Procurement Card Editing Class

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Training Manual

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Pages

Step 1 – Open My UK

Step 2 - Login to SAP using your regular SAP User ID and Password

Step 3 – Click on the Enterprise Services tab

Step 4 – Click on the Financials link and then on Procurement Card. This will bring you to the procurement card web application. You can begin your edit process from this screen or you can choose to open the Procurement Card in a New Window.

HELPFUL HINTS – Since this is a web based application, you can add this URL to your Favorites list. Once completed, you can open up your web application and go straight to this URL.

To open in a new window, click on the document icon ▤ at the right of the screen and then highlight and click on Open in New Window. This will allow you to use the entire computer monitor for this program. See screen below.
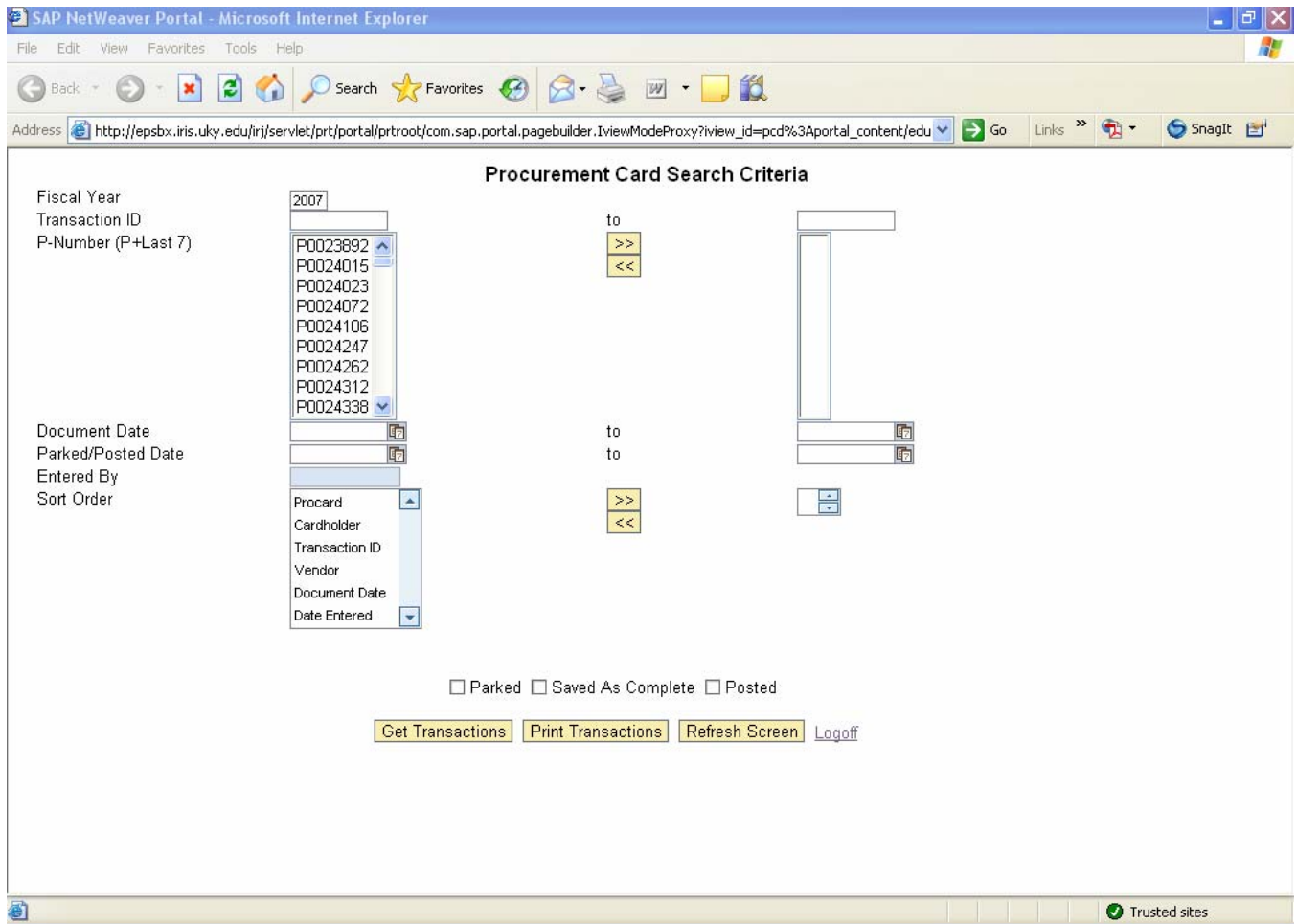
Step 5 – Select the Search Criteria
The search criteria screen provides flexibility for reviewing, editing, posting, and report generation of procurement card transactions. The remaining steps will use the P number as the only search criteria. See Appendix A on Page 12 for description of the other Search Criteria fields.

P-Number – The list of P Numbers shown on the left side column represents the cards accessible by you for editing and posting purposes. NOTE – Please review these numbers to ensure you have access to the appropriate cards. If you do not, please consult your business office.

To select by P Number do one of the following:
a.) To select a single card, click on the number to highlight it. Click >> to move the P Number to the right side column.
b.) To select a range of card numbers, click on the first card number, hold down the shift key and click on the last card number in the range. Click >> to move the P Numbers to the right side column.
c.) If you wish to choose more than one card number not within a range, hold down the ctrl key and click on the card numbers to select them. Click >> to move the P Numbers to the right side column.

By moving the P numbers to the right side, you have told the system to select procurement card transactions associated with these cards for editing, posting, or report generation.

You may choose additional search criteria to further isolate specific transactions or choose other search criteria instead of the P Number. See Appendix A for options.

Step 6 – Choose a Sort Order (optional)

> ***Sort Order*** – You may choose how you want the transactions to appear on the edit screen and the reports. The default sort order is by Procard Number.
> - a.) To select a different sort order, click on the item name, click >> to move it to the right side column.
> - b.) The first selection will be the primary sort order. You can then select other sort criteria as the secondary, third, etc. sort order.

Step 7 – Choose the Parked status by clicking on the associated box.

Step 8 – Click on the `Get Transactions` button.

Procurement Card Parked/Completed Documents

`Back` `New Search` `Refresh Grid`
`Post Checked Items` `Print`

	Ready For Posting	P-Number	Tran ID	Cardholder	Vendor	Doc Date	Date Entered	Amount	D/C	Cost Object	GL	Return Message
■	☐	P0024247	0001730804	BARLOW, M . S .	LABSAFE*1008518838	09/20/2006	09/25/2006	79.99	C	1012008700	540348	
■	☐	P0024510	0001731285	BIRDWHISTELL, BEVERL	MERIDIAN COMMUNICATION	09/19/2006	09/25/2006	150.00	C	1012078620	540348	
■	☐	P0024726	0001730631	BOWMAN, J . R .	WW GRAINGER 429	09/20/2006	09/25/2006	203.22	C	8060850700005	540348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	01/04/2007	203.83	C	1012578060	540348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	09/25/2006	203.83	C	1012578060	540348	
■	☐	P0025103	0001732530	CALVERT, JIMMIE	GROTT LOCKSMITH CENTER	09/21/2006	09/25/2006	46.56	C	1012520060	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001732540	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/21/2006	09/25/2006	1497.00	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	
■	☐	P0025319	0001729734	CAYSON, TRACY	MP BIOMEDICALS INC	09/14/2006	09/25/2006	103.50	C	1043800180	540348	
■	☐	P0025319	0001729733	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	27.63	D	1043800180	540348	
■	☐	P0025319	0001729732	CAYSON, TRACY	AMERICAN RADIOLABELED	09/19/2006	09/25/2006	1214.00	C	1043800180	540348	
■	☐	P0025319	0001729731	CAYSON, TRACY	GE HEALTHCARE	09/19/2006	09/25/2006	204.03	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001731366	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	79.36	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	

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This is the list of transactions based on the search criteria selected. Each screen contains 20 transactions. Use the ▼ ≖ ≖ buttons to maneuver between pages or transactions. See Appendix B on Page 14 for more details.

Step 9 - Click on the transaction you wish to edit starting in column three (P Number). An additional grid will appear at the bottom of the screen.

Procurement Card Parked/Completed Documents

Back | New Search | Refresh Grid
Post Checked Items | Print

	Ready For Posting	P-Number	Tran ID	Cardholder	Vendor	Doc Date	Date Entered	Amount	D/C	Cost Object	GL	Return Message
■	☐	P0024247	0001730804	BARLOW, M . S .	LABSAFE*1008518838	09/20/2006	09/25/2006	79.99	C	1012008700	540348	
■	☐	P0024510	0001731285	BIRDWHISTELL, BEVERL	MERIDIAN COMMUNICATION	09/19/2006	09/25/2006	150.00	C	1012078620	540348	
■	☐	P0024726	0001730631	BOWMAN, J . R .	WW GRAINGER 429	09/20/2006	09/25/2006	203.22	C	8060850700005	40348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	01/04/2007	203.83	C	1012578060	540348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	09/25/2006	203.83	C	1012578060	540348	
■	☐	P0025103	0001732530	CALVERT, JIMMIE	GROTT LOCKSMITH CENTER	09/21/2006	09/25/2006	46.56	C	1012520060	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001732540	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/21/2006	09/25/2006	1497.00	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	
■	☐	P0025319	0001729734	CAYSON, TRACY	MP BIOMEDICALS INC	09/14/2006	09/25/2006	103.50	C	1043800180	540348	
■	☐	P0025319	0001729733	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	27.63	D	1043800180	540348	
■	☐	P0025319	0001729732	CAYSON, TRACY	AMERICAN RADIOLABELED	09/19/2006	09/25/2006	1214.00	C	1043800180	540348	
■	☐	P0025319	0001729731	CAYSON, TRACY	GE HEALTHCARE	09/19/2006	09/25/2006	204.03	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001731366	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	79.36	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	

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Transaction Header information

Selected Line Item - Tran ID: 0001730430 / Vendor: PRECISION PRODUCTS / Card Nbr: P0024742

GL	GL Description	D/C	Amount	Assignment	Cost Center	Order Number	WBS	Fund	Earmarked Doc	Item	Messages	
540348	Procard Purchases	C ▾	203.83		1012578060			0011260200				Delete
		▾										Delete

+ Add Grid Line | 1 | Nbr of Lines - max 15 at a time

Accept

Transaction Line Item Detail

9

Step 10 – Edit the Transaction
Starting on the second row of the transaction line item detail, enter the following:

A. G/L to be charged or credited
B. D/C indicator. D=Debit or C=Credit
C. Amount to be charged or credited to the G/L
D. Assignment number – (Optional) - This is a free text. Enter up to sixteen characters.
E. Cost Object (Cost Center, Order Number, WBS, Fund) to be charged or credited. As in SAP, use the Order Number field to enter a statistical internal order.
F. Earmarked Doc and Item – (Optional)

Additional lines can be added up to a maximum 15 at a time. To add lines, type the number of lines you wish to add in the ⬚ Nbr of Lines box. Click on [+ Add Grid Line]

Continue Step 10 A through F until the transaction has been edited completely.

Procurement Card Parked/Completed Documents

[Back] [New Search] [Refresh Grid]
[Post Checked Items] [Print]

	Ready For Posting	P-Number	Tran ID	Cardholder	Vendor	Doc Date	Date Entered	Amount	D/C	Cost Object	GL	Return Message
■	☐	P0024247	0001730804	BARLOW, M . S .	LABSAFE*1008518838	09/20/2006	09/25/2006	79.99	C	1012008700	540348	
■	☐	P0024510	0001731285	BIRDWHISTELL, BEVERL	MERIDIAN COMMUNICATION	09/19/2006	09/25/2006	150.00	C	1012078620	540348	
■	☐	P0024726	0001730631	BOWMAN, J . R .	WW GRAINGER 429	09/20/2006	09/25/2006	203.22	C	8060850700005	40348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	01/04/2007	203.83	C	1012578060	540348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	09/25/2006	203.83	C	1012578060	540348	
■	☐	P0025103	0001732530	CALVERT, JIMMIE	GROTT LOCKSMITH CENTER	09/21/2006	09/25/2006	46.56	C	1012520060	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001732540	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/21/2006	09/25/2006	1497.00	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	
■	☐	P0025319	0001729734	CAYSON, TRACY	MP BIOMEDICALS INC	09/14/2006	09/25/2006	103.50	C	1043800180	540348	
■	☐	P0025319	0001729733	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	27.63	D	1043800180	540348	
■	☐	P0025319	0001729732	CAYSON, TRACY	AMERICAN RADIOLABELED	09/19/2006	09/25/2006	1214.00	C	1043800180	540348	
■	☐	P0025319	0001729731	CAYSON, TRACY	GE HEALTHCARE	09/19/2006	09/25/2006	204.03	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001731366	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	79.36	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	

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Selected Line Item - Tran ID: 0001730430 / Vendor: PRECISION PRODUCTS / Card Nbr: P0024742

GL	GL Description	D/C	Amount	Assignment	Cost Center	Order Number	WBS	Fund	Earmarked Doc	Item	Messages	
540348	Procard Purchases	C	203.83		1012578060			0011260200				[Delete]
531201		D	200.00		1012578060							[Delete]
530401		D			1012013100							[Delete]

[+ Add Grid Line] [1] Nbr of Lines - max 15 at a time

[Accept]

Step 11 – Click on [Accept] to save the changes.

Note 1 – Debits must equal credits. You will get a message at the upper left hand corner of the screen if debits and credits are out of balance.
Note 2 – Blank grid lines <u>do not</u> have to be deleted.

Procurement Card Parked/Completed Documents

[Back] [New Search] [Refresh Grid]
[Post Checked Items] [Print]

	Ready For Posting	P-Number	Tran ID	Cardholder	Vendor	Doc Date	Date Entered	Amount	D/C	Cost Object	GL	Return Message
■	☐	P0024247	0001730804	BARLOW, M . S .	LABSAFE*1008518838	09/20/2006	09/25/2006	79.99	C	1012008700	540348	
■	☐	P0024510	0001731285	BIRDWHISTELL, BEVERL	MERIDIAN COMMUNICATION	09/19/2006	09/25/2006	150.00	C	1012078620	540348	
■	☐	P0024726	0001730631	BOWMAN, J . R .	WW GRAINGER 429	09/20/2006	09/25/2006	203.22	C	8060850700	540348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	01/04/2007	203.83	C	1012578060	540348	
■	☑	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	09/25/2006	203.83	C	1012578060	540348	DOCUMENT SAVED AS COMPLETE.
■	☐	P0025103	0001732530	CALVERT, JIMMIE	GROTT LOCKSMITH CENTER	09/21/2006	09/25/2006	46.56	C	1012520060	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001732540	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/21/2006	09/25/2006	1497.00	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	
■	☐	P0025319	0001729734	CAYSON, TRACY	MP BIOMEDICALS INC	09/14/2006	09/25/2006	103.50	C	1043800180	540348	
■	☐	P0025319	0001729733	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	27.63	D	1043800180	540348	
■	☐	P0025319	0001729732	CAYSON, TRACY	AMERICAN RADIOLABELED	09/19/2006	09/25/2006	1214.00	C	1043800180	540348	
■	☐	P0025319	0001729731	CAYSON, TRACY	GE HEALTHCARE	09/19/2006	09/25/2006	204.03	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001731366	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	79.36	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	

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Selected Line Item - Tran ID: 0001730430 / Vendor: PRECISION PRODUCTS / Card Nbr: P0024742

GL	GL Description	D/C	Amount	Assignment	Cost Center	Order Number	WBS	Fund	Earmarked Doc Item	Messages	
540348	Procard Purchases	C	203.83		1012578060			0011260200			Delete
531201	Printing	D	200.00		1012578060			0011260200			Delete
530401	Freight&Oth Transpor	D	3.83		1012013100			0011002000			Delete

[+ Add Grid Line] [1] Nbr of Lines - max 15 at a time

[Accept] [Post]
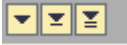
All messages related to the edited transaction will appear in the Return Message column. If the transaction has passed all SAP validity checks and has been saved, the message will say "Document saved as complete". Also notice that the 'Ready for Posting' box is now checked. You can continue to modify the transaction as many times as desired until you are ready to post.

Warning and Information messages based on the validity check will also appear in this column. If a message is more than just informational, the return message will indicate the "Document was not saved as complete". You must correct the error and then click [Accept] again.

Step 12 – Follow steps 9 through 11 to edit more transactions.

Step 13 – Posting Transactions

Transactions can be posted per page or one at a time.

Option 1 – The Post Checked Items button will post, on a per page basis, the transactions flagged as "Ready for Posting". To post transactions listed on another page, use the [▼][⊻][⊼] buttons and then click on the Post Checked Items button. Continue this process until all desired transactions have been successfully posted.

Option 2 – Post one at a time by clicking on a transaction to bring up the edit grind and then click on the Post button.

Option 3 – Go back to the Search Criteria Screen and click on the box next to Parked to remove it and click on the box next to 'Saved As Complete'. Click on the Get Transactions button. This will isolate your 'Saved As Complete' transactions.

Option 3 Results

Back | New Search | Refresh Grid

Post Checked Items | Print

	Ready For Posting	P-Number	Tran ID	Cardholder	Vendor	Doc Date	Date Entered	Amount	D/C	Cost Object	GL	Return Message
■	☑	P0028644	0001729798	HORINE, LORI	POST PRINTING COMPANY	10/30/2006	11/02/2006	891.00	C	1215324020	540348	
■	☑	P0028701	0001731170	HOWARD, CECIL	VELDA FARMS INC	09/20/2006	11/02/2006	255.00	C	1043140320	540348	

[⊼][⊻][▲] Page 1 of 1 [▼][⊻][⊼]

Click on each one individually as in Option 2 and then post or click on Post Checked Items button to post all transactions on the page. To post transactions listed on another page, use the [▼][⊻][⊼] buttons and then click on the Post Checked Items button. Continue this process until all desired transactions have been successfully posted.

Back | New Search | Refresh Grid

Post Checked Items | Print

	Ready For Posting	P-Number	Tran ID	Cardholder	Vendor	Doc Date	Date Entered	Amount	D/C	Cost Object	GL	Return Message
■	☐	P0028644	0001729798	HORINE, LORI	POST PRINTING COMPANY	10/30/2006	11/02/2006	891.00	C	1215324020	540348	Document posted successfully.
■	☐	P0028701	0001731170	HOWARD, CECIL	VELDA FARMS INC	09/20/2006	11/02/2006	255.00	C	1043140320	540348	Document posted successfully.

[⊼][⊻][▲] Page 1 of 1 [▼][⊻][⊼]

Step 14 – Printing Posted Transactions for Records Retention and Signature Approval

To print a report:

    A. Go back to the search criteria screen using the Back button.

    B. Click on the status box next to Parked to remove the check and click on the Posted status box. The current date will default into the Parked/Posted Date field.

    C. Click on the Print Transactions button. A sample report is shown below.

Procurement Card Posted Documents

Back | New Search | Print

Card/GL	Tran ID/GL Desc	Cardholder/DC	Vendor/Amount	Doc Dt/Assign	Dt Posted/Cost Obj	Doc Nbr/Stat IO	Fund
P0024726	0001730631	BOWMAN, J.R.	WW GRAINGER 429	20060920	20070502	7700397243	
540348	Procard Purchases	C	203.22	20060925	806085070000		0011010100
530201	Sub-Contract Exp>25K	D	203.22	20060925	1012578060		0011260200

Card/GL	Tran ID/GL Desc	Cardholder/DC	Vendor/Amount	Doc Dt/Assign	Dt Posted/Cost Obj	Doc Nbr/Stat IO	Fund
P0024742	0001730430	BRASHEAR, R.S.	PRECISION PRODUCTS	20060920	20070502	7700403208	
540348	Procard Purchases	C	203.83	20060925	1012578060		0011260200
531201	Printing	D	200.00	20060925	1012578060		0011260200
530401	Freight&Oth Transpor	D	3.83	20060925	1012013100		0011002000

Card/GL	Tran ID/GL Desc	Cardholder/DC	Vendor/Amount	Doc Dt/Assign	Dt Posted/Cost Obj	Doc Nbr/Stat IO	Fund
P0025103	0001732530	CALVERT, JIMMIE	GROTT LOCKSMITH CENTER	20060921	20070502	7700408257	
540348	Procard Purchases	C	46.56	20060925	1012520060		0011260200
540344	Livestock	D	40.00	20060925	1012520060		0011260200
540344	Livestock	D	6.56	20060925	1012013100		0011002000

Card/GL	Tran ID/GL Desc	Cardholder/DC	Vendor/Amount	Doc Dt/Assign	Dt Posted/Cost Obj	Doc Nbr/Stat IO	Fund
P0026127	0001731777	DEROSSETT, R.R.	A-DEC INC	20060921	20070502	7700406751	
540348	Procard Purchases	C	1387.65	20060925	1012038060		0011030100
540334	Office Supplies	D	1387.65	20060925	1012038060	809000001940	0011030100

Card/GL	Tran ID/GL Desc	Cardholder/DC	Vendor/Amount	Doc Dt/Assign	Dt Posted/Cost Obj	Doc Nbr/Stat IO	Fund
P0026416	0001731091	EASTER, E.P.	BABYLOCK SEW N VAC	20060919	20070502	7700405379	
540348	Procard Purchases	C	89.68	20060925	1013163050		0011620100
540344	Livestock	D	89.68	20060925	1013163050	809000000220	0011620100

    D. Click on the Print button to print out the report. Some of the text will show a wrap around effect. To reduce this effect, use you page setup (From the Internet Tool Bar, Go to File, Page setup) to modify the margins until you get the results you would like.

For more information on the printed report, see Appendix C, page 16.

Step 14 – Log off the web application by clicking on Logoff.

You have completed the procurement card editing process.

APPENDIX A

Using the Search Criteria Screen

The search criteria screen is designed to allow the end user flexibility during the reviewing, editing, posting, and report generating process. Along with the Fiscal Year, you must choose at least one other criteria. These criteria can be used individually or in combination.
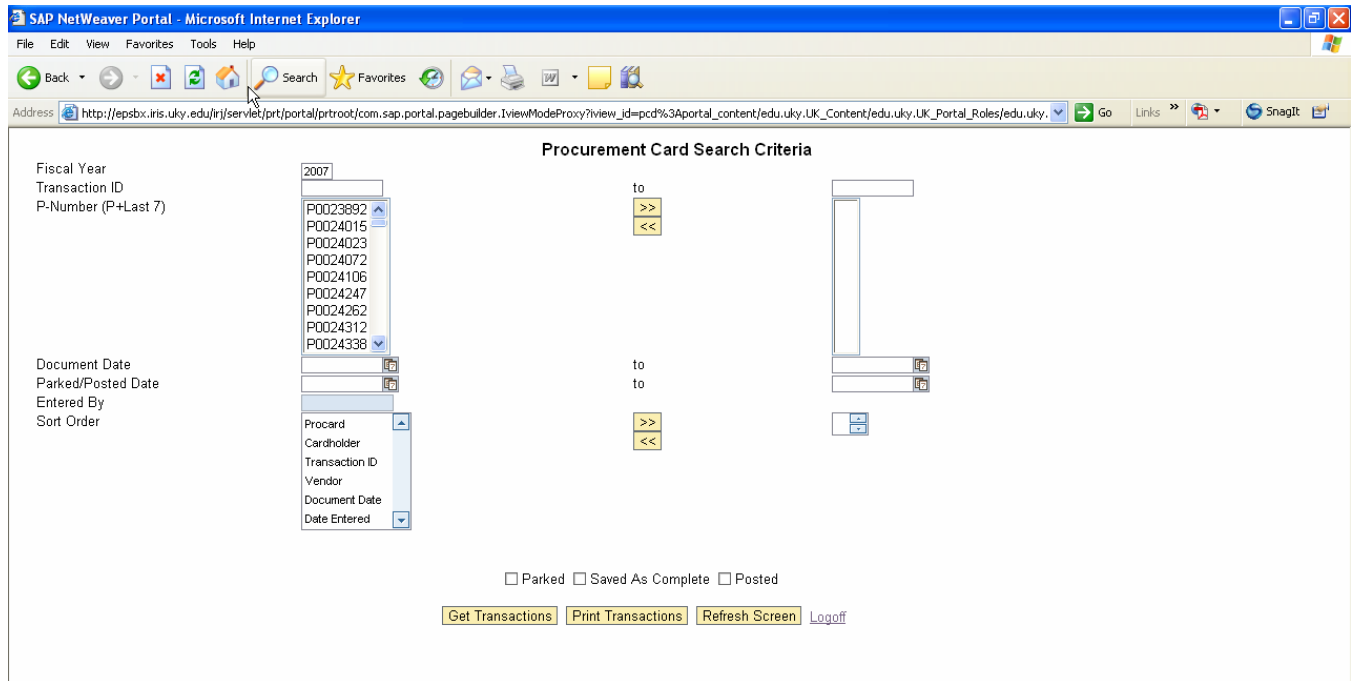
I.   Search Criteria Definitions and Functionality
1.   **Fiscal Year** – This is a required field. Will default to the current Fiscal Year. During the period where two Fiscal Years exist at one time, you may need to change this field.
2.   **Transaction ID** – Provides the ability to select transactions by transaction id. You can enter one transaction at a time or enter a beginning transaction id and an ending transaction id.
3.   **P-Number (P+Last 7)** – The list of P Numbers shown on the left side column represents the cards accessible by you for transaction reviewing, editing, posting, and reporting. If no cards are listed, then you have not been given the access in the Cardholder Master to edit any procurement card transactions. Consult your business office. See Step 5 above for functional use.
4.   **Document Date** – This is the date of the transaction. Enter one date or a range of dates. Format is xx/xx/xxxx.
5.   **Parked/Posted Date** – For parked transactions, this is the "Entered on" date found in SAP. For posted transactions, this is the posting date of the edited transaction. Enter one date or a range of dates. Format is xx/xx/xxxx.

6.   **Entered By** – The field is disabled until you choose Saved as Complete or Posted status. You can then enter the SAP User ID of the person who either saved the transaction as complete or posted the transaction.

7.   **Sort Order** – This allows you to arrange the transactions or reports in the order that best suits your needs. See Step 6.

II.   Choose a Status

Once you have selected your search criteria, choose a status of the transaction you wish to display.

1.   **Parked –** Choose the status to display Parked transactions.

2.   **Saved As Complete –** Choose this to display transactions currently in a Saved as Complete status.

3.   **Posted** – Choose this to display transactions that have already posted.

Parked and Saved as Complete transactions can be displayed separately or in combination. Posted transactions can only be displayed separately.

III.   Tell the system what you would like it to do.

1.   **Get Transactions** – Displays transactions based on the search criteria entered.

2.   **Print Transactions** – Provides a report preview of transactions based on your search criteria.

3.   **Refresh Screen** – Clears the search criteria.

4.   **Log off** – Logs you out of the web application.

This will take you to Step 9 of this manual.

APPENDIX B

Procurement Card Edit Screen Information

Procurement Card Parked/Completed Documents

Back | New Search | Refresh Grid
Post Checked Items | Print

	Ready For Posting	P-Number	Tran ID	Cardholder	Vendor	Doc Date	Date Entered	Amount	D/C	Cost Object	GL	Return Message
■	☐	P0024247	0001730804	BARLOW, M . S .	LABSAFE*1008518838	09/20/2006	09/25/2006	79.99	C	1012008700	540348	
■	☐	P0024510	0001731285	BIRDWHISTELL, BEVERL	MERIDIAN COMMUNICATION	09/19/2006	09/25/2006	150.00	C	1012078620	540348	
■	☐	P0024726	0001730631	BOWMAN, J . R .	WW GRAINGER 429	09/20/2006	09/25/2006	203.22	C	8060850700005	540348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	01/04/2007	203.83	C	1012578060	540348	
■	☐	P0024742	0001730430	BRASHEAR, R . S .	PRECISION PRODUCTS	09/20/2006	09/25/2006	203.83	C	1012578060	540348	
■	☐	P0025103	0001732530	CALVERT, JIMMIE	GROTT LOCKSMITH CENTER	09/21/2006	09/25/2006	46.56	C	1012520060	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001732540	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/21/2006	09/25/2006	1497.00	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001732624	CAYSON, TRACY	MP BIOMEDICALS INC	09/18/2006	09/25/2006	278.50	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	
■	☐	P0025319	0001729734	CAYSON, TRACY	MP BIOMEDICALS INC	09/14/2006	09/25/2006	103.50	C	1043800180	540348	
■	☐	P0025319	0001729733	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	27.63	D	1043800180	540348	
■	☐	P0025319	0001729732	CAYSON, TRACY	AMERICAN RADIOLABELED	09/19/2006	09/25/2006	1214.00	C	1043800180	540348	
■	☐	P0025319	0001729731	CAYSON, TRACY	GE HEALTHCARE	09/19/2006	09/25/2006	204.03	C	1043800180	540348	
■	☐	P0025319	0001731977	CAYSON, TRACY	CRDNL HLTH NCLR PHCY S	09/20/2006	09/25/2006	3777.25	C	1043800180	540348	
■	☐	P0025319	0001731366	CAYSON, TRACY	MP BIOMEDICALS INC	09/19/2006	09/25/2006	79.36	C	1043800180	540348	
■	☐	P0025319	0001731287	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	77.00	C	1043800180	540348	
■	☐	P0025319	0001731286	CAYSON, TRACY	PERKIN ELMER ANALYTICA	09/20/2006	09/25/2006	1063.00	C	1043800180	540348	

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Selected Line Item - Tran ID: 0001730430 / Vendor: PRECISION PRODUCTS / Card Nbr: P0024742

GL	GL Description	D/C	Amount	Assignment	Cost Center	Order Number	WBS	Fund	Earmarked Doc	Item	Messages	
540348	Procard Purchases	C	203.83		1012578060			0011260200				Delete
												Delete

+ Add Grid Line | 1 | Nbr of Lines - max 15 at a time

Accept

Other features of this screen

1. **Back** – Click this button to go back to the search criteria screen. Do not use the Internet back button. It could cause a loop in the process.
2. **New Search** – Click this button to begin a new search.
3. **Refresh Grid** – Refreshing the grid will remove, from the current screen, any transactions containing return messages and move transactions from page two to page one. The transactions in Saved As Complete status remain available for further editing or posting.
4. **Print** – Use this button to print the edit screen. It will print only what is on the screen. NOTE – The print format is currently set to Portrait. You will want to change it to Landscape before printing. This button is different then the report print button. See Appendix C for information on the report print button.

Transaction Grid

1. The first column is a function of SAP and serves no purpose for this web application.
2. Ready For Posting – Indicates if the transaction is in a Saved as Complete status.

Edit Grid

1. G/L Description - The G/L description will populate once you click the ⬚ Accept ⬚ button.
2. Assignment - The Assignment is a free format field and can be used to include additional information.
3. Earmarked Doc and Item – These fields allow you to clear a previously established Funds Reservation.

APPENDIX C

PRINTED REPORT

Procurement Card Posted Documents

Back | New Search | Print

Card/GL	Tran ID/GL Desc	Cardholder/DC	Vendor/Amount	Doc Dt/Assign	Dt Posted/Cost Obj	Doc Nbr/Stat IO	Fund
P0024726	0001730631	BOWMAN, J.R.	WW GRAINGER 429	20060920	20070502	7700397243	
540348	Procard Purchases	C	203.22	20060925	806085070000		0011010100
530201	Sub-Contract Exp>25K	D	203.22	20060925	1012578060		0011260200

Card/GL	Tran ID/GL Desc	Cardholder/DC	Vendor/Amount	Doc Dt/Assign	Dt Posted/Cost Obj	Doc Nbr/Stat IO	Fund
P0024742	0001730430	BRASHEAR, R.S.	PRECISION PRODUCTS	20060920	20070502	7700403208	
540348	Procard Purchases	C	203.83	20060925	1012578060		0011260200
531201	Printing	D	200.00	20060925	1012578060		0011260200
530401	Freight&Oth Transpor	D	3.83	20060925	1012013100		0011002000

Further Explanation of the Print Report Feature

1. **Back** – Click this button to go back to the search criteria screen. Do not use the Internet back button. It could cause a loop in the process.
2. **New Search** – Click this button to clear the current search criteria.
3. **Print** – Use this button to print the report. Some of the fields on the report will show a warp around effect. To reduce this effect, use you page setup (From the Internet Tool Bar, Go to File, Page setup) to modify the margins until you get the results you would like.

Explanation of the Fields in the Report

1. The header information for the transaction is in grey. It will be listed as part of the transaction detail for every associated cost object and G/L. It will also appear as part of the ledger sheet information.
2. **Entered On -** For Parked and Saved As Complete transactions, this date is the Parked (Entered By) date of the transaction.
3. **Dt Posted** –Once the transaction has been posted, it becomes the posted date of the edited transaction.
4. If the assignment field is left blank during the edit process, it will populate with the Parked (Entered By) date.

Cardholder Master Transactions

To obtain a copy of the Card Master training manual, please go to the following web address:
http://www.uky.edu/EVPFA/Controller/aphome/procard/welcome.html.

I.   ZMM_PROCARD_SEARCH
This transaction allows the end user to find, by P Number, the cardholder name, cardholder department, editor ids, and editor email addresses.

II.   ZMM_PROCARD_DISP
This transaction provides access to display cardholder and card information
NOTE: Will display only those cards in the same organizational unit (as defined in HR) as the end user.

III. ZMM_PROCARD_UPDATE
This transaction provides business office personnel access to display cardholder and card information for their college/division/unit as well as update procurement card editor ids.

General procurement card editors have access to the SEARCH and DISPLAY transactions but will need authorization from their business office to receive access to the UPDATE transaction.