Procurement Card
Editing Class

Training Manual

Trainer: Scott A. Lutin
Procurement Card Administrator
Accounts Payable
331 Service Bldg, 0005
323-4404
323-1954 (FAX)
procard@email.uky.edu
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Step 1 – Open My UK

Welcome to myUK

Use your Active Directory User ID to log on to this portal.

It is not required to use the domain before the username
(i.e. atm or mck).

User ID: 
Password: 

Log on.

William T Young Library
Step 2 - Login to SAP using your regular SAP User ID and Password

Step 3 – Click on the Enterprise Services tab

Click on the arrow to give yourself more space in this window.
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 \(\gg\) 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.

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.

<table>
<thead>
<tr>
<th>P. Number</th>
<th>Tran ID</th>
<th>Cardholder</th>
<th>Vendor</th>
<th>Dec Date</th>
<th>Date Entered</th>
<th>Amount</th>
<th>D/C</th>
<th>Cost Object</th>
<th>GL</th>
<th>Return Message</th>
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</thead>
<tbody>
<tr>
<td>112345</td>
<td>67890</td>
<td>1234</td>
<td>5678</td>
<td>987654</td>
<td>123456789</td>
<td>123.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transaction Header information

Transaction Line Item Detail
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.
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 do not have to be deleted.

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 Down Arrow 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 grid 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

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 Down Arrow buttons and then click on the Post Checked Items button. Continue this process until all desired transactions have been successfully posted.
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.

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 your 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/yyyy.

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/yyyy.
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

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

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 your 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.

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<th>Vendor/Amount</th>
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APPENDIX D

Cardholder Master Transactions

To obtain a copy of the Card Master training manual, please go to the following web address:

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.