</td> <td data-bbox="440 1688 852 1747">30-01-0000-00-00-00-00</td> <td data-bbox="852 1688 1143 1747">28L4S00</td> <td data-bbox="1143 1688 1433 1747">P00, P91, P92</td> </tr> <tr> <td data-bbox="284 1747 440 1806">NESDIS</td> <td data-bbox="440 1747 852 1806">40-01-0000-00-00-00-00</td> <td data-bbox="852 1747 1143 1806">58N2G00</td> <td data-bbox="1143 1747 1433 1806">P00, PEL</td> </tr> <tr> <td data-bbox="284 1806 440 1879">OAR</td> <td data-bbox="440 1806 852 1879">50-01-0000-00-00-00-00</td> <td data-bbox="852 1806 1143 1879">38R1D18</td> <td data-bbox="1143 1806 1433 1879">P00, P01, P02</td> </tr> </tbody> </table>				LO	ACCS				Org	Project	Task	NOS	10-01-0000-00-00-00-00	18K3B82	P00, P02, PHA	NMAO	08-01-0000-00-00-00-00	78P3A10	P00, P01, P13	NWS	20-10-0000-00-00-00-00	48WW893	P00, P01, P76	NMFS	30-01-0000-00-00-00-00	28L4S00	P00, P91, P92	NESDIS	40-01-0000-00-00-00-00	58N2G00	P00, PEL	OAR	50-01-0000-00-00-00-00	38R1D18	P00, P01, P02
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NESDIS	40-01-0000-00-00-00-00	58N2G00	P00, PEL																																	
OAR	50-01-0000-00-00-00-00	38R1D18	P00, P01, P02																																	

Step	Action
6c	<ul style="list-style-type: none"> ➤ Enter 1 in the <i>Qty</i> field ➤ Click in the <i>Amount</i> field ➤ Enter 1129.00  <ul style="list-style-type: none"> ➤ Click the Save  icon ➤ Click the Exit  icon
7	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>
8	<p>Click in the OK column. A dialog box with other statuses will appear:</p> <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK
9	<p>The Reconcile Transactions screen appears with the R now in the OK column.</p> <ul style="list-style-type: none"> ➤ Click the Save  icon
10	<p>The Reconcile Transactions screen will then remove the transaction.</p>

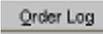
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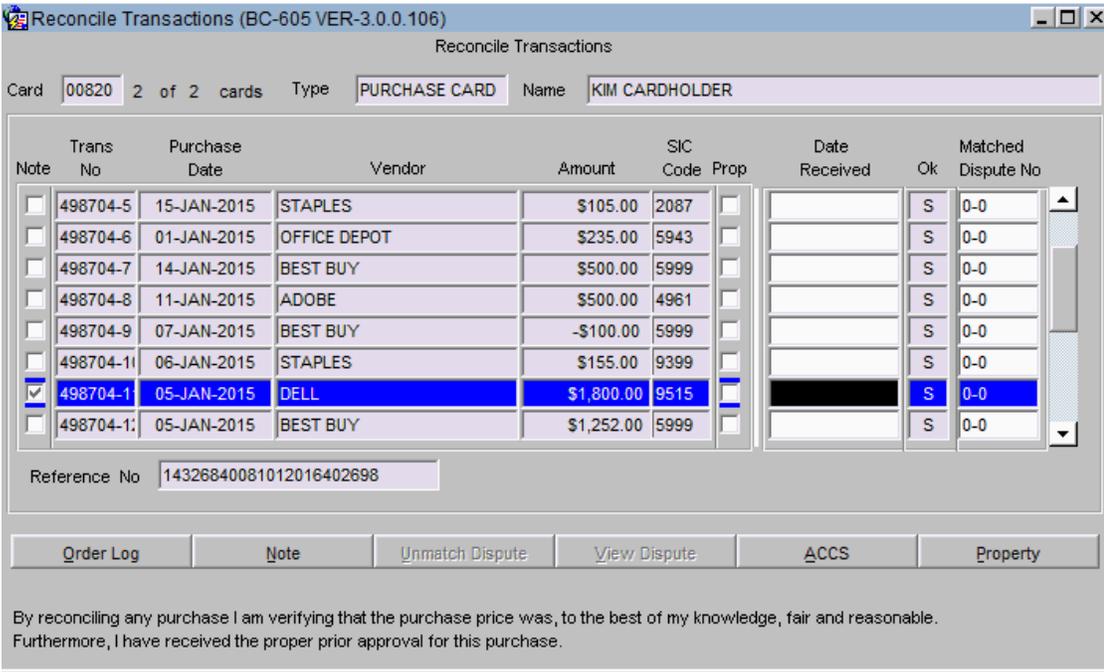
Exercise #8: Reconcile Transaction – Record Property

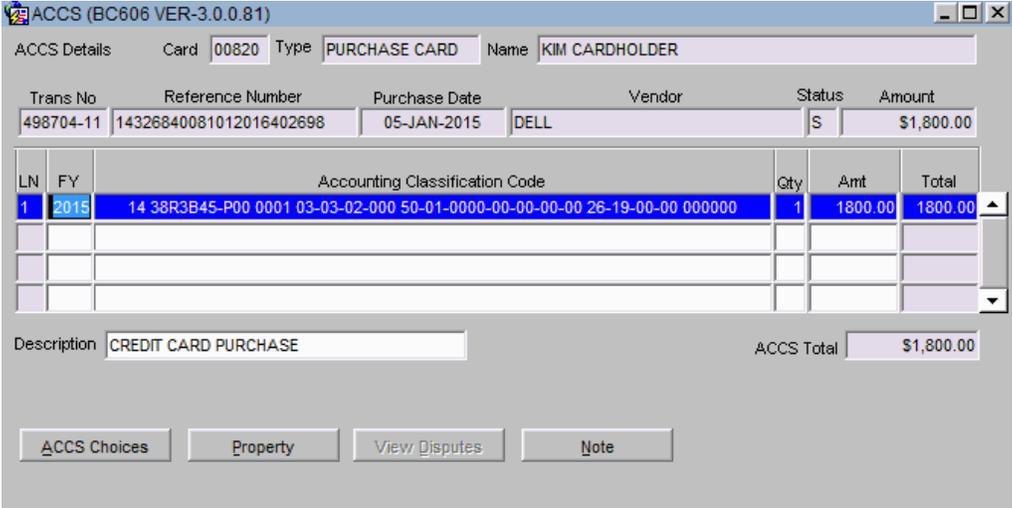
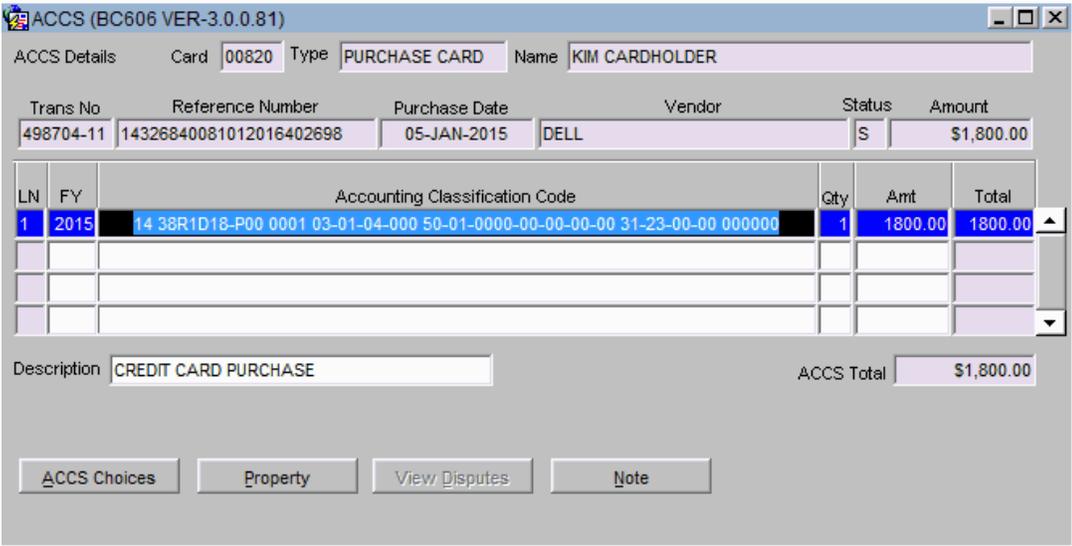
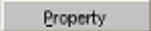
- Objectives:
- Reconcile a transaction to an order log entry
 - Verify/Modify ACCS
 - Enter Accountable Property Information

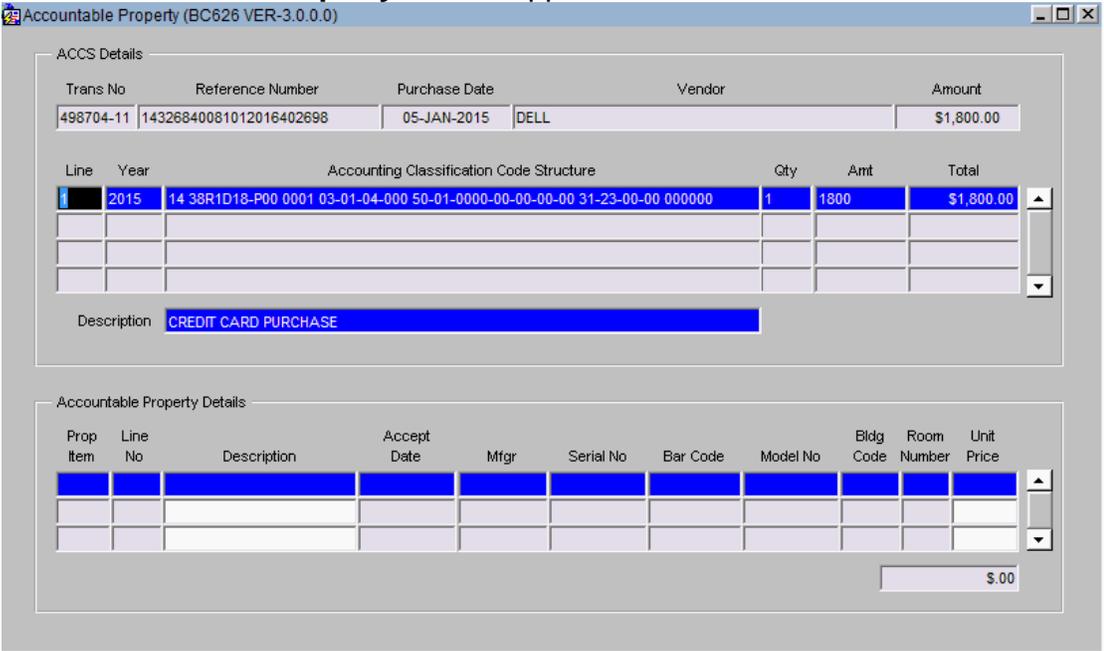
Instructions: Execute the following steps:

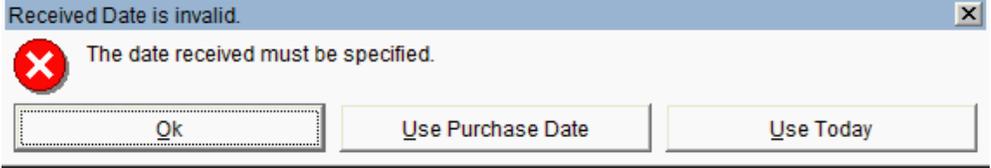
The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. This specific transaction needs the default accounting and property information needs to be added prior to reconciling the transaction.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions
2a	<p><u>OPTIONAL</u></p> <p>The Warning Message dialog box appears:</p> <ul style="list-style-type: none"> ➤ Click OK
2b	<p><u>OPTIONAL</u></p> <p>The Reconcile Transactions screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction:</p> <p><i>\$1,800.00, Dell</i></p> <ul style="list-style-type: none"> ➤ Click the  button

Step	Action																																																																																										
4a	<p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number. 																																																																																										
4b	<p>Click to highlight the following transaction:</p> <p><i>\$1,800.00, 3Mobile Workstation Laptop Computers, Dell</i></p> <ul style="list-style-type: none"> ➤ Click the Match To Transaction button 																																																																																										
4c	<p>A dialog box appears asking if you wish this transaction to be matched to the order log entry, Click Yes.</p> <p>Another dialog box appears giving you the information about Log Entry matched. Click OK.</p>																																																																																										
5	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>  <p>The screenshot shows the 'Reconcile Transactions' window with the following data:</p> <table border="1"> <thead> <tr> <th>Note</th> <th>Trans No</th> <th>Purchase Date</th> <th>Vendor</th> <th>Amount</th> <th>SIC Code</th> <th>Prop</th> <th>Date Received</th> <th>Ok</th> <th>Matched Dispute No</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>498704-5</td><td>15-JAN-2015</td><td>STAPLES</td><td>\$105.00</td><td>2087</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> <tr><td><input type="checkbox"/></td><td>498704-6</td><td>01-JAN-2015</td><td>OFFICE DEPOT</td><td>\$235.00</td><td>5943</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> <tr><td><input type="checkbox"/></td><td>498704-7</td><td>14-JAN-2015</td><td>BEST BUY</td><td>\$500.00</td><td>5999</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> <tr><td><input type="checkbox"/></td><td>498704-8</td><td>11-JAN-2015</td><td>ADOBE</td><td>\$500.00</td><td>4961</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> <tr><td><input type="checkbox"/></td><td>498704-9</td><td>07-JAN-2015</td><td>BEST BUY</td><td>-\$100.00</td><td>5999</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> <tr><td><input type="checkbox"/></td><td>498704-10</td><td>06-JAN-2015</td><td>STAPLES</td><td>\$155.00</td><td>9399</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> <tr style="background-color: #0000FF; color: #FFFFFF;"><td><input checked="" type="checkbox"/></td><td>498704-11</td><td>05-JAN-2015</td><td>DELL</td><td>\$1,800.00</td><td>9515</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> <tr><td><input type="checkbox"/></td><td>498704-12</td><td>05-JAN-2015</td><td>BEST BUY</td><td>\$1,252.00</td><td>5999</td><td><input type="checkbox"/></td><td></td><td>S</td><td>0-0</td></tr> </tbody> </table> <p>Reference No: 14326840081012016402698</p> <p>Buttons: Order Log, Note, Unmatch Dispute, View Dispute, ACCS, Property</p> <p>By reconciling any purchase I am verifying that the purchase price was, to the best of my knowledge, fair and reasonable. Furthermore, I have received the proper prior approval for this purchase.</p> <ul style="list-style-type: none"> ➤ Click the ACCS button 	Note	Trans No	Purchase Date	Vendor	Amount	SIC Code	Prop	Date Received	Ok	Matched Dispute No	<input type="checkbox"/>	498704-5	15-JAN-2015	STAPLES	\$105.00	2087	<input type="checkbox"/>		S	0-0	<input type="checkbox"/>	498704-6	01-JAN-2015	OFFICE DEPOT	\$235.00	5943	<input type="checkbox"/>		S	0-0	<input type="checkbox"/>	498704-7	14-JAN-2015	BEST BUY	\$500.00	5999	<input type="checkbox"/>		S	0-0	<input type="checkbox"/>	498704-8	11-JAN-2015	ADOBE	\$500.00	4961	<input type="checkbox"/>		S	0-0	<input type="checkbox"/>	498704-9	07-JAN-2015	BEST BUY	-\$100.00	5999	<input type="checkbox"/>		S	0-0	<input type="checkbox"/>	498704-10	06-JAN-2015	STAPLES	\$155.00	9399	<input type="checkbox"/>		S	0-0	<input checked="" type="checkbox"/>	498704-11	05-JAN-2015	DELL	\$1,800.00	9515	<input type="checkbox"/>		S	0-0	<input type="checkbox"/>	498704-12	05-JAN-2015	BEST BUY	\$1,252.00	5999	<input type="checkbox"/>		S	0-0
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<input type="checkbox"/>	498704-12	05-JAN-2015	BEST BUY	\$1,252.00	5999	<input type="checkbox"/>		S	0-0																																																																																		

Step	Action																								
6a	<p>The ACCS screen appears and should have a default ACCS in it for the total amount. If it doesn't select the default accounting ACCS.</p>  <p>The screenshot shows the ACCS window with the following details:</p> <ul style="list-style-type: none"> Card: 00820, Type: PURCHASE CARD, Name: KIM CARDHOLDER Trans No: 498704-11, Reference Number: 14326840081012016402698, Purchase Date: 05-JAN-2015, Vendor: DELL, Status: S, Amount: \$1,800.00 Accounting Classification Code table: <table border="1" data-bbox="311 535 1307 697"> <thead> <tr> <th>LN</th> <th>FY</th> <th>Accounting Classification Code</th> <th>Qty</th> <th>Amt</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2015</td> <td>14 38R3B45-P00 0001 03-03-02-000 50-01-0000-00-00-00 26-19-00-00 000000</td> <td>1</td> <td>1800.00</td> <td>1800.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Description: CREDIT CARD PURCHASE, ACCS Total: \$1,800.00 	LN	FY	Accounting Classification Code	Qty	Amt	Total	1	2015	14 38R3B45-P00 0001 03-03-02-000 50-01-0000-00-00-00 26-19-00-00 000000	1	1800.00	1800.00												
LN	FY	Accounting Classification Code	Qty	Amt	Total																				
1	2015	14 38R3B45-P00 0001 03-03-02-000 50-01-0000-00-00-00 26-19-00-00 000000	1	1800.00	1800.00																				
6b	<ul style="list-style-type: none"> ➤ Highlight the Default ACCS line and click  ➤ Click  ➤ Choose the new ACCS added earlier that has the property object class code (31-23) and click OK ➤ Click the Save  icon <p>The New ACCS should now show:</p>  <p>The screenshot shows the ACCS window with the following details:</p> <ul style="list-style-type: none"> Card: 00820, Type: PURCHASE CARD, Name: KIM CARDHOLDER Trans No: 498704-11, Reference Number: 14326840081012016402698, Purchase Date: 05-JAN-2015, Vendor: DELL, Status: S, Amount: \$1,800.00 Accounting Classification Code table: <table border="1" data-bbox="311 1360 1360 1528"> <thead> <tr> <th>LN</th> <th>FY</th> <th>Accounting Classification Code</th> <th>Qty</th> <th>Amt</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2015</td> <td>14 38R1D18-P00 0001 03-01-04-000 50-01-0000-00-00-00 31-23-00-00 000000</td> <td>1</td> <td>1800.00</td> <td>1800.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Description: CREDIT CARD PURCHASE, ACCS Total: \$1,800.00 <ul style="list-style-type: none"> ➤ Click the Save  icon ➤ Click  	LN	FY	Accounting Classification Code	Qty	Amt	Total	1	2015	14 38R1D18-P00 0001 03-01-04-000 50-01-0000-00-00-00 31-23-00-00 000000	1	1800.00	1800.00												
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Step	Action
7a	<p>The Accountable Property screen appears:</p> 
7b	<p>In the <i>Accountable Property Details</i> section, enter the following information:</p> <p>Description = 3 Laptops Unit Price = 1800.00</p> <ul style="list-style-type: none"> ➤ Click the Save  icon ➤ Click the Exit  icon (<i>takes you back to the ACCS screen</i>) ➤ Click the Exit  icon (<i>takes you back to the Reconcile Transactions screen</i>) <p>Note: For purposes of this exercise, only the mandatory fields will be entered. The other fields are not required.</p>
8	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>
9	<p>Click in the OK column. A dialog box with other statuses will appear:</p> <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK

Step	Action
10	<p>If the Date Received field did not have a date in it, you will be prompted to select a date by a dialog box:</p>  <p>▶ Click on Use Today</p>
11	<p>The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date.</p> <p>▶ Click the Save  icon</p>
12	<p>The Reconcile Transactions screen will then remove the transaction.</p>

OPTIONAL RECONCILE TRANSACTION – ADD PROPERTY

Reconcile the following transaction:

\$500.00 from Best Buy

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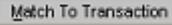
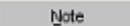
Exercise #9: Reconcile Multiple Transaction with One Log Entry

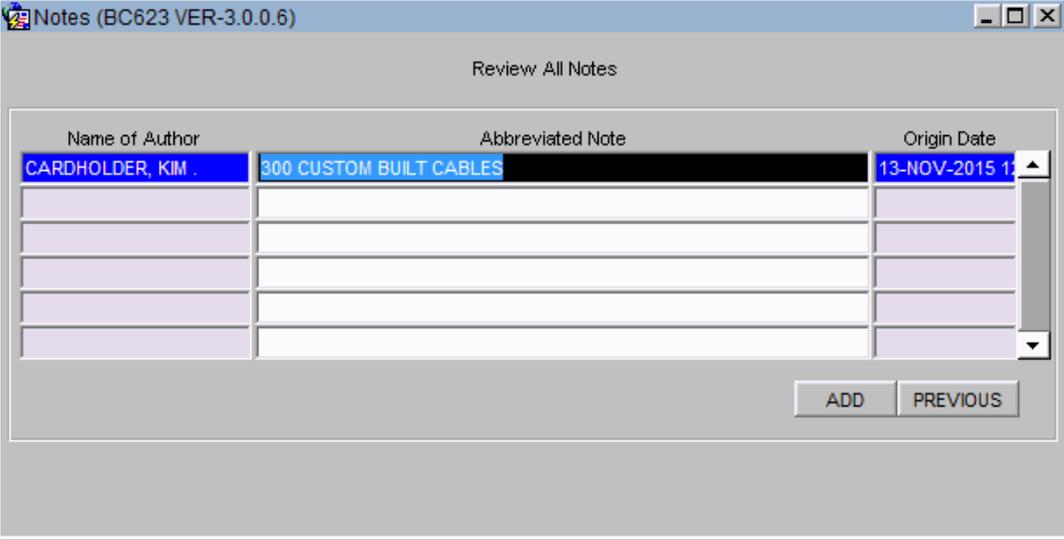
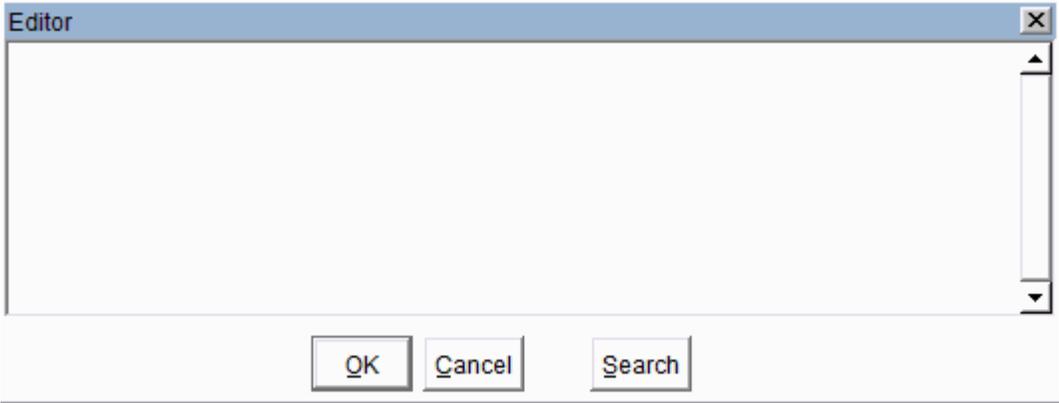
- Objectives:
- Match single transaction to multiple order log entries
 - Verify/Modify ACCS
 - Add Note(s) if needed

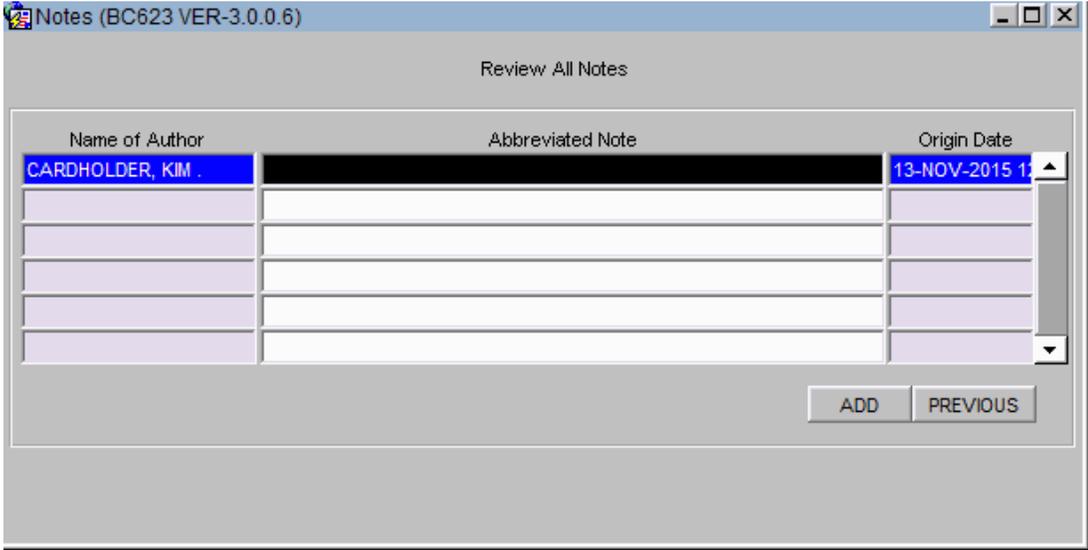
Instructions: Execute the following steps:

The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. The company had to split the transaction into two in order to ship the number needed for the order. However, when ordering, you only entered one log entry. You will need to reconcile one transaction to the order log and the other by itself with a note explaining the situation. Verify/Modify ACCS associated to both transactions.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions
2a	<p><u>OPTIONAL</u></p> <p>The Warning Message dialog box appears:</p> <ul style="list-style-type: none"> ➤ Click OK
2b	<p><u>OPTIONAL</u></p> <p>The Reconcile Transactions screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction:</p> <p><i>\$2,390.00, A-1 Cables Maryland</i></p> <ul style="list-style-type: none"> ➤ Click the  button

Step	Action
4a	<p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
4b	<p>Click to highlight the following transaction:</p> <p><i>\$3,585.00, 300 Custom Built Cables, A-1 Cables</i></p> <ul style="list-style-type: none"> ➤ Click the  button
4c	<p>A dialog box appears asking if you wish this transaction to be matched to the order log entry, Click Yes.</p> <p>Another dialog box appears giving you the information about Log Entry matched. Click OK.</p>
5	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p> <ul style="list-style-type: none"> ➤ Click the  button
6	<p>The ACCS screen appears and should have a default ACCS in it for the total amount of the transaction – not order log. If it doesn't, select the default accounting ACCS.</p> <ul style="list-style-type: none"> ➤ Click the Save  icon (only if you had to add an ACCS) ➤ Click the Exit  icon
7	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p> <ul style="list-style-type: none"> ➤ Click 

Step	Action
8a	<p>The Notes screen appears:</p>  <p>➤ Double-click in the first blank line in <i>Abbreviate Note</i> field</p>
8b	<p>The Editor box appears:</p>  <p>➤ Enter: ORDER SHIPPED FROM SEPARATE LOCATIONS – 200 CABLES FROM MD AND 100 FROM CT</p> <p>➤ Click OK</p> <p>➤ Click the Save  icon</p> <p>You'll be prompted with a dialog box asking if you wish to save, click YES</p> <p>➤ Click the Exit  icon</p>

Step	Action
9	The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.
10	Click in the OK column. A dialog box with other statuses will appear: <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK
11	If the Date Received field did not have a date it in, you will be prompted to select a date by a dialog box: <ul style="list-style-type: none"> ➤ Click on Use Today
12	The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date.
13	Click to highlight the following transaction: <p><i>\$1,195.00, A-1 Cables Connecticut</i></p> <ul style="list-style-type: none"> ➤ Click <input type="button" value="Note"/>
14a	<p>The Notes screen appears:</p>  <ul style="list-style-type: none"> ➤ Double-click in the first blank line in <i>Abbreviate Note</i> field

Step	Action
14b	<p>The Editor box appears:</p>  <ul style="list-style-type: none"> ➤ Enter: ORDER SHIPPED FROM SEPARATE LOCATIONS – 200 CABLES FROM MD AND 100 FROM CT; LOG ORDER TOTAL OF \$3585.00 MATCHED TO MARYLAND SHIPMENT ➤ Click OK ➤ Click the Save  icon <p>You'll be prompted with a dialog box asking if you wish to save, click YES</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon
15	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>
16	<p>Click in the OK column. A dialog box with other statuses will appear:</p> <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK
17	<p>If the Date Received field did not have a date it in, you will be prompted to select a date by a dialog box:</p> <ul style="list-style-type: none"> ➤ Click on Use Today
18	<p>The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date.</p> <ul style="list-style-type: none"> ➤ Click the Save  icon
19	<p>The Reconcile Transactions screen will then remove the transaction.</p>

OPTIONAL RECONCILE MULTIPLE TRANSACTIONS – SINGLE ORDER LOG

Reconcile the following transactions:

\$1,500.00 from Headsetplus.com

\$750.00 from Headsetplus.com

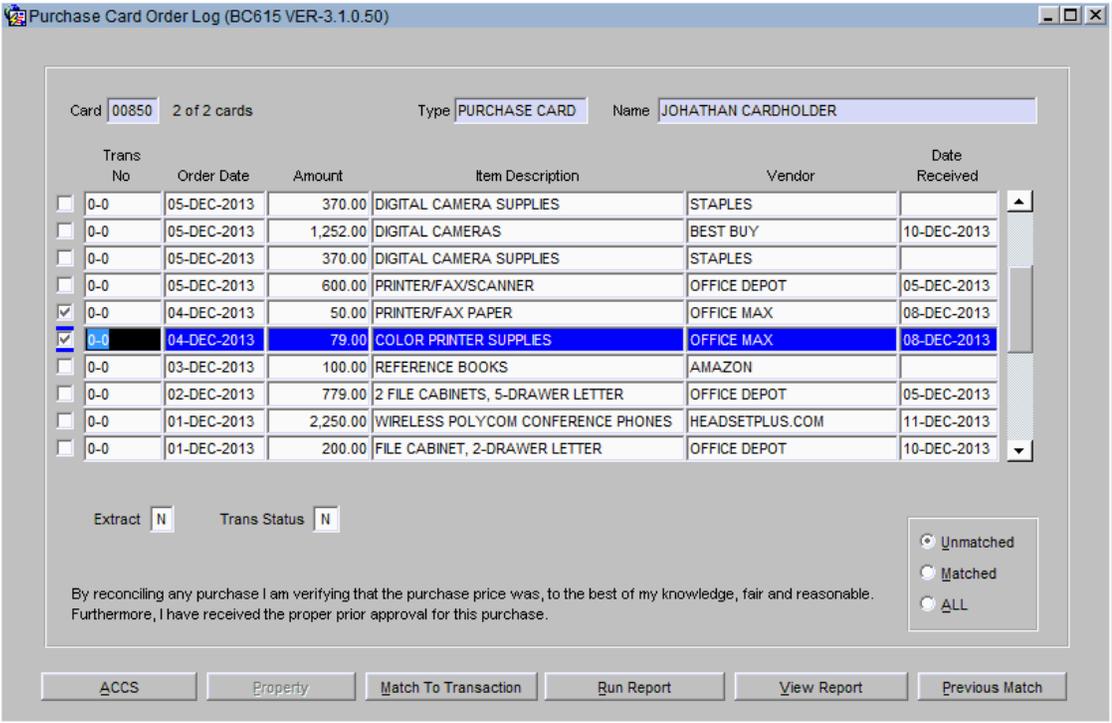
Exercise #10: Reconcile Single Transaction with Multiple Log Entries

- Objectives:**
- Reconcile Single Transaction with Multiple Order Log Entries
 - Verify/Modify the ACCS

Instructions: Execute the following steps:

The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. This specific transaction has two order log entries. Reconcile one transaction to both of the order log entries. Verify/Modify ACCS associated to the transactions.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions
2a	<p><u>OPTIONAL</u></p> <p>The Warning Message dialog box appears:</p> <ul style="list-style-type: none"> ➤ Click OK
2b	<p><u>OPTIONAL</u></p> <p>The Reconcile Transactions screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction:</p> <p><i>\$129.00, Office Max</i></p> <ul style="list-style-type: none"> ➤ Click the  button

Step	Action
4a	<p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
4b	<p>Click the checkboxes for the following transactions:</p>  <p><i>\$79.00, Color Printer Supplies, Office Max</i> <i>\$50.00, Printer/Fax Paper, Office Max</i></p> <ul style="list-style-type: none"> ➤ Click the Match To Transaction button

Step	Action
4c	<p>Depending upon whether or not an ACCS was associated to an order log entry, you may receive an error message asking you to adjust the amount or add an ACCS. Click OK if you are planning on using the default accounting that the transaction was swept with. If not, click Cancel and associate an ACCS to the order log entry/entries.</p> <p>A dialog box appears asking if you wish this transaction to be matched to the order log entry, Click Yes.</p> <p>Another dialog box appears giving you the information about Log Entry matched. Click OK.</p>
5	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>
6	<p>Click in the OK column. A dialog box with other statuses will appear:</p> <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK
7	<p>The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date.</p> <ul style="list-style-type: none"> ➤ Click the Save  icon
8	<p>The Reconcile Transactions screen will then remove the transaction.</p>

OPTIONAL RECONCILE SINGLE TRANSACTION – MULTIPLE ORDER LOG ENTRIES

Reconcile the following transactions:

\$105.00, Staples TO \$45.00, Office Supplies, Staples & \$60.00, Printer Cartridges, Staples

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Exercise #11: Dispute a Transaction

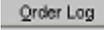
Objectives: • Dispute a Transaction

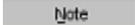
Notes:

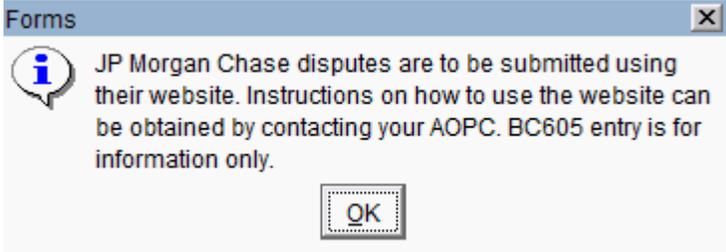
The following URL has all the information pertaining to the JPMC cards:
<http://www.corporateservices.noaa.gov/~finance/JPMC.html>

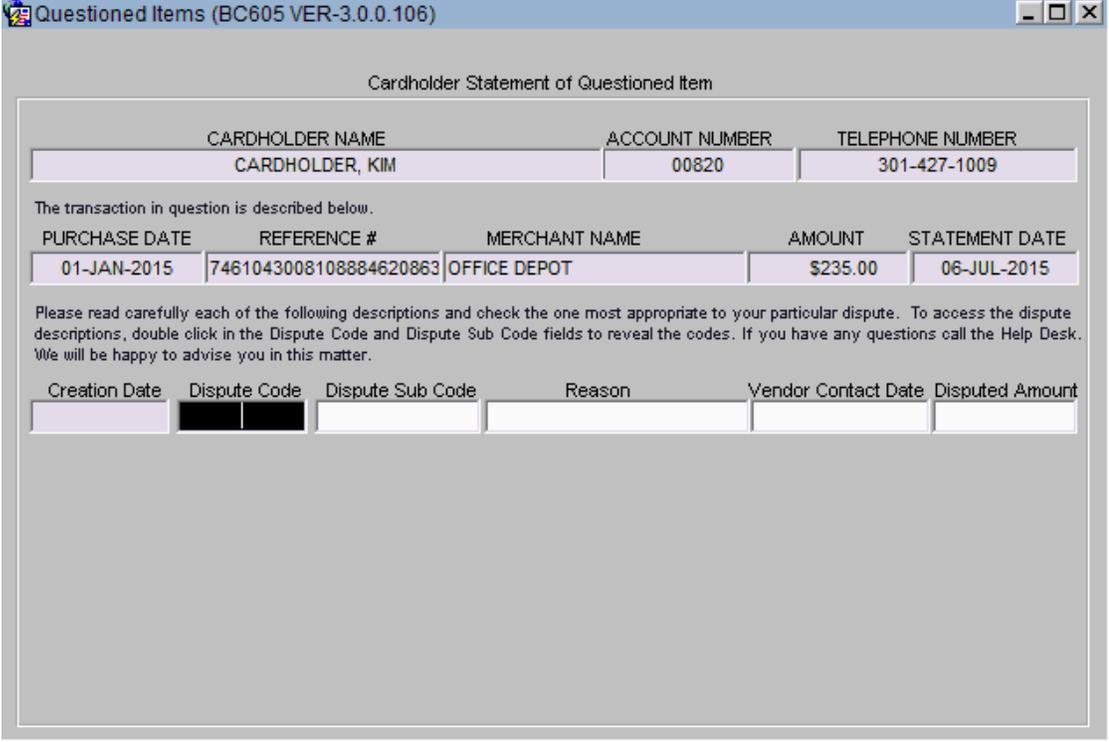
Instructions: Execute the following steps:

The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. This specific transaction came in \$35.00 more than what the price was when you order. You will need to match the transaction to the order log entry and then complete the steps of disputing the incorrect amount on the transaction.

Step	Action
1	<p><u>OPTIONAL</u></p> <p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions
2a	<p><u>OPTIONAL</u></p> <p>The Warning Message dialog box appears:</p> <ul style="list-style-type: none"> ➤ Click OK
2b	<p><u>OPTIONAL</u></p> <p>The Reconcile Transactions screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction:</p> <p><i>\$235.00, Office Depot</i></p> <ul style="list-style-type: none"> ➤ Click the  button

Step	Action
4a	<p>The Purchase Card Order Log screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
4b	<p>Click to highlight the following transaction:</p> <p><i>\$200.00, File Cabinet, 2-Drawer Letter</i></p> <ul style="list-style-type: none"> ➤ Click the  button
5	<p>A dialog box appears asking if you wish this transaction to be matched to the order log entry, Click Yes.</p> <p>Another dialog box appears giving you the information about Log Entry matched. Click OK.</p>
6	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p> <ul style="list-style-type: none"> ➤ Click 
7	<p>The Notes screen appears:</p> <ul style="list-style-type: none"> ➤ Double-click in the first blank line in <i>Abbreviate Note</i> field
8	<p>The Editor box appears:</p> <ul style="list-style-type: none"> ➤ Enter: TRANSACTION DISPUTED DUE TO INCORRECT AMOUNT – S/B \$200.00 ➤ Click OK ➤ Click the Save  icon <p>You'll be prompted with a dialog box asking if you wish to save, click YES</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon
9	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>

Step	Action
10	<p>Click in the OK column. A dialog box with other statuses will appear:</p> <ul style="list-style-type: none">➤ Make sure D Dispute is highlighted <p>A warning message will appear:</p>  <p>➤ Click OK</p>

Step	Action
11a	<p>The Questioned Items screen appears:</p>  <p>Enter the following information:</p> <p>Dispute Code = 12 (Double-clicking in this field will bring up a list of values) Dispute Sub-Code = 0 (Double-clicking in this field will bring up a list of values) Reason = Invoice does not match transaction amount Vendor Contact Date = Purchase Date Disputed Amount = 35.00</p> <p>➤ Click the Exit  icon</p> <p>You'll be prompted to save your changes before exiting, click Yes</p>
12	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column and you should now have a D in the OK column.</p> <p>➤ Click the Save  icon</p>

Step	Action
13	The Reconcile Transactions screen will then remove the transaction. ▶ Click the Exit  icon

OPTIONAL DISPUTE TRANSACTION

Dispute the following transaction:

\$1,000.00, Dell TO \$950.00, Color Printer/Fax/Copier/Scanner, Dell

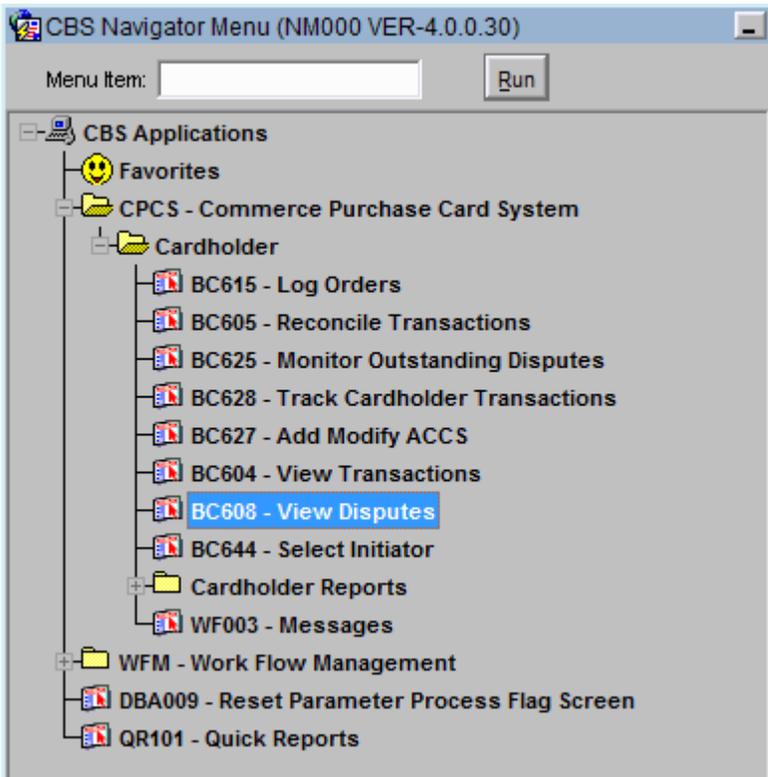
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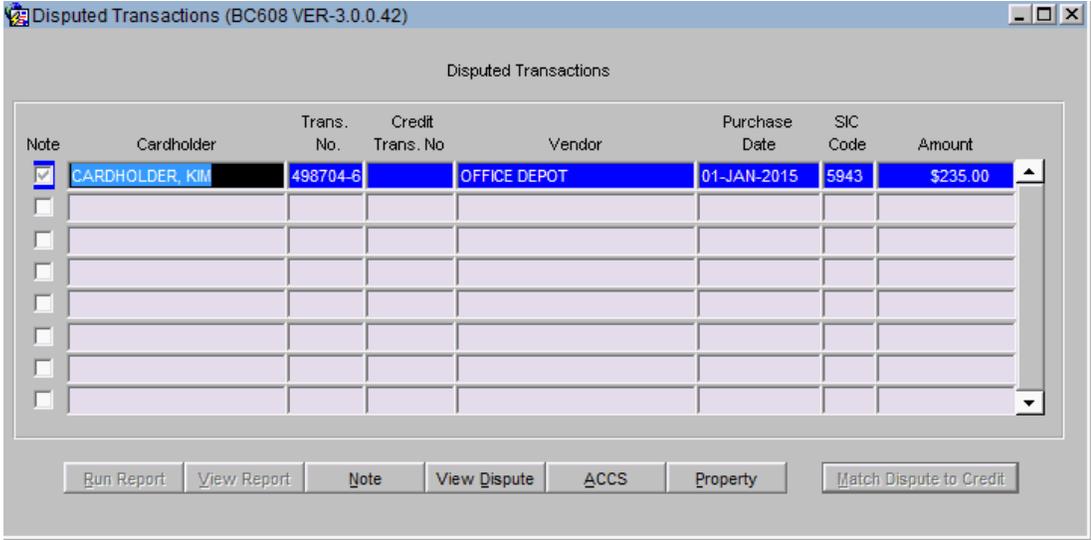
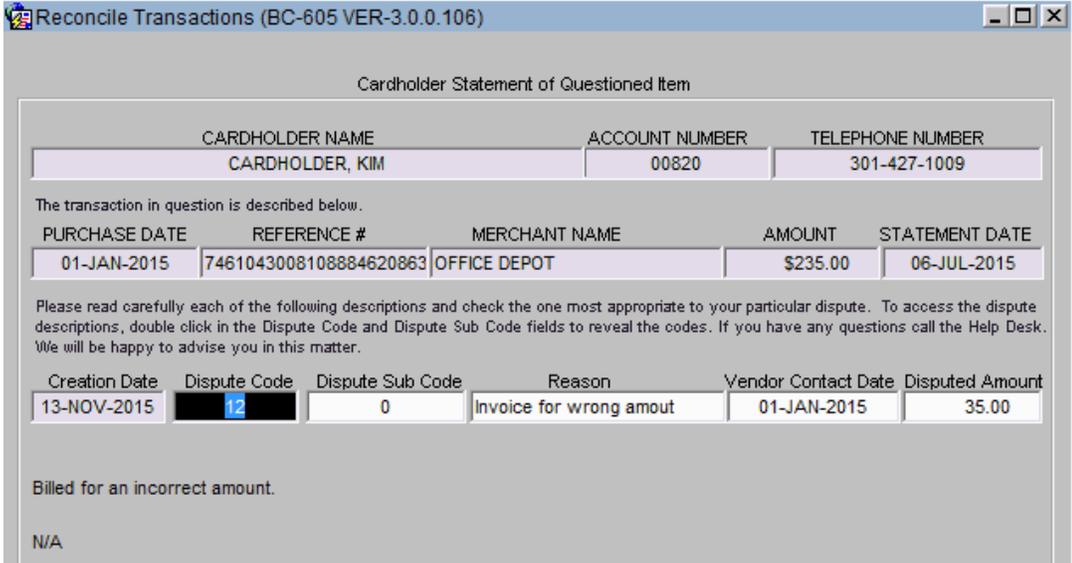
Exercise #12: View a Disputed Transaction

Objectives: • View a disputed transaction

Instructions: Execute the following steps:

After you have disputed transaction using the BC605 Reconcile Transaction screen, you must follow the procedures for JPMC using their system to do the actual dispute with them. You can always go and view what was originally entered for your disputed transaction.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC608 – View Disputes  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-4.0.0.30)'. At the top, there is a 'Menu Item:' text box and a 'Run' button. Below this is a tree view of applications. The tree is expanded to show 'CPCS - Commerce Purchase Card System' > 'Cardholder'. Under 'Cardholder', several menu items are listed, with 'BC608 - View Disputes' highlighted in blue. Other items include 'BC615 - Log Orders', 'BC605 - Reconcile Transactions', 'BC625 - Monitor Outstanding Disputes', 'BC628 - Track Cardholder Transactions', 'BC627 - Add Modify ACCS', 'BC604 - View Transactions', 'BC644 - Select Initiator', 'Cardholder Reports', and 'WF003 - Messages'. Below the 'Cardholder' folder are 'WFM - Work Flow Management', 'DBA009 - Reset Parameter Process Flag Screen', and 'QR101 - Quick Reports'.</p>

Step	Action
2	<p>The Disputed Transactions screen appears.</p>  <p>➤ Click </p>
3	<p>The Reconcile Transaction screen appears with the information pertaining to your disputed charge.</p>  <p>➤ When finished reviewing, click the Exit  icon</p>

Step	Action
4	<p>The Disputed Transactions screen appears.</p> <p>View the Note, ACCS & Property information by pressing those buttons. When finished reviewing those screens click the Exit  icon to get back to the Disputed Transactions screen.</p> <p>➤ Click the Exit  icon to go back to the Navigator Menu</p>

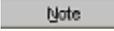
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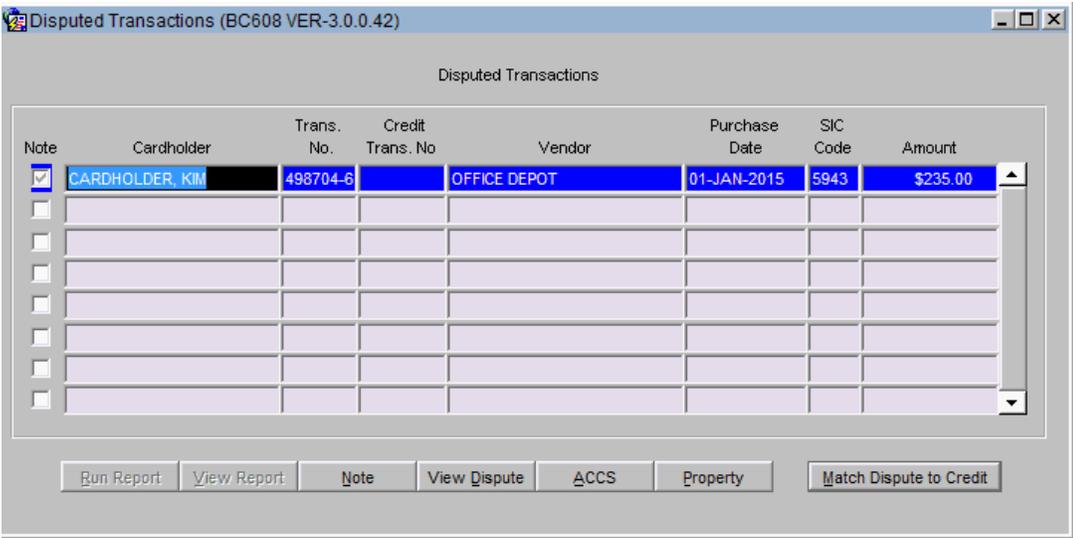
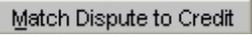
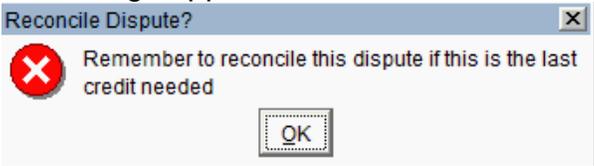
Exercise #13: Reconcile a Credit with a Disputed Transaction

Objectives: • Match a credit to reconcile a disputed transaction.

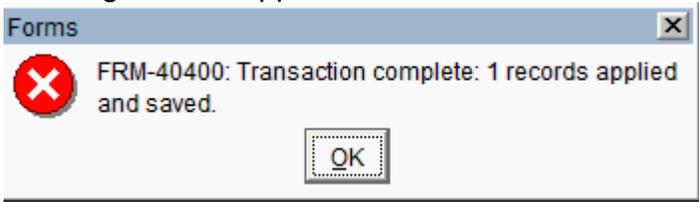
Instructions: Execute the following steps:

After going through your dispute process, the vendor has now agreed that the charge was erroneous. They have now credited your account with the disputed amount. You will need to now match that credit to reconcile the disputed transaction.

Step	Action
1	From the Navigator Menu : <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions
2a	The Warning Message dialog box appears: <ul style="list-style-type: none"> ➤ Click OK
2b	The Reconcile Transactions screen appears: <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	Click to highlight the following transaction: <p><i>\$-35.00, Office Depot</i></p> <ul style="list-style-type: none"> ➤ Click the  button
4	The Notes screen appears: <ul style="list-style-type: none"> ➤ Double-click in the first blank line in <i>Abbreviate Note</i> field

Step	Action
5	<p>The Editor box appears:</p> <ul style="list-style-type: none"> ➤ Enter: CREDIT RECEIVED FOR DISPUTED AMOUNT ➤ Click OK ➤ Click the Save  icon <p>You'll be prompted with a dialog box asking if you wish to save, click YES</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon
6	<p>The Reconcile Transactions screen appears.</p> <ul style="list-style-type: none"> ➤ Enter the Received Date = Today's Date ➤ Double-click in the <i>Match Disputed No</i> field
7	<p>The Disputed Transactions screen appears.</p>  <ul style="list-style-type: none"> ➤ Make sure the correct disputed transaction is highlighted ➤ Click on  <p>A message appears:</p>  <ul style="list-style-type: none"> ➤ Click OK

Step	Action
8	The Reconcile Transactions screen appears. The screen will now have a number in the Matched Dispute No field.
9	Click in the OK column. A dialog box with other statuses will appear: <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK ➤ Click the Save  icon
10	The Reconcile Transactions screen will then remove the transaction.
11	Click the Exit  icon to get back to the Navigator Menu <ul style="list-style-type: none"> ➤ Double-click on the option BC625 – Monitor Outstanding Disputes
12	The Monitor Outstanding Disputes screen appears <div data-bbox="298 852 1382 1423" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p><i>Use arrow keys on the keyboard to make sure the correct card is showing</i></p> Click in the OK column. A dialog box with other statuses will appear: <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK ➤ Click the Save  icon

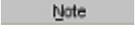
Step	Action
13	<p>A dialog box will appear:</p>  <p>➤ Click OK</p> <p>➤ Click the Exit  icon to get back to the Navigator Menu</p>

Exercise #14: Reconcile a Credit without Matching a Disputed Transaction

Objectives: • Reconcile a credit transaction without a matching dispute

Instructions: Execute the following steps:

The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. You notice that you have a credit showing on your transactions that does not belong to a dispute. You will still need to reconcile that amount.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC605 – Reconcile Transactions
2a	<p>The Warning Message dialog box appears:</p> <ul style="list-style-type: none"> ➤ Click OK
2b	<p>The Reconcile Transactions screen appears:</p> <ul style="list-style-type: none"> ➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction:</p> <p><i>-\$100.00, Best Buy</i></p> <ul style="list-style-type: none"> ➤ Click on  to verify the default ACCS is associated ➤ Click the Exit  icon if it is associated, if not associate an ACCS ➤ Click 

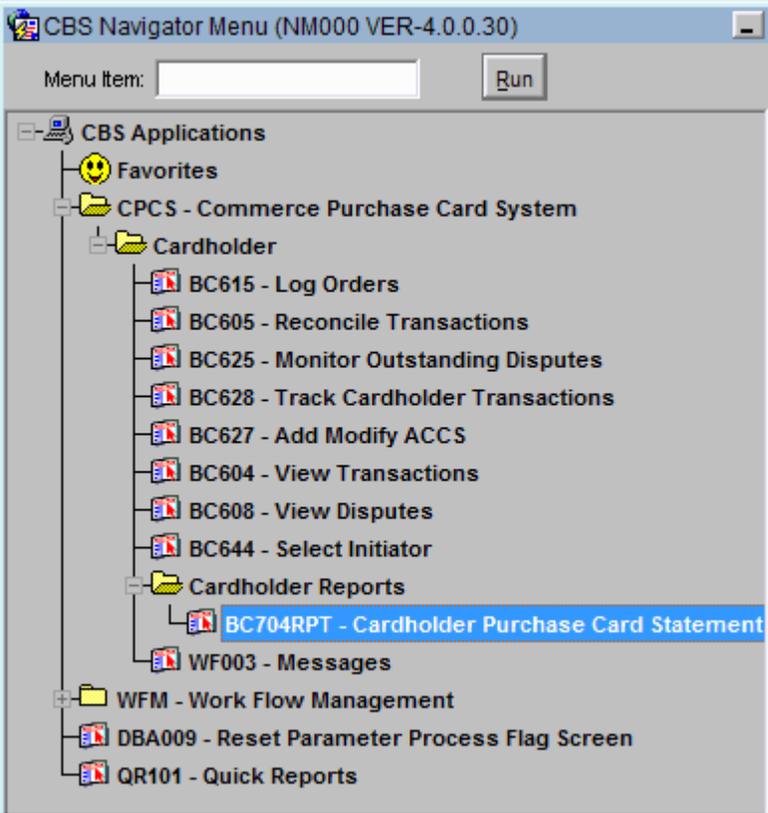
Step	Action
4	<p>The Notes screen appears:</p> <ul style="list-style-type: none"> ➤ Double-click in the first blank line in <i>Abbreviate Note</i> field <p>The Editor box appears:</p> <ul style="list-style-type: none"> ➤ Enter: UNEXPECTED CREDIT RECEIVED ➤ Click OK ➤ Click the Save  icon <p>You'll be prompted with a dialog box asking if you wish to save, click YES</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon
5	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p>
6	<p>Click in the OK column. A dialog box with other statuses will appear:</p> <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK
7	<p>If the Date Received field did not have a date in, you will be prompted to select a date by a dialog box:</p> <div data-bbox="302 1226 1218 1381" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Received Date is invalid. ✕</p> <p> The date received must be specified.</p> <p> <input type="button" value="Ok"/> <input type="button" value="Use Purchase Date"/> <input type="button" value="Use Today"/> </p> </div> <ul style="list-style-type: none"> ➤ Click on Use Purchase Date
8	<p>The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date.</p> <ul style="list-style-type: none"> ➤ Click the Save  icon
9	<p>The Reconcile Transactions screen will then remove the transaction.</p>

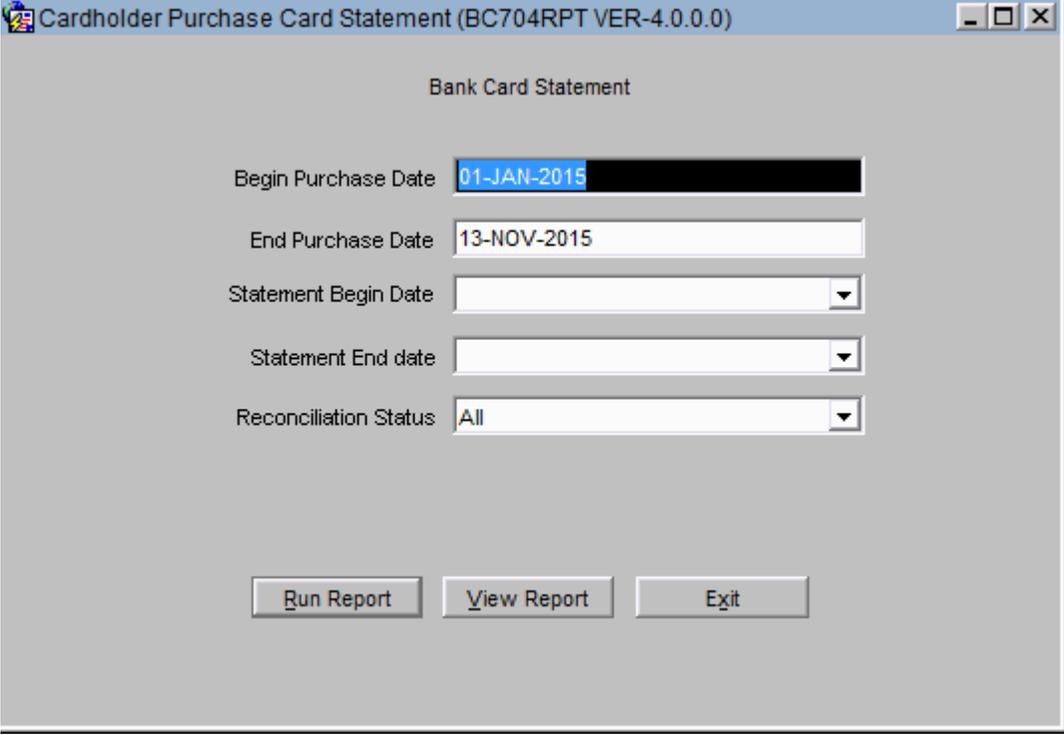
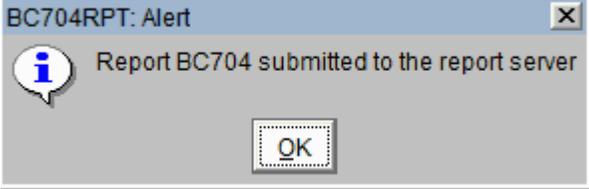
Exercise #15: Generate Cardholder Purchase Card Statement Report

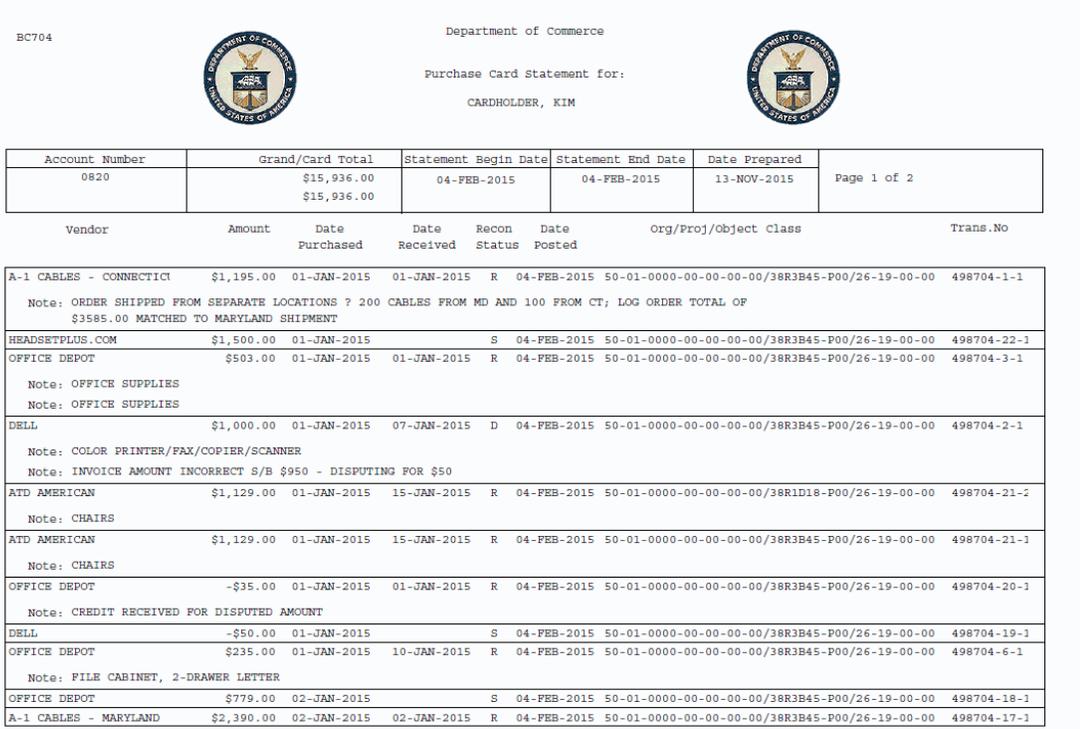
Objectives: • Generate Bankcard Statement

Instructions: Execute the following steps:

The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. Before you do that, you decide to run the Purchase Card Statement Report to have a record of what transactions actually came in from the credit card company in the time period you provide.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Click to expand the <i>Cardholder Reports</i> folder, if not already done. ➤ Double-click on the option BC704RPT- Cardholder Purchase Card Statement 

Step	Action
2	<p>The Cardholder Purchase Card Statement parameter screen appears:</p>  <ul style="list-style-type: none"> ➤ Enter Begin Purchase Date = Current Month (i.e. DD-MON-YYYY) ➤ Enter End Purchase Date = Current Month (i.e. DD-MON-YYYY) ➤ Enter Reconciliation Status = ALL ➤ Click  <p>A dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Click OK
3	<p>The Navigator Menu appears:</p> <ul style="list-style-type: none"> ➤ Double-click on the option BC704RPT- Cardholder Purchase Card Statement ➤ Click 

Step	Action																																																																																																																																																																																										
<p>4</p>	<p>A new window will open containing your Cardholder Purchase Card Statement Report for the dates specified.</p>  <p>BC704 Department of Commerce Purchase Card Statement for: CARDHOLDER, KIM</p> <table border="1"> <thead> <tr> <th>Account Number</th> <th>Grand/Card Total</th> <th>Statement Begin Date</th> <th>Statement End Date</th> <th>Date Prepared</th> <th>Page 1 of 2</th> </tr> </thead> <tbody> <tr> <td>0820</td> <td>\$15,936.00</td> <td>04-FEB-2015</td> <td>04-FEB-2015</td> <td>13-NOV-2015</td> <td></td> </tr> <tr> <td></td> <td>\$15,936.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Vendor</th> <th>Amount</th> <th>Date Purchased</th> <th>Date Received</th> <th>Recon Status</th> <th>Date Posted</th> <th>Org/Proj/Object Class</th> <th>Trans.No</th> </tr> </thead> <tbody> <tr> <td>A-1 CABLES - CONNECTIC</td> <td>\$1,195.00</td> <td>01-JAN-2015</td> <td>01-JAN-2015</td> <td>R</td> <td>04-FEB-2015</td> <td>50-01-0000-00-00-00/38R3B45-P00/26-19-00-00</td> <td>498704-1-1</td> </tr> <tr> <td colspan="8">Note: ORDER SHIPPED FROM SEPARATE LOCATIONS ? 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DELL	\$1,000.00	01-JAN-2015	07-JAN-2015	D	04-FEB-2015	50-01-0000-00-00-00/38R3B45-P00/26-19-00-00	498704-2-1																																																																																																																																																																																				
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Note: INVOICE AMOUNT INCORRECT S/B \$950 - DISPUTING FOR \$50																																																																																																																																																																																											
ATD AMERICAN	\$1,129.00	01-JAN-2015	15-JAN-2015	R	04-FEB-2015	50-01-0000-00-00-00/38R1D18-P00/26-19-00-00	498704-21-2																																																																																																																																																																																				
Note: CHAIRS																																																																																																																																																																																											
ATD AMERICAN	\$1,129.00	01-JAN-2015	15-JAN-2015	R	04-FEB-2015	50-01-0000-00-00-00/38R3B45-P00/26-19-00-00	498704-21-1																																																																																																																																																																																				
Note: CHAIRS																																																																																																																																																																																											
OFFICE DEPOT	-\$35.00	01-JAN-2015	01-JAN-2015	R	04-FEB-2015	50-01-0000-00-00-00/38R3B45-P00/26-19-00-00	498704-20-1																																																																																																																																																																																				
Note: CREDIT RECEIVED FOR DISPUTED AMOUNT																																																																																																																																																																																											
DELL	-\$50.00	01-JAN-2015		S	04-FEB-2015	50-01-0000-00-00-00/38R3B45-P00/26-19-00-00	498704-19-1																																																																																																																																																																																				
OFFICE DEPOT	\$235.00	01-JAN-2015	10-JAN-2015	R	04-FEB-2015	50-01-0000-00-00-00/38R3B45-P00/26-19-00-00	498704-6-1																																																																																																																																																																																				
Note: FILE CABINET, 2-DRAWER LETTER																																																																																																																																																																																											
OFFICE DEPOT	\$779.00	02-JAN-2015		S	04-FEB-2015	50-01-0000-00-00-00/38R3B45-P00/26-19-00-00	498704-18-1																																																																																																																																																																																				
A-1 CABLES - MARYLAND	\$2,390.00	02-JAN-2015	02-JAN-2015	R	04-FEB-2015	50-01-0000-00-00-00/38R3B45-P00/26-19-00-00	498704-17-1																																																																																																																																																																																				
<p>5</p>	<p>Use Adobe's Print or Save icons to either print a hard-copy or save an electronic copy to your computer.</p> <p>Click the Close  button</p>																																																																																																																																																																																										
<p>6</p>	<p>The Cardholder Purchase Card Statement parameter screen appears.</p> <p>➤ Click the Exit  icon if finished with this report</p> <p>The Navigator Menu appears.</p>																																																																																																																																																																																										

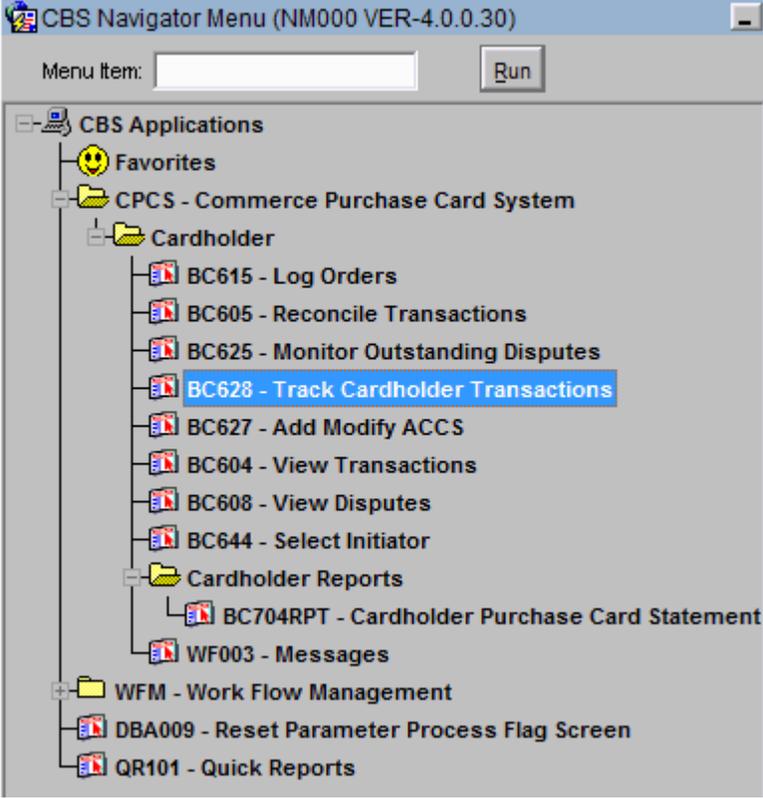
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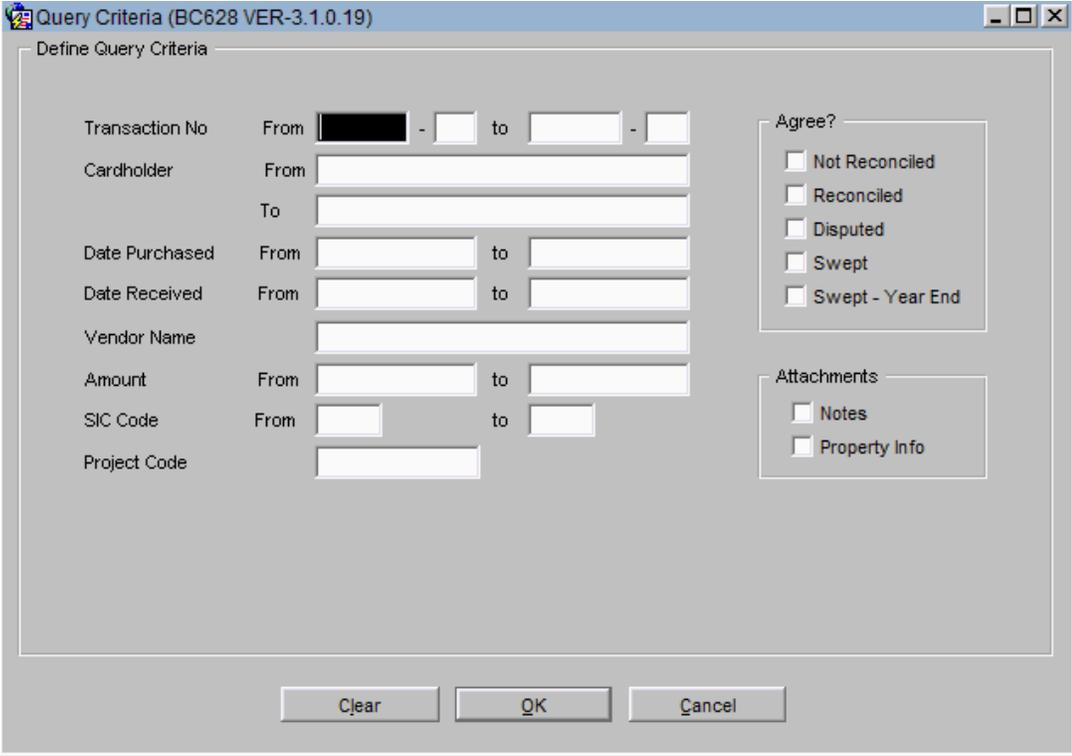
Exercise #16: Track Cardholder Transactions

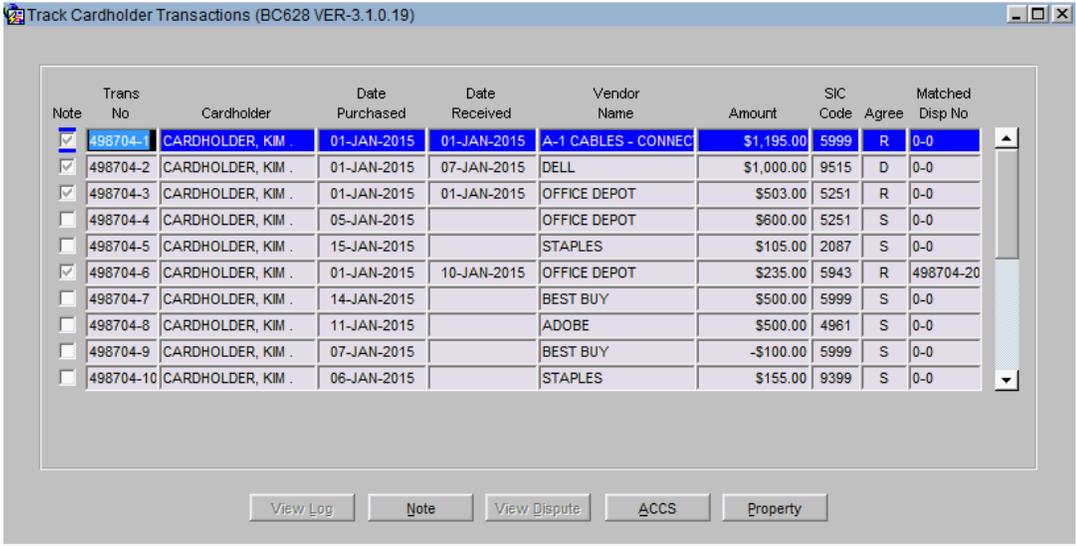
Objectives: • Query on cardholder transactions

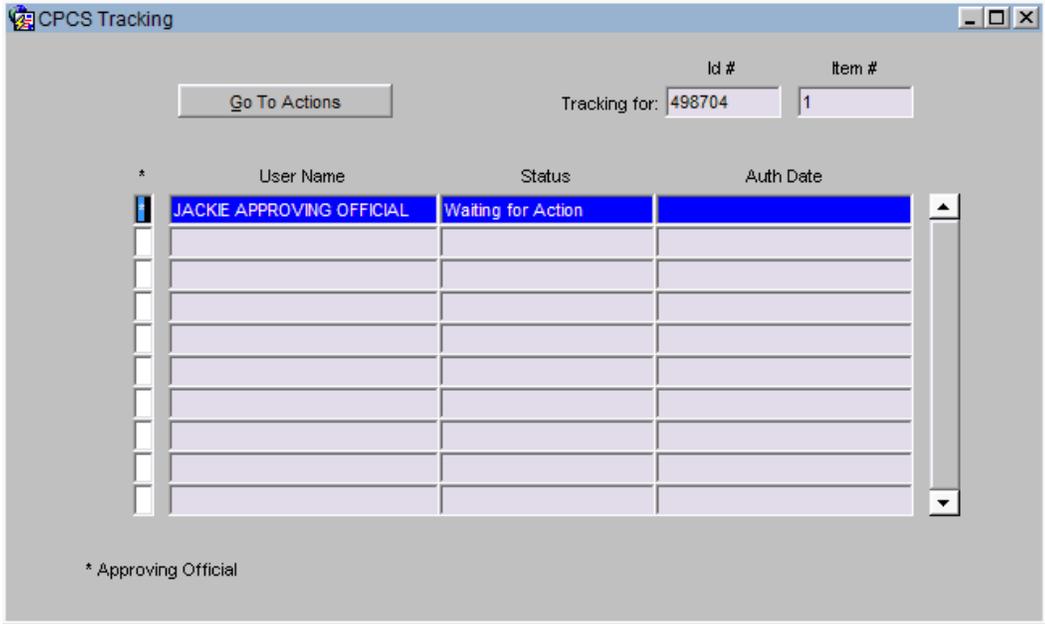
Instructions: Execute the following steps:

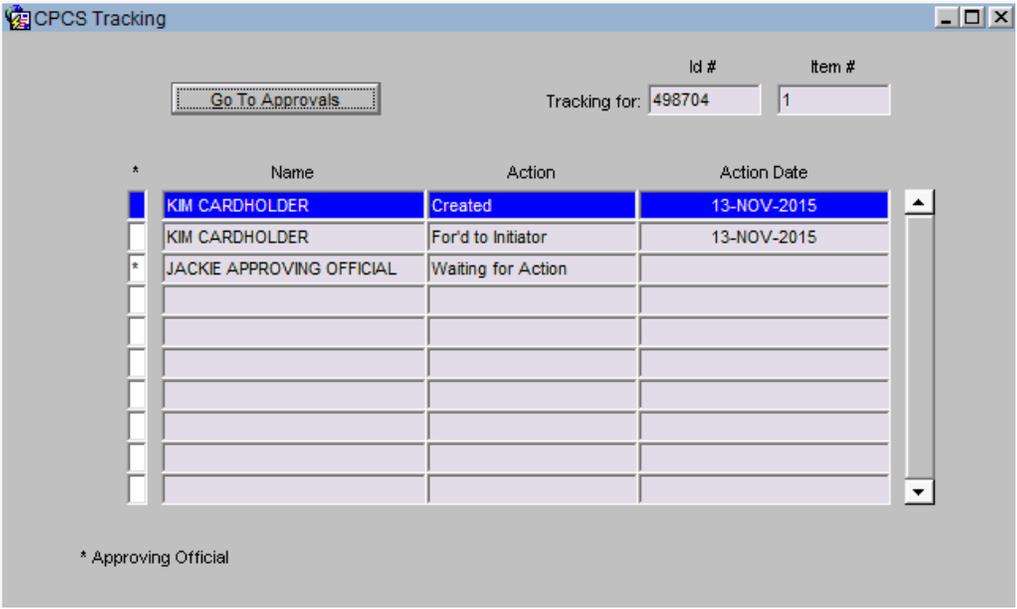
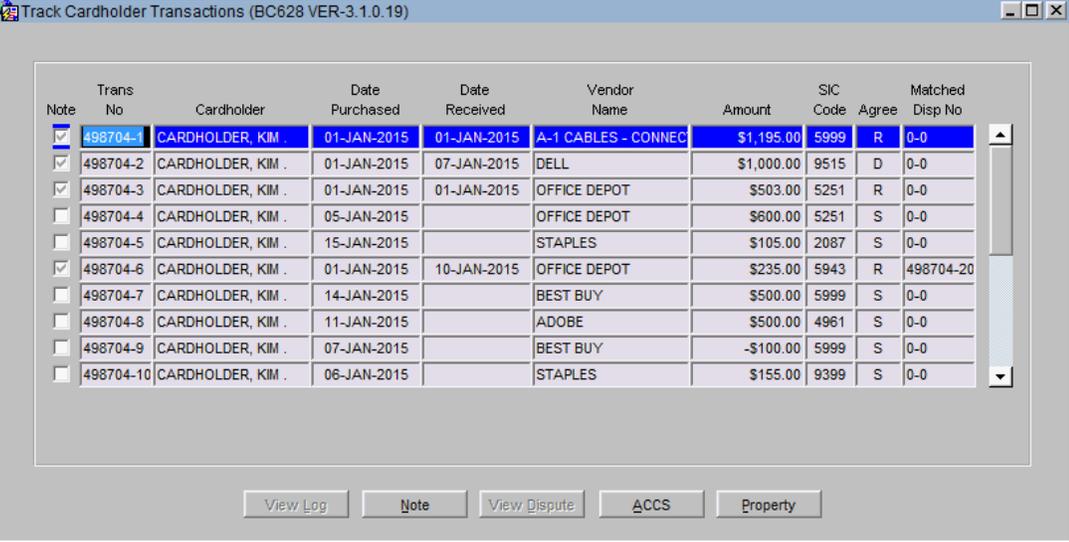
As a cardholder you have the ability to track your transactions. You want to check to see if your transactions that you reconciled have been approved.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done. ➤ Click to expand the <i>Cardholder</i> folder, if not already done. ➤ Double-click on the option BC628 – Track Cardholder Transactions  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-4.0.0.30)'. At the top, there is a 'Menu Item:' text box and a 'Run' button. Below this is a tree view of 'CBS Applications'. The tree is expanded to show 'CPCS - Commerce Purchase Card System' > 'Cardholder'. Under 'Cardholder', several menu items are listed, with 'BC628 - Track Cardholder Transactions' highlighted in blue. Other items include 'BC615 - Log Orders', 'BC605 - Reconcile Transactions', 'BC625 - Monitor Outstanding Disputes', 'BC627 - Add Modify ACCS', 'BC604 - View Transactions', 'BC608 - View Disputes', 'BC644 - Select Initiator', 'Cardholder Reports' (expanded to show 'BC704RPT - Cardholder Purchase Card Statement'), 'WF003 - Messages', 'WFM - Work Flow Management', 'DBA009 - Reset Parameter Process Flag Screen', and 'QR101 - Quick Reports'.</p>

Step	Action
2	<p>The Query Criteria (BC628) screen appears:</p>  <ul style="list-style-type: none">➤ Enter the parameters to search on➤ Click OK

Step	Action																																																																																																														
3a	<p>The Track Cardholder Transaction (BC628) screen appears with the results:</p>  <p>The screenshot shows a window titled "Track Cardholder Transactions (BC628 VER-3.1.0.19)". It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Note</th> <th>Trans No</th> <th>Cardholder</th> <th>Date Purchased</th> <th>Date Received</th> <th>Vendor Name</th> <th>Amount</th> <th>SIC Code</th> <th>Agree</th> <th>Matched Disp No</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>498704-1</td> <td>CARDHOLDER, KIM</td> <td>01-JAN-2015</td> <td>01-JAN-2015</td> <td>A-1 CABLES - CONNEC</td> <td>\$1,195.00</td> <td>5999</td> <td>R</td> <td>0-0</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>498704-2</td> <td>CARDHOLDER, KIM</td> <td>01-JAN-2015</td> <td>07-JAN-2015</td> <td>DELL</td> <td>\$1,000.00</td> <td>9515</td> <td>D</td> <td>0-0</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>498704-3</td> <td>CARDHOLDER, KIM</td> <td>01-JAN-2015</td> <td>01-JAN-2015</td> <td>OFFICE DEPOT</td> <td>\$503.00</td> <td>5251</td> <td>R</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498704-4</td> <td>CARDHOLDER, KIM</td> <td>05-JAN-2015</td> <td></td> <td>OFFICE DEPOT</td> <td>\$600.00</td> <td>5251</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498704-5</td> <td>CARDHOLDER, KIM</td> <td>15-JAN-2015</td> <td></td> <td>STAPLES</td> <td>\$105.00</td> <td>2087</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>498704-6</td> <td>CARDHOLDER, KIM</td> <td>01-JAN-2015</td> <td>10-JAN-2015</td> <td>OFFICE DEPOT</td> <td>\$235.00</td> <td>5943</td> <td>R</td> <td>498704-20</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498704-7</td> <td>CARDHOLDER, KIM</td> <td>14-JAN-2015</td> <td></td> <td>BEST BUY</td> <td>\$500.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498704-8</td> <td>CARDHOLDER, KIM</td> <td>11-JAN-2015</td> <td></td> <td>ADOBE</td> <td>\$500.00</td> <td>4961</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498704-9</td> <td>CARDHOLDER, KIM</td> <td>07-JAN-2015</td> <td></td> <td>BEST BUY</td> <td>-\$100.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498704-10</td> <td>CARDHOLDER, KIM</td> <td>06-JAN-2015</td> <td></td> <td>STAPLES</td> <td>\$155.00</td> <td>9399</td> <td>S</td> <td>0-0</td> </tr> </tbody> </table> <p>Below the table are buttons for "View Log", "Note", "View Dispute", "ACCS", and "Property".</p> <ul style="list-style-type: none"> ➤ Highlight the transaction ➤ Click on a button to view the details for that transaction 	Note	Trans No	Cardholder	Date Purchased	Date Received	Vendor Name	Amount	SIC Code	Agree	Matched Disp No	<input checked="" type="checkbox"/>	498704-1	CARDHOLDER, KIM	01-JAN-2015	01-JAN-2015	A-1 CABLES - CONNEC	\$1,195.00	5999	R	0-0	<input checked="" type="checkbox"/>	498704-2	CARDHOLDER, KIM	01-JAN-2015	07-JAN-2015	DELL	\$1,000.00	9515	D	0-0	<input checked="" type="checkbox"/>	498704-3	CARDHOLDER, KIM	01-JAN-2015	01-JAN-2015	OFFICE DEPOT	\$503.00	5251	R	0-0	<input type="checkbox"/>	498704-4	CARDHOLDER, KIM	05-JAN-2015		OFFICE DEPOT	\$600.00	5251	S	0-0	<input type="checkbox"/>	498704-5	CARDHOLDER, KIM	15-JAN-2015		STAPLES	\$105.00	2087	S	0-0	<input checked="" type="checkbox"/>	498704-6	CARDHOLDER, KIM	01-JAN-2015	10-JAN-2015	OFFICE DEPOT	\$235.00	5943	R	498704-20	<input type="checkbox"/>	498704-7	CARDHOLDER, KIM	14-JAN-2015		BEST BUY	\$500.00	5999	S	0-0	<input type="checkbox"/>	498704-8	CARDHOLDER, KIM	11-JAN-2015		ADOBE	\$500.00	4961	S	0-0	<input type="checkbox"/>	498704-9	CARDHOLDER, KIM	07-JAN-2015		BEST BUY	-\$100.00	5999	S	0-0	<input type="checkbox"/>	498704-10	CARDHOLDER, KIM	06-JAN-2015		STAPLES	\$155.00	9399	S	0-0
Note	Trans No	Cardholder	Date Purchased	Date Received	Vendor Name	Amount	SIC Code	Agree	Matched Disp No																																																																																																						
<input checked="" type="checkbox"/>	498704-1	CARDHOLDER, KIM	01-JAN-2015	01-JAN-2015	A-1 CABLES - CONNEC	\$1,195.00	5999	R	0-0																																																																																																						
<input checked="" type="checkbox"/>	498704-2	CARDHOLDER, KIM	01-JAN-2015	07-JAN-2015	DELL	\$1,000.00	9515	D	0-0																																																																																																						
<input checked="" type="checkbox"/>	498704-3	CARDHOLDER, KIM	01-JAN-2015	01-JAN-2015	OFFICE DEPOT	\$503.00	5251	R	0-0																																																																																																						
<input type="checkbox"/>	498704-4	CARDHOLDER, KIM	05-JAN-2015		OFFICE DEPOT	\$600.00	5251	S	0-0																																																																																																						
<input type="checkbox"/>	498704-5	CARDHOLDER, KIM	15-JAN-2015		STAPLES	\$105.00	2087	S	0-0																																																																																																						
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<input type="checkbox"/>	498704-10	CARDHOLDER, KIM	06-JAN-2015		STAPLES	\$155.00	9399	S	0-0																																																																																																						

Step	Action																																	
3b	<p data-bbox="311 279 805 310">Or double-click on the transaction :</p> <div data-bbox="311 352 1356 976"><table border="1" data-bbox="446 514 1274 871"><thead><tr><th data-bbox="446 514 747 541">* User Name</th><th data-bbox="747 514 966 541">Status</th><th data-bbox="966 514 1274 541">Auth Date</th></tr></thead><tbody><tr><td data-bbox="446 541 747 577">JACKIE APPROVING OFFICIAL</td><td data-bbox="747 541 966 577">Waiting for Action</td><td data-bbox="966 541 1274 577"></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table></div> <p data-bbox="311 1018 1218 1050">The CPCS Tracking screen appears with the approvals showing</p> <ul data-bbox="311 1092 779 1134" style="list-style-type: none">➤ Click the Go To Actions button	* User Name	Status	Auth Date	JACKIE APPROVING OFFICIAL	Waiting for Action																												
* User Name	Status	Auth Date																																
JACKIE APPROVING OFFICIAL	Waiting for Action																																	

Step	Action
3c	<p>The CPCS Tracking screen appears with the Actions showing:</p>  <p>➤ Click the Exit  icon if finished</p>
4	<p>The Track Cardholder Transaction (BC628) screen appears:</p>  <p>➤ Click the Enter Query  icon if a new parameter needs to be done or</p> <p>➤ Click the Exit  icon if finished</p>