CPCS
Initiator

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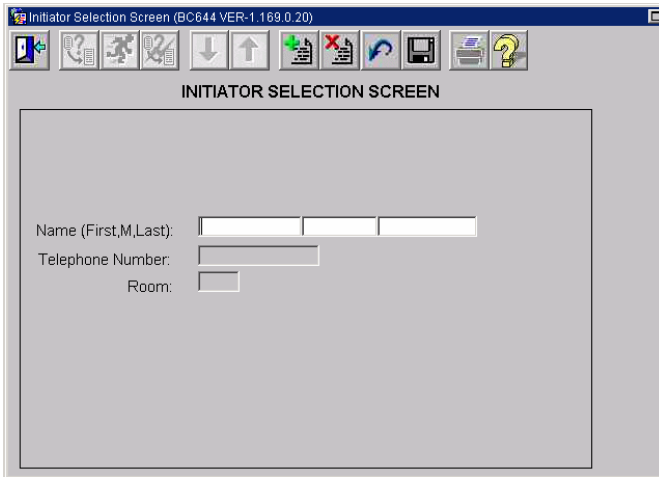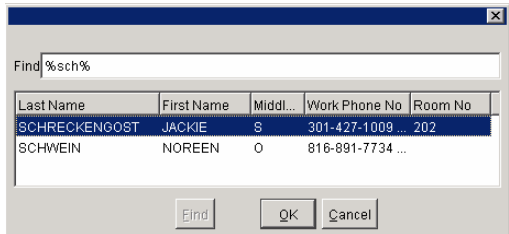*This page was left blank intentionally*

Chapter 10   Initiator Process

Initiators are responsible for reviewing reconciled, disputed, and swept transactions. Initiator functionality involves an additional step prior to the approving official process. Initiators only have the ability to view transactions. Upon completion of this review, transactions are either forwarded to the approving official <u>or</u> returned to the cardholder for corrective action.
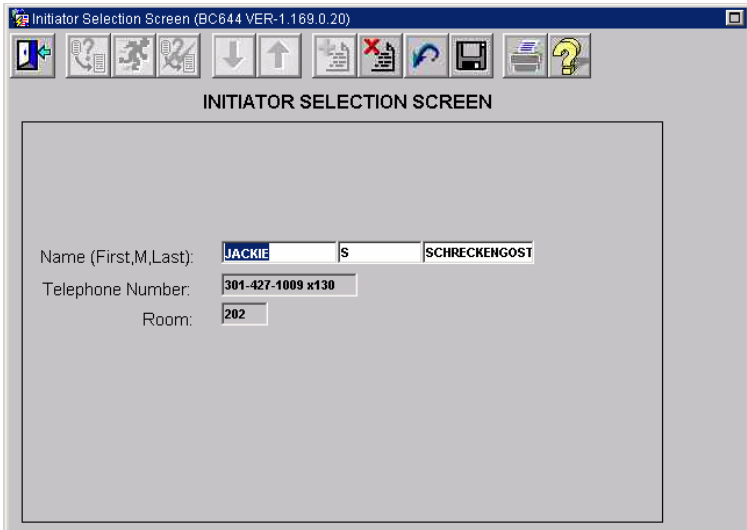
10.1   Cardholder Role

Cardholders are responsible for specifying the Initiator responsible for reviewing their transactions or deleting assigned Initiators.

10.1.1 Select Initiator

Within CPCS, cardholders perform the following steps to specify the initiator.

Step	*Action*
1	Choose the **Select Initiator** menu option
2	Double click in the *Name* field for a list of users with the Initiator Role
3	Enter the last name in the *Find* block followed by a percent symbol (%) and click the **Find** button
4	Select an initiator and click the **OK** button <u>or</u> double-click on the applicable line. *Note: The Initiator Selection screen populates automatically for a single match to the find criteria.*

Step	Action
5	Click the **Save** icon 🖫 to complete the selection process ![INITIATOR SELECTION SCREEN] **Initiator Selection Screen (BC644 VER-1.169.0.20)** INITIATOR SELECTION SCREEN Name (First,M,Last): JACKIE S SCHRECKENGOST Telephone Number: 301-427-1009 x130 Room: 202 *Note: After saving, the message banner line displays "Processing complete." However, if users attempt to exit the screen without saving, a dialog box will prompt users to save.*
6	Click the **Exit** icon 🖳 to return to the Cardholder menu

10.1.2 Delete Initiator

Within CPCS, cardholders perform the following steps to specify the initiator.

Step	Action
1	Choose the **Select Initiator** menu option
2	The screen displays the *Name, Telephone Number,* and *Room* of the assigned Initiator
3	Click on the ❎ **Delete Record** icon.
4	Click on the **OK** button to acknowledge the following message: **Delete** ✕ ⓘ Record deleted [OK]
5	Click the **Exit** icon 🖳 to return to the Cardholder menu

10.2   Initiator Role
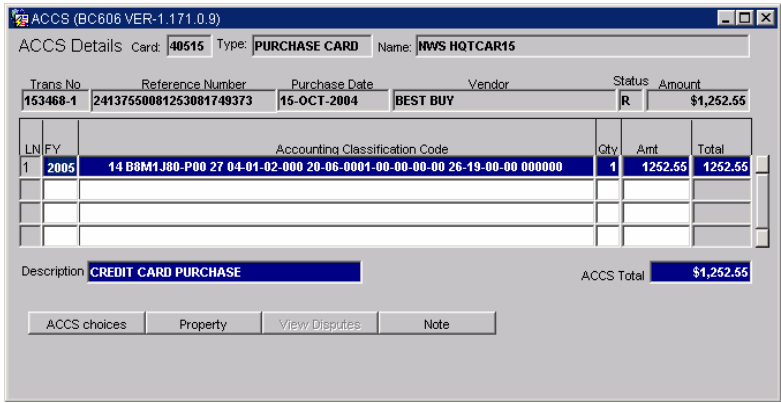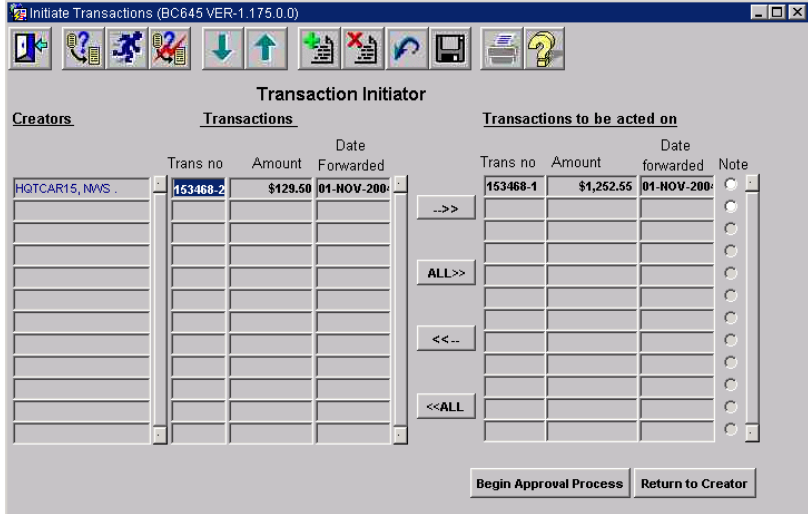
Initiators have the ability to review transactions before they are forwarded to the approving official. Upon completion of this review, transactions are either forwarded to the approving official <u>or</u> returned to the cardholder for corrective action   In addition to the normal setup performed by CAMS Client Services, cardholders must select the initiator responsible for reviewing their transactions. This process is documented in Section 10.1.

Subsequent to assigning an initiator, all transactions for a cardholder are forwarded to the selected initiator. This process includes reconciled, disputed, and swept transactions. Initiators only have the ability to view transactions; they cannot modify the data. After the Initiator's review, transactions are either forwarded to the Approving Official <u>or</u> returned to the Cardholder or Group Administrator for corrective action.

10.1.1 Review Transactions

Initiators perform the following steps to review transactions.

Step	*Action*
1	Log into CPCS.
	Note: Please refer to Section 3.1.2 for details pertaining to the login process.
2	Select the **Initiate Transactions** menu option
3	Select the transaction to be reviewed
	Note: Transactions are listed by the Creator (cardholder/group administrator).
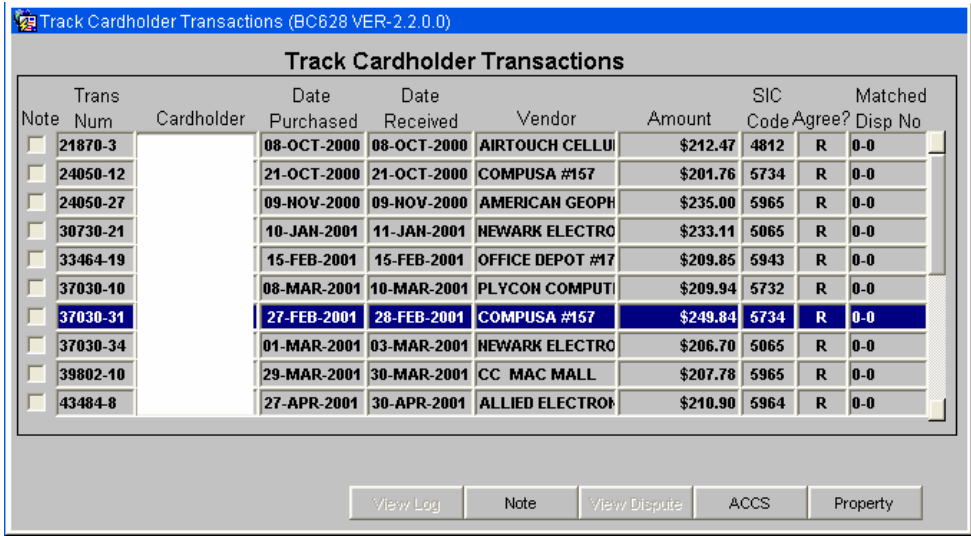
Step	*Action*
4	Double-click on the ***Transaction No*** to drill down to view detailed information. *Note: ACCS data can be viewed by double-clicking in the **Account Classification Code** field. Additional details can be viewed by clicking on the **Note** or **Property**.*
5	Click on the ⟶ button to move the data to the **Transactions to be acted on** section *Notes: All transaction details can be moved by clicking on the* **ALL>>** *button; data moved in error can be reversed by clicking on the* **<<--** *or* **<<ALL** *buttons.*
6	Click on the ***Note*** radio button if a note to the cardholder or approving official is to be entered.
7	Click on the **Begin Approval Process** button to forward transactions for approval **OR** on the **Return to Creator** button if corrective action by the cardholder or group administrator is required
8	Click on the 🚪 **EXIT** icon to return to the Initiator's menu.
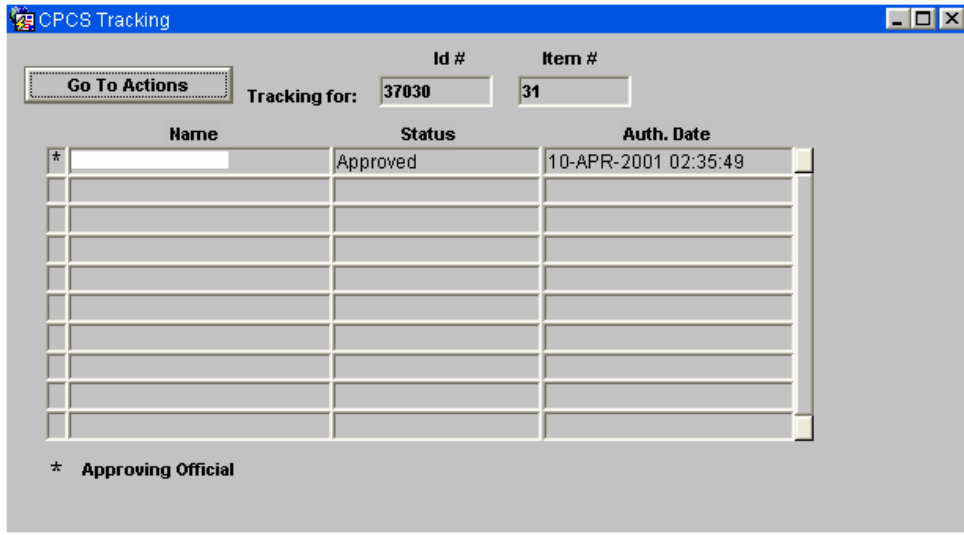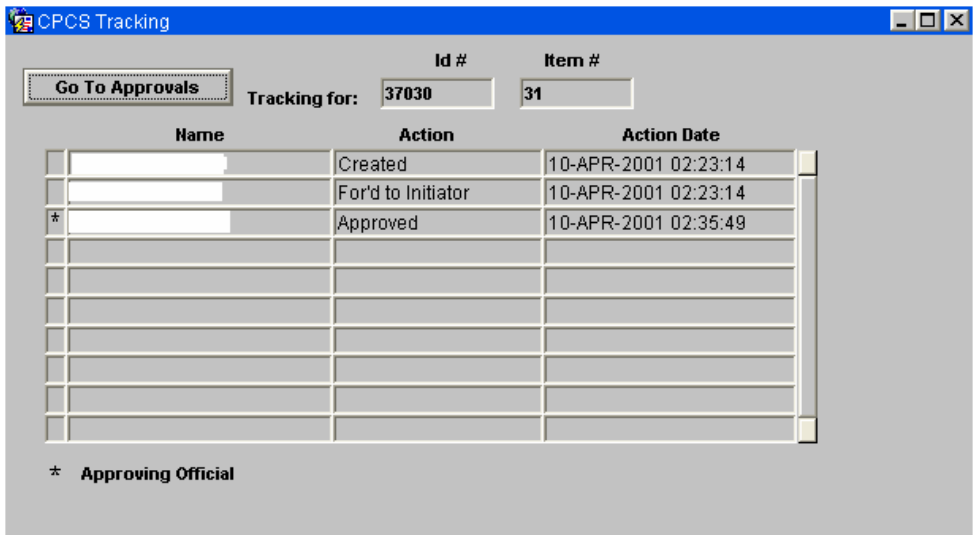
10.1.2 Track Cardholder Transactions

CPCS tracking functionality allows users to drill down to the actions and approvals applicable to the selected transaction. Initiators can track cardholder transactions by using the Query Criteria (BC-628) screen illustrated below:

Users perform the following steps to view cardholder transactions:

Step	Action
1	Select the **BC628 – Track Cardholder Transactions** menu option.
2	Enter criteria in applicable fields on the Define Query Criteria screen:
3	Click on the **OK** button.

Step	*Action*
4	The View Cardholder Transactions screen is displayed with data meeting the specified query criteria: **Track Cardholder Transactions (BC628 VER-2.2.0.0)** **Track Cardholder Transactions** 	Note	Trans Num	Cardholder	Date Purchased	Date Received	Vendor	Amount	SIC Code	Agree?	Matched Disp No	 |---|---|---|---|---|---|---|---|---|---| | ☐	21870-3		08-OCT-2000	08-OCT-2000	AIRTOUCH CELLUI	$212.47	4812	R	0-0	 | ☐	24050-12		21-OCT-2000	21-OCT-2000	COMPUSA #157	$201.76	5734	R	0-0	 | ☐	24050-27		09-NOV-2000	09-NOV-2000	AMERICAN GEOPH	$235.00	5965	R	0-0	 | ☐	30730-21		10-JAN-2001	11-JAN-2001	NEWARK ELECTRO	$233.11	5065	R	0-0	 | ☐	33464-19		15-FEB-2001	15-FEB-2001	OFFICE DEPOT #17	$209.85	5943	R	0-0	 | ☐	37030-10		08-MAR-2001	10-MAR-2001	PLYCON COMPUTI	$209.94	5732	R	0-0	 | ☐	37030-31		27-FEB-2001	28-FEB-2001	COMPUSA #157	$249.84	5734	R	0-0	 | ☐	37030-34		01-MAR-2001	03-MAR-2001	NEWARK ELECTRO	$206.70	5065	R	0-0	 | ☐	39802-10		29-MAR-2001	30-MAR-2001	CC MAC MALL	$207.78	5965	R	0-0	 | ☐	43484-8		27-APR-2001	30-APR-2001	ALLIED ELECTRON	$210.90	5964	R	0-0	 [View Log] [Note] [View Dispute] [ACCS] [Property] *Note: The cardholder's name has been deleted from the screen print shown above due to Privacy Act restrictions; this information would be displayed for CPCS users.*
5	Option buttons available are determined based on the transaction selected: ➢ Click on the | **View Log** | button to view the cardholder's order log; ➢ Click on the | **Note** | button to view note information applicable to the selected transaction; ➢ Click on the | **View Disputes** | button to view information applicable to disputed transactions; ➢ Click on the | **ACCS** | button to view ACCS data for the selected transaction; ➢ Click on the | **Property** | button to view accountable property details.

Step	Action
6	Double-click on a transaction to access the **CPCS Tracking** screen ![CPCS Tracking screen showing Tracking for Id # 37030, Item # 31, with a Name (deleted), Status "Approved", Auth. Date 10-APR-2001 02:35:49, and a "Go To Actions" button. * Approving Official] *Note: The approving official's name has been deleted from the screen print shown above due to Privacy Act restrictions; this information would be displayed for CPCS users.*
7	Click on the ⎡ **Go To Actions** ⎤ button to view details applicable to the selected transaction. ![CPCS Tracking screen showing Tracking for Id # 37030, Item # 31, with a "Go To Approvals" button. Names (deleted) with Action "Created" 10-APR-2001 02:23:14, "For'd to Initiator" 10-APR-2001 02:23:14, and * "Approved" 10-APR-2001 02:35:49. * Approving Official] *Note: Names have been deleted from the screen print shown above due to Privacy Act restrictions; this information would be displayed for CPCS users.*
8	Click on the **Exit** icon to return to the **Track Cardholder Transactions** screen.
9	Click on the **Exit** icon to return to the menu.