



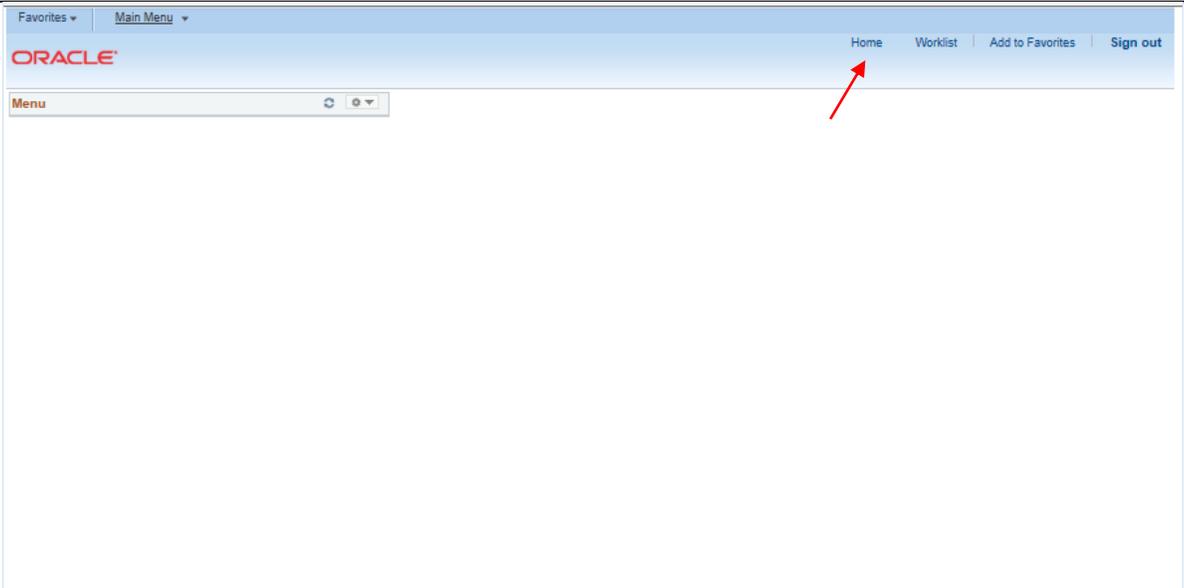
Approving a Procurement Card Transaction in SFS

Approving a Procurement Card Transaction in SFS

The cardholder reviews the monthly Citibank statement for accuracy and reconciles each charge transaction to the vendor receipts and/or invoices in SFS. The reconciliation is submitted to the supervisor. The supervisor reviews and approves each transaction in SFS.

This module is for procurement card supervisors/approvers. You will learn how to approve a procurement card transaction in SFS.

To begin, click **Home**.



Click
eProcurement.

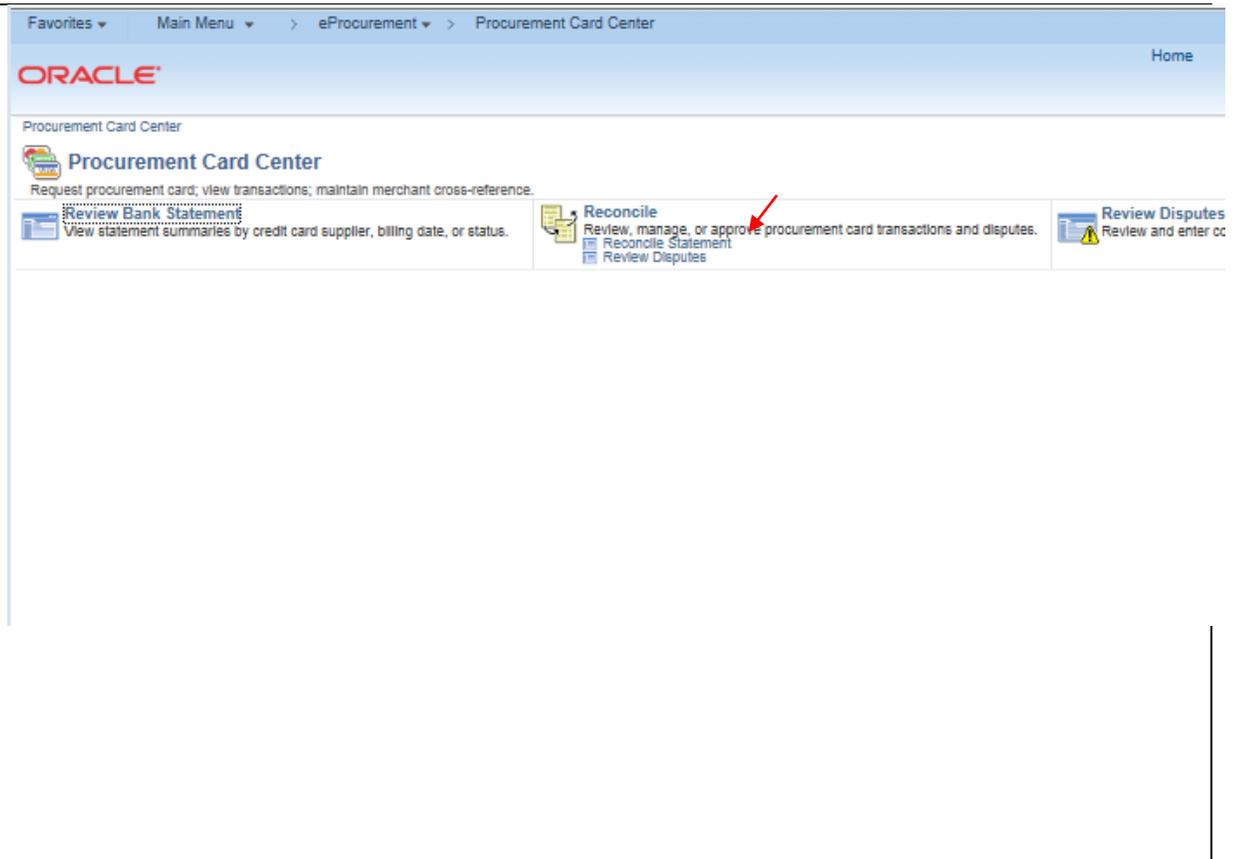


Screenshot of the Oracle Main Menu. The 'eProcurement folder' is highlighted in the menu. The menu items include: My Favorites folder, Employee Self-Service folder, Manager Self-Service folder, Supplier Contracts folder, Customers folder, Order Management folder, Suppliers folder, Maintain Vendor Information folder, Procurement Contracts folder, Purchasing folder, eProcurement folder, Services Procurement folder, Real Estate Management folder, Travel and Expenses folder, Billing folder, Accounts Receivable folder, Accounts Payable folder, eSettlements folder, Banking folder, Commitment Control folder, General Ledger folder, Allocations folder, Set Up Financials/Supply Chain folder, Enterprise Components folder, Worklist folder, Tree Manager folder, Reporting Tools folder, PeopleTools folder, Tax Center, Change My Password, My Personalizations, and My System Profile.

Next, click
Procurement
Card Center.

Screenshot of the Oracle eProcurement Card Center. The 'Procurement Card Center' option is highlighted with a red arrow. The Card Center options include: Requisition (Create a new requisition by browsing or searching company or external catalogs), Buyer Center (Create/edit/approve purchase order, source requisition, process change request, Suppliers, Receipts, Return To Vendor (Supplier)s), Manage Requisitions (Review requisitions, edit or view status, cancel, receive, and Return To Vendor (Supplier)), Manage Requisition Approvals (Take actions on requisitions that require your approval), Procurement Card Center (Request procurement card; view transactions; maintain merchant cross-reference), and My Profile (Modify personal information and preferences).

Click **Reconcile Statement**.

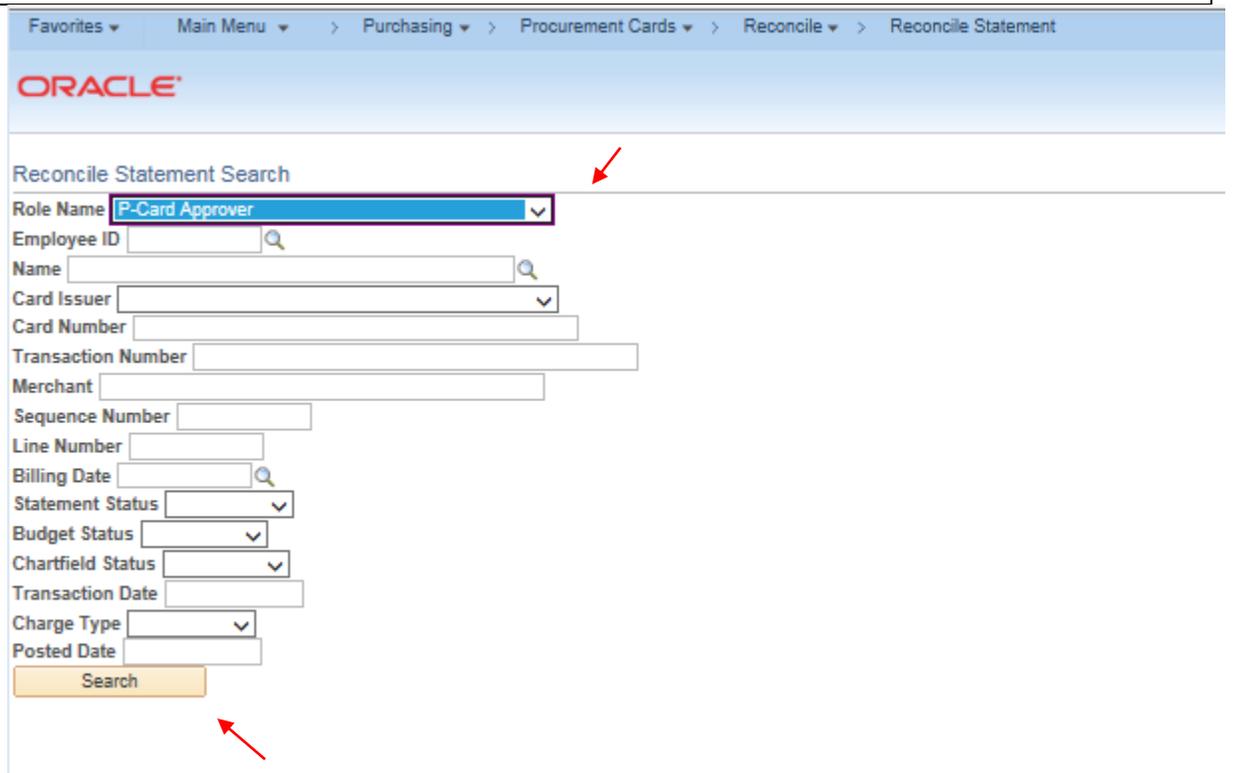


The screenshot shows the Oracle Procurement Card Center dashboard. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'eProcurement', and 'Procurement Card Center'. Below this is the Oracle logo and a 'Home' link. The main content area is titled 'Procurement Card Center' and includes a sub-header 'Procurement Card Center' with a brief description: 'Request procurement card; view transactions; maintain merchant cross-reference.' There are three main action buttons: 'Review Bank Statement' (with a sub-description 'View statement summaries by credit card supplier, billing date, or status.'), 'Reconcile' (with a sub-description 'Review, manage, or approve procurement card transactions and disputes.' and sub-items 'Reconcile Statement' and 'Review Disputes'), and 'Review Disputes' (with a sub-description 'Review and enter oc...'). A red arrow points to the 'Reconcile' button.

The **Reconcile Statement Search** page is used to define search parameters for items purchased with the p-card. Transactions can be searched using one or a combination of the displayed fields.

Click **Role Name**.

Select **P-Card Approver** and **Search**.



The screenshot shows the 'Reconcile Statement Search' page in Oracle. The breadcrumb trail at the top reads 'Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement'. Below the Oracle logo, the page title is 'Reconcile Statement Search'. There are several search fields: 'Role Name' (a dropdown menu with 'P-Card Approver' selected), 'Employee ID' (a text field with a search icon), 'Name' (a text field with a search icon), 'Card Issuer' (a dropdown menu), 'Card Number' (a text field), 'Transaction Number' (a text field), 'Merchant' (a text field), 'Sequence Number' (a text field), 'Line Number' (a text field), 'Billing Date' (a text field with a search icon), 'Statement Status' (a dropdown menu), 'Budget Status' (a dropdown menu), 'Chartfield Status' (a dropdown menu), 'Transaction Date' (a text field), 'Charge Type' (a dropdown menu), and 'Posted Date' (a text field). A 'Search' button is located at the bottom of the form. A red arrow points to the 'Role Name' dropdown menu, and another red arrow points to the 'Search' button.

The Procurement Card Transactions page is used to review, manage, and approve procurement card transactions (purchases) loaded in the system.

Before a purchase can be approved, it must be selected.

The card holder has reviewed and verified items marked **Verified**.

Click the items with **Verified** status.

Oracle Procurement Card Transactions interface showing a table of transactions. The table includes columns for Row, Select, Employee Name, Card Issuer, Card Number, Trans Date, Merchant, *Status, Transaction Amount, Currency, Budget Status, and Char Statu. Three transactions are listed, all with a status of 'Verified' and a budget status of 'Error'. The first transaction has a transaction amount of 41.89 USD, the second 5.80 USD, and the third 422.87 USD. The first transaction is selected (checkbox checked).

Row	Select	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Char Statu
1	<input checked="" type="checkbox"/>	Employee Name:	Card Issuer: VISAP	Card Number:	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 41.89	Currency: USD	Error	Char Statu: Valid
2	<input type="checkbox"/>	Employee Name:	Card Issuer: VISAP	Card Number:	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 5.80	Currency: USD	Error	Char Statu: Valid
3	<input type="checkbox"/>	Employee Name:	Card Issuer: VISAP	Card Number:	Trans Date: 08/15/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 422.87	Currency: USD	Error	Char Statu: Valid

Buttons: Select All, Clear All, Stage, Approve, Validate Budget, Save, Notify, Refresh

Click **Show All Columns** to view all information.

Next, select **Show All Columns**.

NOTE: the first transaction is automatically checked.

Oracle Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement
Procurement Card Transactions Run Budget Validation on Save

Bank Statement

Personalize | Find | View All | First 1-3 of 3 Last

Row	Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount
1	Select <input checked="" type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 06/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 41.89
2	Select <input type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 06/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 5.80
3	Select <input type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 06/15/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 422.87

Select All Clear All

Search Purchase Details Split Line Distribution Template

Scroll to the right until you see the **Description** field, if required by your agency.

Oracle Procurement Cards > Reconcile > Reconcile Statement

Home Worklist Add to Favorites

New Window | Help | Personalize Page

Run Budget Validation on Save

of 3 Last

Per	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error	Reference	Description	Billing Date
ber: '0372	Trans Date: 06/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 41.89	Currency: USD	Error	Chartfield Status: Valid	Yes	No	Reference:	Description: Office Supplies	Billing Date: 07/06/2015
ber: '0372	Trans Date: 06/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 5.80	Currency: USD	Error	Chartfield Status: Valid	No	No	Reference:	Description:	Billing Date: 07/06/2015
ber: '0372	Trans Date: 06/15/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 422.87	Currency: USD	Error	Chartfield Status: Valid	No	No	Reference:	Description:	Billing Date: 07/06/2015

If dots are in the **Comment** bubble , click on the bubble to see the comments.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)
Home Worklist | Ad

ORACLE
New Window

Reconcile Statement

Procurement Card Transactions Run Budget Validation on Save

Bank Statement

Personalize | Find | View All |  First 1-3 of 3 Last

Transaction	Billing	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib
1	<input checked="" type="checkbox"/>	Employee Name:	Card Issuer: VISAP	Card Number:	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 41.89	Currency: USD		Error	Chartfield Status: Valid	Yes
2	<input type="checkbox"/>	Employee Name:	Card Issuer: VISAP	Card Number:	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 5.80	Currency: USD		Error	Chartfield Status: Valid	No
3	<input type="checkbox"/>	Employee Name:	Card Issuer: VISAP	Card Number:	Trans Date: 08/15/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 422.87	Currency: USD		Error	Chartfield Status: Valid	No

Select All Clear All

Search Purchase Details Split Line Distribution Template

Review the **Transaction Line Comments**.

Click **OK**.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

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Line 1 Description Office Supplies

Reference

Transaction Line Comments

Find | View All | First 1 of 1 Last

Status: Active 

Requested refund from vendor as shredder was returned.

Comments:

Associated Document

Attachment 

Proceed by doing one purchase at a time.

Click Account Distribution. 

Oracle Reconcile Statement Procurement Card Transactions

Bank Statement

Transaction | Billing

Row	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	
1	Select <input checked="" type="checkbox"/>	Employee Name: [redacted]	Card Issuer: VISAP	Card Number: [redacted]	Trans Date: 06/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 41.89	Currency: USD	Not Chk'd
2	Select <input type="checkbox"/>	Employee Name: [redacted]	Card Issuer: VISAP	Card Number: [redacted]	Trans Date: 06/05/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 5.80	Currency: USD	Not Chk'd
3	Select <input type="checkbox"/>	Employee Name: [redacted]	Card Issuer: VISAP	Card Number: [redacted]	Trans Date: 06/15/2015	PROFTECH OFFICE SUPPLI	*Status: Verified	Transaction Amount: 422.87	Currency: USD	Not Chk'd

Select All Clear All Stage Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Verify the ChartFields coding is correct.

If incorrect, alter Chartfields to correct budget information for the charge. If you are not sure of the proper coding, check with your budget office.

Click OK.

Oracle Reconcile Statement

Line 1 PO Qty 1.0000 UOM EA

Billing Date 07/06/2015 Billing Amount 41.89 USD Unit Price 41.89000

SpeedChart Transaction Unit Price 41.89000 *Distribute By Amount

Distributions

Chartfields | Details/Tax | Asset Information | Statuses

Row	Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Program
1	Dist: 1	Percent: 100.0000	Amount: 41.89	Currency: USD	*GL Unit: OGS01	*Account: 57032	Oper Unit: 108050	Fund: 10050	Dept: 1140275	Program: 81515

OK Cancel Refresh

Once the transaction and the ChartField information has been reviewed, the status can be changed to **Approved**.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

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Reconcile Statement

Procurement Card Transactions Run Budget Validation on Save

Bank Statement

Personalize | Find | View All | First 1-3 of 3 Last

Row		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	Select <input checked="" type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Approved	Transaction Amount: 41.89	Currency: USD
2	Select <input type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Approved	Transaction Amount: 5.80	Currency: USD
3	Select <input type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 08/15/2015	PROFTECH OFFICE SUPPLI	*Status: Approved	Transaction Amount: 422.87	Currency: USD

Select All Clear All

[Search Purchase Details](#) [Split Line](#) [Distribution Template](#)

Click **Save**.

Approving a Procurement Transaction is complete.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

ORACLE

Reconcile Statement

Procurement Card Transactions Run Budget Validation on Save

Bank Statement

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Row		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	Select <input checked="" type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Approved	Transaction Amount: 41.89	Currency: USD
2	Select <input type="checkbox"/>	Employee Name: [REDACTED]	Card Issuer: VISAP	Card Number: [REDACTED]	Trans Date: 08/05/2015	PROFTECH OFFICE SUPPLI	*Status: Approved	Transaction Amount: 5.80	Currency: USD
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Select All Clear All

[Search Purchase Details](#) [Split Line](#) [Distribution Template](#)