



NOAA

Commerce Purchase Card System (CPCS)

Approving Official Exercises

for

FY 2011 Training

V 1.0

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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	12/07/10	Updated for FY2011	E.Cobbs/FSD CSB – Training

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Exercise #1: CPCS Logon

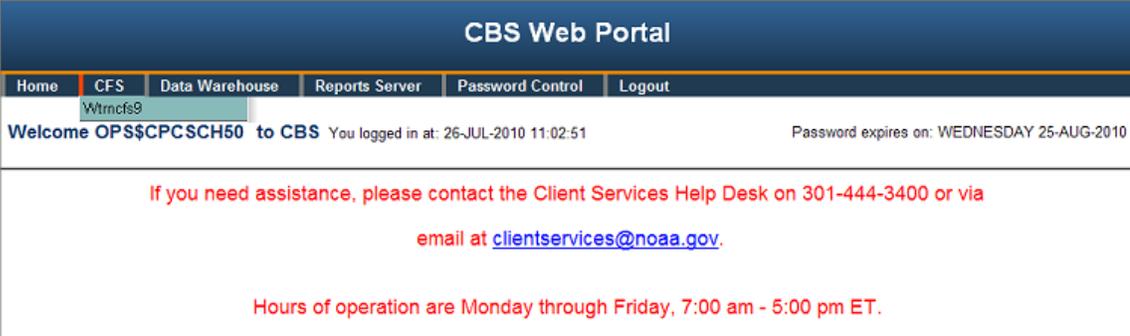
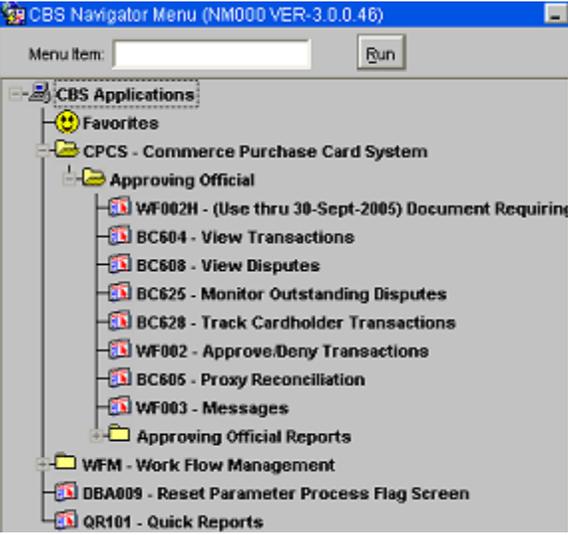
- Objectives:
- Logon to Web Portal
 - Access CPCS

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

Instructions: Execute the following steps:

CPCS is now accessed through the Web Portal screen by going into CBSProd. Production's web address is: https://cbs.rdc.noaa.gov/nmadm/custom_pages.login_page

Step	Action
1	Open a Internet Explorer window Point your browser to: https://fsdtrain.rdc.noaa.gov/nmadm/custom_Pages.login_page
2	On the CBS Web Migration Portal Login screen:  <ul style="list-style-type: none"> ➤ Enter <i>Training User Name</i> ➤ Enter <i>Training Password</i> ➤ Check the Checkbox ➤ Click <i>Logon</i>

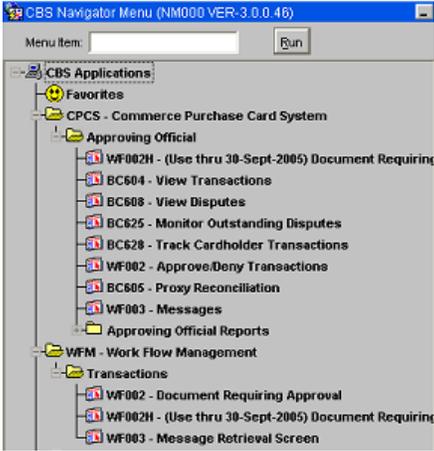
Step	Action
3	<p>On the CBS Web Portal screen:</p>  <p>➤ Click on <i>CFS</i></p> <p>➤ Click on <i><Submenu Option Listed></i></p>
4	A new window opens, click YES to any prompts
5	<p>Navigator Menu appears, click OK on the message</p> 

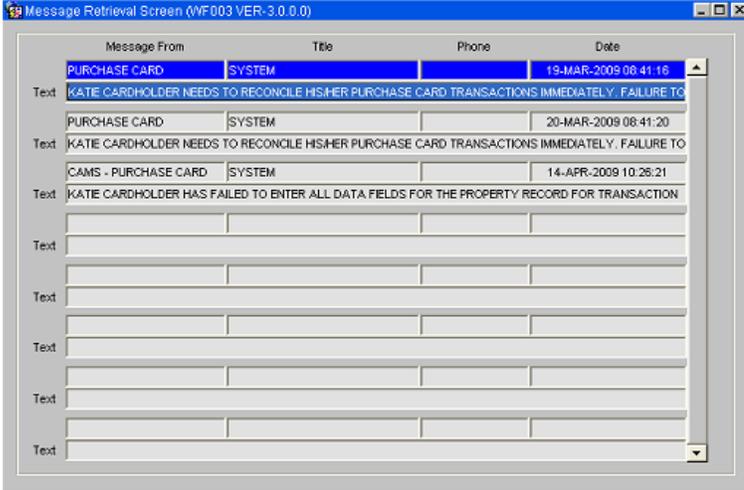
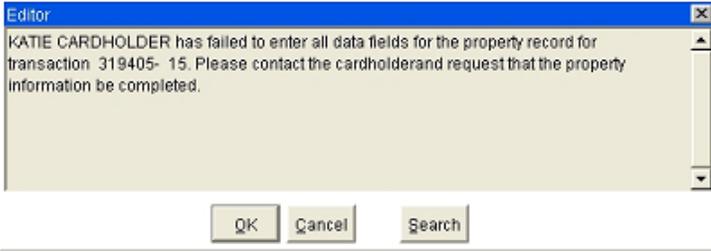
Exercise #2: Retrieve/Delete Messages

- Objectives:**
- Retrieve messages found under Work Flow Management folder
 - Delete any obsolete messages.

Instructions: Execute the following steps:

In your job as a purchase card approving official, it is helpful to check your messages prior to going into approve/deny transaction. It is also good practice to delete any message no longer necessary to you.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>WFM – Work Flow Management</i> folder ➤ Click to expand the <i>Transactions</i> folder ➤ Double-click on the option WF003 – Message Retrieval Screen 

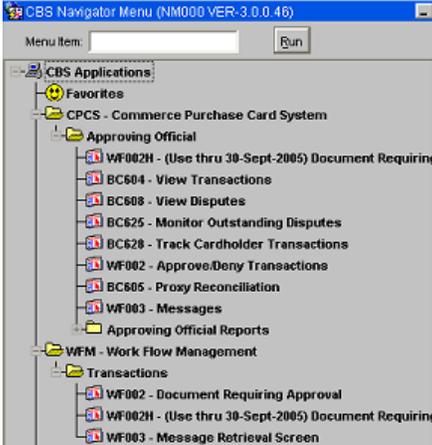
Step	Action
2	<p>The Message Retrieval screen appears:</p>  <p>The screenshot shows a window titled "Message Retrieval Screen (WF003 VER-3.0.0.0)". It contains a table with columns: Message From, Title, Phone, and Date. The first row is highlighted in blue and contains: PURCHASE CARD, SYSTEM, and 19-MAR-2009 08:41:16. Below the table are several text fields, each with a "Text" label to its left. The first text field contains the message: "KATE CARDHOLDER NEEDS TO RECONCILE HIS/HER PURCHASE CARD TRANSACTIONS IMMEDIATELY. FAILURE TO".</p>
3	<p>If you are unable to read all of the message in the text field, you may double click in that field to bring up the editor:</p>  <p>The screenshot shows a dialog box titled "Editor". It contains the full text of the message: "KATIE CARDHOLDER has failed to enter all data fields for the property record for transaction 319405- 15. Please contact the cardholder and request that the property information be completed." Below the text are three buttons: OK, Cancel, and Search.</p> <p>Click Cancel</p>
4	<p>If you have no further need for the message, click in a field to highlight it and then click the Delete  icon. This can only be done one message at a time.</p> <p>You will need to click the Save  icon after deleting the messages in order to save your changes. Or if you click the Exit  icon you will receive the following message:</p>  <p>The screenshot shows a dialog box titled "Forms" with a red 'X' icon. It contains the text: "Do you want to save the changes you have made?". Below the text are three buttons: Yes, No, and Cancel.</p> <p>Click Yes to save the changes.</p>
5	<p>The Navigator Menu appears.</p>

Exercise #3: Review Transaction and Record Approval

- Objectives:
- View Transaction Details
 - Approve Transactions

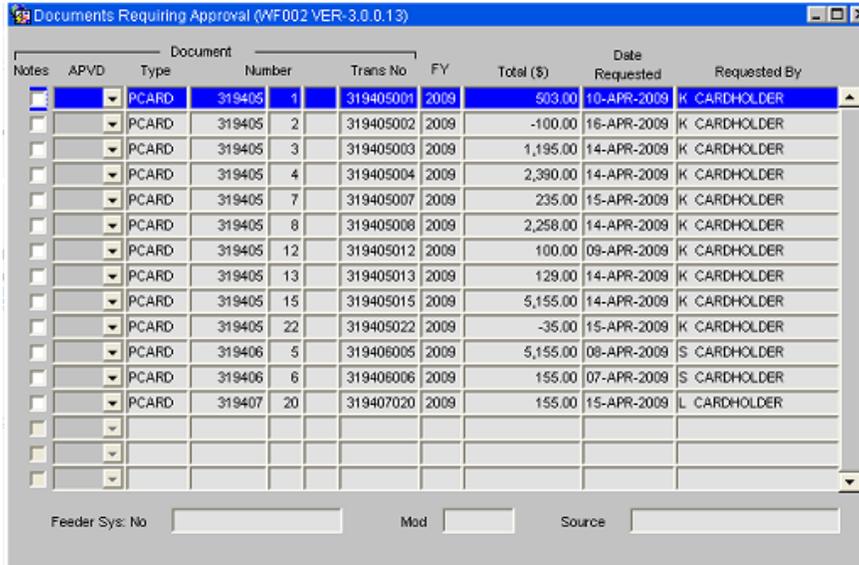
Instructions: Execute the following steps:

After reviewing your messages, you now need to go review your cardholder's transactions and approve those that are correctly reconciled.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>WFM – Work Flow Management</i> folder ➤ Click to expand the <i>Transactions</i> folder ➤ Double-click on the option WF002 – Approve/Deny Transactions 

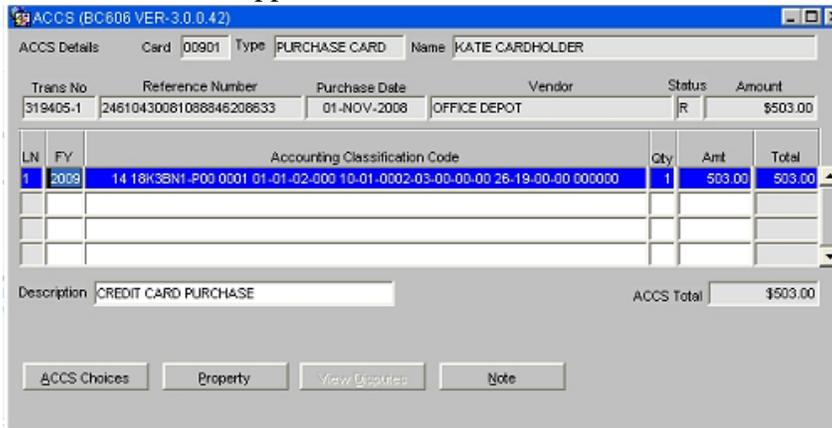
Step	Action
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2 The **Documents Requiring Approval** screen appears:



- Select the transaction for the total of \$503.00
- Double-click in the *Trans No* field.

3 The **ACCS** screen appears:



- Validate the ACCS information and make any changes as necessary
- Validate the Property information (if any)
- Validate any notes
- Click the **Exit** icon

Step	Action
4	<p>The Documents Requiring Approval screen appears.</p> <ul style="list-style-type: none">➤ Click on the drop-down arrow  on the APVD field➤ Select Yes➤ Click the Save  icon
5	The transaction is then approved and removed from this screen.

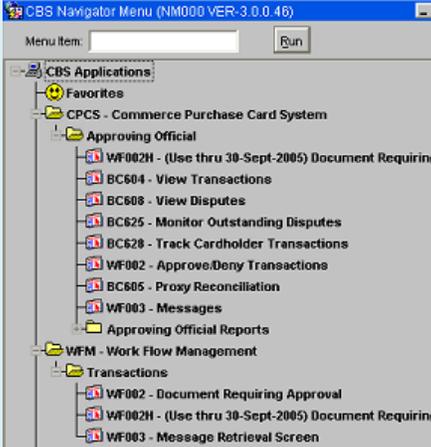
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Exercise #4: Review and Deny Transaction

- Objectives:**
- View Transaction Details
 - Deny Transactions

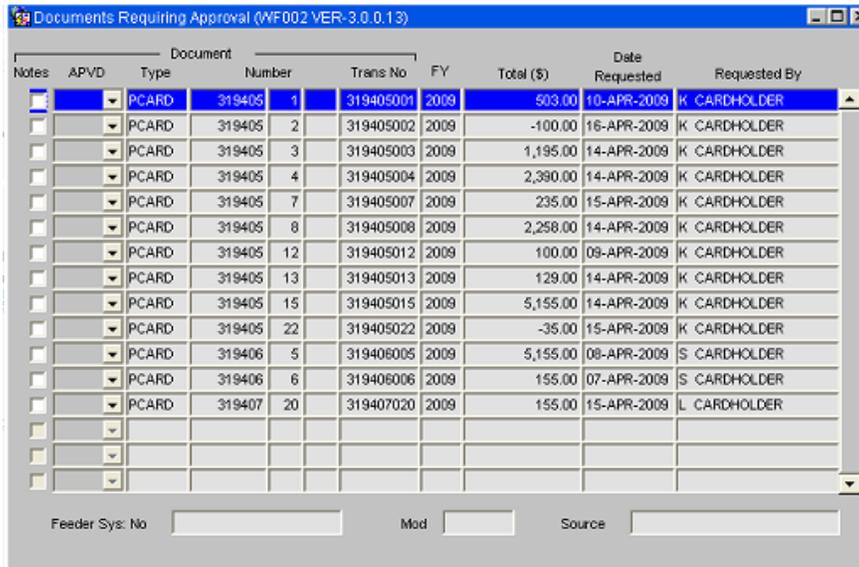
Instructions: Execute the following steps:

After reviewing your messages, you now need to go review your cardholder's transactions and approve those that are correctly reconciled.

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>WFM – Work Flow Management</i> folder ➤ Click to expand the <i>Transactions</i> folder ➤ Double-click on the option WF002 – Approve/Deny Transactions 

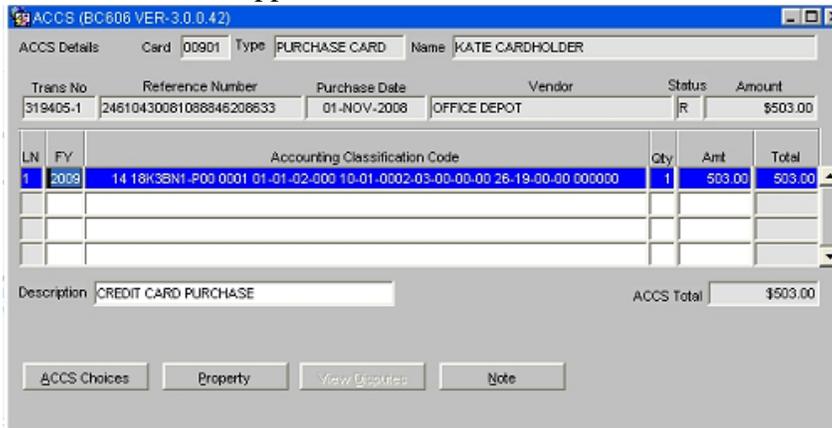
Step	Action
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2 The **Documents Requiring Approval** screen appears:

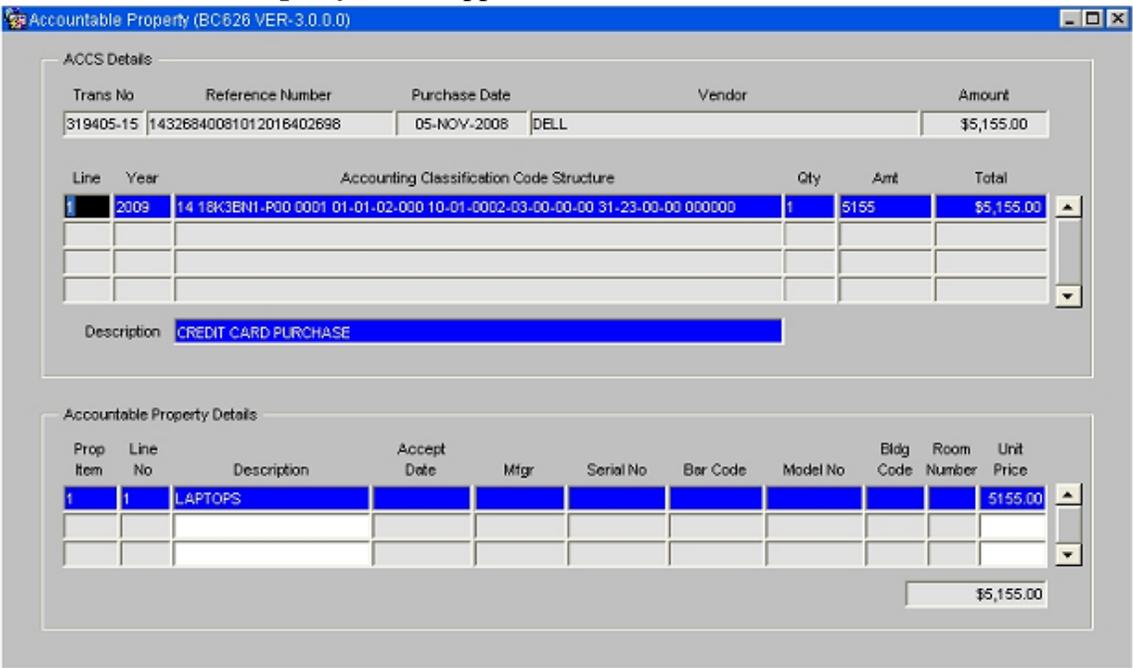


- Select the transaction for the total of \$5,155.00
- Double-click in the *Trans No* field.

3 The **ACCS** screen appears:



- Validate the ACCS information and make any changes as necessary
- Validate any notes
- Click on

Step	Action
4	<p>The Accountable Property screen appears.</p>  <p>You notice this is the transaction that you had a message on that not all of the property information was entered. You notice it only has one line and information. You decide that your cardholder needs to enter some more information in these fields.</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon
5	<p>The ACCS screen appears.</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon
6	<p>The Documents Requiring Approval screen appears.</p> <ul style="list-style-type: none"> ➤ Click on the drop-down arrow  on the APVD field ➤ Select No ➤ Click the Save  icon <p>You get the following error message:</p>  <ul style="list-style-type: none"> ➤ Click OK

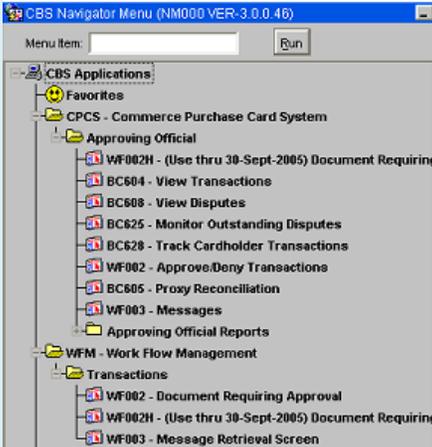
Step	Action
7	<p data-bbox="282 279 1065 310">Clicking the Notes check box brings up an Editor dialog box.</p>  <p data-bbox="282 674 1393 827">➤ Type in the dialog box, “ENTER MORE PROPERTY INFORMATION SUCH AS SERIAL NUMBERS ETC.” ➤ Click OK ➤ Click the Save  icon</p>
8	<p data-bbox="282 867 1333 930">The transaction is then denied (sent back to the cardholder) and removed from this screen.</p>

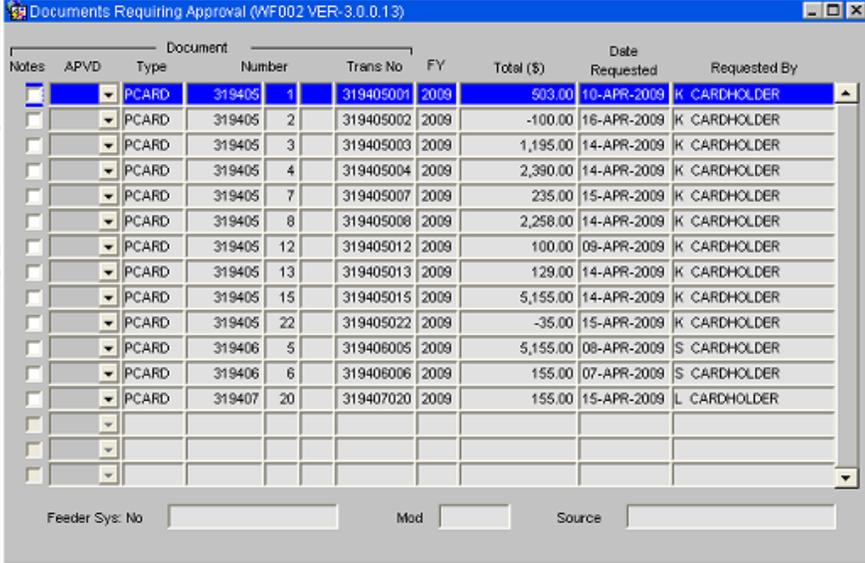
Exercise #5: Approve Transaction

Objectives: • Approve Transaction without reviewing information

Instructions: Execute the following steps:

After reviewing your messages, you now need to go review your cardholder's transactions and approve those that are correctly reconciled.

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>WFM – Work Flow Management</i> folder ➤ Click to expand the <i>Transactions</i> folder ➤ Double-click on the option WF002 – Approve/Deny Transactions 

Step	Action
2	<p data-bbox="282 279 979 310">The Documents Requiring Approval screen appears:</p>  <p data-bbox="282 957 1024 1129"> <ul style="list-style-type: none"> ➤ Select the transaction for the total of -\$100.00 ➤ Click on the drop-down arrow  on the APVD field ➤ Select Yes ➤ Click the Save  icon </p>
3	<p data-bbox="282 1203 1092 1234">The transaction is then approved and removed from this screen.</p> <p data-bbox="282 1276 630 1308">➤ Click the Exit  icon</p>

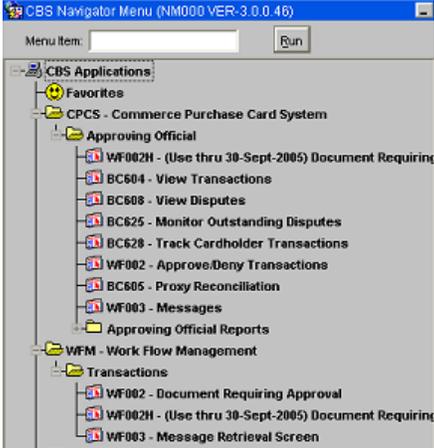
Exercise #6: View Transactions

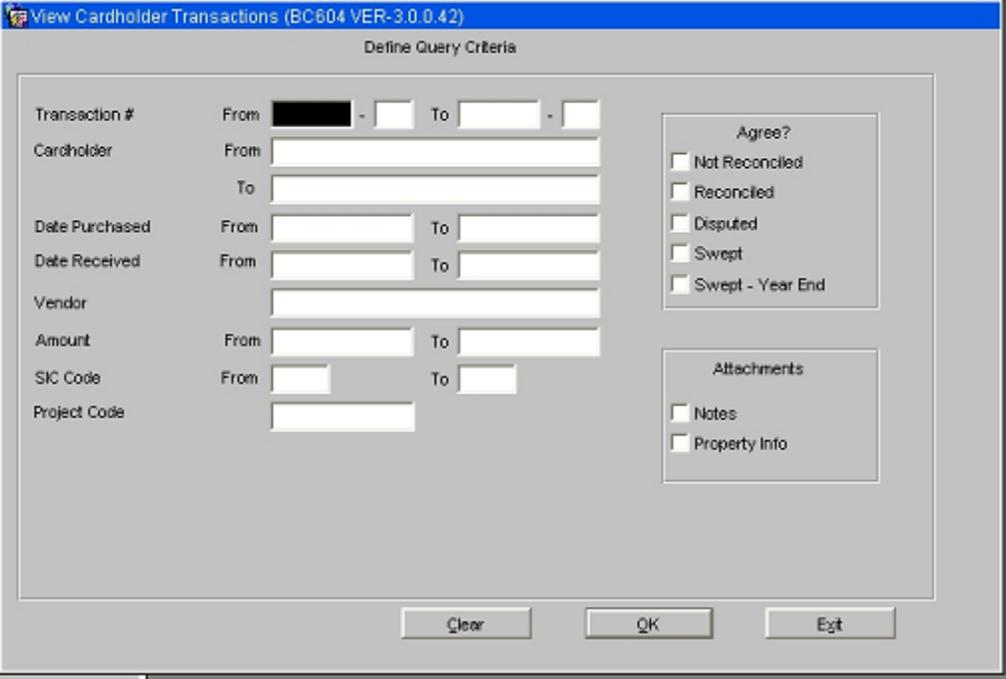
- Objectives:**
- View Transactions and their details
 - Run the BC702 Report

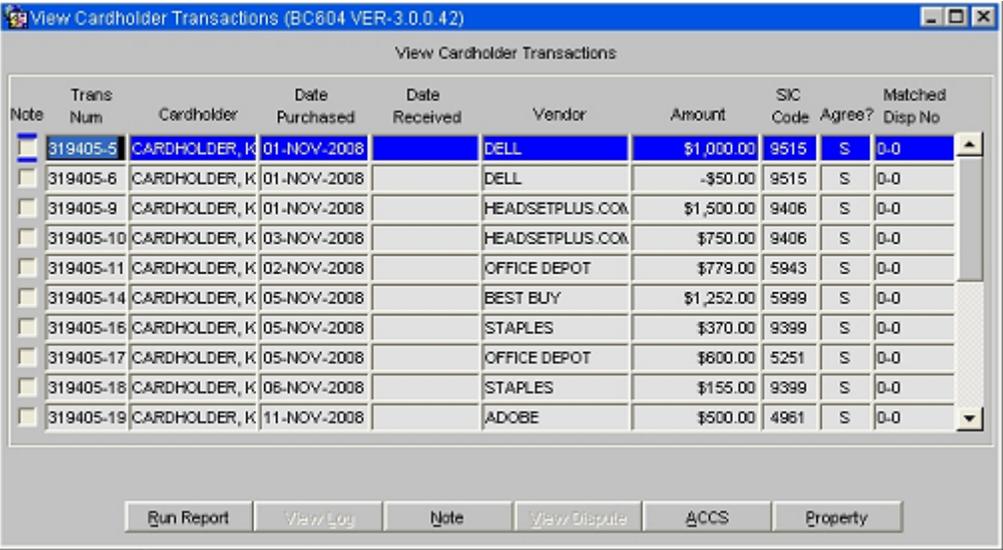
Notes: *Approving officials can view notes, ACCS or property data from the View Transaction screen. They can also run the BC702 Approving Official Purchase Card Statement report.*

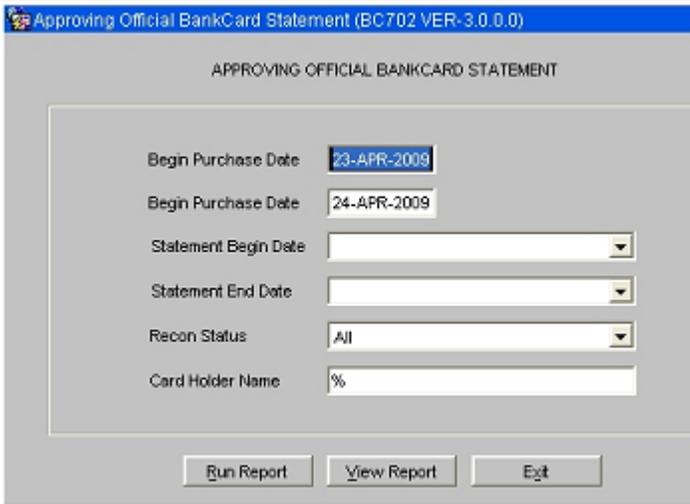
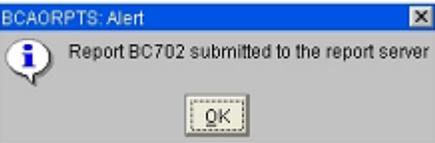
Instructions: Execute the following steps:

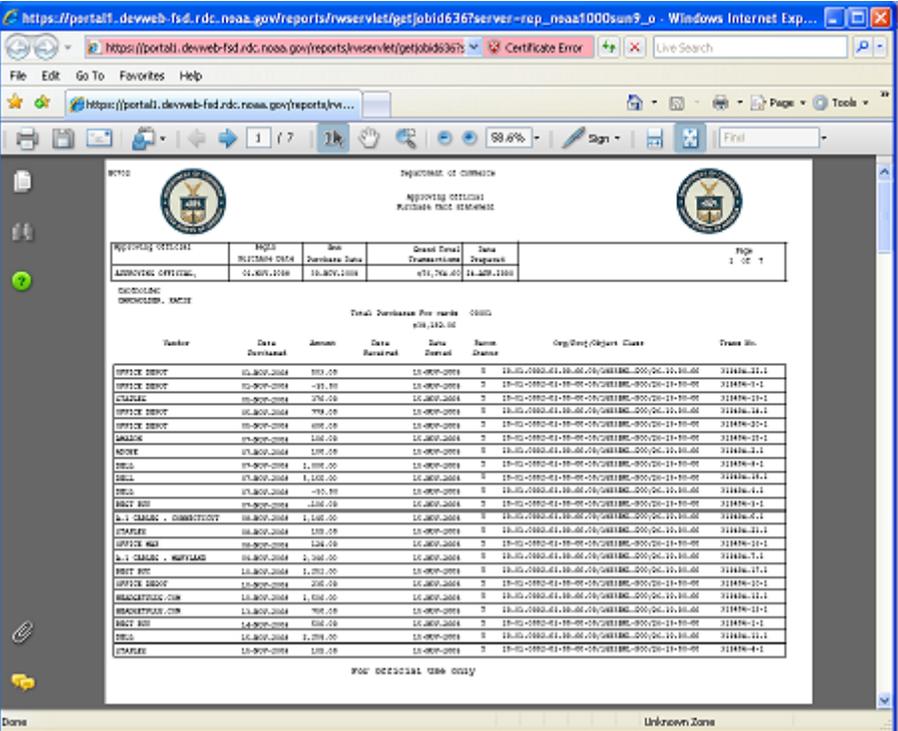
You decide to take a look at all the transactions of your cardholders to see what they still have yet to reconcile.

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>Approving Official</i> folder ➤ Double-click on the option BC604 – View Transactions 

Step	Action
2	<p>The View Cardholder Transactions parameter screen appears:</p>  <ul style="list-style-type: none">➤ Check the <i>Swept</i> checkbox➤ Click OK

Step	Action																																																																																																														
3	<p>The View Cardholder Transaction screen appears matching the criteria that was entered on the parameter screen:</p>  <table border="1" data-bbox="289 348 1292 898"> <thead> <tr> <th>Note</th> <th>Trans Num</th> <th>Cardholder</th> <th>Date Purchased</th> <th>Date Received</th> <th>Vendor</th> <th>Amount</th> <th>SIC Code</th> <th>Agree?</th> <th>Matched Disp No</th> </tr> </thead> <tbody> <tr style="background-color: #0000FF; color: #FFFFFF;"> <td><input checked="" type="checkbox"/></td> <td>319405-5</td> <td>CARDHOLDER, K</td> <td>01-NOV-2008</td> <td></td> <td>DELL</td> <td>\$1,000.00</td> <td>9515</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-6</td> <td>CARDHOLDER, K</td> <td>01-NOV-2008</td> <td></td> <td>DELL</td> <td>-\$50.00</td> <td>9515</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-9</td> <td>CARDHOLDER, K</td> <td>01-NOV-2008</td> <td></td> <td>HEADSETPLUS.COM</td> <td>\$1,500.00</td> <td>9406</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-10</td> <td>CARDHOLDER, K</td> <td>03-NOV-2008</td> <td></td> <td>HEADSETPLUS.COM</td> <td>\$750.00</td> <td>9406</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-11</td> <td>CARDHOLDER, K</td> <td>02-NOV-2008</td> <td></td> <td>OFFICE DEPOT</td> <td>\$779.00</td> <td>5943</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-14</td> <td>CARDHOLDER, K</td> <td>05-NOV-2008</td> <td></td> <td>BEST BUY</td> <td>\$1,252.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-16</td> <td>CARDHOLDER, K</td> <td>05-NOV-2008</td> <td></td> <td>STAPLES</td> <td>\$370.00</td> <td>9399</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-17</td> <td>CARDHOLDER, K</td> <td>05-NOV-2008</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>319405-18</td> <td>CARDHOLDER, K</td> <td>06-NOV-2008</td> <td></td> <td>STAPLES</td> <td>\$155.00</td> <td>9399</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>319405-19</td> <td>CARDHOLDER, K</td> <td>11-NOV-2008</td> <td></td> <td>ADOBE</td> <td>\$500.00</td> <td>4961</td> <td>S</td> <td>0-0</td> </tr> </tbody> </table> <p>An approving official can then highlight the transaction he wishes to review more closely and click the applicable button at the bottom of the page (Note, ACCS or Property). They can also run a report from this screen.</p> <p>➤ Click </p>	Note	Trans Num	Cardholder	Date Purchased	Date Received	Vendor	Amount	SIC Code	Agree?	Matched Disp No	<input checked="" type="checkbox"/>	319405-5	CARDHOLDER, K	01-NOV-2008		DELL	\$1,000.00	9515	S	0-0	<input type="checkbox"/>	319405-6	CARDHOLDER, K	01-NOV-2008		DELL	-\$50.00	9515	S	0-0	<input type="checkbox"/>	319405-9	CARDHOLDER, K	01-NOV-2008		HEADSETPLUS.COM	\$1,500.00	9406	S	0-0	<input type="checkbox"/>	319405-10	CARDHOLDER, K	03-NOV-2008		HEADSETPLUS.COM	\$750.00	9406	S	0-0	<input type="checkbox"/>	319405-11	CARDHOLDER, K	02-NOV-2008		OFFICE DEPOT	\$779.00	5943	S	0-0	<input type="checkbox"/>	319405-14	CARDHOLDER, K	05-NOV-2008		BEST BUY	\$1,252.00	5999	S	0-0	<input type="checkbox"/>	319405-16	CARDHOLDER, K	05-NOV-2008		STAPLES	\$370.00	9399	S	0-0	<input type="checkbox"/>	319405-17	CARDHOLDER, K	05-NOV-2008		OFFICE DEPOT	\$600.00	5251	S	0-0	<input type="checkbox"/>	319405-18	CARDHOLDER, K	06-NOV-2008		STAPLES	\$155.00	9399	S	0-0	<input type="checkbox"/>	319405-19	CARDHOLDER, K	11-NOV-2008		ADOBE	\$500.00	4961	S	0-0
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Step	Action
4	<p>The Approving Official Bankcard Statement parameter screen appears:</p>  <ul style="list-style-type: none">➤ Chose from the Statement Begin/End Date drop-down listing (i.e. last statement)➤ Click Run Report <p>A message will appear:</p>  <ul style="list-style-type: none">➤ Click OK
5	<p>The View Cardholder Transaction screen appears. To view the report you just generated, click the Run Report to bring up the Approving Official Bankcard Statement parameter screen again.</p> <ul style="list-style-type: none">➤ Click View Report

Step	Action																																																																																																																																																																																																																																																																				
6	<p>A new window will open that will contain your report in a PDF format.</p>  <p>The screenshot shows a web browser window with the URL <code>https://portall.devweb.fsd.rdc.nsa.gov/reports/rwervlet/getjobid6367server--rep_nsaaf000sun9_o</code>. The page title is "Department of Commerce" and "Approving Official Bankcard Statement". It features a summary table and a main table of transactions.</p> <table border="1" data-bbox="397 590 1073 632"> <thead> <tr> <th>APPROVING OFFICIAL</th> <th>MOIS</th> <th>Bank</th> <th>Grand Total</th> <th>Date</th> <th>Page</th> </tr> </thead> <tbody> <tr> <td>APPROVING OFFICIAL</td> <td>01-06-2009</td> <td>10-NOV-2008</td> <td>670,766.00</td> <td>10-NOV-2008</td> <td>1 of 1</td> </tr> </tbody> </table> <table border="1" data-bbox="397 709 1073 1003"> <thead> <tr> <th>Vendor</th> <th>Date</th> <th>Amount</th> <th>Date</th> <th>Date</th> <th>Name</th> <th>Org/Obj/Objct Class</th> <th>Trans No.</th> </tr> </thead> <tbody> <tr> <td>OFFICE SUPPL</td> <td>05-NOV-2008</td> <td>893.00</td> <td>10-NOV-2008</td> <td>10-05-0000-01-00-00-00/000000-0000-00-00-00</td> <td></td> <td></td> <td>311876-11-1</td> </tr> <tr> <td>OFFICE SUPPL</td> <td>05-NOV-2008</td> <td>-111.00</td> <td>10-NOV-2008</td> <td>10-05-0000-01-00-00-00/000000-0000-00-00-00</td> <td></td> <td></td> <td>311876-11-2</td> 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Close the window using  in the upper right corner.</p>	APPROVING OFFICIAL	MOIS	Bank	Grand Total	Date	Page	APPROVING OFFICIAL	01-06-2009	10-NOV-2008	670,766.00	10-NOV-2008	1 of 1	Vendor	Date	Amount	Date	Date	Name	Org/Obj/Objct Class	Trans No.	OFFICE SUPPL	05-NOV-2008	893.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-1	OFFICE SUPPL	05-NOV-2008	-111.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-2	OFFICE SUPPL	05-NOV-2008	278.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-3	OFFICE SUPPL	05-NOV-2008	779.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-4	OFFICE SUPPL	05-NOV-2008	695.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-5	OFFICE SUPPL	05-NOV-2008	100.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-6	OFFICE SUPPL	05-NOV-2008	100.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-7	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-8	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-9	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-10	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-11	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-12	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-13	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-14	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-15	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-16	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-17	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-18	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-19	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-20	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-21	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-22	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-23	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-24	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-25	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-26	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-27	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-28	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-29	OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-30
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OFFICE SUPPL	05-NOV-2008	1,000.00	10-NOV-2008	10-05-0000-01-00-00-00/000000-0000-00-00-00			311876-11-30																																																																																																																																																																																																																																																														
7	<ul style="list-style-type: none"> ➤ Click  to get out of the Approving Official Bankcard Statement parameter screen or run it using other parameters. ➤ Click the Exit  icon to go back to the Navigator Menu 																																																																																																																																																																																																																																																																				

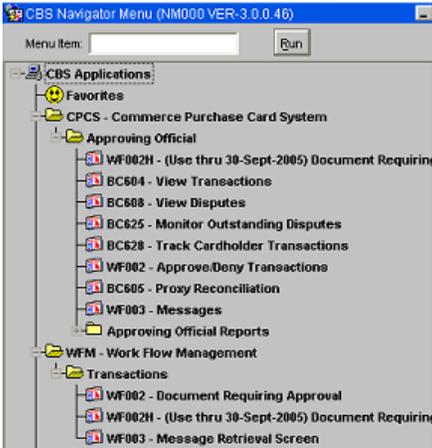
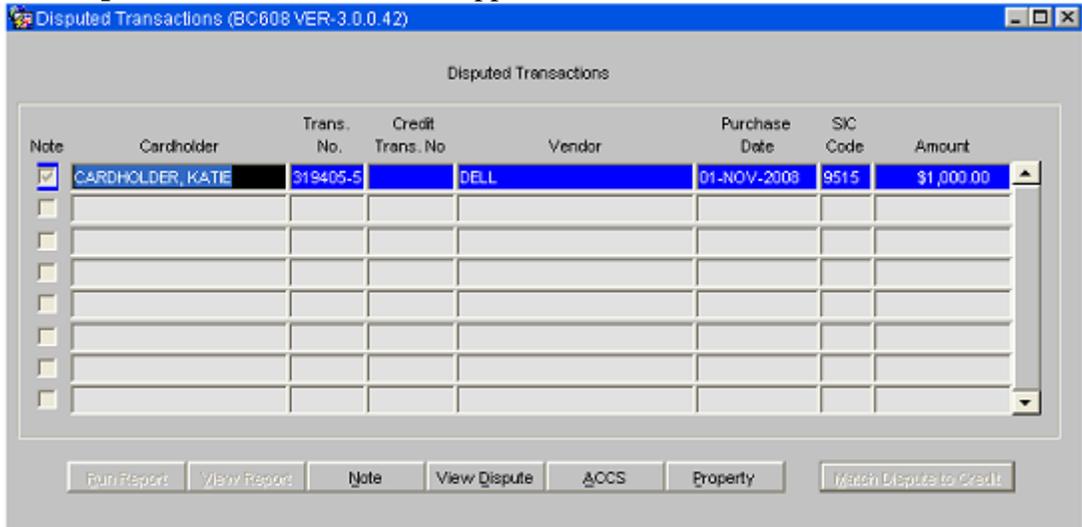
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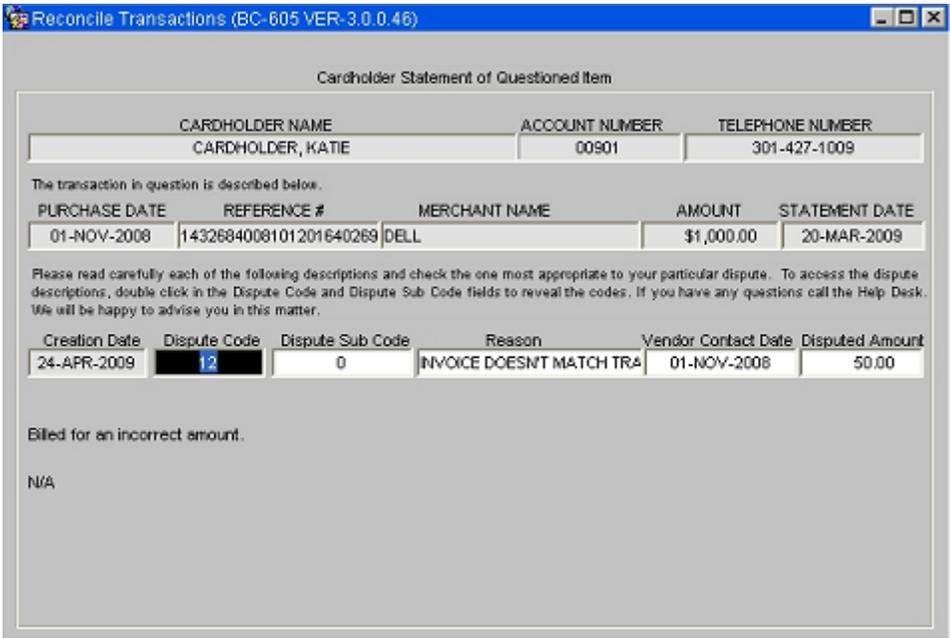
Exercise #7: View Disputed Transactions

Objectives: • View Disputed Transactions

Instructions: Execute the following steps:

You decide to take a look at the disputed transactions of your cardholders.

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>Approving Official</i> folder ➤ Double-click on the option BC608– View Disputes 																																																																
2	<p>The Disputed Transactions screen appears:</p>  <table border="1" data-bbox="302 1415 1344 1730"> <thead> <tr> <th>Note</th> <th>Cardholder</th> <th>Trans. No.</th> <th>Credit Trans. No.</th> <th>Vendor</th> <th>Purchase Date</th> <th>SIC Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr style="background-color: #0000FF; color: #FFFFFF;"> <td><input checked="" type="checkbox"/></td> <td>CARDHOLDER, KATE</td> <td>319405-5</td> <td></td> <td>DELL</td> <td>01-NOV-2008</td> <td>9515</td> <td>\$1,000.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Note	Cardholder	Trans. No.	Credit Trans. No.	Vendor	Purchase Date	SIC Code	Amount	<input checked="" type="checkbox"/>	CARDHOLDER, KATE	319405-5		DELL	01-NOV-2008	9515	\$1,000.00	<input type="checkbox"/>								<input type="checkbox"/>								<input type="checkbox"/>								<input type="checkbox"/>								<input type="checkbox"/>								<input type="checkbox"/>							
Note	Cardholder	Trans. No.	Credit Trans. No.	Vendor	Purchase Date	SIC Code	Amount																																																										
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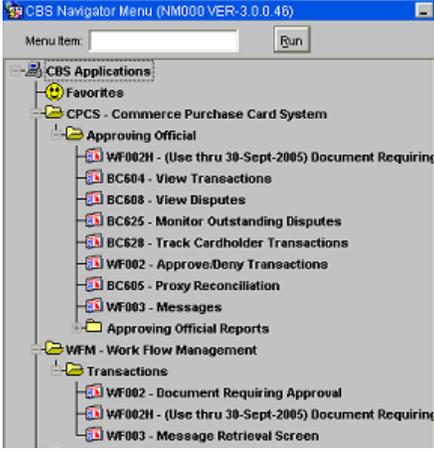
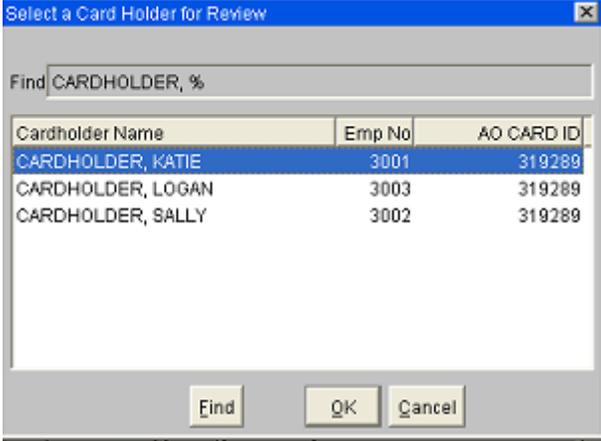
Step	Action
3	<ul style="list-style-type: none"> ➤ Highlight the disputed transaction ➤ View the Notes associated ➤ View the ACCS associated ➤ View the Property associated ➤ Click on 
4	<p>The Reconcile Transactions screen appears with the disputed information populated.</p>  <ul style="list-style-type: none"> ➤ Click the Exit  icon to leave Reconcile Transactions screen ➤ Click the Exit  icon to leave the Disputed Transaction screen

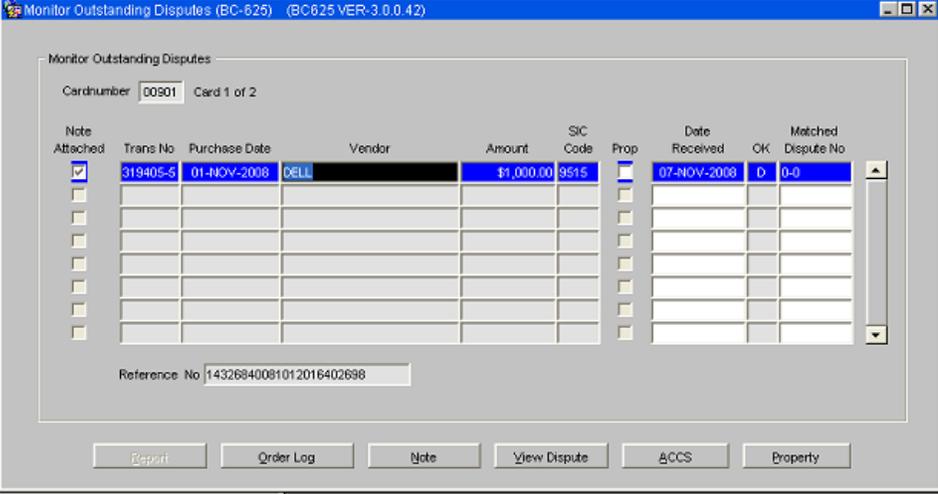
Exercise #8: Monitor Outstanding Disputed Transactions

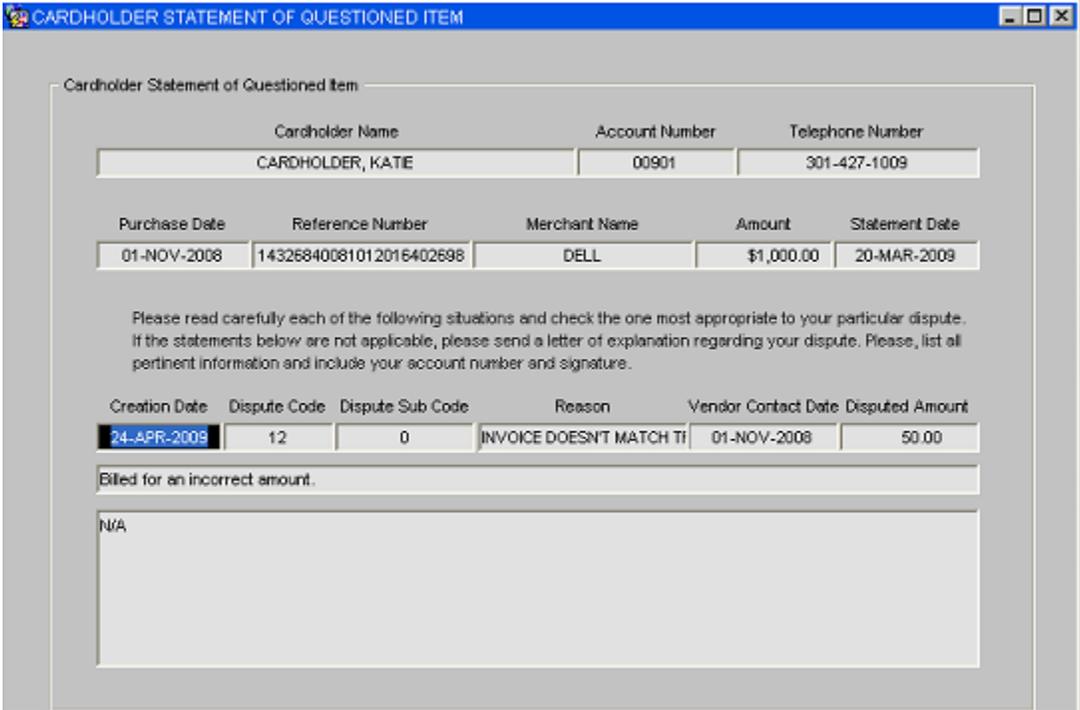
Objectives: • Monitor Outstanding Disputed Transactions

Instructions: Execute the following steps:

You decide to take a look at the outstanding disputed transactions of your cardholders.

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>Approving Official</i> folder ➤ Double-click on the option BC625– Monitor Outstanding Disputes 												
2	<p>The Select a Cardholder for Review screen appears:</p>  <table border="1" data-bbox="285 1436 886 1549"> <thead> <tr> <th>Cardholder Name</th> <th>Emp No</th> <th>AO CARD ID</th> </tr> </thead> <tbody> <tr> <td>CARDHOLDER, KATIE</td> <td>3001</td> <td>319289</td> </tr> <tr> <td>CARDHOLDER, LOGAN</td> <td>3003</td> <td>319289</td> </tr> <tr> <td>CARDHOLDER, SALLY</td> <td>3002</td> <td>319289</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Select your cardholder ➤ Click OK 	Cardholder Name	Emp No	AO CARD ID	CARDHOLDER, KATIE	3001	319289	CARDHOLDER, LOGAN	3003	319289	CARDHOLDER, SALLY	3002	319289
Cardholder Name	Emp No	AO CARD ID											
CARDHOLDER, KATIE	3001	319289											
CARDHOLDER, LOGAN	3003	319289											
CARDHOLDER, SALLY	3002	319289											

Step	Action
3	<p data-bbox="282 279 951 310">The Monitor Outstanding Disputes screen appears</p>  <p data-bbox="282 888 766 1077"> <ul style="list-style-type: none"> ➤ Highlight the disputed transaction ➤ View the Notes associated ➤ View the ACCS associated ➤ View the Property associated ➤ Click on View Dispute </p>

Step	Action
4	<p>The Cardholder Statement of Question Item screen appears with the disputed information populated.</p>  <p>➤ Click the Exit  icon to leave Reconcile Transactions screen</p> <p>➤ Click the Exit  icon to leave the Monitor Outstanding Disputes screen</p>

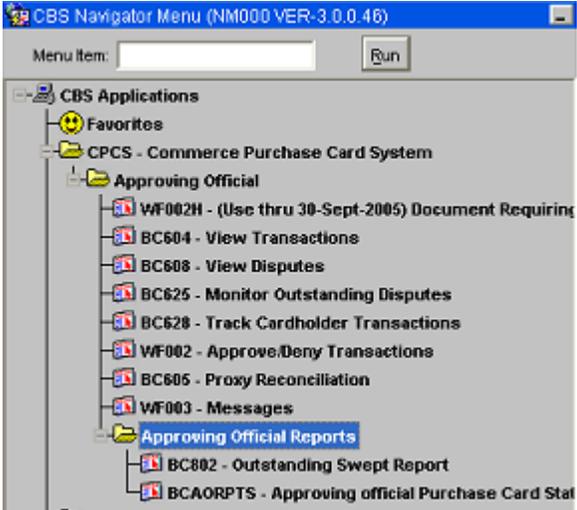
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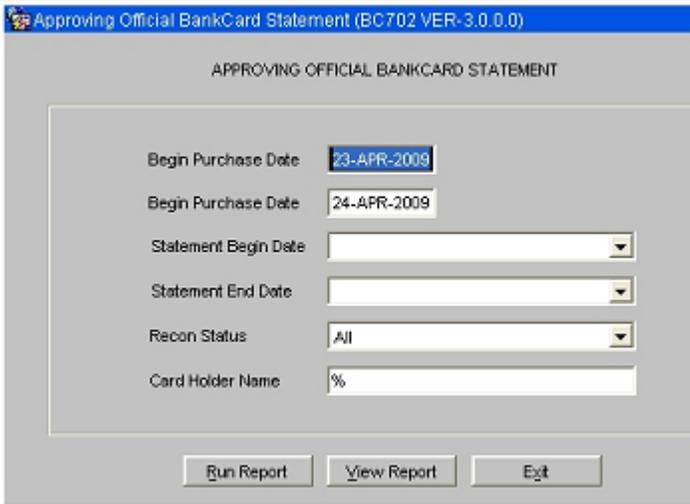
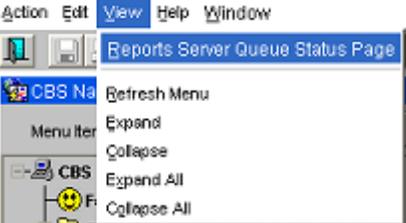
Exercise #9: Approving Official Purchase Card Statement (BC702)

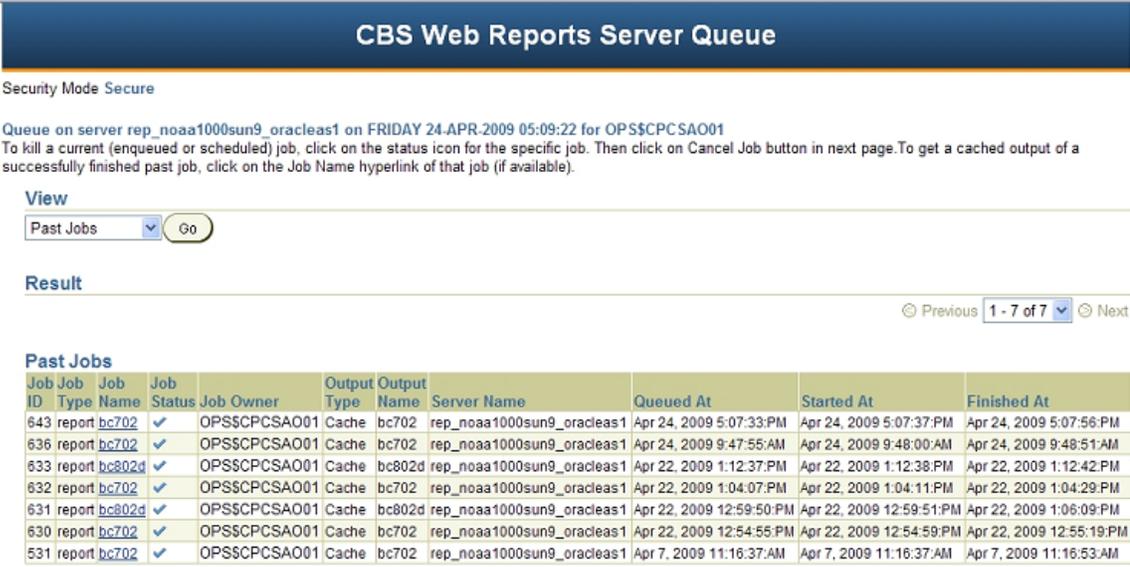
Objectives: • Generate the Bankcard Statement

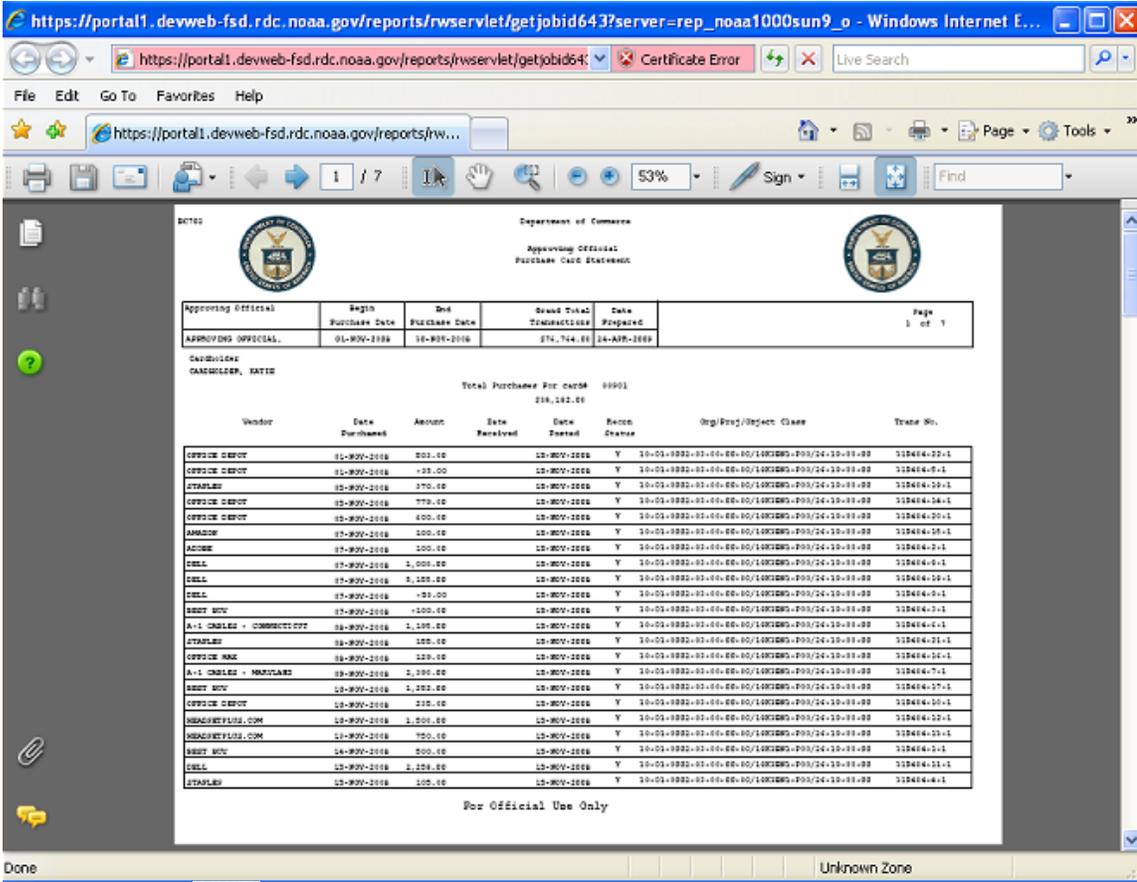
Notes: *This report can be directly accessed off the CBS Navigator Menu. It can also be accessed through the Transaction Screen.*

Instructions: Execute the following steps:

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>Approving Official</i> folder ➤ Click to expand the <i>Approving Official Reports</i> folder ➤ Double-click on the option BCAORPTS– Approving Official Purchase Card Statement  <p>The screenshot shows a tree view of the CBS Navigator Menu. The path is: CBS Applications > Favorites > CPCS - Commerce Purchase Card System > Approving Official > Approving Official Reports > BCAORPTS - Approving official Purchase Card Stat. The 'Approving Official Reports' folder is expanded, and 'BCAORPTS - Approving official Purchase Card Stat' is selected.</p>

Step	Action
<p>2</p>	<p>The Approving Official Bankcard Statement parameter screen appears:</p>  <ul style="list-style-type: none"> ➤ Enter the Begin & End Purchase Dates (<i>i.e.</i> 01-MON-20##/30-MON-20##) ➤ Click Run Report <p>A message will appear:</p>  <ul style="list-style-type: none"> ➤ Click OK
<p>3</p>	<p>The Navigator Menu appears.</p> <ul style="list-style-type: none"> ➤ Click on the View in the <i>Menu Bar</i> ➤ Click on Reports Server Queue Status Page 

Step	Action																																																																																								
4	<p>A new web browser window will open. Depending upon how your settings are, the screen may not pop open, but will highlight in your Open Task bar in Windows.</p>  <p>Past Jobs</p> <table border="1"> <thead> <tr> <th>Job ID</th> <th>Job Type</th> <th>Job Name</th> <th>Job Status</th> <th>Job Owner</th> <th>Output Type</th> <th>Output Name</th> <th>Server Name</th> <th>Queued At</th> <th>Started At</th> <th>Finished At</th> </tr> </thead> <tbody> <tr> <td>643</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSA001</td> <td>Cache</td> <td>bc702</td> <td>rep_noaa1000sun9_oracleas1</td> <td>Apr 24, 2009 5:07:33:PM</td> <td>Apr 24, 2009 5:07:37:PM</td> <td>Apr 24, 2009 5:07:56:PM</td> </tr> <tr> <td>636</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSA001</td> <td>Cache</td> <td>bc702</td> <td>rep_noaa1000sun9_oracleas1</td> <td>Apr 24, 2009 9:47:55:AM</td> <td>Apr 24, 2009 9:48:00:AM</td> <td>Apr 24, 2009 9:48:51:AM</td> </tr> <tr> <td>633</td> <td>report</td> <td>bc802d</td> <td>✓</td> <td>OPSSCPCSA001</td> <td>Cache</td> <td>bc802d</td> <td>rep_noaa1000sun9_oracleas1</td> <td>Apr 22, 2009 1:12:37:PM</td> <td>Apr 22, 2009 1:12:38:PM</td> <td>Apr 22, 2009 1:12:42:PM</td> </tr> <tr> <td>632</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSA001</td> <td>Cache</td> <td>bc702</td> <td>rep_noaa1000sun9_oracleas1</td> <td>Apr 22, 2009 1:04:07:PM</td> <td>Apr 22, 2009 1:04:11:PM</td> <td>Apr 22, 2009 1:04:29:PM</td> </tr> <tr> <td>631</td> <td>report</td> <td>bc802d</td> <td>✓</td> <td>OPSSCPCSA001</td> <td>Cache</td> <td>bc802d</td> <td>rep_noaa1000sun9_oracleas1</td> <td>Apr 22, 2009 12:59:50:PM</td> <td>Apr 22, 2009 12:59:51:PM</td> <td>Apr 22, 2009 1:06:09:PM</td> </tr> <tr> <td>630</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSA001</td> <td>Cache</td> <td>bc702</td> <td>rep_noaa1000sun9_oracleas1</td> <td>Apr 22, 2009 12:54:55:PM</td> <td>Apr 22, 2009 12:54:59:PM</td> <td>Apr 22, 2009 12:55:19:PM</td> </tr> <tr> <td>531</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSA001</td> <td>Cache</td> <td>bc702</td> <td>rep_noaa1000sun9_oracleas1</td> <td>Apr 7, 2009 11:16:37:AM</td> <td>Apr 7, 2009 11:16:37:AM</td> <td>Apr 7, 2009 11:16:53:AM</td> </tr> </tbody> </table>	Job ID	Job Type	Job Name	Job Status	Job Owner	Output Type	Output Name	Server Name	Queued At	Started At	Finished At	643	report	bc702	✓	OPSSCPCSA001	Cache	bc702	rep_noaa1000sun9_oracleas1	Apr 24, 2009 5:07:33:PM	Apr 24, 2009 5:07:37:PM	Apr 24, 2009 5:07:56:PM	636	report	bc702	✓	OPSSCPCSA001	Cache	bc702	rep_noaa1000sun9_oracleas1	Apr 24, 2009 9:47:55:AM	Apr 24, 2009 9:48:00:AM	Apr 24, 2009 9:48:51:AM	633	report	bc802d	✓	OPSSCPCSA001	Cache	bc802d	rep_noaa1000sun9_oracleas1	Apr 22, 2009 1:12:37:PM	Apr 22, 2009 1:12:38:PM	Apr 22, 2009 1:12:42:PM	632	report	bc702	✓	OPSSCPCSA001	Cache	bc702	rep_noaa1000sun9_oracleas1	Apr 22, 2009 1:04:07:PM	Apr 22, 2009 1:04:11:PM	Apr 22, 2009 1:04:29:PM	631	report	bc802d	✓	OPSSCPCSA001	Cache	bc802d	rep_noaa1000sun9_oracleas1	Apr 22, 2009 12:59:50:PM	Apr 22, 2009 12:59:51:PM	Apr 22, 2009 1:06:09:PM	630	report	bc702	✓	OPSSCPCSA001	Cache	bc702	rep_noaa1000sun9_oracleas1	Apr 22, 2009 12:54:55:PM	Apr 22, 2009 12:54:59:PM	Apr 22, 2009 12:55:19:PM	531	report	bc702	✓	OPSSCPCSA001	Cache	bc702	rep_noaa1000sun9_oracleas1	Apr 7, 2009 11:16:37:AM	Apr 7, 2009 11:16:37:AM	Apr 7, 2009 11:16:53:AM
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4a	<p>Upon opening, the CBS Web Reports Server Queue defaults to the past report jobs that have been run by the user. The user has the ability to view Past Jobs (completed), Current Jobs (running, not completed), or scheduled jobs. To change the view the user can click on the drop down field under View.</p> <p>The Past Jobs view will list the most recently run report at the top of the page. It will display 10 past jobs per page. The Job Name will be the report’s name that was run and the user will click on the Job Name to view the report.</p>																																																																																								
4b	<p>Click on the Job Name (i.e. BC702) for the date/time you ran the report</p>																																																																																								

Step	Action																																																																																																																																																																																																				
5	<p>A new web browser window will open containing your report</p>  <p>The screenshot shows a web browser window with the URL https://portal1.devweb-fsd.rdc.noaa.gov/reports/rwervlet/getjobid643?server=rep_noaa1000sun9_o. The report content includes:</p> <p>Department of Commerce Approving Official Purchase Case Statement</p> <table border="1"> <thead> <tr> <th>Approving Official</th> <th>Begin Purchase Date</th> <th>End Purchase Date</th> <th>Grand Total Transactions</th> <th>Date Prepared</th> <th>Page</th> </tr> </thead> <tbody> <tr> <td>APPROVING OFFICIAL</td> <td>01-MAY-2008</td> <td>10-MAY-2008</td> <td>274,704.00</td> <td>14-APR-2009</td> <td>1 of 1</td> </tr> </tbody> </table> <p>Cardholder: CARROLLSON, RATIC</p> <p>Total Purchases For card# 00001: 218,122.00</p> <table border="1"> <thead> <tr> <th>Vendor</th> <th>Date Purchased</th> <th>Amount</th> <th>Date Received</th> <th>Date Entered</th> <th>Rec'd Status</th> <th>Org/Proj/Subject Class</th> <th>Trans No.</th> </tr> </thead> <tbody> <tr><td>OFFICE DEPOT</td><td>11-MAY-2008</td><td>503.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-22-1</td></tr> <tr><td>OFFICE DEPOT</td><td>11-MAY-2008</td><td>+35.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-01-1</td></tr> <tr><td>STARBUCKS</td><td>10-MAY-2008</td><td>170.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-10-1</td></tr> <tr><td>OFFICE DEPOT</td><td>10-MAY-2008</td><td>779.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-24-1</td></tr> <tr><td>OFFICE DEPOT</td><td>10-MAY-2008</td><td>400.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-20-1</td></tr> <tr><td>AMAZON</td><td>07-MAY-2008</td><td>100.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-18-1</td></tr> <tr><td>ACCOR</td><td>07-MAY-2008</td><td>100.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-21-1</td></tr> <tr><td>DELL</td><td>07-MAY-2008</td><td>1,000.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-01-1</td></tr> <tr><td>DELL</td><td>07-MAY-2008</td><td>1,100.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-10-1</td></tr> <tr><td>DELL</td><td>07-MAY-2008</td><td>+33.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-01-1</td></tr> <tr><td>BEST BUY</td><td>07-MAY-2008</td><td>+100.00</td><td></td><td>10-MAY-2008</td><td>Y</td><td>10-01-0002-01-00-00-00/100200-000/24-10-01-00</td><td>115404-11-1</td></tr> <tr><td>A-1 CABLE - 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6	<p>You may close the Report Server Queue window using  in the upper right corner as well or leave it open.</p>																																																																																																																																																																																																				

Exercise #10: Proxy Reconciliation

Objectives:

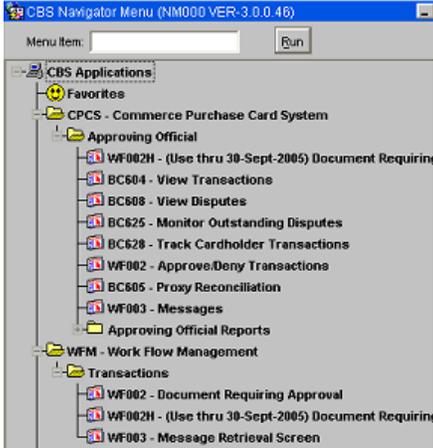
- Reconcile transactions for the cardholder

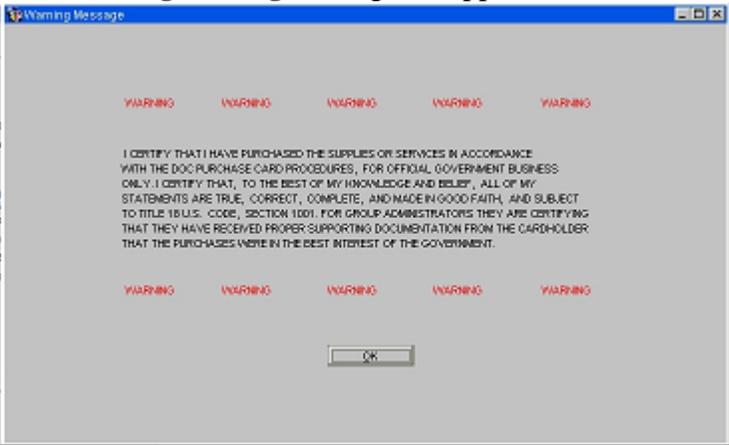
Notes:

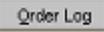
This is a special privilege that has to be requested through the Help Desk. This functionality has a limited duration.

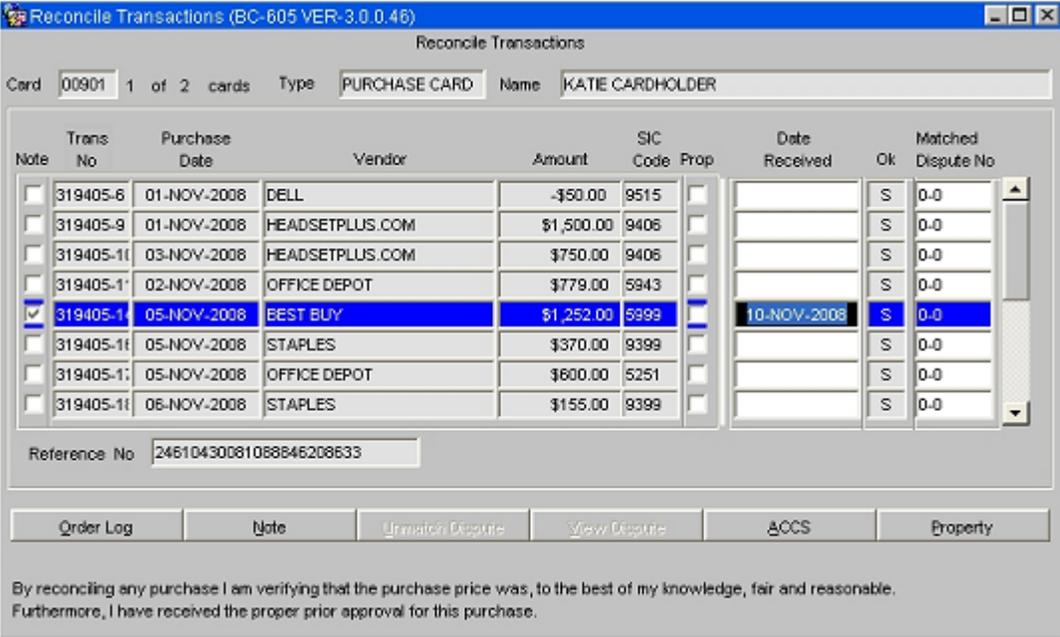
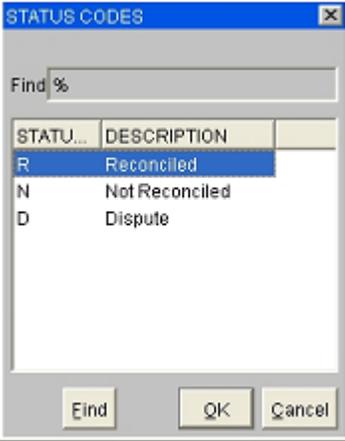
Instructions: Execute the following steps:

Your cardholder has been hospitalized and you need to get their cards reconciled. You contact the help desk asking for the role of Proxy Reconciliation for your cardholder. Once they grant you the access, you will then be able to get in and reconcile the outstanding 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 ➤ Click to expand the <i>Approving Official</i> folder ➤ Double-click on the option BC605 – Proxy Reconciliation 

Step	Action
2a	<p>The Select a Cardholder for Review screen appears:</p>  <p>Highlight the specific cardholder Click OK</p>
2b	<p>The Warning Message dialog box appears:</p>  <p>➤ Click OK</p>
2c	<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.

Step	Action
3	<p>Click to highlight the following transaction:</p> <p><i>\$1,252.00, Best Buy</i></p> <p>➤ Click the  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.
4b	<p>Click to highlight the following transaction:</p> <p><i>\$1,252.00,Digital Cameras, Best Buy</i></p> <p>➤ Click the  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
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

Step	Action
7	<p>The Reconcile Transactions screen appears with the R now in the OK column.</p> <p>➤ Click the <i>Save</i>  icon</p>
8	<p>The Reconcile Transactions screen will then remove the transaction.</p> <p>➤ Click the Exit  icon to go back to the Navigator Menu</p>