



NOAA
Commerce Purchase Card System
(CPCS)
Approving Official Exercises
for
FY 2017 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
V1.0	04/08/2016	Updated font and formatting. No content changes	L.Hartman/FSD CSB - Training
V1.0	03/27/2017	Updated for FY2017	L.Hartman/FSD CSB - Training

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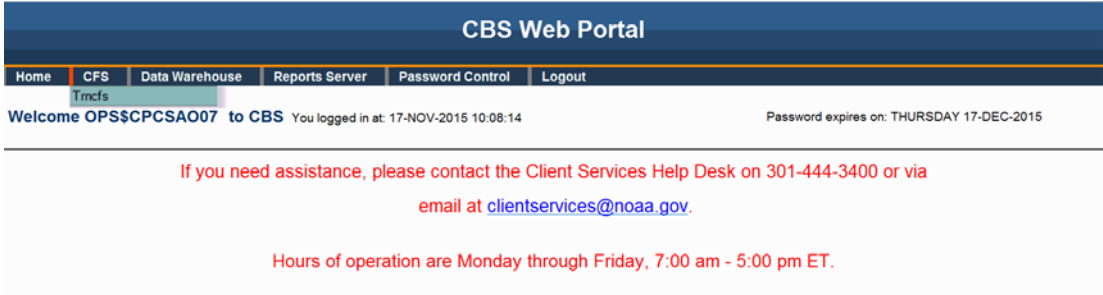
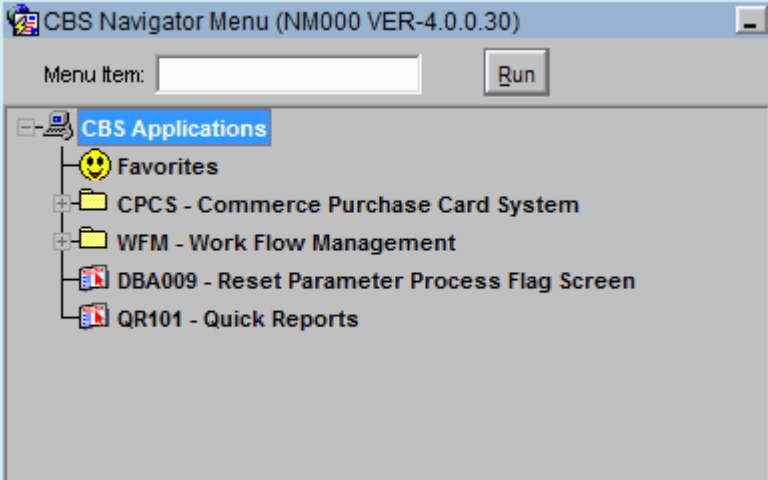
Exercise #1: CPCS Logon

- 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	<p>➤ Open an Internet Explorer window.</p> <p>➤ Point your browser to the training website given to you by the instructor.</p> <p><i>Note: Training website will only be utilized in the classroom training. Production now uses 2-factor authentication login procedures.</i></p>
2	<p>On the CBS Web Migration Portal Login screen:</p> <div data-bbox="300 1081 1404 1138" style="background-color: #003366; color: white; text-align: center; padding: 5px;">CBS Portal</div> <div data-bbox="344 1209 1356 1562" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Login</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">*****WARNING*****</p> <p><small>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.</small></p> <p style="text-align: center;">*****WARNING*****</p> <p><input type="checkbox"/> Check this accept box to indicate your understanding and acceptance of the Rules of Behavior explained above.</p> <p style="text-align: center;"> <input type="button" value="Logon"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center;">Did you forget your password?</p> </div> <p>➤ Enter the Training User Name.</p> <p>➤ Enter the Training Password.</p> <p>➤ Check the Checkbox.</p> <p>➤ Click Logon.</p>

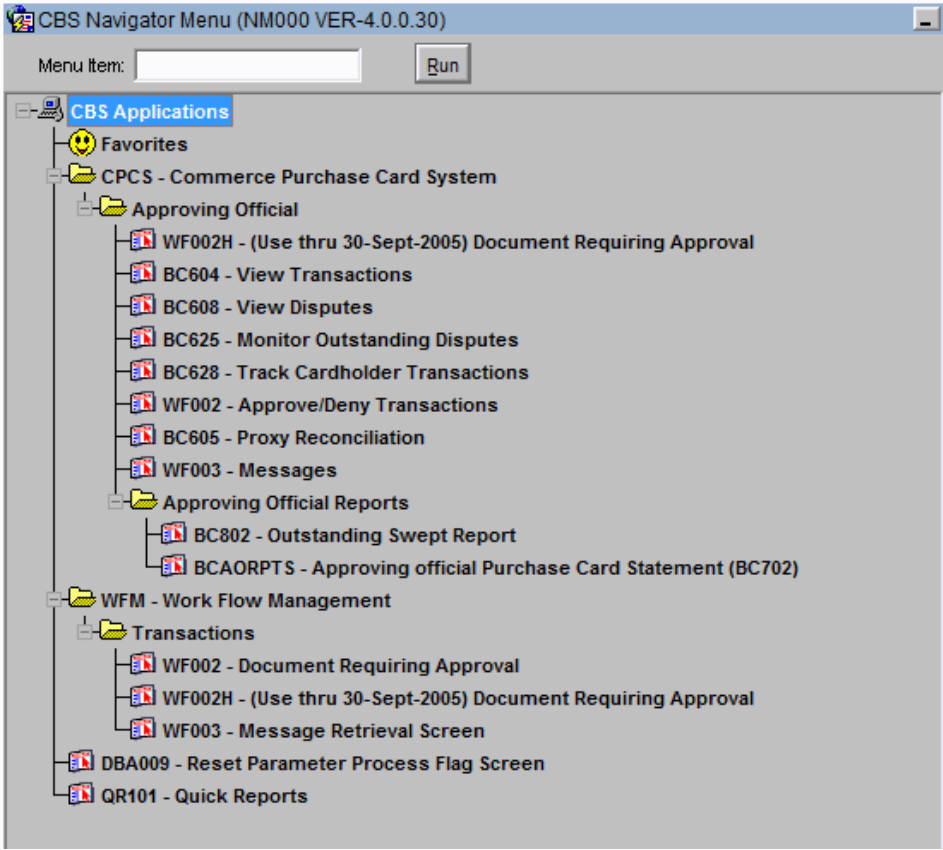
3	<p>On the CBS Web Portal screen:</p>  <ul style="list-style-type: none">➤ Click CFS.➤ Click on <Submenu Option Listed>.
4	A new window opens, click YES to any prompts.
5	<p>The Navigator Menu appears, click OK on the message.</p> 

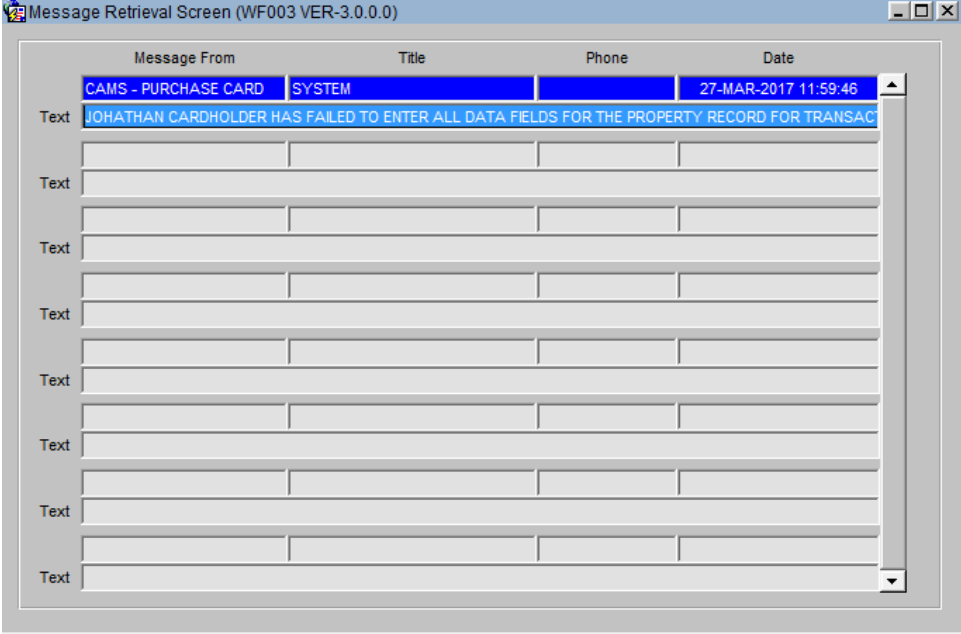
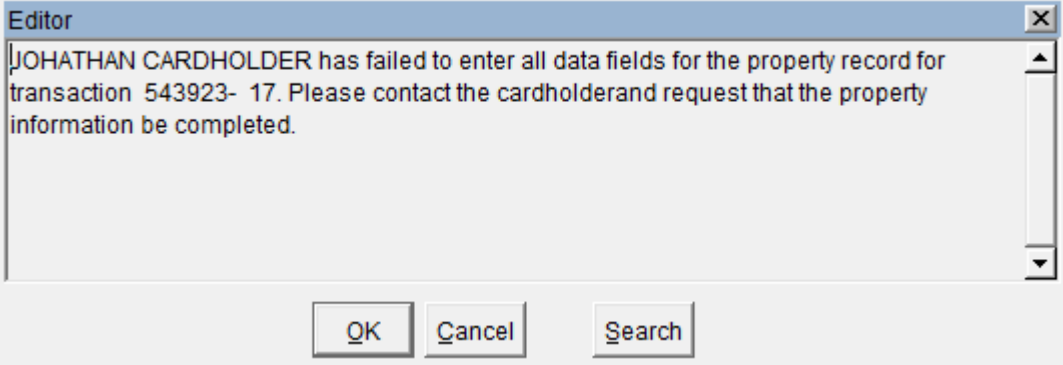
Exercise #2: Retrieve/Delete Messages




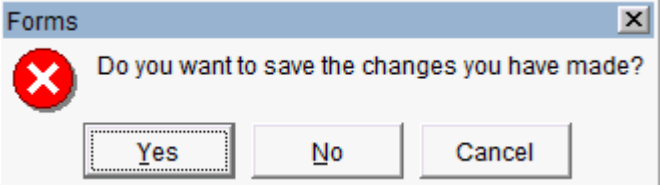
- Objectives:**
- Retrieve messages found under Work Flow Management folder
 - Delete any obsolete messages.

Instructions: Execute the following steps:

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

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>WFM – Work Flow Management</i> folder. ➤ Click to expand the <i>Transactions</i> folder. ➤ Double-click on the option WF003 – Message Retrieval Screen.  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-4.0.0.30)'. At the top, there is a 'Menu Item:' text box and a 'Run' button. Below this is a tree view of 'CBS Applications'. The tree is expanded to show 'WFM - Work Flow Management' and its sub-folder 'Transactions'. Under 'Transactions', the item 'WF003 - Message Retrieval Screen' is selected and highlighted in blue.</p>

Step	Action																																																				
2	<p>The Message Retrieval screen appears:</p>  <table border="1"><thead><tr><th>Message From</th><th>Title</th><th>Phone</th><th>Date</th></tr></thead><tbody><tr><td>CAMS - PURCHASE CARD</td><td>SYSTEM</td><td></td><td>27-MAR-2017 11:59:46</td></tr><tr><td colspan="4">Text: JOHATHAN CARDHOLDER HAS FAILED TO ENTER ALL DATA FIELDS FOR THE PROPERTY RECORD FOR TRANSAC</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr><tr><td colspan="4">Text:</td></tr></tbody></table>	Message From	Title	Phone	Date	CAMS - PURCHASE CARD	SYSTEM		27-MAR-2017 11:59:46	Text: JOHATHAN CARDHOLDER HAS FAILED TO ENTER ALL DATA FIELDS FOR THE PROPERTY RECORD FOR TRANSAC				Text:				Text:				Text:				Text:				Text:				Text:				Text:				Text:				Text:				Text:			
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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>➤ Click Cancel</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 Delete  icon. This can only be done one message at a time.</p> <p>You will need to click the Save  icon after deleting the messages in order to save your changes. Or if you click the Exit  icon you will receive the following message:</p> <div data-bbox="532 573 1187 758" data-label="Image">A screenshot of a Windows-style dialog box titled "Forms". On the left side of the dialog is a red circular icon with a white "X" inside. To the right of the icon, the text reads "Do you want to save the changes you have made?". At the bottom of the dialog, there are three buttons: "Yes", "No", and "Cancel". The "Yes" button is highlighted with a dotted border.</div> <p>➤ Click Yes to save the changes.</p>
5	The Navigator Menu appears.

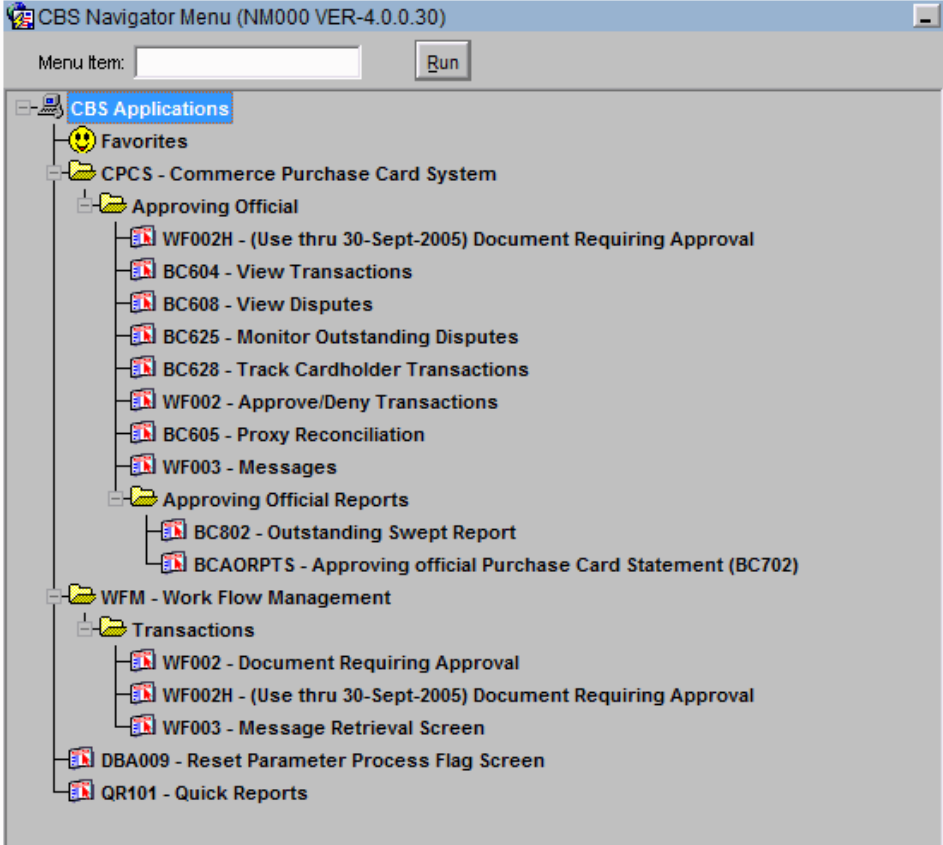
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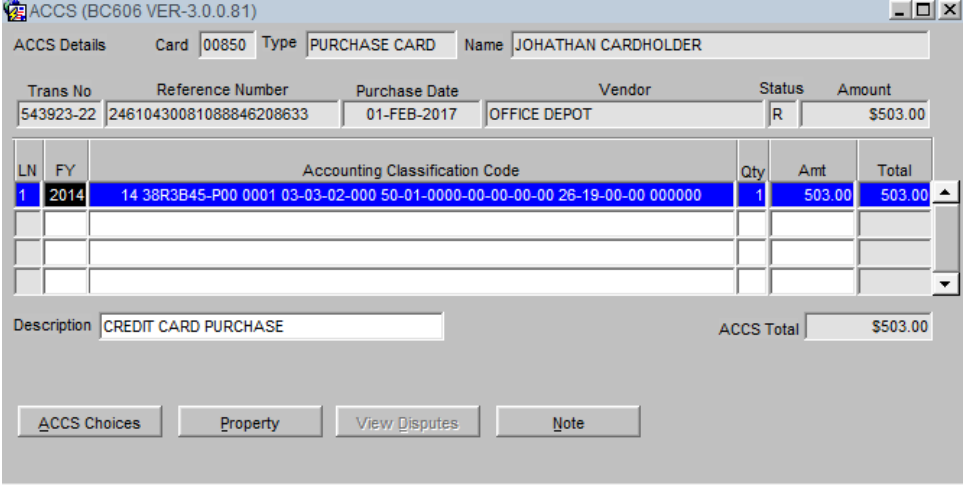



Exercise #3: Review Transaction and Record Approval

- 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 Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>WFM – Work Flow Management</i> folder ➤ Click to expand the <i>Transactions</i> folder ➤ Double-click on the option WF002 – Approve/Deny Transactions  <p>The screenshot shows a tree view of the CBS Navigator Menu. The path to 'WF002 - Approve/Deny Transactions' is highlighted. The menu items are as follows:</p> <ul style="list-style-type: none"> CBS Applications <ul style="list-style-type: none"> Favorites CPCS - Commerce Purchase Card System <ul style="list-style-type: none"> Approving Official <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> BC802 - Outstanding Swept Report BCAORPTS - Approving official Purchase Card Statement (BC702) WFM - Work Flow Management <ul style="list-style-type: none"> Transactions <ul style="list-style-type: none"> WF002 - Document Requiring Approval WF002H - (Use thru 30-Sept-2005) Document Requiring Approval WF003 - Message Retrieval Screen DBA009 - Reset Parameter Process Flag Screen QR101 - Quick Reports

Step	Action
3	<p>The ACCS screen appears:</p>  <ul style="list-style-type: none"> ➤ Validate the ACCS information and make any changes as necessary ➤ Validate the Property information (if any) ➤ Validate any notes ➤ Click the Exit  icon
4	<p>The Documents Requiring Approval screen appears.</p> <ul style="list-style-type: none"> ➤ Click on the drop-down arrow  on the APVD field ➤ Select Yes ➤ Click the Save  icon
5	<p>The transaction is then approved and removed from this screen.</p>

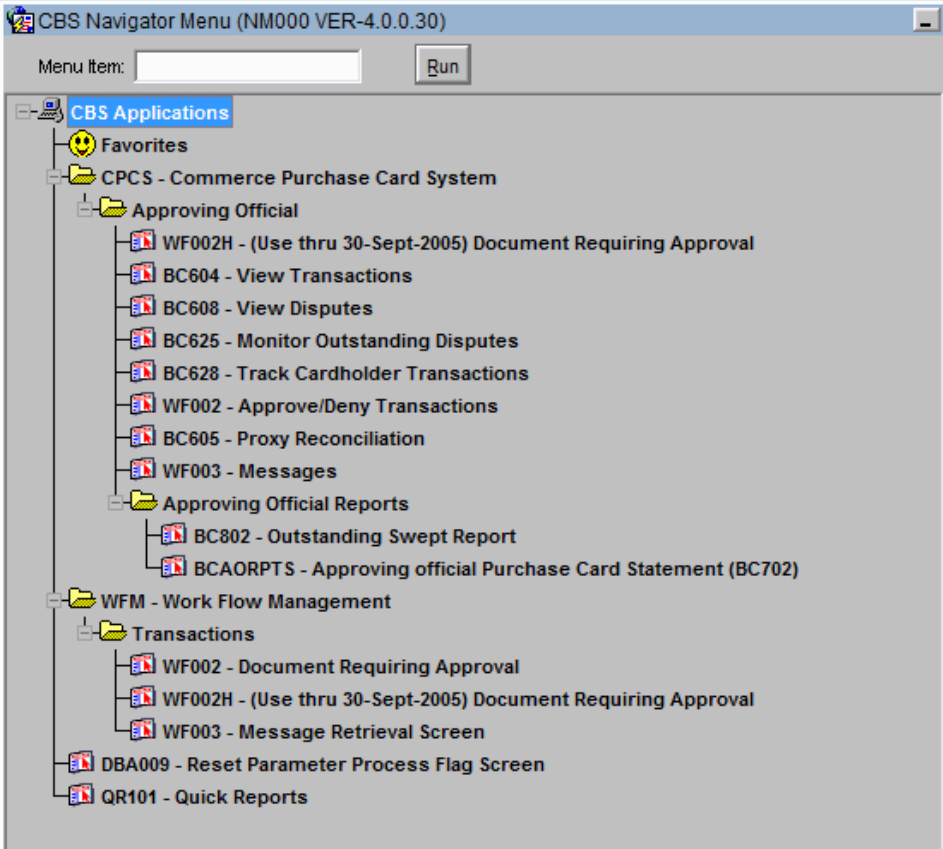
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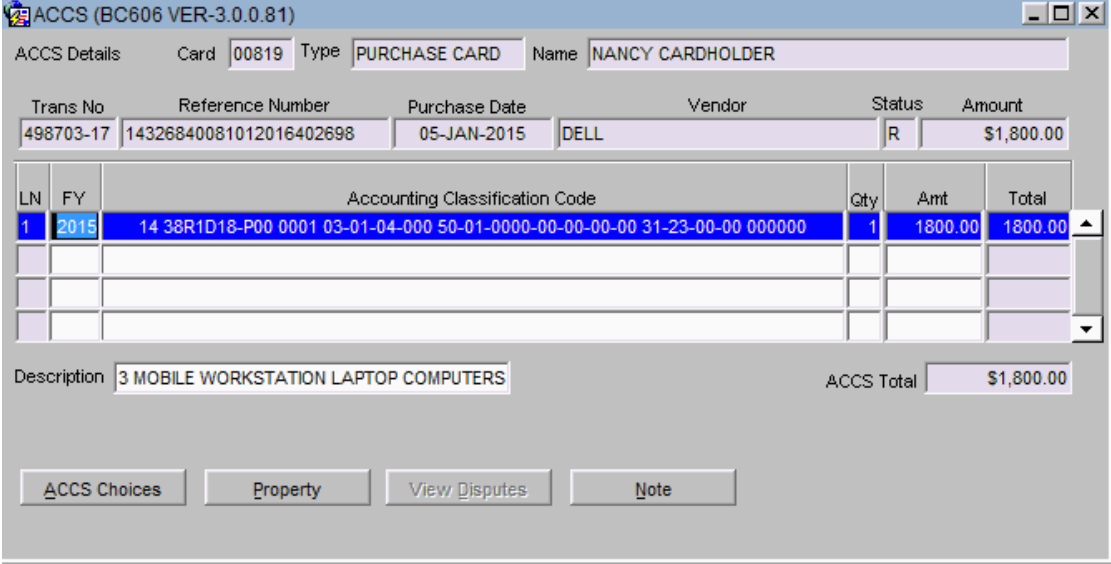
Exercise #4: Review and Deny Transaction

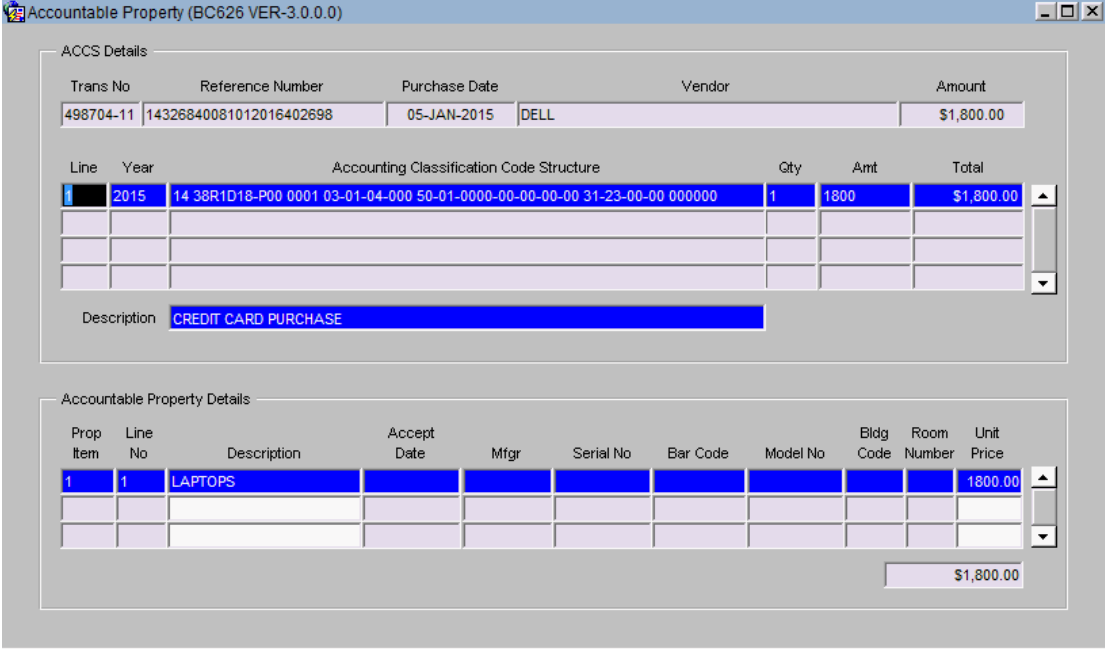


- Objectives:
- View Transaction Details
 - Deny Transactions



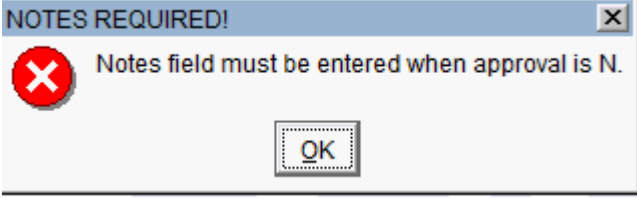
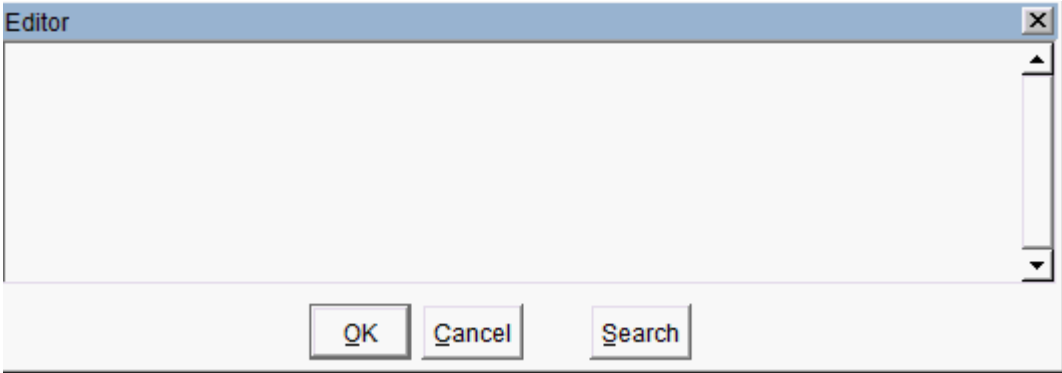

Instructions: Execute the following steps:

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

Step	Action
3	<p>The ACCS screen appears:</p>  <ul style="list-style-type: none"> ➤ Validate the ACCS information and make any changes as necessary ➤ Validate any notes ➤ Click on <input type="button" value="Property"/>

Step	Action
4	<p>The Accountable Property screen appears.</p>  <p>You notice this is the transaction that you had a message on that not all of the property information was entered. You notice it only has one line and information. You decide that your cardholder needs to enter some more information in these fields.</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon
5	<p>The ACCS screen appears.</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon

Step	Action
6	<p>The Documents Requiring Approval screen appears.</p> <ul style="list-style-type: none">➤ Click on the drop-down arrow  on the APVD field➤ Select No➤ Click the Save  icon <p>You get the following error message:</p> <div data-bbox="542 604 1175 800"></div> <ul style="list-style-type: none">➤ Click OK
7	<p>Clicking the Notes check box brings up an Editor dialog box.</p> <div data-bbox="331 982 1386 1352"></div> <ul style="list-style-type: none">➤ Type in the dialog box, “ENTER MORE PROPERTY INFORMATION SUCH AS SERIAL NUMBERS ETC.”➤ Click OK➤ Click the Save  icon
8	<p>The transaction is then denied (sent back to the cardholder) and removed from this screen.</p>

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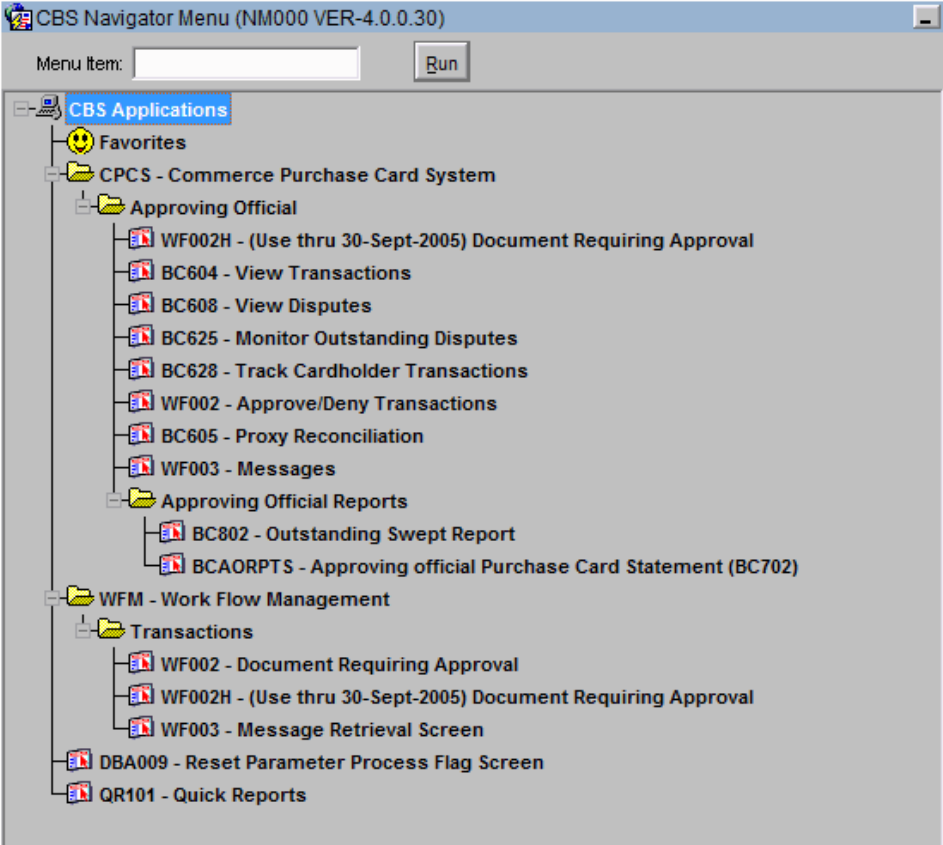
Exercise #5: Approve Transaction

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

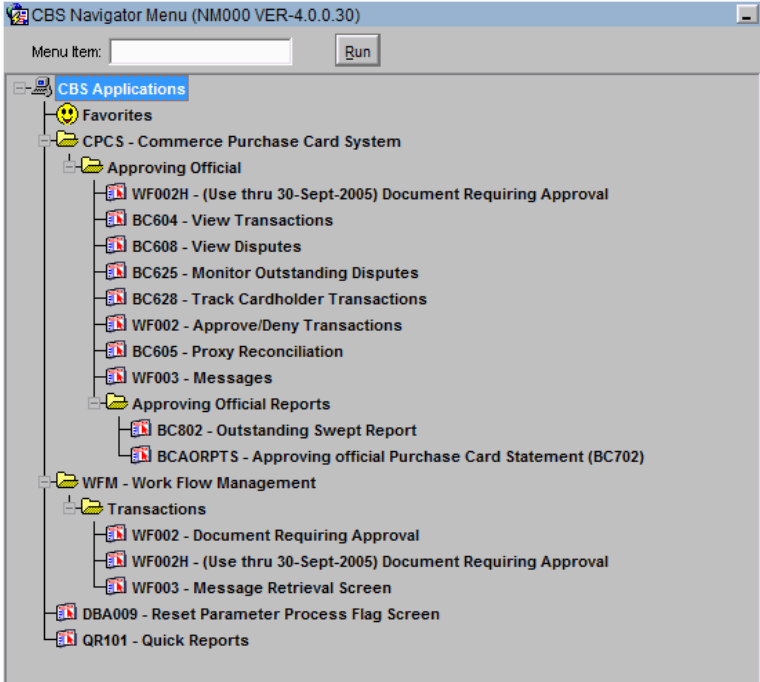
Exercise #6: View Transactions

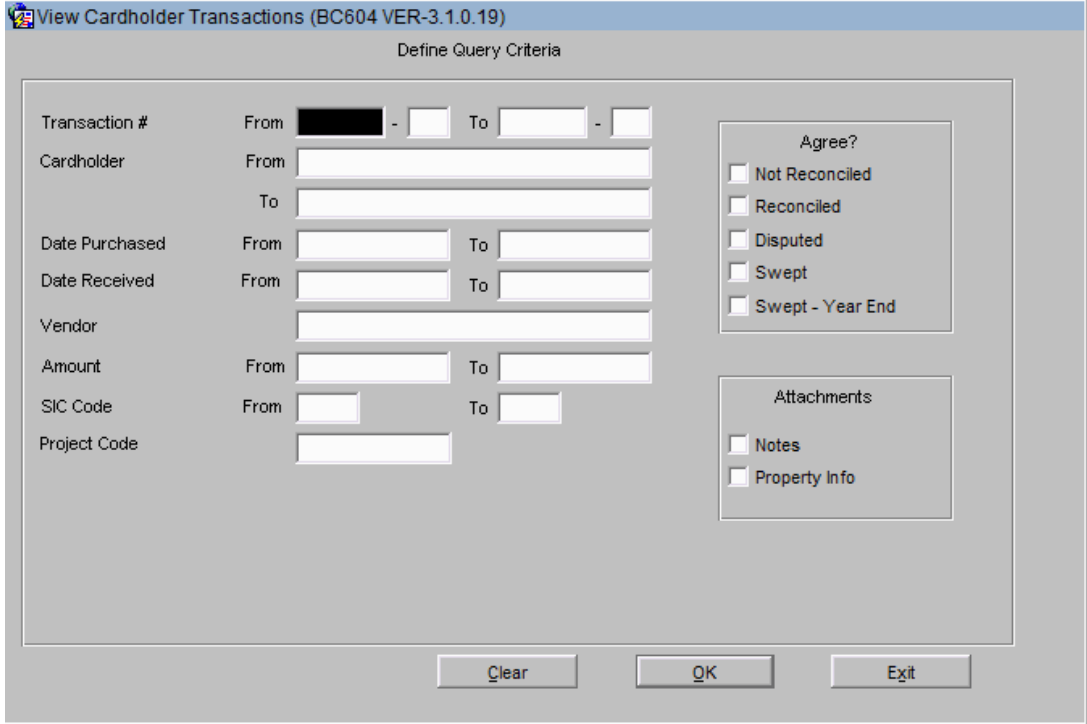
- Objectives:**
- View Transactions and their details
 - Run the BC702 Report

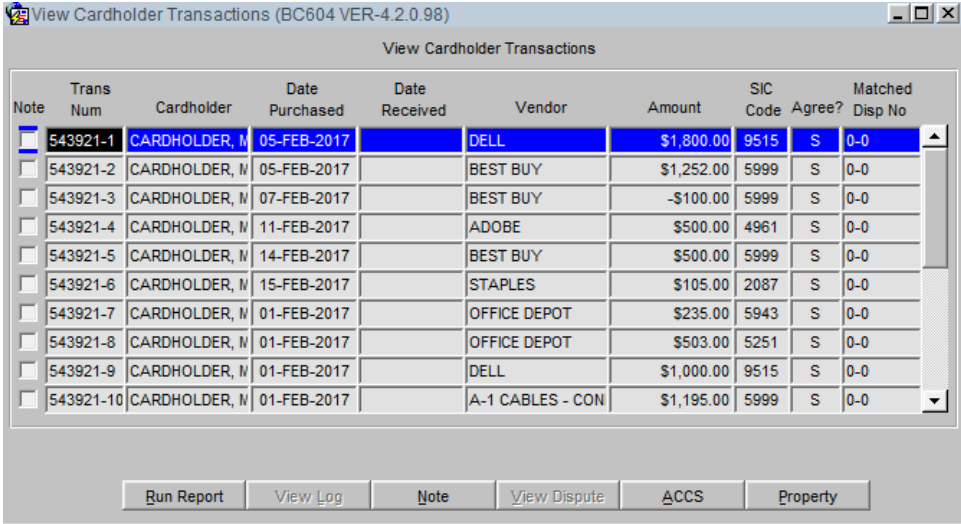

Notes: *Approving officials can view notes, ACCS or property data from the View Transaction screen. They can also run the BC702 Approving Official Purchase Card Statement report.*

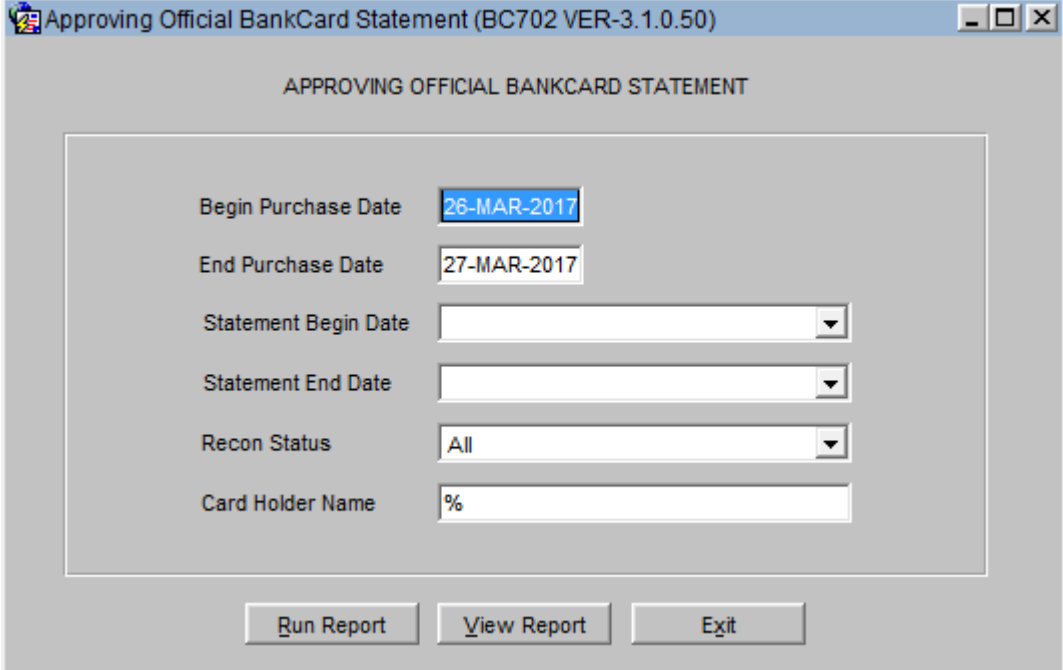
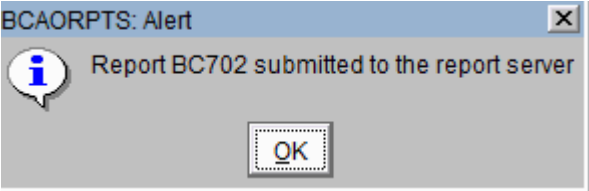
Instructions: Execute the following steps:






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

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder ➤ Click to expand the <i>Approving Official</i> folder ➤ Double-click on the option BC604 – View Transactions  <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', '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
2	<p>The View Cardholder Transactions parameter screen appears:</p>  <p>➤ Check the Swept checkbox</p> <p>➤ Click OK</p>

Step	Action
3	<p>The View Cardholder Transaction screen appears matching the criteria that was entered on the parameter screen:</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>

Step	Action
4	<p>The Approving Official Bankcard Statement parameter screen appears:</p>  <ul style="list-style-type: none"> ➤ Choose from the Statement Begin/End Date drop-down listing (i.e. last statement) ➤ Click Run Report <p>A message will appear:</p>  <ul style="list-style-type: none"> ➤ Click OK
5	<p>The View Cardholder Transaction screen appears. To view the report you just generated, click the Run Report to bring up the Approving Official Bankcard Statement parameter screen again.</p> <ul style="list-style-type: none"> ➤ Click View Report

Step	Action																																																																																																																				
<p>6</p>	<p>A new window will open that will contain your report in a PDF format.</p> <div style="border: 1px solid black; padding: 10px;"> <p>BC702 Department of Commerce</p> <p style="text-align: center;">Approving Official Purchase Card Statement</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Approving Official</td> <td style="width: 15%;">Begin Statement Date</td> <td style="width: 15%;">End Statement Date</td> <td style="width: 15%;">Grand Total Transactions</td> <td style="width: 15%;">Date Prepared</td> <td style="width: 20%; text-align: right;">Page 1 of 13</td> </tr> <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></td> </tr> </table> <p>Cardholder CARDHOLDER, KRISTI</p> <p style="text-align: right;">Total Purchases For cards# 00816 \$15,936.00</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Vendor</th> <th>Date Purchased</th> <th>Amount</th> <th>Date Received</th> <th>Date Posted</th> <th>Recon Status</th> <th>Org/Proj/Object Class</th> <th>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>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 1 of 13	APPROVING OFFICIAL, JACKIE	04-FEB-2015	04-FEB-2015	\$159,360.00	17-NOV-2015		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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<p>7</p>	<ul style="list-style-type: none"> ➤ Click  to get out of the Approving Official Bankcard Statement parameter screen or run it using other parameters. ➤ Click the Exit  icon to go back to the Navigator Menu 																																																																																																																				

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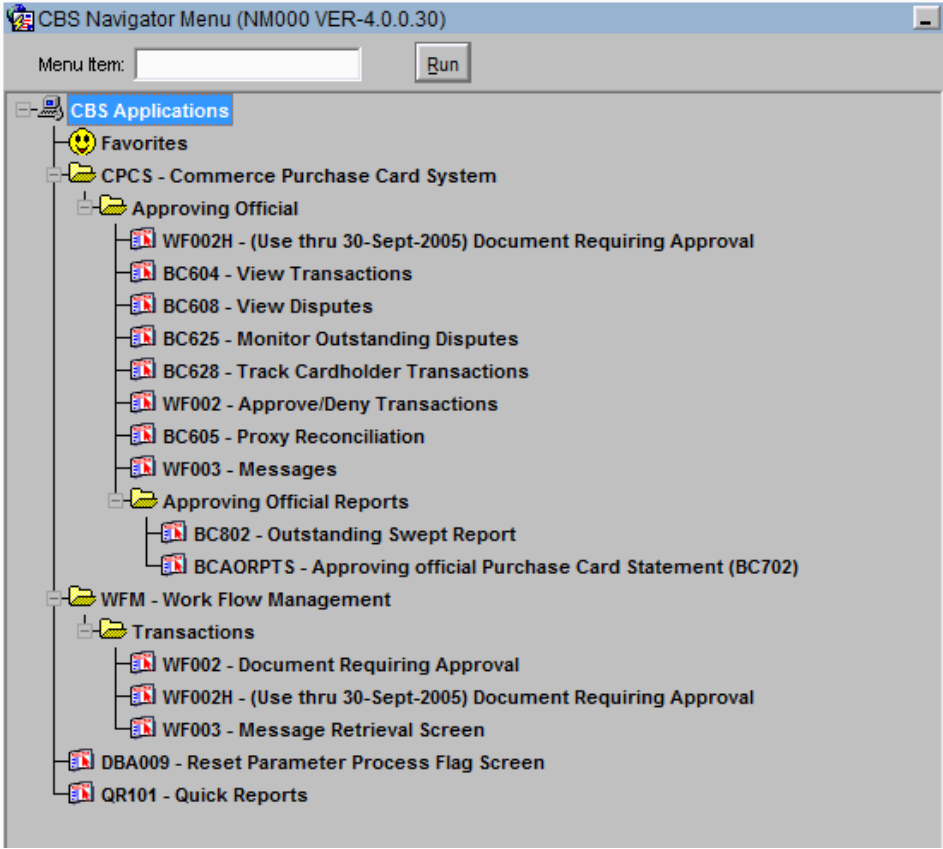
Exercise #7: View Disputed Transactions

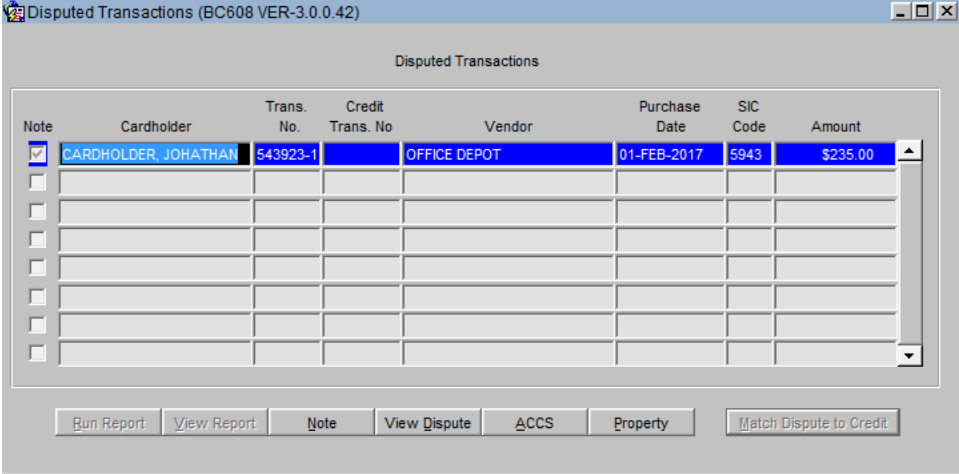

Objectives:

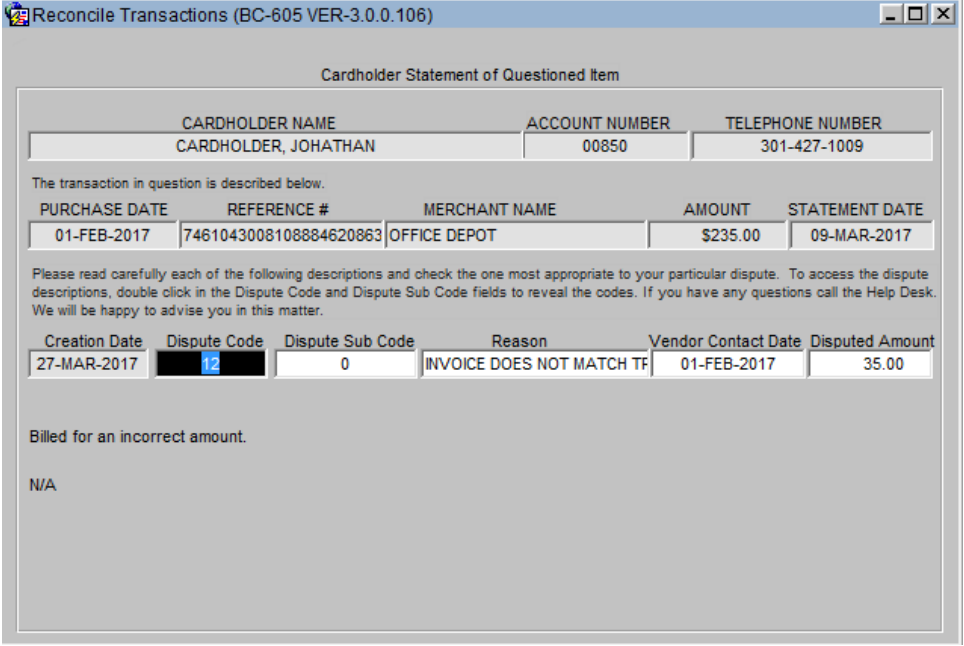


- View Disputed Transactions

Instructions: Execute the following steps:

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

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder ➤ Click to expand the <i>Approving Official</i> folder ➤ Double-click on the option BC608– View Disputes  <p>The screenshot shows a tree view of the CBS Navigator Menu. The 'Approving Official' folder is expanded, and 'BC608 - View Disputes' is highlighted. Other visible items include 'WF002H - (Use thru 30-Sept-2005) Document Requiring Approval', 'BC604 - View Transactions', 'BC625 - Monitor Outstanding Disputes', 'BC628 - Track Cardholder Transactions', 'WF002 - Approve/Deny Transactions', 'BC605 - Proxy Reconciliation', '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
2	<p>The Disputed Transactions screen appears:</p> 
3	<ul style="list-style-type: none"> ➤ Highlight the disputed transaction ➤ View the Notes associated ➤ View the ACCS associated ➤ View the Property associated ➤ Click on 

Step	Action
4	<p>The Reconcile Transactions screen appears with the disputed information populated.</p>  <p>The screenshot shows a window titled "Reconcile Transactions (BC-605 VER-3.0.0.106)". The main content is a "Cardholder Statement of Questioned Item". It includes fields for CARDHOLDER NAME (CARDHOLDER, JOHATHAN), ACCOUNT NUMBER (00850), and TELEPHONE NUMBER (301-427-1009). Below this, it states "The transaction in question is described below." and provides a table with columns: PURCHASE DATE, REFERENCE #, MERCHANT NAME, AMOUNT, and STATEMENT DATE. The data row shows: 01-FEB-2017, 7461043008108884620863, OFFICE DEPOT, \$235.00, 09-MAR-2017. A paragraph follows: "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." Below this is a table with columns: Creation Date, Dispute Code, Dispute Sub Code, Reason, Vendor Contact Date, and Disputed Amount. The data row shows: 27-MAR-2017, [redacted], 0, INVOICE DOES NOT MATCH TF, 01-FEB-2017, 35.00. At the bottom, it says "Billed for an incorrect amount." and "N/A".</p> <ul style="list-style-type: none"> ➤ Click the Exit  icon to leave Reconcile Transactions screen ➤ Click the Exit  icon to leave the Disputed Transaction screen

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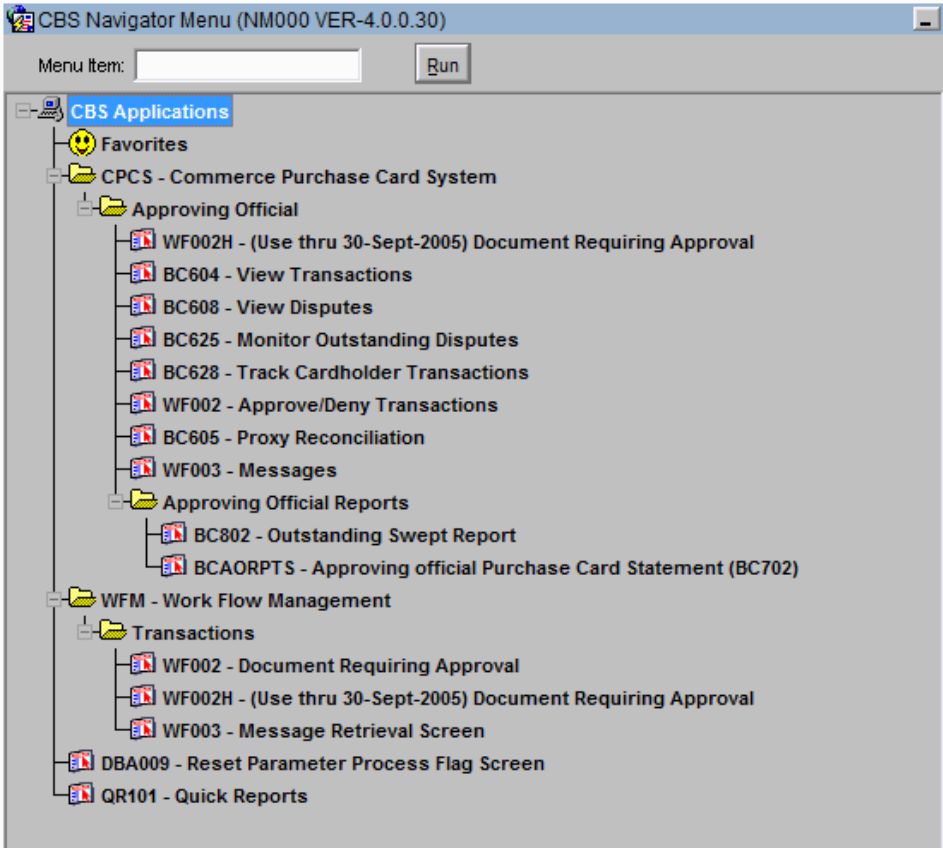
Exercise #8: Monitor Outstanding Disputed Transactions

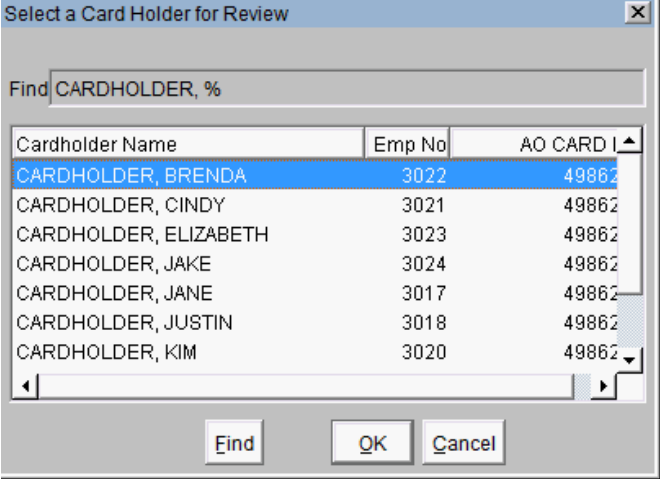
Objectives:

- Monitor Outstanding Disputed Transactions

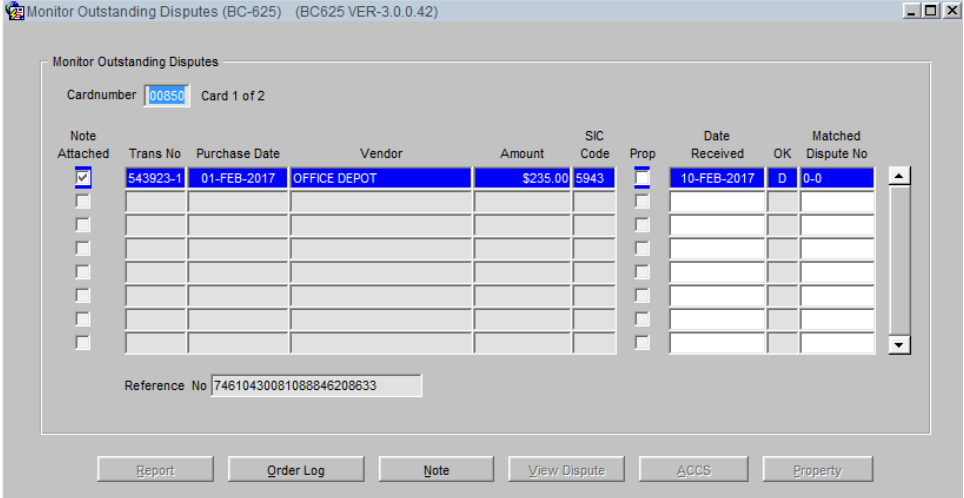
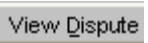
Instructions: Execute the following steps:

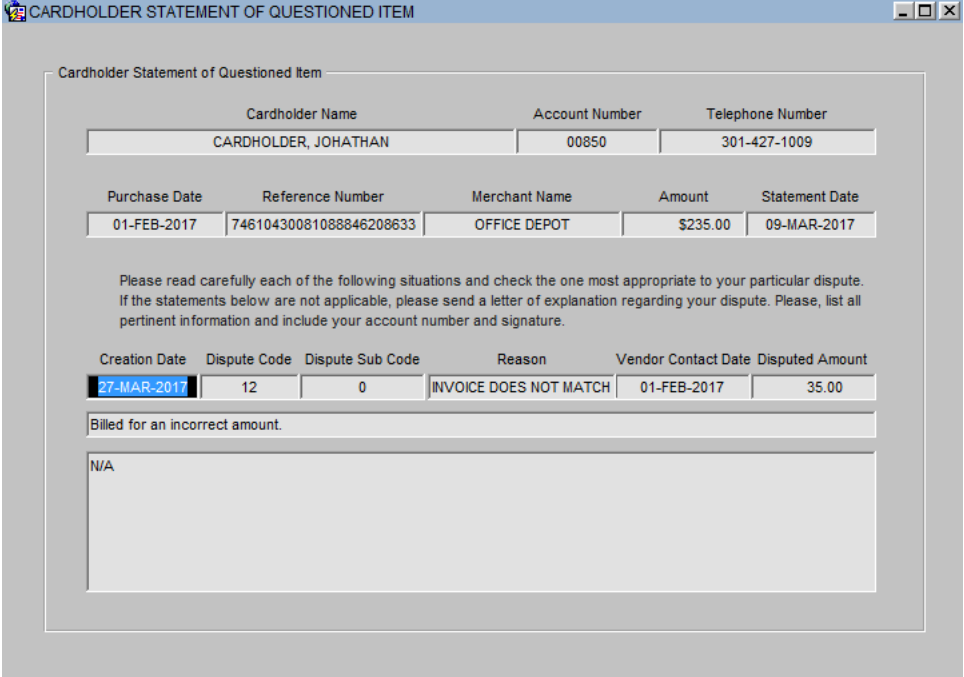


You decide to take a look at the outstanding disputed transactions of your cardholders.

Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder ➤ Click to expand the <i>Approving Official</i> folder ➤ Double-click on the option BC625– Monitor Outstanding Disputes  <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. The 'BC625 - Monitor Outstanding Disputes' option is highlighted in red, indicating it is the target of the instruction.</p>

Step	Action																								
2	<p>The Select a Cardholder for Review screen appears:</p>  <table border="1" data-bbox="532 520 1170 793"><thead><tr><th>Cardholder Name</th><th>Emp No</th><th>AO CARD I</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>	Cardholder Name	Emp No	AO CARD I	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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- Select your cardholder
- Click **OK**

Step	Action
3	<p>The Monitor Outstanding Disputes screen appears, you may have to use your navigation arrows to get to the correct card:</p>  <p>➤ Highlight the disputed transaction</p> <p>➤ View the Notes associated</p> <p>➤ View the ACCS associated</p> <p>➤ View the Property associated</p> <p>➤ Click on </p>

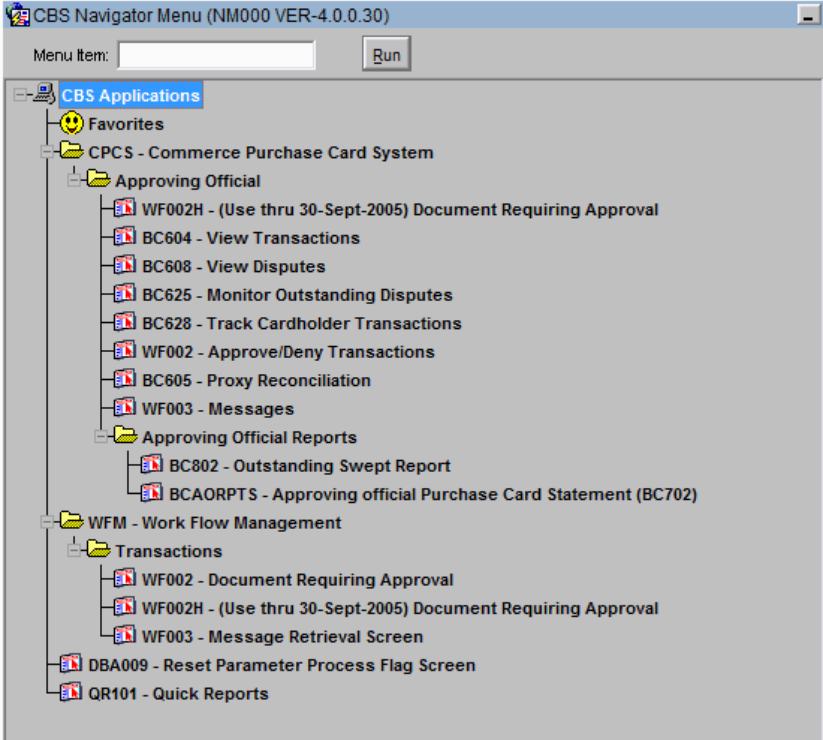
Step	Action
4	<p>The Cardholder Statement of Questioned Item screen appears with the disputed information populated.</p>  <p>➤ Click the Exit  icon to leave Reconcile Transactions screen</p> <p>➤ Click the Exit  icon to leave the Monitor Outstanding Disputes screen</p>

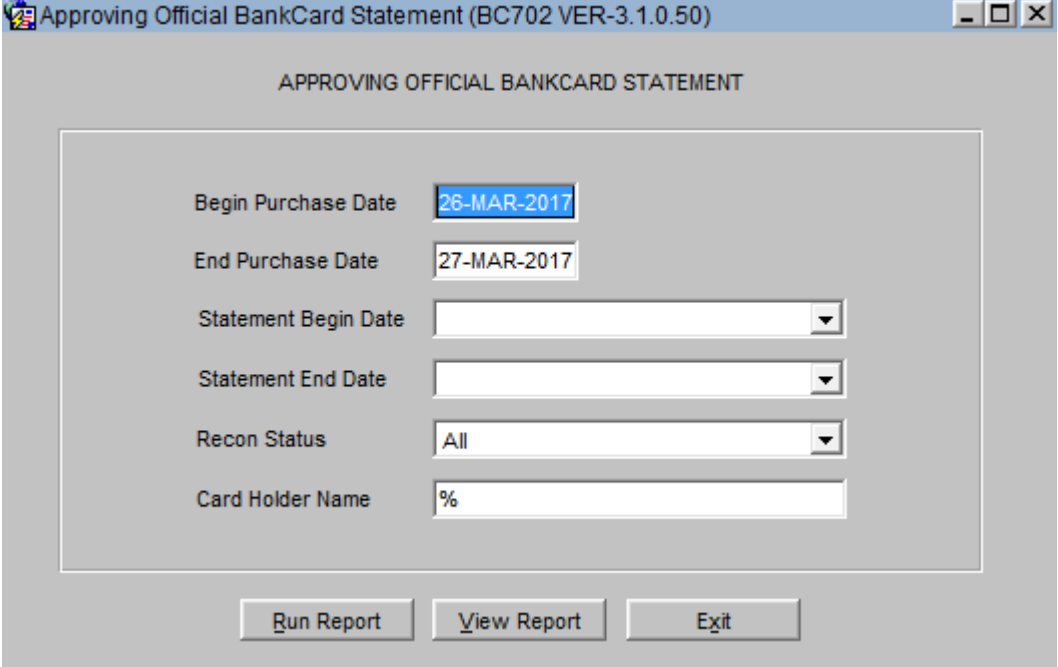
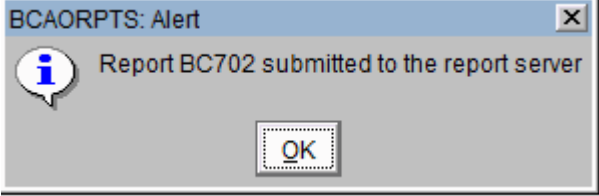
Exercise #9: Approving Official Purchase Card Statement

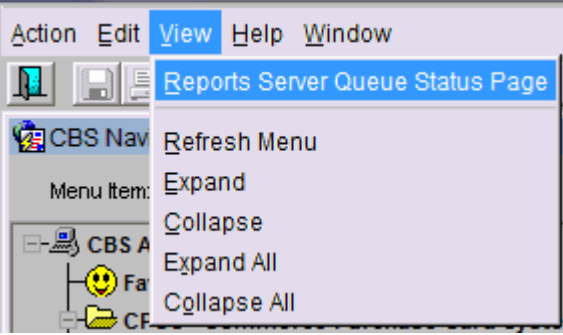
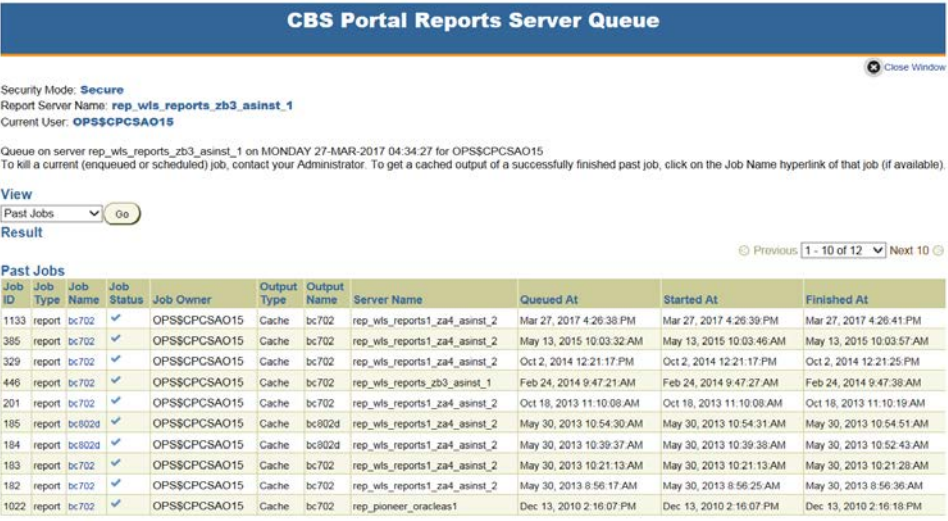
Objectives: • Generate the Bankcard Statement

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

Instructions: Execute the following steps:

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

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

Step	Action																																																																																																																									
<p>3</p>	<p>The Navigator Menu appears.</p> <ul style="list-style-type: none"> ➤ Click on the View in the <i>Menu Bar</i> ➤ Click on Reports Server Queue Status Page 																																																																																																																									
<p>4</p>	<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>CBS Portal Reports Server Queue</p> <p>Security Mode: Secure Report Server Name: rep_wls_reports_zb3_asinst_1 Current User: OPSSPCSAO15</p> <p>Queue on server rep_wls_reports_zb3_asinst_1 on MONDAY 27-MAR-2017 04:34:27 for OPSSPCSAO15 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>View Past Jobs <input type="button" value="Go"/></p> <p>Result Previous 1 - 10 of 12 Next 10</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>1133</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>Mar 27, 2017 4:26:38 PM</td> <td>Mar 27, 2017 4:26:39 PM</td> <td>Mar 27, 2017 4:26:41 PM</td> </tr> <tr> <td>385</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>May 13, 2015 10:03:32 AM</td> <td>May 13, 2015 10:03:46 AM</td> <td>May 13, 2015 10:03:57 AM</td> </tr> <tr> <td>329</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>Oct 2, 2014 12:21:17 PM</td> <td>Oct 2, 2014 12:21:17 PM</td> <td>Oct 2, 2014 12:21:25 PM</td> </tr> <tr> <td>446</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports_zb3_asinst_1</td> <td>Feb 24, 2014 9:47:21 AM</td> <td>Feb 24, 2014 9:47:27 AM</td> <td>Feb 24, 2014 9:47:38 AM</td> </tr> <tr> <td>201</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>Oct 18, 2013 11:10:08 AM</td> <td>Oct 18, 2013 11:10:08 AM</td> <td>Oct 18, 2013 11:10:19 AM</td> </tr> <tr> <td>185</td> <td>report</td> <td>bc802d</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc802d</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>May 30, 2013 10:54:30 AM</td> <td>May 30, 2013 10:54:31 AM</td> <td>May 30, 2013 10:54:51 AM</td> </tr> <tr> <td>184</td> <td>report</td> <td>bc802d</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc802d</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>May 30, 2013 10:39:37 AM</td> <td>May 30, 2013 10:39:38 AM</td> <td>May 30, 2013 10:52:43 AM</td> </tr> <tr> <td>183</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>May 30, 2013 10:21:13 AM</td> <td>May 30, 2013 10:21:13 AM</td> <td>May 30, 2013 10:21:28 AM</td> </tr> <tr> <td>182</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_wls_reports1_zs4_asinst_2</td> <td>May 30, 2013 8:56:17 AM</td> <td>May 30, 2013 8:56:25 AM</td> <td>May 30, 2013 8:56:36 AM</td> </tr> <tr> <td>1022</td> <td>report</td> <td>bc702</td> <td>✓</td> <td>OPSSPCSAO15</td> <td>Cache</td> <td>bc702</td> <td>rep_pioneer_oracleas1</td> <td>Dec 13, 2010 2:16:07 PM</td> <td>Dec 13, 2010 2:16:07 PM</td> <td>Dec 13, 2010 2:16:18 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	1133	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_wls_reports1_zs4_asinst_2	Mar 27, 2017 4:26:38 PM	Mar 27, 2017 4:26:39 PM	Mar 27, 2017 4:26:41 PM	385	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_wls_reports1_zs4_asinst_2	May 13, 2015 10:03:32 AM	May 13, 2015 10:03:46 AM	May 13, 2015 10:03:57 AM	329	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_wls_reports1_zs4_asinst_2	Oct 2, 2014 12:21:17 PM	Oct 2, 2014 12:21:17 PM	Oct 2, 2014 12:21:25 PM	446	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_wls_reports_zb3_asinst_1	Feb 24, 2014 9:47:21 AM	Feb 24, 2014 9:47:27 AM	Feb 24, 2014 9:47:38 AM	201	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_wls_reports1_zs4_asinst_2	Oct 18, 2013 11:10:08 AM	Oct 18, 2013 11:10:08 AM	Oct 18, 2013 11:10:19 AM	185	report	bc802d	✓	OPSSPCSAO15	Cache	bc802d	rep_wls_reports1_zs4_asinst_2	May 30, 2013 10:54:30 AM	May 30, 2013 10:54:31 AM	May 30, 2013 10:54:51 AM	184	report	bc802d	✓	OPSSPCSAO15	Cache	bc802d	rep_wls_reports1_zs4_asinst_2	May 30, 2013 10:39:37 AM	May 30, 2013 10:39:38 AM	May 30, 2013 10:52:43 AM	183	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_wls_reports1_zs4_asinst_2	May 30, 2013 10:21:13 AM	May 30, 2013 10:21:13 AM	May 30, 2013 10:21:28 AM	182	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_wls_reports1_zs4_asinst_2	May 30, 2013 8:56:17 AM	May 30, 2013 8:56:25 AM	May 30, 2013 8:56:36 AM	1022	report	bc702	✓	OPSSPCSAO15	Cache	bc702	rep_pioneer_oracleas1	Dec 13, 2010 2:16:07 PM	Dec 13, 2010 2:16:07 PM	Dec 13, 2010 2:16:18 PM
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5	<p>A new web browser window will open containing your report</p> <div style="border: 1px solid black; padding: 10px;"> <p>BC702 Department of Commerce Approving Official Purchase Card Statement</p> <table border="1"> <thead> <tr> <th>Approving Official</th> <th>Begin Purchase Date</th> <th>End Purchase Date</th> <th>Grand Total Transactions</th> <th>Date Prepared</th> <th>Page</th> </tr> </thead> <tbody> <tr> <td>APPROVING OFFICIAL, JACKIE</td> <td>01-JAN-2015</td> <td>31-JAN-2015</td> <td>\$159,360.00</td> <td>17-NOV-2015</td> <td>1 of 13</td> </tr> </tbody> </table> <p>Cardholder CARDHOLDER, KRISTI</p> <p>Total Purchases For cards: 00816 \$15,936.00</p> <table border="1"> <thead> <tr> <th>Vendor</th> <th>Date Purchased</th> <th>Amount</th> <th>Date Received</th> <th>Date Posted</th> <th>Recon Status</th> <th>Org/Proj/Object Class</th> <th>Trans No.</th> </tr> </thead> <tbody> <tr><td>OFFICE DEPOT</td><td>01-JAN-2015</td><td>235.00</td><td>04-FEB-2015</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>803.00</td><td>04-FEB-2015</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>1,000.00</td><td>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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>04-FEB-2015</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> <tr><td>OFFICE MAX</td><td>04-JAN-2015</td><td>129.00</td><td>04-FEB-2015</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>498700-13-1</td></tr> <tr><td>STAPLES</td><td>05-JAN-2015</td><td>370.00</td><td>04-FEB-2015</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>498700-14-1</td></tr> <tr><td>HP INC</td><td>05-JAN-2015</td><td>600.00</td><td>04-FEB-2015</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>498700-15-1</td></tr> </tbody> </table> <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#". 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OFFICE MAX	04-JAN-2015	129.00	04-FEB-2015	04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-13-1																																																																																																																																						
STAPLES	05-JAN-2015	370.00	04-FEB-2015	04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-14-1																																																																																																																																						
HP INC	05-JAN-2015	600.00	04-FEB-2015	04-FEB-2015	S	50-01-0000-00-00-00-00/38R3B45-P00/26-19-00-00	498700-15-1																																																																																																																																						
6	<p>You may close the Report Server Queue window using in the upper right corner as well or leave it open.</p>																																																																																																																																												

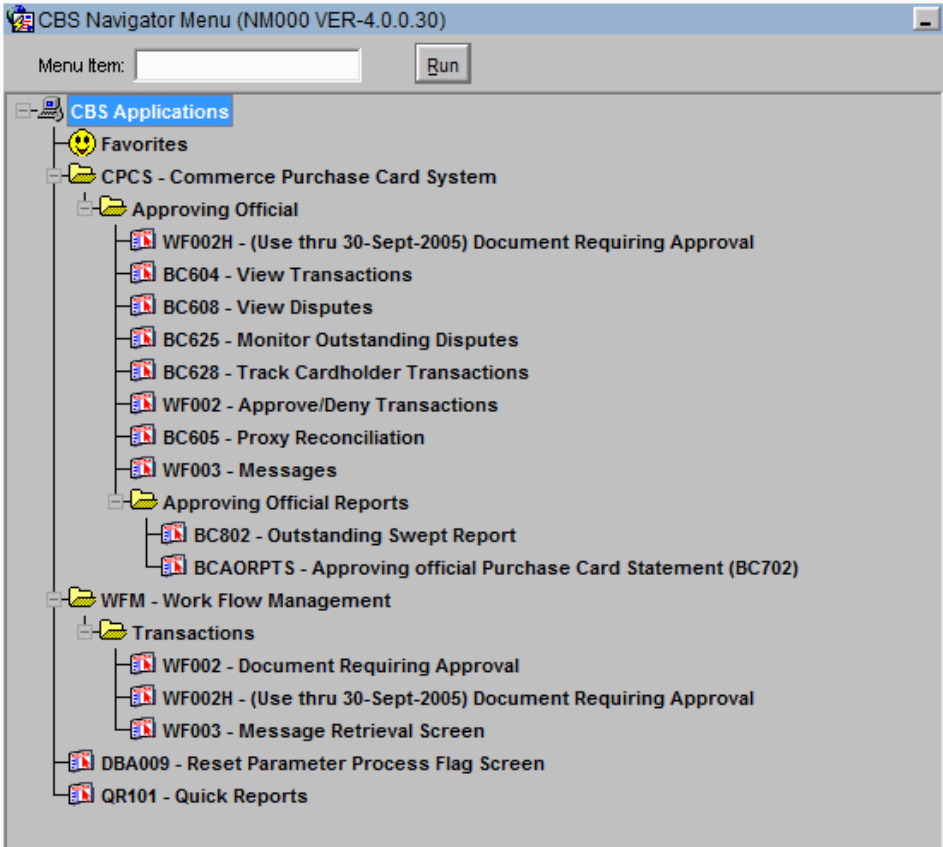
Exercise #10: Proxy Reconciliation

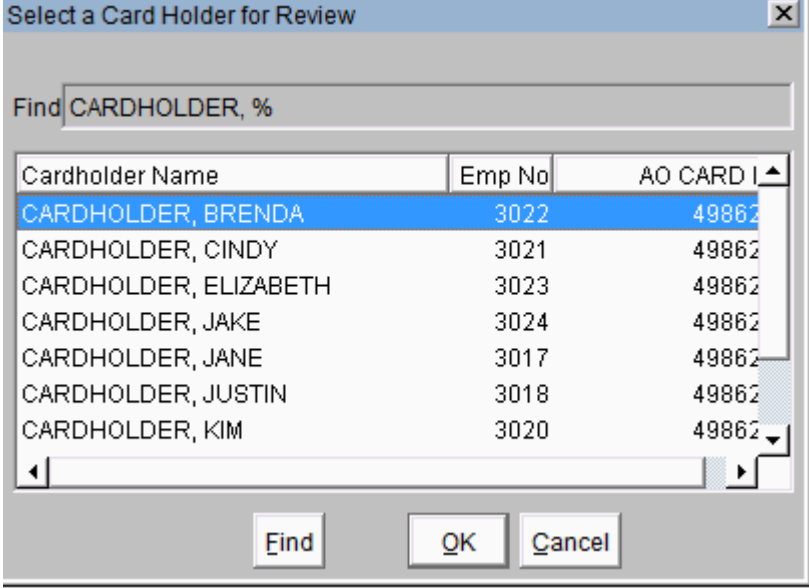
Objectives:

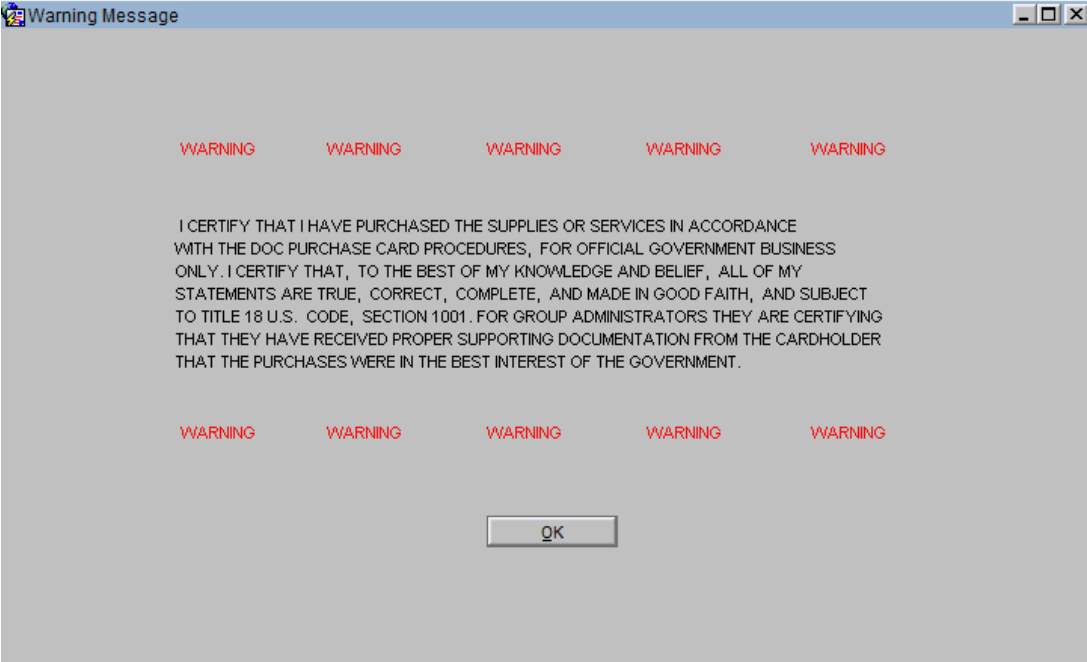
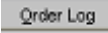
- Reconcile transactions for the cardholder

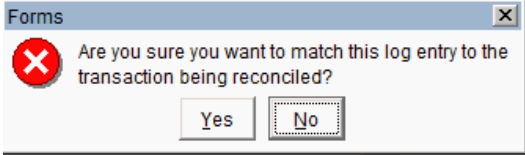
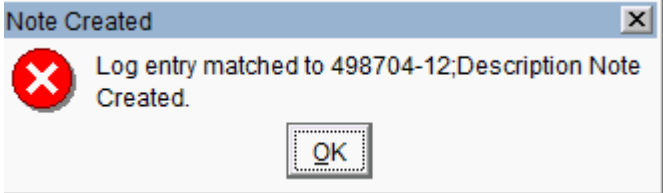
Instructions: Execute the following steps:

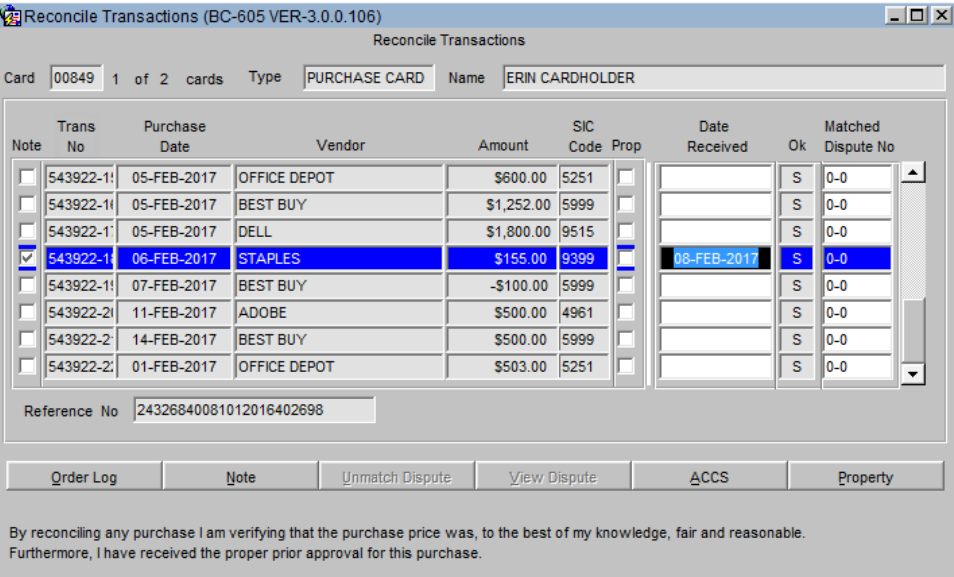
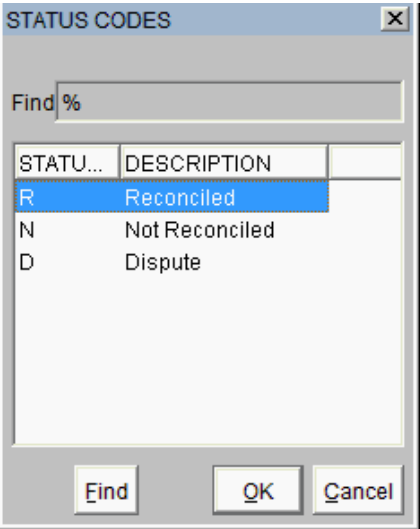
Your cardholder has been hospitalized and you need to get their cards reconciled. You then go in and reconcile the outstanding transaction.



Step	Action
1	<p>From the Navigator Menu:</p> <ul style="list-style-type: none"> ➤ Click to expand the <i>CPCS – Commerce Purchase Card System</i> folder ➤ Click to expand the <i>Approving Official</i> folder ➤ Double-click on the option BC605 – Proxy Reconciliation  <p>The screenshot shows a tree view of the CBS Navigator Menu. The 'CPCS - Commerce Purchase Card System' folder is expanded, showing the 'Approving Official' sub-folder. Within 'Approving Official', the 'BC605 - Proxy Reconciliation' option is highlighted. 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', '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 Select a Cardholder for Review screen appears:</p>  <table border="1" data-bbox="456 548 1260 877"><thead><tr><th>Cardholder Name</th><th>Emp No</th><th>AO CARD I</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">➤ Highlight the specific <i>cardholder</i>➤ Click OK	Cardholder Name	Emp No	AO CARD I	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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CARDHOLDER, JUSTIN	3018	49862																							
CARDHOLDER, KIM	3020	49862																							

Step	Action
2b	<p>The Warning Message dialog box appears:</p>  <p>➤ Click OK</p>
2c	<p>The Reconcile Transactions screen appears:</p> <p>➤ Verify that Card number that starts with 8 is showing.</p> <ul style="list-style-type: none"> ○ If it isn't – use the arrow keys on the keyboard to change it to that card number.
3	<p>Click to highlight the following transaction:</p> <p>\$1,252.00, Best Buy</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.

Step	Action
4b	<p>Click to highlight the following transaction:</p> <p><i>\$1,252.00, Digital Cameras, Best Buy</i></p> <p>➤ Click the Match To Transaction button</p>
4c	<p>A dialog box appears:</p>  <p>If you wish this transaction to be matched to the order log entry, click Yes.</p> <p>Another dialog box appears:</p>  <p>➤ Click OK</p>

Step	Action
5	<p>The Reconcile Transactions screen appears with checkbox in the Note column and if there was a receive date on the Order Log entry, it will show up in the Date Received column.</p> 
6	<p>Click in the OK column. A dialog box with other statuses will appear:</p>  <ul style="list-style-type: none"> ➤ Make sure R Reconciled is highlighted ➤ Click OK

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

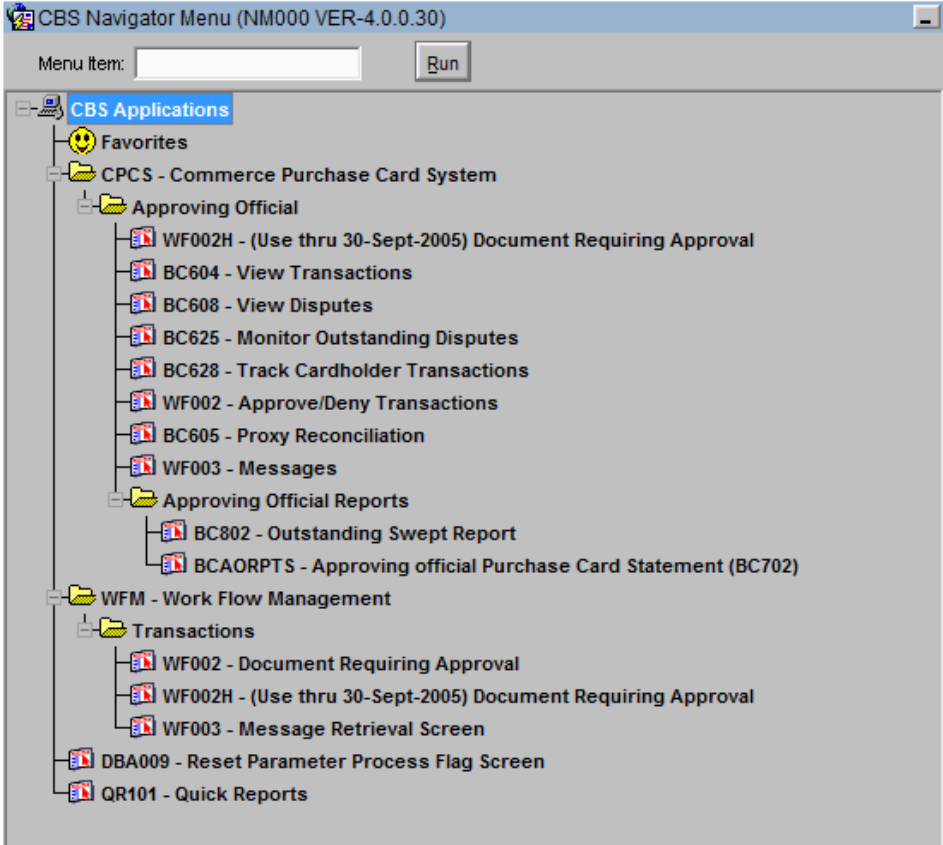
Exercise #11: Track Cardholder Transactions

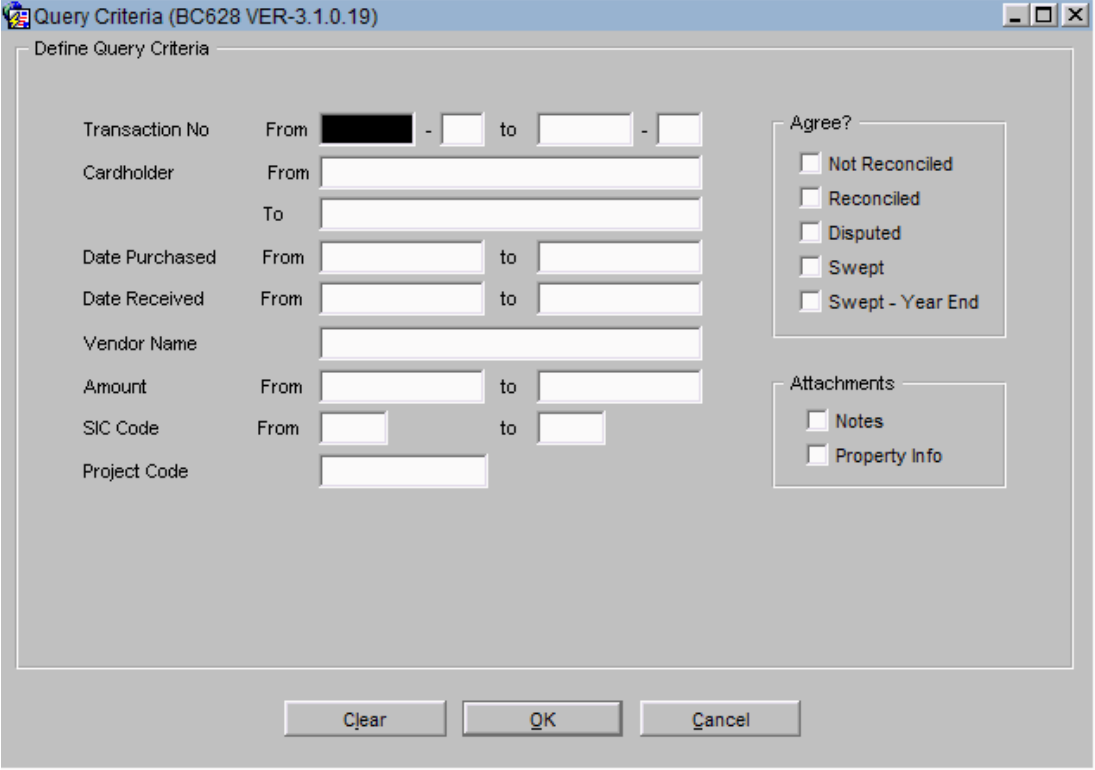
Objectives:


- Reconcile transactions for the cardholder

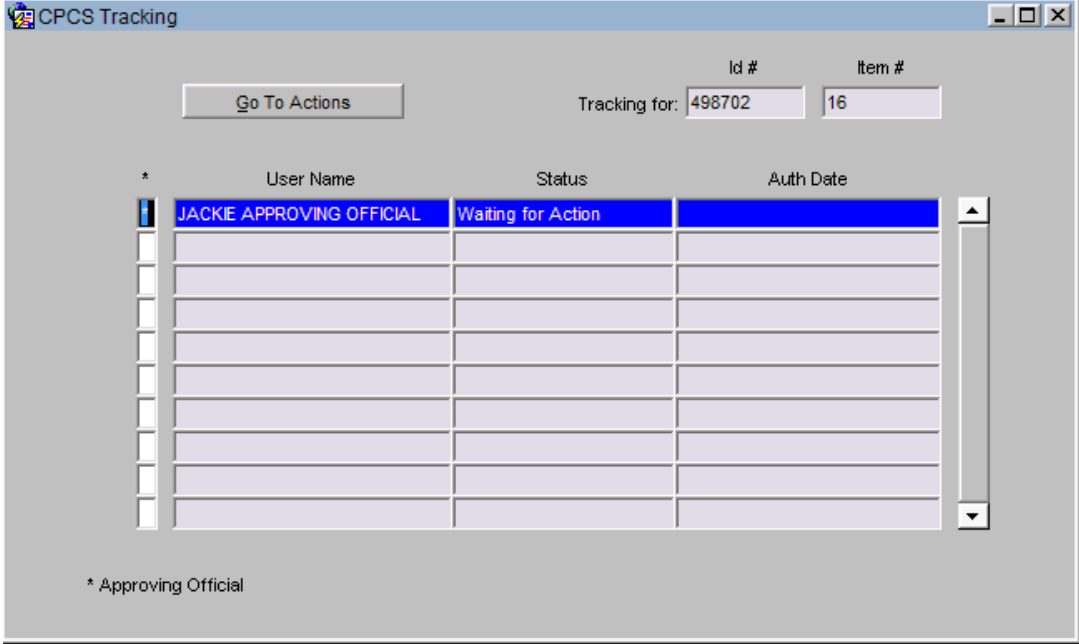
Instructions: Execute the following steps:

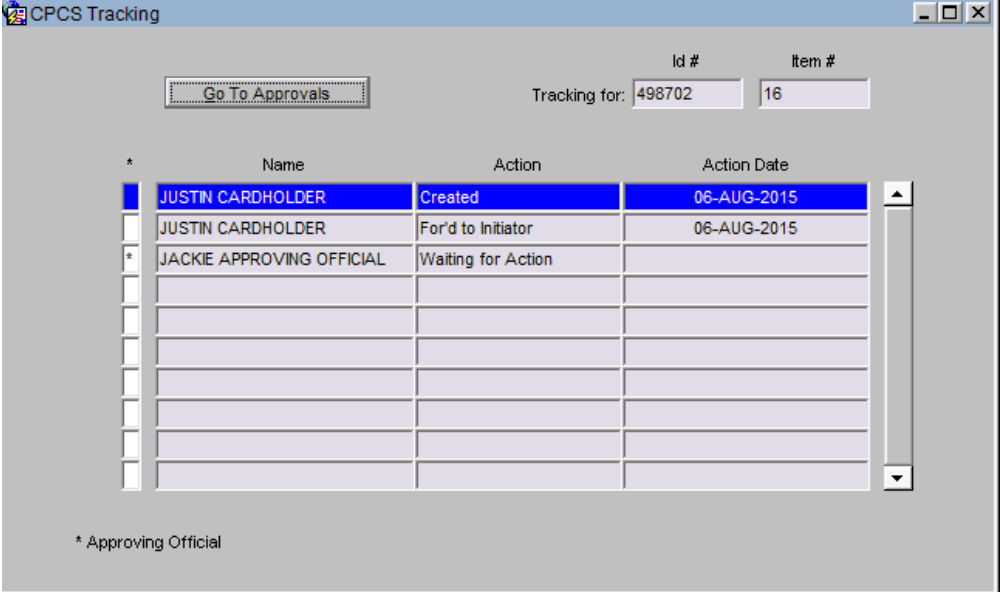

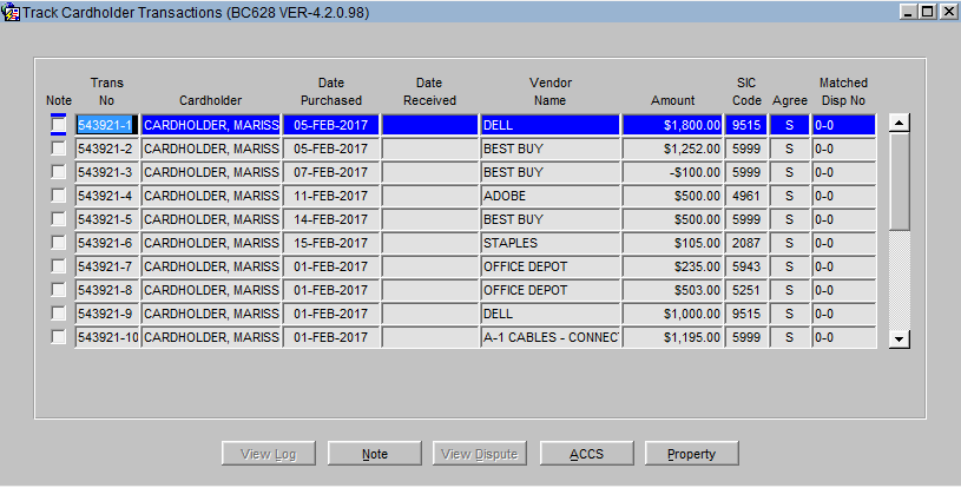


As an Approving Official you have the ability to track your cardholder's transactions. But only those cardholders assigned to you. There is a current issue that affects those that hold the role of both cardholder and Approving Official. Approving Officials can use this function to see where the transactions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

Step	Action
1	<p>From the 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>Group Admin</i> folder, if not already done. ➤ Double-click on the option BC628 – Track Cardholder Transactions  <p>The screenshot shows a tree view of the CBS Navigator Menu. The 'CPCS - Commerce Purchase Card System' folder is expanded, showing sub-folders for 'Approving Official' and 'Approving Official Reports'. Under 'Approving Official', the 'BC628 - Track Cardholder Transactions' option is highlighted. Other options include WF002H, BC604, BC608, BC625, WF002, BC605, and WF003. The 'Approving Official Reports' folder contains BC802 and BCAORPTS. The 'WFM - Work Flow Management' folder contains a 'Transactions' sub-folder with WF002, WF002H, and WF003, as well as DBA009 and QR101.</p>

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

Step	Action																																																																																																														
3a	<p data-bbox="302 323 1406 359">The Track Cardholder Transaction (BC628) screen appears with the results:</p>  <p data-bbox="381 394 1339 877">The screenshot shows a window titled "Track Cardholder Transactions (BC628 VER-4.2.0.98)". 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="418 457 1302 739"> <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>543921-1</td> <td>CARDHOLDER, MARISS</td> <td>05-FEB-2017</td> <td></td> <td>DELL</td> <td>\$1,800.00</td> <td>9515</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-2</td> <td>CARDHOLDER, MARISS</td> <td>05-FEB-2017</td> <td></td> <td>BEST BUY</td> <td>\$1,252.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-3</td> <td>CARDHOLDER, MARISS</td> <td>07-FEB-2017</td> <td></td> <td>BEST BUY</td> <td>-\$100.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-4</td> <td>CARDHOLDER, MARISS</td> <td>11-FEB-2017</td> <td></td> <td>ADOBE</td> <td>\$500.00</td> <td>4961</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-5</td> <td>CARDHOLDER, MARISS</td> <td>14-FEB-2017</td> <td></td> <td>BEST BUY</td> <td>\$500.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-6</td> <td>CARDHOLDER, MARISS</td> <td>15-FEB-2017</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>543921-7</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</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>543921-8</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</td> <td></td> <td>OFFICE DEPOT</td> <td>\$503.00</td> <td>5251</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-9</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</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>543921-10</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</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> </tbody> </table> <p data-bbox="602 835 1117 856">Below the table are buttons: View Log, Note, View Dispute, ACCS, and Property.</p> <ul data-bbox="302 913 1122 997" style="list-style-type: none"> ➤ Highlight the transaction ➤ Click on a button to view the details for that transaction 	Note	Trans No	Cardholder	Date Purchased	Date Received	Vendor Name	Amount	SIC Code	Agree	Matched Disp No	<input checked="" type="checkbox"/>	543921-1	CARDHOLDER, MARISS	05-FEB-2017		DELL	\$1,800.00	9515	S	0-0	<input type="checkbox"/>	543921-2	CARDHOLDER, MARISS	05-FEB-2017		BEST BUY	\$1,252.00	5999	S	0-0	<input type="checkbox"/>	543921-3	CARDHOLDER, MARISS	07-FEB-2017		BEST BUY	-\$100.00	5999	S	0-0	<input type="checkbox"/>	543921-4	CARDHOLDER, MARISS	11-FEB-2017		ADOBE	\$500.00	4961	S	0-0	<input type="checkbox"/>	543921-5	CARDHOLDER, MARISS	14-FEB-2017		BEST BUY	\$500.00	5999	S	0-0	<input type="checkbox"/>	543921-6	CARDHOLDER, MARISS	15-FEB-2017		STAPLES	\$105.00	2087	S	0-0	<input type="checkbox"/>	543921-7	CARDHOLDER, MARISS	01-FEB-2017		OFFICE DEPOT	\$235.00	5943	S	0-0	<input type="checkbox"/>	543921-8	CARDHOLDER, MARISS	01-FEB-2017		OFFICE DEPOT	\$503.00	5251	S	0-0	<input type="checkbox"/>	543921-9	CARDHOLDER, MARISS	01-FEB-2017		DELL	\$1,000.00	9515	S	0-0	<input type="checkbox"/>	543921-10	CARDHOLDER, MARISS	01-FEB-2017		A-1 CABLES - CONNEC	\$1,195.00	5999	S	0-0
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Step	Action																																												
3b	<p data-bbox="300 325 792 361">Or double-click on the transaction :</p> <div data-bbox="321 394 1393 1033"><table border="1" data-bbox="454 556 1258 919"><thead><tr><th data-bbox="454 556 479 577">*</th><th data-bbox="581 556 673 577">User Name</th><th data-bbox="852 556 917 577">Status</th><th data-bbox="1079 556 1161 577">Auth Date</th></tr></thead><tbody><tr><td data-bbox="454 588 479 619"> </td><td data-bbox="495 588 755 619">JACKIE APPROVING OFFICIAL</td><td data-bbox="771 588 917 619">Waiting for Action</td><td data-bbox="990 588 1250 619"></td></tr><tr><td data-bbox="454 619 479 651"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 651 479 682"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 682 479 714"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 714 479 745"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 745 479 777"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 777 479 808"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 808 479 840"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 840 479 871"> </td><td></td><td></td><td></td></tr><tr><td data-bbox="454 871 479 903"> </td><td></td><td></td><td></td></tr></tbody></table></div> <p data-bbox="300 1066 1209 1108">The CPCS Tracking screen appears with the approvals showing</p> <ul data-bbox="300 1123 771 1165" style="list-style-type: none">➤ Click the Go To Actions button	*	User Name	Status	Auth Date		JACKIE APPROVING OFFICIAL	Waiting for Action																																					
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<p>3c</p>	<p>The CPCS Tracking screen appears with the Actions showing:</p>  <table border="1" data-bbox="483 548 1273 884"> <thead> <tr> <th>Name</th> <th>Action</th> <th>Action Date</th> </tr> </thead> <tbody> <tr style="background-color: #0000FF; color: #FFFFFF;"> <td>JUSTIN CARDHOLDER</td> <td>Created</td> <td>06-AUG-2015</td> </tr> <tr> <td>JUSTIN CARDHOLDER</td> <td>For'd to Initiator</td> <td>06-AUG-2015</td> </tr> <tr> <td>JACKIE APPROVING OFFICIAL</td> <td>Waiting for Action</td> <td></td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>* Approving Official</p> <p>➤ Click the Exit  icon if finished</p>	Name	Action	Action Date	JUSTIN CARDHOLDER	Created	06-AUG-2015	JUSTIN CARDHOLDER	For'd to Initiator	06-AUG-2015	JACKIE APPROVING OFFICIAL	Waiting for Action																																																																																																			
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<p>4</p>	<p>The Track Cardholder Transaction (BC628) screen appears:</p>  <table border="1" data-bbox="418 1255 1305 1541"> <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 style="background-color: #0000FF; color: #FFFFFF;"> <td><input checked="" type="checkbox"/></td> <td>543921-1</td> <td>CARDHOLDER, MARISS</td> <td>05-FEB-2017</td> <td></td> <td>DELL</td> <td>\$1,800.00</td> <td>9515</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-2</td> <td>CARDHOLDER, MARISS</td> <td>05-FEB-2017</td> <td></td> <td>BEST BUY</td> <td>\$1,252.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-3</td> <td>CARDHOLDER, MARISS</td> <td>07-FEB-2017</td> <td></td> <td>BEST BUY</td> <td>-\$100.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-4</td> <td>CARDHOLDER, MARISS</td> <td>11-FEB-2017</td> <td></td> <td>ADOBE</td> <td>\$500.00</td> <td>4961</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-5</td> <td>CARDHOLDER, MARISS</td> <td>14-FEB-2017</td> <td></td> <td>BEST BUY</td> <td>\$500.00</td> <td>5999</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-6</td> <td>CARDHOLDER, MARISS</td> <td>15-FEB-2017</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>543921-7</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</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>543921-8</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</td> <td></td> <td>OFFICE DEPOT</td> <td>\$503.00</td> <td>5251</td> <td>S</td> <td>0-0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>543921-9</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</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>543921-10</td> <td>CARDHOLDER, MARISS</td> <td>01-FEB-2017</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> </tbody> </table> <p>➤ Click the Enter Query  icon if a new parameter needs to be done or</p> <p>➤ Click the Exit  icon if finished</p>	Note	Trans No	Cardholder	Date Purchased	Date Received	Vendor Name	Amount	SIC Code	Agree	Matched Disp No	<input checked="" type="checkbox"/>	543921-1	CARDHOLDER, MARISS	05-FEB-2017		DELL	\$1,800.00	9515	S	0-0	<input type="checkbox"/>	543921-2	CARDHOLDER, MARISS	05-FEB-2017		BEST BUY	\$1,252.00	5999	S	0-0	<input type="checkbox"/>	543921-3	CARDHOLDER, MARISS	07-FEB-2017		BEST BUY	-\$100.00	5999	S	0-0	<input type="checkbox"/>	543921-4	CARDHOLDER, MARISS	11-FEB-2017		ADOBE	\$500.00	4961	S	0-0	<input type="checkbox"/>	543921-5	CARDHOLDER, MARISS	14-FEB-2017		BEST BUY	\$500.00	5999	S	0-0	<input type="checkbox"/>	543921-6	CARDHOLDER, MARISS	15-FEB-2017		STAPLES	\$105.00	2087	S	0-0	<input type="checkbox"/>	543921-7	CARDHOLDER, MARISS	01-FEB-2017		OFFICE DEPOT	\$235.00	5943	S	0-0	<input type="checkbox"/>	543921-8	CARDHOLDER, MARISS	01-FEB-2017		OFFICE DEPOT	\$503.00	5251	S	0-0	<input type="checkbox"/>	543921-9	CARDHOLDER, MARISS	01-FEB-2017		DELL	\$1,000.00	9515	S	0-0	<input type="checkbox"/>	543921-10	CARDHOLDER, MARISS	01-FEB-2017		A-1 CABLES - CONNEC	\$1,195.00	5999	S	0-0
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