



NOAA

Commerce Purchase Card System (CPCS)

Cardholder 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	12/01/10	Updated for FY2011	E.Cobbs/FSD CSB – Training

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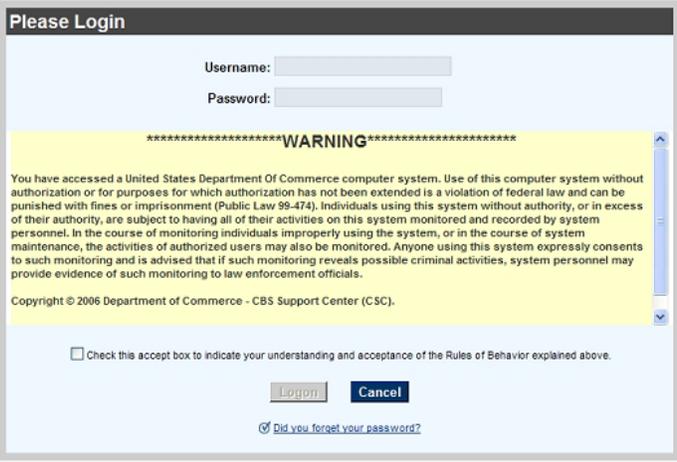
Exercise #1: CPCS Logon

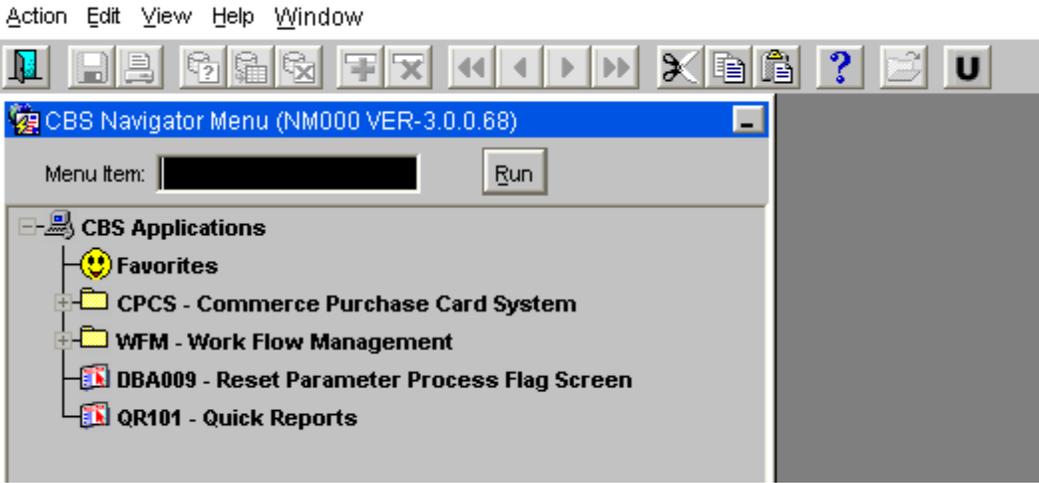
- Objectives:
- Logon to Web Portal
 - Access CPCS

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 Enter the Training URL: https://fsdtrain.rdc.noaa.gov/nmadm/custom_Pages.login_page
2	On the CBS Web Migration Portal Login screen: <div style="text-align: center; background-color: #003366; color: white; padding: 5px; margin: 10px 0;"> CBS Web Migration Portal </div>  <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> 

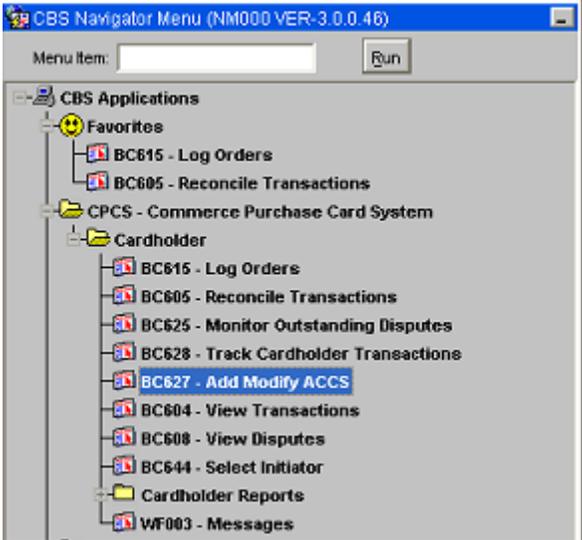
Exercise #2: Add/Modify another ACCS

- 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 
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.

Step	Action			
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	<p style="text-align: center;">LO</p>	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
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 			
4	<p>At the bottom of the screen you should see the following message:</p> <p style="border: 1px solid black; padding: 2px;">FRM-40400: Transaction complete: 1 records applied and saved.</p> <p>Click the Exit  icon.</p>			

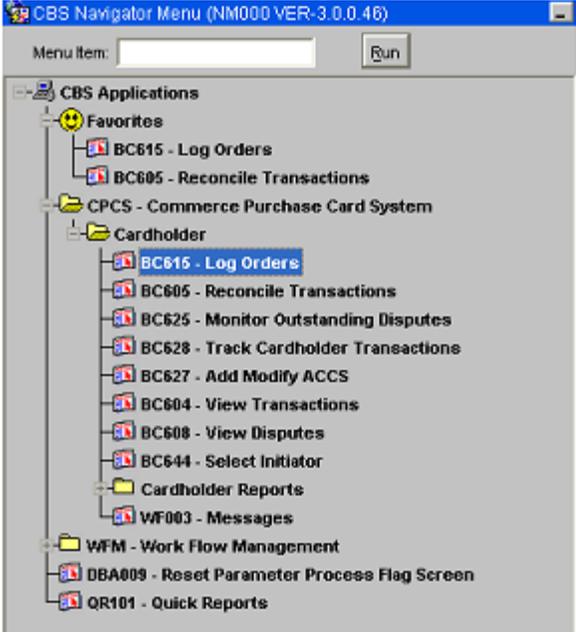
Exercise #3: Adding a Purchase Card Order Log Entry

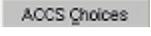
- Objectives:**
- Record a CPCS Order Log entry
 - Record ACCS for Order Log entry

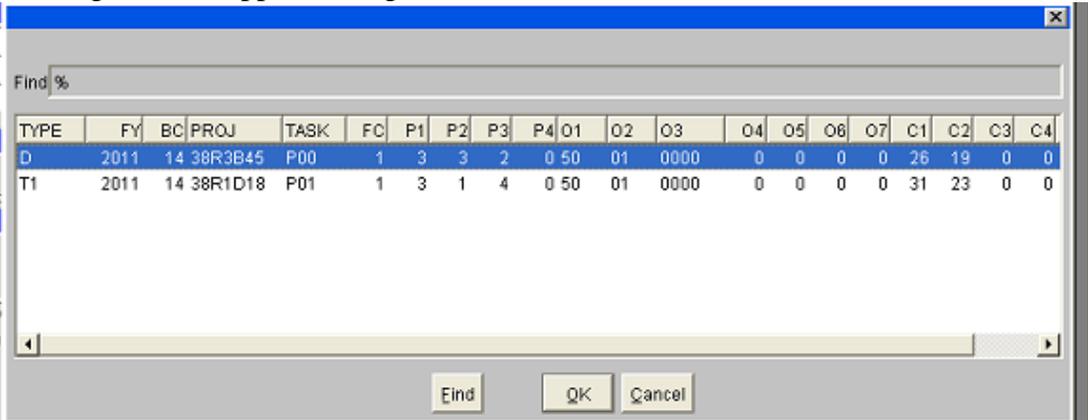
Notes: *Users should be entering their purchases in either the Log Order within CPCS after making the purchase. Users should also be entering a correct ACCS with the order log entry. Upon receipt of the merchandise, a user should enter the receive date on their order log.*

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 <i>current date</i> in Oracle Format (DD-MON-YYYY) (i.e. 07-OCT-2010) ➤ Amount = <i>41.00</i> ➤ Description = <i>Office Supplies – Binders</i> (may double-click in the field to bring up the editor) ➤ Vendor = <i>Staples</i> ➤ Date Received = Enter <i>current date</i> in Oracle Format (DD-MON-YYYY) (i.e. 07-OCT-2010) ➤ 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>  <ul style="list-style-type: none"> ➤ Highlight the default ACCS ➤ Click OK
6	<p>The ACCS screen will appear with the new ACCS code selected populated in the fields.</p> <ul style="list-style-type: none"> ➤ Click the <i>Save</i>  icon ➤ Click the <i>Exit</i>  icon
7	<p>The Purchase Card Order Log screen appears.</p> <ul style="list-style-type: none"> ➤ Click the <i>Save</i>  icon ➤ Click the <i>Exit</i>  icon if finished with the Order Log

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

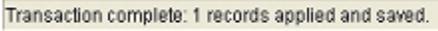
Objectives:

- 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></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

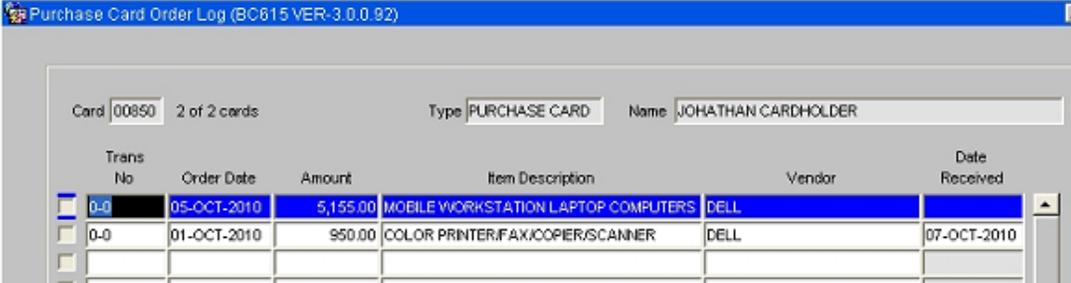
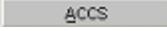
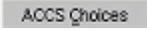
- Objectives:**
- Update an Order Log entry with a date received
 - Update an Order Log entry by associating an ACCS

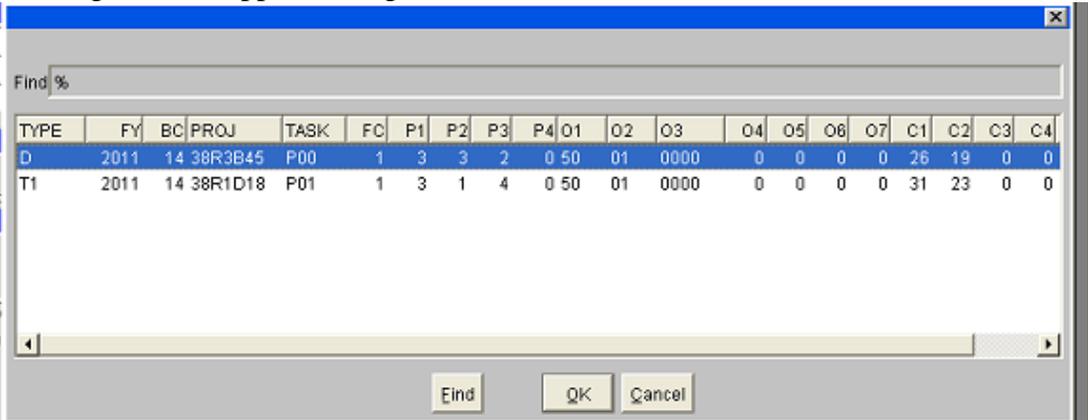
Notes: *Users may not have all of the information needed when first making the purchase and entering it into the Order Log. Users have the ability to go back and edit or update any previous entries in the Order Log.*

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>\$5,155.00, 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 <i>Save</i>  icon</p>
4	<p>Click to highlight the following entry:</p> <p><i>\$5,155.00, 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 <i>Save</i>  icon</p> <p>➤ Click the <i>Exit</i>  icon</p>
8	<p>The Purchase Card Order Log screen appears.</p> <p>➤ Click the <i>Save</i>  icon</p> <p>➤ Click the <i>Exit</i>  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.

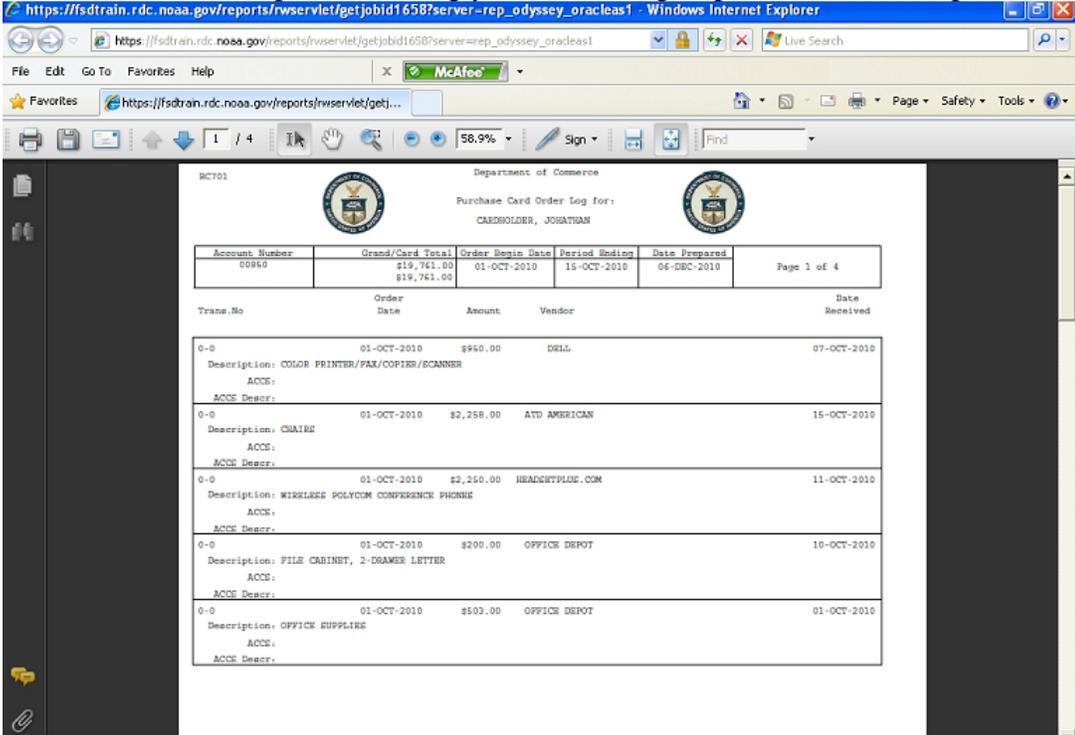
Instructions: Execute the following steps:

Regulations state that the user must maintain for 6 years a copy of all purchases made with their government purchase card. 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.

Note - *The Commerce Acquisition Manual 3.14.2 states: "...retain cardholder files for 3 years from final payment."*

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>➤ 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>➤ 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
4	<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> 
5	<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>
6	<p>The Purchase Card Order Log screen appears.</p> <p>➤ Click the Exit  icon if finished with the Order Log</p>

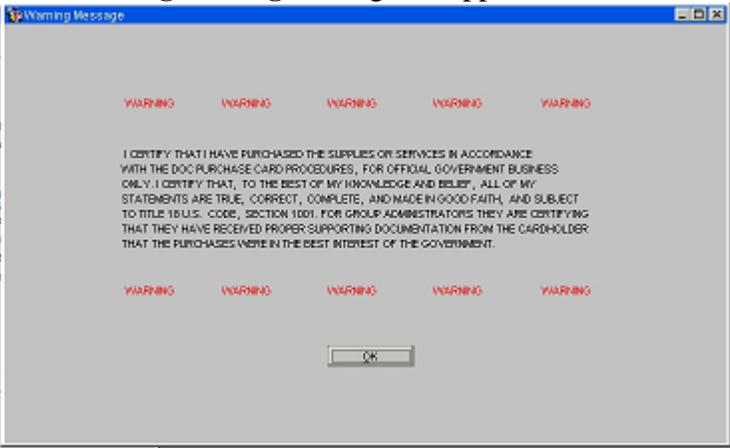
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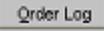
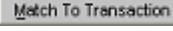
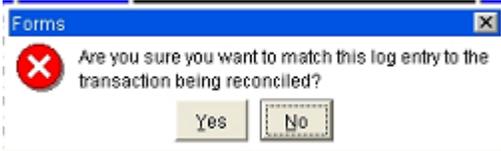
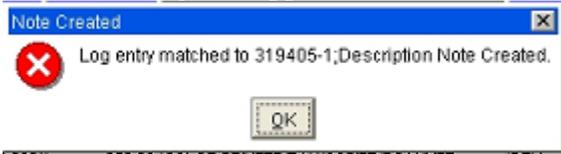
Exercise #6: Reconcile a Single Transaction

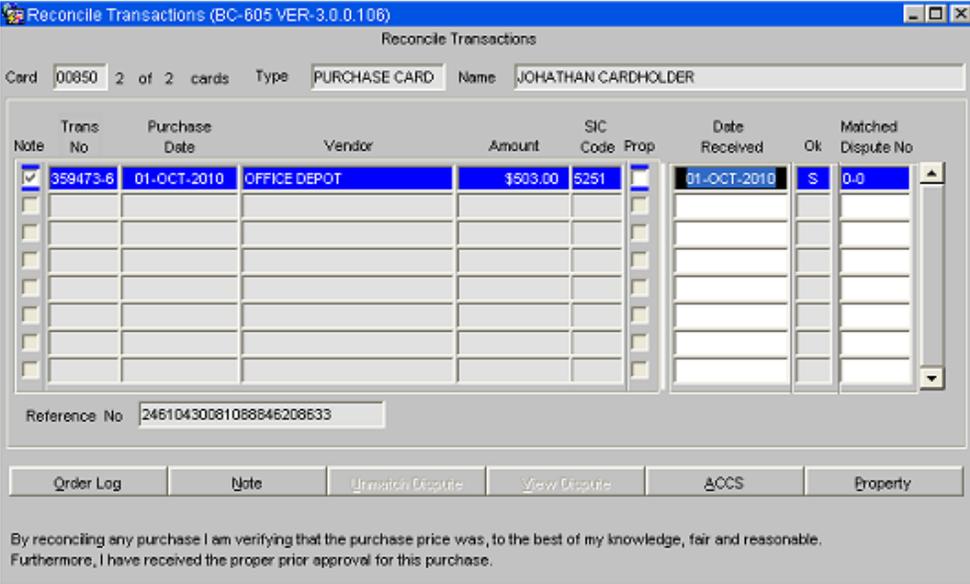
Objectives: • Match a Single Transaction with one Order Log Entry and Reconcile

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
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.

Step	Action
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  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 (a user may query on these fields as well):</p> <p><i>\$503.00, Office Supplies, Office Depot</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
7	<p>The Reconcile Transactions screen appears with the R now in the OK column.</p> <ul style="list-style-type: none"> ➤ Click the <i>Save</i>  icon
8	<p>The Reconcile Transactions screen will then remove the transaction.</p>

OPTIONAL RECONCILE SINGLE TRANSACTION

Reconcile the following transaction:

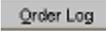
\$155.00 from Staples

Exercise #7: Reconcile Transaction – Split ACCS

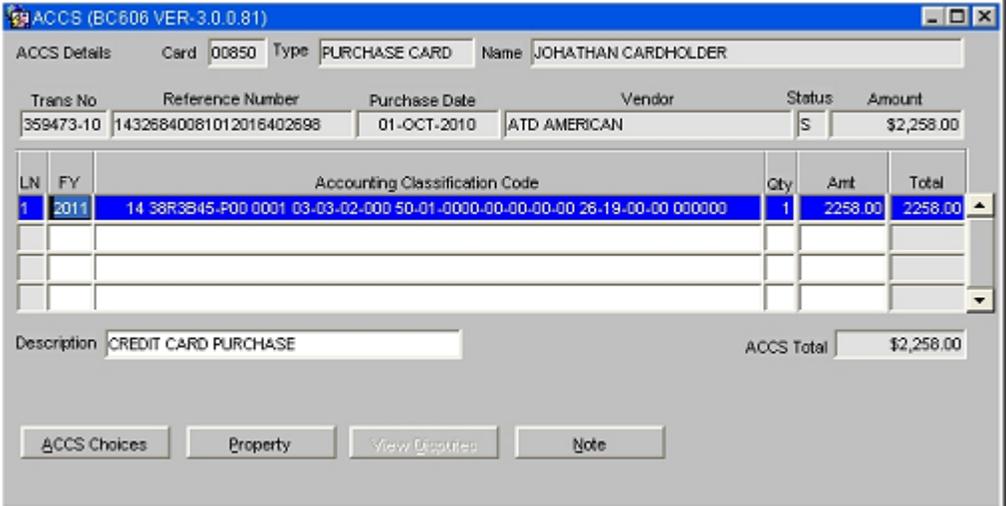
- Objectives:
- Reconcile a transaction to an order log entry
 - Split the costs between two ACCS
 - Add a New ACCS

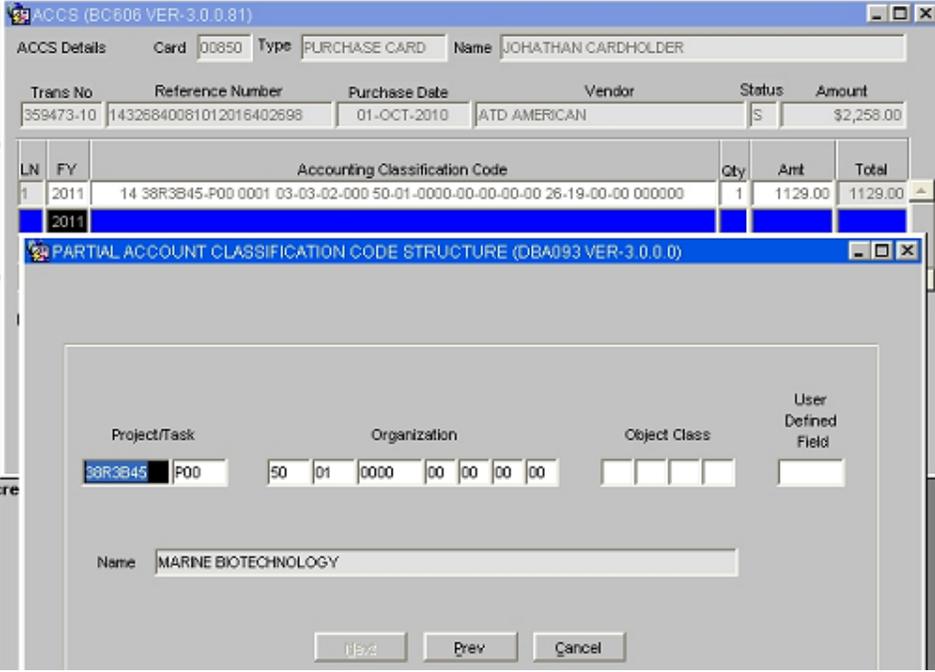
Instructions: Execute the following steps:

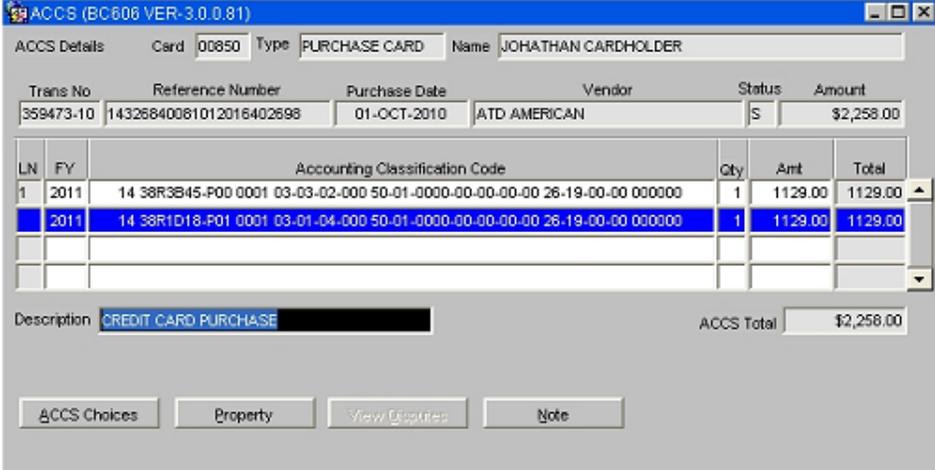
The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. This specific transaction is being split between two ACCS codes.

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 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 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. 2011)

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>																															
	<table border="1"> <thead> <tr> <th rowspan="2">LO</th> <th colspan="3">ACCS</th> </tr> <tr> <th>Org</th> <th>Project</th> <th>Task</th> </tr> </thead> <tbody> <tr> <td>NOS</td> <td>10-01-0000-00-00-00-00</td> <td>18K3B82</td> <td>P00, P02, PHA</td> </tr> <tr> <td>NMAO</td> <td>08-01-0000-00-00-00-00</td> <td>78P3A10</td> <td>P00, P01, P13</td> </tr> <tr> <td>NWS</td> <td>20-10-0000-00-00-00-00</td> <td>48WW893</td> <td>P00, P01, P76</td> </tr> <tr> <td>NMFS</td> <td>30-01-0000-00-00-00-00</td> <td>28L4S00</td> <td>P00, P91, P92</td> </tr> <tr> <td>NESDIS</td> <td>40-01-0000-00-00-00-00</td> <td>58N2G00</td> <td>P00, PEL</td> </tr> <tr> <td>OAR</td> <td>50-01-0000-00-00-00-00</td> <td>38R1D18</td> <td>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																													

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 <i>Save</i>  icon ➤ Click the <i>Exit</i>  icon
7	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.
8	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
9	The Reconcile Transactions screen appears with the R now in the OK column. <ul style="list-style-type: none"> ➤ Click the <i>Save</i>  icon
10	The Reconcile Transactions screen will then remove the transaction.

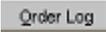
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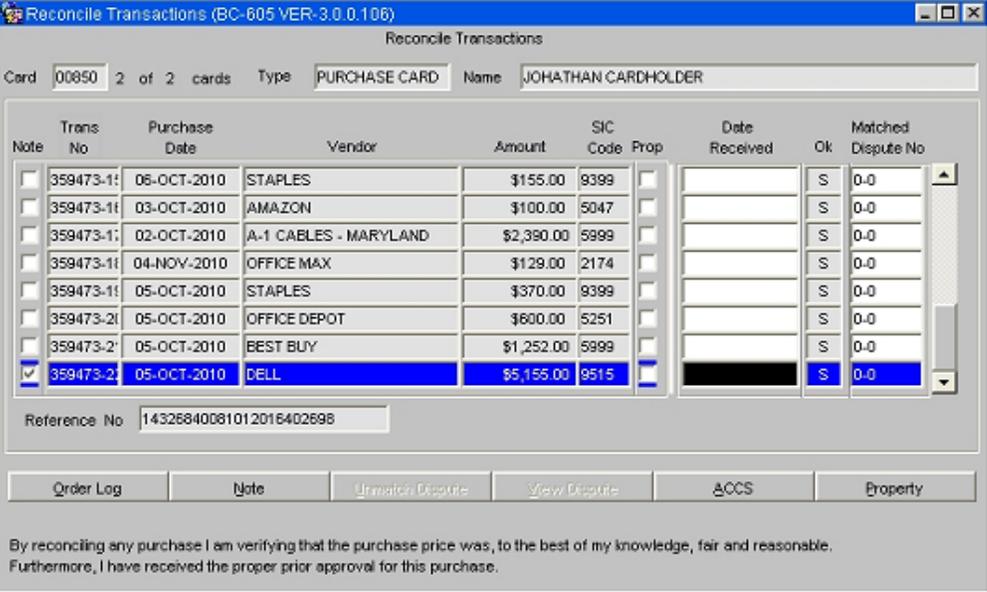
Exercise #8: Reconcile Transaction – Record Property

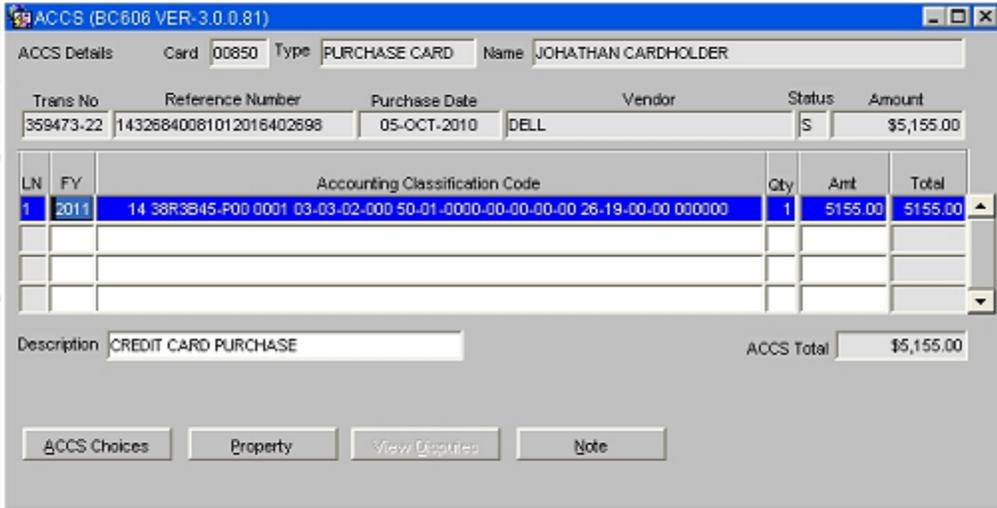
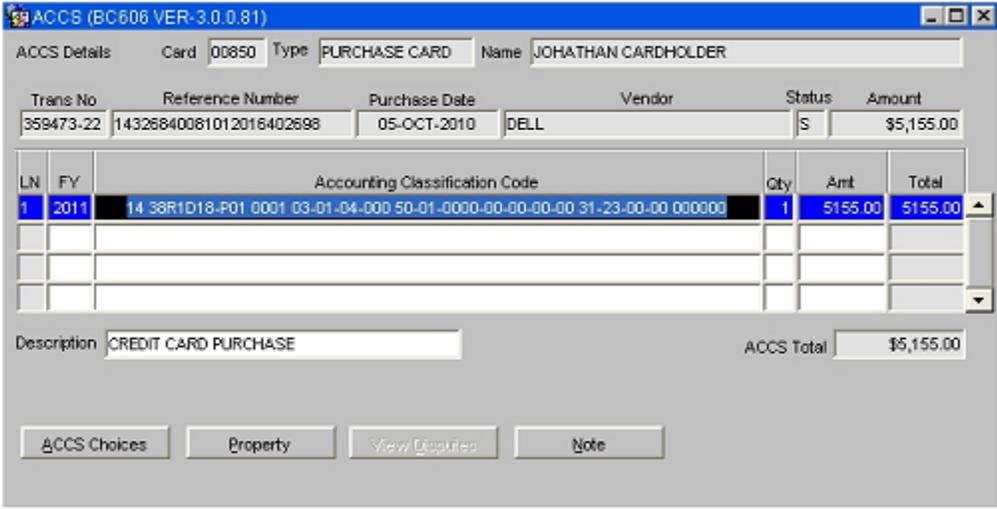
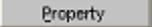
- Objectives:**
- Reconcile a transaction to an order log entry
 - Verify/Modify ACCS
 - Enter Accountable Property Information

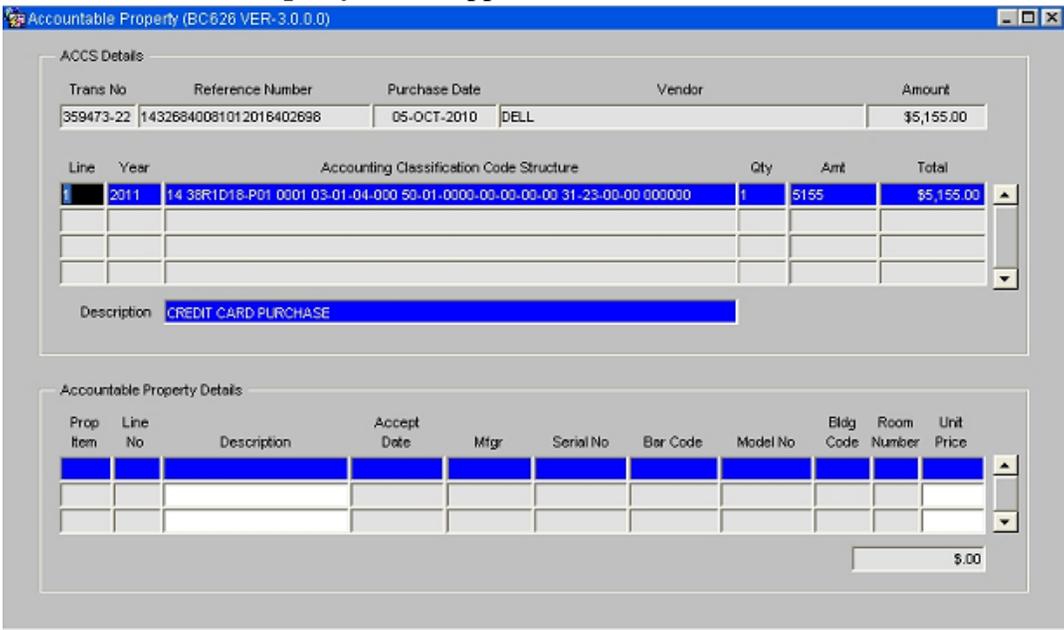
Instructions: Execute the following steps:

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>\$5,155.00, 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>\$5,155.00, Mobile 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 a window titled "Reconcile Transactions (BC-605 VER-3.0.0.106)". It displays a list of transactions with the following columns: Note, Trans No, Purchase Date, Vendor, Amount, SIC Code, Prop, Date Received, Matched, and Dispute No. The transaction for Dell is highlighted in blue. Below the list is a Reference No field and a row of buttons: Order Log, Note, Unmatch Dispute, View Dispute, ACCS, and Property. At the bottom, there is a disclaimer: "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

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> 
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>  <ul style="list-style-type: none"> ➤ Click the Save  icon ➤ Click 

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 = Laptops Unit Price = 5155.00</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><i>Note: For purposes of this exercise, only the mandatory fields will be entered. The other fields are not required.</i></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 it in, 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 <i>Save</i>  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

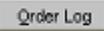
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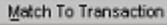
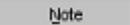
Exercise #9: Reconcile Multiple Transaction with One Log Entry

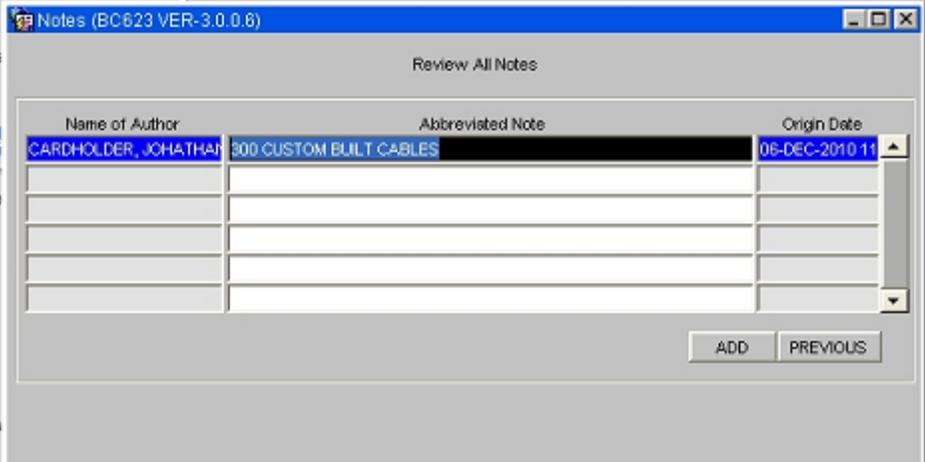
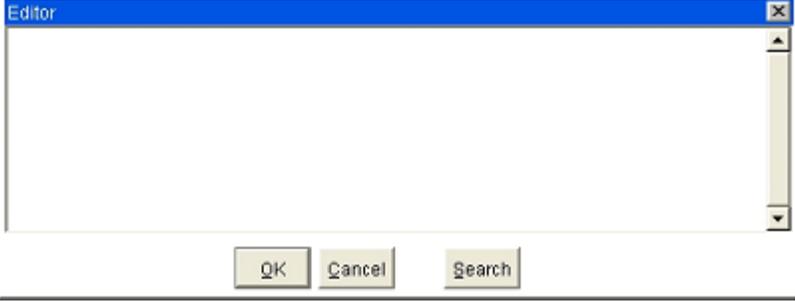
- Objectives:
- Match single transaction to multiple order log entries
 - Verify/Modify ACCS
 - Add Note(s) if needed

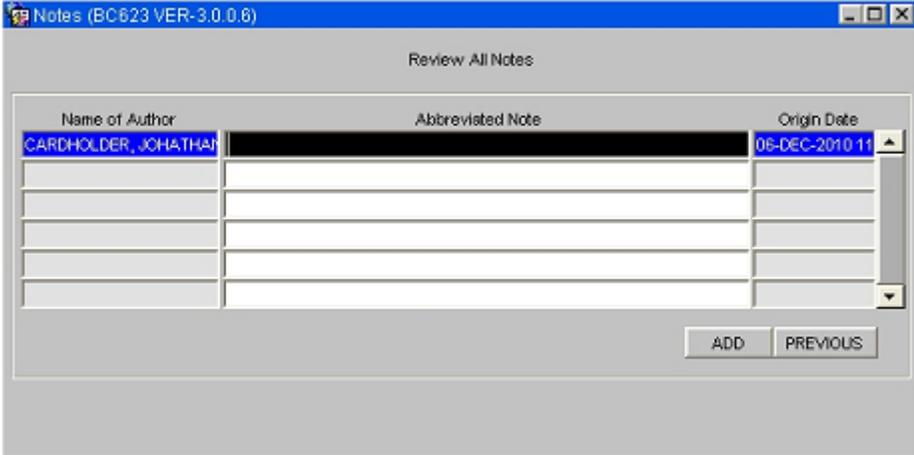
Instructions: Execute the following steps:

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>
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 R Reconciled is highlighted ➤ Click OK
11	<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>  <ul style="list-style-type: none"> ➤ Click on Use Today
12	<p>The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date.</p>
13	<p>Click to highlight the following transaction:</p> <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

Step	Action
18	The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date. ➤ Click the <i>Save</i>  icon
19	The Reconcile Transactions screen will then remove the transaction.

OPTIONAL RECONCILE MULTIPLE TRANSACTIONS – SINGLE ORDER LOG

Reconcile the following transactions:

[\\$1,500.00 from Headsetplus.com](#)

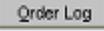
[\\$750.00 from Headsetplus.com](#)

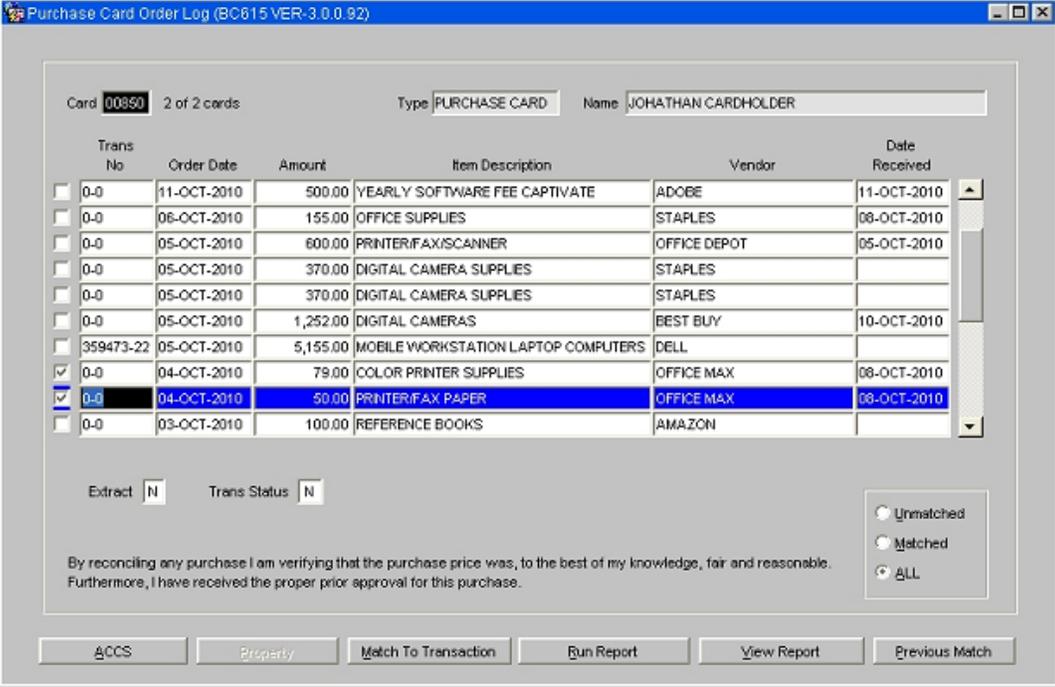
Exercise #10: Reconcile Single Transaction with Multiple Log Entries

- 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
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.

Step	Action
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> <p>➤ Click the Match To Transaction button</p>
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>

Step	Action
6	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
7	The Reconcile Transactions screen appears with the R now in the OK column and the Date Received should have a date. <ul style="list-style-type: none">➤ Click the <i>Save</i>  icon
8	The Reconcile Transactions screen will then remove the transaction.

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

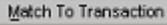
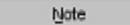
Notes:

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:

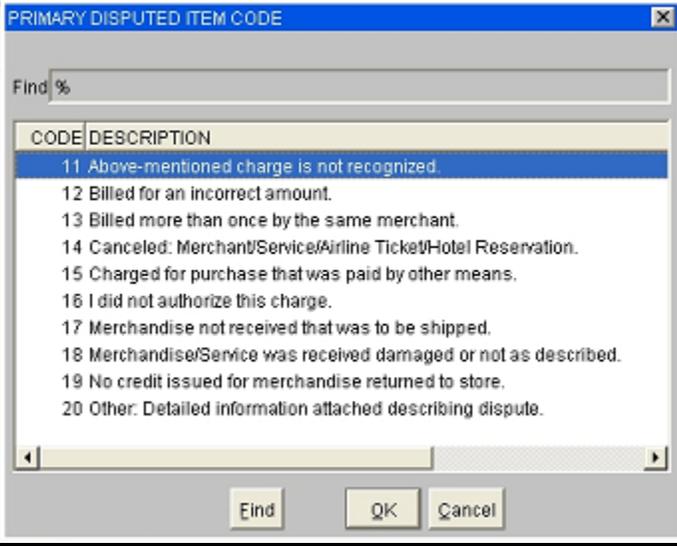
The invoice from the credit card company has been loaded and swept. It is now time to reconcile your transactions. This specific transaction came in \$35.00 more than what the price was when you order. You will need to match the transaction to the order log entry and then complete the steps of disputing 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 (<i>Double-clicking in this field will bring up a list of values</i>) Dispute Sub-Code = 0 (<i>Double-clicking in this field will bring up a list of values</i>) Reason = Invoice does not match transaction amount Vendor Contact Date = Purchase Date Disputed Amount = 35.00</p> <p>➤ Click the <i>Exit</i>  icon</p> <p>You'll be prompted to save your changes before exiting, click Yes</p>

Step	Action
11b	<p><u>PRODUCTION DISPUTE CODES</u></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>
13	<p>The Reconcile Transactions screen will then remove the transaction.</p> <p>➤ Click the Exit  icon</p>

OPTIONAL DISPUTE TRANSACTION

Dispute the following transaction:

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

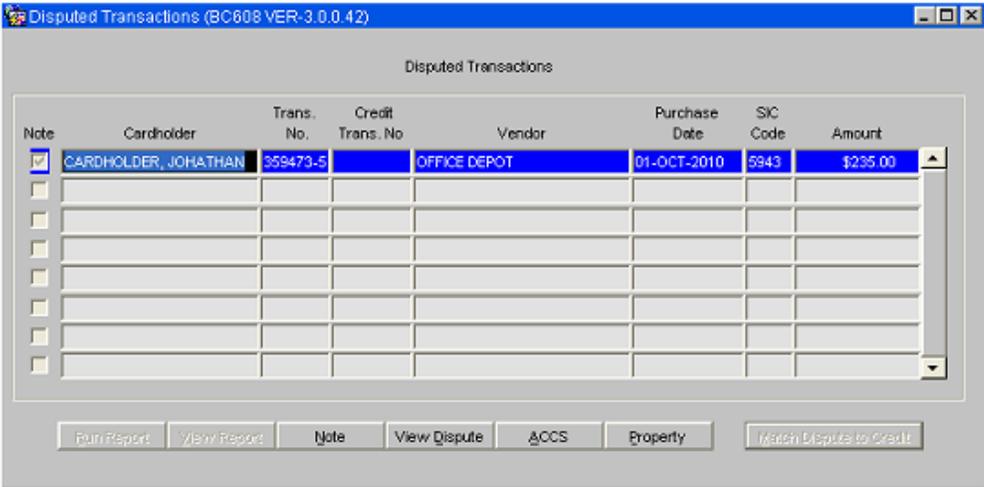
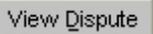
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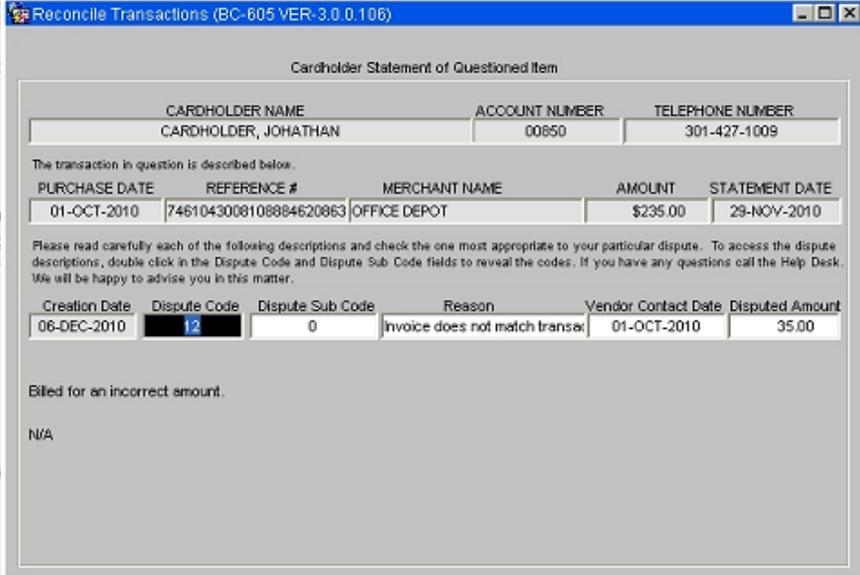
Exercise #12: View a Disputed Transaction

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
2	<p>The Disputed Transactions screen appears.</p>  <p>➤ Click </p>

Step	Action
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>
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>

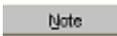
Exercise #13: Reconcile a Credit with a Disputed Transaction

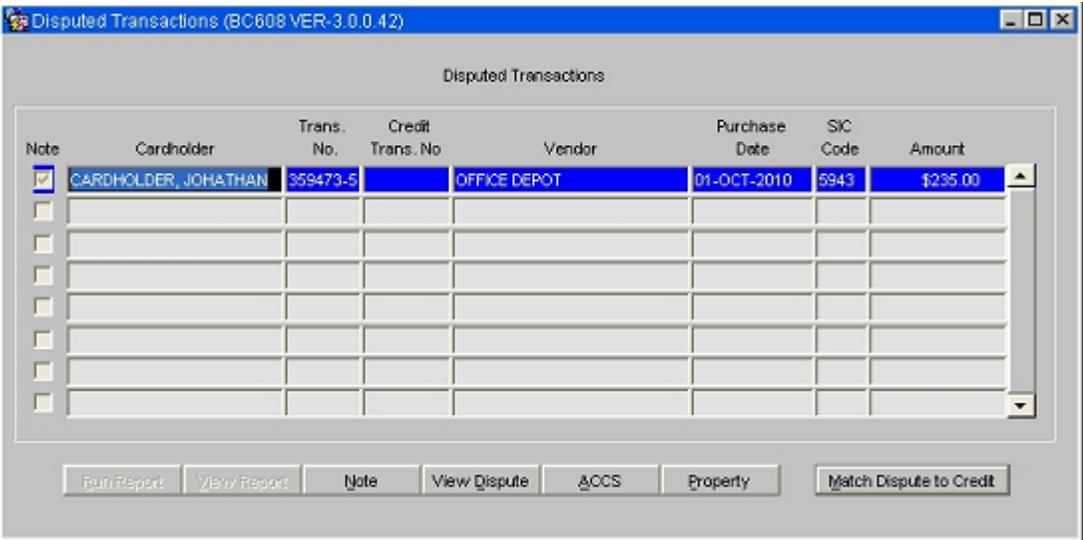
Objectives:

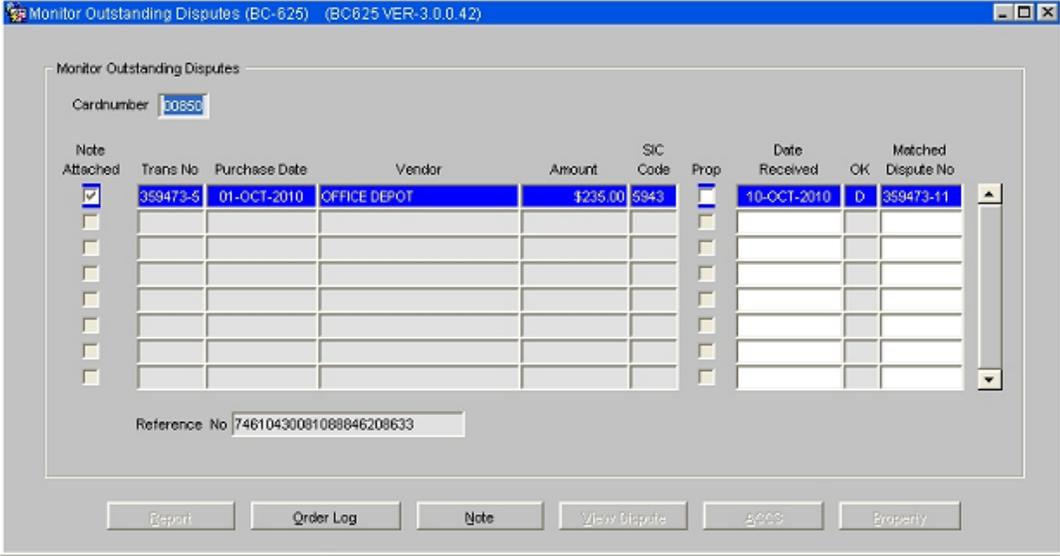
- Match a credit to reconcile a disputed transaction.

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	<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>\$-35.00, Office Depot</i></p> <ul style="list-style-type: none"> ➤ Click the  button
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

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 <i>Matched Dispute No</i> field.
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 ➤ Click the <i>Save</i>  icon
10	The Reconcile Transactions screen will then remove the transaction.
11	<p>Click the <i>Exit</i>  icon to get back to the Navigator Menu</p> <ul style="list-style-type: none"> ➤ Double-click on the option BC625 – Monitor Outstanding Disputes
12	<p>The Monitor Outstanding Disputes screen appears</p>  <p>Use arrow keys on the keyboard to make sure the correct card is showing</p> <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 ➤ Click the <i>Save</i>  icon

Step	Action
13	<p>A dialog box will appear:</p>  <p>➤ Click OK</p> <p>➤ Click the <i>Exit</i>  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 it in, you will be prompted to select a date by a dialog box:</p>  <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

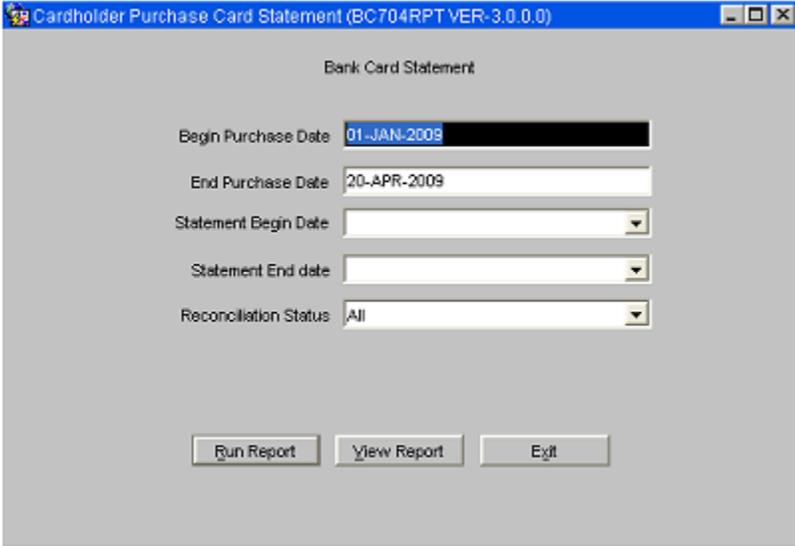
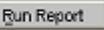
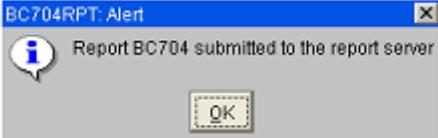
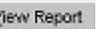
Objectives:

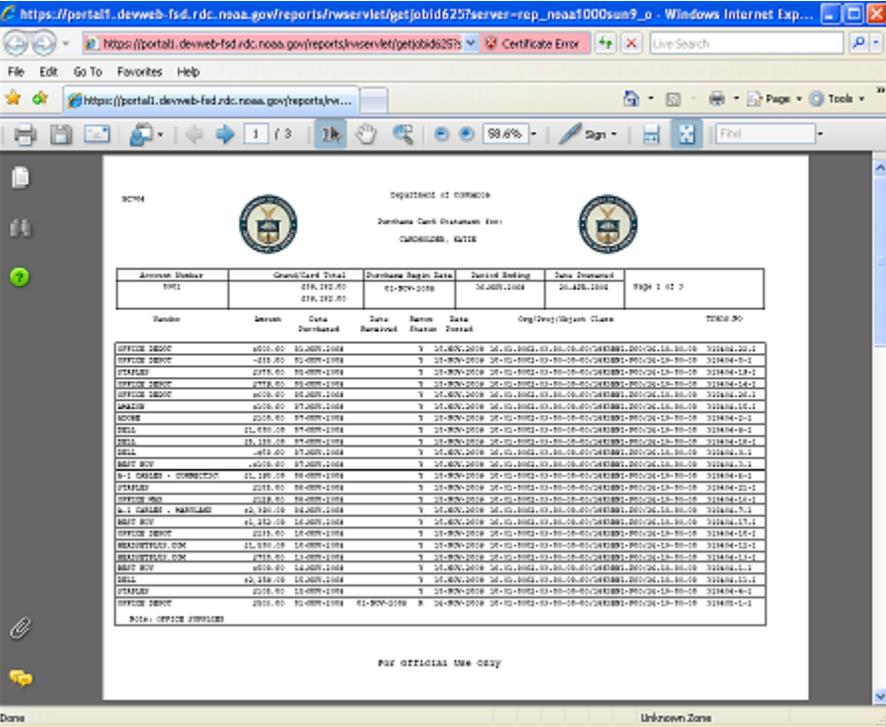
- Generate Bankcard Statement

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>i.e.</i> 01-NOV-2009) ➤ Enter End Purchase Date = Current Month (<i>i.e.</i> 30-NOV-2009) ➤ 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>The screenshot shows a web browser window with the URL https://portal1.devweb-fsd.rdc.noaa.gov/reports/rwservlet/getjobid6257server-rep_noaa1000sum9_u. The page title is 'Danhosa Card Statement Report' and it includes the NOAA logo and the name 'CARRINGTON, KATH'. The report displays a summary table with columns for 'Grand Card Total', 'Purchase Begin Date', 'Period Ending', and 'Data Truncated'. Below this is a detailed table of transactions with columns for 'Vendor', 'Amount', 'Data Truncated', 'Data Returned', 'Item Number', 'Data Truncated', 'Org/Div/Objum/Class', and 'TRFID No'. The transactions list includes various vendors such as OFFICE DEPOT, STAPLES, OFFICE MAX, WAL-MART, HOME DEPOT, and others, with their respective amounts and dates.</p>
<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> <ul style="list-style-type: none"> ➤ Click the Exit  icon if finished with this report <p>The Navigator Menu appears.</p>