

Quick Facts

LENGTH
1.5 hours

**CONTACT
HOURS**
Online Course

START TIME
N/A

END TIME
N/A

TGM100W - Procurement Card Reconciliation and Approval

Course Description:

The purpose of this online training session is to review the procurement card functions available for the user to dispute amounts, reconcile and verify card transactions for approval. The Approver will also learn to approve transactions and run queries.

Audience:

Professionals whose job responsibilities include any of the following functions:

- Reconciling procurement card transactions
- Approving procurement card transactions

Objectives:

At the completion of this training session, you will be able to do the following:

- View transaction line details
- View Purchase order details
- Enter chartfield and accounting codes
- Split transactions
- Add comments to the transaction
- Add documents to the transaction
- Dispute transaction amounts
- Clear disputed transaction amounts
- Validate budget and distribution codes
- Change transaction status to Verified

Prerequisites:

- TGM10W - TGM Navigation

To register for this course, click this link: [Learning Management System \(LMS\)](#)