



**NOAA**

**Commerce Purchase Card System  
(CPCS)**

**Approving Official Exercises**

**for**

**FY 2016 Training**

**V 1.0**



## Changes/Revisions Record

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

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
V1.0	11/17/2015	Updated for FY2016	E.Cobbs/FSD CSB - Training

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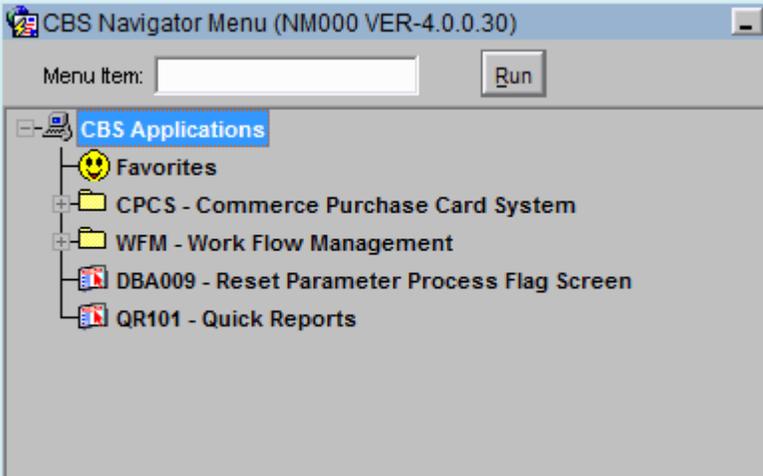
### Exercise #1: CPCS Logon

- Objectives:
- Logon to Web Portal
  - Access CPCS

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

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> <li>➤ Open an Internet Explorer window</li> <li>➤ Point your browser to the training website given to you by the instructor.</li> </ul> <p><i>Note: Training website will only be utilized in the classroom training.</i></p> <p><i>Production now uses 2-factor authentication login procedures.</i></p>
2	<p>On the <b>CBS Web Migration Portal Login</b> screen:</p> <div data-bbox="302 919 1406 978" style="background-color: #0056b3; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> <b>CBS Portal</b> </div> <div data-bbox="344 1050 1357 1402" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="float: left;">Login</span> </div> <div style="text-align: center; margin-bottom: 10px;">             Username: <input style="width: 100%;" type="text"/>              Password: <input style="width: 100%;" type="password"/> </div> <div style="text-align: center; font-size: small; margin-bottom: 10px;">             *****WARNING*****              You have accessed a United States Department Of Commerce computer system. Use of this computer system without authorization or for purposes for which authorization has not been extended is a violation of federal law and can be punished with fines or imprisonment (Public Law 99-474). Individuals using this system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using the system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activities, system personnel may provide evidence of such monitoring to law enforcement officials.              *****WARNING*****         </div> <div style="text-align: center; margin-bottom: 10px;"> <input type="checkbox"/> Check this accept box to indicate your understanding and acceptance of the Rules of Behavior explained above.         </div> <div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="Logon"/> <input type="button" value="Cancel"/> </div> <div style="text-align: center; font-size: x-small;"> <a href="#">Did you forget your password?</a> </div> </div> <ul style="list-style-type: none"> <li>➤ Enter <b>Training User Name</b></li> <li>➤ Enter <b>Training Password</b></li> <li>➤ Check the Checkbox</li> <li>➤ Click <b>Logon</b></li> </ul>

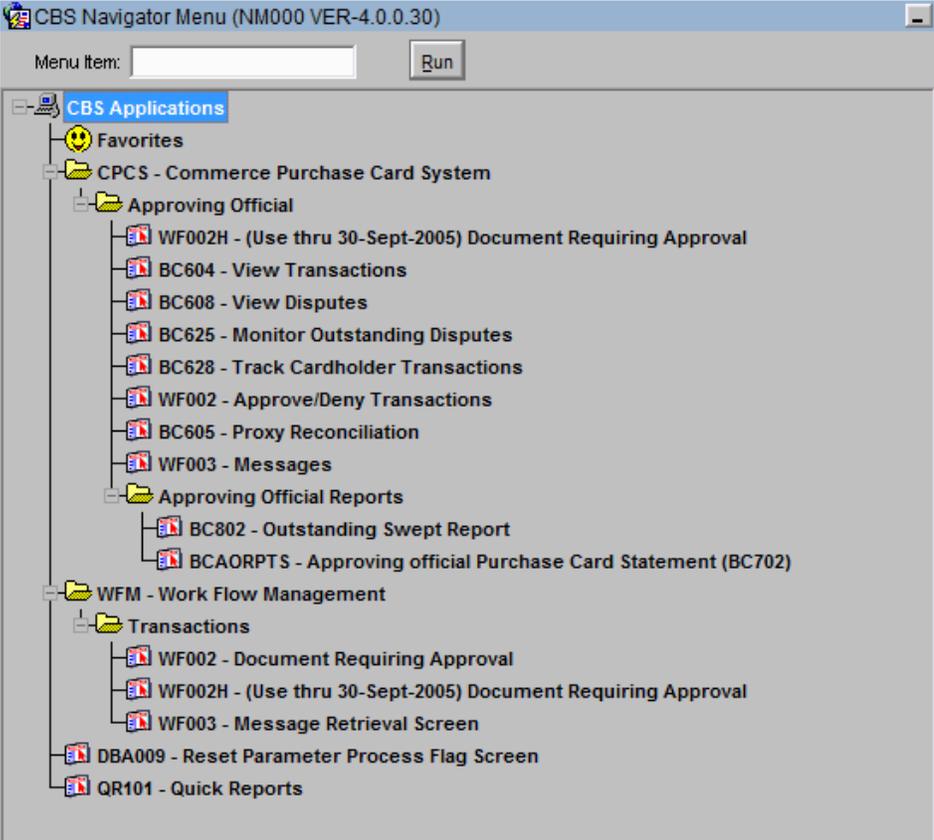
Step	Action
3	<p>On the <b>CBS Web Portal</b> screen:</p>  <ul style="list-style-type: none"> <li>➤ Click on <b>CFS</b></li> <li>➤ Click on <b>&lt;Submenu Option Listed&gt;</b></li> </ul>
4	<p>A new window opens, click <b>YES</b> to any prompts</p>
5	<p><b>Navigator Menu</b> appears, click <b>OK</b>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

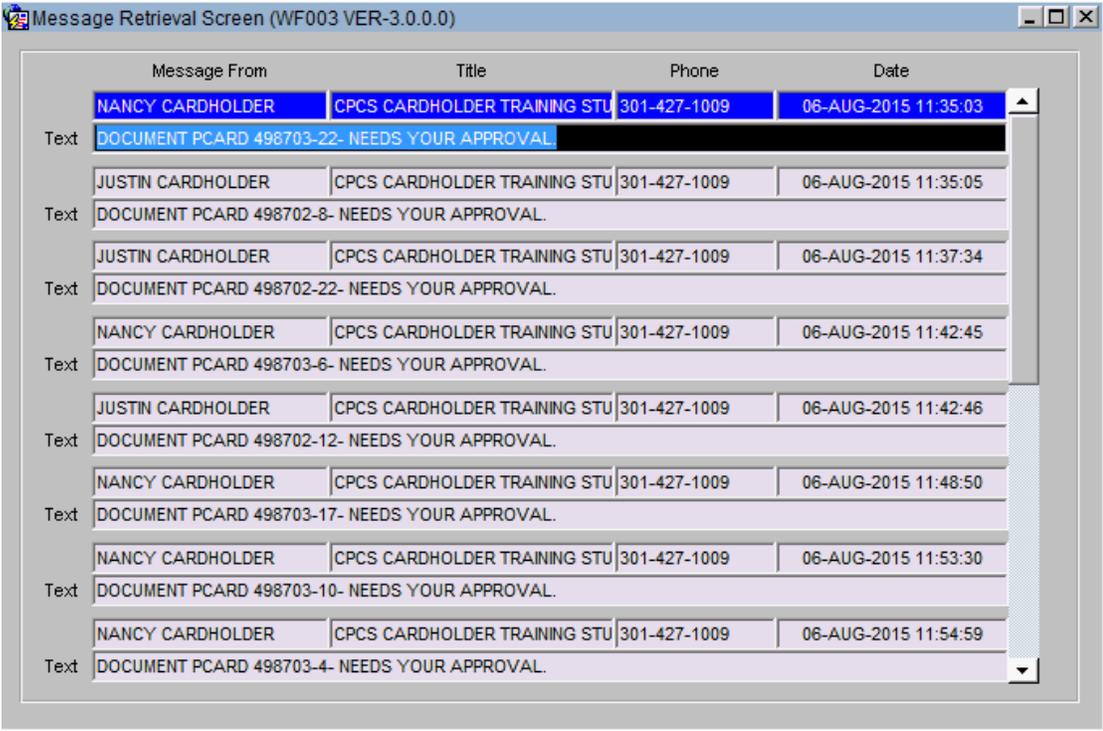
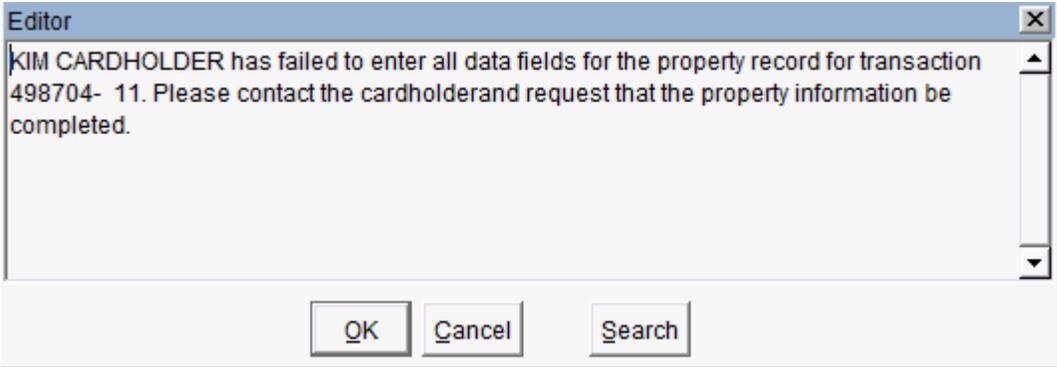
## Exercise #2: Retrieve/Delete Messages

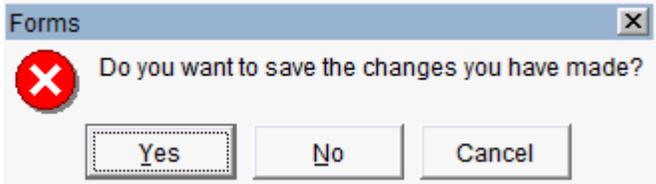
- Objectives:
- Retrieve messages found under Work Flow Management folder
  - Delete any obsolete messages.

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 <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>WFM – Work Flow Management</i> folder</li> <li>➤ Click to expand the <i>Transactions</i> folder</li> <li>➤ Double-click on the option <b>WF003 – Message Retrieval Screen</b></li> </ul>  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-4.0.0.30)'. It features a search bar with 'Menu Item:' and a 'Run' button. Below is a tree view of 'CBS Applications'. The tree is expanded to show 'WFM - Work Flow Management' &gt; 'Transactions'. Under 'Transactions', 'WF003 - Message Retrieval Screen' is highlighted in red. Other visible items include 'CPCS - Commerce Purchase Card System' &gt; 'Approving Official' &gt; 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', 'BC604 - View Transactions', 'BC608 - View Disputes', 'BC625 - Monitor Outstanding Disputes', 'BC628 - Track Cardholder Transactions', 'WF002 - Approve/Deny Transactions', 'BC605 - Proxy Reconciliation', 'WF003 - Messages', 'Approving Official Reports' &gt; 'BC802 - Outstanding Swept Report', 'BCAORPTS - Approving official Purchase Card Statement (BC702)', and 'DBA009 - Reset Parameter Process Flag Screen', 'QR101 - Quick Reports'.</p>

Step	Action																																				
2	<p>The <b>Message Retrieval</b> 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. Below the table, there are several "Text" entries, each corresponding to a row in the table.</p> <table border="1" data-bbox="324 399 1380 1039"> <thead> <tr> <th>Message From</th> <th>Title</th> <th>Phone</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>NANCY CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:35:03</td> </tr> <tr> <td>JUSTIN CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:35:05</td> </tr> <tr> <td>JUSTIN CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:37:34</td> </tr> <tr> <td>NANCY CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:42:45</td> </tr> <tr> <td>JUSTIN CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:42:46</td> </tr> <tr> <td>NANCY CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:48:50</td> </tr> <tr> <td>NANCY CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:53:30</td> </tr> <tr> <td>NANCY CARDHOLDER</td> <td>CPCS CARDHOLDER TRAINING STU</td> <td>301-427-1009</td> <td>06-AUG-2015 11:54:59</td> </tr> </tbody> </table>	Message From	Title	Phone	Date	NANCY CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:35:03	JUSTIN CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:35:05	JUSTIN CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:37:34	NANCY CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:42:45	JUSTIN CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:42:46	NANCY CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:48:50	NANCY CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:53:30	NANCY CARDHOLDER	CPCS CARDHOLDER TRAINING STU	301-427-1009	06-AUG-2015 11:54:59
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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 a text area with the following text: "KIM CARDHOLDER has failed to enter all data fields for the property record for transaction 498704- 11. Please contact the cardholder and request that the property information be completed." At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Search".</p> <p>➤ Click <b>Cancel</b></p>																																				

Step	Action
4	<p>If you have no further need for the message, click in a field to highlight it and then click the <b>Delete</b>  icon. This can only be done one message at a time.</p> <p>You will need to click the <b>Save</b>  icon after deleting the messages in order to save your changes. Or if you click the <b>Exit</b>  icon you will receive the following message:</p> <div data-bbox="298 548 954 732"><p>The screenshot shows a dialog box titled "Forms" with a red "X" icon. The text inside the dialog box reads "Do you want to save the changes you have made?". Below the text are three buttons: "Yes", "No", and "Cancel".</p></div> <p>➤ Click <b>Yes</b> to save the changes.</p>
5	The <b>Navigator Menu</b> appears.

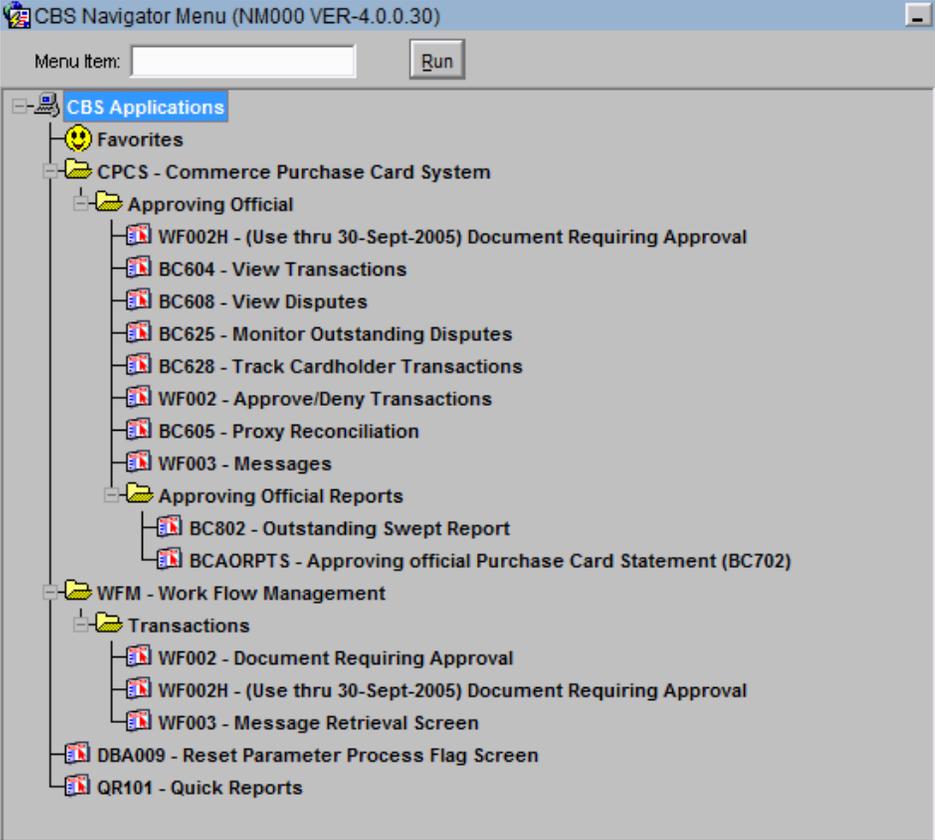
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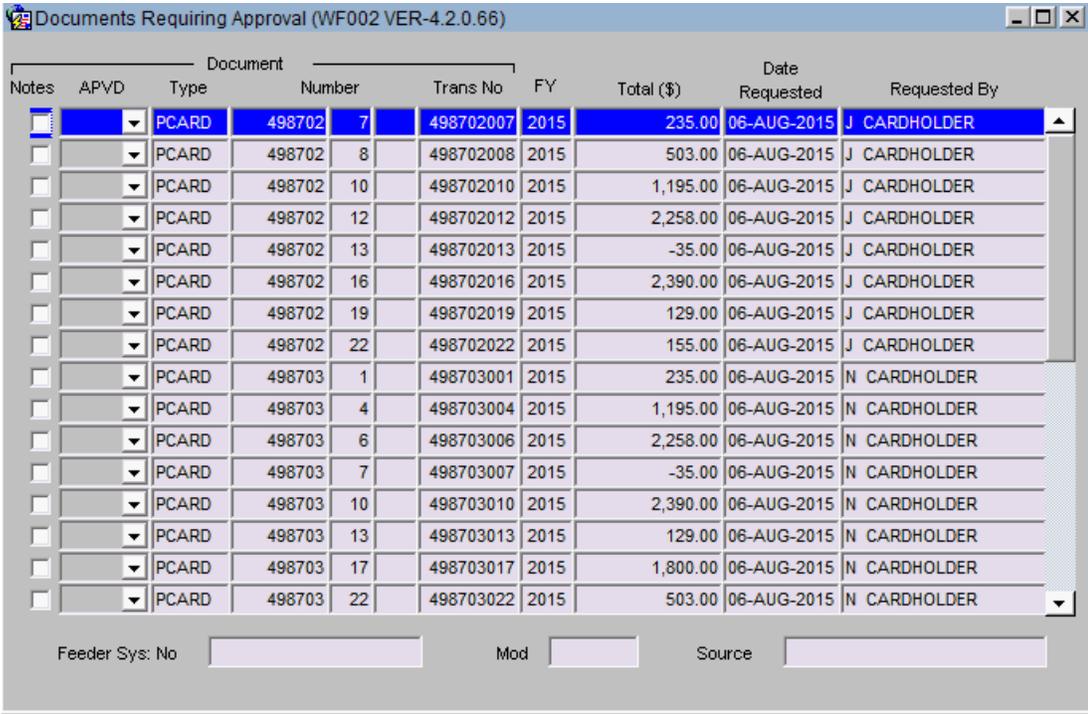
### Exercise #3: Review Transaction and Record Approval

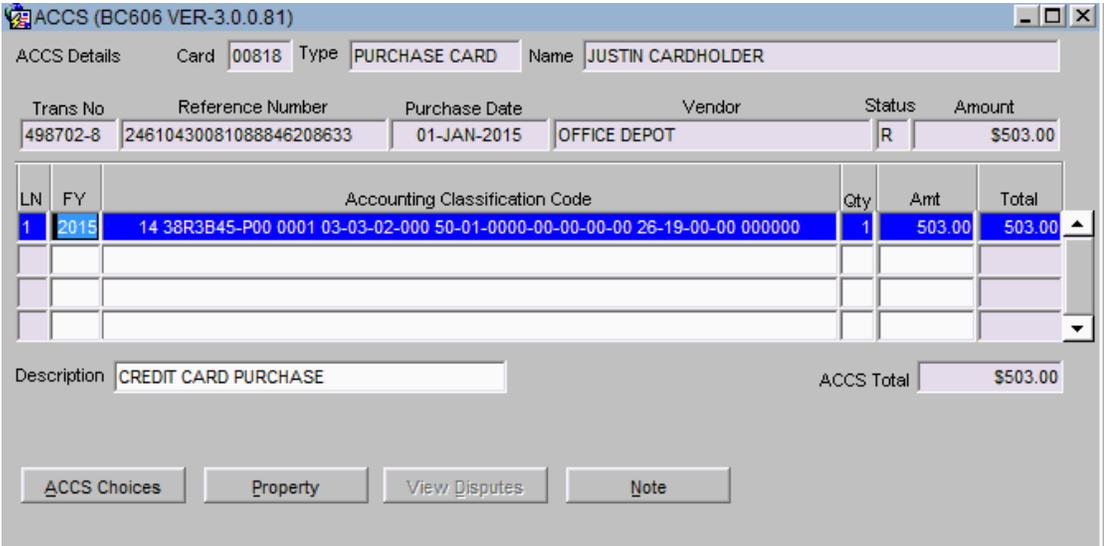
- Objectives:
- View Transaction Details
  - Approve Transactions

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 <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>WFM – Work Flow Management</i> folder</li> <li>➤ Click to expand the <i>Transactions</i> folder</li> <li>➤ Double-click on the option <b>WF002 – Approve/Deny Transactions</b></li> </ul>  <p>The screenshot shows a tree view of the CBS Navigator Menu. The path is: CBS Applications &gt; CPCS - Commerce Purchase Card System &gt; Approving Official &gt; WFM - Work Flow Management &gt; Transactions &gt; WF002 - Approve/Deny Transactions. The 'WF002 - Approve/Deny Transactions' item is highlighted in blue.</p>

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2	<p>The <b>Documents Requiring Approval</b> screen appears:</p>  <p>The screenshot shows a window titled "Documents Requiring Approval (WF002 VER-4.2.0.66)". It contains a table with the following columns: Notes, APVD, Document Type, Document Number, Trans No, FY, Total (\$), Date Requested, and Requested By. The first row is selected and highlighted in blue.</p> <table border="1" data-bbox="300 409 1372 955"> <thead> <tr> <th>Notes</th> <th>APVD</th> <th>Document Type</th> <th>Document Number</th> <th>Trans No</th> <th>FY</th> <th>Total (\$)</th> <th>Date Requested</th> <th>Requested By</th> </tr> </thead> <tbody> <tr style="background-color: #0000FF; color: #FFFFFF;"> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>7</td> <td>498702007</td> <td>2015</td> <td>235.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>8</td> <td>498702008</td> <td>2015</td> <td>503.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>10</td> <td>498702010</td> <td>2015</td> <td>1,195.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>12</td> <td>498702012</td> <td>2015</td> <td>2,258.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>13</td> <td>498702013</td> <td>2015</td> <td>-35.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>16</td> <td>498702016</td> <td>2015</td> <td>2,390.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>19</td> <td>498702019</td> <td>2015</td> <td>129.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>22</td> <td>498702022</td> <td>2015</td> <td>155.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>1</td> <td>498703001</td> <td>2015</td> <td>235.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>4</td> <td>498703004</td> <td>2015</td> <td>1,195.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>6</td> <td>498703006</td> <td>2015</td> <td>2,258.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>7</td> <td>498703007</td> <td>2015</td> <td>-35.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>10</td> <td>498703010</td> <td>2015</td> <td>2,390.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>13</td> <td>498703013</td> <td>2015</td> <td>129.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>17</td> <td>498703017</td> <td>2015</td> <td>1,800.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>22</td> <td>498703022</td> <td>2015</td> <td>503.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> </tbody> </table> <p>At the bottom of the window, there are input fields for "Feeder Sys: No", "Mod", and "Source".</p> <ul style="list-style-type: none"> <li>➤ Select the transaction for the total of \$503.00</li> <li>➤ Double-click in the <b>Trans No</b> field.</li> </ul>	Notes	APVD	Document Type	Document Number	Trans No	FY	Total (\$)	Date Requested	Requested By			PCARD	498702	7	498702007	2015	235.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	8	498702008	2015	503.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	10	498702010	2015	1,195.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	12	498702012	2015	2,258.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	13	498702013	2015	-35.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	16	498702016	2015	2,390.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	19	498702019	2015	129.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	22	498702022	2015	155.00	06-AUG-2015	J CARDHOLDER			PCARD	498703	1	498703001	2015	235.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	4	498703004	2015	1,195.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	6	498703006	2015	2,258.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	7	498703007	2015	-35.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	10	498703010	2015	2,390.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	13	498703013	2015	129.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	17	498703017	2015	1,800.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	22	498703022	2015	503.00	06-AUG-2015	N CARDHOLDER
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Step	Action
3	<p>The <b>ACCS</b> screen appears:</p>  <ul style="list-style-type: none"> <li>➤ Validate the ACCS information and make any changes as necessary</li> <li>➤ Validate the Property information (if any)</li> <li>➤ Validate any notes</li> <li>➤ Click the <b>Exit</b>  icon</li> </ul>
4	<p>The <b>Documents Requiring Approval</b> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>drop-down arrow</b>  on the APVD field</li> <li>➤ Select <b>Yes</b></li> <li>➤ Click the <b>Save</b>  icon</li> </ul>
5	<p>The transaction is then approved and removed from this screen.</p>

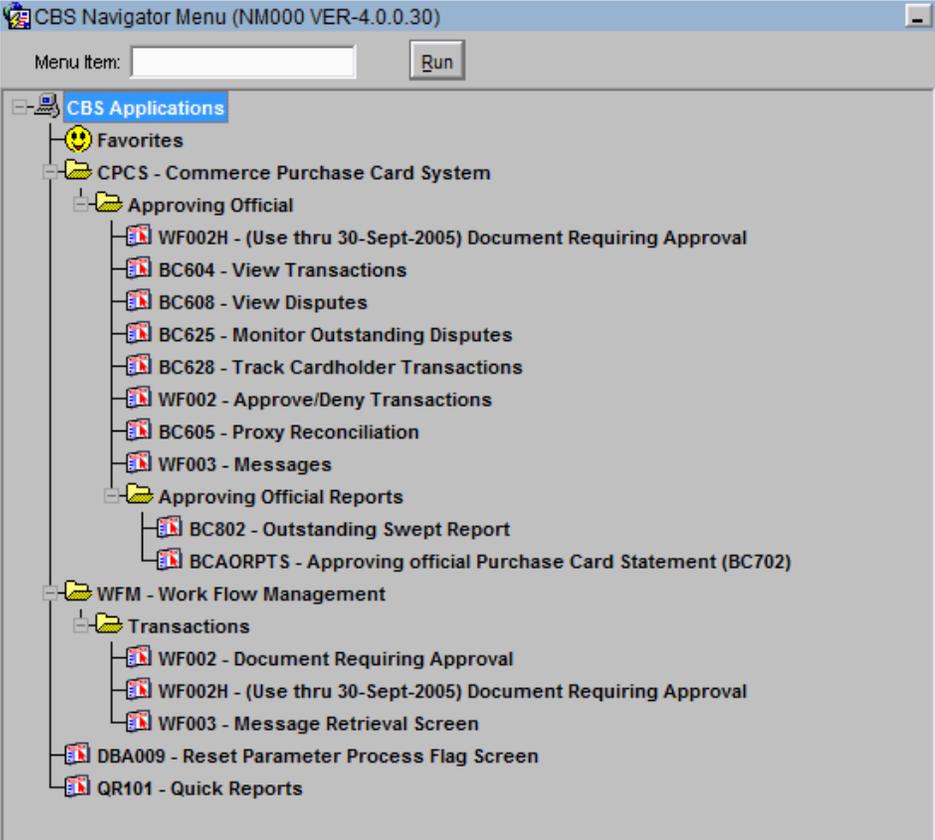
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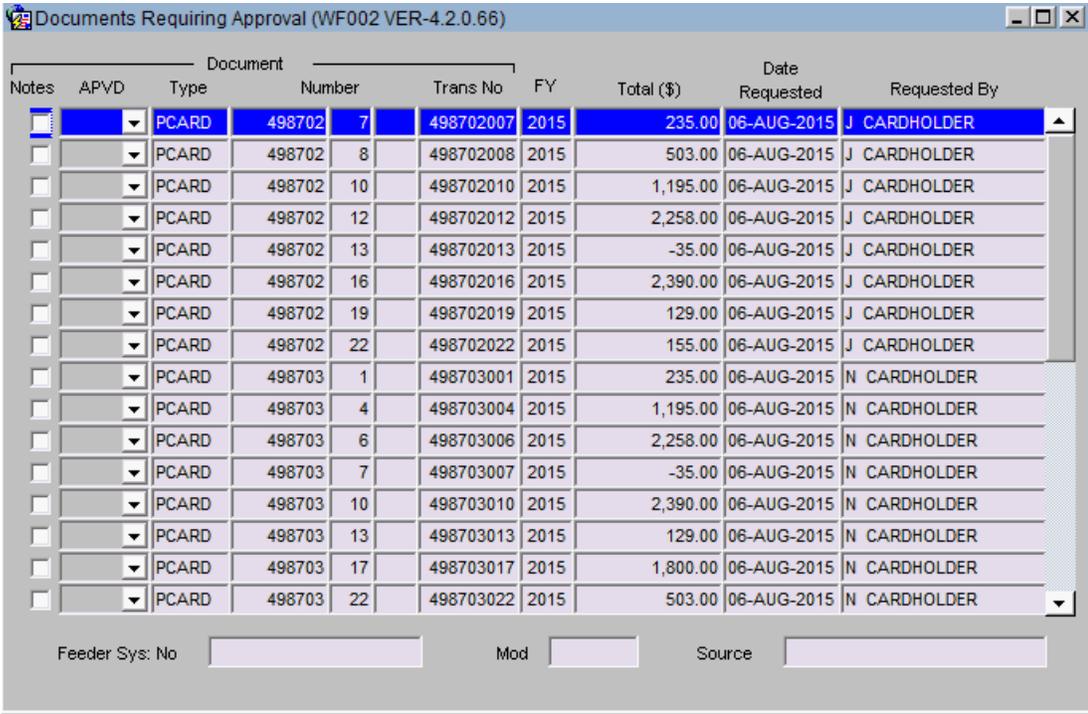
### Exercise #4: Review and Deny Transaction

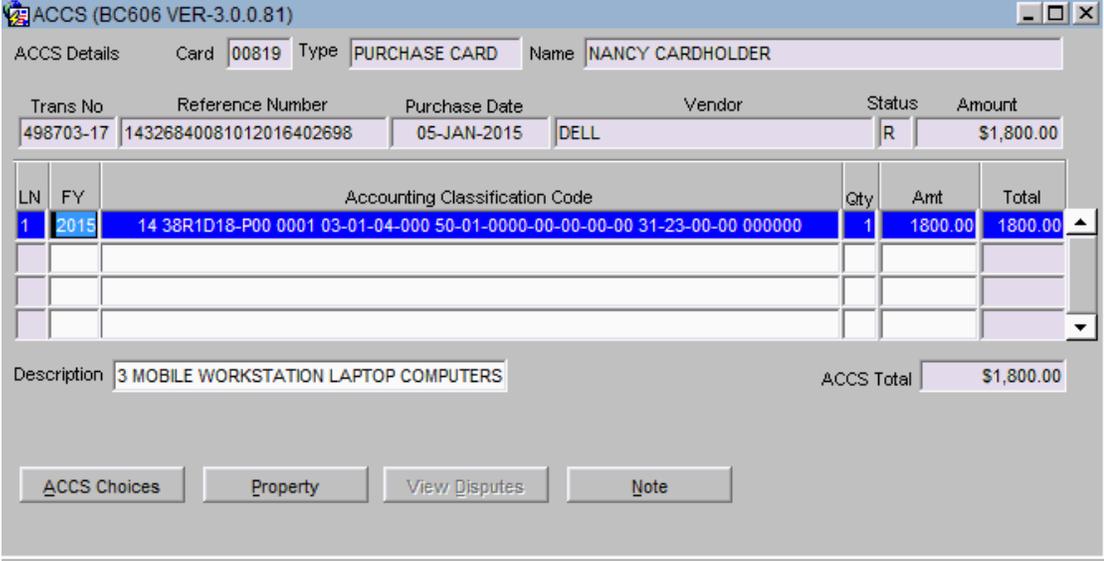
- Objectives:
- View Transaction Details
  - Deny Transactions

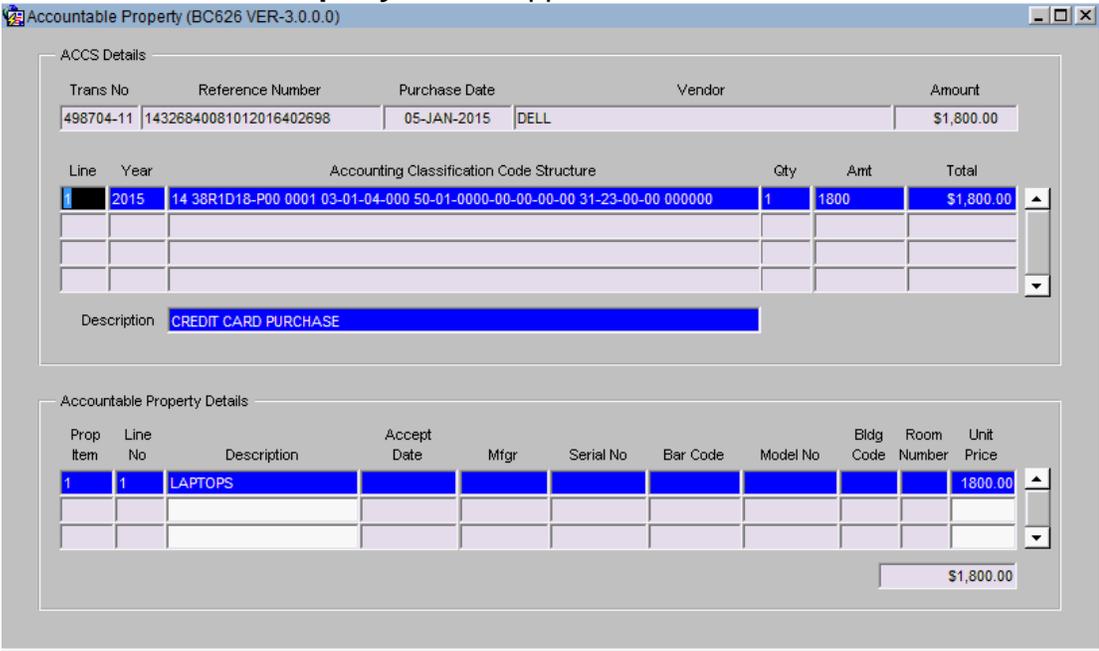
Instructions: Execute the following steps:

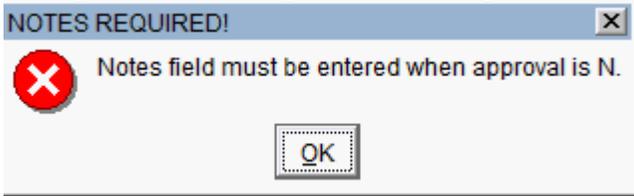
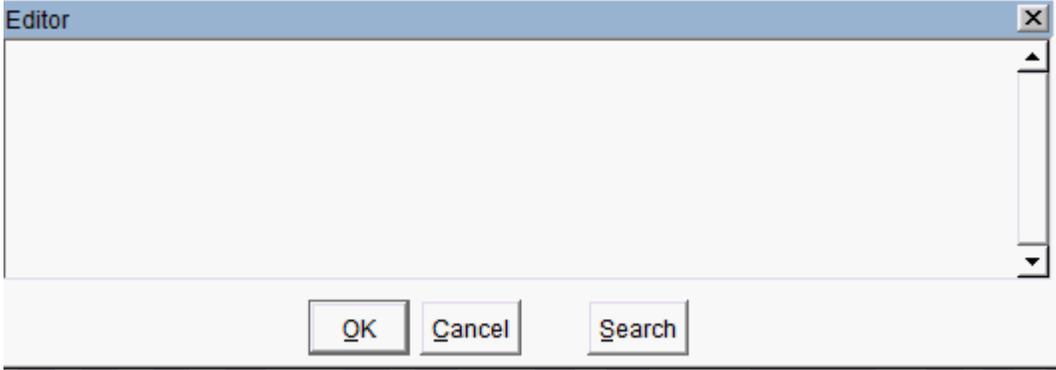
After reviewing your messages, you now need to go review your cardholder's transactions and approve those that are correctly reconciled.

Step	Action
1	<p><b><u>OPTIONAL</u></b></p> <p>From the <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>WFM – Work Flow Management</i> folder</li> <li>➤ Click to expand the <i>Transactions</i> folder</li> <li>➤ Double-click on the option <b>WF002 – Approve/Deny Transactions</b></li> </ul>  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-4.0.0.30)'. It features a search bar with 'Menu Item:' and a 'Run' button. Below is a tree view of 'CBS Applications'. The tree is expanded to show 'WFM - Work Flow Management' &gt; 'Transactions'. Under 'Transactions', the following items are listed: 'WF002 - Document Requiring Approval', 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', and 'WF003 - Message Retrieval Screen'. The 'WF002 - Approve/Deny Transactions' option is highlighted in the main tree view.</p>

Step	Action																																																																																																																																																																									
2	<p>The <b>Documents Requiring Approval</b> screen appears:</p>  <p>The screenshot shows a window titled "Documents Requiring Approval (WF002 VER-4.2.0.66)". It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Notes</th> <th>APVD</th> <th>Type</th> <th>Document Number</th> <th>Trans No</th> <th>FY</th> <th>Total (\$)</th> <th>Date Requested</th> <th>Requested By</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>7</td> <td>498702007</td> <td>2015</td> <td>235.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>8</td> <td>498702008</td> <td>2015</td> <td>503.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>10</td> <td>498702010</td> <td>2015</td> <td>1,195.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>12</td> <td>498702012</td> <td>2015</td> <td>2,258.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>13</td> <td>498702013</td> <td>2015</td> <td>-35.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>16</td> <td>498702016</td> <td>2015</td> <td>2,390.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>19</td> <td>498702019</td> <td>2015</td> <td>129.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498702</td> <td>22</td> <td>498702022</td> <td>2015</td> <td>155.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>1</td> <td>498703001</td> <td>2015</td> <td>235.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>4</td> <td>498703004</td> <td>2015</td> <td>1,195.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>6</td> <td>498703006</td> <td>2015</td> <td>2,258.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>7</td> <td>498703007</td> <td>2015</td> <td>-35.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>10</td> <td>498703010</td> <td>2015</td> <td>2,390.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>13</td> <td>498703013</td> <td>2015</td> <td>129.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>17</td> <td>498703017</td> <td>2015</td> <td>1,800.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> <tr> <td></td> <td></td> <td>PCARD</td> <td>498703</td> <td>22</td> <td>498703022</td> <td>2015</td> <td>503.00</td> <td>06-AUG-2015</td> <td>N CARDHOLDER</td> </tr> </tbody> </table> <p>At the bottom of the window, there are input fields for "Feeder Sys: No", "Mod", and "Source".</p> <ul style="list-style-type: none"> <li>➤ Select the transaction for the total of \$1,800.00</li> <li>➤ Double-click in the <b>Trans No</b> field.</li> </ul>	Notes	APVD	Type	Document Number	Trans No	FY	Total (\$)	Date Requested	Requested By			PCARD	498702	7	498702007	2015	235.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	8	498702008	2015	503.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	10	498702010	2015	1,195.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	12	498702012	2015	2,258.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	13	498702013	2015	-35.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	16	498702016	2015	2,390.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	19	498702019	2015	129.00	06-AUG-2015	J CARDHOLDER			PCARD	498702	22	498702022	2015	155.00	06-AUG-2015	J CARDHOLDER			PCARD	498703	1	498703001	2015	235.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	4	498703004	2015	1,195.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	6	498703006	2015	2,258.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	7	498703007	2015	-35.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	10	498703010	2015	2,390.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	13	498703013	2015	129.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	17	498703017	2015	1,800.00	06-AUG-2015	N CARDHOLDER			PCARD	498703	22	498703022	2015	503.00	06-AUG-2015	N CARDHOLDER
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Step	Action
3	<p>The <b>ACCS</b> screen appears:</p>  <p>➤ Validate the ACCS information and make any changes as necessary</p> <p>➤ Validate any notes</p> <p>➤ Click on <input type="button" value="Property"/></p>

Step	Action
4	<p>The <b>Accountable Property</b> 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"> <li>➤ Click the <b>Exit</b>  icon</li> </ul>
5	<p>The <b>ACCS</b> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Exit</b>  icon</li> </ul>

Step	Action
6	<p>The <b>Documents Requiring Approval</b> screen appears.</p> <ul style="list-style-type: none"><li>➤ Click on the <b>drop-down arrow</b>  on the APVD field</li><li>➤ Select <b>No</b></li><li>➤ Click the <b>Save</b>  icon</li></ul> <p>You get the following error message:</p>  <p>➤ Click <b>OK</b></p>
7	<p>Clicking the <b>Notes</b> check box brings up an Editor dialog box.</p>  <ul style="list-style-type: none"><li>➤ Type in the dialog box, “<b>ENTER MORE PROPERTY INFORMATION SUCH AS SERIAL NUMBERS ETC.</b>”</li><li>➤ Click <b>OK</b></li><li>➤ Click the <b>Save</b>  icon</li></ul>
8	<p>The transaction is then denied (sent back to the cardholder) and removed from this screen.</p>

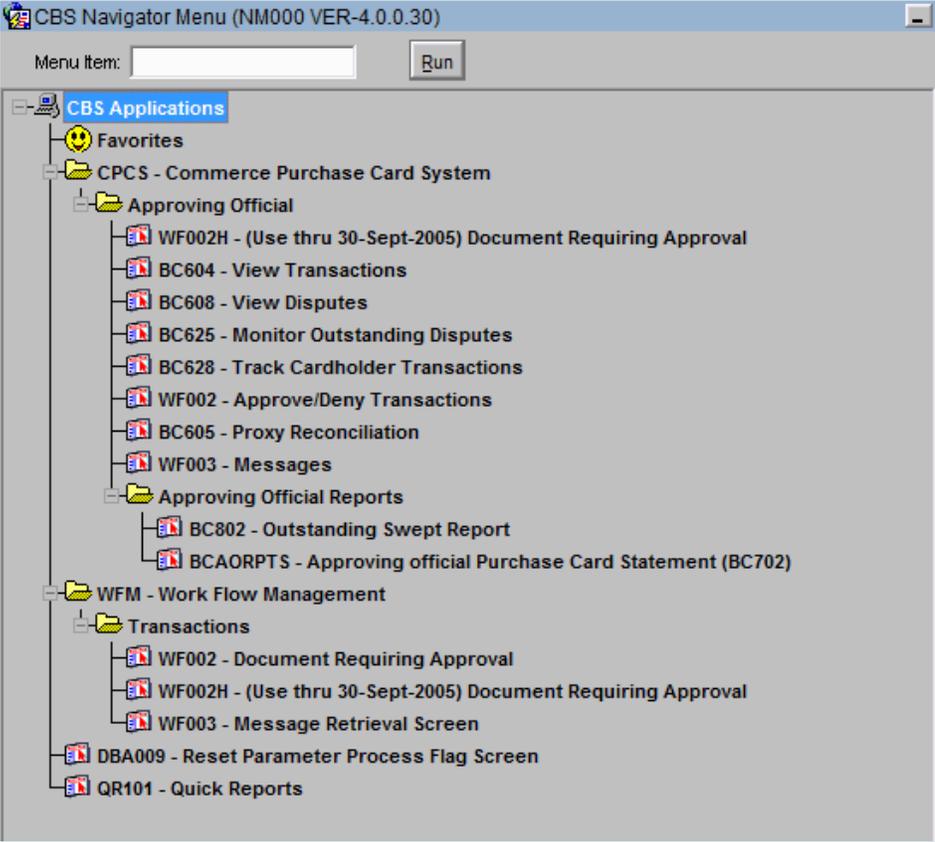
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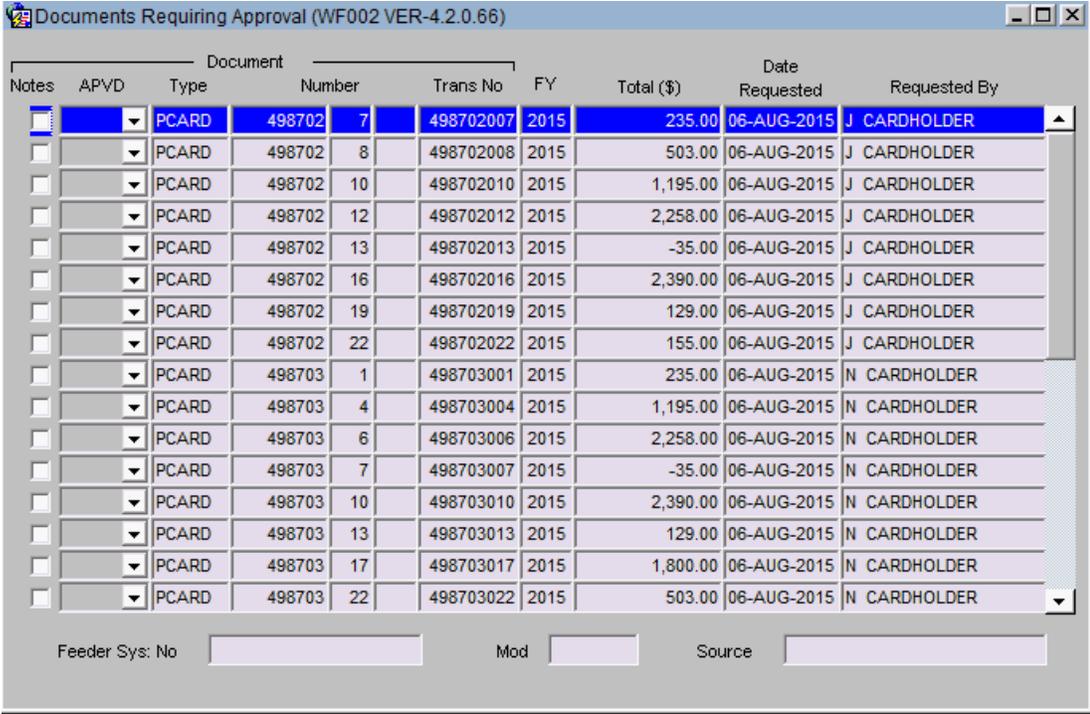
**Exercise #5: Approve Transaction**

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><b><u>OPTIONAL</u></b></p> <p>From the <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>WFM – Work Flow Management</i> folder</li> <li>➤ Click to expand the <i>Transactions</i> folder</li> <li>➤ Double-click on the option <b>WF002 – Approve/Deny Transactions</b></li> </ul>  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-4.0.0.30)'. It features a search bar labeled 'Menu Item:' with a 'Run' button. Below is a tree view of 'CBS Applications'. The 'CPCS - Commerce Purchase Card System' folder is expanded to show 'Approving Official' and 'Approving Official Reports'. The 'WFM - Work Flow Management' folder is expanded to show 'Transactions'. Under 'Transactions', the 'WF002 - Approve/Deny Transactions' option is highlighted.</p>

Step	Action																																																																																																																																																																									
2	<p>The <b>Documents Requiring Approval</b> screen appears:</p>  <table border="1" data-bbox="300 348 1390 1062"> <thead> <tr> <th>Notes</th> <th>APVD</th> <th>Type</th> <th>Document Number</th> <th>Trans No</th> <th>FY</th> <th>Total (\$)</th> <th>Date Requested</th> <th>Requested By</th> </tr> </thead> <tbody> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>PCARD</td> <td>498702</td> <td>7</td> <td>498702007</td> <td>2015</td> <td>235.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>PCARD</td> <td>498702</td> <td>8</td> <td>498702008</td> <td>2015</td> <td>503.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>PCARD</td> <td>498702</td> <td>10</td> <td>498702010</td> <td>2015</td> <td>1,195.00</td> <td>06-AUG-2015</td> <td>J CARDHOLDER</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>PCARD</td> <td>498702</td> <td>12</td> 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	<input type="checkbox"/>	PCARD	498702	22	498702022	2015	155.00	06-AUG-2015	J CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	1	498703001	2015	235.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	4	498703004	2015	1,195.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	6	498703006	2015	2,258.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	7	498703007	2015	-35.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	10	498703010	2015	2,390.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	13	498703013	2015	129.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	17	498703017	2015	1,800.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
	<input type="checkbox"/>	PCARD	498703	22	498703022	2015	503.00	06-AUG-2015	N CARDHOLDER																																																																																																																																																																	
3	<p>The transaction is then approved and removed from this screen.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Exit</b>  icon</li> </ul>																																																																																																																																																																									

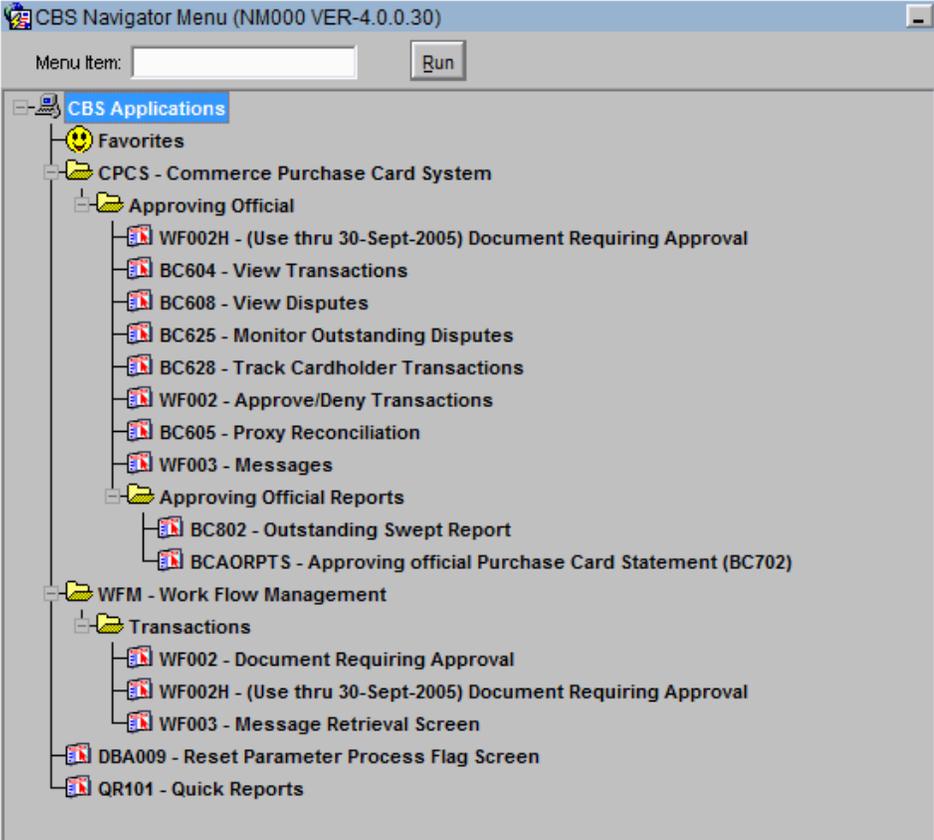
## Exercise #6: View Transactions

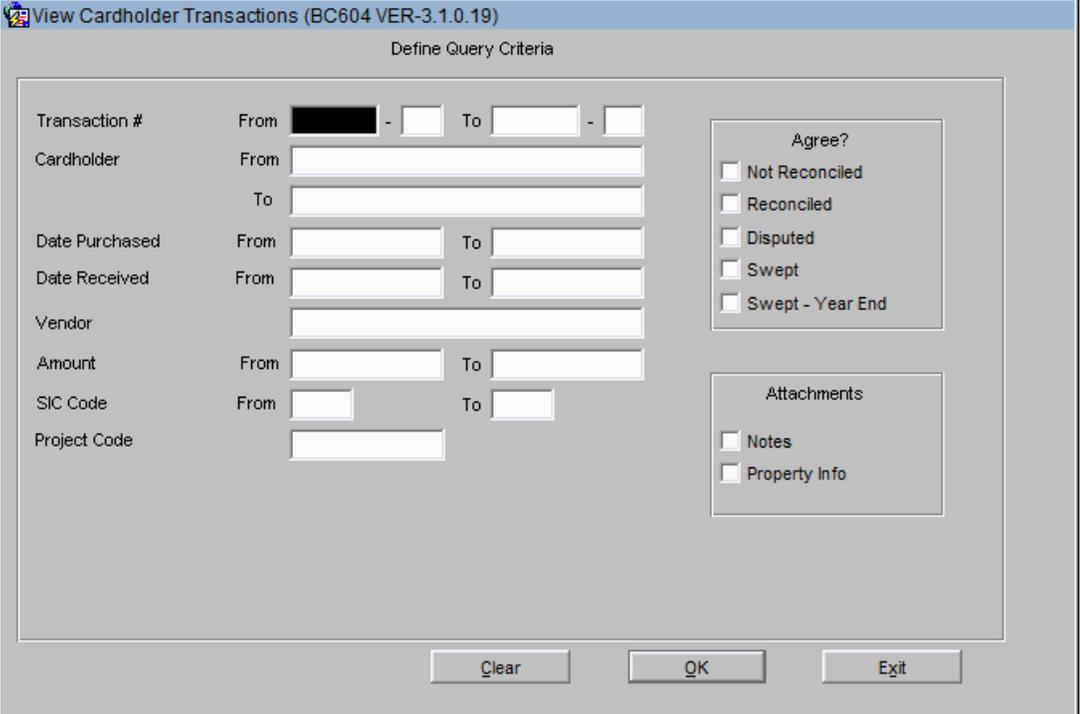
- Objectives:
- View Transactions and their details
  - Run the BC702 Report

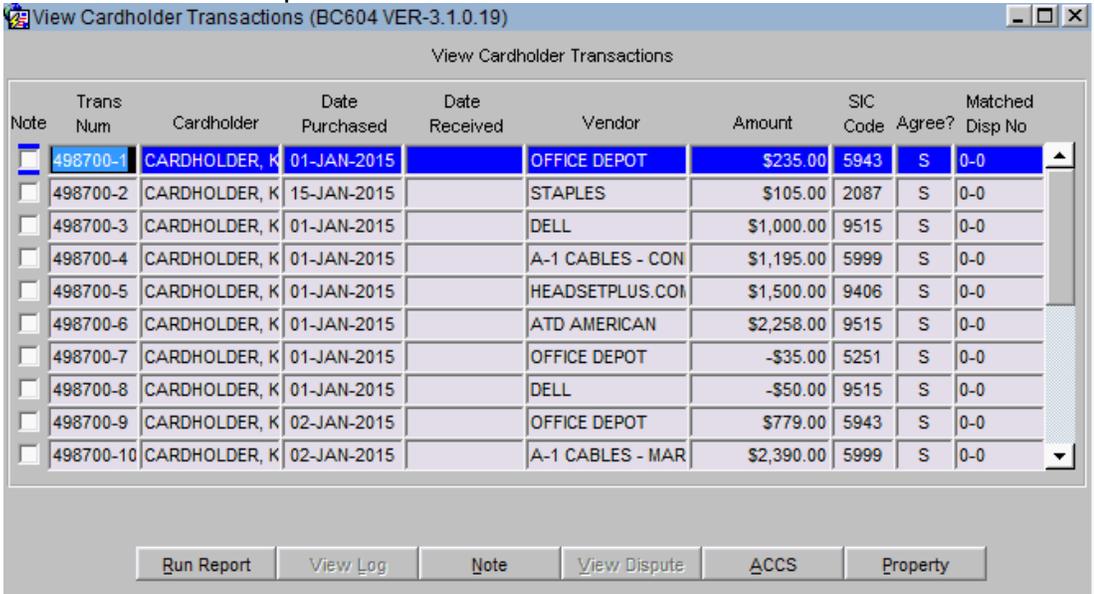
**Notes:** Approving officials can view notes, ACCS or property data from the View Transaction screen. They can also run the BC702 Approving Official Purchase Card Statement report.

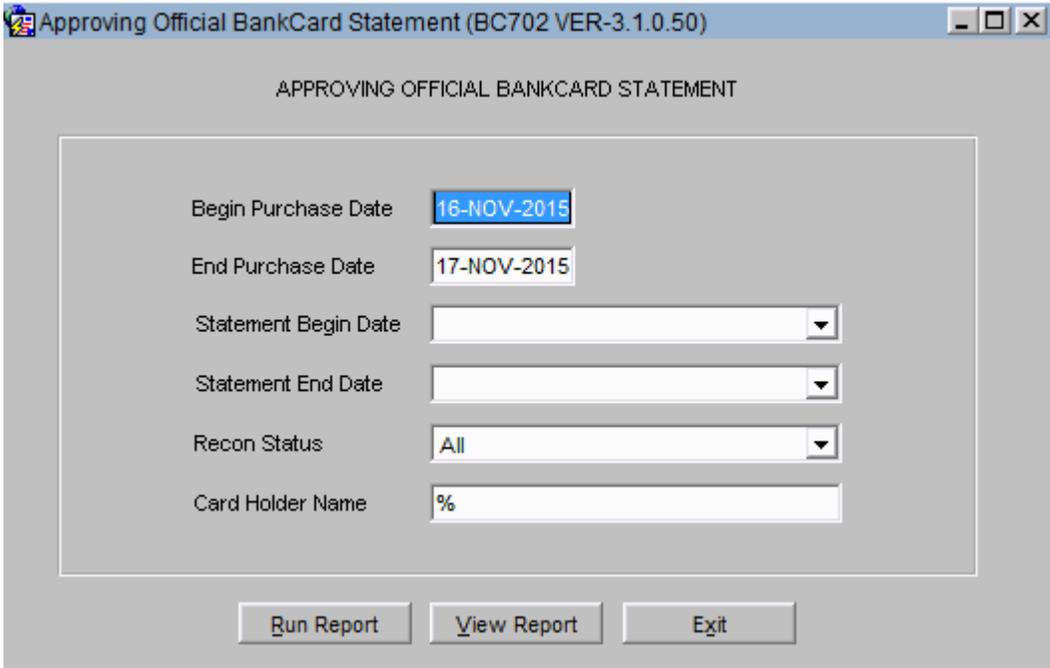
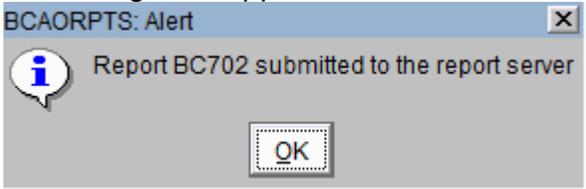
Instructions: Execute the following steps:

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 <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder</li> <li>➤ Click to expand the <i>Approving Official</i> folder</li> <li>➤ Double-click on the option <b>BC604 – View Transactions</b></li> </ul>  <p>The screenshot shows a tree view of the CBS Navigator Menu. The 'Approving Official' folder is expanded, and 'BC604 - View Transactions' is highlighted. Other visible items include 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', 'BC608 - View Disputes', 'BC625 - Monitor Outstanding Disputes', 'BC628 - Track Cardholder Transactions', 'WF002 - Approve/Deny Transactions', 'BC605 - Proxy Reconciliation', 'WF003 - Messages', 'Approving Official Reports' (with sub-items 'BC802 - Outstanding Swept Report' and 'BCAORPTS - Approving official Purchase Card Statement (BC702)'), 'WFM - Work Flow Management' (with sub-items 'Transactions' containing 'WF002 - Document Requiring Approval', 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', and 'WF003 - Message Retrieval Screen'), 'DBA009 - Reset Parameter Process Flag Screen', and 'QR101 - Quick Reports'.</p>

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

Step	Action																																																																																																														
3	<p>The <b>View Cardholder Transaction</b> screen appears matching the criteria that was entered on the parameter screen:</p>  <p>The screenshot shows a window titled "View Cardholder Transactions (BC604 VER-3.1.0.19)". Inside, there is a table with the following columns: Note, Trans Num, Cardholder, Date Purchased, Date Received, Vendor, Amount, SIC Code, Agree?, and Matched Disp No. The first row is highlighted in blue.</p> <table border="1" data-bbox="316 430 1388 829"> <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 type="checkbox"/></td> <td>498700-1</td> <td>CARDHOLDER, K</td> <td>01-JAN-2015</td> <td></td> <td>OFFICE DEPOT</td> <td>\$235.00</td> <td>5943</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-2</td> <td>CARDHOLDER, K</td> <td>15-JAN-2015</td> <td></td> <td>STAPLES</td> <td>\$105.00</td> <td>2087</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-3</td> <td>CARDHOLDER, K</td> <td>01-JAN-2015</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>498700-4</td> <td>CARDHOLDER, K</td> <td>01-JAN-2015</td> <td></td> <td>A-1 CABLES - CON</td> <td>\$1,195.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-5</td> <td>CARDHOLDER, K</td> <td>01-JAN-2015</td> <td></td> <td>HEADSETPLUS.COI</td> <td>\$1,500.00</td> <td>9406</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-6</td> <td>CARDHOLDER, K</td> <td>01-JAN-2015</td> <td></td> <td>ATD AMERICAN</td> <td>\$2,258.00</td> <td>9515</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-7</td> <td>CARDHOLDER, K</td> <td>01-JAN-2015</td> <td></td> <td>OFFICE DEPOT</td> <td>-\$35.00</td> <td>5251</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-8</td> <td>CARDHOLDER, K</td> <td>01-JAN-2015</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>498700-9</td> <td>CARDHOLDER, K</td> <td>02-JAN-2015</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>498700-10</td> <td>CARDHOLDER, K</td> <td>02-JAN-2015</td> <td></td> <td>A-1 CABLES - MAR</td> <td>\$2,390.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> </tbody> </table> <p>At the bottom of the window, there are several buttons: Run Report, View Log, Note, View Dispute, ACCS, and Property.</p> <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 type="checkbox"/>	498700-1	CARDHOLDER, K	01-JAN-2015		OFFICE DEPOT	\$235.00	5943	S	0-0	<input type="checkbox"/>	498700-2	CARDHOLDER, K	15-JAN-2015		STAPLES	\$105.00	2087	S	0-0	<input type="checkbox"/>	498700-3	CARDHOLDER, K	01-JAN-2015		DELL	\$1,000.00	9515	S	0-0	<input type="checkbox"/>	498700-4	CARDHOLDER, K	01-JAN-2015		A-1 CABLES - CON	\$1,195.00	5999	S	0-0	<input type="checkbox"/>	498700-5	CARDHOLDER, K	01-JAN-2015		HEADSETPLUS.COI	\$1,500.00	9406	S	0-0	<input type="checkbox"/>	498700-6	CARDHOLDER, K	01-JAN-2015		ATD AMERICAN	\$2,258.00	9515	S	0-0	<input type="checkbox"/>	498700-7	CARDHOLDER, K	01-JAN-2015		OFFICE DEPOT	-\$35.00	5251	S	0-0	<input type="checkbox"/>	498700-8	CARDHOLDER, K	01-JAN-2015		DELL	-\$50.00	9515	S	0-0	<input type="checkbox"/>	498700-9	CARDHOLDER, K	02-JAN-2015		OFFICE DEPOT	\$779.00	5943	S	0-0	<input type="checkbox"/>	498700-10	CARDHOLDER, K	02-JAN-2015		A-1 CABLES - MAR	\$2,390.00	5999	S	0-0
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Step	Action
4	<p>The <b>Approving Official Bankcard Statement</b> parameter screen appears:</p>  <ul style="list-style-type: none"> <li>➤ Choose from the Statement Begin/End Date drop-down listing (i.e. last statement)</li> <li>➤ Click <b>Run Report</b></li> </ul> <p>A message will appear:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul>
5	<p>The <b>View Cardholder Transaction</b> screen appears. To view the report you just generated, click the <b>Run Report</b> to bring up the <b>Approving Official Bankcard Statement</b> parameter screen again.</p> <ul style="list-style-type: none"> <li>➤ Click <b>View Report</b></li> </ul>

Step	Action																																																																																																																				
6	<p data-bbox="310 279 1279 310">A new window will open that will contain your report in a PDF format.</p> <div data-bbox="310 352 1403 913" style="border: 1px solid black; padding: 5px;"> <p data-bbox="310 363 354 380">BC702</p> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p data-bbox="764 363 915 380">Department of Commerce</p> <p data-bbox="760 401 915 432">Approving Official Purchase Card Statement</p> </div>  </div> <table border="1" data-bbox="321 478 1365 537" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Approving Official</th> <th style="width: 15%;">Begin Statement Date</th> <th style="width: 15%;">End Statement Date</th> <th style="width: 15%;">Grand Total Transactions</th> <th style="width: 15%;">Date Prepared</th> <th style="width: 20%;">Page</th> </tr> </thead> <tbody> <tr> <td>APPROVING OFFICIAL, JACKIE</td> <td>04-FEB-2015</td> <td>04-FEB-2015</td> <td>\$159,360.00</td> <td>17-NOV-2015</td> <td>1 of 13</td> </tr> </tbody> </table> <p data-bbox="329 548 451 579">Cardholder CARDHOLDER, KRISTI</p> <p data-bbox="688 579 911 617" style="text-align: center;">Total Purchases For card# 00816 \$15,936.00</p> <table border="1" data-bbox="321 625 1365 913" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Vendor</th> <th style="width: 10%;">Date Purchased</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">Date Received</th> <th style="width: 10%;">Date Posted</th> <th style="width: 10%;">Recon Status</th> <th style="width: 30%;">Org/Proj/Object Class</th> <th style="width: 15%;">Trans No.</th> </tr> </thead> <tbody> <tr><td>OFFICE DEPOT</td><td>01-JAN-2015</td><td>235.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-1-1</td></tr> <tr><td>OFFICE DEPOT</td><td>01-JAN-2015</td><td>503.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-22-1</td></tr> <tr><td>DELL</td><td>01-JAN-2015</td><td>1,900.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-3-1</td></tr> <tr><td>A-1 CABLES - CONNECTICUT</td><td>01-JAN-2015</td><td>1,195.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-4-1</td></tr> <tr><td>HEADSETPLUS.COM</td><td>01-JAN-2015</td><td>1,500.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-5-1</td></tr> <tr><td>ATD AMERICAN</td><td>01-JAN-2015</td><td>2,258.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-6-1</td></tr> <tr><td>OFFICE DEPOT</td><td>01-JAN-2015</td><td>-35.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-7-1</td></tr> <tr><td>DELL</td><td>01-JAN-2015</td><td>-50.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-8-1</td></tr> <tr><td>OFFICE DEPOT</td><td>02-JAN-2015</td><td>779.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-9-1</td></tr> <tr><td>A-1 CABLES - MARYLAND</td><td>02-JAN-2015</td><td>2,390.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-10-1</td></tr> <tr><td>AMAZON</td><td>03-JAN-2015</td><td>100.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-11-1</td></tr> <tr><td>HEADSETPLUS.COM</td><td>03-JAN-2015</td><td>750.00</td><td></td><td>04-FEB-2015</td><td>S</td><td>50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00</td><td>498700-12-1</td></tr> </tbody> </table> <p data-bbox="310 972 1414 1094">You may save  or print  using the Adobe icons. If you save, you will want to change the name, as the system defaults it to "getjob#". Close the window using  in the upper right corner.</p> </div>	Approving Official	Begin Statement Date	End Statement Date	Grand Total Transactions	Date Prepared	Page	APPROVING OFFICIAL, JACKIE	04-FEB-2015	04-FEB-2015	\$159,360.00	17-NOV-2015	1 of 13	Vendor	Date Purchased	Amount	Date Received	Date Posted	Recon Status	Org/Proj/Object Class	Trans No.	OFFICE DEPOT	01-JAN-2015	235.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-1-1	OFFICE DEPOT	01-JAN-2015	503.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-22-1	DELL	01-JAN-2015	1,900.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-3-1	A-1 CABLES - CONNECTICUT	01-JAN-2015	1,195.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-4-1	HEADSETPLUS.COM	01-JAN-2015	1,500.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-5-1	ATD AMERICAN	01-JAN-2015	2,258.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-6-1	OFFICE DEPOT	01-JAN-2015	-35.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-7-1	DELL	01-JAN-2015	-50.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-8-1	OFFICE DEPOT	02-JAN-2015	779.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-9-1	A-1 CABLES - MARYLAND	02-JAN-2015	2,390.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-10-1	AMAZON	03-JAN-2015	100.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-11-1	HEADSETPLUS.COM	03-JAN-2015	750.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-12-1
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ATD AMERICAN	01-JAN-2015	2,258.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-6-1																																																																																																														
OFFICE DEPOT	01-JAN-2015	-35.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-7-1																																																																																																														
DELL	01-JAN-2015	-50.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-8-1																																																																																																														
OFFICE DEPOT	02-JAN-2015	779.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-9-1																																																																																																														
A-1 CABLES - MARYLAND	02-JAN-2015	2,390.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-10-1																																																																																																														
AMAZON	03-JAN-2015	100.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-11-1																																																																																																														
HEADSETPLUS.COM	03-JAN-2015	750.00		04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-12-1																																																																																																														
7	<ul style="list-style-type: none"> <li data-bbox="310 1136 1370 1209">➤ Click  to get out of the <b>Approving Official Bankcard Statement</b> parameter screen or run it using other parameters.</li> <li data-bbox="310 1255 1166 1297">➤ Click the <b>Exit</b>  icon to go back to the <b>Navigator Menu</b></li> </ul>																																																																																																																				

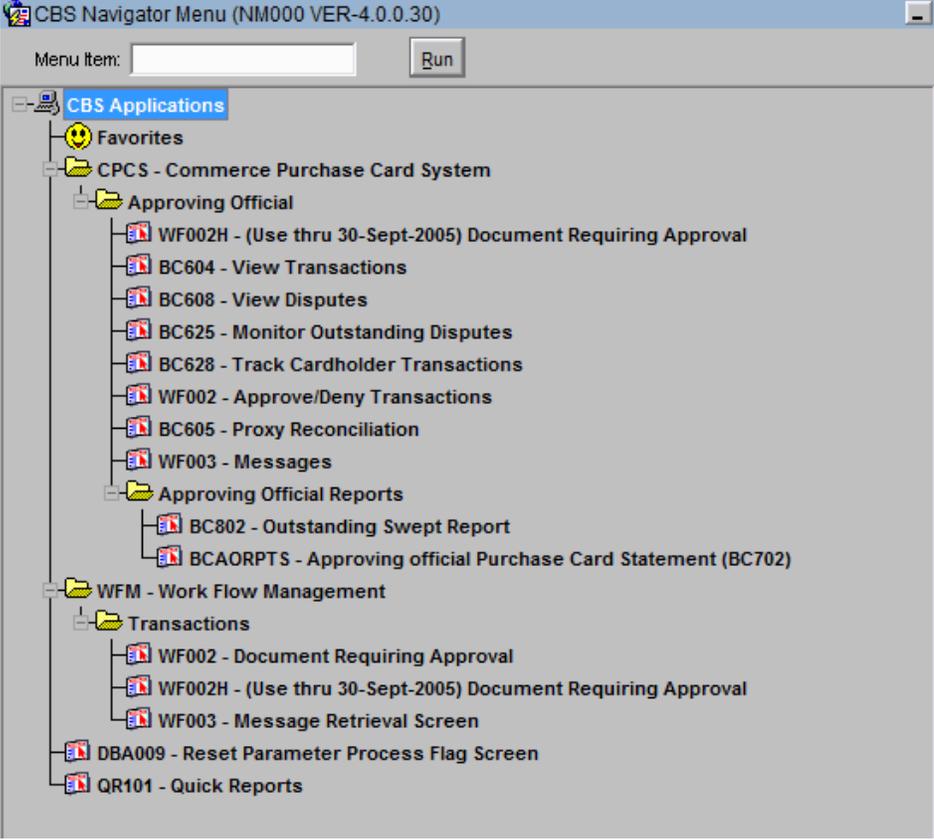
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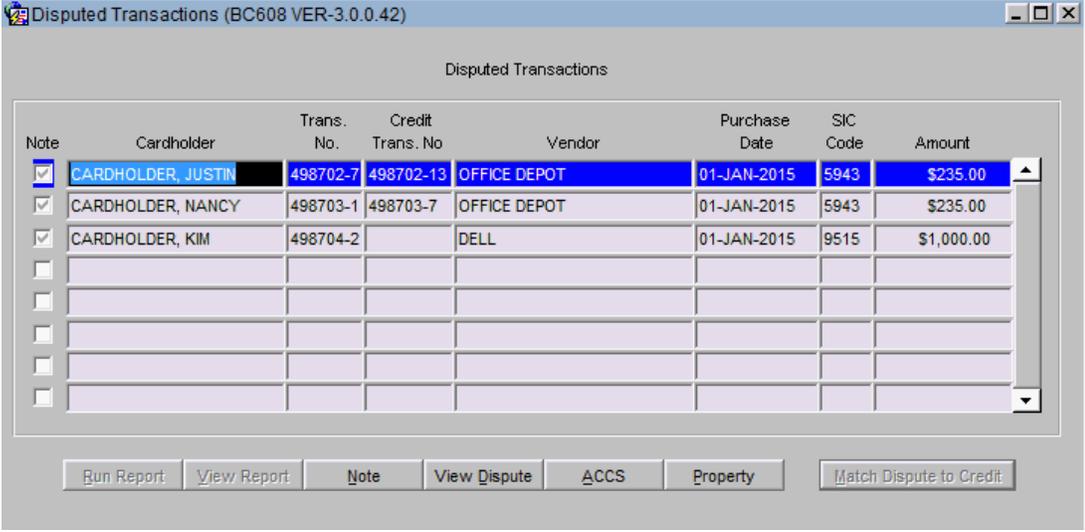
### Exercise #7: View Disputed Transactions

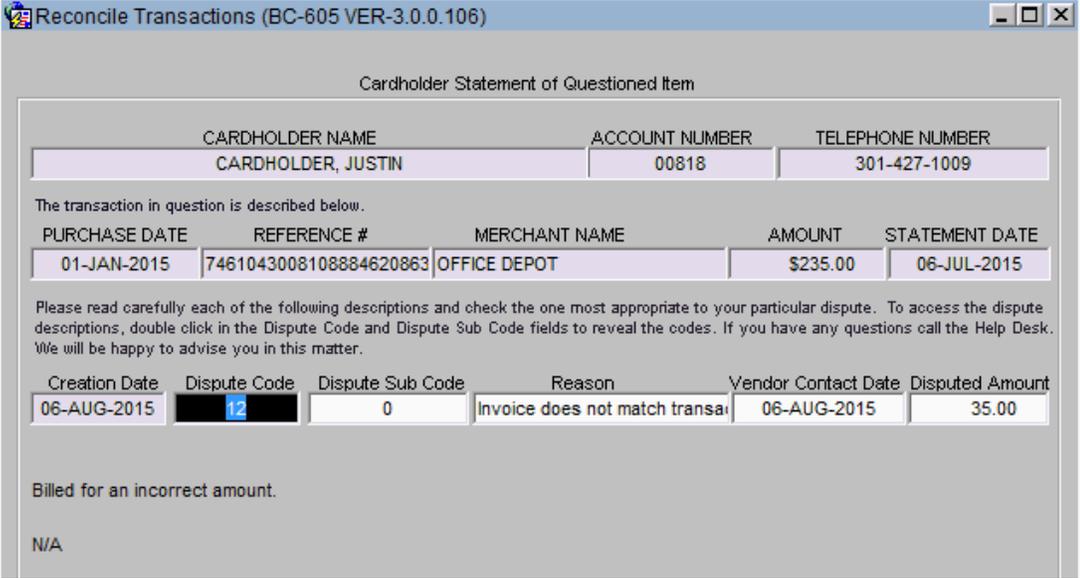
Objectives: • View Disputed Transactions

Instructions: Execute the following steps:

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

Step	Action
1	<p>From the <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder</li> <li>➤ Click to expand the <i>Approving Official</i> folder</li> <li>➤ Double-click on the option <b>BC608– View Disputes</b></li> </ul> 

Step	Action																																																																								
2	<p>The <b>Disputed Transactions</b> screen appears:</p>  <p>The screenshot shows a window titled "Disputed Transactions (BC608 VER-3.0.0.42)". Inside, there is a table with the following data:</p> <table border="1"> <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> <td><input checked="" type="checkbox"/></td> <td>CARDHOLDER, JUSTIN</td> <td>498702-7</td> <td>498702-13</td> <td>OFFICE DEPOT</td> <td>01-JAN-2015</td> <td>5943</td> <td>\$235.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>CARDHOLDER, NANCY</td> <td>498703-1</td> <td>498703-7</td> <td>OFFICE DEPOT</td> <td>01-JAN-2015</td> <td>5943</td> <td>\$235.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>CARDHOLDER, KIM</td> <td>498704-2</td> <td></td> <td>DELL</td> <td>01-JAN-2015</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> </tbody> </table> <p>Below the table are several buttons: Run Report, View Report, Note, View Dispute, ACCS, Property, and Match Dispute to Credit.</p>	Note	Cardholder	Trans. No.	Credit Trans. No.	Vendor	Purchase Date	SIC Code	Amount	<input checked="" type="checkbox"/>	CARDHOLDER, JUSTIN	498702-7	498702-13	OFFICE DEPOT	01-JAN-2015	5943	\$235.00	<input checked="" type="checkbox"/>	CARDHOLDER, NANCY	498703-1	498703-7	OFFICE DEPOT	01-JAN-2015	5943	\$235.00	<input checked="" type="checkbox"/>	CARDHOLDER, KIM	498704-2		DELL	01-JAN-2015	9515	\$1,000.00	<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																																																																		
<input checked="" type="checkbox"/>	CARDHOLDER, JUSTIN	498702-7	498702-13	OFFICE DEPOT	01-JAN-2015	5943	\$235.00																																																																		
<input checked="" type="checkbox"/>	CARDHOLDER, NANCY	498703-1	498703-7	OFFICE DEPOT	01-JAN-2015	5943	\$235.00																																																																		
<input checked="" type="checkbox"/>	CARDHOLDER, KIM	498704-2		DELL	01-JAN-2015	9515	\$1,000.00																																																																		
<input type="checkbox"/>																																																																									
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<input type="checkbox"/>																																																																									
<input type="checkbox"/>																																																																									
3	<ul style="list-style-type: none"> <li>➤ Highlight the disputed transaction</li> <li>➤ View the Notes associated</li> <li>➤ View the ACCS associated</li> <li>➤ View the Property associated</li> <li>➤ Click on <input type="button" value="View Dispute"/></li> </ul>																																																																								

Step	Action																												
4	<p>The <b>Reconcile Transactions</b> screen appears with the disputed information populated.</p>  <p>The screenshot shows a window titled "Reconcile Transactions (BC-605 VER-3.0.0.106)". It displays a "Cardholder Statement of Questioned Item" with the following details:</p> <table border="1" data-bbox="331 489 1352 569"> <thead> <tr> <th>CARDHOLDER NAME</th> <th>ACCOUNT NUMBER</th> <th>TELEPHONE NUMBER</th> </tr> </thead> <tbody> <tr> <td>CARDHOLDER, JUSTIN</td> <td>00818</td> <td>301-427-1009</td> </tr> </tbody> </table> <p>The transaction in question is described below.</p> <table border="1" data-bbox="331 611 1352 667"> <thead> <tr> <th>PURCHASE DATE</th> <th>REFERENCE #</th> <th>MERCHANT NAME</th> <th>AMOUNT</th> <th>STATEMENT DATE</th> </tr> </thead> <tbody> <tr> <td>01-JAN-2015</td> <td>7461043008108884620863</td> <td>OFFICE DEPOT</td> <td>\$235.00</td> <td>06-JUL-2015</td> </tr> </tbody> </table> <p>Please read carefully each of the following descriptions and check the one most appropriate to your particular dispute. To access the dispute descriptions, double click in the Dispute Code and Dispute Sub Code fields to reveal the codes. If you have any questions call the Help Desk. We will be happy to advise you in this matter.</p> <table border="1" data-bbox="331 758 1352 814"> <thead> <tr> <th>Creation Date</th> <th>Dispute Code</th> <th>Dispute Sub Code</th> <th>Reason</th> <th>Vendor Contact Date</th> <th>Disputed Amount</th> </tr> </thead> <tbody> <tr> <td>06-AUG-2015</td> <td>12</td> <td>0</td> <td>Invoice does not match transa</td> <td>06-AUG-2015</td> <td>35.00</td> </tr> </tbody> </table> <p>Billed for an incorrect amount.</p> <p>N/A</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Exit</b>  icon to leave <b>Reconcile Transactions</b> screen</li> <li>➤ Click the <b>Exit</b>  icon to leave the <b>Disputed Transaction</b> screen</li> </ul>	CARDHOLDER NAME	ACCOUNT NUMBER	TELEPHONE NUMBER	CARDHOLDER, JUSTIN	00818	301-427-1009	PURCHASE DATE	REFERENCE #	MERCHANT NAME	AMOUNT	STATEMENT DATE	01-JAN-2015	7461043008108884620863	OFFICE DEPOT	\$235.00	06-JUL-2015	Creation Date	Dispute Code	Dispute Sub Code	Reason	Vendor Contact Date	Disputed Amount	06-AUG-2015	12	0	Invoice does not match transa	06-AUG-2015	35.00
CARDHOLDER NAME	ACCOUNT NUMBER	TELEPHONE NUMBER																											
CARDHOLDER, JUSTIN	00818	301-427-1009																											
PURCHASE DATE	REFERENCE #	MERCHANT NAME	AMOUNT	STATEMENT DATE																									
01-JAN-2015	7461043008108884620863	OFFICE DEPOT	\$235.00	06-JUL-2015																									
Creation Date	Dispute Code	Dispute Sub Code	Reason	Vendor Contact Date	Disputed Amount																								
06-AUG-2015	12	0	Invoice does not match transa	06-AUG-2015	35.00																								

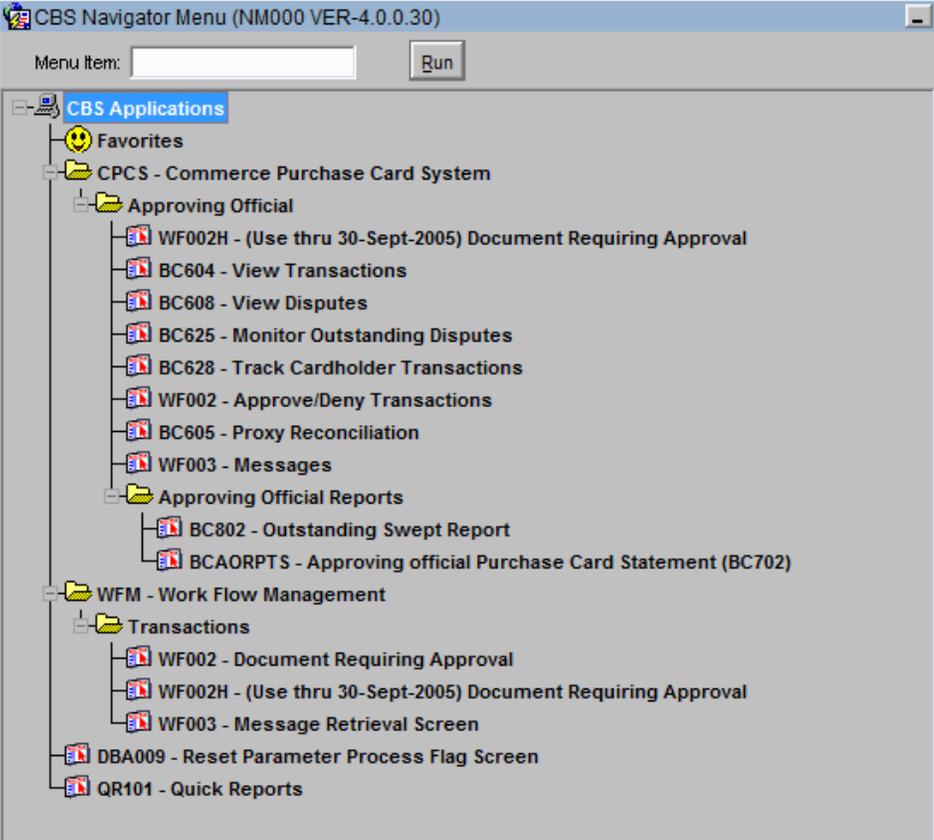
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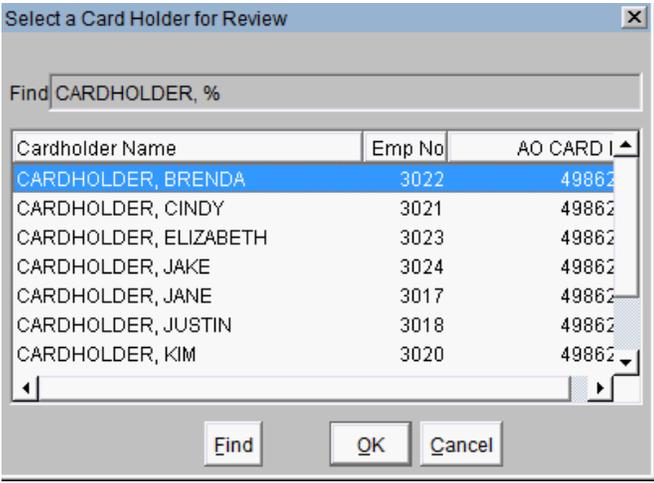
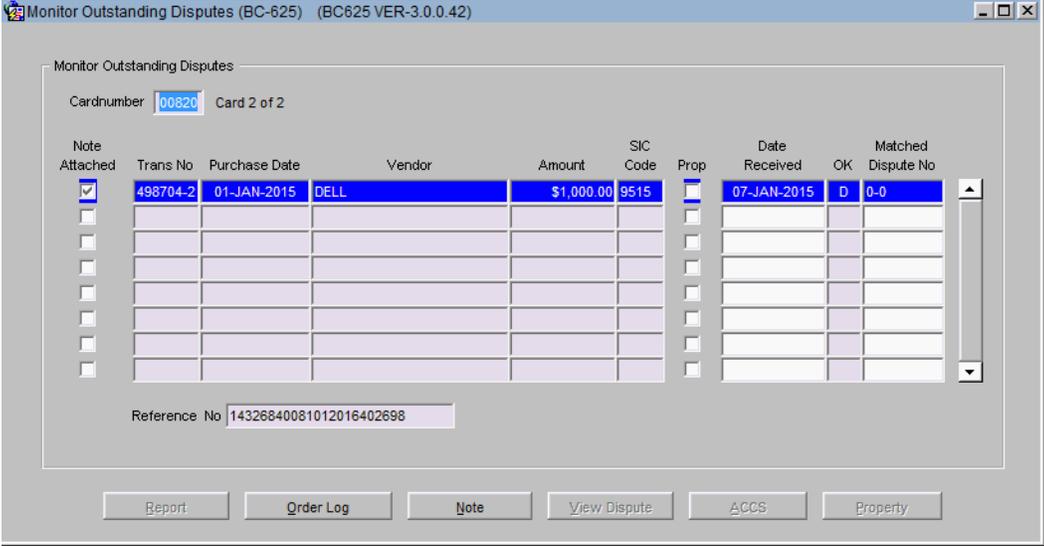
## Exercise #8: Monitor Outstanding Disputed Transactions

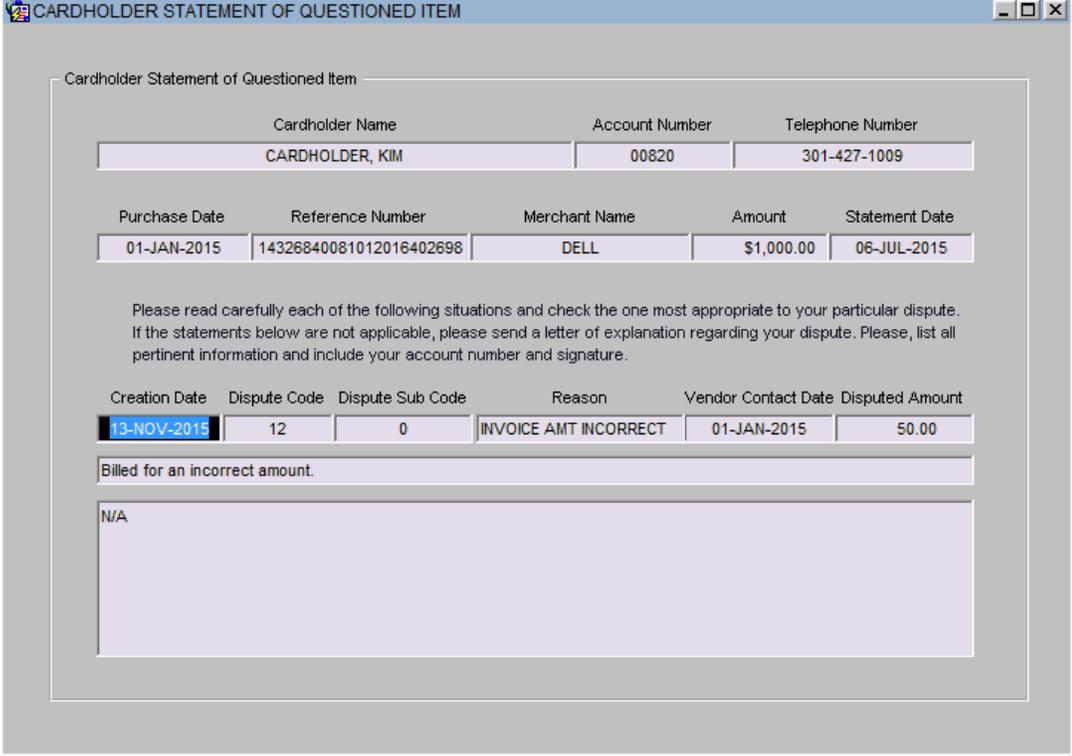
Objectives: • Monitor Outstanding Disputed Transactions

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 <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder</li> <li>➤ Click to expand the <i>Approving Official</i> folder</li> <li>➤ Double-click on the option <b>BC625– Monitor Outstanding Disputes</b></li> </ul>  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-4.0.0.30)'. At the top, there is a 'Menu Item:' text box and a 'Run' button. Below this is a tree view of the application's menu structure. The root node is 'CBS Applications', which has a 'Favorites' icon. Under 'CBS Applications', there are three main folders: 'CPCS - Commerce Purchase Card System', 'WFM - Work Flow Management', and 'QR101 - Quick Reports'. The 'CPCS - Commerce Purchase Card System' folder is expanded to show a sub-folder 'Approving Official'. This sub-folder is also expanded, revealing several menu items: 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', 'BC604 - View Transactions', 'BC608 - View Disputes', 'BC625 - Monitor Outstanding Disputes' (highlighted in red), 'BC628 - Track Cardholder Transactions', 'WF002 - Approve/Deny Transactions', 'BC605 - Proxy Reconciliation', and 'WF003 - Messages'. Below these are 'Approving Official Reports' (expanded to show 'BC802 - Outstanding Swept Report' and 'BCAORPTS - Approving official Purchase Card Statement (BC702)') and 'WFM - Work Flow Management' (expanded to show 'Transactions' sub-folder with 'WF002 - Document Requiring Approval', 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', and 'WF003 - Message Retrieval Screen', plus 'DBA009 - Reset Parameter Process Flag Screen' and 'QR101 - Quick Reports').</p>

Step	Action
2	<p>The <b>Select a Cardholder for Review</b> screen appears:</p>  <ul style="list-style-type: none"> <li>➤ Select your cardholder</li> <li>➤ Click <b>OK</b></li> </ul>
3	<p>The <b>Monitor Outstanding Disputes</b> screen appears, you may have to use your navigation arrows to get to the correct card:</p>  <ul style="list-style-type: none"> <li>➤ Highlight the disputed transaction</li> <li>➤ View the Notes associated</li> <li>➤ View the ACCS associated</li> <li>➤ View the Property associated</li> <li>➤ Click on <b>View Dispute</b></li> </ul>

Step	Action												
4	<p>The <b>Cardholder Statement of Question Item</b> screen appears with the disputed information populated.</p>  <p>Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If the statements below are not applicable, please send a letter of explanation regarding your dispute. Please, list all pertinent information and include your account number and signature.</p> <table border="1"> <thead> <tr> <th>Creation Date</th> <th>Dispute Code</th> <th>Dispute Sub Code</th> <th>Reason</th> <th>Vendor Contact Date</th> <th>Disputed Amount</th> </tr> </thead> <tbody> <tr> <td>13-NOV-2015</td> <td>12</td> <td>0</td> <td>INVOICE AMT INCORRECT</td> <td>01-JAN-2015</td> <td>50.00</td> </tr> </tbody> </table> <p>Billed for an incorrect amount.</p> <p>N/A</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Exit</b>  icon to leave <b>Reconcile Transactions</b> screen</li> <li>➤ Click the <b>Exit</b>  icon to leave the <b>Monitor Outstanding Disputes</b> screen</li> </ul>	Creation Date	Dispute Code	Dispute Sub Code	Reason	Vendor Contact Date	Disputed Amount	13-NOV-2015	12	0	INVOICE AMT INCORRECT	01-JAN-2015	50.00
Creation Date	Dispute Code	Dispute Sub Code	Reason	Vendor Contact Date	Disputed Amount								
13-NOV-2015	12	0	INVOICE AMT INCORRECT	01-JAN-2015	50.00								

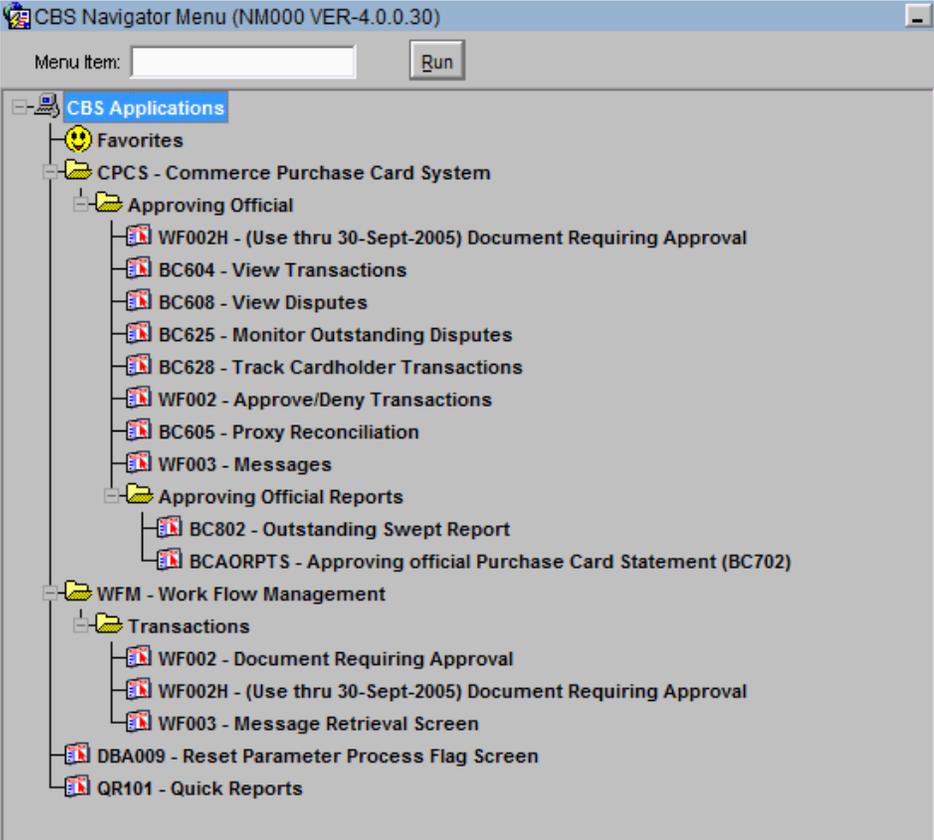
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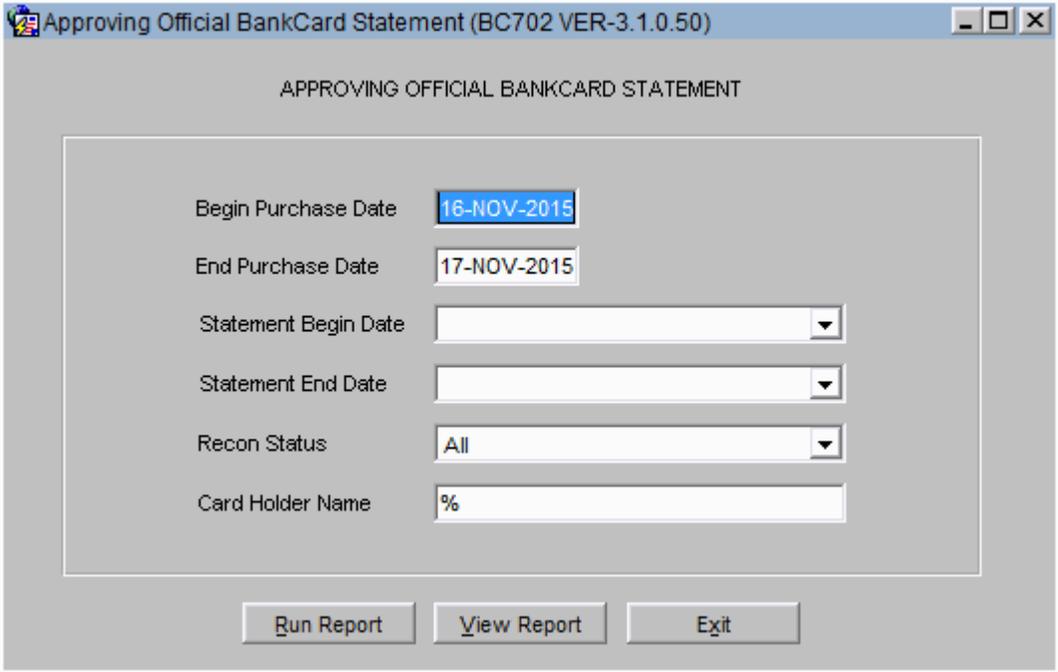
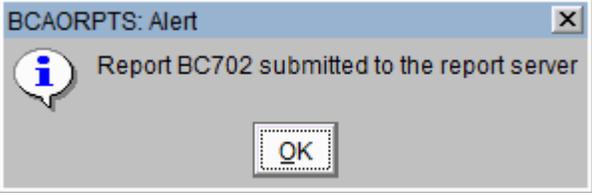
## Exercise #9: Approving Official Purchase Card Statement (BC702)

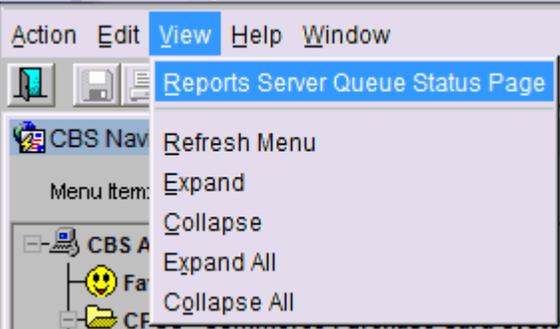
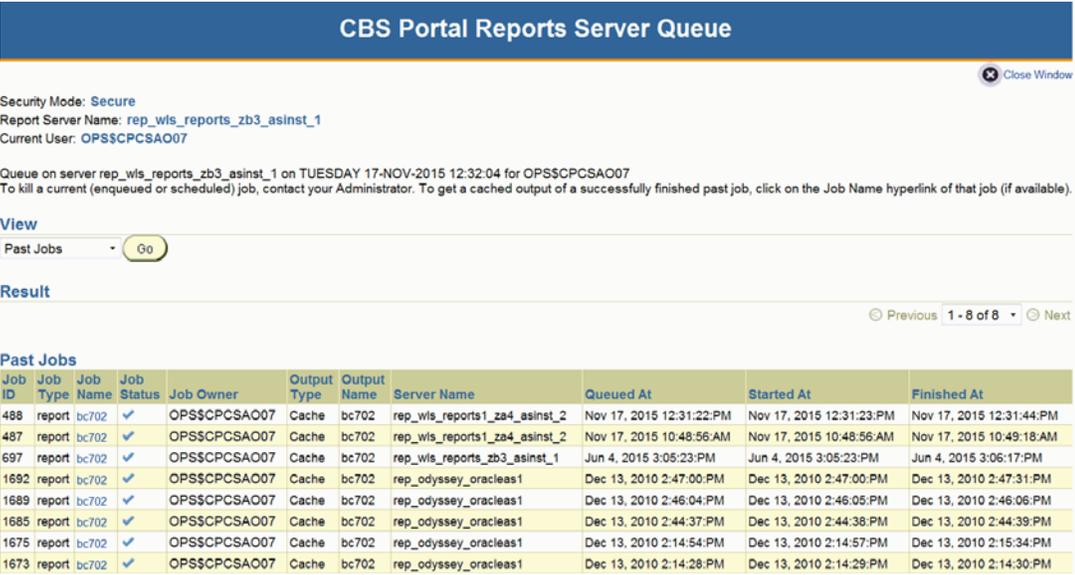
Objectives: • Generate the Bankcard Statement

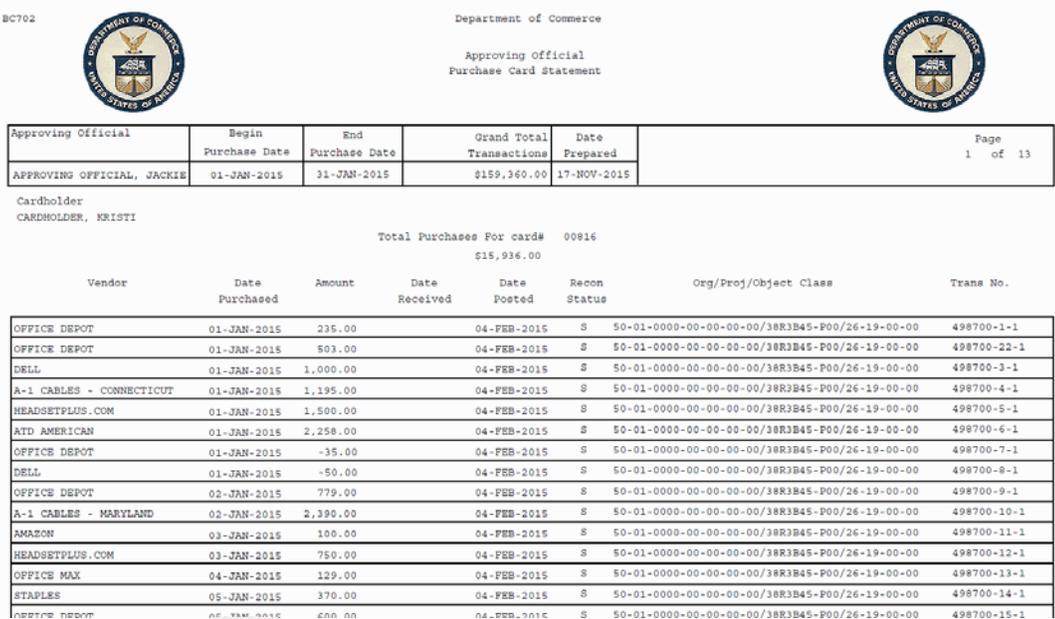
Notes: *This report can be directly accessed off the CBS Navigator Menu. It can also be accessed through the Transaction Screen.*

Instructions: Execute the following steps:

Step	Action
1	<p>From the <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder</li> <li>➤ Click to expand the <i>Approving Official</i> folder</li> <li>➤ Click to expand the <i>Approving Official Reports</i> folder</li> <li>➤ Double-click on the option <b>BCAORPTS– Approving Official Purchase Card Statement</b></li> </ul> 

Step	Action
2	<p>The <b>Approving Official Bankcard Statement</b> parameter screen appears:</p>  <ul style="list-style-type: none"><li>➤ Enter the Begin &amp; End Purchase Dates (<i>i.e.</i> 01-MON-20##/30-MON-20##)</li><li>➤ Click <b>Run Report</b></li></ul> <p>A message will appear:</p>  <ul style="list-style-type: none"><li>➤ Click <b>OK</b></li></ul>

Step	Action																																																																																																			
3	<p>The <b>Navigator Menu</b> appears.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>View</b> in the <i>Menu Bar</i></li> <li>➤ Click on <b>Reports Server Queue Status Page</b></li> </ul> 																																																																																																			
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><b>CBS Portal Reports Server Queue</b></p> <p>Security Mode: Secure          Report Server Name: rep_wls_reports_zb3_asinst_1          Current User: OPSSCPCSAO07</p> <p>Queue on server rep_wls_reports_zb3_asinst_1 on TUESDAY 17-NOV-2015 12:32:04 for OPSSCPCSAO07          To kill a current (enqueued or scheduled) job, contact your Administrator. To get a cached output of a successfully finished past job, click on the Job Name hyperlink of that job (if available).</p> <p><b>View</b></p> <p>Past Jobs <input type="button" value="Go"/></p> <p><b>Result</b></p> <p>Previous 1 - 8 of 8 Next</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>488</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>Nov 17, 2015 12:31:22:PM</td> <td>Nov 17, 2015 12:31:23:PM</td> <td>Nov 17, 2015 12:31:44:PM</td> </tr> <tr> <td>487</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>Nov 17, 2015 10:48:56:AM</td> <td>Nov 17, 2015 10:48:56:AM</td> <td>Nov 17, 2015 10:49:18:AM</td> </tr> <tr> <td>697</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports_zb3_asinst_1</td> <td>Jun 4, 2015 3:05:23:PM</td> <td>Jun 4, 2015 3:05:23:PM</td> <td>Jun 4, 2015 3:06:17:PM</td> </tr> <tr> <td>1692</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_odyssey_oracleas1</td> <td>Dec 13, 2010 2:47:00:PM</td> <td>Dec 13, 2010 2:47:00:PM</td> <td>Dec 13, 2010 2:47:31:PM</td> </tr> <tr> <td>1689</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_odyssey_oracleas1</td> <td>Dec 13, 2010 2:46:04:PM</td> <td>Dec 13, 2010 2:46:05:PM</td> <td>Dec 13, 2010 2:46:06:PM</td> </tr> <tr> <td>1685</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_odyssey_oracleas1</td> <td>Dec 13, 2010 2:44:37:PM</td> <td>Dec 13, 2010 2:44:38:PM</td> <td>Dec 13, 2010 2:44:39:PM</td> </tr> <tr> <td>1675</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_odyssey_oracleas1</td> <td>Dec 13, 2010 2:14:54:PM</td> <td>Dec 13, 2010 2:14:57:PM</td> <td>Dec 13, 2010 2:15:34:PM</td> </tr> <tr> <td>1673</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSCPCSAO07</td> <td>Cache</td> <td>bc702</td> <td>rep_odyssey_oracleas1</td> <td>Dec 13, 2010 2:14:28:PM</td> <td>Dec 13, 2010 2:14:29:PM</td> <td>Dec 13, 2010 2:14:30:PM</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	488	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_wls_reports1_zs4_asinst_2	Nov 17, 2015 12:31:22:PM	Nov 17, 2015 12:31:23:PM	Nov 17, 2015 12:31:44:PM	487	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_wls_reports1_zs4_asinst_2	Nov 17, 2015 10:48:56:AM	Nov 17, 2015 10:48:56:AM	Nov 17, 2015 10:49:18:AM	697	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_wls_reports_zb3_asinst_1	Jun 4, 2015 3:05:23:PM	Jun 4, 2015 3:05:23:PM	Jun 4, 2015 3:06:17:PM	1692	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_odyssey_oracleas1	Dec 13, 2010 2:47:00:PM	Dec 13, 2010 2:47:00:PM	Dec 13, 2010 2:47:31:PM	1689	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_odyssey_oracleas1	Dec 13, 2010 2:46:04:PM	Dec 13, 2010 2:46:05:PM	Dec 13, 2010 2:46:06:PM	1685	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_odyssey_oracleas1	Dec 13, 2010 2:44:37:PM	Dec 13, 2010 2:44:38:PM	Dec 13, 2010 2:44:39:PM	1675	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_odyssey_oracleas1	Dec 13, 2010 2:14:54:PM	Dec 13, 2010 2:14:57:PM	Dec 13, 2010 2:15:34:PM	1673	report	bc702	✓	OPSSCPCSAO07	Cache	bc702	rep_odyssey_oracleas1	Dec 13, 2010 2:14:28:PM	Dec 13, 2010 2:14:29:PM	Dec 13, 2010 2:14:30:PM
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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 <b>View</b>.</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>																																																																																																			

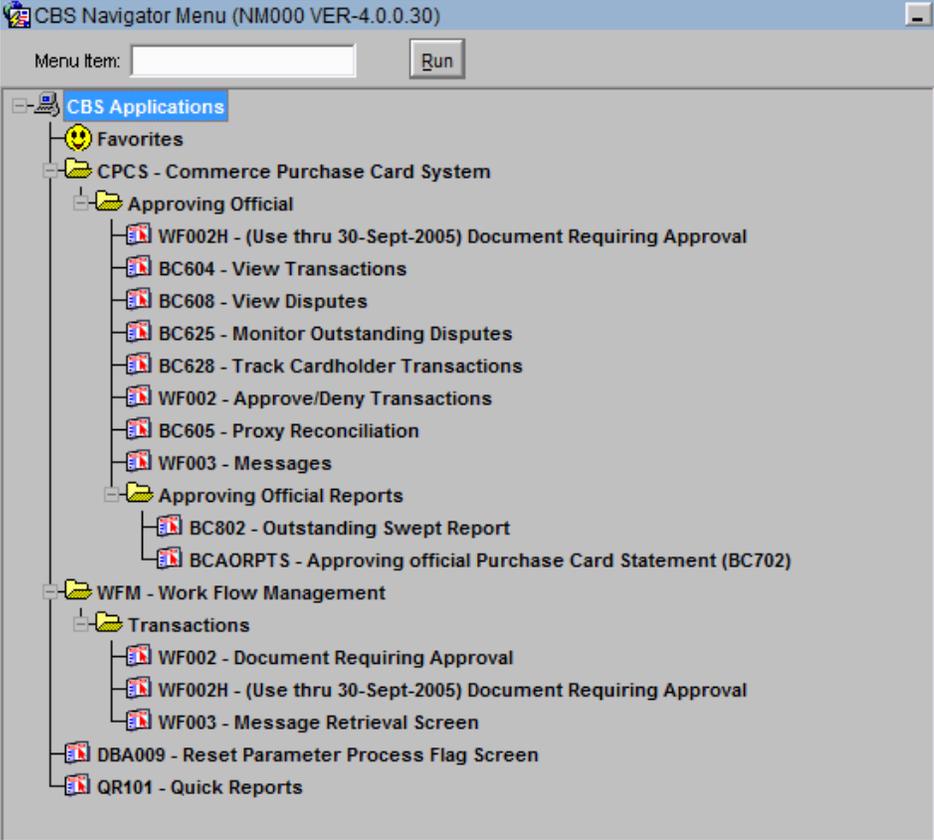
Step	Action
4b	Click on the <b>Job Name</b> (i.e. BC702) for the date/time you ran the report
5	<p>A new web browser window will open containing your report</p>  <p>You may save  or print  using the Adobe icons. If you save, you will want to change the name, as the system defaults it to "getjob#". Close the window using  in the upper right corner.</p>
6	You may close the Report Server Queue window using  in the upper right corner as well or leave it open.

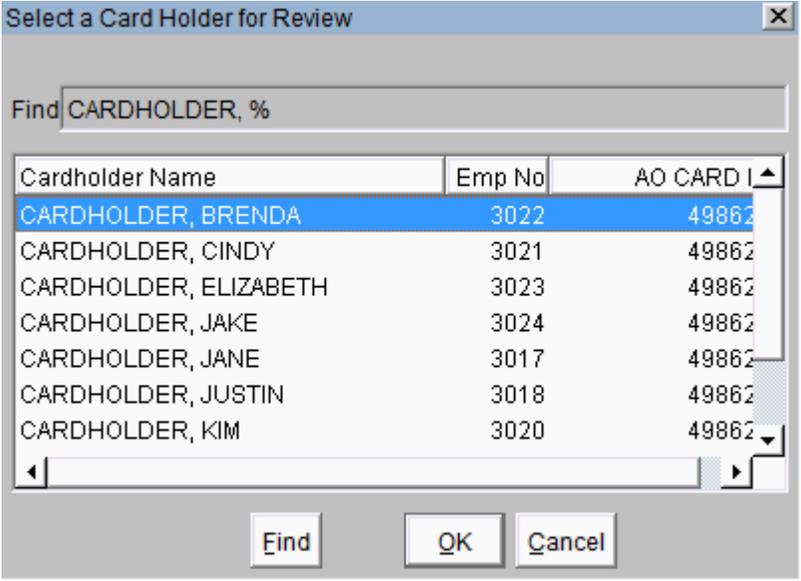
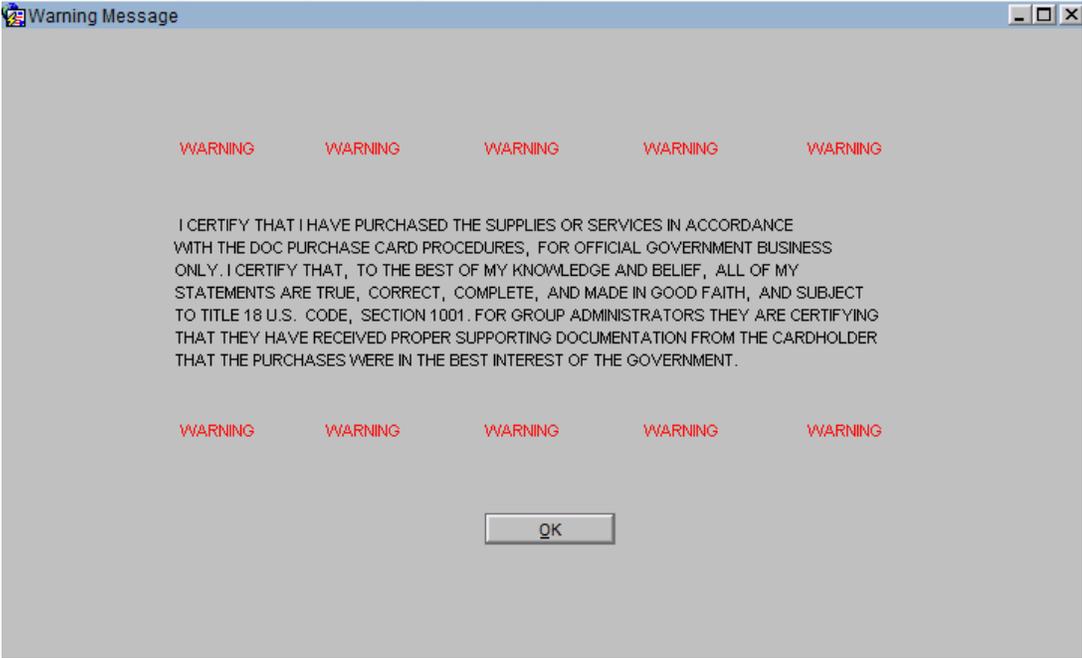
## Exercise #10: Proxy Reconciliation

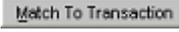
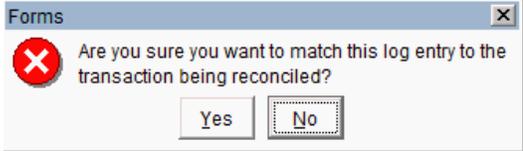
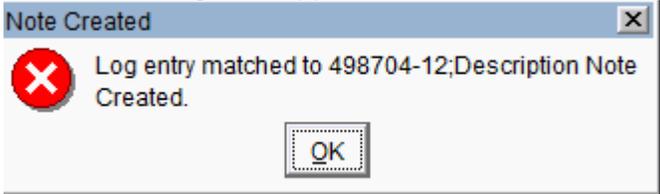
Objectives: • Reconcile transactions for the cardholder

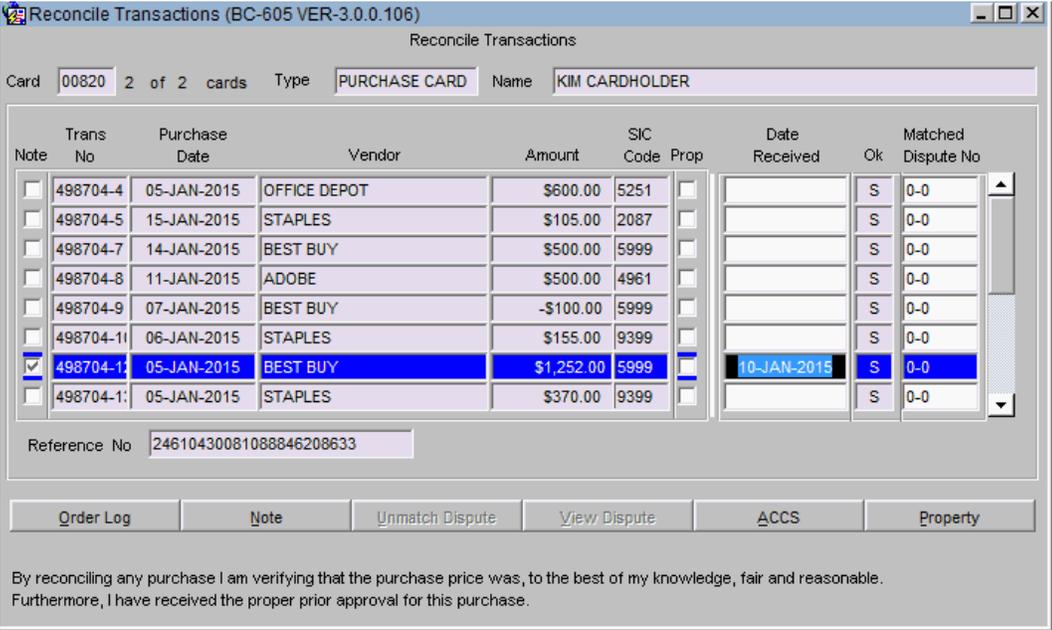
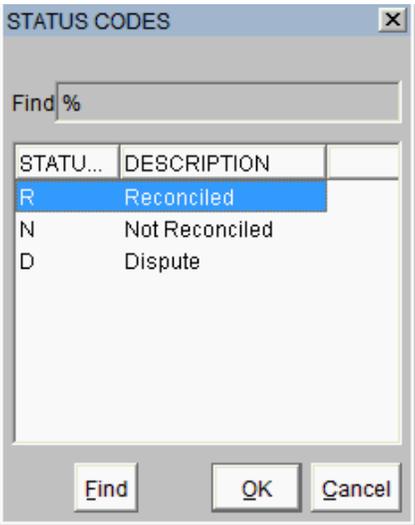
Instructions: Execute the following steps:

Your cardholder has been hospitalized and you need to get their cards reconciled. You then go in and reconcile the outstanding transaction.

Step	Action
1	<p>From the <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder</li> <li>➤ Click to expand the <i>Approving Official</i> folder</li> <li>➤ Double-click on the option <b>BC605 – Proxy Reconciliation</b></li> </ul>  <p>The screenshot shows a tree view of the CBS Navigator Menu. The 'CPCS - Commerce Purchase Card System' folder is expanded, and the 'Approving Official' sub-folder is also expanded. Under 'Approving Official', the 'BC605 - Proxy Reconciliation' option is highlighted with a mouse cursor. Other options visible include 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', 'BC604 - View Transactions', 'BC608 - View Disputes', 'BC625 - Monitor Outstanding Disputes', 'BC628 - Track Cardholder Transactions', 'WF002 - Approve/Deny Transactions', 'WF003 - Messages', 'Approving Official Reports', 'BC802 - Outstanding Swept Report', 'BCAORPTS - Approving official Purchase Card Statement (BC702)', 'WFM - Work Flow Management', 'Transactions', 'WF002 - Document Requiring Approval', 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', 'WF003 - Message Retrieval Screen', 'DBA009 - Reset Parameter Process Flag Screen', and 'QR101 - Quick Reports'.</p>

Step	Action																								
2a	<p>The <b>Select a Cardholder for Review</b> screen appears:</p>  <table border="1" data-bbox="311 535 1084 871"> <thead> <tr> <th>Cardholder Name</th> <th>Emp No</th> <th>AO CARD</th> </tr> </thead> <tbody> <tr> <td>CARDHOLDER, BRENDA</td> <td>3022</td> <td>49862</td> </tr> <tr> <td>CARDHOLDER, CINDY</td> <td>3021</td> <td>49862</td> </tr> <tr> <td>CARDHOLDER, ELIZABETH</td> <td>3023</td> <td>49862</td> </tr> <tr> <td>CARDHOLDER, JAKE</td> <td>3024</td> <td>49862</td> </tr> <tr> <td>CARDHOLDER, JANE</td> <td>3017</td> <td>49862</td> </tr> <tr> <td>CARDHOLDER, JUSTIN</td> <td>3018</td> <td>49862</td> </tr> <tr> <td>CARDHOLDER, KIM</td> <td>3020</td> <td>49862</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Highlight the specific <i>cardholder</i></li> <li>➤ Click <b>OK</b></li> </ul>	Cardholder Name	Emp No	AO CARD	CARDHOLDER, BRENDA	3022	49862	CARDHOLDER, CINDY	3021	49862	CARDHOLDER, ELIZABETH	3023	49862	CARDHOLDER, JAKE	3024	49862	CARDHOLDER, JANE	3017	49862	CARDHOLDER, JUSTIN	3018	49862	CARDHOLDER, KIM	3020	49862
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2b	<p>The <b>Warning Message</b> dialog box appears:</p>  <p style="text-align: center;">WARNING      WARNING      WARNING      WARNING      WARNING</p> <p style="text-align: center;">I CERTIFY THAT I HAVE PURCHASED THE SUPPLIES OR SERVICES IN ACCORDANCE WITH THE DOC PURCHASE CARD PROCEDURES, FOR OFFICIAL GOVERNMENT BUSINESS ONLY. I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF MY STATEMENTS ARE TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH, AND SUBJECT TO TITLE 18 U.S. CODE, SECTION 1001. FOR GROUP ADMINISTRATORS THEY ARE CERTIFYING THAT THEY HAVE RECEIVED PROPER SUPPORTING DOCUMENTATION FROM THE CARDHOLDER THAT THE PURCHASES WERE IN THE BEST INTEREST OF THE GOVERNMENT.</p> <p style="text-align: center;">WARNING      WARNING      WARNING      WARNING      WARNING</p> <p style="text-align: center;">OK</p> <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul>																								

Step	Action
2c	<p>The <b>Reconcile Transactions</b> screen appears:</p> <ul style="list-style-type: none"> <li>➤ Verify that Card number that starts with <b>8</b> is showing. <ul style="list-style-type: none"> <li>○ If it isn't – use the arrow keys on the keyboard to change it to that card number.</li> </ul> </li> </ul>
3	<p>Click to highlight the following transaction:</p> <p><i>\$1,252.00, Best Buy</i></p> <ul style="list-style-type: none"> <li>➤ Click the  button</li> </ul>
4a	<p>The <b>Purchase Card Order Log</b> screen appears:</p> <ul style="list-style-type: none"> <li>➤ Verify that Card number that starts with 8 is showing. <ul style="list-style-type: none"> <li>○ If it isn't – use the arrow keys on the keyboard to change it to that card number.</li> </ul> </li> </ul>
4b	<p>Click to highlight the following transaction:</p> <p><i>\$1,252.00, Digital Cameras, Best Buy</i></p> <ul style="list-style-type: none"> <li>➤ Click the  button</li> </ul>
4c	<p>A dialog box appears:</p>  <p>If you wish this transaction to be matched to the order log entry, click <b>Yes</b>.</p> <p>Another dialog box appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul>

Step	Action
5	<p>The <b>Reconcile Transactions</b> 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 <b>Date Received</b> column.</p>  <p>By reconciling any purchase I am verifying that the purchase price was, to the best of my knowledge, fair and reasonable. Furthermore, I have received the proper prior approval for this purchase.</p>
6	<p>Click in the <b>OK</b> column. A dialog box with other statuses will appear:</p>  <ul style="list-style-type: none"> <li>➤ Make sure <b>R Reconciled</b> is highlighted</li> <li>➤ Click <b>OK</b></li> </ul>

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

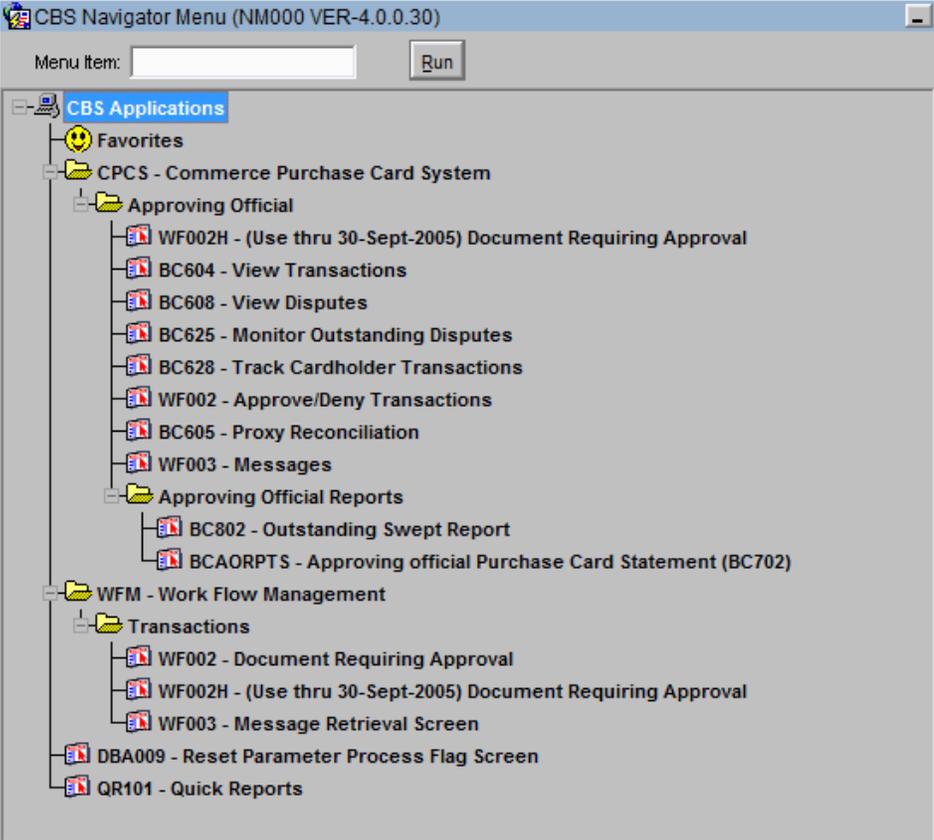
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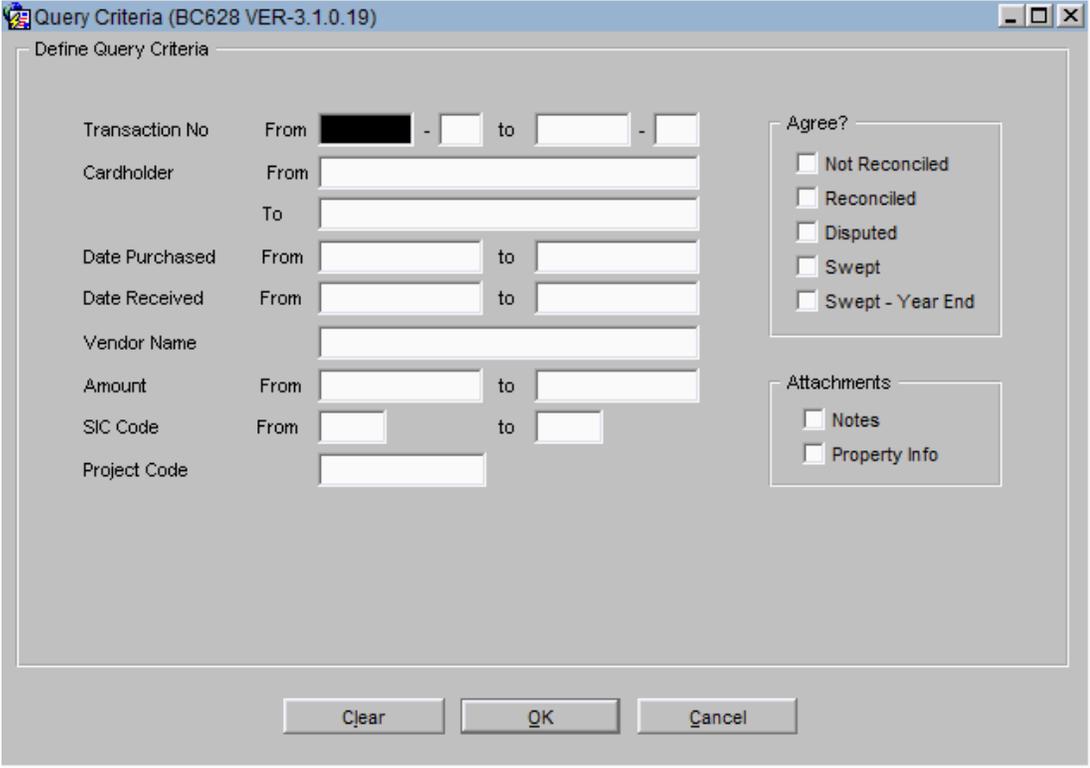
### Exercise #11: Track Cardholder Transactions

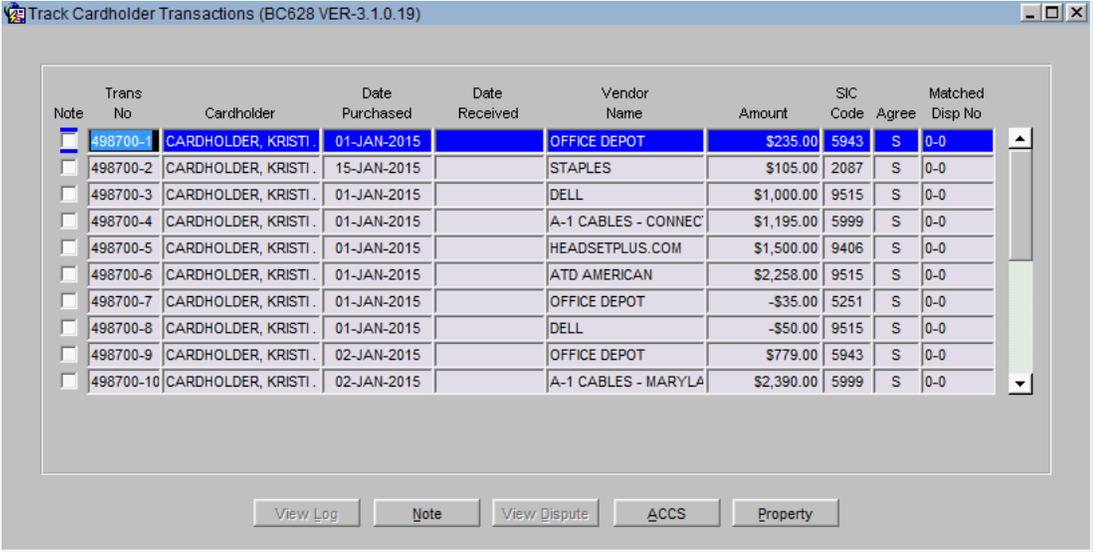
- Objectives:
- Reconcile transactions for the cardholder

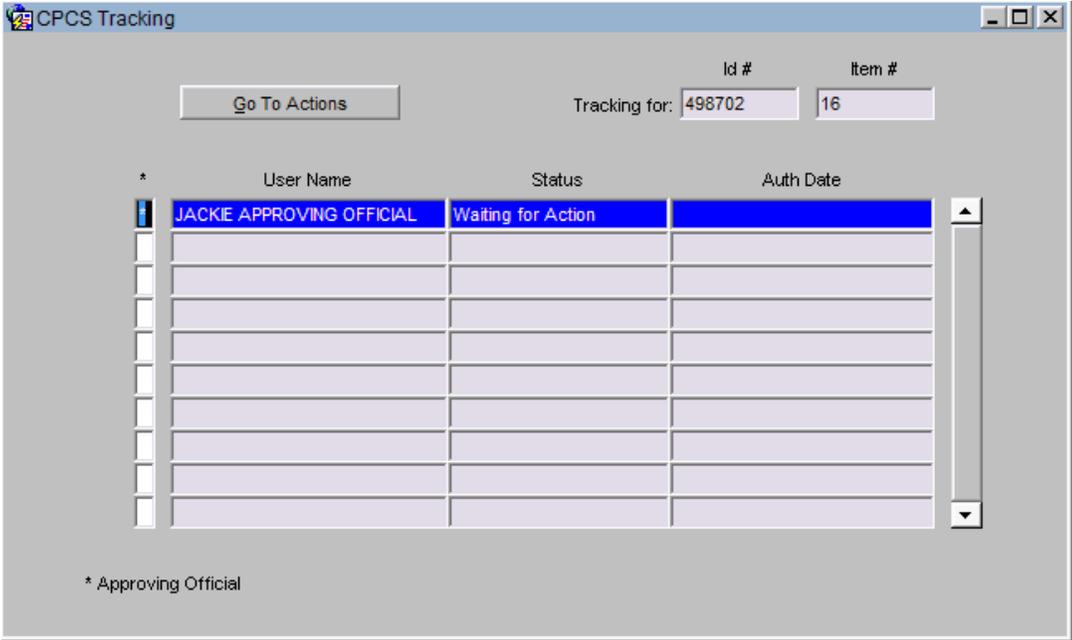
Instructions: Execute the following steps:

As an Approving Official you have the ability to track your cardholder’s transactions. But only those cardholders assigned to you. There is a current issue that affects those that hold the role of both cardholder and Approving Official. Approving Officials can use this function to see where the transactions are in the CPCS process.

Step	Action
1	<p>From the <b>Navigator Menu</b>:</p> <ul style="list-style-type: none"> <li>➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder, if not already done.</li> <li>➤ Click to expand the <i>Group Admin</i> folder, if not already done.</li> <li>➤ Double-click on the option <b>BC628 – Track Cardholder Transactions</b></li> </ul> 

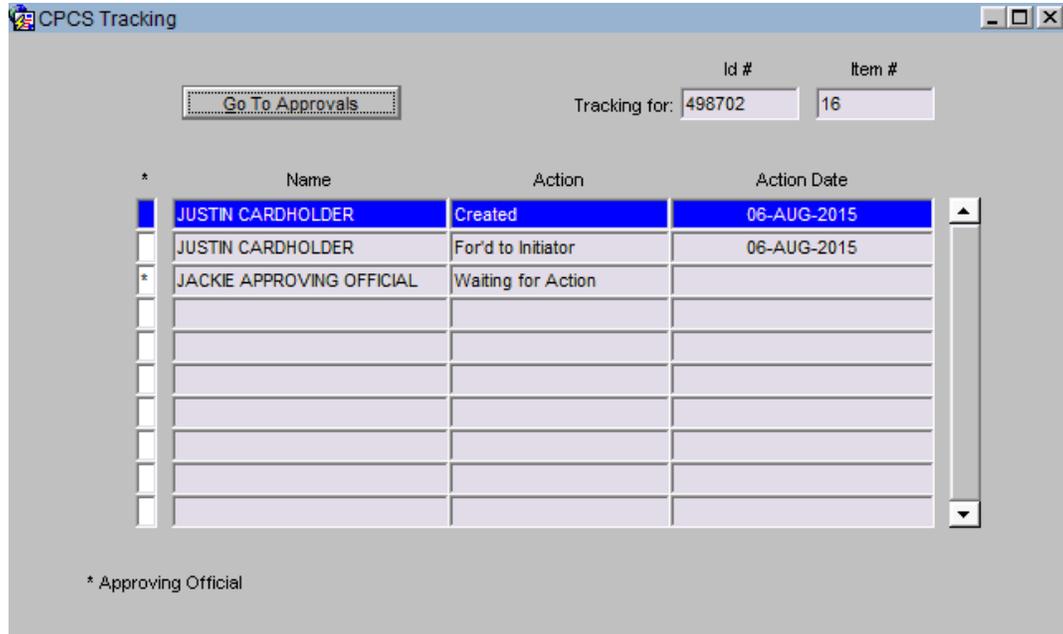
Step	Action
2	<p>The <b>Query Criteria (BC628)</b> screen appears:</p>  <ul style="list-style-type: none"><li>➤ Enter the parameters to search on</li><li>➤ Click <b>OK</b></li></ul>

Step	Action																																																																																																														
3a	<p>The <b>Track Cardholder Transaction (BC628)</b> screen appears with the results:</p>  <p>The screenshot shows a window titled "Track Cardholder Transactions (BC628 VER-3.1.0.19)". It contains a table with the following columns: Note, Trans No, Cardholder, Date Purchased, Date Received, Vendor Name, Amount, SIC Code, Agree, and Matched Disp No. The first row is highlighted in blue.</p> <table border="1" data-bbox="342 447 1349 772"> <thead> <tr> <th>Note</th> <th>Trans No</th> <th>Cardholder</th> <th>Date Purchased</th> <th>Date Received</th> <th>Vendor Name</th> <th>Amount</th> <th>SIC Code</th> <th>Agree</th> <th>Matched Disp No</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>498700-1</td> <td>CARDHOLDER, KRISTI</td> <td>01-JAN-2015</td> <td></td> <td>OFFICE DEPOT</td> <td>\$235.00</td> <td>5943</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-2</td> <td>CARDHOLDER, KRISTI</td> <td>15-JAN-2015</td> <td></td> <td>STAPLES</td> <td>\$105.00</td> <td>2087</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-3</td> <td>CARDHOLDER, KRISTI</td> <td>01-JAN-2015</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>498700-4</td> <td>CARDHOLDER, KRISTI</td> <td>01-JAN-2015</td> <td></td> <td>A-1 CABLES - CONNEC</td> <td>\$1,195.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-5</td> <td>CARDHOLDER, KRISTI</td> <td>01-JAN-2015</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>498700-6</td> <td>CARDHOLDER, KRISTI</td> <td>01-JAN-2015</td> <td></td> <td>ATD AMERICAN</td> <td>\$2,258.00</td> <td>9515</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-7</td> <td>CARDHOLDER, KRISTI</td> <td>01-JAN-2015</td> <td></td> <td>OFFICE DEPOT</td> <td>-\$35.00</td> <td>5251</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>498700-8</td> <td>CARDHOLDER, KRISTI</td> <td>01-JAN-2015</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>498700-9</td> <td>CARDHOLDER, KRISTI</td> <td>02-JAN-2015</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>498700-10</td> <td>CARDHOLDER, KRISTI</td> <td>02-JAN-2015</td> <td></td> <td>A-1 CABLES - MARYLA</td> <td>\$2,390.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> </tbody> </table> <p>Buttons at the bottom of the window: View Log, Note, View Dispute, ACCS, Property.</p> <ul style="list-style-type: none"> <li>➤ Highlight the transaction</li> <li>➤ Click on a button to view the details for that transaction</li> </ul>	Note	Trans No	Cardholder	Date Purchased	Date Received	Vendor Name	Amount	SIC Code	Agree	Matched Disp No	<input checked="" type="checkbox"/>	498700-1	CARDHOLDER, KRISTI	01-JAN-2015		OFFICE DEPOT	\$235.00	5943	S	0-0	<input type="checkbox"/>	498700-2	CARDHOLDER, KRISTI	15-JAN-2015		STAPLES	\$105.00	2087	S	0-0	<input type="checkbox"/>	498700-3	CARDHOLDER, KRISTI	01-JAN-2015		DELL	\$1,000.00	9515	S	0-0	<input type="checkbox"/>	498700-4	CARDHOLDER, KRISTI	01-JAN-2015		A-1 CABLES - CONNEC	\$1,195.00	5999	S	0-0	<input type="checkbox"/>	498700-5	CARDHOLDER, KRISTI	01-JAN-2015		HEADSETPLUS.COM	\$1,500.00	9406	S	0-0	<input type="checkbox"/>	498700-6	CARDHOLDER, KRISTI	01-JAN-2015		ATD AMERICAN	\$2,258.00	9515	S	0-0	<input type="checkbox"/>	498700-7	CARDHOLDER, KRISTI	01-JAN-2015		OFFICE DEPOT	-\$35.00	5251	S	0-0	<input type="checkbox"/>	498700-8	CARDHOLDER, KRISTI	01-JAN-2015		DELL	-\$50.00	9515	S	0-0	<input type="checkbox"/>	498700-9	CARDHOLDER, KRISTI	02-JAN-2015		OFFICE DEPOT	\$779.00	5943	S	0-0	<input type="checkbox"/>	498700-10	CARDHOLDER, KRISTI	02-JAN-2015		A-1 CABLES - MARYLA	\$2,390.00	5999	S	0-0
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Step	Action																																												
3b	<p data-bbox="300 310 792 342">Or double-click on the transaction :</p> <div data-bbox="300 380 1372 1020"><table border="1" data-bbox="430 546 1234 913"><thead><tr><th data-bbox="430 546 454 567">*</th><th data-bbox="560 546 649 567">User Name</th><th data-bbox="828 546 885 567">Status</th><th data-bbox="1055 546 1144 567">Auth Date</th></tr></thead><tbody><tr><td data-bbox="430 577 454 598">1</td><td data-bbox="470 577 722 598">JACKIE APPROVING OFFICIAL</td><td data-bbox="747 577 901 598">Waiting for Action</td><td data-bbox="974 577 1226 598"></td></tr><tr><td data-bbox="430 609 454 630">2</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 640 454 661">3</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 672 454 693">4</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 703 454 724">5</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 735 454 756">6</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 766 454 787">7</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 798 454 819">8</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 829 454 850">9</td><td></td><td></td><td></td></tr><tr><td data-bbox="430 861 454 882">10</td><td></td><td></td><td></td></tr></tbody></table></div> <p data-bbox="300 1060 1209 1102">The CPCS Tracking screen appears with the approvals showing</p> <p data-bbox="300 1144 771 1186">➤ Click the <b>Go To Actions</b> button</p>	*	User Name	Status	Auth Date	1	JACKIE APPROVING OFFICIAL	Waiting for Action		2				3				4				5				6				7				8				9				10			
*	User Name	Status	Auth Date																																										
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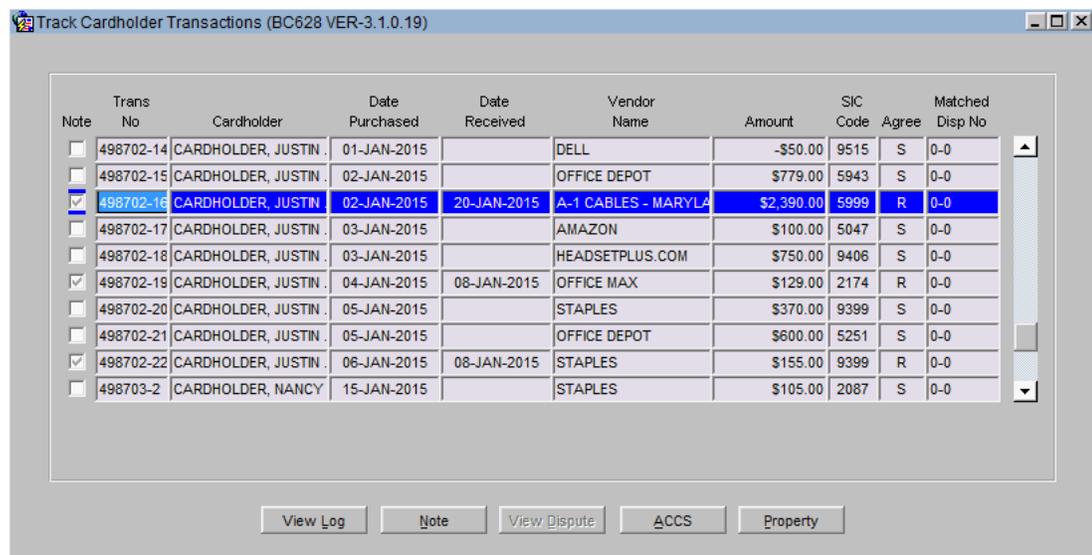
Step	Action
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3c The CPCS Tracking screen appears with the Actions showing:



➤ Click the **Exit** icon if finished

4 The **Track Cardholder Transaction (BC628)** screen appears:



➤ Click the **Enter Query** icon if a new parameter needs to be done or  
 ➤ Click the **Exit** icon if finished

